



Vision

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

Mission

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

BOARD OF TRUSTEES REGULAR MEETING

Tuesday May 28, 2019

4:00 p.m.

Central Library

Richard E. and Lucile Krug Rare Books Room

814 W. Wisconsin Avenue

Milwaukee, WI 53233

ANNUAL MEETING

AGENDA

4:00 – 4:05

WELCOME & ROLL CALL

PUBLIC COMMENT

4:05 – 4:25

BOARD ACTIVITIES

1. **Introduction of Returning Board Member.** Trustee Mark Sain will be introduced as the new citizen appointee of Mayor Barrett.
2. **Introduction of New Board Member.** Milwaukee Public School Board President Larry Miller will be welcomed and introduced.
3. **Committee Assignments.** Board President Michele Bria will share new committee assignments with the Trustees.
4. **Board Assessment.** Innovation and Strategy Committee Chair Joan Prince will introduce the Board Assessment which all Trustees will be asked to complete.

4:25 – 4:40

SPECIAL COMMUNICATION

5. **2020 Budget.** The Board will receive a budget update from City Budget Director Dennis Yaccarino and will discuss the impact on the Library's budget.

4:40 – 4:45

SERVICE HIGHLIGHT

6. **Hot Spots.** Bring your cell phones! Trustees will have the opportunity to use MPL’s Mobile HotSpots. Judy Pinger, Assistant Director - Library Information Technology and Technical Services, will introduce the pilot program.

4:45 – 4:50

CONSENT AGENDA

Attachment A, page 4

7. **Regular Board Meeting Minutes April 23, 2019.**
8. **Committee Reports.**
 - a. Innovation & Strategy Committee Meeting Minutes, April 17, 2019
 - b. Finance & Personnel Committee Meeting Minutes, April 23, 2019
9. **Administrative Reports.**
 - a. Financial Report
 - b. Library Director’s Report

REPORTS

4:50 – 4:55

10. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac, Resource Library Representative, will report on the May 20, 2019 MCFLS Board meeting.

4:55– 5:10

11. **Building and Development Committee Meeting.** Committee Chair Mark Sain will report on the May 2, 2019 meeting.

Attachment B, page 31

5:10 – 5:20

12. **Services & Programs Committee Meeting.** Committee Chair Milele Coggs will report on the May 6, 2019 meeting.

Attachment C, page 33

NEW BUSINESS

5:20 – 5:25

13. **Next Agenda Items.** Chair Bria will entertain discussion about agenda items for the next meeting on June 25, 2019.

5:25 – 5:30

CLOSING REMARKS

REMINDER: Next scheduled meetings are:

- June 12, 2019 Innovation & Strategy Committee – Central Library, 8:00 a.m.*
- June 17, 2019 Building & Development Committee – Capitol Library, 6:00 p.m.*
- June 19, 2019 Executive Committee – Central Library, 4:00 p.m.*
- June 25, 2019 Regular Board Meeting – Capitol 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 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 April 23, 2019
Central Library
Community Room 1
814 West Wisconsin Avenue
Milwaukee, WI 53233**

PRESENT: Joan Prince, Ald. Milele Coggs, Ald. Nik Kovac, Matt Kowalski, James Marten
Dir. Mark Sain, Jennifer Smith, Paula Kiely

EXCUSED: Michele Bria, Chris Layden, Ald. Michael Murphy, Sup. Marcelia Nicholson

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

OTHERS

PRESENT: MPL Foundation: Ryan Daniels, Patricia Swanson
Budget and Policy Division: Mason Lavey
Young Development Group: Lavelle Young

Vice-President Joan Prince called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:13 p.m. on April 23, 2019 with a quorum present.

CONSENT AGENDA

1. **Regular Board Meeting Minutes March 26, 2019.**
2. **Administrative Reports.**
 - a. Financial Report
 - b. Library Director's Reports

Vice-President Prince asked the Board if any items should be removed from the Consent Agenda presented as attachment B, pages 3-18 of the agenda. Hearing no objection, the Consent Agenda was approved.

REPORTS

3. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac reported on the April 15, 2019 MCFLS Board meeting. Systemwide patron use of the Hoopla online subscription service has surpassed expectations and exceeded the budget. MCFLS Director Steve Hesel will contact member libraries to discuss increasing the budget for Hoopla or restructuring usage. Currently, MCFLS covers a portion of the cost and member libraries split the remaining balance. The new MCFLS Strategic Plan draft focuses on investing in more technology. The MCFLS Board is revising its Mission and Vision Statement. Informational item.

4. **Building and Development Committee.** Committee Chair Mark Sain reported on the April 4, 2019 meeting. A new exterior rendering of the proposed Garfield Theater Building site was presented to the Committee. Reductions in the white box cost per square foot were achieved by reducing the square footage of the library space in the building. The Committee asked the development team for more information about the library space layout and potential costs to preserve historic elements. The Trustees discussed the status and possibilities of the current library site. The Committee is dedicated to working with the development team to reach a suitable resolution and present recommendations to the full Board. Chair Sain reviewed the timeline on the reissued Request for Proposal for Capitol Library. Library Foundation Executive Director Ryan Daniels discussed fundraising ideas and opportunities for Good Hope Library. Vice-President Prince entertained a motion to approve the Foundation's fundraising strategies as recommended by the Committee. Trustee Coggs moved, no second was needed as the motion came out of committee. Informational item.

5. **Innovation and Strategy Committee.** Committee Chair Joan Prince reported on the April 17, 2019 meeting. The Committee reviewed the current demographic make-up of the Board and upcoming term expirations. President Bria will contact Trustees to gauge their interest in continuing service on the Board. The Committee is drafting a letter which will be sent to appointing authorities when advancing recommendations for Board appointment. The letter will include reasons for the nomination and will be accompanied by demographic data for consideration. The Committee is in the process of reviewing and preparing questions and timeline for the Board assessment. The assessment will be presented to the Board within the next four to six weeks. The Library Director and Board President will meet annually to discuss the relationship between the Board and MPL staff. The Committee has been charged with creating a task force to examine current funding models and investigate future funding options. Several individuals have been recommended as potential community co-chairs on the task force and the Committee is in the process of inviting them to join. The first task force meeting is slated for August 2019. Informational item.

6. **Finance and Personnel Committee.** Committee Vice-Chair Milele Coggs reported on the April 23, 2019 meeting. The Committee accepted the auditor's report of the Library Trust Fund. The fund investment performance was reviewed and continues to be in range of expectations. The portfolio allocations are well balanced and have allowed the fund to maintain consistency during market fluctuations. MPL staff confirmed internal accounting processes have been followed. The 2020 cost to continue budget is in preparation and will be presented to the Committee in July 2019. Director Kiely will work with the Committee to set a schedule for issuing an RFP for financial services.

OLD BUSINESS

8. **Bylaws Committee.** Committee Chair Jennifer Smith reviewed the proposed changes to the Board bylaws. The Committee made a motion to approve the changes. Motion passed.

NEW BUSINESS

8. **Legislative Agenda.** Director Kiely gave a brief overview of the process by which the Library submits legislative requests. Attachment E of the agenda contained a list of current library legislative requests. Director Kiely discussed each of the requests and the desired outcomes. The Board offered suggestions for negotiating the request to add freeway signage directing people to Central Library and working with a state representative to amend Wis. Stat. 940.208. Director Kiely also informed the Board about the work of the Wisconsin Library Association Library Development and Legislation Committee, of which she is a new member. The Committee contracts a lobbyist to work on behalf of all libraries in the state. The lobbyist and Committee have worked to increase funding for all Wisconsin library systems, including MCFLS. Director Kiely will provide regular updates to the Board regarding legislative requests.

With no further business, the Milwaukee Public Library Board of Trustees meeting of April 23, 2019 was adjourned at 5:29 p.m.

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

**Wednesday April 17, 2019
Central Library Meeting Room 1**

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

EXCUSED: Ald. Nik Kovac

OTHERS: MPL: Rebecca Schweisberger

Committee Chair Joan Prince called the MPL Board of Trustees Innovation and Strategy Committee meeting to order at 8:01 a.m. on April 17, 2019 with a quorum present.

