



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

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

BOARD OF TRUSTEES REGULAR MEETING

**Tuesday, October 26, 2021
4:00 p.m.**

By Go To Meeting

By computer, tablet or smartphone:
<https://global.gotomeeting.com/join/183791021>

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

Access Code: 183-791-021

AGENDA

4:00 – 4:05

WELCOME & ROLL CALL

4:05 – 4:10

PUBLIC COMMENT

SPECIAL COMMUNICATION

4:10 – 4:30

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

4:30 – 4:35

CONSENT AGENDA

Attachment A, page 3

2. **Regular Board Meeting Minutes, September 28, 2021.**
3. **Committee Reports**
 - a. Building & Development Committee Meeting Minutes – October 7, 2021
 - b. Innovation & Strategy Committee Meeting Minutes – October 13, 2021
4. **Administrative Reports.**
 - a. Financial Report
 - b. Library Director's Report
 - c. Statistics

REPORTS

4:35 – 5:05

5. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Trustee Ald. Nik Kovac will report on the October 11, 2021 MCFLS Board meeting.

6. **Finance & Personnel Committee Meeting.** Committee Chair Jennifer Smith will report on the October 26, 2021 meeting.

Attachment B, page 18

7. **Summer Reading Program Update.** Kelly Wochinske, Library Public Services Area Manager (EOS and CLCR), will present an update on the 2021 Summer Reading Program.

NEW BUSINESS

5:05 – 5:10

8. **2022 Board Meeting Schedule and Committee Assignments.** The Board will review the draft meeting schedule for 2022 and updated committee assignments.

Attachment C, page 24

5:10 – 5:20

9. **Closing Remarks and Adjournment.**

REMINDER: Next scheduled meetings are:

November 3, 2021 Services & Programs Committee – Video Conference Call, 4:00 p.m.

November 4, 2021 Building & Development Committee – Video Conference Call, 8:00 a.m.

November 17, 2021 Executive Committee Meeting – Video Conference Call, 4:00 p.m.

November 23, 2021 Board Meeting – Video Conference Call, 4:00 p.m.

Trustees

Michele Bria, *President*, Chris Layden, *Vice-President*, Jennifer Smith, *Financial Secretary*,
Ald. Milele Coggs, Ald. Nik Kovac, Matthew Kowalski, Teresa Mercado,
Michael Morgan, Sup. Marcelia Nicholson, Mark Sain, Erika Siemsen, Ald. JoCasta Zamarripa
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, September 28, 2021

Video Conference Call via GoToMeeting

PRESENT: Michele Bria, Chris Layden, Ald. Milele Coggs, Ald. Nik Kovac, Teresa Mercado, Michael Morgan, Sup. Marcelia Nicholson, Mark Sain, Ald. JoCasta Zamarripa, Joan Johnson

EXCUSED: Matthew Kowalski, Erika Siemsen, Jennifer Smith

STAFF: Maria Burke, Greg Comly, Eileen Force Cahill, Enid Gruszka, Bob Jaeger, Tammy Mays, Amanda McGillivray, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Anne Rasmussen, Victoria Robertson, Marian Royal, Rebecca Schweisberger, Jennifer Webb, Kelly Wochinske, Dana Zurek

OTHERS

PRESENT: Budget and Policy Division: Mason Lavey
MPL Foundation: Ryan Daniels, Mary Sprague

President Michele Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:07 p.m. on September 28, 2021 with a quorum present. All Trustees participated by video conference.

Anne Rasmussen, Associate Director of Strategic Initiatives and Public Services, introduced new Public Service Area Managers Marian Royal and Dr. Tammy Mays. Ms. Royal and Dr. Mays introduced themselves and shared brief overviews of their experience and backgrounds. Library Director Joan Johnson introduced new Library Branch Managers Amanda McGillivray (Villard Square) and Maria Burke (Mitchell Street) and interim Library Branch Manager Greg Comly (Center Street). Informational item.

CONSENT AGENDA

1. **Regular Board Meeting Minutes July 27, 2021.**
2. **Committee Reports**
 - a. Finance & Personnel Committee Meeting Minutes – July 27, 2021
 - b. Building & Development Committee Meeting Minutes – September 2, 2021
3. **Administrative Reports**
 - a. Financial Report
 - b. Library Director's Reports
 - c. Statistics
4. **Letter of Thanks for Additional Funds to Overdrive Advantage.**

NEW BUSINESS

5. **Deaccessioning MPL Express Library.** Director Johnson gave a brief overview of the MPL Express Library (MPLX) history and partnership agreement with the Housing Authority of the City of Milwaukee (HACM). MPLX was installed and opened to the public in 2014 in coordination with the HACM development at Westlawn. The unit was installed to provide an alternative service option for the community in place of a branch building. Based on service levels from comparable models, circulation was anticipated to be at least 300 items per month. MPL held programs and training onsite to increase public usage. Circulation averaged 168 items per month (in 2019) and usage has been declining. Low usage coupled with maintenance costs means the price of each circulation is approximately \$40.00. The unit is sensitive to the Milwaukee climate, which has led to mechanical failure, and it has been targeted for vandalism multiple times. As a result, MPLX has been out of service an average of 10% of the time over the last 3 years. Repair and maintenance costs are rising and the machine has reached the end of its useful life. Retiring MPLX will help MPL offset budget reductions for 2022. MPL and HACM continue to identify new ways to engage the community and discussions will include other community organizations. MPL and HACM recently submitted an application for funding through the American Rescue Plan, under the Emergency Connectivity Fund, for installing a wireless hot spot in the Westlawn community garden. The hot spot could be used for MPL and HACM programming in the community. The Library is also exploring options for providing deposit collections to Westlawn through the MPL van delivery service. Villard Square is the nearest branch and staff will engage with residents in the Westlawn community. Trustee Sain moved to approve deaccessioning MPL Express Library; Trustee Morgan seconded. Motion passed.

REPORTS

6. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Director Johnson reported on the September 20, 2021 meeting. The Library Directors Advisory Committee (LDAC) submitted proposals for the use of additional funds from state. Suburban libraries support funding for a network security consultant, technology support to members, and support for additional electronic resources available to all Milwaukee County residents. A portion of the additional state funding will be used for MCFLS marketing. The Board discussed a proposed amendment to the West Milwaukee agreement. The amendment will allow West Milwaukee residents to access electronic resources. Director Hesser sought approval for legal counsel review of the draft agreement and the Board approved. A network outage last month was investigated and determined to have originated with AT&T not MCFLS. The Board discussed a letter from Oak Creek Library regarding expansion of fee card services to include access to materials at all MCFLS locations. No action was taken on this request and the Board will discuss at a future meeting. Informational item.
7. **Balancing the Books Committee Meeting.** Dr. Bria gave a brief overview of the committee goals and offered thanks to the MPL Trustees who serve on the committee. Milwaukee Public Library Foundation (MPLF) Executive Director Ryan Daniels provided an update of the committee's work. The joint committee is comprised of Trustees from the MPL Board, Library Friends Board, and MPLF Board. The committee is pursuing engagement with a broader community for long term sustainability of the library. The committee has met several times and discussion included exploration of opportunities to influence federal spending on libraries. Director Daniels requested Trustees advocate for MPL during the City budget process. The City of Milwaukee and Milwaukee Public Schools (MPS) will receive additional funding as part of the American Rescue Plan Act (ARPA). MPL and MPS are aligned in efforts to help children learn, which could present a

partnership opportunity. MPL and MPLF staff met with MPS Administration to discuss how MPL services, specifically the Summer Reading, LibraryNOW, and Teen ConnectED Learning programs, meet the goals of ESSER III funding. ESSER III, the Elementary and Secondary School Emergency Relief Fund grant program authorized under ARPA, provides additional money for local educational agencies to prevent, prepare for, and respond to COVID-19. The Library Friends and MPLF Boards sent letters of support to the MPS Board to express how expansion of MPL programs is mutually beneficial for all children in Milwaukee. MPL and MPLF have requested a total of \$7.9M in ESSER III funding to support the programs through 2024. As the ESSER III funds can only be used to support MPS students, the Foundation will raise funds to cover program costs for other students in Milwaukee. The MPS Board is expected to take action on this request by mid-October. Director Daniels invited Trustees to submit their support of this partnership with the MPS Board. Informational item.

