



# MILWAUKEE

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## PUBLIC LIBRARY

### **Vision**

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

### **Mission**

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

### **BOARD OF TRUSTEES REGULAR MEETING**

**John Gurda, President**

**Michele Bria, Vice-President**

**Paula Kiely, Secretary**

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

**Tuesday May 22, 2018**

**4:30 p.m.**

**Central Library**

**Community Meeting Room 1**

**814 West Wisconsin Avenue**

**Milwaukee, WI 53233**

### **ANNUAL MEETING**

### **AGENDA**

#### **PUBLIC COMMENT**

#### **SPECIAL COMMUNICATION**

1. **Election of Board Officers.** The election of MPL Board officers for the 2018-2020 term will be held.
2. **Trustee Recognition.** The Board will present a resolution honoring Board President John Gurda, thanking him for his twenty-five years of service.

#### **CONSENT AGENDA**

3. **Regular Board Meeting Minutes April 24, 2018.**

Attachment A, page 3

4. **Committee Reports.**

4. **Committee Reports.**

- a. Services and Programs Committee Meeting Minutes May 7, 2018

5. **Administrative Reports.**

- a. Personnel Actions  
b. Financial Report  
c. Library Director's Reports  
d. Correspondence from Journey House Center for Family Learning and Youth Athletics

**REPORTS**

5. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac, Resource Library Representative, will report on the May 21, 2018 MCFLS Board meeting.
6. **Finance & Personnel Committee.** Vice-Chair Chris Layden will provide a report from the May 22, 2018 meeting regarding the quarterly review of the Trust Fund investments, internal accounting management, and audit.

**OLD BUSINESS**

7. **MPL Board Retreat.** Consultant Frank Martinelli will present a final report for the February 28, 2018 MPL Board Retreat.

**STRATEGIC DISCUSSION**

8. **MPL Future.** The Trustees will discuss succession planning, determining current and needed skills, and development opportunities for the board.

Attachment B, page 30

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

- June 7, 2018 Building and Development Committee Central Library 8:00 a.m.*  
*June 13, 2018 Innovation and Strategy Committee Central Library 8:00 a.m.*  
*June 20, 2018 Executive Committee Central Library 1:30 p.m.*  
*June 26, 2018 Regular Meeting Capitol 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](http://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 April 24, 2018  
Central Library Community Room 1  
814 West Wisconsin Avenue  
Milwaukee, WI 53233**

**PRESENT:** JoAnne Anton, Michele Bria, Ald. Milele Coggs, Sharon Cook, John Gurda, Ald. Nik Kovac, Chris Layden, Joan Prince, Dir. Mark Sain, Paula Kiely

**EXCUSED:** Ald. Cavalier Johnson, Sup. Marcelia Nicholson, Jennifer Smith

**STAFF:** Rachel Arndt, Ryan Daniels, Eileen Force Cahill, Barbara Henry, Joan Johnson, Dawn Lauber, Sarah Leszczynski, Sam McGovern-Rowen, Judy Pinger, Rebecca Schweisberger, Crystal Sura, Kelly Wochinske

**OTHERS** Susan Benton, President and CEO of the Urban Libraries Council

**PRESENT:** Eric Pearson, Budget and Policy Division, City of Milwaukee

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President John Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:32 p.m. on April 24, 2018 with a quorum present. Trustee Kovac and Trustee Layden participated by conference phone. The agenda items were taken out of order; however, these minutes are presented in numerical sequence.

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**PUBLIC COMMENT**

None

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**SPECIAL COMMUNICATION**

1. **Staff Recognition.** President Gurda presented a resolution honoring and thanking Crystal Sura for her thirty-seven years of service to the library. Informational item.
2. **Trustee Recognition.** President Gurda presented a resolution honoring and thanking Board member JoAnne Anton for her three years of service. Informational item.
3. **Teen Interns.** Education and Outreach Services Coordinator Kelly Wochinske introduced four of the Teen Interns employed through the city's Promise Zone fund. The Interns answered inquiries from the Trustees and explained several of the programs they facilitate in the Northwestern Mutual Foundation Studio M, the maker space at Mitchell Street Library. Informational item.
4. **Board Photograph.** The Trustees took a brief recess for the annual official photograph of the Board. Informational item.

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**CONSENT AGENDA**

5. **Regular Board Meeting Minutes March 27, 2018.**
6. **Committee Reports.**
  - a. Nominating Committee Meeting Minutes March 28, 2018
  - b. Innovation and Strategy Committee Meeting Minutes April 11, 2018

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

President Gurda asked the Board if any items should be removed from the Consent Agenda presented as attachment A, pages 3-80 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. President Gurda noted that the Nominating Committee's recommended slate is: Michelle Bria for President, Joan Prince for Vice-President, and Chris Layden for Financial Secretary. The vote will be taken in May.

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## REPORTS

8. **MPL Foundation Report.** MPL Foundation Executive Director Ryan Daniels provided a report on fundraising. To date the Foundation has raised over \$300,000. The Foundation has established a relationship with Cargill, who has underwritten the Cargill Community Kitchen at Mitchell Street. There was an increase in the percentage of money raised for the Foundation through the 2018 City of Milwaukee Visions campaign. The Library Friends group has a new agreement with the Foundation to employ a part-time staff person to manage the Bookseller. The Friends of the Library Literary Luncheon will be held on May 11, 2018 and will feature author Luis Alberto Urrea.

Foundation Director Daniels announced that the annual Benjamin Franklin Award celebration will honor Jay and Madonna Williams. Mr. Williams has served on the MPL Foundation Board as President and Vice-President. The event will be held on October 11, 2018. Informational item.

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## STRATEGIC DISCUSSION

9. **Race & Social Equity and Board Leadership.** The Trustees were honored to welcome President and CEO of the Urban Libraries Council (ULC), Susan Benton. Ms. Benton was introduced by Trustee Prince, who served on the ULC Board when Ms. Benton was selected to lead the organization. Ms. Benton explained the role of the ULC in helping its members connect with their communities and bringing together like-minded leaders. She distributed four informational handouts published by the ULC; they are attached at the end of these minutes. Ms. Benton highlighted several strategies the ULC recommends to member libraries to better serve patrons and the community.

Education for everyone. Public libraries are uniquely positioned to offer a neutral, judgement-free space to learn. Adults who may have had negative experiences with school feel comfortable learning in the library. Children benefit from organized programming and summer learning initiatives that introduce new ideas and ways of learning. The ULC recommends collaboration between public libraries and public schools. Both institutions can work together to support education goals.

Digital Inclusion. Ms. Benton emphasized how vital digital inclusion is to the community. Access to computers and training to use new technology are particularly important. A significant portion of Milwaukee residents do not have access to the Internet, which impacts their lives in many ways, including education and employment. Digital inclusion and

literacy initiatives should include patrons of all ages. Maintaining updated equipment and offering public technology classes are very important.

Healthy, sustainable communities. This is a broad term that encompasses many ideas and projects. Specifically, the ULC is focusing on two areas:

- Examining the role of public libraries as agents of racial and social equity. Libraries are trusted entities and should use this ‘social capital’ to benefit their communities and create new alliances. This includes exploring ways that the library can bring people together and convene difficult conversations.
- Engaging the library as an entrepreneurial hub. Patrons can use library technology and resources to learn how to create, expand, and manage their business plans.

Board Governance and Responsibility. Ms. Benton indicated that the Library Trustees have a responsibility to assess and meet residents’ needs and also reset the image of the library. Trustees have connections with local business and civic leaders that can be leveraged to dispel the outdated image of libraries as only book repositories.

President Gurda asked if Ms. Benton had any specific observations about MPL. She noted that Director Kiely was a leader in crafting the public statement issued by the ULC about race and social equity. Milwaukee Public Schools (MPS) and MPL’s partnership is also an excellent model of partnership. In addition to accepting the White House Library Card Challenge and working together to get a library card for every student, MPL and MPS are collaborating to analyze the data from the library card campaign.

Trustee Prince asked if the ULC will provide any training or guidance on Board governance. Ms. Benton mentioned that all Trustees are invited to attend the ULC annual forum. She spoke about the benefits of having a Board with diverse careers and backgrounds.

Trustee Anton asked for examples of early childhood education initiatives that the ULC is working on. Ms. Benton noted that it is important to initiate positive interactions with the community in places outside of the library, such as: community health centers, daycare centers, and other places where young families may be. Ms. Benton will share a list with Director Kiely of other libraries that have been successful in their efforts to engage families and what they have done.

Trustee Cook asked if Ms. Benton had examples of library collaboration on workforce training. Ms. Benton spoke about the role of the public library in relation to other agencies, training centers, and colleges. Libraries can use computer access and technology training as a point of entry into the area of workforce training.

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With no further business, the Milwaukee Public Library Board of Trustees meeting of April 24, 2018 was adjourned at 5:56 p.m.

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# Leadership Brief: Partners Achieving Community Outcomes

## ABOUT THIS LEADERSHIP BRIEF

This Leadership Brief explores how libraries can increase their impact by aligning library programs with city/county leader priorities to drive positive individual and community outcomes. It identifies six action strategies for library leaders to move toward greater community impacts.

**OVERVIEW:** Libraries are at the heart of the communities they serve, and are known for the breadth of programs they provide, their stature as trusted community hubs and their ability and willingness to adapt to a rapidly changing environment. From education and learning, to digital inclusion, to healthy, sustainable communities, libraries already meet a wide range of community needs that support leadership and community priorities.

