



MILWAUKEE

PUBLIC LIBRARY

Vision

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

Mission

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

BOARD OF TRUSTEES REGULAR MEETING

John Gurda, President

Michele Bria, Vice-President

JoAnne Anton, Vice-Financial Secretary

Paula Kiely, Secretary

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

Tuesday June 27, 2017

4:30 p.m.

Central Library

Meeting Room

814 West Wisconsin Avenue

Milwaukee, WI 53233

AGENDA

PUBLIC COMMENT

RESOURCES / RECOMMENDATIONS / RESEARCH

1. **Special Collections – Wisconsin Architectural Archives.** A member of the Humanities and Archives team will present an overview and significance of this special collection, which is housed in the Central Library.

CONSENT AGENDA

Attachment A, page 3

2. **Regular Board Meeting Minutes May 23, 2017.**
3. **Administrative Reports.**
 - a. Personnel Actions
 - b. Financial Report
 - c. Library Director's Reports

REPORTS

4. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac, Resource Library Representative, will report on the June 12, 2017 MCFLS Board meeting.

MPL AGENDA 06/27/17

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5. **Building and Development Committee.** Chair Michele Bria will provide a report from the June 1, 2017 meeting regarding the Forest Home, Mitchell Street, Mill Road/Good Hope, Martin Luther King and Capitol project updates.

Attachment B, page 21

6. **Executive Committee.** President John Gurda will brief the Board and seek input on discussions held with the committee related to the proposed Board Retreat, Succession Planning, and 2017 project progress.

OLD BUSINESS

7. **Branch Redevelopment.** Construction Project Manager Sam McGovern-Rowen will update the Board on the June 8, 2017 Good Hope Design Kickoff meeting with Zimmerman Architectural Studios.

NEW BUSINESS

8. **Grand Opening of the Mitchell Street Branch.** Community Relations & Engagement Director Eileen Force Cahill will share the dates for the grand opening and initial plans for the celebration.

STRATEGIC DISCUSSION

9. **Program and Service Sustainability.** The Board will continue discussion on alternative funding strategies for support Milwaukee Public Library and the challenge related to the 2018 Budget.

REMINDER: Next scheduled meetings are:

July 5, 2017 – Finance & Personnel Committee – Central Library 4:00 p.m.

July 6, 2017 – Building and Development Committee – Central Library 8:00 a.m.

July 25, 2017 – 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 May 23, 2017
Bay View Branch Meeting Room
2566 S. Kinnickinnic Avenue
Milwaukee, WI 53207**

PRESENT: Michele Bria, Ald. Milele Coggs, Sharon Cook, John Gurda,
Ald. Cavalier Johnson, Ald. Nik Kovac, Chris Layden, Sup. Marcelia Nicholson,
Joan Prince, Jennifer Smith, Paula Kiely

EXCUSED: JoAnne Anton, Dir. Mark Sain

STAFF: Eileen Force Cahill, Christopher Gawronski, Eric Johnson, Joan Johnson, Dawn
Lauber, Sam McGovern-Rowen, Jennifer Meyer Stearns, Kirsten Thompson,
Crystal Sura, Kelly Wochinske

President Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:39 p.m. on May 23, 2017 with a quorum present. Trustee Coggs participated by conference phone. Trustee Smith was excused at 5:15 p.m. Trustee Johnson excused at 5:50 p.m. Trustee Layden excused at 6:05 p.m.

PUBLIC COMMENT None.

President Gurda introduced Bay View Branch Manager Christopher Gawronski. Mr. Gawronski welcomed the Trustees and shared some information about the library. Bay View opened in 1993 replacing the Llewellyn Library which served the Bay View community since 1919. Programing engages the young families / traditional living demographic groups that were identified in MPL's Strategic Plan. According to patron and circulation statistics, Bay View is the second busiest library in the system. The Trustees were encouraged to take a tour of the library after the meeting.

RESOURCES / RECOMMENDATIONS / RESEARCH

1. **Adult Literacy Program & Grant.** Adult Literacy Librarian Eric Johnson briefed the Board about the Library's Adult Literacy Program. MPL offers Drop-In Tutoring for adult learners. Tutors are available to help with literacy skills, such as reading, writing, math and studying for tests, including the GED. Tutoring is free and no appointment is needed – students are served on a first come first served basis. This service is available at the Central Library and select branches. Mr. Johnson showed an example of a Tutor Kit that was developed through funding provided by a Library Services and Technology Act (LSTA) grant. The Tutor Kits include tools such as calculators and measuring cups to support learning. Informational item.

CONSENT AGENDA

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

President Gurda asked the Board if any items should be removed from the Consent Agenda presented as attachment A, pages 3-33 of the agenda. President Gurda entertained a motion to approve. Trustee Cook moved and Trustee Bria seconded a motion to approve the Consent Agenda. Motion passed.

REPORTS

5. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac, Resource Library Representative, reported on the May 15, 2017 MCFLS Board meeting. He said there was discussion at the Board meeting regarding concerns of lending limits and the decision of the Library Director's Advisory Council (LDAC) to increase the limit on DVD and CDs from 20 to 30. It was suggested that the decision be reconsidered until the fiscal impacts can be researched. Director Kiely said she had a discussion with MCFLS Director Bruce Gay on how the system could analyze media circulation data for consideration by LDAC. Informational item.
6. **Building and Development Committee.** Committee Chair Michele Bria provided the 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. The meeting agenda and minutes were listed as attachment B, page 34-36 of the agenda. The Mitchell Street grand opening is tentatively scheduled for September 16, 2017. On May 17, MPL received an announcement from the Wisconsin Housing and Economic Development Authority (WHEDA) that the development team of Royal Capital Group and Maures Development Group was awarded Low Income Housing Tax Credits to finance apartments to be built above a new library that will replace the Mill Road Branch. The new library will be located at 7717 W. Good Hope Road. The library's interior will be designed by Zimmerman Architects who will present their conceptual design in September. Young Development Group continues to work on the financial model for the Martin Luther King Redevelopment Project. The committee has been reviewing potential sites for a new library to replace the current Capitol Branch. The library's 2018 capital plan and budget, attached on page 36 of the agenda packet, was summarized.

OLD BUSINESS

7. **Public Library System Redesign (PLSR)**. Director Kiely reported that librarians statewide have been working on the redesign process for over two years. The structure and funding of library systems & the services they provide are being studied. There are sixteen library systems that offer similar services and the workgroups are gathering information to see if those common services can be distributed or offered in a more cost-effective manner. At the Wisconsin Association of Public Libraries Conference, several activities were related to the PLSR project. Director Kiely noted that she serves on the PLSR Steering Committee and the committee is receiving feedback from Library Directors and Workgroup Chairs. Correspondence, information, agendas, minutes, and resources are available online. Director Kiely said she will visit the Southwest Wisconsin Library System to learn how a relatively poor library system operates. It was suggested that local library boards meet to engage in conversation regarding funding and services. The Board will be updated on the process as necessary. Informational item.

