



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, April 26, 2022
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 – 4:15

PUBLIC COMMENT

4:15 – 4:45

BOARD EDUCATION

1. **Urban Libraries Council (ULC) Executive Board Presentation.** Richard Reyes-Gavilan, Executive Director of the DC Public Library and ULC Board member, will share a presentation about the new DC MLK Memorial Library, it's development process, and public response.

4:45 – 4:55

CONSENT AGENDA

Attachment A, page 3

2. **Regular Board Meeting Minutes, March 22, 2022.**
3. **Committee Reports**
 - a. Innovation & Strategy Committee Meeting Minutes – April 5, 2022
4. **Administrative Reports.**
 - a. Financial Report
 - b. Library Director's Report
 - c. Statistics

REPORTS

4:55 – 5:05

5. **Finance & Personnel Committee Meeting.** Committee Chair Jennifer Smith will report on action items from the April 26, 2022 meeting.

Attachment B, page 16

6. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Trustee Nik Kovac will report on the April 25, 2022 MCFLS Board meeting.

POET LAUREATE

5:05 – 5:15

7. **Poet Laureate Introduction.** Public Services Area Manager Marian Royal will introduce incoming Poet Laureate Mario “The Poet” Willis, who will read a selection of poems.

5:15 – 5:30

8. **Closing Remarks and Adjournment.**

REMINDER: Next scheduled meetings are:

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

May 5, 2022 Building & Development Committee – Video Conference Call, 8:00 a.m.

May 24, 2022 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, March 22, 2022

Video Conference Call via GoToMeeting

PRESENT: Michele Bria, Ald. Milele Coggs, Ald. Nik Kovac, Matthew Kowalski, Michael Morgan, Marcelia Nicholson, Mark Sain, Erika Siemsen, Jennifer Smith, Ald. JoCasta Zamarripa, Joan Johnson

EXCUSED: Chris Layden, Teresa Mercado

STAFF: Heather Berg, Kelly Bolter, Maria Burke, Eileen Force Cahill, Sarah Leszczynski, Tammy Mays, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Amelia Osterud, Karli Pederson, Anne Rasmussen, Brett Rohlwing, Marian Royal, Rebecca Schweisberger

OTHERS

PRESENT: Budget and Policy Division: Dennis Yaccarino, Mason Lavey
MPL Foundation: Ryan Daniels, Pat Swanson
Wisconsin Historical Society Press: Kate Thompson

President Michele Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:00 p.m. on March 22, 2022 with a quorum present. All Trustees participated by video conference.

Rebecca Schweisberger, Administrative Assistant IV, introduced Heather Berg, new Office Assistant IV in Library Administration. Ms. Berg started at MPL on December 1, 2021 and has proven to be a valuable asset to the department. Ms. Berg shared a brief overview of her background and expressed her appreciation for being part of the MPL team. Informational item.

SPECIAL COMMUNICATION

1. **Budget Outlook**. President Bria introduced Budget and Policy Manager Dennis Yaccarino to present the outlook for the 2023 budget. The anticipated budget deficit caused by pension payments has been tempered by a higher than expected rate of return in the pension fund. Federal funding through the American Rescue Plan Act (ARPA) will help stabilize services for the next two years. The Budget Office anticipates a cost to continue budget for MPL. President Bria thanked Mr. Yaccarino for his work on the Library budget and advocacy for MPL. Informational item.

CONSENT AGENDA

2. **Regular Board Meeting Minutes January 25, 2022**
3. **Committee Reports**
 - a. Building & Development Committee Meeting Minutes – March 3, 2022
4. **Administrative Reports**
 - a. Financial Report
 - b. Library Director's Reports
 - c. Statistics

REPORTS

5. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Trustee Kovac reported on the March 21, 2022 meeting. Judy Kaniasty, MCFLS Business Manager, will retire within the next several months. The Board moved into closed session to discuss a salary increase for MCFLS Director, Steve Heser. After returning to open session, the Board authorized the increase and praised Mr. Heser's job performance. The Board approved new MCFLS goals for 2023. MCFLS Board sub-committees have been reinstated and Trustee Kovac is Chair of the MCFLS Finance Committee. Informational item.
6. **Library Services & Programs Committee Meeting.** Co-chair Smith reported on the March 9, 2022 meeting. The committee moved the following items for approval, detailed in the meeting minutes listed as Attachment B of the agenda:

Policies

- Policy Updates: Programming Policy; Truancy Policy; Code of Conduct Policy
- New Policy: Guest Pass Policy

Trustee Coggs moved to approve the policy changes; Trustee Morgan seconded. Motion passed.

Contract awards

- Cargill Community Kitchen Consultant – The Committee moved to award the contract to Sherrie Agee, up to \$30,000
- Circle Keeping Consultant - The Committee moved to award the contract to Aveonne Simpson, up to \$50,000

Trustee Sain moved to approve the contracts; Trustee Kowalski seconded. Motion passed.

NEW BUSINESS

7. **Grant Funding Award Approval.** Library Director Joan Johnson presented four grants for approval, as described in the memo listed as Attachment C of the agenda. Trustee Sain moved to approve the grants; Trustee Zamarripa seconded. Motion passed. The Board offered congratulations to Director Johnson and the MPL staff on securing the grants. Director Johnson acknowledged the support MPL received from Alderwoman Coggs.
8. **Nohl Manuscript Agreement.** Library Director Joan Johnson presented a summary of the history of the Max Nohl manuscript and MPL's publishing agreement with Wisconsin Historical Society, listed as Attachment D of the agenda. Director Johnson introduced Kate Thompson, Executive Director of Wisconsin Historical Society Press (WHSP). In 2018, WHSP contacted MPL to express interest in a partnership to publish the Max Nohl memoir. Introductory meetings took place in 2019 and early 2020 but the project was suspended due to the COVID-19 pandemic. Discussions resumed in early 2022 and MPL worked with the City Attorney's Office and private legal counsel to ensure any agreement with WHSP protects the City from litigation over copyright issues. The agreement also ensures that MPL benefits from any future revenues generated or realized as a result of the publishing of this work. Trustee Sain moved to approve the publishing agreement; Trustee Morgan seconded. Motion passed.
9. **State Annual Report – Review Data and Ratify President's Approval.** MPL prepared and submitted the annual report to the Department of Public Instruction (DPI), listed as Attachment E of the agenda.

President Bria reviewed and approved the report and entertained a motion for the Board to ratify her approval. Trustee Kovac moved to approve; Trustee Nicholson seconded. Motion passed.

10. **Freedom to Read.** Anne Rasmussen, Associate Director of Strategic Initiatives and Public Services, presented a report on the freedom to read as a principle of librarianship. The American Library Association (ALA) created a Library Bill of Rights to protect patrons' freedom to read and combat censorship of materials. In accordance with this, MPL's collection development is deliberate and intentional; our staff strives to ensure patrons have access to a wide range of subjects and viewpoints. When a request to remove an item is made, MPL staff ask the requester to complete a form detailing their objection(s) to the material. The Technical Services team reviews the request, discusses the merit, and informs the patron of the outcome in a timely manner. The Library Bill of Rights also protects patron privacy. With the exception of overdue or recently returned items, MPL cannot view patron borrowing or library use history. Per Wisconsin State Statute, library records are confidential documents and MPL retains very little specific data of patron activities. The Board thanked Ms. Rasmussen for her presentation and concurred with the need to preserve patrons' privacy and access to the library and collections. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of March 22, 2022 was adjourned at 4:52 p.m.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
INNOVATION & STRATEGY COMMITTEE
MINUTES
Tuesday, April 5, 2022**

Video Conference Call via GoToMeeting

PRESENT: Matt Kowalski, Ald. Nik Kovac, Erika Siemsen, Ald. JoCasta Zamarripa, Joan Johnson

EXCUSED: Teresa Mercado

OTHERS: MPL: Tammy Mays, Jennifer Meyer-Stearns, Karli Pederson, Anne Rasmussen, Marian Royal, Rebecca Schweisberger
MPL Foundation: Pat Swanson
United Way: David Berka

Committee Chair Matt Kowalski called the MPL Board of Trustees Innovation and Strategy Committee meeting to order at 9:02 a.m. on April 5, 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 January 4, 2022 meeting, listed as Attachment A of the agenda. Trustee Siemsen moved to approve; Trustee Zamarripa seconded. Motion passed.
2. **Broadband Access.** Library Director Joan Johnson provided a brief update on MPL's efforts to expand broadband access for the community.

MPL is partnering with Safe & Sound on a new initiative to install wi-fi in their mobile outreach van. For this project, MPL applied for and received funding through the Federal Communications Commission (FCC) Emergency Connectivity Fund (ECF). Funding for the project has been secured through June 2023. MPL will submit another ECF application to extend funding through December 2023.

In an effort to secure public and private funding for large infrastructure investments, MPL has joined the Milwaukee Broadband Partnership. Director Johnson introduced David Berka, United Way Project Manager for Data, Evaluation, & Resource Equity. United Way's Techquity group has provided guidance to the Partnership and brings philanthropic and private interest to the project. Mr. Berka shared details about the Partnership's work to date and next steps.

Techquity began as a response to technology needs and the digital divide brought to light by the COVID-19 pandemic. The Milwaukee Broadband Partnership began as a way to convene local stakeholders to identify ways to expand affordable broadband access in Milwaukee and the wider community. MPL has proposed adding infrastructure to library buildings which would allow broadband service to be broadcast to surrounding households. The Milwaukee

Broadband Partnership has drafted a budget proposal which outlines the context of digital inequity at a broad level and offers short- and long-term actionable, deployable solutions. The draft proposal will be presented to the Mayor and County Executive, then to the Governor. The next step is to commission a feasibility study to collect accurate data about the digital disparities in Milwaukee. Director Johnson will keep the Committee apprised about updates as the project continues. Informational item.

3. **Board Self-Evaluation Survey.** Library Director Joan Johnson gave a brief overview of the history and purpose of MPL Board assessments. In 2019 the Innovation & Strategy Committee determined the Board should conduct an annual assessment, alternating each year between a self-assessment and an assessment of the Board as a whole. The first assessment of the Board was done in 2019; the results were analyzed and suggested changes to the Trustee orientation process were implemented. The survey was suspended in 2020, and since then the focus has shifted to broadband access, fundraising, and racial equity. Following discussion, the Committee determined annual assessments will no longer be conducted. Informational item.
4. **Next Meeting.** Updates about the broadband access projects and the work of the joint Balancing the Books Committee will be presented at the June 7, 2022 meeting.

The meeting of the Milwaukee Public Library Board's Innovation & Strategy Committee was adjourned at 9:57 a.m. on April 5, 2022.

