



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

Joe'Mar Hooper, Financial Secretary

Paula Kiely, Secretary

JoAnne Anton, Ald. Milele Cogg, Sharon Cook, Ald. Nik Kovac,

Chris Layden, Joan Prince, Dir. Mark Sain

Secretary's Assistant: Crystal Sura (414) 286-3021

Tuesday July 26, 2016

4:30 p.m.

Central Library

Meeting Room 1

814 West Wisconsin Avenue

Milwaukee, WI 53233

AGENDA

PUBLIC COMMENT

SPECIAL COMMUNICATION

1. **Trustee Recognition**. The Board will present a resolution honoring Board member Ashanti Hamilton, thanking him for his twelve years of service.

Attachment A, page 3

RESOURCES / RECOMMENDATIONS / RESEARCH

2. **Kennedy School of Government**. Director Paula Kiely will share highlights of the three-week leadership course she attended at Harvard's Kennedy School of Government.

CONSENT AGENDA

Attachment B, page 4

3. **Regular Board Meeting Minutes June 28, 2016.**

4. **Committee Reports.**

a. Finance & Personnel Committee Meeting Minutes July 6, 2016

5. **Administrative Reports.**
 - a. Personnel Actions
 - b. Financial Report
 - c. Library Director's Reports

REPORTS

6. **Building and Development Committee.** Due to the lack of a quorum the July 7, 2016 MPL Building and Development Committee meeting was cancelled. The Board will go into a Committee of the Whole regarding the Martin Luther King Branch, the Mitchell Street Project, and the Resident Preference Program.

Attachment C, page 26

7. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac, Resource Library Representative, will report on the July 18, 2016 MCFLS Board meeting.
8. **MPL Foundation Report.** MPL Foundation Executive Director Ryan Daniels will report on fundraising efforts to-date.

OLD BUSINESS

9. **Forgiveness Campaign.** Library administration will provide an update on the Forgiveness Campaign.

STRATEGIC DISCUSSION

10. **Measuring Impact and Success.** The Trustees discuss the Bloomberg "What Works Cities" initiative and measuring the impact and success of the library, following a presentation by Assistant Director Jennifer Meyer.

REMINDER: Next scheduled meetings are:

August 1, 2016 – Services & Programs Committee – Central Library 5:30 p.m.

September 1, 2016 – Building & Development Committee – Central Library 8:00 a.m.

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) or Central Library, 814 W. Wisconsin Ave., Milwaukee, WI 53233 Attn: Accommodation Request.

WHEREAS,

Ashanti Hamilton

Resigned from his position as a member of the Board of Trustees of the Milwaukee Public Library in May 2016; and

WHEREAS, Ashanti Hamilton has served faithfully as an aldermanic member appointed to the Board by Mayor Tom Barrett since May 2004; and

WHEREAS, Ashanti Hamilton served as President of the Board of Trustees from May 2010 to May 2014; and

WHEREAS, during his tenure, he served on the Budget and Finance Committee, the Personnel Committee, the Executive Committee, and also on a special Task Force on Library Security; and

WHEREAS, under his leadership the Board of Trustees developed a new vision for the future of the library system which included facilities planning to develop new and mixed-use library buildings which resulted in the construction of the Villard Square and East Branch libraries; and

WHEREAS, Ashanti Hamilton traveled with a library team to Houston, TX in 2012 for the purpose of investigating the Express Libraries operated by the Houston Public Library; and

WHEREAS, after the development and approval of the 2010 "Rethinking Libraries for the 21st Century" facilities plan, an express library – MPL Express at Silver Spring – was opened to the public in 2014; and

WHEREAS, representing the Milwaukee Public Library, Ashanti Hamilton attended the 2013 Urban Libraries Council conference entitled "Partners for Success"; and

WHEREAS, Ashanti Hamilton participated in agreement negotiations with the Milwaukee County Federated Library System, advocated to increase library public service hours, and represented the Board of Trustees in advocating for the importance of Resource Libraries in the State of Wisconsin; and

WHEREAS, Ashanti Hamilton attended programs and events that featured or promoted the Milwaukee Public Library, supporting the library's mission, vision, and importance to the community;

NOW THEREFORE, BE IT HEREBY RESOLVED that members of the Board of Trustees of the Milwaukee Public Library express their deepest appreciation to Ashanti Hamilton for his service to the Library and the people of Milwaukee; and

FURTHERMORE, BE IT RESOLVED that a copy of this resolution, suitably inscribed, be presented to Ashanti Hamilton and that a copy hereof be spread upon the minutes of this regular meeting of the Board of Trustees held on Tuesday, June 28, 2016.

*Done in regular meeting assembled at Milwaukee, Wisconsin
this 28th day of June, 2016.*

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday June 28, 2016
Central Library Meeting Room 1
814 West Wisconsin Avenue
Milwaukee, WI 53233**

PRESENT: Michele Bria, Ald. Milele Coggs, John Gurda, Joe'Mar Hooper, Ald. Nik Kovac, Chris Layden, Dir. Mark Sain, Paula Kiely

EXCUSED: JoAnne Anton, Sharon Cook, Joan Prince

STAFF: Ryan Daniels, Petra Duecker, Joan Johnson, Sam McGovern-Rowen, Jennifer Meyer, Mary Milinkovich, Judy Pinger, Crystal Sura, Kelly Wochinske

OTHERS Budget and Management Division: Mark Nicolini

PRESENT: Barbara Goldberg & Associates, LLC: Barbara Goldberg

President Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:45 p.m. on June 28, 2016 with a quorum present. Trustees Coggs and Layden participated by conference phone. Agenda items were taken out of order; however, these minutes are presented in numerical sequence.

PUBLIC COMMENT None.

SPECIAL COMMUNICATION

1. **MPL Board Appointments.** President Gurda referred to the letter from Common Council President Ashanti Hamilton reappointed Dr. Joan Prince to the Board and expressed his appreciation of Dr. Prince's willingness to serve. President Gurda spoke on behalf of the Board saying that they are grateful that Trustee Sain is remaining on the MPL Board as he assumes his role as the Milwaukee Public School Board President. Information item.

RESOURCES / RECOMMENDATIONS / RESEARCH

2. **Teen Services Presentation.** Library Education Outreach Specialist Petra Duecker presented a summary on Connected Learning that included a timeline and goals. Connected Learning focuses on teen development for college and career readiness, social and emotional relevance, and twenty-first century literacies. The new library on Mitchell Street will be the space where a teen internship program will be launched. The five year plan is attached at the end of these minutes. Informational item.

