



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

**Ald. Ashanti Hamilton, President
John Gurda, Vice-President
Sup. Theo Lipscomb, Financial Secretary
Paula Kiely, Secretary
Denise Callaway, Ald. Milele Coggs, Sharon Cook, Arthur Harrington,
Ald. Nik Kovac, Joan Prince, David Riemer, Dir. Mark Sain, Martin Schreiber
Secretary's Assistant: Crystal Sura (414) 286-3021**

**Tuesday July 26, 2011
4:30 p.m.
Central Library Meeting Room 1
814 W. Wisconsin Ave.
Milwaukee, WI 53233**

AGENDA

PUBLIC COMMENT

APPROVAL OF MINUTES June 28, 2011 Regular Meeting.

Attachment A, page 3

COMMITTEE REPORTS

1. **MPL Finance & Personnel Committee.** The committee will report out from the July 26, 2011 meeting regarding the review of the performance of the MPL Trust Fund investments, and internal accounting.
2. **Building and Development Committee.** The Committee will report from the July 21, 2011 meeting regarding the contract to move the Villard Avenue collection to the new library and capital projects updates.

OLD BUSINESS

3. **MPL Policy and Procedure on Prohibiting Guns in all Milwaukee Public Libraries.** A library policy prompted by the Concealed Carry Bill will be presented.

Attachment B, page 8

4. **Milwaukee County Federated Library System (MCFLS) Member Agreement.** Trustee Art Harrington and Director Paula Kiely will provide an update on developments of the MCFLS Member Agreement.
5. **2012 Budget.** Library Director Paula Kiely will provide a status report regarding the Library's 2012 budget.
6. **Library Board Retreat.** An update on planning will be provided.

NEW BUSINESS

7. **Grant Applications.** Library Administration will seek approval to apply for and accept National Endowment for the Humanities (NEH) and Library Services and Technology Act (LSTA) funding for two projects.
Attachment C, page 11
8. **Legislative Agenda.** Library administration will review the 2011-12 legislative items and discuss issues for the 2011 fall session.
Attachment D, page 14

ADMINISTRATIVE REPORTS

9. **Personnel Actions.** Library administration reports the personnel activity for June 2011.
Attachment E, page 15
10. **Financial Report.** The financial report for June 2011 is presented. Library administration reports the financial activity for the month:
U. S. Bancorp Commercial Paper #266065940 (rated A1/P1/F1+) dated 06/03/11 and maturing 07/05/11 at a rate of 0.07%.....\$595,000.
Attachment E, page 17
11. **Library Director's Reports.**
Attachment F, page 18

REMINDER: Next scheduled meetings are:

August – Recess
September 27, 2011 Regular – Central Library – 4:30 p.m.
October 25, 2011 Regular – Villard Square Library – 4:30 p.m.

ADJOURNMENT

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

PLEASE 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 June 28, 2011
Central Library Meeting Room 1
814 W. Wisconsin Ave.
Milwaukee, WI 53233**

PRESENT: Ald. Milele Coggs, Ald. Ashanti Hamilton, Art Harrington, Ald. Nik Kovac, Sup. Theo Lipscomb, David Riemer, Dir. Mark Sain, Paula Kiely

EXCUSED: Denise Callaway, Sharon Cook, John Gurda, Joan Prince, Marty Schreiber

STAFF: Chris Arkenberg, Bruce Gay, Pam Hall, Consuelo Hernandez, Kelly Hughbanks, Joan Johnson, Bill Lenski, Kathryn Mlsna, Sandy Rusch Walton, Taj Schoening, Crystal Sura

OTHERS Amy Hefter, Legislative Reference Bureau

PRESENT: Mark Nicolini, Budget Division

President Ashanti Hamilton called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:42 p.m. on June 28, 2011 with a quorum present. Items were taken out of order; however, these minutes are presented in numerical order.

PUBLIC COMMENT None.

APPROVAL OF MINUTES Trustee Riemer moved and Trustee Lipscomb seconded a motion to approve the May 24, 2011 minutes.

SPECIAL COMMUNICATION

1. **New Trustee Introduction.** President Hamilton introduced Director Mark Sain. Trustee Sain will serve on the MPL Board as the designee of the Milwaukee Board of School Directors President Michael Bonds. Informational item.
-

COMMITTEE REPORTS

2. **Building and Development Committee.** Due to the lack of a quorum, the Library Building and Development Committee meeting scheduled for June 28, 2011, 4:15 p.m. was not held.

At the request of President Hamilton, Trustee Harrington moved and Trustee Riemer seconded a motion to go into a committee of the whole to consider the contract approval for Air Handling Unit 6. Motion passed.

Library Business Operations Manager Taj Schoening distributed a memo regarding Bid Proposals Received for Air Handling Unit #6 Replacement. The bid was publicly advertised with four companies submitting proposals. Library administration recommends awarding the contract to the low bidder Arteaga Construction, Inc. for a total of \$210,850.

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

Trustee Lipscomb moved to award the contract to Arteaga Construction, Inc. for a total of \$210,850 as recommended. Trustee Harrington asked about the energy efficiency component of the unit. Ms. Schoening responded that Arteaga is the construction firm, noting that the engineering firm is responsible for selecting energy efficient equipment. Trustee Harrington seconded the motion. The memo is attached at the end of these minutes. Motion passed.

Trustee Coggs moved and Trustee Riemer seconded a motion to move out of the committee of the whole. Motion passed.

In the absence of Chair John Gurda, Trustee Lipscomb reported on the June 19 Building and Development Committee. Referring to Attachment C, page 24, Trustee Lipscomb stated that during the committee meeting, there was a lengthy discussion regarding the financing of the Villard Square Library and the relationship between the Redevelopment Authority of the City of Milwaukee (RACM) which will own Villard Square Library and the Century City Redevelopment Corporation. The Committee reviewed the lease and was assured by the City Attorney's Office, RACM staff and their outside council that the transaction is effectively budget neutral and meets the New Market Tax Credit requirements. Trustee Harrington commented that due to the complexity of the financial model, the Board should rely on City expertise at the beginning of similar future projects. Trustee Coggs added that as the library moves forward with the Facilities Plan, consideration should be given to adding a position to the library to manage the complex projects. Informational item.

OLD BUSINESS

3. **Milwaukee County Federated Library System (MCFLS) Member Agreement.**

Director Kiely reminded the Board that they declined the last Member Agreement offer from MCFLS of 6% of state funding. She added that no recent formal communication has been received from MCFLS but a new draft document attached to a recent MCFLS Board agenda lists 7% of state funding. Informational item.

4. **Library Board Retreat.** Director Kiely noted that the half-day retreat involving the Trustees, will be held in August. Material from the American Library Association Conference will be shared to guide the Trustees in discussion on big issues facing libraries that will lead into the Strategic Planning process slated for 2012. Informational item.