**Milwaukee Public Library
Financial Report
March 31, 2022**

2022

2021

City Revenues

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 24,482,162	\$ 6,110,820	25.0%
<i>Fines</i>	\$ 138,000	\$ 16,948	12.3%
<i>Lost Materials, etc.</i>	\$ 60,000	\$ 10,520	17.5%
<i>MCFLS Contracts</i>	\$ 760,469	\$ 10,490	1.4%
Total City Appropriation	\$ 25,440,631	\$ 6,148,778	24.2%

	Budget	Received to date	% Received
	\$ 23,627,151	\$ 5,727,285	24.2%
	\$ 157,000	\$ (4,023)	-2.6%
	\$ 71,000	\$ 9,631	13.6%
	\$ 762,627	\$ 5,716	0.7%
	\$ 24,617,778	\$ 5,738,609	23.3%

City Expenses

Salaries & Benefits

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 13,549,077	\$ 3,224,557	23.8%
<i>Fringe Benefits</i>	\$ 6,232,576	\$ 1,478,172	23.7%
Total	\$ 19,781,653	\$ 4,702,729	23.8%

	Budget	Spent to date	% Spent
	\$ 13,001,478	\$ 2,742,417	21.1%
	\$ 5,980,680	\$ 1,205,123	20.2%
	\$ 18,982,158	\$ 3,947,540	20.8%

Operating Expenses

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 109,300	\$ 12,523	11.5%
<i>Tools & Machinery Parts</i>	\$ 20,470	\$ 2,021	9.9%
<i>Construction Supplies</i>	\$ 23,000	\$ 8,369	36.4%
<i>Energy</i>	\$ 684,000	\$ 17	0.0%
<i>Other Operating Supplies</i>	\$ 193,225	\$ 34,385	17.8%
<i>Vehicle Rental</i>	\$ 9,000	\$ 1,043	11.6%
<i>Non-Vehicle Equipment Rental</i>	\$ 22,000	\$ 4,256	19.3%
<i>Professional Services</i>	\$ 215,912	\$ 133,044	61.6%
<i>Information Technology Services</i>	\$ 432,972	\$ 255,545	59.0%
<i>Property Services</i>	\$ 1,325,660	\$ 398,806	30.1%
<i>Infrastructure Services</i>	\$ 36,000	\$ -	0.0%
<i>Vehicle Repair Services</i>	\$ -	\$ -	100.0%
<i>Other Operating Services</i>	\$ 151,548	\$ 24,703	16.3%
<i>Reimburse Other Departments</i>	\$ 91,000	\$ (2,434)	-2.7%
Total	\$ 3,314,087	\$ 872,278	26.3%

	Budget	Spent to date	% Spent
	\$ 114,427	\$ 29,344	25.6%
	\$ 20,001	\$ 8,346	41.7%
	\$ 21,500	\$ 3,775	17.6%
	\$ 787,811	\$ 112,506	14.3%
	\$ 208,812	\$ 33,510	16.0%
	\$ 9,450	\$ 581	6.1%
	\$ 28,050	\$ 3,938	14.0%
	\$ 198,250	\$ 101,451	51.2%
	\$ 407,800	\$ 284,537	69.8%
	\$ 1,252,790	\$ 345,471	27.6%
	\$ 35,000	\$ 29,273	83.6%
	\$ -	\$ -	100.0%
	\$ 157,953	\$ 31,641	20.0%
	\$ 167,310	\$ (1,854)	-1.1%
	\$ 3,409,154	\$ 982,519	28.8%

Equipment

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,714,000	\$ 473,226	27.6%
<i>Computers, etc.</i>	\$ 309,229	\$ 12,501	4.0%
<i>Other</i>	\$ 63,462	\$ 9,111	14.4%
Total	\$ 2,086,691	\$ 494,838	23.7%

	Budget	Spent to date	% Spent
	\$ 1,700,000	\$ 543,254	32.0%
	\$ 227,056	\$ 177,590	78.2%
	\$ 46,610	\$ 7,060	15.1%
	\$ 1,973,666	\$ 727,904	36.9%

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	\$ 13,500	19.0%
<i>Good Hope Property Payment</i>	\$ 45,000	\$ -	0.0%
<i>Contingent Energy Financing</i>	\$ 130,900	\$ 65,433	50.0%
Total	\$ 258,200	\$ 78,933	30.6%

	Budget	Spent to date	% Spent
	\$ 7,500	\$ -	0.0%
	\$ 3,000	\$ 2,996	0.0%
	\$ 69,000	\$ 13,500	19.6%
	\$ 45,000	\$ -	0.0%
	\$ 128,300	\$ 64,150	50.0%
	\$ 252,800	\$ 80,646	31.9%

Total City Expenses	\$ 25,440,631	\$ 6,148,778	24.2%
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Total City Expenses	\$ 24,617,778	\$ 5,738,609	23.3%
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**Milwaukee Public Library
Financial Report
March 31, 2022**

2022

2021

Additional Funding Sources

Contract Grants

	Budget	Spent to date	% Spent
<i>WTBBL Jul '21 - Jun '22</i>	\$ 1,132,000	\$ 697,136	61.6%
<i>ILS Jul '21 - Jun '22</i>	\$ 105,750	\$ 78,712	74.4%
Total	\$ 1,237,750	\$ 775,848	62.7%

	Budget	Spent to date	% Spent
	\$ 1,053,580	\$ 698,712	66.3%
	\$ 102,950	\$ 61,422	59.7%
	\$ 1,156,530	\$ 760,134	65.7%

Trust Funds

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 113,000	\$ 61,942	54.8%
<i>Programming</i>	\$ 34,000	\$ 3,526	10.4%
<i>Training</i>	\$ 15,000	\$ 1,763	11.8%
<i>Marketing</i>	\$ 29,000	\$ 3,000	10.3%
<i>Contingency</i>	\$ 4,000	\$ -	0.0%
<i>Board Development</i>	\$ 4,000	\$ 224	5.6%
<i>Strehlow 50+</i>	\$ 39,045	\$ -	0.0%
Total	\$ 238,045	\$ 70,455	29.6%

	Budget	Spent to date	% Spent
	\$ 85,303	\$ 48,135	56.4%
	\$ 24,000	\$ 3,210	13.4%
	\$ 8,000	\$ 225	2.8%
	\$ 20,000	\$ 90	0.5%
	\$ 2,500	\$ -	0.0%
	\$ 4,000	\$ 74	1.9%
	\$ 39,615	\$ -	0.0%
	\$ 183,418	\$ 51,734	28.2%

Foundation Funds

	Budget*	Spent to date	% Spent
<i>Materials</i>	\$ 536,095	\$ 8,016	1.5%
<i>Programming</i>	\$ 1,810,580	\$ 133,287	7.4%
Total	\$ 2,346,675	\$ 141,303	6.0%

	Budget*	Spent to date	% Spent
	\$ 404,967	\$ 8,085	2.0%
	\$ 1,641,594	\$ 160,968	9.8%
	\$ 2,046,561	\$ 169,053	8.3%

*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 #327149519 dated 12/1/21 and maturing 8/1/22 at a rate of 0.005%...\$300,000.00

Director's Report March and April Activities

MPL Branch Building Projects

Design team meetings continue with Moody/Nolan Architects and MPL King Branch and Administrative staff. Director Johnson and MPL Foundation leadership met separately with potential funders regarding value-added features that would enhance technology resources, community spaces, public art and ultimately increase the overall value and quality of the development project.

American Rescue Plan Funding

Director Johnson, the Safe&Sound Executive Director and the MPL project team continue to meet and advance the work of the implementation phase of the project, including finalizing the Partnership Agreement. The project, funded by the Emergency Connectivity Fund allows for the installation of a mobile hotspot in a Safe&Sound mobile outreach van to support youth and family programming in targeted communities.

Racial Equity & Inclusion (REI)

Regular meetings with consultants and staff continue and the work of the REI Action Planning and Core teams is nearly complete and the transition to a work plan accountability team is in progress. This new REI Committee will ensure that the action steps working toward achieving desired outcomes for each strategy are being completed per the work plan and that all parties involved are being held accountable. The project is on track for presenting final strategies and outcomes in May, and presenting the work plan and beginning training in June.

Broadband

Johnson continues to meet regularly with peer groups at state and national levels to share and exchange information regarding federal and private funding opportunities related to broadband infrastructure investments. Her work with the local Milwaukee Broadband Partnership continues and she most recently briefed a potential funder and the Mayor on the group's progress.

Community

Johnson and team met with EmployMKE staff and a representative from EveryoneOn, a national digital inclusion organization that connects underserved communities to low-cost internet and devices. The group is partnering on a Wisconsin Innovation grant to fund joint efforts to enable Milwaukee residents to have access to digital skills training, technology, and affordable internet resources. If funded, it allows the group to scale up a pilot completed in March 2022 when the first "Digital Literacy Lab" in Milwaukee was presented at two MPL branch locations in-person as well as virtually, serving an initial cohort of 12 adult students.

Director Johnson was asked to represent the library for a Crisis Analysis & Mitigation (CAM) Coaching Readiness Workshop to support a local arts community leader who is training to be a coach. The workshops bring together arts and emergency management sectors for an interactive workshop that was designed to help Milwaukee build a stronger, more resilient, ready community. The Workshop covered the impact natural and human-made disasters are having on the community and how the arts and Milwaukee's creative economy can help.

Director Johnson was invited to meet with Milwaukee Academy of Sciences CEO Anthony McHenry for a discussion about collaborative opportunities and a tour. Scholars were invited to participate as was MPL's Public Services Area Manager of Youth Services Kelly Wochinske.

Johnson and team members greeted Congresswoman Gwen Moore who was at Central Library with her peers to conduct a "Field Hearing on Housing." Moore's staff shared with Director Johnson that their needs were met with flying colors and to thank all the staff who so aptly supported their event in Centennial Hall.

