



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, April 28, 2020

4:00 p.m.

By Go To Meeting

By computer, tablet or smartphone:

<https://global.gotomeeting.com/join/620430661>

Dial in by phone:

United States: **+1 (312) 757-3121**

Access Code: **620-430-661**

AGENDA

4:00 – 4:05

WELCOME & ROLL CALL

4:05 – 4:10

PUBLIC COMMENT

4:20 – 4:25

CONSENT AGENDA

Attachment A, page 3

1. **Regular Board Meeting Minutes March 24, 2020**

2. **Committee Reports**

a. Innovation & Strategy Committee Meeting Minutes April 8, 2020

3. **Administrative Reports.**

a. Financial Report

b. Library Director's Report

SPECIAL COMMUNICATION – Coronavirus

4:25 – 4:45

4. **COVID-19 Response and Recovery.** Library Director Kiely will present an update on the library's response to the coronavirus pandemic and preparations for recovery.

REPORTS

4:45 – 4:55

5. **Finance & Personnel Committee Meeting.** Committee Chair Chris Layden will report on the April 28, 2020 meeting.

Attachment B, page 20

4:55 – 5:10

6. **Building & Development Committee Meeting.** Committee Chair Mark Sain will report on the April 2, 2020 meeting.

Attachment C, page 29

5:10 – 5:20

7. **Department of Public Instruction (DPI) Annual Report.** Assistant Library Director Jennifer Meyer-Stearns will present the annual report.

BOARD DEVELOPMENT

5:20 – 5:30

8. **Office Of Early Childhood Initiatives (OECI) Update.** OECI Director Dea Wright will provide an update on projects, goals, and achievements.

5:30

9. **Adjourn.**

REMINDER: Next scheduled meetings are:

May 4, 2020 Services & Programs Committee – Video Conference Call, 5:30 p.m.

May 7, 2020 Building & Development Committee – Video Conference Call, 8:00 a.m.

May 26, 2020 Regular Board Meeting – Video Conference Call, 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.

MPL BOARD AGENDA

04/28/2020

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MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES

REGULAR MEETING

MINUTES

Tuesday, March 24, 2020

By Conference Call

PRESENT: Michele Bria, Joan Prince, Ald. Milele Coggs, Ald. Nik Kovac, Matt Kowalski, Chris Layden, James Marten, Dir. Larry Miller, Ald. Michael Murphy, Mark Sain, Jennifer Smith, Paula Kiely

EXCUSED: Sup. Marcelia Nicholson

STAFF: Rachel Arndt, Joan Johnson, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Judy Pinger, Anne Rasmussen, Victoria Robertson, Rebecca Schweisberger, Kelly Wochinske, Dea Wright

OTHERS

PRESENT: MPL Foundation: Ryan Daniels

President Michele Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:04 p.m. on March 24, 2020 with a quorum present. All Trustees participated by phone.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

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 Reports

President Bria asked the Board if any items should be removed from the Consent Agenda presented as attachment B, pages 3-17 of the agenda. Hearing no objection, the Consent Agenda was approved.

BUSINESS

4. **Coronavirus – Potential Impact on Operations.** President Bria offered thanks to Library Director Paula Kiely and MPL staff for their leadership, flexibility, and rapid response

ATTACHMENT A - P. 1 of 17

MPL CONSENT AGENDA

1. Regular Board Meeting Minutes 03/24/2020

P. 3

following the issuance of Mayor Barrett's 'Stay and Home' and Governor Evers' 'Safer at Home' orders. President Bria and Director Kiely thanked Trustee Smith and Trustee Sain for their assistance in decision making. MPL has convened a COVID-19 Response Team to address issues surrounding the coronavirus pandemic and its effect on library operations and services. Director Kiely provided a timeline of events leading to the library closure to the public (March 16, 2020) and staff (March 25, 2020). MPL is partnering with MPS and the Election Commission to provide support and materials as needed. A portion of the MPL team is able to work remotely and others have been redeployed to assist with absentee ballot preparation, collection, and data entry. Staff may also participate in online training and webinars designed to generate ideas for continuing public service during the shutdown. MPL Administration continues to investigate new ideas and options for service and is preparing unique content to share with patrons and the community. Urban Libraries Council (ULC) has been a tremendous help to MPL and other member libraries. ULC has organized several conference calls to discuss the impact of COVID-19 and has done an excellent job tracking library decisions country-wide. Trustee Layden recommended planning ahead in two-week increments and focusing on short-term priorities. Trustee Sain thanked Director Kiely for keeping the Board informed and updated on library decisions. Informational item.

5. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac reported on the February 17, 2020 and March 16, 2020 meetings. The Hoopla checkout limit has been increased from 4 to 8 per patron. Director Kiely noted the MCFLS staff and Board has been extremely helpful and shown great leadership during the pandemic. Informational item.
6. **Task Force on Financial Sustainability Presentation.** President Bria reviewed the purpose and goals of the task force, noting the great wealth of information provided by members and the Wisconsin Public Policy Forum. Rob Henken, Wisconsin Public Policy Forum President, gave an informative presentation about the city budget structure and how it impacts the library budget. The task force discussed alternate funding structures and will explore long-term and short-term solutions. Director Kiely presented an overview of the next meeting and encouraged any interested Trustees to attend future task force meetings. Informational item.
7. **State Annual Report.** MPL prepared and submitted the annual report to the Department of Public Instruction (DPI). President Bria reviewed and approved the report and entertained a motion for the Board to ratify her approval. Trustee Kovac moved to ratify and Trustee Sain seconded. Roll was called; motion passed.
8. **Building & Development Committee Meeting.** Trustee Sain reported on the March 5, 2020 and March 24, 2020 meetings.
Good Hope Library
MPL is in discussion with the Good Hope Library development team to amend the development agreement. If approved by the Board, MPL will complete the necessary work to bring the project back to scope and the development team will issue a promissory note to MPL to cover the costs. The promissory note will be issued for \$270,000 and would

become due June 30, 2020. The Committee moved to authorize the City Attorney and MPL staff to further negotiate a change to the development agreement amendment to include a promissory note commitment to remedy outstanding issues and the Right of Entry/Right of Ownership agreements. Trustee Layden seconded. Roll was called; motion passed.

