

BOARD OF TRUSTEES MEETING
December 16, 2010

AGENDA for the Racine Public Library Board of Trustees meeting to be held on Thursday, December 16, 2010 at 4:30 PM in the Emily Lee Room

I. Call to Order

II. Public Comment

III. Finance & Personnel Committee – Geoffrey Schiveley

The committee met on December 8, 2010. The minutes of the meeting are enclosure one.

IV. Ad hoc Bylaws Committee – Geoffrey Schiveley, Sandra Riekoff, Dwayne Olsen

V. Items for Board Action

1. Review 2011 Memorandum of Agreement between Lakeshores Library System and Racine Public Library (enclosure two)
2. Review resolution to authorize the Library Director and the Business Manager to set up the Library Materials Fund at M & I Trust with the balance of the old Racine Public Library Memorial Fund that wasn't used to purchase land at Hwy. C and Newman Road (enclosure three)
3. Creation of the Community Resource Center and its Rules for Use (enclosure four)

VI. Consent Agenda

1. Approval of the minutes of the November 18 board meeting
2. Personnel Report
Appointment Part Time: Matthew Jerke
3. Approval of the vouchers and credit card purchases of the last month (enclosure five)

4. Approval of the November 2010 financial report (to be presented at the meeting)
 5. Library Director's Report (enclosure six)
 6. Dashboard Report (enclosure seven)
- VII. Old Business
- VIII. Items for the Next Agenda
- IX. The Board will convene in closed session to discuss a Memorandum of Understanding between the Racine Public Library (City of Racine) and AFSCME Local 67 (Racine Public Library Bargaining Unit) and pursuant to Wisconsin Statute 19.85(1)(c).
- X. Adjournment

If you are disabled and have accessibility needs or need information interpreted for you, please call the Racine Public Library's Business Office at 636-9170 at least 48 hours prior to the meeting.

BOARD OF TRUSTEES' MEETING
MINUTES
November 18, 2010

A regular monthly meeting of the Racine Public Library Board of Trustees was held on November 18, 2010 at 4:30 PM in the Emily Lee Room.

Board members Karen Dagg, Robert Goepel, Jerome Maller, Lee Martinez, Douglas Miller, Dwayne Olsen, Sandra Riekoff, Geoffrey Schiveley, and Dennis Wisner were present. Theron Snell was excused and Donna Maldonado was absent. The following people were also in attendance:

- Library Director Jessica MacPhail
- Business Manager Daniel Schultz
- Staff members Heidi Fudge, Ann Lininger, Maryann Owen, Mary Zlosel

President Douglas Miller called the meeting to order at 4:30 PM.

No members of the public were present nor had asked to speak.

Finance & Personnel Committee – Geoffrey Schiveley

There was no report though the President reported he appointed Alderman Wisner to replace Alderman Wisneski on the Finance & Personnel Committee.

Action Taken by the Board

1. No action was taken on the UW-Parkside produced Strategic Plan for the library.
2. The board decided, by consensus, to proceed with the performance evaluation of the Library Director using the same process as last year.
3. President Miller appointed Ms. MacPhail, Mr. Olsen, Mr. Schiveley, and Ms. Riekoff to an ad hoc committee to review the board's bylaws and recommend any changes, if needed.

Consent Agenda

It was moved by Mr. Goepel and seconded by Mr. Martinez that the following items be approved as presented:

1. The minutes of the board meeting on October 21
2. Personnel Report – no changes to report
3. The vouchers and credit card purchases of the last month
4. The October 2010 financial report
5. Library Director's Report
6. Dashboard Report

Motion carried.

Old Business

None

Items for the Next Agenda

None

It was moved by Mr. Olsen and seconded by Mr. Goepel to convene in closed session to discuss a Memorandum of Understanding between the Racine Public Library (City of Racine) and AFSCME Local 67 (Racine Public Library Bargaining Unit) and pursuant to Wisconsin Statute 19.85(1) (c). Motion carried unanimously. The meeting convened in closed session for the purposes stated in the motion and pursuant to Wisconsin Statute 19.85(1) (c).

