

# MILWAUKEE

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## 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**

**JoAnne Anton, Vice-Financial Secretary**

**Paula Kiely, Secretary**

**Ald. Milele Coggs, Sharon Cook, Ald. Cavalier Johnson, Ald. Nik Kovac,  
Chris Layden, Sup. Marcelia Nicholson, Joan Prince, Dir. Mark Sain, Jennifer Smith  
Secretary's Assistant: Crystal Sura (414) 286-3021**

**Tuesday July 25, 2017**

**4:30 p.m.**

**Central Library**

**Meeting Room**

**814 West Wisconsin Avenue**

**Milwaukee, WI 53233**

### **AGENDA**

#### **PUBLIC COMMENT**

#### **RESOURCES / RECOMMENDATIONS / RESEARCH**

1. **Milwaukee Poet Laureate.** Mr. Roberto Harrison, Milwaukee's newest poet laureate, will be introduced and will read one of his poems.

#### **CONSENT AGENDA**

Attachment A, page 3

2. **Regular Board Meeting Minutes June 27, 2017.**
3. **Committee Reports.**
  - a. Executive Committee Meeting Minutes June 21, 2017
  - b. Finance & Personnel Committee Meeting Minutes July 6, 2017
4. **Administrative Reports.**
  - a. Personnel Actions
  - b. Financial Report
  - c. Library Director's Reports
  - d. Communication from Mayor of Irpin, Ukraine

## REPORTS

5. **Mid-Year Budget Report.** At the request of the Board's Finance and Personnel Committee, Assistant Library Director Jennifer Meyer-Sterns will present the Library's 2017 mid-year financials and answer questions.
6. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac, Resource Library Representative, will report on the July 17, 2017 MCFLS Board meeting.
7. **Building and Development Committee.** Chair Michele Bria will provide a report from the July 6, 2017 meeting regarding the Mitchell Street, Mill Road/Good Hope, and Martin Luther King project updates.

"The Library Board of Trustees may vote to convene in Executive Session, pursuant to Wisconsin Statutes sec. 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 deliberating over the Martin Luther King Redevelopment Project financing plan.

The Board may reconvene in open session at the conclusion of its closed session and may provide a report.

8. **MPL Foundation Report.** MPL Foundation Executive Director Ryan Daniels will report on fundraising efforts to-date.

## OLD BUSINESS

9. **Public Library System Redesign (PLSR).** Director Kiely will brief the Board on her visit to the Southwest Wisconsin Library System, discussions held at the PLSR July 12, 2017 retreat, and the Wisconsin Council on Library and Network Development (COLAND) meeting held on July 14, 2017.

## NEW BUSINESS

10. **Gift.** The Milwaukee Public Library was included as a beneficiary in the will of Mrs. Lucile Krug, widow of former City Librarian Richard E. Krug. The Board will accept the gift and discuss how the gift will be used in support the Library's mission and vision.

## STRATEGIC DISCUSSION

11. **2018 Budget.** The Board will hear and consider recommendations for cost saving measures from Director Kiely as they relate to the 2018 operating budget.

### ***REMINDER: Next scheduled meetings are:***

*July 31, 2017 – Services and Programs Committee – Central Library 5:30 p.m.*

*August – Recess*

*September 7, 2017 – Building and Development Committee – Central Library 8:00 a.m.*

*September 26, 2017 – Regular Meeting – Central Library 4:30 p.m.*

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**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday June 27, 2017  
Central Library  
Community Meeting Room 1  
814 West Wisconsin Avenue  
Milwaukee, WI 53233**

**PRESENT:** JoAnne Anton, Michele Bria, Sharon Cook, John Gurda,  
Ald. Cavalier Johnson, Ald. Nik Kovac, Sup. Marcelia Nicholson, Joan Prince,  
Jennifer Smith, Paula Kiely

**EXCUSED:** Ald. Milele Coggs, Chris Layden, Dir. Mark Sain

**STAFF:** Eileen Force Cahill, Joan Johnson, Jackie Jones, Sam McGovern-Rowen,  
Jennifer Meyer-Stearns, Judy Pinger, Crystal Sura, Pat Swanson,  
Kathleen Vandenboom-Hurley, Kelly Wochinske

**OTHERS**

**PRESENT:** Eric Pearson, Budget and Policy Division

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President Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:35 p.m. on June 27, 2017 with a quorum present. Trustee Prince participated by conference phone.

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**PUBLIC COMMENT** None.

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**RESOURCES / RECOMMENDATIONS / RESEARCH**

1. **Special Collections – Wisconsin Architectural Archives.** Humanities and Archives Librarian Kathleen VandenBoom-Hurley presented an overview of the Wisconsin Architectural Archives collection housed in the Central Library. In 1975, the Wisconsin Architectural Archives collection began with architectural drawings from architect Alexander Eschweiler. The collection of drawings and plans record the styles of architects who shaped the history of Wisconsin. There is an index to more than 12,500 projects representing over 470 architects dating from 1851. Informational item.
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**CONSENT AGENDA**

2. **Regular Board Meeting Minutes May 23, 2017.**
3. **Administrative Reports.**
  - a. Personnel Actions
  - b. Financial Report
  - c. Library Director's Reports

President Gurda asked the Board if any items should be removed from the Consent Agenda presented as attachment A, pages 3-20 of the agenda. President Gurda entertained a motion to approve. Trustee Bria moved and Trustee Anton seconded a motion to approve the Consent Agenda. Motion passed.

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## REPORTS

4. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac, Resource Library Representative, reported on the June 12, 2017 MCFLS Board meeting. He said there was further discussion regarding increasing lending limits on DVD and CDs and the action was tabled by the Library Directors Advisory Council (LDAC). The Board reviewed the Delivery Services Contract which included some possible changes in delivery boundaries. Regular meeting items such as financial and administrative reports were reviewed. Director Kiely added since the meeting there is an update on State funding from MCFLS. The Wisconsin Library Association has been lobbying the legislators to return the level of funding for State Library Systems back to 2010 levels – an additional \$1.5 million. The Joint Finance Committee approved an amendment to add that money to the budget. The funds, totaling \$90,000 for MCFL would be used specifically for job training, early literacy and connectivity. Informational item.

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5. **Building and Development Committee.** Committee Chair Michele Bria provided the report from the June 1, 2017 regarding the Forest Home, Mitchell Street, Mill Road/Good Hope, Martin Luther King and Capitol project updates. Referring to the meeting agenda and minutes listed at attachment B, page 21-27 of the agenda, Trustee Bria briefly summarized the committee's discussion. Informational item.

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6. **Executive Committee.** President Gurda reported that the committee reviewed the library's major initiatives and their status. Discussion on succession planning for the Board took place. Director Kiely will provide planning tools and resources for the Trustees to use later this year and it may be an item for discussion at the future Board retreat. More information on the retreat, planned for February 2018 will be forthcoming. Informational item.

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## OLD BUSINESS

7. **Branch Redevelopment.** Construction Project Manager Sam McGovern-Rowen said the Design Kickoff meeting with Zimmerman Architectural Studios was held on June 8, 2017. Zimmerman will be designing the interior of the new library on Good Hope Road. Discussion included the MPL's commitment to designing flexible spaces and encouraged the design team to be creative. Zimmerman will hold at least three community meetings during the design process to not only inform the public on initial renderings but to solicit their feedback. The development team, Royal Capital LLC and Maures Development Group, and their architect Engberg Anderson Architects, will attend the meetings. The first meeting will be scheduled in early August. Informational item.

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## NEW BUSINESS

8. **Grand Opening of the Mitchell Street Branch.** Community Relations & Engagement Director Eileen Force Cahill reported that the idea for the September 30, 2017 grand opening celebration is to reflect the Library Loud Awareness Campaign. There will be a lot of involvement with the community. She welcomed the Trustees to share their ideas with the library's communications team. The Board will be updated on the events as the planning progresses. Informational item.
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## STRATEGIC DISCUSSION

9. **Program & Service Sustainability.** President Gurda invited the Budget Analyst Eric Pearson to explain the City's budget process and timeline. The budget process began in May. Mayor Barrett gave each department head a target allocation for submitting their budget request for 2018. Due to increases in City pension costs, the request is for reductions compared to the 2017 budget. The Mayor's proposed executive public hearing on the budget is scheduled for August 15, 2017. In late September the Mayor presents the proposed budget to the Common Council. The Common Council Finance & Personnel Committee hearing with City departments takes place in October. The final budget is adopted on November 10, 2017. Discussion ensued regarding the City's Pension Board and their upcoming decision on the revised employer pension contribution rates that will be established beginning in 2018 and remain stable for the next five years. President Gurda encouraged the Trustees to advocate for the library system to inform the budget's decision-makers about the significant services the library provides for the community. Informational item.

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With no further business, the Milwaukee Public Library Board of Trustees meeting of June 27, 2017 was adjourned at 5:40 p.m.

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**MILWAUKEE**  
**PUBLIC LIBRARY**

*Paula A. Kiely*  
*Director*

June 8, 2017

To: Executive Committee of the  
Milwaukee Public Library Board of Trustees:  
Chairperson John Gurda, JoAnne Anton, Michele Bria, Joan Prince  
*(all Trustees are welcome to attend)*

Fm: Paula A. Kiely  
Library Director

Re: Executive Committee Meeting  
Wednesday, June 21, 2017  
1:30-2:30 p.m.  
Central Library, Krikelas Room

**MEETING NOTICE AND AGENDA**

1. **MPL's Projects and Goals.** The committee will discuss the status of current projects, and priorities for 2017 and future directions for 2018.
2. **Succession Planning.** The committee will discuss succession planning for trustees.
3. **MPL Board Retreat.** Committee members will discuss plans for a fall Board retreat.

