



**Vision**

*MPL is an anchor institution that helps build healthy families and vibrant neighborhoods – the foundation of a strong Milwaukee.*

**Mission**

*Inspiration starts here – we help people read, learn, and connect.*

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**BOARD OF TRUSTEES REGULAR MEETING**

**Tuesday April 23, 2019**

**4:00 p.m.**

**Central Library**

**Community Room 1**

**814 W. Wisconsin Avenue**

**Milwaukee, WI 53233**

**AGENDA**

*4:00 – 4:05*

**WELCOME & ROLL CALL**

*4:05 – 4:10*

**PUBLIC COMMENT**

*4:10 – 4:15*

**CONSENT AGENDA**

Attachment A, page 3

1. **Regular Board Meeting Minutes March 26, 2019.**

2. **Administrative Reports.**

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

**REPORTS**

*4:15 – 4:25*

3. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac, Resource Library Representative, will report on the April 15, 2019 MCFLS Board meeting.

*4:25 – 4:45*

4. **Building and Development Committee Meeting.** Committee Chair Mark Sain will report on the April 4, 2019 meeting.

Attachment B, page 18

*4:45 – 4:55*

5. **Innovation and Strategy Committee Meeting.** Committee Chair Joan Prince will report on the April 17, 2019 meeting.

Attachment C, page 24

4:55 – 5:10

6. **Finance and Personnel Committee Meeting.** Committee Chair Chris Layden will report on the April 23, 2019 meeting.

Attachment D, page 30

### **OLD BUSINESS**

5:10 – 5:15

7. **Bylaws Committee.** Committee Chair Jennifer Smith will present the revised bylaws for Board approval.

Attachment E, page 35

### **NEW BUSINESS**

5:15 – 5:25

8. **Legislative Agenda.** Director Kiely will review the Library items within the City's Legislative package and the Wisconsin Library Association's Agenda and Budget Request.

Attachment F, page 41

5:25 – 5:30

### **CLOSING REMARKS**

**REMINDER:** Next scheduled meetings are:

May 2, 2019 Building & Development Committee – Central Library, 8:00 a.m.

May 6, 2019 Services & Programs Committee – Central Library, 5:30 p.m.

May 28, 2019 Regular Board Meeting – Central Library, 4:00 p.m.

### **Trustees**

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

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

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

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

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

**MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES**

**REGULAR MEETING**

**MINUTES**

**Tuesday March 26, 2019  
Central Library  
Community Room 1  
814 West Wisconsin Avenue  
Milwaukee, WI 53233**

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

**EXCUSED:** James Marten

**STAFF:** Rachel Arndt, Hermoine Bell-Henderson, Eileen Force Cahill, Joan Johnson, Sam McGovern-Rowen, Judy Pinger, Anne Rasmussen, Rebecca Schweisberger, Kelly Wochinske

**OTHERS**

**PRESENT:** MPL Foundation: Ryan Daniels, Patricia Swanson  
City Attorney's Office: Rachel Kennedy  
Budget and Policy Division: Mason Lavey  
Redevelopment Authority: Dave Misky

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President Michele Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:06 p.m. on March 26, 2019 with a quorum present.

President Bria thanked the Trustees for sharing their thoughts and ideas in the two-on-one meetings with her and Library Director Paula Kiely. The Mitchell Street branch library has been selected as a winner for The Milwaukee Business Journal's 2019 Real Estate Awards. All Trustees are invited to attend the awards luncheon on May 2, 2019. President Bria also shared MPL has received the 2019 Carnival Milwaukee Bridge Builder award, presented by the Urban Economic Development Association of Wisconsin, Inc. (UEDA).

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**PUBLIC COMMENT**

Director Kiely introduced Anne Rasmussen, the new Public Services Area Manager of branch libraries. Ms. Rasmussen shared a brief description of her experience working in various library settings. She is excited to be part of the MPL team and is looking forward to furthering the library's mission.

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**SERVICE HIGHLIGHT**

1. **Jobs/Workforce Development.** Rachel Arndt, Public Services Area Manager for Central Library Hermoine Bell-Henderson, Coordinator of the Business, Technology and Periodicals at Central Library shared information about MPL's job and workforce development efforts. Career Online High School (COHS) program is a scholarship program for adults to earn an

accredited high school diploma in a supported online learning environment. Students receive career preparation and certification in a variety of fields while building a career portfolio. The program is made possible by support from the MPL Foundation. Other programs include an annual Job Expo at Central library, Drop-in Job Help and computer classes, and a JavaScript Boot Camp co-hosted with UMOs.

MPL staff also make presentations on library resources during outreach visits to partner sites. All efforts have been based on strong community partnerships.

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## CONSENT AGENDA

2. **Regular Board Meeting Minutes January 22, 2019.**
3. **Committee Reports.**
  - a. Services & Programs Committee Meeting Minutes, January 10, 2019
  - b. Finance & Personnel Committee Meeting Minutes, January 22, 2019
  - c. Innovation & Strategy Committee Meeting Minutes, February 13, 2019
  - d. Building and Development Committee Special Meeting Cancelled, March 7, 2019
4. **Administrative Reports.**
  - a. Financial Report
  - b. Library Director's Reports

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

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## REPORTS

5. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac, Library Director Kiely, and Assistant Library Director Judy Pinger reported on the MCFLS Board Strategic Planning Session, held February 28, 2019. Although reciprocal borrowing was not included in the strategic planning process, it will likely be discussed later in the year as the current agreements run through 2019. Director Kiely gave Trustees an overview of the MCFLS reciprocal borrowing process and its impact to MPL. The results of the Public Library Systems Redesign (PLSR) project were shared at the Strategic Planning session. MCFLS engaged consultants to review and tabulate the discussion points and information shared at the session. Informational item.
6. **Bylaws Committee.** Committee Chair Jennifer Smith referred to the final draft of the revised bylaws, listed as Attachment C of the agenda. Ms. Smith explained the reasoning for proposed changes. A small number of changes were proposed and discussed. The updates will be made and the Board will vote on the final draft at the April 23, 2019 meeting. Informational item.
7. **Building and Development Committee.** Committee Chair Mark Sain explained the March 7, 2019 meeting was cancelled to allow more time to vet the responses received to the Request for Proposals (RFP) to redevelop Capitol branch library. Two proposals were received; however, one was incomplete. Library Construction Project Manager Sam McGovern-Rowen offered possible reasons a limited number of submissions were received

and explained how reissuing the RFP could achieve different results. In order to provide the Committee the greatest number of possible options, Chair Sain moved to reissue the RFP. Trustee Nicholson seconded. Motion passed.

Chair Sain also reported on the March 21, 2019 meeting. The Committee heard additional information from the development team about the proposal to renovate the Garfield Theater building as the new location for the Martin Luther King branch library. Discussion ensued about the white box and total project costs, building layout, and possibilities for the sale or transfer of the existing site. Several Trustees agreed it is in the best interest of library patrons and the community to be prepared to make a final decision soon. Informational item.

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#### **OLD BUSINESS**

8. **Gift – Elaine C. Lange Trust.** Director Kiely presented a memo about the options for distributing or transferring the funds from the Lange gift; the memo is attached at the end of these minutes. Director Kiely recommends selling the assets and transferring the proceeds to US Bank. Trustee Layden motioned to liquidate the holdings in the current trust held at Wells Fargo and have the cash proceeds transferred to the Library's investment account at US Bank. Trustee Nicholson seconded. Motion passed. Director Kiely will send a letter on behalf of the Board to Mrs. Lange's sister acknowledging receipt of the gift.
  
9. **Sale of Forest Home Branch Building.** President Bria moved into closed session pursuant to Wisconsin Statutes sec. 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session," for the purpose of deliberating over the purchase price of the former library property at 1432 W. Forest Home Avenue. Roll was called and unanimously passed. Director Kiely, Executive Director of the Redevelopment Authority Dave Misky, and Administrative Assistant Rebecca Schweisberger remained in the meeting. The meeting was adjourned in closed session.

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With no further business, the Milwaukee Public Library Board of Trustees meeting of March 26, 2019 was adjourned at 5:28 p.m.

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# MEMORANDUM

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**Date:** March 26, 2019  
**To:** Library Board of Trustees  
**From:** Library Director Paula Kiely  
**RE:** Elaine C. Lange Trust Asset Distribution

At the January meeting of the Library Board's Finance and Personnel Committee, members were asked to decide upon the method for distributing/transferring the assets from the Elaine C. Lange Trust to the Library's Trust and Gift Fund. Mrs. Lange generously named the Milwaukee Public Library as the sole beneficiary of her Trust.

The Committee asked me to investigate the associated costs of the two options available for moving the gift from its current account at Wells Fargo to the Library's account at US Bank. The options include instructing Wells Fargo to sell the assets and distribute the cash proceeds; or, transferring the securities directly to the Board's account at US Bank.

I spoke with Lynn Gross, Senior Estate Advisory Specialist, from Wells Fargo Wealth Management on February 28th. In answer to my question about fees or commissions associated with the two options, she assured me that no fees or commissions would be assessed on the sale of the assets or in association with transferring the assets between the two banks.

I also spoke to Mr. Wayne Sattler, Senior Vice President & Managing Director at U.S. Bank, who assured me that either option, distribution of the proceeds or transfer of the assets, would be seamlessly managed and without commissions. If the assets are transferred, they would be immediately sold and invested on a pro-rate basis to expand our portfolio.

Given this information, I recommend the Board direct Wells Fargo to sell the assets held in the Elaine C. Lange Trust with the proceeds of that sale deposited in the Library Board's investment account at US Bank to be invested in accordance with the Board's Investment Policy.

