



**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 January 28, 2014
4:30 p.m.
Central Library
814 W. Wisconsin Avenue
Milwaukee, WI 53233**

AGENDA

PUBLIC COMMENT

APPROVAL OF MINUTES November 26, 2013 Regular Meeting.

Attachment A, page 4

SPECIAL COMMUNICATION

1. **New MPL Foundation Executive Director.** Ryan Daniels will be introduced to the Board of Trustees.

COMMITTEE REPORTS

2. **Executive Committee.** A report of the December 11, 2013 meeting regarding 2013 accomplishments and 2014 priorities will be provided.

Attachment B, page 9

3. **Library Building & Development Committee.** The committee will report on the November 26, 2013 Building & Development Committee meeting regarding the East Branch Construction Contract.

Attachment C, page 18

4. **Library Building & Development Committee.** The committee will report on the January 16, 2014 Building & Development Committee meeting regarding capital projects, review of the meeting schedule and discussion of the Milwaukee Civic Partnership Initiative.

5. **Finance and Personnel Committee.** The committee will report on the January 28, 2014 meeting regarding the review of the performance of the MPL Trust Fund investments, internal accounting, and the 2013 spending report.
6. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Kovac, Resource Library Representative, will report on the January 13, 2014 MCFLS Board meeting.

Attachment D, page 21

OLD BUSINESS

7. **Strategic Plan.** Director Kiely will update the Board on the next steps for the implementation of the Strategic Plan “MPL 2020 Our Plan for the Future.”

NEW BUSINESS

8. **MPL 2013 Accomplishments – Year-end Report.** The accomplishments report will be reviewed.

Attachment E, page 22

9. **New MPL Website.** Library Technical Services and Collections Director Bruce Gay will provide a sneak preview of the new MPL Website.

10. **Joint Meeting with MPL Foundation.** The Trustees will discuss the January 16 meeting with the Foundation Board and Friends Board and possible action steps.

11. **Wisconsin Library Association (WLA) Legislative Day.** Director Kiely will brief Trustees on Legislative Day scheduled for February 11, 2014.

12. **Donation to the MPL Foundation from the MPL Board of Trustees.** A thank you letter for a donation in memory of Ms. Quadracci is attached.

Attachment F, page 28

13. **Foundation Report.** MPL Foundation Executive Director Ryan Daniels will report on Foundation activities.

ADMINISTRATIVE REPORTS

14. **Personnel Actions.** Library administration reports the personnel activity for November and December 2013.

Attachment G, page 29

15. **Financial Report.** The financial report for November 2013 is presented. Library administration reports the financial activity:

U. S. Bancorp Commercial Paper #266076747 (rated A1+/P1) dated 11/04/13 and maturing 12/04/13 at a rate of 0.10%.....\$460,000.
 U. S. Bancorp Commercial Paper #266077066 (rated A1/P1) dated 12/04/13 and maturing 01/03/14 at a rate of 0.06%.....\$435,000.

Attachment H, page 31

16. **Library Director’s Reports.**

Attachment I, page 33

REMINDER: Next scheduled meetings are:

March 3, 2014 – Services & Programs Committee – Central Library 5:30 p.m.

March 25, 2014 – Building & Development Committee – 4:15 p.m.

March 25, 2014 – Regular Meeting Central Library – 4:30 p.m.

April 22, 2014 – Finance & Personnel Committee Washington Park Library – 4:15 p.m.

April 22, 2014– Regular Meeting Washington Park Library – 4:30 p.m.

ADJOURNMENT

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

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

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

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday November 26, 2013
Central Library
814 W. Wisconsin Ave.
Milwaukee, WI 53233**

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

EXCUSED: Denise Callaway, Sam McGovern-Rowen

STAFF: Bruce Gay, Consuelo Hernandez, Joan Johnson, Dawn Lauber, Taj Schoening,
Crystal Sura, Brooke VandeBerg

OTHERS Amy Hefter, Legislative Reference Bureau

PRESENT:

President Hamilton called the meeting of the Milwaukee Public Library Board of Trustees to order at 5:05 p.m. on November 26, 2013 with a quorum present. Trustee Bria was excused at 5:25 p.m.

PUBLIC COMMENT None

APPROVAL OF MINUTES Trustee Prince moved and Trustee Bria seconded a motion to approve the October 22, 2013 minutes. Motion passed.

COMMITTEE REPORTS

1. **Library Services & Programs Committee.** Trustee Cook referred to the committee agenda and minutes of the meeting listed as attachment B, page 25 of the agenda. The Teacher Resource Card Policy allows teachers who live outside Milwaukee County and are employed at a school within the city of Milwaukee to have access to MPL resources. Vice-President Gurda moved and Trustee Cook seconded a motion to approve the policy. Motion passed.

Director Kiely stated that the committee also supported library administration's recommendation to permanently ban two patrons from entering any City of Milwaukee Library. Ban appeals to the Board's Services and Programs Committee are allowed annually. Trustee Cook moved and Trustee Sain seconded a motion to permanently ban Mr. Cobb-Lampkins and Mr. Washington from all Milwaukee Public Libraries. Letters will be sent to the patron's notifying them of the Board's action. Motion passed.

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2. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Kovac reported on the November 25, 2013 MCFLS Board meeting. He stated that the Board authorized funds for staff training and a detailed explanation on the Milwaukee County

2. **Milwaukee County Federated Library System (MCFLS) Board.** (continued)

budget was given. A request for \$100,000 for a workflow and resource management platform software upgrade, known as Sierra, was approved in addition to \$66,000 for MCFLS operating costs. President Hamilton noted that he received a letter dated November 22, 2013 from State Superintendent Tony Evers as a follow up to discussions regarding System and Resource Library Administrators Association of Wisconsin (SRLAAW) report titled Creating More Effective Library Systems. In the letter, he assured MPL that the Department of Public Instruction will not recommend any changes to the current legislation related to Resource Libraries solely on the basis of the SRLAAW report and that MPL's input will be considered in future discussions. The letter is attached at the end of these minutes.

Director Kiely noted that tours of the Central Library have been offered to MCFLS library directors and the MCFLS Boards. Informational item.

3. **Library Building & Development Committee.** Vice-President Gurda reported that after rebidding the East Branch construction contract for the interior build-out, six bids were reviewed. He moved approval to award the contract to the low bidder, Scherrer Construction Company for a total of \$2,497,071. The authorized budget for the project is \$2.35 million. The MPL Foundation is committed to fundraise for additional enhancements. Trustee Cook seconded the motion. Motion passed. The committee meeting agenda and minutes are attached at the end of these minutes.
-

OLD BUSINESS

4. **Budget Update.** Referring to the Year 2014 Adopted Budget Overview, attachment C, page 31 of the agenda, Director Kiely explained that there were no changes to the library's budget from the budget that was initially proposed. The Board expressed their appreciation to the aldermanic members that serve as Trustees. Informational item.
-

NEW BUSINESS

5. **Urban Libraries Council Partners Conference-Libraries Leading Learning.** Director Kiely attended the biannual conference held in Seattle on November 12. Elected officials and library directors met to discuss how libraries can be educational leaders in their communities. President Hamilton, Trustee Cook, Foundation Board member Charlie Sprague and Leslie Silletti from the Mayor's office also attended. Trustee Cook stated that there were many inspiring and informational presentations. She added that Milwaukee Public Library is respected among its peers around the country. President Hamilton commented that discussions focused on partnering libraries and school systems. He noted that MPL has an opportunity to build a strong relationship with Milwaukee Public Schools to lead as educators in a partnership. Informational item.
-

6. **Washington Park Stakeholder Meeting.** Director Kiely reported that there have been some security challenges at both Washington Park and Center Street Libraries. A Washington Park Stakeholder meeting was held on November 19, 2013. The neighboring

6. **Washington Park Stakeholder Meeting.** (continued)
businesses and organizations were told that a sign-in procedure was initiated at the library requiring youth, not accompanied by a parent or guardian, to show an I.D. when entering. Some recommendations that came out of the discussion during the meeting are being evaluated. The library's security manager is identifying ways to improve the security at those buildings. Library administrators have been making work visits to the libraries and the atmosphere is improving. A future meeting will be held with the Center Street Library community. Trustee Prince suggested contacting churches, schools, and other educational leader organizations to tell their constituents to respect the library. Trustee Coggs suggested contacting the area police officer liaison to perform an environmental safety building assessment. Informational item.
-

7. **Foundation Report.** Director Kiely announced that Mr. Ryan Daniels has accepted the position of MPL Foundation Executive Director.
The annual Benjamin Franklin Award Dinner held on October 24 was a success with 400 guests attending. A live auction for the Summer Reading Program raised approximately \$65,000.
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ADMINISTRATIVE REPORTS

8. **Personnel Actions.** The personnel activity for October 2013 was reviewed. Informational item.
-

9. **Financial Report.** The financial report for October was 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.
-

10. **Library Director's Reports.** Director Kiely referred to attachment F, page 36 of the agenda. Director Kiely stated that the libraries were closed on November 11 for a staff development day held at Central. After a brief introduction from Mayor Barrett, the staff were introduced to the Strategic Plan. She thanked the Library's Human Resources Department for their efforts in organizing the day. Staff feedback has been positive. The statistical reports were reviewed. Patron, circulation and computer use are above 2011 but below compared to 2012 due in part to East Library moving into its temporary quarters. The shift from desktop computers to the use of laptop computers has increased significantly. Laptops purchased with stimulus funds have been redistributed to each library for the public to use in-house with the result that 22% of computer use now takes place on laptops. The use of downloadable audio and e-books continues to increase. Informational item.
-

With no further business, the Milwaukee Public Library Board of Trustees meeting of November 26, 2013 was adjourned at 6:13 p.m.

November 22, 2013

Ashanti Hamilton, President
Milwaukee Public Library Board of Trustees
814 West Wisconsin Avenue
Milwaukee, WI 53233

Dear Mr. Hamilton:

On behalf of State Superintendent Tony Evers, I am responding to your letter of October 21, 2013, in which you expressed concern about the recommendation for system resource libraries, included in the document *Creating More Effective Library Systems* adopted by the System and Resource Library Administrators Association of Wisconsin (SRLAAW).

As you likely know, SRLAAW set out on the process leading to its document in response to several concerns. System directors were concerned about reduced state support for public library systems in Wisconsin. The Wisconsin State Telecommunications Association recommended that the legislature phase out the use of Universal Service Funds as the source for the library system appropriation. In addition, other states had made sharp reductions in support for regional library coordination that resulted in the consolidation or elimination of their systems as well as the reduction or elimination of services to local libraries.

