



**CITY OF
MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING**

**Ald. Ashanti Hamilton, President
John Gurda, Vice-President
Sup. Theo Lipscomb Sr., Financial Secretary
Paula Kiely, Secretary
Denise Callaway, Ald. Milele Coggs, Sharon Cook, Ald. Nik Kovac, Chris Layden,
Sam McGovern-Rowen, Joan Prince, Dir. Mark Sain
Secretary's Assistant: Crystal Sura (414) 286-3021**

**Tuesday April 23, 2013
4:30 p.m.**

**Tippecanoe Library
3912 South Howell Avenue
Milwaukee, WI 53207**

AGENDA

PUBLIC COMMENT

APPROVAL OF MINUTES March 26, 2013 Regular Meeting.

Attachment A, page 3

SPECIAL COMMUNICATION

1. **Appearance by Poets Laureate.** Jeff Poniewaz and Jim Chapson, Milwaukee's newest poets laureate, will each read one of their poems.

COMMITTEE REPORTS

3. **Building and Development Committee.** The committee will move approval on the East Library design, the condominium agreement and Tippecanoe HVAC contract as discussed at their April 18, 2013 meeting.
4. **Finance and Personnel Committee.** The committee will move approval on the review of the 2012 auditor's report, the performance of the MPL Trust Fund investments, and the internal accounting report, as discussed at their April 23, 2013 meeting.
5. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Kovac, Resource Library Representative, will report on the April 22, 2013 MCFLS Board meeting.

OLD BUSINESS

- 6. **Surplus Furniture from East Library Auction Follow-up.** Library Administration will update the Board on the disposition of the East Library furniture. Attachment B, page 18

NEW BUSINESS

- 8. **Foundation Report.** MPL Foundation Executive Director Meg Diaz will report on Foundation activities.

ADMINISTRATIVE REPORTS

- 9. **Personnel Actions.** Library administration reports the personnel activity for March 2013. Attachment C, page 19

- 10. **Financial Report.** The financial reports for March 2013 are presented. Library administration reports the financial activity:

U. S. Bancorp Commercial Paper #362087920 (rated A1/P1) dated 03/04/13 and maturing 04/03/13 at a rate of 0.09%.....\$510,000.

Attachment D, page 21

- 11. **Library Director's Reports.** Attachment E, page 23

REMINDER: *Next scheduled meetings are:*
May 21, 2013 – Central Library – 4:30 p.m.
June 25, 2013 – Central Library – 4:30 p.m.

ADJOURNMENT

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 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), 286-3062 (TDD), or Central Library, 814 W. Wisconsin Ave., Milwaukee, WI 53233 Attn: Accommodation Request.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday March 26, 2013
Central Library
814 West Wisconsin Avenue
Milwaukee, WI 53233**

PRESENT: Denise Callaway, Ald. Milele Coggs, Sharon Cook, John Gurda, Ald. Ashanti Hamilton, Ald. Nik Kovac, Chris Layden, Sup. Theo Lipscomb, Sam McGovern-Rowen, Joan Prince, David Riemer, Paula Kiely

EXCUSED: Dir. Mark Sain

STAFF: Meg Diaz, Bruce Gay, Consuelo Hernandez, Kelly Hughbanks, Joan Johnson, Dawn Lauber, Kathryn Mlsna, Taj Schoening, Crystal Sura, Brooke VandeBerg

OTHERS Amy Hefter, Legislative Reference Bureau

PRESENT: Eric Pearson, Budget and Policy Division
Brett Haney, HSI
Mary Schanning, City Attorney's Office

President Hamilton called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:40 p.m. on March 26, 2013 with a quorum present. Trustee Coggs participated by conference phone

PUBLIC COMMENT None

APPROVAL OF MINUTES Trustee Lipscomb moved and Trustee Cook seconded a motion to approve the January 22, 2013 minutes. Motion passed.

SPECIAL COMMUNICATION

1. **Trustee Recognition.** President Hamilton presented a resolution honoring retiring Board member David Riemer, thanking him for his eleven years of dedicated serve to the Board and the library system. The resolution is attached at the end of these minutes. Informational item.

COMMITTEE REPORTS

2. **Innovation and Strategy Committee.** Committee vice-chair Trustee Kovac gave a report on the March 7, 2013 Innovation and Strategy Committee meeting. The meeting agenda and minutes were listed as attachment B, page 22 of the agenda. Public service area maps and community connect tapestry segment data, prepared by CivicTechnologies, were distributed and viewed as a PowerPoint presentation. The data will be used to develop a 3-5 year Strategic Plan for the library. The Trustees expressed an interest in learning more about the use of suburban libraries by city residents. The next steps in the planning process are to distribute a report of the data gathered to-date to the library managers who will brief their staff. Staff will audit current services that are offered to the community, comparing them to the new service areas and local needs that have been identified. Determinations on the value

2. **Innovation and Strategy Committee.** (continued)

of the service will be made as a result of what is learned about the community. Strategic Planning Consultant Marc Futterman will return on May 20-23 to continue the planning process. Informational item.

3. **Building and Development Committee.** Committee chair Trustee Gurda reported that the committee met earlier, taking action on three items to recommend to the Board. The East Library purchase agreement with the developer, HSI, has been amended to allow the developer to seek alternate financing, extend the time to complete the condominium documents, reduce the number of library parking spaces from 40 to 38; and, allow the HSI units to be two separate units. Trustee Gurda moved approval of the amended agreement and Trustee Cook seconded the motion. Motion passed.

Chairs from the East Library are collectable and library administration proposes selling them through an auction house for an estimated \$13,000 rather than putting them in storage. Library staff will contact Richard Wright Auction House at the suggestion of Trustee Layden. The committee recommends that the Board authorize the sale with the proceeds earmarked for public art in the new East Library. Trustee Gurda moved and Trustee Cook seconded a motion to authorize library administration to sell the East Library chairs at auction and that the proceeds be used exclusively for public art in the new East Library. Motion passed.

Trustee Gurda stated that an Express Library was a facility option envisioned during the facilities planning. Capital budget funding of \$275,000 has been approved for a vending library. A committee led by Technical Services and Collections Director Bruce Gay selected Envisionware as the top ranked library materials system company. Milwaukee will be the third city in the country to provide a vending system for library materials. The installation will be at Westlawn Gardens. Trustee Gurda moved and Trustee Prince seconded a motion that library administration proceed to purchase the system from Envisionware. Motion passed. The March 26, 2013 Building and Development Committee agenda and minutes are attached at the end of these minutes.

4. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Kovac stated that there are new appointees to the MCFLS Board. He had no other new information to report. The next MCFLS meeting will be held on April 22, 2013. Informational item.

OLD BUSINESS

5. **Wisconsin Library Association (WLA) Legislative Day.** Director Kiely referred to the 2013 WLA Library Legislative Day report, attachment C, page 24 of the agenda. On February 5, 2013, library administrators met with legislators or their aides to discuss library issues. Follow-up meetings will be scheduled at Villard Square Branch to continue the discussion. Informational item.

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6. **System and Resource Library Administrator's Association of Wisconsin (SRLAAW) Summit.** Director Kiely reported that she represents MPL on the SRLAAW as the director of MPL and the Resource Library of MCFLS. She referred to the System and Resource Library Administrators Association of Wisconsin Summit report, attachment D, page 27 of the agenda. After briefly summarized the report, Director Kiely stated that changes that may be proposed to the State Statute relating to resource libraries may be of concern. MPL's current agreement provides payment of approximately \$200,000.00 per year. Negotiations with the MCFLS Board, for a new agreement, will begin in the next quarter. A SRLAAW sub-committee is working on best practices of library systems. Director Kiely noted that she will keep the Board informed of SRLAAW activities. Informational item.

