



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 September 24, 2013
4:30 p.m.

Martin Luther King Library
310 W. Locust St.
Milwaukee, WI 53212

AGENDA

PUBLIC COMMENT

APPROVAL OF MINUTES July 23, 2013 Regular Meeting.

Attachment A, page 3

COMMITTEE REPORTS

1. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Kovac, Resource Library Representative, will report on the August 19, 2013 and September 16, 2013 MCFLS Board meeting.
2. **MPL Trust Fund Investment Policy Subcommittee.** Trustee Lipscomb will make a recommendation on a revision to the Investment Policy that was reviewed at the September 17, 2013 subcommittee meeting.

OLD BUSINESS

3. **East Library.** Library Administration will provide an update on the East Branch Project, including the Public Art artist selection.
Attachment B, page 19
4. **System and Resource Library Administrators Association of Wisconsin (SRLAAW) Recommendations.** Director Kiely will brief the Board on the August SRLAAW meeting and follow-up actions.
5. **Strategic Plan.** An update on the Milwaukee Public Library Strategic Planning process will be presented.

NEW BUSINESS

6. **Summer Reading Club Outcomes.** Youth and Community Outreach Services Coordinator Kelly Hughbanks will highlight major achievements of this year’s club and present the team that makes this service possible.

Attachment C, page 20

7. **2014 Budget.** The Board will discuss the Mayor’s proposed budget for the Library.

8. **Milwaukee County Federated Library System (MCFLS) Agreements.** The Library Board will consider three agreements offered by the MCFLS Board: 2014-2015 MCFLS Member Agreement, the Resource Agreement, and the Agreement for Bibliographic Database Development and Maintenance, for possible approval.

The Library Board of Trustees may vote to convene in Executive Session, pursuant to Wisconsin Statutes 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Board may then vote to reconvene in open session.

Attachment D, page 21

9. **MPL Foundation Update.** Director Kiely will report on Foundation activities.

ADMINISTRATIVE REPORTS

10. **Personnel Actions.** Library administration will report the personnel activity for July and August 2013.

Attachment E, page 22

11. **Financial Report.** The financial reports for July and August 2013 will be presented. Library administration will report the financial activity:

- U. S. Bancorp Commercial Paper #266075444 (rated A1/P1) dated 07/05/13 and maturing 08/05/13 at a rate of 0.10 %.....\$487,000.
- U. S. Bancorp Commercial Paper #362089771 (rated A1+/P1) dated 08/05/13 and maturing 09/04/13 at a rate of 0.09%.....\$490,000.

Attachment F, page 24

12. **Library Director’s Reports.**

Attachment G, page 28

REMINDER: Next scheduled meetings are:

- October 17 – Bldg & Dev – Central Library – 8:00 a.m.***
- October 22 – Fin & Pers – Central Library – 4:15 p.m.***
- October 22 – Reg – Central Library – 4:30 p.m.***
- November 4 – Srvs & Prog – Central Library – 5:30 p.m.***
- November 26 – Reg – Central Library – 4:30 p.m.***

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PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. Make requests to the Library Director’s Office at (414)286-3021, 286-2794 (FAX), 286-3062 (TDD), or Central Library, 814 W. Wisconsin Ave., Milwaukee, WI 53233 Attn: Accommodation Request.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday July 23, 2013
Central Library
814 West Wisconsin Avenue
Milwaukee, WI 53233**

PRESENT: Michele Bria, Denise Callaway, Ald. Milele Coggs, Ald. Ashanti Hamilton, Ald. Nik Kovac, Chris Layden, Sam McGovern-Rowen, Joan Prince, Dir. Mark Sain, Paula Kiely

EXCUSED: Sharon Cook, John Gurda, Sup.Theo Lipscomb

STAFF: Chris Arkenberg, Bruce Gay, Consuelo Hernandez, Kelly Hughbanks, Joan Johnson, Dawn Lauber, Bill Lenski, Kathryn Mlsna, Judy Pinger, Taj Schoening, Crystal Sura, Brooke VandeBerg, Duane Wepking

OTHERS Amy Hefter, Legislative Reference Bureau

PRESENT: Eric Pearson, Budget and Policy
Marc Futterman, CivicTechnologies

President Hamilton called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:40 p.m. on July 23, 2013 with a quorum present. Items were taken out of order; however, these minutes are presented in numerical sequence. Trustees Callaway and Coggs participated by phone. Trustee Layden left the meeting prior to the approval of action items.

PUBLIC COMMENT None

APPROVAL OF MINUTES Trustee Prince moved and Trustee Bria seconded a motion to approve the June 25, 2013 minutes. Motion passed.

COMMITTEE REPORTS

1. **Building & Development Committee.** Vice-chair Sain reported on the July 18, 2013 Building and Development Committee meeting. The committee agenda and minutes are attached to the end of these minutes. The first item was Central Library Carpet Replacement. No responses to the request for proposal were received for this project. Due to the project timeline, the Committee recommends granting library administration the authority to award the contract for the Central Library Carpet Replacement project, not to exceed the budgeted amount of \$200,000. For the re-bidding process, companies will be invited to make a proposal. Trustee Sain moved and Trustee Prince seconded a motion to approve the recommendation. Motion passed.

Trustee Sain explained that one bid was received for the Central Library Cooling Tower Replacement project, budgeted at \$600,000 of capital funding. The Committee recommends that the project be re-bid in order to engage in a competitive bidding process. Trustee Sain moved and Trustee Kovac seconded a motion to re-bid the Central Library Cooling Tower Replacement project. Motion passed.

1. **Building & Development Committee.** (continued)

The Committee reviewed design development drawings for the interior design of the new East branch library presented by Mr. Kevin Allebach, project architect manager from HGA. The groundbreaking is scheduled for July 30, 2013. The library build-out of the interior is scheduled to begin in February 2014. Completion of the project is expected in December of 2014. The Committee recommends to the full Board, approval of the design as presented. Motion passed.

The last item for discussion was the 2014 capital budget request and facilities plan. Director Kiely stated that there was discussion on whether the Board needs to review the Facilities Plan with consideration to consolidating and building the large area libraries. The plan was approved three years ago and this model may no longer be relevant given that decreases in the operating budget have already achieved the savings projected from building an area library. Mixed-use libraries may be more cost effective. Informational item.

2. **Finance and Personnel Committee.** Trustee Sain reported that at the Finance and Personnel committee meeting held earlier, the J.P. Morgan Financial Review and Market Outlook report for the Milwaukee Public Library Trust Fund, dated July 23, 2013, was reviewed and accepted.

There was further discussion regarding MPL Trust Fund investment strategies. Investment Manager Jeremy Hillenbrand suggested a change to the current allocation of investments, however; the MPL Trust Fund Investment Policy approved by the Board on May 16, 2007 limits investment allocations in fixed income assets. Trustee Prince moved the committee's recommendation to approve a one-time exception to the Trust Fund Investment Policy to rebalance the asset allocation as recommended by the investment manager in the model presented and that a small group be chosen to review and revise the investment policy. Trustee Sain seconded the motion. Motion passed.

Trustee Sain added that Library Business Operations Manager Taj Schoening provided the quarterly report of the internal control of the MPL Trust and Gift Funds. All procedures have been followed and statements are in good order. Informational item.

The Finance and Personnel committee agenda and minutes are attached to the end of these minutes. Motion passed.

3. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Kovac reported on the July 15, 2013 MCFLS Board meeting. At the meeting, the 2012 audit was presented and approved. The MCFLS Board went into closed session to discuss the 2014-2015 Member and Resource Library agreements. In open session, the Board approved state aid received by MCFLS for 2014 be allocated as 41% for reciprocal borrowing outlined in the Member Agreement, 7% for Resource Library Agreement and 10% for the Cataloging Contract and the percentage of State Aid which is received by MCFLS for 2015 be allocated as 41% for reciprocal borrowing, 7% for the Resource Library Agreement and 11% for the Cataloging Contract. Informational item.

OLD BUSINESS

4. **System and Resource Library Administrators Association of Wisconsin (SRLAAW) Recommendations.** Director Kiely referred to a letter dated July 15, 2013, to the Department of Public Instruction's State Superintendent Tony Evers, attachment B, page 15 of the agenda. At the June 25, 2013 regular meeting, the Board requested a letter be sent from the President opposing the recommendations from a SRLAAW subcommittee regarding Wisconsin library systems and the study of the State Statutes related to libraries. Since the letter was issued, Governor Walker vetoed the budget amendment that would have directed the Wisconsin Department of Administration to conduct this study. The SRLAAW subcommittee recommendations are still active. Of the recommendations, the Board opposed the requirement that a library system consist of no fewer than three counties and the recommendation to eliminate the statutory requirement for system resource libraries. The next SRLAAW meeting is August 2, 2013. The Board gave Director Kiely support to vote in the best interest of the library. An update will be provided at the September 24, 2013 regular meeting. Informational item.
-

5. **Legislative Visits.** Director Kiely stated that Wisconsin State Legislators from the Milwaukee area have been contacted to tour Villard Square Library, as a follow up from visits during Wisconsin Library Association's Legislative Day. The Trustees are welcome to participate in the discussions regarding current and future library issues. Informational item.
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6. **Strategic Plan.** The following Strategic Plan topic papers were distributed to the Board: 21st Century Literacy; Consumer Technology; Organizational Development & Change; Public Services. A paper on Funding is being finalized. The leadership team, which is comprised of all the library managers, participated in meetings to discuss the library's mission statement and city-wide strategies regarding priorities the Board set, related to literacy, technology and funding. Consultant Marc Futterman from CivicTechnologies provided a PowerPoint presentation regarding the plan process and goals. Mr. Futterman explained that market segmentation and library use analysis has two components: a city-wide service strategy component, and service-area service strategies in response to local conditions. These elements go into creating the strategic plan. A public document will be issued along with a staff implementation document. The final adoption of the plan will be in September. Draft mission statements were presented to the Board for consideration. The mission statement should guide the actions of the organization, spell out its overall goal, provide a path, and guide decision-making. It should provide the framework or context within which the library's strategies are formulated. After a thorough discussion, the Board was encouraged to forward any additional comments to the library director. Informational item.
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NEW BUSINESS

7. **Patron Bannings.** President Hamilton moved and Trustee Prince seconded a motion to direct this item to the Library Services and Programs Committee. Motion passed.

