



# MILWAUKEE

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## PUBLIC LIBRARY

### **Vision**

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

### **Mission**

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

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

**John Gurda, President**

**Michele Bria, Vice-President**

**JoAnne Anton, Vice-Financial Secretary**

**Paula Kiely, Secretary**

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

**Tuesday May 23, 2017**

**4:30 p.m.**

**Bay View Branch**

**Meeting Room**

**2566 S. Kinnickinnic Avenue**

**Milwaukee, WI 53207**

### **AGENDA**

#### **PUBLIC COMMENT**

#### **RESOURCES / RECOMMENDATIONS / RESEARCH**

1. **Adult Literacy Program & Grant.** Librarian Eric Johnson will brief the Board about the Library's Adult Literacy Program and the recent Library Services and Technology Act (LSTA) grant that provided needed resources for tutors and students.

#### **CONSENT AGENDA**

Attachment A, page 3

2. **Regular Board Meeting Minutes April 25, 2017.**
3. **Committee Reports.**
  - a. Finance & Personnel Committee Meeting Minutes April 25, 2017
  - b. Services & Programs Committee Meeting Minutes May 1, 2017
4. **Administrative Reports.**
  - a. Personnel Actions
  - b. Financial Report
  - c. Library Director's Reports

## REPORTS

5. **Milwaukee County Federated Library System (MCFLS) Board**. Trustee Nik Kovac, Resource Library Representative, will report on the May 15, 2017 MCFLS Board meeting.
6. **Building and Development Committee**. Chair Michele Bria will provide a report from the May 4, 2017 meeting regarding the Mitchell Street, Mill Road/Good Hope, Martin Luther King and Capitol project updates, and the 2018 capital plan and budget.  
Attachment B, page 34

## OLD BUSINESS

7. **Public Library System Redesign**. Director Kiely will brief the Board on discussions held at the Wisconsin Association of Public Libraries (WAPL) Conference in Stevens Point.

## NEW BUSINESS

8. **Staff Safety**. Director Kiely will share steps being taken to increase the safety of staff working both inside the library and in the community.
9. **MPL Board Retreat**. President Gurda will solicit feedback and input into plans for a MPL Board Retreat to be held in September.

## STRATEGIC DISCUSSION

10. **Program & Service Sustainability**. The Board will review and discuss the resources available for on-going services and programs and strategies used by other urban libraries.

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

*June 1, 2017 – Building and Development Committee – Central Library 8:00 a.m.*

*June 27, 2017 – Regular Meeting – Central Library 4:30 p.m.*

### **UPCOMING EVENTS:**

*June 3, 2017 – 2017-2019 Poet Laureate Inaugural Reading – Central Library 1:30-3:30 p.m.*

*June 17, 2017 – Music from the Backyard & Front Porch – Central Library 2:00-3:00 p.m.*

*June 19, 2017 – Meet the Author of How to be an Indian in the 21<sup>st</sup> Century –  
Central Library 7:00-8:30 p.m.*

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

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

**EXCUSED:** Sup. Marcelia Nicholson, Joan Prince

**STAFF:** Ryan Daniels, Eileen Force Cahill, Joan Johnson, Lori Kreis, Dawn Lauber, Sam McGovern-Rowen, Jennifer Meyer Stearns, Judy Pinger, Brett Rohling, Crystal Sura, Kelly Wochinske

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President Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:30 p.m. on April 25, 2017 with a quorum present. Trustee Coggs arrived at 5:05 p.m. Trustee Layden was excused at 5:20 p.m.

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**PUBLIC COMMENT** None.

Public Services Area Manager Dawn Lauber introduced new branch managers - Ms. Lori Kreis assigned to Capitol, and Mr. Brett Rohling assigned to Martin Luther King.

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**RESOURCES / RECOMMENDATIONS / RESEARCH**

1. **New Partnership: Social Worker in the Library.** Deputy Director Joan Johnson said MPL has partnered with IMPACT 2-1-1 to begin the new Social Worker in the Library program in March. Library staff may refer a patron to an on-site coordinator who can direct them to available resources within the community that will assist them with their specific circumstance. Currently a Social Worker is available at Central Library for a half day per week and the program may advance to the branches in the future. Informational item.
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**CONSENT AGENDA**

2. **Regular Board Meeting Minutes March 28, 2017.**
3. **Committee Reports.**  
Finance & Personnel Committee Meeting Minutes April 5
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, pages 3-29 of the agenda. President Gurda entertained a motion to approve. Trustee Sain moved and Trustee Anton seconded a motion to approve the Consent Agenda. Motion passed.

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## REPORTS

5. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac, Resource Library Representative, reported on the April 25, 2017 MCFLS Board meeting. He said the meetings will be scheduled at various system libraries instead of the MCFLS office. There was discussion at the Board meeting regarding the financial report and the quarterly strategic plan progress report. The Board went into Executive Session to evaluate the System Director Bruce Gay's performance. Informational item.

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6. **Building and Development Committee.** Committee Chair Michele Bria provided the report from the April 6, 2017 regarding the Mitchell Street, Mill Road/Good Hope, Martin Luther King and Capitol project updates. Referring to the meeting agenda and minutes, attachment B, page 30 of the agenda, she noted that construction of Mitchell Street is on schedule and is slated for opening in mid-September.

The Mill Road/Good Hope developer is waiting for the Wisconsin Housing and Economic Development Authority (WHEDA) tax credit award expected in mid-May or early June.

Young Development Group continues to work on the pro forma for the Martin Luther King Redevelopment Project.

The Capitol Redevelopment Project timeline was reviewed and potential sites were considered. Staff will continue to research and provide site options. Informational item.

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7. **Finance and Personnel Committee.** The committee met on April 25, 2017 prior to the Regular meeting. Committee Chair JoAnne Anton said that the Trustees received the Board of Trustees – Milwaukee Public Library Trust Fund Investment Policy in advance for review. The policy was revised with consideration to the comments made by the Finance and Personnel Committee members and the US Bank Investment Advisor. Trustee Anton moved approval of the Investment Policy. Trustee Johnson seconded the motion. Motion passed.

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8. **MPL Foundation Report.** MPL Foundation Executive Director Ryan Daniels reported that the Foundation raised approximately \$594,000 compared to \$187,000 this time last year. The increase does include one large gift of \$300,000. He announced on May 5, the Friends of the Library are hosting the Spring Literary Luncheon featuring Elizabeth Strout, author of Anything is Possible. The event at the Wisconsin Club is expected to sell out. The Foundation team and Director Kiely presented a Learning Commons project to the Rotary Club of Milwaukee and the project was one of five final projects being considered. A decision is expected in June. Making the presentation also was an opportunity to share how the mission of the library aligns with the Milwaukee Rotary Club. The Foundation is launching a new initiative called Lawyers for Libraries. Approximately twenty attorneys are charter members. An event at Central Library's green roof is scheduled for July 27, 2017. Informational item.

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## OLD BUSINESS

9. **Public Library System Redesign (PLSR) Project Update.** Director Kiely distributed a PLSR Report dated April 24, 2017, attached at the end of these minutes. The report was reviewed. Discussions regarding equity in the delivery of quality library services to every Wisconsin resident have emerged from the Council on Library and Network Development's (COLAND) recommendation to Wisconsin Superintendent of the Department of Public Instruction. State-funded system services include delivery, continuing education, technology, integrated library systems, interlibrary loan and collections. A new project timeline will result in final system and service model recommendations, due to the Steering Team in February 2018. Informational item.

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## NEW BUSINESS

10. **Library Now.** Referring to attachment C, page 32 of the agenda, Deputy Director Johnson summarized the LibraryNow 2017-1 Quarterly Report. LibraryNow connects students to all the digital resources the Milwaukee Public Library has to offer. Students are encouraged to visit their local neighborhood branch to upgrade to a full access card which allows them to check out materials. Library accounts were created for 65,100 students, which they can access with their school identification number. As staff continues outreach to educate the students on services such as tutoring help, book and music downloads, and research databases, the upgrades should increase. Milwaukee Public School administration is also promoting the library by providing access to LibraryNow.org through the MPS student portal. President Gurda said this initiative is exciting and is about growing the next generation of library users, which is so important for the community. Trustee Cook suggested adding a footnote to the number of library cards issued on the Wisconsin Public Library Annual Report, explaining the significant increase. Director Kiely added that the program is supported by the State Superintendent's Office and is seen as a model to be replicated across the state. Informational item.

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## STRATEGIC DISCUSSION

11. **Partnership for Community Building.** President Gurda said the strategic discussion on the library as convener will continue. He referred to the list of Board ideas and responses listed as attachment A, page 9 of the consent agenda. Trustee Cook shared an experience from a meeting with Ms. Kiely and a manager from the State Public Defender Office. The attorneys from that office often meet with clients at MPL's branches. As a result of the meeting, a librarian will attend a staff meeting that will include twenty-five public defenders to talk about the library. Trustee Anton commented that the library system can be the conduit and mentor to help youth in the community apply for grants. Trustee Sain said he recently attended a meeting for the Milwaukee Fatherhood Initiative. He suggested the library participate in the Fatherhood Summit taking place this fall, talking to the families about library services. Trustee Bria noted that the library could attend a United Neighborhood Centers of Milwaukee meeting to reach its member agencies. The trustees can be proactive in connecting the library with their networks to lead to more opportunities to partner and promote the library's meeting spaces and resources. Informational item.

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With no further business, the Milwaukee Public Library Board of Trustees meeting of April 25, 2017 was adjourned at 6:06 p.m.

