

MILWAUKEE

PUBLIC LIBRARY

Vision

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

Mission

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

BOARD OF TRUSTEES REGULAR MEETING

John Gurda, President

Michele Bria, Vice-President

Theo Lipscomb, Financial Secretary

Paula Kiely, Secretary

**JoAnne Anton, Ald. Milele Coggs, Sharon Cook, Ald. Ashanti Hamilton,
Joe'Mar Hooper, Ald. Nik Kovac, Chris Layden, Joan Prince, Dir. Mark Sain
Secretary's Assistant: Crystal Sura (414) 286-3021**

Tuesday September 22, 2015

4:30 p.m.

Zablocki Library Meeting Room

3501 W. Oklahoma Avenue

Milwaukee, WI 53215

AGENDA

PUBLIC COMMENT

RESOURCES / RECOMMENDATIONS / RESEARCH

1. **Audio & Braille Literacy Enhancement, Inc. (ABLE)**. Executive Director Cheryl Orgas and ABLE Board President Cheri McGrath will provide a presentation on the services offered by ABLE that provide alternative ways for people with print disabilities to read.

CONSENT AGENDA

Attachment A, page 3

2. **Regular Board Meeting Minutes July 28, 2015.**
3. **Committee Reports.**
Services & Programs Committee Meeting August 3, 2015
4. **Administrative Reports.**
 - a. Personnel Actions
 - b. Financial Report
 - c. Library Director's Reports

REPORTS

5. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Kovac, Resource Library Representative, will report on the August 17, 2015 and September 21, 2015 MCFLS Board meetings.

6. **Building and Development Committee.** Vice-chair Sain will provide a report from the September 3, 2015 Building and Development Committee regarding contract awards and the Branch Building Initiative.

Attachment B, page 27

7. **MPL Foundation Report.** MPL Foundation Director of Philanthropy Patricia Swanson will report on the Benjamin Franklin Celebration and other fundraising efforts to-date.

OLD BUSINESS

8. **Wisconsin Library System Changes Update.** Director Kiely will update the Board on the developments related to the System and Resource Library Administrators' Association of Wisconsin (SRLAAW) and the Council on Library and Network Development (COLAND) recommendations.

Attachment C, page 32

9. **Summer Reading Club.** Youth and Community Outreach Services Coordinator Kelly Highbanks will highlight major achievements of this year's club.

10. **2016 Library Budget.** The Board will discuss the Mayor's proposed budget for the Library.

NEW BUSINESS

11. **Milwaukee County Federated Library System (MCFLS) Agreements.** The Board may vote to convene in closed session to discuss and consider: the MCFLS Member Agreement; the 2016-2019 Resource Library Agreement; the 2016-2019 Bibliographic Database Development and Maintenance agreement; and, a new Integrated Library System and Resource Sharing, and Technology Agreement 2016-2019. 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.

Attachment D, page 37

STRATEGIC DISCUSSION

12. **Awareness Campaign.** Media Firm Cramer-Krasselt (C-K) will present the Plan and Creative for MPL's Awareness Campaign.

REMINDER: Next scheduled meetings are:

October 1, 2015 – Building & Development Committee Meeting – Central Library 8:00 a.m.-9:00 a.m.

October 7, 2015 – Finance & Personnel Committee Meeting – Central Library 4:00 p.m.-5:00 p.m.

October 27, 2015 – Regular Meeting – Central Library 4:30 p.m.-6:00 p.m.

November 2, 2015 – Services & Programs Committee Meeting – Central Library 5:30 p.m.-6:30 p.m.

November 5, 2015 – Building & Development Committee Meeting – Central Library 8:00 a.m.-9:00 a.m.

ADJOURNMENT

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

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

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

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday July 28, 2015
Central Library Meeting Room 1
814 W. Wisconsin Avenue
Milwaukee, WI 53233**

PRESENT: JoAnne Anton, Michele Bria, Sharon Cook, Joe'Mar Hooper, Ald. Nik Kovac, Chris Layden, Sup. Theo Lipscomb, Dir. Mark Sain, Paula Kiely

EXCUSED: Ald. Milele Coggs, John Gurda, Ald. Ashanti Hamilton, Joan Prince

STAFF: Consuelo Hernandez, Joan Johnson, Dawn Lauber, Brett Rohlwing, Sam McGovern-Rowen, Mary Milinkovich, Crystal Sura, Brooke VandeBerg

OTHERS Amy Hefter, Legislative Reference Bureau

PRESENT: Eric Pearson, Budget and Management Division

In the absence of President Gurda, Vice-President Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:35 p.m. on July 28, 2015 with a quorum present at 4:40 p.m.

PUBLIC COMMENT None.

Vice-President Bria announced that MPL won the Urban Libraries Council (ULC) Top Innovator's Award – Operations. The ULC recognized MPL and its 2010 long-term facilities plan, Rethinking Libraries for the 21st Century, and noted that Villard Square and East have been replaced as mixed-use developments in which MPL and developers share ownership through a condominium association and a reliable financing structure.

SPECIAL COMMUNICATION

1. **Visiting Taiwanese Student.** Human Resources Officer Consuelo Hernandez introduced Ms. Sherry Lin, who is working in the Arts & Media Department as an intern. Informational item.
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RESOURCES / RECOMMENDATIONS / RESEARCH

2. **Zinio For Libraries.** The Board was given a presentation on the database Zinio, and the steps for downloading free magazines to mobile devices.
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CONSENT AGENDA

Vice-President Bria asked the Trustees if any items should be removed from the Consent Agenda. Trustee Cook requested that the Library Director's Report be removed. After acknowledging the request, Vice-President Bria entertained a motion to approve The Consent Agenda. Trustee Layden moved and Trustee Anton seconded a motion to approve the Consent Agenda. Motion passed unanimously. Motion passed unanimously.

3. Regular Board Meeting Minutes June 23, 2015

CONSENT AGENDA (continued)

4. Committee Reports.
 - a. Finance & Personnel Committee Meeting Agenda July 1, 2015
 - b. Executive Committee Meeting Minutes July 15, 2015
5. Administrative Reports.
 - a. Personnel Actions
 - b. Financial Report

Library Director's Report. Trustee Cook asked about the increase in the Unique Visitors to the MPL Website listed on the Computer, Internet and Electronic Statistics. Director Kiely contributed the increase to the new online reservation software that customers are using to reserve community and conference rooms available at the libraries. Trustee Cook moved and Trustee Sain seconded a motion to approve the Library Director's Report.

REPORTS

6. Milwaukee County Federated Library System (MCFLS) Board. Trustee Kovac, Resource Library Representative, was not able to attend the July 14, 2015 MCFLS Board meeting, therefore Director Kiely provided a brief report. Changes to the MCFLS Board were noted - Ms. Mardee Gruen will be replaced by Mr. Kurt Glaisner and Ms. Paula Pennebaker was nominated to serve as Vice-President, the position formerly held by Ms. Gruen.

During the Library Directors Advisory Council, it was brought to the attention of the Board that the Shorewood Public Library is planning a one-week fines only amnesty event. Member libraries expressed interest and agreed to share summary reports on any amnesty programs they participate in. Director Kiely reminded the Trustees that at the June 23, 2015 meeting, fines were discussed at length during the reengaging lapsed members strategic discussion.

Director Kiely said the MCFLS Board approved the MCFLS Strategic Plan 2015-2017. A brief version is included in the agenda as attachment B, on page 35. She added that she will review the plan with MCFLS Director Bruce Gay and identify how Milwaukee can support it.

It was noted that the MCFLS budget request for \$100,000 was submitted to the County Executive.

Also, at the meeting, the MCFLS Board went into executive session to discuss the Member Agreement, ILS and Technology Agreement, Resource Library Agreement and Cataloging/Database Maintenance Contract. No report was given. The agreements will be presented to the MPL Board for approval when finalized.

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7. Building and Development Committee. Chair Bria referred to the July 2, 2015 Building and Development Committee meeting agenda and minutes listed as attachment C, page 38 of the agenda. The Committee approved recommending to the full Board, a contract award for the Central Library 4th Floor Roof Replacement contract to F.J. A. Christiansen Roofing Company, Inc. for the base bid only for a total of \$414,323. Trustee Bria moved to approve the contract and Trustee Sain seconded the motion. Motion passed.

7. **Building and Development Committee.** (continued)

The committee was updated on the Branch Building Initiative. The Forest Home / Mitchell project developer, Gorman and Company, has applied for Historical Preservation Tax Credits and is working on the possibility of applying for New Market Tax Credits as well.

The developer for the Mill Road / Good Hope project, Mares Development – Common Bond Communities is working on an application for Wisconsin Housing and Economic Development Authority (WHEDA) Low Income Housing Tax Credit that will be awarded in January of 2016.

Construction Project Manager McGovern-Rowen also reported at the committee meeting that he has received inquiries from developers regarding the 2017 Martin Luther King and Capitol library projects. He is creating a timeline of when the process for the redevelopment of those libraries will begin. Informational item.

OLD BUSINESS

8. **Wisconsin Library System Changes Update.** Director Kiely said that several committees will review the Council on Libraries and Network Development's (COLAND) recommendations for the Wisconsin Public Library Systems. Committee members will be appointed by State Superintendent Tony Evers. She expects to be appointed to the Public Library System Revision Steering Committee. She added that the State provides funding for seventeen library systems and there has been a call from various groups to create standards for library systems, possibly consolidate services and reduce the number of library systems. The Board will receive periodic reports on the committee's progress and recommendations throughout the review process. Informational item.

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9. **2016 Library Budget.** Director Kiely noted that the 2016 requested library budget was shared with the Board at the May 26, 2015 meeting. The Library has since been asked by the City Budget Office to find savings of \$200,000. Library Administration is working with budget office staff to find the savings while continuing to provide the same services as in 2015. The library's budget hearing before the Common Council's Finance and Personnel Committee will be scheduled in October. Informational item.

NEW BUSINESS

10. **Awareness Campaign.** Marketing and Public Relations Officer Brooke VandeBerg reported that there has been a lot of activity moving the Awareness Campaign forward. She explained during MPL's strategic planning process, library administration identified that there was significant potential in some of the library's target audiences for growth in usage of our libraries and services. The Campaign Committee will focus not only on library awareness but on relevance. Another goal is to increase active card holders. The library is currently working with Cramer-Krasselt (C-K) advertising firm to design, develop and produce a promotional video and a media plan for MPL to connect with the library's key target audiences. A team of community stakeholders will also be involved and the library hopes to leverage their networks to achieve the expected outcomes for a successful campaign. Ms. VandeBerg noted that Fox6 is a media partner. She added that there will be a survey-based evaluation at the conclusion of the campaign to help measure the results. The Board will continue to be updated on the campaign's progress. Informational item.

STRATEGIC DISCUSSION

11. **Resource Library.** As a follow-up to the Board's resource library discussion at the June 23, 2015 meeting, Director Kiely said that after a lengthy conversation with Maryland's Resource Library Center for the state, it was clear that it is not a feasible comparable model for MPL. Library administration is still in the process of crafting a white paper that addresses Central Library as a state resource library. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of July 28, 2015 was adjourned at 5:30 p.m.



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

July 29, 2015

To: Library Services & Programs Committee of the
Milwaukee Public Library Board of Trustees:
Chairperson Sharon Cook, Ald. Milele Coggs, Ald. Ashanti Hamilton,
Joe'Mar Hooper, Mark Sain *all trustees are welcome to attend*
MPL: Joan Johnson, Brooke VandeBerg

From: Paula A. Kiely
Library Director

Re: Library Services & Programs Committee Meeting
August 3, 2015 5:30 p.m.-6:30 p.m.
Central Library Meeting Room 1
814 W. Wisconsin Ave.

MEETING NOTICE AND AGENDA

1. **Library Card Campaign.** The committee will discuss activities related to two school pilots taking place in September, which will be presented by Deputy Director Joan Johnson.
2. **Reengaging Lapsed Members.** The committee will continue the discussion on the potential for re-engaging former library card holders and ideas for overcoming barriers to library use.

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ATTACHMENT A-P. 5 of 24
3.Services & Programs Minutes
08/03/15

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
LIBRARY SERVICES & PROGRAMS COMMITTEE
MINUTES
Monday August 3, 2015
Central Library Meeting Room 1**

PRESENT: Sharon Cook, Joe' Mar Hooper, Dir. Mark Sain, Paula Kiely

EXCUSED: Ald. Milele Coggs, Ald. Ashanti Hamilton

STAFF PRESENT: Panola Hall, Joan Johnson, Brooke VandeBerg

Chair Sharon Cook called the meeting of the Board of Trustees Library Services & Programs Committee to order, at 6:20 p.m. on Monday August 3, 2015 with a quorum present. Trustees Cook and Hooper participated via conference phone.

1. **Library Card Campaign.** Deputy Director Johnson reported on a project that is part of the Library Card Campaign. MPL is partnering with two Milwaukee schools on a pilot project to distribute library cards to the entire student body. Trowbridge School of Discovery and Technology and Bruce Guadalupe Community School are the participating schools. Deputy Director Johnson explained that the library's goal is for every student to have a library card and have access to MPL's resources. The library is identifying ways to evaluate impact and develop performance measures of the project. A summary report of the results will be provided to the Board after the pilot project is implemented. Informational item.

2. **Reengaging Lapsed Members.** Director Kiely reported that the library is continuing to review ways to reengage lapsed members, including the awareness campaign that is slated to begin this fall. Discussions regarding a forgiveness program are taking place throughout the library system. The library's administration team and staff will be working on a forgiveness program and will bring a recommendation to the Board at a later date. Informational item.

The meeting of the Board's Library Services & Programs Committee was adjourned at 6:40 p.m. on Monday August 3, 2015.

MILWAUKEE PUBLIC LIBRARY SYSTEM

PERSONNEL ACTIONS

COVERING PERIOD: JULY 5, 2015 THROUGH AUGUST 29, 2015

The Secretary reports the following personnel actions:

REGULAR APPOINTMENT

Elizabeth Braithwaite - Lib Circ Aide underfilling LPT - Lib Circulation Asst. I - Tippecanoe	07/06/15
Stephanie Burks - Lib Circ Aide underfilling LPT - Lib Circulation Assistant I - Atkinson	07/06/15
Shayla Evans - Lib Circ Aide underfilling Lib Circulation Assistant I - Center Street	07/06/15
Dominique Jackson - Library Circulation Aide - Circulation	07/06/15
Briana Moynahan - Library Circulation Aide - Circulation	07/06/15
Akila Grace - Lib Circ Aide underfilling LPT - Lib Circulation Asst. I - Martin Luther King	07/13/15
Dante Hamilton - Library Circulation Aide - Circulation	07/13/15
Kimberly Boldt - Library Branch Manager - Villard Square	08/10/15
Bianca Miranda - Library Circulation Aide - Circulation	08/24/15

PROVISIONAL APPOINTMENT

Catherine Malloy - Library Circulation Assistant I - Capitol	08/17/15
Te'Nese Tolbert - Library Circulation Assistant I - Circulation	08/17/15
Tobias Fudge - Library Circulation Assistant I - East	08/24/15
Brittany Lee - Library Circulation Assistant I - Circulation	08/24/15

REINSTATEMENT

Brenda Rodriguez - Lib Cir Aide underfilling LPT - Lib Circulation Asst. I - Zablocki	07/13/15
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PROMOTION

Kirsten Thompson - Management Librarian - Subject Services / Humanities & Archives To: Librarian V - Subject Services / Humanities & Archives	08/16/15
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PROMOTION / TRANSFER

Hermoine Bell Henderson - Library Branch Manager - Center Street To: Librarian V - Subject Services / Business Technology, Science & Periodicals	08/16/15
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TRANSFER

Zarina Mohd Shah - Librarian II - Center Street to Forest Home	08/02/15
Laura Patiño - Librarian II - Forest Home to Center Street	08/02/15
Jamie Gentry - Library Circulation Assistant I - East to Atkinson	08/16/15
Derek Marinello - Library Circulation Assistant I (1/2) - Circulation to ILS	08/16/15
Antricia Morgan - Library Circulation Assistant I - Capitol to Circulation	08/16/15

TRANSFER TO ANOTHER CITY DEPARTMENT

Danielle Obmann - Library Circulation Assistant I - Circulation To: Database Specialist - Fire and Police Commission	07/18/15
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ADDITIONAL ASSIGNMENT ENDED

Rachel Collins - Library Branch Manager - East and Villard Square To: Library Branch Manager - East	08/15/15
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LEAVE OF ABSENCE 24.0 OR MORE HOURS

