



**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 Cogg, Sharon Cook, Ald. Nik Kovac,
Chris Layden, Sam McGovern-Rowen, Joan Prince, Dir. Mark Sain
Secretary's Assistant: Crystal Sura (414) 286-3021**

**Tuesday November 26, 2013
4:30 p.m.
Central Library
814 W. Wisconsin Avenue
Milwaukee, WI 53233**



Holiday Book Donation & Board Photograph

AGENDA

PUBLIC COMMENT

APPROVAL OF MINUTES of the October 22, 2013 Regular Meeting.

Attachment A, page 3

COMMITTEE REPORTS

1. **Library Services & Programs Committee.** Trustee Cook will make a recommendation from the November 4, 2013 meeting regarding patron bans and a revision to the Teacher Library Card Policy.
Attachment B, page 25
2. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Kovac, Resource Library Representative, will report on the November 25, 2013 MCFLS Board meeting.
3. **Library Building & Development Committee.** The committee will report on the November 26, 2013 meeting regarding the East Library construction contract.

OLD BUSINESS

- 4. **Budget Update.** Library administration will answer questions about the 2014 adopted budget for the library.

Attachment C, page 31

NEW BUSINESS

- 5. **Urban Libraries Council Partners Conference-Libraries Leading Learning.** Trustees Hamilton and Cook, along with Director Kiely will share their initial thoughts about the conference.
- 6. **Washington Park Stakeholder Meeting.** A report from the November 19, 2013 meeting will be provided.
- 7. **Foundation Report.** Director Kiely will report on Foundation activities.

ADMINISTRATIVE REPORTS

- 8. **Personnel Actions.** Library administration reports the personnel activity for the month.
Attachment D, page 32
- 9. **Financial Report.** The financial report will be presented. Library administration reports the financial activity:
U. S. Bancorp Commercial Paper #266076487 (rated A1+/P1) dated 10/04/13 and maturing 11/04/13 at a rate of 0.08%.....\$495,000.
Attachment E, page 34
- 10. **Library Director’s Reports.**
Attachment F, page 36

REMINDER: *Next scheduled meetings are:*
December 11, 2013–Executive Committee–Central Library–4:00 p.m.
December–Recess

ADJOURNMENT

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

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

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

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday October 22, 2013
Central Library
814 W. Wisconsin Ave.
Milwaukee, WI 53233**

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

EXCUSED:

STAFF: Chris Arkenberg, Consuelo Hernandez, Dawn Lauber, Bill Lenski, Taj Schoening, Crystal Sura, Brooke VandeBerg, Duane Wepking

OTHERS Amy Hefter, Legislative Reference Bureau

PRESENT: Eric Pearson, Budget and Policy

President Hamilton called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:45 p.m. on October 22, 2013 with a quorum present. Trustee Prince participated by conference phone.

PUBLIC COMMENT None

APPROVAL OF MINUTES Trustee Cook moved and Trustee Gurda seconded a motion to approve the September 24, 2013 minutes. Motion passed.

COMMITTEE REPORTS

1. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Kovac reported on the October 21, 2013 MCFLS Board meeting. The Proposed 2014 MCFLS Budget was reviewed and he highlighted the Milwaukee County allocation of \$100,000 which is a \$33,350 budgetary increase. The Sierra library system software and server, which will replace Millennium, is a new expense through 2016. State aid revenue remained the same as 2013 at \$2,677,006. MCFLS will allocate 41% of State aid toward reciprocal borrowing for 2014 and 2015. These funds subsidize each net lending library according to its percentage of overall net lending. Ten percent of system aid will go toward the cataloging contract in 2014. Seven percent of system aid will go towards the resource library contract with MPL. Informational item.
2. **MPL Trust Fund Investment Policy Subcommittee.** Trustee Lipscomb referred to the subcommittee agendas, minutes and revised investment policy listed as attachment B, page 10 of the agenda. He briefly summarized the changes, noting that the asset allocation guidelines specify a range of their funds that can be invested in stocks, bonds and alternatives. A statement giving the Board the right to authorize expenditures for special projects to meet the needs of the Library, was also added. The Subcommittee recommends

2. **MPL Trust Fund Investment Policy Subcommittee.** (continued)
approval. Trustee Lipscomb moved approval of the Milwaukee Public Library Trust Fund Investment Policy dated October 3, 2013 to the full Board of Trustees. Trustee Cook seconded the motion. Motion passed.
-
3. **Library Building & Development Committee.** Vice President Gurda reported that at the committee meeting on October 17, 2013, two of four items were approved for action. The express library installation is postponed until spring of 2014 due to a delay in the bus shelter site preparation that will house the unit at Westlawn Gardens. Informational item.
There were no bids received for the East Branch interior construction project. More information and clarification will be made to the Request For Proposal and the project will be rebid. Recommendations will come before the Building & Development Committee and forwarded to the full Board at their regular meeting on November 26, 2013. Informational item.
A Central Library cooling tower, originally installed in the 1970s, needs to be replaced. The committee agreed with library administration's recommendation to award the cooling tower contract to the low bidder Butters-Fetting Co., Inc. for a total of \$438,500. Vice President Gurda moved approval and Trustee Cook seconded the motion. Motion passed.
Director Kiely distributed a document dated October 17, 2013, titled Mayor's Proposed Budget for Milwaukee Public Library. Vice President Gurda stated that at the meeting, the committee reviewed the Facilities Plan motion, approved by the Board in 2010, which included a model for consolidating two libraries and building an area library in their place. The Mayor's 2014 proposed budget for the library includes a total of \$3,383,000 in Capital Funds. Of this, \$2.3 million is for several branch library improvements. Initial funding of \$600,000 will allow the library to begin two new mixed-use projects. The budget through 2018 excludes the area library model. Vice President Gurda said he has asked library administration to research the cost of a mixed use model in comparison to a stand-alone library. He added that experience should guide the Board's decision on the rebuilding plan as it moves forward, noting not all sites have the same qualities. Vice President Gurda moved and Trustee Cook seconded a motion to approve Mayor Barrett's plan for the library system. Motion passed. The agenda, minutes and the Mayor's Proposed Budget document are attached at the end of these minutes.
-
4. **Finance & Personnel Committee.** Trustee Lipscomb reported that two recommendations were made at the Finance & Personnel Committee meeting held earlier. The Committee recommends approval of a MPL Trust Fund expenditure in the amount of \$96,846 for 2014 operational support. Of that amount, \$12,000 is from restricted funds supporting the Wisconsin Talking Book and Braille Library's staff development and the Arts and Media Department. Unrestricted funds supporting materials, programming, training, marketing and contingency total \$84,846. The total request of 4.1% of the Trust Fund balance is consistent with the investment policy guidelines. Trustee Lipscomb moved to approve the 2014 Trust Fund expenditure totaling \$96,846. Trustee Layden seconded the motion. Motion passed.
Two library audits were conducted by the City's Comptroller's office in September. The library responded to the recommendations made by the auditors. One recommendation regarding cash controls involves Milwaukee County Federated Library System (MCFLS) software which limits MPL's ability to reconcile cash collected from overdue material fines.

4. **Finance & Personnel Committee.** (continued)

Library administration will contact MCFLS staff on the issue. The audit reports will be presented to the Common Council's Finance and Personnel Committee. The Comptroller's Office will conduct a follow up meeting with the library. The Committee will continue to be updated quarterly on any further audit discussions. The audit reports were accepted and placed on file. Informational item. The committee agenda and minutes are attached at the end of these minutes.

OLD BUSINESS

5. **Strategic Plan.** Director Kiely referred to attachment C, page 16 of the agenda, MPL 2020 Our Plan for the Future. She summarized the document using a PowerPoint presentation. The plan includes new vision and mission statements, three organizational and workplace values, sets of outcomes and eight citywide strategies. The plan will be presented to the staff during a development day scheduled for November 11, 2013. Central and the branches have audited their services and each library will have a detailed plan of strategies completed by first quarter of 2014. The Strategic Planning Steering Team will develop a detailed timeline. Tools that list the activities and measure the outcomes will be used to keep the Board, the staff and the community informed. After a few comments from the Board regarding establishing partnerships, engaging the community and trusting the process, Vice President Gurda moved approval of the MPL 2020 Our Plan for the Future as presented and to endorse the vision. Trustee Cook seconded the motion. Motion passed.
-

6. **Library Budget Hearing Report.** Director Kiely told the Board that the Library's budget hearing before the Common Council's Finance & Personnel Committee was held on October 10, 2013. The discussion included the impact of funding six Library Technology Specialists with library operating funds. These positions were funded with Broadband Stimulus Funds in 2013. The total requested 2014 budget represents an increase of \$174,478 which is 0.8% higher than 2013. Budget amendment day is scheduled for October 25, 2013. The City of Milwaukee's budget for 2014 will be adopted on November 1, 2013. Informational item.
-

NEW BUSINESS

7. **Trustees 2014 Meeting Schedule.** The proposed schedule for 2014 MPL Board of Trustees meetings was presented for approval, attachment D, page 22 of the agenda. Corrections were noted: the Finance & Personnel Committee meeting on April 22 will be at Washington Park Library; the Building & Development Committee meetings will be scheduled on January 16, April 17, July 17 and October 16. Trustee Coggs moved and Trustee Cook seconded a motion to accept the 2014 Board meeting dates with corrections. Motion passed.
-
8. **2014 Milwaukee Public Library Proposed Public Service Hours.** The 2014 schedule of Proposed Public Service Hours was presented for approval, attachment E, page 26 of the agenda. There were no changes proposed in the 2014 schedule compared to last year. Trustee Layden moved approval and Trustee Lipscomb seconded the motion. Motion passed.
-

ADMINISTRATIVE REPORTS

9. **Personnel Actions**. The personnel activity for September 2013 was reviewed. Informational item.

10. **Financial Report**. The financial report for September was presented.

