



75 7th Street
Racine, WI 53403

P 262-636-9212

W racinelibrary.info

Regular Board Meeting

DATE: **Thursday, January 21, 2021**

TIME: **4:30 p.m.**

Meeting available on Zoom.us at the following meeting link:

<https://us02web.zoom.us/j/88211078755>

Via phone: Call in: 1-312-626-6799

Meeting ID: 882 1107 8755

Passcode: 696261

If you require a sign language interpreter, assistive listening devices, or other accommodations to participate in this meeting, please contact the Racine Public Library's Business office (262-636-9170) at least 72 hours in advance.

Due to the COVID-19 pandemic and following CDC recommendations regarding social distancing and large group meetings, this meeting will not be open to the public in an in-person capacity. Those wishing to observe virtually may do so by downloading the Zoom app to their personal computer, tablet, or smart phone, and utilizing the above information to join via computer, or they may dial in by telephone. If you wish to communicate in written format with the Board, send comments to the Executive Director at 75 7th Street, Racine, WI 53403 or angela.zimmermann@racinelibrary.info.

AGENDA

1. Call to Order
2. Introductions
3. Comments from the Public
4. Correspondence
5. Consent Agenda
 - a) Approve Minutes of December 2020 Meeting – Action
 - b) Approve Payment of Monthly Invoices and Credit Card Purchases- Action
 - c) Approve the November 2020 Financial Report – Action
6. Reports: Board President, Committees, Racine Public Library Foundation, Executive Director
7. New Business (Discussion/Action Items)
 - a) Approve \$1160 from the Boernke Fund to be used towards 2021 RPL Programming due to the 2021 budget cuts – Action
 - b) Status Update of RPL Bookmobile – Discussion
 - c) Approve City of Racine's COVID-19 Sick Leave Policy to incorporate into the Racine Public Library Employee Handbook. This policy is intended to create a one-time exception in 2021 to the sick leave accrual language. - Action
 - d) Executive Director's 2021 Goals – Action
 - e) DPI Trustee Essentials TE1: The Trustee Job Description - Discussion

- f) DPI Trustee Essentials TE2: Who Runs the Library – Discussion
- 8. Referral Items
- 9. Confirmation of Next Meeting: Thursday, February 18th, 2021 at 4:30 p.m.
- 10. Adjournment

Executive Director's Background Information on Agenda Items

Hello RPL Trustees,

New director, so that means new ways! I'm a bit more familiar with providing as much information as possible to the trustees prior to Board meetings. If this format or manner is not something you'd like to see, then you'll just have to tell me. Everything can be changed or reverted to what it was or how the Board prefers to be informed.

In this first section, what I'll do is provide as much background information as possible on the agenda items and where you'll find each corresponding information within the packet. I will only go into detail on agenda items of which you must be informed of something though (i.e. there's no reason for me to go into detail on 'Introductions' unless we'd have a guest at a meeting). If anyone has any questions prior to the Board meeting on the 21st, please let me know.

Thank you and "see" you all on Thursday, the 21st,
Angie

Zoom Meeting Credentials:

Topic: Racine Public Library Board Meeting

Time: Jan 21, 2021 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88211078755?pwd=OWx3UGZYL1hLcndKS0dXV3B2azE1Zz09>

Meeting ID: 882 1107 8755

Passcode: 696261

One tap mobile

+19294362866,,88211078755# US (New York)
 +13017158592,,88211078755# US (Washington D.C)

Consent Agenda Items:

Approve Minutes of December 2020 Meeting – Action: Enclosed in the packet are the December 17th, 2020 Board meeting minutes. *Pages 6-7*

Approve Payment of Monthly Invoices and Credit Card Purchases- Action: Enclosed in the packet are the monthly invoices and credit card purchases for approval. At the December Board meeting, the question came up from Sue Trottier about the supposed COVID “windfall” that was reported to the Board prior to my arrival (October or November meeting?). Dan will be prepared to go into more detail about this at the Board meeting. *Pages 8-10*

Approve the November 2020 Financial Report – Action: Enclosed in the packet is the November 2020 Financial Reports. This past week we received a check for Walworth County reimbursement in the amount of \$1,633. As I understand it, RPL received slightly less than we should have in 2018 from Walworth County. The check we received is to correct that shortfall. It is a one-time payment. I’m including a letter supplied from Lakeshores Library System providing more information.

Year to Date Budget Report: Pages 11-13

Balance Sheet: Page 14

Lakeshores Library System Explanation of Walworth County Payment: Pages 15-20

Trust Fund Reports: 21-27

Reports:

Board President and Committee Reports will take place. Also requested at the December meeting was for a Foundation report to be provided during this meeting. I believe Sue Trottier will be providing this.

If you’ve noticed, I pulled the Executive Director’s Report from the Consent Agenda section and placed it under an ‘official’ report. I’m used to providing a relatively substantial report on the library activities of each month to the Board and then answering any further questions during the meeting. I’m going to provide that information this month (well, as much as I currently can) and again, if it’s not something you desire to see, just let me know. However, I’m not going to list every single meeting I’ve attended or connection I’ve made within the community thus far, as I’m not sure this is what the Board wants to see. I can certainly expand on all of them though at our meeting.

Beginning in February, I’ll also have both Darcy (Adult and Youth Services Manager) and Bob (Head of Circulation Services) actually submit further reports to me concerning activities in their departments (programs, stats for curbside pickup and curbside internet, staff updates, overall departmental happenings, etc.). I feel those also should be submitted then with my report.

Executive Director's Report: Pages 28-29

New Business (Discussion/Action Items):

- a) **Approve \$1160 from the Boernke Fund to be used towards 2021 RPL Programming due to the 2021 budget cuts – Action:** We are asking for \$1,160 from the Boernke fund to augment the 2021 programming budget cuts. This is tied to the Board-approved \$20 gift cards that were purchased for the staff members as holiday gifts. These gift cards were originally purchased by the Friends of the Library to be used as Summer Reading prizes and went unused due to the pandemic. *Enclosed memo in the packet. Page 30*
- b) **Status Update of RPL Bookmobile – Discussion:** As of this writing, our current Bookmobile has been out of commission since January 1st because of heater issues and is still at Truck Country repair. This has been very frustrating for our Bookmobile Staff, as well as our patrons. I'm already of the opinion to begin searching out what a possible second bookmobile could do for us, so we'd always have one in commission while one was out. I casually mentioned the current bookmobile issue to Tracy and she requested for it to be put it on the agenda.
- c) **Approve City of Racine's COVID-19 Sick Leave Policy to incorporate into the Racine Public Library Employee Handbook intended to create a one-time exception in 2021 to the sick leave accrual language in the City of Racine Employee Handbook Section 5.05.A. – Action:** The Families First Coronavirus Response Act (FFCRA) regarding leave for COVID-19 reasons expired at the end of 2020. In the City's attempt to still provide employees with some time that they can use in the event that they do have to quarantine or isolate, the City has put together the enclosed policy. Essentially, this policy will give employees all 12 of their sick days for the year 2021 at the beginning of the year. Those days can be taken for COVID-19 or any other reason they would normally be able to use a sick day for. If this would not be approved by the Library Board, library employees would have to use any banked sick leave or vacation or any other paid time they may have to cover being off for a quarantine or isolation. This has already been approved/recommended by the City's Finance & Personnel Committee and expected to go through the Common Council with no problems on January 19th, but we do need a separate adoption from the Library Board to be applicable to library staff. *Enclosed in the packet. Pages 31-32*
- d) **Executive Director's 2021 Goals – Action:** I imagine the Board and I would want to work together to come up with goals for myself for 2021. As I begin to dig into the strategic plan and the 20 Great Leaps, I feel there are many areas that can feasibly be pulled out and I would work with the Management Team to set strategic objectives, actionable goals, and timelines for in order to accomplish. My one comment/analogy for the Board's consideration in this area is that one cannot expand their own house, if the structure and foundation aren't entirely secure. Meaning, I hope the Board takes into consideration that there is initially some work at RPL which needs to be completed in

regards to staffing, the team culture of the library, and the organizational chart prior to conquering library world. I would like and hope that we're able to have a thorough discussion on this to ensure we're on the same page.

Items e and f)

DPI Trustee Essentials TE1: The Trustee Job Description & DPI Trustee Essentials TE2: Who Runs the Library – Discussion:

I have found it helpful and informative for Board members and the Director, on a monthly basis, to cycle through the chapters of the *Wisconsin Department of Public Instruction's manual: A Handbook for WI Public Library Trustees*. We're not going to tackle all 168 pages in one meeting, but rather we'll go through two chapters every meeting (as time allows). There are discussion questions after each chapter and it just prompts great discovery and conversation and allows learning and refreshers for both newer Board members or those that have been on the Board for a little longer. So, if you could read through Chapters 1 and 2 prior to the meeting, that'd be great!