Jaime Gentry - Library Circulation Assistant I - East - 24.4 hours	06/23/15
Jessica Snell - LPT - Library Circulation Assistant I - Capitol - 20 days	06/23/15
Ashley Emmons - Audio Machine Technician - WTBBL - 34.6 hours	07/06/15
Kelly Hughbanks - Librarian V - EOS / CLCR - 39.1 hours	07/06/15
Nicole Yarbrough - Library Technician II - Technical Services - 35.5 hours	07/13/15
Jeanette Hollenbeck - Library Circulation Assistant I - Circulation - 27.1 hours	07/14/15
Aariyon Truss - Library Circulation Aide - Circulation - 26 days	07/14/15
Kelly Hughbanks - Librarian V - EOS / CLCR - 41.8 hours	07/20/15
Rose Laack - Library Technician II - Technical Services / CCDM - 29.3 hours	07/21/15
Maly Vang - Library Technician II - Technical Services / CCDM - 38.0 hours	07/27/15
Michael Gorgas - Building Maintenance Supervisor II - Facilities & Fleet - 9 days	07/28/15
Alice Richards - Librarian I - Washington Park - 24.0 hours	07/29/15
Kelly Hughbanks - Librarian V - EOS / CLCR - 38.2 hours	08/03/15
Maly Vang - Library Technician II - Technical Services / CCDM - 76.2 hours	08/03/15
Kelly Hughbanks - Librarian V - EOS / CLCR - 49.7 hours	08/17/15
Maly Vang - Library Technician II - Technical Services / CCDM - 80.0 hours	08/17/15

EXTENSION OF LEAVE OF ABSENCE

John Wilson - Custodial Worker II - CL - Facilities & Fleet - TBD	07/30/15
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RETURN FROM LEAVE OF ABSENCE

Jessica Snell - LPT - Library Circulation Assistant I - Capitol	07/13/15
Aariyon Truss - Library Circulation Aide - Circulation	08/10/15

TERMINATION DURING PROBATION

Shabranda Bronson - Library Circulation Aide - Capitol	07/22/15
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RESIGNATION

Lionel McAllister - Custodial Worker II - CL - Facilities & Fleet	07/15/15
Paul Wellington - Library Circulation Assistant I (1/2) - Center Street	07/23/15
Belinda Morris - Library Circulation Assistant I - Circulation	07/31/15
Natalie Hayes - Library Circulation Assistant I - Circulation	08/07/15
Antonio Garcia - Lib Circ Aide underfilling LPT - Lib Circulation Assistant I - Forest Home	08/09/15
Alexa Glenn - Library Circulation Assistant I (1/2) - ILS	08/15/15
Rebecca Jaime - Library Circulation Assistant I - Zablocki	08/15/15
Todd Osterman - Library Reference Assistant - Atkinson	08/16/15
Eric Calhoun Harris Jr. - Library Circulation Aide - Circulation	08/20/15
Ryan Blalock - Library Circulation Aide - Circulation	08/27/15
Ashante Yates - LPT - Library Circulation Assistant I - Mill Road	08/27/15

RETIREMENT

Michael Gorgas - Building Maintenance Supervisor II - Facilities & Fleet MPL Service Credit: 5 years 11 months 29 days	08/06/15
John Salfer - Custodial Worker II - CL - East MPL Service Credit: 30 years 1 month 28 days	08/15/15

MILWAUKEE PUBLIC LIBRARY
 FINANCIAL REPORT
 August 31, 2015

2015

2014

REVENUES

	Budget	Received to date	% Received
Additional City Appropriation	\$21,014,629	\$13,958,540	66.4%
Fines	\$350,000	\$182,643	52.2%
Lost Materials, etc.	\$124,800	\$97,484	78.1%
MCFLS Contracts	\$713,000	\$359,102	50.4%
Total City Appropriation	\$22,202,429	\$14,597,769	65.7%

	Budget	Received to date	% Received
	\$20,792,441	\$13,618,551	65.5%
	\$350,000	\$206,969	59.1%
	\$129,800	\$74,425	57.3%
	\$713,000	\$363,815	51.0%
Total	\$21,985,241	\$14,263,760	64.9%

EXPENSES

City

	Budget	Spent to date	% Spent
Salaries	\$11,938,460	\$8,248,589	69.1%
Fringe Benefits	\$5,372,306	\$3,397,855	63.2%

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

Operating Expenses

<i>General Office Expense</i>	\$158,000	\$57,268	36.2%
<i>Tools & Machinery Parts</i>	\$31,000	\$20,479	66.1%
<i>Construction Supplies</i>	\$37,400	\$33,272	89.0%
<i>Energy</i>	\$759,551	\$411,241	54.1%
<i>Other Operating Supplies</i>	\$245,224	\$120,457	49.1%
<i>Vehicle Rental</i>	\$8,300	\$6,383	76.9%
<i>Non-Vehicle Equipment Rental</i>	\$32,700	\$12,978	39.7%
<i>Professional Services</i>	\$74,000	\$68,740	92.9%
<i>Information Technology Services</i>	\$319,748	\$258,301	80.8%
<i>Property Services</i>	\$958,285	\$600,842	62.7%
<i>Infrastructure Services</i>	\$26,000	\$33,086	127.3%
<i>Vehicle Repair Services</i>	\$500	\$0	0.0%
<i>Other Operating Services</i>	\$117,600	\$78,395	66.7%
<i>Reimburse Other Departments</i>	\$76,900	\$12,279	16.0%
Total	\$2,845,208	\$1,713,721	60.2%

	\$171,158	\$60,842	35.5%
	\$26,100	\$19,377	74.2%
	\$40,900	\$15,648	38.3%
	\$743,658	\$434,931	58.5%
	\$262,246	\$143,917	54.9%
	\$8,300	\$4,900	59.0%
	\$31,800	\$16,327	51.3%
	\$59,000	\$69,650	118.1%
	\$295,000	\$197,710	67.0%
	\$871,862	\$471,035	54.0%
	\$26,000	\$21,570	83.0%
	\$500	\$2,686	537.2%
	\$137,212	\$88,302	64.4%
	\$76,900	\$2,628	3.4%
Total	\$2,750,636	\$1,549,523	56.3%

Equipment

<i>Library Materials</i>	\$1,553,652	\$994,942	64.0%
<i>Computers, etc.</i>	\$427,898	\$203,227	47.5%
<i>Other</i>	\$64,905	\$39,435	60.8%
Total	\$2,046,455	\$1,237,604	60.5%
Total City Expenses	\$22,202,429	\$14,597,769	65.7%

	\$1,566,653	\$965,651	61.6%
	\$256,110	\$19,120	7.5%
	\$59,397	\$21,443	36.1%
Total	\$1,882,160	\$1,006,214	53.5%
Total	\$21,985,241	\$14,263,760	64.9%

MILWAUKEE PUBLIC LIBRARY
FINANCIAL REPORT
August 31, 2015

2015

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	\$60,736	60.7%
<i>WTBBL</i>	\$968,700	\$175,207	18.1%
<i>ILS</i>	\$96,849	\$12,631	13.0%
Total	\$1,165,549	\$248,574	21.3%

Trust Fund

<i>Materials</i>	\$59,468	\$51,244	86.2%
<i>Programming</i>	\$74,250	\$11,419	15.4%
<i>Training</i>	\$7,200	\$6,788	94.3%
<i>Marketing</i>	\$12,000	\$7,565	63.0%
<i>Contingency</i>	\$1,500	\$1,029	68.6%
Total	\$154,418	\$78,045	50.5%

Foundation Funds

	Balance	Spent to date	% Spent
<i>Materials</i>	\$338,662	\$188,227	55.6%
<i>Other Activities</i>	\$50,500	\$29,580	58.6%
<i>Programming</i>	\$605,260	\$374,162	61.8%
Total	\$994,422	\$591,969	59.5%

Investments

U.S. Bancorp Commercial Paper #266082837 (rated A1/P1) dated 08/05/15 and maturing 09/04/15 at a rate of 0.11%.....\$438,000.

2014

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

	\$100,000	\$54,310	54.3%
	\$968,700	\$181,918	18.8%
	\$84,690	\$12,934	15.3%
Total	\$1,153,390	\$249,162	21.6%

	\$53,846	\$42,242	78.4%
	\$23,500	\$12,867	54.8%
	\$7,500	\$5,508	73.4%
	\$11,000	\$6,236	56.7%
	\$1,000	\$645	64.5%
Total	\$96,846	\$67,498	69.7%

	Balance	Spent to date	% Spent
	\$409,975	\$146,794	35.8%
	\$0	\$0	0.0%
	\$401,332	\$252,268	62.9%
Total	\$811,307	\$399,062	49.2%

MILWAUKEE PUBLIC LIBRARY
 FINANCIAL REPORT
 July 31, 2015

2015

2014

REVENUES

	Budget	Received to date	% Received
Additional City Appropriation	\$21,014,629	\$11,456,779	54.5%
Fines	\$350,000	\$173,574	49.6%
Lost Materials, etc.	\$124,800	\$90,465	72.5%
MCFLS Contracts	\$713,000	\$359,102	50.4%
Total City Appropriation	\$22,202,429	\$12,079,920	54.4%

	Budget	Received to date	% Received
	\$20,792,441	\$11,718,417	56.4%
	\$350,000	\$173,277	49.5%
	\$129,800	\$63,628	49.0%
	\$713,000	\$187,985	26.4%
Total	\$21,985,241	\$12,143,307	55.2%

EXPENSES

City

	Budget	Spent to date	% Spent
Salaries	\$11,938,460	\$6,897,660	57.8%
Fringe Benefits	\$5,372,306	\$2,829,334	52.7%

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

Operating Expenses

<i>General Office Expense</i>	\$158,000	\$46,447	29.4%
<i>Tools & Machinery Parts</i>	\$31,000	\$18,678	60.3%
<i>Construction Supplies</i>	\$37,400	\$23,974	64.1%
<i>Energy</i>	\$759,551	\$355,095	46.8%
<i>Other Operating Supplies</i>	\$245,224	\$106,428	43.4%
<i>Vehicle Rental</i>	\$8,300	\$5,542	66.8%
<i>Non-Vehicle Equipment Rental</i>	\$32,700	\$12,317	37.7%
<i>Professional Services</i>	\$74,000	\$67,635	91.4%
<i>Information Technology Services</i>	\$319,748	\$234,228	73.3%
<i>Property Services</i>	\$958,285	\$490,690	51.2%
<i>Infrastructure Services</i>	\$26,000	\$33,086	127.3%
<i>Vehicle Repair Services</i>	\$500	\$0	0.0%
<i>Other Operating Services</i>	\$117,600	\$71,829	61.1%
<i>Reimburse Other Departments</i>	\$76,900	\$2,482	3.2%
Total	\$2,845,208	\$1,468,431	51.6%

	\$171,158	\$50,787	29.7%
	\$26,100	\$16,729	64.1%
	\$40,900	\$13,782	33.7%
	\$743,658	\$379,233	51.0%
	\$262,246	\$133,596	50.9%
	\$8,300	\$4,171	50.3%
	\$31,800	\$15,790	49.7%
	\$59,000	\$69,155	117.2%
	\$295,000	\$186,135	63.1%
	\$871,862	\$428,916	49.2%
	\$26,000	\$21,570	83.0%
	\$500	\$2,686	537.2%
	\$137,212	\$85,389	62.2%
	\$76,900	\$2,117	2.8%
Total	\$2,750,636	\$1,410,056	51.3%

Equipment

<i>Library Materials</i>	\$1,553,652	\$762,034	49.0%
<i>Computers, etc.</i>	\$427,898	\$91,765	21.4%
<i>Other</i>	\$64,905	\$30,696	47.3%
Total	\$2,046,455	\$884,495	43.2%
Total City Expenses	\$22,202,429	\$12,079,920	54.4%

	\$1,566,653	\$927,452	59.2%
	\$256,110	\$17,555	6.9%
	\$59,397	\$20,360	34.3%
Total	\$1,882,160	\$965,367	51.3%
Total	\$21,985,241	\$12,143,307	55.2%

MILWAUKEE PUBLIC LIBRARY
 FINANCIAL REPORT
 July 31, 2015

2015

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	\$57,288	57.3%
<i>WTBBL</i>	\$968,700	\$95,788	9.9%
<i>ILS</i>	\$96,849	\$5,498	5.7%
Total	\$1,165,549	\$158,574	13.6%

Trust Fund

<i>Materials</i>	\$59,468	\$51,244	86.2%
<i>Programming</i>	\$74,250	\$11,284	15.2%
<i>Training</i>	\$7,200	\$6,788	94.3%
<i>Marketing</i>	\$12,000	\$7,565	63.0%
<i>Contingency</i>	\$1,500	\$778	51.9%
Total	\$154,418	\$77,659	50.3%

Foundation Funds

	Balance	Spent to date	% Spent
<i>Materials</i>	\$291,162	\$165,181	56.7%
<i>Other Activities</i>	\$50,500	\$26,140	51.8%
<i>Programming</i>	\$605,260	\$271,938	44.9%
Total	\$946,922	\$463,259	48.9%

Investments

U.S. Bancorp Commercial Paper #266082579 (rated A1/P1) dated 07/06/15 and maturing 08/05/15 at a rate of 0.09%.....\$440,000.

2014

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

	\$100,000	\$54,310	54.3%
	\$968,700	\$36,448	3.8%
	\$84,690	\$4,072	4.8%
Total	\$1,153,390	\$94,830	8.2%

	\$53,846	\$42,242	78.4%
	\$23,500	\$10,900	46.4%
	\$7,500	\$5,508	73.4%
	\$11,000	\$6,236	56.7%
	\$1,000	\$570	57.0%
Total	\$96,846	\$65,456	67.6%

	Balance	Spent to date	% Spent
	\$523,225	\$82,966	15.9%
	\$0	\$0	0.0%
	\$288,082	\$199,044	69.1%
Total	\$811,307	\$282,010	34.8%

Director's Report **August / September 2015**

The library team continued to push ahead with ongoing initiatives and new opportunities for reaching out to the community. As described below, National Night Out activities took place around the city and the library was well represented at many of them, issuing library cards and providing information about programs and services. Summer Reading continued with librarians and outreach staff working to enroll more youth. They not only reached, but surpassed the goal of enrolling 25,000 children and teens in the program. The Mayor hosted a recognition event in his office for 13 Super Readers, representing each of the City's libraries.

Work on the 2016 budget continued with final decisions being made for the Mayor's proposed budget for the library. I attended the first meeting of the State Library Systems Revision Steering Committee, worked with the library's and city's team on the annual Charitable Giving Campaign, and continued my visits to branch libraries to work alongside the teams. The Department of Public Instruction facilitated a meeting between the library and Milwaukee Public Schools and announced that it would support the ConnectED Library Challenge by providing student data to MPL for the purpose of issuing library cards to all students. Visitors to the library included Trustees from the Wauwatosa Public Library, interested in seeing the Betty Brinn Children's Room and several members of the donor community. Work continued on the awareness campaign, the renovation of Tippecanoe, the Mitchell Street project, and the final piece of Ray Chi's public art was installed. Finally, I met with Danae Davis, the new Executive Director of Milwaukee Succeeds, to discuss the work of MPL and our involvement in the Greater Milwaukee Foundation's initiative.

Exhibits

Maurice Sendak: 50 Years, 50 Works, 50 Reasons. This summer Milwaukee Public Library hosted the extraordinary exhibit, Maurice Sendak: 50 Years, 50 Works, 50 Reasons. The exhibit contained 50 original works by the late children's author and illustrator, Maurice Sendak. With a splash of color, whimsical monster feet, and the iconic works, Central Library was transformed into a scene right out of *Where the Wild Things Are* during the exhibit's duration. A full slate of children's and adult programs, including a Family Kick-Off (423 attending), Wild Rumpus Sleepover (45 attending), Reader's Theater, Story times, and a Film Screening, were offered to great acclaim. The exhibit had visitors from throughout the city and state, many of whom shared their experiences and photographs on social media sites and expressed their delight at seeing these works otherwise unavailable to the general public. The exhibit was made possible by the Milwaukee Public Library Foundation and presenting sponsor, Pick N' Save.

Programs

Adult Summer Reading: Book Bingo Program 2015. This summer, Milwaukee Public Library launched a new summer reading program for adults called Book Bingo. The Book Bingo program supports adult Milwaukeeans in their recreational reading habits, encourages visits to the local library, and challenges participants to expand their reading interests. Participants were given a bingo card with various categories (e.g. a book written the year you were born, a classic, audiobooks) and asked to make bingo in order to enter into a drawing for prizes. Prizes

included Wisconsin State Fair Tickets, gift cards to Pick N' Save stores and Marcus Theaters. All thirteen of the library locations offered the program and materials were also available in Spanish. Between June 8 through August 31 there were 455 entries in the program. The program was generously supported by the Friends of Milwaukee Public Library.

Dance Troupe from Chihuahua, Mexico Tours Central Library. The Ballet Folklorico Mahuatzi-Danza, a dance troupe from the state of Chihuahua, Mexico, visited Central Library as part of their "Welcome to Milwaukee!" experience. The dance group is comprised of 30 teens who study traditional Mexican dances and perform throughout Mexico. The group visited Milwaukee for one week, three days of which was spent performing at Mexican Fiesta. During the remaining days, the teens visit Milwaukee attractions and organizations to learn more about the city and state. Their tour of Central Library included visiting the Maurice Sendak exhibit, the Green Roof and the Subject Services Departments.