NEW BUSINESS

7. **Wisconsin Department of Public Instruction (DPI) Public Library Annual Report and Statement Concerning Public Library System Effectiveness.** A copy of MPL's Public Library Annual Report submitted to DPI was given to the Board prior to the meeting. Some statistics included in the report for 2012 compared to 2011 were: other public outlets increased from 86 to 97; total annual hours increased by 11.6%; visits increased by 14%; circulation increased by 7%; and, computer use up by 16%. The operating budget decreased by 4.7% which indicates the library used their resources effectively. The number of registered borrowers has decreased by 13.7%. MPL reported 313,499 card holders. The decrease is due to the registration database being reviewed and old library accounts being deleted, in order to provide more accurate information to CivicTechnologies for strategic planning purposes. After compiling their research, CivicTechnologies reported a total of 226,100 active cards within the last twelve months. The number of computers increased in the system by 4% overall but the number of computers with internet access increased by 17.3% or 107. Reference transactions increased by 13.5%. Program offerings increased by 16% with program attendance increasing by 39%. President Hamilton and Director Kiely have signed the report and certified that it is correct. Director Kiely explained that the Statement Concerning Public Library System Effectiveness gives an evaluation of the Milwaukee County Federated Library System and is provided to the state annually, attachment E, page 29 of the agenda. After discussion, Trustee McGovern-Rowen moved to authorize the President to complete and sign the form after further information is gathered and after discussion with the Library Director. Trustee Gurda seconded the motion. Motion passed.

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8. **Foundation Report.** Foundation Executive Director Meg Diaz reported that the Foundation is on a good pace to reach their fundraising goal for 2013. Focus is on the Summer Reading Program which is one of the major projects that the Foundation supports. The Summer Reading is typically supported with \$140,000 in private support in addition to what the library provides as needed to serve all the children in the city. Many of the donors continue to support the program annually recognizing the success of the investment in the number of children that participate. Corey Hart and the Brewers Community Foundation, the Wisconsin Energy Foundation, the Faye McBeath Foundation, North Western Mutual Foundation, and the Helen Bader Foundation have all generously supported the program.

8. **Foundation Report.** (continued)

The Herzfeld Foundation recently provided a grant to the library’s early literacy Read2Read with Books2Go program.

Ms. Diaz reminded the Board that the Friends of the Library will be hosting the Literary Luncheon on April 23, featuring author Elinor Lipman, at the Pfister Hotel. Informational item.

ADMINISTRATIVE REPORTS

9. **Personnel Actions.** The personnel activity for January and February were reviewed. Informational item.

10. **Financial Report.** The financial activity for January and February 2013 were presented.

Library administration reports the financial activity:

U. S. Bancorp Commercial Paper #338093426 (rated A1/P1) dated 01/04/13 and maturing 02/04/13 at a rate of 0.10%.....	\$520,000.
U. S. Bancorp Commercial Paper #266073924 (rated A1/P1) dated 02/07/13 and maturing 03/04/13 at a rate of 0.08%.....	\$510,000.

11. **Library Director’s Reports.** Director Kiely highlighted the many programs during February for Black History Month and thanked the Trustees who participated. Trustee Gurda gave an excellent presentation on The Making of Milwaukee as part of the MPL Docent Enrichment Program. The Dr. Seuss celebration was a very successful, thanks to the Foundation and a private donation, over 1,000 people attended the birthday party held at Central Library.

The statistical reports were reviewed. New graphs provide three years of information. Visits, circulation and computer use decreased in February. Reduced hours at Central, unpleasant weather and one additional day in February 2012 (leap year) may be attributing factors. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of March 26, 2013 was adjourned at 6:25 p.m.

WHEREAS,

David Riemer

*Retired from his position as a member of the Board of Trustees
of the Milwaukee Public Library; and*

WHEREAS, David Riemer has served faithfully as a citizen member appointed to the Board by the Mayor of Milwaukee as his official representative since 2002; and

WHEREAS, he served as President of the Board of Trustees from 2008 to 2010, and as Chair of the Strategy Committee in 2008, charged with exploring long-term solutions and making recommendations for strengthening the organization and improving the funding structure of the Milwaukee Public Library; and

WHEREAS, David Riemer served on the Budget and Finance Committee, which updated the Milwaukee Public Library Trust Fund Investment Policy in 2007; and

WHEREAS, he led the city-wide facilities planning session in 2007, and in 2010 helped to craft the MPL Facilities Motion to proceed with the transition of a new configuration of library system facilities to serve the people of Milwaukee in the next decade; and

WHEREAS, David Riemer contributed to the 2011 Milwaukee Public Library Board Retreat by preparing an organization chart detailing how patrons were accessing information in the 21st century, and the role the library will play as an information resource in the future; and

WHEREAS, during David Riemer's term as President of the Board of Trustees he participated in the planning and development of the Villard Square Branch, the successful mixed-use library which opened to the public in 2011; and

WHEREAS, David Riemer provided direction in the development of the new East Branch by assisting in the selection of the developer, and promoting the idea of a unique and inspiring design for this signature mixed-use branch of the Milwaukee Public Library System's east side; and

WHEREAS, the contributions of David Riemer will have a lasting and positive impact on the Milwaukee Public Library and its service to the citizens of Milwaukee;

NOW THEREFORE, BE IT HEREBY RESOLVED that members of the Board of Trustees of the Milwaukee Public Library express their deepest appreciation to David Riemer for his service to the Library and the people of Milwaukee; and

FURTHERMORE, BE IT RESOLVED that a copy of this resolution, suitably inscribed, be presented to David Riemer and that a copy hereof be spread upon the minutes of this regular meeting of the Board of Trustees held on March 26, 2013.

*Done in regular meeting assembled at Milwaukee, Wisconsin
this 26th day of March, 2013.*



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

March 18, 2013

To: Library Building & Development Committee of the
Milwaukee Public Library Board of Trustees:
Chairperson John Gurda, Ald. Milele Coggs, Sharon Cook, Sup. Theo Lipscomb,
Dir. Mark Sain *All trustees are welcome to attend*
MPL: Joan Johnson, Taj Schoening

Fm: Paula A. Kiely, Library Director

Re: Library Building & Development Committee Meeting
March 26, 2013, Tuesday, 4:00-4:30 p.m.
Central Library Meeting Room 1
814 W. Wisconsin Ave.

MEETING NOTICE AND AGENDA

1. **Amendment to the East Library Agreement with HSI.** The Committee will be asked to approve an amendment to the Developer Agreement with HSI.
Attachment A, page 2
2. **Disposition of Surplus Furniture from East Library.** Library Administration will present a plan for disposing of surplus furniture from the current East Library.
3. **Library Materials Vending System.** Library administration will request approval to select a vendor for use of capital money to purchase and install a library materials vending system.
Attachment B, page 8

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 or by calling (414) 286-2238.

