



### **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.*

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## **BOARD OF TRUSTEES REGULAR MEETING**

**Tuesday March 26, 2019**

**4:00 p.m.**

**Central Library**

**Community Room 1**

**814 W. Wisconsin Avenue**

**Milwaukee, WI 53233**

### **AGENDA**

*4:00 – 4:05*

#### **WELCOME & ROLL CALL**

*4:05 – 4:10*

#### **PUBLIC COMMENT**

*4:10 – 4:20*

#### **SERVICE HIGHLIGHT**

1. **Jobs/Workforce Development.** Library Public Services Area Manager Rachel Arndt and Coordinator of Business, Technology and Periodicals Hermoine Bell-Henderson will present the library's jobs and workforce development initiative.

*4:20 – 4:25*

#### **CONSENT AGENDA**

Attachment A, page 4

2. **Regular Board Meeting Minutes January 22, 2019.**

3. **Committee Reports.**

- a. Services & Programs Committee Meeting Minutes, January 10, 2019
- b. Finance & Personnel Committee Meeting Minutes, January 22, 2019
- c. Innovation and Strategy Committee Meeting Minutes, February 13, 2019
- d. Building and Development Committee Special Meeting Cancelled, March 7, 2019

4. **Administrative Reports.**

- a. Financial Report
- b. Library Director's Report

## REPORTS

4:25 – 4:35

5. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac, Resource Library Representative, will report on the January 14 and March 18, 2019 MCFLS Board meetings and the February 28, 2019 Strategic Planning Session.

Attachment B, page 27

4:35 – 4:45

6. **Bylaws Committee.** Committee members will hear comments from the Trustees in response to the draft revisions.

Attachment C, page 32

4:45 – 5:05

7. **Building and Development Committee.** Committee Chair Mark Sain will report on the March 21, 2019 meeting.

## OLD BUSINESS

5:05 – 5:15

8. **Gift – Elaine C. Lange Trust.** The Library Board will vote on the method of transferring the assets from the Lange Trust to the Library and how the proceeds will be managed and invested.

5:15 – 5:30

9. **Sale of Forest Home Branch Building.** The Trustees will hear results of negotiations with the potential buyer and may vote to take action.

“The Library Board of Trustees may vote to convene in Executive Session, pursuant to Wisconsin Statutes sec. 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” for the purpose of deliberating over the purchase price of the former library property at 1432 W. Forest Home Avenue.

The Board may reconvene in open session at the conclusion of its closed session and may provide a report.

5:30 – 5:35

## CLOSING REMARKS

**REMINDER:** Next scheduled meetings are:

April 4, 2019 Building & Development Committee – Central Library, 8:00 a.m.

April 10, 2019 Innovation & Strategy Committee – Central Library, 8:00 a.m.

April 23, 2019 Finance & Personnel Committee – Central Library, 3:30 p.m.

April 23, 2019 Regular Board Meeting – Central Library, 4:00 p.m.

## Trustees

Michele Bria, *President*, Joan Prince, *Vice-President*, Chris Layden, *Financial Secretary*,  
Ald. Milele Coggs, Ald. Nik Kovac, Matthew Kowalski, James Marten,  
Ald. Michael Murphy, Sup. Marcelia Nicholson, Dir. Mark Sain, Jennifer Smith  
Paula Kiely, *Secretary*, Rebecca Schweisberger, *Secretary’s Assistant* (414) 286-3021

***The Milwaukee Public Library Board of Trustees is an informed, dedicated group of citizens who represent a cross-section of the city of Milwaukee and are committed to supporting, developing, and advancing the library for the benefit of all residents of Milwaukee and others throughout Milwaukee County, the State of Wisconsin, and beyond. In their role as advocates and advisors, they serve the library's many patrons, its staff, the common good of the community, and this critical and enduring institution.***

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

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

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

**MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES**

**REGULAR MEETING**

**MINUTES**

**Tuesday January 22, 2019  
Central Library  
Community Room 1  
814 West Wisconsin Avenue  
Milwaukee, WI 53233**

**PRESENT:** Michele Bria, Ald. Milele Coggs, Ald. Nik Kovac, Matt Kowalski, Chris Layden, Ald. Michael Murphy, Sup. Marcelia Nicholson, Joan Prince, Dir. Mark Sain, Jennifer Smith, Paula Kiely

**EXCUSED:** James Marten, Jennifer Smith

**STAFF:** Rachel Arndt, Eileen Force Cahill, Kristina Gomez, Joan Johnson, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Judy Pinger, Rebecca Schweisberger, Kelly Wochinske

**OTHERS**

**PRESENT:** MPL Foundation: Ryan Daniels  
City Attorney's Office: Gregg Hagopian  
Redevelopment Authority: Dave Misky  
Uihlein/Wilson – Ramlow/Stein Architects: Scott Ramlow  
Young Development Group: Lavelle Young  
Haywood Group: Kalan Haywood

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President Michele Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:48 p.m. on November 27, 2018 with a quorum present. Trustee Prince participated by conference phone.

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**TRUSTEE EDUCATION AND INFORMATION**

1. **Field Work MKE.** Community Relations and Engagement Director Eileen Force Cahill and Events and Programming Librarian Kristina Gomez shared information about Fieldwork MKE, Exploring the Ways We Know Our World – Poetry and Science Collaborations. Field Work MKE is presented by MPL and the Milwaukee Public Museum (MPM), in partnership with Poets House. The project is funded by The Institute for Museum and Library Services (IMLS) and includes poet-in-residence Alison Hawthorne Deming. Field Work MKE attempts to create a model for cross-disciplinary collaboration between public libraries and natural history museums. Additionally, the project aims to help program participants forge deeper connections to the natural world. Public programs include Urban Wildlife: Poetry in Your Backyard, Poetry Walks, and The Botany of Beverages. A Poetry Path connecting MPL and MPM will be created in spring 2019. Ms. Force Cahill encouraged Trustees to share information about this project with their networks.

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## CONSENT AGENDA

2. **Regular Board Meeting Minutes November 27, 2018.**
3. **Committee Reports.**
  - a. Building and Development Committee Meeting Minutes November 20, 2018
  - b. Innovation and Strategy Committee Meeting Minutes December 12, 2018
  - c. Executive Committee Meeting Minutes December 19, 2018
  - d. Building and Development Committee Special Meeting Minutes December 20, 2018
4. **Administrative Reports.**
  - a. Personnel Actions
  - b. Financial Report
  - c. Library Director's Reports

President Bria asked the Board if any items should be removed from the Consent Agenda presented as attachment B, pages 3-25 of the agenda. President Bria entertained a motion to approve. Trustee Murphy moved and Trustee Cogg's seconded a motion to approve the Consent Agenda. Motion passed.

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## NEW BUSINESS

5. **Statement on MCFLS Effectiveness.** Director Kiely referred to the Statement Concerning Public Library System Effectiveness, attachment B, page 40 of the agenda. The statement is part of the Public Library Annual Report presented to the Department of Public Instruction. MPL has been fully satisfied with the services provided by MCFLS. The Trustees agreed that MCFLS did provide effective leadership and adequately met the needs of the library. Trustee Nicholson moved and Trustee Kovac seconded a motion to approve the form, which will be signed by President Bria and sent to DPI as part of MPL's Annual Report. Motion passed.
6. **Sale of Forest Home branch building.** President Bria moved into closed session pursuant to Wisconsin Statutes sec. 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session," for the purpose of deliberating over the purchase price of the former library property at 1432 W. Forest Home Avenue. Roll was called and unanimously passed; the call with Dr. Prince was terminated. Director Kiely, Assistant Library Director Jennifer Meyer-Stearns, Assistant City Attorney Gregg Hagopian, Executive Director of the Redevelopment Authority Dave Misky, and Administrative Assistant Rebecca Schweisberger remained in the meeting. After discussion, the meeting was reconvened in open session.

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## REPORTS

7. **Milwaukee County Federated Library System (MCFLS) Board.** Library Public Services Area Manager Rachel Arndt reported on the January 14, 2019 MCFLS Board meeting. The Library Directors Advisory Council Chair was changed from Pat Laughlin (Hales Corners) to Susan Draeger-Anderson (North Shore). There were no changes to the Board of Trustees Officers. Four of the MCFLS Trustees terms will end in 2020 and the Board has started planning to recruit new members. There were proposed and accepted revisions to line

items in the MCFLS budget with no changes to the total. The Trustees approved the 2019 Interlibrary Loan Services contract between MCFLS and MPL. Work continues on strategic planning; additional updates will be presented on February 28, 2019. Governor Tony Evers approved the MCFLS 2019 System Plan. An intern from the UW-Milwaukee School of Information Sciences will work with MCFLS Library Systems Administrator Jennifer Schmidt on website revision. MCFLS Director Steve Hesel thanked MPL Facilities for completing the installation of a kitchen area in the MCFLS office.

8. **Services and Programs Committee Special Meeting.** Trustee Nicholson reported on the January 10, 2019 meeting. The Committee recommended upholding the ban for Jerome Johnson. Trustee Nicholson moved to uphold the ban and Trustee Layden seconded. Motion passed.
  
9. **Building and Development Committee Meeting.** Trustee Sain reported on the January 3, 2019 meeting. Library Construction Manager Sam McGovern-Rowen presented a memo comparing the Garfield Theater building and the original Request for Proposal (RFP); the memo is attached at the end of these minutes. The Committee approved hiring an architect to serve as a consultant to the Board on the proposed site for the new Martin Luther King Branch Library. Scott Ramlow of Uihlein/Wilson–Ramlow/Stein Architects toured the Garfield Theater building with MPL staff on January 11, 2019 and will review the cost estimates. Mr. Ramlow addressed the Board to share his initial assessment of the property, which is consistent with Mr. McGovern-Rowen’s conclusions in the memo. Discussion ensued about possible structural changes to the building and visibility, signage, and traffic safety at the proposed location. Lavelle Young of Young Development Group addressed the Board regarding project financing. The development team will not pursue Tax Credits as part of the funding. On behalf of the Committee, Trustee Sain moved to continue exploration of the Garfield Theater building as an option and approval to hire an architect to serve as a consultant on this project. Trustee Nicholson seconded. Motion passed.

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With no further business, the Milwaukee Public Library Board of Trustees meeting of January 22, 2019 was adjourned at 6:50 p.m.

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**SERVICES & PROGRAMS COMMITTEE  
OF  
THE LIBRARY BOARD OF TRUSTEES**

**MINUTES**

**January 10, 2019  
Central Library  
Community Meeting Room 1  
814 W. Wisconsin Avenue  
Milwaukee, WI 53233**

**PRESENT:** Milele Coggs, Marcelia Nicholson, Michael Murphy

**EXCUSED:** Jennifer Smith

**OTHERS**

**PRESENT:** MPL: Paula Kiely, Jennifer Meyer-Stearns, Eileen Force Cahill, Michael Weber, Demetrius Witherspoon, Rebecca Schweisberger

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Chair Coggs called the meeting of the Board of Trustees Services & Programs Committee to order at 10:27 a.m. on Thursday, January 10, 2019 with a quorum present. Trustee Nicholson participated by phone.

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1. **Appeal from Patron Banned from the Milwaukee Public Library System for Six Months.**  
Under Wisconsin State Statutes 43.52(2) and Article XI Section 2 of the MPL Board of Trustees Bylaws, the Committee held a hearing in the matter of the library banning appeal of Jerome Johnson. Chair Coggs introduced all Committee members. Library patron Jerome Johnson and Library Security Manager Michael Weber introduced themselves, respectively. All witnesses swore an oath that the testimony they will give in this matter is the truth. Mr. Johnson addressed the Committee first and requested permission to record the meeting for his records. Chair Coggs approved the request. Mr. Johnson presented his position to the Committee and stated reasons as to why he feels the ban should be lifted. Mr. Weber read the allegations against Mr. Johnson and detailed the events that led to the ban. He also presented details about previous bans Mr. Johnson has received. Mr. Johnson was permitted an opportunity to ask questions or address the concerns Mr. Weber presented. Mr. Johnson stated he feels several of the events in question were the result of misunderstandings by MPL staff. The Committee moved into closed session pursuant to Wisconsin Statute 19.85(1)(a) to deliberate concerning the quasi-judicial hearing in the case of Jerome Johnson. Roll was called and unanimously passed. After discussion, the Committee convened in open session. Trustee Murphy moved to deny the appeal and the motion passed by unanimous consent. The Committee's recommendation will be presented to the full Board at the January 22, 2019 meeting.

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The meeting of the Library Board's Services & Programs Committee was adjourned at 10:59 a.m. on Thursday, January 10, 2019.

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**FINANCE & PERSONNEL COMMITTEE  
OF  
THE LIBRARY BOARD OF TRUSTEES**

**MINUTES**

**January 22, 2019  
Central Library  
Community Meeting Room 1  
814 W. Wisconsin Avenue  
Milwaukee, WI 53233**

**PRESENT:** Chris Layden, Milele Coggs, Mark Sain, Michael Murphy

**EXCUSED:** Jennifer Smith

**OTHERS**

**PRESENT:** MPL: Paula Kiely, Jennifer Meyer-Stearns, Sarah Leszczynski,  
Rebecca Schweisberger  
US Bank: Wayne Sattler, Richard Romero  
Budget and Policy Division: Mason Lavey

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Chair Layden called the meeting of the Board of Trustees Finance & Personnel Committee to order at 4:10 p.m. on Tuesday, January 22, 2019 with a quorum present.