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8. **Library Conferences.** President Hamilton reported that the Urban Libraries Council Annual Forum was a two-day session on June 28 where speakers and library leaders from across the country described how libraries are supporting young readers, and approaches to lifelong learning. The theme of libraries as learning centers in urban communities was presented enthusiastically. Director Kiely was in attendance as well as Trustee Prince who serves as ULC's Executive Board Chair. The American Library Association Conference was also attended that same weekend in Chicago. Director Kiely participated in a panel discussion related to using the research from the Pew Research Center in advocating for the library. Informational item.

ADMINISTRATIVE REPORTS

9. **Personnel Actions.** The personnel activity for June was reviewed. Informational item.

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10. **Financial Report.** The financial activity for June was presented.
Library administration reports the financial activity:
U. S. Bancorp Commercial Paper #362089206 (rated A1/P1) dated 06/05/13 and maturing
07/05/13 at a rate of 0.09%.....\$513,000.

-
11. **Library Director's Reports.** Director Kiely referred to attachment E, page 20 of the agenda. She highlighted that the recruitment for a new MPL Foundation Executive Director is on-going. The Foundation Board and staff are planning the annual Benjamin Franklin Celebration honoring Mark and Debbie Attanasio from the Brewers baseball organization on October 24, 2013 at Central Library. The report, including the statistics were reviewed. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of July 23, 2013 was adjourned at 6:30 p.m.



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

July 9, 2013 **Revised July 16, 2013 ***

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

Fm: Paula A. Kiely, Library Director

Re: Library Building & Development Committee Meeting
July 18, 2013, Thursday, 8:00-9:00 a.m.
Central Library Meeting Room 1
814 W. Wisconsin Ave.

MEETING NOTICE AND AGENDA

- *1. **Central Library Carpet Replacement.** Library Administration requests that authority be granted to award a construction contract up to \$200,000 for the Central Library – First Floor Carpet Replacement Project prior to the September 24, 2013 Board meeting.
- 2. **Central Library Cooling Tower Replacement.** Library administration will seek approval to award a contract for replacement of the cooling tower at Central Library.
- 3. **East Library Design.** HGA representatives will present the design development drawings for East Library for committee approval.
- 4. **2014 Capital Budget Request and Facilities Plan.** The committee will review and discuss the library’s request for capital funding and the status of the library’s facility plan.

Attachment A, page 2

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**ATTACHMENT A-P. 5 of 16
MPL MINUTES 07/23/13**

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MILWAUKEE PUBLIC LIBRARY

Year 2014 to 2019 Requested Capital Budget Overview

CAPITAL BUDGET	2014 Requested Budget	2015 Requested Budget	2016 Requested Budget	2017 Requested Budget	2018 Requested Budget	2019 Requested Budget
Central Library	\$1,558,000	\$2,025,000	\$1,600,000	\$3,230,000	\$1,880,000	\$2,032,000
Interior Improvements	400,000	525,000	500,000	200,000	600,000	1,400,000
Exterior Improvements	130,000	450,000	450,000	500,000	750,000	0
Mechanical Improvements	1,028,000	1,050,000	650,000	2,530,000	530,000	632,000
Branch Libraries	\$3,175,000	\$13,405,000	\$12,325,000	\$2,900,000	\$430,000	\$0
New Construction	3,000,000	13,405,000	11,525,000	2,900,000	430,000	0
Interior Improvements	0	0	800,000	0	0	0
Exterior Improvements	175,000	0	0	0	0	0
Mechanical Improvements	0	0	0	0	0	0
TOTAL	\$4,733,000	\$15,430,000	\$13,925,000	\$6,130,000	\$2,310,000	\$2,032,000

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES**

**Thursday July 18, 2013
Central Library Meeting Room 1
814 W. Wisconsin Ave.**

PRESENT: Ald. Milele Coggs, John Gurda, Nik Kovac, Mark Sain, Paula Kiely

EXCUSED: Sharon Cook, Sup. Theo Lipscomb

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

PRESENT: HGA: Kevin Allebach, Angie Tabrizi

Committee Chair John Gurda called the MPL Board of Trustees Building & Development Committee meeting to order at 8:10 a.m. on Thursday July 18, 2013 with a quorum present. In advance of the meeting, Trustee Kovac was temporarily appointed to the committee by President Hamilton.

1. **Central Library Carpet Replacement.** Library Business Operations Manager Taj Schoening reported that the library advertised a public request for proposal (RFP) to replace the Central Library first floor public area carpet. Since no bids were received, the library will rebid, inviting companies to make a proposal. Due to the project timeline and August recess, library administration requested authority to award the contract for the Central Library carpet, provided the winning bid not exceed the budgeted amount of \$200,000. Trustee Sain moved and Trustee Kovac seconded a motion for approval and will make that recommendation to the full Board at its July 23, 2013 meeting. Motion passed.

2. **Central Library Cooling Tower Replacement.** Library Business Operations Manager Taj Schoening referred to a memo dated July 15, 2013, regarding Bids for Central Library Cooling Tower Replacement Project. The library issued a RFP for replacement of the cooling tower. The bid opening was July 12, 2013. One company submitted a bid. Library administration recommends rebidding the contract in order to engage in a competitive bidding process. It was noted that \$600,000 of capital funding is budgeted for the project. Trustee Kovac moved and Trustee Sain seconded a motion approving the re-advertising of the RFP for the Central Library Cooling Tower Replacement contract. Motion passed. The memo is attached to the end of these minutes.

3. **East Library Design.** Mr. Kevin Allebach, project architect manager from HGA, presented design development drawings for the interior design of the new East Library. He explained the timeline stating that the old East Library building is in the process of being demolished. The forty-four stained glass panels, interior wood beams and deck, and wood from the street trees have been saved and will be reused in the new building. The HGA team and the Library team have been meeting every three weeks and are currently in the design and development

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES**

**Thursday July 18, 2013
Central Library Meeting Room 1
814 W. Wisconsin Ave.**

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EXCUSED: Sharon Cook, Sup. Theo Lipscomb

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MEMORANDUM

Date: July 15, 2013

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

From: Taj Schoening, Library Business Operations Manager

Re: Bids for Central Library Cooling Tower Replacement Project

The Milwaukee Public Library issued a formal public bid for replacement of the Central Library – Cooling Tower. The bid opening was July 12, 2013. One company submitted a bid.

	<u>Base Bid</u>
Arteaga Construction, Inc.	\$469,000

Library administration recommends rebidding the contract.



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

July 15, 2013

To: Finance & Personnel Committee of the
Milwaukee Public Library Board of Trustees:
Chairman Sup. Theo Lipscomb, Sr., Ald. Nik Kovac, Sam McGovern-
Rowen, Joan Prince, Dir. Mark Sain *all trustees are welcome to attend*
JP Morgan: Jeremy Hillenbrand
MPL: Taj Schoening, Bill Lenski

Fm: Paula A. Kiely, Library Director

Re: Finance & Personnel Committee Meeting
Tuesday July 23, 2013
3:30 p.m.-4:30 p.m.
Central Library, Meeting Room 1

MEETING NOTICE AND AGENDA

1. **Quarterly Review of Fund Investments.** The investment manager of the MPL Trust Fund will review the performance of the investments.
2. **MPL Trust Fund Investment Strategies.** The committee will review the Board of Trustees MPL Trust Fund Investment Policy and discuss investment strategies and distribution.
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 16
MPL MINUTES 07/23/13
P. 12



MEMORANDUM

Date: July 15, 2013

To: Paula A. Kiely, Library Director

From: Taj Schoening, Library Business Operations Manager

Re: Internal Controls - Second Quarter 2013

I have confirmed that in the second 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 April, May and June 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.

11:23 AM
07/15/13
Accrual Basis

MPL Trust and Gift Funds
Balance Sheet
As of June 30, 2013

	<u>Jun 30, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Cert. of Deposit/Comm. Paper	513,000.00
Checking - US Bank	23,112.77
Common Stock	817.20
JPMorgan Chase Bank, NA	2,290,678.52
Total Checking/Savings	<u>2,827,608.49</u>
Total Current Assets	<u>2,827,608.49</u>
TOTAL ASSETS	<u><u>2,827,608.49</u></u>
LIABILITIES & EQUITY	
Equity	
Assigned - Gift	
Adult Programming	-75.00
Architectural Archives	10,575.15
AT&T/Microsoft	47,018.85
Bookfellows of Milwaukee	5,204.05
Children's Programming	-166.07
General Library Development	48,463.53
Great Lakes Marine	14,711.72
Interlibrary Loan	374.79
Little Memorial, Clara	1,121.40
Milwaukee Photo Collection	15,591.16
Railroad Drawings	13,568.71
Young Adult Programming	-222.20
Total Assigned - Gift	<u>156,166.09</u>
Restricted - Trust/Gift	
Danziger	72.49
Goldstein	3,480.09
Hunkel	65,304.59
Strehlow	99,697.22
Talking Book & Braille Library	329,354.69
Total Restricted - Trust/Gift	<u>497,909.08</u>
Unassigned - Trust Fund	2,089,758.80
Net Income	83,774.52
Total Equity	<u>2,827,608.49</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,827,608.49</u></u>

11:24 AM
07/15/13
Accrual Basis

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

	<u>Jan - Jun 13</u>
Ordinary Income/Expense	
Income	
Bequests	68,046.65
Facilities Rental	10,925.00
Gifts	15,558.15
Investment Income	
Gains and Losses	79,965.74
Interest and Dividends	13,885.33
Total Investment Income	93,851.07
Other Income	3,449.20
Sale of Materials	2,701.13
User Fees	50.00
Total Income	<u>194,581.20</u>
Expense	
Events	2,930.00
Honorarium	4,604.00
Library Materials	99.00
Memberships	1,720.00
Mileage	933.64
Miscellaneous Expenses	5,794.18
Outside Services	66,108.71
Photo Reproductions	571.16
Professional Fees	10,814.29
Sales Tax	-62.97
Supplies	16,261.24
Training	1,033.43
Total Expense	<u>110,806.68</u>
Net Ordinary Income	<u>83,774.52</u>
Net Income	<u><u>83,774.52</u></u>

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
FINANCE & PERSONNEL COMMITTEE
MINUTES
Tuesday July 23, 2013
Central Library Meeting Room 1**

PRESENT: Ald. Nik Kovac, Sam McGovern Rowen, Joan Prince, Dir. Mark Sain, Paula Kiely

EXCUSED: Sup. Theo Lipscomb

STAFF

PRESENT: Bill Lenski, Taj Schoening, Crystal Sura

OTHERS Jeremy Hillenbrand and Mary Schuler, J.P. Morgan

PRESENT:

Vice-Chair Mark Sain called to order, the meeting of the Board of Trustees Finance & Personnel Committee, at 3:45 p.m. on Tuesday July 23, 2013 with a quorum present.