Library administration reports the financial activity:

U. S. Bancorp Commercial Paper #266076131 (rated A1+/P1) dated 09/04/13 and maturing 10/04/13 at a rate of 0.09%.....\$510,000.

11. **Library Director's Reports**. Director Kiely referred to attachment H, page 30 of the agenda. She highlighted the Digital Inclusion project that she has been working on with Trustee Bria, Sharon Robinson from the City's Department of Administration and Nancy Olson from the City's Information and Technology Management Division. Community leaders responded with interest to plans for a summit that will be held next year.

The library is once again partnering with Poet's House, showcasing a Poetic Voices of the Muslim World exhibit at Central and offering related programming.

The Central Library participated in Door Open Milwaukee giving tours to over 1,000 visitors.

The statistical reports were reviewed. The closing of East Library continues to affect the total visits and circulation which were slightly lower than the prior year. The use of electronic resources, specifically e-books and downloadable audio books, continues to grow with a monthly increase of 72.5% and 53.3% respectively.

Director Kiely noted that the 2013 Benjamin Franklin Awards Celebration honoring Mark and Debbie Attanasio of Milwaukee Brewers Baseball Club will be held at Central Library on October 24, 2013.

The Board was reminded that at the November 26, 2013 regular meeting, gifts of books or cash to purchase books for the library's shelves would be appreciated. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of October 22, 2013 was adjourned at 6:15 p.m.



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

October 8, 2013

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

Fm: Paula A. Kiely, Library Director

Re: Library Building & Development Committee Meeting
October 17, 2013, Thursday, 8:00-9:00 a.m.
Central Library Meeting Room 1
814 W. Wisconsin Ave.

MEETING NOTICE AND AGENDA

1. **Express Library**. Information on the design and installation of the Express Library will be shared.
2. **Central Library Cooling Tower Replacement Project**. The committee will review the Central Library Cooling Tower Replacement Project contract for approval.
3. **East Branch Construction Contract**. The committee will review the East Branch Interior Build Out contract for approval.
4. **MPL Facilities Plan**. The Committee will revisit the Facilities Plan motion approved by the Board on February 23, 2010 relating to the area library model and confirm that the Board is supporting the Mayor's initiative for the library system outlined in the City's 2014 Proposed Budget.

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, 286-2794 (FAX), 286-3062 (TDD), or Central Library, 814 W. Wisconsin Ave., Milwaukee, WI 53233 Attn: Accommodation Request.

MOTION:

The Milwaukee Public Library Board of Trustees recognizes that the:

A. The current situation and trajectory of the Milwaukee Public Library system, driven by budget pressures, have resulted in and will continue to produce a steady deterioration in library services and the quality of library facilities, including:

- (1) A steady decline in the average number of hours per week for City-funded neighborhood libraries, amounting to three fewer hours each year for the last five years or a 15-hour reduction altogether;
- (2) A steady decline in the materials budget; and
- (3) The spending of substantial tax dollars to maintain increasingly outdated, technologically inefficient, and unattractive neighborhood libraries that will eventually need to be replaced anyway.

B. An approach (as illustrated in the attached spreadsheets, or an alternative approach that meets the goals of quality service and equivalent cost savings), calculated with the assistance of both Library Administration and the City Budget Office to cost no more than what the *status quo* would cost as projected into the future, should be adopted and implemented beginning in 2011, under which:

- (1) The average number of hours per week for City-funded neighborhood libraries is stabilized at 35 hours per week, and increased over time;
- (2) The materials budget is stabilized and increased over time;
- (3) A new configuration of facilities is planned, built, and opened to the public over the next ten years, including the replacement of outdated, inefficient, and unattractive neighborhood libraries with a combination of environmentally efficient, technically up-to-date, and appealing area libraries, mixed use libraries (in addition to the new Villard Library) and express libraries, all of which should enable the use of new information technologies and improve operational efficiency and productivity;
- (4) Priority is given to those buildings in the poorest condition and with the greatest need of capital investment, such that replacement or consolidation with another library results in an enhancement of services with long-term savings;
- (5) In proceeding with the transition from the current situation to the proposed alternative, the Board and Library Director will, as they make facilities-related decisions, seek to minimize the distance and time that Library patrons must travel to reach libraries, and promote ease of access to libraries, taking into account the differing transportation resources available to the residents of Milwaukee and the potential for collaborative relationships with members of the Milwaukee County Federated Library System.

The Board accordingly recommends to the Library Director, the Mayor, and the Common Council that:

A. The approach, outlined above, be adopted and implemented, starting with the 2011 City Budget; and

B. The Library Director, after consultation with the Library Board of Trustees, Mayor, Common Council, and the City Budget and Management Director, should proceed with what she determines to be the most appropriate first steps to implementing the alternative approach via the 2011 Capital Budget and 2011 Operating Budget.

ATTACHMENT A-P. 6 of 22
MPL MINUTES 10/22/13

P. 8

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

**Thursday October 17, 2013
Central Library Meeting Room 1
814 W. Wisconsin Ave.**

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

OTHERS MPL: Joan Johnson, Taj Schoening, Crystal Sura, Duane Wepking
PRESENT: HGA: Kevin Allebach

Committee Chair John Gurda called the MPL Board of Trustees Building & Development Committee meeting to order at 8:05 a.m. on Thursday October 17, 2013 with a quorum present.

1. **Express Library.** Director Kiely reported that the express library unit is on order from China and is expected to be delivered by November 18, 2013. MPL Express will be installed at Westlawn Gardens located just south of Silver Spring on North 64th Street. Recently security concerns have been expressed by Common Council members. Director Kiely will meet with the Housing Authority of the City of Milwaukee team to review the security plan. Library staff have been ordering materials, determining the delivery service schedule and planning staffing. Informational item.

2. **Central Library Cooling Tower Replacement.** Library Business Operations Manager Taj Schoening distributed a memo dated October 10, 2013 regarding Bid Proposals Received for Central Library Cooling Tower Replacement Project. The bid was publicly advertised. Five companies submitted bids which were received October 9, 2013. Library administration recommends awarding the contract to Butters-Fetting Co., Inc. for a total of \$438,500. Trustee Cook moved and Trustee Sain seconded a motion to forward the contract award recommendation to the full Board for approval. Motion passed. The memo is attached to the end of these minutes.

3. **East Branch Construction Contract.** Library Business Operations Manager Taj Schoening distributed a memo dated October 11, 2013 regarding Bid Proposals Received for East Branch Construction Project. Since no bids were received for the East Branch interior construction, library administration recommends rebidding the project. Mr. Kevin Allebach from HGA explained that he has communicated with bidders and will make clarifications to the Request for Proposal to encourage response. The revised timeline will have bids due on November 21, 2013 with the Library Building and Development Committee meeting for review and approval on November 26, 2013 just prior to the regular Board meeting. Informational item. The memo is attached to the end of these minutes.

4. **MPL Facilities Plan.** Director Kiely referred to a motion regarding the Facilities Plan approved by the Board on February 23, 2010, attachment A, page 2 of the agenda. The motion was written after a visioning group, comprised of community leaders, provided recommendations after a thorough planning process. One of the goals of the Facilities Plan was to decrease the annual operating costs of the library. The system configuration included a model for consolidating two libraries and building an area library in their place. Capital funding had been requested for this since 2011 without success. The mixed-use strategy has been successful. The Mayor's initiative for the library system outlined in the 2014 Proposed Budget includes funding to replace Forest Home and Mill Road libraries with a mixed use model and renovate Tippecanoe. The capital plan provides funding to replace or renovate each library over the next several years. The library's intention is to have a more detailed approach when requesting bids for future library projects. Vice President Gurda asked for the cost differential between the mixed use model and stand-alone model wondering if mixed use is a more cost effective alternative that the Board would no longer consider stand-alone libraries. He added that each neighborhood is different. Director Kiely noted that there will continue to be mixed use and stand alone libraries throughout the system. Vice President Gurda stated that the plan should allow for adjustments based on experience and responses to future RFQs. After further discussion, Vice President Gurda entertained a motion to endorse the Mayor's capitol plan for the library system. Trustee Cook moved and Trustee Lipscomb seconded the motion. Motion passed.

With no further business, the meeting of the Board's Building & Development Committee was adjourned at 8:55 a.m. on Thursday October 17, 2013.



MEMORANDUM

Date: October 10, 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 Central Library Cooling Tower Replacement Project

The Milwaukee Public Library issued a bid for replacement of the cooling tower at the Central Library. The bid was publicly advertised. Five companies submitted bids which were received October 9, 2013.

	<u>Base Bid</u>
Butters-Fetting Co., Inc.	\$438, 500
Mared Mechanical Contractors Corp.	\$449,000
J.M. Brennan, Inc.	\$455,400
Belonger Corporation	\$458,200
Arteaga Construction, Inc.	\$478,900

Library administration recommends awarding the contract to the low bidder, Butters-Fetting Co., Inc. for a total of \$438,500.



MEMORANDUM

Date: October 11, 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 Branch Construction Project

The Milwaukee Public Library issued a bid for East Branch interior construction. The bid was publicly advertised. The bid opening was October 10, 2013. No bids were received for this project, except a bid for plumbing work only.

Library administration recommends rebidding this project.

Mayor's Proposed Budget for Milwaukee Public Library

Branch Library Improvements: The 2014 capital budget includes \$2.3 million for several branch library improvements, including \$175,000 to replace the Center Street roof, \$100,000 to construct a public emergency exit at Center Street, \$150,000 to replace the carpet at Zablocki, and \$1.25 million for renovation of the Tippecanoe facility. The total cost for renovating Tippecanoe, including HVAC system replacement, making accessibility improvements and other facility improvements, is \$4.4 million. An additional \$2.25 million is planned for 2015 to fully fund this renovation. The 2014 budget also includes funding to begin another mixed-use project replacing one of three existing libraries, Mill Road, Forest Home or Capitol. The capital plan provides funding to replace Mill Road, Forest Home, Capitol and M.L. King with mixed-use buildings over the next several years.