DPI Trustee Essentials: Attached separately or here is the link:

<https://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>



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Racine Public Library Board of Trustees December 2020 **DRAFT** Meeting Minutes

Meeting Date: December 17th, 2020 at 4:30 p.m.

Location: Virtual Conference (via Zoom)

1. **Call to Order:** The meeting was called to order 4:36 p.m. Board Members present: Angelina Cruz, Melissa Kaprellian, Brian O’Connell, James O’Hagan, Sue Trottier, Darcy Mohr (Adult and Youth Services Manager), and Angela Zimmermann (Executive Director)
Absent - Tracy Austin, Maurice Horton, Ahmad Qawi, Chris Terry, and Dan Schultz (Business Manager)
2. **Public Comment:** There were no public comments.
3. **President’s Report:** James welcomed Angela. She gave a brief update of her first few days (start date of 12/14) and what a warm welcome the staff gave her. She had already met with the Mayor, Downtown Racine Corp, and various staff members. She will hold her first staff meeting tomorrow. She will concentrate on “listening” to the staff and getting a feel of the current environment for a while.
4. **Committee Reports:** RUSD is out until 12/15.
5. **Old Business:** Nothing to report.
6. **Items for Board Action**
 - A. **Request approval of changes to the RPL Employee Handbook, based on changes to be made to the City of Racine’s Employee Handbook, effective January 1st, 2021.** A discussion took place regarding updating the Library’s employee handbook to coincide with a few changes the city is making regarding Maternity Leave, vacation pay out for employee’s leaving the library, and health insurance options for retirees. Sue made a motion and Melissa seconded, to accept the proposed changes. The motion passed.
 - B. **Request permission to extend the free prints and copies for members of the public through March 31st, 2021.** Brian made a motion and Melissa seconded, to continue to allow free printing and copies for patrons, during COVID. The program is not being abused.

7. Consent Agenda: Brian made a motion to approve and Melissa seconded the Consent Agenda.

A. Items pulled out from the Consent Agenda for further discussion: Executive Director Report.

Darcy explained the grant that Nick Demske obtained from the ALA regarding sustainability issues. The grant was done in conjunction with the city, was for \$1000, and it designates the RPL as one of 25 in the country to be called a 'Climate Resilience Hub'. Wonderful job!

Youth Librarian, Keiko Skow will be interviewed in an upcoming ALA magazine for her Japanese storytelling that she has been conducting for the community youth. Great!

Darcy said that the staff was very appreciative of the Board's distribution of gift cards, in place of the annual holiday dinner.

8. Adjournment: The meeting was adjourned at 5:30 p.m. Next RPL Board of Trustees meeting to be held on January 21st at 4:30 p.m.

Racine Public Library
Check & Credit Card Purchases
November 2020

| CHECK NO | VENDOR NAME | TRANSACTION DESCRIPTION | AMOUNT |
|----------|-----------------------|---|-------------|
| 0 | ADVANCED DISPOSAL ON | GARBAGE & RECYCLING COLLECTIONS FOR NOV | \$ 251.00 |
| 0 | AGILIS LINXUP MOTOSF | GPS SERV FOR TRANSIT VAN | \$ 22.99 |
| 0 | AMAZON MKTPLACE PMTS | SANDWICH STORAGE BAGS | \$ 61.65 |
| 0 | AMAZON MKTPLACE PMTS | LAPTOP SHOULDER BAG | \$ 23.99 |
| 0 | AMAZON MKTPLACE PMTS | POSTER | \$ 14.99 |
| 0 | AMAZON MKTPLACE PMTS | POSTERS (3) | \$ 134.81 |
| 0 | AMAZON MKTPLACE PMTS | EARPHONES | \$ 14.99 |
| 0 | AMAZON M KTPLACE PMTS | NITRILE GLOVES (8 CS) | \$ 1,443.92 |
| 0 | AMAZON MKTPLACE PMTS | PRINT MATERIAL | \$ 17.99 |
| 0 | AMAZON MKTPLACE PMTS | PRINT MATERIAL | \$ 17.99 |
| 0 | AMAZON MKTPLACE PMTS | PRINT MATERIAL | \$ 19.99 |
| 0 | AMAZON MKTPLACE PMTS | AV & PRINT MATERIAL | \$ 46.90 |
| 0 | AMAZON MKTPLACE PMTS | PRINT MATERIAL | \$ 13.58 |
| 0 | AMAZON MKTPLACE PMTS | PRINT MATERIAL | \$ 30.39 |
| 0 | AMAZON MKTPLACE PMTS | PRINT MATERIAL | \$ 25.49 |
| 0 | AMAZON MKTPLACE PMTS | PRINT MATERIAL | \$ 17.99 |
| 0 | AMAZON MKTPLACE PMTS | AV MATERIAL | \$ 29.99 |
| 0 | AMAZON MKTPLACE PMTS | AV & PRINT MATERIAL | \$ 9.99 |
| 0 | AMAZON MKTPLACE PMTS | AV MATERIAL | \$ 18.98 |
| 0 | AMAZON MKTPLACE PMTS | AV MATERIAL | \$ 12.98 |
| 0 | AMAZON MKTPLACE PMTS | REFUND - AV MATERIAL | \$ (0.53) |
| 0 | AMAZON MKTPLACE PMTS | N/T COLLECTION MATERIAL | \$ 110.88 |
| 0 | AMAZON MKTPLACE PMTS | N/T COLLECTION MATERIAL | \$ 65.15 |
| 0 | AMAZON MKTPLACE PMTS | USB PORTS (3) | \$ 35.97 |
| 0 | AMAZON SERVICES KIND | WALL CLOCK FOR CIRC LOBBY | \$ 42.95 |
| 0 | AMAZON SERVICES KIND | PAPER BAGS FOR CURBSIDE P/U | \$ 261.70 |
| 0 | AMERICAN LIBRARY ASS | PROVIDING LIB SENIOR SERVIN COVID WORLD WEBINAR - | \$ 59.00 |
| 0 | AMIGOS LIBRARY SERVI | LIB MARKETING & COMMUNICATIONS VIRTUAL CONF - JH | \$ 99.00 |
| 0 | APPLE ONLINE STORE | IPAD PRO 11" 256GB | \$ 849.00 |
| 0 | BARNES & NOBLE #2037 | MAGAZINES (4) | \$ 39.96 |
| 0 | BATZNER PEST CONTROL | PEST CONTROL FOR NOV | \$ 50.00 |
| 0 | BITRIX INC | CHARGE FOR OUT GOING CALLS & RENTING OUR PHONE# | \$ 30.00 |
| 0 | BRODARTCO | BOOK COVERS, GLUE & VINYL CORNERS | \$ 138.68 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 210.99 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 418.20 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 168.72 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 177.63 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 169.80 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 388.72 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 392.72 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 161.95 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 219.84 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 609.68 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 253.52 |

Racine Public Library
Check & Credit Card Purchases
November 2020

| CHECK NO | VENDOR NAME | TRANSACTION DESCRIPTION | AMOUNT |
|----------|----------------------|--------------------------------------|-------------|
| 0 | BRODARTCO | PRINT MATERIAL | \$ 101.69 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 263.03 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 286.03 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 295.08 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 418.80 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 268.91 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 403.58 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 547.40 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 393.67 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 349.86 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 817.53 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 1,561.90 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 22.40 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 42.88 |
| 0 | BRODARTCO | PRINT MATERIAL | \$ 423.82 |
| 0 | BUDD VAN LINES INC | CART RENTAL (4 EA) | \$ 160.00 |
| 0 | BWFDTRCKCNTRYOFWISCO | REPAIRS TO MLB HEATER | \$ 2,176.46 |
| 0 | BWFDTRCKCNTRYOFWISCO | HEATER REPAIRS ON THE MLB | \$ 3,973.67 |
| 0 | FACEBK 3NQS89NDU2 | PROGRAM ADVERTISING | \$ 23.56 |
| 0 | FOREIGN VENDOR | KARAOKE SOFTWARE SUBSCRIPTION | \$ 9.99 |
| 0 | GORDON FLESCH COMPAN | CANON COPIERS (2) LEASE PYMT NOV/DEC | \$ 130.62 |
| 0 | HOBBY LOBBY #283 | CRAFT SUPPLIES | \$ 43.95 |
| 0 | HOBBY LOBBY #283 | MISC CRAFT SUPPLIES | \$ 186.80 |
| 0 | HOBBY LOBBY #283 | MISC CRAFT SUPPLIES | \$ 169.30 |
| 0 | HOBBY LOBBY #283 | MISC CRAFT SUPPLIES | \$ 23.96 |
| 0 | KAMISHIBAI FOR KIDS | PRINT MATERIAL | \$ 22.40 |
| 0 | LEE NEWSPAPER ADVERT | CLASSIFIED ADVERTISING | \$ 22.20 |
| 0 | LEES TRUE VALUE | MISC MAINT SUPPLIES | \$ 60.30 |
| 0 | M&M DOUGLAS PK SV Q | GAS FOR TRANSIT VAN | \$ 16.87 |
| 0 | M&M DOUGLAS PK SV Q | GAS FOR TRANSIT VAN | \$ 18.01 |
| 0 | M&M DOUGLAS PK SV Q | GAS FOR TRANSIT VAN | \$ 16.34 |
| 0 | MIDWESTTAPE LLC | AV MATERIAL | \$ 3.10 |
| 0 | MIDWESTTAPE LLC | AV MATERIAL | \$ 52.25 |
| 0 | MIDWESTTAPE LLC | AV MATERIAL | \$ 15.50 |
| 0 | MIDWEST TAPE LLC | AV MATERIAL | \$ 57.00 |
| 0 | MIDWEST TAPE LLC | AV MATERIAL | \$ 25.15 |
| 0 | MIDWEST TAPE LLC | AV MATERIAL | \$ 58.40 |
| 0 | MIDWEST TAPE LLC | AV MATERIAL | \$ 16.20 |
| 0 | MIDWEST TAPE LLC | AV MATERIAL | \$ 71.25 |
| 0 | MIDWEST TAPE LLC | AV MATERIAL | \$ 28.85 |
| 0 | MIDWEST TAPE LLC | AV MATERIAL | \$ 66.50 |
| 0 | MIDWEST TAPE LLC | AV MATERIAL | \$ 12.40 |
| 0 | MIDWEST TAPE LLC | AV MATERIAL | \$ 32.00 |
| 0 | MIDWEST TAPE LLC | AV MATERIAL | \$ 12.59 |

