



**Vision**

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

**Mission**

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

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**BOARD OF TRUSTEES REGULAR MEETING**

**Tuesday July 23, 2019**

**4:00 p.m.**

**Central Library**

**Community Room 1**

**814 W. Wisconsin Avenue**

**Milwaukee, WI 53233**

**AGENDA**

4:00 – 4:05

**WELCOME & ROLL CALL**

4:05 – 4:10

**PUBLIC COMMENT**

4:10 – 4:15

**CONSENT AGENDA**

Attachment A, page 3

1. **Regular Board Meeting Minutes June 25, 2019.**
2. **Committee Reports.**
  - a. Executive Committee Meeting Minutes, June 19, 2019
3. **Administrative Reports.**
  - a. Financial Report
  - b. Library Director's Report

4:15 – 4:25

**SERVICE HIGHLIGHT**

4. **Green Initiatives.** Assistant Library Director Jennifer Meyer-Stearns will present an overview of the green initiatives currently underway at MPL.

**REPORTS**

4:25 – 4:35

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

4:35 – 4:40

6. **Services and Programs Committee Meeting.** Committee Chair Milele Coggs will report on the July 8, 2019 special meeting and make a recommendation in regard to a banning appeal hearing.

Attachment B, page 17

MPL AGENDA 07/23/19

4:40 – 5:00

7. **Building and Development Committee Meeting.** Committee Chair Mark Sain will report on the July 11, 2019 meeting including parking options for the Martin Luther King branch redevelopment.

Attachment C, page 18

5:00 – 5:15

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

Attachment D, page 20

## **NEW BUSINESS**

5:15 – 5:20

9. **ADA-Related Improvements.** Library Administration will request approval to award a contract for improvements to public restrooms and book drops at 3 branch library locations.

Attachment E, page 38

5:20 – 5:30

10. **Democratic National Convention Planning.** The Board will be briefed on staff plans for the 2020 Democratic National Convention and future action items.

5:30 – 5:35

## **CLOSING REMARKS**

**REMINDER:** Next scheduled meetings are:

*July 29, 2019 Services & Programs Committee – Central Library, 5:30 p.m.*

*August 14, 2019 Innovation & Strategy Committee – Central Library, 8:00 a.m.*

*September 5, 2019 Building & Development Committee – Central Library, 8:00 a.m.*

*September 24, 2019 Regular Board Meeting – Central Library, 4:00 p.m.*

## **Trustees**

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

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

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

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

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

**MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES**

**REGULAR MEETING**

**MINUTES**

**Tuesday June 25, 2019**

**Capitol Library**

**3969 N. 74 Street**

**Milwaukee, WI 53216**

**PRESENT:** Michele Bria, Matt Kowalski, Chris Layden, James Marten, Ald. Michael Murphy, Sup. Marcelia Nicholson, Jennifer Smith, Paula Kiely

**EXCUSED:** Joan Prince, Ald. Milele Cogg, Ald. Nik Kovac, Dir. Larry Miller, Mark Sain

**STAFF:** Eileen Force Cahill, Joan Johnson, Sam McGovern-Rowen, Judy Pinger, Anne Rasmussen, Chris Schabel, Rebecca Schweisberger, Kelly Wochinske

**OTHERS**

**PRESENT:** MPL Foundation: Pat Swanson  
MPL Foundation Board: Jim Kornfeld  
Redevelopment Authority for the City of Milwaukee: Dave Misky

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President Michele Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:26 p.m. on June 25, 2019 with a quorum present. Trustee Layden and Trustee Nicholson participated by phone.

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**PUBLIC COMMENT**

Library Director Paula Kiely introduced Capitol Library Branch Manager Chris Schabel. Ms. Schabel gave a brief introduction of Capitol Library, including the building history, ongoing programs, and community partnerships. Informational item.

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**PROPERTY SALE**

1. **Forest Home Sale.** Dave Misky, Executive Director of the Redevelopment Authority of the City of Milwaukee (RACM), gave a brief recap of the Forest Home building history and Request for Proposal. A new proposal has been received by Dr. Harcharan Gill, DVM and has the support of RACM and Alderman Perez. Under this proposal, the building will be repurposed as a veterinary clinic or rented to Voces de la Frontera. The offer to purchase is \$400,000. Trustee Murphy moved to accept the proposal; Trustee Smith seconded. Motion passed. The proposal will be put before the Common Council for approval.

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**SERVICE HIGHLIGHT**

2. **Summer Reading.** Education and Outreach Services Coordinator Kelly Wochinske presented an overview of the Summer Reading Programs. The Super Reader Squad and Teen Summer Challenge launched on May 20, 2019. All elementary school students in Milwaukee received a Super Reader folder at school, teachers and administrators received

information about the program, and library staff attended many school assemblies to promote the program. Summer Reading Outreach to the community and child care centers began the week of June 24, 2019. MPL staff also trained staff of other youth-serving organizations. These community contacts encourage reading and book-based programming to individuals outside of the library. Several Trustees expressed their appreciation for the Education and Outreach Services efforts and for the MPL Foundation support of these initiatives. Informational item.

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## CONSENT AGENDA

7. **Regular Board Meeting Minutes May 28, 2019.**
8. **Committee Reports.**
  - a. Innovation & Strategy Committee Meeting Minutes, June 13, 2019
9. **Administrative Reports.**
  - a. Financial Report
  - b. Library Director's Reports

President Bria asked the Board if any items should be removed from the Consent Agenda presented as attachment B, pages 4-21 of the agenda. Hearing no objection, the Consent Agenda was approved.

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## REPORTS

3. **Milwaukee County Federated Library System (MCFLS) Board.** Library Director Paula Kiely gave a summary of the June 17, 2019 meeting. County Supervisor Steven Shea was introduced as the newest MCFLS Board member. Steve Hesper, MCFLS Executive Director, sought approval of a contract for maintenance of the integrated library system. The cost of the service has increased and the Board requested Director Hesper continue negotiations with the vendor, Innovative. The Board discussed issuing a new RFP for the service; however, this could take at least 1-2 years to implement. The Board discussed the creation of a marketing plan; Library Directors will work with Director Hesper to design a plan that fits the needs of all members. The Board moved into closed session to discuss upcoming agreements that are expiring. There could be modifications to the Resource Library and Reciprocal Borrowing agreements, but no changes are confirmed at this time. Informational item.
4. **Building and Development Committee.** Library Construction Projects Manager Sam McGovern-Rowen provided an update on the Capitol Library RFP process. RFP responses were to be presented to the Committee and the public at the June 17, 2019 meeting. Due to insufficient responses to the RFP, the meeting was cancelled. Developers cited difficulty obtaining site control as a significant challenge to submitting a proposal. Library Administration met with three community members who were prepared to assist with the RFP scoring. The recommendation of these advisors was that the Library gain site control and then seek a development partner. Sites can be selected by invitation from a developer or issuing RFPs with specific parameters about the location. The Committee will

continue discussion at the July 11, 2019 meeting. Also at that meeting, Lavelle Young, CEO of Young Development Group, will present new site options for the Martin Luther King branch library redevelopment. Informational item.

5. **Executive Committee.** President Bria referred to page 22 of the agenda and reported on the June 19, 2019 meeting. The Committee discussed the progress toward Board goals and updating the Strategic Plan. The current Strategic Plan will be updated and extended from 2020 through 2022. Director Kiely will work with Library Administration to make recommendations and present them to the Board at the September 24, 2019 meeting. The Board will further discuss the updated plan at the October 22, 2019 meeting and finalize the Strategic Plan at the November 26, 2019 meeting. Informational item.

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**OLD BUSINESS**

8. **Board Assessment.** President Bria asked all Trustees to complete the online Board Assessment. The Innovation and Strategy Committee will review the final data and present it to the Board. Informational item.

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**NEW BUSINESS**

8. **Next Agenda Items.** The November Board meeting will be a joint meeting with the Foundation Board.

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With no further business, the Milwaukee Public Library Board of Trustees meeting of June 25, 2019 was adjourned at 5:00 p.m.

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**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
EXECUTIVE COMMITTEE  
MINUTES  
Wednesday, June 19, 2019  
Central Library, Old Board Room**

**PRESENT:** Michele Bria, Joan Prince, Chris Layden, Paula Kiely

**OTHERS**

**PRESENT:** MPL: Rebecca Schweisberger

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President Bria called the MPL Board of Trustees Executive Committee meeting to order at 4:07 p.m. on June 19, 2019 with a quorum present. Trustee Prince and Trustee Layden participated by phone.

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1. **Committee Meeting Minutes Review.** President Bria entertained a motion to accept the minutes from the December 19, 2018 meeting. Trustee Layden moved to approve and Trustee Prince seconded. Motion passed.
  2. **Financial Secretary.** The Committee discussed possible candidates for appointment as the Financial Secretary. After another nomination has been made and approved by the Board, Trustee Layden will transition from Committee Chair and off the Finance and Personnel Committee. Informational item.
  3. **Library Board Development.** Library Director Paula Kiely referred to Attachment B of the agenda. The Committee reviewed Board Development goals and progress. The Committee discussed additional recommendations for development, including a retreat or education day to focus on encouraging leadership development and conflict resolution through an outward mindset. Library Administration will review current reporting models to quantify how the library's work supports the desired outcomes identified in the Strategic Plan and present it in a concise format. Periodic updates and forecasting from the American Library Association (ALA) was also suggested. Informational item.
  4. **Review Progress on Library Goals and Projects.** Director Kiely noted recruitment of staff and expansion of the volunteer program have been highly successful. Currently, the staff vacancy rate is the lowest in 10 years and there has been a 40% increase in the number of library volunteers in the first quarter. Library staff, with the support of the Building and Development Committee, continues work on 3 library redevelopment projects. MPL has made a significant effort toward green energy with the installation of solar arrays at Central Library, Tippecanoe branch library, and Center Street branch library. Improvements to infrastructure continue, including pursuing funding for new parking lots at 5 locations.
  5. **Strategic Plan.** Director Kiely will work with Administration staff to use data gathered over the last year to update and extend the existing Strategic Plan through 2022. Reports and recommendations for updates will be presented to the Board in September and October 2019. Reporting will include plan achievements and outcomes from the Board Retreat. The Board will be asked to help identify any new goals or gaps in the updated plan. Informational item.
  6. **Next Meeting.** The December 18, 2019 meeting will be moved to late October or early November to allow the Committee to make an end of year report to the full Board. Informational item.

