



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, November 23, 2021
4:00 p.m.**

By Go To Meeting

By computer, tablet or smartphone:
<https://global.gotomeeting.com/join/183791021>

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

Access Code: 183-791-021

AGENDA

4:00 – 4:05

WELCOME & ROLL CALL

4:05 – 4:15

PUBLIC COMMENT

HOLIDAY BOOK EXCHANGE

4:15 – 4:20

CONSENT AGENDA

Attachment A, page 4

1. **Regular Board Meeting Minutes, October 26, 2021.**
2. **Committee Reports**
 - a. Finance & Personnel Committee Meeting Minutes – October 26, 2021
 - b. Executive Committee Meeting Minutes – November 17, 2021
3. **Administrative Reports.**
 - a. Financial Report
 - b. Library Director’s Report
 - c. Statistics

NEW BUSINESS

4:20 – 4:25

4. **2021 Milwaukee Public Library Proposed Service Hours.** The 2022 MPL Public Service schedule of hours will be presented for approval.

Attachment B, page 17

4:25 – 4:35

5. **Contract Award – Library Books and Media Materials.** MPL staff will seek approval to award the contract for library books and media materials.

REPORTS

4:35 – 4:45

6. **Services & Programs Committee.** Chair Milele Coggs will present the action items from the November 3, 2021 meeting.

Attachment C, page 18

4:45 – 4:55

7. **Building & Development Committee.** Vice-Chair Nik Kovac will present the action items from the November 4, 2021 meeting.

Attachment D, page 20

OLD BUSINESS

4:55 – 5:10

8. **Racial Equity & Inclusion (REI) Action Plan Status Update.** Dominique Samari of P3 Group will present the survey data and next steps of the plan.

5:10 – 5:20

9. **2022 Budget – Final Update.** The Board will review the 2022 adopted budget for the library.

5:20 – 5:30

10. **Closing Remarks and Adjournment.**

REMINDER: Next scheduled meetings are:

January 4, 2022 Innovation & Strategy Committee – Video Conference Call, 9:00 a.m.

January 6, 2022 Building & Development Committee – Video Conference Call, 8:00 a.m.

January 12, 2022 Finance & Personnel Committee Meeting – Video Conference Call, 8:00 a.m.

January 25, 2021 Board Meeting – Video Conference Call, 4:00 p.m.

Trustees

Michele Bria, *President*, Chris Layden, *Vice-President*, Jennifer Smith, *Financial Secretary*,
Ald. Milele Coggs, Ald. Nik Kovac, Matthew Kowalski, Teresa Mercado,
Michael Morgan, Sup. Marcelia Nicholson, Mark Sain, Erika Siemsen, Ald. JoCasta Zamarripa
Joan Johnson, *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, October 26, 2021

Video Conference Call via GoToMeeting

PRESENT: Michele Bria, Chris Layden, Ald. Milele Coggs, Ald. Nik Kovac, Matthew Kowalski, Teresa Mercado, Michael Morgan, Sup. Marcelia Nicholson, Mark Sain, Erika Siemsen, Joan Johnson

EXCUSED: Jennifer Smith, Ald. JoCasta Zamarripa

STAFF: Maria Burke, Eileen Force Cahill, Tammy Mays, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Anne Rasmussen, Marian Royal, Rebecca Schweisberger, Kelly Wochinske, Dana Zurek

OTHERS

PRESENT: Budget and Policy Division: Mason Lavey
MPL Foundation: Ryan Daniels

President Michele Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:03 p.m. on October 26, 2021 with a quorum present. All Trustees participated by video conference.

SPECIAL COMMUNICATION

1. **Quarterly Review of Fund Investments**. On behalf of U.S. Bank, Vice President and Relationship Manager Richard Romero thanked the Board for the opportunity to serve as the investment manager. Mr. Romero introduced Wayne Sattler, Senior Vice President & Managing Director at U.S. Bank. Mr. Sattler referred to the Account Investment Materials and provided a market overview. The investment performance of the trust fund for the period ending October 26, 2021 was reviewed. There were no recommended changes to the current portfolio allocations. Trustee Sain moved to accept the investment report; Trustee Nicholson seconded. Motion passed.

CONSENT AGENDA

1. **Regular Board Meeting Minutes September 28, 2021.**
2. **Committee Reports**
 - a. Building & Development Committee Meeting Minutes – October 7, 2021
 - b. Innovation & Strategy Committee Meeting Minutes – October 13, 2021
3. **Administrative Reports**
 - a. Financial Report
 - b. Library Director's Reports
 - c. Statistics
4. **Letter of Thanks for Additional Funds to Overdrive Advantage.**

REPORTS

6. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Trustee Kovac reported on the October 11, 2021 meeting. North Shore Library is planning to open a new location in Bayside. The project has support from most member municipalities. The Board made regular annual approvals. Informational item.
7. **Finance & Personnel Committee Meeting.** Vice-Chair Milele Coggs reported on the October 26, 2021 meeting. The Committee received the quarterly Internal Controls report. Library Director Johnson presented a request to expend up to \$199, 000 from the MPL Trust and Gift Fund for operational support. The Committee moved to approve the expenditure request; Trustee Morgan seconded. Motion passed.
8. **Summer Reading Program Update.** Kelly Wochinske, Library Public Services Area Manager (EOS and CLCR) presented an update on the 2021 Summer Reading Program (SRP). Since the beginning of the COVID-19 pandemic, the loss of in-person programming led to a decrease in participation and partnership opportunities; however, total participation increased 40% over 2020. The 2021 SRP was almost entirely virtual and participants were able to mix and match activities with reading. MPL staff continued to host daily story times, including programs in Spanish, Hmong, and American Sign Language. MPL hosted guest educators with presentations from local dance companies, Milwaukee Public Museum, Schlitz Audubon Nature Center, and a Super Reader Squad dance party with DJ Bizzon. MPL also offered 'Take and Make' kits with various themes focused on STEM (Science, Technology, Engineering, and Mathematics) and art. The kits included all necessary supplies and instructions. Librarians were overjoyed to offer outdoor Story Time programs for families. MPL worked with group and family child care centers, school age programs, and MPS summer academies to offer outreach support, community partnership, and book giveaways. MPL distributed just over 16,000 books this summer. The Teen Summer Reading Challenge included a public art scavenger hunt. The scavenger hunt encouraged teens to explore Milwaukee neighborhoods and view 52 pieces of outdoor public art. Teens were interested in activities that allowed for safe gathering and looking for outdoor public art was an enjoyable option. MPL hosted several virtual visits with children's and young adult authors and illustrators. In spite of challenges posed by the pandemic, the 2021 SRP was successful. Staff adapted to meet the needs of the public and will incorporate new skills and tools into future programs. Ms. Wochinske thanked all MPL staff and the MPL Foundation for their support of SRP. The Board thanked Ms. Wochinske and the Education and Outreach Services team for their vision, foresight, and dedication to the children of Milwaukee. MPL Foundation Executive Director Ryan Daniels shared information about the Grand Slam Sweepstakes fundraiser to help raise funds to support the 2022 SRP. Informational item.

NEW BUSINESS

9. **2022 Board Meeting Schedule and Committee Assignments.** The Board reviewed the 2022 meeting schedule and committee assignments. Trustee Morgan moved to approve and Trustee Sain seconded. Motion passed.