1. **Committee Meeting Minutes from the February 13, 2019 Meeting.** Chair Prince entertained a motion to accept the minutes, listed as Attachment A of the agenda. Trustee Marten moved approval and Trustee Kowalski seconded. Motion passed.
2. **Board Recruitment.** The Committee was presented with a draft Succession and Recruitment Plan, a draft letter to appointing authorities, and Trustee Make-Up graphs for review and discussion; the documents are attached to these minutes. The documents are intended to assist the Committee in forecasting and preparing for upcoming vacancies as some Trustee terms reach conclusion. The Committee will use Board goals and demographic data to make recommendations to appointing authorities as vacancies arise. Trustees whose term ends in 2020 or 2021 may be contacted by the Board President to determine their interest in remaining on the Board. To promote diversity and inclusion, Library Director Kiely will amend the demographic charts to include non-binary as a gender option.
3. **Board Assessment.** The Committee reviewed an updated draft assessment planning tool and sample questionnaire; the documents are attached to these minutes. There was discussion about the differences between Trustees assessing the Board as a whole and assessing their performance as a Trustee. It was determined one type of assessment will be done each year, alternating between Board and Self. Discussion continued about what questions to include and how they will be presented. Director Kiely will update the questions to reflect the current practice of the Board and sub-committees.
4. **Task Force on the Financial Future of the Library.** The Committee reviewed a draft planning tool and discussed possible recommendations for the task force co-chair. The document is attached to these minutes. The Committee discussed the need for diversity on the task force. Recommendations for task force membership should be sent to Director Kiely by May 3, 2019. Director Kiely will send Committee members a paper describing the legal options for public libraries in Wisconsin. The paper will provide guidelines and a framework to explore funding options and models. Recommendations from the task force will be presented to the full Board for review and approval.

5. **Next Meeting.** At the June 12, 2019 meeting the Committee will finalize task force membership and begin refining the purpose, goals, and meeting schedule.

The meeting of the Milwaukee Public Library Board's Innovation & Strategy Committee was adjourned at 9:06 a.m. on April 17, 2019.



Milwaukee Public Library

Succession and Recruitment Plan			
Goal	Task	Status	Due
Establish Goals and identify needs	Track individual seats and related attributes each incumbent brings with them	Completed	April 2019
	Forecast openings and develop a plan for each potential opening	Completed	April 2019
Develop Communication Protocols and Tools to use with Appointing Authorities	Draft letter to appointing authorities	Completed	April 2019
	Develop timeline for monitoring term	Completed	April 2019
Develop Board Prospects List	Call on Trustees for prospects	Completed	April 2019
	Review other related Boards for prospects		May 2019
Engage Prospective Board Members	Identify "starter" opportunities for prospects to get involved with the library		May 2019
	Provide Board with a tip sheet for engaging		May 2019
	Create a 1-page recruitment tool to share		May 2019
Gain Plan approval from the full Board	Present to Board for input and approval		June 2019

Terms Expiring			
Seat	Incumbent	Term Ends April 30th	By August of Prior Year
1	Joan Prince	2020	Determine interest in renewal
2	Michele Bria	2021	Determine interest in renewal
3	Matthew (Matt) Kowalski	2021	Determine interest in renewal
4	VACANT	2019	To be filled by Mark Sain
5	Chris Layden	2020	Interested in renewal
6	James Marten	2022	Determine interest in renewal
7	Milele Coggs	2020	Determine interest in renewal
8	Michael Murphy	2020	Determine interest in renewal
9	Nik Kovac	2020	Determine interest in renewal
10	Marcelia Nicholson	2020	Determine interest in renewal
11	Mark Sain	2019	Mayor to appoint as Citizen Member; Need to recruit new member from School Board
12	Jennifer Smith	NA	

Goal – Board will be made up of individuals passionate about public library services and represent the make-up of our community. The Board will include members who possess the range of skills, knowledge, traits, and talents needed to help support the library in meeting its ongoing obligations to the community and to advance the library in achieving its mission and vision. Diversity Goals – Work with appointing authorities to identify candidates for the Board who have the needed skills and who add to the overall diversity of the Board, with the goal of representing our community.

SAMPLE LETTER TO APPOINTING AUTHORITY

Name
Address
Address

RE: Milwaukee Public Library Board Appointee

Dear [Appointing Authority],

Thank you for your past appointment of

[Name] has made us aware that [pronoun] informed you of [pronoun] intent to retire from the Library Board effective [date]. [Name] has been an invaluable member of the Board since [date] and made significant contributions in helping the library provide valuable services to the community. [Pronoun] will be missed.

As you consider naming the next appointment, I hope you will consider helping the Board meet its goals regarding diversity and inclusion. In 2018, the Board adopted the Urban Libraries Council's Statement on Race and Social Equity, which states in part that:

[A]s leaders of North America's public libraries, we are committed to achieving racial and social equity by contributing to a more just society in which all community members can realize their full potential. Our libraries can help achieve true and sustained equity through an intentional, systemic and transformative library-community partnership.

The Milwaukee Public Library Board of Trustees believes this work starts with a Board and staff that are diverse and who have the needed skills for the library to be success in fulfilling its mission and vision. With this in mind, we have identified several community members whom we believe meet the board-identified qualifications and whom we would like to nominate.

[name]
[name]

[For each name, add the rationale for the nomination and any interest the candidates have expressed in serving on the Board.]

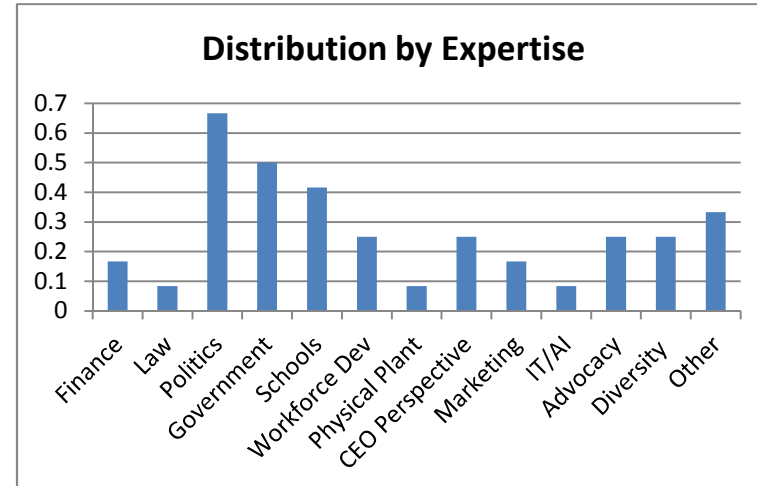
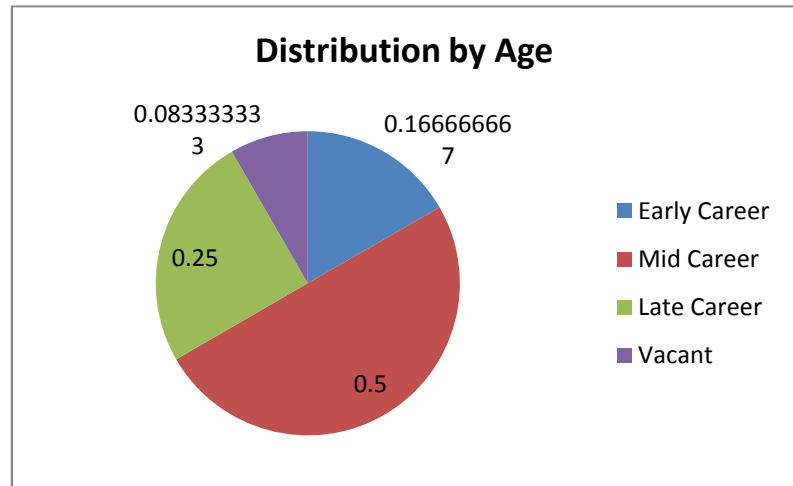
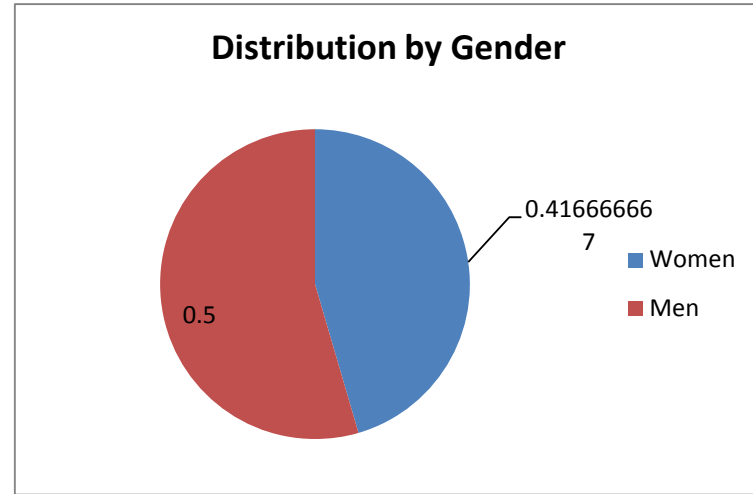
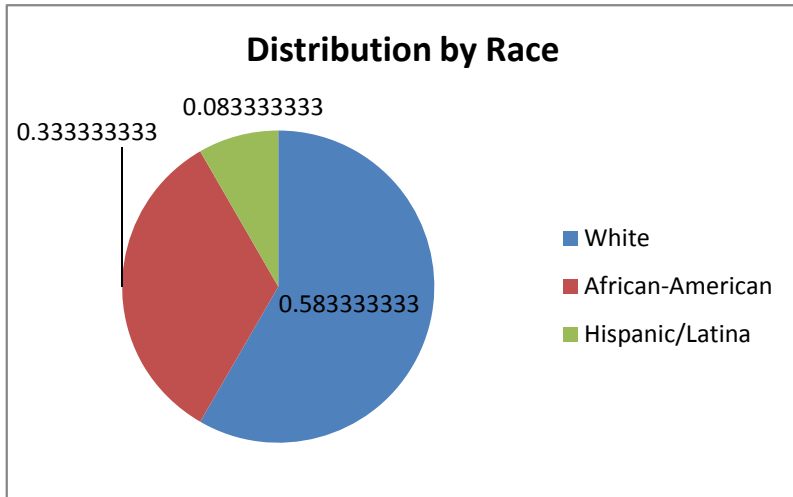
Thank you for your support of the Milwaukee Public Library and for your thoughtful consideration of our recommendations. Library Director [name] and I would be happy to discuss this further and provide additional information, as needed.

