



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, January 28, 2020

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 – 4:20

BOARD DEVELOPMENT

1. **Poet Laureate**. Public Services Area Manager Rachel Arndt will introduce Poet Laureate Dasha Kelly Hamilton, who will read a selection of poems.

4:20 – 4:25

CONSENT AGENDA

Attachment A, page 4

2. **Regular Board Meeting Minutes November 26, 2019.**

3. **Committee Reports.**

- a. Building & Development Committee Meeting Minutes November 26, 2019
- b. Executive Committee Meeting Minutes December 12, 2019

4. **Administrative Reports.**

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

REPORTS

4:25 – 4:35

5. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac, Resource Library Representative will report on the December 16, 2019 and January 6, 2020 meetings.

MPL BOARD AGENDA

01/28/2020

P. 1

4:35 – 4:40

6. **State Annual Report**. The Trustees will be asked to affirm the leadership provided by the Milwaukee County Federated Library System, a requirement of MPL's annual report to the State.

4:40 – 4:50

7. **Services & Programs Committee Meeting**. Committee Chair Milele Coggs will report on the January 16, 2020 special meeting at which Library Administration requested the permanent banning of a patron.

Attachment B, page 27

4:50 – 5:00

8. **Finance & Personnel Committee Meeting**. Committee Chair Chris Layden will report on the January 28, 2020 meeting.

Attachment C, page 28

5:00 – 5:10

9. **Building & Development Committee Meeting**. Committee Chair Mark Sain will report on the January 9, 2020 meeting and recommend adoption of several contract approvals.

Attachment D, page 41

5:10 – 5:35

9. **Rotary Club of Milwaukee Community Room Design**. Public Services Area Manager Rachel Arndt will introduce the architectural team who will present the preliminary designs for the Community Room renovation and hear feedback from the Board.

5:35 – 5:40

10. **Next Meeting**. The Board will discuss items to be included on the March 24, 2020 agenda.

UPCOMING EVENTS:

Task Force – Financial Sustainability – January 30, 2020

REMINDER: *Next scheduled meetings are:*

January 30, 2020 Financial Sustainability Task Force – Mitchell Street Branch, 9:00 a.m.

February 12, 2020 Innovation & Strategy Committee – Central Library, 8:00 a.m.

March 5, 2020 Building & Development Committee – Central Library, 8:00 a.m.

March 24, 2020 Regular Board Meeting – Good Hope Branch, 4:00 p.m.

Trustees

Michele Bria, *President*, Joan Prince, *Vice-President*, Chris Layden, *Financial Secretary*,
Ald. Milele Coggs, Ald. Nik Kovac, Matthew Kowalski, James Marten, 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 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 November 26, 2019

Central Library

814 W. Wisconsin Avenue

Milwaukee, WI 53233

PRESENT: Michele Bria, Joan Prince, Chris Layden, Ald. Nik Kovac, Matt Kowalski, James Marten, Dir. Larry Miller, Ald. Michael Murphy, Sup. Marcelia Nicholson, Mark Sain, Paula Kiely

EXCUSED: Ald. Milele Coggs, Jennifer Smith

STAFF: Rachel Arndt, Eileen Force Cahill, Petra Duecker, Joan Johnson, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Anne Rasmussen, Rebecca Schweisberger, Kelly Wochinske, Dea Wright

OTHERS

PRESENT: MPL Foundation: Ryan Daniels
Budget and Policy Division: Mason Lavey
City Attorney's Office: Rachel Kennedy
Young Development Group: Lavelle Young
Facility Value Management: Kevin Johnson

President Michele Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:13 p.m. on November 26, 2019 with a quorum present.

CONSENT AGENDA

1. **Regular Board Meeting Minutes October 22, 2019.**
2. **Committee Reports.**
 - a. Finance & Personnel Committee Meeting Minutes October 22, 2019
 - b. Services & Programs Committee Meeting Minutes November 4, 2019
3. **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 4-19 of the agenda. Hearing no objection, the Consent Agenda was approved.

FUNDRAISING REPORT

4. **Milwaukee Public Library Foundation.** MPL Foundation Executive Director Ryan Daniels reported the 2019 fundraising total to date is \$1.973M. Fundraising totals are projected to exceed \$2M in 2019. The Foundation has created several year-end opportunities for giving, including social media advertisement, educating donors about options for stock donations and planned giving, and offering incentives for donations before the close of the year. Informational item.

OLD BUSINESS

5. **2020 Budget.** Assistant Library Director Jennifer Meyer-Stearns presented the final library budget for 2020; the document is attached at the end of these minutes. There were few changes to the adopted budget from the Mayor's proposed budget. Library Director Paula Kiely recognized Budget Analyst Mason Lavey for his efforts and assistance with budget preparation. Director Kiely also thanked the Common Council, particularly Alderman Murphy and Alderwoman Coggs for advocating on behalf of MPL, as well as the Mayor's office and Budget office. Informational item.

NEW BUSINESS

6. **2020 Library Hours.** The Board reviewed the proposed library hours of operation for 2020, listed as Attachment B of the agenda. There were no changes to the hours from 2019. Trustee Layden moved to approve the hours; Trustee Prince seconded. Motion passed.
7. **Contract Approval – Pro-Bono Advertising Services.** Cramer-Krasselt Co. (C-K) has provided pro-bono marketing services to MPL and requested a contract to formalize their role and contributions. Community Relations and Engagement Director Eileen Force Cahill presented an overview of the assets created for MPL by C-K, including the Library Loud campaign and Super Reader Squad, and the importance of protecting those assets with a formal contract. The contract was written with assistance from the City Attorney's office and has been approved by Library Administration. Assistant Library Director Jennifer Meyer-Stearns added there is no financial language in the contract; it is intended to protect library campaign images, branding, and content. Trustee Murphy moved to approve the contract; Trustee Sain seconded. Motion passed.
8. **Authorization to Approve State Report.** President Bria reviewed a memo from Director Kiely to the Board, listed as Attachment D of the agenda. The memo requests authorization of the Board President to review and approve the annual report sent to the Department of Public Instruction (DPI). Director Kiely gave an overview of the types of data reported to the DPI and how the information is submitted and utilized. MPL has hired a Data Analyst and is restructuring the internal reporting process to ensure the annual report is submitted on time. Trustee Kovac moved to approve the request; Trustee Marten seconded. Motion passed.

REPORTS

9. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac reported no MCFLS meeting was held in November.

10. **Building & Development Committee Meeting.** Committee Chair Sain reported on the November 7, 2019 and November 26, 2019 meetings. The Committee approved several requests for contract approvals and moved them to the full Board.

- The Committee moved to award a contract to modernize the Central Library Rotunda Elevator to Selzer-Ornst Construction Company, Inc. Trustee Nicholson seconded. Motion passed.
- The Committee moved to award a contract for Central Library Roof replacement to F.J.A. Christiansen Roofing Co., Inc. Trustee Marten seconded. Motion passed.
- The Committee moved to approve the development partnership between Young Development Group and General Capital Group. Trustee Prince seconded. Motion passed.
- The Committee moved to approve delivering a Letter of Intent to the Martin Luther King branch library development team. Director Kiely noted the contribution from the library portion of the project is \$4.5M, not \$5.5M as listed in the draft. Library Construction Project Manager Sam McGovern-Rowen explained the development team would like to submit the letter with their application for affordable housing tax credits through Wisconsin Housing and Economic Development Authority (WHEDA), which is due on January 17, 2020. Trustee Miller seconded. Motion passed.

11. **Next Meeting.** President Bria reviewed upcoming Committee and full Board meeting dates. Director Kiely noted Central Library Community Room 1 will be renovated in 2020 and presented an updated Board meeting schedule with new meeting locations. Informational item.

12. **Branch Redevelopment – Good Hope Library.** President Bria moved into closed session pursuant to Wisconsin Statutes sec. 19.85(1)(e), “for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” for the purpose of discussing Good Hope Library, located at 7717 W. Good Hope Road. Roll was called and unanimously passed. Director Kiely, Sam McGovern-Rowen, Kevin Johnson, Rachel Kennedy, and Rebecca Schweisberger remained in the meeting. The meeting was adjourned in closed session.

With no further business, the Milwaukee Public Library Board of Trustees meeting of November 26, 2019 was adjourned at 5:12 p.m.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE – SPECIAL MEETING
MINUTES
Tuesday, November 26, 2019
Richard E. and Lucile Krug Rare Books Room**

PRESENT: Michele Bria, Mark Sain, Jim Marten, Joan Prince, Paula Kiely

EXCUSED: Chris Layden, Ald. Nik Kovac

OTHERS

PRESENT: MPL: Armando Chacon, Eileen Force Cahill, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Anne Rasmussen, Rebecca Schweisberger
City Attorney's Office: Rachel Kennedy
Department of City Development: Matt Haessly
Young Development Group: Lavelle Young
General Capital Group: Linda Gorens-Levey, Sig Strautmanis
Facility Value Management: Kevin Johnson

Committee Chair Mark Sain called the MPL Board of Trustees Building and Development Committee meeting to order at 3:04 on November 26, 2019 with a quorum present.

1. **Branch Redevelopment – Martin Luther King Library.** Library Director Paula Kiely presented a draft letter of intent and site control for the Martin Luther King library redevelopment project. The letter, drafted with the assistance of City Attorney Rachel Kennedy, meets the needs of the library and development team to move forward with the next phase of the project. Library Construction Project Manager Sam McGovern-Rowen explained the development team needs to demonstrate site control and a financial commitment from the library in their application for affordable housing tax credits, which is due January 17, 2020. This special meeting was called to give the Committee time to review and deliberate on the letter and, if approved, present it at the last full Board meeting of 2019. The Department of City Development is assisting the development team with gaining site control of the city-owned properties north of the theater building on Martin Luther King Drive. Mr. McGovern-Rowen reviewed the financial details of the letter, including purchase of the current library property and the library's financial commitment of \$4.5 million to the project. Following discussion, Trustee Prince moved to approve the letter. Trustee Marten seconded. Motion passed.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 3:14 p.m. on November 26, 2019.

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

**Wednesday, December 18, 2019
Central Library, Old Board Room**

PRESENT: Michele Bria, Joan Prince, Chris Layden, Jennifer Smith, Paula Kiely

OTHERS

PRESENT: MPL: Rebecca Schweisberger

President Bria called the MPL Board of Trustees Executive Committee meeting to order at 4:05 p.m. on December 18, 2019 with a quorum present. Trustee Prince and Trustee Layden participated by phone. The meeting briefly adjourned when quorum was lost at 4:35 p.m. and regained at 4:40 p.m.

1. **Approval of the Minutes.** President Bria entertained a motion to accept the minutes from the June 19, 2019 meeting. Trustee Smith moved to approve and Trustee Prince seconded. Motion passed.
2. **2020 Committee Meetings.** The Committee reviewed the 2020 Executive Committee meeting schedule. Library Director Paula Kiely suggested an earlier meeting date in November, to be held before the final full Board meeting of the year. President Bria recommended meeting on November 4, 2020. Trustee Prince moved to approve the meeting change; Trustee Smith seconded. Motion passed.
3. **Review Annual Board Meeting Plan.** Director Kiely presented the 2020 Meeting Plan, which lists benchmark items for Board engagement at the meetings in 2020. The document also lists other events happening in the city which could affect or inform the work of the library. The electronic meeting invitations will be updated to include the brief notes about key topics for discussion. Informational item.
4. **Strategic Focus (Reading & Literacy) and related initiatives.** Director Kiely presented the MPL 2022 Strategic Focus document which highlights the current program inventory and new initiatives being developed by library staff. The document will be used as a planning tool for programming and major events, with the primary focus on early literacy and programs for school-age and teen patrons. Director Kiely reviewed program goals and funding. The Ready to Read program is expanding and the number of participating child care centers is expected to double in the next year. The Reach Out and Read program is being developed for the Milwaukee area and is designed to encourage reading and play via well-child checkups with pediatricians. The Read, Play, and Learn program is an ongoing initiative led by the Office of Early Childhood Initiatives (OECI). The program goal is to create literacy-rich spaces in public places and has been implemented in local laundromats. The program is expanding to include spaces at Children and Family Court. The Committee discussed the possibility of creating a "Field Trip Bus" pilot program to promote school trips to the library by helping offset transportation costs. The 2019 Major Initiatives and Improvements by Board Committee report was also introduced. The report has been updated to include the 2020 initiatives and improvements and is attached at the end of these minutes. Director Kiely noted the many accomplishments made in 2019, particularly facilities work including audits, renovations, and repairs. Additional updates will be presented to the Committee in May 2020. The Committee reviewed drafts of new statistics reports for the Board; the drafts are attached at the end of these minutes. The Committee offered feedback about data analysis, content, and presentation. The Committee discussed creating a voluntary survey to assess how patrons use the library to inform decisions about services and funding sources. Informational item.
5. **2020 Development Plan.** This item was held.