NEW BUSINESS

8. **Staff Safety**. Assistant Library Director Jennifer Meyer-Stearns presented a Security Update – City Wide Assessment (attached at the end of these minutes). She said that the City’s Department of Employee Relations has taken the lead on assessing departmental protocols around security.

MPL has strong baseline protocols and procedures:

- Updated policies and procedures for general and critical incidents
- Facility and safety audits at all locations
- Survey staff annually about security needs and resources availability
- Annual trainings on security, safety, and public interactions support, Peer Support Teams
- Tracking incidents by type, location -- adjust security strategies as needed

Action taken or needed:

- Field operations manual for Outreach staff
- Survey staff on decals and uniforms
- Standardize and articulate communications to staff

The Human Resources Training Coordinator will coordinate training at all library locations. Informational item.

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9. **MPL Board Retreat**. There was consensus among the Trustees that a Board retreat would be beneficial to develop stronger relationships and discuss issues facing Milwaukee’s libraries. Informational item.

STRATEGIC DISCUSSION

10. **Program & Service Sustainability**. President Gurda said that the Board has been discussing how MPL can best meet the needs of the City and now, in a time of budgetary challenges, the Trustees should engage in discussion on funding strategies. Director Kiely presented Program and Service Sustainability. The Trustees reviewed: statistics and charts on MPL’s revenues from year 2000 through 2016; annual open hours; the operating and materials budget; other urban libraries 2017 materials spending per capita; and, known

10. **Program & Service Sustainability** (continued)

funding sources. President Gurda asked if there were ideas on stabilizing funding. Discussion ensued. The Trustees expressed concern regarding sustaining public service hours during the Branch Building Initiative. State funding for libraries may be increasing in the next biennial budget. Trustee Prince suggested the underlying question to guide the retreat be, “how does the library continue to grow, be innovative, and continue to offer necessary services for the community.” She added that the the library’s offerings need to be celebrated city-wide. President Gurda said the discussion on program & service sustainability will continue. Informational item.

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

SECURITY UPDATE - CITY WIDE ASSESSMENT

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

MPL SECURITY UPDATE

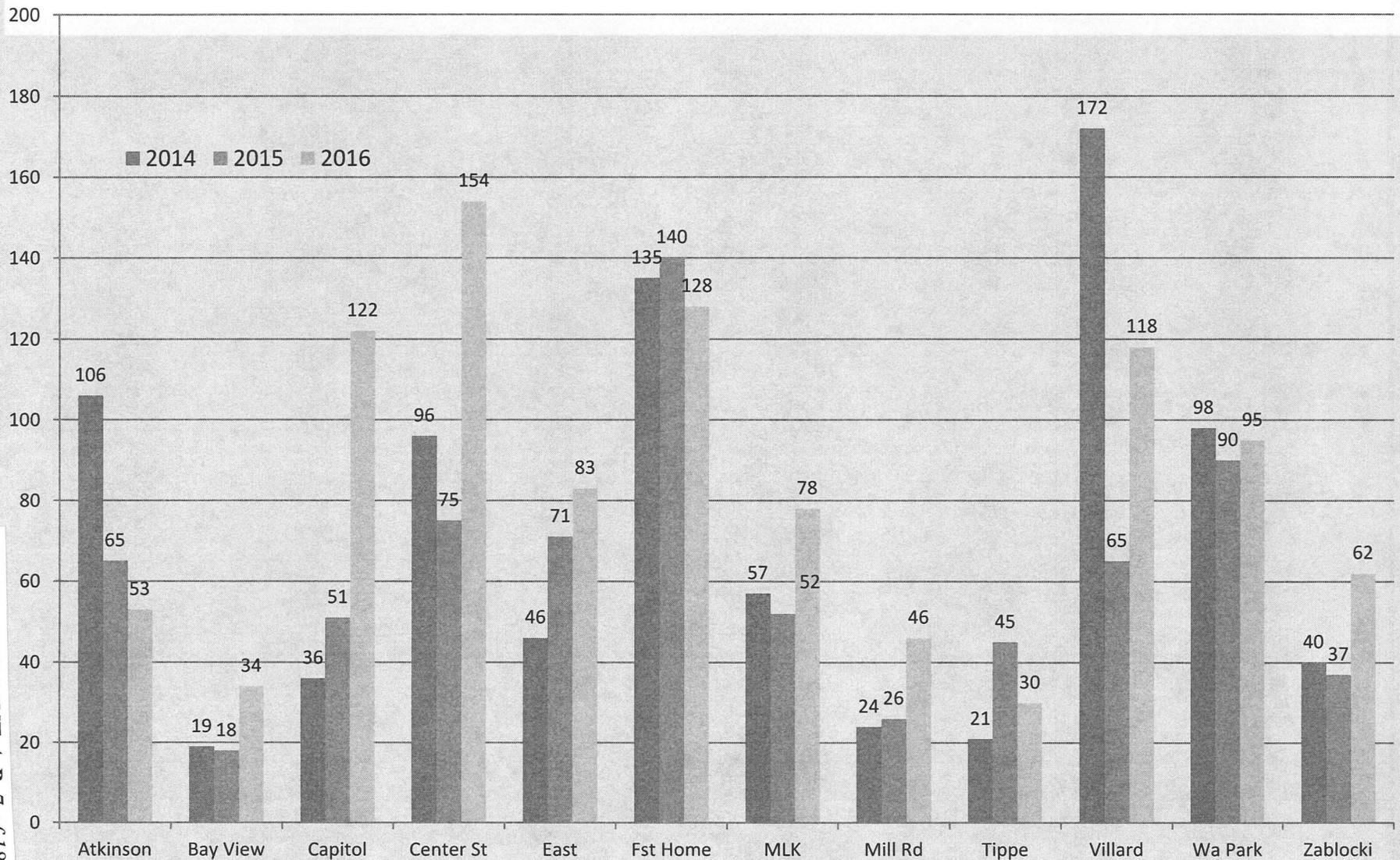
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- Annual trainings on security, safety, and public interactions support, Peer Support Teams
- Tracking incidents by type, location -- adjust security strategies as needed

Action Taken or Needed:

- **Field operations manual for Outreach staff,**
- **survey staff on decals and uniforms,**
- **standardize and articulate communications to staff**

BRANCH INCIDENTS 2014-2016



MILWAUKEE PUBLIC LIBRARY SYSTEM

PERSONNEL ACTIONS

COVERING PERIOD: MAY 7, 2017 THROUGH JUNE 3, 2017

The Secretary reports the following personnel actions:

REGULAR APPOINTMENT

Robert Harrison - Librarian II - Subject Services / Business Technology, Science and Periodicals 05/22/17

PROMOTION

Malcolm Coleman - Library Circulation Aide - Circulation / Registration and Book Return 05/07/17
To: Library Circulation Assistant I (1/2) - Circulation / Tier and Book Handling

