



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

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

**Tuesday September 23, 2014
4:30 p.m.**

**Mill Road Library
Meeting Room
6431 N. 76 Street
Milwaukee, WI 53233**

AGENDA

PUBLIC COMMENT

APPROVAL OF MINUTES July 22, 2014 Regular Meeting.

Attachment A, page 3

COMMITTEE REPORTS

1. **Library Services and Programs Committee.** Due to the lack of a quorum, no business was conducted at the July 23, 2014 committee meeting.
2. **Building and Development Committee.** Chair Michele Bria will provide a report from the September 18, 2014 Building and Development Committee regarding a Façade contract, MCPI, Tippecanoe project update and services at Zablocki.
3. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Kovac, Resource Library Representative, will report on the August 18 and September 15 MCFLS Board meetings.

OLD BUSINESS

4. **Library Artifact.** The library board may move and vote to convene in closed session to discuss negotiations relating to permanent loan agreement of the painting "The Bookworm" by Carl Spitzweg owned by the Milwaukee Public Library. The Board may reconvene in open session at the conclusion of the closed session.

Pursuant to the provisions of Wis. Stat. § 19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

5. **MPL Trust Fund Investment Management Update.** President Gurda, Financial Secretary Lipscomb and Director Kiely will report on the transfer of the Trust Fund to the new investor and plans to issue an Request For Proposal.

NEW BUSINESS

6. **2015 Budget.** The Board will discuss the Mayor’s proposed budget for the library.
7. **Summer Reading Club Outcomes.** Central Library Children’s Room Supervisor Kelly Wochinske will highlight major achievements of this year’s club and present the team that makes this service possible.
8. **Library Board Meeting Format.** President Gurda will lead a discussion on a new method of conducting Trustee meetings.
9. **MPL Foundation Update.** MPL Foundation Executive Director Ryan Daniels will report on fundraising efforts to-date.

ADMINISTRATIVE REPORTS

10. **Personnel Actions.** Library administration reports the personnel activity for July and August 2014.

Attachment B, page 41

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

U. S. Bancorp Commercial Paper #362093085 (rated A1/P1) dated 07/07/14 and maturing 08/06/14 at a rate of 0.06%.....\$460,000.

U. S. Bancorp Commercial Paper #362093314 (rated A1/P1) dated 08/06/14 and maturing 09/05/14 at a rate of 0.06%.....\$458,000.

Attachment C, page 44

12. **Library Director’s Reports.**

Attachment D, page 48

REMINDER: Next scheduled meetings are:

October 16, 2014 – Building & Development Meeting – Central Library 8:00 a.m.

October 28, 2014– Finance & Personnel Meeting – Central Library 4:15 p.m.

October 28, 2014– Regular Meeting – Central Library 4:30 p.m.

ADJOURNMENT

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

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

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

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday July 22, 2014
Central Library Meeting Room 1
814 W. Wisconsin Avenue
Milwaukee, WI 53233**

PRESENT: Michele Bria, Ald. Milele Coggs, Sharon Cook, John Gurda,
Ald. Nik Kovac, Joan Prince, Dir. Mark Sain, Paula Kiely

EXCUSED: Denise Callaway, Ald. Ashanti Hamilton, Chris Layden, Sup. Theo Lipscomb

STAFF: Ryan Daniels, Bruce Gay, Consuelo Hernandez, Joan Johnson,
Dawn Lauber, Bill Lenski, Sam McGovern-Rowen, Judy Pinger, Taj Schoening,
Crystal Sura, Brooke VandeBerg, Duane Wepking

OTHERS Amy Hefter, Legislative Reference Bureau

PRESENT: Ellen Tangen, City Attorney's Office
James Kieselburg, Grohmann Museum

President Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:52 p.m. on July 22, 2014 with a quorum attained at 5:00 p.m. Items were taken out of order; however, these minutes are presented in numerical sequence.

PUBLIC COMMENT None

APPROVAL OF MINUTES Trustee Cook moved and Trustee Sain seconded a motion to approve the June 24, 2014 minutes. Motion passed.

SPECIAL COMMUNICATION

1. **Resolution of Appreciation.** President John Gurda presented Technical Services and Collections Director Bruce Gay a resolution of appreciation for his seventeen years of service and leadership to the Milwaukee Public Library, on the occasion of his resignation. Mr. Gay has accepted the position of Milwaukee County Federated Library System Director.

COMMITTEE REPORTS

2. **Building & Development Committee.** Chair Bria reported on four action items approved at the July 17, 2014 Building & Development Committee meeting. The committee had been asked to make a recommendation to the Board as to whether to participate in Phase 2 of the City's marketing initiative to generate revenue and allow library assets to be sponsored. Vice-President Bria moved the committee's recommendation that Director Kiely continue conversations with the City's Department of Administration reflecting the concerns raised by the committee and the Board. Also including discussion of the list of specific library assets to be marketed, the value assigned to the asset, and the process by which the Board would review the potential firms to be solicited for support. She added that it was suggested

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

that a memorandum of understanding be crafted before solicitation begins. Trustee Cook seconded the motion. Motion passed.

Construction Project Manager Sam McGovern-Rowen reported on the branch redevelopment and the committee agreed that a Request for Interest be issued for all four libraries: Mill Road, Forest Home, Capitol and Martin Luther King, that specifically lists the needs for a new branch of the Milwaukee Public Library. This would ensure that if a building opportunity exists in any of these neighborhoods, the library could consider it. Vice-President Bria moved the committee's recommendation. Seconded by Trustee Cook. Motion passed.

Vice-President Bria moved that the Central Library Air Handling Unit contract be awarded to J.M. Brennan, Inc. for \$309,000 and the Center Street Roof Replacement contract be awarded to J&G Landscaping & Construction for \$169,994, as recommended by the committee. Trustee Cook seconded the motion. Motion passed.

Director Kiely provided a Capital Projects Status Report noting that the Tippecanoe Branch Renovation project is in the design phase. Tippecanoe operations will not be able to continue during the renovation as originally expected. East Library's interior build out is progressing.

It was noted that two additional Building and Development Committee meetings have been scheduled on September 18 and November 20. The July 17, 2014 Building and Development Committee meeting agenda, minutes and contract memos are attached at the end of these minutes.

3. **Finance and Personnel Committee.** The Board received the audit report prior to the meeting. In the absence of Chair Lipscomb, Vice-Chair Sain reported that at the July 22, 2014 Finance and Personnel Committee meeting held earlier, the 2013 audit was accepted and asked the Board for a motion of approval. Trustee Cook moved and Trustee Prince seconded a motion to accept the audit.

Trustee Sain stated that the investment advisor from J.P. Morgan, Jeremy Hillenbrand, contacted Director Kiely to explain that effective August 31, 2014, J.P. Morgan Private Bank would no longer be able to manage the Milwaukee Public Library Trust Fund. Mr. Hillenbrand introduced Director Kiely and Financial Secretary Lipscomb to Mr. Thomas Villanova from J.P. Morgan International during a conference call on July 7. Mr. Villanova joined the Finance and Personnel Committee by phone and presented the library's recommended portfolio and explained the transition process. The Committee approved the transfer of the fund to J.P. Morgan Asset Management Institutional and requested the library issue a Request for Proposal for investment management firms. Trustee Sain moved the committee's recommendation. Trustee Cook seconded the motion. Motion passed.

Mr. Hillenbrand presented the quarterly review of the fund investments. The quarterly report of internal accounting control was provided, finding nothing out of order.

The City Comptroller's audit report update and the overdue fines and fees policy items were held until the October meeting.

The Finance & Personnel Committee agenda and minutes are attached at the end of these minutes.

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4. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Kovac reported that the July 21, 2014 meeting was cancelled. Informational item.
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OLD BUSINESS

5. **Library Artifact.** Grohmann Museum Director James Kieselburg provided some background on the museum's collection noting that it holds more than 1,000 paintings and sculptures represent the evolution of human work. The museum, opened in 2007, is part of the Milwaukee School of Engineering. The museum has 20,000 visitors annually, hosting many school groups of all ages. He said that if the museum were to take custody of the Carl Spitzweg painting "The Bookworm," it would be treated with respect and high regard by their professional staff. The museum has a high-level environmental system and cutting edge security system for the safeguarding of all the artworks. The plan would be to construct a special Carl Spitzweg gallery around "The Bookworm" and it would join other Spitzweg paintings.

President Gurda stated his intention of convening in closed session for discussion on the negotiations relating to the potential sale or permanent loan of the painting "The Bookworm" by Carl Spitzweg currently owned by the Milwaukee Public pursuant to Wisconsin Statutes 19.85(1)(e). Trustee Prince so moved. Trustee Sain seconded the motion. Roll called and unanimously passed. Director Kiely, Marketing and Public Relations Officer Brooke VandeBerg and Assistant City Attorney Ellen Tangen remained during the closed session. The Board reconvened in open session on a motion by Trustee Bria and seconded by Trustee Cook. President Gurda entertained a motion to authorize the city attorney and library administration to negotiate with MSOE for the loan of the "Bookworm" on the basis of the terms discussed in closed session. Trustee Cook so moved. Seconded by Trustee Bria and a roll call vote was taken. The motion passed with President Gurda, Trustee Kovac and Trustee Prince objecting.

NEW BUSINESS

6. **2015 Library Budget.** Director Kiely distributed a document titled MPL Year 2015 Requested Cost-to-Continue Budget Overview, attached at the end of these minutes. She noted that the city departments are asked to submit a budget that would support operations at the same level as they are currently. The library's budget request increased 3.9%. A 72% increase in equipment is the result of the update to the security system and replacement of computer servers. The city's budget office asked library administration to find savings of \$350,000. Potential changes to meet that directive, would be to increase the library's vacancy deduction, funding an outreach specialist's salary with grant money, leveraging restricted gift funds to better serve patron with vision disabilities, and reduce the equipment budget which would delay the purchase of non-critical equipment. Informational item.

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7. **MPL Foundation Update.** MPL Foundation Executive Director Ryan Daniels reported that the Foundation has raised \$472,000 as of June, compared to \$368,000 at this time in 2013. He said that he believes the goal of raising 20% more funds than 2013 is achievable. The Foundation Board has created a formalized nominating process and expects to add several new directors to the Board in the near future. Mr. Daniels confirmed that the Faye McBeath Foundation is the Benjamin Franklin Award honoree. A second individual may also share the honor. The dinner is expected to be held at the Central Library in late October. Informational item.
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ADMINISTRATIVE REPORTS

8. **Personnel Actions.** The personnel activity for June was reviewed, as shown on attachment C, page 10 of the agenda. Informational item.

9. **Financial Report.** The financial report for June 2014 was presented.
Library administration reports the financial activity:
U. S. Bancorp Commercial Paper #266078768 (rated A1/P1) dated 06/04/14 and maturing
07/07/14 at a rate of 0.06%.....\$457,000.

10. **Library Director's Reports.** The Director's report, attachment E, page 14 of the agenda was reviewed. Director Kiely highlighted the upcoming visit to Milwaukee by Dr. Michelle Alexander, author of the book "New Jim Crow." The event will take place at the Milwaukee Area Technical College, and the library will provide space for book discussion groups. The library set up a booth at the Westown Farmers Market and talked with visitors about library services. This program will continue through September. The statistical reports were reviewed. Patron counts have slightly decreased while circulation has increased. Overdrive digital downloadable book circulation continues to increase. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of July 22, 2014 was adjourned at 6:30 p.m.



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

July 10, 2014

To: Library Building & Development Committee of the
Milwaukee Public Library Board of Trustees:
Chairperson Michele Bria, Sharon Cook, Ald. Nik Kovac, Sup. Theo Lipscomb,
Dir. Mark Sain *All trustees are welcome to attend.*
MPL: Sam McGovern-Rowen, Taj Schoening

Fm: Paula A. Kiely, Library Director

Re: Library Building & Development Committee Meeting
July 17, 2014 8:00-9:00 a.m.
Central Library Meeting Room 1

MEETING NOTICE AND AGENDA

1. **Milwaukee Civic Partnership Initiative (MCPI) Valuation Report.** The Committee will discuss the draft valuation report from the Superlative Group and the option of participating in Phase 2, which would allow the marketing of library assets.
Attachment A, page 2
2. **Branch Redevelopment Program.** Project Manager Sam McGovern-Rowen will brief the Committee on potential building sites and will provide options on the process for selecting developers and architects.
3. **Central Library Air Handling Unit.** Library administration will seek approval to award a contract for replacement of the Central Library Air Handling Unit #4.
4. **Center Street Roof Replacement.** Library administration will seek approval to award a contract for replacement of the Center Street roof.
5. **Project Updates.** The Committee will review the status of ongoing projects including the East Development and the Tippecanoe Renovation
Attachment B, page 8
6. **Meeting Schedule.** The Committee will discuss a revised meeting schedule.

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ATTACHMENT A-P. 5 of 38
MPL MINUTES 07/22/14

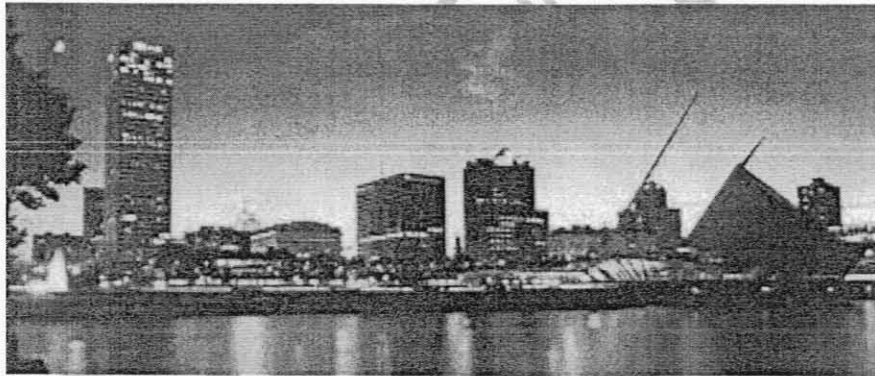
P. 7

*EXCERPT
FROM THE FULL REPORT*

City of Milwaukee

Milwaukee Civic Partnership Initiative (MCPI)

Marketing Services



Phase I Asset Inventory & Valuation Report

Presented by:

Superlative

The Superlative Group, Inc.