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ATTACHMENT A-P. 6 of 15
MPL MINUTES 03/26/13

P. 8

FIRST AMENDMENT TO
EAST LIBRARY PURCHASE, SALE &
DEVELOPMENT AGREEMENT

Document Number

Name and Return Address:
City of Milwaukee
Real Estate Section
Attn: Elaine Miller
809 North Broadway, 2nd Floor
Milwaukee, WI 53202-3617

Tax Key No.: 319-0772-100-3

Recording Area

THIS FIRST AMENDMENT TO EAST LIBRARY PURCHASE, SALE & DEVELOPMENT AGREEMENT ("Amendment") is by and between the CITY OF MILWAUKEE, a municipal corporation duly existing under Wisconsin law, ("City") and HSI EAST LIBRARY RESIDENTIAL, LLC, a Wisconsin limited liability company, ("HSI") with its principal office at 20975 Swenson Drive, Suite 395, Waukesha, WI, and is dated as of _____, 2013 (the "Amendment Effective Date").

WHEREAS, the City and HSI entered into the East Library Purchase, Sale & Development Agreement dated June 11, 2012, related to the demolition of the East Library and construction of a new building that will contain apartments, retail space and a new East Library, a copy of which is attached as Exhibit A (the "Agreement"), affecting real property identified in Exhibit A of the Agreement;

WHEREAS, the City and HSI would like to amend the Agreement to reduce the number of parking spaces to be included in the Library Unit (as that term is defined in the Agreement), to allow HSI to seek alternate financing other than through HUD (as that term is defined in the Agreement), to allow additional time for the parties to agree on the form and substance of the condominium documents and to allow the HSI Unit (as that term is defined in the Agreement) to be divided into two separate condominium units.

NOW, THEREFORE, in consideration of the premises and mutual consideration, the receipt and sufficiency of which is hereby acknowledged, the City and HSI agree as follows:

1. All references in the Agreement referring to the requirement for a minimum of 40 parking spaces for the Library Unit shall be amended to require a minimum of 38 ground level parking spaces for the Library Unit.
2. Section 3.B.vii. shall be amended to allow HSI to seek alternate financing at anytime during the Financing Plan even if they have not been denied financing by HUD. Section 3.B.vii., as amended, shall read as follows:
 - vii. If HUD's response to the Preliminary Application Package, the Additional Application Material, the Final Application Package or the Additional Final Application Material is a denial of HSI's application for HUD financing or if at anytime during the Financing Plan

HSI decides to seek alternate financing other than HUD financing, HSI shall so notify the City and discuss with the City potential options for alternate financing. If HSI and City both reasonably believe that alternate financing is available and HSI desires seeking such alternate financing, HSI shall have 6 months thereafter (the "Alternate Financing Period") to seek alternate financing from another source or sources. HSI may request from the City an extension of the Alternate Financing Period for 6 more months (the "Alternate Financing Extension"), which extension shall not be unreasonably withheld, conditioned or delayed provided HSI is making reasonable efforts to obtain alternate financing and it pays the City \$500.00 (the "Extension Fee"). During the Alternate Financing Period and the Alternate Financing Extension, HSI shall report to the City every 60 days on its efforts to obtain Alternate Firm Financing, as defined below. If HSI has not obtained Alternate Firm Financing upon termination of the Alternate Financing Extension (as the same may be extended as set forth in the following clause "(a)"), the City may either: (a) allow HSI additional 6 month periods during which to obtain Alternate Firm Financing for which HSI shall pay \$1000.00 to the City (the "Additional Extension Fee") for each additional 6 month period allowed by the City; or (b) terminate this Agreement if the City believes, in its sole discretion, that HSI has not made reasonable efforts to obtain Alternate Firm Financing or is not likely to obtain Alternate Firm Financing. If HSI obtains a written financing commitment for the Project from a source or sources other than HUD upon terms acceptable to HSI in its sole discretion (the "Alternate Firm Financing"), then the parties shall prepare for Closing 1 pursuant to Section 5.C.

3. Section 4.C. of the Agreement is hereby deleted and replaced with the following:

C. Other than site location costs, rental costs and lease negotiation costs for the Temporary Library incurred by HSI, MPL shall be responsible for all costs, expenses, fees, and charges related to each and every aspect of the Temporary Library, including, without limitation, operating expenses, , cost of improvements, build-out costs, furnishings, and moving out of the East Library and moving to and from the Temporary Library (collectively, "Temporary Library Costs"). Rental costs paid by HSI shall include all items indentified as "Rent" and "Additional Rent" in the Temporary Library Lease (as defined below) and reimbursement of the Security Deposit identified in the Temporary Library Lease or any portion thereof if the Security Deposit is forfeited due to the Termination Right (as defined below) or failure to pay rental costs. Notwithstanding anything to the contrary in this Agreement, HSI hereby agrees to reimburse MPL for Temporary Library Costs actually incurred by MPL. However, such reimbursement along with the other costs HSI is obligated to pay under this subsection related to the Temporary Library shall not exceed a total of One Hundred Thousand Dollars (\$100,000.00).

4. Section 5.A.(2) of the Agreement is amended to allow more time to finalize the condominium documents. The amended Section 5.A.(2) shall read as follows:

(2) Within 9 months of the execution of this Agreement, HSI and MPL agreeing upon the form and substance of the Plat, the Declaration and any other material documentation related to the Condominium.

5. Section 5 shall be amended to acknowledge that HSI has chosen to seek alternate financing instead of using HUD. The final paragraph of Section 5 shall be amended so the second sentence reads as follows:

The parties agree that any waiver or satisfaction by HSI of the conditions or contingencies listed above are subject to and conditioned upon Grandbridge Real Estate Capital, LLC, or HSI's alternate financing entity being satisfied with and approving the matters addressed in each condition or contingency in Section 5.A.(1) through (5).

The final sentence in the final paragraph of Section 5 shall be amended to read as follows:

If, prior to Closing 1, Grandbridge Real Estate Capital, LLC, or HSI's alternate financing entity does not approve of the matters addressed in Section 5.A.(1) through (5), then HSI may terminate this Agreement by providing the City written notice thereof.

6. The first sentence of Section 5.C. shall be amended to delete the words "but in any case, not later than three business days prior to HSI's closing on the loan."
7. Section 29 of the Agreement is created to read as follows:

29. NUMBER OF CONDOMINIUM UNITS

- A. Notwithstanding anything to the contrary set forth in this Agreement, the terms, conditions and covenants of this Agreement do not, and shall not be construed to, prohibit or restrict the Condominium from having more than two condominium units. However, any further division of units beyond what is allowed under Section 29.B, below, shall follow the approval requirements found in the Condominium Declaration.
 - B. If HSI, in its sole discretion, desires to cause the commercial retail space to be a separate condominium unit within the Condominium, then the City and MPL hereby: (a) consent to the commercial retail space being a separate condominium unit within the Condominium; and (b) agree to do all things necessary to allow the commercial retail space to be a separate condominium unit within the Condominium. The consent and obligations set forth in this Section 29.B. are conditioned upon the condominium documentation establishing a voting system for the condominium association such that HSI and the owner of the commercial retail unit together do not constitute the minimum number of votes necessary to take any action, unless the owner of the Library Unit agrees or consents in writing to less voting authority and power.
8. As of the Amendment Effective Date, MPL has executed a lease (the "Temporary Library Lease") with William F. & Joan Judge Irrevocable Trust & 2430 LLC for the premises commonly known as Units 1 and 2 located at 2430 North Murray Avenue, Milwaukee, Wisconsin (collectively the "Premises"). MPL hereby acknowledges and agrees that the Premises satisfies HSI's obligation under Section 3.K of the Agreement to locate a site to be used as the Temporary Library and MPL hereby agrees that the Premises is sufficient for those purposes. Under the Temporary Library Lease, MPL has certain lease termination rights that allow MPL to terminate the Lease prior to June 1, 2013 for any reason ("Termination Right"). MPL hereby agrees to exercise the Termination Right in the event HSI, in accordance with and pursuant to the Agreement, terminates the Agreement not later than June 1, 2013. MPL shall not begin any build out of the Premises or any other improvements or alterations related to the Premises prior to obtaining HSI's prior written consent thereto ("Consent to Build Out"). If HSI terminates the Agreement after it provides MPL the Consent to Build Out but prior to June 1, 2013, and MPL exercises the Termination Right and terminates the Temporary

Library Lease, then HSI shall reimburse MPL any construction costs actually incurred by MPL in connection with the build out of the Premises as of the date of HSI's termination of the Agreement.