1. **Quarterly Review of Fund Investments.** The committee received the J.P. Morgan Financial Review and Market Outlook report dated July 23, 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. A recommendation was made to diversify bond funds as interest rates rise, the Board should consider the mix of the fixed income and cash portfolio currently allocated at 42% and reallocate to alternative asset funds in order to minimize the risk over time. The current MPL Trust Fund Investment Policy mandates that fixed income assets may only be invested in investment grade fixed income securities. The goal of absolute return funds is to have a return above what cash is earning by investing across a wide array of bonds while preserving principle and returning cash to investors. The investment and performance summaries are attached at the end of these minutes. Informational item.

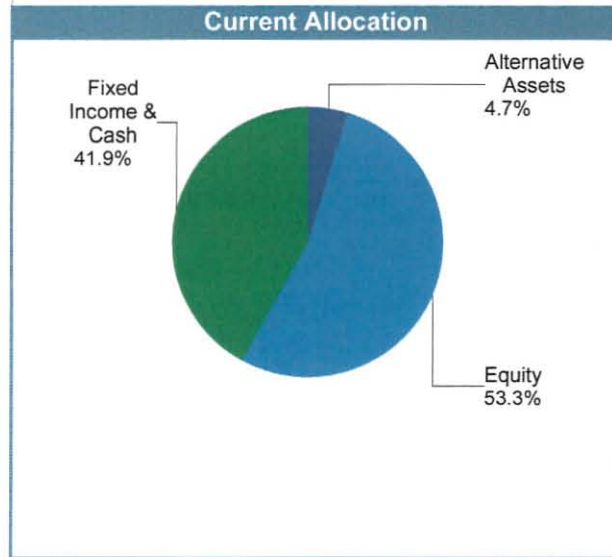
2. **MPL Trust Fund Investment Strategies.** The committee reviewed the Board of Trustees MPL Trust Fund Investment Policy dated May 16, 2007. Mr. Hillenbrand distributed a model portfolio with a diversified strategic investment allocation of 50% equities, 25% alternatives, and 25% fixed income & cash. The goal is for varied, stable returns over time. After discussion, Trustee Prince moved and Trustee McGovern-Rowen seconded a motion to approve a one-time exception to the Trust Fund Investment Policy to rebalance the asset allocation as recommended by the investment manager in the model presented and that a small group be chosen to review and revise the investment policy terminology. The recommendation will be made to the full Board at its July 23, 2013 regular meeting. Motion passed.

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 – Second 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. Informational item.

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 4:22 p.m. on Tuesday July 23, 2013.

Investment Summary as of June 30, 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	1,221,706	53.3
US Large Cap Equity	641,408	28.0
US Mid Cap Equity	173,188	7.6
US Small Cap Equity	62,242	2.7
EAFE Equity	151,380	6.6
Asia ex-Japan Equity	69,452	3.0
Emerging Market Equity	79,256	3.5
Global Equity	44,780	2.0
Alternative Assets	108,736	4.7
Hedge Funds	81,009	3.5
Hard Assets	27,727	1.2
Fixed Income & Cash	960,657	41.9
Cash & Short Term	118,418	5.2
US Fixed Income	822,681	35.9
Taxable Core	782,181	34.1
Extended Credit/High Yield	40,500	1.8
Foreign Exchange & Non USD Fixed In	19,558	0.9
Total Financial Assets	2,291,099	100.0
Total Portfolio	2,291,099	

* 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.



ATTACHMENT A-P. 15 of 16
 MPL MINUTES 07/23/13
 P. 17

Performance Summary as of June 30, 2013

MILWAUKEE PUBLIC LIBRARY (MND-V27512009)*

	Current Allocation (%)	Returns (%)					Since Inception	Inception Date
		3M	YTD	1YR	3YR	5YR		
Total Portfolio	100.0	0.0	4.2	8.6	8.4	3.3	4.6	10/31/2003
Total Portfolio (Net of Fees)	100.0	-0.1	3.9	8.0	7.8	3.0	4.3	10/31/2003
Equity	53.3	1.3	9.7	18.1	15.7	5.0	6.5	10/31/2003
Alternative Assets	4.7	-2.2	-1.6	-3.8	0.9	-	0.7	04/30/2010
Fixed Income & Cash	41.9	-1.2	-1.0	0.4	2.6	2.7	3.0	10/31/2003

KEY MARKET INDICES	3M	YTD	1YR	3YR	5YR	Since Inception	Inception Date
MSCI AC World USD Net Index	-0.4	6.1	16.6	12.4	2.3	6.6	10/31/2003
HFRI FOF: Diversified Index	0.2	3.5	7.3	3.1	-	1.9	04/30/2010
Ibbotson US Treasury Bills	0.0	0.0	0.1	0.1	0.2	1.6	10/31/2003
Barclays Capital Aggregate Tot	-2.3	-2.4	-0.7	3.5	5.2	4.8	10/31/2003
Barclays Corporate High Yield	-1.4	1.4	9.5	10.7	10.9	8.7	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 16
MPL MINUTES 07/23/13
P. 18

City of Milwaukee ARTS BOARD

Department of City Development
809 North Broadway
Milwaukee, WI 53202
414-286-5796 FAX 414-286-5904
Tom Barrett, Mayor
Alderman Michael Murphy, Chair
www.city.milwaukee.gov/mab

September 10, 2013

Ms. Paula Kiely
Milwaukee Public Library
814 W. Wisconsin Ave.
Milwaukee, WI 53233

Dear Ms. Kiely:

It is our pleasure to inform you that the Milwaukee Arts Board, at its meeting on June 25, 2013, approved an award of \$17,500.00 to support the integration of public art into the interior of the new East Library. The funds are to be used to design and implement a selection process to identify two Wisconsin artists who have the experience and ability to create site specific public art, in collaboration with the project team, that reflects the unique history and culture of the library's neighborhood; to fabricate and install the new work in the library; and to support a project manager who will act as a liaison between the artists, the architects, and the project stakeholders.

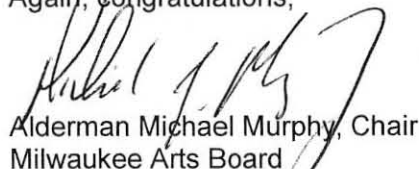
We are in receipt of your Request for Qualifications and would like to be kept informed as the selection process progresses. The RFQ includes a project timeline and budget, with approximately \$15,000 allocated to each of the two pieces. The library will open to the public in October 2014.

The City of Milwaukee will issue a contract shortly. Upon receipt of a W-9 and execution of the contract, a portion of the award (\$12,250) will be paid to the Milwaukee Public Library. The remainder (\$5,250) will be paid on July 1, 2014. An interim report on project and fundraising progress will be required before these funds can be released.

For the final report, we require a brief narrative of the project, a final accounting (including all sources of revenue), proof that the Milwaukee Arts Board has been acknowledged at the site and in any published materials, and up to four images of the completed project.

Any changes in the project as originally approved must go before the Milwaukee Arts Board for vote and approval. If you have any questions, please do not hesitate to contact Polly Morris, chair of the subcommittee, at pmorris@lyndensculpturegarden.org.

Again, congratulations,


Alderman Michael Murphy, Chair
Milwaukee Arts Board


Alderman Nik Kovac

P.S. Paula -
You can thank
Ald. Kovac for pushing this
project forward!



MILWAUKEE
PUBLIC LIBRARY

To: Paula Kiely, Director

Cc: Joan Johnson

From: Kelly Hughbanks, Youth & Community Services Outreach Coordinator

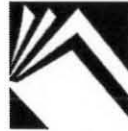
Date: September 16, 2013

RE: **Summer Reading Program Results**

The Summer Reading programs continued to thrive and encourage children to keep reading over the summer and develop a life-time love of reading. We saw a small increase in participation overall, even with a slow start in the beginning of the summer due to staff vacancies that prevented as many visits to schools as we would have hoped. A new marketing promotion to neighborhood groups throughout the summer helped to balance the decrease in school visits. Please see below for a comparison of statistics that shows the growth of participation since the start of the Super Reader theme.

2013 Summer Reading Program Comparison Chart						
	Total 2008	Total 2009	Total 2010	Total 2011	Total 2012	Total 2013
Super Readers Registered in Libraries	7,903	10,776	10,190	10,389	12,559	12,916
Super Readers Registered through Outreach	6,196 only outreach to school age children	7,375 1,295 child care centers 6,080 school age groups	10,689 3,600 child care centers 7,089 school age groups	8,631 2,577 child care centers 6,054 school age groups	8,362 total 2,292 child care centers 6,070 school age groups	8,485 total 2,777 child care centers 5,708 school age groups
All Super Readers	14,099	18,151	20,879	19,020	20,921	21,401
Teens registered	934	1,007	800	1,115	1,003	942
Total in all Summer Reading Programs	15,033	19,158	21,679	20,135	21,924	22,343

ATTACHMENT C-P. 1 of 1
 MPL AGENDA-09/24/13
 P. 20



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

September 16, 2013

TO: Milwaukee Public Library Board of Trustees
FROM: Paula A. Kiely, Library Director
RE: **MCFLS Agreements**

At the September 24, 2013 meeting of the Library Board, Trustees will be asked to approve the following agreements offered by the Milwaukee County Federated Library System Board of Directors covering the period of January 1, 2014 – December 31, 2015.

- Member Agreement
- Resource Library Agreement
- Bibliographic Database Development and Maintenance Agreement

Each Agreement, either in the body of the document or in an attachment, refers to specific financial commitments made by the MCFLS. In its agreements with Milwaukee, the City of Milwaukee/Milwaukee Public Library will receive payment for services as the designated Resource Library and for services provided for system-wide cataloging.