PROMOTION AFTER UNDERFILL

Christina Kulp - Librarian I to Librarian II - East 03/12/17

TRANSFER FROM ANOTHER CITY DEPARTMENT

Daniel Kusilek - Maintenance Technician II - DPW 05/12/17
To: Heating and Ventilating Mechanic II - Facilities and Fleet

POSITION CHANGE / TITLE CHANGE / TRANSFER

Kimberly Luedke - Library Circulation Assistant I - Forest Home 05/21/17
To: Library Technician II - Technical Services / CCDM

Matthew Pacyna - Library Circulation Assistant I - Circulation / Registration & Book Return 05/21/17
To: Library Technician II - Technical Services / Acquisitions & Serials

LEAVE OF ABSENCE 24.0 OR MORE HOURS

Shamus Lavelle - Library Circulation Assistant I - WTBBL - 1 month 12 days 03/26/17
Colleen Zastrow - Library Circulation Assistant I - Bay View - 30 days 04/26/17
Deborah Heinzl - Library Reference Assistant - Bay View - 79.0 hours 05/08/17
Jennifer Wright - Librarian I (underfilling Librarian II) - Center Street - 80.0 hours 05/08/17
Daniel Kusilek - Heating and Ventilating Mechanic II - Facilities and Fleet - 10 days 05/12/17
Deborah Heinzl - Library Reference Assistant - Bay View - 63.7 hours 05/22/17
Jennifer Wright - Librarian I (underfilling Librarian II) - Center Street - 56.0 hours 05/22/17

RETURN FROM LEAVE OF ABSENCE

Daniel Kusilek - Heating and Ventilating Mechanic II - Facilities and Fleet 05/22/17

TERMINATION DURING PROBATION

Laura Gravander - Librarian II - EOS 05/13/17

RESIGNATION

Julian Tisdale - Library Circulation Assistant I - Circulation / Registration and Book Return	05/16/17
Alana Hayes - Library Circulation Aide - East	05/20/17
Emily Brengosz - Library Circulation Aide - Circulation	05/23/17

RETIREMENT

Mary Milinkovich - Library Public Services Area Manager - Central Library Services MPL Service Credit: 34 years 3 months 9 days	05/25/17
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Mary DiMilo - Library Reference Assistant - Zablocki MPL Service Credit: 24 years 7 months 5 days	06/01/17
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Deborah Heinzl - Library Reference Assistant - Bay View MPL Service Credit: 23 years 10 months 26 days	06/01/17
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MILWAUKEE PUBLIC LIBRARY
FINANCIAL REPORT
May 31, 2017

2017

2016

REVENUES

	Budget	Received to date	% Received
Additional City Appropriation	\$22,803,431	\$8,957,859	39.3%
Fines	\$245,000	\$92,790	37.9%
Lost Materials, etc.	\$117,600	\$32,355	27.5%
MCFLS Contracts	\$725,000	\$195,148	26.9%
Total City Appropriation	\$23,891,031	\$9,278,152	38.8%

	Budget	Received to date	% Received
	\$22,613,655	\$8,895,208	39.3%
	\$280,000	\$111,886	40.0%
	\$120,000	\$43,427	36.2%
	\$720,000	\$189,579	26.3%
	\$23,733,655	\$9,240,100	38.9%

EXPENSES

City

	Budget	Spent to date	% Spent
Salaries	\$13,001,816	\$4,753,852	36.6%
Fringe Benefits	\$5,729,318	\$2,196,770	38.3%

	Budget	Spent to date	% Spent
	\$12,590,795	\$5,165,253	41.0%
	\$6,037,408	\$2,257,134	37.4%

Operating Expenses

<i>General Office Expense</i>	\$158,158	\$36,276	22.9%
<i>Tools & Machinery Parts</i>	\$31,000	\$7,416	23.9%
<i>Construction Supplies</i>	\$38,000	\$8,152	21.5%
<i>Energy</i>	\$809,700	\$280,208	34.6%
<i>Other Operating Supplies</i>	\$199,615	\$79,178	39.7%
<i>Vehicle Rental</i>	\$8,300	\$2,383	28.7%
<i>Non-Vehicle Equipment Rental</i>	\$32,700	\$12,814	39.2%
<i>Professional Services</i>	\$75,000	\$60,732	81.0%
<i>Information Technology Services</i>	\$357,198	\$233,852	65.5%
<i>Property Services</i>	\$994,069	\$480,499	48.3%
<i>Infrastructure Services</i>	\$28,000	\$13,252	47.3%
<i>Vehicle Repair Services</i>	\$1,500	\$0	0.0%
<i>Other Operating Services</i>	\$137,100	\$80,307	58.6%
<i>Reimburse Other Departments</i>	\$79,900	\$2,174	2.7%
Total	\$2,950,240	\$1,297,243	44.0%

	\$158,000	\$27,513	17.4%
	\$31,000	\$13,403	43.2%
	\$38,000	\$19,058	50.2%
	\$817,100	\$248,766	30.4%
	\$209,465	\$57,208	27.3%
	\$8,300	\$1,967	23.7%
	\$32,700	\$7,817	23.9%
	\$70,000	\$17,397	24.9%
	\$364,548	\$192,076	52.7%
	\$971,501	\$258,592	26.6%
	\$28,000	\$18,320	65.4%
	\$1,500	\$0	0.0%
	\$152,857	\$83,087	54.4%
	\$79,900	\$19,916	24.9%
	\$2,962,871	\$965,120	32.6%

Equipment

<i>Library Materials</i>	\$1,751,774	\$783,116	44.7%
<i>Computers, etc.</i>	\$371,883	\$208,570	56.1%
<i>Other</i>	\$86,000	\$38,601	44.9%
Total	\$2,209,657	\$1,030,287	46.6%

	\$1,653,774	\$683,971	41.4%
	\$418,707	\$150,002	35.8%
	\$70,100	\$18,620	26.6%
	\$2,142,581	\$852,593	39.8%

Total City Expenses	\$23,891,031	\$9,278,152	38.8%
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	\$23,733,655	\$9,240,100	38.9%
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**MILWAUKEE PUBLIC LIBRARY
FINANCIAL REPORT
May 31, 2017**

2017

ADDITIONAL FUNDING SOURCES

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

Contract Grants

<i>Teacher in the Library</i>	\$0	\$0	0.0%
<i>WTBBL</i>	\$968,700	\$734,520	75.8%
<i>ILS</i>	\$96,297	\$79,372	82.4%
Total	\$1,064,997	\$813,892	76.4%

Trust Fund

<i>Materials</i>	\$65,100	\$52,607	80.8%
<i>Programming</i>	\$78,278	\$11,181	14.3%
<i>Training</i>	\$10,000	\$1,188	11.9%
<i>Marketing</i>	\$22,000	\$300	1.4%
<i>Contingency</i>	\$2,022	\$400	19.8%
Total	\$177,400	\$65,676	37.0%

Foundation Funds

	Balance	Spent to date	% Spent
<i>Materials</i>	\$349,921	\$120,031	34.3%
<i>Other Activities</i>	\$1,339	\$0	0.0%
<i>Programming</i>	\$530,081	\$173,723	32.8%
Total	\$881,341	\$293,754	33.3%

Investments

U.S. Bank National Assoc. Commercial Paper #362102974 (rated A1+) dated 05/03/17 and maturing 06/02/17 at a rate of 0.25%.....\$300,000.

