



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 AGENDA

Tuesday, May 23, 2023

4:00 p.m.

**Central Library
Rotary Club of Milwaukee Community Room
814 W. Wisconsin Avenue
Milwaukee, WI 53233**

ANNUAL MEETING

WELCOME & ROLL CALL

4:00 – 4:05

PUBLIC COMMENT

4:05 – 4:15

CONSENT AGENDA

4:15 – 4:20

Attachment A, page 3

1. **Regular Board Meeting Minutes, April 25, 2023.**

2. **Administrative Reports.**

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

REPORTS

4:20 – 4:35

3. **MPL Board Building & Development Committee.** Committee Chair Michael Morgan will report on the May 4, 2023 meeting.

Attachment B, page 14

4. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Trustee Erika Siemsen will report on the May 15, 2023 MCFLS Board meeting.

OLD BUSINESS

4:35 – 4:55

5. **2024 Requested Budget.** Deputy Library Director Jennifer Meyer-Stearns will review the Library's recently submitted 2024 Requested Budget.

6. **ULC Declaration of Democracy.** The Board will take action on the recommendation for MPL to join other member libraries in signing the ULC Declaration of Democracy.

Attachment C, page 16

NEW BUSINESS

4:55 – 5:10

7. **Annual Bylaws Review.** The Board will review the current bylaws. There are no changes proposed at this time. The most recent revisions were approved by the Board on June 28, 2022.

Attachment D page 18

8. **Summer Reading Program.** Education and Outreach Services Coordinator Kelly Wochinske will share information about the 2023 Summer Reading Program.

BOARD DEVELOPMENT

5:10 – 5:20

9. **Dublin Literary Award.** Jacki Potratz, Collection Development Librarian, will share information about the Dublin Literary Award and MPL's role in the annual nomination process.

5:20 – 5:30

10. **Closing Remarks and Adjournment.**

REMINDER: Next scheduled meetings are:

June 1, 2023 Building & Development Committee – Video Conference Call, 8:00 a.m.

June 6, 2023 Innovation & Strategy Committee – Video Conference Call, 9:00 a.m.

June 12, 2023 Executive Committee – Video Conference Call, 4:00 p.m.

*June 27, 2023 Board Meeting – **IN PERSON**, Central Library, 4:00 p.m.*

Trustees

Mark Sain, *President*, Chris Layden, *Vice-President*, Teresa Mercado, *Financial Secretary*, Michele Bria, Ald. Milele Coggs, Matthew Kowalski, Michael Morgan, Felicia Saffold, Erika Siemsen, Ald. Scott Spiker, Sup. Kathleen Vincent, Joan Johnson, *Secretary*, Rebecca Schweisberger, *Secretary's Assistant* (414) 286-3021

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

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

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

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

MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES

REGULAR MEETING

MINUTES

Tuesday, April 25, 2023

Video Conference Call via GoToMeeting

PRESENT: Mark Sain, Chris Layden, Teresa Mercado, Michele Bria, Matthew Kowalski, Michael Morgan, Felicia Saffold, Erika Siemsen, Sup. Kathleen Vincent, Joan Johnson

EXCUSED: Ald. Milele Coggs, Ald. Scott Spiker

STAFF: Neil Albrecht, Chantel Clark, Jennifer Meyer-Stearns, Joseph Moretz, Karli Pederson, Marian Royal, Rebecca Schweisberger, Kelly Wochinske

President Mark Sain called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:07 p.m. on April 25, 2023 with a quorum present. Trustee Kowalski and Trustee Vincent participated by conference phone.

CONSENT AGENDA

1. **Regular Board Meeting Minutes March 28, 2023**
2. **Committee Reports**
 - a. Innovation & Strategy Committee Meeting Minutes – April 4, 2023
 - b. Building & Development Committee Meeting Minutes – April 6, 2023
3. **Administrative Reports**
 - a. Financial Report
 - b. Library Director's Reports
 - c. Statistics

President Sain asked the Board if any items should be removed from the Consent Agenda presented as attachment A, pages 3-16 of the agenda. Trustee Layden moved to accept the consent agenda; Trustee Morgan seconded. Motion passed.

REPORTS

4. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Trustee Siemsen and Karli Pederson, Associate Library Director - Library Information Technology and Technical Services, reported on the April 17, 2023 meeting. The MCFLS marketing team is exploring opportunities to reach a diverse audience, including placing radio ads on local stations. In order to increase accessibility to library materials and resources, the 'money owed' block threshold was increased from \$5.01 to \$10.01. The change will be effective for all member libraries on July 1, 2023. The Library Director's Advisory Council (LDAC) discussed best practices and incentives for summer reading programs. The LDAC discussed methods for handling challenges to library materials and members shared current policies and processes. Automatic library card renewal through the Patron Point software was introduced and will be discussed at a future meeting. The LDAC subcommittee workgroup is evaluating MCFLS member library committees to identify efficiencies and ways to

support all member libraries. LDAC made a recommendation to the MCFLS Board to replace the current public catalog, Encore, with a new platform called Aspen. The Board approved the recommendation. The change, including implementation cost, will be supported in the 2024 budget. Preliminary catalog testing will begin in Quarter 4 2023 with a goal for full implementation by June 2024. The Board moved into Executive Session to discuss the System Director evaluation. Informational item.

5. **Urban Libraries Council (ULC) Executive Board.** Trustee Bria presented an update on the work of the Urban Libraries Council (ULC) Board. Trustee Bria attended the April meeting, held in Nashville, TN. The ULC has developed a Declaration of Democracy, which describes public libraries as cornerstones of democracy and focuses on preserving intellectual freedom. To date, 89 US libraries and 16 international libraries have signed the declaration. The document will be forwarded to the Board for review and possible action at a future meeting. Member libraries, including MPL, were surveyed to help inform ongoing strategic planning. According to the survey results, threats to intellectual freedom and politicization of libraries are considered the foremost challenges that will have the greatest impact on urban library communities in the next 3-5 years. Social service needs were also identified as an area of significant need in public libraries. ULC has engaged a government relations agency to advocate as a united voice for member libraries. Their work will focus on securing federal funding from various agencies in addition to the funding libraries receive through the Institute of Museum and Library Services (IMLS). ULC can also assist with grant applications. ULC will launch a new CEO roundtable in spring 2024. ULC has produced several white papers which have received national media attention. The Board discussed opportunities for Trustees to advocate on behalf of MPL. Informational item.

BOARD DEVELOPMENT

6. **Wisconsin Talking Book and Braille Library.** Zarina Mohd Shah, Library Services Manager, shared information about Wisconsin Talking Book and Braille Library (WTBBL) services. WTBBL is a regional network library of the National Library Service for the Blind and Print Disabled (NLS). Every state in the country has a regional and/or sub-regional talking book program. The program is funded through the Wisconsin Department of Public Instruction (DPI) and is administered through MPL. WTBBL has been located in Central Library since 1961 and is staffed by 10 full-time employees. Service is provided to over 6,000 patrons and nearly 500 institutions statewide. The free library service is available to all Wisconsin residents with a physical disability, vision impairment, or reading disabilities. WTBBL provides audio books and equipment, audio-described DVDs, and Braille materials. All materials are sent and returned at no charge through the United States Postal Service (USPS). The materials have no due date and there are no overdue fines. Patrons also have access to newspapers, books, and magazines through a Braille and Audio Reading Download (BARD) app on personal devices or digital talking book player. The Newline service provides telephone access to 500 national newspapers as well as 15 local newspapers. WTBBL works closely with the non-profit organization Audio & Braille Literacy Enhancement (ABLE) to produce recorded and/or Braille materials, including books for the Wisconsin collection, the WTBBL newsletter, Milwaukee Magazine, and the Milwaukee Brewers game schedules. Staff facilitate winter and summer reading programs, a bi-monthly book club that meets by phone, and WTBBL sponsors the annual Braille games held at the Milwaukee Public Museum. WTBBL has an active outreach program that includes onsite visits, exhibition attendance, and online presentations. Library Director Joan Johnson acknowledged Mrs. Mohd Shah's great leadership and WTBBL staff for their excellent work. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of April 25, 2023 was adjourned at 5:10 p.m.

