



**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 28, 2020**

**4:00 p.m.**

**By Go To Meeting**

**By computer, tablet or smartphone:**

<https://global.gotomeeting.com/join/887294469>

**By phone:**

United States: [+1 \(872\) 240-3311](tel:+18722403311)

**Access Code:**

887-294-469

**AGENDA**

4:00 – 4:03

**WELCOME & ROLL CALL**

4:03 – 4:08

**PUBLIC COMMENT**

4:08 – 4:10

**CONSENT AGENDA**

Attachment A, page 4

1. **Regular Board Meeting Minutes, June 23, 2020.**

2. **Administrative Reports.**

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

4:10 – 4:30

**SPECIAL COMMUNICATION**

3. **Introduction of New Board Member.** Alderwoman JoCasta Zamarippa, new Trustee appointed by Mayor Barrett, will be welcomed and introduced.

4. **Trustee Recognition.** The Board will present a resolution honoring Alderman Michael Murphy, thanking him for his two years of service.

5. **Retirement of Trustee Dr. Joan Prince.** The Board and Staff will acknowledge and thank Dr. Prince for her 20 years of service as an MPL Trustee.

4:30 – 4:35

#### **ELECTION**

6. **Election of Officers.** The election of MPL Board officers for the 2020-2022 term will be held.

#### **REPORTS**

4:35 – 4:40

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

Attachment B, page 16

4:40 – 4:45

8. **MCFLS Board Meeting.** Trustee Ald. Nik Kovac will report on the July 20, 2020 MCFLS Board Meeting.

4:45 – 5:00

9. **Building & Development Committee Meeting.** Committee Chair Mark Sain will report on the July 2, 2020 meeting.

Attachment C, page 22

#### **OTHER BUSINESS**

5:00 – 5:15

11. **COVID-19 Recovery Plan.** Library Administration will review plans for a phased and limited reopening of libraries.

5:15 – 5:25

12. **Retirement of Library Director Paula Kiely.** The Board and Staff will recognize and thank Director Kiely for her 25 years of service to MPL, including 14 years as the City Librarian and Director of the Milwaukee Public Library.

5:25 – 5:30

13. **Closing Remarks and Adjournment.**

**REMINDER:** Next scheduled meetings are:

August 12, 2020 Innovation & Strategy Committee – Video Conference Call, 8:00 a.m.

TBD – Services and Programs Committee (rescheduled July 27<sup>th</sup> meeting)

#### **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](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 23, 2020**

**Video Conference Call by GoToMeeting**

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

**EXCUSED:** James Marten, Dir. Larry Miller, Sup. Marcelia Nicholson

**STAFF:** Rachel Arndt, Maria Burke, Eileen Force Cahill, Joan Johnson, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Judy Pinger, Anne Rasmussen, Rebecca Schweisberger, Heather Smith, Kathleen Vandenboom-Hurley, Kelly Wochinske, Dea Wright

**OTHERS**

**PRESENT:** MPL Foundation: Ryan Daniels  
General Capital Group: Linda Gorens-Levey

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President Michele Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:03 p.m. on June 23, 2020 with a quorum present. All Trustees participated by video conference.

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President Bria congratulated Library Director Paula Kiely on being honored as the Rotary Club of Milwaukee's Person of the Year.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. **Regular Board Meeting Minutes May 26, 2020.**
2. **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 A, pages 3-11 of the agenda. Hearing no objection, the Consent Agenda was approved.

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**ACTION ITEMS**

3. **Bylaws Revision.** President Bria reviewed the final draft of the revised bylaws. One of the recommended changes allows for Trustee participation in closed session when attending meetings by video or phone call. The other change clarifies new Officers will assume the office immediately

after election. Trustee Kowalski moved to approve the bylaws; Trustee Smith seconded. Motion passed.

4. **Code of Conduct.** Deputy Library Director Joan Johnson presented the revised Library Code of Conduct for review and approval. The revised Code of Conduct includes updated safety protocols designed to reduce the spread of infectious disease. Language in the document will be updated to clarify patrons will be required to wear a mask at all times in the building. Library Administration is seeking Board support for codifying the document and presenting it to the public. Trustee Layden moved to approve the Code of Conduct; Trustee Sain seconded. Motion passed.

## REPORTS

5. **MPL Foundation.** Library Foundation Executive Director Ryan Daniels presented an update on Foundation activities and fundraising. As a result of the COVID-19 pandemic, Foundation staff has been redeployed to apply for grants. The Foundation met eligibility requirements and participated in the federally-funded Paycheck Protection Program. The Foundation is exploring new revenue sources and to date has raised \$356,000. To support the library's community recovery efforts, the Foundation has created a COVID-19 Recovery Fund. The 2020 Ben Franklin Award will be presented to Milwaukee Public Library and its staff. The annual event will be held as a virtual program on October 1, 2020. Dan Renouard has stepped down as Library Foundation Board President and will continue to serve on the Board as Distinguished Past President. The new Library Foundation Board President is Mary Sprague. The Trustees thanked Director Daniels for the Foundations great work especially during the pandemic. Informational item.
6. **MCFLS Board Meeting.** Trustee Kovac reported on the June 15, 2020 meeting. The Board discussed strategies for reopening, curbside service, and materials handling. There are two vacancies on the MCFLS Board and Director Kiely has been in communication with MCFLS Director Steve Heser regarding a candidate. Informational item.
7. **COVID-19 Recovery and Reopening.** Director Kiely presented an update on the library plans for reopening. The library buildings are currently closed, but curbside service is available at Central Library (Drive-up), Tippecanoe branch library, and Washington Park branch library. The library intends to begin the first phase of reopening before the end of July. A plan is in place for furloughs and staff workshare through July. Director Kiely will meet with representatives from the Milwaukee Health Department (MHD) to discuss transitioning staff back to the library. Library Managers are assessing workspaces and will submit their recommendations to Library Administration by July 11. Recommendations may include rearranging or removing furniture, reducing service points, and installing barriers. The Department of Public Instruction (DPI) has issued capacity guidance to all libraries in the state and MPL is following the guidance when developing plans. Staff is working to coordinate the purchase of equipment and signage as well as implementation of the reopening plans. Limited public service hours are being considered as staffing levels are affected by redeployment and will also allow the Facilities team sufficient time to clean the buildings. Reorientation will be provided to staff as they return to service. The reopening guide for staff will include safety precautions, Human Resources information, materials handling instructions, cleaning protocols, and phased reopening timelines. Materials will remain in quarantine for 72 hours before processing. Hazard assessments are being conducted in coordination with MHD to ensure guidelines are followed. MHD recommendations about COVID case numbers and trends will be taken into consideration as branches are considered for reopening. The library will remain nimble and make preparations in the event additional closures are needed. Possibilities for introducing Good Hope Library include virtual tours, television ads, social media posts, and small group tours. Trustees offered ideas for library use and time limits.

Director Kiely shared she has received many compliments from MHD on the professionalism and skill level of MPL staff. Director Kiely and the Board commended and thanked MPL staff for their dedication and great work. Informational item.