**Milwaukee Public Library  
Financial Report  
March 30, 2019**

**2019**

**2018**

**City Revenues**

|                                      | Budget               | Received to date    | % Received   |
|--------------------------------------|----------------------|---------------------|--------------|
| <i>Additional City Appropriation</i> | \$ 21,937,539        | \$ 5,418,269        | 24.7%        |
| <i>Fines</i>                         | \$ 215,000           | \$ 42,747           | 19.9%        |
| <i>Lost Materials, etc.</i>          | \$ 109,000           | \$ 14,717           | 13.5%        |
| <i>MCFLS Contracts</i>               | \$ 750,789           | \$ 14,961           | 2.0%         |
| <b>Total City Appropriation</b>      | <b>\$ 23,012,328</b> | <b>\$ 5,490,694</b> | <b>23.9%</b> |

|              | Budget               | Received to date    | % Received   |
|--------------|----------------------|---------------------|--------------|
|              | \$ 22,135,625        | \$ 5,622,359        | 25.4%        |
|              | \$ 225,000           | \$ 30,015           | 13.3%        |
|              | \$ 101,800           | \$ 12,978           | 12.7%        |
|              | \$ 744,000           | \$ 27,696           | 3.7%         |
| <b>Total</b> | <b>\$ 23,206,425</b> | <b>\$ 5,693,048</b> | <b>24.5%</b> |

**City Expenses**

**Salaries & Benefits**

|                        | Budget               | Spent to date       | % Spent      |
|------------------------|----------------------|---------------------|--------------|
| <i>Salaries</i>        | \$ 12,375,271        | \$ 2,714,931        | 21.9%        |
| <i>Fringe Benefits</i> | \$ 5,568,871         | \$ 1,049,923        | 18.9%        |
| <b>Total</b>           | <b>\$ 17,944,142</b> | <b>\$ 3,764,854</b> | <b>21.0%</b> |

|              | Budget               | Spent to date       | % Spent      |
|--------------|----------------------|---------------------|--------------|
|              | \$ 12,340,806        | \$ 2,965,625        | 24.0%        |
|              | \$ 5,676,770         | \$ 1,314,819        | 23.2%        |
| <b>Total</b> | <b>\$ 18,017,576</b> | <b>\$ 4,280,444</b> | <b>23.8%</b> |

**Operating Expenses**

|  | Budget              | Spent to date     | % Spent      |
|--|---------------------|-------------------|--------------|
| <i>General Office Expense</i>          | \$ 96,905           | \$ 23,807         | 24.6%        |
| <i>Tools &amp; Machinery Parts</i>     | \$ 18,800           | \$ 4,554          | 24.2%        |
| <i>Construction Supplies</i>           | \$ 30,000           | \$ 5,643          | 18.8%        |
| <i>Energy</i>                          | \$ 637,975          | \$ 145,224        | 22.8%        |
| <i>Other Operating Supplies</i>        | \$ 146,254          | \$ 39,633         | 27.1%        |
| <i>Vehicle Rental</i>                  | \$ 8,160            | \$ 1,191          | 14.6%        |
| <i>Non-Vehicle Equipment Rental</i>    | \$ 22,554           | \$ 11,818         | 52.4%        |
| <i>Professional Services</i>           | \$ 191,396          | \$ 98,133         | 51.3%        |
| <i>Information Technology Services</i> | \$ 399,440          | \$ 318,547        | 79.7%        |
| <i>Property Services</i>               | \$ 879,798          | \$ 146,930        | 16.7%        |
| <i>Infrastructure Services</i>         | \$ 28,000           | \$ 8,994          | 32.1%        |
| <i>Vehicle Repair Services</i>         | \$ 250              | \$ -              | 0.0%         |
| <i>Other Operating Services</i>        | \$ 287,079          | \$ 24,603         | 8.6%         |
| <i>Reimburse Other Departments</i>     | \$ 67,250           | \$ (952)          | -1.4%        |
| <b>Total</b>                           | <b>\$ 2,813,861</b> | <b>\$ 828,125</b> | <b>29.4%</b> |

|              | Budget              | Spent to date     | % Spent      |
|--------------|---------------------|-------------------|--------------|
|              | \$ 130,000          | \$ 2,502          | 1.9%         |
|              | \$ 30,800           | \$ 10,908         | 35.4%        |
|              | \$ 38,000           | \$ 8,372          | 22.0%        |
|              | \$ 664,179          | \$ 143,459        | 21.6%        |
|              | \$ 178,027          | \$ 56,110         | 31.5%        |
|              | \$ 7,000            | \$ 1,591          | 22.7%        |
|              | \$ 30,000           | \$ 11,780         | 39.3%        |
|              | \$ 182,500          | \$ 93,329         | 51.1%        |
|              | \$ 406,579          | \$ 286,457        | 70.5%        |
|              | \$ 957,189          | \$ 299,886        | 31.3%        |
|              | \$ 28,000           | \$ 6,488          | 23.2%        |
|              | \$ 500              | \$ 6,825          | 1365.0%      |
|              | \$ 221,700          | \$ 21,565         | 9.7%         |
|              | \$ 68,000           | \$ (913)          | -1.3%        |
| <b>Total</b> | <b>\$ 2,942,474</b> | <b>\$ 948,359</b> | <b>32.2%</b> |

**Equipment**

|                          | Budget              | Spent to date     | % Spent      |
|--------------------------|---------------------|-------------------|--------------|
| <i>Library Materials</i> | \$ 1,689,148        | \$ 551,111        | 32.6%        |
| <i>Computers, etc.</i>   | \$ 318,303          | \$ 325,566        | 102.3%       |
| <i>Other</i>             | \$ 37,874           | \$ 5,136          | 13.6%        |
| <b>Total</b>             | <b>\$ 2,045,325</b> | <b>\$ 881,813</b> | <b>43.1%</b> |

|              | Budget              | Spent to date     | % Spent      |
|--------------|---------------------|-------------------|--------------|
|              | \$ 1,751,774        | \$ 443,163        | 25.3%        |
|              | \$ 250,419          | \$ 9,582          | 3.8%         |
|              | \$ 58,000           | \$ (2,000)        | -3.4%        |
| <b>Total</b> | <b>\$ 2,060,193</b> | <b>\$ 450,745</b> | <b>21.9%</b> |

**Other Departmental Appropriation**

|                                    | Budget               | Spent to date       | % Spent      |
|------------------------------------|----------------------|---------------------|--------------|
| <i>Villard Square Rent</i>         | \$ -                 | \$ -                | 0.0%         |
| <i>East Insurance</i>              | \$ 3,000             | \$ 2,402            | 80.1%        |
| <i>Mitchell Street Rent</i>        | \$ 54,000            | \$ 13,500           | 25.0%        |
| <i>Good Hope Rent</i>              | \$ 15,000            | \$ -                | 0.0%         |
| <i>Contingent Energy Financing</i> | \$ 137,000           | \$ -                | 0.0%         |
| <b>Total</b>                       | <b>\$ 209,000</b>    | <b>\$ 15,902</b>    | <b>7.6%</b>  |
| <b>Total City Expenses</b>         | <b>\$ 23,012,328</b> | <b>\$ 5,490,694</b> | <b>23.9%</b> |

|              | Budget               | Spent to date       | % Spent      |
|--------------|----------------------|---------------------|--------------|
|              | \$ 13,182            | \$ -                | 0.0%         |
|              | \$ -                 | \$ -                | 0.0%         |
|              | \$ 36,000            | \$ 13,500           | 37.5%        |
|              | \$ -                 | \$ -                | 0.0%         |
|              | \$ 137,000           | \$ -                | 0.0%         |
| <b>Total</b> | <b>\$ 186,182</b>    | <b>\$ 13,500</b>    | <b>7.3%</b>  |
| <b>Total</b> | <b>\$ 23,206,425</b> | <b>\$ 5,693,048</b> | <b>24.5%</b> |

**Milwaukee Public Library  
Financial Report  
March 30, 2019**

**2019**

**2018**

**Additional Funding Sources**

**Contract Grants**

|                                | Budget              | Spent to date     | % Spent      |
|--------------------------------|---------------------|-------------------|--------------|
| <i>WTBBL Jul '18 - Jun '19</i> | \$ 989,520          | \$ 670,508        | 67.8%        |
| <i>ILS Jul '18 - Jun '19</i>   | \$ 96,900           | \$ 62,148         | 64.1%        |
| <b>Total</b>                   | <b>\$ 1,086,420</b> | <b>\$ 732,656</b> | <b>67.4%</b> |

|              | Budget              | Spent to date     | % Spent      |
|--------------|---------------------|-------------------|--------------|
|              | \$ 976,820          | \$ 671,038        | 68.7%        |
|              | \$ 96,297           | \$ 67,944         | 70.6%        |
| <b>Total</b> | <b>\$ 1,073,117</b> | <b>\$ 738,982</b> | <b>68.9%</b> |

**Trust Funds**

|                          | Budget            | Spent to date    | % Spent      |
|--------------------------|-------------------|------------------|--------------|
| <i>Materials</i>         | \$ 104,027        | \$ 24,474        | 23.5%        |
| <i>Programming</i>       | \$ 35,500         | \$ 5,522         | 15.6%        |
| <i>Training</i>          | \$ 13,000         | \$ 2,462         | 18.9%        |
| <i>Marketing</i>         | \$ 29,000         | \$ 8,390         | 28.9%        |
| <i>Contingency</i>       | \$ 4,000          | \$ 420           | 10.5%        |
| <i>Board Development</i> | \$ 5,000          | \$ -             | 0.0%         |
| <i>Headline</i>          | \$ 5,000          | \$ -             | 0.0%         |
| <i>WTBBL - Goldstein</i> | \$ 2,166          | \$ 1,375         | 63.5%        |
| <i>Strehlow 50+</i>      | \$ 42,376         | \$ 25            | 0.1%         |
| <b>Total</b>             | <b>\$ 240,069</b> | <b>\$ 42,668</b> | <b>17.8%</b> |

|              | Budget            | Spent to date    | % Spent      |
|--------------|-------------------|------------------|--------------|
|              | \$ 64,000         | \$ 3,964         | 6.2%         |
|              | \$ 33,750         | \$ 8,430         | 25.0%        |
|              | \$ 11,000         | \$ 1,787         | 16.2%        |
|              | \$ 23,000         | \$ 8,747         | 38.0%        |
|              | \$ 2,988          | \$ 462           | 15.5%        |
|              | \$ 5,000          | \$ 9,792         | 0.0%         |
|              | \$ 5,000          | \$ -             | 0.0%         |
|              | \$ -              | \$ -             |              |
|              | \$ 44,417         | \$ 93            | 0.0%         |
| <b>Total</b> | <b>\$ 189,155</b> | <b>\$ 33,275</b> | <b>17.6%</b> |

**Foundation Funds**

|                    | Budget*             | Spent to date     | % Spent     |
|--------------------|---------------------|-------------------|-------------|
| <i>Materials</i>   | \$ 389,775          | \$ 6,566          | 1.7%        |
| <i>Programming</i> | \$ 2,540,496        | \$ 97,403         | 3.8%        |
| <b>Total</b>       | <b>\$ 2,930,271</b> | <b>\$ 103,969</b> | <b>3.5%</b> |

|              | Budget*             | Spent to date    | % Spent     |
|--------------|---------------------|------------------|-------------|
|              | \$ 615,637          | \$ 12,418        | 2.0%        |
|              | \$ 2,054,297        | \$ 83,789        | 4.1%        |
| <b>Total</b> | <b>\$ 2,669,934</b> | <b>\$ 96,207</b> | <b>3.6%</b> |

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

**Investments**

No gift funds were invested this period.



