MPL

CITY OF
MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING

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

Tuesday May 27, 2014
4:30 p.m.
Central Library
814 W. Wisconsin Avenue
Milwaukee, WI 53233

AGENDA

PUBLIC COMMENT

APPROVAL OF MINUTES April 22, 2014 Regular Meeting.

Attachment A, page 4

ELECTION

1. **Election of MPL Board Officers**. The election of MPL Board officers for the 2014-2016 term will be held.

SPECIAL COMMUNICATION

2. **New Central Library Manager**. Director Kiely will introduce the Public Services Area Manager Judy Pinger to the Trustees.

COMMITTEE REPORTS

3. **Services and Programs Committee**. The committee will report on the May 5, 2014 meeting regarding a revision to the MPL Code of Conduct, using the patron database for marketing and fundraising, and plans to increase library card holders.

   Attachment B, page 25

4. **Library Building & Development Committee**. The committee will report on the May 7, 2014 meeting regarding the Milwaukee Civic Partnership Initiative.

   Attachment C, page 32

5. **Milwaukee County Federated Library System (MCFLS) Board**. Trustee Kovac, Resource Library Representative, will report on the May 19, 2014 MCFLS Board meeting.

OLD BUSINESS

6. **East Library Development Agreement Amendment**. The Board may vote to convene in closed session to discuss the second amendment to the East Library Purchase, Sale & Development Agreement. 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.

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

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

NEW BUSINESS

8. **MPL Board Appointment**. Mayor Barrett announces the reappointment of John Gurda as a citizen member to the Library Board of Trustees for a 4-year term ending April 2018.

Attachment D, page 34

9. **Bay View Parking Lot**. The Board will be asked to consider allowing public parking during non-library hours.

10. **Summer Reading Programming**. Central Library Children's Room Supervisor Kelly Wochinske will provide an overview of the 2014 Super Reader program.

ADMINISTRATIVE REPORTS

11. **Personnel Actions**. Library administration reports the personnel activity for April 2014.

Attachment E, page 35

12. **Financial Report**. The financial report for April will be presented. Library administration reports the financial activity:
U. S. Bancorp Commercial Paper #362092206 (rated A1/P1) dated 04/04/14 and maturing 05/05/14 at a rate of 0.05%.....$475,000.

Attachment F, page 37

13. **Library Director's Reports**.

Attachment G, page 39

***REMINDER**: Next scheduled meetings are:*
June 24, 2014 – Regular Meeting – Central Library 4:30 p.m.

ADJOURNMENT

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

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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 April 22, 2014
Washington Park Library
2121 N. Sherman Blvd.
Milwaukee, WI 53208

PRESENT: Michele Bria, Denise Callaway, Ald. Milele Coggs, John Gurda, Ald. Ashanti Hamilton, Ald. Nik Kovac, Chris Layden, Sup.Theo Lipscomb, Sam McGovern-Rowen, Joan Prince, Dir. Mark Sain, Paula Kiely

EXCUSED: Sharon Cook

STAFF: Bruce Gay, Pam Hall, Consuelo Hernandez, Joan Johnson, Dawn Lauber, Taj Schoening, Brooke VandeBerg

OTHERS PRESENT: Amy Hefter, Legislative Reference Bureau

President Hamilton called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:36 p.m. on April 22, 2014 with a quorum present. Items were taken out of order; however, these minutes are presented in numerical sequence.

PUBLIC COMMENT Director Kiely introduced Washington Park Branch Manager Daniel Kentowski. Mr. Kentowski welcomed the Board, noting that Washington Park opened in 2003, replacing the Finney Branch which opened in 1953. At 20,000 square feet of library space, Washington Park is the largest branch in the system. The collection and meeting rooms are well used by the community. A new feature of the library is the laptop vending machine. The Board was invited to tour the library after the meeting.

Washington Park patron, Annice Lampkins, commented that the library needs to more actively promote all the information and services it has to offer. She added that the partnership between the Milwaukee Public Library and the Milwaukee Public Schools needs to be strengthened.

APPROVAL OF MINUTES Trustee Prince moved and Trustee Sain seconded a motion to approve the March 25, 2014 minutes. Motion passed. Corrections were reported in item 3: Supervisor Khalif ~~Rainy~~ Rainey ~~as Vice-President~~ replaces Supervisor Jursik; Ms. Paula ~~Pennebaker~~ Penebaker; and, Ms. Suzanne ~~Brier~~ Breier.

SPECIAL COMMUNICATION

1. **New Central Library Manager**. On a motion by Trustee Prince, seconded by Trustee Bria, this item was held. Motion passed.

COMMITTEE REPORTS

2. **Library Building & Development Committee**. Chair Gurda referred to attachment B, page 9 of the agenda. Due to construction delays, a Right of Entry agreement has been signed to allow the Library and its contractor's legal access into the library space of the mixed-use building, The Standard @ East Library. Negotiations between the developer, HSI, Inc. and the Library to amend the East Library Purchase, Sale & Development agreement continue. Informational item.

3. **Library Building & Development Committee**. Chair Gurda reported on three action items approved at the April 17, 2014 Building & Development Committee meeting. Carpet will be replaced at Atkinson, Forest Home and Zablocki libraries. Two bids were received for the project. Vice-President Gurda moved approval to award the contract to the low bidder, BYCO, Inc. for a total of $201,804. Trustee Lipscomb seconded the motion. Motion passed. Two bids were received for the modernization of the Central Library grey rotunda elevators. Vice-President Gurda moved to award the Central Library grey rotunda elevator modernization contract to Schindler Elevator Corporation for a total of $477,265. Trustee Libscomb seconded the motion. Motion passed.
   Vice-President Gurda moved the committee's recommendation to award the architectural contract for the renovation of the Tippecanoe Branch to Engberg Anderson, Inc. Trustee Sain seconded the motion. Motion passed.
   The April 17, 2014 Building & Development Committee agenda, minutes and memos are attached at the end of these minutes.

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4. **Finance and Personnel Committee**. The committee received the J.P. Morgan Financial Review and Market Outlook report dated April 16, 2014. Chair Lipscomb reported that at the April 22, 2014 Finance and Personnel Committee meeting held earlier, the advisor from JP Morgan reviewed MPL's Trust Fund investments noting limited investment market growth in the first quarter.
   Financial Secretary Lipscomb said the usual quarterly report on internal accounting controls was provided, finding nothing out of order.
   The Committee also received an audit report update that explained continued progress on responsive actions to the City Comptroller's recommendations, taken by the library.
   The Finance & Personnel Committee agenda and minutes are attached at the end of these minutes.

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5. **Nominating Committee**. President Hamilton, chair of the Nominating Committee, said that at the April 15, 2014 meeting, Vice-President Gurda was nominated for MPL Board President, Trustee Bria for Vice-President and Trustee Lipscomb for Financial Secretary. All nominations were accepted. Board officers will serve a two-year term. The Election will be held at the May 27, 2014 regular meeting. Informational item. The Nomination Committee agenda and minutes are attached at the end of these minutes.

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6. **Milwaukee County Federated Library System (MCFLS) Board**. Trustee Kovac reported on the March 31, 2014 MCFLS Board meeting stating that the Search Committee decided to re-issue the posting for a new MCFLS Director. The posting was made at the national level through the Urban Libraries Council and other outlets. The Committee will meet next week to review any additional applications that are received and make a recommendation to the MCFLS Board. Informational item.

OLD BUSINESS

7. **Library Artifact**. President Hamilton stated his intention of convening in closed session for discussion on the negotiations relating to the potential sale or permanent loan of the painting "The Bookworm" by Carl Spitzweg currently owned by the Milwaukee Public pursuant to Wisconsin Statutes 19.85(1)(e) and so moved. Trustee Kovac seconded the motion. Roll called and unanimously passed. The Board reconvened in open session on a motion by Vice-President Gurda and seconded by Trustee Callaway. A motion was made by Trustee Callaway and seconded by Trustee Lipscomb that the Board direct MPL staff, Trustee Layden and the City Attorney to negotiate an agreement to loan the "Bookworm" to an interested party and to bring the proposed agreement to the Board for approval. Motion passed with Trustee Kovac objecting.

