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Racine, WI 53403-1201

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BOARD OF TRUSTEES MEETING
May 27, 2010

AGENDA for the Racine Public Library Board of Trustees meeting to be held on Thursday, May 27, 2010 at 4:30 PM in the Emily Lee Room

- I. Call to Order
- II. Public Comment
- III. Finance & Personnel Committee – Douglas Miller
No report
- IV. Items for Board Action
 1. The Common Council requests a decision from the Racine Public Library Board of Trustees regarding Sunday hours in 2010 and the \$33,000 Sunday Contingency account (see enclosure one)
 2. Possible partnerships on the Spring St. & Newman Rd. land owned by the Racine Public Library Board of Trustees
- V. Consent Agenda
 1. Approval of the minutes of the regular monthly board meeting on April 22 and the special board meeting on May 11
 2. Personnel Report
Resignation Part Time: Morningstar Marquez
 3. Approval of the vouchers and credit card purchases (enclosure two)
 4. Approval of the April 2010 financial reports (enclosure three)
 5. Library Director's Report (enclosure four)
 6. "Dashboard" Report (enclosure five)
- VI. Old Business
- VII. Items for the Next Agenda

The Library Director would like the Finance & Personnel Committee to set a meeting to discuss the 2011 budget.

VIII. 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.



Daniel Schultz <dan.schultz@racinelibrary.info>

Fwd: Sunday Hours

1 message

Jessica MacPhail <jessica.macphail@racinelibrary.info>

Tue, Apr 27, 2010 at 2:00 PM

To: Daniel Schultz <dan.schultz@racinelibrary.info>, Darcy Mohr <darcy.mohr@racinelibrary.info>, Mary Lou Nordstrom <marylou.nordstrom@racinelibrary.info>, Pamela Preisler <pam.preisler@racinelibrary.info>, Robert Margis <bob.margis@racinelibrary.info>

fyi

----- Forwarded message -----

From: **Brown, David** <David.Brown@cityofracine.org>

Date: Tue, Apr 27, 2010 at 11:33 AM

Subject: Sunday Hours

To: "MacPhail, Jessica" <Jessica.MacPhail@cityofracine.org>, "Schultz, Dan" <Dan.Schultz@cityofracine.org>

Cc: "Spangenberg, James" <James.Spangenberg@cityofracine.org>, "Shakoor, Q.A."

<Q.A.Shakoor@cityofracine.org>, "Hart, Ronald" <Ronald.Hart@cityofracine.org>, "McCarthy, Terry"

<Terry.McCarthy@cityofracine.org>, "Wiser, Dennis" <Dennis.Wiser@cityofracine.org>, "Friedel, Thomas"

<Thomas.Friedel@cityofracine.org>, "Helding, Greg" <Greg.Helding@cityofracine.org>, "Cainion, Rashanda"

<Rashanda.Cainion@cityofracine.org>, "Fischer, Kathleen" <Kathleen.Fischer@cityofracine.org>

Jessica and Dan,

Last evenings Finance and Personnel Committee meeting took up item 10-5005, "Communication from the Alderman of the 11th District requesting to transfer \$33,000 from account 255.000.5970 – Library Sunday Contingency to account 101.990.5970 – Contingency". The item was deferred until the May 24th meeting in order to allow input from the Library Board.

I have been asked to submit a communication to the Library requesting the Boards outlook on Sunday hours in 2010. If there are to be any Sunday hours this year, the Finance and Personnel Committee requests a formal plan be passed by the Library Board at their next scheduled meeting in order to keep the \$33,000 in tax levy funding. If Sunday hours are not probable, a budget amendment will be passed to pull the funding back to the General Fund Contingency account.

Please pass this request along to the Board members for action at their next meeting.

If you have any questions, please feel free to contact me.

Thank you on behalf of the Finance and Personnel Committee,

David Brown

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Jessica MacPhail, Library Director
Racine Public Library
75 Seventh Street, Racine WI 53403
262.636.9252
www.racinelibrary.info
"We have the key to making your life worthwhile - just ask!"

