



MILWAUKEE

PUBLIC LIBRARY

Vision

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

Mission

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

BOARD OF TRUSTEES REGULAR MEETING

John Gurda, President

Michele Bria, Vice-President

JoAnne Anton, Vice-Financial Secretary

Paula Kiely, Secretary

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

Tuesday September 26, 2017

4:30 p.m.

Central Library

Meeting Room

814 West Wisconsin Avenue

Milwaukee, WI 53233

AGENDA

PUBLIC COMMENT

RESOURCES / RECOMMENDATIONS / RESEARCH

1. **Library Archives in Poland.** A member of the Humanities and Archives team will discuss the partnership with a museum in Poland for their exhibit celebrating the Jones Island Kaszube settlement in Milwaukee.

CONSENT AGENDA

Attachment A, page 3

2. **Regular Board Meeting Minutes July 25, 2017.**
3. **Committee Reports.**
Library Services & Programs Committee Meeting Minutes July 31, 2017
4. **Administrative Reports.**
 - a. Personnel Actions
 - b. Financial Report
 - c. Library Director's Reports
 - d. Communication from Council on Library and Network Development Chair

REPORTS

5. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac, Resource Library Representative, will report on the August 21, 2017 and September 18, 2017 MCFLS Board meetings.
6. **Building and Development Committee.** Chair Michele Bria will provide a report from the September 7, 2017 meeting regarding the Mitchell Street branch, the Forest Home property and Mill Road/Good Hope project.

Attachment B, page 41

“The Library Board of Trustees may vote to convene in Executive Session, pursuant to Wisconsin Statutes sec. 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” for the purpose of negotiations related to the offer to purchase a condo within the Good Hope development project.

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

OLD BUSINESS

7. **Summer Reading Club.** Youth and Community Outreach Services Manager Kelly Wochinske will highlight major achievements of this year’s club.

Attachment C, page 45

8. **2018 Library Budget.** The Board will discuss Mayor Barrett’s proposed budget for the library.

NEW BUSINESS

9. **Public Library System Redesign (PLSR).** Director Kiely will update the Board on the latest progress of the PLSR Committee studying library system redesign.

Attachment D, page 46

STRATEGIC DISCUSSION

10. **Library Board Retreat.** The Trustees will meet consultant Frank Martinelli, who will share activities and plans for the 2018 Board retreat.

UPCOMING EVENTS: *September 28, 2017 – Donor Sneak Preview – Mitchell Street Branch
October 7, 2017 – Grand Opening – Mitchell Street Branch
October 19, 2017 – Ben Franklin Award Celebration – Central Library*

REMINDER: *Next scheduled meetings are:*

October 4, 2017 – Finance & Personnel Committee – Central Library 4:30 p.m.

October 5, 2017 – Building and Development Committee – Central Library 8:00 a.m.

October 24, 2017 – Regular Meeting – Mitchell Street Branch 4:30 p.m.

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

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

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

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday July 25, 2017
Central Library
Community Meeting Room 1
814 West Wisconsin Avenue
Milwaukee, WI 53233**

PRESENT: JoAnne Anton, Michele Bria, Ald. Milele Coggs, Sharon Cook, Ald. Cavalier Johnson, Ald. Nik Kovac, Joan Prince, Dir. Mark Sain, Jennifer Smith, Paula Kiely

EXCUSED: John Gurda, Chris Layden, Sup. Marcelia Nicholson

STAFF: Eileen Force Cahill, Ryan Daniels, Roberto Harrison, Barbara Henry, Joan Johnson, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Crystal Sura, Pat Swanson, Kelly Wochinske

OTHERS

PRESENT: Eric Pearson, Budget and Policy Division
Tea Norfolk, Legislative Reference Bureau

Vice President Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:37 p.m. on July 25, 2017 with a quorum present. Trustee Johnson was excused at 5:35 p.m. Trustee Coggs was excused at 5:50 p.m. They did not participate in the Executive Session. Agenda items were taken out of order; however, these minutes are presented in numerical sequence.

PUBLIC COMMENT None.

Ms. Barbara Henry was introduced as the new Human Resources Officer for the library. Director Kiely introduced Mr. Skip Mosshamer from Libraries First.

RESOURCES / RECOMMENDATIONS / RESEARCH

1. **Milwaukee Poet Laureate.** Mr. Roberto Harrison, Milwaukee's newest poet laureate, read two of his poems. He will represent the library during his two-year term, which is sponsored by the Friends of the Library. Informational item.

CONSENT AGENDA

2. **Regular Board Meeting Minutes June 27, 2017.**
3. **Committee Reports.**
 - a. Executive Committee Meeting Minutes June 21, 2017
 - b. Finance & Personnel Committee Meeting Minutes July 6, 2017
4. **Administrative Reports.**
 - a. Personnel Actions
 - b. Financial Report
 - c. Library Director's Reports
 - d. Communication from Mayor of Irpin, Ukraine

Vice President Bria asked the Board if any items should be removed from the Consent Agenda presented as attachment A, pages 3-31 of the agenda. Vice President Bria entertained a motion to approve. Trustee Anton moved and Trustee Cook seconded a motion to approve the Consent Agenda. Motion passed.

REPORTS

5. **Mid-Year Budget Report.** At the suggestion of the Library's Finance & Personnel Committee, Assistant Director Jennifer Meyer-Stearns provided a mid-year financial report. The report lists expenditures through June of 2017 compared to 2016 for salaries & benefits, operating costs, and equipment. Spending is on target at 40-50% for mid-year. Ms. Meyer-Stearns noted that Teacher in the Library expenses are included in the operating budget. The Community Development Block Grant reprogramming funding has been approved and those programming costs will be offset by CDBG funds. Informational item.

6. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac, Resource Library Representative, reported on the July 17, 2017 MCFLS Board meeting. He said in response to discussions on lending limits, MCFLS staff prepared data on CD and DVD collection growth and circulation. The Library Director's Advisory Committee will revisit the issue of increasing circulation limits at a future meeting. The 2016 MCFLS Audit was approved. The MCFLS Board approved the extension of the Delivery and Sorting Services Contract with Action Logistics. Hoopla, a service that provides cardholders with movies, music & e-books has doubled in use over its predecessor Overdrive. Informational item.

7. **Building and Development Committee.** Committee Chair Michele Bria provided the report from the July 6, 2017 meeting regarding the Mitchell Street, Mill Road/Good Hope, and Martin Luther King project updates. The meeting agenda and minutes were distributed at the meeting and are attached at the end of these minutes. Chair Bria briefly summarized the committee's discussion.

Vice President Bria stated her intention 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 deliberating over the Martin Luther King Redevelopment Project financing plan. Trustee Nik Kovac moved, Trustee Mark Sain seconded the motion. Roll was called and unanimously passed. Director Paula Kiely, Library Construction Project Manager Sam McGovern-Rowen, Assistant Director of Library Operations Jennifer Meyer-Stearns, and Administrative Assistant Crystal Sura remained during closed session. After discussion, the Board convened in open session on a motion by Trustee Sharon Cook, seconded by Trustee Joan Prince. In open session, the meeting was adjourned. Informational item.

8. **MPL Foundation Report.** MPL Foundation Executive Director Ryan Daniels announced that the annual Benjamin Franklin Award celebration will honor former Senator Herb Kohl and Mr. Don Rosanova, president of Mariano's, for their contributions to literacy and lifelong learning. The event will be held on October 19 at the Central Library.

8. **MPL Foundation Report.** (continued)

The Foundation is hosting its first event for members of Lawyers for Libraries. A rooftop party is planned for July 27. The group is comprised of local attorneys representing Milwaukee's top law firms who value the library's essential services and programs in the community.

The Foundation has raised \$962,000 to-date compared to \$655,000 at this time in 2016.

Mr. Daniels announced that the library, along with partners from Artists Working in Education, Ex Fabula, and the Greater Milwaukee Association of the Deaf, was awarded a National Endowment for the Arts grant totaling \$150,000. The grant will assist the library with programming at the new Mitchell Street Branch.

The Foundation has two hundred new donors, and year-to-date, has contributed over \$785,000 to MPL for programs, materials and capital projects. Informational item.

OLD BUSINESS

9. **Public Library System Redesign (PLSR)**. Director Paula Kiely said that in preparation for a two day PLSR Steering Committee meeting on July 12 and 13, she visited the Southwest Wisconsin Library System. It is a five-county system that is geographically large and consists of twenty-eight libraries that serve 162,000 people. The rural systems are often referred to as poor systems because the level of State-aid funding they receive is comparatively low. The Southwest System receives \$430,000 compared to \$2.8 million that Milwaukee County receives. Discussion with the directors included potential ways to work together. For example, one library did not have resources to offer computer training classes for seniors and MPL sent the curriculum to the library to get them started.

At the PLSR meeting, a new measure of success being discussed is race and social equity for all library systems in the State. During the meeting, the system directors were encouraged to engage and support the process. The Steering Committee is expected to make recommendations for system changes to the State Superintendent in July 2018. Informational item.

NEW BUSINESS

10. **Gift.** Director Kiely explained that the Milwaukee Public Library was included as a beneficiary in the Will of Mrs. Lucile Krug, widow of former City Librarian Richard E. Krug. He served as city librarian from 1941-1974. During his tenure as city librarian he transformed the library system. His accomplishments included construction of an addition to the central library and development and construction of the system's branch libraries. The Krug Rare Books Room in the Central Library is named in their honor. Mrs. Krug gifted the library with \$850,000, half of which is designated for the Rare Books Room. Director Kiely asked that the Trustees acknowledge the gift with a letter sent from the Board. Trustee Cook moved that the MPL Board accept the gift from Mrs. Lucile Krug and that Director Kiely write a letter expressing the Board's appreciation for her generosity. Trustee Sain seconded the motion. Motion passed. The Library's Finance and Personnel Committee will discuss managing the money to advance MPL's vision and mission at its October 2017 meeting and will make a recommendation to the full Board.

STRATEGIC DISCUSSION

11. **2018 Budget.** Vice President Bria said that since the Trustees last discussion regarding the 2018 library budget, the reduction improved to \$425,000, instead of the initial \$1 million. Director Kiely met with the Library's Administration Team and prepared several scenarios to reduce service levels to meet the budget allocation. President Gurda and Vice President Bria reviewed the options and supported trimming service levels at Mill Road branch during construction of the new replacement library. Mill Road will see no loss of hours, but will function as a temporary limited-service library similar to those serving the East and Tippecanoe communities during recent construction projects. There will computer access, some materials, holds on materials can be placed and picked up, and reference questions could be answered, but there will be fewer staff in a reduced space. No positions will be lost, but several vacant positions will be held. The proposal also includes a flat budget for materials and enough capital funding to continue the redevelopment of the branch libraries. Mayor Barrett is supportive of the recommendation. After the Mayor presents his 2018 Proposed Budget, changes are still possible during the Common Council's department hearing process. The Trustees supported the recommendation. A brief discussion ensued regarding the future sustainability of the library system and what will work for years ahead if the budget continues to be reduced. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of July 25, 2017 was adjourned at 6:15 p.m.



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

June 22, 2017

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

Fm: Paula A. Kiely, Library Director

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

MEETING NOTICE AND AGENDA

1. **Mitchell Street Project.** Library Construction Project Manager Sam McGovern-Rowen will update the committee on the progress of the Mitchell Street Project.
2. **Mill Road / Good Hope Road Redevelopment Project.** Library Construction Project Manager Sam McGovern-Rowen will provide an update on the Good Hope Project.
3. **Martin Luther King Redevelopment Project.** The development team for this project, Young Development Group LLC, will present their draft financing plan for committee consideration.

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

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

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ATTACHMENT A-P. 5 of 38
MPL CONSENT AGENDA
2.Regular Minutes 07/25/17

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES**

**Thursday July 6, 2017
Central Library Meeting Room 1**

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

EXCUSED: Sharon Cook

OTHERS MPL: Joan Johnson, Jackie Jones, Jennifer Meyer, Sam McGovern-Rowen

PRESENT: Budget & Management: Eric Pearson
Young Development Group, LLC: Lavelle Young
Cinnaire: Christopher Laurent
Local Initiatives Support Corporation (LISC): Francisco Bravo

Committee Chair Michele Bria called the MPL Board of Trustees Building & Development Committee meeting to order at 8:00 a.m. on July 6, 2017 with a quorum present.

1. **Mitchell Street Project.** Library Construction Project Manager Sam McGovern-Rowen reported that the build-out of the Mitchell Street Branch located at 910 W. Mitchell Street is progressing on schedule. Construction is expected to be completed mid-August. Meetings with the vendors for installation of the equipment and furniture are taking place. The last open day at the Forest Home Branch is September 16, 2017. The MPL Foundation is fundraising for support to help the library meet the needs of the community. A donor reception will be held a few days before the grand opening on September 30, 2017. Informational item.

2. **Mill Road / Good Hope Road Redevelopment Project.** Mr. McGovern-Rowen said that bi-weekly meetings will be scheduled between Zimmerman Architectural Studios and Engberg Anderson for coordination of the new library design on Good Hope Road. The first community meeting to gather public input on the library design will be in August. The City Attorney's Office is preparing the Term Sheet between the City and the developer, which will be presented for approval at the Building and Development Committee's meeting on September 7, 2017 and to the Common Council in October 2017. Groundbreaking could take place in November 2017. Informational item.

3. **Martin Luther King Redevelopment Project.** Mr. Lavelle Young from Young Development Group distributed a draft funding structure for the Martin Luther King Branch redevelopment project - a mixed-use project that includes a 17,000 square foot library with 1,400 square feet of retail space and 44 market-rate apartments. His team is expecting to use New Market Tax Credits for the project, and financing from the Wisconsin Housing and Economic Development Authority as part of the funding for this project.

3. **Martin Luther King Redevelopment Project.** (continued)

They have a letter of interest from an investor. The total project dollar amount has grown due to including MPL's \$4.5 Million in the Pro Forma to attract a larger NMTC investment. After reviewing the project sources, it was noted that there is a funding gap of \$2 million due primarily to a rise in construction costs. Mr. Young discussed proposing City Tax Incremental Financing (TIF) to fill the gap and has had some preliminary discussions with the City. The committee compared the original pro forma that was presented at the December 2016 Board meeting to the funding structure distributed earlier. The development team identified several funding strategies they are pursuing. Discussion ensued. Ald. Coggs encouraged Mr. Young to be as creative as possible in pursuing other sources of financing to fill any gaps before coming to the City for TIF. Vice-President Bria entertained a motion to move into Executive Session pursuant to Wisconsin Statutes sec. 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of deliberating over the Martin Luther King Redevelopment Project. Trustee Sain moved and Trustee Prince seconded the motion to convene in Executive Session. Roll call vote was taken and the motion passed unanimously. Motion passed. The committee did not reconvene.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 9:35 a.m. on July 6, 2017.



