



# MILWAUKEE

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## PUBLIC LIBRARY

### **Vision**

*MPL is an anchor institution that helps build healthy families and vibrant neighborhoods – the foundation of a strong Milwaukee.*

### **Mission**

*Inspiration starts here – we help people read, learn, and connect.*

### **BOARD OF TRUSTEES REGULAR MEETING**

**John Gurda, President**

**Michele Bria, Vice-President**

**JoAnne Anton, Vice-Financial Secretary**

**Paula Kiely, Secretary**

**Ald. Milele Coggs, Sharon Cook, Ald. Ashanti Hamilton,**

**Joe'Mar Hooper, Ald. Nik Kovac, Chris Layden, Joan Prince, Dir. Mark Sain**

**Secretary's Assistant: Crystal Sura (414) 286-3021**

**Tuesday January 26, 2016**

**4:30 p.m.**

**Tippecanoe Library**

**Community Room**

**3912 S. Howell Avenue**

**Milwaukee, WI 53207**

### **AGENDA**

#### **PUBLIC COMMENT**

#### **SPECIAL COMMUNICATION**

1. **Recognition of Service**. President Gurda will present a resolution to Human Resources Officer Consuelo Hernandez on the occasion of her retirement. Attachment A, page 3
2. **Introduction**. New Human Resources Officer Arvis Williams will be introduced.
3. **Introduction**. New Assistant Director of Operations Jennifer Meyer will be introduced.

#### **CONSENT AGENDA**

Attachment B, page 4

4. **Regular Board Meeting Minutes November 24, 2015.**
5. **Committee Reports.**
  - a. Executive Committee Meeting Minutes December 9, 2015
  - b. Finance & Personnel Committee Meeting Minutes January 6, 2015

6. **Administrative Reports.**
  - a. Personnel Actions
  - b. Financial Report
  - c. Library Director's Reports

## REPORTS

7. **Building and Development Committee.** The committee will provide a report from the January 7, 2016 Building and Development Committee meeting regarding the Mitchell Street Project and the Mill Road Branch Development. The January 13, 2016 Building and Development Committee meeting scheduled to discuss the Mill Road project was not held due to the lack of a quorum.

Attachment C, page 46

The Library Board may vote to convene in Executive Session, pursuant to Wisconsin Statutes 19.85(1)(e) for the purpose of "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session," for the purpose of discussion related to the mixed-use development that will house a new Milwaukee Public Library at 7717 West Good Hope Road. The Library Board may reconvene in open session at the conclusion of its closed session.

8. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Kovac, Resource Library Representative, will report on the November 30, 2015 and January 11, 2016 MCFLS Board meetings.
9. **MPL Foundation Update.** MPL Foundation Executive Director Ryan Daniels will report on the fundraising efforts for 2015.

## NEW BUSINESS

10. **Municipal I.D.** The Board will discuss using a municipal I.D. as a library card.

### ***REMINDER: Next scheduled meetings are:***

*February 1, 2016 – Library Services & Programs Meeting – Central Library 5:30 p.m.*

*March 3, 2016 – Building & Development – Central Library 8:00 a.m.*

*March 22, 2016 – Regular Meeting – Central Library 4:30 p.m.*

*Persons engaged in lobbying as defined in s. 305-43-4 of the Milwaukee Code of Ordinances are required to register with the City Clerk's Office License Division. More information is available at [www.milwaukee.gov/lobby](http://www.milwaukee.gov/lobby) or by calling (414) 286-2238.*

*Please be advised that members of the Milwaukee Common Council who are also members of this body will be in attendance at this meeting. In addition, Common Council members who are not members of this body may attend this meeting to participate or to gather information. A quorum of the Common Council or any of its standing committees may be present, but no formal Common Council action will be taken at this meeting.*

*PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. Make requests to the Library Director's Office at (414)286-3021, 286-2794 (FAX) or Central Library, 814 W. Wisconsin Ave., Milwaukee, WI 53233 Attn: Accommodation Request.*

# *WHEREAS,*

## **Consuelo Hernandez**

*Will be retiring from the Milwaukee Public Library System on February 2, 2016 after more than four years of service; and*

*WHEREAS, Consuelo Hernandez began her service with the Milwaukee Public Library on May 23, 2011 as the library's Human Resources Officer, the position she held until retirement; and*

*WHEREAS, Consuelo developed a crackerjack Human Resources team, rebuilding the department from scratch; and*

*WHEREAS, during her tenure Consuelo kept her finger on the pulse of the library team, managing challenging and sensitive issues while putting the needs of the library first; and*

*WHEREAS, Consuelo represented the Library Director at meetings of the Finance and Personnel Committee, the City Service Commission and other functions; and*

*WHEREAS, Consuelo led the coordination of the 2013 Staff Development Day and the 2014 Retiree Reception, adding personal touches to make both events successful and memorable; and*

*WHEREAS, Consuelo attended the 2015 American Library Association Conference in Chicago, staffing the Milwaukee Public Library's table to great success; and*

*WHEREAS, Consuelo was an active listener to the concerns of library employees and helped to empower managers while keeping a positive and optimistic outlook; and*

*WHEREAS, Consuelo also participated in community events outside the library with other staff including charity walks and the Combined Giving Scavenger Hunts;*

*NOW THEREFORE, BE IT HEREBY RESOLVED that members of the Board of Trustees of the Milwaukee Public Library express their deepest appreciation to Consuelo Hernandez for her many contributions to the staff and patrons of the Milwaukee Public Library; and*

*FURTHERMORE, BE IT RESOLVED that a copy of this resolution, suitably inscribed, be presented to Consuelo Hernandez on the occasion of her retirement as approved by the Milwaukee Public Library Board of Trustees.*

**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday November 24, 2015  
Central Library Meeting Room 1  
814 West Wisconsin Avenue  
Milwaukee, WI 53233**

**PRESENT:** JoAnne Anton, Michele Bria, Ald. Milele Coggs, Sharon Cook, John Gurda, Joe'Mar Hooper, Ald. Nik Kovac, Chris Layden, Joan Prince, Mark Sain, Paula Kiely

**EXCUSED:** Ald. Ashanti Hamilton

**STAFF:** Kimberly Boldt, Ryan Daniels, Patricia DeFrain, Joan Johnson, Dawn Lauber, Sam McGovern-Rowen, Crystal Sura, Brooke VandeBerg, Duane Wepking

**OTHERS** Amy Hefter, Legislative Reference Bureau

**PRESENT:** Eric Pearson, Budget and Management Division  
Danae Davis, Milwaukee Succeeds

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President Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:40 p.m. on November 24, 2015 with a quorum present. Trustees Bria, Coggs, Layden and Prince participated by conference phone. Items were taken out of order; however, these minutes are presented in numerical sequence.

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**PUBLIC COMMENT** None.

President Gurda introduced Patricia DeFrain who was recently promoted to Manager of Arts & Media. Branch Manager Kimberly Boldt was introduced to the Board. Ms. Boldt is newly appointed to the Villard Square Branch.

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**SPECIAL COMMUNICATION**

1. **Trustee Recognition.** President Gurda presented a resolution of appreciation to Supervisor Theo Lipscomb thanking him for his six years of service on the Library Board. The resolution was listed as attachment A on page 3 of the agenda. Informational item.

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**RESOURCES / RECOMMENDATIONS / RESEARCH**

2. **Milwaukee Succeeds.** Milwaukee Succeeds Executive Director Danae Davis explained that the mission of Milwaukee Succeeds is to unite the Milwaukee community around a commitment to support strategies that will achieve a shared vision of success for every child, in every school, cradle to career. She presented a summary on the goals of the education initiative. Milwaukee Succeeds is partnering with nearly 300 organizations to close the achievement gap on education issues. Informational item.



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## CONSENT AGENDA

After asking the Board if any items should be removed from the Consent Agenda presented as attachment B of the agenda, President Gurda entertained a motion to approve. Trustee Cook moved and Trustee Hooper seconded a motion to approve the Consent Agenda. Motion passed unanimously.

3. Regular Board Meeting Minutes October 27, 2015
4. Committee Reports.
  - Services & Programs Committee Meeting Minutes November 2, 2015
5. Administrative Reports.
  - a. Personnel Actions
  - b. Financial Report
  - c. Library Director's Reports

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## REPORTS

6. **Building and Development Committee.** Committee Chair Bria referred to the November 5, 2015 Building and Development Committee agenda and minutes, listed as attachment C, page 25 of the agenda. She reported that at the meeting, Ms. Melissa Goins representing Maures Development presented the challenges that are occurring with the financial model to redevelop the Mill Road Branch at 7717 West Good Hope Road. There is a significant gap of approximately \$4 million in funding and additional time to find a solution was requested. The total budget is between \$13.1 - \$13.6 million. It was determined that library staff will review the revised financial proposal in thirty days and report back to the committee at its January 7, 2016 meeting.

The committee also heard from Mr. Ted Matkom, the developer from Gorman and Company. He presented the current financial source of funds for the Forest Home / Mitchell Street Redevelopment Project. Library Construction Project Manager Sam McGovern-Rowen added that recently, new market tax credits were awarded for the project. The project will move forward and the library will begin the process of planning and designing the library space in January of 2016.

Chair Bria reminded the Board of the grand reopening of the Tippecanoe library scheduled for December 12 and encouraged the Trustees to attend the celebration. Informational item.

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7. **MPL Foundation Report.** MPL Foundation Executive Director Ryan Daniels shared that the Foundation has surpassed their budgeted goal for the year raising \$1.73 million, which is a 47% increase over last year. A large increase in new donors, in addition to large gift donations, made this possible. The Foundation is actively fundraising for the Tippecanoe Branch. Donors will be recognized on a mural for gifts of \$100 or more. Foundation funds received will support the children's Secret Garden, the community room, the children's area and outdoor garden features. Donors will be invited to a sneak peak of the newly redesigned library on December 10, 2015. The library has also been awarded a \$71,000 Metropolitan Milwaukee Sewerage District grant to support the green initiatives at the Tippecanoe Branch. The East Branch donor wall unveiling and reception is scheduled for December 17, 2015. Informational item.
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## OLD BUSINESS

8. **Budget Update.** Director Kiely distributed a document titled Milwaukee Public Library Year 2016 Adopted Budget Overview, attached at the end of these minutes. The overview was reviewed. Director Kiely noted that a budget amendment to increase library public service hours and add six Librarian III positions to support the additional hours was passed by the Common Council's Finance & Personnel Committee and subsequently passed by the Common Council. Some of the funding to accomplish this will result in a \$12,000 reduction to the library materials budget. With that, the materials budget remains increased by 6.4% compared to last year. The recruitment process for the librarians has begun and the funding will support those positions beginning in March of 2016. Director Kiely added that the Mayor's budget supported the hiring of Branch Managers, which will result in each branch in the system being supported by a branch manager. It was noted that some managers were responsible for two branches since 2009. The Trustees expressed their gratitude for an improved budget to increase hours and staff as the branch building initiative continues and communities will have new library facilities that are accessible. Informational item.

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9. **Wisconsin Library System Changes Update.** Director Kiely reminded the Board that she is serving on the ten-member Public Library System Revision (PLSR) Project team. A project manager has been hired to oversee the process. Library staff throughout the state have been asked to volunteer to serve on workgroups that will review potential changes to increase library service efficiency. This item will be brought to the Board when there is substantive information to report. Informational item.

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## NEW BUSINESS

10. **Trustees 2016 Meeting Schedule.** The proposed schedule for the 2016 MPL Board of Trustees meetings was presented for approval, attachment D, page 28 of the agenda. Trustee Cook moved and Trustee Sain seconded a motion to approve. Motion passed.

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## STRATEGIC DISCUSSION

11. **MPL 2020 Our Plan for the Future.** President Gurda asked the Trustees for their comments on the role the Board and the library has in community education. Trustee Kovac said that the library has become pro-active in reaching children, using the example of the ConnectEd initiative. He acknowledged the importance of reaching children whose parents or teachers do not introduce them to the library. Ms. Davis said that Department of Public Instruction's State Superintendent Tony Evers is convening a task force to focus on summer school to increase the number of children who attend. The law's definition of summer school means that a teacher needs to be present in the setting. She suggested that the library may have a role in the Superintendent's initiative. A brief discussion included the idea of students receiving credit if they complete MPL's Super Reader summer program. Director Kiely noted that the MPL's outreach does coordinate with MPS summer school. Mr. Daniels mentioned that the library's Ready to Read program reaches beyond the libraries and works with the YoungStar Centers and provides educational opportunities. President Gurda recognized that the library is doing a lot to promote education and added that coordination with other organizations to achieve the shared vision of success for every child may be beneficial. In conclusion, the discussion will be continued at the January 26, 2016 Regular MPL Board meeting. Informational item.

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With no further business, the Milwaukee Public Library Board of Trustees meeting of November 24, 2015 was adjourned at 6:17 p.m.