8. **MPL Staff Scholarship Joint Committee Meeting.** Director Johnson shared information about the MPL Staff Scholarship funds and awards. The joint MPL Staff Scholarship Committee was formed over 10 years ago and was the first to be comprised of members from the MPL Board, Library Friends Board, and MPLF Board. The committee reviews staff applications and identifies recipients of Foundation funding designated for staff development. This year, a total of \$16,000 was awarded to 15 employees over the spring and fall grant cycles. Most awardees will use the funds to cover costs associated with pursuit of a Master in Library Science degree, though other educational pursuits are eligible as well. Several awardees have shared the grant has alleviated financial stress and all are very appreciative of the investment and support they received. Director Johnson thanked all committee members, and especially Trustees Kowalski and Nicholson, for their service. Informational item.

OLD BUSINESS

9. **2022 Budget.** Library Director Joan Johnson introduced Deputy Library Director Jennifer Meyer-Stearns to provide an update on the 2022 budget. Budget changes include:
- Reclassification of public service and support positions
 - In 2021, 290 employees were reclassified following a market rate study of positions. New salaries are reflected in the 2022 budget.
 - Library hours will be made consistent across the branches and reduced by 2 hours at Central Library to meet budget targets.
 - There will be no changes to core library services.
 - Hours changes will ease scheduling pressure.
 - The proposed hours will be presented to the Board in November.
 - Adjustments were made to the supplies and materials budget due to continued COVID safety protocols.
 - MPL Express Library and related maintenance agreement costs were removed.
 - The Martin Luther King branch will have reduced service at a temporary location during construction of the new building.
 - The capital budget includes maintenance of Central Library and the branches.
 - The Mayor's budget proposes partial funding of the Martin Luther King branch construction costs through the City's ARPA allocation.
 - Sunday hours will be available only at Central Library (October-April).

Informational item.

10. **Racial Equity & Inclusion (REI) Action Plan.** Anne Rasmussen, Associate Director of Strategic Initiatives and Public Services, shared an update on MPL's Racial Equity & Inclusion Action Plan. MPL is examining the library structure and workplace culture to address any potential harm and

create a cohesive plan to move forward. The City of Milwaukee formed a Racial Equity & Inclusion Leadership Team and issued a directive to all departments to create a REI action plan. Libraries also received recommendations from the Department of Public Instruction (DPI) and the American Library Association (ALA) to prioritize equity and inclusivity. The focus of the Library's initiative is racial equity. Earlier this year MPL issued a Request for Proposal (RFP) to hire a racial equity consultant and the contract was awarded to P3 Group. The work with P3 Group will include assessments, an action plan, and identifying metrics for accountability. Surveys will be sent to MPL staff, Board members, and long term contract workers as well as the MPL Foundation and Friends Boards. Surveys will be anonymous and P3 Group will collect, compile, and analyze the data. Focus groups, interviews, and patron surveys will follow. The final results will inform the creation of MPL's action plan. MPL staff will collaborate with the Board to finalize the plan. P3 Group will present more information about the survey results at an upcoming MPL Board meeting.

Informational item.

BOARD EDUCATION

10. **AEON Workflow Management Software.** Deputy Library Director Jennifer Meyer-Stearns presented information about new software designed to streamline MPL's special collections management and implement best practices for processing patron requests. The project began in 2019 and closures during 2020-2021 gave staff the unique opportunity to review collection management and workflows while the collections were closed. Rachel Arndt, former Public Services Area Manager of Central Library, managed the project before her departure from MPL and has worked as a consultant to complete implementation. AEON Workflow Management Software will replace paper forms with digital requests, standardize handling across departments, track materials use, and provide robust analytical reporting. A 'soft launch' of the software is scheduled to begin in mid to late October. Deputy Director Meyer-Stearns introduced Bob Jaeger, Library Services Manager for Special Collections and Archives, who worked on implementation of the software. Mr. Jaeger shared a summary of the MPL Collections that will be managed with AEON. Deputy Director Meyer-Stearns offered thanks to the MPL staff (current and former) who have worked on this project.

With no further business, the Milwaukee Public Library Board of Trustees meeting of September 28, 2021 was adjourned at 5:54 p.m.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Thursday, October 7, 2021**

Video Conference Call by GoToMeeting

PRESENT: Mark Sain, Ald. Nik Kovac, Matt Kowalski, Chris Layden, Michael Morgan, Joan Johnson

OTHERS

PRESENT: MPL: Eileen Force Cahill, Ryan Hayes, Tammy Mays, Sam McGovern-Rowen,
Anne Rasmussen, Rebecca Schweisberger
Budget and Policy Division: Mason Lavey

Committee Chair Mark Sain called the MPL Board of Trustees Building and Development Committee meeting to order at 8:02 a.m. on October 7, 2021 with a quorum present. All Trustees and presenters participated by video conference.

1. **Approval of the Minutes.** Chair Sain entertained a motion to accept the minutes from the September 2, 2021 meeting, listed as Attachment A of the agenda. Trustee Morgan moved approval and Trustee Kowalski seconded. Motion passed.
2. **2022 Committee Meetings.** The Committee reviewed the proposed meeting schedule for 2022. Trustee Kowalski moved to approve and Trustee Kovac seconded. Motion passed.
3. **Martin Luther King Branch Redevelopment Update.** Library Construction Project Manager Sam McGovern-Rowen provided an update on the project. The first community listening session is scheduled for October 14, 2021 at 6:00 p.m. This meeting will also be the first ever virtual community listening session. The design process is still in the early phases and will rely on community input from a series of meetings to inform building design and features. Trustees are invited to attend and share the meeting invitation with their networks. Informational item.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 8:17 a.m. on October 7, 2021.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
INNOVATION & STRATEGY COMMITTEE
MINUTES
Wednesday, October 13, 2021**

Video Conference Call via GoToMeeting

PRESENT: Matt Kowalski, Ald. Nik Kovac, Teresa Mercado, Erika Siemsen,
Joan Johnson

EXCUSED: Ald. JoCasta Zamarripa

OTHERS: MPL: Jennifer Meyer-Stearns, Rebecca Schweisberger
MPL Foundation: Pat Swanson

Committee Chair Matt Kowalski called the MPL Board of Trustees Innovation and Strategy Committee meeting to order at 8:01 a.m. on October 13, 2021 with a quorum present. All Trustees and presenters participated by video conference.

1. **Committee Meeting Minutes Review.** The Committee reviewed and approved the minutes from the June 9, 2021 meeting, listed as Attachment A of the agenda. Trustee Siemsen moved to approve; Trustee Kowalski seconded. Motion passed.
2. **2022 Committee Meeting Schedule.** The 2022 meeting schedule was presented for approval. Trustee Siemsen moved to approve, Trustee Mercado seconded. Motion passed.
3. **Trustee Profile Form.** Library Director Johnson shared the background and purpose of gathering Trustee demographic data. The demographic data informs Library recommendations to appointing authorities to fill Board vacancies. Director Johnson proposed keeping the existing format and referred to the new data collection form, which was listed as Attachment B of the agenda. Trustee Kovac moved to approve the format of the Trustee Profile Form and Trustee Kowalski seconded. Motion passed.
4. **Broadband Expansion.** Director Johnson presented an update on the broadband expansion grant applications and projects. The library's goal is to bring high speed internet access to communities where residents cannot afford to pay providers for the service. As an alternative option, the library investigated federal funding for installation of fixed wireless access points in the community. This project would entail working with community partners to install infrastructure in areas that would allow shared clientele to access high speed internet. MPL worked with 3 community partners to submit grants to the Emergency Connectivity Fund via the Federal Communications Commission (FCC). The grant would have funded access point installation in outdoor activity areas and wi-fi installation in a mobile van to be used in at-risk communities. MPL has not been listed as an awardee by the FCC and staff is following up on the grant applications status. MPL was listed as partner along with several organizations,

including the City of Milwaukee Information and Technology Management Department (ITMD), on a ARPA grant to the Wisconsin Public Service Commission. The grant was intended for building infrastructure and antennas to bring high speed internet access into households in surrounding areas, inconjunction with technical support and training. The application was deemed ineligible due to guidelines around use in areas considered to have adequate coverage by service providers. The MPL Foundation may be able to raise funds to build a private network. For this type of project, MPL would need to partner with other organizations for the needed expertise.. MPL and the City are awaiting information regarding pending infrastructure legislation and funding. Informational item.