It was moved by Mr. Olsen and seconded by Mr. Goepel to move into open session. Motion carried. No action was taken on the aforementioned Memorandum of Understanding.

Having no further business to conduct, the meeting adjourned at 5:09 PM.

Respectfully submitted,



Daniel Schultz
Recording Secretary

FINANCE & PERSONNEL COMMITTEE MEETING
MINUTES
December 8, 2010

A meeting of the Racine Public Library Board's Finance & Personnel Committee was held on Wednesday, December 8, 2010 at 4:30 PM in the Emily Lee Room.

Committee members Geoffrey Schiveley, Karen Dagg, Dennis Wiser, and Dwayne Olsen were present. Library Director Jessica MacPhail also attended. Jerome Maller was excused.

Chairperson Schiveley called the meeting to order at 4:33 PM.

The committee directed Library Director MacPhail to prepare a "purpose statement" that will be a clear indication of the direction the committee will recommend to the full library board. MacPhail will present a draft to the committee at the next meeting, set for Wednesday, December 15, 2010 at 4:30 PM.

Having no further business to conduct, the meeting adjourned at 5:33 PM.

Respectfully submitted,

Jessica MacPhail
Recording Secretary

2011 MEMORANDUM OF AGREEMENT
 BETWEEN LAKESHORES LIBRARY SYSTEM
 and
 RACINE PUBLIC LIBRARY

Subject to the terms and conditions of the general agreement between the Lakeshores Library System and the contracting local library, the system agrees to the following payments for the calendar year January through December 2011 in two equal payments on or before April 30 and November 30:

1. Lakeshores Library System agrees to pay

\$1,331,662	(Racine County)
\$13,911	(Kenosha County)
\$ 81	(Waukesha County)
\$1,345,654	

2. This agreement supersedes any and all previous agreements.

Lakeshores Library System

Date

Member Library Board President

Date



75 Seventh Street
Racine, WI 53403-1201

3

administration: 262-636-9170
adult services: 262-636-9217
circulation services: 262-636-9241
youth services: 262-636-9245
fax: 262-636-9260
www.racinelibrary.info

Racine Public Library
RESOLUTION

BE IT RESOLVED THAT Mr. Douglas Miller, the President of the Racine Public Library, is hereby authorized to enter into an Institutional Investment Agency Agreement between the Racine Public Library and Marshall & Ilsley Trust Company N.A., and is further authorized to identify, from time to time, those representatives of the above-named organization who are authorized to give directions and otherwise transact business with Marshall & Ilsley Trust Company N.A.

BE IT FURTHER RESOLVED THAT Mr. Daniel Schultz, the Business Manager of the Racine Public Library or Ms. Jessica MacPhail the Library Director of the Racine Public Library, are hereby authorized to sell, assign and endorse for transfer certificates representing stocks, bonds or other securities now registered or hereafter registered in the name of the Racine Public Library, and are further authorized to give such directions as may be necessary for the transfer of assets from brokerage accounts or any other deposit accounts in the name of the above-named organization to Marshall & Ilsley Trust Company N.A.

I, Mr. Douglas Miller, an officer of the Racine Public Library, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Racine Public Library Board of Trustees of said organization at a meeting held on December 16, 2010, at which a quorum was present and voting, and that the same has not been repealed or amended and remains in full force and effect and does not conflict with the organization's articles, bylaws or any other document under which the organization is operating.

Dated: December 16, 2010

(SEAL)

Douglas Miller, President
(Signatory must be someone other than the officer authorized to enter into the agreement with Marshall & Ilsley Trust Company N.A.)

Subscribed and sworn to before me this
____ day of _____, 20__.

Notary Public
State of _____
My Commission: _____

Community Resource Center Terms of Agreement

The purpose of the Community Resource Center at the Racine Public Library is to provide people with unlimited computer terminal access for the purpose of applying for public benefits, job searching and education related tasks.

