



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, Joe'Mar Hooper, Ald. Nik Kovac,

Chris Layden, Joan Prince, Dir. Mark Sain

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

Tuesday May 24, 2016

4:30 p.m.

Central Library

Meeting Room 1

814 West Wisconsin Avenue

Milwaukee, WI 53233

AGENDA

PUBLIC COMMENT

SPECIAL COMMUNICATION

1. **Election of MPL Board Officers.** The election of MPL Board officers for the 2016-2018 term will be held.

RESOURCES / RECOMMENDATIONS / RESEARCH

2. **MPL & Milwaukee Succeeds – Third Grade Reading.** School Age Education Specialist Victoria Sanchez will present information about MPL's involvement in Milwaukee Succeeds Third Grade Reading Network.

CONSENT AGENDA

Attachment A, page 3

3. **Regular Board Meeting Minutes April 26, 2016.**
4. **Committee Reports.**
Nominating Committee Meeting Minutes May 12, 2016
5. **Administrative Reports.**
 - a. Personnel Actions
 - b. Financial Report
 - c. Library Director's Reports

MPL AGENDA 05/24/16

P. 1

REPORTS

6. **MPL Services & Programs Committee**. Due to the lack of a quorum the May 2, 2016 MPL Services & Programs committee meeting was cancelled. The Library Board will go into a Committee of the Whole to consider a permanent ban for Christopher Reliford, approval of a Bed Bug Policy, and an update of the Meeting Room Policy.

Attachment B, page 21

7. **Building and Development Committee**. Chair Bria will provide a report from the May 5, 2016 Building and Development Committee meeting regarding the Mitchell Street Project, the Mill Road Project and the Naming Policy.

Attachment C, page 29

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 discussion of the redevelopment of the Mill Road Branch.

8. **Executive Committee**. Chair Gurda will report on the May 24, 2016 Executive Committee meeting regarding MPL's project and goals.
9. **Milwaukee County Federated Library System (MCFLS) Board**. Trustee Nik Kovac, Resource Library Representative, will report on the May 16, 2016 MCFLS Board meeting.

OLD BUSINESS

10. **Amnesty**. Director Kiely will seek the Library Board's approval for a plan to offer amnesty to patrons with overdue materials.
11. **Awareness Campaign**. Library administration will brief the Board on the upcoming launch of the library's Awareness Campaign.

REMINDER: Next scheduled meetings are:

June 2, 2016 – Building & Development – Central Library 8:00 a.m.

June 28, 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 April 26, 2016
Central Library Meeting Room 1
814 West Wisconsin Avenue
Milwaukee, WI 53233**

PRESENT: JoAnne Anton, Michele Bria, Ald. Milele Coggs, John Gurda, Ald. Ashanti Hamilton, Joe Mar Hooper, Ald. Nik Kovac, Joan Prince, Paula Kiely

EXCUSED: Sharon Cook, Chris Layden, Dir. Mark Sain

STAFF: Hermoine Bell-Henderson, Joan Johnson, Sam McGovern-Rowen, Mary Milinkovich, Crystal Sura

OTHERS Eric Pearson, Budget and Management Division

PRESENT:

President Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:42 p.m. on April 26, 2016 with a quorum present.

PUBLIC COMMENT None.

As a celebration of the 20th anniversary of National Poetry Month, Milwaukee's Poet Laureate Matt Cook read his poem titled "Lost in Friendly Waters."

SPECIAL COMMUNICATION

1. **Special Communication**. The Trustees took a brief recess to have their annual official Board photograph taken.

RESOURCES / RECOMMENDATIONS / RESEARCH

2. **Business Services**. Coordinator of the Business, Technology and Periodicals Department Hermoine Bell-Henderson provided a presentation regarding library services available to small businesses. The department's resources focus on business, patents, periodicals, technology, health and science. Informational item.

CONSENT AGENDA

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

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

*ATTACHMENT A-P. 1 of 18
MPL CONSENT AGENDA
3.Regular Minutes 04/26/16*

REPORTS

5. **MPL Finance & Personnel Committee.** Due to the lack of a quorum at the April 6, 2016 MPL Finance & Personnel committee meeting was cancelled. The Trustees received the Milwaukee Public Library Trust Fund Audited Financial Statements for the year ended December 31, 2015 in advance of the meeting for review. MPL Finance & Personnel Committee Vice-chair Joanne Anton expressed her confidence in accepting the Significant Audit Findings letter and the financial statements report completed by Reilly, Penner & Benton LLP and recommended approval in the form of a motion. Seconded by Joe Mar Hooper. Motion passed.

6. **Building and Development Committee.** Chair Bria referred to the April 7, 2016 Building and Development Committee agenda and minutes, listed as attachment B, page 28 of the agenda. She summarized the minutes noting the progress on the Mitchell Street Library design will continue through July 2016. A second community meeting will be held in June or July with MPL Board review of the design planned for July 26, 2016. A revision to the 2017 to 2021 Capital Planning budget request document was distributed and is attached at the end of these minutes. The branch libraries total for 2020 is \$1,400,000. The Mitchell Street Project Developer Agreement item and the Resident Preference Program item were held for a future committee meeting. Informational item.

7. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Kovac, Resource Library Representative, reported on the April 18, 2016 MCFLS Board meeting. A Request for Proposal using the E-rate process to find more effective wide area network for member libraries resulted in expanded band width for current member libraries that use the MCFLS Wide Area Network. The E-rate discount is 46%. MPL does not use this network. Informational item.

OLD BUSINESS

8. **Policy Review – Use of Patron Database to Create Mailing Lists for Fundraising and Marketing.** President Gurda referred to attachment C, page 38 of the agenda. In response to Trustee Cook's question about the MPL Foundation's use of a pop-up on MPL's webpage to solicit donations, he said the Director has authority to assist the Foundation in fundraising. Director Kiely said approximately \$8,000 was raised using the pop-up. The patron database was recently used to create a mailing list of 11,500 addresses for the Tippecanoe re-opening invitation. The Board approved the policies in 2014 and they were included in the agenda packet for review. Informational item.

NEW BUSINESS

9. **Art Collection.** President Gurda said that library administration is setting up a task force to review and develop policies related to artwork owned by the library. Funding may be needed for appraisals to guide decisions on investing in restorations and for insurance purposes. Informational item.

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10. **MPL Board of Trustees Nominating Committee**. President Gurda said that Trustee Kovac and Trustee Prince accepted his request to serve with him as members of this term's MPL Nominating committee. The committee will nominate officers for Board President, Vice-President and Financial Secretary to present to the Board for election at their May 24, 2016 meeting. President Gurda added that there may be upcoming vacancies on the Board, and Trustees were asked to make recommendations of potential members to be shared with the appointing bodies according to the State Statutes which governs the Board. Informational item.

STRATEGIC DISCUSSION

11. **ConnectED Library Challenge**. Director Kiely distributed a handout on a 2013 survey of Milwaukee residents about access to the Internet at home, attached at the end of these minutes. The Trustees reviewed the statistics. President Gurda reminded the Board that MPL is participating in the ConnectEd Challenge which is the effort to get library cards to all Milwaukee youth. Director Kiely distributed a document titled Remove the Primary Barriers 3-Pronged Approach. She would like the Board to approve an amnesty which would lead to unblocked cards, building awareness and providing access. Discussion ensued. The Trustees agreed to support a blanket short-term amnesty to patrons with overdue materials. Library administration was asked to provide a detailed plan at the May 24, 2016 meeting for consideration. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of April 26, 2016 was adjourned at 6:05 p.m.

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	200,000	300,000	300,000	300,000	200,000	300,000	1,600,000
Carpet/Lighting			350,000	350,000	300,000		1,000,000
Renovation Media Room			180,000	900,000			1,080,000
Paint Dome/Rotunda/Old Bd Room		300,000		300,000		300,000	900,000
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	2,485,650			1,400,000		1,400,000	5,285,650
Tower/Chiller			620,000				620,000
Elevators		485,650	587,650				1,073,300
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
RANCH 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
RANCH LIBRARIES TOTALS	2,500,000	3,600,000	4,290,000	1,400,000	780,000	700,000	13,270,000
TOTAL ALL	5,780,000	5,730,000	7,122,000	5,319,350	1,849,350	2,994,350	28,795,050

How many families can access the Internet at home?¹

Age

- 18-29 – 83.6%
- 30-44 – 78.7%
- 45-59 – 76.2%
- 60+ - 65.4%

Education

- No High School Diploma – 63.6%
- High School Diploma – 69.3%
- Some College – 80.5%
- 2-Year Degree – 72%
- Bachelor's Degree – 88.6%
- Some Graduate School – 81.8%
- Graduate Degree – 86.2%

Employment

- Employed Full-Time – 85.2%
- Employed Part-Time – 80.2%
- Not in Labor Market – 83.3%
- Retired – 70%
- Student – 100%
- Unemployed, seeking employment – 68.6%
- unemployed, not seeking employment – 67.9%

Income

- below \$10K – 59.3%
- \$10-20K – 64.6%
- \$20-40K – 79.7%
- \$40-60K – 84.7%
- \$60-80K – 94%
- \$80-100K - \$89.5%
- \$100K+ - 93.8%

¹ Source: Survey of Milwaukee residents April 22 – May 10, 2013.