Project	2014	2015	2016	2017	2018	Total
Forest Home	\$ 500,000	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ 4,500,000
Mill Road	\$ 100,000	\$ 2,200,000	\$ 2,200,000	\$ -	\$ -	\$ 4,500,000
Capitol			\$ 500,000	\$ 2,000,000	\$ 2,000,000	\$ 4,500,000
King			\$ 500,000	\$ 2,000,000	\$ 2,000,000	\$ 4,500,000
Tippecanoe	\$ 750,000	\$ 2,750,000				\$ 3,500,000
Zablocki Carpet	\$ 150,000					\$ 150,000
Center Street Emergency Exit	\$ 100,000					\$ 100,000
Center Street Roof	\$ 175,000					\$ 175,000
Project Manager	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 450,000
	\$ 1,825,000	\$ 7,050,000	\$ 5,300,000	\$ 4,100,000	\$ 4,100,000	\$ 22,375,000



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

October 10, 2013

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

Fm: Paula A. Kiely, Library Director

Re: Finance & Personnel Committee Meeting
Tuesday October 22, 2013
3:45 p.m.-4:30 p.m.
Central Library 814 W. Wisconsin Avenue

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 and offer suggestions for maximizing returns.
2. **2014 MPL Trust Fund Expenditures.** Approval will be requested to expend funds from the Milwaukee Public Library Trust Fund for materials, staff training, programming, marketing and contingency in 2014.
Attachment A, page 2
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 B, page 5
4. **Audit Report.** The City's audit manager will present the findings and recommendations related to audits of the library's cash handling and accounts payable functions.

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

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

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



MILWAUKEE
PUBLIC LIBRARY

October 14, 2013

To: Milwaukee Public Library Board
Finance and Personnel Committee

Fr: Paula A. Kiely
Library Director

Re: 2014 Milwaukee Public Library Trust Fund Allocation Request

Approval is requested to expend up to \$96,846 from the Milwaukee Public Library Trust Fund for operational support during 2014.

Unrestricted funds in the amount of \$84,846 will be used for staff training, public program support, marketing and promotion, and collection materials. This amount is equal to 4% of the average unrestricted fund value of the last 12 quarters.

Restricted funds, in the amount of \$12,000 will be used per the restrictions placed on the gifts by the donors.

Unrestricted Funds	\$84,846
Restricted Funds	\$12,000

The total request of \$96,846 is equal to 4.1% of the total Trust Fund balance.

TRUST FUND RECAP (JPMorgan Chase)									
Date	Receipts	Earnings	Expenditures	(Market Value) Fund Balance	Fund Balance Less Restricted	Board Authorized \$'s	Authorized \$'s/ Avg. Last (12) Qtrs. Total Fund Balance	4% Allocation Avg. Last (12) Qtrs. Total Fund Balance	
3/31/2003	\$ 5,265.02	\$ (27,135.93)	\$ 23,200.00	\$ 2,140,633.97					
6/30/2003		\$ 295,348.40	\$ 1,900.00	\$ 2,434,082.37					
9/30/2003		\$ 97,793.56	\$ 2,183.73	\$ 2,529,692.20					
12/31/2003		\$ 107,195.35	\$ 172,090.61	\$ 2,464,796.94		\$ 191,800.00	7.61%	\$ 100,817.13	
3/31/2004	\$ 13,774.69	\$ 58,977.04	\$ 1,255.02	\$ 2,536,293.65					
6/30/2004		\$ (3,763.89)	\$ 7,669.47	\$ 2,524,860.29					
9/30/2004		\$ 12,961.43	\$ 4,084.63	\$ 2,533,737.09					
12/31/2004		\$ 136,494.15	\$ 172,237.14	\$ 2,497,994.10		\$ 229,000.00	9.35%	\$ 97,961.34	
3/31/2005	\$ 16,086.00	\$ (19,441.43)	\$ 760.53	\$ 2,493,878.14					
6/30/2005	\$ 3,150.84	\$ 76,214.34	\$ 1,718.00	\$ 2,571,525.32					
9/30/2005	\$ 5,087.25	\$ 68,355.57	\$ 3,505.00	\$ 2,641,463.14					
12/31/2005	\$ 556.38	\$ 37,051.02	\$ 200,585.92	\$ 2,478,484.62		\$ 174,205.00	7.00%	\$ 99,491.47	
3/31/2006	\$ 11,228.52	\$ 69,990.96	\$ 34,481.97	\$ 2,525,222.13					
6/30/2006		\$ (20,241.08)	\$ 4,655.00	\$ 2,500,326.05					
9/30/2006		\$ 79,362.23	\$ -	\$ 2,579,688.28					
12/31/2006	\$ 11,138.29	\$ 123,716.59	\$ 147,194.37	\$ 2,567,348.79		\$ 176,000.00	6.94%	\$ 101,502.74	
3/31/2007		\$ 46,898.91	\$ 5,085.00	\$ 2,609,162.70					
6/30/2007	\$ 50,000.00	\$ 93,458.46	\$ 1,252.00	\$ 2,751,369.16					
9/30/2007		\$ 42,368.62	\$ 253.14	\$ 2,793,484.64					
12/31/2007	\$ 9,356.60	\$ (25,799.29)	\$ 165,886.11	\$ 2,611,155.84	\$ 2,505,496.71	\$ 200,000.00	7.71%	\$ 103,743.70	
3/31/2008		\$(155,361.43)	\$ 1,004.42	\$ 2,454,789.99	\$ 2,349,130.86				
6/30/2008		\$ (13,351.16)	\$ 3,817.00	\$ 2,437,621.83	\$ 2,331,962.70				
9/30/2008		\$(197,374.02)	\$ 575.00	\$ 2,239,672.81	\$ 2,134,013.68				
12/31/2008	\$ 12,686.98	\$(245,297.39)	\$ 190,806.61	\$ 1,816,255.79	\$ 1,703,641.30	\$ 144,000.00	5.78%	\$ 99,620.33	
3/31/2009		\$ (78,272.99)	\$ 1,190.00	\$ 1,736,792.80	\$ 1,624,178.31				
6/30/2009		\$ 139,531.08	\$ 3,850.00	\$ 1,872,473.88	\$ 1,759,859.39				
9/30/2009		\$ 152,000.16	\$ 130.59	\$ 2,024,343.45	\$ 1,911,728.96				
12/31/2009	\$ 52,292.38	\$ 64,729.47	\$ 140,405.78	\$ 2,000,959.52	\$ 1,892,560.45	\$ 95,000.00	4.17%	\$ 91,160.27	
3/31/2010	\$ 4,080.59	\$ 57,112.70	\$ 1,440.93	\$ 2,060,711.88	\$ 1,952,312.81				
6/30/2010	\$ 184,342.45	\$ (95,954.69)	\$ 4,468.87	\$ 2,144,630.77	\$ 1,851,889.25				
9/30/2010		\$ 155,807.97	\$ 2,121.09	\$ 2,298,317.65	\$ 2,005,576.13				
12/30/2010	\$ 59,638.65	\$ 116,626.22	\$ 281,125.36	\$ 2,193,457.16	\$ 2,098,539.80	\$ 118,000.00	5.60%	\$ 84,266.76	
3/31/2011	\$ 1,235.68	\$ 62,337.60	\$ 4,141.86	\$ 2,252,888.58	\$ 2,157,971.22				
6/30/2011		\$ 18,255.32	\$ 8,584.27	\$ 2,262,559.63	\$ 2,167,642.27				
9/30/2011		\$(198,161.76)	\$ 4,375.09	\$ 2,060,022.78	\$ 1,965,105.42				
12/31/2011	\$ 10,176.00	\$ 110,059.33	\$ 107,761.32	\$ 2,072,496.79	\$ 1,999,829.95	\$ 92,740.00	4.46%	\$ 83,265.52	
3/31/2012		\$ 137,967.81	\$ 3,350.20	\$ 2,207,114.40	\$ 2,134,447.56				
6/30/2012		\$ (46,947.91)	\$ 8,386.77	\$ 2,151,779.72	\$ 2,079,112.88				
9/30/2012		\$ 74,657.32	\$ 3,443.07	\$ 2,222,993.97	\$ 2,150,327.13				
12/31/2012	\$ 60,576.00	\$ 17,517.55	\$ 94,151.86	\$ 2,206,935.66	\$ 2,088,078.49	\$ 97,518.00	4.48%	\$ 87,113.03	
3/31/2013		\$ 90,679.91	\$ 3,587.36	\$ 2,294,028.21	\$ 2,175,171.04				
6/30/2013		\$ 1,220.91	\$ 7,830.69	\$ 2,287,418.43	\$ 2,168,561.26				
9/30/2013		\$ 104,007.45	\$ 3,590.85	\$ 2,387,835.03	\$ 2,268,977.86				
12/31/2013									* \$ 84,845.88

*4% of Unrestricted Fund Balances Only

Milwaukee Public Library Trust Fund
 Restricted Funds - JPMorgan Chase
 December 31, 2012 - December 31, 2016

	12/31/2011	2012	2012	12/31/2012	2013	2013	Estimated	2014	2014	12/31/2014	2015	2015	12/31/2015	2016	2016	12/31/2016
	Balances	Additions	Expenditures	Balances	Estimated	Authorized	12/31/2013	Additions	Expenditures	Balances	Additions	Expenditures	Balances	Additions	Expenditures	Balances
Danziger* (large print books)	1,872.19	-	(1,799.70)	72.49	-	(72.49)	-	-	-	-	-	-	-	-	-	-
Strehlow (programs to support reading for children and seniors)	-	50,000.00	-	50,000.00	-	-	50,000.00	-	-	50,000.00	-	-	50,000.00	-	-	50,000.00
Goldstein (blind & physically handicapped staff development & training)	4,168.25	-	(688.16)	3,480.09	-	(2,168.25)	1,311.84	-	-	1,311.84	-	-	1,311.84	-	-	1,311.84
Hunkel (insurance industry publications; books or equipment pertaining to art, travel, literature or music)	66,626.40	10,576.00	(11,897.81)	65,304.59	11,000.00	(13,759.26)	62,545.33	-	-	62,545.33	-	-	62,545.33	-	-	62,545.33
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	72,666.84	60,576.00	(14,385.67)	118,857.17	11,000.00	(16,000.00)	113,857.17	-	-	113,857.17	-	-	113,857.17	-	-	113,857.17

*\$72.49 excess spent on Danziger restrictions in 2013 - restrictions met in full.



