



**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
Michele Bria, 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 May 21, 2013
4:30 p.m.
Central Library
814 West Wisconsin Avenue
Milwaukee, WI 53233**

AGENDA

PUBLIC COMMENT

APPROVAL OF MINUTES April 23, 2013 Regular Meeting.

Attachment A, page 3

APPROVAL OF MINUTES May 7, 2013 Special Meeting.

Attachment B, page 20

SPECIAL COMMUNICATION

1. **Board Appointments**. Michele Bria, new trustee and designee of Mayor Tom Barrett will be introduced. Mayor Barrett's reappointment of Sam McGovern-Rowen to the Board will be announced.

Attachment C, page 28

2. **Resolution of Appreciation**. A resolution of appreciation will be presented to MPL Foundation Executive Director Meg Diaz on the occasion of her retirement.

COMMITTEE REPORTS

3. **Library Services and Programs Committee**. The committee will report on their meeting of May 6, 2013 regarding library security, strategic planning and partnership opportunities.

Attachment D, page 30

4. **Executive Committee.** The committee will report on 2013 library performance indicators and 2013-2014 goals and projects as discussed at their May 8, 2013 meeting.
Attachment E, page 34
5. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Kovac, Resource Library Representative, will report on the May 20, 2013 MCFLS Board meeting.

NEW BUSINESS

6. **Committee Assignments.** President Hamilton will announce the 2013-2014 MPL Board Committee Assignments.
7. **Library Budget 2014.** Library administration will provide information on the 2014 budget.
Attachment F, page 50

ADMINISTRATIVE REPORTS

8. **Personnel Actions.** Library administration will report the personnel activity for April 2013.
Attachment G, page 51
9. **Financial Report.** The financial reports for April 2013 will be presented. Library administration will report the financial activity:
U. S. Bancorp Commercial Paper #266074682 (rated A1/P1) dated 04/04/13 and maturing 05/06/13 at a rate of 0.10%.....\$490,000.
Attachment H, page 53
- 10 **Library Director's Reports.**
Attachment I, page 55

STRATEGIC PLANNING

11. **Trustee Planning.** The trustees will be led through a strategic planning activity by consultant Marc Futterman.

REMINDER: *Next scheduled meetings are:*

June 25, 2013 – Central Library – 4:30 p.m.

July 23, 2013 – Central Library – 4:30 p.m.

ADJOURNMENT

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**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday April 23, 2013
Tippecanoe Library
3912 South Howell Avenue
Milwaukee, WI 53207**

PRESENT: Ald. Milele Coggs, John Gurda, Ald. Ashanti Hamilton, Ald. Nik Kovac, Sup. Theo Lipscomb, Sam McGovern-Rowen, Dir. Mark Sain, Paula Kiely

EXCUSED: Denise Callaway, Sharon Cook, Chris Layden, Joan Prince

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

OTHERS Amy Hefter, Legislative Reference Bureau

PRESENT: Ald. Terry Witkowski, Common Council

President Hamilton called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:55 p.m. on April 23, 2013. Agenda items were taken out of order; however, these minutes are presented in numerical sequence.

PUBLIC COMMENT Ald. Terry Witkowski welcomed the Board to the 13th district, Milwaukee's Garden District, giving an overview of the community.

Tippecanoe Library Branch Manager Christopher Gawronski spoke briefly on the history of the library. Tippecanoe Library opened in 1971, but the City provided library service in the neighborhood since 1960 in a Town Of Lake building. Highlighting the services, he mentioned the Adult Literacy and Basic Skills Tutoring and Read to Rover. Special collections include materials on Milwaukee and Wisconsin and an accelerated reading section that was developed in cooperation with local schools. The Board was invited to tour the library after the meeting.

APPROVAL OF MINUTES Trustee Lipscomb moved and Trustee Kovac seconded a motion to approve the March 26, 2013 minutes. Motion passed.

SPECIAL COMMUNICATION

1. **Appearance by Poets Laureate.** Director Kiely introduced James Chapson and Jeff Poniewaz. They have been selected to serve as Milwaukee Poets Laureate for a two-year term. The poet laureate makes several guest appearances during the term, promoting poetry throughout the community. Their Inaugural Poetry Event is scheduled for Sunday, May 5, 2013. Each poet read one of their works. The Poet Laureate Program is supported through the generous contributions of the Friends of the Library. Informational item.

COMMITTEE REPORTS

2. **Building and Development Committee.** Committee chair Trustee Gurda provided a report on the April 18, 2013 Building and Development Committee meeting. The Tippecanoe

2. **Building and Development Committee.** (continued)

Library HVAC replacement project was discussed. The current HVAC system is original and needs to be replaced as part of the building's renovation. Of the two bids that were received, one was incomplete. Library administration recommends awarding the contract to the highest ranked company, Hammel, Green, Abrahamson, Inc. (HGA) for \$121,383 for engineering architectural services. The cost is within 15% of the estimated total project cost of \$875,000. A request for bids for the actual construction will be issued after the system specifications are developed. Trustee Gurda moved and Trustee Sain seconded a motion to award the Tippecanoe Library HVAC contract for engineering services to HGA for \$121,383. Motion passed.

Trustee Gurda explained the East Library Condominium Agreement governs the relationship between the City of Milwaukee/Library as a condominium owner and HSI as the owner of the apartments condominium and the retail condominium. The Declaration of Condominium and the Summary of Condominium Bylaws require the library and the apartments owner to agree on any changes affecting the building. The City Attorney's Office helped draft and approved the documents. Trustee Gurda moved approval that the Board enter into the East Library Condominium Agreement. Trustee Lipscomb seconded the motion. Motion passed.

The Building and Development Committee also saw East Library conceptual design renderings presented by HGA. Design development of the library is in its beginning stage. The interior build-out drawings will be completed in late summer. Informational item. The Committee meeting agenda and minutes are attached at the end of these minutes.

3. **Finance and Personnel Committee.** Committee chair Trustee Lipscomb gave a report on the March 26, 2013 Finance and Personnel meeting. Board members received the Audited Financial Statements for the Milwaukee Public Library Trust Fund for 2012 prior to the meeting. During the Committee meeting, Mr. Joel Joyce, auditor from Reilly, Penner & Benton LLP, described the audit as clean with no concerns raised. Trustee Lipscomb moved acceptance of MPL's 2012 audit. Trustee Sain seconded the motion. Motion passed.

Trustee Lipscomb added that there were no other actions items during the meeting; however, significant discussion concerning a review of the MPL Trust Fund Investment Policy and investment allocations took place that may lead to Board action in the next quarter. The Committee meeting agenda and minutes are attached at the end of these minutes.

4. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Kovac distributed a document titled Member Library Agreement – Discussion Points, dated April 22, 2013 (attached at the end of these minutes). Trustee Kovac informed the Board that the discussion points are preliminary. State Aid to the System will be flat for 2014-2015, after a reduction of approximately \$600,000 in 2012-2013. In the past two Member Agreements, a percentage of State Aid was allocated to reciprocal borrowing, the Resource Agreement, and the Cataloging contract. Director Kiely noted that an initial meeting with the MCFLS Director has taken place. The Library Directors Advisory Committee (LDAC) will begin to review sections of a draft document in May 2013. The MCFLS Board could consider a final draft document at its September meeting. Libraries would be asked to sign the Member Agreement for 2014-2015 at the end of 2013. Informational item.

OLD BUSINESS

5. **Surplus Furniture from East Library Auction Follow-up.** Director Kiely referred to the memo dated April 15, 2013, regarding the Richard Wright Auction House, attachment B, page 18 of the agenda. At the recommendation of Trustee Layden, library administration contacted the Richard Wright Auction House in Chicago to inquire about auctioning surplus Eames chairs. The auction house was not interested in auctioning all the chairs, therefore, the library will continue to work with Leslie Hindman Auctioneers to sell the furniture. Informational item.

NEW BUSINESS

6. **Foundation Report.** MPL Foundation Executive Director Meg Diaz reported that the Friends of the Library held their annual Literary Luncheon earlier today, featuring author Elinor Lipman, at the Pfister Hotel. The Friends partnered with Boswell Books for the event. Funding updates include approval from the Bader Foundation for a grant for summer reading. The Faye McBeath Foundation, who has been a traditional funder of the summer reading program, has granted the library \$35,000 for 2013, and an additional \$35,000 pending a long-range sustainability plan. The total summer reading budget is \$139,000 in private support. The largest donor for the summer reading program is Northwestern Mutual at \$50,000. Informational item.

ADMINISTRATIVE REPORTS

7. **Personnel Actions.** The personnel activity for March was reviewed. Informational item.
8. **Financial Report.** The financial activity for December 2012 and March 2013 were 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.
9. **Library Director's Reports.** Director Kiely referred to attachment E, page 23 of the agenda. She noted that a statistics summary is included in the narrative of the report. The statistical graphs were reviewed. Director Kiely commented that an updated weekly e-newsletter, listing upcoming library activities, has been produced by the Communications and Marketing Department and will be issued every Tuesday. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of April 23, 2013 was adjourned at 5:50 p.m.



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

April 5, 2013

To: Library Building & Development Committee of the
Milwaukee Public Library Board of Trustees:
Chairperson John Gurda, Ald. Milele Cogg, 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
April 18, 2013, Thursday, 8:00-9:00 a.m.
Central Library Meeting Room 1
814 W. Wisconsin Ave.

MEETING NOTICE AND AGENDA

1. **East Library Design**. HGA representatives will present highlights of the interior design and the committee will discuss community feedback from the April 10 meeting.
2. **East Library Condominium Agreement**. Library administration will seek approval of the condominium agreement between the City of Milwaukee/MPL and the property developer HSI.
3. **Contract Approval – Tippecanoe Library HVAC Replacement** Library administration will request Board approval for a contract for engineering services for replacement of the HVAC equipment at the Tippecanoe Library.

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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), 286-3062 814 W. Wisconsin Ave., Milwaukee, WI 53233 Attn: Accommodation Request.

ATTACHMENT A-P. 4 of 17
MPL MINUTES 04/23/13

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Thursday April 18, 2013
Central Library Meeting Room 1
814 W. Wisconsin Ave.**

PRESENT: Ald. Milele Coggs, John Gurda, Ald. Nik Kovac, Sup. Theo Lipscomb,
Dir. Mark Sain, Paula Kiely

EXCUSED: Sharon Cook

OTHERS

PRESENT: HSI: Brett Haney
HGA: Kevin Allebach, Jane Dederling
MPL: Joan Johnson, Taj Schoening, Crystal Sura, Duane Wepking
Budget and Policy: Eric Pearson
City Attorney: Mary Schanning

Committee Chair John Gurda called the MPL Board of Trustees Building & Development Committee meeting to order at 8:10 a.m. on Thursday April 18, 2013. A quorum was attained at 8:17 a.m. Trustee Coggs joined the meeting at 8:35 a.m., participating by conference phone

1. **East Library Design.** East library conceptual design renderings were on display as Mr. Allebach, architect and project manager with HGA, updated the Committee on the East Library interior design process schedule. Design development of the library is in its beginning stage. Selecting materials and colors will be the next phase of the project. Two public meetings, welcoming community feedback on the design proposals, have been held. HGA meets with the Library team twice a month. The interior build-out drawings will be completed in late summer and the bid for interior construction will go out in the fall. The work on the interior will begin in January 2014 and is expected to last six to eight months. The library is expected to be opened in late summer to early fall. The budget is approximately \$3.3 million. The Concord Group, responsible for budget estimating, indicated costs for hard construction based on HGA's schematic design at \$2.3 million, which is less than the original budget of \$2.5 million. That indicator confirms that HGA is tracking the budget fairly. Ms. Dederling explained the library design renderings in detail highlighting creative and flexible interior solutions throughout. Demolition of the East Library is scheduled for June 2013 with construction beginning in July 2013. The temporary library space is being prepared. Informational item.

2. **East Library Condominium Agreement.** Trustee Gurda introduced Assistant City Attorney Mary Schanning who distributed a summary regarding the East Library Condominium Documents, attached at the end of these minutes. She reviewed the Declaration of Condominium and the Summary of Condominium Bylaws. After a brief discussion, Trustee Lipscomb moved and Trustee Sain seconded a motion to approve the condominium agreement between the City of Milwaukee/MPL and the property developer HSI. Motion passed.

-
3. **Contract Approval – Tippecanoe Library HVAC Replacement.** Library Business Operations Manager Taj Schoening distributed a memo dated April 15, 2013, Proposals Received for Tippecanoe Library HVAC Replacement Project. Ms. Schoening explained the Request for Proposal process, bid review and ranking for engineering services to provide comprehensive professional service throughout the design phase, construction administration, and warranty of the project closeout. A request for bids for the actual construction will be issued after the system specifications are developed. The entire project will cost approximately \$875,000. Library administration recommends awarding the contract to the highest ranked company, Hammel, Green, Abrahamson, Inc. for \$121,383. Trustee Lipscomb moved and Trustee Sain seconded a motion to recommend to the full Board, the award of the Tippecanoe Library HVAC replacement project engineering services contract to HGA, Inc. Motion passed.
-

With no further business, the meeting of the Board's Building & Development Committee was adjourned at 8:50 a.m. on Thursday April 18, 2013.

East Library Condominium Documents

Consists of Two Documents:

1. *Declaration of Condominium:* Establishes the condominium and defines the Units. Creates the Association that will manage the condominium.
2. *Condominium Bylaws:* Establishes the powers and duties of the condominium's Association and its Board of Directors.

Summary of Declaration of Condominium

Creates the Condominium and the Units:

- Establishes The Standard at East Library Condominium as a “small condominium” under Sec. 703.365, Wis. Stats.
- Defines the Units, Common Elements and Limited Common Elements.
 - Unit 100 – Library
 - Unit 200 – Apartments
 - Unit 300 – Commercial Space
- Library Unit is bounded by the exterior walls on the sides and the Library floor and ceiling (concrete slabs above and below the Library Unit are part of the Apartment Unit). Where Unit 300 abuts the Library Unit, the mid-point of that wall separating them is the dividing line between the units.
- Grants Unit 200 an easement over the Surface Parking Area so that apartment residents can drive through it to reach the ramp to the underground parking.

Defines how maintenance within the Condominium is handled:

- Establishes the percentage ownership interests of the Units (used for sharing the costs of maintenance of Common Elements):
 - Unit 100 – 12.53%
 - Unit 200 – 85.74%
 - Unit 300 – 1.73%
- The Common Elements include the land around the building improvements, the structural columns located in the Surface Parking Area and any other improvements that are not specifically designated as part of a particular Unit.
- Limited Common Elements of the Library Unit include walkways, mechanicals, HVAC system and water fixtures serving just the Library Unit; the Surface Parking Area on the ground level; and the roof ballast of Unit 100 (not including the terrace improvements which are a limited common element of Unit 200).
- Maintenance of Limited Common Elements is the responsibility of the Unit Owner except that the Library roof ballast shall be treated as a Common Element with expenses shared according to percentage ownership and maintenance of the Surface Parking Area shall be a shared expense between the Library Unit (75%) and the Apartment Unit (25%). The Library is responsible for 100% of re-stripping costs for the Surface Parking Area.