The Member Agreement has a specific attachment that establishes payments for reciprocal borrowing to net lenders. Milwaukee does not anticipate receiving any payments through this program.

Agreement	Current - 2012/2013		Final - Proposed & Approved by MCFLS Board			
	2012/13 Dollars	%	2014/15 Dollars	%	Dollar Change	% Change
State Aid	\$ 2,677,002					
Resource Library ⁱ	\$ 187,390	7%	\$ 187,390	7%	-	0%
Reciprocal Borrowing	\$ 1,151,111	43%	\$ 1,097,571	41%	\$ (53,540)	-4.7%
Cataloging - 2014	\$ 294,470	11%	\$ 267,700	10%	\$ (26,770)	-9.1%
Cataloging - 2015	\$ 294,470	11%	\$ 294,470	11%	\$ -	0%

ⁱActual payment in 2012/13 was \$198,098 (7.4%) due to negotiations

MILWAUKEE PUBLIC LIBRARY SYSTEM

PERSONNEL ACTIONS

COVERING PERIOD: JULY 7, 2013 THROUGH AUGUST 31, 2013

The Secretary reports the following personnel actions:

REGULAR APPOINTMENT

Gabriel Villa - Library Circulation Aide - Zablocki 08/12/13
Tsavia Bullock - Library Circulation Aide - Atkinson 08/19/13

APPOINTMENT / REINSTATEMENT

Denise Bowers Hopgood - Building Services Supervisor II - Facilities & Fleet 08/26/13

EXPIRATION OF TEMPORARY ADDITIONAL ASSIGNMENT

Kathryn Mlsna - Librarian V - Circulation and Lib Branch Manager - Wash Park/Atkinson 08/04/13
TO: Librarian V - Circulation

EMERGENCY APPOINTMENT

Joy Kilimann - Librarian III - Extension Services 07/17/13
Nancy Torphy - Librarian III - Extension Services 08/03/13
Kathi Gardner - Library Circulation Assistant I - Extension Services 08/26/13

EXPIRATION OF EMERGENCY APPOINTMENT

Nancy Torphy - Librarian III - Extension Services 06/30/13
Joy Kilimann - Librarian III - Extension Services 07/31/13
Nancy Torphy - Librarian III - Extension Services 08/06/13

PROMOTION

Joan Larson - Library Technician III to Copy Cataloging Technician II -Technical Services 08/18/13

PROMOTION AFTER UNDERFILLING

Daniel Keeley - IT Support Associate to Network Analyst Assistant - Automation 08/18/13

PROMOTION / PROVISIONAL APPOINTMENT

Anthony Frausto - Librarian I to Library Branch Manager - Atkinson 08/04/13

PROMOTION / PROVISIONAL APPOINTMENT / TRANSFER

Daniel Kentowski - Librarian III - Subject Services 08/04/13
TO: Library Branch Manager - Washington Park

TRANSFER

Janice Butchart - Neighborhood Library Services Assistant - Capitol to Zablocki 07/21/13
Danielle Rodriguez - Library Technician IV - East to Capitol 07/21/13
Jessica Burks - Library Circulation Aide - Mill Road to Capitol 08/04/13
John Kummer - Custodial Worker II - CL - Martin Luther King to M. L. King and East 08/04/13
Mark Mathews - Custodial Worker II - CL - East to Capitol 08/04/13
Shamus Lavelle - Library Circulation Assistant I - East to WTBBL 08/18/13

VOLUNTARY DEMOTION

Heidi Pennell - Library Circulation Assistant I to Library Circulation Aide - Circulation 08/18/13

LEAVE OF ABSENCE 24.0 OR MORE HOURS

Ashley Emmons - Audio Machine Technician - WTBBL - 51.7 hours 07/08/13
Mary Jeske - Library Circulation Assistant I - Circulation - 24.0 hours 07/08/13
Maly Vang - Library Technician II (1/2) - Technical Services - 29 days 07/08/13
Nicole Yarbrough - Library Technician II - Technical Services - 71.6 hours 07/09/13
Heidi Sivilotti - Library Circulation Aide - Bay View - 51 days 07/16/13
Nicole Yarbrough - Library Technician II - Technical Services - 80.0 hours 07/22/13
Nicole Yarbrough - Library Technician II - Technical Services - 40.0 hours 08/05/13
Mary Jeske - Library Circulation Assistant I - Circulation - 24.0 hours 08/06/13

RETURN FROM LEAVE OF ABSENCE

Danielle Eyre - Library Circulation Aide - WTBBL 07/08/13
Maly Vang - Library Technician II (1/2) - Technical Services 08/07/13

RESIGNATION

Danielle Eyre - Library Circulation Aide - WTBBL 07/19/13
Gabrielle Joseph - Library Circulation Aide - Circulation 07/26/13
Tammy Bremer - Library Technology Specialist - Technical Services 08/02/13
Rashad Packer - Library Circulation Aide - Capitol 08/10/13
Quintoya Eskridge - Library Circulation Aide - Villard Square 08/12/13
Kadie Seitz - Library Circulation Aide - Circulation 08/17/13
Mackenzie Taychert - Library Circulation Aide - Zablocki 08/19/13
Shannon Pahl - Librarian I - Center Street 08/26/13
Jessica Burks - Library Circulation Aide - Capitol 08/28/13
Michael Lund - Library Circulation Aide - Circulation 08/29/13
Maryah Mack - Library Circulation Aide - Atkinson 08/29/13

TERMINATION WITHIN PROBATION

Paige DeJohnett - Library Circulation Aide - Circulation 08/05/13

RETIREMENT

Stephen Przybylowski - Library Circulation Assistant I (1/2) - Mill Road 07/14/13
MPL Service Credit: 19 years 11 months 2 days

Lucy Patin - Custodial Worker II - CL - Capitol 08/01/13
MPL Service Credit: 17 years, 5 months, 19 days

MILWAUKEE PUBLIC LIBRARY
FINANCIAL REPORT
July 31, 2013

2013

REVENUES

	Budget	Received to date	% Received
Additional City Appropriation	\$20,578,637	\$11,240,155	54.6%
Fines	\$350,000	\$209,099	59.7%
Lost Materials, etc.	\$136,300	\$66,019	48.4%
MCFLS Contracts	\$791,100	\$364,165	46.0%
Total City Appropriation	\$21,856,037	\$11,879,438	54.4%

EXPENSES

City

	Budget	Spent to date	% Spent
Salaries	\$11,857,467	\$6,620,891	55.8%
Fringe Benefits	\$5,601,547	\$3,118,640	55.7%

Operating Expenses

<i>General Office Expense</i>	\$164,850	\$40,507	24.6%
<i>Tools & Machinery Parts</i>	\$26,100	\$19,747	75.7%
<i>Construction Supplies</i>	\$40,900	\$15,456	37.8%
<i>Energy</i>	\$713,185	\$352,638	49.4%
<i>Other Operating Supplies</i>	\$321,860	\$117,424	36.5%
<i>Vehicle Rental</i>	\$8,300	\$2,810	33.9%
<i>Non-Vehicle Equipment Rental</i>	\$31,300	\$16,692	53.3%
<i>Professional Services</i>	\$81,487	\$77,872	95.6%
<i>Information Technology Services</i>	\$201,000	\$216,937	107.9%
<i>Property Services</i>	\$809,769	\$322,475	39.8%
<i>Infrastructure Services</i>	\$26,000	\$21,680	83.4%
<i>Vehicle Repair Services</i>	\$500	\$226	45.2%
<i>Other Operating Services</i>	\$125,500	\$82,565	65.8%
<i>Reimburse Other Departments</i>	\$76,900	\$1,308	1.7%
Total	\$2,627,651	\$1,288,337	49.0%

Equipment

<i>Library Materials</i>	\$1,543,864	\$796,614	51.6%
<i>Computers, etc.</i>	\$200,500	\$45,215	22.6%
<i>Other</i>	\$25,008	\$9,741	39.0%
Total	\$1,769,372	\$851,570	48.1%
Total City Expenses	\$21,856,037	\$11,879,438	54.4%

2012

	Budget	Received to date	% Received
	\$21,546,746	\$11,363,343	52.7%
	\$340,000	\$234,555	69.0%
	\$140,200	\$63,778	45.5%
	\$791,300	\$400,552	50.6%
Total	\$22,818,246	\$12,062,228	52.9%

	Budget	Spent to date	% Spent
	\$12,229,607	\$6,770,411	55.4%
	\$6,102,306	\$3,293,026	54.0%

	\$174,084	\$37,493	21.5%
	\$26,100	\$16,566	63.5%
	\$51,400	\$13,458	26.2%
	\$763,811	\$250,093	32.7%
	\$298,381	\$169,903	56.9%
	\$8,300	\$2,906	35.0%
	\$33,800	\$13,409	39.7%
	\$172,500	\$101,079	58.6%
	\$245,510	\$154,636	63.0%
	\$821,136	\$328,604	40.0%
	\$26,000	\$14,804	56.9%
	\$500	\$108	21.6%
	\$137,000	\$88,373	64.5%
	\$76,900	(\$1,831)	-2.4%
Total	\$2,835,422	\$1,189,601	42.0%

	\$1,493,700	\$751,696	50.3%
	\$105,260	\$28,859	27.4%
	\$51,951	\$28,635	55.1%
Total	\$1,650,911	\$809,190	49.0%
Total	\$22,818,246	\$12,062,228	52.9%

MILWAUKEE PUBLIC LIBRARY
 FINANCIAL REPORT
 July 31, 2013

2013

ADDITIONAL FUNDING SOURCES

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

Contract Grants

<i>Teacher in the Library</i>	\$113,000	\$66,644	59.0%
<i>WTBBL</i>	\$968,700	\$74,502	7.7%
<i>ILS</i>	\$84,690	\$4,442	5.2%
Total	\$1,166,390	\$145,588	12.5%

Trust Fund

<i>Materials</i>	\$56,150	\$48,594	86.5%
<i>Programming</i>	\$21,500	\$10,505	48.9%
<i>Training</i>	\$7,368	\$3,347	45.4%
<i>Marketing</i>	\$11,000	\$2,202	20.0%
<i>Contingency</i>	\$1,500	\$626	41.7%
Total	\$97,518	\$65,274	66.9%

