



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. Ashanti Hamilton,

Joe'Mar Hooper, Ald. Nik Kovac, Chris Layden, Joan Prince, Dir. Mark Sain

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

Tuesday April 26, 2016

4:30 p.m.

Central Library

Meeting Room 1

814 West Wisconsin Avenue

Milwaukee, WI 53233

AGENDA

PUBLIC COMMENT

SPECIAL COMMUNICATION

1. **Special Communication.** The Trustees will take a brief recess for the purpose of posing for the annual official photograph.

RESOURCES / RECOMMENDATIONS / RESEARCH

2. **Business Services.** Coordinator of Business, Technology and Periodicals Hermoine Bell-Henderson will provide a presentation regarding library services available to small businesses.

CONSENT AGENDA

Attachment A, page 3

3. **Regular Board Meeting Minutes March 22, 2016.**
4. **Administrative Reports.**
 - a. Personnel Actions
 - b. Financial Report
 - c. Library Director's Reports
 - d. Correspondence of Note

REPORTS

5. **MPL Finance & Personnel Committee.** Due to the lack of a quorum the April 6, 2016 MPL Finance & Personnel committee meeting was cancelled. The Library Board will go into a Committee of the Whole to accept the Independent Auditor's Report of the MPL Trust Fund for calendar year 2015.
6. **Building and Development Committee.** Chair Bria will provide a report from the April 7, 2016 Building and Development Committee meeting regarding the Mitchell Street Project, the Resident Preference Program policy and the 2017 Capital budget request.
Attachment B, page 28
7. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac, Resource Library Representative, will report on the April 18, 2016 MCFLS Board meetings.

OLD BUSINESS

8. **Policy Review – Use of Patron Database to Create Mailing Lists for Fundraising and Marketing.** The Board will review these policies.
Attachment C, page 38

NEW BUSINESS

9. **Art Collection.** President Gurda will announce a plan to study the needs and requirements of maintaining the library's collection of art works.
10. **MPL Board of Trustees Nominating Committee.** President Gurda will announce the members of the Nominating Committee and lead a discussion on vacancies on the Board.
Attachment D, page 40

STRATEGIC DISCUSSION

11. **ConnectEd-Library Card Challenge.** The Trustees will continue the discussion on the ConnectEd-Library Card Challenge.

REMINDER: Next scheduled meetings are:

May 2, 2016 – Services and Programs – Central Library 5:30 p.m.

May 5, 2016 – Building & Development – Central Library 8:00 a.m.

May 24, 2016 – Regular Meeting – Central Library 4:30 p.m.

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

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

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

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday March 22, 2016
Central Library Meeting Room 1
814 West Wisconsin Avenue
Milwaukee, WI 53233**

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

EXCUSED: Michele Bria, Ald. Ashanti Hamilton, Chris Layden

STAFF: Rachel Arndt, Joanne Brown, Ryan Daniels, Joan Johnson, Emily Keely, Dawn Lauber, Sam McGovern-Rowen, Jennifer Meyer, Mary Milinkovich, Judy Pinger, Deidre Steward, Crystal Sura

OTHERS Amy Hefter, Legislative Reference Bureau

PRESENT: Eric Pearson, Budget and Management Division
Andrea Fowler, City Attorney's Office

President Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:40 p.m. on March 22, 2016 with a quorum present. Trustee Coggs, participated by conference phone.

PUBLIC COMMENT None.

RESOURCES / RECOMMENDATIONS / RESEARCH

1. **Library Volunteers.** Volunteer Coordinator Deidre Steward provided a presentation on library volunteers and how they support the library. The volunteer program was expanded in 2014. A total of 13,100 hours were donated by over 600 volunteers from May 2014 through December 2015. Volunteers are a valuable asset to the library and a volunteer recognition reception is scheduled on April 16, 2016 in Central Library's Loos Room. Informational item.

2. **MPL Foundation Update.** MPL Foundation Executive Director Ryan Daniels stated that the MPL Foundation Board of Directors met on March 16, 2016 and approved the budget for the year which includes approximately \$1 million that will be contributed to the library. The Foundation's fundraising goal has increased and staff is confident that the goal will be met. Mr. Daniels distributed a document titled New Milwaukee Public Library Video Series, attached at the end of these minutes. He shared two YouTube videos featuring Stories from around the Stacks to promote MPL. A total of six videos are in production. Informational item.

CONSENT AGENDA

3. Regular Board Meeting Minutes January 26, 2016
4. Administrative Reports.
 - a. Personnel Actions
 - b. Financial Report
 - c. Library Director's Reports

President Gurda asked the Board if any items should be removed from the Consent Agenda presented as attachment A of the agenda. Trustee Cook brought attention to MPL Foundation Update and asked that metrics be shared on the outcomes on the use of a pop-up on MPL's webpage to solicit donations. Director Kiely said information will be shared at the April 26, 2016 meeting. After a brief review of the statistical reports, it was noted that increases in February were due to one more day of service because of leap year. President Gurda entertained a motion to approve the Consent Agenda. Trustee Cook moved and Trustee Kovac seconded a motion to approve the Consent Agenda. Motion passed unanimously.

REPORTS

5. **Building and Development Committee.** Vice Committee Chair Sain referred to the March 3, 2016 Building and Development Committee agenda and minutes, listed as attachment B, page 28 of the agenda. He summarized the minutes noting that the Assistant City Attorney corrected Mr. Matkom's explanation of the New Markets Tax Credit equity in the Mitchell Street Project funding structure. The New Markets Tax Credit will also cover the cost projected at \$1 million of the white box construction by Gorman and Company and the library's budget is going to be at least \$4.5 million. The library will pay no dollars for the white box or on the purchase price. Trustee Sain asked if there was a decision on the subordinate lender, IFF, to solidify Gorman and Company's funding structure for the project. Library Construction Project Manager Sam McGovern-Rowen commented that the final decision from IFF has been delayed. The Mitchell Street Project Developer Agreement is expected to be presented for consideration at the April 7, 2016 Building and Development Committee meeting with a recommendation to the full Board at their Regular meeting on April 26, 2016. The date for the Community Meeting on the design of the library has been changed to March 31, 2016.

Trustee Sain referred to attachment B, page 34 of the agenda which explained the City of Milwaukee – Residents Preference Program. He moved the committee's recommendation that the library participate in the RPP and a library policy be drafted for Board review. Trustee Anton seconded the motion. Motion passed.

The Building and Development Committee 2016 Meeting Schedule and Plan was reviewed, noting a very active and interesting committee during the branch building initiative.

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6. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Kovac, Resource Library Representative, reported on the February 8, 2016 and March 21, 2016 MCFLS Board meetings. The MCFLS Board approved the funding request of approximately \$11,610 from contingency for unlimited access to the Gale Courses database to all member libraries in 2016. Gale Courses offers 350 online instructor led classes that are very popular with library card holders.

OLD BUSINESS

7. **Awareness Campaign.** Director Kiely said that she and the Foundation staff have been meeting with Cramer-Krasselt Advertising Agency on the library's Awareness Campaign to increase the use of the library by the target markets – Young Families, Global Roots and Traditional Living - identified during the Strategic Plan process. One common thread that runs through each of these groups is that they are families that desire to uplift their prospects and prospects of their children and they are willing to work for it. The campaign's goal is for people to be amazed at the number of ways MPL can help my family learn, grow and succeed. Library Loud is the first of three strategies behind the campaign which will be launched in July 2016. Informational item.

NEW BUSINESS

8. **Department of Public Instruction (DPI) and Statement Concerning Public Library System Effectiveness.** Director Kiely referred to the DPI Public Library Annual Report, attachment C, page 35 of the agenda. An infographic regarding highlights and five year trends was reviewed. Director Kiely noted that the library's hours, staffing and funding has decreased over five years but the materials and programming has increased. The Board was asked to approve the Statement Concerning Public Library System Effectiveness that was distributed at the meeting and is attached at the end of these minutes. The Trustees agreed that the Milwaukee County Federated Library System did provide effective leadership and adequately met the needs of the library. Trustee Prince moved and Trustee Sain seconded a motion to approve the form that will be signed by President Gurda and sent to DPI as part of MPL's Annual Report. Motion passed.
9. **2017 Library Budget.** Director Kiely distributed a document titled, The Milwaukee Public Library Will Take a New Approach to Budget Planning for 2017, attached at the end of these minutes. City departments were asked to develop an operating budget request that reflects the cost of continuing the service levels authorized in the 2016 adopted budget. Director Kiely asked the Board to think about their priorities for the library to guide administration's direction in the budgeting process to continue quality library service. President Gurda suggested that this topic be on a future agenda under strategic discussion. Informational item.
10. **2016 Board Schedule & Plan.** The Library Board of Trustees 2016 Meeting Schedule and Plan, attachment D, page 45 of the agenda was briefly reviewed. Informational item.
11. **Permanent Banning.** Director Kiely referred to the memo dated March 22, 2016, regarding a permanent ban, attachment E, page 46 of the agenda. Trustee Anton moved and Trustee Hooper seconded the motion to approve the recommendation to permanently ban Trevor Henry from all Milwaukee Public Libraries. Motion passed.

STRATEGIC DISCUSSION

12. **ConnectED Library Challenge.** A document titled ConnectED Library Challenge was distributed and is attached at the end of these minutes. During the past year, the library team has been working on ways to provide access to library services to every student. Challenges

12. **ConnectED Library Challenge.** (continued)

to access include blocked cards, unpaid fines, logistics, relevance, and parental concerns. Deputy Director Joan Johnson summarized the pilot projects. A small percentage of library cards that were issued to students at two elementary schools and the City's Earn and Learn teen program were upgraded. The Department of Public Instruction is partnering to provide support to the challenge of access by researching an idea of using the Milwaukee Public School student identification number to access library services. Director Joan Johnson added that as part of the Library Card Campaign, staff are working with MPS on their Learning Journeys program to incorporate library resources that relate to their field trips. The fines and fees on children's and teen's library records were discussed. It was noted that teaching the responsibility of being a library card owner is key to reducing fines. Director Kiely said she would like the Board to approve a policy on clearing uncollectible fines on patron records. The policy would state the legal limitation on collecting fines which is six years. She stated that 62% of the fines that are collectable are due to materials not being returned to the library. The Board was in support of offering an amnesty to patrons to return overdue materials and have their fines cleared along with a cleanup of the patron record database. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of March 22, 2016 was adjourned at 6:35 p.m.

NEW Milwaukee Public Library Video Series

Libraries transform lives! Meet Milwaukee Public Library storytellers of diverse perspectives—learn how using the library has uniquely impacted their lives and many others in Milwaukee.



