



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

Tuesday January 22, 2019

4:30 p.m.

Central Library

Community Room 1

814 W. Wisconsin Avenue

Milwaukee, WI 53233

AGENDA

PUBLIC COMMENT

TRUSTEE EDUCATION AND INFORMATION

1. **Field Work MKE.** Community Relations and Engagement Director Eileen Force Cahill and Events and Programming Librarian Kristina Gomez will introduce the partnership project with Poets House and the Milwaukee Public Museum.

CONSENT AGENDA

Attachment A, page 3

2. **Regular Board Meeting Minutes November 27, 2018.**
3. **Committee Reports.**
 - a. Building and Development Committee Meeting Minutes November 20, 2018
 - b. Innovation and Strategy Committee Meeting Minutes December 12, 2018
 - c. Executive Committee Meeting Minutes December 19, 2018
 - d. Building and Development Committee Special Meeting Minutes December 20, 2018
4. **Administrative Reports.**
 - a. Personnel Actions
 - b. Financial Report
 - c. Library Director's Report

NEW BUSINESS

5. **Statement on MCFLS Effectiveness.** The Trustees will be asked to certify the Milwaukee County Federated Library System's effectiveness in 2018 as required in the Wisconsin Department of Public Instruction Public Library Annual Report.

Attachment B, page 40
6. **Sale of Forest Home branch building.** The Trustees will be asked to respond to a reduced offer by the buyer for the purchase of the former library property at 1432 W. Forest Home Avenue.

Attachment C, page 41

"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 purchase price of the former library property at 1432 W. Forest Home Avenue.

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

REPORTS

7. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac, Resource Library Representative, will report on the January 14, 2019 MCFLS Board meeting.

Attachment D, page 45

8. **Services and Programs Committee Special Meeting.** Committee Chair Milele Coggs will report on the January 10, 2019 meeting. The Committee will present a recommendation regarding the ban appeal made by Jerome Johnson.

Attachment E, page 47

9. **Building and Development Committee Meeting.** Committee Chair Mark Sain will report on the January 3, 2019 meeting.

Attachment F, page 48

REMINDER: Next scheduled meetings are:

February 4, 2019 Services & Programs Committee – Central Library, 5:30 p.m.

February 13, 2019 Innovation & Strategy Committee – Central Library, 8:00 a.m.

March 7, 2019 Building & Services Committee – Central Library, 8:00 a.m.

March 26, 2019 Regular Board Meeting – Central Library, 4:30 p.m.

Trustees

Michele Bria, *President*, Joan Prince, *Vice-President*, Chris Layden, *Financial Secretary*,
Ald. Milele Coggs, Ald. Nik Kovac, Matthew Kowalski, James Marten,
Ald. Michael Murphy, Sup. Marcelia Nicholson, Dir. Mark Sain, Jennifer Smith
Paula Kiely, *Secretary*, Rebecca Schweisberger, *Secretary’s Assistant* (414) 286-3021

The Milwaukee Public Library Board of Trustees is an informed, dedicated group of citizens who represent a cross-section of the city of Milwaukee and are committed to supporting, developing, and advancing the library for the benefit of all residents of Milwaukee and others throughout Milwaukee County, the State of Wisconsin, and beyond. In their role as advocates and advisors, they serve the library’s many patrons, its staff, the common good of the community, and this critical and enduring institution.

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

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

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

MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES

REGULAR MEETING

MINUTES

Tuesday November 27, 2018

Central Library

Community Room 1

814 West Wisconsin Avenue

Milwaukee, WI 53233

PRESENT: Michele Bria, Ald. Milele Coggs, Ald. Nik Kovac, Matt Kowalski, Chris Layden, James Marten, Ald. Michael Murphy, Sup. Marcelia Nicholson, Joan Prince, Dir. Mark Sain, Jennifer Smith, Paula Kiely

STAFF: Rachel Arndt, Joan Johnson, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Judy Pinger, Rebecca Schweisberger, Kelly Wochinske

OTHERS

PRESENT: Budget and Policy Division: Mason Lavey

President Michele Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:48 p.m. on November 27, 2018 with a quorum present. Trustee Coggs participated by conference phone.

SPECIAL COMMUNICATION

President Bria thanked Trustee Prince for her suggestion to include language about the role of Trustees on full Board meeting agendas. The language has been added at the end of the agenda, after the Trustee names. President Bria thanked the Trustees for their service.

President Bria introduced new Trustee Matt Kowalski and presented him with a Library Board pin. Trustee Kowalski has a background in Information Technology and computer software. He is looking forward to helping to enhance library services and further the MPL mission.

President Bria introduced Office of Early Childhood Initiatives Director Dea Wright. Ms. Wright has extensive experience working with young children. She is excited to work with MPL staff, the Board, and the community to identify and implement strategies to help improve childhood outcomes.

The Trustees participated in the annual book donation.

CONSENT AGENDA

1. **Regular Board Meeting Minutes October 23, 2018.**
2. **Committee Reports.**
 - a. Finance & Personnel Committee Meeting Minutes October 23, 2018
 - b. Services and Programs Committee Meeting Minutes November 5, 2018
3. **Administrative Reports.**
 - a. Personnel Actions
 - b. Financial Report
 - c. Library Director's Reports

President Bria asked the Board if any items should be removed from the Consent Agenda presented as attachment B, pages 3-25 of the agenda. President Bria entertained a motion to approve. Trustee Prince moved and Trustee Sain seconded a motion to approve the Consent Agenda. Motion passed.

REPORTS

4. **Milwaukee County Federated Library System (MCFLS) Board.** Judy Pinger, Assistant Library Director responsible for Library Information Technology and Technical Services, reported on the November 26, 2018 meeting. The MCFLS Board added Trustee Elizabeth Suelzer. Strategic planning continues and the next meeting will be held on February 28, 2019. MCFLS will fund a one-year subscription to the CFRA MarketScope Advisor database, which will be available to all members. The database provides investment analysis, market reports, and business news items. If there is significant interest in the product in 2019, the subscription will be renewed and member libraries will share the cost. Following a discussion about collection management, it was determined that, as the Resource Library, MPL will resume the role of repository for system-wide 'last copy' items.
5. **Building and Development Committee Meeting.** Chair Mark Sain reported on the November 20, 2019 meeting. The Villard Square Condo was transferred to the City and the property has been designated for library use. The Committee recommended approval of several requests: entering into a contract with Johnson Controls for Phase 1 work of the Energy Performance Contract; contract award to Platt Construction for the interior build-out of the new library on Good Hope Road; selection of the name Good Hope for the new branch on Good Hope Road. All motions passed. Construction remains on schedule for the Good Hope library. A community open house and presentation will be held at Capitol Library on November 26, 2018 to give patrons an opportunity to ask questions about the project. The Committee was presented with a possible new site for the Martin Luther King, Jr. Library redevelopment. It was determined the Committee needs to tour the site before making a recommendation about the site.

OLD BUSINESS

6. **2019 Budget.** Director Kiely presented an overview of the 2019 final operating budget. The document is attached at the end of these minutes. Assistant Library Director Jennifer Meyer-Stearns informed the Board an amendment was passed on November 27, 2018 to adjust vacancy rates in all City departments. This decreased the budget by approximately \$3,000. The Board will be provided with an updated document. Director Kiely noted the restoration of Mill Road Library staff is expected to happen mid-year.

NEW BUSINESS

7. **Ad hoc Bylaws Committee.** President Bria thanked Trustees Smith, Nicholson, and Marten for volunteering for the ad hoc Bylaws Committee. The Committee's goal is to review the current bylaws and make recommendations for updates at the April 23, 2019 Board meeting. President Bria moved approval to create the ad hoc Bylaws Committee and Trustee Sain seconded. Motion passed.
8. **2019 Library Hours.** The Board reviewed the proposed hours of operation for 2019. Director Kiely confirmed they remain the same as 2018 hours. Trustee Kowalski moved to approve the hours and Trustee Sain seconded. Motion passed.

9. **Annual Meeting Calendar**. The Board reviewed the proposed Board and Committee meeting dates for 2019. President Bria moved to approve the meeting schedule and Trustee Nicholson seconded. Motion passed.

STRATEGIC DISCUSSION

6. **2019 Board Plan**. President Bria referred to the 2019 Board Plan, listed as Attachment D of the agenda. The plan will be used to forecast items that may be of interest to the Board and to keep track of tasks and deadlines. President Bria suggested changing the location of the annual meeting in May to the Rare Books Room, invite a keynote speaker, and end with a social hour. Trustee Prince suggested inviting a keynote speaker twice per year, with the presentation focused on an area of strategic planning. Also, she recommended including the Board assessments, both overall Board operation and individual Trustee assessments. President Bria noted the current Strategic Plan goes through 2020. Director Kiely added the plan could be extended by addressing some of the remaining priorities from the current plan and key questions identified during the Board retreat. President Bria asked the Board if there are library resources or practices they would like to learn more about as part of the Board education agenda items. Trustee Layden would like to hear more about how library use is changing and how decisions by the Board are affecting patron and staff experiences. Also, it could be helpful to hear from Branch Managers about how the strategic plan is being implemented at their location. Deputy Director Joan Johnson has been working with Branch Managers to track library programming supports the strategic plan. Ms. Johnson will report on her findings in the first quarter of 2019.

With no further business, the Milwaukee Public Library Board of Trustees meeting of November 27, 2018 was adjourned at 5:46 p.m.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Tuesday, November 20, 2018
Central Library Meeting Room 1**

PRESENT: Dir. Mark Sain, Ald. Nik Kovac, Joan Prince, Jim Marten, Paula Kiely

OTHERS

PRESENT: MPL: Joan Johnson, Jennifer Meyer-Stearns, Sam McGovern-Rowen, Eileen Force Cahill, Armando Chacon, Rebecca Schweisberger
Budget and Management: Mason Lavey
Facility Value Management: Kevin Johnson
Zimmerman Architectural Studios: Doug Barnes
Young Development Group: Lavelle Young

Committee Chair Mark Sain called the MPL Board of Trustees Building & Development Committee meeting to order at 4:01 p.m. on November 20, 2018 with a quorum present. Trustee Marten participated by phone.

1. **Committee Meeting Minutes from September 6, 2018.** Chair Sain entertained a motion to accept the minutes, listed as attachment A of the agenda. Trustee Prince moved approval and Trustee Marten seconded. Motion passed.
2. **Villard Square Condominium Purchase.** Library Director Paula Kiely briefly summarized the original purchasing terms of the Villard Square redevelopment project. The building was owned by Century City Redevelopment Corporation (CCRC) and has remained in their possession during the seven year compliance period for New Markets Tax Credits. That period ended in October 2018. The original agreement allowed the City to purchase the library condominium for \$1.00. Instead, the property has been transferred from CCRC to the Redevelopment Authority for the City of Milwaukee (RACM) and RACM transferred the property to the City. The lease which existed between CCRC and the Library has been terminated. The City now owns the property and has designated it for library use. Informational item.
3. **Energy Performance Contract.** Assistant Library Director Jennifer Meyer-Stearns distributed a memo outlining Phase 1 of the Energy Performance Contract. The memo is attached at the end of these minutes. Ms. Meyer-Stearns requested approval to enter into a contract with Johnson Controls to retro-fit approximately 60% of the lighting at Central Library and replace a chiller and retro-fit lighting at Bay View library. These changes should result in energy savings of nearly 20%. Trustee Prince inquired about the funds from the Capital budget MPL will leverage for this phase of the project. Ms. Meyer-Stearns explained those funds will be used to cover some of the gap in cost and allow MPL to purchase new fixtures and controls. Trustee Prince moved and Trustee Marten seconded a motion for approval to enter into the contract. Motion passed.
4. **Contract Approval – Bids for Build-out of Library.** Ms. Meyer-Stearns introduced Kevin Johnson, from Facility Value Management, and Doug Barnes, from Zimmerman Architectural Studios, to the Committee. MPL received two bids in response to the Request for Proposal (RFP) for the build-out of the new library on Good Hope Road. Both were determined to be qualified bids but costs were higher than expected. As MPL's Owner's Representative on this project, Mr. Johnson evaluated the bids. Mr. Johnson and Mr. Barnes contacted the bidders to request additional details and inquire about options for value engineering. In both bids, the cost of the Heating, Ventilation, and Air Conditioning (HVAC) systems were significantly higher than the budgeted amount. There were some areas, such as architectural systems and focal points within the design, which could provide opportunities for savings. Library Administration recommends awarding the contract to Platt Construction for \$3.895 million,

which is approximately \$595,000 over the original budget. Mr. Johnson explained the higher cost is primarily due to significant competition for projects in the marketplace. Additionally, Mr. Barnes noted many contractors, sub-contractors, and suppliers will be working on projects funded by recently passed referendums. Per Mr. Johnson, it is not advisable to re-bid or postpone the contract award. Trustee Kovac moved to award the contract to Platt Construction as recommended. Trustee Prince seconded. Motion passed.