Creates a Board of Directors:

- Board of Directors acts as the Association and is made up of one member from each Unit.
- Responsible for management and operation of the condominium.
- Can levy special assessments against units in the condominium for maintenance and other costs.
- Authorized to take steps to handle emergency repairs in the Units if the entire building is at risk because of it.

General Conditions and Restrictions:

- Places limitations on unit alterations and uses.
- Establishes insurance requirements for Board of Directors and Unit Owners.
- Establishes what happens if the Common Elements or any portion of them are damaged or destroyed.
- Establishes the procedure for amending the Condominium Declaration to require consent of 100% of all unit owners and mortgagees.
- Acknowledges the existence of the Development Agreement as the overall controlling document where conflicts exist between it and the condominium documents.

Summary of Condominium Bylaws

- Sets guidelines for the number and location of meetings of the Board of Directors
- Establishes a meeting quorum as requiring the presence of both the Unit 100 and Unit 200 Directors.
- Action by the Board of Directors requires to votes of at least 2/3 of the Directors at a meeting where a quorum is present as long as Unit 100 and Unit 200 both approve (i.e. requires unanimous approval of all Directors except that Unit 100 and Unit 200 can pass something without Unit 300's consent).
- Creates the offices of President, Vice-President, Secretary and Treasurer and establishes their duties and how those officers are chosen by blind drawing. Vice-President shall also be the Secretary.
- Individual Directors are not liable for expenses or liabilities of the Association. Association is required to indemnify the individual Directors.
- Board of Directors is required to prepare annual budgets and collect funds for that budget from each Unit Owner based on the percentage ownership of Common Elements as established in the Declaration.
- Authorizes the Board of Directors to levy special assessments and penalties against individual Units Owners.
- Authorizes the Board of Directors to create and enforce rules and regulations for the condominium.
- Authorizes the Board of Directors to obtain liability insurance for the Board and its officers.
- Establishes a process to amend the Bylaws by unanimous consent of all Directors.

1125-2011-2953:191184



MEMORANDUM

Date: April 15, 2013

To: Library Building & Development Committee of the
Milwaukee Public Library Board of Trustees

From: Taj Schoening, Library Business Operations Manager

Re: Proposals Received for Tippecanoe Library HVAC Replacement Project

The Milwaukee Public Library issued a Request for Proposal for architectural services for the Tippecanoe Library HVAC Replacement Project. The RFP was sent to seven firms. Two companies submitted proposals which were reviewed and ranked according to the criteria listed in the RFP.

Proposal pricing was \$58,000 from Cervantes Consulting Engineers LLC and \$121,383 from Hammel, Green and Abrahamson, Inc. The proposal submitted by Cervantes did not include all work required by the proposal. MPL staff contacted Cervantes and verified that the proposal did not include all of the work or the level of effort required by the Request for Proposal. Hammel, Green and Abrahamson, Inc. is a local business and Cervantes Consulting Engineers LLC is not.

	<u>Ranking Points</u>
Hammel, Green and Abrahamson, Inc.	15.04
Cervantes Consulting Engineers LLC	13.00

Library administration recommends awarding the contract to the highest ranked company, Hammel, Green, Abrahamson, Inc. for \$121,383.



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

April 5, 2013

To: Finance & Personnel Committee of the
Milwaukee Public Library Board of Trustees:
Chairman Sup. Theo Lipscomb, Ald. Nik Kovac,
Joan Prince, Mark Sain *all trustees are welcome to attend*
Reilly Penner & Benton LLP: Joel Joyce
JP Morgan: Jeremy Hillenbrand
MPL: Taj Schoening, Bill Lenski

Fm: Paula A. Kiely, Library Director

Re: Finance & Personnel Committee Meeting
Tuesday April 23, 2013
4:00 p.m.-4:30 p.m.
Tippecanoe Library 3912 South Howell Avenue

MEETING NOTICE AND AGENDA

1. **Financial Statements and Auditors' Report.** The Financial Statements and Independent Auditors' Report of the Milwaukee Public Library Trust Fund for calendar year 2012 will be presented for approval and recommendation to the full Board.
2. **Quarterly Review of Fund Investments.** The investment manager of the MPL Trust Fund will review the performance of the investments and offer suggestions for maximizing returns.
3. **Quarterly Report of the Internal Control of the MPL Trust and Gift Funds.** Library Business Operations Manager Taj Schoening will report on internal accounting management.

Attachment A, page 2

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ATTACHMENT A-P. 10 of 17
MPL MINUTES 04/23/13
P. 12



MEMORANDUM

Date: April 10, 2013

To: Paula A. Kiely, Library Director

From: Taj Schoening, Library Business Operations Manager

Re: Internal Controls - First Quarter 2013

I have confirmed that in the first quarter of 2013 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.

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

The Deputy Director received the January, February and March monthly bank statements and reviewed canceled checks. I prepared the monthly bank reconciliations for this period and the Accounting Manager posted all transactions to QuickBooks.

MPL Trust and Gift Funds
Balance Sheet
As of March 31, 2013

	<u>Mar 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Cert. of Deposit/Comm. Paper	510,000.00
Checking - US Bank	8,565.49
Common Stock	817.20
JPMorgan Chase Bank, NA	2,297,652.58
Total Checking/Savings	<u>2,817,035.27</u>
Total Current Assets	<u>2,817,035.27</u>
TOTAL ASSETS	<u><u>2,817,035.27</u></u>
LIABILITIES & EQUITY	
Equity	
Assigned - Gift	
Adult Programming	-100.00
Architectural Archives	11,301.08
AT&T/Microsoft	167,069.44
Bookfellows of Milwaukee	4,963.71
Children's Programming	-788.86
General Library Development	32,957.20
Great Lakes Marine	13,984.64
Interlibrary Loan	374.79
Little Memorial, Clara	1,046.87
Marketing	-1,599.00
Milwaukee Photo Collection	12,227.13
Railroad Drawings	12,682.41
Young Adult Programming	-128.43
Total Assigned - Gift	<u>253,990.98</u>
Restricted - Trust/Gift	
Danziger	1,872.19
Goldstein	4,168.25
Hunkel	66,626.40
Railroad Drawings	8,850.52
Talking Book & Braille Library	324,883.27
Total Restricted - Trust/Gift	<u>406,400.63</u>
Retained Earnings	81,456.23
Unassigned - Trust Fund	2,001,986.13
Net Income	73,201.30
Total Equity	<u>2,817,035.27</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,817,035.27</u></u>

MPLTrust and Gift Funds
Revenues and Expenditures - Total All Funds
January through March 2013

	<u>Jan - Mar 13</u>
Ordinary Income/Expense	
Income	
Facilities Rental	5,650.00
Gifts	1,335.05
Investment Income	
Gains and Losses	86,074.34
Interest and Dividends	6,572.24
Total Investment Income	92,646.58
Other Income	1,950.20
Sale of Materials	968.83
User Fees	10.00
Total Income	102,560.66
Expense	
Events	2,600.00
Honorarium	1,955.00
Library Materials	99.00
Memberships	1,100.00
Mileage	126.26
Miscellaneous Expenses	5,383.14
Outside Services	9,775.80
Photo Reproductions	123.90
Professional Fees	3,243.86
Sales Tax	-38.31
Supplies	4,970.71
Training	20.00
Total Expense	29,359.36
Net Ordinary Income	73,201.30
Net Income	<u>73,201.30</u>

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
FINANCE & PERSONNEL COMMITTEE
MINUTES
Tuesday April 23, 2013
Tippecanoe Library Meeting Room
3912 South Howell Avenue**

PRESENT: Ald. Ashanti Hamilton, Ald. Nik Kovac, Sup. Theo Lipscomb, Dir. Mark Sain,
Paula Kiely

EXCUSED: Joan Prince

STAFF

PRESENT: Bill Lenski, Taj Schoening, Crystal Sura

OTHERS JP Morgan: Jeremy Hillenbrand, Mary Schuler

PRESENT: Legislative Reference Center: Amy Hefter
Reilly Penner & Benton LLP: Joel Joyce

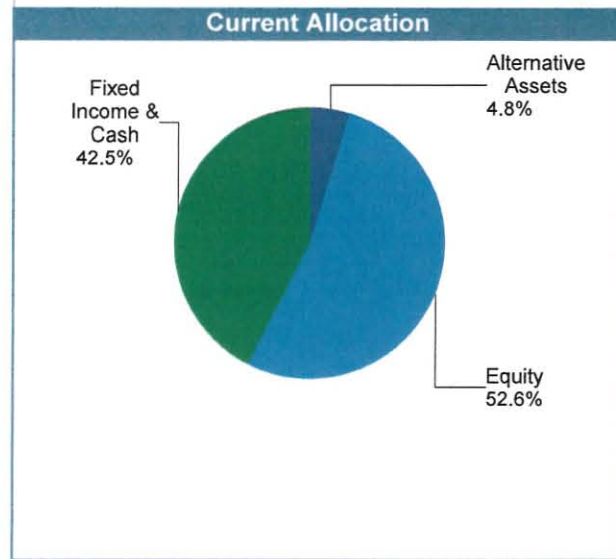
Chair Theo Lipscomb called the meeting of the Board of Trustees Finance & Personnel Committee to order at 4:03 p.m. on Tuesday April 23, 2013 with a quorum present. President Hamilton served as member to establish a quorum. Trustee Kovac arrived at 4:20 p.m.

1. **Financial Statements and Auditors' Report.** Mr. Joel Joyce, auditor from Reilly, Penner & Benton LLP, provided the Audited Financial Statements for the Milwaukee Public Library Trust Fund for 2012 to the Board prior to the meeting. Mr. Joyce summarized the financial highlights for the year, noting that library's management staff was professional and cooperative during the audit process. The financial statements present fairly. Trustee Sain moved and Trustee Hamilton seconded a motion to accept the report. Motion passed.
 2. **Quarterly Review of Fund Investments.** The committee received the J.P. Morgan Financial Review and Market Outlook report dated April 15, 2013 prior to the meeting. Mr. Jeremy Hillenbrand, J.P. Morgan investment specialist, provided an update on the investment market. He summarized the MPL Trust Fund investment accounts. Discussion ensued regarding the MPL Trust Fund Investment Policy and the balance between equities and fixed income investments in the portfolio. The Board may need to revise the Trust Fund Investment Policy before J.P. Morgan could recommend changes to the investment allocations. Trustee Lipscomb suggested that the Committee continue the discussion in more detail in the next quarter and review a draft investment model, including benchmarks, expected return and volatility. At present, no changes to the investment allocations were made. The investment and performance summaries are attached at the end of these minutes. Informational item.
 3. **Quarterly Report of the Internal Control of the MPL Trust and Gift Funds.** Library Business Operations Manager Taj Schoening, referred to the Internal Controls – First Quarter 2013 memo, attachment A, page 2 of the agenda. All reconciliations and statements have been reviewed and approved monthly by Ms. Schoening and reported to be in order. The MPL Trust and Gift Funds Balance Sheet and Revenues and Expenditures through March 2013 were reviewed. Informational item.
-

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 4:45 p.m. on Tuesday April 23, 2013.

Investment Summary as of March 31, 2013

MILWAUKEE PUBLIC LIBRARY (MND-V27512009)*



Investment Profile:
Balanced Orientation

Objective Description:
This portfolio seeks to balance real capital growth with income and principal stability. It has an average level of risk, may experience moderate levels of volatility in the near-term, and is suitable for investors with moderate risk tolerance.

Total Portfolio		
Asset Class	JPMorgan (\$)	% of Total Fin. Assets
Equity	1,209,188	52.6
US Large Cap Equity	670,409	29.2
US Mid Cap Equity	170,274	7.4
US Small Cap Equity	59,300	2.6
EAFE Equity	151,081	6.6
Asia ex-Japan Equity	72,606	3.2
Emerging Market Equity	85,517	3.7
Alternative Assets	111,235	4.8
Hedge Funds	81,444	3.5
Hard Assets	29,791	1.3
Fixed Income & Cash	977,453	42.5
Cash & Short Term	119,205	5.2
US Fixed Income	836,923	36.4
Investment Grade	796,122	34.6
Extended Credit/High Yield	40,801	1.8
Foreign Exchange & Non USD Fixed In	21,325	0.9
Total Financial Assets	2,297,876	100.0
Total Portfolio	2,297,876	

* MND-V27512009 is comprised of: V27512009.

External Assets reflects accounts with and information produced by other service providers when such information is requested to be included by the client. Please note that J.P. Morgan does not validate the data provided by clients from other service providers and we accept no responsibility for any errors or omissions contained herein. Any questions concerning External Assets should be directed to the individual service providers for clarification. Your Investment Profile represents your overall investment objectives with respect to your relationship with us, and potentially other service providers as well. It may include one or more self directed Non-Discretionary Accounts and one or more Discretionary Investment Management Accounts. While the objectives of your individual accounts may vary, considered as a whole, they constitute your Total Wealth Profile. Your Total Wealth Profile is based upon the objectives set forth in your Investment Mandate with us. If you have requested us to include accounts in this presentation that are not covered by your Investment Mandate, those accounts will not be reflected in the Total Wealth Profile. The boxed information reflects your accounts at J.P. Morgan.

J.P.Morgan

ATTACHMENT A-P, 15 of 17
MPL MINUTES 04/23/13
P. 17

Performance Summary as of March 31, 2013

MILWAUKEE PUBLIC LIBRARY (MND-V27512009)*

	Current Allocation (%)	Returns (%)						Since Inception	Inception Date
		YTD	3YR	5YR	2012	2011	2010		
Total Portfolio	100.0	4.2	6.7	3.2	8.8	-0.4	10.7	4.7	10/31/2003
Total Portfolio (Net of Fees)	100.0	4.1	6.2	2.9	8.2	-1.0	10.5	4.4	10/31/2003
Equity	52.6	8.3	10.8	4.7	16.1	-3.7	17.8	6.6	10/31/2003
Alternative Assets	4.8	0.6	-	-	-3.1	-3.5	-	1.6	04/30/2010
Fixed Income & Cash	42.5	0.2	3.6	2.9	3.3	4.1	4.3	3.2	10/31/2003
KEY MARKET INDICES									
		YTD	3YR	5YR	2012	2011	2010	Since Inception	Inception Date
MSCI AC World USD Net Index		6.5	7.8	2.1	16.1	-7.3	12.7	6.9	10/31/2003
HFRI FOF: Diversified Index		3.4	-	-	4.8	-5.0	-	2.0	04/30/2010
Ibbotson US Treasury Bills		0.0	0.1	0.3	0.1	0.0	0.1	1.7	10/31/2003
Barclays Capital Aggregate Tot		-0.1	5.5	5.5	4.2	7.8	6.5	5.2	10/31/2003
Barclays Corporate High Yield		2.9	11.2	11.6	15.8	5.0	15.1	9.1	10/31/2003

* MND-V27512009 is comprised of account(s): V27512009.