Race

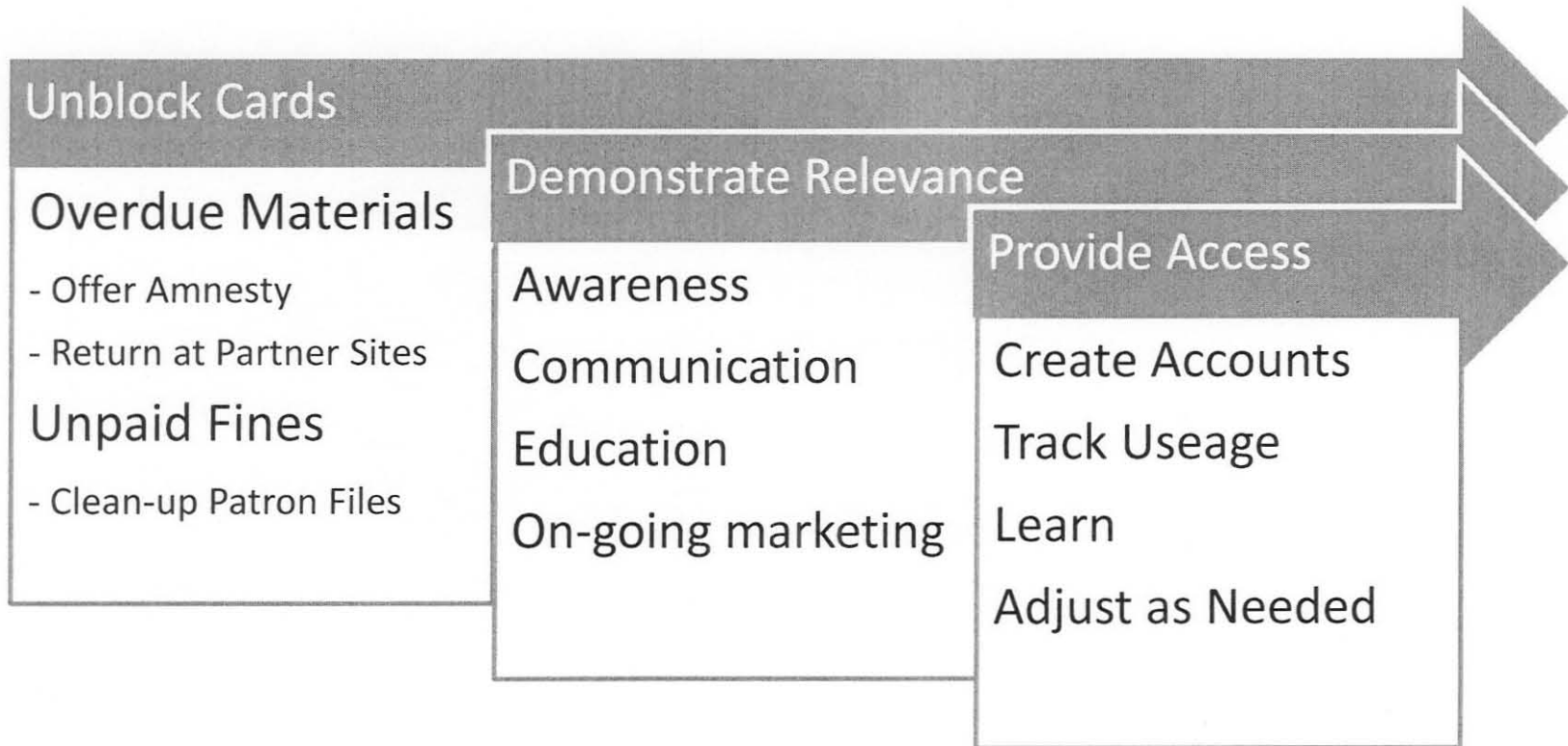
- A-A – 70.8%
- Asian – 91.3%
- White – 86%
- Native American – 50%
- Hispanic/Latino – 68.1%
- Other – 69.1%

Internet-enabled Device?

<u>Type of Device</u>		<u>Importance (Very or Somewhat)</u>
○ Desktop or Laptop	82.8%	92%
○ Smartphone	60.2%	91.2%
○ Cellphone	17.9%	61.2%
○ iPod Touch or PDA	27.1%	85.3%
○ Tablet	36.4%	84.3%
○ E-Reader	16.7%	64.8%
○ Game Console	52.7%	59.2%
○ DVD Player	42.6%	67.4%

Remove the Primary Barriers

3-Pronged Approach





MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

May 5, 2016

To: Nominating Committee of the
Milwaukee Public Library Board of Trustees:
Chairperson Joan Prince, John Gurda, Ald. Nik Kovac
all trustees are welcome to attend

Fm: Paula A. Kiely
Library Director

Re: MPL Board Nominating Committee Meeting via Teleconference
May 12, 2016
3:00 p.m.-3:15 p.m.
Central Library Old Board Room
Call (414) 286-2000 – Conference Pin 266571

MEETING NOTICE AND AGENDA

NEW BUSINESS

1. Nomination of MPL Board Officers. The Committee will nominate officers for Board President, Vice President and Financial Secretary to present to the Board for election at their May 24, 2016 meeting.

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ATTACHMENT A-P. 8 of 18
MPL CONSENT AGENDA
4.NominatingMinutes 05/12/16

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOMINATING COMMITTEE
MINUTES
Tuesday May 12, 2016
Central Library Old Board Room
814 W. Wisconsin Ave.**

PRESENT: John Gurda, Ald. Nik Kovac, Joan Prince and Paula Kiely

STAFF

PRESENT: Crystal Sura

The meeting of the Board of Trustees Nominating Committee was called to order by President Gurda at 3:00 p.m. on Tuesday May 12, 2016 with a quorum present. Trustees Prince and Kovac participated by conference phone.

1. **Nomination of MPL Board Officers.** President Gurda and Vice President Bria agreed to serve as officers of the Milwaukee Public Library Board of Trustees for the 2016-2018 term. No other nominations for those positions came forward. According to the bylaws, the president and vice president can serve two consecutive terms. After a brief discussion, Trustee Prince moved to nominate Trustee Joe Mar Hooper as Financial Secretary who shall also be the chairperson of the Finance & Personnel Committee. Trustee Kovac seconded the motion. Motion passed. President Gurda will contact the nominee for acceptance. If the nomination is declined, Trustee JoAnne Anton will be asked to serve. The election will be held at the regular meeting on May 24, 2016.

The meeting of the Library Board's Nominating Committee was adjourned at 3:05 p.m. on Tuesday May 12, 2016.

MILWAUKEE PUBLIC LIBRARY SYSTEM
PERSONNEL ACTIONS

COVERING PERIOD: APRIL 10, 2016 THROUGH MAY 7, 2016

The Secretary reports the following personnel actions:

REGULAR APPOINTMENT

Dawn Gardner - Library Branch Manager - Washington Park 05/04/16

REINSTATEMENT

Armando Chacon - Building Maintenance Supervisor II - Facilities and Fleet 05/02/16

TEMPORARY APPOINTMENT

Patricia DeFrain - Librarian III - Extension Services 04/22/16

PROMOTION

Anna Donovan - Librarian II to Librarian III - Subject Services / Arts and Media 04/10/16

Zarina Mohd Shah - Librarian II to Librarian III - Forest Home 04/10/16

Kimberly Tomlinson - Librarian II to Librarian III - WTBBL 04/10/16

Brett Rohlwing - Librarian II to Librarian III - Subj Services / Bus Tech, Sci and Periodicals 04/11/16

EXPIRATION OF TEMPORARY APPOINTMENT / RESTORE TITLE

Erin Elliott - Administrative Specialist Sr. - Technical Services / Acquisitions & Serials 04/23/16

To: Librarian III (1/2) - Subject Services / Business Technology, Science and Periodicals

PROMOTION / CHANGE IN STATUS

Erin Elliott - Librarian III (1/2) - Subject Services / Bus Technology, Science & Periodicals 04/24/16

To: Management Librarian - Technical Services / Acquisitions & Serials

LEAVE OF ABSENCE 24.0 OR MORE HOURS

Laura Patiño - Librarian II - Center Street - 79.1 hours 03/28/16

Jeanette Hollenbeck - Library Circulation Assistant I - Circulation - 44.2 hours 03/31/16

Ashley Emmons - Audio Machine Technician - WTBBL - 30.3 hours 04/11/16

Amy Hickman - Library Technician II - Tech Services / Acquisitions & Serials - 68.0 hours 04/11/16

Laura Patiño - Librarian II - Center Street - 40.0 hours 04/12/16

Kelly Hughbanks - Librarian V - EOS / CLCR - 7 days 04/18/16

Kathleen Coffey - Library Circulation Assistant I - Villard Square - 30.7 hours 04/19/16

