

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 November 28, 2017

4:30 p.m.

Central Library

Community Meeting Room 1

814 West Wisconsin Avenue

Milwaukee, WI 53233

AGENDA



Holiday Book Donation

PUBLIC COMMENT

RESOURCES / RECOMMENDATIONS / RESEARCH

1. **MPL 2020 – Progress Report.** The progress report on MPL's Strategic Plan will be presented by Director Paula Kiely.

CONSENT AGENDA

Attachment A, page 4

2. **Regular Board Meeting Minutes October 24, 2017.**
3. **Administrative Reports.**
 - a. Personnel Actions
 - b. Financial Report
 - c. Library Director's Reports

REPORTS

4. **Milwaukee County Federated Library System (MCFLS) Board**. Trustee Nik Kovac, Resource Library Representative, will report on the September 30 and November 27, 2017 MCFLS Board meetings.
5. **MPL Finance and Personnel Committee**. Chair JoAnne Anton will provide a report from the November 28, 2017 meeting regarding a contract Award for computer access and print management.
6. **Building and Development Committee**. Chair Michele Bria will provide a report from the November 2, 2017 meeting regarding the Mitchell Street condominium meeting, the Good Hope Road project, the Martin Luther King project, and the location of the replacement for the Capitol branch. The Board may approve the financing plan for the Martin Luther King Redevelopment.

Attachment B, page 24

“The Library Board of Trustees may vote to convene in Executive Session, pursuant to Wisconsin Statutes sec. 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” for the purpose of deliberating over the Martin Luther King Redevelopment financing plan.

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

7. **MPL Foundation Report**. MPL Foundation Director of Philanthropy Patricia Swanson will report on fundraising efforts to-date.

OLD BUSINESS

8. **Budget Update**. The Trustees will review the 2018 adopted budget for the library, including the inclusion of funding for the office of Early Childhood Initiatives.
9. **Wisconsin Library System Changes Update**. Director Kiely will update the Board on the developments related to the Public Library System Revision Steering Committee.

Attachment C, page 28

NEW BUSINESS

10. **Communication from City Council Members**. The Board will discuss a letter received by Director Kiely suggesting extended hours at branch libraries.
11. **2018 Milwaukee Public Library Proposed Public Service Hours**. The 2018 MPL Public Service Schedule of Hours will be presented for approval.

Attachment D, page 33

Attachment E, page 35

STRATEGIC DISCUSSION

12. **Board Retreat**. Mr. Frank Martinelli and members of the planning team will bring forward highlights from the survey for feedback and further discussion.

REMINDER: *Next scheduled meetings are:*

December 6, 2017 Innovation & Strategy Committee Central Library 8:00 a.m.

December 8, 2017 Executive Committee Central Library 1:30 p.m.

January 3, 2018 Finance & Personnel Committee Central Library 4:00 p.m.

January 4, 2018 Building and Development Committee Central Library 8:00 a.m.

January 23, 2018 Regular Meeting Central Library 4:30 p.m.

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

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

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

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday October 24, 2017
Mitchell Street Library Community Room
906 West Mitchell Street
Milwaukee, WI 53204**

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

EXCUSED: Ald. Nik Kovac, Chris Layden, Dir. Mark Sain,

STAFF: Tony Frausto, Barbara Henry, Joan Johnson, Dawn Lauber, Sam McGovern-Rowen, Judy Pinger, Crystal Sura, Kirsten Thompson, Kelly Wochinske

OTHERS

PRESENT: Eric Pearson, Budget and Policy Division
Frank Martinelli, Center for Public Skills Training

President Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:35 p.m. on October 24, 2017 with a quorum present. Agenda items were taken out of order; however, these minutes are presented in numerical sequence.

PUBLIC COMMENT None.

President Gurda introduced Mitchell Street Branch Manager Tony Frausto. Mr. Frausto welcomed the Board. He said the staff are excited to continue to support the library's mission at Mitchell Street. He said he had managed the Forest Home branch, which was built in 1966, for three years.

RESOURCES / RECOMMENDATIONS / RESEARCH

1. **Studio M.** Deputy Director Joan Johnson said one of the unique spaces in Mitchell Street branch is the maker space called Studio M. It is a place where patrons can learn and create. The space is equipped with a sound and video production studio. Other resources include materials and tools to support maker activities. A demonstration kitchen will support culinary and health literacies. The space will support several tracks of programming such as library generated programs, as well as partnership initiatives and community-driven programming. Informational item.
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CONSENT AGENDA

2. **Regular Board Meeting Minutes September 26, 2017.**
3. **Administrative Reports.**
 - a. Personnel Actions
 - b. Financial Report
 - c. Library Director's Reports
 - d. Communication from Council on Library and Network Development Chair

President Gurda asked the Board if any items should be removed from the Consent Agenda presented as attachment A, pages 3-40 of the agenda. President Gurda entertained a motion to approve. Trustee Cook moved and Trustee Bria seconded a motion to approve the Consent Agenda. Motion passed.

REPORTS

4. **Innovation and Strategy Committee.** The meeting agenda and minutes were listed as attachment B, pages 30-31 of the agenda. Chair Prince summarized the discussion around the committee's responsibilities and goals. Several suggestions and areas of focus emerged:

- Legislative affairs
- Strategic planning
- Board education
- Library best practices
- Value of library and its holdings
- Role of the 'tiny library'
- Generative role as thinkers
- Scenario planning
- Succession planning

The committee will add context on the themes and will work with staff to send out a survey to the Board. The survey will provide an opportunity for additional thoughts and rank the order of priority before the committee moves forward.

The committee discussed the Board retreat and will serve to assist staff in the preparation of the retreat, activities during the retreat and advising on any follow-up after the retreat. The Board retreat is scheduled for February 28, 2018. Informational item.

5. **Library Finance and Personnel Committee.** Chair Anton provided a report from the October 4, 2017 meeting regarding the quarterly review of fund investments and internal controls, trust fund expenditures, gift, and MPL Foundation program report. The meeting agenda and minutes were listed at attachment C, pages 32-39 of the agenda. She said the committee accepted the U.S. Bank quarterly report on the investment performance of the library's trust fund.

Assistant Library Director Meyer-Stearns confirmed that the internal control procedures for the library's trust and gift funds were followed and there were no issues to report.

Trustee Anton moved the committee's recommendation to approve Director Kiely's request to expend up to \$144,738 from the Milwaukee Public Library Trust and Gift Funds for operational support during 2018, \$10,000 of which is restricted to support materials pertaining to art, travel, literature, or music. The unrestricted amount was based on 4% of the average value of the fund of the last 12 quarters. Trustee Bria seconded the motion. Motion passed.

Trustee Anton said the committee was asked if Mrs. Lucile Krug's bequest of \$850,000 to the library should be moved to the MPL Foundation's Quasi Endowment Fund. Trustee Anton moved the committee's recommendation that Mrs. Lucile Krug's gift of \$850,000 be advanced to the MPL Foundation. Half of the gift will be restricted to supporting the Rare Books collection and the MPL Foundation will be responsible for the direction of the funds moving forward to the wishes of Mrs. Krug. It was noted that large bequests to MPL should be reviewed individually. Trustee Prince seconded the motion. Motion passed.

5. **Library Finance and Personnel Committee.** (continued)

Director Kiely submitted a list that identified projects and programs that the MPL Foundation will be asked to support in 2018. Informational item.

6. **Building and Development Committee.** Committee Chair Bria provided the report from the October 5, 2017 meeting regarding the Mill Road/Good Hope project and Martin Luther King redevelopment. The meeting agenda and minutes were listed as attachment D, pages 40-44 of the agenda. Chair Bria briefly summarized the committee's discussion. The committee reviewed an update on the design concept for the Good Hope project. The architect's revisions were made with consideration to the committee's suggestions. A previous concern was library parking spaces; the developer confirmed the library will have sixty parking spaces. Some suggestions were made about the signage that will identify the library space. Informational item.

Mr. Lavelle Young presented an updated financing plan for the redevelopment of the Martin Luther King library. One of the project sources is contingent on Bader Philanthropies Board's decision, on October 27, 2017 to fund the project for \$500,000. WHEDA and LISC have given their commitment to support the project. After discussing in closed 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," the committee was satisfied with the progress and direction of the financing plan. Trustee Bria also noted that the development team is in negotiations to acquire the adjacent lot north of the library to create 15 more parking spaces for the library. Director Kiely added that the library is working with a consultant and the developer to price out costs for the grey box. The City is investing \$2.35 million in the project and so is looking for \$2.35 million of value. Estimated library costs may be available at the January 4, 2018 Building and Development Committee meeting. Informational item.