5. **Next Meeting.** Updates about broadband access will be presented at the January 4, 2022 meeting. MPL staff will also provide updates about the Racial Equity and Inclusion Plan and will seek the Committee's input on strategic planning. Informational item.

The meeting of the Milwaukee Public Library Board's Innovation & Strategy Committee was adjourned at 8:28 a.m. on October 13, 2021

**Milwaukee Public Library
Financial Report
September 30, 2021**

2021

2020

City Revenues

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 23,881,151	\$ 16,425,522	68.8%
<i>Fines</i>	\$ 157,000	\$ 24,307	15.5%
<i>Lost Materials, etc.</i>	\$ 71,000	\$ 33,135	46.7%
<i>MCFLS Contracts</i>	\$ 762,627	\$ 382,115	50.1%
Total City Appropriation	\$ 24,871,778	\$ 16,865,079	67.8%

	Budget	Received to date	% Received
	\$ 22,651,855	\$ 13,350,484	58.9%
	\$ 183,000	\$ 57,137	31.2%
	\$ 95,000	\$ 20,458	21.5%
	\$ 722,367	\$ 384,413	53.2%
	\$ 23,652,222	\$ 13,812,492	58.4%

City Expenses

Salaries & Benefits

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 13,001,478	\$ 8,706,103	67.0%
<i>Fringe Benefits</i>	\$ 5,980,680	\$ 3,821,853	63.9%
Total	\$ 18,982,158	\$ 12,527,956	66.0%

	Budget	Spent to date	% Spent
	\$ 13,019,079	\$ 7,517,014	57.7%
	\$ 5,207,632	\$ 3,179,327	61.1%
	\$ 18,226,711	\$ 10,696,341	58.7%

Operating Expenses

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 112,427	\$ 61,980	55.1%
<i>Tools & Machinery Parts</i>	\$ 20,001	\$ 14,264	71.3%
<i>Construction Supplies</i>	\$ 21,500	\$ 14,936	69.5%
<i>Energy</i>	\$ 787,811	\$ 441,669	56.1%
<i>Other Operating Supplies</i>	\$ 192,312	\$ 90,279	46.9%
<i>Vehicle Rental</i>	\$ 8,450	\$ 1,577	18.7%
<i>Non-Vehicle Equipment Rental</i>	\$ 28,050	\$ 9,049	32.3%
<i>Professional Services</i>	\$ 292,250	\$ 153,024	52.4%
<i>Information Technology Services</i>	\$ 407,800	\$ 368,796	90.4%
<i>Property Services</i>	\$ 1,252,790	\$ 1,046,192	83.5%
<i>Infrastructure Services</i>	\$ 35,000	\$ 29,273	83.6%
<i>Vehicle Repair Services</i>	\$ -	\$ -	100.0%
<i>Other Operating Services</i>	\$ 138,453	\$ 59,860	43.2%
<i>Reimburse Other Departments</i>	\$ 366,310	\$ 323,075	88.2%
Total	\$ 3,663,154	\$ 2,613,974	71.4%

	Budget	Spent to date	% Spent
	\$ 83,900	\$ 32,247	38.4%
	\$ 26,000	\$ 3,657	14.1%
	\$ 40,000	\$ 7,359	18.4%
	\$ 660,163	\$ 455,230	69.0%
	\$ 170,691	\$ 106,252	62.2%
	\$ 8,500	\$ 3,500	41.2%
	\$ 19,300	\$ 15,088	78.2%
	\$ 399,150	\$ 161,578	40.5%
	\$ 373,380	\$ 351,255	94.1%
	\$ 1,159,000	\$ 614,877	53.1%
	\$ 28,000	\$ 32,445	115.9%
	\$ -	\$ -	100.0%
	\$ 132,995	\$ 48,881	36.8%
	\$ 91,500	\$ 22,622	24.7%
	\$ 3,192,579	\$ 1,854,991	58.1%

Equipment

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,700,000	\$ 1,308,350	77.0%
<i>Computers, etc.</i>	\$ 227,056	\$ 211,692	93.2%
<i>Other</i>	\$ 46,610	\$ 23,811	51.1%
Total	\$ 1,973,666	\$ 1,543,853	78.2%

	Budget	Spent to date	% Spent
	\$ 1,660,343	\$ 983,988	59.3%
	\$ 266,297	\$ 81,899	30.8%
	\$ 48,292	\$ 9,860	20.4%
	\$ 1,974,932	\$ 1,075,747	54.5%

Other Departmental Appropriation

	Budget	Spent to date	% Spent
<i>Villard Square Property Payment</i>	\$ 7,500	\$ 7,500	100.0%
<i>East Property Payment</i>	\$ 3,000	\$ 2,996	99.9%
<i>Mitchell Street Property Payment</i>	\$ 69,000	\$ 40,500	58.7%
<i>Good Hope Property Payment</i>	\$ 45,000	\$ -	0.0%
<i>Contingent Energy Financing</i>	\$ 128,300	\$ 128,300	100.0%
Total	\$ 252,800	\$ 179,296	70.9%
Total City Expenses	\$ 24,871,778	\$ 16,865,079	67.8%

	Budget	Spent to date	% Spent
	\$ 4,000	\$ 4,000	0.0%
	\$ 3,000	\$ 1,922	0.0%
	\$ 69,000	\$ 53,707	77.8%
	\$ 45,000	\$ -	0.0%
	\$ 137,000	\$ 125,784	91.8%
	\$ 258,000	\$ 185,413	71.9%
	\$ 23,652,222	\$ 13,812,492	58.4%

**Milwaukee Public Library
Financial Report
September 30, 2021**

2021

2020

Additional Funding Sources

Contract Grants

	Budget	Spent to date	% Spent
WTBBL Jul '21 - Jun '22	\$ 1,132,000	\$ 259,228	22.9%
ILS Jul '21 - Jun '22	\$ 105,750	\$ 19,805	18.7%
Total	\$ 1,237,750	\$ 279,033	22.5%

	Budget	Spent to date	% Spent
	\$ 1,053,580	\$ 247,494	23.5%
	\$ 102,950	\$ 14,497	14.1%
	\$ 1,156,530	\$ 261,991	22.7%

Trust Funds

	Budget	Spent to date	% Spent
Materials	\$ 85,303	\$ 82,375	96.6%
Programming	\$ 24,000	\$ 9,686	40.4%
Training	\$ 8,000	\$ 2,739	34.2%
Marketing	\$ 20,000	\$ 2,098	10.5%
Contingency	\$ 2,500	\$ 63	2.5%
Board Development	\$ 4,000	\$ 409	10.2%
Headline	\$ -	\$ -	0.0%
Strehlow 50+	\$ 39,615	\$ 330	0.0%
E.C. Lange - Central Business Commons	\$ -	\$ -	0.0%
E.C. Lange - Community Room 1	\$ -	\$ -	0.0%
Total	\$ 183,418	\$ 97,700	53.3%

	Budget	Spent to date	% Spent
	\$ 112,640	\$ 104,305	92.6%
	\$ 34,000	\$ 11,975	35.2%
	\$ 13,000	\$ 5,670	43.6%
	\$ 29,000	\$ 8,640	29.8%
	\$ 4,000	\$ 1,086	27.2%
	\$ 6,000	\$ 3,583	59.7%
	\$ 5,000	\$ -	0.0%
	\$ 40,400	\$ 500	1.2%
	\$ 100,000	\$ 100,000	100.0%
	\$ 300,000	\$ -	0.0%
	\$ 644,040	\$ 235,759	36.6%

Foundation Funds

	Budget*	Spent to date	% Spent
Materials	\$ 405,967	\$ 39,487	9.7%
Programming	\$ 1,640,850	\$ 542,458	33.1%
Total	\$ 2,046,817	\$ 581,945	28.4%

	Budget*	Spent to date	% Spent
	\$ 315,144	\$ 70,838	22.5%
	\$ 2,565,749	\$ 878,419	34.2%
	\$ 2,880,893	\$ 949,257	33.0%

*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 #338121789 dated 3/29/21 and maturing 12/1/21 at a rate of 0.005%...\$350,000.00

**Director's Report
September and October Activities**

2022 Budget and American Rescue Plan Funding

Johnson and team spent significant time preparing budget documents and Johnson completed several Aldermanic meetings in preparation for the Library's regular budget hearing. Johnson appeared a second time before the Finance and Personnel Committee of the Common Council to promote the request to fund the M.L. King, Jr. Branch with ARP dollars from the Local Fiscal Recovery Fund as part of the Mayor's budget request. The Council expressed overwhelming support, as there were two co-sponsors at the beginning of the hearing and by the end, a majority of members had committed to co-sponsor. Johnson attended multiple meetings with the Mayor and his team in advance of his grant request submittal for the State Neighborhood Investment Fund, which also includes funding for the M.L. King, Jr. Branch construction.

