

MILWAUKEE

PUBLIC LIBRARY

Vision

MPL is an anchor institution that helps build healthy families and vibrant neighborhoods – the foundation of a strong Milwaukee.

Mission

Inspiration starts here – we help people read, learn, and connect.

BOARD OF TRUSTEES REGULAR MEETING

John Gurda, President

Michele Bria, Vice-President

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 April 25, 2017

4:30 p.m.

Central Library

Meeting Room 1

814 West Wisconsin Avenue

Milwaukee, WI 53233

AGENDA

PUBLIC COMMENT

RESOURCES / RECOMMENDATIONS / RESEARCH

1. **New Partnership: Social Worker in the Library.** Deputy Director Joan Johnson will share information about a new partnership that has resulted in a social worker being available to Central Library patrons.

CONSENT AGENDA

Attachment A, page 3

2. **Regular Board Meeting Minutes March 28, 2017.**
3. **Committee Reports.**
Finance & Personnel Committee Meeting Minutes April 5, 2017
4. **Administrative Reports.**
 - a. Personnel Actions
 - b. Financial Report
 - c. Library Director's Reports

REPORTS

5. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac, Resource Library Representative, will report on the April 17, 2017 MCFLS Board meeting.
6. **Building and Development Committee.** Chair Michele Bria will provide a report from the April 6, 2017 meeting regarding the Mitchell Street, Mill Road/Good Hope, Martin Luther King and Capitol project updates.

Attachment B, page 30

7. **Finance and Personnel Committee.** Chair JoAnne Anton will forward a committee recommendation from their April 25, 2017 meeting to approve an updated MPL Trust Fund Investment Policy.
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) Project Update.** Director Kiely will update the Board on survey teams and other activity related to the Public Library System Revision project.

NEW BUSINESS

10. **Library Now.** The Board will review and discuss the 1st quarter results of this Milwaukee Public Library / Milwaukee Public Schools partnership.

Attachment C, page 32

STRATEGIC DISCUSSION

11. **Partnership for Communit Building.** The Board will continue to discuss the idea of library as convener, bringing groups together to collaborate on issues of common concern.

REMINDER: Next scheduled meetings are:

May 1, 2017 – Services and Programs Committee – Central Library 5:30 p.m.

May 4, 2017 – Building and Development Committee – Central Library 8:00 a.m.

May 23, 2017 – Regular Meeting – Bay View Library 4:30 p.m.

UPCOMING EVENTS:

April 27, 2017 – Scam Prevention at Zablocki, presented by Milwaukee Police Department

May 5, 2017 – Friends of MPL Literary Lunch featuring Elizabeth Strout

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 March 28, 2017
Central Library Meeting Room 1
814 West Wisconsin Avenue
Milwaukee, WI 53233**

PRESENT: JoAnne Anton, Michele Bria, Ald. Milele Coggs, Sharon Cook, John Gurda, Ald. Cavalier Johnson, Ald. Nik Kovac, Chris Layden, Sup. Marcelia Nicholson, Joan Prince, Dir. Mark Sain, Jennifer Smith, Paula Kiely

EXCUSED: Chris Layden

STAFF: Eileen Force Cahill, Kristina Gomez, Joan Johnson, Dawn Lauber, Sam McGovern-Rowen, Crystal Sura, Kelly Wochinske

OTHERS Tea Norfolk, Legislative Reference Bureau

PRESENT: Doug Barnes, Zimmerman Architectural Studios

President Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:32 p.m. on March 28, 2017 with a quorum present. Trustee Coggs participated by conference phone. Trustees Johnson and Prince were excused at 5:45 p.m.

PUBLIC COMMENT None.

SPECIAL COMMUNICATION

1. **New Trustee Introduction.** President Gurda introduced Supervisor Marcelia Nicholson, a new trustee appointed by County Executive Chris Abele and Ms. Jennifer Smith, a new trustee appointed by MPS Superintendent Darienne Driver. Informational item.

RESOURCES / RECOMMENDATIONS / RESEARCH

2. **The Big Read.** Programming Librarian Kristina Gomez shared information about the city-wide Big Read featuring *In Time of the Butterflies* by Julia Alvarez. She explained that as part of the National Endowment for the Arts (NEA) Big Read 2017, MPL will present a variety of events, programs, and discussions connected to the featured book. The MKE Big Read will run from April 1-May 13, 2017. A kickoff is scheduled for April 8, 2017 at Central Library. Informational item.

CONSENT AGENDA

3. **MPL Board Committee Assignments.**
4. **Regular Board Meeting Minutes January 24, 2016.**
5. **Committee Reports.**
 - a. Services and Programs Committee Meeting Minutes February 6, 2017

6. **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 B, pages 5-40 of the agenda. President Gurda entertained a motion to approve. Trustee Prince moved and Trustee Sain seconded a motion to approve the Consent Agenda. Motion passed.

REPORTS

7. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac, Resource Library Representative, reported on the February 13, 2017 and March 20, 2017 MCFLS Board meetings. He said there was discussion at the Board meeting regarding the Milwaukee City Identification card and how that would be used in system libraries for identification, as reported from the Library Director's Advisory Council. There was discussion regarding the MCFLS Strategic Plan revision process. MCFLS Director Bruce Gay's performance was reviewed in executive session. Informational item.

-
8. **Building and Development Committee.** Committee Vice-Chair Mark Sain provided the report for the March 2, 2017 regarding the Mitchell Street Project Development Agreement and selection of the architect for the interior of the new library replacing the Mill Road branch. Referring to attachment C, page 41-46 of the agenda, Trustee Sain summarized the minutes of the meeting. The committee recommends approval of an amendment to the Development Agreement and Lease to accommodate the resequencing of certain library shell work to achieve efficiencies. Trustee Cook moved and Trustee Sain seconded the motion to approve the amendment to the Mitchell Development Agreement and Lease. Motion passed.

Library Construction Project Manager Sam McGovern-Rowen said the committee heard presentations from three architectural firms for the design and construction of the new library to be housed in a mixed-use building at 7717 West Good Hope Road. After deliberating in executive session, the committee moved to recommend the architectural contract for the design and construction of the new branch to Zimmerman Architectural Studios, Inc. For the benefit of the full Board, Mr. Barnes and Mr. McGovern-Rowen reviewed Zimmerman's presentation which included a master plan, a conceptual design and "The Beacon" design concept. After a brief discussion, Trustee Sain moved and Trustee Cook seconded a motion to award the contract for the design and construction of the Mill Road / Good Hope Road Redevelopment Project to Zimmerman Architectural Studios, Inc.

NEW BUSINESS

9. **Library Name.** President Gurda said the new library on 9th and Mitchell Street will open this fall and the issue before us is what to call it and the proposal is to name it Mitchell Street. Director Kiely referred to the Policy for Naming Milwaukee Public Library Facilities and Designated Areas of Facilities, attached D, page 47 of the agenda. Trustee Cook moved and Trustee Anton seconded a motion to name the new library the Milwaukee Public Library Mitchell Street Branch. Motion passed.

-
10. **Department of Public Instruction 2016 Annual Report and Statement Concerning Public Library System Effectiveness.** Director Kiely referred to the Wisconsin Department of Public Instruction Public Library Annual Report, attachment E, page 48-56 of the agenda. A document titled State Department of Public Instruction 2016 Public Library Annual Report Highlight – Five Year Trends was distributed and is attached at the end of these minutes. The Trustees reviewed the changes in total staff, City/MPL funding, materials funding, outreach programs and e-content between 2012 and 2016. It was noted that library card holders increased by approximately 8% which corresponds with the Library Card Campaign. Trustee Cook asked about the impact of the LibraryNOW program on that increase. LibraryNOW offers complete digital access to MPL resources to every Milwaukee Public Schools student. Director Kiely explained that the LibraryNOW program did have a significant impact on growth; however, MPL did a major clean-up of accounts after the fine forgiveness program in 2016. A quarterly report on MPS library card distribution and data on how the students are using their cards will be presented in April of 2017. President Gurda entertained a motion to accept the Annual Report and forward it to the State. Trustee Prince moved and Trustee Kovac seconded the motion. Motion passed.
- Director Kiely said that the report includes a statement that gives an evaluation of the Milwaukee County Federated Library System (MCFLS) and is provided to the state. Director Kiely asked the Board for approval to indicate that MCFLS has met MPL's expectations of cooperation and is satisfied with the leadership. Trustee Anton moved approval and Trustee Sain seconded the motion. President Gurda signed the official document that will be sent to the Wisconsin Department of Public Instruction, Division for Libraries and Technology. Motion passed.