Foundation Funds

	Balance	Spent to date	% Spent
<i>Materials</i>	\$364,927	\$139,322	38.2%
<i>Programming</i>	\$212,757	\$114,981	54.0%
Total	\$577,684	\$254,303	44.0%

2012

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

\$40,000	\$1,760	0.0%
\$968,700	\$31,896	3.3%
\$84,690	\$4,216	5.0%
\$1,093,390	\$37,872	3.5%

\$53,770	\$11,708	21.8%
\$20,500	\$15,913	77.6%
\$7,000	\$4,271	61.0%
\$10,000	\$8,270	82.7%
\$1,470	\$583	39.7%
\$92,740	\$40,745	43.9%

Balance	Spent to date	% Spent
\$361,339	\$117,295	32.5%
\$124,646	\$118,462	95.0%
\$485,985	\$235,757	48.5%

MILWAUKEE PUBLIC LIBRARY
FINANCIAL REPORT
AUGUST 31, 2013

2013

REVENUES

	Budget	Received to date	% Received
Additional City Appropriation	\$20,578,637	\$13,493,304	65.6%
Fines	\$350,000	\$222,566	63.6%
Lost Materials, etc.	\$136,300	\$71,596	52.5%
MCFLS Contracts	\$791,100	\$364,165	46.0%
Total City Appropriation	\$21,856,037	\$14,151,631	64.7%

EXPENSES

City

	Budget	Spent to date	% Spent
Salaries	\$11,857,467	\$7,887,100	66.5%
Fringe Benefits	\$5,601,547	\$3,726,614	66.5%

Operating Expenses

<i>General Office Expense</i>	\$164,850	\$41,876	25.4%
<i>Tools & Machinery Parts</i>	\$26,100	\$20,092	77.0%
<i>Construction Supplies</i>	\$40,900	\$16,476	40.3%
<i>Energy</i>	\$713,185	\$412,321	57.8%
<i>Other Operating Supplies</i>	\$321,860	\$166,395	51.7%
<i>Vehicle Rental</i>	\$8,300	\$3,136	37.8%
<i>Non-Vehicle Equipment Rental</i>	\$31,300	\$16,708	53.4%
<i>Professional Services</i>	\$81,487	\$78,782	96.7%
<i>Information Technology Services</i>	\$201,000	\$221,319	110.1%
<i>Property Services</i>	\$809,769	\$361,457	44.6%
<i>Infrastructure Services</i>	\$26,000	\$21,680	83.4%
<i>Vehicle Repair Services</i>	\$500	\$226	45.2%
<i>Other Operating Services</i>	\$125,500	\$85,333	68.0%
<i>Reimburse Other Departments</i>	\$76,900	\$4,470	5.8%
Total	\$2,627,651	\$1,450,271	55.2%

Equipment

<i>Library Materials</i>	\$1,543,864	\$939,521	60.9%
<i>Computers, etc.</i>	\$200,500	\$137,015	68.3%
<i>Other</i>	\$25,008	\$11,110	44.4%
Total	\$1,769,372	\$1,087,646	61.5%
Total City Expenses	\$21,856,037	\$14,151,631	64.7%

2012

	Budget	Received to date	% Received
	\$21,546,746	\$13,221,859	61.4%
	\$340,000	\$247,830	72.9%
	\$140,200	\$72,288	51.6%
	\$791,300	\$400,552	50.6%
Total	\$22,818,246	\$13,942,529	61.1%

	Budget	Spent to date	% Spent
	\$12,229,607	\$7,671,099	62.7%
	\$6,102,306	\$3,742,159	61.3%

	\$174,084	\$83,736	48.1%
	\$26,100	\$18,340	70.3%
	\$51,400	\$31,657	61.6%
	\$763,811	\$366,412	48.0%
	\$298,381	\$207,515	69.5%
	\$8,300	\$3,251	39.2%
	\$33,800	\$15,754	46.6%
	\$172,500	\$107,430	62.3%
	\$245,510	\$154,413	62.9%
	\$821,136	\$384,627	46.8%
	\$26,000	\$14,804	56.9%
	\$500	\$108	21.6%
	\$137,000	\$110,026	80.3%
	\$76,900	\$38,823	50.5%
Total	\$2,835,422	\$1,536,896	54.2%

	\$1,493,700	\$932,621	62.4%
	\$105,260	\$31,119	29.6%
	\$51,951	\$28,635	55.1%
Total	\$1,650,911	\$992,375	60.1%
Total City Expenses	\$22,818,246	\$13,942,529	61.1%

MILWAUKEE PUBLIC LIBRARY
 FINANCIAL REPORT
 AUGUST 31, 2013

2013

ADDITIONAL FUNDING SOURCES

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

Contract Grants

<i>Teacher in the Library</i>	\$113,000	\$80,176	71.0%
<i>WTBBL</i>	\$968,700	\$167,937	17.3%
<i>ILS</i>	\$84,690	\$12,676	15.0%
Total	\$1,166,390	\$260,789	22.4%

Trust Fund

<i>Materials</i>	\$56,150	\$48,594	86.5%
<i>Programming</i>	\$21,500	\$10,769	50.1%
<i>Training</i>	\$7,368	\$3,347	45.4%
<i>Marketing</i>	\$11,000	\$2,429	22.1%
<i>Contingency</i>	\$1,500	\$626	41.7%
Total	\$97,518	\$65,765	67.4%

Foundation Funds

	Balance	Spent to date	% Spent
<i>Materials</i>	\$364,927	\$188,308	51.6%
<i>Programming</i>	\$212,757	\$159,401	74.9%
Total	\$577,684	\$347,709	60.2%

2012

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

	\$40,000	\$13,186	0.0%
	\$968,700	\$125,688	13.0%
	\$84,690	\$13,309	15.7%
Total	\$1,093,390	\$152,183	13.9%

	\$53,770	\$14,407	26.8%
	\$20,500	\$15,913	77.6%
	\$7,000	\$4,271	61.0%
	\$10,000	\$8,270	82.7%
	\$1,470	\$583	39.7%
Total	\$92,740	\$43,444	46.8%

	Balance	Spent to date	% Spent
	\$319,744	\$133,380	41.7%
	\$166,241	\$142,819	85.9%
Total	\$485,985	\$276,199	56.8%

**Director's Report
2013
July August September 2013**

Since the last meeting of the Board on July 23, significant progress has been made on the East branch project. A successful groundbreaking ceremony was hosted on July 30 by MPL and HSI Construction with Trustee Alderman Nik Kovac presiding and Mayor Barrett in attendance. Trustees Director Mark Sain, Sharon Cook, and Michele Bria were also in attendance. The temporary library is functioning well and after seven weeks with limited internet access for both the public and staff. The temporary East Library became fully connected with Internet access on August 19. The Murray Avenue location has 18 laptop computers in a vending machine and public Wi-Fi is available.

Five finalists in the Public Art process submitted their designs, which were posted on the Library's website and later presented at a public meeting. The selection panel expects to award commissions to two of the artists.

The Library IT staff completed the installation of Laptop Dispensers, which are now in full operation at four branches including Bay View, East, Washington Park, and Tippecanoe. The dispensers are easy to use and patron feedback has been positive. This project was funded by Federal ARRA Broadband Technology Opportunities Program funding.

Library administration continued to work with the Mayor's and Budget Offices on the 2014 budget. The Mayor held a public hearing on August 20th and the Library was asked to participate by answering questions. The budget will be presented by Mayor Barrett on September 24 at 9 a.m. A summary of the Library's budget will be presented at the Board meeting later that afternoon.

Other director activities included: planning for a Mayoral Summit on Digital Inclusion, working with UWM's School of Information Studies on a related telephone survey, strategic planning, meeting with several State Legislators to discuss library issues and tour Villard Square, participating in a press conference with Senator Lena Taylor regarding a large book donation by Rosen Publishing, meeting with Paulina De Haan, the library's new liaison with the City's Intergovernmental Relations Division, and participated in various Friends and Foundation meetings.

Events

Author Visit – Reshonda Tate Billingsley. On August 5, Deputy Director Joan Johnson welcomed an audience of 35 people to the library for the Reshonda Tate Billingsley event. Ms. Johnson then introduced MPL Board Trustee Joan Prince who introduced the author. Ms. Tate-Billingsley gave a very entertaining summary of her latest book "A Family Affair." Boswell Books radio station WKKV and the Friends co-sponsored the event. Librarians Maria Cunningham Benn (Arts & Media) and Hayley Johnson (Ready Reference) coordinated the event.

Author Visit – Reyna Grande. Author Reyna Grande read from her coming of age story “The Distance Between Us” in Mozart’s Grove on July 13. Librarian Kristina Gomez (Periodicals) arranged Ms. Grande’s visit.

Displays

March on Washington Display. Librarians Tom Olson (Humanities & Archives) and Heather Smith (Humanities & Archives) accumulated material from the collection at Central Library to create a display commemorating the March on Washington for Jobs and Freedom. The march, on August 28, 1963 was the occasion of Dr. Martin Luther King Jr.’s *I Have a Dream Speech*. The speech and the local reporting on the event were highlighted in the display at Central which will be at Central through September 12.

Programs

Library Legal Resources. Wisconsin State Law Librarian Julie Tessmer presented a program on the State Law Library to legal staff and the public on July 23. The twenty-five people who attended also learned more about legal resources available at the library. Librarian Connie Behrens-Hufstetter (Humanities & Archives) facilitated the event along with the Milwaukee Legal Reference Center.

Story time. On Friday, August 16, Fox & Branch came to visit 42 children and 11 adults at Story Time: The Musical. They told stories and sang songs that incorporated rhythm and movement. The children enjoyed the sounds of a live guitar and washboard. Some of the songs performed were “Ain’t No Bugs on Me,” “The Green Grass Grows All Around,” and “Bling Blang.” Concepts such as fast & slow, loud & quiet were covered. Also, the kids made up with a funny rendition of “She’ll Be Coming Around the Mountain” where she rode sixteen pink horses in blue pajamas and ate chicken and pork chops when she arrived. Their memory was tested when they had to remember all those details. The Super Reader mascot gave out super reader belts, masks and medallions. This program was made possible by a grant from the Faye McBeath Foundation and the support of the Friends of the Milwaukee Public Library.

