



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 25, 2022
4:00 p.m.**

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

AGENDA

4:00 – 4:05

WELCOME & ROLL CALL

4:05 – 4:15

PUBLIC COMMENT

4:20 – 4:25

CONSENT AGENDA

Attachment A, page 4

1. **Regular Board Meeting Minutes, September 27, 2022.**
2. **Committee Reports**
 - a. Innovation & Strategy Committee Meeting Minutes – October 4, 2022
 - b. Building & Development Committee Meeting Minutes – October 13, 2022
3. **Administrative Reports.**
 - a. Financial Report
 - b. Library Director's Report
 - c. Statistics
4. **Revised 2022 Meeting Schedule.**

REPORTS

4:25 – 4:40

5. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Trustee Erika Siemsen will report on the October 3, 2022 MCFLS Board meeting.
6. **Finance & Personnel Committee Meeting.** Vice-Chair Milele Coggs will present action items from the October 25, 2022 meeting.

Attachment B, page 33

7. **MPL Foundation.** MPL Foundation Executive Director Ryan Daniels will report on 2022 fundraising accomplishments.

OLD BUSINESS

4:45 – 5:05

9. **2023 Budget.** Library Director Joan Johnson will provide a status report regarding the Library's requested 2023 budget.

Attachment C, page 40

10. **Summer Reading Program.** Kelly Wochinske, Library Public Services Area Manager (EOS and CLCR), will present an update on the 2022 Summer Reading Program.

NEW BUSINESS

11. **2023 Board Meeting Schedule.** The Board will review the draft meeting schedule for 2023.

Attachment D, page 46

BOARD DEVELOPMENT

11. **Central Library Business Commons.** Hermoine Bell-Henderson, Coordinator of Business, Technology, and Periodicals, will present an update on the grand opening of the Business Commons.

5:05 – 5:10

12. **Closing Remarks and Adjournment.**

REMINDER: Next scheduled meetings are:

November 2, 2022 Services & Programs Committee – Video Conference Call, 4:00 p.m.

November 3, 2022 Building & Development Committee – Video Conference Call, 8:00 a.m.

November 15, 2022 Executive Committee – Video Conference Call, 9:30 a.m.

November 22, 2022 Board Meeting – **IN PERSON**, 4:00 p.m. **(No remote option, face masks are optional)**

Trustees

Mark Sain, *President*, Chris Layden, *Vice-President*, Teresa Mercado, *Financial Secretary*, Michele Bria, Ald. Milele Coggs, Matthew Kowalski, Michael Morgan, Felicia Saffold, Erika Siemsen, Ald. Scott Spiker, 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 27, 2022

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

PRESENT: Mark Sain, Teresa Mercado, Michele Bria, Ald. Milele Coggs, Matthew Kowalski, Michael Morgan, Erika Siemsen, Felicia Saffold, Ald. Scott Spiker, Joan Johnson

EXCUSED: Chris Layden

STAFF: Heather Berg, Eileen Force Cahill, Tammy Mays, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Joseph Moretz, Karli Pederson, Victoria Robertson, Marian Royal, Rebecca Schweisberger, Kelly Wochinske

OTHERS

PRESENT: Budget and Policy Division: Mason Lavey
MPL Foundation: Ryan Daniels, Pat Swanson, Antoine Carter

President Mark Sain called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:07 p.m. on September 27, 2022 with a quorum present. Trustee Coggs participated by conference phone.

PUBLIC COMMENT

Alderwoman Marina Dimitrijevic submitted a statement to be read into the record. The statement is attached at the end of these minutes.

SPECIAL COMMUNICATION

1. **Introduction of New Trustee.** President Sain introduced new Trustee Dr. Felicia Saffold. Dr. Saffold shared a brief overview of her professional background and experience. Informational item.
2. **Introduction of New MPL Staff.** Library Director Joan Johnson introduced staff who joined Library Administration since the last in-person meetings. Milwaukee Public Library Foundation Executive Director introduced Antoine Carter. Informational item.

CONSENT AGENDA

3. **Regular Board Meeting Minutes July 26, 2022.**
4. **Committee Reports**
 - a. Finance & Personnel Committee Meeting Minutes – July 26, 2022
 - b. Building & Development Committee Meeting Minutes – September 1, 2022

5. **Administrative Reports**
 - a. Financial Report
 - b. Library Director's Reports
 - c. Statistics

 6. **Committee Assignments.**
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REPORTS

7. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Trustee Erika Siemsen reported on the September 12, 2022 meeting. The new CountyCat mobile app allows for self-checkout and has been well-received by patrons. MCFLS vendor Innovative is migrating to cloud hosting on November 9th. Member libraries will not have access to Sierra software that day. MCFLS is adding 'Diversity' to subject headings and category searches to help broaden search results. Informational item.

8. **MPL Staff Scholarship Committee Meeting.** Library Director Joan Johnson reported on the spring and fall 2022 committee meetings. The joint MPL Staff Scholarship Committee was formed over 11 years ago and was the first committee comprised of MPL Board Trustees, MPL Foundation Board Trustees, and MPL Friends Board Trustees. The committee meets twice per year to review staff applications for the spring and fall semesters. Through the MPL Foundation, MPL was able to grant \$16,000 in scholarships to 7 employees in 2022. Recipients reported that the funds helped alleviate financial stress of pursuing their goals. Director Johnson thanked Trustee Kowalski for his committee service and noted one more MPL Board Trustee is needed for the committee. Informational item.

OLD BUSINESS

9. **Circle Keeping Initiative (IMLS) Grant Contract Approval.** Dr. Tammy Mays, Public Services Area Manager (Branch Libraries), presented a request to award the Circle Keeping Initiative contract for 2022-2023. Circle Keeping is a restorative practice tool intended to help support civic literacy and relationship building, including respectful, productive communication. Circle Keeping work will be done at all branch libraries, with specific focus on teens at Atkinson, Center Street, Martin Luther King, and Washington Park branch libraries. If approved, the consultants will begin onboard training in October 2022.

In March 2022 the MPL Board approved the original Circle Keeping Initiative contract award. That recipient resigned in July 2022. A second Request for Proposal (RFP) was issued on August 3, 2022 and 4 qualified proposals were received. A staff committee evaluated the proposals and recommends awarding the contract to Angela Harris and D'shaunta Stewart. Trustee Morgan moved to approve award of the Circle Keeping Initiative contract to Angela Harris and D'shaunta Stewart. Trustee Kowalski seconded. Motion passed.

10. **2023 Budget.** Library Director Joan Johnson presented a status report on the proposed 2023 MPL budget. The Library's portion of the City's budget is \$25.97M. This represents a reduction of 6.9 % (\$1.9M, including fringes) from the cost to continue budget. MPL has been working closely with Budget Director Nik Kovac and Budget & Management Special Assistant Mason Lavey on the budget allocation. The Library's budget hearing will be held on October 6, 2022.

In recent years, MPL has responded to reductions by applying the same service changes at every branch which resulted in severe cuts for all and fewer service hours for the community. In addition, staffing levels have decreased while community needs remain the same or even increase.

Director Johnson shared a map showing all MPL locations geographically. * MPL branch libraries are divided into 3 geographic clusters: North, Central, and South. The current, traditional service model for all MPL locations includes: circulation, account services, materials hold and pickup, programs, community room use, computer and wi-fi use, and outreach. Previous budget reductions led to staffing challenges that have made providing these services much more difficult. As a result of the 2023 budget, MPL will take a different approach to retain solvency of service. The service plan goal is to continue providing quality services to the public while remaining a place staff feel proud to work.

The 2023 service plan will include a mix of different service models in each branch cluster:

- **Expanded Service Model:**
 - o Open 48 hours per week, Monday - Saturday
 - o (1) Librarian will be added to the current staffing level
 - o Will enhance programming and outreach
 - o Provide support to nearby branches that experience reductions

- **Maintained Service Model:**
 - o Open 48 hours per week, Monday - Saturday
 - o Maintain current service and staffing levels

- **Limited Service Model:**
 - o Open 37.5 hours per week, Monday - Friday
 - o Staff reduced by about 50%
 - o No programming

- **Closure**
 - o The proposed budget includes closing a branch library in the Central service cluster.

- **Virtual MPL**
 - o MPL has seen an increase in virtual engagement and will continue enhancing www.mpl.org to retain the new audience and provide virtual or recorded programming.

The proposed branch cluster models are:

- **North Cluster –**
 - o 1 Expanded Service Model
 - o 1 Maintained Service Model
 - o 2 Limited Service Model

- **Central Cluster –**
 - o 1 Branch Closed
 - o 1 Expanded Service Model
 - o 2 Maintained Service Model

- **South Cluster –**
 - o 1 Expanded Service Model
 - o 1 Maintained Service Model
 - o 2 Limited Service Model

Central Library is unto itself, supports the entire system, is the Resource Library for MCFLS, and provides services to patrons throughout the state.

Director Johnson shared a chart showing criteria that will be used to determine the service model for each location. * Criteria include: recent capital investments, grant funding obligations and subsequent programming impacts, racial equity goals, and library usage. The service model changes will minimize the number of branches with reduced hours and will allow MPL to continue working strategically with community partners.

Discussion ensued about the proposed service model. The Board thanked MPL staff for proposing a unique and innovative solution to an extremely challenging budget. Trustee Coggs stated her intention to request restoration of funding to allow a limited service model at Martin Luther King branch library during construction. Trustees offered suggestions for exploring different staffing models, building a framework to use in the future, defining criteria for decision making, and possible scenarios for each cluster. Library Administration will continue to review service model options and will present recommendations at the October 25, 2022 meeting. Informational item.

* Included at the end of these minutes.

CLOSING REMARKS

President Sain noted the October 25, 2022 meeting will be held in person at Central Library, Rotary Club of Milwaukee Community Room. Committee meetings will continue to be held virtually. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of September 27, 2022 was adjourned at 6:18 p.m.

From: Dimitrijevic, Marina
Sent: Tuesday, September 27, 2022 3:40 PM
To: Schweisberger, Rebecca
Cc: Johnson, Joan; Williams, Terri; Spiker, Scott; Coggs, Milele; Owczarski, Jim
Subject: Re: MPL Board Agenda - 09/27/22

Typo
Here's the final

Thank you for your service to our libraries and our community. As you know our library system is the product of generations of vision and foresight of our predecessors. In fact, it is one of my favorite services in the city-especially as a mom to my son who has just learned to read !

I would also like to thank you all for stepping up with courage and innovation during the pandemic.

As you consider possible budget cuts I ask that you consider opening the libraries on Sundays and perhaps close on Monday's if needed. In addition, I request that you carefully consider any hour reductions especially in high use areas like the district I represent. We must continue to service patrons who use our libraries. In fact, I would like to see all libraries in the city expand their hours. As the Chairwoman of Finance I pledge to work with you all in this 2023 budget and I am open to speaking with any board members about possible budget and service changes.