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**ATTACHMENT A-P. 4 of 29**  
**MPL CONSENT AGENDA**  
**3a.Executive**

**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
EXECUTIVE COMMITTEE  
MINUTES**

**Tuesday June 21, 2017  
Central Library Krikelas Room**

**PRESENT:** Joanne Anton, John Gurda, Joan Prince, Paula Kiely

**EXCUSED:** Michele Bria

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Chair John Gurda called the meeting of the Board's Executive Committee to order at 1:30 p.m. on Tuesday June 21, 2017 with a quorum present. Trustee Prince participated by conference phone.

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1. **MPL's Projects and Goals.** Director Kiely distributed 2017 Major Initiative and Improvements – by Board Committee, which is attached at the end of these minutes. From the Finance and Personnel Committee, she highlighted the completion of the revision to the MPL Trust Fund Investment Policy, and the development of the 2018 MPL budget request. The Innovation and Strategy Committee will meet within the next few months to revisit the Bloomberg What Works Cities, and discuss how outcomes of the Public Library System Revision Project may impact MPL. The Building and Development Committee is dedicated to the Branch Building Initiative. The Services and Programs keeps apprised of the many new programs being introduced to better serve the community. Informational item.

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2. **Succession Planning.** The committee discussed the future of the Board's makeup and ways to be proactive to achieve a balance of diversity in Trustee's qualities. Suggestions included completing a self-assessment to evaluate what are the strengths of the composition of the Board, reviewing the Trustee Job Description, and considering community members for recommendation to the appointing authorities as outlined in Wisconsin State Statutes Chapter 43. Director Kiely will move forward with the suggested ideas and communicate and distribute information to the Trustees prior to the next Executive Committee meeting. Informational item.

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3. **MPL Board Retreat.** At the June 27, 2017 Regular meeting, President Gurda received confirmation from the Trustees of their interest in attending an off-site Board retreat.

Ideas for possible discussion included:

- succession planning
- library redesign
- capital projects
- library of the future
- race equity and inclusion
- Urban Library's Council speaker
- membership to BoardSource

*ATTACHMENT A-P. 5 of 29  
MPL CONSENT AGENDA  
3a.Executive*

- consultant advise on:  
board governance and composition  
how to advocate for the library  
trustee responsibilities, engagement and development  
trustee's role on certain community issues

The committee discussed ways on how the meeting could be structured. It was agreed that the retreat be scheduled for February 2018. Informational item.

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With no further business, the Milwaukee Public Library Board of Trustees Executive Committee meeting of June 21, 2017 was adjourned at 2:45 p.m.

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**2017 Major Initiatives and Improvements - by Board Committee**

Project	Staff	Goal	Status	Notes	Funding Source	Budget
<b>Executive Committee</b>						
<b>Board Development</b>	Director	Provide the Board with opportunities for growth, education, and teambuilding for the purpose of building their capacity and impact.	Continue education series at beginning of each agenda. Conduct a Board Retreat with specific goals to be determined	Will look for a date in September and an off-site location. Will recruit a facilitator once goals are set	Trust	TBD
<b>Succession Planning</b>	Director	Ensure the Board is represented by a diverse group of members from the community with the skills, knowledge, and commitment to help lead the library into the future	On the Executive Committee's July agenda	Will research strategies used by other library and nonprofit Boards - and other tools.	Trust	TBD
<b>Finance and Personnel Committee</b>						
<b>Finalize Investment Policy</b>	AD - Meyer	Provide the Finance Committee and Board of Trustees with an updated investment policy that reflects policy objectives and appropriate investment guidelines for the MPL Trust Fund.	Completed	Passed the full Board in May 2017.	Trust	None
<b>2018 Budget</b>	AD - Meyer	Develop and submit the 2018MPL Budget Request per statutory requirements. Work with Director and City Budget Staff to meet deadlines and allocations as required.	Completed	Will continue to work with Director, Board, and City staff on 2018 Budget priorities until the Mayor submits his Budget to Council in Sept. 2018.	City	TBD
<b>Innovation and Strategy Committee</b>						
<b>Bloomberg What Works Cities</b>	AD - Meyer	Inventory MPL services and related datasets and propose performance measures and a reporting tool for the Public, the Board of Trustees, AIM, and internal stakeholders.	Ongoing	Meeting with City team on Dashboard tool RFP early July. Working with AD-IT and internal staff on measures.	City	TBD
<b>Public Library System Revision Project</b>	Director	Recommend a feasible service model that will improve equity of library services across the state	In process	In 3rd year of planning and model design.	State	TBD
<b>Review and Advise on Strategic Plan</b>	AD - Pinger	Ensure that MPL 2020 Strategic Plan goals and initiatives resonate with staff, public and stakeholders.	Ongoing	Marketing Director working with team on mid-point annual reports.	Various	N/A

Project	Staff	Goal	Status	Notes	Funding Source	Budget
<b>Building and Development</b>						
Forest Home Construction/Mitchell Branch	PM	Complete library construction within budget and on time.	Grand opening is planned for September, 30.	Library construction will be completed at the end of July. Furniture and fixtures will begin to be installed in August.	City, various	\$5.7 M
Mill Road Redevelopment	PM	Complete development agreement and library design by November 2017, and potentially break ground in 2017. Library to open as early as November 2018.	Tax credits were finally awarded in May of 2017. Zimmerman Architects has been hired to design the library space.	The design process has begun. Community meetings regarding design will be scheduled for summer and fall of 2017. MPL and developer will complete term sheet and development agreement throughout the summer and fall of 2017.	city	\$4.5 M
Tippecanoe	AD - Meyer	Grant Administration - Implement Fund for Lake Michigan/MMSD grant	Completion anticipated July 2017.	Tracking and reporting will involve branch and business department staff. First report submitted.	city	N/A
King Redevelopment	PM	Complete financing plan and development agreement by January, 2018.	currently researching financing options	The Dept of City Development is assisting MPL with a review of the developer's pro forma.	city	\$ 4.5m
Capitol Redevelopment	PM	Begin discussion of locations for a new Capitol Library	Staff is researching sites	Staff has presented to Building and Committee for ongoing consideration and discussion	city	\$ 4.5m
Purchase of Villard Square Condo	AD - Meyer	Plan in 2017; complete in 2018.	Ongoing		city	\$1
Central - Design Air-Handling System Floors (Floors 4T, 1, 2)	AD - Meyer	Complete project on time and within budget	Ongoing	Requested as part of 2017 Capital Budget. City ECO team to work with MPL on efficiencies and environmental best practices.	city	\$900,000
Central - Air-handler 7 replacement (Tiers 1,2,3)	AD - Meyer	Complete project on time and within budget	Ongoing	Librarians to consulted on environmental needs for collection on tiers. Public Service Workgroup submitted recommendations for Air Handler 7. Mechanicals assessment for air quality underway. Draft scope for RFP coming soon.	city	\$300,000 - \$500,000
Center Street - Space Plan	AD - Meyer	Develop plan and cost estimate for future renovation	Ongoing	Inventory of facility and interviews with security, staff, and public services completed. Drafting scope document.	city	\$35,000

Project	Staff	Goal	Status	Notes	Funding Source	Budget
<b>ADA-Related Improvements</b>	AD - Meyer	Work with City to make necessary improvements	Ongoing	12 month items completed on-time. Beginning 18 mos-2 year items. Working closely with Citywide ADA team, sharing resources. Successfully navigated use of City of Milwaukee Capital funding, not MPL.	City	City Capital Account
<b>Faye McBeath Reading Room Upgrade</b>	DD	Design and construct improvements to the small reading room in the Children's Room.	An architect has yet to be hired	Funding of \$41,000 received from the Faye McBeath Foundation.	Private	TBD

**Services and Programs**

<b>Awareness Campaign</b>	CE	Loud @ the Branches	Planning is underway for our next two events: Browser's birthday parties and the Grand Opening of Mitchell Street	Also utilizing existing events to highlight the Library Loud branding look and feel, like teen poetry slam.	MPLF	\$50,000
<b>Awareness Campaign</b>	CE	Wristbands	On hold while funding is identified		MPLF	\$50,000
<b>Awareness Campaign</b>	CE	Great Library Project	In the ideation phase with our partners at CK		MPLF	\$25,000
<b>Expand Education Access with Career Online High School</b>	Director	Improve employability of city residents by offering scholarships to complete an online high school diplomas.	On hold while funding is identified	Included as a second priority in request to the MPLF	None	\$100,000
<b>Offer Social Worker Services at Central</b>	DD	Develop partnership to offer social services to library patrons in need	MOU between MPL and IMPACT signed and pilot started at Central 4-5-17.	IMPACT caseworker is getting established and slowly beginning to get referrals from MPL security officers and staff	None	n/a
<b>Reporting</b>	DD	MPLX; LibraryNOW Cards; Fine Forgiveness	2017/Q1 and Q2 reports for LN and FF completed and available online. Formal report to Board for LN on 4-25.	Ongoing and watching for trends with LN and FF. MPLX stats reported monthly along with other circ, visits and programming stats. Response to BGA recommendations and outcomes to be reported in Fall 2017 after summer programs	None	n/a
<b>Hotspot Lending</b>	AD - Pinger	Expand Internet access to library patrons by circulating portable wifi "hot spots"	Gathering information from vendors and libraries with similar programs	Working with Foundation staff to continue exploration.	None	\$50,000

