



**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 November 25, 2014
4:30 p.m.
Central Library
Meeting Room 1
814 West Wisconsin Avenue
Milwaukee, WI 53233**

AGENDA



Holiday Book Donation & Board Photograph

PUBLIC COMMENT

APPROVAL OF MINUTES October 28, 2014 Regular Meeting.

Attachment A, page 3

COMMITTEE REPORTS

1. **Services and Programs Committee.** Vice-Chair Callaway will provide a report on the November 3, 2014 meeting regarding meeting rooms, marketing and fundraising mailing lists, the library card campaign and an art lending policy.

Attachment B, page 29

OLD BUSINESS

2. **Budget Update.** Library administration will answer questions about the 2015 adopted budget for the library.

Attachment C, page 40

NEW BUSINESS

- 3. **Trustees 2015 Meeting Schedule.** The Trustees will be asked to approve the 2015 meeting schedule.
Attachment D, page 41
- 4. **Villard Square Branch.** Director Kiely will brief the Board regarding implementing the sign-in procedure at the Villard Square Branch.
- 5. **Wisconsin Library System Changes.** The Board will discuss recommendations being proposed by the Council on Library and Network Development (COLAND) and the impact on MPL.
- 6. **Vogel Archives.** Library Archivist Rachel Arndt will share information about a new archives received by the library.
- 7. **MPL Foundation Update.** MPL Foundation Executive Director Ryan Daniels will report on the fundraising efforts to-date.

ADMINISTRATIVE REPORTS

- 8. **Personnel Actions.** Library administration reports the personnel activity for October 2014.
Attachment E, page 44
- 9. **Financial Report.** The financial report for October will be presented. Library administration reports the financial activity:
U. S. Bancorp Commercial Paper #266079938 (rated A1/P1) dated 10/06/14 and maturing 11/05/14 at a rate of 0.06%.....\$448,000.
Attachment F, page 45
- 10. **Library Director’s Reports.**
Attachment G, page 47

REMINDER: *Next scheduled meetings are:*

- December 2, 2014 – Building & Development Committee – Forest Home Branch 5:30 p.m.*
- December 9, 2014 – Building & Development Committee – Mill Road Branch 5:30 p.m.*
- December 10, 2014 – Executive Meeting – Central Library 4:00 p.m.*
- December 16, 2014 – Special 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 October 28, 2014
Central Library Meeting Room 1
814 W. Wisconsin Avenue
Milwaukee, WI 53233**

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

EXCUSED: Joan Prince

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

OTHERS Amy Hefter, Legislative Reference Bureau

PRESENT: Ellen Tangen, City Attorney's Office

President Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:45 p.m. on October 28, 2014 with a quorum present. Trustee Cogg participated by conference phone. The agenda was revised to include a report from the October 28, 2014 Building and Development Committee meeting.

PUBLIC COMMENT None

Director Kiely introduced Librarian Rachel Arndt who was recently promoted to the Central Library General Reference and Customer Service Manager.

APPROVAL OF MINUTES Trustee Hamilton moved and Trustee Bria seconded a motion to approve the September 23, 2014 minutes. Motion passed.

COMMITTEE REPORTS

1. **Executive Committee.** Chair Gurda referred to the committee minutes, attachment B, page 14 of the agenda. He suggested that the Board agenda format be changed to a consent agenda, which will allow the Board to focus discussion on substantive topics of importance to the library system. He added that moving to a consent agenda will give the Board the opportunity to become better educated on library resources and community topics that the library can engage in. Trustees will have the responsibility of reviewing the committee minutes and statistical reports prior to the regular meeting. Trustee Cook moved approval to change to the consent agenda format for Board meetings in 2015. Trustee Bria seconded the motion. Motion passed.
2. **Building & Development Committee.** Chair Bria noted that the Building & Development meeting was held on October 16, 2014 and reported the Tippecanoe design plans were approved by the committee and entertained a motion for approval from the full Board. The Board reviewed the floor plan and design concept from Engberg Anderson Inc., dated September 10, 2014. Deputy Director Johnson, manager of the project, summarized the design. Trustee Cook moved approval and Trustee Lipscomb seconded the motion. Motion passed.

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

Chair Bria said that at the request of library administration, the committee approved giving authority to library administration to contract with an auction company to sell furniture that will be removed from branch libraries as they are renovated or replaced. Proceeds from the auctions will be used for the branch projects. Trustee Bria moved the recommendation to the full Board. Trustee Hamilton seconded the motion. Motion passed.

Chair Bria recused herself from the discussion on the Branch Redevelopment Program because as Chief Operating Officer of Journey House there is a conflict of interest. Journey House is a partner with Cardinal Capitol in one of the proposals submitted in response to the Request For Interest for the Forest Home Library. Vice-Chair Sain reported on both discussions from the October 16, 2014 and the October 28, 2014 Library Building and Development Committee Meetings. A team consisting of him, Director Paula Kiely, Deputy Director Joan Johnson, Construction Project Manager Sam McGovern-Rowen, and City Planner Vanessa Koster met to review the fourteen proposals received. The team recommended to the Building and Development Committee that the Forest Home and Mill Road branches be prioritized for redevelopment and a Request For Proposal (RFP) be issued. Two Building and Development Committee meetings will be scheduled at those branches to interview developers and review their proposals. The community will be invited. The timeframe will be condensed in order to take advantage of federal tax credits, applications of which are due on January 30. Trustee Sain moved approval that Library Administration proceed with an RFP for the Forest Home and Mill Road Branch facilities. Trustee Cook seconded the motion. Motion passed.

The committee also received a progress report on the library's participation in the Milwaukee Civic Partnership Initiative Valuation Report. The recommendation from the Committee is for Director Kiely and Vice-President Bria to meet to draft a process and update the Department of Administration's Director, who is leading the initiative. The Board will retain the authority to approve or disapprove marketing library assets. Informational item.

The Committee reviewed the status of completed and current library projects listed on a Capital Projects Report dated September 2014. The report was accepted. Informational item.

3. **Finance & Personnel Committee.** Chair Lipscomb briefly summarized the five items that were discussed at the October 28, 2014 Finance and Personnel Committee meeting held earlier.

The MPL Trust Fund investments report was reviewed and accepted. Informational item.

The Quarterly Report of the Internal Control of the MPL Trust and Gift Funds was accepted without issue. Informational item.

The MPL Audit of Expenditure and Cash Controls 4th Quarterly Update dated October 2014, was provided by Director Kiely. The City Comptroller's recommendations have been implemented. Discussions will continue with the Milwaukee County Federated Library System to see if the CountyCat software vendor can make changes that would allow the library to reconcile daily cash deposits. Informational item.

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

The Committee reviewed and approved the Overdue Fines and Fees Policy that was revised to include a Fee Dispute Form. Managers will continue to have the authority to waive fines, but the front line staff will not. Trustee Kovac commented that he recognizes the need for consistency but noted that it is not the library's goal to collect fines. After President Gurda asked how much the annual fine revenue is, Director Kiely responded \$350,000. President Gurda said that he shares Trustee Kovac's concern that patrons need to be accountable for materials but the library needs to be accessible to the public. Trustee Lipscomb moved approval of the policy. Trustee Sain seconded the motion. Motion passed.

The Committee recommends that a joint Request For Proposal be issued for an investment firm to manage the MPL Trust Fund in collaboration with the MPL Foundation. Board members were present during the closed session of the Finance and Personnel Committee meeting. With no further discussion, Trustee Lipscomb moved and Trustee Bria seconded a motion to approve the recommendation. Motion passed.

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4. **Milwaukee County Federated Library System (MCFLS) Board.** Resource Library Representative Trustee Kovac reported that he was unable to attend the October 20, 2014 MCFLS meeting. Public Services Area Manager Dawn Lauber did attend the meeting and reported that a quorum was not attained therefore the meeting was not called to order and no action was taken. Informational item.

OLD BUSINESS

5. **Library Artifact.** President Gurda entertained a motion to convene in closed session for discussion relating to the permanent loan agreement of the "The Bookworm" by Carl Spitzweg, pursuant to Wisconsin Statutes 19.85(1)(e). Trustee Cook so moved. Trustee Sain seconded the motion. Roll was called and unanimously passed. Trustee Cogg was excused. Director Kiely, Marketing and Public Relations Officer Brooke VandeBerg, Assistant City Attorney Ellen Tangen and Administrative Assistant Crystal Sura remained during the closed session. The Board reconvened in open session. President Gurda entertained a motion on the subject of "The Bookworm" painting. Trustee Hamilton moved that the library adopt the agreement for permanent loan of "The Bookworm" painting to the Milwaukee School of Engineering's Grohmann Museum, that the proceeds collected from this loan be placed in the MPL Trust Fund and that the transfer of the painting take place no later than December 31, 2014. He added that if the painting is not kept in its original frame, that the frame be returned to the library's possession. Seconded by Trustee Layden. Motion passed with President Gurda and Trustee Kovac objecting. Trustee Cook expressed her appreciation to Ms. Tangen, on behalf of the Board, on her assistance throughout the loan process.

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6. **Library Budget Hearing Report.** Director Kiely said that she made a presentation to the Common Council's Finance and Personnel Committee at the October 10, 2014 budget hearing regarding the library's 2015 budget. No further communication from the Budget Office has been received to indicate that there would be any budget amendments. When passed, the budget will allow the library system to continue services at the same level as this year. Informational item.

NEW BUSINESS

7. **2015 MPL Trust Fund Expenditures.** Director Kiely referred to attachment C, page 16 of the agenda. The 2015 Trust Fund and Gift Fund Expenditure Request memo dated October 21, 2014 provides details on the request to expend up to \$284,418 from the MPL Trust and Gift Funds for operational support during 2015. Unrestricted funds totaling \$87,718 would be used for staff training, public program support, marketing and promotion, and collection materials. This amount is based on 4% of the average unrestricted fund value of the last twelve quarters. The balance of the request is restricted and gift funds. After a brief discussion, Trustee Cook moved and Trustee Bria seconded a motion to approve \$284,418 from the MPL Trust and Gift Funds for operational support during 2015. Motion passed.
8. **2015 Milwaukee Public Library Proposed Public Service Hours.** Director Kiely referred to the 2015 Milwaukee Public Library Public Service Schedule of Hours, attachment D, page 19 of the agenda. There are no changes to public services hours from 2014 to 2015. Trustee Cook moved and Trustee Sain seconded a motion to approve the 2015 MPL public service hours. Motion passed. Trustee Cook asked how much it costs to keep the library system open for one hour. She said that knowing that cost may be a good way to discuss the budget moving forward.
9. **MPL Foundation Update.** MPL Foundation Executive Director Ryan Daniels reported that the Foundation has raised \$1,396,282 compared to \$885,000 last year at this time. Over 400 guests attended the Benjamin Franklin event which raised over \$600,000. Roundy's was acknowledged for their generous support of the award dinner. The Foundation is now focusing their efforts to raise funds for the East Library. The new library is recognized as a model of twenty-first century literacy by donors and the community. Trustee Cook expressed her gratitude to the Foundation staff for their efforts, on behalf of the Board. Informational item.