MPM at MPL. On August 1, 46 patrons attended a program and tour of the Central Library, "When the Milwaukee Public Museum Was at the Central Library." The event included a brief history of the building focusing on the days in 1898 through the 1960s when the Milwaukee Public Museum shared space with the Library. The tour covered spaces the museum occupied, including Centennial Hall then called the Museum Lecture Hall, the Rotunda Dome/Roof and the 4th floor which housed the museum offices. The event garnered rave reviews from attendees, including one who suggested the program and tour be regularly repeated a few times each year.

Outreach

Newaukee Night Market. At the August 19 Newaukee Night Market the library wrapped up its three-part series in partnership with local storytelling organization, Ex Fabula. Library and Ex Fabula staff collected "Ultrashorts," short personal stories written on slips of paper. These slips are then crafted into an art project to be displayed at Central Library. On August 19, the Ultrashort theme was Reading. The public was asked to share their reading stories: their favorite characters, places they read, people they read to or with, and how reading makes them feel. Librarians spoke to approximately 75 Night Market attendees. In addition to collecting Ultrashorts, information on the library's programs and services was shared and visits to the Maurice Sendak exhibit were encouraged.

Mexican Fiesta. On Saturday, August 22, Milwaukee Public Library joined in the Mexican Fiesta celebration at the Henry Maier Festival Park. Mexican Fiesta is the Midwest's largest Hispanic festival, bringing thousands of visitors to Milwaukee. Education and Outreach Services staff Kristina Gomez and Alejandra Salas, with Jackie Rojas from Forest Home, staffed an information table in the Fiesta's Culture Pavilion alongside the Milwaukee Genealogy Society and Wisconsin Latino Veterans Memorial Foundation. Information on library resources and programs was shared and library cards were issued.

Summer of Outreach. In addition to the events listed above, the library team prioritized other community activities including the following:

2015 Public Services Summer of Outreach!

7-28-15

Summer Youth Intern and City Earn & Learn Program at MAWIB and Manpower, 15 events in June
Library Card Presentations coordinated by Victoria Sanchez and Katharina Himsel, staffed by Victoria Sanchez, Katharina Himsel, Deidre Steward, Alice Richards, Anna Walls, Jennifer Hron, Joan Johnson, Roxanne Staveness, Tiffany Goggins

Westown Farmer's Market at Zeidler Union Square, 5 Wednesdays July thru Sept, 11:00 am - 1:30 pm
Coordination by Rachel Arndt and Eric Johnson, staffed by Eric Johnson, Jennifer Heidel, Tom Olson, Dan Kentowski, Laura Pope and Kathleen VandenBoom-Hurley

NEWaukee Night Market on W. Wisconsin Ave, 4 Wednesdays June thru Sept, 6:30 – 7:30 pm
Story time coordination by Mary Madigan, staffed by Mary Madigan, and consultants Maggie Rauh and Michelle Rocha and Lisa Balster.
BYOD coordination by Kristina Gomez, staffed by Kristina Gomez, Beth Wisniewski, Jennifer Heidel

Westown Wednesdays at The Spot 4MKE, 3 Wednesdays July thru August, 3:00 pm – 6:00 pm
Exfabula story booth coordination and staffed by Kristina Gomez w Exfabula partners

Health Department Back-to-School Event – August 7 and 14
Coordination by Education and Outreach and Deidre Stewart and staffed by volunteers

Silver Spring Neighborhood Center Back 2 School Bash, August 27, 5:00 – 7:00 pm
Coordination by Kevin Atkinson, staffed by Alejandra Salas and Kevin Atkinson

MAWIB Resource Fair, August 26
Coordination by Kevin Atkinson, staff TBD

My Brother's Keeper Summit at Kosciuszko Park, July 22, 10:00 a.m. – 2:00 PM
Coordinated by Mary Milinkovich and staffed by Alejandra Salas and Eric Johnson.

Betty Brinn Children's Museum Neighborhood Nights, 3rd Thursdays June-August, 5-8 p.m.
Coordination by Mary Madigan. Super Reader Sign ups (182) and storytimes provided by Mary Madigan, Maggie Rauh, and Barb Weinstein.
Includes the Back to School Resource Fair where over 800 participants receive free school supplies and the opportunity to renew or obtain a library card and hear about our resources for families. This August event is usually staffed by Kevin Atkinson, Kou Vang, and a librarian (to be named for 2015).
(Betty Brinn has been a satellite Super Reader sign up and distribution point for MPL for 5 years.)

Marcus Center KidzDays at the Peck Pavillion, 3 events June-August 10-11 a.m. One-hour long story times provided by Michelle Rocha, Maggie Rauh, and Katie Kison. MPL is in the company of other familiar high-quality children's programming from First Stage Children's Theater, David Stokes, Trinity Irish Dancers, and several other children's ethnic dance groups.

National Night Out

National Night Out Participation on August 4th:

Kosciuszko Park and Pelican Cove event – Jessica Pollitt

Harley Plant on 35th Street event – Tony Frausto and Hermoine Bell-Henderson
Lincoln Park-Blatz Pavilion – Rachel Collins and Kou Vang

National Night Out Participation on August 6th:

Hillside Recourse Center – Debbie Olguin

Kops Park, near 86th & Lisbon Ave – Coordinated by Amelia Osterud, staff TBD

National Night Out Participation on August 14th:

Garden District – Chris Gawronski and Kevin Atkinson

National Night Out Participation on August 5th:

MPD District 4 – St. Peter Immanuel Lutheran Church – Brandie Rayford & Kou Vang

Bronzeville Week – Cultural & Arts Festival:

August 1, 12-6 – activities in the kids tent and resource table – Joy Mahaley and Debbie Olguin

August 4, 12-4 – First Stage will hold 3 1-hour workshops at King

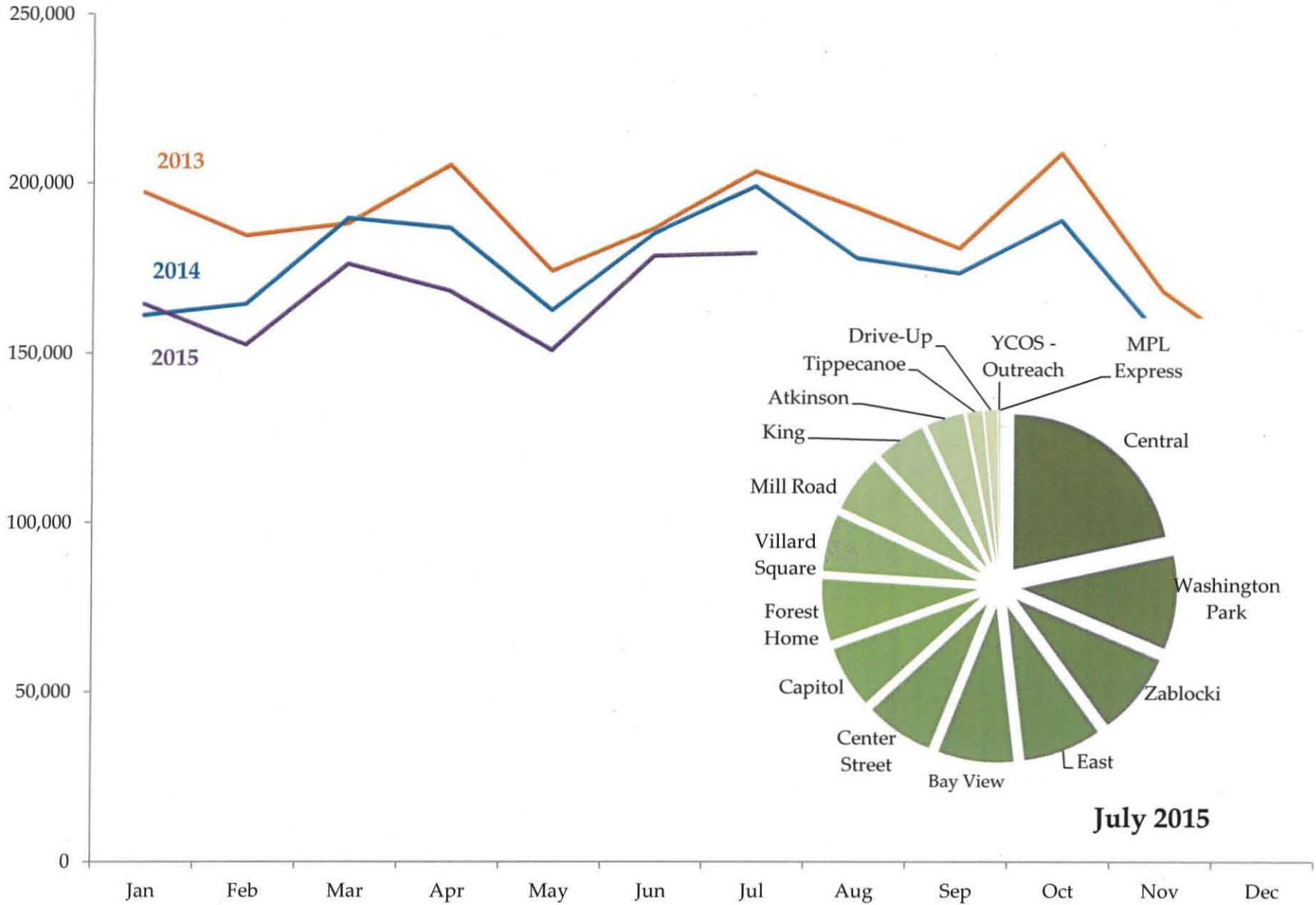
Heartlove Back to School Fair – August 22 –Volunteers

Goodrich Elementary Open House - August 31 – Kou Vang and Kevin Atkinson

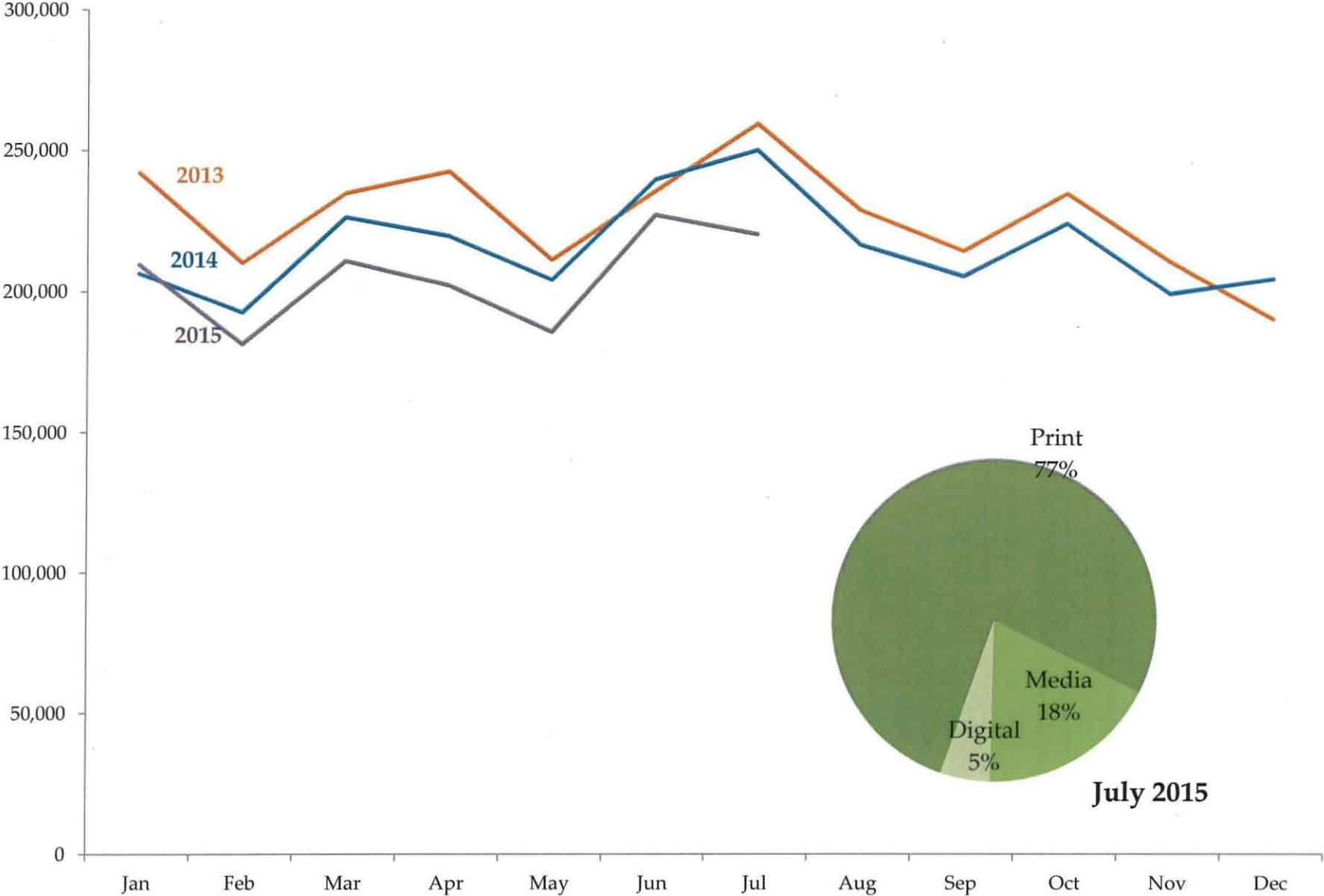
Mayor Barrett's 100 Miles in 100 Days – Westown Walk:

July 22nd 5:30 – 7 – Organized by Anna Walls and Brooke Vandenberg with partners from the Mayor's Office, the Westown Association, and Marquette University. Attended by Pam Hall, Paula Kiely, Joan Johnson, Brooke VandeBerg, Anna Walls. . .