Rotary Club of Milwaukee Community Room

A Memorandum of Understanding (MOU) with the Rotary Club of Milwaukee has been drafted and was presented to the Committee for review and approval. The Committee moved to approve the MOU draft. Trustee Prince seconded. Roll was called; motion passed.

The Committee moved to approve a total budget of \$460,000 for the renovation, which includes contingency funding. Trustee Marten seconded. Roll was called; motion passed.

Director Kiely presented the Committee with a list of possible funding sources for the project. The Committee moved to authorize MPL to use the recommended funding sources and other available funds if needed. Trustee Miller seconded. Roll was called; motion passed.

The Committee moved to award the construction contract for the Community Room One upgrade to Berglund Construction Company for a negotiated total of up to \$383,019. Trustee Marten seconded. Roll was called; motion passed.

With no further business, the Milwaukee Public Library Board of Trustees meeting of March 24, 2020 was adjourned at 5:07 p.m.



I. GENERAL INFORMATION

1. Name of Library Milwaukee Public Library		2. Public Library System Milwaukee County Federated Library System			
3a. Head Librarian First Name Paula	3b. Head Librarian Last Name Kiely	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date Permanent	
6a. Street Address 814 W. Wisconsin Ave.	6b. Mailing Address or PO Box 814 W. Wisconsin Ave.	7. City / Village / Town Milwaukee	8a. ZIP 53233	8b. ZIP4 2309	9. County Milwaukee
10. Library Phone Number (414)286-3000	11. Fax Number (414)286-2794	12. Library E-mail Address of Director pkiely@milwaukee.gov			
13. Library Website URL www.mpl.org		14. No. of Branches 12	15. No. of Bookmobiles Owned 1	16. No. of Other Public Service Outlets 170	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
19a. Winter Hours Open per Week 58	19b. Number of Winter Weeks 30	19c. Summer Hours Open per Week 54	19d. Number of Summer Weeks 22		
20. Square Footage of Public Library 457,919	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year? No		22. DUNS Number <i>Nine digits</i> 30467963		

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	2,013,182	96,846
2. Electronic Books <i>E-books</i>	166,446	
3. Audio Materials	118,431	6,762
4. Electronic Audio Materials <i>Downloadable</i>	54,711	
5. Video Materials	117,984	12,772
6. Electronic Video Materials <i>Downloadable</i>	952	
7. Other Materials Owned <i>Describe</i> Kits, puppets, bound periodicals, microfilm, etc.	231,070	
8. Electronic Collections <i>Locally Owned or Leased</i>	43	
9. Total Electronic Collections <i>Local, regional, and state</i>	97	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	991	

III. LIBRARY SERVICES

1. Circulation Transactions			2. Interlibrary Loans				
a. Total Circulation		b. Children's Materials	a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>		
1,915,701		712,031	319,587		177,666		
3. Number of Registered Users			4. Reference Transactions		5. Library Visits		
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	a. Method	b. Annual Count	
480,087	35	480,122	Survey Week(s)	523,427	Actual Count	1,661,128	
6. Uses of Public Internet Computers		7. Uses of Public Wireless Internet		8. Number of Website Visits		9a. Local Electronic Collection Retrievals	
a. Method	b. Annual Count	a. Method	b. Annual Count			9d. Total Electronic Collection Retrievals	
Actual Count	336,237	Router Count	1,156,122	1,629,818		150,181	208,349
10. Uses of Electronic Materials by Users of Your Library							
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Works		e. Uses of Children's Electronic Materials		
135,670	126,737	7,634	270,041		48,081		
11. Programs and Program Attendance Annual Count					11. Number of Public Use Computers		
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL	a. Total	b. Internet Access	
Number of Programs	3,094	427	2,393	5,914	681	681	
Total Attendance	65,147	7,492	22,309	94,948			

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Michele	Bria	2110 W SCOTT ST	MILWAUKEE	53204-2077	mbria@journeyhouse.org
2. Jennifer	Smith	5225 W VLIET ST	MILWAUKEE	53208-2627	smithj2@milwaukee.k12.wi.us
3. Chris	Layden	100 W MANPOWER PL	MILWAUKEE	53212-4030	chris.layden@experis.com
4. Matthew	Kowalski	2830 N 81st St	Milwaukee	53222	mdkowalski@gmail.com
5. Joan	Prince	PO BOX 413 CHAPMAN HALL 118	MILWAUKEE	53201-0413	jprince@uwm.edu
6. Nik	Kovac	200 E WELLS ST RM 205	MILWAUKEE	53202-3591	nkovac@milwaukee.gov
7. James	Marten	PO BOX 1881	MILWAUKEE	53201	james.marten@marquette.edu
8. Michael	Murphy	200 E WELLS ST RM 205	MILWAUKEE	53202-3591	mmurph@milwaukee.gov
9. Mark	Sain	6126 N 118th St	MILWAUKEE	53225	marksain@att.net
10. Milele	Coggs	200 E WELLS ST RM 205	MILWAUKEE	53202-3591	mcoggs@milwaukee.gov
11. Marcellia	Nicholson	901 N 9TH ST RM 201	MILWAUKEE	53233-1425	marcellia.nicholson@milwaukeecountyW
12. Larry	Miller	2584 N Farwell Ave	Milwaukee	53211	millerlfl@gmail.com

