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

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


5. Committee Reports.
   a. Executive Committee Meeting Minutes December 14, 2016
   b. Finance & Personnel Committee Meeting Minutes January 4, 2017

Attachment A, page 3
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.

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.

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

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

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

ATTACHMENT A-P. 1 of 45
MPL CONSENT AGENDA
3. Regular Minutes 11/22/16
P. 3
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.

ATTACHMENT A-P. 2 of 45
MPL CONSENT AGENDA
3. Regular Minutes 11/22/16
P. 4
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.


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)
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 252-782-1156.

Very truly yours,

[Signature]

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

<table>
<thead>
<tr>
<th>Operating Budget</th>
<th>2016 Adopted Budget</th>
<th>2017 Proposed Budget</th>
<th>Change from 2016 to 2017</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Wages</td>
<td>$12,577,933</td>
<td>$12,731,816</td>
<td>$153,883</td>
<td>1.2%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$6,037,408</td>
<td>$5,729,318</td>
<td>(308,090)</td>
<td>-5.1%</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>$428,026</td>
<td>$410,587</td>
<td>(17,439)</td>
<td>-4.1%</td>
</tr>
<tr>
<td>Rental and Services</td>
<td>$1,643,372</td>
<td>$1,710,698</td>
<td>67,326</td>
<td>4.1%</td>
</tr>
<tr>
<td>Energy</td>
<td>$817,100</td>
<td>$809,700</td>
<td>(7,400)</td>
<td>-1.0%</td>
</tr>
<tr>
<td>Equipment</td>
<td>$356,613</td>
<td>$408,419</td>
<td>51,806</td>
<td>14.6%</td>
</tr>
<tr>
<td>Books and Materials</td>
<td>$1,653,774</td>
<td>$1,751,774</td>
<td>98,000</td>
<td>5.9%</td>
</tr>
<tr>
<td>Special Funds - Branch Leases</td>
<td>$13,182</td>
<td>$49,182</td>
<td>36,000</td>
<td>273.1%</td>
</tr>
<tr>
<td>Total</td>
<td>$23,527,408</td>
<td>$23,601,494</td>
<td>74,086</td>
<td>0.3%</td>
</tr>
<tr>
<td>Total Less Fringe Benefits</td>
<td>$17,490,000</td>
<td>$17,872,176</td>
<td>382,176</td>
<td>2.2%</td>
</tr>
</tbody>
</table>

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

1. **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.

2. **2017 MPL City Supported Budget**: Total increase of 2.2%
   - Materials Budget increased 5.9%
   - Technology and Equipment increased 14.6%

3. **Key Priorities**: 2016 increases to MPL hours are maintained. Public Services Team is reviewing priorities for programming in 2017.

4. **Capital Budget**: Capital Funding for the MPL Branch Libraries is maintained.
   - Capital Funding support for general facility upgrades reduced by $2.7 million

5. **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:

![ZIP Code Counts](image)

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:

![Monthly Patron Totals](image)

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
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

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.

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.
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.
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.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
<th>Alt 1</th>
<th>Alt 2</th>
<th>Alt 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>T.V. John &amp; Son, Inc</td>
<td>$3,995,700</td>
<td>$110,000</td>
<td>$30,000</td>
<td>$65,000</td>
</tr>
<tr>
<td>Scherrer Construction</td>
<td>$3,574,078</td>
<td>$136,338</td>
<td>$12,600</td>
<td>$59,587</td>
</tr>
<tr>
<td>J.H. Hassinger</td>
<td>$4,082,581</td>
<td>$195,000</td>
<td>$18,000</td>
<td>$48,000</td>
</tr>
</tbody>
</table>

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.
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,

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 A-P. 16 of 45
MPL CONSENT AGENDA
5.a.Executive 12/14/16
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.
## Major Initiatives and Improvements

