



MILWAUKEE
PUBLIC LIBRARY

**BOARD OF TRUSTEES REGULAR MEETING
AGENDA**

Tuesday October 23, 2018

4:30 p.m.

**Atkinson Library
Community Meeting Room
1960 W. Atkinson Avenue
Milwaukee, WI 53209**

Trustees: Michele Bria, President, Joan Prince, Vice-President, Chris Layden, Financial Secretary, Ald. Milele Coggs, Ald. Nik Kovac, James Marten, Ald. Michael Murphy, Sup. Marcelia Nicholson, Dir. Mark Sain, Jennifer Smith, Paula Kiely, Secretary, Rebecca Schweisberger, Secretary's Assistant (414) 286-3021

PUBLIC COMMENT

CONSENT AGENDA

Attachment A, page 3

1. **Regular Board Meeting Minutes September 25, 2018.**
2. **Administrative Reports.**
 - a. Personnel Actions
 - b. Financial Report
 - c. Library Director's Report

REPORTS

3. **Finance and Personnel Committee.** Trustee Chris Layden, will report on the F&P meeting held October 23, 2018.
4. **MCFLS.** Trustee Nik Kovac, Resource Library Representative, will report on the MCFLS Board meeting held October 15, 2018.
5. **MPL Foundation.** MPL Foundation Executive Director Ryan Daniels will report on 2018 fundraising.

Attachment B, page 15

OLD BUSINESS

6. **Public Library System Redesign Project.** Director Kiely will review the draft recommendation being prepared for delivery to Superintendent Evers in December.

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.

MPL AGENDA 10/23/18

P. 1

7. **Trustee Job Description.** Trustees Jennifer Smith and Nik Kovac will present proposed revisions to the Trustee job description for Board approval.

Attachment C, page 26

NEW BUSINESS

8. **Marketing Efforts.** Eileen Force Cahill, Community Relations and Engagement Director, will provide an overview of marketing efforts over the last 18 months and plans for 2019.

STRATEGIC DISCUSSION

9. **Pop-up Library Lab.** The Board will discuss opportunities for expanding outreach and capitalizing on an emerging mobile strategy being used by local non-profits, universities, and healthcare agencies.

ADJOURNMENT

REMINDER: Next scheduled meetings are:

November 5, 2018 Services & Programs Committee - Central Library, 5:30 p.m.

November 20, 2018 Building & Development Committee - Central Library, 4:00 p.m.

November 27, 2018 Regular Meeting - Central Library, 4:30 p.m.

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.*

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**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday September 25, 2018
Central Library Community Room 1
814 West Wisconsin Avenue
Milwaukee, WI 53233**

PRESENT: Michele Bria, Ald. Milele Coggs, Ald. Nik Kovac, Chris Layden, James Marten, Ald. Michael Murphy, Sup. Marcelia Nicholson, Joan Prince, Mark Sain, Jennifer Smith, Paula Kiely

STAFF: Rachel Arndt, Eileen Force Cahill, Joan Johnson, Sarah Leszczynski, Sam McGovern-Rowen, Judy Pinger, Victoria Robertson, Rebecca Schweisberger, Beth Wisniewski, Kelly Wochinske

OTHERS

PRESENT: Budget and Policy Division: Dennis Yaccarino, Mason Lavey
MPL Foundation: Dan Renouard, Ryan Daniels

President Michele Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:39 p.m. on September 25, 2018 with a quorum present. Trustee Nicholson participated by conference phone. Agenda items were taken out of order; however, these minutes are presented in numerical sequence.

PUBLIC COMMENT

Library Director Paula Kiely introduced Human Resources Officer Victoria Robertson. Ms. Robertson has worked in various City departments for over twenty years and is very excited to be at MPL.

SPECIAL COMMUNICATION

1. **Trustee Recognition**. President Bria presented a resolution honoring Sharon Cook, thanking her for her eleven years of service. The Trustees signed a copy of the book *The Most Beautiful Libraries in the World*, which will be sent with the resolution to Ms. Cook.
2. **New Trustee Pin Presentation**. President Bria presented Trustees Marten and Murphy with MPL Board pins.

CONSENT AGENDA

3. **Regular Board Meeting Minutes July 24, 2018**.
4. **Committee Reports**.
 - a. Finance & Personnel Committee Meeting July 24, 2018
5. **Administrative Reports**.
 - a. Personnel Actions
 - b. Financial Report
 - c. Library Director's Reports

ATTACHMENT A - P. 1 of 13
MPL CONSENT AGENDA
1. Regular Minutes 09/25/18
P. 3

President Bria asked the Board if any items should be removed from the Consent Agenda presented as attachment B, pages 3-28 of the agenda. President Bria entertained a motion to approve. Trustee Kovac moved and Trustee Layden seconded a motion to approve the Consent Agenda. Motion passed.

NEW BUSINESS

6. **2019 Library Budget.** Budget Director Dennis Yaccarino provided a brief overview of the proposed 2019 city budget and an explanation of how the budget is allocated. The Library will receive 3% of the 2019 total city budget. Director Kiely referred to the MPL Year 2018 Proposed Budget Overview, attached at the end of these minutes. The proposed 2019 operating budget includes \$22,956,510 to support the library, which is 1.1% less than the 2018 budget. MPL will hold 3 full-time positions vacant to help meet the reduction. Informational item.

REPORTS

7. **Finance & Personnel Committee.** Trustee Layden reported on the September 25, 2018 special meeting. On behalf of the committee Trustee Layden made a motion to approve a contract with Cengage Learning, Inc. to purchase a license for Career Online High School and 25 scholarships for students at a total cost of \$67, 375, for the period of October 1, 2018 – December 31, 2019. Trustee Murphy seconded. Motion passed.
8. **Building & Development Committee Meeting.** Trustee Sain reported on the September 6, 2018 meeting. The meeting resulted in two action items which need Board approval. First, the committee voted to recommend Board approval to purchase the Villard Square library condominium for \$1.00 and on their behalf Trustee Sain made a motion. Trustee Coggs seconded. Motion passed. Second, the committee voted to recommend Board approval for the addition of Haywood Group as a co-developer with Young Development on the Martin Luther King library redevelopment project. On behalf of the committee, Trustee Sain made a motion and Trustee Price seconded. Motion passed. The committee discussed the option to use a Request for Qualifications (RFQ) vs. a Request for Proposal (RFP) to identify a developer and site for the new Capitol library. The committee agreed to move forward with an RFP with a greater emphasis on developer requirements.
9. **Innovation & Strategy Committee Meeting.** Trustee Prince reported on the August 8, 2018 meeting. The committee discussed succession planning and how outcomes from the Board Retreat align with the library's Strategic Plan. Trustee Prince noted the Strategic Plan end date is in 2020. The committee will form two short term workgroups: one will focus on the long term viability and stability of library funding and the other will investigate Artificial Intelligence solutions for the library. No action was needed, but the Board supports formation of the workgroups.
10. **MPL Foundation Report.** Foundation Director Ryan Daniels provided an update on fundraising. To date, nearly 1,200 individuals have made donations totaling over \$900,000. The Foundation has allocated \$1.4 million to funding the library in 2018. The annual Ben Franklin Awards Celebration will be held October 11, 2018 and will honor Jay and Madonna Williams. The event will highlight innovation and digital services; teen interns will participate with demonstrations in various areas, including the Cargill Community Kitchen. Director Daniels described the 2018 auction items and invited all Trustees to share event information within their network and attend the celebration. President Bria thanked Director Daniels and Foundation Board President Dan Renouard for their attendance at the meeting. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of September 25, 2018 was adjourned at 5:25 p.m.