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1. **Committee Meeting Minutes Review.** The committee reviewed the minutes from the October 23, 2018 meeting. Trustee Sain moved to approve the minutes and Trustee Murphy seconded. Motion passed.
2. **Quarterly Review of Fund Investments.** On behalf of U.S. Bank, Vice President and Relationship Manager Richard Romero thanked the Board for the opportunity to serve as the investment manager and custodian. He introduced Wayne Sattler, Senior Vice President & Managing Director at U.S. Bank. Mr. Sattler referred to the Investment Review Materials and provided a market overview. The investment performance of the trust fund for the period ending December 31, 2018 was reviewed. The portfolio overview was summarized. No changes to the current allocations were recommended. The committee accepted the report. Informational item.
3. **Quarterly Library Report of the Internal Control of the MPL Trust and Gift Funds.** Assistant Library Director Jennifer Meyer-Stearns referred to Attachment B of the agenda, Internal Controls – Fourth Quarter 2018 memo. She reported to the committee that all internal control processes were followed and there were no accounting issues. Informational item.
4. **Gift Acceptance – Stephen Przybylowski.** Library Director Paula Kiely referred to Attachment C of the agenda, regarding the estate of former employee Stephen Przybylowski. The gift has been deposited in the MPL Gift and Trust Account pending Committee approval for use. Director Kiely recommended dividing the gift into four funds to be used for materials, services, training, and capital projects. She also recommended the monies be transferred to the MPL Foundation to manage and create



the funds. MPL will work with the Foundation to create a Memorandum of Understanding (MOU) detailing the terms and cost structure for their services. The Committee was in agreement that developing a process to measure the outcomes and effectiveness of use of gifts would be helpful, especially for unrestricted gifts. The agenda for the April 23, 2019 meeting will include suggestions for the process and investment policies. Trustee Murphy moved to approve Director Kiely's recommendation and Trustee Sain seconded. Motion passed.

5. **Gift Acceptance – Elaine C. Lange Trust.** Director Kiely received the final documentation for the gift. To complete allocation of the funds, the Board must decide if the assets will be sold to receive the gift as cash or if the investment assets will be transferred to MPL's brokerage account. The Committee discussed fees and financial differences between the options. Director Kiely will gather estimates for the cost of each option and present them to the Board. Informational item.

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The meeting of the Library Board's Finance & Personnel Committee was adjourned at 4:45 p.m. on Tuesday, January 22, 2019.

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**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
INNOVATION & STRATEGY COMMITTEE  
MINUTES**

**Wednesday February 13, 2019  
Central Library Meeting Room 1**

**PRESENT:** Joan Prince, Jim Marten, Matt Kowalski, Paula Kiely

**EXCUSED:** Ald. Nik Kovac

**OTHERS:** MPL: Jennifer Meyer-Stearns, Rebecca Schweisberger

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Committee Chair Joan Prince called the MPL Board of Trustees Innovation and Strategy Committee meeting to order at 8:00 a.m. on February 13, 2019 with a quorum present.

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1. **Committee Meeting Minutes from December 12, 2018 Meeting.** Chair Prince entertained a motion to accept the minutes, listed as Attachment A of the agenda. Trustee Marten moved approval and Trustee Kowalski seconded. Motion passed.
2. **Update on Board Recruitment.** There is currently one vacancy on the MPL Board. Library Director Paula Kiely and MPL Board President Michele Bria have been in contact with a potential candidate. The Board and appointing authority will be kept apprised of the candidate's decision about the nomination. Director Kiely referred to the current demographic charts of Board makeup, which was listed as Attachment B of the agenda. The Committee discussed future vacancies and strategically planning for making nominations to the appointing authorities. The dynamic role of the library and changing community demographics are important considerations when selecting nominees. In preparation for upcoming vacancies in 2020, it would be beneficial to create a hiring plan that includes information about Board demographics to share with the appointing authorities. The plan should stress the importance of continuity, skill sets, and diversity. Informational item.
3. **Board Assessment.** Prior to the meeting, Director Kiely sent Committee members the draft copy of a Board Assessment Planning Tool. The document is attached at the end of these minutes. The purpose of the assessment is to help the Board be effective, efficient, and impactful. The Committee discussed the importance of preparing the Board for the assessment. Informational item.
4. **Task Force on the Financial Future of the Library.** The Committee reviewed the current Board Trustee Profile worksheet and discussed terms and vacancies. It was noted the Committee cannot select a Trustee, but can make recommendations to the appointing authorities. Discussion ensued about identifying a candidate with investment experience, preferably in working with a non-profit organization. Candidates with a dimension of diversity are highly desirable. To assist with longevity, candidates in the early part of their career should be included in recommendations. Informational item.

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The meeting of the Milwaukee Public Library Board's Innovation & Strategy Committee was adjourned at 9:03 a.m. on February 13, 2019.

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**Schweisberger, Rebecca**

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**From:** Schweisberger, Rebecca  
**Sent:** Tuesday, February 19, 2019 3:53 PM  
**To:** Schweisberger, Rebecca  
**Subject:** Notice of Cancellation - MPL Board Building & Development Committee Meeting, March 7, 2019

## **Notice of Meeting Cancellation**

**Milwaukee Public Library Board of Trustees**  
Building & Development Committee Meeting  
Scheduled for Thursday, March 7, 2019 at 8:00 a.m.  
is cancelled and will not be rescheduled.

Thank you,  
Rebecca Schweisberger

Administrative Assistant to  
Library Director Paula Kiely  
Milwaukee Public Library  
(414) 286-3021

**Milwaukee Public Library  
Financial Report  
January 31, 2019**

**2019**

**2018**

**City Revenues**

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 21,876,996	\$ 1,539,625	7.0%
<i>Fines</i>	\$ 215,000	\$ 9,195	4.3%
<i>Lost Materials, etc.</i>	\$ 109,000	\$ 2,583	2.4%
<i>MCFLS Contracts</i>	\$ 750,789	\$ -	0.0%
<b>Total City Appropriation</b>	<b>\$ 22,951,785</b>	<b>\$ 1,551,403</b>	<b>6.8%</b>

	Budget	Received to date	% Received
	\$ 22,691,299	\$ 1,768,820	7.8%
	\$ 225,000	\$ 11,843	5.3%
	\$ 101,800	\$ 3,811	3.7%
	\$ 744,000	\$ -	0.0%
	<b>\$ 23,762,099</b>	<b>\$ 1,784,474</b>	<b>7.5%</b>

**City Expenses**

**Salaries & Benefits**

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 12,375,271	\$ 1,040,122	8.4%
<i>Fringe Benefits</i>	\$ 5,568,871	\$ 359,681	6.5%
<b>Total</b>	<b>\$ 17,944,142</b>	<b>\$ 1,399,803</b>	<b>7.8%</b>

	Budget	Spent to date	% Spent
	\$ 12,340,806	\$ 956,785	7.8%
	\$ 5,676,770	\$ 405,858	7.1%
	<b>\$ 18,017,576</b>	<b>\$ 1,362,643</b>	<b>7.6%</b>

**Operating Expenses**

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 114,000	\$ 8,364	7.3%
<i>Tools &amp; Machinery Parts</i>	\$ 25,800	\$ -	0.0%
<i>Construction Supplies</i>	\$ 38,000	\$ 102	0.3%
<i>Energy</i>	\$ 672,868	\$ 73,910	11.0%
<i>Other Operating Supplies</i>	\$ 162,334	\$ 1,689	1.0%
<i>Vehicle Rental</i>	\$ 7,300	\$ 277	3.8%
<i>Non-Vehicle Equipment Rental</i>	\$ 24,250	\$ -	0.0%
<i>Professional Services</i>	\$ 185,500	\$ 14	0.0%
<i>Information Technology Services</i>	\$ 396,500	\$ 8,595	2.2%
<i>Property Services</i>	\$ 883,861	\$ 33,916	3.8%
<i>Infrastructure Services</i>	\$ 28,000	\$ -	0.0%
<i>Vehicle Repair Services</i>	\$ 500	\$ -	0.0%
<i>Other Operating Services</i>	\$ 210,100	\$ 2,992	1.4%
<i>Reimburse Other Departments</i>	\$ 64,000	\$ -	0.0%
<b>Total</b>	<b>\$ 2,813,013</b>	<b>\$ 129,859</b>	<b>4.6%</b>

	Budget	Spent to date	% Spent
	\$ 130,000	\$ (6,002)	-4.6%
	\$ 30,800	\$ 554	1.8%
	\$ 38,000	\$ 4,125	10.9%
	\$ 664,179	\$ 88,818	13.4%
	\$ 178,027	\$ 8,691	4.9%
	\$ 7,000	\$ 185	2.6%
	\$ 30,000	\$ 3,567	11.9%
	\$ 182,500	\$ 5,692	3.1%
	\$ 406,579	\$ 119,757	29.5%
	\$ 957,189	\$ 95,539	10.0%
	\$ 28,000	\$ -	0.0%
	\$ 500	\$ -	0.0%
	\$ 221,700	\$ 5,450	2.5%
	\$ 68,000	\$ -	0.0%
	<b>\$ 2,942,474</b>	<b>\$ 326,376</b>	<b>11.1%</b>

**Equipment**

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,689,148	\$ 21,078	1.2%
<i>Computers, etc.</i>	\$ 256,308	\$ 663	0.3%
<i>Other</i>	\$ 40,174	\$ -	0.0%
<b>Total</b>	<b>\$ 1,985,630</b>	<b>\$ 21,741</b>	<b>1.1%</b>

	Budget	Spent to date	% Spent
	\$ 1,751,774	\$ 88,054	5.0%
	\$ 250,419	\$ 2,001	0.8%
	\$ 58,000	\$ 5,400	9.3%
	<b>\$ 2,060,193</b>	<b>\$ 95,455</b>	<b>4.6%</b>

**Other Departmental Appropriation**

	Budget	Spent to date	% Spent
<i>Villard Square Rent</i>	\$ -	\$ -	0.0%
<i>East Insurance</i>	\$ 3,000	\$ -	0.0%
<i>Mitchell Street Rent</i>	\$ 54,000	\$ -	0.0%
<i>Good Hope Rent</i>	\$ 15,000	\$ -	0.0%
<i>Contingent Energy Financing</i>	\$ 137,000	\$ -	0.0%
<b>Total</b>	<b>\$ 209,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total City Expenses</b>	<b>\$ 22,951,785</b>	<b>\$ 1,551,403</b>	<b>6.8%</b>

	Budget	Spent to date	% Spent
	\$ 13,182	\$ -	0.0%
	\$ -	\$ -	0.0%
	\$ 36,000	\$ -	0.0%
	\$ -	\$ -	0.0%
	\$ 137,000	\$ -	0.0%
	<b>\$ 186,182</b>	<b>\$ -</b>	<b>0.0%</b>
	<b>\$ 23,206,425</b>	<b>\$ 1,784,474</b>	<b>7.7%</b>

**Milwaukee Public Library  
Financial Report  
January 31, 2019**

**2019**

**2018**

**Additional Funding Sources**

**Contract Grants**

	Budget	Spent to date	% Spent
<i>WTBBL Jul '18 - Jun '19</i>	\$ 989,520	\$ 507,921	51.3%
<i>ILS Jul '18 - Jun '19</i>	\$ 96,900	\$ 51,404	53.0%
<b>Total</b>	<b>\$ 1,086,420</b>	<b>\$ 559,325</b>	<b>51.5%</b>

	Budget	Spent to date	% Spent
	\$ 976,820	\$ 520,106	53.2%
	\$ 96,297	\$ 52,341	54.4%
<b>Total</b>	<b>\$ 1,073,117</b>	<b>\$ 572,447</b>	<b>53.3%</b>

**Trust Funds**

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 104,027	\$ -	0.0%
<i>Programming</i>	\$ 35,500	\$ -	0.0%
<i>Training</i>	\$ 15,166	\$ -	0.0%
<i>Marketing</i>	\$ 29,000	\$ -	0.0%
<i>Contingency</i>	\$ 4,000	\$ -	0.0%
<i>Board Development</i>	\$ 5,000	\$ -	0.0%
<i>Headline</i>	\$ 5,000	\$ -	0.0%
<i>Strehlow 50+</i>	\$ 42,376	\$ -	0.0%
<b>Total</b>	<b>\$ 240,069</b>	<b>\$ -</b>	<b>0.0%</b>

	Budget	Spent to date	% Spent
	\$ 64,000	\$ -	0.0%
	\$ 33,750	\$ 348	1.0%
	\$ 11,000	\$ 820	7.5%
	\$ 23,000	\$ 8,272	36.0%
	\$ 2,988	\$ -	0.0%
	\$ 5,000	\$ -	0.0%
	\$ 5,000	\$ -	0.0%
	\$ 44,417	\$ -	0.0%
<b>Total</b>	<b>\$ 189,155</b>	<b>\$ 9,440</b>	<b>5.0%</b>

**Foundation Funds**

	Budget*	Spent to date	% Spent
<i>Materials</i>	\$ 604,875	\$ 365	0.1%
<i>Programming</i>	\$ 2,080,762	\$ -	0.0%
<b>Total</b>	<b>\$ 2,685,637</b>	<b>\$ 365</b>	<b>0.0%</b>

	Budget*	Spent to date	% Spent
	\$ 615,637	\$ 1,179	0.2%
	\$ 2,054,297	\$ 4,912	0.2%
<b>Total</b>	<b>\$ 2,669,934</b>	<b>\$ 6,091</b>	<b>0.2%</b>

\*Foundation budget includes annual amount committed by the MPL Foundation plus prior year carryover.