No. of Library Board Members
Include vacancies in this count
12

ATTACHMENT A - P. 5 of 17
MPL CONSENT AGENDA

1. Regular Board Meeting Minutes 03/24/2020
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V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service *Only joint libraries report more than one municipality here*

Municipality Type	Name	Amount
City	Milwaukee	\$22,262,461
Subtotal 1		\$22,262,461

2. County

a. Home County Appropriation for Library Service

Subtotal 2a

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Subtotal 2b			

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
Resource Library Agreement	\$185,596	Bibliographic Database Development and Maintenance	\$435,378
Lease Agreement	\$129,815	Interlibrary Loan Services Agreement	\$36,450
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	980,334
Subtotal 3			\$1,767,573

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount	
N/A - Funde Field Work: Poetry-Science Collaborations in Libraries & Natural History Museums	\$7,500	
17-4292-706 Our Town: Gathering Art, Stories, and Place	\$100,707	
Subtotal 4		\$108,207

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
West Milwaukee	\$14,961		
Subtotal 5			\$14,961

6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i>	7. All Other Operating Income	8. Total Operating Income <i>Add 1 through 7</i>	9. What is the current year annual appropriation provided by your governing body(ies) for you	10. Was your library's municipality exempt from the county library tax for
\$2,341,320	\$2,007,715	\$28,502,237	\$22,824,784	

X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$146,625	40.00	Librarian V	MLS (ALA)	\$72,684	40.00
Dep. Library Director - Public Service	MLS (ALA)	\$120,877	40.00	Librarian V	MLS (ALA)	\$69,602	40.00
Asst. Dir. - Lib. IT and Technical Svcs	MLS (ALA)	\$89,849	40.00	Librarian Branch Manager	MLS (ALA)	\$78,414	40.00
Assistant Director - Library Operations	MLS (ALA)	\$102,129	40.00	Librarian Branch Manager	MLS (ALA)	\$74,908	40.00
Library Public Services Area Manager	MLS (ALA)	\$81,000	40.00	Librarian Branch Manager	MLS (ALA)	\$74,185	40.00
Library Public Services Area Manager	MLS (ALA)	\$80,855	40.00	Librarian Branch Manager	MLS (ALA)	\$70,906	40.00
Librarian V	MLS (ALA)	\$77,832	40.00	Librarian Branch Manager	MLS (ALA)	\$69,850	40.00
Librarian V	MLS (ALA)	\$77,221	40.00				

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Facilities Manager	Other	\$84,623	40.00	Administrative Services Supervisor	Other	\$52,126	40.00
Network Manager	Other	\$88,448	40.00	Library Construction Project Manager	Other	\$84,300	40.00
Community Relations and Engagement	Other	\$89,889	40.00	Network Analyst - Senior	Other	\$65,476	40.00
Human Resources Officer	Other	\$88,404	40.00	Research and Policy Analyst	Other	\$48,707	40.00
Security Manager	Other	\$59,671	40.00	Administrative Specialist - Senior	Other	\$67,877	40.00

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

b. All Other Paid Staff (FTE)
Include maintenance, plant operations, and security

c. Total Library Staff (FTE)

Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a		
89.00	4.00	93.00	221.56	314.56

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*
 104,673

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County		100,547	2,605	103,152
3. Circulation to Nonresidents Living in Another County in Your System		0	0	0
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System		1,521	0	1,521
5. Circulation to All Other Wisconsin Residents 0	6. Circulation to Persons from Out of the State 0			
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, do you allow residents in adjacent systems to purchase library cards? Yes		

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

1. Does your library provide wireless Internet access for patrons' mobile devices? Yes	2. What type of Internet connection do you have? <i>Mark all that apply</i> <input type="checkbox"/> a. State TEACH line <input checked="" type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Does your library use any type of Internet filtering software or service? <input checked="" type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input type="checkbox"/> c. No filtering on any Internet workstation
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XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Self-directed Activities	6		6
	Total Self-directed Activity Participation	497		497

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name Kelly	b. Last Name Wochinske	c. Email Address klwochi@milwaukee.gov
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3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name Joan	b. Last Name Johnson	c. Email Address jrjohns@milwaukee.gov
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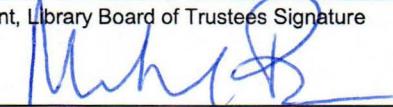

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature	Name of President <i>Print or type</i>	Date Signed
➤ 	Michele Bria	2/26/2020
Library Director / Head Librarian Signature	Name of Director / Head Librarian <i>Print or type</i>	Date Signed
➤ 	Joan Johnson	2/26/20

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County Milwaukee

The Milwaukee Public Library Board of Trustees hereby states that in 2019, the Milwaukee County Federated Library System

- did provide effective leadership and adequately meet the needs of the library.
did not provide effective leadership and adequately meet the needs of the library.

Indicate with an X one of the following two statements.

Explanation of library board's response. Attach additional sheets if necessary.

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to your library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

In the last year, the board and executive director of the MCFLS have exhibited leadership which has been to the benefit of Milwaukee and the other members. Specifically, an inclusive strategic planning process was undertaken and a plan developed for the next 5 years. The Board also led the successful renegotiation of several contracts between MCFLS and the members. Continuing to implement a strategy of slowly reducing contracts payments, more funding is available for other purchases and projects that support all members. In addition, a new marketing and advocacy committee, staff training opportunities, a new CountyCat app, partnering on special programming, and reliable delivery of materials are further evidence of their leadership. 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.