5. **Martin Luther King, Jr. Branch Library Redevelopment.** Library Construction Project Manager Sam McGovern-Rowen informed the Committee the development team has proposed a plan for the redevelopment which would incorporate the current library site, the Garfield Building, located on Martin Luther King, Jr. Drive (MLK Dr.), and a vacant building located on the corner of Chambers Street and MLK Dr. This plan could allow for different financing options, including Historic Preservation Tax Credits. Site plans of the Garfield Building were distributed and are attached at the end of these minutes. Lavelle Young, of Young Development Group, explained the reasoning behind this proposal and how it may benefit the neighborhood and mitigate some of the challenges the developers face with the mixed use building on the corner of Locust and MLK Dr. He noted the site plan is a possible design but the development team is open to other options. On November 19, 2018 Director Kiely, Deputy Director Johnson, Assistant Director Meyer-Stearns, and Construction Project Manager McGovern-Rowen toured the Garfield Building with the development team and could answer some questions about the current building arrangement. The original architectural drawings for the Garfield Building are part of the MPL collection and were brought to the meeting for the Committee's review. Discussion ensued about the building size, layout, and viability as a library. Mr. McGovern-Rowen noted there may be limitations to the changes that can be made if the building is listed as an historic building. Based on the specifications MPL and the Board look for in a new library, this is not a building Director Kiely would recommend. She emphasized the need to be mindful of the community's wants and needs. Several Trustees expressed concerns about the entry points, noise, and parking issues that may arise with the theater operating in the same building. Mr. Young added the library is the priority and the theater space could be used for the library if that is the Board's preference. The Committee determined another site visit is necessary before any recommendations can be made. Also, they would like MPL staff to compile a list of the concerns and possible benefits of this location. MPL staff will work with the developer to arrange the tour before the next Building and Development Committee meeting.
6. **New Library Name.** Director Kiely distributed a chart with current MPL locations and name designations; the chart is attached at the end of these minutes. She reviewed the three name suggestions (Dr. Irene Goggans Library; Granville Library; Good Hope Library) and the MPL criteria for naming a library. The Committee discussed the options and agreed to make a recommendation to the full Board to select the name Good Hope Library. Several Trustees expressed support for naming an area within the library after Dr. Goggans in recognition of her contributions to the community. Trustee Prince moved and Trustee Kovac seconded the motion to make the recommendation to the full Board. Motion passed.
7. **New Branch Library – Construction Update.** Mr. McGovern-Rowen provided an update on the construction of the new library on Good Hope Road. MPL is working with the developer's contractor to do some of the plumbing and electrical work ahead of schedule. The concrete will be poured in December and the interior contractors can start work in spring. The project remains on schedule. Informational item.
8. **Capitol Library Redevelopment Project.** Mr. McGovern-Rowen informed the Committee there will be an open house at Capitol Library for the community on November 26, 2018 at 6:00 p.m. There will be a presentation about the renovation project and an opportunity for patrons to ask questions. MPL plans to release a RFP for a developer in December and bring a recommendation to the Committee in March 2019. The Development Agreement will be prepared in 2019 and construction will begin in 2020. Informational item.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 5:32 p.m. on November 20, 2018.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
INNOVATION & STRATEGY COMMITTEE
MINUTES**

**Wednesday December 12, 2018
Central Library Meeting Room 1**

PRESENT: Joan Prince, Jim Marten, Matt Kowalski, Paula Kiely

EXCUSED: Ald. Nik Kovac

Committee Chair Joan Prince called the MPL Board of Trustees Innovation and Strategy Committee meeting to order at 8:02 a.m. on December 12, 2018 with a quorum present.

1. **Committee Meeting Minutes from August 8, 2018 Meeting.** Chair Prince entertained a motion to accept the minutes, listed as Attachment A of the agenda. Trustee Marten moved approval and Trustee Kowalski seconded. Motion passed.
2. **2019 Meeting Schedule.** The committee reviewed 2019 Innovation and Strategy Committee Meeting schedule. Chair Prince noted the schedule is subject to change. Trustee Kowalski moved approval and Trustee Marten seconded. Motion passed.
3. **2019 Goals and Meeting Plan.** Chair Prince referred to Attachment C of the agenda and thanked Library Director Paula Kiely for using the Strategic Plan and Board Retreat outcomes to document the Committee's goals for 2019. The document is intended to be used as a planning tool for the Committee. There were no recommended changes. Informational item.
4. **Board Make-Up.** The Committee reviewed the current Board Trustee Profile worksheet and discussed terms and vacancies. It was noted the Committee cannot select a Trustee, but can make recommendations to the appointing authorities. Discussion ensued about identifying a candidate with investment experience, preferably in working with a non-profit organization. Candidates with a dimension of diversity are highly desirable. To assist with longevity, candidates in the early part of their career should be included in recommendations. Informational item.
5. **Strategic Board Assessment.** Chair Prince emphasized assessment is important for good governance. She recommends a two-prong approach: Trustee self-assessments and an assessment of the Board as a whole. The self-assessments would be used for reflection and would not be shared. The Board assessment would be a consideration of how the Board works as a whole and can be used to identify trends, ensure committee structure is still acceptable, and the Board is fulfilling its mission. Trustee Marten noted there should be a clear purpose to the assessments with an explanation of why it is being done and how it will be used. The Board assessments would establish a baseline to use going forward. Informational item.
6. **Emerging Challenge #1.** The Committee discussed the creation of the task force to address funding viability and stability. Director Kiely presented planning tools, Attachment F of the agenda, to assist the Committee with identifying task force candidates and next steps. She

recommended using the Committee meetings to work on this challenge. The task force would be listed as an agenda item and task force members will be invited to the meetings.

The meeting of the Milwaukee Public Library Board's Innovation & Strategy Committee was adjourned at 8:59 a.m. on December 12, 2018.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
EXECUTIVE COMMITTEE
MINUTES
Wednesday, December 19, 2018
Central Library Old Board Room**

PRESENT: Michele Bria, Joan Prince, Chris Layden, Paula Kiely

OTHERS

PRESENT: MPL: Rebecca Schweisberger

President Michele Bria called the MPL Board Executive Committee meeting to order at 1:45 p.m. on December 19, 2018 with a quorum present. Trustee Layden participated by phone and exited the meeting at 2:30 p.m. A quorum was maintained with two Committee members present.

1. **Committee Meeting Minutes from June 20, 2018.** President Bria entertained a motion to accept the minutes, listed as attachment A of the agenda. Trustee Layden moved approval and Trustee Prince seconded. Motion passed.
2. **Vacancy on Executive Committee.** The Executive Committee currently has a vacancy in the ‘Past President’ role. Discussion ensued about possible candidates and how to strategically fill vacancies on the Executive Committee and the Board. Trustee Prince moved to invite Trustee Jennifer Smith to serve on the Executive Committee. Trustee Layden seconded. Motion passed. With an affirmative response, the motion will be presented to the full Board.
3. **Gifts to the Library.** Library Director Paula Kiely reviewed recent gifts to the Library and informed the Committee about additional upcoming gifts. The Committee discussed the Trust Fund and how incoming gifts to the Library should be managed. Trustee Prince requested the Finance and Personnel Committee review the fund management and craft a model that supports efficient and expedient use of the funds for MPL operations. Additionally, she recommended a separate Memorandum of Understanding (MOU) with the MPL Foundation to create an Operating account that can be drawn upon as needed and would be exempt from any service fee.
4. **2018 Achievements and 2019 Priorities and Goals.** Director Kiely presented a report highlighting Board Committee and staff achievements, continuing projects, and goals for 2019. The report is attached at the end of these minutes. Director Kiely shared her intention to create a sabbatical program for staff development, funded by donations made in honor of former Foundation Board member Charlie Sprague. The Committee discussed options to provide opportunities for staff to participate in professional development. The sabbatical should also include time for staff to reflect on the experience and implementation.

The meeting of the Milwaukee Public Library Board’s Building & Development Committee was adjourned at 2:58 p.m. on December 19, 2018.

2018 Major Initiatives and Improvements - by Board Committee

The Executive Committee . . .

. . . shall act for the Board in implementing established policies and programs, and shall serve as the administrative arm of the Board.

Activities/Projects	Goal	Status
Board Development	Engage and educate to promote effective decision making	Held Board Retreat in February 2018; Ongoing
Succession Planning	Ensure Board is populated with diverse members who represent our community and possess the skills needed to support the library	Innovation Committee working on this issue
Trustee Job Description Review - subcommittee	Update	Completed
Bylaws Review - subcommittee	Update	Sub-committee Appointed

The Finance and Personnel Committee . . .

. . . may review the annual budget summary with the Library Director; and

Activities/Projects	Goal	Status
Gifts Acceptance	Accept and determine the use and management of funds that come directly to MPL from donors (e.g. bequests)	Ongoing
Annual Budget Preparation	Ensure MPL uses City resources effectively to deliver on Core Services and Strategic Plan	2019 Budget Completed 2020 Process to Start in March
Update and standardize contracts	Improve and streamline contracting	In Process
Align purchasing thresholds to general City Standards	Improve and streamline purchasing	In Process
Recruit and Retain Staff	Maintain trained workforce	Onboarded 53 new staff
Manage Volunteer Program	Increase capacity of staff through use of volunteers; increase community engagement and support	266 volunteers in 2018 (+33%) 7648 Hours donated (+30%)
Market Study of Librarian positions	Improve recruitment and retention of librarians	Completed; Need to study other positions
Pay Progression	Reward employees meeting or exceeding performance expectations	In Progress

Assess processes and coordinate with DER on Employment Practices	Improve recruitment and retention of talent	Ongoing
Branch Library Staff Retreats	Build teamwork and increase retention	3 branches served
2019		
Investment Policy Review		
Reinstitute Scholarship Program		
Create Sabbatical Program		

Building and Development Committee . . .		
. . . shall recommend any changes in existing space needs, approve major alterations, and when appropriate, construction of new facilities.		
Activities/Projects	Goal	Status
New Good Hope Branch Library	Replace the Mill Road branch library within a mixed-use development	Construction Underway
Martin Luther King Branch Library Redevelopment	Replace the Martin Luther King branch library within a mixed-use development	Development under discussion
Capitol Branch Library Redevelopment	Replace the Capitol branch library within a mixed-use development	RFP Drafted
Purchase of Villard Square Condo	Complete the New Markets Tax Credits Cycle and purchase the Villard Condo from Century City LLC	Completed
Participate in ECO Project - Solar on Central and 2 Branches	Upgrade systems and reduce energy consumption and costs	Ongoing
Full Investment Grade Audit of all systems for energy investments & upgrades	Upgrade systems and reduce energy consumption and costs	Approved for Phase I Energy Savings Performance Contract to reduce energy at Central Library by 18%
Redesign 5 Parking lots leveraging enw MMSD Green Infrastructure grants and City of Milwaukee ADA funding	Upgrade lots to improve safety, access, ADA compliance while improving environmental issues	In Process
Conduct Security Survey of Facilities	Identify projects needed to ensure safety of staff, public, and property	Completed
Overhaul Branch security, access, and lockdown mechanisms	Ensure safety of staff, public, and property	Completed

Upgrade access/security throughout Central Library (Rare Books Room, Art, Exterior Doors, Garage)	Upgrade and ensure safety of staff, public, and property	Completed
Upgrade security systems (P2000 software, cameras)	Upgrade and ensure safety of staff, public, and property	Completed
Update Banning Protocols	Provide consistent and appropriate sanctions for rules violations	Completed & approved by Board
Center Street - Space Plan	Improve space for the comfort and use of staff and the public	Hold for 2019
ADA-Related Improvements	Respond to and meet the requirements of the Department of Justice Settlement with the City	Ongoing
Faye McBeath Reading Room Upgrade	Improve space for the comfort and use of staff and the public	Hold for 2019
Door Study	Upgrade system to ensure safety of staff, public, and property	Branch Upgrades Complete. Central Library in planning.
Fire System Assessment	Upgrade aging system to ensure safety of staff, public, and property	Branch Upgrades Complete. Central Library upgrades in planning.
Optimize and upgrade Metasys for all building system climate and condition controls (except MLK and Capitol)		
Upgrade Staff Workspace	Provide appropriate workspace for staff operations	CCDM completed; Automation area in process

Services and Programs . . .		
. . . shall review library services and programs; and . . . shall hear written appeals from the community on issues related to library services.		
Activities/Projects	Goal	Status
Public Computer Time Management RFP Process	Replace current system with effective and efficient system	Vendor selected and contract issued
Public Copy Machines and Print Stations RFP Process	Replace current system with effective and efficient system	Vendor selected and contract issued
E-Rate Hardware Vendor RFP Process	Replace current system with effective and efficient system	Vendor selected and contract issued