7. **MPL Foundation Report.** MPL Foundation Executive Director Ryan Daniels announced the Benjamin Franklin award celebration raised \$2.3 million. He noted that \$2 million was donated by award honoree Senator Herb Kohl. Mr. Don Rosanova was the other awardee. He was on the Foundation Board of Directors for fourteen years and his efforts helped the Foundation raise over \$2 million over the course of his tenure on the Board. The Foundation raised \$3.5 million compared to \$1.35 million at this time last year. The Foundation is working on year-end engagement of donors and launching a planned giving initiative. More information about the planned giving initiative will be shared next year. He noted that over \$700,000 in grant asks are currently pending. An award that was granted is from the National Endowment for the Arts, which will underwrite the programming related to Mitchell Street's alleyway. Informational item.

OLD BUSINESS

8. **2018 Budget Update.** Director Kiely said the library's budget hearing before the Common Council's Finance & Personnel Committee was held on October 16, 2017. She noted that it

8. **2018 Budget Update.** (continued)
was an interactive hearing. At the close of the hearing, Alderwoman Coggs made a comment about the library and our innovation and forward thinking and management that seemed very heartfelt and the staff is proud to be recognized in this way. The library has not been contacted regarding amendments to the library's proposed budget. Informational item.
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NEW BUSINESS

9. **Trustee 2018 Meeting Schedule.** The 2018 MPL Board of Trustees meeting schedule was distributed and is attached at the end of these minutes. Trustee Anton moved and Trustee Cook seconded a motion to approve the schedule. Motion passed.
-

STRATEGIC DISCUSSION

10. **Library Board Retreat.** Mr. Frank Martinelli from the Center for Public Skills Training, distributed a memo dated October 25, 2017, regarding a Retreat Planning Survey, attached at the end of these minutes. He will be facilitating a Board retreat that will focus on trustee governance on February 28, 2018. The survey responses will be anonymous and will help set the stage for the governance work the trustees will do during the retreat. The planning process will continue over the next several months and include a number of strategic thinking and analysis activities. Informational item.
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With no further business, the Milwaukee Public Library Board of Trustees meeting of October 24, 2017 was adjourned at 6:00 p.m.



MILWAUKEE
PUBLIC LIBRARY

Milwaukee Public Library Board of Trustees
2018 Schedule of Meetings

REGULAR MEETING OF THE BOARD

- ▶ January 23, Tuesday ▪ 4:30 p.m. ▪ Central Library Meeting Room 1
- ▶ March 27, Tuesday ▪ 4:30 p.m. ▪ Central Library Meeting Room 1
- ▶ April 24, Tuesday ▪ 4:30 p.m. ▪ Central Library Meeting Room 1
- ▶ May 22, Tuesday ▪ 4:30 p.m. ▪ Central Library Meeting Room 1
- ▶ June 26, Tuesday ▪ 4:30 p.m. ▪ Capitol Library Meeting Room
- ▶ July 24, Tuesday ▪ 4:30 p.m. ▪ Central Library Meeting Room 1
- ▶ September 25, Tuesday ▪ 4:30 p.m. ▪ Central Library Meeting Room 1
- ▶ October 23, Tuesday ▪ 4:30 p.m. ▪ Atkinson Library Meeting Room
- ▶ November 27, Tuesday ▪ 4:30 p.m. ▪ Central Library Meeting Room 1

RECESS: February, August, December

FINANCE & PERSONNEL COMMITTEE

- ▶ January 3, Wednesday ▪ 4:00 p.m. ▪ Central Library Meeting Room 1
- ▶ April 4, Wednesday ▪ 4:00 p.m. ▪ Central Library Meeting Room 1
- ▶ July 11, Wednesday ▪ 4:00 p.m. ▪ Central Library Meeting Room 1
- ▶ October 3, Wednesday ▪ 4:00 p.m. ▪ Central Library Meeting Room 1

LIBRARY BUILDING & DEVELOPMENT COMMITTEE

- ▶ January 4, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ March 1, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ April 5, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ May 3, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ June 7, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ July 12, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ September 6, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ October 4, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ November 1, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1

LIBRARY SERVICES & PROGRAMS COMMITTEE

- ▶ February 5, Monday ▪ 5:30 p.m. ▪ Central Library Meeting Room 1
- ▶ May 7, Monday ▪ 5:30 p.m. ▪ Central Library Meeting Room 1
- ▶ July 30, Monday ▪ 5:30 p.m. ▪ Central Library Meeting Room 1
- ▶ November 5, Monday ▪ 5:30 p.m. ▪ Central Library Meeting Room 1

INNOVATION & STRATEGY COMMITTEE

- ▶ February 14, Wednesday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ April 11, Wednesday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ June 13, Wednesday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ August 8, Wednesday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ October 10, Wednesday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- ▶ December 12, Wednesday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1

EXECUTIVE COMMITTEE

- ▶ June 20, Wednesday ▪ 1:30 p.m. ▪ Central Library Old Board Room
- ▶ December 19, Wednesday ▪ 1:30 p.m. ▪ Central Library Old Board Room

MPL Board of Trustees Governance Survey

DATE: October 25, 2017

TO: MPL Board of Trustees and Staff

FROM: MPL Board Retreat Planning Team

RE: Retreat Planning Survey -- Respond by November 7, 2017

As you know, we have scheduled a Board of Trustees Governance Retreat on February 28, 2018.

Over the next several months, we will undertake a number of strategic thinking and analysis activities that set the stage for the February/March 2018 board retreat. These activities are designed to produce new insights and deeper understandings needed for the governance work we will do during the retreat.

Because we want the process to be as inclusive as possible, as a first step we need the benefit of your thinking on a few important questions. Please complete and submit this survey no later than November 7th. We estimate that it will take approximately 30 minutes to complete this survey.

All survey responses will remain anonymous and confidential, and be compiled into a summary for use by our Retreat Planning Team. Returned surveys will be received by our consultant, Frank Martinelli of the Center for Public Skills Training alone and are not correlated with email addresses so comments cannot be attributed to individuals.

Important: Please complete the survey during one visit to the survey site. Internet browser settings on your computer will sometimes change, making it impossible for you to return to your survey at the place you left off during a previous visit.

If you have any questions, please contact Paula Kiely, Library Director, at pkiely@milwaukee.gov. We look forward to working with you during the next several months.

The survey deadline date is November 7, 2017.

In the space below, please indicate the role you play in MPL.

- Place a check before the one role that best describes your involvement with the Milwaukee Public Library during your time with the Library. (Check one only)
 - Board of Trustees
 - Library Administrators

What We've Learned?

In the first part of the survey, we'd like you reflect on what you've learned as an MPL leader. Respond to the following question:

What have been your most "powerful" lessons learned arising from your experience as a leader in MPL over the last several years -- Learning about MPL ... the organization, our patrons (users), ourselves as leaders, the Milwaukee community of which we are a part...?

Critical Uncertainties That May Impact MPL

In this question, we are looking for changes and trends that may have great impact on MPL although right now it is not clear how they will actually unfold. We refer to such changes and trends as "Critical Uncertainties" -- unpredictable external/societal driving forces, such as public opinion, impact of technology, or the state of the economy, that will have an important impact on public libraries or MPL itself.

NOTE: Here are two examples of trends that are NOT "critical uncertainties":

- The aging of the American population.
- Increased ethnic/racial diversity of the American population.

There is no uncertainty about these trends. These trends have been unfolding for some time and will continue to do so.

Your Task: With our definition of "critical uncertainties" in mind, respond to the following two-part question:

1. First, think about external/societal changes and trends that you believe will have the greatest future impact on the Milwaukee Public Library and public libraries in general. Consider political, economic, technological, social/lifestyle, demographic, competitive, public policy, and regulatory changes and trends.
2. Next, review your list of changes and trends and select those around which a certain level of uncertainty exists in terms of how things will actually play out in the future; list those changes and trends that represent "critical uncertainties" for MPL and public libraries in general below.

Exploring Our Mental Models

Mental models are deeply ingrained assumptions or beliefs that influence how we understand the world and how we take action. Some other words we use for mental models are perspectives, beliefs, assumptions, and mind set, to name a few. Mental models, especially when they have grown out of date, are often the greatest barriers to implementing new ideas in organizations, but they are also the area of organizational learning where organizations can make the most significant impact.

Here's an example:

One mental model of past library leadership might have been expressed as "A library is a building with shelf space to house book collections; patrons come to the library and check books out for reading elsewhere." With such a mental model in place, library leadership would have had difficulty noticing, understanding, and then acting upon implications of the Internet, and the rise of social media use especially by young people, on future planning for libraries.