MEMORANDUM

Date: October 14, 2013

To: Paula A. Kiely, Library Director

From: Taj Schoening, Library Business Operations Manager

Re: Internal Controls - Third Quarter 2013

I have confirmed that in the third 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 July, August and September 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 September 30, 2013

	<u>Sep 30, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Cert. of Deposit/Comm. Paper	510,000.00
Checking - US Bank	4,319.19
Common Stock	817.20
JPMorgan Chase Bank, NA	2,389,784.29
Total Checking/Savings	<u>2,904,920.68</u>
Total Current Assets	<u>2,904,920.68</u>
TOTAL ASSETS	<u><u>2,904,920.68</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	161,086.71
Total Equity	<u>2,904,920.68</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,904,920.68</u></u>

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

	<u>Jan - Sep 13</u>
Ordinary Income/Expense	
Income	
Bequests	68,046.65
Facilities Rental	15,050.00
Gifts	17,008.15
Investment Income	
Gains and Losses	176,327.97
Interest and Dividends	<u>20,135.89</u>
Total Investment Income	196,463.86
Other Income	23,072.67
Sale of Materials	4,858.44
User Fees	<u>70.00</u>
Total Income	<u>324,569.77</u>
Expense	
Equipment Purchases	5,889.43
Events	2,980.00
Honorarium	5,254.00
Library Materials	99.00
Memberships	2,080.00
Mileage	4,390.24
Miscellaneous Expenses	6,072.53
Outside Services	99,049.23
Photo Reproductions	1,080.59
Professional Fees	14,156.68
Sales Tax	-88.45
Supplies	21,486.38
Training	<u>1,033.43</u>
Total Expense	<u>163,483.06</u>
Net Ordinary Income	<u>161,086.71</u>
Net Income	<u><u>161,086.71</u></u>

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
FINANCE & PERSONNEL COMMITTEE
MINUTES**

**Tuesday October 22, 2013
Central Library Meeting Room 1**

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

STAFF

PRESENT: Bill Lenski, Taj Schoening, Crystal Sura

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

PRESENT: Aycha Sirvanci, Comptroller's Office

Chair Theo Lipscomb called to order, the meeting of the Board of Trustees Finance & Personnel Committee, at 3:45 p.m. on Tuesday October 22, 2013 with a quorum present. Trustee Prince participated by conference phone. Trustee Kovac arrived at 4:15 p.m. The agenda items were taken out of order; however, these minutes are in numerical sequence.

1. **Quarterly Review of Fund Investments.** The J.P. Morgan Financial Review and Market Outlook report dated October 22, 2013 was distributed. Mr. Jeremy Hillenbrand, J.P. Morgan investment specialist, provided an update on the investment market. He summarized the MPL Trust Fund investment accounts. Also noted, was the recent change to the investment portfolio to invest more assets in Alternative Assets and less in Bonds, proved positive. The investment and performance summaries are attached at the end of these minutes. Informational item.

2. **2014 MPL Trust Fund Expenditures.** Director Kiely referred to a memo dated October 14, 2013 regarding 2014 Milwaukee Public Library Trust Fund Allocation Request, attachment A, page 2 of the agenda. Library Administration is requesting approval to expend \$84,846 of unrestricted funds from the MPL Trust Fund to be used for staff training, public program support, marketing and promotion, and collection materials; and, \$12,000 of restricted funds, for a total request of \$96,846 or 4.1% of the net Fund. The restricted funds will be spent as the donors specified. The Fund is valued at approximately \$2.3 million dollars. After a brief discussion, Trustee Prince moved and Trustee Sain seconded a motion to approve the recommendation made by Library Administration to expend \$96,846 from the MPL Trust Fund for operational support during 2014. Motion passed.

3. **Quarterly Report of the Internal Control of the MPL Trust and Gift Funds.** Library Business Operations Manager Taj Schoening reported that as documented in the memo regarding Internal Controls – Third Quarter 2013, attachment B, page 5 of the agenda, there were no issues with the internal operations of the Library Gift and Trust Fund. Informational item.

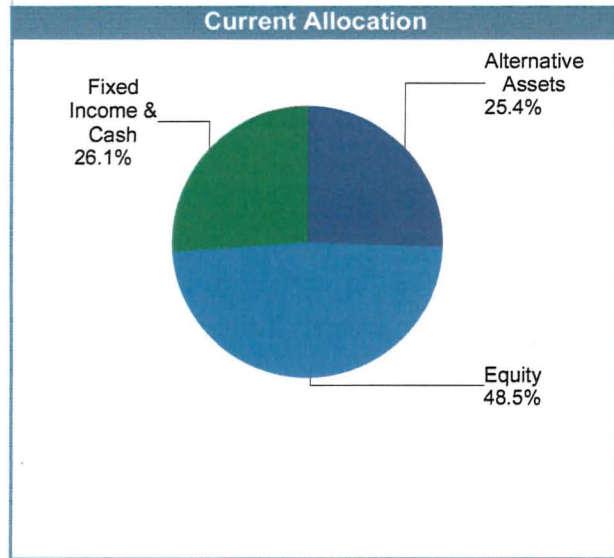
-
4. **Audit Report.** The committee received two audit reports dated September 2013 prior to the meeting: Audit of the Milwaukee Public Library Expenditures and, Audit of the Milwaukee Public Library Cash Controls. City of Milwaukee Audit Manager Aycha Sirvanci summarized the results of the expenditures audit noting the findings discussed in the Audit Conclusions and Recommendations section of the report that have been addressed by the library's business office. The recommendations made by the auditors were procedural and revised accordingly.

The cash controls audit was reviewed and summarized. The library responded to all the recommendations made by the auditors. There are some limitations for cash reconciliation of overdue fines collection due to the Millennium software database that logs library patron activity. Director Kiely will work with the Milwaukee County Federated Library System in requesting an upgrade that would assist with this process. The Office of the Comptroller is required to conduct a follow-up to the library's audit within six months to a year and submit a report to the Common Council on City department responses to recommendations. Trustee Lipscomb asked that the committee continue to be updated on interactions with the Comptroller's Office relating to the audit responses. Trustee Sain moved and Trustee Kovac seconded a motion to accept the audit reports and place them on file. Motion passed.

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 4:35 p.m. on Tuesday October 22, 2013.

Investment Summary as of September 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		% of Total Fin. Assets	Strategic Allocation (%)
Asset Class	JPMorgan (\$)		
Equity	1,158,316	48.5	50.0
US Large Cap Equity	458,134	19.2	19.0
US Mid Cap Equity	161,636	6.8	7.0
EAFE Equity	241,462	10.1	12.0
European Large Cap Equity	23,871	1.0	0.0
Asia ex-Japan Equity	116,870	4.9	6.0
Emerging Market Equity	156,343	6.5	6.0
Alternative Assets	608,230	25.4	25.0
Hedge Funds	384,719	16.1	15.0
Real Estate & Infrastructure	109,550	4.6	5.0
Hard Assets	113,961	4.8	5.0
Fixed Income & Cash	624,113	26.1	25.0
Cash & Short Term	203,848	8.5	0.0
US Fixed Income	327,641	13.7	18.0
Taxable Core	146,592	6.1	8.0
Extended Credit/High Yield	135,602	5.7	8.0
Inflation	45,447	1.9	2.0
Non-US Fixed Income	-	0.0	4.0
Foreign Exchange & Non USD Fixed In	92,623	3.9	3.0
Total Financial Assets	2,390,658	100.0	100.0
Total Portfolio	2,390,658		

* 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.



Performance Summary as of September 30, 2013

MILWAUKEE PUBLIC LIBRARY (MND-V27512009)*

	Current Allocation (%)	Returns (%)					Since Inception	Inception Date
		YTD	1YR	2012	3YR	5YR		
Total Portfolio	100.0	8.9	9.7	8.8	7.5	6.0	4.9	10/31/2003
Total Portfolio (Net of Fees)	100.0	8.5	9.1	8.2	6.8	5.6	4.6	10/31/2003
Equity	48.5	19.3	21.3	16.1	13.9	10.1	7.3	10/31/2003
Alternative Assets	25.4	-0.6	-4.9	-3.1	-0.4	-	1.0	04/30/2010
Fixed Income & Cash	26.1	-0.8	-0.5	3.3	2.1	3.1	3.0	10/31/2003

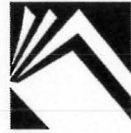
KEY MARKET INDICES	YTD	1YR	2012	3YR	5YR	Since Inception	Inception Date
MSCI AC World USD Net Index	14.4	17.7	16.1	10.2	7.7	7.3	10/31/2003
HFRI FOF: Diversified Index	4.6	6.0	4.8	2.6	-	2.1	04/30/2010
Ibbotson US Treasury Bills	0.0	0.0	0.1	0.1	0.1	1.6	10/31/2003
Barclays Capital Aggregate Tot	-1.9	-1.7	4.2	2.9	5.4	4.7	10/31/2003
Barclays Corporate High Yield	3.7	7.1	15.8	9.2	13.5	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, 22 of 22
MPL MINUTES 10/22/13
P. 24



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

October 21, 2013

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

From: Paula A. Kiely
Library Director

Re: Library Services & Programs Committee Meeting
November 4, 2013
5:30 p.m.-6:30 p.m.
Central Library Krikelas Meeting Room
814 W. Wisconsin Ave.