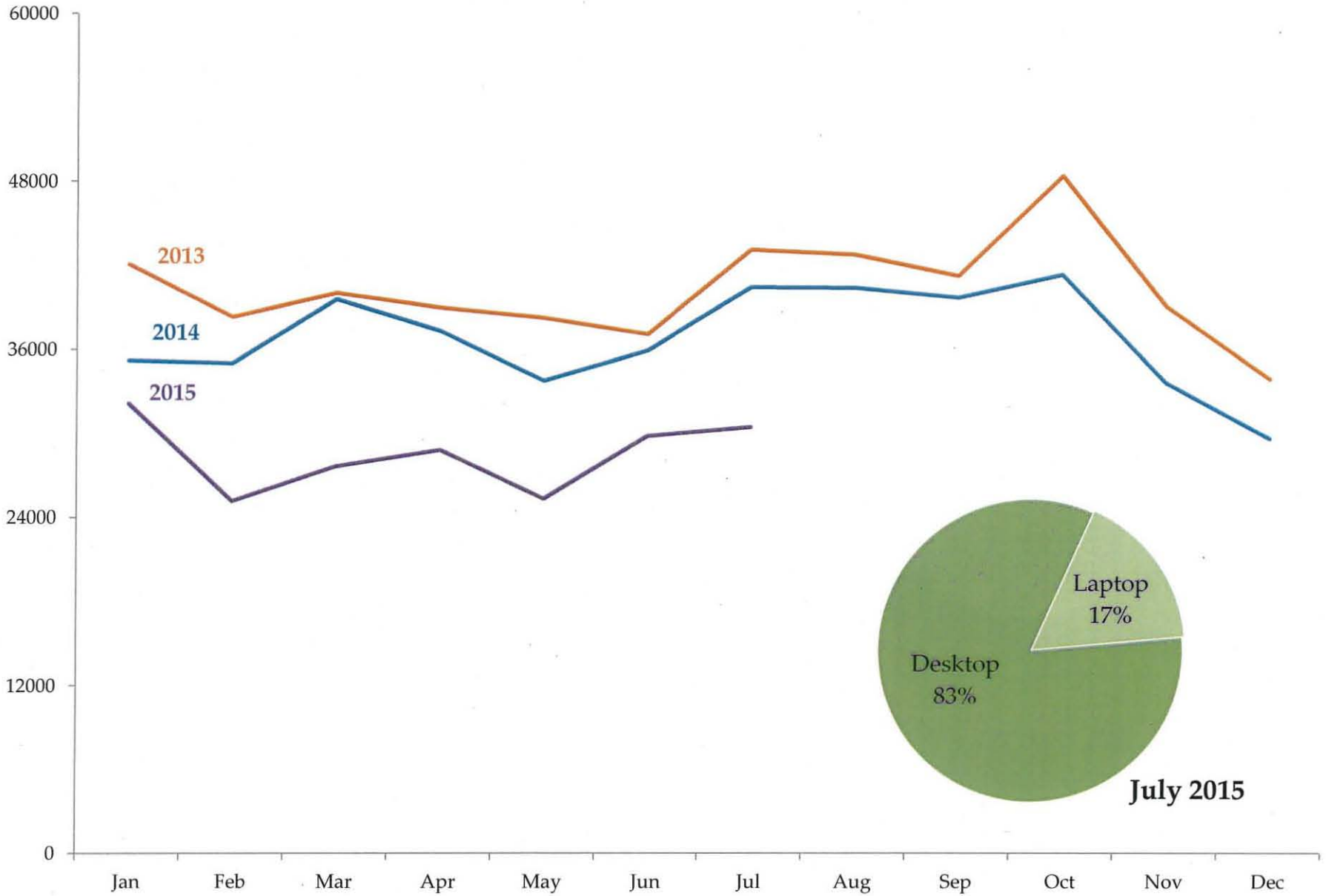
Milwaukee Public Library Visits



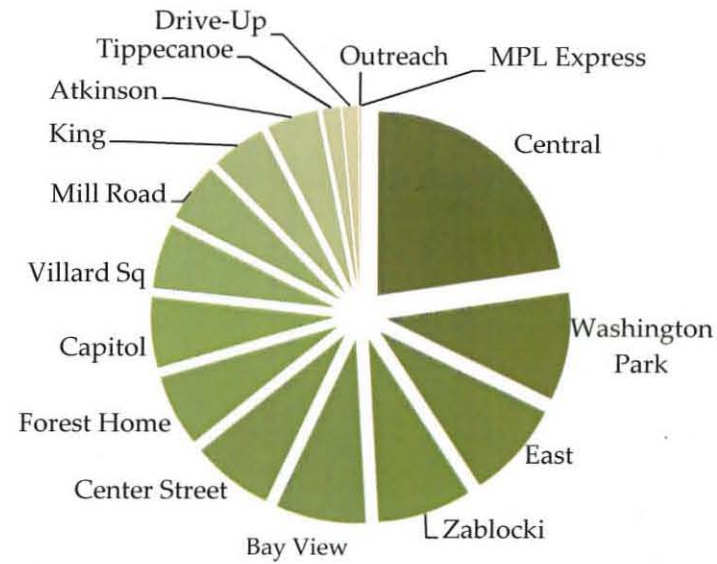
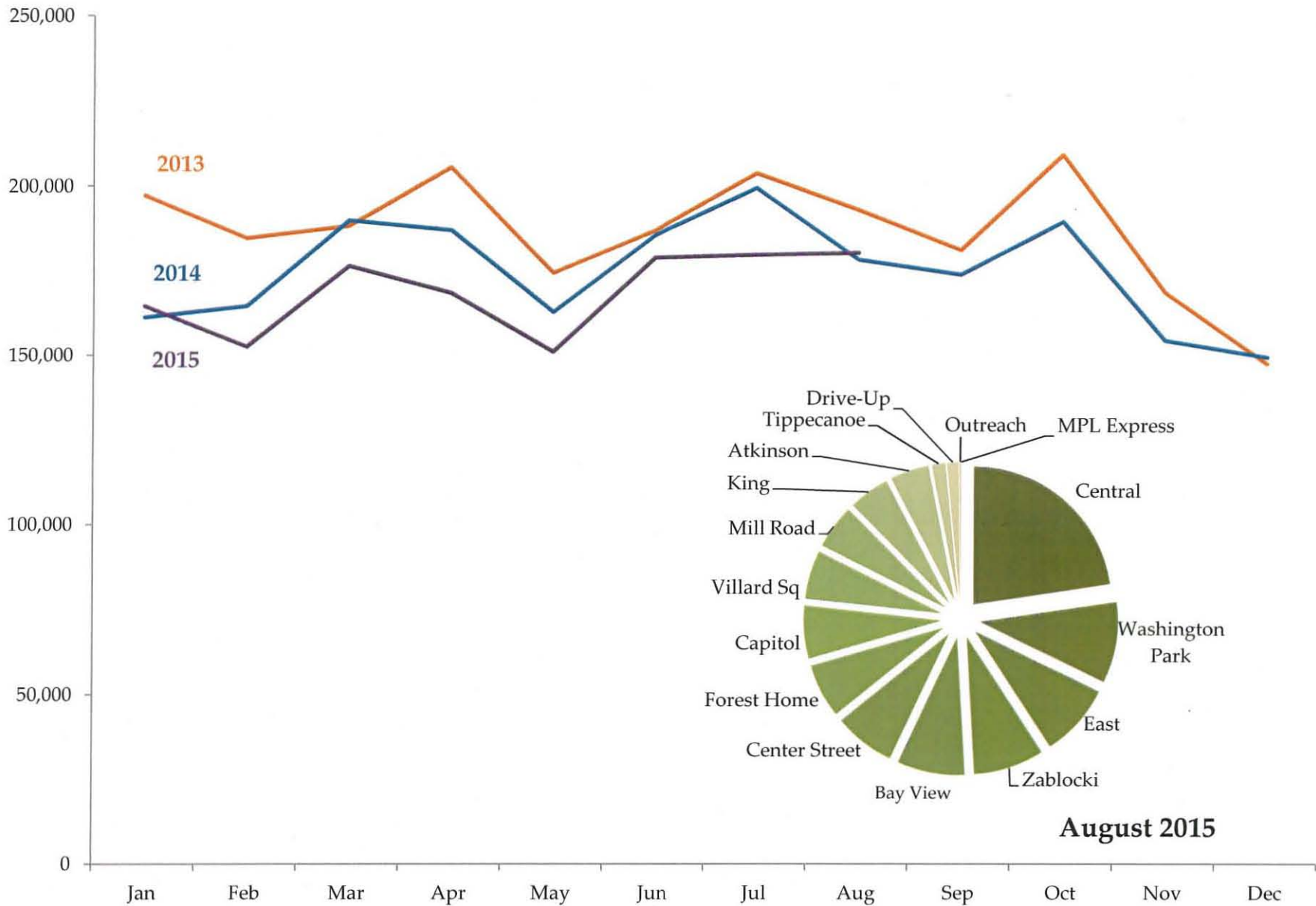
Milwaukee Public Library Circulation



Milwaukee Public Library Hours of Computer Usage

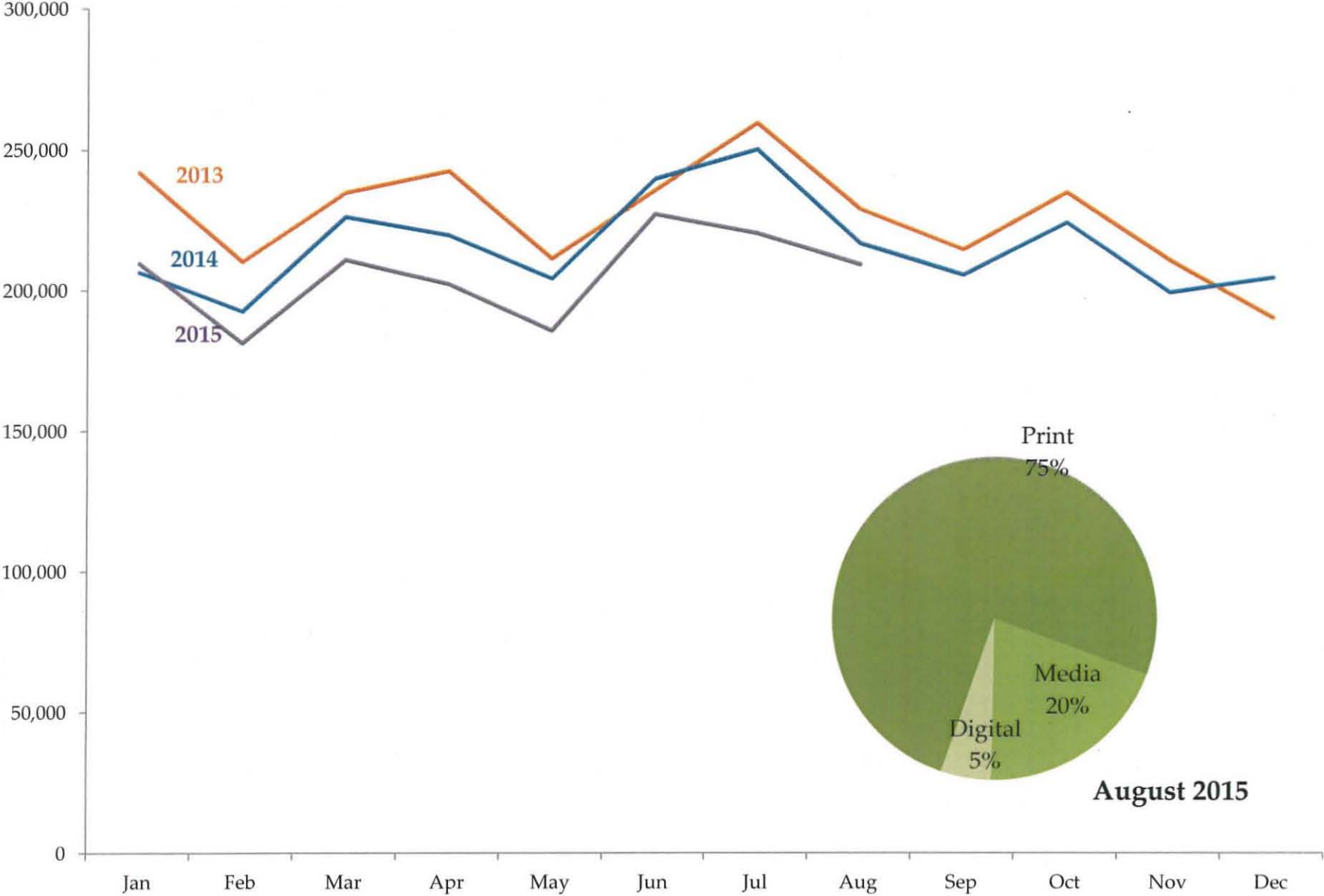


Milwaukee Public Library Visits

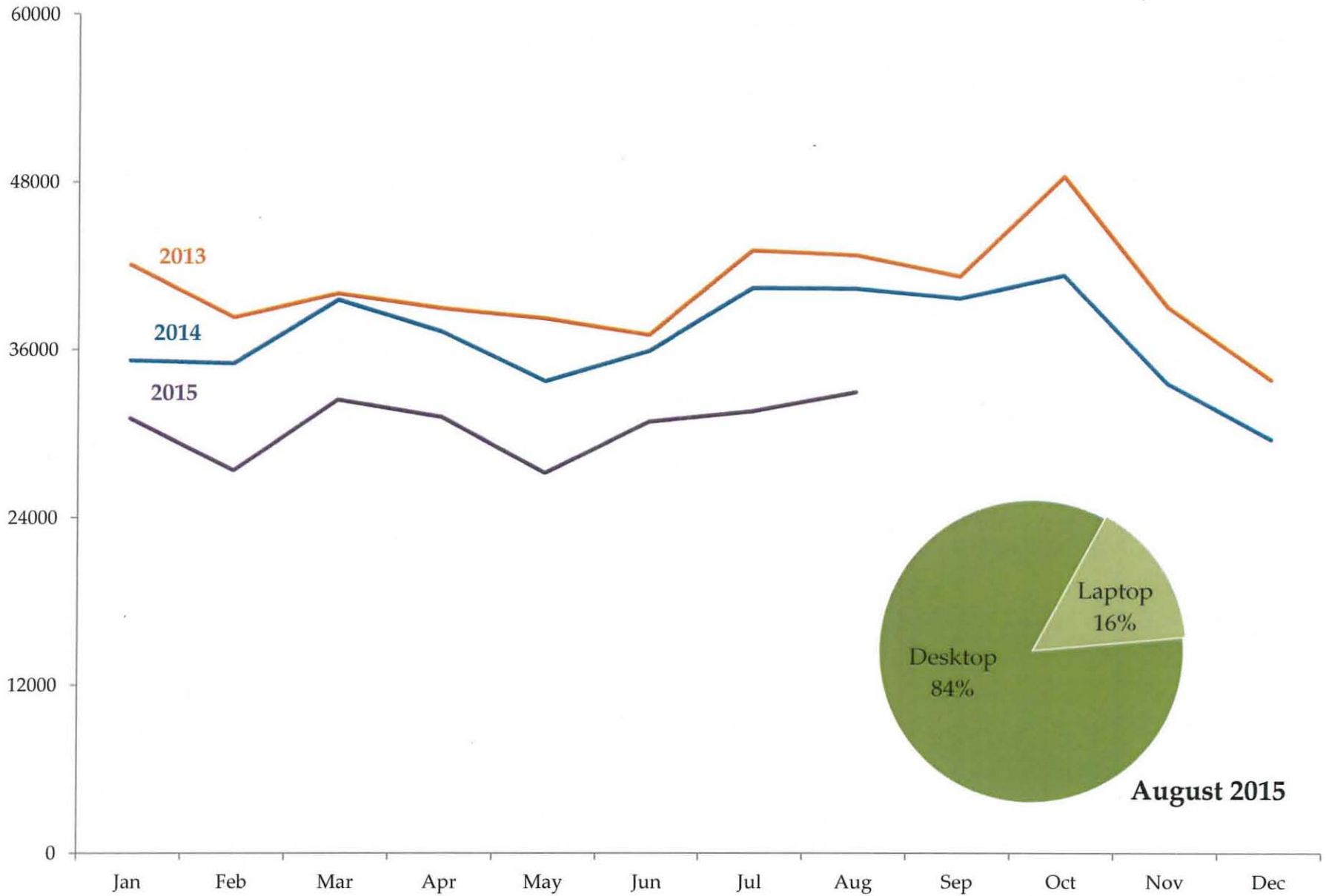


August 2015

Milwaukee Public Library Circulation



Milwaukee Public Library Hours of Computer Usage



**Milwaukee Public Library
Computer, Internet, and Electronic Statistics
July, 2015**

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
	293,561	83,371	252.1%	1,760,592	613,663	186.9%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date ¹	% Increase or Decrease
	3,989	2,847	40.1%	30,258	23,748	27.4%

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	7,398	6,208	19.2%	48,034	42,916	11.9%
Audiobooks	3,804	2,763	37.7%	23,058	17,425	32.3%

Downloads of Digital Music through Freegal²						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	2,831	2,038	39%	21,216	13,373	59%

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
	38,378	43,561	-11.9%	285,993	294,247	-2.8%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	11,934	13,507	-11.7%	85,292	89,839	-5.1%
Atkinson	690	826	-16.5%	4,785	5,434	-11.9%
Bay View	2,486	2,828	-12.1%	17,666	20,113	-12.2%
Capitol	2,287	2,578	-11.3%	17,095	17,372	-1.6%
Center Street	1,015	959	5.8%	6,886	6,907	-0.3%
East	2,022	1,207	67.5%	13,262	8,193	61.9%
Forest Home	1,005	1,009	-0.4%	6,836	6,361	7.5%
Martin Luther King	856	754	13.5%	5,652	4,976	13.6%
Mill Road	1,196	1,049	14.0%	8,144	7,102	14.7%
Tippecanoe	631	1,746	-63.9%	4,405	10,402	-57.7%
Villard Square	864	852	1.4%	6,031	5,264	14.6%
Washington Park	811	1,131	-28.3%	7,155	7,329	-2.4%
Zablocki	2,047	2,475	-17.3%	15,947	15,409	3.5%
YCOS--Outreach	154	37	316.2%	727	1,104	-34.2%
TOTAL	27,998	30,958	-9.6%	199,883	205,805	-2.9%

¹No count for April & May 2014.

²Usage limit increased to 5 (from 3) per week in Oct. 2014.

**Milwaukee Public Library
Computer, Internet, and Electronic Statistics
August, 2015**

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
	411,574	78,661	423.2%	2,172,166	692,324	213.7%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date ¹	% Increase or Decrease
	4,173	2,776	50.3%	34,431	26,524	29.8%

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	7,134	6,352	12.3%	55,168	49,268	12.0%
Audiobooks	3,675	2,869	28.1%	26,733	20,294	31.7%

Downloads of Digital Music through Freegal²						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	2,723	2,026	34%	23,939	15,399	55%

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
	40,093	41,832	-4.2%	326,086	336,079	-3.0%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	12,170	12,184	-0.1%	97,462	102,023	-4.5%
Atkinson	670	655	2.3%	5,455	6,089	-10.4%
Bay View	2,608	2,492	4.7%	20,274	22,605	-10.3%
Capitol	2,127	2,164	-1.7%	19,222	19,536	-1.6%
Center Street	1,119	954	17.3%	8,005	7,861	1.8%
East	1,998	1,081	84.8%	15,260	9,274	64.6%
Forest Home	946	969	-2.4%	7,782	7,330	6.2%
Martin Luther King	762	651	17.1%	6,414	5,627	14.0%
Mill Road	1,174	980	19.8%	9,318	8,082	15.3%
Tippecanoe	843	1,583	-46.8%	5,248	11,985	-56.2%
Villard Square	828	817	1.4%	6,859	6,081	12.8%
Washington Park	1,005	1,168	-14.0%	8,160	8,497	-4.0%
Zablocki	2,230	1,505	48.2%	18,177	16,914	7.5%
YCOS--Outreach	73	27	170.4%	800	1,131	-29.3%
TOTAL	28,553	27,230	4.9%	228,436	233,035	-2.0%

¹No count for April & May 2014.