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

July 17, 2017

To: Library Services & Programs Committee of the
Milwaukee Public Library Board of Trustees:
Vice-Chair Ald. Milele Coggs, JoAnne Anton, Marcelia Nicholson, Mark
Sain,
Jennifer Smith *all trustees are welcome to attend*
MPL: Joan Johnson, Jennifer Meyer, Michael Weber

From: Paula A. Kiely
Library Director

Re: Library Services & Programs Committee Meeting
July 31, 2017 5:30 p.m.-6:30 p.m.
Central Library Meeting Room 1
814 W. Wisconsin Avenue

MEETING NOTICE AND AGENDA

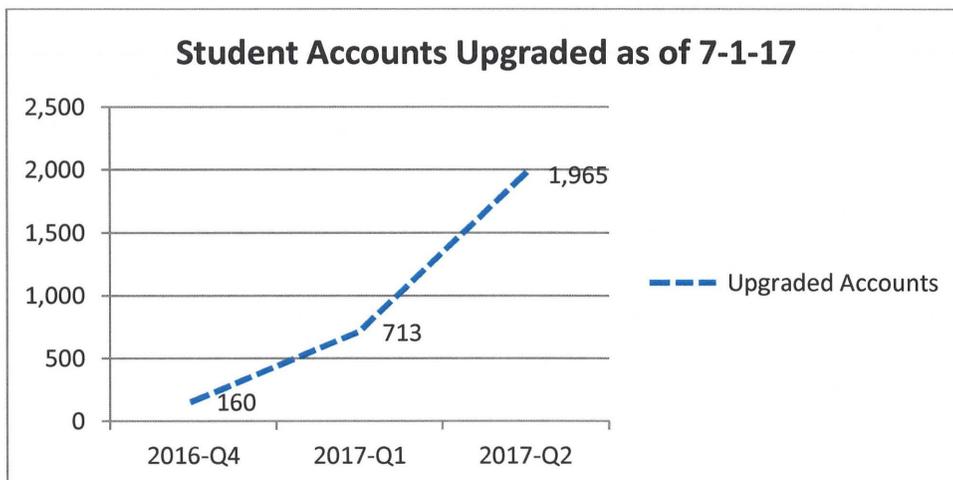
1. **LibraryNOW Update.** Deputy Director Joan Johnson will provide an update on the LibraryNOW partnership with Milwaukee Public Schools and expansion to other schools.
Attachment A, page 2
2. **Fine Forgiveness Impact Update.** Deputy Director Joan Johnson will update the committee on the impact of the fine forgiveness campaign.
Attachment B, page 4
3. **Current Fine Structure.** The committee will discuss the MPL fine structure and its impact on library use.
Attachment C, page 6
4. **Current and Future Programs.** The committee will discuss library programming, with an emphasis on plans for 2018.
Attachment D, page 7
5. **Security Update.** Assistant Library Director Jennifer Meyer-Stearns will provide an update on MPL's security.

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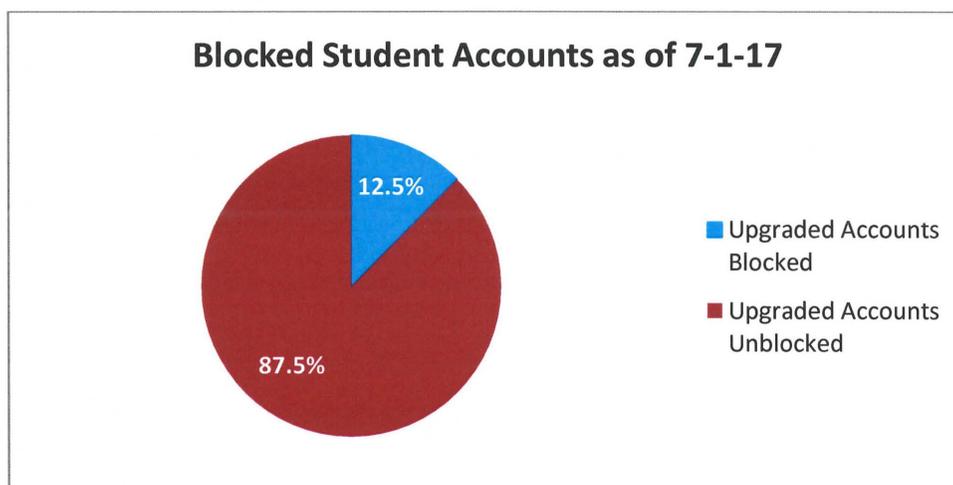
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ATTACHMENT A-P. 8 of 38
MPL CONSENT AGENDA
3. Services & Programs Committee
P. 10



- The number of total student virtual accounts will change with each data update from MPS¹.
- Total student virtual accounts as of January 2017 is 67,180.
- 1,965 accounts have been upgraded (3%), toward a goal of 7%².



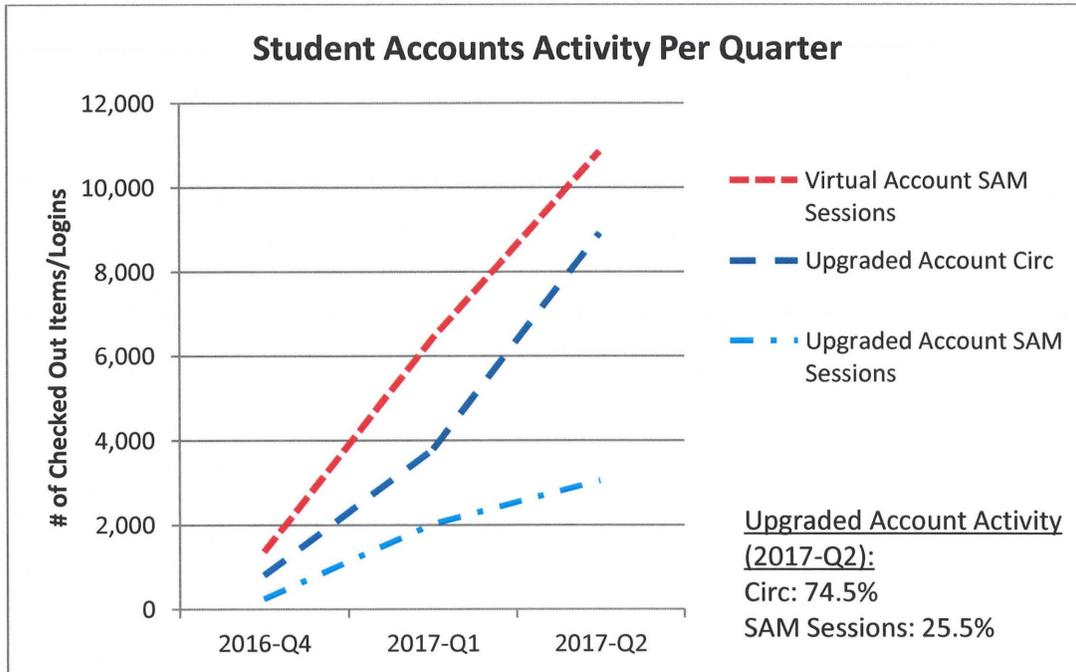
- Of 1,965 upgraded accounts, 278 (14%) were blocked on 7-19-17³, up by 4% since 4-1-17.
 - Blocked accounts are due mainly to overdue fines greater than \$5, and lost/damaged fees*.
 - 72 accounts owe at least \$25 with at least one billed item, and were sent to collections.
 - Fewer blocks (39 accounts) are due to lost cards, returned mail, and misconduct.

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

¹ 65,100 student records were loaded November 11th, 2016. MCFLS received an updated file from MPS on 7-13-17 and the new total of student accounts is 65,611.

² Upgraded Cards for 2016-Q4 also includes 50+ existing full service cards for students included in LibraryNOW program. The new goal date is 6-30-2018.

³ Discrepancy due to a later data capture for financials associated with blocked account



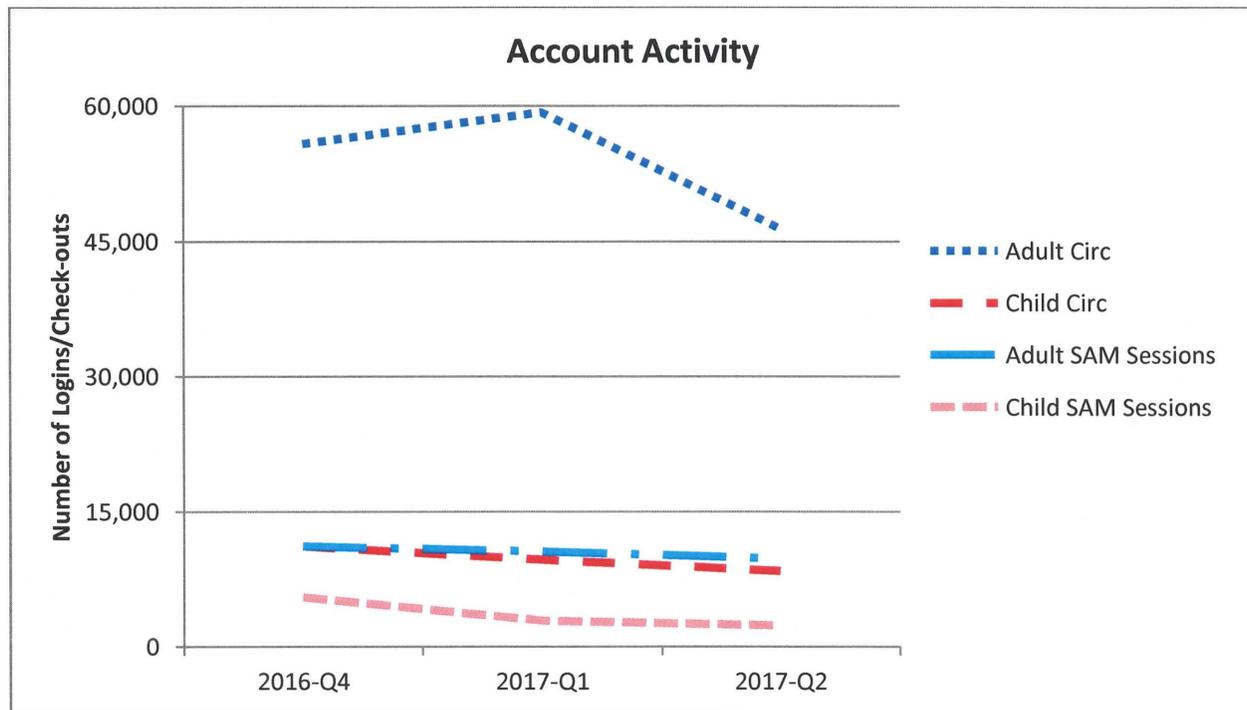
Quarter	Upgraded Account Circ	Upgraded Account SAM Sessions	Virtual Account SAM Sessions	Total SAM Sessions
2016-Q4	806 ⁴	245	1,368	1,613
2017-Q1	3,798	2,025	6,426	8,451
2017-Q2	8,915	3,054	10,844	13,898
Cumulative Total	13,519	5,324	18,638	23,962

Overall usage: As of 6-23-17 the total number of LibraryNOW student cardholders who used their cards at least once was 7,591.

⁴ Circulation statistics from October 29th, 2016 through end of quarter.

Fine Forgiveness campaign dates September 26 to October 16, 2016:

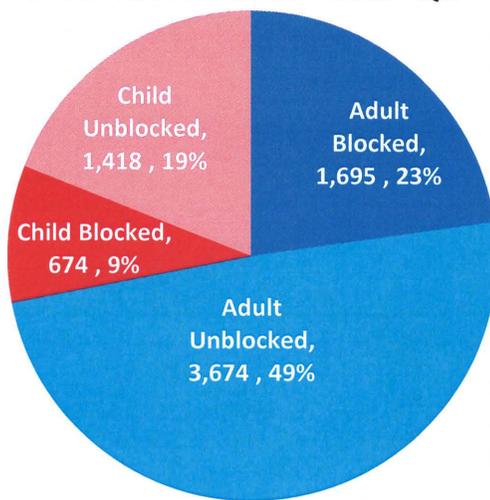
- 7,546 patron accounts reactivated and unblocked as of 10-19-2016.
- Circulation statistics from October 29th, 2016 moving forward.



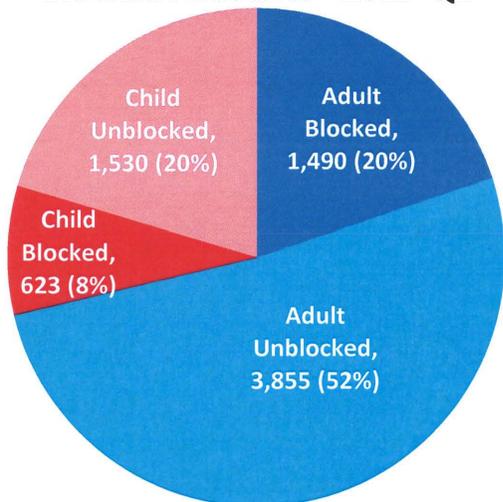
Quarter	Adult Circ	Child Circ	Total Circ	Adult SAM Sessions	Child SAM Sessions	Total SAM Sessions
2016-Q4	55,829	11,171	67,000	11,168	5,537	16,705
2017-Q1	59,297	9,661	68,958	10,603	2,932	13,535
2017-Q2	46,432	8,373	54,805	9,770	2,350	12,120
Total	161,558	29,205	190,763	31,541	10,819	42,360

- This “fresh start” group represents 2% of all registered users.
- This active user group checked out 12% of all checkouts 2017-Q1 and 10% in Q2.

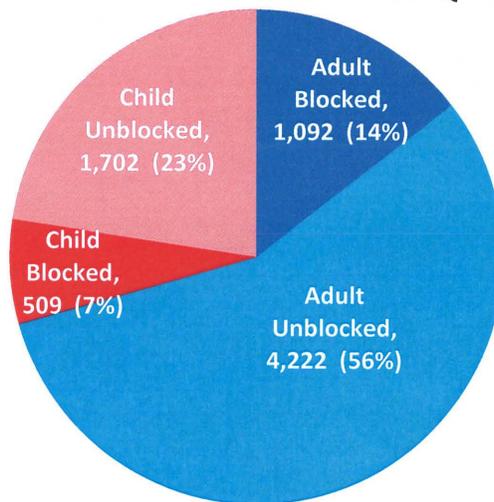
Blocked Accounts - 2017-Q2



Blocked Accounts - 2017-Q1



Blocked Accounts - 2016-Q4



- As of 7-1-17, a total of 31.8% of the “fresh start” group is blocked.
- Blocked accounts are due mainly to overdue fines and lost fees.
- Fewer blocks are due to lost cards, returned mail, and misconduct.