EXDENDITURES PAID BY CHECK

Voucher #	Vendor	Description	Amount
6318	Kay Elmsley Weeden	cd program/clever storyteller/4-29-10	\$ 272.00
6319	MJI	janitorial services/feb 10	\$ 4,697.28
6319	MJI	janitorial services/jan 10	\$ 4,608.94
6320	Maryann Owen	mileage reimbursement/march 10	\$ 22.30
6321	Racine Public Library	petty cash expenditures	\$ 39.65
6322	Sign Pro	door lettering in admin	\$ 122.35
6323	Keiko Skow	mileage reimbursement/march 10	\$ 23.25
6324	Heartland Business Systems	sonicwall firewall software renewal	\$ 295.00
6325	Katie Kimmel	lost book paid for later found	\$ 16.50
6326	Lake Geneva Public Library	damage charge forwarded to other share library	\$ 24.95
6327	Daniel Schultz	mileage reimburse/march 2010	\$ 54.60
6328	Watertown Public Library	lost charge forwarded to share library	\$ 19.97
6329	Waupun Public Library	lost charge forwarded to other share library	\$ 34.00
6330	A Filmed Record Inc	adult dvd	\$ 53.95
6331	Commission on Voluntary Service & Action	adult non fiction	\$ 12.00
6332	East Troy Public Library	lost charge forwarded to other share library	\$ 34.95
6333	Fence Magazine Inc	adult non fiction	\$ 52.80
6334	Hartford Public Library	lost chrqs forwarded to other share library	\$ 16.00
6335	Jack Norton	juv cd	\$ 19.98
6336	Lake Geneva Public Library	lost chrg forwarded to other share library	\$ 19.95
6337	Ann Lininger	mileage reimbursement/april 2010	\$ 85.50
6338	Jill Lininger	mileage reimbursement/march 2010	\$ 25.00
6339	Per Mar Security Services	security guard services/week end 3/13/10	\$ 803.37
6339	Per Mar Security Services	security guard services/week end 3/20/10	\$ 790.20
6339	Per Mar Security Services	security guard services/week end 3/27/10	\$ 803.37
6340	Racine Water & Wastewater Utilities	sewer/water usage/1st qtr 2010	\$ 776.65
6341	Warren Graham	black belt librarian presentation fee	\$ 1,625.00
6342	Nicholas Demske	material purch from bonk presenter	\$ 51.00
6343	Nicholas Demske	tuition reimb fall semes 2009	\$ 5,966.55
6344	AVcafe	juv cds	\$ 98.56
6344	AVcafe	juv dvds	\$ 307.53
6345	Rochester Public Library	damaged ill materials	\$ 28.00
6346	Warren Graham	round trip airfare for black belt libr prog	\$ 449.10
6347	AVcafe	juv cds	\$ 118.66
6347	AVcafe	juv dvds	\$ 49.77
6348	Bridgeway Financial Group LLC	adult non fiction	\$ 8.50
6349	Canarium Books	adult non fiction	\$ 33.60
6350	East Troy Public Library	pay for lost ill materials	\$ 35.00
6351	Per Mar Security Services	security guard services/week end 4/3/10	\$ 744.11
6352	Unique Management Services, Inc.	placements with collection agcy/mar 10	\$ 805.50
6353	UPS	shipping charges	\$ 52.65
			<u>\$ 24,098.04</u>