ADMINISTRATIVE REPORTS

10. **Personnel Actions.** The personnel activity for September was reviewed, as shown on attachment E, page 20 of the agenda. Director Kiely mentioned that five interns from UWM's School of Information Studies will work throughout the library system, earning credits toward their graduate degree. Informational item.
11. **Financial Report.** The financial report for September 2014 was presented as attachment F, page 22 of the agenda. Library administration reports the financial activity:
U. S. Bancorp Commercial Paper #362093675 (rated A1/P1) dated 09/05/14 and maturing 10/06/14 at a rate of 0.06%.....\$457,000.
12. **Library Director's Reports.** The Director's report, attachment G, page 24 of the agenda was reviewed. Director Kiely highlighted the many outreach activities. The library staff has been very successful on connecting to the community throughout the year.
Students from South Africa visited Central for an overview of MPL and its services.
Harvest Fest at Central was a success with 875 people attending.
MPL Express opened on October 2 and is averaging more than 20 transactions per day.
The statistical reports were reviewed. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of October 28, 2014 was adjourned at 6:10 p.m.



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

October 9, 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
October 16, 2014 8:00-9:00 a.m.
Central Library Meeting Room 1

MEETING NOTICE AND AGENDA

1. **Tippecanoe Branch Renovation.** The committee will consider Library Administration's request for approval of the plans for the renovation of the Tippecanoe branch.
2. **Request for Approval to Auction Library Furniture.** The committee will discuss a request from Library Administration for authority to sell furniture from branch libraries to fund branch library redevelopments.
Attachment A, page 2
3. **Branch Redevelopment Program.** The committee will receive and discuss a report by Project Manager Sam McGovern-Rowen on the proposals received in response to the Request for Interest regarding development plans that may be compatible with a library project.
4. **Milwaukee Civic Partnership Initiative (MCPI) Valuation Report.** Director Kiely will brief the committee on progress made on the library's participation in the City's MCPI.
5. **Project Updates.** The committee will review the status of completed and current projects.
Attachment B, page 3

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

ATTACHMENT A-P. 5 of 26
MPL MINUTES 10/28/14
P. 7



MEMORANDUM

Date: September 25, 2014

To: Paula Kiely, Library Director

From: Taj Schoening, Library Business Operations Manager

Re: Request for Approval to Auction Library Furniture

On March 26, 2013 the Board of Trustees gave approval for the sale of furniture for the East Branch Library project. The furniture was auctioned by Leslie Hindman Auctioneers. The Library's revenue from the sale was approximately \$24,000.

The five branches that will be renovated or replaced have furniture that also has resale value in the 20th Century Furniture market. Library administration would like to auction this furniture and use the proceeds for enhancements to these projects.

Library administration requests authority to contract with an auction company to sell furniture that will be removed from branch libraries as they are renovated or replaced. Proceeds from these auctions would be used for the branch projects.



MILWAUKEE
PUBLIC LIBRARY

Capital Projects - Status Report
September 2014

Completed Projects
Current Projects

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 (See below)
- Project has been on hold due to closure of engineering firm
- Certified letter returned and cancelation letter sent September 25, 2014

Branch Carpeting Project – Atkinson, Forest Home and Zablocki

- Contract awarded April 2014
- Zablocki Library completed September 2014
- Carpet replacement to be completed fall 2014

Center Street Emergency Exit

- Bid documents completed January 2014
- Construction bids to Board March 2014
- Construction completed September 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 November 22, 2014

Mill Road and Forest Home Development

- Requirements defined May 2014
- Develop Request for Interest by August 2014
- Thirteen proposals from seven teams were received on September 30, 2014
- Developer proposals to Board in November 2014

Tippecanoe Library - Renovation

- Two community meetings held to gather input on design
- Design work to be completed fall 2014
- Construction bidding December 2014

Express Library

- Vending equipment installed at Westlawn
- Grand opening October 2, 2014

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

**Thursday October 16, 2014
Central Library Meeting Room 1**

PRESENT: Michele Bria, Denise Callaway, Ald. Nik Kovac, Dir. Mark Sain, Paula Kiely

EXCUSED: Sharon Cook, Sup.Theo Lipscomb

OTHERS Sam McGovern-Rowen, Taj Schoening, Crystal Sura, Duane Wepking,

PRESENT: Eric Pearson

Committee Chair Michele Bria called the MPL Board of Trustees Building & Development Committee meeting to order at 8:27 a.m. on October 16, 2014 with a quorum attained at 8:34 a.m. Trustee Callaway was temporarily appointed to the Building & Development Committee and participated via conference phone until 9:05 a.m.

1. Tippecanoe Branch Renovation. Director Kiely reminded the Committee of the PowerPoint presentation provided by Mr. Bill Robison and Mr. Jeff Hanewell from Engberg Anderson Inc. at the September 18, 2014 Building and Development meeting. At that meeting, the design for the Tippecanoe branch renovation project was explained in detail. It was suggested that the design include a possible location of book vending equipment. Trustee Sain moved and Trustee Callaway seconded a motion to approve the Tippecanoe branch design concept as presented. The Committee will make their recommendation to the full Board at its regular meeting on October 28, 2014. Motion passed.

2. Request for Approval to Auction Library Furniture. Library Business Operations Manager Taj Schoening referred to the memo regarding Request for Approval to Auction Library Furniture dated September 25, 2014, attachment A, page 2 of the agenda. Library administration requests authority to contract with an auction house to sell furniture that will be removed from branch libraries as they are renovated or replaced. Proceeds from these auctions would be used for the branch projects. After a brief discussion, Trustee Sain moved and Trustee Callaway seconded a motion to approve this item. Motion passed.

3. Branch Redevelopment Program. Chair Bria recused herself from the discussion and Trustee Sain assumed the Chair. Library Construction Manager Sam McGovern-Rowen distributed a Response to the Milwaukee Public Library's Request for Interest report, regarding potential developers for the branch rebuilding program. In summary, there were fourteen responses from seven different development teams: Forest Home, 3 submissions; Mill Road, 4 submissions; Capitol, 3 submissions; and Martin Luther King, 4 submissions. All but one of the detailed proposals included a tax-credit funded affordable housing component. The proposal that did not include tax-credit housing suggested using Federal New Markets Tax Credits and possibly Renewable Energy Tax Credits. The details of the proposals were reviewed. Mr. McGovern-Rowen explained the process. The next step will involve a team consisting of himself, Director Paula Kiely, Deputy Director Joan Johnson, Trustee Mark Sain and City Planner Vanessa Koster, meeting to vet the proposals. A Request For Proposal

3. Branch Redevelopment Program. (continued)

may be issued for specific branch sites. Selected proposal developer teams will be invited to a Building and Development Committee meeting, at the branch library, to present their projects in detail. The community and district alderperson will also be invited and asked to make written public comments for the Committee to consider during their deliberations. The RFI concepts and final RFP responses will be made available online and public comments solicited. Trustee Kovac noted the importance of the community's involvement at the beginning of the process. Due to the tax credit application deadline of January 30, 2015, a special Board meeting may need to be scheduled to hear the Building and Development Committee's recommendation Trustee Sain entertained a motion to approve the branch rebuilding process. Trustee Kovac moved approval. Trustee Callaway seconded the motion.

4. Milwaukee Civic Partnership Initiative (MCPI) Valuation Report. Vice-President Bria assumed the Chair. Director Kiely reminded the Committee that this initiative is being led by the City through the Department of Administration (DOA) to raise revenues by using city assets for marketing. The library was included in a valuation process conducted by the Superlative Group and received a report from them. At a prior committee meeting, Director Kiely was asked to develop an agreement that would be between the Library Board of Trustees with the DOA and Superlative that would outline the process by which the Board would approve participation in the initiative. Director Kiely said that after discussion with the City Attorney's Office, it was suggested that a letter of understanding be drafted to outline the process. The letter is being drafted with the input of Vice-President Bria and a meeting with the DOA's Director will be scheduled in the near future. The letter will be presented to the Board for approval upon its completion. Informational item.
-

5. Project Updates. Library Business Operations Manager Taj Schoening summarized the September 2014 Capital Projects Status Report, attachment B, page 3 of the agenda. The Committee accepted the report. Informational item.
-

The meeting of the Board's Building & Development Committee was adjourned at 9:17 a.m. on October 16, 2014.



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

October 27, 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
October 28, 2014 3:30 p.m.
Central Library Meeting Room 1

MEETING NOTICE AND AGENDA

1. **Branch Redevelopment Projects.** Building and Development Committee Vice-Chair Sain will report on recommendations related to prioritizing the branch redevelopment projects and next steps.

ATTACHMENT A-P. 11 of 26
MPL MINUTES 10/28/14
P. 13

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Tuesday October 28, 2014
Central Library Meeting Room 1**

PRESENT: Michele Bria, Sharon Cook, Ald. Nik Kovac, Sup.Theo Lipscomb,
Dir. Mark Sain, Paula Kiely

OTHERS

PRESENT: Sam McGovern-Rowen, Taj Schoening, Crystal Sura

Committee Chair Michele Bria called the MPL Board of Trustees Building & Development Committee meeting to order at 4:00 p.m. on October 28, 2014 with a quorum present.

1. Branch Redevelopment Projects. Due to a conflict of interest, Vice-President Bria recused herself from the discussion. Trustee Sain assumed the Chair. Library Construction Project Manager Sam McGovern-Rowen stated that the team met to review the library rebuilding Request For Interest submissions on October 24, 2014. Fourteen submissions were received by the September 30, 2014 due date. After review and discussion regarding library needs, the team recommends continuing with the original Facilities Plan motion to prioritize those buildings in greatest need of capital investment. Forest Home and Mill Road Branches will be developed in 2015 through 2016. A Request For Proposal (RFP) will be issued for both sites in early November. The RFP bids will be due mid-November. Two Building and Development Committee meetings will be scheduled at the branch libraries to interview developers and review their proposals. The community will be invited and asked for input. Director Kiely added that the information on the projects will be available in the libraries and online. The Committee's selection recommendation will be brought to the full Board for approval at a special meeting in December. Trustee Cook moved and Trustee Kovac seconded a motion to approve library administration proceeding with an RFP for the Forest Home and Mill Road Branch facilities. Motion passed.
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The meeting of the Board's Building & Development Committee was adjourned at 4:11 a.m. on October 28, 2014.



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

October 2, 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*
MPL: Joan Johnson, Bill Lenski, Taj Schoening

Fm: Paula A. Kiely, Library Director

Re: Finance & Personnel Committee Meeting
Tuesday October 28, 2014, 4:00 p.m.-4:30 p.m.
Central Library Meeting Room 1, 814 W. Wisconsin Avenue

MEETING NOTICE AND AGENDA

1. **Quarterly Review of Fund Investments.** The committee will review the JP Morgan Investment Management Solutions – Global Multi-Asset Group report on the performance of the MPL Trust Fund investments.
2. **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
3. **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
4. **Overdue Fines and Fees Policy.** The Board will be asked to approve new policy language reflecting existing practices. Attachment C, page 7
5. **Future Management of the MPL Trust Fund.** The library committee may move and vote to convene in closed session to discuss the future management of the MPL Trust Fund. 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.