With no further business, the Milwaukee Public Library Board of Trustees meeting of October 26, 2021 was adjourned at 5:00 p.m.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
FINANCE & PERSONNEL COMMITTEE
MINUTES**

Tuesday, October 26, 2021

Video Conference Call by GoToMeeting

PRESENT: Ald. Milele Coggs, Teresa Mercado, Sup. Marcelia Nicholson, Joan Johnson

EXCUSED: Jennifer Smith, Mark Sain

OTHERS

PRESENT: MPL: Jennifer Meyer-Stearns, Sarah Leszczynski, Rebecca Schweisberger
Budget and Policy Division: Mason Lavey

Vice-Chair Coggs called the meeting of the Board of Trustees Finance & Personnel Committee to order at 3:12 p.m. on Tuesday, October 26, 2021. All Trustees and presenters participated by video or audio conference.

1. **Committee Meeting Minutes Review.** The Committee reviewed the minutes from the July 27, 2021 meeting. Trustee Nicholson moved to approve the minutes and Trustee Mercado seconded. Motion passed.
2. **Quarterly Library Report of the Internal Control of the MPL Trust and Gift Funds.** Deputy Library Director Jennifer Meyer-Stearns reported on the 2021 third quarter internal controls. All internal control processes were followed, Deputy Director Meyer-Stearns reconciled the accounts, and Library Business Manager Sarah Leszczynski posted all transactions to QuickBooks. Informational item.
3. **2022 Committee Meeting Schedule.** The Committee reviewed the proposed meeting schedule for 2022. Trustee Nicholson moved to approve and Trustee Mercado seconded. Motion passed.
4. **2022 Library Trust & Gift Fund Expenditure Request.** Library Director Joan Johnson presented a request to expend up to \$199,000 from the MPL Trust and Gift Fund. The unrestricted funds will be used toward 2022 public programming, including marketing and promotional materials, and professional development for staff. The restricted portion will support materials purchases. Trustee Nicholson moved to approve the request and Trustee Mercado seconded. Motion passed.

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 3:22 p.m. on Tuesday, October 26, 2021.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
EXECUTIVE COMMITTEE
MINUTES**

Wednesday, November 17, 2021

Virtual via GoToMeeting

PRESENT: Michele Bria, Chris Layden, Mark Sain, Jennifer Smith, Joan Johnson

OTHERS

PRESENT: MPL: Tammy Mays, Sam McGovern-Rowen, Jennifer Meyer-Stearns,
Rebecca Schweisberger
Budget and Policy Division: Mason Lavey

President Bria called the MPL Board of Trustees Executive Committee meeting to order at 4:04 p.m. on November 17, 2021. All Trustees participated by video conference.

1. **Approval of the Minutes.** President Bria entertained a motion to accept the minutes from the June 16, 2021 meeting. Trustee Smith moved to approve and Trustee Sain seconded. Motion passed.
2. **Board Meetings Outlook.** Library Director Joan Johnson presented a draft master schedule for Board meeting agenda items. The Committee made suggestions for proposed Board education topics and recommends changing the US Bank report presentation from quarterly to once per year, unless there are significant changes that warrant an update. Informational item.
3. **Capital Projects Funding.** Director Johnson shared an update and details on the capital projects funding. MPL submitted several projects for funding through the American Rescue Plan Act (ARPA) and other federal funding sources. ARPA funding was secured for the Martin Luther King branch redevelopment via the City's budget process. The Committee discussed the possibility of a capital campaign in partnership with the MPL Foundation, which would be informed by the Balancing the Books report and joint committee. Informational item.
4. **Capitol Branch Redevelopment.** Sam McGovern-Rowen, Library Construction Project Manager, introduced the option of redeveloping the existing Capitol branch instead of creating a new mixed-use branch on a different site. The original Request for Proposal (RFP) for mixed-use development was issued nearly 3 years ago and has gone through 2 rounds with no viable projects. Redeveloping the existing site would expedite the process and bring a new library to the neighborhood at a lower cost. It was agreed that MPL will engage an architect to conduct a feasibility study of renovating the building at its current site. Informational item.
5. **2021 Summary and 2022 Visioning.** Director Johnson presented an overview of MPL's 2021 accomplishments, including:
 - Chromebook lending
 - Environmental investments and energy-use reduction
 - Improved collection access and management tools
 - Expanded virtual programming
 -

Director Johnson also reviewed the ARPA grant proposals submitted by MPL to various state and federal entities. The 2022 MPL budget was finalized on November 5th and changes to hours and services were summarized.

Initiatives for 2022 include:

- Implementation of the Race, Equity, and Inclusion Action Plan
- Reinstatement of in-person programs and the remaining suspended services
- Completion of the design phase of Martin Luther King branch redevelopment and groundbreaking for construction
- Increased support to students including the LibraryNOW program expansion
- Improving high-speed broadband internet access in under-served communities

Informational item.

6. **MPL Foundation Process Review**. Director Johnson provided a brief report on the MPL Foundation (MPLF) documents, the relationship between MPL and MPLF, and existing agreements. MPLF Executive Director Ryan Daniels and MPLF Board President Mary Sprague are reviewing the Foundation bylaws to ensure they reflect current practices. The bylaws were most recently revised in 2001. Director Johnson and Deputy Director Jennifer Meyer-Stearns are also reviewing the MPLF foundational documents to ensure the Library's interests are maintained through proper procedure and oversight as outlined in the existing agreement. Informational item.

The meeting of the Milwaukee Public Library Board's Executive Committee was adjourned at 5:14 p.m. on November 17, 2021.

**Milwaukee Public Library
Financial Report
October 31, 2021**

2021

2020

City Revenues

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 23,881,151	\$ 19,381,250	81.2%
<i>Fines</i>	\$ 157,000	\$ 27,231	17.3%
<i>Lost Materials, etc.</i>	\$ 71,000	\$ 35,142	49.5%
<i>MCFLS Contracts</i>	\$ 762,627	\$ 570,314	74.8%
Total City Appropriation	\$ 24,871,778	\$ 20,013,937	80.5%

	Budget	Received to date	% Received
	\$ 22,651,855	\$ 14,671,847	64.8%
	\$ 183,000	\$ 60,611	33.1%
	\$ 95,000	\$ 22,338	23.5%
	\$ 722,367	\$ 384,413	53.2%
Total	\$ 23,652,222	\$ 15,139,209	64.0%

City Expenses

Salaries & Benefits

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 13,001,478	\$ 10,740,780	82.6%
<i>Fringe Benefits</i>	\$ 5,980,680	\$ 4,527,276	75.7%
Total	\$ 18,982,158	\$ 15,268,056	80.4%

	Budget	Spent to date	% Spent
	\$ 13,019,079	\$ 7,819,016	60.1%
	\$ 5,207,632	\$ 3,652,568	70.1%
Total	\$ 18,226,711	\$ 11,471,584	62.9%

Operating Expenses

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 112,427	\$ 65,250	58.0%
<i>Tools & Machinery Parts</i>	\$ 20,001	\$ 17,353	86.8%
<i>Construction Supplies</i>	\$ 21,500	\$ 17,024	79.2%
<i>Energy</i>	\$ 787,811	\$ 506,609	64.3%
<i>Other Operating Supplies</i>	\$ 192,312	\$ 125,107	65.1%
<i>Vehicle Rental</i>	\$ 8,450	\$ 1,729	20.5%
<i>Non-Vehicle Equipment Rental</i>	\$ 28,050	\$ 11,205	39.9%
<i>Professional Services</i>	\$ 292,250	\$ 198,400	67.9%
<i>Information Technology Services</i>	\$ 407,800	\$ 369,926	90.7%
<i>Property Services</i>	\$ 1,252,790	\$ 1,134,840	90.6%
<i>Infrastructure Services</i>	\$ 35,000	\$ 29,273	83.6%
<i>Vehicle Repair Services</i>	\$ -	\$ -	100.0%
<i>Other Operating Services</i>	\$ 138,453	\$ 63,810	46.1%
<i>Reimburse Other Departments</i>	\$ 366,310	\$ 324,471	88.6%
Total	\$ 3,663,154	\$ 2,864,997	78.2%