Sincerely,

[Name]
President

Attachments ????

Milwaukee Public Library Trustee Make-up – February 2019





Board Assessment
– **DRAFT** Planning Tool

Project Purpose:

To ensure our board members understand their duties and utilize effective and good governance practices to enable the board and its leaders to continue to strive for effectiveness and maximize their potential. (Adapted from Board Source)

To prepare for 2020, a year that could bring much change to the appointing authorities of the Board and the Board itself.

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 (Joan Prince)	In Person	May
3	Distribute assessment for completion	In Person	May
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

Features of Assessment

- Will be anonymous
- Aggregate results will be reviewed and shared

Future assessments – Needs more discussion

- Year 1 – Board Assessment
- Year 2 – Self-Assessment (Self assessment was sent to Trustees prior to 2019 Two-on-One meetings)
- Repeat

For Future thinking and discussion:

- Relationship with Board and Staff – once a year, chair and CEO to discuss.

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

February 12, 2019

April 1, 2019

Board Assessment Questionnaire

© Edward J. Tomey 2009

For each question, please answer with one of the following responses:

- a) Strongly Agree
- b) Agree
- c) Disagree
- d) Strongly Disagree
- e) Don't Know
- f) Not Appropriate

Section 1: Board & Staff Roles

- 1. The roles and responsibilities of our board are clearly defined and separate from those of the staff.
- 2. Our board takes the primary responsibility for setting the organization's policies.
- 3. Board members seldom assume roles and responsibilities that belong to staff.
- 4. ~~The board works in partnership with the organization's chief executive to carry out the organization's mission and vision. The board delegates to the organization's chief executive sufficient authority to lead the staff and carry out the organization's mission.~~
- 5. Board members do not interact with staff directly to influence staff behavior or program management without first coordinating with and getting the agreement of the chief executive officer.
- 6. When a problem or conflict arises between board and staff, we move quickly and effectively to resolve it.
- 7. Comments:

Formatted: Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 +
Alignment: Left + Aligned at: 0.25" + Indent
at: 0.5"

Section 2: Policy Making Practices

- 8. If a new policy is needed for the board or the organization as a whole, the issue is clearly presented to and discussed by the board.
- 9. The full board approves all new organizational policies before they are implemented.
- 10. Policies exist for key areas such as finance, human resources, safety, conflicts of interest, legal and ethical compliance, and any other functions unique to our organization's work
- 11. Our organization's policies are effectively communicated to all board members
- 12. The board reviews policies at least every two years, and updates them as needed
- 13. The board revisits its role as the policy-making body of the organization at least every two years to ensure it is meeting this responsibility and has not drifted off-course into areas belonging to the staff.
- 14. Comments:

Section 3: Planning Practices

- 15. Our organization's mission and purpose are clearly understood and accepted by our board.
- 16. The mission and purpose of the organization are reviewed by the board each time strategic planning takes place to ensure that they are aligned with current program activities.

17. The members of the board reach consensus on a vision that communicates where the organization will be headed over the next 3-5 years.
18. The full board collaboratively reviews and updates the organization's strategic plan at least every two Years
19. Staff develop and carry out annual action plans based on the board-approved strategic plan.
20. The board is thoroughly briefed by the staff on annual plans developed by staff.
21. Comments:

Section 4: Fiscal Management Practices

- ~~22.~~ The organization's annual budget is fully discussed and understood by the board prior to approving ~~22.~~ ~~it.~~ ~~...~~ (when should this happen?)
23. The fiscal health of our organization is regularly reviewed and any necessary board actions are taken thoughtfully but quickly.
24. Board leadership takes steps to ensure that fiscal reports are thoroughly understood by all board Members
25. The annual report of our organization's independent auditor is reviewed by the board and any necessary actions are taken in a timely way.
26. Board members are fully aware of their legal responsibilities for the organization's fiscal management.
- ~~26-27.~~ [Add a question about the budget process and the roles different bodies and individuals have](#)
- ~~27-28.~~ The board regularly reviews the financial investment practices and portfolio performance of the organization.
- ~~28-29.~~ Comments:

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Section 5: Fundraising Practices

- ~~29-30.~~ Board members are updated regularly on our knowledge of new best practices in the field of ~~Philanthropy~~ [public libraries](#).
- ~~30-31.~~ Our organization's fund raising needs and strategies are understood by the board
- ~~31-32.~~ The board has a clear policy on board members' responsibility to participate in fundraising efforts
- ~~32-33.~~ Board members play an active role in the organization's fundraising efforts.
- ~~33-34.~~ The board periodically engages in long-range fiscal planning to ensure an adequate flow of financial resources to the organization over time.
- ~~34-35.~~ Capital fundraising needs are reviewed and included by the board as a part of the organization's strategic planning.
- ~~35-36.~~ Comments:

Section 6: Board Structure and Practices

- ~~36-37.~~ Our board's structure allows us to get our work done in a timely and effective way.
- ~~37-38.~~ The board's ad hoc and standing committees streamline our work process and increase board effectiveness.
- ~~38-39.~~ Our board's size is about right.

- 39-40. Our members' terms on the board are about the right length.
- 40-41. We consciously select and prepare board officers for their leadership responsibilities
- 41-42. Board members have a working knowledge of the organization's by-laws
- 42-43. Comments:

Section 7: Board Committees

- 43-44. Our board's meetings schedule has the right number and length of meetings.
- 44-45. The agendas of our board meetings and supporting written material are provided in advance of meetings.
- 45-46. Board leaders and standing committee members contribute items to meeting agendas.
- 46-47. Board meetings are generally well-run and make good use of members' time
- 47-48. Our board tends to brainstorm and identify creative approaches to problem-solving.
- 48-49. Our board thoroughly examines the pros and cons of all major issues and makes fully informed decisions.
- 49-50. Comments:

Section 9: Board Membership & Orientation

- 50-51. The areas of expertise, skills, and other factors we need to be an effective board for this organization are adequately represented among current board members.
- 51-52. Our board successfully assesses the expertise, skills, and other contributions we need from potential new board members to maintain or increase our effectiveness.
- 52-53. We actively recruit new board members based on identified needs and not merely to fill a board vacancy
- 53-54. When seeking members for the board, we use a wide variety of referral sources within the communities we serve.
- 54-55. Our board and staff inform new board members about responsibilities and important organizational information through a structured new member orientation program.
- 55-56. We annually assess the knowledge and skills needs of board members and address any identified gaps in an annual board development plan.
- 56-57. Comments:

Section 10: Board Executive Relationship

- 57-58. Our board ~~is involved in a~~ ~~uses a~~ structured and participative process to recruit and hire our organization's chief executive.
- 58-59. The board has approved a written job description that clearly spells out the chief executive's responsibilities and authority
- 59. ~~The board provides feedback to the mayor on the~~ chief executive's performance. ~~is formally assessed at least annually based on objectives~~
- 60. ~~established at the beginning of the fiscal year.~~

Formatted: Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 +
Alignment: Left + Aligned at: 0.25" + Indent
at: 0.5"

~~60-61.~~ The chief executive receives ongoing feedback regarding job performance in addition to any formal assessments.

~~61-62.~~ Board members provide the necessary support that allows the chief executive to carry out the role successfully

~~62-63.~~ The board ensures that the chief executive has an ongoing professional development plan to enhance the executive's leadership effectiveness and ensures the availability of resources to implement the plan

~~63-64.~~ Comments:

Section 11: Monitoring & Evaluation Practices

~~64-65.~~ Board members are adequately knowledgeable about the organization's programs and services.

~~65-66.~~ We periodically review with the chief executive the possibilities of adding new programs and services, and modifying or discontinuing current programs and services.

~~66-67.~~ Our board keeps itself informed of our organization's performance against predetermined plans and goals.

~~67-68.~~ The effectiveness of our board and committee structure is assessed at least every two years

~~68-69.~~ We annually assess our board members' satisfaction with their participation on the board.

~~69-70.~~ We regularly evaluate the effectiveness of our board meetings.

~~70-71.~~ Comments:

Section 12: External Relations Practices

~~71-72.~~ Our board regularly assesses the effectiveness of our relations with our key external constituent groups.

~~72-73.~~ Most of our individual board members are active either professionally or personally within the communities served by our organization

~~73-74.~~ The board has approved effective marketing and public relations strategies for the organization.