Delivering on the promise of the public library as an essential community partner depends on aligning library outcomes, programs and services with the vision and priorities set by elected city and county leaders. A close connection to leadership priorities strengthens library impact by:

- ▶ Providing a blueprint for leveraging library capacities where they are most needed
- ▶ Supporting informed choices about priority library programs—what to start, what to continue and what to drop—that will produce beneficial community outcomes
- ▶ Helping library leaders demonstrate and document the library's essential role in the community



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*"Libraries are neighborhood jewels with amazing resources. They help develop a child's language, reading, critical thinking and imagination. They bridge the digital divide, improve access to information and make a connection to the outside world."*

- Mayor Tom Barrett, Milwaukee

**ATTACHMENT A-P. 4 of 27**  
**MPL CONSENT AGENDA**  
**3.Regular Minutes 04/24/18**  
**P. 6**

## KEY ISSUES AND OPPORTUNITIES

Key issues and opportunities for library leaders to consider as they focus on the importance of connecting library and leadership priorities and moving intentionally to identify outcomes that support community progress include:

- ▶ **An explicit and sustained connection to leadership vision and priorities for the community enhances library focus, impact and success.** Libraries are known for their willingness to adapt their mission and services to meet emerging needs and fill community gaps. That flexibility leads libraries to cast a wide service net, which contributes to lack of clarity about the library's role in the community. When libraries align their work with identified leadership priorities and what matters most in the community, they are better able to make informed choices about library priorities and the outcomes the library is working to achieve.
- ▶ **The elected leader-library connection is essential regardless of governance structure.** Whether the library system is part of the city or county government, an independent agency, a special taxing district or a nonprofit organization, building a partnership with the local government and embracing leadership priorities provides a path to community impact and builds leadership support for the public library. Regardless of structure, all libraries exist to address community needs, and all library customers are community residents.
- ▶ **Positioning the library in the greater conversation about community priorities builds leadership support for the library and opens doors for participation at decision-making tables.** *"If you're not at critical decision-making tables, you need to think about how to get to those tables and how to make the library part of strategic conversations about the challenges your community is facing,"* District of Columbia City Administrator Rashad Young recently told a group of library leaders. With a clear focus on specific leadership priorities, elected leaders will know when and where the library can be an essential contributor. In addition, a working relationship between the library director and top elected leaders increases understanding of the value of the library in the community and ensures leader support for library investments.

- ▶ **Contributing to community progress and change starts with clearly defined outcomes for library work in support of leadership priorities.** Outcomes are defined as beneficial changes that occur because of the library's programs and services. Defining what changes will occur because of the library's work on a specific priority—for example, all school-aged children will have virtual library cards by the end of the semester—provides a clear framework for designing programs to achieve the stated outcome.

*Impacts are the long-term effects of achieving the outcomes.*

### BUILDING THE ELECTED LEADER-LIBRARY PRIORITY CONNECTION

The following questions provide a framework for a team discussion about aligning library work with leadership priorities.

1. What is the chief elected official's overall vision for the community?
2. What specific priorities have been established to carry out that vision?
3. Of those priorities, which connect most directly to the library's capacity, expertise and current work?
4. In what areas can the library have the greatest community impact?
5. What is the library already doing that contributes directly to leaderships priorities? What programs or services could be reduced in scope or dropped to devote more time and resources to top priorities?
6. What outcomes can the library achieve that will demonstrate progress on leadership priorities?
7. What information can the library director share with the chief elected official right now to show how the library can advance key leadership priorities?
8. What do we do first?

## SUPPORTING LEADERSHIP PRIORITIES

The following examples illustrate how five libraries are successfully supporting leadership priorities and defining outcomes for their programs and services.

### *Education and Learning*

**San Jose Public Library's** City Librarian Jill Bourne is leading a citywide education and digital literacy strategy, established by Mayor Sam Liccardo, to improve education outcomes through better coordination of education programs and stronger partnerships among education providers. The strategy is built around three goals:

- ▶ Amplify the work of schools
- ▶ Advance learning opportunities through partnerships
- ▶ Enhance student outcomes

The library's reputation as an education leader in the community and its experience working with diverse partners contributed to the mayor's decision to designate the library director to lead his top priority.

### *Race and Social Equity*

**Saint Paul Public Library** embraced the mayor's priority to eliminate racial inequities and improve outcomes for all racial groups. Four citywide outcomes guided the library's program development:

- ▶ Improved knowledge of racial equity concepts among employees
- ▶ Increased skills to deal with and communicate about racial equity
- ▶ Racial equity is integrated into routine operations
- ▶ Procedures are established to engage youth and community members

To support the mayor's priority, the library has diversified its workforce to match the city population; changed practices, policies and programs to ensure equal access (e.g., offering story times in eight languages and eliminating the requirement that patrons must have a library card to use computers because of the disproportionate impact on people of color); and increased staff and community awareness of bias and racism through staff training and special community programs.

### *Healthy, Sustainable Communities*

**St. Louis County Public Library** is supporting a broad leadership focus on health and well-being of African Americans in the region, with particular emphasis on combating "toxic stress" among children. Director Kristen Sorth said the library was intentional about "steering its priorities" in the direction of six regional action strategies to help children deal with the impacts of too many stressful events and traumas in their lives. Library outcomes focus on:

- ▶ Resources for children
- ▶ Health of the region through partnerships
- ▶ Racial equity
- ▶ Leveraging the library's capital improvement program to ensure that library buildings support community needs

As a result of its proactive focus on this leadership priority, St. Louis County Public Library has become a valued leader in collaborative work, with a seat at all decision-making tables and recognition as an essential community partner.

### *Economic Development and Entrepreneurship*

**Rochester Public Library** has become a vital player in the city's high-tech and small business arena and is seen as an essential partner in carrying out the city's economic development priorities. Using an aggressive outreach campaign and a three-point service delivery strategy, the library built capacity to meet a range of business research and development needs to fill a major gap when the city's big-three employers—Eastman Kodak, Xerox and Bausch & Lomb—closed their long-time research libraries, prompting many laid-off employees to launch high-tech startups. Library staff with expertise in market and venture capital research, small business development and grant funding provide services to local businesses on site, online and in the library. The library has successfully communicated that its services and capacities help businesses both save and make money. With support from the Friends & Foundation of the Rochester Public Library, the library purchased new database products that provided \$700,000 worth of valuable information to Rochester businesses in only six months.

### Digital Inclusion

**Charlotte Mecklenburg Library** aligned its digital inclusion strategy with Digital Charlotte, a citywide priority to ensure access and opportunity for all. The library is playing a vital role in providing training in digital literacy both inside library branches and throughout the community to meet the needs of diverse audiences including seniors, English language learners, job seekers and the homeless. In addition, the library and school system worked together to ensure that all school children have access to the library's extensive digital tools, anytime and anywhere, using their student IDs as library cards.

### EXAMPLE OF AN OUTCOME-BASED MODEL FOR PROGRAM PLANNING

Concept	Definition	Example
Program/Service	What the library does	Summer Learning
Inputs	Resources the library devotes to a program/service	Staff time, media labs, prizes
Outputs	What the library produces	Number of participants, program attendance, number of books read, projects completed, prizes awarded
Outcomes	Beneficial changes that occur because of the library's program	Participants maintain or gain reading achievement as measured by pre- and post-tests
Impacts	Long-term or indirect positive effects of the outcomes	Children read at grade level, achieve success in school, graduate on time, go to post-secondary education and/or secure gainful employment

*Impacts are what we hope for...  
outcomes are what we work for.*

### STRATEGIES FOR ALIGNING LEADERSHIP AND LIBRARY OUTCOMES

The following strategies provide a framework for enhancing the library's impact, heightening library focus on outcomes and demonstrating and documenting the library's essential role in the community:

1. Know the elected leader's priorities, and make sure the elected leader views the library as a valuable partner for achieving important community outcomes.
2. Involve library staff in embracing leadership priorities and the library's role as an essential community partner to ensure a systemwide connection.
3. Map how library programs and capacities align with leadership priorities to decide where to focus library investments.
4. Stay in touch with changing leadership and community priorities, drawing on the library's ear-to-the-ground capacity.
5. Start with outcomes by identifying what results the library is working to achieve to support leadership priorities.
6. Collect and share stories of impact and indicators of success that demonstrate how library programs have changed lives and contributed to community progress.

### MOVING TOWARD GREATER IMPACTS

Today's public libraries have become powerful education institutions, progressive technology centers and essential resources for building healthy, sustainable communities. Many libraries have created successful partnerships with local elected leaders, school superintendents and business and community leaders to enhance their impact as essential resources for transforming people's lives and building strong communities. With a sharper focus on identifying library outcomes that support leadership priorities, libraries can achieve even greater impacts for both the communities they serve and for municipalities across North America who are dealing with similar challenges.

The Urban Libraries Council, founded in 1971, is the voice for public libraries and the force that inspires them to evolve. ULC creates the tools, techniques and ideas to make ongoing improvements and upgrades in services and technology. For more information, visit [www.urbanlibraries.org](http://www.urbanlibraries.org).

<sup>1</sup> Tom Barrett, "2016 State of the City" (February 8, 2016).



# Leadership Brief: Partners for Education

## ABOUT THIS LEADERSHIP BRIEF

This Leadership Brief highlights the changing education landscape and the progressive work of public libraries to meet the diverse education needs in the communities they serve. It identifies seven action strategies for local, elected, and appointed officials to pursue with public libraries to improve education outcomes.

**OVERVIEW:** Education is the challenge of the 21st century. Mayors, county executives, city managers, library CEOs, school superintendents, educators, and business and civic leaders recognize that succeeding today requires a higher order of problem-solving, critical-thinking skills, and continuous learning from cradle through career.

"I don't know how you can be a mayor in the 21st century and not have education as a central tenet of the work you're doing," said Mayor Chris Coleman of Saint Paul, "Education is my job strategy, my economic strategy, and my public safety strategy."<sup>1</sup>

Traditional education systems cannot meet today's learning and skill development needs alone. Like many modern challenges, education takes a village—a well-coordinated network of government, business, and formal and informal education institutions committed to improving education outcomes. While awareness of the need for new approaches to education is widespread, strategic collaboration among key players is often lacking, leading to missed opportunities, community confusion about available resources, disconnected outcomes, and competition for public and private resources.

A critical and sometimes overlooked resource is the public library, which is well-positioned to facilitate collaboration, build partnerships, address gaps, and support a lifetime of improved education outcomes.



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## 21ST CENTURY EDUCATION

Our understanding of education has changed dramatically over the last decade. Research shows that an integrated and continuous approach to learning that begins early, draws on a variety of resources, extends beyond traditional classrooms, and is interest-driven enables children, youth, teens, adults, and seniors to succeed in school, careers, and life.

Local government officials recognize that educational opportunities play a key role in quality of life, economic development, and public safety and have made education a top priority, whether or not they have authority over the school system.