Racine Public Library
Check & Credit Card Purchases
November 2020

| CHECK NO | VENDOR NAME | TRANSACTION DESCRIPTION | AMOUNT |
|----------|----------------------|--|--------------|
| 0 | MIDWEST TAPE LLC | AV MATERIAL | \$ 430.89 |
| 0 | MIDWEST TAPE LLC | AV MATERIAL | \$ 88.45 |
| 0 | MIDWEST TAPE LLC | AV MATERIAL | \$ 479.88 |
| 0 | MIDWEST TAPE LLC | AV MATERIAL | \$ 81.53 |
| 0 | MIDWEST TAPE LLC | AV MATERIAL | \$ 193.40 |
| 0 | MIDWEST TAPE LLC | AV MATERIAL | \$ 68.95 |
| 0 | MIDWEST TAPE LLC | AV MATERIAL | \$ 576.85 |
| 0 | MIDWEST TAPE LLC | AV MATERIAL | \$ 137.94 |
| 0 | MIDWEST TAPE LLC | AV MATERIAL | \$ 532.86 |
| 0 | MIDWEST TAPE LLC | AV MATERIAL | \$ 51.56 |
| 0 | MIDWEST TAPE LLC | AV MATERIAL | \$ 107.20 |
| 0 | NEIGHBORHOOD PANTRY | GAS FOR TRANSIT VAN | \$ 25.00 |
| 0 | OFFICE COPYING EQUIP | SHARP COPIERS (3) CONTRACT BASE RATE CHARGE AUG/SE | \$ 141.78 |
| 0 | OLD HOUSE JRNL S | MAGAZINE SUBSCRIPTION | \$ 27.00 |
| 0 | OPC RACINE WTR & WST | WATER & SEWER SERV 06/24/20 - 09/24/20 | \$ 19,522.84 |
| 0 | OPC RACINE WTR & WST | WATER & SEWER SERV CONVENIENCE FEE | \$ 4.95 |
| 0 | PACKERLAND RENTAMAT | FLOOR MAT RENTALS | \$ 103.58 |
| 0 | PACKERLAND RENTAMAT | FLOOR MAT RENTAL | \$ 64.38 |
| 0 | PACKERLAND RENTAMAT | FLOOR MAT RENTAL | \$ 64.38 |
| 0 | PIERCE GENERAL RENTA | CURBSIDE P/U TENT RENTAL ADJUSTMENT | \$ (140.50) |
| 0 | REGENT BOOK CO | PRINT MATERIAL | \$ 31.57 |
| 0 | ROMME PRINTING | BUSINESS CARDS+ REPRINT | \$ 180.00 |
| 0 | SHUTTER STOCK INC | SOFTWARE SUBSCRIPTION | \$ 99.00 |
| 0 | TAW GLOBAL LLC | FM TRANSMITTER | \$ 134.41 |
| 0 | TIME CLOCK DEPOT | RIBBON FOR TIME CLOCK | \$ 52.80 |
| 0 | ULINE SHIP SUPPLIES | STRETCH WRAP | \$ 118.79 |
| 0 | UNITED STATES POSTAL | POSTAGE | \$ 2.60 |
| 0 | UPS 000000581231280 | SHIPPING PARCELS | \$ 4.95 |
| 0 | VERIZON WIRELESS | CELL PHONES & WIFI HOT SPOTS | \$ 828.46 |
| 0 | VERIZON WIRELESS | CELL PHONES & WIFI HOT SPOTS | \$ 820.33 |
| 0 | WAREHOUSE DIRECT INC | OFFICE SUPPLIES FOR NOV | \$ 672.02 |
| 0 | ZOOM.US | GROUP MTG SOFTWARE | \$ 74.95 |
| 22600 | CLEANCO RACINE INC | OCTOBER 2020 LIBRARY JANITORIAL SERVICE | \$ 4,872.56 |
| 22615 | QUADIENT FINANCE USA | OCT 2020 ACCT#7900 0440 8054 4970 POSTAGE/SHIPPING | \$ 1,077.58 |
| 22620 | VELVETTOUCH LAUNDRO | LAUNDRER CLEANING RAGS | \$ 24.00 |
| 22742 | RELIABLE PROPERTY SE | NOVEMBER 2020 LIBRARY GROUNDS MAINTENANCE | \$ 505.00 |
| 527661 | GREAT AMERICA FINANC | SHARP MX-5071 LEASE PYMT | \$ 197.00 |
| 527661 | GREAT AMERICA FINANC | SHARP MX-3570 LEASE PYMT | \$ 139.00 |
| 527667 | KS STATEBANK | MICROFILM READERS LEASE PYMT (3) | \$ 892.00 |
| 527760 | SHEBOYGAN COUNTY HIS | PRINT MATERIAL | \$ 30.00 |
| 527982 | KS STATEBANK | MICROFILM READERS (3) LEASE PYMT | \$ 892.00 |
| 527991 | NMT CORPORATION | MICROFILM | \$ 718.22 |