**Investments**

No gift funds were invested this period.

**Milwaukee Public Library  
Financial Report  
February 28, 2019**

**2019**

**2018**

**City Revenues**

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 21,937,539	\$ 3,869,506	17.6%
<i>Fines</i>	\$ 215,000	\$ 21,302	9.9%
<i>Lost Materials, etc.</i>	\$ 109,000	\$ 8,420	7.7%
<i>MCFLS Contracts</i>	\$ 750,789	\$ -	0.0%
<b>Total City Appropriation</b>	<b>\$ 23,012,328</b>	<b>\$ 3,899,228</b>	<b>16.9%</b>

	Budget	Received to date	% Received
	\$ 22,135,625	\$ 4,041,454	18.3%
	\$ 225,000	\$ 27,132	12.1%
	\$ 101,800	\$ 7,453	7.3%
	\$ 744,000	\$ -	0.0%
<b>Total</b>	<b>\$ 23,206,425</b>	<b>\$ 4,076,039</b>	<b>17.6%</b>

**City Expenses**

**Salaries & Benefits**

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 12,375,271	\$ 1,930,601	15.6%
<i>Fringe Benefits</i>	\$ 5,568,871	\$ 706,442	12.7%
<b>Total</b>	<b>\$ 17,944,142</b>	<b>\$ 2,637,043</b>	<b>14.7%</b>

	Budget	Spent to date	% Spent
	\$ 12,340,806	\$ 1,968,159	15.9%
	\$ 5,676,770	\$ 857,075	15.1%
<b>Total</b>	<b>\$ 18,017,576</b>	<b>\$ 2,825,234</b>	<b>15.7%</b>

**Operating Expenses**

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 96,905	\$ 13,615	14.0%
<i>Tools &amp; Machinery Parts</i>	\$ 18,800	\$ 1,121	6.0%
<i>Construction Supplies</i>	\$ 30,000	\$ 3,930	13.1%
<i>Energy</i>	\$ 637,975	\$ 42,731	6.7%
<i>Other Operating Supplies</i>	\$ 146,254	\$ 31,057	21.2%
<i>Vehicle Rental</i>	\$ 8,160	\$ 889	10.9%
<i>Non-Vehicle Equipment Rental</i>	\$ 22,554	\$ 1,712	7.6%
<i>Professional Services</i>	\$ 191,396	\$ 83,065	43.4%
<i>Information Technology Services</i>	\$ 399,440	\$ 320,783	80.3%
<i>Property Services</i>	\$ 879,798	\$ 118,129	13.4%
<i>Infrastructure Services</i>	\$ 28,000	\$ -	0.0%
<i>Vehicle Repair Services</i>	\$ 250	\$ -	0.0%
<i>Other Operating Services</i>	\$ 287,079	\$ 19,407	6.8%
<i>Reimburse Other Departments</i>	\$ 67,250	\$ (952)	-1.4%
<b>Total</b>	<b>\$ 2,813,861</b>	<b>\$ 635,487</b>	<b>22.6%</b>

	Budget	Spent to date	% Spent
	\$ 130,000	\$ 29,908	23.0%
	\$ 30,800	\$ 5,581	18.1%
	\$ 38,000	\$ 7,757	20.4%
	\$ 664,179	\$ 163,421	24.6%
	\$ 178,027	\$ 26,140	14.7%
	\$ 7,000	\$ 1,328	19.0%
	\$ 30,000	\$ 8,578	28.6%
	\$ 182,500	\$ 83,632	45.8%
	\$ 406,579	\$ 293,332	72.1%
	\$ 957,189	\$ 202,618	21.2%
	\$ 28,000	\$ 8,251	29.5%
	\$ 500	\$ 6,825	1365.0%
	\$ 221,700	\$ 30,315	13.7%
	\$ 68,000	\$ -	0.0%
<b>Total</b>	<b>\$ 2,942,474</b>	<b>\$ 867,686</b>	<b>29.5%</b>

**Equipment**

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,689,148	\$ 349,946	20.7%
<i>Computers, etc.</i>	\$ 316,003	\$ 256,925	81.3%
<i>Other</i>	\$ 40,174	\$ 3,925	9.8%
<b>Total</b>	<b>\$ 2,045,325</b>	<b>\$ 610,796</b>	<b>29.9%</b>

	Budget	Spent to date	% Spent
	\$ 1,751,774	\$ 365,965	20.9%
	\$ 250,419	\$ 11,754	4.7%
	\$ 58,000	\$ 5,400	9.3%
<b>Total</b>	<b>\$ 2,060,193</b>	<b>\$ 383,119</b>	<b>18.6%</b>

**Other Departmental Appropriation**

	Budget	Spent to date	% Spent
<i>Villard Square Rent</i>	\$ -	\$ -	0.0%
<i>East Insurance</i>	\$ 3,000	\$ 2,402	
<i>Mitchell Street Rent</i>	\$ 54,000	\$ 13,500	
<i>Good Hope Rent</i>	\$ 15,000	\$ -	
<i>Contingent Energy Financing</i>	\$ 137,000	\$ -	
<b>Total</b>	<b>\$ 209,000</b>	<b>\$ 15,902</b>	<b>7.6%</b>
<b>Total City Expenses</b>	<b>\$ 23,012,328</b>	<b>\$ 3,899,228</b>	<b>16.9%</b>

	Budget	Spent to date	% Spent
	\$ 13,182	\$ -	0.0%
	\$ -	\$ -	0.0%
	\$ 36,000	\$ -	0.0%
	\$ -	\$ -	0.0%
	\$ 137,000	\$ -	0.0%
<b>Total</b>	<b>\$ 186,182</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total</b>	<b>\$ 23,206,425</b>	<b>\$ 4,076,039</b>	<b>17.6%</b>

**Milwaukee Public Library  
Financial Report  
February 28, 2019**

**2019**

**2018**

**Additional Funding Sources**

**Contract Grants**

	Budget	Spent to date	% Spent
WTBBL Jul '18 - Jun '19	\$ 989,520	\$ 600,469	60.7%
ILS Jul '18 - Jun '19	\$ 96,900	\$ 55,775	57.6%
<b>Total</b>	<b>\$ 1,086,420</b>	<b>\$ 656,244</b>	<b>60.4%</b>

	Budget	Spent to date	% Spent
	\$ 976,820	\$ 586,617	60.1%
	\$ 96,297	\$ 58,823	61.1%
<b>Total</b>	<b>\$ 1,073,117</b>	<b>\$ 645,440</b>	<b>60.1%</b>

**Trust Funds**

	Budget	Spent to date	% Spent
Materials	\$ 104,027	\$ 2,703	2.6%
Programming	\$ 35,500	\$ 472	1.3%
Training	\$ 13,000	\$ 919	7.1%
Marketing	\$ 29,000	\$ 8,240	28.4%
Contingency	\$ 4,000	\$ 400	10.0%
Board Development	\$ 5,000	\$ -	0.0%
Headline	\$ 5,000	\$ -	0.0%
WTBBL - Goldstein	\$ 2,166	\$ -	0.0%
Strehlow 50+	\$ 42,376	\$ -	0.0%
<b>Total</b>	<b>\$ 240,069</b>	<b>\$ 12,734</b>	<b>5.3%</b>

	Budget	Spent to date	% Spent
	\$ 64,000	\$ 36	0.1%
	\$ 33,750	\$ 6,357	18.8%
	\$ 11,000	\$ 1,677	15.2%
	\$ 23,000	\$ 8,747	38.0%
	\$ 2,988	\$ -	0.0%
	\$ 5,000	\$ -	0.0%
	\$ 5,000	\$ -	0.0%
	\$ -	\$ -	0.0%
	\$ 44,417	\$ -	0.0%
<b>Total</b>	<b>\$ 189,155</b>	<b>\$ 16,817</b>	<b>8.9%</b>

**Foundation Funds**

	Budget*	Spent to date	% Spent
Materials	\$ 604,875	\$ 5,562	0.9%
Programming	\$ 2,080,762	\$ 56,906	2.7%
<b>Total</b>	<b>\$ 2,685,637</b>	<b>\$ 62,468</b>	<b>2.3%</b>

	Budget*	Spent to date	% Spent
	\$ 615,637	\$ 7,899	1.3%
	\$ 2,054,297	\$ 55,859	2.7%
<b>Total</b>	<b>\$ 2,669,934</b>	<b>\$ 63,758</b>	<b>2.4%</b>

\*Foundation budget includes annual amount committed by the MPL Foundation plus prior year carryover.

**Investments**

No gift funds were invested this period.

## Director's Report March 2019

As Trustees will read, the Library was host to many programs during the past month and a half. From celebrations of Dr. Martin Luther King Jr.'s birthday, to Black History Month, to blood drives, and Brower's Book Bash, city libraries were buzzing with activity. The variety of programs and events reflect the diverse interests in our neighborhoods and the people we serve.

In Administration, President Michele Bria and I were happy to meet with many of the Trustees in our first Two-on-One meetings. We appreciated your time and insights into your interests in the library and your board service. We'll be finished up the meetings later in March and will be looking forward to implementing many of the ideas shared.

MPL received and accepted the 2nd Annual Bridge Builder Award from UEDA (The Urban Economic Development Association of Wisconsin), in recognition of our branch programming, unique spaces, and in-the-community efforts to connect people and place. It was a special honor for us to be recognized by UEDA, who we have had the great fortune to partner with for many years.

I'm pleased to announce that the Public Library System Redesign Steering Committee presented its Report and Recommendations to Department of Public Instruction Superintendent Carolyn Stanford Taylor this month. Seven recommendations are included, including decreasing the number of library systems in the State, creating incentives to encourage consolidation, and analyzing the current funding formula. The Council on Library and Network Development, who recommended this project, has scheduled 4 listening sessions around the State and will submit their findings to the Superintendent. The listening session schedule and a link to the Report can be found at <https://dpi.wi.gov/coland>. A presentation on the final report for Library Trustees will be scheduled for a future Board meeting.

### **MPL HELPS PEOPLE READ**

Author Visit: Renée Watson and Ellen Hagan. **Washington Park branch** library hosted award-winning author Renée Watson and poet Ellen Hagan on February 16. The visit celebrated their new young adult book *Watch Us Rise*. *Watch Us Rise* tells the story of two young women finding their voice through art and activism and their responses to the injustices of sexism and racism. Watson and Hagan read excerpts from the book and librarian Kristina Gómez moderated a question and answer session with the authors. The event was co-sponsored by Boswell Book Company. Attendance: 24.

Author/Chef Visit: Michael Twitty. In partnership with the UWM Stahl Center for Jewish Studies, MPL welcomed food writer, independent scholar, culinary historian, and historical interpreter Michael Twitty to **Mitchell Street branch** library on Monday, February 18. Michael Twitty is known throughout the world for his work on culinary justice and the African American impact on Southern foodways. His book, *The Cooking Gene: A Journey Through African American Culinary History in the Old South*, is the 2018 winner of the James Beard Award for Best Food Writing and Book of the Year. Mitchell Street branch welcomed many first time library visitors for the talk, with guests attending from as far as Chicago and Madison. Attendance: 71.

Black History Month Read-In. Alderwoman Milele Cogg's Annual Black History Month Read-In, held on February 13 at **Martin Luther King branch** library, was a success. State Representative Kalan Haywood and Little Miss Juneteenth Kayle Phillips read poetry by Maya Angelou and Langston Hughes; City Treasurer Spencer Coggs greeted families. In addition to reading, Alderwoman Cogg shared many interesting facts about local history makers. Families enjoyed treats and crafts featuring history makers and several students took home prizes. Several local news outlets covered the event. Library Reference



Assistant Joy Mahaley selected the books, purchased snacks, and developed the craft for this event. Attendance: 25

Library Lover's Day Book Buffet. On February 12 **East branch** library hosted the Book Buffet, which showcased a beautiful presentation created by LRA Beth Gabriel highlighting new reads for 2019. Attendance: 8

Black History Month Book Jacket Bingo. On February 16, **East branch** library hosted Book Jacket Bingo created especially for Black History Month 2019. The bingo card squares featured classics like *I Know Why the Caged Bird Sings* and *Invisible Man* as well as titles from newer authors such as Angie Thomas. Bingo winners won gift cards to local businesses! Attendance: 7

Book to Art Club. **East branch** library's monthly Book to Art Club featured the romance novel *The Wedding Date*. Attendees snacked on donuts and created donut themed crafts - as the couple in the novel enjoyed morning donuts together. Attendance: 7

### **MPL HELPS PEOPLE LEARN**

Demystifying Islam. Janan Najeeb, the president of the Milwaukee Muslim Women's Coalition, presented a program at **Tippecanoe branch** library on Monday, January 14<sup>th</sup>. Ms. Najeeb discussed Muslim beliefs and practices. She also addressed current issues including the position of Muslim women, jihad, Shariah law and much more. The program fostered a dialogue within the community in an effort to bridge differences. Attendance: 79

Career Online High School. Library staff awarded the first scholarship since the program launched in January 2019. Career Online High School is an online education program for adult learners to complete an accredited high school diploma and obtain relevant career training.