~Marina

You may use our Click for Action online system to report city service requests: https://iframe.publicstuff.com/#?client_id=1000167

Sign up for my Aldermanic District 14 monthly e-newsletter and other updates at <https://city.milwaukee.gov/enotify>



Marina Dimitrijevic
Alderwoman | 14th District

Chairwoman, Finance and Personnel Committee

She/Her/Hers/Ella

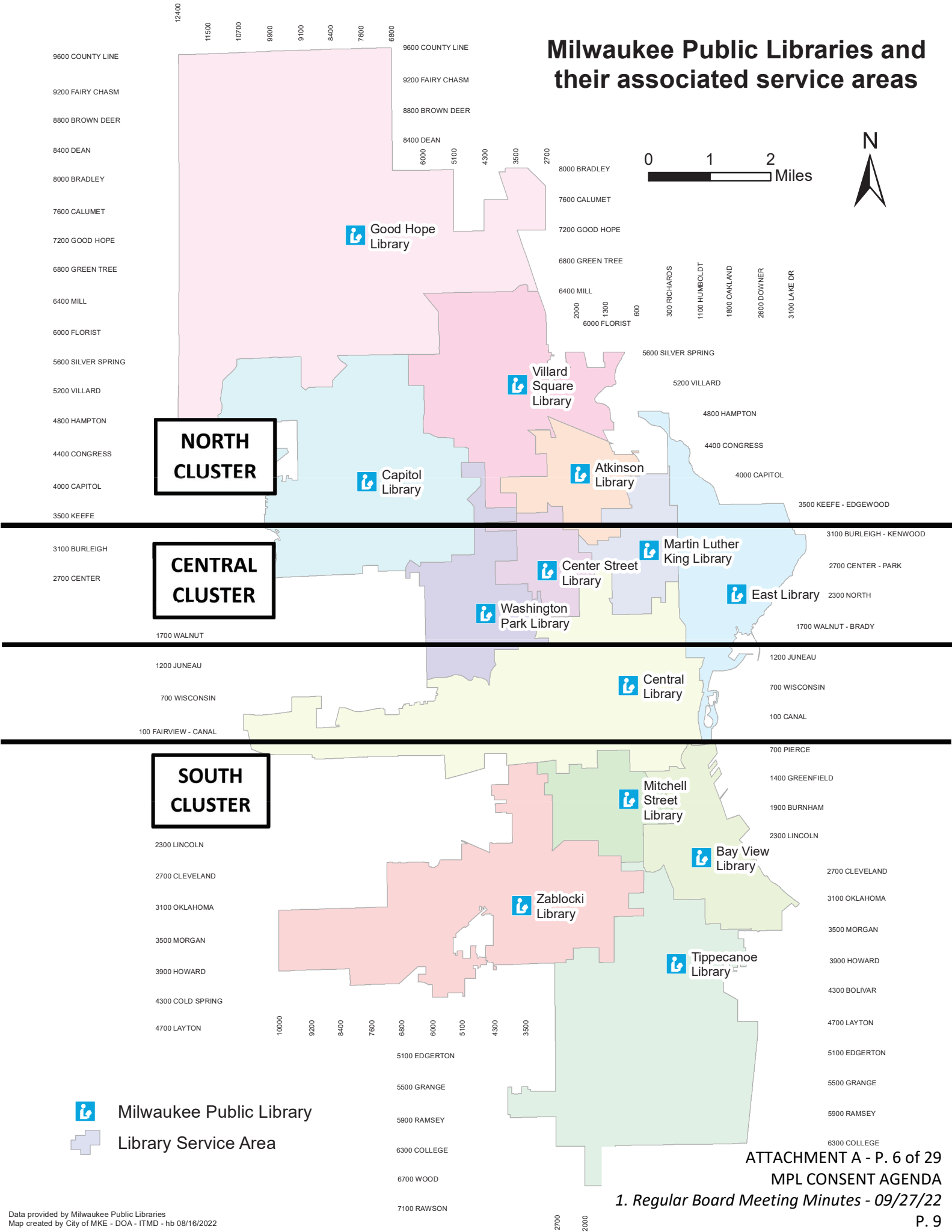
Hablo Español

p: [\(414\) 286-3769](tel:(414)286-3769)
e: marina@milwaukee.gov

[200 E Wells Street, Room 205](https://www.milwaukee.gov/district14)
[Milwaukee, WI 53202](https://www.milwaukee.gov/district14)

[milwaukee.gov/district14](https://www.milwaukee.gov/district14)

Milwaukee Public Libraries and their associated service areas

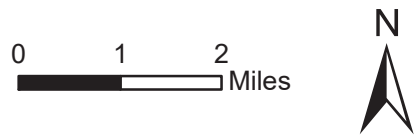


NORTH CLUSTER

CENTRAL CLUSTER

SOUTH CLUSTER

Milwaukee Public Library
 Library Service Area



Data provided by Milwaukee Public Libraries
 Map created by City of MKE - DOA - ITMD - hb 08/16/2022

MPL Branch Data Profile Chart						
Top Four 1-4 = HIGH	Capital Investment \$	Makerspace Sites Program Support	Library Cicipation	Library Visits	Library Wi-Fi Usage	Library Computer Usage
Middle Four 5-8 = MEDIUM						
Bottom Four 9-12 = LOW						
Data Range	\$71545 - \$7,401,397		6,158 - 676,883	1,278 - 551,692	8,763 - 351,019	3,179 - 76,310
NORTH CLUSTER						
Atkinson	10		10	10	5	10
Capitol	12		7	7	2	2
Good Hope	1	X	5	3	12	1
Villard Square	3*		11	11	4	7
CENTRAL CLUSTER						
Center Street	6		12	12	1	12
East	5		1	1	7	3
Martin Luther King	11		9	9	11	5
Washington Park	8	X	8	5	3	4
SOUTH CLUSTER						
Bay View	9		2	2	9	9
Mitchell Street	2	X	6	8	6	8
Tippecanoe	4		3	6	10	11
Zablocki	7		4	4	8	6
	Capital Expenditures by Branch 2012 - 2022 YTD *From 2011		January - August 2022			

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
INNOVATION & STRATEGY COMMITTEE
MINUTES
Tuesday, October 4, 2022**

Video Conference Call via GoToMeeting

PRESENT: Matt Kowalski, Erika Siemsen, Ald. Scott Spiker, Joan Johnson

EXCUSED: Michele Bria

OTHERS: MPL: Jennifer Meyer-Stearns, Karli Pederson, Marian Royal,
Rebecca Schweisberger, Pat Swanson

Committee Chair Matt Kowalski called the MPL Board of Trustees Innovation and Strategy Committee meeting to order at 9:04 a.m. on October 4, 2022 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 July 1, 2022 meeting, listed as Attachment A of the agenda. Trustee Spiker moved to approve; Trustee Kowalski seconded. Motion passed.
2. **2023 Committee Meeting Schedule and Plan.** The 2023 meeting schedule was presented for approval. Trustee Siemsen moved to approve; Trustee Spiker seconded. Motion passed.
3. **Race, Equity, and Inclusion (REI) Work Plan Update.** Library Director Joan Johnson presented an update on the Race, Equity, and Inclusion (REI) Work Plan. The initial phase and work with consultants at P3 Development Group has concluded and the work plan is being implemented. Results and strategies have been identified; there are approximately 5 objectives for each result and 4-5 action steps for each objective. Lead staff members have been assigned to the action steps with a goal to achieve all objectives by the end of 2024. The MPL REI Committee has been created to help monitor metrics for success and ensure accountability. The committee is comprised of staff from multiple departments and positions. They will meet regularly and co-chairs Hermoine Bell-Henderson and Eileen Force Cahill will report out to Director Johnson. The committee received intensive training from P3 Development Group to learn leadership skills and build trust within the group. The next committee meeting is scheduled for October 10, 2022 and will focus on ground rules, mapping out the first set of goals, and how best to communicate with staff to ensure they feel confident about the process. The Innovation & Strategy Committee will continue to receive updates on the REI Work Plan progress and timeline. Informational item.
4. **Broadband Update.** Library Director Joan Johnson provided an update on MPL's efforts to expand broadband access for the community. Director Johnson is a member of the Milwaukee Broadband Partnership, which is facilitated through United Way's Techquity group. With tremendous support from Techquity, the City of Milwaukee applied for a grant through the

National Telecommunications and Information Administration (NTIA). The Enabling Middle Mile Broadband Infrastructure Program (Middle Mile) was created to expand and extend middle mile infrastructure, advance digital equity goals, and improve broadband coverage in underserved areas. Through this grant, the City seeks to align new and existing internet providers into a comprehensive network focused on equity, accessibility, and affordability. The goal is to connect anchor institutions, including MPL, to the City's fiber infrastructure and other carriers and data centers.

The Broadband Partnership will conduct a feasibility study to demonstrate the need for allocating federal funding to Milwaukee for broadband access. A Request for Proposal (RFP) was issued and vendor selection is under way.

Director Johnson has had several meetings with internet service providers to discuss digital equity goals, more affordability, and better adoption rates.

There is also interest in creating opportunities for community organizations, such as PCs for People, to provide fixed wireless or other services from MPL buildings.

Using funds from the American Rescue Plan Act (ARPA) Emergency Connectivity Fund (ECF), MPL was able to partner with Safe & Sound to develop a mobile hot spot van. The program went live in July 2022 and has been very successful. The van is used at outreach stops and at many events in summer. So far, the mobile hot spot has been used by about 30 patrons and this number is expected to increase as more people become familiar with and aware of the service. The connection has primarily been used for video chat, email, and social media. The program will continue into 2023 and there is a possibility it could expand to other partners if funding is available. Informational item.

5. **Next Meeting.** At the January 10, 2023 meeting the Committee will receive updates on the REI Work Plan and broadband access initiatives.

The meeting of the Milwaukee Public Library Board's Innovation & Strategy Committee was adjourned at 9:39 a.m. on October 4, 2022.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Thursday, October 13, 2022**

Video Conference Call by GoToMeeting

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

OTHERS

PRESENT: MPL: Sam McGovern-Rowen, Jennifer Meyer-Stearns, Rebecca Schweisberger,
PJ Woboril

Chair Michael Morgan called the MPL Board of Trustees Building and Development Committee meeting to order at 9:03 a.m. on October 13, 2022 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 1, 2022 meeting, listed as Attachment A of the agenda. Trustee Sain moved approval and Trustee Morgan seconded. Motion passed.
2. **Real Estate Update.** Library Construction Project Manager Sam McGovern-Rowen provided an update on the former Llewellyn library building. MPL is working with the Redevelopment Authority of the City of Milwaukee (RACM) to prepare the property for sale. RACM has completed an appraisal of the property in preparation for a Request for Proposal (RFP) to set the sale price. The target date for issuing the RFP is 1st quarter 2023. Informational item.
4. **Mitchell Street Alley.** Library Construction Project Manager Sam McGovern-Rowen presented a brief review of the project and shared conceptual renderings. Creating an inviting pedestrian experience in the alley space has been a standing goal. A grant from the Mitchell Street Business Improvement District and Milwaukee Metropolitan Sewerage District and additional funding from the MPL Foundation provided the catalyst for moving forward with the project. Additionally, the MPL Foundation connected MPL with David J. Frank Landscaping who offered to provide free conceptual renderings from a landscape architect. The renderings are included at the end of these minutes. Potential features include bistro-style lighting above the space, planters and greenery along the alley and at each end, benches, a portable stage and tables, and public artwork. David J. Frank Landscaping has offered to donate the planters, plant material, and labor to install them. The Committee discussed the potential features and logistics for installation and programming in the space. Informational item.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 9:32 a.m. on October 13, 2022.