In order to use the Community Resource Center:

Patrons will abide by the Racine Public Library's computer use and internet agreement.

Patrons must show id to use the Community Resource Center's computers. Valid id will include a library card, a state or government issued id, student id issued by an institution.

No food or beverage will be allowed in the Community Resource Center.

Computers are available on a first come first served basis there are no reservations allowed.

Patrons are not allowed to save any files onto the computers; they may e-mail documents to themselves or bring their own portable USB drives.

Patrons in the Community Resource Center must be working on life skill tasks. Resume typing, cover letter creation and job applications websites will be allowed as will applying for public aid benefits on access.wi.gov. Patrons will also be able to apply for unemployment and other social service benefits.

No social networking sites or programs will be allowed to be accessed in the Resource Center; ie. Facebook, Twitter, MySpace, AIM, GChat etc.

Students working on individual assignments will be permitted to use the computer so long as a computer is not needed by someone else. Students will need to have the assignment description and show progress as requested.

Patrons taking online classes in the pursuit of a degree or certificate will also be able to use computer terminals in the Community Resource Center.

Volunteers and staff reserve the right to ask patrons to leave if any of these policies are broken.

EXPENDITURES PAID BY CHECK

Voucher #	Vendor	Description	Amount
6523	Weston Woods	juv books on cd	\$ 222.60
6523	Weston Woods	juv toys	\$ 29.95
6524	Wisconsin Library Services	titlesource 3 license renewal/10 addtl users	\$ 4,450.00
6525	Nicholas Demske	adult cds	\$ 30.00
6525	Nicholas Demske	adult non fiction	\$ 45.00
6525	Nicholas Demske	library materials	\$ 10.00
6526	Ann Lininger	cataloging comm mtg/waterford wi	\$ 25.00
6526	Ann Lininger	technology meeting/polaris demo/horicon wi	\$ 85.60
6527	Jill Lininger	2010 wla annual conference/nov 2-5, 2010/wisconsin dells wi	\$ 184.00
6528	Racine Public Library	petty cash expenditures	\$ 63.55
6529	Rebecca Spika	mileage reimbursement/october 2010	\$ 17.00
6530	Maryann Owen	mileage reimbursement/october 2010	\$ 126.50
6531	Per Mar Security Services	security guard services/weeks end 10/2 & 10/9/10	\$ 1,501.38
6532	Keiko Skow	mileage reimbursement/october 2010	\$ 16.00
6533	Tarpaulin Sky Press	poetry books	\$ 77.80
6534	US Postal Service (Hasler)	addtl postage for metering machine	\$ 3,000.00
			<u>\$ 9,884.38</u>