MEETING NOTICE AND AGENDA

1. **Recommendation of Library Administration to Deny Library Privileges.**
Library Administration will request permanent banning from all Milwaukee Public Libraries for two patrons.

Attachment A, page 2
2. **Teacher Card Policy.** The Committee will be asked to review a revision to the Teacher Card Policy allowing access to library resources to teachers living inside and outside of the city.

Attachment B, page 5

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 6
MPL AGENDA-11/26/13



MILWAUKEE
PUBLIC LIBRARY

October 22, 2013

To: Milwaukee Public Library Board
Services and Programs Committee

Fr: Paula A. Kiely
Library Director

Re: Recommendation to Permanently Ban Two Patrons from all Milwaukee
Public Libraries

I support the recommendation from the Library Security Manager to permanently ban Mr. Washington and Mr. Cobb-Lampkins from entering any City of Milwaukee Public Library.

Both patrons demonstrated egregiously inappropriate behavior while in the library and violated the Milwaukee Public Library Code of Conduct Policy. I have no confidence that their behavior will improve should they be allowed to return to the library. A permanent ban will help ensure a safe environment in the library for staff and patrons.

Permanent bans, if approved, will give MPL the ability to pursue legal action with the help of the District Attorney's Office if the patron violates the terms of the ban. The patrons will have the right to appeal these bans.

ATTACHMENT B-P. 2 of 6
MPL AGENDA-11/26/13
P. 26



MILWAUKEE
PUBLIC LIBRARY

October 18, 2013

To: Paula A. Kiely, Director
From: Michael Weber, MPL Security Manager
Re: Terry Washington

I am recommending a permanent ban from all Milwaukee Public Libraries for patron Terry Washington.

On September 10, 2013 Mr. Washington was observed masturbating while looking at two female MPL staff members who were working in the Art, Music and Recreation room. He positioned himself as close to the service desk as possible and fully exposed himself in full view of the staff. Staff called for assistance immediately and Mr. Washington quickly gathered himself and left the room upon hearing that security had been called. One staff member followed him so that she could identify him to the security officer, and at one point he turned and lunged toward her while saying, "Are you following me?" Two days later Mr. Washington returned to the Central Library, and when informed by the security officer that he was banned, he claimed to have no recollection of the incident. From MPL's security camera footage and the photo on the library card record, he has been positively identified as Terry Washington and as the perpetrator by both staff members.

The two staff members have pressed charges, and for this incident, the State of Wisconsin is charging him for two counts of Lewd and Lascivious Behavior- Exposure. Mr. Washington has been found guilty for numerous criminal offenses over the last 5 years including another charge of Lewd and Lascivious Behavior:

Date	Charge	Outcome
5/20/09	Disorderly Conduct/Criminal Trespass	Guilty
5/20/09	Lewd and Lascivious Behavior- Exposure	Guilty
5/25/10	Assault and Battery/Vandalism	Guilty
2/15/11	Disorderly Conduct/Obstructing an Officer	Guilty
12/24/11	Disorderly Conduct	Guilty
12/27/11	Domestic Abuse- Temp Rest Order Issued against Mr. Washington	

A one year banning letter was sent to Mr. Washington on September 13, 2013. A permanent ban, if approved, will address the concerns of staff who have expressed anxiety about having to face him again. It will also give MPL the ability to pursue legal action with the help of the District Attorney's Office if the patron violates the terms of the ban.

ATTACHMENT B-P. 3 of 6
MPL AGENDA-11/26/13



MILWAUKEE
PUBLIC LIBRARY

October 18, 2013

To: Paula A. Kiely, Director

From: Michael Weber, MPL Security Manager

Re: Maurice Cobb-Lampkins

On July 7, 2012, Maurice Cobb-Lampkins assaulted and injured an MPL staff member. The sequence of events leading up to the assault is as follows (expletives replaced with ***):

Mr. Cobb-Lampkins approached a staff member at the Humanities desk and asked if the staff member wanted to see a trick that the tutor had taught him. The staff member said that he was available to assist with any library questions, and asked if Mr. Cobb-Lampkins had any library related questions.

Mr. Cobb-Lampkins responded, "I don't need any help with that kind of ***! How the *** are you gonna help me?" The patron continued swearing at the staff member. The staff member then reached for the phone in order to call Security and the patron pushed the button on the phone in order to hang it up and then grabbed the phone and hit the staff member with it.

The phone struck the staff member on the right cheek just below the eye. The staff member received a cut and extensive bruising around the eye.

The responding Milwaukee Police officers talked with Mr. Cobb-Lampkins and issued misdemeanor assault charges for this incident.

The impact on the library regarding this physical assault is that it caused bodily harm for one staff member and created a lingering sense of anxiety among the entire staff.

A preliminary banning letter was sent to Mr. Cobb-Lampkins on July 19, 2012. A permanent ban, if approved, will give us the ability to pursue legal action with the help of the District Attorney's Office if the patron is found to be trespassing.

Teacher Card

The Milwaukee Public Library offers a teacher library card to encourage the use of library resources. Teachers currently employed at a school (public, charter, or private) within the city of Milwaukee may apply for a teacher card if they have proof of employment. This card is for use by only the individual teacher for Milwaukee Public Library school-related materials. Teachers who live within Milwaukee County can also apply for a regular card for personal use. Teachers who live outside Milwaukee County may purchase a fee card for personal use. The status of a teacher's personal card will not affect their eligibility for a teacher card.

Parameters

1. Valid for one school year. Expiration date is August 31st of the current school year.
2. Only MPL items may be checked out. Item limits are the same as regular patron cards.
3. Optional extended loan period of six weeks with staff assistance at the service desk.
4. Remote access to MPL databases and downloadable content.
5. Only materials that relate to school may be checked out with a teacher card. This may include recreational and educational student materials in all formats, as well as teacher educational materials.
6. Though items must be returned to avoid billing for lost items, no overdue fines will be charged on Milwaukee Public Library books.
 - a. Overdue Fines will be charged on other types of MPL library materials and items from suburban libraries¹.

¹ Pending ability to adjust software settings as needed, exposure to suburban materials may be reduced or eliminated.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
LIBRARY SERVICES & PROGRAMS COMMITTEE
MINUTES
Monday November 4, 2013
Central Library Krikelas Meeting Room**

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

EXCUSED: Chris Layden

STAFF PRESENT: Joan Johnson, Crystal Sura

Chair Sharon Cook called to order, the meeting of the Board of Trustees Library Services & Programs Committee, at 5:35 p.m. on Monday November 4, 2013 with a quorum present.

1. Recommendation of Library Administration to Deny Library Privileges. As stated in the memo, attachment A, page 2 of the agenda, Director Kiely supports the recommendation from the Library Security Manager to permanently ban Mr. Washington and Mr. Cobb-Lampkins from entering any City of Milwaukee Public Library. The City and the library are committed to providing a safe environment for its employees and visitors. She noted that she has no confidence that the disturbing behavior of these patrons will improve should they be allowed to return to the library. The city attorney's office has been consulted. The patrons have the right to request an appeal hearing before the Board of Trustees. Trustee Callaway moved and Trustee McGovern-Rowen moved to accept library administration's recommendation to permanently ban the two patrons named in the attachment. The recommendation will go to the full Board for ratification at the regular meeting on November 26, 2013. Motion passed.

Discussion ensued regarding a procedure for some libraries to require youth under 18 years of age without an adult to provide identification and sign in before using the library. This has been an effective security measure to identify youth who are being disruptive. Trustee Cook suggested that the sign in policy be reviewed.

2. Teacher Card Policy. The committee reviewed attachment B, page 5 of the agenda. Deputy Director Johnson said that in response to the State budget eliminating the residency requirement for public employees, including Milwaukee Public School teachers, the Library's Teacher Card Policy was revised. The change allows teachers who live outside the City of Milwaukee to obtain a card without permission from the school principal. There are no overdue fines charged on print materials, items can be checked out for an extended loan period of six weeks and remote access to MPL databases is allowed. Trustee Callaway moved and Trustee McGovern-Rowen seconded the motion to approve the MPL Teacher Card Policy. The Motion passed.

The Greater Milwaukee Committee has partnered with area businesses, including the library, in creating a New Teachers Welcome Kit supporting the Teach Town initiative. The MPL Teacher card is included in the kit.

The meeting of the Board's Library Services & Programs Committee was adjourned at 6:05 p.m. on Monday November 4, 2013.

MILWAUKEE PUBLIC LIBRARY

Year 2014 Adopted Budget Overview

OPERATING BUDGET	2013 Adopted Budget	2014 Adopted Budget	Change from 2013 to 2014
Salaries and Wages	\$11,669,888	\$11,736,357	\$66,469 0.56%
Fringe Benefits	5,601,547	5,516,088	(85,459) -1.5%
Supplies and Materials	525,008	445,834	(79,174) -15.1%
Rental and Services	1,311,287	1,438,737	127,450 10%
Energy	713,185	743,658	30,473 4.2%
Equipment	223,579	307,579	84,000 37.7%
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	\$21,768,088	\$174,478 0.8%
TOTAL less Fringe Benefits	\$15,992,063	\$16,252,000	\$259,937 1.6%

SUMMARY

1. Salaries budgeted with no step or cost of living increases. Three furlough days scheduled for 2014.
2. Six Library Technology Specialists funded with Broadband Stimulus funds in 2013 will be funded with operating funds in 2014.
3. Personnel Analyst (Volunteer Coordinator) position added.
4. Project coordinator position added using capital funding.
5. Computer related costs were shifted into different accounts per the City's ITMD directive.
6. City Broadband Stimulus funds in the amount of \$70,000 are being used to offset 2014 computer replacement costs.
7. Materials budget was increased by \$30,719.
8. \$13,000 was added for Summer Reading program.
9. \$100,000 in CDBG funds are approved for Teacher in the Library.
10. Capital funding of \$3,383,000
 - \$600,000 for site selection and RFP for mixed use development for Forest Home and Mill Road
 - \$750,000 for second of three years of funding for complete renovation of Tippecanoe
 - \$475,000 for Branch Library building upgrades and repairs
 - \$1,558,000 for Central Library building repairs and upgrades