Stretches for Spinal Health. Dr. Martin Joepeck, a local Chiropractor, presented a program on spine health at the **Zablocki branch** library on January 25. He led participants in a series of basic stretches that can be done while sitting in a chair or standing near a chair. Librarian Joanne Vandestreek of the Central Library Business, Technology and Periodicals Department also provided participants with a list of stretching books and DVDs in our catalog. Attendance: 5

Business Now Entrepreneurship Summit. On January 26 Librarians Laura Pope and Joanne Vandestreek of the **Central Library** Business, Technology and Periodicals Department staffed a resource booth at the 2019 Business Now Summit. The event was sponsored by Alderwoman Milele Coggs and was held at the Martin Luther King Elementary School. Attendees were primarily Milwaukee residents who are established business owners or are thinking of starting a business. The MPL booth provided information about resources and programs for business owners. Attendance: 98

Celebrating the Achievements of Black Inventors. Hermoine Bell-Henderson of the Business, Technology and Periodicals Department created and presented a program which focused on the achievements of African and African-American inventors. This program was presented on February 7 at **Capitol branch** library in honor of Black History Month. Crafts related to various Black inventions were included. Attendance: 7

Essential Oils for Natural Skin Care. Laura Pope of the Business, Technology and Periodicals Department created a new program focusing on the health benefits of essential oils. On February 23 at **Central Library** licensed esthetician Lynne Herro discussed the benefits of using essential oils to help with common skin problems and demonstrated various methods of using them safely. Attendance: 12

Green Smoothies for Your Health. On February 25 Librarians Laura Pope of the Business, Technology and Periodicals Department and Anna Donovan of the Art & Music Department presented a program on healthy green smoothies at **Central Library**. Participants learned the basics of foods to include and the related health benefits. Handouts featured recipes, tips, and a brief booklist. Samples of smoothies were also provided. Attendance: 8

### **MPL HELPS PEOPLE CONNECT**

Browser's Book Bash. Families celebrated reading and their favorite books and characters during Browser's Book Bash in the Central Library Children's Room. Just over 1000 children, parents, caregivers, grandparents, and friends attended. Children practiced their early literacy skills in Mozart's Grove with a Fox in Sox's Matching Game, danced with Ms. Jen and the Jelly Fish, laughed with Chris Fascione and met many new animal friends in at Lulu's Animal Rescue with Miss Kim's Amazing Animals. A Journal Writing Workshop for tweens encouraged participants to create comic-like journals inspired by Diary of a Wimpy Kid. Artists Working in Education (A.W.E.) led three art extension activities, inspired by Last Stop on Market Street by Matt de la Peña, Maybe Something Beautiful by F. Isabel Campoy and Dreamers by Yuyi Morales. Everyone had the chance to practice fine motor skills by meticulously decorating confetti cookies with all kinds of sprinkles. Attendance: 1000.

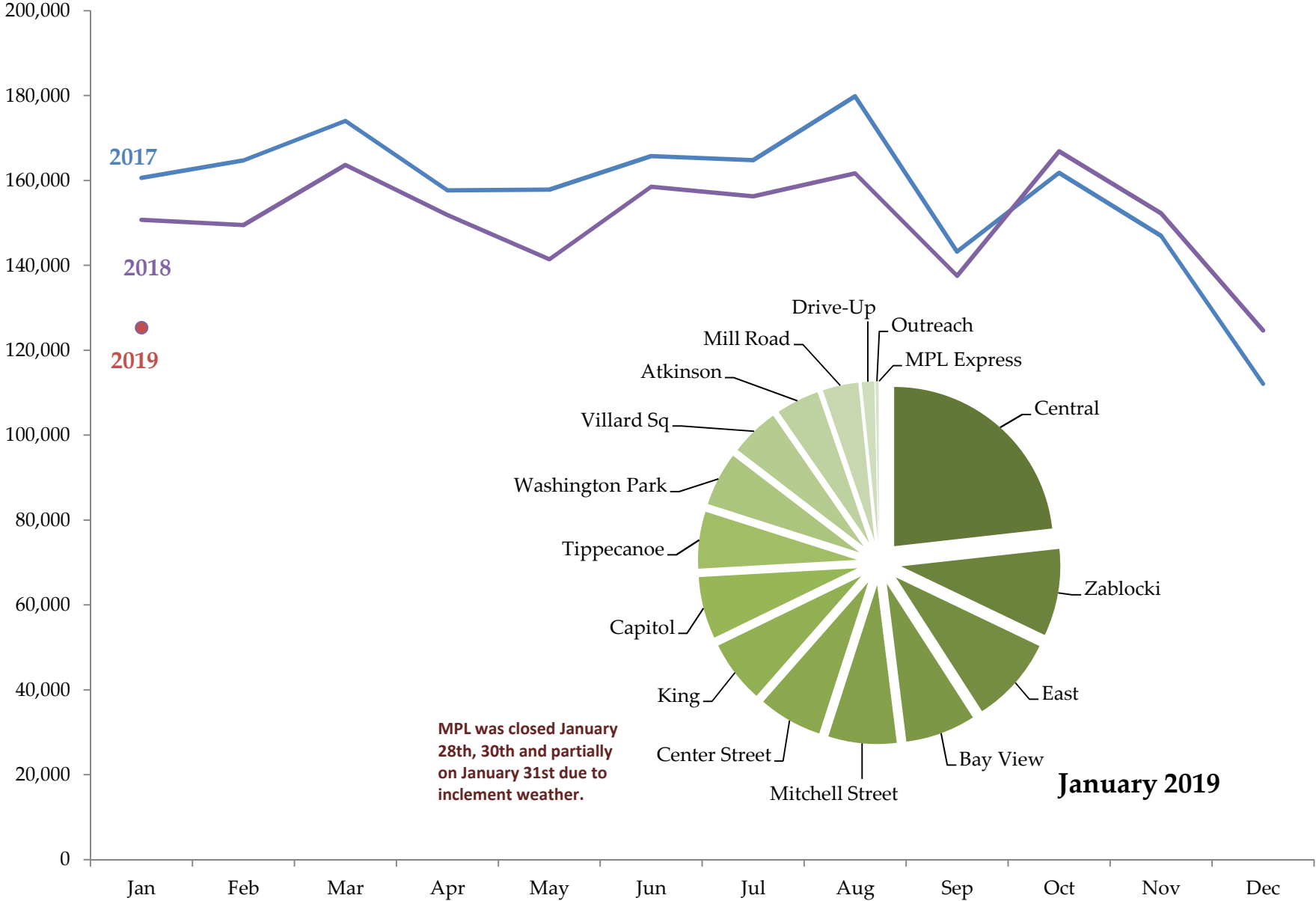
Veterans Resource Table. Each Tuesday and Thursday at **Central Library**, outreach specialists and volunteer veterans from the Center for Veterans Issues are available to connect with veterans who may be experiencing homelessness. The Center staff and volunteers provide dignified point of care for these individuals and, if appropriate, shuttle service directly to VETS Place Central, a transitional housing center for veterans. In the month of January, the Center connected with 9 veterans, providing information on housing and health resources available to them. One veteran received immediate housing via contact with the Center at Central Library.

Milwaukee In My View Exhibit. **Central Library** hosted photographer Cindy Pawelski's exhibit "Milwaukee in My View" during the month of January. "Milwaukee in My View" is a series of hand-colored black and white photographs portraying Milwaukee's diversity of cultures, neighborhoods, and architecture.

Martin Luther King Jr. Day Celebration - January 21, 2019. **Martin Luther King branch** library celebrated the 90th birthday of Dr. King with a variety of activities and performances. The all-day event offered numerous craft projects for kids, audio and video creation projects, a Super-Sized Chess board and a volunteer recruitment fair for local organizations. The afternoon portion began with greetings from Mayor Barrett, Director Kiely, and other community leaders. Performances and presentations included music from students at the Lincoln Center of the Arts Middle School, local groups Cigarette Break and SistaStrings, a discussion on the Beloved Community by Dr. Monique Liston, a step show from the high school organization Delta Sigma Nu, and a trivia contest from the Alpha Phi Alpha fraternity. Birthday cake topped off a momentous occasion! Attendance: 1323.

Have a Heart Blood Drive. **Tippecanoe branch** library partnered with the Blood Center of Wisconsin to host a blood drive on Monday, February 11. This is the second successful blood drive held at Tippecanoe Library. The Blood Center of Wisconsin was extremely pleased with the community participation as this event reached 103 percent of the donor goal, with 30 successful donations including 2 dual red donations. The blood collected at the drive has the potential to save the lives of up to 90 patients. The drive also drew in 5 first time donors, creating a legacy for community members who may donate again. Participation: 30