March 2022

Summary of VIRTUAL PROGRAMS

MPL HELPS PEOPLE READ

Prosperity in the Fossil-Free Economy: A Conversation with Author Melissa K. Scanlan. Drawing on both her extensive experience founding and directing social enterprises and her interviews with sustainability leaders, Melissa Scanlan provides a legal blueprint for creating alternate corporate business models that mitigate climate change, pay living wages, and act as responsible community members, including Certified B Corps and benefit corporations. With an emphasis on cooperatives, this book reveals the power and potential of cooperating as a unifying concept around which to design social enterprise achieving triple bottom-line results: for society, the environment, and finance. Attendance: 24

Book Chat with special guest Dr. Alison Clark Efford. Need something to read? Librarians Beth Gabriel and Kelly Bolter welcomed special guest Dr. Alison Efford for Women's History Month to discuss a list of curated books guaranteed to fill up your to-be-read pile. Alison Clark Efford is a historian of immigration to the United States during the nineteenth century. Having grown up in New Zealand, Alison moved to Wisconsin to take a job at Marquette University. She is now a proud Milwaukeean and believes in the power of reckoning with difficult history to improve our city. Attendance: 7

MPL HELPS PEOPLE LEARN

How to Plan Your Rain Garden with Melinda Myers. Like any gardening endeavor, planting a rain garden starts with a plan. Gardening expert Melinda Myers walked our audience through the step-by-step process of planning a rain garden. Starting with selecting the best location, Melinda discussed determining the shape and size with tips for maximizing beauty and pollinator appeal. As always, Melinda fielded a number of helpful questions from the audience on these topics, as well as strategies for short- and long-term maintenance. Attendance: 167

Technology Tuesdays. 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 March, the programs covered the following topics: Video Calls: Facetime, Facebook, and Google, Cutting the Cord: Exploring Alternatives to Cable, Making Connections: HDMI, Airplay, and Casting, Tech Tools for Cooking, Facebook Pages and Groups. The program is also very popular for asynchronous program participation, with March recordings receiving 51 views this month. Attendance: 49

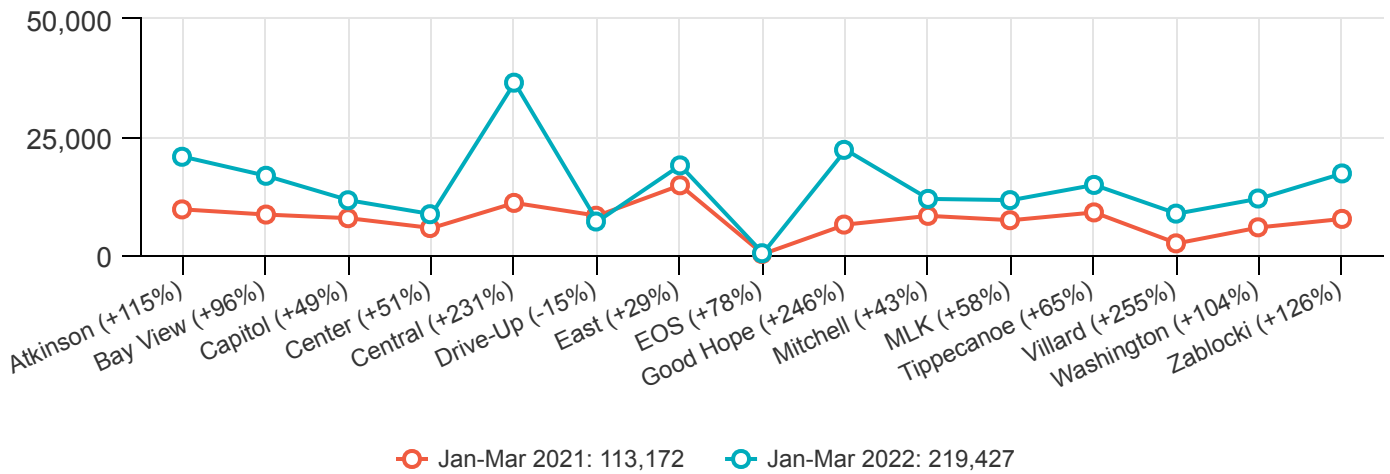
Small Business Success Story: Whispy Moss Events. Marybeth Schraa of Whispy Moss Events presented Small Business Success Story: Whispy Moss Events. Ms. Schraa shared an informative and detailed PowerPoint presentation about how she got started in the event planning field, how she got her business off the ground, steps she took and questions a potential entrepreneur should ask themselves before diving into building a business. Attendance: 3

MPL HELPS PEOPLE CONNECT

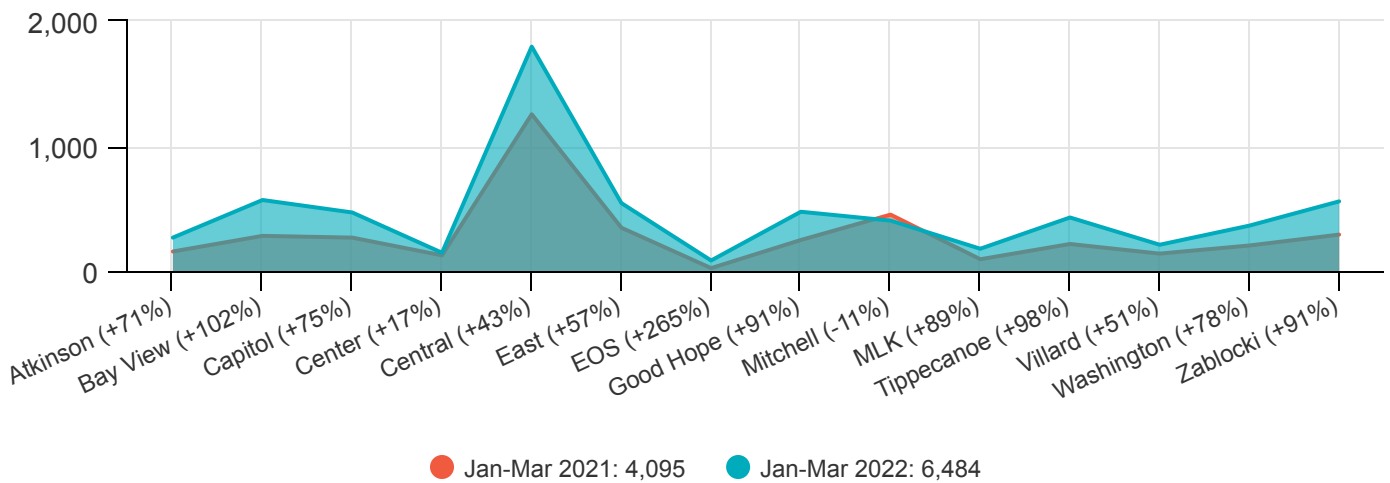
English Conversation Hour. The Refugee and Immigrant Services Committee hosted our weekly session for adult English language learners. We discussed strategies for small talk and used structured practice to activate vocabulary and language skills. Some topics we discussed included Women's History Month and important people and historical events in Women's history, making small talk with strangers, cat and dog idioms, prepositions of motion, and vocabulary for spring, fitness, and the gym. Weekly sessions. 5 Tuesdays in March. Attendance: 36.

Total attendance for 23 programs this month: 526.