- ▶ **Chattanooga** Mayor Andy Berke established his commitment to improving education in collaboration with the school district at his 2013 inauguration. "For too long in our community, we have pointed fingers rather than raising hands when asked who is responsible for educating our children," Berke said. "Today, I raise my hand as mayor and say the city is ready to do its part."<sup>2</sup>
- ▶ **In Houston**, the Mayor's Office of Education Initiatives coordinates community resources that are designed to help learners graduate from high school, receive workforce training or earn a college degree, and find jobs that support long-term success. In 2016, Mayor Sylvester Turner created a new Director of Education position to support his goal of ensuring educational equity. "Creating a strong, well-educated Houston of tomorrow will require everyone working together," Turner said.<sup>3</sup>
- ▶ **In Hartford**, Mayor Pedro Segarra created an Office of Families, Children, Youth, and Recreation to coordinate city learning programs and appointed Hartford Public Library Chief Executive Officer Matthew Poland to the Hartford Board of Education.
- ▶ **Howard County, Maryland**, has worked to align education resources including schools, county offices, the public library, the community college, museums, and historic sites to create a comprehensive education system. At the start of his first term, County Executive Allan Kittleman identified education as a top priority. "I intend...to do everything within our power to help every student achieve to the top of his or her potential," Kittleman said in his December 2014 inaugural speech.<sup>4</sup>

## LIBRARIES AS EDUCATION INSTITUTIONS

Public libraries have a history of responding quickly to changing community needs. "We lament when institutions dig in their heels and embrace the status quo," said Julia Stasch, interim president of the John D. and Catherine T. MacArthur Foundation, in an interview for a special edition of *National Civic Review*. "In contrast, libraries on the whole are eager to embrace changes in society."<sup>5</sup>

Libraries bring a wealth of assets and education expertise, including status as trusted community hubs, a longtime commitment to literacy, technology tools, creative-learning labs, homework help, business incubators, and development of workforce skills. Perhaps most important, libraries are multidisciplinary organizations, uniquely able to serve audiences from cradle through career and knit together diverse resources to meet broad needs. In today's knowledge economy, libraries fill the urgent need for a public knowledge institution.

### 21ST CENTURY EDUCATION PRINCIPLES

1. Learning may occur at any time, any place, any path, and any pace.
2. Quality learning experiences for children from birth to age five pay long-term dividends, including school and employment success, stronger families, and reduced crime.
3. Young people respond more positively to learning that is personal, interest-driven, informal, and supported by peers and mentors.
4. Well-designed networks that connect diverse resources and approaches improve education outcomes.
5. Quality after-school and summer learning programs improve outcomes, reduce out-of-school learning loss, and support families and communities.
6. Technology is a catalyst for learning.
7. Well-designed, easily accessible, and welcoming spaces contribute to active participation and successful education outcomes.

"Physical libraries create a space for learning that is very different than the learning taking place in a classroom in a public school or even a university," said Richard Reyes-Gavilan, executive director of the District of Columbia Public Library. "You've got a real laboratory-like atmosphere, and that spirit of innovation is only getting more popular in libraries."

To improve education outcomes, libraries are committed to (1) creating programming and partnerships that fit into a community learning continuum; (2) demonstrating that learning at the library is real, valuable, and transferable; and (3) integrating community, school, and library metrics to measure and assess education outcomes.

*The following provide examples of library education innovations.*

► **The Howard County (Maryland) Public Library System's** HiTech digital media lab delivers cutting-edge science, technology, engineering, and math (STEM) education to students age 11–18 and serves as a launching point for STEM careers through partnerships with employers in the region.

► **In Nashville**, Mayor Karl Dean created Limitless Libraries, a program that brings the vast resources of the **Nashville Public Library** to the city's 128 public schools. Mayor Dean said the initial challenge was to "break down the walls" between the public library system, which is part of the general government, and the Metro school system. Four years later, the number of students with library cards has quadrupled, circulation of library resources to all schools has increased dramatically, and kids have easy access to books, music, videos, and other resources — all delivered to their schools within one or two days of request.

"We want Nashville to be a city of lifelong learning and a place where people are curious — and a strong library system is essential to that," Mayor Dean said. "We have constructed new branches and undertaken renovations of others, and there is nothing that I do as Mayor that is more popular with our citizens than investments in libraries."<sup>6</sup>

► **In Alaska**, nearly half of all children enter kindergarten unprepared to read. The **Anchorage Public Library** delivers early-literacy resources to every corner of the state. Learning kits are shipped to libraries, health agencies, tribal council offices, rural educators, and child-care providers.<sup>7</sup>

► **The Carlsbad (California) City Library Learning Center**

is a bilingual community-gathering place dedicated to supporting all city residents in their learning journeys. Opened in 2008, the branch library consolidated previously scattered early childhood, English as a second language, and adult literacy programs into a renovated former girls' club and emphasizes partnerships to create a community-learning continuum.<sup>8</sup>

► **The Hartford Public Library** opened branches in several public schools to serve students and the general public during regular library hours. For example, the Mark Twain Branch, which opened in the author's home in 1930, relocated to Hartford Public High School in 2011, where it supports library services for the high school and three nearby middle and elementary schools.

► **The Chattanooga Public Library's** "4th Floor" is a 12,000-square-foot public lab and education facility that focuses on information, design, technology, and

#### FIVE LIBRARY EDUCATION ASSETS

1. Because of their position as safe, trusted, inclusive community hubs, libraries are in touch with the changing education needs of the community.
2. Libraries are the only education institutions that connect with individual learning needs from birth through senior years. No one ages out of the public library.
3. Libraries know how to use diverse education formats, from one-on-one coaching to building high-tech skills. They keep abreast of changing learning models without abandoning approaches that are timeless.
4. Nobody does personalized learning better than libraries. They meet individuals where they are and help them move to the next rung on their learning ladders.
5. Libraries are adept at building partnerships to support education goals. Partners include schools, workforce centers, community colleges, federal agencies, high-tech companies, civic organizations, and nonprofits.

applied arts. The space provides technology equipment, expertise, and programs, and a "GigLab," which offers high-speed Internet access as a platform for innovation, collaboration, and 21st century learning.<sup>9</sup>

- **The Chicago Public Library's** Youmedia teen digital center is a national model for learning labs in libraries and museums across the county to help teens gain the skills they need to succeed. Learning labs provide access to new media, emphasize interest-driven and production-centered learning, connect teens with adult mentors, and leverage community resources to support long-term success.<sup>10</sup>

### STRATEGIES FOR STRENGTHENING EDUCATION PARTNERSHIPS

The following strategies will help local officials maximize the capacity of libraries as education resources.

1. Connect with your public library and the education services it provides.
2. Regardless of organization structure, talk to the library executive regularly to explore opportunities for collaboration.
3. Use the power of your position to make connections happen that can improve education outcomes.
4. Include library leaders at all tables where community education issues and strategies are discussed.
5. Take advantage of the library's unique assets and its place in the community to connect with residents and understand their education needs.
6. Make the library a regular component of the community education system and expect it to contribute in meaningful ways.
7. Encourage and support innovation in education that goes beyond traditional models, and celebrate successes, no matter how small.

### IMPROVING PUBLIC EDUCATION TOGETHER

Education in America must be more powerful to prepare people of all ages to meet the challenges of today's global economy and succeed throughout life. No one organization or education system can accomplish that alone. Libraries are already carrying out education programs that are producing impressive results. Local

officials need to seize the opportunities offered by their public libraries to broaden, deepen, and strengthen education outcomes. Failing to leverage the library's broad capacities and community connections is a missed opportunity when the learning needs are so great.

ULC thanks our sponsor, Gale, a part of Cengage Learning, for creating the foundation of this Leadership Brief in October 2013. Gale believes the library is the heart of its community, driving meaningful and measurable outcomes for individual users and groups. Gale is a partner to libraries and businesses looking to deliver educational content, tools and services to support entrepreneurship, encourage self-directed learning, aid in research and instruction and provide enlightening experiences.

Urban Libraries Council (ULC), founded in 1971, is the voice for public libraries and the force that inspires them to evolve. ULC creates the tools, techniques, and ideas to make ongoing improvements and upgrades in services and technology. ULC also speaks loudly and clearly about the value public libraries bring to communities, and secures funding for research that results in the development of new programs and services. And by serving as a forum for library leadership, ULC produces innovative ideas and best practices that ensure community impact. For more information, visit [UrbanLibraries.org](http://UrbanLibraries.org).

<sup>9</sup> Joe Kimball, "St. Paul Mayor Chris Coleman Q&A: Challenges Ahead, But Great Projects Transforming the City," MINNPOST, February 14, 2013.

<sup>10</sup> 2013 Inaugural Remarks, <http://www.chattanooga.gov/mayors-office/speech/inaugural-remarks>.

Mayor's Office of Education Initiatives, <http://www.houstontx.gov/education/>.

<sup>11</sup> Amanda Yeager, "Kittleman, Howard Council Take Oath Of Office," Howard County Times, December 2, 2014.

<sup>12</sup> "Investing in Civic Education and Public Libraries: A Roundtable Discussion with Paula Ellis, Deborah Jacobs, and Julia Stasch," National Civic Review (Winter 2012): 5-10.

<sup>13</sup> "Limitless Libraries Executive Summary: How Students Use and Benefit from Limitless Libraries," <http://www.limitlesslibraries.org/wp-content/uploads/2014/07/executive-summary-web.pdf>, and "Rising to the Challenge: Re-envisioning Public Libraries" Panel Discussion, New York Public Library, October 14, 2014. <http://csreports.aspeninstitute.org/Dialogue-on-Public-Libraries/2014/in-the-news/details/0019/Libraries-Report-Launch-Video>.

<sup>14</sup> Anchorage Public Library, <http://libguides.anchoragelibrary.org/content.php?pid=520749&sid=4284440>.

<sup>15</sup> Carlsbad City Library at <http://www.carlsbadca.gov/services/depts/library/about/locations.asp>.

<sup>16</sup> Chattanooga Public Library, 4th Floor, <http://chattlibrary.org/4th-floor>.

<sup>17</sup> Learning Labs in Libraries and Museums: Transformative Spaces for Teens, Washington: Association of Science-Technology Centers, Urban Libraries Council, October 2014.



# Shaping a Brighter Future for Communities in the Digital Age

Edge is a management and leadership tool that helps public libraries work with their local governments to achieve community priorities.

Discover how libraries across North America are using Edge to ensure residents have access to technology and services that contribute to a strong education, thriving workforce and a healthy, inclusive community.



## COMMUNITY VALUE

**69%** of Edge libraries made a change to better serve community needs based on their Edge Assessment results.

“Edge has helped transform how our stakeholders view the library. The shift in the cultural atmosphere of the library did not happen overnight, but by focusing on engaging the community to enhance digital literacy skills, we are beginning to be seen as a key resource for addressing workforce and economic development issues.” — Trina Rushing, Henderson County Public Library, N.C.

## ENGAGING THE COMMUNITY

**73%** of Edge libraries strengthened partnerships to achieve greater community outcomes based on their Edge Assessment results.