26600 Detroit Road, Suite 250

Cleveland, Ohio 44145

8 Library & Education

8.1 Introduction

This section provides an overview of opportunities in the Library and Education category.

8.2 Milwaukee Public Library

Milwaukee Public Library (MPL), which consists of the central library and twelve branches, is the largest public library system in the state of Wisconsin. Central library is the headquarters of the MPL system and is one of Milwaukee's most notable public structures. MPL provides a wide range of vital services for the citizens of Milwaukee, from youth reading and educational classes to computer literacy and employment services for adults. Table 8.2.1 shows total visitor at Central Library, MPL branches and other locations during 2013.

Table 8.2.1

	2013 Visitors
Central	509,894
Atkinson	94,139
Bay View	150,603
Capitol	126,649
Center Street	139,031
East	116,825
Forest Home	149,666
Martin Luther King	118,273
Mill Road	119,385
Tippecanoe	124,123
Villard Square	147,543
Washington Park	209,676
Zablocki	198,251
YCOS - Outreach	3,994
Drive-Up Traffic Count	33,030
TOTAL	2,241,082

Key Statistics

A selection of other notable statistics is provided below:

- 1,068,477 unique visitors to the MPL website;
- 52,709 MPL database hits;
- 22,813 total circulation of overdrive audiobooks;
- 56,223 total circulation of overdrive E-books;
- 27,831 freegal users (downloadable music service);
- 4,433 Twitter followers; and
- 4,592 Facebook 'Likes'.

Mission, Objectives & Strategies

The mission of Milwaukee Public Library is to provide a gateway to an expanding world of information in order to meet present and future informational needs of all citizens.

Objectives are to:

- Create a city of readers and improve the literacy rate;
- Increased digital inclusion by providing access to technology and electronic resources; and
- Provide resources for young persons seeking employment opportunities

Strategies include:

- Maintain a robust connection to the internet and computer access;
- Offer job seeking preparation and computer training classes;
- Provide information and literacy resources in formats in demand by residents;
- Increase access to library cards for city students;
- Support early literacy initiatives and enhance literacy services to adults and children through out of school learning;
- Continue Sunday hours as a means of supporting orientation towards literacy and learning; and
- Expand support for programs and services through use of volunteers.

Foundation

The MPL Foundation provides essential support through private contributions for books, materials, programs, and library facilities to continue MPL's continued reputation as a first-class library which is responsive to community needs. The foundation was established in 1988 and continues its original vision of generating private-sector support to supplement tax-based funding. The result has been improved collections, expanded programs, enhanced services, and renovated buildings. Over the years, thousands of generous individuals, corporations, and foundations have demonstrated their deep commitment to MPL by donating to the foundation.

If the MCPI is approved, the Superlative Group intends to work closely with MPL Foundation representatives to ensure that any MCPI sponsorship programs are complementary to ongoing fundraising initiatives at MPL.

8.3 Opportunities

This section provides a brief overview of the possible opportunities at MPL.

Sponsorship Opportunities

The following sponsorship opportunities could be developed:

- i. Capital Donations to assist with funding for new branches and renovation of existing facilities;
- ii. Sponsorship of Marketable Programs, including children's reading programs/children's books and 'teacher in the library programs; and
- iii. Technology partnership, including growing demand for e-books, Sponsorships of the broadband/digital inclusion initiative.

These are discussed in further detail below.

8.4 Capital Donations

East Library Development

The East Library capital project allows the city to develop a valuable property and replace and aging library. Total capital funding of \$3.55 million has been provided for the project, which will replace the current East Library with a new 16,000 square foot library as part of a mixed use project that includes multi-story apartments and a first floor retail space. Groundbreaking occurred on July 30 2013. Construction is expected to be completed in October 2014. During construction, library services are being provided through a temporary location at 2430 North Murray Avenue.

Neighborhood Library Improvements

The 2014 capital budget includes \$1.8 million for several neighborhood 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;
- \$750,000 for renovation of the Tippecanoe facility;
- \$600,000 in funding to begin two mixed use projects, replacing the current Forest Home and Mill Road facilities.

Central Library Improvements

The capital budget includes \$1.56 million for improvements to Central Library. This includes \$200,000 for ongoing repair of the building's historic mosaic tile and scagliola, \$130,000 for masonry work on the building's exterior, and \$580,000 for replacement of an air handling unit.

The Superlative Group could work with MPL to develop a philanthropic / donation program to assist with funding for developments and capital improvements. The proposed approach is to identify areas of the new / renovated facilities which could be identified as 'named' or sponsored areas, for example the 'Smith Family Atrium' or the 'King Foundation Reading Area'. Possible named areas include technology / computer centers, reading rooms, music studios or arts and crafts areas. The library may offer an agreed list of benefits to target donors in return for major gifts / donations;

- Acknowledgement plaque for display at business or residential location;
- Inclusion in media and press advisories related to the opening of the facility;
- Logo recognition on a MPL website site sponsors page;
- 10 Tickets to private pre-opening event;
- Opportunity to distribute promotional materials at the opening event;
- Signage opportunity at the Grand Opening celebration.

Our initial assessment is that a named area could generate between \$15,000 and \$40,000 of additional income per annum, depending on location, prominence and the agreed list of benefits. If this opportunity is acceptable to MPL, The Superlative Group will work with MPL Foundation Representatives to develop an inventory of opportunities and potential target donors.

8.5 Marketable Programs

MPL provides a wide range of educational and leisure programs for both adult and youth groups.

Adult Programming

The 2013 AMR Richard E. and Lucile Krug Rare Books Room Education Series included the following programs:

- Gerald Geerlings and the Jewelled City; Attendance – 21
- Art Nouveau: a New Style for a New Century; Attendance – 41
- The Voice of Germania: George Brooder's Milwaukee; Attendance – 32
- Rarities Remixed: Some New Old Favorites; Attendance – 42
- Napoleon DESCARPTION de l'EGYPTE; Attendance – 46

Author Visits during 2013 and 2014 (to date) included:

- Elaine Pagels: Vision, Prophecy and Politics in the Book of Revelations; Attendance – 191
- John Gurda, The Making of Milwaukee; Attendance – 100
- ReShonda Tate Billingsley author of A Family Affair; Attendance – 35
- Richard Thieme, UFO's and Government; Attendance – 55
- Sue Monk Kidd; Attendance - 331
- Charles Krauthammer; Attendance - 700

Business and Technology Department's – Medical College of Wisconsin's Science Cafes:

- Breast Cancer; Attendance – 60
- Alzheimer's Research; Attendance – 55
- Biomedicine; Attendance – 30
- Obesity; Attendance - 60

Special Humanities Programming:

- The North Shore Line: America's Fastest Interurban – Attendance - 136
- Schuster's and Gimbels: Milwaukee's Beloved Department Stores – Attendance- 107

Other Popular Adult Programs:

- Hispanic Heritage month programming – Attendance – 140
- Participation in the annual Doors Open Milwaukee in September – Attendance - 721
- Affordable Care Act Enrollment Labs with Milwaukee Health Department – Weekly October through December – Total Attendance-107

Employment and Computer Skills:

- In 2013, there were 582 drop-in job centers that helped 3,539 people with employment searches, working on resumes, completing job applications, or searching the internet for available opportunities.
- Additionally, there were 800 computer courses serving 4,403 class attendees. These classes primarily teach basic computer skills courses, including Introduction to Word, Introduction to Excel, and Email.

Title sponsorship of Author Visits program could generate between \$15,000 and \$20,000 per annum and could be marketed to consumer retail and financial services categories. Title sponsorship of Employment and Computer Skills programs could be marketed to major corporates in the technology sector as part of their Corporate Social Responsibility (CSR) initiatives. The program could generate between \$35,000 and \$40,000 per annum.

Youth Programming

The Super Reader Summer Reading program promotes reading over the summer to maintain or increase reading skills while children are out of school and to develop lifelong habit of reading. In 2013, the program served 22,323 young people.

In 2014, the library will continue extended Super Outreach to 8,700 children up to 12 years at outreach sites, which exclude childcare classrooms and community-based organizations. Outreach educators visit each site three to six times over the summer and actively engage the children in the Super Reader program and literacy activities. The program costs approximately \$140,000, primarily funded through the Milwaukee Public Library Foundation.

Title sponsorship of the Summer Reading program could generate between \$25,000 and \$50,000 per annum and would be marketable to Health Groups and / or retailers such as Target.

8.6 Technology Partnership

Due to the increased technological requirements at libraries, through computers and online resources, technology partnerships can be developed with Public Libraries to provide in kind equipment and / or free Wi-Fi partnerships in return for selected signage and / or online exposure.

MPL receives supplies from a wide range of major technology partners including Dell, HP, Cisco and Microsoft. In-kind trade opportunities could be developed in return for sponsorship of certain areas of Milwaukee Central Library and / or branches. Technology targets should also be considered for employment and computer skills programs as described above.

Table 8.6.1 provides an overview the number of Public Internet Desktops (excluding catalog-only computers throughout the library system).

Table 8.6.1

Library	Public Internet Desktops	Public Laptops
Central	102	28
Atkinson	22	28
Bay View	22	18
Capitol	18	14
Center St.	33	28
East	12	18
Forest Home	22	28
M.L.King	21	28
Mill Road	21	14
Tippecanoe	14	18
Villard Square	15	40
Washington Park	28	30
Zablocki	28	17
Total	358	309

The technology partnership could generate \$35,000 to \$45,000 of additional revenue per annum. The Superlative Group has provided initial value ranges for MPL opportunities and will continue to work with MPL representatives as the MCPI project moves forward.



MILWAUKEE
PUBLIC LIBRARY

**Capital Projects - Status Report
July 2014**

Completed and Current Projects

Central Library - Cooling Tower

- Construction completed

Central Library – Gray Rotunda Elevators

- Modernization work to be completed spring 2015

Central Library AHU 4

- Bid documents completed in May 2014
- Construction bids to Board July 2014
- Construction to be completed fall 2014

Branch Carpeting Project – Atkinson, Forest Home and Zablocki

- Contract awarded April 2014
- Carpet replacement to be completed fall 2014

Center Street Emergency Exit

- Bid documents completed January 2014
- Construction bids to Board March 2014
- Construction to be completed August 2014

Center Street Roof Replacement

- Bid documents completed June 2014
- Construction bids to Board July 2014
- Construction to be completed fall 2014

East Library

- Exterior Public Artist selected in February
- Condo closing revised to July 2014
- Interior build-out began March 2014
- Interior build-out to be completed fall 2014
- Temporary location closes fall 2014
- East Branch opening fall 2014

Mill Road and Forest Home Development

- Requirements defined May 2014
- Develop Request for Interest by August 2014
- Developer responses due in September 2014
- Developer proposals to Board in November 2014

Tippecanoe Library - Renovation

- Design work completed fall 2014
- Construction bidding December 2014



MEMORANDUM

Date: July 11, 2014

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

From: Taj Schoening, Library Business Operations Manager

Re: Bids for Central Library Air Handling Unit 4 Replacement Project

The Milwaukee Public Library issued a formal public bid for replacement of the Central Library – Air Handling Unit 4. The bid opening was July 8, 2013. Three bids were received.

	<u>Base Bid</u>
J.M. Brennan, Inc.	\$309,000
Butters-Fetting Co., Inc.	\$362,400
Belonger Corporation, Inc.	\$401,000

Library administration recommends awarding the contract to J.M. Brennan, Inc. for \$309,000.



MEMORANDUM

Date: July 14, 2014

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

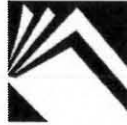
From: Taj Schoening, Library Business Operations Manager

Re: Bids for Center Street Library Roof Replacement Project

The Milwaukee Public Library issued a formal public bid for replacement of the Center Street Library roof. There were four alternates included with the bid. Alternate 1 was for increased thickness of the membrane; Alternate 2 is for installation of coverboard ; Alternate 3 is for replacement of the sky lights; and Alternate 4 is for painting the metal panels on the penthouse. The bid opening was July 14, 2013. Three bids were received.

	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Alt 4</u>
J&G Landscaping & Const. LLC	\$105,601	\$17,218	\$13,230	\$31,663	\$19,500
Kaschak Roofing, Inc.	\$179,900	\$ 8,900	\$11,500	\$29,900	\$24,000
Walsdorf Roofing Company, Inc.	\$149,900	\$8,000	\$16,000	\$38,900	No Bid

Library administration recommends awarding the contract to J&G Landscaping & Construction, LLC for the base bid plus alternates 2, 3, and 4 for a total of \$169,994.



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

July 16, 2014

To: Library Building & Development Committee of the
Milwaukee Public Library Board of Trustees:
Chairperson Michele Bria, Sharon Cook, Ald. Nik Kovac,
Sup. Theo Lipscomb, Dir. Mark Sain

Fm: Paula A. Kiely, Library Director

Re: **Revised Library Building & Development Committee Meeting Schedule**

Additional 2014 meetings: September 18 and November 20

LIBRARY BUILDING & DEVELOPMENT COMMITTEE

- ▶ January 16, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ April 17, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ July 17, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ **September 18, Thursday** ▪ **8:00 a.m.** ▪ **Central Library Meeting Room 1**
- ▶ October 16, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ **November 20, Thursday** ▪ **8:00 a.m.** ▪ **Central Library Meeting Room 1**

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Thursday July 17, 2014
Central Library Meeting Room 1**

PRESENT: Michele Bria, Ald. Milele Coggs, Sharon Cook, Dir. Mark Sain, Paula Kiely

EXCUSED: Ald. Nik Kovac, Sup.Theo Lipscomb

OTHERS Ryan Daniels, Sam McGovern-Rowen, Taj Schoening, Crystal Sura,

PRESENT: Brooke VandeBerg

Committee Chair Michele Bria called the MPL Board of Trustees Building & Development Committee meeting to order at 8:08 a.m. on July 17, 2014 with a quorum present. Trustees Coggs and Cook participated by conference phone. Agenda items were taken out order; however, these minutes are listed in numerical sequence.