E-Rate Internet Service Provider RFP Process	Replace current system with effective and efficient system	Vendor selected and contract issued
Partnership with Ancestry.com	Provide access to online resources for the community at best possible price	Negotiated free lifetime Institutional Membership
Library Fees & Fines	Reduce Barriers and increase use of library.	Measurement of impact ongoing
Research - Impact on Fines & Fines	Better understand why people don't return materials, which leads to cards being blocked	Phone survey completed; focus groups pending
Enhance Computer Training Classes	Expand class offerings to attract more people who have learned the basics	Two new classes offered
Hotspot Lending Program	Provide Hotspots for check-out by the community	In process
Social Media Program	Increase engagement with community through social media	Created MPL LinkedIN page and MPLCreates on Instagram
LibraryNOW	Increase access to MPL resources for all Milwaukee Children	MPS Project completed; updates ongoing. Seton School Project underway. St. Joseph's School Project Pending. Working with MCFLS and volunteer from Baird to resolve student number problem.
Revise Fines Policy related to DVD	Reduce Barriers and increase use of library, by lowering fines on overdue DVDs from \$1 to 15 cents	Policy change approved by Board
Career Online High School preliminary implementation	Help adult learners earn the credentials needed to meet the basic minimum requirements for entry level jobs.	Lead staff undergoing training and developing required infrastructure

Launching paid teen internship program in January of 2018	Employ teens in development of teen services and spaces while developing leadership.	Ongoing
Revamping the summer reading program after 10 years of Super Reader to the Super Reader Squad	Refresh program to keep youth engaged	Completed
FieldWorkMKE, the Poet's House grant project	Engage the community in an awareness, reading, and appreciation of poetry	In process
Gathering Art, Stories and Place, the NEA Our Town grant project	Engage community in the Mitchell Street branch library service area	In process
Induction to the Wisconsin Writers Wall of Fame	Recognize and celebrate Wisconsin authors; position MPL as a leader in library services	Ongoing; inducted John Ridley and Orson Wells in 2018
Partnership with Vel Phillips School at the Juvenile Justice Center – to lead books discussions, encourage reading, and to help repair books;	Provide access to enriching library services for young women	Made over 30 visits. The Teen Advisory Board coordinated several book donations to the Vel Phillips Library from the Friends of the Milwaukee Public Library
2019		
Report/Update - LibraryNOW		
Report/Update - Library Fees & Fines		
Report/Update - Research - Impact on Fines & Fines		
Report/Update - Career Online High School		
NEW - Special Collections Inventory & Security Consulting		
NEW - Hot Spot Lending Program		
NEW - Inclusive Services Assessment		
NEW - Office of Early Childhood Initiatives		
NEW - Pop-up Library		

Innovation and Strategy Committee . . .

. . . will explore long-term solutions and make recommendations to the Board of Trustees for strengthening the organization and improving the funding structure of the Library.

Activities/Projects	Goal	Status
Board Retreat	Provide Board with an opportunity to engage in generative governance	Completed
Succession Planning	Ensure Board is populated with diverse members who represent our community and possess the skills needed to support the library	Ongoing
Board Development/Training of New Directors	Prepare new trustees to be successful	Pending
Exploring and Aligning Trustees, Friends, and Foundation	Increase effectiveness through increased communication and cooperation	Pending
Legislative Issues		
Future Building Projects (Central)/Naming		
Review and Advise on Strategic Plan		
Key Challenge #1 - Stable Funding		
Designed and published the MPL 2020 Progress Report	Document and Share impact of Strategic Plan Activities	Completed
Underwent a redesign and brand overhaul of the Summer Reading Program - "Super Reader Squad"	Maintain interest of current readers and attract more participants	Completed
Library Loud Days event in partnership with the Milwaukee Film Festival - a concert at East Library featuring bands from the Milwaukee Video Show on October 30.	Increase awareness MPL and its relevance to target audiences	Completed
Launched "See Us Differently" a new paid advertising campaign in concert with other advertising to support "National Library Card Month"	Attract new audiences to MPL	Completed

Unassigned to Committee		
Activities/Projects	Goal	Status
Public Library System Redesign Process	Complete recommendations for improving WI Library System Services	Nearly Complete
MCFLS Member and Other Agreements		
Overall Statistics	Measure use of resources and impact on Community	In Process

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

**Special Meeting – Site Tour
Thursday, December 20, 2018
2947 N. Martin Luther King, Jr. Drive, Milwaukee WI**

PRESENT: Dir. Mark Sain, Ald. Nik Kovac, Joan Prince, Jim Marten, Ald. Milele Coggs, Paula Kiely

OTHERS

PRESENT: MPL: Sam McGovern-Rowen, Rebecca Schweisberger
Young Development Group: Lavelle Young
Haywood Group: Kalan Haywood, Steven DeVougas
JLA Architects+Planners: Joseph Lee, Rafeeq Asad

-
1. **Building Tour.** The Committee toured the Garfield Building and explored the building structure and layout. The developers were on site to share their design ideas and answer questions. The Committee was informed the building is not listed as an historic site, which allows more flexibility in renovation and could result in some cost savings. Per Mr. Haywood, if this site is approved the existing Martin Luther King, Jr. Library would remain open during renovation.

 2. **Post-tour Discussion.** Following the tour, the Building and Development Committee and the development team convened at the Martin Luther King, Jr. Library. Discussion ensued about design possibilities and how they might be achieved. The development team has site control of the Garfield Building and will await the Committee's decision before moving forward with any further planning. The Committee will be provided with the square footage and ceiling heights of the building. Discussion will continue at the January 3, 2019 Committee meeting.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 11:52 a.m. on December 20, 2018.



MEMORANDUM

Date: December 18, 2018

To: Milwaukee Public Library Board of Trustees Building and Development Committee

From: Paula Kiely, City Librarian

RE: Garfield Building as potential site for Martin Luther King Branch Library redevelopment

At the November 20, 2018 Building and Development Committee meeting, the Garfield Building was presented as a potential site for the Martin Luther King Branch Library redevelopment.

Relocating to an historic building allows the great opportunity to create a unique space and preserve interesting architectural details. However, the Mitchell Street library project provided lessons on the limitations of such renovation, especially if Historic Preservation Tax Credits (HPTC) are used.

At the request of the Committee, MPL staff has identified the following areas of concern and questions regarding this location.

1. The current library design program calls for large storefront-style window systems to make the library highly visible to the street, bring natural light into the building, provide a comfortable environment, and reduce lighting costs. The Garfield Building has no windows on the south and west facades, and the east facing windows are relatively small. Would HPTC guidelines prevent new windows being installed?
2. The current library design program calls for one patron entrance and clear sightlines within the interior of the library to promote safety and reduce operating costs. This approach has been applied to all of our newer libraries. The Garfield Building has existing interior stairways that would block the north/south sightlines between the proposed main theater lobby entrance and parts of the library space. Would HPTC guidelines prevent those stairs from being removed?
3. Our current library design program calls for 20 foot ceilings to accommodate book stacks and promote an airy, well-lit, and hospitable space. The existing 30 foot ceilings within the

Garfield Building lobby may be too high. The height could make it difficult to light areas of the space and may not provide a comfortable and welcoming atmosphere. What could be done to reduce the lobby ceiling height to accommodate the library's needs? Would HPTC guidelines prevent the installation of a mezzanine system or drop ceilings to help the library better fit into the space?

4. The library requires 150-pounds per square foot of floor space to accommodate heavy book stacks. Where in the space would book stacks be located and does the floor have the proper weight bearing capability of 150lbs per square feet? The Hill's building that now houses the Mitchell Street library was purpose-built as a department store and had very thick floors. Even so, the developer of that project had to test the floors to ensure they could meet our design requirements.

5. The Mitchell Street project also highlights the strict guidelines for what could be changed on the exterior of the building in an HPTC project. There are several individual storefronts along the King Drive façade of the Garfield Building. Would HPTC allow any alterations of the storefronts along the King Drive façade such as eliminating doorways, altering the window sizes, and raising or lowering the ceilings and floors?

6. The developer has discussed using the second floor of the King Drive façade of the building for housing units. Again, the library's design program calls for 20 foot ceilings and clear sightlines from the main entrance throughout the rest of the library. Would HPTC allow for the ceilings and floors within the storefronts to be altered? If the ceilings can be raised this would preclude a plan by the developers plan to put apartments above the library along King Drive. Are the developers willing to give up that part of their plan?

7. The library's design guidelines and RFP specifically calls out corner locations at high-visibility intersections. What would be the positive and negative impacts of moving to a mid-block location on King Drive?

8. The RFP for the library specifically states any secondary uses of mixed-use building must be compatible with the library. The developer suggested they might want the Garfield Theater restored for use by another entity, such as a movie theater or event space. Could we co-exist with a movie theater operationally, who would own the theater, and who would manage operations?

9. Moving the library into a mid-block location and changing from new construction to a historic preservation project is a significant departure from what the King library patrons have reviewed so far. What is the developer's plan to gauge the opinion of the neighborhood and patrons of King Library about moving into the former theater versus the original plan of an entirely new building at the corner of Martin Luther King Drive and Locust?

10. The Mitchell Street project was partly successful due to the subsidies that New Markets Tax Credits and Historic Preservation Tax Credits financing brought to the project. Given the

numerous concerns with the strict guidelines in HPTC that may impact the ability to construct a library to our specifications in the Garfield Building, is there a possibility that the project could be financed without the restrictive HPTC? If so, are there concerns that any local historic designation would preclude the building from being altered to meet MPL specifications?

11. What would be an estimated cost of preparing the Garfield Building space to a “white box” condition?

MILWAUKEE PUBLIC LIBRARY SYSTEM

PERSONNEL ACTIONS

COVERING PERIOD: NOVEMBER 4, 2018 THROUGH DECEMBER 29, 2018

The Secretary reports the following personnel actions:

REGULAR APPOINTMENT

Connor Bowman - Librarian Associate - EOS / CLCR	12/02/18
Christine Schabel - Library Branch Manager - Atkinson	12/03/18
Allison Dunn - Library Circulation Assistant I - Circulation	12/17/18
Joseph Moretz - Library Circulation Assistant I - Circulation	12/17/18

EXEMPT APPOINTMENT

Dea Wright - Early Childhood Program Director - Administration	11/05/18
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TEMPORARY APPOINTMENT

Ivory Brown - Custodial Worker II-CL - Facilities & Fleet	11/26/18
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TEMPORARY APPOINTMENT / PROMOTION - CURRENT EMPLOYEE

Karli Pederson - Librarian III - EOS / CLCR	12/16/18
To: Librarian IV - underfilling Management Librarian - Technical Services / Acquisitions & Serials	

TRANSFER FROM ANOTHER CITY DEPARTMENT

Corey Coleman - Operations Driver / Worker - Department of Public Works	12/16/18
To: Library Circulation Assistant I - Circulation	

EXPIRATION OF TEMPORARY APPOINTMENT / BEGIN PROVISIONAL APPOINTMENT

Shaira Hanif - Office Assistant II - Human Resources	12/02/18
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PROMOTION

Kevin Cingatura - Network Analyst Sr. to Network Manager - Technical Services / Library IT	11/04/18
Daniel Keeley - IT Support Specialist to Network Analyst Sr. - Technical Services / Library IT	11/04/18
Marie Jauregui - Personnel Payroll Assistant II to Accounting Assistant III - Payroll & Accounting	12/16/18

POSITION CHANGE / TRANSFER / VOLUNTARY DEMOTION

Antricia Morgan - Library Technician II - Technical Services / Acquisitions & Serials	11/04/18
To: Library Circulation Assistant I - Villard Square	

TRANSFER

Reginald Momon - Custodial Worker II - CL - Facilities & Fleet to Villard Square	11/04/18
Shondell Zanders - Custodial Worker II - CL - Villard Square to Facilities & Fleet	11/04/18

LEAVE OF ABSENCE 24.0 OR MORE HOURS

Dalia Castro - Library Circulation Assistant I - Zablocki - 40.0 hours	10/08/18
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Stephanie Burks - Library Circulation Assistant I - WTBBL - 79.9 hours	11/05/18
Doyle Sprewer - Library Circulation Assistant I - Circulation - 40.0 hours	11/05/18
Jeanette Hollenbeck - Library Circulation Assistant I - Circulation - 24.0 hours	11/07/18
Mary Jeske - Library Circulation Assistant I - Circulation - 27.7 hours	11/07/18
Stephanie Burks - Library Circulation Assistant I - WTBBL - 80.0 hours	11/19/18
Doyle Sprewer - Library Circulation Assistant I - Circulation - 48.0 hours	11/19/18
Mary Jeske - Library Circulation Assistant I - Circulation - 31.1 hours	11/20/18
Stephanie Burks - Library Circulation Assistant I - WTBBL - 80.0 hours	12/03/18
Doyle Sprewer - Library Circulation Assistant I - Circulation - 31.2 hours	12/05/18
Shaniya Horton - Library Circulation Assistant I (LPT) - Martin Luther King - 2 months 8 days	12/10/18
Stephanie Burks - Library Circulation Assistant I - 80.0 hours	12/17/18
Mary Jeske - Library Circulation Assistant I - Circulation - 45.0 hours	12/18/18
Corey Coleman - Library Circulation Assistant I - Circulation - 33.8 hours	12/24/18