STRATEGIC DISCUSSION

11. **Impactful Library Programs and Measurement.** A document titled Discussion Notes – 2016 Violence In Sherman Park Area from the September 27, 2016 Board meeting, revised to include Library Board Ideas, was distributed and is attached at the end of these minutes. President Gurda led the conversation by asking what role the library plays in addressing the pressing problems of the city. What are the priorities that the library has and where are we best positioned to serve the city's needs? He noted that in the recent past, the library has been proactive in programs and services relating to specific neighborhoods by listening to community partners to find out how the library can support their efforts. The Library Board Ideas and library administration's response were reviewed. Director Kiely said that the library's Summer Reading Program begins in May and outreach to schools and other organizations has begun. Early literacy continues to be a priority. The library needs to consider ways to maintain programs and services with a constraint on budgets. Trustee Sain noted that after-school programs at community learning centers statewide are at risk under the federal proposed budget which will have an overall impact on communities. It would be beneficial to be on the forefront for grants and other support. Discussion ensued regarding collaborative partnerships, programming to assist community uplifting, marketing libraries as meeting places and safe spaces, promoting volunteer opportunities, and having a library presence at neighborhood events.

Director Kiely distributed a document on the Institute of Museum and Library Services (IMLS) funding, attached at the end of these minutes. She informed the Trustees that IMLS has been slated to be eliminated in the proposed federal budget. MCFLS receives indirect

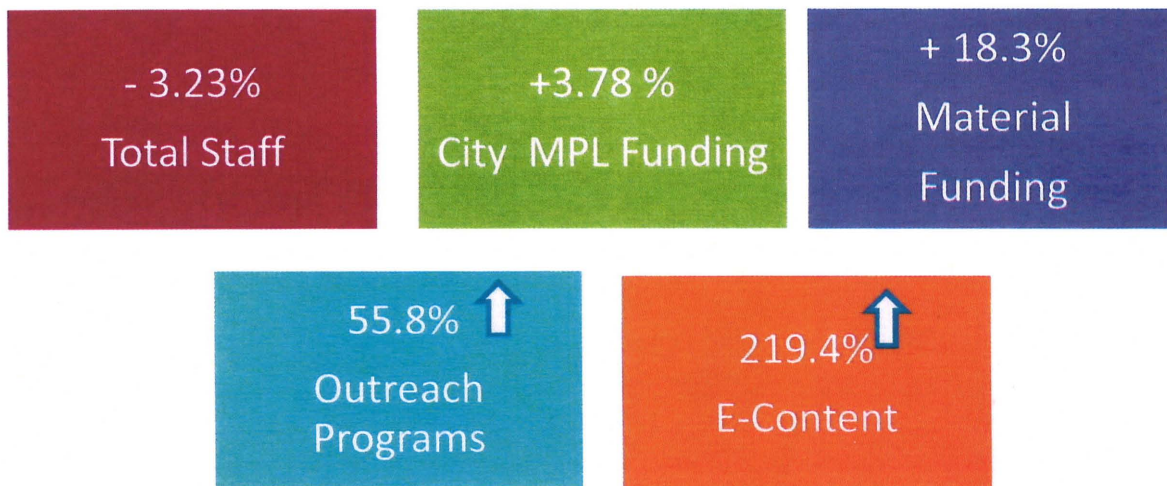
11. **Impactful Library Programs and Measurement**. (continued)
funding from them through the Wisconsin Department of Public Instruction Division for
Libraries and Technology which could have an impact on MPL. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of
March 28, 2017 was adjourned at 6:00 p.m.

State Department of Public Instruction 2016 Public Library Annual Report

Highlights – Five year trends

- Investment focus is on materials, programming, and new content formats.
- Recession and budget cuts led to lower staffing and hours; branch hours increased by 8% in 2016.
- Traditional patron visits down -16.97% and traditional circulation of physical materials is -11.53%.



Between 2012 and 2016 (2011-2016):

- Library card holders +15.13% (+7.81%)
- City of Milwaukee – MPL budget +3.78%
- Salaries +2.8%; Fringe benefits -5.9%
- Staffing -3.23%
- Materials expenditures +9.23% (includes multiple funding sources)
- Spending on e-content +26.1%
- Public programming attendance +10.37% (+5.4%).
- Circulation of print materials +2.4% in 2016, but -15.27% over past 5 years due to increased popularity of E-content.



Discussion Notes – 2016 Violence in Sherman Park Area

Underlying Issues

- Poverty
- Unemployment
- Lack of Education
- Illiteracy
- Hopelessness
- Institutional Racism
- Criminal Justice System
- Mental Illness
- Transportation - driver's licenses
- Substance abuse
- Homelessness
- Lack of childcare
- Underemployed
- Family breakdown
- Lack of recreation & access
- Nutrition
- Digital divide
- MPL staff capacity
- Mistrust of MPD, MPL
- Library Policies
- Blocked library cards
- Intergenerational poverty

Impactful Library Programs and Potential Enhancements/New Services

Current

- Forgiveness Campaign
- Teen Services – Internship Program
- Computer Classes
- Digital Access
- Community Building – Programming, Meeting spaces, Saturday Programming
- Program design based on user needs

Enhance

- Books2Go & Ready to Read
- Expansion of job labs
- Bookmobile/mobile outreach
- “Loud” programming at Branches

New

- Offer Online High School Diplomas
- Social worker in Libraries
- Citizenship Classes
- Healthy Living choices

Policy Related

- Policy change – Permit computer use regardless of fines

(OVER)

Library Board Ideas

1. Meet with Reggie Moore about Parks Group – **Completed. Parks group not a formal organization. Staff continue to be in touch with him.**
2. Enhance Summer Reading Participation – Analyze current rates of participation by zip codes – **Data compiled and results are being analyzing. Planning underway to reach specific youth this summer.**
3. Enhance Summer School Partnerships – **Currently work with Community Learning Centers; will explore Summer School partnerships for coming summer. Targeting specific schools and reaching out to MICAH.**
4. Add Job Essential skills to training curriculum. **Exploring idea for next fall. Need partner.**
5. Employ Youth Workers and Peer Mentors **\$25,000 in funding received through city budget process to employ 10 teen interns. Hiring underway. Fourteen summer youth workers requested.**
6. “Reasons for Hope” – GMF Mini Grants **Will seek funding for the June round of grants to provide programming.**
7. Programming for 18-30 Year Olds **Resources are not readily available for this. Focus has been on children, teens, and adults seeking jobs. Could use Reasons for Hope application to support. Under discussion.**
8. Promote Wi-Fi, computers; come inside. **Heavily used due to LibraryNow. Learning to respond to increased demand.**
9. Expand hours as an opportunity to have a place with the neighborhood for youth to go. **Added one day of serve to 6 branches in 2016. All now open 6 days per week.**
10. How proactive should MPL be in reaching out to people who aren’t necessarily interested in being served? **Focus on target audiences: families with youth children.**
11. Expand Library Loud events to neighborhood libraries. **Two branches identified for major programs in 2017, to be funded by MPLF. Meeting with C-K tomorrow.**
12. Communicate with district alderman where the unrest took place. He may have ideas on how the MPL can play a role in the neighborhood, recognizing MPL needs to stay true to its mission. **Met with Ald. Rainey last fall. Have requested a follow-up meeting with him to talk about upcoming summer and MPL youth programs.**
13. With anything the library does attempting to reach a specific population, look at not only the products and services, but also the way in which you market the services to specific audience. **Market data reviewed; will seek consultation from partners.**

14. Develop staff to work with youth development, mentoring, coaching. **Teen outreach specialist for advice.**
15. Convene Milwaukee Police Department and Community with MPL hosting. **Will pursue this idea with District Council members. Will seek Trustee support and attendance.**
16. MPL outreach to youth programs, such as school organized sporting events or family activities. **Outreach team to schedule based on availability.**
17. Have an intentional and specific conversation with the community group that works with the young people in Sherman Park, on a voluntary basis, and determine what would be within the purview of MPL to provide. **Target library service areas with highest number of security incidents: Center Street, Washington Park, Villard, and Atkinson.**
18. Listen to the community partners and find out how the library can support their efforts within our vision and mission and what we have been successful in doing. **(See # 15 and 17)**
19. Peer Mentors. People may want to help with volunteer hours. **Will discuss with branch managers and volunteer coordinator.**
20. Provide educational programs focusing on the essential skills to prepare to be lifelong learners, responsible and productive citizens. **Needs further discussion.**
21. Address poverty, unemployment and lack of education. Partner with MATC with formal tutors at libraries to attain a GED focusing on 18-30 year olds. **Seeking funding for Career Online High School.**

Revised 9/29/2016



IMLS FUNDING SUPPORTS VITAL SCHOOL AND PUBLIC LIBRARY SERVICES TO WISCONSIN CITIZENS

The Institute of Museum and Library Services (IMLS) provides Wisconsin with just under \$3 million annually to support all the services below and assist schools and public libraries in meeting the needs of the state's citizens.