8. **Martin Luther King Branch Library Redevelopment.** Library Construction Project Manager Sam McGovern-Rowen updated the Board on the project. The project was not awarded tax credits through Wisconsin Housing and Economic Development Authority (WHEDA). WHEDA will issue a new qualified allocation plan and encouraged the development team to reapply in December. The project remains a priority and MPL would like to revisit the conversation with the community to gather input and recommendations. Director Kiely thanked General Capital Group for the extraordinary amount of work it took to meet the WHEDA application deadline. Linda Goren-Levey, of General Capital Group, reiterated their commitment to the community and partnerships. Neither MPL nor General Capital Group was consulted about the statement issued by Lavelle Young, of Young Development Group, inviting public investment in the project. Further discussion about the project will be held at the July 2, 2020 Building & Development Committee meeting. Informational item.

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With no further business, the Milwaukee Public Library Board of Trustees meeting of June 23, 2020 was adjourned at 5:17 p.m.

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**Milwaukee Public Library  
Financial Report  
June 30, 2020**

**2020**

**2019**

**City Revenues**

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 22,651,855	\$ 10,599,139	46.8%
<i>Fines</i>	\$ 183,000	\$ 54,506	29.8%
<i>Lost Materials, etc.</i>	\$ 95,000	\$ 18,436	19.4%
<i>MCFLS Contracts</i>	\$ 722,367	\$ 198,602	27.5%
<b>Total City Appropriation</b>	<b>\$ 23,652,222</b>	<b>\$ 10,870,683</b>	<b>46.0%</b>

	Budget	Received to date	% Received
	\$ 21,937,539	\$ 11,306,213	51.5%
	\$ 215,000	\$ 85,116	39.6%
	\$ 109,000	\$ 34,090	31.3%
	\$ 750,789	\$ 202,658	27.0%
<b>Total</b>	<b>\$ 23,012,328</b>	<b>\$ 11,628,077</b>	<b>50.5%</b>

**City Expenses**

**Salaries & Benefits**

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 13,019,079	\$ 6,031,178	46.3%
<i>Fringe Benefits</i>	\$ 5,207,632	\$ 2,550,423	49.0%
<b>Total</b>	<b>\$ 18,226,711</b>	<b>\$ 8,581,601</b>	<b>47.1%</b>

	Budget	Spent to date	% Spent
	\$ 12,375,271	\$ 6,275,106	50.7%
	\$ 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>

**Operating Expenses**

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 83,900	\$ 28,108	33.5%
<i>Tools &amp; Machinery Parts</i>	\$ 26,000	\$ 3,467	13.3%
<i>Construction Supplies</i>	\$ 40,000	\$ 6,825	17.1%
<i>Energy</i>	\$ 660,163	\$ 279,488	42.3%
<i>Other Operating Supplies</i>	\$ 170,691	\$ 90,980	53.3%
<i>Vehicle Rental</i>	\$ 8,500	\$ 2,650	31.2%
<i>Non-Vehicle Equipment Rental</i>	\$ 19,300	\$ 10,224	53.0%
<i>Professional Services</i>	\$ 399,150	\$ 158,186	39.6%
<i>Information Technology Services</i>	\$ 373,380	\$ 311,386	83.4%
<i>Property Services</i>	\$ 1,159,000	\$ 448,876	38.7%
<i>Infrastructure Services</i>	\$ 28,000	\$ 32,445	115.9%
<i>Vehicle Repair Services</i>	\$ 0	\$ -	0.0%
<i>Other Operating Services</i>	\$ 132,995	\$ 45,729	34.4%
<i>Reimburse Other Departments</i>	\$ 91,500	\$ (695)	-0.8%
<b>Total</b>	<b>\$ 3,192,579</b>	<b>\$ 1,417,669</b>	<b>44.4%</b>

	Budget	Spent to date	% Spent
	\$ 96,905	\$ 52,157	53.8%
	\$ 18,800	\$ 15,890	84.5%
	\$ 30,000	\$ 16,324	54.4%
	\$ 637,975	\$ 324,828	50.9%
	\$ 146,254	\$ 90,866	62.1%
	\$ 8,160	\$ 2,499	30.6%
	\$ 22,554	\$ 16,407	72.7%
	\$ 191,396	\$ 149,414	78.1%
	\$ 399,440	\$ 337,925	84.6%
	\$ 879,798	\$ 623,334	70.8%
	\$ 28,000	\$ 26,308	94.0%
	\$ 250	\$ -	0.0%
	\$ 287,079	\$ 36,666	12.8%
	\$ 67,250	\$ 8,539	12.7%
<b>Total</b>	<b>\$ 2,813,861</b>	<b>\$ 1,701,157</b>	<b>60.5%</b>

**Equipment**

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,660,343	\$ 677,792	40.8%
<i>Computers, etc.</i>	\$ 266,297	\$ 74,740	28.1%
<i>Other</i>	\$ 48,292	\$ 9,860	20.4%
<b>Total</b>	<b>\$ 1,974,932</b>	<b>\$ 762,392</b>	<b>38.6%</b>

	Budget	Spent to date	% Spent
	\$ 1,689,148	\$ 834,231	49.4%
	\$ 316,003	\$ 263,405	83.4%
	\$ 40,174	\$ 32,486	80.9%
<b>Total</b>	<b>\$ 2,045,325</b>	<b>\$ 1,130,122</b>	<b>55.3%</b>

**Other Departmental Appropriation**

	Budget	Spent to date	% Spent
<i>Villard Square Property Payment</i>	\$ 4,000	\$ 4,000	100.0%
<i>East Property Payment</i>	\$ 3,000	\$ 1,922	64.1%
<i>Mitchell Street Property Payment</i>	\$ 69,000	\$ 40,207	58.3%
<i>Good Hope Property Payment</i>	\$ 45,000	\$ -	0.0%
<i>Contingent Energy Financing</i>	\$ 137,000	\$ 62,892	45.9%
<b>Total</b>	<b>\$ 258,000</b>	<b>\$ 109,021</b>	<b>42.3%</b>

	Budget	Spent to date	% Spent
	\$ -	\$ -	0.0%
	\$ 3,000	\$ 2,402	0.0%
	\$ 54,000	\$ 27,000	50.0%
	\$ 15,000	\$ -	0.0%
	\$ 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>\$ 23,652,222</b>	<b>\$ 10,870,683</b>	<b>46.0%</b>
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<b>Total</b>	<b>\$ 23,012,328</b>	<b>\$ 11,628,077</b>	<b>50.5%</b>
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**Milwaukee Public Library  
Financial Report  
June 30, 2020**

**2020**

**2019**

**Additional Funding Sources**

**Contract Grants**

	Budget	Spent to date	% Spent
<i>WTBBL Jul '19 - Jun '20</i>	\$ 1,026,378	\$ 889,118	86.6%
<i>ILS Jul '19 - Jun '20</i>	\$ 98,680	\$ 72,926	73.9%
<b>Total</b>	<b>\$ 1,125,058</b>	<b>\$ 962,044</b>	<b>85.5%</b>

	Budget	Spent to date	% Spent
	\$ 989,520	\$ 922,382	93.2%
	\$ 96,900	\$ 87,247	90.0%
	<b>\$ 1,086,420</b>	<b>\$ 1,009,629</b>	<b>92.9%</b>