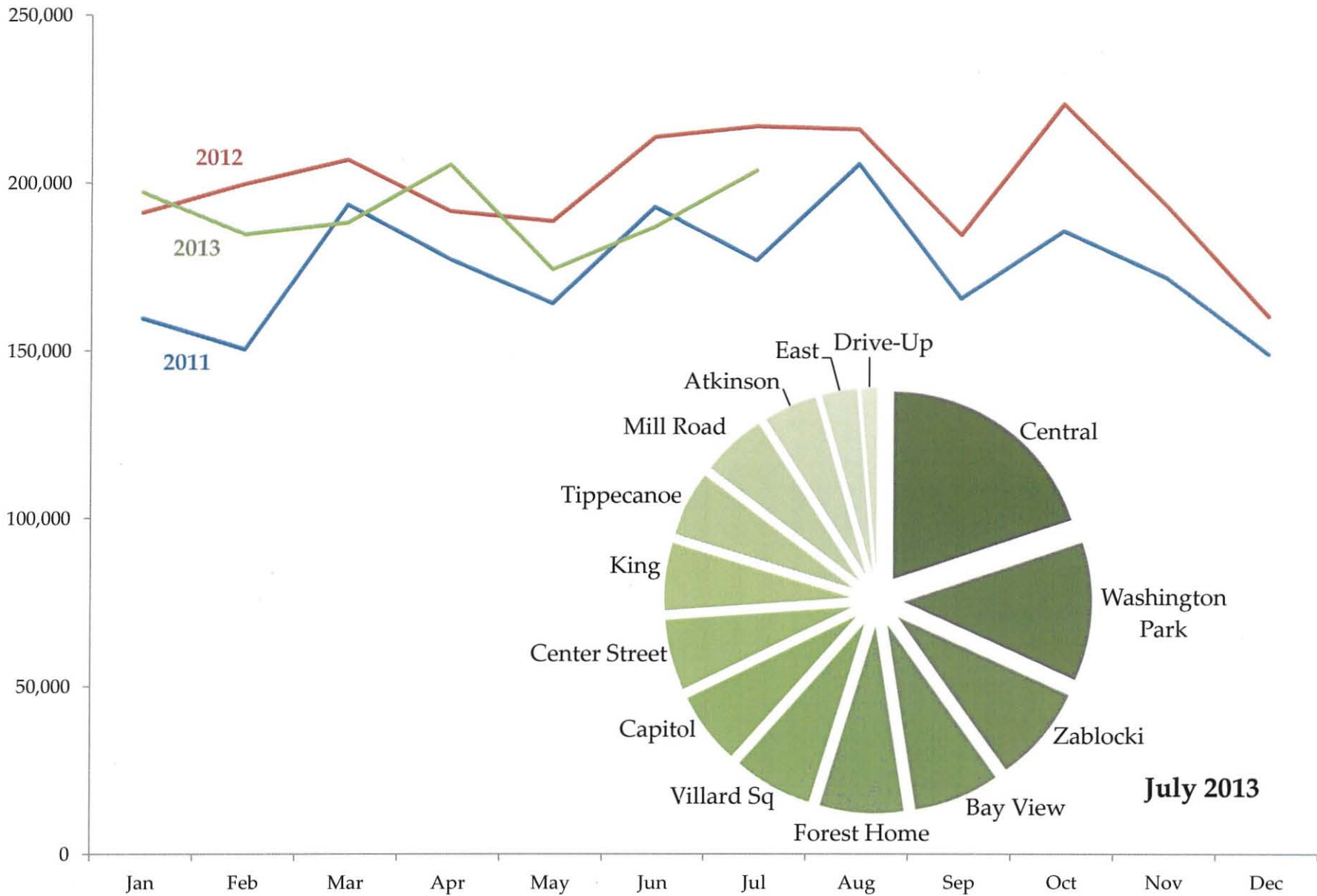
Buds to Blossoms. The Buds to Blossoms Garden Club constructed beautiful floral arrangements that were displayed at the Washington Park Library on Saturday August 17. Patrons also enjoyed arrangements that were displayed in the front cases. The library has had a long-standing relationship with this garden club and they have had exhibits here in the past. Librarian Jeff Gold (Washington Park) hopes to incorporate a children’s craft project into their exhibit in the future. In the brochure for the Buds to Blossoms Garden Club, one of their aims is to “take care of the important places in the life of your community.” They certainly took care of beautifying the Washington Park Library!

Say Cheese. An enthusiastic group filled the computer lab at Washington Park Library for the “Say Cheese” Digital Photography @ MPL program on Saturday August 24. Attendees took digital photographs of spaces and places within and around the spacious and beautiful grounds of the library and then transferred their photos into digital files on a computer. Attendees learned the ins and outs of digital photography and how to utilize the technology in their own lives.

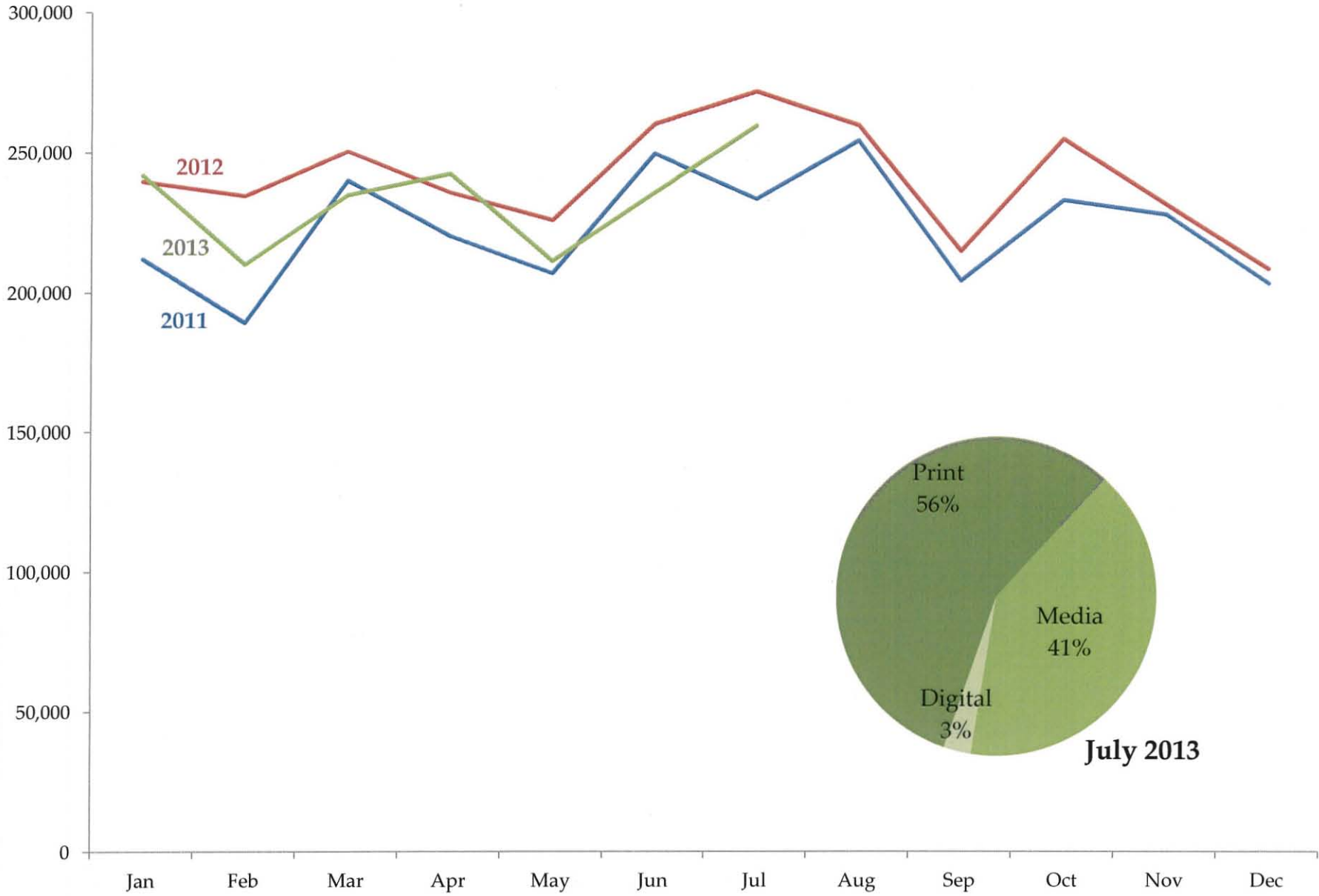
See How a Motor Works. Local business man Chuck Belin demonstrated the inner workings of a motor at Villard Square Library to seven children ages 7 to 12 on August 26. After the demonstration, the children attempted (with adult assistance) to assemble small motors from kits. Mr. Belin was very impressed with the children, who were very engaged, carefully reviewing the parts list, and assembling the parts. This Science, Technology, Engineering and Math (STEM) program was funded by the Faye McBeath Foundation. Branch Manager Kirsten Thompson and Young Adult Librarian Jessica Moore planned the event.

Mini-March. On August 27, the intergenerational Mini-March program, commemorating the March on Washington, attracted 56 participants. Families heard about the experiences of Rev Bobby Sinclair, pastor of Mt. Hermon Baptist Church, who attended the 1963 March on Washington. The group read part of the *I Have A Dream* speech, created signs, sang freedom songs, and marched through the library. Patrons who were not participating in the program were good-natured, clapping along as the marchers passed. Thanks to Library Youth Educator Liz Humphrey (YCOS) and Children's Librarian Deborah Stewart (Villard Square) for planning this event.