“After using Edge, we had concrete data that showed the value of the library to the community. We are now recognized as a gateway for sharing information with people, which draws more organizations wanting to partner with us. Everyone now realizes that the library’s role is connecting patrons to services available in the community.” — Ivorie Franks, Moreno Valley Public Library, Calif.



## ORGANIZATIONAL MANAGEMENT

**78%** of Edge libraries engaged staff and/or board members in analyzing their Edge Assessment results and/or Action Plans to better serve their community needs.

“While we always want to improve, we must consider the staff time and money involved in making improvements. Edge is designed to help your library plan and focus on what is best for the community you serve and plan how to get the biggest bang for your buck.” — Carol Darrow, Barton County Library, Mo.



*Edge is led by the Urban Libraries Council*



**URBAN  
LIBRARIES  
COUNCIL**

**In a strong act of commitment to a more equitable society, 136 public libraries across North America have signed ULC's statement on race and social equity:**

As leaders of North America's public libraries, we are committed to achieving racial and social equity by contributing to a more just society in which all community members can realize their full potential. Our libraries can help achieve true and sustained equity through an intentional, systemic and transformative library-community partnership. Our library systems are working to achieve equity in the communities we serve by:

- Eliminating racial and social equity barriers in library programs, services, policies and practices
- Creating and maintaining an environment of diversity, inclusion and respect both in our library systems and in all aspects of our community role
- Ensuring that we are reaching and engaging disenfranchised people in the community and helping them express their voice
- Serving as a convener and facilitator of conversations and partnerships to address community challenges
- Being forthright on tough issues that are important to our communities

Libraries are trusted, venerable and enduring institutions, central to their communities and an essential participant in the movement for racial and social equity.



Alameda County Library • Albuquerque/Bernalillo County Library System • Alexandria Library • Anchorage Public Library • Anne Arundel County Public Library • Anythink  
 • Atlanta-Fulton Public Library System • Arlington Heights Memorial Library • Aurora Public Library • Austin Public Library • Baltimore County Public Library • Berkeley  
 Public Library • Boston Public Library • Brooklyn Public Library • Broward County Library • Calgary Public Library • Cambridge Public Library • Carlsbad City Library  
 • Carnegie Library of Pittsburgh • Cedar Rapids Public Library •  
 • Chattahoochee Valley Libraries • Chattanooga Public Library  
 Cleveland Public Library • Columbus Metropolitan Library • Contra  
 Cuyahoga County Public Library • Dallas Public Library • Dayton  
 Library • Des Moines Public Library • Detroit Public Library •  
 Library • East Baton Rouge Parish Library • East Cleveland Public  
 Pratt Free Library • Evansville Vanderburgh Public Library • Fairfax  
 Fort Worth Library • Free Library of Philadelphia • Fresno County  
 • Greensboro Public Library • Gwinnett County Public Library •  
 Library • Hennepin County Library • Hillsboro Public Library •  
 Public Library • Jefferson County Public Library • Johnson County  
 Library • Kansas City Public Library • Kent District Library • King  
 Public Library • Las Vegas-Clark County Library District • Lexington  
 • Louisville Free Public Library • Madison Public Library • Marin  
 Center • Miami-Dade Public Library System • Mid-Continent  
 Library • Nashville Public Library • New Haven Free Public Library  
 Public Library • Newport News Public Library • Oak Park Public  
 Public Library • Palm Beach County Library System • Palo Alto  
 System • Pima County Public Library • Pioneer Library System  
 Prince George's County Memorial Library System • Providence  
 County Public Library • Rochester Public Library • Russell Library •  
 Antonio Public Library • San Diego Public Library • San Francisco  
 Libraries • Santa Clara County Library • Santa Monica Public  
 Isle Libraries • Springfield City Library • St. Louis County Library • St. Louis Public Library • Stark County District Library • Sunnyvale Public Library • Surrey Libraries •  
 Tampa-Hillsborough County Public Library • The Public Library of Youngstown & Mahoning County • Toledo-Lucas County Public Library • Topeka & Shawnee County  
 Public Library • Toronto Public Library • Tuisa City-County Library • Virginia Beach Public Library • West Bloomfield Township Public Library • Wichita Public Library

# 136 LIBRARIES HAVE JOINED TOGETHER TO ADVANCE RACIAL AND SOCIAL EQUITY

Learn more at [urbanlibraries.org](http://urbanlibraries.org)

**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
LIBRARY SERVICES & PROGRAMS COMMITTEE  
MINUTES  
Monday May 7, 2018  
Central Library Meeting Room 1**

**PRESENT:** Ald. Milele Coggs, Sup. Marcelia Nicholson, Dir. Mark Sain,  
Paula Kiely

**EXCUSED:** Jennifer Smith

**STAFF PRESENT:** Joan Johnson, Jennifer Meyer-Stearns, Michael Weber,  
Rebecca Schweisberger

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Chair Milele Coggs called the meeting of the Board of Trustees Library Services & Programs Committee to order, at 5:41 p.m. on Monday May 7, 2018 with a quorum present. Ald. Coggs and Dir. Sain participated by phone.

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1. **Code of Conduct Revision.** Deputy Director Joan Johnson proposed changes to the library Code of Conduct. The goal of the changes is to eliminate redundancies and add verbiage about staff commitment to patron confidentiality. Trustee Nicholson moved and Trustee Sain seconded a motion to approve the changes. Motion passed.

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2. **Safety Report.** Assistant Director Jennifer Meyer-Stearns provided an update on MPL security. She distributed the Milwaukee Public Library Security Report: 2016-2017. The report summarizes system-wide security incidents. The incident tracking system is two-tiered; it captures data for minor and serious violations. The number of security incidents and increases over previous years was reviewed. Security Manager Michael Weber noted that while incidents are up, there has also been more training on security processes and reporting tools. The library has more staff available to make reports and more categories have been added to the reporting tools. Also, although there was an increase in serious violations there has been a 12% decrease in building lock-downs. The Security Manager has developed a protocol to provide peer support to staff following a serious incident. It was clarified that the 'Theft' incident type includes theft of library materials, staff items, and patron items. The category of 'Police Inquiries' includes instances of Milwaukee Police Department (MPD) contacting the library for information about incidents that are not related to library security. Trustee Sain asked if there was a pattern to the times that incidents take place. Security reports show the majority of incidents happen in the afternoon and early evening hours. Reports including the time of incidents would be of interest to the committee. Security staff will continue to provide quarterly updates to the committee. Informational item.

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3. **Safety Policy.** The library security committee reviewed the MPL Banning Guidelines and presented recommendations for updates. The guidelines were last approved by the Board

in 2009. In surveys completed in 2015 and 2017, MPL staff indicated they would feel more supported by consistency of penalties for mistreatment of staff and mistreatment happening between patrons. The recommendations also reflect changes in patron computer use and will assist in streamlining consequences for violations. Assistant Director Meyer-Stearns referred to a memo detailing the recommended changes. The memo includes a chart which lists the change and notes whether it is for consistency, eliminating redundancy, or is new. Trustee Sain asked for clarification of “Administrative Review” listed in the memo. Director Kiely explained there are times when an incident may warrant additional discussion, review, or consultation. In those instances, a letter is sent to the patron to inform them the incident is under administrative review. Library staff and administration investigate the issue, agree upon a decision, and administer it as needed. Unless the investigation leads to a recommendation for a permanent ban, these cases are not presented to the Board. Trustee Sain moved approval and Trustee Nicholson seconded a motion to approve the changes. Motion passed.

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4. **Fines Research.** Director Kiely described a collaborative research project resulting from the 2016 amnesty program, which cleared fines and lost materials charges from patron cards and led to over 10,000 library cards being re-issued. Within 60 days, 8% of those patrons had blocked cards again. MPL consulted with Dr. Joyce Latham of UWM and former MCFLS Director Bruce Gay to investigate why this cohort of users again has blocked cards. The group devised a research strategy that included contacting the cohort by mail and then following up with a telephone survey. Three hundred calls have been made but only 9 people have completed the survey. Many of the numbers are disconnected or not in service. In order to reach as many participants as possible, calls are made in the early morning, mid-day, and evening. This approach has allowed patrons to request a call at a time that is best for them. Public Services Area Manager (Central Library) Rachel Arndt discussed her experience conducting surveys and the feedback she has received from patrons. Several patrons have expressed the library is valuable to them and their families. Some survey questions explore patron understanding of library processes and policies. As a result, staff has learned there may be some misunderstanding about how to use the library (for example, returning items to a book drop after close) and what services and programs are still available to patrons who have a blocked card. The telephone survey will continue and the library will confer with Dr. Latham to determine what number of completed surveys is a statistically representative sample. The goal of this project is to gather information that will help the library adjust policies that might be creating barriers to use. Trustee Nicholson suggested forming a community focus group to contact patrons. Trustee Sain speculated the information the library is collecting from patrons could be used to proactively answer questions for other patrons who may have similar questions. Director Kiely inquired about the committee’s support for supplying information about library services to area churches to be included in their bulletin. The committee supports this idea and Trustee Sain noted that many churches play video messages, as well. Trustee Nicholson stated that if the library provides it, she will share information through her newsletter.

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The meeting of the MPL Board’s Library Services & Programs Committee was adjourned at 6:19 p.m. on Monday May 7, 2018.