MITCHELL ALLEY CONCEPTUAL RENDERINGS

Provided by David J. Frank Landscaping



“The Alley @ Mitchell Street Branch” – Conceptual Renderings



“The Alley @ Mitchell Street Branch” – Conceptual Renderings



“The Alley @ Mitchell Street Branch” – Conceptual Renderings (special event setup)



“The Alley @ Mitchell Street Branch” – Conceptual Renderings (special event setup)

**Milwaukee Public Library
Financial Report
September 30, 2022**

2022

2021

City Revenues

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 24,494,523	\$ 17,982,054	73.4%
<i>Fines</i>	\$ 138,000	\$ 51,882	37.6%
<i>Lost Materials, etc.</i>	\$ 60,000	\$ 47,848	79.7%
<i>MCFLS Contracts</i>	\$ 760,469	\$ 582,087	76.5%
Total City Appropriation	\$ 25,452,992	\$ 18,663,871	73.3%

	Budget	Received to date	% Received
	\$ 23,881,151	\$ 16,425,522	68.8%
	\$ 157,000	\$ 24,307	15.5%
	\$ 71,000	\$ 33,135	46.7%
	\$ 762,627	\$ 382,115	50.1%
	\$ 24,871,778	\$ 16,865,079	67.8%

City Expenses

Salaries & Benefits

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 13,374,837	\$ 10,060,499	75.2%
<i>Fringe Benefits</i>	\$ 6,232,576	\$ 4,706,502	75.5%
Total	\$ 19,607,413	\$ 14,767,001	75.3%

	Budget	Spent to date	% Spent
	\$ 13,001,478	\$ 8,706,103	67.0%
	\$ 5,980,680	\$ 3,821,853	63.9%
	\$ 18,982,158	\$ 12,527,956	66.0%

Operating Expenses

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 109,300	\$ 40,499	37.1%
<i>Tools & Machinery Parts</i>	\$ 20,470	\$ 8,281	40.5%
<i>Construction Supplies</i>	\$ 23,000	\$ 18,256	79.4%
<i>Energy</i>	\$ 684,000	\$ 576,691	84.3%
<i>Other Operating Supplies</i>	\$ 193,225	\$ 93,508	48.4%
<i>Vehicle Rental</i>	\$ 9,000	\$ 3,516	39.1%
<i>Non-Vehicle Equipment Rental</i>	\$ 22,000	\$ 12,805	58.2%
<i>Professional Services</i>	\$ 238,152	\$ 253,646	106.5%
<i>Information Technology Services</i>	\$ 432,972	\$ 356,233	82.3%
<i>Property Services</i>	\$ 1,477,660	\$ 1,160,471	78.5%
<i>Infrastructure Services</i>	\$ 36,000	\$ 20,271	56.3%
<i>Vehicle Repair Services</i>	\$ -	\$ -	100.0%
<i>Other Operating Services</i>	\$ 151,548	\$ 44,502	29.4%
<i>Reimburse Other Departments</i>	\$ 91,000	\$ 28,809	31.7%
Total	\$ 3,488,327	\$ 2,617,488	75.0%

	Budget	Spent to date	% Spent
	\$ 112,427	\$ 61,980	55.1%
	\$ 20,001	\$ 14,264	71.3%
	\$ 21,500	\$ 14,936	69.5%
	\$ 787,811	\$ 441,669	56.1%
	\$ 192,312	\$ 90,279	46.9%
	\$ 8,450	\$ 1,577	18.7%
	\$ 28,050	\$ 9,049	32.3%
	\$ 292,250	\$ 153,024	52.4%
	\$ 407,800	\$ 368,796	90.4%
	\$ 1,252,790	\$ 1,046,192	83.5%
	\$ 35,000	\$ 29,273	83.6%
	\$ -	\$ -	100.0%
	\$ 138,453	\$ 59,860	43.2%
	\$ 366,310	\$ 323,075	88.2%
	\$ 3,663,154	\$ 2,613,974	71.4%

Equipment

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,714,000	\$ 1,011,624	59.0%
<i>Computers, etc.</i>	\$ 309,229	\$ 86,868	28.1%
<i>Other</i>	\$ 75,823	\$ 9,524	12.6%
Total	\$ 2,099,052	\$ 1,108,016	52.8%

	Budget	Spent to date	% Spent
	\$ 1,700,000	\$ 1,308,350	77.0%
	\$ 227,056	\$ 211,692	93.2%
	\$ 46,610	\$ 23,811	51.1%
	\$ 1,973,666	\$ 1,543,853	78.2%

Other Departmental Appropriation

	Budget	Spent to date	% Spent
<i>Villard Square Property Payment</i>	\$ 7,800	\$ -	0.0%
<i>East Property Payment</i>	\$ 3,500	\$ -	0.0%
<i>Mitchell Street Property Payment</i>	\$ 71,000	\$ 40,500	57.0%
<i>Good Hope Property Payment</i>	\$ 45,000	\$ -	0.0%
<i>Contingent Energy Financing</i>	\$ 130,900	\$ 130,866	100.0%
Total	\$ 258,200	\$ 171,366	66.4%

	Budget	Spent to date	% Spent
	\$ 7,500	\$ 7,500	0.0%
	\$ 3,000	\$ 2,996	0.0%
	\$ 69,000	\$ 40,500	58.7%
	\$ 45,000	\$ -	0.0%
	\$ 128,300	\$ 128,300	100.0%
	\$ 252,800	\$ 179,296	70.9%

Total City Expenses	\$ 25,452,992	\$ 18,663,871	73.3%
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Total City Expenses	\$ 24,871,778	\$ 16,865,079	67.8%
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**Milwaukee Public Library
Financial Report
September 30, 2022**

2022

2021

Additional Funding Sources

Contract Grants

	Budget	Spent to date	% Spent
<i>WTBBL Jul '22 - Jun '23</i>	\$ 1,136,100	\$ 270,394	23.8%
<i>ILS Jul '22 - Jun '23</i>	\$ 108,650	\$ 27,111	25.0%
Total	\$ 1,244,750	\$ 297,505	23.9%

	Budget	Spent to date	% Spent
	\$ 1,132,000	\$ 259,228	22.9%
	\$ 105,750	\$ 19,805	18.7%
	\$ 1,237,750	\$ 279,033	22.5%

Trust Funds

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 113,000	\$ 113,000	100.0%
<i>Programming</i>	\$ 34,000	\$ 12,457	36.6%
<i>Training</i>	\$ 15,000	\$ 9,036	60.2%
<i>Marketing</i>	\$ 29,000	\$ 10,305	35.5%
<i>Contingency</i>	\$ 4,000	\$ 111	2.8%
<i>Board Development</i>	\$ 4,000	\$ 504	12.6%
<i>Strehlow 50+</i>	\$ 39,045	\$ 69	0.2%
Total	\$ 238,045	\$ 145,482	61.1%

	Budget	Spent to date	% Spent
	\$ 85,303	\$ 82,375	96.6%
	\$ 24,000	\$ 9,686	40.4%
	\$ 8,000	\$ 2,739	34.2%
	\$ 20,000	\$ 2,098	10.5%
	\$ 2,500	\$ 63	2.5%
	\$ 4,000	\$ 409	10.2%
	\$ 39,615	\$ 330	0.8%
	\$ 183,418	\$ 97,700	53.3%

Foundation Funds

	Budget*	Spent to date	% Spent
<i>Materials</i>	\$ 536,095	\$ 23,898	4.5%
<i>Programming</i>	\$ 1,827,355	\$ 614,685	33.6%
Total	\$ 2,363,450	\$ 638,583	27.0%

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

*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 #327150723 dated 8/1/22 and maturing 3/1/23 at a rate of 0.005%...\$300,000.00

Director's Report**October 2022 Activities**

Top priority for Director Johnson has been meetings related to the 2023 budget and service planning, including the Library's budget hearing before the Finance and Personnel Committee of the Common Council and individual meetings with Alderpersons leading up to the hearing. She attended and led several meetings since the hearing with the Mayor's Budget Director and the Library's analyst, the Foundation Director, Trustees and the Library's Administrative Team.

Expanding access to high speed broadband is still a top priority for the Library and in an effort to advance those goals, Director Johnson has met with local philanthropists, telecommunications service providers, the Mayor and others. Separately, Johnson continues to participate with the Milwaukee Broadband Partnership. Due to progress along both fronts, Johnson expects some movement toward developing a proposal for action to be considered by the Board in early 2023.

Fall is the season for fundraisers, galas, and annual meetings and Director Johnson was in attendance for many of these events beginning with the Library's own Ben Franklin Awards Celebration where she participated in the program. As an ally with many community partners, she attended events in support of Journey House, Milwaukee Downtown, BID #21, Westown Association, ABLE (Audio & Braille Literacy Enhancement) and HGA.

Johnson regularly engages with local community leaders including with the Directors of COA Youth and Family Centers and Marquette University Raynor Memorial Libraries. She also attended a stakeholder's informational session regarding the Iron District Development happening in very close proximity to the Central Library and an aldermanic town hall meeting.

September 2022**Summary of VIRTUAL and IN-PERSON PROGRAMS:****MPL HELPS PEOPLE READ**

Coming to America Book Club. This book club grew out of a grant MPL received in 2020 from The Yiddish Book Center to do four reading groups. After the fourth title, some members expressed interest in continuing, and the Book Club was born. Because of the pandemic, the Reading Group was virtual and the Book Club began before in-person programming resumed, so this book club will remain virtual. A highly engaged core of between six and ten readers gathers every month and this past month Jeannee Sacken, the author of "Behind the Lens," joined us to talk about our September book. Attendance: 8

Cactus Book Club. Milwaukee Public Library was the guest host for this ongoing offsite book discussion group at Cactus Club, a music venue and community gathering place in the Bay View neighborhood. In honor of Banned Books Week, we led the group in a discussion of *Saga: Book One*, a collection of the first eight volumes of the fabled graphic novel series written by Brian K. Vaughan and illustrated by Fiona Staples. *Saga* has been frequently challenged for content in various public and school libraries, even making it on ALA's list of most challenged books in 2014. The group had a welcoming and insightful discussion of censorship, war, sexuality, family relationships, and colonialism in the book and our larger world. Attendance: 10

MPL HELPS PEOPLE LEARN

Computer Basics. Earlier this year, MPL was selected to be part of a cohort of 160 libraries nationally that will receive funding to provide technology workshops using DigitalLearn resources via a grant administered by the Public Library Association (PLA). Villard Square was chosen as the first location to host our series of computer classes. The Students were really excited to be back at the library learning about computers. Our 3 attendees were attentive for the entire class and asked a lot of questions throughout. Each student expressed their intentions to come back each week to learn more. The Digital Literacy Team is looking forward to the rest of the series, and are finding ways improve the classes for next year. Attendance: 3

National Voter Registration Day Mini-Carnival. Good Hope was one of four sites for our National Voter Registration Day mini-carnival. Volunteers from the League of Women Voters were at each site answering questions and helping people register to vote; there was a prize wheel and people spun, answered an age-appropriate question (there were child/teen and teen/adult question decks); the Election Commission brought voting machines and everyone was eligible to vote for their favorite Wisconsin Food and Wisconsin sports team; and everyone got a cookie. At the Good Hope site, at least three people registered to vote and one did an address change. At Central, Jacki Lyden and Delia Sava represented Writers for Democratic Action, a national grassroots coalition of writers promoting voter literacy and voter awareness. Attendance: Good Hope, 47; Central, 15 (Kelly Bolter); Washington Park, 11 (Brittany Lee); Mitchell Street, 30 (Kimberly Luedtke).