One way to uncover our mental models is to reflect on what we hear ourselves and others saying. People express their beliefs and mental models through their values rules, understanding of cause-effect, and identity:

Values: "It's important to us that..." "We like when..." "We don't like it when..." (These statements express values that are important to people. Values are our expression of how we'd like the MPL and public libraries in general, larger society to be.)

Rules: "We can't..." "You have to..." "You must..., must not ..." (Words like "can't", "must", "have to" signal the rules we and our organizations live by and believe in, our beliefs about what is acceptable and unacceptable, what is right and wrong.)

Cause–Effect: "That's why it happened." "If we do that, then..." (Statements that demonstrate cause-and-effect show a person's beliefs about how things are related/connected in MPL and public libraries in general, and in the world.)

Identity: "We are an organization that..." "We are an organization known for..." "We are not just a ..." (Statements that include "we are" in some form express and individuals or an organization's beliefs about themselves, about who the organization is, the organization's identity.)

YOUR TASK: Reflect on the definition and mental model forms above and then respond below:

In the left column below, list what you believe are some of the most important mental models, beliefs, paradigms and assumptions that we operate from in MPL that influence how we act internally and externally. (List up to five mental models.)

In the right column, share your comments about each mental model you listed in the left column: How does this mental model affect our actions? Is this mental model still valid and what is the evidence that the mental model still works? (Are we sure?) Conversely, is this mental model obsolete in some way and if so, how? Again what is the evidence that the mental model no longer works?

Exploring Our Mental Models

Mental model that we operate from in MPL that influence how we act internally and externally	Your comments about this mental model - Is this mental model still valid?

Dramatically Increasing Our Mission and Vision Impact

Take a moment to review the vision and mission statements of the 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.

Now, with our mission and vision in mind, respond to the following question: What one thing that right now seems totally out of our control, if we were able to change it or conversely, make it happen, this would enable us to dramatically increase our mission and vision impact over the next 10 years?

Preparing for the February 2018 MPL Board of Trustees Governance Retreat

Survey Questions

- **Lessons Learned:** What have been your most "powerful" lessons learned arising from your experience as a leader in MPL over the last several years – learning about MPL ... the organization, our patrons (users), ourselves as leaders, the Milwaukee community of which we are a part...?

Survey Questions

- **Identifying Critical Uncertainties:** "Critical Uncertainties" are external/societal changes and trends that may have future impact on MPL although right now it is not clear how they will actually unfold. They are unpredictable driving forces, such as public opinion, impact of technology, or the state of the economy, that will have an important impact in the future. What are the critical uncertainties you believe will have the greatest future impact on MPL?

Survey Questions

- **Exploring Our Mental Models:** Mental models are deeply ingrained assumptions or generalizations that influence how we understand the world and how we take action. Mental models, especially when they have grown out of date, are often the greatest barriers to implementing new ideas in organizations. What do you believe are some of the most important mental models that we operate from in MPL that influence how we act internally and externally?

Survey Questions

- **Increasing Our Impact:** What one thing that right now seems totally out of our control, if we were able to change it or conversely, make it happen, this would enable us to dramatically increase the impact of our vision and mission over the next 10 years?

MILWAUKEE PUBLIC LIBRARY SYSTEM

PERSONNEL ACTIONS

COVERING PERIOD: OCTOBER 8, 2017 THROUGH NOVEMBER 4, 2017

The Secretary reports the following personnel actions:

CHANGE IN STATUS / TRANSFER

Kevin Cross - Library Circulation Assistant I (LPT) - Martin Luther King 10/08/17
To: Library Circulation Assistant I - Villard Square

TRANSFER

Catherine Malloy - Librarian I - Capitol to WTBBL 10/22/17
Inga Zile - Library Circulation Assistant I (LPT) - Villard Square to Mitchell Street 10/22/17

LEAVE OF ABSENCE 24.0 OR MORE HOURS

Kathleen Coffey - Library Circulation Assistant I - Villard Square - 79.6 hours 10/09/17
Fawn Siemsen-Fuchs - Library Reference Assistant - Tippecanoe - 80.0 hours 10/09/17
Kathleen Coffey - Library Circulation Assistant I - Villard Square - 72.0 hours 10/23/17
Nicole Yarbrough - Library Technician II - Technical Services / Acquisitions & Serials - 6 days 10/31/17
Kathleen Coffey - Library Circulation Assistant I - Villard Square - 10 days 11/03/17

**Milwaukee Public Library
Financial Report
October 31, 2017**

2017

2016

City Revenues

	Budget	Received to Date	% Received
<i>City Budget Appropriation</i>	\$ 22,803,431	\$ 18,105,442	79.4%
<i>Fines</i>	\$ 245,000	\$ 180,118	73.5%
<i>Lost Materials, etc.</i>	\$ 117,600	\$ 72,817	61.9%
<i>MCFLS Contracts</i>	\$ 725,000	\$ 557,981	77.0%
Total City Appropriation	\$ 23,891,031	\$ 18,916,358	79.2%

	Budget	Received to Date	% Received
	\$ 22,613,655	\$ 17,739,408	78.4%
	\$ 280,000	\$ 205,381	73.4%
	\$ 120,000	\$ 85,061	70.9%
	\$ 720,000	\$ 546,939	76.0%
Total	\$ 23,733,655	\$ 18,576,789	78.3%

City Expenses

Salaries & Benefits

	Budget	Spent to Date	% Spent
<i>Salaries</i>	\$ 12,962,640	\$ 10,093,914	77.9%
<i>Fringe Benefits</i>	\$ 5,729,318	\$ 4,567,097	79.7%

	Budget	Spent to Date	% Spent
	\$ 12,577,933	\$ 10,235,593	81.4%
	\$ 6,037,408	\$ 4,491,663	74.4%

Operating

	Budget	Spent to Date	% Spent
<i>General Office</i>	\$ 158,158	\$ 84,618	53.5%
<i>Tools & Machinery Parts</i>	\$ 31,000	\$ 16,055	51.8%
<i>Construction Supplies</i>	\$ 38,000	\$ 24,810	65.3%
<i>Energy</i>	\$ 809,700	\$ 568,813	70.2%
<i>Other Operating Supplies</i>	\$ 199,615	\$ 184,802	92.6%
<i>Vehicle Rental</i>	\$ 8,300	\$ 5,323	64.1%
<i>Non-Vehicle Equipment Rental</i>	\$ 32,700	\$ 20,980	64.2%
<i>Professional Services</i>	\$ 75,000	\$ 82,288	109.7%
<i>Information Technology Services</i>	\$ 357,198	\$ 414,610	116.1%
<i>Property Services</i>	\$ 1,033,245	\$ 951,632	92.1%
<i>Infrastructure Services</i>	\$ 28,000	\$ 13,253	47.3%
<i>Vehicle Repair Services</i>	\$ 1,500	\$ -	0.0%
<i>Other Operating Services</i>	\$ 137,100	\$ 136,719	99.7%
<i>Reimburse Other Departments</i>	\$ 79,900	\$ 56,637	70.9%
Total	\$ 2,989,416	\$ 2,560,540	85.7%

	Budget	Spent to Date	% Spent
	\$ 158,000	\$ 83,221	52.7%
	\$ 31,000	\$ 22,092	71.3%
	\$ 38,000	\$ 35,197	92.6%
	\$ 817,100	\$ 553,795	67.8%
	\$ 209,465	\$ 114,418	54.6%
	\$ 8,300	\$ 4,178	50.3%
	\$ 32,700	\$ 20,402	62.4%
	\$ 70,000	\$ 84,659	120.9%
	\$ 364,548	\$ 359,975	98.7%
	\$ 984,363	\$ 670,209	68.1%
	\$ 28,000	\$ 18,320	65.4%
	\$ 1,500	\$ -	0.0%
	\$ 152,857	\$ 145,343	95.1%
	\$ 79,900	\$ 60,008	75.1%
Total	\$ 2,975,733	\$ 2,171,817	73.0%

Equipment

	Budget	Spent to Date	% Spent
<i>Library Materials</i>	\$ 1,751,774	\$ 1,386,694	79.2%
<i>Computers, etc.</i>	\$ 371,883	\$ 234,745	63.1%
<i>Other</i>	\$ 86,000	\$ 73,368	85.3%
Total	\$ 2,209,657	\$ 1,694,807	76.7%
Total City Expenses	\$ 23,891,031	\$ 18,916,358	79.2%

	Budget	Spent to Date	% Spent
	\$ 1,653,774	\$ 1,324,491	80.1%
	\$ 418,707	\$ 308,902	73.8%
	\$ 70,100	\$ 44,323	63.2%
Total	\$ 2,142,581	\$ 1,677,716	78.3%
Total	\$ 23,733,655	\$ 18,576,789	78.3%