Project	Staff	Goal	Status	Notes	Funding Source	Budget
Ready to Read	DD	Outreach services to child care providers offering coaching on how to support social-emotional and early literacy skill development in children.	Ongoing	Recruiting Spanish language consultant to provide direct service and translate curriculum.	MPLF	237,533
Summer Reading	DD	Support academic achievement of children and teens through summer reading program & educational programming to minimize/avoid summer learning loss.	Ongoing	2017 updates include online access for participants; outreach to faith community; upgrades to teen program to include building 21st century skills.	MPLF	\$266,394
Computer Classes	AD - Pinger	Provide free, quality public instruction for basic computer skills	Ongoing	Fully staffed in 2017 for the first time in several years.	MPLF	\$5,140
Books	AD - Pinger	Utilize MPL 2020 Strategic Plan identifiers of young families, global roots and traditional library users as target audiences for materials purchasing.	Began 2017	Track purchase and usage of a portion of materials funding expressly for 3 identified audiences.	City, Trust, MPLF	\$ 1.7m
Teacher in the Library	DD	Continue program at 9 locations with possible expansion to 12 locations during 2017-2018 school year with support from Foundation	Budget request	Add'l budget request submitted to Foundation to expand program to 12 locations in 2017-2018.	City/Block Grant	\$100,000
Spanish-Language Services	AD - Meyer	Improve access to library services through staffing with bilingual staff and translation of materials into Spanish.	In Progress	Work with DER to obtain approval of CSC. Process plan in place, awaiting full-staffing.	None	N/A
Expand Teen Services	DD	Offer well-designed learning opportunities for teens during non-school hours	Expanding internship opportunities beyond Summer Youth Internship Program to include school-year positions beginning in Fall 2017. Planning for relaunch of Teen Advisory Board in Fall 2017.	School-year internship program funded by city through Promise Zone initiative. TAB funding from MPLF	City, MPLF	\$48,474
Expand Education Access with IT Academy	AD - Pinger	Partner with Milwaukee Public Schools to offer online technology training and certification to the community	Project on hold due to personnel changes at State DPI, lack of Certi-port testing sites and pending expiration of licenses.	Unable to resolve ongoing stakeholder issues in a timely manner.	None	N/A
Expand Public Fax Service	AD - Pinger	Add self-service fax machines to all library locations	<b>COMPLETED</b>	All Branch meeting rooms now also have conference phone lines.	City	N/A

Project	Staff	Goal	Status	Notes	Funding Source	Budget
<b>Collection Standardization</b>	AD - Pinger	Standardize collection arrangement, display, and location codes throughout system to make it easier for the public to find things (especially children) and to facilitate "floating" collections to make them more readily available	Re-ignited in 2017 after 3 year hiatus.	AD - IT and Acquisitions Manager are visiting all Branch locations in 2017 to evaluate collection display, arrangement and location codes.	None	N/A



**MILWAUKEE**  
**PUBLIC LIBRARY**

*Paula A. Kiely*  
*Director*

June 21, 2017

To: Finance & Personnel Committee of the  
Milwaukee Public Library Board of Trustees:  
Chair JoAnne Anton, Ald. Milele Coggs, Ald. Chevy Johnson,  
Chris Layden, Joan Prince *all trustees are welcome to attend*  
MPL: Jennifer Meyer-Stearns  
US Bank: Richard Romero, Wayne Sattler

Fm: Paula A. Kiely, Library Director

Re: Finance & Personnel Committee Meeting  
Wednesday July 5, 2017, 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. Wayne Sattler of US Bank will review the performance of the Trust Fund investments and offer suggestions for maximizing returns.
2. **Quarterly Library Report of the Internal Control of the MPL Trust and Gift Funds.** Assistant Director Jennifer Meyer-Stearns will report on internal accounting management.
3. **Mid-year Budget Review.** Assistant Director Jennifer Meyer-Stearns will present the mid-year budget report.
4. **2018 Budget.** Library administration will provide the committee with an update on the budget process.

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**ATTACHMENT A-P. 12 of 29**  
**MPL CONSENT AGENDA**  
**3b. Finance and Personnel**

**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
FINANCE & PERSONNEL COMMITTEE  
MINUTES  
Tuesday July 5, 2017  
Central Library Meeting Room 1  
814 W. Wisconsin Avenue**

**PRESENT:** JoAnne Anton, Ald. Chevy Johnson, Chris Layden, Joan Prince, Paula Kiely

**EXCUSED:** Ald. Milele Coggs

**OTHERS**

**PRESENT:** MPL: Jackie Jones, Sarah Leszczynski, Jennifer Meyer-Stearns  
US Bank: Wayne Sattler

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Chair JoAnne Anton called the meeting of the Board of Trustees Finance & Personnel Committee to order at 4:10 p.m. on Tuesday July 5, 2017 with a quorum present. Trustee Layden participated by conference phone.

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1. **Quarterly Review of Fund Investments.** The Board received the U.S. Bank Institutional Trust and Custody quarterly report for MPL dated July 5, 2017 prior to the committee meeting. U.S. Bank Senior Portfolio Manager Wayne Sattler provided a market overview. The investment performance of the library's trust fund for the period ending May 31, 2017 was reviewed. The portfolio overview was summarized. 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.** Assistant Library Director Jennifer Meyer-Stearns distributed a memo regarding Internal Controls – Second Period 2017, attached at the end of these minutes. 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. Informational item.

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3. **Mid-year Budget Review.** Ms. Meyer-Stearns distributed the Milwaukee Public Library Financial Report dated June 30, 2017, attached at the end of these minutes. The committee reviewed the mid-year budget statement listing expenditures in through June of 2017 compared to 2016 for salaries & benefits, operating costs and equipment. The committee asked staff to present the same report to the full Board at its next meeting. Informational item.

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4. **2018 Budget.** Director Kiely distributed a document titled Budget Review Process Calendar for 2018 Budget, attached at the end of these minutes. She has requested a meeting with Mayor Barrett, for the MPL and MPL Foundation Board presidents since the city budget allocation impacts the operations of the library and also the Foundation's ability and need to fundraise. While the budget process is ongoing, library administration has identified several scenarios to cut cost and is reviewing what impact those measures would have. Once the data is gathered, a recommendation will be presented to Trustees. Director Kiely added that once Mayor Barrett presents his 2018 Proposed Executive Budget to the Common Council, she will request meetings with each Council member to discuss the library's budget. Informational item.

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The meeting of the Library Board's Finance & Personnel Committee was adjourned at 4:45 p.m. on Tuesday July 5, 2017.

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# MEMORANDUM

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**Date:** July 1, 2017

**To:** Paula A. Kiely, Library Director

**From:** Jennifer Meyer, Assistant Library Director - Operations

**Re:** Internal Controls - Second Period 2017

I have confirmed that in March, April and May 2017 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 Business Manager prepared checks and Fund Payment Requests for signature based on the Board's Check Signature Policy.

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



**Milwaukee Public Library  
Financial Report  
June 30, 2017**

**2017**

**2016**

**City Revenues**

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 22,803,431	\$ 10,650,731	46.7%
<i>Fines</i>	\$ 245,000	\$ 107,503	43.9%
<i>Lost Materials, etc.</i>	\$ 117,600	\$ 38,068	32.4%
<i>MCFLS Contracts</i>	\$ 725,000	\$ 195,148	26.9%
<b>Total City Appropriation</b>	<b>\$ 23,891,031</b>	<b>\$ 10,991,450</b>	<b>46.0%</b>

	Budget	Received to date	% Received
	\$ 22,613,655	\$ 11,303,880	50.0%
	\$ 280,000	\$ 128,837	46.0%
	\$ 120,000	\$ 50,270	41.9%
	\$ 720,000	\$ 189,579	26.3%
	<b>\$ 23,733,655</b>	<b>\$ 11,672,566</b>	<b>49.2%</b>

**City Expenses**

**Salaries & Benefits**

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 13,001,816	\$ 5,701,388	43.9%
<i>Fringe Benefits</i>	\$ 5,729,318	\$ 2,611,694	45.6%

	Budget	Spent to date	% Spent
	\$ 12,577,933	\$ 6,029,177	47.9%
	\$ 5,372,306	\$ 2,624,791	48.9%

**Operating**

	Budget	Spent to date	% Spent
<i>General Office</i>	\$ 158,158	\$ 40,711	25.7%
<i>Tools &amp; Machinery Parts</i>	\$ 31,000	\$ 10,228	33.0%
<i>Construction Supplies</i>	\$ 38,000	\$ 11,888	31.3%
<i>Energy</i>	\$ 809,700	\$ 334,645	41.3%
<i>Other Operating Supplies</i>	\$ 199,615	\$ 84,530	42.3%
<i>Vehicle Rental</i>	\$ 8,300	\$ 3,061	36.9%
<i>Non-Vehicle Equipment Rental</i>	\$ 32,700	\$ 13,316	40.7%
<i>Professional Services</i>	\$ 75,000	\$ 123,646	164.9%
<i>Information Technology Services</i>	\$ 357,198	\$ 338,626	94.8%
<i>Property Services</i>	\$ 994,069	\$ 492,135	49.5%
<i>Infrastructure Services</i>	\$ 28,000	\$ 13,253	47.3%
<i>Vehicle Repair Services</i>	\$ 1,500	\$ -	0.0%
<i>Other Operating Services</i>	\$ 137,100	\$ 83,738	61.1%
<i>Reimburse Other Departments</i>	\$ 79,900	\$ 12,112	15.2%
<b>Total</b>	<b>\$ 2,950,240</b>	<b>\$ 1,561,889</b>	<b>52.9%</b>

