



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

Tuesday, March 24, 2020

4:00 p.m.

By Go To Meeting

Dial in by phone:

United States: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 595-396-941

AGENDA

4:00 – 4:05

WELCOME & ROLL CALL

4:05 – 4:10

PUBLIC COMMENT

4:10 – 4:15

CONSENT AGENDA

Attachment A, page 3

1. **Regular Board Meeting Minutes January 28, 2020.**

2. **Committee Reports.**

a. Innovation & Strategy Committee Meeting Minutes February 12, 2020

3. **Administrative Reports.**

a. Financial Report

b. Library Director's Report

BUSINESS

4:15 – 4:35

4. **Coronavirus – Potential Impact on Operations.** The Board will discuss the coronavirus, the impact on library operations and library services, and extension of the current closure.

4:35 – 4:40

6. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac, Resource Library Representative will report on the February 17, 2020 and March 16, 2020 meetings.

4:40 – 4:45

7. **Task Force on Financial Sustainability Presentation.** Library Director Paula Kiely and participating Trustees will report on the status of the task force.

4:45 – 4:55

5. **State Annual Report.** Trustees will review the Annual Report and ratify President Bria's approval.

4:55 – 5:25

8. **Building & Development Committee Meeting.** Committee Chair Mark Sain will report on the March 5, 2020 and March 24, 2020 meetings.

Attachment B, page 15

5:25

9. **Adjourn.**

REMINDER: Next scheduled meetings are:

April 2, 2020 Building & Development Committee – Central Library, 8:00 a.m.

April 8, 2020 Innovation & Strategy Committee – Central Library, 8:00 a.m.

April 28, 2020 Finance & Personnel Meeting – Central Library, 3:00 p.m.

April 28, 2020 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, Dir. Larry Miller, Ald. Michael Murphy, Sup. Marcelia Nicholson, 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 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 28, 2020

Central Library

814 W. Wisconsin Avenue

Milwaukee, WI 53233

PRESENT: Michele Bria, Ald. Milele Coggs, Ald. Nik Kovac, Matt Kowalski, James Marten, Ald. Michael Murphy, Sup. Marcelia Nicholson, Jennifer Smith, Paula Kiely

EXCUSED: Joan Prince, Chris Layden, Dir. Larry Miller, Mark Sain

STAFF: Rachel Arndt, Eileen Force Cahill, Joan Johnson, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Anne Rasmussen, Rebecca Schweisberger, Kelly Wochinske

OTHERS

PRESENT: MPL Foundation: Ryan Daniels, Patricia Swanson
Poet Laureate: Dasha Kelly Hamilton
InSite Architects: Stephen Mar-Pohl
MSR Design: Traci Lesneski

President Michele Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:09 p.m. on January 28, 2020 with a quorum present. Trustee Coggs participated by phone. Quorum was lost at 5:15.

BOARD DEVELOPMENT

1. **Poet Laureate.** Public Services Area Manager Rachel Arndt introduced Milwaukee's Poet Laureate, Dasha Kelly Hamilton. Ms. Kelly Hamilton is excited and honored to represent Milwaukee in this role. Her goal is to utilize the power and beauty of poetry as a tool to bring people together and build leadership in the youth community. Poetry workshops will be held in spring and fall of 2020, with a focus on the themes of Power, Freedom, Body, and Place. Poems shared by MPL patrons will be compiled by Woodland Pattern into a 'People's Anthology'. Ms. Kelly Hamilton read her poem, '*About Leaving*'. President Bria thanked Ms. Kelly Hamilton and encouraged Trustees to participate in the poetry workshops.

CONSENT AGENDA

2. **Regular Board Meeting Minutes November 26, 2019.**
3. **Committee Reports.**
 - a. Building & Development Committee Meeting Minutes November 26, 2019

b. Executive Committee Meeting Minutes December 12, 2019

4. **Administrative Reports.**

a. Financial Report

b. Library Director's Reports

President Bria asked the Board if any items should be removed from the Consent Agenda presented as attachment B, pages 4-26 of the agenda. Hearing no objection, the Consent Agenda was approved.