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MPL CONSENT AGENDA
1. Regular Board Meeting Minutes 03/24/2020
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CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

Table with 3 columns: President, Library Board of Trustees Signature; Name of President Print or type; Date Signed. Includes handwritten signature and date 2/26/2020.

COMMENTS

SECTION_II

8c. Statewide Electronic Collections (provided through BadgerLink)
Counted 57 but unable to change field entry.--2020-02-26

SECTION_III

Uses of E-Audio by Users of Your Library
May be due to miscategorization of Freegal usage but our audio e-circulation has increased over 2018.--2020-02-26

SECTION_XIII

Does the library board supervise the administration of the library?

The City Librarian is appointment by the City of Milwaukee mayor and the library's staff compensation is administered by the City's Department of Employee Relations.--2020-02-26

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
INNOVATION & STRATEGY COMMITTEE
MINUTES
Wednesday, April 8, 2020**

By Conference Call

PRESENT: Joan Prince, Ald. Nik Kovac, Matt Kowalski, Jim Marten, Larry Miller, Paula Kiely

OTHERS: MPL: Rebecca Schweisberger

Committee Chair Joan Prince called the MPL Board of Trustees Innovation and Strategy Committee meeting to order at 8:06 a.m. on April 8, 2020 with a quorum present. The meeting was held via conference call using GoToMeeting.

1. **Committee Meeting Minutes from the February 12, 2020 Meeting.** Chair Prince entertained a motion to accept the minutes, listed as Attachment A of the agenda. Trustee Marten moved approval and Trustee Kovac seconded. Motion passed.
2. **Financial Sustainability Task Force.** Library Director Paula Kiely reviewed the information presented at the March 10, 2020 meeting. The presentation included an overview of the City budget process and alternative funding structures. Following dynamic discussion, the task force determined the best course of action will be to focus on short and mid-term solutions to help the library maintain financial sustainability. The task force would like to continue discussion about how the Library and Library Foundation can work together to close funding gaps. At the next meeting, Milwaukee Public Library Foundation Director Ryan Daniels will share information about the work of the Foundation and how it compares to other library foundations in similar cities. The Committee suggested Director Kiely contact other library directors and use ULC listservs to survey library or foundation staff nationwide. The Wisconsin Policy Forum will develop models to show the gap between library needs and available funding. Director Kiely will contact the task force co-chairs to discuss dates for the next meeting. Informational item.
4. **MPL 2022 – Strategic Plan Update.** Director Kiely shared information about new virtual children’s programming initiatives. Virtual programming allows the library to maintain engagement with families and childcare providers during the shutdown and is being shared through MPL’s social media channels. Content includes online storytimes and Ready-To-Read programs for childcare centers. The Committee recommended sharing the information about preschool programming directly with Milwaukee Public Schools (MPS) to reach families with young children. MPL is exploring the Reach Out and Read program to encourage early literacy. The program is a partnership with pediatricians who ‘prescribe’ books for children at well-baby appointments and give parents information about public libraries. The program has been implemented in other cities and has had positive results. Through the program, parents learn ways to support the development of their child’s early literacy skills, families have more books in their homes, parents may read to their children more frequently, and children demonstrate stronger language and early literacy skills. MPL is seeking donors to fund the program,

including a dedicated staff position. Director Kiely sought the Committee's opinion to use available funding resources to cover program costs. The Committee discussed staffing costs and temporary versus long-term funding. Director Kiely will continue to explore options and update the Committee. MPL and Woodland Pattern are partnering to offer the city-wide National Endowment for the Arts (NEA) Big Read program. The program will be modified to offer online interaction. MPL will consider continuing to offer virtual programming options after the library reopens. Informational item.

5. **Next Meeting.** At the June 10, 2020 meeting discussion will continue about virtual programming and the Reach Out and Read program, including statistics reporting. A recap of h

The meeting of the Milwaukee Public Library Board's Innovation & Strategy Committee was adjourned at 9:01 a.m. on April 8, 2020.

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

2020

2019

City Revenues

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 22,559,438	\$ 6,016,753	26.7%
<i>Fines</i>	\$ 183,000	\$ 33,910	18.5%
<i>Lost Materials, etc.</i>	\$ 95,000	\$ 14,163	14.9%
<i>MCFLS Contracts</i>	\$ 722,367	\$ -	0.0%
Total City Appropriation	\$ 23,559,805	\$ 6,064,826	25.7%

	Budget	Received to date	% Received
	\$ 21,937,539	\$ 5,418,269	24.7%
	\$ 215,000	\$ 42,747	19.9%
	\$ 109,000	\$ 14,717	13.5%
	\$ 750,789	\$ 14,961	2.0%
Total	\$ 23,012,328	\$ 5,490,694	23.9%

City Expenses

Salaries & Benefits

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 13,019,079	\$ 3,032,774	23.3%
<i>Fringe Benefits</i>	\$ 5,207,632	\$ 1,354,394	26.0%
Total	\$ 18,226,711	\$ 4,387,168	24.1%

	Budget	Spent to date	% Spent
	\$ 12,375,271	\$ 2,714,931	21.9%
	\$ 5,568,871	\$ 1,049,923	18.9%
Total	\$ 17,944,142	\$ 3,764,854	21.0%