EXPENDITURES PAID BY CREDIT CARD

Voucher #	Vendor	Description	Amount
16916	City Gas	gas for panel van 19.230 gal at \$2.799 per gal	\$ 53.82
16917	Firestone Complete Auto Care	oil change on panel van 64,695 miles	\$ 19.49
16918	InternetSafety.com Inc	safe eyes renewal/1 year	\$ 49.95
16918	InternetSafety.com Inc	safe eyes renewal/1 yr	\$ 49.95
16919	Lee's True Value Hardware	small tools & misc maint supplies	\$ 29.56
16920	M&M Douglas Park Service	replace 2 small bulbs on panel van	\$ 15.00
16921	Newegg.com	DVD-ROM drive Asus	\$ 31.98
16922	Piggly Wiggly	program supplies	\$ 17.42
16923	Sanders Paint & Wallpaper Inc.	painting supplies	\$ 49.39
16924	American Library Association	pla 13th natl conv/portland or/3-23 to 3-27	\$ 738.95
16925	Healy Awards Inc	distinguished librarian award (1) for e lee luncheon	\$ 175.52
16925	Healy Awards Inc	friend of the library award (1) for e lee luncheon	\$ 175.52
16925	Healy Awards Inc	produce emily lee award plaques (2)	\$ 428.79
16926	Pick N Save #6856	bob award party supplies	\$ 40.85
16927	university of wisconsin-madison	online class for jill lininger/intro to css and xhtml	\$ 89.00
16928	Upstart	summer reading prog expenses	\$ 277.65
16929	Wisconsin Library Association	annual membership renewal fee	\$ 255.00
16930	3M - SDT6194	service contract renewal 5/5/10 to 5/4/11	\$ 1,479.00
16931	Anderson Pest Solutions	pest control visit/april 2010	\$ 56.50
16932	at & t	annual yellow pgs advert/march 2010-march 2011	\$ 780.98
16932	at & t	cell phone usage/dept heads/bkm/rotary read van	\$ 277.65
16933	BBC Audiobooks America	ad audio	\$ 71.99
16934	The Boelter Companies	go jo lotion soap (1 case)	\$ 79.69
16934	The Boelter Companies	janitorial supplies	\$ 1,134.19
16935	Brodart Company	processing supplies	\$ 124.44
16936	City Gas	gas for panel van 13.630 gal at \$2.839 per gal	\$ 38.70
16936	City Gas	gas for panel van 25.785 gals at \$2.899 per gal	\$ 74.75
16936	City Gas	gasoline for panel van/15.29 gal	\$ 44.03
16936	City Gas	gasoline for panel van/23.42 gal	\$ 68.13
16937	Cummins NPower LLC	troubleshoot gen/inverter set on bkm	\$ 227.70
16938	Express Employment Professionals	temporary help for w/e 03/14/10	\$ 1,653.92
16938	Express Employment Professionals	temporary help for w/e 03/21/10	\$ 1,653.92
16938	Express Employment Professionals	temporary help for w/e 03/28/10	\$ 1,676.23
16939	Findaway World, LLC	juv audio	\$ 217.45
16940	The Gale Group	ad lp fiction	\$ 615.91
16941	grainger	plug in cfls 9 watt (20)	\$ 38.40
16942	Hasler, Inc.	postage meter rental/2nd qtr 2010	\$ 135.00
16943	the journal times	classified ads/dec 09/jan 10	\$ 42.00
16944	Klopp International	repair klopp coin counter/sorter machine	\$ 207.75
16945	Midwest Tape	juv cd	\$ 10.39
16945	Midwest Tape	juv dvd	\$ 232.71
16946	National Film Board of Canada	juv dvds	\$ 797.37
16947	Odd Fellows	board meeting supplies	\$ 8.98
16948	Office Copying Equipment Ltd	maint chrg sharp mx5500n digital imager/feb 10	\$ 500.44
16948	Office Copying Equipment Ltd	purch sharp mx-m260 digital imager for circ	\$ 2,336.00
16949	recorded books	ad dvd	\$ 33.00

