



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, October 24, 2023

4:00 p.m.

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

WELCOME & ROLL CALL

4:00 – 4:05

PUBLIC COMMENT

4:05 – 4:15

SPECIAL COMMUNICATION

4:15 – 4:20

1. **Trustee Recognition.** President Sain will read a resolution for Chris Layden, thanking him for his service on the Board.

CONSENT AGENDA

4:20 – 4:25

Attachment A, page 3

2. **Regular Board Meeting Minutes, September 26, 2023.**
3. **Committee Reports**
 - a. Building & Development Committee Meeting Minutes – October 11, 2023
4. **Administrative Reports.**
 - a. Financial Report
 - b. Director's Report
 - c. Statistics
5. **2024 Board Meeting Schedule.**

BOARD DEVELOPMENT

4:25 – 4:35

6. **Restorative Practices Community Circles.** Public Services Area Manager (Branches) Dr. Tammy Mays will present an update on the Community Circle practices and outcomes.

REPORTS

4:35 – 4:55

7. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Library Director Joan Johnson will report on the October 9, 2023 MCFLS Board meeting.

8. **MPL Board Finance & Personnel Committee Meeting.** Trustee Mercado will report on the October 24, 2023 meeting.

Attachment B, page 19

9. **MPL Foundation.** MPL Foundation Executive Director Ryan Daniels will report on 2023 fundraising accomplishments.
10. **Summer Reading Program Update.** Library Public Services Area Manager (EOS and CLCR) Kelly Wochinske will present an report on the 2023 Summer Reading Program.

OLD BUSINESS

4:55 – 5:15

11. **2024 Budget.** Library Director Joan Johnson will provide a status report regarding the Library section of the Mayor’s proposed budget.
12. **RNC Host Committee Update.** Deputy Library Director Jennifer Meyer-Stearns will present an update on the Memorandum of Agreement (MOA) and proposed pricing for meeting space rental.

CLOSING REMARKS

5:15 – 5:20

13. **Closing Remarks and Adjournment.**

REMINDER: Next scheduled meetings are:

November 1, 2023 Services & Programs Committee – Video Conference Call, 4:00 p.m.

November 2, 2023 Building & Development Committee – Video Conference Call, 8:00 a.m.

November 15, 2023 Executive Committee – Video Conference Call, 4:00 p.m.

*November 28, 2023 Board Meeting – **IN PERSON**, Central Library, 4:00 p.m.*

Trustees

Mark Sain, *President*, Michele Bria, *Vice-President*, Teresa Mercado, *Financial Secretary*, Joan Johnson, *Secretary*, Ald. Milele Coggs, Matthew Kowalski, Michael Morgan, Felicia Saffold, Erika Siemsen, Ald. Scott Spiker, Sup. Kathleen Vincent
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, September 26, 2023

Video Conference Call via GoToMeeting

PRESENT: Mark Sain, Chris Layden, Teresa Mercado, Michele Bria, Matthew Kowalski, Felicia Saffold, Ald. Scott Spiker, Sup. Kathleen Vincent, Joan Johnson

EXCUSED: Ald. Milele Coggs, Michael Morgan, Erika Siemsen

STAFF: Chantel Clark, Petra Duecker, Kristina Gomez, Melissa Howard, Tammy Mays, Jennifer Meyer-Stearns, Joseph Moretz, Karli Pederson, Marian Royal, Victoria Sanchez, Rebecca Schweisberger, Kelly Wochinske, Zoua Xiong

OTHERS

PRESENT: City Attorney's Office: Alex Carson
Reinhart Boerner Van Deuren s.c.: Stephen Elliott

President Mark Sain called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:01 p.m. on September 26, 2023 with a quorum present.

CONSENT AGENDA

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

2. **Administrative Reports**

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

President Sain asked the Board if any items should be removed from the Consent Agenda presented as attachment A, pages 3-10 of the agenda. There was no motion to remove any items and the Consent Agenda was accepted.

PUBLIC COMMENT

Library Director Joan Johnson introduced Melissa Howard, Community Relations and Engagement Director. Ms. Howard has extensive experience in marketing and public relations, in both private sector and non-profit agencies. Director Johnson also introduced Kristina Gomez, who has recently returned to MPL as the Library Services Manager - Coordinator of Business, Technology and Periodicals.

REPORTS

3. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Library Director Joan Johnson reported on the September 18, 2023 meeting. Trustee Siemsen has stepped down from serving on the MCFLS Board and Director Johnson will present reports until a new assignment has been made. Patron Point Verify is a new service that allows patrons to renew library cards electronically. Strategic planning is underway and MCFLS has hired Rachel Arndt Consulting to assist with the process. As part of the process, MCFLS will survey member libraries staff and patrons and a retreat is planned for January 2024. Informational item.

4. **Urban Libraries Council (ULC) Executive Committee.** Trustee Bria presented an update on the work of the Urban Libraries Council (ULC) Board. The ULC Board welcomed five new members. Member libraries are facing similar challenges and learning from each other's experiences. ULC strategic planning has begun and includes focus groups, member surveys, and advisory groups. ULC has engaged McKinley Advisors to assist with the process. A strategic planning retreat is planned for January 2024. Based on the information collected so far, emerging themes include: supporting emerging leaders, advocacy, diversity, and succession planning. The Board is examining the rise of Artificial Intelligence (AI) and equipping libraries for the future. Informational item.
5. **MPL Board Finance & Personnel Committee Meeting.** Trustee Mercado reported on the July 25, 2023 meeting.

Informational items:

- The Committee approved the minutes from the April 25, 2023 meeting.
- The Committee received the Quarterly Review of Fund Investments and Quarterly Report of the MPL Trust and Gift Funds

Action item:

Contract Awards – Wisconsin Talking Book and Braille Library and Interlibrary Loan Service.

Library Business Manager Sarah Leszczynski presented the Wisconsin Talking Book and Braille Library (WTBBL) and Interlibrary Loan Service (ILS) grant agreements for approval. MPL receives these grants from the Department of Public Instruction (DPI) each year and they run July-June, in conjunction with the State budget cycle. ILS grant total is \$187,000. This amount covers about 84% of the service and the remainder is covered by Milwaukee County Federated Library System (MCFLS). This service facilitates the borrowing and lending of materials to patrons outside of the MCFLS system. The WTBBL total is just over \$1M. This service is 100% funded by DPI. The WTBBL program provides library materials and services to residents across Wisconsin who are unable to read traditional print materials due to a visual or physical limitation. Trustee Layden moved to approve the contract awards; Trustee Bria seconded. Motion passed.

6. **MPL Board Building & Development Committee.** President Sain reported on the September 7, 2023 meeting.

Informational items:

- The Committee approved the minutes from the July 6, 2023 meeting.
- The Committee received an update on the Martin Luther King Branch Redevelopment project.

Action items:

Real Estate Update. The Llewellyn library was replaced by the Bay View branch in 1993. On June 15, 1994, the MPL Board deemed the former library to have no relevant use but wished to maintain a future interest in the property. In the interim, it approved a lease agreement with Milwaukee Public Schools (MPS) to house the Redcat Academy. The building is no longer in use by MPS and MPL plans to sell the property. In order to begin the listing and sale process, the property must first be deemed surplus. Trustee Bria moved to deem the former Llewellyn library building and property as surplus. Trustee Layden seconded. Motion passed.