Racial Equity & Inclusion (REI)

Regular meetings continue and the first phase of surveying and information gathering from MPL staff and the three boards was completed. Focus groups are currently being planned and the patron survey is underway.

Building Redevelopment

Johnson welcomed attendees of the first virtual community listening session for the M.L. King, Jr. Branch redevelopment project. At the peak, there were 46 attendees logged on for an active open chat and Q&A session which followed a brief presentation by the developers and architects. Johnson attended design team meetings which are ongoing.

Community

Johnson continues to meet regularly with peer groups at state and national levels to share and exchange information regarding the pandemic response, ARPA funding opportunities and matters related to cyber security. Johnson met with the MCFLS Administrator to discuss ongoing agreements. Johnson completed a recording session with Foundation staff to support a new fundraising campaign. Johnson attended a monthly convening of community leaders to inform local media coverage of current events impacting residents.

MPL HELPS PEOPLE READ

Book Chat. Book chat hosts welcomed Amelia Klem Osterud, a tattooed librarian from Wisconsin and author of *The Tattooed Lady*. She has a master's degree in history from the University of Wisconsin–Milwaukee and writes and lectures on the subject of tattoo and circus history. Participants came away with a list of curated books guaranteed to fill up their to-be-read piles. Attendance: 19

Outdoor Story Times

The East and Good Hope Branch Libraries have provided a series of fall outdoor story times. Each story time provides age appropriate stories, songs and rhymes that support early literacy for young children and their caregivers. The 30 minute story times provides the opportunity for children to socialize with children the same age, parents and caregivers to learn songs and rhymes they can enjoy with their children at home, and also a gathering place for families to meet and enjoy fall themed stories. Programs: 7. Attendance: 44

MPL HELPS PEOPLE LEARN

Rain Barrel Workshops with Clean Wisconsin and MMSD (series). MPL partnered with Clean Wisconsin and MMSD for two more rain barrel workshops during the month of September, which awarded first-time attendees with a certificate for a free rain barrel. The robust public response to green and sustainability programs like these demonstrates a continued excitement from our patrons to learn about how they can work to mitigate storm water runoff in their own yards, thereby helping our Great Lakes stay clean. Attendance: 138

Provisional Patent Application Workshop: Patent Librarian Kelli O'Malley worked with LegalCORPS and the Hennepin County Library to present Provisional Patent Application Workshop. The goal of the program is to help patrons with Pro

Se patent filing. The main presenter Jim Holm is a volunteer attorney who was able to answer questions and give more in-depth help. Attendance: 15

Technology Tuesdays (series). This program supports the Milwaukee Public Library’s strategic plan outcome of increasing digital inclusion by identifying current and future trends in all realms of technology and presenting them to library patrons in a straightforward and easy to understand manner. In September, the programs covered the following topics: Facebook, Instagram, and TikTok. The program is also very popular for asynchronous program participation, with September recordings receiving 32 views this month. Attendance: 29

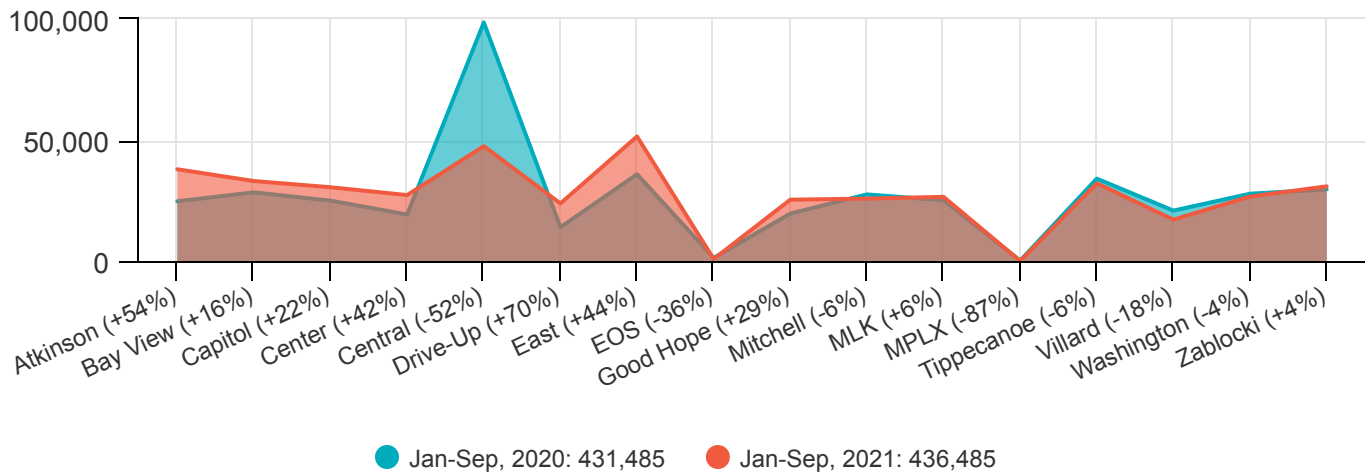
LibraryNow Update. In alignment with the LibraryNow train-the-trainer strategy and, in response to the need to provide vital access to resources that support students and educators who continue to be impacted by the Covid-19 pandemic, the LibraryNow team continues to offer professional development at LibraryNow partner schools. In October, the Library Now team provided training to three LibraryNow groups of educators: teachers new to the Seton Catholic Schools network, returning Seton Catholic School educators with a focus on specific library resources that support teacher planning, and a refresher session for MPS Library Media Specialists, which was combined with MPL’s Children’s and Young Adult selectors presentation on New and Cool books for students K-12. We hosted our first monthly “drop in refresher” sessions for educators who have previously attended LibraryNow training. We’ve also added a monthly “mini professional development” webinar that will focus on helping educators make direct connections between library resources and their curriculum. Also new this year is a LibraryNOW micro-credential that will be offered to teachers who are LibraryNOW “champions”—once they attend six LibraryNOW training sessions, conduct at least one colleague training, do at least one form of family outreach, and complete an online skills assessment, educators will earn this micro-credential and serve as LibraryNOW ambassadors in the Milwaukee school community. The team continues to pursue LibraryNow expansion to schools in the City of Milwaukee. Attendance: 169