ADMINISTRATIVE REPORTS

8. **Personnel Actions**. The personnel activity for March was reviewed, as shown on attachment C, page 11 of the agenda. Human Resources Officer, Consuelo Hernandez reported on the current hiring status at the library. Informational item.

9. **Financial Report**. The financial report for March 2014 was presented.
   Library administration reports the financial activity:
   U. S. Bancorp Commercial Paper #338097732 (rated A1/P1) dated 03/05/14 and maturing 04/04/14 at a rate of 0.05%.....$490,000.

10. **Library Director's Reports**. The Director's report, attachment E, page 14 of the agenda was reviewed. In summary, Director Kiely said that March and April were very busy months with several notable programs.
    The March statistics were reviewed. Slight increases were noted in patron counts, circulation totals, and computer use. The electronic statistics indicate increases except for a significant decline in downloadable music. A plan is in place to improve the usage numbers. MPL's new webpage has been launched with positive feedback from the community. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of April 22, 2014 was adjourned at 6:17 p.m.

MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

April 11, 2014

To: Library Building & Development Committee of the
Milwaukee Public Library Board of Trustees:
Chairperson John Gurda, Ald. Milele Coggs, Sharon Cook, Sup. Theo Lipscomb,
Sam McGovern-Rowen (temporary appointment), Dir. Mark Sain
All trustees are welcome to attend.
MPL: Taj Schoening, Duane Wepking, Joan Johnson, Dawn Lauber

Fm: Paula A. Kiely, Library Director

Re: Library Building & Development Committee Meeting
April 17, 2014, Thursday, 8:30-11:30 a.m.
Central Library Meeting Room 1

MEETING NOTICE AND AGENDA

1. **Contract Award for Tippecanoe Branch Renovation**. Selected architectural firm finalists will make their presentations for the Tippecanoe Branch Renovation Project.

8:30 to 9:00	Engberg Anderson, Inc.
9:10 to 9:40	HGA
9:50 to 10:20	Quorum Architects Inc.

The Committee may vote to convene in Executive Session, pursuant to Wisconsin Statutes 19.85(1)(e) for the purpose of "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," for the purpose of awarding the contract for the renovation of the Tippecanoe Branch.

2. **Contract Award for Carpet Replacement Project at Atkinson, Forest Home and Zablocki Libraries**. The committee will be asked to approve a construction contract for replacement of carpet at three branch libraries.

3. **Contract Award for Central Library – Grey Rotunda Elevators Modernization Project**. The committee will be asked to approve a contract for modernization of the Central Library grey rotunda elevators.

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.

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814 W. Wisconsin Ave. • Milwaukee, WI 53233 • 414-

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

PRESENT: John Gurda, Sam McGovern-Rowen, Dir. Mark Sain, Paula Kiely

EXCUSED: Ald. Milele Coggs, Sharon Cook, Sup. Theo Lipscomb

OTHERS PRESENT: MPL: Christopher Gawronski, Joan Johnson, Dawn Lauber, Taj Schoening, Crystal Sura, Duane Wepking

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Committee Chair John Gurda called the MPL Board of Trustees Building & Development Committee meeting to order at 8:33 a.m. on Thursday April 17, 2014 with a quorum present. President Hamilton appointed Trustee McGovern-Rowen to the committee temporarily to ensure a quorum.

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1. **Contract Award for Tippecanoe Branch Renovation**. Presentations from the following architectural firms for the purpose of awarding the contract for the Tippecanoe Branch Renovation project took place as scheduled: Engberg Anderson represented by Bill Robison; Hammel Green & Abrahamson represented by Jane Dedering; and, Quorum Architects represented by Brian Scotty. Following the presentations, Vice-President Gurda announced the intention of convening in closed session. Trustee Sain moved and Trustee McGovern-Rowen seconded the motion to convene in closed session pursuant to the provisions of Wisconsin Statutes. 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. Roll was called and unanimously passed at 10:22 a.m. The MPL staff that remained were Christopher Gawronski, Joan Johnson, Paula Kiely, Dawn Lauber, Taj Schoening and Duane Wepking. At the end of the closed session, Trustee Sain moved and Trustee McGovern-Rowen seconded a motion to reconvene in open session, unanimously passed at 10:50 a.m. Trustee McGovern-Rowen moved to recommend the architectural contract for the renovation of the Tippecanoe Branch be awarded to Engberg Anderson, Inc. Trustee Sain seconded the motion. Motion passed. Chair Gurda stated that this recommendation will be forwarded to the full Board of Trustees for approval at the regular meeting on April 22, 2014.

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2. **Contract Award for Carpet Replacement Project at Atkinson, Forest Home and Zablocki Libraries**. Library Business Operations Manager Taj Schoening referred to a memo dated April 10, 2014 regarding Bids Received for Branch Library Carpet Replacement Project, attached at the end of these minutes. Carpet will be replaced at Atkinson, Forest Home and Zablocki libraries. Library administration recommends awarding the contract to the low bidder, BYCO, Inc. for a total of $201,804. After a brief discussion, Trustee McGovern-Rowen moved and Trustee Sain seconded a motion to accept the recommendation from administration to award the carpet contract to BYCO, Inc. Motion passed.

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3. **Contract Award for Central Library – Rotunda Elevators Modernization Project**. Library Business Operations Manager Taj Schoening referred to a memo dated April 11, 2014 regarding Bids Received for Central Library Rotunda Elevators Modernization Project, attached at the end of these minutes. The Central Library grey rotunda elevators need to be modernized. Library administration recommends awarding the contract to the low bidder, Schindler Elevator Corporation. After a brief discussion, Trustee Sain moved and Trustee McGovern-Rowen seconded a motion to accept the recommendation from administration to award the Central Library grey rotunda elevator modernization contract to Schindler Elevator Corporation for a total of $477,265. Motion passed.

The meeting of the Board's Building & Development Committee was adjourned at 11:05 a.m. on Thursday April 17, 2014.

MPL MEMORANDUM

Date: April 10, 2014

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

From: Taj Schoening, Library Business Operations Manager

Re: Bids Received for Branch Library Carpet Replacement Project

The Milwaukee Public Library issued a bid for replacement of carpeting at the Atkinson, Forest Home and Zablocki Libraries. The bid was publicly advertised. Two companies submitted bids which were received April 9, 2014.

	Base Bid
United Flooring, Inc	$226,350
BYCO, Inc.	$201,804

Library administration recommends awarding the contract to the low bidder, BYCO, Inc. for a total of $201,804.

MPL MEMORANDUM

Date: April 11, 2014

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

From: Taj Schoening, Library Business Operations Manager

Re: Bids Received for Central Library Rotunda Elevators Modernization Project

The Milwaukee Public Library issued a bid for modernization of the rotunda elevators in the Central Library. The bid was publicly advertised. Two companies submitted bids which were received April 10, 2014.

	Base Bid
Dahlman Construction Co.	$508,400
Schindler Elevator Corp.	$477,265

Library administration recommends awarding the contract to the low bidder, Schindler Elevator Corp. for a total of $477,265.

MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

April 15, 2014

To: Finance & Personnel Committee of the
Milwaukee Public Library Board of Trustees:
Chairman Sup. Theo Lipscomb, Ald. Nik Kovac,
Joan Prince, Mark Sain *all trustees are welcome to attend*
JP Morgan: Jeremy Hillenbrand
MPL: Taj Schoening, Bill Lenski

Fm: Paula A. Kiely, Library Director

Re: Finance & Personnel Committee Meeting
Tuesday April 22, 2014
4:15 p.m.-4:30 p.m.
Washington Park Library 2121 N. Sherman Blvd.

MEETING NOTICE AND AGENDA

1. **Quarterly Review of Fund Investments**. The investment manager of the MPL Trust Fund will review the performance of the investments and offer suggestions for maximizing returns.

2. **Quarterly Report of the Internal Control of the MPL Trust and Gift Funds**. Library Business Operations Manager Taj Schoening will report on internal accounting management.

Attachment A, page 2

3. **Audit Report Update**. The committee will review and discuss progress made on the recommendations of the Comptroller's office related to cash handling and accounts payable functions.