9. Except as modified by this Amendment, the Agreement shall continue in full force and effect as provided therein.

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be executed by their duly authorized representatives as of the day and date set forth above.

Remainder of this page left intentionally blank. Signatures are on the following pages

IN WITNESS WHEREOF, HSI East Library Residential, LLC has hereunto set its hand this ____ day of _____, 2013.

HSI EAST LIBRARY RESIDENTIAL, LLC

By: HSI Development Partners, LLC

By _____
Ryan Schultz, a manager

By _____
Brett Haney, a manager

STATE OF WISCONSIN)
) ss.
COUNTY OF _____)

Personally came before me this ____ day of _____, 2013, Ryan Schultz, to me known to me known to be a manager of the Manager of HSI East Library Residential, LLC and being authorized so to do, executed the foregoing Amendment for the purposes therein contained for and on behalf of HSI East Library Residential, LLC.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

SEAL

Notary Public, _____ County
My commission _____

STATE OF WISCONSIN)
) ss.
COUNTY OF _____)

Personally came before me this ____ day of _____, 2013, Brett Haney, to me known to me known to be a manager of the Manager of HSI East Library Residential, LLC and being authorized so to do, executed the foregoing Amendment for the purposes therein contained for and on behalf of HSI East Library Residential, LLC.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

SEAL

Notary Public, _____ County
My commission _____

Approved by the Common Council of the City of Milwaukee on _____, 2013, by adoption of Resolution No. _____.

IN WITNESS WHEREOF, Elaine M. Miller, Special Deputy Commissioner of the Department of City Development, on behalf of the City of Milwaukee has caused this Amendment to be duly executed in its name effective as of the date first written above.

CITY OF MILWAUKEE

By _____
Paula A. Kiely, Director
Milwaukee Public Library

By _____
Elaine M. Miller, Special Deputy Commissioner
Department of City Development

Countersigned

By _____
Martin Matson, Comptroller

State of Wisconsin)
) ss.
County of Milwaukee)

Signatures of Paula A. Kiely and Elaine M. Miller authenticated this ____ day of _____, 2013.

Mary Schanning, Assistant City Attorney
State Bar No. 1029016

State of Wisconsin)
) ss.
County of Milwaukee)

Personally came before me this _____ day of _____, 2013, Martin Matson, to me known to be the Comptroller of the City of Milwaukee and being authorized so to do, executed the foregoing Amendment for the purposes therein contained for and on behalf of said City.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

SEAL

Notary Public
Milwaukee County
My commission _____

This document was drafted by Mary L. Schanning, Assistant City Attorney

1125-2011-2953:188428



MILWAUKEE
PUBLIC LIBRARY

March 15, 2013

To: Library Building and Development Committee

From: Bruce Gay, Technical Services and Collections Director

Re: **Library Materials Vending System**

In January, 2013, the library released a Request for Proposals (RFP) for a library materials vending system. The RFP asked for a complete system, able to be used in all weather, which could allow 24-hour self-service access to a collection away from a library. Additionally, the library requested a system that could accept returned material, manage holds, and provide a digital sign advertising library services.

On March 12, 2013, the library received three responses to the RFP. A committee of library staff read and evaluated the proposals with the following results:

Company	Score
EnvisionWare	75
MK Sorting Systems	52
PIK Incorporated	30

The Library recommends awarding the contract for the Library Materials Vending system to Envisionware.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Tuesday March 26, 2013
Central Library Meeting Room 1
814 W. Wisconsin Ave.**

PRESENT: Ald. Milele Coggs, Sharon Cook, John Gurda, Ald. Nik Kovac, Sup. Theo Lipscomb, Paula Kiely

EXCUSED: Dir. Mark Sain

OTHERS MPL: Bruce Gay, Joan Johnson, Taj Schoening, Crystal Sura

PRESENT: Brett Haney, HSI Properties, LLC
Mary Schanning, City Attorney's Office

Committee Chair John Gurda called the MPL Board of Trustees Building & Development Committee meeting to order at 4:10 p.m. on Tuesday March 26, 2013 with a quorum present. Trustee Coggs participated via conference phone.

1. **Amendment to the East Library Agreement with HSI.** Director Kiely reported that the Board was notified in January of changes in the developer's financing of the East Library project. HSI has decided to finance the project with a conventional loan through a local private lender which changes the original purchase agreement. She referred to the document titled First Amendment to East Library Purchase, Sale & Development Agreement, attachment A, page 2 of the agenda. A summary of the changes are as follows: allow the developer to seek alternate financing; allow additional time to complete the condominium documents; reduce the number of library parking spaces from 40 to 38; and, allow the HSI units to be two separate units. Mr. Haney stated that the closing on the property is expected in mid-to-late May with construction beginning in June. Ms. Schanning commented that the condominium documents have been completed. Trustee Cook moved and Trustee Lipscomb seconded a motion to recommend approval of the East Library purchase agreement amendments to the full Board. Motion passed.
2. **Disposition of Surplus Furniture from East Library.** Director Kiely reported that Library Business Operations Manager Taj Schoening has been working with a local auction house on the possibility of auctioning off existing East Library furniture. Ms. Schoening stated that the auction house will market, package, and distribute a catalog for the sale of chairs, estimated at \$13,000. Interested buyers can participate online or in-person. Director Kiely stated that she supports Ms. Schoening's recommendation to sell the chairs and added all proceeds from the sale would go to the new East Library. A few chairs will be kept by MPL for historical purposes. After a brief discussion, Trustee Lipscomb moved and Trustee Cook seconded a motion to approve the sale of East Library surplus furniture through an auction house earmarking the proceeds for East Library public art. Motion passed. A memo regarding Request for Approval to Auction Library Furniture is attached.
3. **Library Materials Vending System.** Technical Services and Collections Director Bruce Gay referred to the memo regarding Library Materials Vending System, attachment B, page 8 of the agenda. The memo explains the process and rank of three library materials vending system companies that responded to a RFP issued in January. Patrons will be able to swipe their library card, enter their pin and check out materials. The capital budget for the project is \$275,000. The vending system will hold 400 items and will be installed in Westlawn Gardens. Library administration recommends awarding the contract for the Library Materials Vending system to Envisionware. Trustee Lipscomb moved and Trustee Cook seconded a motion to accept the recommendation and forward it to the full Board for approval. Motion passed.

With no further business, the meeting of the Board's Building & Development Committee was adjourned at 4:35 p.m. on Tuesday March 26, 2013.



MEMORANDUM

Date: March 25, 2013

To: Paula Kiely, Library Director

From: Taj Schoening, Library Business Operations Manager

Re: Request for Approval to Auction Library Furniture

The Milwaukee Public Library has furniture in the East Library and in storage that is no longer needed. We have over 300 Eames chairs, two desks and one settee that have resale value in the 20th Century Furniture market.