EXPENDITURES PAID BY CREDIT CARD

Voucher #	Vendor	Description	Amount
16950	regent book company	ad nf	\$ 24.98
16951	Respond Systems	first aid supplies	\$ 130.80
16952	Ricoh Americas Corporation	billable copies	\$ 5.17
16953	Sprint	internet connectivity bkm wireless modems	\$ 171.98
16954	staples business advantage	march office supplies	\$ 606.96
16955	TDS Metrocom	internet connectivity public computer terminals	\$ 312.43
16956	Viking Land Mobile Communications, Inc.	repl batteries for walkie talkies (6)	\$ 334.90
16957	Waste Management of Wisconsin	garbage collection/april 2010	\$ 189.73
16958	Werner Electric Supply	electrical tape (2)	\$ 9.78
16958	Werner Electric Supply	lamps for lobby fixtures (6)	\$ 247.44
16958	Werner Electric Supply	track light fixture lamps (2)	\$ 7.10
16958	Werner Electric Supply	track light fixture lamps/adult ref desk (8)	\$ 28.40
16958	Werner Electric Supply	venture lamps for lobby fixtures (6)	\$ 247.44
16959	Weston Woods	juv dvd	\$ 239.80
16961	amazon.com	ad cd	\$ 48.53
16961	amazon.com	ad dvd	\$ 988.01
16961	amazon.com	ad nf	\$ 198.93
16961	amazon.com	juv dvd	\$ 50.97
16961	amazon.com	juv fiction	\$ 110.20
16977	Baker & Taylor Books	ad audio	\$ 1,522.33
16977	Baker & Taylor Books	ad cd	\$ 491.32
16977	Baker & Taylor Books	ad fiction	\$ 2,830.17
16977	Baker & Taylor Books	ad nf	\$ 6,441.94
16977	Baker & Taylor Books	ad video	\$ 1,319.19
16977	Baker & Taylor Books	juv audio	\$ 104.45
16977	Baker & Taylor Books	juv cd	\$ 45.61
16977	Baker & Taylor Books	juv easy books	\$ 1,062.31
16977	Baker & Taylor Books	juv fiction	\$ 1,281.35
16977	Baker & Taylor Books	juv nf	\$ 1,681.97
16977	Baker & Taylor Books	juv paperbacks	\$ 130.77
16977	Baker & Taylor Books	juv video	\$ 397.07
16978	Chicago Tribune	chicago tribune subscription	\$ 296.55
16979	Healthwise Publications	ad nf	\$ 22.90
16980	Knits	ad nf	\$ 21.00
16981	Southern Lakes Newspapers	east troy times subscription	\$ 28.00
16982	The Onion	ad nf	\$ 75.00
			<u>\$ 38,820.54</u>

RACINE PUBLIC LIBRARY
Special Revenue Fund

January 1 - April 30, 2010
Budget figures are Calendar Year 2010

	Budget	Actual	Unexpended bal	Percent of budg expended
Revenues				
Access payment from County	\$ 1,336,696.00	\$ 668,348.00		
Resource library contract with State	\$ 20,000.00	\$ 10,000.00		
Overdue fines / chrg for copies	\$ 110,000.00	\$ 35,086.00		
Interest	\$ 45,000.00	\$ 10,429.93		
Sales of fixed assets				
Other revenues	\$ 20,000.00	\$ 10,062.98		
Grant revenues				
Total revenues	\$ 1,531,696.00	\$ 733,926.91		
Transfers in				
From city's General Fund	\$ 2,093,446.00	\$ 2,093,446.00		
From city's Capital Projects Fund	\$ 15,000.00	-		
Operating Expenditures				
Full Time Salaries	\$ 1,546,801.00	\$ 446,781.27	\$ 1,100,019.73	28.9%
Part Time Salaries	\$ 435,091.00	\$ 146,733.01	\$ 288,357.99	33.7%
Overtime salaries	\$ 1,300.00	\$ 868.21	\$ 431.79	66.8%
Wisconsin Retirement	\$ 213,400.00	\$ 60,163.29	\$ 153,236.71	28.2%
FICA	\$ 153,079.00	\$ 43,396.10	\$ 109,682.90	28.3%
I/S Health Insurance	\$ 401,517.00	\$ 133,839.00	\$ 267,678.00	33.3%
Longevity	\$ 19,143.00	\$ 4,410.93	\$ 14,732.07	23.0%
I/S Building Complex	\$ 118,340.00	\$ 39,446.68	\$ 78,893.32	33.3%
I/S Telephone	\$ 12,020.00	\$ 2,900.15	\$ 9,119.85	24.1%
I/S Fuel	\$ 8,620.00	\$ 1,452.92	\$ 7,167.08	16.9%
I/S Garage Labor	\$ 10,000.00	\$ -	\$ 10,000.00	0.0%
I/S Garage Materials	\$ 5,500.00	\$ 3,873.91	\$ 1,626.09	70.4%
I/S Information Systems	\$ 7,181.00	\$ 2,393.68	\$ 4,787.32	33.3%
Library Materials	\$ 252,000.00	\$ 74,197.23	\$ 177,802.77	29.4%
Utilities	\$ 155,355.00	\$ 34,711.79	\$ 120,643.21	22.3%
Sirsi/Dynix System Maint	\$ 58,132.00	\$ 54,352.05	\$ 3,779.95	93.5%
Repairs & Maintenance	\$ 55,000.00	\$ 18,505.26	\$ 36,494.74	33.6%
Security Services	\$ 40,634.00	\$ 10,968.88	\$ 29,665.12	27.0%
Sunday Contingency	\$ 33,000.00	\$ -	\$ 33,000.00	0.0%
Internet Access	\$ 32,000.00	\$ 24,013.53	\$ 7,986.47	75.0%
Processing & Circ Supplies	\$ 25,200.00	\$ 8,128.71	\$ 17,071.29	32.3%
Furniture & Equipment under \$5,000	\$ 25,000.00	\$ 6,430.61	\$ 18,569.39	25.7%
Office Supplies	\$ 19,760.00	\$ 8,596.57	\$ 11,163.43	43.5%
OCLC Database Expense	\$ 19,631.00	\$ -	\$ 19,631.00	0.0%
Postage	\$ 15,000.00	\$ 10,214.14	\$ 4,785.86	68.1%
Janitorial Supplies	\$ 12,319.00	\$ 8,333.65	\$ 3,985.35	67.6%
Training	\$ 10,000.00	\$ 3,939.10	\$ 6,060.90	39.4%