	Budget	Spent to date	% Spent
	\$ 158,000	\$ 46,387	29.4%
	\$ 31,000	\$ 16,685	53.8%
	\$ 38,000	\$ 21,505	56.6%
	\$ 817,100	\$ 299,882	36.7%
	\$ 209,465	\$ 65,774	31.4%
	\$ 8,300	\$ 2,490	30.0%
	\$ 32,700	\$ 12,944	39.6%
	\$ 70,000	\$ 78,363	111.9%
	\$ 364,548	\$ 320,133	87.8%
	\$ 984,363	\$ 337,650	34.3%
	\$ 28,000	\$ 18,320	65.4%
	\$ 1,500	\$ -	0.0%
	\$ 152,857	\$ 94,638	61.9%
	\$ 79,900	\$ 19,220	24.1%
	<b>\$ 2,975,733</b>	<b>\$ 1,333,991</b>	<b>44.8%</b>

**Equipment**

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,751,774	\$ 863,591	49.3%
<i>Computers, etc.</i>	\$ 371,883	\$ 214,288	57.6%
<i>Other</i>	\$ 86,000	\$ 38,601	44.9%
<b>Total</b>	<b>\$ 2,209,657</b>	<b>\$ 1,116,480</b>	<b>50.5%</b>
<b>Total City Expenses</b>	<b>\$ 23,891,031</b>	<b>\$ 10,991,450</b>	<b>46.0%</b>

	Budget	Spent to date	% Spent
	\$ 1,653,774	\$ 817,195	49.4%
	\$ 418,707	\$ 169,141	40.4%
	\$ 70,100	\$ 26,452	37.7%
	<b>\$ 2,142,581</b>	<b>\$ 1,012,788</b>	<b>47.3%</b>
	<b>\$ 23,068,553</b>	<b>\$ 11,000,747</b>	<b>47.7%</b>

**Additional Funding Sources**

**Other Departmental Appropriation**

	Budget	Spent to date	% Spent
<i>Villard Square Lease</i>	\$ 13,182	\$ -	0.0%
<i>Mitchell Street Lease</i>	\$ 36,000	\$ -	0.0%
<b>Total</b>	<b>\$ 13,182</b>	<b>\$ -</b>	<b>0.0%</b>

	Budget	Spent to date	% Spent
	\$ 13,182	\$ -	0.0%
	\$ -	\$ -	0.0%
	<b>\$ 13,182</b>	<b>\$ -</b>	<b>0.0%</b>

**Contract Grants**

	Budget	Spent to date	% Spent
<i>Teacher in the Library</i>	\$ -	\$ -	0.0%
<i>WTBBL</i>	\$ 968,700	\$ 781,326	80.7%
<i>ILS</i>	\$ 96,297	\$ 86,395	89.7%
<b>Total</b>	<b>\$ 1,064,997</b>	<b>\$ 867,722</b>	<b>81.5%</b>

	Budget	Spent to date	% Spent
	\$ 100,000	\$ 56,655	56.7%
	\$ 968,700	\$ 908,747	93.8%
	\$ 96,849	\$ 89,350	92.3%
	<b>\$ 1,165,549</b>	<b>\$ 1,054,752</b>	<b>90.5%</b>

**Trust Funds**

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 65,100	\$ 52,607	80.8%
<i>Programming</i>	\$ 78,278	\$ 12,012	15.3%
<i>Training</i>	\$ 10,000	\$ 1,304	13.0%
<i>Marketing</i>	\$ 22,000	\$ 300	1.4%
<i>Contingency</i>	\$ 2,022	\$ 439	21.7%
<b>Total</b>	<b>\$ 177,400</b>	<b>\$ 66,662</b>	<b>37.6%</b>

	Budget	Spent to date	% Spent
	\$ 55,321	\$ 37,867	68.4%
	\$ 73,278	\$ 13,297	18.1%
	\$ 9,200	\$ 6,454	70.2%
	\$ 15,000	\$ 3,502	23.3%
	\$ 1,600	\$ 119	7.4%
	<b>\$ 154,399</b>	<b>\$ 61,239</b>	<b>39.7%</b>

**Foundation Funds**

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 349,921	\$ 133,428	38.1%
<i>Other Activities</i>	\$ 1,339	\$ -	0.0%
<i>Programming</i>	\$ 530,081	\$ 198,773	37.5%
<b>Total</b>	<b>\$ 881,341</b>	<b>\$ 332,202</b>	<b>37.7%</b>

	Budget	Spent to date	% Spent
	\$ 268,250	\$ 51,640	19.3%
	\$ 26,314	\$ 20,299	77.1%
	\$ 491,172	\$ 255,401	52.0%
	<b>\$ 785,736</b>	<b>\$ 327,340</b>	<b>41.7%</b>

**Investments**

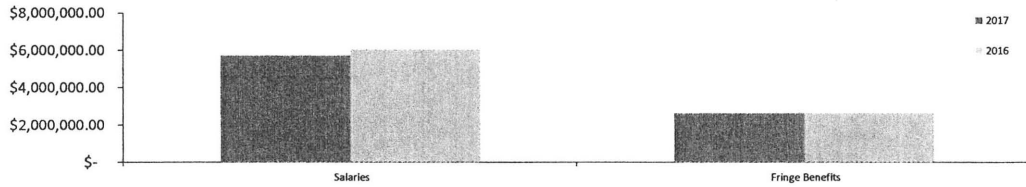
U.S. Bank National Assoc. Commercial Paper #362103202 (rated A1+) dated 06/02/17 and maturing 07/03/17 at a rate of 0.25%.....\$275,000.

**Milwaukee Public Library  
Financial Report  
June 30, 2017**

**Salaries & Benefits**

	2017		
	Budget	Spent to date	% Spent
<b>Total</b>	<b>\$ 18,731,134</b>	<b>\$ 8,313,081</b>	<b>44.4%</b>

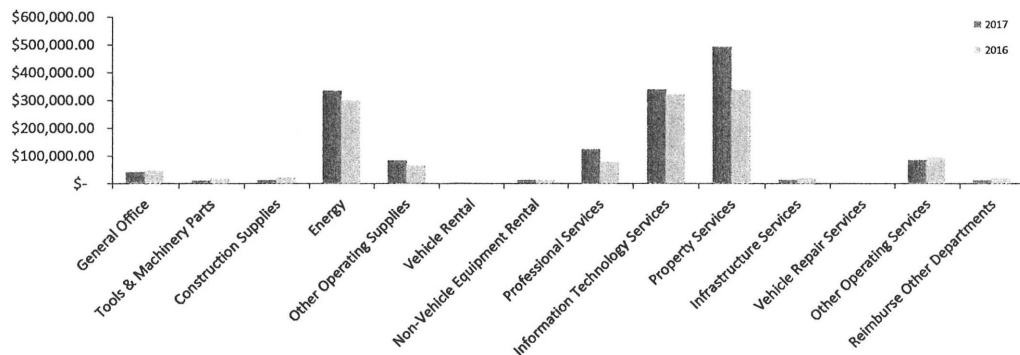
	2016		
	Budget	Spent to date	% Spent
<b>Total</b>	<b>\$ 17,950,239</b>	<b>\$ 8,653,968</b>	<b>48.2%</b>



**Operating**

	Budget	Spent to date	% Spent
<b>Total</b>	<b>\$ 2,950,240</b>	<b>\$ 1,561,889</b>	<b>52.9%</b>

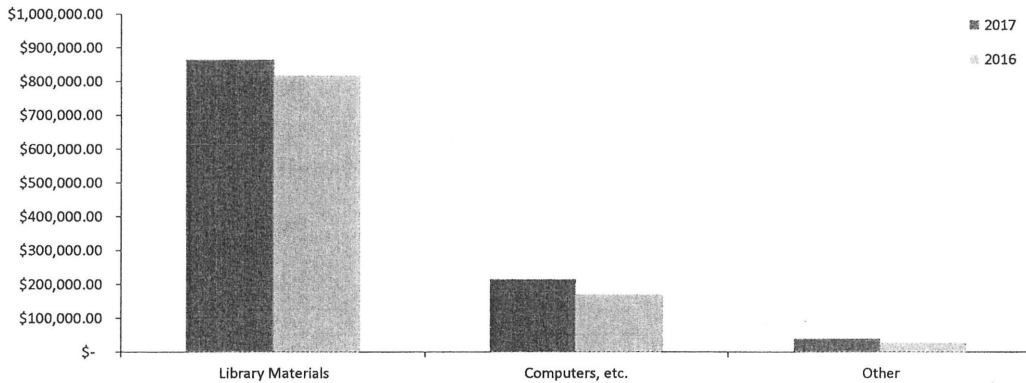
	Budget	Spent to date	% Spent
<b>Total</b>	<b>\$ 2,975,733</b>	<b>\$ 1,333,991</b>	<b>44.8%</b>



**Equipment**

	Budget	Spent to date	% Spent
<b>Total</b>	<b>\$ 2,209,657</b>	<b>\$ 1,116,480</b>	<b>50.5%</b>

	Budget	Spent to date	% Spent
<b>Total</b>	<b>\$ 2,142,581</b>	<b>\$ 1,012,788</b>	<b>47.3%</b>



**Salaries**  
Salaries are through PP 13 .  
Salaries a bit low in 2017—several key vacancies filled in June - July 2017.

