



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

Joe'Mar Hooper, Financial Secretary

Paula Kiely, Secretary

JoAnne Anton, Ald. Milele Coggs, Sharon Cook, Ald. Nik Kovac,

Chris Layden, Joan Prince, Dir. Mark Sain

Secretary's Assistant: Crystal Sura (414) 286-3021

Tuesday January 24, 2017

4:30 p.m.

Central Library

Meeting Room 1

814 West Wisconsin Avenue

Milwaukee, WI 53233

AGENDA

PUBLIC COMMENT

SPECIAL COMMUNICATION

1. **New Trustee Introduction.** Alderman Cavalier Johnson, new trustee appointed by Mayor Barrett, will be introduced.

RESOURCES / RECOMMENDATIONS / RESEARCH

2. **Public Data.** Assistant Library Director Jennifer Meyer Stearns will explain the data to be made available to the public as part of the "What Works Cities" initiative.

CONSENT AGENDA

Attachment A, page 3

3. **Regular Board Meeting Minutes November 22, 2016.**
4. **Special Board Meeting Minutes December 20, 2016.**
5. **Committee Reports.**
 - a. Executive Committee Meeting Minutes December 14, 2016
 - b. Finance & Personnel Committee Meeting Minutes January 4, 2017

6. **Administrative Reports.**
 - a. Personnel Actions
 - b. Financial Report
 - c. Library Director's Reports

REPORTS

7. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac, Resource Library Representative, will report on the November 28, 2016 and January 9, 2017 MCFLS Board meetings.
8. **Building and Development Committee.** Committee Chair Michelle Bria will provide a report from the January 5, 2017 meeting regarding the Mitchell Street Project, the Mill Road Project and the Martin Luther King project.

Attachment B, page 48
9. **MPL Foundation Report.** MPL Foundation Executive Director Ryan Daniels will report on fundraising results for 2016.

OLD BUSINESS

10. **Wisconsin Library System Changes Update.** Director Kiely will update the Board on the developments related to the Public Library System Revision Steering Committee.

STRATEGIC DISCUSSION

11. **Measuring Impact and Success.** The Trustees will discuss program initiatives for 2017 and measuring their impact and success.

REMINDER: Next scheduled meetings are:

February 6, 2017 – Library Services & Programs Committee – Central Library 5:30 p.m.

March 2, 2017 – Building & Development – Central Library 8:00 a.m.

March 28, 2017 – Regular Central Library 4:30-7:00 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.

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

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday November 22, 2016
Central Library
814 West Wisconsin Avenue
Milwaukee, WI 53233**

PRESENT: JoAnne Anton, Ald. Milele Coggs, Sharon Cook, John Gurda, Ald. Nik Kovac, Chris Layden, Joan Prince, Paula Kiely

EXCUSED: Michele Bria, Joe'Mar Hooper, Dir. Mark Sain

STAFF: Ryan Daniels, Eileen Force Cahill, Panola Hall, Joan Johnson, Dawn Lauber, Sam McGovern-Rowen, Jennifer Meyer Stearns, Judy Pinger, Kelly Wochinske

President Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:38 p.m. on November 22, 2016 with a quorum present. Agenda items were taken out of order; however these minutes are presented in numerical sequence. Trustees Layden and Coggs were excused at 5:40 p.m. at which time a quorum was lost. All action items were approved with a quorum present.

PUBLIC COMMENT None.

SPECIAL COMMUNICATION

1. **Board Photograph.** The Trustees took a brief recess for the annual official photograph of the Board.

RESOURCES / RECOMMENDATIONS / RESEARCH

2. **Story of Sim, the Library Lion.** Public Services Area Manager Dawn Lauber gave a brief presentation on Sim, the lion that lived in what is now the Central Library building, then also housing the Milwaukee Public Museum. Sim spent a few months on the fourth floor in 1928. Sim is currently on display at the Milwaukee Public Museum in the Africa exhibit. The library mascot, Browser, is also a lion, but was developed independently and is not meant to represent Sim. Browser is a popular attraction for children and helps introduce them to a love of reading. Browser recently made an appearance at Harvest Fest sporting his new "makeover" supported in part by the Friends of the Milwaukee Public Library. Informational item.

CONSENT AGENDA

3. **Regular Board Meeting Minutes October 25, 2016.**
4. **Committee Reports.**
Services and Programs Committee Meeting Minutes November 7, 2016
5. **Administrative Reports.**
 - a. Personnel Actions
 - b. Financial Report
 - c. Library Director's Reports

After asking the Board if any items should be removed from the Consent Agenda presented as attachment A, page 3-28 of the agenda, President Gurda entertained a motion to approve. Trustee Cook moved and Trustee Kovac seconded a motion to approve the Consent Agenda. Motion passed.

REPORTS

6. **Building and Development Committee.** In the absence of Committee Chair Michelle Bria, Trustee Kovac referred to the Library Building and Development Committee meeting agenda and minutes, listed as attachment B, page 29-32 of the agenda. At the meeting, the committee discussed the preliminary exterior design of the Mill Road project. The parking lot and egress cut options continue to be studied. Director Kiely added that since the November 3, 2016 meeting, she and Library Construction Project Manager Sam McGovern-Rowen met with Royal Capital Group. New design renderings will be presented at the January 5, 2016 Building and Development Committee meeting. Martin Luther King developer proposals are at the branch for public comment and posted at mpl.org. During December, a Community Open House will be scheduled and a Special Board meeting on December 20, 2016 will follow to hear developer presentations for consideration and possible selection. The Mitchell Street Project is moving forward as expected. The library will resubmit the bid for the construction contract and will make a recommendation to award at the December 20, 2016 Special meeting of the Board. Informational item.

-
7. **MPL Foundation Report.** MPL Foundation Executive Director Ryan Daniels said that the Foundation has raised \$1.4 million so far and has over \$1 million of requests out to potential donors. The donor base has increased over 20% this year. Staff are projecting to raise somewhere between \$1.8 million and \$2.3 million by year end. The Foundation Board is committed to support the library system with approximately \$1.2 million. Solicitations for funds to support the Mitchell Street Project have been mailed. Lawyers for Libraries Society event will take place on December 6, 2016. For a small donation you can become a charter member and join the library at future events. Informational item.

OLD BUSINESS

8. **East Library Apartments Managing Partners.** Director Kiely noted that HSI Properties is no longer the controlling member of The Standard @ East condominium. That interest was sold to Robert and Marcus Felker who have been in the business of managing apartments in the metro-Milwaukee area for years. The City Attorney's Office has assured her that the sale conforms to the terms of the Development Agreement. Informational item.
-
9. **Budget Update.** The Milwaukee Public Library Year 2017 Adopted Budget Overview was distributed. During the budget amendment process, an amendment was offered that included \$25,000 to a Special Purpose Account in the City Clerk's budget to support ten teen interns and related expenses to support the Connected Learning Initiative. Informational item.

10. **Wisconsin Library System Changes Update.** Director Kiely reported that the Steering Committee charged with evaluating and looking for system efficiencies that could lead to different models of service and changes to the size of library systems within the State. Work groups met at the Wisconsin Library Association Conference. The process is entering its third year with improvements recommended later in 2017. Informational item.

11. **Haunted Library – C-K Award.** Library Community Relations and Engagement Director Eileen Force Cahill distributed a document regarding the impact of Library Loud Days, attached at the end of these minutes. She summarized the campaign to-date. Along with the Fine Forgiveness Campaign, enhancements in Central and branch programming and targeted outreach, Library Loud Days events have contributed to an increase in services across the MPL system. Informational item.

NEW BUSINESS

12. **Trustees 2017 Meeting Schedule.** President Gurda referred to the Trustees 2017 Meeting Schedule, attachment C, page 33 of the agenda. Trustee Prince moved and Trustee Cook seconded a motion to approve the schedule. Motion passed.

STRATEGIC DISCUSSION

13. **Impactful Library Programs and Measurement.** President Gurda held this item after Director Kiely distributed for review, a document titled Discussion Notes – 2016 Violence in Sherman Park Area and Library Board Ideas, attached at the end of these minutes.

14. **Holiday Book Donation.** The Trustees participated in the annual book donation. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of November 22, 2016 was adjourned at 6:06p.m.

November 21, 2016

Ms. Paula Kiely
President, The Standard at East Library Condominium Association
c/o Milwaukee Public Library
814 W. Wisconsin Avenue
Milwaukee, WI 53233

Re: The Standard at East Library Condominium Association Board of Directors

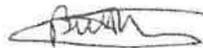
Dear Paula:

As discussed at our recent meeting, Robert Felker's entity now controls HSI East Library Residential, LLC. In connection with that change, I submit my resignation from the Board of Directors of The Standard at East Library Condominium Association (the "**Association**"), and I also resign from my role as Vice President and Treasurer of the Association.

In addition, it is my understanding that Mr. Felker changed the name of HSI East Library Residential, LLC to "East Library Residential LLC". Please reach out to Robert Felker as to matters related to the Association and The Standard going forward. He can be reached at: 17465 W. River Birch Drive #103, Brookfield, WI 53045, telephone 262-827-8663, facsimile 262-782-1156.

Enclosed please find the Minute Book of The Standard at East Library Condominium Association.

Very truly yours,



Brett Haney

cc: Ryan D. Schultz (via email)
Robert Felker (via email)
Daniel A. Kaminsky, Esq. (via email)

November 21, 2016

Ms. Paula Kiely
President, The Standard at East Library Condominium Association
c/o Milwaukee Public Library
814 W. Wisconsin Avenue
Milwaukee, WI 53233

Re: The Standard at East Library Condominium Association Board of Directors

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Very truly yours,



Ryan D. Schultz

cc: Brett Haney (via email)
Robert Felker (via email)
Daniel A. Kaminsky, Esq. (via email)

Milwaukee Public Library

Year 2017 Adopted Budget Overview

Operating Budget	2016 Adopted Budget	2017 Proposed Budget	Change from 2016 to 2017	% Change	
Salaries and Wages	\$ 12,577,933	\$ 12,731,816	\$ 153,883 ▲	1.2%	Pay Progression
Fringe Benefits	\$ 6,037,408	\$ 5,729,318	\$ (308,090) ▼	-5.1%	Vacancies & Rate
Supplies and Materials	\$ 428,026	\$ 410,587	\$ (17,439) ▼	-4.1%	Efficiencies
Rental and Services	\$ 1,643,372	\$ 1,710,698	\$ 67,326 ▲	4.1%	Contract Increases
Energy	\$ 817,100	\$ 809,700	\$ (7,400) ▼	-1.0%	Rates
Equipment	\$ 356,613	\$ 408,419	\$ 51,806 ▲	14.6%	Computer Equipment
Books and Materials	\$ 1,653,774	\$ 1,751,774	\$ 98,000 ▲	5.9%	Requested
Special Funds - Branch Leases	\$ 13,182	\$ 49,182	\$ 36,000 ▲	273.1%	Mitchell St. Lease
Total	\$ 23,527,408	\$ 23,601,494	\$ 74,086 ▲	0.3%	
Total Less Fringe Benefits	\$ 17,490,000	\$ 17,872,176	\$ 382,176 ▲	2.2%	