2016

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

	\$100,000	\$50,600	50.6%
	\$968,700	\$814,034	84.0%
	\$96,849	\$79,154	81.7%
	\$1,165,549	\$943,788	81.0%

	\$55,231	\$37,394	67.7%
	\$73,278	\$12,092	16.5%
	\$9,200	\$5,220	56.7%
	\$15,000	\$2,190	14.6%
	\$1,600	\$119	7.4%
	\$154,309	\$57,015	36.9%

	Balance	Spent to date	% Spent
	\$201,030	\$9,484	4.7%
	\$26,314	\$16,613	63.1%
	\$491,172	\$182,220	37.1%
	\$718,516	\$208,317	29.0%

**Director's Report
May / June**

Work continued on the Library's major projects, including the various branch redevelopment projects, LibraryNOW, and the Public Library System Redesign project. The design of the new "Good Hope" branch library launched with an initial meeting with the architectural team from Zimmerman. I met with the President of Seton Schools, a collaboration of Catholic Schools currently serving about 4,000 students, who is interested in participating in the LibraryNOW project.

Central Library hosted a delegation from Arpin, Ukraine during their 3-day tour of the City. Their mayor, two vice-mayors, and operations manager made up the delegation. A local businessman served as their guide and interpreter. After a tour of the Central Library, key library managers joined the conversation to share information about various aspects of the library operations. The mayor was presented with a framed reproduction of an 1870 map of Milwaukee.

MPL HELPS PEOPLE READ

Virtual Book Discussion: *In the Time of the Butterflies*. MPL's first virtual book discussion was held in connection with the MKE Big Read book, *In the Time of the Butterflies*, on Facebook this May. Librarian Jacki Potratz led a discussion of the book's themes online, welcoming patrons to join in between 1:30-3pm and share their thoughts. Attendance: 4.

New Self-check Stations. The MPL Automation Team deployed four new self-check circulation terminals at the **Central Library** in May. Three are stationed at the newly reconfigured service area at Wisconsin Avenue and the fourth terminal is located at the Wells Street entrance. A fifth terminal will be deployed to the Central Library Children's Room in June.

MPL HELPS PEOPLE LEARN

Music is Fun! Discovery Lunch. **Zablocki's** monthly Discover Lunch featured Rich Regent, clarinetist, and John Dudzik, accordionist for a music education program. The presenters described a musical term and then immediately put into a musical example. Then they connected each of the examples to perform a musical piece. Attendance: 15.

Milwaukee Public Library Course. MPL partnered with the Osher Institute to offer a three-part course about the Milwaukee Public Library. Staff members Tiffany Robinson (Automation), Kristina Gomez (Central) and Judy Pinger (Administration) each presented a class during the three week course on May 10, 17 and 24. Enthusiastic attendees received a combination of lecture and hands-on training on the role of the library in the 21st century, as well as background and history of the institution. The final class was held at **Central Library** with a bonus Rare Books Room tour at the completion of the course. Attendance: 14

MPL Summer Reading Registration Began on Monday, May 15. The Super Reader and Teen Summer Challenge are designed to keep youth actively engaged in educational opportunities all summer long in order to avoid summer learning loss and the resulting need to play catch up when they return to school. This summer, parents, children and teens may register and track their progress online. At the writing of this report, 5,000 children have registered for the Super Reader program and 500 teens have registered for the Teen Summer Challenge.

Teen Summer Challenge. The teen program was redesigned to support teen educational achievement by encouraging reading, creative expression, and the development of 21st century skills. The featured activity is a book trailer competition inviting teens to create a short movie for their favorite book. Entries will be judged by a panel of professional film makers and the movies will be screened at a red carpet event at the Central Library. DocUWM students will be facilitating a series of video making workshops at **Atkinson, Bay View, Tippecanoe, Villard Square, Washington Park, and Zablocki Branches.**

Second Saturday Summer Knitting Group. **Villard Square Branch** held its first installment of a Summer series, on May 13, which aims at helping people learn (and teach one another) knitting while connecting with others in their community. Additional sessions will be held in June, July and August. Attendance: 5

Milwaukee 53206 Film Screening. **Washington Park Branch** hosted a very successful screening of the film *Milwaukee 53206* on Tuesday, May 30. This one-hour documentary chronicles the lives of those affected by incarceration in America's most affected zip code. Through the intimate stories of three residents, viewers witness the high toll mass incarceration takes on individuals and families that make up the community. The film not only examines Milwaukee's zip code 53206, but illuminates the story of people from across the United States who live with the daily effects of mass incarceration. Adult Services Librarian Tobias Fudge moderated a very active discussion afterwards in which attendees were inquired as to what they could do to help the situation. One audience member was a representative from EX-Prisoners Organizing (part of a grassroots social justice organization) and he promoted upcoming relevant events. Attendance: 40.

Post-Traumatic Stress Disorder: Understanding and Moving Forward Program. **Central Library** hosted the final Post Traumatic Stress Disorder 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: 4.

Ask a Question, Save a Life: Suicide Prevention Training. **Mill Road** hosted suicide prevention training, conducted by a youth crisis worker from La Causa. The training followed the Question, Ask, Persuade, suicide prevention model. The training provided statistics on suicides and attempted suicides and a myth vs. fact information sheet. The trainer outlined potential warning signs and specific tasks & questions to ask when encountering these signs. Attendees were all provided with tip sheets, suicide hotline numbers and gun locks. Attendance: 17

MPL HELPS PEOPLE CONNECT

Roblox Party. On May 2, the **Villard Square branch** hosted its first ever Roblox Party! This user-generated online gaming platform is extremely popular with young patrons. This party allowed them to gather in one space to talk and play together. Laptops (and snacks!) were provided, allowing children the opportunity to play. A total of fourteen children, ages 8-18, attended this event. Before the party was over, children asked when the next event would take place. Attendance: 14

Mitchell Street Sun Fair. On Saturday, June 3, **Forest Home Branch** staff participated in the Mitchell Street Sun Fair. Staff interacted with community members and promoted the new Mitchell Street branch, Summer Reading Program and other MPL offerings. In spite of the rain, staff were met with much enthusiasm for the new opening of the Mitchell Street branch library. Attendance: 25-30

Staff Anniversary Celebration. On June 5, the library held its semi-annual Staff Anniversary Celebration at Central Library. New employees were also recognized.