EXPENDITURES PAID BY CREDIT CARD

Voucher #	Vendor	Description	Amount
17353	amazon.com	500 gb usb portable external hard drive	\$ 94.99
17354	CDW Government, Inc.	flat bed scanner for racine history room	\$ 163.23
17355	Graybar	small computer repair parts	\$ 13.89
17356	The Home Depot	15 ft banana tap	\$ 19.94
17357	Interface Electronics	lptone client module/50-81 modules	\$ 303.45
17358	Kortendick's Ace Hardware	carpet tape/cord protectors	\$ 12.95
17359	City Gas	gas for panel van 25.256 gal @ \$2.909 per gal	\$ 73.47
17360	K Mart Store #3851	programming supplies	\$ 44.30
17361	Kwik Trip Store #395	gas for panel van 16.895 gal @ \$2.799 per gal	\$ 47.29
17362	menards	scaffold plank/misc maint supplies	\$ 53.72
17363	Nasco	supplies for programming	\$ 116.23
17364	Open Pantry #588	gas for panel van 15.336 gal @ \$2.759 gal	\$ 42.31
17364	Open Pantry #588	gas for panel van 24.215 gal @ \$2.899 per gal	\$ 70.20
17365	Piggly Wiggly	food/drink for staff lunch due to moving materials	\$ 244.14
17366	Piggly Wiggly #044	family night supplies	\$ 12.56
17367	Sanders Paint & Wallpaper Inc.	paint	\$ 161.00
17367	Sanders Paint & Wallpaper Inc.	paint & supplies for lr	\$ 90.58
17368	Victory Lane Car Wash	car wash for panel van	\$ 20.99
17369	Barnes & Noble Booksellers	nook ereader for foundation raffle	\$ 149.00
17370	www.flickr.com	2 year flickr pro acct	\$ 47.99
17371	Hobby Lobby #283	bulletin boards	\$ 75.41
17372	K Mart #3774	office supplies	\$ 13.76
17373	Kalahari Waterpark Resort Conven	2010 wla annual conference/nov 2-5, 2010/wisconsin	\$ 25.00
17374	amazon.com	amazon kindle for foundation raffle	\$ 189.00
17375	American Library Association	annual membership renewal	\$ 175.00
17376	Anderson Pest Solutions	november pest control	\$ 56.50
17377	Apex Key & Lock	cover plates/wrap around kits for door locks	\$ 296.92
17377	Apex Key & Lock	one-half down pymt for lock enhancements	\$ 1,640.00
17377	Apex Key & Lock	pay bal on door locks w/retainage	\$ 1,100.00
17378	Apple iTunes	ipad for foundation raffle prize	\$ 499.00
17379	at & t	dept head cell phone usage	\$ 267.36
17380	BBC Audiobooks America	ad audio	\$ 51.96
17381	The Boelter Companies	janitorial supplies	\$ 72.72
17381	The Boelter Companies	toilet bowl cleaner (12)	\$ 23.88
17382	Brodart Company	processing supplies	\$ 1,413.01
17383	Citgo	gas for panel van 22.094 gal at \$2.909 per gal	\$ 64.27
17384	DEMCO, Inc.	processing supplies	\$ 71.08
17385	Easterday Office Equipment & Supply	office supplies	\$ 117.70
17386	Express Employment Professionals	temporary maint help for w/e 10/17/10	\$ 940.00
17386	Express Employment Professionals	temporary maint help for w/e 10/24/10	\$ 940.00
17386	Express Employment Professionals	temporary maint help for w/e 10/31/10	\$ 940.00
17387	Findaway World, LLC	ad audio	\$ 688.41
17387	Findaway World, LLC	juv audio	\$ 360.43

EXPENDITURES PAID BY CREDIT CARD

Voucher #	Vendor	Description	Amount
17388	grainger	lamps/small tools	\$ 5.61
17389	Interstate Electric Supply Co	fluor ballasts/lamps	\$ 433.62
17390	Kranz Incorporated	janitorial supplies	\$ 115.17
17391	LightingSupply.com	ballasts for 400w mh lamps	\$ 811.95
17392	LogisTech, Inc.	wi lake country area directory	\$ 61.36
17393	Lucas Color Card	library patron cards (10000)	\$ 2,482.86
17394	Midwest Tape	ad cd	\$ 11.99
17394	Midwest Tape	juv cd	\$ 80.76
17394	Midwest Tape	juv dvd	\$ 183.92
17395	O & H Danish Bakery	board meeting supplies	\$ 12.00
17396	Office Copying Equipment Ltd	maint chrg sharp mx5500n digital imager oct 2010	\$ 363.66
17397	Packerland Rent-A-Mat, Inc.	floor mat rentals/8-29 to 9-28-10	\$ 281.22
17398	Random House Inc	ad audio	\$ 135.00
17399	recorded books	ad dvd	\$ 33.00
17400	Sprint	internet connectivity chrg/bkm wireless modems	\$ 171.98
17401	staples business advantage	october office supplies	\$ 580.79
17402	TDS Metrocom	internet connectivity/public terminals	\$ 312.04
17403	Waste Management of Wisconsin	garbage/recyclables collection/november 2010	\$ 192.53
17404	Weston Woods	juv dvds	\$ 1,478.75
17405	Wisconsin Library Association	renew annual membership	\$ 169.00
17406	amazon.com	ad cd	\$ 265.60
17406	amazon.com	ad dvd	\$ 401.02
17406	amazon.com	ad fiction	\$ 43.07
17406	amazon.com	ad nf	\$ 20.25
17406	amazon.com	juv dvd	\$ 209.36
17412	Baker & Taylor Books	ad audio	\$ 431.48
17412	Baker & Taylor Books	ad cd	\$ 278.50
17412	Baker & Taylor Books	ad dvd	\$ 101.35
17412	Baker & Taylor Books	ad fiction	\$ 1,928.61
17412	Baker & Taylor Books	ad nf	\$ 4,704.78
17412	Baker & Taylor Books	ad video	\$ 1,297.04
17412	Baker & Taylor Books	juv easy book	\$ 424.00
17412	Baker & Taylor Books	juv easy books	\$ 2,470.69
17412	Baker & Taylor Books	juv fiction	\$ 1,059.93
17412	Baker & Taylor Books	juv nf	\$ 2,789.66
17412	Baker & Taylor Books	juv paperbacks	\$ 150.59
17412	Baker & Taylor Books	juv video	\$ 97.98
			<u>\$ 36,394.76</u>