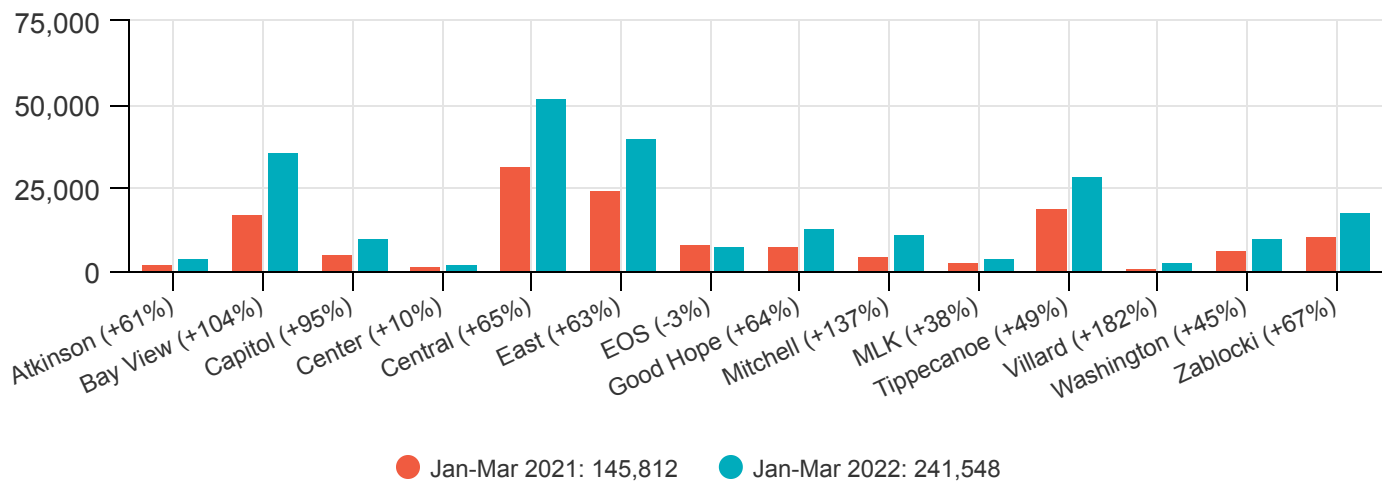
Patron Visits



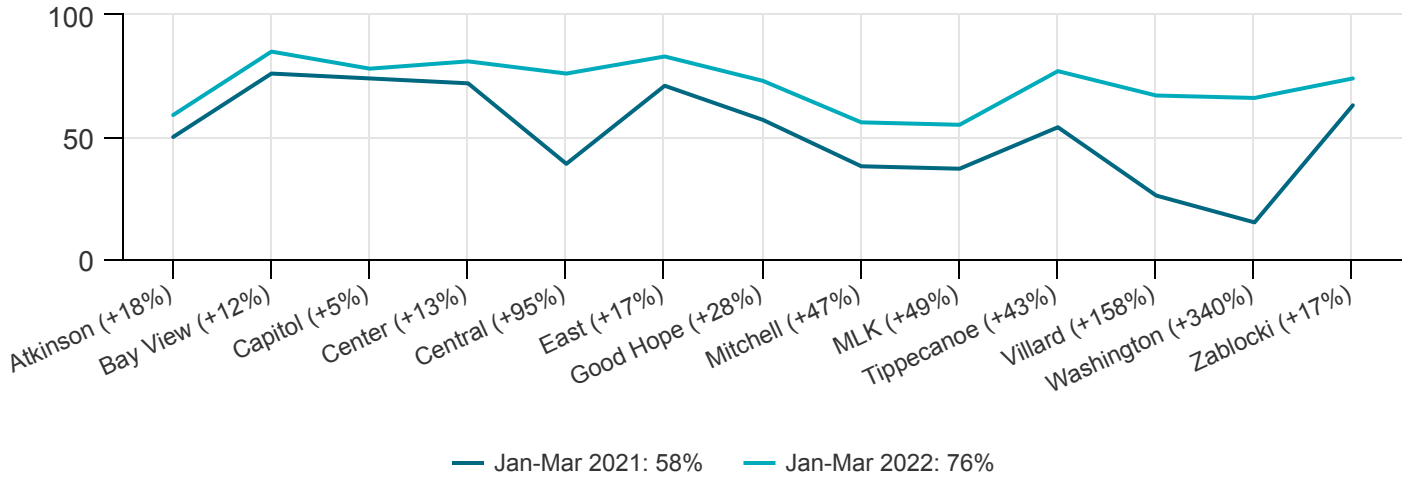
Registration



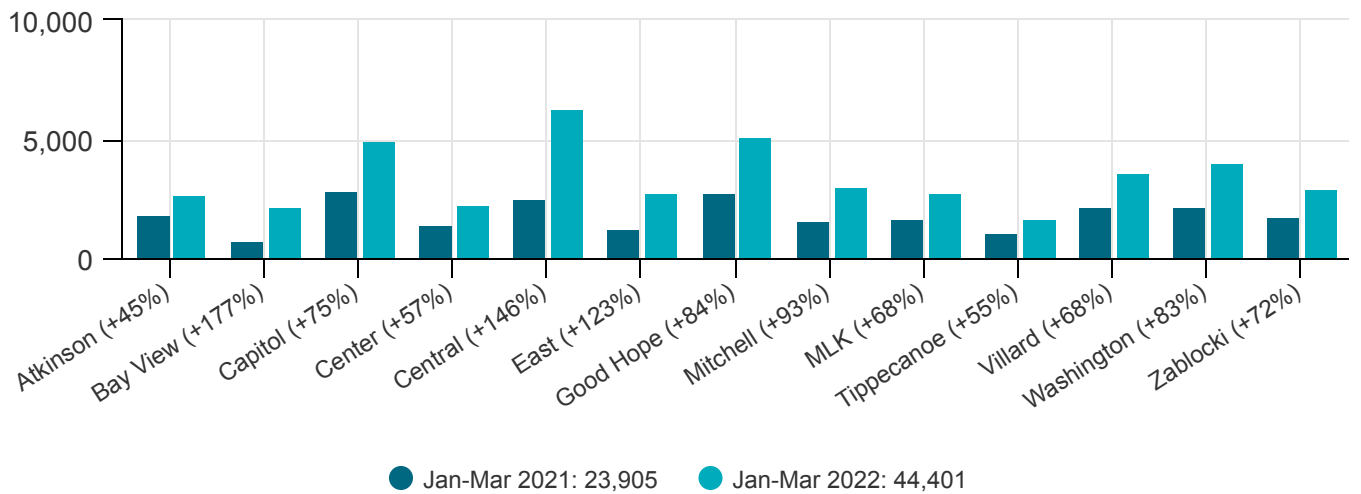
Traditional Circulation



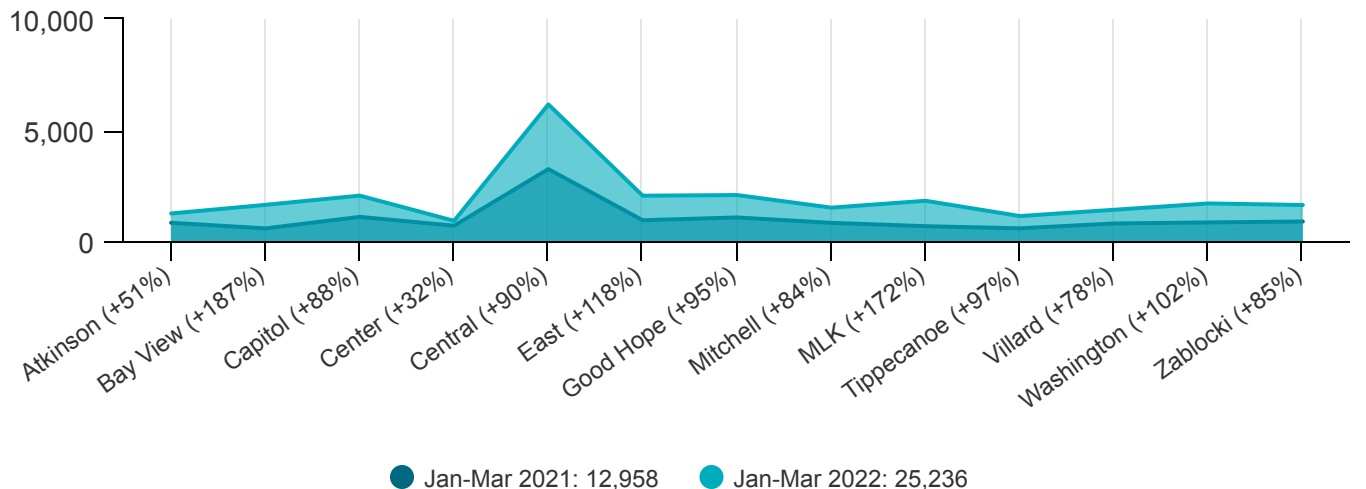
Self-Checkout (%)