Attachment B, page 3

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814 W. Wisconsin Ave. • Milwaukee, WI 53233 • 414-286-3020

MPL MEMORANDUM

Date: April 15, 2014

To: Paula A. Kiely, Library Director

From: Taj Schoening, Library Business Operations Manager

Re: Internal Controls - First Quarter 2014

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

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

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

The Deputy Director received the January, February and March 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.

814 W. Wisconsin Avenue Milwaukee, WI 53233

Milwaukee Public Library
Audit of Expenditure and Cash Controls
2nd Quarterly Update – March 2014

Expenditures Audit Recommendations

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

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

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

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

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

Status
Completed

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

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

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

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

Status
Completed

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

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

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

Status
Completed

Cash Controls Audit Recommendation

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

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

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

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

Status
Completed

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

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

Response
Cashiering functions are part of the duties of several positions in each branch library. They share a cash drawer. A reasonable schedule and training for surprise cash counts will be established by July 2014.

Status
In process

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

MPL uses a Daily Cash Report prepared each day at each branch. The form lists the cash register tape's total receipts by revenue type, the actual cash received and any overage or shortage. All cash overages and shortages should be documented by each

library cash drawer on a daily basis and be included with the documentation of that day's activity.

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

Status
Completed

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

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

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

Status
In process

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

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

Response
Reconciliation by individual location has been implemented. Due to limited staff in the Business Office it is more efficient to accumulate all locations by day and

then prepare the deposit. It is also easier to verify that all locations have been received for each day's deposit.

Status
Completed implementation of reconciliation by location. Recommendation to deposit partial days will not be implemented.

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

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

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

Status
Completed

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

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

Response
Millennium is a software database system owned by the Milwaukee County Federated Library System that is used by all member libraries. It is very specialized library software database for collections and patron activity. It is not a financial software program. The Millennium daily reports show all activity related to changes in patron records. It includes activity that does not flow through the cash register as well as information on payments that are not receipts of the Milwaukee Public Library. These receipts are not rung in the cash register as they are not the city's receipts so the Daily Reports would very rarely match. MPL does not have sufficient staff in the Business Office or Branch Managers to perform this labor intensive activity.

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

MCFLS Response

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

Status

Completed - based on the response from MCFLS this recommendation will not be implemented.

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

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

Response

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

MCFLS Response

Response: The ability to back date is an essential function for any library, particularly when dealing with time periods or days when materials are returned

if a library is closed. Back dating ensures that fines are not incorrectly added to the patron record. Back dating is a routine process in libraries. Technically, there is an option available that requires an override for the backdating operation to occur, but libraries are choosing not to use this option. A change to this setting would have to be set system- wide and thus would affect all libraries, regardless of municipality.

Status
Completed - based on the response from MCFLS this recommendation will not be implemented.

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

Response
MCFLS' comments regarding this recommendation are shown below. Current guidelines for waiving fees and fines will be codified and staff trained by July 1, 2014. The number of MPL staff with authority will be reviewed.

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

Status
In process

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

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

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

Status
In process

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

Response
MCFLSs response to our request that a system upgrade be explored that would create a report of fees and fines waived by reason, time, location and employee is shown below. Based on their response Library administration will investigate how to access this information and how usable it is.

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

Status
In process

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

Response

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

MCFLS Response

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

Status

Completed - recommendation will not be implemented.

MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
FINANCE & PERSONNEL COMMITTEE
MINUTES
Tuesday April 22, 2014
Washington Park Library
2121 N. Sherman Blvd.

PRESENT: Ald. Nik Kovac, Sup. Theo Lipscomb, Sam McGovern-Rowen, Joan Prince, Dir. Mark Sain, Paula Kiely

STAFF PRESENT: Bill Lenski, Taj Schoening, Pam Hall

OTHERS PRESENT: Jeremy Hillenbrand and Mary Schuler, J.P. Morgan
Amy Hefter, Legislative Reference Bureau

Chair Theo Lipscomb called to order, the meeting of the Board of Trustees Finance & Personnel Committee, at 4:20 p.m. on Tuesday April 22, 2014 with a quorum present.

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1. **Quarterly Review of Fund Investments**. JP Morgan Investment Association Jeremy Hillenbrand distributed the J.P. Morgan Financial Review and Market Outlook report dated April 16, 2014. He provided an update on the investment market, noting limited growth due to weather distortion which impacted corporate earnings. He summarized the MPL Trust Fund investment accounts. No changes to the asset allocations were recommended. The Committee accepted the report. Informational item.

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2. **Quarterly Report of the Internal Control of the MPL Trust and Gift Funds**. Business Operations Manager Taj Schoening referred to the Internal Controls – First Quarter 2014 memo, attachment A, page 2 of the agenda. All monthly bank statements were reviewed by Deputy Director Johnson. Reconciliations were prepared and approved monthly by Ms. Schoening and reported to be in order. Informational item.

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3. **Audit Report Update**. Director Kiely stated that last year the City Comptroller's Office conducted audits of library expenditures and cash controls. Referring to attachment B page 3 of the agenda, she noted recommendation 3 from the cash controls audit has been completed by establishing a formulized cash overage and shortage procedure. Recommendation 4 is in progress as Deputy Director Joan Johnson and staff draft a policy for waiving fees and fines that will be presented for approval at the next quarterly audit report update. Director Kiely commented that she asked Milwaukee County Federated System Director Jim Gingery if the audit recommendations that were not implemented due to the limitation of the Millennium software were now a possibility with the new Sierra software. He indicated that it was unlikely; however, library staff will continue to discuss this with the Systems Administrator. Informational item.

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 4:35 p.m. on Tuesday April 22, 2014.

MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

April 3, 2014

To: Nominating Committee of the
Milwaukee Public Library Board of Trustees:
Chairperson Ald. Ashanti Hamilton, John Gurda,
Sup. Theo Lipscomb, Joan Prince, *all trustees are welcome to attend*

Fm: Paula A. Kiely
Library Director

Re: MPL Board Nominating Committee Meeting
April 15, 2014
11:00 a.m.-11:30 a.m.
Central Library Old Board Room

MEETING NOTICE AND AGENDA

NEW BUSINESS

1. Nomination of MPL Board Officers. The committee will nominate Trustees for Board President, Vice President and Financial Secretary to present to the Board at their April 22, 2014 meeting, with the election to be held on May 27, 2014.

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.

814 W. Wisconsin Ave. • Milwaukee, WI 53233 • 414-

MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOMINATING COMMITTEE
MINUTES
Tuesday April 15, 2014
Central Library Old Board Room

PRESENT: Ald. Ashanti Hamilton, John Gurda, Sup. Theo Lipscomb, Joan Prince, Paula Kiely

STAFF PRESENT: Crystal Sura

Committee Chair Hamilton called the MPL Board of Trustees Nominating Committee meeting to order at 11:10 a.m. on Tuesday April 15, 2014 with a quorum present. President Hamilton and Trustee Prince participated by conference phone.

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1. **Nomination of MPL Board Officers**. It was noted that the terms of office are for two years and the nominations will be presented to the full Board of Trustees at their regular meeting on April 22, 2014 and the election will be held at the Board's annual meeting on May 27, 2014. After a brief discussion, President Hamilton moved the following nomination – John Gurda to serve as president for a two-year term. Vice-President Gurda accepted the nomination, and in turn nominated Trustee Michele Bria as vice-president. President Hamilton nominated Theo Lipscomb to serve as financial secretary. Financial Secretary Libscomb accepted the nomination. If Trustee Bria is unable to serve as an officer, other Board members will be asked to serve. Motion passed.

With no further business, the meeting of the Board's Nominating Committee was adjourned at 11:20 a.m. on Tuesday April 15, 2014.

MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

April 29, 2014

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

From: Paula A. Kiely
Library Director

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

MEETING NOTICE AND AGENDA

1. **MPL Code of Conduct**. The committee will be asked to review and approve the revised MPL Code of Conduct, including the use of sign-in.

   Attachment A, page 2

2. **Marketing and Fundraising Mailing List**. The committee will consider using the patron database for marketing and fundraising purposes.