Congratulations to the following employees who received years of serve pins:

5 Years

Rachel Arndt
Darrell Butler
Ayoka Huff-Johnson
Joy Mahaley
Veronica Neumann-Thompson
Sophie Sensat

10 Years

Irene Crivello
Thomas Flynn
Panola Hall
Julieann Hernandez
Karli Pederson
Melissa Shriver
Meredith Wittmann
Kelly Wochinske

15 Years

Kevin Cingatura
Anthony Frausto
Michelle Gumowski
Zarina Mohd Shah
Kari Moua
Paula Nameth
Christine O'Rourke
Theresa Schaewe
Lisa Spain

20 Years

Jeffrey Gold
Rebecca Stelmachowski
Kirsten Thompson
Opal Thompson
Margaret Wisniewski

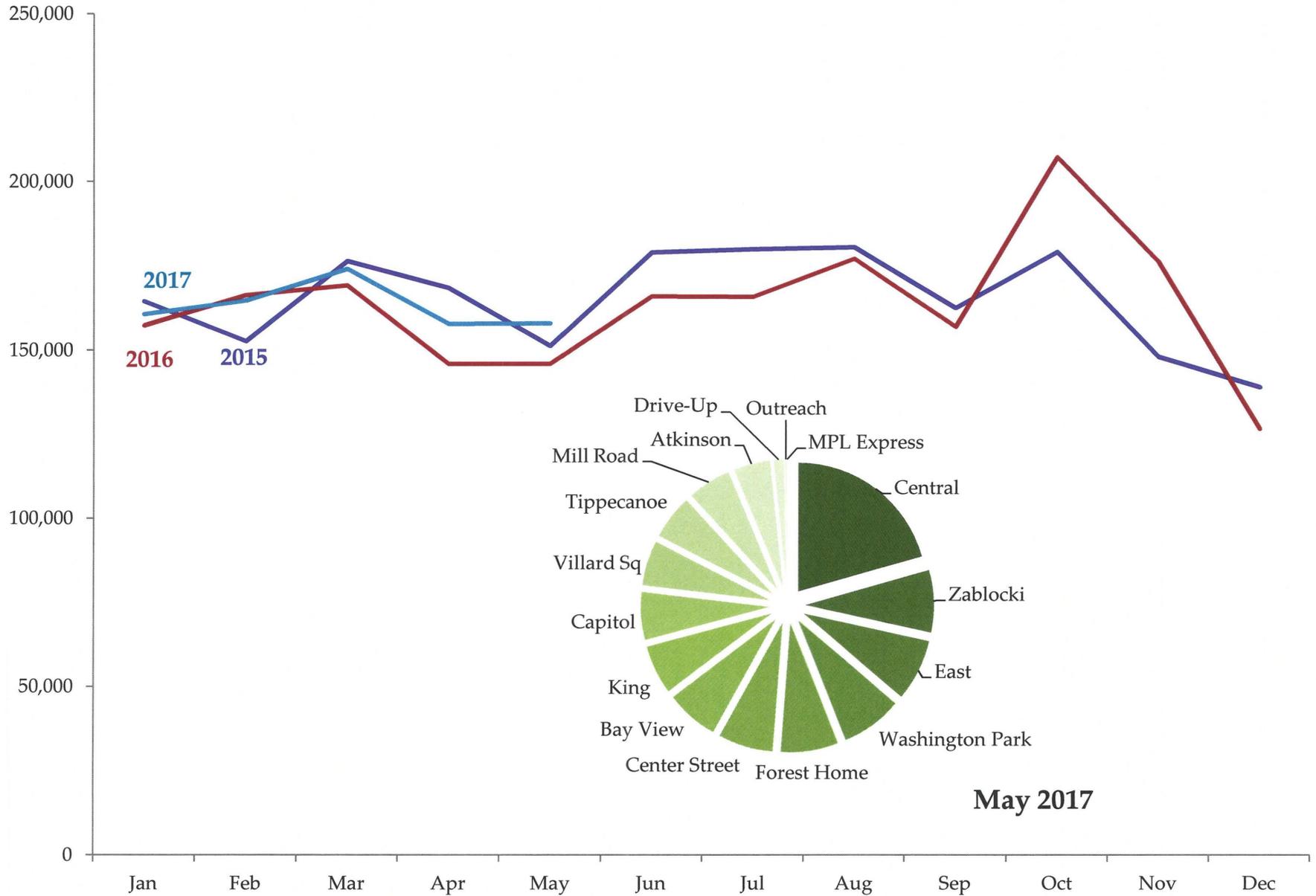
30 Years

Laurel Kerstein

35 Years

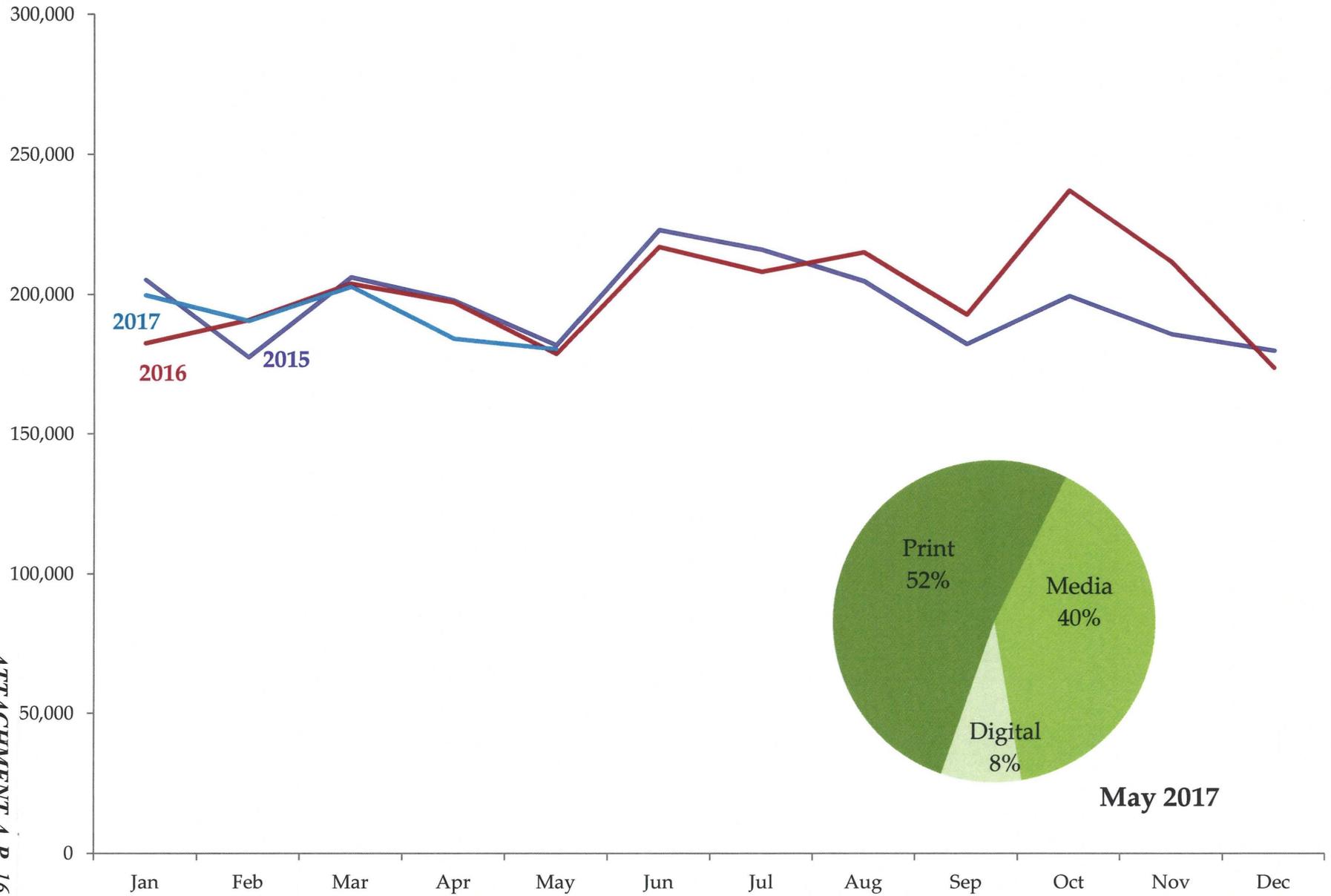
Earnest Reed

Milwaukee Public Library Visits



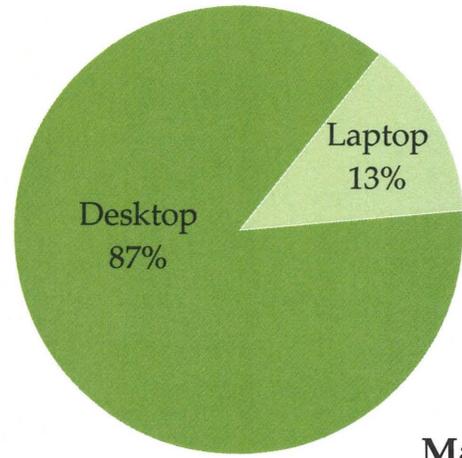