MPL HELPS PEOPLE CONNECT

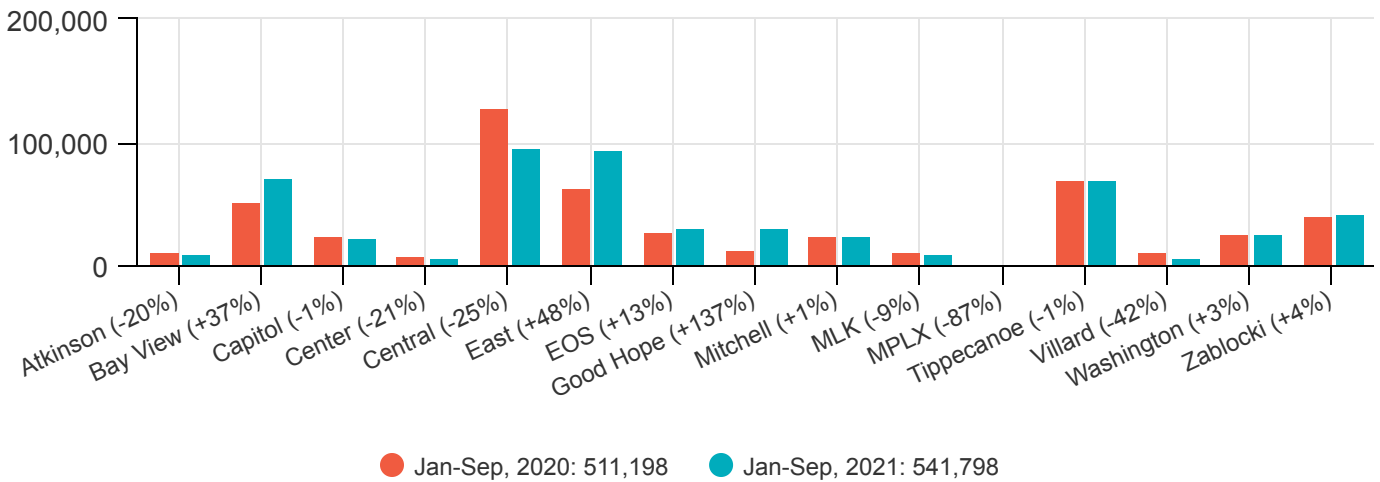
Allyship: Vulnerability and Self-Awareness (series). Participants engaged in four weeks of guided reflection. Emerald Mills of Diverse Dining facilitated the examination of unconscious bias towards others and helped participants to develop self-awareness. She taught that self-awareness and vulnerability are the foundation of true allyship, and discussed the difference between performative allyship and truly supportive allyship. Attendance: 17

English Conversation Hour (series). The Refugee and Immigrant Services Committee hosted weekly sessions for adult English language learners. They discussed strategies for small talk and used structured practice to activate vocabulary and language skills. Total Attendance: 21