**Milwaukee Public Library
Financial Report
April 30, 2023**

2023

2022

City Revenues

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 25,081,089	\$ 8,248,427	32.9%
<i>Fines</i>	\$ 128,000	\$ 20,024	15.6%
<i>Lost Materials, etc.</i>	\$ 60,000	\$ 8,893	14.8%
<i>MCFLS Contracts</i>	\$ 802,414	\$ 212,665	26.5%
Total City Appropriation	\$ 26,071,503	\$ 8,490,009	32.6%

City Expenses

Salaries & Benefits

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 14,013,643	\$ 4,701,052	33.5%
<i>Fringe Benefits</i>	\$ 6,306,139	\$ 2,033,566	32.2%
Total	\$ 20,319,782	\$ 6,734,618	33.1%

Operating Expenses

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 111,700	\$ 13,522	12.1%
<i>Tools & Machinery Parts</i>	\$ 19,000	\$ 10,427	54.9%
<i>Construction Supplies</i>	\$ 26,000	\$ 5,750	22.1%
<i>Energy</i>	\$ 687,800	\$ 171,714	25.0%
<i>Other Operating Supplies</i>	\$ 248,019	\$ 70,142	28.3%
<i>Vehicle Rental</i>	\$ 9,000	\$ 3,412	37.9%
<i>Non-Vehicle Equipment Rental</i>	\$ 22,000	\$ 11,306	51.4%
<i>Professional Services</i>	\$ 180,751	\$ 89,284	49.4%
<i>Information Technology Services</i>	\$ 417,642	\$ 192,624	46.1%
<i>Property Services</i>	\$ 1,273,520	\$ 454,744	35.7%
<i>Infrastructure Services</i>	\$ 33,000	\$ 63,140	191.3%
<i>Vehicle Repair Services</i>	\$ -	\$ -	100.0%
<i>Other Operating Services</i>	\$ 157,100	\$ 33,699	21.5%
<i>Reimburse Other Departments</i>	\$ 105,000	\$ (2,307)	-2.2%
Total	\$ 3,290,532	\$ 1,117,457	34.0%

Equipment

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,757,000	\$ 515,233	29.3%
<i>Computers, etc.</i>	\$ 358,187	\$ 37,078	10.4%
<i>Other</i>	\$ 83,202	\$ 881	1.1%
Total	\$ 2,198,389	\$ 553,192	25.2%

Other Departmental Appropriation

	Budget	Spent to date	% Spent
<i>Villard Square Property Payment</i>	\$ 8,300	\$ 500	6.0%
<i>East Property Payment</i>	\$ 4,000	\$ 4,000	100.0%
<i>Mitchell Street Property Payment</i>	\$ 72,000	\$ 13,500	18.8%
<i>Good Hope Property Payment</i>	\$ 45,000	\$ -	0.0%
<i>Contingent Energy Financing</i>	\$ 133,500	\$ 66,742	50.0%
Total	\$ 262,800	\$ 84,742	32.2%
Total City Expenses	\$ 26,071,503	\$ 8,490,009	32.6%

	Budget	Received to date	% Received
\$	24,482,162	\$ 8,887,692	36.3%
\$	138,000	\$ 24,282	17.6%
\$	60,000	\$ 21,059	35.1%
\$	760,469	\$ 197,985	26.0%
\$	25,440,631	\$ 9,131,018	35.9%

	Budget	Spent to date	% Spent
\$	13,549,077	\$ 4,792,558	35.4%
\$	6,232,576	\$ 2,231,100	35.8%
\$	19,781,653	\$ 7,023,658	35.5%

	Budget	Spent to date	% Spent
\$	109,300	\$ 13,810	12.6%
\$	20,470	\$ 2,382	11.6%
\$	23,000	\$ 8,406	36.5%
\$	684,000	\$ 265,879	38.9%
\$	193,225	\$ 43,592	22.6%
\$	9,000	\$ 1,137	12.6%
\$	22,000	\$ 7,243	32.9%
\$	215,912	\$ 173,577	80.4%
\$	432,972	\$ 260,757	60.2%
\$	1,325,660	\$ 598,101	45.1%
\$	36,000	\$ 19,396	53.9%
\$	-	\$ -	100.0%
\$	151,548	\$ 30,606	20.2%
\$	91,000	\$ (2,434)	-2.7%
\$	3,314,087	\$ 1,422,452	42.9%

	Budget	Spent to date	% Spent
\$	1,714,000	\$ 580,523	33.9%
\$	309,229	\$ 16,341	5.3%
\$	63,462	\$ 9,111	14.4%
\$	2,086,691	\$ 605,975	29.0%

	Budget	Spent to date	% Spent
\$	7,800	\$ -	0.0%
\$	3,500	\$ -	0.0%
\$	71,000	\$ 13,500	19.0%
\$	45,000	\$ -	0.0%
\$	130,900	\$ 65,433	50.0%
\$	258,200	\$ 78,933	30.6%
\$	25,440,631	\$ 9,131,018	35.9%

**Milwaukee Public Library
Financial Report
April 30, 2023**

2023

2022

Additional Funding Sources

Contract Grants

	Budget	Spent to date	% Spent
<i>WTBBL Jul '22 - Jun '23</i>	\$ 1,136,100	\$ 758,995	66.8%
<i>ILS Jul '22 - Jun '23</i>	\$ 108,650	\$ 89,431	82.3%
Total	\$ 1,244,750	\$ 848,426	68.2%

	Budget	Spent to date	% Spent
	\$ 1,132,000	\$ 767,367	67.8%
	\$ 105,750	\$ 86,666	82.0%
	\$ 1,237,750	\$ 854,033	69.0%

Trust Funds

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 124,000	\$ 70,285	56.7%
<i>Programming</i>	\$ 38,000	\$ 8,193	21.6%
<i>Training</i>	\$ 18,000	\$ 6,760	37.6%
<i>Marketing</i>	\$ 32,000	\$ -	0.0%
<i>Contingency</i>	\$ 4,000	\$ 287	7.2%
<i>Board Development</i>	\$ 4,000	\$ 532	13.3%
<i>Strehlow 50+</i>	\$ 37,319	\$ 331	0.9%
Total	\$ 257,319	\$ 86,388	33.6%

	Budget	Spent to date	% Spent
	\$ 113,000	\$ 54,949	48.6%
	\$ 34,000	\$ 4,247	12.5%
	\$ 15,000	\$ 1,763	11.8%
	\$ 29,000	\$ 9,305	32.1%
	\$ 4,000	\$ -	0.0%
	\$ 4,000	\$ 224	5.6%
	\$ 39,045	\$ -	0.0%
	\$ 238,045	\$ 70,488	29.6%

Foundation Funds

	Budget*	Spent to date	% Spent
<i>Materials</i>	\$ 100,000	\$ 13,150	13.2%
<i>Programming</i>	\$ 2,173,467	\$ 246,488	11.3%
Total	\$ 2,273,467	\$ 259,638	11.4%

	Budget*	Spent to date	% Spent
	\$ 536,095	\$ 11,720	2.2%
	\$ 1,810,580	\$ 171,637	9.5%
	\$ 2,346,675	\$ 183,357	7.8%

*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 #327152096 dated 3/1/23 and maturing 11/1/23 at a rate of 0.4%...\$250,000.00

Director's Report**April 2023 Activities**

Community Conversations led by Director Johnson continued at Center Street and Villard Square branches, Safe and Sound, and Journey House bringing the total to 12 sessions. The raw data from these sessions is now being processed by the INPOWER Solutions team for analysis.

Director Johnson and the Admin team spent time preparing for and participating in the groundbreaking ceremony for the Martin Luther King, Jr. branch. In partnership with the development team, we executed a high quality, successful event that attracted a large crowd and all of the local media outlets. Johnson was featured in a live shot with Emem Group V.P. Deshea Agee on WTMJ4 evening news as part of the event.