Summary

The Milwaukee Public Library is 3.7% of the total City of Milwaukee Budget

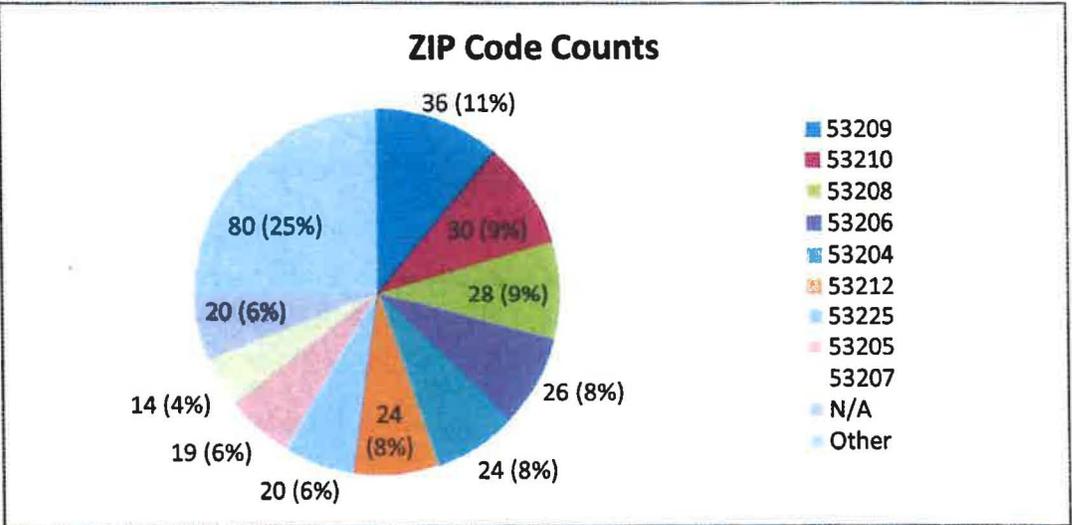
- BIG Picture:** 2017 Proposed City Budget is \$1.2 Billion, down 1% from 2016. Tax Levy is up 2.75% due to decreases in State Aids.
- 2017 MPL City Supported Budget:** Total increase of 2.2%
Materials Budget increased 5.9%; Technology and Equipment increased 14.6%
- Key Priorities:** 2016 increases to MPL hours are maintained.
Public Services Team is reviewing priorities for programming in 2017.
- Capital Budget:** Capital Funding for the MPL Branch Libraries is maintained.
Capital Funding support for general facility upgrades reduced by \$2.7 million
- Connected Learning Initiative :** \$25,000 was added to a Special Purpose Account in the City Clerk's budget to support 10 Teen Interns and related expenses.



Milwaukee’s public libraries are amazing places. They have a litany of ways to explore whatever a visitor may be interested in: from movies to using e-books and e-magazines to all kinds of online sources, including one-on-one tutoring help for school-age students. The two million-plus books on the shelves only scratch the surface. And to help guide patrons, we have knowledgeable, talented and engaging staff people ready to assist: in-person, online and over the phone.

Earlier this summer, MPL launched **Library Loud Days**, a campaign to raise awareness and challenge people’s perception of the library, with a concert by New Age Narcissism and street party at Central Library. Over 1,000 attendees attended and more than 270 people signed up for library cards during the event.

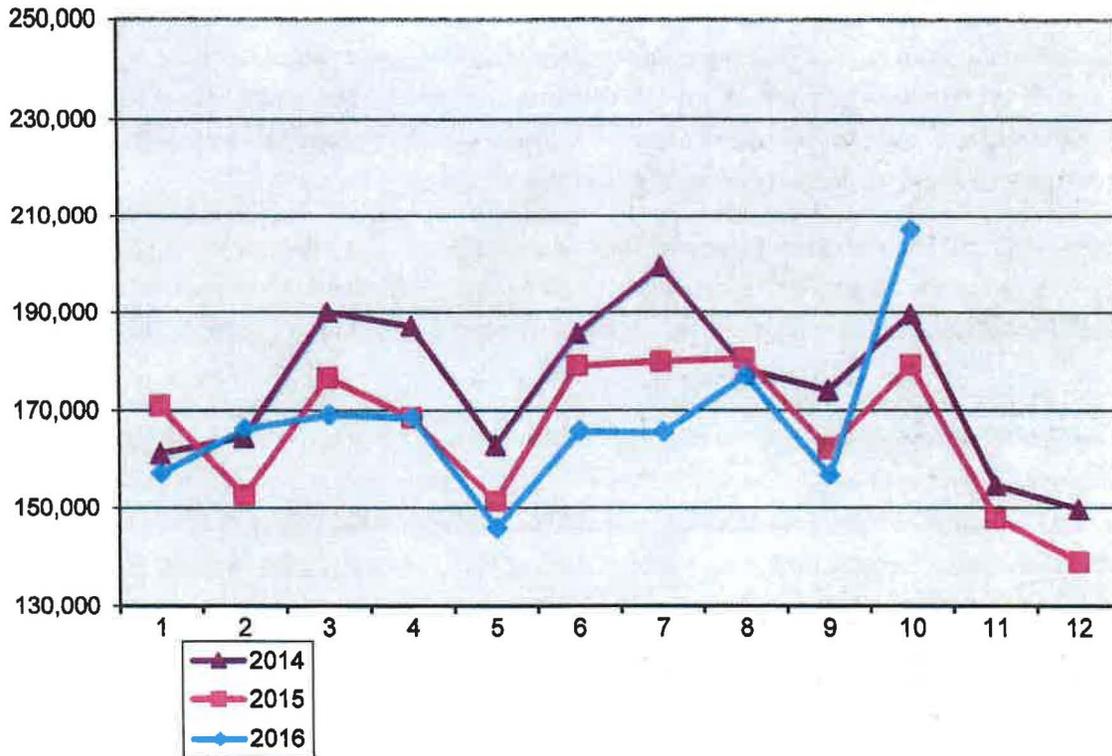
We followed up with **Haunted Central**. For two days, starting Saturday, October 22 at sundown (5:57 pm) the library was filled with family friendly Halloween-themed activities, including the main attraction: the Forbidden Fourth Floor. More than 8,000 people visited the library over the two day experience – more visitors at one time than Central has ever had. For patrons who identified residence, many lived in our target zip codes:



Library Loud Days are having an impact. Along with our Fine Forgiveness Campaign, enhancements in Central and branch programming and targeted outreach, Library Loud Days events have contributed to an increase in services across the MPL system.

In every single branch library in October, we saw more patrons come through the doors after two straight years of nearly month-over-month declines:

**Milwaukee Public Library
Monthly Patron Totals
2014 through October 2016**



Additionally, in September and October we saw a **60% increase in library card registrations**, and a **20% increase in circulation**.

Digital use is also up. Our website has seen a **40% increase in unique visitors** since the same time last year and a nearly **10% increase in database hits**. Overdrive (audio and e-books) and Freegal (music) digital downloads are also up significantly both over last month (September) and year-to-date.

Library Loud Days now moves into the neighborhoods, with targeted events in each branch library that reflect residents' interests and highlight the opportunities to connect them to the many resources that can enhance and enrich their lives from early literacy to adult education, job training and more.



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” programing 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

- Meet with Alderman Rainey – **Completed**
- Meet with Reggie Moore about Parks Group – **Completed. Parks group not a formal organization.**
- Enhance Summer Reading Participation – Analyze current rates of participation by zip codes – **Completed – Analyzing results**
- Enhance Summer School Partnerships – **Currently work with CLCs; will explore SS partnerships for next summer.**
- Add Job Essential skills to training curriculum – **will explore adding to class schedule next year**
- Employ Youth Workers and Peer Mentors
- Reasons for Hope – GMF Mini Grants
- Programming for 18-30 Year Olds
- Serve as a convener for community conversations



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Vision

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BOARD OF TRUSTEES SPECIAL MEETING

John Gurda, President
Michele Bria, Vice-President
Joe'Mar Hooper, Financial Secretary
Paula Kiely, Secretary
JoAnne Anton, Ald. Milele Coggs, Sharon Cook, Ald. Nik Kovac,
Chris Layden, Joan Prince, Dir. Mark Sain
Secretary's Assistant: Crystal Sura (414) 286-3021

Tuesday December 20, 2016
4:30 p.m.-6:30 p.m.
Martin Luther King Library
310 W. Locust Street
Milwaukee, WI 53212

MEETING NOTICE AND AGENDA

PUBLIC COMMENT

1. **Mitchell Street Project Contractor Approval.** Assistant Director of Library Operations Jennifer Meyer will summarize the bids, make a recommendation, and request approval to award a contract for the construction of the Mitchell Street Project.
2. **Presentations of the Proposals for the Mixed-Use Martin Luther King Library Development Project.** Three real estate developer teams will appear before the Board, to present their proposals for a new development:

Riverworks, HGNI, American Design, Horizon Development
Young Development Group, JLA Architects, Cinnaire, and Gorman
Royal Capital, Engberg Anderson

3. **Deliberations of the Presentations for the Martin Luther King Library Project.**
The Board of Trustees will adjourn into closed session.

The Library Board of Trustees may vote to convene in executive session, pursuant to Wisconsin Statutes 19.85(1)(e) for the purpose of "Deliberating or negotiating the

purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” for the purpose of deliberations related to the Martin Luther King Library Redevelopment Request for Proposal.

The Library Board may reconvene in open session at the conclusion of its closed session to announce their decision.

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**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
MINUTES
Tuesday December 20, 2016
Martin Luther King Library
310 West Locust Street
Milwaukee, WI 53212**

PRESENT: JoAnne Anton, Michele Bria, Ald. Milele Coggs, Sharon Cook, John Gurda, Joe'Mar Hooper, Ald. Nik Kovac, Chris Layden, Dir. Mark Sain, Paula Kiely

EXCUSED: Joan Prince

STAFF: Joan Johnson, Dawn Lauber, Sam McGovern-Rowen, Jennifer Meyer Stearns, Crystal Sura, Kelly Wochinske

President John Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:38 p.m. on December 20, 2016 with a quorum present. Trustee Joan Prince recused herself due to a conflict of interest.

PUBLIC COMMENT None.

1. **Mitchell Street Project Contractor Approval.** Assistant Director of Library Operations Jennifer Meyer distributed a memo dated December 20, 2016 regarding Bids Received for Mitchell Street Library Development Project. The memo is attached at the end of these minutes. The library received three bids in response to a formal public bid for construction build-out of the new library on Mitchell Street. Library administration recommends awarding the contract to low bidder Scherrer Construction for the base bid plus Alternates 1, 2 and 3, as described in the memo, for a total of \$3,782,603. After a brief discussion, Trustee Sharon Cook moved and Trustee Michelle Bria seconded a motion to approve the award of the contract to Scherrer Construction as recommended by library administration. Motion passed.

2. **Presentations of the Proposals for the Mixed-Use Martin Luther King Library Development Project.** President Gurda explained that three real estate developer teams were invited to present their proposals for a new mixed-use development on the current site of the Martin Luther King Library at 310 W. Locust Street. The development will house a new 17,000 square foot library. The Request For Proposal was issued on September 26, 2016 and the submittals were due October 21, 2016. The proposals were made available to the public at a Community Open House on December 15, 2016 and were also posted at mpl.org. Public comment forms were made available at the branch, online and at the open house.

Teams in attendance: Young Development Group, JLA Architects, Cinnaire, and Gorman represented by Lavelle Young ; Riverworks, HGNI, American Design, Horizon

2. **Presentations of the Proposals for the Mixed-Use Martin Luther King Library Development Project.** (continued)

Development represented by Darryl Johnson ; and Royal Capital, Engberg Anderson represented by Kevin Newell.

Each team had twenty minutes for their presentation followed by a 15 minute question and answer period. The presentations included conceptual design of the building, a pro forma, market study data and a development schedule. Informational item.

3. **Deliberations of the Presentations for the Martin Luther King Library Project.**

President Gurda entertained a motion to convene in closed session pursuant to Wisconsin Statutes 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session, for the purpose of deliberations related to the Martin Luther King Library Redevelopment Request for Proposal. Trustee JoAnne Anton moved and Trustee Sharon Cook seconded a motion that the MPL Board go into closed session. Roll was called and unanimously passed. Director Paula Kiely, Deputy Director Joan Johnson, Library Construction Project Manager Sam McGovern-Rowen, and Administrative Assistant Crystal Sura remained during closed session. After contributing to the discussion, Trustees Joe'Mar Hooper and Chris Layden were excused during closed session.