1. Milwaukee Civic Partnership Initiative (MCPI) Valuation Report. Director Kiely referred to the City of Milwaukee, Milwaukee Civic Partnership Initiative (MCPI) Marketing Services Phase I Asset Inventory & Valuation Report presented by Superlative, attachment A, page 2 of the agenda. The committee has been asked to make a recommendation to the Board as to whether to participate in Phase 2 of the City's marketing initiative to generate revenue and allow library assets to be sponsored. The Committee reviewed the report and discussed the ideas presented by Superlative. The following concerns were noted: 1) Superlative contacting local firms, that the MPL Foundation has a relationship with, versus large national firms; 2) MPL Foundation supported assets, such as the Summer Reading Program, should not be targeted for sponsorship; 3) having revenues going back to the general city fund and not the library; and, 4) how to continue library programs sponsored by a donor through this initiative when the donor withdraws the support. Trustee Bria supported the idea of seeking support for specific assets, such as Teacher in the Library, technology services, express libraries, and restoration of hours. After discussion, Trustee Cook moved that Director Kiely continue conversations with the City's Department of Administration reflecting the concerns raised by the committee and any others raised by the Board, including but not limited to, the list of specific assets to be marketed and the process by which the Board would review the potential firm(s) to be solicited for support. Trustee Sain seconded the motion. Motion passed. Trustee Cook suggested a memorandum of understanding be crafted in consultation with the City Attorney's office before solicitation begins. Director Kiely added that any conversations about specific assets and who is approached will come back to the Board for approval.
2. Branch Redevelopment Program. Construction Project Manager Sam McGovern-Rowen briefed the committee on progress of the branch building program. He said that he has been meeting with developers and neighborhood group leaders to discuss the library's facilities plan and his role as project manager. Director Kiely and Mr. McGovern-Rowen recommend issuing a Request for Interest (RFI) that specifically lists the needs for a new Milwaukee

2. Branch Redevelopment Program. (continued)
Public Library and seeks to uncover information about development projects in the early planning stages. Director Kiely noted that Mill Road and Forest Home are the first two libraries slated for development, followed by Capitol and Martin Luther King. She suggested that the Board consider flexibility in the Facilities Plan so that if an opportunity arises with an interested developer, the order of rebuilding the branches may change. Mr. McGovern-Rowen recommended that the Board endorse the RFI for all four libraries. Trustee Cook moved and Trustee Bria seconded a motion that the library proceed with an RFI to attract potential developers. After a brief discussion, Trustee Sain recommended that Mill Road remain a priority since its current facility's mechanical system is the most aged. Motion passed.

3. Central Library Air Handling Unit. Library Business Operations Manager Taj Schoening distributed a memo regarding Bids for Central Library Air Handling Unit 4 Replacement Project, dated July 11, 2014. Three bids were received in response to a formal public bid issued by MPL for the replacement of the Central Library Air Handling Unit 4. Library administration recommends awarding the contract to J.M. Brennan, Inc. for \$309,000. Trustee Coggs moved and Trustee Sain seconded a motion to award the contract as recommended. The memo is attached at the end of these minutes.

4. Center Street Roof Replacement. Library Business Operations Manager Taj Schoening distributed a memo regarding Bids for Center Street Library Roof Replacement Project, dated July 14, 2014. Three bids were received for this project. Library administration recommends awarding the contract to J&G Landscaping & Construction, LLC for the base bid plus alternates 2 – installation of a coverboard; 3 – replacement of the sky light; and 4 – painting the metal panels on the penthouse, for a total of \$169,994. After a brief discussion, Trustee Sain moved and Trustee Kovac seconded a motion to award the Center Street Roof Contract to J&G Landscaping & Construction for \$169,994. The memo is attached at the end of these minutes.

5. Project Updates. Director Kiely referred to the Capital Projects – Status Report July 2014, attachment B, page 8 of the agenda. The Committee reviewed the completed and current projects listed on the report. Director Kiely highlighted the Tippecanoe Library renovation and distributed a preliminary floor plan of the design. She said the Request for Proposal stated that the library would remain open during the renovation. Enberg Anderson confirmed that, given the scope of this project, continuing library operations in the building during the renovation is not feasible. The estimated time the library would not be operational is a minimum of six months. Library administration will begin exploring options for a practical solution. Currently, funds have not been allotted for a temporary library space. The East Branch interior build out is progressing, as well as the interior and exterior public art installation. Director Kiely mentioned that the Mayor, Trustee Kovac and some community members attended the East Library hard-hat walk through on July 15. Informational item.

6. Meeting Schedule. A revised Building & Development Committee meeting schedule that includes additional meetings on September 18 and November 20 was distributed and is attached at the end of these minutes. Trustee Kovac moved and Trustee Sain seconded a motion to accept the revised schedule. Motion passed.

The meeting of the Board's Building & Development Committee was adjourned at 9:20 a.m. on July 17, 2014.



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

July 11, 2014

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

Fm: Paula A. Kiely, Library Director

Re: Finance & Personnel Committee Meeting
Tuesday July 22, 2014, 3:30 p.m.-4:30 p.m.
Central Library Meeting Room 1, 814 W. Wisconsin Avenue

MEETING NOTICE AND AGENDA

1. **Financial Statements and Auditors' Report.** The Financial Statements and Independent Auditors' Report of the Milwaukee Public Library Trust Fund for calendar year 2013 will be presented for approval and recommendation to the full Board.
2. **Quarterly Review of Fund Investments.** The JP Morgan Investment Manager will review the performance of the MPL Trust Fund investments.
3. **Fund Investment Managing.** The Committee will discuss options relating to transitioning to a new investment management firm.
4. **Quarterly Report of the Internal Control of the MPL Trust and Gift Funds.** Library Business Operations Manager Taj Schoening will report on internal accounting management. Attachment A, page 2
5. **Audit Report Update.** The committee will review and discuss progress made on the recommendations of the Comptroller's office related to cash handling and accounts payable functions. Attachment B, page 5
6. **Overdue Fines and Fees Policy.** The Board will be asked to approve new policy language reflecting existing practices. Attachment C, page 14

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. Requests to the Library Director's Office at (414)286-3021, 286-2794 (FAX), 286-3062 (TDD), or Ave., Milwaukee, WI 53233 Attn: Accommodation Request.

ATTACHMENT A-P. 18 of 38
MPL MINUTES 07/22/14

P. 20



MEMORANDUM

Date: July 14, 2014

To: Paula A. Kiely, Library Director

From: Taj Schoening, Library Business Operations Manager

Re: Internal Controls - Second Quarter 2014

I have confirmed that in the second quarter of 2014 Library staff followed Trust Fund internal control procedures. I am pleased to report that there were no issues with the operations of the Library Gift and Trust Fund during this period.

The Account Clerk received all checks and prepared cash receipts for each one. I reviewed and retained a copy of each cash receipt.

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

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

MPL Trust and Gift Funds
Balance Sheet
 As of June 30, 2014

	Jun 30, 14
ASSETS	
Current Assets	
Checking/Savings	
Cert. of Deposit/Comm. Paper	457,000.00
Checking - US Bank	15,008.36
Common Stock	818.00
JPMorgan Chase Bank, NA	2,500,134.78
Total Checking/Savings	2,972,961.14
Total Current Assets	2,972,961.14
TOTAL ASSETS	2,972,961.14
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	156,166.09
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	497,909.08
Retained Earnings	144,120.31
Unassigned - Trust Fund	2,089,758.80
Net Income	85,006.86
Total Equity	2,972,961.14
TOTAL LIABILITIES & EQUITY	2,972,961.14

MPLTrust and Gift Funds
Revenues and Expenditures - Total All Funds
January through June 2014

	<u>Jan - Jun 14</u>
Ordinary Income/Expense	
Income	
Facilities Rental	6,275.00
Gifts	46,052.26
Investment Income	
Gains and Losses	95,542.52
Interest and Dividends	14,668.33
Total Investment Income	110,210.85
Other Income	2,747.57
Sale of Materials	3,146.55
User Fees	120.00
Total Income	<u>168,552.23</u>
Expense	
Events	9,805.00
Honorarium	7,716.00
Library Materials	893.86
Memberships	1,757.50
Mileage	1,834.46
Miscellaneous Expenses	1,639.67
Outside Services	26,829.80
Photo Reproductions	554.94
Professional Fees	6,685.35
Sales Tax	-71.77
Supplies	21,582.24
Training	4,318.32
Total Expense	<u>83,545.37</u>
Net Ordinary Income	<u>85,006.86</u>
Net Income	<u><u>85,006.86</u></u>

**Milwaukee Public Library
Audit of Expenditure and Cash Controls
3rd Quarterly Update – June 2014**

Expenditures Audit Recommendations

Recommendation 1: Management should strive to expedite the processing of invoices.

Develop a policy to expedite processing of invoices to adhere to the City's prompt payment policy, which states that invoices shall be made within 30 days of receipt of supporting payment documentation and invoices. The policy should take into consideration the time it takes the processed invoices to get to the Comptroller's Office and the time it takes for the Comptroller's Office to process the invoices.

Response

Library administration has instructed managers to review and approve invoices in a timely manner to ensure that payment is made within City guidelines. If an invoice is held the approving manager will add a note documenting that.

The accounting section will continue to request that vendors send invoices to the Business Office first so that they can be date stamped prior to going to the approving manager. This will document when the invoices are actually received.

The processed invoices are not sent via interoffice mail but are taken to the Comptroller's Office the next day by the Library's delivery staff. This is not a consideration in invoice processing.

Status

Completed

Recommendation 2: Management should clarify the policies and procedures manual to reflect their invoice approval process.

The results of the approvals testing demonstrated that Facilities and Fleet invoices were processed inconsistently, some with and some without the approval of the Business Operations Manager. Invoices should only be processed with the approval of the Business Operations Manager or designated individual, if the Business Operations Manager is unavailable.

Response

The procedure has been revised to clarify the process for review and approval. Facilities and Fleet managers review and approve invoices for their unit as the designated individuals. The Business Operations Manager approves invoices for

capital expenditures. The Business Operations Manager may choose to review the invoices, but it is not required as they are already approved by a manager.

Status

Completed

Recommendation 3: The General Accounting Manager or designated individual should sign the control group registers.

The auditors were shown that the control group registers were initialed by the General Accounting Manager after the control group registers were approved. The results of control group testing demonstrated that numerous control group registers were not initialed by the General Accounting Manager.

Response

The General Accounting Manager does a quick review of the account numbers that the invoices are being paid from and initials the control group register. In his absence the Account Clerk is now initialing the documents.

Status

Completed

Cash Controls Audit Recommendation

Recommendation 1: Management should update and enforce their policy for the storage and access to cash in the branch libraries.

The auditors witnessed the storage of the change reserve in an unlocked plastic container in an unlocked supply cabinet in the library's circulation area. Best practices dictate that cash must be stored in a locking receptacle.

Response

MPL has had a policy that cash must be kept in staff areas only and remains locked. "Cash funds must never be left unattended unless they are locked in a secure place."

The auditors noted one location during their walkthroughs where this was not done. The manager in charge of branch operations has met with the staff at this location to bring this to their attention and to ensure that it has been remedied. The cash is now being stored appropriately.

Status

Completed

Recommendation 2: Surprise cash counts should be performed at least monthly, preferably weekly.

It is best practice in cashiering operations to count the cash in each cashier's drawer in order to verify the accuracy of the cash balance, at any given time, and to monitor the cashiering staff. These cash counts should be evidenced by the signature of the person performing the counts and the date the counts are performed.

Response

Cashiering functions are part of the duties of several positions in each branch library. They share a cash drawer. The Branch managers and Circulation Supervisor will conduct monthly surprise cash counts at their respective locations. The Library's Accounting Manager will conduct a random surprise count at each location once per year. Each count will be logged in by the person conducting the audit. Any discrepancies will be reported to the Business Office.

Status

Completed

Recommendation 3: Management should establish formalized cash overage and shortage procedures.

MPL uses a Daily Cash Report prepared each day at each branch. The form lists the cash register tape's total receipts by revenue type, the actual cash received and any overage or shortage. All cash overages and shortages should be documented by each library cash drawer on a daily basis and be included with the documentation of that day's activity.

Response

The Daily Cash Report was revised to add a note section that is used to document investigations, with the initials and dates of the person performing the investigation. The Library is investigating amounts over \$3.00. In addition a procedure was written and training was done for circulation staff in conducting investigations.

Status

Completed

Recommendation 4: Branch libraries should prepare the cash deposit in time for the scheduled pick-up.

The MCFLS delivery service picks up cash deposits from Branch libraries and delivers them to Central Library. In some cases the delivery service drivers make their delivery before the daily cash deposit has been prepared. The cash deposit will be secured in the branch library lockbox until the next scheduled delivery. The risk of loss is reduced due to the fact that there will be a significant reduction in the amount of time cash deposits are being held.

Response

MPL's schedule at branch libraries is based on customer use and budget. On days when the staff does not start in time to complete the daily cash deposit it will not be ready for that day's pick up. The Public Services Manager is preparing a report on options for addressing this recommendation, which will be reviewed with the Library Director.

Status

In process

Recommendation 5: The cash deposits from the branch libraries should be reconciled individually and deposited daily.

Cash deposits received from the branch libraries are not processed or deposited until all cash bags are received from all 12 branch libraries for a given day. It may take several days to get all of the deposits for one day. When cash reports are received they are reconciled in aggregate and the deposit is prepared for the Treasurer's Office.

Response

Reconciliation by individual location has been implemented. Due to limited staff in the Business Office it is more efficient to accumulate all locations by day and then prepare the deposit. It is also easier to verify that all locations have been received for each day's deposit.

Status

Completed - Reconciliation by location has been implemented.
Recommendation to deposit partial days will not be implemented.

Recommendation 6: The FMIS reconciliation should be formally documented by the preparer and reviewer.

The audit noted that an accounting assistant performs the reconciliation of FMIS to the cash received summary sheet on a monthly basis. The reconciliation is reviewed by the General Accounting Manager two to three times during the year and at year end. Currently the reconciliation is not signed by the accounting assistant or the General Accounting Manager. Each reconciliation should include the name of the preparer, the date prepared, and the reviewer's name and date reviewed.

Response

The accounting assistant is now initialing and dating the reconciliations and the Accounting Manager is initialing and dating when conducting the review.

Status

Completed

Recommendation 7: A weekly reconciliation should be performed between the Millennium system and the cash register for each branch library and the Central Library.