	Budget	Spent to date	% Spent
	\$ 83,900	\$ 42,472	50.6%
	\$ 26,000	\$ 3,657	14.1%
	\$ 40,000	\$ 7,371	18.4%
	\$ 660,163	\$ 504,464	76.4%
	\$ 170,691	\$ 110,567	64.8%
	\$ 8,500	\$ 3,801	44.7%
	\$ 19,300	\$ 15,230	78.9%
	\$ 399,150	\$ 168,815	42.3%
	\$ 373,380	\$ 356,307	95.4%
	\$ 1,159,000	\$ 770,902	66.5%
	\$ 28,000	\$ 32,445	115.9%
	\$ -	\$ -	100.0%
	\$ 132,995	\$ 49,479	37.2%
	\$ 91,500	\$ 35,808	39.1%
Total	\$ 3,192,579	\$ 2,101,318	65.8%

Equipment

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,700,000	\$ 1,458,370	85.8%
<i>Computers, etc.</i>	\$ 227,056	\$ 212,259	93.5%
<i>Other</i>	\$ 46,610	\$ 30,959	66.4%
Total	\$ 1,973,666	\$ 1,701,588	86.2%

	Budget	Spent to date	% Spent
	\$ 1,660,343	\$ 1,229,379	74.0%
	\$ 266,297	\$ 128,155	48.1%
	\$ 48,292	\$ 9,860	20.4%
Total	\$ 1,974,932	\$ 1,367,394	69.2%

Other Departmental Appropriation

	Budget	Spent to date	% Spent
<i>Villard Square Property Payment</i>	\$ 7,500	\$ 7,500	100.0%
<i>East Property Payment</i>	\$ 3,000	\$ 2,996	99.9%
<i>Mitchell Street Property Payment</i>	\$ 69,000	\$ 40,500	58.7%
<i>Good Hope Property Payment</i>	\$ 45,000	\$ -	0.0%
<i>Contingent Energy Financing</i>	\$ 128,300	\$ 128,300	100.0%
Total	\$ 252,800	\$ 179,296	70.9%

	Budget	Spent to date	% Spent
	\$ 4,000	\$ 4,000	0.0%
	\$ 3,000	\$ 1,922	0.0%
	\$ 69,000	\$ 67,207	97.4%
	\$ 45,000	\$ -	0.0%
	\$ 137,000	\$ 125,784	91.8%
Total	\$ 258,000	\$ 198,913	77.1%

Total City Expenses	\$ 24,871,778	\$ 20,013,937	80.5%
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Total	\$ 23,652,222	\$ 15,139,209	64.0%
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**Milwaukee Public Library
Financial Report
October 31, 2021**

2021

2020

Additional Funding Sources

Contract Grants

	Budget	Spent to date	% Spent
WTBBL Jul '21 - Jun '22	\$ 1,132,000	\$ 376,404	33.3%
ILS Jul '21 - Jun '22	\$ 105,750	\$ 31,394	29.7%
Total	\$ 1,237,750	\$ 407,798	32.9%

	Budget	Spent to date	% Spent
	\$ 1,053,580	\$ 356,092	33.8%
	\$ 102,950	\$ 25,527	24.8%
	\$ 1,156,530	\$ 381,619	33.0%

Trust Funds

	Budget	Spent to date	% Spent
Materials	\$ 85,303	\$ 85,298	100.0%
Programming	\$ 24,000	\$ 18,495	77.1%
Training	\$ 8,000	\$ 3,202	40.0%
Marketing	\$ 20,000	\$ 2,098	10.5%
Contingency	\$ 2,500	\$ 572	22.9%
Board Development	\$ 4,000	\$ 465	11.6%
Headline	\$ -	\$ -	0.0%
Strehlow 50+	\$ 39,615	\$ 330	0.0%
E.C. Lange - Central Business Commons	\$ -	\$ -	0.0%
E.C. Lange - Community Room 1	\$ -	\$ -	0.0%
Total	\$ 183,418	\$ 110,460	60.2%

	Budget	Spent to date	% Spent
	\$ 112,640	\$ 109,598	97.3%
	\$ 34,000	\$ 13,149	38.7%
	\$ 13,000	\$ 5,670	43.6%
	\$ 29,000	\$ 9,262	31.9%
	\$ 4,000	\$ 1,086	27.2%
	\$ 6,000	\$ 3,583	59.7%
	\$ 5,000	\$ -	0.0%
	\$ 40,400	\$ 805	2.0%
	\$ 100,000	\$ 100,000	100.0%
	\$ 300,000	\$ -	0.0%
	\$ 644,040	\$ 243,153	37.8%

Foundation Funds

	Budget*	Spent to date	% Spent
Materials	\$ 405,967	\$ 43,721	10.8%
Programming	\$ 1,640,850	\$ 616,366	37.6%
Total	\$ 2,046,817	\$ 660,087	32.2%

	Budget*	Spent to date	% Spent
	\$ 315,144	\$ 83,116	26.4%
	\$ 2,565,750	\$ 1,246,249	48.6%
	\$ 2,880,894	\$ 1,329,365	46.1%

*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 #338121789 dated 3/29/21 and maturing 12/1/21 at a rate of 0.005%...\$350,000.00

Director's Report October and November Activities

Covid Response Update

On Monday, November 15th, the library continued its phased re-opening as follows:

- Unaccompanied children ages nine and older are welcome in Central and all branch locations
- Children's Room at Central (CLCR) is open - same hours as Central's general hours
- Humanities Room at Central (Zeidler Room) is open from 2pm-6pm Monday through Friday

2022 Budget and American Rescue Plan Funding

Johnson and team attended multiple meetings in preparation for submitting a proposal for a new grant opportunity under ARPA, the Governor's State Neighborhood Investment Fund. MPL submitted for funding toward new construction of the Martin Luther King, Jr. Branch. Johnson continued to meet with other department heads and the Mayor's staff to discuss additional funding opportunities for investing in broadband infrastructure for underserved areas of the City.

Racial Equity & Inclusion (REI)

Regular meetings continue and the core planning team was briefed on preliminary findings from the staff and board surveys. Focus groups are currently underway and the patron survey continues. Presentations for staff and the Board are being scheduled. The process of developing the REI Action Planning Team is beginning and will include a broad cross-section of staff.

Community

Johnson continues to meet regularly with peer groups at state and national levels to share and exchange information regarding the pandemic response, ARPA funding opportunities and matters related to broadband infrastructure investments. This has resulted in an expanded network of professionals and experts that Johnson has tapped into for information and guidance that she has valued on the same par as working with a paid consultant.

Johnson joined a group of community leaders to welcome Maya Smart, author and advocate for early childhood education initiatives, and now a new resident in the Greater Milwaukee area, joining her husband Shaka Smart and new coach for the Marquette University men's basketball team. She is an avid library supporter and will be engaged to explore potential areas of collaboration in the coming months.