NEW BUSINESS

5. **2012 Budget.** Budget Management Director Mark Nicolini stated that the Library may be in a good position in 2012 to preserve library hours at the current level and maintain other important components to do that. The Budget Office will be reviewing the feasibility of adding to the library's literacy initiatives that are important for the community. A recommendation will be made to the Mayor to convert the funding for the Center Street Library from the Community Block Grant Funding back to the tax levy. Expected implication of that change is to have Center Street Library operate as a branch library with same services but it is unlikely that it will operate at the fifty-hour level. In terms of the library's capital budget, the Budget Office is

5. **2012 Budget.** (continued)

committed to funding an additional \$1 million necessary for the redevelopment of the East Library. The approach to the Library's Facilities Plan will be on a case-by-case basis system due to the uncertainty of future project funding. A decision will need to be made for the next budget year regarding the area library along with an express library as it affects current branch libraries that may be included in the consolidation. The budget outlook is challenging but the Common Council has been actively planning. The State budget, having been concluded, dismisses the uncertainty of funding. The State budget is likely to help the City with its cost-curve, however, the reluctance to fully include public safety employees in collective bargaining changes is limiting, since public safety is almost two-thirds of the City's operating budget's salaries and wages. Trustee Harrington commended the City of Milwaukee in developing budgets during difficult circumstances. Trustee Kovac inquired about expanding library hours. Mr. Nicolini responded that increasing hours may be conceivable, but sustainability beyond the 2012 budget year needs to be considered. The Budget Office will take direction and guidance from Director Kiely. Informational item.

6. **Wisconsin Concealed-Carry Bill.** Director Kiely noted that Governor Walker is likely to sign the Wisconsin Concealed-Carry Bill in the coming weeks and it may go into effect in November. The City's Department of Intergovernmental Relations has been consulted regarding the Bill and Milwaukee Public Libraries. The Bill allows organizations and individuals to prohibit guns in their buildings by posting signs. After discussion, Trustee Riemer moved that Director Kiely develop a MPL policy that prohibits carrying concealed weapons in library buildings to the extent of the law, consulting with the City Attorney, and consistent with the City's interest, for discussion at the next regular Board meeting scheduled for July 26. President Hamilton amended the motion to include consultation with Trustee Coggs who is taking the lead at the Common Council level. Trustee Harrington seconded the motion as amended. Motion passed.
-

ADMINISTRATIVE REPORTS

7. **Personnel Actions.** Library administration reports the personnel activity for May 2011. Informational item.
-

8. **Financial Report.** The financial report for May 2011 was presented.

Library administration reports the financial activity:

U. S. Bancorp Commercial Paper #362080743 (rated A1/P1/F1+) dated 05/04/11 and maturing 06/03/11 at a rate of 0.09%.....\$600,000.

9. **Library Director's Reports.** Director Kiely highlighted that the Request for Proposal for the East Library project is expected to be issued on July 5. She noted that Mr. Dave Misky from RACM will be the manager for this redevelopment project and will communicate regularly with the Director and the Board.

The Mayor's Design Award was given to MPL for the Central Library Green Roof project.

The Friends of the Library Board is redefining their role and will continue to provide support to the library through programs and used book sales.

The statistical reports for May were reviewed.

Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of June 28, 2011 was adjourned at 6:10 p.m.



MEMORANDUM

Date: June 14, 2011

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

From: Taj Schoening, Library Business Operations Manager

Re: Bid Proposals Received for Air Handling Unit #6 Replacement

The Milwaukee Public Library issued a bid for replacement of Air Handling Unit #6 in the Central Library. The bid was publicly advertised with the public bid opening held on June 9, 2011. Four companies submitted proposals.

J. M. Brennan, Inc.	\$229,800
Arteaga Construction, Inc.	\$210,850
DMJ Services/ Action Heating & Cooling	\$218,264
Butters-Fetting Co., Inc.	\$226,000

Library administration recommends awarding the contract to the low bidder Arteaga Construction, Inc. for a total of \$210,850.

Procedures

MPL – CONDUCT OF PUBLIC

Public Service – #1989

Issue Date: 06/02/06

Review Date:

Supersedes: #1911

~~Milwaukee Public Library Board of Trustees approved a revision to the Conduct of Public Procedure at its December 15, 2009 meeting.~~

I. The Milwaukee Public Library Board of Trustees approved the following Code of Conduct Policy at its ~~May 17, 2006~~ meeting:

~~The Board of Trustees of the Milwaukee Public Library has the right to establish and enforce regulations that will allow the Library to provide services, maintain the collection, and ensure an atmosphere within its facilities to the benefit of the greatest number of users. Upon request, patrons will be required to show their library cards or other identification to library staff or security guards, and may be asked to sign in. Anyone who disregards these regulations is subject to removal from the library and/or restriction of library privileges.~~

The Board of Trustees of the Milwaukee Public Library and Staff are committed to providing the best possible customer service in an open and inviting atmosphere and the Library Code of Conduct is designed to ensure this atmosphere is maintained at all times.

Violations of the Milwaukee Public Library Code of Conduct may result in the expulsion of individuals from library premises and/or criminal prosecution.

In keeping with the City's commitment to customer service and the provision of a safe and inviting atmosphere, the following guidelines are set forth to define those activities that are inappropriate for our users and prohibited. Library staff will enforce these guidelines in a consistent and impartial manner.

The following behaviors, conduct and activities are expressly prohibited:

- eating, drinking or smoking
- sleeping or socializing
- loitering or interfering with free passage
- behaving in a disorderly, boisterous or loud manner
- panhandling or soliciting
- using cell phones in non-designated areas
- using audio or personal equipment that disturbs others or interferes with library service
- **carrying, consuming, and/or** being under the influence of drugs or alcohol
- damaging, defacing, destroying, or stealing library property
- violating computer use policies
- using library restroom facilities for inappropriate purposes such as loitering, bathing, etc.
- skateboarding, rollerblading, etc.
- harassing or threatening another person
- poor hygiene that is offensive to other persons

PROCEDURES

- **entering with concealed or openly visible firearms or other dangerous weapons with the exception of those carried by authorized law enforcement agents**
- bringing in excessive items that cannot be stowed under a standard study chair
- bringing in animals except as required by persons with disabilities
- **refusing to provide library card or other identification to library staff or security guards when requested**
- **refusing to sign-in when requested**

Anyone who disregards these regulations is subject to removal from the library and/or restriction of library privileges.

The above listed regulations will be posted in a conspicuous location in each library building.