Library administration has contacted a local auction house, Leslie Hindman Auctioneers, regarding the possible sale of this furniture. They have indicated that the market for this type of furniture is very strong now. An initial estimate for the total collection is approximately \$13,000.

They prepared a sales strategy that will divide the pieces into lots of four to six items which will be offered at six separate auctions between July and November. The auctions would take place both in Milwaukee and in Chicago. They would like to promote them as MPL items as a strategy to increase interest.

The Library would be required to bring the furniture to their Milwaukee location and they would transport those items going to Chicago. They have agreed to forego their usual commission for a flat 10%. They will cover catalog and other marketing preparation.



MPL

MEMORANDUM

Date: April 15, 2013

To: Paula Kiely

From: Taj Schoening

Re: Richard Wright Auction House

The Library Board asked that we contact Richard Wright Auction House regarding auctioning of our Eames chairs. On April 3, 2013 I sent an email with photos and information on the chairs that we want to sell and later left a voice message asking if they were interested.

On April 12, 2013 I received an email response that they would only be interested in auctioning about 22 of the total chairs and did not indicate what percentage their commission might be.

Therefore, I recommend that we work with Leslie Hindman Auctioneers to sell all of the furniture.

MILWAUKEE PUBLIC LIBRARY SYSTEM

PERSONNEL ACTIONS

COVERING PERIOD: March 3, 2013 through March 30, 2013

The Secretary reports the following personnel actions:

REGULAR APPOINTMENT

Mildred McDowell - Library Youth Educator - Youth & Community Outreach Services	03/14/13
Julio Rivera - Library Circulation Aide - Zablocki	03/14/13
Daniell Obmann - Library Circulation Aide - Circulation	03/25/13
Michelle Russell - Library Circulation Aide - Zablocki	03/25/13
Kadie Seitz - Library Circulation Aide - Circulation	03/25/13

EMERGENCY APPOINTMENT

Nancy Torphy - Librarian III - Extension Services	03/05/13
Karen Radtke - Librarian III - Extension Services	03/15/13
Acklen Banks - Librarian III - Extension Services	03/22/13

EXPIRATION OF EMERGENCY APPOINTMENT

Joy Kilimann - Librarian III - Extension Services	03/09/13
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PROMOTION (from underfilling)

Emily Kearney - Personnel Analyst to Personnel Analyst Sr. - Human Resources	03/17/13
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PROMOTION / TRANSFER

Maly Vang - Library Circulation Aide - Circulation TO: Library Technician II (1/2) - Technical Services	03/03/13
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Roxanne Staveness- Librarian I - WTBBL TO: Administrative Specialist Sr. - Technical Services	03/17/13
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TRANSFER TO ANOTHER CITY DEPARTMENT

Katherine Long - Library Circulation Assistant I - Circulation TO: Office Assistant I - Department of Administration - Unified Call Center	03/31/13
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LEAVE OF ABSENCE 24.0 or more hours.

Jeanette Hollenbeck - Library Circulation Assistant I - Circulation - 24.0 hrs	03/04/13
Brandy Willis- Library Circulation Assistant I - Circulation - 40.3 hrs	03/05/13
Mary Jeske - Library Circulation Assistant I - Circulation - 24.0 hrs	03/06/13
Emmeline Tomtschik - Library Circulation Assistant I - WTBBL - 40.0 hrs	03/11/13
Jeanette Hollenbeck - Library Circulation Assistant I - Circulation - 48.0 hrs	03/18/13
Emmeline Tomtschik - Library Circulation Assistant I - WTBBL - 36.0 hrs	03/18/13
Ashley Emmons - Audio Machine Technician - WTBBL - 32.0 hrs	03/19/13
Tammy Bremer - Library Technology Specialist - Technical Services - 41.2 hrs	03/23/13

RETURN FROM LEAVE OF ABSENCE

Ashley Emmons - Audio Machine Technician - WTBBL
Brandy Willis- Library Circulation Assistant I - Circulation

03/04/13
03/18/13

RESIGNATION

Anahis Injasoulian - Library Circulation Aide
Brandy Willis - Library Circulation Assistant I - Circulation

03/16/13
04/03/13

MILWAUKEE PUBLIC LIBRARY
 FINANCIAL REPORT
 March 31, 2013

2013

2012

REVENUES

	Budget	Received to date	% Received
Additional City Appropriation	\$20,355,828	\$5,274,036	25.9%
Fines	\$350,000	\$88,241	25.2%
Lost Materials, etc.	\$136,300	\$28,367	20.8%
MCFLS Contracts	\$791,100	\$11,462	1.4%
Total City Appropriation	\$21,633,228	\$5,402,106	25.0%

	Budget	Received to date	% Received
	\$21,521,746	\$5,344,277	24.8%
	\$340,000	\$100,830	29.7%
	\$140,200	\$27,055	19.3%
	\$791,300	\$9,988	1.3%
	\$22,793,246	\$5,482,150	24.1%

EXPENSES

City

	Budget	Spent to date	% Spent
Salaries	\$11,669,888	\$3,168,131	27.1%
Fringe Benefits	\$5,601,547	\$1,454,281	26.0%

	Budget	Spent to date	% Spent
	\$12,204,607	\$3,201,301	26.2%
	\$6,102,306	\$1,561,829	25.6%

Operating Expenses

<i>General Office Expense</i>	\$164,850	\$7,154	4.3%
<i>Tools & Machinery Parts</i>	\$26,100	\$6,850	26.2%
<i>Construction Supplies</i>	\$40,900	\$3,795	9.3%
<i>Energy</i>	\$713,185	\$167,783	23.5%
<i>Other Operating Supplies</i>	\$321,860	\$76,460	23.8%
<i>Vehicle Rental</i>	\$8,300	\$1,337	16.1%
<i>Non-Vehicle Equipment Rental</i>	\$31,300	\$6,983	22.3%
<i>Professional Services</i>	\$56,187	\$6,750	12.0%
<i>Information Technology Services</i>	\$201,000	\$63,584	31.6%
<i>Property Services</i>	\$809,769	\$117,527	14.5%
<i>Infrastructure Services</i>	\$26,000	\$20,635	79.4%
<i>Vehicle Repair Services</i>	\$500	\$0	0.0%
<i>Other Operating Services</i>	\$123,500	\$33,328	27.0%
<i>Reimburse Other Departments</i>	\$76,900	(\$958)	-1.2%
Total	\$2,600,351	\$511,228	19.7%

	\$174,084	\$11,818	6.8%
	\$26,100	\$3,975	15.2%
	\$51,400	\$4,884	9.5%
	\$763,811	\$90,374	11.8%
	\$298,381	\$64,889	21.7%
	\$8,300	\$1,339	16.1%
	\$33,800	\$4,616	13.7%
	\$172,500	\$10,459	6.1%
	\$245,510	\$50,088	20.4%
	\$821,136	\$128,771	15.7%
	\$26,000	\$14,804	56.9%
	\$500	\$108	21.6%
	\$137,000	\$32,078	23.4%
	\$76,900	(\$769)	-1.0%
	\$2,835,422	\$417,434	14.7%

Equipment

<i>Library Materials</i>	\$1,535,934	\$262,901	17.1%
<i>Computers, etc.</i>	\$200,500	\$2,980	1.5%
<i>Other</i>	\$25,008	\$2,585	10.3%
Total	\$1,761,442	\$268,466	15.2%
Total City Expenses	\$21,633,228	\$5,402,106	25.0%