Snack Hack: You Are What You Eat! Snack Hack is a food and nutrition curriculum program structured as weekly sessions designed to teach all aspects of food: nutritional elements, food groups, cooking principles, history of food, how food is grown, cultural connections to what we eat, how food works in our bodies and methods on how to prepare meals at home. Sessions include a cooking demonstration and a snack for attendees. September began "Block 3" of the 4 Blocks that the Program is divided up into. The focus of Block 3 was to provide attendees *Tools for Healthy Habits*, such as completing a self-assessment, reviewing the My Plate guidelines, comparing portion sizes and teaching methods of eating in moderation. Total attendance at 4 weekly sessions: 61

Super Reader Squad & Teen Summer Challenge In Libraries. The Super Reader Squad and Teen Summer Challenge programs continue to support MPL's organizational value of creating a city of readers and lifelong learners. Through a variety of summer learning opportunities, youth are encouraged to read for fun, discover what they love to read, and pursue their interests by participating in either Super Reader Squad or Teen Summer Challenge. The programs have included a virtual option since 2017. The Super Reader Squad registered 3,167 children in libraries and 474 teens participated in the Teen Summer Challenge through their library. Participation: 3,641

Summer Outreach to Child Cares. Through a DIY Super Reader Squad kit, MPL staff connected with group and family licensed child care centers to share current information about MPL services, resources, virtual programs, and the Super Reader Squad. Child care centers were enrolled in the Super Reader Squad program and built a connection with a community partner during a particularly isolating time. Teachers were provided access to recorded read-alouds, book talks, guided educational activities in English and Spanish, lesson plan ideas, and information about continuing education credit opportunities. Giveaway books were delivered so that site staff could send a new book home with each child. In 2022, summer outreach to child care sites reached 95 group and family child care centers. Super Reader Squad Participation: 4,066

Summer Outreach to School Age Groups. Through a DIY Super Reader Squad kit, the Super Reader Squad program was taken to school age students in summer programs that include MPS recreation, summer school and Community Learning Centers, Boys and Girls Clubs, Children's Outing Association, choice, charter and parochial schools and other community-based organizations. The program introduces students to interesting books to motivate them to read in summer while encouraging their progress. Deposit collections of library books were delivered to 80 sites to be used throughout the summer and giveaway books were delivered to each site so that site staff could send a new book home with each student. MPL offered training to site staff to support them in implementing the program at their site and site staff received on-demand access to recorded read-alouds, book talks, and guided educational activities in English and Spanish. In 2022, summer outreach to school age sites worked with 116 partners. Super Reader Squad Participation: 10,404

Public Art Scavenger Hunt. This summer, the Super Reader Squad and Teen Summer Challenge featured a Public Art Scavenger Hunt again. The Scavenger Hunt encouraged teens (and patrons of all ages) to explore Milwaukee neighborhoods and enjoy the public art available. Participants accumulated points toward summer reading for every art object they visited. Each branch also featured a drop-in art activity inspired by a neighborhood art piece so that children and teens could "level up" the Scavenger Hunt. Visits to Public Art Scavenger Hunt Sites: 1,199

MPL HELPS PEOPLE CONNECT

Capitol Walking Club Walking Club attendees improved their fitness and developed friendships over the course of the summer. One woman who attended every session since July began walking with a cane and needed to stop for regular breaks. She has since increased her walking speed and no longer brings a cane. The final session had a new attendee who plans to attend the Gentle Chair Yoga class at Capitol in October. Attendance: 13

ATTACHMENT A - P. 19 of 29

MPL CONSENT AGENDA

3b. Director's Report

P. 22

Music in the Courtyard: The Kitchen Boys. The Kitchen Boys a small local band consisting of Aaron Heffernan on harmonica and washboard and Bob Drucker on banjo and guitar gave patrons at The Zablocki Library a very entertaining night playing a variety of Appalachian and Bluegrass music. The patrons who attended enjoyed listening to the music and participating in singing along with songs like Ring of Fire by Johnny Cash and Take Me Home, Country Road by John Denver. We were to have the program in Zablocki's new refurbished Courtyard, but the weather did not want to cooperate, with temperatures in the fifties and the wind blowing pretty hard we moved into the community room where the acoustics made the music sound wonderful. Attendance: 14

Knot Just Knitting. This group, led by master fiber artist and community member Ruth Shank, was planned for Good Hope before the pandemic and while we were preparing for a grand opening and a full array of programs. It was our first in-person program in August of 2021, and possible because of our outdoor space. We met again in September and October before going on a weather-related hiatus. It resumed in June, when indoor programming was offered for the first time since the pandemic. Two of the previous year's patio knitters returned, and we have been growing steadily since. September's program was the largest in-person adult program yet at Good Hope. Attendance: 8

BBQ Showdown: Pitmaster Challenge. The BBQ Cook-Off was an interactive, fun, competitive BBQ-themed "grill off" between local chefs. The Cook-Off allowed for fellowship, a cooking demonstration, information on cooking methods, as well as a complimentary meal offered to the attendees. This program provided the community an inviting avenue to easily access the Library and its vast resources. By attracting the community through this program, more residents will be willing to engage in what the Library has to offer. Attendance: 40



MILWAUKEE
PUBLIC LIBRARY

To: Joan Johnson, Director

From: CLCR – Education & Outreach

Date: September 16, 2022

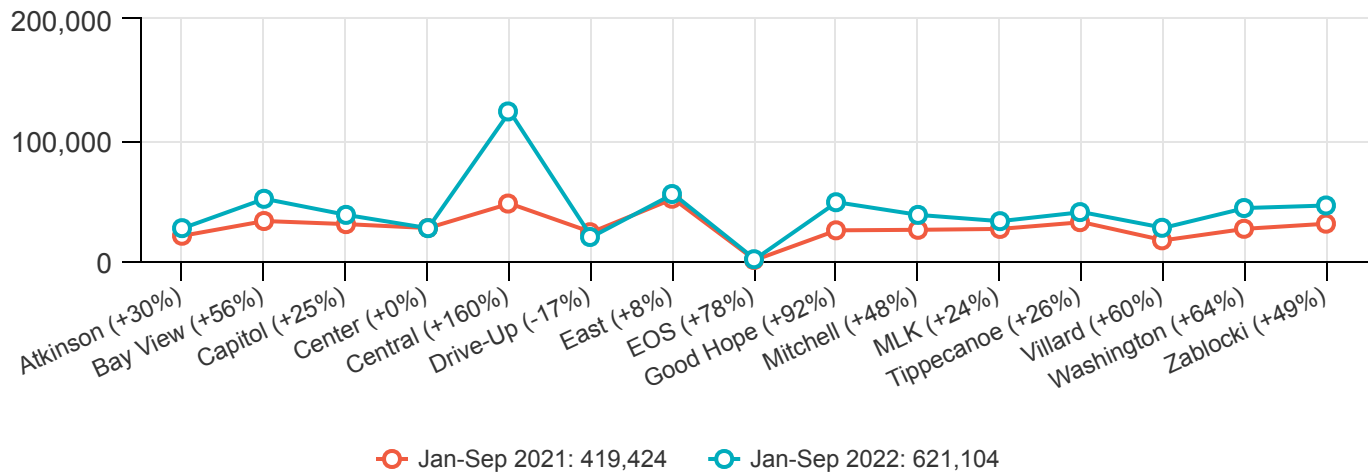
RE: Super Reader Squad & Teen Summer Challenge Results

The Super Reader Squad and Teen Summer Challenge continue to encourage children and teens to read, explore their interests, and learn during the summer with a focus on helping young people develop their own identities as readers. In 2022, children and teens were again invited to Read, Create, and Discover through our summer reading programs. Participants chose what they wanted to read, visited MPL locations to participate in art activities inspired by Milwaukee public art, and discovered public art while exploring different Milwaukee neighborhoods. Participants picked out a high interest, high quality book for their home library upon registration.

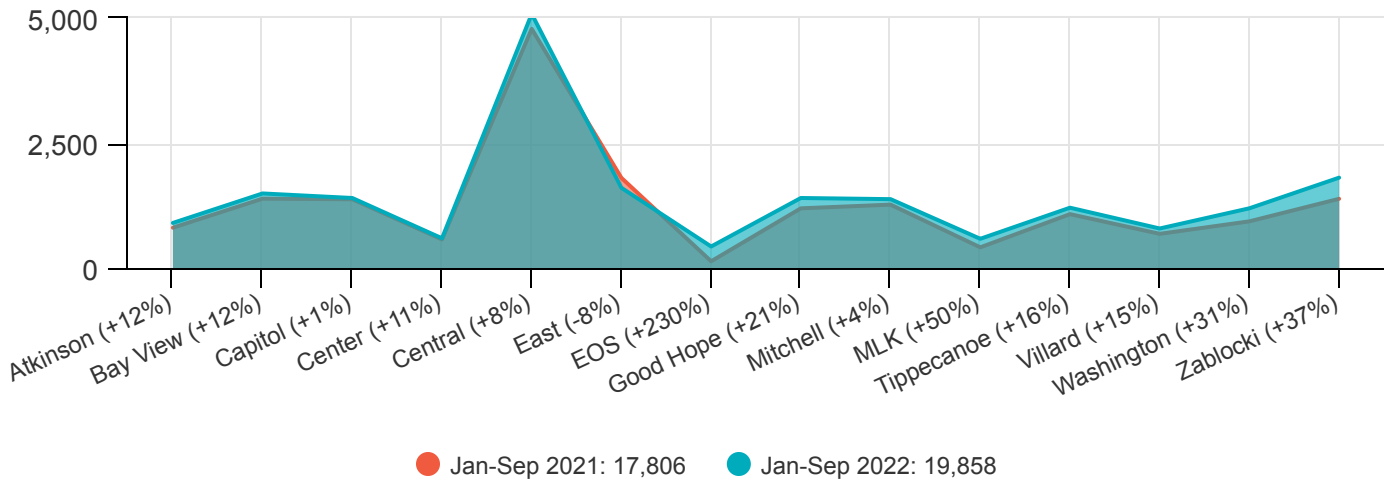
While in-house participation is still rebuilding after COVID shutdowns, outreach to child cares and school age sites throughout the city is growing. In 2022, MPL served more children and teens through outreach than at any other point in the 20 year history of summer reading outreach.