CONSENT AGENDA

3. Regular Board Meeting Minutes May 24, 2016.
4. Administrative Reports.
 - a. Personnel Actions
 - b. Financial Report
 - c. Library Director's Reports

CONSENT AGENDA (continued)

After asking the Board if any items should be removed from the Consent Agenda presented as attachment B, page 5 of the agenda, President Gurda entertained a motion to approve. Trustee Hooper moved and Trustee Kovac seconded a motion to approve the Consent Agenda. Motion passed.

REPORTS

5. **Building and Development Committee.** Vice-Chair Sain referred to the June 2, 2016 Building and Development Committee agenda and minutes, listed as attachment C, pages 29-50 of the agenda. He summarized the minutes noting design renderings of the new library on Mitchell Street design renderings were included in the packet. A community engagement meeting will be scheduled in July to discuss the design concepts for the future library. Informational item.

The committee discussed library administration's recommendation to move the Mill Road Redevelopment Project forward by having the developer resubmit the project for WHEDA tax credits in January 2017. The library will begin the process of selecting an architect to design the new library and begin negotiations for the development agreement, with the expectation that the tax credits would be awarded as part of the funding structure. Trustee Sain moved the committee's motion to the full Board to proceed with the current Mill Road Redevelopment Project. Trustee Kovac seconded the motion. Motion passed.

Trustee Sain referred to the Branch Development Timeline, listed as attachment C, page 22 of the agenda. The committee will review a report on possible locations for a new Martin Luther King library at their July 7, 2016 meeting. Informational item.

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6. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Kovac, Resource Library Representative, reported on the June 20, 2016 MCFLS Board meeting. MCFLS finalized its Milwaukee County budget request of \$100,000. One item to note from the Library Directors Advisory Council meeting was the availability of MKE Mixers that are mobile boxes that have resources in them to aid librarians with programming. There are trustee training webinars scheduled every day during the last week of August. The suburban libraries have been updated on the MPL's participation in the ConnectEd Initiative. Informational item.

OLD BUSINESS

7. **Budget.** Budget Director Mark Nicolini reported that the City is looking forward two or three years during the planning for the 2017 budget. The strain on the capital budget is the emergence of the \$53 million refurbishing project for the City Hall foundation. The Library Branch building initiative remains a high priority for the Budget Office. The 2017 library operating budget is expected to be manageable without service disruptions. Looking forward, new pension contribution rates will be refigured for a five-year period beginning in 2018. The budget will be delivered by Mayor Barrett in September. Budget hearing before the Common Council will be heard in October. The budget will be adopted on or before November 12, 2016. Informational item.

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8. **Public Library System Redesign (PLSR) Project.** Director Kiely distributed a document titled Wisconsin Public Library System Redesign Project Update for Milwaukee Public Library Board of Trustees dated June 28, 2016. The document is attached at the end of these minutes. Director Kiely reminded the Board that she is Vice-chair of a Steering Team that is overseeing a review of the Wisconsin Public Library Systems. WiLS (Wisconsin Library Services) has been selected to serve as the project manager. Workgroups have been formed to gather data to consider new models for services that are mandated by State Statutes. There is either a concern regarding the services or a belief that services could be improved. The outcome of the process will be recommendations for new models of service and how to implement these new models. All the information from the Steering Team and workgroup meetings is available online at <http://www.plsr.info>. Director Kiely said she will report back to the Board when there is a recommendation made that will affect MPL. Informational item.
-

STRATEGIC DISCUSSION

9. **MPLX – Express Library Evaluation.** A MPL Express at Silver Spring Evaluation Summary, prepared by Barbara Goldberg & Associates, LLC was distributed. The report summarizes the finding of an evaluation of the MPL Express at Silver Spring, a fully automated 24-hour library located on the northern edge of Westlawn Gardens, on Milwaukee's Northwest Side. The Express Library is the first fully automated 24-hour library in the Midwest and is one of only a few fully automated libraries in the United States. A key accomplishment identified was that through a new community collaboration, the library, Housing Authority, and other partners brought an innovative, state-of-the-art, 24-hour automated library to a previously underserved area at a fraction of the cost of a traditional branch library. A major challenge is that patronage of the library has been significantly lower than anticipated. There is a need to identify and implement new ways to engage and re-engage residents in a meaningful way. Ms. Barbara Goldberg said she surveyed over thirty people on their vision for the Express Library. She believes that MPLX is a key community resource for northwest Milwaukee and will become even more important. Users had positive opinions of the library and it was seen as convenient and easy to use. Recommendations include defining MPLX as a branch library and consistently acting upon that definition, and developing and implementing an overall plan for maximizing existing community resources. Trustee Hooper suggested marketing MPLX at the Mill Road and Villard Square branches with a bookmark. The community partners need to be reintroduced to MPLX and all the materials it offers. He noted that MPS hired someone specifically to work with the four Westlawn schools to try to get more engagement in the neighborhood from the schools. There will also be a community school coordinator at Browning. Director Kiely said that the Housing Authority has been contacted regarding their Case Managers encouraging the residents to use the Express Library. Trustee Sain said that MPL could market the library during District Four's National Night Out and during the first days back to school perhaps using the Library Loud theme with music and food outdoors. Trustee Bria asked what MPL's aspirations are for MPLX and what the operating costs are. Director Kiely said she will follow-up with that information. President Gurda suggested that this topic be continued on the Regular Board meeting agendas as old business to keep the Board updated on how MPL is proceeding with the recommendations. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of June 28, 2016 was adjourned at 6:15 p.m.

Connected Learning Timeline

#MPLteenzone

2016: Pilot Year

- Begin with 10 interns.
- Currate technology and activate Mitchell St. Flex Space.
- Drive redevelopment of Teen Summer Reading Program.
- Drive App development for Teen Summer Reading Program and Launch App.
- Service Learning art collaboration for Mitchell St. Space.
- Grant writing.

2017: Launch, Build, & Transform

- Continue and grow internship program, both school year and summer.
- Redesign two teen spaces.
- Purchase and install equipment/software/technology. Make available for patron loan.
- Begin posting on social media about progress.
- Work out issues of access.
- Launch parties.

2018: Hang Out & Mess Around

- Continue internship program, both school year and summer.
- To activate space, begin using for gaming events, maker events, and STEM events/programs informed and led by teen interns.
- Promote to teachers and community organizations. Encourage collaboration.
- Hire College Mentors and begin "Open Zone" times.
- Begin developing incentive system informed by College Mentors and interns. (Badging or Progress Bar)

2019: Hang Out, Mess Around, & Geek Out

- Continue internship program, both school year and summer.
- Launch incentive system.
- Launch series programs designed for 21st century skill building through PBL with technology.
- Continue to integrate new technology.