- **Milwaukee Author** – MPL is changing lives. See how Laura Marsh wrote a book at Central Library about being homeless in Milwaukee. She published *Living in the Shadows of Milwaukee* with resources at MPL and is learning how to be a small business owner so she can give back to others.
- **Ready to Read** – See Early Literacy Outreach for kids at The Growing Tree Day Care Center with Director Theresa Purifoy who demonstrates the critical skills to promote early brain development and literacy skills through the Ready to Read program.
- **Rare Books Collection** – Experience the wonder of MPL’s unique collection of Milwaukee and Wisconsin rarities. Sue Levy shares her family’s legacy in preserving this collection of the most prized, one-of-a-kind, local books for the people of Milwaukee.
- **Teen Advisory Board** – Learn how MPL encourages Teens to design and lead their own library programs, volunteer at events, build leadership skills and show how they have fun doing it.
- **Milwaukee Genealogy** – Share in the discovery of our roots as Margaret Sandoval teaches library classes and conducts research in Humanities about her own early Hispanic Milwaukee family with Crypto-Jewish roots.
- **Villard Square Branch** – Experience how families use their neighborhood library on a busy afternoon to improve their daily lives. Kids visit the Teacher in the Library; parents take advantage of resources to uplift their families.

Stories from the Stacks *Libraries Transform during National Library Week 2016 (April 10-16)

OBJECTIVE Inform and create positive public perceptions about the library and its services; launch new video series and build community awareness and support in collaboration with celebrations for MPL Library Week.

Video audiences will be multiple. We will be able to tailor messaging through the web, social media messages or direct emails.

Target Audiences:

- General Public: Young Families, Global Roots, Traditional users
- Donor Population: 40+ literature fans, library lovers, Corporations, Foundations
- Donor Expansion: Gen x & Millennials: underrepresented opportunities through Social Media

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities. *

County
Milwaukee

The Milwaukee Public Library Board of Trustees hereby states that in 2015, the Milwaukee County Federated Library System

Indicate with an X one of the following two statements.

- Did provide effective leadership and adequately meet the needs of the library.
Did not provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response. Attach additional sheets if necessary.

The Milwaukee Public Library Board and Administration are pleased to express our satisfaction with the leadership and services offered by the Milwaukee County Federated Library System. Under the leadership of the Board and the new Executive Director, communication has improved, cooperation between the member libraries has increased, and new services offered. A new set of agreements were negotiated and approved by all member library boards and a new - and first - strategic plan was put in place. We congratulate the MCFLS Board on these positive changes and on the progress being made to service the member libraries.

* The statement may be sent directly to Wisconsin Department of Public Instruction, ATTN: Jamie McCanless, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

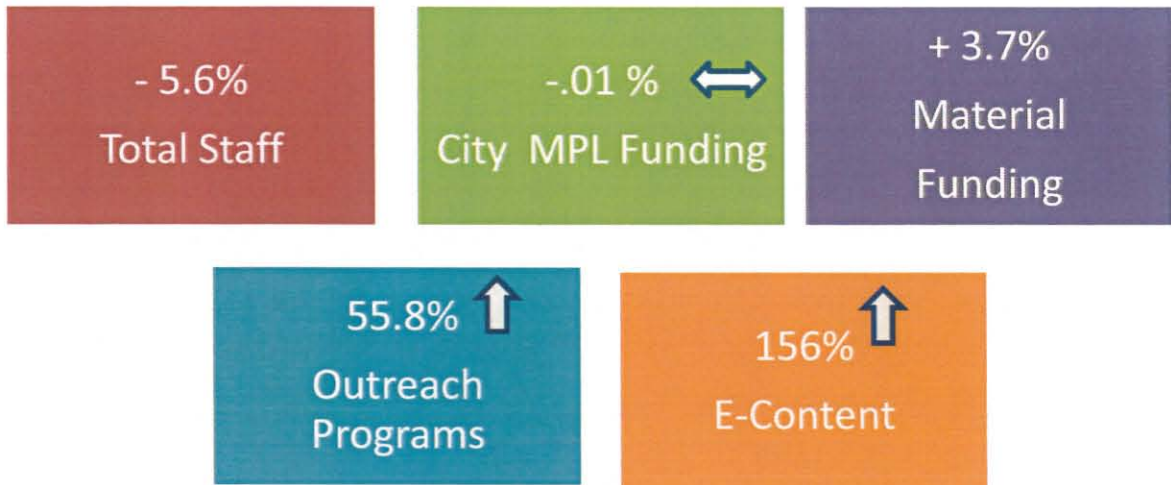
President, Library Board of Trustees Signature: John Gurda

ATTACHMENT A-P. 6 of 25
MPL CONSENT AGENDA
3.Regular Minutes 03/22/16
P. 8

State Department of Public Instruction 2015 Public Library Annual Report

Highlights – Five year trends

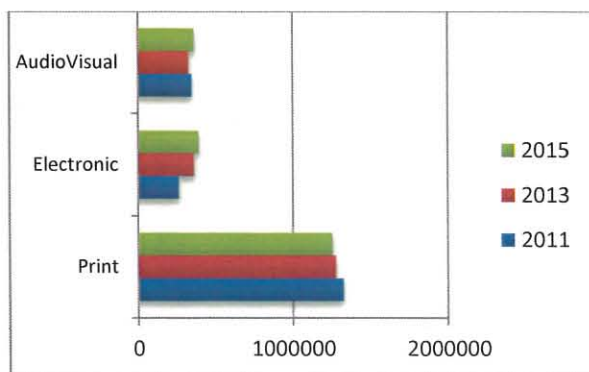
- Investment focus is on materials, programming, and new content formats.
- Recession and budget cuts led to lower staffing and hours, increases for both coming in 2016.
- Traditional patron visits down .05% and traditional circulation of physical materials is -11.3%.



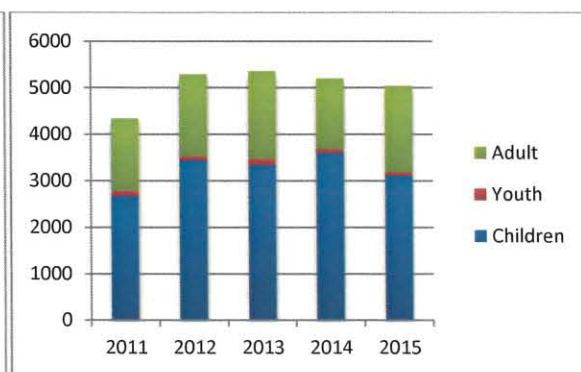
Between 2011 and 2015:

- Milwaukee Public Library hours, staffing, and funding have decreased over five years.
- City of Milwaukee – MPL budget has decreased or remained flat each of the previous 5 years.
- Recorded public programming attendance is up 5.4%.
- Periodical collection has dropped nearly 41%, due to increased E-content investments.
- Library card holders are up 7.81%.

Materials Purchased



Public Programs



The Milwaukee Public Library will take a new approach to Budget Planning for 2017

Goal: Highlight MPL service and funding connections to our organizational values:

1. Creating a City of Readers and Lifelong Learners
2. Anchoring Healthy and Vibrant Neighborhoods
3. Contributing to a Strong Milwaukee

High profile projects:

- Awareness Campaign
- ConnectED
- Book2Go
- Summer Super Readers

Requesting strategic input and prioritization from the MPL Board of Trustees:

- Increase hours at Central?
- Per capita materials budgeting, tie to usage and E-content shift?
- Prioritize programming to target audiences, relevance to young families, global roots?
- Determine method for tracking programming impact on patron counts and circulation?

Programming and services:

- Adult literacy
- Career Online High School
- Teacher in the Library
- Summer Reading Club
- Computer Training & Job Drop-in Labs
- Digital Inclusion initiatives

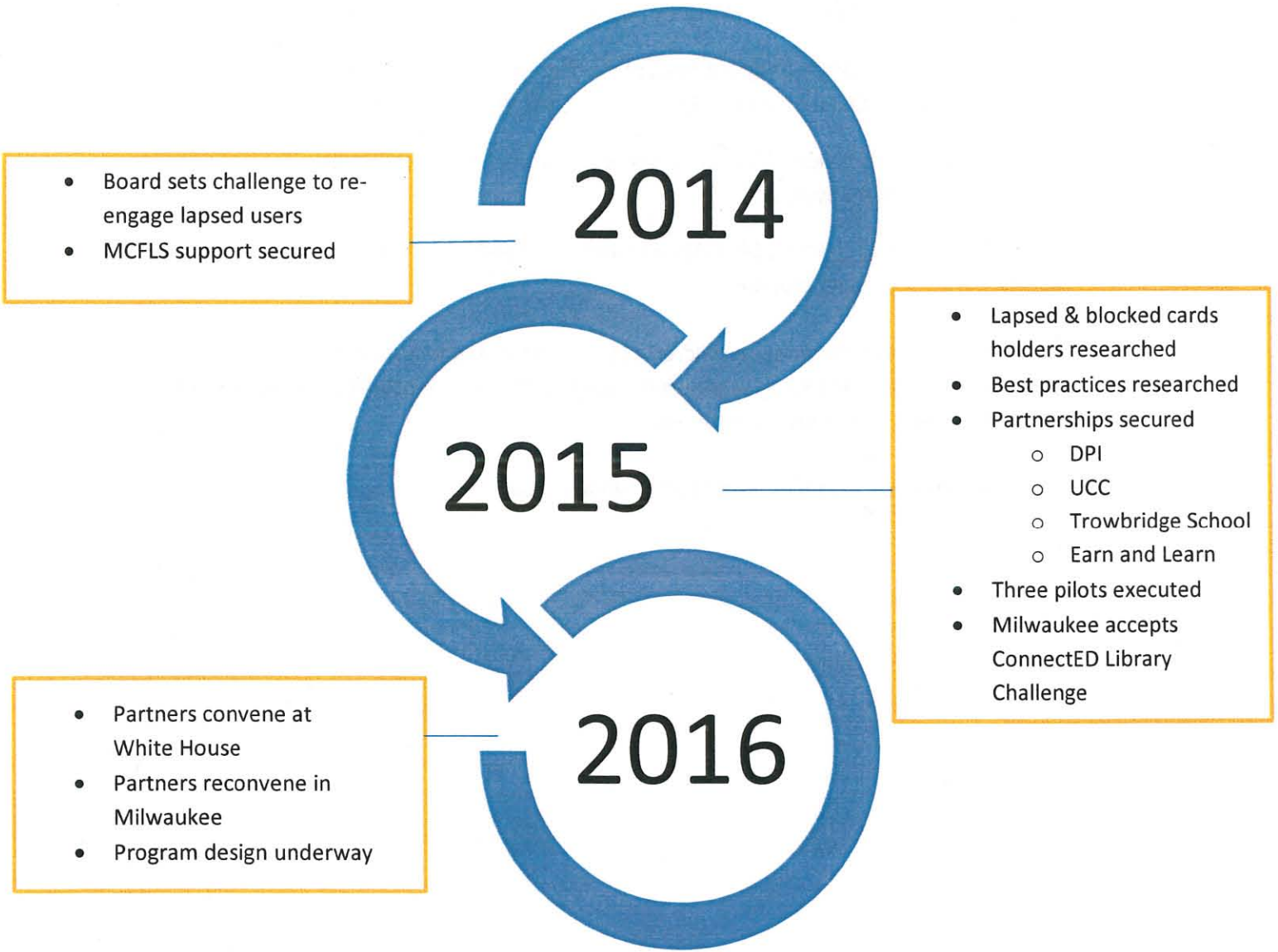
	2014	2015	2016
Salaries	11,786,887	11,938,460	12,577,933
Fringe Benefits	5,294,957	5,372,306	6,037,408
Operating	2,699,159	2,713,761	2,888,498
Equipment & Materials	1,842,406	2,006,700	2,010,387
Special Fund	13,182	13,182	13,182
Total Budget	\$21,636,591	\$22,062,409	\$23,527,408

Challenges/Risks to MPL Funding and Strategic Programming Innovations:

- City of Milwaukee budget and revenue pressures – including market volatility on the pension fund and State funding reliance.
- Most MPL special programming is funded by the MPL Foundation through gift funding, also reliant on economic conditions and community well-being.