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The meeting of the Milwaukee Public Library Board's Executive Committee was adjourned at 4:51 p.m. on June 19, 2019.

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

**2019**

**2018**

**City Revenues**

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 21,937,539	\$ 11,306,213	51.5%
<i>Fines</i>	\$ 215,000	\$ 85,116	39.6%
<i>Lost Materials, etc.</i>	\$ 109,000	\$ 34,090	31.3%
<i>MCFLS Contracts</i>	\$ 750,789	\$ 202,658	27.0%
<b>Total City Appropriation</b>	<b>\$ 23,012,328</b>	<b>\$ 11,628,077</b>	<b>50.5%</b>

	Budget	Received to date	% Received
	\$ 22,440,445	\$ 11,117,000	49.5%
	\$ 225,000	\$ 96,607	42.9%
	\$ 101,800	\$ 36,888	36.2%
	\$ 744,000	\$ 195,896	26.3%
<b>Total</b>	<b>\$ 23,511,245</b>	<b>\$ 11,446,391</b>	<b>48.7%</b>

**City Expenses**

**Salaries & Benefits**

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 12,375,271	\$ 6,275,106	50.7%
<i>Fringe Benefits</i>	\$ 5,568,871	\$ 2,492,290	44.8%
<b>Total</b>	<b>\$ 17,944,142</b>	<b>\$ 8,767,396</b>	<b>48.9%</b>

	Budget	Spent to date	% Spent
	\$ 12,640,806	\$ 6,431,272	50.9%
	\$ 5,676,770	\$ 2,615,041	46.1%
<b>Total</b>	<b>\$ 18,317,576</b>	<b>\$ 9,046,313</b>	<b>49.4%</b>

**Operating Expenses**

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 96,905	\$ 52,157	53.8%
<i>Tools &amp; Machinery Parts</i>	\$ 18,800	\$ 15,890	84.5%
<i>Construction Supplies</i>	\$ 30,000	\$ 16,324	54.4%
<i>Energy</i>	\$ 637,975	\$ 324,828	50.9%
<i>Other Operating Supplies</i>	\$ 146,254	\$ 90,866	62.1%
<i>Vehicle Rental</i>	\$ 8,160	\$ 2,499	30.6%
<i>Non-Vehicle Equipment Rental</i>	\$ 22,554	\$ 16,407	72.7%
<i>Professional Services</i>	\$ 191,396	\$ 149,414	78.1%
<i>Information Technology Services</i>	\$ 399,440	\$ 337,925	84.6%
<i>Property Services</i>	\$ 879,798	\$ 623,334	70.8%
<i>Infrastructure Services</i>	\$ 28,000	\$ 26,308	94.0%
<i>Vehicle Repair Services</i>	\$ 250	\$ -	0.0%
<i>Other Operating Services</i>	\$ 287,079	\$ 36,666	12.8%
<i>Reimburse Other Departments</i>	\$ 67,250	\$ 8,539	12.7%
<b>Total</b>	<b>\$ 2,813,861</b>	<b>\$ 1,701,157</b>	<b>60.5%</b>

	Budget	Spent to date	% Spent
	\$ 130,000	\$ 21,300	16.4%
	\$ 30,800	\$ 16,321	53.0%
	\$ 38,000	\$ 11,832	31.1%
	\$ 664,179	\$ 322,131	48.5%
	\$ 178,027	\$ 88,904	49.9%
	\$ 7,000	\$ 2,539	36.3%
	\$ 30,000	\$ 16,981	56.6%
	\$ 182,500	\$ 133,117	72.9%
	\$ 406,579	\$ 355,937	87.5%
	\$ 957,189	\$ 497,455	52.0%
	\$ 28,000	\$ 17,890	63.9%
	\$ 500	\$ 6,825	1365.0%
	\$ 221,700	\$ 52,373	23.6%
	\$ 68,000	\$ 14,268	21.0%
<b>Total</b>	<b>\$ 2,942,474</b>	<b>\$ 1,557,872</b>	<b>52.9%</b>

**Equipment**

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,689,148	\$ 834,231	49.4%
<i>Computers, etc.</i>	\$ 318,303	\$ 263,405	82.8%
<i>Other</i>	\$ 37,874	\$ 32,486	85.8%
<b>Total</b>	<b>\$ 2,045,325</b>	<b>\$ 1,130,122</b>	<b>55.3%</b>

	Budget	Spent to date	% Spent
	\$ 1,751,774	\$ 787,474	45.0%
	\$ 251,839	\$ 24,081	9.6%
	\$ 61,400	\$ 3,651	5.9%
<b>Total</b>	<b>\$ 2,065,013</b>	<b>\$ 815,206</b>	<b>39.5%</b>

**Other Departmental Appropriation**

	Budget	Spent to date	% Spent
<i>Villard Square Rent</i>	\$ -	\$ -	0.0%
<i>East Insurance</i>	\$ 3,000	\$ 2,402	80.1%
<i>Mitchell Street Rent</i>	\$ 54,000	\$ 27,000	50.0%
<i>Good Hope Rent</i>	\$ 15,000	\$ -	0.0%
<i>Contingent Energy Financing</i>	\$ 137,000	\$ -	0.0%
<b>Total</b>	<b>\$ 209,000</b>	<b>\$ 29,402</b>	<b>14.1%</b>
<b>Total City Expenses</b>	<b>\$ 23,012,328</b>	<b>\$ 11,628,077</b>	<b>50.5%</b>

	Budget	Spent to date	% Spent
	\$ 13,182	\$ -	0.0%
	\$ -	\$ -	0.0%
	\$ 36,000	\$ 27,000	75.0%
	\$ -	\$ -	0.0%
	\$ 137,000	\$ -	0.0%
<b>Total</b>	<b>\$ 186,182</b>	<b>\$ 27,000</b>	<b>14.5%</b>
<b>Total</b>	<b>\$ 23,511,245</b>	<b>\$ 11,446,391</b>	<b>48.7%</b>

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

**2019**

**2018**

**Additional Funding Sources**

**Contract Grants**

	Budget	Spent to date	% Spent
WTBBL Jul '18 - Jun '19	\$ 989,520	\$ 922,382	93.2%
ILS Jul '18 - Jun '19	\$ 96,900	\$ 87,247	90.0%
<b>Total</b>	<b>\$ 1,086,420</b>	<b>\$ 1,009,629</b>	<b>92.9%</b>

	Budget	Spent to date	% Spent
	\$ 976,820	\$ 862,258	88.3%
	\$ 96,297	\$ 88,005	91.4%
<b>Total</b>	<b>\$ 1,073,117</b>	<b>\$ 950,263</b>	<b>88.6%</b>

**Trust Funds**

	Budget	Spent to date	% Spent
Materials	\$ 104,027	\$ 35,073	33.7%
Programming	\$ 35,500	\$ 12,519	35.3%
Training	\$ 13,000	\$ 4,777	36.7%
Marketing	\$ 29,000	\$ 8,540	29.4%
Contingency	\$ 4,000	\$ 500	12.5%
Board Development	\$ 5,000	\$ 752	15.0%
Headline	\$ 5,000	-	0.0%
WTBBL - Goldstein	\$ 2,166	\$ 2,165	100.0%
Strehlow 50+	\$ 42,376	\$ 492	1.2%
<b>Total</b>	<b>\$ 240,069</b>	<b>\$ 64,818</b>	<b>27.0%</b>

	Budget	Spent to date	% Spent
	\$ 64,000	\$ 5,988	9.4%
	\$ 33,750	\$ 12,704	37.6%
	\$ 11,000	\$ 3,155	28.7%
	\$ 23,000	\$ 14,980	65.1%
	\$ 2,988	\$ 2,058	68.9%
	\$ 5,000	\$ 14,923	298.5%
	\$ 5,000	-	0.0%
	\$ -	\$ -	0.0%
	\$ 44,417	\$ 948	2.1%
<b>Total</b>	<b>\$ 189,155</b>	<b>\$ 54,757</b>	<b>28.9%</b>

**Foundation Funds**

	Budget*	Spent to date	% Spent
Materials	\$ 389,775	\$ 111,920	28.7%
Programming	\$ 2,606,928	\$ 366,387	14.1%
<b>Total</b>	<b>\$ 2,996,703</b>	<b>\$ 478,307</b>	<b>16.0%</b>

	Budget*	Spent to date	% Spent
	\$ 615,637	\$ 105,212	17.1%
	\$ 2,054,297	\$ 196,958	9.6%
<b>Total</b>	<b>\$ 2,669,934</b>	<b>\$ 302,170</b>	<b>11.3%</b>

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

**Investments**

No gift funds were invested this period.