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ATTACHMENT A-P. 13 of 26
MPL MINUTES 10/28/14

P. 15



MEMORANDUM

Date: October 16, 2014

To: Paula A. Kiely, Library Director

From: Taj Schoening, Library Business Operations Manager

Re: Internal Controls - Third Quarter 2014

I have confirmed that in the third 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 July, August, and September monthly bank statements and reviewed canceled checks. I prepared the monthly bank reconciliations for this period and the Accounting Manager posted all transactions to QuickBooks.

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

	<u>Sep 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
Cert. of Deposit/Comm. Paper	457,000.00
Checking - US Bank	8,751.89
Common Stock	818.00
JPMorgan Investment Management	2,454,488.41
Total Checking/Savings	<u>2,921,058.30</u>
Total Current Assets	<u>2,921,058.30</u>
TOTAL ASSETS	<u>2,921,058.30</u>
LIABILITIES & EQUITY	
Equity	
Assigned - Gift	
Architectural Archives	7,638.25
AT&T/Microsoft	10,559.13
Bookfellows of Milwaukee	5,340.26
Children's Programming	-388.05
General Library Development	70,280.65
Great Lakes Marine	15,716.90
Interlibrary Loan	192.86
Little Memorial, Clara	1,159.41
Milwaukee Photo Collection	15,216.33
Railroad Drawings	8,033.01
Staff Training	-145.83
Young Adult Programming	-500.00
Total Assigned - Gift	<u>133,102.92</u>
Restricted - Trust/Gift	
Goldstein	3,395.15
Hunkel	61,826.53
Strehlow	118,046.65
Talking Book & Braille Library	288,441.39
Total Restricted - Trust/Gift	<u>471,709.72</u>
Unassigned - Trust Fund	2,283,141.64
Net Income	33,104.02
Total Equity	<u>2,921,058.30</u>
TOTAL LIABILITIES & EQUITY	<u>2,921,058.30</u>

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

	<u>Jan - Sep 14</u>
Ordinary Income/Expense	
Income	
Facilities Rental	10,825.00
Gifts	46,802.26
Investment Income	
Gains and Losses	38,666.11
Interest and Dividends	33,598.17
Total Investment Income	72,264.28
Other Income	7,816.72
Sale of Materials	4,627.54
User Fees	190.00
Total Income	142,525.80
Expense	
Equipment Purchases	594.38
Events	10,049.00
Honorarium	9,551.00
Library Materials	893.86
Memberships	2,117.50
Mileage	2,831.54
Miscellaneous Expenses	1,811.71
Outside Services	34,444.80
Photo Reproductions	1,145.38
Professional Fees	14,304.85
Sales Tax	-96.29
Supplies	26,955.73
Training	4,818.32
Total Expense	109,421.78
Net Ordinary Income	33,104.02
Other Income/Expense	
Other Income	
Transfer In	1,994.80
Total Other Income	1,994.80
Other Expense	
Transfer Out	1,994.80
Total Other Expense	1,994.80
Net Other Income	0.00
Net Income	<u>33,104.02</u>

Milwaukee Public Library
Audit of Expenditure and Cash Controls
4th Quarterly Update – October 2014

The City Comptroller's Office conducted an audit of expenditures and cash controls of MPL. Following is the implementation status of their recommendations.

Expenditures Audit Report

The auditors reviewed MPL's policies, procedures and activities related to processing invoices. They made three recommendations which have all been implemented.

1. Improve consistency of invoice processing time.
2. Clarify procedures for invoice approval.
3. Ensure that control group registers are initialed after review of entries.

Cash Controls Audit Report

The Library's cash control policies, procedures and activities were audited. The auditors also looked at the MCFLS patron data software program. They made twelve recommendations for changes to cash controls. The Library has fully implemented six of these recommendations, partially implemented one, determined five could not be implemented at this time, due to limitations of *Millennium*, the software for the Milwaukee County Federated Library System catalog and circulation system.

Recommendations fully implemented

1. Provided training to ensure that all locations keep cash storage and access insecure area.
2. Developed a procedure for surprise cash counts at each location.
3. Formalized a procedure and changed documentation for determining reasons for cash overage and shortage in daily deposit reports.
4. Added requirement that the staff person doing reconciliations for FMIS with the cash received initials and dates the report.
5. Developed a formal policy that, with the exception of five specific situations, only branch managers and Central circ managers and supervisors will have the authority to waive fines/fees, and only after the patron has completed a fee dispute form which has been thoroughly reviewed and processed for a response. The procedure lists the five specific situations for frontline staff to use as a guideline for waiving fines.

6. Worked with MCFLS to add a drop down menu of reasons for waiving fees and fines to the patron record database.

Recommendations partially implemented

7. Reconciliation of branch cash deposits by location was implemented but partial day deposits will not be implemented.

Recommendations not implemented at this time

8. Reconciliation of cash drawer receipts against *Millennium* patron activity will not be implemented as the activity included in *Millennium* reports is not the same as the cash receipts activity.
9. Work with MCFLS to get a report from *Millennium* that would provide information to aid in performing the reconciliation recommended in number 8. The software company will not add this reporting feature unless most users ask for it. No one else has made this request so it will not be implemented.
10. Change MCFLS *Millennium* program so that staff cannot back date the return of library materials. This is a system-wide procedure that is necessary to adjust for timing and special circumstances of patron returns. Guidelines for staff are in place and will be codified.
11. Work with MCFLS to get a report from *Millennium* that would provide a report that lists the amount of fines and fees that have been waived, the reasons, the time period, the location, and the employee waiving them. This is not possible with the current software and there is no other community requesting the upgrade. A new policy will generate data that can be compiled into reports.
12. Preparing cash deposit prior to morning pick up by delivery service. The Public Services Manager undertook two pilots at two branch locations and prepared a report identifying options, such as adding staff hours, and related costs for addressing this recommendation. Staffing levels and the high cost associated with overtime make this unfeasible at this time.



MILWAUKEE
PUBLIC LIBRARY

Central Library

October 15, 2014

To: Paula Kiely, Library Director

Fm: Joan Johnson, Deputy Director

RE: Draft Policy – Overdue Fines and Fees

The proposed *Overdue Fines and Fees Policy* constitutes new policy language reflecting existing practices. Much of the information is already shared with the public via the MPL's web page in various locations. This will put all of the related information together in one place.

The online version of the policy will contain embedded links for patrons' easy access to the fee schedule and new dispute form. The latter is in response to the Comptroller's office recommendations related to cash handling and the waiving of fines by staff.

This new form will be used by frontline staff when responding to a patron disputing fines. With few exceptions, the authority to waive fines is being shifted to Branch Managers and supervisory clerical staff and their managers in the Central Circulation department. The exceptions are clearly outlined in a new set of guidelines for all other circulation and librarian staff to follow. The guidelines will be codified as a companion procedure to the fines and fee policy upon its passage.



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, and puppets owned by MPL, and all 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 7-25-14]

DRAFT 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.
- ALL DVDs and VHS MEDIA including ADULT FEATURE FILM DVDs – 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 October 28, 2014
Central Library Meeting Room 1
814 W. Wisconsin Avenue**

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

EXCUSED: Ald. Milele Coggs, Joan Prince

STAFF

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

OTHERS

PRESENT: Amy Hefter, Legislative Reference Bureau

Chair Theo Lipscomb, called the meeting of the Board of Trustees Finance & Personnel Committee to order at 4:15 p.m. on Tuesday October 28, 2014 with a quorum present.

1. **Quarterly Review of Fund Investments.** The Finance and Personnel Committee received the Milwaukee Public Library J.P. Morgan Statement of Assets Summary, as of September 30, 2014 prior to the meeting. The committee briefly reviewed and accepted the report.

 2. **Quarterly Report of the Internal Control of the MPL Trust and Gift Funds.** Library Business Operations Manager Taj Schoening referred to the Internal Controls – Third 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 September 30, 2014 and the MPL Trust and Gift Funds Revenues and Expenditures January through September 2014 were reviewed. Informational item.

 3. **Audit Report Update.** The MPL Audit of Expenditure and Cash Controls 4th Quarterly Update – October 2014, attachment B, page 5 of the agenda was reviewed. Director Kiely reported that the library has implemented the City Comptroller’s recommendations to the expenditure and cash controls of the library to the fullest extent possible at this time. Some recommendations are not feasible due to the Millennium software that runs CountyCat, the libraries catalog. It is a circulation and inventory system which does not provide reports on fines and fees that would allow the library to reconcile the cash deposits. Discussions with the MCFLS Director will continue to pursue changes to the software with the vendor. Informational item.
-

4. **Overdue Fines and Fees Policy.** The draft Overdue Fines and Fees Policy, attachment C, page 7 of the agenda was reviewed. Deputy Director Joan Johnson referred to the memo regarding the Draft Policy, dated October 15, 2014. She summarized the policy noting that a new Fee Dispute Form will be used by staff when responding to a patron disputing fines. Branch Managers, Central Circulation managers and supervisory clerical staff have the authority to waive fines. Front line staff are no longer authorized to do so except under strict guidelines. Trustee Sain moved and Trustee Callaway seconded a motion to approve the Overdue Fines and Fees policy as recommended by library administration. Motion passed.

5. **Future Management of the MPL Trust Fund.** Financial Secretary Lipscomb stated his intention of convening in closed session for discussion on the future management of the MPL Trust Fund pursuant to Wisconsin Statutes 19.85(1)(e): 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. Trustee Sain so moved. Trustee Callaway seconded the motion. Motion passed. Director Paula Kiely, Business Operations Manager Taj Schoening and Administrative Assistant Crystal Sura remained during closed session. The Board reconvened in open session. Trustee Sain moved to recommend to the full Board that library administration issue a joint Request For Proposal, with the MPL Foundation, for an investment firm to manage the MPL Trust Fund and the MPL Foundation Quasi Endowment Fund. Trustee Callaway seconded the motion. Motion passed.

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 4:45 p.m. on Tuesday October 28, 2014.



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

October 29, 2014

To: Library Services & Programs Committee of the
Milwaukee Public Library Board of Trustees:
Chairperson Sharon Cook, Denise Callaway, Ald. Milele Coggs,
Ashanti Hamilton, Chris Layden, *all trustees are welcome to attend*
MPL: Ryan Daniels, Joan Johnson, Brooke VandeBerg

From: Paula A. Kiely, Library Director

Re: Library Services & Programs Committee Meeting
November 3, 2014 5:30 p.m.-6:30 p.m.
Central Library Meeting Room 1
814 W. Wisconsin Ave.