**Operating**  
Professional Services – Teacher in the Library being charged here for now; will be reversed when reprogramming funds are available. (\$46,583.28)  
Property Services – Contracted out HVAC spring start-up work due to vacancies; will transfer from salaries. (\$39,176.03)

**Equipment**  
Nothing out of the ordinary

## Budget Review Process Calendar for 2018 Budget

Date	Event
March 20	2018 budget request materials distributed to City departments
May 9*	2018 budget requests due from City departments to Budget Office
Late June	Requested Budget Summary published in the Milwaukee Journal/Sentinel ** Article about potential 2018 MPL service reductions June 10, 2017
Mid August	Mayor's Public Hearing on the 2018 Budget 2018 Budget decisions for Milwaukee Public Library from Mayor's Office
Late September**	Mayor presents 2018 <b>Proposed</b> Executive Budget to the Common Council Common Council Chambers ** <b>Tentative date September 26, 2017</b>
Late Sept.	Proposed Budget and Notice of Joint Public Hearing published in the Milwaukee Journal/Sentinel
Early October	Finance & Personnel Committee Hearings on the 2018 Proposed Budget ** <b>MPL Hearing is scheduled for Monday October 16<sup>th</sup> at 1:30 p.m.</b>
Early October	Joint Public Hearing on the 2018 Proposed Budget Common Council Chambers 200 E. Wells St., 3rd Floor
November 3	Finance & Personnel Committee Budget <b>Amendment</b> Day
November 10*** 9:00 am	Budget <b>Adoption</b> Common Council Chambers

MILWAUKEE PUBLIC LIBRARY SYSTEM

PERSONNEL ACTIONS

COVERING PERIOD: JUNE 4, 2017 THROUGH JULY 1, 2017

The Secretary reports the following personnel actions:

REGULAR APPOINTMENT

Adrianna Blevins - Library Circulation Aide - Circulation / Tier and Book Handling	06/05/17
Amanda Burns - Librarian II - EOS	06/05/17
Hannah Purdy - Library Circulation Aide - Circulation / Tier and Book Handling	06/05/17
Alandra Stubblefield - Library Circulation Aide - Circulation / Tier and Book Handling	06/05/17
Lee Eschendal Jr. - Building Services Supervisor II - Facilities and Fleet	06/19/17
Jill Fleck - Library Reference Assistant - WTBBL	06/19/17
Pamela Johnson - Librarian I - Villard Square	06/19/17

TRANSFER

Catherine Mullen - Librarian I - Villard Square to EOS / CLCR	06/18/17
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CHANGE IN STATUS

Ana Avalos Morales - Library Circulation Assistant I (LPT)	06/18/17
To: Library Circulation Assistant I - Forest Home	

CHANGE IN STATUS

Seth Albert - Library Circulation Assistant I (LPT) - Tippecanoe	06/18/17
To: Library Circulation Assistant I - Circulation / Registration and Book Return	

Stephanie Burks - Library Circulation Assistant I (LPT) - Atkinson	06/18/17
To: Library Circulation Assistant I - WTBBL	

Derek Marinello - Library Circulation Assistant I (1/2) - Interlibrary Loan Services	06/18/17
To: Library Circulation Assistant I - Circulation / Registration & Book Return also working 1/2 time in ILS	

LEAVE OF ABSENCE 24.0 OR MORE HOURS

Jennifer Wright - Librarian I - Center Street - 47.0 hours	06/05/17
Ashley Emmons - Audio Machine Technician - WTBBL - 28.9 hours	06/06/17
Jennifer Wright - Librarian I - Center Street - 40.0 hours	06/19/17

EXTENSION OF LEAVE OF ABSENCE

Colleen Zastrow - Library Circulation Assistant I - Bay View - 29 days	06/24/17
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TRANSFER TO ANOTHER CITY DEPARTMENT

Deidre Steward - Human Resources Analyst - Human Resources	07/01/17
To: Human Resources Analyst Sr. - Department of Employee Relations	

RESIGNATION

Meredith Wittmann - Librarian III (1/4) - Subject Services / Ready Reference	06/16/17
Aspen Mitchell - Library Circulation Assistant I - Circulation / Tier and Book Handling	06/24/17

RETIREMENT

Judith Guhl - Copy Cataloging Technician II - Technical Services / CCDM	
MPL Service Credit: 36 years 6 months	

**Milwaukee Public Library  
Financial Report  
June 30, 2017**

	2017		
	Budget	Received to Date	% Received
<b>City Revenues</b>			
<i>Additional City Appropriation</i>	\$ 22,803,431	\$ 10,650,731	46.7%
<i>Fines</i>	\$ 245,000	\$ 107,503	43.9%
<i>Lost Materials, etc.</i>	\$ 117,600	\$ 38,068	32.4%
<i>MCFLS Contracts</i>	\$ 725,000	\$ 195,148	26.9%
<b>Total City Appropriation</b>	<b>\$ 23,891,031</b>	<b>\$ 10,991,450</b>	<b>46.0%</b>

**City Expenses**

	2017		
	Budget	Spent to Date	% Spent
<b>Salaries &amp; Benefits</b>			
<i>Salaries</i>	\$ 13,001,816	\$ 5,701,388	43.9%
<i>Fringe Benefits</i>	\$ 5,729,318	\$ 2,611,694	45.6%

	2017		
	Budget	Spent to Date	% Spent
<b>Operating</b>			
<i>General Office</i>	\$ 158,158	\$ 40,711	25.7%
<i>Tools &amp; Machinery Parts</i>	\$ 31,000	\$ 10,228	33.0%
<i>Construction Supplies</i>	\$ 38,000	\$ 11,888	31.3%
<i>Energy</i>	\$ 809,700	\$ 334,645	41.3%
<i>Other Operating Supplies</i>	\$ 199,615	\$ 84,530	42.3%
<i>Vehicle Rental</i>	\$ 8,300	\$ 3,061	36.9%
<i>Non-Vehicle Equipment Rental</i>	\$ 32,700	\$ 13,316	40.7%
<i>Professional Services</i>	\$ 75,000	\$ 123,646	164.9%
<i>Information Technology Services</i>	\$ 357,198	\$ 338,626	94.8%
<i>Property Services</i>	\$ 994,069	\$ 492,135	49.5%
<i>Infrastructure Services</i>	\$ 28,000	\$ 13,253	47.3%
<i>Vehicle Repair Services</i>	\$ 1,500	\$ -	0.0%
<i>Other Operating Services</i>	\$ 137,100	\$ 83,738	61.1%
<i>Reimburse Other Departments</i>	\$ 79,900	\$ 12,112	15.2%
<b>Total</b>	<b>\$ 2,950,240</b>	<b>\$ 1,561,889</b>	<b>52.9%</b>

	2017		
	Budget	Spent to Date	% Spent
<b>Equipment</b>			
<i>Library Materials</i>	\$ 1,751,774	\$ 863,591	49.3%
<i>Computers, etc.</i>	\$ 371,883	\$ 214,288	57.6%
<i>Other</i>	\$ 86,000	\$ 38,601	44.9%
<b>Total</b>	<b>\$ 2,209,657</b>	<b>\$ 1,116,480</b>	<b>50.5%</b>
<b>Total City Expenses</b>	<b>\$ 23,891,031</b>	<b>\$ 10,991,450</b>	<b>46.0%</b>

	2016		
	Budget	Received to Date	% Received
<b>City Revenues</b>			
<i>Additional City Appropriation</i>	\$ 22,613,655	\$ 11,303,880	50.0%
<i>Fines</i>	\$ 280,000	\$ 128,837	46.0%
<i>Lost Materials, etc.</i>	\$ 120,000	\$ 50,270	41.9%
<i>MCFLS Contracts</i>	\$ 720,000	\$ 189,579	26.3%
<b>Total City Appropriation</b>	<b>\$ 23,733,655</b>	<b>\$ 11,672,566</b>	<b>49.2%</b>

	2016		
	Budget	Spent to Date	% Spent
<b>Salaries &amp; Benefits</b>			
<i>Salaries</i>	\$ 12,577,933	\$ 6,029,177	47.9%
<i>Fringe Benefits</i>	\$ 5,372,306	\$ 2,624,791	48.9%

	2016		
	Budget	Spent to Date	% Spent
<b>Operating</b>			
<i>General Office</i>	\$ 158,000	\$ 46,387	29.4%
<i>Tools &amp; 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%
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<i>Vehicle Repair Services</i>	\$ 1,500	\$ -	0.0%
<i>Other Operating Services</i>	\$ 152,857	\$ 94,638	61.9%
<i>Reimburse Other Departments</i>	\$ 79,900	\$ 19,220	24.1%
<b>Total</b>	<b>\$ 2,975,733</b>	<b>\$ 1,333,991</b>	<b>44.8%</b>

	2016		
	Budget	Spent to Date	% Spent
<b>Equipment</b>			
<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%
<b>Total</b>	<b>\$ 2,142,581</b>	<b>\$ 1,012,788</b>	<b>47.3%</b>
<b>Total City Expenses</b>	<b>\$ 23,068,553</b>	<b>\$ 11,000,747</b>	<b>47.7%</b>

**Milwaukee Public Library  
Financial Report  
June 30, 2017**

2017			
<b>Additional Funding Sources</b>			
<b>Other Departmental Appropriation</b>			
	Budget	Spent to Date	% Spent
<i>Villard Square Lease</i>	\$ 13,182	\$ -	0.0%
<i>Mitchell Street Lease</i>	\$ 36,000	\$ -	0.0%
<b>Total</b>	<b>\$ 13,182</b>	<b>\$ -</b>	<b>0.0%</b>

<b>Contract Grants</b>			
	Budget	Spent to Date	% Spent
<i>Teacher in the Library</i>	\$ -	\$ -	0.0%
<i>WTBBL</i>	\$ 968,700	\$ 781,326	80.7%
<i>ILS</i>	\$ 96,297	\$ 86,395	89.7%
<b>Total</b>	<b>\$ 1,064,997</b>	<b>\$ 867,722</b>	<b>81.5%</b>

<b>Trust Funds</b>			
	Budget	Spent to Date	% Spent
<i>Materials</i>	\$ 65,100	\$ 52,607	80.8%
<i>Programming</i>	\$ 78,278	\$ 12,447	15.9%
<i>Training</i>	\$ 10,000	\$ 1,304	13.0%
<i>Marketing</i>	\$ 22,000	\$ 300	1.4%
<i>Contingency</i>	\$ 2,022	\$ 400	19.8%
<b>Total</b>	<b>\$ 177,400</b>	<b>\$ 67,058</b>	<b>37.8%</b>

<b>Foundation Funds</b>			
	Budget	Spent to Date	% Spent
<i>Materials</i>	\$ 349,921	\$ 133,428	38.1%
<i>Other Activities</i>	\$ 1,339	\$ -	0.0%
<i>Programming</i>	\$ 530,081	\$ 198,773	37.5%
<b>Total</b>	<b>\$ 881,341</b>	<b>\$ 332,202</b>	<b>37.7%</b>

**Investments**

U.S. Bank National Assoc. Commercial Paper #362103202 (rated A1+) dated 06/02/17 and maturing 07/03/17 at a rate of 0.25%.....\$275,000.