## Director's Report July 2019

Over the past month, the library made progress toward its goals for Summer Reading Program enrollment and many other projects being undertaken to fulfill our mission and vision. Teams have been planning for next year's Democratic National Convention, gathering resources for the Board's interest in Artificial Intelligence and its impact on libraries, outreach expansion along with the Office of Early Childhood Initiative's work on creating literacy friendly spaces throughout the community, and the October 10th Benjamin Franklin Celebration.

Resource Library collections have also been the focus of our planning. Under discussion is publication of the Max Nohl Manuscripts in partnership with the Wisconsin Historical Press, completing the processing of the Frank Zeidler Manuscript Collections, and the cost Journal Sentinel digital archives.

We presented a webinar to over 100 members of the Public Library Association about our research into why people don't return their library materials. Working on this research is Deputy Director Joan Johnson, Library Area manager Rachel Arndt, MCFLS Executive Director Steve Hesper, UWM Associate Professor Joyce Latham, and I.

With the State Budget now signed, Danielle Decker from the city's Intergovernmental Relations Division and I met with State Representative Evan Goyke to discuss the drafting of a bill that would add signage to I-94 and I-43 indicating the exit for Central Library and the adjoining Court of Honor.

### **MPL HELPS PEOPLE READ**

Zablocki Author Visit. Danielle Lincoln Hanna is the author of the *Mailboat Suspense Series* set in Lake Geneva, WI. Ms. Hanna read from her latest book in the series, *The Captain's Tale*, at **Zablocki** branch library on June 15. Ms. Hanna currently lives in Montana but fell in love with Lake Geneva's history and moved to the area for a time, eventually researching and writing the *Mailboat* series. Attendance: 17

School Visits. **Capitol** branch library welcomed children and parents from the Milwaukee German Immersion and French Immersion Schools and signed them up for the Super Reader Squad. All the kids were excited about reading over the summer. Attendance: 110

Paws and Read. **Atkinson** branch library hosted certified therapy dogs Mabel and Mikka and their owner Miss Kimmy on June 18. Children ages 4 – 16 enjoyed reading at this event. Attendance: 15.

### **MPL HELPS PEOPLE LEARN**

Exhibit: *Shakespeare and the Four Humors.* **Central Library** hosted the National Library of Medicine traveling exhibit "*And there's the humor of it": Shakespeare and the Four Humors*. This exhibit examines the intersection of medical theory and literature by looking at how Shakespeare, and generations before, defined people's physical and mental health, and personality through the four bodily humors — blood, yellow bile, black bile, and phlegm. The exhibit also highlighted the influence the four humors had in Shakespeare's plays.

Introduction to Asian Indian Cooking. The **Mitchell Street Cargill Community Kitchen** hosted Rosy Sachdeva for a hands-on cooking class providing an overview of Indian cooking. Participants were introduced to staple spices used in Indian kitchens and learned techniques for cooking basmati rice and lentil soup. Attendance: 22

BYOB (Bring Your Own Blanket) Story Times. **Zablocki** branch library began our summer series of BYOB (Bring Your Own Blanket) Story Times on June 15. Held outside and in the courtyard, children and parents enjoyed summer fun stories, listened and danced to music and created huge bubbles. Afterwards, many parents commented on how much they enjoyed coming to a library event on a Saturday morning and are looking forward to attending next month's program. Attendance: 40

The Psychology of Spending. **Bay View** branch library hosted a program on The Psychology of Spending presented by Educator's Credit Union, discussing how to identify potential trouble areas for spending as well as offering practical strategies to avoid overspending and make better financial decisions. Attendance: 7

Make Music Day at **Atkinson** branch library. Children especially enjoyed the Touch an Instrument program, where they were able to try out a variety of different instruments. Attendance: 22

Spring Planting. **Atkinson** branch library hosted a Spring Planting on June 6. Kids ages 3 - 17 and an adult caregiver planted flowers, herbs, and lettuce in the south east plant bed next to the windows. Plants were from nearby Weber's Greenhouse which runs the Teens Grow Greens program. Attendance: 21

Family Drive-in at **Atkinson** branch library. On Monday, June 24 children ages 4 - 15 transformed boxes into "cars" they could sit in during the movie. We watched *Martin's Big Words* and *My Brother Martin*, both book-based movies. During the movies, patrons enjoyed apple juice, licorice, and popcorn popped and individually bagged by our youth worker, Ashanti Savage. Five parents enjoyed the drive-in as well! Attendance: 21

STEAM Wednesday. On June 26 **Atkinson** branch library hosted its second Pop-Up STEAM Wednesday with the theme of Amusement Park Design. Three adults and 18 children made elevation view designs of their ideal amusement park in the Children's Room. Attendance: 21

Rain Barrel Workshop. **Atkinson** branch library partnered with the Milwaukee Metropolitan Sewerage District to host a Rain Barrel program on June 24. After the program each participant received a free rain barrel to take home. Attendance: 21

### **MPL HELPS PEOPLE CONNECT**

Consumer Rights Clinic with Legal Action of Wisconsin. The Consumer Rights Clinic is a program series offered in partnership with Legal Action of Wisconsin which started in March 2019. The series alternates between the **Washington Park and Zablocki** branch libraries. The program begins with an overview of consumer rights and bankruptcy qualifications presented by an attorney from Legal Action of Wisconsin. Each attendee then meets one-on-one with a volunteer attorney to review their case. The June program at Zablocki branch library had 9 attendees.

Field Work MKE: Hike and Canoe Washington Park. Field Work MKE is a collaborative grant between Milwaukee Public Library and Milwaukee Public Museum administered by Poets House and funded by the Institute of Museum and Library Services which seeks to connect poetry and science in an effort to increase our understanding of the natural world. On June 29, poet Chuck Stebelton and Urban Ecology Center staff lead a hike through **Washington Park** and canoeing through the Washington Park lagoon. Mr. Stebelton selected poetry by Thomas A. Clark, Harreyette Mullen, and Yoko Ono for the group to

read aloud at selected points in the park. While walking, Urban Ecology Center staff highlighted plants and animals found within the urban park. The event culminated with an hour long canoeing trip through the park's lagoon. Attendance: 12

World Refugee Day/Westtown Market was attended by **Central Library's** Adult Literacy & Refugee Committee members on June 19. World Refugee Day attendees braved the rain and cold at Westtown Market to receive information on ESL, ELL, and Refugee resources at the library, as well as signing children up for Summer Reading. The MPL Refugee Committee's highlights including make two new and valuable community partners for future Adult Literacy outreach. Attendance: 78

Police Crime and Safety Meeting. **Mitchell Street** branch library held the Milwaukee Police District 2 safety meeting in the community room on June 19. Community members, along with block watch groups and the Business Improvement District attended this meeting. Attendees heard from MPD about current crime fighting efforts and other community organizations promoting their summer programs. Attendance: 55

Gathering Art, Stories and Place (GASP) Workshop. **Mitchell Street** branch library and Artist-in-Residence Celeste Contreas held a GASP program in the community room on June 5. Attendees were able to create their own artwork using a technique that utilized the sun to imprint their design on paper. Attendance: 25

Musical Moments with the Kitchen Boys. **Zablocki** branch library hosted The Kitchen Boys, a local music duo, who brought live Appalachian and Americana music to the branch courtyard on June 3. Featuring banjos and washboards, the duo played for nearly an hour on a pleasant weekday evening. Attendance: 18

Summer Soulstice. On Saturday June 22 **East** branch library participated in the Eastside Summer Soulstice Festival. Ryan Kulp and Enid Gruszka (East) and volunteer Lora Keller set up a library booth at the festival. Staff offered information and signups for the Summer Reading Program as well as engaging families of young children with face painting, sidewalk chalk art, and the bubble machine outside on East Cramer Street. Attendance: 86