<table>
<thead>
<tr>
<th>Project</th>
<th>Goal</th>
<th>Status</th>
<th>Upcoming/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forest Home Redevelopment</td>
<td>Complete development and purchase agreement</td>
<td>Completed</td>
<td>Financing to be completed and building purchased by February 28, 2016 - May 31, 2016</td>
</tr>
<tr>
<td>Forest Home Design</td>
<td>Complete design of library and outdoor spaces by July</td>
<td>On Track</td>
<td>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.</td>
</tr>
<tr>
<td>Forest Home Construction</td>
<td>Complete library construction within budget and on time</td>
<td>On Track</td>
<td>Bidding scheduled for August. Project rebid with a deadline of December 20. Anticipated completion in August 2017</td>
</tr>
<tr>
<td>Spanish-Language Services</td>
<td>Improve access to library services through staffing with bilingual staff and translation of materials into Spanish.</td>
<td>In Progress</td>
<td>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.</td>
</tr>
<tr>
<td>Mill Road Redevelopment</td>
<td>Work with selected developer on agreement</td>
<td>Delayed</td>
<td>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.</td>
</tr>
<tr>
<td>Project</td>
<td>Goal</td>
<td>Status</td>
<td>Upcoming/Notes</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>----------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Tippecanoe Grant Administration</td>
<td>Implement Fund For Lake Michigan/MMSD grant</td>
<td>On-Going</td>
<td>Tracking and reporting will involve branch and business department staff. First report submitted.</td>
</tr>
<tr>
<td>Express Vending</td>
<td>Track and evaluate use of 24/7 outdoor vending system at Westlawn Gardens to determine potential for replication at other sites.</td>
<td>On Track</td>
<td>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.</td>
</tr>
<tr>
<td>Library Card Campaign</td>
<td>Restore use of library by existing/past card holders and increase the number of new card holders.</td>
<td>On Track</td>
<td>Invitation to Convener at White House received Staff attending webinars Schools identified for next distribution Attended White House Convener; 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.</td>
</tr>
<tr>
<td>Project</td>
<td>Goal</td>
<td>Status</td>
<td>Upcoming/Notes</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>---------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Launch Awareness Campaign</strong></td>
<td>Increase use of the library and grow library base of patrons.</td>
<td>On Track</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Increase hours at Branch Libraries</strong></td>
<td>Begin new schedule of hours starting pay period 5</td>
<td>Completed</td>
<td>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.</td>
</tr>
<tr>
<td><strong>WLA Conference Planning</strong></td>
<td>Provide leadership in planning the conference, to be held in Milwaukee in October</td>
<td>Completed</td>
<td>Librarian Brett Rohlwing serving as conference chair.</td>
</tr>
<tr>
<td><strong>WLA Conference Reception at Central</strong></td>
<td>Host successful conference reception on October 27th</td>
<td>Completed</td>
<td>Planning team chaired by Jennifer Heidel have determined caterer, activities, and staffing needed so far.</td>
</tr>
<tr>
<td><strong>Critical Incident Team</strong></td>
<td>Reduce impact of security incidents on library staff</td>
<td>Completed</td>
<td>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.</td>
</tr>
<tr>
<td>Project</td>
<td>Goal</td>
<td>Status</td>
<td>Upcoming/Notes</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>-------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Expand Education Access with IT Academy</td>
<td>Partner with Milwaukee Public Schools to offer online technology</td>
<td>Delayed</td>
<td>Staff will be trained by Department of Public Instruction-consultant in June.</td>
</tr>
<tr>
<td></td>
<td>training and certification to the community</td>
<td></td>
<td>MKE still lacking Certiport testing sites—3 in the county.</td>
</tr>
<tr>
<td>Expand Education Access with Career Online</td>
<td>Determine feasibility of offering online high school diplomas to</td>
<td>Delayed</td>
<td>Gathering information from school and DPI. MPL leads completed ALA-sponsored</td>
</tr>
<tr>
<td>High School</td>
<td>individuals</td>
<td></td>
<td>webinar in April. Peers recommend dedicated staff to administer.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Seeking Funding</td>
</tr>
<tr>
<td>Offer Social Worker Services at Central</td>
<td>Develop partnership to offer social services to library patrons in</td>
<td>Delayed</td>
<td>Gathering information from libraries with similar programs. Lining up additional</td>
</tr>
<tr>
<td></td>
<td>need</td>
<td></td>
<td>interested partners to meet in May/June.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Will complete in 2017</td>
</tr>
<tr>
<td>Expand Teen Services</td>
<td>Offer well-designed learning opportunities for teens during non-school</td>
<td>On Track</td>
<td>Plan to be presented to library administration on June 2017, and to full Board</td>
</tr>
<tr>
<td></td>
<td>hours</td>
<td></td>
<td>in September. Teen Interns to be hired in 2017.</td>
</tr>
<tr>
<td>Expand Public Fax Service</td>
<td>Add self-service fax machines to all library locations</td>
<td>In Process</td>
<td>Pilot at Mill Road branch has been successful</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wiring work being completed</td>
</tr>
<tr>
<td>Hotspot Lending</td>
<td>Expand Internet access to library patrons by circulating portable wi</td>
<td>Held until late</td>
<td>Gathering information from vendors and libraries with similar programs.</td>
</tr>
</tbody>
</table>
### 2016 Projects
#### Yearly Plan – Year End Report
#### December 14, 2016