The audit determined that a reconciliation between the Millennium system and cash drawer receipts is not being done. This reconciliation should be performed in the Business Office with the assistance of the Library Branch Manager from each branch and the Central Library.

Response

Millennium is a software database system owned by the Milwaukee County Federated Library System that is used by all member libraries. It is very specialized library software database for collections and patron activity. It is not a financial software program. The Millennium daily reports show all activity related to changes in patron records. It includes activity that does not flow through the cash register as well as information on payments that are not receipts of the Milwaukee Public Library. These receipts are not rung in the cash

register as they are not the city's receipts so the Daily Reports would very rarely match. MPL does not have sufficient staff in the Business Office or Branch Managers to perform this labor intensive activity.

Library administration has asked MCFLS about the potential of upgrades to the software program that would allow this type of reporting. Their response follows.

MCFLS Response

Reconciliation with cash registers at the Milwaukee Public Library is somewhat problematic because of the shared nature of our system among 15 separate communities and how cash revenue is treated. Monies collected for overdue and manual charges are kept by the library receiving the fee regardless of the ownership of the item. Monies collected for replacement charges for suburban materials received at an MPL location, however, are sent back via a cash bag to the suburban library. [The reverse is also true. Monies received by suburban libraries for MPL materials are sent back to us via cash bag.] The problem with reconciliation is that transactions for suburban replacements are logged in Fines Paid as having been received and processed at the MPL library, but the money never enters a cash register at MPL. Thus, the cash register would not match with the Fines Paid file unless the suburban replacement charges were removed from the list. Reconciliation would thus require the extra step of differentiating between overdue money kept at the receiving library and replacement money sent back to the owning library. This would require the extra work with exporting and manipulating the file. We have also been told by circulation managers that reconciliation is difficult due to intra-day adjustments that are sometimes needed.

Status

Completed - recommendation will not be implemented.

Recommendation 8: Management should work with the management of MCFLS to develop strategies that will mitigate the identified control weaknesses.

-Eliminate the ability to back date the return date of library materials to any date.

Response

MCFLS' comments regarding this recommendation are shown below. MPL will not eliminate the ability to back date the return date as there are customer service and other situations that require this action, such as materials being returned after closing but the same day, or special circulation periods for senior citizens.

MCFLS Response

Response: The ability to back date is an essential function for any library, particularly when dealing with time periods or days when materials are returned if a library is closed. Back dating ensures that fines are not incorrectly added to the patron record. Back dating is a routine process in libraries. Technically, there is an option available that requires an override for the backdating operation to occur, but libraries are choosing not to use this option. A change to this setting would have to be set system- wide and thus would affect all libraries, regardless of municipality.

Status

Completed - recommendation will not be implemented.

-Establish a formal policy for waiving fees and fines to aid management when monitoring employee activity. Review reports monthly or quarterly.

Response

MCFLS' comments regarding this recommendation are shown below. Proposed guidelines and procedures for waiving fees and fines are being reviewed by library administration. Due to the timing of review staff training will take place after the original date of July 1, 2014.

MCFLS Response

Currently a selected number (approximately 230) of MPL staff have been authorized by MPL management staff to waive fines and fees. This authority is granted to those staff deemed responsible to make the decision at key service points and rectify situations as needed (and often quickly at a busy circulation desk), e.g. if a fine was added to a patron's record in error. It is our assumption that there are guidelines established by libraries when it comes to decisions regarding the waiving of fines or fees. Staff throughout the system are instructed not to waive fines and fees for material that is not owned by their own municipality.

Status

In process

-Create a reason field that would require the selection of a predefined reason code, if a fine or a fee is waived.

Response

Currently, a notes field is filled in by staff when waiving fees or fines for a customer. We requested that MCFLS explore upgrading the system to create pre-defined reasons. MCFLS' comment is shown below.

A reason field will not be added to the Millennium system but Library administration will insert guidelines for waiving fees and fines in the notes field.

MCFLS Response

Our Millennium system does not currently have software capability that would allow the creation of a predefined reason code for waived fines or fees. To add such a feature would require either an enhancement from Ill (free) or the development of a new product (cost). We are not aware of any enhancement requests to this date from other Innovative customers requesting such a feature. Therefore, it would require having such an enhancement idea being supported by a significant number of Ill customers or it would require our contacting Ill to see if they would add this feature as a product at a cost to us. There also could be no desire on the part of Ill to add such a feature, regardless of cost. Adding a reason field would also impact other libraries within MCFLS, and it is unknown how others would feel about adding this feature.

Status

Completed - recommendation will not be implemented.

-Develop a report that lists the amount of fines and fees waived, the reasons, the time period, the location, and the employee.

Response

MCFLSs response to our request that a system upgrade be explored that would create a report of fees and fines waived by reason, time, location and employee is shown below.

An investigation found that a report of fines waives or adjusted by location, date range and employee initials can be generated. However it is very cumbersome to do this as routine oversight. The fines and fees adjustments have to be pulled out of the Fines Paid Millennium file and each transaction has to be looked at to find the reason for the adjustment.

Library management found from sampling that adjustments occur most often when the borrower has kept an item long enough that it goes into billed status and the cost of replacement is entered in the record. Then, when the item is

returned staff clears it off the borrower's record and the maximum \$5.00 fine is entered in place of the full replacement cost. In addition, the staff member whose initials appear on the transaction are often following the directive of another person – branch manager, acting Librarian-in-Charge, or circulation supervisor.

MCFLS Response

3 of 4 of these can currently be obtained using via the Fines Paid file time period, branch, and employee.

Status

Completed - recommendation will not be implemented.

-Develop a report to aid in performing the reconciliation of the weekly reconciliation between the Millennium system and the cash register that was recommended in number 7.

Response

We submitted a request to MCFLS that a system upgrade be explored that would create a cash reconciliation report.

MCFLS Response

As stated previously in reply to Recommendation 7, reconciliation with cash registers at Milwaukee Public Library (and for that matter, any library in our system) is problematic because of the shared nature of our system among 15 communities and how cash is treated. A reconciliation report would need to subtract those fees that don't stay at the library, e.g. suburban replacement fees. As mentioned previously, we have also been told by circulation managers that reconciliation would be difficult due to intra-day adjustments that are sometimes needed.

Status

Completed - recommendation will not be implemented.

Overdue Fines and Fees

Introduction

It is the responsibility of the library staff to serve as good stewards of the materials entrusted to the library's care and to attempt to keep those materials available for use by all patrons. To help ensure that materials are available for all, Milwaukee Public Library (MPL) has outlined reasonable expectations for cardholders and consequences for when they are not met. The Library Board of Trustees authorizes the Library Director to develop service procedures to ensure the fair and consistent application of this policy.

Cardholder Responsibilities

To maintain borrowing privileges and be in good standing with MPL, cardholders are expected to:

1. Provide MPL with accurate information when completing a library card application.
2. Promptly report changes of address and other contact information.
3. Safeguard their library card and not share their personal identification number (PIN).
4. Promptly report a lost or stolen card.
5. Accept financial responsibility for all items checked out on the library card, including items checked out on the card before the date it is reported lost or stolen.
6. Accept financial responsibility for all charges incurred by minor card holders, after signing an application as parent or guardian.
7. Handle library materials with care and return them when due.
8. Promptly pay all charges for overdue, damaged, or lost materials.
9. As parents or guardians, help children learn how to properly use library materials.

Fines and Fees

Overdue charges:

MPL charges overdue fines to cardholders over the age of 14 who return material after the due date and grace period. MPL-owned print materials checked out on children's library cards do not incur overdue fines. However, overdue videos, DVDs, puppets, and materials owned by other Milwaukee County Federated Library System member libraries that are checked out on children's cards do incur fines.

Replacement fees:

MPL charges cardholders, or the parent or guardian of a minor, the cost of replacing an item that is lost, stolen, damaged, or overdue longer than one year. MPL will not accept substitute copies of any item as payment.

Restriction of Privileges

MPL will restrict the library privileges of cardholders who owe fees greater than the “fee threshold” of \$5.00 as established by the Milwaukee County Federated Library System, of which MPL is a part.

Fee Schedule

A schedule of overdue fines, maximum charges, fee thresholds, and grace periods is available at each location and on the library’s web page [incorporate link]. The fee schedule is subject to change at the discretion of MPL. It is important to note that MPL’s charges and fees differ from those of the other member libraries from the Milwaukee County Federated Library System. A complete fee schedule showing all member libraries’ fees is provided here [incorporate link].

Refunds

A refund of the replacement cost (minus the \$5 processing fee) may be requested if a paid item is returned within 90 days of payment, has not been damaged, and is returned along with the payment receipt. The collection agency fee (if applicable) is not refundable.

Disputes

With few exceptions, fines and fees will not be waived, however, library cardholders may dispute fees or charges incurred on an account by completing the *Fee Dispute Form*. [Append form] MPL will not waive any fines or fees associated with materials owned by other MCFLS member libraries. A library manager or supervisor will review the charges and respond within one week.

Collection Agency

MPL uses a third-party collection agency to collect fees and materials from cardholders who do not return borrowed items or promptly pay money owed.

Cardholder accounts are turned over to a collection agency approximately 60 days after an item’s due date. **In order to recover the cost of referral, a \$15 processing fee is added to the cardholder’s account. This fee cannot be waived.**

When library items are returned after referral to the collection agency, overdue fines, processing fees, and the collection agency referral fee must be paid in order to fully clear the account and avoid being credit reported.

Collection agency accounts that remain unresolved will be credit reported approximately 120 days after being referred, which is about six months after the item became overdue.

[Revised 7-22-14]

Fee Dispute Form

Name: _____

Parent Name (if necessary for a Child's card): _____

Library Card Number: _____

Current Address: _____

Phone Number: _____

E-Mail Address: _____

Best time to contact: _____

Charges being disputed

Fines (list amount):	Materials (attach printout from patron record):

Reason for contesting fine

Returned on time	<input type="checkbox"/>	Date of claim returned:
Stolen card	<input type="checkbox"/>	Date reported:
Hospitalization or medical situation	<input type="checkbox"/>	If yes, attach hospital or doctor statement
Material stolen from home or car	<input type="checkbox"/>	If yes, attach police report
Fire or water damage to living unit	<input type="checkbox"/>	If yes, attach insurance, fire department, or landlord documentation
Other	<input type="checkbox"/>	If yes, please provide a short explanation:

I believe that the above facts stated in this form are true:

Patron Signature: _____ **Date:** _____

Library staff comments:

Decision: _____

Amount Waived: _____ Amount Due: _____

Suggested Payment Plan? Yes No Terms: _____

Staff Name: _____

Title: _____ Phone No.: _____

Location/Dept.: _____

Loan Periods

- ALL BOOKS - hardcover, paperback, children's, adult, young adult - 3 WEEKS
- MAGAZINES - 1 WEEK.
- ADULT FEATURE FILM DVDs – 3 DAYS
- OTHER DVDs and VHS MEDIA – 1 WEEK
- ADULT MUSIC CDs – 1 WEEK
- ALL CHILDREN'S CDs - 3 WEEKS
- AUDIO BOOK CDs – 3 WEEKS

Overdue Charges for Each Day Past the Due Date

- ALL BOOKS - hardcover, paperback, *children's, adult, young adult - \$0.15/day
- MAGAZINES - \$0.15/day
- ADULT FEATURE FILM DVDs - \$1.00/day
- OTHER DVDs and VHS MEDIA - \$0.15/day
- ALL CDs - \$0.15/day
- *CHILDREN'S BOOKS CHECKED OUT ON A MILWAUKEE CHILD'S CARD – no overdue charges

Renewals

- ADULT FEATURE FILM DVDs - no renewals
- ADULT BOOK CLUB KITS – no renewals
- ALL OTHER ITEMS – may be renewed twice, provided no other cardholder has already requested the item.

Grace Periods

- ADULT FEATURE FILM DVDs - 1 day grace
- ALL OTHER MPL OWNED ITEMS – 3 days grace
- After the grace period, fines are retroactively assessed for all days past due. (For example, an item that accrues \$0.15/day fines, returned 4 days after the due date would be assessed \$0.60.)
- Sundays and holidays count as grace days provided the item is returned before the next regular business day.

If Library Items Are Not Returned

- The cardholder is billed for the replacement cost of an item approximately 28 days after the item was due.
- Cardholders who return undamaged billed items, within one year of the billing date, will have the bill reduced to the \$5 per item maximum overdue fine.

- If the cardholder finds an item after paying for it, the cost of the item, minus a \$5 service charge, will be refunded within 90 days of the date paid, provided the item has not been damaged.
- Accounts with fines and/or billed items totaling more than \$25.00 will be sent to the Milwaukee Public Library's contracted collection agency, Unique Management. **An additional \$15 fee will be added to the account to offset the cost.** This fee must be paid, in addition to all other charges, in order to clear the account.
- Collection agency accounts that remain unresolved will be credit reported approximately 120 days after being referred, which is about six months after the item became overdue.

These loan policies and overdue charges apply only to Milwaukee Public Library owned items. Fines and policies for items owned by suburban libraries may differ. Please contact the owning library for details.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
FINANCE & PERSONNEL COMMITTEE
MINUTES
Tuesday July 22, 2014
Central Library
814 W. Wisconsin Avenue**

PRESENT: Sharon Cook, Ald. Nik Kovac, Joan Prince, Dir. Mark Sain, Paula Kiely

EXCUSED: Denise Callaway, Ald. Milele Coggs, Sup.Theo Lipscomb

STAFF

PRESENT: Joan Johnson, Dawn Lauber, Bill Lenski, Taj Schoening, Crystal Sura

OTHERS Katie Reilly, Reilly Penner & Benton LLP

PRESENT: Jeremy Hillenbrand, JP Morgan
Thomas Villanova, JP Morgan

In the absence of Chair Theo Lipscomb, Trustee Sain called the meeting of the Board of Trustees Finance & Personnel Committee to order at 3:50 p.m. on Tuesday July 22, 2014 with a quorum present. Trustees Cook and Kovac were temporarily appointed as committee members. Trustee Kovac and Mr. Villanova participated by conference phone. Agenda items were taken out of order; however, these minutes are presented in numerical sequence.