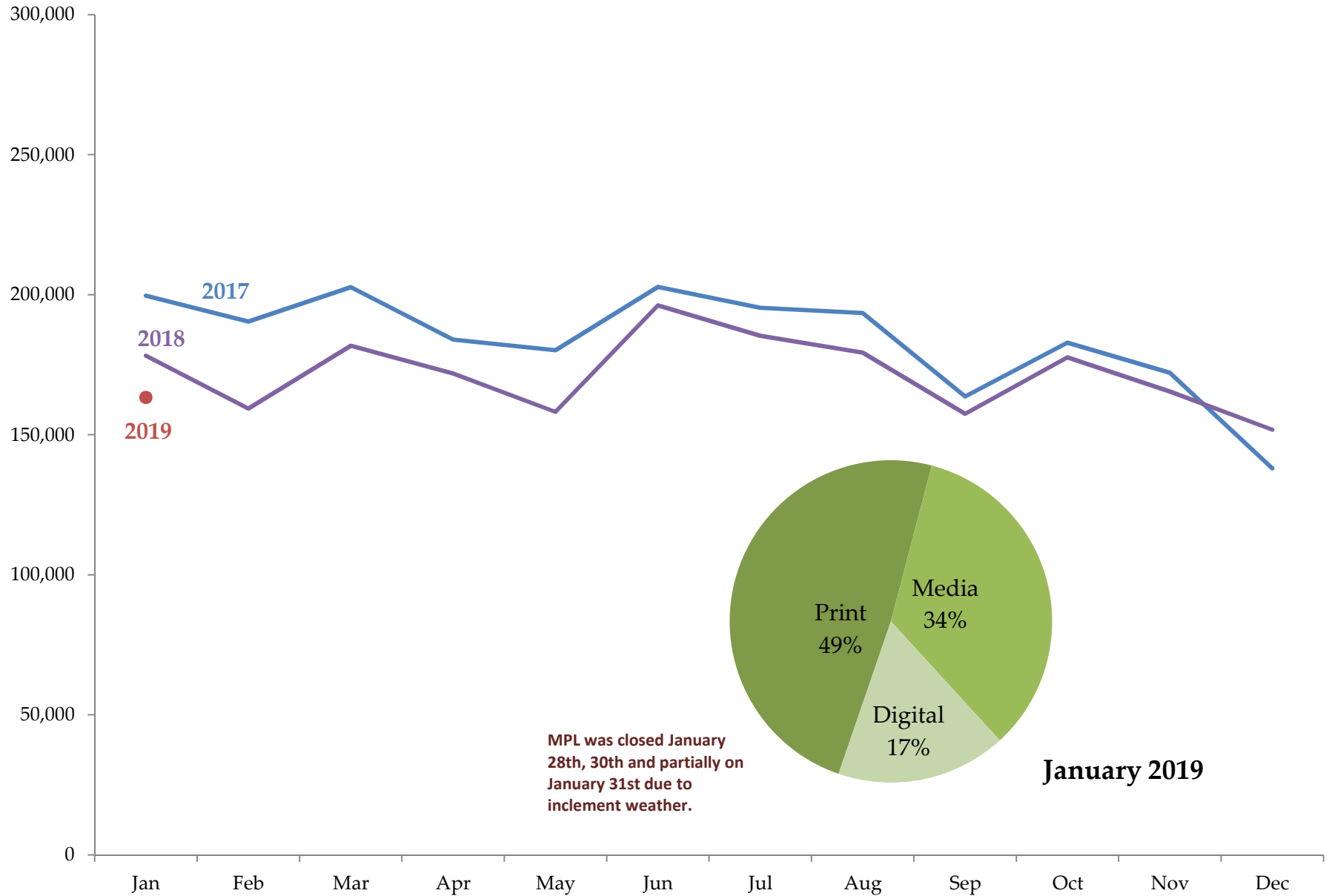
# Milwaukee Public Library Visits



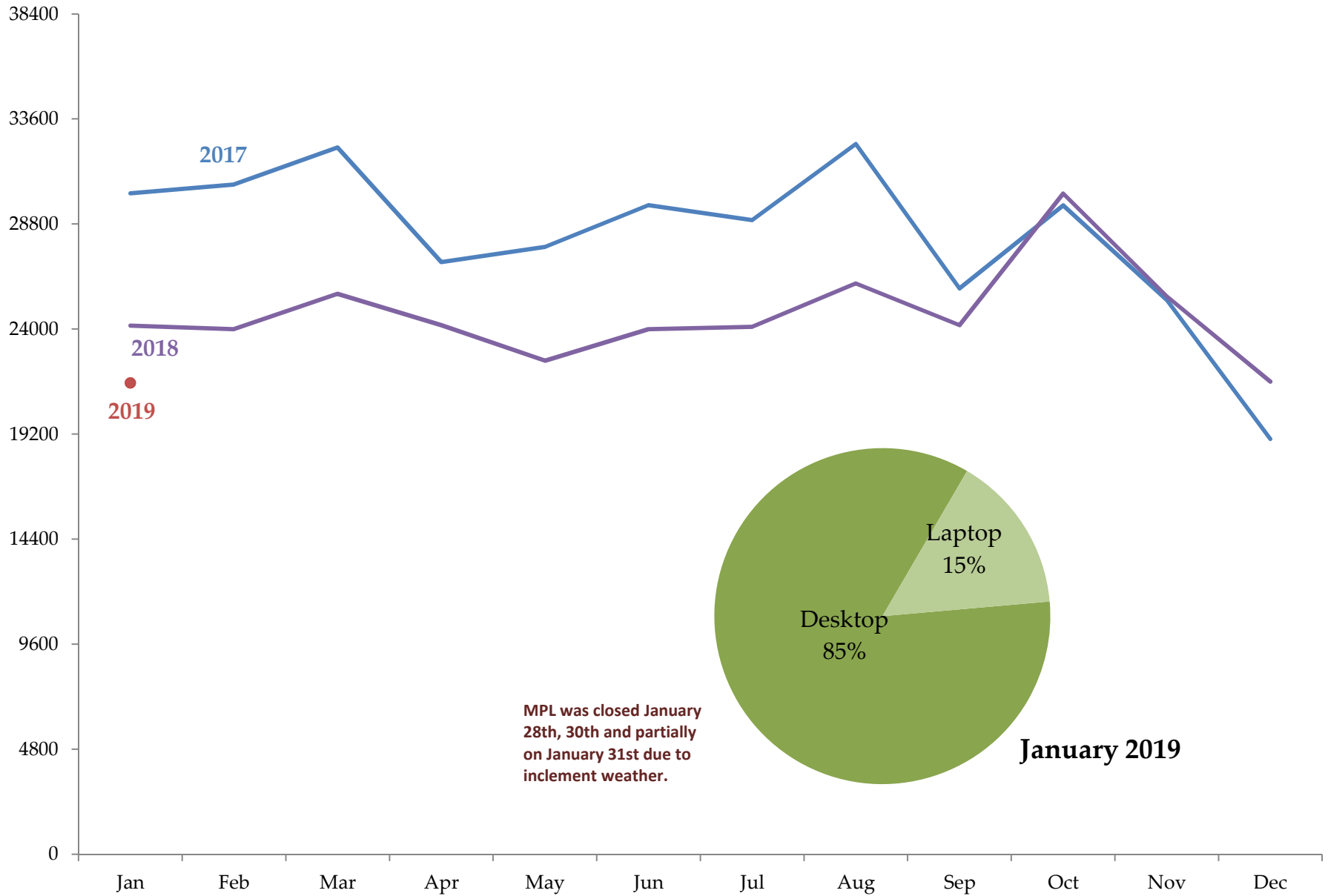
MPL was closed January 28th, 30th and partially on January 31st due to inclement weather.

January 2019

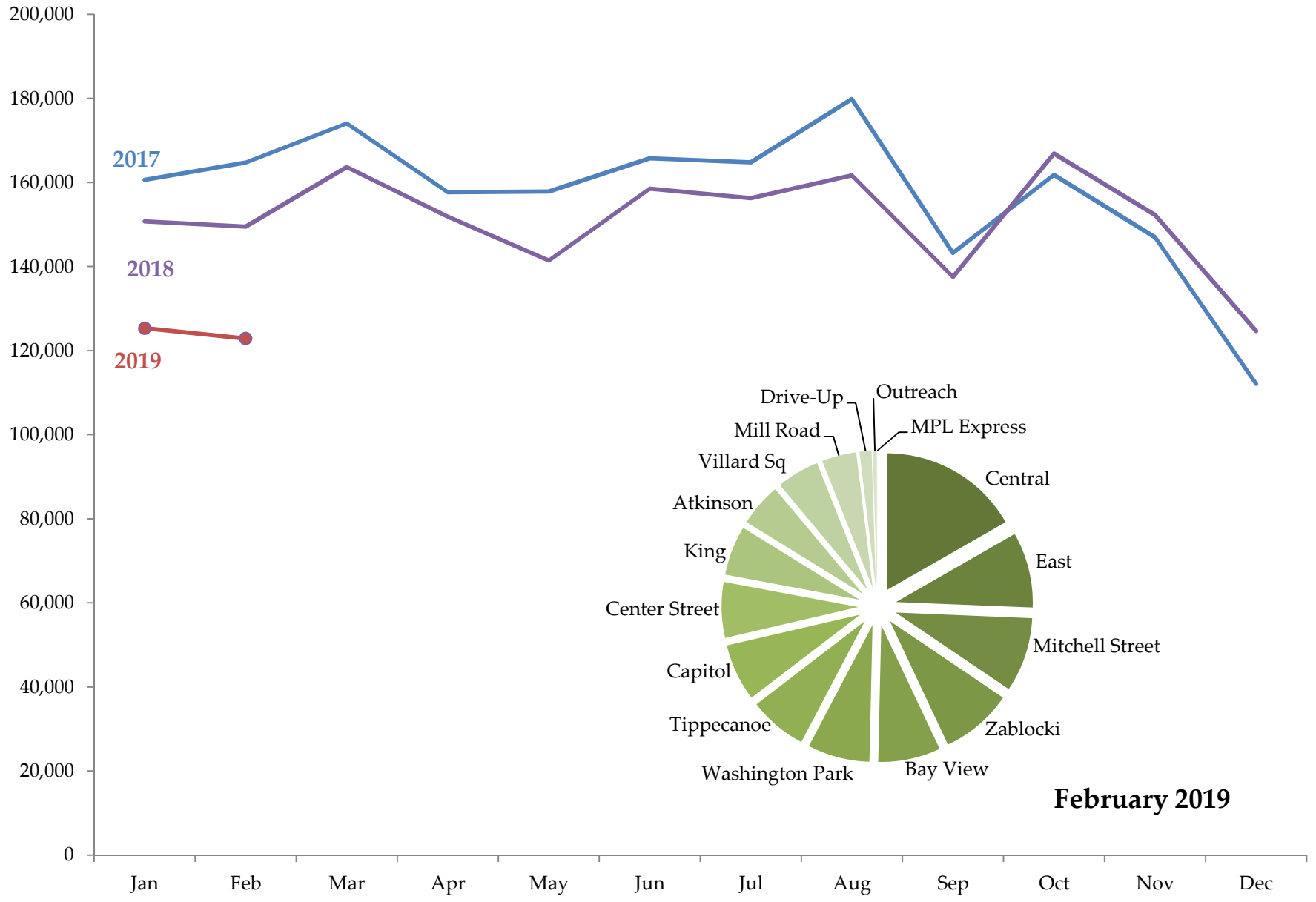
## Milwaukee Public Library Circulation



### Milwaukee Public Library Hours of Computer Usage

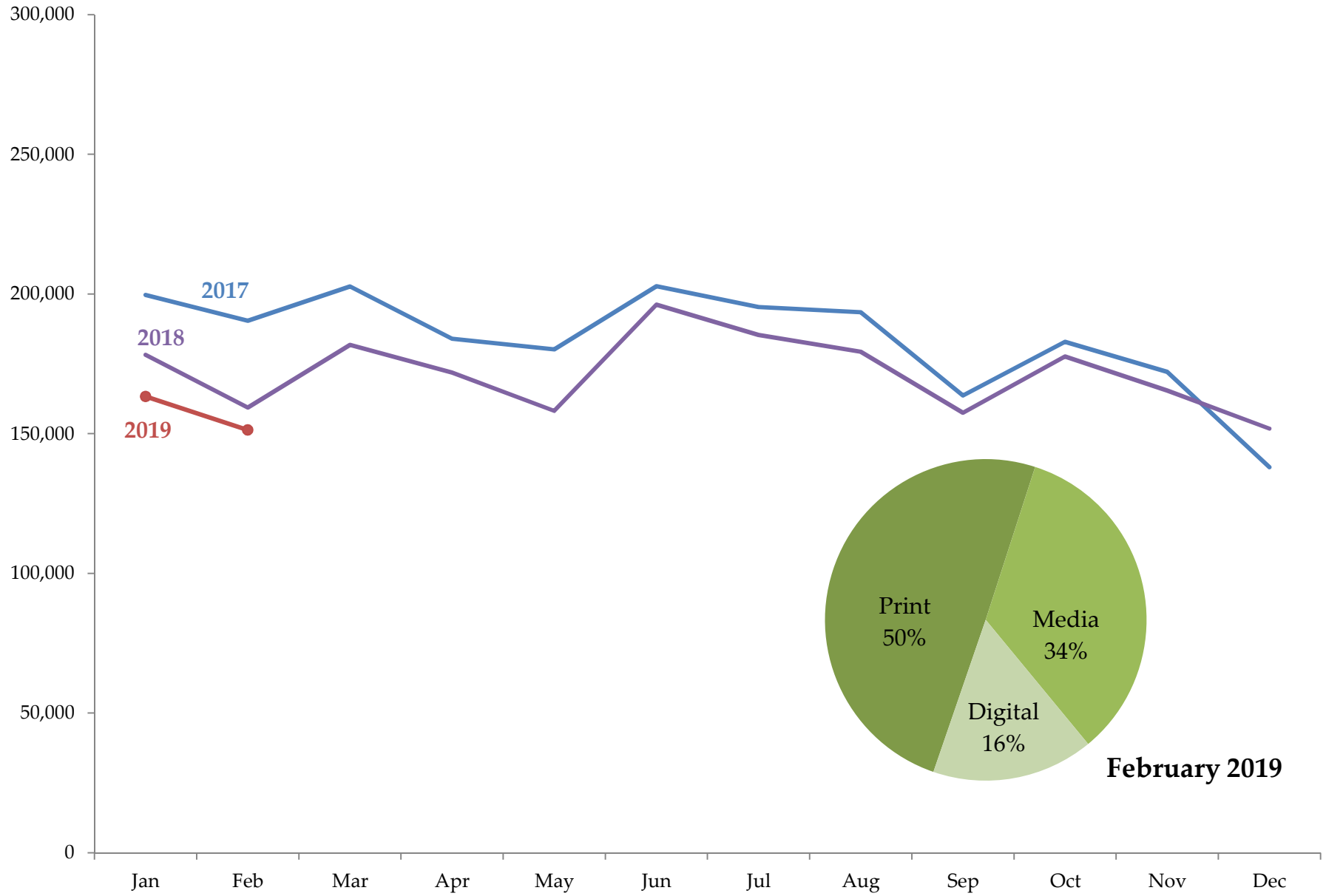


### Milwaukee Public Library Visits

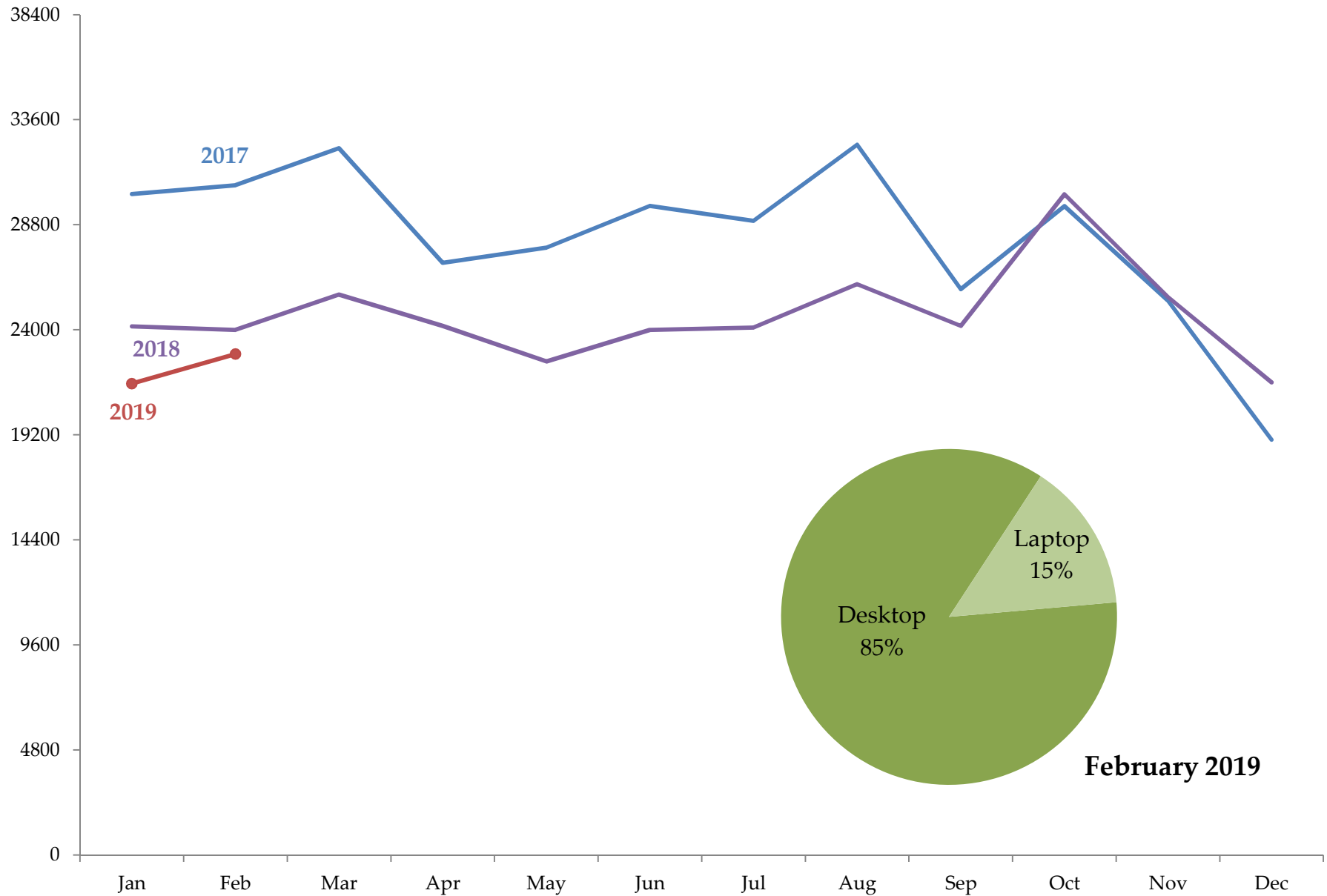


**February 2019**

## Milwaukee Public Library Circulation



### Milwaukee Public Library Hours of Computer Usage





**Milwaukee Public Library**  
**Computer, Internet, and Electronic Statistics**  
**January, 2019**

<b>Unique Visitors to the MPL Website</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	73,501	79,254	-7.3%	73,501	79,254	-7.3%