RETURN FROM LEAVE OF ABSENCE

Doyle Sprewer - Library Circulation Assistant I - Circulation	11/05/18
Gabriel Villa - Library Circulation Assistant I (LPT) - Zablocki	12/03/18

TERMINATION DURING PROBATION

Doyle Sprewer - Library Circulation Assistant I - Circulation	12/18/18
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EXPIRATION OF PROVISIONAL APPOINTMENT

Gabriel Scuglik - Librarian Associate - Ready Reference	11/06/18
Connor Bowman - Librarian Associate (part time) - EOS / CLCR	12/01/18
Dolores Brown - Librarian Associate - Center Street	12/22/18

EXPIRATION OF TEMPORARY APPOINTMENT (CURRENT EMPLOYEE)

Kevin Cingatura - Network Manager - Technical Services / Library IT	11/03/18
Daniel Keeley - Network Analyst Sr. - Technical Services / Library IT	11/03/18

EXPIRATION OF TEMPORARY APPOINTMENT

Deborah Olguin - Library Branch Manager - Atkinson	12/01/18
Betty Streng - Accounting Assistant III - Payroll & Accounting	12/15/18

TRANSFER TO ANOTHER CITY DEPARTMENT

Jazmine Williams - Library Circulation Assistant I - Capitol To: Milwaukee Police Department	12/15/18
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RESIGNATION

Kimani Hendrix - Library Circulation Aide - Circulation	11/04/18
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**Milwaukee Public Library
Financial Report
November 30, 2018**

2018

2017

City Revenues

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 22,240,763	\$ 20,706,757	93.1%
<i>Fines</i>	\$ 225,000	\$ 183,425	81.5%
<i>Lost Materials, etc.</i>	\$ 101,800	\$ 71,560	70.3%
<i>MCFLS Contracts</i>	\$ 744,000	\$ 564,322	75.8%
Total City Appropriation	\$ 23,311,563	\$ 21,526,064	92.3%

	Budget	Received to date	% Received
	\$ 22,803,431	\$ 19,982,319	87.6%
	\$ 245,000	\$ 181,741	74.2%
	\$ 117,600	\$ 76,074	64.7%
	\$ 725,000	\$ 557,981	77.0%
Total	\$ 23,891,031	\$ 20,798,115	87.1%

City Expenses

Salaries & Benefits

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 12,640,806	\$ 11,883,589	94.0%
<i>Fringe Benefits</i>	\$ 5,676,770	\$ 5,036,030	88.7%
Total	\$ 18,317,576	\$ 16,919,619	92.4%

	Budget	Spent to date	% Spent
	\$ 12,962,640	\$ 11,040,344	85.2%
	\$ 5,729,318	\$ 5,024,093	87.7%
Total	\$ 18,691,958	\$ 16,064,437	85.9%

Operating Expenses

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 130,000	\$ 77,282	59.4%
<i>Tools & Machinery Parts</i>	\$ 30,800	\$ 23,130	75.1%
<i>Construction Supplies</i>	\$ 38,000	\$ 34,582	91.0%
<i>Energy</i>	\$ 664,179	\$ 572,732	86.2%
<i>Other Operating Supplies</i>	\$ 178,027	\$ 155,091	87.1%
<i>Vehicle Rental</i>	\$ 7,000	\$ 8,729	124.7%
<i>Non-Vehicle Equipment Rental</i>	\$ 30,000	\$ 26,093	87.0%
<i>Professional Services</i>	\$ 182,500	\$ 175,959	96.4%
<i>Information Technology Services</i>	\$ 406,579	\$ 415,514	102.2%
<i>Property Services</i>	\$ 943,689	\$ 1,106,884	117.3%
<i>Infrastructure Services</i>	\$ 28,000	\$ 23,411	83.6%
<i>Vehicle Repair Services</i>	\$ 500	\$ 6,825	1365.0%
<i>Other Operating Services</i>	\$ 221,700	\$ 160,765	72.5%
<i>Reimburse Other Departments</i>	\$ 68,000	\$ 44,098	64.9%
Total	\$ 2,928,974	\$ 2,831,095	96.7%

	Budget	Spent to date	% Spent
	\$ 158,158	\$ 99,744	63.1%
	\$ 31,000	\$ 17,090	55.1%
	\$ 38,000	\$ 28,792	75.8%
	\$ 809,700	\$ 635,662	78.5%
	\$ 199,615	\$ 194,543	97.5%
	\$ 8,300	\$ 6,442	77.6%
	\$ 32,700	\$ 24,651	75.4%
	\$ 75,000	\$ 84,487	112.6%
	\$ 357,198	\$ 423,056	118.4%
	\$ 1,033,245	\$ 1,070,032	103.6%
	\$ 28,000	\$ 13,253	47.3%
	\$ 1,500	\$ -	0.0%
	\$ 137,100	\$ 157,804	115.1%
	\$ 79,900	\$ 56,637	70.9%
Total	\$ 2,989,416	\$ 2,812,193	94.1%

Equipment

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,751,774	\$ 1,612,868	92.1%
<i>Computers, etc.</i>	\$ 251,839	\$ 110,219	43.8%
<i>Other</i>	\$ 61,400	\$ 52,263	85.1%
Total	\$ 2,065,013	\$ 1,775,350	86.0%

	Budget	Spent to date	% Spent
	\$ 1,751,774	\$ 1,613,328	92.1%
	\$ 371,883	\$ 234,789	63.1%
	\$ 86,000	\$ 73,368	85.3%
Total	\$ 2,209,657	\$ 1,921,485	87.0%

Total City Expenses	\$ 23,311,563	\$ 21,526,064	92.3%
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Total	\$ 23,891,031	\$ 20,798,115	87.1%
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**Milwaukee Public Library
Financial Report
November 30, 2018**

2018

2017

Additional Funding Sources

Other Departmental Appropriation

	Budget	Spent to date	% Spent
<i>Villard Square Lease</i>	\$ 13,182	\$ 13,182	100.0%
<i>Mitchell Street Lease</i>	\$ 54,000	\$ 40,500	75.0%
Total	\$ 67,182	\$ 53,682	79.9%

	Budget	Spent to date	% Spent
	\$ 13,182	\$ 13,182	100.0%
	\$ 36,000	-	0.0%
	\$ 49,182	\$ 13,182	26.8%

Contract Grants

	Budget	Spent to date	% Spent
<i>Teacher in the Library</i>	\$ -	\$ -	0.0%
<i>WTBBL</i>	\$ 989,520	\$ 386,929	39.1%
<i>ILS</i>	\$ 96,900	\$ 31,658	32.7%
Total	\$ 1,086,420	\$ 418,587	38.5%

	Budget	Spent to date	% Spent
	\$ 100,000	\$ 83,162	83.2%
	\$ 968,700	\$ 365,893	37.8%
	\$ 96,297	\$ 34,731	36.1%
	\$ 1,164,997	\$ 483,786	41.5%

Trust Funds

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 64,000	\$ 54,615	85.3%
<i>Programming</i>	\$ 33,750	\$ 23,119	68.5%
<i>Training</i>	\$ 11,000	\$ 11,112	101.0%
<i>Marketing</i>	\$ 23,000	\$ 20,996	91.3%
<i>Contingency</i>	\$ 2,988	\$ 2,443	81.8%
<i>Board Development</i>	\$ 5,000	\$ 14,954	299.1%
<i>Headline</i>	\$ 5,000	-	0.0%
<i>Strehlow 50+</i>	\$ 44,417	\$ 2,025	4.6%
Total	\$ 189,155	\$ 129,264	68.3%

	Budget	Spent to date	% Spent
	\$ 65,100	\$ 52,778	81.1%
	\$ 32,000	\$ 21,352	66.7%
	\$ 10,000	\$ 6,260	62.6%
	\$ 22,000	\$ 9,030	41.0%
	\$ 2,022	\$ 913	45.2%
	\$ -	\$ 4,375	0.0%
	\$ -	-	0.0%
	\$ 46,278	\$ 1,436	3.1%
	\$ 177,400	\$ 96,144	54.2%

Foundation Funds

	Budget*	Spent to date	% Spent
<i>Materials</i>	\$ 615,637	\$ 292,726	47.5%
<i>Programming</i>	\$ 2,054,297	\$ 872,206	42.5%
Total	\$ 2,669,934	\$ 1,164,932	43.6%

	Budget*	Spent to date	% Spent
	\$ 595,779	\$ 247,403	41.5%
	\$ 1,574,831	\$ 498,291	31.6%
	\$ 2,170,610	\$ 745,694	34.4%

* Foundation budget includes annual amount committed by the MPL Foundation plus prior year carryover

Investments

No gift funds were invested this period.

**Milwaukee Public Library
Financial Report
December 31, 2018**

2018

2017

City Revenues

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 22,240,763	\$ 22,295,810	100.2%
<i>Fines</i>	\$ 225,000	\$ 191,852	85.3%
<i>Lost Materials, etc.</i>	\$ 101,800	\$ 85,318	83.8%
<i>MCFLS Contracts</i>	\$ 744,000	\$ 747,810	100.5%
Total City Appropriation	\$ 23,311,563	\$ 23,320,790	100.0%

	Budget	Received to date	% Received
	\$ 22,803,431	\$ 22,012,793	96.5%
	\$ 245,000	\$ 193,943	79.2%
	\$ 117,600	\$ 93,619	79.6%
	\$ 725,000	\$ 739,397	102.0%
Total	\$ 23,891,031	\$ 23,039,752	96.4%

City Expenses

Salaries & Benefits

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 12,640,806	\$ 12,847,340	101.6%
<i>Fringe Benefits</i>	\$ 5,676,770	\$ 5,607,269	98.8%
Total	\$ 18,317,576	\$ 18,454,609	100.7%

	Budget	Spent to date	% Spent
	\$ 12,962,640	\$ 12,468,498	96.2%
	\$ 5,729,318	\$ 5,561,488	97.1%
Total	\$ 18,691,958	\$ 18,029,986	96.5%

Operating Expenses

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 130,000	\$ 80,729	62.1%
<i>Tools & Machinery Parts</i>	\$ 30,800	\$ 28,788	93.5%
<i>Construction Supplies</i>	\$ 38,000	\$ 38,752	102.0%
<i>Energy</i>	\$ 664,179	\$ 572,732	86.2%
<i>Other Operating Supplies</i>	\$ 178,027	\$ 159,445	89.6%
<i>Vehicle Rental</i>	\$ 7,000	\$ 8,157	116.5%
<i>Non-Vehicle Equipment Rental</i>	\$ 30,000	\$ 27,964	93.2%
<i>Professional Services</i>	\$ 182,500	\$ 187,138	102.5%
<i>Information Technology Services</i>	\$ 406,579	\$ 415,729	102.3%
<i>Property Services</i>	\$ 943,689	\$ 1,151,661	122.0%
<i>Infrastructure Services</i>	\$ 28,000	\$ 23,411	83.6%
<i>Vehicle Repair Services</i>	\$ 500	\$ 6,825	1365.0%
<i>Other Operating Services</i>	\$ 221,700	\$ 165,282	74.6%
<i>Reimburse Other Departments</i>	\$ 68,000	\$ 43,771	64.4%
Total	\$ 2,928,974	\$ 2,910,384	99.4%

	Budget	Spent to date	% Spent
	\$ 158,158	\$ 101,003	63.9%
	\$ 31,000	\$ 19,729	63.6%
	\$ 38,000	\$ 33,216	87.4%
	\$ 809,700	\$ 700,964	86.6%
	\$ 199,615	\$ 206,116	103.3%
	\$ 8,300	\$ 7,026	84.7%
	\$ 32,700	\$ 26,996	82.6%
	\$ 75,000	\$ 84,138	112.2%
	\$ 357,198	\$ 410,714	115.0%
	\$ 1,033,245	\$ 1,132,691	109.6%
	\$ 28,000	\$ 13,253	47.3%
	\$ 1,500	\$ -	0.0%
	\$ 137,100	\$ 165,262	120.5%
	\$ 79,900	\$ 77,960	97.6%
Total	\$ 2,989,416	\$ 2,979,068	99.7%

Equipment

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,751,774	\$ 1,753,210	100.1%
<i>Computers, etc.</i>	\$ 251,839	\$ 149,926	59.5%
<i>Other</i>	\$ 61,400	\$ 52,661	85.8%
Total	\$ 2,065,013	\$ 1,955,797	94.7%