**Milwaukee Public Library
Financial Report
October 31, 2017**

	2017			2016		
Additional Funding Sources						
Other Departmental Appropriation						
	Budget	Spent to Date	% Spent	Budget	Spent to Date	% Spent
<i>Villard Square Lease</i>	\$ 13,182	\$ 13,182	100.0%	\$ 13,182	\$ 13,182	100.0%
<i>Mitchell Street Lease</i>	\$ 36,000	\$ -	0.0%	\$ -	\$ -	0.0%
Total	\$ 13,182	\$ 13,182	100.0%	\$ 13,182	\$ 13,182	100.0%
Contract Grants						
	Budget	Spent to Date	% Spent	Budget	Spent to Date	% Spent
<i>Teacher in the Library</i>	\$ -	\$ 72,227	0.0%	\$ 100,000	\$ 73,657	73.7%
<i>WTBBL</i>	\$ 968,700	\$ 294,254	30.4%	\$ 968,700	\$ 305,318	31.5%
<i>ILS</i>	\$ 96,297	\$ 27,391	28.4%	\$ 96,849	\$ 27,243	28.1%
Total	\$ 1,064,997	\$ 393,873	37.0%	\$ 1,165,549	\$ 406,218	34.9%
Trust Funds						
	Budget	Spent to Date	% Spent	Budget	Spent to Date	% Spent
<i>Materials</i>	\$ 65,100	\$ 53,642	82.4%	\$ 55,321	\$ 53,603	96.9%
<i>Programming</i>	\$ 78,278	\$ 17,722	22.6%	\$ 73,278	\$ 17,124	23.4%
<i>Training</i>	\$ 10,000	\$ 5,909	59.1%	\$ 9,200	\$ 8,589	93.4%
<i>Marketing</i>	\$ 22,000	\$ 6,505	29.6%	\$ 15,000	\$ 16,756	111.7%
<i>Contingency</i>	\$ 2,022	\$ 913	45.1%	\$ 1,600	\$ 316	19.8%
Total	\$ 177,400	\$ 84,692	47.7%	\$ 154,399	\$ 96,388	62.4%
Foundation Funds						
	Budget	Spent to Date	% Spent	Budget	Spent to Date	% Spent
<i>Materials</i>	\$ 371,186	\$ 219,923	59.2%	\$ 285,306	\$ 137,471	48.2%
<i>Other Activities</i>	\$ 1,339	\$ -	0.0%	\$ 46,314	\$ 36,458	78.7%
<i>Programming</i>	\$ 1,432,726	\$ 456,993	31.9%	\$ 729,192	\$ 531,021	72.8%
Total	\$ 1,805,251	\$ 676,915	37.5%	\$ 1,060,812	\$ 704,950	66.5%
Investments						

No funds were invested this period.

Director's Report
October / November 2017

Since the October 24th meeting of the Board of Trustees, Library Administration continued to work with the Budget Office on 2018 budget issues. An amendments offered by Alderman Caviler Johnson creates an Office of Early Childhood Initiatives within the Library, reporting to the Library Director. One of the many meetings held at the new Mitchell Street branch library included one with Alderman Jose Perez and members of the Wisconsin State Department of Families and Children, in which I was invited to attend for the purpose of sharing information about the new library and the services we offer to youth. Discussions began with City Election Commissioner Neil Albrecht in anticipation of using a number of public libraries as early voting sites in 2018. Another budget amended added funding that will support eight early voting sites, five of which will be MPL branches. Specific locations will be determined in the coming months.

Within the State Library Community, I consulted with Brian Simmons, the Library Director of the Brown County Library System about mixed-use libraries and provided sample development and condominium agreements. I attended a Steering Committee meeting of the Public Library System Redesign (PLSR) project in Stevens Point, WI. These monthly face-to-face meetings will continue through the conclusion of the project next summer. An in-person meeting to update Wisconsin's Department of Public Instruction Superintendent Tony Evers is scheduled for December 5th in Madison.

My Foundation activities included attending a meeting with MPLF Executive Director Ryan Daniels and several Directors to invite Attorney Frank Gimbel to join the Board. I also met with JoAnne Anton, Director of Giving at Herb Kohl Philanthropies, to discuss early childhood education and the generous gift made by Senator Herb Kohl that he announced at the Benjamin Franklin dinner. Our goal is to develop a set of parameters by the end of the year that will provide guidance to the library and the Foundation in fulfilling the intent of the gift. Ryan, MPLF's Director of Philanthropy Patricia Swanson and I met with Emily Perry from Cargile, Inc. about their interest in supporting the Community Kitchen at the Mitchell Street branch. A recommendation for recognition of a potential gift will be brought to the Board for discussion and approval. Pat and I met with Anne Summers of the Brico Fund and Dana Schultz (Wisconsin Voices) for a tour of the Mitchell Street branch library and a conversation of the programs we provide to the community that Brico might find of interest.

Activities within the Community include my attendance at the Planned Parenthood Luncheon, Woodland Pattern Book Center's Annual Gala, a JP Morgan/Chase event at Mitchell Street, the retirement reception for David Uihlein and Del Wilson, the Wisconsin Historical Marine Society's annual volunteer luncheon, and a presentation at the University Club by the Public Policy Forum's Rob Henken regarding the City of Milwaukee's Budget.

MPL HELPS PEOPLE READ

Author Visit: Nancy MacLean. Historian and author Nancy MacLean visited **Central Library's** Centennial Hall on October 3 to promote her newest book and National Book Award finalist for nonfiction, *Democracy in Chains*. Professor MacLean is the William H. Chafe Professor of History and Public Policy at

Duke University and her research includes investigation in the radical right's philosophical origins. *Democracy in Chains* focuses on political economist James Buchanan as the originator of a stealth movement to eliminate democratic foundations. Boswell Books co-sponsored the event. Attendance: 52.

Justice for All: Selected Writings of Lloyd Barbee with Editor Daphne Barbee-Wooten. **Central Library** welcomed daughter of prominent Milwaukee civil rights activist and Wisconsin legislator Lloyd Barbee for a presentation celebrating the newly released selected writings of Mr. Barbee, titled *Justice for All*. Ms. Barbee-Wooten is herself an award winning civil rights attorney in Hawaii. Her presentation included personal stories of her father, a discussion of issues including school segregation, mass incarceration and the power inequities in today's society. She highlighted the importance of persistence in working on a just cause, and the time it takes to make progress. The event was included as part of the 200 Nights of Freedom honoring the 50th anniversary of the Milwaukee Fair Housing Marches. Partners included Wisconsin Historical Society Press and Woodland Pattern. Attendance: 53.

Poet Visit: Salvadoran Poet Jorge Argueta. On October 21 MPL and University of Wisconsin Milwaukee Center for Latin American and Caribbean Studies (CLACS) welcomed Salvadoran children's poet and author Jorge Argueta to the **Mitchell Street** branch. Mr. Argueta shared stories of growing up in El Salvador and the influences in his life that led to writing: his abuelita and the traditions of his people, the Pipil Nahua Indians. He read from his soon to be published book, *Agua/Agüita*, which tells the story of a little water droplet's journey from within Mother Earth, through the ocean, into the sky, and back to the earth. Mr. Argueta also talked about his "Library of Dreams," a small library he built and runs in San Salvador, where access to books is limited or non-existent for many children. Woodland Pattern sold books at the event, and the CLACs provided financial support. Attendance: 21.

MPL HELPS PEOPLE LEARN

Discovery Lunches: Eat Green, Local and Organic. **Central Library** hosted nutritionist Judy Mayer for a program on the benefits of eating local and organic. Ms. Mayer explained the difference between "organic," "local" and "natural," along with the nutritional benefits of each. The presentation included gluten free, organic recipes and samples for class attendees. A group from the Guest House attended the presentation and expressed interested in sharing these recipes with others at the home. Attendance: 9.

Mozart's Grove Music Series: United Community Center's Grupo Renacer. As part of Hispanic Heritage Month **Central Library** hosted the senior musical group from the United Community Center (UCC), Renacer. Renacer means "to be reborn," members of the group have varying degrees of musical experience—from church choir singers to seasoned musicians to inexperienced but enthusiastic contributors. All are older adults and passionate about sharing their love of music. The performance included songs from multiple Latin American countries. Attendance: 41.

Latino Inventors (English and Spanish). Business Librarian Laura Patino presented a new patent program celebrating Hispanic Heritage Month that focused on Latino inventors. Two presentations were held during October at the **Mitchell Street** branch. The family-friendly program explored the creations of Latino inventors and included snacks, music, and activities based on inventions such as the color TV, flying machines, and banana chips. Attendance: 37.