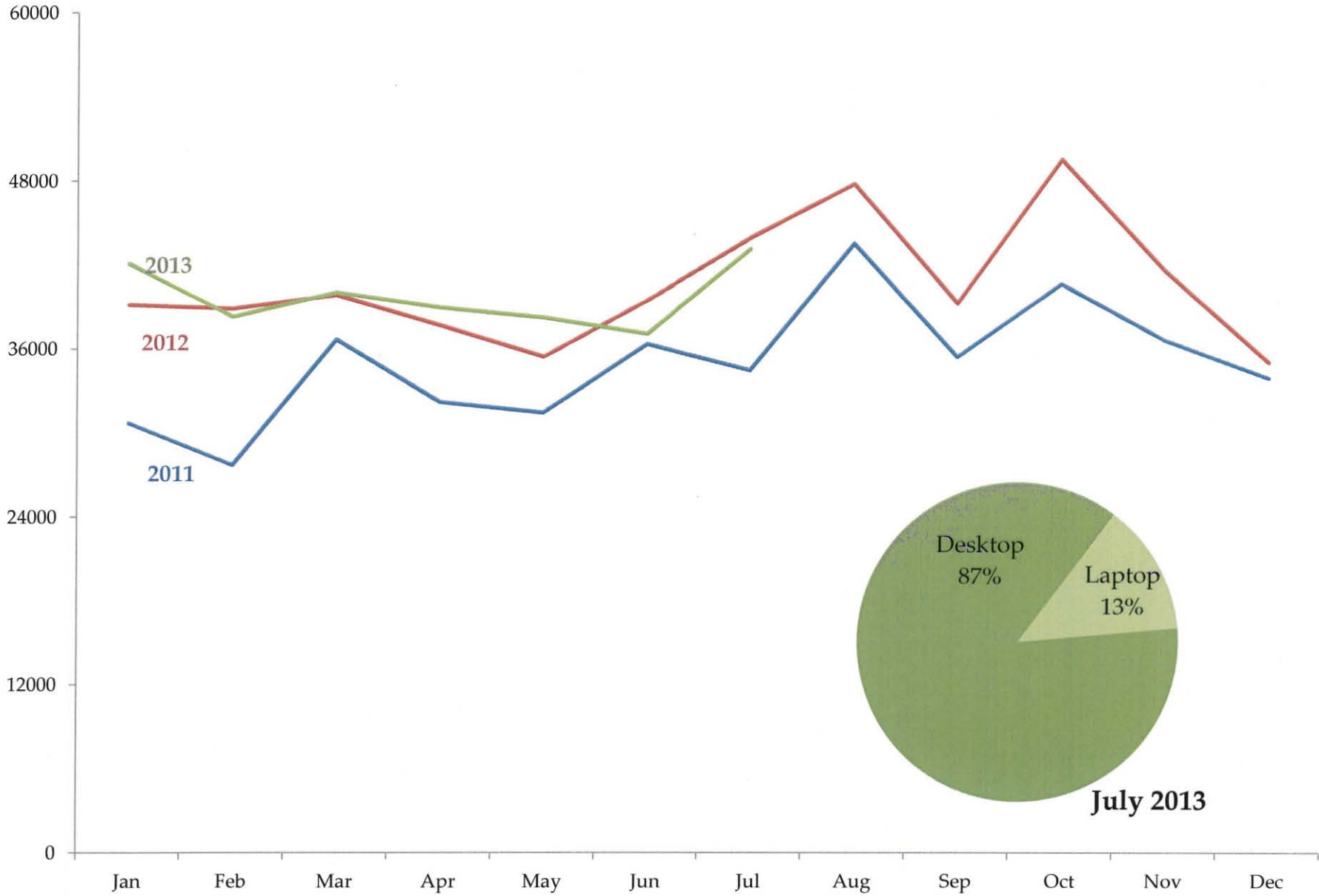
Milwaukee Public Library Visits



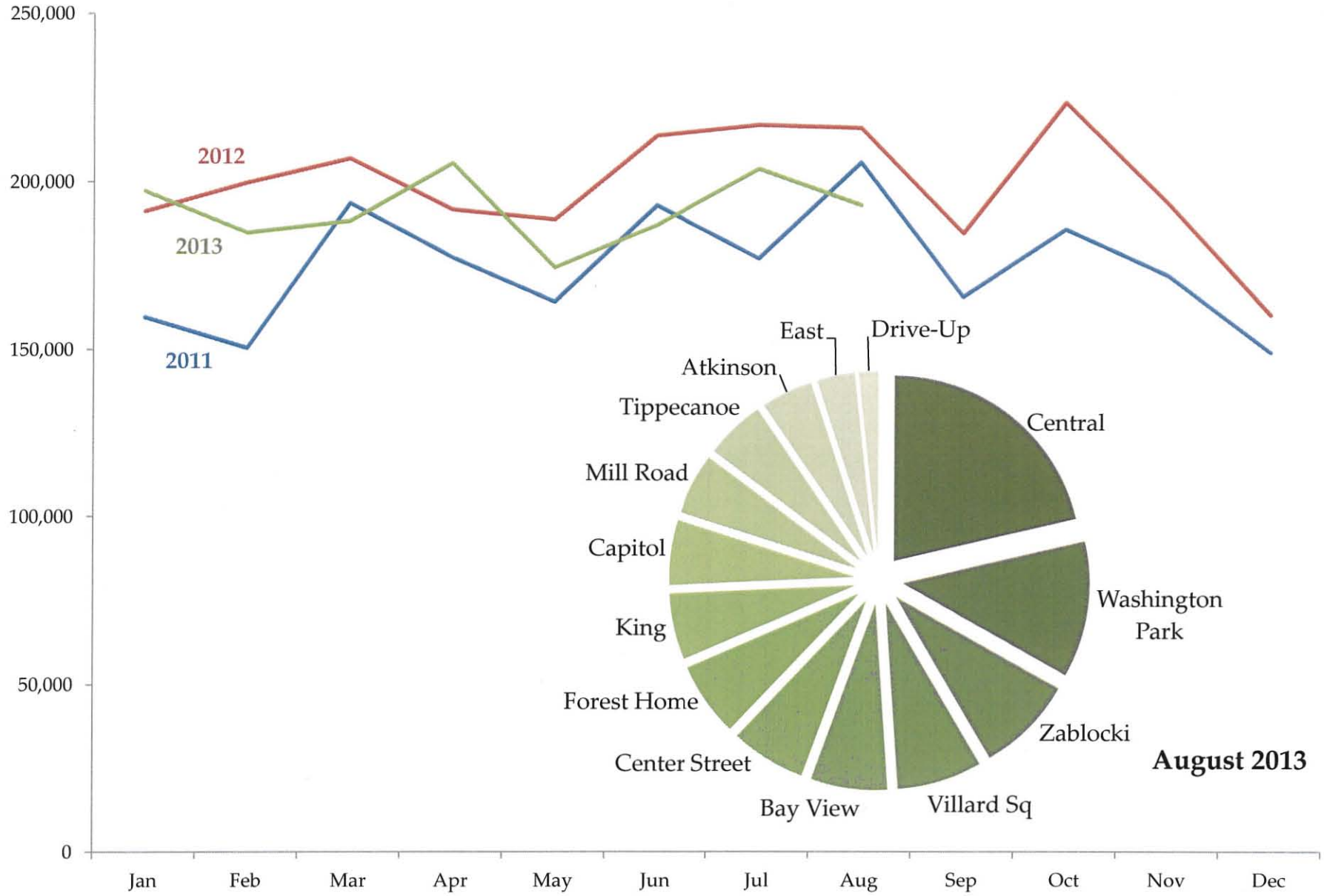
Milwaukee Public Library Circulation



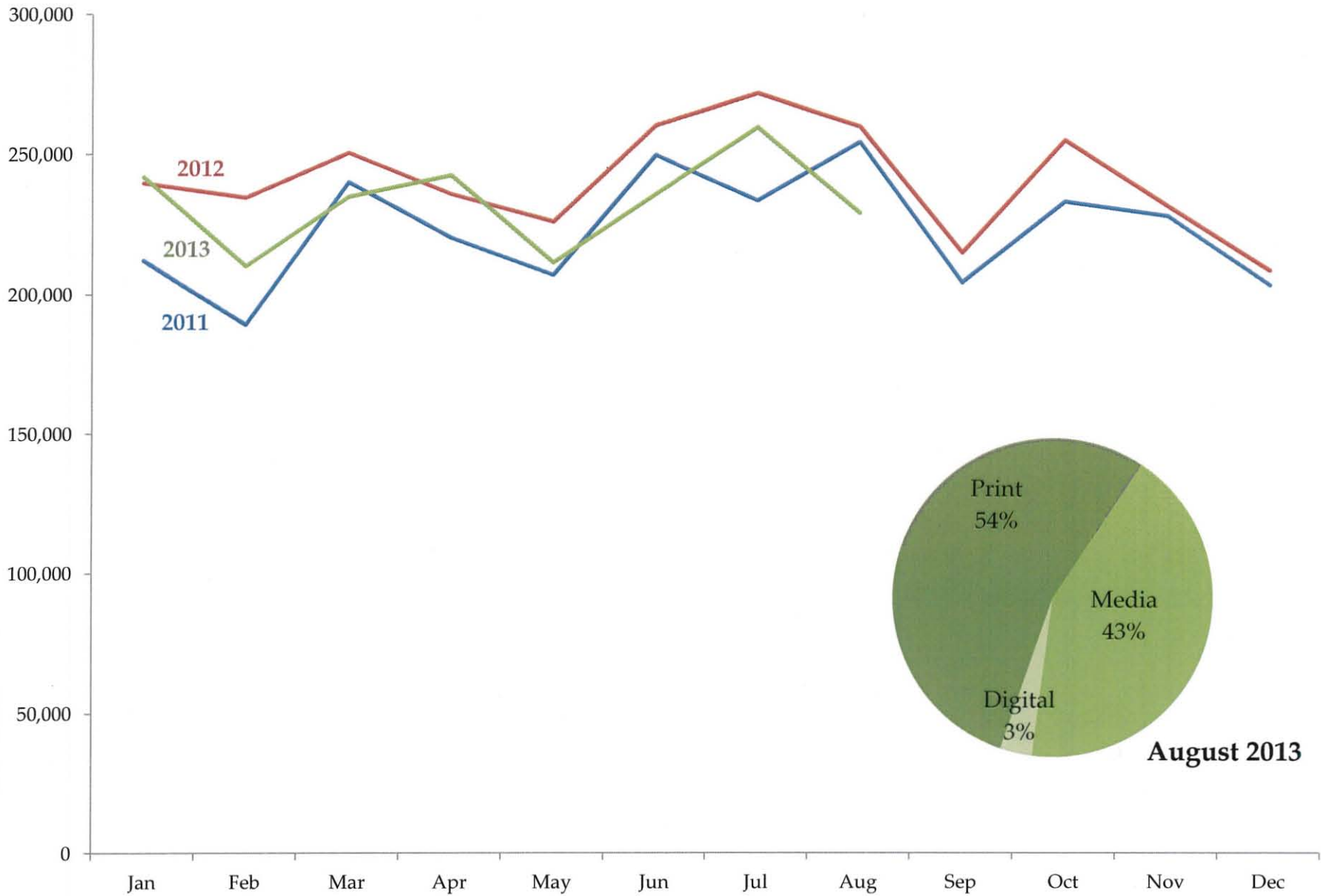
Milwaukee Public Library Hours of Computer Usage