Percentages may not add to 100% due to rounding. Alternative assets valuations may reflect price estimates on dates different from that indicated above. Market values may not agree with client statements due to late posted trades and income accruals. May include one or more self directed non-discretionary accounts and one or more discretionary investment management accounts. Total Portfolio represents assets both managed and excluded. Total Portfolio Managed does not include assets that have been excluded by your J.P. Morgan Representative. Excluded assets are detailed on the Additional Information page. If shown, Portfolio (Net of Fees) reflects performance from the date as of which such information is available to us. Please reference the Inception Date. Unless otherwise indicated with the (Net of Fees) notation, all performance is shown gross of fees except that performance for mutual fund assets is net of fund level fees. Please refer to the Definitions and Additional Information pages for risk definitions. See the Important Information page for detailed information. Returns greater than one year are annualized. It is not possible to invest directly in an index. **Past performance is no guarantee of future results.**

J.P.Morgan

ATTACHMENT A-P: 16 of 17
MPL MINUTES 04/23/13
P. 18

MEMBER LIBRARY AGREEMENT – DISCUSSION POINTS – 4/22/13

- a. Length of agreement. Recommendation is two years, 2014-2015. This keeps us on the same track as the State biennial budget. Too many unpredictable things can happen to biennial State Aid to suggest a Member Agreement of any greater length than two years.
- b. State Aid will be flat for the 2014-2015 biennium. We will be receiving \$2,677, 006 annually. We had received a cut of almost \$600,000 in the 2012-2013 biennium and none of that loss is being recovered in the 2014-2015 biennium.
- c. Reciprocal Borrowing, Resource Agreement, Cataloging Contract - I recommend the Board endorse the same overriding philosophy as the last two agreements : allocating a % of State Aid to Reciprocal Borrowing, Resource Agreement, and Cataloging Contract, respectively. Each percentile = \$26,770.
- d. 2014-2015 integrated library system (ILS) additions. I talked with members of the Library Directors Advisory Council (LDAC) at the April 4 meeting about our ILS needs for the next two to three years. The following are purchases that are definite or possible during the time period of the 2014-2015 Member Agreement. These would be costs that we did not have to consider during the time of the 2012-2013 Member Agreement..
 1. Encore discovery layer (definite) – annual cost of \$31,500. We have signed a 3-year contract that runs from mid-2013 thru mid-2016.
 2. New server costs (possible) – a new IBM Linux platform could be purchased through Innovative Interfaces, Inc (III) in 2014 or 2015. Linux is now III's preferred platform for larger sites. Our current server (Sun) is beginning its 4th year of use. The purchase cost for a new Linux server, including data migration, is currently estimated to be \$70-75K (plus annual maintenance of approximately \$7500 that would begin 12 months after purchase).
 3. Sierra relational database software migration (possible). Sierra would replace our current Millennium software. Migration and conversion cost is currently estimated to be approximately \$175K. (plus annual maintenance of approximately \$5500 that would begin 12 months after purchase)
- e. In order to be able to advance with any or all of the items mentioned above, it is recommended we explore ways sharing of costs among MCFLS and the member libraries. MCFLS could look for ways to realize administrative cost savings and it is recommended that there be some adjustment to existing percentile allocations for Reciprocal Borrowing, Resource Agreement, and/or the Cataloging Contract during the period of the 2014-2015 Member Agreement.
- f. For the last 2 Member Agreement processes (2008-11) and (2012-13), the LDAC reviewed, edited and approved various sections of the DRAFT document. We will begin that process at the May LDAC meeting and it could be completed within a few meetings. The MCFLS Board could then consider the final DRAFT document at its September meeting. Libraries would be asked to sign and return the Member Agreement sometime prior to the end of 2013.



**CITY OF
MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL 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 May 7, 2013
9:00 a.m.
Central Library
Meeting Room 1
814 West Wisconsin Avenue
Milwaukee, WI 53233**

To participate by conference call – 414-286-6100 – enter pin number 91508#

AGENDA

ROLL CALL

PUBLIC COMMENT

NEW BUSINESS

1. **Contract for Build-out of the Temporary East Library.** Approval will be requested to award the contract for the build-out of the temporary East Library.
2. **East Library and Villard Square Parking.** Approval will be requested for agreements related to tenant use of library parking at the new East Library and Villard Square Library.

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.

**ATTACHMENT B-P. 1 of 8
MPL MINUTES 05/07/13**

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
MINUTES
Tuesday May 7, 2013
Central Library
Meeting Room 1
814 West Wisconsin Avenue
Milwaukee, WI 53233**

PRESENT: Denise Callaway, Sharon Cook, John Gurda, Ald. Ashanti Hamilton,
Chris Layden, Sup. Theo Lipscomb, Sam McGovern-Rowen, Joan Prince,
Dir. Mark Sain, Paula Kiely

EXCUSED: Ald. Milele Coggs, Ald. Nik Kovac

STAFF: Joan Johnson, Dawn Lauber, Taj Schoening, Crystal Sura, Duane Wepking

OTHERS Brett Haney, HSI

PRESENT: Ted Matkom, Gorman and Company
Eric Pearson, Budget & Policy
Mary Schanning, City Attorney

Vice-President Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 9:00 a.m. on May 7, 2013 with a quorum present. Most Trustees participated by conference phone.

ROLL CALL Roll was taken and participants identified.

PUBLIC COMMENT None

NEW BUSINESS

1. **Contract for Build-out of the Temporary East Library.** A memo regarding Bid Proposals Received for East Temporary Library-Renovation, dated May 3, 2013 was sent to the Board prior to the meeting and is attached at the end of these minutes. Library Business Operations Manager Taj Schoening informed the Board that renovation is needed at the temporary East Library space, which will serve as the library during construction and interior build-out of the new East Library. The East Library project developer, HSI, is contributing \$100,000 toward the lease and the renovation of the space which the library leased as is. The library is using capital funds for the balance of the renovation which will be approximately \$100,000. The Bid for Proposal was sent to five companies and two companies submitted bids. Library administration recommends awarding the contract to Dahlman Construction Company for a total of \$141,500. After a brief discussion, Trustee Lipscomb moved and Trustee Sain seconded a motion to approve the award of the East Temporary Library Renovation contract to Dahlman Construction Company for \$141,500. Motion passed.

-
2. **East Library and Villard Square Parking.** A letter to Brett W. Haney, regarding the Milwaukee Public Library Parking in the Standard at East Development, dated May 3, 2013 and an Amendment to Condominium Management Services Agreement between the city of Milwaukee/Library and Villard Square GrandFamily were sent to the Board prior to the meeting. Both documents are attached at the end of these minutes. Trustee Gurda stated that the letter of agreement for East and the amendment to the Villard Square agreement will allow the apartment tenants use of the fifteen parking spaces designated for library patrons during the hours of 8:30 p.m. to 7:30 a.m. For use of the parking spaces, the East apartments shall pay MPL \$4,500 per year, and the Villard Square apartments shall pay MPL \$2,500. The City Attorney has reviewed the agreements. The agreements shall commence upon approval by the MPL Board. Either party can terminate the agreement by a ninety day written notice. Trustee Lipscomb moved approval and Trustee McGovern-Rowen seconded a motion to approve the agreements related to tenant use of library parking at the new East Library and Villard Square Library. Motion passed.

With no further business, the Milwaukee Public Library Board of Trustees meeting of May 7, 2013 was adjourned at 9:20 a.m.



MPL

MEMORANDUM

Date: May 3, 2013

To: Library Building & Development Committee of the
Milwaukee Public Library Board of Trustees

From: Taj Schoening, Library Business Operations Manager

Re: Bid Proposals Received for East Temporary Library –Renovation

The Milwaukee Public Library issued a bid for renovation of the leased space for the temporary East Library at 2430 N. Murray. The bid was sent to five companies and two companies submitted bids on May 1, 2013.

	<u>Base Bid</u>
Triad Construction, Inc.	\$147,342
Dahlman Construction Company	\$141,500

Library administration recommends awarding the contract to Dahlman Construction Company for a total of \$141,500.



Milwaukee Public Library
Board of Trustees

Ald. Ashanti Hamilton
President

John Gurda
Vice President

Sup. Theo Lipscomb, Sr.
Financial Secretary

Paula A. Kiely
Secretary

Denise Callaway

Ald. Milele Coggs

Sharon Cook

Ald. Nik Kovac

Chris Layden

Sam McGovern-Rowen

Joan Prince

Dir. Mark Sain

Paula A. Kiely

Director

(414) 286-3020

Fax (414) 286-2794

May 3, 2013

Brett W. Haney
Principal
HSI Properties, LLC
20975 Swenson Drive, Suite 395
Waukesha, WI 53186

RE: Milwaukee Public Library Parking in the Standard at East Development

In consideration of an annual payment of \$4,500 by HSI East Library Residential, LLC ("Apartments") to the Milwaukee Public Library, both parties agree to the following.

Milwaukee Public Library will:

1. Allow Apartments and its residential tenants use of fifteen (15) parking spaces located on the northern end of the Library's limited common element parking lot (the "Parking Spaces") during the hours of 8:30 p.m. to 7:30 a.m. on Monday through Saturday and all day on Sunday.
2. Library shall be responsible for snow removal from the Parking Spaces (except as provided by number 5 below).

Apartments agree to:

1. Permit only the residential tenants of Apartments' condominium units to park in the Parking Spaces.
2. Communicate to all tenants the restrictions on parking in the Library lot.
3. Be responsible for promptly removing the improperly parked vehicle or vehicles at its sole expense if Apartments' tenants park in the Parking Spaces at any time other than the permitted parking hours. Apartments shall monitor the Parking Spaces during hours that tenant parking is not permitted in the Parking Spaces to prevent and promptly remedy improper parking by Apartment's tenants.
4. At its sole expense, shall mark the Parking Spaces by painting numbers and/or installing signage acceptable to Library.
5. Require residents that park in the Parking Spaces to display a parking authorization inside the rear window of any car parked in the Parking Spaces.
6. Be responsible for the prompt removal of snow in the Parking Spaces in the event tenants vehicles parked in the Parking Spaces prevent Library's snow removal from the Parking Spaces at the time the remainder of the lot is plowed.

7. Provide Library a 24-hour contact to address issues related to use of the Parking Spaces.
8. Shall remit payment within 30 days of the first day parking is made available to tenants ("the Commencement Date") and annually on that day, thereafter.

This Agreement shall commence upon approval by the MPL Board. It shall remain in effect until terminated by ninety days written notice by either party to the other. Upon the 90th day following such notice, this Agreement, and all rights and obligations under this Agreement, shall terminate.

IN THE PRESENCE OF:

MILWAUKEE PUBLIC LIBRARY

By: _____
Paula A. Kiely, Secretary Date

IN THE PRESENCE OF:

HSI EAST LIBRARY RESIDENTIAL, LLC

By: _____
Signature Date

Print Name

Title: _____

AMENDMENT TO CONDOMINIUM MANAGEMENT
SERVICES AGREEMENT

This amendment is dated _____, 2013 by and between the City of Milwaukee ("Library") and Villard Square GrandFamily Milwaukee, LLC ("Apartments").

RECITALS

A. Library and Apartments are owners of condominium units in Villard Square Condominium (the "Condominium") and party to a Condominium Management Services Agreement dated June __, 2011 (the "Services Agreement") under which the parties allocate certain responsibilities relating to the Condominium.

B. Library and Apartments desire to amend the Services Agreement to reflect the parties' agreement to share certain parking spaces and to specify the responsibilities relating to the parking spaces.

AGREEMENTS

In consideration of the mutual promises and covenants contained in the Services Agreement and this Amendment, the parties agree as follows:

1. Apartments shall be permitted to use fifteen (15) parking spaces located on the eastern end of the Library's limited common element parking lot as designated by the Library (the "Parking Spaces").
2. Apartments may permit only residents of Apartments' condominium units to park in the parking spaces.
3. The Parking Spaces will only be available to Apartments from 8:30 p.m. to 7:30 a.m. on Monday through Saturday and all day on Sunday. At any other time, Apartments shall not be permitted to park in the Parking Spaces, and if Apartments' tenants park in the Parking Spaces at any time other than the permitted parking hours, Apartments shall be responsible for promptly removing the improperly parked vehicle or vehicles at its sole expense. Apartments shall monitor the Parking Spaces during hours that tenant parking is not permitted in the Parking Spaces to prevent and promptly remedy improper parking by Apartment's tenants.
4. Apartments, at its sole expense, shall mark the Parking Spaces by painting crosshatching and/or installing signage acceptable to Library. Apartments will also require residents that park in the Parking Spaces to display a parking authorization inside the rear window of any car parked in the Parking Spaces.
5. Library shall remain responsible for snow removal from the Parking Spaces. However, in the event vehicles parked in the Parking Spaces prevent Library's snow removal from the Parking Spaces at the time the remainder of the lot is plowed, then Apartments shall be responsible for snow removal in the Parking Spaces.

6. Apartments shall provide Library a 24-hour contact to address issues related to use of the Parking Spaces. The initial contact shall be Ted Matkom. Apartments may change the parking contact by written notice to Library.

7. For use of the Parking Spaces, Apartments shall pay \$2,500.00 per year.

8. Library may terminate Apartments' parking rights by not less than 30 days' written notice to Apartments. Upon such notice, this Amendment, and all rights and obligations under this Amendment, shall terminate.

9. All notices under this Agreement shall be sent by first class mail, overnight delivery service or hand-delivered to the following addresses:

Library: Milwaukee Public Library
814 W. Wisconsin Avenue
Milwaukee, WI 53233
Attn: Business Operations Manager

Apartments: Villard Square Grandfamily
3427 W. Villard Avenue
Milwaukee, WI 53209
Attn: _____

10. Except as modified by this Amendment, the Services Agreement remains in full force and effect.

CITY OF MILWAUKEE

By _____
Its _____

By _____
Its _____

VILLARD SQUARE GRANDFAMILY
MILWAUKEE, LLC

By _____
Its _____



Tom Barrett
Mayor, City of Milwaukee

April 30, 2013

To the Honorable, the Common Council
of the City of Milwaukee

Honorable Members of the Common Council:

I am pleased to appoint Michele Bria, 10375 West Spencer Place, Milwaukee, Wisconsin, 53224, to the Milwaukee Library Board. This appointment is pursuant to Section 43.54(1)(am), of the Wis. Stats.. Ms. Bria's term will commence upon taking of the oath of office.

This letter is being sent for the information of your Honorable Body.

Respectfully submitted,

Tom Barrett
Mayor



Tom Barrett
Mayor, City of Milwaukee

April 30, 2013

To the Honorable, the Common Council
of the City of Milwaukee

Honorable Members of the Common Council:

I am pleased to reappoint Sam McGovern-Rowen, 5902 West Washington Blvd, Milwaukee, Wisconsin, 53208, to the Milwaukee Library Board. This reappointment is pursuant to Section 43.54(1)(am), of the Wis. Stats.. Mr. McGovern-Rowen's term will commence upon taking of the oath of office.