The meeting of the Milwaukee Public Library Board's Executive Committee was adjourned at 4:56 p.m. on December 18, 2019.

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

2019

2018

City Revenues

| | Budget | Received to date | % Received |
|--------------------------------------|----------------------|----------------------|--------------|
| <i>Additional City Appropriation</i> | \$ 22,418,642 | \$ 20,269,976 | 90.4% |
| <i>Fines</i> | \$ 215,000 | \$ 153,280 | 71.3% |
| <i>Lost Materials, etc.</i> | \$ 109,000 | \$ 62,129 | 57.0% |
| <i>MCFLS Contracts</i> | \$ 750,789 | \$ 578,053 | 77.0% |
| Total City Appropriation | \$ 23,493,431 | \$ 21,063,438 | 89.7% |

| | Budget | Received to date | % Received |
|--------------|----------------------|----------------------|--------------|
| | \$ 22,444,945 | \$ 20,760,439 | 92.5% |
| | \$ 225,000 | \$ 183,425 | 81.5% |
| | \$ 101,800 | \$ 71,560 | 70.3% |
| | \$ 744,000 | \$ 564,322 | 75.8% |
| Total | \$ 23,515,745 | \$ 21,579,746 | 91.8% |

City Expenses

Salaries & Benefits

| | Budget | Spent to date | % Spent |
|------------------------|----------------------|----------------------|--------------|
| <i>Salaries</i> | \$ 12,856,374 | \$ 11,850,135 | 92.2% |
| <i>Fringe Benefits</i> | \$ 5,568,871 | \$ 4,717,634 | 84.7% |
| Total | \$ 18,425,245 | \$ 16,567,769 | 89.9% |

| | Budget | Spent to date | % Spent |
|--------------|----------------------|----------------------|--------------|
| | \$ 12,640,806 | \$ 11,883,589 | 94.0% |
| | \$ 5,676,770 | \$ 5,036,030 | 88.7% |
| Total | \$ 18,317,576 | \$ 16,919,619 | 92.4% |

Operating Expenses

| | Budget | Spent to date | % Spent |
|--|---------------------|---------------------|--------------|
| <i>General Office Expense</i> | \$ 96,905 | \$ 95,363 | 98.4% |
| <i>Tools & Machinery Parts</i> | \$ 18,800 | \$ 19,709 | 104.8% |
| <i>Construction Supplies</i> | \$ 30,000 | \$ 23,558 | 78.5% |
| <i>Energy</i> | \$ 637,975 | \$ 487,544 | 76.4% |
| <i>Other Operating Supplies</i> | \$ 146,254 | \$ 162,959 | 111.4% |
| <i>Vehicle Rental</i> | \$ 8,160 | \$ 6,630 | 81.3% |
| <i>Non-Vehicle Equipment Rental</i> | \$ 22,554 | \$ 24,618 | 109.2% |
| <i>Professional Services</i> | \$ 191,396 | \$ 201,195 | 105.1% |
| <i>Information Technology Services</i> | \$ 399,440 | \$ 397,905 | 99.6% |
| <i>Property Services</i> | \$ 879,798 | \$ 1,084,278 | 123.2% |
| <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 | \$ 65,707 | 22.9% |
| <i>Reimburse Other Departments</i> | \$ 67,250 | \$ 52,442 | 78.0% |
| Total | \$ 2,813,861 | \$ 2,648,216 | 94.1% |

| | Budget | Spent to date | % Spent |
|--------------|---------------------|---------------------|--------------|
| | \$ 130,000 | \$ 77,282 | 59.4% |
| | \$ 30,800 | \$ 23,130 | 75.1% |
| | \$ 38,000 | \$ 34,582 | 91.0% |
| | \$ 664,179 | \$ 572,732 | 86.2% |
| | \$ 178,027 | \$ 155,091 | 87.1% |
| | \$ 7,000 | \$ 8,729 | 124.7% |
| | \$ 30,000 | \$ 26,093 | 87.0% |
| | \$ 182,500 | \$ 175,959 | 96.4% |
| | \$ 406,579 | \$ 415,514 | 102.2% |
| | \$ 943,689 | \$ 1,106,884 | 117.3% |
| | \$ 28,000 | \$ 23,411 | 83.6% |
| | \$ 500 | \$ 6,825 | 1365.0% |
| | \$ 221,700 | \$ 160,765 | 72.5% |
| | \$ 68,000 | \$ 44,098 | 64.9% |
| Total | \$ 2,928,974 | \$ 2,831,095 | 96.7% |

Equipment

| | Budget | Spent to date | % Spent |
|--------------------------|---------------------|---------------------|--------------|
| <i>Library Materials</i> | \$ 1,689,148 | \$ 1,344,234 | 79.6% |
| <i>Computers, etc.</i> | \$ 318,303 | \$ 275,567 | 86.6% |
| <i>Other</i> | \$ 37,874 | \$ 33,652 | 88.9% |
| Total | \$ 2,045,325 | \$ 1,653,453 | 80.8% |

| | Budget | Spent to date | % Spent |
|--------------|---------------------|---------------------|--------------|
| | \$ 1,751,774 | \$ 1,612,868 | 92.1% |
| | \$ 251,839 | \$ 110,219 | 43.8% |
| | \$ 61,400 | \$ 52,263 | 85.1% |
| Total | \$ 2,065,013 | \$ 1,775,350 | 86.0% |

Other Departmental Appropriation

| | Budget | Spent to date | % Spent |
|------------------------------------|-------------------|-------------------|--------------|
| <i>Villard Square Rent</i> | \$ - | \$ - | 0.0% |
| <i>East Insurance</i> | \$ 3,000 | \$ 3,000 | 100.0% |
| <i>Mitchell Street Rent</i> | \$ 54,000 | \$ 54,000 | 100.0% |
| <i>Good Hope Rent</i> | \$ 15,000 | \$ - | 0.0% |
| <i>Contingent Energy Financing</i> | \$ 137,000 | \$ 137,000 | 100.0% |
| Total | \$ 209,000 | \$ 194,000 | 92.8% |

| | Budget | Spent to date | % Spent |
|--------------|-------------------|------------------|--------------|
| | \$ 13,182 | \$ 13,182 | 100.0% |
| | \$ - | \$ - | 0.0% |
| | \$ 54,000 | \$ 40,500 | 75.0% |
| | \$ - | \$ - | 0.0% |
| | \$ 137,000 | \$ - | 0.0% |
| Total | \$ 204,182 | \$ 53,682 | 26.3% |

| | | | |
|----------------------------|----------------------|----------------------|--------------|
| Total City Expenses | \$ 23,493,431 | \$ 21,063,438 | 89.7% |
|----------------------------|----------------------|----------------------|--------------|

| | | | |
|--------------|----------------------|----------------------|--------------|
| Total | \$ 23,515,745 | \$ 21,579,746 | 91.8% |
|--------------|----------------------|----------------------|--------------|

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

2019

2018

Additional Funding Sources

Contract Grants

| | Budget | Spent to date | % Spent |
|-------------------------|---------------------|-------------------|--------------|
| WTBBL Jul '19 - Jun '20 | \$ 1,026,378 | \$ 457,112 | 44.5% |
| ILS Jul '19 - Jun '20 | \$ 98,680 | \$ 38,646 | 39.2% |
| Total | \$ 1,125,058 | \$ 495,758 | 44.1% |

| | Budget | Spent to date | % Spent |
|--------------|---------------------|-------------------|--------------|
| | \$ 989,520 | \$ 386,929 | 39.1% |
| | \$ 96,900 | \$ 31,658 | 32.7% |
| Total | \$ 1,086,420 | \$ 418,587 | 38.5% |

Trust Funds

| | Budget | Spent to date | % Spent |
|-------------------|-------------------|-------------------|--------------|
| Materials | \$ 104,027 | \$ 76,508 | 73.5% |
| Programming | \$ 35,500 | \$ 26,445 | 74.5% |
| Training | \$ 13,000 | \$ 15,179 | 116.8% |
| Marketing | \$ 29,000 | \$ 17,089 | 58.9% |
| Contingency | \$ 4,000 | \$ 3,030 | 75.8% |
| Board Development | \$ 5,000 | \$ 5,091 | 101.8% |
| Headline | \$ 5,000 | \$ - | 0.0% |
| WTBBL - Goldstein | \$ 2,166 | \$ 2,165 | 100.0% |
| Strehlow 50+ | \$ 42,376 | \$ 1,875 | 4.4% |
| Total | \$ 240,069 | \$ 147,382 | 61.4% |

| | Budget | Spent to date | % Spent |
|--------------|-------------------|-------------------|--------------|
| | \$ 64,000 | \$ 54,615 | 85.3% |
| | \$ 33,750 | \$ 23,119 | 68.5% |
| | \$ 11,000 | \$ 11,112 | 101.0% |
| | \$ 23,000 | \$ 20,996 | 91.3% |
| | \$ 2,988 | \$ 2,443 | 81.8% |
| | \$ 5,000 | \$ 14,954 | 299.1% |
| | \$ 5,000 | \$ - | 0.0% |
| | \$ - | \$ - | 0.0% |
| | \$ 44,417 | \$ 2,025 | 4.6% |
| Total | \$ 189,155 | \$ 129,264 | 68.3% |

Foundation Funds

| | Budget* | Spent to date | % Spent |
|--------------|---------------------|---------------------|--------------|
| Materials | \$ 435,835 | \$ 154,857 | 35.5% |
| Programming | \$ 2,744,044 | \$ 956,332 | 34.9% |
| Total | \$ 3,179,879 | \$ 1,111,189 | 34.9% |

| | Budget* | Spent to date | % Spent |
|--------------|---------------------|---------------------|--------------|
| | \$ 615,637 | \$ 292,726 | 47.5% |
| | \$ 2,054,297 | \$ 872,206 | 42.5% |
| Total | \$ 2,669,934 | \$ 1,164,932 | 43.6% |

*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 #327144695 dated 11/01/19 and maturing 07/01/20 at a rate of 1.00%...\$315,000.00

**Milwaukee Public Library
Financial Report
December 31, 2019**

2019

2018

City Revenues

| | Budget | Received to date | % Received |
|--------------------------------------|----------------------|----------------------|--------------|
| <i>Additional City Appropriation</i> | \$ 22,418,642 | \$ 21,737,799 | 97.0% |
| <i>Fines</i> | \$ 215,000 | \$ 158,013 | 73.5% |
| <i>Lost Materials, etc.</i> | \$ 109,000 | \$ 68,544 | 62.9% |
| <i>MCFLS Contracts</i> | \$ 750,789 | \$ 765,750 | 102.0% |
| Total City Appropriation | \$ 23,493,431 | \$ 22,730,106 | 96.8% |

| | Budget | Received to date | % Received |
|--------------|----------------------|----------------------|--------------|
| | \$ 22,444,945 | \$ 22,362,992 | 99.6% |
| | \$ 225,000 | \$ 191,852 | 85.3% |
| | \$ 101,800 | \$ 85,318 | 83.8% |
| | \$ 744,000 | \$ 747,810 | 100.5% |
| Total | \$ 23,515,745 | \$ 23,387,972 | 99.5% |

City Expenses

Salaries & Benefits

| | Budget | Spent to date | % Spent |
|------------------------|----------------------|----------------------|--------------|
| <i>Salaries</i> | \$ 12,856,374 | \$ 12,839,705 | 99.9% |
| <i>Fringe Benefits</i> | \$ 5,568,871 | \$ 5,076,095 | 91.2% |
| Total | \$ 18,425,245 | \$ 17,915,800 | 97.2% |

| | Budget | Spent to date | % Spent |
|--------------|----------------------|----------------------|---------------|
| | \$ 12,640,806 | \$ 12,847,340 | 101.6% |
| | \$ 5,676,770 | \$ 5,607,269 | 98.8% |
| Total | \$ 18,317,576 | \$ 18,454,609 | 100.7% |