ConnectED – Library Challenge

Supporting learning and empowering students through access to public library services
A Card for Every Student



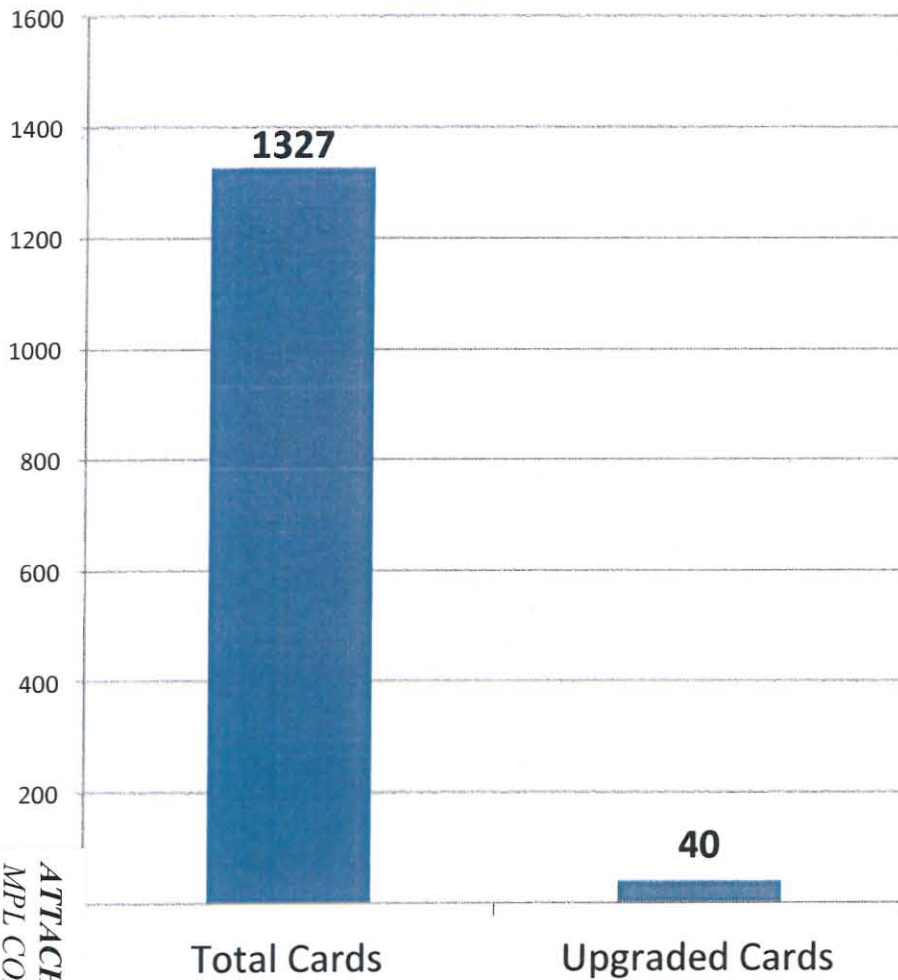
Challenges

- Blocked cards; unpaid fines
- Logistics
- Relevance
- Parental Concerns (Financial, Legal, Hours, Parking)
- Measurement (Outcomes and Outputs)

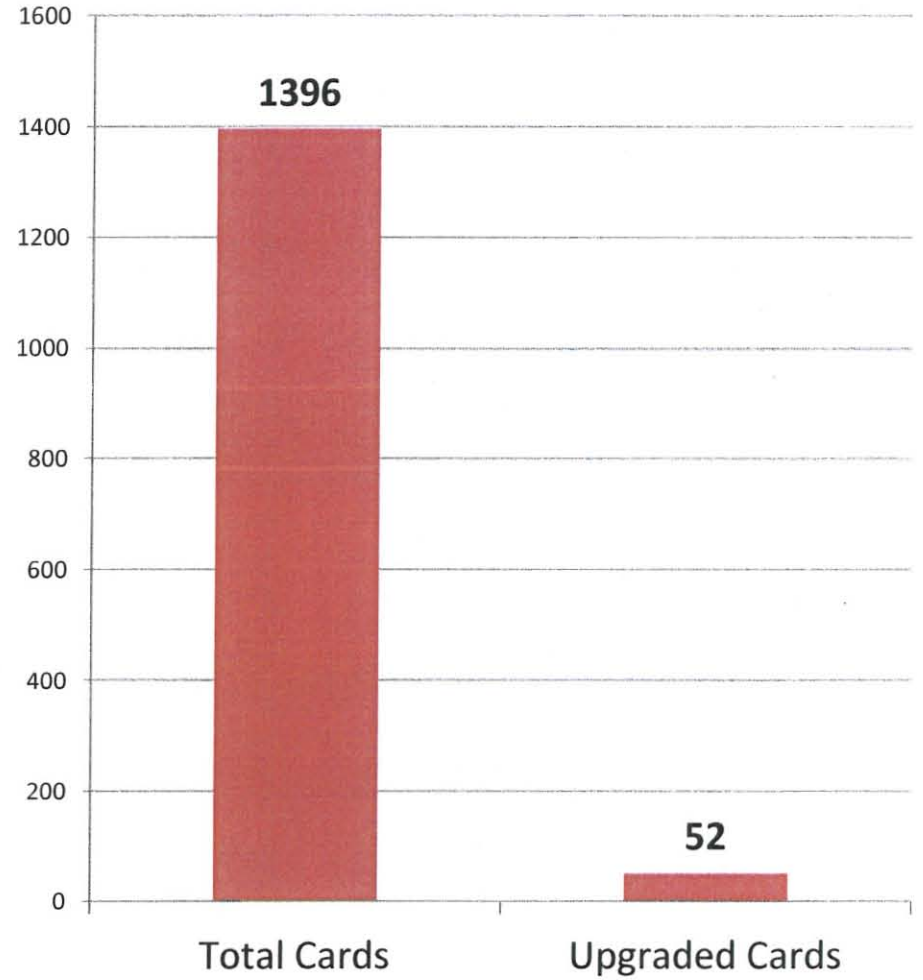
Next Steps

- Database Clean-up
- Program Design
- Awareness Campaign / Open eBooks Initiative
- Outreach
- MOU with MPS

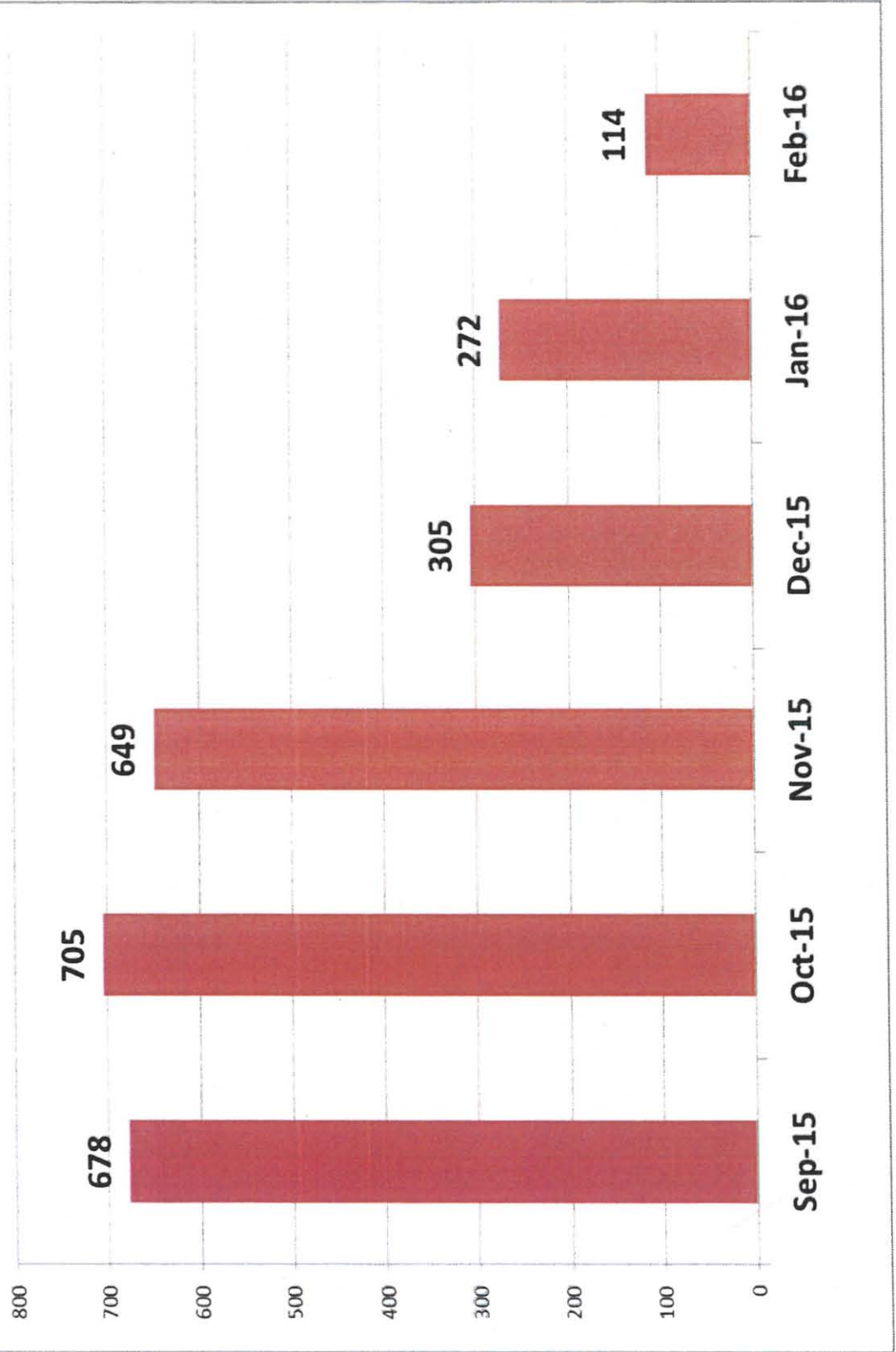
**Digital Teen Cards:
Upgraded Cards thru Feb '16**