	Budget	Spent to date	% Spent
	\$ 1,751,774	\$ 1,719,136	98.1%
	\$ 371,883	\$ 235,660	63.4%
	\$ 86,000	\$ 75,902	88.3%
Total	\$ 2,209,657	\$ 2,030,698	91.9%

Total City Expenses	\$ 23,311,563	\$ 23,320,790	100.0%
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Total	\$ 23,891,031	\$ 23,039,752	96.4%
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**Milwaukee Public Library
Financial Report
December 31, 2018**

2018

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Additional Funding Sources

Other Departmental Appropriation

	Budget	Spent to date	% Spent
<i>Villard Square Lease</i>	\$ 13,182	\$ 13,182	100.0%
<i>Mitchell Street Lease</i>	\$ 54,000	\$ 54,000	100.0%
Total	\$ 67,182	\$ 67,182	100.0%

	Budget	Spent to date	% Spent
	\$ 13,182	\$ 13,182	100.0%
	\$ 36,000	-	0.0%
	\$ 49,182	\$ 13,182	26.8%

Contract Grants

	Budget	Spent to date	% Spent
<i>Teacher in the Library</i>	\$ -	\$ -	0.0%
<i>WTBBL</i>	\$ 989,520	\$ 435,753	44.0%
<i>ILS</i>	\$ 96,900	\$ 36,713	37.9%
Total	\$ 1,086,420	\$ 472,466	43.5%

	Budget	Spent to date	% Spent
	\$ 100,000	\$ 95,342	95.3%
	\$ 968,700	\$ 451,285	46.6%
	\$ 96,297	\$ 43,274	44.9%
	\$ 1,164,997	\$ 589,901	50.6%

Trust Funds

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 64,000	\$ 64,000	100.0%
<i>Programming</i>	\$ 33,750	\$ 26,661	79.0%
<i>Training</i>	\$ 11,000	\$ 11,155	101.4%
<i>Marketing</i>	\$ 23,000	\$ 22,874	99.5%
<i>Contingency</i>	\$ 2,988	\$ 2,473	82.8%
<i>Board Development</i>	\$ 5,000	\$ 14,954	299.1%
<i>Headline</i>	\$ 5,000	-	0.0%
<i>Strehlow 50+</i>	\$ 44,417	\$ 2,025	4.6%
Total	\$ 189,155	\$ 144,142	76.2%

	Budget	Spent to date	% Spent
	\$ 65,100	\$ 60,095	92.3%
	\$ 32,000	\$ 32,790	102.5%
	\$ 10,000	\$ 8,481	84.8%
	\$ 22,000	\$ 11,265	51.2%
	\$ 2,022	\$ 983	48.6%
	\$ -	\$ 4,375	0.0%
	\$ -	-	0.0%
	\$ 46,278	\$ 1,861	4.0%
	\$ 177,400	\$ 119,850	67.6%

Foundation Funds

	Budget*	Spent to date	% Spent
<i>Materials</i>	\$ 615,637	\$ 307,003	49.9%
<i>Programming</i>	\$ 2,054,297	\$ 914,456	44.5%
Total	\$ 2,669,934	\$ 1,221,459	45.7%

	Budget*	Spent to date	% Spent
	\$ 595,779	\$ 273,423	45.9%
	\$ 1,574,831	\$ 537,201	34.1%
	\$ 2,170,610	\$ 810,624	37.3%

* Foundation budget includes annual amount committed by the MPL Foundation plus prior year carryover

Investments

No gift funds were invested this period.

Director's Report January 2019

Happy New Year! We are off to a brisk start in 2019, with many projects in the works to meet our goals while ongoing daily service and programs continue. Activities of note from the 2 months since our last meeting include the Community Meeting held at the Capitol Branch to inform neighbors about upcoming redevelopment plans and the possible relocation of the branch. We worked with the City Attorney's Office on the sale of the former Forest Home Branch. The Common Council approved a purchase price of \$450,000 offered by Voces de la Frontera, who afterwards communicated their desire to lower their offer. Work on the Martin Luther King Branch redevelopment continued with additional tours of the Garfield Theater Building with Scott Ramlow from Uihlein/Wilson – Ramlow/Stein Architects. My community engagement work included meetings with the following groups: UWM School of Information Studies MLIS Advisory Council, Scaling Wellness in Milwaukee (SWIM), the Public Library System Redesign writing team and steering committee, the Wisconsin Library Association's Legislative & Development Committee (I am a newly appointed member), and consultation with the City Manager of Kalispell, MT in addition to private equity firm American Infrastructure regarding mixed-use library development.

MPL HELPS PEOPLE READ

"Recently Returned Books". After reading an article in the New York Times, a staff member at **East** library suggested creating a "Just Returned" book truck in the library for patrons to peruse. The concept of "see what your neighbors are reading" has been very popular with nearly 100 books checked out from the book truck in December!

Next Door Foundation. Library Services Assistant Alan Her collaborated with Education and Outreach Services (EOS) to provide outreach at the Next Door Foundation on December 20. EOS had a resource table and library card creation table. The Next Door Foundation had tables throughout the entire new wing of the building and teachers from each classroom participated in the event. Parents and children enjoyed craft activities at each table. Alan created four new library cards and updated four more. Attendance: 45

MPL HELPS PEOPLE LEARN

Manpower's Ready, Set, Work Event. Hermoine Bell-Henderson of the **Central Library** Business, Technology and Periodicals Department attended this annual event at Manpower to promote business and job resources on Thursday, November 1st. This event featured a panel presentation and had sessions on interview preparation, resume creation, and financial and health education. Attendance: 100

Southern Cuisine's Unsung Heroes: African American Founders of American Culinary Traditions. On November 3 guest presenter Venice Williams, the Executive Director of Alice's Urban Garden Farm gave a lecture in **Central Library's** Rare Book Room on the book, *The Jemima Code: Two Centuries of African American Cookbooks*. After the presentation patrons were invited to browse other cookbooks by black authors housed in MPL's collection. These books were also profiled in *The Jemima Code* by author Toni-Tipton Martin. Laura Pope (Business, Technology, and Periodicals) and Anna Donovan (Arts & Media) collaborated to create this new and engaging program for patrons. Attendance: 55

Milwaukee Startup Week. Staff of the **Central Library** Business, Technology, and Periodicals department developed four new business programs based on the informational needs of our patrons for the 3rd

Annual Milwaukee Startup Week (November 5-11). Programs included Bank Financing for Small Businesses, Social Media Advertising for Your Business, Local Business Owner Talk: Joanna Brooks of Embody Yoga, and WordPress for Small Business Owners. Presenters included CIBC Bank, AdBidtise, Embody Yoga, and UWM's School of Information Studies. Attendance: 39

Touch the Earth presented by Debra Morningstar. In recognition and celebration of Native American Heritage Month, **East** library hosted Debra Morningstar on November 17. Debra is a professional storyteller and member of the Turtle clan of the Oneida nation. Her performance included stories of Creation, music, and a wealth of information on Oneida history. She shared the meaning behind her regalia, and items such as hand drums, flutes, and corn dolls. Books highlighting the Native experience were also shared. Attendance: 15.

Resources Workshop at Tippecanoe library. On November 20, Librarian III Eric Johnson (**Central Library**) and Library Reference Assistant Fawn Siemsen-Fuchs (**Tippecanoe** library) presented a double class to a group of refugees which included *"Introduction to the Library"* and *"Computer Basics Class"*. In the first half of the workshop the group toured the library; participants were issued cards, and received instruction in using cards to check out library material. In the second half, the group was instructed in a computer basics class. Attendance: 11

Ebru: Traditional Turkish Marbling Workshop. **Central Library** hosted artist Vesile Yilmaz for a hands-on Ebru workshop on Saturday, December 1. Vesile shared the history of Ebru, a traditional Turkish marbling technique. She described the process of creating the paint used with pigments found only in Turkey and the significance of many of the motifs found in Ebru. Each attendee had the opportunity to create their own marbled paper with assistance from Vesile. Throughout the two hours Vesile shared tips and techniques, highlighted major figures in the marbling world, and her background in the art form. Attendance: 22.

Hour of Code at Studio M. On December 5, MPL partnered with 88Nine Radio Milwaukee to participate in #MKEHourofCode, a city wide effort to engage young people in Hour of Code events lead by Northwestern Mutual and NEWaukee. MPL participation was funded through a \$500 grant from the American Libraries Association as part of their Libraries Ready to Code initiative sponsored by Google. Mayor Tom Barrett welcomed the group to **Studio M at Mitchell Street**, and Tarik Moody from 88.9 spoke about coding-related career pathways in Milwaukee. Participants received an hour long lesson in computer science with interactive coding activities. Two professional software developers volunteered in support of the event. Participants ranged in age from 7 years old to adults. Attendance: 44.

MPL and Goodwill Job Recruitment Event. MPL continues to contribute to employment growth in Milwaukee. In collaboration with our workforce development partner, Goodwill Industries of Southeastern WI, MPL hosted a job recruitment event in the **Central Library** Business, Technology and Periodicals Department on Thursday, December 6. This year's featured employers included Manpower and Potawatomi Bingo & Casino. The event included Goodwill resource tables with representatives from various Goodwill departments: Workforce Connection Centers, Workforce Development and Benefits & Financial Education. Each provided a wide array of resource materials and information. Attendance: 65

Make Your Own Gingerbread House. On December 11, **Center Street** library served as host for the family night Make Your Own Gingerbread House program. Librarian Jennifer Wright and volunteers distributed supplies and assisted with clean up afterward. This creative family night special was enjoyed by all. Attendance: 43

Small Business Academy. Hermoine Bell-Henderson and Joanne Vandestreek of the **Central Library** Business, Technology, and Periodicals Department represented MPL at WEDC's Small Business Academy hosted at Potawatomi Bingo & Casino on Wednesday, December 12. Hermoine presented a 15-minute presentation on library business resources to approximately 100 in attendance. About 67 of those in attendance visited the MPL booth, where both librarians demonstrated library resources on several laptops. Attendees had several questions about industry specific resources such as opening a t-shirt business, promoting natural hair products, creating a consulting business, and more. Attendance: 100

MPL HELPS PEOPLE CONNECT

Wauwatosa Artists' Workshop Exhibit. **Central Library** hosted the Wauwatosa Artists' Workshops winter member showcase this November. The Wauwatosa Artists' Workshop (WAW) was founded in 1980 at the Milwaukee Area Technical College and has since become one of the most active artists' collectives in Southeastern Wisconsin. The WAW exhibit consisted of twenty four original two-dimensional works in oil, watercolor, acrylic pastel, ink and mixed media. The artists' works covered a variety of subjects and garnered interest from patrons throughout the library.

Women, Infants, and Children (W.I.C.) Outreach. On November 14, Librarian III Eric Johnson (**Central Library**) and Library Reference Assistant Fawn Siemsen-Fuchs (**Tippecanoe** library) provided outreach to W.I.C. staff with a presentation of MPL's Refugee services and resources. Attendance: 21

Pizza, Popcorn, and Professionals. Jenny Wright, Librarian at **Center Street** library, coordinated with the Alliance for Strong Families and Communities, Boys & Girls Clubs of Milwaukee, and the YMCA of Greater Milwaukee to present five speakers for this program. Participants were invited to sit at one of five tables in the room where the presenters spoke about their lives and work. Every six to seven minutes, the speakers rotated position. Eventually, each speaker sat at all of the tables and interacted with all participants. We believe that having teens in smaller groups gave them the confidence to ask questions and boosted participation. Attendance: 37