Elimination of the IMLS will impact the following services to state residents:

State Library Agency Activities (20.8 Total FTE; 13.45 FTE funded by LSTA, or 65% of total staffing)

- **Statewide Technology and Resource Sharing (9.6 FTE that manage these services would be eliminated)**
 - BadgerLink online database management
 - Contract management, software support, patron authentication, customer service and training of library staff and patrons
 - WISCAT/Interlibrary Loan system management
 - *Note: Interlibrary Loan service is required by state statute*
 - Referral of interlibrary loan requests for patrons of libraries that rely on WISCAT for management of interlibrary loan
 - Contract management, software configuration and troubleshooting, customer service, training for library staff
 - Maintenance and circulation of a state library collection
 - Wisconsin Document Depository Program/Digital Archives system management
- **Basic library development support (3.85 FTE out of 6.0 FTE)**
 - Wisconsin public library jobseeker support web site, in collaboration Wisconsin job centers
 - Online WISELearn educational digital repository used by teachers and parents
 - Legal consultation to public libraries and public library systems on issues like municipal relations, personnel management and training, and statutory requirements of library systems and local libraries
 - Literacy support for families with young children, school age students, and young adults
 - Inclusive services for library patrons of all ages
 - Public library broadband and technology services such as teaching youth and adults computer coding skills
 - Data collection and use including statutorily-required public library and library system annual reports
 - Continuing education for library staff including training new library directors
 - Management of statewide procurement projects like the school ebooks consortium effort
 - Coordination of the Wisconsin LSTA program including all grants to local libraries

- **Coordination and support of statewide bodies responsible for setting high level library policy in Wisconsin such as the Governor's Council on Library and Network Development (COLAND)**

Software systems (\$595,068 in 2016)

- WISCAT interlibrary loan software
- Out of state and academic library interlibrary loan software
- BadgerLink user authentication, links and system management software
- Job skills, training, and test preparation online resources for libraries

Grants to local libraries and library systems (\$815,450 in 2016). Examples of grants to local libraries:

- Libraries in Waukesha and Jefferson counties receive assistance to offer service to the 88,000 people for whom using the library is limited or difficult
- Libraries in Dane County provide educational/therapeutic programming for 7,000 persons living with dementia and their caregivers, in partnership with the local Aging and Disability Resource Center
- Libraries in Janesville, Rock County assist parents to further their parenting and family skills and provide for early learning engagement of preschoolers
- Libraries in Milwaukee receive funds to provide greater learning resources for students living in poverty
- Libraries in western Wisconsin receive funds to meet the needs of library patrons living in poverty or who are homeless

March 17, 2017

Kurt J. Kiefer, Assistant State Superintendent

Division for Libraries and Technology

Wisconsin Department of Public Instruction

P.O. Box 7841

Madison, WI 53707-7841

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MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

March 30, 2017

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

Fm: Paula A. Kiely, Library Director

Re: Finance & Personnel Committee Meeting
Wednesday April 5, 2017, 4:00 p.m.-5:00 p.m.
Central Library Meeting Room 1, 814 W. Wisconsin Avenue

MEETING NOTICE AND AGENDA

1. **2018 Budget.** City Budget Director Mark Nicolini will discuss the outlook for the library's 2018 Budget.
2. **Financial Statements and Auditors' Report.** The Financial Statements and Independent Auditors' Report of the Milwaukee Public Library Trust Fund for calendar year 2016 will be presented for approval and recommendation to the full Board.
3. **Quarterly Review of Fund Investments.** Mr. Richard Romero and Mr. Wayne Sattler of US Bank will review the performance of the Trust Fund investments and offer suggestions for maximizing returns.
4. **Quarterly Report of the Internal Control of the MPL Trust and Gift Funds.** Assistant Director of Library Operations Jennifer Meyer will report on internal accounting management.
5. **MPL Trust Fund Investment Policy.** The committee will review a draft of the revised investment policy as it relates to financial and investment objectives and asset allocation guidelines for consideration by the full Board.

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ATTACHMENT A-P. 11 of 27
MPL CONSENT AGENDA
3.Finance & Personnel 04/05/17

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

PRESENT: JoAnne Anton, Ald. Chevy Johnson, Ald. Milele Coggs, Joan Prince,
Paula Kiely

EXCUSED: Chris Layden

STAFF

PRESENT: Sarah Leszczynski, Jennifer Meyer Stearns, Crystal Sura

OTHERS Mark Nicolini, Budget & Management

PRESENT: Eric Pearson, Budget & Management
Wayne Sattler, U.S. Bank
Katie Reilly, Reilly Penner & Benton LLP

Chair JoAnne Anton called the meeting of the Board of Trustees Finance & Personnel Committee to order at 4:08 p.m. on Wednesday April 5, 2017 with a quorum present.

1. **2018 Budget.** The City's Budget and Management Director Mark Nicolini addressed the committee and described the City's fiscal challenges for the coming years. These include higher employer pension contributions, increased debt service, increased employee health care costs, and minimal growth in revenues. Five years ago the City adopted a stable pension contribution policy, which has stabilized annual funding levels. In 2018, a new five-year funding scheme will be developed and annual required contributions could increase significantly. In addition, federal grant and aid appropriations have not yet been established, the State's biennial budget will not be finalized until July, and State Shared Revenue continues to decline. As a result, budget development becomes more challenging and unlike 2018 unlike previous years where cost-to-continue budgets were submitted, department requests will reflect targeted goals. Request are due in May. Informational item.

2. **Financial statements and Auditors' Report.** The Trustees received the Milwaukee Public Library Trust Fund Audited Financial Statements for the year ended December 31, 2016 prior to the meeting. Ms. Katie Reilly from Reilly Penner & Benton LLP reviewed the report. Ms. Reilly stated that the auditor's issued an unmodified opinion on MPL's financial statements based on their audit. All statements were presented fairly and no concerns were noted. She added that library staff were cooperative and suggested a journal entry review process to improve internal controls. That process had been taking place and has since been added to the official procedure. Trustee Prince moved approval of the 2017 Independent Audit Report as prepared by Reilly Penner & Benton LLP. Trustee Johnson seconded the motion. Motion passed.

3. **Quarterly Review of Fund Investments.** The Board received the U.S. Bank Institutional Trust and Custody quarterly report for MPL dated April 5, 2017 prior to the committee meeting. U.S. Bank Senior Portfolio Manager Wayne Sattler provided a market overview. The investment performance of the trust fund for the period ending February 28, 2017 was reviewed. The portfolio overview was summarized. The committee accepted the report. Mr. Sattler also had an opportunity to review the draft Board of Trustees – Milwaukee Public Library Trust Fund Investment Policy and suggested a few minor revisions for clarity. Informational item.

4. **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 – Fourth Period 2016, 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. The memo, the Balance Sheet as of February 28, 2017 and the Revenues and Expenditures dated January through February 2017 are attached at the end of these minutes. Informational item.

5. **MPL Trust Fund Investment Policy.** The committee received the revised draft of the Board of Trustees – Milwaukee Public Library Trust Fund Investment Policy prior to the meeting. Ms. Meyer Stearns noted that the policy was revised with consideration to the comments made by the Finance and Personnel Committee members at the January 24, 2017 meeting. She added that library administration researched library specific trust fund policies and crafted this policy based on the research from the policies that had funds similar in size and time horizon as MPL's. Another investment advisor also provided some guidance. The revision includes prohibiting specific categories of investments, clarification of the role of the Board in managing the Fund, and the role of the investment manager and his accountability to the Board to meet the policy as established. The asset allocation sets forth the approved Strategic Allocation of funds. After a brief discussion, the committee requested that a final draft with recommended changes, made by the portfolio manager, be presented for approval by the committee at a brief meeting scheduled before the regular meeting of the Board in April. The committee will then make their recommendation to the full Board at their regular meeting on April 25, 2017. Informational item.

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 4:56 p.m. on Wednesday April 5, 2017.



MEMORANDUM

Date: March 27, 2017

To: Paula A. Kiely, Library Director

From: Jennifer Meyer, Assistant Director Library Operations

Re: Internal Controls – Fourth Period 2016

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

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

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

I received the September through December bank statements, reviewed canceled checks, and prepared the monthly bank reconciliations for this period.