REPORTS

5. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac reported on the January 6, 2020 and January 27, 2020 meetings. The 5-year contract has been signed by all MCFLS member libraries. The contract includes a new technology and resource sharing plan, covering the period of 2020-2024. The new CountyCat mobile app went live in December 2019 and already has 15,000 users. A new strategic plan is in development and a new marketing and advocacy committee has been established to direct efforts for the system. The MPL-MCFLS lease agreement was extended for 2 years at the current rate. President Bria thanked Trustee Kovac for his service on the MCFLS Board. Informational item.
6. **State Annual Report.** Dr. Bria referred to the Statement Concerning Public Library System Effectiveness, which was distributed to the Trustees. 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. Library Director Paula Kiely noted some of the accomplishments over the last year, including: strategic planning, the 5-year agreement, a new marketing and advocacy strategy, staff training opportunities, the CountyCat app, partnering on special programming, and reliable delivery of materials. In 2020 Director Kiely would like to see continued technology support, involvement of the MCFLS Executive Director in the Public Library Services Redesign (PLSR) project, and increased diversity on the MCFLS Board. Trustee Nicholson moved to approve the form, which will be signed by President Bria and sent to DPI as part of MPL's Annual Report. Trustee Marten seconded. Motion passed.
7. **Services & Programs Committee Meeting.** Trustee Nicholson reported on the January 16, 2020 meeting. The Committee heard details about a security incident leading to the recommendation for a permanent ban. The Committee moved to issue a permanent ban to library patron Maggie Atlas. Trustee Smith seconded. Motion passed. Director Kiely reminded the Board of the appeal process for permanent bans.
8. **Finance & Personnel Committee Meeting.** The January 28, 2020 Finance & Personnel Committee meeting was canceled. Informational item.
9. **Building & Development Committee Meeting.** Trustee Kovac reported on the January 9, 2020 meeting. A progress report and final budget was presented for the Central Library

Business Commons space. The Martin Luther King Library development team has submitted their application to Wisconsin Housing and Economic Development Authority (WHEDA) and will include the letter approved by the MPL Board at the last meeting. Information about the application status should be available in April 2020.

Library Construction Project Manager Sam McGovern-Rowen presented an update on outstanding issues at the Good Hope Library. Trustee Kovac moved, per Article V, Section VI of the Library Board Bylaws, that the Board grant the Building & Development Committee the power to act on its behalf in reviewing and approving an amendment to the Good Hope Library development agreement, which will:

- Amend the project description to address the scope of the work to be completed – repairs related to the planters on the west side of the building, the installation of aluminum louvered siding on the north and west sides of the building, and the correction of the storm water management system including improvements to the library’s property on the northwest corner.
- Identify new substantial completion and certificate of completion deadlines.
- Require the developer to secure all necessary financing and provide such documentation and other language to ensure completion of the work.

Trustee Marten seconded. Motion passed.

The Committee moved several contracts for approval:

- Rotary Club of Milwaukee Community Room - The Committee received an update on the community room renovation project. The Committee moved to approve a request for MPL to negotiate a contract with Insite Consulting Architects for the community room renovation design. A formal, negotiated contract will be forthcoming. Trustee Nicholson seconded. Motion passed.
- Masonry and Tuck-pointing Contract – The Wisconsin Avenue staircase at Central Library is in need of repair for degeneration and water issues. The Committee moved to approve the repair contract to R.D. Woods Co., Inc. Trustee Nicholson seconded. Motion passed.
- Green Infrastructure Contract – Five branch library parking lots (Atkinson, Bay View, Center Street, Washington Park, Zablocki) will be updated to comply with Americans with Disabilities Act (ADA) requirements. In addition to funding from the City’s ADA improvement budget, the library has raised nearly \$1M in grants to fund the project. The Committee moved to approve awarding the contract to Payne & Dolan, Inc. Trustee Nicholson seconded. Motion passed.

10. **Rotary Club of Milwaukee Community Room Design**. Library Public Services Area Manager Rachel Arndt explained the goal and timeline for the renovation project. Design concepts are underway and an internal workgroup has been created to identify needs for this space. In addition to identifying staff needs, public focus groups were held to survey patrons who use the space often. The workgroup made several offsite visits to locations with similar spaces to gather ideas and recommendations for room design and technology. A significant amount of pre-work was done before the RFQ was issued, which helped facilitate the process and allowed the consultants to begin design work at an accelerated pace. Ms. Arndt introduced Stephen Mar-Pohl from Insite Consulting Architects and Traci

Lesneski from MSR Design, who are working with MPL on the redevelopment design and implementation. MSR Design will lead the design of the project and Insite Consulting Architects will manage the construction. Mr. Mar-Pohl and Ms. Lesneski each gave a brief introduction of themselves, their company, and their experience working with municipal buildings and libraries. Ms. Lesneski reviewed the project goals, including the visual identity of the space, an inclusive and user-friendly space, flexible furnishings, and easy to use technology. She presented various designs, with an overview of pricing for each option. Board members provided feedback and preferences for the space, furnishings, and design elements. Director Kiely reviewed possible funding sources in addition to the \$50,000 grant from Rotary Club of Milwaukee. A strategy for fully funding the renovation will be presented to the Building & Development Committee at the March 5, 2020 meeting. Trustee Murphy moved to grant funding and final design authority to the Building & Development Committee. Trustee Kovac seconded. Motion passed.

With no further business, the Milwaukee Public Library Board of Trustees meeting of January 28, 2020 was adjourned at 5:17 p.m.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
INNOVATION & STRATEGY COMMITTEE
MINUTES
Wednesday, February 12, 2020
Central Library, Krikelas Conference Room**

PRESENT: Joan Prince, Matt Kowalski, Jim Marten, Larry Miller, Paula Kiely

EXCUSED: Ald. Nik Kovac

OTHERS: MPL: Jennifer Meyer-Stearns, Rebecca Schweisberger

Committee Chair Joan Prince called the MPL Board of Trustees Innovation and Strategy Committee meeting to order at 8:04 a.m. on February 12, 2020 with a quorum present.

