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
Joe'Mar Hooper, Financial Secretary
Paula Kiely, Secretary
JoAnne Anton, Ald. Milele Coggs, Sharon Cook, Ald. Nik Kovac,
Chris Layden, Joan Prince, Dir. Mark Sain
Secretary's Assistant: Crystal Sura (414) 286-3021

Tuesday November 22, 2016
4:30 p.m.
Central Library
Meeting Room 1
814 West Wisconsin Avenue
Milwaukee, WI 53233

AGENDA

Holiday Book Donation & Board Photograph

PUBLIC COMMENT

SPECIAL COMMUNICATION

1. **Board Photograph**. The Trustee will take a brief recess for the purpose of posing for the annual official photograph.

RESOURCES / RECOMMENDATIONS / RESEARCH

2. **Story of Sim, the Library Lion.** Library staff will share the story behind its mascot, Browser, the Library Lion.

CONSENT AGENDA Attachment A, page 3

3. **Regular Board Meeting Minutes October 25, 2016**.

4. **Committee Reports.**
   Services and Programs Committee Meeting Minutes November 7, 2016

5. **Administrative Reports**.
   a. Personnel Actions
   b. Financial Report
   c. Library Director's Reports

REPORTS

6. **Building and Development Committee**. Committee Chair Michelle Bria will provide a report from the November 3, 2016 meeting regarding the Mill Road Branch, the Martin Luther King redevelopment, and the Mitchell Street Project.

   Attachment B, page 29

7. **MPL Foundation Report.** MPL Foundation Executive Director Ryan Daniels will report on fundraising efforts to-date.

OLD BUSINESS

8. **East Library Apartments Managing Partners.** The Trustees will discuss a change in the managing partners at the East Library Apartments, owners of the apartment and retail condominiums.

9. **Budget Update.** Library administration will answer questions about the 2017 adopted budget for the library, including an amendment to fund Teen Interns.

10. **Wisconsin Library System Changes Update**. Director Kiely will update the Board on the developments related to the Public Library System Revision Steering Committee.

11. **Haunted Library — C-K Award**. Library Community Relations and Engagement Director Eileen Force Cahill will share final thoughts on the last Library Loud Day event and a video capturing the campaign, which led to an award for partner Cramer-Krasselt.

NEW BUSINESS

12. **Trustees 2017 Meeting Schedule**. The Trustees will be asked to approve the 2017 meeting schedule.

    Attachment C, page 33

STRATEGIC DISCUSSION

13. **Impactful Library Programs and Measurement.** The Trustees will continue their discussion on library programs and services that address the underlying issues related to the recent unrest in the Sherman Park community.

14. **Holiday Book Donation**. The annual holiday book donation will take place.

***REMINDER**: Next scheduled meetings are:*
December 14, 2016 – Executive Committee – Central Library 4:00 p.m.
Tentative - December 20, 2016 – Special Board Meeting – Central Library 4:30-7:00 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 October 25, 2016
Central Library
814 West Wisconsin Avenue
Milwaukee, WI 53233

PRESENT: JoAnne Anton, Michele Bria, Ald. Milele Coggs, Sharon Cook, John Gurda, Joe'Mar Hooper, Ald. Nik Kovac, Chris Layden, Joan Prince, Paula Kiely

EXCUSED: Dir. Mark Sain

STAFF: Ryan Daniels, Eileen Force Cahill, Joan Johnson, Dawn Lauber, Sam McGovern-Rowen, Mary Madigan, Jennifer Meyer Stearns, Judy Pinger, Crystal Sura, Arvis Williams, Kelly Wochinske

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President Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:35 p.m. on October 25, 2016 with a quorum present. Trustee Coggs participated by conference phone. Trustees Anton and Layden were excused at 5:30 p.m.

PUBLIC COMMENT None.

SPECIAL COMMUNICATION

1. **Introduction**. Ms. Eileen Force Cahill was introduced and welcomed as the newly hired Community Relations and Engagement Director for the library.

RESOURCES / RECOMMENDATIONS / RESEARCH

2. **Ready to Read**. Education Outreach Specialist Mary Madigan shared a presentation on the library's early literacy program that helps very young children gain literacy skills. Children need a variety of skills to become readers. The daily high five encourages talking, singing, reading, writing and playing, to prepare children to read when they enter school. MPL is dedicated to strengthening early learning programs through education and leadership throughout community child care centers. Informational item.

CONSENT AGENDA

3. **Regular Board Meeting Minutes September 27, 2016**.

4. **Committee Reports**.
   Finance & Personnel Committee Meeting Minutes October 5, 2016

5. **Administrative Reports**.
   a. Personnel Actions
   b. Financial Report
   c. Library Director's Reports

CONSENT AGENDA (continued)

After asking the Board if any items should be removed from the Consent Agenda presented as attachment A, page 3-27 of the agenda, President Gurda entertained a motion to approve. Trustee Bria moved and Trustee Cook seconded a motion to approve the Consent Agenda. Motion passed.

REPORTS

6. **Milwaukee County Federated Library System (MCFLS) Board**. Trustee Kovac, Resource Library Representative, reported that a quorum was not attained at the October 6, 2016 MCFLS Board meeting; therefore, an official meeting did not take place. Informational item.

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7. **Building and Development Committee**. Committee Chair Bria referred to the Library Building and Development Committee meeting agenda and minutes, listed as attachment B, page 28-37 of the agenda. At the meeting, the committee reviewed and approved a revised proposal for the mixed-use building that will house a new Milwaukee Public Library on Good Hope Road. The revision proposes a diverse unit mix of 65 total units versus the previously proposed unit mix of 55 units. Trustee Bria moved approval. Trustee Cook seconded the motion. Motion passed. After reviewing and discussing renderings of a conceptual design of the building, the committee asked that a revised preliminary design and cost estimate be presented at their November 3, 2016 meeting.

   The schedule for replacing the Martin Luther King branch, listed on page 33 of the agenda, was considered. Library Construction Project Manager Sam McGovern-Rowen said four responses were received to the Request For Proposal that was issued to develop a new MPL facility to replace the King branch at the current site located at 310 W. Locust Street. A panel will screen the submissions and determine whether MPL should solicit further proposals. RFP concepts will be posted online and at the Martin Luther King branch for public comment. Questions and comments will be taken from the public at community meetings. The developers will be asked to make a presentation to the full Board at a Special meeting in December. Trustee Bria moved and Trustee Cook seconded a motion to schedule a Special meeting in December to select a project that best meets the requirements of MPL regarding the replacement of the King branch. Motion passed.

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8. **MPL Foundation Report**. MPL Foundation Executive Director Ryan Daniels announced that over 300 guests attended the annual Benjamin Franklin Award celebration held on October 13, 2016 at Central Library. The Milwaukee Bucks organization was this year's honoree. Bucks President Peter Feigin accepted the award. The event raised $500,000 gross profit for the library. The live auction proved to be successful, raising over $160,000. Mr. Daniels expressed his gratitude for the MPL Foundation Board of Director's for their commitment to the library and their support of the event. The Foundation has raised $1.38 million to-date, compared to $1.34 million at this time last year. The Foundation's goal was set at $2 million. Several year-end solicitations are pending. Solicitations for funds to support the Library Card Campaign and the Mitchell Street Project will be mailed soon.

8. **MPL Foundation Report**. (continued)
Director Kiely reported that thousands of people came through the doors of Central Library on October 22 and 23 to experience Haunted Central. This was the second Awareness Campaign's Library Loud Days event. The campaign is funded by the Milwaukee Public Library Foundation. Ms. Kiely said that marketing strategies were successful in reaching target audiences, young families and patrons with global roots, identified in the Library's Strategic Plan. Hundreds of volunteers made the weekend event possible. The next phase of the campaign will focus on programs at the branches. Informational item.

OLD BUSINESS

9. **Forgiveness Campaign**. Deputy Director Joan Johnson distributed a Fine Forgiveness Summary Report dated October 24, 2016, attached at the end of these minutes. During the Welcome Back to the Library – Fine Forgiveness Campaign, patrons were able to return long overdue items and ask for fine forgiveness at all MPL locations from September 26 to October 16, 2016. The public service staff provided extraordinary customer service to a much higher than usual volume of people. Accomplishments included: $364,205 fines waived, 10,616 registrations, 1,223 items returned and overall goodwill. Staff will continue to work with patrons using existing procedures that allow for waiving 6-year old fines in addition to a limited number of other circumstances via a fee dispute process. Informational item.