MEETING NOTICE AND AGENDA

1. **Meeting Rooms and Conference Rooms, Public Use of.** The committee will be asked to review and approve the revised policy that outlines the use of library facilities by the public.
Attachment A, page 2
2. **Marketing Mailing List.** The committee will consider using the patron database to create mailing lists for marketing purposes.
Attachment B, page 6
3. **Fundraising Mailing List.** The committee will consider using the patron database to create mailing lists for fundraising purposes.
Attachment C, page 7
4. **Library Card Campaign.** Library administration will report on progress made to increase the number of library card holders.
5. **Special Collections / Art Lending Policy.** The committee will be asked to review and approve the revised policy that outlines the lending of library art.
Attachment D, page 8

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

ATTACHMENT B-P. 1 of 11
MPL AGENDA-11/25/14

Meeting Room Policy Major Changes Overview

MPL-30E.BUS is the current policy statement for the meeting rooms. Language was added to clarify current policy. Additionally, these major changes are recommended:

Item	Existing Guidelines	New Policy
A	No mention of the conference rooms and the differences between meeting and conference rooms.	Meeting Rooms and Conference Rooms Defined – Separate Acceptable Uses also Defined. Meeting Rooms now known as “Community Rooms.”
B	Meeting Rooms open to organizations.	Community Rooms still are open to organizations, but these are more specifically defined. Also added “not individuals” for emphasis. Conference Rooms open to businesses, community groups, and individuals.
C	Meeting Rooms for public forum programs (educational, cultural, intellectual, charitable).	Public forum programs more specifically defined. Added that Community Rooms are also open for meetings (reflects current practice). Conference Rooms are non-public forum and are open for meetings or “purposeful research, work, and/or study.”
D	Rooms used max of 4 hours.	Rooms use max raised to 5 hours.
E	Groups specify setup in Meeting Rooms, rooms set up by MPL.	Groups responsible for their own setup and also for restoring room to original condition.
F	One adult present per 25 minors.	One adult present per 15 minors.
G	Two weeks lead time required for use of room.	Lead time for requests eliminated; only need the time to approve the request.
H	Can book up to one year in advance.	Can book up to 3 months in advance. (So MPL can secure the spaces first for library use for computer classes, etc.).
I	Can book up to 6 times per calendar year.	Groups may reserve up to 12 times per calendar year (reflects current practice).
J	Meeting Spaces not available on Sundays at branches.	Make all rooms available during open hours.

Community Rooms and Conference Rooms/Meeting Spaces, Public Use of

The primary purpose of the library's meeting spaces is for library activities and programs and as such, library programs take precedence over all other use of the spaces.

In support of community activities and in its role as an anchor institution in the neighborhood, the Milwaukee Public Library (MPL) makes its meeting spaces available for use by the public when not in use by the Library. Designated Community Rooms and Conference Rooms throughout the Library system may be reserved by the public subject to the criteria outlined in this policy.

Meeting Spaces throughout the library system include:

Community Rooms

Community Rooms are defined as MPL's larger spaces that hold 50 people or more and where setup can be altered. Community rooms are available for use by organizations including non-profits, community and neighborhood groups, organizations for the public good, educational and cultural institutions, benevolent organizations, and government agencies. For-profit agencies may use the space, but not for the purpose of sales or solicitations. Community rooms can be used for:

Programs: Programs held in library spaces must be for an educational, cultural, civic, intellectual, community service, or charitable purpose. Programs must be free and open to the public. Anyone requesting admittance to the program must be allowed to attend free of charge.

Meetings: Meetings with a restricted invitation list may be held in library community rooms. Examples include board or administrative meetings, organizational meetings, planning meetings, book clubs, and neighborhood watch group gatherings.

Conference/Study Rooms

Conference Rooms are MPL's smaller spaces with fixed setups that provide a quiet, semi-private setting. Conference Rooms may also be used by organizations for meetings as defined above. Additionally, they may be used by adult individuals (age 18 and over) for meetings and for purposeful research, work, and/or study. These rooms are not suitable for public programs, and meetings do not have to be open to the public. Examples include a staff meeting for an organization, or a free tutoring session.

Rooms are reserved on a first-come, first-served basis contingent on availability, either in advance or on the day needed. Rooms can be reserved up to three months in advance of a date. Groups and individuals are limited to 12 room uses in a calendar year. Library programs, activities, and events are given priority over all other room uses and, in extenuating circumstances; the Library reserves the right to preempt any previously scheduled event for MPL use.

Community Rooms and Conference Rooms/Meeting Spaces, Public Use of

Continued

Prohibited Uses

- Money-making or commercial activities including monetary solicitation. The use of the meeting spaces shall not result in financial gain to the community room user or the organization. No profit can be earned from an event held at the Library.
- Programs or meetings where an admission fee is charged or raffle held; or those where donations, collections, or fees of any kind are taken.
- Activities involving the sale, advertising, or promotion of products or services or programs, including compilation of mailing lists for any type of future solicitation.
- Social functions or personal/family activities including family reunions, showers, birthday, or other celebrations.
- Entertainment or recreational purposes.
- Unlawful activity.

Parameters

Rooms may be used during Library open hours. No one can be admitted to a building before open hours and the meeting or program must terminate and everyone must be out of the building 15 minutes prior to close. To ensure equitable access to meeting spaces, room use is limited to five (5) hours per use, and up to a collective maximum of twelve (12) times per calendar year. The capacity of the room may not be exceeded, and the Library reserves the right to move a meeting to an alternate space based on number of attendees. The room must be attended at all times. The applicant must be present during the entire use of the room and should be the last person to leave. The applicant is responsible for relaying room requirements to all attendees. Children and young people in the group must be adequately supervised by adults at all times. There must be at least one (1) adult present for every fifteen (15) minors. No group, organization, or individual may use the address of any MPL library as a permanent or mailing address.

Meeting space users may not post signs, banners, flags, or other displays on the walls or exterior of the library. Exits and doorways may not be covered and must remain unobstructed for fire safety. If there are blinds in the room, these must be kept open.

No advance deliveries will be accepted by the library for meetings or programs. Materials may not be stored at the library before or after a room use. The Library will not be responsible for any equipment or items left in the rooms.

Permission to use a room does not imply library endorsement of the views, aims, policies, or activities of any group or organization. Permission to use a room is revocable and does not constitute a lease.

Conduct

Applicant is solely and fully responsible for the Room and all its contents, and any and all loss/damage to the building, furniture, or equipment.

The applicant must manage the orderly behavior of all attendees, and the Library Code of Conduct must be observed at all times. Use of the meeting spaces may not be disruptive of the programs and activities of the Library, nor may it create a public safety hazard. Noise level is subject to regulation by staff. Smoking is not permitted.

In the event of misconduct, library staff may immediately terminate the event/meeting and clear the premises.

Community Rooms and Conference Rooms/Meeting Spaces, Public Use of

Continued

Setup, Cleanup, and Equipment

Tables and chairs are available in all rooms for use by groups. Groups assume full responsibility for arranging their own Community Rooms and all spaces must be left in good order. Following the room use, the group must clean and restore the room to its original condition and setup arrangement. If additional custodial assistance is required to clean or repair the facility after the room use, the group will be billed a minimum of \$50 plus any actual cost of any damages.

Central's Krikelas Conference Room offers a laptop, LCD projector, DVD player, and television. LCD projectors are available in all branch library community rooms. Laptop computers may be available at some branch locations and can be checked out for use when the meeting space is located inside of the security gates. Laptop computers are not allowed outside of the security gates. Library telephones are for staff use only.

If utilizing laptop computers during a room use, room users must work within MPL's computer environment. Users agree to comply with the library's Computer Use Policy. The library is not able to provide computer instruction or technical assistance for equipment.

Light refreshments may be served by the group. Members of the group are responsible for bringing all serving equipment, napkins, cups, and other supplies needed for the refreshments. The group is further responsible for all food setup and cleanup. Alcoholic beverages are not permitted.

Other Requirements

All groups must comply with the Americans with Disabilities Act (ADA). Groups using the library's rooms must agree to meet ADA requirements and to provide requested accommodations for meetings or programs. The agreement to provide accommodations is to be included in the publicity or notices for each meeting or program as stated below.

Groups are responsible for producing their own notices or publicity for their event. Notices of meetings, flyers, news releases or any other promotional materials describing an event must include the correct Library name and address. The Library may not be identified as a co-sponsor of a program or meeting. Publicity must also include the following two statements:

- *Permission to use a library room does not imply library endorsement of the aims, views, policies, or activities of any group or organization.*
- *Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. For more information or to request accommodations, contact us at (your telephone, address, email and/or other contact information).*

For programs, the contact person's name and contact information will be given to anyone who would like more information about the event.

The Library may impose additional reasonable conditions for the use of its rooms to ensure that public or private property is not damaged through use of its facilities, and to ensure that the comfort, convenience, safety or welfare of the public is not disturbed. The Library, at its discretion, may require a room user to provide adequate security services and/or insurance. A representative of the library may enter a room and attend any program or meeting held in library facilities.

Any departure from these policies may be made only with written authorization of the Milwaukee Public Library Director or designee. Based on room usage patterns, policies may be revised without notice.

Use of Patron Database to Create Mailing Lists for Marketing Purposes

I. Introduction/Policy Intent

- a. The Library Board of Trustees wishes to increase the impact and reach of library services and programs by increasing awareness and access. Sharing information with registered library card holders via direct mail, social media and other communication methods is a benefit to those interested who have already shown an interest in the library by registering for a library card. Therefore, the Board of Trustees has established this policy permitting the use of the patron database to create mailing lists for the purpose of distributing other information as deemed relevant to library use and marketing programs and services.

II. Scope of authorization

- a. The Board authorizes the Library Director to contact library patrons for the purpose of sharing information and marketing programs and services by creating mailing lists of names gathered from the CountyCat patron database. Lists will be limited to those patrons who live in the City of Milwaukee and others who have opted in during their application for a library card or during the renewal of their card. Upon the Director's approval and direction, staff may create lists.

III. Confidentiality and State Authority

- a. As mandated by Chapter 43 of the Wisconsin State Statutes, library records are confidential and may not be shared without a Court Order. Library records may be accessed for legitimate business purposes. The Department of Public Instruction, which is responsible for the effective administration of Public Libraries in Wisconsin has confirmed that use of a patron database for the purpose of creating a mailing list to inform patrons about programs and services is a legitimate business purpose and may be implemented, provided the Board of Trustee approves this practice as evidenced by an approved policy.

IV. Review schedule

- a. The Board will review this policy one year from the date of adoption and may adapt it upon recommendation by the Director.

Use of Patron Database to Create Mailing Lists for Fundraising Purposes

- I. Introduction/Policy Intention
 - a. The Library Board of Trustees wishes to assist the Milwaukee Public Library Foundation in contacting library patrons with opportunities to support the library. Sharing information with registered library card holders via direct mail, social media and other methods, will allow the Foundation to reach individuals who have already indicated a strong interest in the library by registering for a library card. In establishing this policy, the Board of Trustees approves the creation of mailing lists for the purpose of contacting patrons for fundraising purposes.
- II. Scope of what the Board authorizes
 - a. The Board authorizes the Library Director to assist the Foundation in contacting library patrons for the purpose of fundraising by creating mailing lists of names gathered from the CountyCat patron database and by mailing materials on behalf of the Foundation. Lists are confidential and may not be given directly to the Foundation or its staff. Lists will be limited to those patrons who live in the City of Milwaukee and who have opted in during their application for a library card or during a renewal of their card. Upon the Director's approval and direction, staff may create lists.
- III. Confidentiality and State Authority
 - a. As mandated by Chapter 43 of the Wisconsin State Statutes, library records are confidential and may not be shared without a Court Order. Library records may be accessed for legitimate business purposes. The Department of Public Instruction, which is responsible for the effective administration of Public Libraries in Wisconsin has confirmed that use of a patron database for the purpose of creating a mailing list to inform patrons about opportunities to support the library is a legitimate business purpose and may be implemented, provided the list be retained by the library and not given directly to the Foundation or any other body, and provided the Board of Trustees has approved a policy giving this authority.
- IV. Review schedule
 - a. The Board will review this policy one year from the date of adoption and may adapt it upon recommendation by the Director.