<table>
<thead>
<tr>
<th>Project</th>
<th>Goal</th>
<th>Status</th>
<th>Upcoming/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central – Administrative Offices Upgrade</td>
<td>Complete project on time and within budget</td>
<td>Completed</td>
<td>South end of administrative wing currently under construction. Construction completed, punch list items underway.</td>
</tr>
<tr>
<td>Central Children’s Room – Planning for McBeath Room Upgrade</td>
<td>Complete plan and fundraising for the upgrade of the Faye McBeath Story Room</td>
<td>Not Started</td>
<td>Restricted gift from Faye McBeath of $41,000 received in 2014. Design work to be completed in 2017.</td>
</tr>
<tr>
<td>Central – Design Air-Handling System Floors (Floors 4T, 1, 2)</td>
<td>Complete project on time and within budget</td>
<td>On Track</td>
<td>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.</td>
</tr>
<tr>
<td>Central – Air-handler 7 replacement (Tiers 1,2,3)</td>
<td>Complete project on time and within budget</td>
<td>On Track</td>
<td>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.</td>
</tr>
<tr>
<td>Project</td>
<td>Goal</td>
<td>Status</td>
<td>Upcoming/Notes</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Center Street – Space Plan</td>
<td>Develop plan and cost estimate for future renovation</td>
<td>On Track</td>
<td>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.</td>
</tr>
<tr>
<td>ADA-Related Improvements</td>
<td>Work with City to make necessary improvements</td>
<td>Pending</td>
<td>Working with City ADA Coordinator to plan improvements.</td>
</tr>
<tr>
<td>Progressive Pay Plan</td>
<td>Work with Department of Employee Relations to implement new plan</td>
<td>Completed</td>
<td>Discussed at City’s Finance and Personnel Committee on December 9, 2016. Group A staff evaluations started, success employees receiving 2% salary adjustments.</td>
</tr>
<tr>
<td>Collection Standardization</td>
<td>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</td>
<td>On Hold</td>
<td>Pilot at Tippecanoe Completed New Timeline TBD</td>
</tr>
<tr>
<td>Volunteers</td>
<td>Increase capacity through the development of an active volunteer initiative; Increase use of Volunteers 10% in 2016 (hours provided and number of Volunteers)</td>
<td>Completed</td>
<td>Volunteer Coordinator to continue to work with staff; collaborate and partner with agencies to increase pool of Volunteers.</td>
</tr>
</tbody>
</table>
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
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

814 W. Wisconsin Ave. • Milwaukee, WI 53233 •
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.
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.
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

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

ATTACHMENT A-P. 29 of 45
MPL CONSENT AGENDA
6.a.Personnel Actions
P. 31
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Hours</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destiny Sconiers</td>
<td>Library Circulation Assistant I</td>
<td>Villard Square</td>
<td>80.0 hours</td>
<td>12/05/16</td>
</tr>
<tr>
<td>John Wilson</td>
<td>Custodial Worker II</td>
<td>CL - Facilities and Fleet</td>
<td>80.0 hours</td>
<td>12/05/16</td>
</tr>
<tr>
<td>Colleen Zastrow</td>
<td>Library Circulation Assistant I</td>
<td>Bay View</td>
<td>27 days</td>
<td>12/05/16</td>
</tr>
<tr>
<td>Ashley Emmons</td>
<td>Audio Machine Technician</td>
<td>WTBBL</td>
<td>29.0 hours</td>
<td>12/06/16</td>
</tr>
<tr>
<td>Rebecca Manz</td>
<td>Librarian II</td>
<td>WTBBL</td>
<td>24.0 hours</td>
<td>12/19/16</td>
</tr>
<tr>
<td>Corey Megal</td>
<td>Network Manager - Technical Services / Automation</td>
<td>75.6 hours</td>
<td></td>
<td>12/19/16</td>
</tr>
<tr>
<td>Destiny Sconiers</td>
<td>Library Circulation Assistant I</td>
<td>Villard Square</td>
<td>80.0 hours</td>
<td>12/19/16</td>
</tr>
<tr>
<td>John Wilson</td>
<td>Custodial Worker II</td>
<td>CL - Facilities and Fleet</td>
<td>80.0 hours</td>
<td>12/19/16</td>
</tr>
<tr>
<td>Ashley Emmons</td>
<td>Audio Machine Technician</td>
<td>WTBBL</td>
<td>29.6 hours</td>
<td>12/26/16</td>
</tr>
</tbody>
</table>