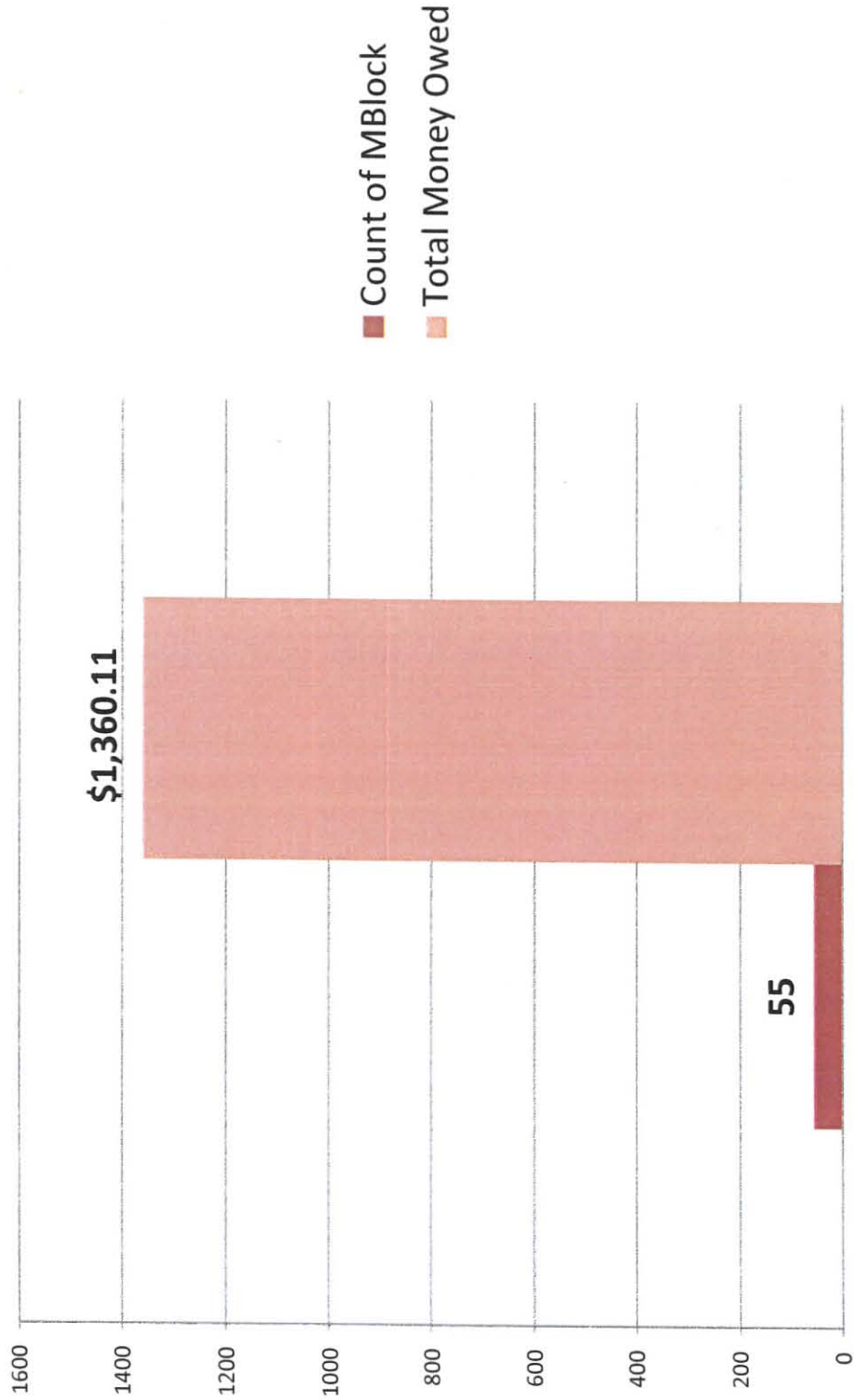
**Student Cards:
Upgraded Cards thru Feb '16**



Student Card - Circulation by Month



Student Cards: Blocked Cards and Total Money Owed thru Feb '16



MILWAUKEE PUBLIC LIBRARY SYSTEM

PERSONNEL ACTIONS

COVERING PERIOD: FEBRUARY 28, 2016 THROUGH APRIL 9, 2016

The Secretary reports the following personnel actions:

REGULAR APPOINTMENT

Kathleen Coffey - Library Circulation Assistant I - Villard Square	03/07/16
Brian Burns - Library Technology Specialist - Technical Services assigned to M. L. King	04/04/16
David Richards - Library Technology Specialist - Technical Services assigned to Center St.	04/04/16
Benjamin Wilkey - Lib Technology Specialist - Tech Services assigned to Washington Park	04/04/16

TEMPORARY ADDITIONAL ASSIGNMENT

Deborah Olguin - Library Branch Manager - Martin Luther King To: Library Branch Manager - Martin Luther King and East	02/28/16
Janice Butchart - Branch Library Services Assistant - Zablocki To: Branch Library Services Assistant - Zablocki and Forest Home	03/13/16

TEMPORARY APPOINTMENT

Acklen Banks - Librarian III - Extension Services	03/08/16
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PROMOTION AFTER UNDERFILL

Maria Burke - Librarian I to Librarian II - Subject Services / Arts and Media	02/28/16
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TRANSFER

Christopher Bodjanac - Library Technology Specialist - Tech Serv assigned to Center St To: Library Technology Specialist - Technical Services assigned to Villard Square	04/04/16
Ayoka Huff-Johnson - Library Technology Specialist - Tech Services assign to M. L. King To: Library Technology Specialist - Technical Services assigned to Forest Home	04/04/16
Veronica Neumann-Thompson - Lib Tech Specialist - Tech Serv assigned to Forest Home To: Library Technology Specialist - Technical Services assigned to Tippecanoe	04/04/16

TRANSFER TO ANOTHER CITY DEPARTMENT

Kimberly Zapata - Branch Library Services Assistant - Forest Home To: Bilingual Coordinator - Milwaukee Election Commission	03/13/16
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LEAVE OF ABSENCE 24.0 OR MORE HOURS

Amy Hickman - Library Technician II - Tech Services / Acquisitions & Serials - 25.1 hours	03/01/16
Ashley Emmons - Audio Machine Technician - WTBBL - 6 days	03/14/16
Laura Patiño - Librarian II - Center Street - 72.6 hours	03/14/16
Amy Hickman - Library Technician II - Tech Services / Acquisitions & Serials - 6 days	03/29/16
Ashley Emmons - Audio Machine Technician - WTBBL - 27.9 hours	04/01/16

RETURN FROM LEAVE OF ABSENCE

Ashley Emmons - Audio Machine Technician - WTBBL	03/28/16
Amy Hickman - Library Technician II - Technical Services / Acquisitions & Serials	04/04/16

EXPIRATION OF PROVISIONAL APPOINTMENT

Tobias Fudge - Librarian I - Washington Park	03/25/16
Catherine Malloy - Librarian I - Capitol	03/25/16

RESIGNATION

Elizabeth Kamper - Lib Circulation Aide - underfilling Lib Circulation Assistant I (1/2) - EOS	03/11/16
Pharlin Johnson - Library Circulation Aide - WTBBL	03/25/16

RETIREMENT

Jon Henriksen - Heating and Ventilating Mechanic II - Facilities & Fleet MPL Service Credit: 28 years 8 months 7 days	03/27/16
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MILWAUKEE PUBLIC LIBRARY
 FINANCIAL REPORT
 March 31, 2016

2016

REVENUES

	Budget	Received to date	% Received
Additional City Appropriation	\$22,394,226	\$5,675,585	25.3%
Fines	\$280,000	\$69,489	24.8%
Lost Materials, etc.	\$120,000	\$27,033	22.5%
MCFLS Contracts	\$720,000	\$10,899	1.5%
Total City Appropriation	\$23,514,226	\$5,783,006	24.6%

EXPENSES

City

	Budget	Spent to date	% Spent
Salaries	\$12,577,933	\$3,304,805	26.3%
Fringe Benefits	\$6,037,408	\$1,392,783	23.1%

Operating Expenses

<i>General Office Expense</i>	\$158,000	\$9,810	6.2%
<i>Tools & Machinery Parts</i>	\$31,000	\$5,167	16.7%
<i>Construction Supplies</i>	\$38,000	\$6,572	17.3%
<i>Energy</i>	\$817,100	\$142,038	17.4%
<i>Other Operating Supplies</i>	\$201,026	\$35,264	17.5%
<i>Vehicle Rental</i>	\$8,300	\$1,260	15.2%
<i>Non-Vehicle Equipment Rental</i>	\$32,700	\$6,186	18.9%
<i>Professional Services</i>	\$70,000	\$4,904	7.0%
<i>Information Technology Services</i>	\$315,198	\$126,118	40.0%
<i>Property Services</i>	\$965,174	\$103,627	10.7%
<i>Infrastructure Services</i>	\$28,000	\$17,067	61.0%
<i>Vehicle Repair Services</i>	\$1,500	\$0	0.0%
<i>Other Operating Services</i>	\$142,600	\$51,534	36.1%
<i>Reimburse Other Departments</i>	\$79,900	(\$847)	-1.1%
Total	\$2,888,498	\$508,700	17.6%

Equipment

<i>Library Materials</i>	\$1,653,774	\$483,029	29.2%
<i>Computers, etc.</i>	\$300,419	\$79,782	26.6%
<i>Other</i>	\$56,194	\$13,907	24.7%
Total	\$2,010,387	\$576,718	28.7%
Total City Expenses	\$23,514,226	\$5,783,006	24.6%

2015

	Budget	Received to date	% Received
	\$20,861,227	\$5,006,148	24.0%
	\$350,000	\$79,682	22.8%
	\$125,000	\$45,106	36.1%
	\$713,000	\$183,973	25.8%
	\$22,049,227	\$5,314,909	24.1%

	Budget	Spent to date	% Spent
	\$11,938,460	\$3,260,118	27.3%
	\$5,372,306	\$1,309,098	24.4%