Mitchell Street Financing Update. The Committee received information about the developer's intent to refinance the Alexander Lofts and the process for unwinding the financial agreements for Mitchell Street branch. The lease agreement between Gorman & Company and the MPL

Foundation will remain in effect until June 30, 2026. When the unwind is complete, MPL will own the note and mortgage on the library condominium. As documents pertaining to the financial unwinding were not available at the time of the meeting, the Committee voted to move the item without recommendation to the full Board. The completed documents were sent to all Trustees in advance of the regular Board meeting. Assistant City Attorney Alex Carson and Attorney Steve Elliott presented information related to the financial unwinding process and updated, final documents. Trustee Kowalski moved to authorize Library Director Joan Johnson to sign and execute the agreements as presented. Trustee Mercado seconded. Motion passed.

SPECIAL COMMUNICATION

7. **Board Photo**. The Board took a brief recess to participate in the annual photo. Informational item.

OLD BUSINESS

8. **2024 Budget**. Library Director Joan Johnson and Deputy Director Jennifer Meyer-Stearns provided a summary of the Mayor's proposed budget for MPL. The cost to continue budget, totaling \$28.3M, remains intact. There will be no reduction in public service hours, staff, locations, or operations. In all departments, exempting Police and Fire, a portion of the salaries budget will be funded with unspent money from the American Rescue Plan Act (ARPA), which will expire at the end of 2024. The offset funds will be put into City reserves. For MPL, approximately 65% of the salary budget will be funded through ARPA. It is anticipated that regular salary funding will be restored in 2025. The books and materials budget includes an inflationary increase and funding continues for MPL's condo agreements at East, Mitchell Street, Good Hope, and Villard Square. The Mayor has proposed funding \$3.47M in capital for MPL. Expenditure of these funds will include a facilities condition assessment report at Central Library. To address increased construction costs, the Mayor has allocated an additional \$2M in capital funding for the Martin Luther King branch redevelopment project. MPL administration will continue to review feedback gathered from internal service planning workgroups and the community engagement process. MPL's budget hearing will be held on October 3, 2023. The Common Council will have the opportunity to make amendments in late October and the budget will be finalized in early November. Informational item.

BOARD DEVELOPMENT

9. **LibraryCorps Update**. Library Education Outreach Coordinators Petra Duecker and Victoria Sanchez and Zoua Xiong, LibraryCorps Program Specialist, presented an update on the LibraryCorps program.

The LibraryCorps program is an outgrowth of MPL's LibraryNow program, which allows students to use their student ID number to access digital materials. The LibraryCorps program focuses on enhancing digital equity by providing access to and training on digital resources while building relationships in and out of school. LibraryCorps is the first AmeriCorps program to be housed in a public library. Members work in partnership with public and private schools and offer after school programs at Center Street, Capitol, Tippecanoe, and Villard Square branches. At these branches, students receive help with homework, engage in academic projects, and participate in hands-on activities like coding, robots, and food programming. In summer, members transition to working with youth-serving organizations to support summer learning, maintain a presence with partner organizations, and continue building relationships with young people.

Initially, MPL was awarded a 2-year planning grant to prepare the program and has recently completed the first full year of service. In that time, members served in 27 classrooms across 9 schools, received positive feedback from partners, offered 264 days of after school programming at branch libraries, and served a total of 377 students and 112 adult caregivers. Additionally, MPL staff

completed extensive training to ensure compliance with robust state and federal regulations, created policies and procedures, developed curriculums, and managed budgets, equipment, and timelines.

Goals for the second year of service include maintaining current services, adding additional branches, and assembling a full team of members. Currently, 5 of 20 positions are filled and MPL is conducting interviews for new members. MPL is working to create a model that is right for Milwaukee and that may be replicated in other cities.

The LibraryCorps program also represents a unique partnership between MPL and MPL Foundation (MPLF). MPL and MPLF entered a Memorandum of Understanding (MOU) to articulate the roles and responsibilities of each entity. MPLF manages all purchasing, payroll, and benefits for the program.

MPL is partnering with the Office of Violence Prevention and EmployMKE to help share information about these programs to engaged youth and create a pipeline to employment.

Library Director Joan Johnson commended Ms. Sanchez and Ms. Duecker for the leadership they have provided for many years and noted this project was achieved through their vision. Director Johnson also acknowledged Ms. Xiong, MPL's first Program Specialist who continues to tremendously help grow the program. Informational item.

CLOSING REMARKS

President Sain reminded Trustees that the Milwaukee Public Library Foundation Ben Franklin Awards Dinner will be held on September 27th.

With no further business, the Milwaukee Public Library Board of Trustees meeting of September 26, 2023 was adjourned at 5:24 p.m.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Wednesday, October 11, 2023**

Video Conference Call by GoToMeeting

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

EXCUSED: Chris Layden

OTHERS

PRESENT: MPL: Chantel Clark, Melissa Howard, Yves LaPierre, 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 8:01 a.m. on October 11, 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 September 7, 2023 meeting, listed as Attachment A of the agenda. Trustee Sain moved approval of the minutes and Trustee Kowalski seconded. Motion passed.
2. **Project Inventory and Status Report.** Library Facilities Manager PJ Woboril presented an update on current building projects.
 - **Central Library Roof Replacement.** Several years ago, MPL worked with Zimmerman Architects to begin planning and designing on the project. Work was suspended during the pandemic and MPL is now working with the Concord Group to revive the project. Concord Group will serve as MPL's construction manager to prepare bid documents, which are expected to be completed in the next few months. The project will be structured to address the greatest needs first and complete smaller portions as funding allows. The bid will also include the annex decking project, to repair leaks in the patio that wraps 8th Street and 9th Street.
 - **Café at Central Library.** Plumbers are working today to complete final equipment hook-ups. The electrical work has been done and all equipment has been delivered. The new tenants hope to begin occupancy inspections as early as next week. If all goes according to plan, the café should open in the next 1-2 months.
 - **Emergency Sewer Line Repair.** A valve in the Central Library main sewer line has failed. The valve prevents water from backing up into the library during storms. The repair process will require Central Library to be closed, as all water, sewer, etc. will be shut off. The contractors anticipate the work will take one day, with a second day held if needed. The work will be scheduled within the next 30 days.
 - **Tier Elevator Rebuild.** The 1950 addition at Central Library originally had four elevators and only two are still functional. One of the inoperative elevators will be replaced with a modern elevator. The estimated timeline for completion is one year.
 - **Martin Luther King Branch Redevelopment.** Library Construction Projects Manager Yves LaPierre presented an update on the project. Work continues on schedule. Construction has begun on the north end apartment site and the King branch site has been cleared.

Informational item.

3. **Proposed Capital Budget Update.** Deputy Library Director Jennifer Meyer-Stearns presented an update on the Mayor's proposed budget. The Mayor and Budget Office proposed cash financing for some projects city-wide. This funding model is not typical for capital projects and MPL is preparing documentation to support the need for this work.

The Mayor has proposed funding for these MPL items in 2024:

- Final funding for Central Library roof replacement. The roof is over the oldest part of the building and is quite large. The approximate cost for the roof and annex work is \$2.4M. Funding will consist of monies carried over from 2023 and additional funding in 2024.
- Funding for a facilities audit. MPL will work with a contractor to examine all building components of Central Library, including masonry, HVAC systems, etc. The final report will inform facilities planning over the next 10-20 years. The Mayor has budgeted \$1.15M for Central Library in the capital budget.
- Additional funding for Martin Luther King Redevelopment Project. To address increased Construction costs, MPL has requested an additional \$2M for the library portion of the project. The last budget numbers MPL had for the project were from Q4 2019 and the construction market has since changed significantly. To offset the increases, MPL applied for various grants and funding, and worked with the Environmental Collaboration Office (ECO) to fund the electric vehicle charging stations. To close the financing gap, MPL may seek funding from the MPL Foundation, use proceeds from the sale of the former Forest Home branch, or other funding held in Trust. The project is expected to go out for bid in November.
- Door and building controls. MPL will use capital funding to replace the security system that manages door access, alarm, and building controls systems across nearly all MPL locations. The current product, P2000, will no longer be supported.