Following deliberations, the MPL Board reconvened in open session on a motion from Trustee Sharon Cook, seconded by Trustee Mark Sain. Motion passed. In open session, Trustee Sharon Cook moved and Trustee JoAnne Anton seconded a motion that the Board of Trustees of the Milwaukee Public Library select Young Development to enter into the negotiation process of a development agreement for a new mixed-use project to replace the current Martin Luther King Library at 310 W. Locust Street. With no further discussion, the motion passed unanimously.

With no further business, the Milwaukee Public Library Board of Trustees meeting of December 20, 2016 was adjourned at 7:42 p.m.



MEMO



Date: December 20, 2016
To: Milwaukee Public Library Board of Trustees
From: Jennifer Meyer-Stearns, Assistant Library Director - Operations
Re: Bids Received for Mitchell St. Library Development Project

The Milwaukee Public Library issued a formal public bid for new construction build-out of the old Forest Home Branch Library, at its new location on Mitchell Street.

There were three alternates included in the bid documents. Alternate 1 adds a lower level public maker space to the project, alternate 2 is for a monument parking lot sign, and alternate 3 enhances the Millwork package to install features and storage to the Mezzanine. Three bids were received on December 20, 2016.

	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>
T.V. John & Son, Inc	\$3,995,700	\$110,000	\$30,000	\$65,000
Scherrer Construction	\$3,574,078	\$136,338	\$12,600	\$59,587
J.H. Hassinger	\$4,082,581	\$195,000	\$18,000	\$48,000

Library administration recommends awarding the contract to the lowest bidder, Scherrer Construction for the base bid plus Alternates 1, 2, and 3 for a total of \$3,782,603.



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

December 6, 2016

To: Executive Committee of the
Milwaukee Public Library Board of Trustees:
Chairperson John Gurda, Michele Bria, Joe' Mar Hooper, Joan Prince
(all Trustees are welcome to attend)

Fm: Paula A. Kiely
Library Director

Re: Executive Committee Meeting
Wednesday December 14, 2016
4:00-5:00 p.m.
Central Library, Old Board Room

MEETING NOTICE AND AGENDA

1. **Projects and Goals.** The committee will discuss the status of current projects, priorities for 2017, and future directions for 2018.

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ATTACHMENT A-P. 16 of 45
MPL CONSENT AGENDA
5.a. Executive 12/14/16

P. 18

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
EXECUTIVE COMMITTEE
MINUTES
Tuesday December 14, 2016
Central Library Old Board Room**

PRESENT: Michele Bria, John Gurda, Joe'Mar Hooper, Paula Kiely

Chair John Gurda called the meeting of the Board's Executive Committee to order at 4:06 p.m. on Tuesday December 14, 2016 with a quorum present.

1. **Projects and Goals.** Director Kiely distributed a document titled 2016 Projects Yearly Plan - Year End Report December 14, 2016 listing major initiatives and improvements. The committee reviewed the goals and status of the projects listed. Director Kiely highlighted the progress of the Mitchell Street Project, the implementation of increased public service hours at branch libraries and the Progressive Pay Plan for all employees. She noted that the Library Card Campaign (LibraryNOW) and the Awareness Campaign (Library Loud) are both on track and will continue to progress in 2017.

The committee also reviewed 2017 Additional Priorities, dated December 14, 2016, listing 2017 tasks and on-going and new programming and services that may be potentially supported by the MPL Foundation. The MPL Foundation will approve their budget in March of 2017. Director Kiely highlighted the new services which included expanding Teacher in the Library, staff professional development, hotspots, and career online high school. The WiFi hotspot is a device you can checkout to connect a mobile-enabled device, such as a laptop, smartphone or tablet, to the internet. The hotspot is portable, so you can connect your device wherever you are. MPL staff have developed a plan for programming and have defined how to execute new services. The documents are attached at the end of these minutes. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees Executive Committee meeting of December 14, 2016 was adjourned at 5:10 p.m.

**2016 Projects
Yearly Plan – Year End Report
December 14, 2016**

Major Initiatives and Improvements

Project	Goal	Status	Upcoming/Notes
Forest Home Redevelopment	Complete development and purchase agreement	Completed	Financing to be completed and building purchased by February 28, 2016– May 31, 2016
Forest Home Design	Complete design of library and outdoor spaces by July	On Track	Kick-off meeting scheduled for January 5th Final design to come before Board in July. Final design approved by Board, and with one change, by Historic Preservation.
Forest Home Construction	Complete library construction within budget and on time	On Track	Bidding scheduled for August Project rebid with a deadline of December 20. Anticipated completion in August 2017
Spanish-Language Services	Improve access to library services through staffing with bilingual staff and translation of materials into Spanish.	In Progress	Work with DER to obtain approval of City Service Commission. (no movement) Developing inventory of translation needs. Recruiting materials updated for plan. Selective Certification to be requested for bilingual staff.
Mill Road Redevelopment	Work with selected developer on agreement	Delayed	Developer to submit financing plan on December 11, 2015. Tax credits were not awarded FY 2016. Currently researching next step in plan for the Board. LITC Application to be submitted in February.

**2016 Projects
Yearly Plan – Year End Report
December 14, 2016**

Project	Goal	Status	Upcoming/Notes
Tippecanoe Grant Administration	Implement Fund For Lake Michigan/MMSD grant	On-Going	Tracking and reporting will involve branch and business department staff. First report submitted.
Express Vending	Track and evaluate use of 24/7 outdoor vending system at Westlawn Gardens to determine potential for replication at other sites.	On Track	Library opened October 2, 2014 Evaluation to be completed in March 2016 Evaluator Barbara Goldberg will present preview of final report to Admin on May 12 and at June Board meeting. Plan for increasing use presented to Board.
Library Card Campaign “ConnectED” LibraryNOW	Restore use of library by existing/past card holders and increase the number of new card holders.	On Track	Invitation to Convening at White House received Staff attending webinars Schools identified for next distribution Attended White House Convening; developing MOU with MPS. Planning amnesty, working on implementation plan for fall 2016 digital library card distribution. MOU between Library and District completed. Digital library accounts created for all MPS students in 1st – 12th grades. Working with MPS to provide library education. Successfully implemented Fine Forgiveness Program. Restored access to over 10,000 patrons.

**2016 Projects
Yearly Plan – Year End Report
December 14, 2016**

Project	Goal	Status	Upcoming/Notes
Launch Awareness Campaign	Increase use of the library and grow library base of patrons.	On Track	Planning underway for Launch of Library Loud initiative with February-June announcement and April-July launch Two Loud Days events held with nearly 10,000 people attending. Use of library, circulation/use, library card applications all increase.
Increase hours at Branch Libraries	Begin new schedule of hours starting pay period 5	Completed	HR working on recruitment with Public Service team. June—MLK and Tippe, July—Capitol and Mill Road, Aug.—Forest Home and Atkinson Has led to increased use of libraries.
WLA Conference Planning	Provide leadership in planning the conference, to be held in Milwaukee in October	Completed	Librarian Brett Rohlwing serving as conference chair
WLA Conference Reception at Central	Host successful conference reception on October 27 th	Completed	Planning team chaired by Jennifer Heidele have determined caterer, activities, and staffing needed so far.
Critical Incident Team	Reduce impact of security incidents on library staff	Completed	First team of peer counselors trained and met at each branch in March. Staff security survey completed. Team has responded to incidents this winter/spring. Developing system to test security policies and staff impacts.

**2016 Projects
Yearly Plan – Year End Report
December 14, 2016**

Project	Goal	Status	Upcoming/Notes
Expand Education Access with <i>IT Academy</i>	Partner with Milwaukee Public Schools to offer online technology training and certification to the community	Delayed	Staff will be trained by Department of Public Instruction consultant in June. MKE still lacking Certiport testing sites—3 in the county.
Expand Education Access with <i>Career Online High School</i>	Determine feasibility of offering online high school diplomas to individuals	Delayed	Gathering information from school and DPI. MPL leads completed ALA sponsored webinar in April. Peers recommend dedicated staff to administer. Seeking Funding
Offer Social Worker Services at Central	Develop partnership to offer social services to library patrons in need	Delayed	Gathering information from libraries with similar programs. Lining up additional interested partners to meet in May/June. Will complete in 2017
Expand Teen Services	Offer well-designed learning opportunities for teens during non-school hours	On Track	Plan to be presented to library administration on June 2 nd , and to full Board in September. Teen Interns to be hired in 2017.
Expand Public Fax Service	Add self-service fax machines to all library locations	In Process	Pilot at Mill Road branch has been successful Wiring work being completed
Hotspot Lending	Expand Internet access to library patrons by circulating portable wifi “hot spots”	Held until late 2016/early 2017	Gathering information from vendors and libraries with similar programs. Will complete in 2017. Seeking funding.

**2016 Projects
Yearly Plan – Year End Report
December 14, 2016**

Project	Goal	Status	Upcoming/Notes
Central – Replace Children’s Room Carpeting	Complete project on time and within budget	Completed	Replace carpeting installed in 1998 Replace carpeting installed in 1998 Room closed to the public from December 21 – January 27 Room reopened January 24
Central – Administrative Offices Upgrade	Complete project on time and within budget	Completed	South end of administrative wing currently under construction. Construction completed, punch list items underway.
Central Children’s Room – Planning for McBeath Room Upgrade	Complete plan and fundraising for the upgrade of the Faye McBeath Story Room	Not Started	Restricted gift from Faye McBeath of \$41,000 received in 2014 Design work to be completed in 2017
Central – Design Air-Handling System Floors (Floors 4T, 1, 2)	Complete project on time and within budget	On Track	Requested as part of 2017 Capital Budget. Central Library manager to consult on environmental needs for collection on tiers. Replacement to be completed in 2017.
Central – Air-handler 7 replacement (Tiers 1,2,3)	Complete project on time and within budget	On Track	Librarians to consult on environmental needs for collection on tiers. Public Service Workgroup submitted recommendations for Air Handler 7. Mechanicals assessment for air quality underway. Draft scope for RFP in June. Design to be completed in 2017; execution in 2018.

**2016 Projects
Yearly Plan – Year End Report
December 14, 2016**

Project	Goal	Status	Upcoming/Notes
Center Street – Space Plan	Develop plan and cost estimate for future renovation	On Track	Inventory of facility and interviews with security, staff, and public services completed. Drafting scope document. \$350,000 in 2017 budget to start HVAC and Space Planning.
ADA-Related Improvements	Work with City to make necessary improvements	Pending	Working with City ADA Coordinator to plan improvements.
Progressive Pay Plan	Work with Department of Employee Relations to implement new plan	Completed	Discussed at City's Finance and Personnel Committee on December 9, 2015 Group A staff evaluations started, success employees receiving 2% salary adjustments.
Collection Standardization	Standardize collection arrangement, display, and location codes throughout system to make it easier for the public to find things (especially children) and to facilitate “floating” collections to make them more readily available	On Hold	Pilot at Tippecanoe Completed New Timeline TBD
Volunteers	Increase capacity through the development of an active volunteer initiative; Increase use of Volunteers 10% in 2016 (hours provided and number of Volunteers)	Completed	Volunteer Coordinator to continue to work with staff, collaborate and partner with agencies to increase pool of Volunteers.