~~74-75.~~ Individual board members actively support public relations and marketing events that benefit the organization during the fiscal year.

~~75-76.~~ A majority of board members attends critical organizational events designed to promote the organization with key publics (annual meeting, annual programmatic kick-off event, openings of major new programs, etc.)

~~76-77.~~ Board members are clear about who serves as official spokesperson for the organization.

~~77-78.~~ Comments:

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

**Tuesday, April 23, 2019
Central Library Meeting Room 1**

PRESENT: Milele Coggs, Mark Sain, Jennifer Smith, Paula Kiely

EXCUSED: Chris Layden, Michael Murphy

OTHERS

PRESENT: MPL: Joan Johnson, Jennifer Meyer-Stearns, Anne Rasmussen,
Sarah Leszczynski, Rebecca Schweisberger
US Bank: Wayne Sattler
Reilly Penner & Benton LLP: Joel Joyce
Budget and Policy Division: Mason Lavey

Chair Coggs called the meeting of the Board of Trustees Finance & Personnel Committee to order at 3:34 p.m. on Tuesday, April 23, 2019 with a quorum present.

1. **Committee Meeting Minutes Review.** The committee reviewed the minutes from the January 22, 2019 meeting. Trustee Smith moved to approve the minutes and Trustee Sain seconded. Motion passed.
2. **Financial Statements and Auditors' Report.** The Trustees received the Milwaukee Public Library Trust Fund Audited Financial Statements for the year ended December 31, 2018. Mr. Joel Joyce of Rielly Penner & Benton LLP reviewed the report. The auditors issued an unqualified opinion of MPL Trust Fund financial statements. A minor technical error was discovered in the classification of some restricted gifts. Mr. Joyce noted the funds were spent as intended but not recorded in the proper fund. He also stated MPL staff is very conscientious about ensuring funds are spent in accordance with donors' wishes. Assistant Library Director Jennifer Meyer-Stearns informed the Committee there is now a process in place to internally audit fund classification each month to prevent this error. Trustee Sain moved approval of the 2018 Independent Audit Report as prepared by Reilly Penner & Benton LLP. Trustee Smith seconded. Motion passed.
3. **Quarterly Review of Fund Investments.** The Committee received the U.S. Bank Institutional Trust and Custody quarterly report for MPL dated April 23, 2019 prior to the meeting. Mr. Wayne Sattler, Senior Vice President & Managing Director at U.S. Bank provided a market overview and portfolio summary. The portfolio allocations are well balanced and no changes to the current allocations were recommended. The Committee accepted the report. Chair Coggs entertained a motion to receive the report and place it on file. Trustee Smith moved and Trustee Sain seconded. Motion passed.
4. **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 – First Quarter 2019 memo. She reported all internal control processes were followed and there were no accounting issues. Informational item.

5. **2020 Budget.** The City of Milwaukee Budget Office instructed MPL staff to draft a cost to continue budget. Assistant Library Director Jennifer Meyer-Stearns reported the budget request for 2020 is in preparation and will be presented at the Finance & Personnel Committee meeting on July 23, 2019. Director Kiely informed the Committee there will be significant challenges to the budget. MPL staff will present suggestions and request Committee input. Informational item.

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 4:08 p.m. on Tuesday, April 23, 2019.

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

2019

2018

City Revenues

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 21,937,539	\$ 7,359,527	33.5%
<i>Fines</i>	\$ 215,000	\$ 38,183	17.8%
<i>Lost Materials, etc.</i>	\$ 109,000	\$ 14,709	13.5%
<i>MCFLS Contracts</i>	\$ 750,789	\$ 14,961	2.0%
Total City Appropriation	\$ 23,012,328	\$ 7,427,380	32.3%

	Budget	Received to date	% Received
	\$ 22,135,625	\$ 7,277,228	32.9%
	\$ 225,000	\$ 53,552	23.8%
	\$ 101,800	\$ 20,089	19.7%
	\$ 744,000	\$ 226,957	30.5%
	\$ 23,206,425	\$ 7,577,826	32.7%

City Expenses

Salaries & Benefits

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 12,375,271	\$ 3,725,892	30.1%
<i>Fringe Benefits</i>	\$ 5,568,871	\$ 1,459,382	26.2%
Total	\$ 17,944,142	\$ 5,185,274	28.9%

	Budget	Spent to date	% Spent
	\$ 12,340,806	\$ 3,924,613	31.8%
	\$ 5,676,770	\$ 1,958,144	34.5%
	\$ 18,017,576	\$ 5,882,757	32.7%

Operating Expenses

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 96,905	\$ 39,926	41.2%
<i>Tools & Machinery Parts</i>	\$ 18,800	\$ 13,517	71.9%
<i>Construction Supplies</i>	\$ 30,000	\$ 13,917	46.4%
<i>Energy</i>	\$ 637,975	\$ 209,293	32.8%
<i>Other Operating Supplies</i>	\$ 146,254	\$ 74,834	51.2%
<i>Vehicle Rental</i>	\$ 8,160	\$ 1,668	20.4%
<i>Non-Vehicle Equipment Rental</i>	\$ 22,554	\$ 12,287	54.5%
<i>Professional Services</i>	\$ 191,396	\$ 127,203	66.5%
<i>Information Technology Services</i>	\$ 399,440	\$ 334,258	83.7%
<i>Property Services</i>	\$ 879,798	\$ 435,097	49.5%
<i>Infrastructure Services</i>	\$ 28,000	\$ 33,890	121.0%
<i>Vehicle Repair Services</i>	\$ 250	\$ -	0.0%
<i>Other Operating Services</i>	\$ 287,079	\$ 31,275	10.9%
<i>Reimburse Other Departments</i>	\$ 67,250	\$ (952)	-1.4%
Total	\$ 2,813,861	\$ 1,326,213	47.1%

	Budget	Spent to date	% Spent
	\$ 130,000	\$ 10,858	8.4%
	\$ 30,800	\$ 13,446	43.7%
	\$ 38,000	\$ 9,921	26.1%
	\$ 664,179	\$ 143,459	21.6%
	\$ 178,027	\$ 64,394	36.2%
	\$ 7,000	\$ 1,761	25.2%
	\$ 30,000	\$ 12,844	42.8%
	\$ 182,500	\$ 107,941	59.1%
	\$ 406,579	\$ 324,684	79.9%
	\$ 957,189	\$ 366,371	38.3%
	\$ 28,000	\$ 17,890	63.9%
	\$ 500	\$ 6,825	1365.0%
	\$ 221,700	\$ 27,959	12.6%
	\$ 68,000	\$ (913)	-1.3%
	\$ 2,942,474	\$ 1,107,440	37.6%

Equipment

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,689,148	\$ 627,692	37.2%
<i>Computers, etc.</i>	\$ 318,303	\$ 250,241	78.6%
<i>Other</i>	\$ 37,874	\$ 22,058	58.2%
Total	\$ 2,045,325	\$ 899,991	44.0%

	Budget	Spent to date	% Spent
	\$ 1,751,774	\$ 566,500	32.3%
	\$ 250,419	\$ 9,629	3.8%
	\$ 58,000	\$ (2,000)	-3.4%
	\$ 2,060,193	\$ 574,129	27.9%

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%
Total	\$ 209,000	\$ 15,902	7.6%
Total City Expenses	\$ 23,012,328	\$ 7,427,380	32.3%

	Budget	Spent to date	% Spent
	\$ 13,182	\$ -	0.0%
	\$ -	\$ -	0.0%
	\$ 36,000	\$ 13,500	37.5%
	\$ -	\$ -	0.0%
	\$ 137,000	\$ -	0.0%
	\$ 186,182	\$ 13,500	7.3%
	\$ 23,206,425	\$ 7,577,826	32.7%

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

2019

2018

Additional Funding Sources

Contract Grants

	Budget	Spent to date	% Spent
WTBBL Jul '18 - Jun '19	\$ 989,520	\$ 738,154	74.6%
ILS Jul '18 - Jun '19	\$ 96,900	\$ 72,741	75.1%
Total	\$ 1,086,420	\$ 810,895	74.6%

	Budget	Spent to date	% Spent
	\$ 976,820	\$ 715,008	73.2%
	\$ 96,297	\$ 73,342	76.2%
Total	\$ 1,073,117	\$ 788,350	73.5%

Trust Funds

	Budget	Spent to date	% Spent
Materials	\$ 104,027	\$ 33,915	32.6%
Programming	\$ 35,500	\$ 9,380	26.4%
Training	\$ 13,000	\$ 3,098	23.8%
Marketing	\$ 29,000	\$ 8,390	28.9%
Contingency	\$ 4,000	\$ 420	10.5%
Board Development	\$ 5,000	\$ -	0.0%
Headline	\$ 5,000	\$ -	0.0%
WTBBL - Goldstein	\$ 2,166	\$ 1,375	63.5%
Strehlow 50+	\$ 42,376	\$ 475	1.1%
Total	\$ 240,069	\$ 57,053	23.8%