	\$1,493,700	\$289,438	19.4%
	\$105,260	\$3,650	3.5%
	\$51,951	\$8,498	16.4%
	\$1,650,911	\$301,586	18.3%
	\$22,793,246	\$5,482,150	24.1%

MILWAUKEE PUBLIC LIBRARY
 FINANCIAL REPORT
 March 31, 2013

2013

ADDITIONAL FUNDING SOURCES

	Budget	Spent to date	% Spent
Other Dept. Appr.			
<i>Villard Square Lease</i>	\$13,182	\$0	0.0%

Contract Grants

<i>Teacher in the Library</i>	\$113,000	\$20,935	18.5%
<i>WTBBL</i>	\$968,700	\$580,756	60.0%
<i>ILS</i>	\$84,690	\$58,285	68.8%
Total	\$1,166,390	\$659,976	56.6%

Trust Fund

<i>Materials</i>	\$56,150	\$38,056	67.8%
<i>Programming</i>	\$21,500	\$5,712	26.6%
<i>Training</i>	\$7,368	\$1,230	16.7%
<i>Marketing</i>	\$11,000	\$150	1.4%
<i>Contingency</i>	\$1,500	\$240	16.0%
Total	\$97,518	\$45,388	46.5%

Foundation Funds

	Balance	Spent to date	% Spent
<i>Materials</i>	\$407,134	\$66,602	16.4%
<i>Programming</i>	\$94,159	\$54,362	57.7%
Total	\$501,293	\$120,964	24.1%

2012

	Budget	Spent to date	% Spent
	\$13,182	\$0	0.0%

	\$0	\$0	0.0%
	\$968,700	\$563,448	58.2%
	\$86,715	\$61,318	70.7%
Total	\$1,055,415	\$624,766	59.2%

	\$53,770	\$568	1.1%
	\$20,500	\$6,004	29.3%
	\$7,000	\$1,949	27.8%
	\$10,000	\$5,062	50.6%
	\$1,470	\$215	14.6%
Total	\$92,740	\$13,798	14.9%

	Balance	Spent to date	% Spent
	\$255,270	\$46,523	18.2%
	\$27,598	\$27,576	99.9%
Total	\$282,868	\$74,099	26.2%

Director's Report March / April 2013

Progress on the East Library project was made and included: finalizing the location of and signing of the lease for the temporary Library at 2430 N. Murray Ave.; presenting the conceptual designs and soliciting feedback at a community meeting; updating staff on the project at April's First Monday Convocation; forming a Public Art Committee; and, applying for a Milwaukee Arts Board grant.

Work on Strategic Planning continued with managers reporting back to their staff about Workshop 1, which took place in early March; a workbook documenting the workshop was issued to managers to use with staff; a webinar was held with Trustee Kovac and Marc Futterman to review the data.

Taj Schoening and I met with JPMorgan representatives to discuss the Trust Fund investments. A recommendation will be made to the Finance and Personnel Committee; announcement of the new Poets Laureate, Jim Chapson and Jeff Poniewaz, was made; I met with a MPL Foundation Committee to begin recruiting a new Executive Director; and, I met with Grant Lynch, Director of the Waukesha Public Library, to discuss areas of mutual interest and potential partnerships.

Events

Gerald Geerlings and the Jewelled City. On Saturday, March 9 Andrew Stevens, Print Curator of the Chazen Museum in Madison gave a presentation in the Richard E. and Lucile Krug Rare Books Room Educational Series on the works of Milwaukee-born artist Gerald Geerlings and the printmaking processes he used. Geerlings completed around 30 different prints and the Library has more than 20. Samplings of the prints were on view after the presentation. There were 21 people in attendance, including one participant who commented "Beautiful viewing - thank you!" Librarians Pat DeFrain (Arts & Media), Paula Nameth (Ready Reference) and Mary Milinkovich (Arts & Media) hosted the event.

Science Cafes. The Central Library is partnering with the Medical College of Wisconsin in hosting a series of Science Cafes. The first Café on March 19 attracted just over 60 people. Business and Technology Coordinator Judy Pinger welcomed everyone to the library. Selections from the library's collection will be available that complement the topic for the evening. Three additional events are scheduled.

Author Visit. On Wednesday evening, March 20, Professor Elaine Pagels gave a very engaging and informative introduction to the Book of Revelations. She used examples of art and music to manifest the ideas in Revelations to an audience of 191 in Centennial Hall. Mitch Teich from WUWM's *Lake Effect* interviewed Dr. Pagels after her presentation exploring popular themes in the book. Audience members were able to ask questions at the end and Dr. Pagels continued to answer more questions as she autographed copies of her books. Boswell Books, the Friends of Milwaukee Public Library and WUWM cosponsored the event with MPL. Librarians John Sieracki and Rachel Arndt (Humanities & Archives) coordinated the event along with audio assistant Joe Leszczynski (Business Office).