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10. **Library Budget Hearing Report**. Director Kiely made a presentation to the Common Council's Finance and Personnel Committee at the October 14, 2016 budget hearing regarding the library's 2017 budget. Discussion included recruitment and retention of staff, programs that highlight city resident needs (early literacy, job, and computer skills), and the capacity for increased public service hours. No further communication from the Budget Office has been received to indicate that there would be any budget amendments. When passed, the budget will allow the library system to continue services at the same level as this year. Common Council budget adoption is expected on November 4, 2016. Informational item.

NEW BUSINESS

11. **2017 Milwaukee Public Library Proposed Public Service Hours**. Director Kiely briefly summarized the library's public service hours for 2017. The schedule reflects the additional hours implemented in August of 2016. Trustee Prince moved approval of the 2017 hours as listed on attachment C, page 38 of the agenda. Trustee Hooper seconded a motion. Motion passed.

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12. **Bindery Equipment**. Assistant Library Directors Judy Pinger and Jennifer Meyer Stearns referred to a memo regarding Request for Approval to Auction Bindery Equipment, dated October 17, 2016, listed as attachment D, page 39 of the agenda. In 2012 the library, through the city budget process, made the decision to outsource library bindery services. Until early 2016, an in-house contract was maintained and the necessary equipment remained on the third floor of the Central Library. Library administration is requesting approval to auction approximately twenty pieces of bindery equipment, aging from 1949-2014, through an online auction house called Wisconsin Surplus. The money earned from the transaction may go towards space planning and process planning for the Technical

12. **Bindery Equipment**. (continued)
Services Department to gain efficiencies in internal materials processing. Trustee Hooper moved and Trustee Kovac seconded a motion approve the divesting of the library's bindery equipment through an auction house. Motion passed.

STRATEGIC DISCUSSION

13. **Impactful Library Programs and Measurement**. President Gurda held this item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of October 25, 2016 was adjourned at 6:00 p.m.

Fine Forgiveness Summary Report **10-24-16**

Milwaukee Public Library conducted a Fine Forgiveness Campaign September 26 to October 16, 2016.
GOAL: Increase access, reduce barriers and welcome back adults, children and families to all the library has to offer.

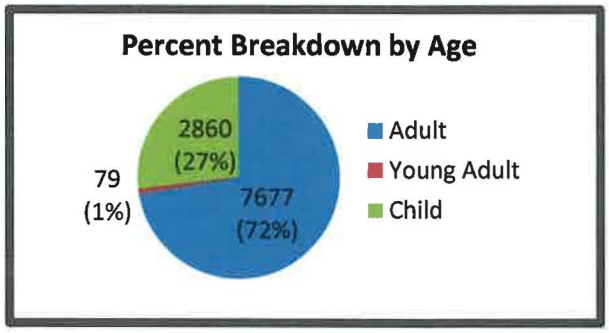
- Any patron requesting forgiveness of fines or fees
- MPL-owned materials that were checked out prior to September 9, 2016

Major accomplishments:

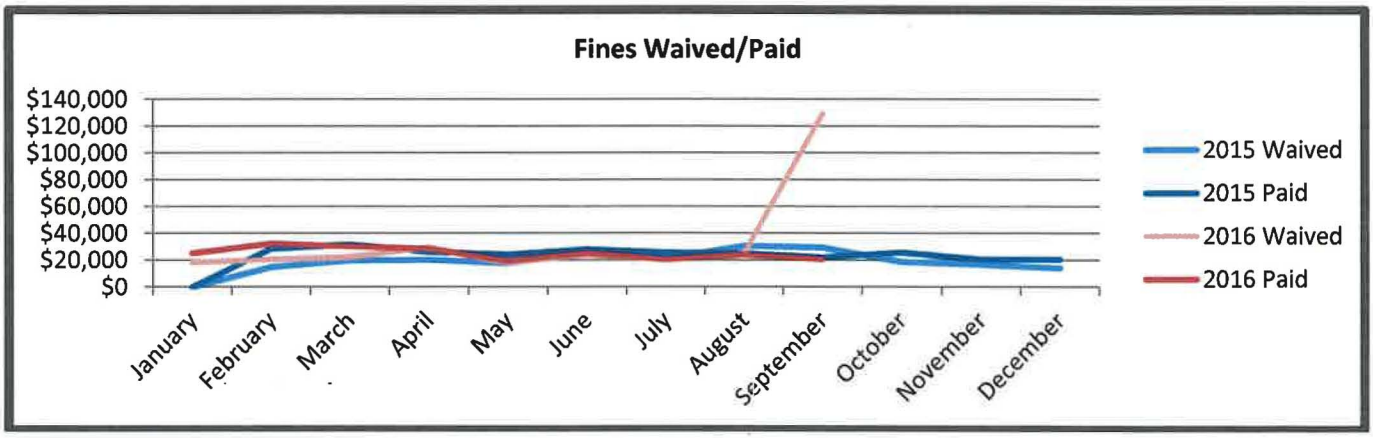
1. $364,205 waived
2. 10,616 registrations
3. 4,467 items returned

The number of blocked patron accounts was reduced 35% from 150,000 to 98,304. The amount of outstanding fines was reduced 11% from $2.7 million to $2.4 million. The number of accounts that were previously blocked and re-activated during the campaign are shown in the figures below:

Registration - Campaign Totals				
Type	**Adult**	**Child + YA**	**Total**	**%**
New	1892	781	**2673**	**25**
Renewed	5785	2158	**7943**	**75**
Total	**7677**	**2939**	**10616**	



The monthly average of registrations through August 2016 was 5,327, and increased by 5.12% to 5,600 through September. Library staff is also examining the impact of the campaign on the number of active users, usage and on revenues generated by fines and fees collected.



Plans for analysis going forward include:

- January 2017: regular periodic check of the activated accounts at 3-month intervals, parsed by age group.
- Usage - Circulation vs. computer and internet use.
- Policy development to automatically remove uncollectible fines (6-years and older) on a periodic basis.
- Track the number and % of blocked accounts and reasons for being blocked:
  - Invalid address
  - Fines/fees over $5 threshold
  - Billed items (replacement fee for lost, damaged or long overdue items)
  - Security incident/banned status

Staff will continue to work with patrons using existing procedures that allow for waiving 6-year old fines in addition to a limited number of other circumstances via a fee dispute process.

MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

November 2, 2016

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

From: Paula A. Kiely
Library Director

Re: Library Services & Programs Committee Meeting
November 7, 2016 5:30 p.m.-6:30 p.m.
Central Library Meeting Room 1
814 W. Wisconsin Avenue

MEETING NOTICE AND AGENDA

1. **2017 Program Plan**. Director Paula Kiely will present the library's 2017 program plan.

   Attachment A, page 2

2. **ConnectED Library Challenge Update**. Deputy Director Joan Johnson will provide an update on the ConnectEd Library Challenge initiative.

   Attachment B, page 3

3. **Permanent Ban of Patron**. Director Kiely will seek support for the permanent ban of patron Cliff Walters.

   Attachment C, page 10

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.

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814 W. Wisconsin Ave. • Milwaukee, WI 53233 •

Inventory of Services - 2017
DRAFT

		Young Families	Global Roots	Traditional Living	Other
Early Literacy	Ready to Read	•	•		
	Books2Go	•	•		
	Preschool Story Classes / Play Activities	•	•	•	•
School-age Services	Library Loud - Library Card Wristbands*	•	•	•	•
	ConnectED - Library Card Education for MPS*	•	•	•	•
	Teacher in the Library	•	•	•	
	Summer Reading	•	•	•	•
Teen Services	Teen Advisory Board	•	•	•	•
	Teen Learning	•	•	•	•
	Teen Internships*	•	•	•	
Adults	Computer Training	•	•	•	
	Job Labs	•	•	•	
	Career Online High School*	•	•		
	Adult Tutoring Program - Sustainability & Format	•	•		
	50+ Program/Service Initiative*	•	•	•	•
	Fax Machines*	•	•	•	•
	Social Worker Services*	•	•	•	
	Special Collections Programs				•
Multiple Audiences	Martin Luther King Day Program at King	•	•	•	•
	Computer and WiFi Access	•	•	•	•
	Hot Spot Lending*	•	•	•	
	Library Loud - Branch (2)*	•	•	•	
	Library Loud - Haunted Central	•	•	•	
	Reference Service	•	•	•	•
	Physical Collections	•	•	•	•
	E-Resource Collections	•	•	•	•
	NEA Big Read* / Book Clubs / Author Visits	•	•	•	•
	Learning Commons Initiative*	•	•	•	•

*New

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding, (hereinafter "MOU"), is made by and between the Milwaukee Board of School Directors on behalf of Milwaukee Public Schools, an entity created by the laws of the State of Wisconsin, (hereinafter "MPS"), the Milwaukee County Federated Library System, a legal entity established pursuant to Chapter 43 of the Wisconsin State Statutes ("MCFLS") and the Milwaukee Public Library, a Wisconsin municipal corporation ("MPL"), (together, MCFLS and MPL are the "Libraries").