	\$158,000	\$8,688	5.5%
	\$31,000	\$5,844	18.9%
	\$37,400	\$10,300	27.5%
	\$759,551	\$160,513	21.1%
	\$211,200	\$44,891	21.3%
	\$8,300	\$2,043	24.6%
	\$32,700	\$1,849	5.7%
	\$74,000	\$3,164	4.3%
	\$311,710	\$81,250	26.1%
	\$886,900	\$105,020	11.8%
	\$26,000	\$12,590	48.4%
	\$500	\$0	0.0%
	\$117,600	\$41,164	35.0%
	\$76,900	(\$2,847)	-3.7%
	\$2,731,761	\$474,469	17.4%

	\$1,553,652	\$241,133	15.5%
	\$403,250	\$23,817	5.9%
	\$49,798	\$6,274	12.6%
	\$2,006,700	\$271,224	13.5%
	\$22,049,227	\$5,314,909	24.1%

MILWAUKEE PUBLIC LIBRARY
 FINANCIAL REPORT
 March 31, 2016

2016

ADDITIONAL FUNDING SOURCES

	Budget	Spent to date	% Spent
Other Dept. Appr.			
<i>Villard Square Lease</i>	\$13,182	\$0	0.0%

Contract Grants

<i>Teacher in the Library</i>	\$100,000	\$31,597	31.6%
<i>WTBBL</i>	\$968,700	\$677,596	69.9%
<i>ILS</i>	\$96,849	\$64,738	66.8%
Total	\$1,165,549	\$773,931	66.4%

Trust Fund

<i>Materials</i>	\$55,321	\$26,132	47.2%
<i>Programming</i>	\$73,278	\$6,700	9.1%
<i>Training</i>	\$9,200	\$3,855	41.9%
<i>Marketing</i>	\$15,000	\$1,495	10.0%
<i>Contingency</i>	\$1,600	\$119	7.4%
Total	\$154,399	\$38,301	24.8%

Foundation Funds

	Balance	Spent to date	% Spent
<i>Materials</i>	\$226,300	\$6,806	3.0%
<i>Other Activities</i>	\$11,314	\$7,206	63.7%
<i>Programming</i>	\$365,200	\$76,021	20.8%
Total	\$602,814	\$90,033	14.9%

Investments

U.S. Bank National Assoc. Commercial Paper #362098813 (rated A1+) dated 03/04/16 and maturing 04/04/16 at a rate of 0.20%.....\$320,000.

2015

	Budget	Spent to date	% Spent
	\$13,182	\$0	0.0%

	\$100,000	\$21,589	21.6%
	\$968,700	\$653,386	67.4%
	\$86,803	\$63,560	73.2%
	\$1,155,503	\$738,535	63.9%

	\$59,468	\$51,244	86.2%
	\$74,250	\$6,966	9.4%
	\$7,200	\$5,048	70.1%
	\$12,000	\$4,372	36.4%
	\$1,500	\$350	23.3%
	\$154,418	\$67,980	44.0%

	Balance	Spent to date	% Spent
	\$209,200	\$83,119	39.7%
	\$50,500	\$11,051	0.0%
	\$83,015	\$28,059	33.8%
	\$342,715	\$122,229	35.7%

Library Director's Report
March / April 2016

Work continued on our major projects, most notable being the branch redevelopment project. We hosted a community meeting at the Hills Building, the site of the new library, which was well attended and produced great feedback. We reviewed the Development Agreement for that project with Assistant City Attorney Mary Schanning and our team is now working through several comments received from the developer's attorney. We anticipate having the agreement completed in time for approval by the Building and Development Committee in May.

Assistant Director of Library Operations Jennifer Meyer and I attended a kick-off meeting for the Choice Neighborhood Initiative (CNI) at City Hall. The Library is supporting this major initiative on the northwest side of Milwaukee, being led by the Housing Authority with a \$30 million grant. MPL will support the project through the Express Library, as well as other opportunities we will explore.

I attended a short conference/presentation titled "Childhood Adversity and Poverty – Creating a Collaborative Response" at which I learned adverse childhood experiences (ACEs) and the long-term impact on individuals, including implications for library services and partnerships. I completed an online course in Project Management, offered through the library's website and our subscription to Gale Courses. All library administrators will be taking this course and it is highly recommended for anyone responsible for managing projects. Several of the administrators involved in the branch redevelopment project joined me in attending an Urban Libraries Council webinar about re-designing library space. I learned of my acceptance into the Kennedy School of Government at Harvard University, where I will be attending a 3-week program in June, "Leadership for Local and State Government Executives." My attendance is being sponsored by the Milwaukee Public Library Foundation.

Community activities included attending the MANDI awards, meeting with UWM's Dean Tom Lipinski to discuss the opportunities for jointly celebrating the 50th anniversary of the School of Information Studies, attending a reception at UWM Chancellor Mark Mone's residence to learn about developments at the university including the budget situation, attending a reception for Block Watch groups at City Hall, hosted by Mayor Barrett, and welcoming the audience and making opening comments at the Frank P. Zeidler Memorial Lecture featuring Dr. Tula Connell. Dr. Connell conducted much of her research for her book, "Conservative Counterrevolution : Challenging Liberalism in 1950s Milwaukee" at the Milwaukee Public Library. Librarians Heather Smith and Dan Lee are active members of the Frank P. Zeidler Memorial Lecture Committee. Other members of our library team worked at the polls on Election Day and several of our branch libraries served as polling sites. Four staff members attended the Public Library Association Conference in Denver, Colorado.

Staff

U. S. Poet Laureate, The Milwaukee Public Library's Poetry Librarian Dan Kentowski, attended a reading at the University of Wisconsin-Milwaukee given by United States Poet Laureate Juan Felipe Herrera. After the reading Mr. Herrera donated to MPL an autographed copy of his poetry collection "Lotería Cards and Fortune Poems: A Book of Lives." The signed copy will be added to the library's rarities collection.

Events

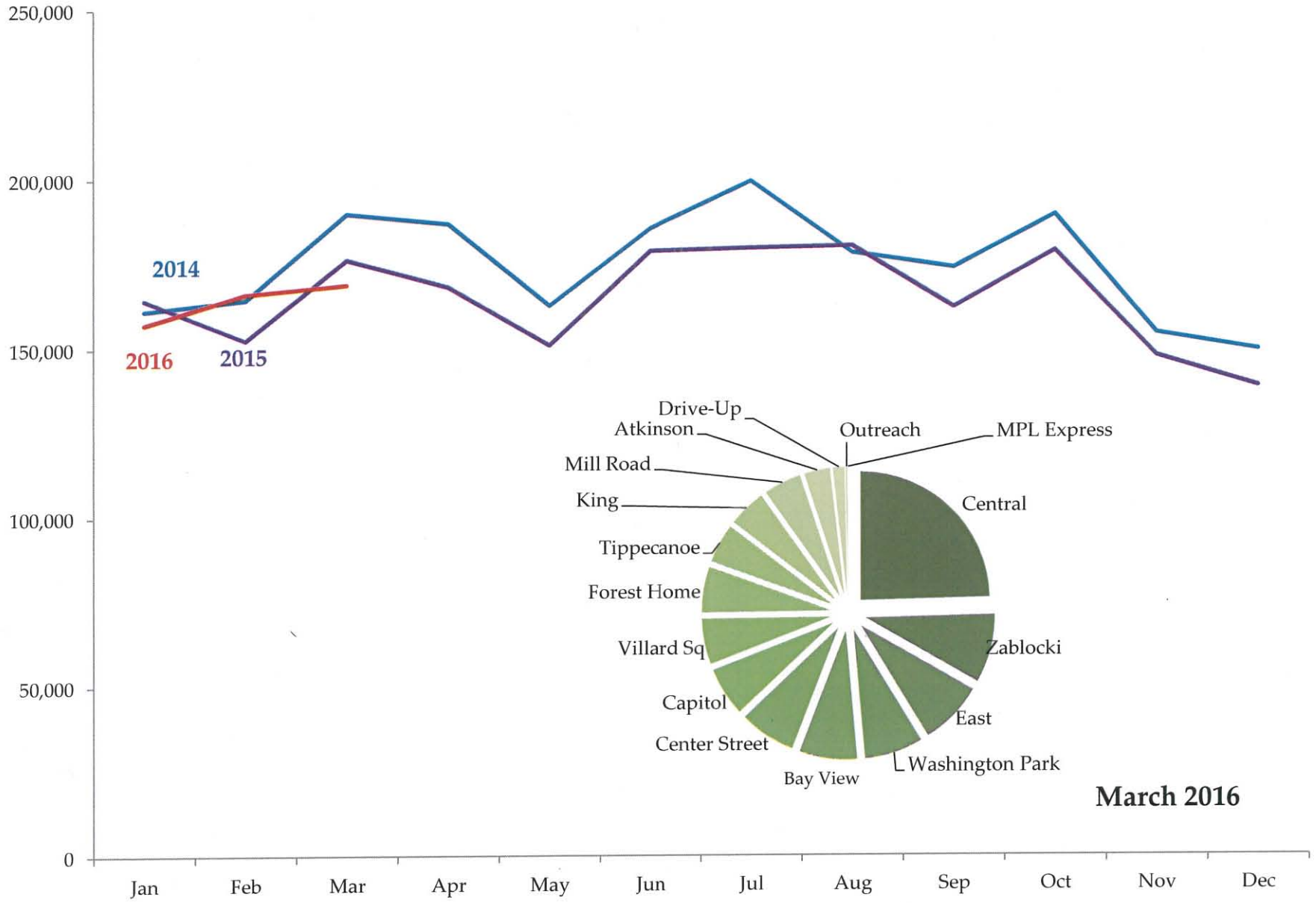
Author Visit. On Friday, March 11, Milwaukee Public Library welcomed author Markus Zusak to Centennial Hall for the only Wisconsin stop of his 10th Anniversary of “The Book Thief” U. S. tour. An audience of 480 gathered from throughout southeastern Wisconsin to hear Mr. Zusak share stories, read from his upcoming novel, and celebrate ten amazing and successful years of “The Book Thief.” Attendees were ecstatic to hear and meet Mr. Zusak. Mr. Zusak went out of his way to converse with everyone in the signing line, was welcoming and willing to take hundreds of photographs. Special thanks to Librarian Jacki Potratz and the Facilities and Fleet team for keeping Centennial Hall open until 1 a.m. to make sure everyone had the opportunity to meet the author. Also thanks go to Librarian Alice Richards for assisting with the event and the Teen Advisory Board members who were enthusiastic and extremely helpful throughout the evening. The event was co-sponsored by Boswell Books. Audience feedback: It was awesome!! Thanks so much for all you do! ; Loved it! What an amazing experience to meet such a wonderful storyteller ; Thank you so much, I love this book so much. This is the highlight of my life.