RACINE PUBLIC LIBRARY
Special Revenue Fund

January 1 - April 30, 2010
Budget figures are Calendar Year 2010

	Budget	Actual	Unexpended bal	Percent of budg expended
Computer Software	\$ 9,650.00	\$ 5,004.44	\$ 4,645.56	51.9%
Collection Agency	\$ 9,600.00	\$ 1,414.10	\$ 8,185.90	14.7%
Grounds Maintenance	\$ 7,500.00	\$ 800.00	\$ 6,700.00	10.7%
Vehicle Maintenance	\$ 7,025.00	\$ 5,212.41	\$ 1,812.59	74.2%
Travel	\$ 7,000.00	\$ 1,613.28	\$ 5,386.72	23.0%
Children & Adult Programs	\$ 6,400.00	\$ 2,286.45	\$ 4,113.55	35.7%
Library Promotion	\$ 5,000.00	\$ 1,409.12	\$ 3,590.88	28.2%
Mileage	\$ 4,500.00	\$ 848.13	\$ 3,651.87	18.8%
Other fuel	\$ 4,000.00	\$ 1,045.78	\$ 2,954.22	26.1%
Equipment Rental	\$ 2,709.00	\$ 1,688.75	\$ 1,020.25	62.3%
Telephone	\$ 2,100.00	\$ 1,558.63	\$ 541.37	74.2%
Reproductions	\$ 1,800.00	\$ 89.25	\$ 1,710.75	5.0%
Credit Card Bank Fees	\$ 640.00	\$ 55.79	\$ 584.21	8.7%
Small tools	\$ 400.00	\$ 54.97	\$ 345.03	13.7%
Permits & fees	\$ 50.00	\$ -	\$ 50.00	0.0%
Total operating expenditures	\$ 3,753,397.00	\$ 1,171,731.77	\$ 2,581,665.23	31.2%
Capital Outlay Expenditures				
HVAC Engineering & Plans	\$ 15,000.00		\$ 15,000.00	0.0%
Computer Hardware	\$ 12,345.00	\$ 142.05	\$ 12,202.95	1.2%
Total capital outlay expenditures	\$ 27,345.00	\$ 142.05	\$ 27,202.95	0.5%
Excess of revenues & transfers over expenditures	\$ (140,600.00)	\$ 1,655,499.09		
Fund Balance (beginning)	\$ 368,286.00	\$ 368,286.00		
Fund Balance (ending)	\$ 227,686.00	\$ 2,023,785.09		

Note: The 2010 beginning fund balance has not yet been verified by independent auditors.

