



Vision

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

Mission

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

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, November 24, 2020

4:00 p.m.

By Go To Meeting

By computer, tablet or smartphone:

<https://global.gotomeeting.com/join/370350917>

By phone:

United States: [+1 \(312\) 757-3121](tel:+13127573121)

Access Code: 370-350-917

AGENDA

4:00 – 4:05

WELCOME & ROLL CALL

4:05 – 4:10

PUBLIC COMMENT

4:10 – 4:20

SPECIAL COMMUNICATION

1. **New Trustee.** Common Council President Cavalier Johnson's new appointee to the Board, Teresa Mercado, will be welcomed and introduced.

4:20 – 4:25

CONSENT AGENDA

Attachment A, page 4

2. **Regular Board Meeting Minutes, October 27, 2020.**
3. **Committee Reports**
 - a. Finance & Personnel Committee Meeting Minutes - October 27, 2020
4. **Administrative Reports.**
 - a. Financial Report
 - b. Library Director's Report
 - c. Statistics

REPORTS

4:25 – 4:35

5. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Trustee Ald. Nik Kovac will report on the November 23, 2020 MCFLS Board meeting.

4:35 – 4:45

6. **Services & Programs Committee Meeting.** The November 9, 2020 meeting was not held as quorum was not met. Library staff will present information about MPL programming and Director Johnson will present the action item to the committee of the whole.

Attachment B, page 18

4:45 – 4:50

7. **Building & Development Committee Meeting.** Committee Chair Mark Sain will report on the November 5, 2020 meeting.

Attachment C, page 21

4:50 – 5:25

NEW BUSINESS

8. **Martin Luther King Library Redevelopment Project.** Library Construction Projects Manager Sam McGovern-Rowen, Mary Schanning of the City Attorney's office, and the M.L. King development team will present the term sheet for Board consideration.

The Library Board of Trustees may vote to convene in Executive 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 discussing (the) Martin Luther King Library redevelopment.

The Board may reconvene in open session at the conclusion of its closed session and may provide a report.

5:25 – 5:30

9. **Closing Remarks and Adjournment.**

REMINDER: Next scheduled meetings are:

December 2, 2020 Executive Committee – Video Conference Call, 4:00 p.m.

December 9, 2020 Innovation & Strategy Committee – Video Conference Call, 8:00 a.m.

Trustees

Michele Bria, *President*, Chris Layden, *Vice-President*, Jennifer Smith, *Financial Secretary*, Ald. Milele Coggs, Ald. Nik Kovac, Matthew Kowalski, James Marten, Teresa Mercado, Dir. Larry Miller, Sup. Marcelia Nicholson, Mark Sain, Ald. JoCasta Zamarripa, Joan Johnson, *Secretary*, Rebecca Schweisberger, *Secretary's Assistant* (414) 286-3021

The Milwaukee Public Library Board of Trustees is an informed, dedicated group of citizens who represent a cross-section of the city of Milwaukee and are committed to supporting, developing, and advancing the library for the benefit of all residents of Milwaukee and

others throughout Milwaukee County, the State of Wisconsin, and beyond. In their role as advocates and advisors, they serve the library's many patrons, its staff, the common good of the community, and this critical and enduring institution.

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

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

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

MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES

REGULAR MEETING

MINUTES

Tuesday, October 27, 2020

Video Conference Call by GoToMeeting

PRESENT: Michele Bria, Chris Layden, Ald. Milele Coggs, Ald. Nik Kovac,
Matt Kowalski, Dir. Larry Miller, Mark Sain, Ald. JoCasta Zamarripa, Joan Johnson

EXCUSED: James Marten, Sup. Marcelia Nicholson, Jennifer Smith

STAFF: Rachel Arndt, Eileen Force Cahill, Sam McGovern-Rowen, Jennifer Meyer-Stearns,
Judy Pinger, Anne Rasmussen, Victoria Robertson, Rebecca Schweisberger,
Kelly Wochinske

OTHERS

PRESENT: MPL Foundation: Ryan Daniels, Pat Swanson, Kristine Petersen
MPL Foundation Board: Mary Sprague
Wisconsin Policy Forum: Rob Henken, Ari Brown
General Capital Group: Linda Gorens-Levey, David Weiss
Emem Group: Michael Emem

President Michele Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:06 p.m. on October 27, 2020 with a quorum present. All Trustees participated by video conference.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. **Regular Board Meeting Minutes September 22, 2020**
2. **Committee Reports**
 - a. Innovation & Strategy Committee Meeting, October 14, 2020
3. **Administrative Reports**
 - a. Financial Report
 - b. Library Director's Reports
 - c. Statistics

President Bria asked the Board if any items should be removed from the Consent Agenda presented as attachment A, pages 4-16 of the agenda. Hearing no objection, the Consent Agenda was approved.

OLD BUSINESS

4. **2021 Budget Hearing.** Library Director Joan Johnson presented a summary of the proposed budget for MPL. The library budget will be reduced by 3% and represents about 3.8% of the City's total budget. There will be no branch library closures, no (budget-related) hours reductions, or layoffs. Some services at Central Library will be streamlined and the Teacher in the Library program will be cancelled, and staff will seek alternatives for providing homework help to students. MPL will commit to a vacancy rate of 6%, an increase from the 2020 rate of 5.6%. Additionally, the Office of Early Childhood Initiatives (OECI) will be moving to City Hall. Informational item.
5. **Financial Sustainability Task Force Report.** President Bria gave a brief overview of the task force directive and thanked Trustees Kovac and Kowalski for their participation on the task force. She introduced Rob Henken, President of Wisconsin Policy Forum, to present the final report, *Balancing the Books*, which is attached at the end of these minutes. Mr. Henken reviewed the key findings and range of options considered by the task force. Some of the preferred recommendations included strategies for long-term, permanent solutions that would require legislative changes involving the cooperation of state and local elected officials. For the near-term, the task force recommended an enhanced role for the MPL Foundation (MPLF) and an active consideration of changes to the MPL and MPLF relationship. Modifications to the partnership could include an increased contribution from MPLF or relaxation of the stipulation that its contribution may only be used to supplement library programs and activities. If these changes are implemented the stakeholders will also need to clearly define the terms of the public-private partnership. Discussion ensued regarding funding options. The final report will be presented to the MPLF Board within the next few weeks. A meeting of MPL and MPLF Trustees will be scheduled to explore the Foundation's capacity to raise additional funds, what the level would be, and investigate logistics for short term solutions. The Board thanked the MPL Foundation, its Executive Director, Ryan Daniels, and the Wisconsin Policy Forum team for their work. Informational item.