Operating Expenses

| | Budget | Spent to date | % Spent |
|--|---------------------|---------------------|--------------|
| <i>General Office Expense</i> | \$ 96,905 | \$ 98,144 | 101.3% |
| <i>Tools & Machinery Parts</i> | \$ 18,800 | \$ 20,329 | 108.1% |
| <i>Construction Supplies</i> | \$ 30,000 | \$ 25,286 | 84.3% |
| <i>Energy</i> | \$ 637,975 | \$ 487,544 | 76.4% |
| <i>Other Operating Supplies</i> | \$ 146,254 | \$ 169,305 | 115.8% |
| <i>Vehicle Rental</i> | \$ 8,160 | \$ 8,772 | 107.5% |
| <i>Non-Vehicle Equipment Rental</i> | \$ 22,554 | \$ 27,131 | 120.3% |
| <i>Professional Services</i> | \$ 191,396 | \$ 200,805 | 104.9% |
| <i>Information Technology Services</i> | \$ 399,440 | \$ 398,830 | 99.8% |
| <i>Property Services</i> | \$ 879,798 | \$ 1,133,981 | 128.9% |
| <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 | \$ 78,319 | 27.3% |
| <i>Reimburse Other Departments</i> | \$ 67,250 | \$ 51,560 | 76.7% |
| Total | \$ 2,813,861 | \$ 2,726,314 | 96.9% |

| | Budget | Spent to date | % Spent |
|--------------|---------------------|---------------------|--------------|
| | \$ 130,000 | \$ 80,729 | 62.1% |
| | \$ 30,800 | \$ 28,788 | 93.5% |
| | \$ 38,000 | \$ 38,752 | 102.0% |
| | \$ 664,179 | \$ 572,732 | 86.2% |
| | \$ 178,027 | \$ 159,445 | 89.6% |
| | \$ 7,000 | \$ 8,157 | 116.5% |
| | \$ 30,000 | \$ 27,964 | 93.2% |
| | \$ 182,500 | \$ 187,138 | 102.5% |
| | \$ 406,579 | \$ 415,729 | 102.3% |
| | \$ 943,689 | \$ 1,151,661 | 122.0% |
| | \$ 28,000 | \$ 23,411 | 83.6% |
| | \$ 500 | \$ 6,825 | 1365.0% |
| | \$ 221,700 | \$ 165,282 | 74.6% |
| | \$ 68,000 | \$ 43,771 | 64.4% |
| Total | \$ 2,928,974 | \$ 2,910,384 | 99.4% |

Equipment

| | Budget | Spent to date | % Spent |
|--------------------------|---------------------|---------------------|--------------|
| <i>Library Materials</i> | \$ 1,689,148 | \$ 1,582,418 | 93.7% |
| <i>Computers, etc.</i> | \$ 318,303 | \$ 277,087 | 87.1% |
| <i>Other</i> | \$ 37,874 | \$ 34,487 | 91.1% |
| Total | \$ 2,045,325 | \$ 1,893,992 | 92.6% |

| | Budget | Spent to date | % Spent |
|--------------|---------------------|---------------------|--------------|
| | \$ 1,751,774 | \$ 1,753,210 | 100.1% |
| | \$ 251,839 | \$ 149,926 | 59.5% |
| | \$ 61,400 | \$ 52,661 | 85.8% |
| Total | \$ 2,065,013 | \$ 1,955,797 | 94.7% |

Other Departmental Appropriation

| | Budget | Spent to date | % Spent |
|------------------------------------|-------------------|-------------------|--------------|
| <i>Villard Square Rent</i> | \$ - | \$ - | 0.0% |
| <i>East Insurance</i> | \$ 3,000 | \$ 3,000 | 100.0% |
| <i>Mitchell Street Rent</i> | \$ 54,000 | \$ 54,000 | 100.0% |
| <i>Good Hope Rent</i> | \$ 15,000 | \$ - | 0.0% |
| <i>Contingent Energy Financing</i> | \$ 137,000 | \$ 137,000 | 100.0% |
| Total | \$ 209,000 | \$ 194,000 | 92.8% |

| | Budget | Spent to date | % Spent |
|--------------|-------------------|------------------|--------------|
| | \$ 13,182 | \$ 13,182 | 100.0% |
| | \$ - | \$ - | 0.0% |
| | \$ 54,000 | \$ 54,000 | 100.0% |
| | \$ - | \$ - | 0.0% |
| | \$ 137,000 | \$ - | 0.0% |
| Total | \$ 204,182 | \$ 67,182 | 32.9% |

| | | | |
|----------------------------|----------------------|----------------------|--------------|
| Total City Expenses | \$ 23,493,431 | \$ 22,730,106 | 96.8% |
|----------------------------|----------------------|----------------------|--------------|

| | | | |
|--------------|----------------------|----------------------|--------------|
| Total | \$ 23,515,745 | \$ 23,387,972 | 99.5% |
|--------------|----------------------|----------------------|--------------|

**Milwaukee Public Library
Financial Report
December 31, 2019**

2019

2018

Additional Funding Sources

Contract Grants

| | Budget | Spent to date | % Spent |
|-------------------------|---------------------|-------------------|--------------|
| WTBBL Jul '19 - Jun '20 | \$ 1,026,378 | \$ 512,977 | 50.0% |
| ILS Jul '19 - Jun '20 | \$ 98,680 | \$ 44,351 | 44.9% |
| Total | \$ 1,125,058 | \$ 557,328 | 49.5% |

| | Budget | Spent to date | % Spent |
|--------------|---------------------|-------------------|--------------|
| | \$ 989,520 | \$ 435,753 | 44.0% |
| | \$ 96,900 | \$ 36,713 | 37.9% |
| Total | \$ 1,086,420 | \$ 472,466 | 43.5% |

Trust Funds

| | Budget | Spent to date | % Spent |
|-------------------|-------------------|-------------------|--------------|
| Materials | \$ 104,027 | \$ 104,027 | 100.0% |
| Programming | \$ 35,500 | \$ 33,991 | 95.7% |
| Training | \$ 19,000 | \$ 18,717 | 98.5% |
| Marketing | \$ 29,000 | \$ 34,080 | 117.5% |
| Contingency | \$ 4,000 | \$ 3,338 | 83.5% |
| Board Development | \$ 5,000 | \$ 5,128 | 102.6% |
| Headline | \$ 5,000 | \$ - | 0.0% |
| WTBBL - Goldstein | \$ 2,166 | \$ 2,165 | 100.0% |
| Strehlow 50+ | \$ 42,376 | \$ 1,875 | 4.4% |
| Total | \$ 246,069 | \$ 203,321 | 82.6% |

| | Budget | Spent to date | % Spent |
|--------------|-------------------|-------------------|--------------|
| | \$ 64,000 | \$ 64,000 | 100.0% |
| | \$ 33,750 | \$ 26,661 | 79.0% |
| | \$ 11,000 | \$ 11,155 | 101.4% |
| | \$ 23,000 | \$ 22,874 | 99.5% |
| | \$ 2,988 | \$ 2,473 | 82.8% |
| | \$ 5,000 | \$ 14,954 | 299.1% |
| | \$ 5,000 | \$ - | 0.0% |
| | \$ - | \$ - | 0.0% |
| | \$ 44,417 | \$ 2,025 | 4.6% |
| Total | \$ 189,155 | \$ 144,142 | 76.2% |

Foundation Funds

| | Budget* | Spent to date | % Spent |
|--------------|---------------------|---------------------|--------------|
| Materials | \$ 435,835 | \$ 202,782 | 46.5% |
| Programming | \$ 2,744,044 | \$ 1,096,278 | 40.0% |
| Total | \$ 3,179,879 | \$ 1,299,060 | 40.9% |

| | Budget* | Spent to date | % Spent |
|--------------|---------------------|---------------------|--------------|
| | \$ 615,637 | \$ 307,003 | 49.9% |
| | \$ 2,054,297 | \$ 914,456 | 44.5% |
| Total | \$ 2,669,934 | \$ 1,221,459 | 45.7% |

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

Investments

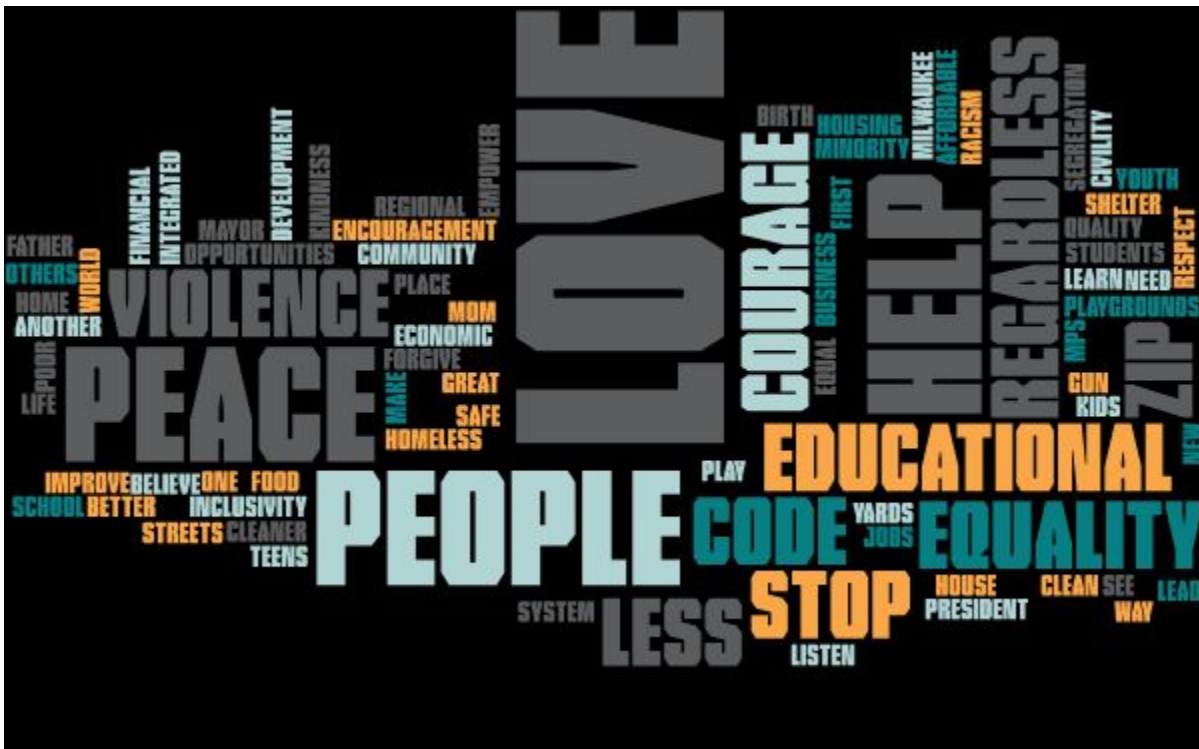
U.S. Bank National Assoc. Commercial Paper (rated A1+) confirmation #327144864 dated 12/17/19 and maturing 07/01/20 at a rate of 1.00%...\$275,000.00

**Director's Report
January 2020**

Since returning from the December Holidays, the Library Team is back in action. The doors are open, program attendance is brisk, and special projects are moving ahead.

Outstanding issues with the MPL Good Hope Branch are nearly resolved. The Right of Entry Agreement was signed and a timeline for other items has been received, which will be included in an amendment to our Development Agreement. The Martin Luther King Branch project team met our first bench of submitting the tax credit application by the January 17 deadline. We expect a response in April.

Speaking of the King Branch, we hosted another successful and well-attended celebration of Martin Luther King's Birthday. A standing room crowd saw some great performance after a morning full of related activities. Throughout the day, visitors were encouraged to answer the question, "What is your dream for Milwaukee?" Dozens of post-it notes documented the community's greatest hopes, which are represented in the following Word Cloud. This activity was part of the Listen MKE project, a collaboration of the Milwaukee Journal Sentinel, WUWM, and MPL. The kick-off event of the project was a community meeting at the Center Street Branch that over 60 people attended. This was the first in what is being planned as a series of conversations to improve communication within our community.



Our Office of Early Childhood Initiatives planned a visit from Too Small to Fail, an initiative of the Clinton Foundation, leading a public awareness and action campaign to promote the importance of early brain and language development and to empower parents with tools to talk, read, and sing with their young children from birth. Clinton Foundation Vice-Chair Chelsey Clinton will attend to see the work being done in Milwaukee to create literacy corners at Milwaukee County's Family and Children's Court. The event is scheduled for January 24.

Milwaukee Children will also have the benefit a newly designed webpage at part of mpl.org. Designed to be kid-friendly and age appropriate, all trustees are encourage to visit the page and share it with the young people in their lives.

Finally, we are happy to report that thanks to the efforts of the MPL Foundation, a significant gift from Wells Fargo, and the hard work of Associate Director Judy Pinger and her teams, 50 hot spots will be deployed to the MPL Martin Luther King Branch by the end of January. These hot spots will be available for people to check out for 3-weeks and will provide high speed internet access – a big win for our community.