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*ATTACHMENT A-P. 4 of 31  
MPL CONSENT AGENDA  
2.Regular Minutes 04/25/17  
P. 6*

**Update: April 24, 2017**

## **Milwaukee Public Library Report to Trustees**

PLSR is a community-based project to consider how to best provide public library system services in Wisconsin. Since last fall, new models of service delivery to local libraries have been drafted and input received. A study of other State Systems is near completion, which is expected to provide alternative models for service, administration, governance, and funding. A new timeline is included.

# PLSR

**Update: April 24, 2017**

## **Milwaukee Public Library Report to Trustees**

### Roadmap

The Council on Library and Network Development (COLAND) recommended its *Strategic Vision for Library Systems in the 21<sup>st</sup> Century: A Roadmap for Implementation* to Wisconsin Superintendent of the Department of Public Instruction, Tony Evers. The “Roadmap” outlined a vision for modern, and cost effective Library System Services and designed a process to develop these improvements. Central to Dr. Evers’ support of the recommendation was the central goal of creating **equity** in the delivery of quality library services to every Wisconsin resident.

### Progress

- Service Models drafted and being revised
- Workgroup models leading toward “regional” systems
- Topic Teams working on issues common to two or more workgroups
- Survey Groups open to anyone interested in providing feedback <http://www.plsr.info/surveypanel/>
- Anticipating Human Resource issues and concerns
- Ongoing communication with stakeholders

### Challenges

- Communication and inclusion
- Ensuring equitable service with win-win results
- Perception of loss for those with quality services
- Managing change

### Of Interest to Library Boards

- Improve/maintain services for their members
- Maintain local control
- Focus on small and medium libraries
- Preserve financial resources
- Potential new role for Resource Libraries

### STATE-FUNDED SYSTEM SERVICES:

- Delivery
- Continuing Education
- Technology
- Integrated Library Systems
- Interlibrary Loan
- Collections

### RESOURCES:

<http://www.plsr.info/>

<http://www.plsr.info/plsr-videos/>

<https://dpi.wi.gov/sites/default/files/>

[imce/pld/pdf/Strategic\\_vision\\_for\\_systems.pdf](https://dpi.wi.gov/sites/default/files/imce/pld/pdf/Strategic_vision_for_systems.pdf)

### TIMELINE:

April – WAPL Stakeholder mtgs

June – Other States Report

July – Recruit outside experts

July – Retreat

Nov – WLA Stakeholder mtgs

Feb – Final models to Steering







**MILWAUKEE**  
**PUBLIC LIBRARY**

*Paula A. Kiely*  
*Director*

April 19, 2017

To: Finance & Personnel Committee of the  
Milwaukee Public Library Board of Trustees:  
Chair JoAnne Anton, Chris Layden, Ald. Chevy Johnson,  
Ald. Milele Coggs, Joan Prince *all trustees are welcome to attend*  
MPL: Jennifer Meyer

Fm: Paula A. Kiely, Library Director

Re: Finance & Personnel Committee Meeting  
Tuesday April 25, 2017, 4:15 p.m.-4:30 p.m.  
Central Library Meeting Room 1, 814 W. Wisconsin Avenue

**MEETING NOTICE AND AGENDA**

1. **MPL Trust Fund Investment Policy.** The committee will review a draft of the revised investment policy as it relates to financial and investment objectives and asset allocation guidelines for consideration by the full Board.

Attachment A, page 1

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**ATTACHMENT A-P. 7 of 31**  
**MPL CONSENT AGENDA**  
*3a.Finance & Personnel 04/25/17*  
P. 9

**Board of Trustees - Milwaukee Public Library**  
**Trust Fund Investment Policy**

**Introduction**

The purpose of this Investment Policy is to assure that:

1. The investment policy and objectives of the Milwaukee Public Library (the Library) are clearly stated.
2. The Investment Manager(s) are given guidance and limitations so all interested parties understand the expectations of the Board of Trustees (the Board or the Trustees).

Long-term investment objectives, policies, and a prudent investment program are essential tools for the Board in carrying out its fiduciary responsibility with regard to the management and investment of the Trust Fund. In the pursuit of its investment objectives, the Board may engage the services of one or more investment advisors, who in turn may assist in the selection of Investment Managers of the funds under the purview of the Board.

The Board will review this Investment Policy as needed, but at least annually, and make any appropriate changes, which will be communicated to the investment advisors.

**Fund Purpose**

The goal of the Fund is to produce a rate of return sufficient to maintain capital, while permitting an annual withdrawal of up to 4% to 5% of the three year rolling average market value for books, materials, programs, and other library purposes. The Fund may not be used for library staffing or service operations that are funded through City of Milwaukee budgeted funds.

On an annual basis, the Library Director will submit a request to the Board of Trustees for an appropriation for the following year. The Board reserves the right to authorize expenditures for special projects to meet the needs of the Library.

**Investment Management Roles**

The Board of Trustees of the Milwaukee Public Library is empowered and authorized by State of Wisconsin Statutes, Chapters 43 and 112.11 (3) to (5), to appoint one or more investment advisors to manage the investment and reinvestment of a portion or all of the Trust Fund. Investment Managers are expected to follow all applicable statutory or legal guidelines for suitable investments of public funds.

The Board must act with care in establishing the scope and terms of the delegation of investment management, including the payment of compensation consistent with the purposes of the Fund and monitoring of the performance and compliance with the scope and terms of the delegation.

The Trustees are responsible for overseeing the administrative and investment management of the accounts. This includes, but is not limited to, the selection of appropriate asset classes, allowable ranges of holdings by asset class, the individual Investment Manager, the definition of acceptable securities, and investment performance expectations. The Trustees will communicate investment policy, guidelines, and performance expectations to the Investment Manager. In addition, the Trustees will also review and evaluate investments regularly to assure that the Library's Policy is being followed and progress is being made toward achieving the objectives of the Fund.

The Investment Manager is responsible for making investment decisions (purchasing, holding, or selling securities) for the sole interest and exclusive purpose of providing returns for the Library. The assets must be invested with the care, skill, and diligence that a prudent person acting in this capacity would undertake. All investments must be within the guidelines of quality, marketability, and diversification mandated by this Policy, and in compliance with state and federal investment regulations.

The performance of the contracted Investment Manager and the Fund will be reviewed on a total return basis, net of fees, by the Board quarterly. Performance information will be reviewed, including against appropriate benchmarks (such as the S&P Global BMI).

The Board may choose at any time to pursue selection of another advisor and terminate any existing contracts.

#### **Investment Objective**

The investment portfolio should use a balanced orientation. The Trust seeks income and capital growth, as well as the preservation of core principal. The risk tolerance is moderate.

The long-term objective is to manage the Fund to maximize the inflation adjusted, long-term growth of the Fund balanced by the need for regular distributions. Investments should be invested in such a way as to help in meeting the future need for distributions for materials, programs, and other library purposes. On a three year moving average basis, the Trust Fund seeks to achieve a total return in each asset class in excess of publicly traded benchmark indices.

#### **Prohibited Asset Categories and Investments**

Investment restrictions are intended to help achieve investment objectives within levels of risk deemed acceptable. The Board, at its discretion, may limit foreign and hedged trading in its review of market conditions and Fund performance.

Prohibited investments and transactions of the Funds include, but are not limited to, direct investments in the following:

1. Commodities or futures contracts.
2. Real estate investments (other than REITs or ETFs).
3. Purchases of letter stock, private placements, or direct payments.
4. Venture-capital investments.

5. Interest-only (IO), principal-only (PO), and residual tranche collateralized mortgage obligations (CMOs), except via mutual funds and exchange-traded funds (ETFs).
6. Short sales.
7. Leveraged transactions, including the use of margin.
8. All option strategies, such as calls, puts, and/or other derivatives.

**Asset Allocation**

The Trust Fund will be invested in no-load mutual funds, ETFs, or ETNs. A variety of financial instruments and maturities, properly balanced, will help to ensure liquidity and reduce risk or interest rate volatility and loss of principal.

The table below sets forth the approved Strategic Allocation of funds. Tactical adjustments may be made within a +/- 10% allowable range for the asset classes within the Strategic Target. The Board should review the Asset Allocation targets during its annual review of the Investment Policy to determine if the allocations need to be re-balanced or strategically re-allocated.

<b>Asset Class</b>	<b>Strategic Allocation</b>
<b>Equities</b>	
Large Cap US	36%
Mid Cap US	6%
Small Cap US	3%
International Developed	6%
International Emerging Market	3%
REITS	3%
Commodities (via MFs/ETFs)	3%
Alternatives	0%
<b>Total</b>	<b>60%</b>
<b>Fixed Income</b>	
Traditional	30%
High Yield	4%
Inflation Protected	4%
Global Bonds	0%
<b>Total</b>	<b>38%</b>
<b>Cash</b>	<b>2%</b>

**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
FINANCE & PERSONNEL COMMITTEE  
MINUTES  
Tuesday April 25, 2017  
Central Library Meeting Room 1  
814 W. Wisconsin Avenue**

**PRESENT:** JoAnne Anton, Ald. Chevy Johnson, Joan Prince, Paula Kiely

**EXCUSED:** Chris Layden

**STAFF**

**PRESENT:** Jennifer Meyer Stearns, Crystal Sura

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Chair JoAnne Anton called the meeting of the Board of Trustees Finance & Personnel Committee to order at 4:19 p.m. on Tuesday April 25, 2017 with a quorum present. Trustee Prince participated by conference phone.