Mary Jeske - Library Circulation Assistant I - Circulation - 26.0 hours 04/19/16

Kelly Hughbanks - Librarian V - EOS / CLCR - 26.0 hours 05/03/16

RETURN FROM LEAVE OF ABSENCE

Amy Hickman - Library Technician II - Technical Services / Acquisitions & Serials 04/22/16

Kelly Hughbanks - Librarian V - EOS / CLCR 04/25/16

EXPIRATION OF TEMPORARY APPOINTMENT

Acklen Banks - Librarian III - Extension Services 04/06/16

Patricia DeFrain - Librarian III - Extension Services 04/23/16

Karen Radtke - Librarian III - Extension Services 04/23/16

RESIGNATION

Jamie Graczyk - Library Circulation Assistant I (LPT) - Zablocki 04/21/16

Aaron Tatum-Massey - Library Circulation Assistant I - Capitol 04/24/16

Christopher Bodjanac - Lib Tech Specialist - Tech Serv / Automation assign Villard Square 05/01/16

RETIREMENT

Amy Finn - Librarian III - Mill Road 04/15/16

MPL Service Credit: 34 years 14 days

Aladd Cobb - Library Circulation Assistant II - Circulation / Tier and Book Handling 04/30/16

MPL Service Credit: 33 years 8 months 5 days

MILWAUKEE PUBLIC LIBRARY
FINANCIAL REPORT
April 30, 2016

2016

REVENUES

	Budget	Received to date	% Received
Additional City Appropriation	\$22,613,655	\$7,168,079	31.7%
Fines	\$280,000	\$99,322	35.5%
Lost Materials, etc.	\$120,000	\$38,254	31.9%
MCFLS Contracts	\$720,000	\$189,579	26.3%
Total City Appropriation	\$23,733,655	\$7,495,234	31.6%

EXPENSES

City

	Budget	Spent to date	% Spent
Salaries	\$12,590,795	\$4,242,670	33.7%
Fringe Benefits	\$6,037,408	\$1,823,812	30.2%
Operating Expenses			
<i>General Office Expense</i>	\$158,000	\$11,646	7.4%
<i>Tools & Machinery Parts</i>	\$31,000	\$6,308	20.3%
<i>Construction Supplies</i>	\$38,000	\$11,571	30.5%
<i>Energy</i>	\$817,100	\$199,447	24.4%
<i>Other Operating Supplies</i>	\$209,465	\$38,461	18.4%
<i>Vehicle Rental</i>	\$8,300	\$1,564	18.8%
<i>Non-Vehicle Equipment Rental</i>	\$32,700	\$7,750	23.7%
<i>Professional Services</i>	\$70,000	\$15,102	21.6%
<i>Information Technology Services</i>	\$364,548	\$190,325	52.2%
<i>Property Services</i>	\$971,501	\$180,327	18.6%
<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>	\$152,857	\$62,260	40.7%
<i>Reimburse Other Departments</i>	\$79,900	\$8,916	11.2%
Total	\$2,962,871	\$750,744	25.3%
Equipment			
<i>Library Materials</i>	\$1,653,774	\$577,770	34.9%
<i>Computers, etc.</i>	\$418,707	\$85,075	20.3%
<i>Other</i>	\$70,100	\$15,163	21.6%
Total	\$2,142,581	\$678,008	31.6%
Total City Expenses	\$23,733,655	\$7,495,234	31.6%

2015

	Budget	Received to date	% Received
	\$20,861,227	\$6,877,786	33.0%
	\$350,000	\$108,249	30.9%
	\$125,000	\$55,657	44.5%
	\$713,000	\$183,973	25.8%
Total	\$22,049,227	\$7,225,665	32.8%

	Budget	Spent to date	% Spent
	\$11,938,460	\$4,165,556	34.9%
	\$5,372,306	\$1,683,653	31.3%
	\$158,000	\$27,486	17.4%
	\$31,000	\$11,332	36.6%
	\$37,400	\$15,576	41.6%
	\$759,551	\$203,885	26.8%
	\$211,200	\$66,211	31.3%
	\$8,300	\$3,041	36.6%
	\$32,700	\$9,099	27.8%
	\$74,000	\$11,359	15.4%
	\$311,710	\$107,477	34.5%
	\$886,900	\$298,825	33.7%
	\$26,000	\$24,981	96.1%
	\$500	\$0	0.0%
	\$117,600	\$55,868	47.5%
	\$76,900	(\$2,847)	-3.7%
Total	\$2,731,761	\$832,293	30.5%
	\$1,553,652	\$498,791	32.1%
	\$403,250	\$29,413	7.3%
	\$49,798	\$15,959	32.0%
Total	\$2,006,700	\$544,163	27.1%
Total	\$22,049,227	\$7,225,665	32.8%

MILWAUKEE PUBLIC LIBRARY
 FINANCIAL REPORT
 April 30, 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	\$37,950	38.0%
<i>WTBBL</i>	\$968,700	\$740,897	76.5%
<i>ILS</i>	\$96,849	\$71,904	74.2%
Total	\$1,165,549	\$850,751	73.0%

Trust Fund

<i>Materials</i>	\$55,321	\$34,821	62.9%
<i>Programming</i>	\$73,278	\$10,578	14.4%
<i>Training</i>	\$9,200	\$4,331	47.1%
<i>Marketing</i>	\$15,000	\$1,495	10.0%
<i>Contingency</i>	\$1,600	\$119	7.4%
Total	\$154,399	\$51,344	33.3%

Foundation Funds

	Balance	Spent to date	% Spent
<i>Materials</i>	\$300,730	\$8,504	2.8%
<i>Other Activities</i>	\$11,314	\$9,498	83.9%
<i>Programming</i>	\$406,472	\$99,035	24.4%
Total	\$718,516	\$117,037	16.3%

Investments

U.S. Bank National Assoc. Commercial Paper #266084771 (rated A1+) dated 04/04/16 and maturing 05/04/16 at a rate of 0.20%.....\$320,000.

2015

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

	\$100,000	\$35,941	35.9%
	\$968,700	\$727,622	75.1%
	\$86,803	\$70,550	81.3%
	\$1,155,503	\$834,113	72.2%

	\$55,321	\$34,821	62.9%
	\$73,278	\$10,578	14.4%
	\$9,200	\$4,331	47.1%
	\$15,000	\$1,495	10.0%
	\$1,600	\$119	7.4%
	\$154,418	\$72,065	46.7%

	Balance	Spent to date	% Spent
	\$300,730	\$8,504	2.8%
	\$11,314	\$9,498	83.9%
	\$406,472	\$99,035	24.4%
	\$718,516	\$117,037	16.3%

Director's Report April / May 2016

Work continued on the redevelopment of new branches. Specifically, we sought necessary approvals for the development agreement for the Mitchell Street Project. Design of the interior of the library also continued. The final interior plan will come to the Board for final approval in July.

Our children's librarians and the Communications and Marketing Team geared up for the Summer Reading Program, which will launch on May 16. In preparation, Kelly Wochinske (Interim Youth Services Coordinator) and Victoria Sanchez (Outreach Specialist) joined me at a Milwaukee Public Schools Principals meeting, where we presented the benefits of student participation in the program. We also shared information about online resources that they, their students, and teachers will find of benefit. The response was enthusiastic and we anticipate seeing an increase in MPS student participation in the program as a result.

Our monthly staff convocation featured a presentation on the upcoming Awareness Campaign, which was well received. Staff will be engaged in hosting events, sharing key messages, and continuing to offer high quality services. Staff will be receiving Hospitality Training prior to the launch of the campaign and the first event.

My community activities included working with the Downtown Rotary RIF program, team-teaching a class on The Library in the Digital Age through the Osher Institute, meeting with the Development Director of the School of Information Studies about their capital campaign, and representing the Library and presenting a Proclamation on behalf of Mayor Barrett at a UWM reception, honoring Library Director Ewa Barczyk, upon her retirement after 31 years of service at the University. Ms. Barczyk has been a friend, mentor, colleague, and collaborator of MPL throughout her tenure at director and we wish her well.

Programs

Money Smart Week 2016. Money Smart Week takes place annually at the end of April, this year during the week of April 23 – 30. The Milwaukee Public Library offered the following educational programs that were presented by library staff and community organizations and attended by 86 patrons:

- “Tech Tips to Save” was created and presented at Central Library by Business Department librarian Liz Kaune.
- “Understanding Your Healthcare” was presented at Washington Park Library by Covering Wisconsin.
- “Money Management 101” (2 sessions) was presented by the Milwaukee Urban League Guild at Atkinson and Washington Park Libraries.
- The “Money Smart Week: Big Read” event was presented at the Tippecanoe Library in partnership with BMO Harris. Burdick Elementary School brought 70 students to share in a story time and make a craft. BMO Harris volunteers presented each student with a book, “Start Saving Henry!” by Nancy Carlson and a small plush BMO Harris mascot lion.