²Usage limit increased to 5 (from 3) per week in Oct. 2014.



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

August 24, 2015

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: Joan Johnson, Sam McGovern-Rowen, Duane Wepking

Fm: Paula A. Kiely, Library Director

Re: Library Building & Development Committee Meeting
September 3, 2015, Thursday, 8:00 a.m.-9:00 a.m.
Central Library Meeting Room 1

MEETING NOTICE AND AGENDA

1. **Contract Award for the Central Library Third Floor Administration Renovation Project.** The committee will be asked to approve a contract for the Central Library Third Floor Renovation project.
2. **Contract Award for the Central Library Masonry Annex North Façade Restoration.** The committee will be asked to approve a contract for the Central Library Masonry Annex North Façade Restoration project.
3. **Branch Building Initiative.** The committee will discuss progress on the Forest Home and Mill Road redevelopment projects and be updated on the Tippecanoe renovation project.

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

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

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

ATTACHMENT B-P. 1 of 5
MPL AGENDA-09/22/15

P. 27

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

**Thursday September 3, 2015
Central Library Meeting Room 1**

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

EXCUSED: Michele Bria, Sup. Theo Lipscomb,

OTHERS

PRESENT: Gorman & Company: Ted Matkom

MPL: Joan Johnson, Sam McGovern-Rowen, Taj Schoening, Crystal Sura,
Duane Wepking

In the absence of Chair Bria, Committee Vice-Chair Sain called the MPL Board of Trustees Building & Development Committee meeting to order at 8:10 a.m. on September 3, 2015 with a quorum present.

1. **Contract Award for the Central Library Third Floor Administration Renovation Project.**

Library Facilities Manager Duane Wepking referred to the memo dated August 31, 2015 regarding Bids for Central Library Administration Office Remodel. The committee had the opportunity to review the memo prior to the meeting. The library issued a formal public bid for administration office remodel for the third floor west wing of the Central Library. The bid opening was August 27, 2015. Three bids were received. Library administration recommends awarding the contract to Platt Construction, Inc. for the base bid total of \$428,555. After a brief discussion, Trustee Cook moved approval. Trustee Kovac seconded the motion. Motion passed. The memo is attached at the end of these minutes.

2. **Contract Award for the Central Library Masonry Annex North Façade Restoration.** The memo regarding Bids for Central Library Masonry Restoration of Annex, North Façade, dated August 31, 2015 was given to the committee for review prior to the meeting. Library Facilities Manager Duane Wepking explained that the library received two bids in response to a formal public bid for masonry restoration of the north façade of the annex of the Central Library. Library administration recommends awarding the contract to Holton Brothers for the base bid total of \$142,590. Trustee Kovac moved and Trustee Cook seconded a motion to award the masonry restoration contract to Holton Brothers as recommended by library administration. Motion passed. The memo is attached at the end of these minutes.
-

3. **Branch Building Initiative.** Library Construction Project Manager Sam McGovern-Rowen reported that the developer for the Mill Road Project, Maures Development Group, will apply for funding from the Wisconsin Housing and Economic Development Authority (WHEDA) in January of 2016.

3. **Branch Building Initiative.** (continued)

Reporting on the Mitchell Street Project, Mr. McGovern-Rowen said two open houses were planned in the Hills Building on 9th and Mitchell Streets. The open houses are intended to give the public an opportunity to see the space and provide input for the new library. The community responded positively at the first open house on September 2. The second one is scheduled for September 3. In addition to library staff, the project developer (Gorman and Company Inc.), and the library's design architect (HGA Architects and Engineers) were made available to answer questions.

Gorman representative, Mr. Ted Matkom, explained some changes to the funding strategy of the Mitchell Street Project. In the original proposal to replace the Forest Home Branch with a 16,000 square foot library on the first floor of the Hills Building with market-rate apartments above, historic preservation tax credits were noted as the funding source. By possibly adding twelve affordable housing units to the design, the project can be supported by federal new market tax credits. This new funding structure will benefit the library. The library's budget to build-out the shell is 4.5 million dollars. The developer expects to close on the purchase of the building in December. Library design work will begin soon, as staff proceeds with the development of the necessary purchase agreements. After discussion, the members of the committee agreed that they support the concept of the new funding model. The City Attorney's Office will be consulted on the project. It was noted that MPL would need to partner with the Redevelopment Authority of the City of Milwaukee (RACM) to lease the space, similar to the Villard Square mixed-use facility that houses the Villard Square Branch. Informational item.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 9:05 a.m. on September 3, 2015.



MEMORANDUM

Date: August 31, 2015

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

From: Duane Wepking, Facilities and Fleet Manager

Re: Bids for Central Library Administration Office Remodel

The Milwaukee Public Library issued a formal public bid for administration office remodel for the third floor west wing of the Central Library. The bid opening was August 27, 2015. Three bids were received. The bid received from Adair was not applicable as it covered only the carpet work.

	<u>Base Bid</u>
Platt Construction Inc.	\$428,555
JCP Construction	\$568,509
Adair Flooring	\$ 23,374

Library administration recommends awarding the contract to Platt Construction, Inc. for the base bid total of \$428,555.



MEMORANDUM

Date: August 31, 2015

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

From: Duane Wepking, Facilities and Fleet Manager

Re: Bids for Central Library Masonry Restoration of Annex, North Facade

The Milwaukee Public Library issued a formal public bid for masonry restoration of the north façade of the annex of the Central Library. The bid opening was August 28, 2015. Two bids were received.

	<u>Base Bid</u>
Abel Building Restoration	\$305,000
Holton Brothers	\$142,590

Library administration recommends awarding the contract to Holton Brothers for the base bid total of \$142,590. Unit cost prices for repair types are included in their bid and final field measurements will be used to extend to a total cost for the itemized repairs. The total for the itemized repairs is covered by an allowance in the bid. The net is credited back to the Library.

August 19, 2015

Paula A. Kiely, Library Director
Milwaukee Public Library
814 West Wisconsin Avenue
Milwaukee, Wisconsin 53233-2309

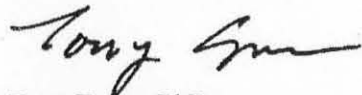
Dear Ms. Kiely:

Thank you for your willingness to participate in the process of reviewing and revising Wisconsin's Public Library Systems. I am pleased to appoint you to the new Public Library System Revision Steering Committee. This is an ad hoc committee, to oversee the process endorsed and recommended by the Council on Libraries and Network Development (COLAND). The appointment is for three years or until the project is complete.

The purpose of the Steering Committee is to select members for the various work groups, review the work of those groups with staff from the Division for Libraries and Technology (Division), provide update information to COLAND, to make recommendations for use of available project funds, and endorse recommendations to COLAND and to the Division for public library system duties and standards, policy changes, or, when necessary, legislative changes. Although no compensation may be paid to committee members, you will be eligible under state guidelines for reimbursement for travel and other expenses connected with your attendance at committee meetings.

John DeBacher, the director of the Public Library Development Team in the Division for Libraries and Technology, serves as the department's liaison to the Public Library System Revision Steering Committee. He will provide information on your responsibilities, host virtual meetings, and help coordinate in-person meetings. If you have questions, please contact John at 608/267-9225 or john.debacher@dpi.wi.gov.

Sincerely,



Tony Evers, PhD
State Superintendent

TE: jdeb

Strategic Vision for Library Systems in the 21st Century

A road map and timeline for a thorough, transparent and inclusive process to work toward the strategic visions approved by COLAND in January 2015 and also toward efficient and effective service delivery models to provide the best services possible for all libraries and patrons.

This would involve four groups working together to design and implement a process. The following identifies the roles and deliverables of these groups, along with a general road map.

Process & Roles

Steering Committee

- Composed of representatives from COLAND and the LEAN work group with additional members to include large and small libraries in addition to geographic representation.
- Provide Strategic Vision, oversight and general leadership for the process.
- Working with DPI, select a project manager to lead the service model development and implementation process.
- Provide feedback and guidance to the project manager in the development of the work groups and timelines.
- Provide oversight to ensure transparency and appropriate communication to the library community, decision makers and stakeholders.
- Work with DPI to assess, based on information gathered and progress of service work groups, budget and legislative requests for the 2017-2019 biennial budget.

Project Manager

- Report to Steering Committee and DPI.
- Coordinate communication, with guidance from the Steering Committee, among the work group participants and the library community as needed.
- In conjunction with the Steering Committee and DPI, create and manage development and implementation process of new service delivery models including managing and leading Service Work groups. This will include:
 - Develop process:
 - Determine composition of 10 work groups (the time line identifies the work groups) that will be composed of experts and stakeholders from inside the Wisconsin library community and outside of it.
 - Lead, coordinate and manage the process and work of each work group including attending and participating in work group meetings as necessary.
 - Develop new service delivery models:
 - Provide expertise, when appropriate, on development of new service delivery models.
 - Coordinate and manage all data gathering and analysis including surveying the library community as needed.
 - Develop pilots for new service delivery models as necessary:
 - With the work groups, determine the process and participants for any pilot.

- Coordinate requests for funding of pilots.
- Coordinate and manage data gathering for pilot and process for feedback to determine impact and effectiveness of potential new service models.
- Develop implementation plans with work groups for successful new service models:
 - Determine most effective manner to implement new service delivery models.
 - Determine any phase-in funding necessary to facilitate the implementation of any new service delivery models.
 - Determine ongoing funding models to sustain and continually seek to improve coordinated library services for libraries and patrons.

Service Work Groups

- Experts within and outside of the library community and major stakeholders for each service area work group.
- The work groups would be developed according to the process developed by the project manager, Steering Committee and DPI and would be charged to develop service delivery models and implementation plans with a focus on improving services to libraries and patrons while gaining efficiency.

DPI-DLT Staff

- Provide resources and expertise as needed to work groups and process.

Timeline of the work groups

Jul. 1 – Dec. 31 2015	Jan. 1 – Jun. 30 2016	Jul. 1 – Dec. 31 2016	Jan. 1 – Jun. 30 2017
Resource Libraries	Electronic Resources	CE	
Technology	Technology	Consulting	
ILS/Discovery	ILS/Discovery	ILS/Discovery	ILS/Discovery
Delivery	Delivery	Delivery	Delivery
ILL	ILL	ILL	ILL
Chapter 43	Chapter 43	Chapter 43	Chapter 43

General

The service work group process will begin after a project manager is selected and the members of the work groups are chosen.

Resource Libraries

Determining the possibilities for new service delivery models in the other areas requires an understanding of the current and potential roles of resource and other libraries, including the provision of direct services, expertise, and pilot projects. In order to gain that understanding early in the process, this workgroup would be the first to convene.

Technology

Models and ideas of how to collaborate and consolidate technology services already exist or are under discussion. This work group will be able to start immediately to continue the momentum of those efforts and to help provide a model of technology support structure to help inform work of the ILS work group.

Resource Sharing

ILS/Discovery, Delivery and ILL are interdependent services. Because these services work hand in hand, it is necessary to run these work groups in conjunction with each other. While they will be separate work groups, each work group will require expertise and input from the other work groups to do their work.

Electronic Resources

Like technology, models of how to coordinate and manage electronic resources already exist. Because electronic resources are a part of the big picture of resource sharing, having this work group start in Year One to develop opportunities for expanding existing models of cooperative electronic resource purchasing and management will inform the work of the other Resource Sharing work groups.

CE & Consulting

The work done by the Resource Libraries, Technology and Resource Sharing work groups and the service models developed by those groups will help to identify the regional layers and service hubs necessary to support the delivery of services. Any statewide and/or regional approach to delivering CE and Consulting services will be informed by having an understanding of what the other service delivery models may look like from a statewide and regional level.

Chapter 43

The work of each service area work group may result in the need for changes to Chapter 43 in order to facilitate the recommended changes in service delivery. Also, as these work groups progress, they will identify ways in which statutory language, including governance and funding, needs to change to allow for continual improvement in the effectiveness for how services are delivered. Thus, this work group will be ongoing as it gathers input from the other work groups to guide its efforts.

System administration

Addressing the number of systems in Wisconsin to reduce unnecessary duplication of administrative services across the state and maximize the use of resources available to systems and libraries will be done after new service delivery models are developed, tested and implemented. An overlay of the new service delivery models will reveal the necessary logistical, administrative and governance support structure needed to most effectively and efficiently support new service models. A work group would be formed following the work of the service work groups to determine what will be the most effective coordinated library services structure to support the different service delivery models on either a statewide or regional level.

Road map project management funding

In total, for the 2015/16 and 2016/17 fiscal years, a funding request of \$500,000 is recommended to form a pool of funds available to support the following:

- Project manager time and expenses – estimated at \$400,000.
- Work group travel and meeting expenses – estimated at \$20,000
- Outside expertise and consultants: as needed and determined by the work groups and Steering Committee – estimated at \$40,000
- Data gathering, surveying and analysis – estimated at \$40,000

Pilot Projects

It is difficult to predict what pilot projects will be needed to test new service delivery models. It is recommended that the work groups, Steering Committee, DPI Division for Libraries and Technology staff, and the LSTA committee work together to create categories to have LSTA funding available for any service model pilot projects in support of advancing the strategic vision.

Conclusion

This roadmap provides direction for the first two years of a process intended to lead change at the local and regional level to maximize organizational resources and state funding to deliver the highest quality library services to Wisconsin residents for the tax dollars provided. The remaining path of the project will be informed by data and information gathered during the first two years of the process. With participation and input from the library community this process will lead to more effective and efficient services for the citizens of Wisconsin.

MCFLS Membership Agreements and Budgetary Changes, 2016-2019

The four MCFLS agreements:

1. Membership Agreement. This is required by statute, Chapter 43.15(4)(c)4. All members need to sign this. This describes in broad terms system and member library responsibilities.
2. Resource Library Agreement. This is required by statute, Chapter 43.16(1)(a). System negotiates with member library with the largest annual operating budget. This is an agreement between MPL and MCFLS.
3. Bibliographic Database Development and Maintenance Agreement (Cataloging contract). This long-standing agreement centralizes all cataloging, providing full catalog records for all member libraries. MCFLS contracts with MPL to provide this service.
4. ILS, Resource Sharing, and Technology Agreement. This new agreement describes how member libraries will work with each other and with the system to provide services for the public. Much of this agreement was formerly part of the Membership Agreement. This agreement is for all member libraries.

Changes to the MCFLS Budget

To pay for services recommended through the Strategic Planning Process, MCFLS proposes four budgetary changes:

1. Resource Library contract reduced from 7% to 6.5% of State Aid, beginning in 2016.
2. Reciprocal borrowing payments reduced:

Payment year	Percentage of State Aid for Reciprocal Borrowing
2016	41%
2017	40%
2018	39%
2019/2020	38%

3. III Maintenance costs increase for member libraries, starting in 2016.

Year	Member portion of maintenance	MCFLS portion of maintenance
2015	\$159,576	\$33,528
2016	\$176,104	\$17,000
2017-2019	\$193,104	\$0

4. Cataloging: MCFLS lowers percentage of State Aid spent for cataloging; members pay remaining costs.

Year	Percentage of State Aid for cataloging
2015/2016	11%
2017	10.5%
2018/2019	10%

The Formula Change:

Beginning in 2017, for items 3 and 4 above, each member library will pay 1% of the total cost, with the remaining 85% of costs split by percentage of residential circulation (III maintenance) or percentage of total titles (cataloging).

Example:

2017 III Maintenance total cost:	\$193,104
1% (\$1,931) of total times 15 member libraries	\$28,965
85% of total divided by resident circulation percentage	\$164,139

Library: Milwaukee

Estimated four-year costs/payments

Category	2015	2016	2017	2018	2019
Resource Library	\$187,390	\$174,005	\$174,005	\$174,005	\$174,005
III Maintenance	\$(80,196)	\$(88,503)	\$(84,420)	\$(84,420)	\$(84,420)
Cataloging costs	\$(24,127)	\$(30,181)	\$(29,846)	\$(32,836)	\$(32,836)
Total	\$83,067	\$55,321	\$59,739	\$56,749	\$56,749

2017-2019 costs and payments based on 2016 percentages with no change and flat state system funding.