MPL HELPS PEOPLE CONNECT

Wisconsin Library Association Presentation: White Privilege in Libraries. During the annual Wisconsin Library Association (WLA) Conference, Programming Librarian Kristina Gómez co-presented a session titled “White Privilege in the Library.” Her presentation focused on the importance of library programming addressing community needs and ways the planning and implementing of programs can reduce barriers of access to services, help create welcoming environments and facilitate meaningful cross cultural connections. Attendance: 42.

Wisconsin Library Association Presentation: Working with a Web Designer. On October 20, Assistant Library Director Judy Pinger co-presented a program at the Wisconsin Library Association in Wisconsin Dells on “Working with a Web Designer.” Ms. Pinger and Mr. Michael Diedrick from Byte Studios shared their experience as partners on the library’s major web design process beginning in 2012 and the ongoing relationship sustained today. The audience was engaged with many questions at the end of the presentation. Attendance: 12

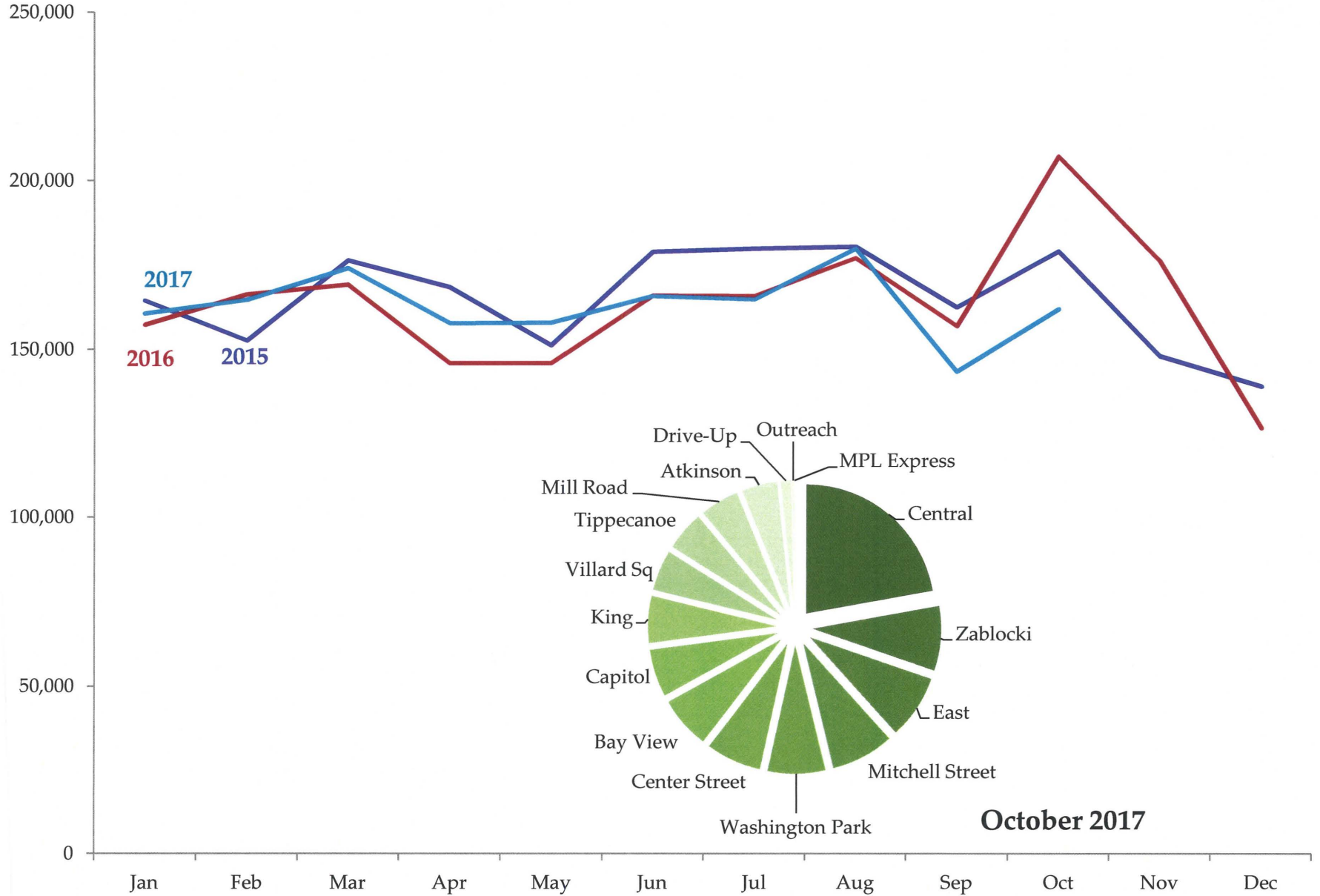
Wisconsin Library Association Summary. MPL staff participated in three plenary sessions of the Wisconsin Library Association 2018 Annual Conference, “Recharge,” covering topics including the partnership with Milwaukee Public Schools to create virtual library accounts for every student; finding and working with a website developer; and striving for racial equity in the provision of library programs and services. Presenters Kristina Gomez, Judy Pinger, Victoria Sanchez, Petra Duecker and Joan Johnson reached over 150 librarian professionals during the sessions and will be a resource for those who reached out for more information going forward.

Mental Health Awareness Day-MKE. MPL co-sponsored the Mental Health Awareness Day on October 25 at the Milwaukee Area Technical College – Downtown Campus. The day featured a resource fair, “Adverse Childhood Experiences” workshop and a performance of the play *Pieces: In My Own Voice*. At the resource fair library staff talked to visitors and shared resources on drop-in job help, computer classes, Affordable Care Act enrollment labs, children’s events, and mental health specific programming. Attendance: 75.

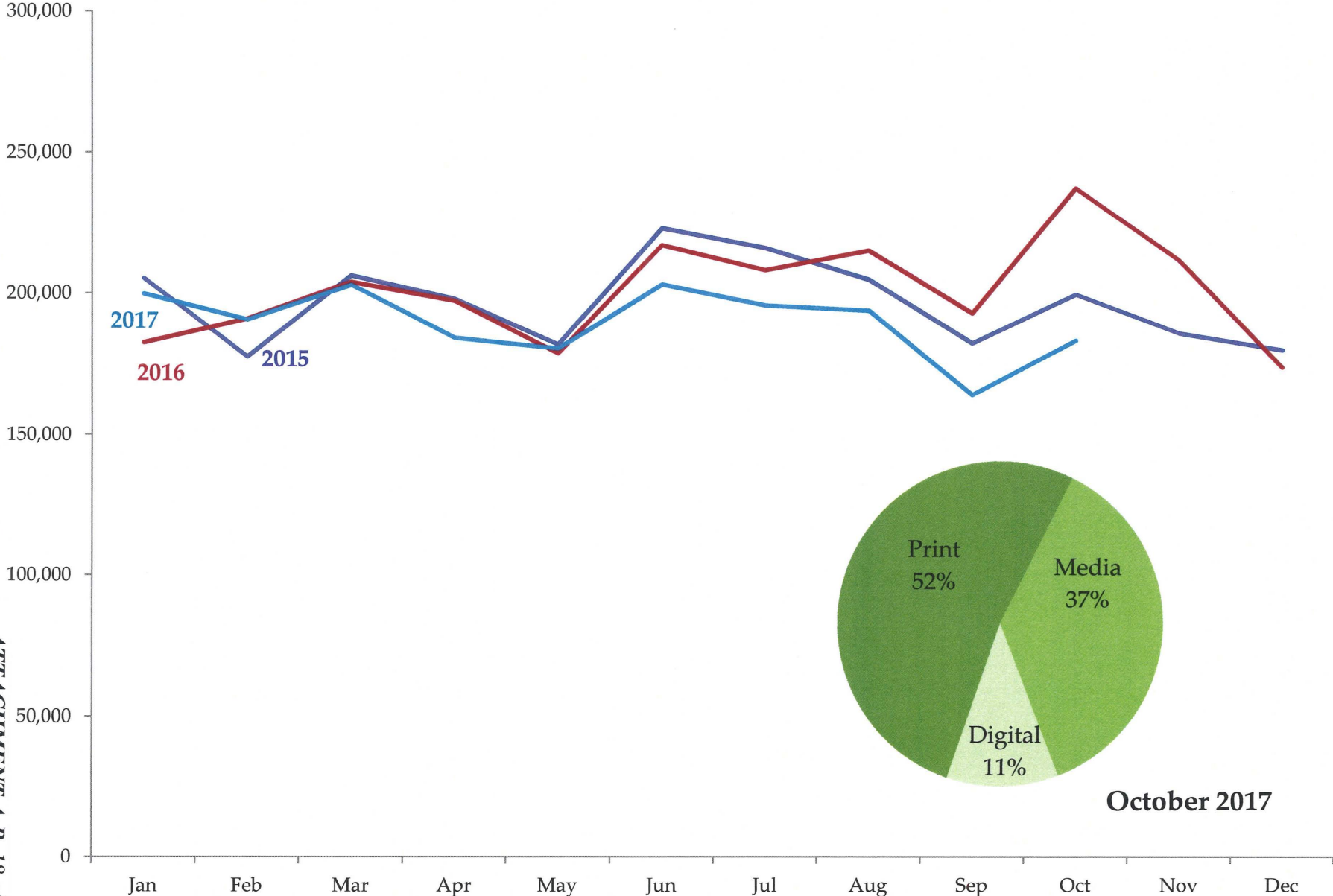
Milwaukee Film Festival 2017. Milwaukee Public Library is a sponsor of the MKE Film Festival. **East branch** held sixteen conversations after film showings in our large conference room. Attendance: 77.