FOR 2020 11

| ACCOUNTS FOR: 220 Library | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|----------------------|-------------------|---------------|--------------|---------------------|-------------|
| 22055 Library Dept | | | | | | | |
| <u>22055 41110 Property Taxes</u> | -2,504,816 | 0 | -2,504,816 | -2,504,816.00 | .00 | .00 | 100.0% |
| <u>22055 41222 Sales Tax Discount</u> | 0 | 0 | 0 | -.69 | .00 | .69 | 100.0% |
| <u>22055 43571 State Grant-Educ an</u> | -5,000 | 0 | -5,000 | -5,000.00 | .00 | .00 | 100.0% |
| <u>22055 43720 County Grant Librar</u> | -1,604,009 | 0 | -1,604,009 | -1,604,009.00 | .00 | .00 | 100.0% |
| <u>22055 46710 Library Fines & Fee</u> | -23,000 | 0 | -23,000 | -7,588.57 | .00 | -15,411.43 | 33.0%* |
| <u>22055 46711 Library Misc Fees</u> | -7,000 | 0 | -7,000 | .00 | .00 | -7,000.00 | .0%* |
| <u>22055 48100 Interest Income</u> | -33,000 | 0 | -33,000 | -19,642.04 | .00 | -13,357.96 | 59.5%* |
| <u>22055 48500 Donations/Contribut</u> | 0 | 0 | 0 | -10,091.00 | .00 | 10,091.00 | 100.0% |
| <u>22055 48900 Miscellaneous Reven</u> | 0 | 0 | 0 | -2,322.08 | .00 | 2,322.08 | 100.0% |
| <u>22055 49300 Fund Balance Applie</u> | -119,052 | 0 | -119,052 | .00 | .00 | -119,052.00 | .0%* |
| <u>22055 50100 Salaries</u> | 1,752,315 | 0 | 1,752,315 | 1,583,882.62 | .00 | 168,432.38 | 90.4% |
| <u>22055 50200 Part Time Salaries</u> | 611,730 | 0 | 611,730 | 409,189.00 | .00 | 202,541.00 | 66.9% |
| <u>22055 50300 Overtime</u> | 4,000 | 0 | 4,000 | 473.61 | .00 | 3,526.39 | 11.8% |
| <u>22055 51010 FICA</u> | 180,780 | 0 | 180,780 | 148,543.43 | .00 | 32,236.57 | 82.2% |
| <u>22055 51100 WRS</u> | 138,903 | 0 | 138,903 | 113,553.06 | .00 | 25,349.94 | 81.7% |
| <u>22055 51200 Health Care</u> | 547,560 | 0 | 547,560 | 501,930.00 | .00 | 45,630.00 | 91.7% |
| <u>22055 51810 Mileage</u> | 4,000 | 0 | 4,000 | 1,127.75 | .00 | 2,872.25 | 28.2% |
| <u>22055 52200 Contracted Services</u> | 175,161 | 4,279 | 179,440 | 110,763.47 | 47,685.81 | 20,991.02 | 88.3% |
| <u>22055 52200 10007 Contracted Ser</u> | 0 | 0 | 0 | 3,719.00 | .00 | -3,719.00 | 100.0%* |
| <u>22055 52210 Property/Equipment</u> | 23,184 | 0 | 23,184 | 20,698.75 | .00 | 2,485.25 | 89.3% |
| <u>22055 52235 Collection Services</u> | 6,580 | 0 | 6,580 | 1,440.95 | .00 | 5,139.05 | 21.9% |
| <u>22055 52315 Advertising</u> | 3,420 | 0 | 3,420 | 265.30 | .00 | 3,154.70 | 7.8% |
| <u>22055 53100 Office Supplies</u> | 18,000 | 0 | 18,000 | 10,684.30 | .00 | 7,315.70 | 59.4% |
| <u>22055 53100 10007 Office Supplie</u> | 0 | 0 | 0 | 1,686.80 | .00 | -1,686.80 | 100.0%* |
| <u>22055 53110 Postage & Shipping</u> | 5,400 | 0 | 5,400 | 4,706.91 | .00 | 693.09 | 87.2% |
| <u>22055 53200 Work Supplies</u> | 21,100 | 0 | 21,100 | 8,206.88 | .00 | 12,893.12 | 38.9% |
| <u>22055 53200 10007 Work Supplies-</u> | 0 | 0 | 0 | 5,071.60 | .00 | -5,071.60 | 100.0%* |
| <u>22055 53210 Janitorial Supplies</u> | 11,700 | 0 | 11,700 | 7,327.39 | .00 | 4,372.61 | 62.6% |
| <u>22055 53210 10007 Janitorial Sup</u> | 0 | 0 | 0 | 2,694.15 | .00 | -2,694.15 | 100.0%* |
| <u>22055 53215 Library Materials</u> | 0 | 0 | 0 | 844.51 | .00 | -844.51 | 100.0%* |
| <u>22055 53215 55006 Library Materi</u> | 50,000 | 0 | 50,000 | 35,666.16 | .00 | 14,333.84 | 71.3% |
| <u>22055 53215 55111 Library Materi</u> | 173,563 | 0 | 173,563 | 101,983.76 | .00 | 71,579.24 | 58.8% |
| <u>22055 53215 55112 Library Materi</u> | 19,000 | 0 | 19,000 | 18,879.59 | .00 | 120.41 | 99.4% |
| <u>22055 53215 55113 Library Materi</u> | 4,000 | 0 | 4,000 | 2,977.32 | .00 | 1,022.68 | 74.4% |
| <u>22055 53215 55114 Library Materi</u> | 68,000 | 0 | 68,000 | 34,593.43 | .00 | 33,406.57 | 50.9% |
| <u>22055 53215 55115 Library Materi</u> | 50,455 | 0 | 50,455 | 57,665.88 | .00 | -7,210.88 | 114.3%* |
| <u>22055 53215 55116 Library Materi</u> | 6,000 | 0 | 6,000 | 2,855.36 | .00 | 3,144.64 | 47.6% |
| <u>22055 53230 Small Equipment</u> | 400 | 0 | 400 | 253.89 | .00 | 146.11 | 63.5% |
| <u>22055 53255 Licenses Permits &</u> | 100 | 0 | 100 | .00 | .00 | 100.00 | .0% |
| <u>22055 53265 Memberships</u> | 4,646 | 0 | 4,646 | 3,750.94 | .00 | 895.06 | 80.7% |



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CITY OF RACINE, WI
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 11

| ACCOUNTS FOR: 220 Library | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|----------------------|-------------------|---------------|--------------|---------------------|-------------|
| <u>22055 53300 Utilities</u> | 135,000 | 0 | 135,000 | 120,316.48 | .00 | 14,683.52 | 89.1% |
| <u>22055 53360 External Communicat</u> | 17,517 | 0 | 17,517 | 9,642.73 | .00 | 7,874.27 | 55.0% |
| <u>22055 53800 Education/Training/</u> | 16,000 | 0 | 16,000 | 4,537.00 | .00 | 11,463.00 | 28.4% |
| <u>22055 53810 Travel</u> | 19,000 | 0 | 19,000 | 10,480.34 | .00 | 8,519.66 | 55.2% |
| <u>22055 54100 Building Repairs &</u> | 15,000 | 0 | 15,000 | 9,542.82 | .00 | 5,457.18 | 63.6% |
| <u>22055 54100 10007 Building Rep&</u> | 0 | 0 | 0 | 1,590.00 | .00 | -1,590.00 | 100.0%* |
| <u>22055 54200 Equipment Repairs &</u> | 15,000 | 0 | 15,000 | 14,457.03 | .00 | 542.97 | 96.4% |
| <u>22055 54300 Grounds Repairs & M</u> | 5,000 | 0 | 5,000 | 8,854.90 | .00 | -3,854.90 | 177.1%* |
| <u>22055 54500 Software Maintenanc</u> | 5,194 | 0 | 5,194 | 7,923.54 | .00 | -2,729.54 | 152.6%* |
| <u>22055 55100 I/S Building Occupa</u> | 142,384 | 0 | 142,384 | 130,518.63 | .00 | 11,865.37 | 91.7% |
| <u>22055 55200 I/S City Telephone</u> | 7,100 | 0 | 7,100 | 7,100.00 | .00 | .00 | 100.0% |
| <u>22055 55300 I/S Garage Fuel</u> | 5,000 | 0 | 5,000 | 1,275.88 | .00 | 3,724.12 | 25.5% |
| <u>22055 55310 I/S Garage Labor</u> | 5,300 | 0 | 5,300 | 2,710.20 | .00 | 2,589.80 | 51.1% |
| <u>22055 55320 I/S Garage Material</u> | 1,000 | 0 | 1,000 | 2,174.94 | .00 | -1,174.94 | 217.5%* |
| <u>22055 55400 I/S Information Sys</u> | 8,485 | 0 | 8,485 | 7,777.88 | .00 | 707.12 | 91.7% |
| <u>22055 57300 Equipment</u> | 15,000 | 0 | 15,000 | 7,138.31 | .00 | 7,861.69 | 47.6% |
| <u>22055 57300 10007 Equipment</u> | 0 | 0 | 0 | 14,255.78 | .00 | -14,255.78 | 100.0%* |
| <u>22055 57355 Computer Hardware</u> | 3,900 | 0 | 3,900 | 38,622.47 | .00 | -34,722.47 | 990.3%* |
| <u>22055 57355 10007 Computer Hardw</u> | 0 | 0 | 0 | 5,387.96 | .00 | -5,387.96 | 100.0%* |
| <u>22055 57800 Computer Software</u> | 0 | 0 | 0 | 3,165.91 | .00 | -3,165.91 | 100.0%* |
| <u>22055 57800 10007 Computer Softw</u> | 0 | 0 | 0 | 1,657.15 | .00 | -1,657.15 | 100.0%* |
| TOTAL Library Dept | 0 | 4,279 | 4,279 | -548,903.62 | 47,685.81 | 505,497.11***** | |
| TOTAL Library | 0 | 4,279 | 4,279 | -548,903.62 | 47,685.81 | 505,497.11***** | |
| TOTAL REVENUES | -4,295,877 | 0 | -4,295,877 | -4,153,469.38 | .00 | -142,407.62 | |
| TOTAL EXPENSES | 4,295,877 | 4,279 | 4,300,156 | 3,604,565.76 | 47,685.81 | 647,904.73 | |



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CITY OF RACINE, WI
YEAR-TO-DATE BUDGET REPORT

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| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|--------------------|----------------------|-------------------|-------------|--------------|---------------------|-------------|
| GRAND TOTAL | 0 | 4,279 | 4,279 | -548,903.62 | 47,685.81 | 505,497.11 | *****% |
| ** END OF REPORT - Generated by Schultz, Dan ** | | | | | | | |



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CITY OF RACINE, WI
BALANCE SHEET FOR 2020 11