## Director's Report April 2019

April was the month we celebrated National Library Week, National Library Workers Day, and the Week of the Young Child. All are emblematic of a number of important library activities. Thanks to the leadership of our Human Resources team, we honored and thanked the library team. A special message was produced and shared with all employees on Workers Day and treats and hand-written notes were delivered to branches and departments. We are so grateful for the work of our team, which makes our services and programs possible.

Leading up to Week of the Young Child, the David Lenz painting, *Wishes in the Wind*, was returned to the residence of the State's Governor after 8 years on exhibit at Milwaukee's Central Library. The painting was picked up and prepared for transport with the help of the artist on March 21. Two weeks later, I accompanied several staff who played a role in the project to a reception at the Governor's Mansion on April 5th. It was a joyous occasion to see the painting of three young children over the fireplace mansion, where it was always intended to hang.

Throughout the month, the Office of Early Childhood Initiatives Director Dea Wright hosted screenings of, *No Small Matter*, a film about the brain development of very young children. Several screenings were previously held by partners and three were hosted by MPL, including one off-site screening at Parklawn Assembly of God Church. In addition, we hosted a ½ day visit from Wisconsin's new Secretary of the Department of Children and Families Emilie Amundson and two members of her team.

Other meetings of note include a meeting with Representative Evan Goyke to discuss State legislation needed to add signs to I-94 and I-43 for the Central Library; Tracey Sparrow from Next Door to discuss a new literacy outreach strategy; Ellen Censky, Interim President of the Milwaukee Public Museum, to discuss our current partnership; Cleveland Public Library CEO Felton Thomas to discuss his library's preparation for and experience during the 2016 Republican National Convention. I attended a meeting at the Greater Milwaukee Foundation at which IFF reported on its findings related to access to childcare by parents in need of services.

### **MPL HELPS PEOPLE READ**

Author Visit: From the Emerald Isle to the Cream City: A History of the Irish in Milwaukee with Carl Baehr. **Central Library** hosted author Carl Baehr on March 5<sup>th</sup> for a presentation of his book *From the Emerald Isle to the Cream City*. *From the Emerald Isle* describes the Irish influence on the political, educational, and religious landscape of Milwaukee. Carl Baehr, a native Milwaukeean, is the author of *Milwaukee Streets: The Stories Behind Their Names*, which was awarded the 1994 Gambrinus Prize. He has also written many local history articles, including the City Streets column for Urban Milwaukee. Attendance: 19.

Book Club – Center Street Branch Library. On Tuesday, March 5 **Center Street** branch library hosted a book club for *Becoming* by Michelle Obama. Mary Bird, Adult Librarian, and Amy Waldman, Adult Librarian from Mill Road branch library co-facilitated this exciting discussion. Attendance: 6

Browser's Book Bash. Browser and Curious George welcomed 30 children and adults to **Atkinson** branch library on Monday, March 4. Attendance: 30

**Bay View branch library** hosted Browser's Book Bash with special friends Elephant & Piggie on March 19. Families had a blast celebrating the stories of Mo Willems by making Elephant & Piggie faces, colorful ice cream cones, and writing their own Elephant & Piggie stories. Attendance: 80.

**The Tattooed Lady.** As part of MPL's Women's History Month celebration, Amelia Osterud, author of the *Tattooed Lady*, presented a talk at the **Tippecanoe** branch library on Wednesday, March 13. Amelia highlighted tattooed women in the late 19th and early 20th centuries and their influence on tattoo origins, women's labor history and circus life. Attendance: 15

Novel Ideas book Club. **Zablocki** branch library's Novel Ideas book club selection for March was *The Tea Girl of Hummingbird Lane* by Lisa See. A lively book discussion on the themes of adoption, fate, and family was accompanied by a tea demonstration and sampling of pu-ehr teas. Attendance: 8

### **MPL HELPS PEOPLE LEARN**

Discovery Lunches for Lifelong Learning. **Capitol** branch library, **Central Library**, and **Zablocki** branch library kicked off the 2019 Discovery Lunch program series in March. Discovery Lunches are one-hour lunch time programs for adults that explore a variety of educational topics. March featured "The Best Brain Training Apps," a program highlighting the best apps to challenge and improve cognitive ability, and "Becoming an Herbalist," a program to increase understanding of the plant kingdom and ways to improve health and wellness. Attendance: 17

Essential Oils for Stress and Emotional Support. Laura Pope of Central Library's Business, Technology and Periodicals Department created a new program focusing on the health benefits of essential oils. On March 9 at **Central Library**, presenter Lynne Herro, a licensed esthetician discussed aromatherapy for stress and emotions. Participants also made an aromatherapy bracelet. Attendance: 16 attendees

Let's Talk Investing. Matthew Arends of Central's Business, Technology and Periodicals Department presented the Let's Talk Investing workshop at **Central Library** on March 14. The program focuses on basic investing terminology, retirement, and library resources patrons can use to answer their investment questions. Attendance: 3

Small Business Resources 101 in Spanish-Outreach. Laura Patiño of Central Library's Business, Technology and Periodicals Department presented the Small Business Resources 101 workshop in Spanish at the Hispanic Chamber of Commerce on March 26. This presentation focuses on useful print and electronic resources for small business planning. Attendees were also excited to hear about the database Gale Legal Forms which features free Wisconsin forms for DIY legal work. Attendance: 7

UMOS Partnership: Javascript Boot Camp. In partnership with UMOS, the Business, Technology and Periodicals Department hosted a weeklong Javascript Boot Camp at **Central Library** from March 18-22 in the Central Library Computer Lab. The Boot Camp featured hands on exercises with web development. Attendance: 4

Field Work MKE with the Figureheads. Field Work MKE: Exploring the Ways We Know Our World a Poetry and Science Collaboration is a multi-year project funded by the Institute of Museum and Library Services (IMLS) and administered by Poets House, a national poetry organization based in NYC. Field Work MKE offers collaborative programming led by MPL and the Milwaukee Public Museum with a goal of utilizing poetry to support STEM (science, technology, engineering, and math) learning. As part of the grant, musical group The Figureheads developed original songs for special performances at the

**Milwaukee Public Museum** and **Villard Square** branch library. The Figureheads connected concepts of poetry, lyrics, and music to the natural world and guided attendees through the process of creating their own poetry and music. Attendance: 256

Choose Happiness. East Library partnered with Meditation in Milwaukee for a program on March 13th. Buddhist nun Gen Kelsang Gomlam led a guided meditation and gave a short talk to give participants a taste of what it is like to “choose happiness”. Those in attendance were given instruction on modern Buddhist techniques for training the mind how to achieve inner peace. Attendance: 42

Container Gardening. Local gardener and plant ecologist Trudy Holyst presented information about growing flowers, vegetables, and native grasses in small spaces on Saturday, March 9. Participants planted tiny gardens to take with them. This program was in support of **Capitol** branch library’s community garden programming. Attendance: 13

Film Screening – *The Judge*. On Monday, March 11, **Capitol** branch library screened the film *The Judge*, which is about Palestine’s only female judge appointed to the Shari’a (Islamic law) courts. Kholoud Al-Faqih worked as a lawyer, then judge, and fights for justice for women through the court system, ruling on cases regarding Palestinian domestic life – child custody, divorces, and abuse cases. Attendance: 14

Writing Circle. Capitol branch library hosted The Dream Keepers Writing Circle. The Writing Circle gives youth ages 9-13 the opportunity to work on and share projects with other young writers. Students spent the first part of the session writing, with prompts and encouragement from author and writing coach Rochelle Melander. During the second half of the session, students shared these stories with each other, learning how to listen for key story elements and give helpful feedback. Attendance: 11

Chess Club. Over a period of four days, Garden Homes Neighborhood Chess Club had more than 70 people of all ages playing chess or learning to play chess at **Atkinson** branch library. Attendance: 73

Investigating the Paranormal. Members of the Milwaukee Paranormal Society presented an interactive “ghost hunting” program at the **Tippecanoe** branch library on Wednesday, March 20. The group discussed different types of hauntings, demonstrated the ways the team investigate claims of the paranormal, and shared information on how to become an investigator. Evidence in the form of EVPs (Electronic Voice Phenomena - voices captured on recording devices but not heard at the time) was presented to the audience so that they could hear for themselves what the group heard at previous investigations. Attendance: 33

Milwaukee Women: The First 100 Years. **Zablocki** branch library celebrated Women's History month with a presentation from by Juliet Hills of the Milwaukee County Historical Society. Ms. Hills presented entertaining stories from Milwaukee’s past that featured a diverse group of notable women. She told the audience fascinating stories of women from a diverse group of immigrant communities: a freed slave, a group of religious sisters, and women crusaders for social justice. Attendance: 11

Be Inspired with Poet Kwabena Antoine Nixon. On Wednesday, March 27, local author, spoken- word artist, motivational speaker, and facilitator Kwabena Antoine Nixon conjured memories, history, music, images, colors, people, and emotions into inspirational freestyle poems and invited participants to do the same at **Center Street** branch library. Young adults and children were encouraged to inquire within, cast aside their inhibitions, and tap into the world around them to produce powerful and dynamic poems and lyrics written through the lens of their own experiences. By event’s end, those in attendance had transformed common language into powerful stories that spoke both volumes and their own truths.