Operating Expenses

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 83,900	\$ 23,802	28.4%
<i>Tools & Machinery Parts</i>	\$ 26,000	\$ 1,080	4.2%
<i>Construction Supplies</i>	\$ 40,000	\$ 6,024	15.1%
<i>Energy</i>	\$ 660,163	\$ 172,558	26.1%
<i>Other Operating Supplies</i>	\$ 170,691	\$ 67,045	39.3%
<i>Vehicle Rental</i>	\$ 8,500	\$ 1,881	22.1%
<i>Non-Vehicle Equipment Rental</i>	\$ 19,300	\$ 9,011	46.7%
<i>Professional Services</i>	\$ 313,000	\$ 133,308	42.6%
<i>Information Technology Services</i>	\$ 373,380	\$ 289,690	77.6%
<i>Property Services</i>	\$ 1,159,000	\$ 260,407	22.5%
<i>Infrastructure Services</i>	\$ 28,000	\$ 32,445	115.9%
<i>Vehicle Repair Services</i>	\$ 0	\$ -	0.0%
<i>Other Operating Services</i>	\$ 132,995	\$ 30,604	23.0%
<i>Reimburse Other Departments</i>	\$ 91,500	\$ -	0.0%
Total	\$ 3,106,429	\$ 1,027,855	33.1%

	Budget	Spent to date	% Spent
	\$ 96,905	\$ 23,807	24.6%
	\$ 18,800	\$ 4,554	24.2%
	\$ 30,000	\$ 5,643	18.8%
	\$ 637,975	\$ 145,224	22.8%
	\$ 146,254	\$ 39,633	27.1%
	\$ 8,160	\$ 1,191	14.6%
	\$ 22,554	\$ 11,818	52.4%
	\$ 191,396	\$ 98,133	51.3%
	\$ 399,440	\$ 318,547	79.7%
	\$ 879,798	\$ 146,930	16.7%
	\$ 28,000	\$ 8,994	32.1%
	\$ 250	\$ -	0.0%
	\$ 287,079	\$ 24,603	8.6%
	\$ 67,250	\$ (952)	-1.4%
Total	\$ 2,813,861	\$ 828,125	29.4%

Equipment

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,660,343	\$ 546,914	32.9%
<i>Computers, etc.</i>	\$ 263,997	\$ 68,392	25.9%
<i>Other</i>	\$ 44,325	\$ 1,867	4.2%
Total	\$ 1,968,665	\$ 617,173	31.3%

	Budget	Spent to date	% Spent
	\$ 1,689,148	\$ 551,111	32.6%
	\$ 316,003	\$ 325,566	103.0%
	\$ 40,174	\$ 5,136	12.8%
Total	\$ 2,045,325	\$ 881,813	43.1%

Other Departmental Appropriation

	Budget	Spent to date	% Spent
<i>Villard Square Property Payment</i>	\$ 4,000	\$ 4,000	100.0%
<i>East Property Payment</i>	\$ 3,000	\$ 1,922	64.1%
<i>Mitchell Street Property Payment</i>	\$ 69,000	\$ 26,707	38.7%
<i>Good Hope Property Payment</i>	\$ 45,000	\$ -	0.0%
<i>Contingent Energy Financing</i>	\$ 137,000	\$ -	0.0%
Total	\$ 258,000	\$ 32,630	12.6%

	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	\$ 23,559,805	\$ 6,064,826	25.7%
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Total	\$ 23,012,328	\$ 5,490,694	23.9%
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**Milwaukee Public Library
Financial Report
March 31, 2020**

2020

2019

Additional Funding Sources

Contract Grants

	Budget	Spent to date	% Spent
WTBBL Jul '19 - Jun '20	\$ 1,026,378	\$ 714,318	69.6%
ILS Jul '19 - Jun '20	\$ 98,680	\$ 67,076	68.0%
Total	\$ 1,125,058	\$ 781,394	69.5%

	Budget	Spent to date	% Spent
	\$ 989,520	\$ 670,508	67.8%
	\$ 96,900	\$ 62,148	64.1%
Total	\$ 1,086,420	\$ 732,656	67.4%

Trust Funds

	Budget	Spent to date	% Spent
Materials	\$ 112,640	\$ 47,205	41.9%
Programming	\$ 34,000	\$ 6,621	19.5%
Training	\$ 13,000	\$ 2,396	18.4%
Marketing	\$ 29,000	\$ 2,447	8.4%
Contingency	\$ 4,000	\$ 1,086	27.2%
Board Development	\$ 6,000	\$ 111	1.9%
Headline	\$ 5,000	\$ -	0.0%
WTBBL - Goldstein	\$ -	\$ -	0.0%
Strehlow 50+	\$ 40,400	\$ 300	0.7%
E.C. Lange - Central Business Commons	\$ 100,000	\$ -	0.0%
Total	\$ 344,040	\$ 60,166	17.5%

	Budget	Spent to date	% Spent
	\$ 104,027	\$ 24,474	23.5%
	\$ 35,500	\$ 5,522	15.6%
	\$ 13,000	\$ 2,462	18.9%
	\$ 29,000	\$ 8,390	28.9%
	\$ 4,000	\$ 420	10.5%
	\$ 5,000	\$ -	0.0%
	\$ 5,000	\$ -	0.0%
	\$ 2,166	\$ 1,375	0.0%
	\$ 42,376	\$ 25	0.0%
	\$ -	\$ -	0.0%
Total	\$ 240,069	\$ 42,668	17.8%

Foundation Funds

	Budget*	Spent to date	% Spent
Materials	\$ 456,141	\$ 12,422	2.7%
Programming	\$ 3,208,728	\$ 324,232	10.1%
Total	\$ 3,664,869	\$ 336,654	9.2%

	Budget*	Spent to date	% Spent
	\$ 604,875	\$ 6,566	1.1%
	\$ 2,080,762	\$ 97,403	4.7%
Total	\$ 2,685,637	\$ 103,969	3.9%