MPL HEPLS PEOPLE READ

Vegetarian Book Club. On December 4 the Tippecanoe branch library, along with Cargill Community Kitchen program coordinator Sam Alliotto, hosted a special holiday session of the Vegetarian Cookbook Club. Book Club members sampled vegetarian dishes from local restaurants and learned about eating healthy during the upcoming holidays. Attendance: 9

Therapy Dog Read-In. Atkinson branch library welcomed back certified therapy dogs, Mabel and Mike, and their owner, Miss Kimmy, on December 9. Children ages 4-16 enjoyed reading at this event. Attendance: 9

Pop Up Picture Books. Capitol branch library hosted five children and three adults for a Pop Up Book story time and introduction to Pop Up books. All attendees had a fun time. Attendance: 8

School Visits. Elizabeth Humphrey, Library Reference Assistant at Atkinson branch library, visited Barbee School on November 11 as part of the first grade library card campaign. Attendance: 90

MPL HELPS PEOPLE LEARN

LibraryNow Milwaukee Public Schools (MPS) Staff Training. On November 11, in alignment with the LibraryNow train-the-trainer education plan, **Education and Outreach Services** (EOS) staff hosted a group of 35 mentor teachers from the MPS Induction and Support Center. These veteran teachers support approximately 500 new MPS educators. During their session at the Mitchell Street branch library, the mentor teachers learned about LibraryNow and the many digital resources available to students through their LibraryNow accounts. Attendees also toured Mitchell Street branch library and learned about MPL programs and collections that help provide additional academic support to students. Attendance: 35

Home-to-Stay Resource Events. This resource fair-styled event is designed to convene community resources and employment opportunities in one location on a monthly basis to support the specific needs of the reentry and justice-involved community. EOS staff, with support from Central Circulation, has attended this event every month since June 2019 to offer information about library programs, services, and library card creation/update. Attendance: 265 (average 37 per event). Cards Created/Updated: 78 (average 11 per event)

Exhibit and Meet the Artist. In partnership with Vision Forward of Wisconsin celebrating their 100th anniversary, Milwaukee Public Library-**Central Library** hosted *My Heart is Not Blind*, an exhibit exploring perceptions of blindness by artist Michael Nye. Michael Nye's seven year journey of listening to the stories of men and women who are blind and visually impaired has been crafted into insightful audio narratives and artistic portraits revealing their perspectives on blindness. Throughout the month of November visitors could view the 35 large black and white photographs and listen to their stories. On

the evening of November 4th Central Library hosted the artist Michael Nye for an event celebrating the exhibit's visit to Milwaukee, and highlighting the stories being told. WUWM and CBS 58 were a few of the media outlets on hand for the exhibit. Total attendance at the reception: 54

Discovery Lunch: Preserving Family Memories. November's Discovery Lunch at **Central Library** focused on preserving family memories such as photographs, letters, and documents. The MPL archivist presented solutions to common challenges of preservations and each participant received a preservation starter kit. Attendance: 8

Sweet Life of Chocolate Baking Series. The **Cargill Community Kitchen** at the **Mitchell Street** branch library offered a teen focused six-week course on the science, history, and production of chocolate. The course was presented by Cargill Cocoa employees and included presentations and hands-on learning. The series culminated in a baking competition. Attendance: 82

The Story of the Menominee with Richie Plass. **Washington Park** branch library hosted Mr. Richie Plass for a program honoring Native American Heritage Month. Mr. Plass is Menominee and Stockbridge/Munsee from the Menominee Indian Reservation in Wisconsin and was the recipient of the first ever, "Lifetime Achievement Award" from the Indian Summer Music Awards. Mr. Plass shared the story of the Menominee people from past to present and read his original poetry with the audience. Librarians created a book and poetry display in honor of Mr. Plass' visit. Program attendees enjoyed learning about the history of the Menominee people -past and present- and were able to create their own poetry following the presentation. Attendance: 34

Reflections on World War II. On November 23 World War II veteran and author Eugene Schulz spoke about his experiences in WW II. In the lively Q and A after his presentation, he displayed the French Legion of Honor he was awarded for his role in helping to save the 800-year-old cathedral in Chartres, France. Schulz was introduced by Meg Jones of the Milwaukee Journal Sentinel. Schulz is the author of *The Ghost in General Patton's Third Army*. Attendance: 44

Jólabókaflóð Cozy Reading and Craft Party – Tippecanoe. On December 16, patrons at the Tippecanoe branch celebrated the traditional Icelandic "book flood" with a cozy reading and crafting session. Participants sipped a hot beverage while they created a lovely pinecone luminary centerpiece. Some attendees decided to simply browse our selection of hygge-inspired and craft books. Attendance: 17

Jólabókaflóð Cozy Reading and Craft Party – East. East branch library hosted our second annual cozy reading party. Jólabókaflóð is the Icelandic tradition of giving books at Christmas time! While enjoying a hot beverage, patrons were able to make a pinecone luminary, browse hygge-inspired books, and read by the "fireplace". Attendance 18

Chair Yoga. Martin Luther King branch library has hosted several sessions of Chair Yoga – yoga exercises that can be done in a seated position by anyone at any level of fitness and physical ability. Hosted by a YMCA-certified chair yoga instructor, these free classes have proven to be a hit with our adult patrons and the instructor has built a regular group of repeating attendees. King Library is continuing this program as a weekly offering into the new year. Attendance: 19

Adult Art Workshop. Villard Square branch library hosted a two-part adult painting workshop on November 16 and November 23. Patrons learned how to sketch a subject on canvas, choose a palette, apply acrylic paint, and prepare artwork for display. Fun was had by all and patrons requested additional workshops. Attendance: 12 (one each date)

Hour of Code. On December 3 Librarian Associate Megan Jimenez held an Hour of Code program at Bay View branch library. School-aged kids worked collaboratively together and with volunteers to complete an interactive coding challenge, supporting the development of computational thinking and problem-solving skills. Attendance: 13

Cutting the Cord: Exploring Cable Alternative: On November 6 Bay View Library Reference Assistant Lydia Nimke presented a program introducing patrons to various streaming services and devices to help them gain a better understanding of alternative options to cable. Attendance: 9

Sugar Scrub Program. On December 7 Villard Square branch library offered a DIY sugar scrub make & take program. The program was created based on patron requests and some would like to see it as an annual program. Attendance: 11

Homeschool Science: The Sun. At Tippecanoe branch library, Professor and NASA Ambassador Dr. Betsy Bannier presented a very energetic and interactive program on everybody's favorite star – our sun! During the program, Dr. Bannier showcased exciting findings from a variety of NASA missions including the Hubble Space Telescope and the Parker Solar Probe – all with the goal of understanding our Sun and our solar system's place in the universe. Attendance: 42

Holiday Card Creations. On December 16 Atkinson branch library held a holiday card program focusing on African American History and Culture. Both children and adults made holiday cards using traditional African fabrics and learned while learning African American History. Attendance: 30

Restorative Circle. On December 21 Atkinson branch library hosted its first Talking Circle. Branch Manager Mary Lopez, high school student and peer leader Tayvion Poindexter, and Alliance High School graduate Anthony facilitated the Circle. At Alliance High School, Anthony was involved in leading talking circles. We welcomed people from the neighborhood who shared what programs they would like to see Atkinson hold in the future. Attendance: 16

Jewelry Making. Capitol branch library hosted the third of three sessions of a hands-on workshop presented by local maker Traci Otte. Ms. Otte showed participants different beading techniques required to make one-of-a-kind bracelets and necklaces. Attendees were excited to take home the pieces they made. Attendance: 10

Fostering & Adoption. Capitol branch library hosted a licensed foster parent from Children's Hospital Community Services about their first-hand experiences with fostering. Patrons were able to gather information to find out if fostering might be right for their family. Attendance: 11

Holiday Cookie Decorating Party. Capitol branch library hosted an all ages Cookie Decorating Party. Ten adults and 46 children decorated and enjoyed more than 80 cookies. Attendance: 56

Mind, Body & Soul Line Dancing. Children and parents at Atkinson branch library learned urban line dances and had a lot of fun. Attendance: 15

IRL Coding. At Atkinson branch library, kids used candy, LEGO Bricks, and other objects to learn about coding. Attendance: 17

MPL HELPS PEOPLE CONNECT

Teen Advisory Board. Recruitment for MPL's Teen Advisory Board (TAB) began in August and wrapped up in early September with over 50 Milwaukee County teen applicants. From these applicants, the TAB committee recruited twelve new members to join returning members for a total of fifteen active TAB members. The TAB members focused on planning a variety of different activities for upcoming programs, including art-based stations for the Teen Art Contest Gallery Nights in December and social justice-focused activities for the King Day celebration in January. TAB members have also been busy volunteering at many different library programs, including Picture Book Month Pop-Up Parties, and Star Wars Celebrations. Teen Advisory Board Membership: 15

Newaukee Welcome Party. The Newaukee Welcome Party is an event meant to welcome newcomers to the Milwaukee area and connect them to local businesses and organizations. MPL joined the November Welcome Party at the NorthSouth Club and spoke to new Milwaukeeans about the great resources available at their local library including cooking classes, professional development and enrichment classes, e-books and audiobooks, and more. A total of 20 library cards were issued.

Milwaukee Startup Week: Local Entrepreneur Panel. East branch library hosted a panel discussion with local entrepreneurs, sharing how they came to start their own business and offer advice for future small business owners. Local business owners from Good City Brewing, Sip and Purr Cat Café, Confectionately Yours, Fischberger's Variety Store, Funky Fresh Rolls, and MOR Bakery participated in the lively panel discussion. Attendance: 10

Build Your Own Gingerbread House. On December 14 Zablocki branch library served as host for the Build Your Own Gingerbread House program. For this annual and still very popular event, Librarian Gail Wilbert and volunteers distributed supplies and assisted with clean up afterward. This creative family night special was enjoyed by all. Attendance: 73

Gingerbread House Creations. At Villard Square branch library, children created individual gingerbread houses in celebration of the holidays. Attendance: 49

Make Your Own Gingerbread House. Children and parents at Washington Park branch library were given the supplies they needed - sprinkles, marshmallows, graham crackers - to create their own tasty gingerbread house. This is always a popular holiday event! Attendance: 31

The Gingerbread House program at Atkinson branch library was so popular this year that we had two sessions. Children and their adult caregivers learned how to construct gingerbread houses and had fun in the process. Attendance: 84 & 52

Invisible Lines. Bay View branch library hosted a screening of 88Nine's *Invisible Lines* documentary, exploring issues of segregation, racism, and prejudice through the personal stories of ten Milwaukee residents of color. The screening was held in three sessions in November and included facilitated discussions of themes related to each session's screening. Attendance: 30

Consumer Rights Clinic with Legal Action of Wisconsin. Representatives from the Legal Action of Wisconsin were at the Zablocki branch library and offered a free legal clinic for people who have unresolved debt issues, have frequent contact with debt collectors, or are considering bankruptcy as a debt solution. Consumer rights attorney were on site to educate patrons on consumer rights and answer debt related questions. Attendance: 6

Teen Advisory Board. Recruitment for MPL's Teen Advisory Board (TAB) began in August and wrapped up in early September with over 50 Milwaukee County teen applicants. From these applicants, the TAB committee recruited twelve new members to join returning members for a total of fifteen active TAB members. The TAB members focused on planning a variety of different activities for upcoming programs, including art-based stations for the Teen Art Contest Gallery Nights in December and social justice-focused activities for the King Day celebration in January. TAB members have also been busy volunteering at many different library programs, including Picture Book Month Pop-Up Parties, and Star Wars Celebrations. Teen Advisory Board Membership: 15