RECITALS

WHEREAS, MPS recognizes community organizations are essential partners to MPS; and

WHEREAS, the Libraries desire to improve access to and promote the use of local libraries for purposes of building healthy families and vibrant neighborhoods; and

WHEREAS, Milwaukee Mayor Tom Barrett, MPS Superintendent Darienne Driver, and Milwaukee Public Library Director, Paula Kiely have certified with the White House their intent to participate in President Obama's ConnectED Library Challenge, an effort to provide all students a library card and access to digital resources; and

WHEREAS, by entering into a partnership, MPS and the Libraries can increase awareness and utilization of these local resources by MPS students and their families; and

NOW, THEREFORE, in consideration of the foregoing herein and the mutual promises and covenants set forth herein, the parties agree as follows:

1. **RESPONSIBILITIES OF THE LIBRARIES**

    a. MPL will provide a contact person, Joan Johnson, MPL Deputy Director, (jrjohns@milwaukee.gov) to cooperate with MPS in receiving confidential pupil records as set forth herein.

    b. MCFLS will provide a contact person, Steve Heser, MCFLS Library Systems Administrator, (Steve.Heser@mclfs.org) to cooperate with MPS in receiving confidential pupil records as set forth herein.

    c. The Libraries will accept confidential pupil records, subject to the restrictions set forth in 4 below, for the sole purpose of setting up digital library accounts for all MPS students, grades 1-12.

    d. The Libraries will provide to MPS Media Specialists training and other information relating to utilization of MPL online resources.

    e. MCFLS and MPL are self-insured. MCFLS and MPL will assume all risk of loss or damage to its property and waives all claims with respect thereto against MPS, unless such loss or damage is caused directly or proximately by any wrongful, intentional, or negligent act or omission of MPS students and its employees.

f. There will be no cost to MPS for any of the services provided to MPS students pursuant to this MOU.

2. **RESPONSIBILITIES OF MPS**

a. MPS will provide a contact person, Kristin Kappelman, MPS Program Evaluation Specialist (kappelkj@milwaukee.k12.wi.us) to cooperate with the Libraries in the release of confidential pupil records as set forth herein.

b. MPS will provide a contact person, Ruth Maegli, MPS Chief Academic Officer (Maeglire@milwaukee.k12.wi.us) to cooperate with the Libraries as it relates to training of MPS Media Specialists, supporting teachers with library instruction in their respective classrooms, and coordinating online resource access.

c. MPS will assist with communication to parents regarding this partnership, and encouraging the use of the resources of the Libraries.

d. MPS will include a URL link to MPL online resources as part of the "student toolbox" on the MPS Dashboard.

3. **BACKGROUND CHECKS**

a. The services provided by the Libraries under this MOU do not involve direct, unsupervised contact with MPS students and, as such, no background checks are required.

4. **DATA SHARING**

a. MPS's Division of Research & Evaluation will work in good faith with the Libraries to ensure the Libraries have access to necessary confidential pupil records for the purposes for issuing all MPS students, grades 1-12, digital library accounts. The following data fields shall be shared:
   i. MPS Student ID# (numeric, 7 digits)
   ii. Wisconsin Student State ID # (numeric, 10 digits)
   iii. Name (last name, first name, middle)
   iv. Date of Birth
   v. Projected graduation date (projection based on student's age)
   vi. Graduation cohort (for students when they enter high school)

b. MPS will transfer data to the Libraries in a zipped and password protected file format as developed by MPS, via secure file transfer protocol (FTP).

c. MPS shall transfer the data to the Libraries as follows:
   i. On or before October 28, 2016: initial data transfer. In the event this MOU is executed after that date, MPS shall perform the initial data transfer as soon as reasonably practicable.
   ii. November 2016: update of new enrollees
   iii. December 2016: update of new enrollees

iv. Thereafter, throughout the remainder of the term, data updates will be provided to the Libraries in January, May and September of each year in accordance with "3rd Friday" attendance counts.

Notwithstanding the foregoing, the parties may mutually agree to utilize a different schedule if it is determined appropriate at any time throughout the term of this MOU. Such agreement will not require a written modification pursuant to10 herein, unless specifically requested by one of the parties. The parties agree to meet in January 2017 to discuss the data-sharing process and determine if there are any changes that need to be made.

d. The Libraries agree that the confidential pupil records, and any personally identifiable information contained therein, will only be used for the specific purposes identified in 4a of this MOU. This obligation will survive the termination of this MOU.

e. In accordance with the provisions of FERPA, the Libraries will not permit any other party to have access to the information contained in the confidential pupil records without the written consent of the parent/guardian or adult pupil to which the record pertains, except that each student's name and MPS Student I.D. number will be utilized to create their digital library account, which information may be accessed by any MCFLS member library. This obligation will survive the termination of this MOU.

f. Pursuant to Wis. Stat. § 43.30(1m) pertaining to Library Records, the Libraries are prohibited from disclosing to MPS, except by court order, any library records relating to the use of the library's documents or other materials, resources, or services.

g. The failure of the Libraries to comply with any federal law, state statute or Milwaukee Board of School Directors policy regarding confidential student records, including but not limited to, the Family Educational Rights and Privacy Act (20 U.S.C § 1232g; 34 C.F.R. Part 99), (hereinafter "FERPA"), Wis. Stat. § 118.125 and MPS Administrative Policy 8.42, will be a material failure to comply with the terms of this MOU and cause for immediate termination of this MOU by MPS.

5. **INDEMNITY**

a. To the extent permitted by the laws of the State of Wisconsin, including but not limited to Wis. Stats. §§ 893.80 and 895.46, MCFLS will indemnify and hold harmless MPS, its agents, employees and officers against any and all claims, demands, actions and causes of action and resulting liability, loss, damages, costs and expenses arising out of the services provided pursuant to this MOU for injury to persons and damages to the extent caused directly or proximately by any wrongful, intentional or negligent act or omission of MCFLS or MCFLS's officers, employees or agents. This obligation will not extend to wrongful, intentional or negligent acts or omissions of MCFLS, its officers, employees and agents, if and only if, such acts or omissions are in response to a negligent directive, policy or instruction issued to MCFLS by MPS or its employees.

b. To the extent permitted by the laws of the State of Wisconsin, including but not limited to Wis. Stats. §§ 893.80 and 895.46, MPL will indemnify and hold harmless MPS, its agents, employees and officers against any and all claims, demands, actions and causes of action and resulting liability, loss, damages, costs and expenses arising out of the services provided pursuant to this MOU for injury to persons and damages to the extent caused directly or proximately by any wrongful, intentional or negligent act or omission of MPL or MPL's officers, employees or agents. This obligation will not extend to wrongful, intentional or negligent acts or omissions of MPL, its officers, employees and agents, if and only if, such acts or omissions are in response to a negligent directive, policy or instruction issued to MPL by MPS or its employees.

c. To the extent permitted by the laws of the State of Wisconsin, including but not limited to Wis. Stat. § 893.80, MPS will indemnify and hold harmless MCFLS and MPL, their officers, employees and agents against any and all claims, demands, actions and causes of action and resulting liability, loss, damages, costs and expenses for injury to persons and damages to the extent caused directly or proximately by any wrongful, intentional, or negligent act or omission of MPS and its employees so long as such act or omission is within the scope of employment within the meaning of Wis. Stat. § 895.46.

d. The obligations identified in 5 of this MOU will survive the termination of the MOU.

6. **TERM**

This MOU will be in effect from date of execution through July 31, 2019. Unless terminated pursuant to the provisions of 7 of this MOU, this MOU may be renewed, upon mutual written agreement of all parties, for additional three-year terms.

7. **TERMINATION**

a. If any party fails to fulfill its obligations under this MOU in a timely or proper manner, or violates any of its provisions, the non-breaching parties will thereupon have the right to terminate this MOU by giving ten days' written notice of termination of the MOU, specifying the alleged violations, and effective date of termination. This MOU will not be terminated if, upon receipt of the notice, the non-breaching party promptly cures the alleged violation prior to the end of the ten-day period.

b. Any party has the right to terminate this MOU at any time, for any reason, by giving the other parties thirty days' written notice by Certified Mail or Registered Mail of such termination.

c. MPS has the right to immediately terminate this MOU as outlined in 4e.