<b>Database Hits</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	11,338	8,931	27.0%	11,338	8,931	27.0%

<b>OverDrive Digital Download Circulation, by format</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	10,951	9,342	17.2%	10,951	9,342	17.2%
Audiobooks	9,108	7,206	26.4%	9,108	7,206	26.4%

<b>Downloads of Digital Music through Freegal</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	2,235	2,495	-10%	2,235	2,495	-10%

<b>Milwaukee Patron Holds Placed Through CountyCat</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	44,626	44,264	0.8%	44,626	44,264	0.8%

<b>Paging Slips</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	13,583	13,682	-0.7%	13,583	13,682	-0.7%
Atkinson	1,029	884	16.4%	1,029	884	16.4%
Bay View	2,358	2,630	-10.3%	2,358	2,630	-10.3%
Capitol	2,223	2,255	-1.4%	2,223	2,255	-1.4%
Center Street	1,177	1,247	-5.6%	1,177	1,247	-5.6%
East	2,687	2,656	1.2%	2,687	2,656	1.2%
Martin Luther King	1,362	1,204	13.1%	1,362	1,204	13.1%
Mill Road	731	100	631.0%	731	100	631.0%
Mitchell Street	1,421	1,450	-2.0%	1,421	1,450	-2.0%
Tippecanoe	2,448	2,517	-2.7%	2,448	2,517	-2.7%
Villard Square	1,149	1,266	-9.2%	1,149	1,266	-9.2%
Washington Park	1,551	1,429	8.5%	1,551	1,429	8.5%
Zablocki	2,362	2,674	-11.7%	2,362	2,674	-11.7%
YCOS--EOS	218	320	-31.9%	218	320	-31.9%
TOTAL	34,299	34,314	0.0%	34,299	34,314	0.0%

**Milwaukee Public Library**  
**Computer, Internet, and Electronic Statistics**  
**February, 2019**

<b>Unique Visitors to the MPL Website</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	70,313	75,057	-6.3%	143,814	154,311	-6.8%

<b>Database Hits</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	9,692	8,358	16.0%	21,030	17,289	21.6%

<b>OverDrive Digital Download Circulation, by format</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	10,153	8,274	22.7%	21,104	17,616	19.8%
Audiobooks	7,777	6,165	26.1%	16,885	13,371	26.3%

<b>Downloads of Digital Music through Freegal</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	1,743	2,123	-18%	3,978	4,618	-14%

<b>Milwaukee Patron Holds Placed Through CountyCat</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	38,223	38,557	-0.9%	82,849	82,821	0.0%

<b>Paging Slips</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	11,473	12,220	-6.1%	25,056	25,902	-3.3%
Atkinson	1,032	928	11.2%	2,061	1,812	13.7%
Bay View	2,133	2,109	1.1%	4,491	4,739	-5.2%
Capitol	1,808	1,915	-5.6%	4,031	4,170	-3.3%
Center Street	978	973	0.5%	2,155	2,220	-2.9%
East	2,249	2,099	7.1%	4,936	4,755	3.8%
Martin Luther King	1,042	1,004	3.8%	2,404	2,208	8.9%
Mill Road	622	123	405.7%	1,353	223	506.7%
Mitchell Street	1,215	1,122	8.3%	2,636	2,572	2.5%
Tippecanoe	2,172	2,053	5.8%	4,620	4,570	1.1%
Villard Square	831	1,071	-22.4%	1,980	2,337	-15.3%
Washington Park	1,349	1,277	5.6%	2,900	2,706	7.2%
Zablocki	2,188	2,137	2.4%	4,550	4,811	-5.4%
YCOS--EOS	181	334	-45.8%	399	654	-39.0%
<b>TOTAL</b>	<b>29,273</b>	<b>29,365</b>	<b>-0.3%</b>	<b>63,572</b>	<b>63,679</b>	<b>-0.2%</b>



# MEMO

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February 18, 2019

To: Milwaukee County Federated Library System Board of Trustees

From: Paula Kiely, Milwaukee Public Library Director

RE: 2018 - Resource Library Annual Report

The Milwaukee Public Library (MPL) is honored to serve as the Resource Library for the Milwaukee Federated Library System, providing backup reference, consulting and other services included in the 2016-2019 Resource Library Agreement (Agreement) dated January 20, 2016.

As agreed, an annual activities dashboard report (Dashboard) has been prepared and is part of your packet today. To provide an overview of all the services we provide, we have included data for Interlibrary Loan (ILL) services, which is covered under a separate agreement. The following summarizes some highlights from the report.

#### Training and consulting

Training and consulting include 1:1 meetings by phone and in-person, tours and meetings for small group delegations, as well as classroom style presentations to larger groups. The bulleted list includes some of the topics covered under consulting, most notably the support to the system on developing the RFP for a new vendor to provide public computer management software, and consulting regarding a new public print station payment kiosk. MPL took the lead for the system in researching firms, and providing implementation assistance for improving service to customers in Milwaukee and throughout the County.

#### Reference transactions, retrievals and circulation

A semi-annual survey of in-person, phone, virtual and electronic reference services indicates that MPL staff have been able to serve approximately 10,100 county residents outside the City of Milwaukee in 2018. Retrievals are received by phone and in-person for materials stored in open and closed stacks, and just over 2400 county residents availed themselves of that service. The patrons who access Special Collections are required to complete an application each year, and the total number of applications by county residents was 115. MPL circulated over 308,000 items to patrons who opted to pickup their items at suburban locations (an increase from 2017, which was 295,401). In the reverse, stats show that the number of items from the various suburban locations that were checked out at MPL locations was just under 179,000 items (a big drop from 2017, which was 392,571).

#### Programs and Outreach

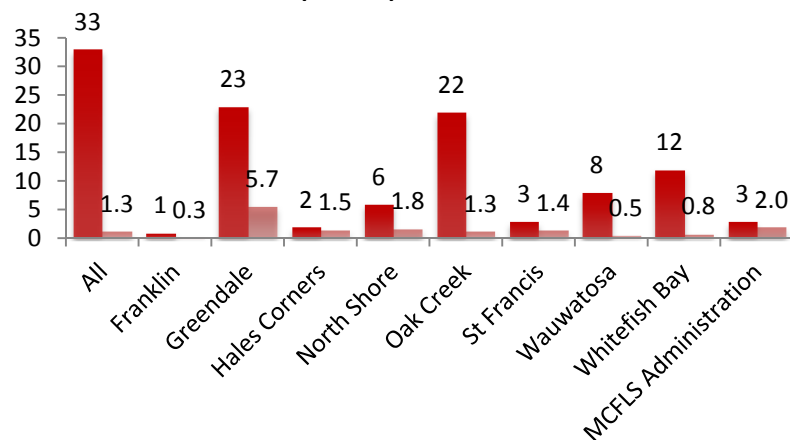
This data can be difficult to measure as program attendees are not regularly surveyed about their residency. Since we first started reporting to you, we've worked to improve the capture of this data, and will continue to add activities to this report as we are able. This is evident in comparing the total of suburban patrons attending MPL programs, which for 2018, of those surveyed, is 301 as compared to 2017, which was only 36. Summer Reading program participation is reported separately, which shows participation by suburban patrons in the hundreds (hard to tell exactly because of the cross-over ZIP codes).

C: Michelle Bria, Milwaukee Public Library Board President  
Steve Heser, MCFLS Executive Director



## 2018 Resource Library Dashboard

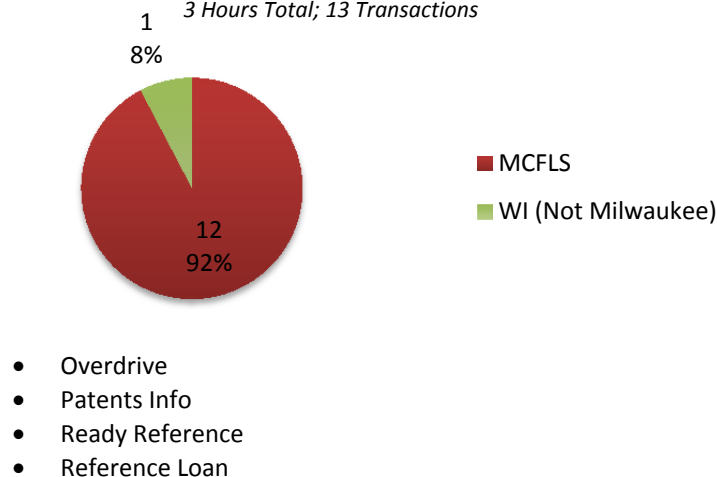
### Training and Consulting Services to Milwaukee County Federated Library System (MCFLS) Members



■ 113 Attendees Total ■ 16.4 Hours Total

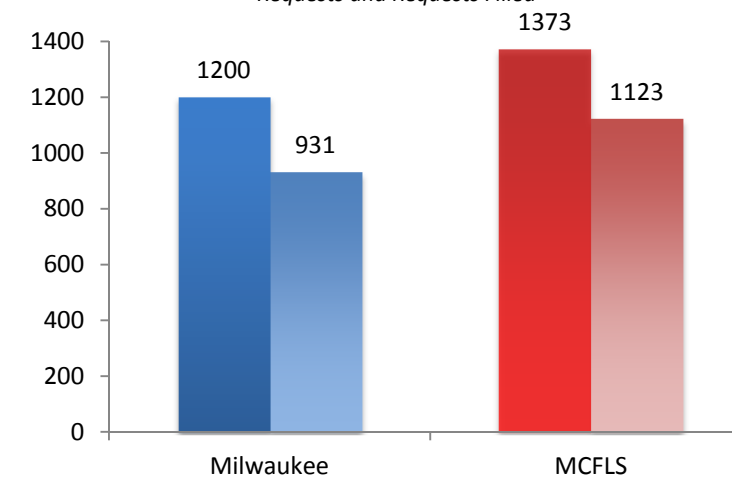
- **Building Projects:** Architect references check; Condominium and leasing arrangements
- **Collections:** Bed Bug Training; Rarities; World Languages
- **Other Library Operations:** Circulation consultation; Performance management; Tour of Central and cataloging training
- **Other Technology-Related Services:** MPL Collection HQ; General questions and RFP for public computer management software; Public print station payment kiosks; Sierra fund discrepancies and historic order records
- **Service Initiatives:** Customer service, fines/fees/payment plans; Fines guideline waives; MCFLS members following MPL lead
- **Training & Consulting:** MCFLS Administration Consult
- **Security:** Active shooter training; Banning guidelines and rules of conduct