**Loans of Special Collections Materials
(Including Rarities), Artworks and Significant Objects.**

Statement of Purpose:

As part of its mission, the Milwaukee Public Library (MPL) strives to build strong partnerships with other cultural and educational institutions for the benefit of its citizenry and, through its robust collections, serves as a resource to the Milwaukee County Federated Library system and to libraries throughout Wisconsin. To this end, MPL loans special collections materials, artworks and significant objects to libraries and other partner institutions for exhibition. These loans enable the library to connect with people outside its doors

Loan Request Evaluation:

Pursuant to the library's mission of preserving and protecting library materials for its citizenry, loan requests are subject to approval based on the following criteria: condition of the item(s); value of the materials (item(s) that are part of sets will be considered as having the aggregate value of the set for purposes of the loan); the ability of the requesting institution to fully insure items for the extent of the loan; manner and conditions under which item(s) will be exhibited (must meet current acceptable practices); willingness of the institution to follow the library's specifications as to the transportation of materials to and from the place of exhibition; ability of the institution to bear the cost of display materials (frames, mats, etc.) and any conservation treatments necessary for readying materials for exhibition (must be approved by the library prior to being performed); willingness to comply with guidelines/restrictions on reproduction and attribution; willingness of the borrowing institution to provide names and contact information of Board members upon request; and, the institution's accreditation status (borrowing institution must be willing to supply credentials upon request).

Documentation:

Before loaned items are transported from the library, documentation of proof of insurance, a report noting the condition of requested materials, borrowing institution's credentials (if requested) and a signed letter of agreement stating the terms of the loan must be in place.

Terms covered in the letter of agreement will include: duration of the loan; insurance value of loaned items and statement that item(s) will be fully insured for the extent of the loan; manner and conditions of exhibition; any conservation treatments that will be performed; guarantee of safe transportation of materials following current acceptable practices; text of library attribution; and, any special conditions deemed necessary by the library. Failure to abide by the terms stated in the letter of agreement will be cause for immediate recall of loaned materials and may lead to the denial of any future loan requests. A copy of the signed agreement will be permanently retained by the library.

Policy Number: PXXXX

Library Board Approvals:

Related Procedures: XXXX (hyperlinks)

File Name: PXXXX_Title_DepartmentAbbreviation

Section:

*ATTACHMENT B-P. 8 of 11
MPL AGENDA-11/25/14*

P. 36

**Loans of Special Collections Materials
(Including Rarities), Artworks and Significant Objects.**
Continued

Loan Approval:

The Milwaukee Public Library Board of Trustees authorizes the Library Director to implement this policy for the temporary loan of materials under \$50,000 in value to institutions within the United States for a distinct period of time. Item(s) that are individually valued under \$50,000 but are part of a set for which the aggregate value exceeds \$50,000 will be considered as having the aggregate value for purposes of the loan. Requests for materials valued over \$50,000, loans that are international in scope, long term and permanent loans, and other exceptions to this policy will be presented to the Board for consideration and approval.

If upon evaluation a loan request does not meet the library's standards, the requesting institution will be informed in writing. A copy of the letter will be permanently retained by the Library.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
LIBRARY SERVICES & PROGRAMS COMMITTEE
MINUTES**

**Monday November 3, 2014
Central Library Meeting Room 1**

PRESENT: Denise Callaway, Ald. Milele Coggs, Sharon Cook, Chris Layden,
Paula Kiely

EXCUSED: Ald. Ashanti Hamilton

STAFF PRESENT: Ryan Daniels, Mary Milinkovich, Sue Minton, Crystal Sura,
Brooke VandeBerg

Chair Sharon Cook called the meeting of the Board of Trustees Library Services & Programs Committee to order, at 5:33 p.m. on Monday November 3, 2014 with a quorum present. Trustee Coggs participated via conference phone.

1. **Meeting Rooms and Conference Rooms, Public Use of.** Director Kiely summarized the Meeting Room Policy Major Changes Overview, attachment A, page 2 of the agenda. The Community Rooms and Conference Rooms/Meeting Spaces, Public Use of policy has been revised to define the difference between meeting and conference rooms and clarify acceptable uses of the room. Other changes include an increase to the maximum use from four to five hours, assigning responsibility to groups for their own set up, and increasing the number of reservations per group from six to twelve times per calendar year. Trustee Callaway suggested that if additional custodial assistance is required to clean or repair the facility after the room use, the group will be billed a minimum of \$50 for the actual cost to clean the room, plus the cost of any damages. She suggested it may be helpful to include a setup chart to aid the group is restoring the room to its original order. Trustee Callaway moved and Trustee Layden seconded a motion to approve the Community Rooms and Conference Rooms/Meeting Spaces, Public Use of policy with suggested changes. Motion passed.

2. **Marketing Mailing List.** Items 2 and 3 were taken together. Director Kiely referred to two draft policies: use of Patron Database to Create Mailing Lists for Marketing Purposes and Use of Patron Database to Create Mailing Lists for Fundraising Purposes, attachment C and D, pages 6 and 7 of the agenda. The library has been interested in increasing their marketing efforts and offering opportunities to library card holders to support the library. As mandated by Chapter 43 of the Wisconsin State Statutes, library records are protected, but access to those records for business purposes is allowed. The Department of Instruction has advised that the use of a the patron database for the purpose of creating a mailing list for marketing or fundraising may be implemented provided the Board of Trustees has approved a policy giving this authority. The confidential patron database cannot be shared with the MPL Foundation. Discussion ensued regarding the task of fundraising and its impact on MPL staff. Essentially, if a patron supports the library from an initial solicitation, the patron's contact information will then be on the Foundation's

2. **Marketing Mailing List.** (continued)
donor list and the Foundation may then follow up with further solicitations. The policies allow library administration to move forward with revising library card applications and other library materials to include an option for patrons to opt-in if they want to receive solicitations or marketing materials. Trustee Coggs moved and Trustee Layden seconded a motion to approve the two policies: use of Patron Database to Create Mailing Lists for Marketing Purposes and Use of Patron Database to Create Mailing Lists for Fundraising Purposes. Motion passed.

3. **Fundraising Mailing List.** This item was discussed with item 2.

4. **Library Card Campaign.** Communications and Marketing Director Brooke VandeBerg reported on the progress made to increase the number of library card holders. Currently, the Library Card Campaign Committee is updating a video that is used as a tool for visiting first grade classrooms to encourage first graders to get library cards. A tool kit will be created for use by Library Youth Educators and volunteers who participate in classroom visits. The video project should be completed by fall of 2015. Library staff are also assembling an advisory team to be involved in an Awareness Campaign. Interested community members will be asked to support the library by lending their networks and resources. The MPL Foundation is actively fundraising for the campaign which will launch in January 2015. Foundation funds will be used to hire a marketing firm. Primary goals of the campaign will be to challenge old fashioned perceptions of the library and rebrand it, to increase awareness of the services that the library offers, and to increase the number of active card holders. Trustee Callaway said that Milwaukee Public Schools will help promote MPL throughout the community as well by including information in mailings and on their website. Informational item.

5. **Special Collections / Art Lending Policy.** Referring to the new Loans of Special Collections Materials (Including Rarities), Artworks and Significant Objects policy attachment D, page 8 of the agenda, Director Kiely stated that the library has loaned special collection materials to other cultural and educational institutions. This policy defines when Library Administration should seek approval from the Board for such loans. Arts and Media Coordinator Mary Milinkovich summarized the loan request evaluation process and described the documentation necessary to facilitate loans. The policy authorizes the Library Director to implement this policy for the temporary loan of materials under \$50,000 in value to institutions within the United States for a distinct period of time. The Committee suggested that the Statement of Purpose read To advance its mission, the Milwaukee Public Library (MPL) strives to build strong partnerships with other cultural and educational institutions for the benefit of its citizenry and, through its robust collections, serves as a resource to the Milwaukee County Federated Library system and to library throughout Wisconsin. After a brief discussion, Trustee Layden moved and Trustee Callaway seconded a motion to approve the Loans of Special Collections Materials (Including Rarities), Artworks and Significant Objects policy. Motion passed.

The meeting of the Board's Library Services & Programs Committee was adjourned at 6:40 p.m. on Monday November 3, 2014.

MILWAUKEE PUBLIC LIBRARY
Year 2015 Adopted Budget Overview

OPERATING BUDGET	2014 Adopted Budget	2015 Adopted Budget	Change from 2014 to 2015
Salaries and Wages	\$11,736,357	\$11,938,460	\$ 202,103 1.71%
Fringe Benefits	5,516,088	5,372,306	\$ (143,782) -2.6%
Supplies and Materials	445,834	437,600	\$ (8,234) -1.8%
Rental and Services	1,438,737	1,534,610	\$ 95,873 7%
Energy	743,658	759,551	\$ 15,893 2.1%
Equipment	307,579	453,048	\$ 145,469 47.4%
Books and Materials	1,566,653	1,553,652	\$ (13,001) -0.8%
Special Funds - VS Lease	13,182	13,182	\$ - 100.0%
TOTAL	\$21,768,088	\$22,062,409	\$ 294,321 1.4%
TOTAL less Fringe Benefits	\$16,252,000	\$16,690,103	\$ 438,103 2.7%

SUMMARY

1. Salaries budget reflects 1.5% increase in 2013 but no step or cost of living increases.
2. Computer equipment requests include replacement of camera servers and reduction in number of laptops being replaced.
3. One Education Outreach Specialist position to be funded by MPLF.
4. Using restricted gift funds for related materials, computers and marketing.
5. Capital funding \$8,750,000
 - \$4,300,000 for branch library replacement project.
 - \$2,750,000 for Tippecanoe renovation project.
 - \$1,700,000 for Central Library building repairs and upgrades.