*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 April 2020

The past month has seen an unprecedented closure of public libraries in Milwaukee and across the U.S. as stay at home orders were issued to slow the spread of COVID-19. MPL closed to the community effective March 16th and staff were dismissed to work from home (when possible) effective March 25th. The first two weeks working from home were spent addressing questions and ensuring everyone had the equipment and access they needed to continue to engage in library-related work. Information about compensation was also forthcoming and working with managers and staff took many hours. Once settled, efforts moved to developing and launching online programming, highlighting online resources, and developing plans for reopening in the future. Library administrators met daily for the first 2 weeks and currently are meeting twice a week to coordinate our efforts. We are in communication with colleagues in Wisconsin and throughout the Country as we monitor best practices and share our own with others. I have attended weekly cabinet meetings, Urban Library Council Directors meetings, been keeping up with daily Emergency Operations Management (EOM) reports, and have started to attend the EOC meetings. As planning for our eventual reopening continues, the Health Commissioner will be asked to review our plans before any of them are implemented.

MPL HELPS PEOPLE READ

Bibliophile Book Club at **Tippecanoe** branch library enjoyed *Britt-Marie Was Here* by Fredrik Backman, a colorful and quirky tale of acceptance and self-discovery. Attendance: 5

MPL HELPS PEOPLE LEARN

DIY Paper Flower Workshop **Tippecanoe** branch library helped participants learn how to craft gorgeous and unique floral pieces in this program. This easy-to-learn project was great fun and participants took home vibrant creations to brighten up their homes just in time for spring. Attendance: 16

Preserving Family Memories Part 1. The **Center Street** branch library hosted the Preserving Family Memories Part 1 workshop on March 10. Preserving Family Memories is a workshop providing guidance on proper storage of physical keepsakes such as documents and photos. Milwaukee Public Library archivist shared solutions to common challenges of preservation. Each participant received a preservation starter kit to help jumpstart their project. Attendance: 15

MPL HELPS PEOPLE CONNECT

Young Authors: Write Your Book! This 6-part series at **Tippecanoe** branch library concluded with a strong turnout from the child authors and their parents. The narratives took their final shape and stories were shared through word and illustration. Attendance: 10



MILWAUKEE
PUBLIC LIBRARY

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

MEETING NOTICE AND AGENDA
Tuesday, April 28, 2020
3:00 p.m.

By computer, tablet or smartphone:
<https://global.gotomeeting.com/join/592015453>

Dial by phone:
United States: +1 (872) 240-3212

Access Code: 592-015-453

Committee Members: Chair Chris Layden, Vice-Chair Milele Coggs, Michael Murphy, Mark Sain, Jennifer Smith, Paula Kiely, Secretary, Rebecca Schweisberger, Secretary's Assistant (414) 286-3021

3:00 – 3:05

1. **Committee Meeting Minutes Review.** The committee will review and approve the minutes from the October 22, 2019 meeting.

Attachment A, page 3

3:05 – 3:25

2. **Financial Statements and Auditors' Report.** The Financial Statements and Independent Auditors' Report of the Milwaukee Public Library Trust Fund for calendar year 2019 will be presented for approval and recommendation to the full Board.

3:25-3:40

3. **Quarterly Review of Fund Investments.** Mr. Wayne Sattler of US Bank will review the performance of the Trust Fund investments and offer suggestions for maximizing returns.

3:40 – 3:45

4. **Quarterly Library Report of the Internal Control of the MPL Trust and Gift Funds.** Assistant Library Director Jennifer Meyer-Stearns will report on internal accounting management.

Attachment B, page 5

3:45– 3:55

5. **Check Signature Policy.** Library Administration will seek approval of the updated policy. The edited draft and final draft will be presented for review.

Attachment C, page 7

ATTACHMENT B - P. 1 of 9

5. Finance & Personnel Committee Meeting

04/28/2020

3:55– 4:00

6. **Next Meeting.** The Committee will discuss items to be included on the July 28, 2020 agenda.

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
FINANCE & PERSONNEL COMMITTEE
MINUTES**

**Tuesday, October 22, 2019
Central Library Meeting Room 1**

PRESENT: Michele Bria, Ald. Milele Coggs, Ald. Michael Murphy, Mark Sain,
Jennifer Smith, Paula Kiely

EXCUSED: Chris Layden

OTHERS

PRESENT: MPL: Joan Johnson, Sarah Leszczynski, Anne Rasmussen,
Rebecca Schweisberger, Dea Wright
MPL Foundation: Ryan Daniels
US Bank: Richard Romero, Wayne Sattler
Budget and Policy Division: Mason Lavey

President Bria called the meeting of the Board of Trustees Finance & Personnel Committee to order at 3:24 p.m. on Tuesday, July 23, 2019. Trustee Coggs participated by phone; Trustees Murphy and Sain joined the meeting in progress. President Bria's attendance constituted a quorum to begin the meeting.

1. **Committee Meeting Minutes Review.** The committee reviewed the minutes from the July 23, 2019 meeting. Trustee Coggs moved to approve the minutes; Trustee Smith seconded. Motion passed.
2. **2020 Committee Meetings.** The committee reviewed the proposed meeting schedule for 2020, listed as Attachment B of the agenda. Trustee Smith moved to approve the meeting schedule; President Bria seconded. Motion passed.
3. **Quarterly Review of Fund Investments.** The Committee received the U.S. Bank Institutional Trust and Custody quarterly report for MPL dated October 22, 2019 prior to the meeting. Mr. Wayne Sattler, Senior Vice President & Managing Director at U.S. Bank provided a market overview and portfolio summary. Trustee Murphy moved to accept and place on file the report; Trustee Sain seconded. Motion passed. Mr. Sattler also presented a revised investment policy. The Committee will review the proposed allocation policy and will notify Mr. Sattler if any changes are in order.
4. **Quarterly Library Report of the Internal Control of the MPL Trust and Gift Funds.** Business Services Specialist Sarah Leszczynski referred to Attachment C of the agenda, Internal Controls – Third Period 2019 memo. She reported all internal control processes were followed and there were no accounting issues. Informational item.
5. **2020 Library Trust & Gift Fund Expenditure Request.** Library Director Paula Kiely presented a request to expend up to \$203, 640 from the MPL Trust and Gift Funds for operational support. The 2020 request includes an increased distribution of the

unrestricted funds, from 4% to 5%, to offset a reduced materials budget. Trustee Murphy moved to increase the allocation to 5%. Trustee Sain seconded. Motion passed.