**Membership Agreement between the Milwaukee County Federated Library System
and the**

{INSERT NAME} Public Library

In order to furnish the residents in the Milwaukee County Federated Library System (MCFLS) the best possible access to library materials and services, and in compliance with Chapter 43 of the Wisconsin State Statutes, the {INSERT NAME} Public Library and the Milwaukee County Federated Library System enter into the following agreement:

As required by 43.24 (2) Wisconsin Statutes, MCFLS shall provide the following services to member libraries and their patrons:

1. Interlibrary loan of materials among all participating public libraries.
2. Backup reference and interlibrary loan services from MCFLS and resource library, including the development of and access to specialized collections.
3. Agreements with member libraries to provide, to any resident of Milwaukee County, the same library services, on the same terms, that are provided to the residents of the municipality that established the member library, except for the group programming preference and remote database access authorized under s. 43.15 (4) (c) 4.
4. Referral or routing of reference and interlibrary loan requests from libraries within MCFLS to libraries within and outside the system.
5. In-service training for participating public library personnel and trustees within MCFLS.
6. Rapid and regular delivery and communication systems for participating public libraries.
7. Professional consultant services to participating public libraries and counties.
8. Promotion and facilitation of library services to users with special needs.
9. Cooperation and continuous planning with other types of libraries in the system area which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
10. Planning with DLTCL and participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources.
11. Other services as required by Chapter 43.24 (20)(i) of the Wisconsin Statutes.

To be eligible for MCFLS membership, and the services described above, participating libraries agree to meet the following requirements:

1. Be established under Chapter 43.
2. Be located in the MCFLS service area (Milwaukee County).
3. Be authorized by its municipal governing body to participate in MCFLS.
4. Agree to participate in MCFLS and its activities, to participate in interlibrary loan of materials with other MCFLS libraries and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality that established the member library. This subdivision does not prohibit a member library from giving preference to its residents in library group programs if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's electronic database only to its residents.
5. Employ a head librarian holding current public library certification from the Department of Public Instruction and whose employment requires that he or she be present in the library for at least 10 hours of each week the library is open to the public, less leave time.
6. Honor valid borrower cards from other MCFLS member libraries.
7. Loan materials to other MCFLS libraries through MCFLS interlibrary loan programs.
8. Accept the return of materials borrowed from other participating MCFLS libraries for pickup by MCFLS delivery service, and permit local materials to be returned to other participating system libraries.
9. Maintain and provide accurate service and financial records as required by the DLTCL.
10. Be open at least 20 hours each week or, if the library existed prior to June 3, 2006, at least the number of hours each week that the library was open to the public in 2005, whichever is fewer.
11. Annually spend at least \$2,500 on library materials.
12. Agree to other requirements of Chapter 43 as they pertain to MCFLS member libraries.

This agreement shall be in effect from the time it is signed by all parties, and is subject to amendments as may be mutually agreed upon. It shall continue in force unless terminated according to Wisconsin Statute 43.18.

Library Board President Date

MCFLS Board President Date

Library Director Date

MCFLS System Director Date

1 2016-2019 Resource Library Agreement

2
3 **By and among the Milwaukee County Federated Library System (System), the City of Milwaukee**
4 **(City) and the Milwaukee Public Library (Resource Library, also referred to as MPL)**
5

6 This Agreement effective as of January 1, 2016, by and among the Milwaukee County
7 Federated Library System, organized and existing under Chapter 43 of the Wisconsin Statutes
8 (hereinafter referred to as the SYSTEM), the City of Milwaukee, a municipal corporation
9 (hereinafter referred to as the CITY), and the Milwaukee Public Library, established and
10 maintained by the City of Milwaukee under the provisions of Chapter 43 of the Wisconsin
11 Statutes (hereinafter referred to as MPL).
12

13 WHEREAS, the SYSTEM was established to facilitate the cooperative development of library
14 services in Milwaukee County and a plan to facilitate the orderly and efficient operation of
15 cooperative library services was entered into per a formal Member Agreement between the
16 SYSTEM and the public libraries within Milwaukee County, wherein the SYSTEM shall receive
17 county, state, and federal aid to expend as deemed appropriate in the best interests of its
18 Members; and

19 WHEREAS, the SYSTEM is obligated by the Wisconsin Statutes, regulations and the
20 Membership Agreement to provide the extension of backup reference and information services
21 from a Resource Library; and

22 WHEREAS, the SYSTEM and MPL previously agreed that MPL would be designated as the
23 Resource Library for the SYSTEM and MPL is willing to continue to extend backup reference
24 services to the residents of the SYSTEM's member communities as required by state law and
25 regulations governing Resource Libraries; and

1 WHEREAS, the CITY's Common Council adopted Resolution File No. _____ on
2 _____, 2015, authorizing the MPL Board and the proper City officers to enter into this
3 Agreement and to provide the services in accordance with this Agreement;

4 NOW, THEREFORE, in consideration of the mutual covenants herein:

5 II. AGREEMENT

6 A. IT IS AGREED THAT THE SYSTEM SHALL:

7 1. Designate MPL as the Resource Library for the SYSTEM and aid MPL in
8 its efforts to fulfill its obligations as such Resource Library.

9 2. Provide payment to CITY in consideration for the services rendered under this
10 Agreement. Said payment amount shall be 6.5% of State System Aid received by MCFLS for
11 2016 through 2019. Said payment is payable in the same calendar year for each year of the term
12 of this agreement. Said cash payment to be paid annually in equal quarterly payments no later
13 than March 31, June 30, September 30, and December 15. Negotiations between the SYSTEM
14 and MPL concerning an agreement, subsequent to this one, shall occur during calendar year
15 2015, and shall be completed by December 31 of that year.

16 B. IT IS AGREED THAT MPL SHALL:

17 1. Be designated the Resource Library for the SYSTEM in consideration for the
18 payments from the SYSTEM.

19 2. Provide full backup reference and backup information services to the SYSTEM's
20 member Libraries and their patrons, on the same terms and conditions as such services are
21 extended to such patrons of the Resource Library.

22 3. Provide services to other SYSTEM Member Libraries, including:

- 1 • Access to specialized collections and training of staff in the use of these
2 resources, such as legal, government documents, rarities, small business
3 resources, patents, archival collections, etc.
- 4 • Consultation and training on public programming, including public computer
5 class curriculum and methods.
- 6 • Consultation and training in technical services, such as training on Sierra
7 Acquisitions, Serials, and Circulation modules.
- 8 • Consultation on technology-related programs, such as webpage development,
9 use of social media, digitization, RFID, including automated materials
10 handling units, the Express or automated library, automated meeting room and
11 calendar software, and wireless network connections.
- 12 • Consultation on other library services, such as library design and mixed-use
13 library development, grant writing, roving reference, and library card
14 campaigns, and tours of the resource library and orientations for staff,
15 directors, and library boards of trustees.
- 16 • Consultation on library operations, such as human resources, security,
17 marketing, and staff training.
- 18 4. Provide direct service to patrons throughout the SYSTEM, including:
- 19 • Use of ready reference,
20 • Email and chat reference service,
21 • School and other groups field trips to Central library, and
22 • Access to special collections.

1 5. Annually, MPL will report to the system on services provided as part of this
2 agreement.

3 6. Maintain the necessary requirements of a Resource Library in accordance with
4 Sec. 43.16(2), Wis. Stats., and shall comply with all other applicable laws relevant to providing
5 the services specified in this Agreement.

6 C. ALL PARTIES AGREE:

7 1. That each and every item and condition herein stated in the recitals of this
8 Agreement are agreed to by the parties and hereto incorporated.

9 2. To jointly work toward improved library cooperation in Milwaukee County to
10 ensure the satisfaction of state regulations and requirements governing the efficient operation of
11 the SYSTEM and the effective implementation and administration of this Agreement.

12 3. Negotiations shall be completed by December 31, 2016 between the SYSTEM
13 and the MPL, but any amendment must be approved by the CITY. If for any reason agreement
14 cannot be reached on mutually acceptable terms, Agreement shall automatically terminate in
15 accordance with Sec. 43.16 (1)(a), Wis. Stats., on the succeeding December 31. The SYSTEM
16 shall at that time reimburse MPL for all services rendered during said period on the same basis as
17 herein stated.

18 4. That this Agreement may be amended at any time but only by the written
19 agreement of the parties.

20 5. That in the event any single year of SYSTEM aid from the State of Wisconsin
21 increases or decreases by more than 10%, both parties agree to renegotiate the terms of this
22 agreement.

1 6. That one or more waivers by any party of any covenant or condition of this
2 Agreement shall not be construed as a waiver of a subsequent breach of the same or of any other
3 covenant or condition. The consent or approval given by any party with respect to any act by the
4 other party requiring such consent or approval shall not be deemed to waive or render
5 unnecessary further consent or approval of such subsequent similar act by such party.

6 7. That any notice provided herein or given pursuant to this Agreement shall be
7 deemed in compliance herewith if in writing and sent by United State mail, postage prepaid, or
8 by personal delivery to the parties as follows:

9 MCFLS Director
10 Milwaukee County Federated Library System
11 709 N. 8th St.
12 Milwaukee, WI 53233

13
14 MPL Library Director
15 Milwaukee Public Library
16 814 W. Wisconsin Ave.
17 Milwaukee, WI 53233-2385

18
19 City Clerk, City of Milwaukee
20 Room 205, City Hall
21 200 East Wells St.
22 Milwaukee, WI 53202

23
24
25
26 III. TERMINATION

27 The term of this agreement shall be January 1, 2016, to December 31, 2019. Thereafter,
28 the term may be renewed by mutual agreement of the parties.

29

1 IN WITNESS WHEREOF, the parties hereto have executed this Agreement, as of the day and year
2 written below:

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IN THE PRESENCE OF:

MILWAUKEE PUBLIC LIBRARY

By _____

John Gurda, President

Date _____

By _____

Paula A. Kiely, Secretary

Date _____

IN THE PRESENCE OF:

CITY OF MILWAUKEE

By _____

Tom Barrett, Mayor

Date _____

By _____

Jim Owczarski, City Clerk

Date _____

COUNTERSIGNED

By _____

Martin Matson, Comptroller

Date _____

IN THE PRESENCE OF:

Milwaukee County Federated Library System

By _____

Paul M. Ziehler, President

Date _____

By _____

Bruce Gay, Secretary

Date _____

Approved as to form and execution this ____ day of _____, 2015

Deputy City Attorney

2016-2019 Bibliographic Database Development and Maintenance Agreement

1 title on the Cataloging Utility Database and CountyCat.

2
3 e. MARC records added to the local CountyCat by MPL will be cataloged
4 fully according to national standards and will include appropriate and liberal use of
5 access points.

6
7 f. Ephemeral mass market paperbacks for which no cataloging utility
8 database record is available will not generally receive original cataloging in this
9 database. MPL staff will instead provide complete and accurate descriptive
10 cataloging and needed access entries in CountyCat only.

11
12 g. Designated types of materials as outlined in Appendix A, Section 2:
13 "Material types which receive brief cataloging" will not be flagged for full MARC
14 cataloging. These materials will need no further action by MPL, except authority
15 work or typographical correction.

16
17 h. MPL will provide full MARC records for short bibliographic entries
18 which have been entered into the system and flagged for full MARC cataloging by
19 member libraries. The agreed upon goal will be action taken within two (2) weeks
20 from the date the brief record was flagged for full MARC cataloging.

21
22 i. MCFLS staff will undertake a semi-annual analysis of cataloging
23 activity in order to measure cataloging quality/productivity by MPL. A semi-annual
24 Database Maintenance Committee meeting will include, as a regular agenda item,
25 the findings of the analysis (See Appendix B – Semi-Annual Cataloging Analysis)

26
27 j. If there are cataloging quality/productivity concerns based on the
28 semi-annual analysis, these will be shared openly, and MCFLS and MPL
29 representatives will enter into discussions to attempt to resolve the situation in a
30 mutually satisfactory manner.

31
32
33 2. Bibliographic Database Maintenance

34 MPL staff will provide ongoing maintenance to the bibliographic records in
35 the MCFLS CountyCat database including :

36
37 a. merging of duplicate bibliographic records onto one bibliographic
38 record and transfer of attached item, order and check-in records as needed;

39
40 b. moving copies inappropriately placed on a bibliographic record to an
41 appropriate bibliographic record;

2016-2019 Bibliographic Database Development and Maintenance Agreement

1 c. acting upon requests (within two weeks) from designated member
2 library staff and designated MCFLS staff for additional access points and
3 bibliographic information including:

- 4
5 1. uniform titles,
6 2. added personal or corporate authors (editors, illustrators,
7 performers, etc.),
8 3. added title tracings for spine or cover titles,
9 4. added title tracings (serials) for former or succeeding titles,
10 5. added series tracings,
11 6. added subject headings, and
12 7. contents notes;

13
14 d. acting upon requests (within two weeks) from designated member
15 library staff and designated MCFLS staff concerning correction of errors or
16 discrepancies of a bibliographic nature;

17
18 e. generating periodic reports of bibliographic records with no item
19 holdings and evaluating the records for suppression or deletion;

20
21 f. performing delete transactions on both the MCFLS CountyCat
22 database and the cataloging utility database in order to remove those items marked
23 for deletion;

24
25 g. upon MCFLS requests/MPL agreements, implementing special
26 projects to enrich and/or expand the bibliographic database, e.g. adding pamphlet
27 file bibliographic database records, adding Large Print designation to existing
28 records;

29
30 h. Upon MCFLS requests/MPL agreements, implementing specialized
31 local or LC subject tracings or specialized indexing to improve retrieval for materials
32 in selected categories or formats; and

33
34 i. upon MCFLS requests/MPL agreements, providing full MARC
35 cataloging for materials in new categories or formats, in addition to those listed in
36 Appendix A, Section 1.

37
38
39 3. Authority Control Services

40 MPL staff will establish and maintain the database of Library of Congress
41 controlled headings with related cross references for personal / corporate names ;
42 uniform titles ; subject headings (name, topical, and geographic); and series

2016-2019 Bibliographic Database Development and Maintenance Agreement

1 headings.

2
3 a. MPL staff will regularly process the CountyCat system reports of new
4 headings and heading conflicts and take appropriate action to effectively maintain
5 the authority control module of the MCFLS COUNTYCAT database.

6
7 b. As new headings are added to the MCFLS CountyCat database during
8 the cataloging procedure, MPL staff will search the Library of Congress authority
9 files on Cataloging Utility Database in order to locate an established authority
10 record and then download the authority record into the MCFLS CountyCat database.

11
12 c. MPL will act upon requests (within two weeks) from designated
13 member library staff and designated MCFLS staff for needed additional cross
14 references including:

- 15
16 1) uniform title references,
17 2) personal or corporate name references,
18 3) series references, and
19 4) subject references (name, topical, and geographic).

20
21 d. As headings change notifications are received from the Library of
22 Congress Cataloging Distribution Service or an authority vendor, or as heading
23 changes are found by current cataloging, MPL will make appropriate changes to
24 bibliographic headings and the authority records, either by global replace or
25 individual record review, if appropriate.

26
27
28 4. Management of Loaded Records

29 MPL will produce and evaluate reports of loaded bibliographic and authority
30 data acquired from book, AV, serials, authority, and/or data conversion vendors.
31 Staff will take appropriate action to ensure the MCFLS CountyCat database is free of
32 unwanted duplicate records and that MARC records conform to CountyCat and
33 national data standards. If necessary, holdings information from loaded data will be
34 added to the cataloging utility database and WISCAT databases.

35
36 a. MPL staff will assist MCFLS staff in developing initial parameters and
37 specifications for bibliographic and/or authority data to be acquired from vendors.
38 MPL staff will assist in developing modifications to initial parameters and
39 specifications as member library data needs change.

40
41 b. MPL staff will examine sample data initially supplied by possible
42 vendors to ensure the content conforms to CountyCat specifications and national

2016-2019 Bibliographic Database Development and Maintenance Agreement

standards.

c. MPL staff will periodically examine sampled data from vendors selected to supply bibliographic records on a periodic or ongoing basis to ensure such data consistently conforms to CountyCat specifications and national standards.

d. MPL staff will generate and/or examine reports to resolve possible duplicate records. Where duplication is found to exist, staff will examine bibliographic records, choose the better one, transfer any fields to be retained from the unwanted record, merge any holdings to the record to be retained, and delete the unwanted record.

e. MPL staff will assist MCFLS staff in extracting information from CountyCat to a usable file format for transference to the cataloging utility database for the purpose of loading holdings information for records added from other sources, according to the Cataloging Utility Database member agreement.

5. Term

The term of this Agreement shall be from January 1, 2016 until December 31, 2019. In the event this Agreement is not renewed, the parties agree to work cooperatively toward an appropriate transition of the services provided hereunder.

6. Payment

MCFLS shall pay to MPL, in consideration of the services provided hereunder, the amount indicated in Appendix C of this Agreement. The amount represents 100% of the MCFLS payment obligation. The contract costs for each year of this contract are to be calculated by MPL and submitted to MCFLS no later than May 1 of the preceding year, according to the formula shown in Appendix C. Each year, payments to MPL shall be made by MCFLS in equal quarterly payments no later than March 31, June 30, September 30, and December 15, 2016 through 2019.

7. Reopening Contract

If, during the term of this contract, there is a change that results in significant alteration in the scope or quantity of work, this contract may be reopened at the request of either party, e.g., a change in the number of agencies affiliated with MCFLS.