P 1
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| FUND: 220 Library | | | NET CHANGE FOR PERIOD | ACCOUNT BALANCE |
|----------------------------------|-------|--------------------------------|--------------------------|--------------------|
| ASSETS | | | | |
| 220 | 11100 | Pooled Cash | -312,120.60 | 725,063.00 |
| 220 | 13901 | Allowance for Uncollectable-In | .00 | -247.50 |
| 22055 | 13100 | Invoiced Accounts Receivable | .00 | 247.50 |
| TOTAL ASSETS | | | -312,120.60 | 725,063.00 |
| LIABILITIES | | | | |
| 220 | 21100 | Accounts Payable | -2,115.22 | -2,115.22 |
| TOTAL LIABILITIES | | | -2,115.22 | -2,115.22 |
| FUND BALANCE | | | | |
| 220 | 34300 | Fund Balance Unassigned | .00 | -174,044.16 |
| 220 | 35100 | Revenue Control | -125.00 | -4,153,469.38 |
| 220 | 35200 | Expenditure Control | 314,360.82 | 3,604,565.76 |
| 220 | 35300 | Encumbrance Control | .00 | 47,685.81 |
| 220 | 36100 | Estimated Revenue | .00 | 4,295,877.00 |
| 220 | 36110 | Budgetary FB Reserved for Enc | .00 | -47,685.81 |
| 220 | 36200 | Appropriations | .00 | -4,300,156.30 |
| 220 | 36300 | Budgetary Fund Balance Unreser | .00 | 4,279.30 |
| TOTAL FUND BALANCE | | | 314,235.82 | -722,947.78 |
| TOTAL LIABILITIES + FUND BALANCE | | | 312,120.60 | -725,063.00 |

** END OF REPORT - Generated by Schultz, Dan **



29134 Evergreen Drive, Suite 600
Waterford, WI 53185

Transmitted via Email

Tracy Austin, President, Racine Public Library Board of Trustees
75 Seventh St
Racine, WI 53403

Re: Compensation for County Payments Below Statutory Minimum

January 8th, 2021

Greetings,

As you are aware, counties in Wisconsin are required by statute to provide payments to libraries in the home county (and in adjacent counties) for services provided to county residents who do not have access to a library in their own community. The statutes further specify minimum amounts that these county payments must meet or exceed, based on library expenditures and service data from the previous year. Lakeshores Library System (LLS) facilitates the process of requesting, receiving, and disbursing county payments to member libraries according to the funding formulas contained in the Plans of Library Service for the respective counties.

In 2020, LLS discovered that two annual access payments from Walworth County were below the minimum amounts required by statute. After further investigation, we learned that four different libraries had received one or more payments that were short of the minimum amount between the years of 2011 and 2019. Racine Public Library received a payment that was less than required in 2018.

Over the past several months, LLS has developed a solution to rectify this statutory compliance issue. The LLS Board of Trustees has authorized payments to be made in respective amounts sufficient to bring each owed library up to statutory minimum funding levels for the years 2011 through 2020 (please note Attachment 1 - Payment Information). For more information regarding the actions LLS is and will be taking, please note "Attachment 2 - LLS Compliance Plan". The LLS Compliance Plan document was reviewed and approved by the DPI Division for Libraries, as well as the governments of Racine and Walworth counties.

The library can expect to receive the payment(s) detailed in Attachment 1. We recommend that these payments be used for non-structural expenses such as the library's collection, library programs, library equipment enhancements, etc. We also strongly advise that municipalities resist the urge to view this as an opportunity to reduce appropriations to the library fund, as these additional payments are actually county funding intended to support library services to county residents. This additional funding should be placed in the municipality's library fund, with any associated expenditure vouchers approved by the library board and given to the municipality to be paid in the usual manner.

Please know that LLS is committed to undertaking further work to facilitate resolutions to the underlying causes of this problem. As indicated in the Compliance Plan, we will be working with Walworth County and the member libraries within the county to overhaul the Walworth County Plan of Library Service. We will also be putting additional documentation in place to verify future payment amounts, and to make sure that all stakeholder groups are aware of how the county funding process works.

If you or the Library Board has any questions or concerns, please don't hesitate to contact me.

Most sincerely,

(Cordially Signed)
Steve Ohs, Administrator
Lakeshores Library System
sohs@lakeshores.lib.wi.us
(262) 514-4500 x68

Encl: Attachment 1 - Payment Information
Attachment 2 - LLS Compliance Plan
Attachment 3 - DPI Letter

CC: Angela Zimmermann, Executive Director, Racine Public Library
Jane Brossard, President, LLS Board of Trustees
Laurie Kant-Hull, President Elect, LLS Board of Trustees

**Attachment 1 of Compensation for County Payments Below Statutory Minimum*

| | Additional Funding Required to Meet Statutory Minimum for the Given Years | | | | | | | | | | Cumulative Amount Required for 2011-2020 | Payment Details |
|----------------|---|----------|----------|----------|-----------|-----------|----------|-----------|-----------|-----------|--|--|
| | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | | |
| Darien | \$ 8,174 | \$ 6,523 | \$ 4,445 | \$ 4,823 | \$ 8,007 | \$ 7,150 | \$ 6,977 | \$ 6,062 | \$ 4,799 | \$ 10,470 | \$ 67,430 | The library will receive two installments. The first installment will be in an amount of \$10, 470 (the amount short of the statutory minimum in 2020). The second installment will be in an amount of \$56,960 (the combined amounts short of the statutory minimum for the years 2011-2019). |
| Fontana | \$ 9,147 | \$ 5,559 | \$ - | \$ 6,534 | \$ 12,313 | \$ 13,852 | \$ 4,882 | \$ 12,637 | \$ 17,806 | \$ 11,781 | \$ 94,511 | The library will receive two installments. The first installment will be in an amount of \$11,781 (the amount short of the statutory minimum in 2020). The second installment will be in an amount of \$82,730 (the combined amounts short of the statutory minimum for the years 2011-2019). |
| Sharon | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,432 | \$ - | \$ - | \$ - | \$ 1,432 | The library will receive a single installment of \$1,432 (the amount short of the statutory minimum in 2017). |
| Racine | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,633 | \$ - | \$ - | \$ 1,633 | The library will receive a single installment of \$1,633 (the amount short of the statutory minimum in 2018). |

*Note: Cells with a zero value (-) denote years where county funding payments met or exceeded the statutory minimum.

December 22, 2020

Public Library Directors and Trustees
Walworth and Racine County Libraries
c/o Lakeshores Library System
29134 Evergreen Drive
Suite 600
Waterford, WI 53185-5116

Over the past few months, the division has been kept apprised of the situation regarding the underpayment of county funds over the past several years, and were informed that you have reached an agreement as to how this situation is to be resolved.

I write this letter to confirm that the division has received the compliance plan from the Lakeshores Library System and that plan has been approved. Terms of the plan include back pay to the libraries that were historically underpaid.

Because this is an unusual circumstance and questions may arise, we would like to offer some clarification on the handling of these payments. To be clear, these funds should have been paid pursuant to s. 43.12 and, as such, they should be handled as you would any annual county payments made under statute. While these funds must be deposited with the municipality—as the municipality is the custodian of the library fund under statute—they are payments made to the library, per s. 42.12(1)(a)1, and are under the exclusive control of the library board, per s. 43.58(1).

We thank you for working together to reach a swift resolution, and for your service to your communities.

Sincerely,

Shannon M Schultz

Shannon M. Schultz, Public Library Administration Consultant
Division for Libraries and Technology

Cc: Kurt Kiefer, Assistant State Superintendent, Division for Libraries & Technology
 Ben Miller, Director, Libraries Team, Division for Libraries & Technology
 Steve Ohs, Director, Lakeshores Library System

PO Box 7841, Madison, WI 53707-7841 ■ 125 South Webster Street, Madison, WI 53703
 (608) 266-3390 ■ (800) 441-4563 toll free ■ dpi.wi.gov

**Attachment 2 of Compensation for County Payments Below Statutory Minimum*

LLS Compliance Plan Regarding 2011-2020 Walworth County Library Payments
 November, 2020

Executive Summary:

Lakeshores Library System (LLS) conducted its annual calculation of county reimbursement payments on behalf of member libraries for the upcoming 2021 funding year in July. During that process, current year and historical issues were discovered relating to payments of county funding that were made to support services to people without a library in their home communities under Wisconsin § 43.12:

1. Of the 2020 payments made to libraries in Walworth County, two of the payments were below the 70% threshold required by statute (\$22,251 in total for 2020);
2. Further examination of historical payments made between 2011 and 2019 revealed that four libraries had been underfunded below the 70% threshold at varying points in time by an additional amount of \$142,765 (please see Attachment 1 containing historical payment details);
3. If left unchanged, the current formula in the County Plan of Library Service will continue to produce scenarios where payment calculations come in below the required 70% (please see Attachment 2 containing the original formula calculations for 2021).