Nixon has a unique power to captivate a crowd and Wednesday night was no exception. If you get a chance to see Kwabena in person, don't hesitate; his influence and energy are palpable and not to be missed. Attendance: 23

### **MPL HELPS PEOPLE CONNECT**

Consumer Rights Clinic with Legal Action of Wisconsin. The Consumer Rights Clinic is a new program series offered in partnership with Legal Action of Wisconsin. **Washington Park** branch library hosted the first program on March 19. The program began with a presentation by a Legal Action of Wisconsin attorney with an overview of consumer rights and bankruptcy qualifications. Each attendee then met one-on-one with a volunteer attorney to review their case. The monthly series will alternate between Washington Park Branch and the Zablocki Branch. Attendance: 5.

I am Evidence Documentary Screening. On March 30 **East** branch library screened this HBO film produced by Mariska Hargitay. The film focuses on the alarming backlog of untested rape kits in the United States and how sexual assault survivors have been treated historically. Ellen Gormican, MPH Victim Advocate & Survivor Support Coordinator from UW-Milwaukee, led a 45 minute post-film discussion. The film will have a second showing in mid-April. Attendance: 13

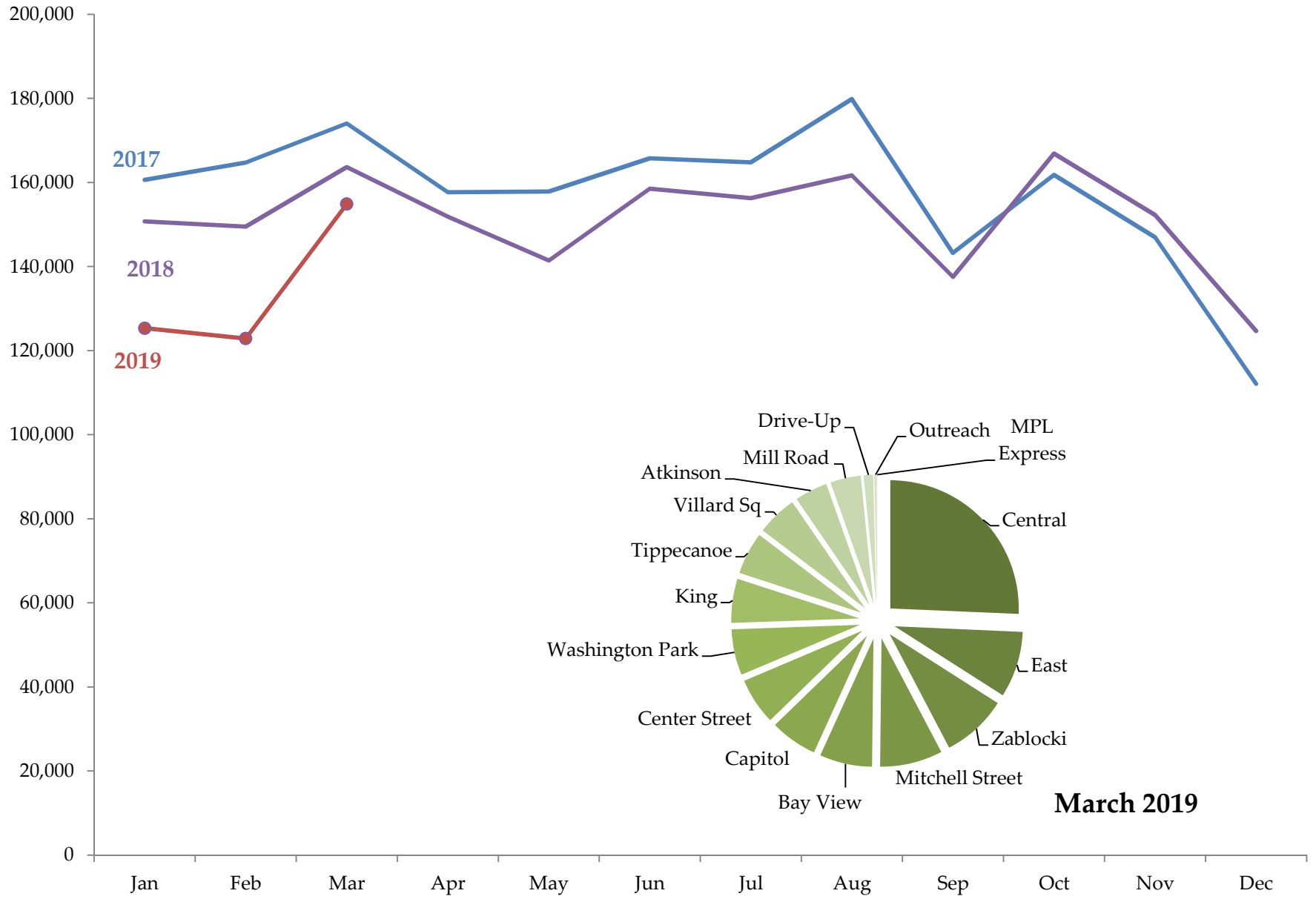
Film Screening – Roma. On March 25, **Mitchell Street** branch library hosted the Milwaukee office of the Mexican Consulate showing of the movie Academy award winning film *Roma*. Mexican Consul Julian Adem made an opening statement. Mr. Adem and his Deputy Consul were pleased with this event and hope to have others in the future. Attendance: 30

Origami Dioramas! The **Martin Luther King** branch library hosted a series of origami programs for all ages where patrons could learn a variety of origami techniques. Using what they learned, they could create a diorama incorporating their origami creations in a fun scene. These dioramas were on display to the public for one week and patrons had the opportunity to vote for the one they liked best. The creator of the winning diorama received a sharp handmade paper badge suitable for display. Patrons had a lot of fun discovering a new source for their creativity! Attendance: 25

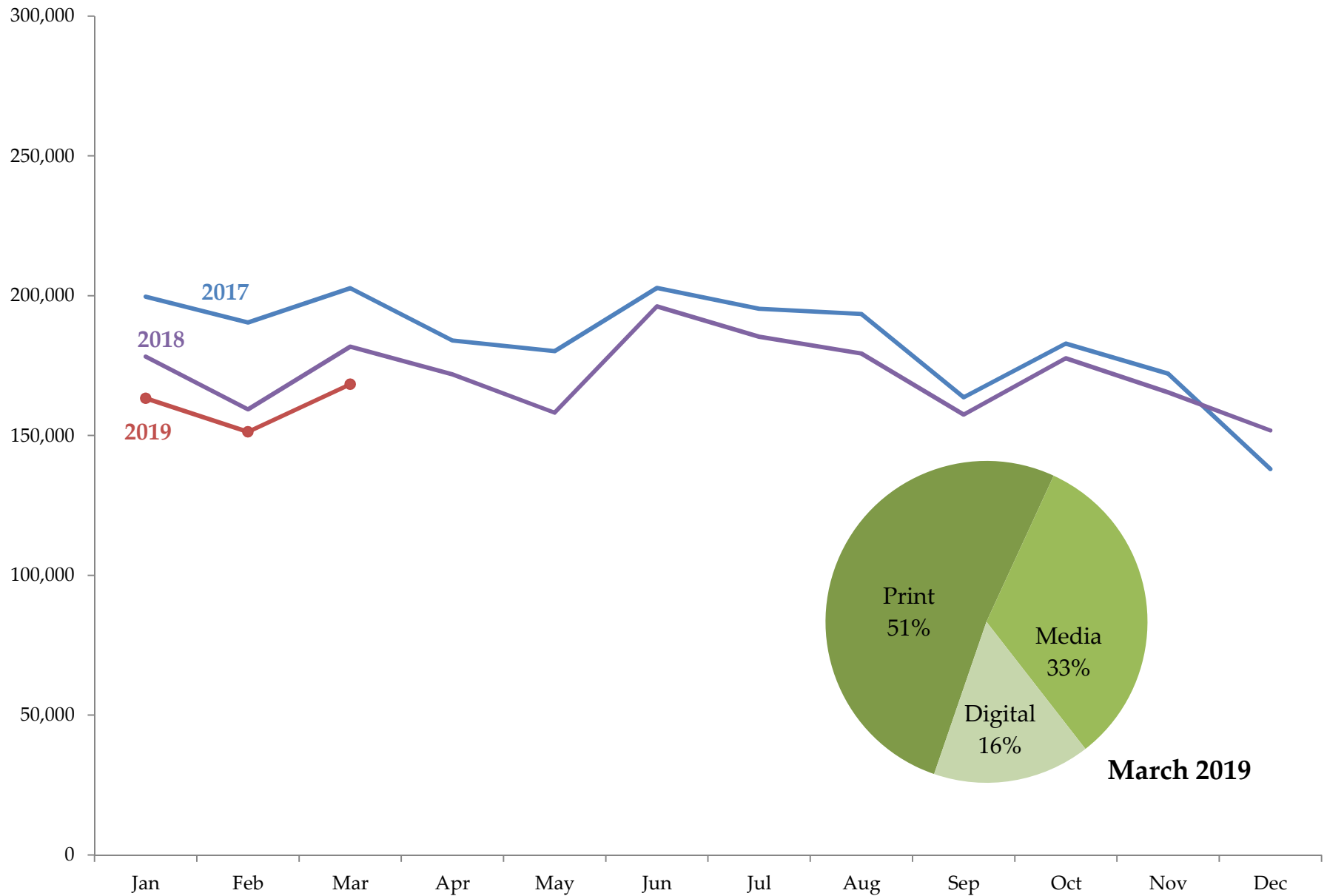
Book Character Ball. On Wednesday, March 6 Center Street branch library hosted the Book Character Ball, featuring appearances by *Browser* and *Curious George*. Over 30 guests enjoyed reading *Curious George* books, decorating cookies, making a lion craft, and "pinning the nose on *Browser*". Staff and patrons joined together in their celebration of books, characters, and the library and acknowledged the importance of cultivating a love for reading. Attendance: 34

Perler Bead Designs. Teens and Tweens had a great time creating Perler Bead designs at **Villard Square** branch library. Perler beads are small, plastic beads which are placed on a special pegboard to form a design. Then, using an iron and wax paper, the beads are melted together into solid piece. Participants made designs from templates or by hand.