Johnson was notified of MPL and MPL team members being selected for awards by multiple entities, including:

- [2023 Julie Klauber Award](#) from KLAS (Keystone Systems) which recognizes the invaluable support that volunteers and staff provide to their organizations and their patrons. Kimberly Tomlinson, Wisconsin Talking Book and Braille Library, nominated by Library Services Manager Zarina Mohd Shah, is one of two finalists for the award. The selected recipient of this year's award will be honored during a ceremony held on Monday, July 17 in Nashville, TN as part of the [2023 KLAS Users' Conference](#).
- VISIT Milwaukee's 2023 Dear MKE award which recognizes a local person, business or team that has captured local fans' affection and succeeded in attracting attention to Milwaukee from national media. MPL's TikTok content producers Fawn Siemsen-Fuchs, Evan Szymkowski and Derek Reilly, were selected for this year's award. They inspired this quote from VISIT Milwaukee, *"Through these clever videos, the Milwaukee Public Library has made great strides in informing residents of the resources available through the library system, but also you have positively influenced visitation to the Greater Milwaukee area. Growing an incredible following, the library's unique approach to social media has captivated local and national media attention, including the Today Show earlier this year. For your team's ability to share a delightful new dimension to our city, and for the viewers that you've motivated to visit our city, we are proud to recognize you with this award."* VISIT Milwaukee staff will present the award at their Annual Meeting and Party with the Partners event on June 14 at the American Family Insurance Amphitheater on the Henry Maier Festival Park grounds from 3:00 p.m. – 7:00 p.m.
- MPL was selected by COA's (Children's Outing Association) for its HIPPY Milwaukee 2023 Cornerstone Partner Award. COA's HIPPY (Home Instruction for Parents of Preschool Youngsters), an internationally recognized bilingual literacy and school-readiness program, empowers parents as their child's first teacher. HIPPY's mission is to help parents prepare their children for success in school and beyond. The model supports parents as their children's first teacher by providing them the tools, skills, and confidence to teach their young children in the home. The award is presented to "Hippy Heroes" whose missions align with COA's literacy programming. The award will be presented to MPL at COA's annual "HIPPY 25th Anniversary Breakfast." The MPL's Education and Outreach staff who made this recognition possible are Kevin Atkinson, Katie Kison, Melanie Melville, Kou Vang, Maria Villa Rivera, and Kat Wodtke.

Johnson attended three all-day mandatory trainings for EOC Operations and Planning for All-Hazards, and Executive Leadership.

Johnson continued to engage with local community leaders including with elected officials Ald. Mark Chambers and Michael Murphy to brainstorm about the Capitol Branch. Regarding broadband efforts, she met with the Milwaukee Broadband Partnership, Techquity Advisory Council, SHLB Broadband Coalition and the WI Digital Inclusion Stakeholders Group. Regarding statewide library industry matters, she attended the quarterly meeting of the System and Resource Library Administrators' Association of Wisconsin (SRLAAW). Other contacts include with members of the Rotary Club of Milwaukee where she introduced Mayor Johnson as a speaker, MCFLS Board, Legal Aid Society, True Skool, Wisconsin Marine Historical Society and a donor development meeting with the MPL Foundation Director.

April 2023**Summary of VIRTUAL and IN-PERSON PROGRAMS:****MPL HELPS PEOPLE READ**

Climate Action Book Club. April's meeting discussed *Particulate Matter* by Felicia Luna Lemus, in honor of National Poetry Month. This book was richly crafted to explore a variety of themes, including climate migration and land stewardship, all of which the group has discussed previously. Kelly Bolter was also interviewed by Mallory Cheng for WUWM in early April to promote this program, along with the lineup of other Poetry Month offerings from MPL. Attendance: 7

MPL HELPS PEOPLE LEARN

Rent for Success. Rent for Success is a free tenant training program designed to educate and empower renters to make safe, healthy choices in their housing, and to provide helpful resources. Milwaukee has experienced high rates of eviction over the past decade. In this workshop, participants learn how to: understand rental agreements, advocate for themselves legally, repair their credit, get a free credit report, respond to housing violations effectively, find healthy food, end a bad tenancy, and select the right place to rent. Participants receive a certificate of completion and a 50-page resource manual. Attendance: 3

Krug Lecture Series. On Saturday, April 29th, MPL welcomed the return of the Krug Lecture Series at Central Library. An excellent presentation from Dr. Hilary Snow of the University of Wisconsin-Milwaukee Honors College featured prints and books from the Edo period of Japanese history. All featured materials are part of the Krug Rare Books collection. Attendance: 38

Growing a Bountiful Harvest, Even When Time, Space, and Budget are Limited. Gardening and horticulture expert Melinda Myers has been working with MPL to develop a spring virtual webinar series. Attendees at this session learned tips and strategies to help harvest the most produce out of small garden spaces. Whether they have a dedicated garden or squeeze fruits, vegetables, and herbs in the home landscape wherever space allows, Melinda shared helpful information to grow lots of produce no matter the limitations. Attendance: 351

MPL HELPS PEOPLE CONNECT

Mario the Poet and Friends Branch Poetry Tour. MPL's esteemed Poet Laureate, Mario the Poet, visited five Branch locations during the month of April to celebrate Poetry Month. Each session featured spoken word performance by Mario, and other poets in attendance. Ryeshia Farmer facilitated an open mic portion of each event. Total attendance at five sessions: 51

Milwaukee Zine Fest. MPL partnered with The Bindery for the third year to host an annual gathering of artists, makers, and Zine creators in the largest such festival in the Midwest. Milwaukee Zine Fest presented its fifteenth event, which was the largest iteration of this event thus far. This was the second in person Fest event at MPL since 2019, and featured an expanded footprint of over 100 vendors tabling in the Rotunda, first floor, and second floor of Central Library. The event also featured two workshops, including one lead by MPL's Maria Burke, Manager of Mitchell Street Branch Library. Attendance (approx.): 1,753

Blissful Spring Brunch. Cargill Kitchen Coordinator Sharrie Agee presented MPL's third community meal as a brunch event. Attendees played MPL trivia and spring-themed bingo, and enjoyed a delicious meal with a variety of food options. Alderman Perez was in attendance as well. Attendance: 54

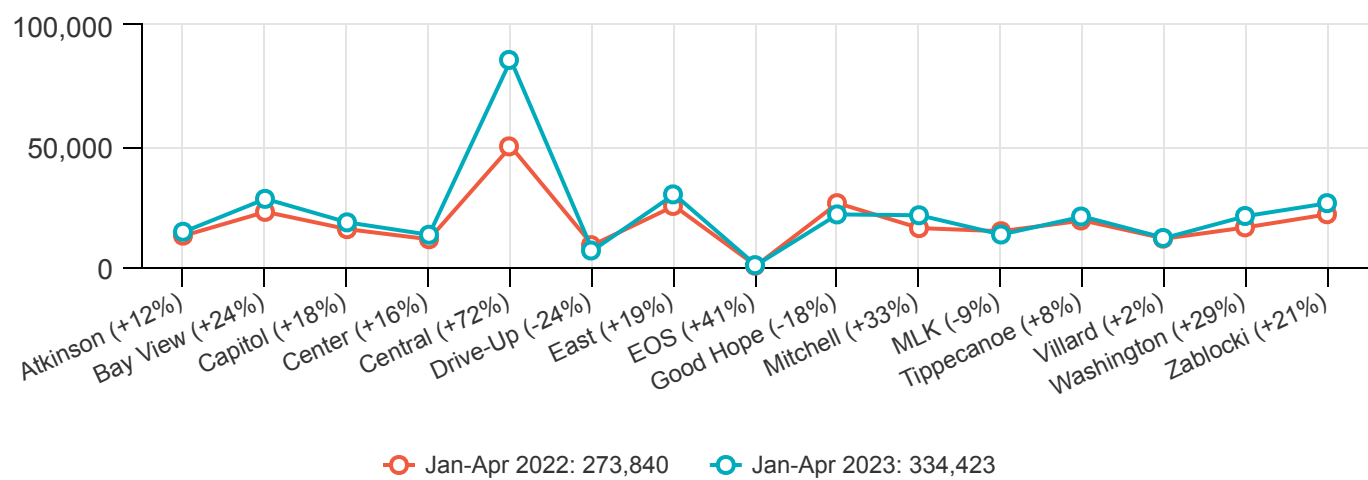
Yoga for Beginners:

This month, the Bay View Branch began offering a free beginner yoga class. So far, the program seems to be well received by the neighborhood. After the first class, several patrons shared how excited they were that this program exists at the library. Praise was extended to our yoga instructor, Tom Koller, who has been a fantastic teacher and great to work with. Patrons also showed interest in meditation programs, which works out well since Bay View is hoping to host Meditate Milwaukee monthly during the summer. Overall, wellness programs seem to be a hit at Bay View! Total attendance for April sessions: 17

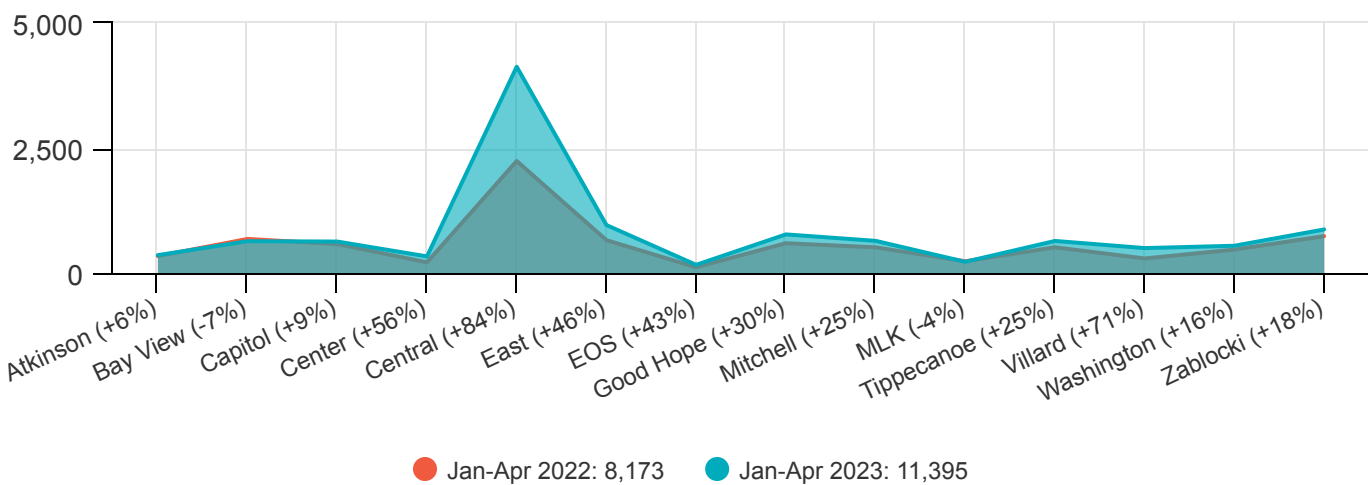
Knot Just Knitting (series). This ongoing program is hosted at Good Hope Library and attracts between five and ten people, many who come to get help from Ruth Shank, a local fiber artist and community volunteer. People bring knitting, crochet, sewing and one of our regular attendees makes 15th century bobbin lace. The group has been asking us to offer the program more frequently, and beginning this past month, we are now offering it on the second and fourth Mondays of each month. Total attendance for two sessions: 16

Total attendance for 78 programs: 2,701 (approx.)