2017 – Additional Priorities

December 14, 2016

1. King Redevelopment
2. Sale of Villard Square Library Condominium to City
3. Data compilation and analysis – for better decision making
4. Public Library System Redesign – Resource Library
5. Foundation Funded Programming
 - On-going:
 - a. Ready to Read
 - b. Summer Reading
 - c. Computer Classes
 - d. Teen Outreach
 - e. Awareness – Library Cards
 - f. Awareness – Loud at the branches
 - g. Awareness – Great Library Campaign
 - h. Books and Materials
 - New
 - a. Teacher in the Library (expand)
 - b. Professional Development
 - c. Hotspots
 - d. Career Online High School



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

December 21, 2016

To: Finance & Personnel Committee of the
Milwaukee Public Library Board of Trustees:
Chair Joe'Mar Hooper, JoAnne Anton, Ald. Milele Coggs, Joan Prince
all trustees are welcome to attend
MPL: Jennifer Meyer
US Bank: Richard Romero, Wayne Sattler

Fm: Paula A. Kiely, Library Director

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

MEETING NOTICE AND AGENDA

1. **Quarterly Review of Fund Investments.** Mr. Richard Romero and Mr. Wayne Sattler of US Bank will review the performance of the Trust Fund investments and offer suggestions for maximizing returns.
2. **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.
3. **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.
4. **2017 MPL Foundation Request.** The committee will review the draft funding request to the Milwaukee Public Library Foundation for support in 2017.

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

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

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. Make requests to the Library Director's Office at (414)286-3021, 286-2794 (FAX), 286-3062 (TDD), or Central Library, 814 W. Wisconsin Ave., Milwaukee, WI 53233 Attn: Accommodation Request.

ATTACHMENT A-P. 25 of 45
MPL CONSENT AGENDA
5.b.Finance & Personnel 01/04/17
P. 27

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
FINANCE & PERSONNEL COMMITTEE
MINUTES**

**Wednesday January 4, 2017
Central Library Meeting Room 1
814 W. Wisconsin Avenue**

PRESENT: JoAnne Anton, Joe'Mar Hooper, Joan Prince, Paula Kiely

EXCUSED: Ald. Milele Coggs

STAFF

PRESENT: Jennifer Meyer, Crystal Sura

OTHERS Richard Romero, U.S. Bank

PRESENT: Wayne Sattler, U.S. Bank
Tea Norfolk, Legislative Reference Bureau

Chair Joe'Mar Hooper called the meeting of the Board of Trustees Finance & Personnel Committee to order at 4:28 p.m. on Wednesday January 4, 2017 with a quorum present.

1. **Quarterly Review of Fund Investments.** The Board received the U.S. Bank Institutional Trust and Custody quarterly report for MPL dated January 4, 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 November 30, 2016 was reviewed. The portfolio overview was summarized. The committee accepted the report. Informational item.

2. **Quarterly Report of the Internal Control of the MPL Trust and Gift Funds.** Assistant Library Director Jennifer Meyer-Stearns distributed a memo regarding Internal Controls – 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. Informational item.

3. **MPL Trust Fund Investment Policy.** A memo dated December 28, 2016 regarding MPL Trust Fund Investment Policy and a draft of the revised Milwaukee Public Library Trust Fund Investment Policy was distributed to committee members. The memo summarizes the recommended revisions that were made based on suggested changes from the U.S. Bank investment managers and other resources. After a thorough discussion, the committee approved the revisions with minor additional edits and asked Director Kiely and Ms. Meyer-Stearns to further review the restricted asset categories and the guidelines for asset allocation and benchmarking. Library administration will review and revise the draft policy with consideration to the comments made by the Finance and Personnel Committee members. The revised draft policy will be brought to the full Board for approval at a future meeting. Informational item.

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4. **2017 MPL Foundation Request.** Director Kiely said she wanted to share the process library administration is using in developing requests for funding support from the MPL Foundation. Director Kiely receives requests from MPL staff who run programs that are privately funded through the Foundation. She evaluates the requests as to whether or not they are related to the Strategic Plan, if they reach the target audiences identified in the plan, and how they fit within the literacy pyramid. The requests are prioritized and submitted to Foundation Executive Director Ryan Daniels. The request for continuing programs for 2017 will be approximately \$670,000. The capital request for the Mitchell Street Project will be \$300,000. New programming includes an expansion of the Teacher in the Library Program, a hotspot lending program, and offering the Career Online High School. Other discretionary programs include support of the library system's art collection, digitizing projects, and poetry programs. The MPL Foundation Board of Directors will meet in March of 2017 to approve their budget including funding for the library. Informational item.

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 5:20 p.m. on Wednesday January 4, 2017.



MEMORANDUM

Date: December 28, 2016

To: Paula A. Kiely, Library Director

From: Jennifer Meyer, Assistant Director Library Operations

Re: Internal Controls – Fourth Period 2016

I have confirmed that in September, October, and November 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 November bank statements, reviewed canceled checks and prepared the monthly bank reconciliations for this period.

MILWAUKEE PUBLIC LIBRARY SYSTEM

PERSONNEL ACTIONS

COVERING PERIOD: NOVEMBER 6, 2016 THROUGH DECEMBER 31, 2016 *

The Secretary reports the following personnel actions:

REGULAR APPOINTMENT

Kyle Labinski - Custodial Worker II - CL - Facilities and Fleet	11/07/16
Gregory Thompson - Custodial Worker II - CL - Facilities and Fleet	11/07/16
Cecilia Hinton - Library Circulation Aide - Circulation	11/28/16
Lucile Mentkowski - Library Circulation Aide - Circulation	11/28/16

TEMPORARY APPOINTMENT

Acklen Banks - Librarian III - Extension Services	12/09/16
Patricia DeFrain - Librarian III - Extension Services	12/10/16

EXPIRATION OF TEMPORARY APPOINTMENT / RESTORE TITLE

Kelly Wochinske - Librarian V - DER AUX to Management Librarian - EOS	11/05/16
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PROMOTION

Elisabeth Kaune - Librarian I to Librarian II - Subject Services / Business Tech, Science & Periodicals	09/25/16
Jennifer Pahl - Librarian II to Librarian III - Subject Services / Humanities & Archives	09/25/16
Kelly Wochinske - Management Librarian to Librarian V - EOS	11/06/16
Rachel Arndt - Management Librarian to Librarian V - Subj Services / Ready Reference & Circulation	11/20/16
Ana Avalos Morales - Library Circulation Aide to Library Circulation Assistant I (LPT) - Forest Home	11/20/16
Fawn Siemsen-Fuchs - Library Circulation Assistant I to Library Reference Assistant - Tippecanoe	11/20/16

TRANSFER TO ANOTHER CITY DEPARTMENT

Emily Keeley - Personnel Analyst Sr. - Human Resources	12/31/16
To: Human Resources Representative - Department of Employee Relations	

LEAVE OF ABSENCE 24.0 OR MORE HOURS

Corey Megal - Network Manager - Technical Services / Automation - 73.7 hours	10/24/16
Nicole Yarbrough - Library Technician II - Technical Services - 80.0 hours	10/24/16
Rebecca Stelmachowski - Library Circulation Assistant I - Tippecanoe - 33.3 hours	10/25/16
Destiny Sconiers - Library Circulation Assistant I - Villard Square - 40.6 hours	10/26/16
Corey Megal - Network Manager - Technical Services / Automation - 68.1 hours	11/07/16
Destiny Sconiers - Library Circulation Assistant I - Villard Square - 76.4 hours	11/07/16
John Wilson - Custodial Worker II - CL - Facilities and Fleet - 74.2 hours	11/07/16
Elizabeth Gabriel - Library Reference Assistant - East - 46.5 hours	11/11/16
Elizabeth Gabriel - Library Reference Assistant - East - 48.0 hours	11/21/16
Rebecca Manz - Librarian II - WTBBL - 32.0 hours	11/21/16
Corey Megal - Network Manager - Technical Services / Automation - 70.1 hours	11/21/16
Destiny Sconiers - Library Circulation Assistant I - Villard Square - 79.6 hours	11/21/16
John Wilson - Custodial Worker II - CL - Facilities and Fleet - 79.6 hours	11/21/16
Colleen Zastrow - Library Circulation Assistant I - Bay View - 69.7 hours	11/22/16
Rebecca Manz - Librarian II - WTBBL - 42.0 hours	12/05/16
Corey Megal - Network Manager - Technical Services / Automation - 70.6 hours	12/05/16

Destiny Sconiers - Library Circulation Assistant I - Villard Square - 80.0 hours	12/05/16
John Wilson - Custodial Worker II - CL - Facilities and Fleet - 80.0 hours	12/05/16
Colleen Zastrow - Library Circulation Assistant I - Bay View - 27 days	12/05/16
Ashley Emmons - Audio Machine Technician - WTBBL - 29.0 hours	12/06/16
Rebecca Manz - Librarian II - WTBBL - 24.0 hours	12/19/16
Corey Megal - Network Manager - Technical Services / Automation - 75.6 hours	12/19/16
Destiny Sconiers - Library Circulation Assistant I - Villard Square - 80.0 hours	12/19/16
John Wilson - Custodial Worker II - CL - Facilities and Fleet - 80.0 hours	12/19/16
Ashley Emmons - Audio Machine Technician - WTBBL - 29.6 hours	12/26/16

RETURN FROM LEAVE OF ABSENCE

Corey Megal - Network Manager - Technical Services / Automation	11/30/16
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EXPIRATION OF TEMPORARY APPOINTMENT

Patricia DeFrain - Librarian III - Extension Services	11/12/16
Acklen Banks - Librarian III - Extension Services	11/18/16
Acklen Banks - Librarian III - Extension Services	12/10/16

RESIGNATION

Christy Coulter - Librarian I - Mill Road	12/29/16
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* Includes personnel actions, recently approved by the Department of Employee Relations, that are retroactive to previous dates

MILWAUKEE PUBLIC LIBRARY
FINANCIAL REPORT
November 30, 2016

2016

2015

REVENUES

	Budget	Received to date	% Received
Additional City Appropriation	\$22,613,655	\$19,499,153	86.2%
Fines	\$280,000	\$213,678	76.3%
Lost Materials, etc.	\$120,000	\$88,891	74.1%
MCFLS Contracts	\$720,000	\$546,939	76.0%
Total City Appropriation	\$23,733,655	\$20,348,661	85.7%

	Budget	Received to date	% Received
	\$21,014,429	\$18,579,792	88.4%
	\$350,000	\$239,269	68.4%
	\$125,000	\$119,709	95.8%
	\$713,000	\$534,232	74.9%
Total	\$22,202,429	\$19,473,002	87.7%

EXPENSES

City

	Budget	Spent to date	% Spent
Salaries	\$12,577,933	\$11,171,999	88.8%
Fringe Benefits	\$6,037,408	\$4,936,111	81.8%

	Budget	Spent to date	% Spent
	\$11,938,460	\$10,977,708	92.0%
	\$5,372,306	\$4,587,630	85.4%

Operating Expenses

<i>General Office Expense</i>	\$158,000	\$110,305	69.8%
<i>Tools & Machinery Parts</i>	\$31,000	\$24,396	78.7%
<i>Construction Supplies</i>	\$38,000	\$37,188	97.9%
<i>Energy</i>	\$817,100	\$604,454	74.0%
<i>Other Operating Supplies</i>	\$209,465	\$129,328	61.7%
<i>Vehicle Rental</i>	\$8,300	\$4,647	56.0%
<i>Non-Vehicle Equipment Rental</i>	\$32,700	\$23,867	73.0%
<i>Professional Services</i>	\$70,000	\$85,853	122.6%
<i>Information Technology Services</i>	\$364,548	\$369,453	101.3%
<i>Property Services</i>	\$984,363	\$781,878	79.4%
<i>Infrastructure Services</i>	\$28,000	\$18,320	65.4%
<i>Vehicle Repair Services</i>	\$1,500	\$0	0.0%
<i>Other Operating Services</i>	\$152,857	\$167,619	109.7%
<i>Reimburse Other Departments</i>	\$79,900	\$83,793	104.9%
Total	\$2,975,733	\$2,441,101	82.0%

	\$158,000	\$94,316	59.7%
	\$31,000	\$26,640	85.9%
	\$37,400	\$48,493	129.7%
	\$759,551	\$596,108	78.5%
	\$245,224	\$155,705	63.5%
	\$8,300	\$8,441	101.7%
	\$32,700	\$17,594	53.8%
	\$74,000	\$76,948	104.0%
	\$319,748	\$283,885	88.8%
	\$958,285	\$803,770	83.9%
	\$26,000	\$33,086	127.3%
	\$500	\$311	62.2%
	\$117,600	\$110,845	94.3%
	\$76,900	\$26,775	34.8%
Total	\$2,845,208	\$2,282,917	80.2%

Equipment

<i>Library Materials</i>	\$1,653,774	\$1,430,961	86.5%
<i>Computers, etc.</i>	\$418,707	\$319,568	76.3%
<i>Other</i>	\$70,100	\$48,921	69.8%
Total	\$2,142,581	\$1,799,450	84.0%
Total City Expenses	\$23,733,655	\$20,348,661	85.7%

	\$1,553,652	\$1,374,345	88.5%
	\$427,898	\$210,413	49.2%
	\$64,905	\$39,989	61.6%
Total	\$2,046,455	\$1,624,747	79.4%
Total	\$22,202,429	\$19,473,002	87.7%

MILWAUKEE PUBLIC LIBRARY
FINANCIAL REPORT
November 30, 2016

2016

2015

ADDITIONAL FUNDING SOURCES

Budget Spent to date % Spent

Other Dept. Appr.