Book Pop! East branch hosted an all-ages program celebrating books, pop culture, and fandom of all kinds. Despite a very rainy afternoon, patrons enjoyed Harry Potter Quidditch Pong, geeky crafts, button making, and fun giveaways courtesy of Quirk Books along with suitable refreshments – tootsie pops, popcorn and popsicles. Attendance: 30.

Milwaukee Public Library Visits

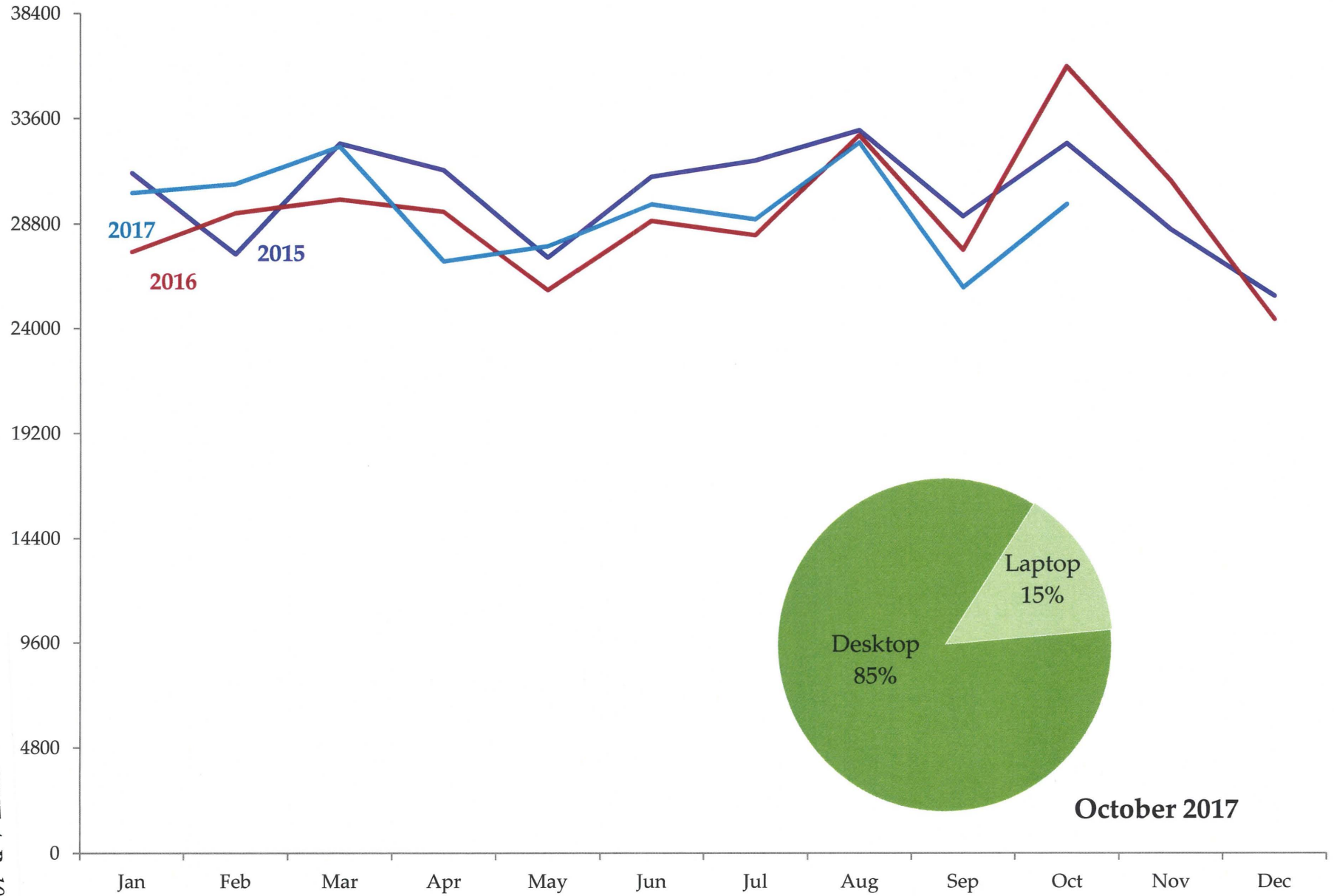


Milwaukee Public Library Circulation



October 2017

Milwaukee Public Library Hours of Computer Usage



October 2017

Milwaukee Public Library
Computer, Internet, and Electronic Statistics
October, 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
	260,252	469,593	-44.6%	2,533,526	4,304,554	-41.1%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	5,556	5,241	6.0%	51,067	46,752	9.2%

OverDrive Digital Download Circulation, by format						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	8,838	7,997	10.5%	85,131	74,175	14.8%
Audiobooks	6,130	5,348	14.6%	58,685	49,602	18.3%

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
	2,394	3,153	-24%	25,390	29,565	-14%

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
	40,709	40,893	-0.4%	388,902	389,910	-0.3%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	12,034	11,742	2.5%	118,680	116,788	1.6%
Atkinson	816	863	-5.4%	8,471	7,587	11.7%
Bay View	2,331	2,231	4.5%	23,588	23,190	1.7%
Capitol	1,856	1,842	0.8%	18,155	17,961	1.1%
Center Street	1,009	1,001	0.8%	9,554	9,720	-1.7%
East	2,215	2,200	0.7%	21,564	19,831	8.7%
Mitchell Street	1,396	1,118	24.9%	10,179	10,063	1.2%
Martin Luther King	1,004	857	17.2%	9,114	7,808	16.7%
Mill Road	1,209	1,379	-12.3%	12,004	11,954	0.4%
Tippecanoe	2,018	1,850	9.1%	18,273	13,499	35.4%
Villard Square	1,091	779	40.1%	8,323	8,566	-2.8%
Washington Park	1,191	749	59.0%	11,282	8,668	30.2%
Zablocki	2,207	2,230	-1.0%	21,098	21,526	-2.0%
YCOS--Outreach	350	247	41.7%	2,883	1,094	163.5%
TOTAL	30,727	29,088	5.6%	293,168	278,255	5.4%



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

October 26, 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: Joan Johnson, Jennifer Meyer Stearns, Sam McGovern-Rowen, Armando Chacon
City Attorney's Office: Rachel Kennedy, Mary Schanning
Maures Development / Royal Capital Group: Terrell Walter
Young Development Group LLC: Lavelle Young

Fm: Paula A. Kiely, Library Director

Re: Library Building & Development Committee Meeting
November 2, 2017, Thursday, 8:00 a.m.-9:00 a.m.
Central Library Meeting Room 1

MEETING NOTICE AND AGENDA

1. **Mitchell Street Branch.** Director Kiely will share information about the first condominium meeting of the Mitchell Street Condominium Association and related issues.
2. **Mill Road / Good Hope Road Redevelopment Project.** Library Construction Project Manager Sam McGovern-Rowen and Mr. Terrell Walter will provide the committee with an update on the development agreement, white box scope, budget, project timeline, and the community meeting scheduled for November 7th.
3. **Martin Luther King Redevelopment Project.** Library Construction Project Manager Sam McGovern-Rowen will provide an update on the project and Mr. Lavelle Young will share information about project financing, the decision by Bader Foundation, and progress on a new parking solution. The committee may approve the financing plan for the Martin Luther King Redevelopment.

“The Library Board of Trustees may vote to convene in Executive Session, pursuant to Wisconsin Statutes sec. 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” for the purpose of deliberating over the Martin Luther King Redevelopment financing plan.

The Committee may reconvene in open session at the conclusion of its closed session to announce their recommendation which will be forwarded to the Milwaukee Public Library Board of Trustees.

ATTACHMENT B-P. 1 of 4
MPL AGENDA 11/28/17

4. **Capitol Branch.** The committee will renew their discussion about the redevelopment of the Capitol Branch and Library Construction Project Manager Sam McGovern-Rowen will share a new project timeline.