Informational item.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 8:27 a.m. on October 11, 2023.

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

2023

2022

City Revenues

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 25,081,089	\$ 19,048,800	75.9%
<i>Fines</i>	\$ 128,000	\$ 61,444	48.0%
<i>Lost Materials, etc.</i>	\$ 60,000	\$ 30,811	51.4%
<i>MCFLS Contracts</i>	\$ 802,414	\$ 413,268	51.5%
Total City Appropriation	\$ 26,071,503	\$ 19,554,323	75.0%

	Budget	Received to date	% Received
\$	24,494,523	\$ 17,982,054	73.4%
\$	138,000	\$ 51,882	37.6%
\$	60,000	\$ 47,848	79.7%
\$	760,469	\$ 582,087	76.5%
\$ 25,452,992	\$ 18,663,871	73.3%	

City Expenses

Salaries & Benefits

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 14,013,643	\$ 10,464,045	74.7%
<i>Fringe Benefits</i>	\$ 6,306,139	\$ 4,563,312	72.4%
Total	\$ 20,319,782	\$ 15,027,357	74.0%

	Budget	Spent to date	% Spent
\$	13,374,837	\$ 10,060,499	75.2%
\$	6,232,576	\$ 4,706,502	75.5%
\$ 19,607,413	\$ 14,767,001	75.3%	

Operating Expenses

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 111,700	\$ 52,610	47.1%
<i>Tools & Machinery Parts</i>	\$ 19,000	\$ 20,199	106.3%
<i>Construction Supplies</i>	\$ 26,000	\$ 13,057	50.2%
<i>Energy</i>	\$ 687,800	\$ 554,591	80.6%
<i>Other Operating Supplies</i>	\$ 248,019	\$ 126,279	50.9%
<i>Vehicle Rental</i>	\$ 9,000	\$ 5,686	63.2%
<i>Non-Vehicle Equipment Rental</i>	\$ 22,000	\$ 17,945	81.6%
<i>Professional Services</i>	\$ 180,751	\$ 192,714	106.6%
<i>Information Technology Services</i>	\$ 417,642	\$ 343,555	82.3%
<i>Property Services</i>	\$ 1,273,520	\$ 1,242,026	97.5%
<i>Infrastructure Services</i>	\$ 33,000	\$ 63,449	192.3%
<i>Vehicle Repair Services</i>	\$ -	\$ -	100.0%
<i>Other Operating Services</i>	\$ 157,100	\$ 50,923	32.4%
<i>Reimburse Other Departments</i>	\$ 105,000	\$ 17,849	17.0%
Total	\$ 3,290,532	\$ 2,700,883	82.1%

	Budget	Spent to date	% Spent
\$	109,300	\$ 40,499	37.1%
\$	20,470	\$ 8,281	40.5%
\$	23,000	\$ 18,256	79.4%
\$	684,000	\$ 576,691	84.3%
\$	193,225	\$ 93,508	48.4%
\$	9,000	\$ 3,516	39.1%
\$	22,000	\$ 12,805	58.2%
\$	238,152	\$ 253,646	106.5%
\$	432,972	\$ 356,233	82.3%
\$	1,477,660	\$ 1,160,471	78.5%
\$	36,000	\$ 20,271	56.3%
\$	-	\$ -	100.0%
\$	151,548	\$ 44,502	29.4%
\$	91,000	\$ 28,809	31.7%
\$ 3,488,327	\$ 2,617,488	75.0%	

Equipment

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,757,000	\$ 1,508,832	85.9%
<i>Computers, etc.</i>	\$ 358,187	\$ 60,676	16.9%
<i>Other</i>	\$ 83,202	\$ 52,292	62.8%
Total	\$ 2,198,389	\$ 1,621,800	73.8%

	Budget	Spent to date	% Spent
\$	1,714,000	\$ 1,011,624	59.0%
\$	309,229	\$ 86,868	28.1%
\$	75,823	\$ 9,524	12.6%
\$ 2,099,052	\$ 1,108,016	52.8%	

Other Departmental Appropriation

	Budget	Spent to date	% Spent
<i>Villard Square Property Payment</i>	\$ 8,300	\$ 8,300	100.0%
<i>East Property Payment</i>	\$ 4,000	\$ 4,000	100.0%
<i>Mitchell Street Property Payment</i>	\$ 72,000	\$ 58,500	81.3%
<i>Good Hope Property Payment</i>	\$ 45,000	\$ -	0.0%
<i>Contingent Energy Financing</i>	\$ 133,500	\$ 133,483	100.0%
Total	\$ 262,800	\$ 204,283	77.7%

	Budget	Spent to date	% Spent
\$	7,800	\$ -	0.0%
\$	3,500	\$ -	0.0%
\$	71,000	\$ 40,500	57.0%
\$	45,000	\$ -	0.0%
\$	130,900	\$ 130,866	100.0%
\$ 258,200	\$ 171,366	66.4%	

Total City Expenses	\$ 26,071,503	\$ 19,554,323	75.0%
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\$ 25,452,992	\$ 18,663,871	73.3%	
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**Milwaukee Public Library
Financial Report
September 30, 2023**

2023

2022

Additional Funding Sources

Contract Grants

	Budget	Spent to date	% Spent
<i>WTBBL Jul '22 - Jun '23</i>	\$ 1,004,300	\$ 271,380	27.0%
<i>ILS Jul '22 - Jun '23</i>	\$ 223,350	\$ 25,095	11.2%
Total	\$ 1,227,650	\$ 296,475	24.1%

	Budget	Spent to date	% Spent
	\$ 1,136,100	\$ 270,394	23.8%
	\$ 108,650	\$ 27,111	25.0%
	\$ 1,244,750	\$ 297,505	23.9%

Trust Funds

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 124,000	\$ 115,619	93.2%
<i>Programming</i>	\$ 38,000	\$ 19,327	50.9%
<i>Training</i>	\$ 18,000	\$ 12,716	70.6%
<i>Marketing</i>	\$ 32,000	\$ 2,625	8.2%
<i>Contingency</i>	\$ 4,000	\$ 754	18.9%
<i>Board Development</i>	\$ 4,000	\$ 812	20.3%
<i>Strehlow 50+</i>	\$ 37,319	\$ 3,568	9.6%
Total	\$ 257,319	\$ 155,421	60.4%

	Budget	Spent to date	% Spent
	\$ 113,000	\$ 113,000	100.0%
	\$ 34,000	\$ 12,457	36.6%
	\$ 15,000	\$ 9,036	60.2%
	\$ 29,000	\$ 10,305	35.5%
	\$ 4,000	\$ 111	2.8%
	\$ 4,000	\$ 504	12.6%
	\$ 39,045	\$ 69	0.2%
	\$ 238,045	\$ 145,482	61.1%

Foundation Funds

	Budget*	Spent to date	% Spent
<i>Materials</i>	\$ 525,961	\$ 30,090	5.7%
<i>Programming</i>	\$ 2,167,078	\$ 528,001	24.4%
Total	\$ 2,693,039	\$ 558,091	20.7%

	Budget*	Spent to date	% Spent
	\$ 536,095	\$ 23,898	4.5%
	\$ 1,827,355	\$ 614,685	33.6%
	\$ 2,363,450	\$ 638,583	27.0%

*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

October 2023 Activities

The Central Library's 125th Anniversary was celebrated on October 7 and Director Johnson and team led the program and welcomed Mayor Johnson to share a Mayoral Proclamation to honor the many years of service by staff and to recognize the importance of the library to the community. The following day, Director Johnson and the Special Collections team welcomed Wisconsin Historical Society's Abbie Norderhaug, State Archivist and Director of Acquisitions. She awarded the MPL Archives Team, Robert Jaeger, Casey Lapworth and Kirsten Thompson the 2023 Governor's Archives Award. The award recognizes outstanding historical work that helps connect people to the past. Design team meetings continue for the Martin Luther King Branch redevelopment project. Moody Nolan Architects delivered a set of drawings which is now being reviewed for approval by the team. Director Johnson works closely with MPL Construction Projects Manager Yves LaPierre on directing the internal team and vetting the work submitted by the Moody Nolan team.