2020: Continued Growth

- Continue internship program, both school year and summer.
- Expand to new spaces.
- Develop Advisory Board.
- Join community of practice.

Wisconsin
Public Library System Redesign Project

Update for
Milwaukee Public Library Board of Trustees
June 28, 2016

Summary

Wisconsin State Superintendent of the Department of Public Instruction Tony Evers accepted a recommendation to update Wisconsin Public Library Systems. He appointed a Steering Team to guide the implementation and oversee the process to ensure its transparency and inclusiveness. WiLS, a Wisconsin library non-profit, was selected to serve as project manager. They designed the process, are managing a series of workgroups, coordinating all communications, and working closely with the Steering Team.

Phase 1 - Accomplishments

- Process designed
- Founding documents written
 - Principles and Goals
 - Communication Plan
 - Data and Information Gathering Plan
 - Records Management Plan
- Recruitment and selection of workgroup leaders, facilitators, and members
- Orientation of workgroup leaders and facilitators
- Scheduled 1st meetings of workgroups

Workgroups of greatest interest to Milwaukee

- Resource library
- Chapter 43
- ILS (Integrated Library System)/Resource Discovery
- ILL (Interlibrary Loan)
- Electronic Resources
- Technology

Other workgroups include

- Delivery
- Continuing Education
- Consulting

Desired service outcome components:

- Consideration of stakeholder benefits
- Balance between choice, flexibility, and standardization
- Models that allow for growth and encourage innovation

- Partnerships and collaborations. For example, collaboration and good communication with DPI and WLA lobbyists, and COLAND and WLA's LD&L will be important
- Maximizing resources
- Improved service
- Service equity

Phase 2 - Goals

Workgroups will begin to analyze data/other research and develop potential models. Funding will be available for a limited number of pilots.

Project website: www.plsr.info



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

June 28, 2016

To: Finance & Personnel Committee of the
Milwaukee Public Library Board of Trustees:
Chair Joe Mar Hooper, JoAnne Anton, Milele Coggs, Joan Prince
all trustees are welcome to attend
MPL: Joan Johnson, Bill Lenski, Jennifer Meyer
US Bank: Richard Romero, Wayne Sattler

Fm: Paula A. Kiely, Library Director

Re: Finance & Personnel Committee Meeting
Wednesday July 6, 2016, 4:00 p.m.-5:00 p.m.
Central Library Meeting Room 1, 814 W. Wisconsin Avenue

MEETING NOTICE AND AGENDA

1. **Quarterly Review of Fund Investments.** Mr. Richard Romero and Mr. Wayne Sattler of US Bank will review the performance of the Trust Fund investments and offer suggestions for maximizing returns.
2. **Quarterly Report of the Internal Control of the MPL Trust and Gift Funds.** Assistant Director of Library Operations Jennifer Meyer will report on internal accounting management.

Attachment A, page 2

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ATTACHMENT B-P. 7 of 22
MPL CONSENT AGENDA
4a. Finance & Personnel Minutes
07/06/16

P. 10



MEMORANDUM

Date: June 29, 2016

To: Paula A. Kiely, Library Director

From: Jennifer Meyer, Assistant Director Library Operations

Re: Internal Controls – Second Period 2016

I have confirmed that in March, April and May 2016 Library staff followed Trust Fund internal control procedures. I am pleased to report that there were no issues with the operations of the Library Gift and Trust Fund during this period.

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

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

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

MPL Trust and Gift Funds
Balance Sheet
 As of May 31, 2016

	May 31, 16
ASSETS	
Current Assets	
Checking/Savings	
Cert. of Deposit/Comm. Paper	330,000.00
Checking - US Bank	8,473.20
Common Stock	850.00
Trust & Custody - US Bank	3,355,429.82
Total Checking/Savings	3,694,753.02
Total Current Assets	3,694,753.02
TOTAL ASSETS	3,694,753.02
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accounts Payable	1,067.26
Total Other Current Liabilities	1,067.26
Total Current Liabilities	1,067.26
Total Liabilities	1,067.26
Equity	
Assigned - Gift	
Architectural Archives	11,004.64
Bookfellows of Milwaukee	5,505.54
Children's Programming	-209.41
General Library Development	116,980.64
Great Lakes Marine	16,984.84
Interlibrary Loan	121.91
Little Memorial, Clara	1,265.44
Milwaukee Photo Collection	21,260.66
Railroad Drawings	7,416.61
Young Adult Programming	-363.30
Total Assigned - Gift	179,967.57
Restricted - Trust/Gift	
Goldstein	2,165.03
Hunkel	57,758.73
Strehlow	64,324.65
Talking Book & Braille Library	154,165.82
Total Restricted - Trust/Gift	278,414.23
Unassigned - Trust Fund	3,193,049.65
Net Income	42,254.31
Total Equity	3,693,685.76
TOTAL LIABILITIES & EQUITY	3,694,753.02

MPLTrust and Gift Funds
Revenues and Expenditures - Total All Funds
January through May 2016

	<u>Jan - May 16</u>
Ordinary Income/Expense	
Income	
Facilities Rental	4,225.00
Gifts	1,360.00
Investment Income	
Gains and Losses	47,660.95
Interest and Dividends	21,977.48
Total Investment Income	69,638.43
Other Income	29,470.96
Sale of Materials	2,834.79
User Fees	25.00
Total Income	107,554.18
Expense	
Events	1,649.34
Honorarium	8,930.00
Memberships	1,395.00
Mileage	1,395.03
Miscellaneous Expenses	1,465.19
Outside Services	20,380.70
Photo Reproductions	466.55
Professional Fees	13,202.46
Sales Tax	-41.84
Supplies	13,225.08
Training	3,232.36
Total Expense	65,299.87
Net Ordinary Income	42,254.31
Net Income	<u>42,254.31</u>

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
FINANCE & PERSONNEL COMMITTEE
MINUTES
Wednesday July 6, 2016
Central Library Meeting Room 1
814 W. Wisconsin Avenue**

PRESENT: JoAnne Anton, Ald. Milele Coggs, Joe'Mar Hooper, Joan Prince, Paula Kiely

STAFF

PRESENT: Joan Johnson, Jennifer Meyer, Crystal Sura

OTHERS Richard Romero, U.S. Bank

PRESENT: Wayne Sattler, U.S. Bank

Chair Joe'Mar Hooper called the meeting of the Board of Trustees Finance & Personnel Committee to order at 4:05 p.m. on Wednesday July 6, 2016 with a quorum present. Trustee Coggs participated by conference phone.