8. **INDEPENDENT PROVIDER**

In entering into this MOU, and in acting in compliance herewith, the Libraries are at all times acting and performing as an independent contractor, duly authorized to perform the acts required of it hereunder. The Libraries further agree that MPS is not to be charged with the

obligation or responsibility of extending any fringe benefits such as hospital, medical and life insurance, or pension plans which may be extended to employees of MPS from time to time to any individual or entity providing services pursuant to this MOU.

9. **NOTICE**

   a. Notice to MCFLS will be sufficient if sent by first-class mail to Steve Heser, 709 N. 9th Street, Milwaukee, WI 53233 or to such other address as MCFLS may designate to MPS and MPL in writing.

   b. Notice to MPL will be sufficient if sent by first-class mail to Joan Johnson, 814 W. Wisconsin Avenue, Milwaukee, WI 53233 or to such other address as MPL may designate to MPS and MCFLS in writing.

   c. Notice to MPS will be sufficient if sent by first-class mail to Ruth Maegli, 5225 West Vliet Street, Room 272, Milwaukee, WI 53208 or to such other address as MPS may designate to MCFLS and MPL in writing, with an electronic copy to vanderet@milwaukee.k12.wi.us.

10. **MODIFICATION**

Except as otherwise provided in 4c, no modification, expansion or amendment of this MOU will be of any force or effect unless in writing and signed by the parties hereto.

11. **SEVERABILITY**

All terms and covenants herein are severable. In the event any single term or covenant is found invalid by an agency or court of competent jurisdiction, this MOU will be interpreted as if such invalid terms or covenants were not contained herein.

12. **CHOICE OF LAW & FORUM**

This MOU will be governed in all respects by, and construed in accordance with, the laws of the State of Wisconsin. The venue of any action hereunder will be in Milwaukee County, Wisconsin.

13. **PUBLIC RECORDS**

The parties understand that they are bound by the Wisconsin Public Records Law, and as such, all of the terms of this MOU are subject to and conditioned on the provisions of Wis. Stat. sec. 19.21 et. sec. The parties acknowledge they are obligated to assist one another in retaining and producing records that are subject to the Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of this MOU, and that the each party must defend and hold the other harmless from liability due to its fault under that law. Except as otherwise authorized, those records shall be maintained for a period of seven years after completion of services under this MOU.

14. **FINAL EXPRESSION**

This MOU is intended by the Libraries and MPS as a final expression of their agreement and as a complete and exclusive statement of its terms. This MOU supersedes all prior proposals, negotiations, conversations, discussions and agreements among the parties concerning the subject matter hereof.

IN WITNESS WHEREOF, the parties have signed this Memorandum of Understanding.

MILWAUKEE PUBLIC SCHOOLS

Darienne B. Driver, Ed.D.
Superintendent of Schools

10/27/16
Date

MILWAUKEE PUBLIC LIBRARY

Paula Kiely
Director, Milwaukee Public Library

10/11/16
Date

MILWAUKEE COUNTY FEDERATED LIBRARY SYSTEM

Bruce Gay
Director, Milwaukee County Federated Library System

10/11/16
Date

IN SUPPORT HEREOF

Tom Barrett
Mayor, City of Milwaukee

10/19/16
Date

Countersigned as to form and execution:

10/28/16

Assistant City Attorney Date

MILWAUKEE
PUBLIC LIBRARY

November 2, 2016

To: Milwaukee Public Library Board
Services and Programs Committee

Fr: Paula A. Kiely
Library Director

Re: Recommendation to Permanently Ban Cliff Walters from all Milwaukee Public Libraries

I request your support to permanently ban Mr. Cliff Walters from entering any City of Milwaukee Public Library.

Mr. Walters entered the Villard Square branch of the Library unlawfully on October 16th. He removed library property as well as personal items belonging to the staff. The Milwaukee Police Department arrested Mr. Walters and he was charged with Burglary.

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

C: Jennifer Meyer, Assistant Library Director

814 W. Wisconsin Ave. • Milwaukee, WI 53233 •

MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
LIBRARY SERVICES & PROGRAMS COMMITTEE
MINUTES
Monday November 7, 2016
Central Library Meeting Room 1

PRESENT: Ald. Milele Coggs, Joe'Mar Hooper, Dir. Mark Sain, Paula Kiely

STAFF PRESENT: Joan Johnson, Jennifer Meyer, Crystal Sura

Chair Milele Coggs called the meeting of the Board of Trustees Library Services & Programs Committee to order, at 5:33 p.m. on Monday November 7, 2016 with a quorum present. Agenda items were taken out of order, however; these minutes are presented in numerical sequence.

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1. **2017 Program Plan**. Director Kiely referred to attachment A, page 2 of the agenda, listing an Inventory of Services for 2017 ranging from early literacy, school-age services, teen services, adult services, and services for multiple audiences. Newer library services include Library Loud – library card wristbands, ConnectEd – library card education for Milwaukee Public Schools, teen internships, Career Online High School, and social worker services, among others. Director Kiely said that funding is being sought from the Milwaukee Public Library Foundation to support some of the programs. Trustee Hooper suggested that a brief description of the services may be useful for MPS teachers to learn which programs may benefit and/or offer opportunities for MPS students. Trustee Sain noted that it is important to effectively communicate with other community entities that are providing similar services such as the social worker program. Library administration will provide status updates on the progress of the newer services as they are developed and marketed.
   Director Kiely briefly discussed the possibility of examining a "boutique" library model that would offer a specific collection for research, tailored to a particular area of the community. Informational item.

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2. **ConnectED Library Challenge Update**. As part of the National ConnectEd Library Challenge, MPL, MPS Superintendent Darienne Driver and Mayor Barrett have been working together to make sure that every student in MPS has a library card. The Memorandum of Understanding is listed as attachment B, page 3-9 of the agenda. This fall, the partners will work collaboratively to make sure that every child will have access to the library through a digital library account. MPL will be going into the schools to talk to the students about all the resources they will have access to through their computers at school. Deputy Director Joan Johnson summarized action steps to move the initiative forward:
   - MPS student data transferred to MPL
   - Outreach to teachers, parent coordinators and media specialists in progress
   - Library instruction for the students and curriculum support with the teachers
   - Outreach team conducts train-the-trainer activities using our educator toolkit (videos, live demos, fliers as print on demand)

2. **ConnectED Library Challenge Update**. (continued)
   - MPL and MPS partners outreach to students
     - Elementary – parents
     - Middle grades – parents and students
     - High school – students
   - MPL branding uses look and feel of Library Loud
   - New working title "MPLstudentcard.org" – same as URL for MPL's portal – a link will be placed on the MPL Student Toolbox Web page
   - Developing mobile website which will serve as a welcome portal and gateway for students
   - Incentives for students who upgrade to a full service card
   - Kick-off event at MPS school in January with all partners

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3. **Permanent Ban of Patron**. Director Kiely referred to the memo dated November 2, 2016, attachment C, page 10 of the agenda. She asked the committee to support the recommendation to permanently ban Mr. Cliff Walters from entering any City of Milwaukee Public Library. Trustee Hooper moved and Trustee Coggs seconded a motion to permanently ban Mr. Walters 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.

The meeting of the MPL Board's Library Services & Programs Committee was adjourned at 6:20 p.m. on Monday November 7, 2016.