World War II Milwaukee. Local news reporter and author Meg Jones, using her book “World War II Milwaukee” as a backdrop, spoke to an enthusiastic and engaged audience of 49 attendees on how local businesses, journalists, and residents contributed to the war effort. As part of the program, Local History Librarian Daniel Lee gave an extremely well-received presentation on the library’s special collections relating to WWII, including posters, sheet music, historic photos, and historic newspapers and magazines. After the presentations, Ms. Jones signed copies of her book which were offered for sale by Boswell Book Company.

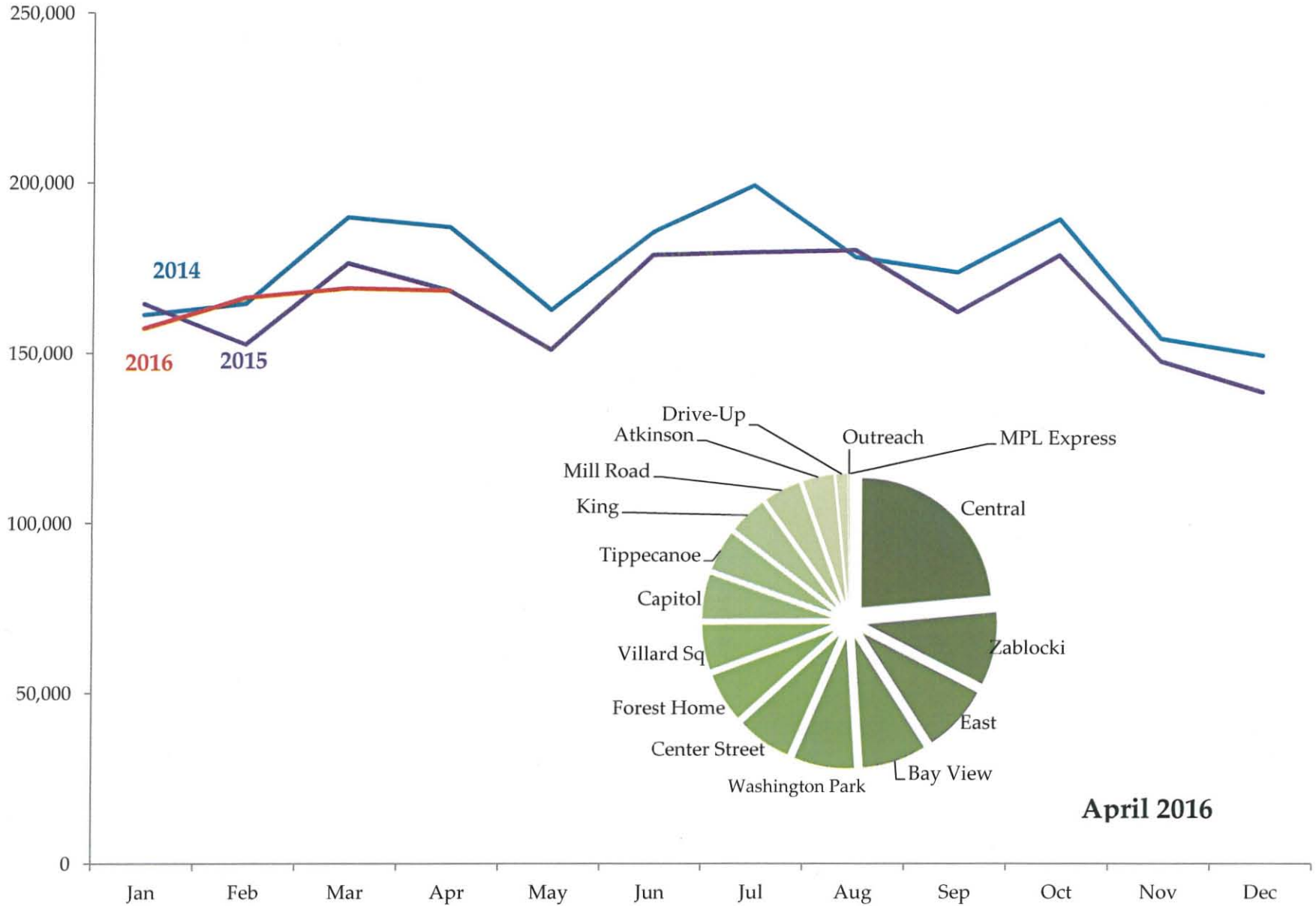
Frank P. Zeidler Memorial Lecture. The 2016 Frank P. Zeidler Memorial Lecture was presented to an audience of approximately 125 people, who were welcomed by City Librarian Paula Kiely. Dr. Tula A. Connell, a labor writer and historian, provided an overview of her recently released book, Conservative Counterrevolution: Challenging Liberalism in 1950s Milwaukee which was followed by a panel discussion moderated by Milwaukee television journalist Joanne Williams, featuring Dr. Connell along with State Rep. Fred Kessler, longtime colleague and admirer of former Mayor Frank Zeidler, and Mike Nichols, president of the Wisconsin Policy Research Institute and former Milwaukee Journal Sentinel reporter/columnist. The panel discussion concluded with questions submitted by the audience. After the lecture, Dr. Connell signed copies of her book which were available for purchase from Boswell Book Company. Also featured were an informative poster display on the life and administration of Mayor Frank P. Zeidler, as well as information tables containing material from several of the local organizations that comprise the Frank P. Zeidler Memorial Lecture Committee.

Prior to the start of the main program, MPL Local History Librarian Daniel Lee led 18 highly engaged attendees on a Frank P. Zeidler-themed tour of Central Library, highlighting the significant influence of Milwaukee’s public library system on Mayor Zeidler’s life, as well as his effect on the library during his mayoral administration (1948-1960), especially the construction of the Central Library addition.

Captured Images: 19th Century Portraits of Native Americans. Richard E. & Lucile Krug Rare Books Room Educational Series. Milwaukee Public Museum Curator and Manager of Anthropology Collections Dawn Scher Thomae gave an involving lecture on the groundbreaking portfolios that were created of Native Americans in the early 19th century. Her presentation centered on the portfolios in the library’s rarities collection, the artists that created them, what tribes and areas were represented, and the portfolios influence and impact on perceptions of Native Americans then and now. After the lecture, Ms. Scher Thomae moved from table to table on which the portfolios were displayed, answering questions on specific drawings and images and speaking to attendees about what they were viewing. Twenty-three patrons attended the program including one who opined: “Sensitive, informative, and interesting. Great talk!”

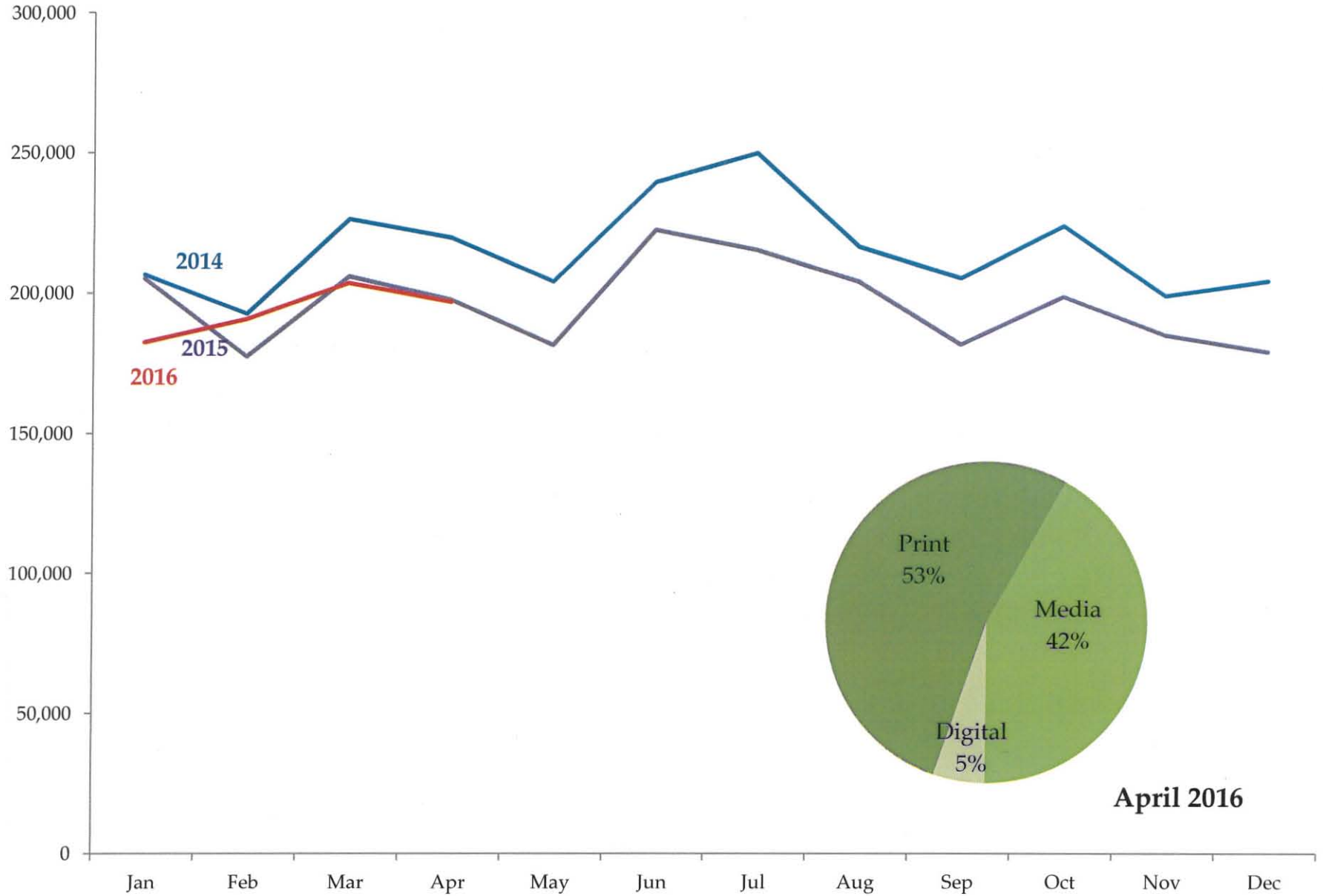
Have You Any Wool? Art Off the Shelves Program Series. This engaging two-part program, comprised of an interactive lecture and a hands-on tutorial, was led by local fiber artist Jan Massie. Seven people attended the Tuesday-night lecture in which the presenter spoke about wool and it’s characteristics as a renewable resource. She explained the source and uses of wool, including its use in handicrafts and art and described the history of the fiber. While demonstrating comb-carding and drop-spinning wool fleece, she passed around many wonderful samples of different types of raw fiber. Patrons were especially excited for the Saturday afternoon workshop where 15 people created felted flowers to take home. The program was made possible by a grant from the Ettinger Family Foundation.