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**MILWAUKEE PUBLIC LIBRARY**  
**Year 2016 Adopted Budget Overview**

<b>OPERATING BUDGET</b>	<b>2015 Adopted Budget</b>	<b>2016 Adopted Budget</b>	<b>Change from 2015 to 2016</b>
Salaries and Wages	\$11,938,460	\$12,577,933	\$ 639,473 5.35%
Fringe Benefits	5,372,306	6,037,408	\$ 665,102 12.4%
Supplies and Materials	437,600	428,026	\$ (9,574) -2.2%
Rental and Services	1,534,610	1,643,372	\$ 108,762 7%
Energy	759,551	817,100	\$ 57,549 7.5%
Equipment	453,048	356,613	\$ (96,435) -21.2%
Books and Materials	1,553,652	1,653,774	\$ 100,122 6.4%
Special Funds - VS Lease	13,182	13,182	\$ - 100.0%
<b>TOTAL</b>	<b>\$22,062,409</b>	<b>\$23,527,408</b>	<b>\$ 1,464,999 6.6%</b>
<b>TOTAL less Fringe Benefits</b>	<b>\$16,690,103</b>	<b>\$17,490,000</b>	<b>\$ 799,897 4.8%</b>

**SUMMARY**

1. Salaries budget for 2015 does not include the 1% increase given in 2015 or the adjustments related to pension payments.
2. 2016 budget restores four positions of Branch Manager (two of them added in 2015) and 1/2 time Training Librarian.
3. 2016 budget restores Friday (Atkinson, Capitol & Forest Home) and Saturday (King, Mill Road & Tippecanoe) hours to branch libraries currently closed.
4. Fringe Benefit rate is higher in 2016.
5. Rental and Services includes an increase in security guards of \$77,174. In 2015 \$20,000 in gift funds was used for marketing.
6. Equipment budget in 2015 included \$100,000 for computer servers related to security.
7. Materials budget increased by \$100,122 or 6.4%. In 2015 \$60,000 in gift funds was used.
8. Capital funding proposed is \$5,800,000
  - \$4,800,000 for branch library replacement project.
  - \$1,000,000 for Central Library building repairs and upgrades.



**MILWAUKEE**  
**PUBLIC LIBRARY**

*Paula A. Kiely*  
*Director*

December 3, 2015     **REVISED**

To:    Executive Committee of the  
         Milwaukee Public Library Board of Trustees:  
         Chairperson John Gurda, Michele Bria, Ald. Ashanti Hamilton  
         *(all Trustees are welcome to attend)*

Fm:    Paula A. Kiely  
         Library Director

Re:    Executive Committee Meeting  
         Wednesday December 9, 2015  
         4:00-5:00 p.m.  
         Central Library, Old Board Room

**MEETING NOTICE AND AGENDA**

1. **Projects and Goals.** The committee will discuss the status of current projects, priorities for 2016, and future directions for 2017.
2. **Board Priorities.** The committee will discuss priorities for the Board, including meetings, development, and the annual meeting in May.

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**ATTACHMENT B-P. 5 of 43**  
**5.a.Executive Minutes 12/09/15**  
**P. 8**

**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
EXECUTIVE COMMITTEE  
MINUTES  
Tuesday December 9, 2015  
Central Library Old Board Room**

**PRESENT:** Michele Bria, John Gurda, Paula Kiely

**EXCUSED:** Ald. Ashanti Hamilton

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Chair John Gurda called the meeting of the Board's Executive Committee to order at 4:03 p.m. on Tuesday December 9, 2015 with a quorum present.

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1. **Projects and Goals.** Director Kiely distributed a document titled 2015 Projects Year End Update December 9, 2015 listing major initiatives and improvements. The committee reviewed the goals and status of the projects listed.  
Director Kiely distributed a document titled 2016 Projects Yearly Plan December 9, 2015 listing major initiatives and improvements. The redevelopment of branch libraries will continue to be a major focus. The Awareness Campaign will launch in February 2016. The documents are attached at the end of these minutes. Informational item.
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2. **Board Priorities.** The committee discussed the effectiveness of the consent agenda used for the regular board meetings. The agenda format changed in the beginning of the year and also includes education and strategic discussion components. A consent agenda allows the board to approve routine items together without discussion or individual motions. It was agreed to continue the current format. There was a brief discussion on the makeup of the board and how experiences and business connections add value to the board. Informational item.
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With no further business, the Milwaukee Public Library Board of Trustees Executive Committee meeting December 9, 2015 was adjourned at 5:00 p.m.

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**2015 Projects  
Year End Update  
December 9, 2015**

**Major Initiatives and Improvements**

Project	Goal	Status	Upcoming/Notes
Express Vending	Track and evaluate use of 24/7 outdoor vending system at Westlawn Gardens to determine potential for replication at other sites.	Installation Completed  Evaluation Plan Underway	Library opened October 2, 2014 Outreach restarted and running through August 6 Contracted with consultant to evaluate program, to be completed in March 2016
Mill Road Redevelopment	Work with selected developer on agreement, pending tax credit awards and design build-out of library with architect to be selected.	Delayed – New Timeline <b>Developer to submit financing plan on December 11, 2015</b>	Maures Development / Common Bond proposal selected Housing Tax Credit application to be filed in January 2016
Forest Home Redevelopment	Work with community and board to determine best location and partners for a new branch library.	On Track	Process to be completed by fall 2015 Gorman & Co. proposal selected Developer waiting for response to Historic Preservation Tax Credit applications HGA Selected to design library Community input sessions being scheduled for September <b>Loan &amp; Tax Credits secured. \$1m secondary load pending.</b> <b>Developer to close on purchase of building by February 28, 2016</b> <b>Design team to meet with architect January 5<sup>th</sup>.</b>
Tippecanoe Renovation	Plan, design, and complete construction renovation of library	On Track	Engberg Anderson selected as Architect Design work nearing completion; construction



**2015 Projects  
Year End Update  
December 9, 2015**

Project	Goal	Status	Upcoming/Notes
	to improve access, appeal and workflow		drawings underway Grand opening tentatively scheduled for June Fall 2015. Construction underway <b>Opening Day this Saturday!</b>
Community Digital Inclusion	Expand access to and effective use of digital resources within Milwaukee in partnership with the Mayor's Office, the Department of Administration, Information Technology Management Division of the City and Journey House	Delayed	Planning for Mayoral summit in progress <ul style="list-style-type: none"> <li>• Seeking keynote and date</li> <li>• Met with community leaders for guidance</li> </ul> Public Survey Completed <ul style="list-style-type: none"> <li>• Results to be published</li> </ul> National Edge Survey completed May 1, 2014 <b>New Assistant Director of Collections, Technology and Technical Services hired</b> <b>New Timeline TBD</b>
Awareness Campaign	Create and execute a campaign to increase awareness of the library and its services to target markets, increasing the number of library card holders and use of the library.	Planning in Process	Campaign advisory group <del>under recruitment</del> <b>recruited</b> Campaign to launch in first half of 2015 late 2015 <b>February 2016</b> Library Foundation engaged in fundraising for campaign Confirmed partners include Roundy's, Robert W. Baird, Cramer-Krasselt, Fox6 Messaging for priority target markets drafted
Library Card Campaign	Restore use of library by existing/past card holders and increase the number of new card holders.	In Progress	Committed to ConnectED – Library Challenge; certified partnership between Mayor, MPS Superintendent, UCC Director, and Library. Partnered with Earn and Learn Program and issued

ATTACHMENT B-P. 8 of 43  
 5.a.Executive Minutes 12/09/15  
 P. 11

**2015 Projects  
Year End Update  
December 9, 2015**

Project	Goal	Status	Upcoming/Notes
			<p>cards to all students. All-school library card distribution pilots at two schools scheduled for September 2015. Researched forgiveness programs used at other urban libraries. <b>Pilot distributions completed at two schools; schools identified for next round.</b> <b>Working with MCFLS to streamline process.</b> <b>ConnectedED convening at White House scheduled for January 19<sup>th</sup>.</b></p>

**Improvements**

Project	Goal	Status	Upcoming/Notes
Staff Performance Evaluation System Revision	Create new evaluation tools to establish and measure performance standards	Delayed	<p>Coordinating with City efforts</p> <ul style="list-style-type: none"> <li>• Research underway on best practices, standards.</li> <li>• Consultation with Singer Group, Paula M. Singer, PhD. – Performance Management Model and Process</li> <li>• Joined City's/DER's E-Performance Committee</li> </ul>

**2015 Projects  
Year End Update  
December 9, 2015**

Project	Goal	Status	Upcoming/Notes
Collection Standardization	Standardize collection arrangement, display, and location codes throughout system to make it easier for the public to find things (especially children) and to facilitate "floating" collections to make them more readily available	On Hold	Pilot at Tippecanoe Completed Work to continue at remaining 4 libraries in 2014 Vacancy in lead position <b>New Assistant Director of Collections, Technology and Technical Services hired</b> <b>New Timeline TBD</b>
Volunteers	Increase capacity through the development of an active volunteer initiative, with a ROI in the first year of \$300,000	In Progress	Volunteer Coordinator hired – May 2014 Staff submitting volunteer requests Volunteer Duties Defined Volunteers being recruited, screened, interviewed and deployed  May 2014 – November 2015 Volunteers: 558 Hours Donated: 12,700. Value: \$292,989
Develop Spanish Speaking Staff	Staff libraries with staff that have the language skills needed to serve Spanish-speaking customers.	On Target	Met with Michele Bria and Journey House staff to discuss challenge; partnership ideas developed New staff hired with Spanish skills Spanish-speaking staff deployed to the Forest Home branch

**2016 Projects  
Yearly Plan  
December 9, 2015**

**Major Initiatives and Improvements**

Project	Goal	Status	Upcoming/Notes
Forest Home Redevelopment	Complete development and purchase agreement	On Track	Financing to be completed and building purchased by February 28, 2016
Forest Home Design	Complete design of library and outdoor spaces by July	Pending	Kick-off meeting scheduled for January 5th
Forest Home Construction	Complete library construction within budget and on time	Pending	
Spanish-Language Services	Improve access to library services through staffing with bilingual staff and translation of materials into Spanish.	In Progress	Work with DER to obtain approval of CSC Developing inventory of translation needs
Mill Road Redevelopment	Work with selected developer on agreement	Delayed	Developer to submit financing plan on December 11, 2015
Tippecanoe Grant Administration	Implement Fund For Lake Michigan/MMSD grant	In Progress	Tracking and reporting will involve branch and business department staff
Express Vending	Track and evaluate use of 24/7 outdoor vending system at Westlawn Gardens to determine potential for replication at other sites.	In Progress	Library opened October 2, 2014 Evaluation to be completed in March 2016

**2016 Projects  
Yearly Plan  
December 9, 2015**

Project	Goal	Status	Upcoming/Notes
Library Card Campaign	Restore use of library by existing/past card holders and increase the number of new card holders.	In Progress	Invitation to Convening at White House received Staff attending webinars Schools identified for next distribution
Launch Awareness Campaign	Increase use of the library and grow library base of patrons.	In Progress	Planning underway for Launch of Library Loud initiative with February announcement and April launch
Increase hours at Branch Libraries	Begin new schedule of hours starting pay period 5	In Progress	HR working with DER on recruitment and process
WLA Conference Planning	Provide leadership in planning the conference, to be held in Milwaukee in October	In Progress	Librarian Brett Rohlwing serving as conference chair
WLA Conference Reception at Central	Host successful conference reception on October 27 <sup>th</sup>	Pending	Planning team and chair to be selected
Critical Incident Stress Debriefing	Reduce impact of security incidents on library staff	In Progress	First team of peer counselors trained Staff completing surveys on security needs
Expand Education Access with <i>IT Academy</i>	Partner with Milwaukee Public Schools to offer online technology training and certification to the community	In Progress	

2016 Projects  
Yearly Plan  
December 9, 2015

Project	Goal	Status	Upcoming/Notes
Expand Education Access with <i>Career Online High School</i>	Determine feasibility of offering online high school diplomas to individuals	In Progress	Gathering information from school and DPI
Offer Social Worker Services at Central	Develop partnership to offer social services to library patrons in need	In Progress	Gathering information from libraries with similar programs
Expand Teen Services	Offer well-designed learning opportunities for teens during non-school hours	In Progress	Plan to be presented to library administrative in next month
Expand Public Fax Service	Add self-service fax machines to all library locations	Pending	Pilot at Mill Road branch has been successful
Hotspot Lending	Expand Internet access to library patrons by circulating portable wifi "hot spots"	In Progress	Gathering information from vendors and libraries with similar programs
Central – Replace Children’s Room Carpeting	Complete project on time and within budget	On Target	Replace carpeting installed in 1998 Replace carpeting installed in 1998Room closed to the public from December 21 – January 27
Central – Administrative Offices Upgrade	Complete project on time and within budget	On Target	South end of administrative wing currently under construction.

ATTACHMENT B-P. 13 of 43  
5.a.Executive Minutes 12/09/15  
P. 16



**2016 Projects  
Yearly Plan  
December 9, 2015**

Project	Goal	Status	Upcoming/Notes
Center Street Space Plan	Develop budget for the renovation of the Center Street Library	Not Started	
Central Children's Room – Planning for McBeath Room Upgrade	Complete plan and fundraising for the upgrade of the Faye McBeath Story Room	Not Started	Restricted gift from Faye McBeath of \$41,000 received in 2014
Central – Design Air-Handling System Floors (Floors 4T, 1, 2)	Complete project on time and within budget	Pending	
Central – Air-handler 7 replacement (Tiers 1,2,3)	Complete project on time and within budget	In Progress	Librarians to consult on environmental needs for collection on tiers
Center Street – Space Plan	Develop plan and cost estimate for future renovation	Pending	
ADA-Related Improvements	Work with City to make necessary improvements	Pending	
Progressive Pay Plan	Work with Department of Employee Relations to implement new plan	Pending	Discussed at City's Finance and Personnel Committee on December 9, 2015

**2016 Projects  
Yearly Plan  
December 9, 2015**

Project	Goal	Status	Upcoming/Notes
Collection Standardization	Standardize collection arrangement, display, and location codes throughout system to make it easier for the public to find things (especially children) and to facilitate "floating" collections to make them more readily available	On Hold	Pilot at Tippecanoe Completed New Timeline TBD
Volunteers	Increase capacity through the development of an active volunteer initiative; Increase use of Volunteers 10% in 2016 (hours provided and number of Volunteers)	In Progress	Volunteer Coordinator to continue to work with staff; collaborate and partner with agencies to increase pool of Volunteers.