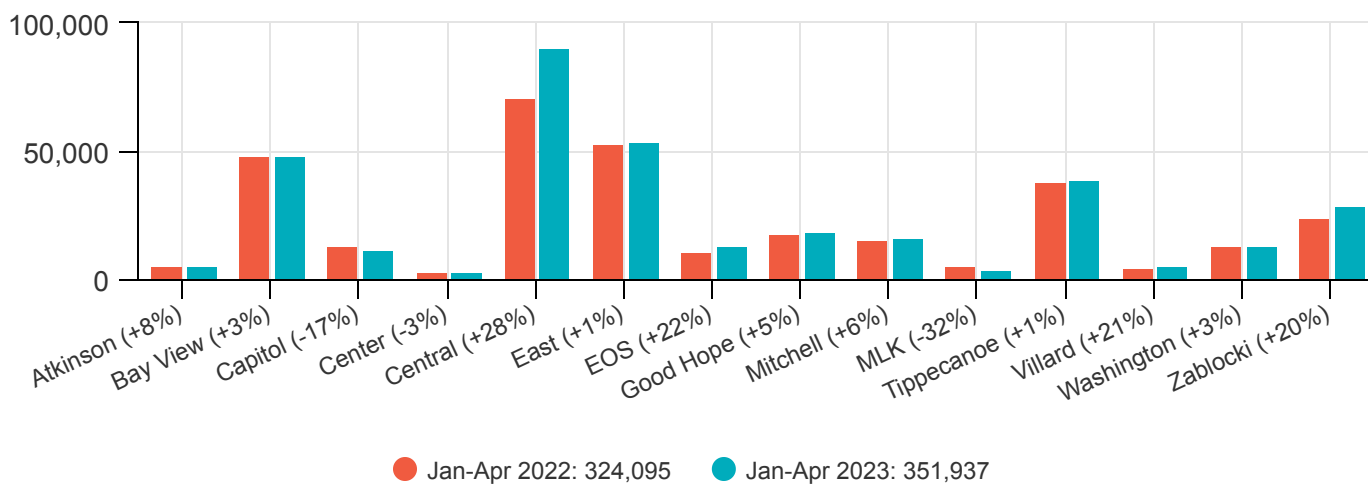
Patron Visits



Registration



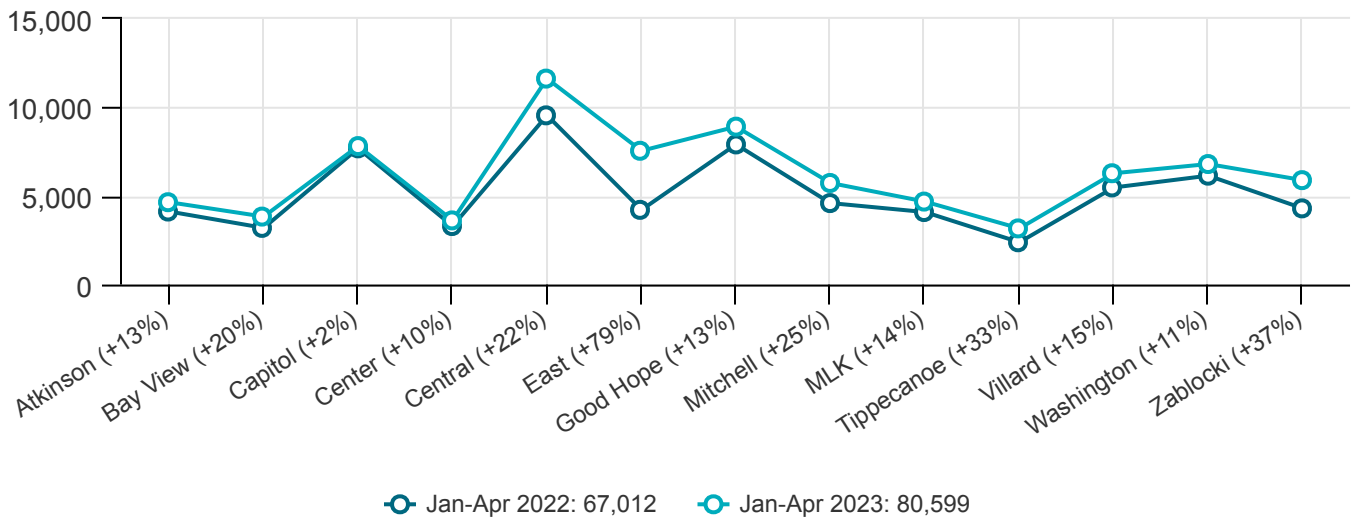
Traditional Circulation



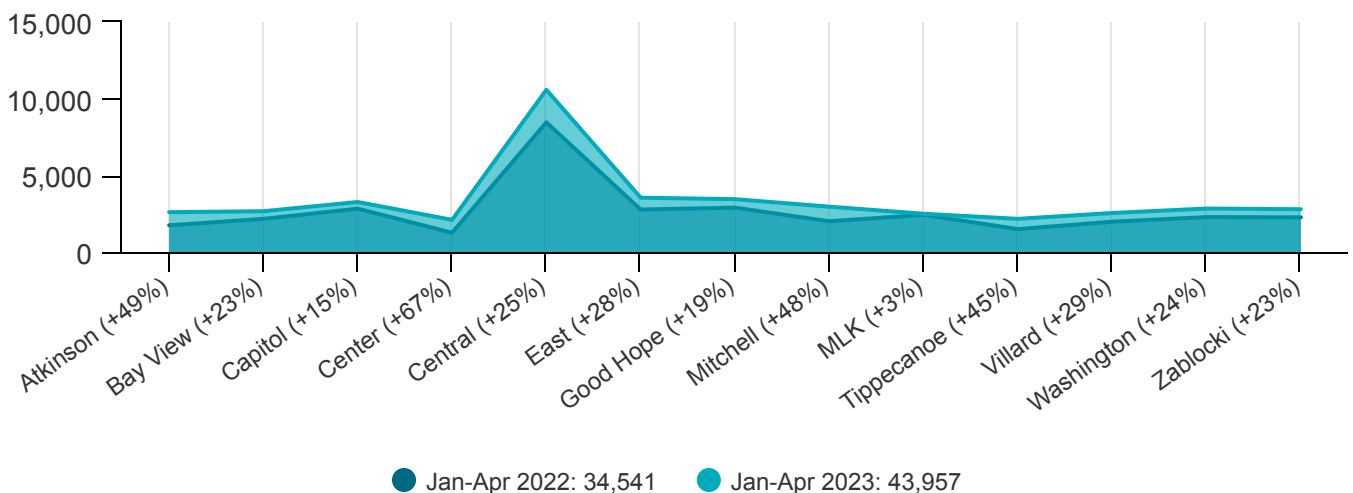
eCirculation

Platform	Jan-Apr 2022	Jan-Apr 2023	Change
Freegal Music	29,153	60,732	108%
hoopla Digital	15,402	19,972	30%
Kanopy	3,106	5,115	65%
OverDrive	110,484	127,075	15%
Total	158,145	212,894	35%