I supported the SRLAAW efforts to collect information and formulate recommendations, but the Department of Public Instruction (DPI) does not presume that their report represents the sole voice for the entire Wisconsin library community. Before any statutory changes are proposed, a more formal and inclusive process may be necessary to determine any changes required to help ensure that state funding to support public libraries is effective and appropriate in its intent.

At the same time, we also do not presume that the status quo is appropriate for the future simply because it was at some point in the past set in statute. The staff of the Division for Libraries and Technology (DLT) has previously recommended that the statutes related to public library systems and their services be reviewed since most of the language has been in place for over twenty years, and some for over forty years, while the environment and context for public library services, information delivery, and cooperation have changed markedly.

The last time library legislation was reviewed, it was through a Legislative Task Force appointed by the State Superintendent's office in 2002. The task force was established to address issues and concerns that came up following 1997 legislative changes introduced by the Joint Legislative Council, and developed largely through the work of the Special Committee on Public Libraries. So you can see that a thorough review of how public libraries and public library systems are administered in Wisconsin is certainly due.

Some of the recommendations in the SRLAAW report can be considered and addressed by DLT staff without legislation and where we have deemed it appropriate that is being done. For instance, recommendation 3, "Add sections on state-required public library system plans and annual reports for reporting and documenting collaborative activities with other libraries, systems, and organizations" is

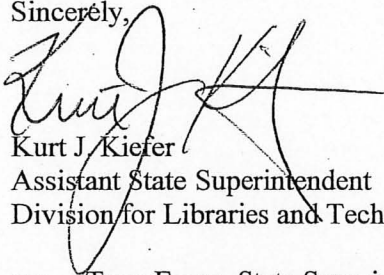
Ashanti Hamilton, President
Page Two
November 22, 2013

already being carried out. One study related to Recommendation 5, to “Conduct a study of regional integrated library system (ILS) consortia...,” is now underway, with a follow up study planned for 2014.

I hope I have helped to allay your concern by assuring you that the DPI will not recommend any changes to the current legislation related to Resource Libraries solely on the basis of the report from SRLAAW. Any consideration of public library and library system law that affects the library community will most certainly consider Milwaukee Public Library input as well.

Thank you for your service on the Milwaukee Public Library Board in helping to provide exceptional library services to the citizens of Milwaukee.

Sincerely,



Kurt J. Kiefer
Assistant State Superintendent
Division for Libraries and Technology

cc: Tony Evers, State Superintendent
Paul Zeihler, President, Milwaukee County Federated Library System
Paula Kiely, Director, Milwaukee Public Library
Jennifer Gonda, Intergovernmental Relations Department, City of Milwaukee
John Thompson, Chair, SRLAAW



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

December 3, 2013

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

Fm: Paula A. Kiely
Library Director

Re: Executive Committee Meeting
Wednesday December 11, 2013
4:00 p.m.-5:00 p.m.
Central Library, Old Board Room

MEETING NOTICE AND AGENDA

1. 2013 Accomplishments and 2014 Priorities. The committee will review the library's 2013 accomplishments and discuss 2014 priorities.

Attachment A, page 2

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ATTACHMENT B-P. 1 of 9
MPL AGENDA-01/28/14
P. 9

2013 Projects November Report

December 2, 2013

Major Initiatives	Goal	Status	Upcoming/Notes
East Library Development (Phase II)	Open library on time and within budget, with design that is flexible, supports new service model, literacy & lifelong learning, new technologies, community and staff engagement, and reduces operating costs	On Target	<p>Progress</p> <ul style="list-style-type: none"> • Shell features locked in • Building Shell Construction Begun • Contract for Interior Build-Out Approved • Interior FFE design work begun • Public Art for Interior under contract • Public Art Committee starting work for exterior art <p>Timeline</p> <ul style="list-style-type: none"> • Construction Phase (shell) – July 2013 to Oct 2014 • Turnover Library – March 3, 2014 • Build-out (library)– March 2014 to Oct 2014 • Transition from Temp to New – Oct 1-31, 2014 • Open New East – Nov 1, 2014
Temporary East Library	Transition smoothly and successfully from the current building to a temporary site, providing as many services and collections as possible, based on square footage available.	Completed	
MPL Strategic Planning	Establish framework for goals and operations for next 3-5 years	Completed	Implementation plans in progress

2013 Projects November Report

December 2, 2013

Major Initiatives	Goal	Status	Upcoming/Notes
Upgrade off-desk workspace for Central Reference Staff	Create workspaces for reference staff that are well furnished, flexible and useful	Completed	Librarians relocated to new space in July
Facilities Plan - Area Library	Gather resources and create plan for consolidated Area Library	Completed	<p>Capital Funding Approved</p> <ul style="list-style-type: none"> • Replace Forest Home, Mill Road, Capital, and King with mixed use libraries • Renovate Tippecanoe <p>Implementation plans in progress</p> <ul style="list-style-type: none"> • Recruit Project Manager • Identify potential sites for libraries • Develop RFQ for redevelopment proposals • Complete renovation of Tippecanoe
Redesign Webpage	Make discovering and using key library information intuitive and pleasant for the public user: surprisingly useful.	On Target	<p>Byte Studios completed wireframe and design</p> <ul style="list-style-type: none"> • Site content stage begun. • Site rollout - January 2014
Express Vending	Increase access to library materials through use of 24/7 outdoor library materials vending system at Westlawn Gardens.	Delayed	<p>Equipment is in USA</p> <p>Waiting for site preparation and spring conditions for installation</p> <ul style="list-style-type: none"> • Discussed security concerns with Housing Authority • Installation of equipment April 2014

ATTACHMENT B-P. 3 of 9
 MPL AGENDA-01/28/14
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2013 Projects November Report

December 2, 2013

Major Initiatives	Goal	Status	Upcoming/Notes
			<ul style="list-style-type: none"> Action Logistics engaged and willing to modify contract with MCFLS to add vending location to the North route. Developing customer service and staff training plan.
Staff Development Day	Create a meaningful information & development day for all staff. Enhance positive Staff Morale	Completed	Staff Development Day held November 11, 2013 <ul style="list-style-type: none"> Surveys sent out showed positive response from staff
Community Digital Inclusion	Expand access to and effective use of digital resources within Milwaukee in partnership with the Mayor's Office, the Department of Administration, Information Technology Management Division of the City and Journey House	Delayed	Planning for Mayoral summit in progress <ul style="list-style-type: none"> Seeking keynote and date Met with community leaders for guidance Public Survey Completed <ul style="list-style-type: none"> Results to be published National Edge Survey to be completed in January

ATTACHMENT B-P. 4 of 9
 MPL AGENDA-01/28/14
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2013 Projects November Report

December 2, 2013

Improvement Initiative	Goal	Status	Upcoming/Notes
Establish and communicate expectations for workplace organization maintenance	Facilities and departments will be businesslike, orderly, clean, uncluttered, inviting, comfortable, colorful, well-maintained and attractive.	Completed	Success and techniques being shared with library colleagues <ul style="list-style-type: none"> • Presentation made at Wisconsin Library Association in October • Waukesha County Federated Library System workshop in 2014
Staff Performance Evaluation System Revision	Create new evaluation tools to establish and measure performance standards	Delayed	Coordinating with City efforts <ul style="list-style-type: none"> • Research underway on best practices, standards. • Consultation with Singer Group, Paula M. Singer, PhD. – Performance Management Model and Process • Joined City's/DER's E-Performance Committee
Create and implement in-house Staff Development Program	Ensure appropriate and effective development opportunities exist for library staff	Completed	Trainer/Librarian hired Training calendar developed for 2013 and 2014
Room Reserve software and related procedures	Utilize Evance Software to create an electronic system-wide meeting room scheduling system to improve practices, increase efficiency, and decrease staff time.	Delayed	Waiting for vendor to complete major upgrade
Laptop Kiosk System	Install self-service laptop vending/kiosk systems at up to 4 libraries to decrease staff time and increase the public's use of computer technology.	Completed	Kiosks installed and fully operational at Bay View, Tippecanoe, Washington Park, and East branches

2013 Projects November Report

December 2, 2013

Improvement Initiative	Goal	Status	Upcoming/Notes
Collection Standardization	Standardize collection arrangement, display, and location codes throughout system to make it easier for the public to find things (especially children) and to facilitate "floating" collections to make them more readily available	On Target	Pilot at Tippecanoe Completed Work to continue at remaining 4 libraries in 2014

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
EXECUTIVE COMMITTEE
MINUTES
Wednesday December 11, 2013
Central Library
Old Board Room**

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

Chair Ashanti Hamilton called the meeting of the Board's Executive Committee to order at 4:20 p.m. on Wednesday December 11, 2013 with a quorum present. Trustee Lipscomb participated by conference phone.

2013 Accomplishments and 2014 Priorities. Library Director Paula Kiely referred to a document titled 2013 Projects, November Report, dated December 2, 2013, attachment A, page 2 of the agenda. The report was reviewed and discussion included progress on the East Library, the status of the webpage redesign, the express vending system, and digital inclusion. MPL has completed the digital inclusion survey which measures the library's participation in digital access to the community. A Mayoral summit will be scheduled in 2014 to present the findings. It was noted that a Project Manager will be recruited to plan and evaluate project activities related to the implementation of the Facilities Plan which involves neighborhood library building renovations or building new.

A document titled MPL 2020 – Our Plan for the Future was distributed at the meeting. Director Kiely summarized the library's strategic focus for 2014. The Committee recommended a campaign to increase library card holders be included. The document is attached at the end of these minutes. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees Executive Committee meeting of December 11, 2013 was adjourned at 5:30 p.m.



MPL 2020 - OUR PLAN FOR THE FUTURE

Inspiration Starts Here – We help people read, learn and connect

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

What the Plan Includes

- New Mission and Vision Statements
- Three Organizational Values
- Three Workplace Values
- Three Sets of Outcomes
- Eight Citywide Strategies

What's Different

- Customer focus
- Targeting services to three large groups
- Data-driven decision making

How We'll Do It

- More outreach and community involvement – *Need Mayor's help*
- Attracting Volunteers – *Introduction to staff and culture*
- Policy Review and Retraining – *Remove barriers to access*
- Improved Reporting Mechanisms – *Create Dashboard*
- Align branch/department activities with Outcomes – *market-driven activities*

What to Expect In 2014 – Gearing up and focusing on the “Connect” piece of our mission

- Alignment: Some changes to org structure; staff training; budget/funding
- Volunteer Activity: ROI of \$300,000
- Developing partnerships and serving on community Boards and committees
- Forest Home and Mill Road rebuilding projects underway: site and developer selection
- Out of School Learning: Project Plan completed, including fundraising goals and partnership with MPS
- Digital Literacy work continues: Classes & Job Labs and new Digital Collection - WWI Soldiers Photos to launch July 2014
- Forest Home staffing and service adjustments: Spanish-speaking staff and new program plan
- Local Branch Plans: Specific strategies and activities based on their segments

Other Capital Improvements

- Express Vending Library to open in April
- East Library to Open
- Tippecanoe Renovation
- Center Street Roof Replacement
- Center Street Emergency Exit
- Central Library Elevator Upgrades
- Central Library Scagliola & Mosaic Repairs

Board Activity

- Joint meeting with Foundation and Friends
- Foundation to develop a strategic plan
- Review of roles and responsibilities
- Election of new officers in 2014



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

November 4, 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: Kevin Allebach

Fm: Paula A. Kiely, Library Director

Re: Library Building & Development Committee Meeting
November 26, 2013, Tuesday, 4:15-4:30 p.m.
Central Library Meeting Room 1
814 W. Wisconsin Ave.