   Attachment B, page 5

3. **Library Card Campaign**. Library administration will report on progress made to increase the number of library card holders.

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.

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MPL MEMO

MILWAUKEE

April 28, 2014

To: Paula Kiely
Fm: Joan Johnson

RE: Summary of Revisions to Code of Conduct Policy

The Code of Conduct policy was last revised and approved by the Board of Trustees in 2006. In an attempt to remain in step with the current pace and trends of society, the administrative staff has reviewed the existing policy and recommends the following changes:

Existing Policy	Revised Policy
Contained a combination of policy and procedural language	Contains only policy language—procedural information for staff is documented separately
Examples of desired behavior not included in policy, but does appear on publication MPL-77PC.CIR	Added list of acceptable and desirable behaviors at the beginning of the policy statement
Eating, drinking, and smoking all listed together as prohibited	Changed policy to allow drinking beverages from a covered container; eating is still prohibited
	Added clarifying statements to policy prohibiting smoking any type of substance, including use of electronic devices
Sleeping and socializing listed together as prohibited	Clarified language to emphasize behavior and to prohibit only socializing that is disruptive; sleeping is still prohibited
Using cell phones in a non-designated area prohibited	Changed policy to allow use of cell phones anywhere as long as behavior is not disruptive to others

The policy also gives more examples of prohibited activities including: engaging in illegal activities, carrying in firearms and weapons, entering without shoes and shirt, and entering/trespassing during the banning period.

If approved, the revised policy language will replace what is posted on the web site and printed as part of publication MPL-77PC.CIR, "Library User Rights and Responsibilities."

There is a companion staff procedure outlining the process for banning an individual and the subsequent appeals process. Much of that information is also published on the web page. There have been no substantive changes to the procedure.

Code of Conduct
Milwaukee Public Libraries

In keeping with its mission to help people read, learn and connect, the Board of Trustees of the Milwaukee Public Library and staff are committed to providing excellent customer service in a safe and inviting atmosphere conducive to the successful completion of library business. Staff and library patrons share responsibilities to ensure this atmosphere is maintained at all times. The following guidelines are set forth to define those behaviors and activities that are and are not allowed on library property. Library staff will enforce these guidelines in a consistent and impartial manner.

Staff is committed to providing:

- Courteous and knowledgeable assistance
- Access to library resources
- A reasonably quiet environment
- A clean physical environment

Library patrons have the obligation to:

- Interact courteously with other users and library staff
- Properly check out materials that leave the library
- Return books by the due date
- Keep library materials clean, unmarked and intact
- Follow established computer use guidelines
- Maintain a quiet environment in study areas and computer zones, and observe appropriate noise levels in more active zones and at programs
- Maintain a clean environment

The following behaviors and activities are examples of conduct not allowed on Library property:

- All illegal activities
- Entering with concealed or openly visible firearms or other dangerous weapons, with the exception of those carried by authorized law enforcement agents
- Damaging, defacing, destroying, or stealing library property
- Carrying, consuming, and/or being under the influence of drugs or alcohol
- Harassing or threatening another person or staff
- Behaving in a disorderly, boisterous, or loud manner
- Panhandling or soliciting
- Using library restroom facilities for inappropriate purposes such as loitering, bathing, etc.
- Sleeping
- Eating food or drinking beverages from an uncovered container
- Smoking or use of electronic smoking devices
- Loitering or interfering with free passage
- Creating an offensive atmosphere from poor hygiene, eating food, wearing perfume, smoking, etc.

DRAFT

- Entering without shoes or shirt and any other manner of dress resulting in indecent exposure
- Using cell phones, audio, or personal equipment in a manner that disturbs others or interferes with library use and service
- Skateboarding, rollerblading, etc.
- Socializing in a disruptive manner
- Violating computer use policies
- Carrying in excessive items that cannot be stowed under a standard study chair
- Using another person's library card to access library computers or check out library materials without their signed permission slip being on file
- Bringing in animals except as required by persons with disabilities [Service animals such as a therapy dog]
- Refusing to provide library card or other identification to library staff or security guards when requested
- Refusing to sign in when requested
- Creating a disruptive atmosphere by allowing unruly children to go unsupervised by the caregiver
- Trespassing on library property during banning period

Anyone who disregards the above-listed prohibited behaviors or engages in any other conduct deemed inappropriate by Library staff is subject to removal from library property and/or restriction of library privileges. Violations of the Milwaukee Public Library Code of Conduct may also result in a formal banning from all Milwaukee Public Library locations and/or criminal prosecution.

DRAFT

MILWAUKEE
PUBLIC LIBRARY

Date: April 28, 2014

To: Milwaukee Public Library – Services and Programs Committee

From: Paula A. Kiely, Director

Re: Patron Database – Marketing and Fundraising

Library Administration is seeking permission from the Library Board to use patron information for marketing and fundraising purposes, allowing patrons who do not wish to be contacted to opt-out.

The Library would like to improve its marketing of library programs and services to library patrons. The Library Foundation would also like to improve communication with library users in its efforts to raise private funds for the library. The library maintains a record of each person who registers for a library card, including contact information. Currently, there are approximately 336,000 Milwaukee patrons in the database.

The Library previously developed mailing lists for marketing and communications purposes. Patrons were added to a separately maintained list if they elected to opt-in by completing a form at the time of registering for a library card. With the change to electronic applications, this process has fallen out of use and the list is no longer current or useful.

John DeBacher, Director of Public Library Development at the Wisconsin Department of Public Instruction, Division for Libraries and Technology, has stated that the library may not share patron information with the Foundation, but it is permissible for the Library to use patron information for marketing and fundraising, if explicitly approved by the library board.

C: Ryan Daniels, Milwaukee Public Library Foundation

MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
LIBRARY SERVICES & PROGRAMS COMMITTEE
MINUTES
Monday May 5, 2014
Central Library Meeting Room 1

PRESENT: Ald. Milele Coggs, Sharon Cook, Denise Callaway, Sam McGovern-Rowen, Paula Kiely

EXCUSED: Chris Layden

STAFF PRESENT: Joan Johnson, Crystal Sura

Chair Sharon Cook called the meeting of the Board of Trustees Library Services & Programs Committee to order, at 5:32 p.m. on Monday May 5, 2014 with a quorum present. Trustee Callaway participated by conference phone.

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1. **MPL Code of Conduct**. Referring to the memo dated April 28, 2014 regarding Summary of Revisions to Code of Conduct Policy and the draft Code of Conduct, attachment A, page 2 of the agenda, Deputy Director Johnson stated that MPL's Code of Conduct was revised to reflect current trends of society. The summary of revisions to the policy was reviewed. The Code of Conduct is displayed at all library locations and is posted on the library's web site. After a brief discussion, Trustee McGovern-Rowen moved and Trustee Callaway seconded a motion to approve the revision to the MPL Code of Conduct for Milwaukee Public Libraries, pending review by the city attorney's office. Motion passed.

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2. **Marketing and Fundraising Mailing List**. Director Kiely referred to the memo dated April 28, 2014 regarding Patron Database – Marketing and Fundraising, attachment B, page 5 of the agenda. Library Administration is seeking permission from the Library Board to use patron information for marketing and fundraising purposes. Patrons would be allowed to opt-out if they prefer to not be contacted. Currently, there are approximately 336,000 Milwaukee patrons in the database. Information was shared about the practices of other libraries and the advice provided by the Department of Public Instruction. Discussion ensued. Trustee McGovern-Rowen asked that the city clerk's office be contacted to see what address lists are used by other city departments. The Services & Programs Committee concluded that an opt-out disclaimer should appear on all correspondence. Director Kiely was asked to draft library policies regarding the use of the patron database for marketing and fundraising for consideration. Informational item.