MPL Trust and Gift Funds
Balance Sheet
 As of February 28, 2017

	Feb 28, 17
ASSETS	
Current Assets	
Checking/Savings	
Cert. of Deposit/Comm. Paper	300,000.00
Checking - US Bank	14,351.78
Common Stock	907.50
Trust & Custody - US Bank	3,528,478.42
Total Checking/Savings	3,843,737.70
Total Current Assets	3,843,737.70
TOTAL ASSETS	3,843,737.70
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accounts Payable	4,135.68
Total Other Current Liabilities	4,135.68
Total Current Liabilities	4,135.68
Total Liabilities	4,135.68
Equity	
Assigned - Gift	
Architectural Archives	11,004.64
Bookfellows of Milwaukee	5,505.54
Children's Programming	-209.41
General Library Development	116,980.64
Great Lakes Marine	16,984.84
Interlibrary Loan	121.91
Little Memorial, Clara	1,265.44
Milwaukee Photo Collection	21,260.66
Railroad Drawings	7,416.61
Young Adult Programming	-363.30
Total Assigned - Gift	179,967.57
Restricted - Trust/Gift	
Goldstein	2,165.03
Hunkel	57,758.73
Strehlow	64,324.65
Talking Book & Braille Library	154,165.82
Total Restricted - Trust/Gift	278,414.23
Retained Earnings	55,109.31
Unassigned - Trust Fund	3,193,049.65
Net Income	133,061.26
Total Equity	3,839,602.02
TOTAL LIABILITIES & EQUITY	3,843,737.70

MPLTrust and Gift Funds
Revenues and Expenditures - Total All Funds
 January through February 2017

	Jan - Feb 17
Ordinary Income/Expense	
Income	
Facilities Rental	1,575.00
Gifts	1,610.00
Investment Income	
Gains and Losses	134,958.39
Interest and Dividends	5,809.10
Total Investment Income	140,767.49
Other Income	606.13
Sale of Materials	592.08
Total Income	145,150.70
Expense	
Events	400.00
Honorarium	1,835.00
Memberships	649.50
Miscellaneous Expenses	137.61
Outside Services	505.00
Photo Reproductions	20.90
Professional Fees	4,135.68
Sales Tax	-1.12
Supplies	4,406.87
Total Expense	12,089.44
Net Ordinary Income	133,061.26
Net Income	133,061.26

MILWAUKEE PUBLIC LIBRARY SYSTEM

PERSONNEL ACTIONS

COVERING PERIOD: FEBRUARY 26, 2017 THROUGH APRIL 8, 2017

The Secretary reports the following personnel actions:

REGULAR APPOINTMENT

Paul Lasswell - Library Circulation Assistant I (LPT) - Martin Luther King 02/27/17

TRANSFER FROM ANOTHER CITY DEPARTMENT

David Vega - Facilities Control Specialist - Department of Public Works 02/26/17
To: Facilities Control Specialist - Facilities and Fleet

PROMOTION

Sarah Leszczynski - Accounting Assistant III 02/12/17
To: Administrative Specialist (underfilling Library Business Manager) - Payroll and Accounting

PROMOTION / TRANSFER

Brett Rohlwing - Librarian III - Subject Services / Business Technology, Science and Technology 03/26/17
To: Library Branch Manager - Martin Luther King

TEMPORARY APPOINTMENT

Patricia DeFrain - Librarian III - Extension Services 03/03/17
Acklen Banks - Librarian III - Extension Services 03/17/17

CHANGE IN STATUS

Juliann Hernandez - Library Circulation Assistant I (1/2) 02/26/17
To: Library Circulation Assistant I - Circulation

CHANGE IN STATUS / TRANSFER

Hannah Henry - Library Circulation Assistant I (LPT) - Mill Road 02/26/17
To: Library Circulation Assistant I - Bay View

Jessica Snell - Library Circulation Assistant I (LPT) - Atkinson 02/26/17
To: Library Circulation Assistant I - Washington Park

Destiny Sconiers - Library Circulation Assistant I - Villard Square 03/12/17
To: Library Circulation Assistant I (LPT) - Mill Road

TRANSFER TO ANOTHER CITY DEPARTMENT

Arvis Williams - Human Resources Officer - Human Resources 03/04/17
To: Department of Employee Relations

Phylicia McHenry - Library Circulation Assistant I - Circulation 04/08/17
To: Office Assistant III - Milwaukee Police Department

Sarah Wangerin - Library Reference Assistant - WTBBL 04/08/17
To: Program Assistant I - Department of Employee Relations

LEAVE OF ABSENCE 24.0 OR MORE HOURS

Ashley Emmons - Audio Machine Technician - WTBBL - 47.2 hours 02/27/17
Shamus Lavelle - Library Circulation Assistant I - WTBBL - 79.9 hours 02/27/17
Colleen Zastrow - Library Circulation Assistant I - Bay View - 80.0 hours 02/27/17
Shamus Lavelle - Library Circulation Assistant I - WTBBL - 80.0 hours 03/13/17
Colleen Zastrow - Library Circulation Assistant I - Bay View - 80.0 hours 03/13/17
Deborah Heinzl - Library Reference Assistant - Bay View - 26.2 hours 03/21/17
Shamus Lavelle - Library Circulation Assistant I - WTBBL - 80.0 hours 03/27/17
Colleen Zastrow - Library Circulation Assistant I - Bay View - 30 days 03/27/17
Ashley Emmons - Audio Machine Technician - WTBBL - 50.8 hours 03/28/17
Jennifer Wright - Librarian I (underfilling Librarian II) - Center Street - 47.0 hours 04/01/17

RETURN FROM LEAVE OF ABSENCE

Ashley Emmons - Audio Machine Technician - WTBBL 02/24/17
Elienid Ortiz-Colon - Library Circulation Assistant I (LPT) - Forest Home 03/20/17

EXPIRATION OF TEMPORARY APPOINTMENT

Acklen Banks - Librarian III - Extension Services 02/26/17

RESIGNATION

Lucile Mentkowski - Library Circulation Aide - Circulation 03/05/17

MILWAUKEE PUBLIC LIBRARY
FINANCIAL REPORT
March 31, 2017

2017

2016

REVENUES

	Budget	Received to date	% Received
Additional City Appropriation	\$22,526,295	\$5,265,754	23.4%
Fines	\$245,000	\$55,575	22.7%
Lost Materials, etc.	\$117,600	\$20,182	17.2%
MCFLS Contracts	\$725,000	\$13,732	1.9%
Total City Appropriation	\$23,613,895	\$5,355,243	22.7%

	Budget	Received to date	% Received
	\$22,394,226	\$5,675,585	25.3%
	\$280,000	\$69,489	24.8%
	\$120,000	\$27,033	22.5%
	\$720,000	\$10,899	1.5%
	\$23,514,226	\$5,783,006	24.6%

EXPENSES

City

	Budget	Spent to date	% Spent
Salaries	\$12,731,816	\$2,879,340	22.6%
Fringe Benefits	\$5,729,318	\$1,314,427	22.9%

	Budget	Spent to date	% Spent
	\$12,577,933	\$3,304,805	26.3%
	\$6,037,408	\$1,392,783	23.1%

Operating Expenses

<i>General Office Expense</i>	\$158,158	\$17,114	10.8%
<i>Tools & Machinery Parts</i>	\$31,000	\$3,498	11.3%
<i>Construction Supplies</i>	\$38,000	\$1,922	5.1%
<i>Energy</i>	\$809,700	\$128,317	15.8%
<i>Other Operating Supplies</i>	\$199,615	\$24,681	12.4%
<i>Vehicle Rental</i>	\$8,300	\$1,272	15.3%
<i>Non-Vehicle Equipment Rental</i>	\$32,700	\$9,337	28.6%
<i>Professional Services</i>	\$75,000	\$28,099	37.5%
<i>Information Technology Services</i>	\$357,198	\$197,805	55.4%
<i>Property Services</i>	\$994,069	\$179,686	18.1%
<i>Infrastructure Services</i>	\$28,000	\$0	0.0%
<i>Vehicle Repair Services</i>	\$1,500	\$0	0.0%
<i>Other Operating Services</i>	\$137,100	\$31,328	22.9%
<i>Reimburse Other Departments</i>	\$79,900	(\$525)	-0.7%
Total	\$2,950,240	\$622,534	21.1%

	\$158,000	\$9,810	6.2%
	\$31,000	\$5,167	16.7%
	\$38,000	\$6,572	17.3%
	\$817,100	\$142,038	17.4%
	\$201,026	\$35,264	17.5%
	\$8,300	\$1,260	15.2%
	\$32,700	\$6,186	18.9%
	\$70,000	\$4,904	7.0%
	\$315,198	\$126,118	40.0%
	\$965,174	\$103,627	10.7%
	\$28,000	\$17,067	61.0%
	\$1,500	\$0	0.0%
	\$142,600	\$51,534	36.1%
	\$79,900	(\$847)	-1.1%
	\$2,888,498	\$508,700	17.6%

Equipment

<i>Library Materials</i>	\$1,751,774	\$418,040	23.9%
<i>Computers, etc.</i>	\$364,747	\$117,857	32.3%
<i>Other</i>	\$86,000	\$3,045	3.5%
Total	\$2,202,521	\$538,942	24.5%

	\$1,653,774	\$483,029	29.2%
	\$300,419	\$79,782	26.6%
	\$56,194	\$13,907	24.7%
	\$2,010,387	\$576,718	28.7%