Villard Square Lease \$13,182 \$13,182 100.0%

Contract Grants

Teacher in the Library \$100,000 \$82,805 82.8%
WTBBL \$968,700 \$372,976 38.5%
ILS \$96,297 \$34,786 36.1%
Total **\$1,164,997** **\$490,567** **42.1%**

Trust Fund

Materials \$55,321 \$54,354 98.3%
Programming \$73,278 \$19,340 26.4%
Training \$9,200 \$9,118 99.1%
Marketing \$15,000 \$16,764 111.8%
Contingency \$1,600 \$316 19.8%
Total **\$154,399** **\$99,892** **64.7%**

Foundation Funds

Balance Spent to date % Spent
Materials \$362,356 \$190,369 52.5%
Other Activities \$46,314 \$40,231 86.9%
Programming \$839,855 \$595,974 71.0%
Total **\$1,248,525** **\$826,574** **66.2%**

Budget Spent to date % Spent

\$13,182 \$13,182 0.0%

\$100,000 \$76,819 76.8%
\$968,700 \$403,857 41.7%
\$96,849 \$33,686 34.8%
\$1,165,549 **\$514,362** **44.1%**

\$59,468 \$58,925 99.1%
\$74,250 \$16,818 22.7%
\$7,200 \$7,728 107.3%
\$12,000 \$9,437 78.6%
\$1,500 \$1,157 77.1%
\$154,418 **\$94,065** **60.9%**

Balance Spent to date % Spent
\$363,662 \$257,180 70.7%
\$50,500 \$41,387 82.0%
\$935,260 \$460,506 49.2%
\$1,349,422 **\$759,073** **56.3%**

Investments

U.S. Bank National Assoc. Commercial Paper #362101476 (rated A1+) dated 11/02/16 and maturing 12/02/16 at a rate of 0.20%.....\$273,000.

Director's Report
November / December / January 2017

The end of each year brings a slowing of library activity. Circulation, visits, and program attendance naturally dip below the highs of the back-to-school season due to the holiday season. Yet, in last two-month period of 2016, the number of Patrons and the use of the library increased significantly. The Fine Forgiveness Campaign, the Awareness Campaign, the LibraryNOW project (formally titled ConnectED), and the Presidential Election all contributed to this success.

Library services and programs were varied and well-attended as documented in this report. In other library related business, Deputy Director Joan Johnson and I were featured speakers during an Urban Libraries Council (ULC) webinar on the ConnectED project. MPL was one of three urban libraries asked to share our experiences with libraries participating in the second round of the program. Another ULC sponsored meeting I attended with Milwaukee Public Schools partners was a gathering of seven library-school teams from across the Country. The discussions about closing the reading gap for 3rd graders will lead to a white paper that will be distributed nationally. A follow-up meeting with MPS has already resulted in plans to train librarians in reading pedagogy and of teachers in library resources.

An initial meeting to discuss GoogleNews was held with MPL President John Gurda and MPL Foundation Board member Jamsted Patel. We identified some initial steps as we pursue funding options. The Library and the Milwaukee Public Museum have agreed to partner with Poets House to explore the intersection of science and poetry as part of STEM education. Funding is being sought through the Institute of Museum and Library Services (IMLS) and the awards are expected this spring.

Significant business related activities included the annual meeting of the Villard Square Condominium Association. The purchase of the condominium currently leased by the city for use by library will take place in 2018. Preparation for that purchase will take place this year and be led by Dave Misky from the Redevelopment Authority of the City of Milwaukee. Assistant Director Jennifer Meyer Stearns presented the Library's Facilities Condition Report to the Common Council's Capital Improvements Committee. Additionally, I attended several meetings related to the Public Library Systems Revision (PLSR) project, including a briefing with the Mayor's Office.

My community activities included meetings with Milwaukee Education Partnership representatives and the School of Information Studies Advisory Council. I attended the retirement reception for Milwaukee Public Library Foundation Board member and community leader Thelma Sias. During a Milwaukee Rotary Partners in Education committee meeting I spoke to Department of Public Instruction Superintendent Tony Evers who expressed interest in visiting a MPL Ready To Read Site and in having MPL make a presentation to the Governor's Task Force on Early Reading. As part of my service on the Deferred Compensation Board I attended a webinar by the National Association of Government Deferred Compensation Administrators (NAGDCA) to learn about a new Fiduciary Rule related to investment advisors.

Upcoming meetings are scheduled with Alan Shoho, UWM's Dean of the School of Education, Tom Lipinski, UWM's Dean of the School of Information Studies. A face-to-face meeting of the PLSR leadership team will be held in Fitchberg on January 20th.

	November	December	YTD	
Program	458	291	6,200	+15.7%
Attendance	6,215	3,457	131,832	+ 4.6%

MPL HELPS PEOPLE READ

November is National Novel Writing Month. National Novel Writing Month challenges novice and experienced writers to write 50,000 words in 30 days. Author and teacher Rochelle Melander as well as young adult author Liza Weimer presented workshops on managing writer's block and how to develop characters. Four people attended.

Jan Brett and a Gingerbread Christmas. On December 4, Milwaukee Public Library welcomed acclaimed children's book author and illustrator Jan Brett to Centennial Hall as part of her nationwide *Gingerbread Christmas* bus tour. Jan is known for her charming and detailed characters featuring wildlife from around the world. Jan's presentation included a drawing demonstration and a visit from her famed Polish chickens. The audience, comprised mainly of young families, had the opportunity to meet, have their books signed, and take photos with Ms. Brett following the presentation. One of the author's most beloved characters, Hedgie the Hedgehog (the mascot), was also present and greeted attendees before and after the program. Milwaukee Public Library librarians hosted a story corner featuring Brett's book *The Mitten* and an art corner featuring Gingerbread Boy crafts. Boswell Books co-sponsored the event. Total attendance was 225.

Pistols and Petticoats: 175 Years of Lady Detectives in Fact and Fiction with Erika Janik. Erika Janik, producer for Wisconsin Public Radio and author of books such as *Odd Wisconsin* and *Marketplace of the Marvelous: The Strange Origins of Modern Medicine*, visited the East branch on December 6 and discussed her newest book *Pistols and Petticoats: 175 Years of Lady Detectives in Fact and Fiction*. *Pistols* is an exploration of the struggles faced by women in both law enforcement and mystery fiction. It tells the story of women's very early place in crime fiction and their public crusade to transform policing. Whether real or fictional, investigating women were nearly always at odds with society. Most women refused to let that stop them, paving the way to a modern professional life for women on the force and in popular culture. Boswell Books co-sponsored the event. Total attendance was 14.

Dr. James Cameron's *A Time of Terror: A Survivor's Story*. At the age of sixteen while living in Indiana James Cameron was lynched along with two other men. *A Time of Terror* tells the story of Dr. Cameron, the only account written by a lynching survivor. Dr. Cameron later moved to Milwaukee with his family and became a tireless civil rights advocate. He opened America's Black Holocaust Museum in the 1980s and remained director until his death in 2006. On December 14 at Villard Square branch, Dr. Fran Kaplan and Reggie Jackson, contributors to the new edition of *A Time of Terror*, shared Dr. Cameron's story and discussed the relevance of his work for today's readers. Total attendance was 26.

MPL HELPS PEOPLE LEARN

Milwaukee Startup Week. The Business, Technology and Periodicals Department participated in the inaugural Milwaukee Start-Up Week event by hosting two sessions of "Reference USA for Business Success". Reference USA database expert T.J. Pridle explained how to use this resource to find customers, study competition and design a business plan with financial backing. Two sessions were held at central. Four people attended.

Press Conference on Health Enrollment Sessions. The beginning of November marked the kick-off of health enrollment under the Affordable Care Act. A press conference was held at the Zablocki Library with Mayor Barrett, Congresswoman Gwendolyn Moore, County Executive Chris Abele, Commissioner of Health Bevan Baker, Hermoine Bell-Henderson (MPL Business and Periodicals), and Covering Wisconsin's Navigator Program Manager, Caroline Gomez Tom. Center Street, Forest Home, and Zablocki libraries served as host sites staffed by Licensed Healthcare Navigators. With the expanded hours at the branch locations, the M.L. King Library has also been introduced to this roster as a new host site. Enrollment sessions will continue through the end of January 2017. Twenty-five people attended.

Ready, Set, Work Event at Manpower. Librarian Hermoine Bell-Henderson (Business and Periodicals) attended this event at Manpower to promote business and job resources. This event featured a keynote speaker and had sessions on interview preparation, resume creation, financial education, and health education. Through this outreach, MPL was able to reach 100 people.

Anime Manga Night. On November 14th, 62 teens visited the Loos Room to celebrate their love of anime and manga and learn the winners of the MPL Teen Advisory Board Manga Drawing Contest. Attendees participated in People's Choice judging for the drawing contest and voted on their favorite costumes of the night. Other activities included origami, video game dance contests, and making candy sushi.

Gingerbread Program. Our annual Gingerbread programs remain a highlight of the fall calendar. This year, 553 children, parents, and caregivers visited their neighborhood library to listen to gingerbread tales and craft houses out of graham crackers, icing and candy. Children had the opportunity to show off their creativity and engineering skills and families shared a fun experience together.

MPL HELPS PEOPLE CONNECT

Preview of A Christmas Carol with Milwaukee Repertory Theater. On November 12 in Central Library's Mozart's Grove Milwaukee Repertory Theater artists performed carols and shared information about the company's brand new adaptation of Charles Dickens' *A Christmas Carol*. The new adaptation premiered at the Pabst Theater this holiday season. The performance was a great opportunity to get into the Christmas spirit and celebrate Charles Dickens' beloved novel. Fifty-two people attended.

Oh, Freedom! Songs of the Civil Rights Movement. On November 20, award-winning folk singer Chris Vallillo performed *Oh, Freedom! Songs from the Civil Rights Movement* in Central Library's Schoenleber Reading Room. *Oh, Freedom!* included a performance of pivotal songs from the music that inspired and sustained the Civil Rights Movement. Interspersed with the music, Mr. Vallillo shared accounts of the historic struggle and the impact of music on our nation's most important social cause. Forty-eight people attended.