MILWAUKEE
PUBLIC LIBRARY

Milwaukee Public Library Board of Trustees
2015 Schedule of Meetings

REGULAR MEETING OF THE BOARD

- ▶ January 27, Tuesday ▪ 4:30 p.m. ▪ Central Library Meeting Room 1
- ▶ March 24, Tuesday ▪ 4:30 p.m. ▪ Central Library Meeting Room 1
- ▶ April 28, Tuesday ▪ 4:30 p.m. ▪ Bay View Library Meeting Room
- ▶ May 26, Tuesday ▪ 4:30 p.m. ▪ Central Library Meeting Room 1
- ▶ June 23, Tuesday ▪ 4:30 p.m. ▪ Central Library Meeting Room 1
- ▶ July 28, Tuesday ▪ 4:30 p.m. ▪ Central Library Meeting Room 1
- ▶ September 22, Tuesday ▪ 4:30 p.m. ▪ Zablocki Library Meeting Room
- ▶ October 27, Tuesday ▪ 4:30 p.m. ▪ Central Library Meeting Room 1
- ▶ November 24, Tuesday ▪ 4:30 p.m. ▪ Central Library Meeting Room 1

RECESS: February, August, December

FINANCE & PERSONNEL COMMITTEE

- ▶ January 7, Wednesday ▪ 4:00 p.m. ▪ Central Library Meeting Room 1
- ▶ April 1, Wednesday ▪ 4:00 p.m. ▪ Central Library Meeting Room 1
- ▶ July 1, Wednesday ▪ 4:00 p.m. ▪ Central Library Meeting Room 1
- ▶ October 7, Wednesday ▪ 4:00 p.m. ▪ Central Library Meeting Room 1

LIBRARY BUILDING & DEVELOPMENT COMMITTEE

- ▶ January 8, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ March 5, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ April 2, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ May 7, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ June 4, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ July 2, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ September 3, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ October 1, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ November 5, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1

LIBRARY SERVICES & PROGRAMS COMMITTEE

- ▶ February 2, Monday ▪ 5:30 p.m. ▪ Central Library Meeting Room 1
- ▶ May 4, Monday ▪ 5:30 p.m. ▪ Central Library Meeting Room 1
- ▶ August 3, Monday ▪ 5:30 p.m. ▪ Central Library Meeting Room 1
- ▶ November 2, Monday ▪ 5:30 p.m. ▪ Central Library Meeting Room 1

INNOVATION & STRATEGY COMMITTEE

Meets at the call of the Chair.

EXECUTIVE COMMITTEE

- ▶ June 10, Wednesday ▪ 4:00 p.m. ▪ Central Library Meeting Room 1
- ▶ December 9, Wednesday ▪ 4:00 p.m. ▪ Central Library Meeting Room 1

MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES

Name and Expiration of Term

John Gurda
President, May 2016
April 2018
Citizen Member (Mayor)

Michele Bria, Ph.D.
Vice-President, May 2016
April 2017
Citizen Member (Mayor)

Paula A. Kiely
Secretary, Library Director
Ex Officio Non-Voting Member

Supervisor Theodore Lipscomb Sr.
Financial Secretary, May 2016
May 2016
Milw. Co. Board Rep. (County Exec.)

Denise Callaway
Designee of Superintendent, MPS
Ex Officio

Aldерwoman Milele Coggs
April 2016
Aldermanic Member (Mayor)

Sharon Cook
April 2015
Citizen Member (Mayor)

Alderman Ashanti Hamilton
April 2016
Aldermanic Member (Mayor)

Alderman Nik Kovac
April 2016
Aldermanic Member (Mayor)

Chris Layden
April 2016
Citizen Member (Mayor)

Joan M. Prince, Ph.D.
April 2016
Designee of Common Council President

Mark Sain
Designee of Pres., Milwaukee School Bd.
Ex Officio

Vacant
April 2017
Citizen Member (Mayor)

ATTACHMENT D-P. 2 of 3
MPL AGENDA-11/25/14
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BOARD OF TRUSTEES COMMITTEES 2014-2015

FINANCE & PERSONNEL COMMITTEE

Theo Lipscomb Sr., Chairperson
Mark Sain, Vice-Chair
Denise Callaway
Milele Coggs
Joan Prince

LIBRARY BUILDING & DEVELOPMENT COMMITTEE

Michele Bria, Chairperson
Mark Sain, Vice-Chair
Sharon Cook
Nik Kovac
Theo Lipscomb Sr.

LIBRARY SERVICES & PROGRAMS COMMITTEE

Sharon Cook, Chairperson
Milele Coggs, Vice-Chair
Denise Callaway
Ashanti Hamilton
Chris Layden

INNOVATION & STRATEGY COMMITTEE

Joan Prince, Chairperson
Nik Kovac, Vice-Chair
Michele Bria
Sharon Cook
vacant

EXECUTIVE COMMITTEE

President	John Gurda, Chairperson
Vice-President	Michele Bria
Financial Secretary	Theo Lipscomb, Sr.
Past President	Ashanti Hamilton

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ATTACHMENT D-P. 3 of 3
MPL AGENDA-11/25/14
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MILWAUKEE PUBLIC LIBRARY SYSTEM

PERSONNEL ACTIONS

COVERING PERIOD: OCTOBER 12, 2014 THROUGH NOVEMBER 8, 2014

The Secretary reports the following personnel actions:

TEMPORARY APPOINTMENT / PROMOTION

Nicholas Newgord - Library Circulation Assistant I - Circulation 10/12/14
To: Library Reference Assistant - Forest Home

TEMPORARY APPOINTMENT

Kathi Gardner - Library Circulation Assistant I - Extension Services 10/17/14
Acklen Banks - Librarian III - Extension Services 10/27/14

EXPIRATION OF TEMPORARY APPOINTMENT

Joy Kilimann - Librarian III - Extension Services 10/08/14
Acklen Banks - Librarian III - Extension Services 10/10/14
Kathi Gardner - Library Circulation Assistant I - Extension Services 10/23/14

REINSTATEMENT

Caroline Jorgenson - Library Circulation Assistant I - Forest Home 10/13/14

PROMOTION

Rachel Arndt - Librarian II - Subject Services / Humanities & Archives 10/12/14
To: Management Librarian - Circulation and Ready Reference

Kelly Wochinske - Librarian III to Management Librarian - YCOS 10/12/14

TRANSFER

Alexa Glenn - Library Circulation Aide - Circulation to ILS 10/12/14

CHANGE IN STATUS

Daniel Lee - Librarian III (3/4) to Librarian III (1/2) - Subject Services/Humanities/Archives 10/26/14

LEAVE OF ABSENCE 24.0 OR MORE HOURS

Kimberly Zapata - Neighborhood Library Services Assistant - Forest Home - 40.0 hours 10/13/14
Ashley Emmons - Audio Machine Technician - WTBBL - 37.2 hours 10/14/14
Daniel Lee - Librarian III (3/4 time) - Subject Services/Humanities & Archives - 32.6 hours 10/14/14
Amy Hickman - Library Technician II - Technical Services - 31.4 hours 11/04/14

RETURN FROM SUSPENSION

Eric Johnson - Librarian III - Subject Services / Ready Reference 10/13/14
Jillian Johnson - Library Reference Assistant - Capitol 10/13/14

RESIGNATION

Carlos Vega - Library Circulation Aide - Circulation 10/15/14
Marquisha Bradley - Library Youth Educator - YCOS 10/17/14
Terry Tischer - Library Youth Educator - YCOS 10/30/14

MILWAUKEE PUBLIC LIBRARY
 FINANCIAL REPORT
 October 31, 2014

2014

2013

REVENUES

	Budget	Received to date	% Received
Additional City Appropriation	\$20,792,441	\$16,649,388	80.1%
Fines	\$350,000	\$248,038	70.9%
Lost Materials, etc.	\$129,800	\$89,806	69.2%
MCFLS Contracts	\$713,000	\$539,645	75.7%
Total City Appropriation	\$21,985,241	\$17,526,877	79.7%

	Budget	Received to date	% Received
	\$20,578,637	\$16,568,876	80.5%
	\$350,000	\$266,446	76.1%
	\$136,300	\$88,735	65.1%
	\$791,100	\$540,517	68.3%
	\$21,856,037	\$17,464,574	79.9%

EXPENSES

City

	Budget	Spent to date	% Spent
Salaries	\$11,736,357	\$9,911,894	84.5%
Fringe Benefits	\$5,516,088	\$4,459,351	80.8%

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

Operating Expenses

<i>General Office Expense</i>	\$171,158	\$77,217	45.1%
<i>Tools & Machinery Parts</i>	\$26,100	\$23,733	90.9%
<i>Construction Supplies</i>	\$40,900	\$21,509	52.6%
<i>Energy</i>	\$743,658	\$551,074	74.1%
<i>Other Operating Supplies</i>	\$262,246	\$165,612	63.2%
<i>Vehicle Rental</i>	\$8,300	\$6,338	76.4%
<i>Non-Vehicle Equipment Rental</i>	\$31,800	\$23,016	72.4%
<i>Professional Services</i>	\$59,000	\$70,528	119.5%
<i>Information Technology Services</i>	\$295,000	\$221,825	75.2%
<i>Property Services</i>	\$971,862	\$621,209	63.9%
<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	\$105,429	76.8%
<i>Reimburse Other Departments</i>	\$76,900	\$26,670	34.7%
Total	\$2,850,636	\$1,938,416	68.0%

	\$164,850	\$66,820	40.5%
	\$26,100	\$23,682	90.7%
	\$40,900	\$24,994	61.1%
	\$713,185	\$529,900	74.3%
	\$321,860	\$229,409	71.3%
	\$8,300	\$3,950	47.6%
	\$31,300	\$23,274	74.4%
	\$81,487	\$82,613	101.4%
	\$201,000	\$226,772	112.8%
	\$809,769	\$467,233	57.7%
	\$26,000	\$21,680	83.4%
	\$500	\$226	45.2%
	\$125,500	\$102,040	81.3%
	\$76,900	\$4,470	5.8%
	\$2,627,651	\$1,807,063	68.8%

Equipment

<i>Library Materials</i>	\$1,566,653	\$1,116,617	71.3%
<i>Computers, etc.</i>	\$256,110	\$67,785	26.5%
<i>Other</i>	\$59,397	\$32,814	55.2%
Total	\$1,882,160	\$1,217,216	64.7%

	\$1,543,864	\$1,198,881	77.7%
	\$200,500	\$137,015	68.3%
	\$25,008	\$13,373	53.5%
	\$1,769,372	\$1,349,269	76.3%

Total City Expenses	\$21,985,241	\$17,526,877	79.7%
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	\$21,856,037	\$17,464,574	79.9%
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MILWAUKEE PUBLIC LIBRARY
 FINANCIAL REPORT
 October 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	\$54,605	54.6%
<i>WTBBL</i>	\$968,700	\$317,966	32.8%
<i>ILS</i>	\$84,690	\$25,729	30.4%
Total	\$1,153,390	\$398,300	34.5%

Trust Fund

<i>Materials</i>	\$53,846	\$49,923	92.7%
<i>Programming</i>	\$23,500	\$17,020	72.4%
<i>Training</i>	\$7,500	\$6,186	82.5%
<i>Marketing</i>	\$11,000	\$10,940	99.5%
<i>Contingency</i>	\$1,000	\$658	65.8%
Total	\$96,846	\$84,727	87.5%

Foundation Funds

	Balance	Spent to date	% Spent
<i>Materials</i>	\$511,785	\$240,811	47.1%
<i>Programming</i>	\$416,522	\$304,825	73.2%
Total	\$928,307	\$545,636	58.8%

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

\$200,228	\$125,252	62.6%
\$968,700	\$311,111	32.1%
\$84,690	\$24,923	29.4%
\$1,253,618	\$461,286	36.8%

\$56,150	\$56,148	100.0%
\$21,500	\$15,187	70.6%
\$7,368	\$5,281	71.7%
\$11,000	\$8,822	80.2%
\$1,500	\$664	44.3%
\$97,518	\$86,102	88.3%

Balance	Spent to date	% Spent
\$437,654	\$243,152	55.6%
\$290,576	\$193,784	66.7%
\$728,230	\$436,936	60.0%

Director's Report October / November 2014

The opening of the new East branch of the Library was the focus of much of our efforts during the past month. Finishing touches were completed on the library, book shelves arrived along with other equipment and furniture, the public artwork was completed, and the staff closed up the temporary library and moved into the new facility to prepare for the grand opening on Saturday, November 22nd. We are looking forward to opening our doors and welcoming the community into their new library.