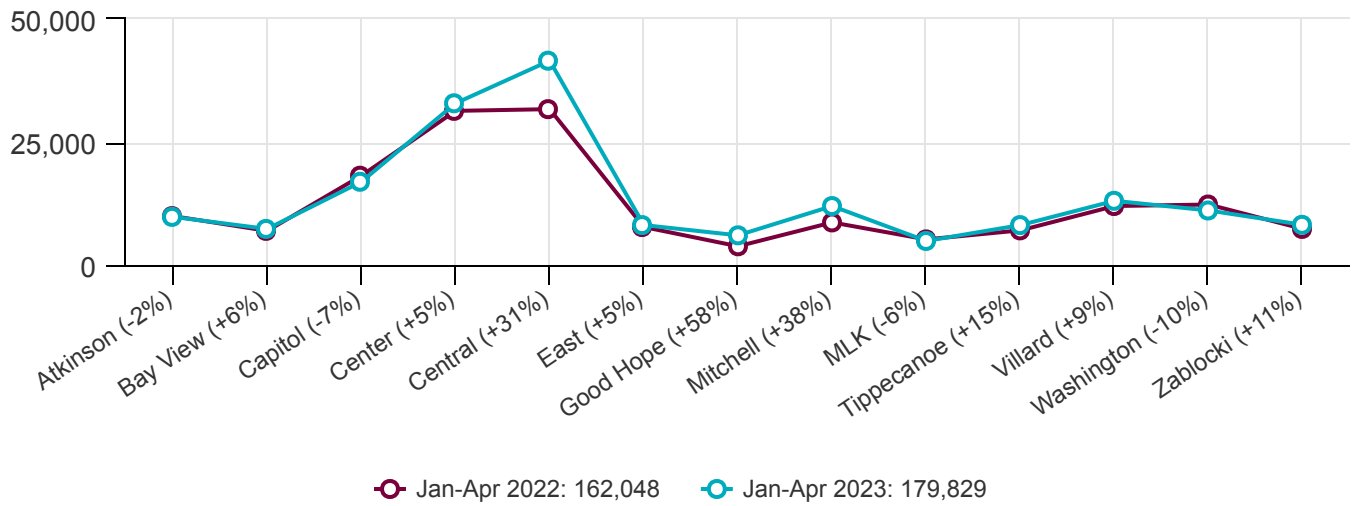
Print/Copy/Fax/Scan Jobs



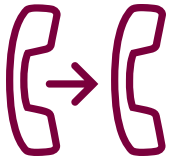
Public Computer Sessions



Wi-Fi Sessions



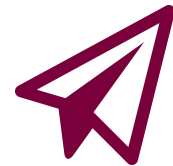
Ready Reference



15,676
Call Sessions
Last Year: 21,987

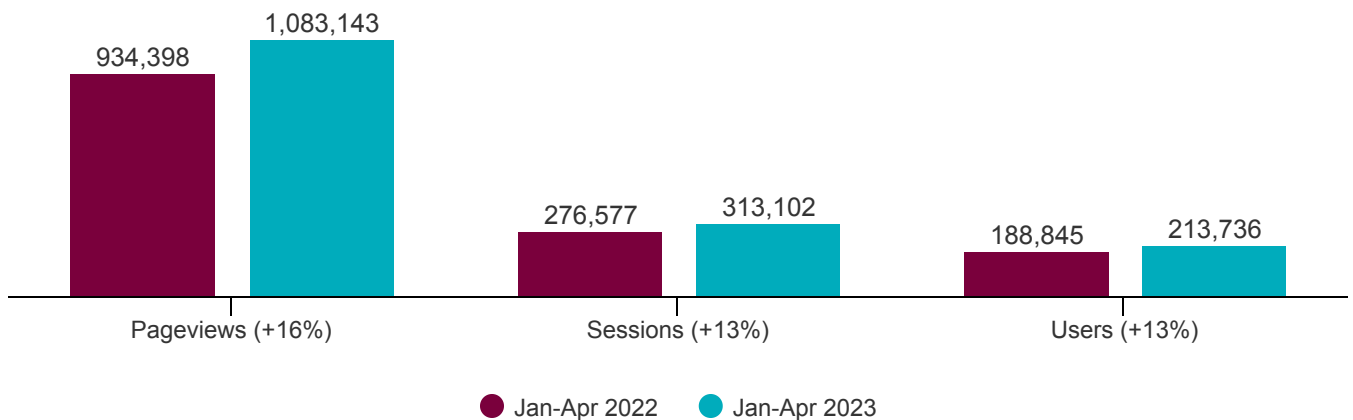


840
Chat Sessions
Last Year: 774

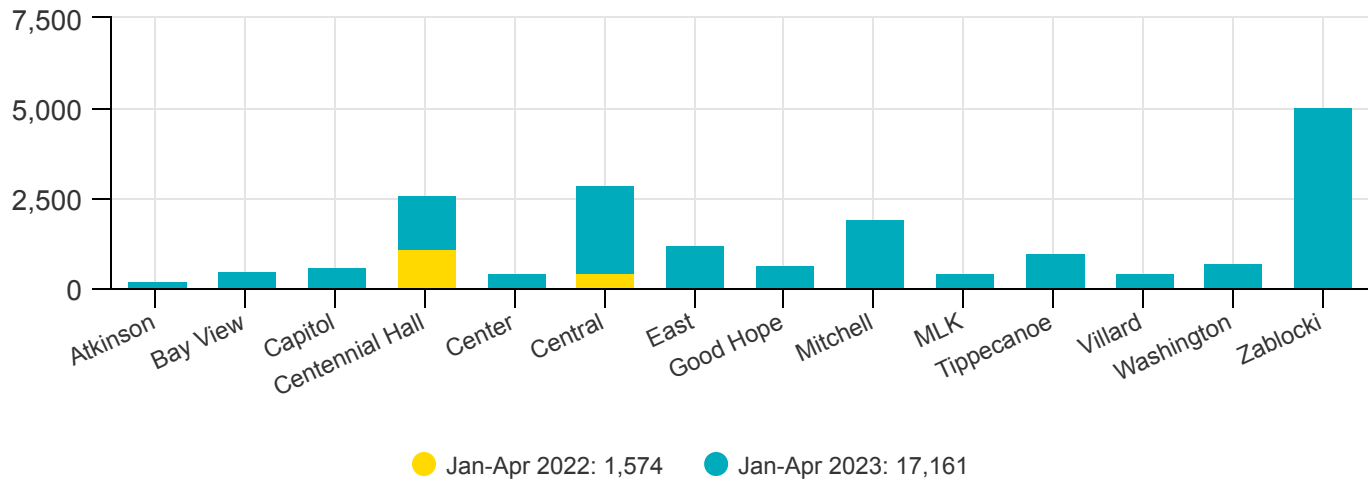


576
Email Sessions
Last Year: 612

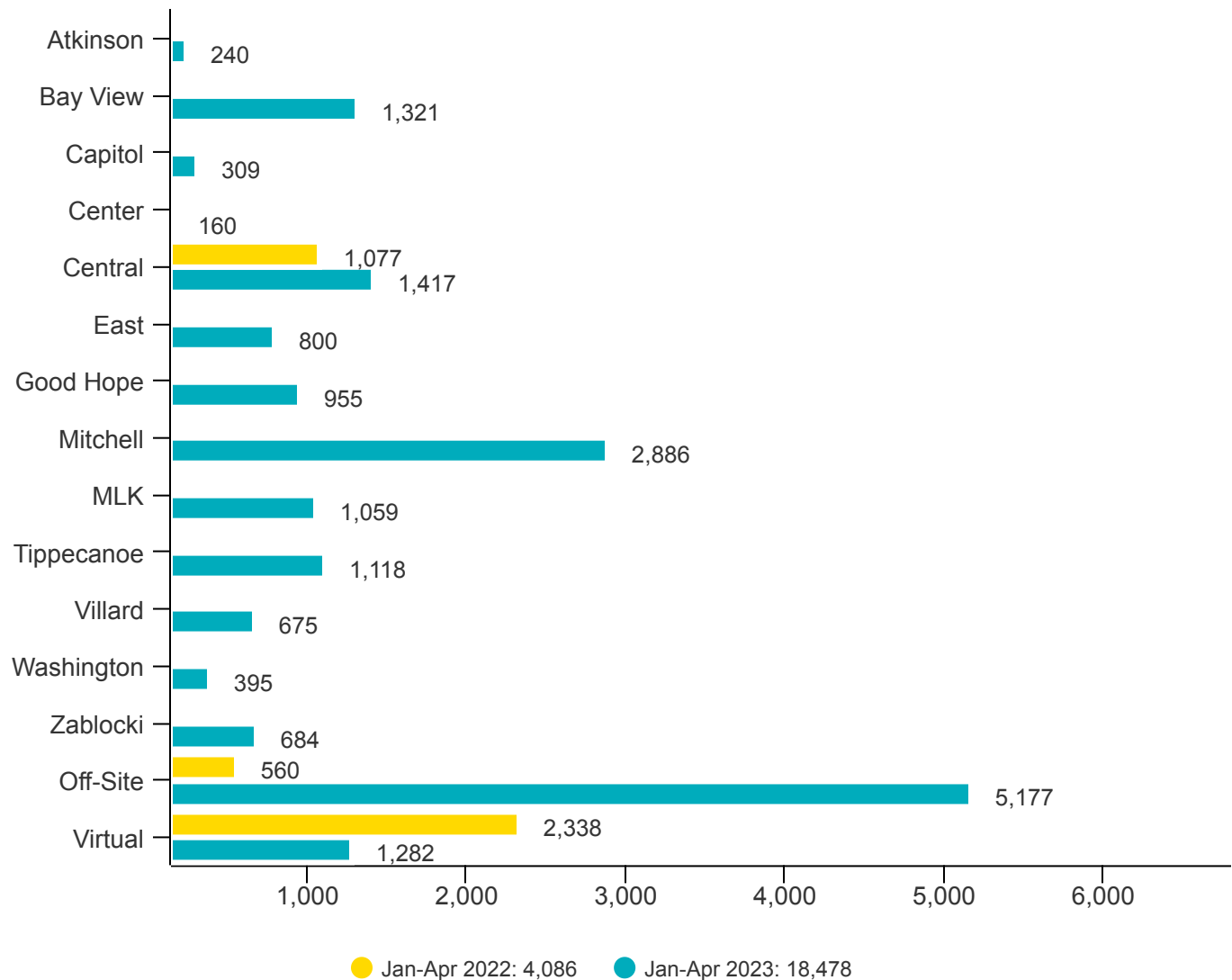
Webpage Usage



Meeting Space Users



Program Attendance



**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Thursday, May 4, 2023**

ATTACHMENT B - P. 1 of 2
MPL CONSENT AGENDA
3. MPL Board Building &
Development Committee
P. 14

Video Conference Call by GoToMeeting

PRESENT: Michael Morgan, Chris Layden, Matt Kowalski, Mark Sain, Joan Johnson

OTHERS

PRESENT: MPL: Chantel Clark, Tammy Mays, Jennifer Meyer-Stearns, Karli Pederson,
Rebecca Schweisberger, PJ Woboril

Chair Michael Morgan called the MPL Board of Trustees Building and Development Committee meeting to order at 8:03 a.m. on May 4, 2023 with a quorum present. All Trustees and presenters participated by video conference.

1. **Approval of the Minutes.** Chair Morgan entertained a motion to accept the minutes from the April 6, 2023 meeting, listed as Attachment A of the agenda. Trustee Kowalski moved approval and Trustee Sain seconded. Motion passed.
2. **Martin Luther King Branch Redevelopment Project Update.** Dr. Tammy Mays, Public Services Area Manager – Branches, and PJ Woboril, Library Facilities Manager, presented an update on the project. The last day of service at the current location is May 6, 2023, and a modest celebration is planned for the day. Select furniture and equipment is being moved to various locations, including the temporary Martin Luther King branch, other branches, and Central Library. The deadline for vacating the building is May 15, 2023 and a groundbreaking ceremony will be held on May 19, 2023. MPL staff is working with other City departments to complete necessary inspections in order to receive an occupancy permit. The current target date to move into the temporary site is May 22, 2023. Deputy Library Director commended Mr. Woboril and his team for their extraordinary work scheduling and completing inspections on very tight timelines. She also acknowledged Dr. Mays and the Martin Luther King branch staff for their work in preparing materials for transfer to the new location. The Committee congratulated MPL staff and thanked them for their work on the project.

The equipment and building contents were not explicitly noted when the Martin Luther King branch was designated as surplus. Deputy Library Director Jennifer Meyer-Stearns requested this official designation from the Committee. Trustee Sain moved to declare the former Martin Luther King branch building, supplies, and equipment as surplus and to grant MPL the authority to offer surplus materials to community partners for the purposes of moving forward on the development. Trustee Kowalski seconded. Motion passed.

3. **Bookseller and Café at Central Library.** Deputy Library Director Jennifer Meyer-Stearns provided an update on the Bookseller and Café spaces. MPL has received positive feedback from stakeholders to relocate the Bookseller and Café operations to a larger space within Central Library. The space is located in the lower level with an entrance on Eighth Street. MPL staff is investigating options for use of the former Bookseller and Café space. The Bookseller has funding to engage an architect to plan the space, which will be vetted by MPL staff and presented to the Board for approval. In the interim, the Café will move into the current space within the next several months. Informational item.
4. **Capitol Branch Redevelopment.** Library Director Joan Johnson shared a brief overview and history of the Capitol branch redevelopment project. Several years ago, a Request for Proposal (RFP) was issued for the project; the Board did not select any of the proposals. Currently, there is no funding for the Capitol branch redevelopment in the Library's capital budget. The Committee discussed inquiries

from potential developers and partners for the project, should funding become available. Informational item.

5. **2024 Capital Budget Request.** Deputy Library Director Jennifer Meyer-Stearns presented an overview of the 2024 capital budget request of \$5M. Capital projects include a critical elevator replacement at Central Library, Centennial Hall renovations, HVAC systems replacements, security cameras, servers, and the Martin Luther King branch redevelopment. MPL has communicated to the Budget office the importance of investment in ongoing maintenance. Informational item.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 9:07 a.m. on May 4, 2023.