**RETURN FROM LEAVE OF ABSENCE**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corey Megal</td>
<td>Network Manager - Technical Services / Automation</td>
<td>11/30/16</td>
</tr>
</tbody>
</table>

**EXPIRATION OF TEMPORARY APPOINTMENT**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patricia DeFrain</td>
<td>Librarian III - Extension Services</td>
<td>11/12/16</td>
</tr>
<tr>
<td>Acklen Banks</td>
<td>Librarian III - Extension Services</td>
<td>11/18/16</td>
</tr>
<tr>
<td>Acklen Banks</td>
<td>Librarian III - Extension Services</td>
<td>12/10/16</td>
</tr>
</tbody>
</table>

**RESIGNATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christy Coulter</td>
<td>Librarian I - Mill Road</td>
<td>12/29/16</td>
</tr>
</tbody>
</table>

* 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

## REVENUES

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

## EXPENSES

### City

<table>
<thead>
<tr>
<th>Budget</th>
<th>Spent to date</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries</strong></td>
<td>$12,577,933</td>
<td>$11,171,999</td>
</tr>
<tr>
<td><strong>Fringe Benefits</strong></td>
<td>$6,037,408</td>
<td>$4,936,111</td>
</tr>
</tbody>
</table>

#### Operating Expenses

<table>
<thead>
<tr>
<th>Budget</th>
<th>Spent to date</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Office Expense</strong></td>
<td>$158,000</td>
<td>$110,305</td>
</tr>
<tr>
<td><strong>Tools &amp; Machinery Parts</strong></td>
<td>$31,000</td>
<td>$24,396</td>
</tr>
<tr>
<td><strong>Construction Supplies</strong></td>
<td>$38,000</td>
<td>$37,188</td>
</tr>
<tr>
<td><strong>Energy</strong></td>
<td>$817,100</td>
<td>$604,454</td>
</tr>
<tr>
<td><strong>Other Operating Supplies</strong></td>
<td>$208,465</td>
<td>$129,328</td>
</tr>
<tr>
<td><strong>Vehicle Rental</strong></td>
<td>$8,300</td>
<td>$4,647</td>
</tr>
<tr>
<td><strong>Non-Vehicle Equipment Rental</strong></td>
<td>$32,700</td>
<td>$23,867</td>
</tr>
<tr>
<td><strong>Professional Services</strong></td>
<td>$70,000</td>
<td>$85,853</td>
</tr>
<tr>
<td><strong>Information Technology Services</strong></td>
<td>$364,548</td>
<td>$369,453</td>
</tr>
<tr>
<td><strong>Property Services</strong></td>
<td>$984,363</td>
<td>$781,878</td>
</tr>
<tr>
<td><strong>Infrastructure Services</strong></td>
<td>$28,000</td>
<td>$18,320</td>
</tr>
<tr>
<td><strong>Vehicle Repair Services</strong></td>
<td>$1,500</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Other Operating Services</strong></td>
<td>$152,857</td>
<td>$129,328</td>
</tr>
<tr>
<td><strong>Reimburse Other Departments</strong></td>
<td>$79,900</td>
<td>$83,793</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,975,733</strong></td>
<td><strong>$2,441,101</strong></td>
</tr>
</tbody>
</table>

#### Equipment

<table>
<thead>
<tr>
<th>Budget</th>
<th>Spent to date</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Library Materials</strong></td>
<td>$1,653,774</td>
<td>$1,430,961</td>
</tr>
<tr>
<td><strong>Computers, etc.</strong></td>
<td>$418,707</td>
<td>$319,568</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>$70,100</td>
<td>$69,911</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,142,581</strong></td>
<td><strong>$1,799,450</strong></td>
</tr>
</tbody>
</table>