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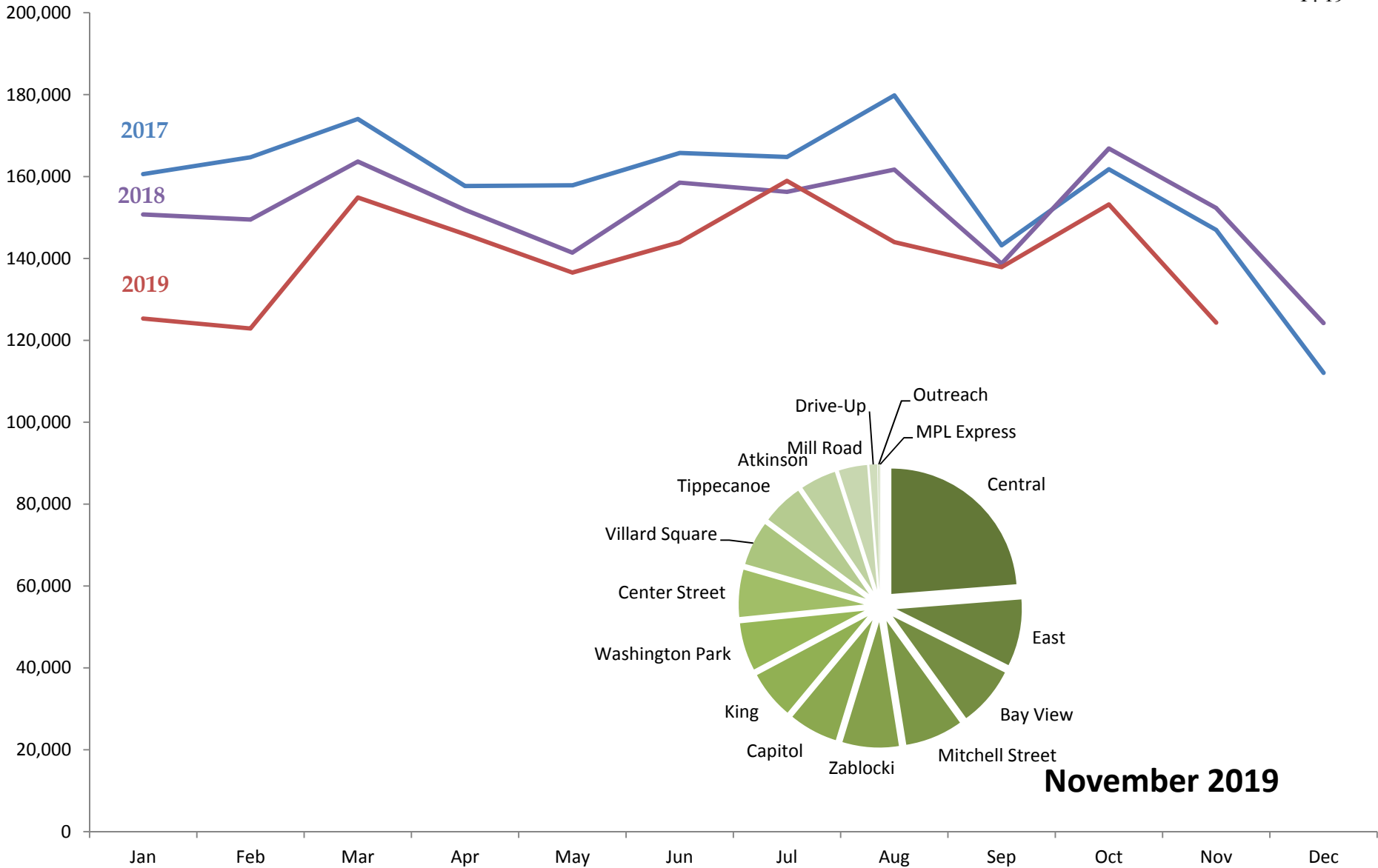
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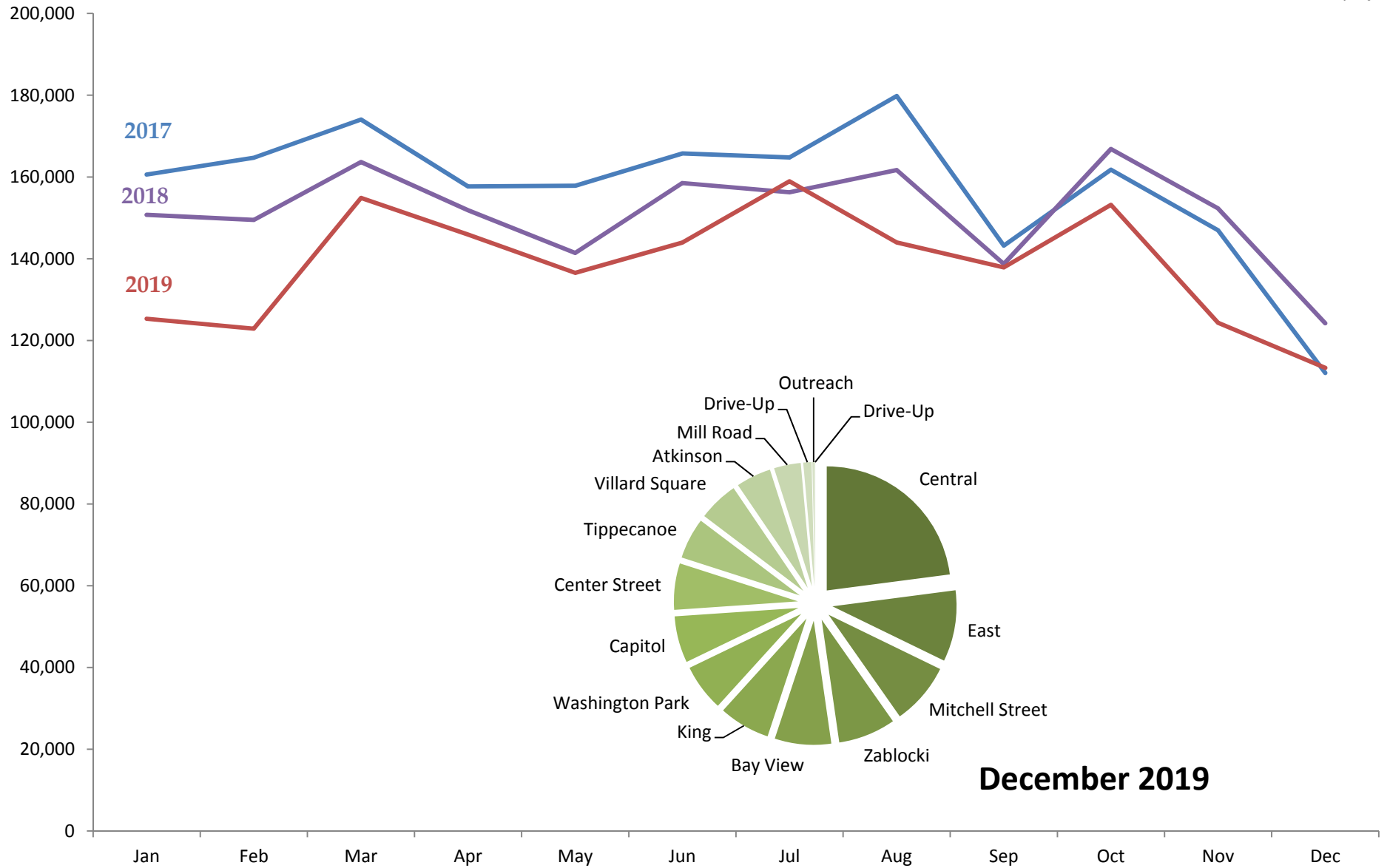
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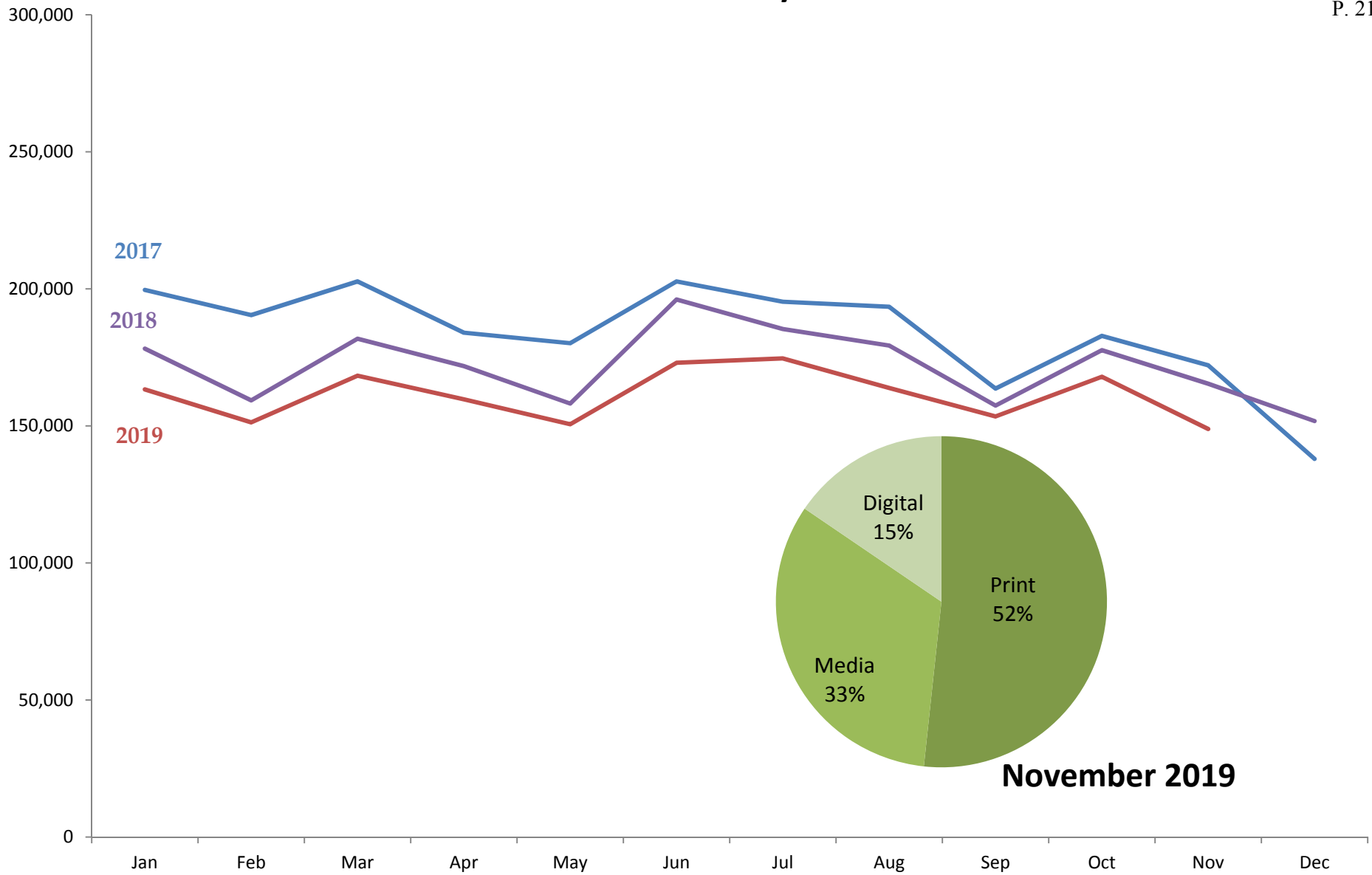
Milwaukee Public Library Visits