Under advisement from DPI's Division for Libraries and Technology, the Leadership of Walworth and Racine Counties, and the member libraries of LLS, the Board of Trustees of LLS approved the following plan with the condition that it meets with the written approval of both counties' administrations, and of DPI before implementation begins. Once approval is indicated, LLS will disburse sufficient funds to the libraries that received less than the statutory 70% threshold between 2011 and 2020 up to the required 70% level. LLS will also engage in further coordination efforts to put additional documentation and procedures in place to preclude future difficulties.

Compliance Plan Details:

The following activities were approved by the Lakeshores Library System Board of Trustees at their meeting on November 17th, 2020.

Fiscal Activities:

- Dispatch letters to the Division, Walworth County, and Racine County seeking written approval of the plan activities;
- Notify all libraries in Walworth County of the plan activities;

- Commit and disburse an amount of \$22,251 from the 2020 LLS budget to the libraries of Darien and Fontana, which will bring their 2020 reimbursement for services to nonresidents up to the 70% level;
- Commit and disburse an additional amount of \$142,755 from the LLS reserve fund to the libraries of Darien, Fontana, Sharon, and Racine, which will bring their historical (2011-2019) reimbursement for services to nonresidents by Walworth County up to the 70% level.
- Beginning in 2021, 2% of each annual payment to library recipients of Walworth County funds (not including Darien and Fontana) will be diverted to the LLS reserve fund until the amount disbursed from the fund is recovered (\$142,765 over an estimated 5-year period). Payment deductions will be waived in any situations where the deduction would cause a payment to fall below 70% of the calculation in § 43.12.

Coordination Activities:

- The LLS Administrator will convene the currently assigned Walworth County Library Planning Committee in order to produce a revision to the current plan of library service, including a funding formula modification for 2021 to eliminate any sub-70% payments until the next full plan is developed. This process will be conducted according to § 43.11(3)(a).
- The LLS Administrator will recommend to Walworth County Leadership that a new Walworth County Library Planning Committee be appointed, including representation from the following stakeholder groups:
 - LLS Board;
 - County Board of Supervisors;
 - County Administration;
 - Participation of Library Directors and Library Trustees.
- The LLS Administrator will coordinate, to any extent desired, a process for developing a new Walworth County Plan of Library Service over the course of January-June 2021, including:
 - Seeking an updated funding or distribution formula;
 - Developing a specific set of procedures for calculating the annual county request and associated payments to libraries;
 - Addressing basic service standards for libraries;
 - Addressing COVID-related issues that may present difficulties in 2022.
- The LLS Board will seek development of a “master agreement” or county ordinance-based document to articulate the relationship between LLS as a library system, and Walworth County as a member county of LLS.
- The LLS Board and LLS Administrator will undertake additional coordination activities as required to ensure that future procedures related to requesting, handling, and disbursing of county funds are well-defined, transparent, and agreed upon by the stakeholder groups.

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CITY OF RACINE, WI
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 11

| ACCOUNTS FOR: 207 Trusts | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|--------------------|----------------------|-------------------|-------------|--------------|---------------------|-------------|
| 20701 Monk Trust | | | | | | | |
| <u>20701 48100 Interest Income</u> | 0 | 0 | 0 | -68.35 | .00 | 68.35 | 100.0% |
| <u>20701 48110 Other Interest</u> | 0 | 0 | 0 | -5,912.84 | .00 | 5,912.84 | 100.0% |
| <u>20701 53215 Library Materials</u> | 0 | 0 | 0 | 6,187.47 | .00 | -6,187.47 | 100.0%* |
| TOTAL Monk Trust | 0 | 0 | 0 | 206.28 | .00 | -206.28 | 100.0% |
| 20702 Celia kutil fund | | | | | | | |
| <u>20702 48100 Interest Income</u> | 0 | 0 | 0 | -3.67 | .00 | 3.67 | 100.0% |
| <u>20702 48110 Other Interest</u> | 0 | 0 | 0 | -401.13 | .00 | 401.13 | 100.0% |
| <u>20702 53215 Library Materials</u> | 0 | 0 | 0 | 202.82 | .00 | -202.82 | 100.0%* |
| TOTAL Celia kutil fund | 0 | 0 | 0 | -201.98 | .00 | 201.98 | 100.0% |
| 20703 Library Materials Fund | | | | | | | |
| <u>20703 48500 Donations/Contribut</u> | 0 | 0 | 0 | -4,609.00 | .00 | 4,609.00 | 100.0% |
| TOTAL Library Materials Fund | 0 | 0 | 0 | -4,609.00 | .00 | 4,609.00 | 100.0% |
| 20710 Gift and Memorial Fund | | | | | | | |
| <u>20710 48100 Interest Income</u> | 0 | 0 | 0 | -1,298.83 | .00 | 1,298.83 | 100.0% |
| <u>20710 48500 Donations/Contribut</u> | 0 | 0 | 0 | -321,773.40 | .00 | 321,773.40 | 100.0% |
| <u>20710 48500 55011 Donations/Cont</u> | 0 | 0 | 0 | -17,720.00 | .00 | 17,720.00 | 100.0% |
| <u>20710 53215 Library Materials</u> | 0 | 0 | 0 | 1,418.33 | .00 | -1,418.33 | 100.0%* |
| <u>20710 53215 55005 Library Materi</u> | 0 | 0 | 0 | 4,930.69 | .00 | -4,930.69 | 100.0%* |
| <u>20710 53215 55008 Library Materi</u> | 0 | 0 | 0 | 226.64 | .00 | -226.64 | 100.0%* |
| <u>20710 53215 55011 Library Materi</u> | 0 | 0 | 0 | 17,200.01 | .00 | -17,200.01 | 100.0%* |
| <u>20710 53460 Miscellaneous Expen</u> | 0 | 0 | 0 | 304,637.94 | .00 | -304,637.94 | 100.0%* |
| TOTAL Gift and Memorial Fund | 0 | 0 | 0 | -12,378.62 | .00 | 12,378.62 | 100.0% |
| 20711 Mary Reynolds | | | | | | | |
| <u>20711 48100 Interest Income</u> | 0 | 0 | 0 | -2.55 | .00 | 2.55 | 100.0% |



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CITY OF RACINE, WI
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 11

| ACCOUNTS FOR: 207 Trusts | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| <u>20711 48110 Other Interest</u> | 0 | 0 | 0 | -789.96 | .00 | 789.96 | 100.0% |
| <u>20711 53215 Library Materials</u> | 0 | 0 | 0 | 264.57 | .00 | -264.57 | 100.0%* |
| TOTAL Mary Reynolds | 0 | 0 | 0 | -527.94 | .00 | 527.94 | 100.0% |
| 20712 Alma Boerke Fund | | | | | | | |
| <u>20712 53460 Miscellaneous Expen</u> | 0 | 0 | 0 | 18,061.56 | .00 | -18,061.56 | 100.0%* |
| TOTAL Alma Boerke Fund | 0 | 0 | 0 | 18,061.56 | .00 | -18,061.56 | 100.0% |
| 20713 Frances Langer Fund | | | | | | | |
| <u>20713 48100 Interest Income</u> | 0 | 0 | 0 | -1.41 | .00 | 1.41 | 100.0% |
| TOTAL Frances Langer Fund | 0 | 0 | 0 | -1.41 | .00 | 1.41 | 100.0% |
| 20714 Kammerer Civil War | | | | | | | |
| <u>20714 48100 Interest Income</u> | 0 | 0 | 0 | -23.66 | .00 | 23.66 | 100.0% |
| <u>20714 48110 Other Interest</u> | 0 | 0 | 0 | -380.71 | .00 | 380.71 | 100.0% |
| <u>20714 53215 Library Materials</u> | 0 | 0 | 0 | 269.00 | .00 | -269.00 | 100.0%* |
| TOTAL Kammerer Civil War | 0 | 0 | 0 | -135.37 | .00 | 135.37 | 100.0% |
| 20715 Kammerer Political | | | | | | | |
| <u>20715 48100 Interest Income</u> | 0 | 0 | 0 | -34.91 | .00 | 34.91 | 100.0% |
| <u>20715 48110 Other Interest</u> | 0 | 0 | 0 | -380.71 | .00 | 380.71 | 100.0% |
| TOTAL Kammerer Political | 0 | 0 | 0 | -415.62 | .00 | 415.62 | 100.0% |
| 20716 RW Nesmith | | | | | | | |
| <u>20716 48100 Interest Income</u> | 0 | 0 | 0 | -79.53 | .00 | 79.53 | 100.0% |