1. **Financial Statements and Auditors' Report.** Ms. Katie Reilly, auditor from Reilly Penner & Benton, provided audited financial statements for the Milwaukee Public Library Trust Fund for 2013. The Independent Auditors' Report was summarized. An unmodified opinion was issued, stating the financial statements present fairly and conform to accounting principles. The statement of activities was summarized. The financial management letter noted that library staff were professional and cooperative during the audit process. Trustee Kovac moved and Trustee Cook seconded a motion to accept the Financial Statement and Auditors' Report. Motion passed.

2. **Quarterly Review of Fund Investments.** The Finance and Personnel Committee received the Milwaukee Public Library J.P. Morgan Financial Review and Market Outlook Report dated July 22, 2014. J.P. Morgan Investment Associate Jeremy Hillenbrand gave the committee a brief market overview. Mr. Hillenbrand reviewed the investment summary and performance detail of the Milwaukee Public Library Trust Fund portfolio. The committee accepted the report.

3. **Fund Investment Managing.** Trustee Sain explained that the library was notified that J.P. Morgan Private Bank would no longer be able to manage the Trust Fund effective August 31, 2014. The Dodd-Frank Act, which was passed by congress and signed into

3. **Fund Investment Managing.** (continued)

law in July 2010, requires all entities who manage municipal funds to register as a Municipal Advisor. J.P. Morgan has decided not to register and therefore may no longer serve as the library's investment advisor. An option to consider liquidating investments and transferring funds to the J.P. Morgan Institutional Endowment and Foundations group, which is qualified to manage municipal funds, was discussed. J.P. Morgan Institutional client advisor, Thomas Villanova, introduced himself to the committee and referred to the J.P. Morgan Diversified Fund IM Solutions-Global Multi-Asset Group First Quarter 2014 report. Mr. Villanova reviewed MPL's portfolio and explained the investment process. The sale of investments and the reinvestment of funds in the new account should take no longer than 48 hours. No fees would be assessed for the transition. Discussion ensued. Trustee Cook moved and Trustee Kovac seconded a motion to invest with J.P. Morgan Asset Management Institutional and direct library staff to issue a Request for Proposal for an investment management firm. Director Kiely noted that the agreement to transfer funds will be sent to the City Attorney's Office for review. Motion passed.

4. **Quarterly Report of the Internal Control of the MPL Trust and Gift Funds.** Library Business Operations Manager Taj Schoening referred to the Internal Controls – Second Quarter 2014 memo, attachment A, page 2 of the agenda. All monthly bank statements were reviewed by Deputy Director Johnson. Reconciliations were prepared and approved monthly by Ms. Schoening and reported to be in order. The MPL Trust and Gift Funds Balance Sheet as of June 30, 2014 and the MPL Trust and Gift Funds Revenues and Expenditures January through June 2014 were reviewed. Informational item.
-

5. **Audit Report Update.** This item was held at the call of the Chair.
-

6. **Overdue Fines and Fees Policy.** This item was held at the call of the Chair.
-

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 4:30 p.m. on Tuesday July 22, 2014.

MILWAUKEE PUBLIC LIBRARY

Year 2015 Requested Cost-to-Continue Budget Overview

OPERATING BUDGET	2014 Adopted Budget	2015 Requested Budget	Change from 2014 to 2015
Salaries and Wages	\$11,736,357	\$11,967,865	\$ 231,508 1.96%
Fringe Benefits	5,516,088	5,385,539	\$ (130,549) -2.4%
Supplies and Materials	445,834	453,280	\$ 7,446 1.7%
Rental and Services	1,438,737	1,554,610	\$ 115,873 8%
Energy	743,658	759,551	\$ 15,893 2.1%
Equipment	307,579	530,048	\$ 222,469 72.4%
Books and Materials	1,566,653	1,613,652	\$ 46,999 3.0%
Special Funds - VS Lease	13,182	13,182	\$ - 100.0%
TOTAL	\$21,768,088	\$22,277,727	\$ 509,639 2.3%
TOTAL less Fringe Benefits	\$16,252,000	\$16,892,188	\$ 640,188 3.9%

SUMMARY

1. Salaries budget reflects 1.5% increase in 2013 but no step or cost of living increases.
2. Salaries budget reflects three furlough days scheduled in 2015.
3. Computer equipment requests include replacement of camera servers.
4. Materials budget increased by \$46,999 or 3%.
5. Capital funding requested \$9,075,000
 - \$4,300,000 for branch library replacement project.
 - \$2,750,000 for Tippecanoe renovation project.
 - \$2,025,000 for Central Library building repairs and upgrades.

POTENTIAL CHANGES TO REQUEST

1. Increase vacancy deduction
2. Move one Education Outreach Specialist to grant funds
3. Leverage restricted gift funds to better serve patrons with vision disabilities by purchasing audio and large print, new computers with adaptive/assistive technology, and marketing to increase awareness of materials and WTBBL services
4. Reduce equipment budget and reduce laptops by 30 and delaying the purchase of other non-critical equipment

MILWAUKEE PUBLIC LIBRARY SYSTEM

PERSONNEL ACTIONS

COVERING PERIOD: JULY 6, 2014 THROUGH August 30, 2014

The Secretary reports the following personnel actions:

REGULAR APPOINTMENT

Arianna Bedell - Library Circulation Aide - Circulation 07/07/14
Trayvon Richardson - Library Circulation Aide - Forest Home 07/14/14

TEMPORARY APPOINTMENT

Kathi Gardner - Library Circulation Assistant I - Extension Services 08/02/14
Acklen Banks - Librarian III - Extension Services 08/05/14
Joy Kilimann - Librarian III - Extension Services 08/06/14
Kathi Gardner - Library Circulation Assistant I - Extension Services 08/25/14

EXPIRATION OF TEMPORARY APPOINTMENT

Acklen Banks - Librarian III - Extension Services 07/09/14
Jane Hauptert - Library Branch Manager (1/2) - Center Street 08/02/14
Kathi Gardner - Library Circulation Assistant I - Extension Services 08/03/14
Acklen Banks - Librarian III - Extension Services 08/17/14

POSITION CHANGE / RESTORE TITLE / TRANSFER

Jane Hauptert - Library Branch Manager (1/2) - Center Street
To: Librarian III (1/2) - Martin Luther King 08/03/14

PROMOTION

Alicia Groeschel - Librarian I - Subject Services / YCOS / CLCR
To: Librarian II - Subject Services / YCOS / CLCR 05/25/14

Laura Pope - Librarian I - Subject Services / Ready Reference
To: Librarian II - Subject Services / Ready Reference 05/25/14

Maria Cunningham Benn - Librarian I - Subject Services / Arts & Media
To: Librarian II - Subject Services / Arts & Media 06/08/14

Elizabeth Lowrey - Librarian I - Washington Park
To: Librarian II - Washington Park 06/08/14

Timothy Rush - Librarian I - Subject Services / Business Tech, Science and Periodicals
To: Librarian II - Subject Services / Business Tech, Science and Periodicals 06/08/14

Riangelique Perry - Library Circulation Aide - Circulation
To: Library Circulation Assistant I - Circulation / Registration and Book Return 07/20/14

Amanda Rentas - Library Circulation Aide - Circulation
To: Library Circulation Assistant I - Circulation 08/03/14

Jane Hauptert - Librarian III (1/2) - Martin Luther King
To: Library Branch Manager (1/2) - Martin Luther King 08/03/14

PROMOTION / TRANSFER

Abigail Ott - Library Circulation Aide - Bay View
To: Library Youth Educator - YCOS 07/20/14

Sylvia Pena - Library Circulation Aide - Circulation
To: Library Circulation Assistant I (1/2) - WTBBL 07/20/14

Jacqueline Rojas - Library Circulation Aide - Bay View
To: Library Circulation Assistant I (1/2) - Circulation 07/20/14

Trevonna Sims - Library Circulation Aide - Circulation
To: Library Circulation Assistant I (1/2) - WTBBL 07/20/14

Kristina Gomez - Librarian II - Subject Services / Business Technology, Science & Per
To: Librarian IV - Administration 08/03/14

POSITION CHANGE / TITLE CHANGE /TRANSFER

Sarah Leszczynski - Library Circulation Assistant I - Circulation
To: Office Clerk II - Library SSS 07/20/14

TEMPORARY ADDITIONAL ASSIGNMENT ENDING

Kirsten Thompson - Management Librarian - Subject Services / Humanities
& Library Branch Manager - Martin Luther King
To: Management Librarian - Subject Services / Humanities 08/03/14

TRANSFER

Malcolm Coleman - Library Circulation Aide - Atkinson to Circulation 08/03/14

Brian Boyle - Library Circulation Assistant I - Circulation to Tippecanoe 08/17/14

Sarah Leipold -Library Circulation Assistant I - Tippecanoe to Circulation 08/17/14

LEAVE OF ABSENCE 24.0 OR MORE HOURS

Daniel Lee - Librarian III (3/4 time) - Subject Services - 29.7 hours 06/23/14

Daniel Lee - Librarian III (3/4 time) - Subject Services - 35.0 hours 07/07/14

Danielle Dubey - Library Circulation Aide - East - 26 days 07/08/14

Rose Laack - Library Technician II - Technical Services / CCDM - 32.8 hours 07/14/14

Belinda Morris - Library Circulation Assistant I - Circulation - 30.8 hours 07/15/14

Daniel Lee - Librarian III (3/4 time) - Subject Services - 27.4 hours 07/21/14

Belinda Morris - Library Circulation Assistant I - Circulation - TBD 07/21/14

Mary Jeske - Library Circulation Assistant I - Circulation - 27.1 hours 08/05/14

Daniel Lee - Librarian III (3/4 time) - Subject Services - 32.5 hours 08/04/14

Ashley Emmons - Audio Machine Technician - WTBBL - 33.0 hours 08/04/14

Jessica Pawelski - Library Circulation Assistant I - Atkinson - 40.0 hours 08/04/14

Manuel Cockroft - Custodial Worker II - Facilities & Fleet - 3 weeks 08/13/14

Jessica Pawelski - Library Circulation Assistant I - Atkinson - 40.0 hours 08/17/14

Daniel Lee - Librarian III (3/4 time) - Subject Services - 24.2 hours 08/19/14

Amanda Rentas - Library Circulation Assistant I - Circulation - 36.3 hours 08/22/14

RETURN FROM LEAVE OF ABSENCE

Danielle Dubey - Library Circulation Aide - East	08/04/14
Elienid Ortiz-Colon - Library Circulation Aide - Forest Home	08/04/14
Anthony Murphy - Custodial Worker II-CL - Facilities & Fleet	08/11/14
Amanda Rentas - Library Circulation Assistant I - Circulation	08/29/14

RESIGNATION

Bruce Gay - Library Technical Services Manager - Technical Services	08/02/14
Hayley Johnson - Library Reference Assistant - Subject Services / Ready Reference	08/05/14
Timothy Clarke - Library Circulation Aide - Zablocki	08/09/14
Gabrielle Joseph - Library Circulation Aide - Circulation	08/09/14
Angelina Morales - Library Circulation Aide - Mill Road	08/14/14
Katherine Fex - Library Circulation Aide - Tippecanoe	08/15/14
Cherish Haynes - Library Circulation Aide - Circulation	08/16/14
Abigail Ott - Library Youth Educator - YCOS	08/16/14
Jonathan Weidensee - Library Circulation Aide - Circulation	08/20/14
Nia Moody - Library Circulation Aide - Circulation	08/22/14
LaTrese Benford - Library Circulation Aide - Washington Park	08/23/14
Ryan Blalock - Library Circulation Aide - Atkinson	08/23/14
Cheree Epperson - Library Circulation Aide - Mill Road	08/23/14
Brenda Rodriguez - Library Circulation Aide - Zablocki	08/23/14
Arianna Bedell - Library Circulation Aide - Circulation	08/26/14

TERMINATION DURING PROBATION

Trayvon Richardson - Library Circulation Aide - Forest Home	08/23/14
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RETIREMENT

Edward Jabkiewicz - Custodial Worker II -CL - Facilities & Fleet MPL Service Credit: 22 years 7 months 23 days	08/15/14
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MILWAUKEE PUBLIC LIBRARY
FINANCIAL REPORT
July 31, 2014

2014

REVENUES

	Budget	Received to date	% Received
Additional City Appropriation	\$20,792,441	\$11,718,417	56.4%
Fines	\$350,000	\$173,277	49.5%
Lost Materials, etc.	\$129,800	\$63,628	49.0%
MCFLS Contracts	\$713,000	\$187,985	26.4%
Total City Appropriation	\$21,985,241	\$12,143,307	55.2%

EXPENSES

City

	Budget	Spent to date	% Spent
Salaries	\$11,836,357	\$6,752,185	57.0%
Fringe Benefits	\$5,516,088	\$3,015,699	54.7%

Operating Expenses

<i>General Office Expense</i>	\$171,158	\$50,787	29.7%
<i>Tools & Machinery Parts</i>	\$26,100	\$16,729	64.1%
<i>Construction Supplies</i>	\$40,900	\$13,782	33.7%
<i>Energy</i>	\$743,658	\$379,233	51.0%
<i>Other Operating Supplies</i>	\$262,246	\$133,596	50.9%
<i>Vehicle Rental</i>	\$8,300	\$4,171	50.3%
<i>Non-Vehicle Equipment Rental</i>	\$31,800	\$15,790	49.7%
<i>Professional Services</i>	\$59,000	\$69,155	117.2%
<i>Information Technology Services</i>	\$295,000	\$186,135	63.1%
<i>Property Services</i>	\$871,862	\$428,916	49.2%
<i>Infrastructure Services</i>	\$26,000	\$21,570	83.0%
<i>Vehicle Repair Services</i>	\$500	\$2,686	537.2%
<i>Other Operating Services</i>	\$137,212	\$85,389	62.2%
<i>Reimburse Other Departments</i>	\$76,900	\$2,117	2.8%
Total	\$2,750,636	\$1,410,056	51.3%

Equipment

<i>Library Materials</i>	\$1,566,653	\$927,452	59.2%
<i>Computers, etc.</i>	\$256,110	\$17,555	6.9%
<i>Other</i>	\$59,397	\$20,360	34.3%
Total	\$1,882,160	\$965,367	51.3%

Total City Expenses	\$21,985,241	\$12,143,307	55.2%
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2013