ULC DECLARATION OF DEMOCRACY

Democracy is under siege throughout the world and close to home. Daily, we witness assaults on basic freedoms and human rights we've long cherished as books are banned, programs and events are canceled, disinformation and misinformation spread unchecked and racism is institutionalized. Democracy's future is diminished when people's access to power, information, a diversity of voices and the ability to influence policy are restricted. As cornerstones of democracy, it is incumbent upon libraries to stand up against all efforts to impede the democratic process and limit the full participation in civic life.

Banning books through policy and legislation is one such example of the challenges facing us. These efforts have unfortunately met with success in some parts of the United States as lawmakers codify restrictions on reading material – and we strongly stand against the furtherance of such restrictive policymaking.

As leaders of North America's public libraries, we are committed to preserving, protecting and advancing the highest hopes and ideals of democracy so all members of our communities may fully participate in the democratic process. To meaningfully participate in society, people need access to a broad range of information and ideas, as well as opportunities for open, uncensored discourse to hear, read, debate and learn from each other's perspectives.

It is for this reason that libraries as trusted institutions in their communities join to advance this Declaration and commit to the following:

- Educating and informing the public about the rights afforded to them in the *United States Constitution* and the *Canadian Charter of Rights and Freedoms*, among them the freedom of religion, thought, speech, expression, belief, the press, peaceful assembly and association.¹
- Encouraging an active citizenry where all are engaged in creating an equitable and just society where everyone may realize their potential as individuals within the community.
- Serving as a convener for and facilitator of civic engagement and civil discourse, where all voices may be heard and respect is displayed for community members' diverse opinions, thoughts, histories and cultural heritage.
- Increasing efforts to fight misinformation and disinformation, providing reliable resources and seeking new ways to help patrons find verifiable and accurate information.

¹ See *First Amendment in the United States Constitution and Section 2 in the Canadian Charter of Rights and Freedoms*.

- Leveraging programming, collections and other resources to promote human dignity, open dialogue and respect for diverse viewpoints, civil rights, and all other protections and freedoms fundamental to democracies, and based on the conviction that “laws and institutions must go hand in hand with the progress of the human mind”², holding fast to the expectation that “the arc of the moral universe is long, but it bends toward justice”³, and that “*the Just Society will be one in which the rights of minorities will be safe from the whims of intolerant majorities.*”⁴

We resolve to continue to create spaces where entering our doors is an act of participating in democracy, where people can read and learn freely from all points of view, make up their own minds and engage in their communities. We stand as proud leaders of libraries, and as such, we will continue to guard democracy’s great promise and ensure all those we serve are included in its fulfillment.



Sign the ULC Declaration of Democracy

urbanlibraries.org/initiatives/declaration-of-democracy

² Thomas Jefferson, from a letter to Samuel Kercheval, July 12, 1816, enshrined on Southeast Portico of the Jefferson Memorial, Washington, D.C.

³ Martin Luther King, Jr., Washington National Cathedral, March 31, 1968, enshrined on South Wall of the Martin Luther King, Jr. Memorial, Washington, D.C.

⁴ Pierre Elliott Trudeau, as cited in *The Essential Trudeau*, ed. Ron Graham. (pp.16 – 20).

MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

ARTICLE I – NAME AND PURPOSE

The name of this organization shall be the “Milwaukee Public Library,” hereinafter referred to as the “Library.” The purpose of the Library shall be to provide informational, cultural, educational and recreational resources and services to the people of Milwaukee, and through contract, to other appropriate political jurisdictions or organizations.

ARTICLE II – GOVERNANCE

Section 1. The general management, regulation and control of the Library shall be vested in a Board of Trustees, hereinafter referred to as the “Board,” constituted under Chapter 43 of the Wisconsin Statutes.

Section 2. All members of the Board shall be appointed and serve terms as defined in Chapter 43 and are eligible for reappointment. Each shall serve until a replacement is named. In the event of a vacancy, the President shall make a request in writing to the appointing authority, that a replacement be made. The Mayor and Library Director will be copied on the correspondence. As determined by the appointing authority, Trustees may be permitted to serve after their term ends to allow for transitional periods.

Section 3. The Board shall have powers as defined under Chapter 43 of the Wisconsin Statutes.

Section 4. Trustees may be asked to resign for cause upon a two-thirds approval of the Board. Whenever a member of the Board is unable to attend a scheduled Board or committee meeting, they should notify the secretary or the secretary’s administrative assistant to ensure their absence is excused. If the notification is not received, it will be considered an unexcused absence. The standard for attendance shall be 70%. Unexcused absences representing more than 30% of the Board and/or committee meetings shall be grounds for the Board’s Executive Committee to consider asking the trustee to resign. The attendance record is to be communicated annually to the Trustee and to the President as a matter of record. Continued failure to meet standard attendance requirements may be communicated to the appointing authority.

Section 5. Telephone and video conference calls among members of a governmental body fit within the definition of “meeting” subject to the Wisconsin Open Meetings Law. 69 Op. Att’y Gen. 143 (1980). A telephone or video conference call is acceptable as long as the appropriate notice is given and the conference call is made reasonably accessible to the public. It is the Board’s expectation that members of the Board attend meetings in person, but when unavoidable, they may participate in Board meetings via conference calls long as the meeting is properly noticed, and telephone participation is conducted using a speaker phone that allows all those physically present at the meeting to hear any comments made by the conference call participants, and allows those participants to hear what is being said by those physically present.

Section 6. All trustees shall serve without pay, but they may be reimbursed for any and all reasonable expenses incurred in the interest of the Library, including membership dues in Library organizations, conference attendance and necessary publications, when so authorized by the Board.

Section 7. Trustees selected as committee chairs will run the committee meeting and represent the committee at regular Board meetings.

ARTICLE III – OFFICERS

Section 1. At the annual meeting in May of each even-numbered year the Board shall elect one of its members as president, who shall hold office for two years and shall preside at the meetings of the Board when present. The newly elected president will assume the position immediately following the vote. No one shall serve more than two consecutive terms as president. The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees and fill any vacancies that may occur, execute all documents authorized by the Board and generally perform all duties associated with that office.

Section 2. At the same meeting the Board shall also elect for a term of two years a vice president from among its members. The newly elected vice president will assume the position immediately following the vote. The vice president shall perform the duties of the president in the absence of such officer. No one shall serve more than two consecutive terms as vice president. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 3. At the same meeting the Board shall also elect for a term of two years a financial secretary who shall also be the chairperson of the Finance & Personnel Committee. The newly elected financial secretary will assume the position immediately following the vote. The financial secretary shall not have the authority to personally invest any Milwaukee Public Library funds. The financial secretary along with the Finance & Personnel Committee and Library Administration will review the performance of the investment broker, investment management firm, or banking institution at least quarterly and report their findings to the Milwaukee Public Library Board of Trustees. The financial secretary shall serve as chair of the Finance and Personnel Committee. Library Administration shall review monthly statements of the Trust Funds performance and present any items of note or concern to the financial secretary.

Section 4. The Library Director shall be ex-officio secretary of the Board. The Deputy Library Director shall serve as deputy Board secretary. The Library Director and the Deputy Library Director in this capacity shall be non-voting. The secretary shall keep a true and accurate record of all meetings of the Board, shall execute all documents authorized by the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 9. If a vacancy occurs in any office, a successor shall be elected and remain in office until the next annual election.

ARTICLE IV – MEETINGS

Section 1 – Regular Meetings. Regular meetings of the Board shall be held at a minimum of six times per year. The date and hour for the regular meetings will be set at the Board's October meeting after the Common Council schedule is issued, but may be subject to change during the year subject to a majority approval of the Board, formal notification of all Board members and satisfaction of statutory requirements in conformity with the Wisconsin Open Meeting law.

Section 2 – Special Meetings. Special meetings may be called at the direction of the president, or called at the written request of five members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours' notice shall be given. In no case may less than two hours' notice be given.