### Backup Reference Support 3 Hours Total; 13 Transactions

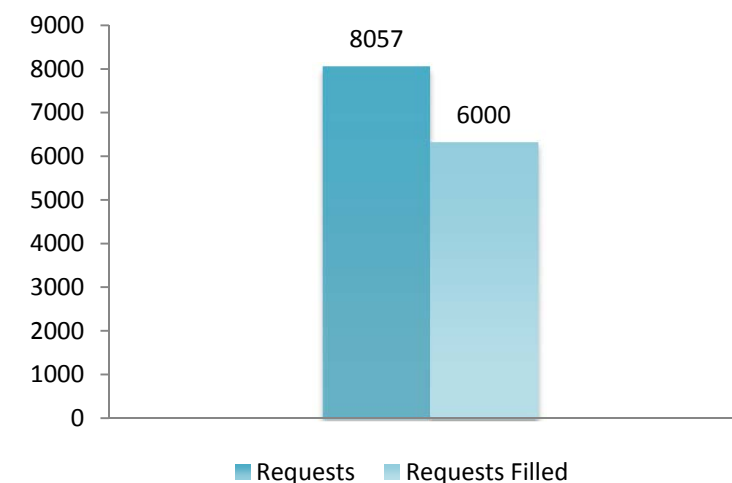


### Interlibrary Loan

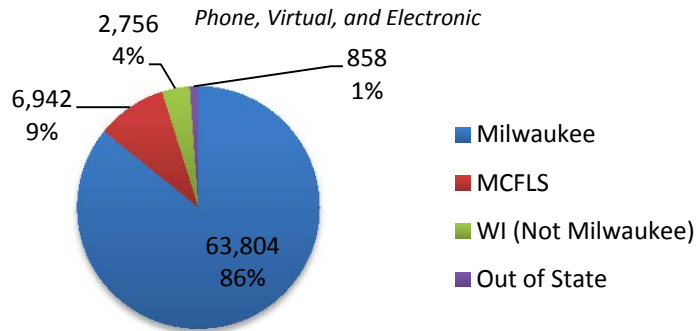
Requests and Requests Filled



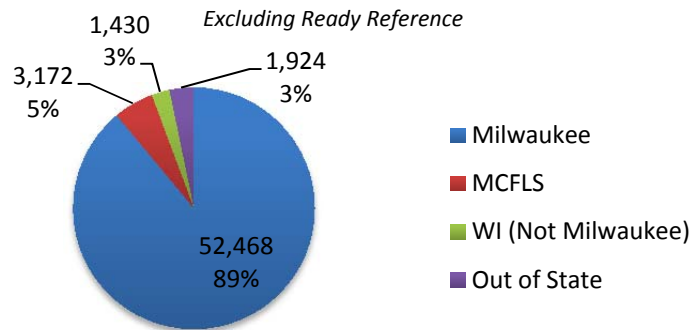
### Interlibrary Loan - State Contract



**Ready Reference Transactions<sup>1</sup>**

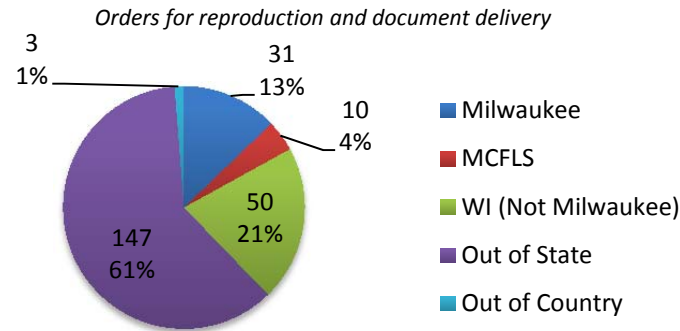


**Reference Transactions<sup>1</sup>**

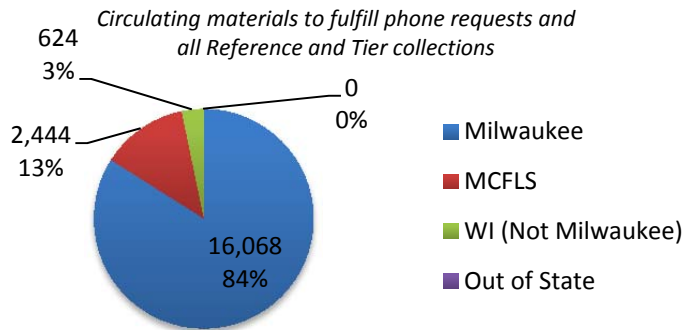


<sup>1</sup> One week surveys conducted in April and October

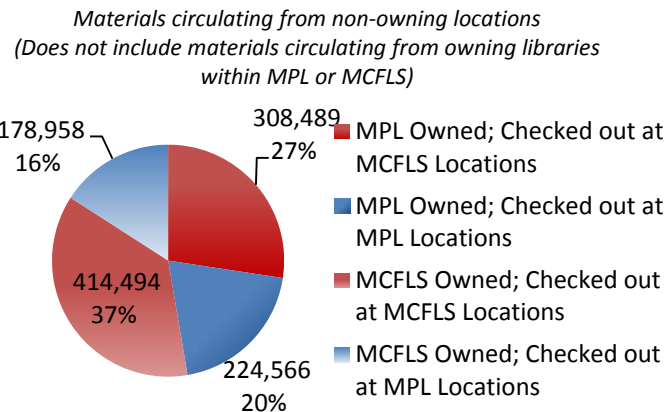
**DITTO Requests**



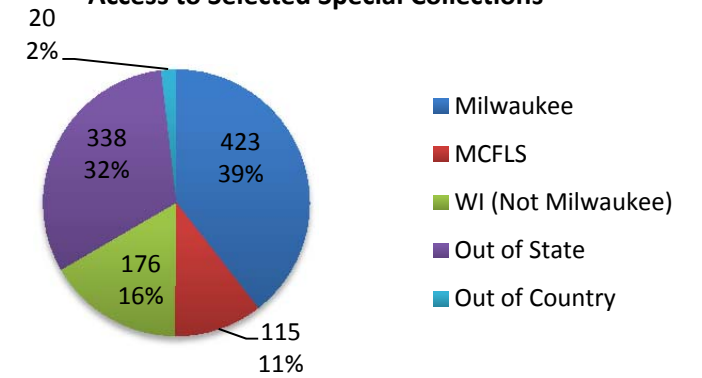
**Retrievals<sup>1</sup>**



**Circulation**



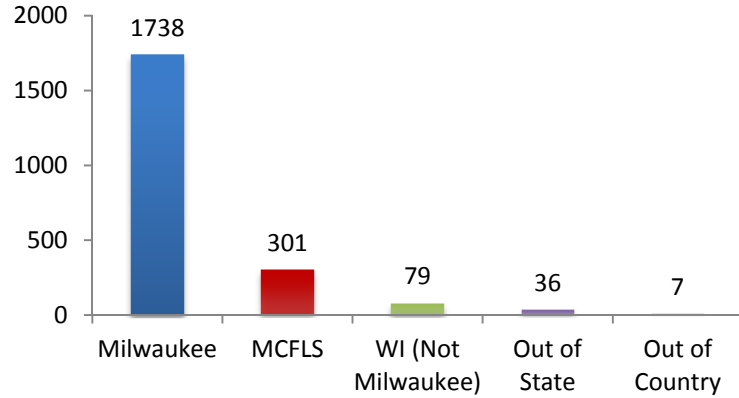
**Access to Selected Special Collections**



- Architectural Archives
- Arts, Music and Recreation Special Collections
- City Archives
- Great Lakes Marine
- Historic Performing Arts
- Historic Photographs
- Humanities Special Collections
- Local History Manuscripts
- Milwaukee Road
- Poster
- Rarities
- Trostel Collection

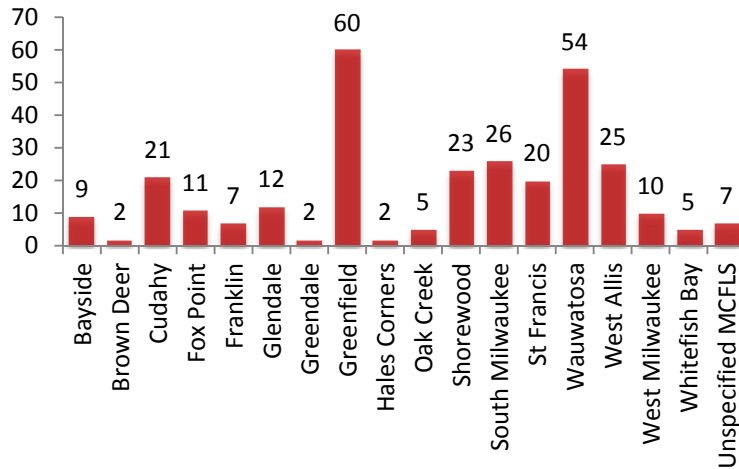
**Public Programs and Outreach Events**

Participants by Residency Type,  
Excluding Summer Reading Program Readers;  
81 Programs/Events; 107 Hours Total



**Public Programs and Outreach Events**

301 MCFLS Participants by City,  
Excluding Summer Reading Program Readers

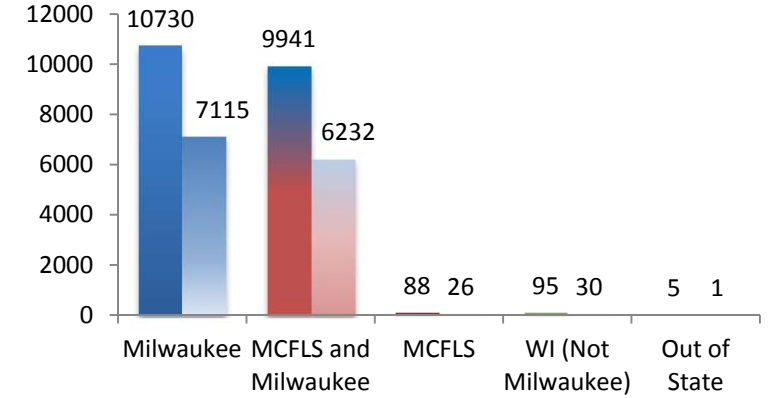


**Public Program and Outreach Event Examples**

- **Administration:** Judy Moody Tea Party with Author Megan McDonald; LunaBellas Hmong Cultural Presentation; Meet the Author- John Gurda; National LGBTQ History Month with Historian Dick Wagner
- **Archives & Special Collections:** Polish Delegation / Jones Island Program; Treasures of the Great Lakes
- **Arts & Media:** Rare Books Lecture
- **Bay View:** Amani's World; Bay View Book Club; Beaks and Talons; Build with Lego Bricks; Buzz About Bees; Camp Hogwarts; Family Book Club: Harry Potter & Sorcerers Stone; Family Book Club: James & Giant Peach; Fun with Bubbles Story Time; Kidsplay; Make Your Own Gingerbread House
- **Business, Technology, Science, Periodicals:** BID/NID Fair; Book a Business Librarian ; Bring Your Own Devices; BusinessNow Entrepreneurship Event; Get Your Free Credit Report Now; Intellectual Property and Local Inventor Resources Program; Job Expo; Latino Inventors; ManPower: Ready, Set, Work! Event; Patent Searching 101; Preschool Story Time Financial Literacy; SBR 101 in Spanish at Hispanic Chamber of Commerce; SCORE Monthly Meeting; SDC Poverty Matters Summit; Small Business Resources 101; Social Media Advertising for Your Business; Southern Cuisine's Unsung Heroes; You Can Stop Debt Collector Harassment
- **East:** Library Out Loud; Pajama Storytime; Playgroup with Stories; Summer Reading Program
- **Humanities:** Groppi, Phillips - Public Conference; House History; Researching Your Family Tree
- **MPL Express:** Wonderfully Wild Wednesday
- **Tippecanoe:** Book By Book; Hamilton: The Festival; Rain Barrel; Seed Libraries and Seed Saving 101 ; Summer Reading Program: Mad Science
- **Zablocki:** Sounds Like Science; Summer Reading Programs: Korean Drumming, Roll and Rock with Kidz Play; Tom Burgermeister: The Magic Word

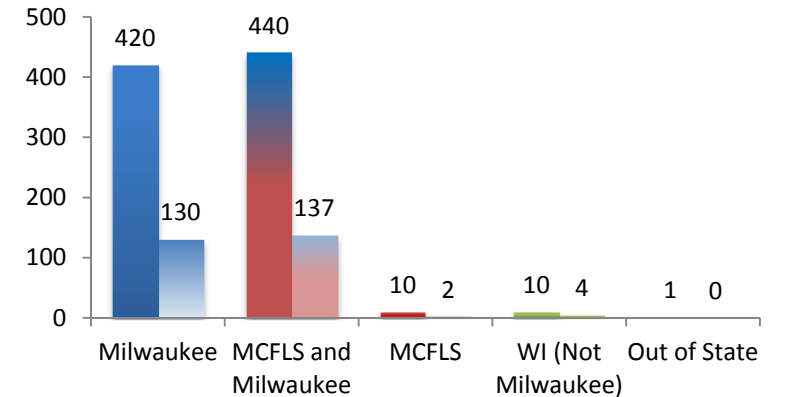
**Summer Reading Program - Children**

Total Readers and Readers Completed Program  
Participants, ages 12 and under, by ZIP code  
(Includes outreach groups)



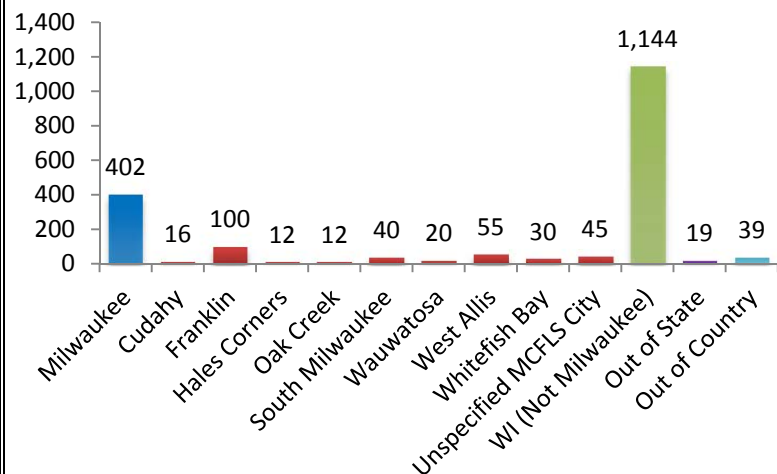
**Summer Reading Program - Teens**

Total Readers and Readers Completed Program  
Participants, ages 13-18, by ZIP code  
(No outreach groups)



**Tours of MPL - Attendees**

90 Tours; 111 Hours Total



- **Tours:** Central Library general and architectural building; Green Roof; Rare Books Room: examination of selected Audubon prints and rarities; Historic overview of Central Library for walking tour group; Homecoming, family, engagement, senior and Quinceanera photo sessions and dance video in Central Library rotunda; Renovated branch libraries: East, Mitchell Street, Tippecanoe
- **Presented to:** General public; Goodwill Leadership Team; International Institute of Wisconsin; Public Ally interns and docents; Jane’s Walk; Polish Delegation; Marquette University Arts Honor students; Racine Public Library staff; Waukesha Public Director and staff

# MILWAUKEE PUBLIC LIBRARY

## BOARD OF TRUSTEES

### BYLAWS

#### ARTICLE I – NAME AND PURPOSE

The name of this organization shall be the “Milwaukee Public Library,” hereinafter referred to as the “Library.” The purpose of the Library shall be to provide informational, cultural, educational and recreational resources and services to the people of Milwaukee, and through contract, to other appropriate political jurisdictions or organizations.