II. The procedure is as follows:

Library or security staff may request that a patron immediately discontinue any inappropriate conduct. **Library staff may call 911 to seek police assistance in cases where the patron's conduct poses an immediate threat to the peace, safety, health and welfare of library staff and patrons.** Depending upon the nature of the conduct, the patron may be required to leave the library for the remainder of the day or a longer period of time. Library or security staff shall document and report the incident immediately to the supervisor or manager. Patrons who have stolen materials from the library may be restricted from entering library facilities, or more secure areas within the library such as non-public reference areas. In certain circumstances, patrons who have failed to return materials may also be restricted from entering library buildings or more secure areas. When an individual's inappropriate conduct is serious or repeated, the Library Director may, at his or her discretion, restrict that individual's access to any Milwaukee Public Library building at any time. Any of the following steps may be taken at any time to ensure a safe environment for patrons and staff.

A. ESTABLISHING AND IMPLEMENTING A BAN

Violations of the Library's Code of Conduct may lead to a banning for a period of time, based on the guidelines attached to this procedure. The guidelines provide a basis for the individual sanction, but the actual ban will take into consideration prior incidents and any other factors that may be relevant. The authority to ban a patron and the library manager to whom the patron may appeal is as follows.

Authority	Ban	Appeal to	Method
Librarian-in-Charge	1 day – 1 week	Manager	By phone or in person
Manager	2 week – 1 month	Area Manager	By phone or in person
Area Manager	2 months – 3 months	Deputy Director	In writing within 15 days of date of letter
Deputy Director	4 months – 5 months	Library Director	In writing within 15 days of date of letter
Director	6 months or more	Library Board	In writing within 15 days of date of letter

PROCEDURES

At the recommendation of the Library Deputy Director of Public Services, the Security Manager, or the Milwaukee Police Department, the Library Director may ban a patron from Milwaukee Public Libraries for more than one year or permanently if the patron's conduct is a threat to library patrons or staff. All permanent bans will be brought to the Milwaukee Public Library Board of Trustees's Library Services and Programs Committee for approval, and to the full Milwaukee Public Library Board of Trustees for ratification.

If a patron is banned from the Milwaukee Public Libraries for six months or more, he or she may request an appeal before the Milwaukee Public Library Board of Trustees. The request for an appeal must be in writing and mailed or delivered to the Library Director at: 814 W. Wisconsin Avenue, Milwaukee, WI 53233-2309 within 15 days of the date of the Library Director's letter to the patron. The request for review shall state the ground or grounds upon which the person aggrieved contends that the decision should be modified or reversed. Thereafter, a patron who has been banned for more than one year from the Milwaukee Public Libraries may request an appeal before the Milwaukee Public Library Board of Trustees once a year, beginning one year after the ban. Subsequent appeals must follow the same format as the first.

B. APPEALS PROCESS

Appeals by patrons banned for up to one month may be made ~~in person or~~ by telephone. The appeal will be heard and responded to orally. Appeals greater than 1 month must be made in writing within the time frame indicated and after a review by the authority indicated, will be responded to in writing.

When the Library Director receives written notice of an appeal which is within the time frame noted in the banning letter for seeking an appeal, the appeal will be scheduled before the Library Services and Program Committee of the Milwaukee Public Library Board of Trustees. The notice of their meeting will include the information that the committee may meet in Executive Session. Written evidence and argument in support of the patron's position may be sent to the committee via the Library Director and will be accepted up to 7 days in advance of the meeting. The committee will also hear oral presentations limited to 10 minutes each by the library administration and the person making the appeal. The rules of evidence may be relaxed by the Board as appropriate for the particulars of any such administrative appeal. The appeal hearing shall be tape recorded. The committee will make a recommendation on each appeal and present their findings to the Library Board in open session at their next monthly meeting or as soon as practical. The full board will then act on that recommendation. The decision of the Milwaukee Public Library Board of Trustees regarding an appeal shall be final and mailed to the patron within (7) days of the Board's decision.



MEMO

July 18, 2011

To: Milwaukee Public Library Board of Trustees

From: Paula A. Kiely, Director

Re: Request to Apply for Grants

We are seeking approval to apply for two grants to support the annual summer reading program and a new digital collections project. Funding for the children's program would come from federal Library Services and Technology Act funding, administered by the Department of Public Instruction's Division for Libraries. Funding for the digitization project would come from the National Endowment for the Humanities.

Milwaukee Historic Performing Arts Collection (MHPAC) Digitization Project - \$108,714

A request will be submitted to the NEH in the category of Humanities Collections and Reference Resources to digitize the MHPAC. The collection includes 63,000 pages of unique and fragile items including 10% German language materials. Materials common to other previously digitized collections will not be included. Items in the public domain, from the mid 1800's to 1977 have been selected. The items will be digitized and made available through www.mpl.org, with the collection remaining available at MPL.

Bridging the Reading Gap through Summer Outreach – up to \$40,000

The library is requesting funds to support educators to work with children who have been identified at the greatest need for literacy enrichment over the summer of 2012. The educators will have weekly contact with these children at their child care centers or summer camps and share a love of books to spark a passion for reading in the children. The educators will also inform the children about the resources at the library. Each location will receive a collection of library books for use over the summer.

Attachment



MEMO

To: Paula Kiely, Library Director
From: Chris Arkenberg, Central Library Manager
Date: July 14, 2011
Regarding: **Request to apply for an NEH Grant in the category of Humanities Collections and Reference Resources**

BACKGROUND

MPL has an incredible set of materials gathered into the Milwaukee Historic Performing Arts Collection (MHPAC). The collection is in need both of preservation and promotion.

PROPOSAL

A grant request will be submitted to the NEH in the category of Humanities Collections and Reference Resources to digitize the MHPAC. The collection includes 63,000 pages of unique and fragile items including 10% German language materials. Materials common to other previously digitized collections will not be included. Items in the public domain, from the mid 1800's to 1977 have been selected. The items will be digitized and made available through www.mpl.org, with the collection remaining available at MPL.

RATIONALE

The complexity and scope of the collection requires substantial additional support for scanning, creation of text, proofreading, creation of metadata and uploading of items. Additional hardware and software is also needed. MPL is requesting a little over \$100,000 for the three year project. The bulk of the money will go toward digital projects assistants who will be contract workers; money will also be spent on equipment.

DISSEMINATION OF MATERIAL

The collection will be available primarily through www.mpl.org and also through Wisconsin Heritage Online. Programming, participation in professional conferences, contacting local performing arts and historical groups and traditional methods of publicity will be used to promote the material and product.

BUDGET

Contract worker payments will total \$106,314. Scanners and OCR software will cost \$2,200, for a total request of \$108,714. In kind support from MPL for salaries and benefits and server space is \$129,893.