MILWAUKEE PUBLIC LIBRARY SYSTEM

PERSONNEL ACTIONS

COVERING PERIOD: SEPTEMBER 9, 2018 THROUGH OCTOBER 6, 2018

The Secretary reports the following personnel actions:

TEMPORARY APPOINTMENT

Deborah Olguin - Library Branch Manager - Atkinson 09/17/18
Betty Streng - Accounting Assistant III - Payroll & Accounting 10/02/18

TEMPORARY APPOINTMENT - CURRENT EMPLOYEE

Deborah Stewart - Librarian III - Center Street 09/23/18
To: Library Branch Manager - Villard Square

EXPIRATION OF TEMPORARY APPOINTMENT / BEGIN PROVISIONAL APPOINTMENT

Connor Bowman - Librarian Associate (part time) - EOS / CLCR 09/23/18
Dolores Brown - Librarian Associate - Center Street 09/23/18
Dana Christen - Librarian Associate - Washington Park 09/23/18
Gabriel Scuglik - Librarian Associate - Ready Reference 09/23/18

PROMOTION

Pablen Roberts - Custodial Worker III to Building Services Supervisor II - Facilities & Fleet 09/23/18

PROMOTION / TRANSFER

Robin Behringer - Office Assistant III - Business Office 09/23/18
To: Branch Library Services Assistant - Zablocki

Kimberly Boldt - Library Branch Manager - Villard Square 09/23/18
To: Librarian V - Ready Reference and Circulation

Brittany Lee - Library Circulation Assistant I - Atkinson 09/23/18
To: Librarian I - Washington Park

TRANSFER

Andrea Smieja - Library Circulation Assistant I - Washington Park to Villard Square 09/23/18

CHANGE IN STATUS

Aniyah Stubblefield - Lib Circulation Assistant I (LPT) to Library Circulation Assistant I - Washington Park 09/23/18

CHANGE IN STATUS / TRANSFER

Kathleen Coffey - Library Circulation Assistant I - Villard Square 09/23/18
To: Library Circulation Assistant I (1/2) - Mill Road

Martez Harris - Library Circulation Assistant I (LPT) - Capitol 09/23/18
To: Library Circulation Assistant I - Atkinson

LEAVE OF ABSENCE 24.0 OR MORE HOURS

James Harts - Custodial Worker II - CL - Facilities & Fleet - 40.8 hours 09/14/18

Dalia Castro - Library Circulation Assistant I - Zablocki - 76.6 hours 09/24/18

RETURN FROM LEAVE OF ABSENCE

Aniyah Stubblefield - Library Circulation Assistant I (LPT) - Washington Park 09/12/18

DISCHARGE

James Harts - Custodial Worker II - CL - Facilities & Fleet 10/03/18

EXPIRATION OF EXEMPT APPOINTMENT

J-Jesus Sanchez-Arias - Teen Outreach Intern - EOS / CLCR 06/07/18

Jessica Martinez - Teen Outreach Intern - EOS / CLCR 06/13/18

Corinne Wright - Teen Outreach Intern - EOS / CLCR 06/17/18

Alvin Watts - Teen Outreach Intern - EOS / CLCR 08/09/18

Lucero Romero - Teen Outreach Intern - EOS / CLCR 08/15/18

RESIGNATION

Rebecca Albers - Library Circulation Aide - Circulation 09/15/18

Deborah Avery - Accounting Assistant III - Payroll & Accounting 09/22/18

Dan Kusilek - Heating & Ventilating Mechanic II - Facilities & Fleet 09/28/18

Elisabeth Kaune - Librarian II (underfilling Librarian III) - Atkinson 09/29/18

Jillian Johnson - Library Reference Assistant - Capitol 09/30/18

Shyanne Pitts - Library Circulation Assistant I - Villard Square 10/01/18

PASSING OF EMPLOYEE

Corey Megal - Network Manager - Technical Services / Automation 10/05/18

**Milwaukee Public Library
Financial Report
September 30, 2018**

2018

2017

City Revenues

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 22,254,263	\$ 16,550,239	74.4%
<i>Fines</i>	\$ 225,000	\$ 153,758	68.3%
<i>Lost Materials, etc.</i>	\$ 101,800	\$ 57,253	56.2%
<i>MCFLS Contracts</i>	\$ 744,000	\$ 380,834	51.2%
Total City Appropriation	\$ 23,325,063	\$ 17,142,084	73.5%

	Budget	Received to date	% Received
	\$ 22,803,431	\$ 16,496,844	72.3%
	\$ 245,000	\$ 155,764	63.6%
	\$ 117,600	\$ 56,962	48.4%
	\$ 725,000	\$ 376,565	51.9%
Total	\$ 23,891,031	\$ 17,086,135	71.5%

City Expenses

Salaries & Benefits

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 12,640,806	\$ 9,428,601	74.6%
<i>Fringe Benefits</i>	\$ 5,676,770	\$ 4,116,874	72.5%
Total	\$ 18,317,576	\$ 13,545,475	73.9%

	Budget	Spent to date	% Spent
	\$ 12,982,127	\$ 9,136,430	70.4%
	\$ 5,729,318	\$ 4,108,885	71.7%
Total	\$ 18,711,445	\$ 13,245,315	70.8%

Operating Expenses

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 130,000	\$ 59,330	45.6%
<i>Tools & Machinery Parts</i>	\$ 30,800	\$ 22,071	71.7%
<i>Construction Supplies</i>	\$ 38,000	\$ 25,050	65.9%
<i>Energy</i>	\$ 664,179	\$ 513,133	77.3%
<i>Other Operating Supplies</i>	\$ 178,027	\$ 122,459	68.8%
<i>Vehicle Rental</i>	\$ 7,000	\$ 5,999	85.7%
<i>Non-Vehicle Equipment Rental</i>	\$ 30,000	\$ 22,934	76.4%
<i>Professional Services</i>	\$ 182,500	\$ 142,798	78.2%
<i>Information Technology Services</i>	\$ 406,579	\$ 397,715	97.8%
<i>Property Services</i>	\$ 957,189	\$ 746,409	78.0%
<i>Infrastructure Services</i>	\$ 28,000	\$ 23,411	83.6%
<i>Vehicle Repair Services</i>	\$ 500	\$ 6,825	1365.0%
<i>Other Operating Services</i>	\$ 221,700	\$ 89,890	40.5%
<i>Reimburse Other Departments</i>	\$ 68,000	\$ 41,844	61.5%
Total	\$ 2,942,474	\$ 2,219,867	75.4%

	Budget	Spent to date	% Spent
	\$ 158,158	\$ 80,415	50.8%
	\$ 31,000	\$ 15,348	49.5%
	\$ 38,000	\$ 22,573	59.4%
	\$ 809,700	\$ 516,394	63.8%
	\$ 199,615	\$ 173,661	87.0%
	\$ 8,300	\$ 4,879	58.8%
	\$ 32,700	\$ 19,364	59.2%
	\$ 75,000	\$ 80,289	107.1%
	\$ 357,198	\$ 393,891	110.3%
	\$ 1,013,758	\$ 777,303	76.7%
	\$ 28,000	\$ 13,253	47.3%
	\$ 1,500	\$ -	0.0%
	\$ 137,100	\$ 124,567	90.9%
	\$ 79,900	\$ 54,754	68.5%
Total	\$ 2,969,929	\$ 2,276,693	76.7%

Equipment

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,751,774	\$ 1,241,573	70.9%
<i>Computers, etc.</i>	\$ 251,839	\$ 98,051	38.9%
<i>Other</i>	\$ 61,400	\$ 37,116	60.4%
Total	\$ 2,065,013	\$ 1,376,741	66.7%