1. **Quarterly Review of Fund Investments.** The Board received the U.S. Bank Institutional Trust and Custody quarterly report for MPL dated July 6, 2016 prior to the committee meeting. U.S. Bank Senior Portfolio Manager Wayne Sattler provided a market overview. The investment performance of the trust fund for the period ending May 31, 2016 was reviewed. The portfolio overview asset allocation was summarized. A revised draft of the Board of Trustees Milwaukee Public Library Trust Fund Investment Policy is in progress and will be brought to the Committee for consideration at the MPL Board Finance and Personnel Committee meeting on October 5, 2016. The committee accepted the report. Informational item.
-
2. **Quarterly Report of the Internal Control of the MPL Trust and Gift Funds.** Assistant Library Director Jennifer Meyer referred to the memo regarding Internal Controls – Second Period 2016, attachment A, page 2 of the agenda. She reported to the committee that all reconciliations and statements have been reviewed and approved monthly and have been found to be in good order. The MPL Trust and Gift Funds Balance Sheet and the MPL Trust and Gift Funds Revenues and Expenditures through January through May were reviewed. Informational item.
-

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 4:35 p.m. on Wednesday July 6, 2016.

MILWAUKEE PUBLIC LIBRARY SYSTEM

PERSONNEL ACTIONS

COVERING PERIOD: JUNE 5, 2016 THROUGH JULY 2, 2016 *

The Secretary reports the following personnel actions:

REGULAR APPOINTMENT

Dalia Castro - Library Circulation Assistant I - Zablocki	06/06/16
Laura Gravander - Librarian II - EOS / CLCR	06/06/16
Catherine Mullen - Librarian I - Villard Square	06/06/16
Amy Waldman - Librarian I - Mill Road	06/13/16
Gregory Comly - Librarian I - Forest Home	06/20/16
Ashley Schoolman - Librarian I - Mill Road	06/20/16
Christopher Thiede - Library Circulation Assistant I - Circulation	06/20/16
Eleanore Bednarek - Library Circulation Assistant I (LPT) - Capitol	06/21/16

REGULAR APPOINTMENT - REHIRE

Tobias Fudge - Librarian I - Washington Park	06/22/16
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REINSTATEMENT

Nia Moody - Library Circulation Aide - Circulation	06/20/16
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TEMPORARY APPOINTMENT

Acklen Banks - Librarian III - Extension Services	06/11/16
Patricia DeFrain - Librarian III - Extension Services	06/25/16

EXPIRATION OF TEMPORARY APPOINTMENT / RESTORE TITLE

Lynn Smith - Library Branch Manager (Temporary) - Center Street To: Librarian III - Center Street	02/14/16
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PROMOTION

Lynn Smith - Librarian III to Library Branch Manager - Center Street	02/14/16
Irene Crivello - Library Circulation Assistant I to Library Circulation Assistant II - Circulation	06/05/16
Maria Cunningham - Librarian II to Librarian III - Arts & Media	06/05/16
Jennifer Hron - Librarian II to Librarian III - Tippecanoe	06/05/16
Timothy Rush - Librarian II to Librarian III - Arts & Media	06/05/16
Emily Stueven - Librarian I to Librarian II - East	06/05/16

JOB RECLASSIFICATION

W. Russell Majala - Electrical Mechanic - Facilities & Fleet To: Municipal Services Electrician - Facilities & Fleet	04/24/16
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CHANGE IN STATUS

Gabriel Villa - Lib Circulation Assistant I to Library Circulation Assistant I (LPT) - Zablocki	06/05/16
Laura Patiño - Librarian II to Librarian II (1/2) - Center Street	06/19/16

POSITION CHANGE / TITLE CHANGE

Abigail Pavlik - Library Circulation Assistant I - Circulation 06/05/16
To: Library Technician II - Technical Services / CCDM

TRANSFER

Alicia Groeschel - Librarian III - EOS / CLCR to Capitol 06/05/16

TRANSFER TO ANOTHER CITY DEPARTMENT

Joseph Megna - Custodial Worker II - CL - Facilities and Fleet 06/05/16
To: Garage Attendant - Department of Public Works - Fleet Services - Central Garage

LEAVE OF ABSENCE 24.0 OR MORE HOURS

Nicole Mitchell - Library Circulation Aide - Circulation - 19 days 06/01/16
Amy Hickman - Library Technician II - Tech Services / Acquisitions & Serials - 80.0 hours 06/06/16
Laura Patiño - Librarian II - Center Street - 27.5 hours 06/07/16
Kelly Hughbanks - Librarian V - EOS / CLCR - 12 days 06/08/16
Ashley Emmons - Audio Machine Technician - WTBBL - 46.8 hours 06/20/16
Kelly Hughbanks - Librarian V - EOS / CLCR - length: To Be Determined 06/21/16
Sylvia Peña- Library Circulation Assistant I (1/2) - Circulation - 4 weeks 06/21/16

RETURN FROM LEAVE OF ABSENCE

Kelly Hughbanks - Librarian V - EOS / CLCR 06/06/16
Kelly Hughbanks - Librarian V - EOS / CLCR 06/20/16
Nicole Mitchell - Library Circulation Aide - Circulation 06/20/16

SUSPENSION

Mary Sherwood - Librarian II - Martin Luther King - 1 working day 06/22/16

RETURN FROM SUSPENSION

Mary Sherwood - Librarian II - Martin Luther King 06/23/16

EXPIRATION OF TEMPORARY APPOINTMENT

Acklen Banks - Librarian III - Extension Services 06/12/16

RESIGNATION

Jacqueline Rojas - Library Circulation Assistant I - Forest Home 06/10/16
Dante Hamilton - Library Circulation Aide - Circulation 06/14/16

* Includes personnel actions, recently approved by the Department of Employee Relations,
that are retroactive to previous dates

MILWAUKEE PUBLIC LIBRARY
FINANCIAL REPORT
June 30, 2016

2016

REVENUES

	Budget	Received to date	% Received
Additional City Appropriation	\$22,613,655	\$11,303,880	50.0%
Fines	\$280,000	\$128,837	46.0%
Lost Materials, etc.	\$120,000	\$50,270	41.9%
MCFLS Contracts	\$720,000	\$189,579	26.3%
Total City Appropriation	\$23,733,655	\$11,672,566	49.2%