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
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Thursday November 2, 2017
Central Library Meeting Room 1**

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

OTHERS MPL: Jennifer Meyer Stearns, Sam McGovern-Rowen, Crystal Sura

PRESENT: Budget & Management: Eric Pearson
Young Development Group: Lavelle Young

Committee Chair Michele Bria called the MPL Board of Trustees Building & Development Committee meeting to order at 8:05 a.m. on November 2, 2017 with a quorum present. Trustee Prince participated by conference phone.

1. **Mitchell Street Branch**. Director Kiely said the library opened on October 7, 2017. People are visiting and meeting room use has increased by 115%. The Milwaukee Public Library is a tenant in the building and she will attend a Condominium Association meeting on November 8, 2017. There will be an election of officers from among library staff and the developer team. The meeting provides an opportunity to share issues as far as common spaces and who is responsible for what.

Trustee Cook asked if there was any word on the Wisconsin Department of Natural Resources grant assistance for the Mitchell Street Pocket Park Development. Director Kiely said the library is still waiting for a response to their application and will make the Trustees aware of the decision when it is received. Informational item.

-
2. **Mill Road / Good Hope Road Redevelopment Project**. Library Construction Project Manager Sam McGovern-Rowen said the development agreement and the price and scope of the white box for the Good Hope project are still being negotiated. The project timeline remains the same with ground breaking to take place in March 2018.

A community meeting is scheduled for November 7, 2017 from 6:00-8:00 p.m. at the Mill Road branch to give Zimmerman Architectural Studios the opportunity to present a library interior design concept update, based on community input from the last meeting. Informational item.

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3. **Martin Luther King Redevelopment Project**. Mr. McGovern-Rowen updated the committee on the Martin Luther King redevelopment financing plan. The Wisconsin Housing and Economic Development Authority's (WHEDA) federal new market tax credit allocation will be announced between December and February, which will cause a three-month delay in finalizing the financing plan. The committee was in agreement to continuing moving forward with Young Development Group. Informational item.
-

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4. **Capitol Branch.** Mr. McGovern-Rowen said the Capitol branch will be replaced with a mixed-use building to open in 2020. The library plans to begin the development process with an RFP being issued in the first quarter of 2018. The Building and Development Committee reviewed maps and data earlier in the year to determine a location. Criteria to consider include broader service area, access to public transportation, visibility, and proximity to schools. Library administration will reach out to potential partners within the county and state that are looking to provide services to the community as a satellite site. A brief discussion ensued regarding incorporating public opinion or soliciting ideas for potential sites from current Capitol branch patrons. The committee's goal is to have a site recommendation for the full Board at their regular meeting on March 27, 2017.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 8:50 a.m. on November 2, 2017.



Public Library System Redesign November 20, 2017 Update

The Public Library System Redesign project (PLSR) is a community-based project to consider how to best provide public library system services to local libraries in Wisconsin. Studies leading up to this process suggested that consolidation of efforts, economies of scale, and streamlining service delivery would have long-term benefits for local libraries and their patrons. Currently, the following services are offered by the 16 Wisconsin Systems to their member libraries:

1. Delivery
2. Continuing Ed
3. Consulting
4. Technology
5. Integrated Library Systems (ILS)
6. Interlibrary Loan
7. Electronic Resources
8. Collections

Since the May 2017 Update, the following activities have occurred:

1. Regional stakeholder meetings were held,
2. New models of service delivery were presented at the Wisconsin Library Association Conference
3. The Steering team's monthly meetings are taking place in-person
4. A process for evaluating and accepting the workgroup reports and service models is being developed,
5. A meeting with Superintendent Evers has been scheduled for December 5th in Madison.
6. The outcome of the process will be a report to the superintendent that includes the new models of service along with structures for administration, governance, and funding and a tiered approach for implementation.
7. Principles of Public Library System Redesign Structure were developed.
8. An executive summary of the project was developed and is found at the end of this update.

Principles of Public Library System Redesign Structure

Wisconsin public library systems have been built on trust and a strong sense of community. The Public Library System Redesign (PLSR) project recognizes the need for changes in order to ensure service excellence for all libraries in the state, but also recognizes that there is much to be lauded and protected. At the very start of this process, the Steering Committee created the Principles for the PLSR project, a set of common goals and standards

to guide the work of the process. The Principles of PLSR Structure rely on, as well as continue, these foundational principles.

The PLSR Steering Committee will work to guarantee that governance, administration, and funding recommendations will:

- Proactively foster, build, and maintain trust throughout the library community in Wisconsin.
- Allow for innovation and for services to evolve.
- Include transparency in decision making.
- Ensure accountability to the public library community.
- Achieve efficiencies relative to cost and service.
- Protect public libraries willingness to explore new service models and to enter into large scale collaborations.
- Minimize any negative fiscal impact on libraries as much as possible.
- Response to local public library needs.
- Preserve or improve the level of services currently provided by systems. Services will not be decreased for some libraries in order to improve services for others.
- Ensure all Wisconsin public libraries have the capacity to provide equitable access to excellent library services regardless of the race, ethnicity, income, gender, or employment status of the people they serve, or the their location within the State.

TIMELINE:

Monthly – Steering Team meets face-to-face

Through Feb – Model refinement

Ongoing – Active solicitation of feedback to draft service models

Dec 5 – Meeting with Superintendent Evers

February 22-23 – Two-day Steering Committee retreat. This is the final check in between Steering and workgroups.

March 20-24 - Public Library Association Conference (Possible presentation by members of the PLSR Project)

April 2 – Workgroup final report is released to Steering

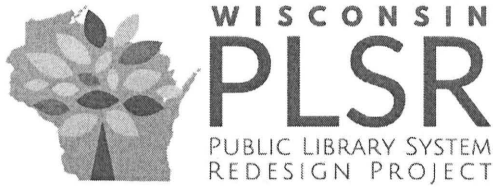
April 12-13 – Steering will invite stakeholders to get initial feedback and help develop a vision of the framework (governance, structure, etc.).

May 2-4 – Wisconsin Association of Public Libraries Annual Conference. Possibly a program session

Dates in May TBD – Regional Meetings to get feedback from the community on the governance and structure ideas that will be clearer by this point.

May 18 - The Steering Committee will bring together everything learned to develop recommendation.

Post May 18 – The committee, with inclusion of stakeholders as appropriate, works on drafting final recommendation report.



Executive Summary of Process ***Project start through August 31, 2017***

Wisconsin's public libraries play a critical role in providing free access to knowledge, information and the diversity of ideas to our residents. The Wisconsin legislature recognizes that public libraries are a matter of statewide concern and have declared it is the policy of Wisconsin to provide laws for the development and improvement of public libraries, school libraries and interlibrary cooperation among all types of libraries. (Chapter 43.001) As part of this commitment, public library systems were added to Chapter 43.001 in 1971 to provide all residents in Wisconsin with library service and to provide collaborative services to libraries themselves.

Systems have evolved in many ways since 1971. System borders have gradually developed as counties elected to join, affording public libraries in those counties to join and receive system services. Services provided to member libraries have evolved to meet regional demands for new types of materials, technology innovations, as well as to meet the demographic changes of their membership. However, the basic structure of system services remained rooted in statutory language from earlier decades.

Over the years, especially as state aid to public library systems has diminished, sharp inequities among the services provided to libraries by systems have developed. As a result, there are differing levels of resources and services available to patrons across the state. Just one example is limited purchasing power exists in some parts of the state resulting in some residents not having access to online educational and job resources that others have.

The PLSR process is intended to address some of these inequities by developing different models of service. Equity of service to Wisconsin's public libraries and to all of residents of Wisconsin is a high priority of the Department of Public Instruction. While the structures and services of systems have been studied over the years, and some of those studies led directly to the creation of the PLSR process, the PLSR Steering Committee was given the responsibility for working with the library community to develop more effective methods of delivering system services to local libraries that support equity of services to patrons. Through this process, Wisconsin is embarking on a unique opportunity to create models that provide statewide equity in delivering high quality services while demonstrating that the library community are good stewards of public dollars.

The Beginnings (Phase 1) April 2015-April 2016

Steering Committee

The formal PLSR process began as an outgrowth from the work of two groups: COLAND and their Strategic Vision for Library Systems in the 21st Century and the DPI Lean System Study Work Group. Their work merged into a road map for the Strategic Vision. The road map provided the structure for the Steering Committee composition and a process framework.

On April 29, 2015, DPI's Public Library Development Director John DeBacher, with assistance from the COLAND Chair (2015) Nita Burke and John Thompson, LEAN Study Group Representative, posted a call for volunteers to serve on the Steering Committee.