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1. **MPL Trust Fund Investment Policy**. Chair JoAnne Anton referred to the revised draft of the Board of Trustees – Milwaukee Public Library Trust Fund Investment Policy, attachment A, page 1-4 of the agenda. Assistant Library Director Jennifer Meyer Stearns noted that the policy was revised with consideration to the comments made by the Finance and Personnel Committee members and the US Bank Investment Advisor at the April 5, 2017 committee meeting. Chair Anton asked for a motion of approval to advance the MPL Trust Fund Investment Policy to the full Board at their April 25, 2017 meeting. Trustee Johnson moved and Trustee Prince seconded the motion. Motion passed.

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The meeting of the Library Board's Finance & Personnel Committee was adjourned at 4:22p.m. on Tuesday April 25, 2017.

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MILWAUKEE  
PUBLIC LIBRARY

Paula A. Kiely  
Director

April 21, 2017

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

From: Paula A. Kiely, Library Director

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

MEETING NOTICE AND AGENDA

1. **USS Milwaukee Archive**. The committee will discuss a possible new special collection under discussion with the USS Milwaukee Commissioning Committee.
2. **Laptop Policy**. A change to the Laptop Policy will be presented for approval.  
Attachment A, page 2
3. **Request for return of painting "Egyptian Scene"**. The committee will discuss a painting housed in the Wisconsin Architectural Archive area of Central Library.  
Attachment B, page 4
4. **Permanent Ban of Patron**. Director Kiely will seek support for the permanent ban of patron Donald Cobbins.  
Attachment C, page 5
5. **Permanent Ban of Patron**. Director Kiely will seek support for the permanent ban of patron Dexter Johnson.  
Attachment D, page 6

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**ATTACHMENT A-P. 12 of 31**  
**MPL CONSENT AGENDA**  
**3b.Services & Programs 05/01/17**

## Laptop Loan Policy

The Laptop Loan Program was developed initially under the library's "Connecting Milwaukee Communities" Broadband Technology Opportunities Program, and funded for three years as part of the American Recovery and Reinvestment Act awarded in 2010 by the Department of Commerce. The program was launched in six branch locations and was expanded to all locations by 2014 when the positions were shifted to the City's positions ordinance as part of the Library's budget. The program continues to operate according to the policies set forth as listed below.

- Laptops are checked out for in-library use only.
- Patrons are required to have their photo included on their library record in Sierra in order to participate. In addition, patrons are required to have an electronic signature on file and fees below the \$5.01 threshold.
- Patrons must complete a loan agreement form the first time they check out a laptop, or they may opt-in to the program at the time of library card registration by signing an electronic agreement.
- The loan period for laptops is three hours in Sierra, with a single two-hour SAM session. This gives people a chance to get settled, have a full two-hour session, and return the laptop without incurring fines.
- Laptops may be checked out by patrons 8 years old and older. For patrons under 18, the parent must be present the first time to complete and sign the loan agreement form, and the parent must have their own photo and signature in their record. There will be a separate loan agreement form for patrons under 18 years old. The child must also have a photo and signature on their record, for future checkouts without the parent present.
  - Patrons who do not have their library card in hand may use a photo ID for staff-assisted laptop checkout. LibraryNOW cardholders may use their student ID number for staff-assisted checkout. Students may be asked for additional information to verify identity.
  - All patrons may type in their library barcode or student ID numbers to checkout a laptop from any MPL laptop kiosk.
- Laptops may *not* be checked out by patrons using Books2Go, SAM Visitor, Business/Day Care/Institutional, Teacher, or Temporary Residency card types.
- Fines and fees accrue on laptops as follow:
  - \$2/hour fine after 3 hours—and \$2 each hour up to \$10 for 5 hours overdue.
  - \$1500 replacement fee – if missing for more than 8 hours or at closing time after all patrons have exited.
- After 6 hours, patrons are over the \$5.01 threshold and will be blocked from checking out library materials and logging on to the Internet. As with other materials, they must pay fines down to \$5 or less to restore borrowing privileges.
- Laptops are not to be taken into the restrooms or beyond the security gates, except for use in the Community or Conference Rooms.
- Laptops should **always** be returned directly to the staff (at a desk or at a cart). It is not acceptable for patrons to simply leave the laptop on top of the service desk and then walk away.

Laptop Loan Policy  
Continued

- Laptops should never be left unattended. Patrons are allowed one occasion where a laptop is left unattended. If they leave a laptop unattended for the second time, patron will be excluded from the laptop program according to the following terms:
  - 6 months – 2<sup>nd</sup> occurrence
  - 1 year – 3<sup>rd</sup> occurrence
  - Permanent exclusion – after 3<sup>rd</sup> occurrence
    - Patron may appeal this exclusion after one year via a written request to the Library Director. Ban may be lifted at the discretion of the Library Director.





**MILWAUKEE**  
PUBLIC LIBRARY

Date: April 21, 2017

To: Milwaukee Public Library Board of Trustees  
Services and Programs Committee

From: Paula A. Kiely  
Milwaukee Public Library Director

Re: Return of Artwork to Artist's Family

Library Administration is seeking Board approval to return an artistic rendering to the son of the artist. A written request was received from Mark F. Pfaller II in February 2017. He provided the provenance, including an explanation of how it came to the library, and the history of his efforts to have the work returned to his family.

**The Work:** *Ancient Egypt* by Mark F. Pfaller  
Pencil and Gauche  
36"x48"  
\$3,500 (appraised value 2017)

**Background:** *Ancient Egypt* was created by the artist in 1939 while a student at the University of Notre Dame. The work was entered into a competition held by the Ecole des Beaux-Arts in Paris. The artist's son, Mark F Pfaller II, stated that in 1984, his father loaned the rendering to the Wisconsin Architectural Archives (WAA). Until the mid-1980s, the Archives was an independent non-profit organization housed in the Central Library and was managed by Thomas Eschweiler. Several years after the loan, Mr. Pfaller approached Mr. Eschweiler to request the return of the rendering. Mr. Pfaller's request was denied.

**Research and Analysis:** MPL librarians attempted to establish ownership by conducting a thorough search of both the Archives and Library records. No documents were found of the receipt or acceptance of the rendering as a gift from the artist or anyone else. The Library's process for the acceptance of works of art would have resulted in a letter of acceptance and placement in the art inventory. Neither was found.

**Recommendation:** Having conducted a thorough investigation, no documentation has been found to indicate that *Ancient Egypt* was intentionally donated to the Wisconsin Architectural Archives or the Milwaukee Public Library. Therefore, we recommend return of the work to the artist's son.



**MILWAUKEE**  
**PUBLIC LIBRARY**

May 1, 2017

To: Milwaukee Public Library Board  
Services and Programs Committee

Fr: Paula A. Kiely  
Library Director

Re: Recommendation to Permanently Ban Donald Cobbins from all Milwaukee Public Libraries

I am writing to request approval to permanently ban Donald Cobbins from all Milwaukee Public Library locations. A permanent ban is pursued only in cases where an individual's behavior is so detrimental to the library that continued access to our buildings, resources, and staff would put the safety and security of others and property at risk.

On February 4, 2017 Mr. Cobbins acted in a manner that created an intolerable situation that ended with his arrest. While at the Central Library, Mr. Cobbins was intoxicated and engaged in an argument with a woman reported to be his girlfriend. The argument escalated to include screaming profanities and physical assault. When a security officer attempted to intervene, Mr. Cobbins used his body to push her away and continued screaming. After being removed from the building, Mr. Cobbins made repeated attempts to re-enter. After again becoming physical with the officers, his hands were placed in restraints and he was removed to the security office until the Police could arrive. During this time, Mr. Cobbins continued to yell and make profane and threatening statements. While in the room, he urinated on the table and chair. Mr. Cobbins was issued a State Disorderly Conduct Charge for his behavior.

While Mr. Cobbins has no previous record of inappropriate behavior at the Library, the level of disruption and the negative impact to our employees, visitors to the library, and to the library's reputation as a safe place calls for the highest possible sanction.

A permanent ban, if approved, will give us the ability to pursue legal action with the help of the District Attorney's Office if the patron continues to violate the terms of the ban. Individuals subject to a permanent ban may request an appeal to the Board annually.

C: Jennifer Meyer, Assistant Library Director

814 W. Wisconsin Ave. • Milwaukee, WI 53233

*ATTACHMENT A-P. 16 of 31*  
*MPL CONSENT AGENDA*  
*3b.Services & Programs 05/01/17*  
*P. 18*



**MILWAUKEE**  
**PUBLIC LIBRARY**

May 1, 2017

To: Milwaukee Public Library Board  
Services and Programs Committee

Fr: Paula A. Kiely  
Library Director

Re: Recommendation to Permanently Ban Dexter Johnson from all Milwaukee  
Public Libraries

I am writing to request approval to permanently ban Dexter Johnson from all Milwaukee Public Library locations. A permanent ban is pursued only in cases where an individual's behavior is so detrimental to the library that continued access to our buildings, resources, and staff would put the safety and security of others and property at risk.

Mr. Johnson has a record of serious security incidents at Milwaukee Public Library. Starting in 2003, he has committed theft, physical assault, and other inappropriate behavior. Most recently, on February 11, 2017, Mr. Johnson devised and executed a plan to rob the staff of branch library on Capitol Drive. After concealing himself in the public restroom, he waited until a staff member exited the staff breakroom. He caught the door before it closed and gained access, where he rifled through staff lockers and stole the wallets of two employees. He then exited the area and fled from the building. Shortly after the theft was detected, both employees were notified of fraudulent charges being placed on their credit cards. This is the second time Mr. Johnson has stolen personal property from a staff break area.

A permanent ban, if approved, will give us the ability to pursue legal action with the help of the District Attorney's Office if the patron continues to violate the terms of the ban. Individuals subject to a permanent ban may request an appeal to the Board annually.