MILWAUKEE  
PUBLIC LIBRARY

Paula A. Kiely  
Director

December 21, 2015

To: Finance & Personnel Committee of the  
Milwaukee Public Library Board of Trustees:  
Vice-Chair JoAnne Anton, Joe'Mar Hooper, Ald. Milele Coggs,  
Joan Prince  
*all trustees are welcome to attend*  
MPL: Bill Lenski  
US Bank: Richard Romero, Wayne Sattler

Fm: Paula A. Kiely, Library Director

Re: Finance & Personnel Committee Meeting  
Wednesday January 6, 2016, 4:00 p.m.-5:00 p.m.  
Central Library Meeting Room 1, 814 W. Wisconsin Avenue

MEETING NOTICE AND AGENDA

1. **Quarterly Review of Fund Investments.** Mr. Richard Romero and Mr. Wayne Sattler of US Bank will review the performance of the Trust Fund investments and offer suggestions for maximizing returns.
2. **Quarterly Report of the Internal Control of the MPL Trust and Gift Funds.** Library Administration will report on internal accounting management.  
Attachment A, page 2
3. **2015 Spending Report.** Reports on the 2015 use of unrestricted trust funds for staff training, programming, marketing and contingency will be provided.
4. **Foundation Gift.** The Committee will discuss the end-of-year gift from the Milwaukee Public Library Foundation.
5. **2016 Schedule.** The Committee will review the Finance & Personnel Committee meeting schedule and upcoming activities.  
Attachment B, page 5

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*Please be advised that members of the Milwaukee Common Council who are also members of this body will be in attendance at this meeting. In addition, Common Council members who are not members of this body may attend this meeting to participate or to gather information. A quorum of the Common Council or any of its standing committees may be present, but no formal Common Council action will be taken at this meeting.*

*PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. Make requests to the Library Director's Office at (414)286-3021, 286-2794 (FAX), or Central Library, 814 W. Wisconsin Ave., Milwaukee, WI 53233 Attn: Accommodation Request.*

**ATTACHMENT B-P. 16 of 43**  
**5.b.Finance & Personnel Minutes**  
01/06/16



# MEMORANDUM

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**Date:** December 22, 2015

**To:** Paula A. Kiely, Library Director

**From:** Bill Lenski, General Accounting Manager

**Re:** Internal Controls - Fourth Period 2015

I have confirmed that in September, October and November 2015 Library staff followed Trust Fund internal control procedures. I am pleased to report that there were no issues with the operations of the Library Gift and Trust Fund during this period.

The Account Clerk received all checks and prepared cash receipts for each one. I reviewed and retained a copy of each cash receipt.

I prepared checks and Fund Payment Requests for signature based on the Board's Check Signature Policy.

The Deputy Director received the September - November monthly bank statements and reviewed canceled checks. Monthly bank reconciliations were prepared and all transactions have been posted to QuickBooks.

**MPL Trust and Gift Funds**  
**Balance Sheet**  
 As of November 30, 2015

	Nov 30, 15
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Cert. of Deposit/Comm. Paper	407,000.00
Checking - US Bank	21,879.63
Common Stock	849.90
Trust & Custody - US Bank	3,438,163.47
Total Checking/Savings	3,867,893.00
Total Current Assets	3,867,893.00
<b>TOTAL ASSETS</b>	<b>3,867,893.00</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Assigned - Gift	
Architectural Archives	9,353.51
AT&T/Microsoft	897.86
Bookfellows of Milwaukee	5,479.45
Children's Programming	-574.53
General Library Development	144,190.00
Great Lakes Marine	16,016.67
Interlibrary Loan	142.86
Little Memorial, Clara	1,228.06
Milwaukee Photo Collection	21,629.28
Railroad Drawings	5,062.25
Young Adult Programming	-91.67
Total Assigned - Gift	203,333.74
Restricted - Trust/Gift	
Goldstein	2,364.20
Hunkel	62,748.33
Strehlow	80,546.65
Talking Book & Braille Library	268,699.70
Total Restricted - Trust/Gift	414,358.88
Unassigned - Trust Fund	3,334,113.29
Net Income	-83,912.91
Total Equity	3,867,893.00
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,867,893.00</b>

**MPLTrust and Gift Funds**  
**Revenues and Expenditures - Total All Funds**  
 January through November 2015

	Jan - Nov 15
Ordinary Income/Expense	
Income	
Bequests	9,967.00
Facilities Rental	9,075.00
Gifts	11,992.11
Investment Income	
Gains and Losses	-51,368.83
Interest and Dividends	48,866.60
Total Investment Income	-2,502.23
Other Income	42,008.62
Sale of Materials	5,042.74
User Fees	250.00
<b>Total Income</b>	<b>75,833.24</b>
Expense	
Equipment Purchases	19,365.41
Events	10,264.54
Honorarium	10,054.79
Library Materials	30.75
Memberships	2,148.50
Mileage	5,481.39
Miscellaneous Expenses	2,274.57
Outside Services	83,531.28
Photo Reproductions	873.72
Professional Fees	8,154.10
Sales Tax	-118.06
Supplies	14,310.24
Training	3,374.92
Total Expense	159,746.15
Net Ordinary Income	-83,912.91
Other Income/Expense	
Other Income	
Transfer In	7,084,305.84
Total Other Income	7,084,305.84
Other Expense	
Transfer Out	7,084,305.84
Total Other Expense	7,084,305.84
Net Other Income	0.00
<b>Net Income</b>	<b>-83,912.91</b>





**MILWAUKEE**  
PUBLIC LIBRARY

Finance and Personnel Committee  
2016 Schedule of Meetings and Topics

<b>2016</b>	<b>Topic</b>
Qtr	Investment Report
Qtr	Internal Controls Report
1/6	Foundation - Year End Gift
1/6	Trust Fund - Review prior year spending report
4/6	Volunteer Program
4/6	Budget - Capital
4/6	Trust Fund - Audit Report
4/6	Clearing of Uncollectible Fines
7/6	Budget - Operating
7/6	Staff Development Days (3)
7/6	Library Legislation - Collection Agency Use
10/5	Trust Fund - Approve 2017 Allocation

**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
FINANCE & PERSONNEL COMMITTEE  
MINUTES  
Wednesday January 6, 2016  
Central Library Meeting Room 1  
814 W. Wisconsin Avenue**

**PRESENT:** JoAnne Anton, Ald. Milele Coggs, Joe'Mar Hooper, Paula Kiely

**EXCUSED:** Joan Prince

**STAFF**

**PRESENT:** Bill Lenski, Crystal Sura

**OTHERS** Richard Romero, US Bank

**PRESENT:** Wayne Sattler, US Bank

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Vice-Chair JoAnne Anton, called the meeting of the Board of Trustees Finance & Personnel Committee to order at 4:25 p.m. on Wednesday January 6, 2016 with a quorum present. Trustee Coggs participated by conference phone.

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1. **Quarterly Review of Fund Investments.** The Board received the US Bank Quarterly Report dated January 6, 2016 prior to the committee meeting. US Bank Institutional Trust & Custody Senior Portfolio Manager Wayne Sattler provided a market overview. The investment performance was reviewed. The portfolio overview asset allocation was summarized. He suggested that library administration and the committee discuss a more diversified portfolio moving toward equities and exposure in emerging and developing economies. Mr. Sattler offered to draft a proposed asset allocation for review. He noted that a change in allocation may lead to a revision to the Investment Objective section of the Board of Trustees Milwaukee Public Library Trust Fund Investment Policy. The committee requested that a revised asset allocation proposal for the MPL Trust Fund be shared with Director Kiely and Vice-Chair Anton in preparation for a committee decision at the next quarterly MPL Board Finance and Personnel Committee meeting on April 6, 2016, to make a recommendation to the full Board at its April 26, 2016 meeting. The committee accepted the report. Informational item.

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  2. **Quarterly Report of the Internal Control of the MPL Trust and Gift Funds.** Library Accounting Manager Bill Lenski referred to the memo regarding Internal Controls – Fourth Period 2015, attachment A, page 2 of the agenda. He reported to the committee that all reconciliations and statements have been reviewed and approved monthly and have been found to be in good order. The MPL Trust and Gift Funds Balance Sheet and the MPL Trust and Gift Funds Revenues and Expenditures through November 2015 were reviewed. Informational item.
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3. **2015 Spending Report.** Director Kiely distributed the 2016 Milwaukee Public Library Trust Fund Expenditures document. She explained that, annually, library administration requests approval to spend money out of the Trust Fund to support adult, young adult and children's programming, marketing, contingency and training. This report details the spending of the funds from the \$108,121 that was approved by the Board in October of 2014. Any balance remains in the Trust. The report is attached at the end of these minutes. Informational item.

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4. **Foundation Gift.** A document titled 2015 Year End Foundation Gift was distributed and is attached at the end of these minutes. Director Kiely explained that annually, the Milwaukee Public Library Foundation contributes a gift to the Milwaukee Public Library. Historically, the majority of the gift funds were used to supplement the materials collection. In the recent past, funds were used for the Strategic Planning consultant. In 2016, funds will be expended for materials, the Ready to Read program (restricted), remaining 2015 library program expenses, the ConnectEd Challenge initiative and microform readers/printers. Trustee Hooper asked if there were opportunities to use any carryover balance from the 2015 budget to pay for the remaining 2015 expenses. Director Kiely will investigate. It was noted that city support of programming is through staffing and administration. Trustee Hooper moved and Trustee Anton seconded a motion to approve the gift expenditures as listed and use any carry over program expense toward materials. Motion passed.

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5. **2016 Schedule.** Director Kiely referred to the Finance and Personnel Committee 2016 Schedule of Meetings and Topics, attachment B, page 5 of the agenda. The committee reviewed the schedule. Director Kiely added that the annual Committee review of the Investment Policy will be moved up to the April meeting. Informational item.

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The meeting of the Library Board's Finance & Personnel Committee was adjourned at 5:40 p.m. on Wednesday January 6, 2016.

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2015 MILWAUKEE PUBLIC LIBRARY TRUST FUND EXPENDITURES

ADULT PROGRAMMING EXPENDITURES

	Beginning balance:	\$	4,500.00
Programming Incidentals			762.50
MLK Day Celebration			400.00
Do Black Lives Matter/Black Film Series			525.00
Hispanic Heritage Month			880.00
Finding Wholesale Happiness in a Retail World			500.00
East Side Chamber Players			200.00
Grow Your Own Groceries			400.00
General Programming			554.33
	Total:	\$	4,221.83
	Remaining balance:	\$	278.17

YOUNG ADULT PROGRAMMING EXPENDITURES

	Beginning balance:	\$	8,250.00
Programming Incidentals			762.50
Programming Supplies			2,639.21
Career Development Programs			124.80
After School Programs			381.00
Poetry and Manga Programs			372.16
Teen Advisory Board Meetings and Programs			689.32
	Total:	\$	4,968.99
	Remaining balance:	\$	3,281.01

CHILDRENS PROGRAMMING EXPENDITURES

	Beginning balance:	\$	11,500.00
Programming Incidentals			925.00
Saturdays at Central Family Programs			1,522.54
Summer Reading Program			846.56
Dr. Seuss and Harvest Fest			1,882.21
After School and Evening Programs			3,943.53
Tween Programming			970.00
Play and Learn at Washington Park			1,180.00
Early Literacy and Play Groups			1,730.17
MLK and Black History Celebrations			1,313.48
	Total:	\$	14,313.49
	Remaining balance:	\$	(2,813.49)

**MARKETING TRUST FUND EXPENDITURES**

Beginning balance:	\$	12,000.00
Browser Mascot Appearances/Costume Upkeep		462.00
Miscellaneous Supplies		181.81
MLK Day Ceremony		1,885.00
WUWM/Shepherd Express Ads		5,928.00
Sendak Exhibit		100.00
Strategic Plan Infographic		980.00
Total:	\$	9,536.81
Remaining balance:	\$	2,463.19

**CONTINGENT FUND EXPENDITURES**

Beginning balance:		1,500.00
MLK Breakfast		700.00
Recruitment Efforts - Sponsorship of UWM SOIS Student Event		250.00
ABLE 50th Anniversary Celebration		100.00
Library Director - Reimbursement for Misc. Expenses		456.61
Outreach & Development - Catering for Silent Auction Item		293.00
Total:	\$	1,799.61
Remaining balance:	\$	(299.61)

**TRAINING & MEMBERSHIPS TRUST FUND EXPENDITURES**

Beginning balance:	\$	7,200.00
Interlibrary Travel		1,086.65
Staff Appreciation		840.97
Membership Dues		
Kiely, P. Library Director - Professional Dimensions		360.00
Kiely, P. Library Director - Rotary Club of Milwaukee		1,282.50
Westown Association		500.00
MPL Staff - ALA Conference		1,069.42
Governing Board Assistance Consultation		350.00
MPL Staff Training		2,523.38
WTBBL Staff Training		199.17
Total:	\$	8,212.09
Remaining balance:	\$	(1,012.09)
<b>Grand Total Allocated</b>	\$	44,950.00
<b>Remaining Balance:</b>	\$	1,897.18

The Milwaukee Public Library Foundation provided substantial funding for Dr. Seuss, Harvest Fest, Sendak Exhibit and Summer Reading activities.