EXPENSES

City

	Budget	Spent to date	% Spent
Salaries	\$12,577,933	\$6,490,073	51.6%
Fringe Benefits	\$6,037,408	\$2,835,714	47.0%
Operating Expenses			
<i>General Office Expense</i>	\$158,000	\$46,387	29.4%
<i>Tools & Machinery Parts</i>	\$31,000	\$16,685	53.8%
<i>Construction Supplies</i>	\$38,000	\$21,505	56.6%
<i>Energy</i>	\$817,100	\$299,882	36.7%
<i>Other Operating Supplies</i>	\$209,465	\$65,774	31.4%
<i>Vehicle Rental</i>	\$8,300	\$2,490	30.0%
<i>Non-Vehicle Equipment Rental</i>	\$32,700	\$12,944	39.6%
<i>Professional Services</i>	\$70,000	\$78,363	111.9%
<i>Information Technology Services</i>	\$364,548	\$320,133	87.8%
<i>Property Services</i>	\$984,363	\$337,650	34.3%
<i>Infrastructure Services</i>	\$28,000	\$18,320	65.4%
<i>Vehicle Repair Services</i>	\$1,500	\$0	0.0%
<i>Other Operating Services</i>	\$152,857	\$94,638	61.9%
<i>Reimburse Other Departments</i>	\$79,900	\$19,220	24.1%
Total	\$2,975,733	\$1,333,991	44.8%
Equipment			
<i>Library Materials</i>	\$1,653,774	\$817,195	49.4%
<i>Computers, etc.</i>	\$418,707	\$169,141	40.4%
<i>Other</i>	\$70,100	\$26,452	37.7%
Total	\$2,142,581	\$1,012,788	47.3%
Total City Expenses	\$23,733,655	\$11,672,566	49.2%

2015

	Budget	Received to date	% Received
	\$21,014,429	\$10,181,110	48.4%
	\$350,000	\$141,647	40.5%
	\$125,000	\$79,252	63.4%
	\$713,000	\$183,973	25.8%
Total	\$22,202,429	\$10,585,982	47.7%

	Budget	Spent to date	% Spent
	\$11,938,460	\$5,976,370	50.1%
	\$5,372,306	\$2,464,507	45.9%
	\$158,000	\$38,646	24.5%
	\$31,000	\$17,825	57.5%
	\$37,400	\$23,100	61.8%
	\$759,551	\$301,200	39.7%
	\$245,224	\$93,986	38.3%
	\$8,300	\$4,903	59.1%
	\$32,700	\$12,299	37.6%
	\$74,000	\$67,205	90.8%
	\$319,748	\$222,587	69.6%
	\$958,285	\$447,080	46.7%
	\$26,000	\$33,086	127.3%
	\$500	\$0	0.0%
	\$117,600	\$67,014	57.0%
	\$76,900	(\$504)	-0.7%
Total	\$2,845,208	\$1,328,427	46.7%
	\$1,553,652	\$700,400	45.1%
	\$427,898	\$86,769	20.3%
	\$64,905	\$29,509	45.5%
Total	\$2,046,455	\$816,678	39.9%
Total City Expenses	\$22,202,429	\$10,585,982	47.7%

MILWAUKEE PUBLIC LIBRARY
 FINANCIAL REPORT
 June 30, 2016

2016

ADDITIONAL FUNDING SOURCES

	Budget	Spent to date	% Spent
Other Dept. Appr.			
<i>Villard Square Lease</i>	\$13,182	\$0	0.0%

Contract Grants

<i>Teacher in the Library</i>	\$100,000	\$56,655	56.7%
<i>WTBBL</i>	\$968,700	\$908,747	93.8%
<i>ILS</i>	\$96,849	\$89,350	92.3%
Total	\$1,165,549	\$1,054,752	90.5%

Trust Fund

<i>Materials</i>	\$55,321	\$37,867	68.4%
<i>Programming</i>	\$73,278	\$13,297	18.1%
<i>Training</i>	\$9,200	\$6,454	70.2%
<i>Marketing</i>	\$15,000	\$3,502	23.3%
<i>Contingency</i>	\$1,600	\$119	7.4%
Total	\$154,399	\$61,239	39.7%

Foundation Funds

	Balance	Spent to date	% Spent
<i>Materials</i>	\$268,250	\$51,640	19.3%
<i>Other Activities</i>	\$26,314	\$20,299	77.1%
<i>Programming</i>	\$491,172	\$255,401	52.0%
Total	\$785,736	\$327,340	41.7%

Investments

U.S. Bank National Assoc. Commercial Paper #327134822 (rated A1+) dated 06/03/16 and maturing 07/05/16 at a rate of 0.20%.....\$315,000.

2015

	Budget	Spent to date	% Spent
	\$13,182	\$0	0.0%

	\$100,000	\$57,288	57.3%
	\$968,700	\$857,971	88.6%
	\$86,803	\$83,636	96.4%
	\$1,155,503	\$998,895	86.4%

	\$59,468	\$51,244	86.2%
	\$74,250	\$11,037	14.9%
	\$7,200	\$6,788	94.3%
	\$12,000	\$7,565	63.0%
	\$1,500	\$734	48.9%
	\$154,418	\$77,368	50.1%

	Balance	Spent to date	% Spent
	\$264,320	\$159,134	60.2%
	\$50,500	\$20,142	39.9%
	\$483,538	\$143,502	29.7%
	\$798,358	\$322,778	40.4%

Director's Report
June / July 2016

With the first Library Loud Event scheduled for July 28, planning was a priority for Central Library staff, the Foundation, consultants, and other volunteers. This major event is expected to draw 1,000 concert goers, with a high percentage being first-time visitors to the Central Library. Our goal is to amaze people with all the library has to offer, to shake off the image of the library as a stale and dusty museum for books, and to increase use of the library.

We continued working with the Budget Office staff to refine our budget for consideration by the Mayor. The schedule for budget meetings is being created and will be shared with the Board when it is finalized.

Deputy Director Joan Johnson, Teen Outreach Specialist Petra Duecker, and I met with Reggie Moore, the Director of the Office of Violence Prevention at City of Milwaukee. Not surprisingly, we found much common ground and agreed to work together to better equip staff to work effectively with teens and to get the word out to youth and parents about the programs and services available to them at the library.

Budget, final design, and the automated materials handling system were the focus of meetings about the Mitchell Street project. A community meeting is planned for July 20, after which final modifications will be made to the design for presentation to the Board.