C: Jennifer Meyer, Assistant Library Director

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

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

**STAFF PRESENT:** Joan Johnson, Crystal Sura, Kirsten Thompson, Michael Weber

**OTHERS PRESENT:** Mark F. Pfaller II

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Vice-chair JoAnne Anton called the meeting of the Board of Trustees Library Services & Programs Committee to order, at 5:32 p.m. on Monday May 1, 2017 with a quorum present. Chair Milele Coggs joined the meeting at 5:50 p.m.

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1. **USS Milwaukee Archive.** Director Kiely said she has been working with Deputy Director Joan Johnson and Coordinator of Humanities, Archives and Special Collections Kirsten Thompson to establish a new partnership with the USS Milwaukee Commissioning Committee. The USS Milwaukee is a combat ship of the United States Navy. Library staff and the Commissioning Committee have been meeting to discuss creating an archive at MPL where all the materials related to the ship's commissioning would be housed. MPL would become a place where people who served on the ship and other interested parties could learn about its origins. A display would be created to promote the collection. The period covered by the archive would be from the time the decision to build the ship was made until the completion of the commissioning. Other components of the project include the USS Milwaukee Commissioning Committee working with the Navy League to develop curriculum for STEM programming related to the collection. Cost implications, in terms of storage and supplies, are minimal. A MOU to outline the scope and nature of the new partnership is being drafted and will be brought to the MPL Services and Programs Committee in the near future. Informational item.

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2. **Laptop Policy.** Deputy Director Joan Johnson referred to a draft of the Laptop Loan Policy, attachment A, page 2-3 of the agenda. She explained that when the Laptop Loan Program was established in 2010, a patron would be banned from the program after leaving a laptop unattended on two occasions. This revised policy outlines a more progressive approach to discipline. The first occurrence of an unattended laptop results in a warning; second occurrence results in a six-month ban; third occurrence results in a one-year ban; and, permanent exclusion after a third occurrence. Additionally, the policy states that a patron may appeal this exclusion after one-year via a written request to the Library Director. The ban may be lifted at the discretion of the Library Director. The Trustees suggested a slight revision to the wording of the disciplines paragraph. Trustee Anton moved approval of the Laptop Loan Policy, with the revision. Trustee Smith seconded the motion. Motion passed.

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3. **Request for Return of Painting “Egyptian Scene.”** Director Kiely referred to a memo regarding Return of Artwork to Artist’s Family, dated April 21, 2017, attachment B, page 4 of the agenda. Library Administration is seeking MPL Board approval to return an artistic rendering that has been housed at the Central Library to the son of the artist. Mr. Mark Pfaller, was present at the meeting. The memo includes the description of the artwork, background, research and analysis that led to the recommendation. In summary, Director Kiely noted that after conducting a thorough search of Archives and Library records, no documents were found that indicated that the artist intended the rendering to be a gift to the Library. Trustee Anton moved approval of the recommendation to return “Ancient Egypt” to the Pfaller family. Trustee Sain seconded the motion. Motion passed.

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4. **Permanent Ban of Patron.** Director Kiely referred to the memo dated May 1, 2017, attachment C, page 5 of the agenda. She asked the committee to support the recommendation to permanently ban Mr. Donald Cobbins from entering any City of Milwaukee Public Library. Trustee Sain moved and Trustee Anton seconded a motion to permanently ban Mr. Cobbins from MPL. Motion passed. A letter from President Gurda will be sent to the patron informing him of the ban. It was noted that the patron would have 15 days from the date of the banning letter to request an appeal. Thereafter, the patron may request an appeal before the MPL Board once a year, beginning one year after the ban.

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5. **Permanent Ban of Patron.** Director Kiely referred to the memo dated May 1, 2017, attachment D, page 6 of the agenda. She asked the committee to support the recommendation to permanently ban Mr. Dexter Johnson from entering any City of Milwaukee Public Library. Trustee Anton moved and Trustee Nicholson seconded a motion to permanently ban Mr. Johnson from MPL. Motion passed. A letter from President Gurda will be sent to the patron informing him of the ban. It was noted that the patron would have 15 days from the date of the banning letter to request an appeal. Thereafter, the patron may request an appeal before the MPL Board once a year, beginning one year after the ban.

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The meeting of the MPL Board’s Library Services & Programs Committee was adjourned at 6:00 p.m. on Monday May 1, 2017.

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MILWAUKEE PUBLIC LIBRARY SYSTEM

PERSONNEL ACTIONS

COVERING PERIOD: APRIL 9, 2017 THROUGH MAY 6, 2017

The Secretary reports the following personnel actions:

REGULAR APPOINTMENT

Debra Calmes - Library Circulation Assistant I (LPT) - Atkinson	04/10/17
Bryan Ericson - Library Circulation Assistant I (LPT) - Capitol	04/10/17
Ezekiel Hurley - Library Circulation Assistant I (LPT) - Forest Home	04/10/17
Thomas Mills - Library Circulation Assistant I (LPT) - Center Street	04/10/17
Jannis Mindel - Librarian II - Mill Road	04/24/17

REHIRE - REGULAR APPOINTMENT

Lori Kreis - Library Branch Manager - Capitol	04/10/17
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TRANSFER

Brenda Hantula - Library Circulation Assistant I - Capitol to Mill Road	04/23/17
Brandis Turner - Library Circulation Assistant I - Mill Road to Capitol	04/23/17
Gabriel Villa - Library Circulation Assistant I (LPT) - Forest Home to Zablocki	04/23/17

TEMPORARY APPOINTMENT

Acklen Banks - Librarian III - Extension Services	04/13/17
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TEMPORARY ADDITIONAL ASSIGNMENT ENDED

Enid Gruszka - Library Branch Manager - East and Martin Luther King To: East	03/26/17
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TEMPORARY ADDITIONAL ASSIGNMENT ENDED / TRANSFER

Amelia Osterud - Library Branch Manager - Capitol and Mill Road To: Mill Road	04/09/17
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EXPIRATION OF TEMPORARY APPOINTMENT / RESTORE TITLE

Kevin Cingatura - Network Manager - DER Auxiliary Resources To: Network Analyst Senior - Technical Services / Automation	04/09/17
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LEAVE OF ABSENCE 24.0 OR MORE HOURS

Shamus Lavelle - Library Circulation Assistant I - WTBBL - 80.0 hours	03/26/17
Deborah Heinzl - Library Reference Assistant - Bay View - 70.8 hours	03/28/17
Deborah Heinzl - Library Reference Assistant - Bay View - 79.6 hours	04/10/17
Jennifer Wright - Librarian I (underfilling Librarian II) - Center Street - 78.5 hours	04/10/17
Deborah Heinzl - Library Reference Assistant - Bay View - 80.0 hours	04/24/17
Jennifer Wright - Librarian I (underfilling Librarian II) - Center Street - 80.0 hours	04/24/17
Ashley Emmons - Audio Machine Technician - WTBBL - 29.0 hours	05/01/17

EXPIRATION OF TEMPORARY APPOINTMENT

Acklen Banks - Librarian III - Extension Services	03/26/17
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RESIGNATION

Cecilia Hinton - Library Circulation Aide - Circulation	04/23/17
Ezekiel Hurley - Library Circulation Assistant I (LPT) - Forest Home	04/29/17

MILWAUKEE PUBLIC LIBRARY  
FINANCIAL REPORT  
April 30, 2017

2017

2016

REVENUES

	Budget	Received to date	% Received
Additional City Appropriation	\$22,526,295	\$6,959,318	30.9%
Fines	\$245,000	\$67,601	27.6%
Lost Materials, etc.	\$117,600	\$24,812	21.1%
MCFLS Contracts	\$725,000	\$195,148	26.9%
<b>Total City Appropriation</b>	<b>\$23,613,895</b>	<b>\$7,246,879</b>	<b>30.7%</b>

	Budget	Received to date	% Received
	\$22,613,655	\$7,168,079	31.7%
	\$280,000	\$99,322	35.5%
	\$120,000	\$38,254	31.9%
	\$720,000	\$189,579	26.3%
	<b>\$23,733,655</b>	<b>\$7,495,234</b>	<b>31.6%</b>

EXPENSES

City

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

	Budget	Spent to date	% Spent
	\$12,590,795	\$4,242,670	33.7%
	\$6,037,408	\$1,823,812	30.2%

Operating Expenses

<i>General Office Expense</i>	\$158,158	\$25,170	15.9%
<i>Tools &amp; Machinery Parts</i>	\$31,000	\$5,436	17.5%
<i>Construction Supplies</i>	\$38,000	\$5,302	14.0%
<i>Energy</i>	\$809,700	\$198,525	24.5%
<i>Other Operating Supplies</i>	\$199,615	\$60,334	30.2%
<i>Vehicle Rental</i>	\$8,300	\$1,660	20.0%
<i>Non-Vehicle Equipment Rental</i>	\$32,700	\$12,083	37.0%
<i>Professional Services</i>	\$75,000	\$29,378	39.2%
<i>Information Technology Services</i>	\$357,198	\$199,783	55.9%
<i>Property Services</i>	\$994,069	\$266,428	26.8%
<i>Infrastructure Services</i>	\$28,000	\$1,955	7.0%
<i>Vehicle Repair Services</i>	\$1,500	\$0	0.0%
<i>Other Operating Services</i>	\$137,100	\$52,329	38.2%
<i>Reimburse Other Departments</i>	\$79,900	(\$711)	-0.9%
<b>Total</b>	<b>\$2,950,240</b>	<b>\$857,672</b>	<b>29.1%</b>