MILWAUKEE  
PUBLIC LIBRARY

**2015 Year End Foundation Gift**

			Balance
December Gift		\$	257,000.00
Materials	\$ 185,800.00	\$	71,200.00
Ready to Read (restricted)	\$ 20,200.00	\$	51,000.00
Remaining 2015 Program Expenses	\$ 15,000.00	\$	36,000.00
ConnectEd Challenge	\$ 20,000.00	\$	16,000.00
Microform Reader/Printers (2)	\$ 16,000.00	\$	-



MILWAUKEE PUBLIC LIBRARY SYSTEM

PERSONNEL ACTIONS

COVERING PERIOD: NOVEMBER 8, 2015 THROUGH JANUARY 2, 2016

The Secretary reports the following personnel actions:

REGULAR APPOINTMENT

Kevin Sullivan Sr. - Custodial Worker II - CL - Facilities & Fleet	11/08/15
Brian Schrank - Custodial Worker II - CL - Facilities & Fleet	11/16/15
Royce Taite - Custodial Worker II - CL - Facilities and Fleet	12/07/15
Seth Albert - LPT - Library Circulation Assistant I - Tippecanoe	12/21/15
Emily Brengosz - Library Circulation Aide - Circulation	12/28/15
Nicole Mitchell - Library Circulation Aide - Circulation	12/28/15

REINSTATEMENT

Paul Wellington - Library Circulation Assistant I - Capitol	11/10/15
Ryan Blalock - Library Circulation Aide - Circulation	11/23/15

TEMPORARY APPOINTMENT

Acklen Banks - Librarian III - Extension Services	12/30/15
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EXPIRATION OF TEMPORARY APPOINTMENT

Acklen Banks - Librarian III - Extension Services	11/19/15
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PROVISIONAL APPOINTMENT

Seth Albert - LPT - Library Circulation Assistant I - Tippecanoe	11/16/15
Fawn Siemsen-Fuchs - Library Reference Assistant - Tippecanoe	11/30/15
Caitlin Sprague - Library Reference Assistant - Forest Home	11/30/15
Tobias Fudge - Librarian I - Washington Park	12/06/15

PROMOTION / TRANSFER

Kaitlyn Puczyłowski - Library Technology Specialist - Technical Services / Automation To: Branch Library Services Assistant - Center Street	11/22/15
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Amanda Rentas - Library Circulation Assistant I - Villard Square To: Library Reference Assistant - Forest Home	12/06/15
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PROMOTION / TRANSFER FROM ANOTHER CITY DEPARTMENT

Arvis Williams - Human Resources Representative - Dept of Public Works / Admin To: Human Resources Officer - Human Resources	12/06/15
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PROMOTION AFTER UNDERFILL

Nicholas Newgord - Library Reference Assistant (und Program Assistant II) - Bus Office To: Program Assistant II - Business Office	12/06/15
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TRANSFER

Jose Casas - Custodial Worker II - CL - Facilities and Fleet to Tippecanoe	11/08/15
Robin Behring - Office Clerk II - WTBBL to Business Office	11/22/15

VOLUNTARY DEMOTION / TRANSFER

Kari Moua - Office Assistant III - Business Office 11/08/15  
To: Office Assistant II - Subject Services / Business Technology, Science and Periodicals

TRANSFER TO ANOTHER CITY DEPARTMENT

Matthew Pacyna - Library Circulation Assistant I - Circulation / Registration & Book Return 12/05/15  
To: Police Records Specialist I - Milwaukee Police Department

TRANSFER FROM ANOTHER CITY DEPARTMENT / RESTORE TITLE

Matthew Pacyna - Police Records Specialist I - Milwaukee Police Department 12/20/15  
To: Library Circulation Assistant I - Circulation / Registration & Book Return

CHANGE IN STATUS

Sha'Nese Burnell Jones - Librarian III (1/2) to Librarian III - Human Resources 12/20/15  
Destiny Sconiers - LPT - Lib Circulation Asst I to Lib Circulation Asst I - Villard Square 12/20/15

SENIORITY BUMP FROM JOB / VOLUNTARY DEMOTION

Joseph Megna - Library Driver - Facilities & Fleet 12/20/15  
To: Custodial Worker II - CL - Facilities & Fleet

LEAVE OF ABSENCE 24.0 OR MORE HOURS

Amy Hickman - Library Technician II - Tech Services / Acquisitions & Serials - 29.3 hours 10/26/15  
Kelly Hughbanks - Librarian V - EOS / CLCR - 52.1 hours 11/09/15  
Paul Wellington - Library Circulation Assistant I - Capitol - 40.0 hours 11/10/15  
Kari Moua - Office Assistant II - Subject Services / Bus Tech, Sci & Per - 29.7 hours 11/11/15  
Meredith Wittmann - Librarian III (1/4) - Subject Services / Ready Reference - six months 11/22/15  
Kelly Hughbanks - Librarian V - EOS / CLCR - 53.7 hours 11/23/15  
Jessica Snell - LPT - Library Circulation Assistant I - Bay View - 7 weeks 12/05/15  
Kelly Hughbanks - Librarian V - EOS / CLCR - 31.9 hours 12/07/15  
Ashley Emmons - Audio Machine Technician - WTBBL - 24.0 hours 12/08/15  
Amy Hickman - Library Technician II - Tech Services / Acquisitions & Serials - 37.6 hours 12/21/15  
Kelly Hughbanks - Librarian V - EOS / CLCR - 66.9 hours 12/21/15

SUSPENSION

Brian Boyle - Library Circulation Assistant I - Tippecanoe - 1 working day 11/17/15

RETURN FROM SUSPENSION

Brian Boyle - Library Circulation Assistant I - Tippecanoe 11/18/15

EXPIRATION OF PROVISIONAL APPOINTMENT

Tobias Fudge - Library Circulation Assistant I - East 12/05/15  
Seth Albert - LPT - Library Circulation Assistant I - Tippecanoe 12/20/15  
Te'Nese Tolbert - Library Circulation Assistant I - Circulation 12/24/15  
Tracey Chapman - Library Circulation Assistant I (1/2) - Circulation 12/27/15  
Brittany Lee - Library Circulation Assistant I - Circulation 12/27/15

RESIGNATION

Paula Mason - Librarian I - Forest Home 11/18/15  
Jessica Pollitt - Library Branch Manager - Forest Home 11/22/15  
Lisa Idzikowski - Library Youth Educator - EOS assigned to Bay View and Tippecanoe 11/28/15  
Mario Rojas - Library Circulation Aide - Circulation 12/13/15  
Brooke VandeBerg - Marketing and Public Relations Officer - Communications 01/01/16

RETIREMENT

Susan Gustafson - Library Reference Assistant - Tippecanoe  
MPL Service Credit: 29 years and 4 days

11/08/15

Katherine Bubnich - Library Technician II - Technical Services / CCDM  
MPL Service Credit: 30 years 7 months 14 days

12/01/15

MILWAUKEE PUBLIC LIBRARY  
 FINANCIAL REPORT  
 November 30, 2015

2015

2014

REVENUES

	Budget	Received to date	% Received
Additional City Appropriation	\$21,014,629	\$18,579,792	88.4%
Fines	\$350,000	\$239,269	68.4%
Lost Materials, etc.	\$124,800	\$119,709	95.9%
MCFLS Contracts	\$713,000	\$534,232	74.9%
<b>Total City Appropriation</b>	<b>\$22,202,429</b>	<b>\$19,473,002</b>	<b>87.7%</b>

	Budget	Received to date	% Received
	\$20,792,441	\$18,430,518	88.6%
	\$350,000	\$270,232	77.2%
	\$129,800	\$98,309	75.7%
	\$713,000	\$539,645	75.7%
<b>Total</b>	<b>\$21,985,241</b>	<b>\$19,338,704</b>	<b>88.0%</b>

EXPENSES

City

	Budget	Spent to date	% Spent
Salaries	\$11,938,460	\$10,977,708	92.0%
Fringe Benefits	\$5,372,306	\$4,587,630	85.4%

	Budget	Spent to date	% Spent
	\$11,736,357	\$10,825,533	92.2%
	\$5,516,088	\$4,908,060	89.0%

Operating Expenses

<i>General Office Expense</i>	\$158,000	\$94,316	59.7%
<i>Tools &amp; Machinery Parts</i>	\$31,000	\$26,640	85.9%
<i>Construction Supplies</i>	\$37,400	\$48,493	129.7%
<i>Energy</i>	\$759,551	\$596,108	78.5%
<i>Other Operating Supplies</i>	\$245,224	\$155,705	63.5%
<i>Vehicle Rental</i>	\$8,300	\$8,441	101.7%
<i>Non-Vehicle Equipment Rental</i>	\$32,700	\$17,594	53.8%
<i>Professional Services</i>	\$74,000	\$76,948	104.0%
<i>Information Technology Services</i>	\$319,748	\$283,885	88.8%
<i>Property Services</i>	\$958,285	\$803,770	83.9%
<i>Infrastructure Services</i>	\$26,000	\$33,086	127.3%
<i>Vehicle Repair Services</i>	\$500	\$311	62.2%
<i>Other Operating Services</i>	\$117,600	\$110,845	94.3%
<i>Reimburse Other Departments</i>	\$76,900	\$26,775	34.8%
<b>Total</b>	<b>\$2,845,208</b>	<b>\$2,282,917</b>	<b>80.2%</b>

	\$171,158	\$90,875	53.1%
	\$26,100	\$28,519	109.3%
	\$40,900	\$24,228	59.2%
	\$743,658	\$605,656	81.4%
	\$262,246	\$175,721	67.0%
	\$8,300	\$7,050	84.9%
	\$31,800	\$25,054	78.8%
	\$59,000	\$70,952	120.3%
	\$295,000	\$231,123	78.3%
	\$971,862	\$720,936	74.2%
	\$26,000	\$21,570	83.0%
	\$500	\$2,686	537.2%
	\$137,212	\$121,781	88.8%
	\$76,900	\$26,670	34.7%
<b>Total</b>	<b>\$2,850,636</b>	<b>\$2,152,821</b>	<b>75.5%</b>

Equipment

<i>Library Materials</i>	\$1,553,652	\$1,374,345	88.5%
<i>Computers, etc.</i>	\$427,898	\$210,413	49.2%
<i>Other</i>	\$64,905	\$39,989	61.6%
<b>Total</b>	<b>\$2,046,455</b>	<b>\$1,624,747</b>	<b>79.4%</b>

	\$1,566,653	\$1,332,580	85.1%
	\$256,110	\$86,896	33.9%
	\$59,397	\$32,814	55.2%
<b>Total</b>	<b>\$1,882,160</b>	<b>\$1,452,290</b>	<b>77.2%</b>

<b>Total City Expenses</b>	<b>\$22,202,429</b>	<b>\$19,473,002</b>	<b>87.7%</b>
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<b>Total</b>	<b>\$21,985,241</b>	<b>\$19,338,704</b>	<b>88.0%</b>
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MILWAUKEE PUBLIC LIBRARY  
 FINANCIAL REPORT  
 November 30, 2015

2015

ADDITIONAL FUNDING SOURCES

	Budget	Spent to date	% Spent
<b>Other Dept. Appr.</b>			
<i>Villard Square Lease</i>	\$13,182	\$13,182	100.0%

Contract Grants

<i>Teacher in the Library</i>	\$100,000	\$76,819	76.8%
<i>WTBBL</i>	\$968,700	\$403,857	41.7%
<i>ILS</i>	\$96,849	\$33,686	34.8%
<b>Total</b>	<b>\$1,165,549</b>	<b>\$514,362</b>	<b>44.1%</b>

Trust Fund

<i>Materials</i>	\$63,468	\$58,925	92.8%
<i>Programming</i>	\$70,250	\$16,818	23.9%
<i>Training</i>	\$7,200	\$7,728	107.3%
<i>Marketing</i>	\$12,000	\$9,437	78.6%
<i>Contingency</i>	\$1,500	\$1,157	77.1%
<b>Total</b>	<b>\$154,418</b>	<b>\$94,065</b>	<b>60.9%</b>

Foundation Funds

	Balance	Spent to date	% Spent
<i>Materials</i>	\$363,662	\$257,180	70.7%
<i>Other Activities</i>	\$50,500	\$41,387	82.0%
<i>Programming</i>	\$935,260	\$460,506	49.2%
<b>Total</b>	<b>\$1,349,422</b>	<b>\$759,073</b>	<b>56.3%</b>

Investments

U.S. Bank National Assoc. Commercial Paper #362097489 (rated A1+) dated 11/04/15 and maturing 12/04/15 at a rate of 0.10%.....\$407,000.