MEETING NOTICE AND AGENDA

1. **East Branch Construction Contract.** The committee will review the East Branch Interior Build-Out contract for approval.

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ATTACHMENT C-P. 1 of 3
MPL AGENDA-01/28/14
P. 18

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

PRESENT: Sharon Cook, John Gurda, Sup. Theo Lipscomb, Paula Kiely

EXCUSED: Ald. Milele Coggs, Dir. Mark Sain

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

PRESENT:

Committee Chair John Gurda called the MPL Board of Trustees Building & Development Committee meeting to order at 4:15 p.m. on Tuesday November 26, 2013 with a quorum present.

1. **East Branch Construction Contract.** A memo dated November 25, 2013 regarding Bid Proposals Received for East Branch Project was distributed to the Committee members prior to the meeting. The library issued a bid for the build-out of the East Branch and received seven proposals. Library administration recommends awarding the contract to the low bidder, Scherrer Construction Company. Bidding of alternates provided a way to see the pricing for specific elements of the design. Director Kiely provided the details on these elements, which included the fireplace, installation of stained glass; wood enhanced ceiling, magnetic backed painted glass, community room opening; and the service desk. The approved construction budget for the project totals \$2.35 million. After a brief discussion, Director Kiely suggested that the Committee support option 1 which would award the base bid plus all the alternates for a total of \$2,497,071 to Scherrer. She added that the Milwaukee Public Library Foundation is committed to raising \$228,000 to support the project. Trustee Lipscomb moved and Trustee Cook seconded a motion to approve award of the contract to Scherrer Construction Company for \$2,497.071. The memo is attached at the end of these minutes. Motion passed.

With no further business, the meeting of the Board's Building & Development Committee was adjourned at 4:30 p.m. on Tuesday November 26, 2013.



MEMORANDUM

Date: November 25, 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 Project

The Milwaukee Public Library issued a bid for the build out of the East Branch Library. The bid was publicly advertised. Seven companies submitted bids which were received November 22, 2013. The bid from JCP Construction was rejected because it did not comply with the required bid bond amount.

	<u>Base Bid</u>	<u>Alt. 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Alt 4</u>	<u>Alt 5</u>	<u>Alt 6</u>
Scherrer Construction Co.	\$2,371,305	\$65,756	\$60,010	(\$94,378)	(\$66,280)	(\$30,950)	(\$57,013)
Triad Construction Inc.	\$2,562,750	\$65,250	\$113,000	(\$155,000)	(\$65,500)	(\$58,000)	(\$49,000)
Burkhart Construction Corp.	\$2,576,000	\$86,900	\$125,600	(\$99,800)	(\$87,250)	(\$53,400)	(\$53,700)
KPH Construction Corp.	\$2,651,600	\$21,100	\$67,330	(\$117,000)	(\$66,000)	(\$30,000)	(\$39,000)
Creative Constructors	\$2,795,900	\$78,000	\$44,900	(\$78,000)	(\$58,000)	(\$45,000)	(\$40,000)
Dahlman Construction Co.	\$2,808,800	\$69,000	\$95,000	(\$107,000)	(\$62,000)	(\$43,200)	(\$86,500)

Library administration recommends awarding the contract to the low bidder, Scherrer Construction Co. for one of the following options:

1. Award the base bid plus alternates one and two for a total of \$2,497,071.
2. Award the base bid plus alternates one, two and three for a total of \$2,402,693.
3. Award the base bid plus alternates two and three for a total of \$2,336,937.

December 26, 2013

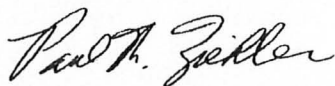
Ashanti Hamilton, Board President
c/o Paula Kiely, Director
Milwaukee Public Library
814 W. Wisconsin Avenue
Milwaukee, WI 53233

Dear Alderman Hamilton,

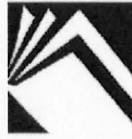
Thank you for signing and returning a signed copy of the 2014-2015 Milwaukee County Federated Library System (MCFLS) Member Agreement, which was finalized by the MCFLS Board on August 19.

As we move forward over the next 2 years, the MCFLS Board and staff are committed to providing the highest quality of services to you and the other members. Working together I am certain we can continue to plan, improve, and expand upon our cooperative efforts for all citizens of Milwaukee County.

Sincerely,



Paul M. Ziehler, President
MCFLS Board of Trustees



MILWAUKEE
PUBLIC LIBRARY
Read Learn Connect

Milwaukee Public Library
2013 Year-End Report

Submitted Draft December 11, 2013

Submitted Final January 17, 2014

Over the past decade, MPL has weathered budget reductions, reduced staffing levels and collections, and fluctuations in hours and services. During challenging fiscal times, MPL restructured to continue to provide high-demand services with a goal of limiting impact on the public.

With creative solutions and an increased emphasis on self-service, in 2013, MPL broadened services to meet the changing needs of residents throughout the city. At a glance, the Library adopted a customer-focused, forward-thinking strategic plan; broke ground on a new East Branch mixed-use facility; expanded computer and internet access by offering laptops in all locales; maintained services, staffing levels and hours; encouraged cultural understanding by featuring cultural awareness programming; assisted job seekers and small businesses; reached library users in new ways; prevented summer slide; and supported educators and healthcare.

Strategic Plan – We Help People Read, Learn, Connect

By the numbers:

- **8 citywide strategies** focused on literacy, lifelong learning and community connection
- **3 organization values** – reading, anchoring neighborhoods, improving economy
- 1 new Vision
- 1 new Mission

In 2013, MPL developed a Strategic Plan – ***MPL 2020: Our Plan for the Future*** redefining the Library's Vision and Mission. The Plan will focus on young families and new residents by prioritizing services to meet the needs of these groups. One of the first initiatives to be implemented is an enhancement of services for Spanish-speaking residents funded through an LSTA grant to complement MPL's current ESL tours and computer courses instructed in Spanish. The Plan will guide staff alignment, investment and services to 2020 throughout the library system.

Vision

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

Mission

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

Capital Projects – Investing in our future

By the numbers:

- **\$21.5 million** investment to rebuild Library Branches
- Saving **\$36,000** in energy costs at Central Library
- **60% more efficient** than the national median for public libraries
- **11 months** until opening of new East Branch
- June 22, 2013 - last day of service at East Library
- July 30, 2013 - groundbreaking ceremony for new East Branch
- March, 2014 – MPL takes possession of East Library shell

Libraries are valuable to our neighborhoods and our economy. Mayor Tom Barrett demonstrated commitment to the future of the library system by announcing a \$21.5 million investment in neighborhood libraries. The project calls for rebuilding four branches - Forest Home, Mill Road, Capitol and Martin Luther King - and renovating a Tippecanoe library. The libraries will be redeveloped as part of a mixed-use project.

The historic Central Library saved **\$36,000** this year in energy savings as part of MPL's successful multi-year effort to reduce energy use by 15% by 2012. Central Library was featured as a national showcase project by the U.S. Department of Energy and visited by Better Buildings Challenge Director Maria Vargas in October to highlight MPL's success. Energy efficiency improvements at Central Library were selected based on a ROI of five years and include replacement of old bulbs with LED lighting, installation of motion-activated lighting and repair or replacement of more than 200 steam traps.

Design and construction are well underway for the new East Branch prominently located on North Avenue, a vibrant business district on Milwaukee's East side. The 21st-century library will be technology-rich, offer highly flexible spaces for community gathering and engagement and feature designated spaces and collections for all library-user age groups. The new branch is slated to open in late 2014 on the first floor of the Standard @ East Library, a residential development featuring 99 market-rate apartments and an adjacent first-floor retail space. During construction, East Library has been temporarily relocated to 2430 North Murray Avenue.

The new branch engages local artistic talent to activate community spaces inside and outside of the new library with three public art installations – creating an environment for reading, learning and community connection.

Technology and Digital Access - Bridging the Digital Divide

By the numbers:

- **312 laptops** available system-wide for public use on a high-speed network
- **3,589 people** received help with resumes and job applications
- **582 drop-in labs** held in 2013
- **4,400 people** completed computer courses
- **800** computer training **sessions** offered in 2013
- **156** computer courses instructed in **Spanish**

With Mayor Tom Barrett's leadership on digital inclusion, MPL co-sponsored a community digital access benchmarking study. Findings show digital access is directly correlated with income and education levels. The findings will be shared at a digital inclusion summit in 2014.

As a recipient of the federal Broadband Technology Opportunities Program (BTOP) grant, the library broadened computer and high-speed internet access by offering laptops in all MPL locations for public use in the library. The funds also supported the purchase of public scanning stations for all libraries and four laptop dispensing kiosks which operate like a vending machine, allowing users to checkout a laptop in a few simple steps. In 2013, users logged **483,572** hours of computer use. This translates to 20,148 days or **55 years of computer use**.

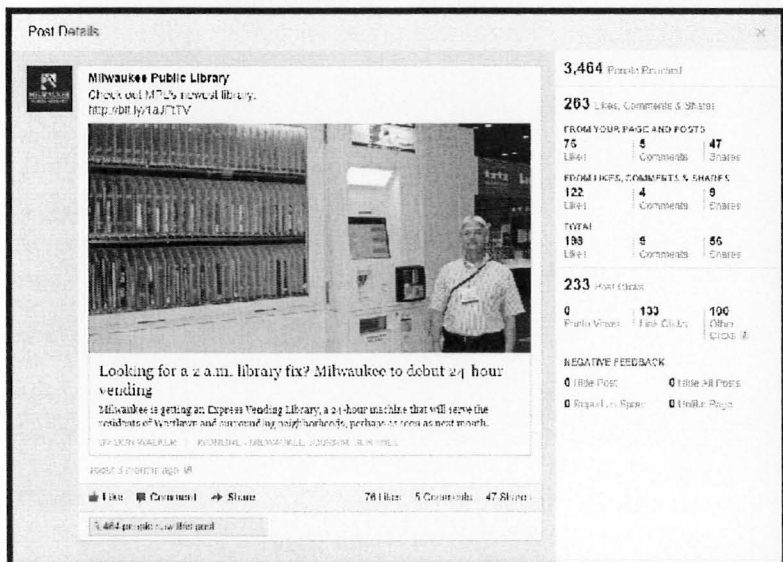
Mayor Tom Barrett's budget dedicated funds to preserve six federally-funded Library Technology Specialist (LTS) positions that serve as vital links to computer training and roving public assistance with online resume development, job applications and employment searches. With the addition of the LTS positions, drop-in job lab offerings and attendance increased by **85%** between 2011 and 2012. The labs help patrons with basic computer skills needed to navigate modern job searching methods. Many patrons come to the library lacking even an email address or the knowledge of how to conduct an online search. Library Technology Specialists helped **13,695 people on-the-fly**. Foundation support funded basic computer training classes throughout the system.