	Budget	Spent to date	% Spent
	\$ 1,751,774	\$ 1,261,325	72.0%
	\$ 371,883	\$ 233,967	62.9%
	\$ 86,000	\$ 68,834	80.0%
Total	\$ 2,209,657	\$ 1,564,126	70.8%

Total City Expenses	\$ 23,325,063	\$ 17,142,084	73.5%
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Total	\$ 23,891,031	\$ 17,086,135	71.5%
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**Milwaukee Public Library
Financial Report
September 30, 2018**

2018

2017

Additional Funding Sources

Other Departmental Appropriation

	Budget	Spent to date	% Spent
<i>Villard Square Lease</i>	\$ 13,182	\$ 13,182	100.0%
<i>Mitchell Street Lease</i>	\$ 40,500	\$ 40,500	100.0%
Total	\$ 53,682	\$ 53,682	100.0%

	Budget	Spent to date	% Spent
	\$ 13,182	\$ 13,182	100.0%
	\$ 36,000	\$ -	0.0%
	\$ 49,182	\$ 13,182	26.8%

Contract Grants

	Budget	Spent to date	% Spent
<i>Teacher in the Library</i>	\$ -	\$ -	0.0%
<i>WTBBL</i>	\$ 989,520	\$ 240,173	24.3%
<i>ILS</i>	\$ 96,900	\$ 19,104	19.7%
Total	\$ 1,086,420	\$ 259,276	23.9%

	Budget	Spent to date	% Spent
	\$ 100,000	\$ 58,062	58.1%
	\$ 968,700	\$ 231,452	23.9%
	\$ 96,297	\$ 19,985	20.8%
	\$ 1,164,997	\$ 309,500	26.6%

Trust Funds

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 64,000	\$ 54,725	85.5%
<i>Programming</i>	\$ 33,750	\$ 18,709	55.4%
<i>Training</i>	\$ 11,000	\$ 8,739	79.4%
<i>Marketing</i>	\$ 23,000	\$ 20,327	88.4%
<i>Contingency</i>	\$ 2,988	\$ 2,058	68.9%
<i>Board Development</i>	\$ 5,000	\$ 14,923	298.5%
<i>Headline</i>	\$ 5,000	\$ -	0.0%
<i>Strehlow 50+</i>	\$ 44,417	\$ 1,531	3.4%
Total	\$ 189,155	\$ 121,012	64.0%

	Budget	Spent to date	% Spent
	\$ 65,100	\$ 53,622	82.4%
	\$ 32,000	\$ 17,451	54.5%
	\$ 10,000	\$ 5,766	57.7%
	\$ 22,000	\$ 6,505	29.6%
	\$ 2,022	\$ 784	38.8%
	\$ -	\$ -	0.0%
	\$ -	\$ -	0.0%
	\$ 46,278	\$ 1,036	0.0%
	\$ 177,400	\$ 85,165	48.0%

Foundation Funds

	Budget*	Spent to date	% Spent
<i>Materials</i>	\$ 615,637	\$ 167,980	27.3%
<i>Programming</i>	\$ 2,054,297	\$ 556,730	27.1%
Total	\$ 2,669,934	\$ 724,709	27.1%

	Budget*	Spent to date	% Spent
	\$ 595,779	\$ 186,606	31.3%
	\$ 1,574,831	\$ 422,512	26.8%
	\$ 2,170,610	\$ 609,118	28.1%

* Foundation budget includes annual amount committed by the MPL Foundation plus prior year carryover

Investments

No funds were invested this period.

Director's Report October 2018

Autumn is one of the busiest times of the year for MPL. Working closely with the Milwaukee Public Library Foundation, we showcased the beautiful Central Library during the annual Benjamin Franklin Dinner on October 11th, welcoming over 300 guests and contributors and honoring Jay and Madonna Williams. Budget season continued with the Library's budget hearing being held on October 15th and proceeded by meetings with individual aldermen and alderwomen. Early voting was offered in four branch libraries, including Mitchell Street, Zablocki, Center Street, and Mill Road. Traffic for early voting picks up in the 10 days prior to the election, so our busiest time is yet to come.

My other activities included hosting Alderman Terry Witkowski and the Polish National Alliance Board at Mitchell Street. Project Manager for Library Construction Sam McGovern-Rowen joined me in providing a tour, after which the Board held a meeting in the conference room. I welcomed guests and introduced former Trustee John Gurda to a standing-room only crowd who came to hear him talk about his new book, *A city built on Water*. Youth Services Coordinator Kelly Wochinske and I attended the 2-day Conference titled Healing Trauma, Healthy Communities in Milwaukee. This excellent conference has already led to discussions within Library Administration about some of our practices than may be inadvertently creating barriers to library use. Any recommendations for changes to policies will be brought before the Board.

MPL HELPS PEOPLE READ

Sip and Purr Cat Café book club. **East branch's** Reference Assistant, Beth Gabriel, facilitated the first book club at our neighborhood cat café. Everything I Never Told You (2014) by Celeste Ng was the first book club read. The bibliophiles enjoyed the book, the engaging discussion as well as the MPL swag/library literature provided! Attendance 15.

Programming for Babies and Toddlers. The **Central Library Children's Room** (CLCR) introduced Baby Story Time, a weekly story time intended for caregivers with children from birth to 12 months old. CLCR staff trained by observing baby story times at other libraries in Milwaukee County and reading literature about best practices for introducing early literacy to infants. The CLCR also presented a Saturday at Central "Obstacle Course for Little Ones". The program encouraged young children to move through the obstacle course and learn through kinesthetic experiences including sorting, balancing and moving in unique ways. Monthly Participation at Baby Story Time: 26. Obstacle Course Participation: 30.

MPL HELPS PEOPLE LEARN

SDC Poverty Matters Summit. On September 27, Joanne Vandestreek of the **Business, Technology and Periodicals Department (BUS/TECH)** and Tiffany Robinson of **Central Library's Information Technology Department (IT)** partnered with Anna Bierer of Wisconsin Literacy for a presentation at the Social Development Commission's Poverty Matters Summit. The presentation was titled "Libraries and Literacy Programs as Partners in Workforce Development." Joanne discussed MPL's programs such as Drop-in Job Help, Drop-in Tutoring, various job fairs, and computer classes. Tiffany presented information on MPL's databases such as Brainfuse, LearningExpress, and Gale Courses as well as our childcare certification courses. Anna presented on the educational and workforce development services

that Wisconsin Literacy provides statewide and partnerships with libraries, as well as the new Wisconsin Health Literacy initiative that is in its pilot phase. Attendance: 22

Intellectual Property Basics and Local Inventor Resource. **Central Library** served as the host site for an event offered by the Midwest Regional U.S. Patent and Trademark Office on September 27. Denise Sylvester, Regional Outreach Officer for the Midwest Regional Office, presented on Intellectual Property Basics, and Liz Jackson, Senior Attorney for Trademarks, presented on Trademark Basics. The event also featured a local resources panel in which four Milwaukee area organizations each presented an overview of what their organizations can provide inventors and entrepreneurs, which included: Nathan Hammons, Marquette University Law and Entrepreneurship Clinic; Eric Ness, SBA Wisconsin District Office; Earl Humphrey, SCORE Southeastern Wisconsin Chapter; and Cassandra Aranda, Wisconsin Women's Business Initiative Corporation. The organizations reviewed funding sources, educational opportunities for entrepreneurs, and answered audience members' questions about starting a business. Attendance: 12

Business Improvement Districts (BID)/Neighborhood Improvement Districts (NID) Resource Fair. Hermoine Bell-Henderson of the **Business, Technology and Periodicals Department (BUS/TECH)** represented MPL at the BID/NID Resource Fair at the Century City Tower on September 28. This was a great opportunity to connect and learn about the 37 BID/NIDs in the city and bring a greater awareness about MPL's business resources. Attendance: 40

Latino Inventors Program. Laura Patino of the **Business, Technology and Periodicals Department (BUS/TECH)** gave two presentations on Latino inventors for Hispanic Heritage Month at the **Tipppecanoe branch**. Guests were greeted with cuatro (10 string Puerto Rican guitar) music playing as they arrived. Ten Latino inventors were discussed and related activities included banana themed snacks, a take home science experiment (DIY hot air balloon), and coloring sheets (based on inventions). Attendance: 5

Discovery Lunches: Wise and Well Series. The **Central Library, Capitol branch, and Zablocki branch** continue to host monthly Discovery Lunches, hour long programs for lifelong learners. September featured the Wise and Well series focusing on health literacy topics. The Habits of Healthy People, Learn to Live Well to 100, and Healthy Brain programs were presented by Humana health representatives and shared best practices for healthy living. Attendees: 16.