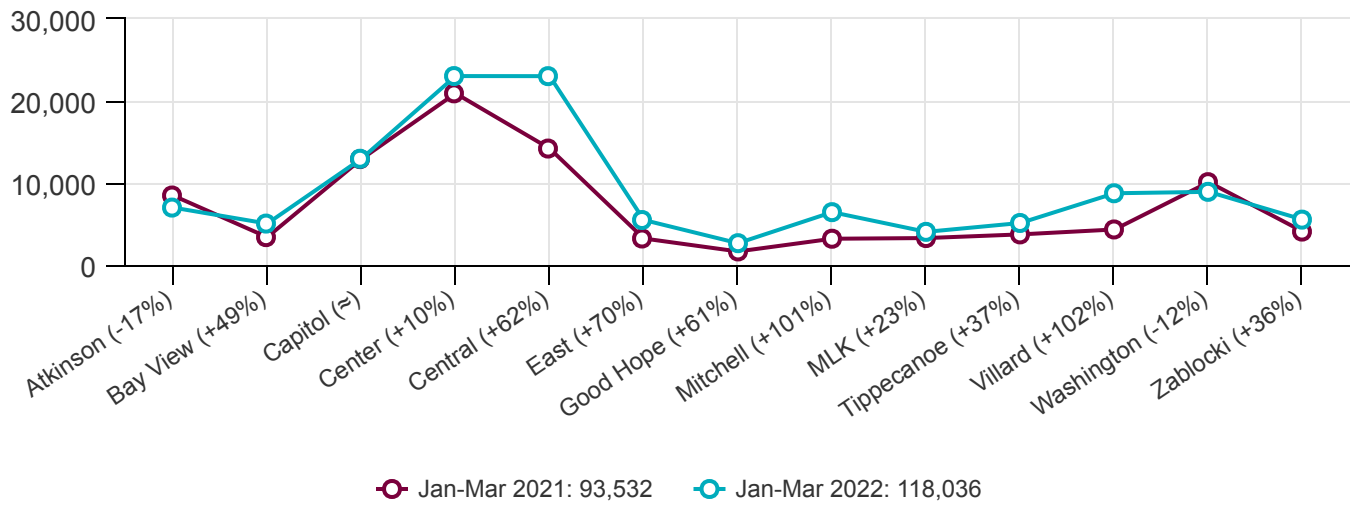
Print/Copy/Fax Jobs



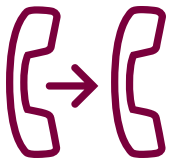
Public Computer Sessions



Wi-Fi Sessions



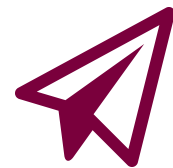
Ready Reference



17,566
 Calls Answered
 Last Year: 19,314

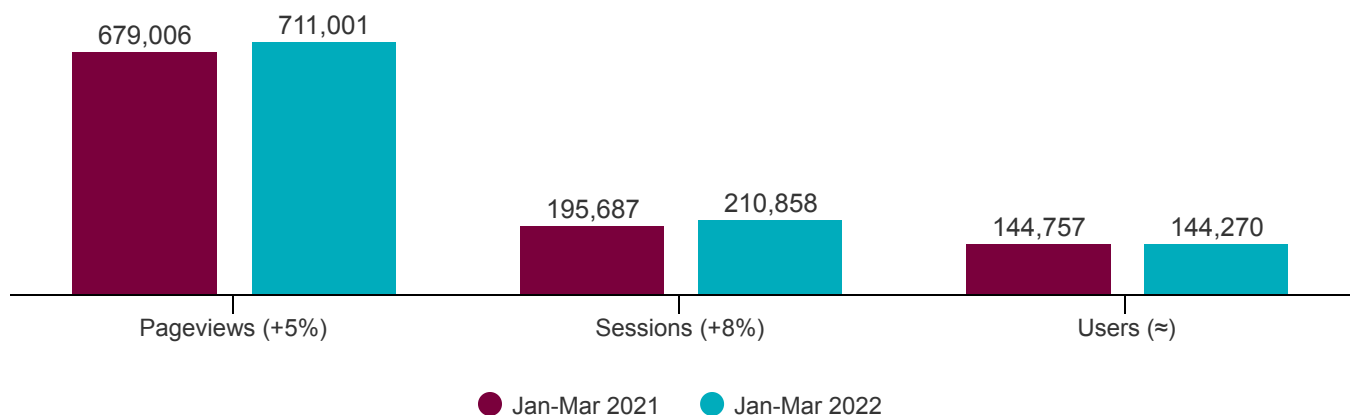


624
 Chat Sessions
 Last Year: 685



432
 Email Responses
 Last Year: 387

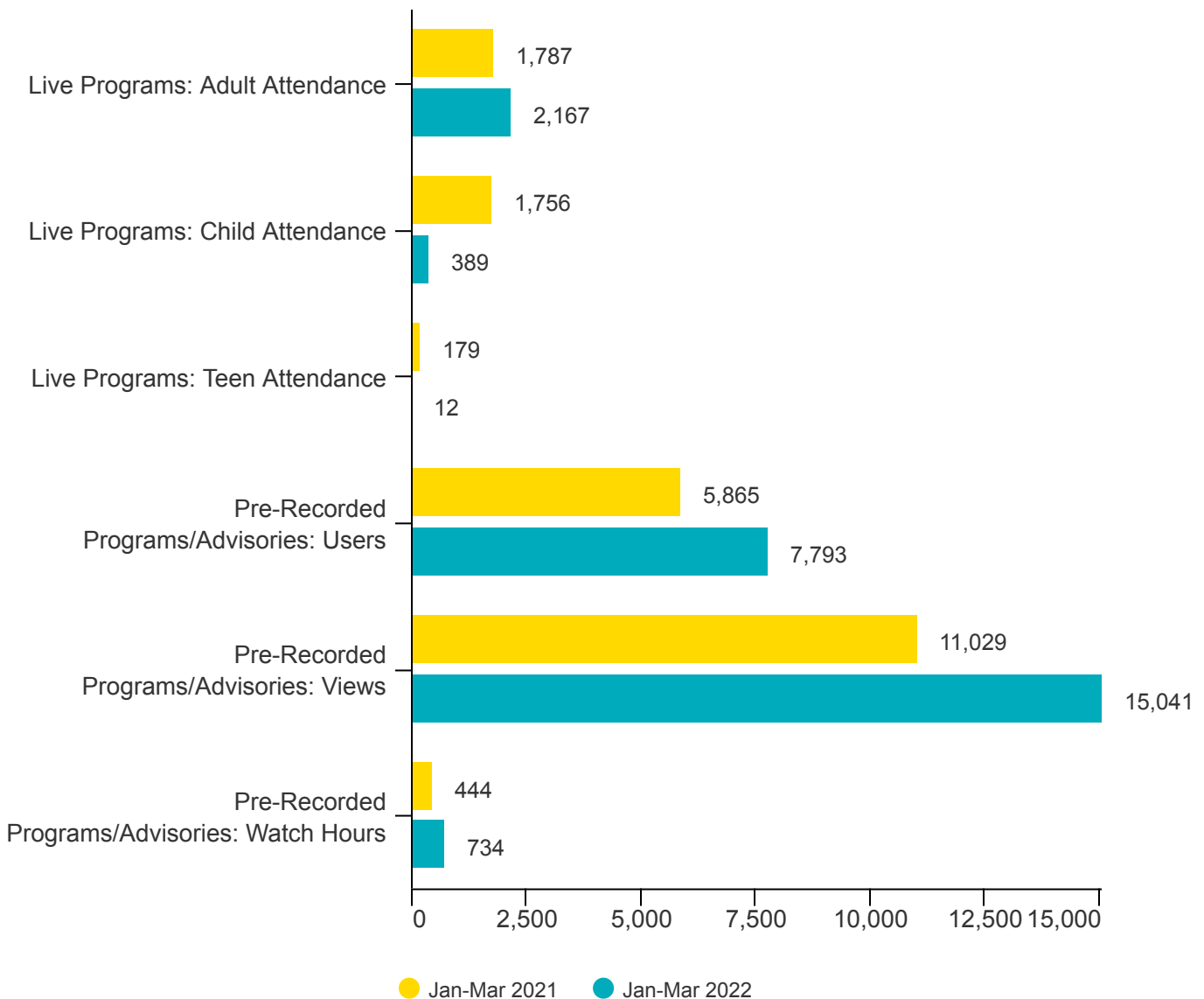
Webpage Usage



Database Usage

Platform	Metric	Jan-Mar 2021	Jan-Mar 2022	Change
Freegal	Downloads/Streams	27,353	22,405	-18%
Gale Courses	Minutes Used	288,857	510,773	+77%
Mango Languages	Sessions	225	212	-6%
PressReader	Article Opens	76,596	97,929	+28%
Pronunciator	Logins	106	66	-38%
Total	-	393,137	631,385	+61%

Programming





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

MEETING NOTICE AND AGENDA

Tuesday, April 26, 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 Jennifer Smith, Vice-Chair Milele Coggs, Teresa Mercado, Marcelia Nicholson, Mark Sain, 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 January 12, 2022 meeting.

Attachment A, page 3

2. **Quarterly Review of Fund Investment Policy Revision Recommendation.** Mr. Wayne Sattler of US Bank will review the performance of the Trust Fund Investments and present the draft of a revised investment policy.

Attachment B, page 4

3. **Financial Statements and Auditors' Report.** The Financial Statements and Independent Auditors' Report of the Milwaukee Public Library Trust Fund for calendar year 2021 will be presented for approval and recommendation to the full Board.

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 8

5. **Contract Awards – Wisconsin Talking Book and Braille Library and Interlibrary Loan Service.** Library Business Manager Sarah Leszczynski will seek approval for the 2022 Wisconsin Talking Book and Braille Library (WTBBL) and Interlibrary Loan Services (ILS) contracts.

Attachment D, page 9

ATTACHMENT B - P. 1 of 26

5. Finance & Personnel Committee Meeting - 04/26/2022

P. 16

6. **Next Meeting.** The Committee will discuss items to be included on the July 26, 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**

Wednesday, January 12, 2022

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 8:10 a.m. on Wednesday, January 12, 2022. All Trustees and presenters participated by video or audio conference.

1. **Committee Meeting Minutes Review**. The Committee reviewed the minutes from the October 26, 2021 and December 13, 2021 meetings. Trustee Nicholson moved to approve the minutes and Trustee Mercado seconded. Motion passed.
2. **2022 Meeting Schedule Revision**. Library Director Joan Johnson explained the current meeting schedule is too early in the month to allow processing and reporting of financial transactions, including the quarterly internal controls memo. Following discussion, the Committee agreed to change the meeting dates to the fourth Tuesday of the month at 8:30 a.m. Informational item.
3. **Review of Appeal Process**. Director Johnson thanked the Committee for their flexibility and availability to meet and hear an employee appeal in December. Library staff researched prior appeals to gather information about the process and prepare for the hearing. Based on information from the research and the recent appeal, a new checklist has been created to ensure a uniform process for any future employee appeals. Informational item.
4. **Next Meeting**. The internal controls reports for Quarter 4 (2021) and Quarter 1 (2022) will be presented.

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 8:24 a.m. on Wednesday, January 12, 2022.



MEMORANDUM

Date: April 26, 2022
 To: Milwaukee Public Library Board of Trustees
 From: Jennifer Meyer-Stearns, Deputy Library Director
 RE: MPL Trust Fund Investment Policy Update

In early 2022, U.S. Bank representatives presented revisions to the Trust Fund Investment Policy for MPL Finance and Personnel Committee recommendation, and MPL Board review and adoption. Director Johnson and Deputy Director Jennifer Meyer-Stearns have reviewed the suggested changes to the policy and recommend the following edits to the current investment policy:

1. Add diversity to the MPL Trust Fund Portfolio by including global infrastructure as the Real Estate asset class, to mitigate volatility projected in the fixed income arena due to increases in inflation.
2. Footnote that higher weight in infrastructure investments should go to U.S. Infrastructure to avoid risks associated with foreign markets.
3. The revised asset allocation guidelines:

Asset Class	Strategic Allocation
Equities	
Large Cap US	26%
Mid Cap US	13%
Small Cap US	4%
International Developed	12%
International Emerging Market	6%
Total	61%
Real Assets	
Real Estate and Global Infrastructure *Weight to U.S.	3%
Total	3%
Fixed Income	
Traditional	30%
High Yield	4%
Total	34%
Cash	2%

Board of Trustees - Milwaukee Public Library
Trust Fund Investment Policy—Proposed Draft

Introduction

The purpose of this Investment Policy is to assure that:

1. The investment policy and objectives of the Milwaukee Public Library (the Library) are clearly stated.
2. The Investment Manager(s) are given guidance and limitations, so all interested parties understand the expectations of the Board of Trustees (the Board or the Trustees).

Long-term investment objectives, policies, and a prudent investment program are essential tools for the Board in carrying out its fiduciary responsibility with regard to the management and investment of the Trust Fund. In the pursuit of its investment objectives, the Board may engage the services of one or more investment advisors, who in turn may assist in the selection of Investment Managers of the funds under the purview of the Board.

The Board will review this Investment Policy as needed, but at least annually, and make any appropriate changes, which will be communicated to the investment advisors.

Fund Purpose

The goal of the Fund is to produce a rate of return sufficient to maintain capital, while permitting an annual withdrawal of up to 4% to 5% of the three-year rolling average market value for books, materials, programs, and other library purposes. The Fund may not be used for library staffing or service operations that are funded through City of Milwaukee budgeted funds.

On an annual basis, the Library Director will submit a request to the Board of Trustees for an appropriation for the following year. The Board reserves the right to authorize expenditures for special projects to meet the needs of the Library.

Investment Management Roles

The Board of Trustees of the Milwaukee Public Library is empowered and authorized by State of Wisconsin Statutes, Chapters 43 and 112.11 (3) to (5), to appoint one or more investment advisors to manage the investment and reinvestment of a portion or all of the Trust Fund. Investment Managers are expected to follow all applicable statutory or legal guidelines for suitable investments of public funds.

The Board must act with care in establishing the scope and terms of the delegation of investment management, including the payment of compensation consistent with the purposes of the Fund and monitoring of the performance and compliance with the scope and terms of the delegation.

The Trustees are responsible for overseeing the administrative and investment management of the accounts. This includes, but is not limited to, the selection of appropriate asset classes, allowable ranges of holdings by asset class, the individual Investment Manager, the definition of acceptable securities, and investment performance expectations. The Trustees will communicate investment policy, guidelines, and performance expectations to the Investment Manager. In addition, the Trustees will also review and evaluate investments regularly to assure that the Library's Policy is being followed and progress is being made toward achieving the objectives of the Fund.

The Investment Manager is responsible for making investment decisions (purchasing, holding, or selling securities) for the sole interest and exclusive purpose of providing returns for the Library. The assets must be invested with the care, skill, and diligence that a prudent person acting in this capacity would undertake. All investments must be within the guidelines of quality, marketability, and diversification mandated by this Policy, and in compliance with state and federal investment regulations.

The performance of the contracted Investment Manager and the Fund will be reviewed on a total return basis, net of fees, by the Board quarterly. Performance information will be reviewed, including against appropriate benchmarks (such as the S&P Global BMI).

The Board may choose at any time to pursue selection of another advisor and terminate any existing contracts.

Investment Objective

The investment portfolio should use a balanced orientation. The Trust seeks income and capital growth, as well as the preservation of core principal. The risk tolerance is moderate.

The long-term objective is to manage the Fund to maximize the inflation adjusted, long-term growth of the Fund balanced by the need for regular distributions. Investments should be invested in such a way as to help in meeting the future need for distributions for materials, programs, and other library purposes. On a three-year moving average basis, the Trust Fund seeks to achieve a total return in each asset class in excess of publicly traded benchmark indices.

Prohibited Asset Categories and Investments

Investment restrictions are intended to help achieve investment objectives within levels of risk deemed acceptable. The Board, at its discretion, may limit foreign and hedged trading in its review of market conditions and Fund performance.

Prohibited investments and transactions of the Funds include, but are not limited to, direct investments in the following:

1. Commodities or futures contracts.
2. Real estate investments (other than REITs or ETFs).
3. Purchases of letter stock, private placements, or direct payments.
4. Venture-capital investments.