RACINE PUBLIC LIBRARY
Restricted Funds

January 1 - April 30, 2010

Income & expenditures

Donor/Name of Fund	Purpose restriction	Beginning cash bal 1/1/2010	Revenues 2010	Expenditures 2010	Ending cash balance	Notes
Kammerer	Civil War books	\$ 151.94	\$ 234.07	\$ 10.05	\$ 375.96	(1)(3)
Kammerer	Political Econ	\$ 13.42	\$ 232.75	\$ 89.41	\$ 156.76	(1)(3)
JA Simpson	Ornithology books	\$ 975.43	\$ 218.63	\$ 19.51	\$ 1,174.55	(1)(3)
RW Nesmith	Physics, social books	\$ 549.99	\$ 298.22	\$ 24.05	\$ 824.16	(1)(3)
Mary Egan	Reference books	\$ 7,827.44	\$ 1,948.05	\$ 177.30	\$ 9,598.19	(1)(3)
Forrest Mills	Material for handicapped	\$ (1,381.56)	\$ 198.59	\$ 365.10	\$ (1,548.07)	(1)(3)
Lillian Alshuler	Classical music	\$ (2,364.14)	\$ 383.11	\$ 70.20	\$ (2,051.23)	(1)(3)
Schaffer	Books	\$ 2,034.79	\$ 1,219.09	\$ 215.65	\$ 3,038.23	(1)(3)
Schaffer Children's	Children's books & A/V	\$ 1,426.43	\$ 310.73		\$ 1,737.16	(1)(3)
Sadie Lindh	Non-fiction books	\$ 4,894.97	\$ 2,341.04		\$ 7,236.01	(1)(3)
Arthur Gruhl	Large print books	\$ 184.52	\$ 121.01	\$ 117.04	\$ 188.49	(1)(3)
Jess Chapman	Art books & materials	\$ 315.54	\$ 302.85	\$ 106.40	\$ 511.99	(1)(3)
Floyd & Isabel Monk	Popular fiction	\$ (722.88)	\$ 3,000.44	\$ 170.87	\$ 2,106.69	(1)(3)
Gladys M Jones	Materials for children	\$ 1,508.51	\$ 640.00		\$ 2,148.51	(1)(3)
Anonymous	Continuing education	\$ (2,419.63)	\$ 2,732.88	\$ 8,033.55	\$ (7,720.30)	(1)(3)(8)
Mary Reynolds	Outreach	\$ 1,634.03	\$ 492.73	\$ 111.16	\$ 2,015.60	(1)(3)
Celia M Kutil	Child bks,art,architecture,birds	\$ 569.72	\$ 248.57	\$ 195.73	\$ 622.56	(1)(3)
Gift & Memorial Fund	Per donor's request	\$ 6,367.26	\$ 12,346.90	\$ 4,130.71	\$ 14,583.45	(2)
Total:		\$ 21,565.78	\$ 27,269.66	\$ 13,836.73	\$ 34,998.71	