	Budget	Spent to date	% Spent
	\$ 64,000	\$ 6,024	9.4%
	\$ 33,750	\$ 8,954	26.5%
	\$ 11,000	\$ 1,795	16.3%
	\$ 23,000	\$ 8,747	38.0%
	\$ 2,988	\$ 562	18.8%
	\$ 5,000	\$ 14,232	0.0%
	\$ 5,000	\$ -	0.0%
	\$ -	\$ -	-
	\$ 44,417	\$ 314	0.0%
Total	\$ 189,155	\$ 40,628	21.5%

Foundation Funds

	Budget*	Spent to date	% Spent
Materials	\$ 389,775	\$ 76,269	19.6%
Programming	\$ 2,617,028	\$ 223,039	8.5%
Total	\$ 3,006,803	\$ 299,308	10.0%

	Budget*	Spent to date	% Spent
	\$ 615,637	\$ 38,864	6.3%
	\$ 2,054,297	\$ 109,192	5.3%
Total	\$ 2,669,934	\$ 148,056	5.5%

*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 May 2019

I'm happy to report that the annual "Super Reader" summer reading initiative got underway this month with all city of Milwaukee schools receiving materials to get their students ready to read. Many private schools dismiss for the summer in May, so the early launch ensures no student is left waiting to participate. The program targets youth of all ages as well as adults, is offered in libraries as well as at outreach partner sites, includes a robust events schedule at all library locations, and provides incentives to encourage readers of all ages to read for pleasure and help eliminate summer slide.

The library submitted its annual Operating Budget Request at required by the May 14th deadline. Our cost-to-continue budget would maintain services at the current 2019 level. With scheduled wage increases and increases in the cost of services and equipment, the request exceeds our current \$23m budget by \$1.9m.

The library was included in a visit to Milwaukee by C-SPAN as part of its *Cities Tour* series. We provided the location for their kick-off reception and I was interviewed on camera about MPL's role as a Federal Government Depository. The full program, which features many aspects of the city, can be found at www.c-span.org/citiestour

I attended several meetings with Office of Early Childhood Initiatives Director Dea Wright including a tour of the Marcia Cogg Center and a meeting with LaundryCares Foundation's Executive VP, and community partners. Both the tour and the meeting were part of an exploration into potential outreach opportunities that will bring us in greater contact with families with young children.

Events I attended included the Milwaukee Historical Society Awards Dinner as a guest of MPL Board President Michele Bria and Journey House, whose 50th anniversary was recognized; the Milwaukee Journal Sentinel Real Estate Awards, at which President Bria, Community Engagement Director Eileen Force Cahill, Ted Matkom from Gorman and Company, and Jane Dederling from HGA, accepted the award for Best Public/Private Partnership; and the Grand Opening of the Milwaukee Fire Department Mobile Integrated Healthcare Program at Station 31, and Announcement of the Milwaukee Overdose Response Initiative, at which Trustee Ald. Michael Murphy spoke.

MPL HELPS PEOPLE READ

Book Club. On Monday, April 15, **Center Street** branch library hosted a book club for *We're Going to Need More Wine* by Gabrielle Union. Mary Bird, Adult Librarian facilitated this discussion for patrons. Attendance: 1

STEM Storytimes. In April, **Bay View** branch library hosted two special programs incorporating STEM concepts into traditional storytime. Keeping Greater Milwaukee Beautiful led a "Recycle for Good" storytime, teaching participants about the importance of different types of recycling and composting. Attendance: 23

Open Mic Poetry. Neighbors came together at **East** branch library for the 2nd annual Open Mic Poetry program with emcee and local poet Kavon Cortez Jones. Kavon kept the audience energized and ready to read, listen, and enjoy poetry. **Central Library** poetry selector Dan Kentowski was on hand to welcome attendees and to read poetry. Attendees ranged in age from 10-80! Attendance: 31

Novel Ideas Book Club . **Zablocki** branch library had a very successful Novel Ideas Book Club this April. LRA, Kimberly Luedke, led a spirited discussion of Susan Orlean's *The Library Book* during National Library Week. Participants were enthralled by the artistry of the language, wry sense of humor, and impeccable research in Orlean's account of the Los Angeles Public Library fire. Central to the theme of the book was the larger role that libraries play in American life. The highlight of the evening was the touching and funny stories shared by participants of how libraries have impacted our own lives. Attendance: 11

MPL HELPS PEOPLE LEARN

The Science of Marvel: Kyle Hill on the Science Behind Superheroes. In partnership with 88Nine Labs presented by Northwestern Mutual, Milwaukee Public Library welcomed Science Communicator Kyle Hill to the **Centennial Hall Auditorium** for "The Science of Marvel: Kyle Hill on the Science of Superheroes." A Marquette alum, Nerdist.com Science Editor and host of 'Because Science,' Kyle Hill uses real-world math and science concepts to solve, measure, and make sense of favorite Marvel comic and movie superheroes. Attendance: 277

Lands We Share Exhibit. The **Central Library** hosted a traveling exhibition featuring the stories, histories, artifacts, images and sounds of six culturally and regionally distinct farms and farm sites in Wisconsin. The exhibit invites visitors to share their own stories, insights and questions. The *Lands We Share* program aims to bring together people and groups from diverse backgrounds who are often separated despite living and working in close proximity. The exhibit is part of The Wisconsin Farms Oral History Project, a collaboration of faculty and students at four UW campuses (UW-Whitewater, UW-Oshkosh, UW-Milwaukee, and UW-Madison).

Small Business Resources 101 in Spanish-Outreach. Laura Patiño of the **Central Library** Business, Technology, and Periodicals Department presented the Small Business Resources 101 workshop in Spanish at Wisconsin Women's Business Initiative Corporation's (WWBIC) on April 1. This presentation focused on useful print and electronic resources for small business planning. Attendees had many questions relating to food trucks and sports complexes. Attendance: 15

Money Smart Week. Milwaukee Public Library again participated in Money Smart Week from March 30th to April 6th. Money Smart Week is a national campaign focused on financial education providing over 4,000 programs in 41 states in 2018. This year, MPL offered 9 programs at 5 library locations throughout the week. Topics included were: home buying, personal investing, credit reports and repair, small business finances, and financial education for children. The library partnered with several outside organizations including CIBC Bank, BetterInvesting Wisconsin, WWBIC, and Chase Bank to share these important programs with the community. The best attended program was presented by **Central Library** Children's Department staff member Connor Bowman, who presented a special Money Smart Storytime for 20 attendees. Matthew Arends of the **Central Library** Business, Technology, and Periodicals Department coordinated all events for the system. Overall attendance: 60

The Lion at the Library-Museum. On April 13, a program and tour was held at **Central Library**, 90 years to the day after Sim, an African lion cub, came to live in the library building. Prior to the event, an interview (Shh, No Roaring!) with Maria Burke and Dan Lee ran on the WUWM broadcast *Bubbler Talk*. Mayor Tom Barrett's office issued a proclamation for Sim the Lion day, and Meg Jones wrote an article that ran in the Milwaukee Journal Sentinel Green Sheet online and in print. Attendees were greeted by Deputy Library Director Joan Johnson, who presented the Mayoral Proclamation. After the Powerpoint program, Dan, Maria and retired librarians Dawn Lauber and Richard Weltcheff led the tour. Local

company Idea Creative LLC has proposed a documentary about Sim and shot some footage during the program and tour. Attendance: 47

Small Business Resources Presentation to WWBIC. On April 8, Laura Pope of Business, Technology, and Periodicals Department presented our Small Business Resources 101 presentation to students of Wisconsin Women's Business Initiative Corporation (WWBIC) at the Central Library. This workshop focused on useful print and electronic resources for small business planning. The event ended with a tour of the Business, Technology, and Periodicals Department. Attendance: 38

Soul Food Junkies Film Screening. On April 20th, Laura Pope of the Business, Technology, and Periodicals Department hosted a screening of the documentary *Soul Food Junkies* by Byron Hurt at the **Central Library**. The documentary explores the history and social significance of soul food to black cultural identity and its impact on African American health, good and bad. Attendees also had a discussion about health and cultural implications of the film. Information regarding health insurance was also shared. Attendance: 6

City of Milwaukee-Office of Small Business Development Conference. On Monday, April 29, **Central Library** Business Librarians Laura Pope and Joanne Vandestreek staffed a resource booth at the City of Milwaukee's Office of Small Business Development Conference, held at Manpower's Global Headquarters. This event featured vendors such as local small business owners, chambers of commerce staff, and staff at local government agencies. MPL was present to staff a resource booth and Joanne Vandestreek also presented at the conference about MPL's small business resources. Attendance: 55

Spring Break at Central. During MPS Spring Break, **Central Library** Children's room staff presented four programs, including a Wednesday morning performance by the Florentine Opera. STEM programs featured slime-making, LEGO building, and the popular "I Survived" book series which inspired experiments about volcanic eruptions and sinking ships. Patrons were also invited to take part in a Spring Break Scavenger Hunt to familiarize them with the Central Library Children's Room. The Scavenger Hunt was created for different ages and skill levels with 85 children participating. Total attendance: 367