6. **2020 MPL Foundation Request.** Director Kiely reviewed the planning process for requesting Foundation funds for library programming and presented a draft of the 2020 request. The request process has become more formal over the last several years due to increases in the amounts requested. The Committee discussed the programs covered by the request and other possible program expenditures and funding. Trustee Sain moved to grant approval for Director Kiely to move forward with the request and continue discussion about it with Library Foundation Director Ryan Daniels. Trustee Smith seconded. Motion passed.

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 4:06 p.m. on Tuesday, October 22, 2019.



MEMORANDUM

Date: January 28, 2020

To: Paula A. Kiely, Library Director

From: Jennifer Meyer, Assistant Library Director - Operations

Re: Internal Controls – Fourth Period 2019

I have confirmed that in October, November, and December 2019, Library staff followed Trust Fund internal control procedures. I am pleased to report there were no issues with the operations of the Library Gift and Trust Fund during this period.

The Account Clerk received all checks and prepared cash receipts for each one. I reviewed and retained a copy of each cash receipt.

The Business Manager prepared checks and Fund Payment Requests for signature based on the Board's Check Signature Policy.

As the Assistant Library Director, I received the monthly bank statements and reviewed canceled checks. I prepared the monthly bank reconciliations for this period and the Library Business Manager posted all transactions to QuickBooks.



MEMORANDUM

Date: April 28, 2020

To: Paula A. Kiely, Library Director

From: Jennifer Meyer, Assistant Library Director - Operations

Re: Internal Controls – First Period 2020

I have confirmed that in January, February, and March 2020, Library staff followed Trust Fund internal control procedures. I am pleased to report there were no issues with the operations of the Library Gift and Trust Fund during this period.

The Account Clerk received all checks and prepared cash receipts for each one. I reviewed and retained a copy of each cash receipt.

The Business Manager prepared checks and Fund Payment Requests for signature based on the Board's Check Signature Policy.

As the Assistant Library Director, I received the monthly bank statements and reviewed canceled checks. I prepared the monthly bank reconciliations for this period and the Library Business Manager posted all transactions to QuickBooks.

MPL – CHECK SIGNATURE POLICY

Administration – P0023

Issue Date: 04/20/07

Revised: 12/12/19

Review Date: 12/12/2024

Supersedes: None

The Library Trust and Gift (Fund) is under the jurisdiction and control of the Library Board (Board) who annually approves a fund budget to be used for library programs, materials, training, and other needs. The Board assigns responsibility for acquisition and payment of goods and services to the Board Secretary (or designee).

Prior to payments being processed and checks prepared, invoices for goods and services must be reviewed and approved by the appropriate program coordinator. The Board authorizes checks to be signed as follows:

- A. Checks under \$1,000: The Library’s Deputy Director is authorized to sign checks that are less than \$1,000. In the absence of the Deputy Director, the Associate Library Directors are authorized signatories.
- B. Checks from \$1,000 to \$15,000: The Secretary is authorized to sign checks in the amount of \$1,000 to \$15,000. In the absence of the Secretary, the Deputy Library Director and the Associate Library Directors are authorized signatories.
- C. Checks over \$15,000: Written authorization ([MPL-6E.BUS](#)) from the President or Financial Secretary is required for signature by the Secretary.

The only exceptions to this policy will be with the written approval of the Library Board.

Reviewed: 12/6/2019

Schedule for Committee review & approval: April 28, 2020

Schedule for Board Approval: April 28, 2020

Next Review: 2025

Tags: Trust, Checks, Fund

Policy Number: P0023

Section: Administration

Library Board Approvals: April 28, 2020

Related Procedures: None

File Name: P0023_CheckSignaturePolicy_Adm



Procedures

MPL – CHECK SIGNATURE POLICY

Administration – #~~2042~~P0023

Issue Date: 04/20/07

Revised: 12/12/19 Review Date: 04/20/12/12/2024

Supersedes: None; ~~New Procedure~~

The ~~Combined Endowment and Gift Fund~~Library Trust and Gift (Fund) is under the jurisdiction and control of the Library Board (Board) who ~~annually~~ approves a fund budget to be used for library programs, ~~and materials, training, and other needs.~~

The ~~Library~~ Board assigns responsibility for acquisition and payment of goods and services to the Board Secretary (or designee).

Prior to payments being processed and checks prepared, invoices for goods and services must be reviewed and approved by the appropriate program coordinator. The Board authorizes checks to be signed as follows:

~~A.~~ Checks under \$1,000: The Library's Deputy Director is authorized to sign checks that are less than \$1,000. In the absence of the Deputy Director, the Business and Operations Manager-Associate Library Directors are authorized signatories.

~~B.~~ A. _____

~~B.~~ Checks from \$1,000 to \$15,000: The Secretary is authorized to sign checks in the amount of \$1,000 to \$15,000. In the absence of the Secretary, the Deputy Library Director and the Associate Library Directors are authorized signatories.

C. Checks over \$15,000: Written authorization (MPL-6E.BUS) from the President or Financial Secretary is required for signature by the Secretary.