New Partnership with the Hispanic Chamber of Commerce (HCCW). Librarians Hermoine Bell-Henderson and Laura Patino (Business and Periodicals) are successfully building a relationship with the Hispanic Chamber of Commerce. MPL staff invited HCCW representatives to Central Library for a tour of the Business and Periodicals Department and held a meeting to discuss furthering their partnership. MPL staff later visited HCCW for a tour of their organization and discussed progress in developing programs for the Spanish-speaking community. Laura Patino translated the Small Business Resources 101 workshop in Spanish and will present this workshop to entrepreneurs in December at the HCCW site.

University of Wisconsin-Milwaukee SOIS Online Entrepreneurship Class. Professor Shana Rachel Ponelis invited Hermoine Bell-Henderson (Business and Periodicals) to share her Wisconsin Library Association Conference presentation, "Public Library Services to Small Business, Startups & Entrepreneurs" with her online Entrepreneurship class. The session was recorded for class feedback. Hermoine promoted the library's resources such as the MPL Business Card, outreach services to the business community, and the mission and goals of MPL's strategic plan. Twenty students attended.

Upgraded Network. The first MPL system wide CISCO wired and wireless upgrade since 2011 was completed in January of 2017. This project expanded the number of wireless access points from 95 to 135 and was funded primarily by Federal E-rate funding. This new network will provide more robust coverage and support added wireless devices that staff and patrons bring into our facilities. This upgraded network greatly enhances MPL devices that include: Staff and Public laptops, MacBooks, and tablet devices such as iPads. In addition, all personal wireless devices like phones, tablets, and laptops that staff and patrons use in conjunction with MPL's wireless network. The upgrade also includes superior usage tracking capability.

Staff Anniversary Celebration. On December 5, the library held its semi-annual Staff Anniversary Celebration at Central Library. New employees were also recognized.

Congratulations to the following employees who received years of serve pins:

5 Years

Braun, Joanne - Personnel Payroll Assistant III, Human Resources
Coulter, Christy - Librarian I, Mill Road
Davis, Kyle - Neighborhood Library Services Assistant, Tippecanoe
Harts, James - Custodial Worker II - CL, Center Street
Keeley, Emily - Personnel Analyst Sr., Human Resources
Robison, Harper - Library Circulation Assistant I, East
Rush, Timothy - Librarian III, Subject Services - Art/Media
Schwartz, Allison - Library Reference Assistant, Ready Reference

10 Years

Johnson, Joan - Deputy Library Director - Administration
Steward, Deidre - Library Volunteer Coordinator, Human Resources

15 Years

Desch, Rebecca - Librarian III, Technical Services - Cataloging
Megal, Corey - Network Manager, Technical Services - Automation
Miller, Lashauna - Branch Library Services Assistant - Atkinson
Potratz, Jackelyn - Librarian III, Technical Services

20 Years

Blaesing, Beth - Librarian III, Subject Services- Art, Music & Recreation
Hannemann, Brian - Library Reference Assistant, ILS
Hugbanks, Kelly - Librarian V, Coordinator of Youth Services
Larson, Joan - Copy Cataloging Technician II, Technical Services- CCDM
Olson, Thomas - Librarian III, Subject Services - Humanities
Salfer, Donna - Library Circulation Assistant I, Bay View
Yarbrough, Nicole - Library Technician II, Technical Services - Acquisitions & Serials

25 Years

Dadtka, Jeffrey – Heating & Ventilation Mechanic II, Facilities & Fleet

Johnson, Eric - Librarian III, Subject Services - Ready Reference

Tomlinson, Kimberly - Librarian III, WTBBL

30 Years

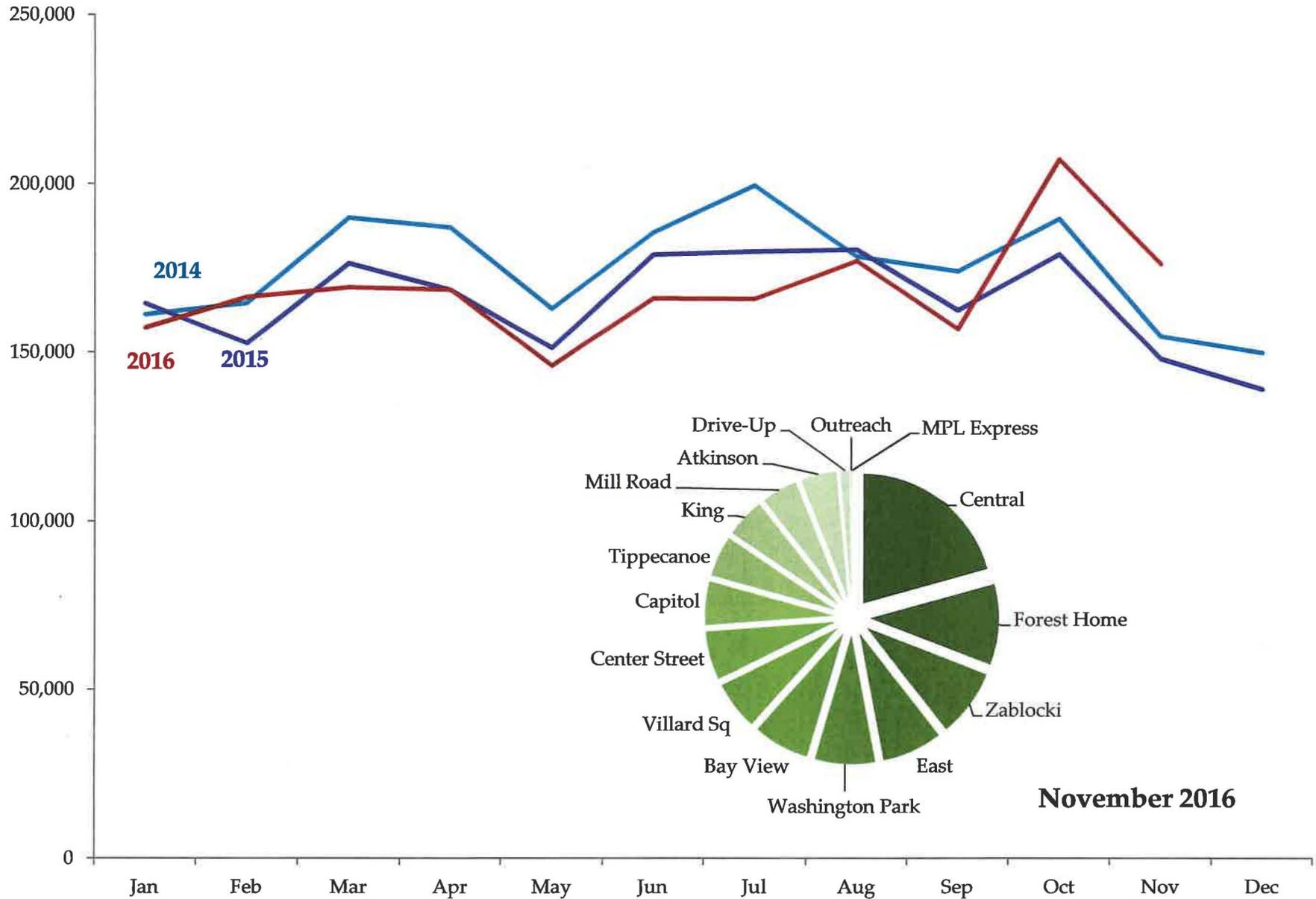
Myers, Christine - Library Technician III, Technical Services - Acquisitions & Serials

35 Years

Evans, Mary - Administrative Specialist Sr., Circulation

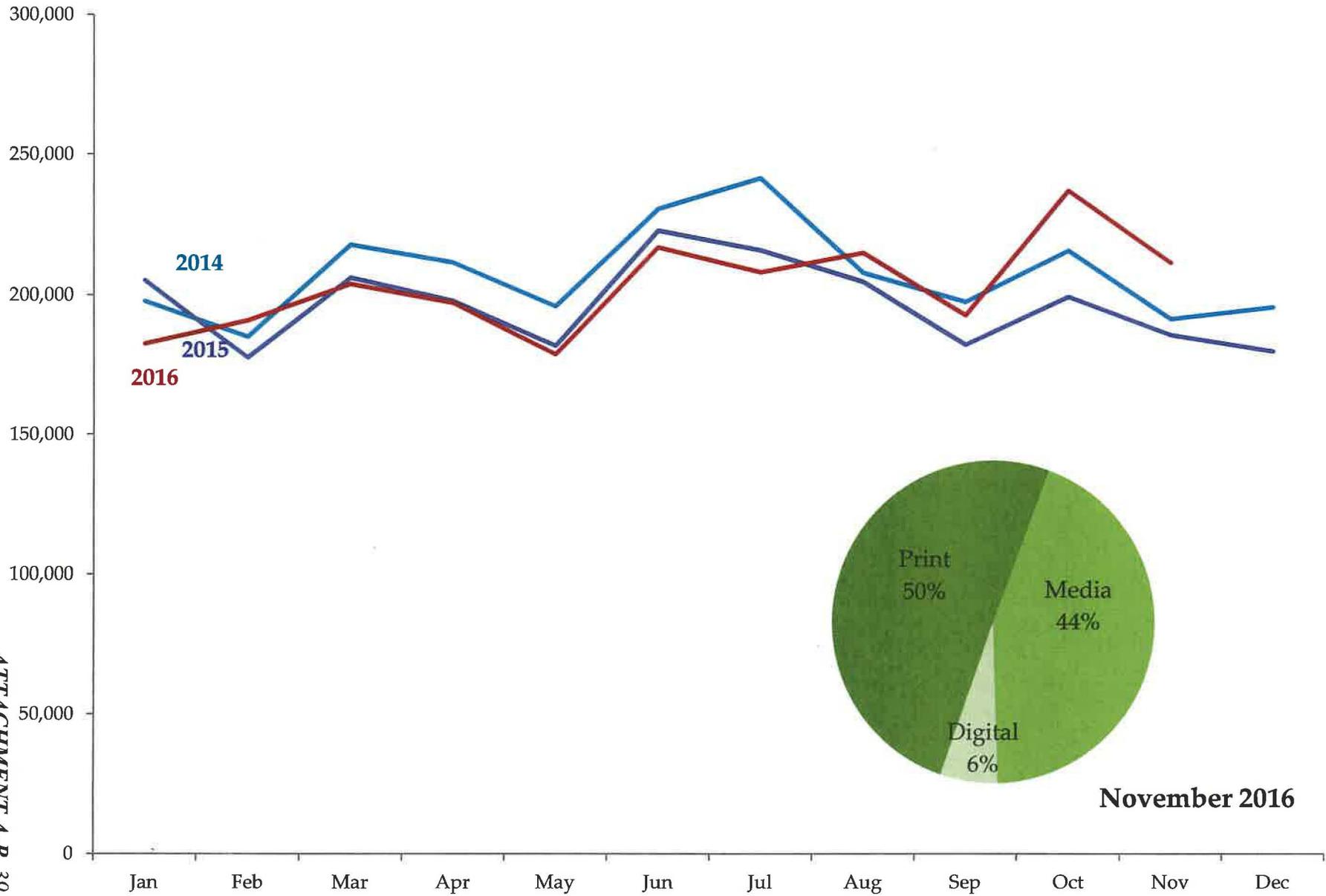
MacMurdo, Sandy - Library Circulation Assistant I, Circulation