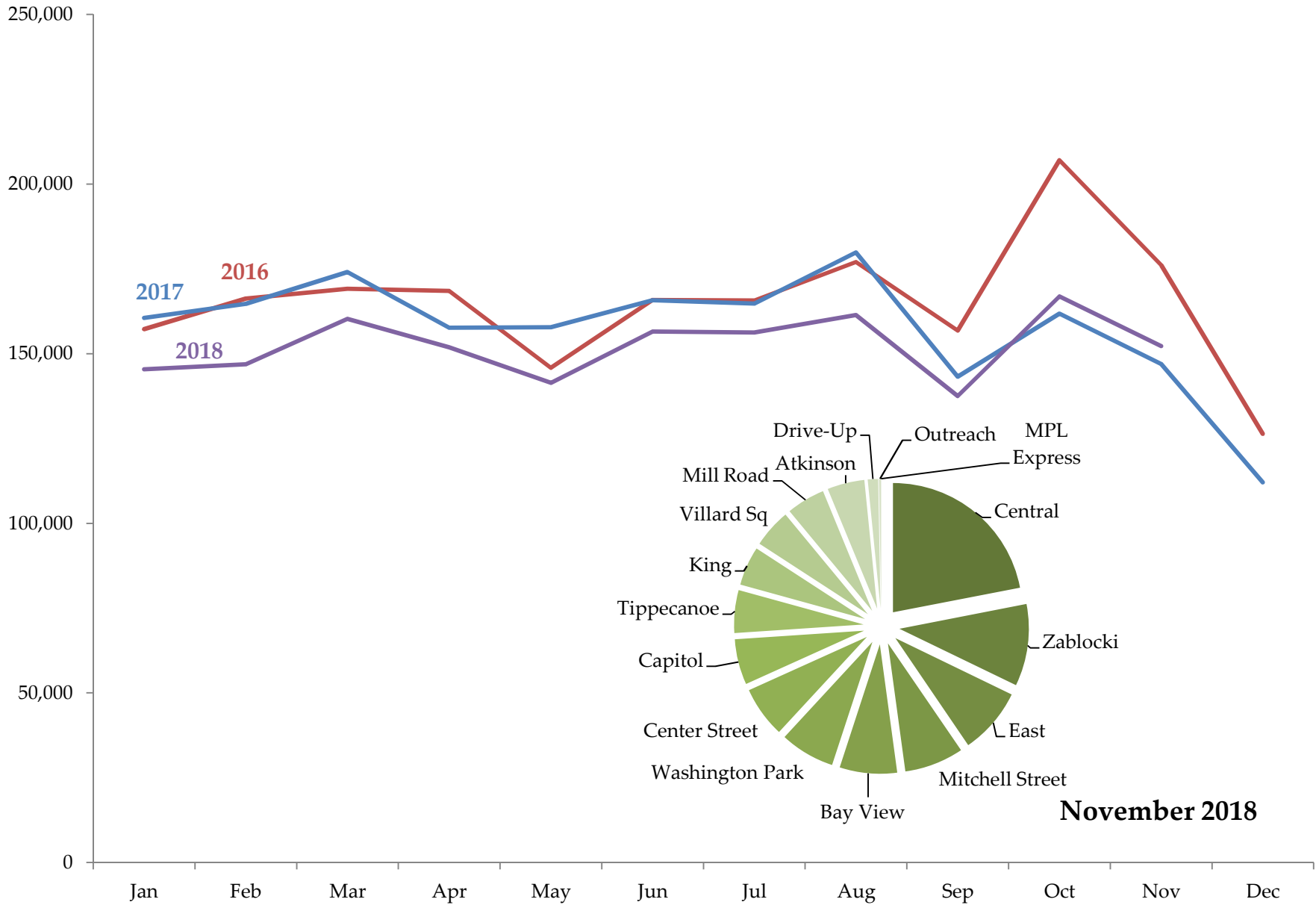
Marquette University visits **East** library. Lynne Shumow, Curator for Academic Engagement for the Haggerty Museum of Art, reached out to the manager of East library regarding a tour for her students. Beth Gabriel (Marquette University alum!) welcomed and gave a tour of the art installations at East library for the Art Honors students from Marquette. Attendance 20.

Teen Art Contest. The Teen Advisory Board (TAB) sponsored and hosted the first annual Teen Art Contest and Teen Gallery Night on December 10 and 11. TAB had 42 art pieces submitted and 120 community members attended the two night event to vote for their favorite piece and celebrate the teens who submitted work. The winners were announced on the second night and 4 out of the 5 were in attendance to receive their prize and be recognized. Total attendance: 162

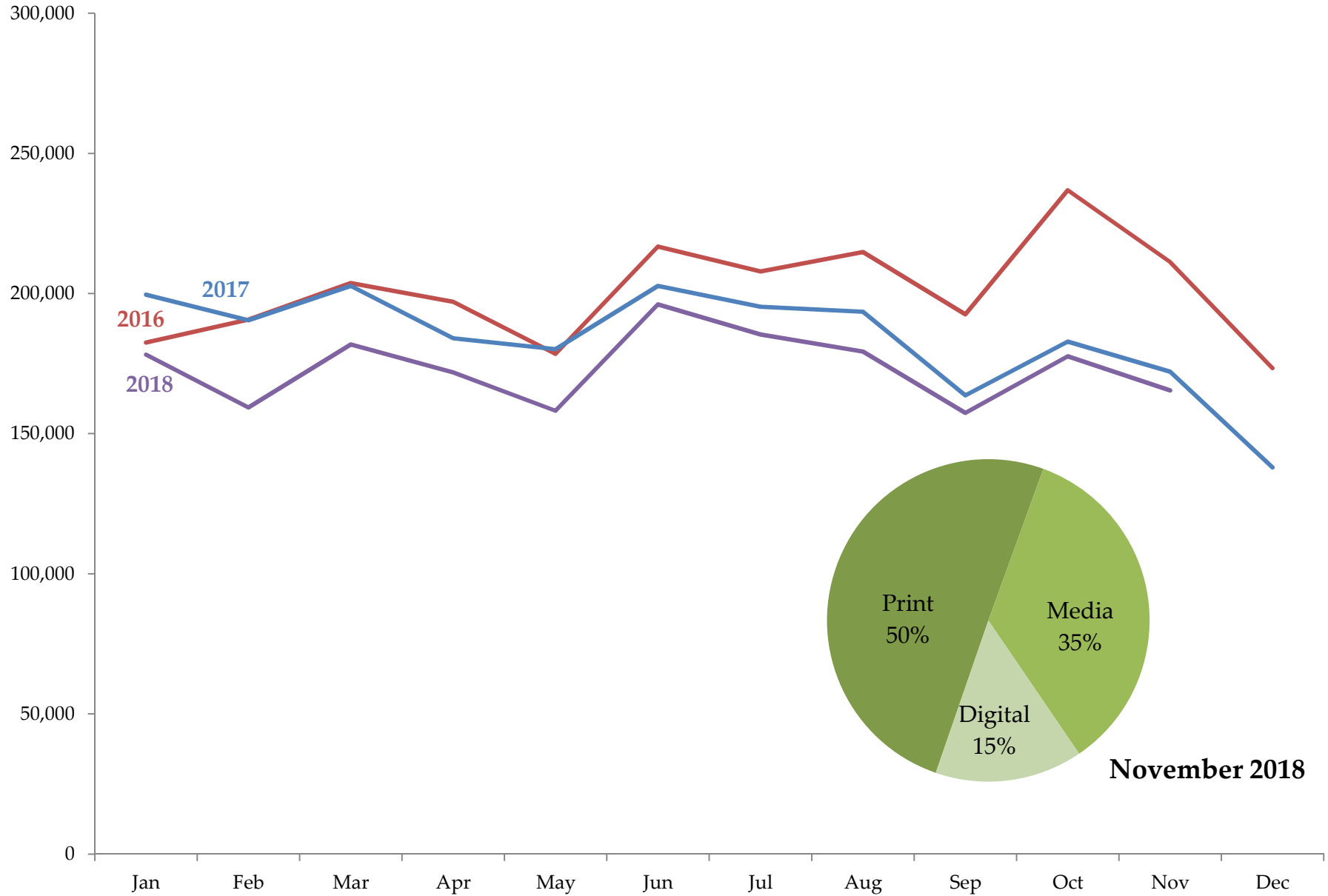
Veterans in Focus Exhibit and Meet and Greet. The exhibit Veterans in Focus: Exploring the Milwaukee Community through Photography was hosted at **Central Library** during the month of December. The exhibit contains photographs taken by veterans receiving treatment in the HUD/VASH (Housing Urban Development/Veterans Affairs Supportive Housing) and Mental Health programs and is part of the recreation therapy offered. The use of photography provided veterans with mental and/or physical health disorders many therapeutic benefits and introduced the basic photography techniques. On December 14 a meet and greet event provided an opportunity for the veterans to share their experiences in the therapy group and discuss their photos. Meet and greet attendance: 27.

City Records Center. Central Library Humanities staff, working in partnership with staff at Milwaukee's City Record Center, have successfully completed screening a backlog of 1500 boxes. Materials are reviewed for compliance with retention schedules, historic significance, and research value. November and December progress totaled 106 boxes of historic materials from Mayor Tom Barrett and several notable Aldermanic series. Active work on the project dates back to 2015.