MILWAUKEE PUBLIC LIBRARY SYSTEM
PERSONNEL ACTIONS

COVERING PERIOD: SEPTEMBER 29, 2013 THROUGH NOVEMBER 9, 2013

The Secretary reports the following personnel actions:

REGULAR APPOINTMENT

Sarah Farhan - Library Circulation Aide - Tippecanoe	10/21/13
Veronica Hardrick - Library Circulation Aide - Atkinson	10/21/13
Heidi Her - Library Circulation Aide - Bay View	10/22/13
Vania Jurkiewicz - Library Circulation Aide - Zablocki	10/28/13
Shawanda Collins - Library Circulation Aide - Martin Luther King	11/04/13

PROVISIONAL APPOINTMENT

Elisabeth Kaune - Librarian I (1/2) - Subject Services	10/14/13
Kale Noel - Custodial Worker II - CL - Facilities & Fleet	10/14/13
Pablen Roberts - Custodial Worker II - CL - Facilities & Fleet	10/14/13
Gloria Makris - Librarian I - Center Street	10/21/13
Demetrius Witherspoon - Library Security Investigator - Investigation and Call Director	10/21/13

REINSTATEMENT

Matthew Roeder - Library Circulation Aide - Circulation	10/01/13
Todd Osterman - Library Youth Educator - YCOS	10/29/13

EMERGENCY APPOINTMENT

Nancy Torphy - Librarian III - Extension Services	10/26/13
Joy Kilimann - Librarian III - Extension Services	11/09/13

EXPIRATION OF EMERGENCY APPOINTMENT

Joy Kilimann - Librarian III - Extension Services	10/03/13
Acklen Banks - Librarian III - Extension Services	10/22/13
Nancy Torphy - Librarian III - Extension Services	10/27/13

PROMOTION

Sandra Byrnes - Librarian IV to Management Librarian - Subject Services	09/29/13
Michelle Gumowski - Library Technician II to Library Technician III - Technical Services	09/29/13

POSITION CHANGE - TITLE CHANGE

Kirsten Thompson - Library Branch Manager to Management Librarian - Subject Services	09/29/13
--	----------

LEAVE OF ABSENCE 24.0 OR MORE HOURS

Trace Matabele - Library Youth Educator - YCOS - 24.0 hours	09/30/13
Ashley Emmons - Audio Machine Technician - WTBBL - 24.0 hours	10/03/13
Jennifer Pahl - Librarian I - Subject Services - 40.0 hours	10/07/13
Nicole Yarbrough - Library Technician II - Technical Services - 24.6 hours	10/07/13
Jennifer Pahl - Librarian I - Subject Services - 40.0 hours	10/14/13
Mary Jeske - Library Circulation Assistant I - Circulation - 24.0 hours	10/21/13
Jennifer Pahl - Librarian I - Subject Services - 40.0 hours	10/28/13

RESIGNATION

Trace Matabele - Library Youth Educator - YCOS	10/07/13
Donnie Her - Library Circulation Assistant I - Center Street	10/08/13
Crystal Ayad - Custodial Worker II - CL - Facilities & Fleet	10/25/13
Trenton DeBerry - Library Circulation Aide - Washington Park	10/30/13
Karl Radtke- Library Circulation Aide - Center Street	11/09/13

RETIREMENT

Phillip Reesman - Library Security Investigator - Investigation and Call Director MPL Service Credit : 24 years 9 months 10 days	10/20/13
---	----------

MILWAUKEE PUBLIC LIBRARY
FINANCIAL REPORT
OCTOBER 31, 2013

2013

2012

REVENUES

	Budget	Received to date	% Received
Additional City Appropriation	\$20,578,637	\$16,568,876	80.5%
Fines	\$350,000	\$266,446	76.1%
Lost Materials, etc.	\$136,300	\$88,735	65.1%
MCFLS Contracts	\$791,100	\$540,517	68.3%
Total City Appropriation	\$21,856,037	\$17,464,574	79.9%

	Budget	Received to date	% Received
	\$21,546,746	\$17,049,626	79.1%
	\$340,000	\$319,246	93.9%
	\$140,200	\$91,352	65.2%
	\$791,300	\$585,182	74.0%
	\$22,818,246	\$18,045,406	79.1%

EXPENSES

City

	Budget	Spent to date	% Spent
Salaries	\$11,857,467	\$9,711,363	81.9%
Fringe Benefits	\$5,601,547	\$4,596,879	82.1%

	Budget	Spent to date	% Spent
	\$12,229,607	\$9,865,798	80.7%
	\$6,102,306	\$4,849,254	79.5%

Operating Expenses

<i>General Office Expense</i>	\$164,850	\$66,820	40.5%
<i>Tools & Machinery Parts</i>	\$26,100	\$23,682	90.7%
<i>Construction Supplies</i>	\$40,900	\$24,994	61.1%
<i>Energy</i>	\$713,185	\$529,900	74.3%
<i>Other Operating Supplies</i>	\$321,860	\$229,409	71.3%
<i>Vehicle Rental</i>	\$8,300	\$3,950	47.6%
<i>Non-Vehicle Equipment Rental</i>	\$31,300	\$23,274	74.4%
<i>Professional Services</i>	\$81,487	\$82,613	101.4%
<i>Information Technology Services</i>	\$201,000	\$226,772	112.8%
<i>Property Services</i>	\$809,769	\$467,233	57.7%
<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	\$102,040	81.3%
<i>Reimburse Other Departments</i>	\$76,900	\$4,470	5.8%
Total	\$2,627,651	\$1,807,063	68.8%

	\$174,084	\$103,953	59.7%
	\$26,100	\$23,094	88.5%
	\$51,400	\$37,911	73.8%
	\$763,811	\$488,464	64.0%
	\$298,381	\$253,261	84.9%
	\$8,300	\$4,126	49.7%
	\$33,800	\$18,837	55.7%
	\$172,500	\$116,059	67.3%
	\$245,510	\$170,843	69.6%
	\$821,136	\$488,711	59.5%
	\$26,000	\$14,804	56.9%
	\$500	\$108	21.6%
	\$137,000	\$140,240	102.4%
	\$76,900	\$53,178	69.2%
	\$2,835,422	\$1,913,589	67.5%

Equipment

<i>Library Materials</i>	\$1,543,864	\$1,198,881	77.7%
<i>Computers, etc.</i>	\$200,500	\$137,015	68.3%
<i>Other</i>	\$25,008	\$13,373	53.5%
Total	\$1,769,372	\$1,349,269	76.3%
Total City Expenses	\$21,856,037	\$17,464,574	79.9%

	\$1,493,700	\$1,275,730	85.4%
	\$105,260	\$99,407	94.4%
	\$51,951	\$41,628	80.1%
	\$1,650,911	\$1,416,765	85.8%
	\$22,818,246	\$18,045,406	79.1%

MILWAUKEE PUBLIC LIBRARY
 FINANCIAL REPORT
 OCTOBER 31, 2013

2013

2012

ADDITIONAL FUNDING SOURCES

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

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

Contract Grants

<i>Teacher in the Library/LTS's</i>	\$200,228	\$125,252	62.6%
WTBBL	\$968,700	\$311,111	32.1%
ILS	\$84,690	\$24,923	29.4%
Total	\$1,253,618	\$461,286	36.8%

	\$40,000	\$21,905	0.0%
	\$968,700	\$255,754	26.4%
	\$84,690	\$24,879	29.4%
	\$1,093,390	\$302,538	27.7%

Trust Fund

<i>Materials</i>	\$56,150	\$56,148	100.0%
<i>Programming</i>	\$21,500	\$15,187	70.6%
<i>Training</i>	\$7,368	\$5,281	71.7%
<i>Marketing</i>	\$11,000	\$8,822	80.2%
<i>Contingency</i>	\$1,500	\$664	44.3%
Total	\$97,518	\$86,102	88.3%

	\$53,770	\$25,536	47.5%
	\$20,500	\$18,724	91.3%
	\$7,000	\$4,745	67.8%
	\$10,000	\$9,406	94.1%
	\$1,470	\$1,015	69.0%
	\$92,740	\$59,426	64.1%

Foundation Funds

	Balance	Spent to date	% Spent
<i>Materials</i>	\$437,654	\$243,152	55.6%
<i>Programming</i>	\$290,576	\$193,784	66.7%
Total	\$728,230	\$436,936	60.0%

	Balance	Spent to date	% Spent
	\$377,410	\$187,629	49.7%
	\$201,454	\$171,558	85.2%
	\$578,864	\$359,187	62.1%

Directors Report
October / November

Since the last Board meeting, I have concentrated my efforts on five areas: the City's budget amendment process, the Library's All-Staff Training Day, security at branch libraries, hiring a new Milwaukee Public Library Foundation Executive Director, and the Foundation's Benjamin Franklin Dinner.

Two amendments were offered at the Common Council's Finance and Personnel Committee that would have eliminated or reduced funding for our six Library Technology Specialists. After hearing the testimony about the amendment, it failed and the second amendment was withdrawn. The City Budget was approved by the Common Council and signed by Mayor Barrett with the Mayor's proposed library budget unchanged.

Library staff gathered on Monday, November 11 for a full day of training. Mayor Barrett opened the day with remarks and I presented the new Strategic Plan. Staff then had multiple breakout sessions to choose from. Library Administration is evaluating feedback from staff.

Several security incidents outside two of our branch libraries have led to an investigation of security concerns in our libraries and the implementation of sign-in of youth at the Washington Park Library. A community meeting was held to share this decision with other organizations in the Washington Park area and to engage them in a conversation about security in the neighborhood.