MPL HELPS PEOPLE READ

Climate Action Book Club. Participants at October's meeting discussed *A Terrible Thing to Waste* by Harriet A. Washington, which explored the lingering effects of environmental toxins on physical and mental health outcomes for communities of color. Lead abatement programs are few and far between in the areas that need them most; efforts to effectively enforce environmental laws are stymied at many turns by lobbyist interests and corporate greed. Washington presented a qualitative and statistical landscape that is sobering, but also practical solutions for moving forward in addressing these systemic wrongs. Attendance: 5

MPL HELPS PEOPLE LEARN

LinkedIn (series). Guest presenter Clarene Mitchell of TCM Communications gave a presentation on October 7th centered on optimizing various aspects of LinkedIn as a professional social media platform. Tips such as having a great profile picture, building a network of over 500 contacts, and generating job leads through contacts were beneficial strategies to get the most out of this site. Clarene returned for a second presentation on October 27th aimed at sharing the value of using LinkedIn as a valuable platform for entrepreneurs. Many tips were shared of how to navigate and leverage this social media site to network and grow a successful business online. This new and innovative program was hosted by staff of Central's Business, Technology, and Periodicals Department. Attendance: 11

Technology Tuesdays (series). This program supports the Milwaukee Public Library's strategic plan outcome of increasing digital inclusion by identifying current and future trends in all realms of technology and presenting them to library patrons in a straightforward and easy to understand manner. In September, Technology Tuesdays covered the following topics: Digital Media Literacy, Online Money Tips, Google Account and Google Chrome, and Gmail and Google Calendar.

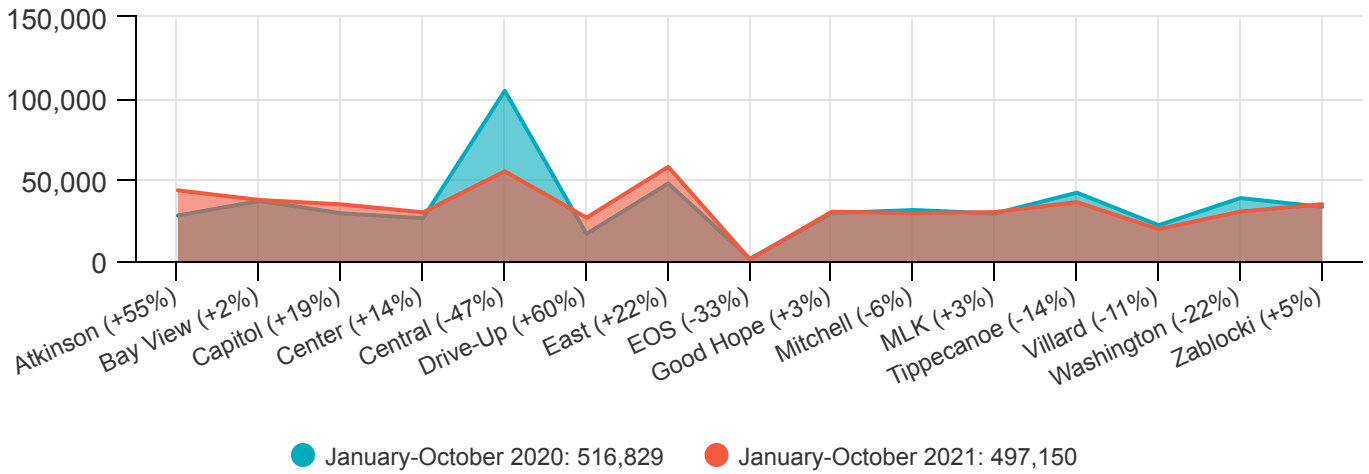
The program is also very popular for asynchronous program participation, with October recordings receiving 48 views this month. Attendance: 52

MPL HELPS PEOPLE CONNECT

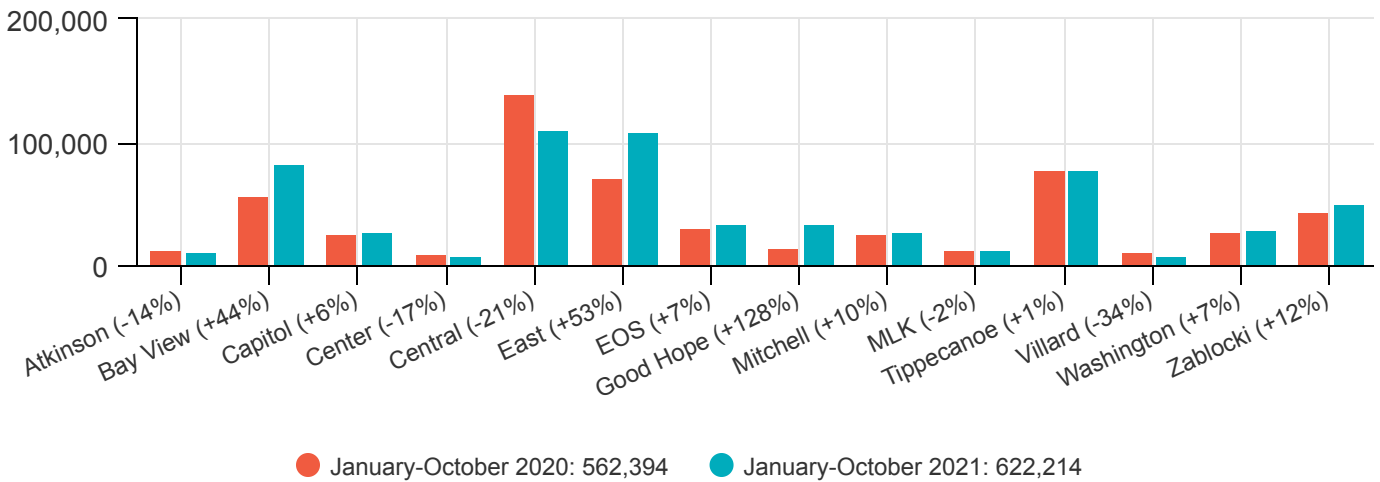
Exploring Exoplanets. Hermoine Bell-Henderson of the Business, Technology, and Periodicals Department hosted the first program in the NASA@ My Library grant programming provided by the American Library Association that will take place now through Summer 2022. This event featured guest presenter Dr. Jean Creighton, Director of the Manfred Olson Planetarium at the University of Wisconsin-Milwaukee on October 28th. She shared a special presentation on the ever-expanding view of the universe and the search for new and exciting worlds beyond our solar system. Exploration of these worlds have been made possible with the Webb Space Telescope. Attendance: 15