REPORTS

6. **MCFLS Board Meeting.** Trustee Kovac reported on the October 19, 2020 meeting. The marketing RFP was awarded and the Board is working to initiate a contract. MPL Communications and Marketing staff has consulted with MCFLS Director Steve Hesper regarding the marketing contract scope of work. The delivery contract with Action Logistics was approved. The Board discussed a system-wide materials quarantine minimum of 24-hours. Member library quarantine times range from 24-hours to 5 days. The City of Glendale has issued a public statement indicating it will be leaving the North Shore library shared agreement. MCFLS will research the outcomes and implications of that decision. Informational item.
7. **Building & Development Committee Meeting.** Committee Chair Mark Sain reported on the October 1, 2020 meeting. General Capital Group introduced Michael Emem, of Emem Group, as a community partner on the development team. The committee moved to approve the addition of Michael Emem to the Martin Luther King Library redevelopment team; Trustee Coggs seconded. Motion passed. Mr. Emem introduced himself and provided a brief overview of his professional experience. The committee received updates on the progress of capital projects. A new Facilities Manager has been hired and will be introduced at the next committee meeting. The committee received a virtual tour of the new Washington Park Teen Zone. Milwaukee Health Department (MHD) would like to use the former Mill Road library to house support staff and possibly for clinic use. MPL has been working with the Department of City Development (DCD) to facilitate the request. To begin the process, MPL must first declare the property as surplus. The committee moved to deem the former Mill Road library building as surplus for transfer to DCD; Trustee

Kowalski seconded. Motion passed. The committee moved to authorize MPL to enter into negotiations with MHD for a multi-year lease; Trustee Kowalski seconded. Motion passed.

8. **Finance & Personnel Committee Meeting.** Committee Vice-Chair Ald. Milele Coggs reported on the October 27, 2020 meeting. The committee received the quarterly Trust Fund account review from Wayne Sattler, Senior Vice President & Managing Director at U.S. Bank. The committee also received the quarterly Internal Controls report. Director Johnson presented the Library trust fund expenditure request for 2021, which was reduced from 5% to 3%. The committee moved to approve Director Johnson's request to use up to \$143,803; Trustee Sain seconded. Motion passed. Director Johnson reviewed the status of the 2021 MPL Foundation request to support library programs and initiatives. The final request will be presented to the committee at the January 2021 meeting. The committee made a motion to grant approval for Director Johnson to move forward with the request and continue discussion about it with Library Foundation Executive Director Ryan Daniels; Trustee Sain seconded. Motion passed.

NEW BUSINESS

9. **2021 Board Meeting Schedule and Committee Assignments.** President Bria referred to Attachment D of the agenda and thanked the Trustees for their willingness to serve on the Board committees. Informational item.

President Bria thanked Director Johnson and the MPL team for their work, especially during the pandemic and election.

Director Johnson announced the resignation of Rachel Arndt, Public Services Area Manager (Central). Mrs. Arndt thanked Director Johnson, the Board, and her colleagues at MPL for their support and well wishes.

With no further business, the Milwaukee Public Library Board of Trustees meeting of October 27, 2020 was adjourned at 5:26 p.m.

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

Tuesday, October 27, 2020

Video Conference Call by GoToMeeting

PRESENT: Ald. Milele Coggs, Marcelia Nicholson, Mark Sain, Michele Bria, Joan Johnson

EXCUSED: Jennifer Smith

OTHERS

PRESENT: MPL: Jennifer Meyer-Stearns, Sarah Leszczynski, Rebecca Schweisberger
US Bank: Wayne Sattler, Richard Romero

Vice-Chair Coggs called the meeting of the Board of Trustees Finance & Personnel Committee to order at 3:06 p.m. on Tuesday, October 27, 2020. All Trustees and presenters participated by video or audio conference. President Bria attended to ensure a quorum.

1. **Committee Meeting Minutes Review.** The committee reviewed the minutes from the July 28, 2020 meeting. Trustee Sain moved to approve the minutes; Trustee Nicholson 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 congratulated Library Director Joan Johnson on her appointment. 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 October 27, 2020 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.** Deputy Library Director Jennifer Meyer-Stearns reported on the third quarter internal controls. She informed the committee all internal control processes were followed and there were no accounting issues. Informational item.
4. **2021 Library Trust & Gift Fund Expenditure Request.** Library Director Johnson presented the proposed 2021 request. Due to the uncertainty of library operations as a result of the COVID-19 pandemic, the request decreased from 5% (for 2020) to 3%. Additionally, a portion of the 2020 allocation will be carried over. MPL will continue to make adjustments to services as needed per orders from the Milwaukee Health Department and local and federal authorities. Director Johnson requested authority to use up to \$143, 803 in 2021 with the intention to return to regular services as soon as possible. Trustee Sain moved to approve granting the request; Trustee Nicholson seconded. Motion passed.

ATTACHMENT A - P. 4 of 14
MPL CONSENT AGENDA

*2a. Finance & Personnel Committee Meeting Minutes
10/14/2020*

5. **2021 MPL Foundation Request.** Director Johnson is working with the Foundation to prepare the request. Costs associated with virtual programming are lower than in-person programs and the final request will be based on those adjustments. Many of the programs supported by the Foundation request are multi-year programs with funds regularly carried over year to year. Program planning for 2021 will take into account any remaining funds. Director Johnson requested approval to present the funding request to the MPL Foundation Board in December. Trustee Sain moved approval for library staff to make the 2021 funding request to the Foundation Board. President Bria seconded. Motion passed.

6. **Next Meeting.** The final MPL Foundation Request will be presented to the committee at the January 26, 2021 meeting.

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 3:51 p.m. on Tuesday, October 27, 2020.

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

2020

2019

City Revenues

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 22,651,855	\$ 14,671,847	64.8%
<i>Fines</i>	\$ 183,000	\$ 60,611	33.1%
<i>Lost Materials, etc.</i>	\$ 95,000	\$ 22,338	23.5%
<i>MCFLS Contracts</i>	\$ 722,367	\$ 384,413	53.2%
Total City Appropriation	\$ 23,652,222	\$ 15,139,209	64.0%

	Budget	Received to date	% Received
	\$ 22,360,365	\$ 18,074,277	80.8%
	\$ 215,000	\$ 143,895	66.9%
	\$ 109,000	\$ 58,741	53.9%
	\$ 750,789	\$ 578,053	77.0%
Total	\$ 23,435,154	\$ 18,854,966	80.5%

City Expenses

Salaries & Benefits

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

	Budget	Spent to date	% Spent
	\$ 12,798,097	\$ 10,406,381	81.3%
	\$ 5,568,871	\$ 4,151,130	74.5%
Total	\$ 18,366,968	\$ 14,557,511	79.3%

Operating Expenses

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 83,900	\$ 42,472	50.6%
<i>Tools & Machinery Parts</i>	\$ 26,000	\$ 3,657	14.1%
<i>Construction Supplies</i>	\$ 40,000	\$ 7,371	18.4%
<i>Energy</i>	\$ 660,163	\$ 504,464	76.4%
<i>Other Operating Supplies</i>	\$ 170,691	\$ 110,567	64.8%
<i>Vehicle Rental</i>	\$ 8,500	\$ 3,801	44.7%
<i>Non-Vehicle Equipment Rental</i>	\$ 19,300	\$ 15,230	78.9%
<i>Professional Services</i>	\$ 399,150	\$ 168,815	42.3%
<i>Information Technology Services</i>	\$ 373,380	\$ 356,307	95.4%
<i>Property Services</i>	\$ 1,159,000	\$ 770,902	66.5%
<i>Infrastructure Services</i>	\$ 28,000	\$ 32,445	115.9%
<i>Vehicle Repair Services</i>	\$ 0	\$ -	0.0%
<i>Other Operating Services</i>	\$ 132,995	\$ 49,479	37.2%
<i>Reimburse Other Departments</i>	\$ 91,500	\$ 35,808	39.1%
Total	\$ 3,192,579	\$ 2,101,318	65.8%