Crystal Sura and Panola Hall assisted me and the City's Combined Giving Steering Team as planning for the annual campaign continued. The theme for this year's campaign is "Oh, the Places We'll Go – by Giving" – a play on the title of one of Dr. Seuss's better known picture books. A wonderful logo was created by Brittany Thompson, an artist in the Common Council City Clerk's Office. Our goal is to raise \$250,000 this year and to increase participation to 20% of city employees.

I continued meeting with Common Council members in preparation for my Confirmation Hearing before the Community and Economic Development Committee. I made a brief presentation and answered question by committee members on Wednesday, July 13 and was pleased to receive a unanimous vote of support. My confirmation will go before the full Common Council at their July 26th meeting.

Programs

Author Visit. On Monday, June 13, Alison Flowers, author of *Exoneree Diaries: The Fight for Innocence, Independence, and Identity*, visited Central Library to discuss her investigations into exonerated prisoners in Cook County, Illinois. Flowers' new book explores the impact of wrongful convictions in the lives of four individuals. She deftly explained what she described as the legal misconduct allowing for widespread wrongful convictions and the recourse available to exonerees. A lively discussion on both the individuals profiled in Flowers' book and Wisconsin's own high profile wrongful convictions followed the presentation. The event was co-sponsored by Boswell Book Company. Thirty people were in attendance.

Social Security Administration program: Nuts and Bolts of Social Security. Social Security Administration representative Bob Trotter reprised the informative brown bag lunch series at Central Library that offers detailed information on the various parts of social security. In addition to reviewing the basics of retirement benefits and application processes, Mr. Trotter spent time answering individual questions from attendees. The series will continue in July with a session dedicated to understanding Medicare. Patrons attending totaled eleven.

The Vienna Secession – A Richard E and Lucile Krug Rare Books Room Educational Series Program. Professor Jim Slauson from the Milwaukee Institute of Art and Design (MIAD) spoke on the Vienna Secession movement and, as always, he was a big hit. He spoke for about an hour and fifteen minutes and stayed to answer questions and show attendees materials from the library's rarities collection. In total, there were 29 people in attendance and around half stayed after the presentation to look at the materials. Several positive comments were received from attendees, including, "Very informative, beautiful setting as well" and "Excellent talk! Lots of interesting illustrations and new information. Great speaker!" This program marked the fifth time in five years that Professor Slauson has spoken on rarities topics. His programs are always well attended and we are fortunate to have a relationship with him and MIAD.

When Milwaukee Had Rapid Transit Commuters Drive on it Every Day. The Marquette Interchange rises above its uncompleted subway entrance. Larry Sakar, author of *Speedrail: Milwaukee's Last Rapid Transit?*, presented a history of rapid transit interurbans in the Milwaukee area until service ended 65 years ago. One hundred fifty patrons attended the program and were invited to view a display on the topic that was installed on the second floor of the Central Library.

Exhibits

Richard E. and Lucile Krug Rare Books Room Spotlight Exhibition Series. The month of June brought the second Spotlight Exhibit program of 2016. This exhibit featured original artwork and illustrations from Aliko Brandenburg, Ellen Raskin, and Arnold Lobel. Also on display were several early editions of Alice's Adventures in Wonderland along with pages from Salvador Dali's 1969 edition. Along with the usual bookmarks, info booklets, and magnets, guests received a limited edition coloring book with images from the collection. In total, 41 people viewed the exhibit which is an increase from an attendance of 20 last month.

Staff

Staff Anniversary Celebration. On July 11, the Library held its semi-annual Staff Anniversary Celebration at Central Library. New Employees were also recognized.

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

5 year pin – Mary Madigan, Jessica Moore, Brett Rohlwing, Robin Behringer, Nicholas Newgord, Maria Cunningham, Laura Patiño

10 year pin – John Sieracki, Jessica Pawelski, Jamal Tisdale

15 year pin – Clark Caughey, Brandie Rayford, Alejandra Salas

20 year pin – Charles Reaves, Kim Johnson, Manuel Cockroft, W. Russell Majala

25 year pin – Judith Pinger

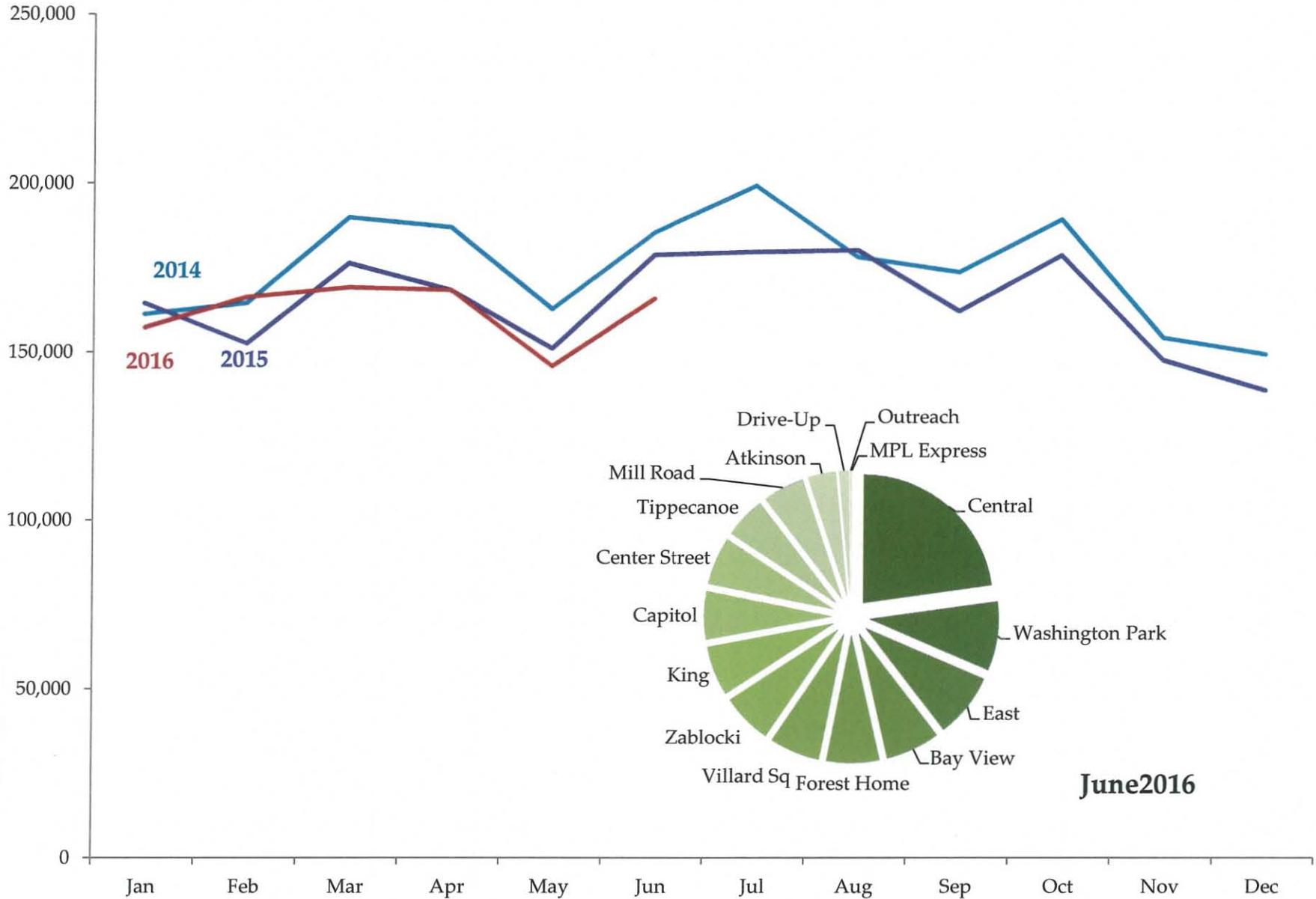
30 year pin – Jacqueline Radtke, John Lloyd