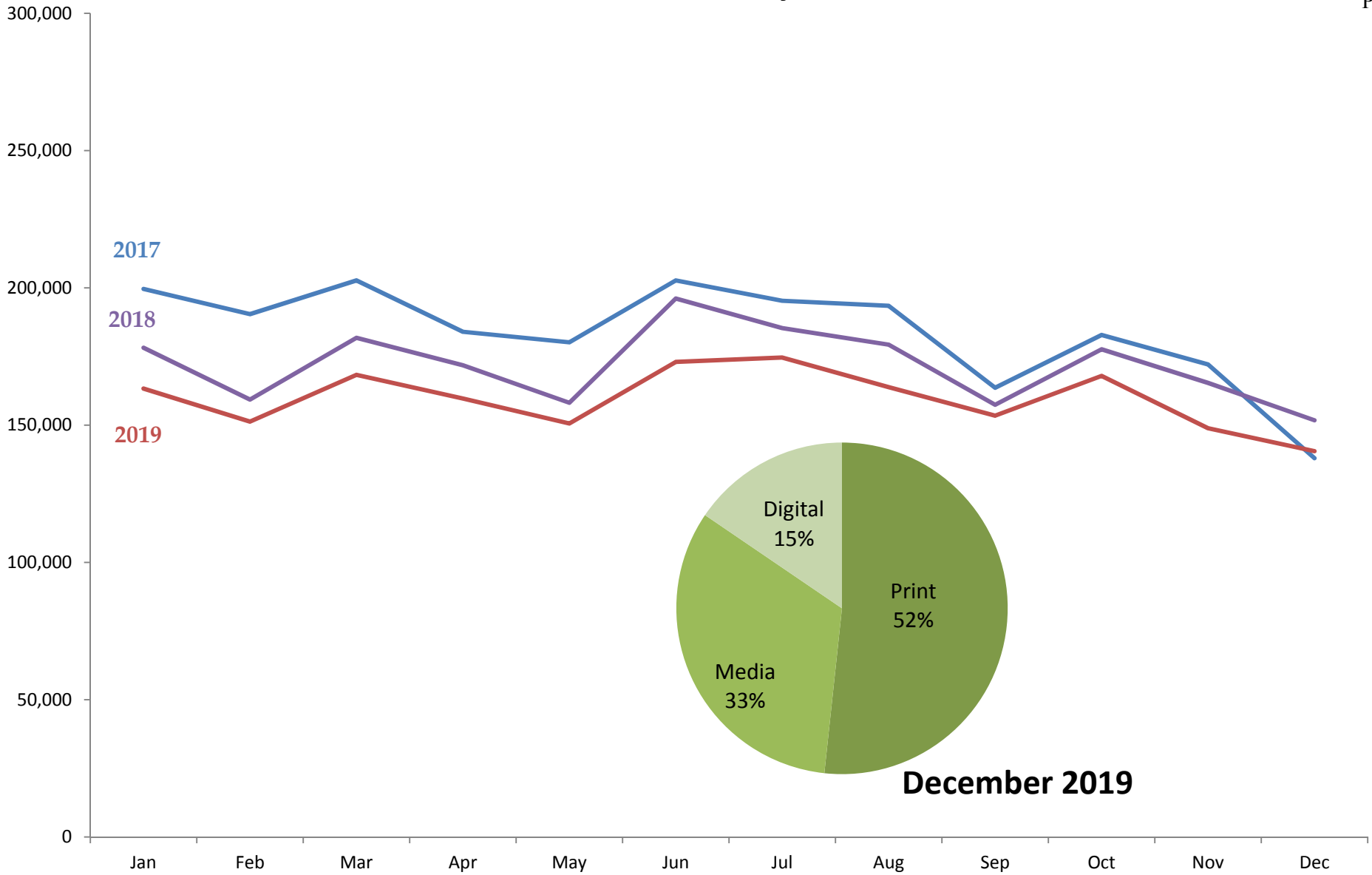
Milwaukee Public Library Visits



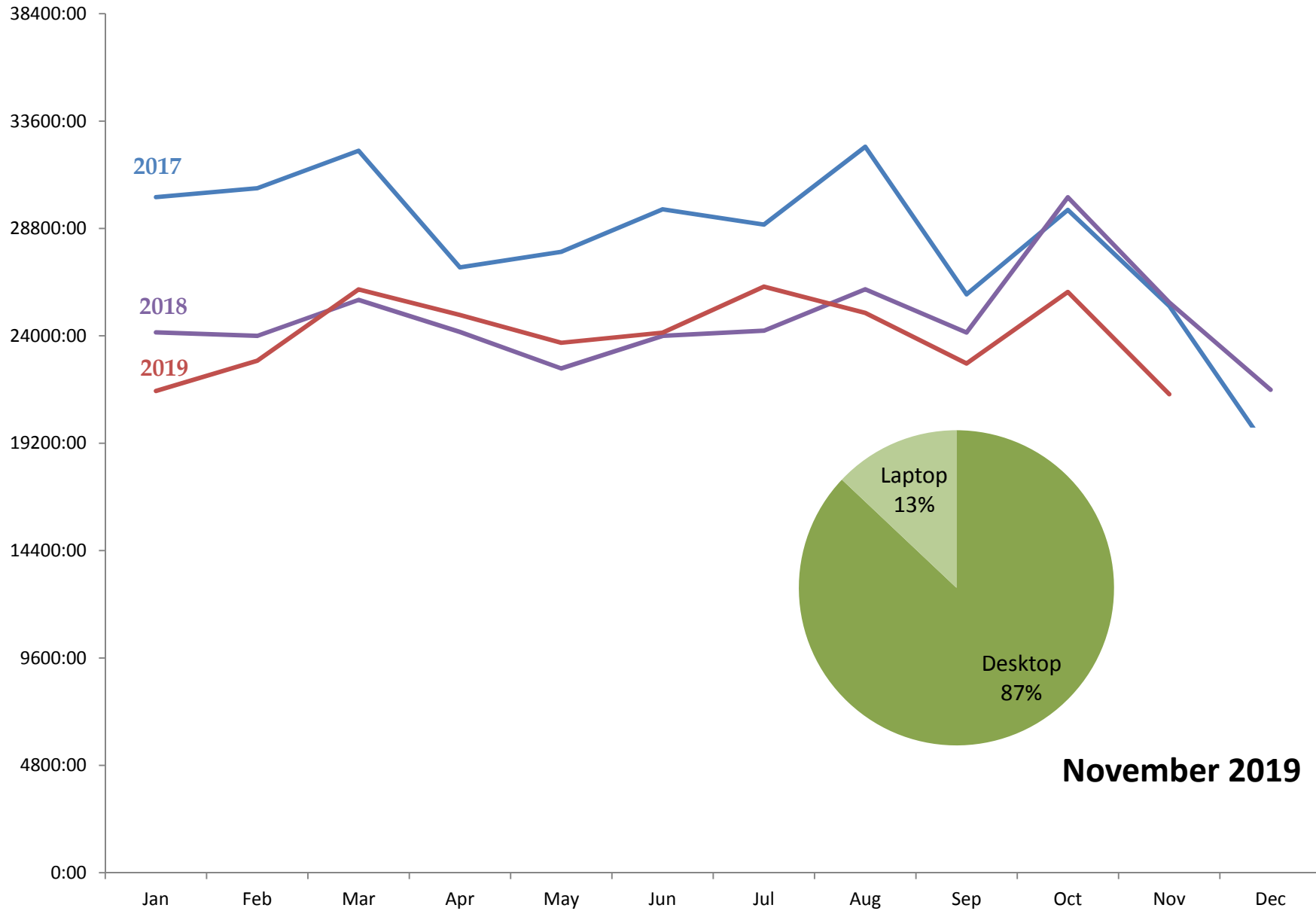
Milwaukee Public Library Circulation



Milwaukee Public Library Circulation

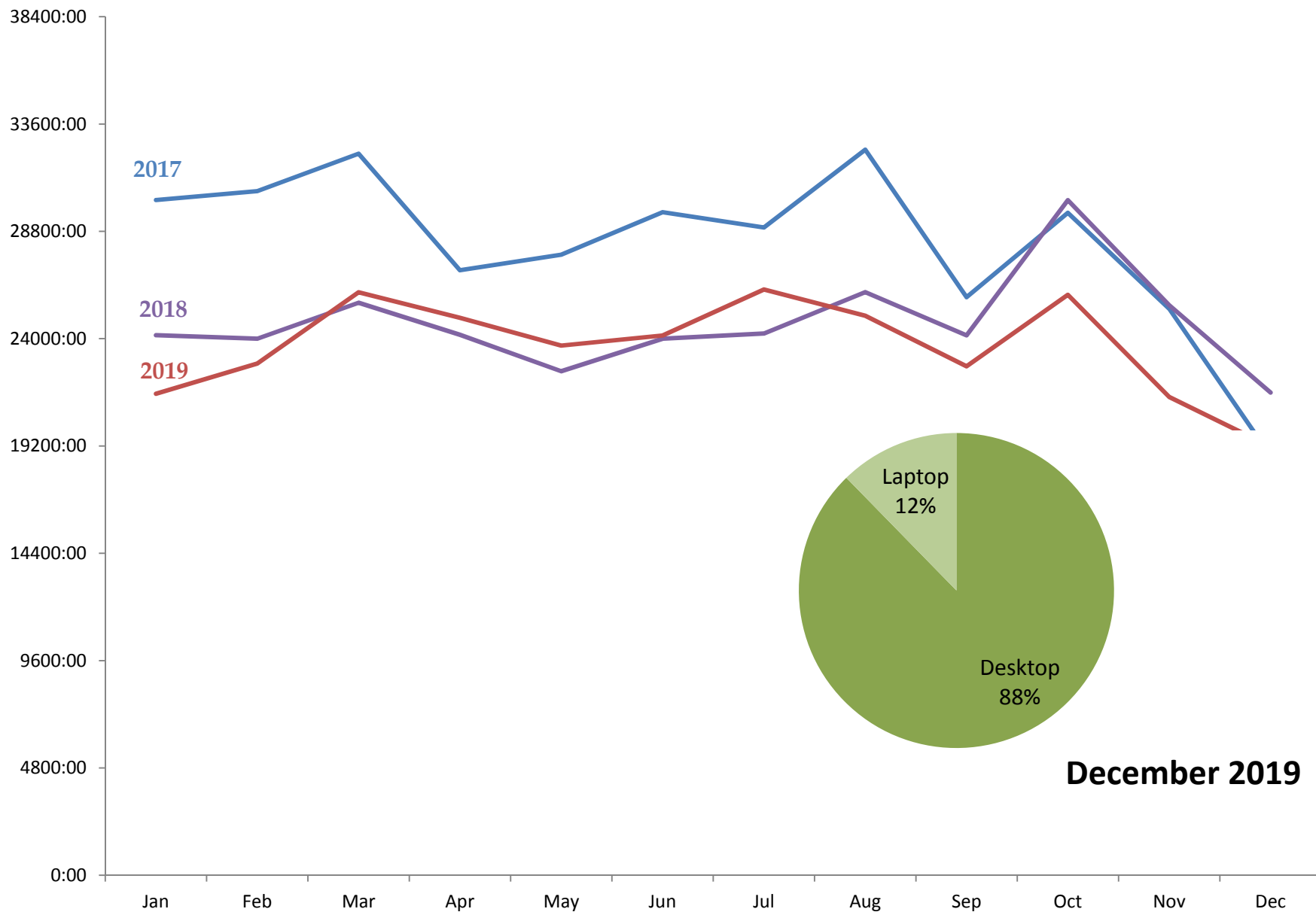


Milwaukee Public Library Hours of Computer Usage



November 2019

Milwaukee Public Library Hours of Computer Usage



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

| Unique Visitors to the MPL Website | | | | | | |
|---|------------|----------------------|------------------------|--------------|-----------------------|------------------------|
| | This Month | Same Month Last Year | % Increase or Decrease | Year to Date | Previous Year to Date | % Increase or Decrease |
| | 64,790 | 71,461 | -9.3% | 799,812 | 864,068 | -7.4% |

| Database Hits | | | | | | |
|----------------------|------------|----------------------|------------------------|--------------|-----------------------|------------------------|
| | This Month | Same Month Last Year | % Increase or Decrease | Year to Date | Previous Year to Date | % Increase or Decrease |
| | 6,923 | 9,276 | -25.4% | 83,417 | 89,526 | -6.8% |

| OverDrive Digital Download Circulation, by format | | | | | | |
|--|------------|----------------------|------------------------|--------------|-----------------------|------------------------|
| | This Month | Same Month Last Year | % Increase or Decrease | Year to Date | Previous Year to Date | % Increase or Decrease |
| eBooks | 9,692 | 9,752 | -0.6% | 115,678 | 105,673 | 9.5% |
| Audiobooks | 9,364 | 7,757 | 20.7% | 99,165 | 81,715 | 21.4% |

| Downloads of Digital Music through Freegal | | | | | | |
|---|------------|----------------------|------------------------|--------------|-----------------------|------------------------|
| | This Month | Same Month Last Year | % Increase or Decrease | Year to Date | Previous Year to Date | % Increase or Decrease |
| | 1,741 | 1,922 | -9% | 20,575 | 22,827 | -10% |

| Milwaukee Patron Holds Placed Through CountyCat | | | | | | |
|--|------------|----------------------|------------------------|--------------|-----------------------|------------------------|
| | This Month | Same Month Last Year | % Increase or Decrease | Year to Date | Previous Year to Date | % Increase or Decrease |
| | 36,184 | 38,808 | -6.8% | 436,973 | 439,713 | -0.6% |

| Paging Slips | | | | | | |
|---------------------|---------------|----------------------|------------------------|----------------|-----------------------|------------------------|
| | This Month | Same Month Last Year | % Increase or Decrease | Year to Date | Previous Year to Date | % Increase or Decrease |
| Central | 11,241 | 10,232 | 9.9% | 138,800 | 133,205 | 4.2% |
| Atkinson | 961 | 967 | -0.6% | 10,737 | 9,740 | 10.2% |
| Bay View | 2,012 | 2,075 | -3.0% | 23,528 | 24,248 | -3.0% |
| Capitol | 1,551 | 1,771 | -12.4% | 19,873 | 21,110 | -5.9% |
| Center Street | 1,045 | 991 | 5.4% | 11,426 | 11,325 | 0.9% |
| East | 2,201 | 2,259 | -2.6% | 25,580 | 25,678 | -0.4% |
| Martin Luther King | 1,081 | 1,036 | 4.3% | 11,993 | 11,754 | 2.0% |
| Mill Road | 367 | 633 | -42.0% | 6,239 | 4,802 | 29.9% |
| Mitchell Street | 1,223 | 1,117 | 9.5% | 13,784 | 13,488 | 2.2% |
| Tippecanoe | 1,970 | 2,122 | -7.2% | 23,888 | 23,965 | -0.3% |
| Villard Square | 896 | 1,011 | -11.4% | 11,232 | 11,454 | -1.9% |
| Washington Park | 1,316 | 1,133 | 16.2% | 15,888 | 13,935 | 14.0% |
| Zablocki | 2,128 | 1,975 | 7.7% | 24,073 | 23,877 | 0.8% |
| YCOS--Outreach | 256 | 228 | 12.3% | 2,720 | 2,743 | -0.8% |
| TOTAL | 28,248 | 27,550 | 2.5% | 339,761 | 331,324 | 2.5% |