	Budget	Received to date	% Received
	\$20,578,637	\$11,240,155	54.6%
	\$350,000	\$209,099	59.7%
	\$136,300	\$66,019	48.4%
	\$791,100	\$364,165	46.0%
Total	\$21,856,037	\$11,879,438	54.4%

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

	\$164,850	\$40,507	24.6%
	\$26,100	\$19,747	75.7%
	\$40,900	\$15,456	37.8%
	\$713,185	\$352,638	49.4%
	\$321,860	\$117,424	36.5%
	\$8,300	\$2,810	33.9%
	\$31,300	\$16,692	53.3%
	\$81,487	\$77,872	95.6%
	\$201,000	\$216,937	107.9%
	\$809,769	\$322,475	39.8%
	\$26,000	\$21,680	83.4%
	\$500	\$226	45.2%
	\$125,500	\$82,565	65.8%
	\$76,900	\$1,308	1.7%
Total	\$2,627,651	\$1,288,337	49.0%

	\$1,543,864	\$796,614	51.6%
	\$200,500	\$45,215	22.6%
	\$25,008	\$9,741	39.0%
Total	\$1,769,372	\$851,570	48.1%

Total	\$21,856,037	\$11,879,438	54.4%
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MILWAUKEE PUBLIC LIBRARY
FINANCIAL REPORT
July 31, 2014

2014

2013

ADDITIONAL FUNDING SOURCES

	Budget	Spent to date	% Spent
Other Dept. Appr.			
<i>Villard Square Lease</i>	\$13,182	\$13,182	100.0%
Contract Grants			
<i>Teacher in the Library</i>	\$100,000	\$54,310	54.3%
<i>WTBBL</i>	\$968,700	\$36,448	3.8%
<i>ILS</i>	\$84,690	\$4,072	4.8%
Total	\$1,153,390	\$94,830	8.2%
Trust Fund			
<i>Materials</i>	\$53,846	\$42,242	78.4%
<i>Programming</i>	\$23,500	\$10,900	46.4%
<i>Training</i>	\$7,500	\$5,508	73.4%
<i>Marketing</i>	\$11,000	\$6,236	56.7%
<i>Contingency</i>	\$1,000	\$570	57.0%
Total	\$96,846	\$65,456	67.6%
Foundation Funds			
	Balance	Spent to date	% Spent
<i>Materials</i>	\$523,225	\$82,966	15.9%
<i>Programming</i>	\$288,082	\$199,044	69.1%
Total	\$811,307	\$282,010	34.8%

	Budget	Spent to date	% Spent
	\$13,182	\$13,182	0.0%
	\$113,000	\$66,644	59.0%
	\$968,700	\$74,502	7.7%
	\$84,690	\$4,442	5.2%
	\$1,166,390	\$145,588	12.5%
	\$56,150	\$48,594	86.5%
	\$21,500	\$10,505	48.9%
	\$7,368	\$3,347	45.4%
	\$11,000	\$2,202	20.0%
	\$1,500	\$626	41.7%
	\$97,518	\$65,274	66.9%
	Balance	Spent to date	% Spent
	\$364,927	\$139,322	38.2%
	\$212,757	\$114,981	54.0%
	\$577,684	\$254,303	44.0%

MILWAUKEE PUBLIC LIBRARY
 FINANCIAL REPORT
 August 31, 2014

2014

2013

REVENUES

	Budget	Received to date	% Received
Additional City Appropriation	\$20,792,441	\$13,618,551	65.5%
Fines	\$350,000	\$206,969	59.1%
Lost Materials, etc.	\$129,800	\$74,425	57.3%
MCFLS Contracts	\$713,000	\$363,815	51.0%
Total City Appropriation	\$21,985,241	\$14,263,760	64.9%

	Budget	Received to date	% Received
	\$20,578,637	\$13,493,304	65.6%
	\$350,000	\$222,566	63.6%
	\$136,300	\$71,596	52.5%
	\$791,100	\$364,165	46.0%
	\$21,856,037	\$14,151,631	64.7%

EXPENSES

City

	Budget	Spent to date	% Spent
Salaries	\$11,836,357	\$8,083,983	68.3%
Fringe Benefits	\$5,516,088	\$3,624,040	65.7%

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

Operating Expenses

<i>General Office Expense</i>	\$171,158	\$60,842	35.5%
<i>Tools & Machinery Parts</i>	\$26,100	\$19,377	74.2%
<i>Construction Supplies</i>	\$40,900	\$15,648	38.3%
<i>Energy</i>	\$743,658	\$434,931	58.5%
<i>Other Operating Supplies</i>	\$262,246	\$143,917	54.9%
<i>Vehicle Rental</i>	\$8,300	\$4,900	59.0%
<i>Non-Vehicle Equipment Rental</i>	\$31,800	\$16,327	51.3%
<i>Professional Services</i>	\$59,000	\$69,650	118.1%
<i>Information Technology Services</i>	\$295,000	\$197,710	67.0%
<i>Property Services</i>	\$871,862	\$471,035	54.0%
<i>Infrastructure Services</i>	\$26,000	\$21,570	83.0%
<i>Vehicle Repair Services</i>	\$500	\$2,686	537.2%
<i>Other Operating Services</i>	\$137,212	\$88,302	64.4%
<i>Reimburse Other Departments</i>	\$76,900	\$2,628	3.4%
Total	\$2,750,636	\$1,549,523	56.3%

	\$164,850	\$41,876	25.4%
	\$26,100	\$20,092	77.0%
	\$40,900	\$16,476	40.3%
	\$713,185	\$412,321	57.8%
	\$321,860	\$166,395	51.7%
	\$8,300	\$3,136	37.8%
	\$31,300	\$16,708	53.4%
	\$81,487	\$78,782	96.7%
	\$201,000	\$221,319	110.1%
	\$809,769	\$361,457	44.6%
	\$26,000	\$21,680	83.4%
	\$500	\$226	45.2%
	\$125,500	\$85,333	68.0%
	\$76,900	\$4,470	5.8%
	\$2,627,651	\$1,450,271	55.2%

Equipment

<i>Library Materials</i>	\$1,566,653	\$965,651	61.6%
<i>Computers, etc.</i>	\$256,110	\$19,120	7.5%
<i>Other</i>	\$59,397	\$21,443	36.1%
Total	\$1,882,160	\$1,006,214	53.5%

	\$1,543,864	\$939,521	60.9%
	\$200,500	\$137,015	68.3%
	\$25,008	\$11,110	44.4%
	\$1,769,372	\$1,087,646	61.5%

Total City Expenses	\$21,985,241	\$14,263,760	64.9%
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	\$21,856,037	\$14,151,631	64.7%
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MILWAUKEE PUBLIC LIBRARY
 FINANCIAL REPORT
 August 31, 2014

2014

2013

ADDITIONAL FUNDING SOURCES

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

Contract Grants

<i>Teacher in the Library</i>	\$100,000	\$54,310	54.3%
<i>WTBBL</i>	\$968,700	\$181,918	18.8%
<i>ILS</i>	\$84,690	\$12,934	15.3%
Total	\$1,153,390	\$249,162	21.6%

Trust Fund

<i>Materials</i>	\$53,846	\$42,242	78.4%
<i>Programming</i>	\$23,500	\$12,867	54.8%
<i>Training</i>	\$7,500	\$5,508	73.4%
<i>Marketing</i>	\$11,000	\$6,236	56.7%
<i>Contingency</i>	\$1,000	\$645	64.5%
Total	\$96,846	\$67,498	69.7%

Foundation Funds

	Balance	Spent to date	% Spent
<i>Materials</i>	\$409,975	\$146,794	35.8%
<i>Programming</i>	\$401,332	\$252,268	62.9%
Total	\$811,307	\$399,062	49.2%

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

	\$113,000	\$80,176	71.0%
	\$968,700	\$167,937	17.3%
	\$84,690	\$12,676	15.0%
	\$1,166,390	\$260,789	22.4%

	\$56,150	\$48,594	86.5%
	\$21,500	\$10,769	50.1%
	\$7,368	\$3,347	45.4%
	\$11,000	\$2,429	22.1%
	\$1,500	\$626	41.7%
	\$97,518	\$65,765	67.4%

	Balance	Spent to date	% Spent
	\$364,927	\$188,308	51.6%
	\$212,757	\$159,401	74.9%
	\$577,684	\$347,709	60.2%

Director's Report
July / August / September

The summer months went by quickly, but library staff remained busy working on several major projects. These included the new Express vending library, construction of the new East library, the branch redevelopment plan, several carpeting projects and the annual summer reading program. All projects have progressed well.

We said goodbye to Ruby and Joy, the Taiwanese graduate students who spent a semester interning at MPL. They and their fellow classmates wrapped up their stay by coming to Central Library for a behind the scenes tour. We were happy to host the students as were the UWM and Marquette University libraries and look forward to similar collaborations in the future.

Library Business Operations Manager Taj Schoening, staff and I worked with JP Morgan to close the investment at the Private Bank and transfer and invest the funds through the new investment account. The transfer went smoothly and funds were transferred and fully invested prior to the established deadline of August 31.

City lobbyist Jennifer Gonda and I met with Kurt Kiefer, assistant superintendent of the Department of Public Instruction, and others to discuss a draft study conducted by a State group recommending the elimination of Resource Libraries. MPL could face a significant cut in funding if this recommendation were adopted. We have been asked to share our concerns in writing and by phone with the chairwoman of the committee.

During the summer I met with potential partners including the Executive Director of the Penfield Center and the City Health Commissioner. Trustee Bria facilitated a meeting with the Executive Director of Discovery World and I attended additional meetings with MPL Foundation Director Ryan Daniels and others. I participated in a panel presentation at a state conference held in Madison and spoke about working with partners.

Programs

LegoFest. Center Street Library hosted a successful LegoFest on August 9. Six members of the Kenosha LEGO Users Group (KLUG) including MPL's own Paul Wellington (Circulation Aide, Center Street) showcased large and small Lego displays to an audience of 170 patrons. Lego scenes included motorized carnivals, cities, motorized trains, casinos, amazing towers, Lego games, and an Oscar party scene next to a bank robbery. Children were able to get their faces painted with DoniElle Lewis (Circulation Aide, Martin Luther King). Todd Osterman (Library Youth Educator, YCOS) held two story times about Legos and being creative. He also supervised the children who were excited to build their own Lego crafts with the MPL Legos. Elizabeth Ford, library volunteer, helped children make a Lego food craft with frosting, M&Ms, and graham crackers. Gloria Makris (Librarian, Center Street) made two Lego cakes for the program. Lastly, a Lego man cut out was available for attendees to take pictures.

Walk 100 Miles. As part of Mayor Barrett's 'Walk 100 Miles' initiative, several library managers attended walks in the community. On Friday, July 11, Washington Park Branch Manager Anthony Frausto and Alderman Russell Stamper participated along with representatives from Habitat for Humanity, Washington Park Partners, and Milwaukee Police. On Friday August 8, Frausto and Stamper participated in another neighborhood walk, along with the groups Safe and Sound and Washington Park Partners, and members of the surrounding community. This walk originated at the Washington Park Library and went around to the surrounding blocks. Branch Managers Rachel Collins (East and Villard Square) and Enid Gruszka (Capitol and Mill Road) attended the community walk with the Mayor on Wednesday, August 27 in the Westlawn Gardens neighborhood. About 75 residents and neighbors walked through the area, and Collins and Gruszka spoke with participants about the new vending library coming soon to the corner of 64th and Silver Spring.

National Night Out. Washington Park Branch Manager Anthony Frausto and Library Security Manager Michael Weber also attended a National Night Out event on Tuesday August 5. Located in the parking lot next to the Harley Davidson plant on 35th and Juneau, many community groups were in attendance, including health care organizations, Milwaukee Public Schools, Girl Scouts, and Police and Fire departments. It was well attended with many families enjoying the event. The MPL table was busy and we were able to speak with many people and inform them of the many programs and services offered by the library.

At outreach events such as these library staff meet members of the community and talk with them about the library and its many resources and services.

And Now For Something Completely Different. The 2014 Richard E and Lucile Krug Rare Books Room open house took place on Saturday, July 26 and was entitled "And now for something completely different..." as the event highlighted seldom seen items from the collection. There were four stations of materials; some of the more popular offerings were an old and oversized German Bible, Godey's Ladies books, selections from the Rubaiyat of Omar Khayyam collection, and original World War I posters. Patrons started to assemble outside of the Krug Room 20 minutes before the program's start; a total of 56 very enthusiastic patrons attended.

Events

Author Event. Author J.A. Jance held an engaging, humorous and moving talk in Centennial Hall's Loos Room Tuesday, September 12. There were 46 people in attendance. Ms. Jance began the evening with an informal Q&A session and followed with a 60 minute program where she shared her journey to becoming an author, inspiration for her novels and poetry, and stories from her past. Ms. Jance closed the evening with songs and a poetry recitation from her first published work, "After The Fire". Boswell Books co-sponsored the event.

Author Visit. The former Executive Director of Historic Milwaukee, Sandra Ackerman, presented an hour long program on her revised book "Milwaukee Then and Now". After brief presentations from Librarians Dan Lee and Jen Pahl (Humanities and Archives) on the Doors Open program and the library's Historic Photograph Collection, Ms. Ackerman spoke about the writing and publishing of her book. She engaged the audience in a question and answer session, and gave a slideshow presentation of some of the images from her book. Afterwards, many people purchased books and stayed for the signing session. 51 people were in attendance.

Outreach

Westown Farmer's Market at Zeidler Park. Two library staff members manned the MPL table for 3 hours and had a total of 94 people visit during the Westown Farmer's Market at Zeidler Park. There were 3 library card registrations, and 2 inquiries about expired cards using the MiFi hot spot connection. There was a lot of interest in fall programs and events. In addition, the green roof, tutoring programs, job centers, book sales and Job Center information were popular. There was also some interest in the book sales and computer classes.

MPL At State Fair. On August 6, MPL Outreach staff talked to 90 State Fair attendees during the afternoon the MPL table was in attendance. Five attendees registered for library cards and two attendees registered for the Summer Reading Program.