Programs

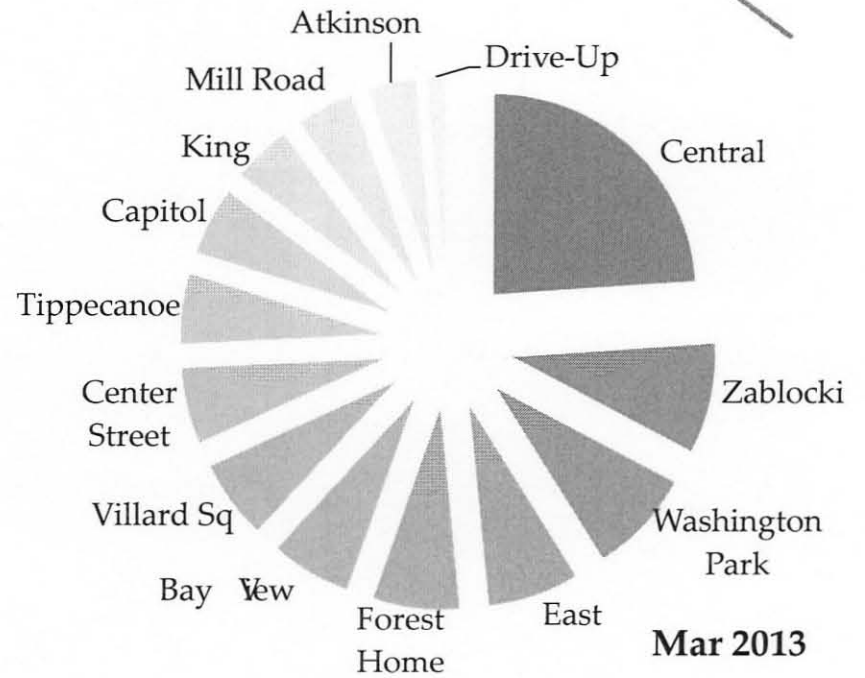
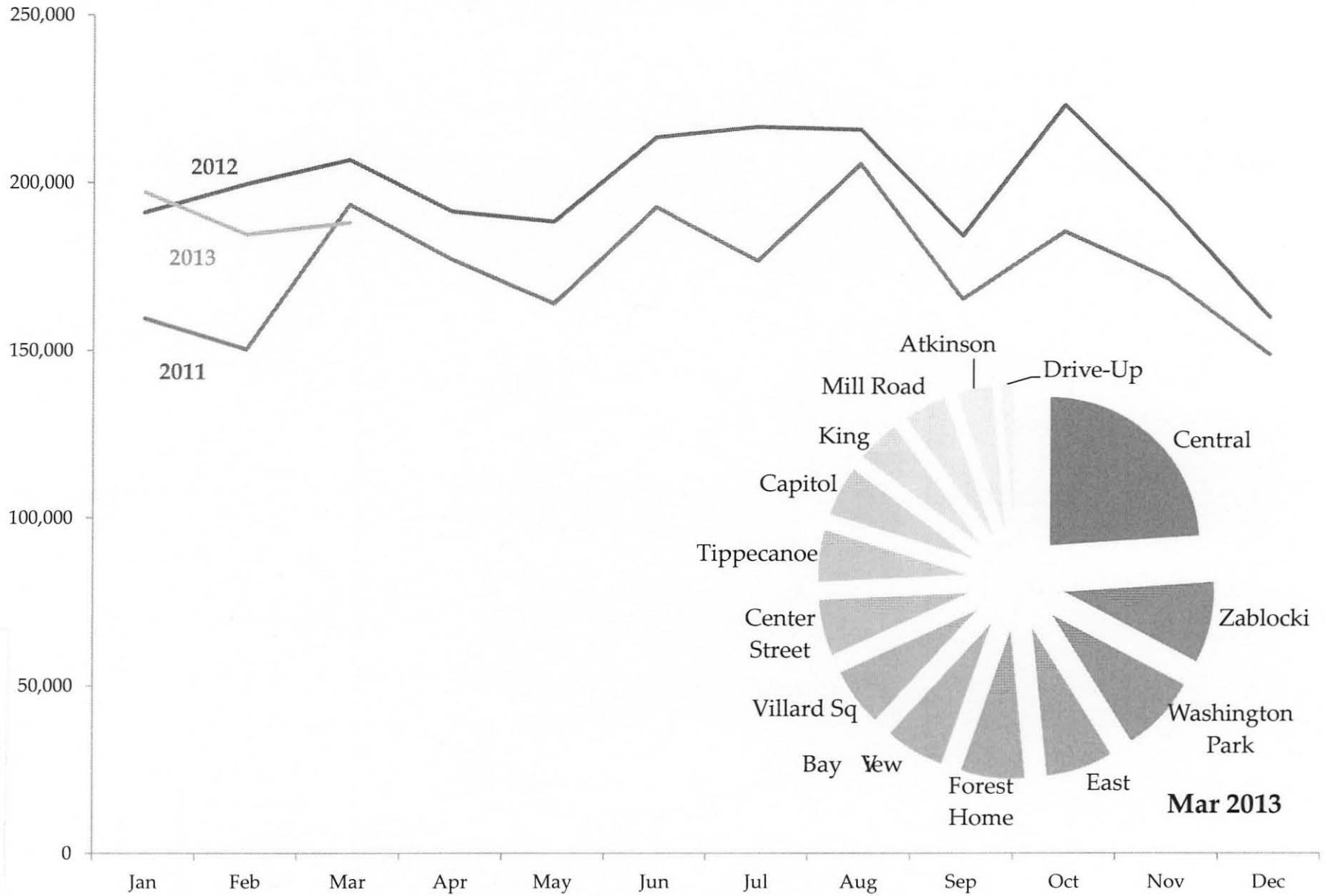
Mad Men After Dark. Librarian and literature selector, Dan Kentowski, (Humanities & Archives) represented MPL at Milwaukee Art Museum's Mad Men After Dark program on March 22. He was one of two judges for their poetry slam, which Dan described as "lighthearted and fun". Dan was able to talk to people about the library and invite people to visit us.

CPR Training. Starting at the end of the month, and for the next 3 years, neighborhood libraries are hosting Hands Only CPR Training sponsored through a grant awarded to the American Heart Association and Cities of Service. Persons attending the sessions pledge to teach 5 more individuals the lifesaving chest compression techniques with a goal of training 6,000 Milwaukee residents, all to the beat of the Bee Gee's Stayin' Alive.

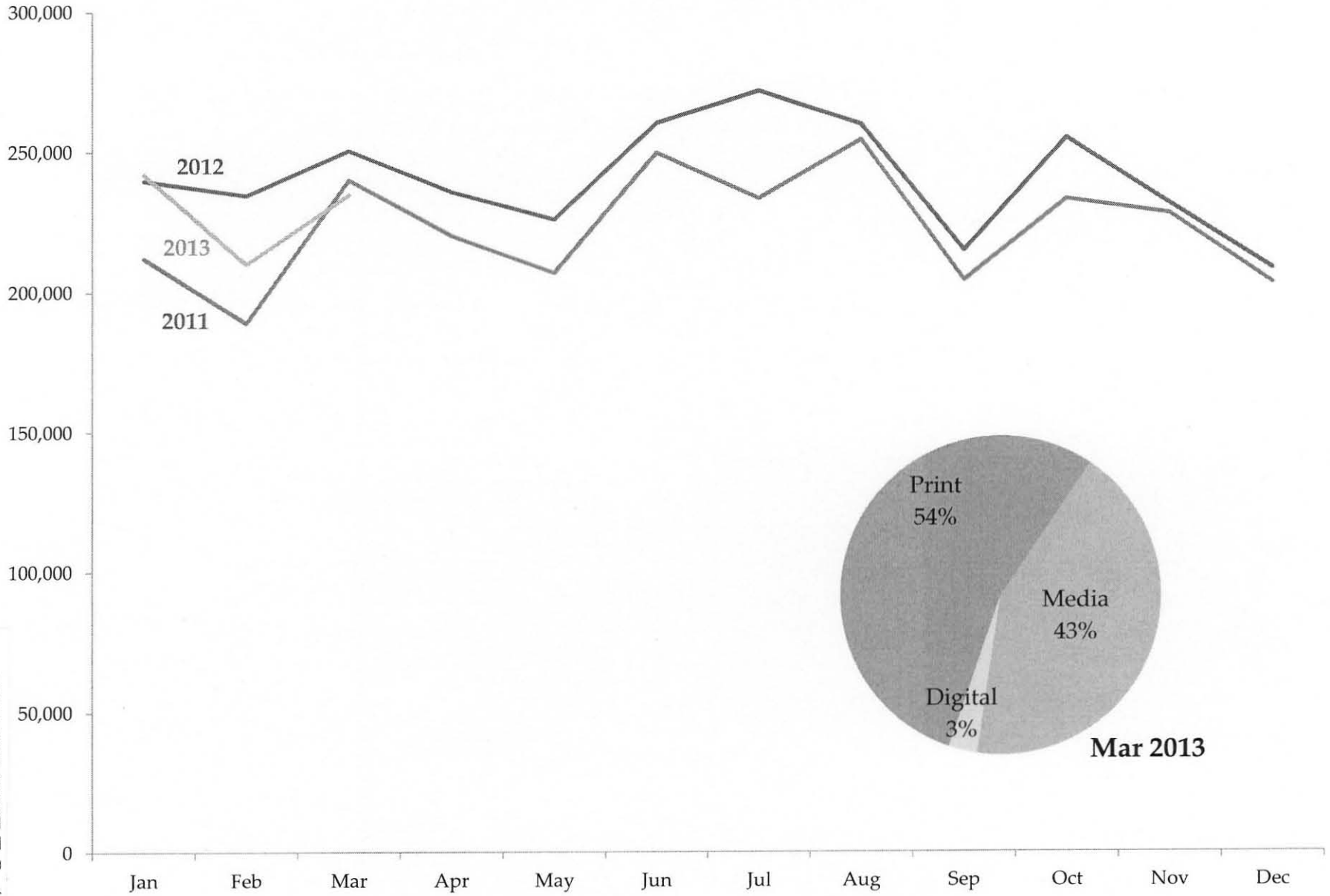
Statistics Summary

For the 2nd month running, performance indicators have fallen below the levels of the same month in the previous year. Continuing factors include the elimination of Monday morning hours at Central Library due to budget reductions, inclement weather, and the number service days. The average high/low temperatures in March 2013 were 36/24 degrees compared to 57.8/39.7 degrees in March 2012; the monthly average temperature was 30 degrees in 2013 and 48.8 in 2012. Snowfall of 7.4 inches in 2013 also exceeded the 5.1 inches that fell in March 2012. Libraries were open 2 fewer days in 2013 as the Good Friday and Easter Holidays fell during the month of March, rather than April, as they did last year.