Kids Can Cook. Milwaukee Public Library's **Capitol Branch** held their first program in this youth cooking series on September 11. This new program introduces children to easy recipes with unfamiliar foods while they learn about nutrition. In this first class, the kids learned how to read a recipe and acquired a new skill using measuring utensils. Then they created pouches of trail mix by creating their very own mixtures using different combinations that they did not know was possible. A fun and nutritious time was had by all. Attendance: 23.

MPL HELPS PEOPLE CONNECT

Doors Open MKE. Staff and volunteers provided tours of special spaces at **Central Library** on September 22 and September 23. Doors Open visitors received guided tours of Central's Green Roof, 3T and Drive-Up, Fourth Floor and the interior of the Rotunda Dome. Participants also enjoyed self-guided tours of Central Library architectural features including the Old Board Room, Rare Books Room, Chinese Room, and Children's Area. Total tour attendance (both days): 1541. Rotunda attendance (both days): 1241.

Emigration Museum of Gdynia, Poland – Delegation Visit. Representatives from MPL, the University of Wisconsin-Parkside, and the Wisconsin Division of the Polish American Congress partnered to host the Deputy Director and Chief Research Officer of the Emigration Museum of Gdynia, Poland at **Central Library**. The visit focused on MPL’s archived materials of the Jones Island Kaszube Settlement. The museum is interested in future collaborative educational projects with MPL related to the Kashubian collection and Polish immigration to the region.

Great American Read Celebration: Camp Hogwarts! Muggles and wizards alike enjoyed Bay View Library’s Great American Read Celebration: Camp Hogwarts on September 24. Participants were sorted into the four houses for fun Harry Potter activities: Slytherin had potions class, Gryffindor pinned the lightning bolt on Harry Potter, Hufflepuff made owl or Dobby the house elf masks, and Ravenclaw wrote Harry Potter Mad Libs. After the students attended their four classes, they enjoyed pumpkin juice, butter beer, Ollivander’s wands, and mandrake root bars in the Great Hall. It was great fun for all and Potions class was the biggest hit! Attendance: 96.

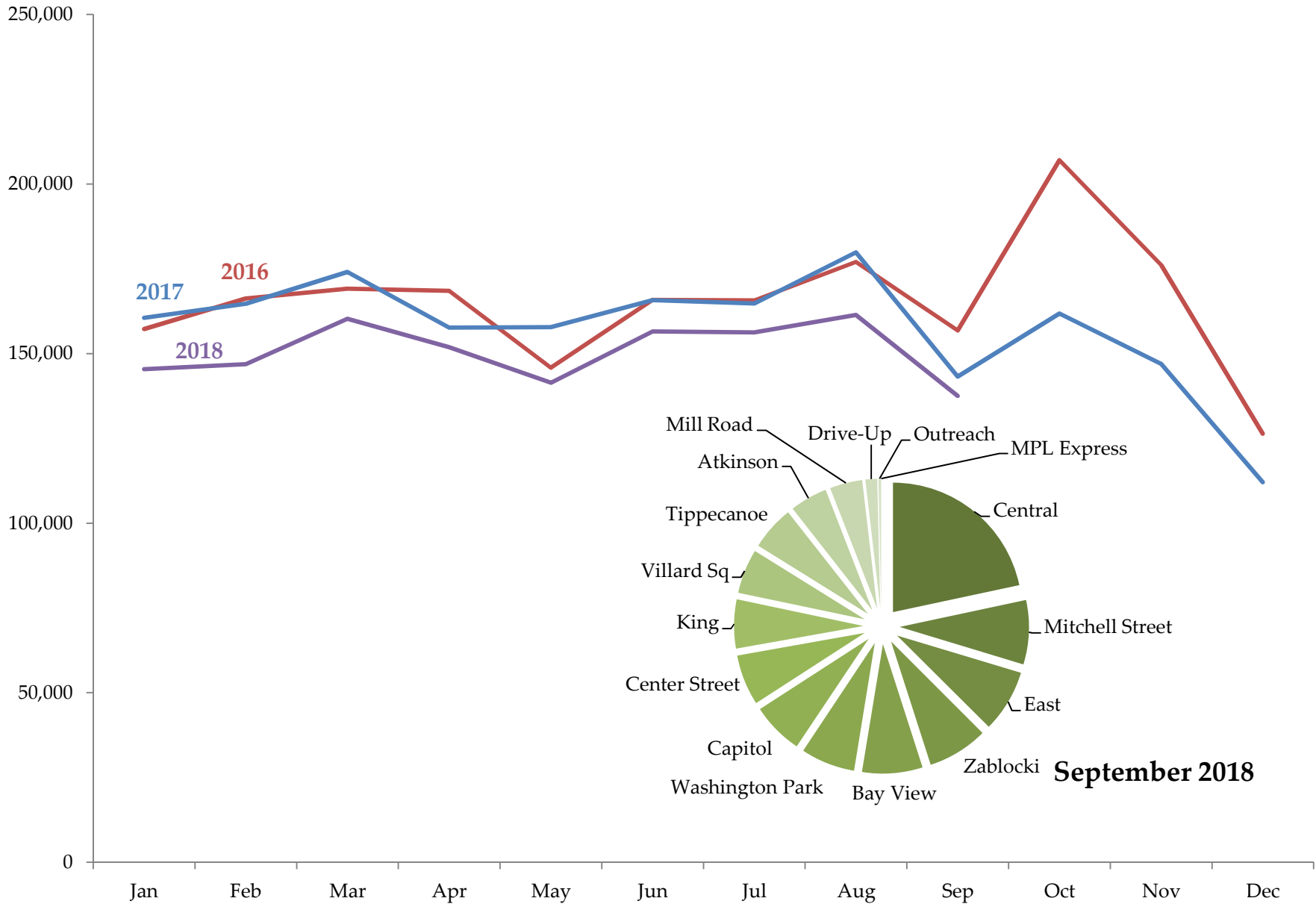
Wisconsin Waterways: A Celebration Exhibit Reception. *Wisconsin Waterways* is a juried exhibit sponsored by the Wisconsin Marine Historical Society and the Coalition of Photographic Arts, in partnership with the Milwaukee Public Library. **Central Library** hosted the exhibit from September 11-October 7. The exhibit celebrates Wisconsin waterways, including lakes, rivers and streams. Subjects include plant and animal life, land and waterscapes, as well as aquatic-based commerce and recreational activities. The photographs bring the beauty of Wisconsin’s waterways to all viewers. A reception was held on September 11 to announce the winning photographers of the juried exhibit. Attendees: 60.