2014

	Budget	Spent to date	% Spent
	\$13,182	\$13,182	0.0%

	\$100,000	\$72,072	72.1%
	\$968,700	\$382,130	39.4%
	\$84,690	\$32,197	38.0%
	<b>\$1,153,390</b>	<b>\$486,399</b>	<b>42.2%</b>

	\$53,846	\$51,527	95.7%
	\$23,500	\$18,351	78.1%
	\$7,500	\$6,190	82.5%
	\$11,000	\$10,940	99.5%
	\$1,000	\$658	65.8%
	<b>\$96,846</b>	<b>\$87,666</b>	<b>90.5%</b>

	Balance	Spent to date	% Spent
	\$473,125	\$282,849	59.8%
	\$0	\$0	0.0%
	\$455,182	\$317,721	69.8%
	<b>\$928,307</b>	<b>\$600,570</b>	<b>64.7%</b>

MILWAUKEE PUBLIC LIBRARY  
 FINANCIAL REPORT  
 December 31, 2015\*\*

2015

2014

REVENUES

	Budget	Received to date	% Received
Additional City Appropriation	\$21,014,629	\$20,050,964	95.4%
Fines	\$350,000	\$250,000	71.4%
Lost Materials, etc.	\$124,800	\$137,567	110.2%
MCFLS Contracts	\$713,000	\$709,361	99.5%
<b>Total City Appropriation</b>	<b>\$22,202,429</b>	<b>\$21,147,892</b>	<b>95.3%</b>

	Budget	Received to date	% Received
	\$20,842,971	\$20,509,122	98.4%
	\$350,000	\$281,694	80.5%
	\$129,800	\$117,116	90.2%
	\$713,000	\$715,475	100.3%
<b>Total</b>	<b>\$22,035,771</b>	<b>\$21,623,407</b>	<b>98.1%</b>

EXPENSES

City

	Budget	Spent to date	% Spent
Salaries	\$11,938,460	\$11,924,886	99.9%
Fringe Benefits	\$5,372,306	\$4,949,710	92.1%
<b>Operating Expenses</b>			
<i>General Office Expense</i>	\$158,000	\$101,869	64.5%
<i>Tools &amp; Machinery Parts</i>	\$31,000	\$27,905	90.0%
<i>Construction Supplies</i>	\$37,400	\$53,474	143.0%
<i>Energy</i>	\$759,551	\$651,781	85.8%
<i>Other Operating Supplies</i>	\$245,224	\$168,069	68.5%
<i>Vehicle Rental</i>	\$8,300	\$9,601	115.7%
<i>Non-Vehicle Equipment Rental</i>	\$32,700	\$20,340	62.2%
<i>Professional Services</i>	\$74,000	\$79,347	107.2%
<i>Information Technology Services</i>	\$319,748	\$302,759	94.7%
<i>Property Services</i>	\$958,285	\$888,744	92.7%
<i>Infrastructure Services</i>	\$26,000	\$33,086	127.3%
<i>Vehicle Repair Services</i>	\$500	\$311	62.2%
<i>Other Operating Services</i>	\$117,600	\$127,117	108.1%
<i>Reimburse Other Departments</i>	\$76,900	\$44,768	58.2%
<b>Total</b>	<b>\$2,845,208</b>	<b>\$2,509,171</b>	<b>88.2%</b>

	Budget	Spent to date	% Spent
	\$11,786,887	\$11,786,887	100.0%
	\$5,516,088	\$5,294,957	96.0%
	\$171,158	\$124,412	72.7%
	\$26,100	\$31,805	121.9%
	\$40,900	\$37,476	91.6%
	\$743,658	\$776,314	104.4%
	\$262,246	\$215,582	82.2%
	\$8,300	\$8,043	96.9%
	\$31,800	\$30,255	95.1%
	\$59,000	\$73,601	124.7%
	\$295,000	\$260,302	88.2%
	\$971,862	\$883,826	90.9%
	\$26,000	\$27,256	104.8%
	\$500	\$2,686	537.2%
	\$137,212	\$150,880	110.0%
	\$76,900	\$76,720	99.8%
<b>Total</b>	<b>\$2,850,636</b>	<b>\$2,699,158</b>	<b>94.7%</b>

Equipment

<i>Library Materials</i>	\$1,553,652	\$1,473,887	94.9%
<i>Computers, etc.</i>	\$427,898	\$250,249	58.5%
<i>Other</i>	\$64,905	\$39,989	61.6%
<b>Total</b>	<b>\$2,046,455</b>	<b>\$1,764,125</b>	<b>86.2%</b>
<b>Total City Expenses</b>	<b>\$22,202,429</b>	<b>\$21,147,892</b>	<b>95.3%</b>

	\$1,566,653	\$1,564,631	99.9%
	\$256,110	\$233,145	91.0%
	\$59,397	\$44,629	75.1%
<b>Total</b>	<b>\$1,882,160</b>	<b>\$1,842,405</b>	<b>97.9%</b>
<b>Total</b>	<b>\$22,035,771</b>	<b>\$21,623,407</b>	<b>98.1%</b>

MILWAUKEE PUBLIC LIBRARY  
 FINANCIAL REPORT  
 December 31, 2015\*\*

2015

ADDITIONAL FUNDING SOURCES

	Budget	Spent to date	% Spent
<b>Other Dept. Appr.</b>			
<i>Villard Square Lease</i>	\$13,182	\$13,182	100.0%

Contract Grants

<i>Teacher in the Library</i>	\$100,000	\$98,737	98.7%
<i>WTBBL</i>	\$968,700	\$458,159	47.3%
<i>ILS</i>	\$96,849	\$39,758	41.1%
<b>Total</b>	<b>\$1,165,549</b>	<b>\$596,654</b>	<b>51.2%</b>

Trust Fund

<i>Materials</i>	\$63,468	\$62,647	98.7%
<i>Programming</i>	\$70,250	\$21,552	30.7%
<i>Training</i>	\$7,200	\$8,212	114.1%
<i>Marketing</i>	\$12,000	\$9,537	79.5%
<i>Contingency</i>	\$1,500	\$1,799	119.9%
<b>Total</b>	<b>\$154,418</b>	<b>\$103,747</b>	<b>67.2%</b>

Foundation Funds

	Balance	Spent to date	% Spent
<i>Materials</i>	\$363,662	\$318,053	87.5%
<i>Other Activities</i>	\$50,500	\$44,686	88.5%
<i>Programming</i>	\$935,260	\$497,369	53.2%
<b>Total</b>	<b>\$1,349,422</b>	<b>\$860,108</b>	<b>63.7%</b>

\*\* Preliminary Report for Calendar Year 2015

Investments

U.S. Bank National Assoc. Commercial Paper #338103888 (rated A1+) dated 12/04/15 and maturing 01/04/16 at a rate of 0.10%.....\$310,000.

2014

	Budget	Spent to date	% Spent
	\$13,182	\$13,182	0.0%

	\$100,000	\$89,878	89.9%
	\$968,700	\$442,067	45.6%
	\$84,690	\$40,970	48.4%
<b>Total</b>	<b>\$1,153,390</b>	<b>\$572,915</b>	<b>49.7%</b>

	\$53,846	\$51,527	95.7%
	\$23,500	\$20,889	88.9%
	\$7,500	\$6,657	88.8%
	\$11,000	\$11,711	106.5%
	\$1,000	\$2,080	208.0%
<b>Total</b>	<b>\$96,846</b>	<b>\$92,864</b>	<b>95.9%</b>

	Balance	Spent to date	% Spent
	\$607,815	\$326,748	53.8%
	\$0	\$0	0.0%
	\$467,742	\$343,166	73.4%
<b>Total</b>	<b>\$1,075,557</b>	<b>\$669,914</b>	<b>62.3%</b>



**Director's report**  
**November / December / January 2016**

The Library closed out the year with a highly visible success – the reopening of the Tippecanoe branch library after a total renovation. On December 12, nearly 1,600 people streamed through the doors after the ribbon-cutting, which followed opening remarks by Mayor Barrett, Alderman Witkowski, MPL President Gurda, MPLF Vice-President Hernandez, and me. The early days are going well and feedback from the community remains very positive. Donors were invited to sneak preview Thursday evening, prior to the opening. Donations to support the library will be accepted through March 31. Donors to the East library project were treated to a special after-hours unveiling in December, which was attended by Mayor Barrett and Alderman Kovac.

Work on the next two redevelopment projects continued. Sam McGovern-Rowen and I reviewed the financing plan for the Mill Road project that was submitted by Maures Development at the request of the Building and Development Committee. Committee members were briefed as part of our preparation for their meeting on January 7. Sam worked with Gorman and Company and city representatives on financing for the Mitchell Street project, which will include New Market Tax Credits.

The annual meeting of the Villard Square Condominium Association and Board of Directors took place in December. Elections were held and David Misky (RACM) will continue to serve as president, Ted Matkom (Gorman) will serve as Secretary/Treasurer, and Howard Snyder (NWSCDC) and I will serve as vice-presidents. Gorman will invoice the library for its portion of shared expenses.

City business included attending a briefing on a new pay progression plan developed by the Department of Employee Relations and approved by the Common Council. Preparation for the new program will begin immediately, with pay increases, based on performance, beginning in July. New Human Resources Officer Arvis Williams will manage the library's implementation.

The Friends of the Library awarded funding of \$22,500 to the library to update and refresh children's and teens collections and to purchase new materials for children in languages other than English. Half of the grant is unrestricted and made available for the Library Director to use for special projects. This was Marsha Huff's final meeting as president. After 4 years she has stepped down and Barbara Franczyk will take over in 2016. Barbara is a retired middle school teacher who has been on the Friends Board for 3 years. The Friends also sponsored the annual Cookies with Santa holiday event for staff and their children.

I followed up on the Board's discussion about Career Online High School by talking with John Szabos, director of the Los Angeles Public Library. LAPL was the first library to offer this program and is in the process of expanding access. They currently have 114 students working on their high school diplomas.

My community activities included introducing John Gurda at the Downtown Rotary meeting where he spoke about his new book Milwaukee. City of Neighborhoods, attending the annual Wisconsin Marine Historical Society's Christmas Tree Ship Dinner, attendance at a holiday party in the city hall rotunda for members of Milwaukee's Business Improvement Districts Boards, and attending the United Way wrap-up celebration. I also participated in a task force meeting about Municipal IDs.

## Programs

Mental Illness Stigma Reduction/Recovery Coalition. The presentation of “Pieces: In My Own Voice,” on November 17 was the second of two programs offered by the Mental Illness Stigma Reduction/Recovery Coalition. The Milwaukee Public Library is one of many local sponsors along with founding partners Alpha Kappa Alpha and the National Alliance on Mental Illness. The staged performance of Pieces depicts the impact of stigma on people who face the challenges of post-traumatic stress, bipolar illness, schizophrenia, depression and suicide. Written by Brenda Wesley, Education and Outreach Director for National Alliance on Mental Illness, NAMI Greater Milwaukee, the play is part of the ASK (Access, Support & Knowledge) program and is evidenced-based to decrease the impact of mental illness stigma. It features actors who are all Milwaukeeans who know firsthand the impact of mental illness. The 70 attendees were fully engaged for the play and post-performance discussion.

Mayor Barrett’s Entrepreneur Week 2015. The Milwaukee Public Library once again participated in the Mayor’s Entrepreneur Week, which took place during the week of November 8-14. The Library’s participation included a Book a Business Librarian program series in which patrons were able to reserve a 45-minute session with a Business Librarian for one-on-one reference consultation on starting a business. There were 10 available sessions, two per day, at the Central Library. Also provided was a program for entrepreneurs entitled “Understanding Intellectual Property Rights” which was offered at the Center Street Library.

There’s No Place Like Home: Highlighting Milwaukee and Wisconsin Treasures. The Richard E. and Lucile Krug Rare Books Room Educational Series, 2015 Open House took place on Saturday, November 21 and highlighted rarities from Milwaukee and Wisconsin. A total of 40 people came to view five tables containing over 50 items, including hand-drawn maps by Increase Lapham, Settlement Cookbooks, Works Progress Administration block prints and costume designs, an early Harley Davidson manual, the Frackelton Book, and the Autograph Book. The event also showcased Frank Lloyd Wright reproductions of the architect’s drawings and original paint samples, fabric and wallpaper designs were shown.

Art Off the Shelves. In December 2015, the first two programs in the new “Art Off the Shelves” program series were held at the Central Library. The series is funded by a grant from the Ettinger Foundation and is designed to provide a lecture on a popular art or craft topic, followed by a second session featuring hands-on opportunities for that art or craft. The first two presentations were made by the local arts group True Skool and were devoted to the topic of street art. On December 7, a lecture took place that was attended by 10 people and described the origin of graffiti, its start in the U.S. and some of the issues and misconceptions surrounding graffiti as an art form. On December 12, an interactive workshop took place that was attended by 5 people in which attendees tried out different street art styles.