In addition, Martin Luther King Library piloted a "Wired Wednesdays" program. Over the course of two months, a total of **210 young people** attended the sessions. Library laptops were made available in the for children and teens who otherwise were not eligible for computer use due to fines and fees on their cards.

Reaching the Community in New Ways – Social Media, 24-hour Service and an App

By the numbers:

- **One** of the **first** library systems in the country to purchase a vending express library – MPL is joined by San Diego and the Pioneer Library System in Norman, Oklahoma.
- **4,433** Twitter followers; raised klout score by 4 points
- **4,592** Facebook Likes
- On average **4,700 people** use the MCFLS CountyCat App each month (from launch in Feb. – Dec.)
- **45** blogs posted by East Library staff in a new Neighborhood Library Blog



In 2014, MPL will be one of the first in the nation to offer a **24-hour Express Vending Library – MPL Express at Silver Spring** – as part of a unique partnership with the Housing Authority of the City of Milwaukee (HACM) at the newly redeveloped Westlawn Gardens Neighborhood. The new express library will offer round-the-clock access to a collection of 400 books and other popular materials by using vending technology. MPL Express at Silver Spring will open in April of 2014.

By expanding communication via social networks, MPL's reach continues to increase

with relevant and fresh library content. This year **1,127** new Facebook “likes” and **1,250** new Twitter **followers** were drawn to MPL’s social networks. The Express Library was MPL’s most viewed and shared post on Facebook in 2013. In addition, MPL revamped the weekly e-newsletter sent to **4,000 subscribers** and introduced a Neighborhood Blog that serves as a primary information source on the East Branch redevelopment project.

Summer Reading, Early Literacy, Out of School Learning and Teens – Encouraging Lifelong Learners

By the numbers:

- **14,000 preschoolers** served by Books2Go this year
- **13.9%** of Milwaukee’s youth population birth to 17 participated in the summer reading program
- **1,748 students** and parents received help at a Teacher in the Library session in October
- **100% of students** who visited a Teacher in the Library report feeling better about homework
- **66 first grade classrooms** visited in first half of school year
- **188 entries** submitted for the Teen Poetry Contest

Preventing Summer Slide

The Library enrolled **22,343 youth** in the Super Reader Summer Reading Program in 2013. This is a **48% increase** over 2008. In addition, the library partnered with eight neighborhood associations to increase awareness of the program and reach residents at a micro-level. The neighborhoods declared themselves “Super Reader Neighborhoods” and shared information on summer reading at neighborhood meetings, events and in newsletters.

Encouraging Early Literacy through Outreach

In its 13th year, the Books2Go and Ready to Read programs develop early literacy skills in children five and under through a partnership with childcare providers, families, children and the community. The program strives to create lifelong learners and library users. Each month, on average the program reaches **667 children** and **117 child care teachers** through story times. In addition, **44** continuing education Books2Go childcare provider workshops were held with 762 in attendance.

First Grade First Card - Teaching First Graders About the Library

The Library’s *First Grade First Card* program encourages first graders to visit the library and get a library card as this is typically the age when children learn to read. Library outreach staff visit first grade classrooms to teach children how to use the library. Year-to-date MPL has visited **66 classrooms** and reached **1,478 first graders**. New this year, each classroom receives a copy of Mo Willems’ “We Are In a Book.”

Homework Help Brings Teachers to Libraries

Now in its third year, MPL’s Teacher in the Library program places certified teachers into public libraries to work directly with students and parents to assist with homework and help provide learning and research tools. During the 2012-2013 academic year; MPL offered **1,120 sessions** and served **7,821 children** and **2,245 parents** in after school sessions Mondays-Thursdays. When surveyed, 100% of children who used the resource reported feeling better about their homework. The Mayor has designated CDBG funding to continue this program through 2014.

In October, Teacher in the Library was available at nine neighborhood libraries. It served **1,252 students** and **496 parents** during 164 sessions.

Engaging Teens with Art and Pop-Culture Programs

Teens serving on MPL's Teen Advisory Board (TAB) helped develop programming aimed at attracting more teens to the library. Programs included a Zombie Prom, Hunger Games Trivia, a Murder Mystery Night, a Poetry Slam and the ever-popular Anime Drawing Contest and Manga Night held at Central Library in the fall.

In 2014, MPL will create teen-specific spaces in libraries to encourage social learning and connection. The teen spaces will incorporate social learning concepts and tools such as Massive Online Open Courses as well as increased access to technology.

Library Budget, Usage and Services – Meeting 21st Century Demand

By the numbers:

- **13 Locations, One Express Library, Infinite Virtual Services**
- **\$21,856,037** - 2013 Budget
- **30,686 hours** open to the public in 2013
- **2.6 million items** checked out; laid end-to-end, these books would stretch for **500 miles!**¹
 - eBooks are the fastest growing segment of circulation **increasing by 121%** as of October
 - **40,000 hold requests** are processed monthly
- **2.2 million visitors** - more than the combined populations of Alaska and North and South Dakota!²
- Central Library had **509,894 visitors** – nearly the population of Wyoming!³
- **1,000,000 reference questions** answered in-person, by phone, email, live-chat and on Facebook.
- **72,142 items** were delivered to deposit collections offering satellite library operations in nursing homes, senior high rises, child care centers and schools.
- **1,235 new library cards** issued
- Programs – **100,000 people attended a program at MPL in 2013**
 - **1,679 adult programs** drew **16,308 adult** attendees.
 - Programs include a Poet Laureate Inaugural Reading, a program honoring MLK on the 50th anniversary of his assassination, Poetic Voices of the Muslim World Program Series, an author talk in honor of the 50th anniversary of JFK's assassination, monthly Genealogy Drop-In Sessions, and a full slate of programs culled from the Rare Books Room collection.
 - **86,905 children and families** attended a children's program.
 - Special family programs celebrating the Fall Harvest and Dr. Seuss' Birthday brought 2,694 visitors to Central Library and many neighborhood libraries during March, September and October.
 - Total children's **programs** offered **3,717**.
 - **1,288 teens** attended a program at the library.
 - **77 young adult programs** were offered in 2013.
 - **675 people** took a tour of the Green Roof.

¹ Based on estimate of 12" per book.

² Populations based on 2010 Census data: Alaska, 710,231; South Dakota, 814,180; North Dakota, 672,591.

³ Population based on 2010 Census data: Wyoming, 563,626.

- Central Library participated in Doors Open MKE for the third year attracting **1,500 visitors** on guided and self-guided tours throughout the library including behind-the-scenes looks at the dome, circulation and the archives.

Special Exhibit - Encouraging Cultural Understanding

The library was one of six cities nationwide selected by the National Endowment for the Humanities to host an exhibit and program series called *Bridging Cultures: Poetic Voices of the Muslim World*. As part of the cultural awareness initiative, the library held four programs featuring renowned performers, composers and scholars and an exhibit highlighting poetry's role in Muslim culture at Central Library. The programs and exhibit helped increase awareness and understanding of Muslim culture.

This program was well-received by the community and this anecdote speaks to one user's experience: *"A young woman approached the INFO desk and was choking back tears. When asked if she needed help, she explained that she had recently gotten engaged and that one of the poems that is part of the exhibit expressed exactly what she feels about her relationship and how they came to be engaged.*

She said, 'come here, I'll show it to you' and led me to the Epic and Romance board, pointing to a verse at the bottom. She went on to say that many things and people have tried to keep her and her fiancé apart, but they both believed in each other and now she said, she knows, they'll always be together. Then she asked to see poetry books so she could find material to use for readings at their wedding."

Partnerships – Supporting Educators and Healthcare Roll-out

MPL supported new Milwaukee educators and the implementation of the Affordable Care Act through partnerships with Teachtown MKE and the Milwaukee Health Department.

By the numbers:

- **400** (estimate) new teachers connected with library resources
- **37** new **teacher cards** issued to Teachtown MKE participants
- **11** Health Insurance Marketplace Enrollment **Labs** held at Central Library

The Library partnered with the Greater Milwaukee Committee's Teachtown MKE initiative to welcome new teachers to Milwaukee by holding a Teacher Open House at Central Library in September and updating the MPL Teacher Card to make library use easier and more accessible for all educators.

MPL partnered with the Milwaukee Health Department's Community Healthcare Access Program (CHAP) to offer weekly enrollment labs at Central Library beginning in October and continuing until March of 2014. CHAP provided onsite enrollment specialists to help attendees navigate the healthcare website and enrollment process.

Staff Development Day

On November 11, 2013 all library staff gathered for a full day of training including remarks by Mayor Tom Barrett, a presentation of the Strategic Plan and morning and afternoon break-out sessions aimed at improving customer service, technical knowledge and teamwork.



MILWAUKEE
PUBLIC LIBRARY
FOUNDATION

December 27, 2013

MPL Board of Trustees
c/o Paula Kiely
814 W. Wisconsin Ave.
Milwaukee, WI 53233-2385

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Dear Ms. Kiely,

Thank you for the Milwaukee Public Library Board of Trustees' donation of \$100.00 to the Milwaukee Public Library Foundation in memory of Betty Quadracci. Ms. Quadracci's family will receive a letter informing them of your gift and bookplates will be placed in items purchased with your donation.

Milwaukee Public Library is a cultural and educational treasure within our city and so much more. From early literacy programs to assistance for job seekers, your gift allows the Milwaukee Public Library Foundation to continue providing essential funds for quality resources which benefit patrons of all ages. With your support, the library will continue to meet the needs of the community and advance its mission of literacy and life-long learning.

Thank you for investing in the community with a gift to the library. Your continued support of the Milwaukee Public Library is truly appreciated.

Sincerely,

Ryan Daniels
MPL Foundation Executive Director

This letter is your receipt for tax purposes. No services or products were provided in consideration, in whole or in part, for your donation.