This letter is being sent for the information of your Honorable Body.

Respectfully submitted,

Tom Barrett
Mayor



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

April 24, 2013

To: Library Services & Programs Committee of the
Milwaukee Public Library Board of Trustees:
Chairperson Sharon Cook, Denise Callaway, Ald. Milele Coggs,
Sam McGovern-Rowen, Chris Layden *all trustees are welcome to attend*
MPL: Joan Johnson, Michael Weber

From: Paula A. Kiely
Library Director

Re: Library Services & Programs Committee Meeting
May 6, 2013
5:30 p.m.-6:30 p.m.
Central Library Meeting Room 1

MEETING NOTICE AND AGENDA

1. **Security Report.** The committee will discuss a security report and the impact of the Security Policy and Banning Guidelines considered by this committee and approved in 2009.
2. **Strategic Planning.** The committee will discuss library card data and opportunities for increasing the number of library cards held by Milwaukee residents.
3. **Partnership Opportunities.** Staff will solicit feedback and input on several requests from non-profit organizations to use space at the Washington Park branch.

Attachment A, page 2

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, 286-2700 (TDD) or 286-2062 (TDD) or Central Library, 814 W. Wisconsin Ave., Milwaukee, WI 53233 Attn: Accommodation I

ATTACHMENT D-P. 1 of 4
MPL AGENDA-05/21/13

P. 30

Description of program

Washington Park Library will provide fee-free small office space to not-for-profit community agencies (partners) in what was previously our 2nd floor Learning Center (aka “tutoring rooms”). This space is separate from the library proper, and is comprised of 3 private 7’x7’ rooms and a 7’x10’ shared space.

Office features and amenities

The Learning Center is secure from non-staff and the public through a locking door at the hallway. Each private office has a door but no lock. Included in each space is a 7’ long desk-height counter, one office chair, one trash can, two electrical outlets and one data port. Electricity and wireless Internet are provided to the partner free of charge, with limitations (see below). Restrooms are located adjacent to the offices. Offices are open to partners during regular library public service hours, which are subject to change.

Agreements and Limitations

Milwaukee Public Library agrees to:

- Provide office features and amenities as noted above for the period of 1-year, renewable at Library’s discretion.
- Maintain offices in good working order and appearance, with daily emptying of trash. Vacuuming and minor cleanup as needed.
- Provide access to space during the library’s open hours and give advance notice to partner of Library’s public service schedule, including emergency closures.
- Provide training and documentation on Library’s and City’s procedures related to emergency evacuation, severe weather response, firearms and workplace violence.
- Page partner through library intercom when visitors ask for partner at public service desks.

Partner agrees to:

- Abide by Library’s rules of safety, security and conduct, including internet content restrictions.
- Inform Library in a timely manner of changes to physical conditions of office.
- Refrain from altering or damaging Library-provided office structure, surfaces or equipment.
- Obey City parking restrictions and refrain from using parking lot for business purposes.
- Refrain from using electrical or electronic equipment other than standard office machines like printers, copiers and computers.
- Use personal cell phones for placing and receiving calls.
- Prevent access to offices by non-partners.
- Support Library’s Mission and Vision through good public relations and business integrity, as well as provide programs and services to library patrons and share clientele as appropriate.
- Maintain good relations with fellow office partners.

Additional agreements and limitations:

- Library will not be responsible for loss or damage to partner’s personal belongings.
- Library reserves the right to terminate a partner’s occupancy at any time for cause.
- Library will not accept phone calls for partner.
- Library will not make special arrangements to allow partners access to offices during non-public service hours.
- A copy of the Contract must be signed by the Partner Agency’s Executive/Director/Operations Manager.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
SERVICES & PROGRAMS COMMITTEE
MINUTES
Monday May 6, 2013
Central Library Meeting Room 1**

PRESENT: Denise Callaway, Ald. Milele Coggs, Sharon Cook, Sam McGovern-Rowen,
Paula Kiely

EXCUSED: Chris Layden

STAFF

PRESENT: Joan Johnson, Dawn Lauber, Michael Weber, Brian Williams-VanKlooster,
Crystal Sura

The meeting of the Board of Trustees Services & Programs Committee was called to order by Chair Trustee Cook at 5:40 p.m. on Monday May 6, 2013 with a quorum present. Trustees Callaway and Coggs participated by conference phone.

1. **Security Report.** Deputy Director Johnson presented a system report on the state of security in the library. She noted that the security team that is responsible for the safety and security of the people, materials and buildings consists of a security manager, a library investigator, and security officers who are hired through a contract agency. The budget includes funds for eight branch libraries to have 20-30 hours of security officer coverage. Three branches have additional coverage. Central Library has security coverage during all open hours. Security cameras are being upgraded throughout the system. Training for all staff, such as Active Shooter training is on-going. All security incidents are documented and tracked online. The Banning Guidelines, which were approved in 2009, guide the library and aid in consistent and appropriate sanctions. Charts that indicate security incidents per branch over several years were reviewed. Types of security incidents include accidents, disorderly conduct, theft, fraudulent use of cards, vandalism and assault. Discussion ensued regarding the demographic area of high incident reporting. Measures such as patron sign-in and Teacher in the Library programs are used to deter security incidents. The Milwaukee Police Department provides support to all the libraries as needed. A security report will be provided to the committee annually. Informational item.

2. **Strategic Planning.** Director Kiely distributed a market segmentation report prepared by CivicTechnologies for strategic planning for the purpose of discussing opportunities for increasing the number of library cards held by Milwaukee residents. The current market share of library card holders (patrons) is 38%. Market potential is 62%. The data doesn't indicate the ages of the non-patrons. In addition to walk-in registration, MPL encourages sign-up through online access to partial registration @mpl.org, class visits, outreach, and the First Grade First Card campaign. Director Kiely noted that the new Strategic Plan should establish a goal of increasing the number of valid library card owners. The committee discussed ideas such as: partnering with Milwaukee Public Schools, UW-

2. **Strategic Planning**. (continued)

Milwaukee, a targeted and dedicated marketing campaign during Library Card Week, outreach in grocery stores or at sporting events, a public service campaign with Ad2Milwaukee. The final Strategic Plan will be presented to the Board in July 2013. Informational item.

3. **Partnership Opportunities**. Deputy Director Johnson referred to attachment A, page 2 of the agenda. She summarized the Draft of Washington Park Library Office Partner Program Proposal, dated April 8, 2013. The Washington Park library has three private spaces that could potentially be leased to not-for-profit community agencies as office space. Mr. Williams-VanKlooster informed the committee that several agencies have expressed interest in such a partnership. Deputy Director Johnson noted many other cities incorporate co-working spaces in their facilities. The committee agreed that this partner program proposal should be pursued with a pilot agency and reported back to the committee at their next meeting on July 31, 2013. Informational item.
-

The meeting of the Library Board's Services & Programs Committee was adjourned at 6:55 p.m. on Monday May 6, 2013.



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

April 25, 2013

To: Library Executive Committee of the
Milwaukee Public Library Board of Trustees:
Chairperson Ald. Ashanti Hamilton, John Gurda, Sup. Theo Lipscomb
all trustees are welcome to attend

Fm: Paula A. Kiely
Library Director

Re: Library Executive Committee Meeting
Wednesday May 8, 2013
4:00-5:00 p.m.
Central Library Meeting Room 1

MEETING NOTICE AND AGENDA

1. **2013 Performance Indicators.** The committee will review and discuss year-to-date use of the library and trends over the last 10 years.
2. **2013-2014 Goals and Projects.** The committee will discuss the status of current projects and potential initiatives for 2014.

Attachment A, page 2

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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), 286-814 W. Wisconsin Ave., Milwaukee, WI 53233 Attn: Accommodation Request.

ATTACHMENT E-P. 1 of 16
MPL AGENDA-05/21/13

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**2013 Projects
Mid-Year Report**

April 30, 2013

Hosins

	Initiative	Goal	Status Update	Upcoming/Notes
H-1a	East Library Development (Phase II)	Open library on time and within budget, with design that is flexible, supports new service model, literacy & lifelong learning, new technologies, community and staff engagement, and reduces operating costs	Shell features locked in Conceptual interior design shared at public meeting Public Art Committee starting work	Construction Phase (shell) – July 2013 to Oct 2014 Turnover Library 1-31-14 Build-out (library)– Feb 2014 to Oct 2014 Transition from Temp to New – Oct 1-31, 2014 Open New East – Nov 1, 2014
H-1b	Temporary East Library	Transition smoothly and successfully from the current building to a temporary site, providing as many services and collections as possible, based on square footage available.	Location secured and lease signed for 2430 N. Murray AT&T Service Requested – March 20 Current artwork removed and stored Last day for meeting room use - April 30 th Construction bids due - May 1	Contract for build-out approved - week of May 6 Last day of service in current building – June 22 Complete packing and transition - move to temp site - June 24 –June 29 [closed – no public access] Open Temporary site – July 1 - TENTATIVE Furniture Auctions – July through November

ATTACHMENT E-P. 2 of 16
MPL AGENDA-05/21/13
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**2013 Projects
Mid-Year Report**

April 30, 2013

	Initiative	Goal	Status Update	Upcoming/Notes
H-2	MPL Strategic Planning	Establish framework for goals and operations for next 3-5 years	<p>1st Workshop, additional stakeholder meetings, data presentation – March 6-8</p> <p>Data presentation made at Strategy Committee & Board Meeting</p> <p>Webinar held with Vice-chair of Strategy Committee</p>	<p>Research papers being prepared.</p> <p>2nd Workshop - May 20, 21, 22</p> <p>Plan drafted - July 22, 23, 24</p> <p>Plan Finalized and presented for approval by Strategy Committee, Approved by Library Board – September</p>
H-3	Upgrade off-desk workspace for Central Reference Staff	Create workspaces for reference staff that are well furnished, flexible and useful	Construction started Feb 1; meetings held every two weeks	Project completion date middle of June, 2013
H-4	Facilities Plan - Area Library	Gather resources and create plan for consolidated Area Library	<p>Cost-benefit analysis reviewed with Building Committee</p> <p>Discussed Area Library funding with Budget Office</p> <p>Requested capital funding for 2013 and 2014</p> <p>Hearing before Capital Improvements Committee April 15, 2013.</p>	.

**2013 Projects
Mid-Year Report**

April 30, 2013

	Initiative	Goal	Status Update	Upcoming/Notes
H-5	Redesign Webpage	Make discovering and using key library information intuitive and pleasant for the public user: surprisingly useful.	Five responses to RFP evaluated. Reference checks ongoing. Preparing for work with by Byte Studios in Milwaukee.	Draft site to library by April 30 Revised site to library by May 31 Content added through June 28 Site rollout on July 8, 2013
H-6	Express Vending	Increase access to library materials through use of 24/7 outdoor library materials vending system at Westlawn Gardens.	\$275,000 included in adopted budget Received approval from GMF to use remaining funds (\$2700) for selected travel and project evaluation Library Board of Trustees approved solution from Envisionware Action Logistics engaged and willing to modify contract with MCFLS to add vending location to the North route.	Meeting with HACM and Silver Spring Community Center on implementation pending Developing customer service and staff training plan.

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**2013 Projects
Mid-Year Report**

April 30, 2013

	Initiative	Goal	Status Update	Upcoming/Notes
H-7	Staff Development Day	<p>Create a meaningful information & development day for all staff</p> <p>Enhance positive Staff Morale</p>	<p>1st Team Meeting - April 2013</p> <p>SDD Committee Selected, Notified 1st Committee meeting held April 24th</p> <p>Committee Structure, Training Sessions, Budget and Discussed.</p> <p>HR compiling meeting minutes</p> <p>Logistic Committee Meeting on May 2</p> <p>2nd Committee Meeting in May – will Decide workshops and schedule</p>	
H-8	Community Digital Inclusion	Expand access to and effective use of digital resources within Milwaukee	<p>Partnership formed between the Library, the City's Department of Administration and Journey House</p> <p>Mayor's support to hold a Digital Inclusion Summit secured</p> <p>Survey developed to measure baseline digital inclusion within the city; Created in partnership with School of Information Studies</p> <p>Telephone Survey initiated on April 22</p>	<p>Seeking keynote speaker for summit</p> <p>Survey results expected in early summer</p>

**2013 Projects
Mid-Year Report**

April 30, 2013

Kaisins

	Initiative	Goal	Status Update	Upcoming/Notes
K-1	Establish and communicate expectations for workplace organization maintenance	Facilities and departments will be businesslike, orderly, clean, uncluttered, inviting, comfortable, colorful, well-maintained and attractive.		Completed
K-2	Staff Performance Evaluation System Revision	Create new evaluation tools to establish and measure performance standards	<p>Research underway on best practices, standards.</p> <p>Consultation with Singer Group, Paula M. Singer, PhD. – Performance Management Model and Process</p> <p>Joined City's/DER's E-Performance Committee.</p>	
K-3	Create and implement in-house Staff Development Program	Ensure appropriate and effective development opportunities exist for library staff	<p>Trainer/Librarian selected and hired</p> <p>Meeting with staff to determine needs</p> <p>2nd half 2013 – Develop a Training Calender</p>	

**2013 Projects
Mid-Year Report**

April 30, 2013

	Initiative	Goal	Status Update	Upcoming/Notes
K-4	Room Reserve software and related procedures	Utilize Evance Software to create an electronic system-wide meeting room scheduling system to improve practices, increase efficiency, and decrease staff time.	<p>Training received in Evance and researched existing setup of Events software which is tied to Room Reserve.</p> <p>Received word that major upgrade was to take place in spring 2013.</p>	<p>Upgrades are now expected in Summer 2013.</p> <p>Completion will be by the end of the year.</p>
K-5	Laptop Kiosk System	Install self-service laptop vending/kiosk systems at up to 4 libraries to decrease staff time and increase the public's use of computer technology.	<p>Branch specific locations identified: Bay View, Tippecanoe, Washington Park, and East.</p> <p>Laptops configured, items created skinned, tagged, and set with rails for machines.</p> <p>Three of four machines arrived, East machine to arrive 4/8 (approx.).</p> <p>ILS configuration done; needs testing.</p> <p>Most machine integration issues worked out at WPL. Laptops inserted and testing continuing at WPL.</p>	<p>Implementation date possible mid-April, awaiting marketing plan and mayoral involvement.</p>
K-6	System Statistics	Streamline and make Library Board of Trustees' statistical reports more intuitive and useful.		Completed

**2013 Projects
Mid-Year Report**

April 30, 2013

	Initiative	Goal	Status Update	Upcoming/Notes
K-7	Collection Standardization	Standardize collection arrangement, display, and location codes throughout system	Preliminary branch visits completed Develop goals and timeline Discussed with Branch Managers 4/3/13 Discussed with Library Circulation Supervisors 4/18/13	