Total City Expenses	\$23,613,895	\$5,355,243	22.7%
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	\$23,514,226	\$5,783,006	24.6%
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MILWAUKEE PUBLIC LIBRARY
 FINANCIAL REPORT
 March 31, 2017

2017

ADDITIONAL FUNDING SOURCES

	Budget	Spent to date	% Spent
Other Dept. Appr.			
<i>Villard Square Lease</i>	\$13,182	\$0	0.0%
<i>Mitchell Street Lease</i>	\$36,000	\$0	0.0%
Total	\$49,182	\$0	0.0%

Contract Grants

<i>Teacher in the Library</i>	\$0	\$0	0.0%
WTBBL	\$968,700	\$617,992	63.8%
ILS	\$96,297	\$65,646	68.2%
Total	\$1,064,997	\$683,638	64.2%

Trust Fund

<i>Materials</i>	\$65,100	\$52,607	80.8%
<i>Programming</i>	\$78,278	\$9,709	12.4%
<i>Training</i>	\$10,000	\$936	9.4%
<i>Marketing</i>	\$22,000	\$0	0.0%
<i>Contingency</i>	\$2,022	\$400	19.8%
Total	\$177,400	\$63,652	35.9%

Foundation Funds

	Balance	Spent to date	% Spent
<i>Materials</i>	\$332,775	\$101,364	30.5%
<i>Other Activities</i>	\$1,339	\$0	0.0%
<i>Programming</i>	\$480,081	\$82,534	17.2%
Total	\$814,195	\$183,898	22.6%

Investments

U.S. Bank National Assoc. Commercial Paper #362102433 (rated A1+) dated 03/03/17 and maturing 04/03/17 at a rate of 0.25%.....\$300,000.

2016

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

	\$100,000	\$31,597	31.6%
	\$968,700	\$677,596	69.9%
	\$96,849	\$64,738	66.8%
	\$1,165,549	\$773,931	66.4%

	\$55,231	\$26,132	47.3%
	\$73,278	\$6,700	9.1%
	\$9,200	\$3,855	41.9%
	\$15,000	\$1,495	10.0%
	\$1,600	\$119	7.4%
	\$154,309	\$38,301	24.8%

	Balance	Spent to date	% Spent
	\$226,300	\$6,806	3.0%
	\$11,314	\$7,206	63.7%
	\$365,200	\$76,021	20.8%
	\$602,814	\$90,033	14.9%

Director's Report March / April

The month of April included a variety of public programming and many community outreach activities. Villard Square Branch manager Kim Boldt was appointed to the Villard Avenue Bid Board and I was appointed to the Common Council's Early Learning Task Force.

We continue to be sought after for consultation on our mixed-use library initiative. I spoke at length with the director of the East Troy Public Library, whose Board is planning to build a new library within a development that includes a community center and senior housing. I also spoke to Mark Taylor, chief of staff for the Mayor of Long Beach, CA, who learned of our initiative from Aaron Szopinski in Mayor's Office.

The Library Foundation continues to seek outside support for many of our programs and capital needs. An opportunity for expanding programming and funding a repurposed Media Room (into a new Learning Commons) through the Rotary Club of Milwaukee came to our attention. MPLF Executive Director Ryan Daniels and I presented the project to the club and gave a tour of the space to the Rotary Selection Committee. Ours was one of five final projects being considered. A decision is expected by early June.

A committee of staff and local poets selected Roberto Harrison as the new Milwaukee Poet Laureate. He will give his inaugural reading on June 3. Mr. Harrison is the 10th Poet Laureate and will serve a 2-year term. This project is funded by the Milwaukee Public Library Friends.

Deputy Director Joan Johnson, Youth Services Coordinator Kelly Wochinske, and I met with Alderman Khalif Rainey to discuss planned library programs for this summer. The Alderman agreed to help get the information out to the committee and to introduce us to potential new partners.

We celebrated National Library Worker Appreciation Day on April 11. In recognition of the dedication and impact our team has on the community, each team member received a hand-written thank you note from their manager and shared treats with their colleagues that were prepared by the Library's Human Resources Team and delivered by Library Administrators and members of the Library's Peer Support Team.

MPL HELPS PEOPLE READ

Author Visit: Kathie Giorgio, *Oddities and Endings*. Kathie Giorgio, author of novels *The Home for Wayward Clocks* and *Learning to Tell (A Life) Time*, shared stories from her newest book *Oddities & Endings: The Collected Stories of Kathie Giorgio*, in the Krug Rare Books Room of **Central Library** on Monday, March 6. *Oddities & Endings* was selected for the "Top 100 Must Reads for the Summer" list by the Milwaukee Journal Sentinel upon its release in 2016. Following a reading Kathie took audience questions and shared experiences writing both fiction and nonfiction. Attendance: 6

Author Visit: Mary Dowell, *Playing Through the Fence*. On Monday, March 27, Mary Dowell, principle of MJDowell & Associates and former Vice President of Foundation Affairs and Global Community Relations for Johnson Controls, shared stories from her book *Playing Through the Fence: Stories From 19 Women Who Challenged Stereotypes, Prejudice and Other Barriers to Achieve Career Success* in the Krug Rare Books Room of **Central Library**. Through the stories shared with her, and her own experiences in the corporate world, Ms. Dowell sees leadership potential as something that exists within everyone. Mentorship and support systems were also discussed as important factors in professional and personal achievements. Attendance: 24

History Matters. This is a program that started in December 2016, organized by Librarian Irene Moraniec. The discussions are headed by **Atkinson's** patron, Mrs. Green. The aim is to introduce participants to a selection of African American historical events. Participants discussed the events and how they are currently related to the present. Attendance: 21

MPL HELPS PEOPLE LEARN

Discovery Lunches Program Series. March marked the launch of a new program series at Milwaukee Public Library called Discovery Lunches. This series of lunch time educational programs is geared towards older adults, although all are welcome. **Central Library, Mill Road Branch and Zablocki Branch** each host one Discovery Lunch per month on topics selected based on feedback from the 2016 MPL Lifelong Learner Survey. March programs included: Memoir Writing and Exploring Stories thru Book Art. The series will continue into the fall. Attendance: 14

Hidden Impact of Segregation in Milwaukee County. On Monday, March 20 at the **Tippecanoe Branch** Library, Mr. Reggie Jackson brought a repeat of his January library program, The Hidden Impact of Segregation in Milwaukee County. As in the first presentation, Mr. Jackson began by providing context for Milwaukee's current status as the most segregated city in the country and used information from the U.S. Census to show the changing demographics of the city of Milwaukee and suburbs. Attendance again showed the high interest of this topic, with the community room quickly filling. Attendance: 107

Women in a Male Dominated Field: The Beer Industry. As part of the Wisconsin Humanities Council Working Lives grant project, Milwaukee Public Library's **East Branch** hosted Tami Plourde, co-owner of Pearl Street Brewery of La Crosse, Wisconsin. Plourde presented on Women in a Male Dominated Field: The Beer Industry. Plourde shared her personal journey through various careers and her decision to enter the brewery industry. She also discussed unique challenges facing women in careers that are traditionally dominated by men and the impact this had on her decisions as a mother, partner, and co-owner of a growing business. Attendance: 30

Community Learn-In: Making Government Work for You. The first in a series of three Community Learn-ins focusing on civic engagement and education, Making Government Work for You outlined the functions of government at the federal, state, and local levels. Following this explanation participants at **Villard Square Branch** were given an opportunity to identify their representatives and the presenters shared tips on effective ways to communicate directly with elected officials. The program was presented by Dr. LaKeshia Myers and Amanda Seppanen. Attendance: 6

Adverse Childhood Experience. The program held at the **Atkinson Branch** focused on the importance of childhood experiences to lifelong well-being. Participants included city crisis intervention workers, a Parent Teacher Officer from an MPS school and a personal trainer who works with at-risk youth. Attendance: 4

Snap Circuits Program. Milwaukee Public Library's **Villard Square Branch** hosted a children's S.T.E.M program on March 28 teaching basic circuitry through the loan of the MKE Mixers Mix Box of Snap Circuits. Parents and children, plus two teen siblings who came in to check out the program and stayed until the last minute as they were so intrigued. Everyone was clamoring for another session even before the hour and a half program ended. Additional programs of this sort are planned and in planning for summer and fall. Attendance: 12

Mind, Body & Soul Line Dance/Dr. Seuss' Birthday Celebration. On March 7, the **Villard Square Branch** celebrated Dr. Seuss' Birthday with an active urban line dance session. Parents, children of all ages and even Branch Manager Kimberly Boldt, joined in the dancing fun. Attendance: 45