1. **Committee Meeting Minutes from the October 9, 2019 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. **Financial Sustainability Task Force.** Library Director Paula Kiely reported on the January 30, 2020 meeting and reviewed the information presented at the meeting. The task force members were very engaged and had productive discussions following the presentation. The goal of the first meeting was to share the Library's current financial status and give perspective about possible options for the future. Assistant Library Director Jennifer Meyer-Stearns provided an explanation of expenditures and revenues. The Committee discussed possible revenue and fundraising options. The next task force meeting will include an overview of the city budget process and discuss possible alternative funding options. Trustee Prince offered thanks to task force co-chairs Art Harrington and Joe' Mar Hooper, as well as MPL staff for their work with the task force. Informational item.

4. **Board Self-Assessment.** Director Kiely presented a draft self-assessment for the Committee's review. The self-assessment will not be turned in and is intended to help Trustees identify knowledge gaps or areas for improvement. Suggestions were made to clarify the assessment purpose, update one of the questions, and add links to information and resources. Informational item.

The meeting of the Milwaukee Public Library Board's Innovation & Strategy Committee was adjourned at 9:03 a.m. on February 12, 2020.

**Milwaukee Public Library
Financial Report
January 31, 2020**

2020

2019

City Revenues

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 22,555,438	\$ 1,909,039	8.5%
<i>Fines</i>	\$ 183,000	\$ 3,628	2.0%
<i>Lost Materials, etc.</i>	\$ 95,000	\$ 1,411	1.5%
<i>MCFLS Contracts</i>	\$ 722,367	\$ -	0.0%
Total City Appropriation	\$ 23,555,805	\$ 1,914,078	8.1%

	Budget	Received to date	% Received
	\$ 21,876,996	\$ 1,539,625	7.0%
	\$ 215,000	\$ 9,195	4.3%
	\$ 109,000	\$ 2,583	2.4%
	\$ 750,789	\$ -	0.0%
Total	\$ 22,951,785	\$ 1,551,403	6.8%

City Expenses

Salaries & Benefits

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 13,019,079	\$ 1,009,368	7.8%
<i>Fringe Benefits</i>	\$ 5,207,632	\$ 404,122	7.8%
Total	\$ 18,226,711	\$ 1,413,490	7.8%

	Budget	Spent to date	% Spent
	\$ 12,375,271	\$ 1,040,122	8.4%
	\$ 5,568,871	\$ 359,681	6.5%
Total	\$ 17,944,142	\$ 1,399,803	7.8%

Operating Expenses

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 83,900	\$ 13,190	15.7%
<i>Tools & Machinery Parts</i>	\$ 26,000	\$ 277	1.1%
<i>Construction Supplies</i>	\$ 40,000	\$ 972	2.4%
<i>Energy</i>	\$ 660,163	\$ 12,039	1.8%
<i>Other Operating Supplies</i>	\$ 170,691	\$ 21,463	12.6%
<i>Vehicle Rental</i>	\$ 8,500	\$ 414	4.9%
<i>Non-Vehicle Equipment Rental</i>	\$ 19,300	\$ 3,488	18.1%
<i>Professional Services</i>	\$ 313,000	\$ 11,835	3.8%
<i>Information Technology Services</i>	\$ 373,380	\$ 114,194	30.6%
<i>Property Services</i>	\$ 1,159,000	\$ 49,757	4.3%
<i>Infrastructure Services</i>	\$ 28,000	\$ -	0.0%
<i>Vehicle Repair Services</i>	\$ 0	\$ -	0.0%
<i>Other Operating Services</i>	\$ 132,995	\$ 16,065	12.1%
<i>Reimburse Other Departments</i>	\$ 91,500	\$ -	0.0%
Total	\$ 3,106,429	\$ 243,694	7.8%

	Budget	Spent to date	% Spent
	\$ 114,000	\$ 8,364	7.3%
	\$ 25,800	\$ -	0.0%
	\$ 38,000	\$ 102	0.3%
	\$ 672,868	\$ 73,910	11.0%
	\$ 162,334	\$ 1,689	1.0%
	\$ 7,300	\$ 277	3.8%
	\$ 24,250	\$ -	0.0%
	\$ 185,500	\$ 14	0.0%
	\$ 396,500	\$ 8,595	2.2%
	\$ 883,861	\$ 33,916	3.8%
	\$ 28,000	\$ -	0.0%
	\$ 500	\$ -	0.0%
	\$ 210,100	\$ 2,992	1.4%
	\$ 64,000	\$ -	0.0%
Total	\$ 2,813,013	\$ 129,859	4.6%