GRANT SUPPORT AND DEADLINE

Advisors for the project include Digital Projects librarians from Marquette and UWM and the Doctoral Program Director at UWM. Letters of support have been received from Mayor Tom Barrett, The Director of the German Language Institute in Washington, DC and area academics. The application deadline is July 20, 2011 with notification of acceptance in March 2012. Grant activity may begin in April 2012.

(See verso for talking points)

Appendix – Additional Information for the Board

Why this collection?

1. The Milwaukee Historic Performing Arts Collection is unique and extensive. Because of the combination of images and text, it requires extensive processing and proofreading. Previous collections have been digitized using semester field work students providing 150 hours of work. The grant provides for 3 contract employees working 20 hours a week for 50 weeks each year of the three year effort. MPL could not digitize this collection without substantial financial support to hire digital project assistants. Digitization is a way to preserve the collection
2. The collection provides a cultural snapshot of entertainment choices over more than 100 years. The variety of programs, the content of programs, the famous and not so famous entertainers, the venues, the advertising, the graphic design, the locations and prices all together provide unique insight into the developing Milwaukee area. Scholars, genealogists, student and casual browsers will have available online fascinating source material.
3. Libraries make themselves known nationally and in the community through their special collections. Search terms and phrases will connect seekers to MPL's site and this collection.
4. While the individual items are very interesting, taken as a whole they create a cultural, social and economic picture of the Milwaukee area, a major Midwestern community.
5. This collection is unique, but hidden. It is used by patrons asking for information on Milwaukee's performing arts past, but the digitization will increase the use of the material many times over. Genealogists may find an ancestor. German theater buffs may learn about wide range of performances and the vigor of the Milwaukee German immigrant community. It's a bundle of potential.

How much staff involvement is there? Can we afford the staff time?

The Digital Projects Librarian has considerable experience in multitasking while monitoring fieldwork students and contract workers. The initial training will be Rose Fortier's greatest time expenditure. The contract workers are likely to be archival library students from UWM. Staff time appropriated for the grant is concurrent with time spent providing instant message and text reference and along with her usual duties. Ms. Fortier and other library staff will also work on digitizing the very fragile and complicated pieces in the MHPAC. MPL will also continue to develop other digital collections. Preserving, sharing and promoting MPL's collections are essential to MPL's mission.

Budget

MPL's in kind expenses are primarily for staff time. To indicate commitment to continued availability of the material, additional server space should be provided (\$5,000). If money cannot be appropriated from the budget, the MPL Foundation has agreed to pursue a funding source. MPL is not requesting more money because we are at capacity for staff time, with the size of the collection and work equipment and space.



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

Legislative Requests

2010-2011 Wisconsin Legislative Session / 2012-13 Budget

The City of Milwaukee's Intergovernmental Relations Division (IRD) recently completed its efforts during the 2010-11 Wisconsin Legislative Session including work on the 2012-13 State Budget. The following are notable actions or changes that impact the library:

- 10% cut in funding to all Wisconsin Library Systems
- Maintenance of Effort (MOE) eliminated from Wisconsin SS 43.15(4)(c)
- Wisconsin Talking Book and Braille Library Fully Funded

2011-12 Wisconsin Legislative Session

Library Administration has had preliminary discussions with the director of IRD regarding the upcoming fall session. The following items were discussed.

- Seek an exception to the Department of Transportation's policy on freeway signage to allow signs to be posted for exits to the Historic Central Library
- Officially recognize and fund the Central Library as a State Resource Library

MILWAUKEE PUBLIC LIBRARY SYSTEM
PERSONNEL ACTIONS

COVERING PERIOD: May 29, 2011 through June 25, 2011

The Secretary reports the following personnel actions:

REGULAR APPOINTMENT

Natalie Phillips - Office Assistant I (und. Library Circulation Assistant I) - Circulation 6/6/2011

EXEMPT APPOINTMENT

Ayoka Huff-Johnson - Library Technology Specialist - Automation 5/31/2011
Paula Mason - Library Technology Specialist - Automation 5/31/2011
Bridget Murphy - Library Technology Specialist - Automation 5/31/2011
Laura Patiño - Library Technology Specialist - Automation 5/31/2011

EXEMPT APPOINTMENT / PROMOTION / TRANSFER

Alicia Groeschel, from: Library Circulation Aide, East 5/31/2011
TO: Library Technology Specialist - Automation

EXTENSION OF TEMPORARY APPOINTMENT

Julie Markowski, Personnel Analyst-Sr. - Personnel 6/7/2011

EMERGENCY APPOINTMENT

Joy Kilimann - Librarian III - Mill Road 6/25/2011

TRANSFER

Audrey Barbakoff - Librarian I - CLCR to Forest Home 5/29/2011
Kelly Wochinske - Librarian II - Forest Home to CLCR 5/29/2011
Jeff Gold - Librarian III – Mill Road to Washington Park 5/29/2011
Dan Thompson - Librarian III – Washington Park to Mill Road 5/29/2011
Megan Hawley - Librarian I – Capitol to ML King 5/29/2011
Jane Hauptert - Librarian III (½ job share) – ML King to East 5/29/2011
Sha’Nese Burnell Jones - Librarian III (½ job share) – ML King to East 5/29/2011

LEAVE OF ABSENCE 24.0 or more hours.

Charmari Canady - Library Circulation Assistant I - WTBBL - 38.0 hrs 6/2/2011
Jeanette Hollenbeck - Library Circulation Assistant I - Circulation - 40.0 hrs 6/14/2011
Alicia Cosey - Library Circulation Assistant I - Center Street - 24.0 hrs 6/15/2011
Charmari Canady - Library Circulation Assistant I - WTBBL - 45.5 hrs 6/15/2011
Joseph Seipel - Custodial Worker II - Facilities & Fleet - 25.3 hrs 6/16/2011
Paula Mason - Library Technology Specialist - Automation 6/23/2011

RESIGNATION

Susan Beaumont - Neighborhood Library Services Assistant - Tippecanoe	6/2/2011
Marvin Stokes-Beamon - Library Circulation Aide - Capitol	6/18/2011
Monica Rynders - Librarian Intern - Subject Services	6/20/2011

RESIGNATION / TRANSFER TO ANOTHER CITY DEPARTMENT

Toni Vanderboom - Personnel Analyst-Sr. - Personnel	6/12/2011
TO: Personnel Analyst-Sr. (und. Human Resource Rep) - Fire & Police Commission	

SEPARATION FROM SERVICE (DEATH)

Douglas Geis - Neighborhood Library Services Assistant - Mill Road	6/2/2011
--	----------

RETIREMENT

Acklen Banks - Library Branch Manager -- Capitol & Mill Road 22 years of service	6/25/2011
---	-----------