**Trust Funds**

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 112,640	\$ 50,418	44.8%
<i>Programming</i>	\$ 34,000	\$ 9,236	27.2%
<i>Training</i>	\$ 13,000	\$ 5,383	41.4%
<i>Marketing</i>	\$ 29,000	\$ 5,640	19.4%
<i>Contingency</i>	\$ 4,000	\$ 1,086	27.2%
<i>Board Development</i>	\$ 6,000	\$ 3,509	58.5%
<i>Headline</i>	\$ 5,000	\$ -	0.0%
<i>WTBBL - Goldstein</i>	\$ -	\$ -	0.0%
<i>Strehlow 50+</i>	\$ 40,400	\$ 500	1.2%
<i>E.C. Lange - Central Business Commons</i>	\$ 100,000	\$ -	0.0%
<b>Total</b>	<b>\$ 344,040</b>	<b>\$ 75,772</b>	<b>22.0%</b>

	Budget	Spent to date	% Spent
	\$ 104,027	\$ 35,073	33.7%
	\$ 35,500	\$ 12,519	35.3%
	\$ 13,000	\$ 4,777	36.7%
	\$ 29,000	\$ 8,540	29.4%
	\$ 4,000	\$ 500	12.5%
	\$ 5,000	\$ 752	0.0%
	\$ 5,000	\$ -	0.0%
	\$ 2,166	\$ 2,165	0.0%
	\$ 42,376	\$ 492	0.0%
	\$ -	\$ -	0.0%
	<b>\$ 240,069</b>	<b>\$ 64,818</b>	<b>27.0%</b>

**Foundation Funds**

	Budget*	Spent to date	% Spent
<i>Materials</i>	\$ 285,144	\$ 16,584	5.8%
<i>Programming</i>	\$ 2,343,370	\$ 628,236	26.8%
<b>Total</b>	<b>\$ 2,628,514</b>	<b>\$ 644,820</b>	<b>24.5%</b>

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

\*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 #362112759 dated 1/30/20 and maturing 09/01/20 at a rate of 1.00%...\$350,000.00*



**Director's Report**  
**July 2020**

Work continued on plans to slowly reopen libraries. The plan will bring 1-3 libraries back in operation each week with all locations being open with limited services by the end of August. The plan is contingent upon needed equipment and supplies being received, staff returning from the Health Department, and assumes there are no changes in local or state orders.

With the DNC less than a month away, I attended a FEMA-led DNC Consequence Management Tabletop Exercise along with other city department heads and nearly 200 other participants. While the total number of people coming to Milwaukee for the event will be a fraction of what was originally expected, emergency situations are still possible. The exercise was excellent and will be used to prepare MPL administrators and managers.

Other planning activities included announcement of available Staff Scholarships and scheduling of the Committee that will award \$7,000 for the fall semester. The next meeting of the Financial Sustainability Task Force will be held in mid-August and the Wisconsin Policy Forum's draft report will be discussed. MPL's State Legislative and budget requests for the 2021-2022 budget will be developed in the coming weeks as they are due August 7th.

Other activities in which I participated include a press event held by the Mayor at the Washington Park Library to promote the SafeVote program, which encourages early voting; an informational interview with a graduate student in the UWM School of Information Studies; and the Rotary Club of Milwaukee's Rotary Person of the Year, where I had an opportunity to talk about our accomplishments at MPL.

Finally, in anticipation of my retirement at the end of August, I've reached out to staff, colleagues, boards, donors, and others who have played important roles in my career and in the success of the Library. In the next weeks, I will continue these calls, tie up as many loose ends as possible, and work with my team to prepare them to carry on. They are an incredible leadership team and will continue to serve Milwaukee well. It has been an honor and privilege to have been a member of the MPL staff for 25 years and to have served as its director since 2006. I thank Mayor Barrett for the opportunity, the Board members for their unfailing support and leadership, Rebecca Schweisberger for her outstanding administration support, and the entire library team for their commitment to our community.

**MPL HELPS PEOPLE READ**

Author Visit: Good Time Party Girl: The Notorious Life of Dirty Helen Cromwell. Author Christina Ward spoke to an engaged group of history lovers about the entertaining life and history of local Milwaukee legend Dirty Helen Cromwell. Ward shared highlights of Dirty Helen's life and legacy. The program was presented in partnership with Boswell Book Company. Attendance: 44

**MPL HELPS PEOPLE LEARN**

Governance Webinar. More than 150 people attended a free webinar presented by Frank Martinelli from the Center for Public Skills Training and sponsored by MPL. "Governing from the Future: Equipping Your Board for Leadership in Uncertain Times" attracted a national audience of nonprofit and library leaders. The principles were similar to those used during the MPL Board's 2018 Retreat. With the current uncertainty facing our Country, the timing of this workshop could not have been better.

Herb Essentials with Venice Williams. Venice Williams, Executive Director of Alice's Garden Urban Farm, presented a one hour educational webinar on herbs. During the presentation Venice shared tips on growing and harvesting herbs in gardens and homes. She also gave an overview on the many ways herbs can be used in our daily lives. Attendance: 53

Low Maintenance and Managing Rain Water Where it Falls with Melinda Myers. In partnership with Milwaukee Metropolitan Sewerage District, Fresh Coast Guardians, and Milwaukee Recreation, MPL hosted gardening expert, TV/radio host, author & columnist with over 30 years of horticulture experience, Melinda Myers. The program focused on sustainable water use to help grow beautiful gardens while reducing water pollution and protecting homes, gardens, and waterways. Attendance: 121

Breaking Down the Model Minority Myth. MPL welcomed local educator Leland Pan, former Dane County Board Supervisor and racial justice trainer through the YWCA in Southeast Wisconsin, for a presentation on Breaking Down the Model Minority Myth. Asian Americans are often overlooked in Milwaukee but have been part of the community for more than 100 years. Mr. Pan shared an illustrated history of the city's different Asian communities and their ongoing contributions. Attendance: 28

MPL Rarities: Dr. James Cameron Pamphlet Collection. MPL's Rarities Team shared highlights from the MPL Dr. James Cameron Pamphlet Collection. Civil rights activist Dr. James Cameron was the only known survivor of a lynching and the founder of the America's Black Holocaust Museum in Milwaukee, WI. The program focused on Dr. Cameron's life and his thirty-eight self-published pamphlets, which can be accessed online. Presented in partnership with America's Black Holocaust Museum. Attendance: 21