Program statistics: Total attendance 172

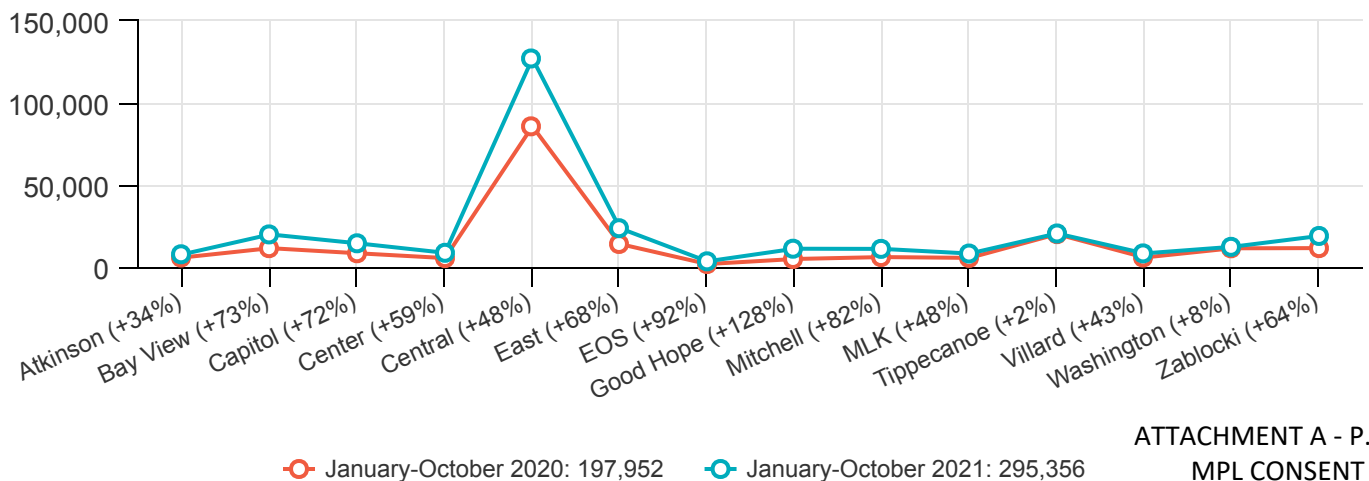
Patron Visits



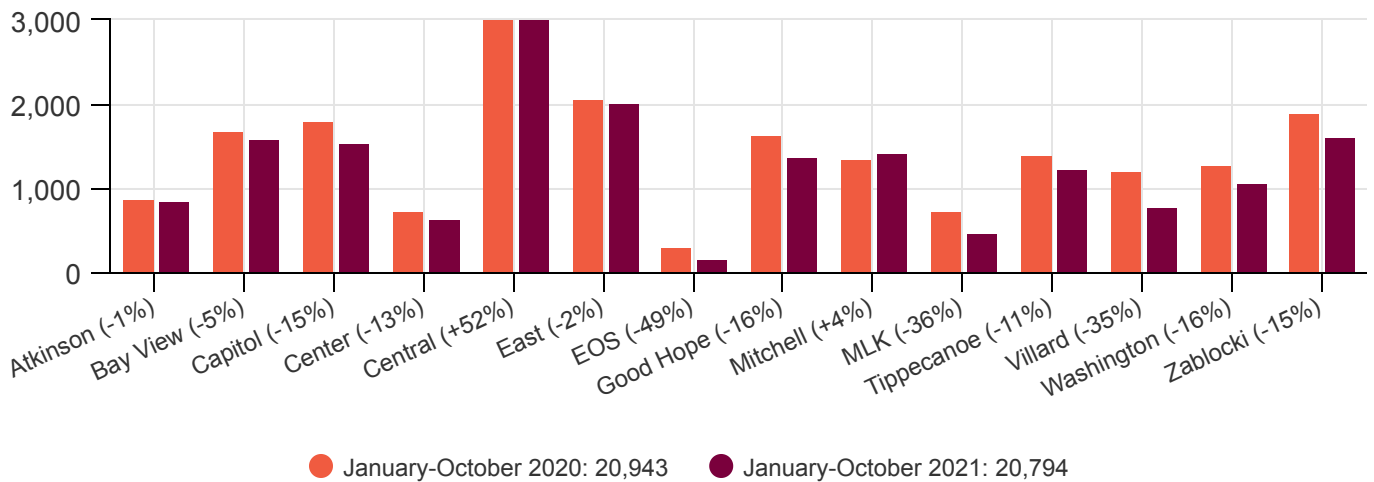
Traditional Circulation



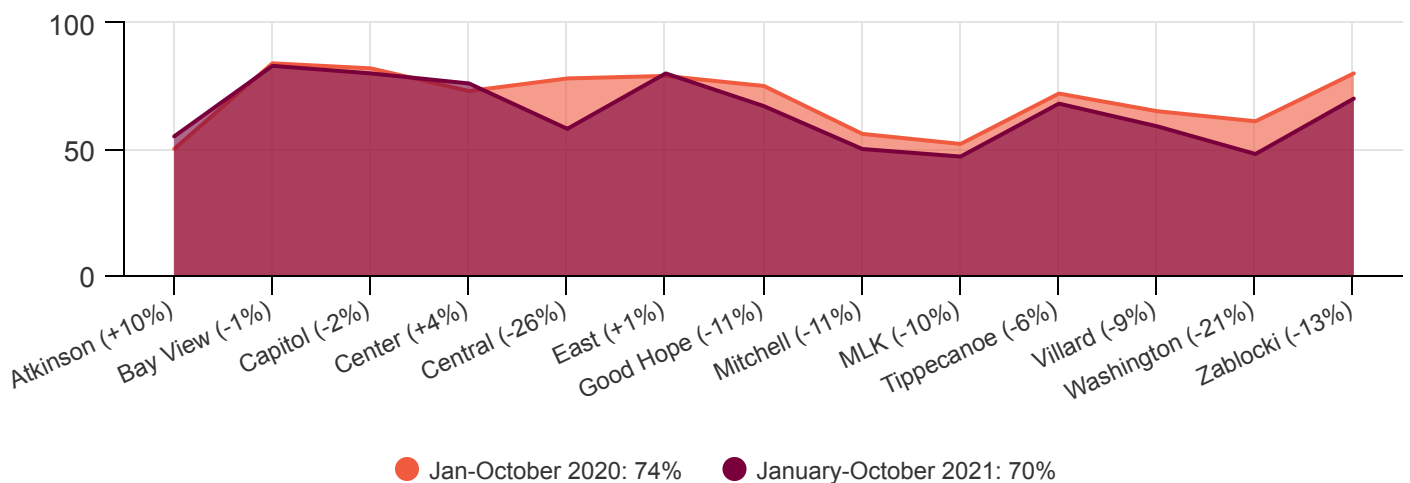