**Total City Expenses**

<table>
<thead>
<tr>
<th>Budget</th>
<th>Spent to date</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$23,733,655</strong></td>
<td><strong>$20,348,661</strong></td>
<td><strong>85.7%</strong></td>
</tr>
</tbody>
</table>

**Budget**

<table>
<thead>
<tr>
<th>Budget</th>
<th>Received to date</th>
<th>% Received</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$21,014,429</strong></td>
<td><strong>$18,579,792</strong></td>
<td><strong>88.4%</strong></td>
</tr>
<tr>
<td><strong>$350,000</strong></td>
<td><strong>$239,269</strong></td>
<td><strong>68.4%</strong></td>
</tr>
<tr>
<td><strong>$125,000</strong></td>
<td><strong>$119,709</strong></td>
<td><strong>95.8%</strong></td>
</tr>
<tr>
<td><strong>$713,000</strong></td>
<td><strong>$534,232</strong></td>
<td><strong>74.9%</strong></td>
</tr>
</tbody>
</table>

**Total City Appropriation**

<table>
<thead>
<tr>
<th>Budget</th>
<th>Received to date</th>
<th>% Received</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$22,202,429</strong></td>
<td><strong>$19,473,002</strong></td>
<td><strong>87.7%</strong></td>
</tr>
</tbody>
</table>

**ATTACHMENT A-P. 31 of 45**

MPL CONSENT AGENDA
P. 33
## ADDITIONAL FUNDING SOURCES

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Spent to date</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other Dept. Appr.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Villard Square Lease</td>
<td>$13,182</td>
<td>$13,182</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Contract Grants</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher in the Library</td>
<td>$100,000</td>
<td>$82,805</td>
<td>82.8%</td>
</tr>
<tr>
<td>WTBBL</td>
<td>$968,700</td>
<td>$372,976</td>
<td>38.5%</td>
</tr>
<tr>
<td>ILS</td>
<td>$96,297</td>
<td>$34,786</td>
<td>36.1%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,164,997</td>
<td>$490,567</td>
<td>42.1%</td>
</tr>
<tr>
<td><strong>Trust Fund</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td>$55,321</td>
<td>$54,354</td>
<td>98.3%</td>
</tr>
<tr>
<td>Programming</td>
<td>$73,278</td>
<td>$19,340</td>
<td>26.4%</td>
</tr>
<tr>
<td>Training</td>
<td>$9,200</td>
<td>$9,118</td>
<td>99.1%</td>
</tr>
<tr>
<td>Marketing</td>
<td>$15,000</td>
<td>$16,764</td>
<td>111.8%</td>
</tr>
<tr>
<td>Contingency</td>
<td>$1,600</td>
<td>$316</td>
<td>19.8%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$154,399</td>
<td>$99,892</td>
<td>64.7%</td>
</tr>
<tr>
<td><strong>Foundation Funds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td>$362,356</td>
<td>$190,369</td>
<td>52.5%</td>
</tr>
<tr>
<td>Other Activities</td>
<td>$46,314</td>
<td>$40,231</td>
<td>86.9%</td>
</tr>
<tr>
<td>Programming</td>
<td>$839,855</td>
<td>$595,974</td>
<td>71.0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,248,525</td>
<td>$826,574</td>
<td>66.2%</td>
</tr>
</tbody>
</table>

**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%.......

---

**ATTACHMENT A-P. 32 of 45**

**MPL CONSENT AGENDA**


**P. 34**
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 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. Vallilo 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
Hughbanks, 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
### Unique Visitors to the MPL Website

<table>
<thead>
<tr>
<th></th>
<th>This Month</th>
<th>Same Month Last Year</th>
<th>% Increase or Decrease</th>
<th>Year to Date</th>
<th>Previous Year to Date</th>
<th>% Increase or Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td>467,152</td>
<td>391,578</td>
<td>19.3%</td>
<td>4,771,706</td>
<td>3,449,718</td>
<td>38.3%</td>
</tr>
</tbody>
</table>

### Database Hits

<table>
<thead>
<tr>
<th></th>
<th>This Month</th>
<th>Same Month Last Year</th>
<th>% Increase or Decrease</th>
<th>Year to Date</th>
<th>Previous Year to Date</th>
<th>% Increase or Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td>4,885</td>
<td>3,721</td>
<td>31.3%</td>
<td>51,637</td>
<td>46,719</td>
<td>10.5%</td>
</tr>
</tbody>
</table>