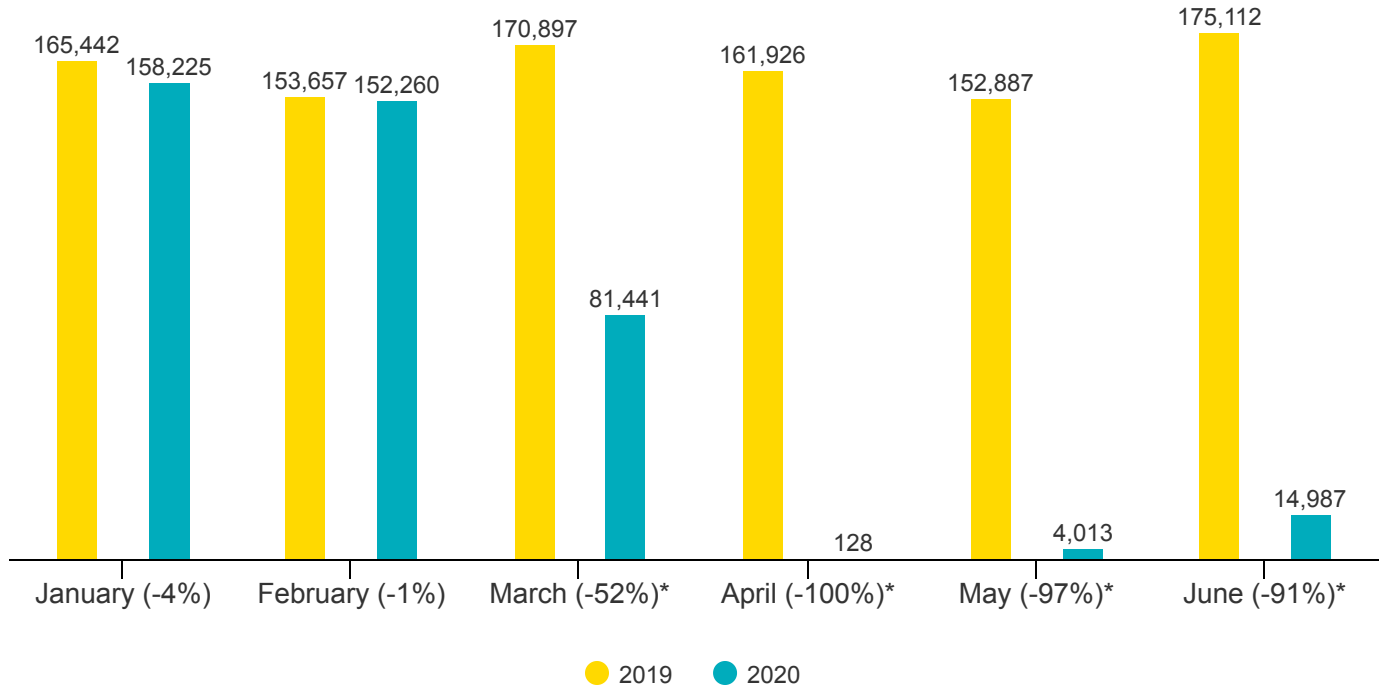
Medicare 101. This webinar was offered in partnership with Milwaukee County Department on Aging and Disability Rights Wisconsin. The presenters shared impartial information on Medicare options including who qualifies for Medicare, how to enroll, what is covered, what has changed, and where to obtain free Medicare counseling. Attendance: 26

Preserving Family Memories: Scan, Store and Share. MPL Photo Librarian presented a webinar focused on digitally preserving family memories. This session provided a step by step guide on how to scan documents and photos, instructions on how to save digital files, and free options that allow anyone to upload and share photos online. Attendance: 31

### **MPL HELPS PEOPLE CONNECT**

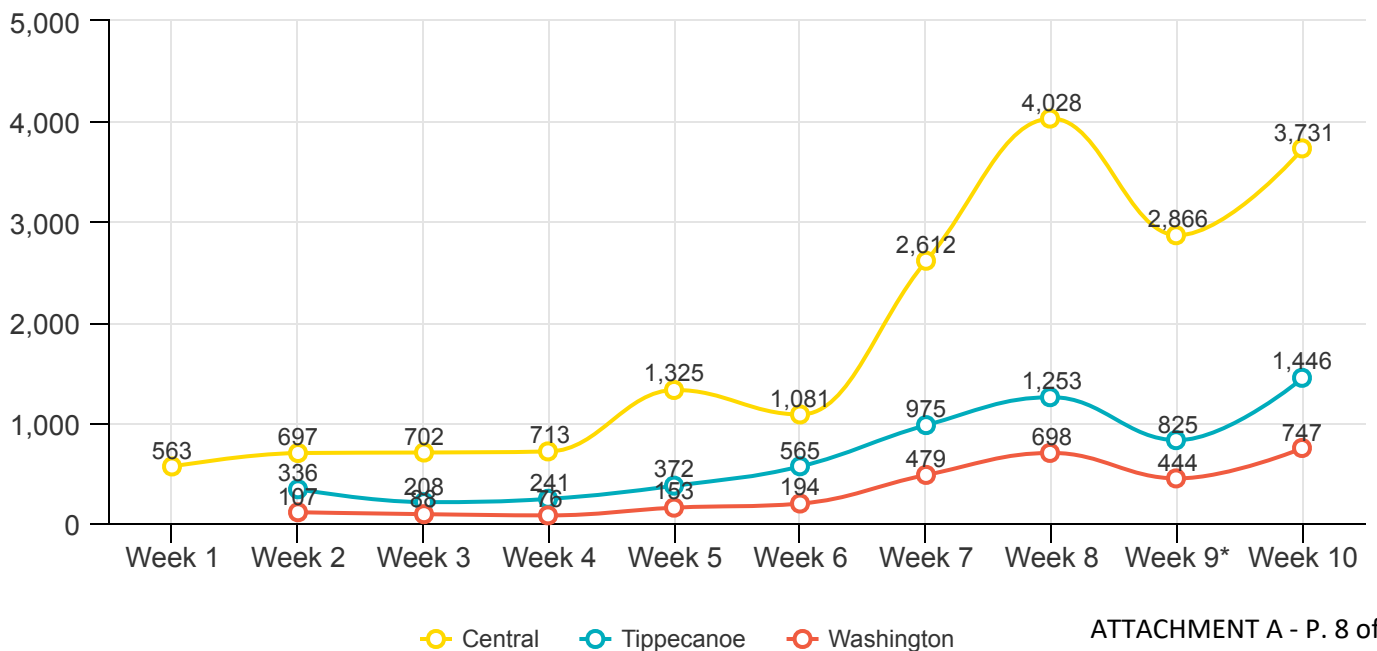
MKE Black Tour. As part of Juneteenth Day celebration MPL co-hosted a virtual tour of the new MKE Black website. MKE Black is a nonprofit that lists Black businesses and resources in the Milwaukee area. The organization also provides funding and support to businesses in need. Attendance: 22

# Traditional Circulation



\*In-building circulation has been unavailable since 3/16. MPL began offering curbside checkout via Central Drive-Up on 5/5 and Tippecanoe and Washington branches on 5/11.

## A Closer Look at Curbside Checkouts



ATTACHMENT A - P. 8 of 12  
MPL CONSENT AGENDA

2c. Statistics

P. 11

\*Closed two additional days due to holiday.