Spring Break in Studio M. MPL teen interns, supported by other staff presented two weeks of Spring Break programming in the Northwestern Mutual Foundation Studio M maker space at **Mitchell Street** branch library. Programs included Screen Printing in collaboration with Artist-in-Residence Celeste Contreras and an Animation Camp in collaboration with Artists Working in Education. Total Attendance: 268

Spring Break Programs. **Center Street** branch library hosted three successful children's programs during MPS Spring Break, including "Build with Lego Bricks" and "Paws and Read". Attendance: 32

Experimental Poetry. **Atkinson** branch library hosted eight young poets for the "Experimental Poetry" program on Thursday, April 4. They created black out poetry, roll-a-poems, and chap books that was displayed at the branch. A young man in attendance was excited to receive a notebook to write his own poetry. Attendance: 8

Bay View Bubbles. At **Bay View** branch library, Librarian Becky Manz led a "Fun with Bubbles" storytime, in which participants learned how to make their own bubble solutions. Attendance: 32

World Tai Chi Qigong Day. **East** branch library partnered with YMAA Tai Chi Ch’Uan of Wisconsin to host our 2nd annual World Tai Chi Qigong Day program on the last Saturday of April. Instruction was offered to those new to Tai Chi by several local teachers including Angela Laughingheart. Those familiar with Tai Chi were free to practice in the beautiful Lucile Krug Community Room. Attendance: 45

Discovery Lunch. **Capitol** branch library held a Discovery Lunch on April 2nd entitled “Becoming an Herbalist”. The program featured information about using herbs to improve health and wellness. Attendance: 10

Money Smart Week. **Capitol** branch library hosted two Money Smart Week programs: “Understanding the Stock Market” and “Dealing with Debt”. Attendance: 12 and 10 respectively.

Film Screening. On Monday, April 15, **Capitol** branch library screened the film *Rigged: The Voter Suppression Playbook*. This 2018 documentary tells the story of how ordinary citizens and political operatives concerned about a rising tide of non-white and younger voters hatched and pursued a plan to create new barriers to voter registration, disenfranchise minority voters and create an elaborate and false narrative around voter fraud. Attendees were engaged in the film and the discussion afterwards. Attendance: 6.

Rain Barrel Workshops. In April, **Tippecanoe** branch library and **Zablocki** branch library hosted Rain Barrel Workshops, sponsored by the Milwaukee Metropolitan Sewage District. Participants learned how to install and care for a rain barrel. Representatives from MMSD also discussed water conservation and the many benefits of using rain barrels. Registered participants received a free rain barrel. Attendance: Zablocki (31), Tippecanoe (46)

Gender Identity. **Tippecanoe** branch library continued to host socially conscious and thought provoking programming, and partnered with the LGBTQ Community Center of Milwaukee to present a program on gender identity. Jaime Erdheim, Milwaukee LGBT Center's youth advocate, discussed terminology related to gender fluidity, and offered guidelines on how to support folx outside of the gender binary. Attendance: 50.

Family Cooking Night. On April 30, **Mitchell Street** branch library hosted a family cooking night in the Cargill Community Kitchen in the Northwestern Mutual Life Studio M. Participants were led by Community Kitchen Program Coordinator Sam Alioto. He showed patrons how to make homemade tortillas, chicken tacos and pico de gallo. All participants enjoyed the program and were excited to register for the next kitchen program. Attendance: 20

MPL HELPS PEOPLE CONNECT

Milwaukee Zine Fest. **Central Library** hosted the 11th annual Milwaukee Zine Fest on April 6. Milwaukee Zine Fest is the Midwest’s longest-standing zine fest; the event celebrates and promotes zine culture, DIY creative literary work, small press publishing, and other independent, self-created wonders in magazine-like format. Milwaukee Zine Fest is produced by The Bindery & Milwaukee Public Library with support from dedicated community volunteers. This year’s fest featured over 60 zine makers, two hands-on workshops, and a DIY zine station led by Mitchell Street GASP Artist-in-Residence Celeste Contreras. Attendance: 375

Milwaukee Area Teachers of Art Exhibit and Reception. In April and May **Central Library** hosts the Milwaukee Area Teachers of Art (MATA) 78th Annual Members Exhibition featuring original works of art

by local art educators. A reception and awards presentation was held for the artists on April 20. Attendance: 44

Teen Job Fair – Center Street. The energy was booming when **Center Street** branch library hosted the Milwaukee Public Library's Annual Spring Teen Job Fair on April 24. Librarian Jenny Wright and Librarian Associate Mark Zimmerman co-facilitated the event, which hosted 24 employers. MPL staff and volunteers assisted teens and parents with navigating the job fair and reviewing, writing, and printing resumes. Participants were able to apply for jobs directly on the websites of the employers. The event was an overwhelmingly positive experience for those in attendance and brought community members together to create a win-win-win scenario for MPL, the participating teens, and prospective employers alike. Attendance: 128

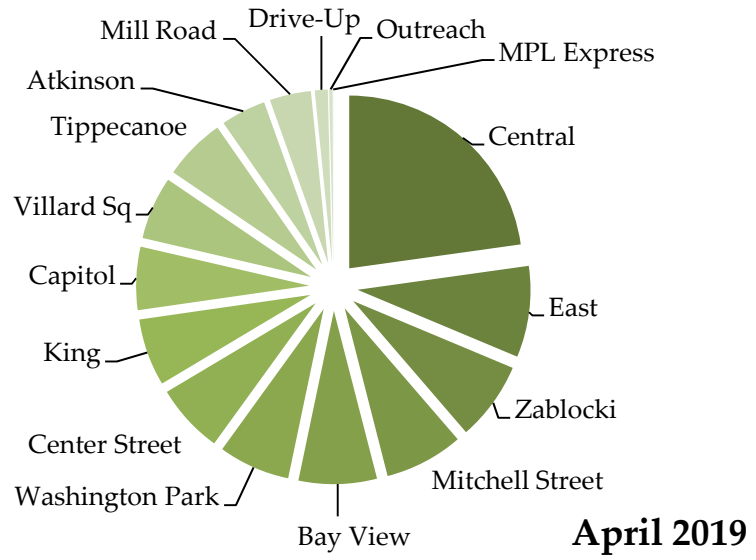
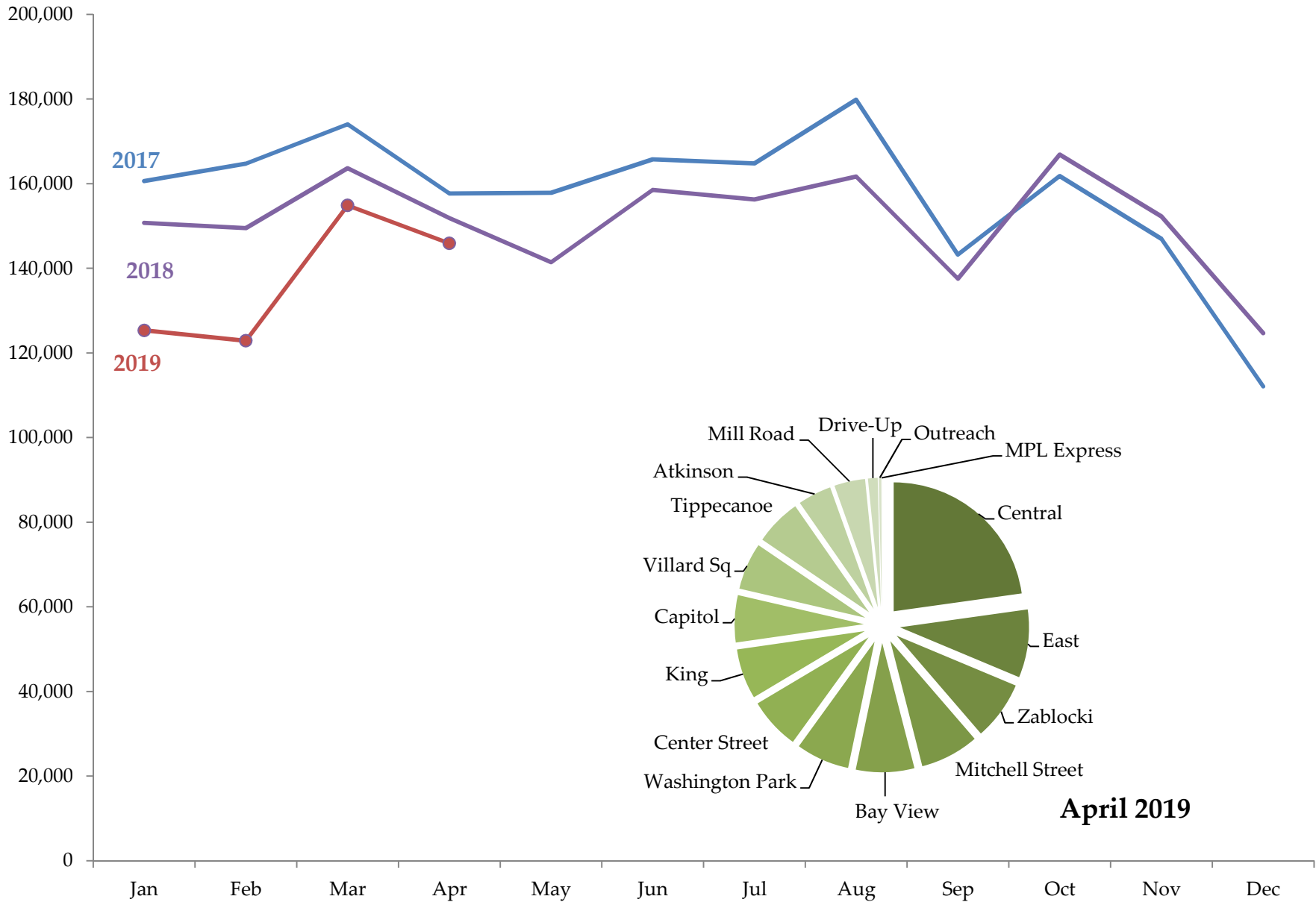
Card Registration Outreach. **East** branch library offered on-site card registration at UWM's Cambridge Commons residence hall this month. Library staff were able to register 43 students for library cards. This outreach initiative began last fall with an outreach event at RiverView residence hall. The event was so successful that we have been invited back for the next school year! Attendance 60