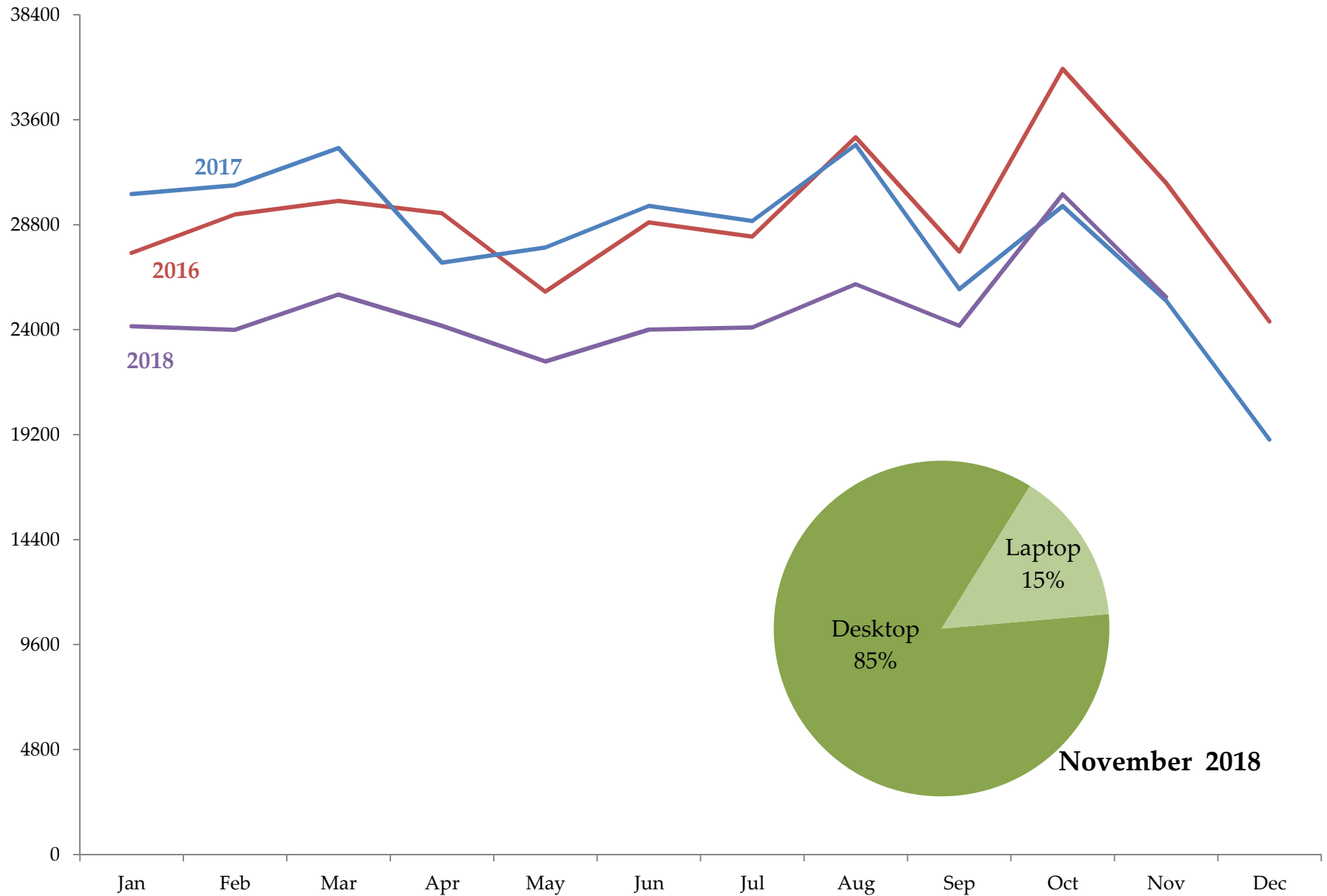
Milwaukee Public Library Visits



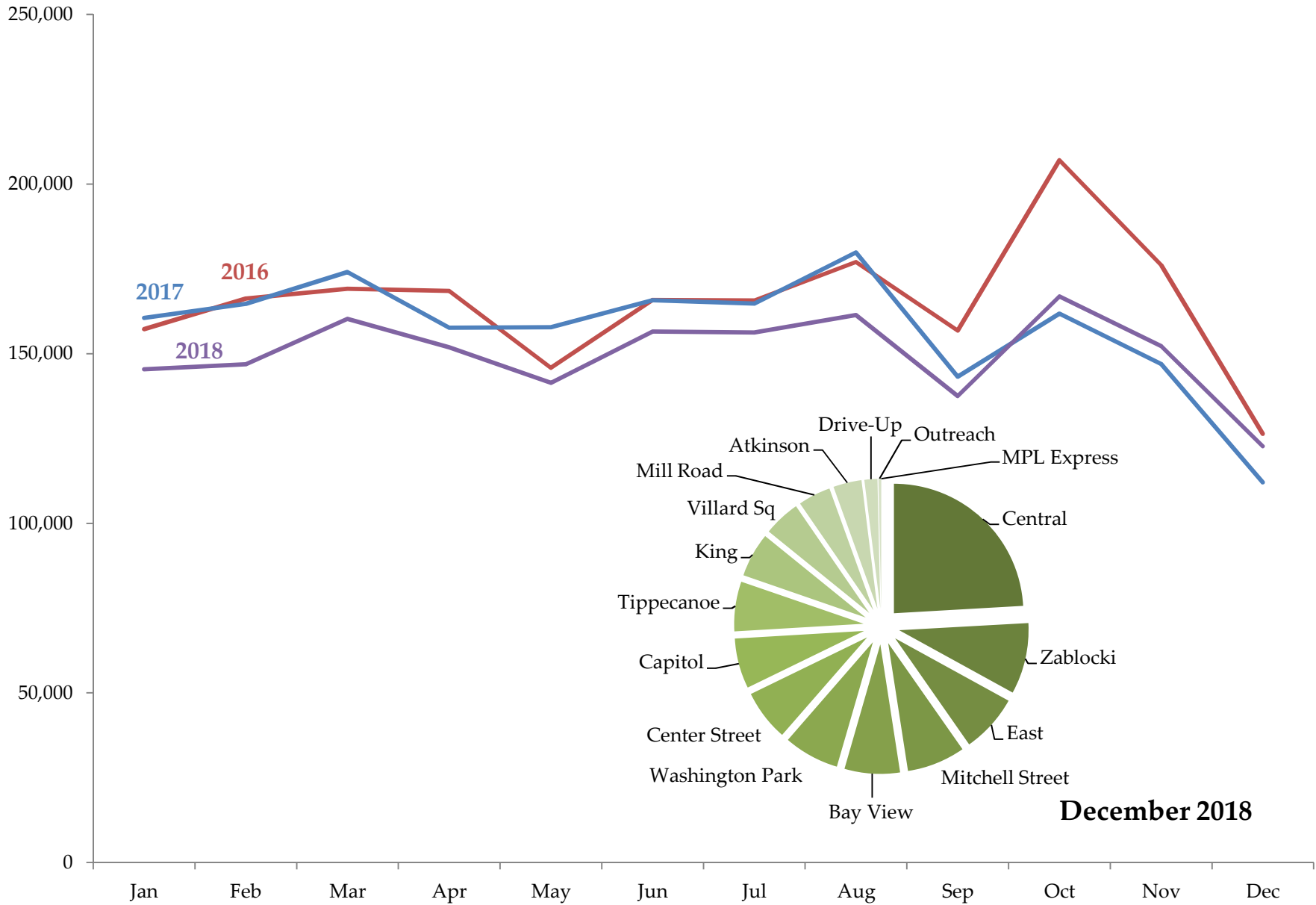
Milwaukee Public Library Circulation



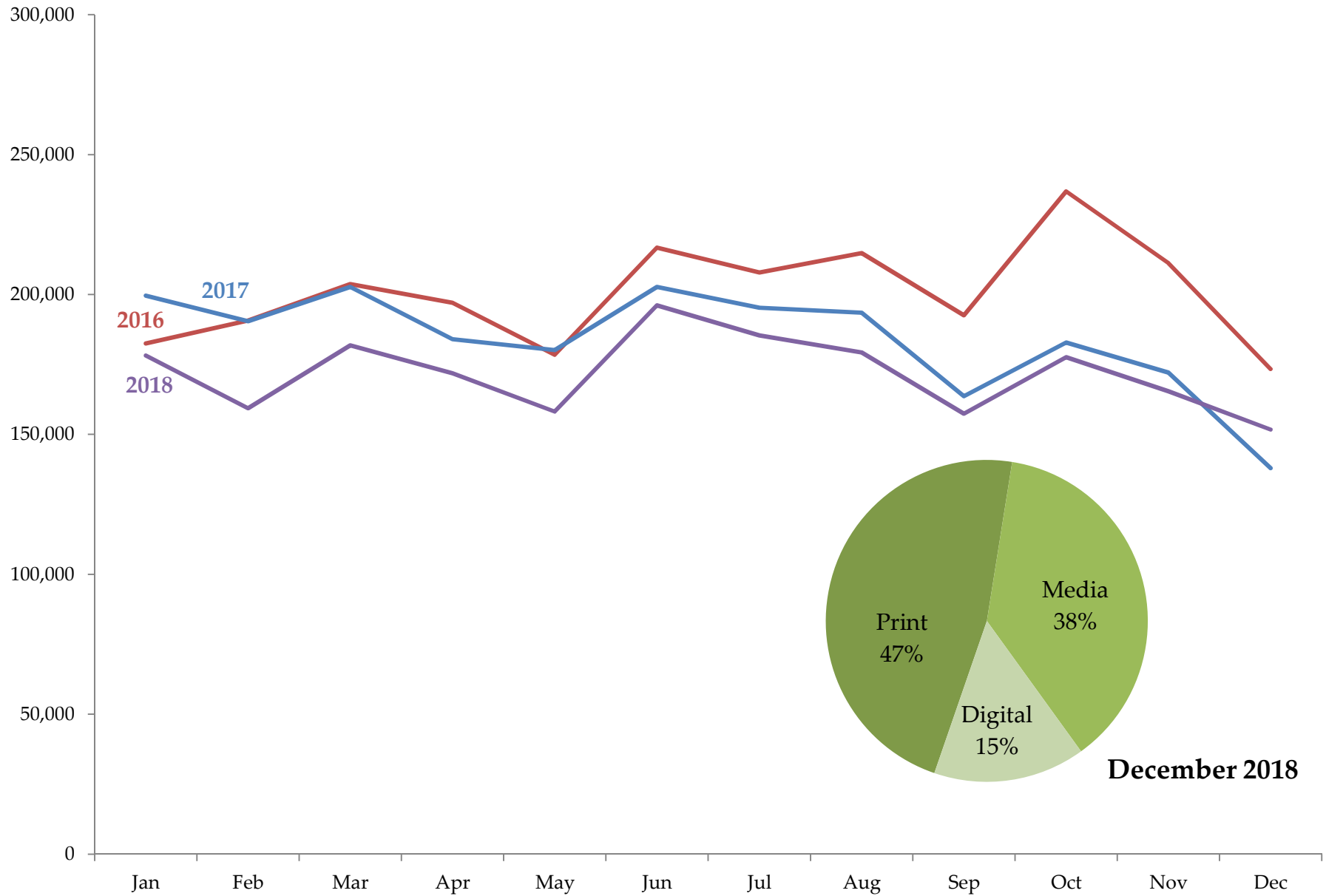
Milwaukee Public Library Hours of Computer Usage



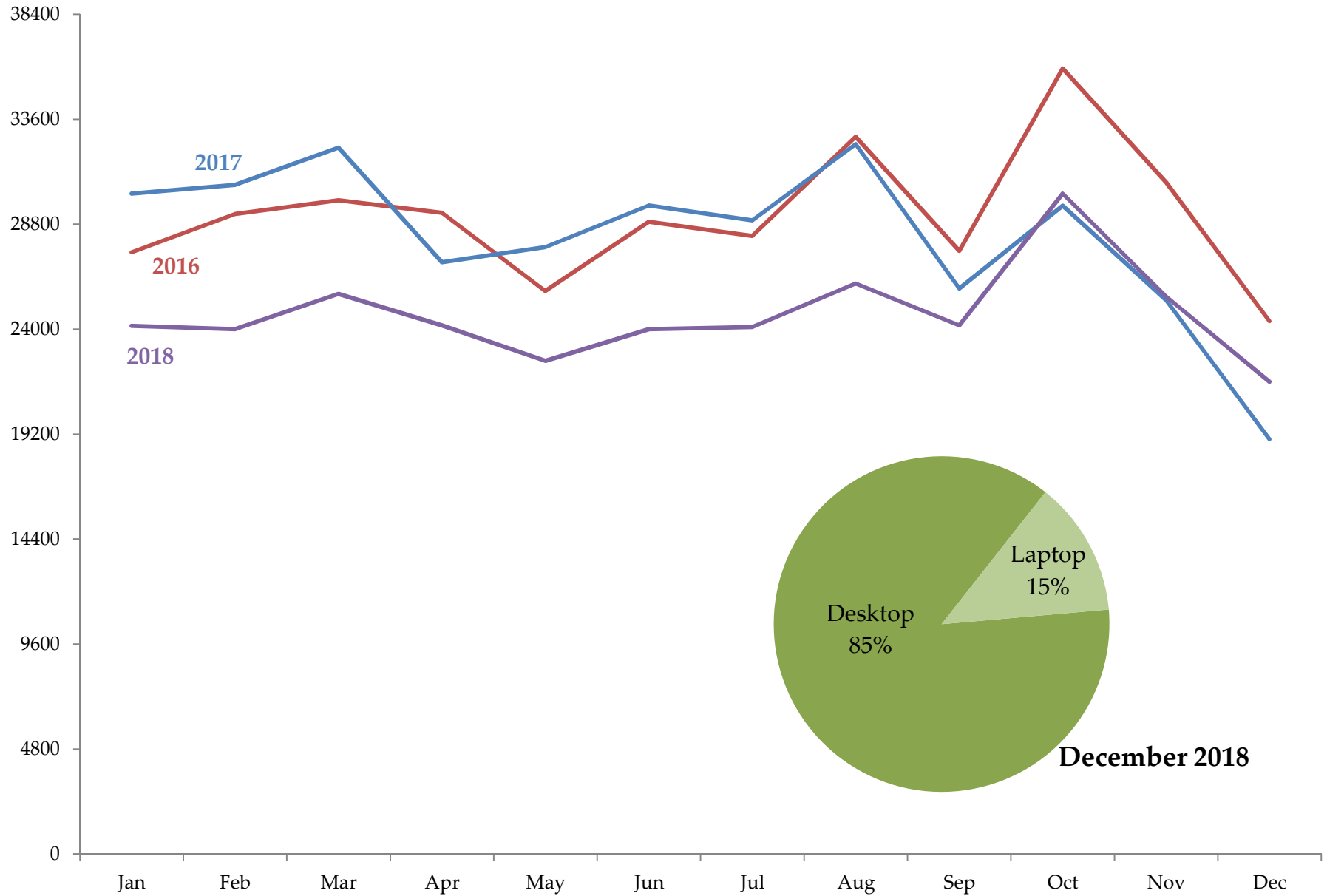
Milwaukee Public Library Visits



Milwaukee Public Library Circulation



Milwaukee Public Library Hours of Computer Usage



**Milwaukee Public Library
Computer, Internet, and Electronic Statistics
November, 2018**

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
	71,461	77,410	-7.7%	864,068	2,610,936	-66.9%

Database Hits*						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	9,276	5,390	72.1%	89,526	56,457	58.6%

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	9,752	8,632	13.0%	105,673	93,763	12.7%
Audiobooks	7,757	6,171	25.7%	81,715	64,856	26.0%

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	2,219	-13%	22,827	27,609	-17%

Milwaukee Patron Holds Placed Through CountyCat						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	38,808	38,032	2.0%	439,713	426,934	3.0%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	10,232	11,506	-11.1%	133,205	130,186	2.3%
Atkinson	967	848	14.0%	9,740	9,319	4.5%
Bay View	2,075	2,169	-4.3%	24,248	25,757	-5.9%
Capitol	1,771	1,707	3.7%	21,110	19,862	6.3%
Center Street	991	967	2.5%	11,325	10,521	7.6%
East	2,259	2,219	1.8%	25,678	23,783	8.0%
Martin Luther King	1,036	1,036	0.0%	11,754	10,150	15.8%
Mill Road	633	1,329	-52.4%	4,802	13,333	-64.0%
Mitchell Street	1,117	1,149	-2.8%	13,488	11,328	19.1%
Tippecanoe	2,122	1,989	6.7%	23,965	20,262	18.3%
Villard Square	1,011	843	19.9%	11,454	9,166	25.0%
Washington Park	1,133	1,036	9.4%	13,935	12,318	13.1%
Zablocki	1,975	2,096	-5.8%	23,877	23,194	2.9%
YCOS--Outreach	228	257	-11.3%	2,743	3,140	-12.6%
TOTAL	27,550	29,151	-5.5%	331,324	322,319	2.8%

*LibraryNow hits added in 2018

**2018 MPL calculation method modified to accommodate Public Web Browser upgrade and control fluctuating user numbers.

**Milwaukee Public Library
Computer, Internet, and Electronic Statistics
December, 2018**

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
	62,851	61,454	2.3%	926,919	2,672,390	-65.3%

Database Hits*						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	7,059	4,336	62.8%	96,585	60,793	58.9%

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	9,913	8,919	11.1%	115,586	102,682	12.6%
Audiobooks	8,174	6,694	22.1%	89,889	71,550	25.6%

Downloads of Digital Music through Freegal						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	2,140	2,184	-2%	24,967	29,793	-16%

Milwaukee Patron Holds Placed Through CountyCat						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	37,640	35,373	6.4%	477,353	462,307	3.3%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	10,851	9,443	14.9%	144,056	139,629	3.2%
Atkinson	801	680	17.8%	10,541	9,999	5.4%
Bay View	1,943	1,872	3.8%	26,191	27,629	-5.2%
Capitol	1,764	1,577	11.9%	22,874	21,439	6.7%
Center Street	923	773	19.4%	12,248	11,294	8.4%
East	2,043	1,856	10.1%	27,721	25,639	8.1%
Martin Luther King	985	836	17.8%	12,739	10,986	16.0%
Mill Road	663	366	81.1%	5,465	13,699	-60.1%
Mitchell Street	1,108	860	28.8%	14,596	12,188	19.8%
Tippecanoe	1,897	1,642	15.5%	25,862	21,904	18.1%
Villard Square	876	750	16.8%	12,330	9,916	24.3%
Washington Park	1,310	950	37.9%	15,245	13,268	14.9%
Zablocki	1,893	1,868	1.3%	25,770	25,062	2.8%
YCOS--Outreach	159	169	-5.9%	2,902	3,309	-12.3%
TOTAL	27,216	23,642	15.1%	358,540	345,961	3.6%

*LibraryNow hits added in 2018

**2018 MPL calculation method modified to accommodate Public Web Browser upgrade and control fluctuating user numbers.

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.*

County _____

The _____ Board of Trustees hereby states that in 2018, the
Name of Public Library

Name of Public Library System / Service

Indicate with an X one of the following two statements.