**Milwaukee Public Library
Fine Structure - July 2017**

	Loan Periods	Fines	# of Renew
Adult			
New Fiction (Hard Cover)	3 Weeks	\$0.15	2
New Fiction (Paperback)	3 Weeks	\$0.15	2
New Non Fiction	3 Weeks	\$0.15	1
Books	3 Weeks	\$0.15	2
VHS	7 Days	\$0.15	2
Adult DVDs (New)	N/A	N/A	N/A
Adult DVDs (Entertainment)	7 Days	\$1.00	2
Adult DVDs (Nonfiction)	7 Days	\$0.15	2
Rental DVDS	7 Days	\$1.00	0
Video Games	7 Days	\$0.15	2
Periodicals	7 Days	\$0.15	2
Music CD	3 Weeks	\$0.15	2
Books on CD & PlayAways	3 Weeks	\$0.15	2
eReaders			
Art Prints			
Book Club Kit	6 Weeks	\$0.15	0
Record	3 Weeks	\$0.15	2
Reference Material	TBD	\$5.00	0
Young Adult			
Books	3 Weeks	\$0.15	2
Books on CD & PlayAways	3 Weeks	\$0.15	2
Magazines			
Children			
Books	3 Weeks	\$0.15	2
Holiday Books			
Book Kits	3 Weeks	\$0.15	2
DVD	7 Days	\$0.15	2
Magazines	7 Days	\$0.15	2
Music CD	3 Weeks	\$0.15	2
CD-Rom	7 Days	\$0.15	2
Video Games	7 Days	\$0.15	2
Puppet/Toy/Puzzle	7 Days	\$0.15	2
Books on CD & PlayAways	3 Weeks	\$0.15	2
PlayAway Views			
PlayAway Launchpads			

Replacement Policy

Refund of replacement cost minus \$5 processing fee can be requested if item is returned within 90 days, in good condition, with payment receipt. Collection Agency fee is nonrefundable where applicable.

Inventory of Programs and Services by Target Audience - 2017**

November 2, 2016

July 19, 2017 - Update

These are discrete programs/services that influence the library work, budget, staffing and are based on our mission, vision, and strategic plan. The emphasis is the patron and providing assistance and content to meet their needs and interests. While not all activities are meant exclusively for our target audiences, special emphasis is placed on developing and offering programs for underserved audiences. "Programs" also include activities to attract target audience members, such as the Awareness Campaign events. Not all programs are funded by the city, although most rely upon city-funded positions for planning and administration.

		Outreach	Young Families	Global Roots	Traditional Living	Other	Status
Early Literacy	Ready to Read	X	•	•			Continuing
	Books2Go	X	•	•			Continuing
	Preschool Story Classes / Play Activities		•	•	•	•	Continuing
	Reach Out and Read	X	•	•			Delayed
School-age Services	Library Loud - Library Card Wristbands*		•	•	•	•	Cancelled
	LibraryNOW - Library Card Education for MPS*	X	•	•	•	•	Continuing
	Teacher in the Library		•	•	•		Continuing
	Teacher in the Library Expansion						Seeking Funding
	MPL Express Library - On-site Programming	X					Underway
	Summer Reading	X	•	•	•	•	Continuing
Teen Services	Teen Advisory Board	X	•	•	•	•	Continuing
	Teen Learning	X	•	•	•	•	Continuing
	Teen Summer Reading		•	•	•	•	Continuing
	Teen Internships*	X	•	•	•		Pending
Adults	Computer Training		•	•	•		Continuing
	Job Labs		•	•	•		Continuing
	Career Online High School*		•	•			Seeking Funding
	Adult Tutoring Program - Sustainability & Format		•	•			Continuing
	50+ Program/Service Initiative*		•	•	•	•	Pending
	Fax Machines*		•	•	•	•	Completed
	Social Worker Services*		•	•	•		Underway
	Adult Summer Reading Club		•	•	•	•	Underway
	Special Collections Programs					•	Continuing

Multiple Audiences

	Outreach	Young Families	Global Roots	Traditional Living	Other	Status
Martin Luther King Day Program at King		•	•	•	•	Continuing
Computer and WiFi Access		•	•	•	•	Continuing
Hot Spot Lending*		•	•	•		Seeking Funding
Library Loud - Branch (2)*		•	•	•		Underway
Library Loud - Haunted Central		•	•	•		Cancelled
Reference Service		•	•	•	•	Continuing
Physical Collections		•	•	•	•	Continuing
E-Resource Collections		•	•	•	•	Continuing
NEA Big Read* / Book Clubs / Author Visits		•	•	•	•	Completed
Awareness - Tiny Library (will need in 2018)*	X	•	•	•	•	Pending
Poets House - Science and Poetry				•	•	Pending
Awareness - Great Library Project	X	•	•	•		Pending
Learning Commons Initiative*		•	•	•	•	Delayed

*New for 2017/2018

**Excludes one-off events and programs

m:/2018 Projects

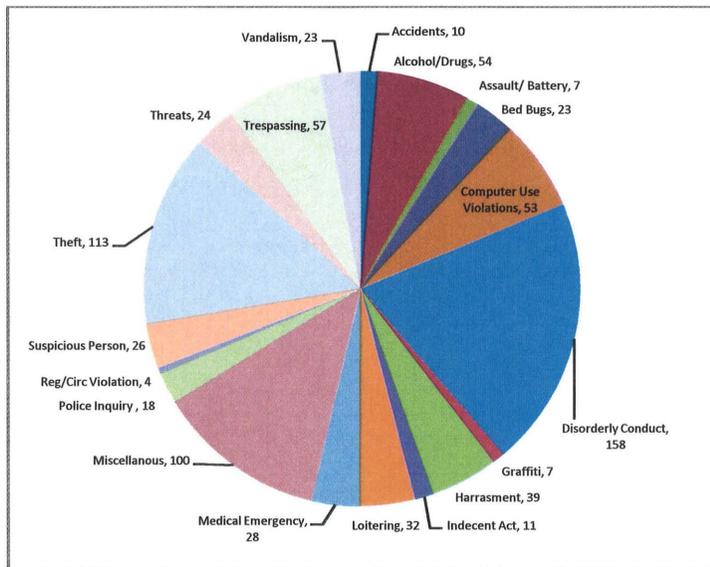
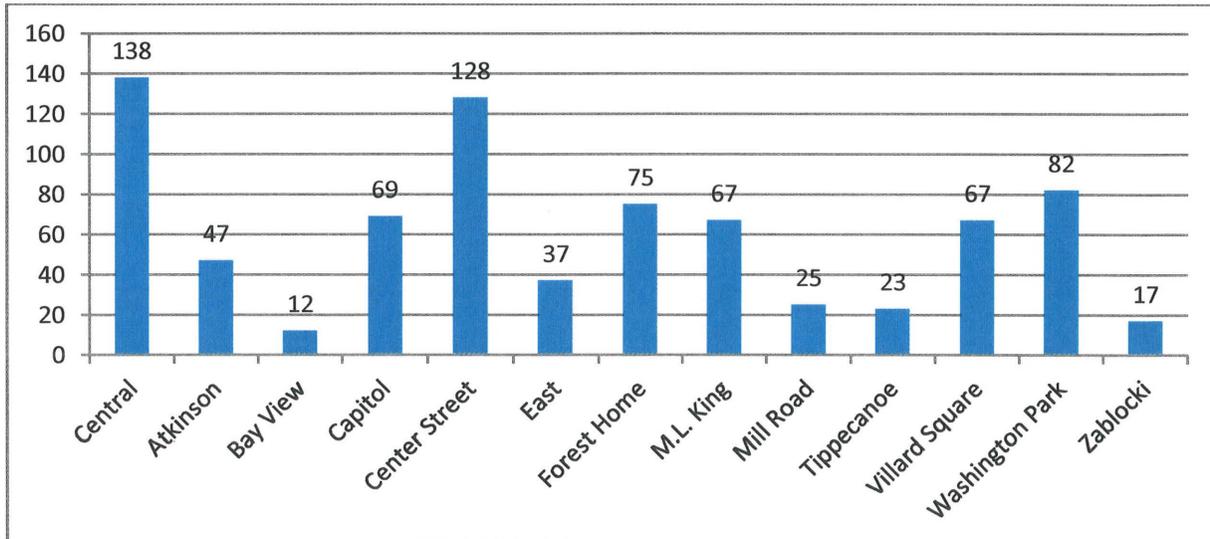
Milwaukee Public Library Security Report: 2017 Mid-year

MPL has strong baseline protocols and procedures:

- Up-to-date policies and procedures for general and critical incidents
- Facility and safety audits at all locations
- Survey staff annually about security needs and resources availability
- Annual trainings on security, safety, and public interactions support, Peer Support Teams
- Tracking incidents by type, location -- adjust security strategies as needed
- Inventory and regular review of Facilities conditions and security features
- Regular communication with Milwaukee Police and Fire Departments

Priority items occurring 2017: Door study, camera upgrades, key inventory and control review

2017 Security Incidents:



City-wide security review in Spring of 2017

1. Led by Department of Employee Relations
2. Focus on security **best practices** for field workers
3. Inventory and assess departmental protocols
4. Recommend technical or communication enhancements:
 - Uniforms or vests
 - Decals for cars
 - Personal alarms
 - Flight plans
 - Reporting and communications changes from MPD
 - **Situational Awareness** training by MPD

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
LIBRARY SERVICES & PROGRAMS COMMITTEE
MINUTES
Monday July 31, 2017
Central Library Meeting Room 1**

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

EXCUSED: JoAnne Anton, Jennifer Smith

STAFF PRESENT: Joan Johnson, Jennifer Meyer-Stearns, Crystal Sura

Chair Milele Coggs called the meeting of the Board of Trustees Library Services & Programs Committee to order, at 5:55 p.m. on Monday July 31, 2017 with a quorum present.

1. **LibraryNOW Update.** Deputy Director Joan Johnson provided an update on the LibraryNOW partnership with Milwaukee Public Schools and expansion to other schools. Referring to the LibraryNOW 2017-2 Quarterly Report, attachment A, page 2-3 of the agenda, she highlighted that as of January 2017, grades 1 through 12 student virtual accounts totaled 67,180. As students upgrade to full-service library cards, there remain challenges to ensure the materials are returned. The trustees suggested surveying the students to find out the reasons that materials are not returned. Also, communicate that if a book is returned to the library, the fine will be waived and their card will be unblocked. Since the beginning of the campaign, the total number of LibraryNOW student cardholders who used their cards at least once is 7,591. Staff are in the process of giving teachers access to virtual cards to allow them to demonstrate MPL online resources without having to use their personal library card. The LibraryNOW campaign will be expanded to city schools beyond MPS in the future. The trustees asked for some talking points about the program to share with MPS teachers as professional development and also with the MPS Board of School Directors. Informational item.

2. **Fine Forgiveness Impact Update.** Deputy Director Joan Johnson updated the committee on the impact of the fine forgiveness campaign. She referred to the Fine Forgiveness 2017-Q2 Quarterly Report, attachment B, page 4-5 of the agenda. After the Fine Forgiveness Campaign in October 2016, 7,546 participating patrons were tracked to measure their use of the library by circulation and computer use. The results, listed on the report, was reviewed by the committee. Some of the 'fresh start' patrons in the statistical group have blocked cards and staff are in discussion with the University of Wisconsin Milwaukee regarding a possible research project to understand why patrons do not return library materials. Informational item.

3. **Current Fine Structure.** The committee discussed the MPL fine structure and its impact on library use. Referring to the Fine Structure – July 2017, attachment C, page 6 of the agenda, Director Paula Kiely explained that staff will be analyzing whether fines for DVDs should be reduced. The money that the library receives for fines (approximately \$350,000 annually) is deposited in the City’s general fund. Discussion related to the Milwaukee County Federated Library System overdue notices and the library’s collection agency ensued. The committee agreed that library card holders should have some measure of accountability but look forward to the recommendation that staff will make after doing the study. Informational item.

4. **Current and Future Programs.** Director Paula Kiely referred to attachment D, page 7-8 of the agenda – Inventory of Programs and Services by Target Audience 2017. The list identifies current programs the library is currently offering, that are pending, or for which the Foundation is seeking funding. Library staff are developing program proposals for 2018 that will be reviewed and prioritized. Most programs will require funding support from the MPL Foundation. Informational item.

5. **Security Update.** Assistant Library Director Jennifer Meyer-Stearns provided an update on MPL’s security. She distributed the Milwaukee Public Library Security Report: 2017 Mid-year, attached at the end of these minutes. The report summarizes MPL’s current standard security practices. The library has a strong structure in monitoring security, including safety audits at all locations, annual staff survey about security needs, training, tracking and regular communication with the Milwaukee Police and Fire Departments. The number of security incidents were reviewed. It was suggested that brochures on local services might be beneficial at the libraries. Ms. Meyer-Stearns added that the library has almost two million patrons visiting per year, so the number of security incidents represent a relatively low percentage of patron interactions. However, library administration and management are sensitive to the impact incidents have on staff and patrons. Informational item.

The meeting of the MPL Board’s Library Services & Programs Committee was adjourned at 6:50 p.m. on Monday July 31, 2017.