## Databases

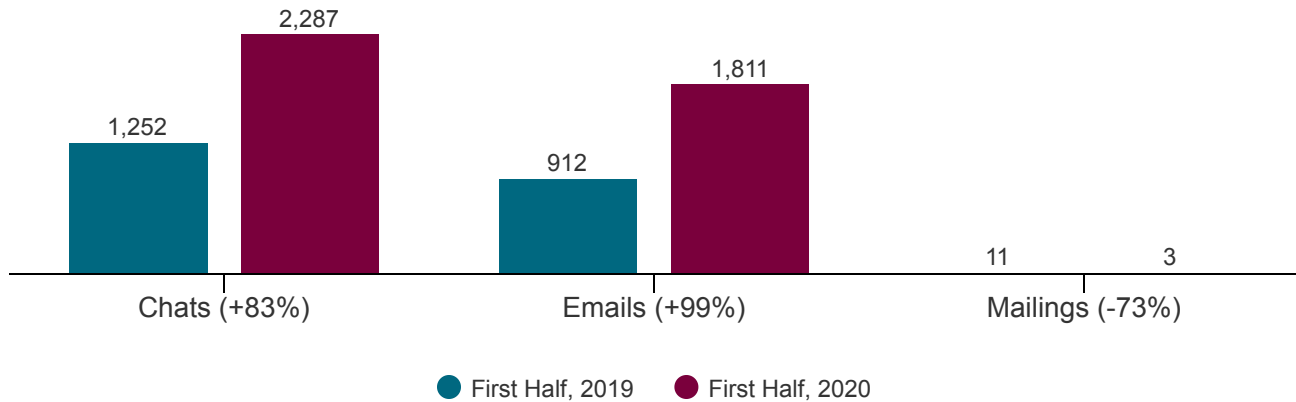
Platform	First Half, 2019	First Half, 2020	Change
mpl.org/databases*	51,008	43,482	-15%
CONTENTdm: Owned**	83,702	115,461	+38%
CONTENTdm: Shared***	118,410	138,681	+17%
Total Database Hits	253,120	297,624	+18%

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

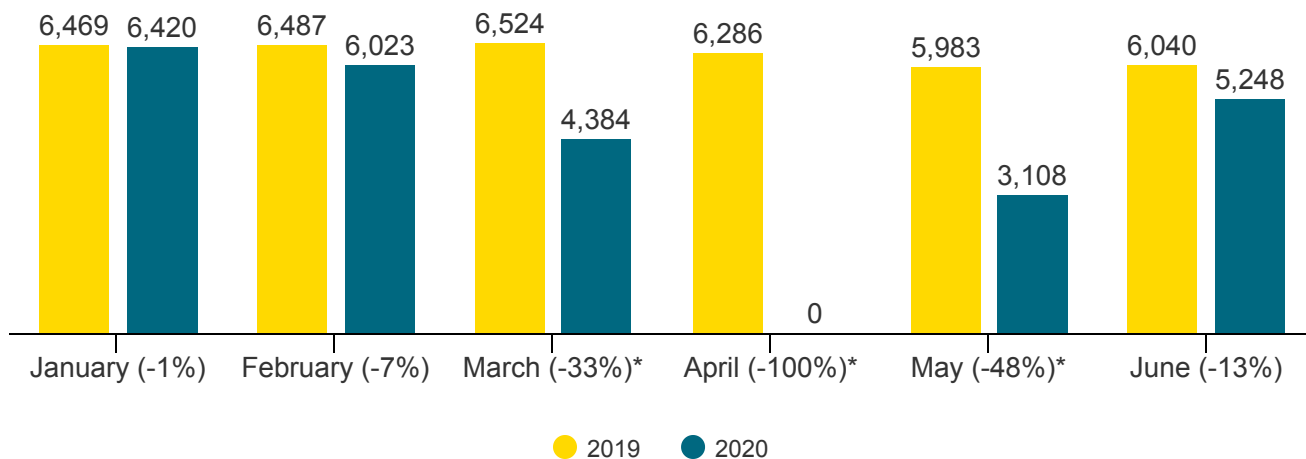
\*\*Historic Recipe, MPL Historic Photo, Milwaukee Road Archives, Remember When, WWI Military Portraits, etc.

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

## Ready Reference



## Calls Answered

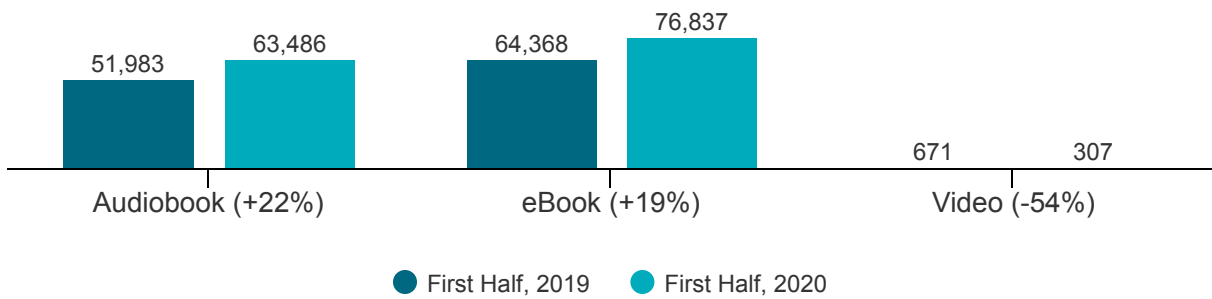


\*The Ready Reference phone tree was unavailable 3/25 - 5/4 due to the COVID-19 pandemic.

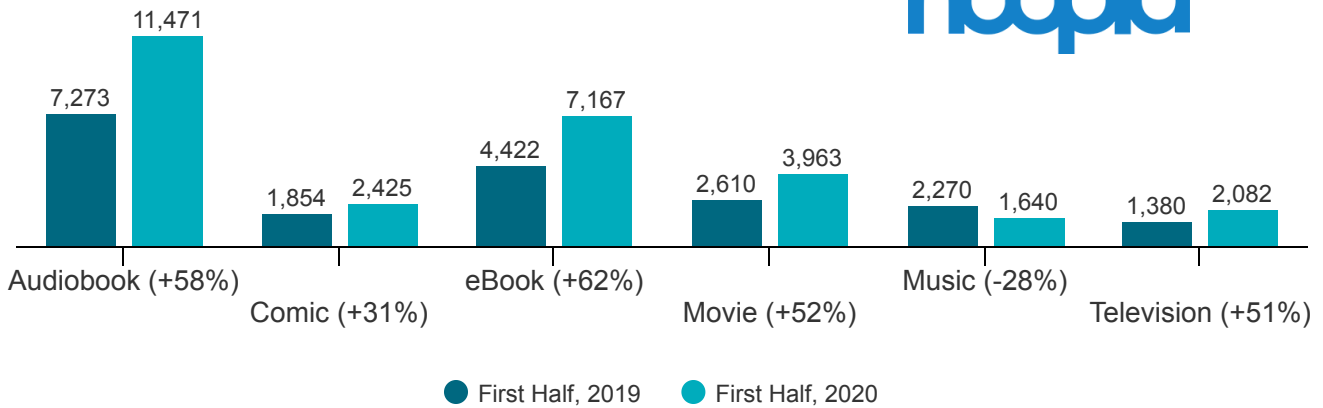
# eCirculation

Platform	First Half, 2019	First Half, 2020	% Change
OverDrive	117,022	140,630	+20%
Freegal	58,011	55,374	-5%
RBDigital	12,768	18,874	+48%
Hoopla	19,809	28,748	+45%
Total	207,610	243,626	+17%