Milwaukee Public Library Visits

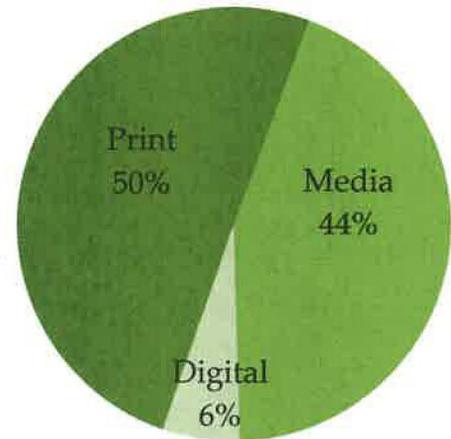


November 2016

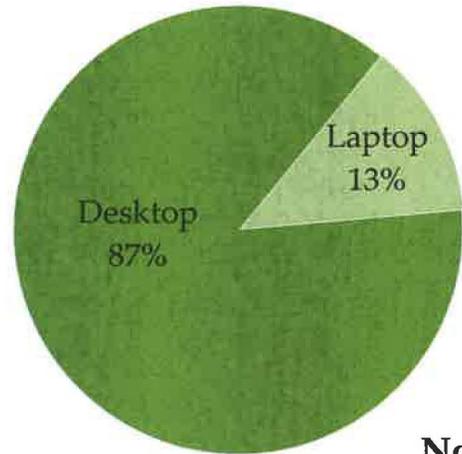
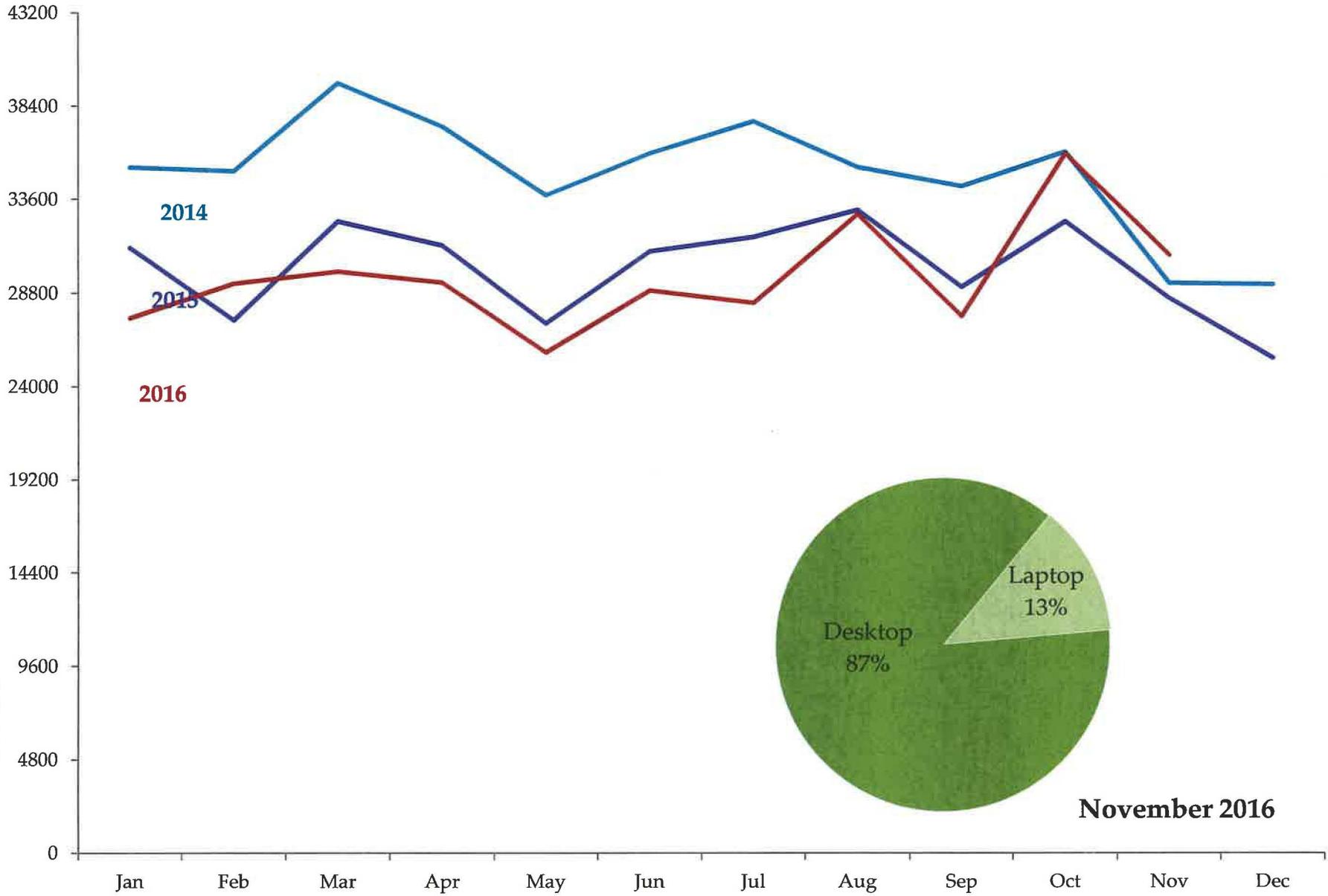
Milwaukee Public Library Circulation



November 2016



Milwaukee Public Library Hours of Computer Usage



November 2016

Milwaukee Public Library
Computer, Internet, and Electronic Statistics
November, 2016

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
	467,152	391,578	19.3%	4,771,706	3,449,718	38.3%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	4,885	3,721	31.3%	51,637	46,719	10.5%

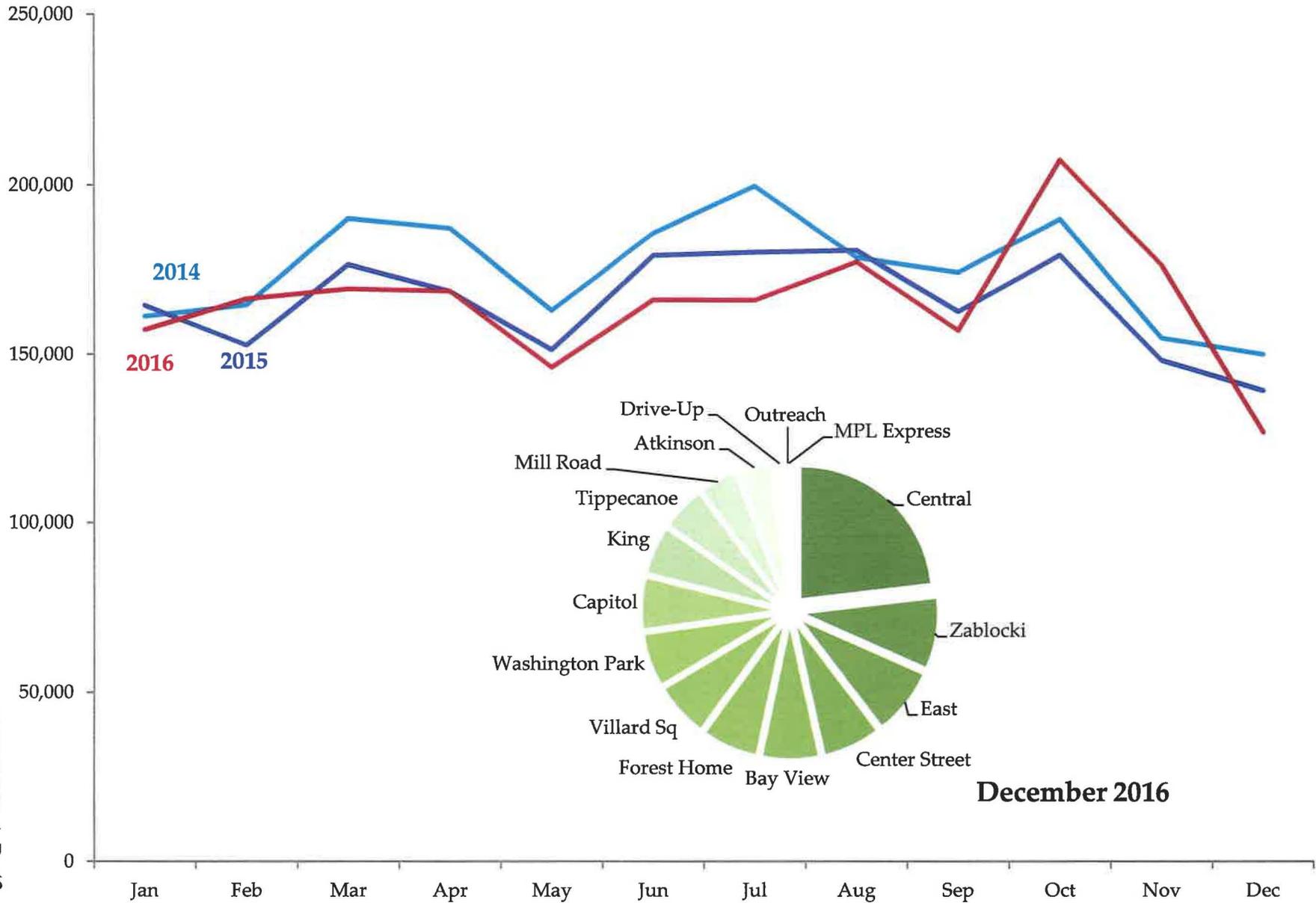
OverDrive Digital Download Circulation, by format						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	7,574	6,310	20.0%	81,749	74,248	10.1%
Audiobooks	5,369	3,808	41.0%	54,971	38,077	44.4%

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
	2,931	3,068	-4%	32,496	32,402	0%

Milwaukee Patron Holds Placed Through CountyCat						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	39,285	38,273	2.6%	429,195	440,843	-2.6%