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3. **Library Card Campaign**. Marketing and Public Relations Officer Brooke VandeBerg reported on the progress made to increase the number of library card holders. She stated that the library is gearing up for a library card and library awareness campaign in September 2014. The purpose of the campaign is to challenge current perceptions of the

3. **Library Card Campaign**. (continued)
library, to build awareness of library services, to attract new users, and to further engage current users. The library will be reviewing ways to reduce barriers. The MPL Foundation Board is establishing a corporate membership package that will bring unrestricted funds to the library that could help reduce debt from uncollected fines. The library will identify targeted groups through the data collected during strategic planning, and connect with them, raising awareness of library programs and services. Efforts will be made to connect with Milwaukee Public Schools as enrollment events take place or information packets are distributed in the beginning of the school year. The Board will be updated as the campaign plans progress. Informational item.

The meeting of the Board's Library Services & Programs Committee was adjourned at 6:25 p.m. on Monday May 5, 2014.

MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

April 29, 2014

To: Library Building & Development Committee of the
Milwaukee Public Library Board of Trustees:
Chairperson John Gurda, Ald. Milele Coggs, Sharon Cook, Sup. Theo Lipscomb, Dir. Mark Sain *All trustees are welcome to attend.*
MPL: Ryan Daniels, Taj Schoening
MPL Foundation Board: Art Harrington, Dave Stoeffel
DOA: Sharon Robinson

Fm: Paula A. Kiely, Library Director

Re: Library Building & Development Committee Meeting
May 7, 2014 11:00 a.m.-noon
Central Library Meeting Room 1

MEETING NOTICE AND AGENDA

1. **Milwaukee Civic Partnership Initiative (MCPI)**. The committee and representatives from the MPL Foundation Board will hear from Sharon Robinson of the Department of Administration and the Superlative Group about the City's interest in providing a valuation of library assets for marketing purposes.

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.

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MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Wednesday May 7, 2014
Central Library Meeting Room 1

PRESENT: Sharon Cook, John Gurda, Dir. Mark Sain, Paula Kiely

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

OTHERS PRESENT: Kyle Canter, Ryan Daniels, Margaret Daun, Art Harrington, Sharon Robinson, Matthew Schaefer, David Stoeffel, Crystal Sura

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Committee Chair John Gurda called the MPL Board of Trustees Building & Development Committee meeting to order at 11:08 a.m. on May 7, 2014 with a quorum present.

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1. **Milwaukee Civic Partnership Initiative (MCPI)**. Ms. Robinson from the City's Department of Administration (DOA), summarized the City of Milwaukee Civic Partnership Initiative (MCPI) and contract with the Superlative Group, Inc., a consultant employed by the city to raise money through sponsorships of city assets. Assistant City Attorney Margaret Daun explained the operations of the contract and stated that the concerns from the Library Board and the Library Foundation regarding the Board's overall control of the assets of the library, as governed by state statute, are fundamental. She added that the library is a unique City department that may require a separate contract or addendum to the contract. Operationally, there are two phases of the marketing initiative. The consultant will provide an asset valuation in phase I. The Common Council will review the asset valuations, along with a recommendation from the city's MCPI Committee, and will determine whether the city shall continue to phase II. During phase II, the Board will determine which if any library assets would be included as potential civic partnership assets for advertising, sponsorship, naming rights, etc. Representatives from the Superlative Group provided background information about their organization and said that their goal is to create and manage unique sales and fundraising programs designed to increase revenue and positively impact their clients. Discussion ensued. Trustee Gurda reinforced the position of the Board, commenting that the Foundation's concerns are the Board's concerns and the Board is grateful for, appreciative of, and dependent on the Foundation's support. He added that compared to other City departments, the library has a unique relationship with the public they serve. Trustee Cook moved that the library participate in phase 1 - the valuation of its assets, noting that phase II is concerning. Trustee Sain seconded the motion. Motion passed. The Committee will make the recommendation to the full Board at its regular meeting on May 27, 2014.

The meeting of the Board's Building & Development Committee was adjourned at 11:55 a.m. on May 7, 2014.

Tom Barrett
Mayor, City of Milwaukee

May 13, 2014

To the Honorable, the Common Council
of the City of Milwaukee

Honorable Members of the Common Council:

I am pleased to make following reappointment to the Milwaukee Library Board:

John Gurda
3337 South Delaware Avenue
Milwaukee, WI 53207

This reappointment is pursuant to Section 43.54(1)(am), Wis. Stats. Mr. Gurda's term will commence upon taking of the oath of office.

This letter is being sent for the information of your Honorable Body.

Respectfully submitted,

Tom Barrett

Tom Barrett
Mayor

Office of the Mayor • City Hall • 200 East Wells Street • Milwau
(414) 286-2200 • fax (414) 286-3191 • mayor@milw

MILWAUKEE PUBLIC LIBRARY SYSTEM

PERSONNEL ACTIONS

COVERING PERIOD: MARCH 30, 2014 THROUGH MAY 10, 2014
The Secretary reports the following personnel actions:

REGULAR APPOINTMENT

Malcolm Coleman - Library Circulation Aide - Atkinson	03/31/14
Jamie Gentry - Library Circulation Aide - Washington Park	04/07/14
Philicia McHenry - Library Circulation Aide - Circulation	04/07/14
Destiny Sconiers - Library Circulation Aide - Villard Square	04/12/14
Cherish Haynes - Library Circulation Aide - Circulation	04/21/14

PROMOTION / PROVISIONAL APPOINTMENT MADE REGULAR

Anthony Frausto - Librarian I to Library Branch Manager - Martin Luther King	04/27/14

PROVISIONAL APPOINTMENT MADE REGULAR

Gloria Makris - Librarian I - Center Street	04/27/14

TEMPORARY APPOINTMENT / TRANSFER

Jane Haupert - Librarian III (1/2) - Martin Luther King To: Library Branch Manager (1/2) - Center Street	03/30/14

JOB RECLASSIFICATION / PROMOTION

Consuelo Hernandez - Library Personnel Officer - Personnel / Human Resources TO: Human Resources Officer - Personnel / Human Resources	03/02/14

PROMOTION

Harper Robison - Library Circulation Aide to Library Circulation Assistant I - East	03/30/14

PROMOTION / TRANSFER

Danielle Obmann - Library Circulation Aide - ILS TO: Library Circulation Assistant I - Circulation	03/30/14
Courtney Randolph-Calhoun - Library Circulation Aide - Washington Park TO: Library Circulation Assistant I - Capitol	03/30/14
Julian Tisdale - Library Circulation Aide - Circulation TO: Library Circulation Assistant I - Villard Square	03/30/14
Patrice Wilson - Library Circulation Aide - Villard Square TO: Library Circulation Assistant I - Washington Park	03/30/14
Christopher Bodjanac - Library Circulation Assistant I - East TO: Neighborhood Library Services Assistant - Capitol	04/13/14

Deidre Steward - Library Reference Assistant - Washington Park To: Library Volunteer Coordinator - Personnel / Human Resources	04/13/14
Thomas Stack - Library Reference Assistant - Subject Services To: Network Analyst Assistant - Technical Services / Automation	04/27/14

TRANSFER

Cami Benham - Library Circulation Assistant II - YCOS to Circulation	04/27/14
Alejandra Salas - Library Circulation Assistant II - Circulation to YCOS	04/27/14

TRANSFER / PROMOTION TO ANOTHER CITY DEPARTMENT

Joseph Leszczynski - Office Assistant II - Library SSS To: Office Assistant III - Department of Neighborhood Services	05/10/14

EXPIRATION OF TEMPORARY APPOINTMENT

Kale Noel - Custodial Worker II - CL - Facilities & Fleet (AUX)	04/11/14

EXPIRATION OF EMERGENCY APPOINTMENT

Acklen Banks - Librarian III - Extension Services	03/21/14
Nancy Torphy - Librarian III - Extension Services	03/30/14
Joy Kilimann - Librarian III - Extension Services	04/03/14

LEAVE OF ABSENCE 24.0 OR MORE HOURS

Virginia Rogers Couch - Custodial Worker II - CL - Facilities and Fleet - 50 days	02/21/14
Anthony Murphy - Custodial Worker II - CL - Facilities & Fleet - 40.0 hours	03/31/14
Mary Jeske - Library Circulation Assistant I - Circulation - 24.0 hours	04/14/14
Cheree Epperson - Library Circulation Aide - Mill Road - 3 weeks	04/21/14