The only exceptions to this policy will be with the written approval of the Library Board.

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Policy Number: P0023

Section: Administration

Library Board Approvals: April 28, 2020

Related Procedures: None

File Name: P0023 CheckSignaturePolicy Adm

Page 1

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PROCEDURES

Reviewed: 12/6/2019

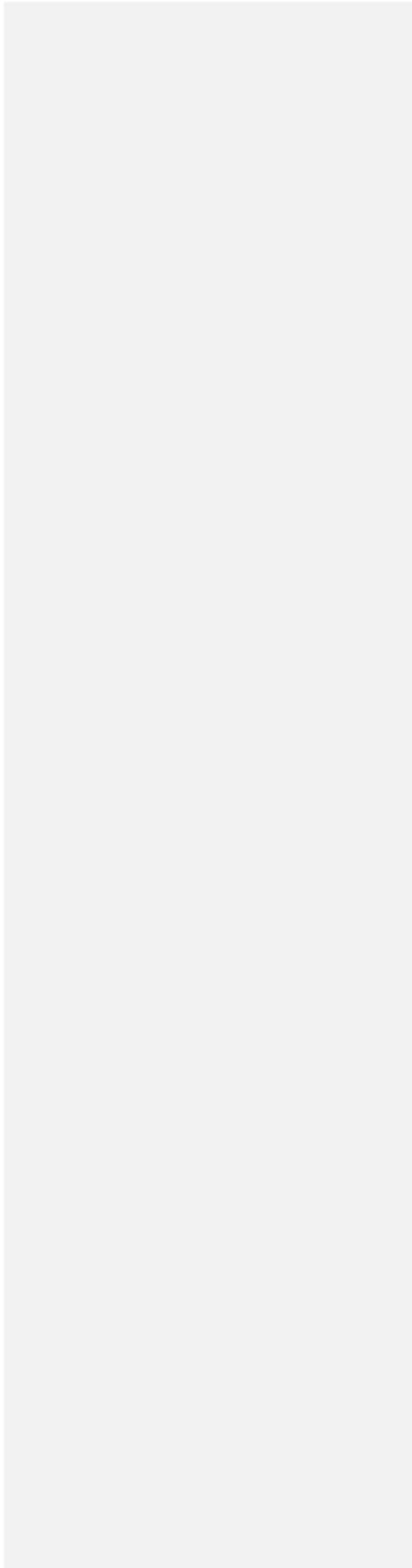
Schedule for Committee review & approval: ~~January~~ April 28, 2020-

Schedule for Board Approval: ~~January~~ April 28, 2020-

Next Review: 2025

Tags: Trust, Checks, Fund

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**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Thursday, April 2, 2020
Central Library Meeting Room 1**

PRESENT: Mark Sain, Nik Kovac, Chris Layden, Jim Marten, Joan Prince, Paula Kiely

OTHERS

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

Committee Chair Mark Sain called the MPL Board of Trustees Building and Development Committee meeting to order at 8:03 a.m. on April 2, 2020 with a quorum present. All Trustees attended by phone.

1. **Approval of the Minutes.** Chair Sain entertained a motion to accept the minutes from the March 5, 2020 and March 24, 2020 meetings, listed as Attachment A of the agenda. Trustee Kovac moved approval and Trustee Marten seconded. Motion passed.
2. **Fire Alarm Improvement Project – Central Library.** A bid was issued for fire alarm improvements at Central Library and a virtual bid opening was held on March 23, 2020. Three bids were received for the project. Library Administration distributed a memo with the bid results prior to the meeting and recommends awarding the contract to Hurt Electric for a negotiated total of up to \$348,000. Hurt Electric has experience working with MPL and the City. Trustee Prince moved to award the contract to Hurt Electric. Trustee Marten seconded. Motion passed.
3. **Amendment to Development Agreement – Good Hope Library.** Library Construction Project Manager Sam McGovern-Rowen reported the negotiated amendment is complete and is currently being circulated for signatures from the development team and will then be routed to MPL for signatures. The amendment will be brought before the Zoning, Neighborhoods, & Development Committee on April 9, 2020. The Committee discussed logistics for the opening celebration, including a 'virtual welcome' if needed. Trustee Sain and Library Director Paula Kiely thanked Mr. McGovern-Rowen and Mary Schanning, Assistant City Attorney, for their continued work on this project. Informational item.
4. **Project Inventory and Status Report.** Assistant Library Director Jennifer Meyer-Stearns reviewed the inventory of current and upcoming building projects for 2020, listed as Attachment B of the agenda. Facilities Manager Armando Chacon presented an update on the completion status of several projects, including Central Library Energy Project and Center Street ADA Projects. Building shut downs have accelerated the pace of completion for some projects. The projects list will be maintained and shared with the Committee at each meeting. Informational item.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 8:25 a.m. on April 2, 2020.



MEMO



Date: March 25, 2020

To: Milwaukee Public Library Board of Trustees

From: Jennifer Meyer-Stearns, Assistant Library Director – Library Operations

Re: Award recommendation for MPL Central Fire Alarm Improvements

The Milwaukee Public Library issued a bid for the MPL Central Fire Alarm Improvements. The bid was publicly advertised with the public bid opening held on Monday, March 23, 2020.

The three companies below submitted bids:

Company	Single Lump Sum Amount
DAIRYLAND ENERGY SOLUTIONS, INC.	\$392,900
HURT ELECTRIC, INC.	\$348,000
ELEMBERG ELECTRIC COMPANY, INC.	\$427,762

Library Administration recommends awarding the contract to the lowest bidder, Hurt Electric, for a negotiated total of up to \$348,000.