MILWAUKEE PUBLIC LIBRARY SYSTEM

PERSONNEL ACTIONS

COVERING PERIOD: OCTOBER 9, 2016 THROUGH NOVEMBER 5, 2016
The Secretary reports the following personnel actions:

REGULAR APPOINTMENT - REHIRE

Eileen Force Cahill - Community Relations and Engagement Director - Com & Marketing	10/13/16

TEMPORARY APPOINTMENT

Patricia DeFrain - Librarian III - Extension Services	10/15/16
Acklen Banks - Librarian III - Extension Services	10/28/16

CHANGE IN STATUS

Eleanore Bednarek - Lib Circ Assistant I (LPT) to Library Circulation Assistant I - Capito	10/23/16

TRANSFER

Catherine Malloy - Librarian I - Capitol to Bay View	10/09/16

LEAVE OF ABSENCE 24.0 OR MORE HOURS

Corey Megal - Network Manager - Technical Services / Automation - 71.2 hours	10/10/16
Nicole Yarbrough - Library Technician II - Technical Services - 80.0 hours	10/10/16
Rebecca Stelmachowski - Library Circulation Assistant I - Tippecanoe - 35.4 hours	10/13/16

SEPARATION FROM SERVICE - NON-DISCIPLINARY

Kelly Hughbanks - Librarian V - EOS / CLCR	11/04/16

RESIGNATION

Bianca Miranda - Library Circulation Aide - Circulation	10/25/16
Aariyon Truss - Library Circulation Aide - Circulation	11/01/16

RETIREMENT

Cathelyn Skarban - Library Circulation Assistant I - Bay View	10/16/16
MPL Service Credit: 19 years 5 months 17 days	
Denise Bowers Hopgood - Building Services Supervisor II - Facilities and Fleet	11/01/16
MPL Service Credit: 3 years 2 months 5 days	

MILWAUKEE PUBLIC LIBRARY
FINANCIAL REPORT
October 31, 2016

REVENUES

	2016			2015		
	Budget	Received to date	% Received	Budget	Received to date	% Received
Additional City Appropriation	$22,613,655	$17,739,408	78.4%	$21,014,429	$16,988,448	80.8%
Fines	$280,000	$205,381	73.4%	$350,000	$223,884	64.0%
Lost Materials, etc.	$120,000	$85,061	70.9%	$125,000	$114,126	91.3%
MCFLS Contracts	$720,000	$546,939	76.0%	$713,000	$534,232	74.9%
Total City Appropriation	**$23,733,655**	**$18,576,789**	**78.3%**	**$22,202,429**	**$17,860,690**	**80.4%**

EXPENSES

City

	Budget	Spent to date	% Spent	Budget	Spent to date	% Spent
Salaries	$12,577,933	$10,235,593	81.4%	$11,938,460	$10,059,712	84.3%
Fringe Benefits	$6,037,408	$4,491,663	74.4%	$5,372,306	$4,166,800	77.6%
Operating Expenses						
General Office Expense	$158,000	$83,221	52.7%	$158,000	$83,420	52.8%
Tools & Machinery Parts	$31,000	$22,092	71.3%	$31,000	$24,149	77.9%
Construction Supplies	$38,000	$35,197	92.6%	$37,400	$45,025	120.4%
Energy	$817,100	$553,795	67.8%	$759,551	$543,932	71.6%
Other Operating Supplies	$209,465	$114,418	54.6%	$245,224	$142,763	58.2%
Vehicle Rental	$8,300	$4,178	50.3%	$8,300	$7,646	92.1%
Non-Vehicle Equipment Rental	$32,700	$20,402	62.4%	$32,700	$17,593	53.8%
Professional Services	$70,000	$84,659	120.9%	$74,000	$70,827	95.7%
Information Technology Services	$364,548	$359,975	98.7%	$319,748	$279,837	87.5%
Property Services	$984,363	$670,209	68.1%	$958,285	$741,475	77.4%
Infrastructure Services	$28,000	$18,320	65.4%	$26,000	$33,086	127.3%
Vehicle Repair Services	$1,500	$0	0.0%	$500	$311	62.2%
Other Operating Services	$152,857	$145,343	95.1%	$117,600	$105,861	90.0%
Reimburse Other Departments	$79,900	$60,008	75.1%	$76,900	$12,107	15.7%
Total	**$2,975,733**	**$2,171,817**	**73.0%**	**$2,845,208**	**$2,108,032**	**74.1%**
Equipment						
Library Materials	$1,653,774	$1,324,491	80.1%	$1,553,652	$1,278,282	82.3%
Computers, etc.	$418,707	$308,902	73.8%	$427,898	$208,429	48.7%
Other	$70,100	$44,323	63.2%	$64,905	$39,435	60.8%
Total	**$2,142,581**	**$1,677,716**	**78.3%**	**$2,046,455**	**$1,526,146**	**74.6%**
Total City Expenses	**$23,733,655**	**$18,576,789**	**78.3%**	**$22,202,429**	**$17,860,690**	**80.4%**

MILWAUKEE PUBLIC LIBRARY
FINANCIAL REPORT
October 31, 2016

ADDITIONAL FUNDING SOURCES

	2016			2015		
	Budget	Spent to date	% Spent	Budget	Spent to date	% Spent
Other Dept. Appr.						
Villard Square Lease	$13,182	$13,182	100.0%	$13,182	$13,182	0.0%
Contract Grants						
Teacher in the Library	$100,000	$73,657	73.7%	$100,000	$71,592	71.6%
WTBBL	$968,700	$305,318	31.5%	$968,700	$331,509	34.2%
ILS	$96,297	$27,243	28.3%	$96,849	$26,095	26.9%
Total	**$1,164,997**	**$406,218**	**34.9%**	**$1,165,549**	**$429,196**	**36.8%**
Trust Fund						
Materials	$55,321	$53,603	96.9%	$59,468	$58,925	99.1%
Programming	$73,278	$17,124	23.4%	$74,250	$14,708	19.8%
Training	$9,200	$8,589	93.4%	$7,200	$7,728	107.3%
Marketing	$15,000	$16,756	111.7%	$12,000	$8,501	70.8%
Contingency	$1,600	$316	19.8%	$1,500	$1,157	77.1%
Total	**$154,399**	**$96,388**	**62.4%**	**$154,418**	**$91,019**	**58.9%**
Foundation Funds						
	Balance	Spent to date	% Spent	Balance	Spent to date	% Spent
Materials	$285,306	$137,471	48.2%	$338,662	$227,349	67.1%
Other Activities	$46,314	$36,458	78.7%	$50,500	$37,642	74.5%
Programming	$729,192	$531,021	72.8%	$805,260	$454,621	56.5%
Total	**$1,060,812**	**$704,950**	**66.5%**	**$1,194,422**	**$719,612**	**60.2%**

Investments

U.S. Bank National Assoc. Commercial Paper #362101075 (rated A1+) dated 10/03/16 and maturing 11/02/16 at a rate of 0.20%.....$280,000.

Director's Report
October November 2016

The month of October was quite possibly the busiest and most exciting month in our recent history. We completed the Fine Forgiveness Campaign, forgiving over $364,000 in fines and welcoming back over 10,000 patrons; signed the Memorandum of Understanding with Milwaukee Public Schools that will enable us to issue digital library accounts to all MPS students in grades 1-12; we welcomed nearly 10,000 visitors to the Central Library for "Haunted Library" over the 2-day weekend of October 22 and 23; many of our staff realized the culmination of a year's planning when Milwaukee hosted the annual Statewide Wisconsin Library Conference. Brett Rohlwing (Librarian III, Business, Periodicals, and Technology) led the planning as Conference Chair and many other MPL staff members served on committees, presented programs, and volunteered. An all-conference reception for nearly 200 guests was held at the Central Library during the conference.

A meeting with the architect and developer for the new branch on Good Hope Road was held to review and revise the working design. Project Manager Sam McGovern-Rowen attended two town hall meetings held by Alderwomen Lewis to update the community on the new apartment mix and the timeline for the project.

Assistant Library Director Jennifer Meyer and I met with the new managing partners of the Standard at East Apartment Condo, Bob and Marcus Felker. The Felkers will replace Ryan Schultz and Brett Haney on the Condominium Board. The next meeting will be held in January.

I met with Alderman Rainey to discuss ideas for serving residents in his district. We discussed the possibility of placing a resource library within the newly funded Office of African American Affairs. The scope and cost of this idea will be explored.

The Library team provided tremendous support for the November 8 election. Central and many branch libraries served as polling sites, Forest Home served as an early voting site, staff volunteered to work the polls and process absentee ballots.

My community activities and meetings included the following: Faye McBeath Foundation Reception and Book Launch at Marquette University, the Choice Neighborhood Steering Committee Kick-Off meeting, a reception for Milwaukee Art Museum Director Marcelle Polednik (with Board President John Gurda), BizStarts Awards at the Pfister, and a meeting with MATC President Vicki Martin.

Programs

White Cane Day. The Wisconsin Talking Book and Braille Library (WTBBL) and Audio & Braille Literacy Enhancement (ABLE) sponsored the 5th annual White Cane Day celebration and Flash Mob where over 150 people, including some from as far away as Hudson, Wisconsin, gathered in front of the Milwaukee County Courthouse on October 13. The purpose was to celebrate the accomplishments of children and adults with vision loss, and to educate people about Wisconsin's White Cane law, which requires drivers to yield to pedestrians carrying white canes. Children and adults wearing purple t-shirts danced and celebrated to "Shake Your Groove Thing" (or, as they sang it, "Shake Your White Cane") by Peaches and Herb, followed by reading of proclamations and spontaneous statements of enthusiasm and pride from those in attendance. This year's Southeastern Wisconsin's White Cane Day theme was "Show 'Em How

We Do It." This informational event is put together by a collaboration of educators of students with visual impairments, educators of adults with visual impairments, community members, and area organizations.