ATTACHMENT F-P. 1 of 1
MPL AGENDA-01/28/14

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MILWAUKEE PUBLIC LIBRARY SYSTEM
PERSONNEL ACTIONS

COVERING PERIOD: NOVEMBER 10, 2013 THROUGH JANUARY 4, 2014

The Secretary reports the following personnel actions:

REGULAR APPOINTMENT

Austin Patrick - Library Circulation Aide - Circulation	11/18/13
Brenda Rodriguez - Library Circulation Aide - Circulation	11/18/13
Keyonte Thompson - Library Circulation Aide - Center Street	11/18/13
Shyanne Pitts - Library Circulation Aide - Villard Square	11/19/13
DeAna Cooks - Library Circulation Aide - Capitol	11/20/13
Stacy Silva - Library Circulation Aide - Forest Home	11/25/13
LaTrese Benford - Library Circulation Aide - Washington Park	12/02/13
Amanda Rentas - Library Circulation Aide - Circulation	12/02/13

EMERGENCY APPOINTMENT

Kathi Gardner - Library Circulation Assistant I - Extension Services	11/15/13
Nancy Torphy - Librarian III - Extension Services	11/15/13
Acklen Banks - Librarian III - Extension Services	11/19/13
Kathi Gardner - Library Circulation Assistant I - Extension Services	12/11/13
Joy Kilimann - Librarian III - Extension Services	12/19/13

EXPIRATION OF EMERGENCY APPOINTMENT

Joy Kilimann - Librarian III - Extension Services	11/10/13
Kathi Gardner - Library Circulation Assistant I - Extension Services	11/20/13
Nancy Torphy - Librarian III - Extension Services	11/20/13
Karen Radtke - Librarian III - Extension Services	12/08/13
Kathi Gardner - Library Circulation Assistant I - Extension Services	12/19/13
Nancy Dayton - Library Circulation Assistant I - Circulation	12/20/13
Joy Kilimann - Librarian III - Extension Services	12/20/13
Acklen Banks - Librarian III - Extension Services	12/21/13

PROMOTION / TRANSFER

Laurel Kerstein - Library Circulation Assistant II - Zablocki to Library Circulation Assistant III - WTBBL	12/08/13
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Nicholas Newgord - Library Circulation Aide - Interlibrary Loan Services to Library Circulation Assistant I - Circulation	12/08/13
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Nicholas Sikora - Library Circulation Aide - Forest Home to Library Circulation Assistant I - Center Street	12/08/13
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PROMOTION / TRANSFER - TEMPORARY APPOINTMENT

Jonathan Osmer - Library Circulation Assistant I - Circulation TO: Library Reference Assistant - Atkinson	12/08/13
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TRANSFER

Jonathan Weidensee - Library Circulation Aide - Forest Home to Circulation	11/24/13
Christy Coulter - Library Reference Assistant - Washington Park to Subject Services	12/08/13
Jillian Johnson - Library Reference Assistant - Subject Services to Capitol	12/08/13
Kim Johnson - Librarian III - Mill Road to Center Street	12/08/13
Patricia Schriefer - Librarian III - Center Street to Mill Road	12/08/13
Deidre Steward - Library Reference Assistant - Capitol to Washington Park	12/08/13
Danielle Obmann - Library Circulation Aide - Circulation to Interlibrary Loan Services	12/22/13

CHANGE IN STATUS

Zachary Berg - Lib Circulation Assistant I (1/2) to Lib Circulation Assistant I - Villard Sq.	12/08/13
Maly Vang - Library Technician II (1/2) to Library Technician II - Technical Services	12/22/13

LEAVE OF ABSENCE 24.0 OR MORE HOURS

Mary Jeske - Library Circulation Assistant I - Circulation - 24.0 hours	11/12/13
Amy Hickman - Library Technician II - Technical Services - 25.4 hours	12/03/13
Mary Jeske - Library Circulation Assistant I - Circulation - 24.0 hours	12/09/13

RETURN FROM LEAVE OF ABSENCE

Amy Hickman - Library Technician II - Technical Services	12/09/13
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RESIGNATION

David Schiff - Library Circulation Aide - Martin Luther King	11/18/13
Heidi Pennell - Library Circulation Aide - Circulation	11/26/13
Tsavara Bullock - Library Circulation Aide - Atkinson	12/03/13
Caroline Jorgenson - Library Circulation Assistant I - Villard Square	12/07/13
Megan Steinfeld - Librarian II (1/2) - Martin Luther King	12/11/13
Elizabeth DeVito - Library Circulation Assistant I - Capitol	01/02/14
LaSonya Ragsdale - Library Circulation Assistant I - Circulation	01/03/14

RETIREMENT

John Kummer - Custodial Worker II - CL - Martin Luther King	12/22/13
MPL Service Credit: 9 years 8 months 10 days	

MILWAUKEE PUBLIC LIBRARY
FINANCIAL REPORT
NOVEMBER 30, 2013

2013

2012

REVENUES

	Budget	Received to date	% Received
Additional City Appropriation	\$20,578,637	\$18,245,273	88.7%
Fines	\$350,000	\$286,942	82.0%
Lost Materials, etc.	\$136,300	\$95,420	70.0%
MCFLS Contracts	\$791,100	\$540,517	68.3%
Total City Appropriation	\$21,856,037	\$19,168,152	87.7%

	Budget	Received to date	% Received
	\$21,546,746	\$18,618,318	86.4%
	\$340,000	\$336,372	98.9%
	\$140,200	\$96,782	69.0%
	\$791,300	\$585,182	74.0%
	\$22,818,246	\$19,636,654	86.1%

EXPENSES

City

	Budget	Spent to date	% Spent
Salaries	\$11,857,467	\$10,616,235	89.5%
Fringe Benefits	\$5,601,547	\$5,063,298	90.4%

	Budget	Spent to date	% Spent
	\$12,229,607	\$10,766,968	88.0%
	\$6,102,306	\$5,271,603	86.4%

Operating Expenses

<i>General Office Expense</i>	\$164,850	\$75,169	45.6%
<i>Tools & Machinery Parts</i>	\$26,100	\$28,204	108.1%
<i>Construction Supplies</i>	\$40,900	\$25,700	62.8%
<i>Energy</i>	\$713,185	\$585,293	82.1%
<i>Other Operating Supplies</i>	\$321,860	\$249,357	77.5%
<i>Vehicle Rental</i>	\$8,300	\$4,766	57.4%
<i>Non-Vehicle Equipment Rental</i>	\$31,300	\$24,774	79.2%
<i>Professional Services</i>	\$81,487	\$88,652	108.8%
<i>Information Technology Services</i>	\$201,000	\$228,538	113.7%
<i>Property Services</i>	\$809,769	\$528,757	65.3%
<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	\$112,817	89.9%
<i>Reimburse Other Departments</i>	\$76,900	\$9,421	12.3%
Total	\$2,627,651	\$1,983,354	75.5%

	\$174,084	\$124,855	71.7%
	\$26,100	\$25,642	98.2%
	\$51,400	\$40,426	78.6%
	\$763,811	\$543,408	71.1%
	\$298,381	\$261,718	87.7%
	\$8,300	\$4,498	54.2%
	\$33,800	\$21,264	62.9%
	\$172,500	\$120,093	69.6%
	\$245,510	\$171,348	69.8%
	\$821,136	\$569,864	69.4%
	\$26,000	\$14,804	56.9%
	\$500	\$108	21.6%
	\$137,000	\$152,032	111.0%
	\$76,900	\$58,574	76.2%
	\$2,835,422	\$2,108,634	74.4%

Equipment

<i>Library Materials</i>	\$1,543,864	\$1,353,227	87.7%
<i>Computers, etc.</i>	\$200,500	\$137,015	68.3%
<i>Other</i>	\$25,008	\$15,023	60.1%
Total	\$1,769,372	\$1,505,265	85.1%
Total City Expenses	\$21,856,037	\$19,168,152	87.7%

	\$1,493,700	\$1,348,414	90.3%
	\$105,260	\$99,407	94.4%
	\$51,951	\$41,628	80.1%
	\$1,650,911	\$1,489,449	90.2%
	\$22,818,246	\$19,636,654	86.1%

MILWAUKEE PUBLIC LIBRARY
 FINANCIAL REPORT
 NOVEMBER 30, 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/LTS's</i>	\$200,228	\$161,105	80.5%
<i>WTBBL</i>	\$968,700	\$377,444	39.0%
<i>ILS</i>	\$84,690	\$30,258	35.7%
Total	\$1,253,618	\$568,807	45.4%

Trust Fund

<i>Materials</i>	\$56,150	\$56,148	100.0%
<i>Programming</i>	\$21,500	\$16,704	77.7%
<i>Training</i>	\$7,368	\$5,401	73.3%
<i>Marketing</i>	\$11,000	\$9,286	84.4%
<i>Contingency</i>	\$1,500	\$664	44.3%
Total	\$97,518	\$88,203	90.4%

Foundation Funds

	Balance	Spent to date	% Spent
<i>Materials</i>	\$427,654	\$278,743	65.2%
<i>Programming</i>	\$300,576	\$215,818	71.8%
Total	\$728,230	\$494,561	67.9%

2012

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

	\$40,000	\$24,909	0.0%
	\$968,700	\$329,880	34.1%
	\$84,690	\$31,670	37.4%
	\$1,093,390	\$386,459	35.3%

	\$53,770	\$44,853	83.4%
	\$20,500	\$20,370	99.4%
	\$7,000	\$5,749	82.1%
	\$10,000	\$9,406	94.1%
	\$1,470	\$1,015	69.0%
	\$92,740	\$81,393	87.8%

	Balance	Spent to date	% Spent
	\$395,223	\$200,593	50.8%
	\$215,151	\$185,350	86.1%
	\$610,374	\$385,943	63.2%

Director's Report
November / December 2013 / January 2014

While the onset of the Holiday season led to a slowdown in library visits and circulation, we remained active and productive since the November Board meeting. Among the good news is the hiring of a new Foundation Director. Ryan Daniels joined the Foundation on December 1 and jumped right into action. Work on the East Library continued, with the construction of the library shell and the build-out design details. A subcommittee of board and community members selected 4 artists from 22 submissions to submit proposals for an outdoor public art piece. The Library Administrative Team worked together to build an action plan for 2014, building on the established goals of the Strategic Plan.

Programs

Great Lakes Program. Suzette Lopez (Humanities and Archives) and Constance Behrens-Huffstetter (Humanities and Archives) presented a great program on the Treasures of the Great Lakes on November 4 at the Cudahy Family Public Library. There were 34 people in attendance. Similar programs are held monthly at Central Library in the Krikelas room.