RESIGNATION

Malayia Roper - Library Circulation Aide - Capitol	04/09/14

RETIREMENT

Virginia Rogers Couch - Custodial Worker II - CL - Facilities and Fleet MPL Service Credit: 6 years	04/11/14
Christine Arkenberg - Library Public Services Area Manager - Administration MPL Service Credit: 30 years	05/10/14

MILWAUKEE PUBLIC LIBRARY
FINANCIAL REPORT
April 30, 2014

REVENUES

	2014			2013		
	Budget	Received to date	% Received	Budget	Received to date	% Received
Additional City Appropriation	$20,792,441	$6,776,837	32.6%	$20,578,637	$6,727,239	32.7%
Fines	$350,000	$116,669	33.3%	$350,000	$127,191	36.3%
Lost Materials, etc.	$129,800	$42,094	32.4%	$136,300	$40,451	29.7%
MCFLS Contracts	$713,000	$187,985	26.4%	$791,100	$187,814	23.7%
Total City Appropriation	**$21,985,241**	**$7,123,585**	**32.4%**	**$21,856,037**	**$7,082,695**	**32.4%**

EXPENSES

City

	2014			2013		
	Budget	Spent to date	% Spent	Budget	Spent to date	% Spent
Salaries	$11,836,357	$4,103,993	34.7%	$11,857,467	$4,060,941	34.2%
Fringe Benefits	$5,516,088	$1,831,208	33.2%	$5,601,547	$1,901,993	34.0%
Operating Expenses						
General Office Expense	$171,158	$23,806	13.9%	$164,850	$15,800	9.6%
Tools & Machinery Parts	$26,100	$7,811	29.9%	$26,100	$8,209	31.5%
Construction Supplies	$40,900	$6,946	17.0%	$40,900	$8,024	19.6%
Energy	$743,658	$208,366	28.0%	$713,185	$176,619	24.8%
Other Operating Supplies	$262,246	$87,892	33.5%	$321,860	$68,607	21.3%
Vehicle Rental	$8,300	$2,646	31.9%	$8,300	$1,626	19.6%
Non-Vehicle Equipment Rental	$31,800	$6,673	21.0%	$31,300	$9,499	30.3%
Professional Services	$59,000	$6,225	10.6%	$81,487	$8,897	10.9%
Information Technology Services	$295,000	$24,387	8.3%	$201,000	$61,808	30.8%
Property Services	$871,862	$232,981	26.7%	$809,769	$178,159	22.0%
Infrastructure Services	$26,000	$21,570	83.0%	$26,000	$20,635	79.4%
Vehicle Repair Services	$500	$0	0.0%	$500	$0	0.0%
Other Operating Services	$137,212	$46,885	34.2%	$125,500	$43,452	34.6%
Reimburse Other Departments	$76,900	($1,220)	-1.6%	$76,900	($958)	-1.2%
Total	**$2,750,636**	**$674,968**	**24.5%**	**$2,627,651**	**$600,377**	**22.8%**
Equipment						
Library Materials	$1,566,653	$493,365	31.5%	$1,543,864	$507,167	32.9%
Computers, etc.	$256,110	$5,493	2.1%	$200,500	$3,458	1.7%
Other	$59,397	$14,558	24.5%	$25,008	$8,759	35.0%
Total	**$1,882,160**	**$513,416**	**27.3%**	**$1,769,372**	**$519,384**	**29.4%**
Total City Expenses	**$21,985,241**	**$7,123,585**	**32.4%**	**$21,856,037**	**$7,082,695**	**32.4%**

MILWAUKEE PUBLIC LIBRARY
FINANCIAL REPORT
April 30, 2014

ADDITIONAL FUNDING SOURCES

	2014			2013		
	Budget	Spent to date	% Spent	Budget	Spent to date	% Spent
Other Dept. Appr.						
Villard Square Lease	$13,182	$0	0.0%	$13,182	$0	0.0%
Contract Grants						
Teacher in the Library	$100,000	$35,169	35.2%	$113,000	$26,124	23.1%
WTBBL	$968,700	$710,607	73.4%	$968,700	$636,812	65.7%
ILS	$84,690	$62,810	74.2%	$84,690	$64,954	76.7%
Total	**$1,153,390**	**$808,586**	**70.1%**	**$1,166,390**	**$727,890**	**62.4%**
Trust Fund						
Materials	$53,846	$0	0.0%	$56,150	$39,715	70.7%
Programming	$23,500	$6,082	25.9%	$21,500	$7,248	33.7%
Training	$7,500	$4,851	64.7%	$7,368	$2,042	27.7%
Marketing	$11,000	$2,537	23.1%	$11,000	$829	7.5%
Contingency	$1,000	$445	44.5%	$1,500	$315	21.0%
Total	**$96,846**	**$13,915**	**14.4%**	**$97,518**	**$50,149**	**51.4%**
Foundation Funds						
	Balance	Spent to date	% Spent	Balance	Spent to date	% Spent
Materials	$470,346	$42,084	8.9%	$407,134	$86,531	21.3%
Programming	$110,962	$43,934	39.6%	$94,159	$63,871	67.8%
Total	**$581,308**	**$86,018**	**14.8%**	**$501,293**	**$150,402**	**30.0%**

Director's Report
April / May 2014

Work continues on the East Library. Construction has begun on the inside of the library and the details on the public art projects are being finalized. Staff continues to work on outstanding issues related to scheduling and shell issues.

We submitted our 2015 Budget Request, which represents a cost-to-continue budget. We will work with the Budget Office throughout the summer on the final proposal.

A community meeting was held at Villard Square to discuss problems related to teen behavior. Seven community members attended and shared their experience and advice. Similar meetings will be held at Center Street and Washington Park. I attended numerous other meetings during the month including a meeting to learn about the Department of City Development's Economic Plan and was invited to submit comments; the quarterly meeting of the System and Resource Library Administrators Association of Wisconsin (SRLAAW) meeting in Sheboygan; the Friends Annual Literary Lunch; and, the Friends Board meeting. I also attended Journey House's 45th Anniversary Gala and Auction.

I volunteered at MPS Vieau School as part of the Downtown Rotary's RIF program. I serve as the school coordinator and organized three days of book distributions. I personally met with two classrooms of 6th graders.

Thanks to the work of Consuelo Hernandez and her team, we hosted the biannual MPL Retirees Event at the Wisconsin Club. This year, a reception honored those library employees who retired during the past 2 years.

Kelly Hughbanks appointed to the Wisconsin Library Services and Technology Act committee by Tony Evers. Thanks to Bruce Gay for his committee service over that past 3 years.

Programs

Krug Educational Series. The first program in the 2014 Krug Rare Books Educational Series "Layton's Legacy : a Historic American Art Collection" attracted 40 people on Saturday, April 5. John Eastberg, co-author of Layton's Legacy, along with Eric Vogel, presented the program. The 22 minute film "Layton's Legacy," first broadcast on Milwaukee Public Television, was shown. Mr. Eastberg gave a short talk on the origin of the book project and his major sources of information which included a catalog of Layton Art Gallery paintings from the Rare Books Room. He took many questions from an active and engaged audience. As Eastberg said after the program, it was "more like a conversation" and everyone seemed to enjoy it. The 1888 opening reception booklet and the 1888 catalog of paintings were on display for interested parties. Librarians Pat DeFrain (Arts & Media), Paula Nameth (Ready Reference) and Maria Cunningham-Benn (Arts & Media) coordinated the program.

Science Café. The second Science Café on April 8 with the Medical College of Wisconsin had 38 participants. The topic was *Surviving Drug Addiction: understanding the addicted brain.* Librarian Anna Walls (Business, Technology, Science & Periodicals) hosted the event and put together a display of related books.

Around the Corner. On April 15 Milwaukee Public Television and MPL hosted a preview of a special Around the Corner broadcast with John McGivern and Trustee John Gurda in the Loos Room. The sixty-five enthusiastic attendees had many questions for Mr. Gurda and Mr. McGivern at the end of the screening. Coordinator of Business and Technology Judy Pinger welcomed people to the library.