Summer Reading at MPL		Total 2013	Total 2014	Total 2015	Total 2016	Total 2017	Total 2018	Total 2019	Total 2020	Total 2021	Total 2022
Super Reader Squad	Child Care Outreach	2,777	2,295	2,773	3,051	2,795	2,595	2,733	2,688	3,230	4,066
	School Age Outreach	5,708	6,136	8,159	8,641	8,735	8,993	10,043	3,574	6,491	10,404
	Outreach Total	8,485	8,431	10,932	11,692	11,530	11,588	12,776	6,262	9,721	14,470
	In-Library Total	12,916	11,227	13,330	12,846	12,568	12,201	11,812	2,117	2,553	3,167
Super Reader Squad Total		21,401	19,658	24,262	24,538	24,086	23,789	24,588	8,379	12,274	17,637
Teen Summer Challenge Total		942	1,178	1,003	1,031	976	1,146	1,270	202	349	474
Total in all Summer Reading Programs		22,343	20,836	25,265	25,569	25,074	24,935	25,858	8,581	12,623	18,111
Percentage change from previous year		1.91%	-6.74%	21.26%	1.20%	-2.00%	-0.50%	3.7%	-66.80%	47.10%	43.48%

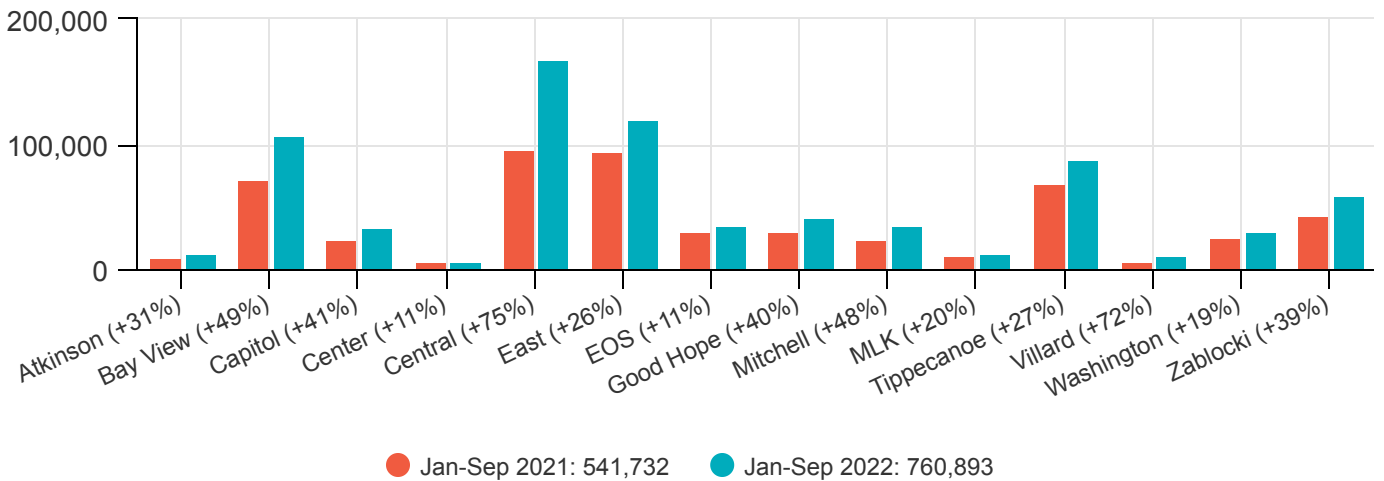
Patron Visits



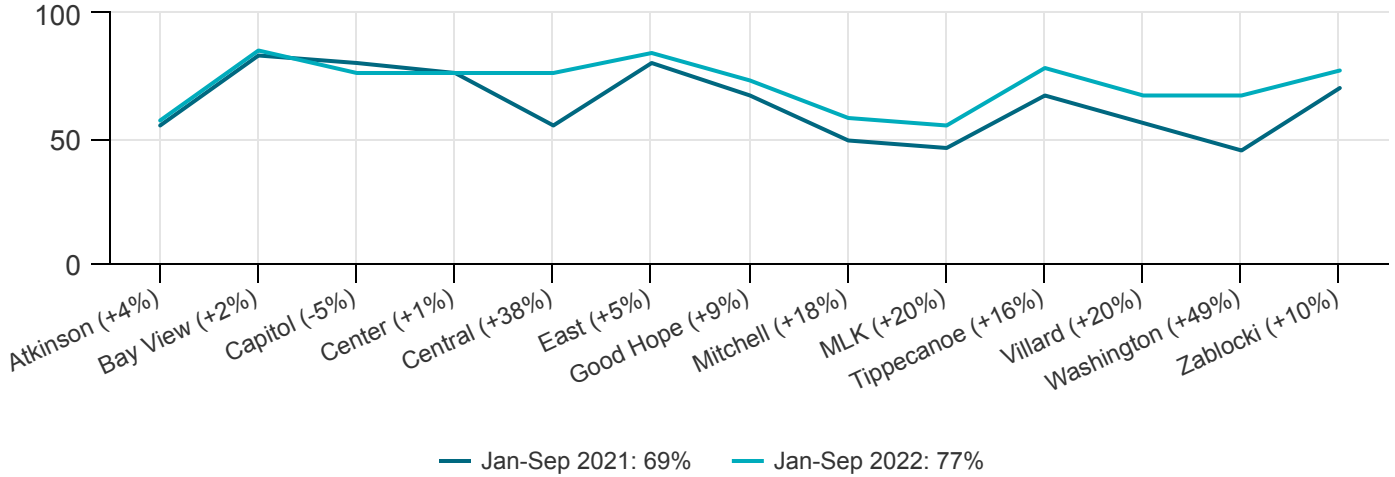
Registration



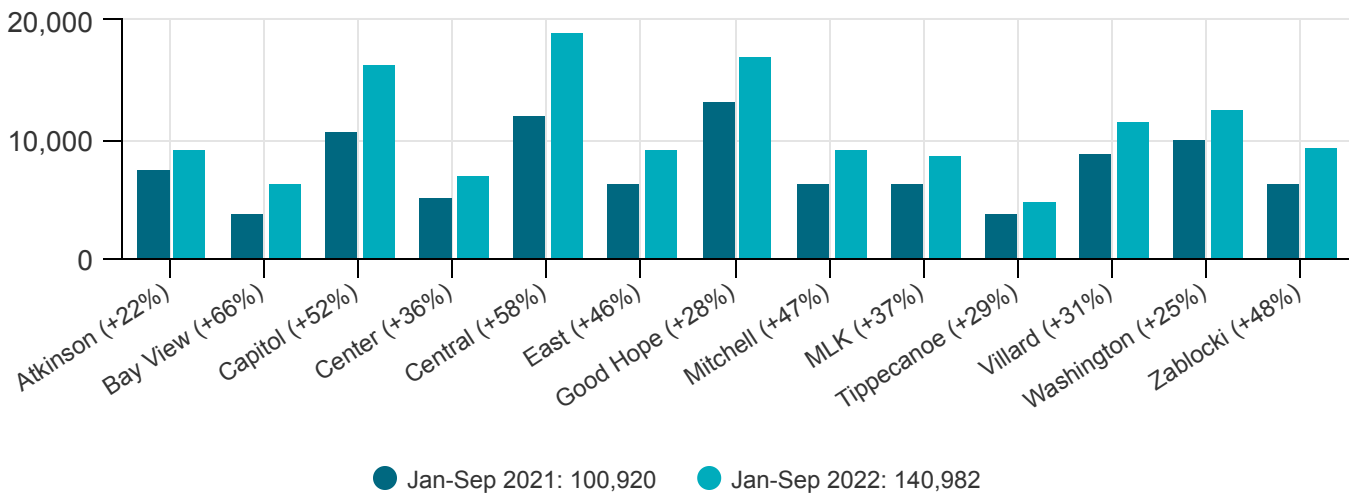
Traditional Circulation



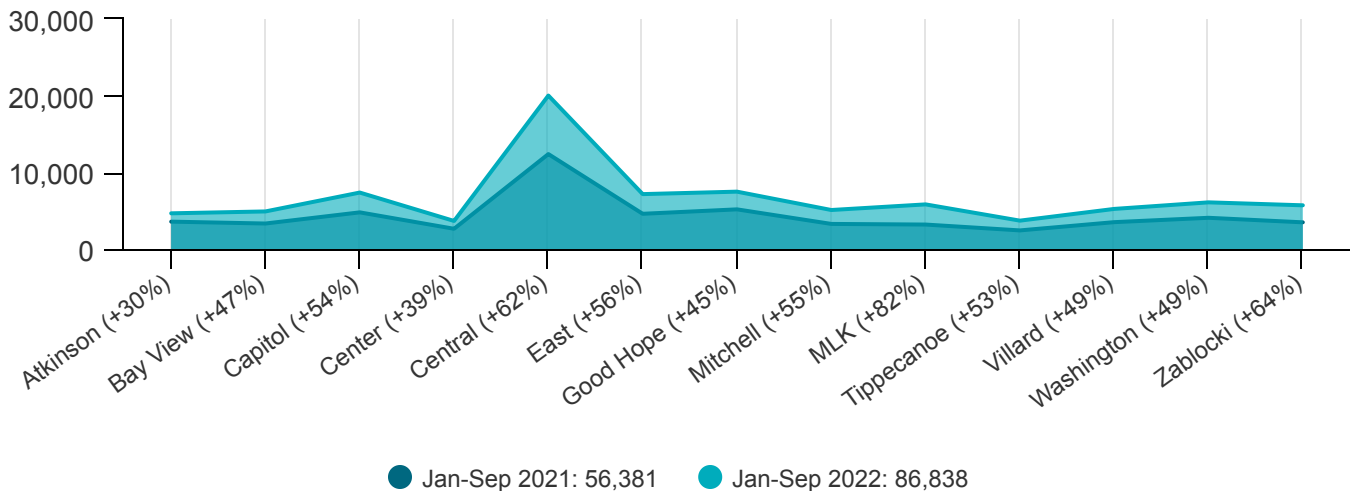
Self-Checkout (%)