Paging Slips



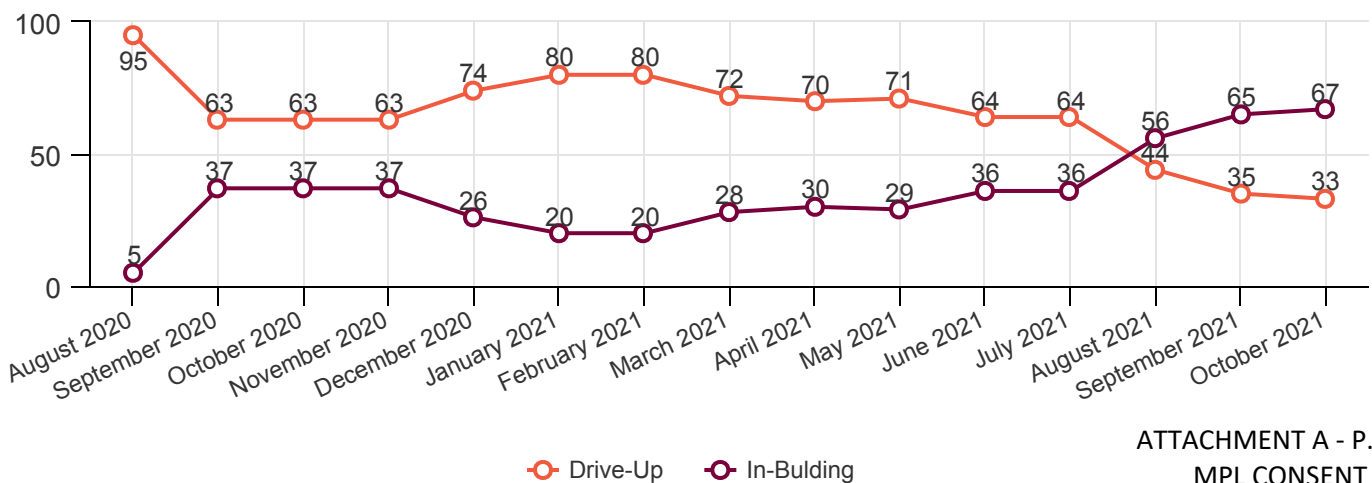
Registrations



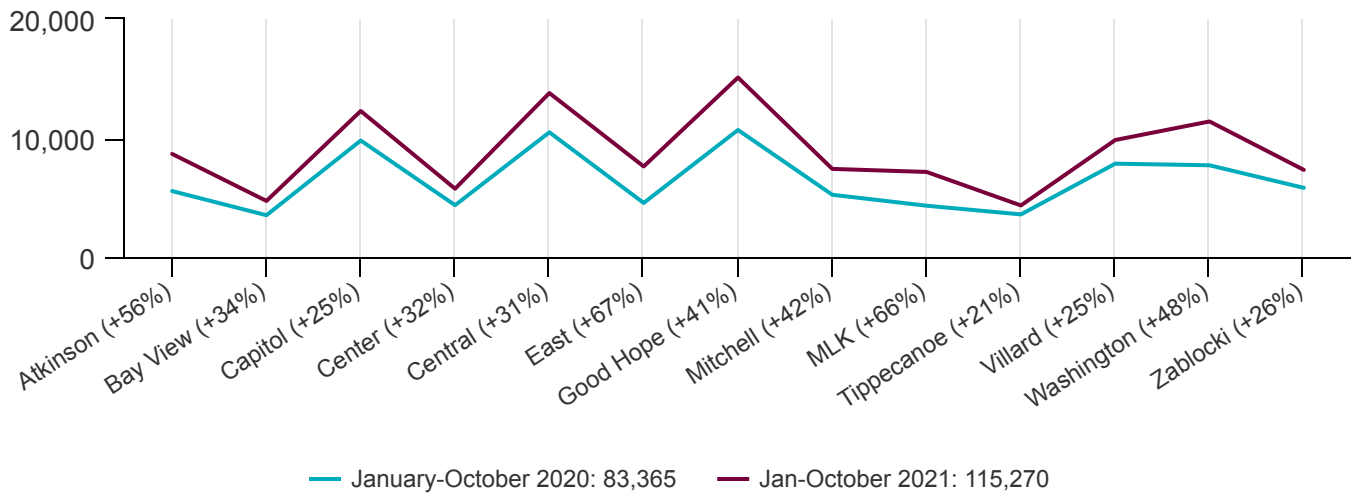
Self-Check %



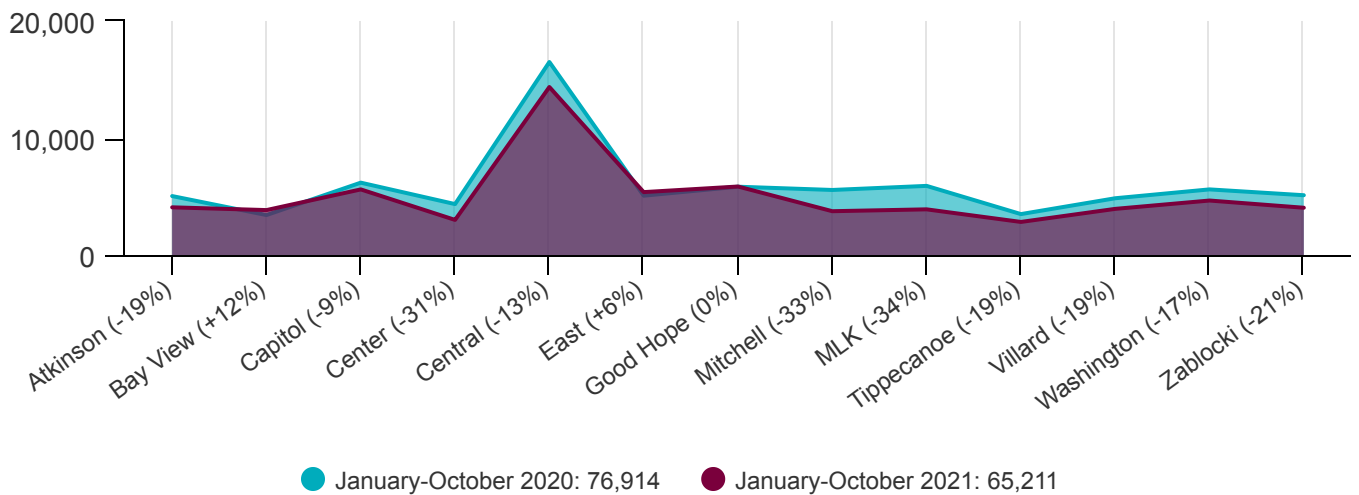
Central Drive-up vs. Central In-building