### OverDrive Digital Download Circulation, by format

<table>
<thead>
<tr>
<th></th>
<th>This Month</th>
<th>Same Month Last Year</th>
<th>% Increase or Decrease</th>
<th>Year to Date</th>
<th>Previous Year to Date</th>
<th>% Increase or Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>eBooks</strong></td>
<td>7,574</td>
<td>6,310</td>
<td>20.0%</td>
<td>81,749</td>
<td>74,248</td>
<td>10.1%</td>
</tr>
<tr>
<td><strong>Audiobooks</strong></td>
<td>5,369</td>
<td>3,808</td>
<td>41.0%</td>
<td>54,971</td>
<td>38,077</td>
<td>44.4%</td>
</tr>
</tbody>
</table>

### Downloads of Digital Music through Freegal

<table>
<thead>
<tr>
<th></th>
<th>This Month</th>
<th>Same Month Last Year</th>
<th>% Increase or Decrease</th>
<th>Year to Date</th>
<th>Previous Year to Date</th>
<th>% Increase or Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td>2,931</td>
<td>3,068</td>
<td>-4%</td>
<td>32,496</td>
<td>32,402</td>
<td>0%</td>
</tr>
</tbody>
</table>

### Milwaukee Patron Holds Placed Through CountyCat

<table>
<thead>
<tr>
<th></th>
<th>This Month</th>
<th>Same Month Last Year</th>
<th>% Increase or Decrease</th>
<th>Year to Date</th>
<th>Previous Year to Date</th>
<th>% Increase or Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td>39,285</td>
<td>38,273</td>
<td>2.6%</td>
<td>440,843</td>
<td>429,195</td>
<td>-2.6%</td>
</tr>
</tbody>
</table>

### Paging Slips

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

December 2016

ATTACHMENT A-P. 42 of 45
MPL CONSENT AGENDA
6. Library Director's Report
P. 44
Milwaukee Public Library Circulation

December 2016

Print 48%
Media 45%
Digital 7%

January to December 2016
Milwaukee Public Library Hours of Computer Usage

- Desktop: 89%
- Laptop: 11%

December 2016
### Unique Visitors to the MPL Website

<table>
<thead>
<tr>
<th></th>
<th>This Month</th>
<th>Same Month Last Year</th>
<th>% Increase or Decrease</th>
<th>Year to Date</th>
<th>Previous Year to Date</th>
<th>% Increase or Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unique Visitors</td>
<td>419,640</td>
<td>415,477</td>
<td>1.0%</td>
<td>5,191,346</td>
<td>3,865,195</td>
<td>34.3%</td>
</tr>
</tbody>
</table>

### Database Hits

<table>
<thead>
<tr>
<th></th>
<th>This Month</th>
<th>Same Month Last Year</th>
<th>% Increase or Decrease</th>
<th>Year to Date</th>
<th>Previous Year to Date</th>
<th>% Increase or Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Database Hits</td>
<td>4,056</td>
<td>3,590</td>
<td>13.0%</td>
<td>55,693</td>
<td>50,309</td>
<td>10.7%</td>
</tr>
</tbody>
</table>

### OverDrive Digital Download Circulation, by format

<table>
<thead>
<tr>
<th></th>
<th>This Month</th>
<th>Same Month Last Year</th>
<th>% Increase or Decrease</th>
<th>Year to Date</th>
<th>Previous Year to Date</th>
<th>% Increase or Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>eBooks</td>
<td>8,110</td>
<td>6,751</td>
<td>20.1%</td>
<td>89,859</td>
<td>80,999</td>
<td>10.9%</td>
</tr>
<tr>
<td>Audiobooks</td>
<td>5,333</td>
<td>4,161</td>
<td>28.2%</td>
<td>60,304</td>
<td>42,283</td>
<td>42.8%</td>
</tr>
</tbody>
</table>

### Downloads of Digital Music through Freegal

<table>
<thead>
<tr>
<th></th>
<th>This Month</th>
<th>Same Month Last Year</th>
<th>% Increase or Decrease</th>
<th>Year to Date</th>
<th>Previous Year to Date</th>
<th>% Increase or Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Downloads</td>
<td>2,588</td>
<td>3,137</td>
<td>-18%</td>
<td>35,084</td>
<td>35,539</td>
<td>-1%</td>
</tr>
</tbody>
</table>