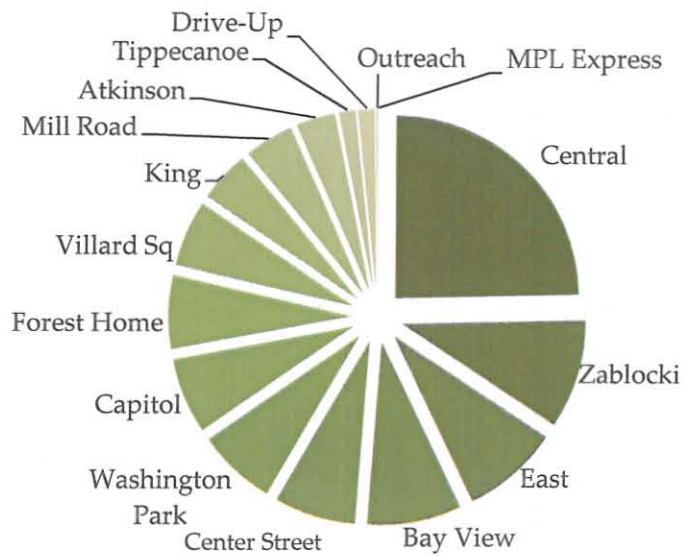
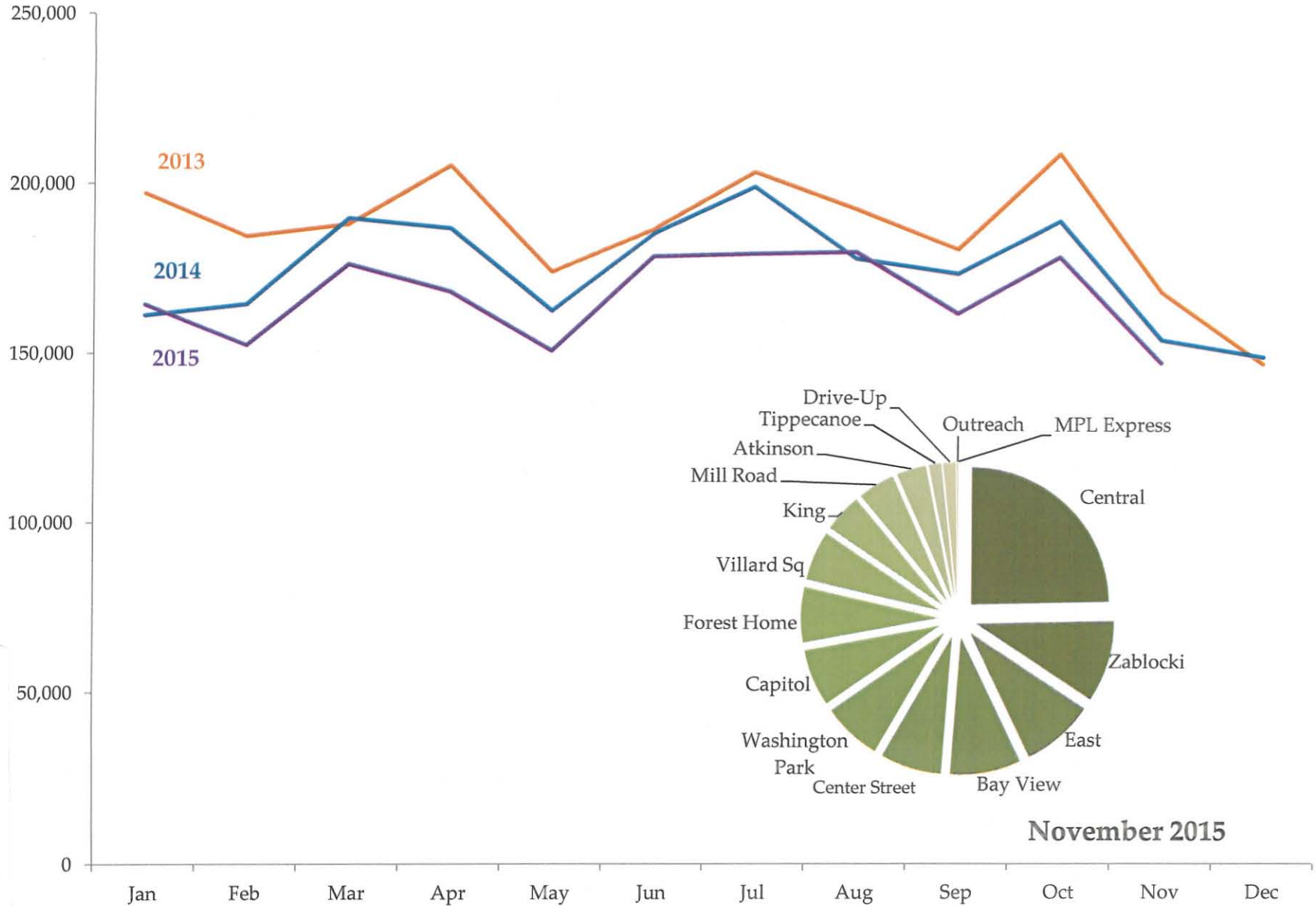
Life Sized Candy Land. Washington Park held this program on November 17. With assistance from two teen volunteers, Children’s Librarian Alice Richard’s Life Sized Candy Land was one of the most successful programs of 2015. By laying colored construction paper and classic Candy Land characters throughout the Community Room, Ms. Richards was able to recreate a game board experience, aided by a PowerPoint presentation which simulated drawing cards. The kids formed teams by picking character cards, and moved through the game together, sometimes getting sent back to the start right as they were about to win! Over 20 children attended, and even though the age range varied widely, everyone had a lot of fun—a few of the parents even mentioned recreating the program for a birthday party.

Tippecanoe Celebrates Reopening. The Tippecanoe Library held its grand reopening on Saturday, December 12, after a two-week transition from the temporary location. Almost 400 people attended the opening ceremonies, followed by a full day of library service. Circulation for the day was 1,950; patron count for the day was approximately 1,600. Tippecanoe Library hosted a donor preview on Thursday, December 10. The library also hosted Alderman Terry Witkowski's town hall meeting on Monday, December 14, and a meeting of the Airport Gardens Neighborhood Association on December 16.

Health Navigators. On Mondays, beginning with November 23, Center Street hosted licensed Healthcare Navigators to assist the uninsured, or people who just want to explore their choices in the Health Insurance Marketplace. Channel 58 came out to Center Street to interview the Healthcare Navigator and a patron requesting help which led to over 50 people attending the program at Forest Home Library the following night.

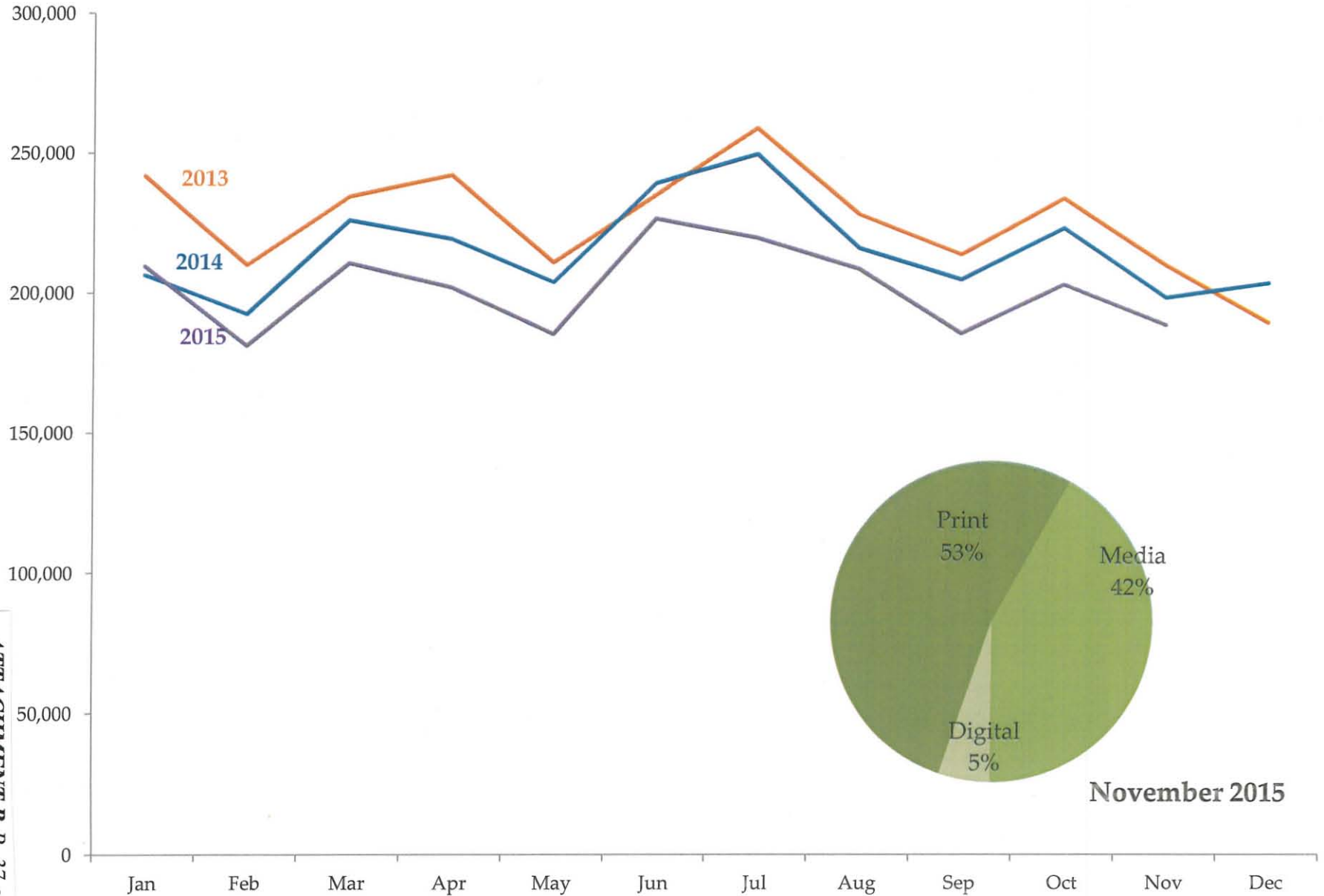
Author Visit. MPL Board President John Gurda's talk at Bay View Library on December 9 had a standing room only audience, even spilling out into the foyer. I estimated the attendance at 110. Very informative and interesting, including a powerpoint presentation with historic photos of Milwaukee's neighborhoods, and clearly enjoyed by the audience. After the talk, Mr. Gurda signed books for patrons who bought copies of his new book. "Milwaukee: City of Neighborhoods."