Exhibits

Military Mascots Exhibit and Programs. From March 3-29, Milwaukee Public Library’s Central Library hosted Fur, Feathers, and Fidelity: Military Mascots, a traveling exhibit from the Wisconsin Veterans Museum. Fur, Feathers, and Fidelity chronicles the many contributions made by mascots in service to the military. The banner exhibit highlighted various animal mascots, a lion, monkey, dogs, and birds, who served in the military from the Civil War era and forward. Mascots are known as a source of pride and moral for troops and the exhibit highlighted the human side of military service. The exhibit was provided courtesy of the Wisconsin Veterans Museum and funded in part by the Wisconsin Humanities Council with funds from the National Endowment for the Humanities.

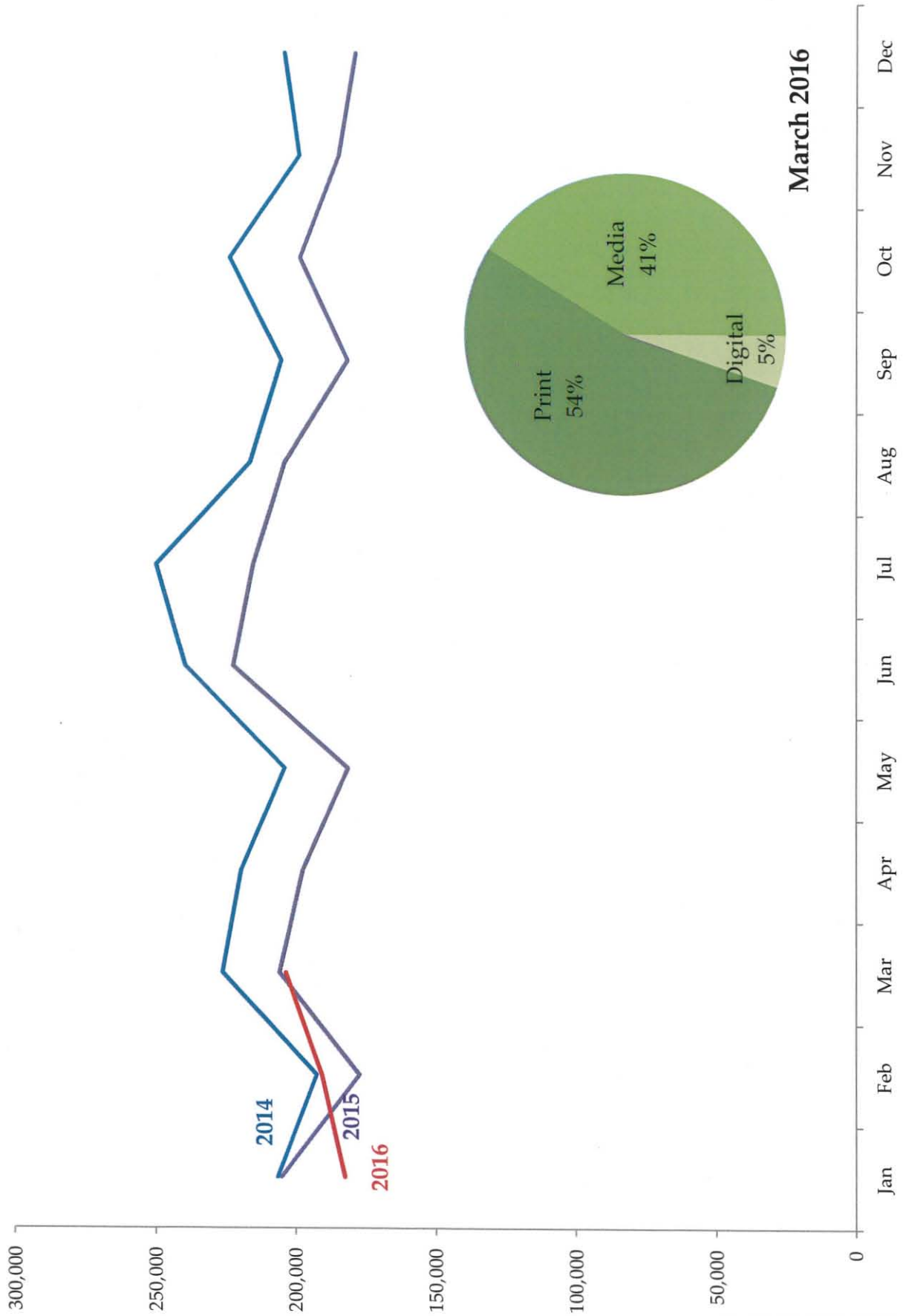
As a companion to the exhibit, two programs were offered at Central Library. On March 19, animal therapy organization Health Heelers visited the library with two therapy dogs, Luxe and Riot, and one therapy cat, Dexter, for Pause with Paws program. The therapy animals were friendly and calm as 57 visitors passed through the First Floor Community Room for the program. Health Heelers Director Laura Hey, shared information on the important role therapy animals play in various settings and which animals have served as military mascots. Attendees of all ages had a wonderful time with the animals. Additionally, the Steven Spielberg film “War Horse” was screened; the film chronicles a powerful human-animal connection during a time of war.

Milwaukee Public Library Visits

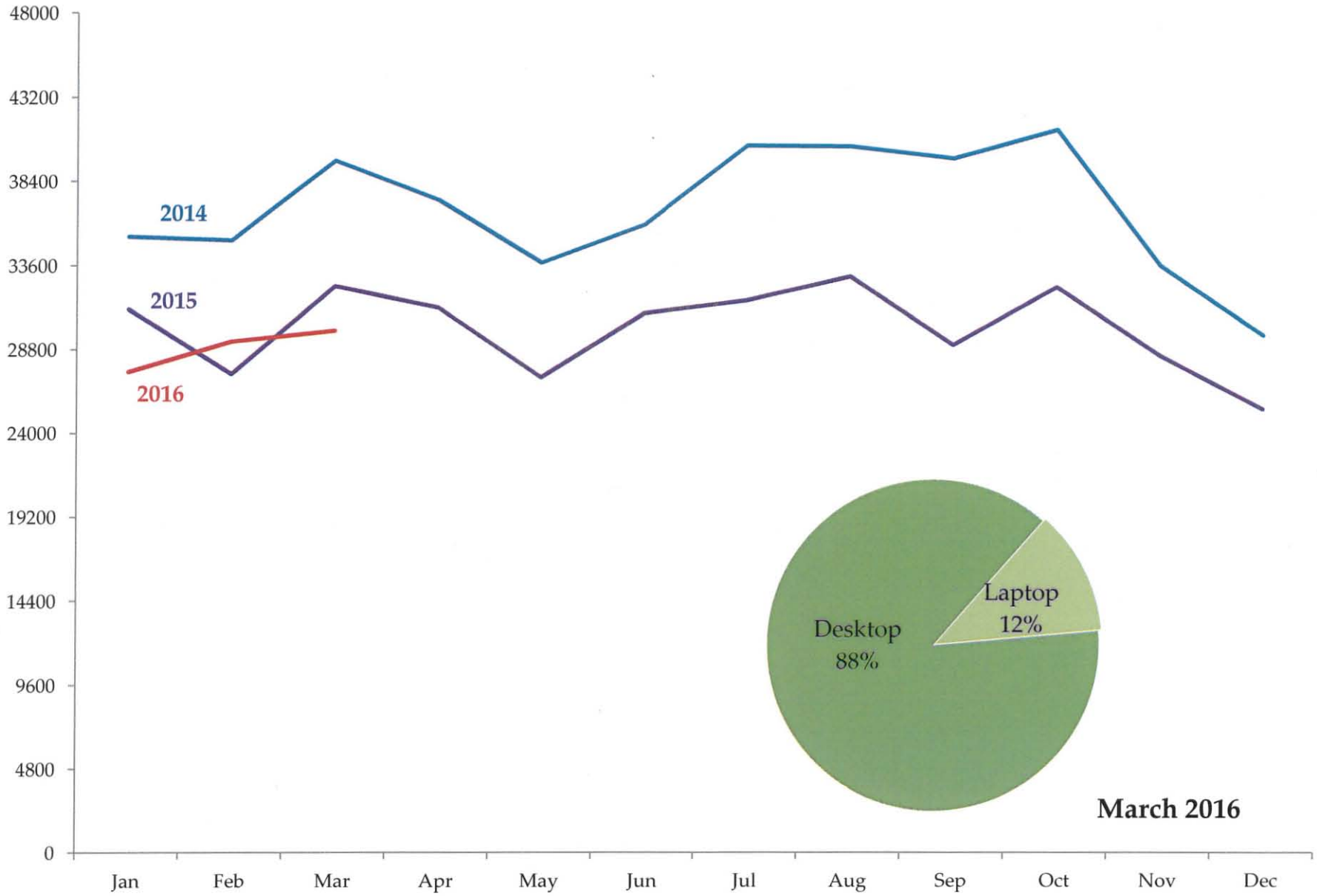


March 2016

Milwaukee Public Library Circulation



Milwaukee Public Library Hours of Computer Usage



**Milwaukee Public Library
Computer, Internet, and Electronic Statistics
March, 2016**

Unique Visitors to the MPL Website						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	431,513	311,296	38.6%	1,282,144	613,234	109.1%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	5,183	5,392	-3.9%	13,511	14,275	-5.4%

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	6,888	7,141	-3.5%	20,541	20,799	-1.2%
Audiobooks	4,478	3,134	42.9%	13,297	9,285	43.2%

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
	3,040	3,203	-5%	9,120	9,048	1%

Milwaukee Patron Holds Placed Through CountyCat						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	39,743	43,608	-8.9%	120,956	129,187	-6.4%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	12,212	12,870	-5.1%	36,969	37,900	-2.5%
Atkinson	789	762	3.5%	2,099	2,142	-2.0%
Bay View	2,312	2,549	-9.3%	7,252	7,794	-7.0%
Capitol	1,886	2,554	-26.2%	5,710	7,472	-23.6%
Center Street	965	1,025	-5.9%	3,195	2,906	9.9%
East	1,952	1,956	-0.2%	6,082	5,552	9.6%
Forest Home	1,008	1,004	0.4%	3,154	3,037	3.9%
Martin Luther King	746	876	-14.8%	2,365	2,410	-1.9%
Mill Road	1,220	1,229	-0.7%	3,763	3,543	6.2%
Tippecanoe	949	626	51.6%	2,745	2,626	4.5%
Villard Square	887	959	-7.5%	2,599	2,818	-7.8%
Washington Park	941	1,163	-19.1%	2,783	3,393	-18.0%
Zablocki	2,178	2,403	-9.4%	7,007	7,331	-4.4%
YCOS--Outreach	104	66	57.6%	473	342	38.3%
TOTAL	28,149	30,042	-6.3%	86,196	89,266	-3.4%



WISCONSIN LEGISLATURE

P.O. BOX 8952 • MADISON, WI 53708

April 1, 2016

Milwaukee Public Library
Paula Kiely
814 W. Wisconsin Ave
Milwaukee, WI 53233

Dear Paula Kiely,

I am writing as the author of the enclosed publication on our great city and as the Chairman of the delegation of State Legislative Democrats from Milwaukee.