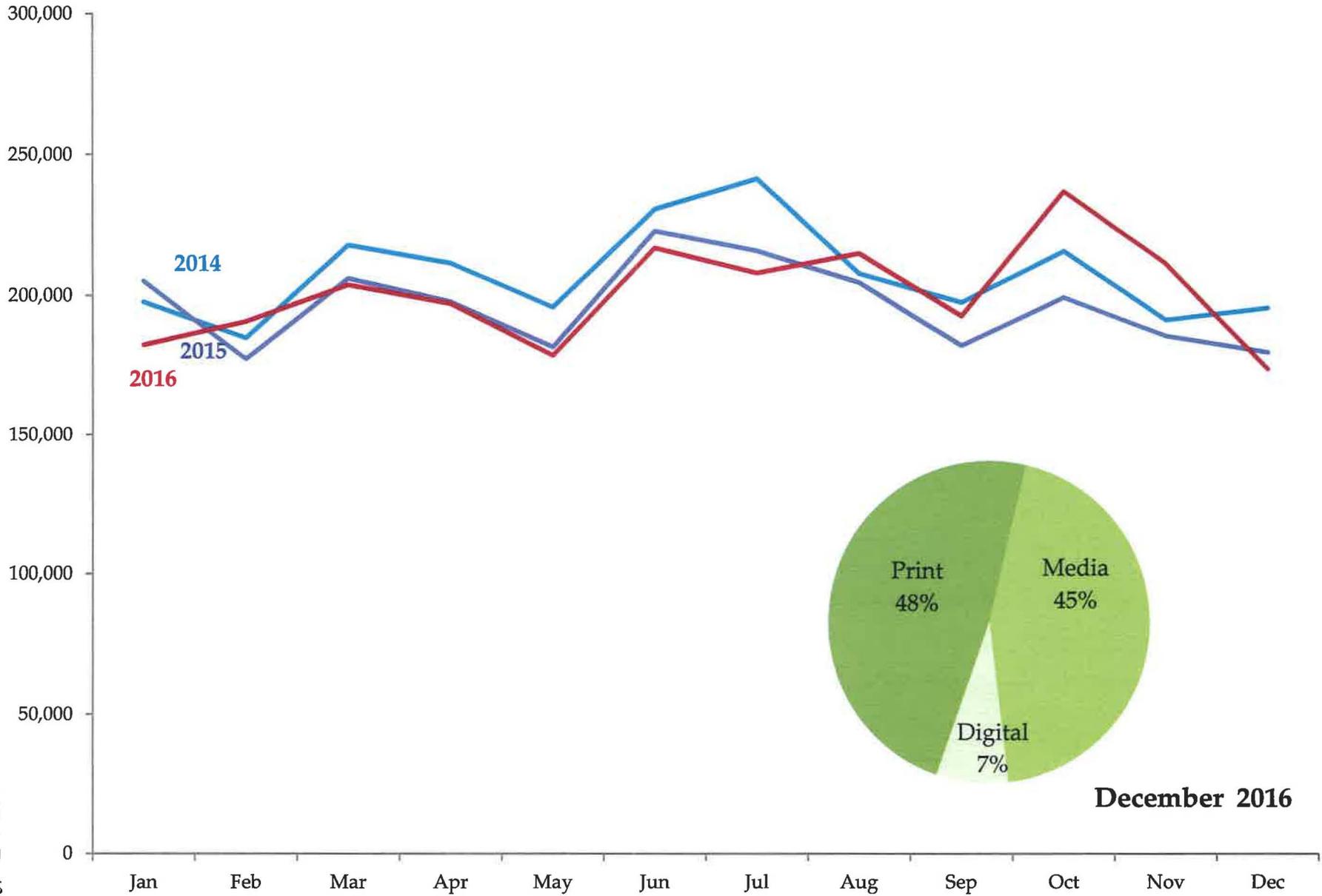
Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	11,032	11,464	-3.8%	127,820	131,978	-3.2%
Atkinson	810	535	51.4%	8,397	7,316	14.8%
Bay View	2,149	2,252	-4.6%	25,339	27,220	-6.9%
Capitol	1,814	1,900	-4.5%	19,775	24,922	-20.7%
Center Street	1,015	1,008	0.7%	10,735	11,290	-4.9%
East	2,159	1,827	18.2%	21,990	20,785	5.8%
Forest Home	1,087	988	10.0%	11,150	10,861	2.7%
Martin Luther King	784	644	21.7%	8,592	8,547	0.5%
Mill Road	1,191	1,128	5.6%	13,145	12,796	2.7%
Tippecanoe	1,609	385	317.9%	15,108	6,757	123.6%
Villard Square	819	871	-6.0%	9,385	9,224	1.7%
Washington Park	988	828	19.3%	9,656	11,017	-12.4%
Zablocki	1,980	2,217	-10.7%	23,506	24,699	-4.8%
YCOS--Outreach	257	87	195.4%	1,351	1,128	19.8%
TOTAL	27,694	26,134	6.0%	305,949	308,540	-0.8%

Milwaukee Public Library Visits



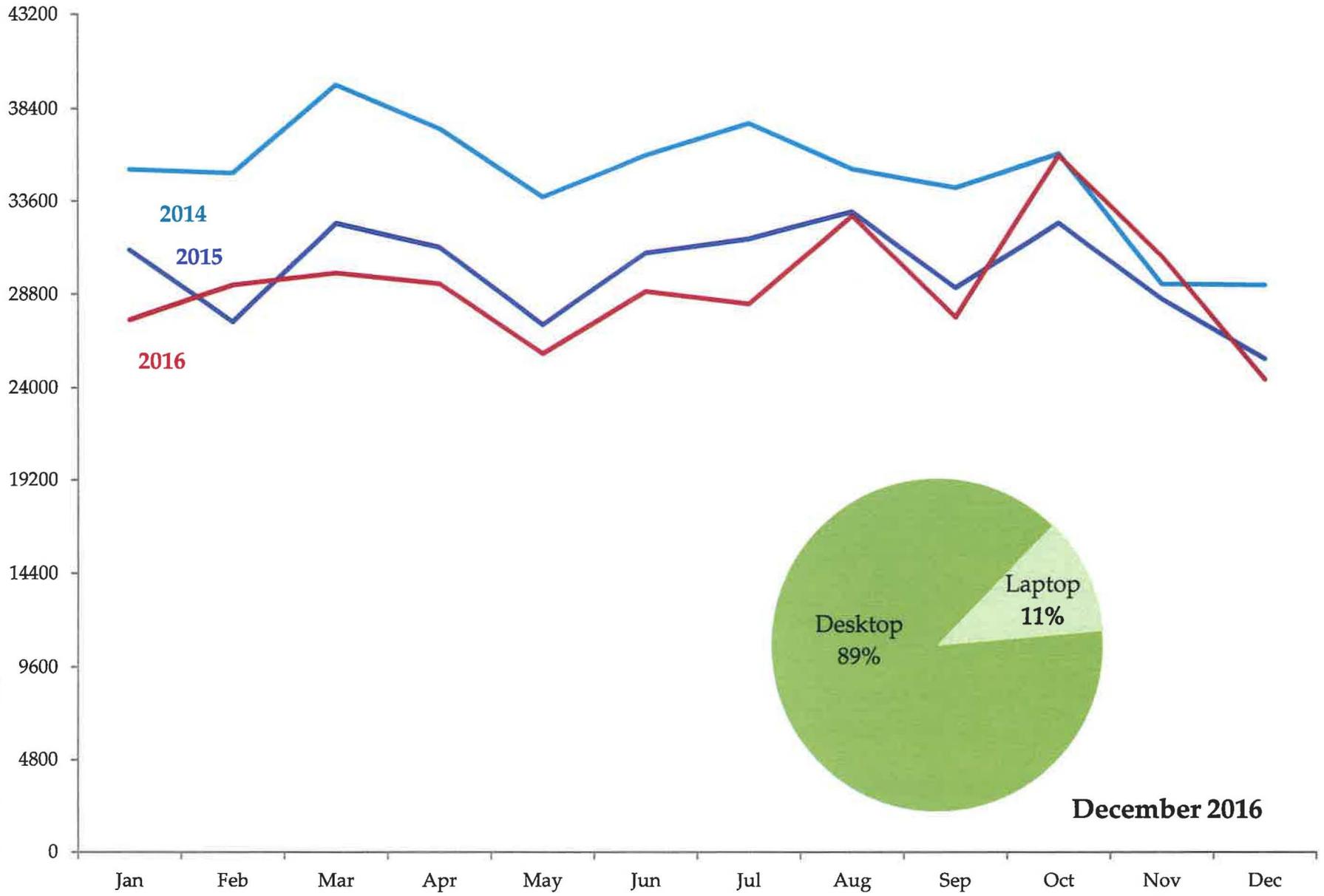
December 2016

Milwaukee Public Library Circulation



December 2016

Milwaukee Public Library Hours of Computer Usage



December 2016

Milwaukee Public Library
Computer, Internet, and Electronic Statistics
December, 2016

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
	419,640	415,477	1.0%	5,191,346	3,865,195	34.3%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	4,056	3,590	13.0%	55,693	50,309	10.7%

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	8,110	6,751	20.1%	89,859	80,999	10.9%
Audiobooks	5,333	4,161	28.2%	60,304	42,238	42.8%

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
	2,588	3,137	-18%	35,084	35,539	-1%

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
	36,034	36,559	-1.4%	465,229	477,402	-2.5%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	9,619	10,689	-10.0%	137,439	142,667	-3.7%
Atkinson	687	546	25.8%	9,084	7,862	15.5%
Bay View	1,919	2,196	-12.6%	27,258	29,416	-7.3%
Capitol	1,463	1,825	-19.8%	21,238	26,747	-20.6%
Center Street	751	823	-8.8%	11,486	12,113	-5.2%
East	1,881	1,767	6.5%	23,871	22,552	5.9%
Forest Home	860	911	-5.6%	12,010	11,772	2.0%
Martin Luther King	634	591	7.3%	9,226	9,138	1.0%
Mill Road	973	1,096	-11.2%	14,118	13,892	1.6%
Tippecanoe	1,598	639	150.1%	16,706	7,396	125.9%
Villard Square	674	752	-10.4%	10,059	9,976	0.8%
Washington Park	658	855	-23.0%	10,314	11,872	-13.1%
Zablocki	1,886	1,657	13.8%	25,392	26,356	-3.7%
YCOS--Outreach	241	54	346.3%	1,592	1,182	34.7%
TOTAL	23,844	24,401	-2.3%	329,793	332,941	-1.0%



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

December 21, 2016

To: Library Building & Development Committee of the
Milwaukee Public Library Board of Trustees:
Chairperson Michele Bria, Sharon Cook, John Gurda, Ald. Nik Kovac, Dir. Mark Sain
All trustees are welcome to attend.
MPL: Joan Johnson, Jennifer Meyer, Sam McGovern-Rowen, Duane Wepking

Fm: Paula A. Kiely, Library Director

Re: Library Building & Development Committee Meeting
January 5, 2017 Thursday, 8:00 a.m.-9:00 a.m.
Central Library Meeting Room 1

MEETING NOTICE AND AGENDA

1. **Mitchell Street Project Development Agreement.** Library Construction Project Manager Sam McGovern Rowen will present a change to the development agreement for approval and will update the committee on the project's progress.
2. **Mill Road Redevelopment Project.** Library Construction Project Manager Sam McGovern Rowen will update the committee on the progress of the Mill Road Redevelopment Project and share the revised designs for the exterior of the building and parking area.
3. **Martin Luther King Redevelopment Project.** Library Construction Project Manager Sam McGovern Rowen will provide the timeline for executing an agreement with Young Development to rebuild the Martin Luther King branch library.

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 01/24/17

P. 48

MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES

Thursday January 5, 2017
Central Library Meeting Room 1

PRESENT: Michele Bria, Sharon Cook, Ald. Nik Kovac, Paula Kiely

EXCUSED: Dir. Mark Sain

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

PRESENT: Duane Wepking
Royal Capital Group: Terrell Walter
Engberg Anderson: Tim Wolosz

Committee Chair Michele Bria called the MPL Board of Trustees Building & Development Committee meeting to order at 8:10 a.m. on January 5, 2017 with a quorum present.

1. **Mitchell Street Project Development Agreement.** Director Kiely stated that there was a possibility that approval to a change in the Mitchell Street Project development agreement was needed; however, library staff is currently working through some scheduling issues with the developer and a formal change may not be needed. Informational item.

2. **Mill Road Redevelopment Project.** Royal Capital Group Project Manager Terrell Walter, and Engberg Anderson Architect Tim Wolosz distributed an updated building design for the mixed-use development that will house a new library on Good Hope Road. The updates were made based on feedback from the Library Building and Development Committee, Director Kiely and Library Construction Project Manager Sam McGovern-Rowen. The preliminary design rendering gives the library portion of the building more prominence with multiple planes and materials that will create visual interest. Due to the large glass exposure, the building is moved further from the street. A continuous planter has been placed in the front. The committee members provided feedback to these changes. Director Kiely shared that the design will continue to evolve as the interior of the library is designed. The parking lot has been studied to determine if tenants could have a separate entry from library patrons. This would result in ten less parking spots. There will be traffic calming measures such as signage to indicate residential or library parking. The library maintains that the parking spots are a priority. Mr. Walter noted that the preliminary design has been shared with district Alderwoman Chantia Lewis. The application to the Wisconsin Housing and Economic Development Authority (WHEDA) for tax credits is due March 3, 2016. Design renderings and a site plan are submitted to WHEDA but design changes can continue and will not affect the award of the credits. Informational item.

3. **Martin Luther King Redevelopment Project.** Library Construction Project Manager Sam McGovern-Rowen reminded the committee that at the Board's Special meeting on December 20, 2016, Young Development was selected to build a mixed-use facility that will house a new library at the current Martin Luther King branch site. Since that meeting there has been communication with the development team on the library's process and timeline. The new library is expected to open in 2018. Informational item.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 9:00 a.m. on January 5, 2017.