Pizza, Popcorn and Professionals. Thirty-five people, including teens and members of Running Rebels attended a Pizza, Popcorn and Professionals: Careers in the Music Industry program at Atkinson Library on Monday, October 24. Seven professionals from the music industry and Running Rebels had the audience's rapt attention, as did Bailey Coleman as she shared an honest portrayal of being a woman of color in the corporate radio world and R&B singer Cincere's heartfelt encouragement.

Adverse Childhood Experiences (A.C.E.) with Mental Illness Stigma Reduction/Recovery Coalition. The Adverse Childhood Experiences (A.C.E.) public programming series in collaboration with SaintA's and the Mental Illness Stigma Reduction/Recovery Coalition continued on Saturday, October 15 at the Bay View Branch. Thirteen people attended the 90-minute session, representing a widerange of backgrounds including a parent coach, an employee from Pathfinders, an individual who works with homeless veterans and several patrons who stated they had experienced childhood trauma and were interested in what the ACE study revealed. Mike Joranger, A.C.E. trainer from SaintA's, geared the presentation to the audience members and answered questions throughout the presentation. Audience evaluations were overwhelmingly positive, with comments such as: "This event was fantastic, accessible and informative. More similar events!" and "Please have more workshops!"

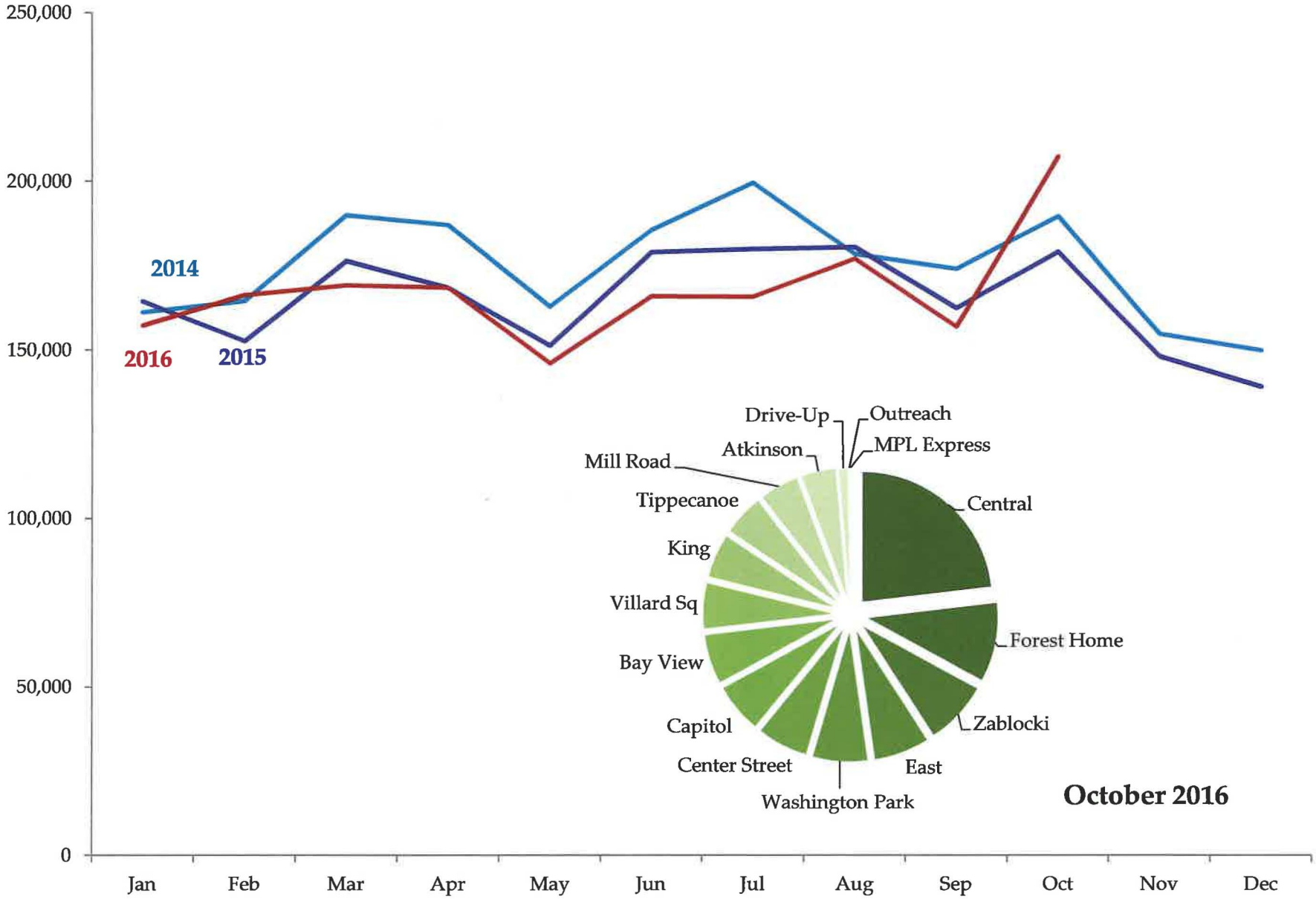
Plan Your NaNoWriMo Novel! The first of three National Novel Writing Month (NaNoWriMo) workshops was offered on Monday, October 31 at Central Library. Nine attendees participated in the workshop that challenged writers to write 50,000 words in 30 days. Author and teacher Rochelle Melander discussed ways to map out your novel's structure, and described exercises to help writers choose a genre and create dynamic characters.

Events

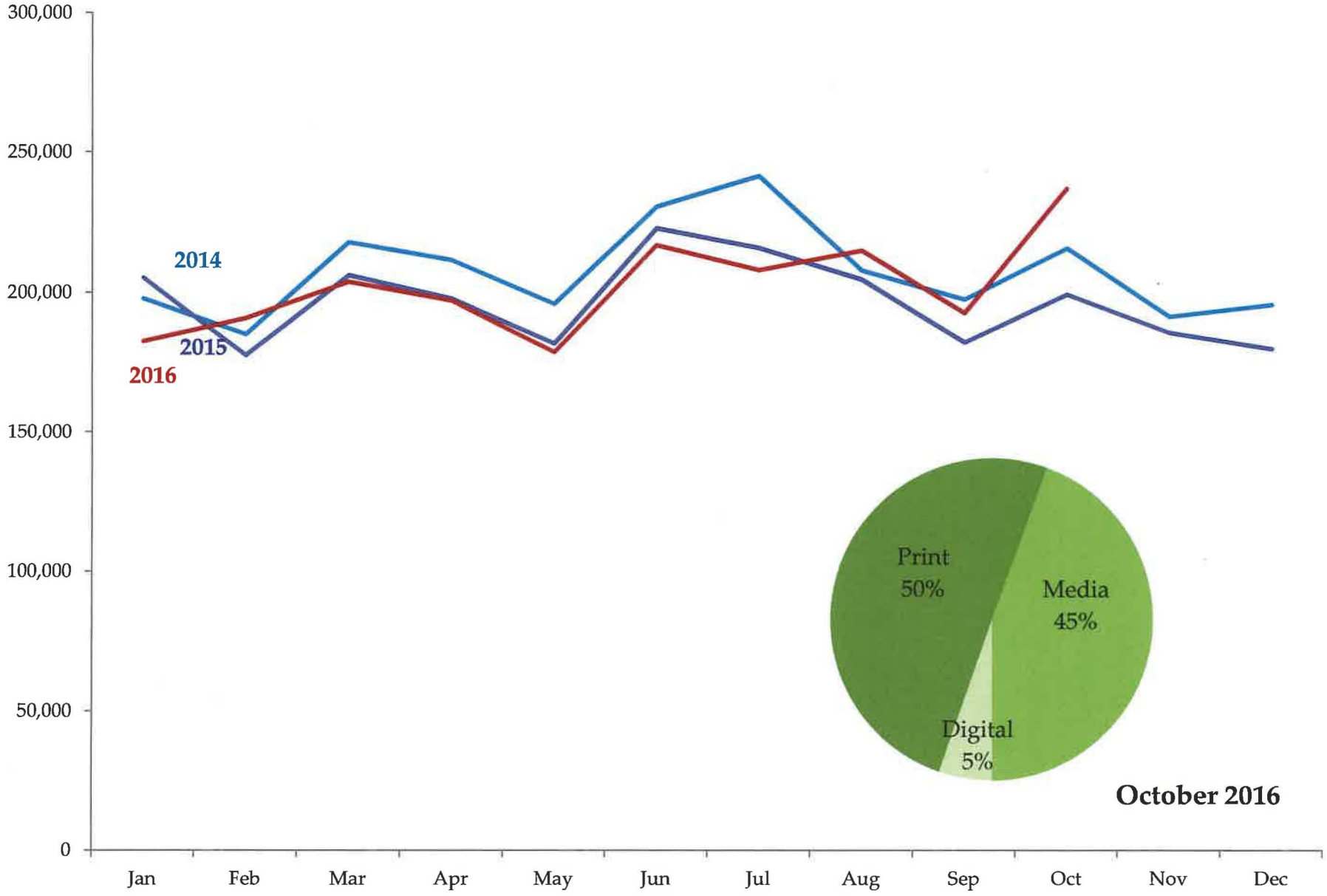
Harvest Fest at Central Library. On, October 1, we had a wonderful Harvest Fest celebration at Central this year, with attendance of 1,255 people, a slight increase to last year's record setting attendance of 1,220! We celebrated with the classics: decorating pumpkins and pumpkin shaped cookies; meeting interesting animals; dancing along to Fox and Branch and a new favorite, Little Miss Anne; listening to favorite books in the story nook; picking apples in the library's orchard; and face painting.