5. Interest-only (IO), principal-only (PO), and residual tranche collateralized mortgage obligations (CMOs), except via mutual funds and exchange-traded funds (ETFs).
6. Short sales.
7. Leveraged transactions, including the use of margin.
8. All option strategies, such as calls, puts, and/or other derivatives.

Asset Allocation

The Trust Fund will be invested in no-load mutual funds, ETFs, or ETNs. A variety of financial instruments and maturities, properly balanced, will help to ensure liquidity and reduce risk or interest rate volatility and loss of principal.

The table below sets forth the approved Strategic Allocation of funds. Tactical adjustments may be made within a +/- 10% allowable range for the asset classes within the Strategic Target. The Board should review the Asset Allocation targets during its annual review of the Investment Policy to determine if the allocations need to be re-balanced or strategically re-allocated.

Asset Class	Strategic Allocation
Equities	
Large Cap US	25%
Mid Cap US	13%
Small Cap US	4%
International Developed	13%
International Emerging Market	6%
Real Assets EHS	3% 3%
Commodities Real Estate (via MFs/ETFs)	0% 0%
Alternatives Global Infrastructure	0% 0%
Total	64%
Fixed Income	
Traditional	30%
High Yield	4%
Total	34%
Cash	2%

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As revised and approved ~~April 28, 2020~~[final approval date]



MILWAUKEE

PUBLIC LIBRARY

Date: April 26, 2022

To: Joan Johnson, Library Director

From: Jennifer Meyer, Deputy Library Director

Re: Internal Controls – First Period 2022

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



Jill K. Underly, PhD, State Superintendent

INTERGOVERNMENTAL AGREEMENT

Wisconsin Talking Book and Braille Library

Agency: Milwaukee Public Library ("Agency")

Today's Date: April 6, 2022

Period of Performance: July 1, 2022 – June 30, 2023

Funding Source: Library Service Contracts (SEG)/Newsline (PSC)

Services: MPL will provide library services to certified, visually and physically handicapped persons.

Pricing:	\$1,057,700	Wisconsin Talking Book and Braille Library
	<u>78,400</u>	Newsline Wisconsin Service Partner Program
	\$1,136,100	

Incorporated Documents:

Attachment 1, WI Department of Administration, DOA-3054A, Standard Terms and Conditions

Attachment 2, Milwaukee Public Library Terms and Conditions

Contacts:

Department of Public Instruction
 Library Services Team
 Attn: Martha Berninger
 125 South Webster Street
 Madison, WI 53703
 Telephone: 608-224-6161
 Email: Martha.Berninger@dpi.wi.gov

Department of Public Instruction
 Business Services
 Attn: Contracts Specialist
 125 South Webster Street
 Madison, WI 53703
 Email: contracts@dpi.wi.gov

Milwaukee Public Library
 Attn: Joan Johnson
 814 W. Wisconsin Avenue
 Milwaukee, WI 53233
 Telephone: 414-286-3020
 Email: JRJohns@milwaukee.gov



Wisconsin Talking Book and Braille Library

Background Checks: Agency shall ensure that state criminal background checks are conducted on all staff (including supervisors), volunteers, authorized agents, and subcontractors that have contact with DPI personnel, property, agents, invitees, and students. If any of the aforementioned persons have lived, worked, or attended school in the last ten (10) years outside of the state of Wisconsin, the criminal background check must also include a Federal Bureau of Investigation fingerprint check, or equivalent. Agency shall confirm to the Department of Public Instruction ("DPI") that background checks have been completed, and are satisfactory so as to exercise reasonable care for protecting DPI personnel, property, agents, invitees, and students, from physical, mental, or emotional harm, or any other injuries, to the extent permitted by law, whether local, state, or federal law. The actual state or federal records do not have to be submitted. During the term of this Agreement, Agency shall take appropriate action based on its knowledge of any changes to the results to remain in compliance with this provision. By signing this Agreement, Agency attests that it has completed, or will have completed, prior to the commencement of the services described herein, the required background checks pursuant to this provision.

If DPI, in its sole discretion, deems that this provision has been violated in any way, it reserves the right to terminate this Agreement immediately with written notice; or, in the alternative, DPI may request the replacement or supervision on any personnel working with students, or at a DPI facility.

Description of Work: MPL shall provide library services, including without limitation by reason of enumeration, the use of talking books, Braille materials, NFB-NEWSLINE registration and technical support, and other services without charge to handicapped persons, through the operation of the Talking Book and Braille Library to certified visually and physically handicapped persons as described in section 43.03 (6) of the Wisconsin Statutes.

The Talking Book and Braille Library ("TBBL") will circulate the collection and talking book equipment provided by the Library of Congress, National Library Service. The TBBL will maintain a collection and/or contract for the circulation of Braille materials to eligible users. The TBBL will maintain an automated system to keep track of inventory, circulation, and other necessary records for the operation of the library service. The TBBL will provide registration and technical support services to users. The TBBL will provide support for the NFB- NEWSLINE service and will work with the National Library Service to implement programs as recommended.



Wisconsin Talking Book and Braille Library

In the event the MPL elects to subcontract for the provision of data processing services for the TBBL, MPL shall consult with DPI on the terms of the contract and forward a copy of the subcontract to DPI, along with any subsequent amendments to the subcontract. If the subcontractor has provision for a user group to advise on enhancements or support, the agreement between MPL and the subcontractor shall include participation by a representative from the TBBL.

MPL shall notify DPI in writing prior to the time planning or implementation processes are undertaken which might affect the automated system operations and budget for the TBBL. Such notification shall include the nature and purposes of the activities and the future intent of planning and implementation.

MPL shall expend funds in accordance with the annual budget mutually agreed upon by the two parties, except that no more than \$1,000 may be transferred from one budget line to another without the prior approval of DPI.

Deliverables Schedule/Timeline of Services: MPL shall submit two invoices to DPI, the first invoice for \$568,050 shall be submitted in January 2023 for the total amount of semi-annual expenses accrued by December 31, 2022; the second invoice for \$568,050 shall be submitted in July, 2023 for the total amount of semi-annual expenses accrued by June 30, 2023.

Acceptance Criteria: This Agreement will be satisfied when DPI has approved deliverables and services Agency has completed as outlined in the Agreement.

Travel: No travel expenses will be reimbursed on this contract.

Budget:

Item*	Amount
Personnel	\$
Supplies & Materials	\$
General Services	\$
Computer Equipment/Services	\$
Newsline Wis Service Partner	\$
Total	\$1,136,100

*See detailed budget attached (Attachment 1)



Wisconsin Talking Book and Braille Library

Invoices/Payment: Agency shall issue an invoice for the services/deliverables listed above upon the completion of services and/or delivery of such deliverables. Invoices must reference the DPI purchase order number issued for the services/deliverables described herein and be mailed to:

Via email: DPI.AccountsPayable@dpi.wi.gov **OR via U.S. mail:** Wisconsin Department of Public Instruction, Attn: Business Office, PO Box 7841, Madison, WI 53707-7841.

Payment shall be made within 30 days of DPI's receipt of accepted invoice.

Wisconsin Standard Terms: The terms and conditions found in Attachment 1, WI Department of Administration, DOA-3054A, Standard Terms and Conditions, shall apply to this Agreement.

Independent Contractor: The Agency is an independent contractor. Nothing in this Agreement shall be construed to establish a relationship such as a franchise, dealership, partnership, or joint venture, between DPI and Agency. The Agency is responsible for all federal, state, and local taxes, fees, fines, and assessments arising out of the operation of the Agency's business. DPI and Agency are not authorized to enter into any agreement or assume an obligation for the other party. Any such unauthorized act will create separate liability on the party so acting, and any and all third parties affected hereby.

Debarment: By signing this Agreement, Agency attests that it is not debarred from participating in state or federal procurements.

Contract Revisions, Cancellation and/or Termination: The DPI and Agency agree to collaboratively renegotiate the terms and conditions of this Agreement in such circumstances as: increased or decreased volume of services, changes required by state and federal law or regulations or court action, or a change in the scope of work or budget.

DPI and Agency will document the changes in writing and amend this Agreement accordingly. DPI and Agency shall sign the amendment before beginning any work outside the original scope or budget.

Cancellation: DPI reserves the right to cancel this Agreement immediately, in whole or in part, without penalty, and without prior notice, if the Agency: fails to protect DPI's confidential information, as defined by applicable law or in this Agreement; or performs in a manner that threatens the health or safety of a State employee, citizen, or customer.



Wisconsin Talking Book and Braille Library

In addition, DPI reserves the right to cancel this Agreement, in whole or in part, without penalty, with 30 days' notice, if the Agency: fails to follow the non-discrimination requirements, as required by law. The City of Milwaukee Code of Ordinances 310-17 provides guidelines including that all items and services purchased by the Milwaukee Public Library Board of Trustees, an agent of the City of Milwaukee, are purchased from vendors who provide a safe, non-discriminatory work environment.

Termination for Cause: DPI may terminate this Agreement immediately as a result of Agency's breach of any provisions or terms of this Agreement if Agency fails, after 30 days, to cure such breach to DPI's reasonable satisfaction.

Termination for Convenience: DPI may terminate this Agreement for convenience with 30 days' notice should the service no longer be needed as specified in the Agreement.

Termination Due to Non-Appropriation of Funds. DPI may terminate this Agreement due to non-appropriation of funds. In that event, DPI shall notify the Agency as soon as reasonably possible, and the parties shall mutually agree on a work stop date.

Effect of Cancellation or Termination: In the event of cancellation or termination of this Agreement by DPI, Agency shall be entitled to receive compensation for any completed or partially completed services rendered, or goods provided, that is satisfactory to the Acceptance Criteria. Compensation for partially completed services, satisfactory to the Acceptance Criteria, will be provided based on: no more than the percentage of the completion of the services requested multiplied by the corresponding payment for completion of such services; or actual service hours provided, whichever is applicable.

DPI shall be entitled to a refund for goods or services paid for but not received or implemented, and such refund shall be paid within 30- days' of the written notice to the Agency by DPI.

Agreement Effective Date: This Agreement shall become effective upon the date of the last signature below. Notwithstanding the foregoing, or the Period of Performance, this Agreement does not go into effect until DPI issues an official DPI Purchase Order to the Agency.