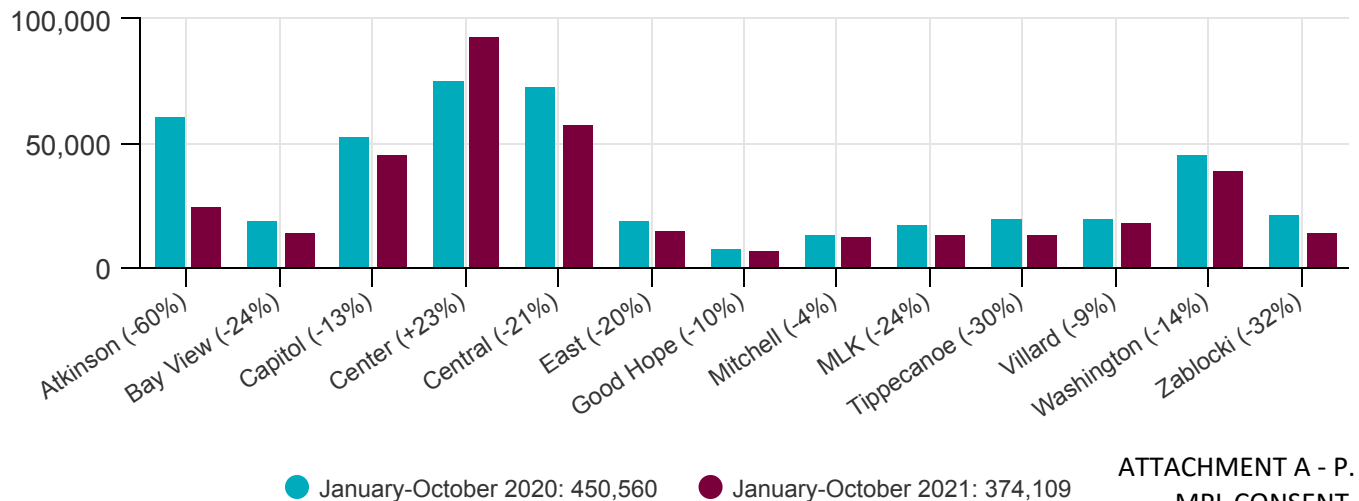
Print/Copy/Fax Jobs



Public Computer Sessions



Wi-Fi Sessions



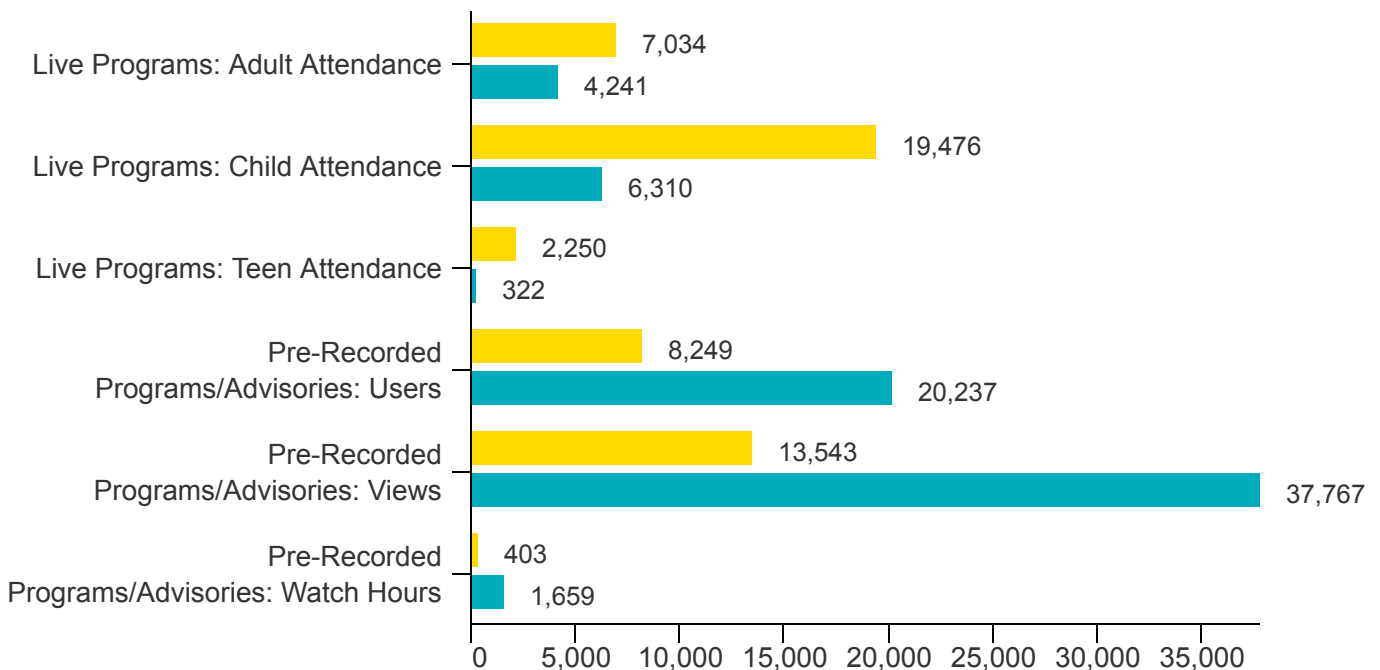
Web Circulation

Platform	Jan-Oct 2020	Jan-Oct 2021	Change
CONTENTdm	456,016	559,904	+23%
Freegal	90,111	80,837	-10%
Hoopla	42,727	34,976	-18%
OverDrive	271,876	251,737	-7%
Total eCirculation	860,730	927,454	+8%

Ready Reference

Platform	Jan-Oct 2020	Jan-Oct 2021	Change
Phone: Calls Answered	51,353	53,405	+4%
Virtual: Chat Sessions	3,902	2,091	-46%
Virtual: Email Responses	2,479	1,440	-42%
Mail: Post Responses	8	24	+200%
Total Transactions	57,742	56,960	-1%

Programming



● January-October 2020 ● January-October 2021



Milwaukee Public Library 2022 *Proposed* Public Service Hours

Central Library

Frank P. Zeidler Humanities Room¹

Monday	12 p.m. – 8 p.m.		Monday	12 p.m. – 8 p.m.
Tuesday	11 a.m. – 8 p.m.		Tuesday	11 a.m. – 4 p.m.
Wednesday	9 a.m. – 6 p.m.		Wednesday	9 a.m. – 4 p.m.
Thursday	9 a.m. – 6 p.m.		Thursday	9 a.m. – 4 p.m.
Friday	9 a.m. – 6 p.m.		Friday	9 a.m. – 4 p.m.
Saturday	9 a.m. – 5 p.m.		Saturday	9 a.m. – 4 p.m.

52 hrs/wk

43 hrs/wk

Drive-Up at Central Library

Monday	7:30 a.m. – 6 p.m.
Tuesday	7:30 a.m. – 6 p.m.
Wednesday	7:30 a.m. – 6 p.m.
Thursday	7:30 a.m. – 6 p.m.
Friday	7:30 a.m. – 6 p.m.
Saturday	9 a.m. – 5 p.m.

60.5 hrs/wk

Branch Libraries

Monday	12 p.m. – 8 p.m.
Tuesday	12 p.m. – 8 p.m.
Wednesday	10 a.m. – 6 p.m.
Thursday	10 a.m. – 6 p.m.
Friday	10 a.m. – 6 p.m.
Saturday	9 a.m. – 5 p.m.

48 hrs/wk

Ready Reference: Open at 9:00 a.m. *Monday* thru *Saturday*

Sunday Hours: (October – April): 1 – 5 p.m. at Central

¹ Formerly included the Art, Music & Recreation Room, which will be available by appointment only.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
SERVICES & PROGRAMS COMMITTEE
MINUTES
Wednesday, November 3, 2021**

Video Conference Call by GoToMeeting

PRESENT: Ald. Milele Coggs, Jennifer Smith, Michael Morgan, Erika Siemsen, Ald. JoCasta Zamarripa, Joan Johnson

OTHERS

PRESENT: MPL: Kelly Bolter, Jennifer Meyer-Stearns, Anne Rasmussen, Tammy Mays, Marian Royal, Rebecca Schweisberger, Michael Weber

Committee Vice-Chair Jennifer Smith called the MPL Board of Trustees Services and Programs Committee meeting to order at 4:03 p.m. on November 3, 2021 with a quorum present. All Trustees and presenters participated by video conference.

1. **Committee Meeting Minutes Review.** Vice-Chair Smith entertained a motion to accept the minutes from the July 21, 2021 meeting, listed as Attachment A of the agenda. Trustee Morgan moved to approve; Trustee Siemsen seconded. Motion passed.
2. **Introduction of Public Services Team Members.** Anne Rasmussen, Associate Director of Strategic Initiatives and Public Services, introduced new Public Service Area Managers:
 - Kelly Wochinske – Central Library Children’s Room (CLCR) and Education and Outreach Services (EOS).
 - Marian Royal – Central Library. Ms. Royal started with MPL on August 16th.
 - Dr. Tammy Mays – Branch Libraries. Dr. Mays previously served as the Branch Manager of Center Street branch.
 - Kelly Bolter - Programming Coordinator. Ms. Bolter served as the Branch Manager of Tippecanoe branch and began her new position on September 20th.

The public service team is working to build a vision for public service that reflects our new realities and how to provide exceptional patron experiences. Their work includes reviewing public services procedures, reinstating more services as the pandemic wanes, and building out the programming calendar. Director Johnson shared she appreciates the amazing public service team and thanked them for their fantastic work. Informational item.