Equipment

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,660,343	\$ 210,707	12.7%
<i>Computers, etc.</i>	\$ 263,997	\$ 30,765	11.7%
<i>Other</i>	\$ 44,325	\$ -	0.0%
Total	\$ 1,968,665	\$ 241,472	12.3%

	Budget	Spent to date	% Spent
	\$ 1,689,148	\$ 21,078	1.2%
	\$ 256,308	\$ 663	0.3%
	\$ 40,174	\$ -	0.0%
Total	\$ 1,985,630	\$ 21,741	1.1%

Other Departmental Appropriation

	Budget	Spent to date	% Spent
<i>Villard Square Property Payment</i>	\$ 4,000	\$ -	0.0%
<i>East Property Payment</i>	\$ 3,000	\$ 1,922	64.1%
<i>Mitchell Street Property Payment</i>	\$ 69,000	\$ 13,500	19.6%
<i>Good Hope Property Payment</i>	\$ 45,000	\$ -	0.0%
<i>Contingent Energy Financing</i>	\$ 137,000	\$ -	0.0%
Total	\$ 254,000	\$ 15,422	6.1%
Total City Expenses	\$ 23,555,805	\$ 1,914,078	8.1%

	Budget	Spent to date	% Spent
	\$ -	\$ -	0.0%
	\$ 3,000	\$ -	0.0%
	\$ 54,000	\$ -	0.0%
	\$ 15,000	\$ -	0.0%
	\$ 137,000	\$ -	0.0%
Total	\$ 209,000	\$ -	0.0%
Total	\$ 22,951,785	\$ 1,551,403	6.8%

**Milwaukee Public Library
Financial Report
January 31, 2020**

2020

2019

Additional Funding Sources

Contract Grants

	Budget	Spent to date	% Spent
<i>WTBBL Jul '19 - Jun '20</i>	\$ 1,026,378	\$ 575,863	56.1%
<i>ILS Jul '19 - Jun '20</i>	\$ 98,680	\$ 51,004	51.7%
Total	\$ 1,125,058	\$ 626,867	55.7%

	Budget	Spent to date	% Spent
	\$ 989,520	\$ 507,921	51.3%
	\$ 96,900	\$ 51,404	53.0%
Total	\$ 1,086,420	\$ 559,325	51.5%

Trust Funds

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 112,640	\$ -	0.0%
<i>Programming</i>	\$ 34,000	\$ 811	2.4%
<i>Training</i>	\$ 13,000	\$ 275	2.1%
<i>Marketing</i>	\$ 29,000	\$ -	0.0%
<i>Contingency</i>	\$ 4,000	\$ 900	22.5%
<i>Board Development</i>	\$ 6,000	\$ -	0.0%
<i>Headline</i>	\$ 5,000	\$ -	0.0%
<i>Strehlow 50+</i>	\$ 40,400	\$ -	0.0%
<i>E. C. Lange - Central Business Commons</i>	\$ 100,000	\$ -	0.0%
Total	\$ 344,040	\$ 1,986	0.6%

	Budget	Spent to date	% Spent
	\$ 104,027	\$ -	0.0%
	\$ 35,500	\$ -	0.0%
	\$ 15,166	\$ -	0.0%
	\$ 29,000	\$ -	0.0%
	\$ 4,000	\$ -	0.0%
	\$ 5,000	\$ -	0.0%
	\$ 5,000	\$ -	0.0%
	\$ 42,376	\$ -	0.0%
	\$ -	\$ -	0.0%
Total	\$ 240,069	\$ -	0.0%

Foundation Funds

	Budget*	Spent to date	% Spent
<i>Materials</i>	\$ 456,141	\$ 3,497	0.8%
<i>Programming</i>	\$ 3,191,558	\$ 109,530	3.4%
Total	\$ 3,647,699	\$ 113,027	3.1%

	Budget*	Spent to date	% Spent
	\$ 604,875	\$ 365	0.1%
	\$ 2,080,762	\$ -	0.0%
Total	\$ 2,685,637	\$ 365	0.0%

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

Investments

U.S. Bank National Assoc. Commercial Paper (rated A1+) confirmation #362112759 dated 1/30/20 and maturing 09/01/20 at a rate of 1.00%...\$350,000.00

**Milwaukee Public Library
Financial Report
February 29, 2020**

2020

2019

City Revenues

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 22,555,438	\$ 3,957,164	17.5%
<i>Fines</i>	\$ 183,000	\$ 30,292	16.6%
<i>Lost Materials, etc.</i>	\$ 95,000	\$ 12,811	13.5%
<i>MCFLS Contracts</i>	\$ 722,367	\$ -	0.0%
Total City Appropriation	\$ 23,555,805	\$ 4,000,267	17.0%

	Budget	Received to date	% Received
	\$ 21,937,539	\$ 3,869,506	17.6%
	\$ 215,000	\$ 21,302	9.9%
	\$ 109,000	\$ 8,420	7.7%
	\$ 750,789	\$ -	0.0%
Total	\$ 23,012,328	\$ 3,899,228	16.9%