First, thank you so much for all that you do. Your organization is featured in the Publication because you matter to our community. I invite you to read the Publication and share in this dialogue about great things happening around us each day.

Second, I welcome the opportunity to meet in person and talk about how we (myself as a legislator or as the current Chairman of the Milwaukee delegation) can work together to promote our community. I also welcome the opportunity to see in person the great work your organization does and to meet the women and men that make a difference everyday.

Lastly, in a proactive effort to share the positive stories of Milwaukee beyond our borders, I will be traveling to communities throughout Wisconsin and sharing this Publication. As part of the positive message about Milwaukee, I wanted you to know that this message will go beyond our city and county. I welcome any suggested audiences, organizations, individuals, etc. that you think should hear this positive Milwaukee message. I welcome any feedback, concerns, or suggestions.

Again, thank you for all that you do. I am grateful for your contributions to Milwaukee and look forward to our shared, bright future.

Sincerely,

A handwritten signature in black ink, which appears to read "Evan Goyke". The signature is fluid and cursive, with a long horizontal line extending to the right.

State Representative Evan Goyke
18th Assembly District
Chair, Milwaukee Legislative Delegation



MILWAUKEE

STATE LEGISLATIVE

DEMOCRATS

ATTACHMENT A-P. 24 of 25
MPL CONSENT AGENDA
4.d. Correspondence of Note
P. 26

MOVING MILWAUKEE FORWARD

New and Coming Soon to Milwaukee continued



Rinka Chung Architecture

Anchoring Milwaukee's new gateway to Lake Michigan, the proposed Couture project would redefine Milwaukee's skyline.



Leading the exciting project, the Milwaukee Public Library is bringing new life and new energy to Milwaukee through its role and opportunity. The mobile express library is one of only these cutting edge options in the country.



Eventbrite

Created by the young professional group Newaukee, the Night Market repurposes Wisconsin Avenue into a community-wide celebration



*ATTACHMENT A-P. 25 of 25
MPL CONSENT AGENDA
4.d. Correspondence of Note
P. 27*



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

March 24, 2016

To: Library Building & Development Committee of the
Milwaukee Public Library Board of Trustees:
Chairperson Michele Bria, Sharon Cook, Ald. Nik Kovac, Dir. Mark Sain, John Gurda
All trustees are welcome to attend.
MPL: Joan Johnson, Sam McGovern-Rowen, Jennifer Meyer
City Attorney's Office: Mary Schanning
Gorman & Company: Ted Matkom
Redevelopment Authority of the City of Milwaukee (RACM): Dave Misky
HGA: Kevin Allebach, Jane Dederling, David Lang

Fm: Paula A. Kiely, Library Director

Re: Library Building & Development Committee Meeting
April 7, 2016, Thursday, 8:00 a.m.-9:30 a.m.
Central Library Meeting Room 1

MEETING NOTICE AND AGENDA

1. **Mitchell Street Project Developer Agreement.** The committee will approve the final Mitchell Street Library Purchase, Sale & Development Agreement.

Library Board Building & Development Committee members 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 negotiations related to the Mitchell Street Library Purchase, Sale & Development Agreement. The Library Board may reconvene in open session at the conclusion of its closed session.

2. **Mitchell Street Library Design Update.** The committee will discuss the community's feedback from the public meeting regarding the design of the new library on Mitchell Street and approve schematic design. Representatives from the project architect, HGA, will present the design.
3. **Resident Preference Program (RPP).** A policy outlining the library's RPP requirements in BID contracts will be presented for approval.
4. **2017 Capital Budget Request.** An update on the libraries 2017 capital budget request will be provided.

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. For more information, contact the Library Director's Office at (414)286-3021, 286-2794 (FAX), or Central Library, 814 W. Wisconsin Ave. Accommodation Request.

ATTACHMENT B-P. 1 of 10
MPL AGENDA-04/26/16

P. 28

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Thursday April 7, 2016
Central Library Meeting Room 1**

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

EXCUSED: Dir. Mark Sain

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

PRESENT: Duane Wepking

HGA: Kevin Allebach, David Lang, Angie Tabrizi

Committee Chair Michele Bria called the MPL Board of Trustees Building & Development Committee meeting to order at 8:15 a.m. on April 7, 2016 with a quorum present.

1. **Mitchell Street Project Developer Agreement.** Item held.

2. **Mitchell Street Library Design Update.** Mr. Kevin Allebach from HGA commented that the Mitchell Street Project community meeting held on March 31, 2016 at the Hills Building was productive. Approximately forty people engaged in the discussion on the design of the library space that will be located on 9th Street and Mitchell Street. Writing boards with feedback questions were popular and resulted in 150 comments. Meeting minutes listing community member's comments were distributed to the committee and are attached at the end of these minutes.

Mr. Lang, project architect, presented a schematic design of the library interior. There are some historical elements in the building that will be preserved. The lower level space and the mezzanine are unique assets to the project. The final design will be reviewed by the National Parks Service because the overall project is partially funded with Historic Preservation Tax Credits. The next meeting with the library design team is scheduled for April 18, 2016.

Ms. Angie Tabrizi, project architect, presented the schedule. Design and documentation will continue through July 2016. A second community meeting will be held in June or July with MPL Board review planned for July 26, 2016. The grand opening of the library is expected in spring / summer 2017. Informational item.

3. **Resident Preference Program (RPP).** Item held.

4. **2017 Capital Budget Request.** Assistant Director Jennifer Meyer distributed a document listing Library Capital Planning 2017 to 2021, dated March 21, 2016, attached at the end of these minutes. Central and branch libraries improvements were listed. The committee reviewed the document. The library's capital budget request was submitted to the City's Budget Office on March 24, 2016 and the Common Council's Capital Improvements Committee meets on April 18, 2016 to hear the library's presentation and make a recommendation to the Mayor. The Mayor will submit the budget to the full Council as he deems appropriate. Informational item.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 9:00 a.m. on April 7, 2016.



Meeting Minutes

PROJECT: Milwaukee Public Library - Mitchell Street
HGA Commission Number 2292-022-00

FROM: Kevin Allebach

WRITER'S DIRECT DIAL 414-278-3342

DATE: April 5, 2016

MEETING

Purpose: Community Engagement Meeting
Date: March 31, 2016 Time: 6pm - 8pm
Location: Future Site of the Mitchell Street Library

PRESENT: **Milwaukee Public Library**

- | | |
|--|-----------------------|
| <input type="checkbox"/> Ryan Daniels | redanie@mpl.org |
| <input checked="" type="checkbox"/> Joan Johnson | jrjohns@milwaukee.gov |
| <input checked="" type="checkbox"/> Paula Kiely | pkiely@milwaukee.gov |
| <input checked="" type="checkbox"/> Dawn Lauber | dlaub@milwaukee.gov |
| <input checked="" type="checkbox"/> Sam McGovern-Rowen | sjmcgov@milwaukee.gov |
| <input type="checkbox"/> Christine Murphy | cmurph@milwaukee.gov |
| <input type="checkbox"/> David Sikora | dsikor@milwaukee.gov |
| <input type="checkbox"/> Duane Wepking | dcwepki@milwaukee.gov |
| <input type="checkbox"/> Petra Duecker | pkdueck@milwaukee.gov |
| <input type="checkbox"/> Kevin Cingatura | kcinga@milwaukee.gov |

HGA Architects

- | | |
|---|----------------------|
| <input checked="" type="checkbox"/> Kevin Allebach | kallebach@hga.com |
| <input type="checkbox"/> Angie Tabrizi | atabrizi@hga.com |
| <input checked="" type="checkbox"/> Jane Dederling | jdederling@hga.com |
| <input checked="" type="checkbox"/> Erica Frederiksen | efrederiksen@hga.com |
| <input type="checkbox"/> David Lang | dlang@hga.com |

Community Members

Item #1: Welcome

- Paula Kiely welcomed the community members and introduced the project.
- Mayor Barrett spoke about the importance of libraries in our community.

Item #2: Project Overview and Schedule

- HGA presented an overview of the project including square footage and parking information.
- HGA presented the following project schedule:
 - Design + Documentation thru July 2016
 - Community Presentation/Feedback June / July 2016
 - Library Board Review July 26, 2016
 - Documents out to Bid Late Summer 2016
 - Start of Library Renovation Fall 2016
 - Grand Opening of Library Spring/Summer 2017

Item #3: New Library Exploration

- HGA presented a brief history of the neighborhood and the historical elements of the building.
- HGA showed schematic images of the existing library interior.
- HGA showed a programmatic plan of the first level.

Item #4: Community Feedback Questions

En mi colonia, me gusta pasar el tiempo en ____ porque ____

In my neighborhood, I love spending my time at ____ because ____

- I would like to see a lot of sitting space and work areas (ie, tables)
- I would love to have a coffee/pastry shop in here
- I would like to see rotating art exhibits from various schools in the neighborhood
- I would like to see programs take place in the community rooms
- The park, I like nature and beautiful views
- I would like to see a tutoring program/Student Learning Center
- Volunteer programs/Credit Recovery Center/GED Center
- Music program/Making beats
- LGBT program
- Service projects
- Game shops, because I can play board and card games and hang out with my friends!
- The pool because it's calming and comfortable
- Mostly at home because I have Down Syndrome and it is hard to find friends to hang out with me
- Art exhibits
- Not enough places in Mitchell neighborhood currently to hang out.
 - No coffee shop
 - Library currently is cramped and not enough space to sit
 - Outdoor space would be great!
- Museum because it's interesting and has amazing items to look at and learn from
- Opportunity for Free Education Seminars
 - Financial education
 - Health education

- Resources etc.
- Art (music, dancing, painting) has been huge in Bayview and Downtown. Art exhibits would be amazing
- Art exhibits
- Restaurants because I like food.
- Parks, exercise and clear my mind
- Playing at friends house, going to the library and the museum

En mi nueva biblioteca, disfrutaria crear _____

At my new library, I would enjoy making _____

- Art
- A room dedicated to the Arts
- Music
- Art with AWE
- A music video
- Friends
- I would like a language lab for learning and fund. A “talking tablet” for the librarian and kids with diminished language. Library “best buddies” to support teens with special needs.
- Noise
- Food!
- Arts and crafts
- Book
- Videos!
- MLK day styled banner
- Art projects
- A TAB app (teen advisory board)
- Reading, eating, coloring, building and relaxing!!!
- Music
- Conversation
- A safe place to study or just chill
- Quiet area (but also somewhere I can talk)
- A “home away from home”
- Memories
- Career/Job readiness
- Art projects, puzzles, 3D models
- Reading/learning goals
- Food, coffee and comfortable seating