Napoleonic Expedition. The Egypt of 1798 was evoked in words and pictures on November 19 as UWM lecturer Bruce Precourt talked about the Napoleonic expedition that resulted in the creation of the monumental set of books and engravings known as Description de l'Egypte. Forty-six people listened in rapt attention as a brief history of the expedition was given followed by an accounting of the various stops and findings of the venture. The program was supported by librarians Pat DeFrain (Arts and Media), Paula Nameth (Ready Reference), Anna Donovan (Arts and Media) and Mary Milinkovich (Arts and Media).

Poetic Voices of the Muslim World. Programming for the very successful Poetic Voices of the Muslim World grant concluded in November. The November 3 program was held at Marquette University, a partner in the grant. Dr. Sylviane Diouf presented "Islam and the Blues." Her presentation was engaging and informative, and the audience of 66 truly enjoyed it.

Twenty-eight people came to hear Dr. Najwa Adra speak about Yemeni Women's Poetic Traditions on November 17. Dr. Adra's information was fascinating and thought-provoking. There were 291 total attendees over the course of the 8 programs in the Poetic Voices series. Many more people saw the exhibit, which was been on display at Central Library from September 16 to December 11.

The Poetic Voices grant programming was coordinated by Humanities and Archives librarian Jennifer Heidel, with assistance from librarians Kristina Gomez, Maria Cunningham-Benn, Tim Rush, Kathleen VandenBoom Hurley and Dan Kentowski. This grant required unusual technical support and Sue Minton and Joe Leszczynski of the Business Office provided expert assistance. Thanks also to Communications and Marketing, and our partners at Marquette University, Poets House and City Lore.

JFK. To commemorate the fiftieth anniversary of President John Kennedy's assassination, librarian Tom Olson (Humanities and Archives) invited John McAdams of Marquette University to share his expertise on the subject. The program "JFK Assassination Logic: How to Think about Claims of Conspiracy" was appreciated by 41 informed and interested audience members on November 23.

Author Visit. On Saturday December 7, author Alamelu Vairavan, prepared a number of dishes from her Indian Inspired Gluten-Free Cooking cookbook for an audience of 14 at the Central Library. Ms. Vairavan is the host of a public television's Healthful Indian Flavors with Alamelu. Librarians Anna Walls (Business and Technology) and Tim Rush (Periodicals) coordinated the program.

Staff

Milwaukee Road Collection. Librarian Patricia DeFrain (Arts and Media) and Archives Technician Gayle Ecklund (Humanities and Archives) were recognized in the acknowledgements page of the newly published book Locomotives of the Milwaukee & Mississippi Railroad and the Prairie du Chien Railway 1850-1867. Author Doug Hays spent many hours researching his topic in the Milwaukee Road collection, with assistance from DeFrain and Ecklund.

Staff Anniversary Celebration. On December 2, the Library held its semi-annual Staff Anniversary Celebration at Central Library. Six new employees were recognized: Denise Hopgood, LaSonya Ragsdale, Jonathan Osmer, Ryan Daniels, Alison McElvery, and Christopher Bodjanac.

Years of service pins were awarded to the following staff members:

5 Year Pin – Sarah Finn, Jerry Parker

10 Year Pin – Carl Chopp, Dwight Ferrell, Daniel Stupar

15 Year Pin – Brian Boyle, Andar Jones, Rose Laak, Gwen Long, Taj Schoening, Ano Vang Schacherer

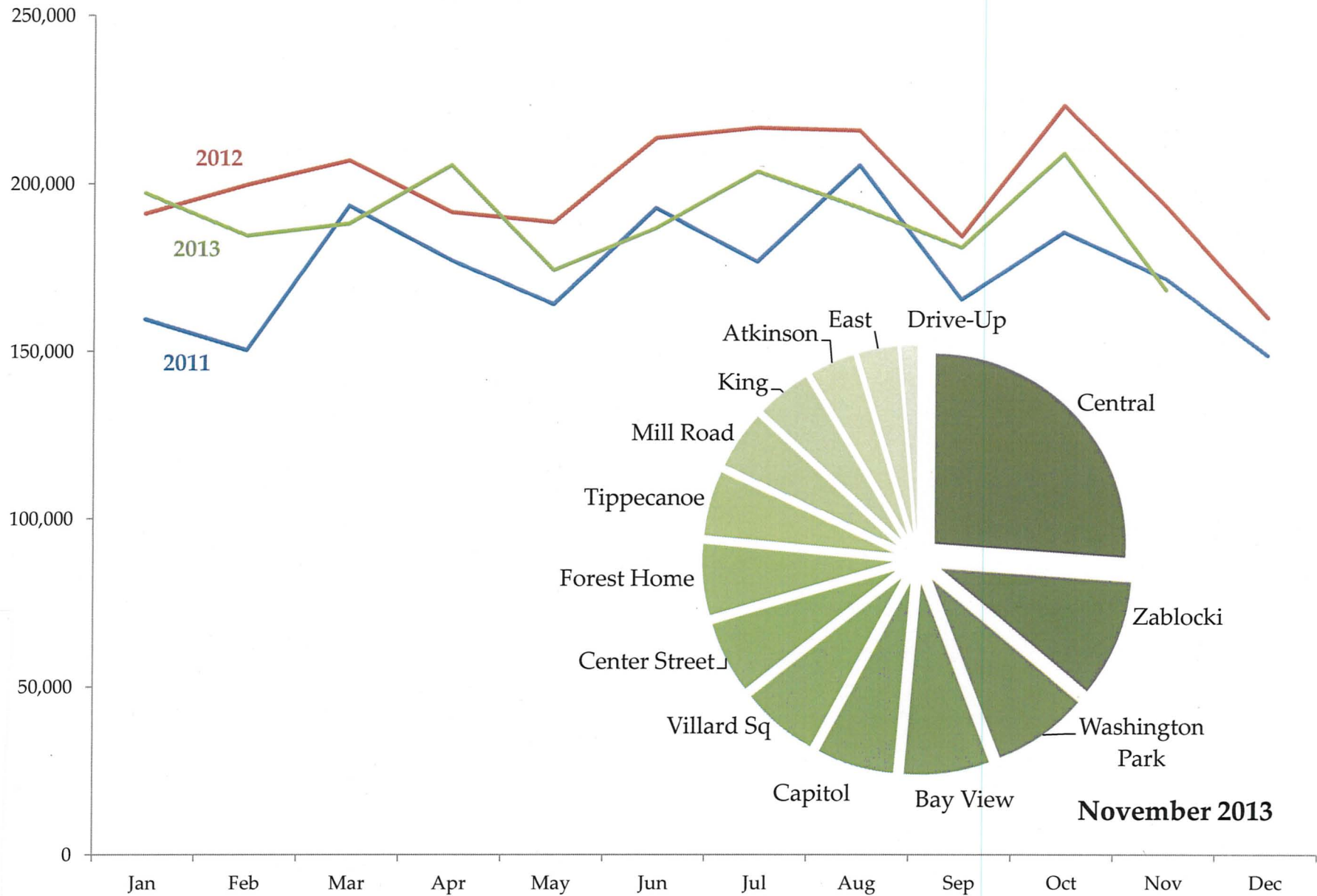
25 Year Pin – Cami Benham

30 Year Pin – James Brackinridge, Patricia Jackson, Anna Walls

35 Year Pin – Christine Kleppe

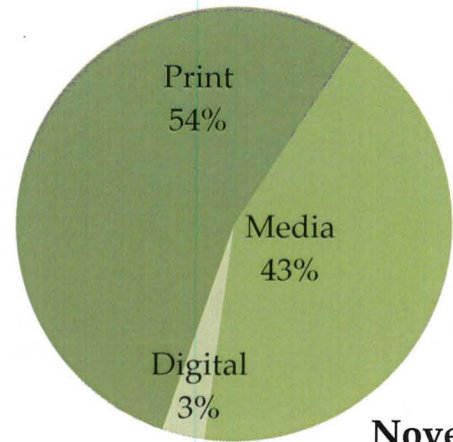
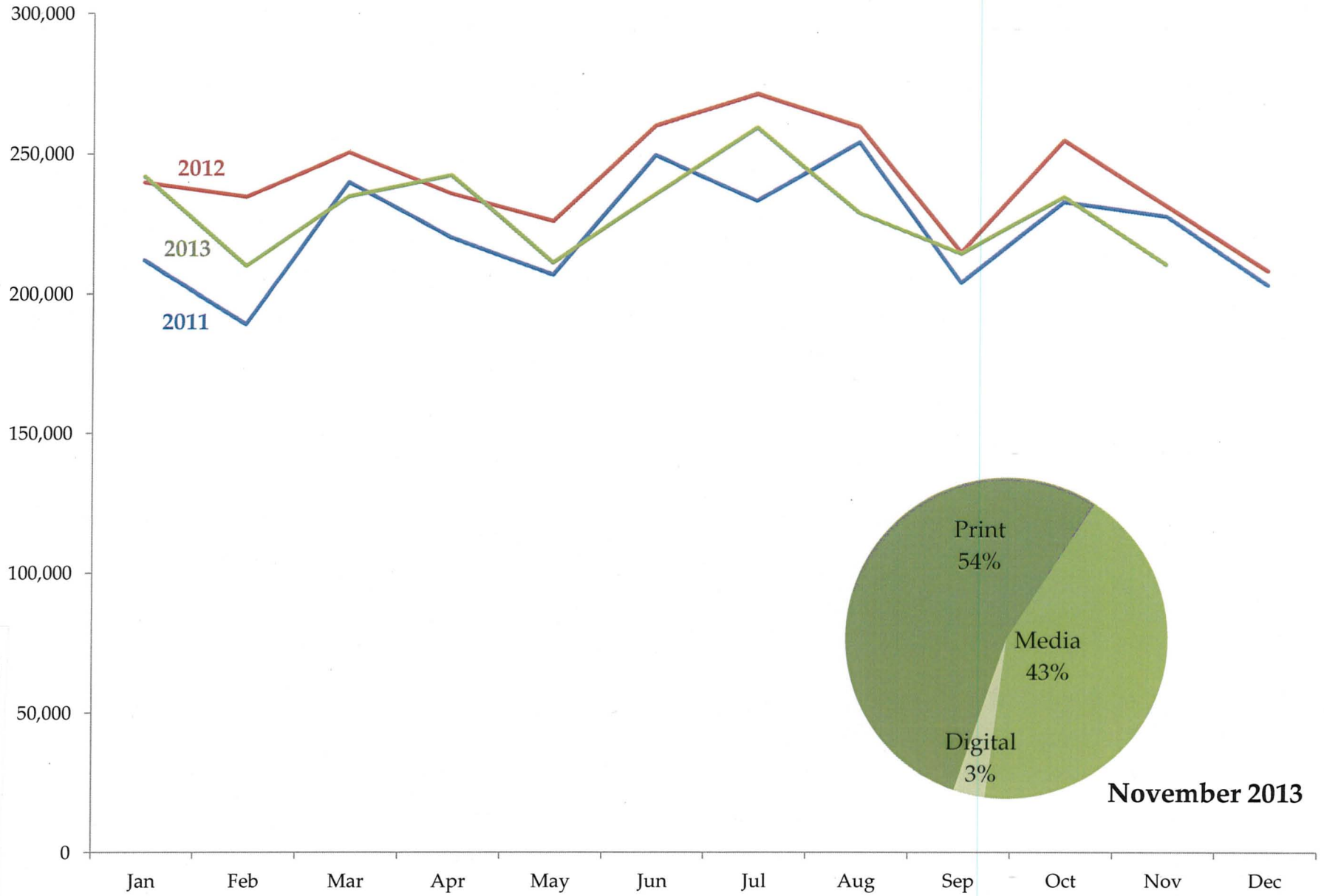
40 Year Pin – Linda Szweda