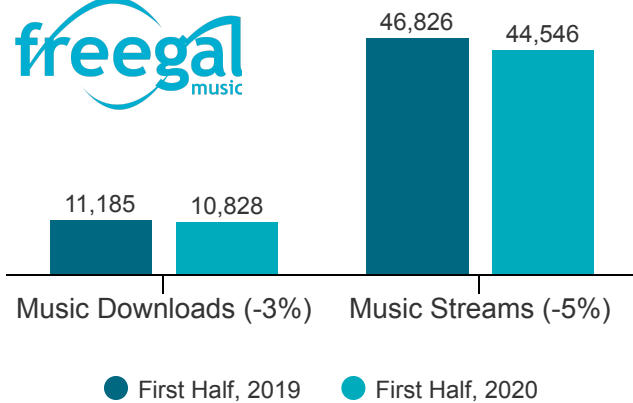
## OverDrive®



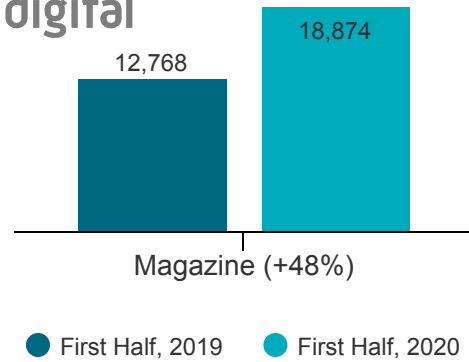
## hoopla



## freegal music

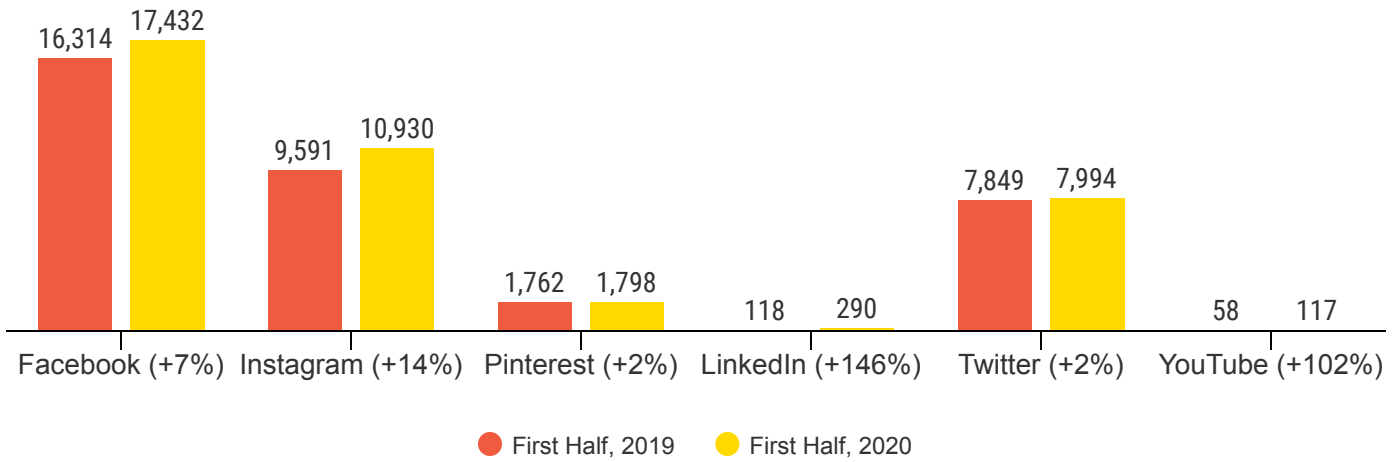


## rb digital

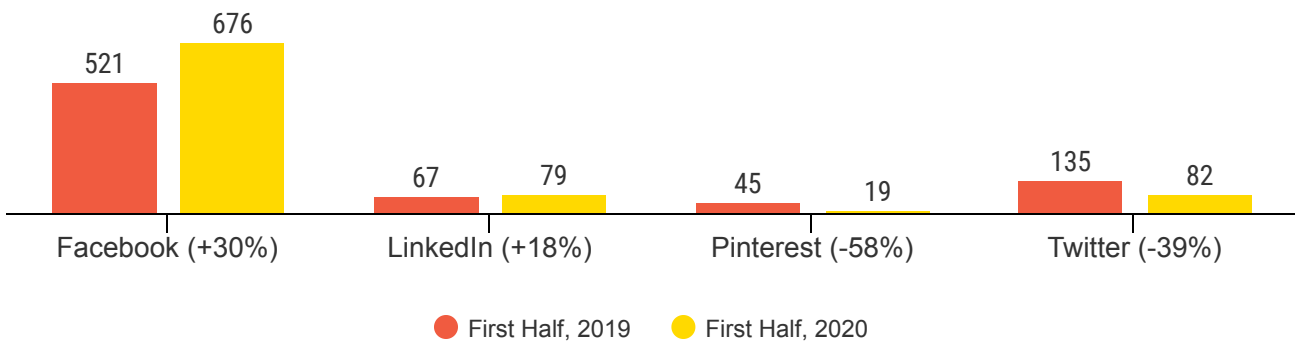


# Social Media

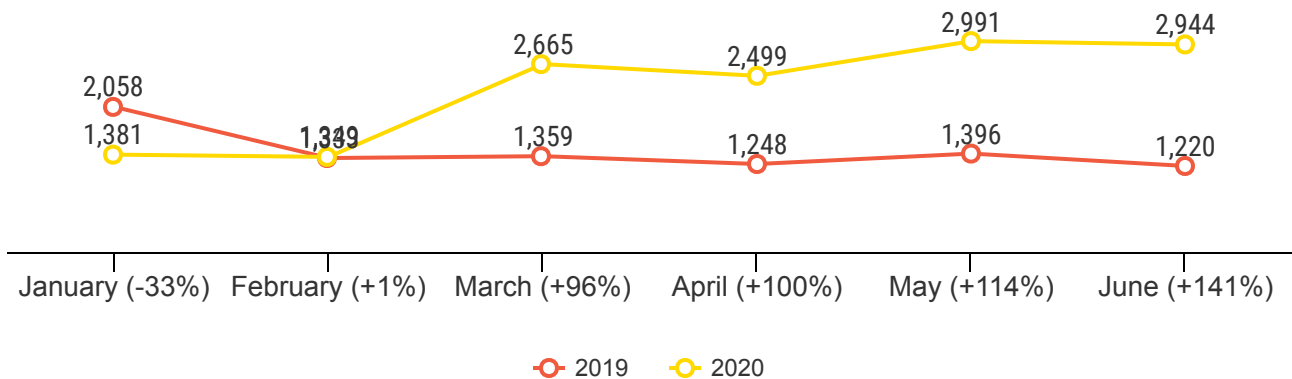
## Total Followers



## New Followers



## Main Facebook Pageviews

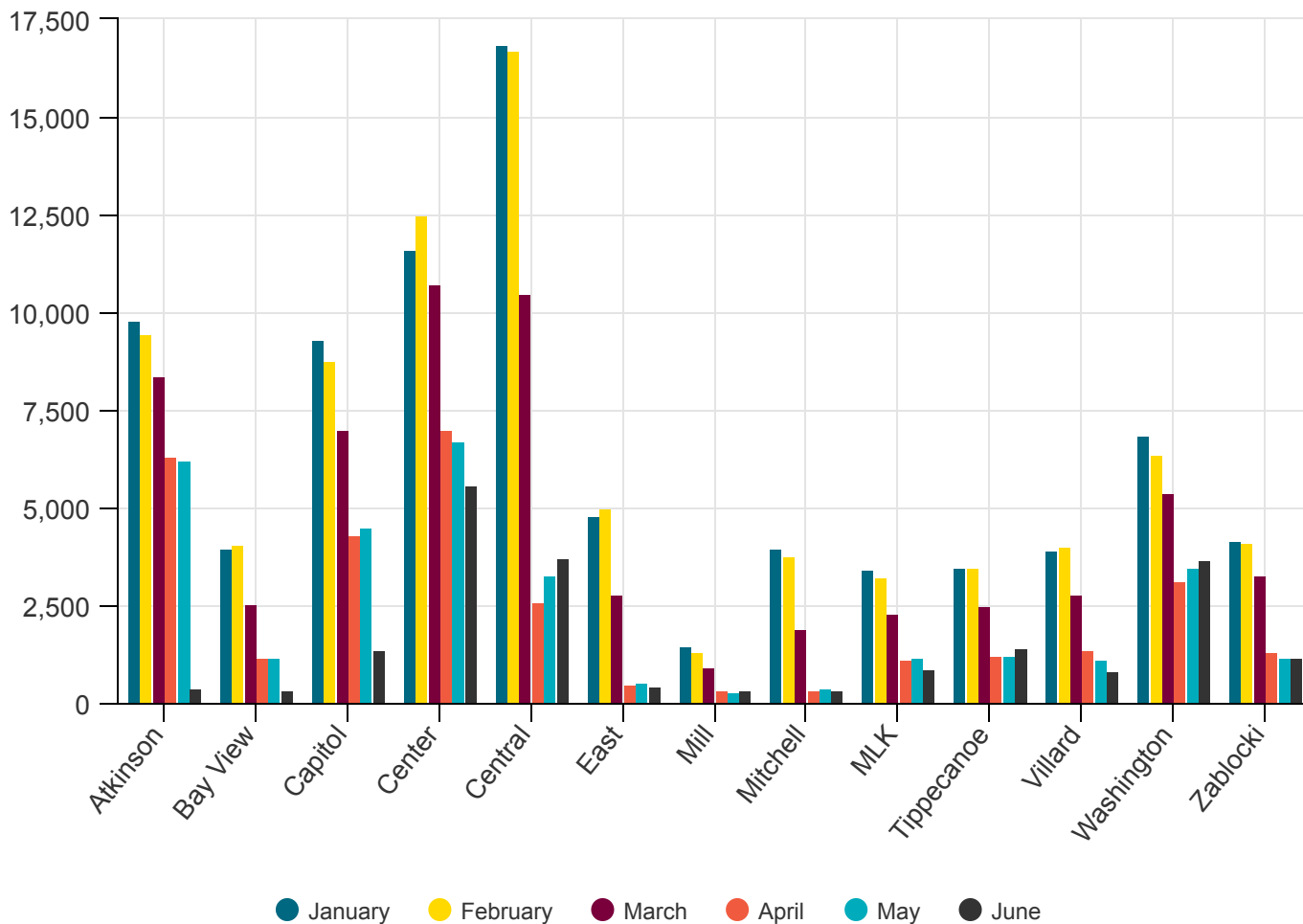


# Webpage

Notable Changes in Landing Page Sessions	H1 2019	H1 2020	Change
/about/mpl_vendor_information.php	374	1,308	+517%
/blog/now/200-nights-that-shook-milwaukee-the-1967-1968-open-housing-marches	261	924	+254%
/hours_locations/?hours=all	678	1,640	+142%
/digital/downloads.php	765	1,550	+103%
/for_youth/teens/poetry_contest.php	630	1,088	+73%
/local_history/historic_newspapers.php	2,122	3,315	+56%
/summerreading/	4,163	2,508	-40%
/about/library_jobs.php	3,439	1,627	-53%

# Wi-Fi

2020 Sessions, First Half





MILWAUKEE  
PUBLIC LIBRARY

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

MEETING NOTICE AND AGENDA  
Tuesday, July 28, 2020  
3:00 p.m.

**By computer, tablet or smartphone:**  
<https://global.gotomeeting.com/join/341908429>

**Dial by phone:**  
United States: [+1 \(646\) 749-3112](tel:+16467493112)

**Access Code:**  
341-908-429

**Committee Members:** Chair Chris Layden, Vice-Chair Milele Coggs, 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 April 28, 2020 meeting.

Attachment A, page 3

3:05 – 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.

3:35-3:40

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

3:40 – 3:50

4. **2021 Library Budget.** The Committee will be updated on the timing, process, and outlook for the proposed budget.

ATTACHMENT B - P. 1 of 6  
7. Finance & Personnel  
Committee Meeting  
P. 16



3:50

5. **Next Meeting.** The Committee will discuss items to be included on the October 27, 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](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 28, 2020**

**Video Conference Call by GoToMeeting**

**PRESENT:** Mark Sain, Jennifer Smith, Joan Prince, Paula Kiely

**EXCUSED:** Ald. Milele Coggs, Chris Layden, Ald. Michael Murphy

**OTHERS**

**PRESENT:** MPL: Jennifer Meyer-Stearns, Sarah Leszczynski, Rebecca Schweisberger  
Reilly, Penner & Benton LLP: Brandon Panka  