35 year pin – Patrick Dayton, Christine Murphy, Leah Dosch

New employees:

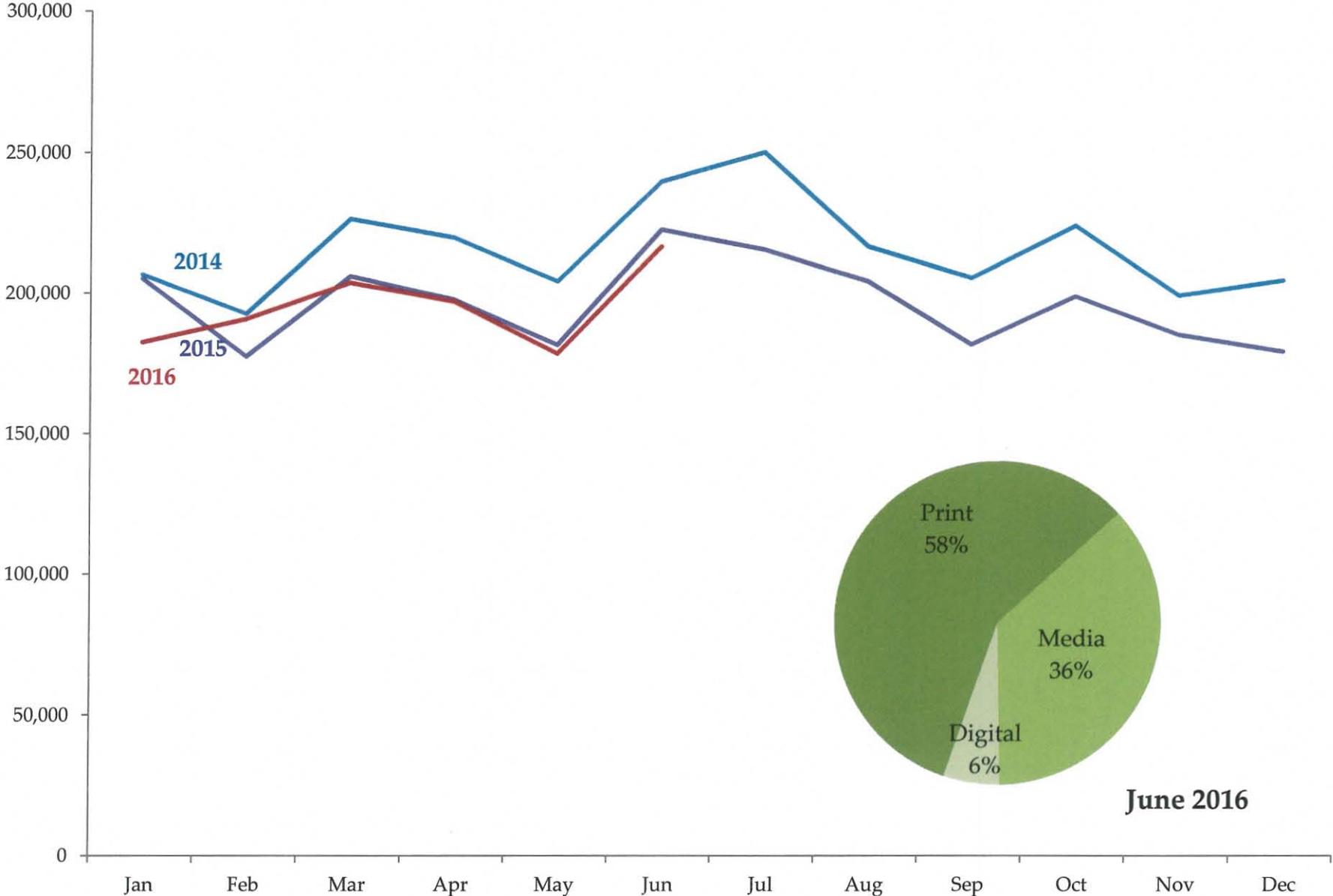
Seth Albert, Matthew Arends, Eleanore Bednarek, Nancy Bell, Brian Burns, Katherine Caputa, Dalia Castro, Armando Chacon, Kathleen Coffey, Gregory Comly, Tobias Fudge, Ruth Gaba, Dawn Gardner, Laura Gravander, Hannah Henry, Alan Her, Dirk Konings, Jennifer Meyer, Catherine Mullen, Samantha Polazzo, David Richards, Ashley Schoolman, Fawn Siemsen-Fuchs, Kevin Sullivan, Royce Taite, Christopher Thiede, Amy Waldman, Benjamin Wilkey, Arvis Williams