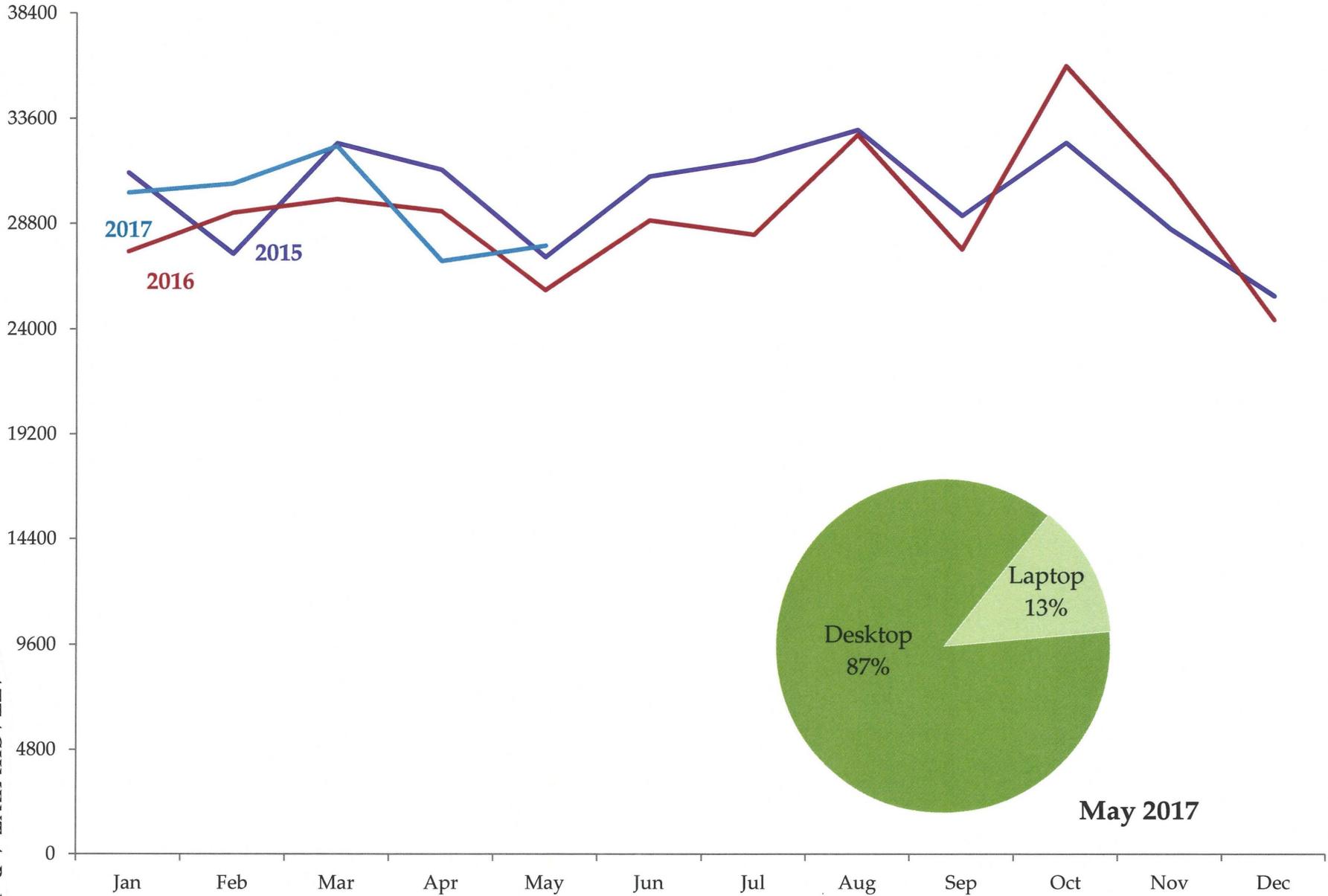
May 2017

Milwaukee Public Library Circulation



May 2017

Milwaukee Public Library Hours of Computer Usage



**Milwaukee Public Library
Computer, Internet, and Electronic Statistics
May, 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
	52,833	405,250	-87.0%	1,504,542	2,138,788	-29.7%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	4,161	4,326	-3.8%	26,150	22,456	16.4%

OverDrive Digital Download Circulation, by format						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	9,424	7,990	17.9%	42,697	34,983	22.1%
Audiobooks	6,283	5,103	23.1%	28,390	22,774	24.7%

Downloads of Digital Music through Freegal						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	3,087	3,193	-3%	13,391	15,240	-12%