Milwaukee Public Library Visits



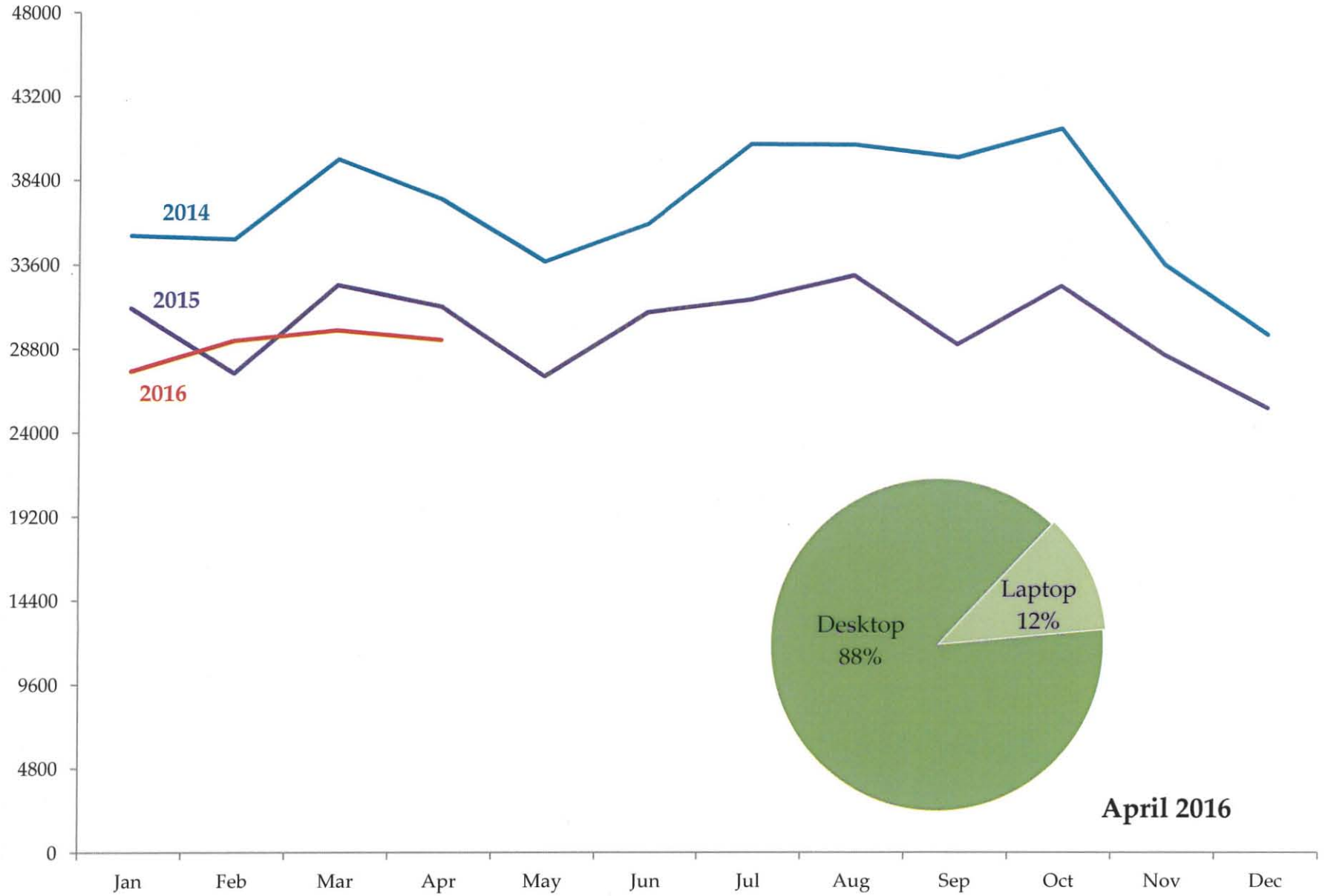
April 2016

Milwaukee Public Library Circulation



April 2016

Milwaukee Public Library Hours of Computer Usage



**Milwaukee Public Library
Computer, Internet, and Electronic Statistics
April, 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
	451,394	288,823	56.3%	1,733,538	902,057	92.2%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	4,619	4,568	1.1%	18,130	18,843	-3.8%

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	6,452	6,430	0.3%	26,993	27,229	-0.9%
Audiobooks	4,374	3,251	34.5%	17,671	12,536	41.0%

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
	2,927	3,072	-5%	12,047	12,120	-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
	40,001	39,974	0.1%	160,957	169,161	-4.8%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	12,056	12,307	-2.0%	49,025	50,207	-2.4%
Atkinson	778	593	31.2%	2,877	2,735	5.2%
Bay View	2,428	2,491	-2.5%	9,680	10,285	-5.9%
Capitol	1,830	2,628	-30.4%	7,540	10,100	-25.3%
Center Street	975	936	4.2%	4,170	3,842	8.5%
East	1,910	1,854	3.0%	7,992	7,406	7.9%
Forest Home	964	989	-2.5%	4,118	4,026	2.3%
Martin Luther King	771	804	-4.1%	3,136	3,214	-2.4%
Mill Road	1,187	1,103	7.6%	4,950	4,646	6.5%
Tippecanoe	868	510	70.2%	3,613	3,136	15.2%
Villard Square	750	725	3.4%	3,349	3,543	-5.5%
Washington Park	1,007	930	8.3%	3,790	4,323	-12.3%
Zablocki	2,332	2,342	-0.4%	9,339	9,673	-3.5%
YCOS--Outreach	87	63	38.1%	560	405	38.3%
TOTAL	27,943	28,275	-1.2%	114,139	117,541	-2.9%



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

April 22, 2016

To: Library Services & Programs Committee of the
Milwaukee Public Library Board of Trustees:
Vice-Chairperson Ald. Milele Coggs, Ald. Ashanti Hamilton,
Joe' Mar Hooper, Dir. Mark Sain *all trustees are welcome to attend*
MPL: Joan Johnson, Michael Weber, Dawn Lauber

From: Paula A. Kiely
Library Director

Re: Library Services & Programs Committee Meeting
May 2, 2016 5:30 p.m.-6:30 p.m.
Central Library Meeting Room 1
814 W. Wisconsin Avenue

CANCELLED DUE TO THE
LACK OF A QUORUM

MEETING NOTICE AND AGENDA

1. **Permanent Banning**. Director Kiely will seek approval to permanently ban Mr. Christopher Reliford from all Milwaukee Public Libraries.
Attachment A, page 2
2. **Security Update**. Library administration will present an overall library security status report including efforts to support staff.
3. **Bed Bug Policy Approval**. Board approval is requested on a policy related to bed bugs.
Attachment B, page 3
4. **Meeting Room Policy**. Board approval is requested related to an update of the meeting room policy.
Attachment C, page 4
5. **Hours Restoration**. Director Kiely will provide a status report on the hiring process for additional librarians and branch managers to support the expanded 2016 public service hours.

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 requests to the Library Director's Office at (414)286-3021, 286-2794 (FAX), or Central Libra WI 53233 Attn: Accommodation Request.