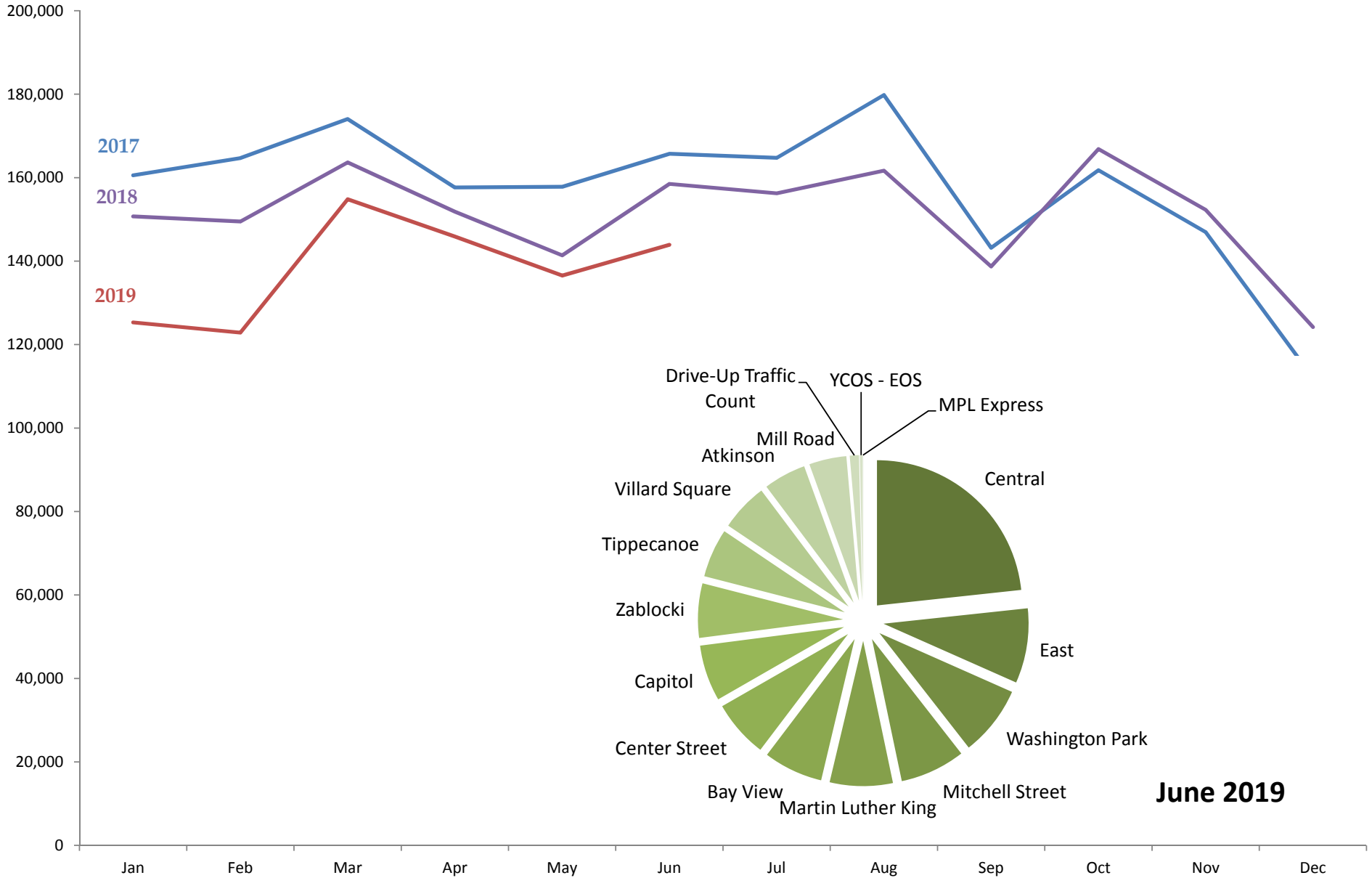
Howl on Howell. **Tippecanoe** branch library participated in the first "Howl on Howell" street festival on June 1. The event showcased resources and services offered by local businesses and organizations on Howell Avenue. Despite early morning rain and cool temperatures, the skies cleared, allowing many people the opportunity to participate in activities. The Education and Outreach Services department staffed a resource table outside the library, while inside patrons could partake in several activities, including face painting, playing games like life-size chess and giant Jenga, reading to dogs, and taking a story walk to the Secret Garden. Attendance: 150

Enderis Park Concerts on the Green. Dana Zurek and Gwin Pearce from **Capitol** branch library and Kevin Atkinson, from **EOS**, engaged with families and getting children and adults excited about summer reading at the Enderis Park Concert. They signed up 28 people for Summer Reading and issued 11 Library Cards. 10th District Alderman Michael Murphy said it was nice to see the enthusiasm staff showed when speaking about the library. Attendance: 120

Symphony in the Neighborhood. **Washington Park** branch library, in partnership with the Milwaukee Symphony Orchestra, hosted a free pop-up performance by Milwaukee Symphony Orchestra musicians on Saturday, June 15. People experienced music in a typically quiet setting and explored book

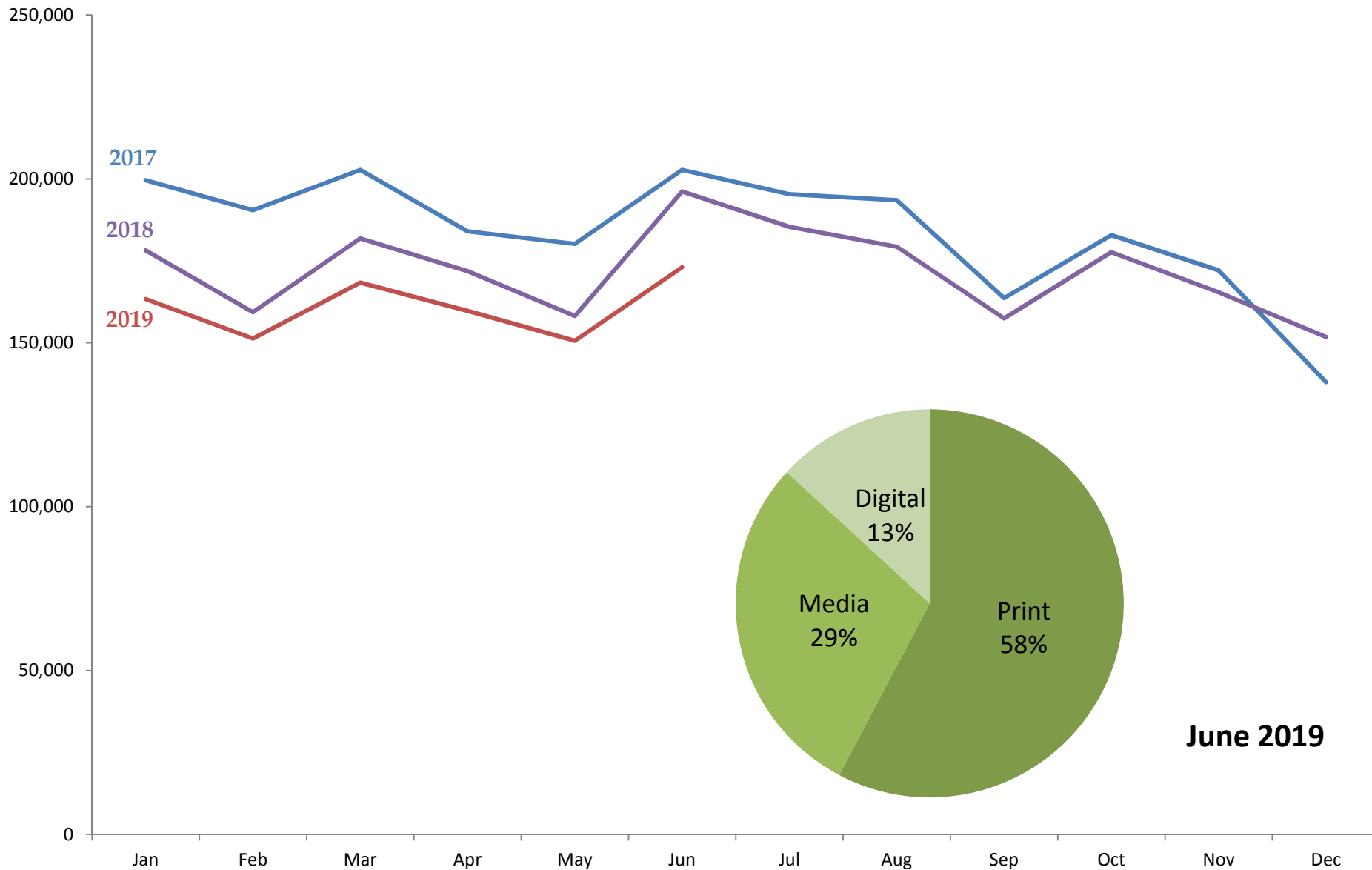
recommendations all about music for all ages. This performance was part of the "Symphony in the Neighborhood" series, a 10-day residency project that brings the music out of the concert hall and into the community where people live, work, and play. The We Energies Foundation, the City of Wauwatosa, and the Washington Heights Neighborhood Association made symphony in the Neighborhood possible.  
Attendance: 25