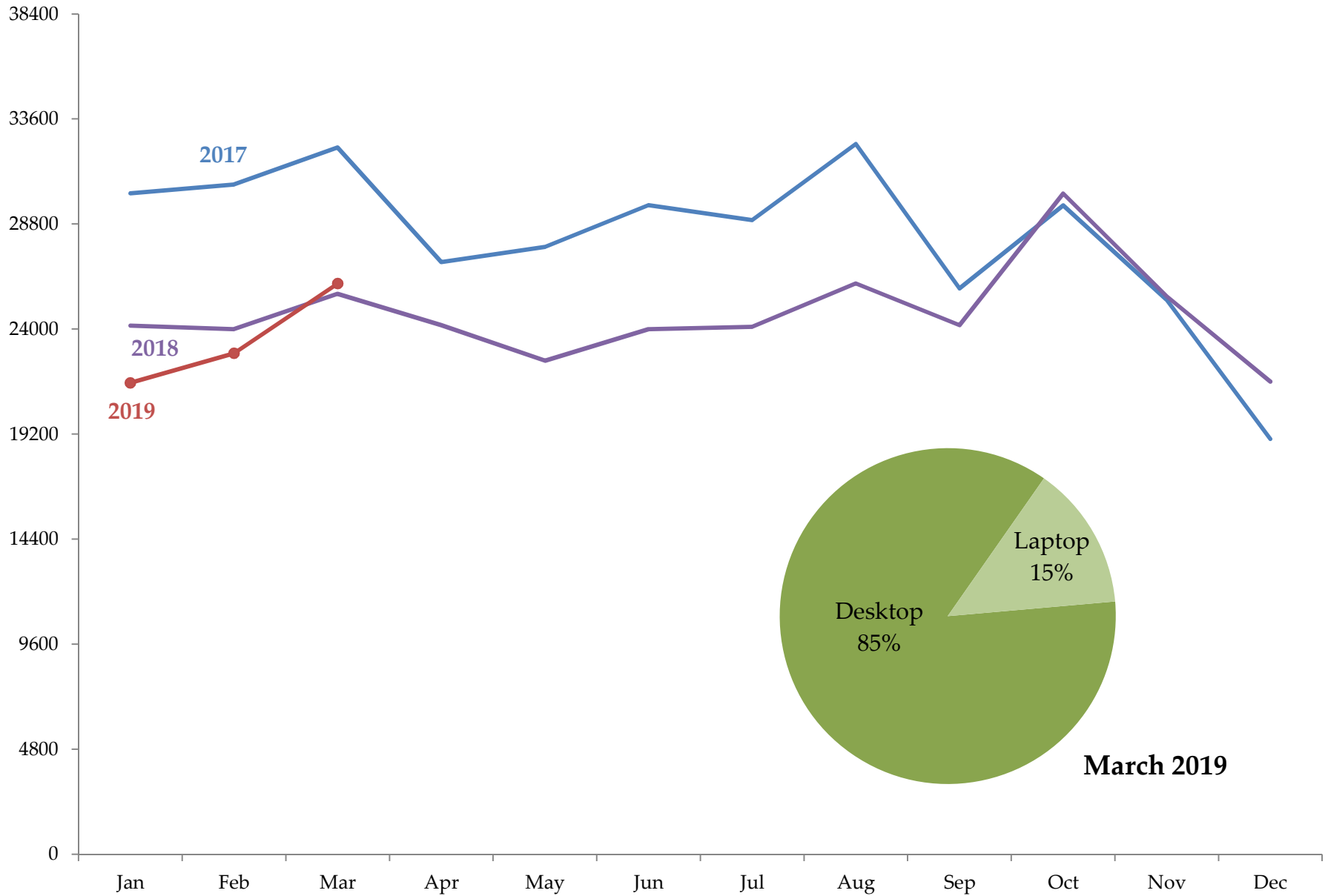
### Milwaukee Public Library Visits



## Milwaukee Public Library Circulation



### Milwaukee Public Library Hours of Computer Usage



**REVISED**

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

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

| <b>Database Hits*</b> |            |                      |                        |              |                       |                        |
|-----------------------|------------|----------------------|------------------------|--------------|-----------------------|------------------------|
|                       | This Month | Same Month Last Year | % Increase or Decrease | Year to Date | Previous Year to Date | % Increase or Decrease |
|                       | 9,365      | 8,358                | 12.0%                  | 20,703       | 17,289                | 19.7%                  |

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

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

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

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

\*Database statistics were corrected for February 2019



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

| <b>Unique Visitors to the MPL Website</b> |            |                      |                        |              |                       |                        |
|---|------------|----------------------|------------------------|--------------|-----------------------|------------------------|
|   | This Month | Same Month Last Year | % Increase or Decrease | Year to Date | Previous Year to Date | % Increase or Decrease |
|   | 83,206     | 81,908               | 1.6%                   | 227,020      | 236,219               | -3.9%                  |

| <b>Database Hits</b> |            |                      |                        |              |                       |                        |
|----------------------|------------|----------------------|------------------------|--------------|-----------------------|------------------------|
|                      | This Month | Same Month Last Year | % Increase or Decrease | Year to Date | Previous Year to Date | % Increase or Decrease |
|                      | 9,901      | 8,598                | 15.2%                  | 30,604       | 25,887                | 18.2%                  |

| <b>OverDrive Digital Download Circulation, by format</b> |            |                      |                        |              |                       |                        |
|--|------------|----------------------|------------------------|--------------|-----------------------|------------------------|
|  | This Month | Same Month Last Year | % Increase or Decrease | Year to Date | Previous Year to Date | % Increase or Decrease |
| eBooks   | 11,165     | 9,711                | 15.0%                  | 32,269       | 27,327                | 18.1%                  |
| Audiobooks   | 8,656      | 7,045                | 22.9%                  | 25,541       | 20,416                | 25.1%                  |

| <b>Downloads of Digital Music through Freegal</b> |            |                      |                        |              |                       |                        |
|---|------------|----------------------|------------------------|--------------|-----------------------|------------------------|
|   | This Month | Same Month Last Year | % Increase or Decrease | Year to Date | Previous Year to Date | % Increase or Decrease |
|   | 1,863      | 2,307                | -19%                   | 5,841        | 6,925                 | -16%                   |

| <b>Milwaukee Patron Holds Placed Through CountyCat</b> |            |                      |                        |              |                       |                        |
|--|------------|----------------------|------------------------|--------------|-----------------------|------------------------|
|  | This Month | Same Month Last Year | % Increase or Decrease | Year to Date | Previous Year to Date | % Increase or Decrease |
|  | 41,139     | 43,736               | -5.9%                  | 123,988      | 126,557               | -2.0%                  |

| <b>Paging Slips</b> |            |                      |                        |              |                       |                        |
|---------------------|------------|----------------------|------------------------|--------------|-----------------------|------------------------|
|                     | This Month | Same Month Last Year | % Increase or Decrease | Year to Date | Previous Year to Date | % Increase or Decrease |
| Central             | 14,340     | 13,099               | 9.5%                   | 39,396       | 39,001                | 1.0%                   |
| Atkinson            | 969        | 930                  | 4.2%                   | 3,030        | 2,742                 | 10.5%                  |
| Bay View            | 2,206      | 2,412                | -8.5%                  | 6,697        | 7,151                 | -6.3%                  |
| Capitol             | 1,874      | 2,087                | -10.2%                 | 5,905        | 6,257                 | -5.6%                  |
| Center Street       | 1,035      | 1,091                | -5.1%                  | 3,190        | 3,311                 | -3.7%                  |
| East                | 2,316      | 2,586                | -10.4%                 | 7,252        | 7,341                 | -1.2%                  |
| Martin Luther King  | 1,085      | 1,215                | -10.7%                 | 3,489        | 3,423                 | 1.9%                   |
| Mill Road           | 555        | 104                  | 433.7%                 | 1,908        | 327                   | 483.5%                 |
| Mitchell Street     | 1,198      | 1,365                | -12.2%                 | 3,834        | 3,937                 | -2.6%                  |
| Tippecanoe          | 2,242      | 2,431                | -7.8%                  | 6,862        | 7,001                 | -2.0%                  |
| Villard Square      | 1,050      | 1,061                | -1.0%                  | 3,030        | 3,398                 | -10.8%                 |
| Washington Park     | 1,466      | 1,300                | 12.8%                  | 4,366        | 4,006                 | 9.0%                   |
| Zablocki            | 2,249      | 2,437                | -7.7%                  | 6,799        | 7,248                 | -6.2%                  |
| YCOS--EOS           | 229        | 252                  | -9.1%                  | 628          | 906                   | -30.7%                 |
| TOTAL               | 32,814     | 32,370               | 1.4%                   | 96,386       | 96,049                | 0.4%                   |

**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
BUILDING & DEVELOPMENT COMMITTEE  
MINUTES  
Thursday, April 4, 2019  
Central Library Meeting Room 1**

**PRESENT:** Dir. Mark Sain, Nik Kovac, Joan Prince, Jim Marten, Paula Kiely

**OTHERS**

**PRESENT:** MPL: Joan Johnson, Rachel Arndt, Armando Chacon, Eileen Force Cahill,  
Sam McGovern-Rowen, Jennifer Meyer-Stearns, Anne Rasmussen, Rebecca Schweisberger  
MPL Foundation: Ryan Daniels  
Budget and Policy Division: Mason Lavey  
Young Development Group: Lavelle Young  
Haywood Group: Steven DeVougas

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Committee Chair Mark Sain called the MPL Board of Trustees Building & Development Committee meeting to order at 8:02 a.m. on April 4, 2019 with a quorum present. Trustee Prince participated by conference phone.