Milwaukee Public Library Visits



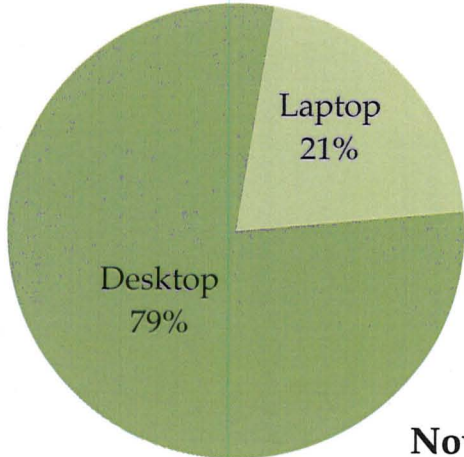
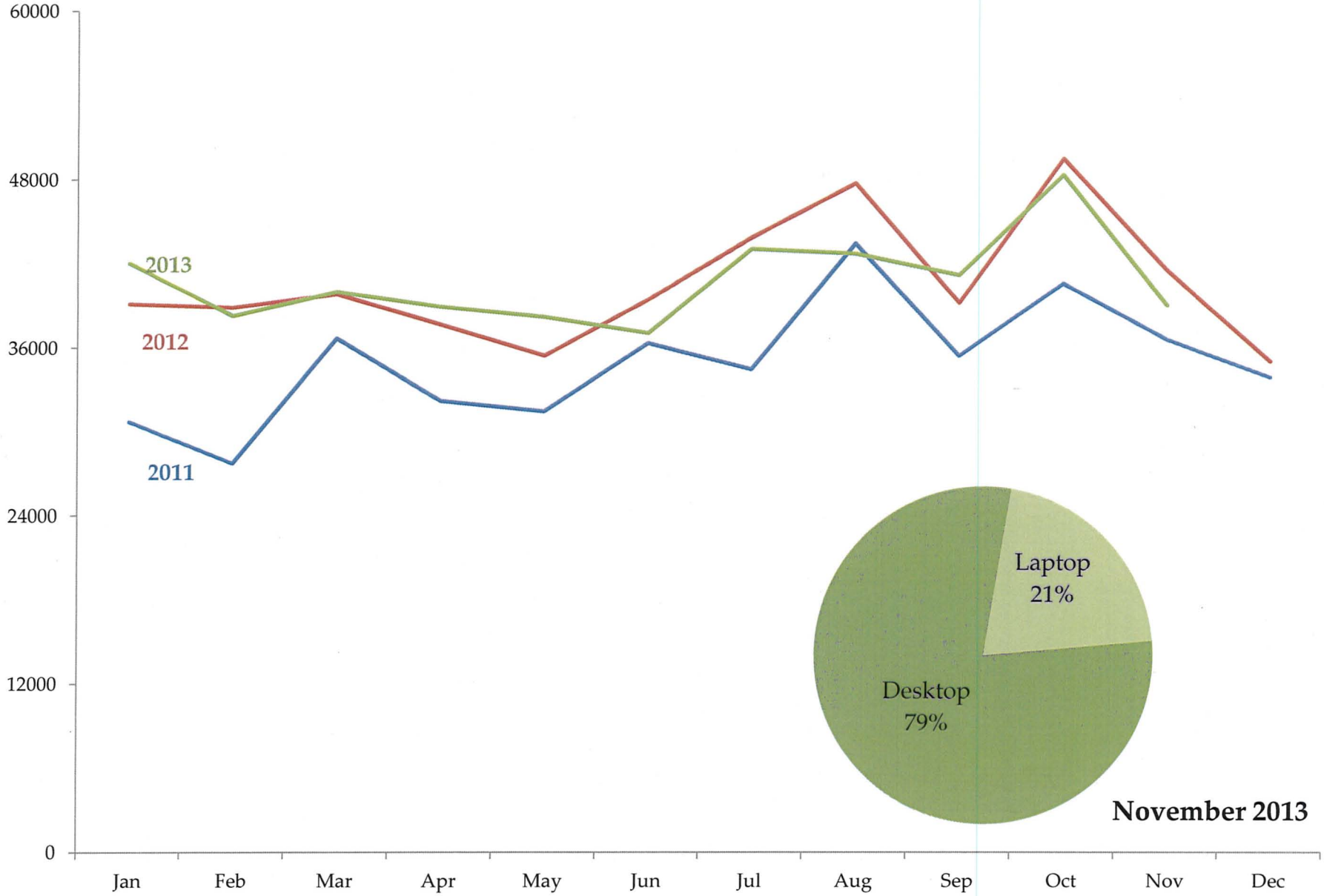
November 2013

Milwaukee Public Library Circulation



November 2013

Milwaukee Public Library Hours of Computer Usage



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

*ATTACHMENT I-P. 6 of 10
MPL AGENDA-01/28/14
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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
	85,098	91,020	-6.5%	990,132	1,023,606	-3.3%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	4,063	4,068	-0.1%	48,544	53,309	-8.9%
	30% In-library 70% Remote	39% In-library 61% Remote		33.7% In-library 66.3% Remote	33.5% In-library 66.5% Remote	

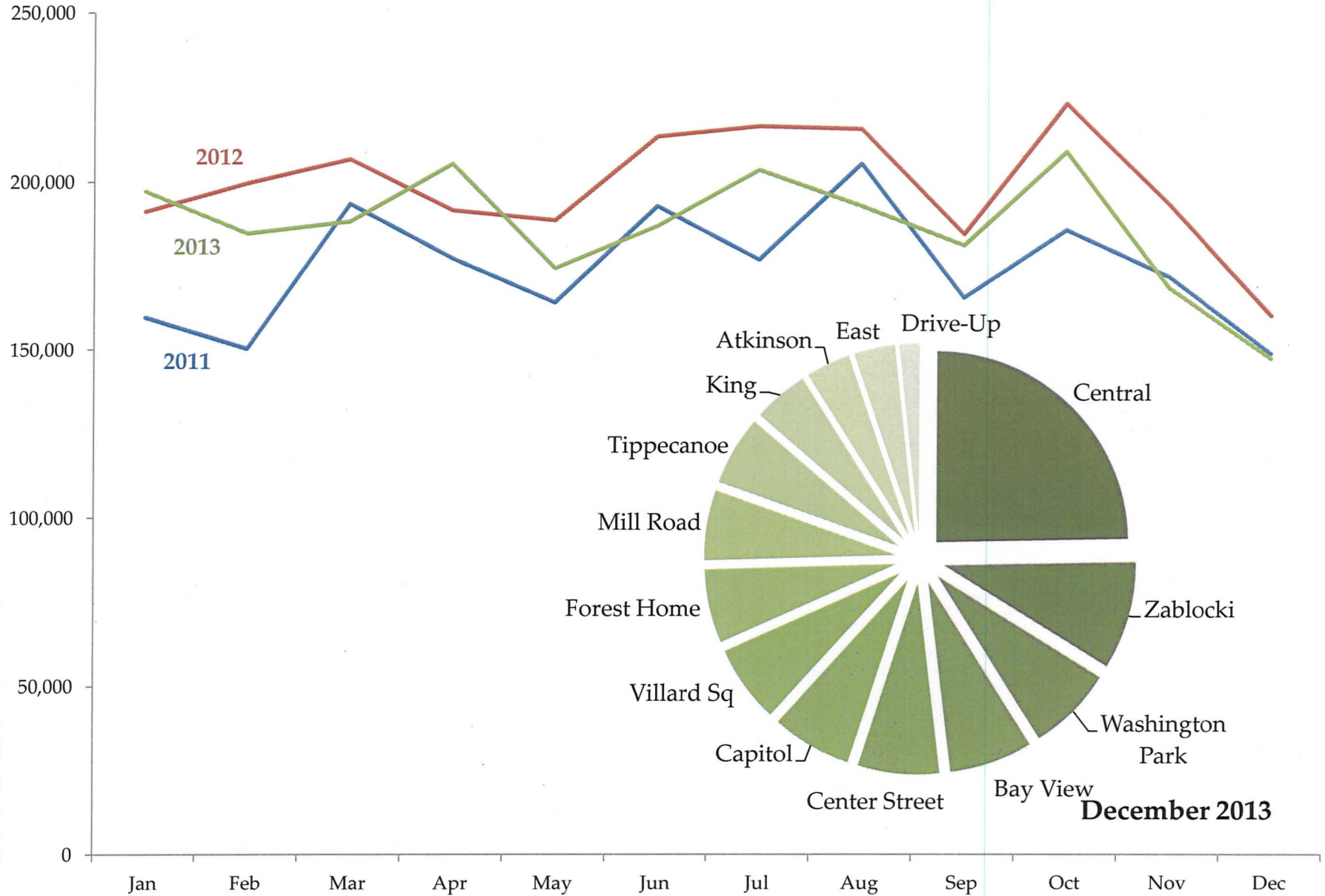
OverDrive Digital Download Circulation, by format						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	4,653	3,090	50.6%	50,636	23,872	112.1%
Audiobooks	2,071	1,382	49.9%	20,533	12,691	61.8%

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
	2,065	2,448	-15.6%	25,587	n/a	n/a