Back-to-School Resource Fair. This first-time event was held at **Zablocki branch** on September 29. The goal of the program is to familiarize parents and children with library resources to help students succeed in school. Several stations were set up throughout the library, including: BrainFuse demonstration, bookmark and door hanger craft, LibraryNow demonstration, Library card registration, checking out with the new self-check machines, downloading e-books with Hoopla and Overdrive. Displays were created to promote future family programs. Browser the Library Lion made a special appearance to the delight of all the children! Attendees: 37

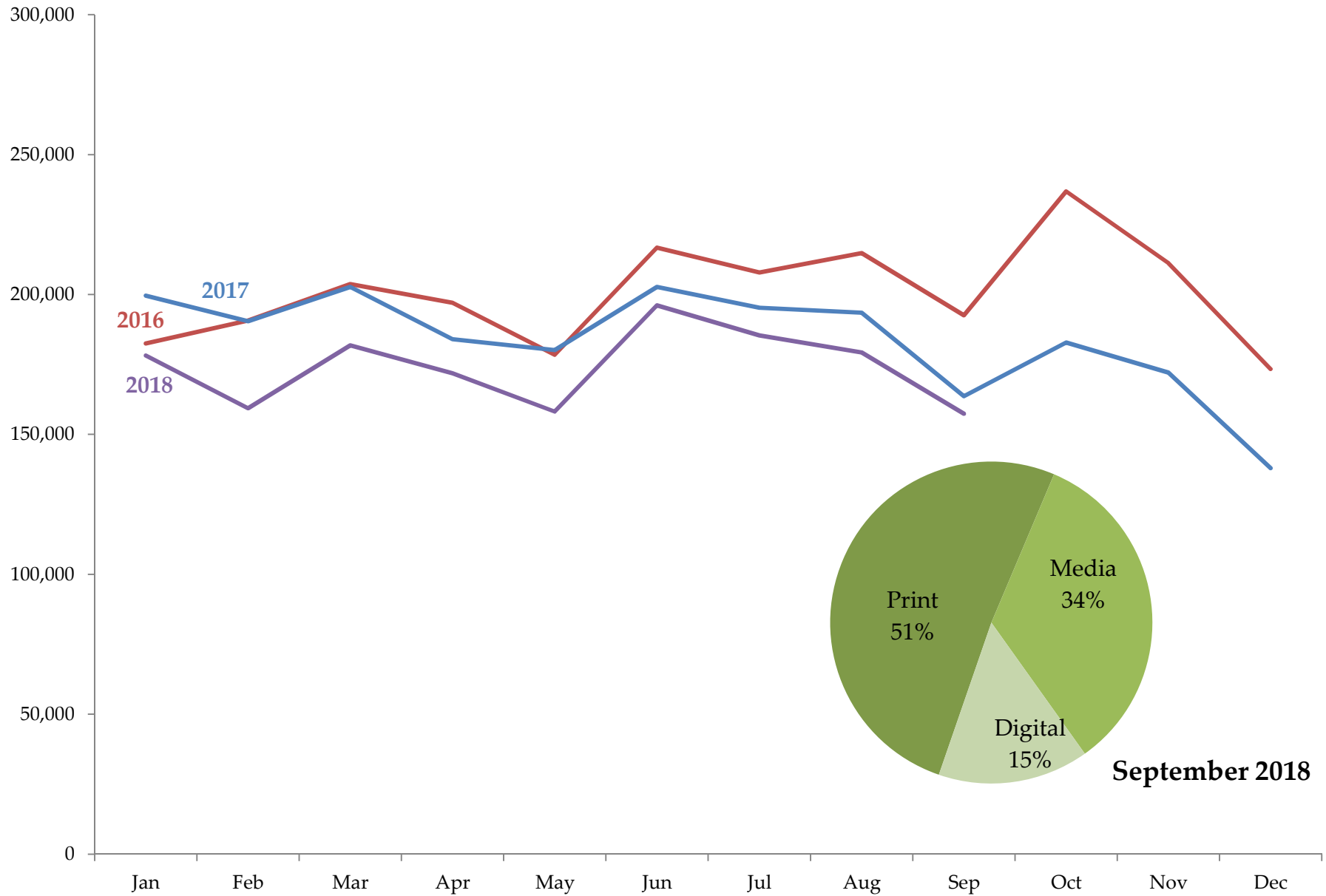
Teen Advisory Board. The Teen Advisory Board (TAB) Coordinators selected 13 new TAB members from a very competitive cohort of more than 80 applicants. The new TAB members are in grades 8-12 from all parts of the City of Milwaukee. The new members began their work during an orientation in September and join six returning members. TAB supports teen services throughout the library. Participation: 19.

Milwaukee Fatherhood Summit Outreach. **Education Outreach Services (EOS)** staffed a resource table at the Milwaukee Fatherhood Summit on October 5 and October 6. Staff shared library information with over 100 attendees, highlighting resources such as job labs and computer classes as well as early literacy and out-of-school learning programs for children. Summit attendees were able to sign up for new library cards or renew expired cards. Participation: 109.