The Steering Committee was officially appointed by Dr. Tony Evers, State Superintendent of Public Instruction in August 2015. All meetings of the Steering Committee are subject to open meeting law.

The initial meeting of the Steering Committee was held on September 3, 2015. Discussion and action at their first meeting included a presentation of background information, including project management support with LSTA funds by John DeBacher; election of John Thompson as Chair and Paula Kiely as Vice Chair; and preliminary discussions on seeking project management.

Project Management

The second Steering Committee meeting approved the RFP for Project Manager and establishing the committee quorum as eight members. The RFP was released nationally via WISPUBLIB; PUBLIB; ALA's libadmin list, and posted to the LibraryConsultants.org website. Two proposals were received one from WiLS and the other from Minges & Associates.

At the November 4th meeting held in person at the WLA Conference site the committee voted to begin contract discussions with WiLS to serve as the project manager which was approved on November 17, 2015 by Steering.

The project managers and Steering developed and approved a Phase I timeline and activities to guide the initial development of the process including a communication plan, data and information gathering plan, and project principles and goals, and workgroup development. This foundational work was summarized in the Phase 1 Report.

Phase 2 May 2016-March 2017

The Phase 2 activities timeline provided an overview for the Workgroups formed by the project managers to aid in the development of report that will be provided to the Steering Committee at the end of Phase 3. The Workgroups used a variety of resources including information from other states; existing reports; surveys; system budgets and plans; and other feedback to assist them in model development. Data gathering continued throughout Phase 2 and will continue into Phase 3. The preliminary workgroup models were released at the Fall 2016 WLA Conference and online for feedback from the library community. This input from the conference was used by the workgroups to begin the further refinement of their service models

Also at the WLA Conference A Conversation with the Steering Committee to hear from the library community. This was in addition to the Virtual Q&A Sessions held by Steering and Workgroups during this phase.

Flexibility in the process and timeline has been a cornerstone for the process. Based on feedback from the library community a set 2016 PLSR Toolkit Presentation Materials was created and shared by members from Steering and Workgroups for the systems that requested a presentation.

Phase 3 April 2017-April 2018 (as of 8/31/17)

In the first five months of this phase a number of informational resources were created about PLSR.

Phase 3 Videos

- [PLSR Background](#): An overview of the PLSR process, including background information, participants, and a general timeline.
- [PLSR Workgroups \(March 2017- March 2018\)](#) Overview of the workgroups, with a focus on how the community can stay informed and participate in the PLSR process.
- [PLSR Steering Committee \(Phase 3: Now – May 2018\)](#) Information about the structure and administration work being addressed by the Steering Committee, including an overview of the Committee's timeline.
- [Script for Videos](#)

WAPL Conference Information

- [WAPL 2017 PLSR program slides](#)
- [Updated Timeline](#)
- [PLSR Service Models](#)
- [Topic Teams' Recommendations](#)
- [PLSR Structure](#)
- [SRLAAW – PLSR discussion notes](#)
- [WAPL 2017 Community Conversation Feedback & Input](#)

At a July Steering retreat the committee created an [activities timeline](#) for its Phase 3 work. This was based on feedback it received from the community over the beginning months of Phase 3, including conversations with workgroup leadership and public library system directors at the retreat.

The workgroups are further developing their models during Phase 3 to finalize recommendations that will be delivered to the Steering Committee in March 2018. At the retreat an update of the [workgroup's service models](#) was provided to the committee. Also, the Steering Committee approved a [recommendation report outline](#) at the July retreat, which offers the workgroups standardized expectations.

The committee has established [Principles of PLSR Structure Development](#) they will use as a guide as they begin developing their administration, funding and governance recommendations after they receive the workgroup recommendations at the end of March 2018.

NOTE: Additional information on Phase 3 will be added to the summary as work progresses.

Communication to Stakeholders

Regular updates by Steering Committee members and/or the project managers are provided to COLAND; Division for Libraries and Technology Staff; Dr. Evers and his cabinet; System and Resource Library Administrators' Association (SRLAAW); Wisconsin Library Association at the WAPL and WLA Conferences, Library Development & Legislation Committee (LD&L), and the library community.

Visit the [PLSR Website](#) for project [resources](#) and [updates](#). Regular information updates are shared on the [blog](#) or via the [16 library system communication liaisons](#).

Questions or comments can be shared with the Steering Committee or via the [PLSR contact page](#) at any point in the process.



CITY OF MILWAUKEE

City Hall, 200 E. Wells Street, Milwaukee, WI 53202 • www.city.milwaukee.gov

November 10, 2017

Ms. Paula Kiely
City Librarian
814 W Wisconsin Ave
Milwaukee, WI 53233

Dear Ms. Kiely,

Libraries, like all City institutions, have changed a great deal as the community around them has changed. They are no longer “just” centers of learning. They and the activities they house are a positive alternative to negative behaviors and, in providing this, ought to be seen as a part of a broad public safety strategy every bit as important as a police station or a squad car.

Even more, they provide resources that those most in need of them might not be aware of. G.E.D. preparation, employment resources, housing assistance, and many others are available without cost and in locations that are designed to be convenient.

I want to commend you for your forward-looking approach to adaptive library reuse and your efforts to keep libraries current and vital. In that same spirit, I would like to explore the possibility of extending the closing hours of certain libraries in the interest of making their resources more available to the public. The days when the world worked on a 9-to-5 shift are long past and I am concerned that many who work late, early, or on weekends are unable to access libraries and their services.

Of course this will come with a cost, and I will certainly work with you and the Library Board to identify necessary resources, but, as a first step, could I ask that you prepare a cost estimate for keeping a branch library open until midnight on each day that it is now open? If it matters, my hope would be that the library

would be of a type available to those in distressed neighborhoods. Perhaps you could prepare a few different scenarios offering different levels of staffing and services and the proportionate levels of cost?

I look forward to working on this with you. Should you have any questions, please do not hesitate to contact my office.

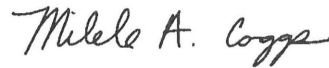
Sincerely,



Khalif J. Rainey,
7th District Alderman



Chantia Lewis,
9th District Alderwoman



Milele A. Coggs,
6th District Alderwoman



Russell W. Stamper, II
15th District Alderman



Milwaukee Public Library 2018 Public Service Hours

Central Library

Art and Humanities Rooms

Monday	12 p.m. – 8 p.m.		Monday	12 p.m. – 8 p.m.
Tuesday	9 a.m. – 8 p.m.		Tuesday	9 a.m. – 4 p.m.
Wednesday	9 a.m. – 6 p.m.		Wednesday	9 a.m. – 4 p.m.
Thursday	9 a.m. – 6 p.m.		Thursday	9 a.m. – 4 p.m.
Friday	9 a.m. – 6 p.m.		Friday	9 a.m. – 4 p.m.
Saturday	9 a.m. – 5 p.m.		Saturday	9 a.m. – 4 p.m.
54 hrs/wk			43 hrs/wk	

Drive-Up at Central Library

Monday	7:30 a.m. – 6 p.m.
Tuesday	7:30 a.m. – 6 p.m.
Wednesday	7:30 a.m. – 6 p.m.
Thursday	7:30 a.m. – 6 p.m.
Friday	7:30 a.m. – 6 p.m.
Saturday	9 a.m. – 5 p.m.
60.5 hrs/wk	

Branch Libraries

Atkinson, Capitol, M.L. King, Mitchell Street, Mill Road, Tippecanoe

Monday	12 p.m. – 8 p.m.
Tuesday	12 p.m. – 8 p.m.
Wednesday	12 p.m. – 8 p.m.
Thursday	10 a.m. – 6 p.m.
Friday	10 a.m. – 6 p.m.
Saturday	10 a.m. – 5 p.m.
47 hrs/wk	

Bay View, East, Villard Square,
Washington Park, Zablocki

Center Street

Monday	10 a.m. – 8 p.m.		Monday	9 a.m. – 8 p.m.
Tuesday	12 p.m. – 8 p.m.		Tuesday	12 p.m. – 8 p.m.
Wednesday	12 p.m. – 8 p.m.		Wednesday	12 p.m. – 8 p.m.
Thursday	10 a.m. – 6 p.m.		Thursday	10 a.m. – 6 p.m.
Friday	10 a.m. – 6 p.m.		Friday	10 a.m. – 6 p.m.
Saturday	10 a.m. – 5 p.m.		Saturday	10 a.m. – 5 p.m.
49 hrs/wk			50 hrs/wk	

Ready Reference: Open at 9:00 a.m. *Monday* thru *Saturday*

Sunday Hours: October – April: 1 – 5 p.m. at Central, Zablocki, and Capitol Libraries