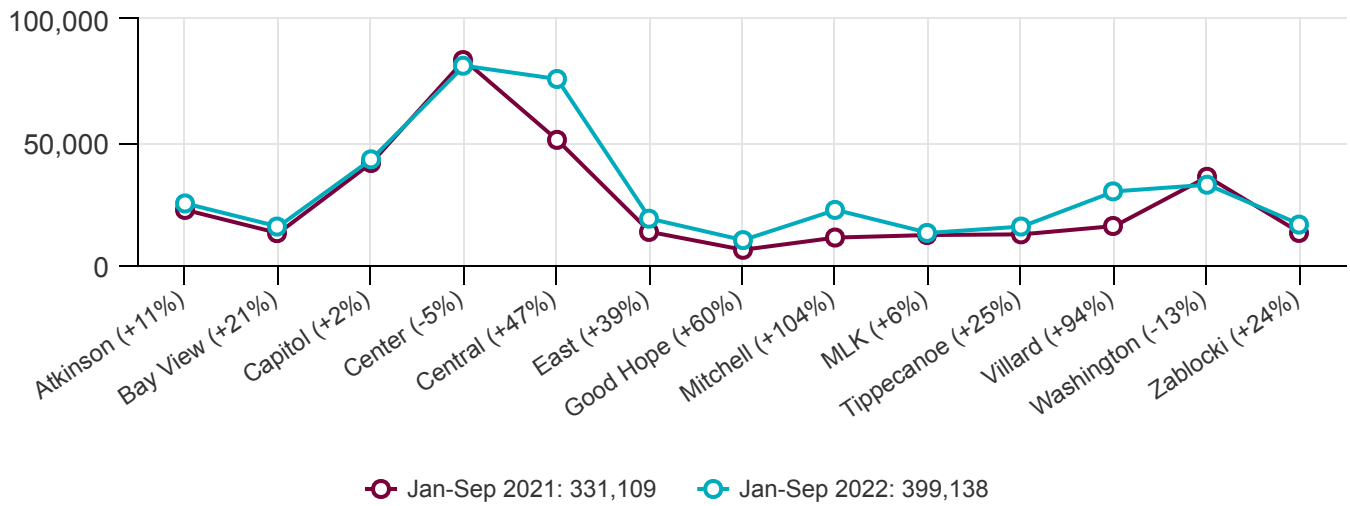
Print/Copy/Fax Jobs



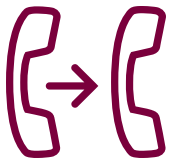
Public Computer Sessions



Wi-Fi Sessions



Ready Reference



42,899
Calls Answered
Last Year: 49,229

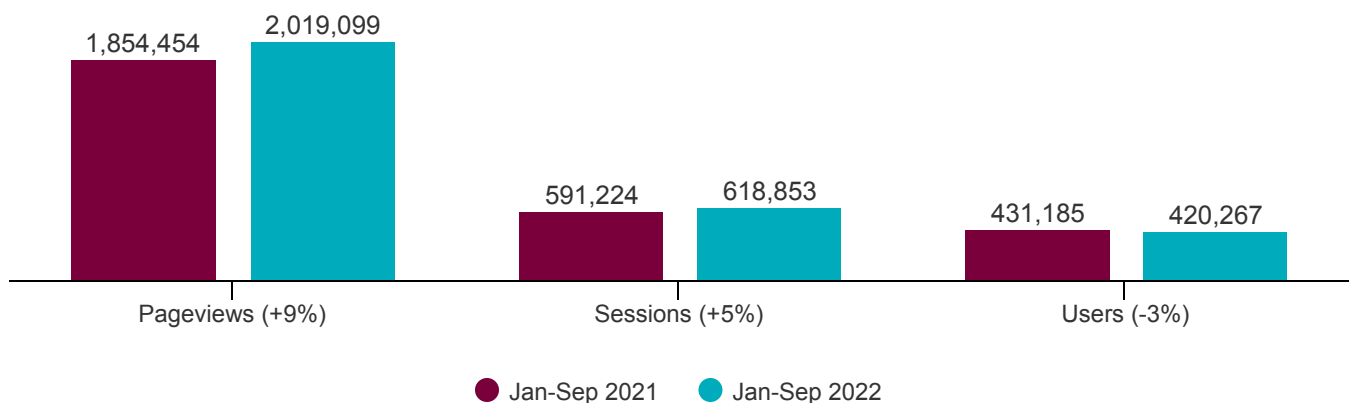


1,685
Chat Sessions
Last Year: 1,891



1,184
Email Responses
Last Year: 1,287

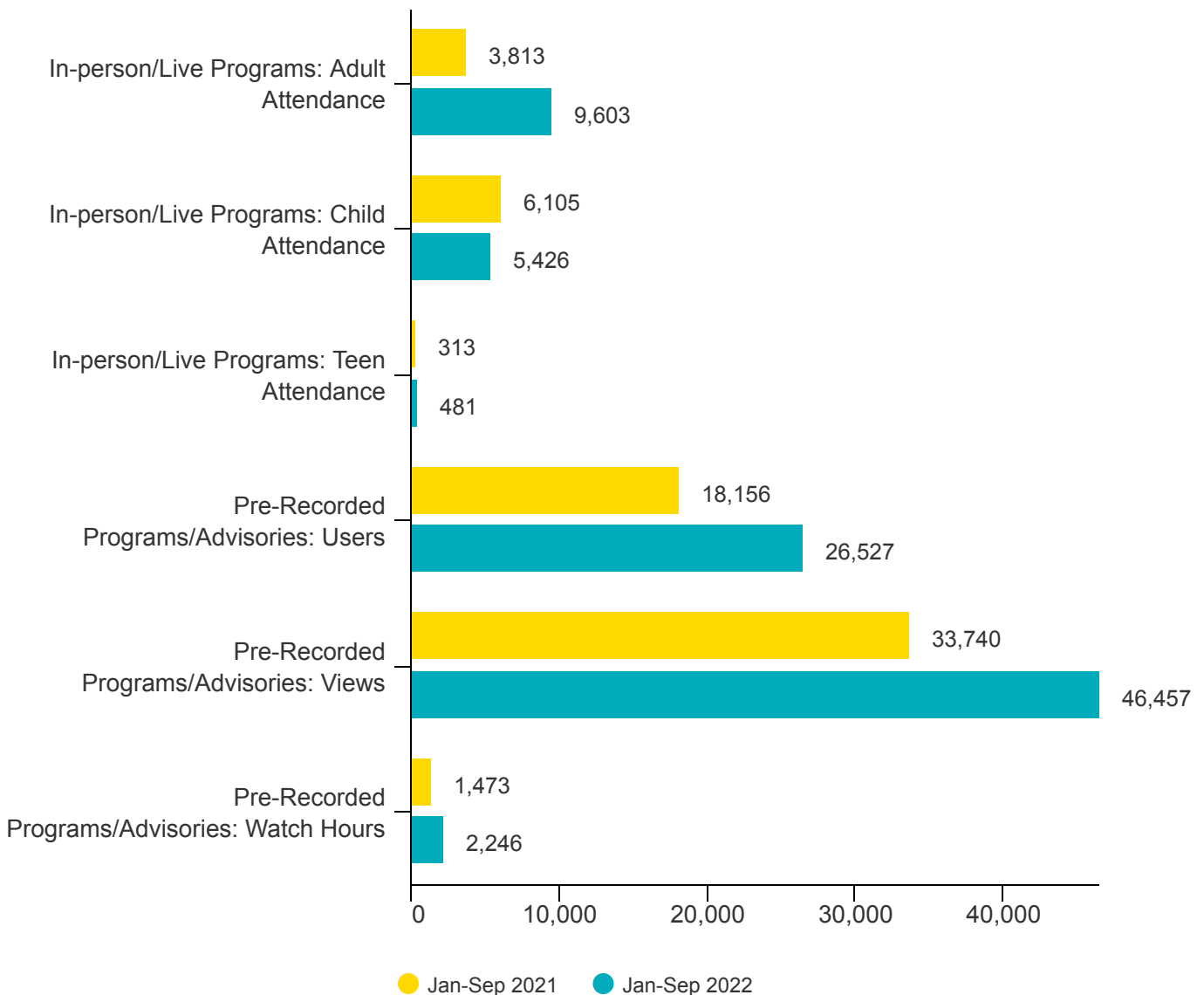
Webpage Usage



eCirculation

Platform	Jan-Sep 2021	Jan-Sep 2022	Change
Freegal Music	74,862	61,739	-18%
hoopla Digital	31,559	34,955	11%
Kanopy	-	8,005	New
OverDrive	218,532	255,700	17%
Total	324,953	360,399	11%

Programming





MILWAUKEE
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**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. ▪ Central Library, Rotary Club of Milwaukee
Community Room
- ▶ October 25, Tuesday ▪ 4:00 p.m. ▪ Central Library, Rotary Club of Milwaukee
Community Room
- ▶ November 22, Tuesday ▪ 4:00 p.m. ▪ Central Library, Rotary Club of Milwaukee
Community Room

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 15, Wednesday ▪ 9:30 a.m. ▪ Video Conference

FINANCE & PERSONNEL COMMITTEE

- ▶ January 12, Wednesday ▪ 8:00 a.m. ▪ Video Conference
- ▶ April 26, Tuesday ▪ 8:30 a.m. ▪ Video Conference
- ▶ July 26, Tuesday ▪ 8:30 a.m. ▪ Video Conference
- ▶ October 25, Tuesday ▪ 8:30 a.m. ▪ Video Conference



**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 Board of Trustees
2022 Schedule of Meetings (by date)**

January 2022			
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 2022			
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 2022			
April 5	Innovation & Strategy Committee	9:00 a.m.	Video Conference
April 7	Building & Development Committee	8:00 a.m.	Video Conference
April 26	Finance & Personnel Committee	8:30 a.m.	Video Conference
April 26	Board Meeting	4:00 p.m.	Video Conference

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

July 2022			
July 7	Building & Development Committee	8:00 a.m.	Video Conference
July 20	Library Services & Programs Committee	4:00 p.m.	Video Conference
July 26	Finance & Personnel Committee	8:30 a.m.	Video Conference
July 26	Board Meeting	4:00 p.m.	Video Conference

September 2022			
September 1	Building & Development Committee	8:00 a.m.	Video Conference
September 27	Board Meeting	4:00 p.m.	Video Conference

October 2022			
October 4	Innovation & Strategy Committee	9:00 a.m.	Video Conference
October 6	Building & Development Committee	8:00 a.m.	Video Conference
October 25	Finance & Personnel Committee	8:30 a.m.	Video Conference
October 25	Board Meeting	4:00 p.m.	Video Conference

November 2022			
November 2	Library Services & Programs Committee	4:00 p.m.	Video Conference
November 3	Building & Development Committee	8:00 a.m.	Video Conference
November 15	Executive Committee	9:30 a.m.	Video Conference
November 22	Board Meeting	4:00 p.m.	Video Conference



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

MEETING NOTICE AND AGENDA

Tuesday, October 25, 2022
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, Joan Johnson, Secretary, Rebecca Schweisberger, Secretary's Assistant (414) 286-3021

1. **Committee Meeting Minutes Review.** The Committee will review and approve the minutes from the July 26, 2022 meeting.
Attachment A, page 3
2. **2023 Meeting Schedule.** The 2023 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. **2023 Library Trust & Gift Fund Expenditure Request.** The Committee will review Library Administration's request to expend funds from the MPL investment fund in 2023.
Attachment D, page 6
6. **Contract Award – Trust Fund Auditor.** The Committee will be asked to approve a contract for Financial and Compliance Audit Services of the Milwaukee Public Library Trust Fund.
Attachment E, page 7

7. **Next Meeting.** The Committee will discuss items to be included on the January 24, 2023 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 26, 2022

Video Conference Call by GoToMeeting

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

OTHERS

PRESENT: MPL: Hermoine Bell-Henderson, Sarah Leszczynski, Jennifer Meyer-Stearns,
Karli Pederson, Anne Rasmussen, Rebecca Schweisberger
US Bank: Wayne Sattler

Chair Teresa Mercado called the meeting of the Board of Trustees Finance & Personnel Committee to order at 8:37 a.m. on Tuesday, July 26, 2022. All Trustees and presenters participated by video or audio conference. The agenda items were taken out of order; however, these minutes are presented in numerical sequence.

1. **Committee Meeting Minutes Review.** The Committee reviewed the minutes from the April 26, 2022 meeting. Trustee Spiker moved to approve the minutes and Trustee Mercado seconded. Motion passed.
2. **Quarterly Review of Fund Investments and Investment Policy Revision Recommendation.** Prior to the meeting, the Committee received the U.S. Bank Institutional Trust and Custody quarterly report for MPL dated July 26, 2022. 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 third quarter 2022 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. **Library Closure for Race, Equity, and Inclusion (REI) Training.** Hermoine Bell-Henderson, Library Services Manager - Business, Technology and Periodicals, presented a brief overview, timeline, and update on MPL's Race, Equity, and Inclusion (REI) Action Plan. As part of the plan, MPL has established a REI implementation team, co-chaired by Mrs. Bell-Henderson and Anne Rasmussen, Associate Director of Strategic Initiatives and Public Services. One of the key steps of the action plan is to provide staff training on an annual or semi-annual basis. The implementation team recommends a system-wide, in-service training for all MPL staff. In order for all staff to participate, all MPL locations would need to close for either a half day or full day. Anne Rasmussen requested Board approval to close all MPL locations for up to one full day in fourth quarter 2023. Trustee Spiker moved to approve a partial or full-day library-wide closure for staff training during the final quarter of 2023, as specified in the MPL REI Action Plan. Trustee Mercado seconded. Motion passed.
5. **Next Meeting.** A report on the status of the 2023 budget will be presented at the October 25, 2022 meeting. Informational item.