City Expenses

Salaries & Benefits

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 13,019,079	\$ 2,014,920	15.5%
<i>Fringe Benefits</i>	\$ 5,207,632	\$ 889,037	17.1%
Total	\$ 18,226,711	\$ 2,903,957	15.9%

	Budget	Spent to date	% Spent
	\$ 12,375,271	\$ 1,930,601	15.6%
	\$ 5,568,871	\$ 706,442	12.7%
Total	\$ 17,944,142	\$ 2,637,043	14.7%

Operating Expenses

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 83,900	\$ 15,038	17.9%
<i>Tools & Machinery Parts</i>	\$ 26,000	\$ 277	1.1%
<i>Construction Supplies</i>	\$ 40,000	\$ 1,962	4.9%
<i>Energy</i>	\$ 660,163	\$ 39,737	6.0%
<i>Other Operating Supplies</i>	\$ 170,691	\$ 48,422	28.4%
<i>Vehicle Rental</i>	\$ 8,500	\$ 1,025	12.1%
<i>Non-Vehicle Equipment Rental</i>	\$ 19,300	\$ 4,568	23.7%
<i>Professional Services</i>	\$ 313,000	\$ 93,119	29.8%
<i>Information Technology Services</i>	\$ 373,380	\$ 249,270	66.8%
<i>Property Services</i>	\$ 1,159,000	\$ 98,898	8.5%
<i>Infrastructure Services</i>	\$ 28,000	\$ -	0.0%
<i>Vehicle Repair Services</i>	\$ 0	\$ -	0.0%
<i>Other Operating Services</i>	\$ 132,995	\$ 19,550	14.7%
<i>Reimburse Other Departments</i>	\$ 91,500	\$ -	0.0%
Total	\$ 3,106,429	\$ 571,866	18.4%

	Budget	Spent to date	% Spent
	\$ 96,905	\$ 13,615	14.0%
	\$ 18,800	\$ 1,121	6.0%
	\$ 30,000	\$ 3,930	13.1%
	\$ 637,975	\$ 42,731	6.7%
	\$ 146,254	\$ 31,057	21.2%
	\$ 8,160	\$ 889	10.9%
	\$ 22,554	\$ 1,712	7.6%
	\$ 191,396	\$ 83,065	43.4%
	\$ 399,440	\$ 320,783	80.3%
	\$ 879,798	\$ 118,129	13.4%
	\$ 28,000	\$ -	0.0%
	\$ 250	\$ -	0.0%
	\$ 287,079	\$ 19,407	6.8%
	\$ 67,250	\$ (952)	-1.4%
Total	\$ 2,813,861	\$ 635,487	22.6%

Equipment

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,660,343	\$ 468,797	28.2%
<i>Computers, etc.</i>	\$ 263,997	\$ 39,830	15.1%
<i>Other</i>	\$ 44,325	\$ 395	0.9%
Total	\$ 1,968,665	\$ 509,022	25.9%

	Budget	Spent to date	% Spent
	\$ 1,689,148	\$ 349,946	20.7%
	\$ 316,003	\$ 256,925	81.3%
	\$ 40,174	\$ 3,925	9.8%
Total	\$ 2,045,325	\$ 610,796	29.9%

Other Departmental Appropriation

	Budget	Spent to date	% Spent
<i>Villard Square Property Payment</i>	\$ 4,000	\$ -	0.0%
<i>East Property Payment</i>	\$ 3,000	\$ 1,922	64.1%
<i>Mitchell Street Property Payment</i>	\$ 69,000	\$ 13,500	19.6%
<i>Good Hope Property Payment</i>	\$ 45,000	\$ -	0.0%
<i>Contingent Energy Financing</i>	\$ 137,000	\$ -	0.0%
Total	\$ 254,000	\$ 15,422	6.1%

	Budget	Spent to date	% Spent
	\$ -	\$ -	0.0%
	\$ 3,000	\$ 2,402	0.0%
	\$ 54,000	\$ 13,500	25.0%
	\$ 15,000	\$ -	0.0%
	\$ 137,000	\$ -	0.0%
Total	\$ 209,000	\$ 15,902	7.6%

Total City Expenses	\$ 23,555,805	\$ 4,000,267	17.0%
----------------------------	----------------------	---------------------	--------------

Total	\$ 23,012,328	\$ 3,899,228	16.9%
--------------	----------------------	---------------------	--------------

**Milwaukee Public Library
Financial Report
February 29, 2020**

2020

2019

Additional Funding Sources

Contract Grants

	Budget	Spent to date	% Spent
WTBBL Jul '19 - Jun '20	\$ 1,026,378	\$ 649,103	63.2%
ILS Jul '19 - Jun '20	\$ 98,680	\$ 60,223	61.0%
Total	\$ 1,125,058	\$ 709,326	63.0%