ATTACHMENT B-P. 1 of 8
MPL AGENDA-05/24/16



MILWAUKEE
PUBLIC LIBRARY

April 26, 2016

To: Milwaukee Public Library Board
Services and Programs Committee

Fr: Paula A. Kiely
Library Director

Re: Recommendation to Permanently Ban Christopher Reliford from all
Milwaukee Public Libraries

I support the recommendation from the Library Security Manager to permanently ban Mr. Reliford from entering any City of Milwaukee Public Library.

This patron demonstrated egregiously inappropriate behavior while in the library and violated the Milwaukee Public Library Code of Conduct Policy. I have no confidence that his behavior will improve should he be allowed to return to the library. A permanent ban will help ensure a safe environment in the library for staff and patrons.

Permanent bans, if approved, will give MPL the ability to pursue legal action with the help of the District Attorney's Office if the patron violates the terms of the ban. The patron will have the right to appeal the ban.

Bed Bug Policy

The Milwaukee Public Library staff and Board of Trustees are committed to providing excellent customer service in a safe and inviting atmosphere. Staff and library patrons share responsibilities to ensure this atmosphere is maintained at all times.

On rare occasions, evidence of bed bug activity is found at the library. The Milwaukee Public Library has a procedure for addressing this situation. Patrons can feel confident that we take all cases of bed bugs seriously and we treat or dispose of any contaminated materials promptly.

An individual's library privileges may be suspended due to severe cases or repeated incidents of bed bug activity and material replacement costs may be incurred. Proof of treatment by a professional exterminator may be required at the expense of the individual.

DRAFT

Community Rooms and Conference Rooms/Meeting Spaces, Public Use of

The primary purpose of the library's meeting spaces is for library activities and programs and as such, library programs take precedence over all other use of the spaces.

In support of community activities and in its role as an anchor institution in the neighborhood, the Milwaukee Public Library (MPL) makes its meeting spaces available for use by the public when not in use by the library. Designated Community Rooms and Conference Rooms throughout the library system may be reserved by the public subject to the criteria outlined in this policy.

Contingent on availability, rooms may be reserved up to three months in advance of a date. Same-day walk-in use will be granted on a first-come, first-served basis. Library programs, activities, and events are given priority over all other room uses; in extenuating circumstances, the library reserves the right to preempt any previously scheduled event for MPL use. All meeting spaces have established minimum and maximum limits to ensure patron safety and best utilize library design. Failure to comply with library policy may result in the denial of subsequent requests for meeting room use.

Meeting Spaces throughout the library system include:

Community Rooms

Community Rooms are defined as MPL's larger spaces that hold 50 people or more and where setup can be altered. Community Rooms are available for use by organizations including non-profits, community and neighborhood groups, and organizations for the public good, educational and cultural institutions, benevolent organizations, and government agencies. For-profit agencies may use the space, but not for the purpose of sales or solicitations. A minimum number of attendees is required. Community Rooms can be used for:

Programs: Programs held in library spaces must be for an educational, cultural, civic, intellectual, community service, or charitable purpose. Programs must be free and open to the public. Anyone requesting admittance to the program must be allowed to attend free of charge.

Meetings: Meetings with a restricted invitation list may be held in library community Rooms. Examples include board or administrative meetings, organizational meetings, planning meetings, book clubs, and neighborhood watch group gatherings.

Conference/Study Rooms

Conference Rooms are MPL's smaller spaces with fixed setups that provide a quiet, semi-private setting. Conference Rooms may also be used by organizations for meetings as defined above. Additionally, they may be used by adult individuals (age 18 and over) for meetings and for purposeful research, work, and/or study. These Rooms are not suitable for public programs, and meetings do not have to be open to the public. Maximum room capacities will be enforced. Examples include a staff meeting for an organization, or a free tutoring session.

Policy Number: P0007

Library Board Approvals: 11/25/14

Related Procedures: 2481, 2482

File Name: P0007_Community Rooms and Conference Rooms/Meeting S)

Section: Administration

ATTACHMENT B-P. 4 of 8
MPL AGENDA-05/24/16

P. 24

Community Rooms and Conference Rooms/Meeting Spaces, Public Use of

Continued

Prohibited Uses

- Money-making or commercial activities including monetary solicitation. The use of the meeting spaces shall not result in financial gain to the community room user or the organization. No profit can be earned from an event held at the library.
- Programs or meetings where an admission fee is charged or raffle held; or those where donations, collections, or fees of any kind are taken.
- Activities involving the sale, advertising, or promotion of products or services or programs, including compilation of mailing lists for any type of future solicitation.
- Social functions or personal/family activities including family reunions, showers, birthday, or other celebrations.
- Entertainment or recreational purposes.
- Unlawful activity.

Parameters

Rooms may be used during library open hours. No one can be admitted to a building before open hours and the meeting or program must terminate and everyone must be out of the building 15 minutes prior to close. To ensure equitable access to meeting spaces, room use is limited to five (5) hours per use, and up to a collective maximum of twelve (12) times per calendar year. The capacity of the room may not be exceeded, and the library reserves the right to move a meeting to an alternate space based on number of attendees. The room must be attended at all times. The applicant must be present during the entire use of the space, should be the last person to leave, and should advise library staff when they vacate the room. The applicant is responsible for relaying usage requirements to all attendees. Children and young people in the group must be adequately supervised by adults at all times. There must be at least one (1) adult present for every fifteen (15) minors. No group, organization, or individual may use the address of any MPL location as a permanent or mailing address.

Reservations will be held for 45 minutes, at which time the space will be released for others to use. Failure to arrive for scheduled reservations multiple times may result in the denial of subsequent requests for meeting room use.

Meeting space users may not post signs, banners, flags, or other displays on the walls or exterior of the library. Exits and doorways may not be covered and must remain unobstructed for fire safety. If there are blinds in the room, these must be kept open.

No advance deliveries will be accepted by the library for meetings or programs. Materials may not be stored at the library before or after a room use. The library will not be responsible for any equipment or items left in the rooms.

Permission to use a space does not imply library endorsement of the views, aims, policies, or activities of any group or organization. Permission to use a space is revocable and does not constitute a lease.

Conduct

Applicant is solely and fully responsible for the space and all of its contents, and for any and all loss/damage to the building, furniture, or equipment, including laptops, projectors and other A-V equipment.

The applicant must manage the orderly behavior of all attendees, and the Library Code of Conduct must be observed at all times. Use of the meeting spaces may not be disruptive of the programs and activities

Community Rooms and Conference Rooms/Meeting Spaces, Public Use of Continued

of the library, nor may it create a public safety hazard. Noise level is subject to regulation by staff. Smoking is not permitted.

In the event of misconduct, library staff may immediately terminate the event/meeting and clear the premises.

Setup, Cleanup, and Equipment

Tables and chairs are available in all rooms for use by groups. Groups assume full responsibility for arranging their own Community Rooms and all spaces must be left in good order. Following the room use, the group must clean and restore the room to its original condition and setup arrangement. If additional custodial assistance is required to clean or repair the facility after the room use, the group will be billed a minimum of \$50 plus any actual cost of any damages.

Central's Krikelas Conference Room offers a laptop, LCD projector, DVD player, and television. LCD projectors are available in all branch library and Central Library Community Rooms. Laptop computers may be available at some branch locations and can be checked out for use inside the community room for patrons who have a laptop agreement on file when the meeting space is located inside of the security gates. ~~Laptop computers are not allowed outside of the security gates.~~ Library telephones and telephone jacks are for staff use only.

If utilizing laptop computers during a space use, users must work within MPL's computer environment. Users agree to comply with the library's Computer Use Policy and Laptop Agreement, including returning the laptop to staff ½ hour before closing. At the Central Library, laptops must be returned to the Periodicals Service Desk. The library is not able to provide computer instruction or technical assistance for equipment.

Light refreshments may be served by the group. Members of the group are responsible for bringing all serving equipment, napkins, cups, and other supplies needed for the refreshments. The group is further responsible for all food setup and cleanup. Alcoholic beverages are not permitted.

Other Requirements

All groups must comply with the Americans with Disabilities Act (ADA). Groups using the library's spaces must agree to meet ADA requirements and to provide requested accommodations for meetings or programs. The agreement to provide accommodations is to be included in the publicity or notices for each meeting or program as stated below.

Groups are responsible for producing their own notices or publicity for their event. Notices of meetings, flyers, news releases or any other promotional materials describing an event must include the correct library name and address. The library may not be identified as a co-sponsor of a program or meeting. Publicity must also include the following two statements:

- *Permission to use a library space does not imply library endorsement of the aims, views, policies, or activities of any group or organization.*
- *Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. For more information or to request accommodations, contact us at (your telephone, address, email and/or other contact information).*

For programs, the contact person's name and contact information will be given to anyone who would like more information about the event.

Community Rooms and Conference Rooms/Meeting Spaces, Public Use of

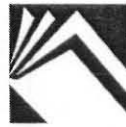
Continued

The library may impose additional reasonable conditions for the use of its spaces to ensure that public or private property is not damaged through use of its facilities, and to ensure that the comfort, convenience, safety or welfare of the public is not disturbed. The library, at its discretion, may require a space user to provide adequate security services and/or insurance. A representative of the library may enter a room and attend any program or meeting held in library facilities.