Wrestling Program. A small but dedicated group of wrestling fans attended the April 26 program on the book "Job Man: My 25 Years in Professional Wrestling" with Chris Curtis and Larry Widen. Fans of wrestling enjoyed learning more and talking about their favorite sport.

New Books Review. On April 9, staff provided two opportunities to have the *First Look at 2014 Books*. Librarians Jacki Potratz (Technical Services) and Tom Olson (Humanities & Archives) provided reviews of about 20 new fiction and non-fiction titles. The sessions targeted avid readers and book clubs. A total of 29 people attended the events at the Central and Tippecanoe libraries. People were eager to share what they are reading now, and also glad to learn about the library's Lucky Day collection and book club kits.

Money Smart Week. Money Smart Week 2014 was held April 5 through April 12. MPL provided programming aimed at adults and children. The *Get a FREE Copy of your Credit Report!* Program was held at Bay View, Martin Luther King, Capitol and Central libraries. Librarian Brett Rohlwing (Business, Technology, Science & Periodicals) organized the sessions with the Branch locations and the Consumer Counseling Credit Service. In addition, two classes of 1st graders from the Hmong Friendship Peace Academy attended a special money-themed class visit in the Betty Brinn Children's Room on Tuesday, April 8 – 47 students attended and also Wednesday, April 9 – 46 students attended. Each student received a free copy of "Curious George Counts His Pennies" to take home courtesy of the Wisconsin Department of Financial Institutions.

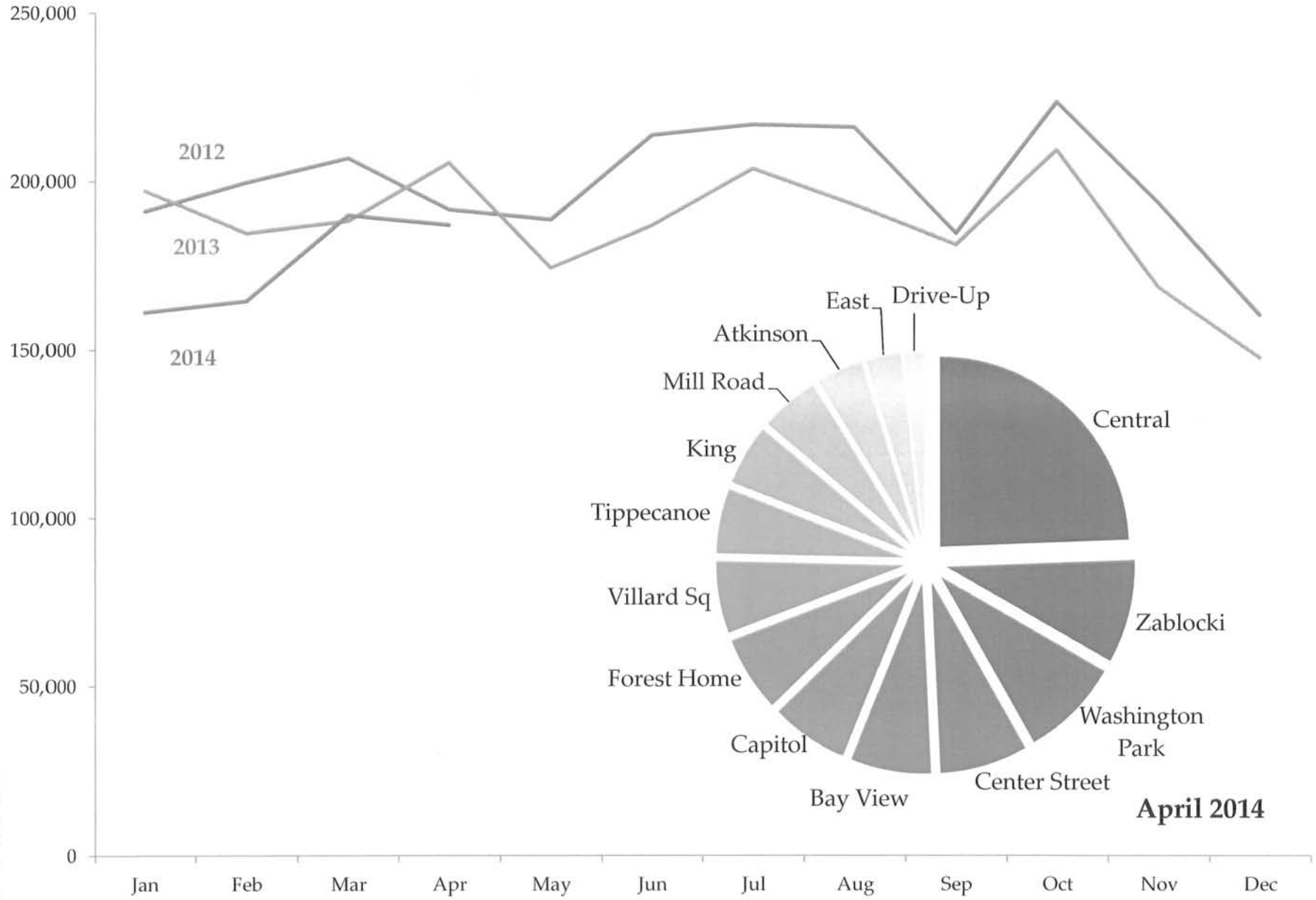
To Be! Shakespeare Here & Now. The words of William Shakespeare were brought to life by Ron Fry from the Optimist Theatre on Saturday, April 19 in the Rare Books Room of the Central Library. Interpretations of excerpts from Shakespeare's works were combined with information on life in Renaissance England. Many of the 13 audience members participated in the reenactment of the Bard's works. The program will be repeated at the Villard Square and Bay View Branch libraries in May.

Teen Advisory Board (TAB) Poetry. The May 13 poetry slam was a huge success with 62 attendees, including 7 of the 9 winners. Most winners performed their poetry and a total of 20 teens performed. The winning poets and their poems will be posted to MPL's website, as well as TAB's Teen Facebook page. This has remained one of TAB's most attended and well received programs we run and we will continue in future years.