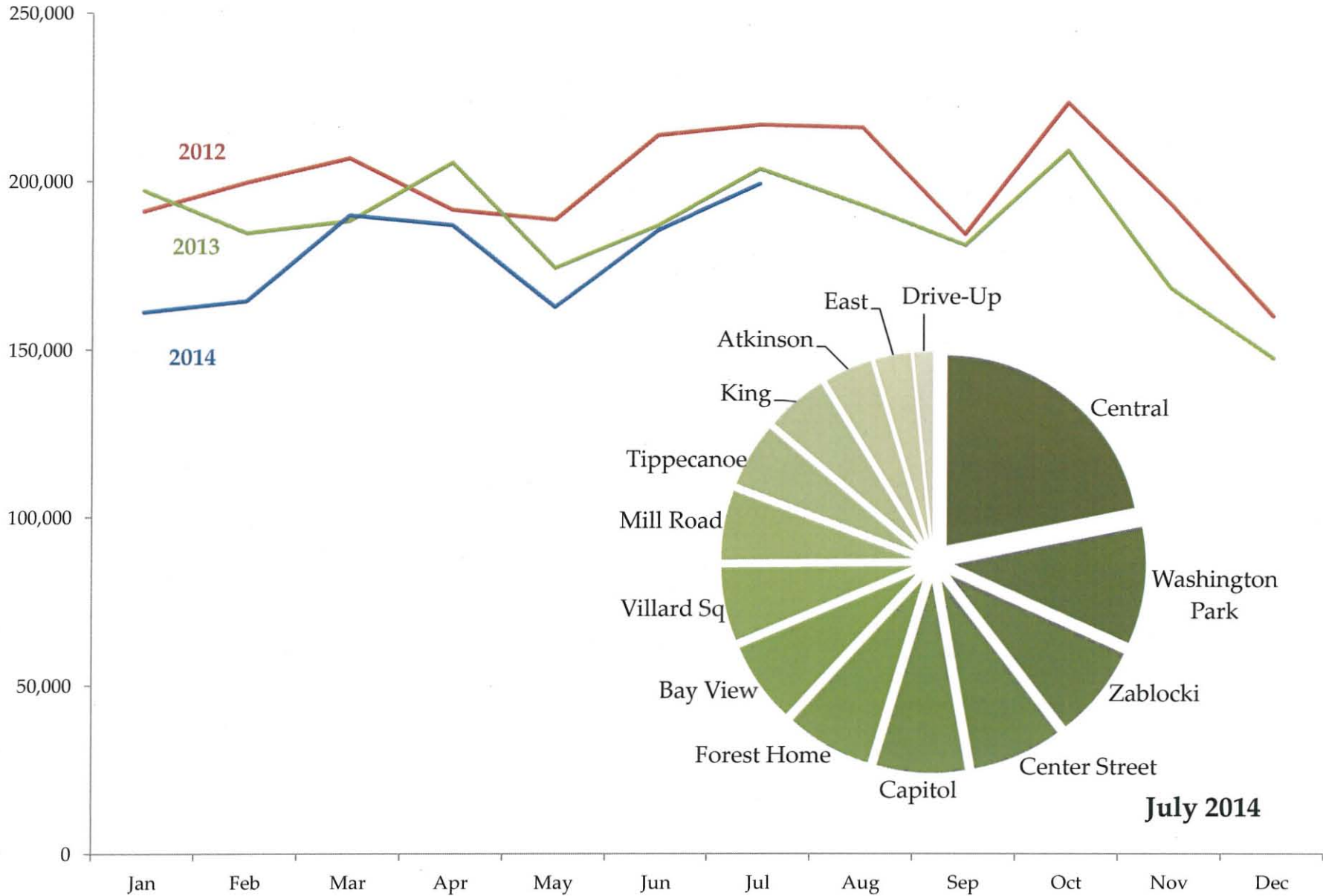
Health Screenings. Columbia – St. Mary's Hospital Outreach Department provided free blood pressure and diabetes screenings for patrons on Friday, July 25 from 11:30 a.m. to 12:30 p.m. in the first floor Mozart's Grove. 10 patrons participated.

Exhibits

WWI Military Portraits Digital Collection. The World War I Military Portraits digital collection, which launched on July 28 is comprised of more than 32,000 photographs, typewritten volumes, and service records. It contains a wealth of genealogical information and candid revelations of soldiers' perceptions of the First World War. The items were compiled from collections of the American War Mothers Milwaukee County Chapter and the Milwaukee County Council of Defense. Supporting the launch is a new paneled exhibit display on the first floor Main Street and a host of veterans outreach programs scheduled for Mozart's Grove on Saturdays for the month of August.

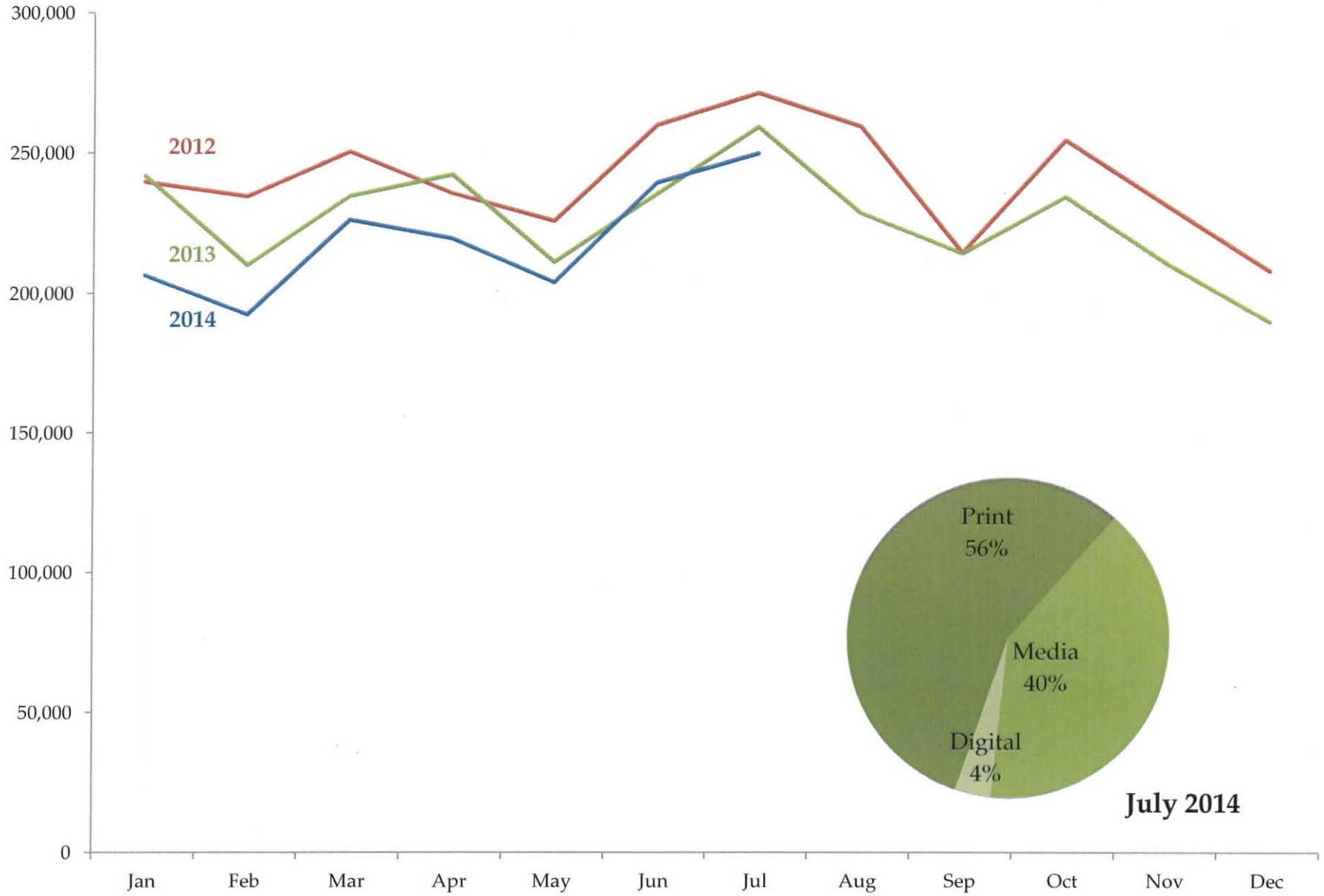
Know Thyself Exhibit – July 22 through August 31. On Central Library's second floor main street a display is being installed by award-winning photographer Paul Calhoun, in association with "Know Thyself" - an organization that works with disadvantaged middle and high school students. The display features paintings that are a collaborative effort among the students. The installation features art work of the students with a special concentration of Bronzeville history.