	\$158,000	\$11,646	7.4%
	\$31,000	\$6,308	20.3%
	\$38,000	\$11,571	30.5%
	\$817,100	\$199,447	24.4%
	\$209,465	\$38,461	18.4%
	\$8,300	\$1,564	18.8%
	\$32,700	\$7,750	23.7%
	\$70,000	\$15,102	21.6%
	\$364,548	\$190,325	52.2%
	\$971,501	\$180,327	18.6%
	\$28,000	\$17,067	61.0%
	\$1,500	\$0	0.0%
	\$152,857	\$62,260	40.7%
	\$79,900	\$8,916	11.2%
	<b>\$2,962,871</b>	<b>\$750,744</b>	<b>25.3%</b>

Equipment

<i>Library Materials</i>	\$1,751,774	\$626,198	35.7%
<i>Computers, etc.</i>	\$364,747	\$207,493	56.9%
<i>Other</i>	\$86,000	\$2,218	2.6%
<b>Total</b>	<b>\$2,202,521</b>	<b>\$835,909</b>	<b>38.0%</b>

	\$1,653,774	\$577,770	34.9%
	\$418,707	\$85,075	20.3%
	\$70,100	\$15,163	21.6%
	<b>\$2,142,581</b>	<b>\$678,008</b>	<b>31.6%</b>

<b>Total City Expenses</b>	<b>\$23,613,895</b>	<b>\$7,246,879</b>	<b>30.7%</b>
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	<b>\$23,733,655</b>	<b>\$7,495,234</b>	<b>31.6%</b>
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MILWAUKEE PUBLIC LIBRARY  
 FINANCIAL REPORT  
 April 30, 2017

2017

2016

**ADDITIONAL FUNDING SOURCES**

	Budget	Spent to date	% Spent
<b>Other Dept. Appr.</b>			
<i>Villard Square Lease</i>	\$13,182	\$0	0.0%
<i>Mitchell Street Lease</i>	\$36,000	\$0	0.0%
<b>Total</b>	<b>\$49,182</b>	<b>\$0</b>	<b>0.0%</b>

	Budget	Spent to date	% Spent
	\$13,182	\$0	0.0%
	\$0	\$0	0.0%
<b>Total</b>	<b>\$13,182</b>	<b>\$0</b>	<b>0.0%</b>

**Contract Grants**

<i>Teacher in the Library</i>	\$0	\$0	0.0%
<i>WTBBL</i>	\$968,700	\$677,539	69.9%
<i>ILS</i>	\$96,297	\$72,903	75.7%
<b>Total</b>	<b>\$1,064,997</b>	<b>\$750,442</b>	<b>70.5%</b>

	\$100,000	\$37,950	38.0%
	\$968,700	\$740,897	76.5%
	\$96,849	\$71,904	74.2%
<b>Total</b>	<b>\$1,165,549</b>	<b>\$850,751</b>	<b>73.0%</b>

**Trust Fund**

<i>Materials</i>	\$65,100	\$52,607	80.8%
<i>Programming</i>	\$78,278	\$10,143	13.0%
<i>Training</i>	\$10,000	\$1,138	11.4%
<i>Marketing</i>	\$22,000	\$300	1.4%
<i>Contingency</i>	\$2,022	\$400	19.8%
<b>Total</b>	<b>\$177,400</b>	<b>\$64,588</b>	<b>36.4%</b>

	\$55,231	\$34,821	63.0%
	\$73,278	\$10,578	14.4%
	\$9,200	\$4,331	47.1%
	\$15,000	\$1,495	10.0%
	\$1,600	\$119	7.4%
<b>Total</b>	<b>\$154,309</b>	<b>\$51,344</b>	<b>33.3%</b>

**Foundation Funds**

	Balance	Spent to date	% Spent
<i>Materials</i>	\$355,038	\$111,687	31.5%
<i>Other Activities</i>	\$1,339	\$0	0.0%
<i>Programming</i>	\$524,964	\$143,277	27.3%
<b>Total</b>	<b>\$881,341</b>	<b>\$254,964</b>	<b>28.9%</b>

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

**Investments**

U.S. Bank National Assoc. Commercial Paper #362102715 (rated A1+) dated 04/03/17 and maturing 05/03/17 at a rate of 0.25%.....\$300,000.



## Director's Report April / May

Partnerships and community connections dominated my activities during the past month, with a number of meetings and events related to patrons with special needs. We received a biannual visit from consultant Pamela Davenport from the National Library Service office in Washington D.C. for the purpose of reviewing the performance of the Wisconsin Talking Book and Braille Library (WTBBL). A written assessment/report is forthcoming. I welcomed members of the Blind/VI Education Advisory Council, who advise Superintendent Tony Evers on issues related to education of students who have visual disabilities. The Council meeting was recently held at the Central Library. I made brief comments at the annual luncheon of ABLE (Audio and Braille Literacy Enhancement), a non-profit that serves the needs of individuals who have visual disabilities and has been a partner to MPL for 52 years. I attended the first meeting of the Early Education Task Force and as a follow-up I visited and toured Next Door. During the visit Executive Director Tracey Sparrow and I identified a collaborative project that will serve the needs of men participating in the Fatherhood Initiative.

I spent significant time working on the Public Library System Redesign project, researching the service structure and governance of the State of Colorado and attending the Wisconsin Association of Public Libraries Conference, where several programs and events were held to discuss the project.

Miscellaneous activities included consulting with the Long Beach, CA Mayor's Chief of Staff on mixed-use libraries; a meeting with Joshua Feist, program Director for the NEA Big Read; a meeting with Ren Diamond from Newsbank regarding the "GoogleNews" project (President John Gurda also attended); a follow-up meeting with Rotary Selection Team about our Learning Center project proposal; and a meeting with State Rep. David Crowley.

### MPL HELPS PEOPLE READ

MKE Big Read 2017: The Big Read is a grant project of the National Endowment for the Arts in partnership with Arts Midwest and seeks to connect communities through the joy of reading. As a grant recipient, Milwaukee Public Library selected Julia Alvarez's *In the Time of the Butterflies* as the book to encourage Milwaukeeans to read and discuss throughout the months of April and May. Programs connected to the story of the revolutionary Mirabal sisters; the author Julia Alvarez; Dominican culture; and the themes of the book (anti-violence, connection to family, memory, sacrifice, and freedom) were presented. The MKE Big Read Committee included Events and Programming Librarian Kristina Gomez, Administrative Specialist Senior Christine Murphy, Program Assistant Gwen Long, Art & Media Librarian Maria Burke, Library Reference Assistant Mary DiMilo and Librarian Greg Comly.

- MKE Big Read Kickoff Event. On April 8th in the Schoenleber Reading Room of **Central Library** Milwaukee Public Library kicked-off the MKE Big Read with a fun-filled celebration. With project community partners Walker's Point Center for the Arts, Milwaukee Public Museum, Ex Fabula, the Center for Latin American and Caribbean Studies, and Woodland Pattern, the library welcomed and introduced families to Julia Alvarez's *In the Time of the Butterflies*. Butterfly crafts provided hands-on activities and dancing by the Afro-Caribbean group Panadanza Dance Company brought attendees to the center stage. Information was shared on upcoming MKE Big Read events. Attendance: 71

- Learn Merengue and Bachata: The Dances of the Dominican Republic. Karlies Kelly, founder and director of Panadanza Dance Company, presented a series of three workshops at Milwaukee Public Library **Bay View Branch** on April 15, 22 and, 29. The workshops focused on merengue and bachata two dances originating in the Dominican Republic, the setting for *In the Time of the Butterflies*. Attendance: 32
- Lecture on Dominican Political Environment During *In the Time of the Butterflies*: The Militarization of Culture. On Saturday, April 22, at **Central Library**, Dr. Valentina Penguero, Professor Emerita of History at UW-Stevens Point, presented on Dominican political history and connected the situation found in *In the Time of the Butterflies* to historical fact. Dr. Penguero specialized in the militarization of culture in the Dominican Republic and shared insights into how Dictator Rafael Trujillo was able to exert control over the country and how the Mirabal sisters' actions were a significant form of rebellion and resistance. Attendance: 6
- The Thing About Flowers Floral Arrangement Workshops. Local floral artist Michael Alt brought blooms to **Tippecanoe** and **East** branches to guide attendees through the process of arranging flowers to achieve the desired impact. Flowers in the *In the Time of the Butterflies* are sustaining, symbolic and ritualistic. Attendance: 28
- Virtual Visit with Author Julia Alvarez. In **Central Library's Loos Room of Centennial Hall**, Milwaukee Public Library welcomed acclaimed author and poet Julia Alvarez for a talk on her life and journey to writing *In the Time of the Butterflies*. Alvarez appeared via Skype and showed photos from her time growing up in the Dominican Republic, the struggles she faced adjusting to two cultures, and talked about the important role reading has in expanding our universe. Attendees included students from a local bilingual middle school who had studied Julia Alvarez throughout the school year. A question and answer portion rounded out the Skype event. Attendance: 27
- Ex Fabula StoryTelling Workshops. Throughout the month of April, Ex Fabula, a local story telling nonprofit, facilitated workshops in partnership with MPL. The workshops guided people through the process of crafting a story for maximum impact and preparing a story for a stage performance. The workshops focused on a theme of "Courage" in connection with *In the Time of the Butterflies*. Three workshops were in English at Milwaukee Public Library **Villard Square Branch**, UW-Milwaukee, and Artists Working in Education. One workshop was in Spanish at our **Milwaukee Public Library Forest Home Branch**. Attendance: 29
- Bilingual StorySlam with Ex Fabula. StorySlams provide an opportunity to share and hear personal stories. Hearing diverse experiences help to broaden our understanding of the world we live in and our connections to others. At this Bilingual StorySlam in **Central Library's Centennial Hall**, stories were told in English or Spanish, then translated into English or Spanish. Stories featuring "Courage" were shared throughout the evening. Attendees also had the opportunity to write their story in an "Ultra Short" to be read aloud by the emcee. Attendance: 42
- Book Discussions. A large component of the Big Read is gathering together to discuss a book's themes and its connection to our lives and our world. Book discussions continue to be scheduled into May, and were held at library locations (**Zablocki, Central, Capitol, East, Villard Square, Washington Park**) and partner sites (Boswell Books, Woodland Pattern, UWM). A discussion at **Tippecanoe Branch** as well as a virtual discussion will round out the opportunities to engage readers in discussing the book directly. Attendance: 28