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1. **Committee Meeting Minutes from November 20, 2018.** Chair Sain entertained a motion to accept the minutes, listed as attachment A of the agenda. Trustee Marten moved approval and Chair Sain seconded. Motion passed.
2. **Martin Luther King Branch Library Redevelopment Project.** Library Construction Project Manager Sam Rowen-McGovern presented a new rendering from the development team, which was received on April 3, 2019, and more details about the white box costs estimate. The new estimate reduces the total cost by reducing the square footage of the library. The cost per square foot remains unchanged. Discussion ensued about the possible cost to the library of abatement and historic preservation or restoration. Lavelle Young of Young Development Group and Steven DeVougas of Haywood Group addressed the Committee to answer questions about the new plan and possible building designs. Mr. Young stated the change in the space plan included adding a floor for apartments above the library. The development team feels relocating the library to the Garfield Theater building is the best option to solve the issues of temporary library relocation, a financing gap, and parking challenges. The Committee feels there are still unknown factors that could impact service to patrons and overall project costs. Trustee Kovac moved to request from the development team prior to the next Committee meeting: a detailed white box interior rendering including elevations and a rendering of the view to the library from Locust Avenue. Trustee Marten seconded. Motion passed.
3. **Good Hope Branch Library Fundraising.** Library Foundation Director Ryan Daniels presented several ideas for fundraising opportunities at the Good Hope branch library. The proposed strategies are attached at the end of these minutes. With Committee approval, the Foundation will begin discussions with donors and exploring fundraising prospects with the community and local businesses. Suggestions for communication methods to reach the neighborhood directly can be sent to the MPL Foundation. Trustee Marten moved to accept the proposed fundraising strategies. Trustee Prince seconded. Motion passed.
4. **Capitol Branch Library Request for Proposal (RFP) and Redevelopment.** Mr. McGovern-Rowen submitted a timeline for the reissued RFP; it is attached at the end of these minutes. Informational item.

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5. **Co-Working Space Design**. This item was held until the next meeting.

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The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 9:09 a.m. on April 4, 2019.

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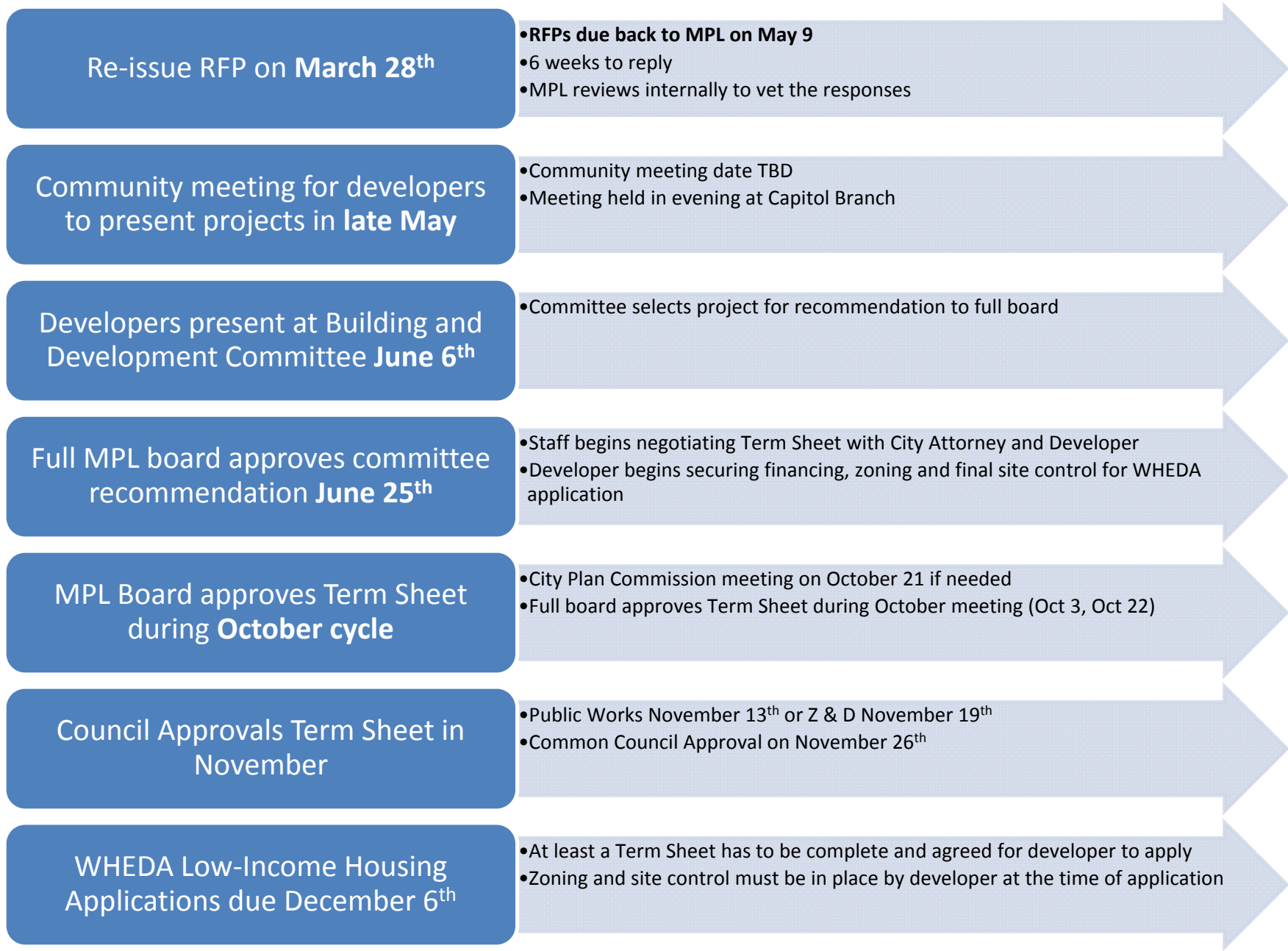
## Fundraising Opportunities

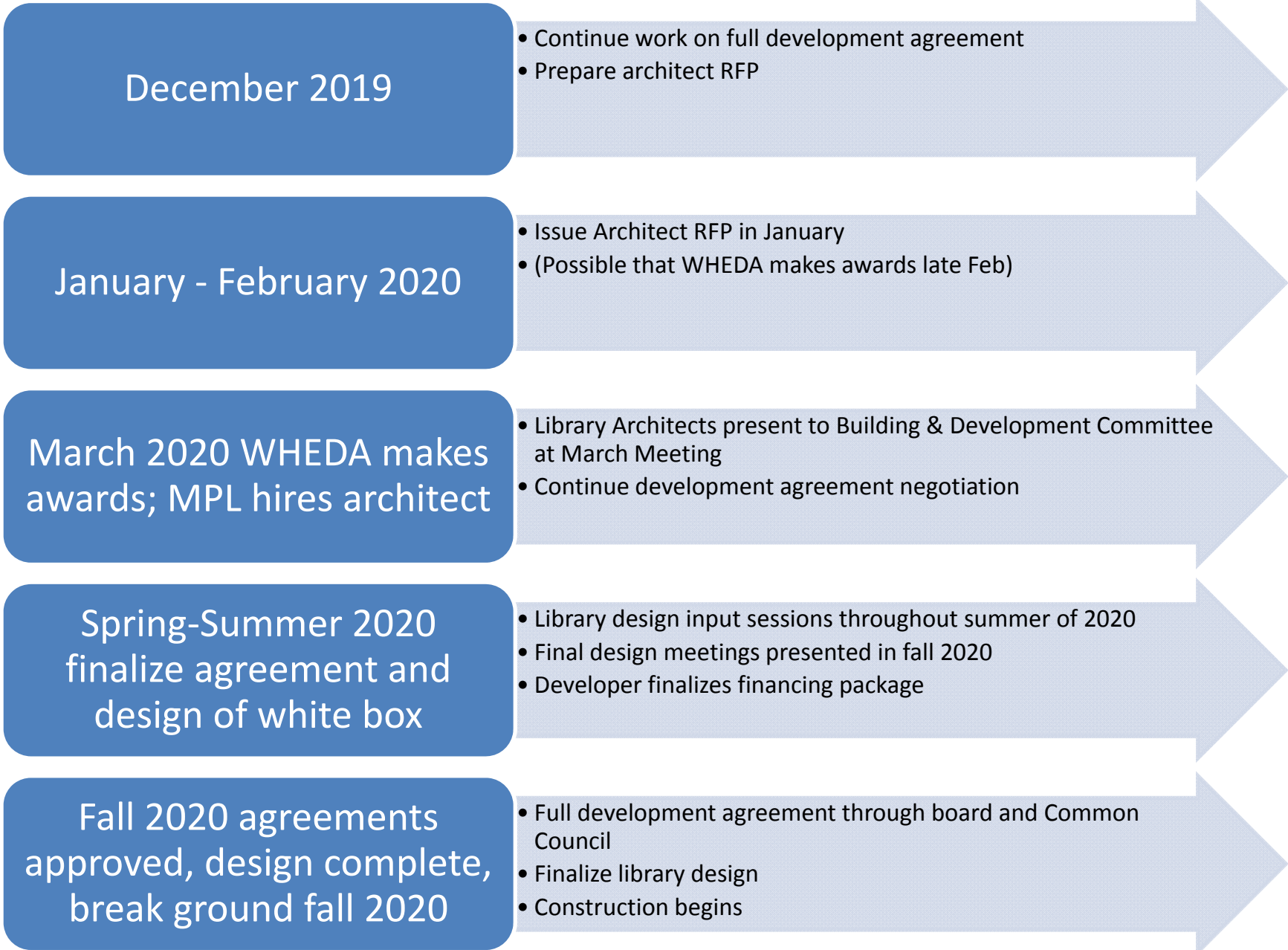
### Milwaukee Public Library - Good Hope Branch

| Area   | Gift           | Recognition        | Years     | MPLF Notes                |
|--|----------------|--------------------|-----------|---------------------------|
| Maker Space                                      | \$ 150,000     | Named Space        | 10        | Corporate sponsor targets |
| Community Room                                   | \$ 30,000      | Gift of            | 10        | Corporate sponsor targets |
| Children's Area                                  | \$ 30,000      | Gift of            | 10        | Philanthopist             |
| Outdoor Story Area                               | \$ 25,000      | Gift of            | 10        | Philanthopist             |
| Fireplace  | \$ 20,000      | Gift of            | 10        | Philanthopist             |
| Teen Cube  | \$ 15,000      | Gift of            | 10        | Corporate sponsor targets |
| Conference Room - Large                          | \$ 15,000      | Gift of            | 10        | Corporate sponsor targets |
| Conference Room - Small                          | \$ 10,000      | Gift of            | 10        | Corporate sponsor targets |
| Conference Room - Small                          | \$ 5,000       | Gift of            | 10        | Corporate sponsor targets |
| Outdoor Features (Sculpture, Bee Hives, Benches) | \$ 10,000      | Gift of            | 10        | Corporate sponsor targets |
| General Gifts                                    | \$ 100 - 5,000 | Name on Donor Wall | Unlimited |                           |
|  | \$ 310,000     |                    |           |                           |