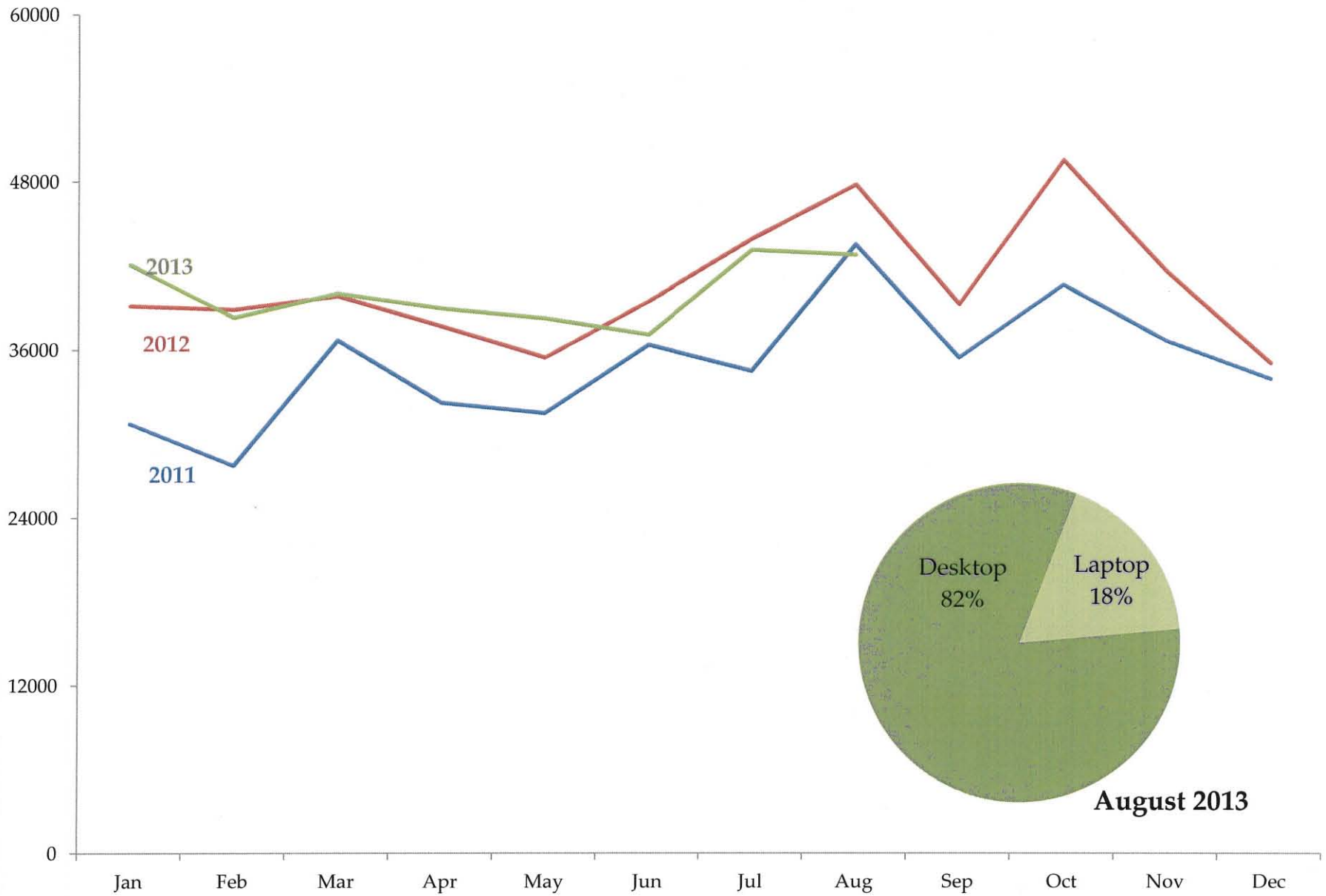
Milwaukee Public Library Visits



Milwaukee Public Library Circulation



Milwaukee Public Library Hours of Computer Usage



Milwaukee Public Library
Computer, Internet, and Electronic Statistics
June, 2013 REVISED

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
	86,126	84,964	1.4%	537,545	523,816	2.6%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	4,201	4,713	-10.9%	28,918	31,284	-7.6%
	31% In-library 69% Remote	31% In-library 69% Remote		34% In-library 66% Remote	32% In-library 68% 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	4,611	1,959	135.4%	26,012	9,800	165.4%
Audiobooks, Music & Videos	1,883	1,106	70.3%	10,119	6,240	62.2%

Downloads of Digital Music through Freegal						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	2,238	2,434	-8.1%	14,881	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
	39,421	37,841	4.2%	242,243	237,192	2.1%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	12,006	11,004	9.1%	73,004	65,258	11.9%
Atkinson	716	719	-0.4%	3,968	3,946	0.6%
Bay View	2,713	2,797	-3.0%	16,808	16,530	1.7%
Capitol	2,200	2,408	-8.6%	13,433	14,050	-4.4%
Center Street	1,027	916	12.1%	5,351	5,538	-3.4%
East	701	2,720	-74.2%	10,735	15,489	-30.7%
Forest Home	733	854	-14.2%	4,616	4,928	-6.3%
Martin Luther King	690	626	10.2%	4,099	4,334	-5.4%
Mill Road	889	1,066	-16.6%	5,484	6,725	-18.5%
Tippecanoe	1,342	1,412	-5.0%	8,370	8,460	-1.1%
Villard Square	726	803	-9.6%	4,393	4,873	-9.9%
Washington Park	977	956	2.2%	5,663	6,204	-8.7%
Zablocki	2,071	2,003	3.4%	11,798	11,865	-0.6%
YCOS--Outreach	334	429	-22.1%	1,810	2,072	-12.6%
TOTAL	27,125	28,713	-5.5%	169,532	170,272	-0.4%

Milwaukee Public Library
Computer, Internet, and Electronic Statistics
July 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
	91,142	94,289	-3.3%	628,687	618,105	1.7%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	3,801	4,560	-16.6%	32,719	35,844	-8.7%
	31% In-library 69% Remote	31% In-library 69% Remote		34% In-library 67% Remote	32% In-library 68% Remote	

OverDrive Digital Download Circulation, by format						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	5,081	2,356	115.7%	31,093	12,156	155.8%
Audiobooks, Music & Videos	2,124	1,139	86.5%	12,243	7,364	66.3%

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
	2,220	2,485	-10.7%	17,101	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
	41,721	39,993	4.3%	283,964	277,185	2.4%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	13,659	10,967	24.5%	86,663	76,225	13.7%
Atkinson	703	706	-0.4%	4,671	4,652	0.4%
Bay View	3,022	2,780	8.7%	19,830	19,310	2.7%
Capitol	2,634	2,196	19.9%	16,067	16,246	-1.1%
Center Street	967	933	3.6%	6,318	6,471	-2.4%
East	1,296	2,568	-49.5%	12,031	18,057	-33.4%
Forest Home	834	851	-2.0%	5,450	5,779	-5.7%
Martin Luther King	690	771	-10.5%	4,789	5,105	-6.2%
Mill Road	1,110	962	15.4%	6,594	7,687	-14.2%
Tippecanoe	1,535	1,490	3.0%	9,905	9,950	-0.5%
Villard Square	741	640	15.8%	5,134	5,513	-6.9%
Washington Park	1,023	965	6.0%	6,686	7,169	-6.7%
Zablocki	1,957	2,013	-2.8%	13,755	13,878	-0.9%
YCOS--Outreach	272	396	-31.3%	2,082	2,468	-15.6%
TOTAL	30,443	28,238	7.8%	199,975	198,510	0.7%

Milwaukee Public Library
Computer, Internet, and Electronic Statistics
August 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
	87,979	109,505	-19.7%	628,687	618,105	1.7%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	3,992	4,105	-2.8%	36,711	39,949	-8.1%
	31% In-library 69% Remote	33% In-library 67% Remote		33% In-library 67% Remote	33% In-library 67% Remote	

OverDrive Digital Download Circulation, by format						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	5,352	2,869	86.5%	36,445	15,025	142.6%
Audiobooks, Music & Videos	2,057	1,291	59.3%	14,300	8,655	65.2%

Downloads of Digital Music through Freegal						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	2,112	2,247	-6.0%	19,213	n/a	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
	39,685	41,440	-4.2%	323,649	318,625	1.6%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	11,334	11,610	-2.4%	97,997	87,835	11.6%
Atkinson	613	633	-3.2%	5,284	5,285	0.0%
Bay View	2,831	2,848	-0.6%	22,661	22,158	2.3%
Capitol	2,417	2,350	2.9%	18,484	18,596	-0.6%
Center Street	885	961	-7.9%	7,203	7,432	-3.1%
East	1,196	2,553	-53.2%	13,227	20,610	-35.8%
Forest Home	787	827	-4.8%	6,237	6,606	-5.6%
Martin Luther King	663	721	-8.0%	5,452	5,826	-6.4%
Mill Road	1,090	969	12.5%	7,684	8,656	-11.2%
Tippecanoe	1,428	1,360	5.0%	11,333	11,310	0.2%
Villard Square	644	492	30.9%	5,778	6,005	-3.8%
Washington Park	993	897	10.7%	7,679	8,066	-4.8%
Zablocki	2,246	2,102	6.9%	16,001	15,980	0.1%
YCOS--Outreach	231	423	-45.4%	2,313	2,891	-20.0%
TOTAL	27,358	28,746	-4.8%	227,333	227,256	0.0%