Author Event. On Friday, October 21, Milwaukee Public Library welcomed acclaimed author and poet Jacqueline Woodson to Centennial Hall for an evening in celebration of her first adult novel in twenty years, "Another Brooklyn." Ms. Woodson has left her mark on children's and young adult literature, with her most recent book "Brown Girl Dreaming" winning the 2014 National Book Award, the Coretta Scott King Award, a Newbery Honor Award, the NAACP Image Award, and the Sibert Honor Award. Ms. Woodson was also recently named the Young People's Poet Laureate by the Poetry Foundation. She read excerpts from "Another Brooklyn," along with a few other selections of her work. The event was co-sponsored by Boswell Book Company. Attendance totaled 111.

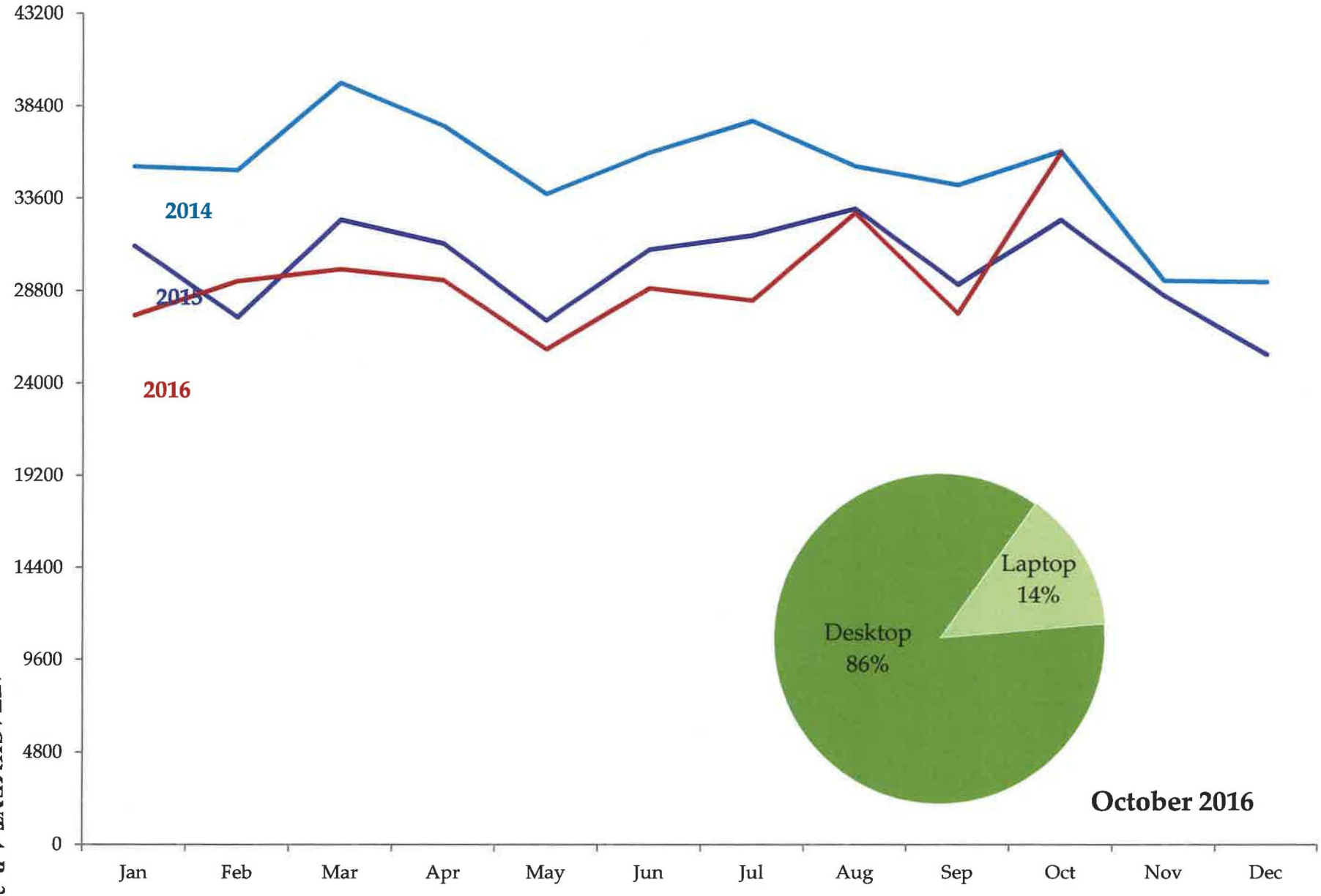
Milwaukee Public Library Visits



Milwaukee Public Library Circulation



Milwaukee Public Library Hours of Computer Usage



Milwaukee Public Library
Computer, Internet, and Electronic Statistics
October, 2016

Unique Visitors to the MPL Website						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	469,593	449,236	4.5%	4,304,554	3,058,140	40.8%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	5,241	4,262	23.0%	46,752	42,998	8.7%

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	7,997	6,363	25.7%	74,175	67,938	9.2%
Audiobooks	5,348	3,819	40.0%	49,602	34,269	44.7%

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
	3,153	2,684	17%	29,565	29,334	1%

Milwaukee Patron Holds Placed Through CountyCat						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	40,893	39,203	4.3%	389,910	402,570	-3.1%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	11,742	11,911	-1.4%	116,788	120,514	-3.1%
Atkinson	863	750	15.1%	7,587	6,781	11.9%
Bay View	2,231	2,320	-3.8%	23,190	24,968	-7.1%
Capitol	1,842	2,238	-17.7%	17,961	23,022	-22.0%
Center Street	1,001	1,104	-9.3%	9,720	10,282	-5.5%
East	2,200	1,923	14.4%	19,831	18,958	4.6%
Forest Home	1,118	1,097	1.9%	10,063	9,873	1.9%
Martin Luther King	857	742	15.5%	7,808	7,903	-1.2%
Mill Road	1,379	1,157	19.2%	11,954	11,668	2.5%
Tippecanoe	1,850	596	210.4%	13,499	6,372	111.9%
Villard Square	779	684	13.9%	8,566	8,353	2.6%
Washington Park	749	957	-21.7%	8,668	10,189	-14.9%
Zablocki	2,230	2,186	2.0%	21,526	22,482	-4.3%
YCOS--Outreach	247	120	105.8%	1,094	1,041	5.1%
TOTAL	29,088	27,785	4.7%	278,255	282,406	-1.5%

MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

October 26, 2016

To: Library Building & Development Committee of the
Milwaukee Public Library Board of Trustees:
Chairperson Michele Bria, Sharon Cook, John Gurda, Ald. Nik Kovac, Dir. Mark Sain
All trustees are welcome to attend.
MPL: Jennifer Meyer, Sam McGovern-Rowen, Duane Wepking
Maures Development and Royal Capital Group

Fm: Paula A. Kiely, Library Director

Re: Library Building & Development Committee Meeting
November 3, 2016, Thursday, 8:00 a.m.-9:00 a.m.
Central Library Meeting Room 1

MEETING NOTICE AND AGENDA

1. **Mill Road Redevelopment Project**. Representatives from Maures Development and Royal Capital Group will provide an update on the Mill Road Redevelopment Project relating to the preliminary design, costs estimates and financing strategy.