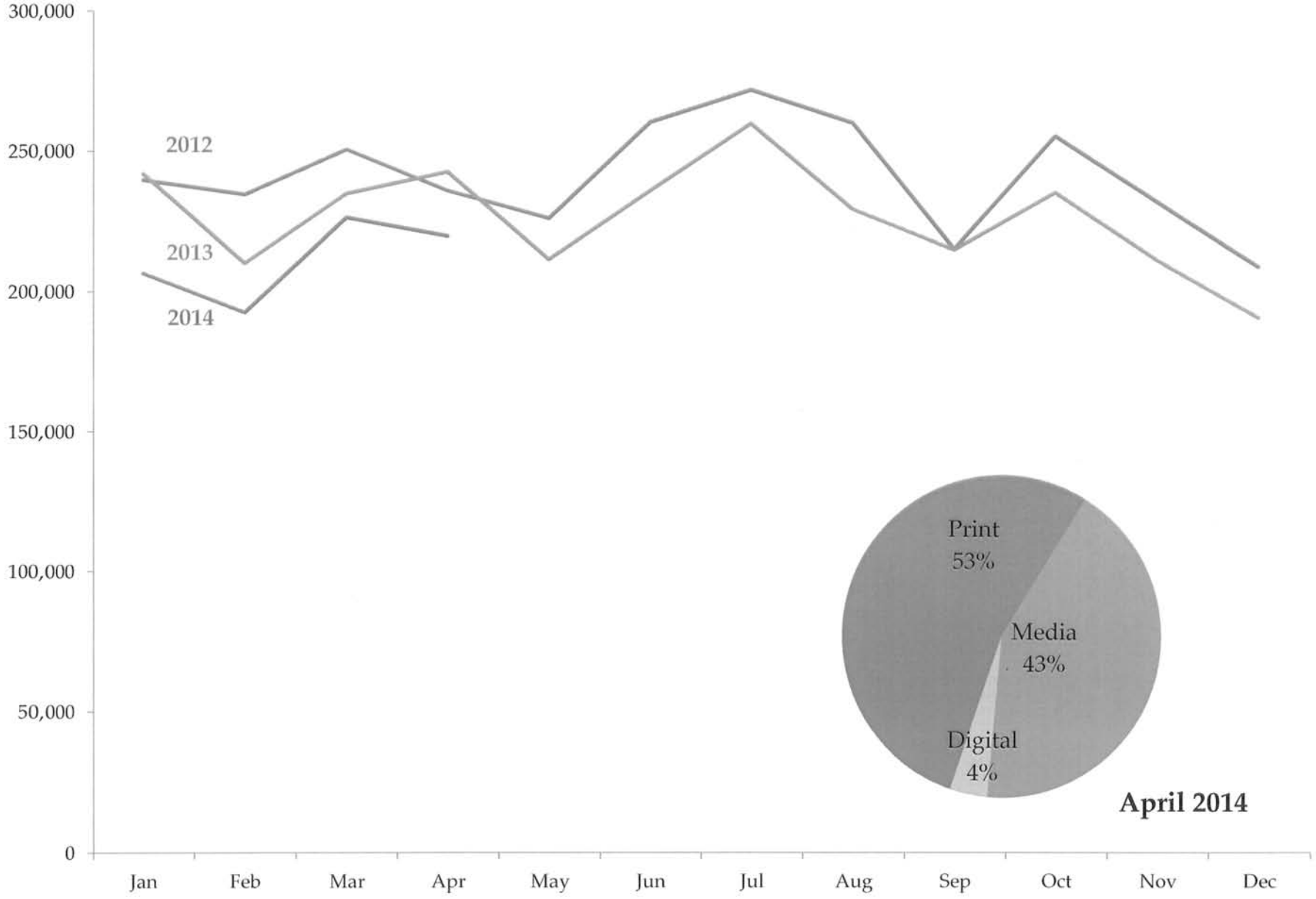
Outreach

MPL Booth at Bay View Event. Bay View Career Day was a special outreach event for MPL on April 30. A total of 110 students visited the MPL booth. Alejandra Salas (Central Circulation) did a great a job of recruiting for circulation aide positions and acquiring a library card. Dan Keeley (Automation) answered the IT questions with ease. Many students seemed interested in the library. Librarian Eric Johnson (Humanities & Archives) also provided information on the library and librarianship.

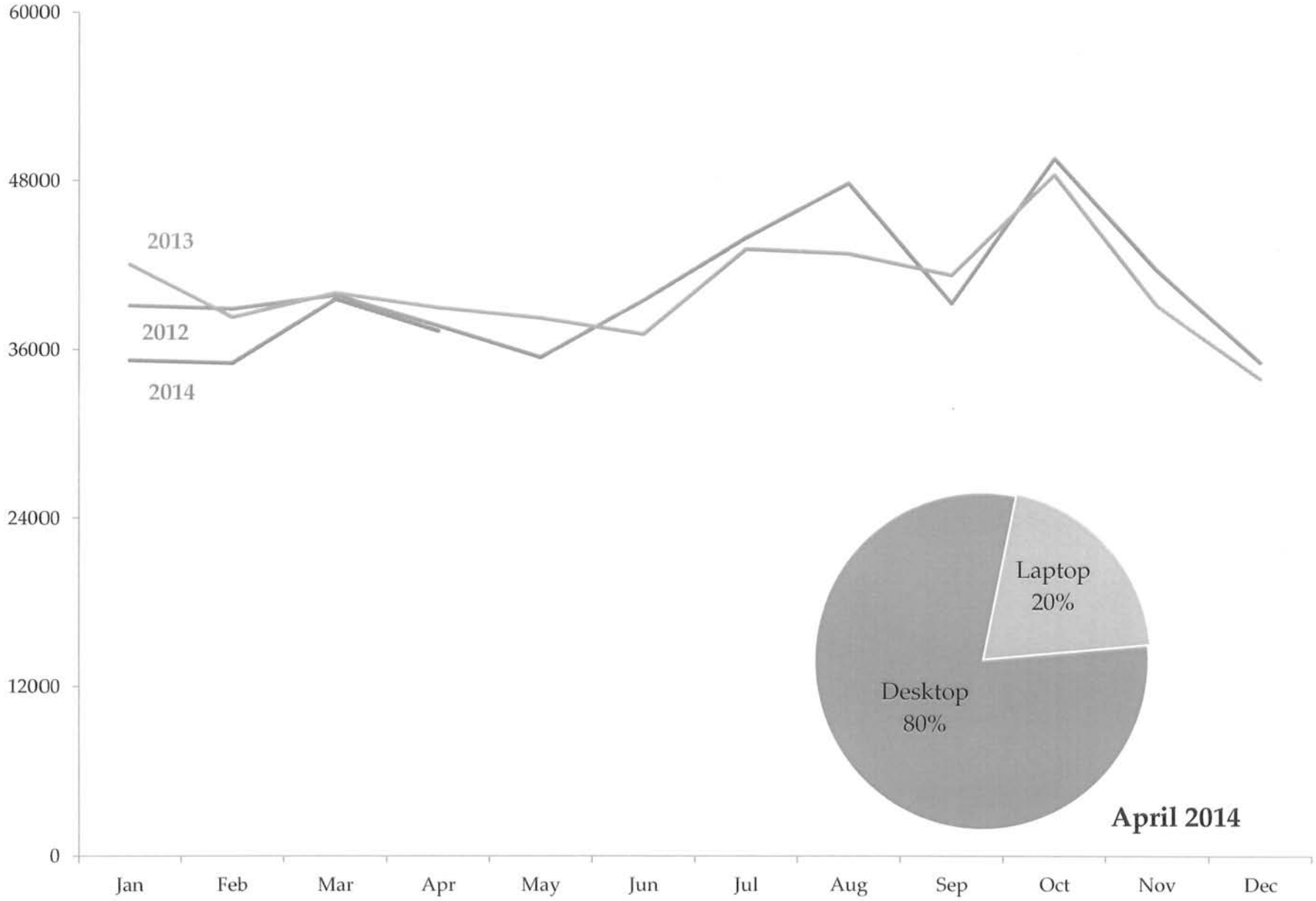
Milwaukee Public Library Visits



Milwaukee Public Library Circulation



Milwaukee Public Library Hours of Computer Usage



Milwaukee Public Library
Computer, Internet, and Electronic Statistics
April, 2014

Unique Visitors to the MPL Website						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	96,234	96,299	-0.1%	367,855	366,181	0.5%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	n/a*	5,267	n/a	n/a*	20,197	n/a
	% In-library % Remote	32.9% In-library 67.1% Remote		% In-library % Remote	33.3% In-library 66.7% Remote	

OverDrive Digital Download Circulation, by format						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	5,970	4,370	36.6%	24,091	16,826	43.2%
Audiobooks	2,358	1,661	42.0%	9,311	6,375	46.1%

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
	1,922	2,635	-27%	7,723	10,134	-24%

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
	39,287	41,030	-4.2%	169,850	163,793	3.7%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	12,190	13,285	-8.2%	52,474	50,050	4.8%
Atkinson	676	613	10.3%	3,162	2,664	18.7%
Bay View	2,928	2,678	9.3%	11,876	11,341	4.7%
Capitol	2,484	2,376	4.6%	10,075	9,364	7.6%
Center Street	955	862	10.8%	4,076	3,536	15.3%
East	1,167	2,026	-42.4%	4,615	8,735	-47.2%
Forest Home	826	761	8.5%	3,523	3,147	12.0%
Martin Luther King	657	740	-11.2%	2,889	2,815	2.6%
Mill Road	1,048	1,028	2.0%	4,086	3,720	9.8%
Tippecanoe	1,409	1,583	-11.0%	5,738	5,749	-0.2%
Villard Square	748	712	5.1%	2,962	2,988	-0.9%
Washington Park	1,048	967	8.4%	4,208	3,784	11.2%
Zablocki	2,085	2,359	-11.6%	8,594	8,172	5.2%
YCOS--Outreach	67	282	-76.2%	931	1,329	-30.0%
TOTAL	28,288	30,272	-6.6%	119,209	117,394	1.6%

*The method for tracking database use is still under construction during the switch to the new webpage.