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 9:13 a.m. on Tuesday, July 26, 2022.



MILWAUKEE
PUBLIC LIBRARY

Milwaukee Public Library Board of Trustees

FINANCE & PERSONNEL COMMITTEE

2023 Schedule of Meetings

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

January 24

April 25

July 25

October 24



MILWAUKEE

PUBLIC LIBRARY

Date: October 25, 2022

To: Joan Johnson, Library Director

From: Jennifer Meyer, Deputy Library Director

Re: Internal Controls – Third Period 2022

I have confirmed that in July, August, and September, 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.

ATTACHMENT B - P. 5 of 7
6. Finance & Personnel Committee
Meeting - 10/25/22
P. 37





MEMO

Date: October 25, 2022
To: Milwaukee Public Library Board of Trustees – Finance & Personnel Committee
From: Library Director Joan Johnson
Re: 2023 Trust Fund and Gift Fund Expenditure Request

Approval is requested to expend up to \$220,000 from the Milwaukee Public Library Trust and Gift Funds for operational support during 2023. The current Board Policy allows a 4-5% distribution from unrestricted funds based on the average of the last 12 quarters.

TRUST FUND

- \$ 205,000 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.

- \$ 220,000 Total Trust Fund Expenditure Request





MEMO

Date: October 10, 2022

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

From: Jennifer Meyer-Stearns, Deputy Library Director; Sarah Leszczynski, Library Business Manager

Re: Award Recommendation for Financial and Compliance Audit Services of the Milwaukee Public Library Trust Fund.

The Milwaukee Public Library issued a Request for Proposals for Financial and Compliance Audit Services on August 5, 2022. The RFP for this professional service was last issued in 2018.

The Request for Proposal documents were sent to 28 local and regional firms with auditing and accounting experience. Staff researched and investigated possible proposers with due diligence.

Only Reilly, Penner, & Benton, our current accounting firm, submitted a proposal. Given their experience, qualifications, audit approach, and cost structure, the Business Office team at Milwaukee Public Library recommends accepting this sole proposal. The new term covers 2022 to 2024 audit years. The Milwaukee Public Library will have the option to review and terminate this contract at any time under certain conditions in City of Milwaukee contracting rules. The contract will have an option to extend for one additional two-year period by mutual consent.

ATTACHMENT B - P. 7 of 7
6. Finance & Personnel Committee
Meeting - 10/25/22
P. 39



MPL Total Program Attendance and Statistics 2017-2019 (excluding MPL Express)			
Data Range	Total Number of Programs	Program Attendance Totals	Average Program Attendance
Top Four 1-4 = HIGH			
Middle Four 5-8 = MEDIUM			
Bottom Four 9-12 = LOW			
NORTH CLUSTER			
Atkinson	11	11	12
Capitol	5** (715)	6	5** (18)
Mill Road*	12	12	8
Villard Square	10	10	9** (12)
CENTRAL CLUSTER			
Center Street	4	7	11
East	1** (971)	3	6
Martin Luther King	9** (602)	8	7
Washington Park	8	9** (7,599)	10
SOUTH CLUSTER			
Bay View	7	5** (13,129)	3
Mitchell Street	2	1** (22,883)	1** (26)
Tippecanoe	3	2	2
Zablocki	6	4	4

*Mill Road was limited service from January 2019 to July 29, 2020

**Quantity indicated in parentheses

MPL Childrens Program Attendance and Statistics 2017-2019 (excluding MPL Express)			
Data Range	Total Number of Programs	Program Attendance Totals	Average Program Attendance
Top Four 1-4 = HIGH			
Middle Four 5-8 = MEDIUM			
Bottom Four 9-12 = LOW			
NORTH CLUSTER			
Atkinson	7	11	12
Capitol	3	6	8
Mill Road*	12	12	5** (25)
Villard Square	10	10	11
CENTRAL CLUSTER			
Center Street	9** (287)	9** (5,370)	10
East	1** (514)	2	4
Martin Luther King	11	7	7
Washington Park	8	8	9** (19)
SOUTH CLUSTER			
Bay View	2	4	6
Mitchell Street	5** (406)	3	2
Tippecanoe	4	1** (13,333)	1** (31)
Zablocki	6	5** (10,198)	3

*Mill Road was limited service from January 2019 to July 29, 2020

**Quantity indicated in parentheses

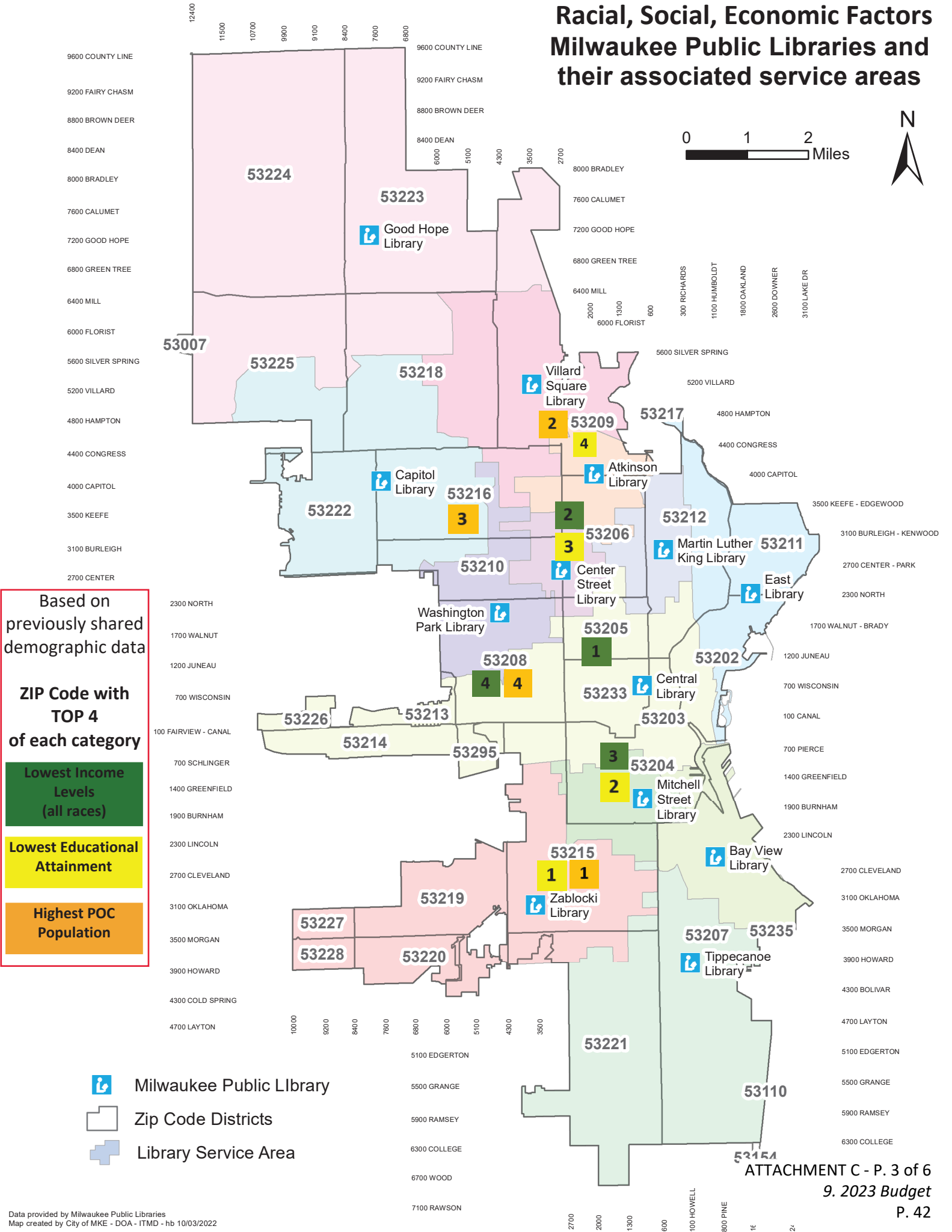
Racial, Social, Economic Factors Milwaukee Public Libraries and their associated service areas



Based on previously shared demographic data

ZIP Code with TOP 4 of each category

- Lowest Income Levels (all races)
- Lowest Educational Attainment
- Highest POC Population



- Milwaukee Public Library
- Zip Code Districts
- Library Service Area

Data provided by Milwaukee Public Libraries
Map created by City of MKE - DOA - ITMD - hb 10/03/2022



MPL Technology Innovation & Timelines

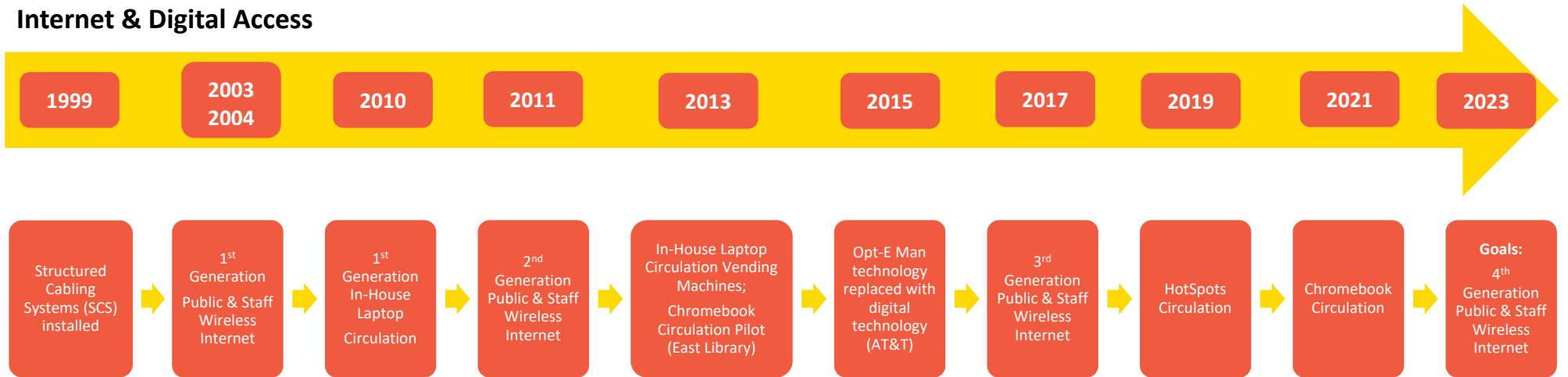
The Milwaukee Public Library strives for ongoing and sustainable technological innovation to support customer experiences, efficient resource management, and optimization of staff time. These innovations have created opportunities to enhance and maintain services for patrons as the City of Milwaukee and the Milwaukee Public Library have experienced increased costs and challenging budgets. While not the original goal, some innovations have allowed MPL to sustain patron services with reduced staff. Those possibilities have been exhausted at this time. In 2010, MPL implemented RFID systems, including self-check stations, allowing MPL to sustain reductions to circulation staff. Having at least one circulation staff member available at those service points provides critical support for patron needs. MPL's Acquisitions/Serials Department, with Milwaukee County Federated Library System support, updated electronic order loads in 2019 for improved efficiency and to enhance timeliness of material processing. Unit staffing reductions in 2020 created a roughly neutral effect.