2016			
	Budget	Spent to Date	% Spent
	\$ 13,182	\$ -	0.0%
	\$ -	\$ -	0.0%
	<b>\$ 13,182</b>	<b>\$ -</b>	<b>0.0%</b>

	Budget	Spent to Date	% Spent
	\$ 100,000	\$ 56,655	56.7%
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	\$ 96,849	\$ 89,350	92.3%
	<b>\$ 1,165,549</b>	<b>\$ 1,054,752</b>	<b>90.5%</b>

	Budget	Spent to Date	% Spent
	\$ 55,321	\$ 37,867	68.4%
	\$ 73,278	\$ 13,297	18.1%
	\$ 9,200	\$ 6,454	70.2%
	\$ 15,000	\$ 3,502	23.3%
	\$ 1,600	\$ 119	7.4%
	<b>\$ 154,399</b>	<b>\$ 61,239</b>	<b>39.7%</b>

	Budget	Spent to Date	% Spent
	\$ 268,250	\$ 51,640	19.3%
	\$ 26,314	\$ 20,299	77.1%
	\$ 491,172	\$ 255,401	52.0%
	<b>\$ 785,736</b>	<b>\$ 327,340</b>	<b>41.7%</b>

**Director's Report**  
**June / July**

The annual American Library Conference was held in Chicago in late June, allowing a good number of MPL staff to attend. The Human Resources Team and others staffed a booth in the recruitment area to promote job opportunities at MPL. I was part of a panel presentation organized by the Urban Libraries Council to discuss the ConnectED (LibraryNOW) project.

The Public Library System Redesign (PLSR) project consumed a good deal of my attention during the month. In addition to attending and preparing for a 2-day planning retreat in Oshkosh, I spent 2 days traveling to the Southwest Wisconsin Library System and touring 10 libraries within the system to better understand the issues facing rural libraries. Similar to Milwaukee and other urban areas, these communities struggle with unemployment, economic development, and poverty.

**MPL HELPS PEOPLE READ**

Author Visit: Martin J. Schreiber shares *My Two Elaines*. On Monday, June 12 former Wisconsin Governor Martin (Marty) Schreiber spoke in the Krug Rare Books Room of **Central Library**. Mr. Schreiber's book, *My Two Elaines: Learning, Coping, and Surviving as an Alzheimer's Caregiver*, tells the story of his wife Elaine's journey after being diagnosed with Alzheimer's and Mr. Schreiber's own experiences as a caregiver. After a warm welcome by Library Director Paula Kiely and remarks by Mayor Barrett, Mr. Schreiber used humor to share insight into managing the challenges of caring for those with dementia and memory loss. Proceeds from sales of *My Two Elaines* will go towards Alzheimer's caregiver support programs. Also present was co-author Cathy Breitenbucher and members of the Hi-Mount Book Club. Attendance: 26.

Author Visit: Louis V. Clark III. Poet and author Louis V. Clark III (Two Shoes) visited the **Loos Room of Centennial Hall** to share his recent book *How to Be an Indian in the 21<sup>st</sup> Century*. A combination of prose and poetry, *How to Be an Indian*, chronicles Clark's experiences growing up, attending school and working, and ultimately becoming an elder and grandfather. Clark was born and raised on the Oneida Reservation in northeastern Wisconsin and turned to poetry to continue the oral tradition of his people, the People of the Standing Stone. The event was co-sponsored by Boswell Book Company and Wisconsin Historical Society Press. Attendance: 41.

Author Visit: Bob Buege. Promoting his latest book, *Borchert Field: Stories from Milwaukee's Legendary Baseball Field*, baseball historian Bob Buege visited **Tippecanoe Branch** on Tuesday, June 20 and shared historic photos along with stories of the many famous individuals who visited the field during its heyday. There was a lively question and answer portion that included attendees sharing their personal memories and connections to Borchert Field. The event was co-sponsored by Boswell Book Company and Wisconsin Historical Press. Attendance: 25.

New Programming. During April, May and June, **East Branch** hosted a total of 11 adult programs to promote print collections and encourage reading. Besides the monthly Book Club and Book to Art Club, there were Story Hour for Adults, a Book "Tasting" Party and the Quiet Reading Party. Kudos to our Library Reference Assistant Beth Gabriel for offering new and interesting programming! Attendance 46.

Super Reader Summer Programming at **Villard Square Branch** is in full swing. Two very popular programs, Browser's Laugh Out Loud Birthday Celebration on June 22 and musician Laura Doherty on

June 29, were held this month. The Community Room was filled with much excitement and enthusiasm by staff, volunteers and patrons. Young and young at heart enjoyed meeting, and taking photos, with Browser at our first program. Guests danced and sang the hour away with our musician at the latter program. Attendance: 27 & 28

### **MPL HELPS PEOPLE LEARN**

Writing to Transform: Discovery Lunch for Lifelong Learners. The Discovery Lunches series continues this summer bringing educational and informative programming targeted towards lifelong learners. The **Mill Road** library featured writing coach and author Rochelle Melander for a session on Writing to Transform, focusing on journaling as narrative therapy helping to access memories, improves wellness, and explores creativity. Attendance: 8.

Music from the Backyard to the Front Porch: A Performance. **Central Library** hosted folk musician Lauren Pelon on Saturday, June 17 for a performance in the Schoenleber Reading Room. Ms. Pelon studied the history of music and instrumentation both in America and overseas. She has performed on television specials, with Garrison Keillor's "A Prairie Home Companion," at the Russian Institute for the History of the Arts (St. Petersburg, Russia), and in concerts throughout the United States, Canada, Australia, New Zealand, Ireland, England, Kazakhstan, and China. Her program, Music from the Backyard to the Front Porch, shows the importance of learning our local stories and music. It featured music of America's indigenous peoples, as well as the songs and instruments of America's many immigrants. Attendance: 35.

Ask a Question, Save a Life: Suicide Prevention Training. The **Martin Luther King** branch hosted suicide prevention training on June 13. The training followed the Question, Ask, Persuade, suicide prevention model. The training provided statistics on suicides and attempted suicides and a myth vs. fact information sheet. The trainer outlined potential warning signs and specific tasks & questions to ask when encountering these signs. Attendees were all provided with tip sheets and suicide prevention hotline carrying cards. Attendance: 21.

Thirteenth Documentary Viewing. On June 26, **Center Street Branch** held a viewing of a serious documentary highlighting the 13<sup>th</sup> Amendment to the Constitution, which reads, "Neither slavery nor involuntary servitude, except as a punishment for crime whereof the party shall have been duly convicted, shall exist within the United States." Attendance: 5.

Recycled Tech for Teens. At **Villard Square Branch** on June 21 brought a hands-on S.T.E.A.M. activity into the creative hands of teens and tweens. Participants ripped apart old tech to create upcycled art and wearables. In addition to creating their own tech pieces, attendees also learned about basic circuitry with the assistance of the MKE Mixers SnapCircuits box. Attendance: 13

Military Portraits Collection. The Wisconsin Department of Veterans Affairs, in conjunction with the Wisconsin Veterans Museum and the Wisconsin World War I Centennial Commission, has created a website linking to organizations that have WWI research collections and exhibits. An assistant curator at the Wisconsin Veterans Museum has added links to MPL's World War I Military Portraits Collection, as part of the Wisconsin in WWI page of the Wisconsin World War I Centennial Commission site. MPL's World War I Military Portraits is comprised of more than 32,000 photographs, typewritten volumes, and service records. The items were compiled from collections of the American War Mothers Milwaukee County Chapter and the Milwaukee County Council of Defense. These items contain a wealth of genealogical information and provide a candid look into soldiers' ideas and perceptions of the First World War.



Gymnastics. Visitors to the 2017 USA Gymnastics Championships (the national championships for acrobatic gymnastics, rhythmic gymnastics and trampoline, held at the BMO Harris Bradley Center and Wisconsin Center) visited **Central's Art Music & Recreation Department** to view gymnastic books in the Art, Music and Recreation department. The patrons were especially interested in historic rules for trampoline competitions to supplement the information on the KMC Trampoline Team website on archives of competition rules for trampoline.