	Budget	Spent to date	% Spent
	\$ 96,905	\$ 90,067	92.9%
	\$ 18,800	\$ 19,270	102.5%
	\$ 30,000	\$ 21,661	72.2%
	\$ 637,975	\$ 443,789	69.6%
	\$ 146,254	\$ 155,572	106.4%
	\$ 8,160	\$ 5,507	67.5%
	\$ 22,554	\$ 24,446	108.4%
	\$ 191,396	\$ 187,963	98.2%
	\$ 399,440	\$ 396,775	99.3%
	\$ 879,798	\$ 981,951	111.6%
	\$ 28,000	\$ 26,308	94.0%
	\$ 250	\$ -	0.0%
	\$ 287,079	\$ 57,988	20.2%
	\$ 67,250	\$ 53,335	79.3%
Total	\$ 2,813,861	\$ 2,464,632	87.6%

Equipment

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,660,343	\$ 1,229,379	74.0%
<i>Computers, etc.</i>	\$ 266,297	\$ 128,155	48.1%
<i>Other</i>	\$ 48,292	\$ 9,860	20.4%
Total	\$ 1,974,932	\$ 1,367,394	69.2%

	Budget	Spent to date	% Spent
	\$ 1,689,148	\$ 1,344,234	79.6%
	\$ 316,003	\$ 275,567	87.2%
	\$ 40,174	\$ 33,653	83.8%
Total	\$ 2,045,325	\$ 1,653,454	80.8%

Other Departmental Appropriation

	Budget	Spent to date	% Spent
<i>Villard Square Property Payment</i>	\$ 4,000	\$ 4,000	100.0%
<i>East Property Payment</i>	\$ 3,000	\$ 1,922	64.1%
<i>Mitchell Street Property Payment</i>	\$ 69,000	\$ 67,207	97.4%
<i>Good Hope Property Payment</i>	\$ 45,000	\$ -	0.0%
<i>Contingent Energy Financing</i>	\$ 137,000	\$ 125,784	91.8%
Total	\$ 258,000	\$ 198,913	77.1%

	Budget	Spent to date	% Spent
	\$ -	\$ -	0.0%
	\$ 3,000	\$ 3,000	100.0%
	\$ 54,000	\$ 54,000	100.0%
	\$ 15,000	\$ -	0.0%
	\$ 137,000	\$ 122,369	89.3%
Total	\$ 209,000	\$ 179,369	85.8%

Total City Expenses	\$ 23,652,222	\$ 15,139,209	64.0%
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Total	\$ 23,435,154	\$ 18,854,966	80.5%
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**Milwaukee Public Library
Financial Report
October 31, 2020**

2020

2019

Additional Funding Sources

Contract Grants

	Budget	Spent to date	% Spent
WTBBL Jul '20 - Jun '21	\$ 1,026,378	\$ 356,092	34.7%
ILS Jul '20 - Jun '21	\$ 98,680	\$ 25,527	25.9%
Total	\$ 1,125,058	\$ 381,619	33.9%

	Budget	Spent to date	% Spent
	\$ 1,026,378	\$ 353,433	34.4%
	\$ 98,680	\$ 28,242	28.6%
	\$ 1,125,058	\$ 381,675	33.9%

Trust Funds

	Budget	Spent to date	% Spent
Materials	\$ 112,640	\$ 109,598	97.3%
Programming	\$ 34,000	\$ 13,149	38.7%
Training	\$ 13,000	\$ 5,670	43.6%
Marketing	\$ 29,000	\$ 9,262	31.9%
Contingency	\$ 4,000	\$ 1,086	27.2%
Board Development	\$ 6,000	\$ 3,583	59.7%
Headline	\$ 5,000	\$ -	0.0%
WTBBL - Goldstein	\$ -	\$ -	0.0%
Strehlow 50+	\$ 40,400	\$ 805	2.0%
E.C. Lange - Central Business Commons	\$ 100,000	\$ 100,000	100.0%
Total	\$ 344,040	\$ 243,153	70.7%

	Budget	Spent to date	% Spent
	\$ 104,027	\$ 64,785	62.3%
	\$ 35,500	\$ 19,018	53.6%
	\$ 13,000	\$ 6,583	50.6%
	\$ 29,000	\$ 16,295	56.2%
	\$ 4,000	\$ 736	18.4%
	\$ 5,000	\$ 4,076	0.0%
	\$ 5,000	\$ -	0.0%
	\$ 2,166	\$ 2,165	0.0%
	\$ 42,376	\$ 1,102	0.0%
	\$ -	\$ -	0.0%
	\$ 240,069	\$ 114,760	47.8%

Foundation Funds

	Budget*	Spent to date	% Spent
Materials	\$ 385,144	\$ 83,116	21.6%
Programming	\$ 2,495,750	\$ 1,246,249	49.9%
Total	\$ 2,880,894	\$ 1,329,365	46.1%

	Budget*	Spent to date	% Spent
	\$ 435,835	\$ 151,235	34.7%
	\$ 2,735,793	\$ 840,984	30.7%
	\$ 3,171,628	\$ 992,219	31.3%

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

Investments

U.S. Bank National Assoc. Commercial Paper (rated A1+) confirmation #327146982 dated 09/01/20 and maturing 04/01/21 at a rate of 0.01%...\$350,000.00

Director's Report November 2020

Designated library staff worked in partnership with Election Commission leadership to identify library locations to host several voting activities. We were able to help ensure maximal access to voting by absentee ballot, in-person early voting and election-day voting for the August and November General Elections.

The first all-staff virtual town hall was conducted with about 150 staff members in attendance for part or all of the meeting. The purpose was to create time and space for staff to share information pertinent to all and an opportunity to be together with co-workers and have dialogue. Many staff expressed appreciation for the opportunity to share feedback with the entire MPL team.

Director Johnson served as a lead speaker for the first all-virtual Ben Franklin Award Celebration to recognize MPL Employees (Heroes) as the 2020 Awardees. This involved a few videotaping sessions in advance for use as pre-recorded material during the event. Many other MPL staff as well as Mayor Tom Barrett participated in this way to support the event. The Foundation reported a successful event for attendance and fundraising.

Director Johnson attended several aldermanic meetings in preparation for the Library's budget hearing which were well-received and helped ensure an uneventful hearing.

One component of MPL's COVID recovery and relief services focuses on eviction prevention and involves a partnership with Milwaukee County Courts, Legal Aid Society and Bader Foundation. Director Johnson is co-leading meetings along with partner representatives and an internal team.

Other community engagement and peer group meetings included MKE United, MKE Responds (a Covid-19 pandemic response group of community leaders), WI Resource Library Directors, System and Resource Library Administrators Association of WI, and Urban Libraries Council Library Directors group.

A Lake Effect interview was recorded for airing on WUWM at a later date.