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MILWAUKEE PUBLIC LIBRARY SYSTEM

PERSONNEL ACTIONS

COVERING PERIOD: APRIL 8, 2018 THROUGH MAY 5, 2018

The Secretary reports the following personnel actions:

REGULAR APPOINTMENT

Heather Choinski - Library Circulation Assistant I - Mitchell Street	04/09/18
Lakira Grant - Library Circulation Aide - Circulation	04/09/18
Chetla Jackson - Library Circulation Assistant I - Tippecanoe	04/09/18
Juanita Savage - Library Circulation Assistant I (LPT) - Martin Luther King	04/09/18
Doyle Sprewer - Library Circulation Assistant I - Villard Square	04/09/18
Kya Hendrix - Library Circulation Aide - Circulation	04/16/18
Kiara Xolo - Library Circulation Aide - Circulation	04/16/18
Edward Hogan - Library Circulation Assistant I - Circulation	04/23/18

REINSTATEMENT

Lonnie Brunson III - Custodial Worker II - CL - Villard Square	04/23/18
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TRANSFER FROM ANOTHER CITY DEPARTMENT

Roderick Day - Municipal Services Electrician - Department of Public Works To: Municipal Services Electrician - Facilities & Fleet	04/22/18
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PROMOTION / TRANSFER

Rachel Arndt- Librarian V - Ready Reference & Circulation To: Library Public Services Area Manager - Central Library Services	04/08/18
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Christopher Thiede - Library Circulation Assistant I - Circulation To: IT Support Specialist - Technical Services / Automation	04/22/18
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LEAVE OF ABSENCE 24.0 OR MORE HOURS

Lashauna Miller - Branch Library Services Assistant - Atkinson - 57.7 hours	04/11/18
Gregory Thompson - Custodial Worker II - CL - Facilities & Fleet - 58.7 hours	04/11/18
Mary Jeske - Library Circulation Assistant I - Circulation - 40.2 hours	04/13/18
Destiny Sconiers - Library Circulation Assistant I (LPT) - Mill Road - 17 days	04/21/18
Corey Megal - Network Manager - Technical Services / Automation - 71.4 hours	04/24/18
Lashauna Miller - Branch Library Services Assistant - Atkinson - 76.7 hours	04/24/18

EXPIRATION OF TEMPORARY APPOINTMENT

Maria Huerta-Cervantes - Library Circulation Assistant I - Mitchell Street	05/05/18
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SUSPENSION

Shyanne Pitts - Library Circulation Assistant I - Villard Square - 1 day	05/03/18
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RETURN FROM SUSPENSION

Shyanne Pitts - Library Circulation Assistant I - Villard Square	05/04/18
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RESIGNATION

Juanita Savage - Library Circulation Assistant I (LPT) - Martin Luther King 04/12/18  
Kya Hendrix - Library Circulation Aide - Circulation 04/17/18

TERMINATION DURING PROBATION

Michael Jefferson Jr. - Custodial Worker II - CL - Facilities & Fleet 04/28/18

RETIREMENT

Anna Walls - Librarian III - Business Technology, Science & Periodicals 04/21/18  
MPL Service Credit: 29 years 9 months 23 days

Leah Dosch - Library Technician II (1/2) - Technical Services / CCDM 05/03/18  
MPL Service Credit: 29 years 3 months and 21 days

Crystal Sura - Administrative Assistant IV - Administration 05/05/18  
MPL Service Credit: 37 years 8 months 8 days

Dorothy Zeidler - Library Circulation Assistant I - WTBBL 05/05/18  
MPL Service Credit: 54 years and 22 Days

**Milwaukee Public Library  
Financial Report  
April 30, 2018**

**2018**

**2017**

**City Revenues**

	Budget	Received to Date	% Received
<b>City Budget Appropriation</b>	\$ 22,098,907	\$ 7,263,728	32.9%
<b>Fines</b>	\$ 225,000	\$ 53,552	23.8%
<b>Lost Materials, etc.</b>	\$ 101,800	\$ 20,089	19.7%
<b>MCFLS Contracts</b>	\$ 744,000	\$ 226,957	30.5%
<b>Total City Appropriation</b>	<b>\$ 23,169,707</b>	<b>\$ 7,564,326</b>	<b>32.6%</b>

	Budget	Received to Date	% Received
	\$ 22,613,655	\$ 6,959,318	30.8%
	\$ 245,000	\$ 67,601	27.6%
	\$ 117,600	\$ 24,812	21.1%
	\$ 725,000	\$ 195,148	26.9%
	<b>\$ 23,701,255</b>	<b>\$ 7,246,879</b>	<b>30.6%</b>

**City Expenses**

**Salaries & Benefits**

	Budget	Spent to Date	% Spent
<b>Salaries</b>	\$ 12,340,806	\$ 3,924,613	31.8%
<b>Fringe Benefits</b>	\$ 5,676,770	\$ 1,958,144	34.5%

	Budget	Spent to Date	% Spent
	\$ 12,731,816	\$ 3,812,862	29.9%
	\$ 5,729,318	\$ 1,740,436	30.4%

**Operating**

	Budget	Spent to Date	% Spent
<b>General Office</b>	\$ 130,000	\$ 10,858	8.4%
<b>Tools &amp; Machinery Parts</b>	\$ 30,800	\$ 13,446	43.7%
<b>Construction Supplies</b>	\$ 38,000	\$ 9,921	26.1%
<b>Energy</b>	\$ 664,179	\$ 143,459	21.6%
<b>Other Operating Supplies</b>	\$ 178,027	\$ 64,394	36.2%
<b>Vehicle Rental</b>	\$ 7,000	\$ 1,761	25.2%
<b>Non-Vehicle Equipment Rental</b>	\$ 30,000	\$ 12,844	42.8%
<b>Professional Services</b>	\$ 182,500	\$ 107,941	59.1%
<b>Information Technology Services</b>	\$ 406,579	\$ 324,684	79.9%
<b>Property Services</b>	\$ 957,189	\$ 366,371	38.3%
<b>Infrastructure Services</b>	\$ 28,000	\$ 17,890	63.9%
<b>Vehicle Repair Services</b>	\$ 500	\$ 6,825	1365.0%
<b>Other Operating Services</b>	\$ 221,700	\$ 27,959	12.6%
<b>Reimburse Other Departments</b>	\$ 68,000	\$ (913)	-1.3%
<b>Total</b>	<b>\$ 2,942,474</b>	<b>\$ 1,107,440</b>	<b>37.6%</b>

	Budget	Spent to Date	% Spent
	\$ 158,158	\$ 25,170	15.9%
	\$ 31,000	\$ 5,436	17.5%
	\$ 38,000	\$ 5,302	14.0%
	\$ 809,700	\$ 198,525	24.5%
	\$ 199,615	\$ 60,334	30.2%
	\$ 8,300	\$ 1,660	20.0%
	\$ 32,700	\$ 12,083	37.0%
	\$ 75,000	\$ 29,378	39.2%
	\$ 357,198	\$ 199,783	55.9%
	\$ 994,069	\$ 266,428	26.8%
	\$ 28,000	\$ 1,955	7.0%
	\$ 1,500	\$ -	0.0%
	\$ 137,100	\$ 52,329	38.2%
	\$ 79,900	\$ (711)	-0.9%
	<b>\$ 2,950,240</b>	<b>\$ 857,672</b>	<b>29.1%</b>

**Equipment**

	Budget	Spent to Date	% Spent
<b>Library Materials</b>	\$ 1,751,774	\$ 566,500	32.3%
<b>Computers, etc.</b>	\$ 371,883	\$ 9,629	2.6%
<b>Other</b>	\$ 86,000	\$ (2,000)	-2.3%
<b>Total</b>	<b>\$ 2,209,657</b>	<b>\$ 574,129</b>	<b>26.0%</b>
<b>Total City Expenses</b>	<b>\$ 23,169,707</b>	<b>\$ 7,564,326</b>	<b>32.6%</b>

	Budget	Spent to Date	% Spent
	\$ 1,751,774	\$ 626,198	35.7%
	\$ 364,747	\$ 207,493	56.9%
	\$ 86,000	\$ 2,218	2.6%
	<b>\$ 2,202,521</b>	<b>\$ 835,909</b>	<b>38.0%</b>
	<b>\$ 23,613,895</b>	<b>\$ 7,246,879</b>	<b>30.7%</b>

**Milwaukee Public Library  
Financial Report  
April 30, 2018**

**2018**

**2017**

**Additional Funding Sources**

**Other Departmental Appropriation**

	Budget	Spent to Date	% Spent
<i>Villard Square Lease</i>	\$ 13,182	\$ -	0.0%
<i>Mitchell Street Lease</i>	\$ 36,000	\$ 13,500	37.5%
<b>Total</b>	<b>\$ 49,182</b>	<b>\$ 13,500</b>	<b>27.4%</b>

	Budget	Spent to Date	% Spent
	\$ 13,182		0.0%
	\$ 36,000		0.0%
<b>Total</b>	<b>\$ 49,182</b>	<b>\$ -</b>	<b>0.0%</b>

**Contract Grants**

	Budget	Spent to Date	% Spent
<i>Teacher in the Library</i>	\$ -	\$ -	0.0%
<i>WTBBL</i>	\$ 968,700	\$ 715,008	73.8%
<i>ILS</i>	\$ 96,297	\$ 73,342	76.2%
<b>Total</b>	<b>\$ 1,064,997</b>	<b>\$ 788,350</b>	<b>74.0%</b>

	Budget	Spent to Date	% Spent
	\$ 100,000	\$ 26,306	26.3%
	\$ 968,700	\$ 677,539	69.9%
	\$ 96,297	\$ 72,903	75.7%
<b>Total</b>	<b>\$ 1,164,997</b>	<b>\$ 776,748</b>	<b>66.7%</b>

**Trust Funds**

	Budget	Spent to Date	% Spent
<i>Materials</i>	\$ 64,000	\$ 6,024	9.4%
<i>Programming</i>	\$ 33,750	\$ 8,954	26.5%
<i>Training</i>	\$ 11,000	\$ 1,795	16.3%
<i>Marketing</i>	\$ 23,000	\$ 8,747	38.0%
<i>Contingency</i>	\$ 2,988	\$ 562	18.8%
<i>Board Development</i>	\$ 5,000	\$ 14,232	284.6%
<i>Headline</i>	\$ 5,000	\$ -	0.0%
<i>Strehlow 50+</i>	\$ 44,417	\$ 314	0.7%
<b>Total</b>	<b>\$ 189,155</b>	<b>\$ 40,628</b>	<b>394.4%</b>

	Budget	Spent to Date	% Spent
	\$ 65,100	\$ 52,607	80.8%
	\$ 32,000	\$ 10,005	31.3%
	\$ 10,000	\$ 1,138	11.4%
	\$ 22,000	\$ 300	1.4%
	\$ 2,022	\$ 400	19.8%
	\$ -	\$ -	0.0%
	\$ -	\$ -	0.0%
	\$ 46,278	\$ 138	0.3%
<b>Total</b>	<b>\$ 177,400</b>	<b>\$ 64,588</b>	<b>36.4%</b>

**Foundation Funds**

	Budget	Spent to Date	% Spent
<i>Materials</i>	\$ 330,537	\$ 38,864	11.8%
<i>EOS Salaries</i>	\$ 1,339	\$ 6,753	504.4%
<i>Programming</i>	\$ 977,904	\$ 102,439	10.5%
<b>Total</b>	<b>\$ 1,309,780</b>	<b>\$ 148,057</b>	<b>11.3%</b>

	Budget	Spent to Date	% Spent
	\$ 355,038	\$ 111,687	31.5%
	\$ 1,339	\$ -	0.0%
	\$ 524,964	\$ 143,277	27.3%
<b>Total</b>	<b>\$ 881,341</b>	<b>\$ 254,964</b>	<b>28.9%</b>

**Investments**

No funds were invested this period.