**2013 Projects
Mid-Year Report**

April 30, 2013

B List - Potential Projects for 2014 and Beyond

	Initiative	Goal	Updates	Upcoming/Notes
	Summer Reading Process Improvements	Continue improvements to procedures		
	World Book Night 2013 April 23	Increase awareness and use of MPL; Promote reading and literacy		Completed
	Email opt-in for marketing services for online library card app's	Increase number and percent of patrons receiving marketing, foundation, and informational emails from MPL organizations.		HELD

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**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
EXECUTIVE COMMITTEE
MINUTES
Wednesday May 8, 2013
Central Library Meeting Room 1**

PRESENT: Ald. Ashanti Hamilton, John Gurda, Sup. Theo Lipscomb, Paula Kiely

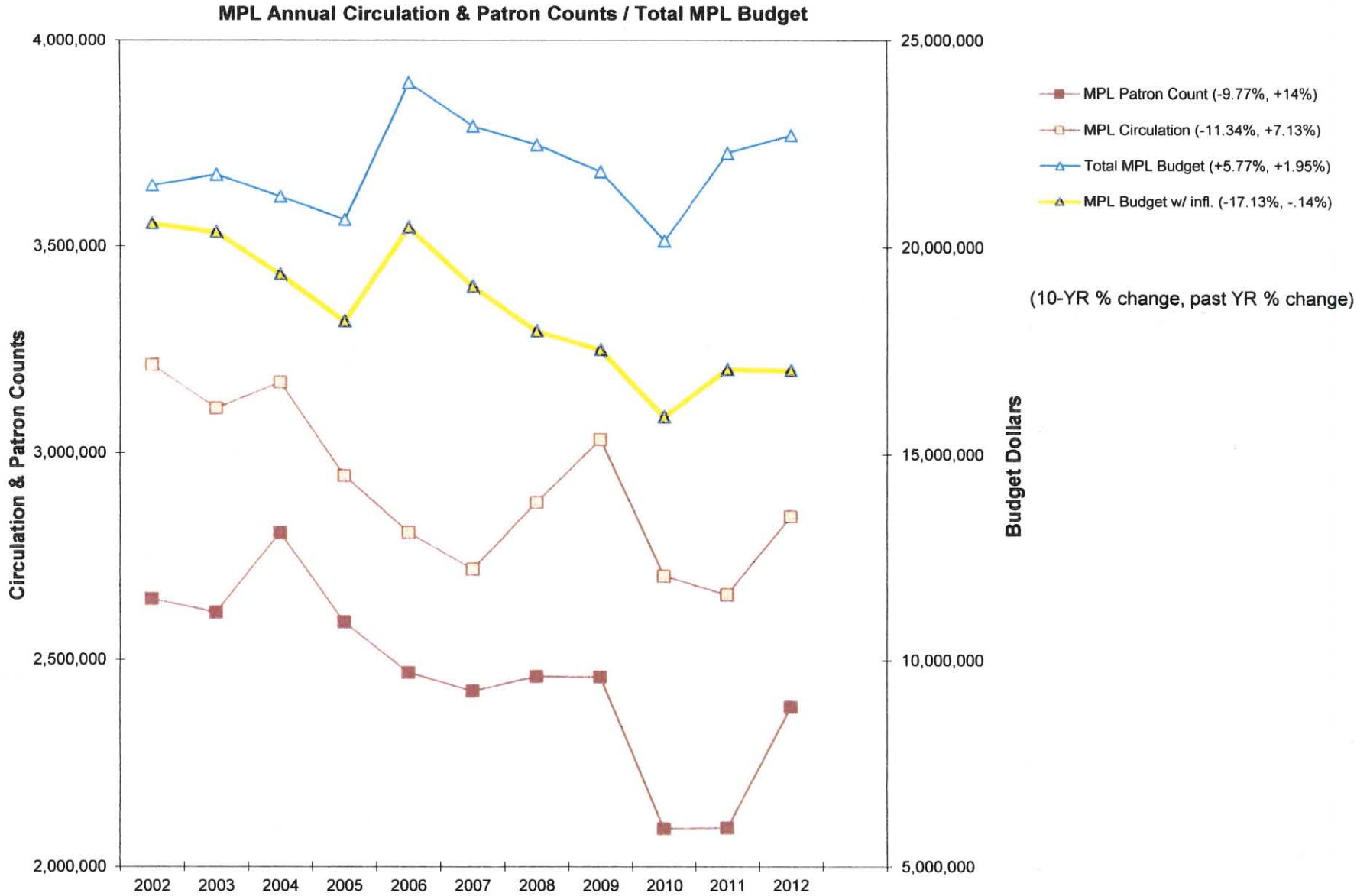
The meeting of the Board of Trustees Executive Committee was called to order by Chair President Hamilton at 4:15 p.m. on Wednesday May 8, 2013 with a quorum present.

1. **2013 Performance Indicators.** Director Kiely distributed graphs presenting library statistical data from 2002-2012 (attached at the end of these minutes). The committee reviewed and discussed year-to-date use of the library and trends over the last ten years. The graphs reveal the patterns of circulation of materials, patron visits and hours open with the overall library budget. The trends in staffing and employee costs were also presented. In 2010, the significant budget reduction affected hours which led to reduced circulation and patron totals. Over ten years through 2013 the budget reduction is equal to 13.4%. The difference between 2011 and 2012 is 0.5%. The graph titled City Budget Materials Allocation and Percent of Budget from 1994 to 2013 was reviewed. Director Kiely noted that during the last three years, library administration has made a dedicated effort to allocate increased funding for materials. Vice-President Gurda commented that the long-term statistical report was sobering. The library system continues to provide valuable services and collections to the community with the resources it has. The 2013 year-to-date patron visits and circulation have increased over 2012. Informational item.
-

2. **2013-2014 Goals and Projects.** Director Kiely referred to the 2013 Projects Mid-Year Report, April 30, 2013, attachment A, page 2 of the agenda. Director Kiely explained that the status of most initiatives are on target. The design of the new East Library and the temporary East Library space are currently in the development phase. The library has requested capital funding for an Area Library, but no follow-up meetings have taken place. The express vending library is expected to be installed at the end of the year. Strategic planning is on-going and is expected to be the driving force for 2014 initiatives. Director Kiely shared that proposed changes to Library System Standards and Chapter 43 of the Wisconsin State Statutes were presented at a recent conference and may require a time in commitment in the coming year. The redesign of the webpage is in progress with the site rollout expected in July 2013. The remainder of the report was reviewed. Informational item.
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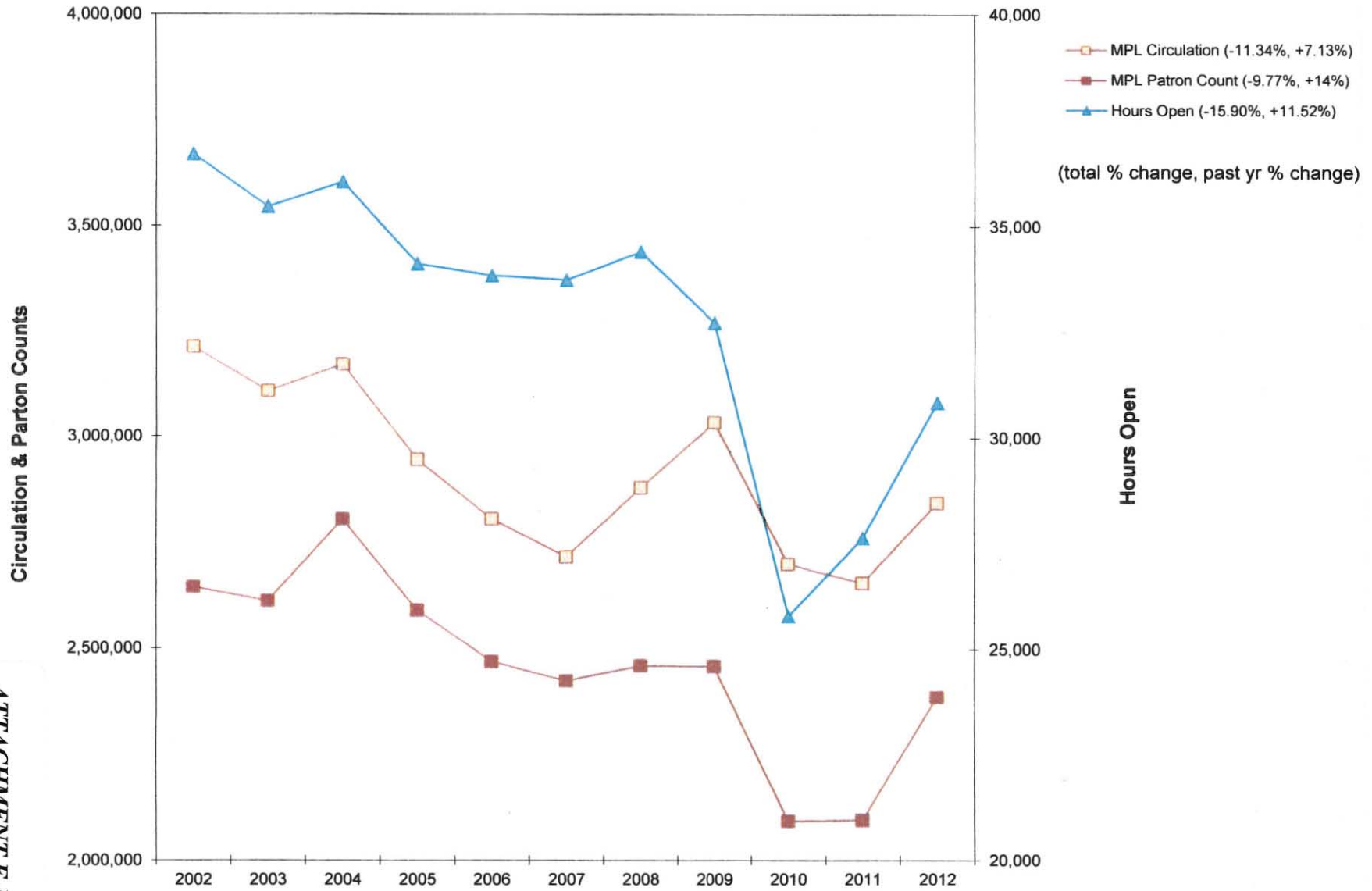
The meeting of the Library Board's Executive Committee was adjourned at 5:05 p.m. on Wednesday May 8, 2013.