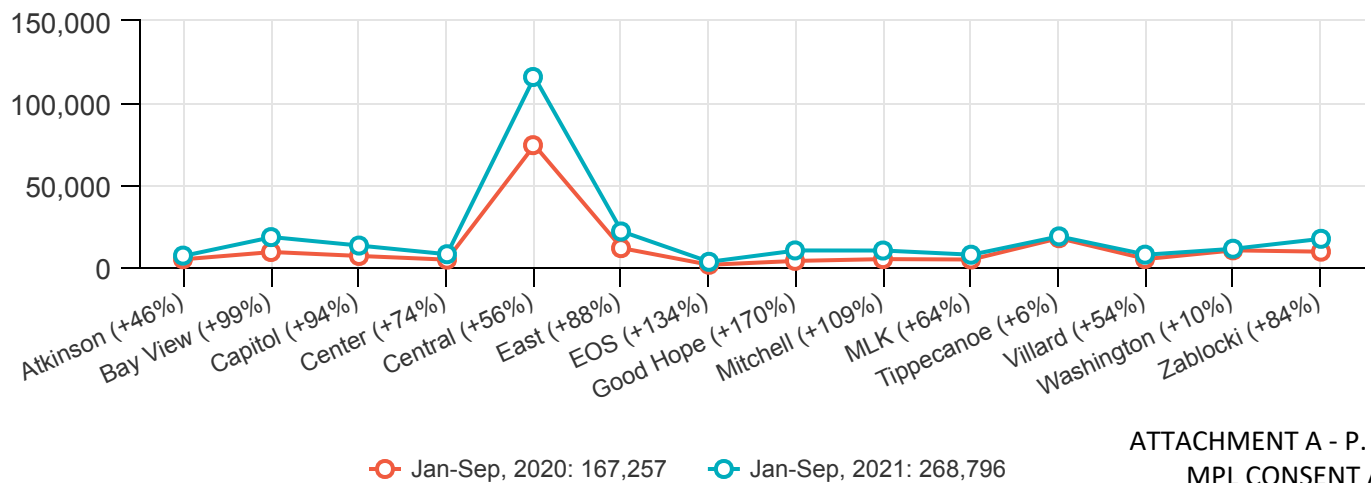
Patron Visits



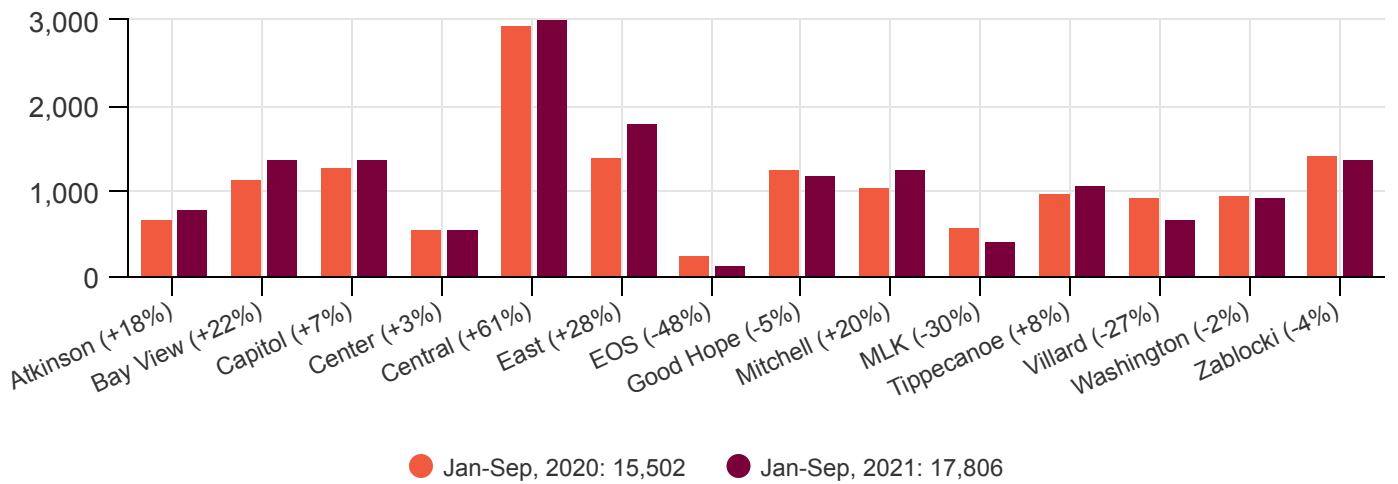
Traditional Circulation



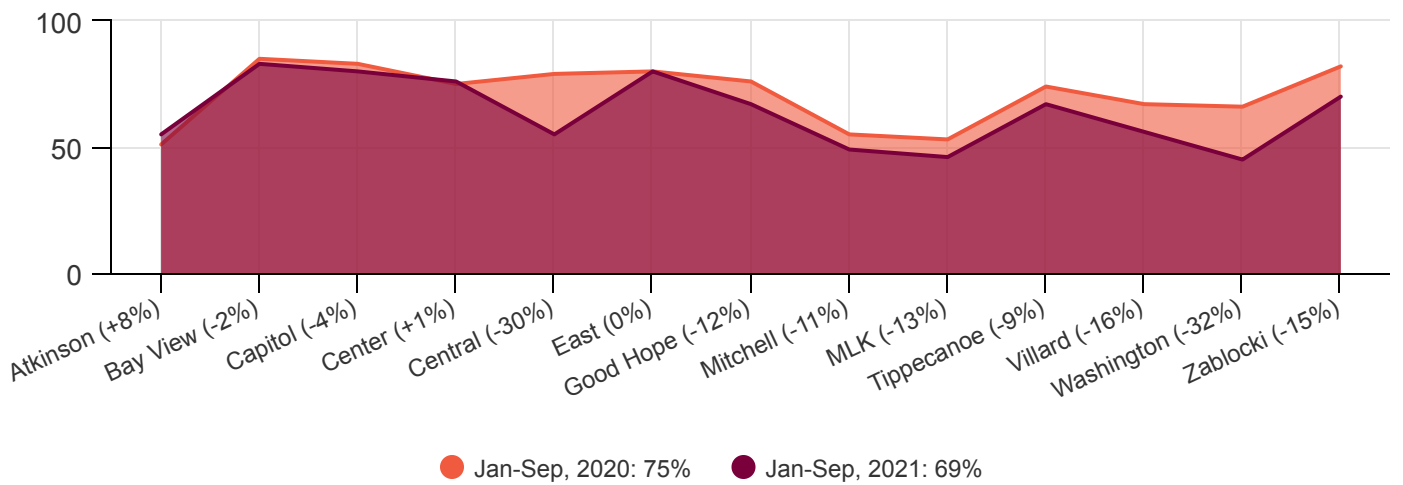
Paging Slips



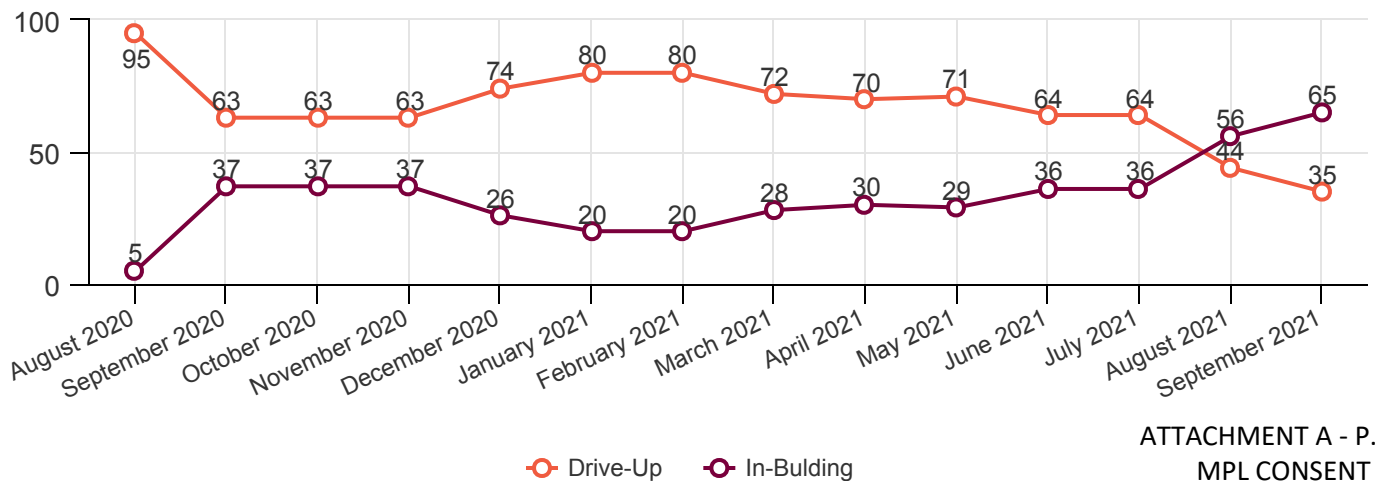
Registrations



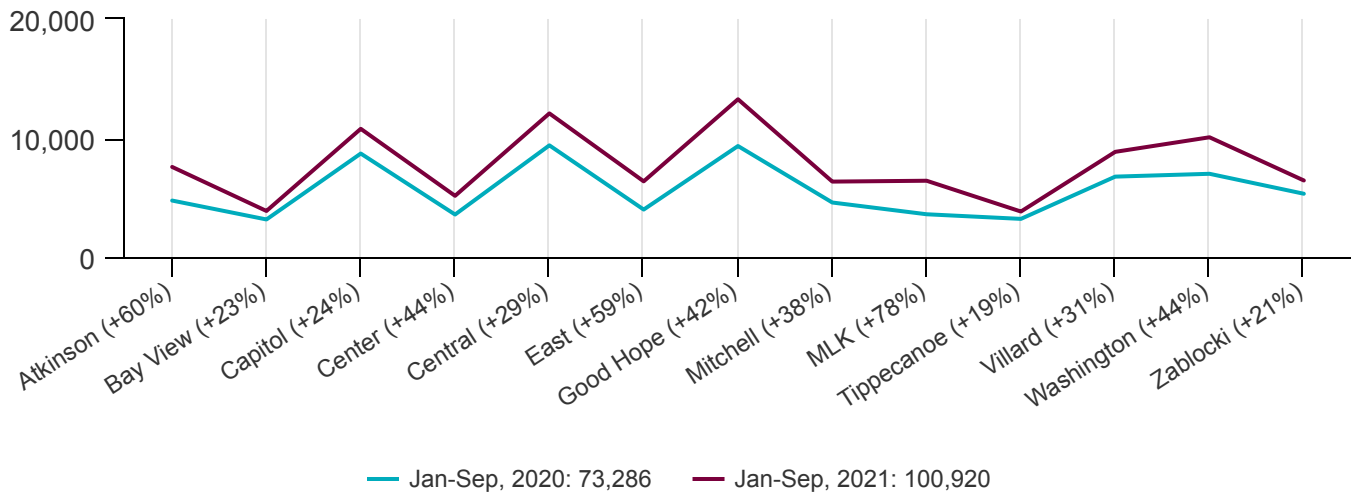
Self-Check %



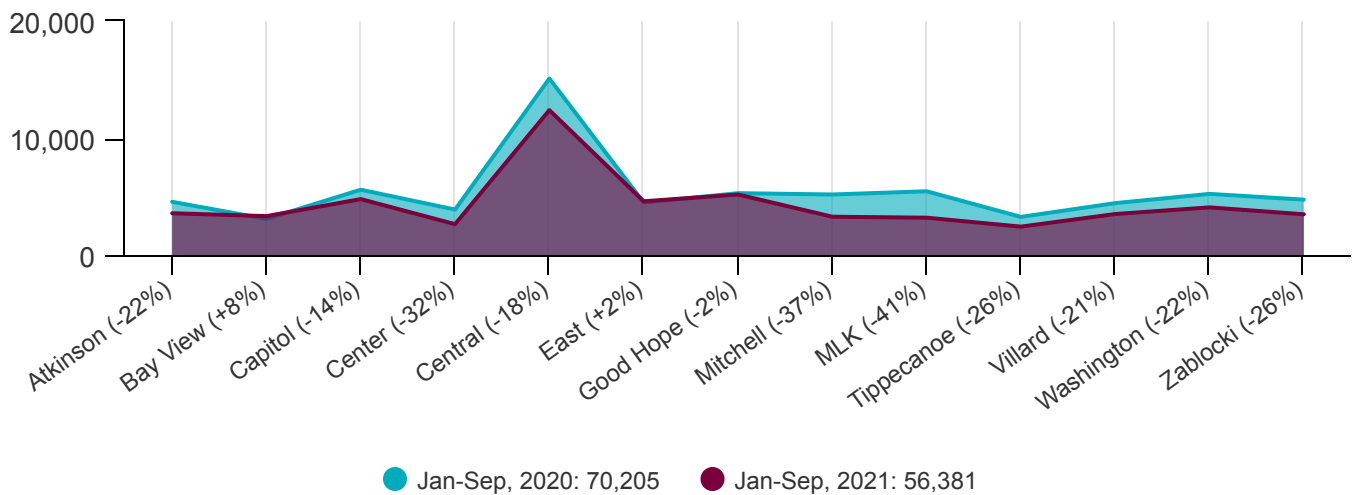
Central Drive-up vs. Central In-building