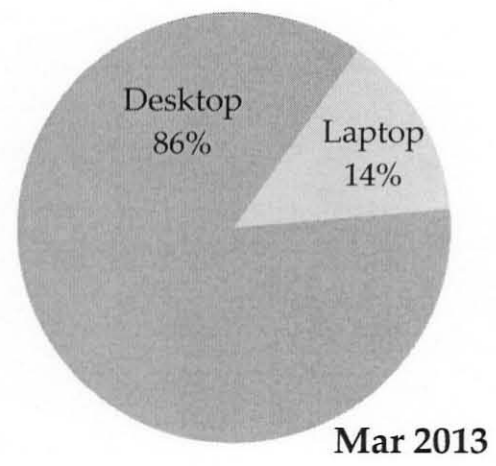
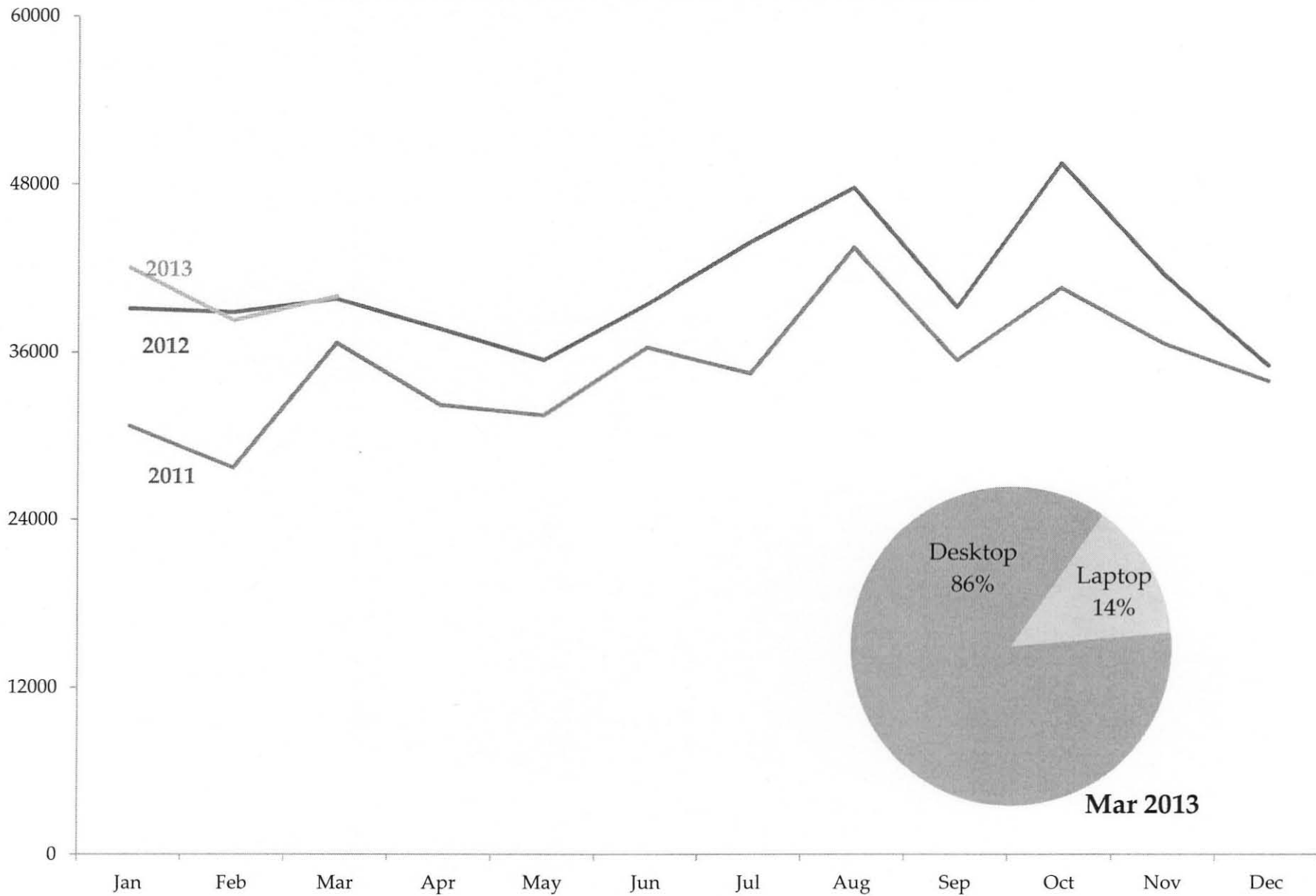
Milwaukee Public Library Visits



Milwaukee Public Library Circulation



Milwaukee Public Library Hours of Computer Usage



Unique Visitors to the MPL Website						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	89,206	91,251	-2.2%	269,882	269,759	0.0%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	4,786	5,059	-5.4%	14,930	17,107	-12.7%
	35.1% In-library 64.9% Remote	30% In-library 70% Remote		33.4% In-library 66.6% Remote	31.4% In-library 67.8% Remote	

OverDrive Digital Download Circulation, by format						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	5,043	1,605	214.2%	12,456	4,354	186.1%
Audiobooks, Music & Videos	1,805	1,151	56.8%	4,829	3,152	53.2%

Downloads of Digital Music through Freegal						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	2,610	1,952	33.7%	7,499	n/a	-

Milwaukee Patron Holds Placed Through CountyCat						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	42,157	41,359	1.9%	122,763	121,031	1.4%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	12,491	10,689	16.9%	36,765	33,725	9.0%
Atkinson	670	680	-1.5%	2,051	1,997	2.7%
Bay View	2,813	2,878	-2.3%	8,663	8,385	3.3%
Capitol	2,238	2,387	-6.2%	6,988	7,058	-1.0%
Center Street	866	995	-13.0%	2,674	2,798	-4.4%
East	2,172	2,721	-20.2%	6,709	7,848	-14.5%
Forest Home	805	839	-4.1%	2,386	2,449	-2.6%
Martin Luther King	659	737	-10.6%	2,075	2,383	-12.9%
Mill Road	813	1,208	-32.7%	2,692	3,449	-22.0%
Tippecanoe	1,411	1,521	-7.2%	4,166	4,482	-7.1%
Villard Square	754	848	-11.1%	2,276	2,639	-13.8%
Washington Park	927	1,062	-12.7%	2,817	3,052	-7.7%
Zablocki	1,915	2,076	-7.8%	5,813	6,112	-4.9%
YCOS--Outreach	357	347	2.9%	1,047	1,046	0.1%
TOTAL	28,891	28,988	-0.3%	87,122	87,423	-0.3%