## MPL HELPS PEOPLE LEARN

Milwaukee Public Library Literacy Kits. Literacy Kits were distributed to all Milwaukee Public Library locations in April 2017. The kits were funded with a grant from the Institute of Museum and Library Services which administers the Library Services and Technology Act (LSTA). Literacy Kits provide visual and tactile tools to enhance adult tutoring sessions. Adult learners and their volunteer tutors have used flash cards, play money, GED calculator, white boards, rulers, and number cubes. Surveys of students and tutors confirm that the tools support learning and retention of skills covered in tutoring sessions. At **Central Library** four tutors provided 30.75 hours of instruction in 17 sessions. Attendance: 9

Adverse Childhood Experiences (ACE) Study Workshop. Milwaukee Public Library **Villard Square Branch** hosted Michael Joranger, licensed clinical social worker and Staff Development Coordinator at SaintA, for a workshop on the Adverse Childhood Experiences (ACE) study. Adverse Childhood Experiences are negative occurrences in childhood, including abuse, neglect or household dysfunction, which are linked to compromised health and well-being in adulthood. The workshop explains the history of the ACE study; reviews how ACEs are identified and scored, and how high ACE scores impact public and personal health. Attendees included a foster parent, a teaching student, and an adult wraparound worker. Attendance: 4

Discovery Lunches Program Series Continues. April continued the new Discover Lunches program series at **Mill Road Branch, Central Library and Zablocki Branch**. The series is geared towards lifelong learners and older adults, although all are welcome. The April program line-up included a memoir writing workshop presented by writing coach and author Rochelle Melander; a film screening of the documentary *Code Name Butterflies*, a tale of the Mirabal sisters from the Dominican Republic; and a genealogy workshop. Attendance: 23

Money Smart Week 2017. Milwaukee Public Library celebrated the annual event April 22-29, 2017 with four programs held at various locations. Money Smart Week focuses on financial education and includes a range of topics from budgets, savings, credit, scams, and more. "Money Management 101" was held at the **Atkinson and Washington Park Branches** and was presented by the Milwaukee Urban League Guild. The workshop, "College is Possible" was geared toward young adults and focused on making college a reality. This workshop was presented at the **Capitol and Forest Home Branches** and was presented by College Possible Milwaukee. Business owners and entrepreneurs were the target of the "Your Milwaukee Business" workshop which included information on city funds, permits, and online tools needed to open a business. This session was presented at the Central Library by the City of Milwaukee Department of City Development and the City Clerk's Office. Lastly, the Milwaukee Police Department presented "Scam Prevention: Don't be the Next Victim" at the **Zablocki Branch**. Attendance: 20

Post-Traumatic Stress Disorder (PTSD) Understanding and Moving Forward Program. **Capitol Branch** hosted the now monthly MPL PTSD program presented by a licensed professional counselor specializing in trauma. The program discussed the signs and symptoms of PTSD, provided information on where to seek help in the community, and shared basic coping strategies. The presenter has also created a resource guide for attendees. Attendance: 10

Are You Thinking of Starting a Business? Milwaukee Public Library **Center Street Branch** hosted a workshop presented by the Wisconsin Women's Business Initiative Corporation for entrepreneurs interested in learning how to assess and research a business idea. Tips and useful business resources were also provided. Attendance: 4

Challenging Behaviors in Children Ages 0-5. Milwaukee Public Library **Center Street Branch** hosted the Penfield Children's Center, in conjunction with Kohl's Building Blocks Workshops, in presenting a program for parents and caregivers. They discussed behavior management strategies to use with young children and how to react to behavior problems if you are a parent. Attendance: 4

Kids Can Cook. Milwaukee Public Library **Villard Square Branch** had a terrific turnout on April 10, especially considering this day saw torrential rain and hail, for this children's program in which kids and their parents learned to make salsa and "ants on a log." One parent expressed gratitude that we had a peanut butter alternative. Attendance: 16

Lego Club. Milwaukee Public Library **Villard Square Branch** hosted a Lego program for families on April 12th which again was extremely popular. From beginning to end of program, the similar refrain was "When can we do this again!?" Attendance: 21

#### **MPL HELPS PEOPLE CONNECT**

Milwaukee Area Teachers of Art (MATA) Artists' Reception. The Milwaukee Area Teachers of Art is an association for artist-educators or anyone interested in advocating for art in schools in Milwaukee and the surrounding area. Milwaukee Public Library's **Central Library** once again hosted the MATA Annual Membership Show and on Saturday, April 22, an Artist's Reception welcomed the artists, their friends and family to the library. Multiple awards were presented including Best of Show, Member's Choice, and Emerging Artist. Attendance: 48

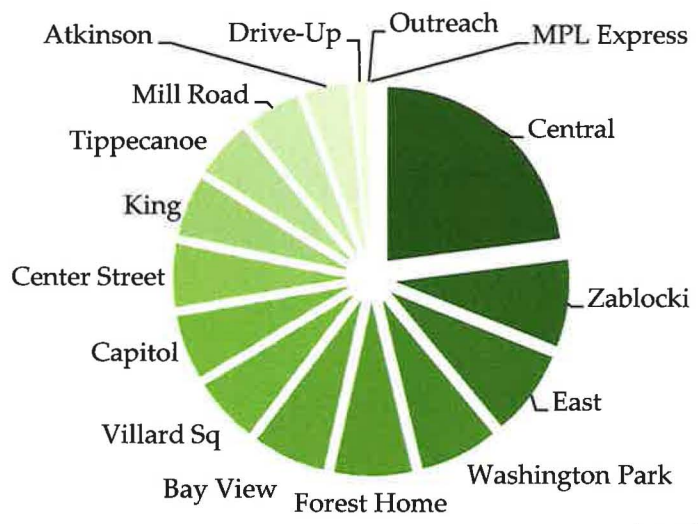
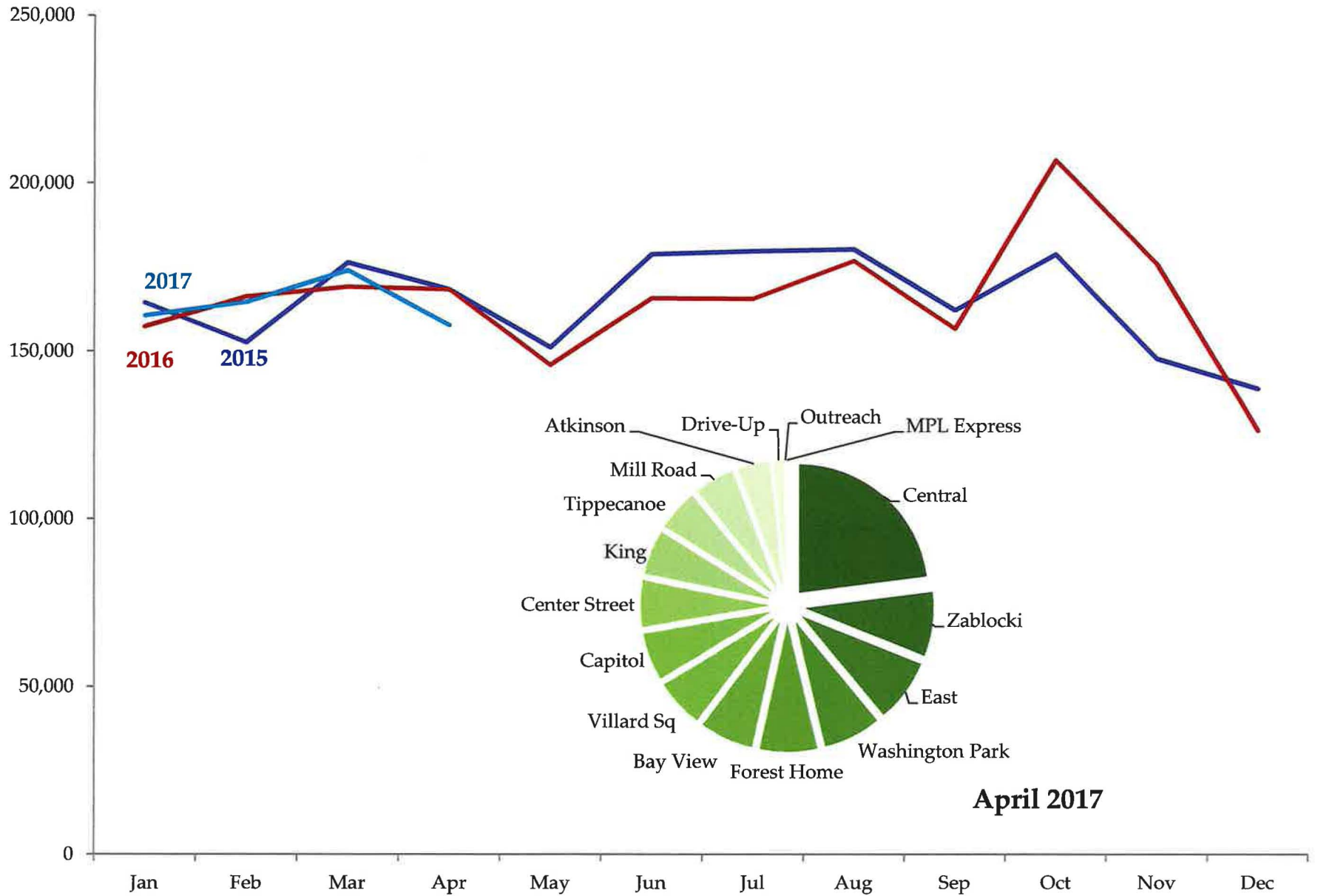
Exhibit: ZIP MKE Opening Kickoff at Atkinson Branch. ZIP MKE is a community driven photo exhibition celebrating the beauty and diversity of Milwaukee's 28 zip codes. Originally an online gallery, ZIP MKE accepted photos from anyone in the community showcasing the people, business, landmarks and landscapes of their city. ZIP MKE has been hosted at Central Library, Tippecanoe and Mill Road branches, and now makes its debut at **Atkinson Branch**. For the kickoff at Atkinson, ZIP MKE director, Dominic Inouye, facilitated a discussion between attendees on their neighborhood, the Milwaukee neighborhoods they see and visit, and what they see in the exhibit photos. Attendance: 25