MPL HELPS PEOPLE CONNECT

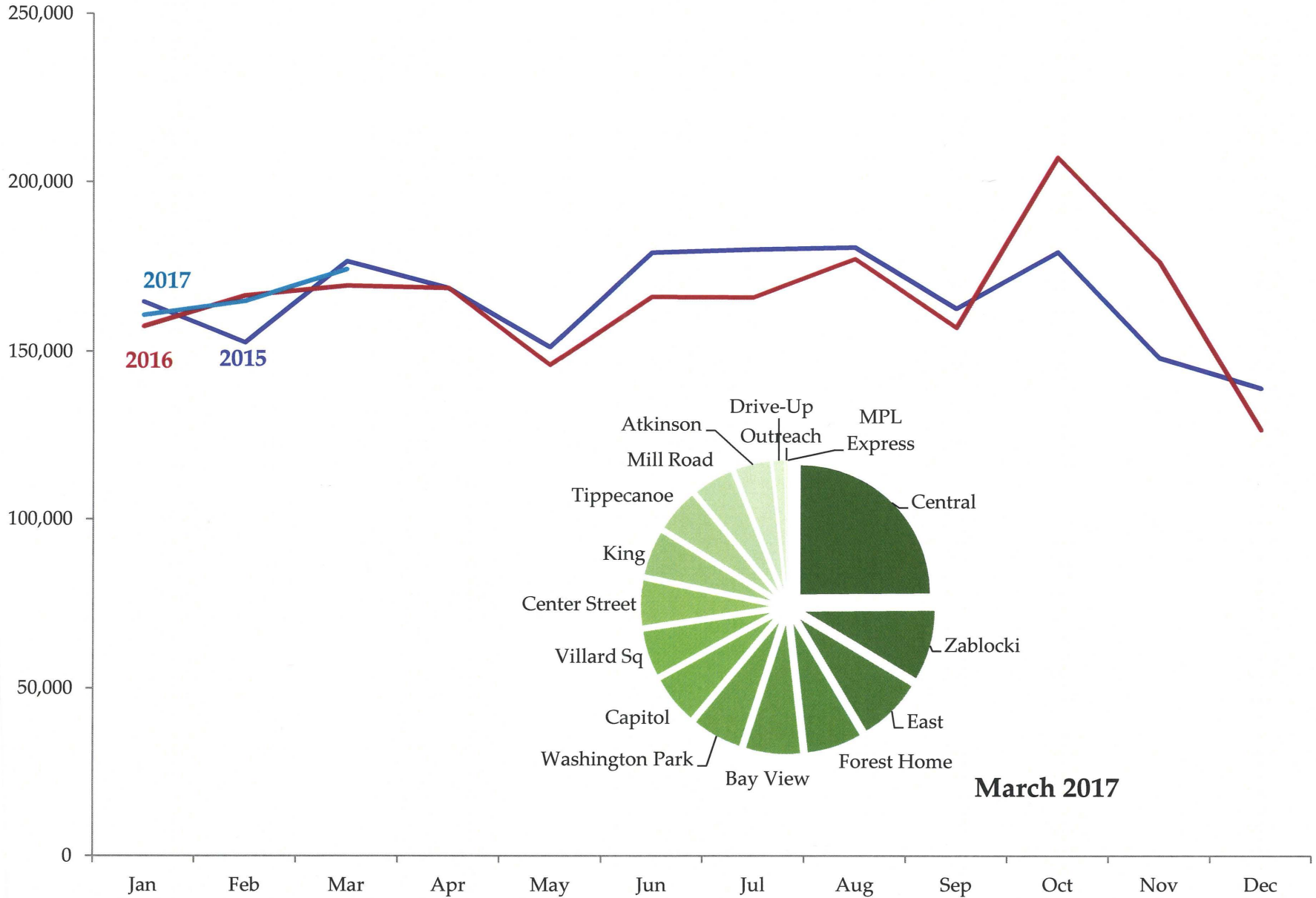
Exhibit: Crossing the Line: The Milwaukee Fair Housing Marches of 1967-1968 at **Washington Park Branch** and **Central Library**. The Wisconsin Historical Society exhibit Crossing the Line: The Milwaukee Fair Housing Marches of 1967-1968 commemorates the 50th anniversary of Milwaukee's civil rights marches. The exhibit poses the following questions to viewers: how do citizens work for change when faced with injustice? How can individuals make a difference? What can you do to end segregation today? The large photographic panels examine the practices and prejudices that led to segregation in Milwaukee and chronicle the school desegregation and fair housing movements of the 1960s. The Washington Park branch hosted the exhibit March 1-21. Central Library is currently hosting through April 11 and local history librarian Dan Lee has created an accompanying display focusing on local and national press coverage through local daily, African American and community newspapers and national magazines, a city ordinance, and redlining map, all part of the library collection.

Light it up with E-textiles. program for Teens at the **Atkinson Branch**. E-Textile is fabric art that glows, blinks and shines. Participants learn how to make one-of-a-kind wearable or ornament using LEDs, conductive thread, and electric paint. Materials were provided, or participants brought their own items from home. Attendance: 17

Teen Job Center. At the **Atkinson Branch**, teens completed Earn and Learn (City of Milwaukee Summer Youth Internship Program) application and explored other online job registrations and applications. Attendance: 4

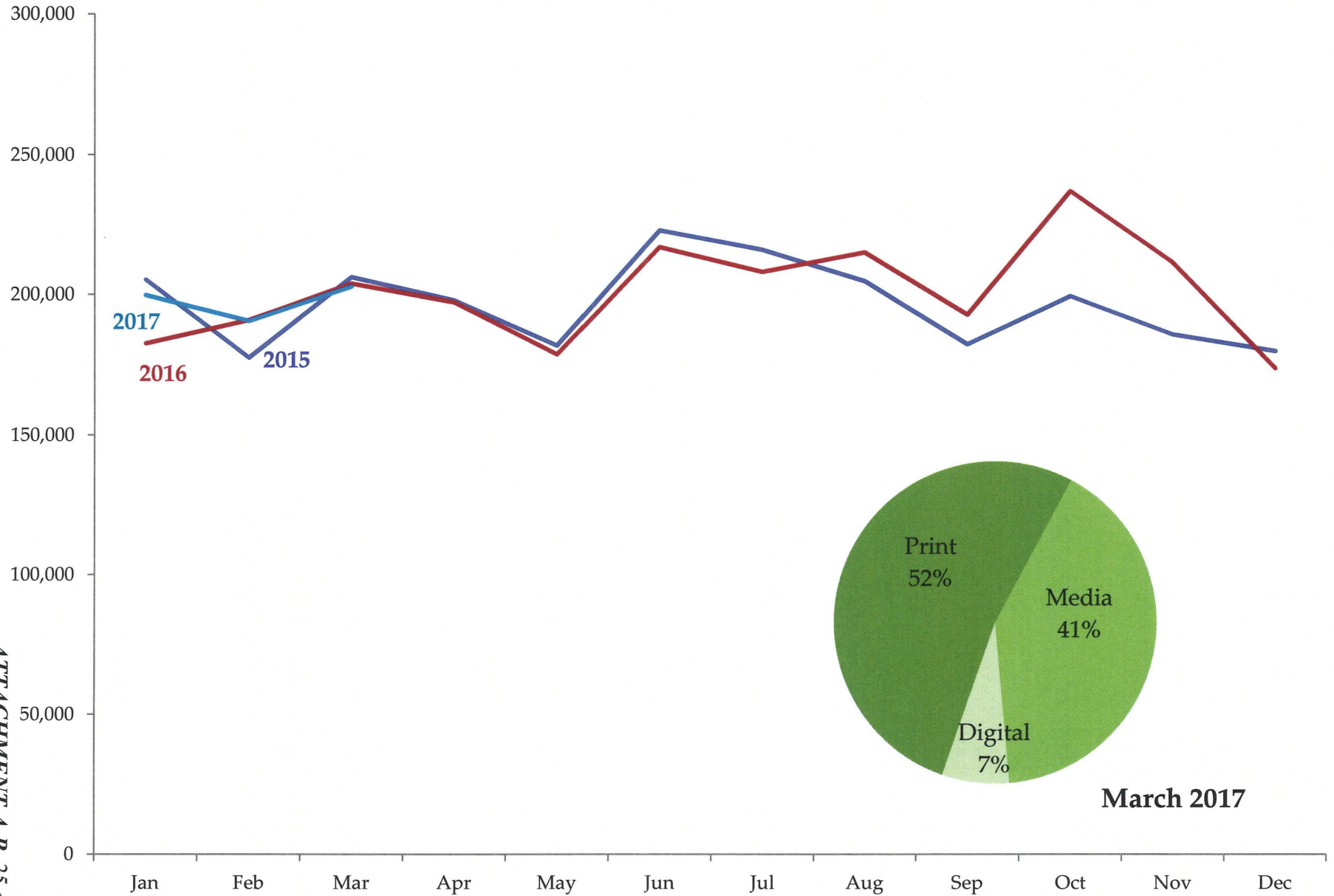
Forest Home Branch and **Martin Luther King Branch** held Teen Job Fairs in April. Teens were able to practice interview skills, create a resume, speak with interested employers and complete online/paper applications. Library staff and volunteers assisted teens with resumes and applications. Attendance: 230