Chill Out Glitter Jars. On April 9, **Tippecanoe** branch library hosted a program for teens to make Chill Out Glitter Jars. After initial instructions on how to assemble the project, 8 teens worked together and helped each other make their own unique jars. The group discussed the fact that in addition to looking really cool, Chill Out Glitter Jars can be used to take a quick mindfulness or re-focus break during a stressful day by shaking up the contents and watching the glitter slowly swirl before settling. Each program attendee left with a jar tailored specifically to them. Attendance: 8

Teen Job Fair – Atkinson. On April 11, **Atkinson** branch library held a Teen Job Fair. Library staff gave a brief presentation about completing job applications in a professional manner, and then teens were invited to apply for summer jobs at several Milwaukee businesses. One participant stated he appreciated being able to apply at a business hiring summer help. Attendance: 18

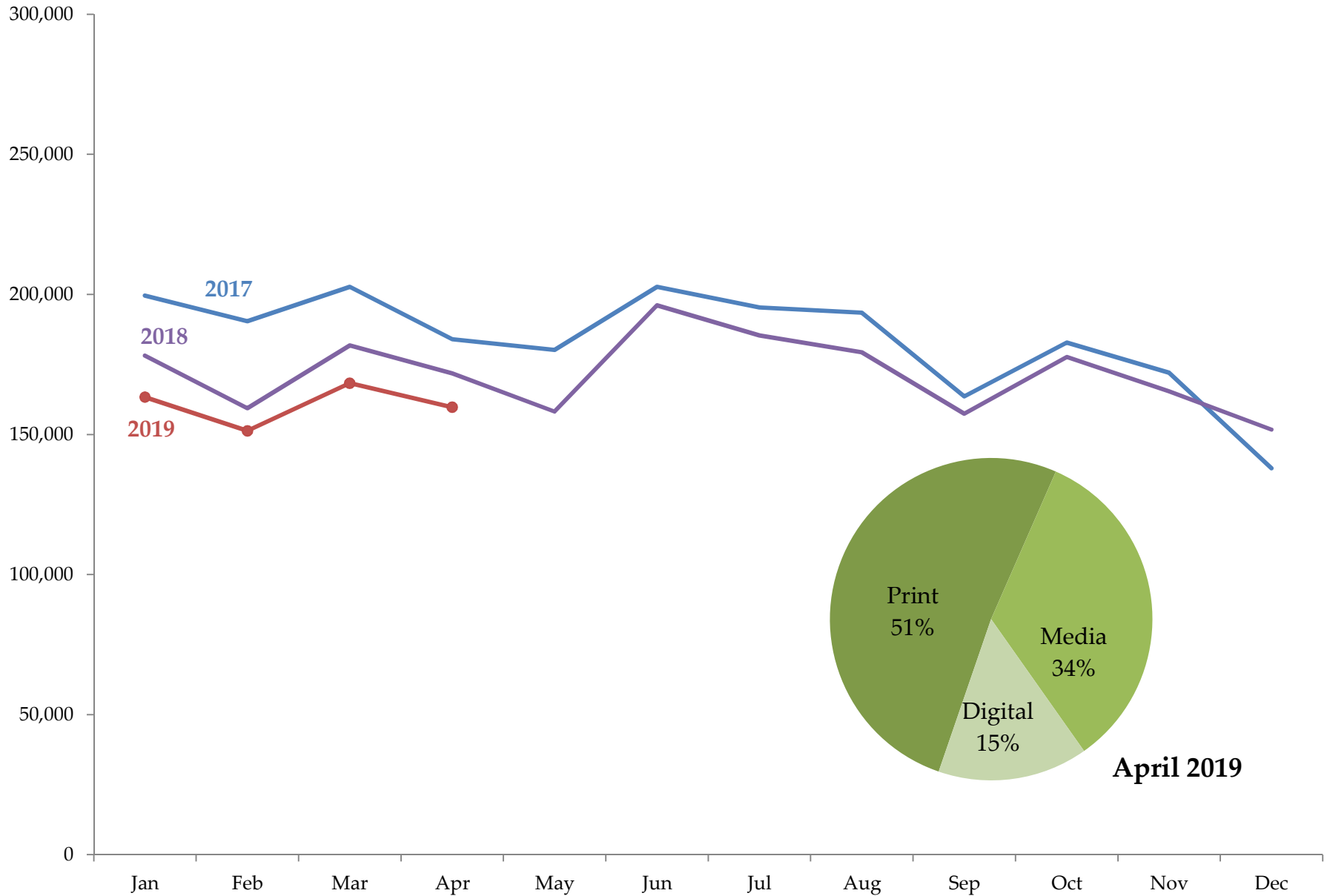
Mitchell Street Tour. On April 25, **Mitchell Street** Library Branch Manager Anthony Frausto hosted the Mitchell St BID and the social group NEWaukee for a tour. The group's mission is to bring young professionals to see and experience different parts of the city. The library tour was part of a larger walking tour of the Mitchell Street area. The library tour had 30 participants, and they were enthusiastic about the building and what MPL had to offer. Attendance: 30