Milwaukee Public Library

| Unique Visitors to the MPL Website** | | | | | | |
|---|------------|----------------------|------------------------|--------------|-----------------------|------------------------|
| | This Month | Same Month Last Year | % Increase or Decrease | Year to Date | Previous Year to Date | % Increase or Decrease |
| | 61,669 | 62,851 | -1.9% | 861,481 | 926,919 | -7.1% |

| Database Hits* | | | | | | |
|-----------------------|------------|----------------------|------------------------|--------------|-----------------------|------------------------|
| | This Month | Same Month Last Year | % Increase or Decrease | Year to Date | Previous Year to Date | % Increase or Decrease |
| | 7,995 | 7,059 | 13.3% | 91,412 | 96,585 | -5.4% |

| OverDrive Digital Download Circulation, by format | | | | | | |
|--|------------|----------------------|------------------------|--------------|-----------------------|------------------------|
| | This Month | Same Month Last Year | % Increase or Decrease | Year to Date | Previous Year to Date | % Increase or Decrease |
| eBooks | 10,036 | 9,913 | 1.2% | 125,714 | 115,586 | 8.8% |
| Audiobooks | 10,237 | 8,174 | 25.2% | 109,402 | 89,889 | 21.7% |

| Downloads of Digital Music through Freegal | | | | | | |
|---|------------|----------------------|------------------------|--------------|-----------------------|------------------------|
| | This Month | Same Month Last Year | % Increase or Decrease | Year to Date | Previous Year to Date | % Increase or Decrease |
| | 1,864 | 2,140 | -13% | 22,439 | 24,967 | -10% |

| Milwaukee Patron Holds Placed Through CountyCat | | | | | | |
|--|------------|----------------------|------------------------|--------------|-----------------------|------------------------|
| | This Month | Same Month Last Year | % Increase or Decrease | Year to Date | Previous Year to Date | % Increase or Decrease |
| | 36,365 | 37,640 | -3.4% | 473,338 | 477,353 | -0.8% |

| Paging Slips | | | | | | |
|---------------------|---------------|---------------|---------------|----------------|-----------------------|------------------------|
| | This Month | Same Month | % Increase or | Year to | Previous Year to Date | % Increase or Decrease |
| Central | 11,413 | 10,851 | 5.2% | 150,213 | 144,056 | 4.3% |
| Atkinson | 894 | 801 | 11.6% | 11,631 | 10,541 | 10.3% |
| Bay View | 1,934 | 1,943 | -0.5% | 25,462 | 26,191 | -2.8% |
| Capitol | 1,497 | 1,764 | -15.1% | 21,370 | 22,874 | -6.6% |
| Center Street | 869 | 923 | -5.9% | 12,295 | 12,248 | 0.4% |
| East | 2,118 | 2,043 | 3.7% | 27,698 | 27,721 | -0.1% |
| Martin Luther King | 977 | 985 | -0.8% | 12,970 | 12,739 | 1.8% |
| Mill Road | 388 | 663 | -41.5% | 6,627 | 5,465 | 21.3% |
| Mitchell Street | 1,220 | 1,108 | 10.1% | 15,004 | 14,596 | 2.8% |
| Tippecanoe | 2,054 | 1,897 | 8.3% | 25,942 | 25,862 | 0.3% |
| Villard Square | 851 | 876 | -2.9% | 12,083 | 12,330 | -2.0% |
| Washington Park | 1,254 | 1,310 | -4.3% | 17,142 | 15,245 | 12.4% |
| Zablocki | 2,092 | 1,893 | 10.5% | 26,165 | 25,770 | 1.5% |
| YCOS--Outreach | 119 | 159 | -25.2% | 2,839 | 2,902 | -2.2% |
| TOTAL | 27,680 | 27,216 | 1.7% | 367,441 | 358,540 | 2.5% |

*LibraryNow hits added in 2018

**2018 MPL calculation method modified to accommodate Public Web Browser upgrade and control fluctuating user numbers.

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

**Thursday, January 16, 2020
Center Street Library, Conference Room**

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

EXCUSED: Dir. Larry Miller

OTHERS: MPL: Rebecca Schweisberger, Demetrius Witherspoon

Committee Chair Milele Coggs called the MPL Board of Trustees Services and Programs Committee meeting to order at 5:43 p.m. on January 16, 2020 with a quorum present. Trustees Coggs, Smith, Nicholson, and Murphy participated by phone.

1. **Permanent Ban from MPL – Maggie Atlas.** Library Director Paula Kiely introduced Library Security Investigator Demetrius Witherspoon. Mr. Witherspoon summarized the security incident leading to the ban request. Director Kiely asked the Committee to support the recommendation to permanently ban Ms. Maggie Atlas from entering any Milwaukee Public Library. Trustee Murphy moved to approve the ban; Trustee Nicholson seconded. Motion passed. The Committee will present the recommendation to the Board at the January 28, 2020 meeting.

The meeting of the Milwaukee Public Library Board's Services & Programs Committee was adjourned at 5:50 p.m. on January 16, 2020.



MILWAUKEE
PUBLIC LIBRARY

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

MEETING NOTICE AND AGENDA

Tuesday, January 28, 2020

3:00 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

3:00 – 3:05

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

Attachment A, page 3

3:05 – 3:25

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.

3:25 – 3:30

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

3:30 – 3:40

4. **Check Signature Policy.** Library Administration will seek approval of the updated policy. The edited draft and final draft will be presented for review.

Attachment C, page 6

3:40 – 3:50

5. **Trust Fund Internal Controls Policy.** Library Administration will seek approval of the updated policy. The edited draft and final draft will be presented for review.

Attachment D, page 8

3:50 – 4:00

6. **Next Meeting.** The Committee will discuss items to be included on the April 28, 2020 agenda.

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

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

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

ATTACHMENT C - P. 2 of 13
8. Finance & Personnel
Committee Meeting
01/28/2020
P. 29

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

**Tuesday, October 22, 2019
Central Library Meeting Room 1**

PRESENT: Michele Bria, Ald. Milele Coggs, Ald. Michael Murphy, Mark Sain,
Jennifer Smith, Paula Kiely

EXCUSED: Chris Layden

OTHERS

PRESENT: MPL: Joan Johnson, Sarah Leszczynski, Anne Rasmussen,
Rebecca Schweisberger, Dea Wright
MPL Foundation: Ryan Daniels
US Bank: Richard Romero, Wayne Sattler
Budget and Policy Division: Mason Lavey

President Bria called the meeting of the Board of Trustees Finance & Personnel Committee to order at 3:24 p.m. on Tuesday, July 23, 2019. Trustee Coggs participated by phone; Trustees Murphy and Sain joined the meeting in progress. President Bria's attendance constituted a quorum to begin the meeting.

1. **Committee Meeting Minutes Review.** The committee reviewed the minutes from the July 23, 2019 meeting. Trustee Coggs moved to approve the minutes; Trustee Smith seconded. Motion passed.
2. **2020 Committee Meetings.** The committee reviewed the proposed meeting schedule for 2020, listed as Attachment B of the agenda. Trustee Smith moved to approve the meeting schedule; President Bria 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 October 22, 2019 prior to the meeting. Mr. Wayne Sattler, Senior Vice President & Managing Director at U.S. Bank provided a market overview and portfolio summary. Trustee Murphy moved to accept and place on file the report; Trustee Sain seconded. Motion passed. Mr. Sattler also presented a revised investment policy. The Committee will review the proposed allocation policy and will notify Mr. Sattler if any changes are in order.
4. **Quarterly Library Report of the Internal Control of the MPL Trust and Gift Funds.** Business Services Specialist Sarah Leszczynski referred to Attachment C of the agenda, Internal Controls – Third Period 2019 memo. She reported all internal control processes were followed and there were no accounting issues. Informational item.
5. **2020 Library Trust & Gift Fund Expenditure Request.** Library Director Paula Kiely presented a request to expend up to \$203, 640 from the MPL Trust and Gift Funds for operational support. The 2020 request includes an increased distribution of the

unrestricted funds, from 4% to 5%, to offset a reduced materials budget. Trustee Murphy moved to increase the allocation to 5%. Trustee Sain seconded. Motion passed.

6. **2020 MPL Foundation Request.** Director Kiely reviewed the planning process for requesting Foundation funds for library programming and presented a draft of the 2020 request. The request process has become more formal over the last several years due to increases in the amounts requested. The Committee discussed the programs covered by the request and other possible program expenditures and funding. Trustee Sain moved to grant approval for Director Kiely to move forward with the request and continue discussion about it with Library Foundation Director Ryan Daniels. Trustee Smith seconded. Motion passed.

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 4:06 p.m. on Tuesday, October 22, 2019.



MEMORANDUM

Date: January 28, 2020

To: Paula A. Kiely, Library Director

From: Jennifer Meyer, Assistant Library Director - Operations

Re: Internal Controls – Fourth Period 2019

I have confirmed that in October, November, and December 2019, Library staff followed Trust Fund internal control procedures. I am pleased to report 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.

MPL – CHECK SIGNATURE POLICY

Administration – #2042

Issue Date: 04/20/07

Review Date: 04/20/12

Supersedes: None; New Procedure

I. INTRODUCTION

The Library Trust and Gift (Fund) is under the jurisdiction and control of the Library Board (Board). The Board annually approves a fund budget to be used for library programs, materials, training, and other needs. The Library Board assigns responsibility for acquisition of goods and services to the Board Secretary (or designee).

II. SIGNATURE POLICY

Prior to payments being processed, invoices for goods and services must be reviewed and approved by the appropriate program coordinator. Following approval, the Library's Accounting Manager will prepare a check for signature.

- A. Checks under \$1,000: The Library's Business and Operations Manager is authorized to sign checks that are less than \$1,000.
- B. Checks from \$1,000 to \$15,000: The Secretary is authorized to sign checks in the amount of \$1,000 to \$15,000. In the absence of the Secretary, the Deputy Library Director and the Assistant Library Directors are authorized signatories.
- C. Checks over \$15,000: Written authorization from the President or Financial Secretary is required for signature by the Secretary.

III. EXCEPTIONS

The only exceptions to this policy will be with the written approval of the Library Board.

Reviewed: 12/6/2019

Schedule for Committee review & approval: January 28, 2020.

Schedule for Board Approval: January 28, 2020.

Next Review: 2025

Tags: Trust, Checks, Fund

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8. Finance & Personnel
Committee Meeting
01/28/2020
P. 33

Procedures

MPL – CHECK SIGNATURE POLICY

Administration – #2042

Issue Date: 04/20/07

Review Date: 04/20/12

Supersedes: None; New Procedure

I. INTRODUCTION

~~A.~~ The ~~Combined Endowment and Gift Fund~~ [Library Trust and Gift](#) (Fund) is under the jurisdiction and control of the Library Board ([Board](#)). The ~~Library~~ Board annually approves a ~~Fund~~ [Budget](#) to be used for library programs, ~~and materials,~~ [training, and other needs.](#)

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~~B.~~ The Library Board assigns responsibility for acquisition of goods and services to the Board Secretary (or designee).

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II. SIGNATURE POLICY

~~A.~~ Prior to payments being processed, invoices for goods and services must be reviewed and approved by the appropriate program coordinator. Following approval, the Library's Accounting Manager will prepare a check for signature.

~~B.A.~~ Checks under \$1,000: The Library's Business and Operations Manager is authorized to sign checks that are less than \$1,000.

B. Checks from \$1,000 to \$15,000: The Secretary is authorized to sign checks in the amount of \$1,000 to \$15,000. In the absence of the Secretary, the Deputy Library Director and the Assistant Library Directors are authorized signatories.

C. Checks over \$15,000: [Written authorization](#) from the President or Financial Secretary is required for signature by the Secretary.

Comment [PK1]: Please link to form

III. EXCEPTIONS

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[Reviewed: 12/6/2019](#)

[Schedule for Committee review & approval: January 28, 2020.](#)

[Schedule for Board Approval: January 28, 2020.](#)

[Next Review: 2025](#)

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Procedures

MPL – TRUST FUND INTERNAL CONTROLS

Administration – #2402

Issue Date: 05/29/12

Review Date: 05/29/17

Supersedes: None; New

I. INTRODUCTION

- A. The Library's Trust and Gift Fund (Fund) is under the jurisdiction and control of the Milwaukee Public Library Board of Trustees (Board). The Board sets policy for investment of the Fund and annually approves a Fund Budget to be used for library programs, materials, training, and other uses. The Board assigns responsibility for acquisition of goods and services and accounting functions.
- B. It is the Board's policy to establish internal controls based on sound financial practices and to receive quarterly reports on the controls function through the Library Finance and Personnel Committee. reviews expenditure information on a monthly basis. The Board reviews the Balance Sheet and Revenues and Expenditures Statement quarterly.