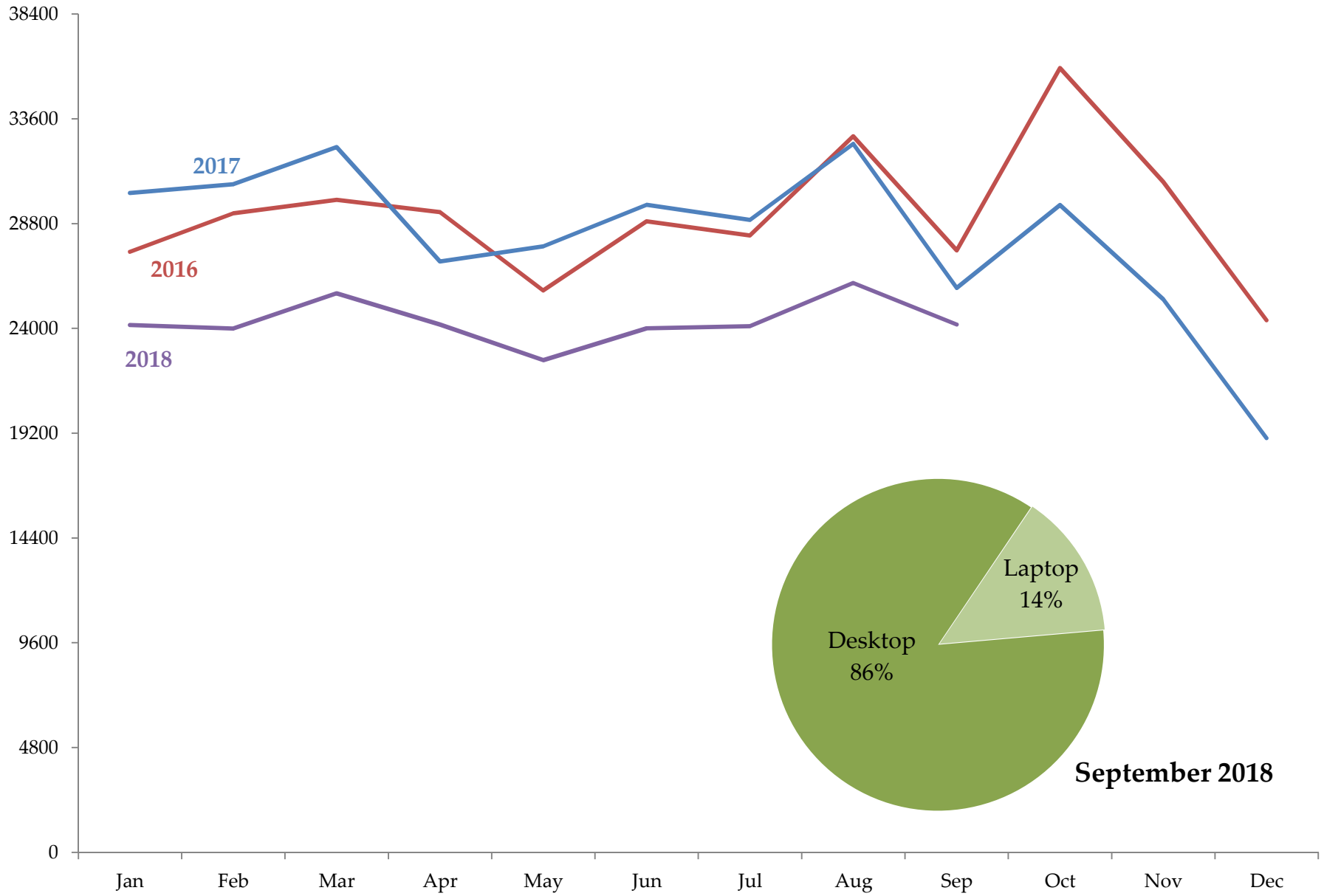
Milwaukee Public Library Visits



Milwaukee Public Library Circulation



Milwaukee Public Library Hours of Computer Usage



**Milwaukee Public Library
Computer, Internet, and Electronic Statistics
September, 2018**

Unique Visitors to the MPL Website						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	72,387	268,194	-73.0%	709,865	2,273,274	-68.8%

Database Hits*						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	8,004	5,481	46.0%	70,490	45,511	54.9%

OverDrive Digital Download Circulation, by format						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
eBooks	10,075	8,045	25.2%	85,868	76,293	12.6%
Audiobooks	7,908	5,765	37.2%	65,834	52,555	25.3%

Downloads of Digital Music through Freegal						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	1,993	2,316	-14%	18,876	22,996	-18%

Milwaukee Patron Holds Placed Through CountyCat						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	38,517	38,008	1.3%	360,263	348,193	3.5%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	11,421	10,951	4.3%	110,951	106,646	4.0%
Atkinson	830	769	7.9%	7,732	7,655	1.0%
Bay View	1,932	2,126	-9.1%	19,955	21,257	-6.1%
Capitol	1,737	1,803	-3.7%	17,404	16,299	6.8%
Center Street	947	884	7.1%	9,252	8,545	8.3%
East	2,082	2,026	2.8%	21,106	19,349	9.1%
Martin Luther King	872	963	-9.4%	9,575	8,110	18.1%
Mill Road	673	1,215	-44.6%	3,525	10,795	-67.3%
Mitchell Street	1,200	426	181.7%	10,968	8,783	24.9%
Tippecanoe	2,049	1,930	6.2%	19,597	16,255	20.6%
Villard Square	954	918	3.9%	9,281	7,232	28.3%
Washington Park	1,215	1,122	8.3%	11,349	10,091	12.5%
Zablocki	1,994	2,058	-3.1%	19,686	18,891	4.2%
YCOS--Outreach	220	341	-35.5%	2,286	2,533	-9.8%
TOTAL	28,126	27,532	2.2%	272,667	262,441	3.9%

*LibraryNow hits added in 2018



MILWAUKEE
PUBLIC LIBRARY

FINANCE & PERSONNEL COMMITTEE
OF
THE LIBRARY BOARD OF TRUSTEES

MEETING NOTICE AND AGENDA

Tuesday October 23, 2018

3:30 p.m.

Atkinson Library
Community Meeting Room
1960 W. Atkinson Avenue
Milwaukee, WI 53209

Committee Members: Chris Layden, Financial Secretary, Ald. Milele Coggs, Ald. Michael Murphy, Dir. Mark Sain, Jennifer Smith; Paula Kiely, 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 24, 2018 meeting and September 25, 2018 special meeting.
Attachment A, page 3
2. **Quarterly Review of Fund Investments.** Mr. Wayne Sattler of US Bank will review the performance of the Trust Fund investments and offer suggestions for maximizing returns.
3. **Quarterly Library Report of the Internal Control of the MPL Trust and Gift Funds.** Assistant Library Director Jennifer Meyer-Stearns will report on internal accounting management.
Attachment B, page 6
4. **Trust Fund – Authority for 2019 Expenditures.** Approval is requested to expend funds from the Library Gift & Trust Fund for materials, staff training, programming, marketing, and contingency in 2019.
Attachment C, page 7
5. **Donation – Liselotte Buettner Trust.** Director Kiely requests approval to direct a gift from the Liselotte Buettner Trust to books and material purchases in 2019.
Attachment D, page 8

ATTACHMENT B - P. 1 of 11
3. Finance & Personnel Committee Meeting
10/23/18
P. 16

6. **Donation - Elaine C. Lange Trust.** Director Kiely requests approval to designate Wells Fargo as the Library's Trustee for the Elaine C. Lange Trust.
Attachment E, page 10
7. **2019 Request to the Milwaukee Public Library Foundation.** Director Kiely seeks approval to request support from the MPLF for 2019 programs and materials.

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 24, 2018
Central Library Meeting Room 1
814 W. Wisconsin Avenue**

PRESENT: Chris Layden, Joan Prince

EXCUSED: Ald. Milele Coggs, Ald. Nik Kovac

OTHERS

PRESENT: MPL: Paula Kiely, Joan Johnson, Jennifer Meyer-Stearns,
Sarah Leszczynski, Rebecca Schweisberger
US Bank: Wayne Sattler, Richard Romero
Budget and Policy Division: Mason Lavey

Vice-Chair Layden called the meeting of the Board of Trustees Finance & Personnel Committee to order at 4:17 p.m. on Tuesday July 24, 2018 with a quorum present.* Trustee Prince participated by conference phone.

1. **Quarterly Review of Fund Investments.** The Board received the U.S. Bank Institutional Trust and Custody quarterly report for MPL dated July 24, 2018 prior to the committee meeting. U.S. Bank Senior Portfolio Manager Wayne Sattler provided a market overview. The investment performance of the trust fund for the period ending June 30, 2018 was reviewed. The portfolio overview was summarized. No changes to the current allocations were recommended. The committee accepted the report. Informational item.

2. **Quarterly Report of the Internal Control of the MPL Trust and Gift Funds.** Assistant Library Director Jennifer Meyer-Stearns distributed a memo regarding Internal Controls – Second Period 2018, attached at the end of these minutes. She reported to the committee that all internal control processes were followed and there were no accounting issues. The memo is attached at the end of these minutes. Informational item.

3. **Contract Award – Student Data Research Analyst.** Deputy Director Joan Johnson referred to the memo regarding a recommendation to award a contract for a Student Data Research Analyst, attachment A, page 7 of the agenda. MPL issued a public Request for Proposal (RFP) to analyze data from Milwaukee Public Schools (MPS) and MPL. The data is associated with student-level outcomes to determine the impact of the LibraryNOW program. Two proposals were received and reviewed. Library administration recommends approval to award the contract to IMPACT Planning and Evaluation for \$57,000.00. Vice-Chair Layden inquired about the large differential between the total cost estimates of both proposals and whether that indicated a difference in deliverables. Deputy Johnson reviewed the metrics and scoring process used by the panel. In the RFP scoring metrics, IMPACT Planning and Evaluation scored nearly twice as high as Ubuntu Research and Evaluation on experience and ability. Trustee Prince moved and Trustee Layden seconded a motion to award the contract to IMPACT Planning and Evaluation. Motion passed. The committee’s recommendation will be brought to the full Board for approval at its regular meeting on July 24, 2018.