Director Johnson and the community engagement team met with the INPOWER consulting team and provided a full briefing on MPL's response to the first draft of the report and to clearly define and schedule next steps.

Johnson and team held an initial meeting with Holocaust Education Resource Center (HERC) Executive Director Samantha Abramson to coordinate on the execution of *Americans and the Holocaust: A Traveling Exhibition for Libraries*, an educational initiative of the United States Holocaust Memorial Museum and the American Library Association. The Central Library is hosting the exhibit and supplemental programming, which is a joint effort between the MPL and HERC.

Broadband efforts continue with Johnson's participation in the Milwaukee Broadband Partnership meetings and the national Schools, Health, and Libraries Broadband Coalition meetings.

Johnson was interviewed by WTMJ4's General Interest reporter Andrea Albers to share information about the MPL Community Circles-Restorative Justice efforts and other programming that supports teens.

Budget meetings with Common Council members continued and the library's Executive Team presented its proposed 2024 budget to the Finance and Personnel Committee. Johnson met with a new staffer from the Mayor's Office, Amber Danyus, Liaison to the Common Council. Johnson attended the Mayor's first annual City Employee Recognition Award ceremony.

Johnson continues to do outreach and serve the community through her involvement with various organizations including meetings and events with the Westtown Association Board, Milwaukee County Federated Library System Board, the Rotary Club of Milwaukee and the MKE Civic Action Team.

Johnson met with an MPL employee in support of her work on an assignment as part of her Professional Development Course. She also met with MPL staff who are supporting the city-wide campaign to help raise funds for 2023 Combined Giving. Jennifer Webb, Chetla Jackson and Emma Cobb are leading the library's effort with MPL employees. Heather Berg is leading the library's effort for the upcoming United Performing Arts Fund city-wide campaign.

September 2023

Summary of VIRTUAL and IN-PERSON PROGRAMS:

MPL HELPS PEOPLE READ

While You Were Out: Meg Kissinger in Conversation with Jacki Lyden. Milwaukee journalist and Pulitzer finalist Meg Kissinger appeared at Milwaukee Public Library's Centennial Hall Loos Room for the launch of her searing new memoir, *While You Were Out*, which tells the story of a family besieged by mental illness and offers an incisive exploration of the systems that failed them and a testament to the love that sustained them. In conversation with NPR journalist Jacki Lyden, author of the memoir *Daughter of the Queen of Sheba*. Attendance: 350

The Life and Music of Al Jarreau with Author Kurt Dietrich. East Branch Library welcomed author Kurt Dietrich for a launch event of his new book about Milwaukeean and global music icon Al Jarreau. *Never Givin' Up* is the first book to chronicle Al Jarreau's life and career, from humble beginnings in his hometown of Milwaukee to international fame. Author Kurt Dietrich conducted interviews with dozens of Al's friends, fellow musicians, professional associates, and family members to create this biography full of behind-the-scenes stories about the making of the man and the music. Published and supported by Wisconsin Historical Society Press. Attendance: 55

MPL HELPS PEOPLE LEARN

Digital Privacy and You An online safety series from Milwaukee Public Library. Alexander Severson, co-founder and CEO of Signature Management Unit (SMU), LLC, presented this useful program at Central Library on 9/16. During the program, Alex outlined various methods that are used by bad actors in the digital domain to gain access to personal and financial information. Patrons learned how to recognize certain attacks and how to avoid them. Everyone in attendance engaged in a lively discussion and asked several questions, which Alex answered in detail. Attendance: 4

Doors Open Milwaukee. Saturday, September 23 was another wonderful Doors Open day. Tours included the 4th floor former Museum offices, the underground tier storage area, the dome, the Green Roof and the Wisconsin Architectural Archive. Student volunteers from the Teen Advisory Board pitched in to make sure everyone got to the tour sites. Attendance: 653

Ask A Genealogist. Milwaukee Public Library, in partnership with the Milwaukee County Genealogical Society, presented a series of drop in genealogy sessions at three MPL neighborhood libraries this summer: July 22 at Tippecanoe, August 19 at Atkinson, and September 9 at East. Patrons appreciated the opportunities to work side-by-side with an experienced genealogist. Total attendance: 35

Fall Landscape and Garden Care with Melinda Myers. *Fall* is a great time to prepare your *gardens* and *lawn* for the winter and ready for an eye-catching spring display. *Melinda* will share eco-friendly tips for taking *care* of new and established native and nonnative *plants*, flowerbeds, mixed borders, rain *gardens* and lawns. Attendees came prepared with lots of questions about their own lawns and landscaping needs, which made for robust engagement. Attendance via Zoom Webinar: 227

MPL HELPS PEOPLE CONNECT

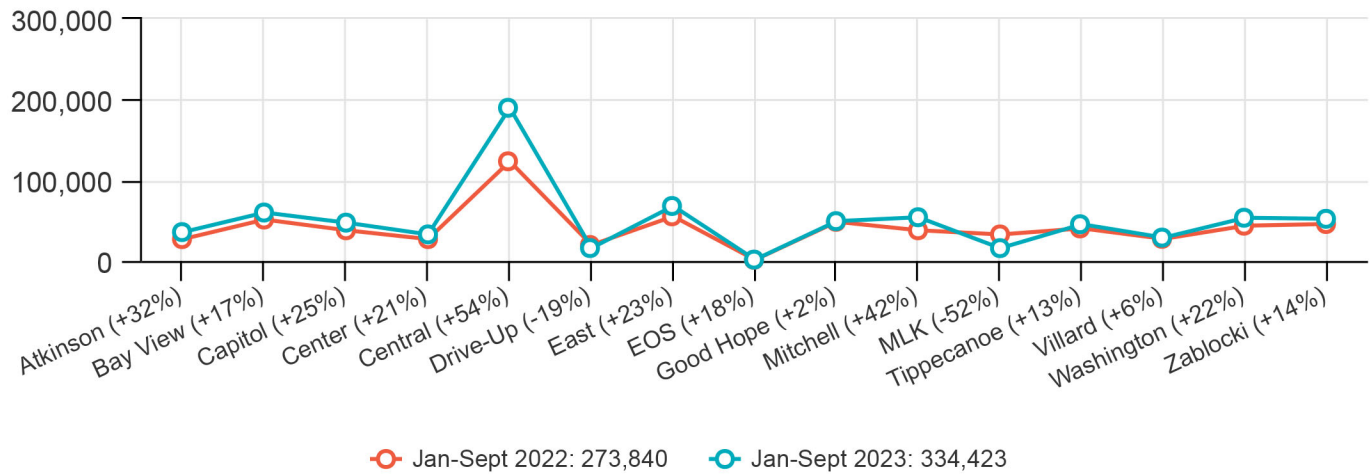
Master Chef Challenge: Family Edition. *A family that cooks together, stays together.* This program is the 3rd community meal of 2023. The format shifted slightly from last year's Master Chef Challenge in that it highlighted the family unit. This live action cooking competition was held outdoors and provided attendees the opportunity to fellowship and enjoy eating the culinary creations of 2 talented cooking families: *Team Chef Kisses* and *Team Reckless Love*. Team Reckless Love won the competition by 1 point! This program also served as a lunch stop during Doors Open Milwaukee. Food programming attendance for 2023 reached an all-time high of 66 attendees! Attendance: 66