Milwaukee Patron Holds Placed Through CountyCat						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	36,337	36,531	-0.5%	196,399	197,488	-0.6%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	11,896	10,760	10.6%	60,928	59,785	1.9%
Atkinson	761	691	10.1%	4,295	3,568	20.4%
Bay View	2,202	2,211	-0.4%	12,056	11,891	1.4%
Capitol	1,659	1,451	14.3%	9,132	8,991	1.6%
Center Street	952	888	7.2%	4,814	5,058	-4.8%
East	2,120	1,799	17.8%	10,717	9,791	9.5%
Forest Home	1,023	815	25.5%	5,152	4,933	4.4%
Martin Luther King	875	626	39.8%	4,329	3,762	15.1%
Mill Road	967	1,052	-8.1%	5,912	6,002	-1.5%
Tippecanoe	1,796	1,426	26.0%	9,058	5,039	79.8%
Villard Square	713	687	3.8%	3,788	4,036	-6.1%
Washington Park	1,114	774	43.9%	5,286	4,564	15.8%
Zablocki	1,882	1,838	2.4%	10,687	11,177	-4.4%
YCOS--Outreach	252	63	300.0%	1,250	623	100.6%
TOTAL	28,212	25,081	12.5%	147,404	139,220	5.9%



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

May 24, 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
June 1, 2017, Thursday, 8:00 a.m.-9:00 a.m.
Central Library Meeting Room 1

MEETING NOTICE AND AGENDA

1. **Disposition of Forest Home Branch Library Building.** The committee will discuss a May 10, 2017 communication from the City Attorney's Office regarding the disposition of the current Forest Home branch library.
Attachment A, page 1
2. **Mitchell Street Project.** Library Construction Project Manager Sam McGovern-Rowen will update the committee on the progress of the Mitchell Street Project.
3. **Mill Road / Good Hope Road Redevelopment Project.** Library Construction Project Manager Sam McGovern-Rowen will provide an update on the Good Hope Project.
4. **Martin Luther King Redevelopment Project.** Library Construction Project Manager Sam McGovern-Rowen will present an update on the Martin Luther King Redevelopment Project.
5. **Capitol Redevelopment Project.** The committee will discuss the potential relocation of this branch as part of the redevelopment process.

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

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

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

ATTACHMENT B-P. 1 of 7
MPL AGENDA-06/27/17

P. 21



800 City Hall, 200 E. Wells St., Milwaukee, WI 53202, Telephone 414-286-2601, Fax 414-286-8550

MEMORANDUM

TO: Amy Turim and Matt Haessly, DCD Real Estate

FROM: Gregg Hagopian and Rachel Kennedy, Assistant City Attorneys

DATE: May 10, 2017

RE: Sales process for Forest Home Library; Library Board, CPC, Council

A. Introduction and your request for assistance. By April 12, 2017 email, you indicated that DCD expects that the Forest Home Library at 1432 W. Forest Home (the “**Forest Home Parcel**”) (TIN 469-0488-110) will be closed by October 2017, and you asked for our input regarding a proposed process to list and sell this parcel. The Milwaukee Public Library (“**MPL**”) website¹ indicates that construction is underway on the replacement facility for this parcel, a 5-story, mixed-use building at 906-910 W. Historic Mitchell Street, with a 23,000 s.f. library, a community room, and 60 apartment units, 8 townhouse units, and 7 rooftop units.

City property records list the Forest Home Parcel as being owned by City of Milwaukee Library care of City Real Estate.

B. Proposed process. We outline a proposed process to list and sell the Forest Home Parcel.

1. **Library Board.** Consult the library board to determine the library board’s anticipated use of and intent regarding the Forest Home Parcel. We know the MPL has been using this parcel for library purposes. Per Wis. Stat. 43.54 (1)(am), a public library established in a 1st class city is administered by its library board. Per Wis. Stat. 43.58 (1), the library board:

¹ http://mpl.org/about/library_development/forest_home.php

“shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.”

If the library board determines it will not be using the Forest Home Parcel for library purposes, we suggest that the library board submit to DCD a board resolution: declaring the parcel surplus to MPL need and purpose; directing and authorizing the City to market the parcel for sale; and allowing City sale subject to City Common Council approval. Wis. Stat. 43.58 (1); MCO 304-49. See also: City Attorney Opinion dated September 15, 2003 (Library Board’s powers under Wis. Stat. 43.58 include the power to close a library branch); City Attorney Opinion dated August 8, 1984 (Library Board has exclusive control over library property and may enter arrangement with The Bookfellows organization for use of space in the Central Library for sale of outdated library books); City Attorney Opinion dated March 3, 2009 (Library has authority under 43.58 to rent space and accept rental revenue).

This proposed process is consistent with the process used for the sale of the Finney Library (see below).

2. **Title check.** Obtain a title commitment or letter report to determine status of title and encumbrances. For example, under Wis. Stat. 43.58 (7), persons may donate property to the MPL subject to restrictions. See July 28, 1993 City Attorney Opinion². Are there restrictive covenants in place? Are there existing agreements between the City and the MPL about the parcel? Are there other encumbrances that should be taken into consideration?

3. **Initial Council file and CPC.** After completing steps 1 and 2 above, introduce a City Common Council file for the Council:

- a. to recognize the library board’s direction and resolution (item 1 above),
- b. to declare the Forest Home Parcel surplus to City and MPL needs,
- c. to market the parcel for sale.

Before ultimate approval of the Council file, the Council must obtain recommendation from the City Plan Commission (“CPC”). See MCO 320-15 (Board of Public Land Commissioners), Wis. Stat. 27.11, Wis. Stat. 62.23 including 62.23 sub (1), sub (5), sub (9a) and sub (17)(b)³, and *Scanlon v. City of Menasha*, 16 Wis.2d 437 (WI Supr. Court

² This opinion concerned a reversionary clause in a 1913 deed to the City of the parcels used for the Llewellyn Library requiring the City to “always maintain a branch Public Library building upon said lots...”

³ Per 62.23 (5), the Council refers to CPC for consideration and report to the Council for Council final action “...the location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any.....memorial or public grounds...” Per 62.23 (17) (a) and (b), cities may acquire “sites for public buildings” and, after establishment, layout and completion of such improvements, the “city may convey or lease any such real estate thus acquired and not necessary for such improvements...”

1962). Generally speaking, the CPC, among other duties, makes recommendation to the Council about the sale of land used for public facilities. For example, where, as here, a City-owned parcel that has been or is being used for government or public purpose is being sold, the CPC makes recommendation about the sale to the Council before Council approval. CPC would recommend to the Council that the Forest Home Parcel be declared surplus to municipal needs so that the Council could make that declaration and authorize marketing and sale.

4. **DCD marketing.** After Council receipt of the CPC recommendation and after Council approval of the 3 a. through c. items by a duly-adopted Council resolution, DCD could market the Forest Home Parcel for sale.

5. **Council File to approve sale to identified buyer.** When a buyer is identified, a City Common Council file would be introduced for Council approval of the sale of the Forest Home Parcel to that buyer under MCO 304-49. See 304-49-1-b, definition of “development property” (City-owned property that is not neighborhood property) and 304-49-5 (Council approval of sale of development property, and DCD must provide Council with a due diligence checklist regarding the proposed sale). Note also that, unless the Council otherwise authorizes (304-49-9 preamble), the 304-49-9 general buyer policies apply.

C. Finney Library example. Regarding the above proposed steps, we call to your attention the sale of the former Finney Library parcel at 4243 W. North Avenue.