MPL HELPS PEOPLE READ

Coming to America Reading Group and Author Visit with Kao Kalia Yang. Since August MPL has hosted a monthly reading group called "Coming to America," a programming grant sponsored by The Yiddish Book Center, with funding from Sharon Karmazin. As a reading group "Coming to America" explores questions of identity, assimilation, generational change, and language; presenting American identity as an ongoing conversation. We look to literature, specifically 19th century Yiddish literature in translation and contemporary immigrant stories, as we explore the themes that help define our personal and collective history and future. The October book was *The Latehomecomer: A Hmong Family Memoir* by Minnesota Hmong-America author Kao Kalia Yang. The book discussion included an attendee from Australia! The following week, author Kao Kalia Yang, visited Milwaukee (virtually!) for a special reading and Question & Answer sessions. Yang answered audience questions, read from her newest books, and shared poignant words on grief and loss, that echoed from her memoir but have special application in our current world. Attendance: Book Discussion: 16. Author Visit: 33

Virtual Story Times. MPL has offered a live, virtual story time daily since April. In addition to English-language story times, Milwaukee Public Library has added early literacy in additional languages. Spanish language early literacy programming occurs weekly and Bilingual Story time in American Sign Language and Bilingual Storytime in Hmong occur monthly. October Attendance: 611

Children's Graphic Novelist Visit: Chad Sell. MPL held a virtual visit with Chad Sell on October 26th. Participants learned about Chad's work, his writing and illustrating process, and had a lively Q&A. Chad led a drawing demonstration, and the children were engaged in creating their own versions of his *Doodleville* characters. There was a lot of great interaction

between the kids and the author, and several families reported that they were inspired to draw and create for hours afterwards! Attendance: 40

MPL HELPS PEOPLE LEARN

Doors Open: Celebrating Central: A Brief History of MPL's Downtown Library. As part of Doors Open Milwaukee, Librarian Casey Lapworth developed a virtual presentation celebrating the Central Library and its growth over the years. Attendees 154

Technology Tuesdays: Building a Blog on WordPress. A presentation detailing how to start your own blog on Wordpress. The demonstration featured an explanation of all the free features and showed how to add posts, pages, and themes to your own website. Attendance: 8

Technology Tuesdays: Online Learning Resources. A presentation on free and freemium online learning resources. Special emphasis was given to the role that MPL plays in continuing adult education as well. Attendance: 13

Robocalls: How to Stop and Block Unwanted Calls. Carol Kando-Pinedo of the Federal Trade Commission developed a consumer education presentation on robocalls, due to the recent increase in nuisance calls people across the country experience. The presentation focused on the different types of robocalls, techniques for avoiding them, and exploring different blockers that are available. Attendance: 19

Hispanic Heritage Month Celebration with Panadanza Dance Company. On October 16th, Amanda Martinez (Wisconsin Talking Book and Braille Library) and Sarah Davies (Mitchell Street) performed a bilingual reading of the book *Maybe Something Beautiful: How Art Transformed a Neighborhood/ Quizás algo hermoso: cómo el arte transformó un barrio* by F. Isabel Campoy and Theresa Howell, illustrated by Rafael López to celebrate the culmination of Hispanic Heritage Month. The reading was followed by a dance lesson with Karlies Kelley Vedula, founder of Panadanza Dance Company. Children learned the salsa, bachata, and bomba y plena. A lively dance party ensued, with several Milwaukee school classes and about 200 children participating, it was a great way to get those Friday afternoon wiggles out! There is a strong need in the community for bilingual and Spanish language programming and resources. The engaging and inspiring dance class was taught bilingually. Attendance: 305

LibraryNow Update. In alignment with the LibraryNow train-the-trainer strategy and, in response to the need to provide vital access to resources that support remote and virtual learning, the LibraryNow team continues to offer professional development at LibraryNow partner schools. In October, the Library Now team provided training for educators new to the Seton Catholic Schools network and introduced monthly “drop in refresher” sessions for educators who have previously attended LibraryNow training. In response to educator feedback, drop in sessions, offered the second Wednesday of the month, provide time for Q & A to address specific questions and to take a “deeper dive” focusing on one of MPL’s digital resources available through LibraryNow. The team continues to pursue LibraryNow expansion to schools in the City of Milwaukee. Attendance: 17

Virtual Teacher in the Library. Virtual Teacher in the Library launched on Monday, October 12th. Responding to the need to support students and their families as schools in Milwaukee began the 2020-2021 academic year, MPL committed to providing Virtual Teacher in the Library. The goal of Virtual Teacher in the Library is to supplement learning and provide academic support to students while mirroring, as closely as possible, the in person program at MPL locations. Students or their parent/caregiver register for a 30 minute 1-1 session with a certified teacher. Using interactive online tools, Teachers in the Library assist students in grades 1 through 8 with class assignments, academic support, and encouragement. October Attendance: 22

MPL HELPS PEOPLE CONNECT

Technology Tuesdays: Connecting to Your Neighbors Online. A presentation detailing ways to build connections with your neighbors online. This program featured demonstration in Nextdoor and Facebook Groups. Attendance: 10

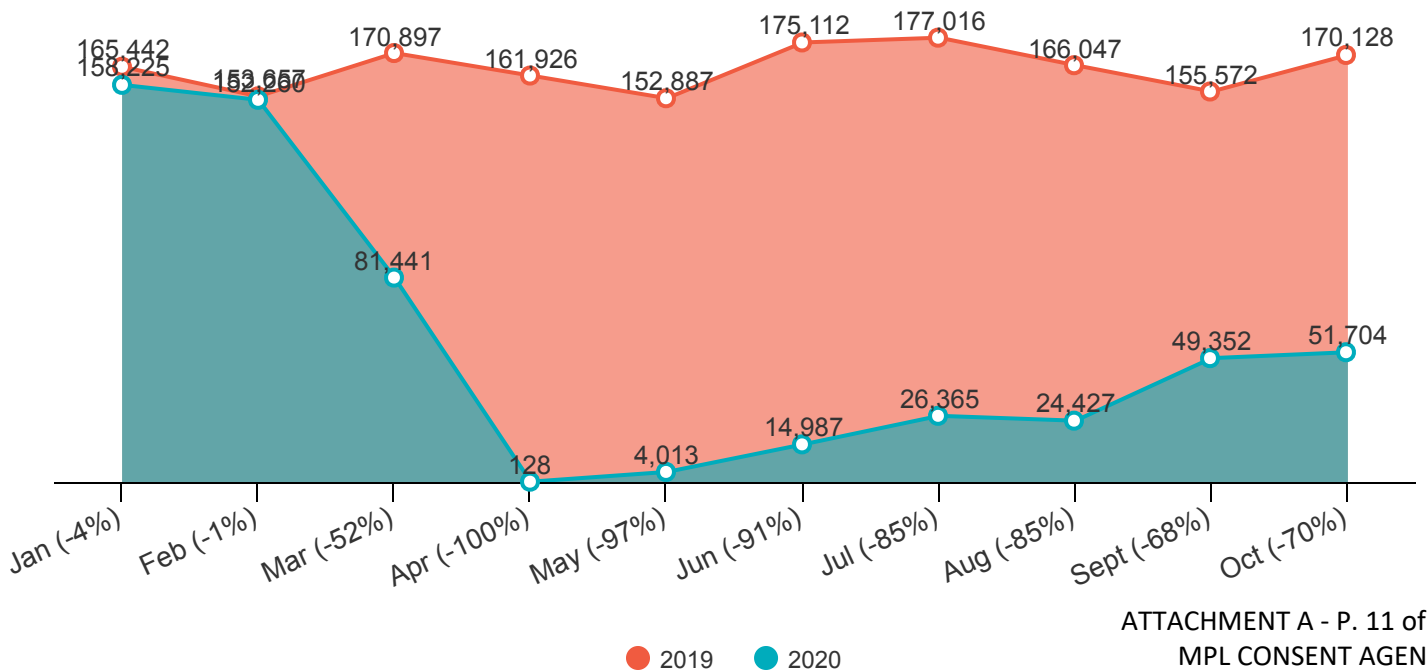
Technology Tuesdays: Delivery & Curbside Pickup. A presentation on local businesses that offer delivery and curbside pickup in a variety of categories. This program featured a demonstration of ordering groceries for curbside pickup through Pick N Save as well as ordering food delivery through Doordash. Attendance: 15