Any departure from these policies may be made only with written authorization of the Milwaukee Public Library Director or designee. Based on space usage patterns, policies may be revised without notice.

Spaces Procedure and Policy Changes
Recommendations
4/4/16

	Existing Procedure/Policy	Recommended Change	Examples of Challenges
1.	Same day reservations are allowed. Patrons must complete application; staff must enter in Evanced and then scan and send to SSS.	Patrons may walk in and use spaces on a first come, first served basis. Same day use will be recorded for statistical purposes.	-Lengthy process for the patron and feels bureaucratic. -Staff has to relocate patrons already using the room resulting in a poor experience.
2.	No mention of how long a reservation will be held for a patron or group.	Reservations will be held for 45 minutes at which time the space will be released for others to use.	-Reserved space sits empty and same day walk in patrons/groups are unable to utilize the room.
3.	No mention that there may be consequences for non-compliance with the Policy.	Include verbiage: Failure to comply with library policy may result in the denial of subsequent requests for community room use.	-Repeated no shows. -Repeated incidents of not restoring room to original setup arrangement.
4.	No firm minimum and maximum limits for each meeting space.	Set limits for each meeting space to ensure patron safety and to best utilize our library design.	-Currently, reservations for 1 or 2 people are approved for our flexible community rooms that can seat 30 during busy times. Particularly, challenging at libraries with glass walls. -Currently, reservations are approved for groups of 15 for a study room with only 8 chairs. This results in unhappy patrons in an unsafe environment.
5.	No mention that 'no shows' may result in denial of future requests.	Include verbiage: Failure to arrive for scheduled reservations multiple times may result in the denial of subsequent requests for community room use.	
6.	Use of laptops is disallowed in the community room if it is beyond the security gate. This currently affects six branches and Central.	Laptop computers can be checked out for use inside the community room for patrons who have a laptop agreement on file.	Patrons who use community rooms as well as MPL laptops, have repeatedly expressed discontent with staff about inconsistencies on this issue.



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

April 28, 2016 *REVISED May 2, 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

Fm: Paula A. Kiely, Library Director

Re: Library Building & Development Committee Meeting
May 5, 2016, Thursday, 8:00 a.m.-9:00 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. **Mill Road Redevelopment Project.** The committee will discuss the outcome of the WHEDA tax credit process and next steps.
- 3. **Naming Policy.** The committee will consider a revised Naming Policy that applies to the naming of individual libraries and areas and rooms within a library.

Attachment A, page 2

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 Milwaukee, WI 53233 Attn: Accommodation Request.

ATTACHMENT C-P. 1 of 10
MPL AGENDA-05/24/16

**NAMING MILWAUKEE PUBLIC LIBRARIES ~~Y FACILITIES~~ AND
DESIGNATED AREAS ~~OF WITHIN LIBRARIES~~ FACILITIES**

Naming a Milwaukee Public Library library facility or designated area within a facility a library is the responsibility of the Board of Trustees of the Milwaukee Public Library. The name given to any Milwaukee Public Library facility should be representative of the mission and goals vision of the Milwaukee Public Library and, where possible, aid in identifying the location of the facility. The name should be universal in terms of recognition by the general public and should be expected to meet the test of time in terms of that recognition.

Other naming opportunities are available within the new buildings or existing buildings undergoing significant renovation and expansion. These opportunities are identified by the Library Director in consultation with the Library's design team and the Milwaukee Public Library Foundations Campaign Committee for that facility, and could include such areas as meeting rooms, auditoriums, reading lounges, special use areas, collections, equipment, gardens or other interior and exterior spaces.

The following additional guidelines are to be followed in naming Milwaukee Libraries: ~~library facilities or portions thereof:~~

1. The name of a LANDMARK may be used if it helps to identify the locations of the library. (e.g. Washington Park Branch Library)
2. ~~2.~~ Whenever a ~~An individual's~~ person's name is ~~may be~~ used, if the individual must have ~~has~~ made a significant contribution to library service on the local, state or national level. Persons of state and national renown must, at the time of the naming, be well-known and immediately recognizable as having made positive contributions to the development of library service or the quality of life for all citizens. (e.g. Clement J. Zablocki Branch Library; Martin Luther King Jr. Branch Library)
- ~~2.3.~~ An individual's name may be used if they ~~must~~ have been responsible for a major development in improving the quality of library service either through a personal financial contribution to the Milwaukee Public Library or through specific, identifiable actions in support of library service over a sustained period of years.
4. When the Board chooses to accept the gift of a donor (or donors) who requests naming rights, the contribution shall be a minimum of 51% of the total project costs, including land purchase, design, construction, equipment, furnishings, and collections for the building.
- ~~3.5.~~ The Milwaukee Public Library Board of Trustees has the sole authority to name a library and may change the name of any library facility, but it shall also be the Board

policy to recognize past designees and contributors in perpetuity and to retain the name of the Central Library.

~~3. Persons of state and national renown must, at the time of the naming, be well-known and immediately recognizable as having made positive contributions to the development of library service or the quality of life for all citizens.~~

The following guidelines are to be followed in naming areas or rooms within a Milwaukee Public Library:

1. Naming opportunities are available for individuals, families, foundations and corporations making a significant contribution to the project, as determined by the square footage costs of the specific area of interest, plus the cost of new equipment or collections for that area. No naming opportunities will be considered for religious entities.

~~2. 4. In recognition of significant actions, service or financial contributions on behalf of the Milwaukee Public Library, r~~Rooms or areas within a library may be named to honor individuals, corporations, or foundations in recognition of significant actions, service, or financial contributions on behalf of the Milwaukee Public Library. . The individual, corporation, or foundation must have been responsible for a major development in improving the quality of library service either through a financial contribution to the Milwaukee Public Library or through specific, identifiable actions in support of library service over a sustained period of years.

3. When the Board chooses to accept the financial gift of a donor (or donors) who requests naming rights, the contribution shall be a minimum of 51% of the total project costs, including land purchase, design, construction, equipment, furnishings and collections for the building.

4. The term for the naming of an area or room within a library shall be 25 years, after which the area or room could be renamed, based on the above criteria.

~~5. The Milwaukee Public Library Board of Trustees has the authority to change the name of any library facility or portion thereof, but it shall also be the Board policy to recognize past designees and contributors in perpetuity and to retain the name of the Central Library.~~

The Library Director, in consultation with the Library design team and the Milwaukee Public Library Foundation's Campaign Committee for that facility, will be responsible for determining the manner in which the name is recognized (e.g.signage.)

A list of the interior naming opportunities and costs for each facility under construction will be submitted to the Library Board for approval.

(The above policy was unanimously passed by the Milwaukee Public Library Board of Trustees at their regular meeting on ~~October 16, 1996~~ May 24, 2016.)

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Thursday May 5, 2016
Central Library Meeting Room 1**

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

OTHERS MPL: Sam McGovern-Rowen, Crystal Sura, Duane Wepking

PRESENT: City Attorney's Office: Mary Schanning
Department of City Development: Amy Turim
Budget and Policy: Eric Pearson
Foley & Lardner: Wayman Lawrence
Gorman & Company: Ted Matkom

Committee Chair Michele Bria called the MPL Board of Trustees Building & Development Committee meeting to order at 8:10 a.m. on May 5, 2016 with a quorum present. Trustees Cook and Sain and Mr. Lawrence participated by conference phone. Items were taken out of order; however these minutes are presented in numerical sequence.

1. **Mitchell Street Project Developer Agreement.** Prior to the meeting, the committee received the document titled Term Sheet Library Project at 910 W. Mitchell Street, attached at the end of these minutes. Assistant City Attorney Mary Schanning summarized the Term Sheet that outlined the parties involved, the project, financing, details of the library unit, other details of the project and timing. Project developer, Gorman & Company, Inc. will complete the shell of the library unit by December 31, 2016 and MPL expects to open the new library branch in mid to late 2017. The committee did not have any questions of Ms. Schanning, or Mr. Lawrence, who was available by phone to answer questions about the New Markets Tax Credits financing. Ms. Schanning noted that the Term Sheet is not a binding agreement but guides the execution of all additional project related documents to implement the project. Mr. Ted Matkom, from Gorman, distributed the financial structure of the Mitchell Street Project outlined in a memo dated May 5, 2016 titled Mitchell Lofts Apartments 60 Units, attached at the end of these minutes. On May 5, 2016, the subordinate lender, IFF, was secured lending \$1,000,000 to the project. Closing on the transaction on purchase of the building is scheduled for May 26, 2016. The NMTC transaction is scheduled to close on June 15, 2016. There are various approval meetings scheduled: Common Council Public Works Committee on May 11; City Plan Commission on May 23; Common Council Public Works Committee on June 1; and the Common Council will vote on the project on June 14. Trustee Cook moved and Trustee Sain seconded a motion to approve the Term Sheet for the Library Project at 910 W. Mitchell Street. Motion passed. The recommendation will be presented to the MPL Board of Trustees and their regular meeting on May 24, 2016.
2. **Mill Road Redevelopment Project.** On May 2, 2016, the library was informed that the Mill Road Redevelopment project was not among the projects selected to receive WHEDA tax credits. This means that the project will not move forward at this time. The Capital Group, a development partner, is seeking more information to better understand what happened. A report from that discussion will be presented at the June 2, 2016 committee meeting. The Board needs to consider if there is any way this project can move forward and what other options can be explored for the redevelopment of the Mill Road Branch. Informational item.