MILWAUKEE PUBLIC LIBRARY SYSTEM

PERSONNEL ACTIONS

COVERING PERIOD: JULY 2, 2017 THROUGH SEPTEMBER 9, 2017 *

The Secretary reports the following personnel actions:

REGULAR APPOINTMENT

Lydia Storr - Library Reference Assistant - Bay View	07/17/17
Tanya Dhein - Library Circulation Assistant I (LPT) - Tippecanoe	07/31/17
Kevin Cross - Library Circulation Assistant I (LPT) - Martin Luther King	08/14/17
Robert Jaeger - Management Librarian - Subject Services / Arts & Media	08/28/17
James Zolo - Office Assistant II - WTBBL	08/28/17

REHIRE - REGULAR APPOINTMENT

Elizabeth Lowrey - Management Librarian - EOS / CLCR	07/17/17
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REINSTATEMENT

Shyanne Pitts - Library Circulation Assistant I - Villard Square	08/01/17
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PROMOTION / TRANSFER FROM ANOTHER CITY DEPARTMENT

Barbara Henry - Health Personnel Officer - Health Department To: Human Resources Officer - Human Resources	07/02/17
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Deborah Avery - Accounting Assistant II - Department of Public Works To: Accounting Assistant III - Payroll and Accounting	08/13/17
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PROMOTION / TRANSFER

Kyle Davis - Branch Library Services Assistant - Tippecanoe To: Librarian I - Subject Services / Business Technology, Science and Periodicals	07/02/17
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Kimberly Luedke - Library Technician II - Technical Services / CCDM To: Library Reference Assistant - Zablocki	07/30/17
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Caravaughn Frizzell - Library Circulation Aide - Bay View To: Library Circulation Assistant I - Circulation	08/13/17
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Kaila Rucker-Wilson - Library Circulation Aide - Circulation To: Library Circulation Assistant I (LPT) - Atkinson	08/13/17
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PROMOTION AFTER RECLASSIFICATION

Tiffany Robinson - Library Reference Assistant - Technical Services / Automation To: Library Technology Training Coordinator - Technical Services / Automation	01/01/17
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TEMPORARY ADDITIONAL ASSIGNMENT

Anthony Frausto - Library Branch Manager - Forest Home To: Library Branch Manager - Forest Home and Bay View	07/24/17
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David Sikora - Library Branch Manager - Zablocki 07/24/17
To: Library Branch Manager - Zablocki and Tippecanoe

TRANSFER

Lonnie Brunson - Custodial Worker II - CL - Facilities and Fleet to Atkinson 07/02/17
Richard Petersik - Custodial Worker II - CL - Villard Square to East 07/02/17
Shondell Zanders - Custodial Worker II - CL - Atkinson to Villard Square 07/02/17
Kim Johnson - Librarian III - Center Street to Washington Park 07/16/17
Catherine Malloy - Librarian I - Bay View to Capitol 07/16/17
Rebecca Manz - Librarian II - WTBBL to Bay View 07/16/17
Alice Richards - Librarian I - Washington Park to Villard Square 07/16/17
Deborah Stewart - Librarian III - Villard Square to Center Street 07/16/17

TITLE CHANGE / JOB RECLASSIFICATION

Janice Butchart - Neighborhood Library Services Asst. to Branch Library Services Assistant - Zablocki 01/01/17
Clark Caughey - Neighborhood Lib Servs. Asst. to Branch Library Services Assistant - Washington Park 01/01/17
Kyle Davis - Neighborhood Library Services Assistant to Branch Library Services Assistant - Tippecanoe 01/01/17
Kyle Eklund - Neighborhood Library Services Asst. to Branch Library Services Assistant - Forest Home 01/01/17
Lashauna Miller - Neighborhood Library Services Asst. to Branch Library Services Assistant - Atkinson 01/01/17
Veronica Neumann-Thompson - Neighb. Lib Servs. Asst. to Branch Library Services Asst. - M. L. King 01/01/17
Jessica Pawelski - Neighborhood Library Services Asst. to Branch Library Services Assistant - Capitol 01/01/17
Kaitlyn Puczylowski - Neighborhood Library Servs. Asst. to Branch Library Services Assistant - Center St. 01/01/17
Charles Reaves - Neighborhood Library Services Asst. to Branch Library Services Assistant - Mill Road 01/01/17
Paul Wellington - Neighborhood Library Services Assistant to Branch Library Services Assistant - East 01/01/17

CHANGE IN STATUS / TRANSFER

Elizabeth Braithwaite - Library Circulation Assistant I (LPT) - Tippecanoe 07/02/17
To: Library Circulation Assistant I - Bay View

Promise Milton- Library Circulation Assistant I (LPT) - Martin Luther King 07/16/17
To: Library Circulation Assistant I - Circulation

LEAVE OF ABSENCE 24.0 OR MORE HOURS

Elienid Ortiz-Colon - Library Circulation Assistant I (LPT) - Forest Home - 18 days 06/29/17
Ashley Emmons - Audio Machine Technician - WTBBL - 41.9 hours 07/05/17
Jeanette Hollenbeck - Library Circulation Assistant I - Circulation - 6 days 07/25/17
Ashley Emmons - Audio Machine Technician - WTBBL - 46.6 hours 07/31/17
Jeanette Hollenbeck - Library Circulation Assistant I - Circulation - 38.3 hours 07/31/17
Alison Ziegler - Office Clerk II (underfilling Office Assistant II) - Business Office - 32.0 hours 08/08/17
Fawn Siemsen-Fuchs - Library Reference Assistant - Tippecanoe - 67.8 hours 08/29/17
Sonya Williams - Library Circulation Assistant I - Circulation - 13 days 08/30/17
Ashley Emmons - Audio Machine Technician - WTBBL - 37.3 hours 09/01/17
Corey Megal - Network Manager - Technical Services / Automation - 39.9 hours 09/04/17

RETURN FROM LEAVE OF ABSENCE

Elienid Ortiz-Colon - Library Circulation Assistant I (LPT) - Forest Home 07/17/17
Jeanette Hollenbeck - Library Circulation Assistant I - Circulation 07/31/17

DISCHARGE

Dominique Jackson - Library Circulation Aide - Circulation 09/06/17

TERMINATION DURING PROBATION

Bryan Ericson - Library Circulation Assistant I (LPT) - Capitol 08/23/17

RESIGNATION

Veronica Neumann-Thompson - Branch Library Services Assistant - Martin Luther King 07/02/17

Xiaohan Yan - Librarian I - Tippecanoe 07/04/17

Rachel Verde - Library Circulation Assistant I - Villard Square 07/29/17

Alice Richards - Librarian I - Villard Square 08/06/17

Mildred McDowell - Program Assistant II (1/2) - EOS 08/11/17

Ashley Schoolman - Librarian I - Mill Road 08/12/17

Elisabeth Kaune - Librarian II - Subject Services / Business Technology, Science & Periodicals 08/16/17

Maria Cunningham - Librarian III - Subject Services / Arts & Media 08/19/17

Elienid Ortiz-Colon - Library Circulation Assistant I (LPT) - Forest Home 08/27/17

Caroline Jorgenson - Library Reference Assistant - Subject Services / Ready Reference 09/09/17

Sylvia Peña - Library Circulation Assistant I (1/2) - Circulation 09/09/17

RETIREMENT

Dwight Ferrell - Audio Machine Technician - WTBBL 07/22/17

MPL Service Credit: 13 years 7 months 28 days

Christopher Gawronski - Library Branch Manager - Bay View and Tippecanoe 07/22/17

MPL Service Credit: 31 years 10 months 21 days

Lynn Smith - Library Branch Manager - Center Street 08/26/17

MPL Service Credit: 26 years 9 months 14 days

James Brackinridge - Custodial Worker II - CL - Facilities and Fleet 09/09/17

MPL Service Credit: 33 years 0 months 12 days

DEATH OF EMPLOYEE

Constance Behrens-Huffstetter - Librarian III - Subject Services / Humanities and Archives 08/31/17

MPL Service Credit: 12 years 1 month 13 days

* Includes personnel actions, recently approved by the Department of Employee Relations, that are retroactive to previous dates

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

2017

2016

City Revenues

	Budget	Received to Date	% Received
<i>City Budget Appropriation</i>	\$ 22,803,431	\$ 13,269,135	58.2%
<i>Fines</i>	\$ 245,000	\$ 119,869	48.9%
<i>Lost Materials, etc.</i>	\$ 117,600	\$ 42,569	36.2%
<i>MCFLS Contracts</i>	\$ 725,000	\$ 195,148	26.9%
Total City Appropriation	\$ 23,891,031	\$ 13,626,721	57.0%

	Budget	Received to Date	% Received
	\$ 22,613,655	\$ 12,834,094	56.8%
	\$ 280,000	\$ 158,800	56.7%
	\$ 120,000	\$ 61,782	51.5%
	\$ 720,000	\$ 368,259	51.1%
	\$ 23,733,655	\$ 13,422,935	56.6%

City Expenses

Salaries & Benefits

	Budget	Spent to Date	% Spent
<i>Salaries</i>	\$ 13,001,816	\$ 7,167,275	55.1%
<i>Fringe Benefits</i>	\$ 5,729,318	\$ 3,255,160	56.8%

	Budget	Spent to Date	% Spent
	\$ 12,577,933	\$ 7,410,991	58.9%
	\$ 5,372,306	\$ 3,251,334	60.5%

Operating

	Budget	Spent to Date	% Spent
<i>General Office</i>	\$ 158,158	\$ 49,527	31.3%
<i>Tools & Machinery Parts</i>	\$ 31,000	\$ 13,036	42.1%
<i>Construction Supplies</i>	\$ 38,000	\$ 18,784	49.4%
<i>Energy</i>	\$ 809,700	\$ 392,937	48.5%
<i>Other Operating Supplies</i>	\$ 199,615	\$ 105,430	52.8%
<i>Vehicle Rental</i>	\$ 8,300	\$ 3,516	42.4%
<i>Non-Vehicle Equipment Rental</i>	\$ 32,700	\$ 18,923	57.9%
<i>Professional Services</i>	\$ 75,000	\$ 135,648	180.9%
<i>Information Technology Services</i>	\$ 357,198	\$ 353,226	98.9%
<i>Property Services</i>	\$ 994,069	\$ 656,706	66.1%
<i>Infrastructure Services</i>	\$ 28,000	\$ 13,253	47.3%
<i>Vehicle Repair Services</i>	\$ 1,500	\$ -	0.0%
<i>Other Operating Services</i>	\$ 137,100	\$ 100,298	73.2%
<i>Reimburse Other Departments</i>	\$ 79,900	\$ 11,475	14.4%
Total	\$ 2,950,240	\$ 1,872,760	63.5%

	Budget	Spent to Date	% Spent
	\$ 158,000	\$ 65,687	41.6%
	\$ 31,000	\$ 18,327	59.1%
	\$ 38,000	\$ 25,514	67.1%
	\$ 817,100	\$ 359,619	44.0%
	\$ 209,465	\$ 87,617	41.8%
	\$ 8,300	\$ 3,028	36.5%
	\$ 32,700	\$ 14,389	44.0%
	\$ 70,000	\$ 78,556	112.2%
	\$ 364,548	\$ 324,892	89.1%
	\$ 984,363	\$ 453,356	46.1%
	\$ 28,000	\$ 18,320	65.4%
	\$ 1,500	\$ -	0.0%
	\$ 152,857	\$ 108,389	70.9%
	\$ 79,900	\$ 20,901	26.2%
	\$ 2,975,733	\$ 1,578,595	53.0%

Equipment

	Budget	Spent to Date	% Spent
<i>Library Materials</i>	\$ 1,751,774	\$ 1,049,346	59.9%
<i>Computers, etc.</i>	\$ 371,883	\$ 224,090	60.3%
<i>Other</i>	\$ 86,000	\$ 58,089	67.5%
Total	\$ 2,209,657	\$ 1,331,526	60.3%
Total City Expenses	\$ 23,891,031	\$ 13,626,721	57.0%

	Budget	Spent to Date	% Spent
	\$ 1,653,774	\$ 965,761	58.4%
	\$ 418,707	\$ 189,207	45.2%
	\$ 70,100	\$ 27,047	38.6%
	\$ 2,142,581	\$ 1,182,015	55.2%
	\$ 23,068,553	\$ 13,422,935	58.2%

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

2017

2016

Additional Funding Sources

Other Departmental Appropriation

	Budget	Spent to Date	% Spent
<i>Villard Square Lease</i>	\$ 13,182	\$ 13,182	100.0%
<i>Mitchell Street Lease</i>	\$ 36,000	\$ -	0.0%
Total	\$ 13,182	\$ 13,182	100.0%

	Budget	Spent to Date	% Spent
	\$ 13,182	\$ 13,182	100.0%
	\$ -	\$ -	0.0%
	\$ 13,182	\$ 13,182	100.0%

Contract Grants

	Budget	Spent to Date	% Spent
<i>Teacher in the Library</i>	\$ -	\$ -	0.0%
<i>WTBBL</i>	\$ 968,700	\$ 97,957	10.1%
<i>ILS</i>	\$ 96,297	\$ 7,020	7.3%
Total	\$ 1,064,997	\$ 104,978	9.9%

	Budget	Spent to Date	% Spent
	\$ 100,000	\$ 61,827	61.8%
	\$ 968,700	\$ 106,194	11.0%
	\$ 96,849	\$ 6,299	6.5%
	\$ 1,165,549	\$ 174,320	15.0%

Trust Funds

	Budget	Spent to Date	% Spent
<i>Materials</i>	\$ 65,100	\$ 53,181	81.7%
<i>Programming</i>	\$ 78,278	\$ 13,433	17.2%
<i>Training</i>	\$ 10,000	\$ 2,942	29.4%
<i>Marketing</i>	\$ 22,000	\$ 300	1.4%
<i>Contingency</i>	\$ 2,022	\$ 534	26.4%
Total	\$ 177,400	\$ 70,390	39.7%

	Budget	Spent to Date	% Spent
	\$ 55,321	\$ 53,603	96.9%
	\$ 73,278	\$ 13,692	18.7%
	\$ 9,200	\$ 7,281	79.1%
	\$ 15,000	\$ 5,470	36.5%
	\$ 1,600	\$ 119	7.4%
	\$ 154,399	\$ 80,165	51.9%

Foundation Funds

	Budget	Spent to Date	% Spent
<i>Materials</i>	\$ 349,921	\$ 148,367	42.4%
<i>Other Activities</i>	\$ 1,339	\$ -	0.0%
<i>Programming</i>	\$ 530,081	\$ 310,637	58.6%
Total	\$ 881,341	\$ 459,004	52.1%

	Budget	Spent to Date	% Spent
	\$ 268,250	\$ 102,043	38.0%
	\$ 26,314	\$ 25,830	98.2%
	\$ 491,172	\$ 400,555	81.6%
	\$ 785,736	\$ 528,428	67.3%

Investments

U.S. Bank National Assoc. Commercial Paper #327138159 (rated A1+) dated 07/03/17 and maturing 08/02/17 at a rate of 0.30%.....\$275,000.