Library Director's Report
December, 2010

Activities:

- Second Floor Grand Re-Opening, Tuesday, December 2, 2010 from 6:00pm to 8:00pm
- Recruited volunteers docents to guide patrons through newly renovated space
- Participated in McKinley School's "One Book, One Community" celebrity reading
- Met with Small Business Development group at City Hall, focus on entrepreneurship
- Presentation to Kiwanis of West Racine, who gave \$300 towards books

Routine Meetings:

- Department heads
- Executive Board of Downtown Rotary as President-Elect
- All-staff meeting (policies)
- RPL Foundation Board

Information:

- Bargaining sessions began
- Library closed November 11 and 12; second floor reopened November 13
- Anonymous patron donated \$51.94 to clear fines from five patrons as a Random Act of Kindness

Highlights of 2010

Jessica MacPhail

- Second floor renovated, under budget and ahead of schedule, thanks to Darcy Mohr, Project Manager
- 2nd Emily Lee Awards (Racine Public Library Foundation)
- Appointed by Governor Doyle to statewide library planning committee, COLAND (Council of Library and Network Development)
- Tenth Racine Reads selection (Privilege, Power and Difference, by Alan G. Johnson)
- Contract approved with new library bargaining unit
- Continuing education and consultation with Warren Graham, "Black Belt Librarian," on library security
- UW-Parkside students developed structure of new Strategic Plan; new board committees formed

RACINE PUBLIC LIBRARY
"DASHBOARD" REPORT
NOVEMBER 2010

Collections	<u>Current month</u>	<u>YTD</u>	<u>YoY - 2009</u>
Circulation	74,181	930,299	81,194
Holds placed	11,763	122,919	8,530
Interlibrary loans	6,576	71,709	4,896
Self checkout machine usage	4,329	55,481	not avail
Materials budget expended (in percent)	5%	87%	7%
New items ordered	938	24,731	1,411
Donations added	194	3,858	208
Free documents added	0	179	16
Services			
Copies made (by public)	2,244	28,355	2,306
Internet usage	3,605	56,922	5,529
Visibility & Value			
Programs held	N.A.	382	51
Program attendance	N.A.	9,496	994
Press releases	7	63	12
Access			
Hours open	365	4,175	369
Circulation per hour open	203	223	220
Library visitors	19,942	305,400	23,497
Subject headings & authorities established	891	17,602	1,831
Materials mended	792	12,355	556
Older materials discarded	3,126	29,124	1,963
New library card registrations	346	5,463	548
Revenue			
Unrestricted gifts	\$1,050	\$3,340	\$0
Memorials, restricted gifts	\$1,325	\$4,248	\$55
Special fund-raising events	\$0	\$0	\$0
Extraordinary revenues or expenditures	\$5,414	\$8,836	\$500

lease payment on land & Microsoft
class-action lawsuit payment