- School projects
- A brighter future!
- Teen “Peace Forum” through Art

Me gustaria que mi nueva biblioteca tuviera _____

I would like my new library to have _____

- Historic photo display
- Art exhibits
- Scented markers!
- Dinosaurs
- More music and movies for teen. A movie club that matches book and movie, ie “Where the Red Fern Grows”
- A bank of charging keychains!
- Younger staff
- Art by local artists
- 3D printer
- Fireplace
- Lots of color taken from Hispanic/Latino art palette
- Projector room for movies, photos, etc.
- A sunroom/all seasons room
- Beanbag chairs
- Different areas to sit and read/use technology
- Kitchen – learn/teach easy cooking and baking
- Public Art
- Coffee shop (coffee!)
- Artwork from the community displayed
- Bilingual staff
- Outdoor kiosk for coffee in the outdoor reading area
- A media communications lab capable of using holographic technology for cultural exchange. Search on Holoportation by Daniel Oberhaus – check with local universities
- ESL and literary tutoring for adults
- A space for teens to sit and read, relax, study, etc.
- An Audio Visual Center
- A dance center/Movie theatre
- A universal/multiple phone chargers, tablet, etc.
- Big teen section
- A comfortable, “homey” feel
- Writing/freestyle Art wall

- Volunteer opportunities
- Survey to help improve the library
- TV
- Waterfall
- Computer
- Art supply lending and drop-in art therapy
- Economic development opportunities
 - Resources for small businesses
 - Meeting space
 - Interview space
- An early literary space with a lot of interest at toddler and preschool height. Bilingual too.
- Celebrate cultural literature, history and politics – Chicano/Latino
- Friends
- A concert would be awesome
- Some fish tanks
- Dino theme kids play room
- Nice staff
- Wi-fi!
- Music making room
- Updated technology: computers, tablets, headsets, printers, phones
- An organic ambiance
- A fire feature on the mez
- Wi-fi access
- Café (mini)
- A community room sponsored by a local company in the neighborhood
- Wi-fi, outlets
- An alley, outdoor public (garden) space
- A music lab
- Reasonable hour, and some late ones too

En mi nueva biblioteca, pasaria mi tiempo _____

At my new library, I would spend my time _____

- Meeting new friends
- Language classes
- Finding and listening to new music
- Reading and internet browsing with laptop
- I like to spend time volunteering with children

- This multi-ethnic neighborhood needs to share its history through and photos on walls, cooking programs in the community room. Room needs plenty of electricity, sink, etc. for cooking programs.
- Furniture that is wood and appropriate for this older building.
- Read books and workshops (theatre, puppets, poetry, drawing)
- Helping children/teens with homework
- Help tutor in math, reading, writing, English etc.
- Tablet, wi-fi
- Helping others read (teens, disabled, kids, etc.)
- Speaking/encouraging the youthful children/teens
- Helping others understand the meaning of what the program means/why they do what they do
- Reading, homework, study!
- Meeting people with common interests
- Research
- Picking up audio books
- Children's activities
- Having fun at the teen events
- Making friends
- Relaxing
- Space and programs for kids and teens to express themselves creatively (art, music, poetry, writing etc.)
- Walking around the library, reading books and exploring!
- Free Community and Youth Activities (eg. Lego's and East side branch)
- In the children's area
- Hanging out with my friends and making memories
- In meditation
- Reading, school projects, art projects, going on the internet, etc.
- Coloring, kids activities
- Help younger kids
- Discussion group
- Exploring new ideas, furthering my knowledge and building upon my interests
- Writing books
- Writing poems
- Reading

The next community engagement meeting is scheduled for TBD.

Milwaukee Public Library - Mitchell Street

April 5, 2016

Page 7

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

Enclosure

\\milwaukee\project\2200\2292\022-00\1. general communications\meeting minutes\2016-03-31-community mtg mins.docx;
EM

2017 to 2021	2017	2018	2019	2020	2021	2022	TOTAL 2016-2021
CAPITAL PLANNING 3/21/2016	Requested w/2017	Requested w/2017	Requested w/2017	Requested w/2017	Requested w/2017	Requested w/2017	
CENTRAL LIBRARY IMPROVEMENTS							
INTERIOR							
Staff Areas	50,000	250,000	750,000		150,000		1,200,000
Mosaic/Scag Carpet/Lighting	200,000	300,000	300,000	300,000	200,000	300,000	1,600,000
Renovation Media Room			350,000	350,000	300,000		1,000,000
Paint Dome/Rotunda/Old Bd Room		300,000	180,000	900,000			1,080,000
INTERIOR SUBTOTAL	250,000	850,000	1,580,000	1,850,000	650,000	600,000	5,780,000
EXTERIOR							
Masonry Repairs & Painting	60,000			375,000	375,000		810,000
Roof Replacement	440,000	750,000		250,000		250,000	1,690,000
EXTERIOR SUBTOTAL	500,000	750,000	0	625,000	375,000	250,000	2,500,000
MECHANICAL SYSTEMS							
Air Handling Unit Tower/Chiller	2,485,650			1,400,000		1,400,000	5,285,650
Elevators		485,650	620,000	587,650			620,000
Salary	44,350	44,350	44,350	44,350	44,350	44,350	266,100
MECHANICAL SYSTEMS SUBTOTAL	2,530,000	530,000	1,252,000	1,444,350	44,350	1,444,350	7,245,050
CENTRAL LIBRARY TOTAL	3,280,000	2,130,000	2,832,000	3,919,350	1,069,350	2,294,350	15,525,050
BRANCH LIBRARIES IMPROVEMENTS							
NEW CONSTRUCTION							
Forest Home/Mill	500,000						500,000
Capitol & M.L. King	1,000,000	3,500,000	3,500,000	1,000,000			9,000,000
Salary	100,000	100,000	100,000	0	0	0	300,000
TOTAL NEW CONSTRUCTION	1,600,000	3,600,000	3,600,000	1,000,000	0	0	9,800,000
EXTERIOR							
Re-roof (Zablocki & BV)				400,000		400,000	800,000
Windows (Center St)					330,000		330,000
INTERIOR							
Center Street (ADA - Doors,Bathrooms)		200,000	690,000				890,000
Carpet (BV, Center, WP)					450,000		450,000
MECHANICAL SYSTEMS (HVAC - Center St. - Various)	900,000					300,000	1,200,000
BRANCH LIBRARIES TOTALS	2,500,000	3,600,000	4,290,000	400,000	780,000	700,000	12,270,000
TOTAL ALL	5,780,000	5,730,000	7,122,000	4,319,350	1,849,350	2,994,350	27,795,050

Use of Patron Database to Create Mailing Lists for Fundraising Purposes

I. Introduction/Policy Intention

The Library Board of Trustees wishes to assist the Milwaukee Public Library Foundation in contacting library patrons with opportunities to support the library. Sharing information with registered library card holders via direct mail, social media, and other methods will allow the Foundation to reach individuals who have already indicated a strong interest in the library by registering for a library card. In establishing this policy, the Board of Trustees approves the creation of mailing lists for the purpose of contacting patrons for fundraising purposes.

II. Scope of what the Board authorizes

The Board authorizes the Library Director to assist the Foundation in contacting library patrons for the purpose of fundraising by creating mailing lists of names gathered from the CountyCat patron database and by mailing materials on behalf of the Foundation. Lists are confidential and may not be given directly to the Foundation or its staff. Lists will be limited to those patrons who live in the City of Milwaukee and who have opted in during their application for a library card or during a renewal of their card. Upon the Director's approval and direction, staff may create lists.

III. Confidentiality and State Authority

As mandated by Chapter 43 of the Wisconsin State Statutes, library records are confidential and may not be shared without a Court Order. Library records may be accessed for legitimate business purposes. The Department of Public Instruction, which is responsible for the effective administration of Public Libraries in Wisconsin has confirmed that use of a patron database for the purpose of creating a mailing list to inform patrons about opportunities to support the library is a legitimate business purpose and may be implemented, provided the list be retained by the library and not given directly to the Foundation or any other body, and provided the Board of Trustees has approved a policy giving this authority.

IV. Review Schedule

The Board will review this policy one year from the date of adoption and may adapt it upon recommendation by the Director.

Use of Patron Database to Create Mailing Lists for Marketing Purposes

I. Introduction/Policy Intent

The Library Board of Trustees wishes to increase the impact and reach of library services and programs by increasing awareness and access. Sharing information with registered library card holders via direct mail, social media, and other communication methods is a benefit to those individuals who have already shown an interest in the library by registering for a library card. Therefore, the Board of Trustees has established this policy permitting the use of the patron database to create mailing lists for the purpose of distributing other information as deemed relevant to library use and marketing programs and services.

II. Scope of Authorization

The Board authorizes the Library Director to contact library patrons for the purpose of sharing information and marketing programs and services by creating mailing lists of names gathered from the CountyCat patron database. Lists will be limited to those patrons who live in the City of Milwaukee and others who have opted in during their application for a library card or during the renewal of their card. Upon the Director's approval and direction, staff may create lists.

III. Confidentiality and State Authority

As mandated by Chapter 43 of the Wisconsin State Statutes, library records are confidential and may not be shared without a Court Order. Library records may be accessed for legitimate business purposes. The Department of Public Instruction, which is responsible for the effective administration of Public Libraries in Wisconsin has confirmed that use of a patron database for the purpose of creating a mailing list to inform patrons about programs and services is a legitimate business purpose and may be implemented, provided the Board of Trustee approves this practice as evidenced by an approved policy.

IV. Review Schedule

The Board will review this policy one year from the date of adoption and may adapt it upon recommendation by the Director.

Milwaukee Public Library

Library Board of Trustees Job Description 2014

BOARD:

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

TERM:

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

REGULAR MEETINGS:

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

COMMITTEES:

Trustees on average serve on two (2) of the five (5) standing committees, including:

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

SPECIAL MEETINGS:

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

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

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

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

MAJOR DUTIES/ RESPONSIBILITIES:

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

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

In practice, Library Trustees:

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

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

SPECIAL SKILLS/ EXPERTISE/ INTERESTS:

Effective trustees are citizens who have the following characteristics:

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

REQUIREMENTS OF THE POSITION:

1. Must reside in Milwaukee, WI¹
2. Must be able to read contracts, understand budgets and read reports
3. Must be able to consistently attend Library Board of Trustee and assigned committee meetings on a regular basis
4. Must be able to be contacted by telephone or email either at home or work by the Library Director or her representative

ENCLOSURES:

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

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

M: Board of Trustees/Governance

Library Board

ATTACHMENT D-P. 4 of 4
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