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CITY OF RACINE, WI
YEAR-TO-DATE BUDGET REPORT

P 3
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FOR 2020 11

| ACCOUNTS FOR: 207 | Trusts | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-------------------------------|-------------------------------|--------------------|----------------------|-------------------|-------------|--------------|---------------------|-------------|
| <u>20716</u> | <u>48110</u> | | | | | | | |
| | Other Interest | 0 | 0 | 0 | -480.66 | .00 | 480.66 | 100.0% |
| | TOTAL RW Nesmith | 0 | 0 | 0 | -560.19 | .00 | 560.19 | 100.0% |
| 20717 Alshuler | | | | | | | | |
| <u>20717</u> | <u>48100</u> | | | | | | | |
| | Interest Income | 0 | 0 | 0 | -59.16 | .00 | 59.16 | 100.0% |
| <u>20717</u> | <u>48110</u> | | | | | | | |
| | Other Interest | 0 | 0 | 0 | -630.03 | .00 | 630.03 | 100.0% |
| <u>20717</u> | <u>53215</u> | | | | | | | |
| | Library Materials | 0 | 0 | 0 | 150.90 | .00 | -150.90 | 100.0%* |
| | TOTAL Alshuler | 0 | 0 | 0 | -538.29 | .00 | 538.29 | 100.0% |
| 20721 Betty Frederiksen Trust | | | | | | | | |
| <u>20721</u> | <u>48100</u> | | | | | | | |
| | Interest Income | 0 | 0 | 0 | -38.74 | .00 | 38.74 | 100.0% |
| <u>20721</u> | <u>48110</u> | | | | | | | |
| | Other Interest | 0 | 0 | 0 | -3,760.68 | .00 | 3,760.68 | 100.0% |
| <u>20721</u> | <u>53215</u> | | | | | | | |
| | Library Materials | 0 | 0 | 0 | 1,558.70 | .00 | -1,558.70 | 100.0%* |
| | TOTAL Betty Frederiksen Trust | 0 | 0 | 0 | -2,240.72 | .00 | 2,240.72 | 100.0% |
| | TOTAL Trusts | 0 | 0 | 0 | -3,341.30 | .00 | 3,341.30 | 100.0% |
| | TOTAL REVENUES | 0 | 0 | 0 | -358,449.93 | .00 | 358,449.93 | |
| | TOTAL EXPENSES | 0 | 0 | 0 | 355,108.63 | .00 | -355,108.63 | |



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CITY OF RACINE, WI
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 11

| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| GRAND TOTAL | 0 | 0 | 0 | -3,341.30 | .00 | 3,341.30 | 100.0% |

** END OF REPORT - Generated by Schultz, Dan **



01/12/2021 14:40
SchultzDa

CITY OF RACINE, WI
YEAR-TO-DATE BUDGET REPORT

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glytdbud

FOR 2020 11

| ACCOUNTS FOR: 500 | Endowment Fund | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-------------------------------|--------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| 50001 Mary Egan Trust | | | | | | | | |
| <u>50001 48100</u> | <u>Interest Income</u> | 0 | 0 | 0 | -114.78 | .00 | 114.78 | 100.0% |
| <u>50001 48110</u> | <u>Other Interest</u> | 0 | 0 | 0 | -3,416.53 | .00 | 3,416.53 | 100.0% |
| <u>50001 53215</u> | <u>Library Materials</u> | 0 | 0 | 0 | 3,222.98 | .00 | -3,222.98 | 100.0%* |
| TOTAL Mary Egan Trust | | 0 | 0 | 0 | -308.33 | .00 | 308.33 | 100.0% |
| 50004 Schaffer Trust | | | | | | | | |
| <u>50004 48100</u> | <u>Interest Income</u> | 0 | 0 | 0 | -49.44 | .00 | 49.44 | 100.0% |
| <u>50004 48110</u> | <u>Other Interest</u> | 0 | 0 | 0 | -2,527.14 | .00 | 2,527.14 | 100.0% |
| <u>50004 53215</u> | <u>Library Materials</u> | 0 | 0 | 0 | 910.05 | .00 | -910.05 | 100.0%* |
| TOTAL Schaffer Trust | | 0 | 0 | 0 | -1,666.53 | .00 | 1,666.53 | 100.0% |
| 50005 Schaffer Children Trust | | | | | | | | |
| <u>50005 48110</u> | <u>Other Interest</u> | 0 | 0 | 0 | -1,025.43 | .00 | 1,025.43 | 100.0% |
| <u>50005 53215</u> | <u>Library Materials</u> | 0 | 0 | 0 | 2,655.94 | .00 | -2,655.94 | 100.0%* |
| TOTAL Schaffer Children Trust | | 0 | 0 | 0 | 1,630.51 | .00 | -1,630.51 | 100.0% |
| 50006 Sadie Lindh | | | | | | | | |
| <u>50006 48100</u> | <u>Interest Income</u> | 0 | 0 | 0 | -40.03 | .00 | 40.03 | 100.0% |
| <u>50006 48110</u> | <u>Other Interest</u> | 0 | 0 | 0 | -4,168.72 | .00 | 4,168.72 | 100.0% |
| <u>50006 53215</u> | <u>Library Materials</u> | 0 | 0 | 0 | 4,634.68 | .00 | -4,634.68 | 100.0%* |
| TOTAL Sadie Lindh | | 0 | 0 | 0 | 425.93 | .00 | -425.93 | 100.0% |
| 50010 Anon Continuing Educ | | | | | | | | |
| <u>50010 48100</u> | <u>Interest Income</u> | 0 | 0 | 0 | -129.81 | .00 | 129.81 | 100.0% |



01/12/2021 14:40
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CITY OF RACINE, WI
YEAR-TO-DATE BUDGET REPORT

P 2
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FOR 2020 11

| ACCOUNTS FOR: 500 | Endowment Fund | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|----------------------------|----------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| <u>50010 48110</u> | <u>Other Interest</u> | 0 | 0 | 0 | -195.85 | .00 | 195.85 | 100.0% |
| <u>50010 51830</u> | <u>Employee Reimburse</u> | 0 | 0 | 0 | 7,200.00 | .00 | -7,200.00 | 100.0%* |
| <u>50010 53460</u> | <u>Miscellaneous Expen</u> | 0 | 0 | 0 | 600.54 | .00 | -600.54 | 100.0%* |
| TOTAL Anon Continuing Educ | | 0 | 0 | 0 | 7,474.88 | .00 | -7,474.88 | 100.0% |
| 50013 JA Simpson | | | | | | | | |
| <u>50013 48100</u> | <u>Interest Income</u> | 0 | 0 | 0 | -53.86 | .00 | 53.86 | 100.0% |
| <u>50013 48110</u> | <u>Other Interest</u> | 0 | 0 | 0 | -373.72 | .00 | 373.72 | 100.0% |
| <u>50013 53215</u> | <u>Library Materials</u> | 0 | 0 | 0 | 137.51 | .00 | -137.51 | 100.0%* |
| TOTAL JA Simpson | | 0 | 0 | 0 | -290.07 | .00 | 290.07 | 100.0% |
| 50017 Gruhl | | | | | | | | |
| <u>50017 48100</u> | <u>Interest Income</u> | 0 | 0 | 0 | -.74 | .00 | .74 | 100.0% |
| <u>50017 48110</u> | <u>Other Interest</u> | 0 | 0 | 0 | -213.35 | .00 | 213.35 | 100.0% |
| <u>50017 53215</u> | <u>Library Materials</u> | 0 | 0 | 0 | 52.20 | .00 | -52.20 | 100.0%* |
| TOTAL Gruhl | | 0 | 0 | 0 | -161.89 | .00 | 161.89 | 100.0% |
| 50019 J Chapman Memorial | | | | | | | | |
| <u>50019 48100</u> | <u>Interest Income</u> | 0 | 0 | 0 | -23.06 | .00 | 23.06 | 100.0% |
| <u>50019 48110</u> | <u>Other Interest</u> | 0 | 0 | 0 | -524.38 | .00 | 524.38 | 100.0% |
| <u>50019 53215</u> | <u>Library Materials</u> | 0 | 0 | 0 | 132.60 | .00 | -132.60 | 100.0%* |
| TOTAL J Chapman Memorial | | 0 | 0 | 0 | -414.84 | .00 | 414.84 | 100.0% |
| TOTAL Endowment Fund | | 0 | 0 | 0 | 6,689.66 | .00 | -6,689.66 | 100.0% |
| TOTAL REVENUES | | 0 | 0 | 0 | -12,856.84 | .00 | 12,856.84 | |
| TOTAL EXPENSES | | 0 | 0 | 0 | 19,546.50 | .00 | -19,546.50 | |



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CITY OF RACINE, WI
YEAR-TO-DATE BUDGET REPORT

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glytdbud

FOR 2020 11

| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| GRAND TOTAL | 0 | 0 | 0 | 6,689.66 | .00 | -6,689.66 | 100.0% |

** END OF REPORT - Generated by Schultz, Dan **

EXECUTIVE DIRECTOR REPORT

Submitted by Angela Zimmermann

January 2021

Pandemic Response

RPL currently continues to function via offering curbside pickup service, curbside internet, and the online communication center. I have asked the Management Team if we could look at expanding the hours of the curbside internet a bit. Curbside Internet is currently offered Mondays – Fridays, 10:00 am – 2:00 pm. Curbside pickup hours are the normal RPL hours as before the pandemic.