#### ARTICLE II – GOVERNANCE

**Section 1.** The general management, regulation and control of the Library shall be vested in a Board of Trustees, hereinafter referred to as the “Board,” constituted under Chapter 43 of the Wisconsin Statutes.

**Section 2.** All members of the Board shall be appointed and serve terms as defined in Chapter 43 and are eligible for reappointment. Each shall serve until a replacement is named. In the event of a vacancy, the President shall make a request in writing to the appointing authority, that a replacement be made. The Mayor and Library Director will be copied on the correspondence. **As determined by the appointing authority, Trustees may be permitted to serve after their term ends to allow for transitional periods.**

**Section 3.** The Board shall have powers as defined under Chapter 43 of the Wisconsin Statutes.

**Section 4.** Trustees may be asked to resign for cause upon a two-thirds approval of the Board. Whenever a member of the Board is unable to attend a scheduled Board or committee meeting, they should notify the secretary or his/her administrative assistant to ensure their absence is excused. If the notification is not received, it will be considered an unexcused absence. The standard for attendance shall be 70%. Unexcused absences representing more than 30% of the Board and/or committee meetings shall be grounds for the Board’s Executive Committee to consider asking the trustee for his/her resignation. The attendance record is to be communicated annually to the Trustee and to the President as a matter of record. Continued failure to meet standard attendance requirements may be communicated to the appointing authority.

**Section 5.** Telephone conference calls among members of a governmental body fit within the definition of “meeting” subject to the Wisconsin Open Meetings Law. 69 Op. Att’y Gen. 143 (1980). A telephone conference call is acceptable as long as the appropriate notice is given and the conference call is made reasonably accessible to the public. **It is the Board’s expectation that members of the Board attend meetings in person, but when unavoidable,** they may participate in Board meetings via conference call, excluding closed session discussion, as long as the meeting is properly noticed, and telephone participation is conducted using a speaker phone that allows all those physically present at the meeting to hear any comments made by the conference call participants, and allows those participants to hear what is being said by those physically present.



**Section 6.** All trustees shall serve without pay, but they may be reimbursed for any and all reasonable expenses incurred in the interest of the Library, including membership dues in Library organizations, conference attendance and necessary publications, when so authorized by the Board.

**Section 7.** Trustees selected as committee chairs will run the committee meeting and represent the committee at regular Board meetings.

### **ARTICLE III – OFFICERS**

**Section 1.** At the annual meeting in May of each even-numbered year the Board shall elect one of its members as president, who shall hold office for two years and shall preside at the meetings of the Board when present. No one shall serve more than two consecutive terms as president. The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees and fill any vacancies that may occur, execute all documents authorized by the Board and generally perform all duties associated with that office.

**Section 2.** At the same meeting the Board shall also elect for a term of two years a vice president from among its members. The vice president shall perform the duties of the president in the absence of such officer. No one shall serve more than two consecutive terms as vice president. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

**Section 3.** At the same meeting the Board shall also elect for a term of two years a financial secretary who shall also be the chairperson of the Finance & Personnel Committee. The financial secretary shall not have the authority to personally invest any Milwaukee Public Library funds. The financial secretary along with the Finance & Personnel Committee and Library Administration will review the performance of the investment broker, investment management firm, or banking institution at least quarterly and report their findings to the Milwaukee Public Library Board of Trustees. The financial secretary shall serve as chair of the Finance and Personnel Committee and shall receive monthly statements of the Trust Funds performance from the investment management firm.

**Section 4.** The Library Director shall be ex-officio secretary of the Board. The Deputy Library Director shall serve as deputy Board secretary. The Library Director and the Deputy Library Director in this capacity shall be non-voting. The secretary shall keep a true and accurate record of all meetings of the Board, shall execute all documents authorized by the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

**Section 9.** If a vacancy occurs in any office, a successor shall be elected and remain in office until the next annual election.

### **ARTICLE IV – MEETINGS**

**Section 1 – Regular Meetings.** Regular meetings of the Board shall be held at a minimum of six times per year. The date and hour for the regular meetings will be set at the Board’s October meeting after the Common Council schedule is issued, but may be subject to change during the year subject to a majority approval of the Board, formal notification of all Board members and satisfaction of statutory requirements in conformity with the Wisconsin Open Meeting law.

**Section 2 – Special Meetings.** Special meetings may be called at the direction of the president, or called at the written request of five members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

**Section 3 – Annual Meeting.** The annual meeting of the Board shall be held in May at such hour, date and place as the Board may determine.

**Section 4 – Notices.** Each member of the Board shall be notified of regular Board and committee meetings. Any member of the Board may attend and participate in discussion. In the event of an absence or vacancy, the Board President may appoint a substitute Trustee to the committee. The Board shall approve the temporary appointment.

**Section 5 – Open Meetings Law Compliance.** All Board meetings and all committee meetings shall be held in compliance with Wisconsin Open Meeting Law (Wisconsin Statutes Sections 19.81 to 19.98).

**Section 6 – Parliamentary Procedure.** The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

**Section 7 - Quorum.** A majority of filled seats on the board constitutes a quorum for the transaction of business as required by Wisconsin Statutes Section 43.54(1)(e).

## **ARTICLE V – COMMITTEES**

**Section 1 – Standing Committees.** There shall be five standing committees. The members of these committees shall be appointed annually by the President not later than the first meeting after the annual meeting in May, and shall serve for one year, or until their successors are appointed. All standing committee members must be sitting members of the current Board of Trustees.

**Executive Committee** consisting of four (4) members (the president, the vice-president, the financial secretary and the immediate past-president).

- The Executive Committee shall review any and all amendments to the Board's bylaws prior to action by the Board.
- The Executive Committee may meet between the meetings of the Board, shall act for the Board in implementing established policies and programs, and shall serve as the administrative arm of the Board. It shall have the power to fill vacancies for officers and members of the Executive Committee; the persons so appointed are to be confirmed by a majority Board vote and are to serve until the following annual election.
- The Executive Committee shall meet with the Library Director annually in December to review achievements for the year and goals for the coming year.
- The MPL Board President or a member of the Executive Committee will fill the designated seat on the MPL Foundation Board.

**Finance and Personnel Committee** consisting of five (5) members.

- The Finance & Personnel Committee may review the annual budget summary with the Library Director.
- The Finance & Personnel Committee shall review the performance of the trust fund investment advisor at least quarterly.
- The Finance & Personnel Committee shall hear appeals by regularly appointed employees who by notice of the Library Director have been removed, discharged or demoted, or have been suspended in excess of fifteen days or have received a second suspension for any period within six months of the first, provided they appeal in writing within three days from the time the notice is served upon the employee. No employee regularly appointed shall be removed, discharged, demoted or suspended except for just cause. The Finance and Personnel Committee shall follow the requirements of due process contained in Section 63.43 and 63.44 of the Wisconsin Statutes. (see MPL Board of Trustees Operating Guidelines).

**Innovation and Strategy Committee** consisting of five (5) members.

- The Innovation & Strategy Committee will explore long-term solutions and make recommendations to the Milwaukee Public Library Board of Trustees for strengthening the organization and improving the funding structure of the Milwaukee Public Library.

**Library Building and Development Committee** consisting of five (5) members.

- The Library Building and Development Committee shall recommend any changes in existing space needs, approve major alterations and, when appropriate construction of new facilities.

**Library Services and Programs Committee** consisting of five (5) members.

- The Library Services and Programs Committee shall review Library services and programs.
- The Library Services and Programs Committee shall hear written appeals from the community on issues related to Library services.

**Section 2 – Nominating Committee.** A nominating committee shall be appointed by the president three months prior to the annual May meeting of every even numbered year and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

**Section 3 – Ad Hoc Committees.** The president shall appoint special committees as needed. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Ad hoc committees are advisory to, and not binding on, the Board of Trustees. Only sitting members of the current Board may serve as committee chairs.

**Section 4 – Non-voting positions.** Standing and special committees may include staff, public representatives, as well as outside experts. These individuals will be considered as ex-officio members. These shall be non-voting positions.

**Section 5 – Committee Quorum.** A majority of any committee **and a minimum of three members** shall constitute a quorum for the transaction of business under its supervision or referred to it.

**Section 6 – Power of the Committees.** No committee will have other than advisory powers unless, by suitable action of the Board it is granted specific power to act and a quorum of the Board is present.

## **ARTICLE VI – GENERAL**

**Section 1 – Bylaws Amendment.** The Milwaukee Public Library Board of Trustees Bylaws may be amended at any regular meeting of the Board, provided that the amendment has been submitted in writing to the full Board at least thirty days before the designated vote. Revised bylaws take effect at the end of the meeting at which they were adopted.

**Section 2 – Bylaws Review.** The Milwaukee Public Library Board of Trustees Bylaws will be reviewed by an Ad hoc committee every four years.

**Section 3 – Public Comment.** The board may hear public comment about particular concern or needs. The board should limit itself to answering basic questions from the public and place the matter on a future meeting agenda if additional discussion or deliberation on the issue is needed.

Although it is not required, the Wisconsin Open Meetings Law does permit a governmental body to set aside a portion of an open meeting as a public comment period. Wisconsin Statutes 19.83(2) and 19.84(2). Such a period must be included on the meeting notice. During such a period, the body may receive information from the public and may discuss any matter raised by the public. If a member of the public raises a subject that does not appear on the meeting notice, however, it is advisable to limit the discussion of that subject and to defer any extensive deliberation to a later meeting for which more specific notice can be given. In addition, the body may not take formal action on a subject raised in the public comment period, unless that subject is also identified in the meeting notice.

## **ARTICLE VII – RECORDS**

**Section 1.** The official records of the proceedings of the Board of Trustees and its committees shall be kept in the secretary's office and shall be open to public inspection and examination upon request. The secretary shall also serve as custodian of the Board's records.

**Section 2.** The Board of Trustees shall comply with Wisconsin Statutes which cover the open records law for public institutions.

## **ARTICLE VIII – LIBRARY DIRECTOR**

**Section 1.** The Mayor shall appoint a Library Director, Section 66.146 (1)(1), Wisconsin Statutes.

**Section 2.** The Library Director shall serve as the chief executive officer of the Library system, subject to the policies established by the Board, as well as Secretary ex-officio of the Board of Trustees. This shall be a non-voting position.

**Section 3.** The Library Director in keeping with the policies of the Board, shall be responsible for the operation of the library, its facilities, equipment, staffing, and collection, and for its financial operation within the limitations of the budgeted appropriation, for the efficiency of Library service to the public.

**Section 4.** It shall be the duty of the Library Director, as secretary of the Board of Trustees, to be present at meetings of the Board and of the committees. In the absence of the Library Director, the Deputy Library Director will act in this capacity.

#### **ARTICLE IX – CONFLICT OF INTEREST**

**Section 1 – Prohibition to Contract or Bid.** Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Milwaukee Public Library in which they have a direct or indirect financial interest.

**Section 2 - Recusal.** A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

**Section 3 – Avoidance of Influence.** A Board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

**Section 4 – Code of Ethics.** The City of Milwaukee Code of Ethics (Chapter 303, Milwaukee Code) is accessible on the official website of the City of Milwaukee: <https://city.milwaukee.gov/home>

#### **ARTICLE X – REPRESENTATION**

Under City Charter the City Attorney shall represent the Board and defend the Board and its members in any legal action.

#### **REVISIONS**

*Revisions to the Milwaukee Public Library Board of Trustee Bylaws prepared by the Milwaukee Public Library Board of Trustees Ad-Hoc Bylaws Committee October 28, 2008 through February 13, 2009.*

*Reviewed by the Deputy City Attorney on March 5, 2009.*

*Approved by the Milwaukee Public Library Board of Trustees at their March 17, 2009 meeting.*

*Revision to Article IV – Quorum, Section 1, approved by the Milwaukee Public Library Board of Trustees at their May 20, 2010 meeting.*

*Revisions to the Milwaukee Public Library Board of Trustee Bylaws prepared by the Milwaukee Public Library Board of Trustees Ad-Hoc Bylaws Committee December 17, 2018 through mm/dd/yyyy.*