**Central Library**

| Area                             | Gift       | Recognition         | Years                  | MPLF Notes                |
|----------------------------------|------------|---------------------|------------------------|---------------------------|
| Centennial Hall                  | \$ 250,000 | Named Space         | 10                     | Corporate sponsor targets |
| Learning Center                  | \$ 250,000 | Named Space         | 10                     | Corporate sponsor targets |
| First Floor Community Room       | \$ 50,000  | Gift of             | 10                     | Corporate sponsor targets |
| Rotunda Painting and Restoration | TBD        | Names on Donor Wall | Life of the Resoration | Individuals               |







**INNOVATION & STRATEGY COMMITTEE  
OF  
THE LIBRARY BOARD OF TRUSTEES**

MEETING NOTICE AND AGENDA

Wednesday, April 17, 2019  
8:00 a.m.  
Central Library  
Community Meeting Room 1  
814 W. Wisconsin Avenue  
Milwaukee, WI 53233

**Committee Members:** Chair Joan Prince, Vice-Chair Nik Kovac, Matt Kowalski, Jim Marten, Paula Kiely, Secretary, Rebecca Schweisberger, Secretary's Assistant (414) 286-3021

8:00 – 8:05

1. **Committee Meeting Minutes Review**. The committee will review and approve the minutes from the February 13, 2019 meeting.

Attachment A, page 3

8:05 – 8:25

2. **Board Recruitment**. The Committee will receive an update on current and upcoming vacancies and will continue its work on a Succession and Recruitment Plan.

8:25 – 8:40

3. **Board Assessment**. The Committee will finalize the assessment tool and schedule.

8:40 – 8:55

4. **Task Force on the Financial Future of the Library**. The Committee will discuss recruitment of a community co-chair, membership, and a revised timeline.

8:55 – 9:00

5. **Next Meeting**. The Committee will discuss items to be included on the June 13, 2019 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](http://www.milwaukee.gov/lobby) or by calling (414) 286-2238.*

*Please be advised that members of the Milwaukee Common Council who are also members of this body will be in attendance at this meeting. In addition, Common Council members who are not members of this body may attend this meeting to participate or to*



*gather information. A quorum of the Common Council or any of its standing committees may be present, but no formal Common Council action will be taken at this meeting.*

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

ATTACHMENT C - P. 2 of 6  
*5. Innovation and Strategy  
Committee Report  
P. 25*

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

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

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

**EXCUSED:** Ald. Nik Kovac

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

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

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1. **Committee Meeting Minutes from December 12, 2018 Meeting.** Chair Prince entertained a motion to accept the minutes, listed as Attachment A of the agenda. Trustee Marten moved approval and Trustee Kowalski seconded. Motion passed.
2. **Update on Board Recruitment.** There is currently one vacancy on the MPL Board. Library Director Paula Kiely and MPL Board President Michele Bria have been in contact with a potential candidate. The Board and appointing authority will be kept apprised of the candidate's interest in the nomination. Director Kiely referred to the current demographic charts of Board makeup, which was listed as Attachment B of the agenda. The Committee discussed future vacancies and strategically planning for making nominations to the appointing authorities. The dynamic role of the library and changing community demographics are important considerations when selecting nominees. In preparation for upcoming vacancies in 2020, it would be beneficial to create a "hiring plan" that includes information about Board demographics to share with the appointing authorities. The plan should stress the importance of continuity, skill sets, and diversity. Informational item.
3. **Board Assessment.** Prior to the meeting, Director Kiely sent Committee members the draft copy of a Board Assessment Planning Tool. The document is attached at the end of these minutes. The purpose of the assessment is to help the Board be effective, efficient, and impactful. The Committee discussed the importance of preparing the Board for the assessment. Informational item.
4. **Task Force on the Financial Future of the Library.** Director Kiely reviewed the emerging challenges identified during the Board retreat in 2018. Of those, the premier and ongoing challenge is funding stability. The role of the task force will be to examine the current and future status of library funding as well as finding ways to improve funding long term. Outcomes from the task force can be presented to representatives who may make decisions or recommendations about the library budget. Ideally, the task force will be comprised of a diverse group of individuals, including members with an understanding of finance and current funding models. Additionally, innovative, creative, and forward-thinking individuals will be beneficial to exploring new funding opportunities. The Committee discussed Attachment C of the agenda, a draft planning tool with suggested skill sets and recommended members. It was

agreed the task force co-chair should be a member of the community. Chair Prince asked Committee members to think about recommendations for the task force and present them to the Committee. Director Kiely will prepare materials to educate the task force on current funding processes, possibilities, and challenges. Informational item.

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

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**Board Assessment**  
– **DRAFT** Planning Tool

*Project Purpose:*

*To ensure our board members understand their duties and utilize effective and good governance practices to move the board and its leaders to the next level of performance. (Adapted from Board Source)*

A strong, vibrant board of directors is a clear indicator of a healthy organization. Yet even the best organizations need a periodic check-up to ensure that they cannot just survive but will really thrive in today’s environment. To check your board’s vital signs, or to put in place practices and strategies for a healthy and energized board, the best place to start is with a board self-assessment.

- The Maine Association of Nonprofits

|   | <u>Steps</u>  | <u>Meeting</u> | <u>Date</u>      |
|---|---|----------------|------------------|
| 1 | Clarify goals, draft timeline, review potential tools | In Person      | February         |
| 2 | Finalize timeline and tools                           | In Person      | April            |
| 3 | Prepare Trustees for assessment                       | In Person      | April/May        |
| 3 | Distribute assessment for completion                  | In Person      | June             |
| 4 | Analyze results and draft response                    | In Person      | July/August      |
| 5 | Share results with Board & get input on response      | In Person      | August/September |
| 6 | Finalize planned response                             | In Person      | September        |

February 12, 2019

Resources:

<https://www.councilofnonprofits.org/tools-resources/self-assessments-nonprofit-boards>

<https://www.boardeffect.com/blog/benefits-board-assessment-tools-nonprofit-organizations/>

<https://boardsource.org/wp-content/uploads/2017/12/The-Four-Ws-and-an-H-of-Board-Self-Assessment.pdf?hsCtaTracking=efc0bee1-8cfb-49b8-b55b-82982019c47c%7C915be3ba-f8e9-431f-b2d2-adcc78ef00e0>

<https://www.nhnonprofits.org/?q=node/393>

[https://www.nhnonprofits.org/sites/default/files/documents/bsaq/sample\\_questionnaire2016.pdf](https://www.nhnonprofits.org/sites/default/files/documents/bsaq/sample_questionnaire2016.pdf)



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

MEETING NOTICE AND AGENDA

Tuesday, April 23, 2019  
3:30 p.m.  
Central Library  
Community Meeting Room 1  
814 W. Wisconsin Avenue  
Milwaukee, WI 53233

**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

3:30 – 3:32

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

Attachment A, page 3

3:32 – 3:42

2. **Financial Statements and Auditors' Report.** The Financial Statements and Independent Auditors' Report of the Milwaukee Public Library Trust Fund for calendar year 2018 will be presented for approval and recommendation to the full Board.

3:42 – 3:52

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.

3:52 – 3:55

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

3:55 – 4:00

5. **2020 Budget.** Library Administration will brief the Committee on the outlook for the library's 2020 Budget.

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

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

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

ATTACHMENT D - P. 2 of 5  
6. Finance and Personnel  
Committee Report  
P. 31

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

**MINUTES**

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

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

**EXCUSED:** Jennifer Smith

**OTHERS**

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

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

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



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

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

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

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# MEMORANDUM

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**Date:** April 23, 2019

**To:** Paula A. Kiely, Library Director

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

**Re:** **Internal Controls – First Quarter 2019**

I have confirmed that in January, February, and March 2019, Library staff followed Trust Fund internal control procedures. I am pleased to report that 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 Library Business Manager prepared checks and Fund Payment Requests for signature based on the Board's Check Signature Policy.

The Deputy Director 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.

# MILWAUKEE PUBLIC LIBRARY

## BOARD OF TRUSTEES

### BYLAWS

#### ARTICLE I – NAME AND PURPOSE

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

#### ARTICLE II – GOVERNANCE

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

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

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

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

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

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

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

### **ARTICLE III – OFFICERS**

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

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

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

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

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

### **ARTICLE IV – MEETINGS**

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

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

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

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

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

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

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

## **ARTICLE V – COMMITTEES**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **ARTICLE VI – GENERAL**

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

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

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

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

## **ARTICLE VII – RECORDS**

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

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

## **ARTICLE VIII – LIBRARY DIRECTOR**

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

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

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

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

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

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

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

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

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

#### **ARTICLE X – REPRESENTATION**

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

#### **REVISIONS**

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

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

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

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

*Revisions to the Milwaukee Public Library Board of Trustee Bylaws prepared by the Milwaukee Public Library Board of Trustees Ad-Hoc Bylaws Committee, convened on December 17, 2018.*

*Approved by the Milwaukee Public Library of Trustees at their April 23, 2019 meeting.*





## **Library Board of Trustees Briefing**

### **2019-2020 State Legislative Requests**

#### **Local Issues**

1. Advocate for MPL as needed related to changes to SS Chapter 43, which are anticipated in light of the forthcoming Public Library System Redesign (PLSR) recommendations.
2. Add Freeway Sign to Interstate directing people to Central Library.
3. Amend Wis. Stat. 940.208 to make it a felony if a library worker is assaulted while on duty.
4. Railroad Crossing Control at West Good Hope Road.