Section 3 – Annual Meeting. The annual meeting of the Board shall be held in May at such hour, date and place as the Board may determine.

Section 4 – Notices. Each member of the Board shall be notified of regular Board and committee meetings. Any member of the Board may attend and participate in discussion. In the event of an absence or vacancy, the Board President may appoint a substitute Trustee to the committee. The Board shall approve the temporary appointment.

Section 5 – Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin Open Meeting Law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 6 – Parliamentary Procedure. The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Section 7 - Quorum. A majority of filled seats on the board constitutes a quorum for the transaction of business as required by Wisconsin Statutes Section 43.54(1)(e).

ARTICLE V – COMMITTEES

Section 1 – Standing Committees. There shall be five standing committees. The members of these committees shall be appointed annually by the President not later than the first meeting after the annual meeting in May, and shall serve for one year, or until their successors are appointed. All standing committee members must be sitting members of the current Board of Trustees.

Executive Committee consisting of four (4) members (the president, the vice-president, the financial secretary and the immediate past-president).

- The Executive Committee shall review any and all amendments to the Board's bylaws prior to action by the Board.
- The Executive Committee may meet between the meetings of the Board, shall act for the Board in implementing established policies and programs, and shall serve as the administrative arm of the Board. It shall have the power to fill vacancies for officers and members of the Executive

Committee; the persons so appointed are to be confirmed by a majority Board vote and are to serve until the following annual election.

- The Executive Committee shall meet with the Library Director annually in December to review achievements for the year and goals for the coming year.
- The MPL Board President or the President's designee will fill the designated seat on the MPL Foundation Board.

Finance and Personnel Committee consisting of five (5) members.

- The Finance & Personnel Committee may review the annual budget summary with the Library Director.
- The Finance & Personnel Committee shall review the performance of the trust fund investment advisor at least quarterly.
- The Finance & Personnel Committee shall hear appeals by regularly appointed employees who by notice of the Library Director have been removed, discharged or demoted, or have been suspended in excess of fifteen days or have received a second suspension for any period within six months of the first, provided they appeal in writing within three days from the time the notice is served upon the employee. No employee regularly appointed shall be removed, discharged, demoted or suspended except for just cause. The Finance and Personnel Committee shall follow the requirements of due process contained in Section 63.43 and 63.44 of the Wisconsin Statutes. (see MPL Board of Trustees Operating Guidelines).

Innovation and Strategy Committee consisting of five (5) members.

- The Innovation & Strategy Committee will explore long-term solutions and make recommendations to the Milwaukee Public Library Board of Trustees for strengthening the organization and improving the funding structure of the Milwaukee Public Library.

Library Building and Development Committee consisting of five (5) members.

- The Library Building and Development Committee shall recommend any changes in existing space needs, approve major alterations and, when appropriate construction of new facilities.

Library Services and Programs Committee consisting of five (5) members.

- The Library Services and Programs Committee shall review Library services and programs.
- The Library Services and Programs Committee shall hear written appeals from the community on issues related to Library services.

Section 2 – Nominating Committee. A nominating committee shall be appointed by the president three months prior to the annual May meeting of every even numbered year and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3 – Ad Hoc Committees. The president shall appoint special committees as needed. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Ad hoc committees are advisory to, and not binding on, the Board of Trustees. Only sitting members of the current Board may serve as committee chairs.

Section 4 – Non-voting positions. Standing and special committees may include staff, public representatives, as well as outside experts. These individuals will be considered as ex-officio members. These shall be non-voting positions.

Section 5 – Committee Quorum. A majority of any committee and a minimum of three members shall constitute a quorum for the transaction of business under its supervision or referred to it.

Section 6 – Power of the Committees. No committee will have other than advisory powers unless, by suitable action of the Board it is granted specific power to act and a quorum of the Board is present.

ARTICLE VI – GENERAL

Section 1 – Bylaws Amendment. The Milwaukee Public Library Board of Trustees Bylaws may be amended at any regular meeting of the Board, provided that the amendment has been submitted in writing to the full Board at least thirty days before the designated vote. Revised bylaws take affect at the end of the meeting at which they were adopted.

Section 2 – Bylaws Review. The Milwaukee Public Library Board of Trustees Bylaws will be reviewed by an Ad hoc committee every four years.

Section 3 – Public Comment. The board may hear public comment about particular concern or needs. The board should limit itself to answering basic questions from the public and place the matter on a future meeting agenda if additional discussion or deliberation on the issue is needed.

Although it is not required, the Wisconsin Open Meetings Law does permit a governmental body to set aside a portion of an open meeting as a public comment period. Wisconsin Statutes 19.83(2) and 19.84(2). Such a period must be included on the meeting notice. During such a period, the body may receive information from the public and may discuss any matter raised by the public. If a member of the public raises a subject that does not appear on the meeting notice, however, it is advisable to limit the discussion of that subject and to defer any extensive deliberation to a later meeting for which more specific notice can be given. In addition, the body may not take formal action on a subject raised in the public comment period, unless that subject is also identified in the meeting notice.

ARTICLE VII – RECORDS

Section 1. The official records of the proceedings of the Board of Trustees and its committees shall be kept in the secretary's office and shall be open to public inspection and examination upon request. The secretary shall also serve as custodian of the Board's records.

Section 2. The Board of Trustees shall comply with Wisconsin Statutes which cover the open records law for public institutions.

ARTICLE VIII – LIBRARY DIRECTOR

Section 1. The Mayor shall appoint a Library Director, Section 66.146 (1)(1), Wisconsin Statutes.

Section 2. The Library Director shall serve as the chief executive officer of the Library system, subject to the policies established by the Board, as well as Secretary ex-officio of the Board of Trustees. This shall be a non-voting position.

Section 3. The Library Director in keeping with the policies of the Board, shall be responsible for the operation of the library, its facilities, equipment, staffing, and collection, and for its financial operation within the limitations of the budgeted appropriation, for the efficiency of Library service to the public.

Section 4. It shall be the duty of the Library Director, as secretary of the Board of Trustees, to be present at meetings of the Board and of the committees. In the absence of the Library Director, the Deputy Library Director will act in this capacity.

ARTICLE IX – CONFLICT OF INTEREST

Section 1 – Prohibition to Contract or Bid. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Milwaukee Public Library in which they have a direct or indirect financial interest.

Section 2 - Recusal. A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3 – Avoidance of Influence. A Board member may not receive anything of value that could reasonably be expected to influence their vote or other official action.

Section 4 – Code of Ethics. The City of Milwaukee Code of Ethics (Chapter 303, Milwaukee Code) is accessible on the official website of the City of Milwaukee: <https://city.milwaukee.gov/home>

ARTICLE X – REPRESENTATION

Under City Charter the City Attorney shall represent the Board and defend the Board and its members in any legal action.

REVISIONS

Revisions to the Milwaukee Public Library Board of Trustee Bylaws prepared by the Milwaukee Public Library Board of Trustees Ad-Hoc Bylaws Committee October 28, 2008 through February 13, 2009.

Reviewed by the Deputy City Attorney on March 5, 2009.

Approved by the Milwaukee Public Library Board of Trustees at their March 17, 2009 meeting.

Revision to Article IV – Quorum, Section 1, approved by the Milwaukee Public Library Board of Trustees at their May 20, 2010 meeting.

Revisions to the Milwaukee Public Library Board of Trustee Bylaws prepared by the Milwaukee Public Library Board of Trustees Ad-Hoc Bylaws Committee, convened on December 17, 2018.

Approved by the Milwaukee Public Library Board of Trustees at their April 23, 2019 meeting.

*Revised to permit participation in closed session discussion by telephone or video conference call.
Clarified the date upon which newly elected officers assume their office. Submitted to the Milwaukee Public Library Board of Trustees at their May 26, 2020 meeting.*

Article III, Section 3 revised to strike the statement ‘The financial secretary shall serve as chair of the Finance and Personnel Committee and shall receive monthly statements of the Trust Funds performance from the investment management firm.’ and add the statement ‘Library Administration shall review monthly statements of the Trust Funds performance and present any items of note or concern to the financial secretary.’ Submitted and approved by the Milwaukee Public Library Board of Trustees at their June 28, 2022 meeting.