A new Foundation executive director was selected. Ryan Daniels will begin on Monday December 2. He will be introduced to the Trustees at their January meeting. The Benjamin Franklin Celebration took place on October 24. It was a wonderful evening in which we honored Debbie and Mark Attanasio, owners of the Milwaukee Brewers, book and reading enthusiasts, and library lovers. Nearly 400 people attended and over \$60,000 were raised to support summer reading.

Programs

Confucianism. On October 2, in the Centennial Hall Loos Room, MPL and Marquette University presented "Confucianism" with Dr. Sin Yee Chan of the University of Vermont. Dr. Chan discussed Confucianism's stance on the issue of just war. Librarians John Sieracki and Rachel Arndt (Humanities and Archives) coordinated the event attended by 13 patrons.

Rarities Remixed: 2013 Annual Richard E. and Lucile Krug Rare Books Room Open House. In October several special, seldom seen treasures, along with some old favorites were shown by the Milwaukee Public Library's Rare Books Team in four open house sessions held for library patrons and staff. The American Woods (350 cross-sections from real trees), Flair and Esquire magazines from the mid-20th century, the oldest piece of paper in the rarities collection, an autographed copy of Langston Hughes' The Dream Keeper, a facsimile edition of the Gutenberg Bible and the ever popular Autograph Book are only some of the jewels that were on display. Forty-one patrons and thirty-five staff members attended the events.

Ballet Performance. For the second year, Ballet Folklorico performed in the Schoenleber Reading Room on October 12. About 140 people watched the performance, but because it was in an open space, more patrons enjoyed at least parts of it in passing. Librarian Kristina Gomez coordinated the event celebrating Hispanic Heritage Month.

National Endowment for the Humanities Bridging Cultures Initiative. Programming for the Poetic Voices of the Muslim World grant continued in October. "Worlds of the Ghazal" featuring performances and lecture was held on October 6, attracted 49 attendees. A discussion of Marjane Satrapi's Persepolis was held in the Richard and Lucile Krug Rare Books room on October 7, with 10 attendees. The September 24 Rumi program has been added to the MPL website as a podcast thanks to the efforts of librarians Jennifer Heidel (Humanities and Archives) and Tim Rush (Periodicals) and the Technical Services staff.

Events

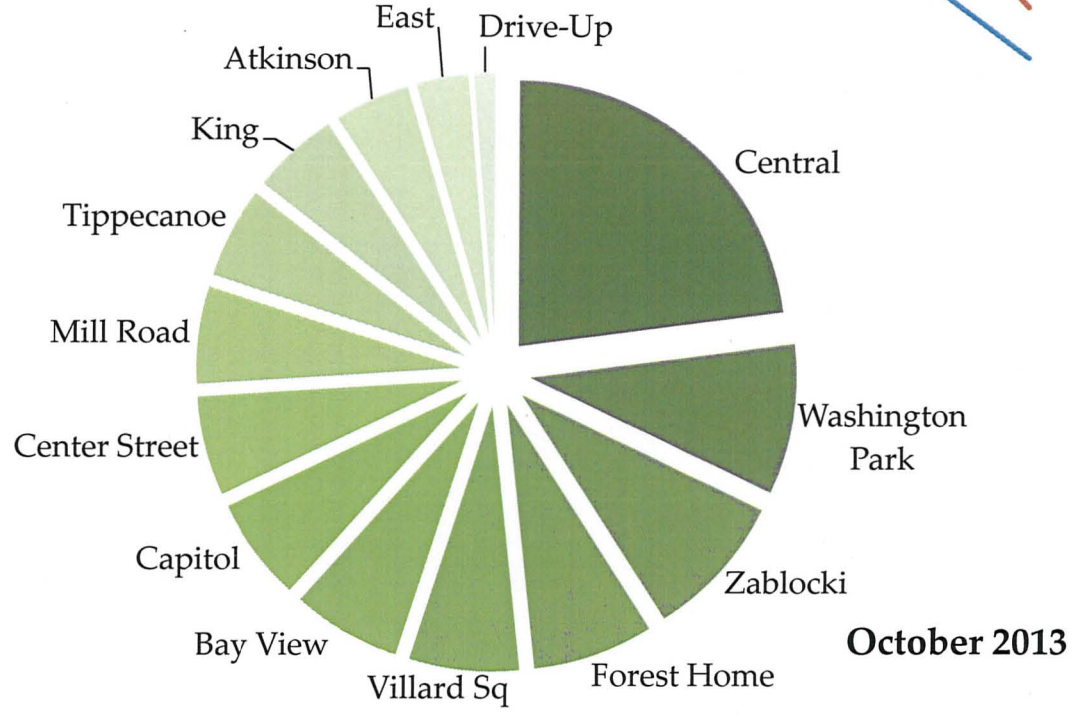
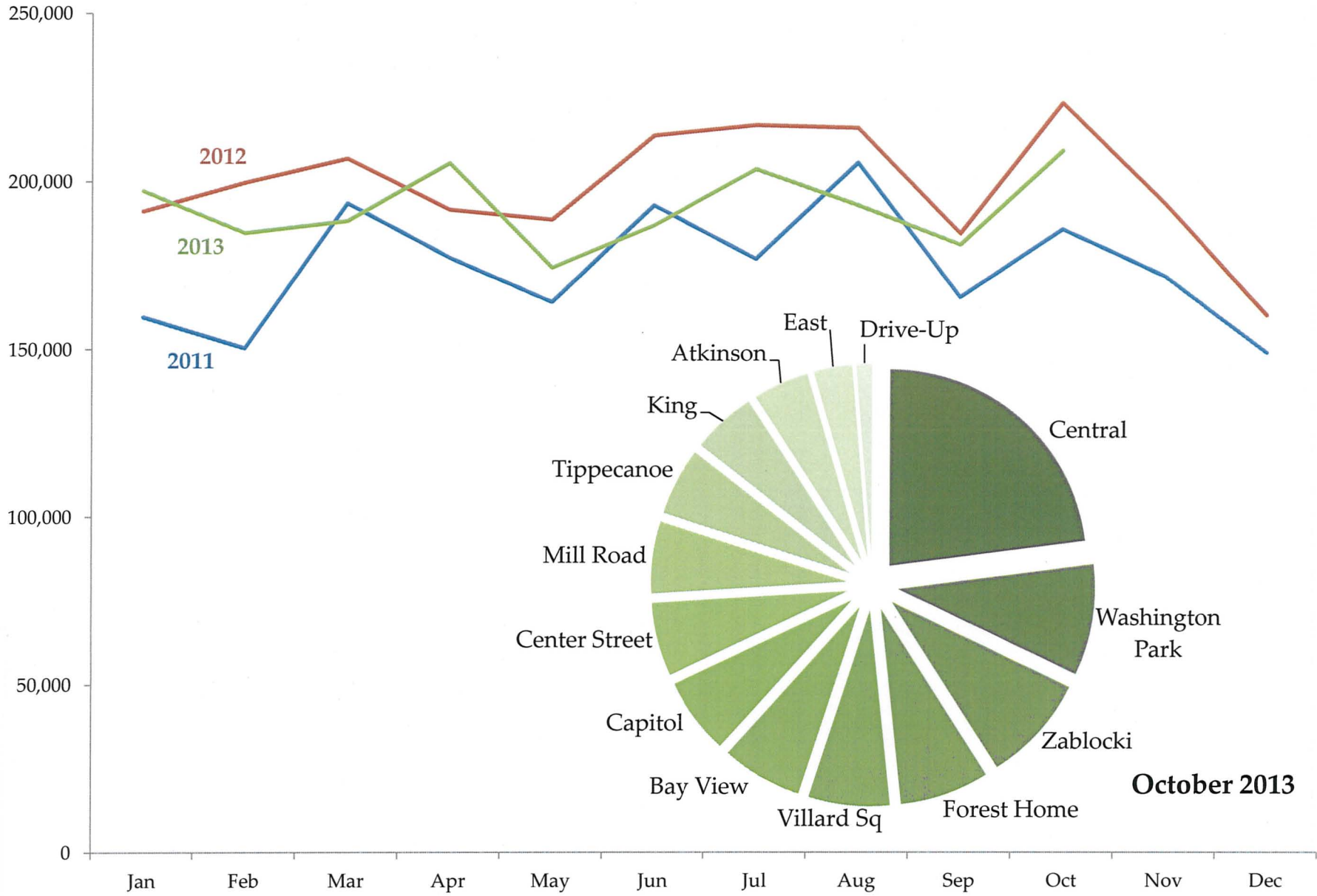
Author Event. Caryl Stern, president and CEO of the US Fund for UNICEF was welcomed by Library Director Paula Kiely to discuss her book I Believe in Zero: Learning from the World's Children. The October 17 event was held in the Loos Room. Mitch Teich of WUWM radio's Lake Effect program interviewed Stern and moderated a Q&A from the audience afterward. Attendance was 27 enthusiastic and engaged individuals. Librarian Heather Smith coordinated the event with assistance from librarian Rachel Arndt, co-sponsored by Boswell Books and WUWM.

Edmund Fitzgerald. On October 22, MPL and the Wisconsin Marine Historical Association accepted the builder's model of the ship Edmund Fitzgerald from E. Greer Fitzgerald, the grandson of Edmund Fitzgerald. This detailed, historic artifact will be installed in the Frank P. Zeidler Humanities Room. There will be an unveiling and reception in early 2014.