# Milwaukee Public Library Visits



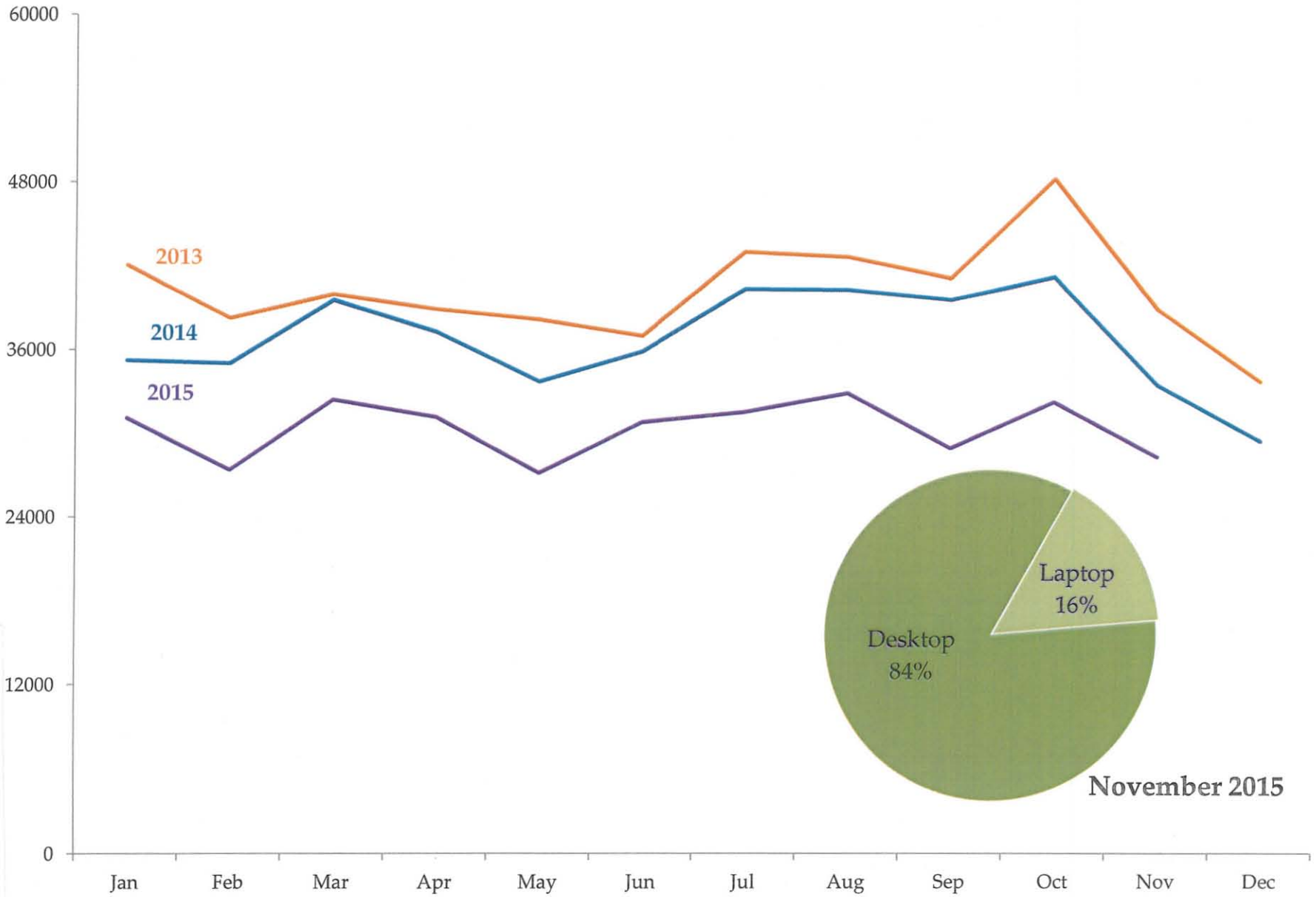
November 2015

# Milwaukee Public Library Circulation



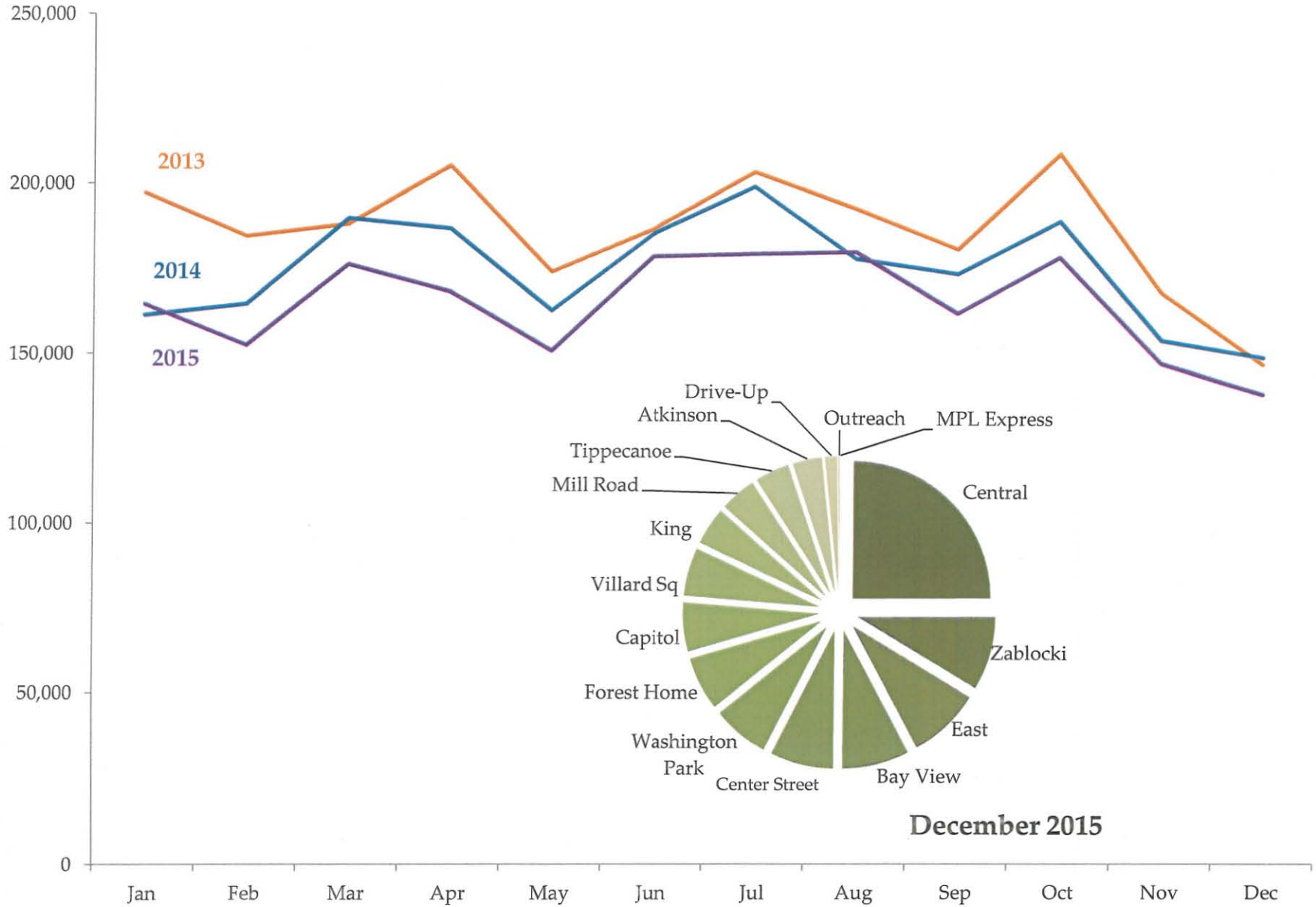


# Milwaukee Public Library Hours of Computer Usage



November 2015

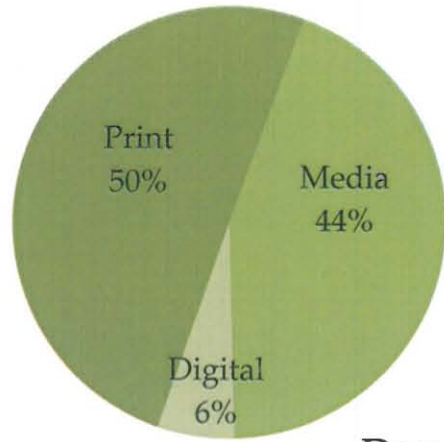
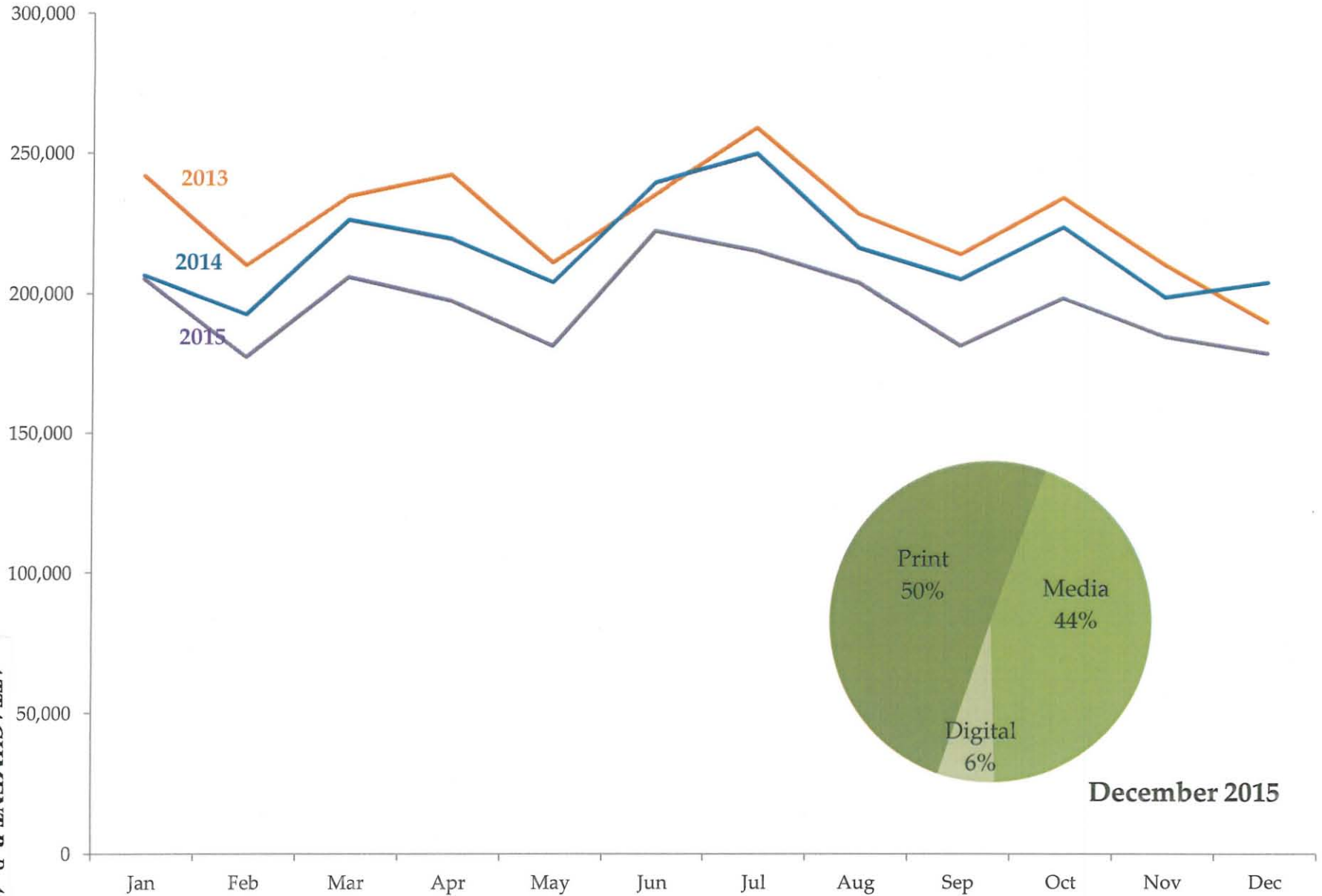
# Milwaukee Public Library Visits



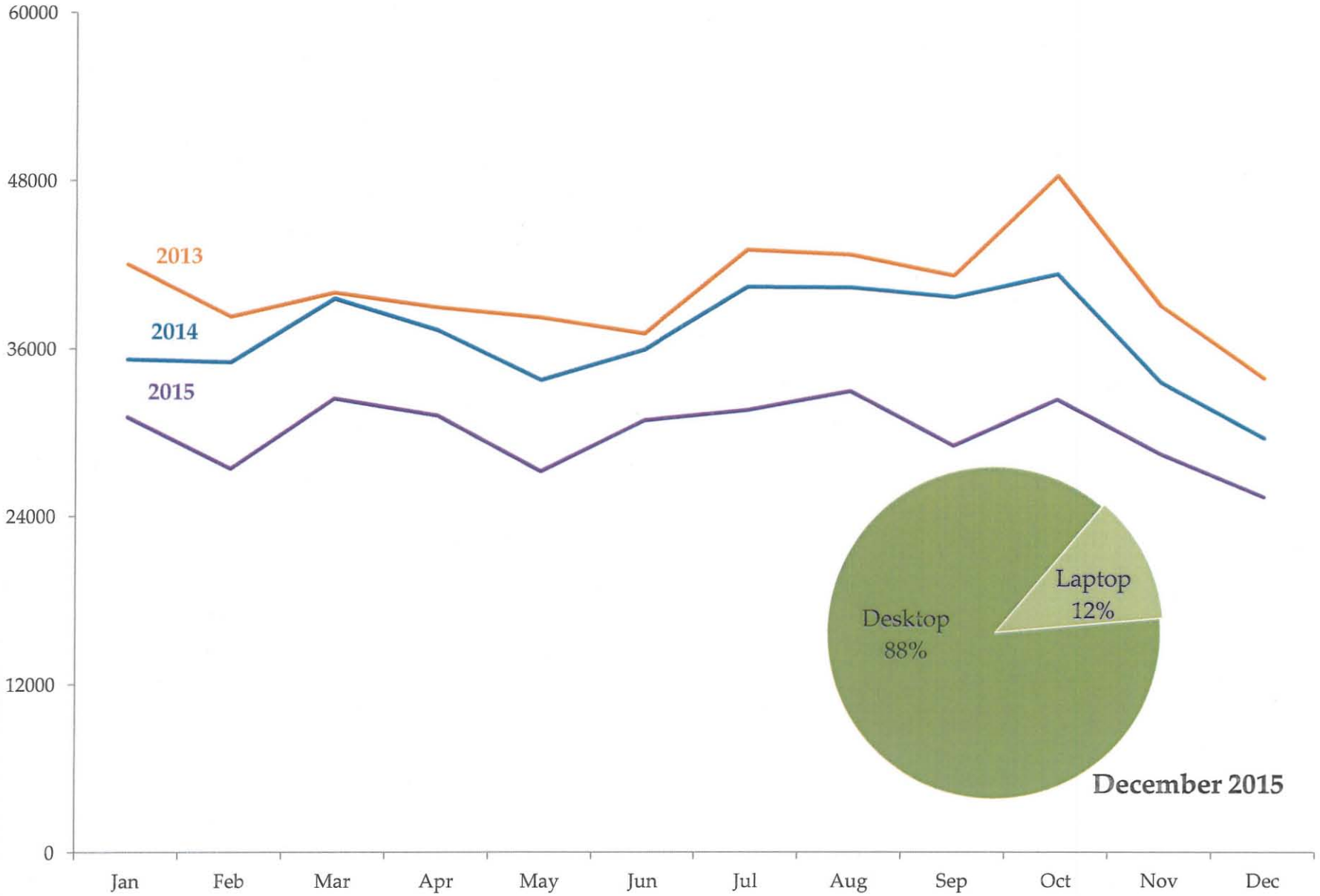
December 2015



# Milwaukee Public Library Circulation



# Milwaukee Public Library Hours of Computer Usage



**Milwaukee Public Library  
Computer, Internet, and Electronic Statistics  
November, 2015**

<b>Unique Visitors to the MPL Website</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	391,578	71,932	444.4%	3,449,718	925,259	272.8%

<b>Database Hits</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date <sup>1</sup>	% Increase or Decrease
	3,721	2,228	67.0%	46,719	34,086	37.1%

<b>OverDrive Digital Download Circulation, by format</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	6,310	5,699	10.7%	74,248	66,719	11.3%
Audiobooks	3,808	2,605	46.2%	38,077	28,254	34.8%

<b>Downloads of Digital Music through Freegal<sup>2</sup></b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	3,068	3,224	-5%	32,402	23,765	36%

<b>Milwaukee Patron Holds Placed Through CountyCat</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	38,273	38,875	-1.5%	440,843	459,020	-4.0%

<b>Paging Slips</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	11,464	11,376	0.8%	131,978	139,610	-5.5%
Atkinson	535	649	-17.6%	7,316	7,791	-6.1%
Bay View	2,252	2,206	2.1%	27,220	30,681	-11.3%
Capitol	1,900	2,406	-21.0%	24,922	27,002	-7.7%
Center Street	1,008	906	11.3%	11,290	10,847	4.1%
East	1,827	475	284.6%	20,785	12,056	72.4%
Forest Home	988	868	13.8%	10,861	10,201	6.5%
Martin Luther King	644	741	-13.1%	8,547	8,136	5.1%
Mill Road	1,128	921	22.5%	12,796	11,465	11.6%
Tippecanoe	385	1,300	-70.4%	6,757	16,959	-60.2%
Villard Square	871	686	27.0%	9,224	8,602	7.2%
Washington Park	828	1,007	-17.8%	11,017	11,724	-6.0%
Zablocki	2,217	2,041	8.6%	24,699	21,631	14.2%
YCOS--Outreach	87	117	-25.6%	1,128	1,420	-20.6%
<b>TOTAL</b>	<b>26,134</b>	<b>25,699</b>	<b>1.7%</b>	<b>308,540</b>	<b>318,125</b>	<b>-3.0%</b>

<sup>1</sup>No count for April & May 2014.