Grandparent's Day Craft and Stories. This month, Bay View held its first intergenerational program. Adult and Youth Services staff a special story time celebrating Grandparent's Day. After story time, children and grandparents decorated wooden picture frames with markers and stick-on gemstones. A table was set up with Bay View's adult programming flyers for grandparents to peruse and was available to answer any questions. There was a great turnout and everyone seemed to enjoy themselves! Attendance: 26

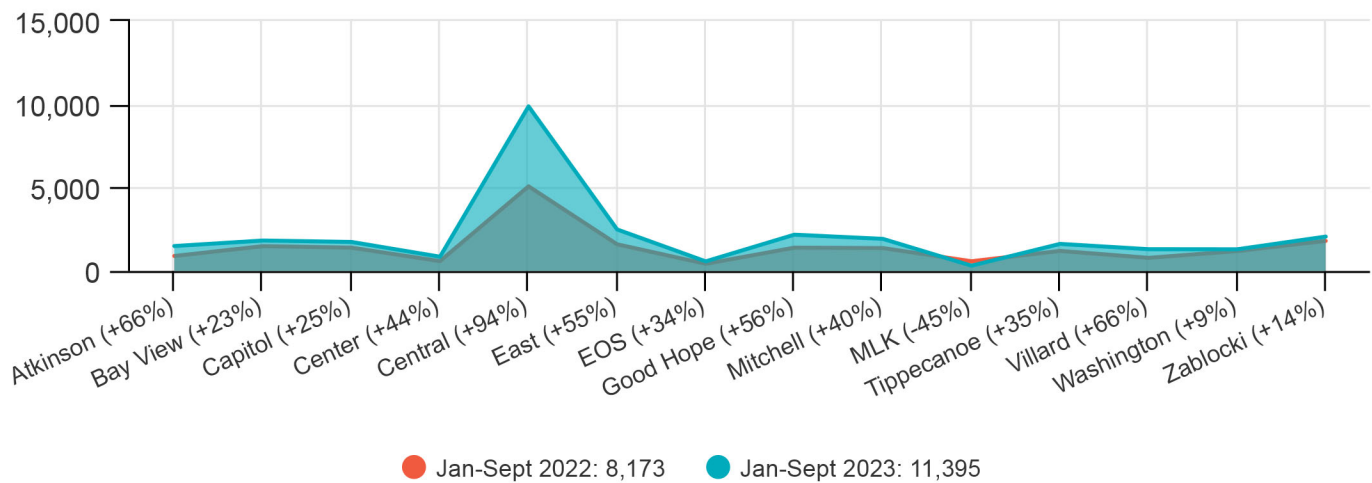
National Voter Registration Day Carnival. Milwaukee Public Library celebrated National Voter Registration Day at Mitchell Street and Good Hope Branch Libraries, in partnership with League of Women Voters and City of Milwaukee Election Commission. The festive events encouraged attendees to register or re-register to vote; test their election knowledge for a chance to win Library swag; vote in a mock election with a real ballot machine; and enjoy some themed mocktails. Total attendance at 2 sessions: 90