## Director's Report May 2018

Since the April meeting of the Board of Trustees, library administration submitted its 2019 Budget Request. The request meets an allocation that would trim our budget, but final decisions about how to achieve the reduction will be made over the summer. Funding for the Office of Early Childhood Initiatives is maintained at the current level, while recruitment for the director of the new office continues.

The Public Library System Redesign (PLSR) project has entered its final stages. In preparation for developing final recommendations, an additional 10 people will be working with the Steering Committee to develop a new overall administrative and governance structure to deliver consistent and high quality services to all local libraries in Wisconsin. This new group, the Core Recommendations Collaborators (CRC), will meet with the Steering Team in person on May 18 in Steven's Point and then again on June 8<sup>th</sup> in Wisconsin Dells. The results of these meetings will inform the written recommendations, which will then be vetted at a two-day conference with an additional group on July 30 and 31. A comment period will follow and the final report will be delivered to the Department of Public Instruction Superintendent Tony Evers in August. Input from a series of focus groups and a survey of public library directors is also being used to inform the recommendations and the results were presented during the Wisconsin Association of Public Libraries (WAPL) Annual Conference in Pewaukee. I attended the conference and this presentation.

Other community events and activities I attended include a meeting of the Department of City Development's Growing Prosperity Partners with Deputy Joan Johnson, the annual Audio and Braille Literacy Enhancement (ABLE) Volunteer Luncheon, the Milwaukee Public Library Friends Literary Luncheon featuring Luis Alberto Urrea, and a planning meeting for a September visit by representatives from the Emigration Museum in Gdansk Poland. I also met with a prospective board member.

### **MPL HELPS PEOPLE READ**

Poetry open mic with Kavon Cortez Jones. **East library** celebrated National Poetry Month with an open mic program on April 14, also known as Milwaukee Day (4-14). Kavon kept the energy going and the love for local poets and Milwaukee was palpable. Although it was a cold Saturday in April, a good crowd turned out for the event. Attendance: 33

Teju the Storyteller. Teju the phenomenal Storyteller visited **Center Street library** on Thursday, April 12. Teju is an amazing and professional actor, singer, and performer. His whirlwind performance included singing and storytelling while playing the drum, and of course, a valuable lesson at the end of each fable. Attendance: 102

### **MPL HELPS PEOPLE LEARN**

Firefighter Story Time. **Bay View library** hosted the Milwaukee Fire Department for a Story Time program on April 14. This event targeted Young Families and prioritized Early Literacy and School Age Services. Firefighter Adrian read the book *Brecker Bunny Learns to be Careful* to the children. Then he gave the children a lesson on fire safety, fire equipment, and the reason for wearing each part of the

firefighter's suit. The local firehouse sent over a fire truck with two firefighters and the children took turns 'driving'. Everyone had a great time and learned a lot! Attendance: 52.

Arbor Day Celebration. Another Early Literacy and School Age Services event targeting Young Families was held on Thursday, April 26 at **Bay View library**. The Forestry Department explained the value of trees and the importance of taking good care of them. A Forestry worker read a proclamation about Arbor Day and informed the audience that the City of Milwaukee takes care of 200,000 trees. The children lined up and took turns watering the Library's newly planted tree and shoveling wood chips around it. The celebration then moved inside where Youth Services Librarian Becky Manz read books about trees and led the group in a fun Tree of Life craft. The audience included two classes from Downtown Montessori and regular Story Time families. Attendance: 67.

Jewelry and Craft Programs. Librarian Jennifer Wright had a nice turnout for the young adult jewelry and craft making programs at **Center Street library**. Jenny also put up displays around the library about gardening, tattoo designs, mysteries, healthy eating, successful job interviewing skills, and awareness for sexual assault prevention. Attendance: 5

Early Milwaukee History with Historic Milwaukee. Bob Giese, Historic Milwaukee tour guide and author of several articles about Milwaukee, presented this historic program on April 3 at the **Capitol library**. His presentation comprised of slides of many iconic buildings throughout the city along with his knowledgeable and entertaining commentary which included several little known facts about our city. This program was part of MPL's Discovery Lunch series. Attendance: 10.

Money Smart Week 2018. Matthew Arends of Central Library's Business, Technology, and Periodicals Department created our largest lineup of financial literacy programming for Money Smart Week, which took place April 21-28. A total of nine programs were held at **various library locations**; topics included: Family Budgeting, You Can Stop Debt Collector Harassment, Protecting Your Identity, a Financial Literacy Story Time, Payday Loans and Predatory Lending, Understanding the Stock Market, Get Your Free Credit Report Now, and Starting an Investment Club. Host locations included Central, Martin Luther King, Mitchell Street, Capitol, Zablocki, and Washington Park libraries. Program presenters were welcomed from WWBIC, Hansen Reynolds LLC, Educator's Credit Union, Better Investing Wisconsin Chapter, CIBC, and books for the story time were donated by Ally Bank. Attendance: 80

Milwaukee Ballet's Beauty & the Beast promotion with MPL. The Milwaukee Ballet hosted a story-time in the **Central Library Betty Brinn Children's Room** in promotion of their show Beauty & the Beast. Children enjoyed a telling of *Beauty and the Beast* and met some of the stars of the show, including Belle. The new ballet highlighted Belle's love of reading and Milwaukee Ballet reached out to MPL as an obvious partner. MPL provided library books for a reading corner in the atrium during ballet performances. A ballet booklist was also highlighted on the MPL website during the ballet's run. Attendance: 126

Teen Intern Program Series at Mitchell Street. MPL Teen Interns hosted their first programming at **Mitchell Street library** in April. Partner Secure Futures presented financial literacy programs in a 6-part series called "Get Your Money Right." The end of April kicked off two additional series that will continue in May. During the Makerspace Mediolympics, teens are presented with media challenges related to video, graphic design, gaming, and music production. The Teen Cooking & Wellness Series is covering healthy breakfast, lunch, and dinner foods along with fun fitness activities. Teens that attend the Cooking & Wellness series use makerspace technology to record recipes that can be shared with friends and family. Attendance: 53

Robot Races at Mobile Library Sites. MPL **Education & Outreach** staff brought tech programming along with library materials to their Mobile Library van stops during April. Patrons browsed materials related to robotics and artificial intelligence and took turns driving small robots called Spheros. Attendance: 58

Celebrate National Poetry Month with Soham Patel. MPL and partner Woodland Pattern welcomed poet Soham Patel to **Central Library's Richard E. and Lucile Krug Rare Books Room** for a reading in celebration of National Poetry Month. Patel studies in the Creative Writing PhD program at the University of Wisconsin-Milwaukee and is a staff member for Kundiman, a national non-profit organization dedicated to nurturing generations of writers and readers of Asian American Literature. She read from her most recent chapbook, to afar from afar. Attendance: 15.

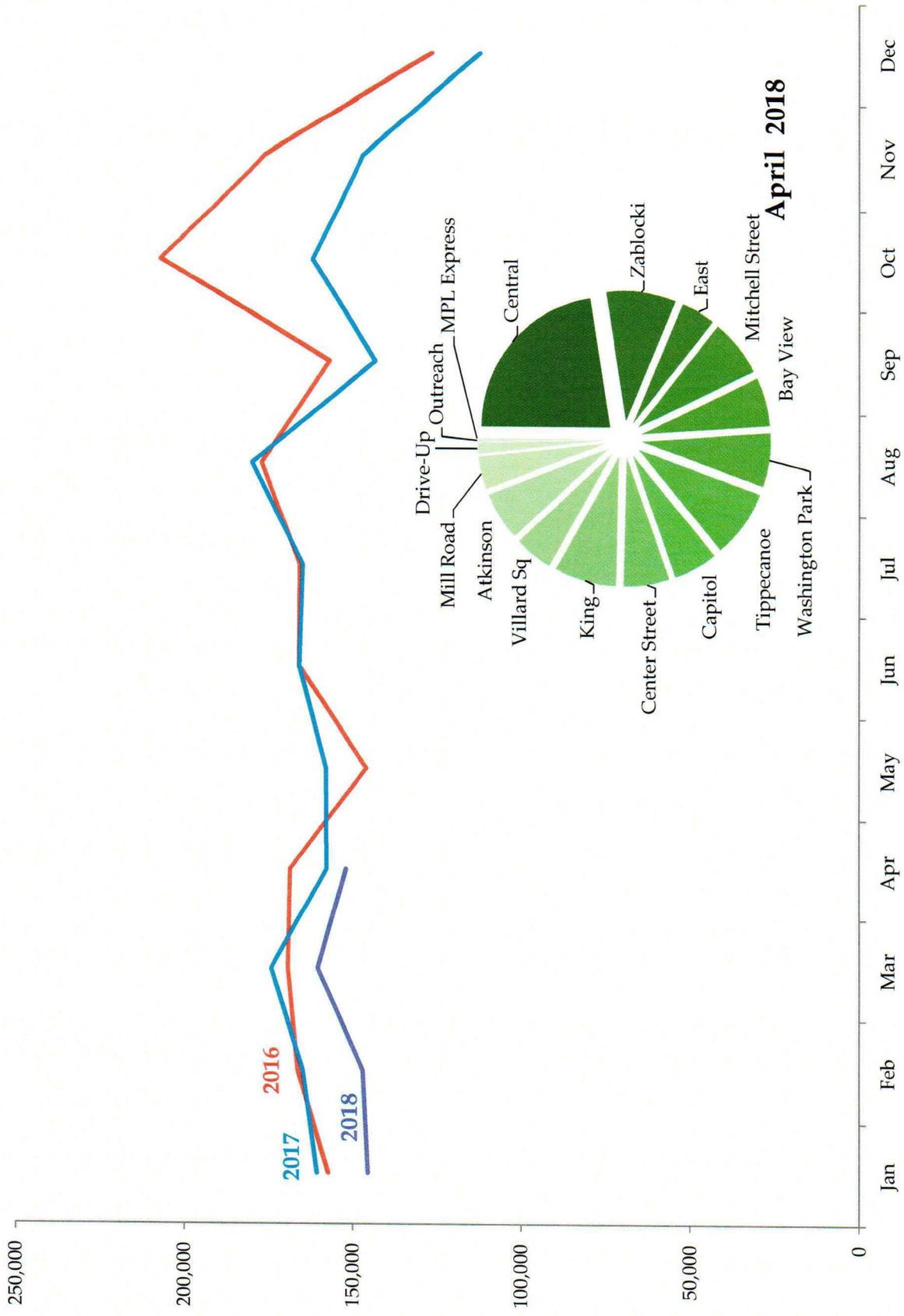
Money Matters Fair. **Center Street library** hosted an event to help patrons to reduce debt and use credit wisely. The fair hosted six vendors. Attendance: 21.