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

2017

2016

City Revenues

	Budget	Received to Date	% Received
<i>City Budget Appropriation</i>	\$ 22,823,120	\$ 14,833,662	65.0%
<i>Fines</i>	\$ 245,000	\$ 144,113	58.8%
<i>Lost Materials, etc.</i>	\$ 117,600	\$ 50,763	43.2%
<i>MCFLS Contracts</i>	\$ 725,000	\$ 376,565	51.9%
Total City Appropriation	\$ 23,910,720	\$ 15,405,103	64.4%

	Budget	Received to Date	% Received
	\$ 22,613,655	\$ 14,501,204	64.1%
	\$ 280,000	\$ 174,661	62.4%
	\$ 120,000	\$ 73,497	61.2%
	\$ 720,000	\$ 368,259	51.1%
Total	\$ 23,733,655	\$ 15,117,621	63.7%

City Expenses

Salaries & Benefits

	Budget	Spent to Date	% Spent
<i>Salaries</i>	\$ 13,001,816	\$ 8,177,549	62.9%
<i>Fringe Benefits</i>	\$ 5,729,318	\$ 3,689,596	64.4%

	Budget	Spent to Date	% Spent
	\$ 12,577,933	\$ 8,350,123	66.4%
	\$ 6,037,408	\$ 3,660,563	60.6%

Operating

	Budget	Spent to Date	% Spent
<i>General Office</i>	\$ 158,158	\$ 66,270	41.9%
<i>Tools & Machinery Parts</i>	\$ 31,000	\$ 13,183	42.5%
<i>Construction Supplies</i>	\$ 38,000	\$ 19,366	51.0%
<i>Energy</i>	\$ 809,700	\$ 457,936	56.6%
<i>Other Operating Supplies</i>	\$ 199,615	\$ 150,042	75.2%
<i>Vehicle Rental</i>	\$ 8,300	\$ 3,834	46.2%
<i>Non-Vehicle Equipment Rental</i>	\$ 32,700	\$ 19,276	58.9%
<i>Professional Services</i>	\$ 75,000	\$ 137,261	183.0%
<i>Information Technology Services</i>	\$ 357,198	\$ 363,437	101.7%
<i>Property Services</i>	\$ 1,013,758	\$ 740,383	73.0%
<i>Infrastructure Services</i>	\$ 28,000	\$ 13,253	47.3%
<i>Vehicle Repair Services</i>	\$ 1,500	\$ -	0.0%
<i>Other Operating Services</i>	\$ 137,100	\$ 111,259	81.2%
<i>Reimburse Other Departments</i>	\$ 79,900	\$ 37,943	47.5%
Total	\$ 2,969,929	\$ 2,133,442	71.8%

	Budget	Spent to Date	% Spent
	\$ 158,000	\$ 76,459	48.4%
	\$ 31,000	\$ 19,594	63.2%
	\$ 38,000	\$ 26,647	70.1%
	\$ 817,100	\$ 424,133	51.9%
	\$ 209,465	\$ 93,399	44.6%
	\$ 8,300	\$ 3,395	40.9%
	\$ 32,700	\$ 14,719	45.0%
	\$ 70,000	\$ 82,195	117.4%
	\$ 364,548	\$ 339,528	93.1%
	\$ 984,363	\$ 511,955	52.0%
	\$ 28,000	\$ 18,320	65.4%
	\$ 1,500	\$ -	0.0%
	\$ 152,857	\$ 123,574	80.8%
	\$ 79,900	\$ 60,536	75.8%
Total	\$ 2,975,733	\$ 1,794,454	60.3%

Equipment

	Budget	Spent to Date	% Spent
<i>Library Materials</i>	\$ 1,751,774	\$ 1,112,461	63.5%
<i>Computers, etc.</i>	\$ 371,883	\$ 227,657	61.2%
<i>Other</i>	\$ 86,000	\$ 64,397	74.9%
Total	\$ 2,209,657	\$ 1,404,515	63.6%
Total City Expenses	\$ 23,910,720	\$ 15,405,103	64.4%

	Budget	Spent to Date	% Spent
	\$ 1,653,774	\$ 1,091,264	66.0%
	\$ 418,707	\$ 194,170	46.4%
	\$ 70,100	\$ 27,047	38.6%
Total	\$ 2,142,581	\$ 1,312,481	61.3%
Total	\$ 23,733,655	\$ 15,117,621	63.7%

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

2017

2016

Additional Funding Sources

Other Departmental Appropriation

	Budget	Spent to Date	% Spent
<i>Villard Square Lease</i>	\$ 13,182	\$ 13,182	100.0%
<i>Mitchell Street Lease</i>	\$ 36,000	\$ -	0.0%
Total	\$ 13,182	\$ 13,182	100.0%

	Budget	Spent to Date	% Spent
	\$ 13,182	\$ 13,182	100.0%
	\$ -	\$ -	0.0%
	\$ 13,182	\$ 13,182	100.0%

Contract Grants

	Budget	Spent to Date	% Spent
<i>Teacher in the Library</i>	\$ -	\$ -	0.0%
<i>WTBBL</i>	\$ 968,700	\$ 164,682	17.0%
<i>ILS</i>	\$ 96,297	\$ 13,983	14.5%
Total	\$ 1,064,997	\$ 178,666	16.8%

	Budget	Spent to Date	% Spent
	\$ 100,000	\$ 62,856	62.9%
	\$ 968,700	\$ 176,212	18.2%
	\$ 96,849	\$ 13,478	13.9%
	\$ 1,165,549	\$ 252,546	21.7%

Trust Funds

	Budget	Spent to Date	% Spent
<i>Materials</i>	\$ 65,100	\$ 53,249	81.8%
<i>Programming</i>	\$ 78,278	\$ 16,734	21.4%
<i>Training</i>	\$ 10,000	\$ 4,080	40.8%
<i>Marketing</i>	\$ 22,000	\$ 432	2.0%
<i>Contingency</i>	\$ 2,022	\$ 534	26.4%
Total	\$ 177,400	\$ 75,029	42.3%

	Budget	Spent to Date	% Spent
	\$ 55,321	\$ 53,603	96.9%
	\$ 73,278	\$ 15,136	20.7%
	\$ 9,200	\$ 7,281	79.1%
	\$ 15,000	\$ 8,828	58.9%
	\$ 1,600	\$ 316	19.8%
	\$ 154,399	\$ 85,164	55.2%

Foundation Funds

	Budget	Spent to Date	% Spent
<i>Materials</i>	\$ 349,921	\$ 153,041	43.7%
<i>Other Activities</i>	\$ 1,339	\$ -	0.0%
<i>Programming</i>	\$ 530,081	\$ 371,916	70.2%
Total	\$ 881,341	\$ 524,957	59.6%

	Budget	Spent to Date	% Spent
	\$ 250,250	\$ 109,861	43.9%
	\$ 41,314	\$ 29,323	71.0%
	\$ 562,172	\$ 454,774	80.9%
	\$ 853,736	\$ 593,958	69.6%

Investments

No funds were invested this period.

**Director's Report
July / August / September**

With this report, autumn is nipping at our heels after a great summer season. Over 25,000 youth participated in the Library's Super Reader Summer Reading Club, final work on Mitchell Street is being completed, the design of the new Mill Road/Good Hope branch library is underway, the 2018 Proposed Budget was completed, and we are nearing the completion of our progress report on the strategic plan.

I represented Mayor Barrett at a press conference at Milwaukee Public School's Marshall High School, announcing the launch of a partnership with Sprint to provide 2,800 students in city high schools with internet access. We also learned that these students work daily with Chromebooks. This will impact the way in which we work with local high school students.

MPL HELPS PEOPLE READ

Super Reader and Teen Summer Challenge. The Super Reader and Teen Summer Challenge continue to support MPL's organizational value of creating a city of readers and lifelong learners. Updates to the program this year included an online, mobile-friendly tracking component for both the Super Reader program and the Teen Summer Challenge. Participation: 25,074.

Teen Book Trailer Competition and Red Carpet Event. The Teen Summer Challenge was redesigned to support teen educational achievement by encouraging reading, creative expression, and the development of 21st century skills. The featured activity was a book trailer competition inviting teens to create a short movie trailer about their favorite book. DocUWM students facilitated a series of video making workshops at **Atkinson, Bay View, Tippecanoe, Villard Square, Washington Park, and Zablocki branches** providing teens with the necessary equipment to create their films along with near peer mentorship. Winners were determined by a panel of professional film makers from a pool of 20 entries and the movies were screened and winners announced at a Red Carpet Event in Centennial Hall on August 11. The three winning entries can be seen online at: www.mpl.org/summerreading/teens. Red Carpet Event attendance: 65.

MPL HELPS PEOPLE LEARN

Writing to Transform: Discovery Lunch for Lifelong Learners. The Discovery Lunches series continues this summer bringing educational and informative programming targeted towards lifelong learners. **Central Library** featured writing coach and author Rochelle Melander for a session on Writing to Transform, focusing on journaling as narrative therapy helping to access memories, improves wellness, and explores creativity. Attendance: 4

Faces of a Fish Empire Exhibit and Reception. From July 7-31 **Central Library** hosted the Faces of a Fish Empire photographic exhibit. Between the 1960s and '80s, Tom Kutchera, former owner Empire Fish, captured Empire Fish's workers who supplied fish to Milwaukee fish fries and restaurants. The exhibit tells not only the story of well-known local fishing company but also of the anthropological changes of Milwaukee: its culture, food, religion, and demographics and the transformation in the city's relationship to Lake Michigan and the Great Lakes. At the exhibit's reception in the Richard E. and Lucile Krug Rare Books Room, Joe Kutchera presented the story behind the Faces of a Fish Empire exhibit and research on the demise of commercial fishing on Lake Michigan. The exhibit and reception was presented in partnership with the Wisconsin Marine Historical Society. Attendance 98.

Summer Series for Kids. Free Weekly Entertainment for Kids series in July at the **Villard Square branch** saw four quality programs: Amani's World, Fox & Branch, Ms. Kim's Amazing Animals and Juggler Steve Girman. While all the programs were well attended, the new Amani's World program had modern music that families enjoyed and Ms. Kim and Her Amazing Animals remains a crowd favorite. Attendance: 27, 55, 62, 45.

Solar Eclipse. At the Milwaukee Public Library **Villard Square branch** on August 21, staff held back four pairs of the glasses to watch the eclipse near its peak with interested patrons who hadn't been able to secure glasses earlier in the day. All ages joined us while generously taking turns with the glasses we had and making sure everyone had a chance to see the eclipse. Attendees made buttons proclaiming "I saw the eclipse at the library." Attendance: 30

Solar Eclipse Programming. The Milwaukee Public Library hosted the "All American Solar Eclipse" programming across all library locations on August 21. MPL received thousands of calls and in-person inquiries regarding the distribution of solar eclipse glasses. The library was fortunate to have received 1,000 glasses for the system through a grant from StarNet. The solar eclipse was an exciting event to experience and allowed staff to introduce youth to career and science opportunities related to Science Technology, Engineering, and Mathematics (STEM). Special eclipse programming included a Pre-Eclipse Session at **Mill Road branch** on August 11, Eclipse Tours on Central's Green Roof, a Solar Story Time and pop-up programming at **Capitol branch**, and a Solar Eclipse Extravaganza at the **Mill Road branch**. Attendance: 437

Gentle Chair Yoga. During the month of August **Central Library** hosted weekly Gentle Chair Yoga classes with certified yoga instructor Kat Macdonald. The class focused on strength building and accessible poses for a variety of ability levels. Participants were from a wide array of ages and backgrounds and expressed their appreciation of the program with program evaluation comments such as "More yoga please! Great instructor!" and "I found this program very informative and helpful." Attendance: 42.

Hands-On Wisconsin History for Children. This summer, the Wisconsin Historical Society (WHS) brought the solid foundations of museum education to every MPL location through interactive object and place-based presentations on Wisconsin's history. Kurt Griesemer, Coordinator of Primary Education at WHS, shared primary source artifacts from different periods of Wisconsin history with school-age attendees. Participants were encouraged to be historians for a day and ask the questions historians ask: How do objects help tell the story of the past? What can we learn from objects? How do our lives compare to those of the people who lived in Wisconsin hundreds of years ago? Attendance: 149.

Thinking Money Exhibit, Kickoff Event, and Programs. **Central Library** was chosen to host the Thinking Money Exhibition which is a museum-quality traveling exhibit that will travel to 50 U.S. public libraries between 2016 and 2018. The exhibition included an adventure-themed storyline, interactive iPad content and other fun, hands-on activities to explore a variety of financial themes.

Thinking Money was developed by the American Library Association Public Programs Office in collaboration with the FINRA Investor Education Foundation, whose support made this exhibition possible.

July grant programs include:

- Thinking Money Exhibition Kickoff
On Tuesday, July 11, staff from the Business, Technology and Periodicals Department hosted a kickoff event to introduce the goals and characters featured in the exhibit. The event included a visual scavenger hunt, a money smart photo booth, a good credit and bad credit challenge, and money themed treats, prizes, and book display. Attendance: 54
- Money Smart, Life Smart: A Financial Lunch and Learn for Teens
On Wednesday, July 19, Money Coaches and program alumni from Make a Difference WI were available for a panel discussion to share their experiences and answer questions on financial topics over lunch. Teens learned about saving, budgeting, credit, and more. Lunch from Cousins Subs was provided. Attendance: 38
- Money Doesn't Grown on Trees
Parents and children joined Early Start=Money Smart Financial Educator Jennifer Guenther on Tuesday, July 25 as she introduced financial concepts to children such as earning income, buying/providing goods and services, saving for a rainy day, and more. Attendance: 18

MPL HELPS PEOPLE CONNECT

Browser the Library Lion. On July 29, Milwaukee families celebrated with Browser the Library Lion during a Library Loud Days special event at the **Central Library!** Over 500 children, parents and grandparents joined the fun and wished Browser a Happy Birthday. We danced to *Ms. Jen and the Jellyfish*, were wowed by balloon creations with Tim Glander, and of course, there were many faces painted. The crowd even sang Browser Happy Birthday, twice! Browser's special guests took home their own Browser library bag, made a bookmark, ate cupcakes and played Pin the Nose on Browser. Families also enjoyed stories in the Story Nook. It was truly a celebration fit for a king. Attendance: 500