Milwaukee Public Library Visits

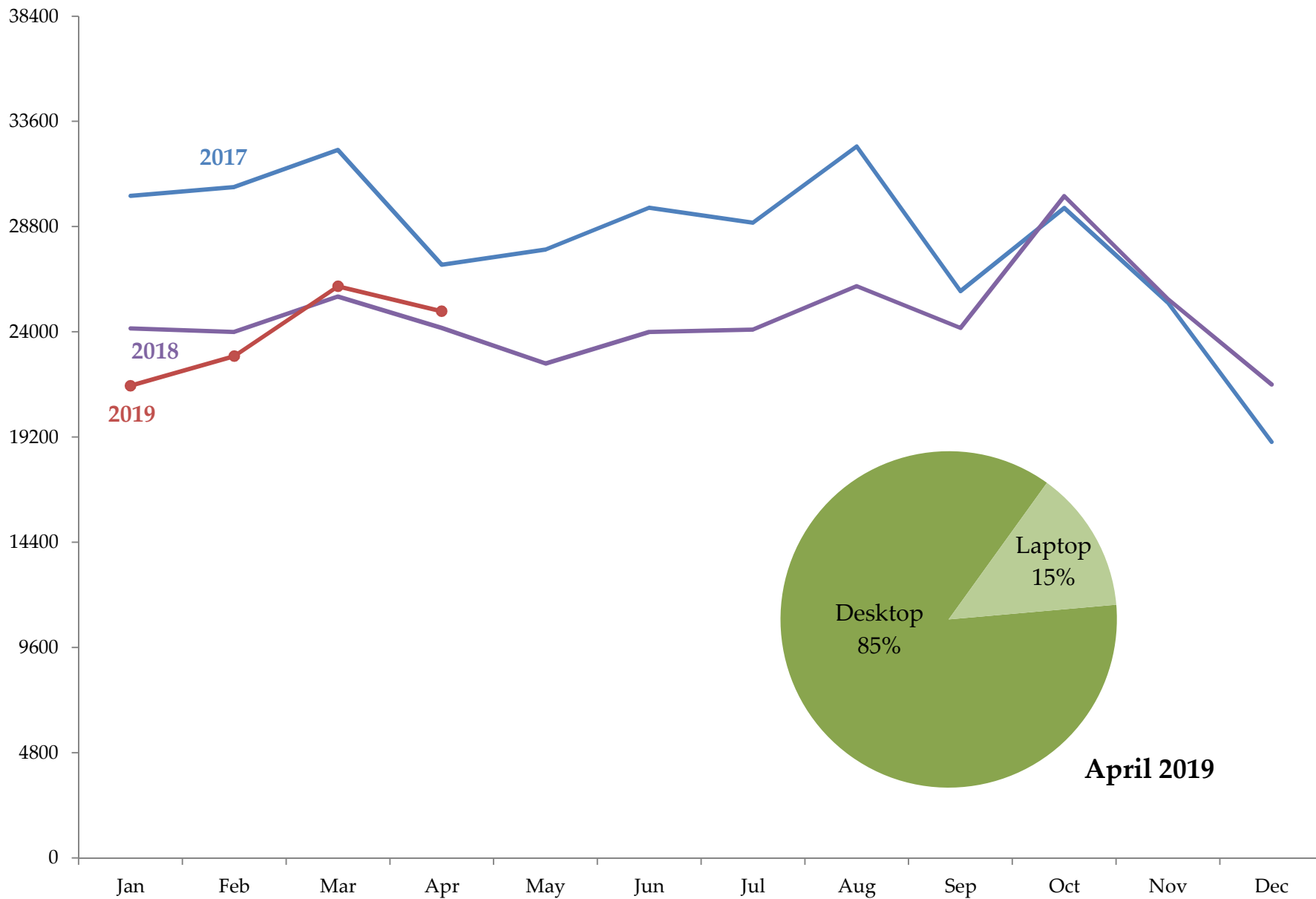


April 2019

Milwaukee Public Library Circulation



Milwaukee Public Library Hours of Computer Usage



Milwaukee Public Library
Computer, Internet, and Electronic Statistics
April, 2019

Unique Visitors to the MPL Website						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	74,034	76,450	-3.2%	301,054	312,669	-3.7%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	6,945	9,196	-24.5%	37,549	35,083	7.0%

OverDrive Digital Download Circulation, by format						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	10,695	9,250	15.6%	42,964	36,577	17.5%
Audiobooks	8,778	6,931	26.6%	34,319	27,347	25.5%

Downloads of Digital Music through Freegal						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	1,899	1,981	-4%	7,740	8,906	-13%

Milwaukee Patron Holds Placed Through CountyCat						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	40,103	39,997	0.3%	164,091	166,554	-1.5%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	13,150	12,422	5.9%	52,546	51,423	2.2%
Atkinson	942	829	13.6%	3,972	3,571	11.2%
Bay View	2,244	2,334	-3.9%	8,941	9,485	-5.7%
Capitol	1,770	1,892	-6.4%	7,675	8,149	-5.8%
Center Street	1,023	1,022	0.1%	4,213	4,333	-2.8%
East	2,337	2,380	-1.8%	9,589	9,721	-1.4%
Martin Luther King	1,017	1,154	-11.9%	4,506	4,577	-1.6%
Mill Road	594	135	340.0%	2,502	462	441.6%
Mitchell Street	1,324	1,226	8.0%	5,158	5,163	-0.1%
Tippecanoe	2,159	2,131	1.3%	9,021	9,132	-1.2%
Villard Square	1,000	1,023	-2.2%	4,030	4,421	-8.8%
Washington Park	1,388	1,113	24.7%	5,754	5,119	12.4%
Zablocki	2,252	2,267	-0.7%	9,051	9,515	-4.9%
YCOS--EOS	264	207	27.5%	892	1,113	-19.9%
TOTAL	31,464	30,135	4.4%	127,850	126,184	1.3%

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Thursday, May 2, 2019
Central Library Meeting Room 1**

PRESENT: Mark Sain, Nik Kovac, Jim Marten, Paula Kiely

EXCUSED: Joan Prince

OTHERS

PRESENT: MPL: Joan Johnson, Armando Chacon, Eileen Force Cahill,
Sam McGovern-Rowen, Jennifer Meyer-Stearns, Anne Rasmussen, Panola Hall
MPL Foundation: Ryan Daniels
Redevelopment Authority for the City of Milwaukee: Dave Misky
City Attorney's Office: Rachel Kennedy
Budget and Policy Division: Mason Lavey
Young Development Group: Lavelle Young
Haywood Group: Steven DeVougas

Committee Chair Mark Sain called the MPL Board of Trustees Building & Development Committee meeting to order at 8:01 a.m. on May 2, 2019 with a quorum present.

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 Trustee Kovac seconded. Motion passed.
2. **Forest Home Building Request for Proposal (RFP).** Dave Misky, Executive Director of the Redevelopment Authority of the City of Milwaukee, updated the Committee on the second RFP process for the Forest Home building. The RFP was reissued following Board approval. There has been some interest in the property, including a group that responded to the original RFP but was unsuccessful in negotiating the purchase price. The Committee agreed to review the proposal should they decide to resubmit. Three proposals have been received for the former Villard branch library building. The proposals will be presented to the Committee following review and scoring.
3. **Capitol Branch Library.** Library Construction Project Manager Sam McGovern-Rowen reviewed the RFP timeline and reported on the community open house. Proposals will be reviewed internally and presented at the June 17, 2019 Building and Development Committee meeting.
4. **Martin Luther King Branch Redevelopment.** Mr. McGovern-Rowen updated the Committee on the status of the project. Lavelle Young of Young Development Group informed the Committee JLA Architects is no longer involved with the project. The development team is working to engage another architect. Discussion ensued about the viability of the proposal and timeline. The development team stated their willingness to withdraw the Garfield Theater Building proposal and explore other options. The Committee and development team discussed various options for patron and resident parking if the library is rebuilt on the current site. Chair Sain moved to decline the Garfield Theater Building proposal and further moved the Committee discuss with the development team of Young Development Group and Haywood Group the option of returning to the original, approved plan on the current library property with possible adjoining parcels and partners, and a recommendation as to the feasibility of

proceeding with such plan be submitted to Library Administration by July 8, 2019 and brought before the Committee at the July 11, 2019 meeting. Trustee Marten seconded. Motion passed.

5. **Next Meeting.** At the June 17, 2019 meeting Library Construction Projects Manager Sam McGovern-Rowen will present the responses to the Capitol Library RFP. As soon as meeting agendas allow, MPL staff would like to brief the Committee about all building and maintenance projects that are underway, including air handling units and solar panel installation.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 8:50 a.m. on May 2, 2019.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
SERVICES & PROGRAMS COMMITTEE
MINUTES**

**Monday May 6, 2019
Central Library Meeting Room 1**

PRESENT: Ald. Milele Coggs, Ald. Michael Murphy, Sup. Marcelia Nicholson, Paula Kiely

EXCUSED: Jennifer Smith

OTHERS: MPL: Joan Johnson, Jennifer Meyer-Stearns, Derek Reilly, Rebecca Schweisberger

Committee Chair Milele Coggs called the MPL Board of Trustees Services and Programs Committee meeting to order at 5:34 p.m. on May 6, 2019 with a quorum present. The agenda items were taken out of order; however, these minutes are presented in numerical sequence.

1. **Committee Meeting Minutes from the February 13, 2019 Meeting.** Chair Coggs entertained a motion to accept the minutes, listed as Attachment A of the agenda. Trustee Nicholson moved approval and Trustee Murphy seconded. Motion passed.
2. **Permanent Ban from MPL – Leonard Hardy.** Library Security Manager Michael Weber addressed the Committee to request approval to permanently ban Mr. Leonard Hardy from entering any Milwaukee Public Library. Trustee Nicholson moved and Trustee Murphy seconded. The Committee will present the recommendation to the Board at the May 28, 2019 meeting.
3. **Safety Report.** Assistant Library Director Jennifer Meyer-Stearns and Library Security Manager Michael Weber presented statistics about security incidents in the library; the document is attached at the end of these minutes. MPL has a highly documented serious incident response policy. MPL Security staff provides annual and ongoing security training for active shooter incidents. The Peer Support Team responds to serious incidents and is available to staff as needed. A biennial survey will be issued this year which allows staff to share comments or concerns regarding facility security, toolkits available to staff, and incident response. MPL is implementing a pilot program at Central Library to provide patrons a direct line to the City of Milwaukee 211 Social Services Hotline. The program is expected to launch in 2019 and the Committee will receive updates about the progress.
4. **Program Highlight – Northwestern Mutual Studio M.** Deputy Library Director Joan Johnson updated the Committee about programming in the Northwestern Mutual Studio M at Mitchell Street. Ms. Johnson referred to the statistics presented as attachment B of the agenda. Programs and open time in the maker space offer patrons the opportunity to create art and media using technology they may not otherwise have access to. Current maker space staffing includes 18 student interns and was funded through the City of Milwaukee Promise Zones Initiative. MPL is investigating funding sources to maintain current staffing levels and expand maker space staffing at other locations. The Committee suggested students who are regular

users of the space be informed of job openings and internship opportunities with the library. A survey of users will be conducted and the results presented at the next Committee meeting.

5. **Next Meeting.** At the July 29, 2019 meeting the Committee will receive another safety report and updates on the LibraryNOW and Career Online High School programs.

The meeting of the Milwaukee Public Library Board's Services & Programs Committee was adjourned at 6:19 p.m. on May 6, 2019.