I'm also in contact with the City Health Department in regards to any idea of if/when we could go into a phased reopening approach via set appointments for specific services.

Lakeshores Library System

I've had my new Library Director orientation already with Steve Ohs, System Director. As Lakeshores functions a bit differently from the system I came from, this was great familiarization to understand all of the resources LLS offers. Steve and I also discussed the role of RPL as the resource library within the system, the SHARE consortium, everything related to system costs as well as RPL's role as acting as the delivery and sorting hub for the system and consortium. I've also met with LLS's IT & ILS Manager, Jim Novy to understand our ILS and reporting.

City Collective

Prior to my arrival to RPL, WiLS (formerly Wisconsin Library Services) facilitated a meeting with library directors of similar sized libraries across the state to investigate an idea they are calling the "City Library Collective." This group of peer libraries would work collaboratively on projects and surveys and provide a network. In many cases, these libraries are substantially larger than any other libraries in their systems and may feel isolated. Libraries serving populations between 50,000 and 100,000 were invited. Shortly after assuming the position at the library, I was contacted on our interest and being involved with this initiative and informed them RPL would take part in this.

City Hall / Common Council

I've had an introductory meeting with Mayor Cory Mason and have another meeting with the Mayor scheduled for next week (20th) to discuss the current City-appointed Library Board vacancies, as well as a few other topics. I shall present and be in attendance for the Tuesday, January 19th Common Council meeting to meet the aldermen. The weekly senior leadership meetings have also been very insightful to learn about the City and its happenings as well as meet all of my City colleagues. I'm also working with the Finance Director to get set-up and trained on all of the necessary financial software.

Personnel

We had one part-time employee resign within the past month, Bridget Geibel, as she received an opportunity elsewhere.

Staff Meetings

I've initiated monthly staff meetings in which departments will have the opportunity to share more of what each area is working on, so as to improve cross-departmental communication. The next staff meeting will be Friday, January 29th where we'll also discuss strategic objectives/goals for the library for 2021. Weekly management team meetings have begun. I've also sat for several hours with each Department Head to understand thoroughly their positions, who they oversee, and the flow of communication and to understand the current processes. Once I have a better idea if/when we can ever reopen, I'll be proposing to the Board a potential all-staff in-service (virtual) training day where the library would close completely so all staff could attend.

Website

Considering this is our most predominant interface to the public at the moment (outside of social media) and an area I feel quite passionately about, we will begin to explore various options to update our website. Depending on which avenue I'll determine is best for us to take (rebuild internally or outsource), I'm estimating this will take at least four months to rebuild. This will also tie in eventually with a Library Marketing / Branding Plan, which I also feel, while we are closed to the public, is a perfect time to begin this initiative.

RACINE PUBLIC LIBRARY MEMORANDUM

To: Angela Zimmermann, Executive Director
From: Dan Schultz, Business Manager/Accountant
Date: 21 December 2020
Subject: expenditures from Boernke Fund

Dan S.

The board approved distributing \$20 Downtown Racine Corp. gift cards to 58 staff members as a holiday gift. Gift cards were purchased by the FOL to be used as prizes during the Summer Reading Program. Due to the pandemic many of these went unused. One of the Interim Directors wanted the board to "buy" these from Programming. I argued a) the gift cards were purchased by the FOL and, if anything, the money should be paid to them and b) Programming is not a department that has their own funds. The board can reallocate unused capital as it sees fit.

Due to the 50% cut in programming funds in the 2021 budget, I have been persuaded to see if there is a way the staff in programming can receive the \$1160 to augment the budget cuts. I would like to propose that the board allows \$1160 currently in the Boernke Fund to be spent on programming. This would really be the same as the board withdrawing \$1160 from the Boernke Fund to purchase these gift cards for the staff in lieu of a holiday party (for which they've already approved spending \$1000).

I would like to see this put on the board agenda for the January meeting. Thank you, in advance, for your cooperation in this matter.

COVID-19 PAID SICK LEAVE POLICY

Effective January 1, 2021 through December 31, 2021

I. PURPOSE

The City of Racine recognizes that, by enabling employees to take paid leave from work when they are undergoing a COVID-19 related quarantine or isolation or are otherwise symptomatic, the City can reduce the risk of COVID-19 transmission in the workplace. The Families First Coronavirus Response Act (“FFCRA”), a Federal law, expired on December 31, 2020, as did the City’s Families First Coronavirus Response Act Policy. The City of Racine is replacing its Families First Coronavirus Response Act Policy with the following COVID-19 Paid Sick Leave Policy, which shall take effect on January 1, 2021 and expire on December 31, 2021.

II. APPLICABILITY

This Policy applies to all regular full-time and regular part-time general municipal employees who are eligible for paid sick leave per Section 2.01 of the City of Racine Employee Handbook (“Employee Handbook”). This Policy does not apply to employees of the Racine Public Library, the Racine Water Utility, or the Racine Wastewater Utility, nor does this Policy apply to represented members of the City’s Police or Fire Departments.

To the extent this Policy conflicts with the Employee Handbook or other existing policies, this Policy shall be controlling for the duration of 2021, unless this Policy is updated or terminated as changing circumstances warrant. Nothing in this Policy shall be considered precedent-setting.

III. POLICY

The COVID-19 Paid Sick Leave Policy shall credit all of the City’s regular full-time general municipal employees their entire 12 days (96 hours) of 2021 paid sick leave on January 1, 2021. All of the City’s regular part-time employees will be credited their entire 2021 paid sick leave, as calculated on a pro-rated basis, on January 1, 2021. This Policy is intended to create a one-time exception in 2021 to the sick leave accrual language in Section 5.05.A. of the Employee Handbook, which states that employees’ “[s]ick leave accumulates at the rate of one day per full calendar month of employment.” Employees can use this bank of 2021 paid sick leave at any time throughout the year in the event that they must quarantine or isolate for COVID-19 related reasons.

Unless employees are informed otherwise by their supervisors, employees who use sick leave for a COVID-19 related reason shall be required to follow their department’s standard sick leave call-in procedures and notice requirements on each and every day that they are absent from work, in accordance with Employee Handbook Section 5.05.B. and other policies and procedures. A failure to do so may be counted as a no-call/no-show absence.

Employees are prohibited from using COVID-19 related sick leave on an intermittent basis. Employees who take sick leave for COVID-19 related reasons will not be permitted to return to work until they have been cleared to do so by their supervisor or the Human Resources Department, in accordance with current COVID-19 return to work guidelines. Employees are

12 days (96 hours) that the City will provide to regular full-time employees on January 1, 2021. However, once an employee's sick leave account returns to or goes below 150 days (1200 hours), the 150-day maximum accrual limit shall once again apply to him/her.

Any employee who retires from City service in 2021 on pension, total disability, or due to death will have their unused days of 2021 sick leave pro-rated at a rate of one day of sick leave per month of 2021 service, for purposes of receiving their sick leave payout. Consistent with the Employee Handbook, employees who separate from City employment for reasons other than retirement on pension, total disability, or death do not receive a payout for any of their unused sick leave.

For purposes of calculating the number of casual days an employee is eligible for as of January 1, 2021, only one day (8 hours) of the 2021 allotment of sick time will be counted towards a regular full-time general municipal employee's accumulated sick leave account.

As a one-time exception to Employee Handbook Section 5.05.D., in 2021, the City will grant eligible new hires the entirety of their pro-rated 2021 sick leave on their first day of work in 2021, as calculated based on their hire date at a rate of one day of sick leave per full month remaining in 2021. Eligible employees who were hired in the last six months of 2020 shall be exempted from the six-month sick leave usage waiting period found in Employee Handbook Section 5.05.D., and, on January 1, 2021, receive and have the ability to use all sick leave accumulated in 2020, in addition to all of their 2021 sick leave.

IV. ENFORCEMENT

Supervisors must take care to apply all City policies in a non-discriminatory manner.

Paid sick leave days taken for legitimate reasons in accordance with this Policy shall be regarded as excused sick leave absences under any existing sick leave abuse policies.

Employees who abuse paid sick leave and/or provide the City with falsified, fraudulent, inaccurate, or untruthful documentation, statements (oral or written), or other information in order to use, or attempt to use, paid sick leave for Covid-19 related reasons or for any other reason shall be subject to disciplinary action, up to and including termination.