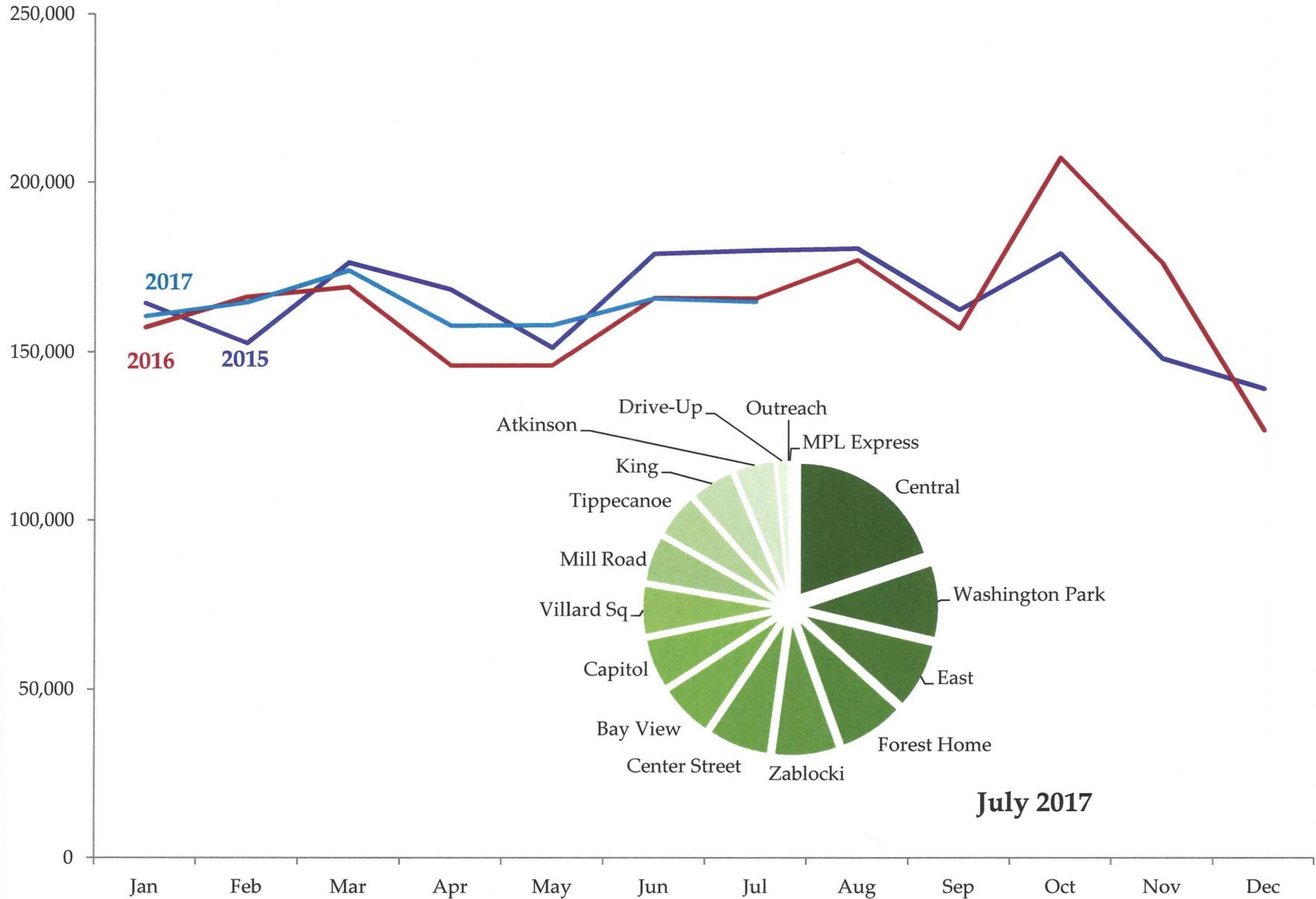
Wonderfully Wild Wednesday: Camp Out. On July 19, from 4-7, a Camp Out was held at **MPL Express at Silver Spring**, this month's Wonderfully Wild Wednesday. People in attendance were excited to have old fines waived, receive replacement cards, participate in crafts, eat s'mores, chat around the "camp fire," and play in the tents. Milwaukee Public Schools had a great staff turnout for their booth and were excited to join us again. Everyone in attendance was appreciative of the library's presence and grateful to have instruction on the MPL Express library. One patron shared that she tries to pick-up all her "holds" at MPL Express and is very glad to have it in the neighborhood. Another patron was excited to learn she could have materials sent to the location for pick up, and a very exuberant group of youngsters joined us for almost the entire program, assisting in clean. As staff members began to leave, the children yelled, "See you on the 16th!" Attendance: 61

Local History Manuscript Collection. A researcher from Texas called **Central Library** about Local History Manuscript Collection #348 Stern, Lucia & Eric C., that she found on WorldCat. WorldCat is a union catalog that itemizes the collections of 72,000 libraries in 170 countries. The patron's mother, Virginia Fontaine was a friend of Lucia Stern and one of Fontaine's paintings is currently on display at the Central Library Art Gallery. She was coming to Milwaukee and wanted to research the manuscript collection to see if she could find additional information about the relationship between her mother and Lucia and was very happy that we had the collection. Central staff contacted the patron with the finding aid so that she could decide what materials she wanted to view. The woman came to the library and

conducted research, not only on that manuscript collection, but also used other materials in Humanities and in Art, Music, and Recreation room. The patron donated correspondence between her mother and Lucia Stern to the Stern collection, and a book to the print collection.

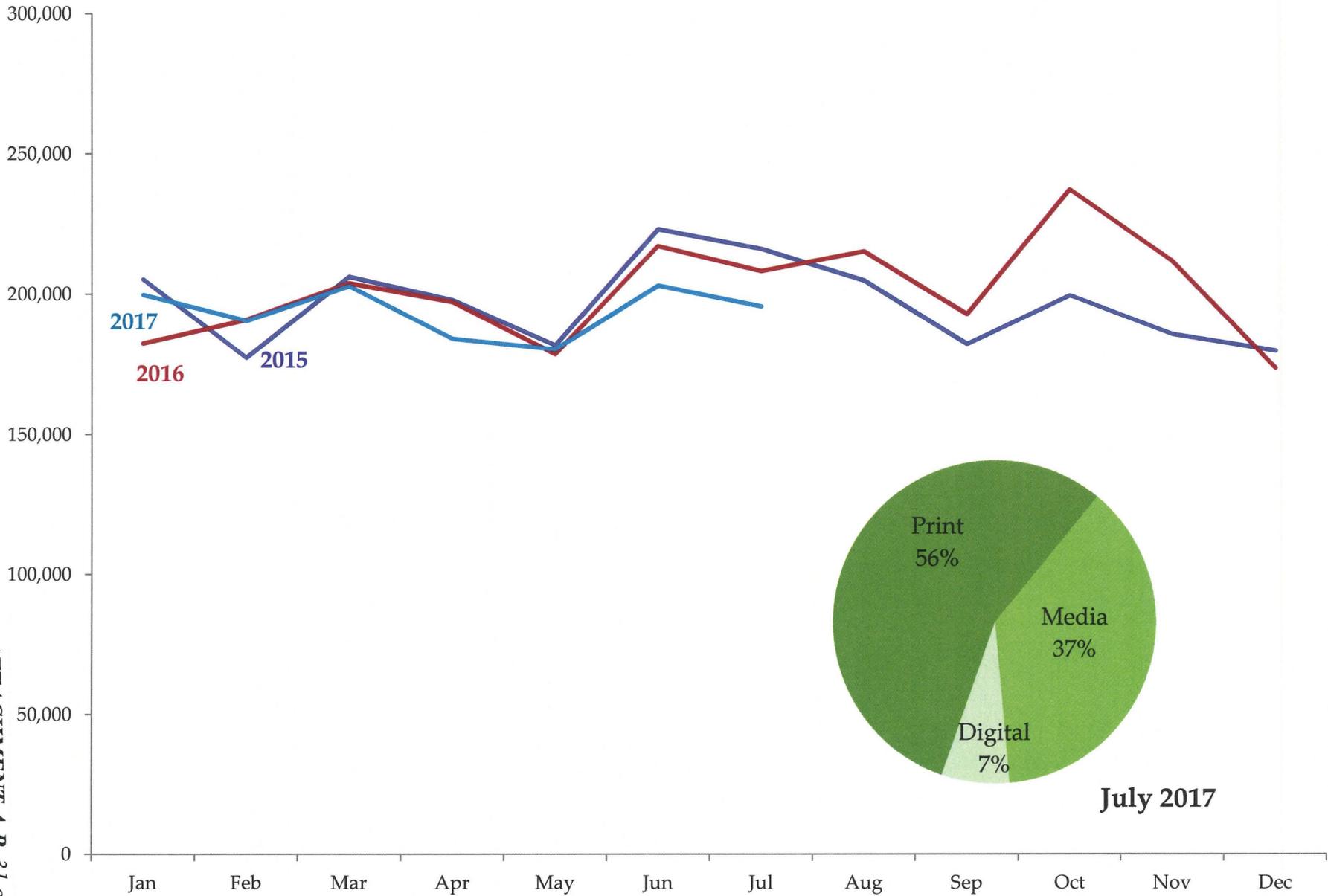
Milwaukee Public Library at Mexican Fiesta. MPL staff attended 2017 Mexican Fiesta in the Cultural Pavilion at the Henry Maier Festival Grounds. At the event information was shared on upcoming library programs, news of the new Mitchell Street branch grand opening, and resources such as Brainfuse. Volunteers for Mitchell Street branch grand opening were also recruited.

Milwaukee Public Library Visits

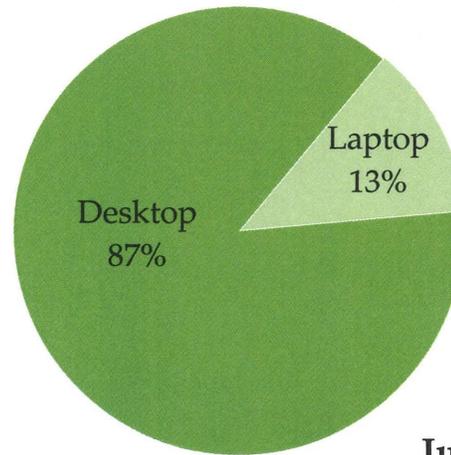
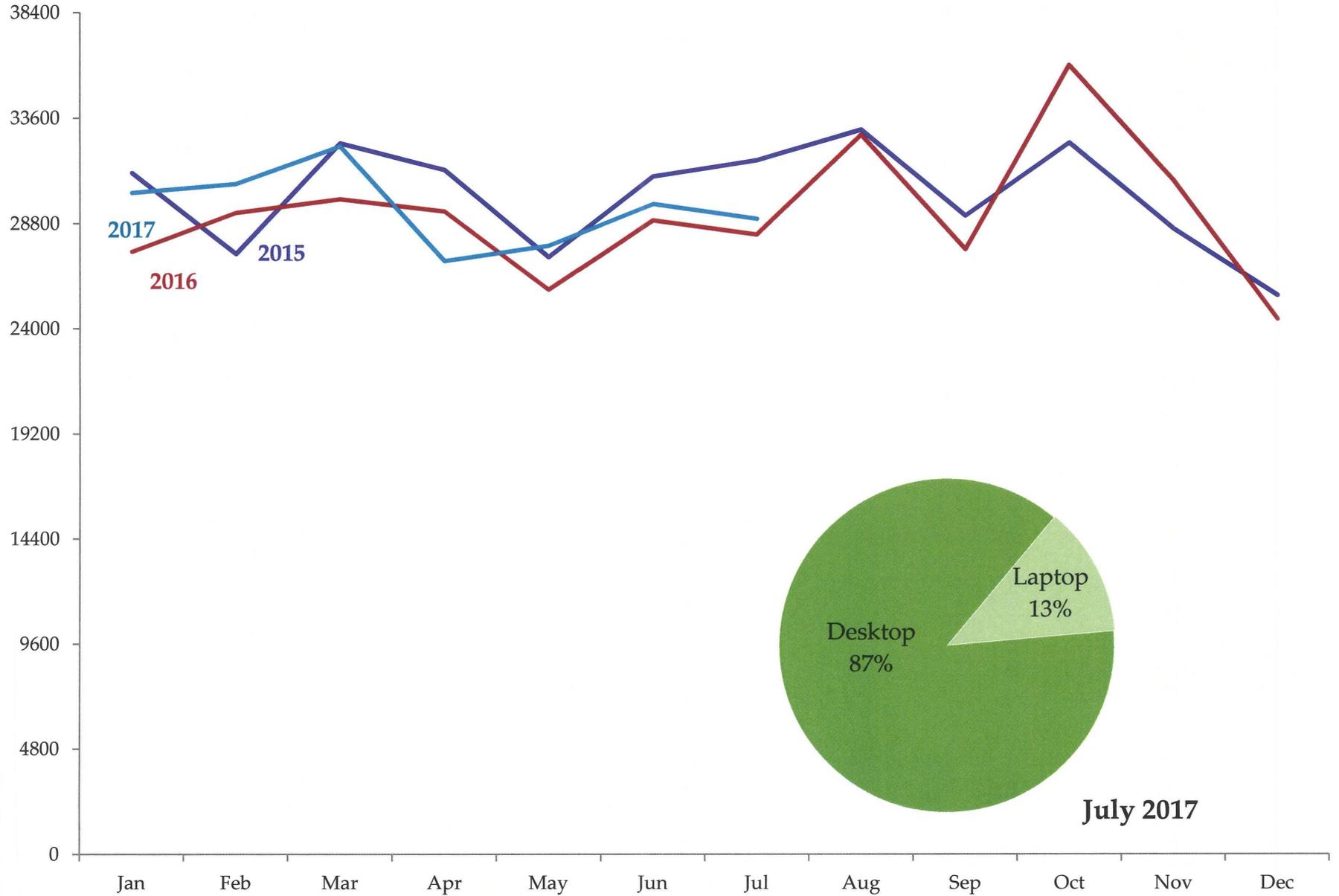


July 2017

Milwaukee Public Library Circulation



Milwaukee Public Library Hours of Computer Usage



July 2017

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

Unique Visitors to the MPL Website						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	187,785	444,579	-57.8%	1,722,060	3,051,942	-43.6%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	4,936	4,811	2.6%	34,234	31,929	7.2%