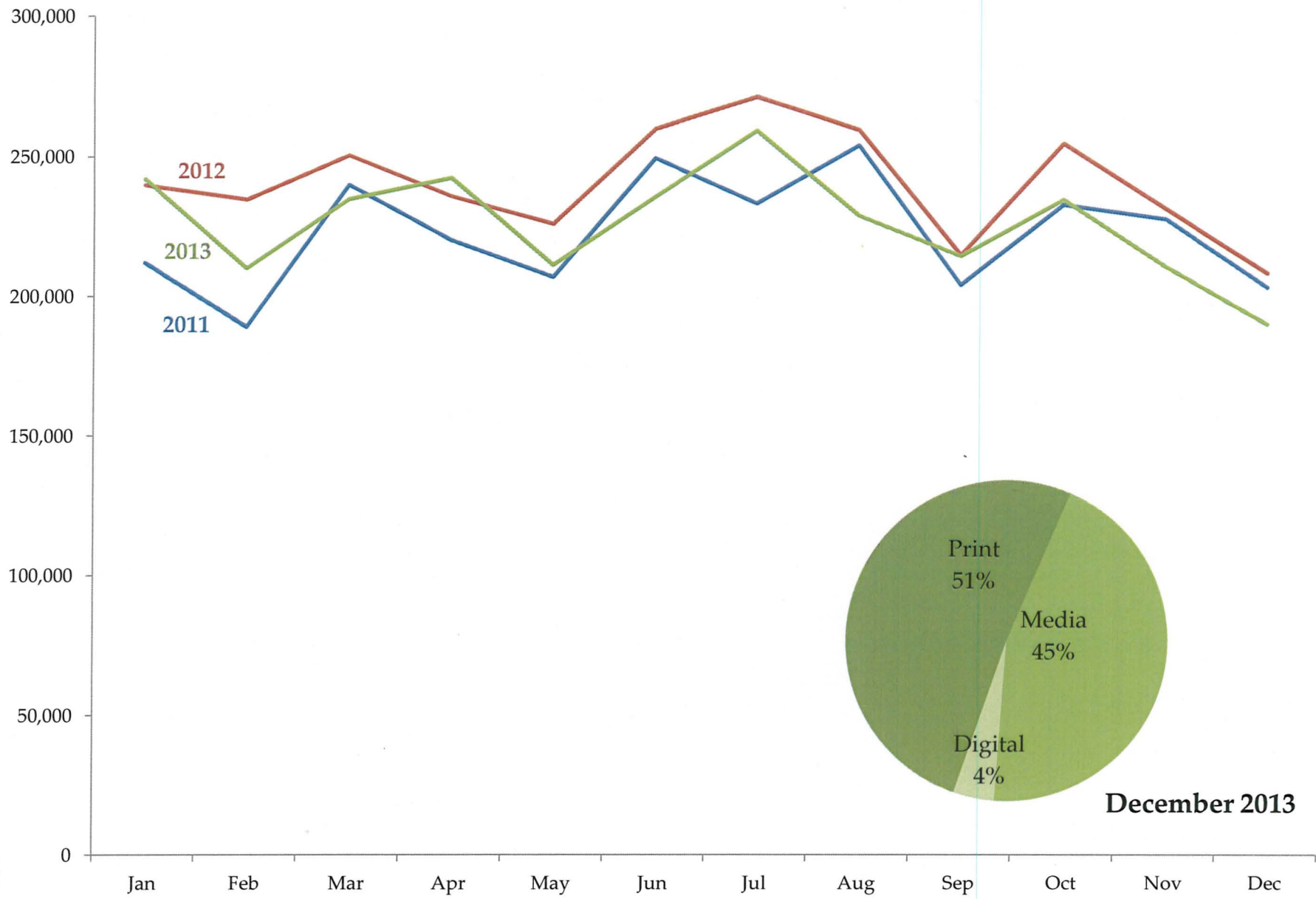
Milwaukee Patron Holds Placed Through CountyCat						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	39,855	36,680	8.7%	443,696	430,718	3.0%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	12,334	9,860	25.09%	130,454	119,917	8.79%
Atkinson	597	468	27.56%	7,178	6,975	2.91%
Bay View	2,725	2,471	10.28%	31,154	30,021	3.77%
Capitol	2,202	2,049	7.47%	25,423	25,113	1.23%
Center Street	928	902	2.88%	10,084	10,094	-0.10%
East	1,124	2,378	-52.73%	16,658	27,692	-39.85%
Forest Home	778	735	5.85%	8,580	9,025	-4.93%
Martin Luther King	597	643	-7.15%	7,428	7,739	-4.02%
Mill Road	908	776	17.01%	10,801	11,147	-3.10%
Tippecanoe	1,336	1,286	3.89%	15,428	15,391	0.24%
Villard Square	567	676	-16.12%	7,763	7,997	-2.93%
Washington Park	812	920	-11.74%	10,231	10,821	-5.45%
Zablocki	2,337	1,606	45.52%	22,463	21,362	5.15%
YCOS--Outreach	203	318	-36.16%	3,104	3,984	-22.09%
TOTAL	27,448	25,088	9.41%	306,749	307,278	-0.17%

Milwaukee Public Library Visits

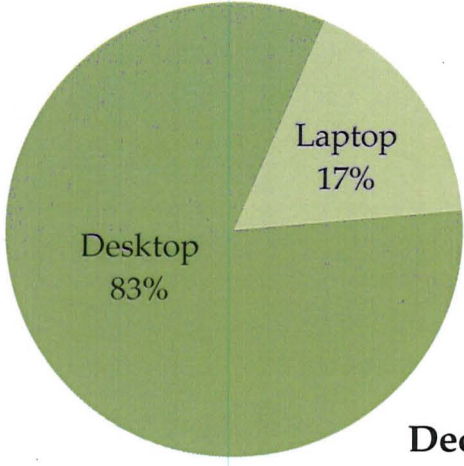
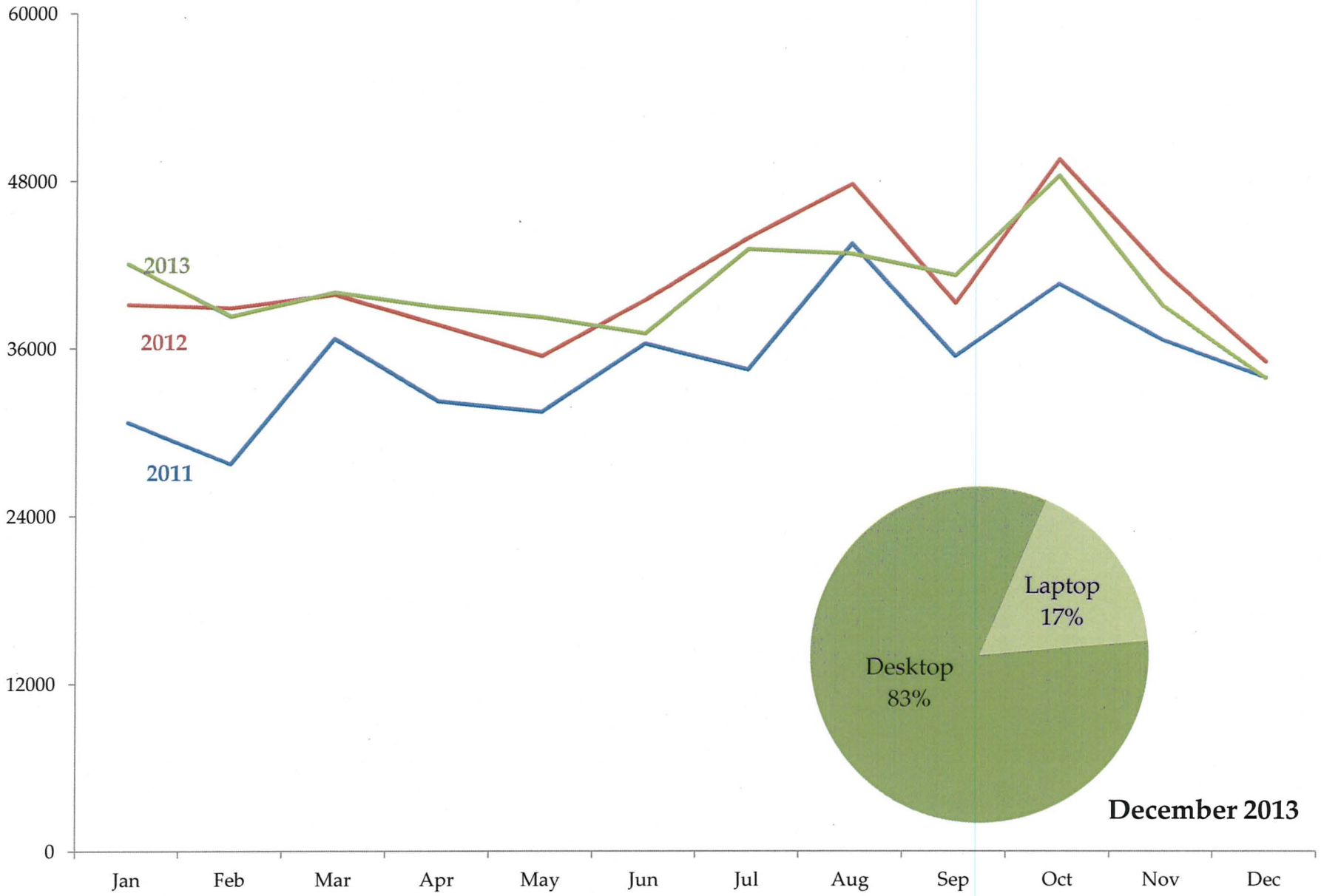


Milwaukee Public Library Circulation



December 2013

Milwaukee Public Library Hours of Computer Usage



December 2013

**Milwaukee Public Library
Computer, Internet, and Electronic Statistics
December, 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
	78,345	79,387	-1.3%	1,068,477	1,102,993	-3.1%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	4,165	3,576	16.5%	52,709	56,885	-7.3%
	25.5% In-library 74.5% Remote	35% In-library 65% Remote		33.1% In-library 66.9% Remote	33.6% In-library 66.4% 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	5,587	3,648	53.2%	56,223	27,520	104.3%
Audiobooks	2,280	1,381	65.1%	22,813	14,072	62.1%

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
	2,244	2,561	-12.4%	27,831	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
	37,351	34,008	9.8%	481,047	464,726	3.5%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	10,496	9,295	12.9%	140,950	129,212	9.1%
Atkinson	453	578	-21.6%	7,631	7,553	1.0%
Bay View	2,597	2,242	15.8%	33,751	32,263	4.6%
Capitol	2,144	2,049	4.6%	27,567	27,162	1.5%
Center Street	818	727	12.5%	10,902	10,821	0.7%
East	1,078	1,940	-44.4%	17,736	29,632	-40.1%
Forest Home	751	642	17.0%	9,331	9,667	-3.5%
Martin Luther King	618	505	22.4%	8,046	8,244	-2.4%
Mill Road	1,006	657	53.1%	11,807	11,804	0.0%
Tippecanoe	1,329	1,100	20.8%	16,757	16,491	1.6%
Villard Square	566	589	-3.9%	8,329	8,586	-3.0%
Washington Park	697	664	5.0%	10,928	11,485	-4.8%
Zablocki	1,829	1,305	40.2%	24,292	22,667	7.2%
YCOS--Outreach	220	238	-7.6%	3,324	4,222	-21.3%
TOTAL	24,602	22,531	9.2%	331,351	329,809	0.5%