total budget chart

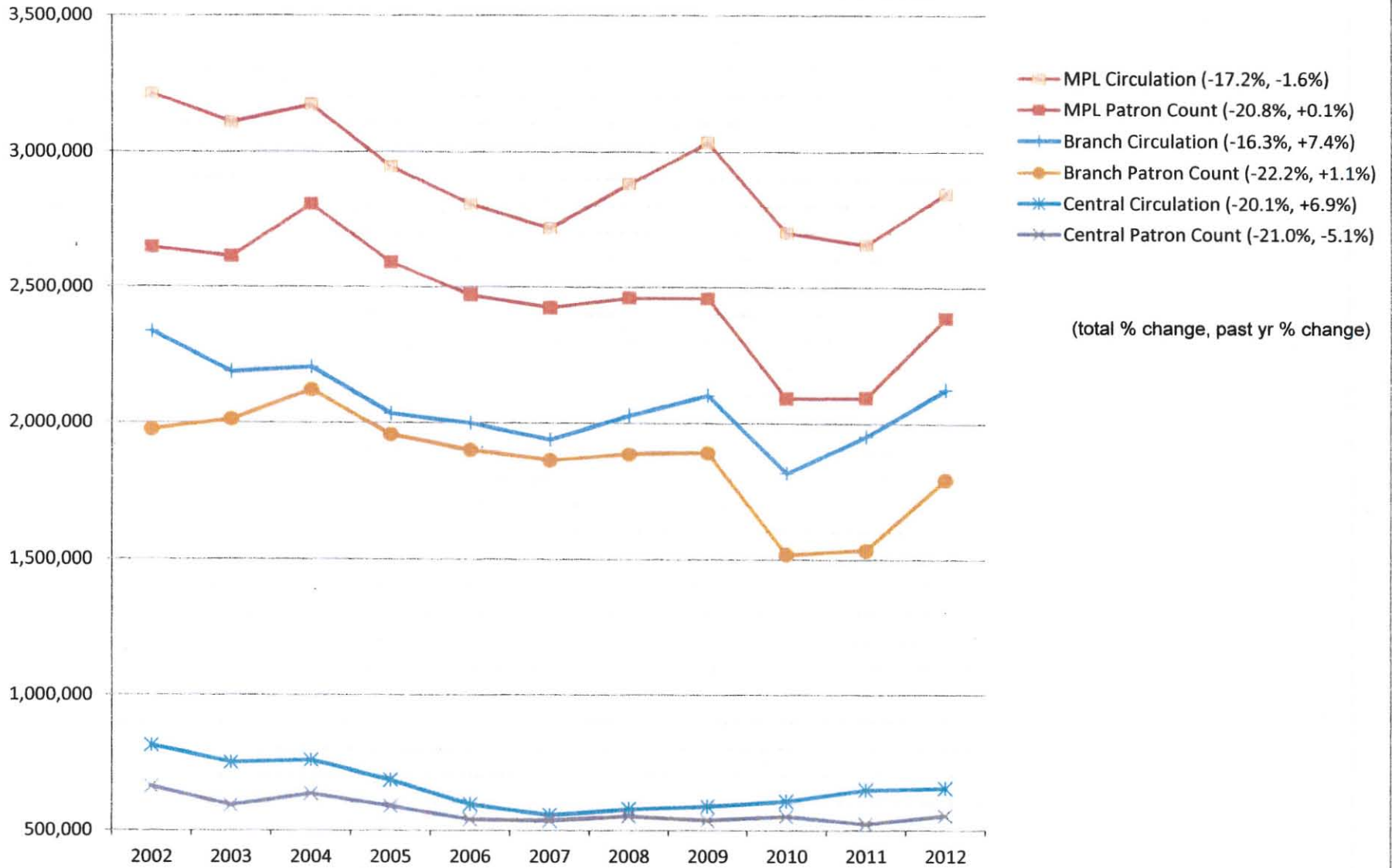


hours open chart

MPL Annual Circulation & Patron Counts / MPL Hours Open

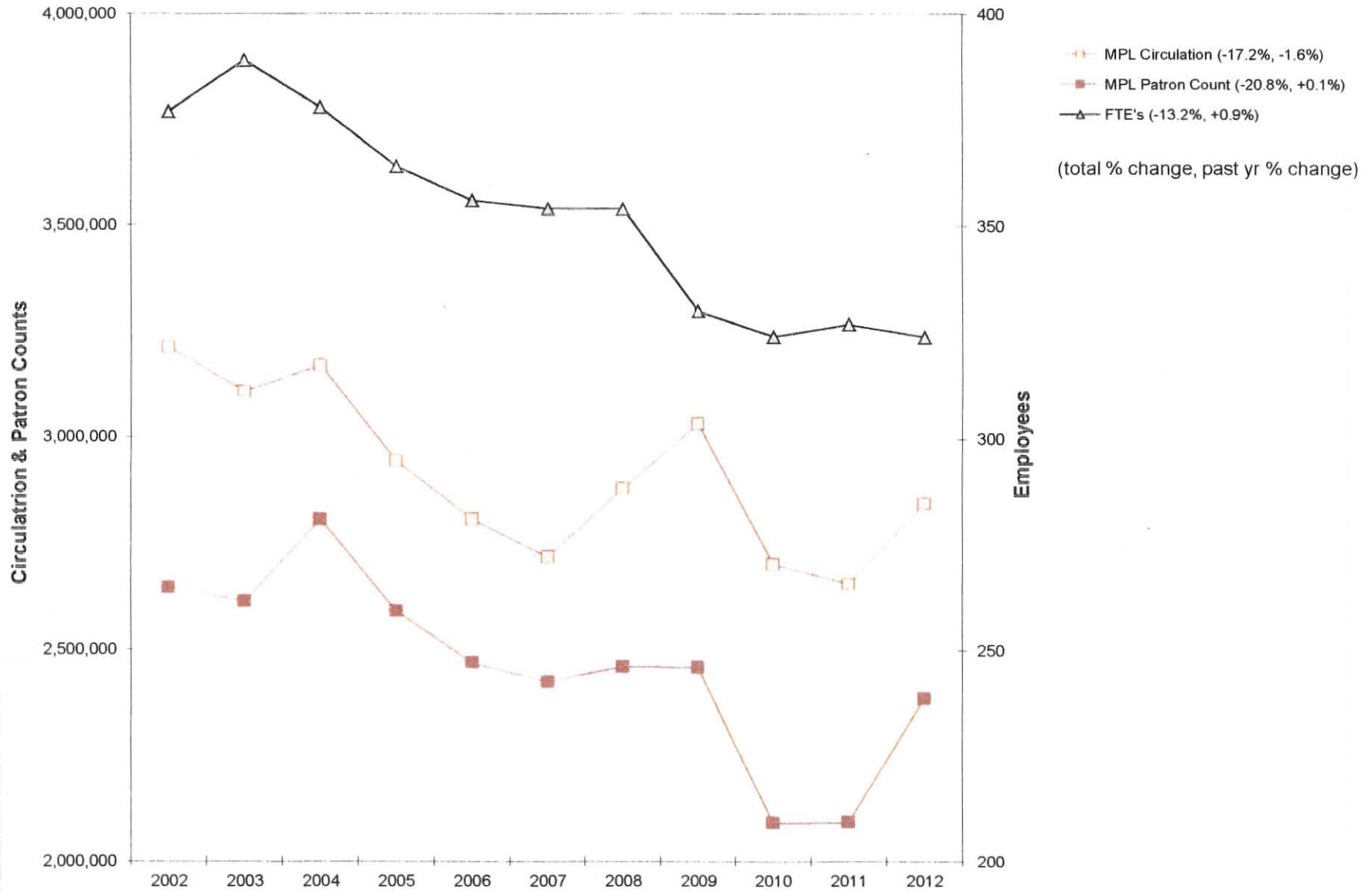


MPL Annual Circulation & Patron Counts

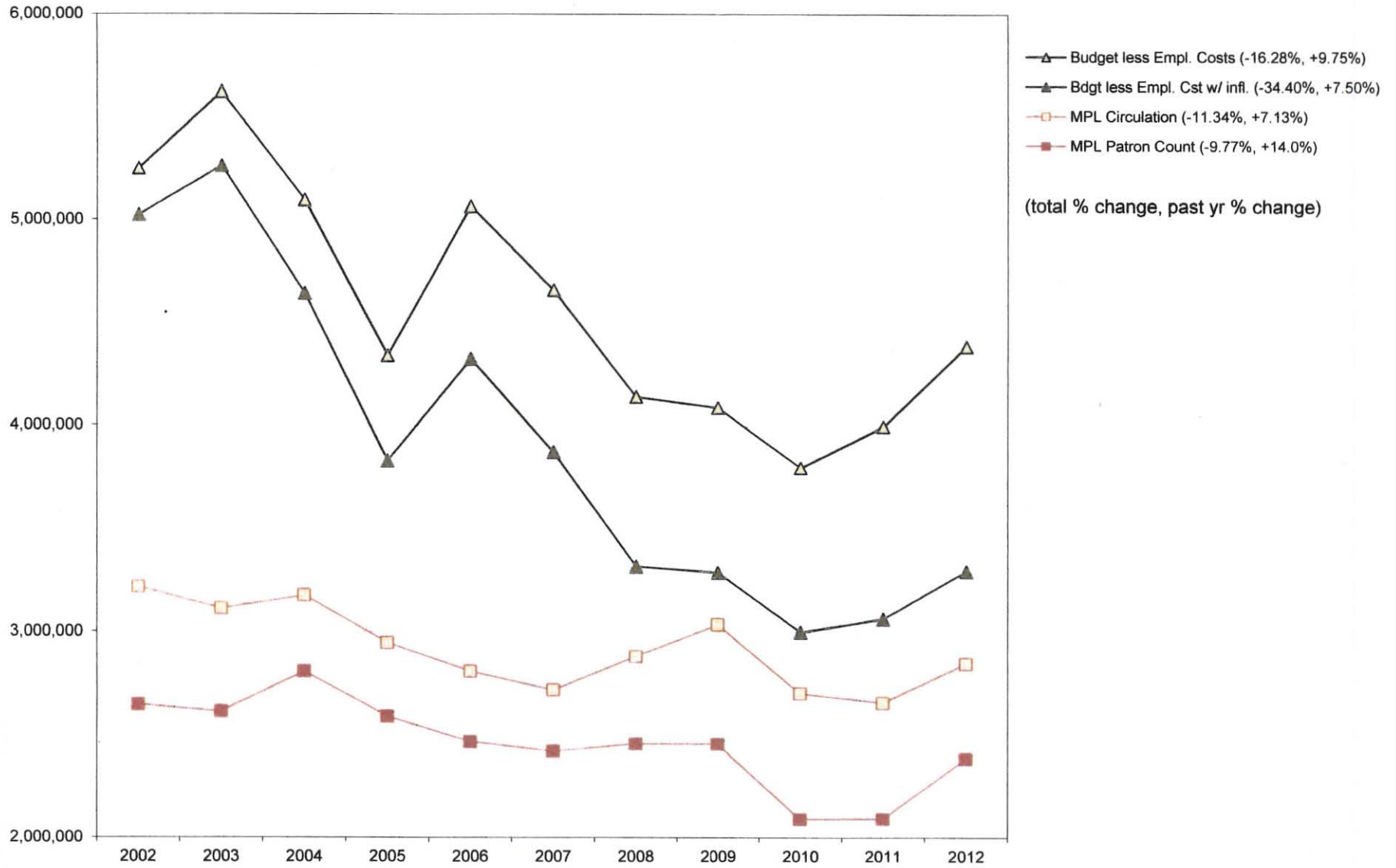


FTE chart

MPL Annual Circulation & Patron Counts / MPL Employees

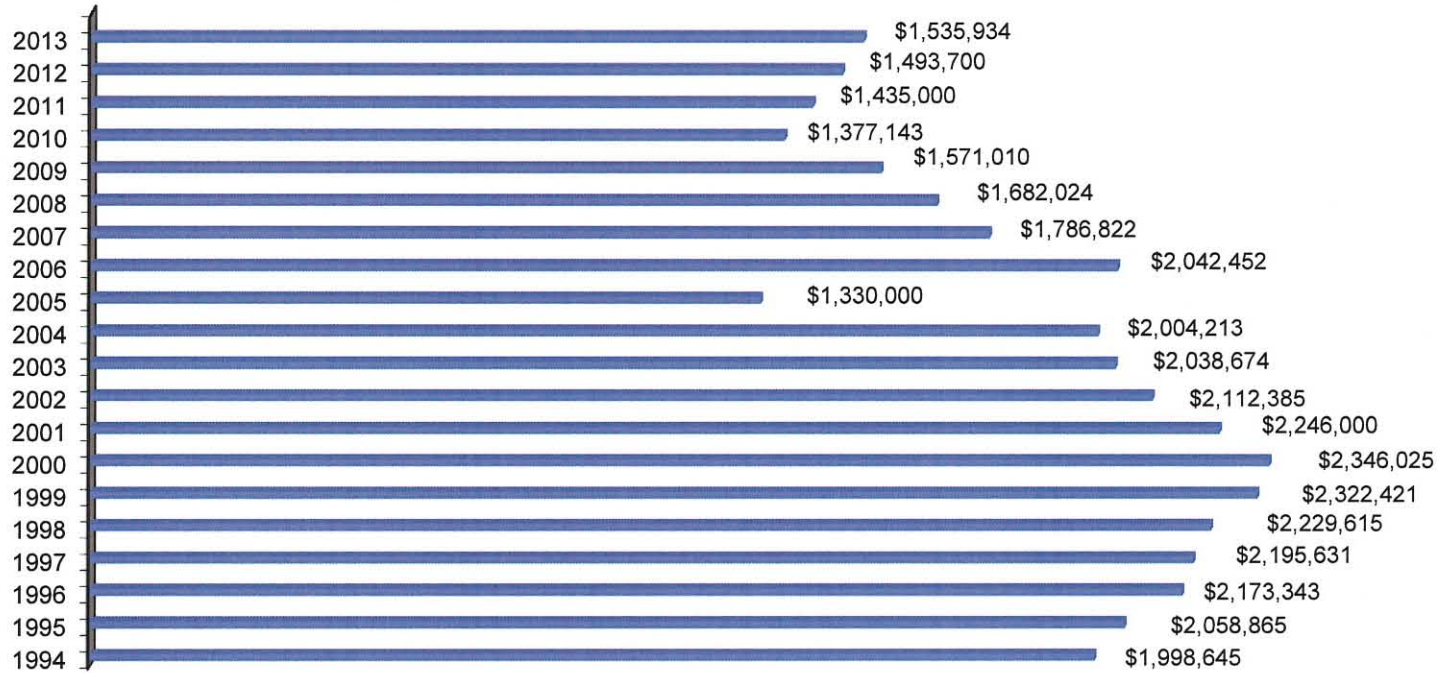


MPL Annual Circulation & Patron Counts / MPL Budget less Employee Costs



**City Budget Materials Allocation and Percent of Budget
(1994 to 2013 Adopted)**

Revised May 10, 2013



Material as a % of Budget:	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Less Rec. Borrowing only	12.0%	12.0%	12.6%	12.0%	12.0%	11.7%	12.0%	12.1%	10.2%	9.9%	9.8%	6.6%	8.7%	7.9%	7.5%	7.2%	6.9%	6.4%	6.6%	7.1%
Less Fringes only	15.1%	14.8%	15.6%	13.9%	13.8%	13.6%	13.7%	13.9%	11.9%	11.7%	11.9%	8.2%	11.1%	10.2%	9.8%	9.4%	9.1%	8.9%	9.0%	9.5%
Expenditures Per Capita	\$3.17	\$3.27	\$3.45	\$3.52	\$3.59	\$3.79	\$3.84	\$3.69	\$3.54	\$3.42	\$3.36	\$2.23	\$3.44	\$3.01	\$2.85	\$2.61	\$2.28	\$2.36	\$2.51	\$2.58
Change in Per Cap Expenditure		3.0%	5.6%	2.0%	2.0%	5.5%	1.4%	-3.9%	-4.2%	-3.3%	-1.8%	-33.6%	53.9%	-12.3%	-5.5%	-8.5%	-12.6%	3.6%	6.4%	2.8%

Note: Reciprocal borrowing payments were discontinued in 2008.

MILWAUKEE PUBLIC LIBRARY

Year 2014 Requested Budget Overview

OPERATING BUDGET	2013 Adopted Budget	2014 Requested Budget	Change from 2013 to 2014
Salaries and Wages	\$11,669,888	\$11,824,844	\$154,956 1.32%
Fringe Benefits	5,601,547	5,557,677	(43,870) -0.8%
Supplies and Materials	525,008	439,334	(85,674) -16.3%
Rental and Services	1,311,287	1,432,237	120,950 9%
Energy	713,185	743,658	30,473 4.2%
Equipment	223,579	377,579	154,000 69.0%
Books and Materials	1,535,934	1,566,653	30,719 2.0%
Special Funds - VS Lease	13,182	13,182	0 100.0%
TOTAL	\$21,593,610	\$21,955,164	\$361,554 1.7%
TOTAL less Fringe Benefits	\$15,992,063	\$16,397,487	\$405,424 2.5%

SUMMARY

1. Salaries budgeted with no step or cost of living increases. Three furlough days scheduled for 2013.
2. Salaries includes funding for full year for six Library Technology Specialists.
3. IT costs formerly charged to supplies moved to services and equipment per ITMD.
4. Materials budget increased by \$30,719 for 2% inflation.
5. Computer equipment requests include replacement of switches.
6. Capital funding requested \$4,733,000
 - \$3,000,000 for first phase of new Area Library.
 - \$175,000 for Branch Library building repairs.
 - \$1,558,000 for Central Library building repairs and upgrades.

MILWAUKEE PUBLIC LIBRARY SYSTEM

PERSONNEL ACTIONS

COVERING PERIOD: March 31, 2013 through April 27, 2013

The Secretary reports the following personnel actions:

REGULAR APPOINTMENT

Rashad Packer - Library Circulation Aide - Capitol	04/15/13
Alice Richards - Library Circulation Aide - Circulation	04/15/13
Adrienne Harper - Library Circulation Aide - Circulation	04/22/13
David Schiff - Library Circulation Aide - Martin Luther King	04/22/13

TEMPORARY APPOINTMENT MADE REGULAR

Kenneth Brennan - Custodial Worker II - CL - Facilities and Fleet	03/31/13
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EMERGENCY APPOINTMENT

Joy Kilimann - Librarian III - Extension Services	04/08/13
Karen Radtke - Librarian III - Extension Services	04/17/13
Nancy Torphy - Librarian III - Extension Services	04/17/13
Acklen Banks - Librarian III - Extension Services	04/20/13
Kathi Gardner - Library Circulation Assistant I - Extension Services	04/26/13

PROMOTION

Heather Thomas - Lib Circulation Aide to Library Circulation Assistant I - Circulation	04/14/13
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PROMOTION / TRANSFER

Donnie Her - Library Circulation Aide - Mill Road TO: Library Circulation Assistant I - Center Street	04/14/13
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Sarah Leipold - Library Circulation Aide - Martin Luther King TO: Library Circulation Assistant I - Tippecanoe	04/14/13
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Rebecca Manz - Neighborhood Library Services Assistant - Zablocki TO: Librarian I - WTBBL	04/14/13
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Shannon Pahl - Library Circulation Assistant I - Circulation TO: Librarian I - Center Street	04/14/13
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Allison Schwartz - Library Circulation Assistant I - Martin Luther King TO: Library Reference Assistant - Subject Services / Ready Reference	04/14/13
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Andrea Smieja - Library Circulation Aide - East TO: Library Circulation Assistant I - Washington Park	04/14/13
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Sarah Wangerin - Library Circulation Aide - Circulation TO: Library Reference Assistant - WTBBL	04/14/13
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TRANSFER

Rebecca Desch - Librarian II (1/2) - Subject Services 03/31/13
TO: Librarian II (1/2) - Technical Services / CCDM

Hillary Evans - Library Youth Educator - YCOS 04/14/13
TO: Library Reference Assistant - Subject Services / Ready Reference

Mary Sherwood - Librarian II - Center Street 04/14/13
TO: Librarian II - Zablocki

Daniel Stupar - Library Circulation Assistant I - East 04/14/13
TO: Library Circulation Assistant I - Zablocki

Aaron Tatum-Massey - Library Circulation Assistant I - Center Street 04/14/13
TO: Library Circulation Assistant I - Martin Luther King

LEAVE OF ABSENCE 24.0 or more hours.