Outreach Delivery Services. The Education and Outreach Department (EOS) is currently providing a limited model of service to 10 of our 18 regular mobile library sites. Rather than create a “pop up” library at each location, the EOS team is offering a “curbside to you” service, trading out bags of requested and pre-checked-out materials to individual patrons for their return items from the previous visit. The team is able to work briefly with new patrons to create cards and share information about the service with them so they can take part during the next visit. Patrons call, email or give handwritten lists of items to request their checkouts for the next round. October Attendance: 103

Patron Visits (YTD)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Total
Atkinson	7,044	7,508	6,550	0	0	0	0	1,232	2,357	3,267	27,958
Bay View	9,656	10,480	4,720	0	0	0	0	366	3,141	8,552	36,915
Capitol	8,166	7,980	4,430	0	0	0	0	134	4,235	4,366	29,311
Center	7,994	7,456	174	0	0	0	0	561	3,024	7,090	26,299
Central	30,798	30,665	32,996	0	0	0	0	25	4,075	6,093	104,652
Drive-Up	1,390	1,258	661	0	862	2,081	2,715	2,302	2,700	2,681	16,650
East	12,299	12,395	5,826	0	0	0	0	617	4,698	11,799	47,634
EOS	479	439	174	0	0	0	0	12	189	103	1,396
Good Hope	4,871	4,977	2,273	0	0	0	559	3,418	3,490	9,860	29,448
Mitchell	10,047	10,169	5,225	0	0	0	0	0	2,087	3,814	31,342
MLK	9,264	7,830	3,955	0	0	0	0	735	3,272	4,192	29,248
MPLX	49	56	40	0	0	3	10	13	11	6	188
Tippecanoe	7,533	8,146	7,666	0	293	1,039	2,312	3,040	4,005	7,958	41,992
Villard	7,067	7,396	4,682	0	0	0	0	612	1,070	1,176	22,003
Washington	8,310	9,111	5,175	0	104	229	408	2,040	2,434	10,890	38,701
Zablocki	10,116	10,405	5,049	0	0	0	0	993	3,032	3,685	33,280
Total	135,083	136,271	89,596	0	1,259	3,352	6,004	16,100	43,820	85,532	517,017

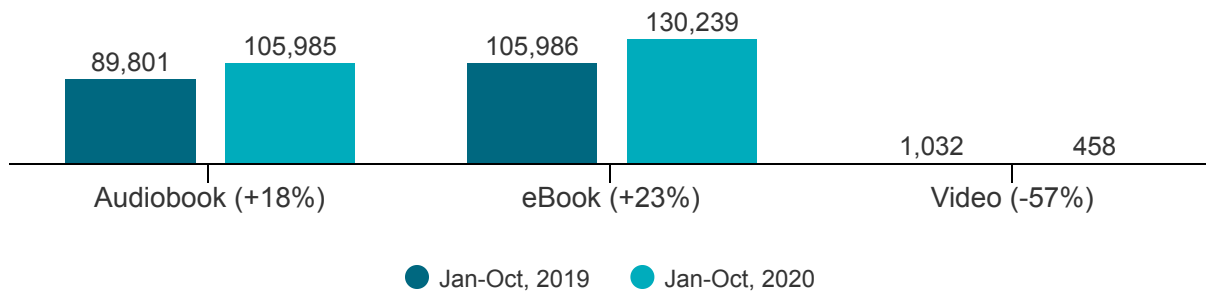
Traditional Circulation



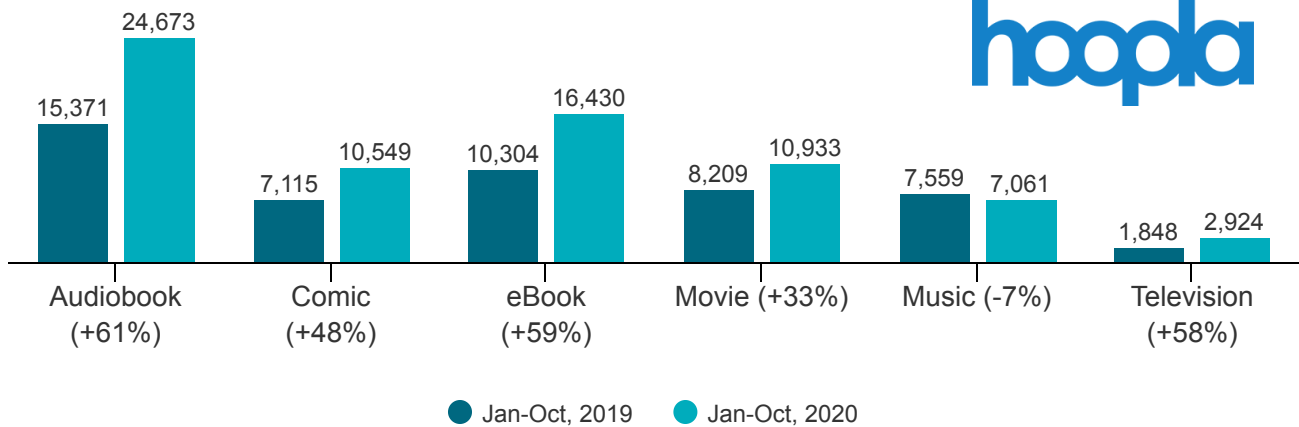
eCirculation

Platform	Jan-Oct, 2019	Jan-Oct, 2020	% Change
OverDrive	196,819	236,682	+20%
Freegal	90,860	93,873	+3%
RBDigital	21,690	35,194	+62%
Hoopla	28,835	42,727	+48%
Total	359,775	438,319	+22%