3. **2022 Committee Meeting Schedule.** The Committee reviewed the 2022 meeting schedule. Trustee Siemsen moved to approve; Trustee Morgan seconded. Motion passed.
4. **Appeal from Patron Banned from Milwaukee Public Library System for Six Months.** The Committee was prepared to hear the ban appeal from Kavette Pope. Ms. Pope was not present at the meeting. Staff shared information about the patron banning and appeal process. Library Security Manager Michael Weber reported on the situation that led to the ban. Chair Smith moved to uphold the ban based on failure to appear, with the understanding that if there were exigent circumstances precluding attendance an emergency meeting can be held to hear the appeal. Trustee Morgan seconded. Motion passed.

5. **Safety Report.** Library Security Manager Michael Weber presented statistics about security incidents at all MPL locations during Quarter 3, 2021. Security incidents related to masking policies continue to increase. Security staff shortages are ongoing and the contract company, G4S, was recently purchased by another firm and merged into Allied Universal. Ideally, this change will mean more officers are available and allow for consistent staffing levels. Informational item.
6. **Next Phase of Library Reopening.** Anne Rasmussen, Associate Director of Strategic Initiatives and Public Services, shared information about the next phase of reopening on November 15th. The Children’s Room at Central Library will be reopened and MPL will reinstate the policy of allowing children aged 9 and above to visit the library unaccompanied by an adult. The Central Library Humanities Room will reopen from 2:00-6:00 p.m., Monday through Friday. Informational item.
7. **2022 MPL Foundation Request.** Library Director Joan Johnson presented a draft of the 2022 request and shared information related to program planning, building investments, and materials. Trustee Morgan moved to grant approval for Director Johnson to move forward with the request; Trustee Zamarripa seconded. Motion passed.

The meeting of the Milwaukee Public Library Board’s Building & Development Committee was adjourned at 4:51 p.m. on November 3, 2021.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Thursday, November 4, 2021**

Video Conference Call by GoToMeeting

PRESENT: Ald. Nik Kovac, Matt Kowalski, Chris Layden, Michael Morgan, Joan Johnson

EXCUSED: Mark Sain

OTHERS

PRESENT: MPL: Eileen Force Cahill, Ryan Hayes, Tammy Mays, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Anne Rasmussen, Rebecca Schweisberger

Vice-Chair Nik Kovac called the MPL Board of Trustees Building and Development Committee meeting to order at 8:01 a.m. on November 4, 2021 with a quorum present. All Trustees and presenters participated by video conference.

1. **Approval of the Minutes.** Vice-Chair Kovac entertained a motion to accept the minutes from the October 7, 2021 meeting, listed as Attachment A of the agenda. Trustee Kowalski moved approval and Trustee Morgan seconded. Motion passed.
2. **Project Inventory and Status Report.** Library Facilities Manager Ryan Hayes reviewed the ongoing and upcoming projects. The project list is attached at the end of these minutes. Informational item.
3. **MCFLS Lease Agreement.** Library Director Joan Johnson shared the lease agreement with Milwaukee County Federated Library System (MCFLS) is due to expire December 31, 2021. The agreement was originally executed in 1994 and has been extended biennially. MCFLS Director Steve Hesel submitted a proposal requesting an adjustment to the lease amount based on average lease costs (per square foot) in the downtown area. MPL conducted a study of the average market rate and determined the current lease cost is higher than the market average. Based on the study, MPL would like to revise the agreement to reflect a cost of \$17.00 per square foot, which would bring the annual value to \$95,387. The new agreement will run through November 2023. MPL will retain the right to review relevant real estate market changes with the ability to renegotiate the lease during the term. Director Johnson requested approval to proceed with the changes to the term of the lease agreement and preparation of documents for signature from the MPL Board President to fully execute the new extension, which will begin January 1, 2022. Trustee Layden moved to approve the request and forward to the Board. Motion passed.
4. **Martin Luther King Branch Redevelopment.** Sam McGovern-Rowen, Library Construction Project Manager, provided an update on the project. The design team, which consists of MPL and Moody Nolan staff, meet regularly to advance the design process. The development agreement is in preparation and the framework is expected in early 2022 with groundbreaking in spring. The first community listening session was held virtually on October 14, 2021 and additional input is being collected through surveys at the branch. The design team is exploring options for community engagement and future input sessions. Informational item.
5. **Lease of Former Mill Road Branch.** Deputy Library Director Jennifer Meyer-Stearns presented an update on the former Mill Road branch building. Milwaukee Health Department (MHD) and Milwaukee Fire Department (MFD) have been using the space for COVID-19 testing, vaccine administration, and EMT training. MHD and MFD have requested to formally lease the building from MPL. Per market rate reviews of the area, the lease rate will be \$8.00 per square foot. The

lease will be backdated to the date MHD began using the space in 2021 and extend through February or March 2022. The lease will go before the Common Council and updates will be made to the MPL Board. MPL staff is seeking permission to negotiate a lease with MHD and MFD. Trustee Morgan moved to approve the negotiation. Motion passed.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 8:41 a.m. on November 4, 2021.

CAPITAL PROJECTS 2021

Updated 10/28/2021

Project: MPL- C20-002 - Milwaukee Public Library GI Parking lots
Contractor: Payne & Dolan (Atk, WP, BV 100% Complete) (Zablocki 95% Complete) (Center St. 95% Complete)

Project: MPL-C20-001 - Central Exterior Masonry (WI Avenue Staircase and Plaza)
Contractor: RD Woods & CO (99% Complete)

Project: MPL- 21-005 - Central Rare Books Room - HVAC Condenser Replacement
Contractor: RFP in Review (Engineer Generating Bid Docs)

Project: C20-004 - MPL Central Fire Alarm
Contractor: Hurt Electric (In Progress - 60% Complete, City Review Complete / Modification Req)

Project: MPL-20-004 - Central Safety & Egress Project- 1955 Addition Phase #1
Contractor: Working on Timeline & Staging

Project: MPL-C20-003 - Central Library - Community Room One Upgrade
Contractor: Berglund Construction (99% Complete - Punch-List Items)

Project: MPL-21-007 - Zablocki Roof Replacement
Contractor: Zimmerman Architectural Studios (Bid Docs in Progress)

Project: MPL-21-008 - Zablocki Windows Replacement
Contractor: Zimmerman Architectural Studios (Bid Docs in Progress)

Project: MPL-C19-004 - Central Energy Project
Contractor: Johnson Controls (100% Complete)
***** 20% energy reduction goal achieved at 4 month measurement marker *****

Project: C21-001 - Good Hope Metal Facade Paneling
Contractor: M.M. Schranz Roofing, Inc. (Complete)

Project: Branch Library Construction Projects – MLK
Architect: Moody Nolan (Design Development in Progress)

2021 New City Funded Capital Projects:

Project: MPL-21-006 - Central Roof – Phase #2 1898 Structure w/out Dome. (Zimmerman Architectural Studios – Bid Docs in Progress)

Project: MPL-21-009 – Central 1955 Edition – Sump Pump (Contract in Progress)

Project: C-21-006 - Bay View Boilers – High Efficiency Replacement (95% Complete)

ARPA or Grant Funding Opportunities:

Green Infrastructure to Parking Lots at Good Hope, New MLK & Capitol

Expand Outdoor Community Gathering Spaces – Good Hope, Mitchell St. Alley, Others

Mill Road Sculpture – Incorporate into Design of Outdoor Community Space

Central Library and Centennial Hall Renovation Priorities and Space Planning