US Bank: Richard Romero, Wayne Sattler

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Trustee Sain called the meeting of the Board of Trustees Finance & Personnel Committee to order at 3:05 p.m. on Tuesday, April 28, 2020. All Trustees and presenters participated by video or audio conference. Trustee Prince's attendance constituted a quorum to begin the meeting.

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1. **Committee Meeting Minutes Review.** The committee reviewed the minutes from the October 22, 2019 meeting. Trustee Smith moved to approve the minutes; Trustee Prince seconded. Motion passed.
2. **Financial Statements and Auditors' Report.** The Trustees received the Milwaukee Public Library Trust Fund Audited Financial Statements for the year ending December 31, 2019. Mr. Brandon Panka of Reilly, Penner & Benton LLP reviewed the report. The auditors issued an unqualified opinion of MPL Trust Fund financial statements. Mr. Panka noted annual revenue had significantly increased over 2018 due to a generous gift from the Elaine C. Lange Trust. Trustee Smith moved approval of the 2019 Independent Audit Report as prepared by Reilly, Penner & Benton LLP. Trustee Prince 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 28, 2020 prior to the meeting. Mr. Richard Romero, Senior Relationship Manager at U.S. Bank, provided a brief update on the bank's service and response to the COVID-19 pandemic. Mr. Wayne Sattler, Senior Vice President & Managing Director at U.S. Bank, presented a market overview and portfolio summary. Mr. Sattler noted there has been extreme market fluctuation in the first quarter of 2020. Mr. Sattler also recommended a modest adjustment to the investment policy. The adjustment will be a strategic, balanced reallocation of assets. The Committee will review the proposed allocation policy and will notify Mr. Sattler if any changes are in order. Trustee Prince moved to accept the report, to accept the recommendation to reallocate funds and move it to the full Board. Trustee Smith seconded. Motion passed.