	Budget	Spent to date	% Spent
	\$ 989,520	\$ 600,469	60.7%
	\$ 96,900	\$ 55,775	57.6%
	\$ 1,086,420	\$ 656,244	60.4%

Trust Funds

	Budget	Spent to date	% Spent
Materials	\$ 112,640	\$ 45,154	40.1%
Programming	\$ 34,000	\$ 4,863	14.3%
Training	\$ 13,000	\$ 600	4.6%
Marketing	\$ 29,000	\$ -	0.0%
Contingency	\$ 4,000	\$ 1,086	27.2%
Board Development	\$ 6,000	\$ -	0.0%
Headline	\$ 5,000	\$ -	0.0%
Strehlow 50+	\$ 40,400	\$ -	0.0%
E.C. Lange - Central Business Commons	\$ 100,000	\$ -	0.0%
Total	\$ 344,040	\$ 51,703	15.0%

	Budget	Spent to date	% Spent
	\$ 104,027	\$ 2,703	2.6%
	\$ 35,500	\$ 472	1.3%
	\$ 15,166	\$ 919	6.1%
	\$ 29,000	\$ 8,240	28.4%
	\$ 4,000	\$ 400	10.0%
	\$ 5,000	\$ -	0.0%
	\$ 5,000	\$ -	0.0%
	\$ 42,376	\$ -	0.0%
	\$ -	\$ -	0.0%
	\$ 240,069	\$ 12,734	5.3%

Foundation Funds

	Budget*	Spent to date	% Spent
Materials	\$ 456,141	\$ 7,082	1.6%
Programming	\$ 3,191,558	\$ 185,508	5.8%
Total	\$ 3,647,699	\$ 192,590	5.3%

	Budget*	Spent to date	% Spent
	\$ 604,875	\$ 5,562	0.9%
	\$ 2,080,762	\$ 56,906	2.7%
	\$ 2,685,637	\$ 62,468	2.3%

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

Investments

U.S. Bank National Assoc. Commercial Paper (rated A1+) confirmation #362112759 dated 1/30/20 and maturing 09/01/20 at a rate of 1.00%...\$350,000.00

Director's Report
March 2020

During the period since our last Board meeting I worked with our team to plan and host the first two meetings of the Board's Financial Sustainability Task Force, continued to finalize preparation of the new Good Hope branch for opening, and worked with the City Attorney's office to complete the amendment to the Good Hope development agreement. In mid-February MPL was well represented at the Wisconsin Library Association's Library Legislative Day. All Milwaukee legislators received visits from one or more MPL managers, staff, or teen interns. Most recently, I appointed a COVID-19 Response Team, which has been working together daily to address the evolving needs of our staff and our community. A full reporting will be made during the meeting.

MPL HEPLS PEOPLE READ

Graphic Novel Book Club. **Bay View** branch library debuted a new graphic novel book club for adults, focusing on a different genre each month. Participants at January's book club discussed science fiction graphic novels. Attendance: 3

Storytime from A to E. Weekly storytime at **Bay View** branch library is featuring a new letter of the alphabet each week. In addition to reading books, singing songs, and doing movement activities helping them to build important early literacy skills, children made crafts out of each letter, such as a bumblebee made out of the letter "B". Attendance for 5 storytimes: 100

History Buff Book Club. **Tippecanoe** branch library's History Buff Book Club met on January 27 to read *The Library Book* by Susan Orlean. The book club aims to read about history from diverse perspectives and selects book titles from voices around the world. Attendance: 10

Library Lover's Book Buffet. **East** branch library hosted our annual February book buffet with Library Reference Assistant, Beth G. sharing a slide show of new must-read books, along with plenty of literary swag and light refreshments. Attendance: 20

Why Mosquitos Buzz in People's Ears. At **Atkinson** branch library, this culturally relevant program helped promote library resources and encourage the value of reading through innovative and fun programming for grade school children. Attendance: 16

MPL HELPS PEOPLE LEARN

Write2Transform: The Joy of Journaling. On January 6, author and professional coach Rochelle Melander presented an interactive program on journaling at **Zablocki** branch library. Drawing on her study of positive psychology and vast writing experience, Melander demonstrated methods and tools to record not only life's daily activities, but also our life altering events. According to Melander, Journaling improves memory and sleep, boosts immune activity, supports goal achievement, increases longevity, and more! Attendance: 23

Circle Weaving Program. On January 14, children, pre-teens, and adults at the **East** branch library expressed themselves with a simple weaving project using a cardboard "loom" and a wonderful array of colored and textured yarns. What a great way to engage afterschool youth! Attendance: 18

AstronoMondays. **Tippecanoe** branch library kicked off the first of the AstronoMondays, which took a closer look at our celestial "address." The series opened to a full house of 25 attendees. Participants were very engaged with the presenter, Dr. Betsy Banner, and discussion and questions were very lively

about exciting findings from a variety of NASA missions including the Hubble Space Telescope and the Parker Solar Probe to help us understand our Sun and its place in the universe. Attendance: 25