Milwaukee Public Library Visits



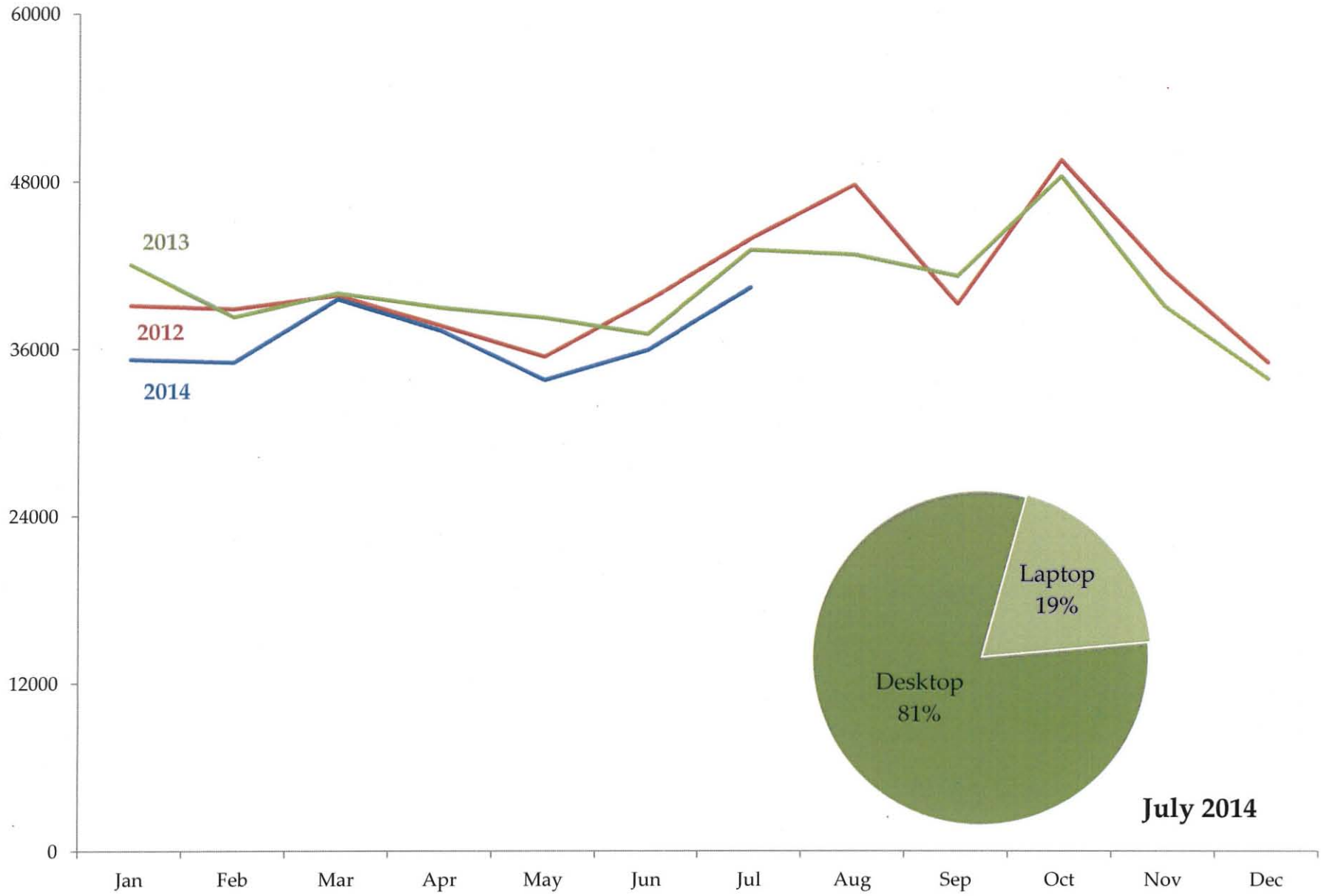
July 2014

Milwaukee Public Library Circulation

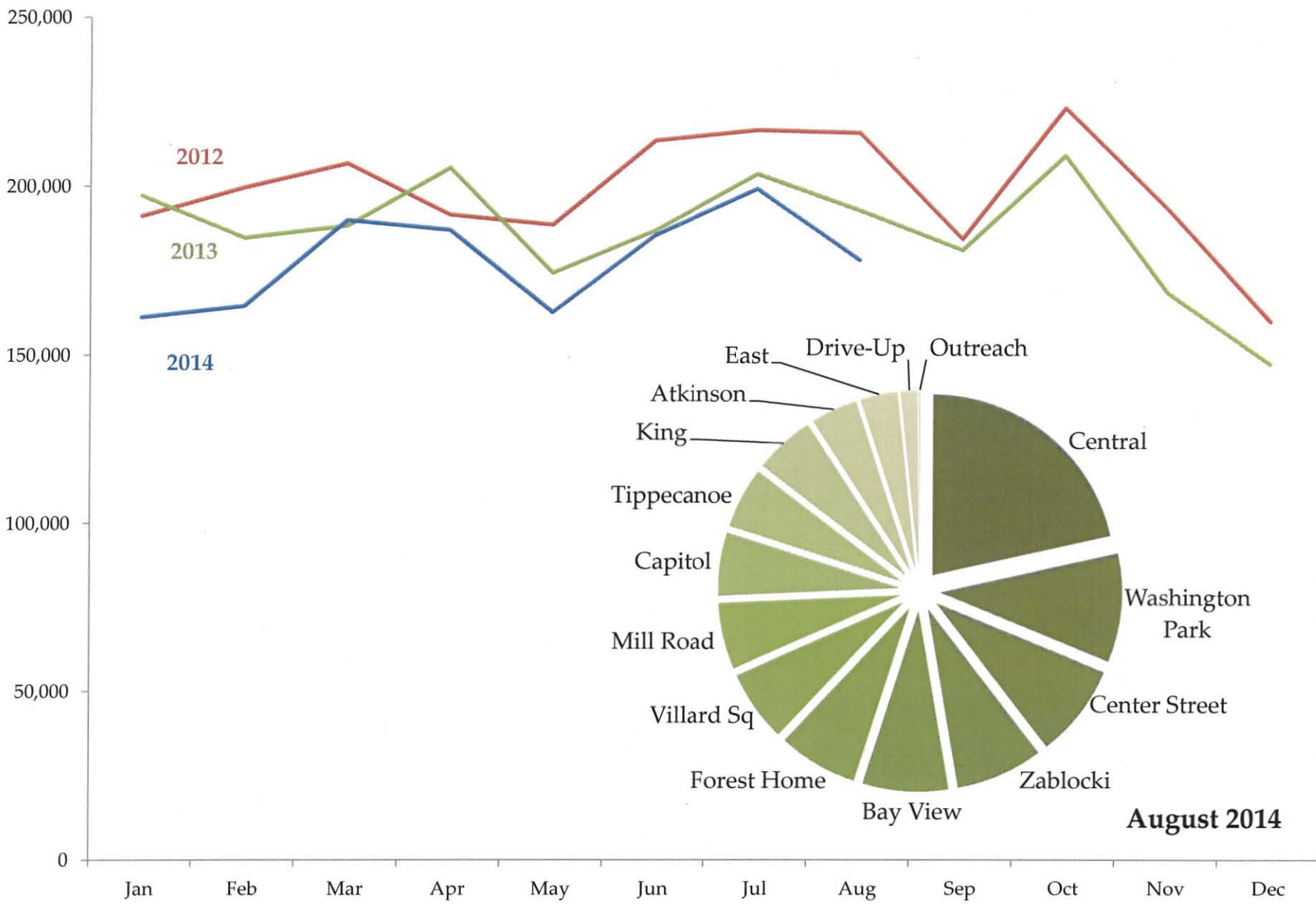


July 2014

Milwaukee Public Library Hours of Computer Usage

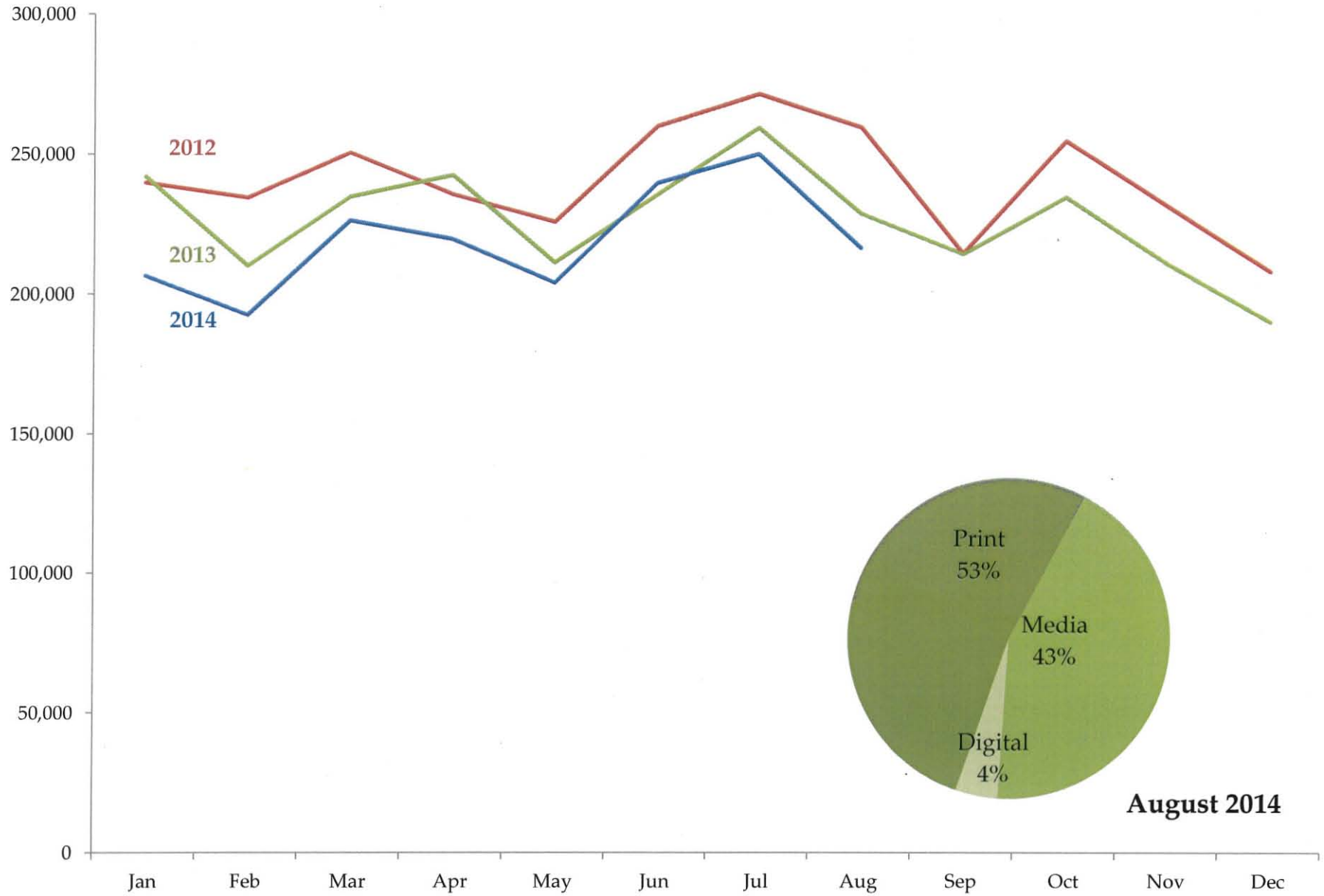


Milwaukee Public Library Visits



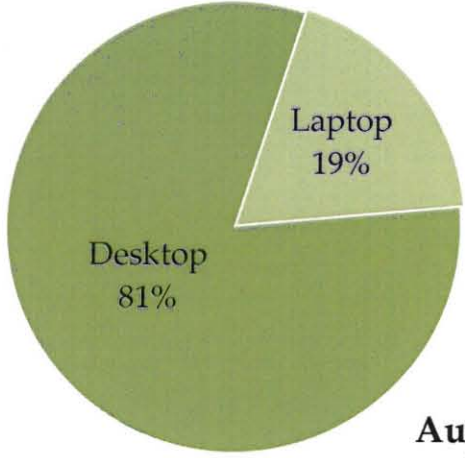
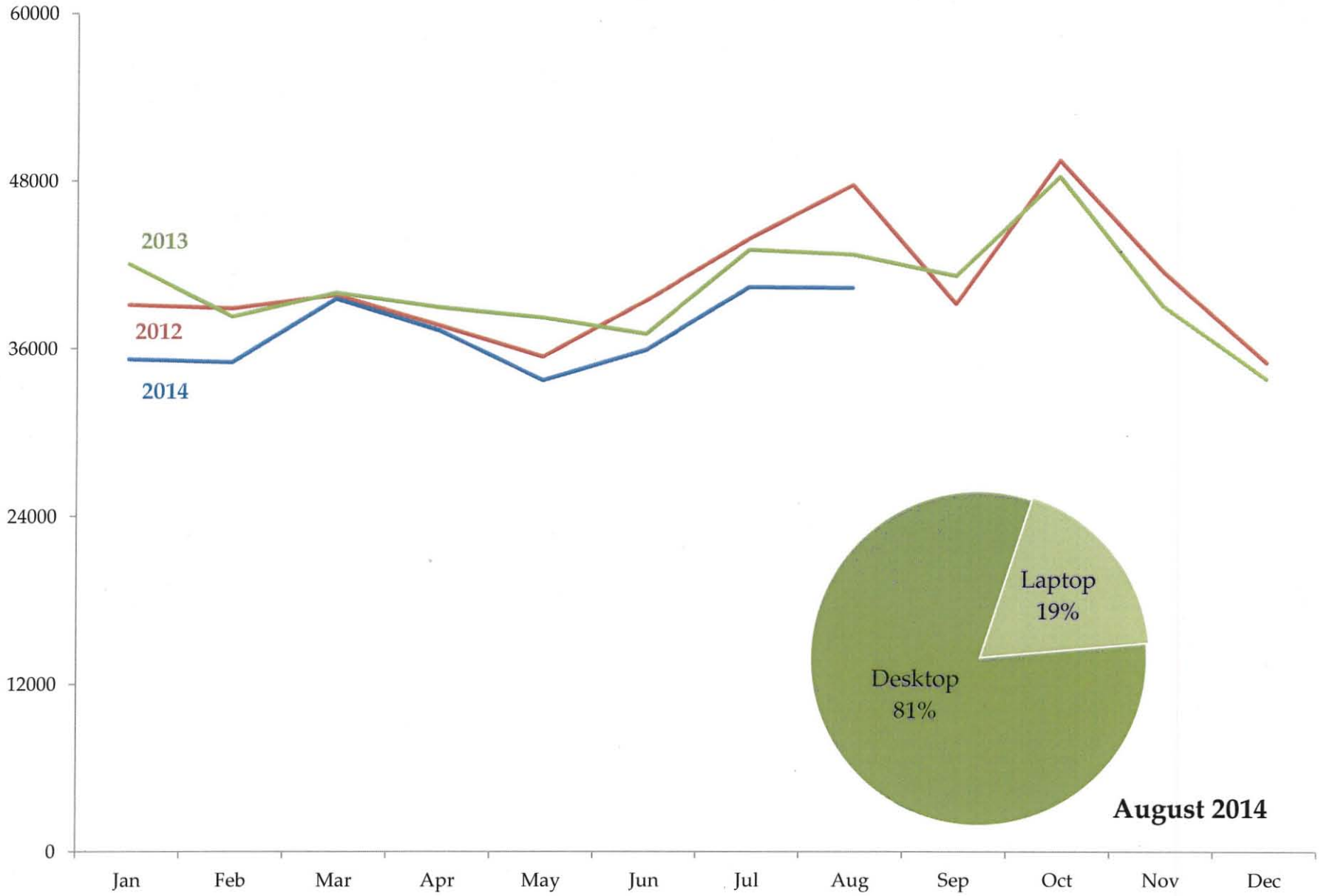
August 2014

Milwaukee Public Library Circulation



August 2014

Milwaukee Public Library Hours of Computer Usage



**Milwaukee Public Library
Computer, Internet, and Electronic Statistics
July, 2014**

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
	83,371	91,142	-8.5%	613,663	628,687	-2.4%

Database Hits*						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	2,847	3,801	-25.1%	23,748	32,719	-27.4%
		31.1% In-library 68.9% 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	6,208	5,081	22.2%	42,916	31,093	38.0%
Audiobooks	2,763	2,124	30.1%	17,425	12,243	42.3%

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
	2,038	2,220	-8%	13,373	17,101	-22%

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
	43,561	41,721	4.4%	294,247	283,964	3.6%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	13,507	13,659	-1.1%	89,839	86,663	3.7%
Atkinson	826	703	17.5%	5,434	4,671	16.3%
Bay View	2,828	3,022	-6.4%	20,113	19,830	1.4%
Capitol	2,578	2,634	-2.1%	17,372	16,067	8.1%
Center Street	959	967	-0.8%	6,907	6,318	9.3%
East	1,207	1,296	-6.9%	8,193	12,031	-31.9%
Forest Home	1,009	834	21.0%	6,361	5,450	16.7%
Martin Luther King	754	690	9.3%	4,976	4,789	3.9%
Mill Road	1,049	1,110	-5.5%	7,102	6,594	7.7%
Tippecanoe	1,746	1,535	13.7%	10,402	9,905	5.0%
Villard Square	852	741	15.0%	5,264	5,134	2.5%
Washington Park	1,131	1,023	10.6%	7,329	6,686	9.6%
Zablocki	2,475	1,957	26.5%	15,409	13,755	12.0%
YCOS--Outreach	37	272	-86.4%	1,104	2,082	-47.0%
TOTAL	30,958	30,443	1.7%	205,805	199,975	2.9%

*The method for tracking database use has changed from Cold Fusion to Google Analytics. Numbers may not match up as previously.

**Milwaukee Public Library
Computer, Internet, and Electronic Statistics
August, 2014**

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
	83,371	91,142	-8.5%	613,663	628,687	-2.4%

Database Hits *						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	2,776	3,992	-30.5%	26,524	36,711	-27.7%
		31.4% In-library 68.6% Remote			33.2% In-library 66.8% Remote	

OverDrive Digital Download Circulation, by format						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	6,352	5,352	18.7%	49,268	36,445	35.2%
Audiobooks	2,869	2,057	39.5%	20,294	16,288	24.6%

Downloads of Digital Music through Freegal						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	2,026	2,112	-4%	15,399	19,213	-20%

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
	43,561	41,721	4.4%	294,247	283,964	3.6%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	12,184	11,334	7.5%	102,023	97,997	4.1%
Atkinson	655	613	6.9%	6,089	5,284	15.2%
Bay View	2,492	2,831	-12.0%	22,605	22,661	-0.3%
Capitol	2,164	2,417	-10.5%	19,536	18,484	5.7%
Center Street	954	885	7.8%	7,861	7,203	9.1%
East	1,081	1,196	-9.6%	9,274	13,227	-29.9%
Forest Home	969	787	23.1%	7,330	6,237	17.5%
Martin Luther King	651	663	-1.8%	5,627	5,452	3.2%
Mill Road	980	1,090	-10.1%	8,082	7,684	5.2%
Tippecanoe	1,583	1,428	10.9%	11,985	11,333	5.8%
Villard Square	817	644	26.9%	6,081	5,778	5.2%
Washington Park	1,168	993	17.6%	8,497	7,679	10.7%
Zablocki	1,505	2,246	-33.0%	16,914	16,001	5.7%
YCOS--Outreach	27	231	-88.3%	1,131	2,313	-51.1%
TOTAL	27,230	27,358	-0.5%	233,035	227,333	2.5%

*The method for tracking database use has changed from Cold Fusion to Google Analytics. Numbers may not match up as previously.