### Milwaukee Public Library Visits

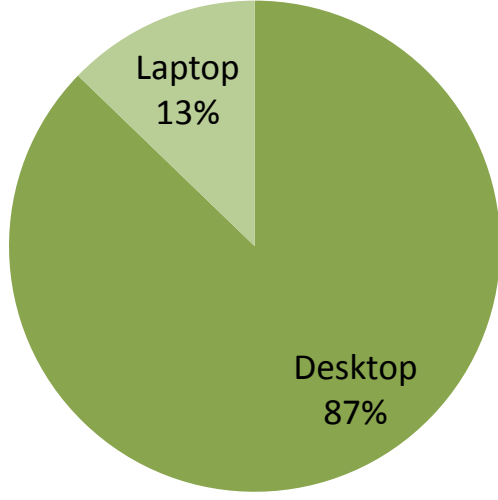
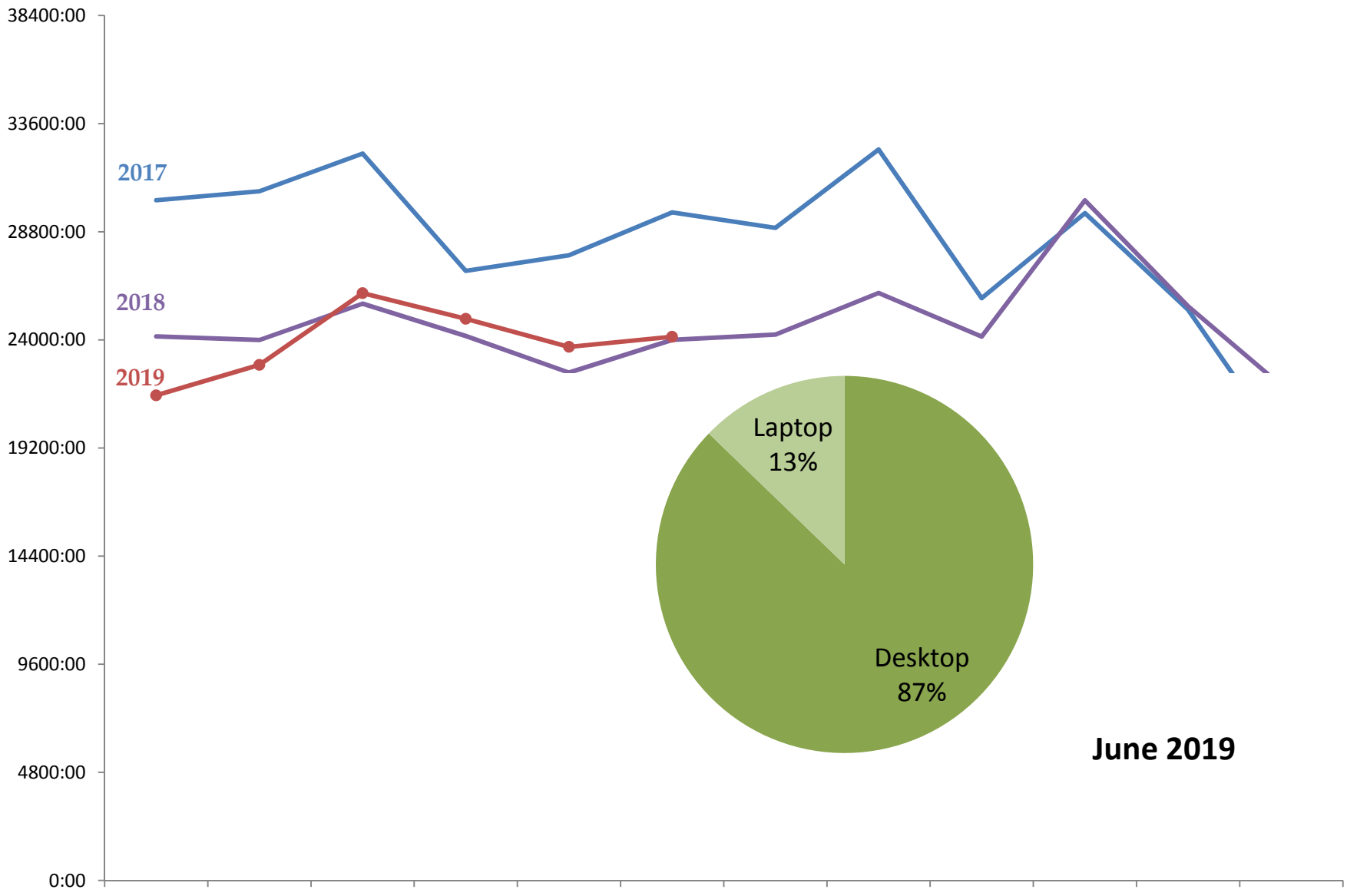


**June 2019**

### Milwaukee Public Library Circulation



### Milwaukee Public Library Hours of Computer Usage



**June 2019**

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

<b>Unique Visitors to the MPL Website</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	69,274	75,673	-8.5%	444,221	464,004	-4.3%

<b>Database Hits</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	5,491	6,936	-20.8%	51,008	52,056	-2.0%

<b>OverDrive Digital Download Circulation, by format</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	10,228	9,272	10.3%	64,368	56,137	14.7%
Audiobooks	8,671	7,164	21.0%	51,983	41,942	23.9%

<b>Downloads of Digital Music through Freegal</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	1,867	1,962	-5%	11,305	13,061	-13%

<b>Milwaukee Patron Holds Placed Through CountyCat</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	37,430	38,283	-2.2%	239,801	241,281	-0.6%

<b>Paging Slips</b>						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	11,683	11,573	1.0%	75,955	74,748	1.6%
Atkinson	881	854	3.2%	5,880	5,179	13.5%
Bay View	2,067	2,300	-10.1%	12,947	13,796	-6.2%
Capitol	1,645	1,906	-13.7%	11,120	11,704	-5.0%
Center Street	899	1,011	-11.1%	6,122	6,283	-2.6%
East	2,170	2,291	-5.3%	14,030	14,173	-1.0%
Martin Luther King	982	1,065	-7.8%	6,470	6,596	-1.9%
Mill Road	597	684	-12.7%	3,641	1,489	144.5%
Mitchell Street	1,167	1,182	-1.3%	7,517	7,394	1.7%
Tippecanoe	2,068	2,128	-2.8%	13,272	13,190	0.6%
Villard Square	994	966	2.9%	5,927	6,317	-6.2%
Washington Park	1,330	1,403	-5.2%	8,424	7,634	10.3%
Zablocki	1,983	2,108	-5.9%	13,126	13,637	-3.7%
YCOS--EOS	216	164	31.7%	1,384	1,650	-16.1%
TOTAL	28,682	29,635	-3.2%	185,815	183,790	1.1%



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

**MINUTES**

**July 8, 2019  
Central Library  
Community Meeting Room 1  
814 W. Wisconsin Avenue  
Milwaukee, WI 53233**

**PRESENT:** Chair Milele Coggs, Vice-Chair Jennifer Smith, Sup. Marcelia Nicholson

**EXCUSED:** Ald. Michael Murphy

**OTHERS**

**PRESENT:** MPL: Paula Kiely, Jennifer Meyer-Stearns, Anne Rasmussen,  
Rebecca Schweisberger, Demetrius Witherspoon

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Chair Coggs called the meeting of the Board of Trustees Services and Programs Committee to order at 8:44 a.m. on Monday, July 8, 2019 with a quorum present.

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1. **Appeal from Patron Banned from the Milwaukee Public Library System for Six Months.**  
Under Wisconsin State Statutes 43.52(2) and Article V Section 1 of the MPL Board of Trustees Bylaws, the Committee held a hearing in the matter of the library banning appeal of Cameron White. Chair Coggs introduced all Committee members. Library Security Investigator Demetrius Witherspoon introduced himself and swore an oath that the testimony he will give in this matter is the truth. Mr. Witherspoon read the allegations against Mr. White and detailed the events that led to the ban. He also presented details about previous bans Mr. White has received. The Committee discussed changing the length of the ban in light of previous infractions. Mr. White, having appealed the ban and received notice of the hearing, did not appear. Trustee Nicholson moved to deny the appeal and escalate the ban if inappropriate behavior continues. Trustee Smith seconded. The Committee's recommendation will be presented to the full Board at the July 23, 2019 meeting.

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The meeting of the Library Board's Services and Programs Committee was adjourned at 9:00 a.m. on Monday, July 8, 2019.

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**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
BUILDING & DEVELOPMENT COMMITTEE  
MINUTES  
Thursday, July 11, 2019  
Central Library Meeting Room 1**

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

**EXCUSED:** Chris Layden, Joan Prince

**OTHERS**

**PRESENT:** MPL: Joan Johnson, Armando Chacon, Eileen Force Cahill,  
Sam McGovern-Rowen, Jennifer Meyer-Stearns, Anne Rasmussen, Rebecca

Schweisberger

Budget and Policy Division: Mason Lavey  
Young Development Group: Lavelle Young

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Committee Chair Mark Sain called the MPL Board of Trustees Building and Development Committee meeting to order at 8:05 a.m. on July 11, 2019 with a quorum present. The agenda items were taken out of order but are presented here in sequence.

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1. **Committee Meeting Minutes from May 2, 2019.** 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. **Branch Redevelopment – Martin Luther King Library.** Mr. Lavelle Young, CEO of Young Development Group, reviewed the Board's decision to decline the Garfield Theater building proposal and informed the Committee the development team has returned to the original site and has resumed working with JLA Architects on this project. Mr. Young presented four parking options for the site: two parking structure models and two surface level models. The models include onsite and offsite parking. The Committee and Mr. Young discussed the costs, total number of spaces, maintenance, accessibility, and parking availability for library patrons associated with each model. Following this discussion, the Committee requested data from library staff about parking availability of the current parking lot. The development team will prepare financial estimates for each model and explore the possibility of a two-story structure instead of three-story. Informational item.
3. **Branch Redevelopment – Good Hope Library.** Library Construction Project Manager Sam McGovern-Rowen shared photos of the construction progress on the Good Hope Library. The library is on track to open in November 2019. A hard hat tour is being scheduled which all Trustees will be invited to attend. Informational item.
4. **Branch Redevelopment – Capitol Library.** Library Construction Project Manager Sam McGovern-Rowen reviewed the history of the Capitol Library Request for Proposal. It is recommended the Library gain site control of a location before seeking a development partner. Mr. McGovern-Rowen will continue to provide updates to the Committee. Informational item.
5. **Co-Working Space.** Deputy Director Joan Johnson presented information and concept drawings for a pilot co-working space within the Business and Periodicals department at Central Library. The concept drawings are attached to these minutes. The space is intended for use by entrepreneurs, remote workers, students, and artists, writers, or other creators. The project will be funded by a

\$100,000 grant raised by the Milwaukee Public Library Foundation from the Schoenleber Foundation. The goal for completion is October 2019. The space will be a pilot program for a larger co-working space proposed on the first floor of Central Library. Staff is developing guidelines and procedure for use of the space. Informational item.

6. **Facilities Maintenance.** Assistant Director Jennifer Meyer-Stearns presented updates to ongoing infrastructure and energy savings projects. The projects include upgrades to lighting and HVAC replacement at Central Library, installation of solar arrays at Central Library, Tippecanoe branch library, and Center Street branch library. Green infrastructure improvements have been very successful at Tippecanoe branch library and work is underway to replicate the improvements at 5 other branch libraries. These projects are funded in part by the City capital account for ADA compliance and over \$300,000 in grant funding from MMSD, Fund for Lake Michigan, and Wisconsin Coastal Management Program. Director Kiely offered thanks and congratulations to Ms. Meyer-Stearns, Library Facilities Manager Armando Chacon, and their staff for undertaking this important work. The Committee recommended offering tours of these spaces to local schools. The Committee will continue to receive updates on these projects. Informational item.
7. **Next Meeting.** At the September 5, 2019 meeting the Committee will receive updates on the Martin Luther King library and Good Hope library projects. Library staff will also present contracts for approval for Capitol and Atkinson branch library ADA improvements.