After School Tech Time. **Tippecanoe** branch library started a new series of programming for elementary school kids called “After School Tech Time.” Three sessions were held during the month of January, each of which encouraged attendees to explore STEAM concepts and skills with hands-on fun and activities. Attendance: 13

Build a Blog. **Bay View** branch LRA Lydia Nimke led a workshop teaching participants how to create their own free blog on WordPress.com, upload posts for publication, and add media content. Participants got one-on-one assistance during the program and left with functional websites. Attendance: 7

Behind the Board: Audio Engineering 101. **Capitol** branch library hosted an Audio Engineering 101 program where teens got to learn the basics of audio engineering and how to use some of the equipment associated with the process. One teen said she came to the library specifically for the program because she is already creating her own music. Attendance 5

Early Music Now presents Les Délices. **East** branch library was host to a live performance by Early Music doing a French retelling of Homer's epic poem. The musicians performed on authentic baroque instruments with works composed between 1685 -1740. Free recorders were distributed to all interested children! Attendance: 34

Black Art, History, and Culture Harlem Renaissance Workshop. **Atkinson** branch library offered a presentation about African American Artists during the Harlem Renaissance. Participants made African Mask greeting cards using African Fabrics, beads and high quality card stock and paper. Attendance: 7

Writing Our Story: Exploring the History of Hip-Hop Culture. This program at **Atkinson** branch library explored the History of Hip Hop culture and participants wrote their own stories inspired by this movement. Attendance: 10

MPL HELPS PEOPLE CONNECT

Martin Luther King Day 2020 at the **King** branch library was a sensation! Nearly 1,300 people came in to enjoy the activities and performances, aligned to the theme “You Can Be a Change Agent”. Morning activities included kids crafts and button-making, along with the opportunity for youth to interview a Change Agent from the neighborhood who is making an impact. Performances included students from the Golda Meir School, Ex-Fabula Storytelling, Ton Ko Thi dance and drumming, the Signature Dance Company, the Alpha Phi Alpha fraternity trivia contest, and live painting / spoken word with Fatima Laster. 414 Life Violence Interruption also came and spoke about the work they are doing in the community. Attendance: 1,282

Celebrate National Puzzle Day. At the **Zablocki** branch library on January 29, patrons celebrated National Puzzle Day with puzzles and snacks. Families enjoyed light refreshments while having fun solving all sorts of puzzles - from jigsaw puzzles to giant floor puzzles to crossword puzzles. Attendance: 13

National Puzzle Day. **Capitol** branch library hosted teens at a National Puzzle Day drop-in. Teens were able to work on crossword puzzles, word searches and jigsaw puzzles. Attendance: 8

DIY Book Mobiles. On January 25, **Tippecanoe** branch library hosted a DIY Book Mobiles Program, where attendees learned how to repurpose old books into fun and fascinating book mobiles, which could also be a great gift idea. Attendance: 18

Helping Hands: Tie Blankets. Kids and teens at **Bay View** branch spent an afternoon making cozy fleece blankets to donate to the Wisconsin Humane Society for animals in need. Attendance: 11

Pokémon Gym Challenge. **Bay View** branch, led by LCA Hannah Lebron and her husband, hosted a Pokémon Gym Challenge in which participants could battle a gym leader, make buttons, color Pokémon coloring sheets, and enjoy themed snacks. Attendance: 24

DIY Cosplay. In the spirit of Anime Milwaukee and Do-It-Yourself culture, teens and parents at **Capitol** branch library took up the challenge of creating their own cosplay accessories at a DIY Cosplay program. Tanya Dhein and local cosplayer Bianca Brandalino, along with teen volunteers answered the teens' questions about cosplaying, and also showed off handmade props, costume pieces, and photos of characters they've been in the past. Attendance 9

Pal-entine's Day Celebration. At **Capitol** branch library, kids had an opportunity to celebrate their friends, their pals, and their buddies. Alicia Groeschel helped children make Valentine's Day cards for their friends. Attendance 15

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES**

**Thursday, March 5, 2020
Central Library Meeting Room 1**

ATTACHMENT B - P. 1 of 3
*8. Building & Development
Committee Meetings
03/05/2020 & 03/24/2020
P. 15*

PRESENT: Michele Bria, Mark Sain, Nik Kovac, Paula Kiely

EXCUSED: Joan Prince, Chris Layden, Jim Marten

OTHERS

PRESENT: MPL: Rachel Arndt, Armando Chacon, Eileen Force Cahill, Joan Johnson, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Anne Rasmussen, Rebecca Schweisberger
City Attorney's Office: Mary Schanning
Facility Value Management: Kevin Johnson

Committee Chair Mark Sain called the MPL Board of Trustees Building and Development Committee meeting to order at 8:09 a.m. on March 5, 2020 with a quorum present.