### Milwaukee Patron Holds Placed Through CountyCat

<table>
<thead>
<tr>
<th></th>
<th>This Month</th>
<th>Same Month Last Year</th>
<th>% Increase or Decrease</th>
<th>Year to Date</th>
<th>Previous Year to Date</th>
<th>% Increase or Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milwaukee Patron</td>
<td>36,034</td>
<td>36,559</td>
<td>-1.4%</td>
<td>465,229</td>
<td>477,402</td>
<td>-2.5%</td>
</tr>
</tbody>
</table>

### Paging Slips

<table>
<thead>
<tr>
<th></th>
<th>This Month</th>
<th>Same Month Last Year</th>
<th>% Increase or Decrease</th>
<th>Year to Date</th>
<th>Previous Year to Date</th>
<th>% Increase or Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td>9,619</td>
<td>10,689</td>
<td>-10.0%</td>
<td>137,439</td>
<td>142,667</td>
<td>-3.7%</td>
</tr>
<tr>
<td>Atkinson</td>
<td>687</td>
<td>546</td>
<td>25.8%</td>
<td>9,084</td>
<td>7,862</td>
<td>15.5%</td>
</tr>
<tr>
<td>Bay View</td>
<td>1,919</td>
<td>2,196</td>
<td>-12.6%</td>
<td>27,258</td>
<td>29,416</td>
<td>-7.3%</td>
</tr>
<tr>
<td>Capitol</td>
<td>1,463</td>
<td>1,825</td>
<td>-19.8%</td>
<td>21,238</td>
<td>26,747</td>
<td>-20.6%</td>
</tr>
<tr>
<td>Center Street</td>
<td>751</td>
<td>823</td>
<td>-8.8%</td>
<td>11,486</td>
<td>12,113</td>
<td>-5.2%</td>
</tr>
<tr>
<td>East</td>
<td>1,881</td>
<td>1,767</td>
<td>6.5%</td>
<td>23,871</td>
<td>22,552</td>
<td>5.9%</td>
</tr>
<tr>
<td>Forest Home</td>
<td>860</td>
<td>911</td>
<td>-5.6%</td>
<td>12,010</td>
<td>11,772</td>
<td>2.0%</td>
</tr>
<tr>
<td>Martin Luther King</td>
<td>634</td>
<td>591</td>
<td>7.3%</td>
<td>9,226</td>
<td>9,138</td>
<td>1.0%</td>
</tr>
<tr>
<td>Mill Road</td>
<td>973</td>
<td>1,096</td>
<td>-11.2%</td>
<td>14,118</td>
<td>13,892</td>
<td>1.6%</td>
</tr>
<tr>
<td>Tippecanoe</td>
<td>1,598</td>
<td>639</td>
<td>160.1%</td>
<td>16,706</td>
<td>7,396</td>
<td>125.9%</td>
</tr>
<tr>
<td>Villard Square</td>
<td>674</td>
<td>752</td>
<td>-10.4%</td>
<td>10,059</td>
<td>9,976</td>
<td>0.8%</td>
</tr>
<tr>
<td>Washington Park</td>
<td>658</td>
<td>855</td>
<td>-23.0%</td>
<td>10,314</td>
<td>11,872</td>
<td>-13.1%</td>
</tr>
<tr>
<td>Zablocki</td>
<td>1,886</td>
<td>1,657</td>
<td>13.8%</td>
<td>25,392</td>
<td>26,356</td>
<td>-3.7%</td>
</tr>
<tr>
<td>YCOS--Outreach</td>
<td>241</td>
<td>54</td>
<td>346.3%</td>
<td>1,592</td>
<td>1,182</td>
<td>34.7%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>23,844</td>
<td>24,401</td>
<td>-2.3%</td>
<td>329,793</td>
<td>332,941</td>
<td>-1.0%</td>
</tr>
</tbody>
</table>
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, 286-2704 (FAX), or Central Library, 814 W. Wisconsin Ave., Milwaukee, WI 53233 Attn: Accommodation Request.
MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Thursday January 5, 2017
Central Library Meeting Room 1

PRESENT: Michele Bria, Sharon Cook, Ald. Nik Kovac, Paula Kiely
EXCUSED: Dir. Mark Sain
OTHERS PRESENT: MPL: Joan Johnson, Sam McGovern-Rowen, Jennifer Meyer, Crystal Sura,
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.