Wisconsin Talking Book and Braille Library

Authorized Signatures

On behalf of DPI:

Tessa Schmidt Date (mm/dd/yyyy)
Assistant State Superintendent
Division for Libraries and Technology

Michele McGafin Date (mm/dd/yyyy)
Director, Business Services
Division for Finance and Management

On behalf of Agency:

Signature
President, Milwaukee Public Library Board of Trustees

Date (mm/dd/yyyy)

Signature
Secretary, Milwaukee Public Library Board of Trustees

Date (mm/dd/yyyy)

Signature
City Attorney, Milwaukee Public Library

Date (mm/dd/yyyy)

Signature
Assistant City Attorney, Milwaukee Public Library

Date (mm/dd/yyyy)



Jill K. Underly, PhD, State Superintendent

INTERGOVERNMENTAL AGREEMENT

Interlibrary Loan Services

Agency: Milwaukee Public Library ("Agency")

Today's Date: April 6, 2022

Period of Performance: July 1, 2022 – June 30, 2023

Funding Source: Library Service Contracts (SEG)

Services: Agency shall make its services and resources available to all libraries in Wisconsin through the auspices of the Department of Public Instruction ("DPI"), Division for Libraries and Technology, as described in Wis. Stats §§ 43.03(7) and 43.05(11), and the Guidelines & Responsibilities attached hereto (Attachment 1).

Pricing: \$72,200

Incorporated Documents:

Attachment 1, Guidelines and Responsibilities

Attachment 2, WI Department of Administration, DOA-3054A, Standard Terms and Conditions

Attachment 3, Milwaukee Public Library Terms and Conditions

Contacts:

Department of Public Instruction
Library Services Team
Attn: Martha Berninger
125 South Webster Street
Madison, WI 53703
Telephone: 608-224-6161
Email: Martha.Berninger@dpi.wi.gov

Department of Public Instruction
Business Services
Attn: Contracts Specialist
125 South Webster Street
Madison, WI 53703
Email: contracts@dpi.wi.gov

Milwaukee Public Library
Attn: Joan Johnson
814 W. Wisconsin Avenue
Milwaukee, WI 53233
Telephone: 414-286-3020
Email: JRJohns@milwaukee.gov



Interlibrary Loan Services

Background Checks: Agency shall ensure that state criminal background checks are conducted on all staff (including supervisors), volunteers, authorized agents, and subcontractors that have contact with DPI personnel, property, agents, invitees, and students. If any of the aforementioned persons have lived, worked, or attended school in the last ten (10) years outside of the state of Wisconsin, the criminal background check must also include a Federal Bureau of Investigation fingerprint check, or equivalent. Agency shall confirm to the Department of Public Instruction ("DPI") that background checks have been completed, and are satisfactory so as to exercise reasonable care for protecting DPI personnel, property, agents, invitees, and students, from physical, mental, or emotional harm, or any other injuries, to the extent permitted by law, whether local, state, or federal law. The actual state or federal records do not have to be submitted. During the term of this Agreement, Agency shall take appropriate action based on its knowledge of any changes to the results to remain in compliance with this provision. By signing this Agreement, Agency attests that it has completed, or will have completed, prior to the commencement of the services described herein, the required background checks pursuant to this provision.

If DPI, in its sole discretion, deems that this provision has been violated in any way, it reserves the right to terminate this Agreement immediately with written notice; or, in the alternative, DPI may request the replacement or supervision on any personnel working with students, or at a DPI facility.

Description of Work: Agency shall provide ongoing interlibrary loan services to eligible users to fill approximately 6,000 yearly requests per the "Guidelines & Responsibilities" (Attachment 1). Agency shall also provide statistical information per the Guidelines & Responsibilities". Agency will expend funds in accordance with the annual budget below and no more than \$1,000 may be transferred from one budget line to another without prior approval from DPI.

Deliverables Schedule/Timeline of Services: Agency shall submit two invoices to DPI. The first invoice for \$36,100, shall be submitted in January 2023 for the total amount of semi-annual expenses accrued by December 31, 2022; the second invoice for \$36,100 shall be submitted in July 2023 for the total amount of semi-annual expenses accrued by June 30, 2023.

Acceptance Criteria: This Agreement will be satisfied when Agency has completed the deliverables and services as outlined in this Agreement, and DPI has approved of them.



Interlibrary Loan Services

Travel: No travel expenses will be reimbursed on this contract.

Budget:

Salaries/Fringe Benefits	\$
Supplies, Services, Materials	\$ _____
	\$72,200

Invoices/Payment: Agency shall issue an invoice for the services/deliverables listed above upon the completion of services and/or delivery of such deliverables. Invoices must reference the DPI purchase order number issued for the services/deliverables described herein and be mailed to:

Via email: DPI.AccountsPayable@dpi.wi.gov **OR via U.S. mail:** Wisconsin Department of Public Instruction, Attn: Business Office, PO Box 7841, Madison, WI 53707-7841.

Payment shall be made within 30 days of DPI's receipt of accepted invoice.

Wisconsin Standard Terms: The terms and conditions found in Attachment 2, WI Department of Administration, DOA-3054A, Standard Terms and Conditions, shall apply to this Agreement.

Independent Contractor: The Agency is an independent contractor. Nothing in this Agreement shall be construed to establish a relationship such as a franchise, dealership, partnership, or joint venture, between DPI and Agency. The Agency is responsible for all federal, state, and local taxes, fees, fines, and assessments arising out of the operation of the Agency's business. DPI and Agency are not authorized to enter into any agreement or assume an obligation for the other party. Any such unauthorized act will create separate liability on the party so acting, and any and all third parties affected hereby.

Debarment: By signing this Agreement, Agency attests that it is not debarred from participating in state or federal procurements.

Contract Revisions, Cancellation and/or Termination: The DPI and Agency agree to collaboratively renegotiate the terms and conditions of this Agreement in such circumstances as: increased or decreased volume of services, changes required by state and federal law or regulations or court action, or a change in the scope of work or budget.



Interlibrary Loan Services

DPI and Agency will document the changes in writing and amend this Agreement accordingly. DPI and Agency shall sign the amendment before beginning any work outside the original scope or budget.

Cancellation: DPI reserves the right to cancel this Agreement immediately, in whole or in part, without penalty, and without prior notice, if the Agency: fails to protect DPI's confidential information, as defined by applicable law or in this Agreement; or performs in a manner that threatens the health or safety of a State employee, citizen, or customer.

In addition, DPI reserves the right to cancel this Agreement, in whole or in part, without penalty, with 30 days' notice, if the Agency: fails to follow the non-discrimination or affirmative action requirements, as required by law. The City of Milwaukee Code of Ordinances 310-17 which provides guidelines including that all items and services purchased by the Milwaukee Public Board of Trustees, an agent of the City of Milwaukee, are purchased from vendors who provides a safe, non-discriminatory work environment.

Termination for Cause: DPI may terminate this Agreement immediately as a result of Agency's breach of any provisions or terms of this Agreement if Agency fails, after 30 days, to cure such breach to DPI's reasonable satisfaction.

Termination for Convenience: DPI may terminate this Agreement for convenience with 30 days' notice should the service no longer be needed as specified in the Agreement.

Termination Due to Non-Appropriation of Funds. DPI may terminate this Agreement due to non-appropriation of funds. In that event, DPI shall notify the Agency as soon as reasonably possible, and the parties shall mutually agree on a work stop date.

Effect of Cancellation or Termination: In the event of cancellation or termination of this Agreement by DPI, Agency shall be entitled to receive compensation for any completed or partially completed services rendered, or goods provided, that is satisfactory to the Acceptance Criteria. Compensation for partially completed services, satisfactory to the Acceptance Criteria, will be provided based on: no more than the percentage of the completion of the services requested multiplied by the corresponding payment for completion of such services; or actual service hours provided, whichever is applicable.

DPI shall be entitled to a refund for goods or services paid for but not received or implemented, and such refund shall be paid within 30- days' of the written notice to the Agency by DPI.



Interlibrary Loan Services

Agreement Effective Date: This Agreement shall become effective upon the date of the last signature below. Notwithstanding the foregoing, or the Period of Performance, this Agreement does not go into effect until DPI issues an official DPI Purchase Order to the Agency.

Authorized Signatures

On behalf of DPI:

Tessa Schmidt Date (mm/dd/yyyy)
Assistant State Superintendent
Division for Libraries and Technology

Michele McGaffin Date (mm/dd/yyyy)
Director, Business Services
Division for Finance and Management

On behalf of Agency:

Signature
President, Milwaukee Public Library Board of Trustees

Date (mm/dd/yyyy)

Signature
Secretary, Milwaukee Public Library Board of Trustees

Date (mm/dd/yyyy)

Signature
City Attorney, Milwaukee Public Library

Date (mm/dd/yyyy)

Signature
Assistant City Attorney, Milwaukee Public Library

Date (mm/dd/yyyy)

Attachment 1

Guidelines and Responsibilities

DPI Responsibilities:

Authorizing Eligible Users:

- A. Milwaukee Public Library will process all referrals and interlibrary requests referred via the WISCAT Interlibrary Loan (ILL) system, whether referred automatically by the system, or by DPI's Library Services Team.
- The WISCAT ILL system will be used to refer requests originating from the following groups of users:
- Wisconsin public library systems and system member libraries
 - Wisconsin state agency libraries and state employees
 - Wisconsin state institutional libraries in mental health and correctional facilities
 - Vocational-technical school libraries, school libraries/instructional media centers, special libraries, and other types of libraries referring requests through public library systems
 - MINITEX (an Information and resource sharing program of the Minnesota Office of Higher Education and the University of Minnesota Libraries)
- B. Referral pattern
- Libraries using WISCAT ILL have direct access to Milwaukee Public Library. The lender list is formed based on the WISCAT ILL System Wide list configured by DPI staff. DPI staff do not mediate requests sent to Milwaukee Public Library. The WISCAT software automatically mediates requests based on the lending policy and an availability status check before sending the request to Milwaukee Public Library.
- C. Milwaukee County Federated Library System (MCFLS) libraries are not eligible to refer requests through this Agreement.
- D. Libraries using the services of the Online Computer Library Center (OCLC) are not eligible to refer requests through this Agreement.

Training and Communicating with Users:

DPI staff will:

- A. Provide written information about interlibrary loan policies and procedures, which can be found on the WISCAT Support website at: (<https://dpi.wi.gov/rl3/resources/resource-sharing>) and on the DPI website at: (<https://dpi.wi.gov/rl3/resources/wiscat>).
- B. Provide information about Milwaukee Public Library interlibrary loan procedures at workshops, which the DPI conducts, and make staff available for interlibrary loan workshops conducted by the Milwaukee Public Library.
- C. Disseminate information on the use of new WISCAT ILL resource sharing features and new tools as they become available.
- D. Troubleshoot problems with configuration of the Milwaukee County Federated Library System Z39.50 catalog, which affects which requests are referred.