**MILWAUKEE PUBLIC LIBRARY
FINANCIAL REPORT
As of June 30, 2011**

REVENUES	2011			2010		
	Total Budget	% of Total	YTD Actual	Total Budget	% of Total	YTD Actual
CITY						
Fines	\$441,000		\$158,243	\$390,000		\$205,204
Lost Materials, etc.	143,700		61,939	147,000		63,758
MCFLS Contracts	800,100		209,068	970,000		418,487
Additional City Appropriation	20,980,573		10,058,585	18,721,619		10,138,232
Total City Revenue	<u>\$22,365,373</u>	90%	<u>\$10,487,835</u>	<u>\$20,228,619</u>	90%	<u>\$10,825,681</u>
CONTRACT GRANTS						
Center Street	\$465,257		\$232,497	\$520,883		\$243,909
Teacher in the Library	208,000		131,842	0		0
WTBBL	968,700		871,953	961,300		956,597
ILS	94,100		92,401	93,500		90,675
Total Contract Grant Revenue	<u>\$1,736,057</u>	7%	<u>\$1,328,693</u>	<u>\$1,575,683</u>	7%	<u>\$1,291,181</u>
FOUNDATION FUNDS	\$568,841	2%	\$205,303	\$624,658	3%	\$202,097
TRUST FUND	\$118,000	0%	\$57,383	\$75,000	0%	\$39,195
TOTAL REVENUES	<u><u>\$24,788,271</u></u>	100%	<u><u>\$12,079,214</u></u>	<u><u>\$22,503,960</u></u>	100%	<u><u>\$12,358,154</u></u>

EXPENSES	2011			2010		
	Total Budget	% of Total	YTD Actual	Total Budget	% of Total	YTD Actual
CITY						
Salaries	\$12,094,690		\$5,789,865	\$11,584,227		\$6,049,314
Fringe Benefits	6,168,292		2,989,535	4,749,532		3,048,762
Supplies and Services	2,510,837		929,808	2,266,424		854,432
Equipment (Computers, etc.)	156,554		22,284	251,293		81,952
Materials (Books, media, etc.)	1,435,000		756,343	1,377,143		791,221
Total City Expenses	<u>\$22,365,373</u>	90%	<u>\$10,487,835</u>	<u>\$20,228,619</u>	90%	<u>\$10,825,681</u>
CONTRACT GRANTS						
Center Street	\$465,257		\$232,497	\$520,883		\$243,909
Teacher in the Library	208,000		131,842	0		0
WTBBL	968,700		871,953	961,300		956,597
ILS	94,100		92,401	93,500		90,675
Total Contract Grant Expenses	<u>\$1,736,057</u>	7%	<u>\$1,328,693</u>	<u>\$1,575,683</u>	7%	<u>\$1,291,181</u>
FOUNDATION FUNDS						
Materials	\$449,776		\$106,802	\$524,124		\$118,345
Programming	119,065		98,501	100,534		83,752
Total Foundation Expenses	<u>\$568,841</u>	2%	<u>\$205,303</u>	<u>\$624,658</u>	3%	<u>\$202,097</u>
TRUST FUND						
Materials	\$68,500		\$41,782	\$29,500		\$17,973
Programming	20,500		7,283	19,500		9,360
Training	8,000		4,225	5,000		15
Marketing	19,000		3,844	19,000		10,197
Contingency	2,000		249	2,000		1,650
Total Trust Fund Expenses	<u>\$118,000</u>	0%	<u>\$57,383</u>	<u>\$75,000</u>	0%	<u>\$39,195</u>
TOTAL EXPENSES	<u><u>\$24,788,271</u></u>	100%	<u><u>\$12,079,214</u></u>	<u><u>\$22,503,960</u></u>	100%	<u><u>\$12,358,154</u></u>

Director's Report June 2011

In the past month, we continued to focus on our priorities: building the Villard Square branch library and preparing for service, completing the Self-Check/Sorter system, implementing the Laptop Grant, and working on the East Library Development project, along with other projects. Progress is being made on all and we expect to complete each of these projects on time and within budget. A final meeting with the community to discuss the public artwork at Villard Square branch was held on July 12 with positive feedback and input into the planned images. The laptop program was launched at several of the six sites and automation staff are making adjustments as needed. The East Development RFP was issued on July 11 and proposals are due August 15.

I attended several events and training programs over the month including the UWM Library's China Exhibit Opening, a press conference about a new summer reading program, Be the Change, launched under the leadership of Library Board President, Alderman Ashanti Hamilton and School Superintendent Gregory Thornton, the American Library Association Annual Conference, and the Milwaukee Partnership Academy retreat. The library is supporting Be the Change by issuing library cards to all participating students and their mentors, and three staff and I have a staff presentation planned for August to report on ALA conference-related activities and ideas.

Events

Krug Evening Spotlight Series. The second in the 2011 series of Richard E. and Lucile Krug Evening Spotlight programs, "Scenes from the Life of a Young Increase Lapham" took place on June 28. A self-educated engineer and naturalist, Increase Lapham was Wisconsin's first scientist and one of its foremost citizens. During the program, author Martha Bergland presented a well-narrated picture of Lapham's early life, including his journey from New York to Ohio and finally, in 1836, to Wisconsin. Lapham's journals, which are preserved at the Wisconsin Historical Society, were the source of some fascinating personal details about Lapham's life, interests and social life. Thirty-five people attended the program including one who opined, "Excellent, please start adding more of these to the calendar!"

Knitting/crocheting. Central Library was the scene of carefree knitting and crocheting on Saturday, June 11, Worldwide Knit in Public Day. Needlework stations were placed in most public areas and a "Knitting Café" was available in Meeting Room 1 in the morning and afternoon for refreshments. The event attracted 13 knitters.

Staff

Staff Award Ceremony. On June 16, the Library held its semi-annual Staff Awards Ceremony at Central Library. Years of service pins were awarded to the following staff members:

5 Year Pins - Kellie Myszkowski, Thomas Piontek, John Sieracki, Jamal Tisdale

10 Year Pins - Clark Caughey, Brandie Rayford, Alejandra Salas

15 Year Pins - Kim Johnson, Lucy Patin

20 Year Pins - Judith Pinger

25 Year Pins - Patricia DeFrain, Jacqueline Radtke

30 Year Pins - Patrick Dayton, Christine Murphy

35 Year Pins - Amy Finn

45 Year Pins - Virginia Schwartz

Marketing

Be A Super Reader Program:

- Let's fight the summer reading gap (*MJS Perspectives*, Main Section, June 15) – Editorial piece written by Coordinator of Youth Services Kelly Hughbanks
- 5 reasons to believe progress is being made to address reading crisis (Alan Borsuk, *MJS Commentary on Education*, Local News, June 12) – Super Reader program listed as reason #5
- “Fox 6 Wake-Up News” – Kelly Hughbanks on June 6
- WTMJ Channel 4's “Morning Blend” – Kelly Hughbanks on June 7
- Journal Communications partnership includes FREE:
 1. *MJS* ads – June 19 and 26 (two July ads to follow)
 2. www.jsonline.com – Online ads ran June 19-July 2 (more to run in July)
 3. www.milwaukee moms.com – June 19 and 26 “advertorials” in weekly e-Moms newsletters (two July advertorials to follow)
 4. www.milwaukee moms.com – Online ads for June, July and August
 5. www.milwaukee moms.com – Be A Super Reader presence under Resources link
- Clear Channel bus ads featuring Mayor Tom Barrett “flying” in a Super Reader cape rolling on 13 bus sides.
- Hot summer reads (*MetroParent Magazine*, June) – Booklist promotes Super Reader program
- *MetroParent Magazine* (June) - Paid ad in the Summer Sun pull-out section – back cover
- Milwaukee Recreation Guide (Summer) – Free ad
- Church bulletins – Super Reader blurb and graphic provided
- Be A Super Reader DVD updated and posted to the MPL website; broadcasted periodically on City Channel 25

Villard Square:

- Make room for the grandkids (Karen Mahoney, *Catholic Herald*, May 19) – Special section on mature lifestyles article about Villard Square library and grandparent/grandkids apartments
- Tax credits OK'd for Tower site (Tom Daykin, *Milwaukee Journal Sentinel*, Business Section, June 15) – Paragraph on using tax credits to provide a \$600,000 loan to help finance Villard Square

MPL on the Air

Library Director Paula Kiely participated in a televised press conference on June 7 to promote MPL locations as “Cool Spots” during a heat wave.

Read All About It

Milwaukee Journal Sentinel:

- Seeing symbolism in art shuffle at governor’s mansion (Daniel Bice, No Quarter column, June 5) – David Lenz painting “Wishes in the Wind” to be relocated to Central Library
- Trustees agree to ban guns from libraries (Rustin Fakheri, Local News, June 29)
- Cue Section and Entrée Section calendars (Throughout June) – Listings for MPL programs and activities

MPL Online

The Summer 2011 edition of the Wisconsin Association of Public Libraries online newsletter *Communique* includes articles and photos on the resumption of green roof tours at Central Library and construction progress at Villard Square.

A new entertainment calendar for www.jsonline.com called Tap Milwaukee includes MPL programs and special events.

From outside bloggers, Tweeters and Facebook pages:

- Midwest Editorial Photo (Troy Freund – June 9) – Creativity works here: Grand Avenue Mall – “I met “in real life”, Judy Pinger, a 20+ year Milwaukee Public Library employee, who is also a member of their excellent Twitter-Team.”
- AMACOMBooks (June 23) – “Dude, the new self-checkout system at @MilwaukeePubLib is AWESOME. SOOOO super easy! I love it!”
- Milwaukee Tweets Daily (June 16) – Included READ@MPL and NOW@MPL blog posts in this online daily newspaper.

Miscellaneous

Authors Peter Hernon and Joseph R. Matthews published a new book entitled *Listening to the Customer*, a book on how libraries can use effective strategies to remain relevant by listening to what our customers want, need and have to say about services and products. The chapter “Valuing Library Customers” cites the Milwaukee Public Library in a positive light as taking different approaches in its facilities planning process for future MPL operations (pages 166-169).

The American Library News included a blurb congratulating MPL staffer Audrey Barbakoff as she receives a 2011 Gordon M. Conable conference scholarship. The scholarship pays for expenses for Audrey to attend the 2011 ALA annual conference in New Orleans.

MILWAUKEE PUBLIC LIBRARY
Monthly Statistical Report
June 2011
CIRCULATION*

Circulation Unit	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	55,520	50,975	8.9%	331,269	295,774	12.0%
Atkinson	7,596	8,287	-8.3%	41,409	41,470	-0.1%
Capitol	17,097	17,619	-3.0%	90,579	88,179	2.7%
Center Street	6,310	5,742	9.9%	34,800	34,368	1.3%
Forest Home	14,228	14,223	0.0%	78,184	76,511	2.2%
Martin Luther King	7,573	8,107	-6.6%	40,031	40,933	-2.2%
Mill Road	13,335	14,149	-5.8%	66,272	69,433	-4.6%
Tippecanoe	18,097	17,518	3.3%	89,283	85,471	4.5%
Villard Avenue	8,021	9,064	-11.5%	42,418	44,675	-5.1%
YCOS - Outreach	6,980	4,032	73.1%	28,900	20,381	41.8%
SUB TOTAL	154,757	149,716	3.4%	843,145	797,195	5.8%

Circulation Unit	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Bay View ►	28,099	22,370	25.6%	142,054	119,282	19.1%
East ►	24,346	18,108	34.4%	129,133	105,982	21.8%
Washington Park ►	12,874	12,386	3.9%	61,478	59,333	3.6%
Zablocki ►	28,474	22,487	26.6%	137,280	122,964	11.6%
SUB TOTAL	93,793	75,351	24.5%	469,945	407,561	15.3%

TOTAL	248,550	225,067	10.4%	1,313,090	1,204,756	9.0%
--------------	----------------	----------------	--------------	------------------	------------------	-------------

► 28.6% increase in hours beginning February 28, 2011

Factors affecting statistics this month:

Increases:

YCOS Outreach - Service enhancements: addition of one senior high rise van stop; addition of one Ready to Read/Books2Go storytime consultant; increase in the number of holds patrons request at van stops; expanded to year-round deposit collections for Super Reader Outreach sites; increase in number of summer-only deposit collections.

Decreases:

*Remote self renewals are included with the library that the item was originally checked out at from October 2010 through present. Remote self renewals is **not** included for the months of January 2010 through September 2010.