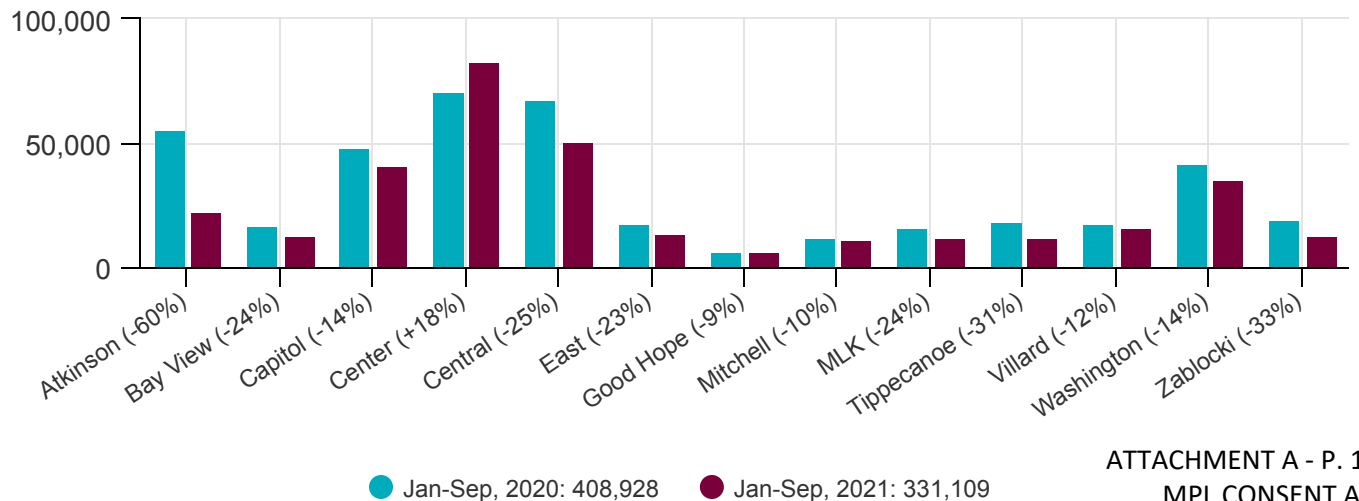
Print/Copy/Fax Jobs



Public Computer Sessions



Wi-Fi Sessions



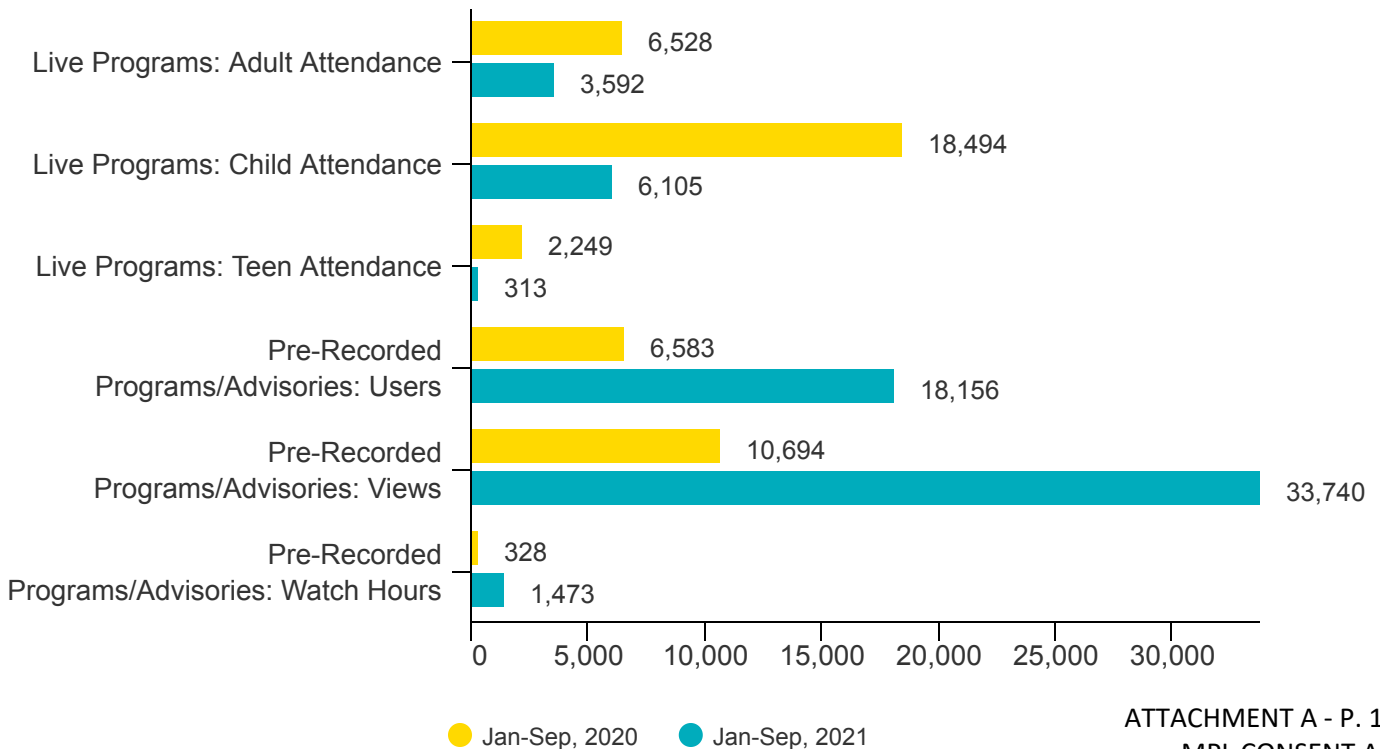
Web Circulation

Platform	Jan-Sep, 2020	Jan-Sep, 2021	Change
CONTENTdm	410,206	506,210	+23%
Freegal	81,630	74,862	-8%
Hoopla	39,484	31,559	-20%
OverDrive	244,849	226,988	-7%
Total	776,169	839,619	+8%

Ready Reference

Platform	Jan-Sep, 2020	Jan-Sep, 2021	Change
Phone: Calls Answered	41,977	48,769	+16%
Virtual: Chat Sessions	3,491	1,891	-46%
Virtual: Email Responses	2,349	1,287	-45%
Mail: Post Responses	5	21	+320%
Total Transactions	47,822	51,968	+9%

Programming





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

MEETING NOTICE AND AGENDA
Tuesday, October 26, 2021
3:00 p.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 Jennifer Smith, Vice-Chair Milele Coggs, Teresa Mercado, Marcelia Nicholson, Mark Sain, Joan Johnson, Secretary, Rebecca Schweisberger, Secretary's Assistant (414) 286-3021

3:00 – 3:05

1. **Committee Meeting Minutes Review.** The committee will review and approve the minutes from the July 27, 2021 meeting.

Attachment A, page 3

3:05 – 3:10

2. **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 B, page 4

3:10 – 3:15

3. **2022 Committee Meeting Schedule.** The 2022 Finance & Personnel Committee meeting schedule will be presented for approval.

Attachment C, page 5

3:15 – 3:25

4. **2022 Library Trust & Gift Fund Expenditure Request.** The Committee will review and approve Library Administration's request to expend funds from the MPL investment fund in 2022.

Attachment D, page 6

ATTACHMENT B - P. 1 of 6
6. Finance & Personnel
Committee Meeting - 10/26/21
P. 18

3:25 – 3:35

5. **Next Meeting.** The Committee will discuss items to be included on the January 12, 2022 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 27, 2021

Video Conference Call by GoToMeeting

PRESENT: Ald. Milele Coggs, Teresa Mercado, Sup. Marcelia Nicholson, Joan Johnson

EXCUSED: Jennifer Smith, Mark Sain

OTHERS

PRESENT: MPL: Jennifer Meyer-Stearns, Sarah Leszczynski, Rebecca Schweisberger
Budget and Policy Division: Mason Lavey

Vice-Chair Coggs called the meeting of the Board of Trustees Finance & Personnel Committee to order at 3:10 p.m. on Tuesday, July 27, 2021. All Trustees and presenters participated by video or audio conference.

1. **Committee Meeting Minutes Review.** The Committee reviewed the minutes from the April 27, 2021 meeting. Trustee Nicholson moved to approve the minutes and Trustee Mercado seconded. Motion passed.
2. **Quarterly Library Report of the Internal Control of the MPL Trust and Gift Funds.** Deputy Library Director Jennifer Meyer-Stearns reported on the 2021 second quarter internal controls. She reported all internal control processes were followed and there were no accounting issues. Informational item.
3. **Next Meeting.** Items to be included on the October 26, 2021 meeting include: approval of the 2022 meeting schedule, approval of the 2022 Trust Fund Allocation, and approval of the 2022 request to MPL Foundation.

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 3:17 p.m. on Tuesday, July 27, 2021.



MILWAUKEE

PUBLIC LIBRARY

Date: October 26, 2021

To: Joan Johnson, Library Director

From: Jennifer Meyer, Deputy Library Director

Re: Internal Controls – Third Period 2021

I have confirmed that in July, August, and September 2021, Library staff followed Trust Fund internal control procedures. I am pleased to report there were no issues with the operations of the Library Gift and Trust Fund during this period.

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

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

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



MILWAUKEE
PUBLIC LIBRARY

Milwaukee Public Library Board of Trustees

FINANCE & PERSONNEL COMMITTEE

2022 Schedule of Meetings

All meetings will be held at 8:00 a.m.