As MPL explores technological innovations, it must factor costs for overhead, maintenance, skilled staff, and IT support, requiring a balance between innovation and actual cost-savings. For example, MPL installed RFID sorters at some locations and the cost of initial investment, operation, and maintenance of these units means they are only a financially viable solution at locations with higher levels of circulation. The equipment still requires trained staff to process outliers, complete sorting, and shelve materials. Additionally, MPL has expanded digital access and remote opportunities to interact with the library and access resources during the same 20-year period of reduced staffing levels. The Milwaukee Public Library continues to explore technology that would support and enhance services to provide the high-quality customer service patrons expect and deserve in a 21st Century Library.



Milwaukee Public Library Technology Timelines

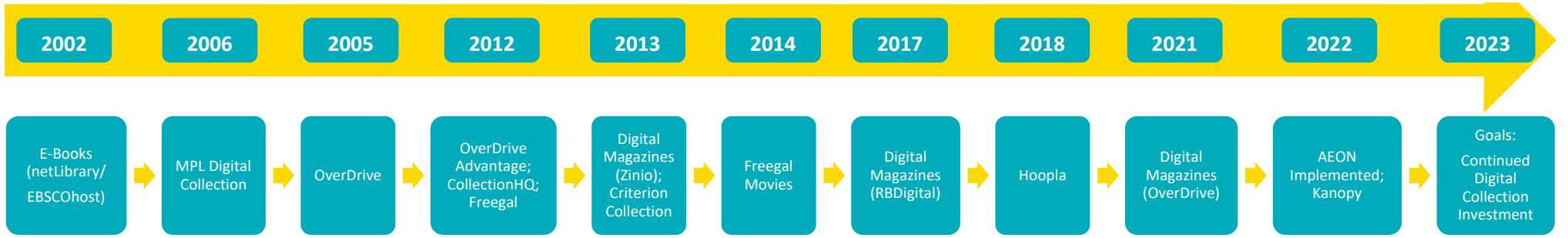
Internet & Digital Access



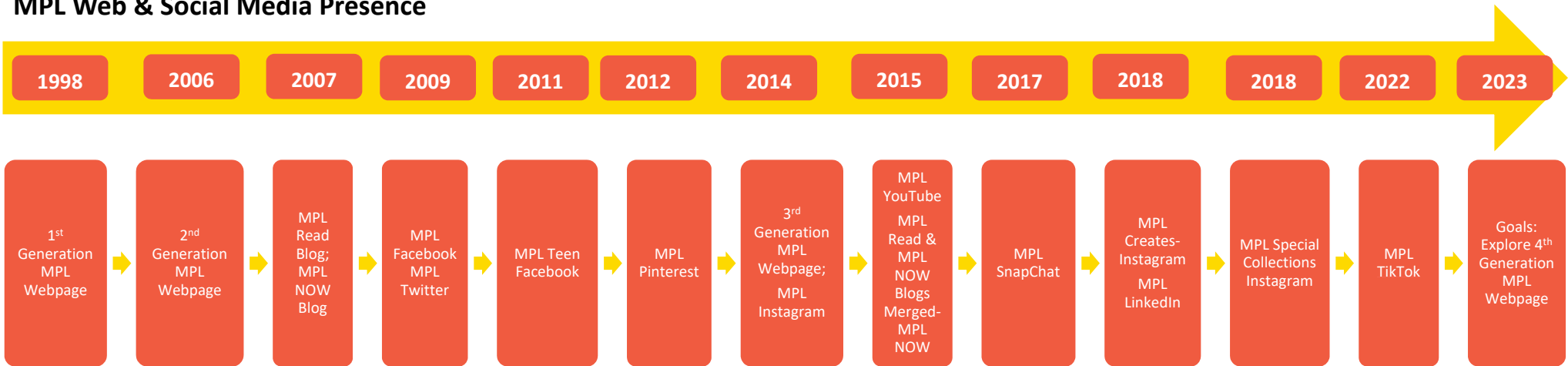
Integrated Library System (ILS) & Integration



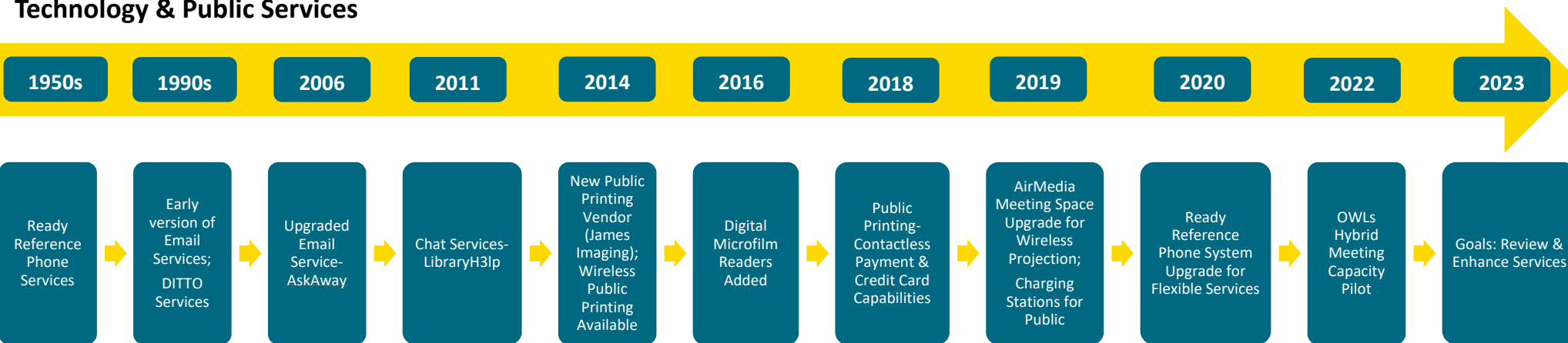
MPL Digital Collections & Collection Management Systems



MPL Web & Social Media Presence



Technology & Public Services



*Timelines are based on research for documentation of specific start dates of services. Research is ongoing for historic dates for all timelines and is reflected here to the best of our current findings.



**Milwaukee Public Library Board of Trustees
2023 Schedule of Meetings (by Committee)**

RECESS: February, August, December

REGULAR MEETING OF THE BOARD

Date	Day	Time	Location
January 24, 2023	Tuesday	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room
March 28, 2023	Tuesday	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room
April 25, 2023	Tuesday	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room
May 23, 2023	Tuesday	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room
June 27, 2023	Tuesday	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room
July 25, 2023	Tuesday	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room
September 26, 2023	Tuesday	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room
October 24, 2023	Tuesday	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room
November 28, 2023	Tuesday	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

LIBRARY BUILDING & DEVELOPMENT COMMITTEE

Date	Day	Time	Location
January 12, 2023	Thursday	8:00 a.m.	Virtual via GoToMeeting
March 2, 2023	Thursday	8:00 a.m.	Virtual via GoToMeeting
April 6, 2023	Thursday	8:00 a.m.	Virtual via GoToMeeting
May 4, 2023	Thursday	8:00 a.m.	Virtual via GoToMeeting
June 1, 2023	Thursday	8:00 a.m.	Virtual via GoToMeeting
July 6, 2023	Thursday	8:00 a.m.	Virtual via GoToMeeting
September 7, 2023	Thursday	8:00 a.m.	Virtual via GoToMeeting
October 5, 2023	Thursday	8:00 a.m.	Virtual via GoToMeeting
November 2, 2023	Thursday	8:00 a.m.	Virtual via GoToMeeting



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**Milwaukee Public Library Board of Trustees
2023 Schedule of Meetings (by Committee)**

EXECUTIVE COMMITTEE

Date	Day	Time	Location
June 14, 2023	Wednesday	4:00 p.m.	Virtual via GoToMeeting
November 15, 2023	Wednesday	4:00 p.m.	Virtual via GoToMeeting

FINANCE & PERSONNEL COMMITTEE

Date	Day	Time	Location
January 24, 2023	Tuesday	8:30 a.m.	Virtual via GoToMeeting
April 25, 2023	Tuesday	8:30 a.m.	Virtual via GoToMeeting
July 25, 2023	Tuesday	8:30 a.m.	Virtual via GoToMeeting
October 24, 2023	Tuesday	8:30 a.m.	Virtual via GoToMeeting

INNOVATION & STRATEGY COMMITTEE

Date	Day	Time	Location
January 10, 2023	Tuesday	9:00 a.m.	Virtual via GoToMeeting
April 4, 2023	Tuesday	9:00 a.m.	Virtual via GoToMeeting
June 6, 2023	Tuesday	9:00 a.m.	Virtual via GoToMeeting
October 3, 2023	Tuesday	9:00 a.m.	Virtual via GoToMeeting

LIBRARY SERVICES & PROGRAMS COMMITTEE

Date	Day	Time	Location
March 1, 2023	Wednesday	4:00 p.m.	Virtual via GoToMeeting
May 3, 2023	Wednesday	4:00 p.m.	Virtual via GoToMeeting
July 12, 2023	Wednesday	4:00 p.m.	Virtual via GoToMeeting
November 1, 2023	Wednesday	4:00 p.m.	Virtual via GoToMeeting



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**Milwaukee Public Library Board of Trustees
2023 Schedule of Meetings (by date)**

January 2023			
January 10	Innovation & Strategy Committee	9:00 a.m.	Video Conference
January 12	Building & Development Committee	8:00 a.m.	Video Conference
January 24	Finance & Personnel Committee	8:30 a.m.	Video Conference
January 24	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

March 2023			
March 1	Library Services & Programs Committee	4:00 p.m.	Video Conference
March 2	Building & Development Committee	8:00 a.m.	Video Conference
March 28	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

April 2023			
April 4	Innovation & Strategy Committee	9:00 a.m.	Video Conference
April 6	Building & Development Committee	8:00 a.m.	Video Conference
April 25	Finance & Personnel Committee	8:30 a.m.	Video Conference
April 25	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

May 2023			
May 3	Library Services & Programs Committee	4:00 p.m.	Video Conference
May 4	Building & Development Committee	8:00 a.m.	Video Conference
May 23	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

June 2023			
June 1	Building & Development Committee	8:00 a.m.	Video Conference
June 6	Innovation & Strategy Committee	9:00 a.m.	Video Conference
June 14	Executive Committee	4:00 p.m.	Video Conference
June 27	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room



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**Milwaukee Public Library Board of Trustees
2023 Schedule of Meetings (by date)**

July 2023			
July 6	Building & Development Committee	8:00 a.m.	Video Conference
July 12	Library Services & Programs Committee	4:00 p.m.	Video Conference
July 25	Finance & Personnel Committee	8:30 a.m.	Video Conference
July 25	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

September 2023			
September 7	Building & Development Committee	8:00 a.m.	Video Conference
September 26	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

October 2023			
October 3	Innovation & Strategy Committee	9:00 a.m.	Video Conference
October 5	Building & Development Committee	8:00 a.m.	Video Conference
October 24	Finance & Personnel Committee	8:30 a.m.	Video Conference
October 24	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

November 2023			
November 1	Library Services & Programs Committee	4:00 p.m.	Video Conference
November 2	Building & Development Committee	8:00 a.m.	Video Conference
November 15	Executive Committee	4:00 p.m.	Video Conference
November 28	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room