Milwaukee Public Library Visits



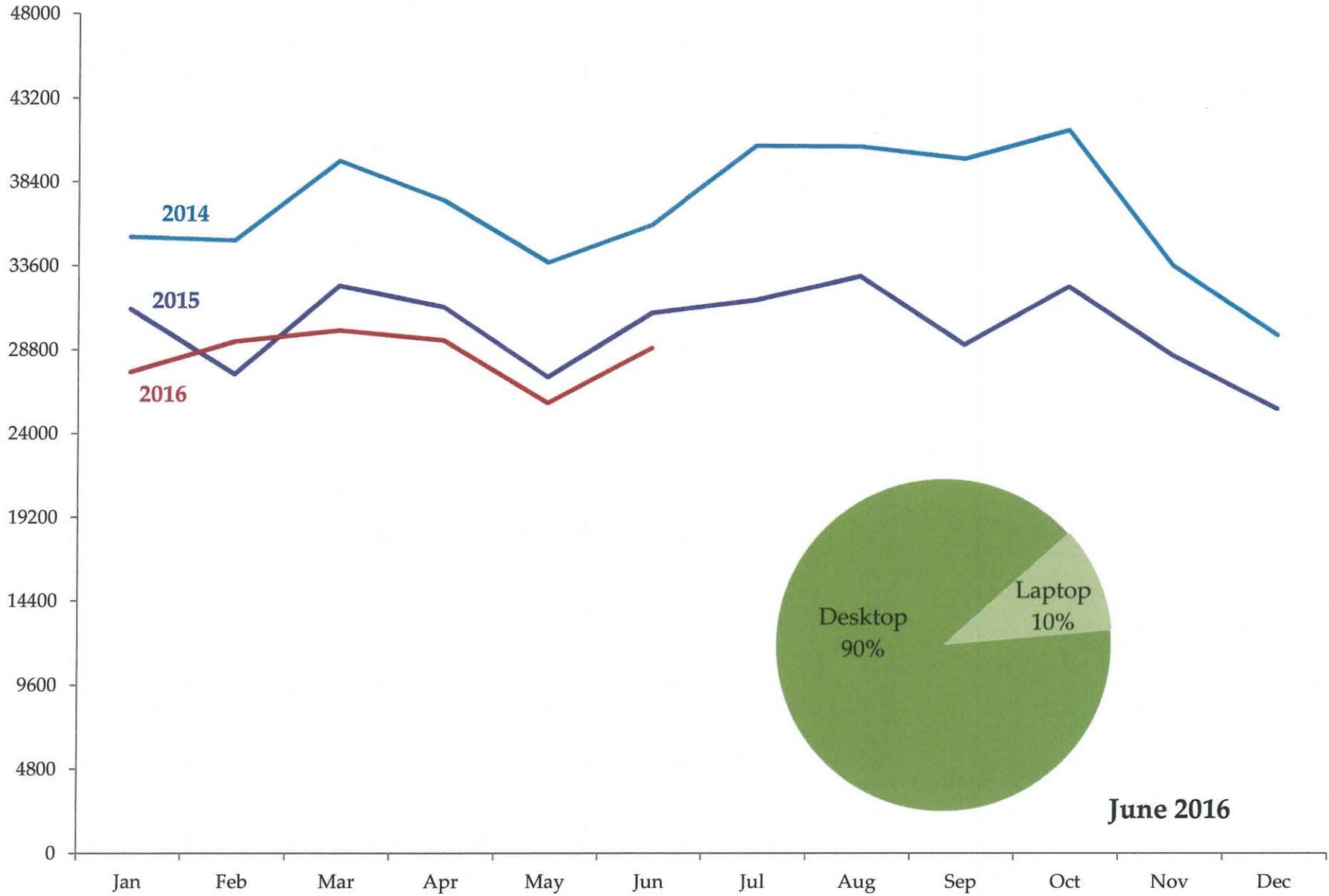
June 2016

Milwaukee Public Library Circulation



June 2016

Milwaukee Public Library Hours of Computer Usage



June 2016

Desktop
90%

Laptop
10%

**Milwaukee Public Library
Computer, Internet, and Electronic Statistics
June, 2016**

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
	468,575	299,173	56.6%	2,607,363	1,467,031	77.7%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	4,662	3,862	20.7%	27,118	26,269	3.2%

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	7,604	6,576	15.6%	42,587	40,636	4.8%
Audiobooks	5,239	3,457	51.5%	28,013	19,254	45.5%

Downloads of Digital Music through Freegal						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	2,724	3,163	-14%	17,964	18,385	-2%

Milwaukee Patron Holds Placed Through CountyCat						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	37,193	39,594	-6.1%	234,681	247,615	-5.2%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	11,011	12,328	-10.7%	70,796	73,358	-3.5%
Atkinson	727	783	-7.2%	4,295	4,095	4.9%
Bay View	2,264	2,614	-13.4%	14,155	15,180	-6.8%
Capitol	1,778	2,507	-29.1%	10,769	14,808	-27.3%
Center Street	888	1,034	-14.1%	5,946	5,871	1.3%
East	1,979	2,109	-6.2%	11,770	11,240	4.7%
Forest Home	1,009	988	2.1%	5,942	5,831	1.9%
Martin Luther King	752	867	-13.3%	4,514	4,796	-5.9%
Mill Road	1,061	1,237	-14.2%	7,063	6,948	1.7%
Tippecanoe	1,728	350	393.7%	6,767	3,774	79.3%
Villard Square	1,521	902	68.6%	5,557	5,167	7.6%
Washington Park	949	1,113	-14.7%	5,513	6,344	-13.1%
Zablocki	2,030	2,157	-5.9%	13,207	13,900	-5.0%
YCOS--Outreach	43	116	-62.9%	666	573	16.2%
TOTAL	27,740	29,105	-4.7%	166,960	171,885	-2.9%



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

June 28, 2016

To: Library Building & Development Committee of the
Milwaukee Public Library Board of Trustees:
Chairperson Michele Bria, Sharon Cook, John Gurda, Ald. Nik Kovac, Dir. Mark Sain
All trustees are welcome to attend.
MPL: Joan Johnson, Jennifer Meyer, Sam McGovern-Rowen, Duane Wepking
HGA: Kevin Allebach, David Lang

Fm: Paula A. Kiely, Library Director

Re: Library Building & Development Committee Meeting
July 7, 2016, Thursday, 8:00 a.m.-9:00 a.m.
Central Library Meeting Room 1

MEETING NOTICE AND AGENDA

1. **Martin Luther King Branch.** Staff will discuss location options for the redevelopment of the Martin Luther King Branch.
2. **Mitchell Street Project.** HGA architects will present the final design of the Mitchell Street project for approval.
3. **Resident Preference Program (RPP).** A policy outlining the library's RPP requirements in BID contracts will be presented for approval.

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), or Central Library, 814 W. Wisconsin Ave., Milwaukee, WI 53233 Attn: Accommodation Request.

ATTACHMENT C-P. 1 of 1
MPL AGENDA-07/26/16