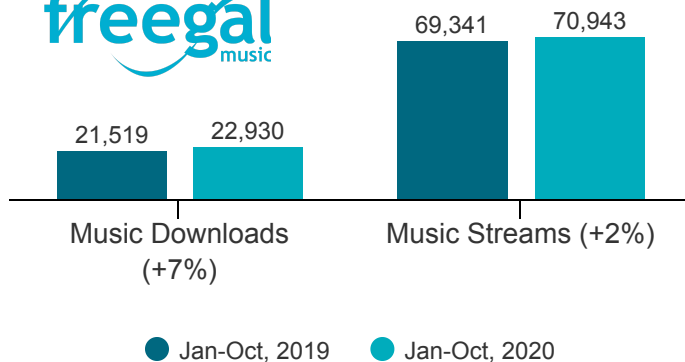
OverDrive®



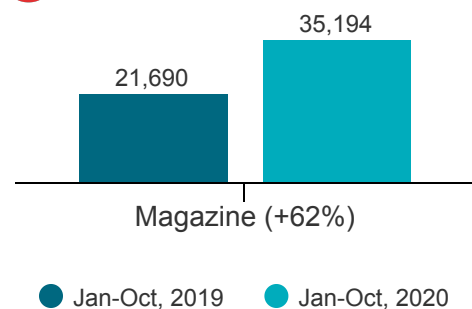
hoopla



freegal music



rb digital



Databases

Platform	Jan-Oct, 2019	Jan-Oct, 2020	Change
mpl.org/databases*	48,082	64,775	+35%
CONTENTdm: Owned Resources**	140,287	189,121	+35%
CONTENTdm: Shared Resources***	189,660	266,699	+41%
Total Database Hits	378,029	520,595	+38%

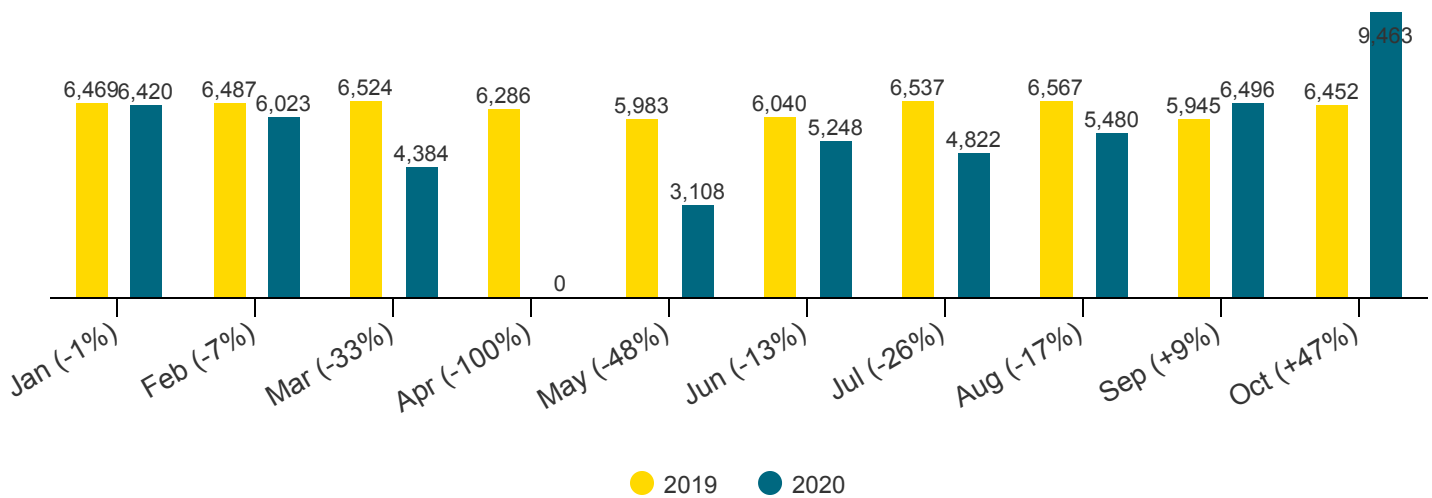
*AtoZDatabases, Brainfuse, Gale Courses, Milwaukee Journal Sentinel, Obituaries & Death Notices, ReferenceUSA, etc.

**Historic Recipe, MPL Historic Photo, Milwaukee Road Archives, Remember When, WWI Military Portraits, etc.

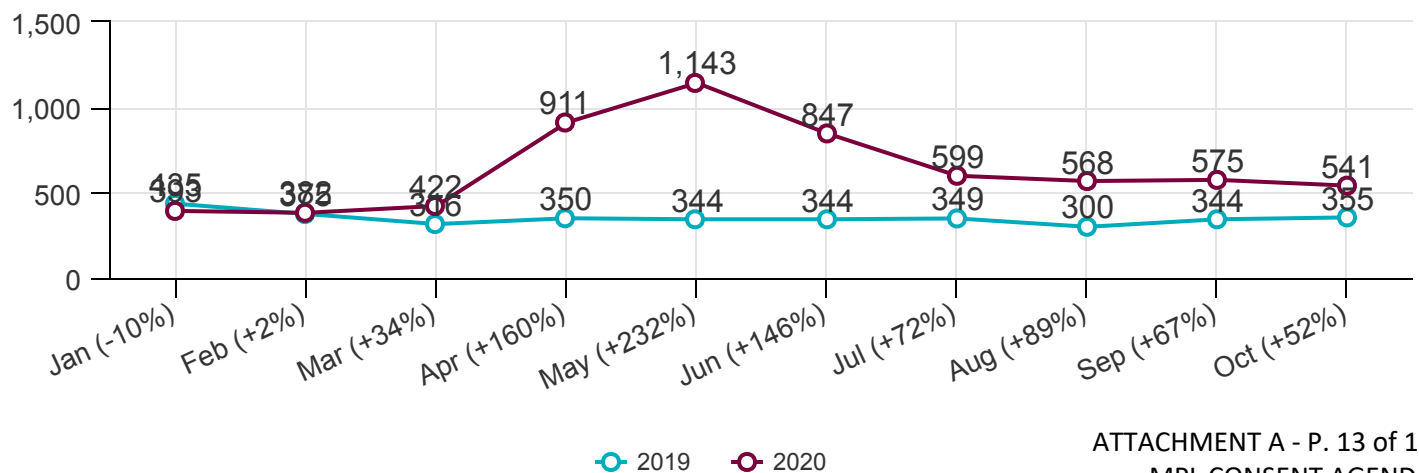
***Dane Cty. Historical Society, McMillian Memorial Library Digital Collection, Richland Cty. Digital History Room, etc.