Principal values

Donor/Name of Fund	Purpose restriction	Original donation	Year of bequest	Market value 12/31/2009	Current market value	
Kammerer	Civil War books	\$ 4,623.29	1967	\$ 9,552.89	\$ 9,734.54	(1)(3)
Kammerer	Political Econ	\$ 4,623.29	1967	\$ 9,552.89	\$ 9,734.54	(1)(3)
JA Simpson	Ornithology books	\$ 4,000.00	1968	\$ 8,463.35	\$ 8,765.80	(1)(3)
RW Nesmith	Physics, social books	\$ 5,824.04	1969	\$ 12,060.87	\$ 12,290.21	(1)(3)
Mary Egan	Reference books	\$ 20,000.00	1959	\$ 77,649.06	\$ 79,123.41	(1)(3)
Forrest Mills	Material for handicapped	\$ 5,000.00	1977	\$ 7,966.16	\$ 8,250.84	(1)(3)
Lillian Alshuler	Classical music	\$ 10,000.00	1985	\$ 15,808.76	\$ 16,109.37	(1)(3)
Schaffer	Books	\$ 26,500.00	1986	\$ 48,673.84	\$ 50,413.25	(1)(3)
Schaffer Children's	Children's books & A/V	\$ 9,500.00	2006	\$ 12,127.76	\$ 12,561.16	(1)(3)
Sadie Lindh	Non-fiction books	\$ 60,527.21	1990	\$ 94,072.99	\$ 95,862.97	(1)(3)
Arthur Gruhl	Large print books	\$ 3,000.00	1993	\$ 4,828.32	\$ 5,000.87	(1)(3)
Jess Chapman	Art books & materials	\$ 11,713.00	2005	\$ 11,868.76	\$ 12,292.91	(1)(3)
Floyd & Isabel Monk	Popular fiction	\$ 98,477.81	1999	\$ 110,435.86	\$ 112,535.86	(1)(3)
Gladys M Jones	Materials for children	\$ 33,800.56	1999	\$ 37,929.75	\$ 38,651.00	(1)(3)
Anonymous	Continuing education	\$ 12,306.05	1983	\$ 26,906.59	\$ 25,795.67	(1)(3)(8)
Mary Reynolds	Outreach	\$ 6,461.48	1984	\$ 19,821.71	\$ 20,198.62	(1)(3)
Celia M Kutil	Child bks,art,architecture,birds	\$ 10,023.10	2006	\$ 10,065.14	\$ 10,256.54	(1)(3)
Furnishing Fund	Interior furnishings	\$ 113,827.29	1993	\$ 203,597.59	\$ 211,484.72	(3)(4)
Total:		\$ 440,207.12		\$ 721,382.29	\$ 739,062.28	

RACINE PUBLIC LIBRARY
Unrestricted Funds

January 1 - April 30, 2010

Income & expenditures

Donor/Name of Fund	Endowed/Unendowed	Beginning cash bal 1/1/2010	Revenues 2010	Expenditures 2010	Ending cash balance	Notes
Emily A Lee	Unendowed	\$ 38,432.77	\$ 4,168.22		\$ 42,600.99	(1)(3)
Alma Boernke	Unendowed	\$ 40,079.00	\$ 8,023.38		\$ 48,102.38	(1)(3)
Arline Crowley	Unendowed	\$ 3,308.46	\$ 238.46		\$ 3,546.92	(1)(3)
Edith Seft	Unendowed	\$ 11,100.17	\$ 1,535.02		\$ 12,635.19	(1)(3)
		<u>\$ 92,920.40</u>	<u>\$ 13,965.08</u>	<u>\$ -</u>	<u>\$ 106,885.48</u>	

Principal values

Donor/Name of Fund	Endowed/Unendowed	Original donation	Market value 12/31/2009	Current market value	Notes
Emily A Lee	Endowed	\$ 100,000.00	\$ 286,084.57	\$ 291,524.64	(1)(3)
Alma Boernke	Unendowed	\$ 75,746.68	\$ 321,447.95	\$ 327,559.98	(1)(3)
Arline Crowley	Unendowed	\$ 15,000.00	\$ 15,812.87	\$ 16,166.80	(1)(3)
Edith Seft	Unendowed	\$ 56,952.88	\$ 60,164.09	\$ 61,510.72	(1)(3)
Frances D Langner	Unendowed	\$ 468,842.77	\$ 721,740.04	\$ 722,401.10	(7)
RPL Memorial Fund	Unendowed	\$ 738,205.60	\$ 111,844.29	\$ 111,950.65	(5)(6)
		<u>\$ 1,454,747.93</u>	<u>\$ 1,517,093.81</u>	<u>\$ 1,531,113.89</u>	

Notes

- (1) All of these funds are invested with Johnson Bank. The income received consists of interest & dividends after deducting management fees. The income is received quarterly and will be reported when received.
- (2) The Gift & Memorial Fund is on deposit with the City of Racine. The fund receives interest accrued and paid monthly by the City of Racine.