#### **State Issues**

5. Requesting continued support for the Wisconsin Talking Book and Braille Library to offer the audible Newline Service.
6. Requesting continued support for the Wisconsin Talking Books and Braille Library (WTBBL) service beyond the current budget biennium.
7. Increase aid to support Interlibrary Loan Service (ILS) within the State of Wisconsin. Minimally, increases are needed to cover cost of living salary increases.
8. Continued full funding for BadgerLink.
9. Support of Universal Service Fund for Statewide Library Services.

Wisconsin Library Association Agenda  
Budget Request

“Approach”  
Specific Asks for next budget

**The Wisconsin Library Association affirms that:**

- Wisconsin residents value and use libraries for education, business, cultural, and recreational purposes
- Library information resources, statewide knowledge network, and high-speed broadband access contribute to the state’s economic growth, business planning, and workforce development
- Libraries provide Wisconsin residents with the essential information services they need to succeed at school, at work and in their personal lives
- Libraries contribute to the quality of life for Wisconsin residents through lifelong learning opportunities
- Libraries support children and families with early literacy and reading readiness programs
- Libraries play a key role in independent learning, in classrooms, and home-based education
- Libraries deliver high value in a cost-effective manner through regional and statewide resource sharing

**The Wisconsin Library Association supports state legislative policy that:**

- Ensures all Wisconsin residents have the broadest possible access to information resources and materials
- Preserves the fundamental principle of publicly-funded free and open access to library materials and services first established by Wisconsin law in 1872
- Values privacy and confidentiality in the use of library materials and services
- Supports the development of print collections, learning tools, digital resources and community engagement for libraries of all types
- Promotes regional and statewide sharing of library and information resources
- Provides robust affordable broadband networks for all Wisconsin residents to access technology
- Supports strong statewide leadership for library development and cooperation
- Supports sustainable funding of public libraries and public library systems by local governments, counties and the state
- Provides incentives for library system collaboration and supports policies and actions that result in increases in efficiency and effectiveness

**The Wisconsin Library Association opposes state legislative policy that:**

- Restricts access by Wisconsin residents to information resources and materials
- Affects local and state taxing options in ways that could have an adverse effect on libraries
- Intrudes on the privacy of library users
- Interferes with the right of local public library boards to independently determine local library policy, staffing and services based on community standards and needs

## **The Wisconsin Library Association supports the following legislative priorities:**

### **Legislative positions that enhance all Wisconsin libraries:**

- Endorsement of publicly-funded free and open access to library materials for all Wisconsin citizens
- Use of the Universal Service Fund for BadgerLink online resources and other statewide library services
- Sufficient, coordinated and affordable broadband and Internet access
- Enhanced support for collaborative delivery of library materials, shared on-line catalogs and electronic databases and other services offered to all Wisconsin Residents through regional public library systems
- Support of traditional service levels for statewide resource contracts: Wisconsin Talking Book and Braille Library, Cooperative Children's Book Center, and inter-loan from the Milwaukee Public Library and the University of Wisconsin collections
- Sustained support for the Wisconsin State Law Library and the Milwaukee County and Dane County Legal Resource Libraries
- Access to government publications and documents

### **Legislative positions that enhance Wisconsin public libraries:**

- Support for additional public library systems aids to strengthen and enhance public library services at the local level
- Funding that provides citizen access from home, work or school to electronically published materials on a wide range of subjects
- Increased allowable revenue limits and transportation aid for counties and local governments, to enable sustained and stable support for all Wisconsin public libraries regardless of size or location

### **Legislative positions that enhance Wisconsin publicly supported academic libraries:**

- Robust funding for the University of Wisconsin (UW) System and Technical College System libraries to enable them to support research, teaching and learning on their campuses
- Full funding for the Wisconsin Historical Society Library
- Additional funding for shared electronic library collections that support research and advanced study across the UW System

### **Legislative positions that enhance Wisconsin school and institutional libraries:**

- Appropriate use of the Common School Fund for strong school library programs under the guidance of certified school library media professionals
- Increased capacity and access to broadband services for all Wisconsin students
- Increased funding for K-12 educational technology programs, infrastructure and professional development
- Address school staffing shortages to include employment of certified school library media specialists, instructional technology professionals and appropriate support staff in every school
- For WRS purposes, extend the protective status provided to correctional institution officers and sergeants to civilian staff (librarians, teachers, social and health care workers) employed by the Department of Corrections



# Wisconsin Library Association 2019-2021 State Budget Priorities

## Improving Wisconsin Public Library Services Through a Public Library System Funding Increase

An increased investment in **Public Library System Aid** benefits **all the residents of Wisconsin** by improving the state's 381 public libraries' ability to provide programs and resources tailored to **the needs of their communities**.

State aid to Public Library Systems represents a modest--yet vital--investment that generates key value by expanding access to resources made with local investments. Increased funding of the state's public library systems creates more opportunities for shared efficiencies, helps local libraries innovate, and strengthens libraries' abilities to respond to urgent local needs. An increase in state aid will be targeted to:

### Develop Wisconsin's Workforce

Wisconsin's public libraries provide valuable support to residents seeking to improve their skills, change careers, and apply for jobs. Funds allow investments in **online courses**, in-person assistance including **resume building and interview coaching**, **technology training**, and improving **financial literacy**. For many Wisconsin residents the public library is the only gateway to advanced learning at technical colleges and universities leading to higher paying jobs. Libraries also offer key resources for start-up businesses that grow Wisconsin's economy.

### Improve Access to Information through Technology

Insufficient technology infrastructure, lack of access and affordability, and slow adoption of innovation place many Wisconsin residents at a disadvantage. Children are particularly at risk when they are unable to access information they need to learn. Public libraries are the only library for homeschooled children. Many families cannot afford internet access at home. Funds will be directed toward **improving technology services** such as offering **Wi-Fi hotspots**, iPads, and maker kits for home use, **digitization services**, **coding initiatives**, in-person **technology training**; improving **Internet access**, **information literacy**, and **technology security** as well as investing in technology equipment for **creative learning labs** where people can learn robotics, 3D modeling, sewing, website design, film editing, and more.

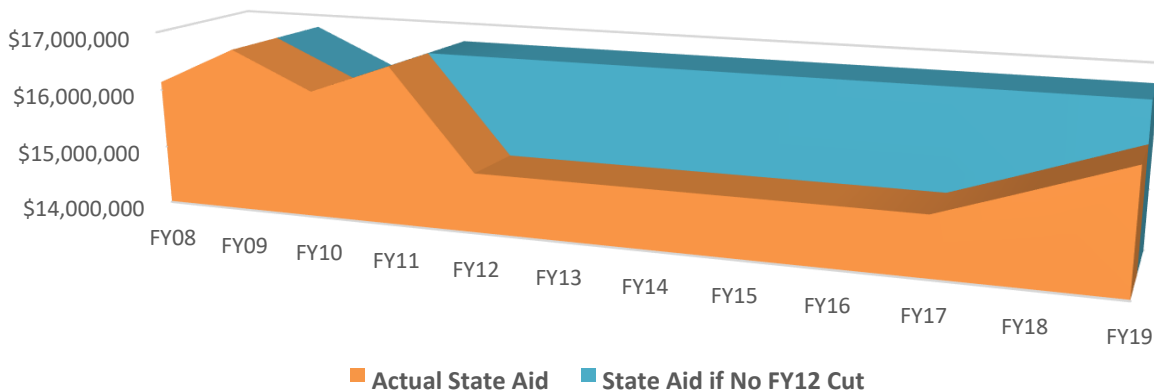
### Stimulate Lifelong Learning

Public libraries are a gateway to a better life through lifelong learning. The library is the only learning institution that serves residents in all stages of life. Funds will better address age-specific needs through programming. **Early literacy programs** help young brains develop and gets kids ready for school. **STEM programs** for youth encourage students to consider careers in science, technology and engineering—much needed for Wisconsin's future economic development. **Programs for the elderly** provide social networks and help preserve cognitive function.

### Historic State Aid to Public Library Systems

| State Fiscal Year                   | Appropriation        | Change from Prior Year | If no budget cut in FY12 | Difference           |
|-------------------------------------|----------------------|------------------------|--------------------------|----------------------|
| FY08                                | \$16,138,000         | 4.0%                   |                          |                      |
| FY09                                | \$16,783,500         | 4.0%                   |                          |                      |
| FY10                                | \$16,165,400         | -3.7%                  |                          |                      |
| FY11                                | \$16,681,200         | 3.2%                   |                          |                      |
| FY12                                | \$15,013,100         | -10.0%                 | \$16,681,200             | -\$1,668,100         |
| FY13                                | \$15,013,100         | 0.0%                   | \$16,681,200             | -\$1,668,100         |
| FY14                                | \$15,013,100         | 0.0%                   | \$16,681,200             | -\$1,668,100         |
| FY15                                | \$15,013,100         | 0.0%                   | \$16,681,200             | -\$1,668,100         |
| FY16                                | \$15,013,100         | 0.0%                   | \$16,681,200             | -\$1,668,100         |
| FY17                                | \$15,013,100         | 0.0%                   | \$16,681,200             | -\$1,668,100         |
| FY18                                | \$15,513,100         | 3.3%                   | \$16,681,200             | -\$1,168,100         |
| FY19                                | \$16,013,100         | 3.2%                   | \$16,681,200             | -\$668,100           |
| <b>Total Aid, FY12 through FY19</b> | <b>\$121,604,800</b> |                        | <b>\$133,449,600</b>     | <b>-\$11,844,800</b> |

### Public Library System Aid FY08-FY19



### Public Library System Aid Request

| CHANGE TO BASE            | FY20               | FY21               |
|---------------------------|--------------------|--------------------|
| Total Amount              | \$17,513,100       | \$19,013,100       |
| Base*                     | \$15,013,100       | \$15,013,100       |
| <b>Requested Increase</b> | <b>\$2,500,000</b> | <b>\$4,000,000</b> |

\*Reverts to the FY17 funding level (one-time increases provided in Act 59)

| INCREASE DETAILS             | FY20               | FY21               |
|------------------------------|--------------------|--------------------|
| Restore to FY19 aid (Act 59) | \$1,000,000        | \$1,000,000        |
| Additional aid               | \$1,500,000        | \$3,000,000        |
| <b>Total request</b>         | <b>\$2,500,000</b> | <b>\$4,000,000</b> |