MILWAUKEE PUBLIC LIBRARY
Monthly Statistical Report
June 2011
PATRON COUNT

Circulation Unit	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	44,678	49,582	-9.9%	275,636	277,851	-0.8%
Atkinson	8,537	8,861	-3.7%	45,454	50,115	-9.3%
Capitol	10,254	11,293	-9.2%	56,822	65,312	-13.0%
Center Street	12,443	12,196	2.0%	68,997	66,238	4.2%
Forest Home	13,816	14,577	-5.2%	72,930	78,306	-6.9%
Martin Luther King	9,589	9,407	1.9%	45,908	48,046	-4.4%
Mill Road	9,340	10,097	-7.5%	49,054	59,216	-17.2%
Tippecanoe	11,677	11,825	-1.3%	63,064	61,232	3.0%
Villard Avenue	8,117	8,712	-6.8%	43,150	45,262	-4.7%
YCOS - Outreach	431	315	36.8%	2,258	2,045	10.4%
Drive-Up Traffic Count	3,813	2,113	80.5%	15,326	14,530	5.5%
SUB TOTAL	132,695	138,978	-4.5%	738,599	768,153	-3.8%

Circulation Unit	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Bay View ►	13,137	10,968	19.8%	69,466	62,731	10.7%
East ►	14,322	12,104	18.3%	72,432	69,713	3.9%
Washington Park ►	17,325	13,552	27.8%	74,584	69,299	7.6%
Zablocki ►	15,506	14,255	8.8%	83,119	83,525	-0.5%
SUB TOTAL	60,290	50,879	18.5%	299,601	285,268	5.0%

TOTAL	192,985	189,857	1.6%	1,038,200	1,053,421	-1.4%
--------------	----------------	----------------	-------------	------------------	------------------	--------------

► 28.6% increase in hours beginning February 28, 2011

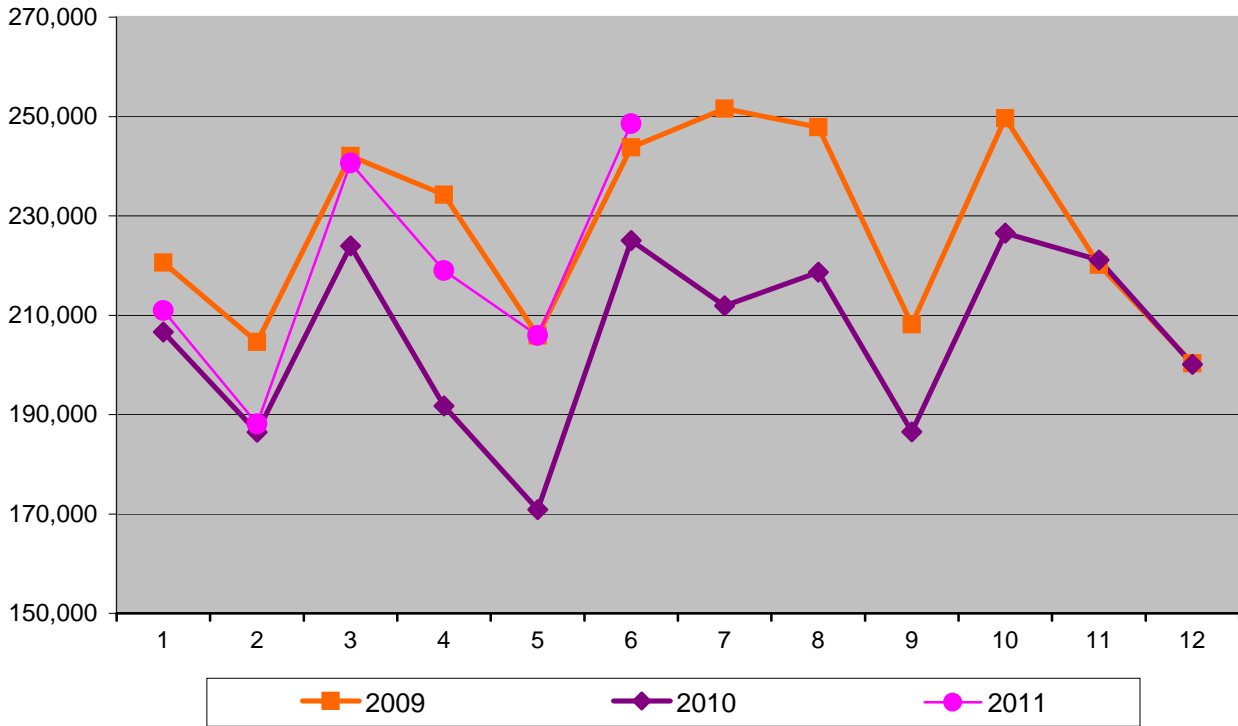
Factors affecting statistics this month:

No apparent factors evident.

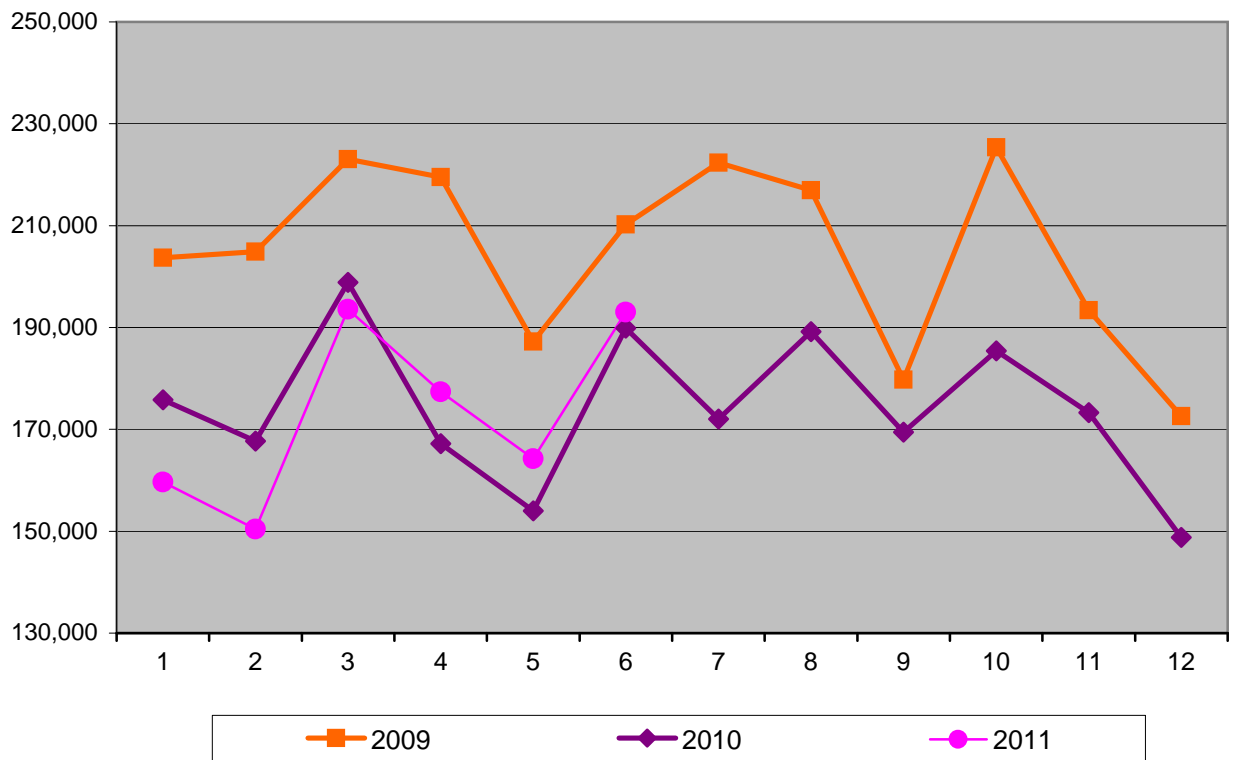
Increases:

Decreases:

**Milwaukee Public Library
Monthly Circulation Totals
2009 through June 2011**



**Milwaukee Public Library
Monthly Patron Totals
2009 Through June 2011**



Milwaukee Public Library
Computer, Internet, and Electronic Statistics
June, 2011

Unique Visitors to the MPL Website						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	83,373	82,542	1.0%	472,955	485,650	-2.6%

OverDrive Digital Download Circulation						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	343	215	59.5%	2,036	1299	56.7%

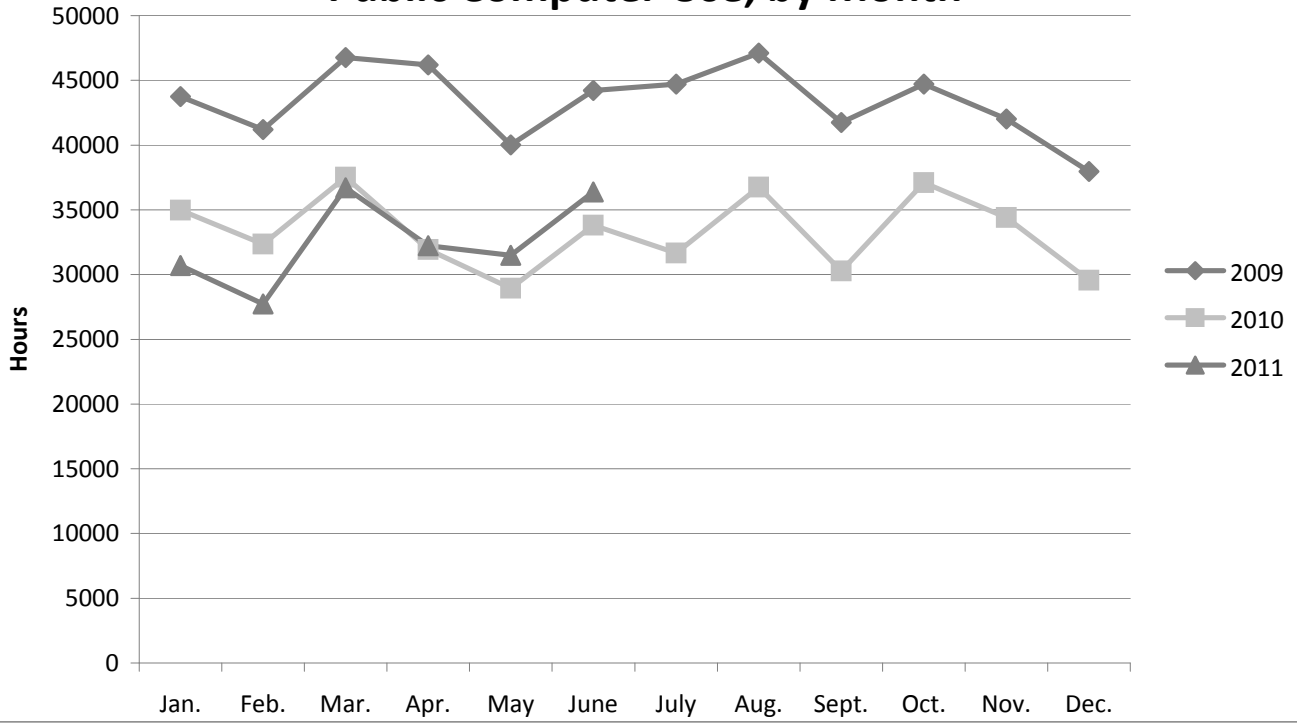
Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	4,622	6,446	-28.3%	32,346	39,480	-18.1%
	36.5% In-library 63.5% Remote	24.7% In-library 75.3% Remote		34.5% In-library 65.5% Remote	27.0% In-library 73.0% Remote	

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
	36,743	39,208	-6.3%	223,658	231,703	-3.5%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	10,754	7,971	34.9%	53,280	50,987	4.5%
Atkinson	763	683	11.7%	2,552	3,347	-23.8%
Bay View	2,671	3,054	-12.5%	15,218	15,894	-4.3%
Capitol	2,568	2,792	-8.0%	12,963	15,188	-14.6%
Center Street	978	1,126	-13.1%	5,250	6,646	-21.0%
East	2,657	3,048	-12.8%	14,199	16,566	-14.3%
Forest Home	987	959	2.9%	4,985	5,014	-0.6%
Martin Luther King	736	962	-23.5%	4,613	5,096	-9.5%
Mill Road	1,410	1,145	23.1%	6,902	6,802	1.5%
Tippecanoe	1,418	1,201	18.1%	7,229	7,811	-7.5%
Villard Avenue	816	878	-7.1%	4,386	4,645	-5.6%
Washington Park	908	903	0.6%	5,332	5,253	1.5%
Zablocki	1,363	1,109	22.9%	8,371	8,190	2.2%
YCOS--Outreach	368	145	153.8%	1,013	812	24.8%
TOTAL	28,397	25,976	9.3%	146,293	152,251	-3.9%

Library Computer Use, in Hours, Second Quarter of 2011						
	Second Quarter			Year-to-Date		
	2010	2011	Change	2010	2011	Change
Central	26,776	26,011	-2.9%	58,173	54,296	-6.7%
Atkinson	6,510	6,893	5.9%	13,174	12,844	-2.5%
Bay View	4,179	4,856	16.2%	8,948	8,929	-0.2%
Capitol	5,509	5,413	-1.7%	11,900	10,916	-8.3%
Center Street	11,604	12,900	11.2%	24,541	25,239	2.8%
East	4,651	6,225	33.8%	9,401	10,969	16.7%
Forest Home	6,158	5,784	-6.1%	12,816	11,392	-11.1%
Martin Luther King	4,669	5,033	7.8%	9,754	9,392	-3.7%
Mill Road	5,179	5,456	5.3%	11,033	10,355	-6.1%
Tippecanoe	3,589	3,341	-6.9%	7,642	6,756	-11.6%
Villard Avenue	4,043	3,932	-2.7%	8,083	8,039	-0.5%
Washington Park	6,824	8,383	22.8%	13,391	14,207	6.1%
Zablocki	4,839	5,865	21.2%	10,513	11,144	6.0%
Total	96,540	100,092	3.7%	201,379	195,206	-3.1%

Public Computer Use, by Month



Public Computer Use, By Quarter