Ready Reference

Calls Answered



Email & Chat Reference

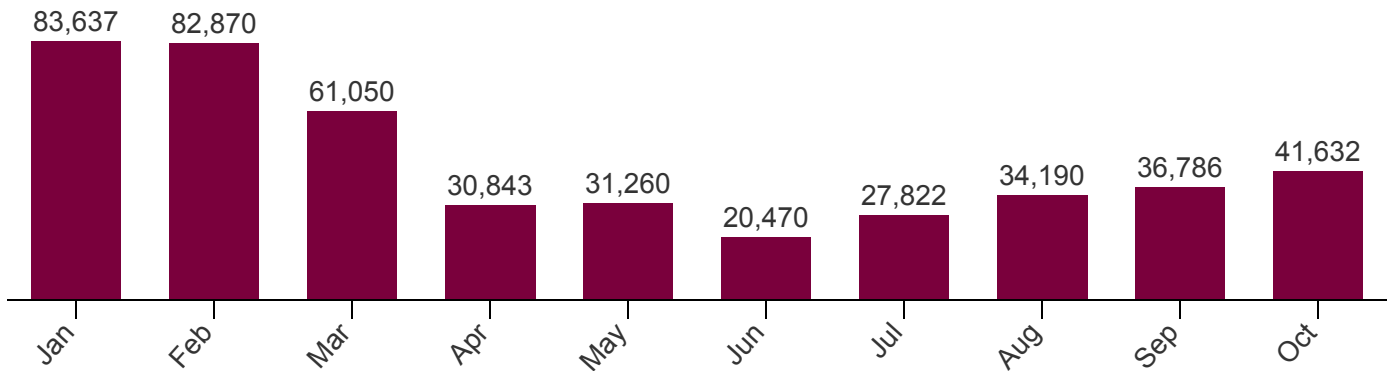


Webpage

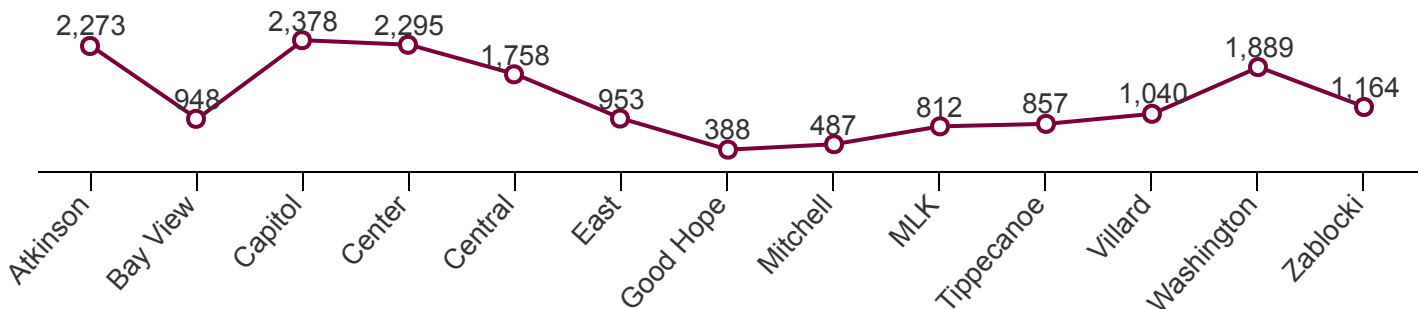
Notable Changes in Landing Page Sessions	Oct. 2019	Oct. 2020	Change
/for_educators/educators/teacher_in_the_library/	14	331	+2,264%
/for_youth/teens/booklists.php	8	111	+1,288%
/databases/all/66 (NewsBank: Journal Sentinel)	54	553	+924%
/genealogy/genealogy/obituaries_death_notices.php	23	118	+413%
/hours_locations/?hours=all	147	688	+368%
/newsletter_sign_up.php	18	66	+267%
/special_collections/images/	42	121	+188%
/hours_locations/central_driveup.php	68	149	+119%
/librarynow/	6,110	2,910	-52%
/databases/all/95 (Gale Courses)	349	109	-69%
/library/community_and_conference_rooms/	431	80	-81%

Wi-Fi

Sessions (YTD)



Unique Users (Oct. 2020)





**SERVICES & PROGRAMS COMMITTEE
OF
THE LIBRARY BOARD OF TRUSTEES**

MEETING NOTICE AND AGENDA

Monday, November 9, 2020
5:30 p.m.

By computer, tablet or smartphone:

<https://global.gotomeeting.com/join/577246517>

By phone:

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 577-246-517

Committee Members: Chair Milele Coggs, Vice-Chair Jennifer Smith, Jim Marten, Larry Miller, JoCasta Zamarripa, Joan Johnson, *Secretary*, Rebecca Schweisberger, *Secretary's Assistant* (414) 286-3021

ADMINISTRATION

5:30 – 5:35

1. **Welcome and Roll Call.**

5:35 – 5:40

2. **Committee Meeting Minutes Review.** The committee will review and approve the minutes from the May 4, 2020 meeting.

Attachment A, page 3

REPORTS

5:40 – 5:50

3. **Safety Report.** Security Manager Michael Weber will present quarterly Safety Reports for the MPL system.

NEW BUSINESS

5:50 – 6:00

4. **2021 Temporary Reduced Public Service Hours or Closure.** Library Administration will seek approval of the 2021 Funded Public Service Hours and the alternate 2021 Temporary Reduced Public Service Hours

Attachment B, page 5

6:00 – 6:25

5. **2020 Virtual Programming Report and 2021 Plans.** MPL staff will brief the committee on 2020 successes and challenges and share plans for 2021.

ATTACHMENT B - P. 1 of 3
6. *Services & Programs Committee
Meeting - 11/09/2020*

6:25 – 6:30

6. **Next Meeting.** The Committee will discuss items to be included on the February 1, 2021 meeting.

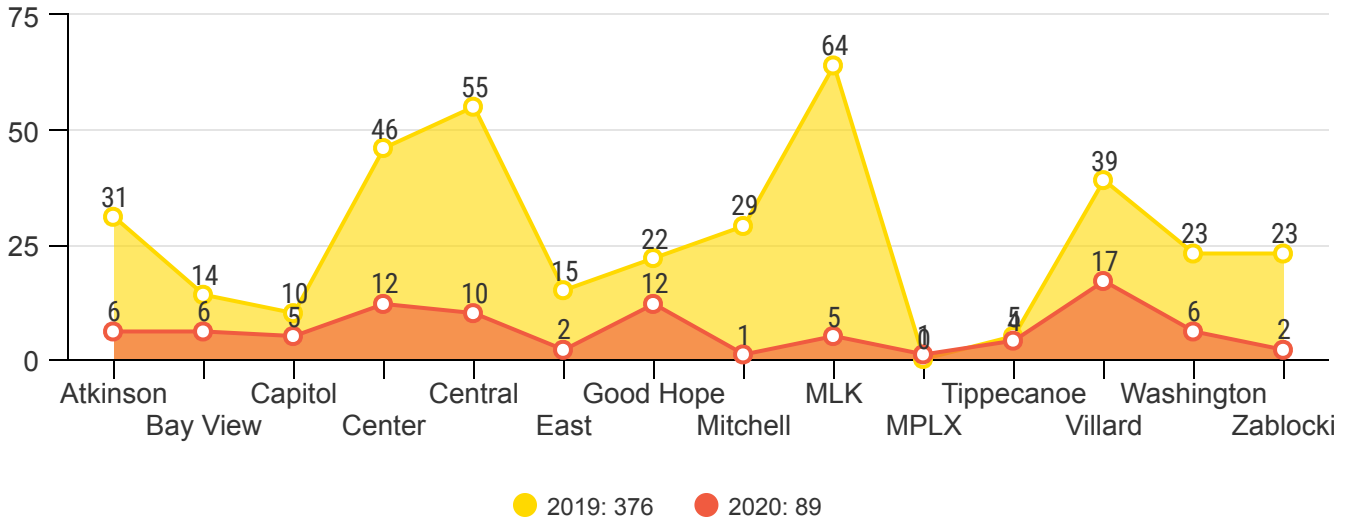
Persons engaged in lobbying as defined in s. 305-43-4 of the Milwaukee Code of Ordinances are required to register with the City Clerk's Office License Division. More information is available at www.milwaukee.gov/lobby or by calling (414) 286-2238.