Outreach

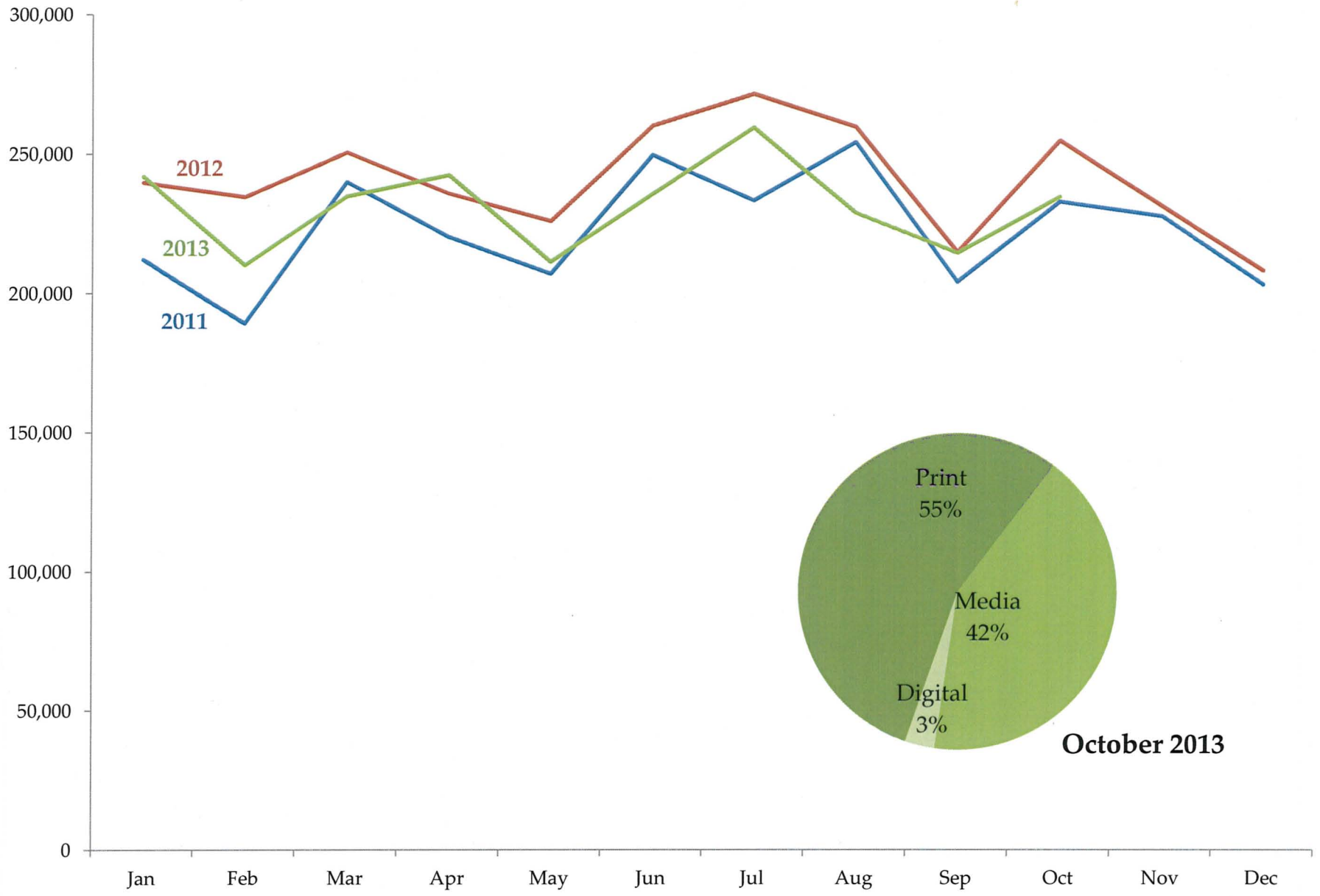
Affordable Care Act Assistance. The Central Library has made its Computer Training Room available to Certified Enrollment Counselors to assist the public with negotiating the Health Insurance Marketplace and enrolling in an insurance plan under the Affordable Care Act. These sessions are held on Wednesday afternoons from 3:00 to 5:45 and will go through March 2014. Other libraries may be added in the future.

Milwaukee Public Library Visits

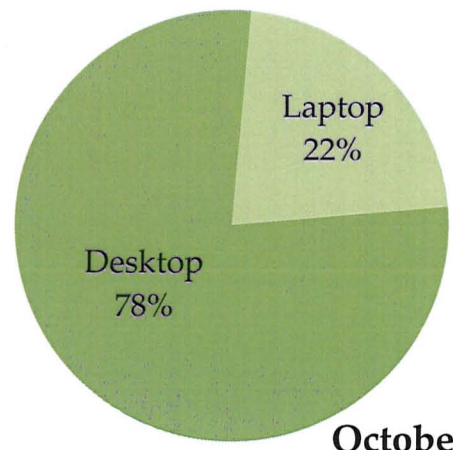
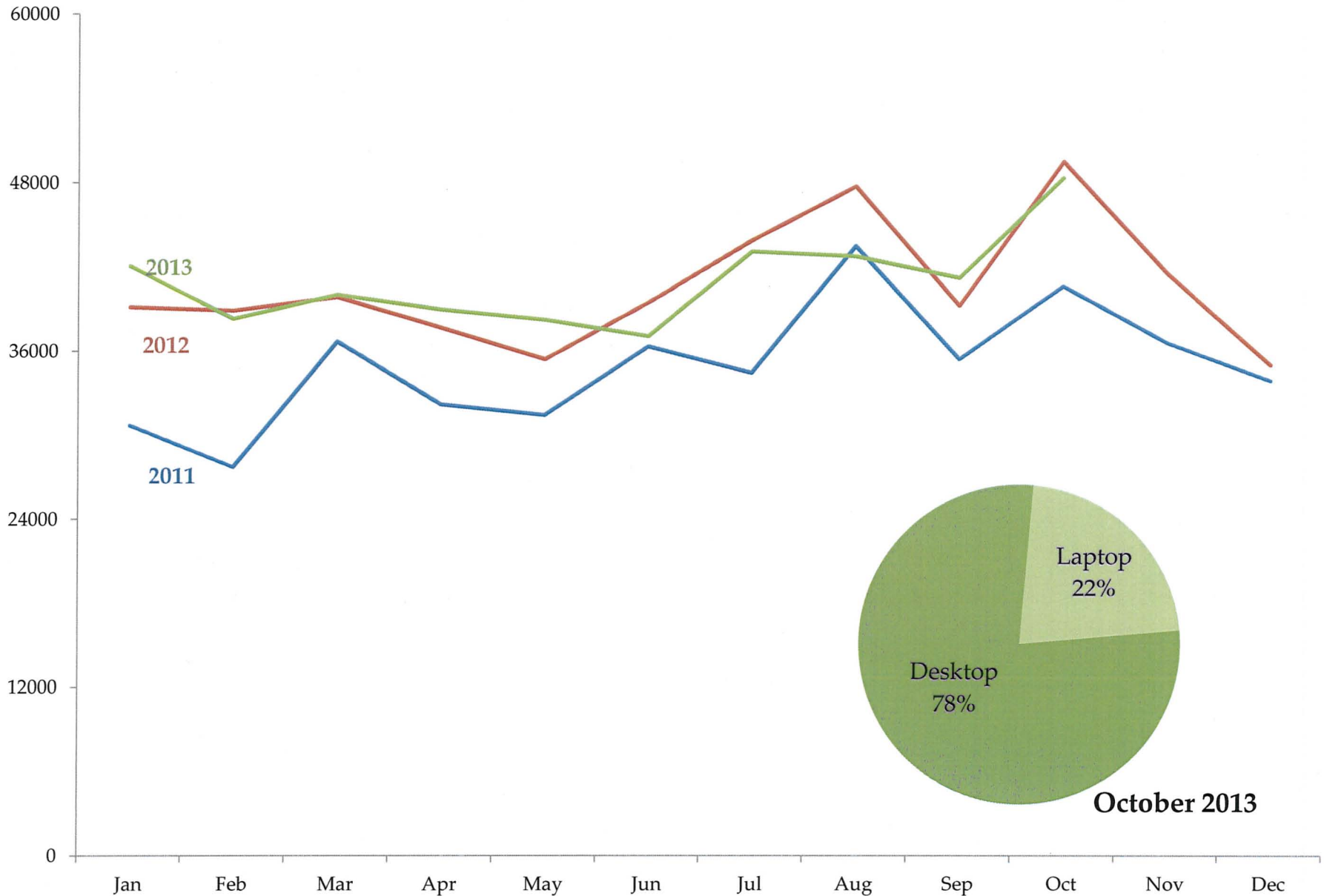


October 2013

Milwaukee Public Library Circulation



Milwaukee Public Library Hours of Computer Usage



Milwaukee Public Library
Computer, Internet, and Electronic Statistics
October, 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
	100,690	108,978	-7.6%	905,034	932,586	-3.0%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	4,204	4,949	-15.1%	44,481	49,241	-9.7%
	37.8% In-library 62.2% Remote	38% In-library 62% Remote		34.1% In-library 65.9% Remote	33.1% In-library 66.9% 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	4,899	3,068	59.7%	45,983	20,782	121.3%
Audiobooks	2,174	1,357	60.2%	18,462	11,309	63.3%

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
	2,061	2,548	-19.1%	23,522	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
	41,427	39,626	4.5%	403,841	394,038	2.5%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	8,106	11,170	-27.4%	118,120	110,057	7.3%
Atkinson	729	683	6.7%	6,581	6,507	1.1%
Bay View	3,013	2,974	1.3%	28,429	27,550	3.2%
Capitol	2,472	2,335	5.9%	23,221	23,064	0.7%
Center Street	1,013	955	6.1%	9,156	9,192	-0.4%
East	1,167	2,504	-53.4%	15,534	25,314	-38.6%
Forest Home	789	875	-9.8%	7,802	8,290	-5.9%
Martin Luther King	737	690	6.8%	6,831	7,096	-3.7%
Mill Road	1,073	1,014	5.8%	9,893	10,371	-4.6%
Tippecanoe	1,390	1,548	-10.2%	14,092	14,105	-0.1%
Villard Square	714	576	24.0%	7,196	7,321	-1.7%
Washington Park	816	954	-14.5%	9,419	9,901	-4.9%
Zablocki	2,066	2,029	1.8%	20,126	19,756	1.9%
YCOS--Outreach	262	412	-36.4%	2,901	3,666	-20.9%
TOTAL	24,347	28,719	-15.2%	279,301	282,190	-1.0%