(3)		M & I Trust	Johnson Bank
	Trust fund management fees (1st qtr 2010)	\$233.75	\$2,379.82
	Trust fund management fees (2nd qtr 2010)		
	Trust fund management fees (3rd qtr 2010)		
	Trust fund management fees (4th qtr 2010)		
	Total fees	\$233.75	\$2,379.82

- (4) This fund is currently invested with M & I Trust Company. It is invested for capital appreciation with no income distributions withdrawn at the present time.
- (5) The RPL Memorial Fund is an amalgamation of many bequests.
- (6) The investments making up the RPL Memorial Fund were liquidated in February 2009 and the proceeds were used to purchase land at Hy. C & Newman Road. The balance was deposited in a money market account at M & I Bank. The "Current Market Value" is the value of the account as of March 31, 2010.

The following transactions took place during April:

Balance on April 1	\$ 111,950.65
Interest accrued & paid	\$ 27.60
Balance on April 30	\$ 111,978.25

- (7) The investments making up the Langner Fund were liquidated in February 2009 and the proceeds were invested in CDs through the CDARS program at Johnson Bank. The "Current Market Value" is the value of the CDs and the amount in a money market account at Johnson Bank.
- (8) \$2,067.00 was withdrawn from the principal of this fund to pay a tuition reimbursement expense, in January. \$2,000.00 was deposited in the fund, also in January. \$5,966.55 was withdrawn in April to pay a tuition reimbursement expense. The Original Donation and Current Market Value columns have been adjusted accordingly.



75 Seventh Street
Racine, WI 53403-1201

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

Library Director's Report
May, 2010

Activities:

- Library closed May 7, 2010 all day for Black Belt Librarian workshop; 75 registered from RPL and other libraries. Excellent feedback, and policy change recommendations will be forthcoming
- Helped with Battle of the Books wrap-up party
- Staffed Youth Services desk due to staff shortages
- Rotary PostProm
- Strategic Plan presentation from UW-P's MBA team (attached)
- Racine Reads activities began (14 events scheduled)
- Second floor renovation began (report attached)
- Building use survey completed
- Met with Ron Meyer, Mount Pleasant Director of Planning and Development, to discuss wetlands on the Spring and Newman property
- Teleconference with Wisconsin Library Association Executive Board

Routine Meetings:

- Department heads
- Lakeshores Library System Librarian's Advisory Committee
- Wisconsin Public Library Consortium's Selection Committee as member
- Friends of the Library
- Coming Together Racine (Treasurer)
- Executive Board of Downtown Rotary as Vice-President
- Dragon Boat Festival Steering Committee
- RPL Foundation Board

Upcoming:

- Meeting with City Finance & Personnel Committee to discuss Sunday Hours
- Renovation continues

RACINE PUBLIC LIBRARY
"DASHBOARD" REPORT
APRIL 2010

Collections	<u>Current month</u>	<u>YTD</u>	<u>YoY - 2009</u>
Circulation	89,678	360,225	91,471
Holds placed	11,039	45,842	10,539
Interlibrary loans	6,666	27,132	6,110
Self checkout machine usage	5,218	20,910	not avail
Materials budget expended (in percent)	7%	41%	8%
New items ordered	1,462	15,504	1,850
Donations added	417	1,619	351
Free documents added	4	141	5
Services			
Copies made (by public)	3,441	11,800	3,850
Internet usage	5,537	22,696	6,551
Visibility & Value			
Programs held	44	198	38
Program attendance	1,128	5,629	1,170
Press releases	not avail	17	10
Access			
Hours open	396	1,513	411
Circulation per hour open	226	713	223
Library visitors	28,890	122,770	28,513
Subject headings & authorities established	2,024	7,282	1,706
Materials mended	1,139	5,418	1,482
Older materials discarded	741	7,325	790
New library card registrations	497	2,089	618
Revenue			
Unrestricted gifts	\$0	\$2,290	\$0
Memorials, restricted gifts	\$460	\$1,593	\$580
Special fund-raising events	\$0	\$0	\$0
Extraordinary revenues or expenditures	\$750	\$2,750	\$0