Design and planning of the Tippecanoe branch continued, with a detailed look at the landscaping and opportunities for community and grant-funded support. RFPs were issued for Mill Road and Forest Home redevelopments. Responses are due November 18 and the Building and Development Committee will hear from invited developers in early December.

Victoria Sanchez (Library Outreach Educator) and I attended was a luncheon hosted by Dr. Howard Fuller which presented the results of the Milwaukee Summer Reading Program. The program is four years old and provides reading instruction to nearly 200 students during the summer. MPL has been a partner each of those years.

Two conferences took me out of town for several days. The Wisconsin Library Association Annual Conference was held in Wisconsin Dells. I attended one day of the conference to attend the presentation by the Council for Library and Network Development (COLAND) work group, who has been drafting recommendations that will dramatically change the way the State of Wisconsin funds public library systems. The second conference I attended was Library Journal's Public Library Director's Summit in Chattanooga, TN. The focus of the summit was on change, including the changing role of the public library.

My community activities included coordinating the December book distribution of the Downtown Rotary's Reading is Fundamental (RIF) program at Vieau School. I joined many other library staff in volunteering to help on Election Day. Our libraries served as polling sites, staff helped at those and other sites, helped process absentee ballots, and with the support of the Election Commissioner and the problem-solving skills our key library staff, we were able to provide official records to those individuals registering to vote at a library polling site if they had a valid library card.

Foundation activities including the successful Benjamin Franklin Celebration, a meeting with a potential partner in the Library's Awareness Campaign, and a tour of the East branch with a generous donor.

Staff

Staff Anniversary Celebration. On November 3, the Library held its semi-annual Staff Anniversary Celebration at Central Library. Three new employees were recognized: John Fralick, John Wilson and Emily Stueven.

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

5 Year Pin – David Miller, Maly Vang, Karica Ware, Michael Gorgas

10 Year Pin – Edwin Schacherer, Rebecca Schweisberger, Ashley Emmons, Richard Plachter, Andrea Smieja, Patricia Lloyd, Richard Thomas, Patricia Schriefer

15 Year Pin – Hermoine Bell Henderson, Shamus Lavelle

25 Year Pin – Susan Minton, Brenda Hantula

30 Year Pin – Deborah Stewart, Mary Jeske

35 Year Pin – Gayle Ecklund

Programs

Symphony 360 Listening Party. On October 6, a musician from the Milwaukee Symphony Orchestra was stationed in Mozart's Grove with pre-recorded music of a Brahms piece and a piece by Jennifer Higdon. The musician then led a discussion with ten patrons about the stories behind the composition of the pieces and how they are connected, both musically and thematically. Listening parties were held throughout our community in advance of the MSO's performances of these pieces October 10 – 12.

Ballet Folklorico. On October 18 in the Schoenleber Reading Room, over 100 patrons enjoyed traditional Aztec dances, along with dances from Veracruz, Sinaloa, and Jalisco. This is the third year that Ballet Folklorico has reprised their popular program during Hispanic Heritage Month.

Which Book Next? The library hosted a reader's advisory on MPL's Facebook page on October 6. During the two hour program, 60 suggestions were made on which book to read next. Patrons posted the last three books they've read to MPL's Facebook event page, the titles were sent to a librarian who looked for a suggestion of what to read next. The librarians responded with a book title, a brief reason why it was chosen, a short description of the book, and a link to our catalog so holds could be placed right away. This was the seventh Which Book Next? program hosted since 2011.

Graceful Lines Program. As part of an ongoing series, the Rare Books Room hosted 39 attendees to a lecture on local artists Ruth Grotenrath and Schomer Lichtner presented by Graeme Reid of the Museum of Wisconsin Art. The emphasis was on how their independent artistic lives were nourished by their shared home life.

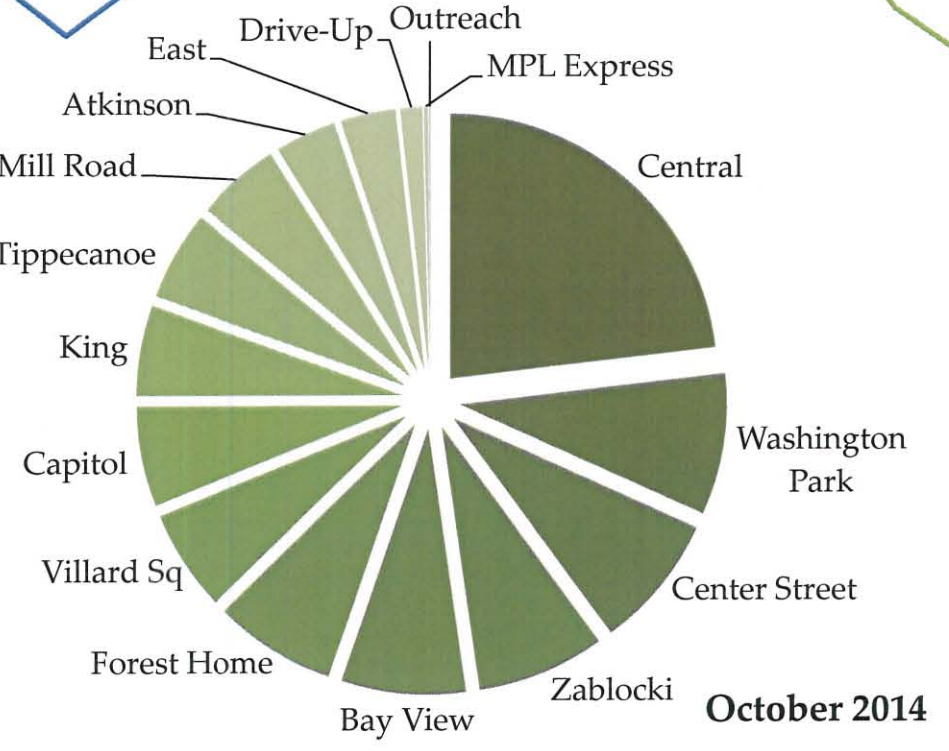
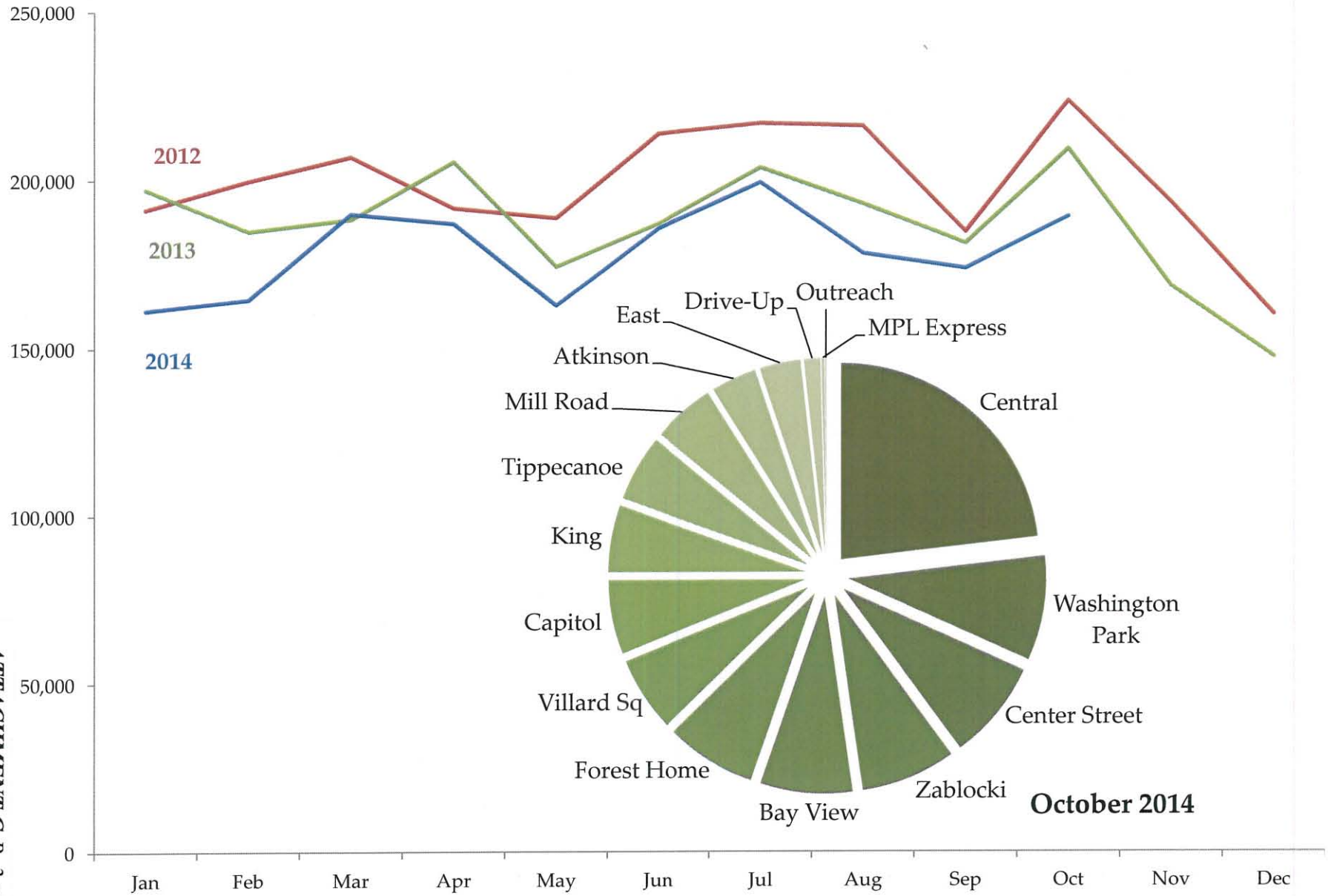
Outreach

Project Homeless Connect at Marquette University. Humanities and Archives Librarian Heather Smith and Ready Reference Librarian Laura Pope attended the Project Homeless Connect outreach event at the Marquette Alumni Memorial on October 16. The focus was to educate the guests and service providers at the event about library resources such as our computer classes and Drop-In Job Help program. Other activities included library card registration and accessing databases like Brainfuse and Learning Express. Contact was made with 146 individuals between 9:00 a.m.-3:00 p.m.