<sup>2</sup>Usage limit increased to 5 (from 3) per week in Oct. 2014.

**Milwaukee Public Library  
Computer, Internet, and Electronic Statistics  
December, 2015**

<b>Unique Visitors to the MPL Website</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	415,477	70,876	486.2%	3,865,195	996,135	288.0%

<b>Database Hits</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date <sup>1</sup>	% Increase or Decrease
	3,590	1,927	86.3%	50,309	36,013	39.7%

<b>OverDrive Digital Download Circulation, by format</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	6,751	6,621	2.0%	80,999	73,340	10.4%
Audiobooks	4,161	2,805	48.3%	42,238	31,059	36.0%

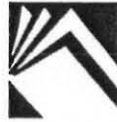
<b>Downloads of Digital Music through Freegal<sup>2</sup></b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	3,137	3,260	-4%	35,539	27,025	32%

<b>Milwaukee Patron Holds Placed Through CountyCat</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	36,559	39,599	-7.7%	477,402	498,619	-4.3%

<b>Paging Slips</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	10,689	11,781	-9.3%	142,667	151,391	-5.8%
Atkinson	546	615	-11.2%	7,862	8,406	-6.5%
Bay View	2,196	2,306	-4.8%	29,416	32,987	-10.8%
Capitol	1,825	2,108	-13.4%	26,747	29,110	-8.1%
Center Street	823	825	-0.2%	12,113	11,672	3.8%
East	1,767	1,759	0.5%	22,552	13,815	63.2%
Forest Home	911	808	12.7%	11,772	11,009	6.9%
Martin Luther King	591	761	-22.3%	9,138	8,897	2.7%
Mill Road	1,096	1,249	-12.2%	13,892	12,714	9.3%
Tippecanoe	639	1,647	-61.2%	7,396	18,606	-60.2%
Villard Square	752	758	-0.8%	9,976	9,360	6.6%
Washington Park	855	807	5.9%	11,872	12,531	-5.3%
Zablocki	1,657	2,006	-17.4%	26,356	23,637	11.5%
YCOS--Outreach	54	177	-69.5%	1,182	1,597	-26.0%
<b>TOTAL</b>	<b>24,401</b>	<b>27,607</b>	<b>-11.6%</b>	<b>332,941</b>	<b>345,732</b>	<b>-3.7%</b>

<sup>1</sup>No count for April & May 2014.

<sup>2</sup>Usage limit increased to 5 (from 3) per week in Oct. 2014.



**MILWAUKEE**  
**PUBLIC LIBRARY**

*Paula A. Kiely*  
*Director*

December 22, 2015

To: Library Building & Development Committee of the  
Milwaukee Public Library Board of Trustees:  
Chairperson Michele Bria, Sharon Cook, John Gurda, Ald. Nik Kovac, Dir. Mark Sain  
*All trustees are welcome to attend.*  
MPL: Joan Johnson, Sam McGovern-Rowen, Duane Wepking  
City Attorney's Office: Mary Schanning  
Redevelopment Authority of the City of Milwaukee (RACM): Dave Misky  
Milwaukee Economic Development Corporation (MEDC): Dave Latona  
Gorman and Company: Ted Matkom, ; Maures Development / Common Bond: Melissa Goins

Fm: Paula A. Kiely, Library Director

Re: Library Building & Development Committee Meeting  
January 7, 2016, Thursday, 8:00 a.m.-9:00 a.m.  
Central Library Meeting Room 1

**MEETING NOTICE AND AGENDA**

1. **Tippecanoe Reopening**. Library administration will report on the first weeks of operations in the new library.
2. **Mill Road Redevelopment Project**. The committee will respond to library administration's recommendation on Maures Development / Common Bond's commitment to funding the mixed use project at 7717 West Good Hope Road. The committee will review a timeline on action items that need to be considered regarding the project.

Library Board Building & Development Committee members may vote to convene in Executive Session, pursuant to Wisconsin Statutes 19.85(1)(e) for the purpose of "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session," for the purpose of discussion related to the mixed-use development that will house a new Milwaukee Public Library at 7717 West Good Hope Road. The Library Board may reconvene in open session at the conclusion of its closed session.

3. **Forest Home Redevelopment Project**. The Forest Home/Mitchell Street developer, Gorman and Company, will present the details of the projects financing strategy for the committee to consider.

Library Board Building & Development Committee members may vote to convene in Executive Session, pursuant to Wisconsin Statutes 19.85(1)(e) for the purpose of "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session," for the purpose of discussion related to the financing strategy of the mixed-use development that will house a new Milwaukee Public Library on 9<sup>th</sup> Street and Mitchell Avenue. The Library Board may reconvene in open session at the conclusion of its closed session.

4. **2016 Meeting and Project Schedule**. The committee will review the meeting schedule and activities to appear on future agendas.

*Persons engaged in lobbying as defined in s. 305-43-4 of the Milwaukee Code of Ordinances are required to register with the City Clerk's Office License Division. More information is available at [www.milwaukee.gov/lobby](http://www.milwaukee.gov/lobby) or by calling (414) 286-2238.*

*Please be advised that members of the Milwaukee Common Council who are also members of this body will be in attendance at this meeting. In addition, Common Council members who are not members of this body may attend this meeting to participate or to gather information. A quorum of the Common Council or any of its standing committees may be present, but no formal Common Council action will be taken at this meeting.*

*PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individual Library Director's Office at (414)286-3021, 286-2794 (FAX), or Central Library, 814 W. Wisconsin Ave. Accommodation Request.*

**ATTACHMENT C-P. 1 of 4**  
**MPL AGENDA-01/26/16**

P. 47



**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
BUILDING & DEVELOPMENT COMMITTEE  
MINUTES  
Thursday January 7, 2016  
Central Library Meeting Room 1**

**PRESENT:** Michele Bria, John Gurda, Ald. Nik Kovac, Paula Kiely

**EXCUSED:** Sharon Cook, Dir. Mark Sain

**OTHERS**

**PRESENT:** Gorman & Company: Ted Matkom  
Maures Development: Melissa Goins; Royal Capital: Kevin Newell & Terrell  
Walter; Engberg Anderson: Mark Ernst ; Michael Best & Friedrich LLP: Danielle  
Bergner  
City Attorney's Office: Mary Schanning  
RACM: Dave Misky  
MPL: Joan Johnson, Sam McGovern-Rowen, Crystal Sura, Duane Wepking  
Budget and Management Division: Eric Pearson,

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Chair Bria called the MPL Board of Trustees Building & Development Committee meeting to order at 8:15 a.m. on January 7, 2016 with a quorum present. Items were taken out of order; however, these minutes are presented in numerical sequence.

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1. **Tippecanoe Reopening.** Director Kiely said that the reopening of the Tippecanoe Branch on December 12, 2015 was celebrated by the community. Patrons were excited to see the interior of the library with the new windows, study spaces and community meeting room. Deputy Director Joan Johnson reported that approximately 1500 people visited the library during reopening festivities. Since then, patron visits, library card registration and circulation have increased. The use of the community room has increased by 68% compared to the same period last year. A series of Green Home programs will begin in January in partnership with the Garden District Association. The focus of the series will be green infrastructure and sustainable living. Tippecanoe staff report positive feedback from patrons on the new windows, teen study spaces and the community meeting room. Informational item.

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2. **Mill Road Redevelopment Project.** The committee was given a proforma for the proposed project for the mixed use project at 7717 West Good Hope Road that will house a new Milwaukee Public Library replacing the Mill Road Branch. Ms. Melissa Goins, representing Maures Development, LLC summarized what transpired while pursuing funding for the project. Initially the plan was to consider Wisconsin Housing and Economic Development Authority (WHEDA) Tax credits at 4% with other bond financing and to determine if a market rate transaction was viable. The property is not in a qualified census tract which made the application challenging. Since then, Maures Development brought in a new partner, Royal Capital, to finance the project with a 9% WHEDA application. It was noted that Common Bond, the original partner, supported this change and may be selected as a third partner as the property managing company. Mr. Kevin Newell, of Royal Capital, explained how their financial

2. **Mill Road Redevelopment Project.** (continued)

model will be successful. Discussion ensued on the new model. The suggested timeline presented reflected an application to WHEDA by the January 29, 2016 deadline with credit award announcement in April 2016. President Gurda moved and Trustee Kovac seconded a motion that the Library Board Building & Development Committee convene in Executive Session, pursuant to Wisconsin Statutes 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion related to the financing strategy of the mixed-use development that will house new Milwaukee Public Libraries at 7717 West Good Hope Road. Roll was called and unanimously passed. Paula Kiely, Sam McGovern-Rowen, Crystal Sura, and Mary Schanning remained during closed session. After discussion, the committee convened in open session on a motion by Trustee Kovac, seconded by Trustee Gurda. Vice-President Bria asked Director Kiely to provide a report. Director Kiely stated that the committee will request Maures Development / Royal Capital to meet with the Mill Road Branch district alderman to get his support for the project. Also, it was requested that the following items will be presented to the Building and Development committee meeting scheduled for January 13, 2016: proformas for 46 unit and 60 unit scenarios, parking needs, construction costs, and benefits of each scenario and how the unit numbers effect scoring. The information should be presented in detail and an overview summary also provided. Ms. Danielle Bergner from Michael Best and Friedrich was present during the report and will communicate the requests to the Ms. Goins and her partners. Informational item.

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3. **Forest Home Redevelopment Project.** Gorman representative, Mr. Ted Matkom said that his team has been working diligently on the Mitchell Street project funding structure which will house a new library on 9<sup>th</sup> Street replacing the Forest Home Branch. The closing date on the property may be slightly extended beyond February 28, 2016. The historic tax credits have been approved. The proposed apartment units will remain in the north building and the library's shell has been approved with new windows on the west side looking out into the alley. Director Kiely added that library staff met with the library's architect, HGA to begin the process of planning, designing and build-out of the interior of the library space. Mr. Matkom said that financing partners are WHEDA, IFF (mezzanine loan), and BMO Harris, who will be assisting with the new market tax credits that will apply to the library portion. BMO will be a bridge financing mechanism for new market tax credits that will apply to the library. The development will be a two-unit condominium with residences above and the library below. Mr. Matkom will present the detailed financing structure and written commitments from the project partners in February 2016. There may be a need to schedule a special meeting of the Board in February to approve Gorman and Company's financing and timeline on the project. Informational item.
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4. **2016 Meeting and Project Schedule.** This item was held.
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The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 11:35 a.m. on January 7, 2016.

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MILWAUKEE  
PUBLIC LIBRARY

Paula A. Kiely  
Director

January 8, 2016

To: Library Building & Development Committee of the  
Milwaukee Public Library Board of Trustees:  
Chairperson Michele Bria, Sharon Cook, John Gurda, Ald. Nik Kovac, Dir. Mark Sain  
*All trustees are welcome to attend.*  
MPL: Joan Johnson, Sam McGovern-Rowen  
City Attorney's Office: Mary Schanning  
Maures Development: Melissa Goins  
Royal Capital Group: Kevin Newell

Fm: Paula A. Kiely, Library Director

Re: Library Building & Development Committee Meeting  
January 13, 2016, Wednesday, 2:00 p.m.-4:00 p.m.  
Central Library Meeting Room 1

**MEETING NOTICE AND AGENDA**

1. **Mill Road Redevelopment Project.** Maures Development / Royal Capital Group will present proformas on the development budget for different mixed use models proposed at 7717 West Good Hope Road.

Library Board Building & Development Committee members may vote to convene in Executive Session, pursuant to Wisconsin Statutes 19.85(1)(e) for the purpose of "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session," for the purpose of discussion related to the mixed-use development that will house a new Milwaukee Public Library at 7717 West Good Hope Road. The Library Board may reconvene in open session at the conclusion of its closed session.

*Persons engaged in lobbying as defined in s. 305-43-4 of the Milwaukee Code of Ordinances are required to register with the City Clerk's Office License Division. More information is available at [www.milwaukee.gov/lobby](http://www.milwaukee.gov/lobby) or by calling (414) 286-2238.*

*Please be advised that members of the Milwaukee Common Council who are also members of this body will be in attendance at this meeting. In addition, Common Council members who are not members of this body may attend this meeting to participate or to gather information. A quorum of the Common Council or any of its standing committees may be present, but no formal Common Council action will be taken at this meeting.*

*PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. Make requests to the Library Director's Office at (414)286-3021, 286-2794 (FAX), or Central Library, 814 W. Wisconsin Ave., Milwaukee, WI 53233 Attn: Accommodation Request.*

**ATTACHMENT C-P. 4 of 4**  
**MPL AGENDA-01/26/16**

P. 50