Verification and Other Information on Requests:

- A. Bibliographic and Holdings information

DPI staff will:

- Rely on borrowing libraries using WISCAT ILL to supply full bibliographic information using standard resource sharing tools such as WISCAT and WorldCat to ensure completeness of requests. If there are recurring problems with identified libraries, DPI staff will provide additional training for the borrowing library.
- Communicate with MPL and MCFLS regarding options for configuring the Z39.50 version of County Cat (Milwaukee County Public Libraries catalog) displayed on WISCAT so that collections and availability for interlibrary loan can be identified as much as software capabilities and local policy allow. If the status of a title is displayed as available at any Milwaukee central or branch library, the request will be referred.
- As all circulation statuses occasionally change or may not be able to be configured precisely, Milwaukee Public Library staff is encouraged to submit to DPI any requests they feel should not have been referred so that possible modifications or updates can be made.

- B. Other Information

The WISCAT ILL request will indicate whether a non-returnable (photocopy) or returnable (loan) is desired.

If the request is for a non-returnable, the borrowing library will verify that the copyright compliance code is on the request.

Specific Need By date information is displayed on the WISCAT ILL request. It may occasionally be necessary to ship an item using a method other than South Central Library System Intersystem Delivery if the Need By date is close.

For non-returnable (copied) materials, electronic delivery is encouraged. The document may be scanned and emailed to the requesting library or sent using WISCAT's document delivery functionality.

For loaned materials, shipping destinations with full addresses are available on the WISCAT ILL shipping list. An alternate "ship to" location may be specified in the Borrower's Notes field. If a library has access to the South Central Library System Intersystem Delivery, the shipping label will have the delivery route in capital letters above the library name. Libraries that do not participate in the South Central Library System Intersystem Delivery have MAIL in the Delivery Route field. Items with MAIL in the Delivery Route field must be sent via the US Postal Service – Library Rate, UPS, or a comparable courier.

Transmitting Requests to Milwaukee Public Library:

Libraries will use the WISCAT interlibrary loan management system to refer requests to Milwaukee Public Library. Replies to requests will be sent using the appropriate software.

Recording and Reporting Statistics:

The DPI staff use WISCAT ILL to obtain monthly statistical report information concerning referrals to Milwaukee Public Library. These statistics are recorded when the request is completed, so they may not precisely match manual statistics kept by Milwaukee Public Library staff. Occasionally month-to-date total statistics (such as for the period June 1-18) will be requested from Milwaukee Public Library's interlibrary loan staff for quarterly comparison purposes.

The Milwaukee Public Library interlibrary loan staff will keep daily and monthly statistics and compare them to the WISCAT ILL and bring to DPI's attention if there is more than a slight discrepancy. DPI agrees to work with Milwaukee Public Library staff to determine the cause and find a resolution.

Milwaukee Public Library Responsibilities:

Training and Communicating with Users Authorized under the Agreement:

- A. Milwaukee Public Library will provide DPI staff with the latest version of their interlibrary loan manual or documented procedures.
- B. Milwaukee Public Library staff will cooperate in provision of workshops on interlibrary loan procedures to authorized users.

Searching and Filling Requests:

- A. Milwaukee Public Library staff will access the following resources:
- Milwaukee Public Library Central collections
 - Milwaukee Public Library branch collections
- B. Requested materials that are located in any of the above resources will be loaned or photocopied as appropriate.

Milwaukee Public Library will normally loan materials for eight weeks.

It is understood that loan periods and other circulation policies are subject to the policy of the library lending the materials, and it is the prerogative of the owning library to identify certain materials as non-circulating. While such policies are not within the interlibrary loan services staff members' authority to control, interlibrary loan services staff will keep the DPI staff informed of such library collections or types of materials covered by such policies.

Use of Materials:

Unless otherwise specified in the collections listed below, if the requested material is found with an available status in the MCFLS catalog, the request will be filled.

Milwaukee Public Library's WISCAT ILL participant record should be reviewed regularly to ensure it is accurate, as it filters requests for some non-circulating materials.

Renewals will be granted at the discretion of the Milwaukee Public Library. Requests for renewal will be made using WISCAT ILL. Requests for renewals should be made at least three days before the due date. Milwaukee Public Library staff should respond to requests for renewal promptly.

When requests for non-circulating materials are received that do not have a note in the Borrower's Notes field specifying what a patron would like copied, the Milwaukee Public Library will send an email message to the requesting library asking for the information in order to finish processing the request.

- A. Circulating books: Available materials will be loaned.
- B. Periodicals: Loans of periodicals will generally not be made. Photocopies of requested articles or a table of contents should be provided.
- C. Reference Materials: Requests for materials that Milwaukee Public Library has designated as reference or in specialized collections will be filled at the discretion of Milwaukee Public Library and the circulation period may be shortened. Photocopies of requested pages will be supplied.

- D. Genealogical Materials: Requests will be filled with photocopies of specific information. If no specific information has been requested a copy of the table of contents and index should be sent.
- E. Pamphlets: Pamphlets requested by title will be loaned. If the patron may keep the material supplied, it will be so marked.
- F. Music Scores: Cataloged and processed music will be loaned. Sheet music will generally be loaned only if more than one copy is available.
- Photocopies of music will not be made. Typed copies of the words of songs will be made upon request if the music cannot be loaned.
- G. Audiovisual Materials: Audiovisual materials will be loaned according to Milwaukee Public Library's policies. A-V materials may have varied loan periods.
- H. Microfilm or Microfiche: Microfilm is not loaned. Paper copies from microfilm will be made if the patron has requested a specific citation.
- Microfiche is not loaned. Fiche copies will be made which then may be given to the patron. Costs of copies will be charged under the services line in the Agreement budget.
- I. World Language Materials: If specific titles cannot be verified to fill a request, DPI may send subject requests for specific language materials.
- J. Standards: Standards are non-circulating. Copies of standards cannot be made for the purposes of interlibrary loan.
- K. Miscellaneous Materials: Maps, copies of clippings, and other items will be loaned at the discretion of Milwaukee Public Library. If they cannot be loaned, a copy will be made of the materials if the patron has requested one.
- L. Government Documents: Documents will be loaned to comply with the depository guidelines. Cataloged, processed documents kept on open shelves for Milwaukee Public Library patrons will be loaned at the discretion of the documents librarian.

If it is not possible to loan a document, a paper copy of the non-circulating document will be made. When length prohibits copying, a copy of the table of contents will be sent to fill the request. The requesting patron may then choose the part of the document they would like copied; the requesting library will send the table of contents back to Milwaukee Public Library to have the copies made.

Interlibrary Loan Services

- M. Special Collections: Subject requests for information thought to be in special or archival collections at Milwaukee Public Library as determined by DPI may be sent to the attention of the Milwaukee Public Library reference supervisor.

Transmitting Requests:

Milwaukee Public Library staff will accept requests referred to them by DPI on behalf of WISCAT ILL users.

Delivery of Materials:

- A. Milwaukee Public Library will assume the responsibility for delivery of materials to fill interlibrary loan requests. Timeliness in getting the item to the patron should be a major consideration in choosing delivery. The Need By date should be taken into consideration. Delivery options include South Central Library System Intersystem Delivery, U.S. Postal Services – Library Rate, UPS, and other courier services when applicable.
- Whenever possible Milwaukee Public Library shall use the South Central Library System Intersystem Delivery. For libraries that are not participants in South Central Library System Intersystem Delivery, Milwaukee Public Library may choose another method at their discretion and the costs shall be included in the basic contract charge. Other options that would require additional charge may be used only upon approval of the DPI.
 - Libraries may use any of the above options for return of borrowed items.
- B. Milwaukee Public Library will assume full responsibility for the handling of circulation related notices (recalls, renewals, overdues) using WISCAT ILL. Notices for collection of payments and fines for all lost materials will be sent directly to the borrowing library.

Milwaukee Public Library Procedures:

- A. Lending requests from WISCAT ILL will be processed as soon as possible. Items located in the Central library will generally receive a response within three days. Materials that require communicating with the lending library, photocopying, special handling, or retrieval from neighborhood branch libraries may take longer.
- B. Milwaukee Public Library's interlibrary loan department will manage the number and flow of incoming requests so that a total of 6,000 requests are processed evenly throughout the 12-month period. Staff may use the Holiday List to suspend themselves as necessary to divert requests to other lenders. Service should not be suspended using the Holiday List for terms longer than three days without notifying DPI. response within three days.
- C. Interlibrary loan services staff will promptly notify DPI of any technical or staffing problems.

- D. It is acceptable for Milwaukee Public Library to have a manageable backlog of requests.
- E. Milwaukee Public Library will send replies for all requests (both filled and unfilled).

Will Not Supply replies must be given using the full view of the ILL request, using the reason Not Owned to prevent the request from going into Retry status (which, if not used, would create more work for Milwaukee Public Library interlibrary loan services staff). The specific reason should be added as a History Note (for example, At Bindery).
- F. If a request for a multi-volume work is received, supplying any part(s) of a multi-volume work allows the lender to consider the request filled and it should be updated to shipped. The Lender's Note field on the full view of the WISCAT ILL shipped reply screen should be used to indicate which volumes have been sent.
- G. A shipping destination and address is shown on the WISCAT ILL standard shipping list, which should be sent with each ILL item. Alternate shipping information may be found in the Borrower's Notes in the request. Shipping labels must conform to the South Central Delivery System's "best practices" document (<http://www.sclsdelivery.info/systempages/stateshipping.htm>).
- H. If a photocopy is requested, up to 50 copy impressions will be provided.
- I. CountyCat

Milwaukee Public Library interlibrary loan staff will communicate with DPI and MCFLS staff regarding options for configuring the Z39.50 version of CountyCat (Milwaukee County Public Libraries catalog) displayed on WISCAT so that collections and availability for interlibrary loan can be identified as much as software capabilities and local policy allow. If the status of a title is displayed as available at any Milwaukee Central or branch library, the request will be referred.

As all circulation statuses occasionally change or may not be able to be configured precisely, Milwaukee Public Library staff is encouraged to submit to DPI any requests they feel should not have been referred so that possible modifications or updates can be made.

Charges for Interlibrary Loan and Delivery Services:

- A. Interlibrary Services may bill requesting libraries for materials damaged or lost by patrons. If Milwaukee Public Library cannot gain reimbursement from the library, material may be replaced using funds from the materials budget line in the Agreement budget.
- B. Milwaukee Public Library may refuse to lend to a library that has payments for lost or damaged items six or more months past due at the time of the request.