Total attendance for 95 programs: 1,557

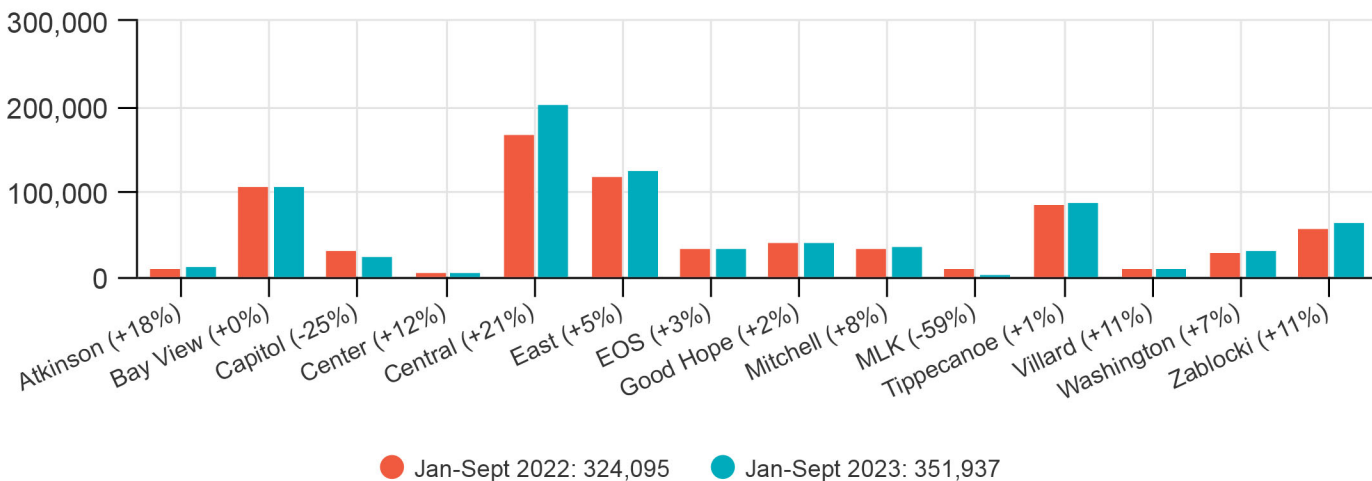
Patron Visits



Registration



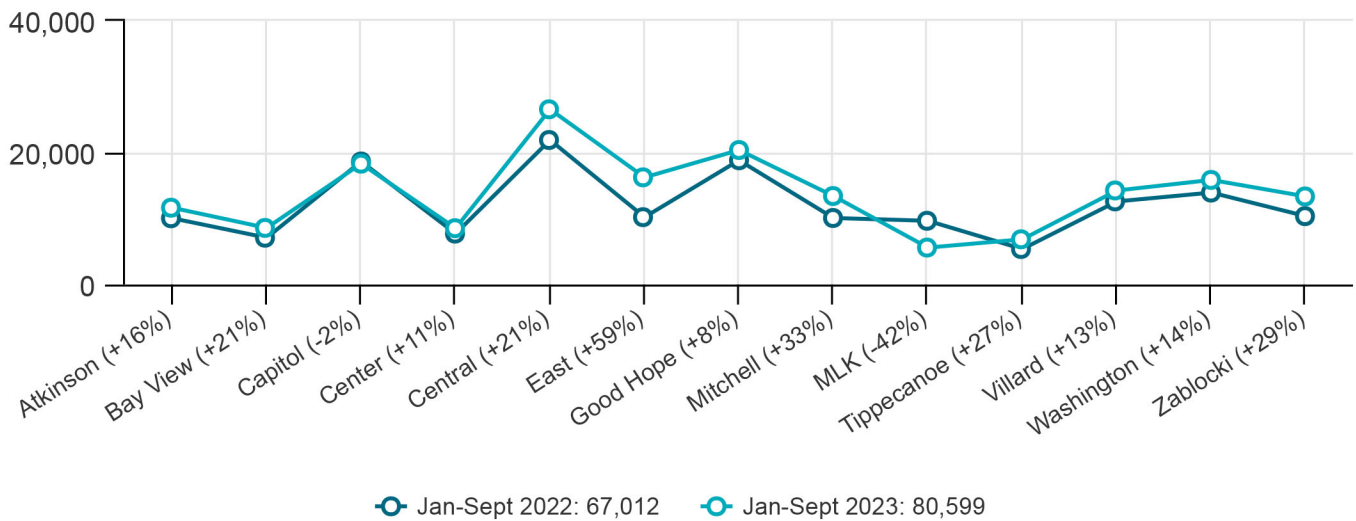
Traditional Circulation



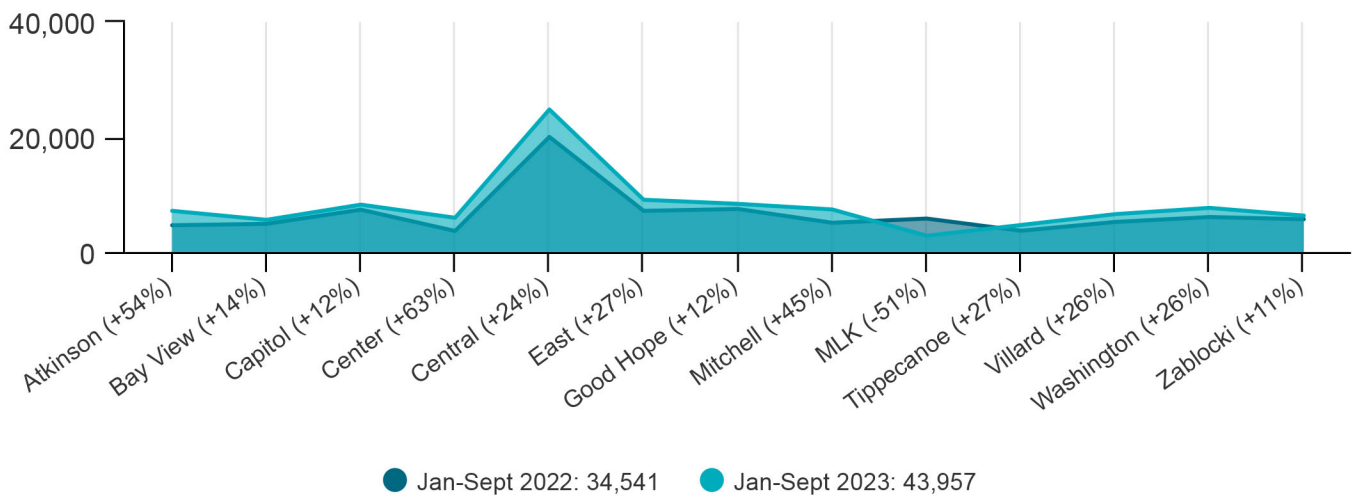
eCirculation

Platform	Jan-Sept 2022	Jan-Sept 2023	Change
Freegal Music	61,739	118,976	+93%
hoopla Digital	34,955	44,501	+27%
Kanopy	8,005	12,062	+51%
OverDrive	255,700	289,559	+13%
Total	158,145	212,894	+35%