2. **Martin Luther King Redevelopment Project**. The committee will review the process and timeline for developer selection.

3. **Mitchell Street Project**. Library Construction Project Manager Sam McGovern-Rowen will update the committee on the progress of the Mitchell Street Project.

4. **Mitchell Street Project Contractor Approval**. Assistant Director of Library Operations Jennifer Meyer will summarize the bids, make a recommendation, and request approval to award a contract for the construction of the Mitchell Street Project.

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.

814 W. Wisconsin Ave. • Milwaukee, WI 53233 •

MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Thursday November 3, 2016
Central Library Meeting Room 1

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

EXCUSED: Sharon Cook

OTHERS PRESENT: MPL: Panola Hall, Joan Johnson, Sam McGovern-Rowen, Jennifer Meyer, Duane Wepking
Royal Capital Group: Terrell Walter
Budget and Policy: Eric Pearson

Committee Chair Michele Bria called the MPL Board of Trustees Building & Development Committee meeting to order at 8:10 a.m. on November 3, 2016 with a quorum present.

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1. **Mill Road Redevelopment Project**. Mr. Terrell Walter, of Royal Capital Group, said that after the October 6 MPL Board Building & Development Committee meeting, his team went back to the drawing table on the building design and incorporated changes based on suggestions from the Trustees. Director Kiely and Library Construction Project Manager Sam McGovern-Rowen reviewed the most recent iteration of the design that featured more glass and a more prominent library entrance. The parking lot and egress cut options are being studied. It was determined that a design meeting with project stakeholders would be beneficial. After that meeting, the project architect, Engberg Anderson will make the necessary updates to the design to present at the Alderwoman Lewis' Town Hall meetings on November 9 and 10. The renderings will be presented with the idea that they are preliminary and both the Trustees and the community may offer comments. Mr. Walter noted a project schedule will also be available. The final building design is expected to be presented at the January 2017 meeting.
   Mr. Walter distributed a budget document listing the sources and uses of funds for the Mill Road Library Redevelopment Project, attached at the end of these minutes. Director Kiely noted that the library's white box cost is comparable to other recent projects. Trustee Bria asked about the value of the property. The land is city owned and an appraisal has been requested. The gap between the value of the land, and the developer acquiring it for a dollar (if approved), will help with the financial participation category of the Wisconsin Housing and Economic Development Authority (WHEDA) application for tax credits. Informational item.

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2. **Martin Luther King Redevelopment Project**. Library Construction Project Manager Sam McGovern-Rowen said four responses were received to the Request For Proposal that was issued to develop a new MPL facility to replace the King branch at the current site located at 310 W. Locust Street. A panel will be formed to review and evaluate the developer responses for potential formal presentation and selection by the Board. RFP concepts will be posted online and at the Martin Luther King branch for public comment. The schedule for upcoming meetings will be shared when finalized. Informational item.

3. **Mitchell Street Project**. Mr. McGovern-Rowen updated the committee on the progress of the Mitchell Street Project. Demolition of the interior of the historic Hills Building is nearly complete and the white box build-out for the library space is projected for December. The library hopes for an opportunity to reveal the space to the public, now that the drop ceiling has been removed, walls have been taken down and the mezzanine has been opened up. Informational item.

4. **Mitchell Street Project Contractor Approval**. Assistant Director Jennifer Meyer said only one responsive bid was received for the construction contract for the Mitchell Street Project. That bid was over the construction budget of $3.2 million. The library will resubmit the bid, scaling down the specifications to reduce the cost. Informational item.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 8:45 a.m. on November 3, 2016.

MILL ROAD LIBRARY

SOURCES OF FUNDS	Construction	Post Construction	Permanent
First Mortgage	$ 1,570,886	$ -	$ 1,570,886
LIHTC Equity	$ 8,397,553		$ 8,397,553
Library Capital	$ 1,750,000	$ -	$ 1,750,000
Developer Equity/Deferred Dev Fee	$ 285,734	$ -	$ 285,734
Total Sources of Funds	**$ 12,004,172**	**$ -**	**$ 12,004,172**

USES OF FUNDS	Total Construction	Cost Per Unit	Cost per Sq/Ft
Acquisition & Site Costs			
Land Acquisition	1	0.02	0.00
Site Work - Demolition	20,000	307.69	0.24
Construction Costs			
New Construction	7,785,678	119,779.66	91.80
General Requirements	467,141	7,186.78	5.51
Contractor Overhead	155,714	2,395.59	1.84
Contractor Profit	311,427	4,791.19	3.67
Construction Contingency	435,998	6,707.66	5.14
Engineering & Architecture			
Architect & Engineering Costs	300,000	4,615.38	3.54
Environmental	10,000	153.85	0.12
Survey	15,000	230.77	0.18
Construction Interest & Fees			
Insurance: Builders Risk	80,000	1,230.77	0.94
Construction Loan Interest	574,692	8,841.41	6.78
Construction Loan Fee	91,760	1,411.69	1.08
RE Taxes During Construction	33,333	512.82	0.39
Permanent Financing			
Permanent Loan Fees	23,563	362.51	0.28
Soft costs			
Market Study	6,500	100.00	0.08
Appraisal	7,500	115.38	0.09
Cost Certification/Accounting	12,000	184.62	0.14
Title & Recording	20,000	307.69	0.24
Tax Credit Fees	75,117	1,155.65	0.89
Organizational Expense	25,000	384.62	0.29
Real Estate Attorney Fees	50,000	769.23	0.59
Rent Up/Marketing Expense	50,000	769.23	0.59
Developer Fees/Reserves			
Developer Fee	1,241,811	19,104.78	14.64
Operating Reserves	211,938	3,260.59	2.50
Total Uses Of Funds	**$ 12,004,172**	**$ 184,680**	**$ 141.54**

MILWAUKEE
PUBLIC LIBRARY

Milwaukee Public Library Board of Trustees
2017 Schedule of Meetings

REGULAR MEETING OF THE BOARD

- January 24, Tuesday ▪ 4:30 p.m. ▪ Central Library Meeting Room 1
- March 28, Tuesday ▪ 4:30 p.m. ▪ Central Library Meeting Room 1
- April 25, Tuesday ▪ 4:30 p.m. ▪ Central Library Meeting Room 1
- May 23, Tuesday ▪ 4:30 p.m. ▪ Bay View Library Meeting Room
- June 27, Tuesday ▪ 4:30 p.m. ▪ Central Library Meeting Room 1
- July 25, Tuesday ▪ 4:30 p.m. ▪ Central Library Meeting Room 1
- September 26, Tuesday ▪ 4:30 p.m. ▪ Mitchell Street Library Meeting Room
- October 24, Tuesday ▪ 4:30 p.m. ▪ Central Library Meeting Room 1
- November 28, Tuesday ▪ 4:30 p.m. ▪ Central Library Meeting Room 1

RECESS: February, August, December

FINANCE & PERSONNEL COMMITTEE

- January 4, Wednesday ▪ 4:00 p.m. ▪ Central Library Meeting Room 1
- April 5, Wednesday ▪ 4:00 p.m. ▪ Central Library Meeting Room 1
- July 5, Wednesday ▪ 4:00 p.m. ▪ Central Library Meeting Room 1
- October 4, Wednesday ▪ 4:00 p.m. ▪ Central Library Meeting Room 1

LIBRARY BUILDING & DEVELOPMENT COMMITTEE

- January 5, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- March 2, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- April 6, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- May 4, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- June 1, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- July 6, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- September 7, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- October 5, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1
- November 2, Thursday ▪ 8:00 a.m. ▪ Central Library Meeting Room 1

LIBRARY SERVICES & PROGRAMS COMMITTEE

- February 6, Monday ▪ 5:30 p.m. ▪ Central Library Meeting Room 1
- May 1, Monday ▪ 5:30 p.m. ▪ Central Library Meeting Room 1
- July 31, Monday ▪ 5:30 p.m. ▪ Central Library Meeting Room 1
- November 6, Monday ▪ 5:30 p.m. ▪ Central Library Meeting Room 1

INNOVATION & STRATEGY COMMITTEE

Meets at the call of the Chair.

EXECUTIVE COMMITTEE

- June 14, Wednesday ▪ 4:00 p.m. ▪ Central Library Old Board Room
- December 13, Wednesday ▪ 4:00 p.m. ▪ Central Library Old Board Room