Teen Job Center. **Milwaukee Public Library Martin Luther King Branch** hosted a job fair for teens on April 1<sup>st</sup>. Volunteers from 24 companies and job training organizations were on hand to talk with teens about summer jobs; assist with filling out applications; provide coaching on writing resumes and talking with employers. Mayor Tom Barrett & Alderman Khalif Rainey each stopped by to offer encouragement to teens and their parents. Staff received lots of positive feedback on the event and plan to host another event next year. Attendance: 200

Teen Job Center. At the **Milwaukee Public Library Villard Square Branch**, two Teen Job Center's during the Milwaukee Public Schools' Spring Break on April 10 and 13th. Multiple teens were able to start and finish applications during the Job Center and a couple teens scheduled interviews. It was a great success. Attendance: 12

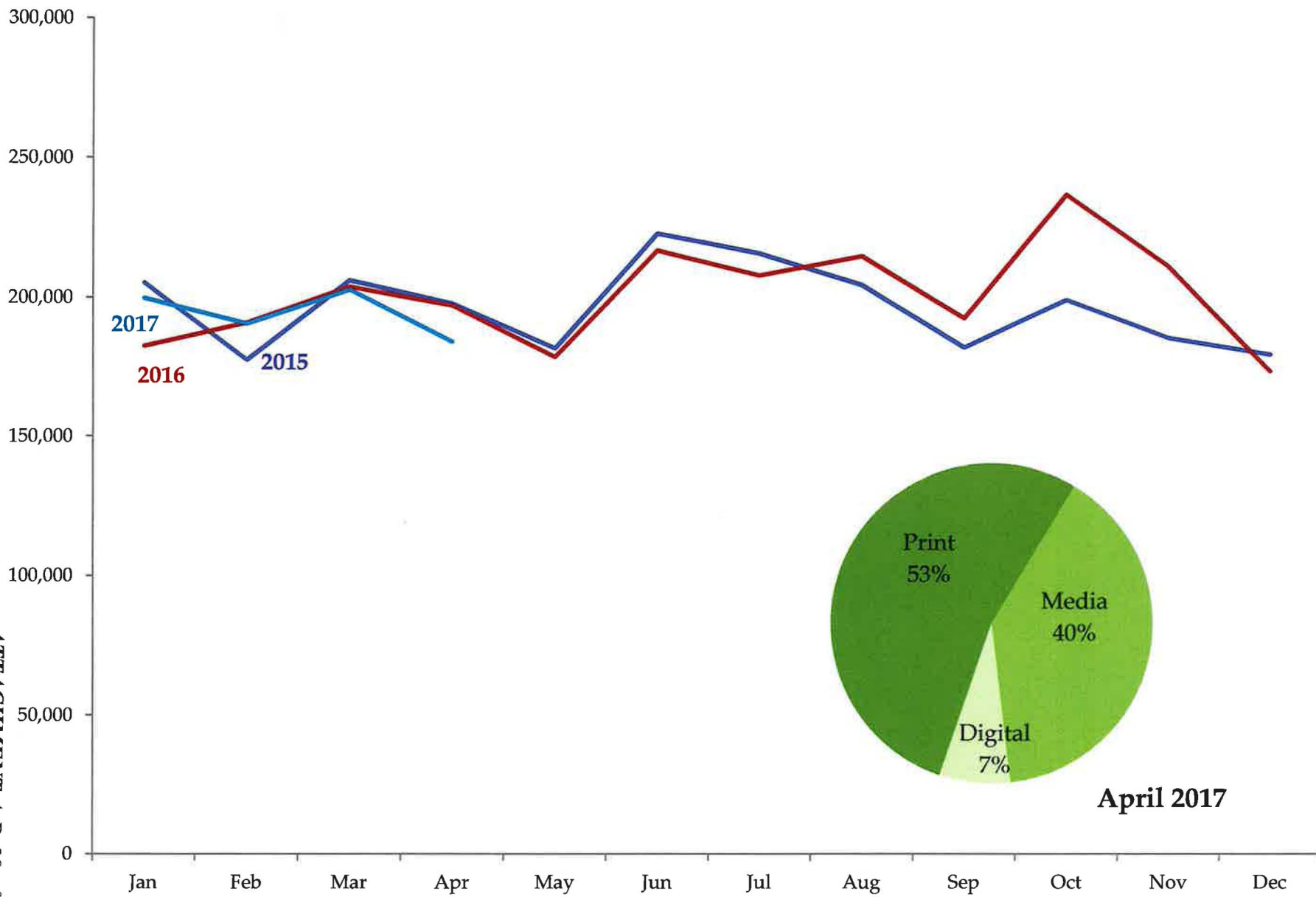
UW-Milwaukee College of Nursing Health Fair. **Milwaukee Public Library Villard Square Branch** sent staff to provide outreach at the UW Milwaukee College of Nursing Health Fair at the Silver Spring Neighborhood Center on April 12 from 1-4 p.m. Much information and library resources was shared with attendees including plans for this Summer's outreach programs at the MPL Express at Silver Spring. Attendance: 60

# Milwaukee Public Library Visits

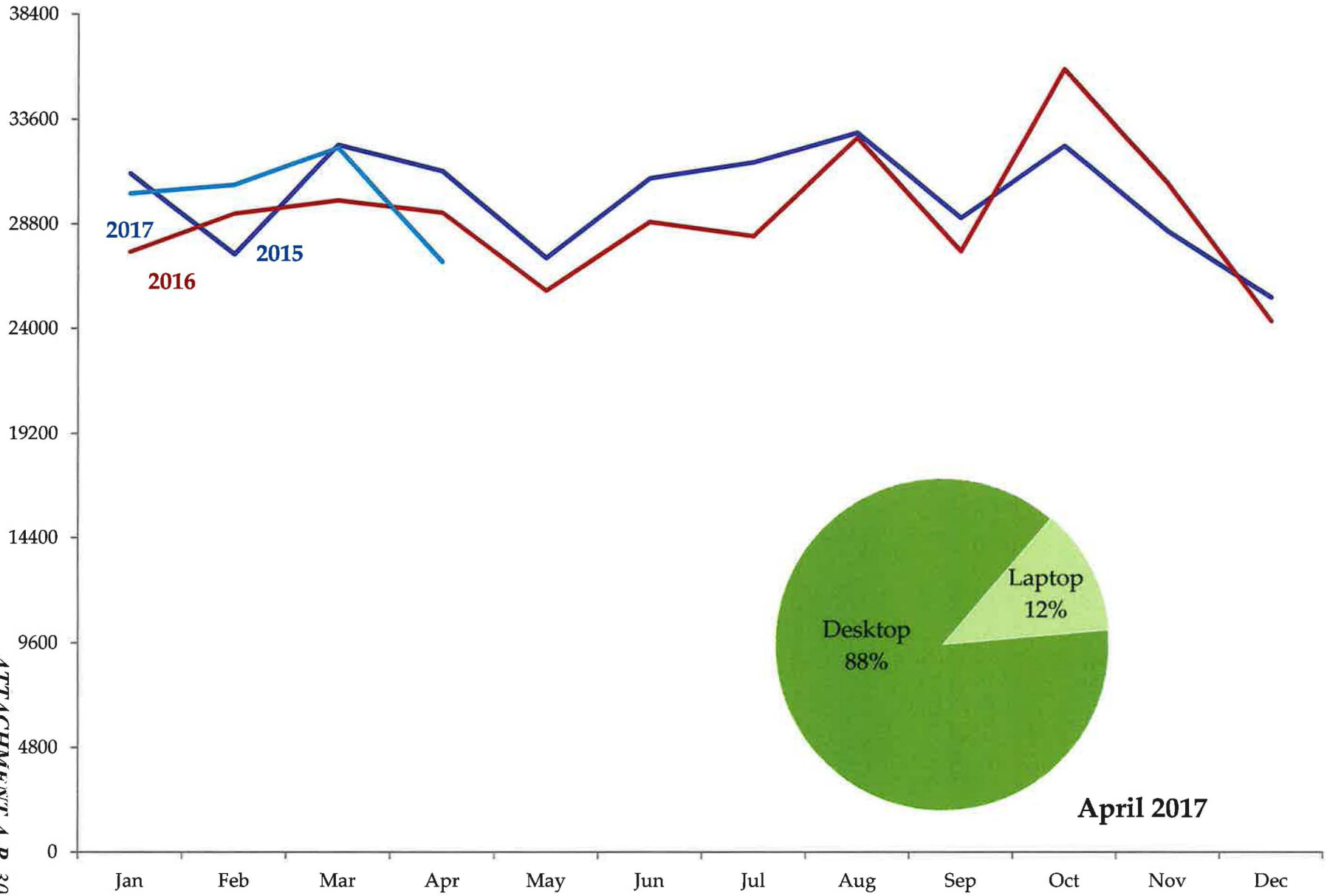


**April 2017**

# Milwaukee Public Library Circulation



# Milwaukee Public Library Hours of Computer Usage



**April 2017**



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

Unique Visitors to the MPL Website						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	339,471	451,394	-24.8%	1,451,709	1,733,538	-16.3%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	5,410	4,619	17.1%	21,989	18,130	21.3%