### **MPL HELPS PEOPLE CONNECT**

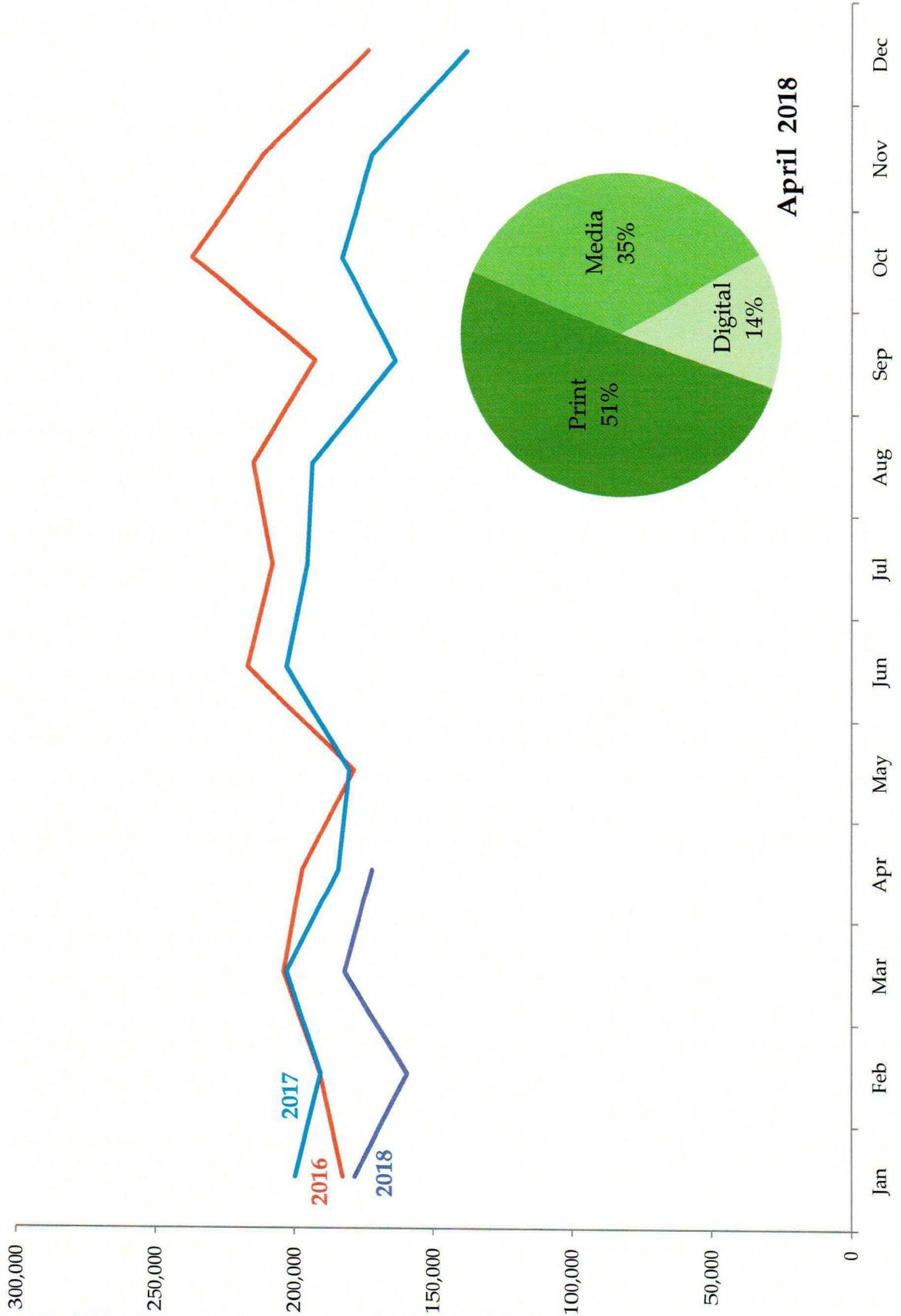
Milwaukee Zine Fest. On April 7th, **Central Library** hosted the 10th Annual Milwaukee Zine Fest. The event was a great success with nearly 300 attendees and 65 zine makers. The fest celebrated zines and zine culture in its many forms. Zines are self-published, small-circulation, often nonprofit books, magazine, and papers on a variety of topics, many of which are outside of mainstream media. This year's Fest was coordinated by the Queer Zine Archive Project, The Bindery in Bay View, and MPL. For the first time Milwaukee Zine Fest offered the My First Zine Scholarship, a scholarship meant to encourage new, emerging, and underrepresented voices in the world of zine creation. Zine makers came from across the Midwest and as far as Kentucky to share their creations. The fest also included workshops throughout the day. Bay View Printing Company brought a letterpress so that attendees could make their own Zine Fest posters. MPL Rare Books Librarian Maria Burke presented a workshop on techniques for binding zines. The workshops concluded with head of UWM Special Collections Max Yela instructing on how to create papercut zines and creatively-folded minibooks. Attendees spoke highly of the Central Library and many applied for or renewed their library cards while here. Attendance: 300.

MPL Mobile Library Bag Giveaways. In order to promote MPL Mobile Library visits, **Education & Outreach** staff led a library bag giveaway at their van stops in April. Patrons that checked out with the Mobile Library three times earned a red MPL tote. Patrons were excited to receive their bags and happy to share information about MPL with friends and neighbors. The bags are now in heavy use at all of the Mobile Library stops. Attendance: 123

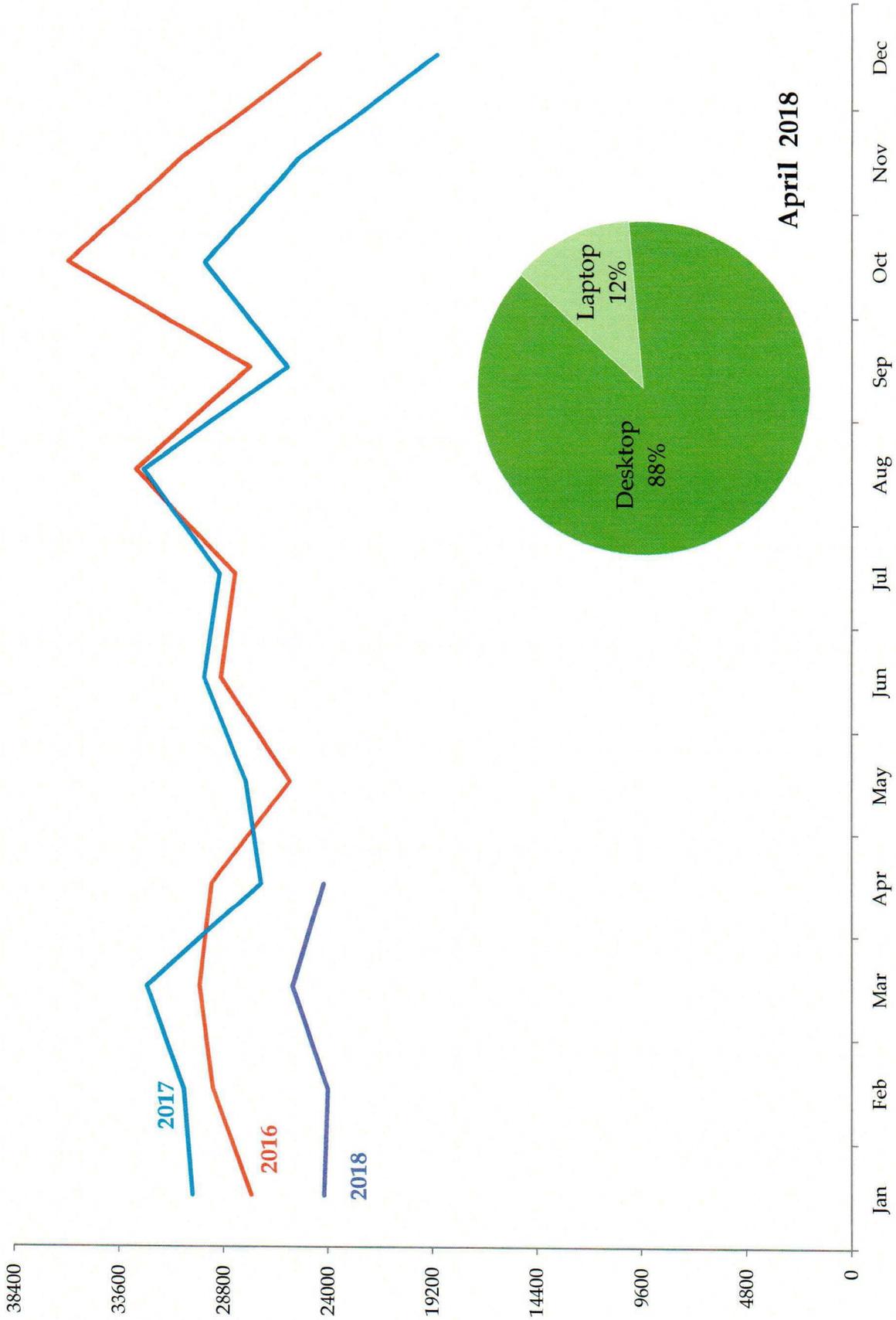
# Milwaukee Public Library Visits



# Milwaukee Public Library Circulation



# Milwaukee Public Library Hours of Computer Usage



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

<b>Unique Visitors to the MPL Website</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	76,450	339,471	-77.5%	312,669	1,451,709	-78.5%

<b>Database Hits*</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	9,196	5,410	70.0%	35,083	21,989	59.5%

<b>OverDrive Digital Download Circulation, by format</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	9,250	8,600	7.6%	36,577	33,273	9.9%
Audiobooks	6,931	5,590	24.0%	27,347	22,107	23.7%

<b>Downloads of Digital Music through Freegal</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	1,981	2,688	-26%	8,906	10,304	-14%

<b>Milwaukee Patron Holds Placed Through CountyCat</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	39,997	37,478	6.7%	166,554	160,062	4.1%

<b>Paging Slips</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	12,422	11,087	12.04%	51,423	49,032	4.88%
Atkinson	829	935	-11.34%	3,571	3,534	1.05%
Bay View	2,334	2,261	3.23%	9,485	9,854	-3.74%
Capitol	1,892	1,813	4.36%	8,149	7,473	9.05%
Center Street	1,022	867	17.88%	4,333	3,862	12.20%
East	2,380	1,928	23.44%	9,721	8,597	13.07%
Martin Luther King	1,154	858	34.50%	4,577	3,454	32.51%
Mill Road	135	1,006	-86.58%	462	4,945	-90.66%
Mitchell Street	1,226	957	28.11%	5,163	4,129	25.04%
Tippecanoe	2,131	1,675	27.22%	9,132	7,262	25.75%
Villard Square	1,023	772	32.51%	4,421	3,075	43.77%
Washington Park	1,113	925	20.32%	5,119	4,172	22.70%
Zablocki	2,267	2,009	12.84%	9,515	8,805	8.06%
YCOS--EOS	207	190	8.95%	1,113	998	11.52%
TOTAL	30,135	27,283	10.45%	126,184	119,192	5.87%

\*LibraryNOW hits added in 2018.