II. ACCOUNTING SYSTEM

- A. The Library uses QuickBooks to record journal entries and prepare financial reports. The Accounting Manager is responsible for posting journal entries and maintaining Trust Fund records. The Library's investment management company maintains custody of investment assets.
- B. File backups are done monthly by the Accounting Manager. Daily and weekly backups occur automatically through the Library's computer network. A set of backup tapes are stored onsite for one year; a second set is stored off-site.
- C. All documentation is kept on site for current plus seven years of activity.

III. REVENUES

- A. New bequests or donations presented to the Milwaukee Public Library are deposited to the Trust Fund – gift account. A money gift documentation slip ([2PA.ACC](#)) will be filled out for each donation received.
 - 1. If the Board authorizes adding the funds to the Trust, a gift fund check is drawn to the Investment Management firms account and mailed with the deposit form request.
 - 2. Signature policies are followed in the preparation of all documents.

PROCEDURES

- B. Checks received by any area of the Library are delivered to the Business Office. The Account Clerk prepares a two-part receipt and stamps them “for deposit only”. One copy of the receipt is attached to the check and given to the Accounting Manager. The second copy is given to the Business Operations Manager. Checks are kept in the safe in the Business Office until deposited in the bank at the end of the month.
- C. The Accounting Manager will designate fund account classification based on supporting documentation accompanying the check and will post the transaction into QuickBooks.
- D. The Business Operations Manager will receive a copy of supporting documentation for all donations/gifts given to the Library Trust Fund to verify that the donation/gift is posted to the correct fund account.

IV. EXPENDITURES

- A. Preparation and signature of checks for purchases of supplies and services will follow the Library’s [Check Signature Policy](#).
- B. Guidelines for purchase of supplies and services:
 - 1. Items under \$1,500 can be purchased without obtaining bids.
 - 2. Items \$1,500 and over will follow an informal bidding process with written bids from at least two vendors.
 - 3. Materials purchased through the Acquisition and Processing Unit will follow City purchasing guidelines.
 - 4. Sole Source purchasing will be done when an item can only be obtained from one vendor. This will be noted in the accompanying documentation.
 - 5. Exceptions to these guidelines can be made at the discretion of the Library Director, Deputy Library Director, or Business Operations Manager. This will be noted in the accompanying documentation
- C. Authorized travel that is to be reimbursed from the Trust or Gift Accounts will follow the procedure titled [MPL Conference, Workshop, or Meeting Attendance](#).

V. BANK RECONCILIATIONS

- A. The Deputy Library Director will receive monthly bank statements for review of cleared checks. Any unusual checks will be reviewed with the Library Director. The Deputy will sign and date the bank statement and turn over to the Business Operations Manager.

PROCEDURES

- B. The Accounting Manager will receive the monthly reports from the Investment Management firm and will properly post changes in the fund. The report will be given to the Business Operations Manager.

- C. The Business Operations Manager will perform the monthly reconciliations for the bank and investment accounts. Any unusual items will be brought to the attention of the Library Director. Reconciliation reports, Balance Sheet, and Revenue and Expenditure Reports will be printed. One copy will be retained by the Business Operations Manager and one will be given to the Accounting Manager.

Tags: Fund, Trust,

Revised: December 6, 2019

Scheduled for Committee review: January 28, 2020

Scheduled for Board approval: January 28, 2020

Next Review Date: 2025

Responsible: Operations

Procedures

MPL – TRUST FUND INTERNAL CONTROLS

Administration – #2402

Issue Date: 05/29/12

Review Date: 05/29/17

Supersedes: None; New

I. INTRODUCTION

A. The Library's Trust and Gift Fund (Fund) is under the jurisdiction and control of the Milwaukee Public Library Board of Trustees (Board). The Library Board sets policy for investment of the Trust Fund. ~~The Library Board and~~ annually approves a Trust Fund Budget to be used for library programs, ~~and materials,~~ training, and other uses. The Board assigns responsibility for acquisition of goods and services and accounting functions.

B. It is the Board's policy to ~~The Board establish internal controls based on sound financial practices and to receive quarterly reports on the controls function through the Library Finance and Personnel Committee.~~ reviews expenditure information on a monthly basis. The Board reviews the Balance Sheet and Revenues and Expenditures Statement quarterly.

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II. ACCOUNTING SYSTEM

A. The Library uses QuickBooks to record journal entries and prepare financial reports. The Accounting Manager is responsible for posting journal entries and maintaining Trust Fund records. The Library's investment management company maintains custody of investment assets.

B. File backups are done monthly by the Accounting Manager. Daily and weekly backups occur automatically through the Library's computer network. A set of backup tapes are stored onsite for one year; a second set is stored off-site.

C. All documentation is kept on site for current plus seven years of activity.

III. REVENUES

A. New bequests or donations presented to the Milwaukee Public Library are deposited to the Trust Fund – gift account. A money gift documentation slip (2PA.ACC) will be filled out for each donation received.

Field Code Changed

1. If the Board authorizes adding the funds to the Trust, a gift fund check is drawn to the Investment Management firms account and mailed with the deposit form request.

2. Signature policies are followed in the preparation of all documents.

2402_TrustFundInternalControls_ts



PROCEDURES

- B. Checks received by any area of the Library are delivered to the Business Office. The Account Clerk prepares a two-part receipt and stamps them “for deposit only”. One copy of the receipt is attached to the check and given to the Accounting Manager. The second copy is given to the Business Operations Manager. Checks are kept in the safe in the Business Office until deposited in the bank at the end of the month.
- C. The Accounting Manager will designate fund account classification based on supporting documentation accompanying the check and will post the transaction into QuickBooks.
- D. The Business Operations Manager will receive a copy of supporting documentation for all donations/gifts given to the Library Trust Fund to verify that the donation/gift is posted to the correct fund account.

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 - 5. Exceptions to these guidelines can be made at the discretion of the Library Director, Deputy Library Director, or Business Operations Manager. This will be noted in the accompanying documentation
- C. Authorized travel that is to be reimbursed from the Trust or Gift Accounts will follow the procedure titled [MPL Conference, Workshop, or Meeting Attendance](#).

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Field Code Changed

Field Code Changed

PROCEDURES

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Tags: Fund, Trust.

Revised: December 6, 2019

Scheduled for Committee review: January 28, 2020

Scheduled for Board approval: January 28, 2020

Next Review Date: 2025

Responsible: Operations

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**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES**

**Thursday, January 9, 2020
Central Library Meeting Room 1**

PRESENT: Mark Sain, Nik Kovac, Joan Prince, Jim Marten, Chris Layden, Paula Kiely

OTHERS

PRESENT: MPL: Armando Chacon, Eileen Force Cahill, Joan Johnson, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Rebecca Schweisberger
Budget and Policy Division: Mason Lavey
City Attorney's Office: Rachel Kennedy
Facility Value Management: Kevin Johnson

Committee Chair Mark Sain called the MPL Board of Trustees Building and Development Committee meeting to order at 8:05 a.m. on January 9, 2020 with a quorum present.

1. **Approval of the Minutes.** Chair Sain entertained a motion to accept the minutes from the November 7, 2019 and November 26, 2019 meetings, listed as Attachment A of the agenda. Trustee Prince moved approval and Trustee Marten seconded. Motion passed.
2. **Rotary Club of Milwaukee Community Room.** Library Director Paula Kiely introduced the upcoming renovation of Community Room 1 at Central Library. The project will be sponsored with a generous donation from the Rotary Club of Milwaukee and the space will be renamed the Rotary Club of Milwaukee Community Room. A Memorandum of Understanding (MOU) will be created to document the Rotary Club's expectations and what the library will deliver in terms of their sponsorship. The Committee was informed of the project scope and items which will be presented for approval at upcoming meetings. An internal committee has been created to manage the project, and the goal is to have the first phase of renovation completed before the Democratic National Convention (DNC) being held in Milwaukee in July 2020. The committee has visited several community spaces to gather ideas for technology, design, and use of the space. Focus groups were held with current meeting space users to gather public comment and feedback. The library issued a Request for Qualifications (RFQ) for architects and selected three final candidates. After meeting with the candidates, the library selected Insite Consulting Architects. The architect will help the library build budgets for each phase of the project; budget and funding approval will be presented to the Committee. The Committee will continue to receive updates on the project status. Informational item.
3. **Contract Approval – Community Room Design Contract.** Jennifer Meyer-Stearns, Assistant Director of Library Operations, submitted a request for approval to negotiate a contract with Insite Consulting Architects for the community room renovation design. A formal, negotiated contract will be forthcoming. Trustee Marten moved to approve; Trustee Prince seconded. Motion passed.
4. **Contract Approval – Masonry and Tuck-pointing Contract.** Ms. Meyer-Stearns presented information about bids received for masonry and tuck-pointing of the Wisconsin Avenue grand staircase plaza at Central Library. Degeneration and water issues will be repaired before the DNC. The library received two viable bids and recommends awarding the contract to R.D. Woods Co., Inc. The Committee discussed quality assurance on construction, repair, or renovation projects. Ms. Meyer-Stearns explained the library conducts research and engages architects or engineers as needed before a project is started, which helps ensure quality outcomes. Library Facilities staff consistently manage ongoing projects so that any issues are quickly addressed and resolved. There are also legal requirements for vendors to meet specifications as outlined in a RFQ or Request for

Proposal (RFP). The library has legal recourse in the event a vendor fails to adhere to the contract. Trustee Prince moved to approve; Trustee Layden seconded. Motion passed.

5. **Contract Approval – Green Infrastructure Contract.** Ms. Meyer-Stearns presented information about parking lot upgrades at five branch libraries: Atkinson, Bay View, Center Street, Washington Park, and Zablocki. The lots will be updated to comply with Americans with Disabilities Act (ADA) requirements. The lots need significant work which exceeds the City’s ADA budget for improvements. The library worked with the City’s Environmental Collaboration Office (ECO) to seek grant funding for the ADA improvements as well as improving storm water management, green infrastructure improvements, and creating opportunities for community space and education. The library has raised nearly \$1M in grants from The Fund for Lake Michigan, Wisconsin Coastal Management Program, Milwaukee Metropolitan Sewerage District, and the National Fish and Wildlife Foundation. An RFP was issued for the project and three bids were received. The library recommends awarding the contract to Payne & Dolan, Inc. Director Kiely commended Ms. Meyer-Stearns for her great work on this project, noting she sought out and wrote grant proposals to garner significant additional funding. Trustee Marten moved to approve; Trustee Layden seconded. Motion passed.
6. **Central Library “Business Commons” Co-Working Space.** Deputy Library Director Joan Johnson presented an update on the co-working space within Central Library. The new space will be called the Business Commons and the project cost has been finalized at \$156,700. There are remaining allocated funds which will be used to purchase additional pieces for the Schoenleber Reading Room to help create visual cohesion between the Business Commons and the Reading Room. New furnishings and equipment will be installed by late March or early April 2020 and the Business Commons will open by early April 2020. Initial guidelines for use of the space have been established and will be shared with the public via normal channels in the final month before opening. Signage will be installed in the area to recognize the Schoenleber Foundation and Elaine C. Lange for their donations. Informational item.
7. **Branch Redevelopment – Martin Luther King Library.** Library Construction Project Manager Sam McGovern-Rowen updated the Committee on the progress of the Martin Luther King branch library redevelopment. The development team is prepared to submit their application to Wisconsin Housing and Economic Development Authority (WHEDA) and will include the letter approved by the MPL Board at the last meeting. An RFP for architecture services will be issued this month and interviews with prospective architects should begin in April. The library will work with the City Attorney’s office to update language in the development agreement regarding the partnership change. The agreement is expected to come before the Committee in September 2020. Informational item.
8. **Branch Redevelopment – Good Hope Library.** Mr. McGovern-Rowen and Kevin Johnson updated the Committee on the project status. A substantial amount of work has been completed since the last committee meeting and most of the work should be done by the end of January. Shelving and furniture will be installed over the next several weeks. Interior and exterior signage installation will begin on January 23, 2020. The developer has proposed acceptable solutions to outstanding items and the development agreement will be amended to reflect changes to the planter wall, exterior aluminum panels, and storm water basin. The amended agreement will be presented to the Board. A Right of Entry (ROE) document has been put in place and Director Kiely recognized Assistant City Attorney Rachel Kennedy for her assistance in its preparation. Director Kiely also offered thanks to the Committee for their support and assistance on this challenging project. Informational item.
9. **Upcoming Meetings.** Director Kiely presented a document listing anticipated approvals that will come before the Committee in 2020 and reviewed some of the key projects. Informational item.

The meeting of the Milwaukee Public Library Board’s Building & Development Committee was adjourned at 9:03 a.m. on January 9, 2020.