Ashley Emmons - Audio Machine Technician - WTBBL - 32.0 hrs 04/02/13

Mary Jeske - Library Circulation Assistant I - Circulation - 24.0 hrs 04/02/13

Jeanette Hollenbeck - Library Circulation Assistant I - Circulation - 46.2 hrs 04/03/13

Emmeline Tomtschik - Library Circulation Assistant I - WTBBL - 40.0 hrs 04/08/13

Cathelyn Skarban - Library Circulation Assistant I - Bay View - 48.0 hrs 04/15/13

Emmeline Tomtschik - Library Circulation Assistant I - WTBBL - 40.0 hrs 04/15/13

RETURN FROM LEAVE OF ABSENCE

Tammy Bremer - Library Technology Specialist - Technical Services 04/01/13

Virginia Rogers Couch - Custodial Worker II - CL - Facilities and Fleet 04/01/13

RESIGNATION

Michelle Russell - Library Circulation Aide - Zablocki 04/01/13

TERMINATION WITHIN PROBATION

Quana Fair-Lofton - Library Circulation Aide - Washington Park 04/08/13

RETIREMENT

Daniel Thompson - Librarian III - Mill Road 04/14/13
MPL Service Credit: 27 years 9 months 6 days

MILWAUKEE PUBLIC LIBRARY
FINANCIAL REPORT
April 30, 2013

2013

2012

REVENUES

	Budget	Received to date	% Received
Additional City Appropriation	\$20,578,637	\$6,727,239	32.7%
Fines	\$350,000	\$127,191	36.3%
Lost Materials, etc.	\$136,300	\$40,451	29.7%
MCFLS Contracts	\$791,100	\$187,814	23.7%
Total City Appropriation	\$21,856,037	\$7,082,695	32.4%

	Budget	Received to date	% Received
	\$21,546,746	\$6,734,849	31.3%
	\$340,000	\$151,993	44.7%
	\$140,200	\$39,352	28.1%
	\$791,300	\$207,259	26.2%
	\$22,818,246	\$7,133,453	31.3%

EXPENSES

City

	Budget	Spent to date	% Spent
Salaries	\$11,857,467	\$4,060,941	34.2%
Fringe Benefits	\$5,601,547	\$1,901,993	34.0%

	Budget	Spent to date	% Spent
	\$12,229,607	\$4,069,524	33.3%
	\$6,102,306	\$1,983,744	32.5%

Operating Expenses

<i>General Office Expense</i>	\$164,850	\$15,800	9.6%
<i>Tools & Machinery Parts</i>	\$26,100	\$8,209	31.5%
<i>Construction Supplies</i>	\$40,900	\$8,024	19.6%
<i>Energy</i>	\$713,185	\$176,619	24.8%
<i>Other Operating Supplies</i>	\$321,860	\$68,607	21.3%
<i>Vehicle Rental</i>	\$8,300	\$1,626	19.6%
<i>Non-Vehicle Equipment Rental</i>	\$31,300	\$9,499	30.3%
<i>Professional Services</i>	\$81,487	\$8,897	10.9%
<i>Information Technology Services</i>	\$201,000	\$61,808	30.8%
<i>Property Services</i>	\$809,769	\$178,159	22.0%
<i>Infrastructure Services</i>	\$26,000	\$20,635	79.4%
<i>Vehicle Repair Services</i>	\$500	\$0	0.0%
<i>Other Operating Services</i>	\$125,500	\$43,452	34.6%
<i>Reimburse Other Departments</i>	\$76,900	(\$958)	-1.2%
Total	\$2,627,651	\$600,377	22.8%

	\$174,084	\$16,325	9.4%
	\$26,100	\$5,321	20.4%
	\$51,400	\$6,773	13.2%
	\$763,811	\$149,119	19.5%
	\$298,381	\$108,467	36.4%
	\$8,300	\$1,766	21.3%
	\$33,800	\$5,610	16.6%
	\$172,500	\$11,303	6.6%
	\$245,510	\$51,128	20.8%
	\$821,136	\$192,810	23.5%
	\$26,000	\$14,804	56.9%
	\$500	\$108	21.6%
	\$137,000	\$60,503	44.2%
	\$76,900	(\$769)	-1.0%
	\$2,835,422	\$623,268	22.0%

Equipment

<i>Library Materials</i>	\$1,543,864	\$507,167	32.9%
<i>Computers, etc.</i>	\$200,500	\$3,458	1.7%
<i>Other</i>	\$25,008	\$8,759	35.0%
Total	\$1,769,372	\$519,384	29.4%
Total City Expenses	\$21,856,037	\$7,082,695	32.4%

	\$1,493,700	\$424,820	28.4%
	\$105,260	\$19,249	18.3%
	\$51,951	\$12,848	24.7%
	\$1,650,911	\$456,917	27.7%
	\$22,818,246	\$7,133,453	31.3%

MILWAUKEE PUBLIC LIBRARY
 FINANCIAL REPORT
 April 30, 2013

2013

2012

ADDITIONAL FUNDING SOURCES

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

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

Contract Grants

<i>Teacher in the Library</i>	\$113,000	\$26,124	23.1%
<i>WTBBL</i>	\$968,700	\$636,812	65.7%
<i>ILS</i>	\$84,690	\$64,954	76.7%
Total	\$1,166,390	\$727,890	62.4%

	\$0	\$0	0.0%
	\$968,700	\$609,909	63.0%
	\$86,715	\$66,999	77.3%
	\$1,055,415	\$676,908	64.1%

Trust Fund

<i>Materials</i>	\$56,150	\$39,715	70.7%
<i>Programming</i>	\$21,500	\$7,248	33.7%
<i>Training</i>	\$7,368	\$2,042	27.7%
<i>Marketing</i>	\$11,000	\$829	7.5%
<i>Contingency</i>	\$1,500	\$315	21.0%
Total	\$97,518	\$50,149	51.4%

	\$53,770	\$1,292	2.4%
	\$20,500	\$9,126	44.5%
	\$7,000	\$1,949	27.8%
	\$10,000	\$6,470	64.7%
	\$1,470	\$215	14.6%
	\$92,740	\$19,052	20.5%

Foundation Funds

	Balance	Spent to date	% Spent
<i>Materials</i>	\$407,134	\$86,531	21.3%
<i>Programming</i>	\$94,159	\$63,871	67.8%
Total	\$501,293	\$150,402	30.0%

	Balance	Spent to date	% Spent
	\$304,190	\$67,107	22.1%
	\$42,841	\$40,075	93.5%
	\$347,031	\$107,182	30.9%

Director's Report
April / May 2013

The past month included a variety of activities related to the numerous projects currently being undertaken by the Library. Work continued on recruitment of a new director of the Milwaukee Public Library Foundation; meetings were attended with the Faye McBeath Foundation regarding Summer Reading and MPLF member Art Harrington, the Public Policy Forum's Rob Henken, and others related to increasing support for the Library

Staff attended the Wisconsin Association of Public Libraries Conference in Lake Geneva, WI, which several played leadership roles in planning. During the conference I presented a program on Edge, a national initiative that establishes benchmarks for the delivery of technology and digital services to the public by public libraries. I also attended a presentation of new proposed standards for Wisconsin Library Systems and related legislative changes. I participated in a discussion on this topic at the monthly meeting of the Library Directors Advisory Council of MCFLS.

Additional activities included a tour of the Wheaton Franciscian St. Joseph's Hospital Library with Trustee Ald. Ashanti Hamilton and Health Librarian Anna Walls to share information and discuss potential partnerships; an initial meeting of the East Library Public Art Selection Committee; attendance at the Architectural Review Board meeting where approval was sought for the final materials to be used on the Standard/East Library building; meeting with the National Library Service Consultant from Washington, D.C. who was visiting the Wisconsin Talking Books and Braille Library.

MPL hosted a press conference at the Washington Park Branch Library given by Lieutenant Governor Rebecca Kleefisch and WHEDA Executive Director Wyman B. Winston to announce tax credit awards.

Events

Fill the Shelves Featuring Author Kate Atkinson. The annual Fill the Shelves campaign, supported by Katie Gingrass Gallery, Boswell Book Company, and the Milwaukee Public Library Foundation were joined by a new location partner as the event was hosted during Gallery Night on the evening of April 19, at the Public Market. Selected books were on sale for guests to purchase for the Library collection along with the newest book by Kate Atkinson, Life After Life. Ms. Atkinson read from her book and answered questions. About 60 people attended.

Literary Luncheon. The Milwaukee Public Library Friends hosted their annual Literary Luncheon at the Pfister Hotel on April 23. Featured author, Elinor Lipman, talked her life as a writer and her new book The View from Penthouse B. Ms. Lipman was an engaging speaker and proved herself to be a big fan of Milwaukee. Mayor Tom Barrett joined the festivities and gave opening remarks. About 120 people attended.

Poets Laureate Give Inaugural Reading. Poets Laureate James Chapson and Jeff Poniewaz read to an enthusiastic audience at their Inaugural reading and reception in Centennial Hall's Loos Room on May 5. Each poet will represent the Milwaukee Public Library and promote poetry at their individual readings over the next two years. The Poet Laureate Program began in 2000 and is supported with funds from the Milwaukee Public Library Friends. About 80 people attended the event.

Historic Milwaukee Public Schoolhouses. Author Robert Tanzilo presented an engaging anecdotal history of many Milwaukee Public Schools buildings, based on his book *Historic Milwaukee Public Schoolhouses*. His informative talk covered notable architectural details of representative schools, an overview of the major architects hired to design the buildings in different periods, and personal stories of both his archival research and his on-site visits to several buildings. The author gave a presentation, showed photographs, answered questions from the audience and spoke with various audience members one-on-one. Copies of the book were sold. The event was attended by 22 people. Humanities librarian Heather Smith organized and hosted the program.

UFO's and the Government. Fifty-five people attended a program on April 29 titled "UFO's and the Government". The speaker, Mr. Richard Thieme, was very compelling and engaging and very knowledgeable about his chosen subject. The audience really enjoyed the program. Librarian Tim Rush (Business & Technology) planned the event with assistance from librarian Paula Nameth (Arts & Media).

Outreach

Spaghetti Lunch and Community Information Fair and Raffle. On April 27 from noon-1:30 p.m., neighborhood residents were invited to Atonement Lutheran Church to have a spaghetti lunch and visit tables with information from community service providers. Once several tables were visited, attendees could enter a raffle to win door prizes. Other tables hosted representatives from Walgreens, Safe and Sound, Great American Cleanup, Milwaukee Police Department, Wisconsin Lutheran College and others. About 80 people attended. Villard Square Branch Manager Kirsten Thompson distributed about MPL's Children's calendars, Milwaukee Readers, CountyCat app cards, and the library schedule of hours.

Newaukee at MPL. Deputy Library Director Joan Johnson welcomed 97 young professionals to the Loos Room on April 18. Frank Martinelli, Center for Public Skills Training, provided a program on "Board Service as your Pathway to Social Innovation". The event was coordinated by Newaukee, The Young Nonprofit Professionals Network, Milwaukee downtown and MPL. Joe Leszczynski (Business Office) and Edward Robinson (Circulation) provided technical assistance. Gwen Long (Communications & Marketing) also attended and Rich Thomas (Facilities and Fleet) did a fantastic job on set-up.

World Book Night. On a single night each year, April 23, the anniversary of William Shakespeare's birth, givers around the world are encouraged to give free books to those who are unlikely to own many books or their own, or to reluctant readers. Milwaukee Public Library participated this year as a pick-up point for 17 givers. MPL staff members were among the givers: Kimberly Zapata, Kellie Nimphius, and Jennifer Hron (Forest Home Library), took books to the St. Ann Center for Intergenerational Care and then received a wonderful thank you note; Mary Evans (Circulation) distributed books at Rogers Field; Maria Cunningham-Benn (Art and Media) gave out books on the bus and in her neighborhood and librarians Pat DeFrain and Chris Arkenberg visited the Cathedral Center to share books with adults and children. The authors of the selected books waive rights to royalties and publishers donate the printing and shipping. All the way around, it's a very special cooperative effort!

Programs

Creative Dreams Art Workshop-Villard Square Library. Villard Square Library hosted 'Creative Dreams Art Workshops on April 6, 13, 20, 27 and May 4. At each of the four April sessions, attendees were exposed to a different art medium. The media explored were charcoal, pastels, watercolors, and acrylics. Instructor, Jeanette Wright-Claus, talked about artists who have used the medium, famous works created in that medium, and then participants could create their own work. Forty-one people attended the final session on May 4 where students displayed their work. Participants were very pleased with the sessions and have asked for the series to be expanded and repeated.

Art Nouveau: A New Style for a New Century. Milwaukee Institute of Art & Design professor Jim Slauson gave an illuminating talk on Art Nouveau to forty-one people as part of the Richard E. and Lucile Krug Rare Books Room Educational Series. Professor Slauson explored the origins of Art Nouveau at the end of the 19th century and its progress until it went out of fashion with the coming of World War I. Numerous images of European and American art, interesting historical anecdotes and examples of Art Nouveau materials from the rarities collection made the event lively and well received. One participant opined, "So informative and interesting!! Thank you." Arts and Media librarians Pat DeFrain, Paula Nameth and Mary Milinkovich all contributed to the success of the program.

Patent and Trademark Resource Center Seminar. Librarian Kristina Gomez (Business and Technology) attended the PTRC's annual conference in Alexandria. Monumental changes in the U.S. patent system are happening and Ms. Gomez has identified three areas of focus that will be of particular use to MPL patrons: the new micro-entity fees which will result in a 75% decrease on patent fees for those with qualifying income; the move to a new patent classification system which will make patent searching, particularly international patent searching, easier; and the need for a basic, easy to understand, federal trademark searching program. Ms. Gomez has already begun incorporating this information into the existing monthly patent programs, and is developing an entirely new program.