**Journey House Center for Family Learning and Youth Athletics**

2110 West Scott Street

Milwaukee, WI 53204

414-647-0548 Phone

[www.journeyhouse.org](http://www.journeyhouse.org)

[www.facebook.com/journeyhouse](https://www.facebook.com/journeyhouse)

**BOARD OF DIRECTORS**

**Mike Kleber, Chairman**  
*Zilber Ltd/Zilber Property Group*

**Dan Shannon, President**  
*FIS*

**Johanna Perrini, Vice-President**  
*Baird*

**Theresa Plautz-Blazei, Treasurer**  
*Roundy's Supermarkets, Inc.*

**Carmen Ventura, Secretary**  
*Community Volunteer*

**Eugene Manzanet, Retired Past Chairman**  
*PNC Bank*

**Ray Arndt**  
*Premier Legacy Wealth Management*

**Anna Baxter Kirk**  
*Bader Rutter*

**Dr. Wilma Bonaparte, Ed.D.**  
*Milwaukee Area Technical College*

**Francis Brzezinski**  
*Interstate Partners LLC*

**Chris Calvelli, Retired Chairman**  
*Baird*

**Kathleen Clark**  
*Community Volunteer*

**Sarah Jelencic**  
*Foley & Lardner*

**Barbara Klein, Retired Chairman**  
*Community Volunteer*

**Nate Marshall**  
*Helgesen*

**Frank A. Maurer**  
*R&R Insurance Services, Inc*

**John Miceli**  
*Community Volunteer*

**Mike Sturm**  
*Milliman*

**Dr. Michele Bria, Ph.D.**  
*Chief Executive Officer*

April 11, 2018

Ms. Paula Kiely  
Milwaukee Public Library  
814 West Wisconsin Avenue  
Milwaukee, WI 53233

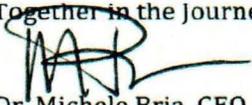
Dear Paula,

On behalf of all Journey House board, staff, and participants, I would like to thank Milwaukee Public Library for its generous support of our 2018 Gala & Auction - *One Dream, One Team*, which will be held on Saturday, June 2, 2018 at the Journey House Center. Your contribution will provide support for much needed programs, services, and help us to continue working to make a difference in the lives of the people we serve.

We thank you for your donation of a Behind the Scenes Tour for up to 12 people.

As a result of your contribution, Journey House programs will thrive allowing our participants to improve their quality of life, to have a good education (for themselves and their children), to have careers they are passionate about, to be healthy, and to have a safe place to live. Journey House is blessed to have your support. Thank you again for contributing to our event!

Together in the Journey,

  
Dr. Michele Bria, CEO  
[mbria@journeyhouse.org](mailto:mbria@journeyhouse.org)

  
Ann Bria, Gala & Auction Chair  
[ithriveconsulting@gmail.com](mailto:ithriveconsulting@gmail.com)

**Note: Journey House Center for Family Learning & Youth Athletics is a qualified Section 501c (3) charitable organization and verifies that no goods or services of value were given in consideration, in part or whole, for this contribution. Tax ID: 39-1203539.**

**ATTACHMENT A-P. 27 of 27**  
**MPL CONSENT AGENDA**  
**5.d. Correspondence**

**Milwaukee Public Library Trustee Profile – April 2017**

Trustee	Term ends - April	Beginning Term	Finance	Governance	Schools – Education	Foundation Liaison	Physical Plant	CEO Perspective	Marketing	IT	Advocacy	Diversity	Service Area
Vacant	2022												
Michele Bria	2021	5/2013											Forest Home
Milele Cogg	2020	5/2008											Martin Luther King
Sharon Cook	2019	6/2007											Bay View
John Gurda	2018	1/1993											Bay View
Cavalier Johnson	2020	5/2004											Capitol
Jennifer Smith	-	2/2017											Suburban
Nik Kovac	2020	5/2008											East
Chris Layden	2020	1/2013											East/Central
Joan Prince	2020	5/2000											Mill Road
Mark Sain	-	6/2011											Mill Road
Marcella Nicholson	-	1/2017											Central

**Definition of Terms:**  
**Finance:** experience with investments, accounting and/or facility with balance sheet and income statements  
**Governance:** experience with board governance, board dynamics, bylaws and/or writing policies  
**Schools – Education:** experience with school districts, classroom instruction, curriculum development  
**Foundation Liaison:** serves as liaison to MPL Foundation  
**Physical Plant:** experience with buildings, real estate and managing property  
**CEO Perspective:** experience as a CEO of a major corporation.  
**Marketing:** experience with advertising, marketing, public relations  
**IT:** experience with Information Technology, web development  
**Advocacy:** experience with connecting with the community, County Council or other experience in the public sector  
**Diversity:** inclusiveness, ensure the board is diverse across a number of different spectrums

# Milwaukee Public Library

## Library Board of Trustees Job Description 2014

### BOARD:

Twelve (12) members; 8 appointed by the Mayor including 3 aldermen; 1 appointed by the Common Council President; Designees of the School Board President, the School Superintendent, and the County Executive.

### TERM:

Terms vary. Mayoral and Common Council President appointments are four (4) years with potential for reappointment. The other trustees serve at the pleasure of their appointing authority.

### REGULAR MEETINGS:

Nine times per year (recesses in February, August, December)  
Fourth Tuesday of each month  
4:30PM in the First Floor Meeting Room at the Central  
Library (Rotated to other branch libraries throughout the year.)  
Average length of meetings – 2 hours

### COMMITTEES:

Trustees on average serve on two (2) of the four (4) standing committees, including:

- Executive
- Finance and Personnel
- Building and Development
- Services and Programs
- Strategy

### SPECIAL MEETINGS:

Special meetings may be called at the direction of the president, or called at the written request of five (5) members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

\*\*\*

The issues and decisions involved in the administration of the modern public library are varied and complex. Trusteeship is not only an honorary position; it is a working relationship with the community, library staff, fellow trustees, and the appointing authority.

Trustees must devote time and express a high level of interest to fulfill their duties. Commitment is the primary qualification for those who serve on the Board.

Effective boards of trustees consist of informed, dedicated citizens who represent a cross-section of the city of Milwaukee. There is a direct correlation between the quality of library service a community is provided and the knowledge, capability and enthusiasm of its board members.

#### MAJOR DUTIES/ RESPONSIBILITIES:

Wisconsin State Statutes, Chapter 43.58 defines the Powers and duties of the library board as follows:

- (1) The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.

In practice, Library Trustees:

1. Work with the Library Director, an appointee and cabinet member of the Mayor.
2. Work with the Director to develop long and short-term goals and a vision for the Library to provide efficient, effective, service to the citizens of Milwaukee.
3. Oversee budgets prepared by the Library Director and included in the Mayor's Budget. Assist in seeking adequate support by presentation of the Library's budgetary fiscal needs to the supporting agencies.
4. Monitor the annual expenditure of funds of the Library.
5. Represent the Library before the Mayor, City Council, and others.
6. Cooperate with the Library Director in determining and adopting written policies to govern the operation and program of the Library including personnel policies and policies governing the selection of library materials, supplies, and equipment.
7. Maintain communication with the appointing authority for their position, notifying them of ongoing progress, special conditions or situations of note regarding the Library.

8. Attend Library Board of Trustee and assigned committee meetings.
9. Serve as an officer of the Board, if so elected.
10. Report to and cooperate with other public officials, boards, and the community as a means to support public relations for the library.
11. Follow all state codes pertaining to public library systems in Wisconsin and the governance of public libraries by a board of trustees
12. Work within the parameters set forth in the By-Laws of the Milwaukee Public Library.

**SPECIAL SKILLS/ EXPERTISE/ INTERESTS:**

Effective trustees are citizens who have the following characteristics:

1. Readiness to devote time and effort to learning about the Milwaukee Public Library in addition to carrying out the duties, responsibilities and authority of trusteeship.
2. Recognition of the importance of the Library as a center of information, culture, recreation, and lifelong learning to the citizens of Milwaukee.
3. Willingness to become knowledgeable in areas of librarianship that include standards, trends, and new developments.
4. Rapport with the community, including a concerned awareness of diverse social and economic conditions, needs, and interests of all segments of the public in Milwaukee.
5. An open mind, intellectual curiosity, respect for the opinions of others and the ability to work cooperatively with other individuals as well as other agencies within Milwaukee.
6. Verbal and written communication skills, the ability to relate to the public to represent citizens on the Library Board of Trustees.
7. The ability to represent the Milwaukee Library to the citizens of Milwaukee, as well as, the Mayor and Common Council of Milwaukee.
8. Willingness to participate with local, state, and national leaders to improve library service to all citizens.

**REQUIREMENTS OF THE POSITION:**

1. Must reside in Milwaukee, WI<sup>1</sup>
2. Must be able to read contracts, understand budgets and read reports
3. Must be able to consistently attend Library Board of Trustee and assigned committee meetings on a regular basis
4. Must be able to be contacted by telephone or email either at home or work by the Library Director or her representative

ENCLOSURES:

1. Milwaukee Public Library Mission and Vision and Core Values
2. Milwaukee Public Library By-Laws

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<sup>i</sup> Exception: The designee of the County Executive must be a member of the County Board and may live in a municipality other than Milwaukee, but within Milwaukee County.

M/: Board of Trustees/Governance