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.

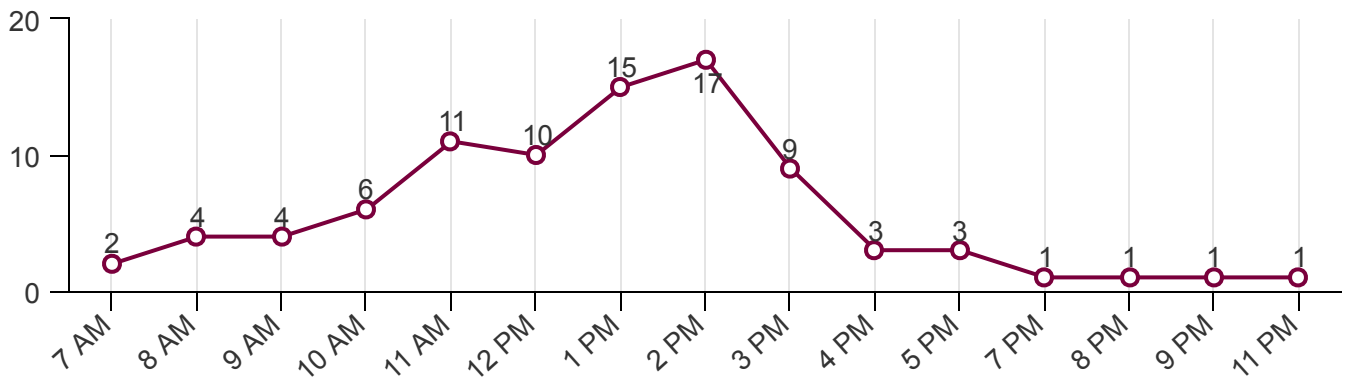
PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. Make requests to the Library Director's Office at (414)286-3021, 286-2794 (FAX), or Central Library, 814 W. Wisconsin Ave., Milwaukee, WI 53233 Attn: Accommodation Request.

Security Incidents (Q3 2020)

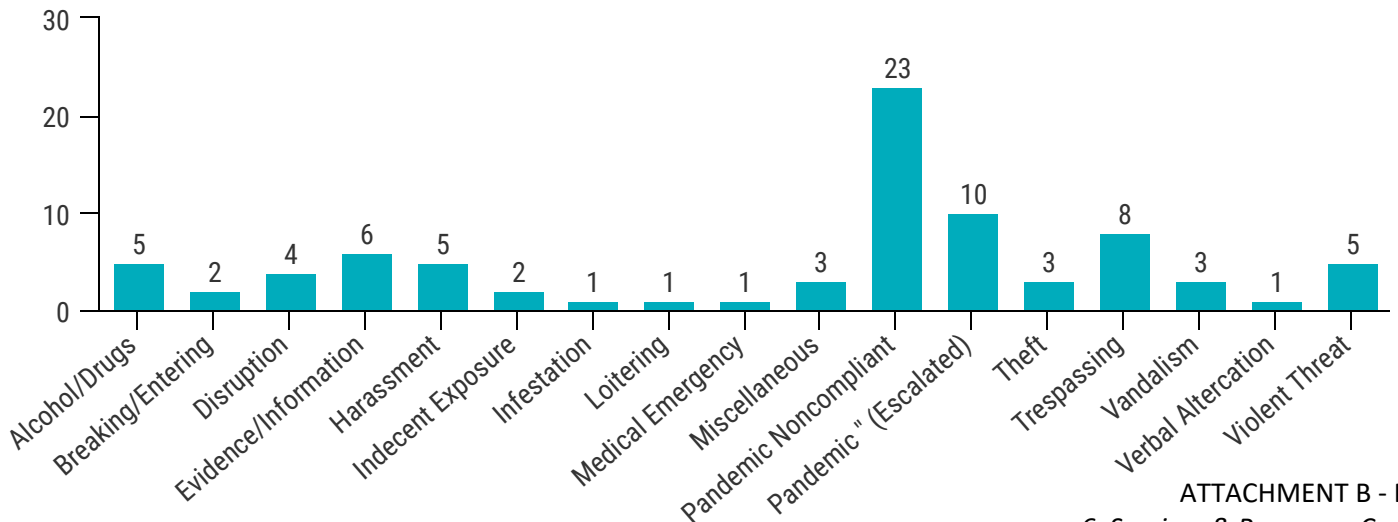
Incidents by Branch



Incidents by Time of Day



Incidents by Category



**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Thursday, November 5, 2020**

Video Conference Call by GoToMeeting

PRESENT: Mark Sain, Nik Kovac, Matt Kowalski, Chris Layden, Jim Marten, Joan Johnson

OTHERS

PRESENT: MPL: Ryan Hayes, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Kevin Offenbacher, Anne Rasmussen, Rebecca Schweisberger
General Capital Group: Linda Gorens-Levey, Sig Strutmanis

Committee Chair Mark Sain called the MPL Board of Trustees Building and Development Committee meeting to order at 8:00 a.m. on November 5, 2020 with a quorum present. All Trustees and presenters participated by video conference.

Deputy Library Director Jennifer Meyer-Stearns introduced Library Facilities Manager Ryan Hayes and Facilities Maintenance Coordinator Kevin Offenbacher.

1. **Approval of the Minutes.** Chair Sain entertained a motion to accept the minutes from the October 1, 2020 meeting, listed as Attachment A of the agenda. Trustee Kowalski moved approval and Trustee Layden seconded. Motion passed.
2. **Martin Luther King Library Redevelopment Project.** Library Construction Projects Manager Sam McGovern-Rowen provided an update on the project. The board approved development team of General Capital and Michael Emem has been working with the City Attorney's office and Department of City Development (DCD) to prepare documents for the Wisconsin Housing and Economic Development Authority (WHEDA) application. The documents include site control letters for the city-owned parcels on the block and the term sheet for the development. To meet the WHEDA application deadline of December 11th, the final term sheet will be presented to the committee of the whole at the November 24, 2020 regular Board meeting and shared with the committee prior to the meeting. Alderwoman (and Board Trustee) Milele Coggs will be updated on the project status. Informational item.
3. **Project Inventory and Status Report.** Deputy Director Meyer-Stearns reviewed the status of ongoing projects, including the roof replacement at Central Library which is approximately 95% complete. Funds from the 2021 budget will be used to extend the roof replacement to an older portion of the building. The Central Library elevator project is nearly 50% complete. Green infrastructure improvements at Center Street and Zablocki libraries will be held until spring 2021. The parking lots at Atkinson, Washington Park, and Bay View libraries have been repaved. Research continues on potential sites for the Capitol Library redevelopment. Informational item.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 8:17 a.m. on November 5, 2020.