Databases. At **Central's Periodicals** desk, librarians encountered a patron who recently became a marketing director for a local media company. In order to "bring them out of the '80s," he wanted to update their marketing base by narrowing their target audience. Specifically, he was looking for demographic data of minority-owned businesses in the area. He had checked with a large data company, but the cost was prohibitive, so a friend suggested MPL. The patron hadn't been at the library since he was 9 years old, but signed up for a library card when he arrived. Librarians gave him a brief tour of ReferenceUSA, showing how to navigate the site for the information he wanted (and mentioned AtoZ Databases and Demographics Now). The patron told a librarian "You're my new best friend" and "I feel like a kid again" as he gave a high five. The excitement of the library opening up a new world for him was just like how he felt when he visited us as a child. Not only was he able to find exactly what he was looking for, he was thrilled to learn he could access our databases from home with his new library card.

#### **MPL HELPS PEOPLE CONNECT**

Another Outstanding Juneteenth Day at the **Martin Luther King Library!** The library welcomed over 1300 patrons through its doors. We offered free showings of the film "Milwaukee 53206" and free blood pressure checks from the Milwaukee Chapter of National Black Nurses Association. Our Super Reader table outside in the parking lot brought in 82 new signups for the program. Attendance: 1346.

Wonderfully Wild Wednesdays: **ARTernoon** The first program, ARTernoon, in the Wonderfully Wild Wednesdays Summer series was held on June 21 from 4-7 p.m. at the **MPL Express at Silver Spring**. This program connected residents of Westlawn Gardens, the wider community, MPL, MPS and HACM while everyone learned about Milwaukee's only fully automated 24/7 library. Children and adults created sidewalk chalk art based on children's books and read outdoors on this beautiful Wednesday afternoon. Additional programs will be held on July 19 and August 16. Attendance: 56

Capitol Library Community Garden Takes Root! If you are visiting or passing the **Capitol Branch**, you will notice some new growth in front of the library on Capitol Drive. The library has partnered with Groundwork Milwaukee who has generously built five garden beds and supplied seedlings. This project originated last summer and harvested much interest in the community with people signing up a year ago. The beds were built on June 8 and then they were moved to the north side of the building and filled with soil. Within a week, eager planters started to fill them. By the end of June, all beds are bursting with vegetation. Besides the supplied pepper and squash seedlings, there are also collards and tomatoes, with colorful flowers completing the Community Garden. According to Antoine Carter of Groundwork Milwaukee, this is the first Community Garden at a library in the city of Milwaukee that he is aware of. He stated, "Other than the green roof at Central Library I haven't seen any public gardens at a library in Milwaukee." Attendance: 9

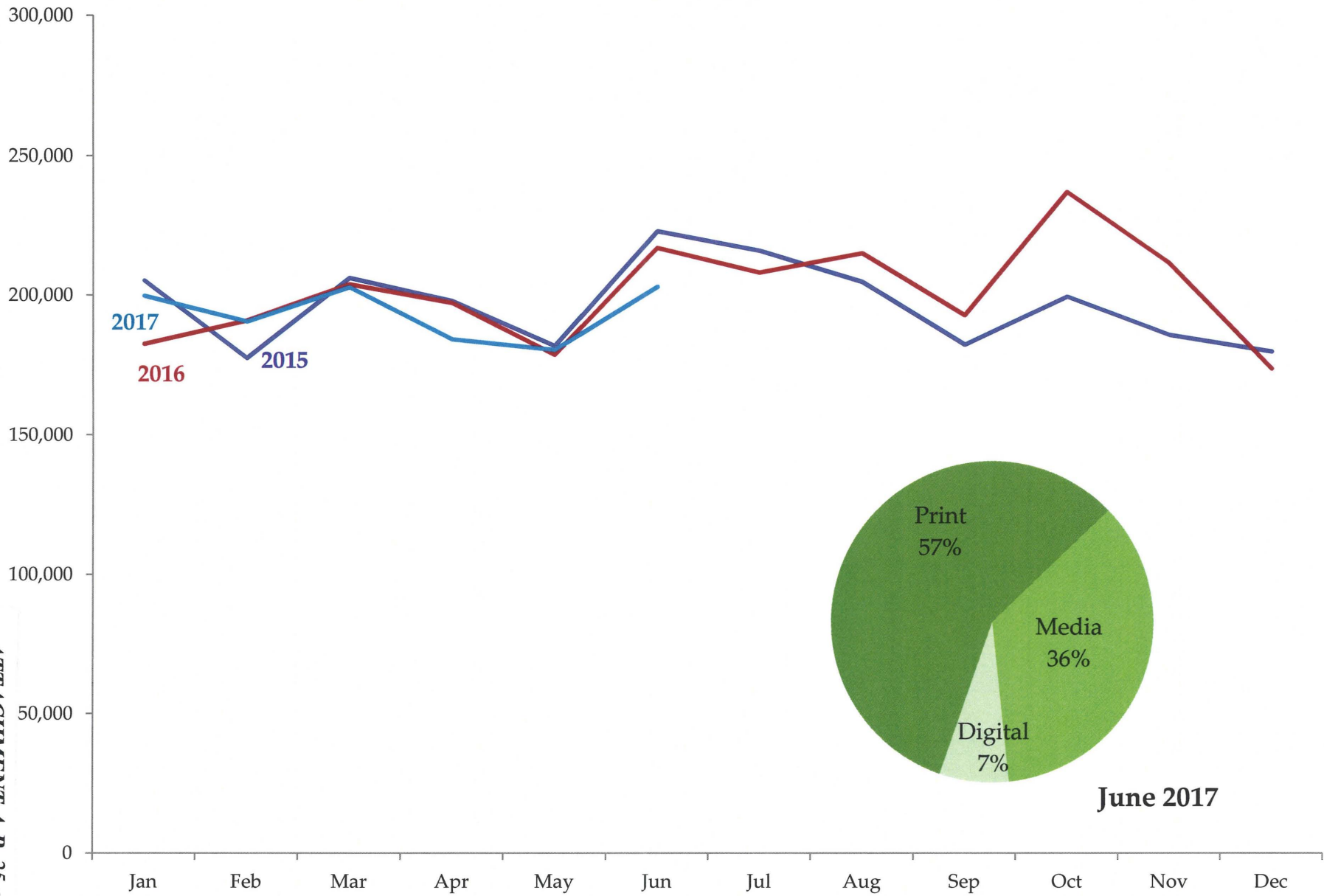
Maybe Something Beautiful. To celebrate Brower's Birthday Party, **Washington Park Branch** held a chalk-art party on the afternoon of June 15 entitled Maybe Something Beautiful. Both children and adults gathered to meet Brower and to make beautiful sidewalk art with him. And there were lots of Brower hugs to go around, including one for Claire Bonnie Wise attending with her grandpa. Attendance: 50.

Central Library's 1<sup>st</sup> Annual Job Expo. On June 22' the **Business, Technology and Periodicals Department** welcomed 41 employers and information providers to share employment opportunities and job resources to attendees. Local opportunities from retail, manufacturing, construction and trades, food service, health, transit, education and more were included. Target audiences included opportunities for teens, limited English speakers, and ex-offenders. WTMJ 4 stopped by to cover the event as well. The Job Expo also included all of MPL's workforce development partners: Employ Milwaukee, Goodwill Industries of Southeastern Wisconsin Inc., and Havenwoods Economic Development Corporation. Feedback provided by employers was positive and library staff looks forward to doing this again. There is definitely a demand which was evident by our wait list of employers. The event was coordinated by Business Coordinator Hermoine Bell-Henderson and librarian Laura Patino. It was sponsored by the Friends of the Milwaukee Public Library. Attendance: 206

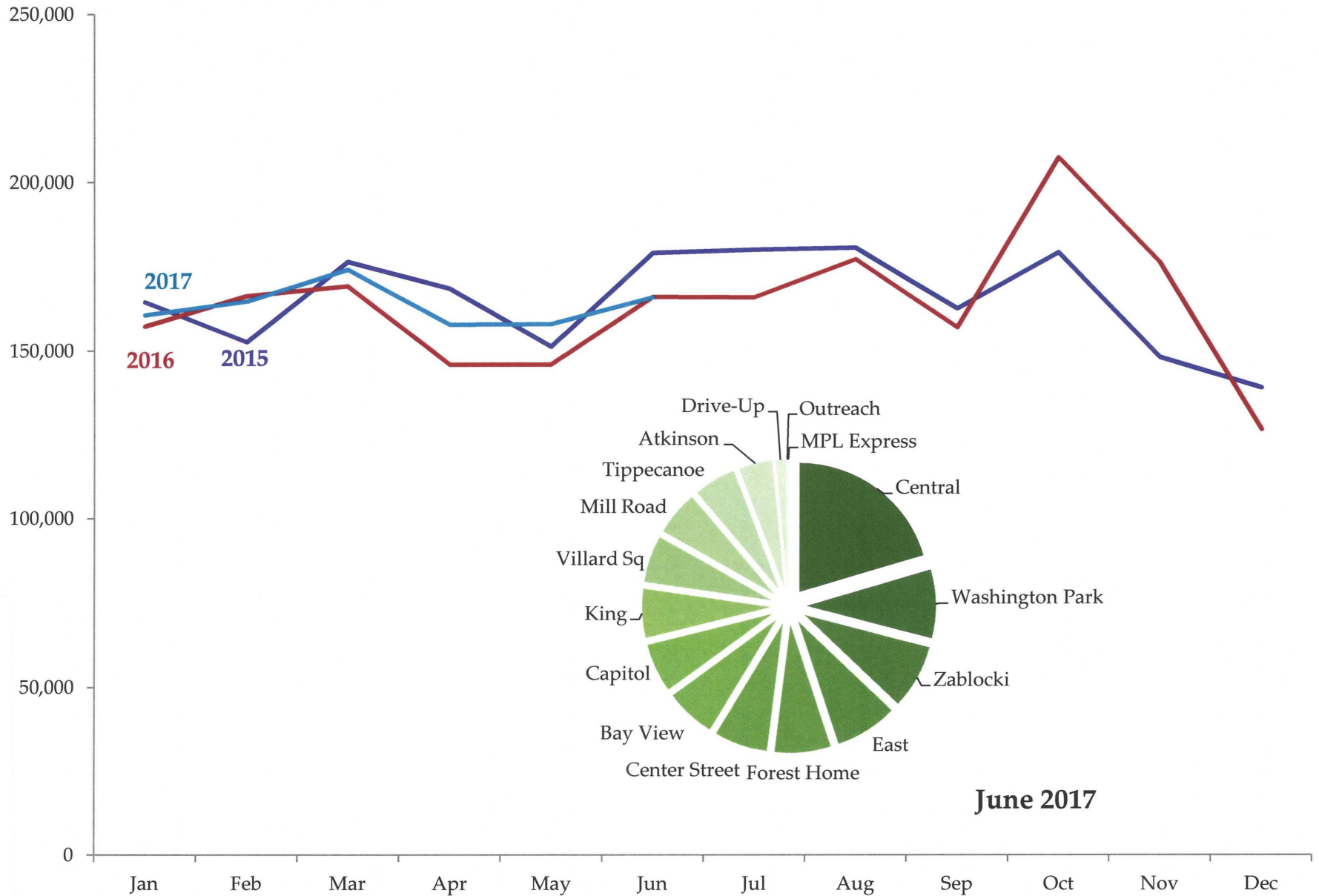
Listening Devices. MPL, in tandem with the Milwaukee Public Library Friends Group, now has ear buds for sale at each Branch and at Central Library. They are also for sale in the Bookseller. Branded with the Milwaukee Public Library logo, they sell for \$3.00 including tax. The public has increasingly requested listening device access at the libraries with the proliferation of cell phones, tablets and laptops. The earbuds provide an inexpensive and sanitary way to meet that need.