If, during the term of this contract, the fringe benefits factor changes, this contract may be reopened at the request of either party.

2016-2019 Bibliographic Database Development and Maintenance Agreement

1 If, during the term of this contract the amount of State Aid to MCFLS is
2 reduced by ten percent (10% or more), this contract may be reopened.
3

4
5 8. Cooperation

6 Both parties agree to work cooperatively to identify steps which can be taken
7 to reduce costs associated with bibliographic database development and
8 maintenance services, while at the same time ensuring the staffing required meets
9 the needs of the service proposed. MPL staff will work cooperatively with MCFLS
10 staff and monitor performance measures, staffing configurations and cost estimates
11 as may be required for the performance of this Agreement.
12

2016-2019 Bibliographic Database Development and Maintenance Agreement

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, as of the day and year written below:

IN THE PRESENCE OF:

MILWAUKEE PUBLIC LIBRARY

By _____
John Gurda, President
Date _____

By _____
Paula A. Kiely, Secretary
Date _____

IN THE PRESENCE OF:

CITY OF MILWAUKEE

By _____
Tom Barrett, Mayor
Date _____

By _____
Jim Owczarski, City Clerk
Date _____

COUNTERSIGNED

By _____
Martin Matson, Comptroller
Date _____

IN THE PRESENCE OF:

Milwaukee County Federated Library System

By _____
Paul M. Ziehler, President
Date _____

By _____
Bruce Gay, Secretary
Date _____

Approved as to form and execution this ____ day of _____, 2015

Deputy City Attorney

2016-2019 Bibliographic Database Development and Maintenance Agreement

Appendix A: Recommended Levels of Cataloging for Various Material Types

1. Material types which receive full MARC cataloging

The following are the material types which receive full MARC cataloging in the MCFLS CountyCat database. These will be fully searchable in the Online Public Access Catalog (OPAC) by all available indexed access points.

- a. All adult, children, and young adult fiction and non-fiction hardcover books except, optionally, board books.
- b. All large print books.
- c. Fiction and non-fiction paperbacks, except ephemera, as determined by local libraries.
- d. Sound recordings except LPs and ephemeral MP3s, CDS and cassettes (see definition of ephemeral CDs and cassettes in Section 2).
- e. All book and cassette kits.
- f. All scores.
- g. Maps except those designated Pamphlet File material.
- h. Government documents except those designated Pamphlet File and except, optionally, local government documents such as minutes, annual reports, etc.
- i. All software and CD-ROM/DVD-ROM
- j. Videorecordings/DVDs except those designated ephemeral (see definition of ephemeral videocassettes in Section 2)
- k. All serials.
- l. Web delivered reference databases received by local, system or state-provided subscription by one or more member libraries and provided for staff or public use.
- m. Audiobooks in various formats.

2. Material types which receive brief cataloging

Brief records are locally created and are not flagged for full MARC overlay. They are still subject to authority control. Brief records will provide a more limited access to items in the OPAC.

- a. Ephemeral paperbacks as determined by local libraries.
- b. Ephemeral MP3s, CDs and cassettes - samplers, and "single song" cassettes.
- c. Ephemeral video: home video quality of local groups and events.
- d. LPs.
- e. Material put together for local library use in a unique way.
- f. Children's toys and puzzles.

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- 1 g. Optionally, board books.
- 2 h. Optionally, local government documents such as minutes, annual
- 3 reports, etc.
- 4

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Appendix B: Semi-Annual Cataloging Analysis

MCFLS will undertake a statistical analysis on various cataloging measures at six-month intervals (normally May and November). This analysis will measure the overall performance of MPL Cataloging and Database Maintenance, using the status of various "Cataloging Flags" as a measurement of both quantity, quality, and timeliness of MPL's performance. The following "Cataloging Flags" are analyzed as records in various 'incomplete' stages of cataloging. Expectations for satisfactory performance are agreed upon between MCFLS and MPL for each of the Cataloging Flags, and if there is a perceived problem with performance, remedies are mutually agreed upon to correct any problem. Cooperation on the part of suburban libraries is required for MPL to successfully meet the performance expectations set below, in particular when items have been called in for original cataloging (CatFlag o). Failure of suburbs to send in material in a timely manner or provide information, when needed, is considered when measuring MPL's performance and will not be counted against MPL. To enumerate, the following Cataloging Flags ("CAT FLAG") are analyzed :

1. **"t" NEW TITLE** - used by suburbs to indicate a new title to the system. MPL creates a list of "t" bibs, and in most cases, overlays the bib with an Cataloging Utility Database record and the CAT FLAG changes to "-" (MARC level cataloging).. Before any title is flagged "t" by a suburb/branch, a search is first done by appropriate indexes, e.g. ISBN/ISSN, Title, Journal Title, etc. in order to avoid duplicate entry. Performance expectation: Records should remain as a "t" no more than 2 months.

2. **"k" INFO SUPPLIED** - used by the suburbs/branches in response to CAT FLAG "j" (Need Info Note) A MARC note is inserted by the suburb/branch as a response to the "j" query and the CAT FLAG changed to "k". Performance expectation: Records should remain as "k" no more than 2 months.

3. **"h" HOLD AND CHECK** - used by MPL when there is a strong suspicion that copy cataloging will appear on Cataloging Utility Database in the near future. After a predetermined length of time, Cataloging Utility Database is checked again, and if the record is found it is downloaded into INNOPAC. If the record in question does not appear on Cataloging Utility Database within a reasonable length of time, the CAT FLAG is usually changed to "o" for original cataloging. Performance expectation: Records should remain as "h" no more than 3 months.

4. **"o" NEEDS ORIGINAL** - used by MPL when a decision has been made that a piece needs original cataloging. A hold is placed on this material by central catalogers if owned by suburban libraries in order that it can be cataloged

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1 accurately. Decision is ultimately made by MPL cataloging whether material is
2 cataloged as MARC record or as "z" **DON'T REPLACE**. Performance expectation: -
3 Records should remain as "o" no more than 5 months.
4

5 5. **"j" NEED INFO NOTE** - used by MPL as a means of communication to
6 the suburbs/branches that some more specific information is needed in order that
7 an appropriate MARC record can be downloaded into the system. The information
8 needed is inserted as a MARC note (field tag y). The suburbs/branches use Create
9 List of Records to retrieve records for their building and answer the question by
10 inserting their own MARC note (field tag y) and change the CAT FLAG to "k" - INFO
11 SUPPLIED.
12

13 6. **"z" DON'T REPLACE** - used in cases where MARC cataloging is not
14 required. These records will still display in the patron mode. Some examples of bib
15 records that could be flagged "z" are children's toys and puzzles, puppets, home
16 video quality of local groups and events, LPs, and material put together for local
17 library use in a unique way.
18

2016-2019 Bibliographic Database Development and Maintenance Agreement

Appendix C: Payment Formula 2016

The following formula will be used to calculate contract costs for each year of the contract term.

MCFLS shall fund 90% of the following MPL staff positions directly involved in the provision of services referenced in this Agreement:

- (2.5) Librarian III
- (4) Copy Cataloging Technician II

It shall be agreed that these stipulations represent full funding for all services rendered.

Contract Costs=90% of fiscal year salary and fringe benefits.

Contract cost worksheet	Fiscal year: 2016
2.5 Librarian III salary	\$138,959
4 Copy Cataloging Technician II salary	\$172,388
Total salary	\$311,347
Salary adjustment, if any	1.000
Adjusted total salary (salary x adjustment)	\$311,347
Fringe benefit multiplier	1.480
Total salary and fringe benefits (adjusted salary x fringe benefit multiplier)	\$460,794
MCFLS Contracted percentage	90%
Total contract cost (total salary and fringe x MCFLS contracted percentage)	\$414,715

Milwaukee County Federated Library System ILS, Resource Sharing, and Technology
Agreement, 2016-2019

RECITALS

WHEREAS, MCFLS is organized, exists, and maintains a public library system pursuant to the provisions of Chapter 43, Wisconsin Statutes; and

WHEREAS, the Member Library is organized under Sections 43.52 or 43.53, Wis. Stats, is a member in good standing of MCFLS and agrees to share resources in accordance with the requirements of Chapter 43, and

WHEREAS, the Member Library has signed the agreement to be a member of MCFLS, and

WHEREAS, the Member Library and System have determined that cooperative efforts to provide a fully functioning library catalog will permit more efficient library service and will provide great and lasting benefits to its patrons; and

WHEREAS, the Member Library and System have determined that with a shared library come additional rights and responsibilities for both Library and System in order to ensure the maximum benefit of technological cooperation, these additional rights and responsibilities in relation to well-organized lending of materials and sharing with other libraries in the system; and

WHEREAS, the Member Library and System are partners in providing library service and, as such, have a shared responsibility to maximize the effectiveness and integrity of the various technology systems;

NOW, THEREFORE, BE IT RESOLVED that MCFLS and the member library, for and in consideration of mutual covenants and undertakings herein contained, do agree to the provision of library services in accordance with the following:

1. Integrated Library System (ILS)

MCFLS shall provide, troubleshoot, and manage an integrated library system for member libraries through both Basic and Add-on Software products, catalog enhancements, and new interfaces. Member libraries benefit from and pay for maintenance on different categories of software, as follows.

A. Basic: Items in this category are products related to the basic functions of the integrated library system that are available to all members and used by most, if not all, members. Ongoing maintenance costs are prorated back to all members based on the percentage of overall MCFLS-wide circulation attributable to the residents of each member community. During the term of this

Agreement, new items or items from other service categories may be moved into the Basic category only by agreement of MCFLS and of all members. A listing of all products and associated maintenance charges is distributed each year on or before May 15 as part of projected automation costs. In 2016 MCFLS will pay \$17,000 towards basic maintenance.

B. Add-On Software: Items in this category are products related to additional functions of the integrated library system that are available only to and used by one or more specific members. Initial purchase costs and ongoing maintenance costs are the responsibility of members that use the products. (Examples include Third Party Self-Check, Accounting Interface, Teleforms System Messages, Fines Payment API, SIP2 License). A listing of all products and associated maintenance charges is distributed each year on or before May 15 as part of projected automation costs.

C. Catalog Enhancements and new interfaces: From time to time MCFLS or member libraries may suggest the enhancement of the library catalog or a different interface for the staff or public to access the ILS. Examples include Boopsie, Shoutbomb, Encore, and Novelist Select. These services will be budgeted through consultations between and among MCFLS and member libraries.

Note: In addition to the integrated library system services above, MCFLS, in consultation with the members, may also assist members in providing new services and programs that the members may define as particularly needed to satisfy their communities and which cannot be as practicably satisfied by the members individually. Unless State regulations or the Wisconsin Statutes require these new services and programs, they are voluntary. Members that participate in these "New Services" will enter into a mutual agreement for such services. Any member that subsequently agrees to participate in "New Services" must enter into the same agreement on the same terms. If a shared cost formula will be part of the agreement it likely will include reimbursement for original participants. An example of a New Service is the SAM public computer management software from Comprise.

Charges

A. Integrated Library System Costs. Members shall pay for all software maintenance costs associated with the integrated library system.

B. Calculation of Integrated Library System Costs.

In 2016, Member libraries shall provide reimbursement to MCFLS for software maintenance to be calculated based upon the total number of circulation transactions attributable to the member's residents, regardless of the library in which said transactions occur, as a percentage of the total number of circulation transactions of members. The circulation period for each contract year shall be two years previous. For example, the invoiced amount in 2016 shall be based on circulation in the calendar year of 2014. MCFLS will pay \$17,000 toward software maintenance in 2016.

In 2017 through 2019, Member libraries shall pay for all maintenance costs. Each member library shall pay 1% of total ILS maintenance (15% of total maintenance costs). The remaining 85% of maintenance costs shall be calculated based upon the total number of circulation transactions attributable to the member's residents, regardless of the library in which

said transactions occur, as a percentage of the total number of circulation transactions of members. The circulation period for each contract year shall be two years previous.

C. Reimbursement Payment Schedule. Such reimbursements to MCFLS to be paid by the members as follows: 100% of applicable costs. Notwithstanding the foregoing statement, under no circumstances will costs begin to accrue to members prior to the actual date upon which the costs begin to accrue to MCFLS

D. Annual Statement of Automation Costs: To facilitate local budgeting, on or before May 15, of each year MCFLS shall provide to each member a statement of all applicable costs for the following year.

E. Add-On Software Maintenance. Maintenance costs related to additional functions purchased by and available only to and used by one or more specific members. Under no circumstances will maintenance costs begin to accrue to a member prior to the actual date upon which the costs begin to accrue to MCFLS.

2. Bibliographic Database Development and Maintenance

In order to most effectively utilize the ILS, MCFLS shall provide directly or contract with a vendor all activities and functions deemed to be essential to the creation and oversight of a clean and consistent system-wide collection of title level records.

MCFLS shall:

- Provide accurate and complete MARC bibliographic records.
- Provide full MARC cataloging for all new titles in the following materials formats:
 - Adult, children, and young adult fiction and non-fiction hardcover books except, optionally, board books;
 - Large print books;
 - Fiction and non-fiction paperbacks;
 - Sound recordings except LPs and ephemeral CDs and cassettes;
 - Book and cassette kits;
 - Scores;
 - Maps except those designated Pamphlet File (PF) material;
 - Government documents except those designated PF and except, optionally, local government documents such as minutes, annual reports, etc;
 - Software;
 - Video recordings except those designated ephemeral;
 - Serials.
- Create new formats as they become available and members add them to their collections, as requested by the Member.
- Construct MARC records according to national standards, Format Guidelines and Bibliographic Input Standards, and Library of Congress Rules Interpretations.

- Download MARC records into the local Innovative database from the Cataloging Utility by means of a bibliographic interface.
- Set MCFLS holdings in the Cataloging Utility.
- Provide original cataloging if a record is unavailable from the Cataloging Utility for any member-held title that requires a full MARC record.
- Include appropriate and liberal use of access points for MARC records added to the local database.
- Provide full MARC records for short bibliographic entries, which have been entered into MCFLS and flagged for full MARC cataloging by the member.
- Not flag material types, which are mutually agreed upon to receive brief cataloging, for full MARC cataloging.
- Provide ongoing Bibliographic Database Maintenance for records in the MCFLS database including:
 - Merging of duplicate bibliographic records.
 - Moving copies inappropriately placed on a bibliographic record to an appropriate bibliographic record.
 - Acting upon requests for additional access points and bibliographic information; e.g., uniform titles, added author entries, added title or serials tracings, added subject headings, contents notes, etc.
 - Acting upon requests for corrections of errors or discrepancies of a bibliographic nature.
 - Generating periodic reports of bibliographic records with no item holdings and evaluating the records for suppression or deletion.
 - Performing delete transactions on both the System Innovative database and cataloging utility in order to remove those items marked for deletion.
 - Establishing and maintaining the database of Library of Congress Authority controlled headings with related cross references for personal/corporate names; uniform titles; subject headings (name, topical, and geographic); and series headings.
 - Processing and taking appropriate action on system reports of new headings and heading to effectively maintain the authority control module of the System database.
 - Utilizing the Library of Congress and other authority files as new headings are added to the System database during the cataloging procedure in order to locate an established authority record and download the authority record into the System database.
 - Acting on requests for needed additional cross references.
 - Making appropriate changes to bibliographic headings and the authority records as headings change notifications are received from the Library of Congress Cataloging Distribution Service or an authority vendor.
- Provide access to an online cataloging utility vendor for the contract period.
- Contribute to the fulfillment of the contract through the use of State Aid for library systems.

The Member Library shall:

- Respond in a reasonable amount of time to requests for information for specific bibliographic records.

- Maintain all item level records for items owned by the library, including the accurate provision of location codes, call numbers, and other item-level data.
- Reimburse MCFLS for Bibliographic Database Development and Maintenance Charges as described below.

Under no circumstances will costs begin to accrue to a member prior to the actual date upon which the costs begin to accrue to the System.

Charges

Cataloging Utility (e.g. OCLC) charges:

- Invoiced amount in any contract year shall be based on the “titles added” two years previously (i.e. 2016 invoice will be based on 2014 titles added) as a percentage of total titles added by all members, and applied to MCFLS calendar year cataloging utility costs.

Bibliographic Database Development and Maintenance Charges

- Members will pay any charges that exceed the MCFLS contribution toward the contractual cost of this service.
- Each member’s individual cost will be determined in the same manner as costs for the cataloging utility (percentage of titles added).
- Invoiced amount in any contract year shall be based on the “titles added” two years previously (i.e. 2016 invoice will be based on 2014 titles added) as a percentage of total titles added by all members
- In 2016, MCFLS will contribute 11% of State Aid toward the contract. Member libraries will be based on percentage of titles added.
- In 2017, MCFLS will contribute 10.5% of State Aid toward the contract. Each member library will pay 1% of the amount remaining after the MCFLS contribution (15% of total remaining costs). The remaining 85% of the contract amount will be determined by the number of titles added by a member library as a percentage of all titles added in a calendar year.
- In 2018 and 2019, MCFLS will contribute 10% of State Aid toward the contract. Each member library will pay 1% of the amount remaining after the MCFLS contribution. The remaining 85% of the contract amount will be determined by the number of titles added by a member library as a percentage of all titles added in a calendar year.