OverDrive Digital Download Circulation, by format						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	8,600	6,452	33.3%	33,273	26,993	23.3%
Audiobooks	5,590	4,374	27.8%	22,107	17,671	25.1%

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
	2,688	2,927	-8%	10,304	12,047	-14%

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
	37,478	40,001	-6.3%	160,062	160,957	-0.6%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	11,087	12,056	-8.0%	49,032	49,025	0.0%
Atkinson	935	778	20.2%	3,534	2,877	22.8%
Bay View	2,261	2,428	-6.9%	9,854	9,680	1.8%
Capitol	1,813	1,830	-0.9%	7,473	7,540	-0.9%
Center Street	867	975	-11.1%	3,862	4,170	-7.4%
East	1,928	1,910	0.9%	8,597	7,992	7.6%
Forest Home	957	964	-0.7%	4,129	4,118	0.3%
Martin Luther King	858	771	11.3%	3,454	3,136	10.1%
Mill Road	1,006	1,187	-15.3%	4,945	4,950	-0.1%
Tippecanoe	1,675	868	93.0%	7,262	3,613	101.0%
Villard Square	772	750	2.9%	3,075	3,349	-8.2%
Washington Park	925	1,007	-8.1%	4,172	3,790	10.1%
Zablocki	2,009	2,332	-13.9%	8,805	9,339	-5.7%
YCOS--Outreach	190	87	118.4%	998	560	78.2%
TOTAL	27,283	27,943	-2.4%	119,192	114,139	4.4%



MILWAUKEE  
PUBLIC LIBRARY

Paula A. Kiely  
Director

April 26, 2017

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

Fm: Paula A. Kiely, Library Director

Re: Library Building & Development Committee Meeting  
May 4, 2017, Thursday, 8:00 a.m.-9:00 a.m.  
Central Library Meeting Room 1

**MEETING NOTICE AND AGENDA**

1. **Mitchell Street Project.** Library Construction Project Manager Sam McGovern-Rowen will update the committee on the progress of the Mitchell Street Project.
2. **Mill Road / Good Hope Road Redevelopment Project.** Library Construction Project Manager Sam McGovern-Rowen will provide an update on the Good Hope Project.
3. **Martin Luther King Redevelopment Project.** Library Construction Project Manager Sam McGovern-Rowen will present an update on the Martin Luther King Redevelopment Project.
4. **Capitol Redevelopment Project.** The committee will continue discussing the potential relocation of this branch as part of the redevelopment process.
5. **Library's 2018 Capital Plan and Budget.** Information on the library's capital plan 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](http://www.milwaukee.gov/lobby) or by calling (414) 286-2238.*

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

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

**ATTACHMENT B-P. 1 of 3**  
**MPL AGENDA-04/25/17**

P.34

**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
BUILDING & DEVELOPMENT COMMITTEE  
MINUTES  
Thursday May 4, 2017  
Central Library Meeting Room 1**

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

**OTHERS** MPL: Armando Chacon, Joan Johnson, Sam McGovern-Rowen, Crystal Sura

**PRESENT:** Budget & Management: Eric Pearson

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Committee Chair Michele Bria called the MPL Board of Trustees Building & Development Committee meeting to order at 8:09 a.m. on May 4, 2017 with a quorum present.

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1. **Mitchell Street Project.** Library Construction Project Manager Sam McGovern-Rowen reported that the interior construction of the Mitchell Street Branch is on schedule. Regular meetings are being held between library administration and the construction team. Routine site visits are taking place. A grand opening celebration date is tentatively scheduled for September 9, 2017. Informational item.

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2. **Mill Road / Good Hope Road Redevelopment Project.** Mr. McGovern-Rowen said that there is no new information to report on the Mill Road / Good Hope project. The Wisconsin Housing and Economic Development Authority (WHEDA) tax credits award decision is expected in late May or early June. The Board will be notified as soon as the tax credits awards are announced. The interior design architect contract between MPL and Zimmerman Architectural Studios has been signed. The architect will receive the building program identifying the scope of work to be designed, prepared by Deputy Director Joan Johnson. Negotiations are in the early stage for the Development Agreement between the City of Milwaukee / MPL and Royal Capital LLC and Maures Development Group. Informational item.

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3. **Martin Luther King Redevelopment Project.** Young Development Group is proceeding to work on the pro forma financial model for the Martin Luther King Redevelopment Project. Mr. McGovern-Rowen is meeting with the firm regularly. Informational item.

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4. **Capitol Redevelopment Project.** Mr. McGovern-Rowen distributed a set of maps illustrating the current Capitol Branch at 3969 North 74th Street and the one-mile radius surrounding it. Maps included schools, aldermanic districts, population per square mile, household size, and median household income. Discussion ensued about potential sites for the new library. At the next Building & Development Committee, maps will be presented one mile, east, west and north of the current branch site. Informational item.

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5. **Library's 2018 Capital Plan and Budget.** Director Kiely distributed a Capitol Planning document dated April 24, 2017 listing Central and Branch library improvements from 2017 through 2022, attached at the end of these minutes. Director Kiely said the library will be seeking approval for the 2018 request in the upcoming budget cycle. The committee members reviewed the planning document. The Branch Building Initiative is a priority. The 2019 request may include funding to renovate Central Library's Media Room and create a new Learning Commons. MPL is currently waiting for a response from the Selection Committee of the Rotary Club of Milwaukee to support the Learning Commons project. The project includes design, construction, an elevator to Centennial Hall, upgrades to the hall, and programming. After working through the Budget Office process, the library will go before the Common Council's Capital Improvements Committee to present the Library's 2018 Capital Budget. Informational item.

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The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 8:50 a.m. on May 4, 2017.

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	2017	2018	2019	2020	2021	2022	
<b>CAPITAL PLANNING</b>	<b>Approved</b>	<b>Requested</b>	<b>Requested</b>	<b>Requested</b>	<b>Requested</b>	<b>Requested</b>	<b>TOTAL</b>
4/24/2017							
<b>CENTRAL LIBRARY IMPROVEMENTS</b>							
INTERIOR							
Staff Areas	50,000		750,000		150,000		950,000
Mosaic/Scag	200,000	300,000	300,000	300,000	200,000	300,000	1,600,000
Carpet/Lighting		250,000	350,000	350,000	300,000		1,250,000
Renovation Media Room			180,000	900,000			1,080,000
Central Annex Renovations					750,000	750,000	
Paint Dome/Rotunda/Old Bd Room				300,000		300,000	600,000
INTERIOR SUBTOTAL	250,000	550,000	1,580,000	1,850,000	1,400,000	1,350,000	6,980,000
EXTERIOR							
Masonry Repairs & Painting	60,000			375,000	375,000		810,000
Roof Replacement	440,000			250,000		250,000	940,000
EXTERIOR SUBTOTAL	500,000	0	0	625,000	375,000	250,000	1,750,000
MECHANICAL SYSTEMS							
Air Handling Unit	100,000	700,000	400,000	1,400,000		1,400,000	4,000,000
Tower/Chiller			620,000				620,000
Elevators			587,650				587,650
Salary	44,000	45,000	44,350	44,350	44,350	44,350	266,400
MECHANICAL SYSTEMS SUBTOTAL	144,000	745,000	1,652,000	1,444,350	44,350	1,444,350	5,474,050
<b>CENTRAL LIBRARY TOTAL</b>	<b>894,000</b>	<b>1,295,000</b>	<b>3,232,000</b>	<b>3,919,350</b>	<b>1,819,350</b>	<b>3,044,350</b>	<b>14,204,050</b>
<b>BRANCH LIBRARIES IMPROVEMENTS</b>							
NEW CONSTRUCTION							
Forest Home/Mill	500,000						500,000
Capitol & M.L. King	1,000,000	3,850,000	3,850,000	1,500,000			10,200,000
Salary	100,000	100,000	100,000	0	0	0	300,000
TOTAL NEW CONSTRUCTION	1,600,000	3,950,000	3,950,000	1,500,000	0	0	11,000,000
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)	350,000					300,000	650,000
<b>BRANCH LIBRARIES TOTALS</b>	<b>1,950,000</b>	<b>3,950,000</b>	<b>4,640,000</b>	<b>1,900,000</b>	<b>780,000</b>	<b>700,000</b>	<b>13,920,000</b>
<b>TOTAL ALL</b>	<b>2,844,000</b>	<b>5,245,000</b>	<b>7,872,000</b>	<b>5,819,350</b>	<b>2,599,350</b>	<b>3,744,350</b>	<b>28,124,050</b>