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 4:34 p.m. on Tuesday July 24, 2018.

*A judgement was made that a quorum was achieved with two members present as membership is currently four. Any vote will be ratified by the full Board. Director Kiely will consult with the City Attorney's office regarding this matter.

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

September 25, 2018

**Central Library Meeting Room 1
814 W. Wisconsin Avenue**

PRESENT: Michele Bria, Chris Layden, Mark Sain, Jennifer Smith, Michael Murphy

EXCUSED: Ald. Milele Coggs

OTHERS

PRESENT: MPL: Paula Kiely, Joan Johnson, Rachel Arndt, Eileen Force Cahill, Sarah Leszczynski, Sam McGovern-Rowen, Judy Pinger, Victoria Robertson, Rebecca Schweisberger, Beth Wisniewski, Kelly Wochinske
Budget and Policy Division: Dennis Yaccarino, Mason Lavey
MPL Foundation: Dan Renouard, Ryan Daniels

President Bria was in attendance and assumed chairmanship as Trustee Layden's arrival was delayed. President Bria called the meeting of the Board of Trustees Finance & Personnel Committee to order at 4:32 p.m. on Tuesday September 25, 2018 with a quorum present. Trustee Layden arrived at 4:34.

1. **Career Online High School Contract.** Library Director Paula Kiely referred to a memo distributed at the meeting that outlined the request and provided background on the program; the memo is attached at the end of these minutes. Career Online High School (COHS) is an accredited program offered only through public libraries that offers adults the opportunity to earn a high school diploma while earning credits and certification for one of several careers. MPL Foundation supported the request for funding in the 2018 budget. The library requests approval to enter into a contract with Cengage Learning, Inc. to purchase a license for COHS and 25 scholarships for students at a total cost of \$67,375, for the period of October 1, 2018 – December 31, 2019. Trustee Smith praised the initiative, stating it would be a unique offering to the community. Trustee Murphy moved approval and Trustee Smith seconded. Motion passed. President Bria offered special thanks to the Foundation for providing the community with this great opportunity.

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 4:37 p.m. on Tuesday September 25, 2018.



MEMORANDUM

Date: October 17, 2018

To: Paula A. Kiely, Library Director

From: Jennifer Meyer-Stearns, Assistant Library Director - Operations

Re: **Internal Controls – Third Quarter 2018**

I have confirmed that in July, August, and September 2018, Library staff followed Trust Fund internal control procedures. I am pleased to report that there were no issues with the operations of the Library Gift and Trust Fund during this period.

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

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

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



MILWAUKEE
PUBLIC LIBRARY

October 17, 2018

To: Milwaukee Public Library Board of Trustees – Finance & Personnel Committee
Fr: Paula A. Kiely, Library Director
Re: 2019 Trust Fund and Gift Fund Expenditure Request

Approval is requested to expend up to \$ 197,693 from the Milwaukee Public Library Trust and Gift Funds for operational support during fiscal year 2019. The current Board policy allows a 4-5% distribution from unrestricted funds based on the average of the last 12 quarters.

REQUEST

\$ 175,527	Unrestricted – To be used for staff training, public programming, marketing and promotion, and collection materials. (Based on 5% of the average unrestricted fund value of the last 12 quarters.)
\$ 22,166	Restricted – \$2166 from Goldstein fund to support staff development for Wisconsin Talking Book and Braille Library staff and \$20,000 from the Hunkle Fund to support insurance industry publications; books or equipment pertaining to art, travel, literature or music.
<hr/>	
\$ 197,693	Total Trust Fund Expenditure Request

C: Judith Pinger, Assistant Library Director
Jennifer Meyer-Stearns, Assistant Library Director
Erin Elliot, Acquisitions Librarian

ATTACHMENT B - P. 7 of 11
3. Finance & Personnel Committee Meeting
10/23/18
P. 22



MILWAUKEE
PUBLIC LIBRARY

October 17, 2018

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

Fr: Paula A. Kiely, Library Director

Re: Lieselott Buettner Trust Estate
– Request to Designate for Books & Materials

In 2012, Library Administration was made aware of the Milwaukee Public Library being included as a beneficiary in the Lieselott Buettner Trust Estate. The Library was one of 47 organizations listed and was slated to receive 2% of the Trust value.

An initial distribution of \$ 355.30 was made in December of 2012. A second distribution was made the following October in the amount of \$10,061.99. The final distribution was received last month in the amount of \$19,443.68. The funds have been held in the Library's Gift Fund and have earned a small amount of interest, bringing the current value of the gift to \$ 29,860.97.

With respect, I request approval to designate the gift from the Lieselott Buettner Trust Estate for Books and Materials such that each item purchased will be recorded as a gift from the Lieselott Buettner Trust and all print materials purchased will include a bookplate that gives thanks to the generosity of Ms. Buettner.

Attachments

C: Judith Pinger, Assistant Library Director
Jennifer Meyer-Stearns, Assistant Library Director
Erin Elliot, Acquisitions Librarian

ATTACHMENT B - P. 8 of 11
3. Finance & Personnel Committee Meeting
10/23/18
P. 23

Lieselott Buettner Trust Estate
Distributions Received as of 10/17/2018

Type	Date	Num	Name	Memo	Class	Split	Amount
General Journal	12/31/2012	2012-56		Buettner IRA	Assigned - Gift:General Library Development	Accounts Receivable	355.30
Deposit	10/31/2013	16931	Lieselott Buettner Trust Estate	Lieselott Buettner Trust Estate	Assigned - Gift:General Library Development	Checking - US Bank	10,061.99
Deposit	09/30/2018	17800	Lieselott Buettner Trust Estate	Lieselott Buettner Trust Estate	Assigned - Gift:General Library Development	Checking - US Bank	19,443.68
							<u>29,860.97</u>



MILWAUKEE
PUBLIC LIBRARY

October 17, 2018

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

Fr: Paula A. Kiely, Library Director

Re: Elaine C. Lange Revocable Trust
– Request to Designate Trustee

The Library was recently notified of its inclusion as the sole beneficiary of the Elaine C. Lange Revocable Trust, which designated Northern Trust Company as the Trustee for the Milwaukee Public Library.

Northern Trust has informed the Wells Fargo attorney handling Ms. Lange's estate that they declined to serve as the Trustee. The role of the Trustee is to oversee the distribution to the Library from the Trust. Attorney Jennifer Williams has offered to serve as the Trustee. Given the short-term role of the Trustee, this arrangement would be efficient and I suggest the Committee nominate Ms. Williams as the Trustee. I spoke with her personally and am confident in her ability to work with us effectively.

We anticipate the gift to the Library to be substantial and I look forward to discussing management and possible uses of the gift with you at a future meeting.

Attachment

C: Jennifer Meyer-Stearns, Assistant Library Director
Ryan Daniels, Milwaukee Public Library Foundation

ATTACHMENT B - P. 10 of 11
3. Finance & Personnel Committee Meeting
10/23/18
P. 25

NOMINATION OF SUCCESSOR TRUSTEE

Northern Trust Company (formally doing business as Northern Trust Bank, FSB) is named as Successor Trustee in Section IV, Part (A) (3) of the Elaine C. Lange Revocable Trust, created by that certain Elaine C. Lange Revocable Trust Agreement dated April 7, 1983 as amended and restated (the "Trust").

Northern Trust Company has declined to serve as Successor Trustee of the Trust and any trusts created thereunder. Pursuant to WI Statutes § 701.0704 (3) (b), the Milwaukee Public Library, as the sole beneficiary, per Section II, Part (B) (2), of the above referenced Trust, hereby nominates Wells Fargo Bank, N.A. to serve as Successor Trustee of the Elaine C. Lange Revocable Trust, and all trusts created thereunder.