Milwaukee Public Library Visits



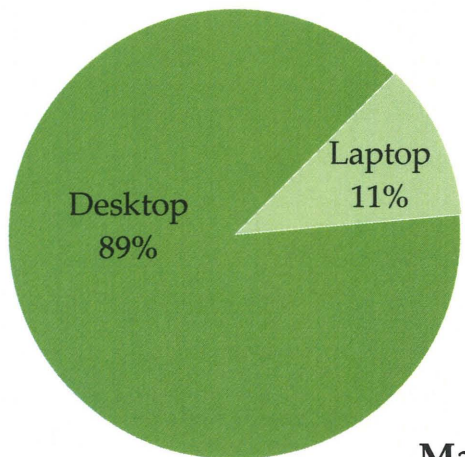
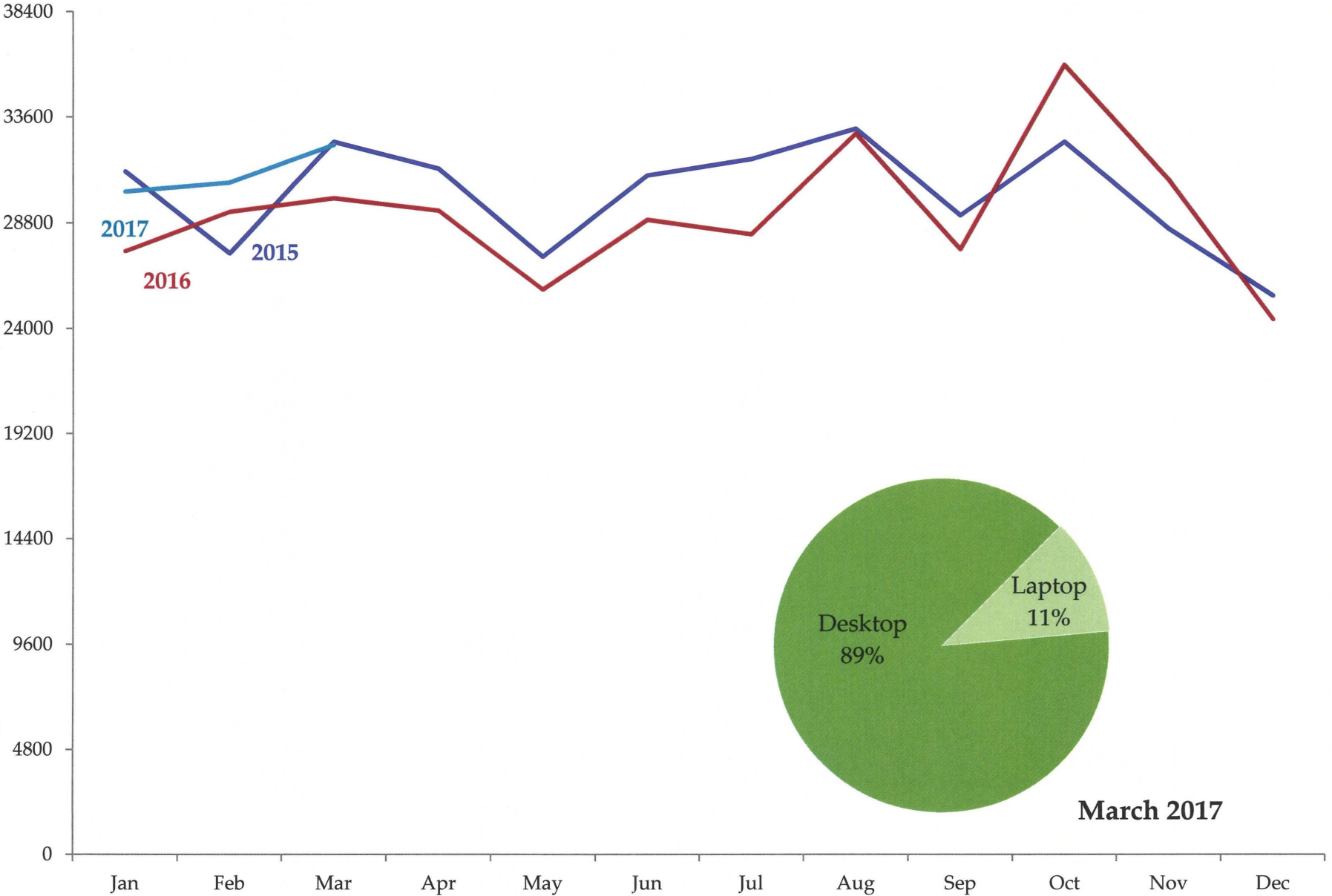
March 2017

Milwaukee Public Library Circulation



March 2017

Milwaukee Public Library Hours of Computer Usage



March 2017

Milwaukee Public Library
Computer, Internet, and Electronic Statistics
March, 2017

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
	396,242	431,513	-8.2%	1,112,238	1,282,144	-13.3%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	6,240	5,183	20.4%	16,579	13,511	22.7%

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	8,794	6,888	27.7%	24,673	20,541	20.1%
Audiobooks	5,781	4,478	29.1%	16,517	13,297	24.2%

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
	2,509	3,040	-17%	7,616	9,120	-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
	42,146	39,743	6.0%	122,584	120,956	1.3%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	13,025	12,212	6.7%	37,945	36,969	2.6%
Atkinson	966	789	22.4%	2,599	2,099	23.8%
Bay View	2,524	2,312	9.2%	7,593	7,252	4.7%
Capitol	1,907	1,886	1.1%	5,660	5,710	-0.9%
Center Street	998	965	3.4%	2,995	3,195	-6.3%
East	2,219	1,952	13.7%	6,669	6,082	9.7%
Forest Home	1,040	1,008	3.2%	3,172	3,154	0.6%
Martin Luther King	964	746	29.2%	2,596	2,365	9.8%
Mill Road	1,301	1,220	6.6%	3,939	3,763	4.7%
Tippecanoe	1,789	949	88.5%	5,587	2,745	103.5%
Villard Square	799	887	-9.9%	2,303	2,599	-11.4%
Washington Park	1,226	941	30.3%	3,247	2,783	16.7%
Zablocki	2,355	2,178	8.1%	6,796	7,007	-3.0%
YCOS--Outreach	295	104	183.7%	808	473	70.8%
TOTAL	31,408	28,149	11.6%	91,909	86,196	6.6%



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

March 30, 2017

To: Library Building & Development Committee of the
Milwaukee Public Library Board of Trustees:
Chairperson Michele Bria, Sharon Cook, Ald. Nik Kovac, Joan Prince, Dir. Mark Sain
All trustees are welcome to attend
MPL: Jennifer Meyer Stearns, Sam McGovern-Rowen, Armando Chacon
Young Development: Lavelle Young

Fm: Paula A. Kiely, Library Director

Re: Library Building & Development Committee Meeting
April 6, 2017, Thursday, 8:00 a.m.-9:00 a.m.
Central Library Meeting Room 1

MEETING NOTICE AND AGENDA

1. **Mitchell Street Project**. Library Construction Project Manager Sam McGovern-Rowen will update the committee on the progress of the Mitchell Street Project.
2. **Mill Road / Good Hope Road Redevelopment Project**. Library Construction Project Manager Sam McGovern-Rowen will provide an update on the Good Hope Project.
3. **Martin Luther King Redevelopment Project**. Mr. Lavelle Young will present an update on the Martin Luther King Redevelopment Project.
4. **Capitol Redevelopment Project**. The committee will discuss the potential relocation of this branch as part of the redevelopment process.

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 B-P. 1 of 2
MPL AGENDA-04/25/17
P. 30

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Thursday April 6, 2017
Central Library Meeting Room 1**

PRESENT: Michele Bria, Sharon Cook, Ald. Nik Kovac, Joan Prince, Dir. Mark Sain, Paula Kiely

OTHERS MPL: Armando Chacon, Joan Johnson, Jennifer Meyer Stearns, Sam McGovern-Rowen,

PRESENT: Crystal Sura
Budget & Management: Eric Pearson

Committee Chair Michele Bria called the MPL Board of Trustees Building & Development Committee meeting to order at 8:03 a.m. on April 6, 2017 with a quorum present.

1. **Mitchell Street Project.** Library Construction Project Manager Sam McGovern-Rowen said construction of the library space within the historic five-story building at 9th and Mitchell Street began in January and is on schedule. The Mitchell Street Design Team comprised of MPL staff and HGA architects have been meeting regularly. The nearly 23,000 square foot library will be spread across three floors. The grand opening celebration of the library is expected to be held in mid-September. The Communications and Marketing team is planning the event. Director Kiely added that the Board will be invited for a hard-hat walk through during the construction phase. Informational item.