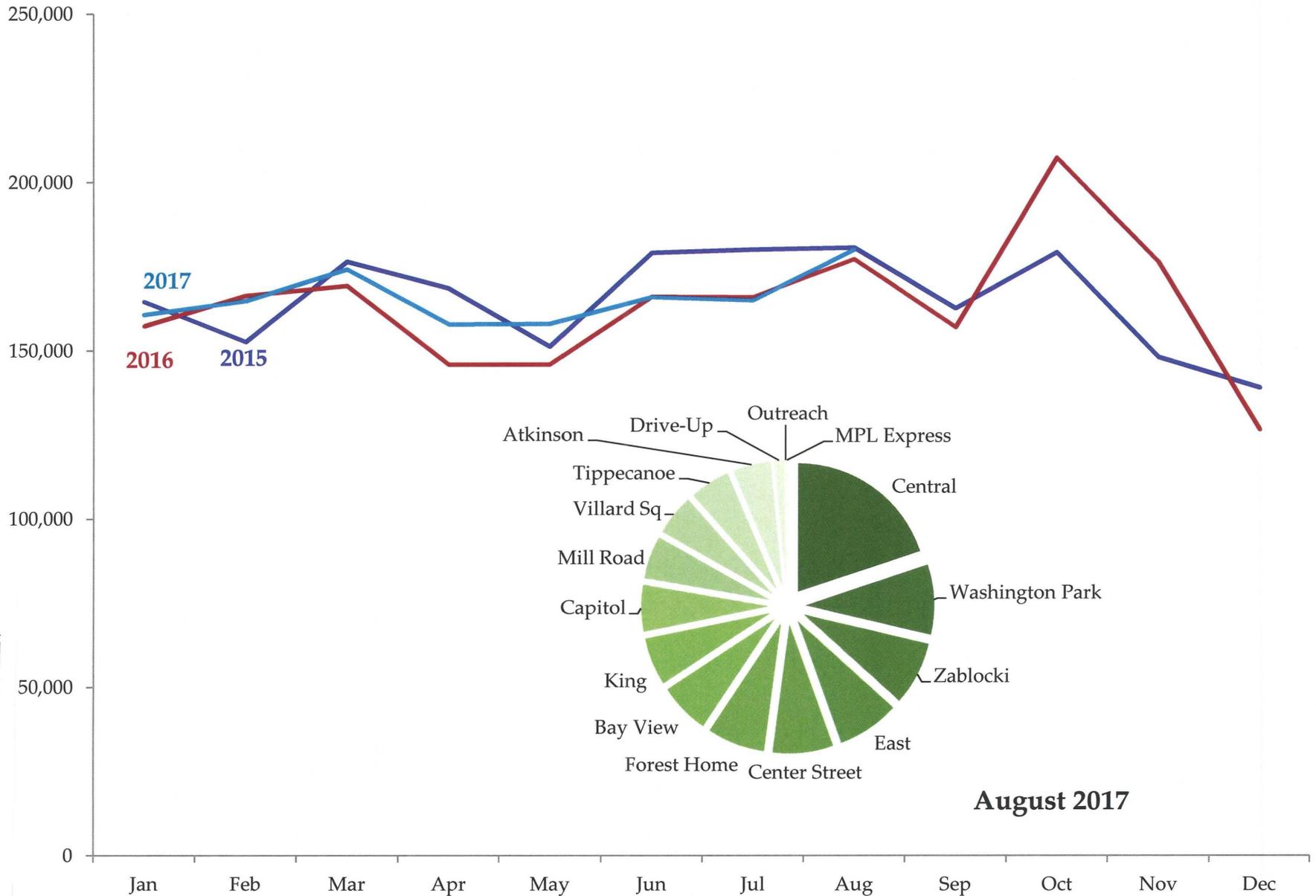
OverDrive Digital Download Circulation, by format						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	8,157	7,879	3.5%	59,693	50,466	18.3%
Audiobooks	5,958	5,439	9.5%	40,685	33,452	21.6%

Downloads of Digital Music through Freegal						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	2,512	2,799	-10%	18,428	20,763	-11%

Milwaukee Patron Holds Placed Through CountyCat						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	38,535	37,515	2.7%	271,734	272,196	-0.2%

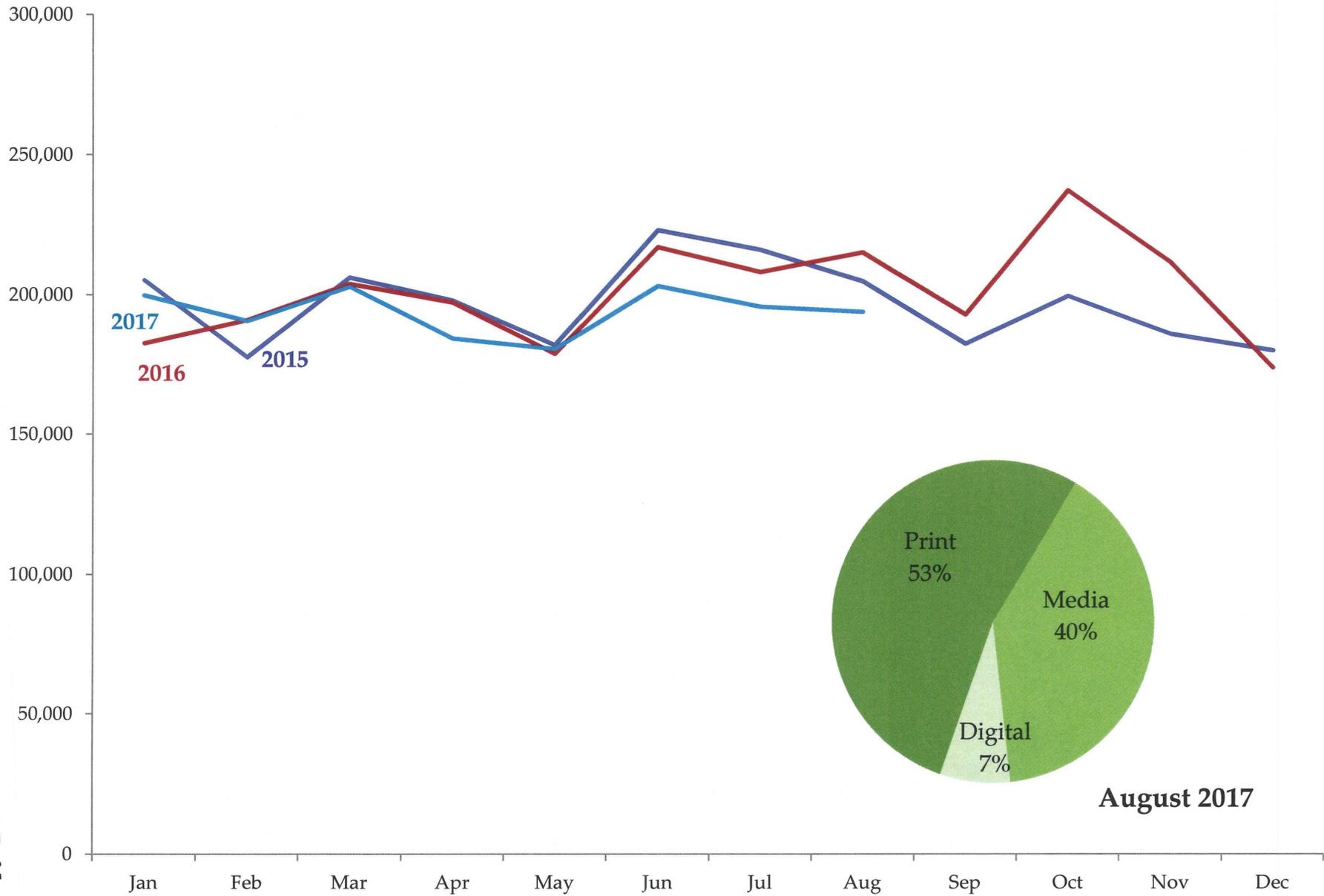
Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	11,185	10,756	4.0%	83,355	81,552	2.2%
Atkinson	890	744	19.6%	5,942	5,039	17.9%
Bay View	2,285	2,108	8.4%	16,809	16,263	3.4%
Capitol	1,766	1,778	-0.7%	12,719	12,547	1.4%
Center Street	935	915	2.2%	6,692	6,861	-2.5%
East	2,176	1,927	12.9%	15,078	13,697	10.1%
Forest Home	1,116	952	17.2%	7,255	6,894	5.2%
Martin Luther King	914	786	16.3%	6,155	5,300	16.1%
Mill Road	1,285	1,177	9.2%	8,345	8,240	1.3%
Tippecanoe	2,030	1,539	31.9%	12,573	8,306	51.4%
Villard Square	832	654	27.2%	5,374	6,211	-13.5%
Washington Park	1,246	778	60.2%	7,636	6,291	21.4%
Zablocki	2,181	1,914	14.0%	14,804	15,121	-2.1%
YCOS - EOS	242	39	520.5%	1,832	705	159.9%
TOTAL	29,083	26,067	11.6%	204,569	193,027	6.0%

Milwaukee Public Library Visits

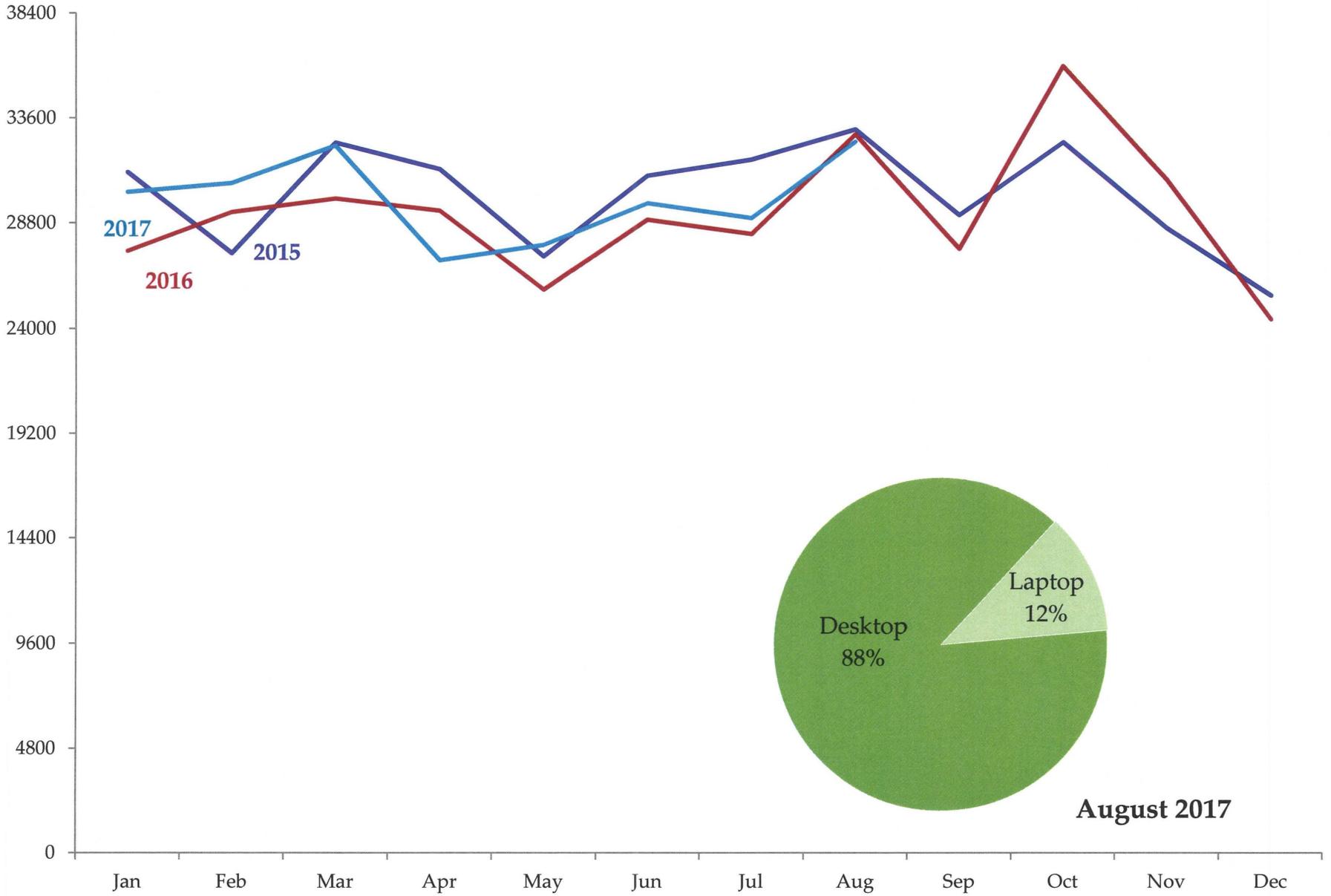


August 2017

Milwaukee Public Library Circulation



Milwaukee Public Library Hours of Computer Usage



**Milwaukee Public Library
Computer, Internet, and Electronic Statistics
August, 2017**

Unique Visitors to the MPL Website						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	283,020	412,050	-31.3%	2,005,080	3,463,992	-42.1%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	5,796	5,274	9.9%	40,030	37,203	7.6%

OverDrive Digital Download Circulation, by format						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	8,555	7,992	7.0%	68,248	58,458	16.7%
Audiobooks	6,105	5,719	6.7%	46,790	39,171	19.5%

Downloads of Digital Music through Freegal						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	2,252	2,854	-21%	20,680	23,617	-12%

Milwaukee Patron Holds Placed Through CountyCat						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	38,451	39,851	-3.5%	310,185	312,047	-0.6%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	12,340	12,507	-1.34%	95,695	94,059	1.7%
Atkinson	944	778	21.34%	6,886	5,817	18.4%
Bay View	2,322	2,598	-10.62%	19,131	18,861	1.4%
Capitol	1,777	1,852	-4.05%	14,496	14,399	0.7%
Center Street	969	983	-1.42%	7,661	7,844	-2.3%
East	2,245	2,098	7.01%	17,323	15,795	9.7%
Forest Home	1,102	1,045	5.45%	8,357	7,939	5.3%
Martin Luther King	992	846	17.26%	7,147	6,146	16.3%
Mill Road	1,235	1,302	-5.15%	9,580	9,542	0.4%
Tippecanoe	1,752	1,688	3.79%	14,325	9,994	43.3%
Villard Square	940	786	19.59%	6,314	6,997	-9.8%
Washington Park	1,333	833	60.02%	8,969	7,124	25.9%
Zablocki	2,029	2,229	-8.97%	16,833	17,350	-3.0%
YCOS--Outreach	360	41	778.05%	2,192	746	193.8%
TOTAL	30,340	29,586	2.55%	234,909	222,613	5.5%



State of Wisconsin

COUNCIL ON LIBRARY AND NETWORK DEVELOPMENT

July 30, 2017

Paula Kiely, Director
Milwaukee Public Library
814 W. Wisconsin Ave.
Milwaukee, WI 53223

Dear Paula,

On behalf of the Council of Library and Network Development (COLAND), I want to thank you for agreeing to host our July COLAND meeting. It was such a pleasure to visit your magnificent library. It was exciting for our members to meet in the beautiful Rare Books Room.

We enjoyed learning about the services of the Wisconsin Talking Book and Braille Library, as well as ABLE, Audio and Braille Literacy Enhancement. We were so impressed with their facilities and resources. What a valuable resource to your community and the state of Wisconsin.

You were generous with your time and knowledge of the Public Library System Redesign. Members were glad to get your up-to-the minute updates.

Thank you for sharing your time and your library with us.

Sincerely,

A handwritten signature in cursive script that reads 'Cara Cavin'.