- Did** provide effective leadership and adequately meet the needs of the library.
- Did not** provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response. *Attach additional sheets if necessary.*

* The statement **may** be sent directly to LibraryReport@dpi.wi.gov or mailed to Wisconsin Department of Public Instruction, ATTN: Maria Ingraham, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by *Wis. Stat. s. 43.05(14)*, conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature	Name of President <i>Print or type</i>	Date Signed
➤		



Department of City Development
City Plan Commission
Redevelopment Authority of the City of Milwaukee
Neighborhood Improvement Development Corporation

Rocky Marcoux
Commissioner
rmarco@milwaukee.gov

Martha L. Brown
Deputy Commissioner
mbrown@milwaukee.gov

October 26, 2018

To the Honorable Members of the
Zoning, Neighborhoods and
Development Committee
City of Milwaukee
City Hall, Room 205

Dear Committee Members:

File No. 180907 declares the City-owned property at 1432 West Forest Home Avenue surplus to municipal needs and authorizes sale to Voces De La Frontera, Inc., in the 12th Aldermanic District.

This file authorizes the surplus declaration and sale of City-owned property according to the conditions in a Land Disposition Report pursuant to Section 304-49, Milwaukee Code of Ordinances.

Since the land is no longer needed by the City and facilitates future development on the site, the City Plan Commission at its regular meeting on October 22, 2018 recommended approval of the subject file.

Sincerely,

Rocky Marcoux
Executive Secretary
City Plan Commission of Milwaukee

cc: Ald. Perez

ATTACHMENT C - P. 1 of 4
6. Sale of Forest Home branch building
P. 41





City of Milwaukee Fiscal Impact Statement

A **Date** 9/25/2018 **File Number** _____ **Original** **Substitute**

Subject Resolution approving the surplus declaration and sale of the City-owned property at 1432 West Forest Home Avenue, in the 12th Aldermanic District.

B **Submitted By (Name/Title/Dept./Ext.)** Rocky Marcoux, Commissioner, DCD, x5800

C **This File**

- Increases or decreases previously authorized expenditures.
- Suspends expenditure authority.
- Increases or decreases city services.
- Authorizes a department to administer a program affecting the city's fiscal liability.
- Increases or decreases revenue.
- Requests an amendment to the salary or positions ordinance.
- Authorizes borrowing and related debt service.
- Authorizes contingent borrowing (authority only).
- Authorizes the expenditure of funds not authorized in adopted City Budget.

D **Charge To**

- Department Account
- Capital Projects Fund
- Debt Service
- Other (Specify) _____
- Contingent Fund
- Special Purpose Accounts
- Grant & Aid Accounts

	Purpose	Specify Type/Use	Expenditure	Revenue
E	Salaries/Wages		\$0.00	\$0.00
			\$0.00	\$0.00
	Supplies/Materials		\$0.00	\$0.00
			\$0.00	\$0.00
	Equipment		\$0.00	\$0.00
			\$0.00	\$0.00
	Services		\$0.00	\$0.00
			\$0.00	\$0.00
	Other	Property sale proceeds (see Section I)	\$0.00	\$450,000.00
			\$0.00	\$0.00
		TOTALS		\$ 0.00

F Assumptions used in arriving at fiscal estimate. _____

G For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	_____
<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	_____
<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	_____

H List any costs not included in Sections D and E above. _____

I Additional information. The \$450,000 property sale proceeds, less sale and closing expenses and a 30 percent disposition fee to the Redevelopment Authority of the City of Milwaukee, shall be credited to the appropriate Library Fund.

J This Note Was requested by committee chair.

Due Diligence Checklist
Address: 1432 West Forest Home Avenue

The Commissioner's assessment of the market value of the property.	<p>The property was constructed as the Forest Home Library in 1966. It's a 14,500 SF one-story building on a 41,948 SF lot. The property was appraised for \$650,000 on April 18, 2018. It was offered for sale through a competitive RFP process and only one Proposal was received from Voces De La Frontera, Inc. (Buyer) for \$450,000. The property is being sold "as is, where is," including all environmental and geotechnical conditions, without any guarantees.</p> <p>The purchase price for the Property is \$450,000.</p>
Full description of the development project.	<p>The Buyer proposes to occupy the property and rent two small office spaces. No changes will be made to the exterior, except repairs to broken glass windows and signage in the future. The Buyer plans to improve the interior to suit its organization at an estimated cost of \$100,000.</p> <p>The Buyer understands that the proposed project may require certain City approvals in addition to the approval of the Land Disposition Report. The closing is contingent upon the Buyer obtaining all necessary approvals and financing.</p>
Complete site, operations and landscaping plans and architectural renderings for new construction or redevelopment.	<p>No changes will be made to the exterior, except repairs to existing broken glass windows and signage in the future. The existing landscaping was approved by City Planning and will be cleaned up and maintained after closing.</p>
Developer's development project history.	<p>The Buyer will utilize contractors, as needed, for repairs and renovations.</p>
Capital structure of the project, including sources, terms and rights for all project funding.	<p>The purchase price is \$450,000, and the estimated renovation cost for the property is \$100,000. The Buyer has provided a Letter of Interest from Forward Community Investments (FCI) as its lender. FCI has a long history of lending to nonprofit organizations. FCI is a certified community development entity that receives New Market Tax Credit (NMTC) allocations. FCI will be working with the Buyer and plans to fund the loan via its NMTC loan pool. The Buyer also is exploring available City grants that may be applicable.</p>
Project cash flows for the lease term for leased property.	<p>The Buyer plans to rent two small offices spaces for \$500/month each. The Buyer provided a Letter of Intent to Lease space from Marc Christopher, an Attorney at Christopher & De Leon Law Office. The Buyer also provided a Letter of Intent to Lease space from Aurora Walker's Point Community clinic to provide mental health counseling, health and wellness activities and health education.</p>
List and description of project risk factors.	<p>The closing is contingent upon the Buyer obtaining all necessary approvals, financing and appraisal.</p>
Tax consequences of the project for the City.	<p>The Buyer anticipates investing \$100,000 on improvements. The property will be fully taxable. The deed of conveyance will contain a restriction prohibiting the Buyer or its successors from applying to the City for tax-exempt property status.</p>

NOTICE

Milwaukee County
Federated Library System
Board of Trustees

Monday, January 14th, 2019

9:00 A.M.

*This meeting will be conducted in the
conference room of the*
Milwaukee County Federated Library System
709 N. 8th Street
Milwaukee, WI 53233

AGENDA

1. Call to order
2. Adoption of agenda
3. Approval of minutes: the MCFLS Board of Trustees meeting on Monday, November 26th, 2018
Action [Attachment A](#)
4. Public comment
5. Library Directors Advisory Council—Report of the December 6th, 2018 LDAC Meeting
Action [Attachment B](#)

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aides.

Board of Trustees—Administrative reports requiring action

- | | | |
|--|--------|------------------------------|
| 6. Financial Report—November, 2018 | Action | Attachment C |
| 7. MCFLS Board of Trustees 2019 officers | Action | Attachment D |
| 8. Proposed Revisions to the 2019 MCFLS Budget | Action | Attachment E |
| 9. 2019 Interlibrary Loan Services contract between the Milwaukee County Federated Library System and the Milwaukee Public Library | Action | Attachment F |
| 10. 2019 MCFLS Director Goals | Action | Attachment G |
| 11. Proposed Revisions to the MCFLS Employment Handbook | Action | Attachment H |

Administrative Informational Items

- | | | |
|---|--|------------------------------|
| 12. MCFLS Strategic Planning Update. Second survey released January 7 th . | | Attachment I |
| 13. Letter from State Superintendent Evers approving the MCFLS 2019 annual system plan and confirming transmittal of the first of two system aid payments for calendar year 2019. | | Attachment J |
| 14. Library Legislative Day—Tuesday, February 12, 2019.
Register at: http://wla.wisconsinlibraries.org/legislative/legislative-day | | |
| 15. Director's Report | | Attachment K |

Next meeting date: February 18th, 2019, 9:00 a.m., MCFLS Conference Room



MILWAUKEE
PUBLIC LIBRARY

**SERVICES & PROGRAMS COMMITTEE
OF
THE LIBRARY BOARD OF TRUSTEES**

MEETING NOTICE AND AGENDA

SPECIAL MEETING

Thursday, January 10, 2019

10:00 a.m.

Central Library

Community Meeting Room 1

814 W. Wisconsin Avenue

Milwaukee, WI 53233

Committee Members: Chair Ald. Milele Coggs, Jennifer Smith, Sup. Marcella Nicholson, Ald. Michael Murphy; Paula Kiely, Secretary, Rebecca Schweisberger, Secretary's Assistant
(414) 286-3021

1. **Appeal from Patron Banned from the Milwaukee Public Library System For Six Months.** The Committee will hold a hearing regarding Jerome Johnson's ban and his appeal, for recommendation to the full MPL Board.

Attachment A, page 2

The Committee may move and vote to go into closed session pursuant to Wisconsin Statute 19.85(1)(a) to deliberate concerning the quasi-judicial hearing in the case of Jerome Johnson.

If the Committee convenes in closed session, it will reconvene in open session immediately thereafter to continue its regular open meeting agenda.

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

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

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

ATTACHMENT E - P. 1 of 1
8. Services & Programs Committee
Special Meeting
01/10/19
P. 47

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Thursday, January 3, 2019
Central Library Meeting Room 1**

PRESENT: Dir. Mark Sain, Ald. Nik Kovac, Joan Prince, Jim Marten, Paula Kiely

OTHERS

PRESENT: MPL: Sam McGovern-Rowen, Rebecca Schweisberger
Young Development Group: Lavelle Young
Haywood Group: Kalan Haywood, Steven DeVougas
JLA Architects+Planners: Rafeeq Asad

Committee Chair Mark Sain called the MPL Board of Trustees Building & Development Committee meeting to order at 4:01 p.m. on November 20, 2018 with a quorum present.

1. **Committee Meeting Minutes from November 20, 2018.** Chair Sain entertained a motion to accept the minutes, listed as attachment A of the agenda. Trustee Marten moved approval and Trustee Prince seconded. Motion passed.
2. **Martin Luther King Branch Library.** Library Construction Project Manager Sam McGovern-Rowen shared a drawing from JLA Architect Joe Lee, which included square footage and ceiling heights for a proposed library within the Garfield Theater building. Discussion ensued about the building layout, possible configuration, and viability as a library. The development team joined the discussion to answer questions about some of the renovation possibilities. The Committee requested more information about the cost to remove or adjust the wall between the lobby and theater space, as well as the cost per square foot to create a white box that would meet MPL specifications. Chair Sain would like this information available for discussion at the full Board meeting. Additional questions from Committee members can be sent to the Library Director's office. Following a recommendation by Library Director Paula Kiely, Chair Sain moved to approve hiring an architect to serve as a consultant to the Board on this proposal. Trustee Prince seconded. Motion passed.
3. **Good Hope Branch Library.** This item was held until the next meeting, per request from Library Director Paula Kiely.
4. **Capitol Branch Library.** The Request for Proposal was issued on December 20, 2019 and is due by January 20, 2019. The responses will be reviewed internally and ideally a proposal will be selected for Board approval in March 2019. An open house will be held on January 14, 2019 to allow interested developers the opportunity to ask questions and gather additional information about the project. Another community open house will be held in February 2019. Informational item.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 8:42 a.m. on January 3, 2019.