Such reimbursements to MCFLS are to be made, in the form of a cash payment, by July 1 of the calendar year in which they are invoiced.

3. Circulation

MCFLS encourages member libraries to develop strong collections and make them readily available to all Milwaukee county residents. MCFLS embraces the following goals aimed at facilitating the development and sharing of strong materials collections:

- To encourage MCFLS member libraries to develop collections that directly serve local clientele with material that meets their demand for particular subjects, titles, authors, and formats in a timely manner.
- To allow member libraries full latitude—within the technical limitations of the CountyCat system—to determine loan periods, fines, fees, etc, as the member library determines best meet local needs.
- To have all holdings included in the CountyCat database.
- To have member libraries lend materials to other member libraries without restriction.
- To provide all residents of the MCFLS area the same opportunity to access the resources of member libraries, e.g., view holdings or place holds.
- To increase standardization of policies, procedures, and practices among member libraries reducing the need for patrons and library staff to learn and remember variations.

In providing for the interlibrary loan of library resources, members will observe loan rule policies of the owning library.

In providing interlibrary loan of library resources among member libraries, libraries may make some copies of titles non-holdable to be used as “browsing” or “lucky day” collections. Libraries will interloan at least one copy of each title for every two non-holdable copies. The only exceptions to the interloan requirement are those material types, as determined by consensus of the Library Directors Advisory Council, considered inappropriate for delivery, such as electronic devices, puzzles, toys, magazines, puppets, etc.

Member libraries shall:

- Share circulating materials freely with other member libraries.
- Accept system-wide holds for all circulating and holdable materials.
- Process the paging list (holds) as quickly as practical. Paging lists should be processed at least daily on days the library is open.
- Run the “clear the holds” process daily on days the library is open.
- Route items trapped at check-in to the pickup point on the next available delivery.

Borrower’s Card: It is recommended that a library card include the MCFLS logo and the words Milwaukee County Federated Library System.

Loan Period:

Loan periods and fines are determined solely at the discretion of the member library. Where possible, member libraries should strive for commonality in loan periods and fines to provide a uniform experience for the public. MCFLS shall implement loan rules as determined by the member up to the limits of the CountyCat system. The borrowing library shall observe the loan period of the owning library. (See CountyCat Insert C-17 (Loan Periods—Fines Chart) for an updated list of loan periods and fines.)

Member libraries are encouraged to strive for common circulation policies. The majority of libraries currently use the following circulation loan periods:

- | | |
|--------------------------|---------|
| a) General Collection | 3 Weeks |
| b) New Books/Non-Fiction | 3 Weeks |

- | | | |
|----|------------------------------|-------------------|
| c) | New Books/Fiction | 7 Days or 3 Weeks |
| d) | Music CDs | 7 Days |
| e) | Entertainment DVDs | 3 or 7 Days |
| f) | Educational DVDs | 7 Days |
| g) | Periodicals | 7 Days |
| h) | Audio Books (CD or Cassette) | 3 Weeks |
| i) | Pamphlets/Vertical File | 3 Weeks |
| j) | Kits | 3 Weeks |
| k) | CD-ROM & Computer Software | 7 Days |

Loan Period Changes: Members wishing to change their loan periods must notify MCFLS of intent and may be required to observe a minimum waiting period of 1 month. Other members are notified of change no less than seven days prior to change.

Fines and Fees: Members cannot waive fines for material or fees from other member libraries. Under extenuating circumstances, libraries can call the owning libraries to seek the waiving of a fine for a patron. Member libraries act as agents for the rest of the member libraries and library policies should be defended.

Grace Period: The standard grace period shall be three (3) days.

New Borrower Limit: A member library may establish its own New Borrower Limit for its own material.

Renewals:

- a) Two renewals shall be allowed for all 3 week material.
- b) At the discretion of the owning library, two renewals may be allowed for 7 day material.
- c) No renewals are allowed for 3 day materials.

4. Reciprocal Borrowing

Membership Requirement

A MCFLS library who is a recipient of a reciprocal borrowing payment will have signed the MCFLS Membership Agreement and the ILS, Resource Sharing, and Technology Agreement before any payment is made.

Reciprocal Borrowing Payments

MCFLS will contribute an amount equal to the following percentages of State Aid for the life of this agreement as the sum of all Reciprocal Borrowing payments. Distribution schedule is based upon the timeline below.

State Aid Percentage	State Aid Year	Distribution	Circulation Period
40%, estimated to be \$1,070,802	2016	Feb. 2017	10/1/14-9/30/15

39%, estimated to be \$1,044,032	2017	Feb. 2018	10/1/15-9/30/16
38%, estimated to be \$1,017,262	2018	Feb. 2019	10/1/16-9/30/17
38%, estimated to be \$1,017,262	2019	Feb. 2020	10/1/17-9/30/18

Circulation Time Periods Used as Basis for Reciprocal Borrowing Payments

In order to allow advance time for local budget cycles, the annual determination of payment is based on a 12-month time period as shown in the table above. The integrated automation system’s report that calculates netted transactions, Innovative Interfaces “Owning Library/Home Library Net Circulation” report is the current source used to calculate net circulation among all member libraries.

Reciprocal Borrowing Payments—Compensation for Net Lending Libraries Only

An annual payment will be distributed to net lending libraries only. The actual amount of the payment for each net lending library will be determined by the percentage (%) of positive transactions each of the net lenders accumulates as a percentage of 100% of net positive transactions distributed among all net lending libraries based on the circulation time periods above.

Payment Reductions if Library Does Not Sign Agreements

If a member library(ies) does not sign the MCFLS Membership Agreement and the MCFLS ILS, Resource Sharing, and Technology Agreement as stated above, said library(ies) forfeits any rights to the reciprocal borrowing payments beginning with year 1 distribution (distributed in February, 2017). The sum total of MCFLS reciprocal borrowing payments for all libraries who will have signed these Agreements would be decreased by 40% payable in 2017, 39% in 2018, and 38% in 2019 and 2020 of any actual reduction in state aid that the System experiences due to the library(ies) non-signing of the MCFLS Member Agreement.

Payment Schedule

Reciprocal borrowing payments shall be made by MCFLS no later than February 28 of the year of distribution as indicated in the chart above.

5. Delivery Services

MCFLS shall:

- Provide physical delivery of library materials via pickup, sorting, and delivery five days per week exclusive of the following 11 holidays : New Year’s Eve, New Year’s Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve and Christmas Day. (Holidays are scheduled on the day designated by common business practice). Delivery service will not occur when at least 22 of 28 library locations are unable to accept delivery.
- Provide physical delivery free of charge for member libraries.
- Act as intermediary between member libraries and the contracted delivery service, as necessary, in situations such as:

- Materials damaged in delivery.
- Personnel issues with contracted delivery staff.

Member libraries shall:

- Provide consistent location for drop off and pick up of delivery bins.
- Communicate with contracted delivery service or MCFLS Offices when a situation would prevent or change scheduled delivery service.

Charges

MCFLS pays for 100% of delivery charges.

6. Non-member No Library (West Milwaukee)

Non-Member Community That Does Not Operate a Public Library (West Milwaukee) – Borrowing. Each circulation transaction attributable to residents of a non-member community that does not operate a public library (West Milwaukee) shall be calculated as a net negative transaction. Reimbursement for these transactions shall be made to the System by the non-member community that does not operate a public library (West Milwaukee) under terms specified in a separate agreement between that community and the System. Said reimbursement at actual cost per transaction - Per Unit Circulation Rate Worksheet, (see below) shall be paid by the System to the relevant lending member libraries based upon the timeline noted in the Payment Schedule section below.

Per Unit Circulation Rate Worksheet: For the purpose of calculating the actual cost of service rendered to citizens of a non-member community, each member library shall calculate its per-circulation rate. The per unit circulation rate is derived based upon the total expenditures by the member library for personnel and fringe benefits (exclusive of maintenance personnel), library materials (books, AV, and periodicals), supplies, circulation related postage, and telephone notification service (TNS) costs, divided by the total circulation of the member library. In the tabulation of the per unit circulation rate, the personnel and fringe benefits, as well as library materials expenditures associated with the reference services of the Resource Library, which is the Milwaukee Public Library's Central Library, shall be excluded. No other expenditures shall be included. All expenditures shall be based upon the previous calendar year period. Per unit circulation rate shall be calculated annually.

Payment Schedule

Payment to member libraries shall be made by MCFLS no later than February 28.

Member Services to Adjacent Systems

Neither party, System Board nor Member Board, will enter into any contracts with adjacent systems which obligates the other party to provide services, without the prior approval of the other party.

Member Services to Non-Adjacent Systems

At its discretion, the System Board may enter into agreements with non-adjacent systems. However, if said agreement obligates the Member to provide services, the System assumes the financial obligation to compensate the Member for those services, at a rate that is mutually agreed upon prior to the initiation of service provision. Also, if any compensation is owed to the non-adjacent system for services provided to Milwaukee County residents, the System assumes the financial obligation to compensate the non-adjacent systems for those services.

7. Court-ordered or Subpoenaed Data

Because of the cross-jurisdictional nature of library use in Milwaukee County and because of the proprietary role that MCFLS has traditionally played in the retention and custody of borrower records and commitment to database integrity, the System shall be the sole point of contact for any court-ordered or subpoenaed compilation and/or surrender of user information or borrowing data. Such single point of contact shall ensure consistency in the collection, preparation, and packaging of said information and data. In fulfilling this obligation, the System shall provide a mutually agreeable procedure that ensures that the retention and custody of all borrower records and system collection database integrity is maintained, and that statutory confidentiality requirements are observed.

8. Equipment and Services—Maintenance and Support

MCFLS supplies products or services that are not directly related to the integrated library system that are available to all members. Most are purchased with funds from MCFLS grants or the MCFLS operating budget. Ongoing support costs are paid entirely by MCFLS. (Examples include Wide Area Network (WAN) services, Internet access, email services, and web services).

Central Site Equipment and Services:

MCFLS shall provide insurance coverage on all computer system equipment housed at the central site. The System will be responsible to maintain and support the following central site equipment and services, at no cost to the member:

1. Equipment: All equipment in the System's Computer Room and offices, including:
 - a. Servers: A Server delivers the integrated library system (CountyCat) software application. A variety of Microsoft Windows servers deliver a number of other applications including, email, web hosting, etc.
 - b. Firewall: Protects the resources of MCFLS private network from users from the Internet and other networks.

- c. Routers: Determines the next network point to which a packet should be forwarded toward its destination, routing data from a member local area network (LAN) to MCFLS wide area network (WAN) or the Internet and vice versa.
- d. Switches: Provides a place of convergence where data arrives from one or more directions and is forwarded out in one or more other directions, connecting network and computing equipment in the MCFLS LAN.

2 Microsoft Windows Server Services:

- a. DHCP: Provided by MCFLS Primary Domain Controller -- assigns dynamic IP addresses for all member workstations connected to the System Wide Area Network (WAN).
- b. DNS and WINS: Provided by MCFLS Primary Domain Controller – provides Domain name resolution and Windows name resolution to member workstations connected to the System Wide Area Network (WAN).
- c. User Authentication: Provided by MCFLS Primary Domain Controller – authenticates login to all MCFLS Network services and shared resources from any member workstations connected to the System Wide Area Network (WAN).
- d. Internet Information Service: Provided by MCFLS Web Server – Hosts MCFLS and, upon request, hosts any member web sites.
- e. Exchange Service: Provided by MCFLS Mail Server – provides email usage to all member users connected to the System Wide Area Network (WAN).

Remote Site Network Equipment

MCFLS shall maintain and support, at no cost to the member, MCFLS-controlled network equipment at the participating library site. A list of this equipment will be annually transmitted to the participating library no later than May 1.

Exclusion: Network equipment added to a remote site for a special project (such as wireless access) is the member's sole responsibility via a member paid maintenance contract between member library and vendor.

Wide Area Network

Prior to the installation of a new physical network connection, to or from another network or computer not owned or controlled by the member, MCFLS staff will coordinate with the member library staff to ensure that the new external connection does not compromise network integrity or performance. An example of this type of connection would be the use of a member library's municipal network. Members with currently existing physical connections to external networks will provide information to MCFLS staff on the evaluation points below, and will work with MCFLS staff to correct any security or performance problems identified with those connections. MCFLS evaluation of the proposed new or existing connection will be based on the following information, to be supplied by the member

- Name of connecting network and purpose of the connection.
- Technical contact for the external network.
- Description of the connection, including type of connection, end equipment used, and network diagrams of how the connection will be integrated into the existing network.
- Anticipated traffic, protocols and volume.

- Description of the member resources that will be allowed access by users on the network. Pass through traffic and access to resources provided by MCFLS or another member may not be enabled without express permission from MCFLS and any affected member.
- Description of security and access limitation measures (i.e. filtering router or firewall) that will be implemented to ensure that MCFLS network and members will not be adversely affected, and to ensure only permissible access is granted.

Because networks can change over time, if a subsequent problem develops because of an external connection to the member's network, staff in that library will work cooperatively with MCFLS and any MCFLS designated technical consultants to diagnose the problem and implement corrective action, up to and including temporary or permanent disconnection of the external network.

Planning and Scheduling Upgrades

Relative to hardware and software upgrades, the scheduling of which are determined by MCFLS and which have a certain or potential fiscal impact on the member, MCFLS will provide as much advance notice as possible.

Insurance Coverage

Members shall provide insurance coverage in their city/village policy on all MCFLS controlled computer equipment at their respective location(s).

9. Telecommunications

Minimum Connection Bandwidth

The member shall execute an individual agreement with a qualified telecommunications vendor for point-to-point data line service and pay the full cost of that line. The minimum connection bandwidth between the member and MCFLS shall be T1. Upon request, MCFLS shall provide consultation and technical assistance.

Trouble Incident Technical Contact

For the purposes of data line trouble calls and in accordance with TEACH Wisconsin policy, the member shall designate MCFLS as the technical contact to its telecommunications vendor. The member agrees to follow the troubleshooting procedure, outlined by MCFLS in Administrative Manual Insert R-24, Network Line Trouble Incidents. In all cases, MCFLS will, as called upon, work cooperatively with the member and the telecommunications vendor to resolve difficulties and/or conflicts.

Other Bandwidth Sources

The member agrees to directly involve MCFLS in all plans related to its data transmission functionality.

Charges

Telecommunications data line charges invoiced in 2016 through 2019 shall be equal to the site-specific charges invoiced to MCFLS for each member for each of those years.

10. Conflict resolution

The mission of the Milwaukee County Federated Library System is to help its member libraries provide the best possible service to the public. Working in cooperation with MCFLS and each other permits member libraries to provide more efficient library service and makes each participant stronger. Such close cooperation requires finding agreement on a variety of policies and procedures. In any such close working relationship, misunderstandings and tensions may arise from time to time.

If a member library takes actions that another member library or MCFLS feels are contrary to previously agreed upon policy, or that negatively impact the ability of other member libraries or the MCFLS staff to provide services, it may become necessary for the System to pursue action to resolve the issue.

The following procedure will be followed:

1. The parties involved in the dispute will meet to try to come to a resolution.
2. MCFLS management and staff will make every effort to resolve the issue working directly with the library(ies).
3. If these efforts fail to produce a mutually acceptable resolution, MCFLS management will bring the matter to the Library Directors Advisory Council (LDAC) with a recommendation for action.
4. The LDAC will endorse and support the action recommended, or propose a different solution.
5. If the combined efforts of MCFLS management and the LDAC fail to result in a satisfactory resolution, the matter will be referred to the MCFLS Board of Trustees, along with a joint recommendation for action.

Disclaimer: In the event that any provision of this agreement conflicts with any provision of law as it now exists or is hereafter amended such provision of law shall be controlling.

Term of Agreement. The term of this Agreement shall be four years commencing on January 1, 2016, and ending on December 31, 2019.

- Prior to the end of the term, the Agreement and all accompanying attachments may be modified at any time by the written agreement of both parties.
- Either party to this Agreement may at any time request amendment of the Agreement, based upon a substantial change in circumstances.

MCFLS ILS, Resource Sharing, and Technology Agreement 2016-2019

- This Agreement may be amended based on significant changes to finances, such as a ten percent increase or decrease in MCFLS State Aid or state-mandated changes that affect system service delivery.
- In the event of such a request, the other party will in good faith consider the requested amendment.

These provisions being hereby individually and mutually acceptable to the system and member library, their authorized representatives do hereby approve this agreement, effective this 1st day of January 2016.

FOR THE MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

FOR THE MEMBER

Board President

Board President

Date

Date

DRAFT