Wisconsin Women Artists. A group of women came in to **Art Music and Recreation Department** asking about the Central Library Art Gallery exhibit and one of the pieces – because it was painted by one of the group's mother! Librarians were able to provide them with information about the exhibit and contact information for the Milwaukee Art Museum so that they could research further about what holdings they might have related to that artist. The **Central Library Art Gallery** hosts a selection of paintings on loan from the Milwaukee Art Museum's permanent collection. The current exhibit, installed September 2016, features a selection of works by Wisconsin Women Artists. Created between 1948 and 1981, subjects consist of portraits, interiors, and landscapes with styles that include abstract, impressionism, expressionism, and more.

# Milwaukee Public Library Circulation

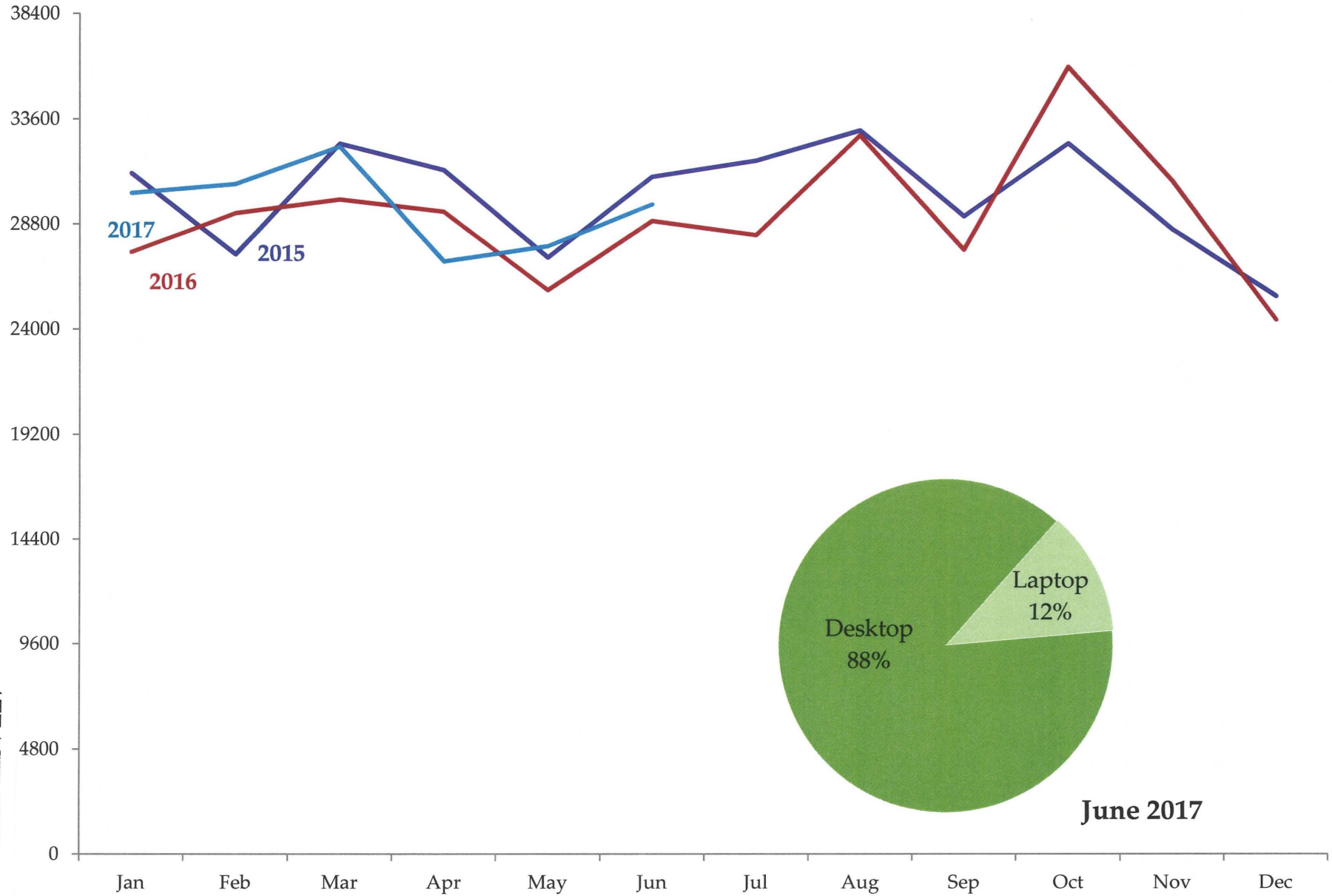


# Milwaukee Public Library Visits



June 2017

# Milwaukee Public Library Hours of Computer Usage



**Milwaukee Public Library  
Computer, Internet, and Electronic Statistics  
June, 2017**

<b>Unique Visitors to the MPL Website</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	29,733	468,575	-93.7%	1,534,275	2,607,363	-41.2%

<b>Database Hits</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	3,148	4,662	-32.5%	29,298	27,118	8.0%

<b>OverDrive Digital Download Circulation, by format</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	8,839	7,604	16.2%	51,536	42,587	21.0%
Audiobooks	6,337	5,239	21.0%	34,727	28,013	24.0%

<b>Downloads of Digital Music through Freegal</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	2,522	2,724	-7%	15,913	17,964	-11%

<b>Milwaukee Patron Holds Placed Through CountyCat</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	36,800	37,193	-1.1%	233,199	234,681	-0.6%

<b>Paging Slips</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	11,242	11,011	2.1%	72,170	70,796	1.9%
Atkinson	757	727	4.1%	5,052	4,295	17.6%
Bay View	2,468	2,264	9.0%	14,524	14,155	2.6%
Capitol	1,821	1,778	2.4%	10,953	10,769	1.7%
Center Street	943	888	6.2%	5,757	5,946	-3.2%
East	2,185	1,979	10.4%	12,902	11,770	9.6%
Forest Home	987	1,009	-2.2%	6,139	5,942	3.3%
Martin Luther King	912	752	21.3%	5,241	4,514	16.1%
Mill Road	1,148	1,061	8.2%	7,060	7,063	0.0%
Tippecanoe	1,485	1,728	-14.1%	10,543	6,767	55.8%
Villard Square	754	1,521	-50.4%	4,542	5,557	-18.3%
Washington Park	1,104	949	16.3%	6,390	5,513	15.9%
Zablocki	1,936	2,030	-4.6%	12,623	13,207	-4.4%
YCOS--Outreach	340	43	690.7%	1,590	666	138.7%
<b>TOTAL</b>	<b>28,082</b>	<b>27,740</b>	<b>1.2%</b>	<b>175,486</b>	<b>166,960</b>	<b>5.1%</b>

**ІРПІНСЬКА МІСЬКА РАДА  
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**IRPIN CITY COUNCIL  
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City Librarian

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The Executive Committee of the Irpin City Council expresses its gratitude for the warm welcome for our delegation during our visit on June 5 - 7, 2017, which was organized by Griffon Brands inc. and initiated by Boris Nayflish.

We also express our gratitude to the Milwaukee Public Library for conducting an exciting and informative program for our delegation during our visit to your beautiful city.

Such events contribute to the strengthening of the relations between the Ukrainian and American people and have a positive impact on our communities. The visit will result in an increasing number of Ukrainians who will visit Milwaukee to cooperate in various fields and implement joint projects organized by our cities.

I am confident that the consultations that have taken place will contribute to the strengthening of already friendly relations and I look forward to further development of the Sister City programs between our cities.

Sincerely yours,

**Volodymyr Karpliuk**  
Mayor of Irpin