Cara Cavin
Chair, Council on Library and Network Development



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

August 28, 2017

To: Library Building & Development Committee of the
Milwaukee Public Library Board of Trustees:
Chairperson Michele Bria, Sharon Cook, Ald. Nik Kovac, Joan Prince, Dir. Mark Sain
All trustees are welcome to attend
MPL: Joan Johnson, Jennifer Meyer Stearns, Sam McGovern-Rowen, Armando Chacon
Maures Development / Royal Capital Group: Melissa Goins, Terrell Walter

Fm: Paula A. Kiely, Library Director

Re: Library Building & Development Committee Meeting
September 7, 2017, Thursday, 8:00 a.m.-9:00 a.m.
Central Library Meeting Room 1

MEETING NOTICE AND AGENDA

1. **Mitchell Street Project.** Library Construction Project Manager Sam McGovern-Rowen will provide a final update on the progress of the Mitchell Street Project which opens September 30, 2017.
2. **Vacating Forest Home Property.** The Committee will approve the date for vacating the Forest Home branch library and returning it to the City for disposition.
3. **Mill Road / Good Hope Road Redevelopment Project.** Library Construction Project Manager Sam McGovern-Rowen will provide an update on the Good Hope Project and the committee will deliberate on the draft Term Sheet for the purchase of the condominium.

“The Library Board of Trustees may vote to convene in Executive Session, pursuant to Wisconsin Statutes sec. 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” for the purpose of negotiations related to the offer to purchase a condominium within the Good Hope Development.

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

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

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

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

ATTACHMENT B-P. 1 of 4
MPL AGENDA 09/26/17

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES**

**Thursday September 7, 2017
Central Library Meeting Room 1**

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

EXCUSED: Sharon Cook

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

PRESENT: Budget & Management: Eric Pearson

Maures Development / Royal Capital Group: Melissa Goins, Terrell Walter

Committee Chair Michele Bria called the MPL Board of Trustees Building & Development Committee meeting to order at 8:10 a.m. on September 7, 2017 with a quorum present.

1. **Mitchell Street Project.** Library Construction Project Manager Sam McGovern-Rowen reported that the Forest Home branch will close on September 17, 2017. This gives staff two weeks to transfer the collection, move in, and orient themselves to the new branch which opens on September 30, 2017. Invitations have been sent for the ribbon-cutting, opening ceremony and celebration. Informational item.

2. **Vacating Forest Home Property.** At the June 1, 2017 Building and Development Committee meeting, trustees reviewed a memo from the City Attorney's Office regarding the sales process for the Forest Home branch. Director Kiely said the library will maintain control of the building through October 31, 2017. She recommended the Board transfer the building to the Department of Public Works to maintain the site and to the Department of City Development (DCD) for sale, as of November 1, 2017. Wisconsin Statutes state that the Library Board shall have exclusive control of library assets, and moneys collected will be deposited in the Library Fund. Trustee Sain moved and Trustee Kovac seconded a motion directing library administration to communicate with DCD that the Forest Home branch building will be available on November 1, 2017 and request that net proceeds for the sale of the building be credited to the Library Fund. Motion passed.

3. **Mill Road / Good Hope Road Redevelopment Project.** Director Kiely said the draft Term Sheet for the purchase of the Good Hope Project is being prepared and it is expected to be brought to the full Board at the September 26, 2017 regular meeting for discussion as a Committee of the Whole. Project Manager Terrell Walter and development partner Melissa Goins from Maures Development / Royal Capital Group distributed a document titled Mill Road Library Redevelopment (Good Hope) Development Schedule, attached at the end of these minutes.

3. **Mill Road / Good Hope Road Redevelopment Project.** (continued)

Since the Low-Income Housing Tax Credits (LIHTC) were awarded on May 16, 2017, the development team has been diligent in securing funding and meeting with MPL and architects Engberg Anderson and Zimmerman. Most recently, a site assessment and the developer's architectural schematic design have been completed. The schematic design will be reviewed by Mr. McGovern-Rowen and MPL's architectural team, Zimmerman Architectural Studios. The delivery of the core and shell to MPL is expected in mid-November 2018, with completion scheduled for March 2019. Director Kiely added that MPL will hire an owner's representative to review the progress of the contractor's schedule, consult with the developer's project manager, and advise the library as necessary.

Mr. McGovern-Rowen said staff and Zimmerman Architectural Studios hosted a community meeting on August 28, 2017 to discuss the design concepts for the future library. The meeting was well attended and the public's comments will be taken into consideration.

Informational item.

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

Mill Road Library Redevelopment (Good Hope)

Development Schedule

Tasks	Date	Objective/Note
Tax Credit Application Submission	Friday, March 3, 2017	Submittal due to WHEDA for 9% Tax Credits
Tax Credit Awards Announced	Tuesday, May 16, 2017	Mill Road Library Redevelopment is successful in obtaining a 2017 LIHTC allocation
Inform Stakeholders	Wednesday, May 17, 2017	Inform Stakeholders of Tax Credit Award
Developer/Architect Kick Off Meeting	Tuesday, May 23, 2017	Development team meeting for project kick off
Tax Credit Investor Interview/Bid Process	Thursday, May 25, 2017	Commencement of Investor LOI/Bid process
Permanent Financing Lender Engaged	Friday, May 26, 2017	Permanent financing lender selected
Member Bank Engaged for AHP	Thursday, June 1, 2017	Member Bank selected for AHP application
AHP Application Submitted	Friday, June 16, 2017	AHP application submitted to Federal Home Loan Bank of Chicago
Developer/Attorney Term Sheet Review (MPL)	Tuesday, June 20, 2017	Meeting to review discuss and draft MPL term sheet
Architectural Coordination Meeting	Thursday, June 29, 2017	Meeting with Developer, MPL, & Architects (Engberg Anderson and Zimmerman)
General Contractor Engaged	Friday, July 7, 2017	G.C. Engagement: Determination of project schedule of values
Architecture & Design	Monday, July 17, 2017	Release architect to begin completing Schematic Design documents
First Draft MPL Term Sheet Submitted	Tuesday, July 18, 2017	Draft term sheet submitted to Milwaukee Public Library
Structural Engineering Selection	Tuesday, August 1, 2017	Release structural engineer
Tax Credit Investor Selected	Monday, August 7, 2017	Tax Credit Investor selected (fully executed LOI)
Civil Engineering Selection	Tuesday, August 15, 2017	Civil Engineer Engaged
First Draft MPL Term Sheet Received from City Attorney	Thursday, August 17, 2017	Received redlined term sheet from City of Milwaukee Attorney for review/discussion
Second Draft MPL Term Sheet Submitted	Wednesday, August 30, 2017	Second draft of term sheet submitted to MPL and City Attorney
City of Milwaukee Right of Entry Requirements Satisfied	Wednesday, August 30, 2017	Granted right of entry by City of Milwaukee for site inspection purposes
Schematic Design Completed (Architectural)	Tuesday, September 5, 2017	Completion of Schematic Design (SD) for Developer review/approval
Meeting with MPL and City Attorney for Term Sheet	Tuesday, September 5, 2017	Meeting with MPL, City Attorney, Developers and Developer Attorney to discuss term sheet
MPL Building & Development Committee	Thursday, September 7, 2017	Presentation to provide an update on the project to the Committee: term sheet, schedule, etc.
Submittal of Architectural Plans for Zoning Review	Friday, September 8, 2017	Submittal of plans for confirmation of zoning compliance
Site Inspection/Analysis	Tuesday, September 12, 2017	Site analysis for current condition, demolition, and abatement needs
MPL Term Sheet Completed	Tuesday, September 19, 2017	Agreement in Principal by MPL, City Attorney, and Developers
MPL Board Meeting	Tuesday, September 26, 2017	Presentation to provide an update on the project to the MPL Board: term sheet, schedule, etc.
MPL Building & Development Committee	Thursday, October 5, 2017	Design review and project update presentation for the Committee
Zoning, Neighborhoods and Development (ZND)	Tuesday, October 10, 2017	Public hearing, Development team requesting approval of term sheet
Design Development Completed (Architectural)	Friday, October 13, 2017	Completion of Design Development (DD) set for Developer review/approval
Common Council	Tuesday, October 17, 2017	Final Approval of term sheet
Review of Structural Engineering Package	Tuesday, November 14, 2017	Substantial completion of Structural Engineering package
Completion of Civil Engineering Plans	Friday, November 17, 2017	Substantial completion of civil engineering plans
AHP Awards Announced	Friday, December 1, 2017	Federal Home Loan Bank of Chicago announces awards
Completion of Construction Documents	Friday, December 8, 2017	Substantial completion of architectural plans and specs
GC/CM Commence Subcontractor Bid Process	Friday, December 22, 2017	Commencement of bid process
GC/CM Completion of Bid Process	Friday, January 26, 2018	Completion of bid process/subcontractor selection
Financial Closing	Wednesday, February 28, 2018	Closing of financing & completion of all due diligence
Construction Commencement	Wednesday, March 14, 2018	Construction Commencement
Delivery of Core and Shell to MPL	Friday, November 16, 2018	Delivery of core and shell to MPL according to approved scope of work
Construction Completion	Friday, March 15, 2019	Substantial completion/Certificate of Occupancy



MILWAUKEE
PUBLIC LIBRARY

To: Paula Kiely, Director

Cc: Joan Johnson

From: CLCR – Education & Outreach

Date: September 11, 2017

RE: Summer Reading Program Results

The Summer Reading program continues to encourage children and teens to read, explore their interests, and learn during the summer with a focus on helping young people develop their own identities as readers. Participation numbers for the program as a whole continue to reach 25,000.

Summer Reading at MPL		Total 2008	Total 2009	Total 2010	Total 2011	Total 2012	Total 2013	Total 2014	Total 2015	Total 2016	Total 2017
Super Reader	Child Care Outreach	N/A	1,295	3,600	2,577	2,292	2,777	2,295	2,773	3,051	2,795
	School Age Outreach	6,196	6,080	7,089	6,054	6,070	5,708	6,136	8,159	8,641	8,735
	Outreach Total	6,196	7,375	10,689	8,631	8,362	8,485	8,431	10,932	11,692	11,530
	In-Library Total	7,903	10,776	10,190	10,389	12,559	12,916	11,227	13,330	12,846	12,568
Super Reader Total		14,099	18,151	20,879	19,020	20,921	21,401	19,658	24,262	24,538	24,086
Teen Summer Challenge Total		934	1,007	800	1,115	1,003	942	1,178	1,003	1,031	976
Total in all Summer Reading Programs		15,033	19,158	21,679	20,135	21,924	22,343	20,836	25,265	25,569	25,074
Percentage change from previous year			27.44%	13.16%	-7.12%	8.89%	1.91%	-6.74%	21.26%	1.20%	-2.00%

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Upcoming Events

- In September, the Steering Committee will be doing a series of in-person sessions around the state to present the progress of the process, to answer questions, and to collect feedback from the community. We encourage you to attend one. You can find the [schedule here](#).
- In October, you will be able to connect with PLSR a couple of different ways at the [Wisconsin Library Association Conference](#) in Wisconsin Dells on October 18-20. On Wednesday & Thursday, October 18 & 19, the Steering Committee will have a presence in the exhibit hall where they will be available to share information about the project and answer questions. On Thursday & Friday, October 19 & 20, each workgroup will be presenting a 45-minute session to provide an update of their service model development and seek feedback.

Steering Committee

- The Steering Committee will now be meeting in person as much as possible. During the in-person meetings, they will be considering large topics for discussion to move the process forward.
- The Steering Committee will be having monthly calls with the System Directors in months when there is not a SRLAAW meeting. A significant portion of the August SRLAAW meeting was dedicated to a discussion of the PLSR process.
- The Committee discussed the possibility of engaging the Public Policy Forum in Milwaukee or another similar entity to validate the results of the process.
- The Steering Committee prepared clarifying information for the workgroups that touches on themes of equity, what the workgroup should be preparing (including maps, staffing, etc.), and the role of the Steering and DPI liaisons as the work progresses.
- At the July retreat, equity emerged as a key theme of the process, and one that the Steering Committee wanted to develop, not just in terms of this process, but beyond. The group further discussed this at their August meeting.
- Additional appointments were made to the Funding Subcommittee. This subcommittee met to begin their work to gathering information about all the funding sources for systems and system services.

Workgroups

- A [workgroup recommendation report outline](#) has been prepared and approved by the Steering Committee for workgroups to use as a template for drafting their reports. We will discuss this in more detail at the meeting.
- For more information about the workgroups' progress, see the [August 7th workgroup update](#) that was provided to the Steering Committee.

- As you'll see in the workgroup update for Resource Libraries, the workgroup administered a survey to all the public libraries in Wisconsin. Bryan McCormick, COLAND Chair and PLSR Steering Committee Liaison to the Resources Libraries Workgroup, will share some of what was learned in this survey.

Updates Regarding Other PLSR Stakeholders

- John Thompson, PLSR Steering Chair, and other members of the Steering Committee attended the July WLA Library Development & Legislation Committee (LD&L) meeting to discuss collaboration between PLSR and LD&L as the process moves forward.
- The Steering Committee is collecting information from systems about the relationship between a system and the counties in the system. This information will help inform how the Steering Committee can engage and educate counties about the PLSR process. The information gathered will include:
 - Describing the administrative and fiscal (not the dollars exchanged) relationships a system has with member counties.
 - Understanding how a system might support libraries in their advocacy at the county level.
 - Understanding roles the system has in county planning.
 - Learning what services a system provides on behalf of a county or counties or are paid for with county funds.

Lastly

- As always, please contact John Thompson – PLSR Steering Chair (thompson@ifls.lib.wi.us) or WiLS – PLSR Project Managers (plsrprojects@wils.org) with any questions, concerns or ideas.



PLSR Regional Meeting Schedule

Join members of the PLSR Steering Committee as they offer an update on the Public Library System Redesign project. Library and System directors, staff, and trustees are all welcome to attend these meetings.

Date	Time	Location	Steering Members
Monday, September 18th	1:00-3:00 p.m.	Sun Prairie Public Library	Steve Ohs Bryan McCormick
Wednesday, September 20th	1:00-3:00 p.m.	Rice Lake Public Library	John Thompson Bridget Christenson
Wednesday, September 20th	10:00 a.m. – 12:00 p.m.	Jack Russell Memorial Library in Hartford	Paula Kiely Jon Mark Bolthouse
Thursday, September 21st	1:00-3:00 p.m.	Vaughn Public Library in Ashland	John Thompson Kristie Hauer
Friday, September 22nd	1:00-3:00 p.m.	Muskego Public Library	Paula Kiely Steve Ohs
Friday, September 22nd	1:00-3:00 p.m.	Marathon County Public Library - Wausau	Kent Barnard Beth Carpenter
Tuesday, September 26th	1:00-3:00 p.m.	Ontario Public Library (tentative)	Jessie Lee-Jones Bridget Christenson
Thursday, September 28th	1:00-3:00 p.m.	Kaukauna Public Library	Beth Carpenter Jon Mark Bolthouse
Friday, September 29th	1:00-3:00 p.m.	Dodgeville Public Library	Jessie Lee-Jones Bryan McCormick
Friday, September 29th	1:00-3:00 p.m.	Stephenson Public Library – Marinette County	Kristie Hauer Kent Barnard