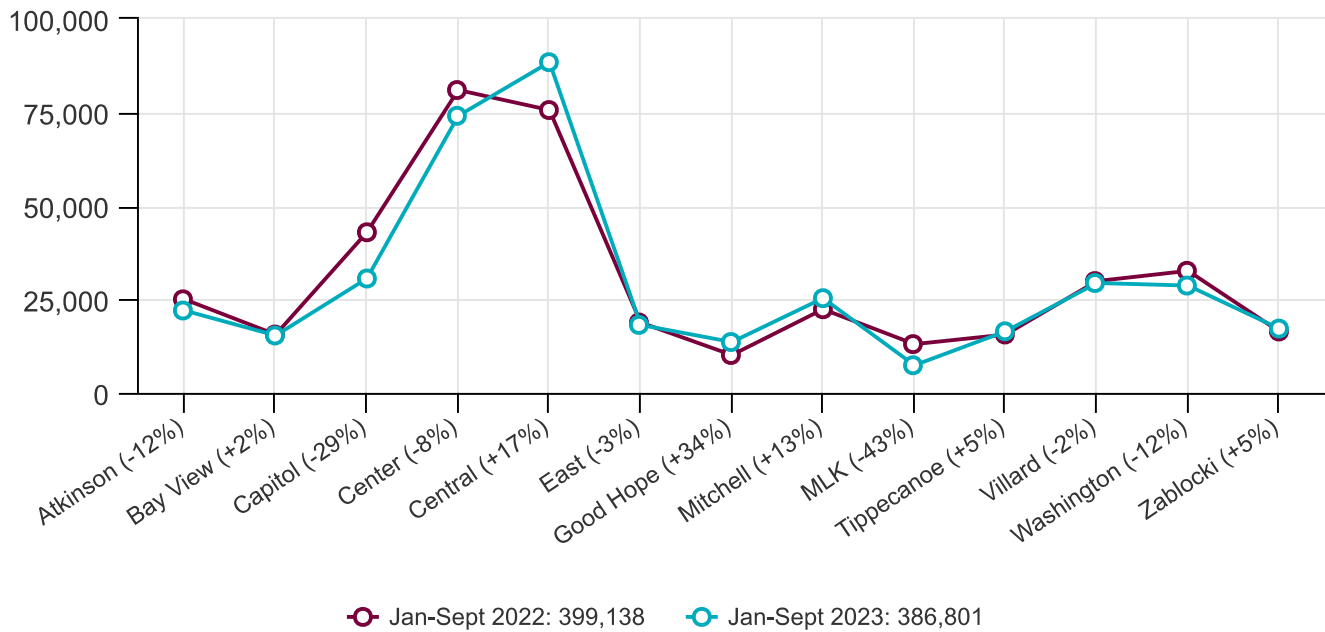
Print/Copy/Fax/Scan Jobs



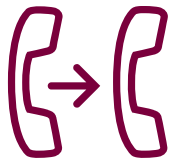
Public Computer Sessions



Wi-Fi Sessions



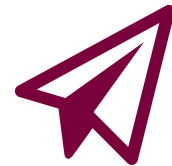
Ready Reference



35,315
Call Sessions
Last Year: 43,387

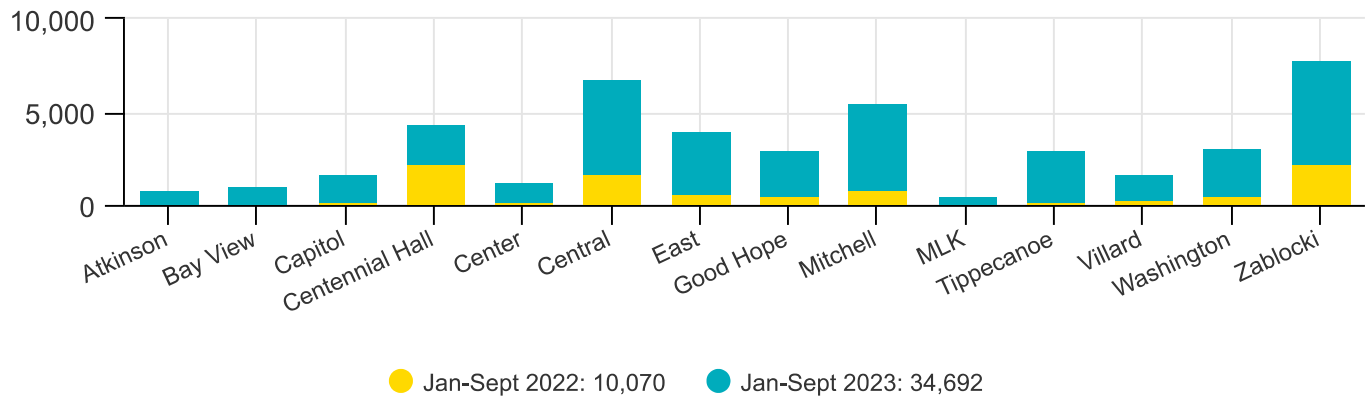


1,758
Chat Sessions
Last Year: 1,685

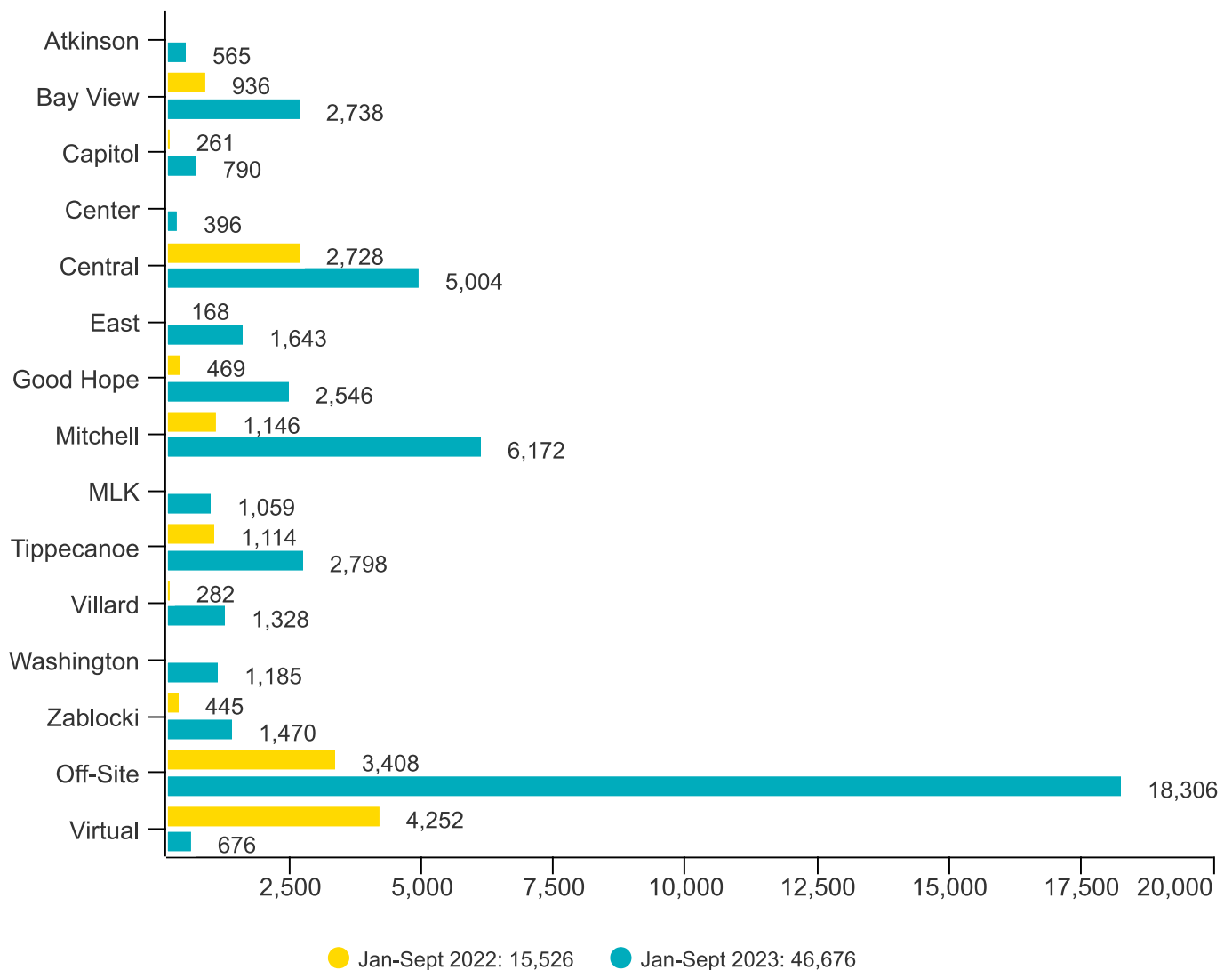


1,200
Email Sessions
Last Year: 1,261

Meeting Space Users



Program Attendance





**Milwaukee Public Library Board of Trustees
2024 Schedule of Meetings (by Committee)**

RECESS: February, August, December

REGULAR MEETING OF THE BOARD

Date	Day	Time	Location
January 23, 2024	Tuesday	4:00 p.m.	Good Hope Branch Community Room
March 26, 2024	Tuesday	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room
April 23, 2024	Tuesday	4:00 p.m.	Capitol Branch Community Room
May 28, 2024	Tuesday	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room
June 25, 2024	Tuesday	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room
July 23, 2024	Tuesday	4:00 p.m.	Zablocki Branch Community Room
September 24, 2024	Tuesday	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room
October 22, 2024	Tuesday	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room
November 26, 2024	Tuesday	4:00 p.m.	Martin Luther King Branch Community Room

LIBRARY BUILDING & DEVELOPMENT COMMITTEE

Date	Day	Time	Location
January 11, 2024	Thursday	8:00 a.m.	Virtual via GoToMeeting
March 7, 2024	Thursday	8:00 a.m.	Virtual via GoToMeeting
April 4, 2024	Thursday	8:00 a.m.	Virtual via GoToMeeting
May 2, 2024	Thursday	8:00 a.m..	Virtual via GoToMeeting
June 6, 2024	Thursday	8:00 a.m..	Virtual via GoToMeeting
July 11, 2024	Thursday	8:00 a.m.	Virtual via GoToMeeting
September 5, 2024	Thursday	8:00 a.m..	Virtual via GoToMeeting
October 3, 2024	Thursday	8:00 a.m.	Virtual via GoToMeeting
November 7, 2024	Thursday	8:00 a.m.	Virtual via GoToMeeting



**Milwaukee Public Library Board of Trustees
2024 Schedule of Meetings (by Committee)**

EXECUTIVE COMMITTEE

Date	Day	Time	Location
June 12, 2024	Wednesday	4:00 p.m.	Virtual via GoToMeeting
November 13, 2024	Wednesday	4:00 p.m.	Virtual via GoToMeeting

FINANCE & PERSONNEL COMMITTEE

Date	Day	Time	Location
January 23, 2024	Tuesday	8:30 a.m.	Virtual via GoToMeeting
April 23, 2024	Tuesday	8:30 a.m.	Virtual via GoToMeeting
July 23, 2024	Tuesday	8:30 a.m.	Virtual via GoToMeeting
October 22, 2024	Tuesday	8:30 a.m.	Virtual via GoToMeeting

INNOVATION & STRATEGY COMMITTEE

Date	Day	Time	Location
January 9, 2024	Tuesday	9:00 a.m.	Virtual via GoToMeeting
April 2, 2024	Tuesday	9:00 a.m.	Virtual via GoToMeeting
June 4, 2024	Tuesday	9:00 a.m.	Virtual via GoToMeeting
October 1, 2024	Tuesday	9:00 a.m.	Virtual via GoToMeeting

LIBRARY SERVICES & PROGRAMS COMMITTEE

Date	Day	Time	Location
March 6, 2024	Wednesday	4:00 p.m.	Virtual via GoToMeeting
May 1, 2024	Wednesday	4:00 p.m.	Virtual via GoToMeeting
July 10, 2024	Wednesday	4:00 p.m.	Virtual via GoToMeeting
November 6, 2024	Wednesday	4:00 p.m.	Virtual via GoToMeeting