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The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 9:17 a.m. on July 11, 2019.

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

MEETING NOTICE AND AGENDA

Tuesday, July 23, 2019  
**3:15 p.m.**  
Central Library  
Community Meeting Room 1  
814 W. Wisconsin Avenue  
Milwaukee, WI 53233

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

3:15

1. **Approval of the Minutes.** The Committee will review and approve the minutes from the April 23, 2019 meeting.

Attachment A, page 3

3:20 – 3:35

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

3:35 – 3:38

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

Attachment B, page 5

3:38 – 3:43

4. **Additional Trust Fund Expenditure Approval Request.** Library Director Kiely will seek approval to expend an additional \$6,000 from the Library Trust Fund to contract for *Restorative Practices Training: Librarians and Youth* training for library staff.

Attachment C, page 6

3:43 – 3:45

5. **ILL Contract Approval Request.** Assistant Library Director Jennifer Meyer-Stearns will seek approval for the 2020 Interlibrary Loan Services contract.

Attachment D, page 8

3:45 – 4:00

6. **Requested Budget.** The Committee will be briefed on the status of the library's 2020 requested budget and possible changes based on available funding.

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

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

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

**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
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

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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.

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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.

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

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# MEMORANDUM

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**Date:** July 23, 2019

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

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

**Re:** Internal Controls - Second Period 2019

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

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

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

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



## Proposal for Restorative Practices Training: Librarians and Youth, January 17, 2019

### Overview

Restorative Practices / Circle Keeping has the broad goal of proactively developing community, building empathy and relationships, managing conflict, and increasing shared values that enable individuals and groups to develop trust and therefore live / work more effectively together. The field is developing across national and disciplinary borders, including families, schools, communities, workplaces, law enforcement and justice systems, with the intention to restore community in an increasingly disconnected world.

### Objectives

Participants in the training will develop the skills, experience, and resources required to both facilitate and mentor others in the Restorative Practices of community-building circles, restorative conversations and repair-the-harm / moving forward circles. They will be able to apply this to enhancing the communication and culture within the library and community in which they engage. We will bring together 2 librarians from 5, different libraries (We suggest including librarians from the north, south, east, west, and central areas of the city.). They will support youth facilitators, who will be paid for their work as circle keepers.

### Outcomes

Our intention is that participants will complete this training with the following:

- The ability to facilitate Restorative Practices / be a Circle Keeper, with skills and experience in community-building and repair-the-harm circles.
- The skills to engage in restorative conversations, using communication / de-escalation strategies.
- An understanding of how to hold monthly / regularly scheduled circles in libraries, resulting in potentially 5 different libraries holding regularly scheduled circles for neighborhood residents.
- A specific plan to implement this work within each librarian's library and community.

### Content:

We propose a one-day, intensive training. After the training, there will be three, 2.5 hour follow-up sessions, to support participants as they use this practice and also to provide additional skill building. Thereafter, we will consult with you to determine how participants will continue receiving support.

#### Pre- Training:

We will consult with you ahead of the training, in order to understand and meet your needs. The final plan will reflect what we discover both before and during the training.

#### One-Day Intensive Training:

- Introduction to restorative practices principles, particularly as applied to community-based settings.
- Experiential circles, including:
  - Identifying individual and shared values
  - How to use what's working well to resolve challenges
  - Building consensus
  - How to create a progression of effective questions to use in circles

- Practicing the skills to engage in restorative conversations, using effective communication and de-escalation strategies.
  - Restoring and holding empathy
- Action planning, including visioning on how participants will implement what they have learned as individuals, facilitators and mentors in their community settings. Further discussion on resources and support to accomplish their goals. Planning for their first library circle.

3 follow-up sessions: Check-in on implementation and assist in planning future circles, including moving forward / repair the harm circles.

In addition, we facilitate a free monthly “Restorative Practices Circle Keeper Gathering” at Sojourner Family Peace Center, providing idea exchange and support for Milwaukee-area Circle Keepers. Our goal: Restorative Practices / Circle Keeping is accessible, implementable and supported in our community.

In February 2018 (at Washington Park Library) and December 2018 (at Center Street Library), we piloted, “Creating Community Circles (3 C’s),” which was facilitated by advanced, high school Circle Keepers from The Alliance School and open to the community to engage in discussion, relationship / empathy building and action planning, facilitated by students who live in the neighborhood. Approximately 35 people participated in the first circle and 25 people participated in the second circle.

The facilitation team is Heather Sattler, the Restorative Practices teacher, facilitator and trainer at The Alliance School and Sharon Lerman, a Restorative Practices facilitator and trainer, Further information on the facilitators is listed below. In addition, select high school students who are advanced Circle Keepers from The Alliance School will share their experience and skills during a portion of the training.

Entire Training Includes:

- Communication before the training, to customize for Library interests
- One-day, Intensive Training
- 3 Follow-up, Training Sessions
- Digital-based Restorative Practices Resources as follow-up to the training
- Invitation to monthly Restorative Practices gatherings, to share experience and resources

**Number of Participants and Budget:**

In this training, we would bring together 10 librarians from 5 different libraries. Budget: \$6,000

An additional budget will be created to train and support youth, who are associated with the libraries and who will be paid for their work as circle keepers (Alliance students do not require training but will be paid for their work as circle keepers.). At each circle, there will be one librarian, one youth from the library, and two Alliance students.

**Professional Bios:**

**Heather Sattler Professional Experience:** Heather has been an educator in the Milwaukee Public Schools for over twenty years. Presently, she teaches Restorative Practices at The Alliance School and facilitates workshops and trainings, with her students, for young people and adults from the local, national, and international communities. She also facilitates trainings with Sharon for organizations and schools. A partial listing includes: Black Health Coalition,

Sojourner Family Peace Center, Safe and Sound, and Highland Community School. Heather received an MA in Mass Communication from the University of Wisconsin-Milwaukee and a BA in English, Secondary Education and Theatre Arts as well as a certificate in Adult Education and Organization Development from Alverno College. She is a certified, Yoga teacher.

**Sharon Lerman Professional Experience:** Sharon has been an organizational development practitioner, trainer / facilitator, business consultant and coach for over twenty years, and is President of Working Innovations, Inc. Restorative Practices is integral to her work. She works with both for-profit and nonprofit organizations to create environments that build relationships and connect people to their potential. Partial listing of those organizations include: Black Health Coalition of Wisconsin, Briggs & Stratton, Core El Centro, GE Healthcare, MillerCoors, Milwaukee Public Schools, Safe & Sound, Sojourner Family Peace Center and Trek Bicycle Corporation. She received a BS in Education from University of Wisconsin - Madison, an MA in Expressive Therapy from Lesley University, and a MS in Business Management from Cardinal Stritch University. Sharon is certified as a Life Coach and is a Licensed Professional Counselor.

**For further information, contact Sharon Lerman, 414-699-6677, [lerman.sharon@gmail.com](mailto:lerman.sharon@gmail.com)**

## INTERGOVERNMENTAL AGREEMENT

### Interlibrary Loan Services

**Agency:** Milwaukee Public Library (“Agency”)

**Today’s Date:** March 21, 2019

**Period of Performance:** July 1, 2019 – June 30, 2020

**Funding Source:** Library Service Contracts (SEG)

**Services:** Agency shall make its services and resources available to all libraries in Wisconsin through the auspices of the Department of Public Instruction (“DPI”), Division for Libraries and Technology, as described in Wis. Stats. §§ 43.03(7) and 43.05(11), and the Guidelines & Responsibilities attached hereto (Attachment 1).

**Pricing:** \$62,230.00

**Incorporated Documents:**

Attachment 1, Guidelines & Responsibilities

Attachment 2, WI Department of Administration, DOA-3054A, Standard Terms and Conditions

Attachment 3, Milwaukee public Library terms and Conditions

**Contacts:**

Department of Public Instruction  
Resources for Libraries and Lifelong Learning  
Attn: Martha Berninger  
2109 South Stoughton Road  
Madison, WI 53716  
Telephone: 608-224-6161  
Email: [Martha.berninger@dpi.wi.gov](mailto:Martha.berninger@dpi.wi.gov)

Department of Public Instruction  
Business Services  
Attn: Barth Becker  
125 South Webster Street  
Madison, WI 53703  
Telephone: 608-266-3904  
Email: [barth.becker@dpi.wi.gov](mailto:barth.becker@dpi.wi.gov)

Milwaukee Public Library  
Attn: Paula Kiely  
814 W. Wisconsin Avenue  
Milwaukee, WI 53233-2385  
Telephone: 414-286-3020  
Fax: 414-286-2794  
Email: [pkiely@milwaukee.gov](mailto:pkiely@milwaukee.gov)

**Background Checks:** Supplier shall ensure that state criminal background checks are conducted on all staff (including supervisors), volunteers, authorized agents, and subcontractors that have contact with DPI personnel, property, agents, invitees, and students. If any of the aforementioned persons have lived, worked, or attended school in the last ten (10) years outside the state of Wisconsin, the criminal background check must also include a Federal Bureau of Investigation fingerprint check, or equivalent. Supplier shall confirm to the Department of Public Instruction (“DPI”) that background checks have been completed, and are satisfactory so as to exercise reasonable care for protecting DPI personnel, property, agents, invitees, and students, from physical, mental, or emotional harm, or any other injuries, to the extent permitted by law, whether local, state, or federal law. The actual state or federal records do not have to be submitted. During the term of this Agreement, Supplier shall require its staff and subcontractors to notify Supplier of any changes, convictions, or misdemeanor offenses, and shall take appropriate action based on the results to remain in compliance with this provision. By signing this Agreement, Supplier attests that it has completed, or will have completed prior to the commencement of the services described herein, the required background checks pursuant to this provision. Supplier accepts all liability in connection with conducting the background check(s). If DPI, in its sole discretion, deems that this provision has been violated in any way, it reserves the right to terminate this Agreement immediately with written notice; or, in the alternative, DPI may request the replacement or supervision on any personnel working with students, or at a DPI facility.