Money Smart Week. April 20-27 was Money Smart Week in Wisconsin and across the country. Six libraries offered the popular "Do You Know What's in Your Credit Report?" program. Library staff assisted patrons in obtaining a free copy of their credit report. Staff from the Consumer Credit Counseling Service of Greater Milwaukee was on hand to explain the reports to patrons. Fifty people participated in our Money Smart Week events.

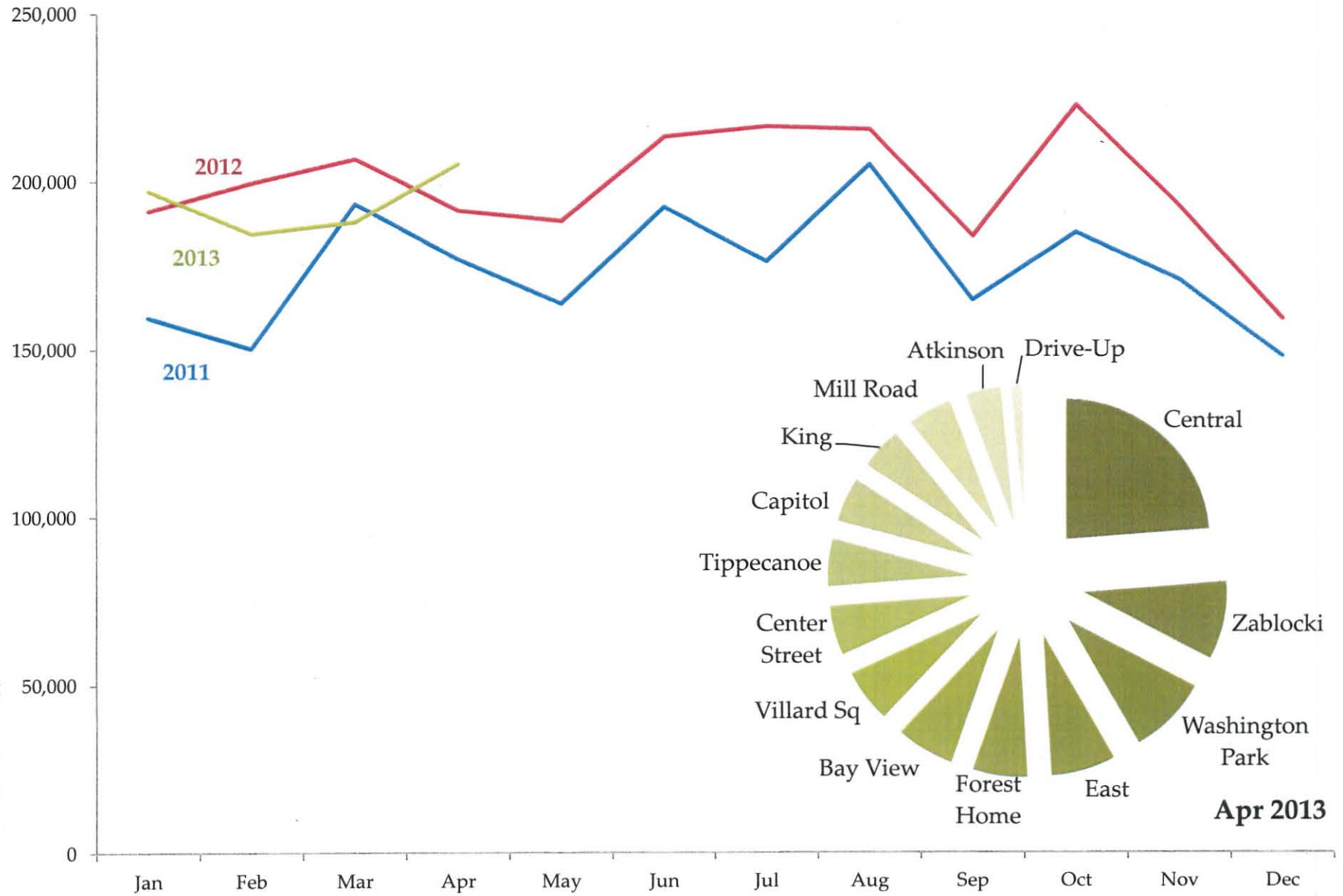
Which Book Next April 9. The popular Facebook event “Which Book Next” moved to evening hours and was very successful. During the two hour event, 51 individuals received suggestions on which book to read next. As people posted the last three books they read to MPLs Facebook event page, the titles were sent to a librarian who looked for a suggestion of what to read next. The librarians responded with a book title, a brief reason why it was chosen, a short description of the book, and a link to our catalog so holds could be placed right away.

Thank you to the team of librarians that responded with reader’s advisory suggestions: Maria Cunningham Benn, Rachel Arndt, Jacki Potratz, Rose Fortier, Hayley Johnson, Tim Rush, Roxanne Staveness, Jillian Johnson, Beth Gabriel and Gloria Makris. Thanks too to our event administrators, Mary Lou Klecha and Kristina Gomez and Communications & Marketing for promoting the event and to the MPL HelpDesk team for making sure the computers were ready to go.

World Intellectual Property Day. On April 26, librarian Kristina Gomez (Business & Technology), provided a program on “Understanding Intellectual Property” and followed it with a program on “Understanding Trademarks” on April 30. A total of nine people attended the events.

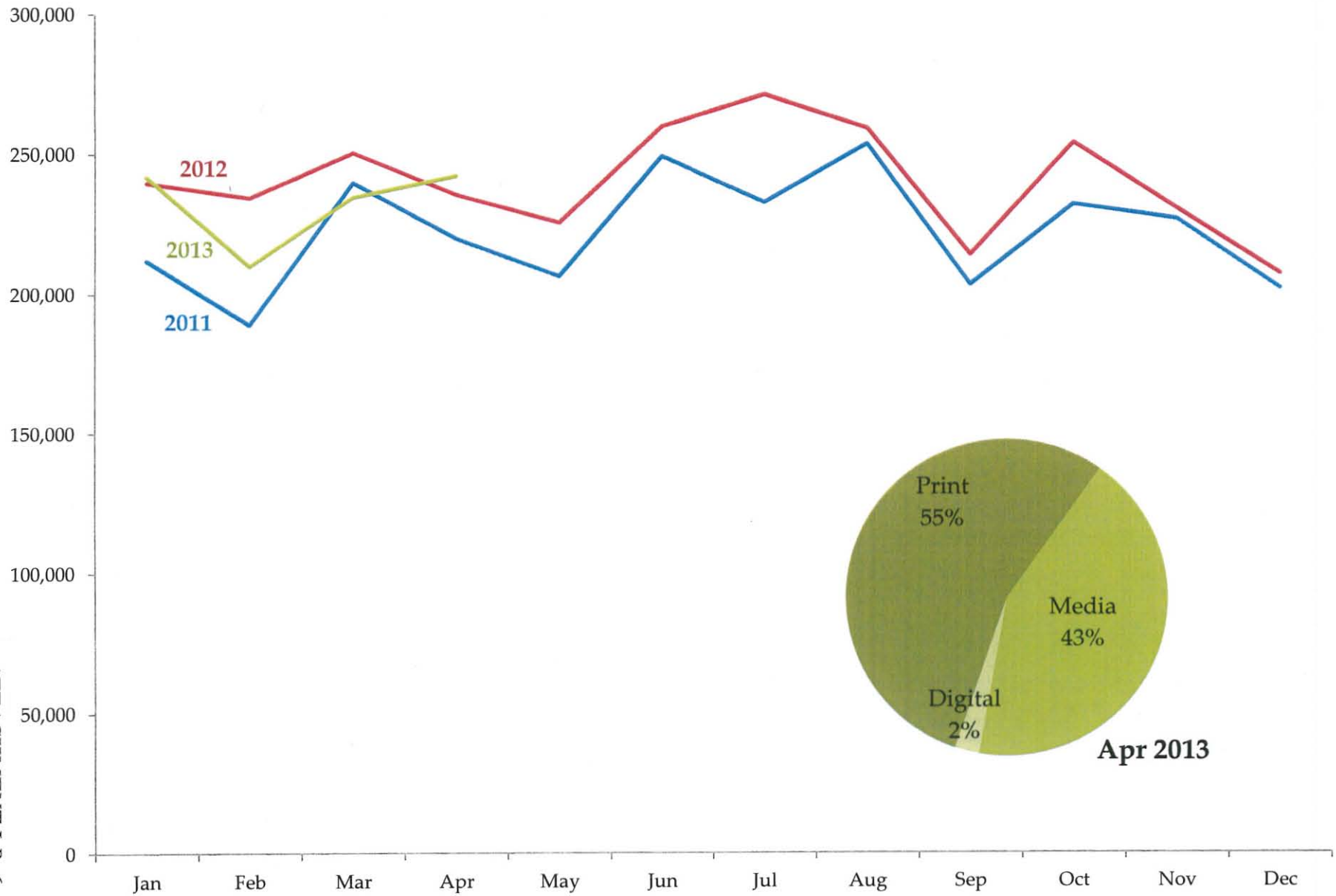
New Laptop Kiosk. On Monday, April 29, Washington Park Library became the first library in the system to distribute laptops through a Laptop Kiosk. Paid for with Broadband Technology Opportunities Program (BTOP) funding, the kiosk asks a member of the public for library barcode and PIN, and distributes a laptop for in-library use for up to three hours. The kiosks will be available in the next month at Bay View, East, and Tippecanoe libraries.

Milwaukee Public Library Visits

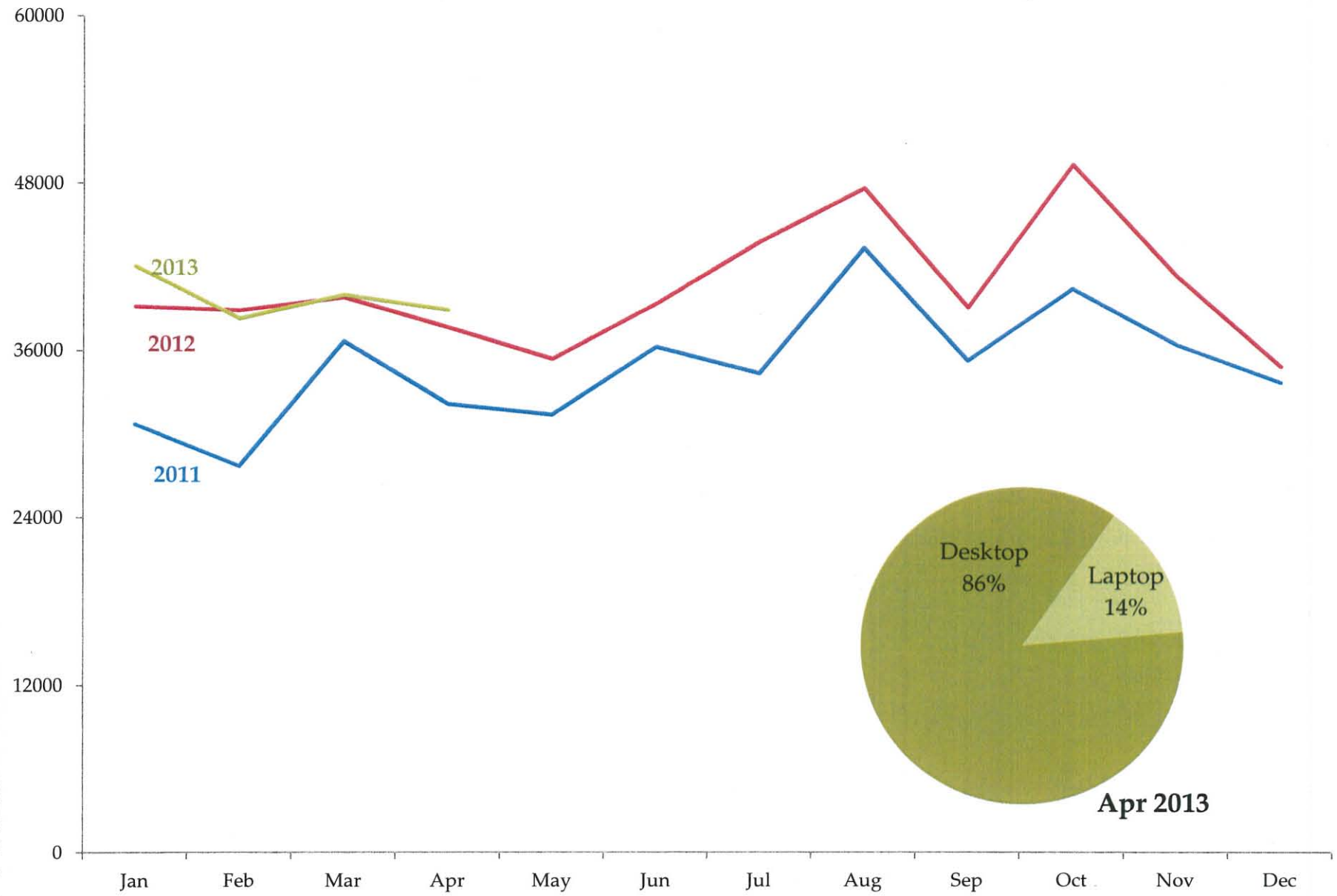


Apr 2013

Milwaukee Public Library Circulation



Milwaukee Public Library Hours of Computer Usage



**Milwaukee Public Library
Computer, Internet, and Electronic Statistics
April, 2013**

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
	96,299	86,622	11.2%	366,181	356,381	2.7%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	5,267	5,166	2.0%	20,197	22,273	-9.3%
	32.9% In-library 67.1% Remote	35% In-library 65% Remote		33.3% In-library 66.7% Remote	31.4% In-library 68.6% 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	4,370	1,697	157.5%	16,826	6,051	178.1%
Audiobooks, Music & Videos	1,668	1,050	58.9%	6,497	4,202	54.6%

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
	2,635	2,962	-11.0%	10,134	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
	41,030	39,781	3.1%	163,793	160,812	1.9%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	13,285	9,977	33.2%	50,050	43,702	14.5%
Atkinson	613	623	-1.6%	2,664	2,620	1.7%
Bay View	2,678	2,657	0.8%	11,341	11,042	2.7%
Capitol	2,376	2,390	-0.6%	9,364	9,448	-0.9%
Center Street	862	971	-11.2%	3,536	3,769	-6.2%
East	2,026	2,477	-18.2%	8,735	10,325	-15.4%
Forest Home	761	850	-10.5%	3,147	3,299	-4.6%
Martin Luther King	740	734	0.8%	2,815	3,117	-9.7%
Mill Road	1,028	1,117	-8.0%	3,720	4,566	-18.5%
Tippecanoe	1,583	1,360	16.4%	5,749	5,842	-1.6%
Villard Square	712	701	1.6%	2,988	3,340	-10.5%
Washington Park	967	1,272	-24.0%	3,784	4,324	-12.5%
Zablocki	2,359	1,884	25.2%	8,172	7,996	2.2%
YCOS--Outreach	282	281	0.4%	1,329	1,327	0.2%
TOTAL	30,272	27,294	10.9%	117,394	114,717	2.3%