- Council File 040407 declared the Finney Library parcel surplus to municipal needs and directed DCD to market same. This resolution reflects that the City Librarian notified DCD that the parcel was no longer needed for library use due to development of the new Washington Park Library. This resolution further reflects that CPC had determined that the parcel was surplus to municipal needs.
- Council File 040962 reflects that DCD advertised an RFP, and that DCD recommended sale to New Covenant Housing Corporation per a Land Disposition Report (“LDR”) for commercial mixed-use, and that the Council authorized the sale per the LDR, with net proceeds of the sale to be returned to the Library Fund, less sale and marketing expenses and a RACM fee.
- Council File 141614 reflects that prior attempts to sell were not successful because the interested parties were unable to close, that DCD continued marketing the parcel, that Finney Arts Incubator LLC (Matthew Bohlmann) submitted a proposal to buy, and that the Council approved an LDR and sale to that buyer, with the net proceeds of the sale to be credited to the Library Fund.

D. Alternative – condense steps B.3 through B.5 above for sale to known buyer. The above contemplates two Council resolutions: (1) surplus designation and marketing; and (2) approval to convey to ultimate buyer.

It may be that a known buyer emerges, in which case the City may wish to convey to that buyer without the RFP process and without the two Council resolutions. Under this

scenario, after steps B.1 and B.2 above, there would be no RFP/marketing process (no step B.4), and the two Council files (steps B.3 and B.5) would be condensed into one Council file.

For example, if a known buyer, XYZ LLC emerges, the Council would, in one file:

- a. recognize the library board's direction (step B.1 above),
- b. declare the Forest Home Parcel surplus to City and MPL needs (after required CPC recommendation to that effect),
- c. approve the parcel sale to XYZ LLC. MCO 304-49.

Regardless of whether the "one Council resolution" or "two Council resolution" model is used, notice regarding Council files should be sent to the City Librarian.

E. Net proceeds of sale. Note that, in the Finney Library sale (Council Resolution File Numbers 040962 and 141614 referred to above), the Council directed that net proceeds of the sale be credited to the Library Fund. See also the City Fiscal Impact Statement that is part of Common Council Resolution File Number 111405 (authorizing Purchase, Sale and Development Agreement for the MPL East Library at 1910 E. North Avenue, approving sale to HSI Properties, LLC, approving redevelopment of a mixed-use facility, and authorizing acquisition of the East Library Condominium Unit after redevelopment). In that Fiscal Impact Statement, the gross sale price was earmarked for sale and purchase expenses, with any remaining funds to "be deposited in the Library Fund."

Per Wis. Stat. 43.58 (1), the library board:

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

Given the above, so long as there is no preexisting restriction or agreement to the contrary (see step B.2. above and Wis. Stat. 43.58 (7)), the Council may authorize net proceeds of a surplus library building sale to be deposited to the library fund. See also: Wis. Stat. 43.52 (1); City Attorney Opinion dated March 3, 2009 (Library authority under 43.58 to rent space and accept rental revenue); and City Attorney Opinion dated August 8, 1984 - Library Board has exclusive control over library property and may enter arrangement with The Bookfellows organization for use of space in the Central Library for sale of outdated library books. "All revenues from the sale of books would ultimately be returned to the library."

F. Other Parcels. While, per your request, we outlined a proposed general process for the sale of the Forest Home Library, we note that each piece of real estate is unique. Individual circumstances surrounding each parcel, and each library, must be considered.

The process for sale and redevelopment of other library parcels may vary. For example, see City Common Council Resolution File Numbers 111405, 121673, and 140455 pertaining to the East Library. The East Library was conveyed and redeveloped, and a condo unit was acquired. The LDR for that transaction indicates that an Advisory Panel consisting of representatives from MPL, DCD, the East Side BID, the UWM School of Architecture and the neighborhood conducted preliminary review of conceptual proposals for redevelopment. Consequently, there may be different steps for different parcels. Communication between DCD and the MPL should take place regarding parcels.

Please note that we are copying the City Librarian on this.

G. Questions. If you have any questions, please let us know. We will be happy to sit down with DCD and the City Librarian to discuss this. Thank you.

C:

Paula Kiely, City Librarian
Andrea Fowler, Asst. City Attorney
Jeremy McKenzie, Asst. City Attorney
Mary Schanning, Deputy City Attorney

1050-2017-787:239319

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

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

OTHERS MPL: Jackie Jones, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Crystal Sura

PRESENT: Budget & Management: Eric Pearson

Committee Chair Michele Bria called the MPL Board of Trustees Building & Development Committee meeting to order at 8:05 a.m. on June 1, 2017 with a quorum present.

1. **Disposition of Forest Home Branch Library Building.** Director Kiely referred to the memo regarding the Sales Process for Forest Home Library, listed as attachment A of the agenda. The memo outlines a process to list and sell the Forest Home Branch building. After library administration researches the initial purchase for any obligations, the Board will be asked to approve the sale of the building. The City's Department of City Development will manage the property sale after it is surplus. Net proceeds from the sale will be deposited in the Library Fund. A specific request and time frame will be presented at a future Building and Development Committee meeting. Informational item.

2. **Mitchell Street Project.** Library Construction Project Manager Sam McGovern-Rowen reported that the grand opening of the Mitchell Street Branch is tentatively scheduled for September 16, 2017. He and Director Kiely recently visited the site, including some of the apartments. Construction is progressing and is on schedule. The Board will be invited for a hard-hat tour in June. Library staff is pursuing funding to support programming and green space for a "pocket park" in the alley. Informational item.

3. **Mill Road / Good Hope Road Redevelopment Project.** Mr. McGovern-Rowen said funding is in place and the project is moving forward. There is a Good Hope design kickoff meeting with Zimmerman Architectural Studios scheduled for June 8, 2017. The design process will include late fall community meetings. The City Attorney's Office is preparing a Term Sheet to guide in the preparation of the final Development and Purchase Agreement between the City, the Library and Royal Capital LLC and Maures Development Group. Informational item.

4. **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. Informational item.

5. **Capitol Redevelopment Project.** Mr. McGovern-Rowen presented a PowerPoint with data requested by the Building and Development Committee at their last meeting. The presentation included estimated total population within a one mile radius of potential sites for a new library identified by the committee. The current Capitol Branch site may prove difficult for a mixed-use facility. The presentation also listed median household income and a breakdown of households by age. Schools in the surrounding area were listed. It was suggested that it would be beneficial to have school enrollment information. The data was reviewed and discussion ensued. Trustee Prince requested data on the current patron usage at the Capitol Branch. It was noted that consideration should be given to long-term trends, growth and movement of populations within the city to try to anticipate changes. At the next Building & Development Committee, maps will be presented indicating boundaries for a new library going east and north and the Trustees will continue to explore options. Director Kiely said she recommends that the Board select a site before the request for proposal is issued. Informational item.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 9:10 a.m. on June 1, 2017.