**Scope of Work:** Agency shall provide ongoing interlibrary loan services to eligible users to fill approximately 6,000 yearly requests per the “Guidelines & Responsibilities” (Attachment 1). Agency shall also provide statistical information per the “Guidelines & Responsibilities.” Agency will expend funds in accordance with the annual budget below and no more than \$1,000 may be transferred from one budget line to another without prior approval by DPI.

**Deliverables Schedule/Timeline of Services:** Agency shall provide to DPI a certified list of the actual reimbursable expenses incurred between July 1, 2019 and December 30, 2019 by February, 2020. Agency shall provide to DPI a certified list of the actual reimbursable expenses incurred between January 1, 2020 and June 30, 2020 by September 15, 2020.

**Acceptance Criteria:** This Agreement will be satisfied when DPI has approved the deliverables and services Agency has completed as outlined in this Agreement. Agency shall submit two invoices to DPI, the first invoice for \$31,115.00 shall be submitted in January 2020; the second invoice for \$31,115.00 shall be submitted in July, 2020. Agency shall provide to DPI a certified list of the actual reimbursable expenses incurred between July 1, 2019 and December 30, 2019 by February, 2020. Agency shall provide to DPI a certified list of the actual reimbursable expenses incurred between January 1, 2020 and June 30, 2020 by September 15, 2020. DPI may audit such expenses to ascertain the actual reimbursable expenses incurred in the performance of this Agreement. Any amount that exceeds actual, reimbursable expenses shall be refunded to DPI promptly following the annual audit.

**Travel:** No travel expenses will be reimbursed on this contract.

**Budget:**

Salaries/Fringe Benefits	\$58,476
<u>Supplies, Services, Materials</u>	<u>\$3,754</u>
	<b>\$62,230</b>

**Invoices/Payment:** Agency shall issue an invoice for the services/deliverables listed above upon the completion of services and/or delivery of such deliverables. Invoices must reference the DPI purchase order number issued for the services/deliverables described herein and be mailed to:

Via email: [DPI.AccountsPayable@dpi.wi.gov](mailto:DPI.AccountsPayable@dpi.wi.gov) OR via U.S. mail: Wisconsin Department of Public Instruction, Attn: Business Office, PO Box 7841, Madison, WI 57307-7841.

Payment shall be made within 30 days of DPI's receipt of accepted invoice.

**Wisconsin Standard Terms:** The terms and conditions found in Attachment 2, WI Department of Administration, DOA-3054A, Standard Terms and Conditions, shall apply to this Agreement.

**Agreement Modifications:** If DPI and Agency collaboratively determine that a change in the scope of work or budget is necessary, DPI and Agency will document the changes in writing and amend this Agreement accordingly. DPI and Agency shall sign the amendment before work outside the scope or budget begins.

**Independent Contractor:** The Supplier is an independent contractor. Nothing in this Agreement shall be construed to establish a relationship such as a franchise, dealership, partnership, or joint venture, between DPI and Supplier. The Supplier is responsible for all federal, state, and local taxes, fees, fines, and assessments arising out of the operation of the Supplier's business. DPI and Supplier are not authorized to enter into any contract or assume an obligation for the other party. Any such unauthorized act will create separate liability on the party so acting, and any and all third parties affected hereby.

**Debarment:** By signing this Agreement, Agency attests that it is not debarred from participating in federal procurements. DPI reserves the right to cancel this Agreement if Agency is presently, or is in the future, on the list of parties excluded from federal procurements.

**Agreement Effective Date:** This Agreement shall become effective upon the date of the last signature below. Notwithstanding the foregoing, or the Period of Performance, this Agreement does not go into effect until DPI issues an official DPI Purchase Order to the Agency.

**Authorized Signatures:**

On behalf of DPI:

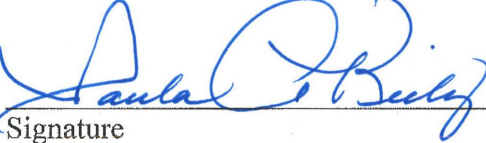
Kurt Kiefer Date (mm/dd/yyyy)  
Assistant State Superintendent  
Division for Libraries and Technology

Michele McGaffin Date (mm/dd/yyyy)  
Director, Business Services  
Division for Finance and Management

On behalf of Milwaukee Public Library:

 5/28/19  
Signature Date  
President, Board of Trustees

MICHELE McGAFFIN  
Printed Name

 5/20/19  
Signature Date  
Secretary, Board of Trustees

Paula A. Kiely  
Printed Name

Signature Date  
City Attorney

Printed Name

Approved as to form and execution this \_\_\_\_\_ day of \_\_\_\_\_, 2019  
Common Council of the City of Milwaukee Resolution, File Number \_\_\_\_\_

## Attachment 1

### GUIDELINES & RESPONSIBILITIES 5/2017

#### DPI Responsibilities:

##### Authorizing Eligible Users:

- A. DPI's Resources and Libraries and Lifelong Learning (RL&LL) team will provide referrals to Milwaukee Public Library.

Milwaukee Public Library will process all referrals and interlibrary requests referred via the Wisconsin catalog (WISCAT) Interlibrary Loan (ILL) system.

The WISCAT ILL system will be used to refer requests originating from the following groups of users:

- Wisconsin public library systems and system member libraries
- Wisconsin state agency libraries and state employees
- Wisconsin Library Services (WiLS) and WiLS member libraries
- Wisconsin state institutional libraries in mental health and correctional facilities
- Vocational-technical school libraries, school libraries/instructional media centers, special libraries, and other types of libraries referring requests through public library systems
- MINITEX (an Information and resource sharing program of the Minnesota Office of Higher Education and the University of Minnesota Libraries)

- B. Referral pattern

Libraries using WISCAT ILL have direct access to Milwaukee Public Library. The lender list is formed based on the WISCAT ILL System Wide list configured by RL&LL staff. Staff at the RL&LL does not mediate requests sent to Milwaukee Public Library. The WISCAT software automatically mediates requests based on the lending policy and an availability status check before sending the request to Milwaukee Public Library.

- C. Milwaukee County Federated Library System (MCFLS) libraries are not eligible to refer requests through this Agreement.
- D. Libraries using the services of the Online Computer Library Center (OCLC) are not eligible to refer requests through this Agreement.



### **Training and Communicating With Users:**

#### **DPI RL&LL staff will:**

- A. Provide written information about interlibrary loan policies and procedures, which can be found on the WISCAT Support website at: (<https://dpi.wi.gov/r13/resources/resource-sharing>) and on the RL&LL website at: (<https://dpi.wi.gov/r13/resources/wiscat>).
- B. Provide information about Milwaukee Public Library interlibrary loan procedures at workshops, which the RL&LL conducts, and make staff available for interlibrary loan workshops conducted by the Milwaukee Public Library.
- C. Disseminate information on the use of new WISCAT ILL resource sharing features and new tools as they become available.
- D. Troubleshoot problems with configuration of the UW-Madison Z39.50 catalog, which affects which requests are referred.

### **Verification and Other Information on Requests:**

- A. Bibliographic and Holdings information

#### RL&LL staff will:

- Rely on borrowing libraries using WISCAT ILL to supply full bibliographic information using standard resource sharing tools such as WISCAT and WorldCat Resource Sharing to ensure completeness of requests. If there are recurring problems with identified libraries, the RL&LL's interlibrary loan librarian will provide additional training for the borrowing library.
- Communicate with MPL and MCFLS regarding options for configuring the Z39.50 version of County Cat (Milwaukee County Public Libraries catalog) displayed on WISCAT so that collections and availability for interlibrary loan can be identified as much as software capabilities and local policy allow. If the status of a title is displayed as available at any Milwaukee central or branch library, the request will be referred.
- As all circulation statuses occasionally change or may not be able to be configured precisely, Milwaukee Public Library staff is encouraged to submit to the RL&LL's interlibrary loan librarian any requests they feel should not have been referred so that possible modifications or updates can be made.

- B. Other Information

The WISCAT ILL request will indicate whether a non-returnable (photocopy) or returnable (loan) is desired.

If the request is for a non-returnable, the borrowing library will verify that the copyright compliance code is on the request.

Specific Need By date information is displayed on the WISCAT ILL request. It may occasionally be necessary to ship an item using a method other than South Central Library System Intersystem Delivery if the Need By date is close.

For non-returnable (copied) materials, electronic delivery is encouraged. The document may be scanned and emailed to the requesting library or sent using WISCAT's document delivery functionality.