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3. **Naming Policy**. Director Kiely referred to the draft revision to the policy Naming Milwaukee Public Libraries and Designated Areas Within Libraries, attachment A, page 2 of the agenda. The committee discussed the guideline listed as number 4 - the term for the naming of an area or room within a library shall be 25 years, after which the area or room could be renamed. Trustee Cook suggested that a term expiration could be decided at the time of the gift. Director Kiely stated that setting a term is standard practice. It was noted that the policy does not need to be approved by the City. Trustee Sain asked about the process when the term expires. Director Kiely will continue to research naming policy practices and bring the policy back to the committee at the June 2, 2016 committee meeting or provide information for further discussion. Informational item.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 8:55 a.m. on May 5, 2016.

TERM SHEET
Library Project at 910 W. Mitchell Street

Parties:

City of Milwaukee (“City”)

Milwaukee Public Library (“MPL”)

Gorman & Company, Inc. (together with its affiliates, “Developer”)

The Project:

Developer will acquire the property at 906-910 West Mitchell Street (the “Property”) for redevelopment and historic renovation for use as a new public library branch (the “Library Unit”) and approximately 60 market rate apartments and possibly some commercial space (the “Developer Unit”). Developer will also acquire from the City a portion of the City-owned parking lot located behind the Property (the portion conveyed is the “Parking Lot”) at a purchase price of \$210,000. Developer will do all exterior work on the Property, historic renovations and construction of the shell of the Library Unit in accordance with plans and specifications approved by City, MPL and Developer. The Property will be made into a condominium consisting of the Library Unit and the Developer Unit (which will be comprised of 2 separate condominium units). The Library Unit will include approximately 43 parking spaces in the Parking Lot and the remaining spaces in the Parking Lot will be part of the Developer Unit. At the closing of the Developer’s financing transaction (as further described below), Developer’s affiliate (“Landlord”) shall lease the Library Unit to MPL. Under the lease, the interior build-out of the Library Unit will be completed in accordance with plans and specifications approved by Developer and MPL with a contractor chosen by MPL and approved by Landlord.

The Financing:

Developer is utilizing New Markets Tax Credits (“NMTC”) and Historic Tax Credits (“HTC”) for the Project. As part of the NMTC financing, Developer has secured a bridge loan from BMO Harris Bank in the amount of \$4.5 million to be funded upon the closing of the NMTC financing. Upon completion of the shell of the Library Unit, City will make a leveraged loan of \$4.5 million into the deal in order to pay off the BMO Harris bridge loan. As a result of City’s loan, there will be available a construction escrow account containing \$4.3 million¹ to be used solely to pay for the interior build-out of the Library Unit while MPL is leasing the Library Unit from Landlord. All renovations of the Property will be completed to maximize the amount of HTC available from the Project. During the initial 10-year lease term, MPL will make rent payments to Landlord. The rent will be paid annually and is expected to be approximately \$36,000 for 2017 and about \$54,000 per year thereafter until the City acquires ownership of the Library Unit. Those rent payments will be used by Landlord to pay (indirectly) interest on the loan made by City (in essence, any rent paid by MPL will be returned to the City). At the end of the 7-year compliance period for the NMTC, it is anticipated that City will acquire ownership of the Library Unit by unwinding the NMTC deal. It will do this by acquiring, at a cost not to exceed \$5,000, ownership of debt instruments secured by the Library Unit in the principal amount of about \$6,726,250. Although not legally required, it is likely that Landlord may then convey the

¹ \$200,000 of the City’s \$4.5 million loan will be combined with \$800,000 of NMTC and HTC funds to pay for the Library shell construction by the Developer.

Library Unit to the City by a deed in lieu of foreclosure on the indebtedness secured by the Library Unit then held by the City in the principal amount of approximately \$6,726,250.

Details of the Library Unit:

1. The Library Unit will be located mainly on the 1st floor of the building with some mezzanine level and some basement space for a total of approximately 22,500 square feet of library space.
2. The Library Unit will include approximately 43 parking spaces located directly behind and adjacent to the building for use by MPL staff and patrons.
3. There will be a main entrance at the front of the building on Mitchell Street and another entrance in the rear of the building near the parking lot. The Developer Unit will have a separate entrance on South 9th Street.
4. The Library Unit will be a condominium unit within the building and MPL will have representatives on the condominium board during the lease term and after the City owns the Library Unit. The MPL representatives shall have half of the voting rights under the condominium declaration.
5. Developer shall complete construction of the shell of the Library Unit by December 31, 2016 or face a liquidated damages penalty.
6. If Developer has not completed the shell of the Library Unit by June 1, 2017, MPL has the option to terminate the Development Agreement and the Lease.

Other Details of the Project:

1. Developer will comply with City's requirements for Small Business Enterprise and Resident Preference Programs, prevailing wages and other applicable public construction requirements for construction of the Library Unit shell.
2. City has hired an attorney with expertise in NMTC to represent the City on this Project. That attorney's fees and costs will be paid by Developer (in an amount not to exceed \$75,000) out of the NMTC financing of the deal.
3. In the event the Project fails and Developer is unable to provide the Library Unit to MPL, Developer is required to pay all of MPL's costs to date including costs of designing the interior build out of the Library Unit and any legal fees.
4. In the event the Developer Unit includes any commercial use in addition to the contemplated residential use, the following uses are prohibited: tavern, adult retail or entertainment establishment, animal services or any use requiring a liquor license.
5. The \$210,000 purchase price for the parking lot directly behind the Property will cover the City's cost to repave the entire City-owned parking lot on the block, not just the portion being conveyed to the Developer.
6. There is currently a City controlled alley directly west of the Property that has been designated as a pedestrian mall. MPL can make use of this alley with the City's approval of MPL's plans and designs for that area. Developer does not control this alley and any approval for its use by MPL must come from the City.

Timing:

The Developer expects to close on the NMTC financing in mid-June, 2016. Developer will complete the shell of the Library Unit by December 31, 2016. MPL expects to take 7 to 9

months after completion of the shell to complete the interior build-out of the Library Unit. The new library branch is expected to open in the mid to late 2017.

This Term Sheet is not a binding agreement. The terms set forth herein and other provisions customary for a transaction of this sort shall be incorporated in one or more agreements among City, MPL and Developer. Resolutions approving this Term Sheet shall provide for the execution of all additional Project related documents and instruments necessary to implement the Project.

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REAL ESTATE DEVELOPMENT

MILWAUKEE MIAMI CHICAGO PHOENIX

MEMO

May 5, 2016

**Mitchell Lofts Apartments
60 units**

SOURCES OF FUNDS

First Mortgage – First Business Bank	\$ 5,900,000
Subordinate Lender – IFF	\$ 1,000,000
Federal HTC Equity	\$ 2,600,000
State HTC Equity	\$ 2,600,000
100% deferred developer fee	\$ <u>240,000</u>
<i>Total Sources Of Funds</i>	\$ 12,340,000

Mitchell Library

Original RFP proposal – Uses

Gorman Shell Work per the RFP specs plus purchase price	\$ 1,500,000
Milwaukee Library Buildout Allowance (300K increase due to HTC equity)	\$ <u>3,300,000</u>
<i>Total</i>	\$ 4,800,000

Original RFP Proposal – Sources

Library Budget Amount	\$ 4,500,000
HTC Equity	\$ <u>300,000</u>
<i>Total</i>	\$ 4,800,000

Proposed Revised Uses

Gorman Shell Work per RFP Specs	\$ 1,000,000
Library purchase of shell space	\$ 0
Milwaukee Library Buildout Allowance (800k increase from budget with \$500K increase due to NMTC, \$300K increase due to HTC)	\$ <u>4,300,000</u>
<i>Total</i>	\$ 5,300,000

Proposed Revised Sources

Library Budget	\$ 4,500,000
HTC Equity	\$ 300,000
NMTC Equity	\$ <u>500,000</u>
<i>Total</i>	\$ 5,300,000

ATTACHMENT C-P. 9 of 10
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COMMENTS:

- NMTC equity \$1.6M which will pay for the building so this eliminated 500k purchase price of shell by Library and added this to your amount allocated for use as amount allocated for buildout
- First Business Bank is the lender and purchase of HTC
- Chase purchaser of NMTC from BMO allocation
- Last piece of financing needed is IFF for \$1M approval is May 5th
- BOZA zoning approval/HPC approval obtained
- Working with DPW on transfer of parking lot
- Revised Closing Schedule
 - Secure Financing Commitment IFF -- 5/5/16
 - Close Transaction on purchase of building 5/26/16
 - Close NMTC transaction- 6/15/16
 - Complete Construction - 5/1/17