**Milwaukee Public Library Board of Trustees
2024 Schedule of Meetings (by date)**

January 2024			
January 9	Innovation & Strategy Committee	9:00 a.m.	Video Conference
January 11	Building & Development Committee	8:00 a.m.	Video Conference
January 23	Finance & Personnel Committee	8:30 a.m.	Video Conference
January 23	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

March 2024			
March 6	Library Services & Programs Committee	4:00 p.m.	Video Conference
March 7	Building & Development Committee	8:00 a.m.	Video Conference
March 26	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

April 2024			
April 2	Innovation & Strategy Committee	9:00 a.m.	Video Conference
April 4	Building & Development Committee	8:00 a.m.	Video Conference
April 23	Finance & Personnel Committee	8:30 a.m.	Video Conference
April 23	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

May 2024			
May 1	Library Services & Programs Committee	4:00 p.m.	Video Conference
May 2	Building & Development Committee	8:00 a.m.	Video Conference
May 28	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

June 2024			
June 4	Innovation & Strategy Committee	9:00 a.m.	Video Conference
June 6	Building & Development Committee	8:00 a.m.	Video Conference
June 12	Executive Committee	4:00 p.m.	Video Conference
June 25	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room



**Milwaukee Public Library Board of Trustees
2024 Schedule of Meetings (by date)**

July 2024			
July 10	Library Services & Programs Committee	4:00 p.m.	Video Conference
July 11	Building & Development Committee	8:00 a.m.	Video Conference
July 23	Finance & Personnel Committee	8:30 a.m.	Video Conference
July 23	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

September 2024			
September 5	Building & Development Committee	8:00 a.m.	Video Conference
September 24	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

October 2024			
October 1	Innovation & Strategy Committee	9:00 a.m.	Video Conference
October 3	Building & Development Committee	8:00 a.m.	Video Conference
October 22	Finance & Personnel Committee	8:30 a.m.	Video Conference
October 22	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

November 2024			
November 6	Library Services & Programs Committee	4:00 p.m.	Video Conference
November 7	Building & Development Committee	8:00 a.m.	Video Conference
November 13	Executive Committee	4:00 p.m.	Video Conference
November 26	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room



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

MEETING NOTICE AND AGENDA

Tuesday, October 24, 2023
8:30 a.m.

By computer, tablet or smartphone:

<https://global.gotomeeting.com/join/767867805>

By phone:

United States: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 767-867-805

Committee Members: Chair Teresa Mercado, Vice-Chair Milele Coggs, Felicia Saffold, Scott Spiker, Kathleen Vincent, Joan Johnson, Secretary, Rebecca Schweisberger, Secretary's Assistant

1. **Committee Meeting Minutes Review.** The Committee will review and approve the minutes from the July 25, 2023 meeting.
Attachment A, page 3
2. **2024 Meeting Schedule.** The 2024 Finance & Personnel Committee meeting schedule will be presented for approval.
Attachment B, page 4
3. **Quarterly Review of Fund Investments.** Mr. Wayne Sattler of US Bank will review the performance of the Trust Fund investments.
4. **Quarterly Library Report of the Internal Control of the MPL Trust and Gift Funds.** Deputy Library Director Jennifer Meyer-Stearns will report on internal accounting management.
Attachment C, page 5
5. **2024 Library Trust & Gift Fund Expenditure Request.** The Committee will review Library Administration's request to expend funds from the MPL investment fund in 2024.
Attachment D, page 6
6. **Next Meeting.** The Committee will discuss items to be included on the January 23, 2024 agenda.

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

Please be advised that members of the Milwaukee Common Council who are also members of this body will be in attendance at this meeting. In addition, Common Council members who are not members of this body may attend this meeting to participate or to gather

information. A quorum of the Common Council or any of its standing committees may be present, but no formal Common Council action will be taken at this meeting.

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

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

Tuesday, July 25, 2023

Video Conference Call by GoToMeeting

PRESENT: Teresa Mercado, Ald. Milele Coggs, Ald. Scott Spiker, Kathleen Vincent,
Joan Johnson

EXCUSED: Felicia Saffold

OTHERS

PRESENT: MPL: Sarah Leszczynski, Jennifer Meyer-Stearns, Karli Pederson,
Rebecca Schweisberger
Budget and Policy Division: Angelique Pettigrew
US Bank: Richard Romero, Wayne Sattler

Chair Teresa Mercado called the meeting of the Board of Trustees Finance & Personnel Committee to order at 8:43 a.m. on Tuesday, July 25, 2023. All Trustees and presenters participated by video or audio conference.

1. **Committee Meeting Minutes Review.** The Committee reviewed the minutes from the April 25, 2023 meeting. Trustee Spiker moved to approve the minutes and Trustee Vincent seconded. Motion passed.
2. **Quarterly Review of Fund Investments.** Prior to the meeting, the Committee received the U.S. Bank Institutional Trust and Custody quarterly report for MPL dated July 25, 2023. Mr. Wayne Sattler, Senior Vice President & Managing Director at U.S. Bank, provided a market overview and portfolio summary. The Committee accepted the report. Informational item.
3. **Quarterly Library Report of the Internal Control of the MPL Trust and Gift Funds.** The Internal Controls Memo for second quarter 2023 was listed as Attachment B of the agenda. Deputy Library Director Jennifer Meyer-Stearns reported all internal control processes were followed and there were no accounting issues. Informational item.
4. **Contract Awards – Wisconsin Talking Book and Braille Library and Interlibrary Loan Service.** Library Business Manager Sarah Leszczynski presented the Wisconsin Talking Book and Braille Library (WTBBL) and Interlibrary Loan Service (ILS) contracts for approval. MPL enters into these agreements each year and they run July-June, in conjunction with the State budget cycle. The WTBBL total is just over \$1M and the ILS total is \$187,000. The Committee was briefed on the services WTBBL and ILS provide and the approval process. Trustee Spiker moved to approve the WTBBL and ILS contracts and Trustee Vincent seconded. Motion passed.

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 9:26 a.m. on Tuesday, July 25, 2023.



MILWAUKEE
PUBLIC LIBRARY

Milwaukee Public Library Board of Trustees

FINANCE & PERSONNEL COMMITTEE

2024 Schedule of Meetings

All meetings take place quarterly on the 4th Tuesday, starting at 8:30 a.m.

January 23

April 23

July 23

October 22

MEMO

Date: October 24, 2023

To: Joan Johnson, Library Director

From: Jennifer Meyer, Deputy Library Director

Re: Internal Controls - Second Period 2023

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

The Accounting Program Assistant III received all checks and prepared cash receipts for each one. I reviewed and retained a copy of each cash receipt.

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

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



MEMO

Date: October 24, 2023

To: Milwaukee Public Library Board of Trustees – Finance & Personnel Committee

From: Library Director Joan Johnson

Re: 2024 Trust Fund and Gift Fund Expenditure Request

Approval is requested to expend up to \$267,000 from the Milwaukee Public Library Trust and Gift Funds for operational support during 2024. The current Board Policy allows a 4-5% distribution from unrestricted funds based on the average of the last 12 quarters.

TRUST FUND

\$ 252,000	Unrestricted – staff training, public program support, marketing and promotion, and collection materials. (Based on 4.5% of the average unrestricted fund value of the last 12 quarters.)
\$ 15,000	Restricted – \$15,000 Hunkel Fund, which supports materials related to the insurance industry; books or equipment pertaining to art, travel, literature, or music.
<u>\$ 267,000</u>	Total Trust Fund Expenditure Request