1. **Approval of the Minutes.** Chair Sain entertained a motion to accept the minutes from the January 9, 2020 meeting, listed as Attachment A of the agenda. Trustee Kovac moved approval and President Bria seconded. Motion passed.
2. **Amendment to Development Agreement – Good Hope Library.** Library Construction Project Manager Sam McGovern-Rowen presented an update on the project. Construction is on schedule and is nearly complete. The development agreement amendment is intended to extend the dates on the original agreement to allow Royal Capital Group time to replace or correct materials and features which did not meet the agreed upon scope of work. The Committee discussed options for recourse if the amendment is not signed by the development team. Trustee Kovac moved to approve the amendment as drafted by MPL staff and the City Attorney's office and direct MPL staff to notify the developers the signed amendment is due no later than March 9, 2020 at 4:00 p.m. If the signed amendment is not received by this deadline, MPL will place the developers in default. President Bria seconded. Motion passed. Director Kiely will draft and send a letter to the developers.
3. **Rotary Club of Milwaukee Community Room – Memorandum of Understanding (MOU).** The MOU, listed as Attachment C of the agenda, explains the agreement between the Rotary Club of Milwaukee and MPL. Director Kiely reviewed the gift and disbursement schedule from the Rotary Club of Milwaukee. The Rotary Club will receive recognition for their donation and Rotary Club volunteers will be involved in the grand opening of the room. The City Attorney recommended the following edit to the MOU: "Force Majeure. Neither party shall be liable for failures or delays in performance due to causes beyond its reasonable control, including but not limited to war, strikes, lockouts, fire, flood, storm or other acts of God. Both parties agree to use their best efforts to minimize the effects of such failures or delays." President Bria moved to approve the MOU; Trustee Kovac seconded. Motion passed. Director Kiely thanked Assistant Library Director Jennifer Meyer-Stearns and the City Attorney's office for their work on drafting the MOU.
4. **Rotary Club of Milwaukee Community Room - Budget.** Director Kiely introduced Public Services Area Manager Rachel Arndt, who serves as the project manager for the community room redesign project. The design team presented several design and construction options at the January 28, 2020 Board meeting. The project team used the feedback to create a budget of \$417,000. Ms. Arndt reviewed the proposed budget, including the cost of various options or upgrades. President Bria moved to approve a total budget of \$460,000, which includes contingency funding. Trustee Kovac

seconded. Motion passed. Director Kiely reviewed potential funding sources for the project. The Committee discussed options for naming and recognition associated with the project. President Bria moved to authorize MPL to use the recommended funding sources and other available funds if needed. Trustee Kovac seconded. Motion passed.

5. **Branch Redevelopment – Capitol Library.** Library Construction Project Manager Sam McGovern-Rowen provided an update on the project. MPL continues to investigate possible sites and several developers have expressed interest in submitting proposals. Informational item.
6. **Branch Redevelopment – Martin Luther King Library.** Mr. McGovern-Rowen updated the Committee on the project. The Request for Qualifications (RFQ) for architects has been issued and 8 responses were received, including local and national firms. MPL staff will review and score the submissions and present the top choices to the Committee in April. Informational item.
7. **Central Library “Business Commons” Co-Working Space.** Deputy Library Director Joan Johnson provided an update on the project and offered a tour of the space. All work was done by MPL staff and is nearly complete. MPL staff is confident the remainder of work will be completed by April 3, 2020. Informational item.
8. **Upcoming Meetings.** A special Committee meeting is scheduled for March 24, 2020 to review the Rotary Club of Milwaukee Community Room construction bids and final pricing. Informational item.

The meeting of the Milwaukee Public Library Board’s Building & Development Committee was adjourned at 8:54 a.m. on March 5, 2020.



**BUILDING & DEVELOPMENT COMMITTEE
OF
THE LIBRARY BOARD OF TRUSTEES**

MEETING NOTICE AND AGENDA

Thursday, March 24, 2020
3:00 p.m.

By Go To Meeting

Dial in by phone:
United States: +1 (646) 749-3122

Access Code: 489-016-117

Committee Members: Chair Mark Sain, Vice-Chair Nik Kovac, Joan Prince, Chris Layden, Jim Marten
Staff: Paula Kiely, Secretary, Rebecca Schweisberger, Secretary's Assistant (414) 286-3021

1. **Approval of the Minutes.** The Committee will review and approve the minutes from the March 5, 2020 meeting.

Attachment A, page 2

CONTRACT APPROVALS

2. **Rotary Club of Milwaukee Community Room - Construction Contract.** Associate Director Jennifer Meyer-Stearns will review bids and recommend a contractor for upgrading Community Room 1.
3. **Amendment to Development Agreement – Good Hope Library.** The Committee will hear from Project Manager Sam McGovern-Rowen and Deputy City Attorney Mary Schanning about the amendment and an alternative funding strategy presented by the developers.

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

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

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

ATTACHMENT B - P. 3 of 3
8. Building & Development
Committee Meetings
03/05/2020 & 03/24/2020