For loaned materials, shipping destinations with full addresses are available on the WISCAT ILL shipping list. An alternate "ship to" location may be specified in the Borrower's Notes field. If a library has access to the South Central Library System Intersystem Delivery, the shipping label will have the delivery route in capital letters above the library name. Libraries that do not participate in the South Central Library System Intersystem Delivery have MAIL in the Delivery Route field. Items with MAIL in the Delivery Route field must be sent via the US Postal Service – Library Rate, UPS, or a comparable courier.

#### **Transmitting Requests to Milwaukee Public Library:**

Libraries will use the WISCAT interlibrary loan management system to refer requests to Milwaukee Public Library. Replies to requests will be sent using the appropriate software.

#### **Recording and Reporting Statistics:**

The RL&LL staff use WISCAT ILL to obtain monthly statistical report information concerning referrals to Milwaukee Public Library. These statistics are recorded when the request is completed, so they may not precisely match manual statistics kept by Milwaukee Public Library staff. Occasionally month-to-date total statistics (such as for the period June 1-18) will be requested from Milwaukee Public Library's interlibrary loan staff for quarterly comparison purposes.

The Milwaukee Public Library interlibrary loan staff will keep daily and monthly statistics and compare them to the WISCAT ILL, and bring to RL&LL's attention if there is more than a slight discrepancy. RL&LL agrees to work with Milwaukee Public Library staff to determine the cause and find a resolution.

## STATE OF WISCONSIN STANDARD TERMS AND CONDITIONS

**ANTITRUST ASSIGNMENT:** The contractor and the State of Wisconsin recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the State of Wisconsin (purchaser). Therefore, the contractor hereby assigns to the State of Wisconsin any and all claims for such overcharges as to goods, materials or services purchased in connection with this contract.

**APPLICABLE LAW AND COMPLIANCE:** This contract shall be governed under the laws of the State of Wisconsin. The contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct. The State of Wisconsin reserves the right to cancel this contract if the contractor fails to follow the requirements of s. 77.66, Wis. Stats. and related statutes regarding certification for collection of sales and use tax. The State of Wisconsin also reserves the right to cancel this contract with any federally debarred contractor or a contractor that is presently identified on the list of parties excluded from federal procurement and non-procurement contracts.

**CANCELLATION:** The State of Wisconsin reserves the right to cancel any contract in whole or in part without penalty due to nonappropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of this contract.

**WORK CENTER CRITERIA:** A work center must be certified under s.16.752, Wis. Stats., and must ensure that when engaged in the production of materials, supplies or equipment or the performance of contractual services, not less than seventy-five percent (75%) of the total hours of direct labor are performed by severely handicapped.

**INSURANCE RESPONSIBILITY:** The contractor performing services for the State of Wisconsin shall:

Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claim(s) which might occur in carrying out this agreement/contract. Minimum coverage shall be one million (\$1,000,000) liability for bodily injury and property damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be one million (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.

The state reserves the right to require higher or lower limits where warranted.

**NONDISCRIMINATION / AFFIRMATIVE ACTION:** In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Wis. Stats., sexual orientation as defined in s.111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities.

Contracts estimated to be over fifty thousand dollars (\$50,000) require the submission of a written affirmative action plan by the contractor. An exemption occurs from this requirement if the contractor has a workforce of less than fifty (50) employees. Within fifteen (15) working days after the contract is awarded, the contractor must submit the plan to the contracting state agency for approval.

Instructions on preparing the plan and technical assistance regarding this clause are available from the contracting state agency.

The contractor agrees to post in conspicuous places, available for employees and applicants for employment, a notice to be provided by the contracting state agency that sets forth the provisions of the State of Wisconsin's nondiscrimination law.

Failure to comply with the conditions of this clause may result in the contractor's becoming declared an "ineligible" contractor, termination of the contract, or withholding of payment.

**PATENT INFRINGEMENT:** The contractor selling to the State of Wisconsin the articles described herein guarantees the articles were manufactured or produced in accordance with applicable federal labor laws. Further, that the sale or use of the articles described herein will not infringe any United States patent. The contractor covenants that it will at its own expense defend every suit which shall be brought against the State of Wisconsin (provided that such contractor is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent by reason of the sale or use of such articles, and agrees that it will pay all costs, damages, and profits recoverable in any such suit.

**PAYMENT TERMS AND INVOICING:** The State of Wisconsin normally will pay properly submitted vendor invoices within thirty (30) days of receipt providing goods and/or services have been delivered, installed (if required), and accepted as specified.

Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order including reference to purchase order number and submittal to the correct address for processing.

A good faith dispute creates an exception to prompt payment.

**PUBLIC RECORDS.** Upon receipt of notice from the State of Wisconsin of a public records request for records produced or collected under this contract, the contractor shall provide the requested records to the contracting agency in order to ensure compliance with s. 19.36(3), Wis. Stats. The contractor, following final payment, shall retain all records produced or collected under this contract for six (6) years.

**REFUND OF CREDITS:** The contractor agrees to pay the state within 60 days, at the state's request, any credits resulting from the order which the state determines cannot be applied to future invoices.

**TAXES:** The State of Wisconsin, including all its agencies, is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. However, it is exempt from payment of Wisconsin sales or use tax on its purchases. The State of Wisconsin may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Contractors performing construction activities are required to pay state use tax on the cost of materials.

**TERMS AND CONDITIONS:** The Standard Terms and Conditions (DOA-3054) or the Standard Terms and Conditions for State of Wisconsin Printing (DOA-3604) shall apply to all orders. Copies of these terms and conditions are available upon request from the State Bureau of Procurement.

**VENDOR TAX DELINQUENCY:** Vendors who have a delinquent Wisconsin tax liability may have their payments offset by the State of Wisconsin.

**Attachment 3**  
**to Intergovernmental Agreement – Talking Book and Braille Library**  
**between Milwaukee Public Library and the Wisconsin Department of Public Instruction**

**MILWAUKEE PUBLIC LIBRARY TERMS AND CONDITIONS**

Wisconsin Department of Public Instruction (“DPI”) and the Milwaukee Public Library (“MPL”) agree to the following terms, conditions, obligations and duties, in addition to the terms, conditions, obligations and duties set forth in the Intergovernmental Agreement, Attachment 1, and Attachment 2. Collectively, the Intergovernmental Agreement, Attachment 1, Attachment 2, and this Attachment 3 shall be referred to as the “Agreement.” In case of any ambiguity or conflict between the terms of this Attachment 3 and the Intergovernmental Agreement, Attachment 1, and/or Attachment 2, the terms of this Attachment 3 shall govern.

1. **Public Records and Document Retention.** Both Parties understand that MPL is bound by the Wisconsin Public Records Law, and as such, all of the terms of this Agreement are subject to and conditioned on the provisions of Wis. Stat. sec. 19.21 et. sec. DPI acknowledges that it is obligated to assist MPL in retaining and producing records that are subject to the Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of this Agreement, ~~and that DPI must defend and hold MPL harmless from liability due to its fault under that law.~~ Except as otherwise authorized, those records shall be maintained for a period of seven years after the termination of the Agreement.

2. **Conflict of Interest.** No officer, employee, or agent of MPL or the City of Milwaukee (“City”) who exercises any functions or responsibilities in connection with the carrying out of any services or requirements to which this Agreement pertains, shall have any personal interest, direct or indirect, in this Agreement. No member of the governing body of the City or MPL and no other public official the City or MPL who exercises any functions or responsibilities in the review or approval of the carrying out of this Agreement shall have any personal interest, direct or indirect, in this Agreement.

3. **Nondiscrimination.** In addition to those nondiscrimination provisions in Attachment 2, DPI agrees not to discriminate against any qualified employee or qualified applicant for employment because of sex, race, religion, color, national origin or ancestry, age, disability, lawful source of income, marital status, sexual orientation, gender identity or expression, past or present membership in the military service, familial status, or based on affiliation with or perceived affiliation with any of these protected categories. This requirement shall apply, but not be limited to, the following: tenure, terms or conditions of employment, promotion, demotion or transfer, recruitment or recruitment advertising, employment rules and policies, lay-off or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. No person in the United States shall, on the grounds of race, color, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity made possible by or resulting from this Agreement. MPL and each employer will comply with all requirements imposed by or pursuant to the

regulations of the appropriate federal agency effectuating Title VI of the Civil Rights Act of 1964. DPI agrees to comply with all applicable requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. 12101, et seq. DPI will cause the foregoing provisions to be inserted in all subcontracts, if any, for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

4. **Liability.**

This Agreement shall not be interpreted to waive any right of recovery in law or in equity by either party against the other.

5. **Insurance.** DPI acknowledges that the City of Milwaukee does not maintain a policy of insurance covering its employees or its motor vehicles. Instead, the City self-insures its employees and its vehicles against liability. \*DPI is also a self-insured governmental entity.

1125-2016-1916:232539



# MEMO



**Date:** July 18, 2019

**To:** Milwaukee Public Library Board of Trustees

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

**Re:** Award recommendation for Multi-Building ADA Alterations: Atkinson, Center Street & Central Libraries

The Milwaukee Public Library issued a bid for the Multi-Building ADA Alterations: Atkinson, Center Street & Central Libraries Project. The bid was publicly advertised with the public bid opening held on Wednesday, July 17, 2019.

The three companies below submitted bids:

Company	Single Lump Sum Amount	Alternate 1	Total BID Amount
William Sackerson Construction Company, Inc.	\$345,300	\$12,800	\$358,100
J.H. Hassinger, Inc.	\$395,000	\$69,000	\$464,000
Platt Construction, Inc.	\$330,229	\$33,940	\$364,169

Library administration recommends awarding the contract to the low bidder, William Sackerson Construction Company, Inc., for a total of \$358,100.