Wednesday, January 12

Wednesday, April 13

Wednesday, July 13

Wednesday, October 12



MILWAUKEE
PUBLIC LIBRARY

October 26, 2021

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

Fr: Joan R. Johnson, Library Director

Re: 2022 Trust Fund and Gift Fund Expenditure Request

Approval is requested to expend up to \$199,000 from the Milwaukee Public Library Trust and Gift Funds for operational support during 2022. The current Board Policy allows a 4-5% distribution from unrestricted funds based on the average of the last 12 quarters.

TRUST FUND

\$ 184,000 Unrestricted – staff training, public program support, marketing and promotion, and collection materials. (Based on 4% 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.

\$ 199,000 Total Trust Fund Expenditure Request



MILWAUKEE
PUBLIC LIBRARY

**Milwaukee Public Library Board of Trustees
2022 Schedule of Meetings (by Committee)**

RECESS: February, August, December

REGULAR MEETING OF THE BOARD

- ▶ January 25, Tuesday ▪ 4:00 p.m. ▪ Video Conference
- ▶ March 22, Tuesday ▪ 4:00 p.m. ▪ Video Conference
- ▶ April 26, Tuesday ▪ 4:00 p.m. ▪ Video Conference
- ▶ May 24, Tuesday ▪ 4:00 p.m. ▪ Video Conference
- ▶ June 28, Tuesday ▪ 4:00 p.m. ▪ Video Conference
- ▶ July 26, Tuesday ▪ 4:00 p.m. ▪ Video Conference
- ▶ September 27, Tuesday ▪ 4:00 p.m. ▪ Video Conference
- ▶ October 25, Tuesday ▪ 4:00 p.m. ▪ Video Conference
- ▶ November 22, Tuesday ▪ 4:00 p.m. ▪ Video Conference

LIBRARY BUILDING & DEVELOPMENT COMMITTEE

- ▶ January 6, Thursday ▪ 8:00 a.m. ▪ Video Conference
- ▶ March 3, Thursday ▪ 8:00 a.m. ▪ Video Conference
- ▶ April 7, Thursday ▪ 8:00 a.m. ▪ Video Conference
- ▶ May 5, Thursday ▪ 8:00 a.m. ▪ Video Conference
- ▶ June 2, Thursday ▪ 8:00 a.m. ▪ Video Conference
- ▶ July 7, Thursday ▪ 8:00 a.m. ▪ Video Conference
- ▶ September 1, Thursday ▪ 8:00 a.m. ▪ Video Conference
- ▶ October 6, Thursday ▪ 8:00 a.m. ▪ Video Conference
- ▶ November 3, Thursday ▪ 8:00 a.m. ▪ Video Conference

EXECUTIVE COMMITTEE

- ▶ June 15, Wednesday ▪ 4:00 p.m. ▪ Video Conference
- ▶ November 16, Wednesday ▪ 4:00 p.m. ▪ Video Conference

FINANCE & PERSONNEL COMMITTEE

- ▶ January 12, Wednesday ▪ 8:00 a.m. ▪ Video Conference
- ▶ April 13, Wednesday ▪ 8:00 a.m. ▪ Video Conference
- ▶ July 13, Wednesday ▪ 8:00 a.m. ▪ Video Conference
- ▶ October 12, Wednesday ▪ 8:00 a.m. ▪ Video Conference



MILWAUKEE
PUBLIC LIBRARY

**Milwaukee Public Library Board of Trustees
2022 Schedule of Meetings (by Committee)**

INNOVATION & STRATEGY COMMITTEE

- | | |
|----------------------|--------------------------------|
| ▶ January 4, Tuesday | ▪ 9:00 a.m. ▪ Video Conference |
| ▶ April 5, Tuesday | ▪ 9:00 a.m. ▪ Video Conference |
| ▶ June 7, Tuesday | ▪ 9:00 a.m. ▪ Video Conference |
| ▶ October 4, Tuesday | ▪ 9:00 a.m. ▪ Video Conference |

LIBRARY SERVICES & PROGRAMS COMMITTEE

- | | |
|-------------------------|--------------------------------|
| ▶ March 9, Wednesday | ▪ 4:00 p.m. ▪ Video Conference |
| ▶ May 4, Wednesday | ▪ 4:00 p.m. ▪ Video Conference |
| ▶ July 20, Wednesday | ▪ 4:00 p.m. ▪ Video Conference |
| ▶ November 2, Wednesday | ▪ 4:00 p.m. ▪ Video Conference |



MILWAUKEE
PUBLIC LIBRARY

**Milwaukee Public Library Board of Trustees
2022 Schedule of Meetings (by date)**

January 2021			
January 4	Innovation & Strategy Committee	9:00 a.m.	Video Conference
January 6	Building & Development Committee	8:00 a.m.	Video Conference
January 12	Finance & Personnel Committee	8:00 a.m.	Video Conference
January 25	Board Meeting	4:00 p.m.	Video Conference

March 2021			
March 3	Building & Development Committee	8:00 a.m.	Video Conference
March 9	Library Services & Programs Committee	4:00 p.m.	Video Conference
March 22	Board Meeting	4:00 p.m.	Video Conference

April 2021			
April 5	Innovation & Strategy Committee	9:00 a.m.	Video Conference
April 7	Building & Development Committee	8:00 a.m.	Video Conference
April 13	Finance & Personnel Committee	8:00 a.m.	Video Conference
April 26	Board Meeting	4:00 p.m.	Video Conference

May 2021			
May 4	Library Services & Programs Committee	4:00 p.m.	Video Conference
May 5	Building & Development Committee	8:00 a.m.	Video Conference
May 24	Board Meeting	4:00 p.m.	Video Conference

June 2021			
June 2	Building & Development Committee	8:00 a.m.	Video Conference
June 7	Innovation & Strategy Committee	9:00 a.m.	Video Conference
June 15	Executive Committee	4:00 p.m.	Video Conference
June 28	Board Meeting	4:00 p.m.	Video Conference



MILWAUKEE
PUBLIC LIBRARY

**Milwaukee Public Library Board of Trustees
2022 Schedule of Meetings (by date)**

July 2021			
July 7	Building & Development Committee	8:00 a.m.	Video Conference
July 20	Library Services & Programs Committee	4:00 p.m.	Video Conference
July 13	Finance & Personnel Committee	8:00 a.m.	Video Conference
July 26	Board Meeting	4:00 p.m.	Video Conference

September 2021			
September 1	Building & Development Committee	8:00 a.m.	Video Conference
September 27	Board Meeting	4:00 p.m.	Video Conference

October 2021			
October 4	Innovation & Strategy Committee	9:00 a.m.	Video Conference
October 6	Building & Development Committee	8:00 a.m.	Video Conference
October 12	Finance & Personnel Committee	8:00 a.m.	Video Conference
October 25	Board Meeting	4:00 p.m.	Video Conference

November 2021			
November 2	Library Services & Programs Committee	4:00 p.m.	Video Conference
November 3	Building & Development Committee	8:00 a.m.	Video Conference
November 16	Executive Committee	4:00 p.m.	Video Conference
November 22	Board Meeting	4:00 p.m.	Video Conference



BOARD OF TRUSTEES COMMITTEES 2020-2022

LIBRARY BUILDING & DEVELOPMENT COMMITTEE

Mark Sain, Chairperson
Nik Kovac, Vice-Chair
Matt Kowalski
Chris Layden
Michael Morgan

EXECUTIVE COMMITTEE

Michele Bria, President
Chris Layden, Vice-President
Jennifer Smith, Financial Secretary
Mark Sain, At-large

FINANCE & PERSONNEL COMMITTEE

Jennifer Smith, Chairperson
Milele Coggs, Vice-Chair
Teresa Mercado
Marcelia Nicholson
Mark Sain

INNOVATION & STRATEGY COMMITTEE

Matt Kowalski Chairperson
Erika Siemsen, Vice-Chair
Nik Kovac
Teresa Mercado
JoCasta Zamarripa

LIBRARY SERVICES & PROGRAMS COMMITTEE

Milele Coggs, Chairperson
Jennifer Smith, Vice-Chair
Michael Morgan
Erika Siemsen
JoCasta Zamarripa

June 2021