2. **Mill Road / Good Hope Road Redevelopment Project.** Mr. McGovern-Rowen reported that Royal Capital LLC and Maures Development Group submitted their application for affordable housing tax credits to assist in the financing of the project. The Wisconsin Housing and Economic Development Authority (WHEDA) tax credits award decision is expected in May or June. If credits are awarded, construction of the new mixed-use space that will house the library that will replace the Mill Road branch will begin in fall of 2017. The interior design architect selected for the project is Zimmerman Architectural Studios and contract negotiations will begin with them in May. There has been discussion between library administration and the City's Environmental Collaboration Office (ECO) regarding renewable energy and possible solar panels on the building roof. Informational item.

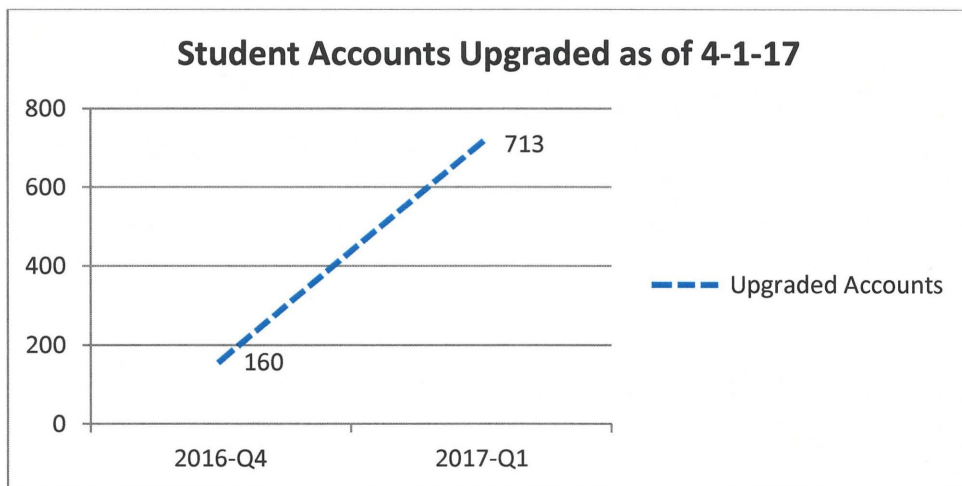
3. **Martin Luther King Redevelopment Project.** Young Development Group is proceeding to work on the pro forma financial model for the Martin Luther King Redevelopment Project. Mr. McGovern-Rowen is meeting with the firm regularly. Informational item.

4. **Capitol Redevelopment Project.** Capitol Branch Location discussion documents were distributed to the committee. Mr. McGovern-Rowen noted the optimal criteria for a new development would be a location on a prominent corner that increases visibility of the library and creates better access for patrons. The Trustees studied the current Capitol Branch service area, considering bus lines, schools, single family areas, county parks, and other libraries surrounding the neighborhood. The number of parking spaces at the new library was discussed and staff will do more research of this subject. The potential timeline for the project was reviewed - potential location to be identified and presented to the Building and Development Committee in June of 2017, moving forward with the RFP, developer and architect selection in October and November, and construction beginning in the fall of 2018. The new library replacing the current Capitol Branch would open late summer or early fall of 2019. Informational item.

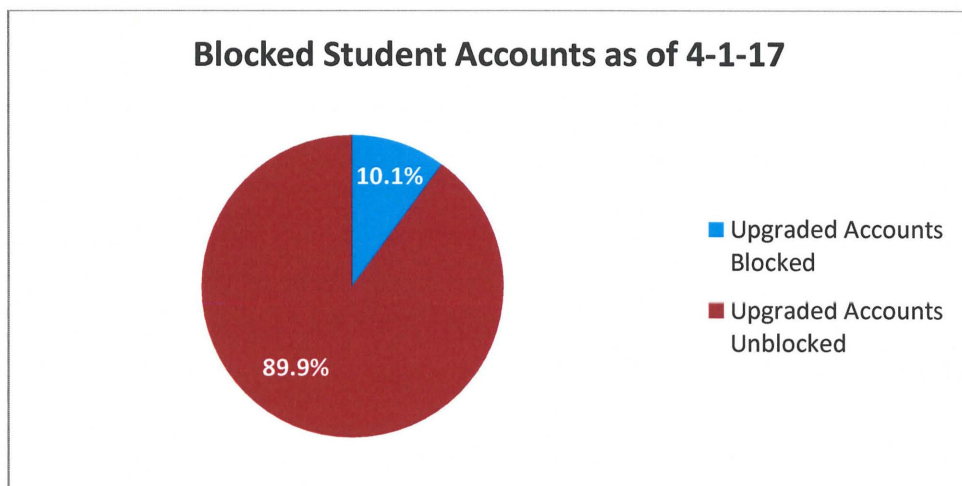
The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 8:55 a.m. on April 6, 2017.

Please Note:

- 65,100 student records were loaded November 11th, 2016.
- Circulation statistics from October 29th, 2016 moving forward.
- Upgraded Cards for 2016-Q4 also includes 50+ existing full service cards for students included in LibraryNOW program.

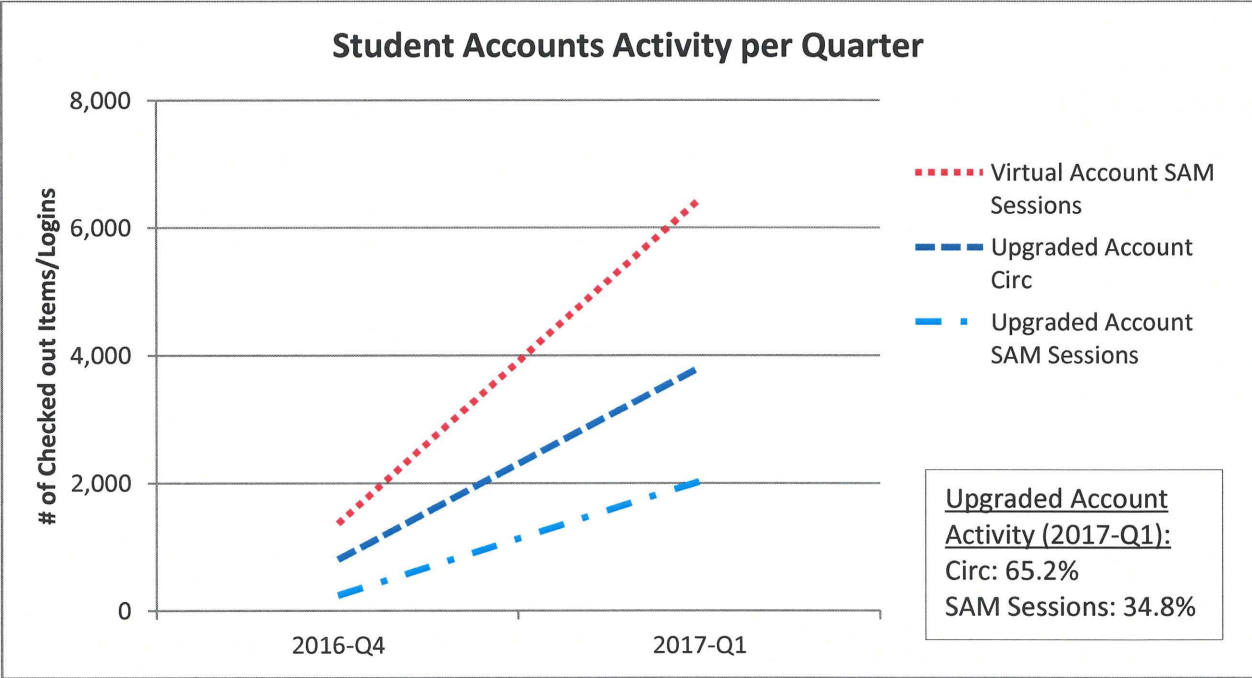


- The number of total student virtual accounts will change with each data update from MPS.
- Total student virtual accounts as of January 2017 is 67,180.
- 713 accounts have been upgraded (1 %), toward a goal of 7% by 6-30-17.
- Total amount waived for fresh start to upgrade is \$148.05.



- Of 713 upgraded accounts, 72 (10.1 %) were blocked on 4-1-17 with total owed \$2,841:
 - Lost/damaged fees (52 unique accounts)
 - Media and/or Suburban fines*
 - Misuse of account or other misconduct

*All Milwaukee children or young adults are subject to lost/damaged fees and overdue fines only on MPL media and suburban items.



Quarter	Upgraded Account Circ	Upgraded Account SAM Sessions	Virtual Account SAM Sessions	Total SAM Sessions
2016-Q4	806	245	1,368	1,613
2017-Q1	3,798	2,025	6,426	8,451
Cumulative Total	4,604	2,270	7,794	10,064