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4. **Quarterly Library Report of the Internal Control of the MPL Trust and Gift Funds.** The 2019 4<sup>th</sup> Quarter memo and 2020 1<sup>st</sup> Quarter memo were included in the agenda. Assistant Library Director Jennifer Meyer-Stearns requested to hold the 2020 1<sup>st</sup> Quarter memo until the next meeting as technical issues related to the temporary library closure did not allow all tasks to be completed. Ms. Meyer-Stearns reported for the 2019 4<sup>th</sup> Quarter, all internal control processes were followed and there were no accounting issues. Trustee Smith moved to accept the report and hold the 1<sup>st</sup> Quarter report until the July 28, 2020 meeting. Trustee Prince seconded. Motion passed.
  
  5. **Check Signature Policy.** Library Director Paula Kiely presented the updated Check Signature Policy, listed as Attachment C of the agenda, and reviewed the revisions. The document was changed from a procedure to a policy and some of the language was clarified; however, the original content was not changed. Trustee Prince moved to approve the policy and Trustee Smith seconded. Motion passed.

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The meeting of the Library Board's Finance & Personnel Committee was adjourned at 3:47 p.m. on Tuesday, April 28, 2020.

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# MEMORANDUM

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Date: July 28, 2020

To: Paula A. Kiely, Library Director

From: Jennifer Meyer, Assistant Library Director - Operations

Re: Internal Controls – First Period 2020

I have confirmed that in January, February, and March 2020, 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.



# MEMORANDUM

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Date: July 28, 2020

To: Paula A. Kiely, Library Director

From: Jennifer Meyer, Assistant Library Director - Operations

Re: Internal Controls – Second Period 2020

I have confirmed that in April, May, and June 2020, 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.

**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
BUILDING & DEVELOPMENT COMMITTEE  
MINUTES  
Thursday, July 2, 2020  
Central Library Meeting Room 1**

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

**EXCUSED:** Joan Prince

**OTHERS**

**PRESENT:** MPL: Rachel Arndt, Armando Chacon, Eileen Force Cahill, Joan Johnson, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Rebecca Schweisberger  
City Attorney's Office: Mary Schanning  
General Capital Group: Linda Gorens-Levey  
Bader Philanthropies: Frank Cumberbatch

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Committee Chair Mark Sain called the MPL Board of Trustees Building and Development Committee meeting to order at 8:01 a.m. on July 2, 2020 with a quorum present. All Trustees attended by phone.

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1. **Approval of the Minutes.** Chair Sain entertained a motion to accept the minutes from the April 2, 2020 meeting, listed as Attachment A of the agenda. Trustee Kovac moved approval and Trustee Marten seconded. Motion passed.
2. **Llewellyn Library (Red Cat Academy) – Agreement with MPS.** Library Director Paula Kiely shared information about the City-owned, MPL-controlled property currently referred to as Red Cat Academy. The building was the former site of the library's Llewellyn branch prior to construction of the Bay View branch library in 1993. The property has never been sold and is subject to a deed restriction that it only be used as a public library. In 1994 the MPL Board approved an Inter-Governmental Agreement to lease the property to Milwaukee Public Schools (MPS) as part of Bay View High School. It was determined use of the building for educational purposes met the deed restriction requirement. The agreement permits use of the building by the school district and was intended for a 5-year period with an annual rent of \$1.00. Per the agreement, MPS is responsible for property and building maintenance. The original property survey and Inter-Governmental Agreement were included in the meeting agenda, listed as Attachment B. The Library does not have record of an extension to the agreement and the City Attorney's Office is checking their files for a copy. MPS would like to retain use of the building for arts programming, which would require MPL Board approval and a new agreement. MPL will contact the MPS Facilities Manager to get additional information about use of the property. Director Kiely shared recent photos and descriptions of the property. Informational item.
3. **Project Inventory and Status Report.** Assistant Library Director Jennifer Meyer-Stearns reviewed the inventory of current and upcoming building projects for 2020, listed as Attachment C of the agenda. An updated project inventory list of 18 ongoing projects was shared at the meeting. The green infrastructure parking lots project will begin mid-July and will continue into the fall. The ADA projects at Center Street and Atkinson branch libraries are nearly complete. MPL will issue a Request for Proposal (RFP) for the roofing contract at Zablocki branch library. The winning bid will be submitted to the Committee for review and contract approval. Furniture and equipment are in place for the Washington Park makerspace and installation will begin soon. The performance energy contracting project is approximately 99% complete and is entering the measurement and verification phase. The Central Library Community Room renovation is underway. Ms. Meyer-Stearns thanked Library Facilities Manager Armando Chacon for overseeing many of the projects. Informational item.

4. **Good Hope Library.** Library Construction Project Manager Sam McGovern-Rowen provided an update on the project. MPL closed on the condominium agreement on June 12, 2020 and now owns the space. The move to the new building began on June 22 and has been completed. Special thanks to Mr. Chacon for facilitating the move. The project is 99% complete, with Platt Construction finishing a few outstanding items. Small, socially-distanced tours of the library can be arranged for Trustees. MPL has not received payment from the development team to cover the cost of exterior repairs. The payment deadline has been extended to July 15, 2020. The grand opening celebration has not been scheduled and will likely follow a 'soft' opening within MPL's phased reopening plan. Chair Sain offered kudos to the MPL staff for bringing this project to fruition. Informational item.
  
5. **Martin Luther King Library Redevelopment.** Mr. McGovern-Rowen provided a brief update on the history and status of the project. In November 2019 the MPL Board approved a co-development partnership between Young Development Group and General Capital Group. In December 2019 the development team applied for tax credits through the Wisconsin Housing and Economic Development Authority (WHEDA). Although the project scored well it was not awarded tax credits. WHEDA liked the project and strongly encouraged reapplication in December 2020. The team wanted to review updates to the scoring system before making a decision to reapply. MPL planned to continue the project and move forward with the development team. In June 2020 Lavelle Young, CEO of Young Development Group, issued a press release inviting public investment in the project. MPL and General Capital Group were not consulted about this decision. Despite many attempts by MPL, Mr. Young has been unresponsive to inquiries and requests for meetings to discuss the project, including the committee meeting. The only written agreement with the development team is a Board-approved letter of intent and site control which was included with the WHEDA application. The letter stated Young Development Group and General Capital Group had exclusive rights to negotiate the purchase of the current Martin Luther King Library property and the City-owned property on the north end of the block. The exclusive negotiation rights expired on June 30, 2020 and no other formal agreement is in place. Mary Schanning, Deputy City Attorney, confirmed MPL has no further obligations to the development team. General Capital Group has informed MPL of their intention to terminate the partnership with Young Development Group. Frank Cumberbatch, on behalf of Bader Philanthropies, stated their intent to remain involved with the project. Chair Sain moved to authorize MPL Administration to meet with General Capital Group to determine their interest in continuing the project in partnership with a new community developer. Trustee Layden seconded. Motion passed.

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The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 9:16 a.m. on July 2, 2020.

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