Women of the World. Center Street Branch hosted a Women of the World: Creating Health for Yourself event on October 29 in partnership with the National Kidney Foundation. The program consisted of free health screenings through the Gerald L. Ignace Indian Health Center and two presentations, "Weight Loss & Calories" presented by the YMCA and a PowerPoint presentation, "Get Healthy @ the Milwaukee Public Library" created by Library Branch Manager Hermoine Bell-Henderson and presented by Neighborhood Library Services Assistant Carl Chopp. The event was a success with 20 people in attendance. We look forward to additional program collaborations with Cindy Huber from the National Kidney Association in early to mid-2015.

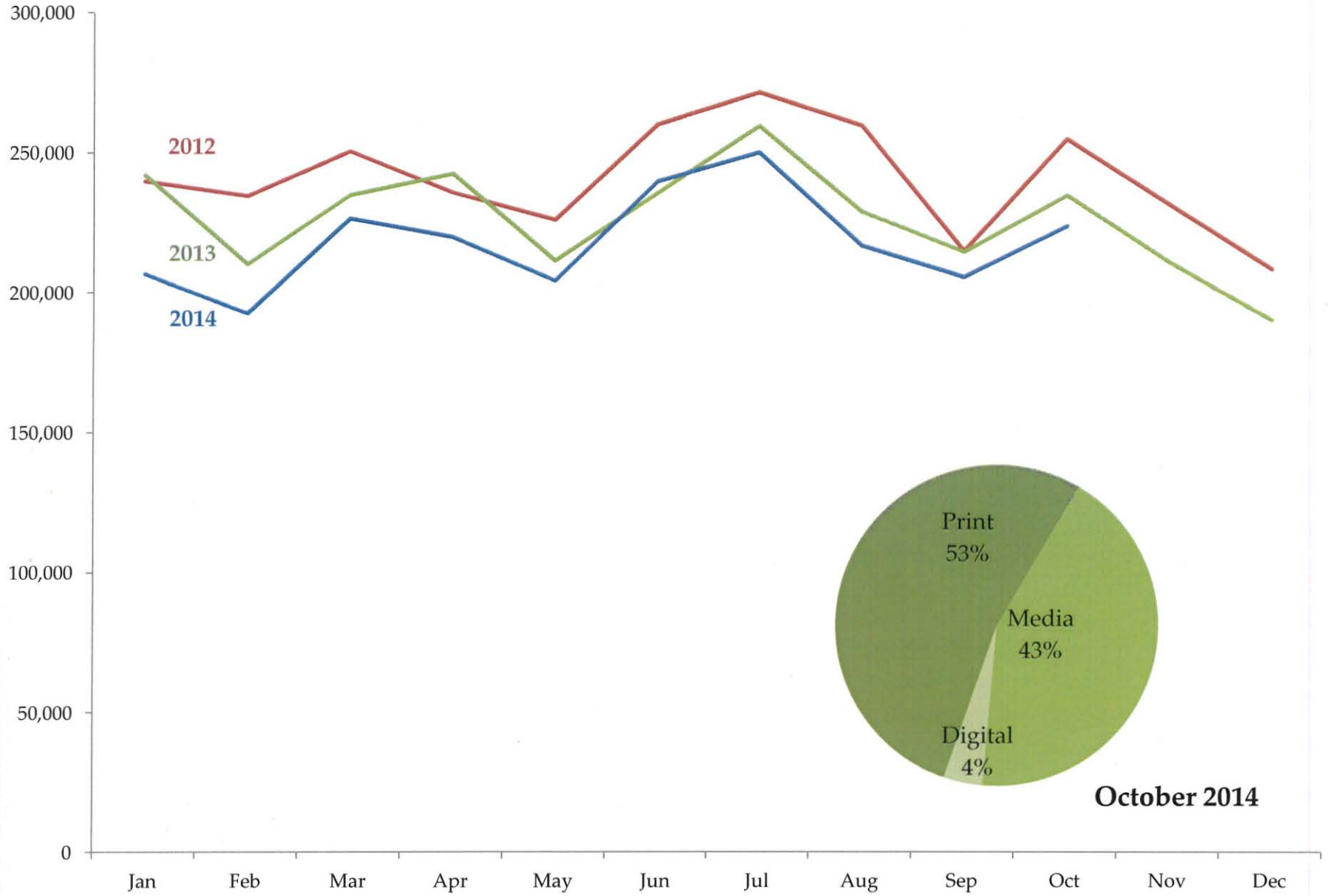
Italian-Americans Documentary. MPTV Producer Maryann Lazarski filmed at Central Library on October 30 for a feature on Italian-Americans. MPTV is producing a one-hour documentary on Milwaukee's Italian community in conjunction with a four-part PBS series on Italian-Americans in February of 2015. They filmed parts of the mosaic floor of the Old Board Room and the marble balusters in the rotunda. Milwaukee Public Library will receive on-screen credit at the end of the local documentary.

Milwaukee Public Library Visits

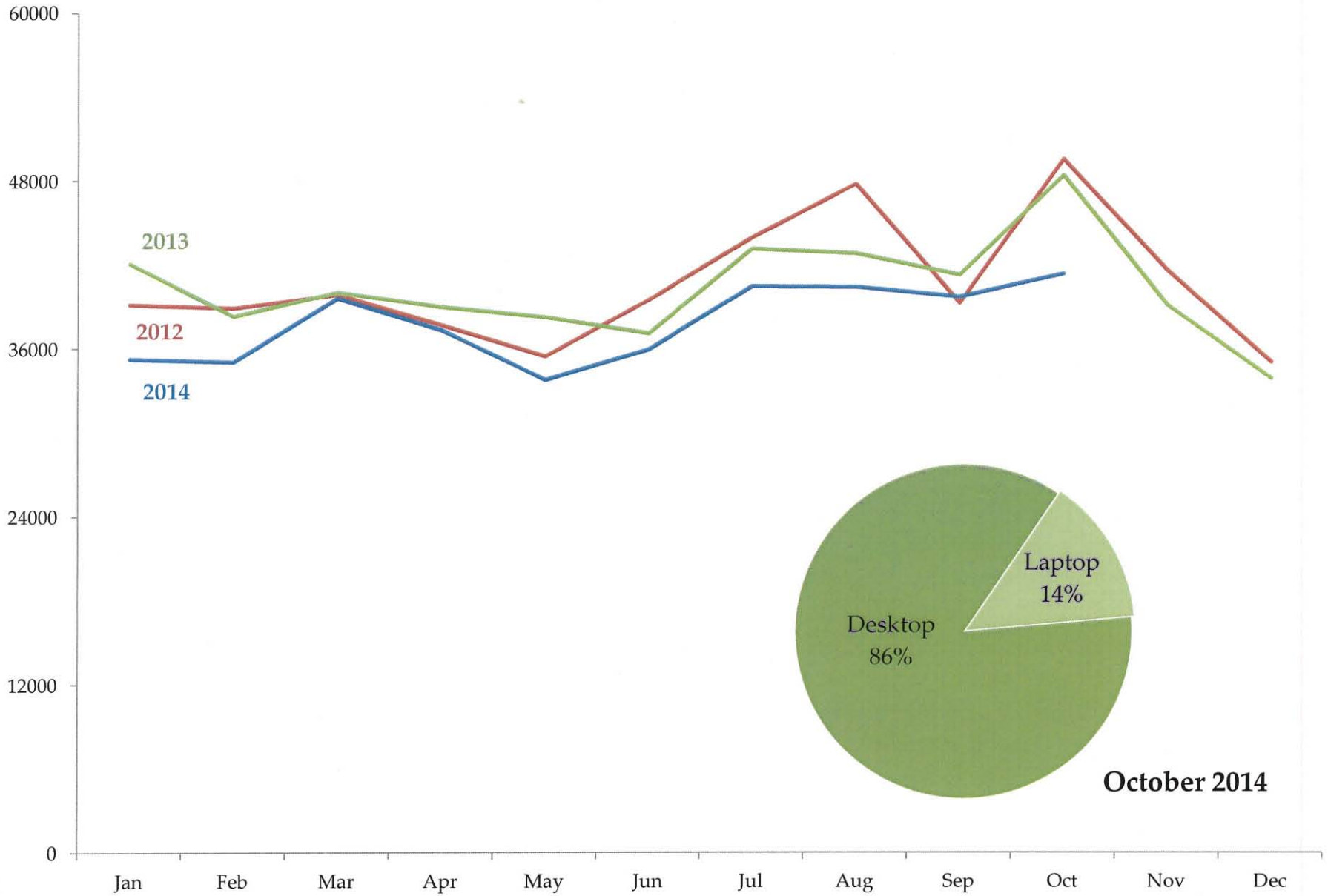


October 2014

Milwaukee Public Library Circulation



Milwaukee Public Library Hours of Computer Usage



**Milwaukee Public Library
Computer, Internet, and Electronic Statistics
October, 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
	82,082	100,690	-18.5%	853,327	905,034	-5.7%

Database Hits¹						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date ²	Previous Year to Date	% Increase or Decrease
	2,265	4,204	-46.1%	31,858	44,481	-28.4%
		37.8% In-library 62.2% Remote			34.1% In-library 65.9% Remote	

OverDrive Digital Download Circulation, by format						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	6,000	4,899	22.5%	61,020	45,983	32.7%
Audiobooks	2,757	2,174	26.8%	25,649	18,462	38.9%

Downloads of Digital Music through Freegal³						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	3,171	2,061	54%	20,541	23,522	-13%

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
	42,711	41,427	3.1%	420,145	403,841	4.0%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	12,987	8,106	60.2%	128,234	118,120	8.6%
Atkinson	339	729	-53.5%	7,142	6,581	8.5%
Bay View	2,843	3,013	-5.6%	28,475	28,429	0.2%
Capitol	2,473	2,472	0.0%	24,596	23,221	5.9%
Center Street	1,104	1,013	9.0%	9,941	9,156	8.6%
East	1,131	1,167	-3.1%	11,581	15,534	-25.5%
Forest Home	1,001	789	26.9%	9,333	7,802	19.6%
Martin Luther King	907	737	23.1%	7,395	6,831	8.3%
Mill Road	1,222	1,073	13.9%	10,544	9,893	6.6%
Tippecanoe	1,766	1,390	27.1%	15,659	14,092	11.1%
Villard Square	916	714	28.3%	7,916	7,196	10.0%
Washington Park	1,027	816	25.9%	10,717	9,419	13.8%
Zablocki	2,676	2,066	29.5%	19,590	20,126	-2.7%
YCOS--Outreach	136	262	-48.1%	1,303	2,901	-55.1%
TOTAL	30,528	24,347	25.4%	292,426	279,301	4.7%

¹Effective June 2014, the method for tracking database use has changed from Cold Fusion to Google Analytics.

²No count for April & May 2014.

³Usage limit increased to 5 (from 3) per week in Oct. 2014.