Dated: _____

Milwaukee Public Library

By: _____

Its: MPL Board President

State of _____)
) ss
County of _____)

This instrument was acknowledged before me on _____, 20__, by _____.

Notary Public
My commission expires: _____



Milwaukee Public Library
Library Board of Trustees
Job Description

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.

Statutory Duties & Responsibilities

Wisconsin State Statutes, Chapter 43.58(1) defines the Powers and duties of the library board as follows:

The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.

Activities of the Board:

1. Serve as advocates and advisors to ensure the vitality, effectiveness, and capacity of the library to meet its mission and vision.
2. Work with the Library Director, an appointee and cabinet member of the Mayor, to develop long- and short-term goals and a vision for the Library to provide efficient, effective, service to the citizens of Milwaukee.
3. Fiscal oversight of budgets prepared by library staff and included in the Mayor's Budget. Assist in seeking adequate support by presentation of the Library's budgetary fiscal needs to the supporting agencies. Monitoring the annual expenditure of funds of the Library.
4. Represent the Library before the Mayor, City Council, and others.

5. Collaborate with the Library Director in determining and adopting written policies to govern the operation and programs of the Library including personnel policies and policies governing the selection of library materials, supplies, and equipment.
6. Maintain communication with the appointing authority for their position, notifying them of ongoing progress, special conditions or situations of note regarding the Library.
7. Attend Library Board and assigned committee meetings; serving as an officer of the Board, if so elected.
8. Report to and cooperate with other public officials, boards, and the community as a means to support public relations for the library.

The Board looks for Trustees with the following characteristics:

1. Readiness to devote time and effort to learning about the Milwaukee Public Library in addition to carrying out the duties, responsibilities and authority of trusteeship.
2. Recognition of the importance of the Library as a center of information, culture, recreation, and lifelong learning to the citizens of Milwaukee.
3. Willingness to become knowledgeable in areas of librarianship that include standards, trends, and new developments.
4. Rapport with the community, including a concerned awareness of diverse social and economic conditions, needs, and interests of all segments of the public in Milwaukee.
5. An open mind, intellectual curiosity, respect for the opinions of others and the ability to work cooperatively with other individuals as well as other agencies within Milwaukee.
6. The ability to relate to the public to represent citizens on the Library Board of Trustees and to represent the Library to the citizens of Milwaukee, as well as, the Mayor and Common Council of Milwaukee.
7. Willingness to participate with local, state, and national leaders to improve library service to all citizens.

ATTACHMENT C - P. 2 of 10
7. Trustee Job Description
P. 28

Requirements:

1. Must reside in Milwaukee, WIⁱ
2. Must be able to read contracts, understand budgets, and analyze reports
3. Must be able to consistently attend Library Board of Trustee and assigned committee meetings on a regular basis
4. Must be able to be contacted by telephone or email either at home or work by the Library Director or her representative

Enclosures:

1. Milwaukee Public Library Mission and Vision and Core Values
2. Milwaukee Public Library By-Laws
3. Fact Sheet

ⁱ Exceptions: The designee of the County Executive must be a member of the County Board and may live in a municipality other than Milwaukee, but within Milwaukee County. The designee of the MPS School Superintendent may live outside the City.

ATTACHMENT C - P. 3 of 10
7. Trustee Job Description
P. 29

Milwaukee Public Library
Board of Trustees

Fact Sheet

BOARD MEMBERSHIP:

Twelve (12) members; 8 appointed by the Mayor including 3 aldermen; 1 appointed by the Common Council President; Designees of the School Board President, the School Superintendent, and the County Executive.

TERM:

Terms vary. Mayoral and Common Council President appointments are four (4) years with potential for reappointment. The other trustees serve at the pleasure of their appointing authority.

REGULAR MEETINGS:

Nine times per year (recesses in February, August, December), on the 4th Tuesday of each month at 4:30 – 6:00 PM in the First Floor Meeting Room at the Central Library unless otherwise noticed.

COMMITTEES:

Trustees serve on 1 or 2 standing committees and may be asked to serve on ad hoc committees or task forces.

The standing committees include:

- Executive
- Finance and Personnel
- Building and Development
- Services and Programs
- Innovation and Strategy

SPECIAL MEETINGS:

Special meetings may be called at the direction of the president, or called at the written request of five (5) members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours' notice shall be given.

ATTACHMENT C - P. 4 of 10
7. Trustee Job Description
P. 30

Milwaukee Public Library

Library Board of Trustees
Job Description
2014

~~BOARD:=====~~

~~Twelve (12) members; 8 appointed by the Mayor including 3 aldermen; 1 appointed by the Common Council President; Designees of the School Board President, the School Superintendent, and the County Executive.~~

~~TERM:=====~~

~~Terms vary. Mayoral and Common Council President appointments are four (4) years with potential for reappointment. The other trustees serve at the pleasure of their appointing authority.~~

~~REGULAR MEETINGS:=====~~

~~Nine times per year (recesses in February, August, December)~~

~~Fourth Tuesday of each month~~

~~4:30PM in the First Floor Meeting Room at the Central~~

~~Library (Rotated to other branch libraries throughout the year.)~~

~~Average length of meetings—2 hours~~

~~COMMITTEES:=====~~

~~Trustees on average serve on two (2) of the four (4) standing committees, including:~~

- ~~o Executive~~
- ~~o Finance and Personnel~~
- ~~o Building and Development~~
- ~~o Services and Programs~~
- ~~o Strategy~~

~~SPECIAL MEETINGS:=====~~

~~Special meetings may be called at the direction of the president, or called at the written request of five (5) members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.~~

~~***~~

~~The issues and decisions involved in the administration of the modern public library are varied and complex. Trusteeship is not only an honorary position; it is a working relationship with the community, library staff, fellow trustees, and the appointing authority.~~

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Trustees must devote time and express a high level of interest to fulfill their duties. Commitment is the primary qualification for those who serve on the Board.

Effective boards of trustees consist of informed, dedicated citizens who represent a cross-section of the city of Milwaukee. There is a direct correlation between the quality of library service a community is provided and the knowledge, capability and enthusiasm of its board members.

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 administration and staff, the common good of our community, and this critical and enduring institution.

MAJOR DUTIES/ RESPONSIBILITIES:

Wisconsin State Statutes, Chapter 43.58(1) defines the Powers and duties of the library board as follows:

(4) The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.

In practice, Library Trustees: Activities of the Board include:

1. Working with the Library Director, an appointee and cabinet member of the Mayor.
- 2-1. Work with the Director to develop long- and short-term goals and a vision for the Library to provide efficient, effective, service to the citizens of Milwaukee.
- 3-2. Overseeing budgets prepared by the Library Director/library staff and included in the Mayor's Budget. Assist in seeking adequate support by presentation of the Library's budgetary fiscal needs to the supporting agencies.
- 4-3. Monitoring the annual expenditure of funds of the Library.
- 5-4. Representing the Library before the Mayor, City Council, and others.

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- ~~6-5.~~ Cooperate Collaborating with the Library Director in determining and adopting written policies to govern the operation and programs of the Library including personnel policies and policies governing the selection of library materials, supplies, and equipment.
- ~~7-6.~~ Maintaining communication with the appointing authority for their position, notifying them of ongoing progress, special conditions or situations of note regarding the Library.
- ~~8-7.~~ Attending Library Board ~~of Trustee~~ and assigned committee meetings.
- ~~9-8.~~ Serving as an officer of the Board, if so elected.
- ~~10-9.~~ Reporing to and cooperate with other public officials, boards, and the community as a means to support public relations for the library.
- ~~11.~~ **Follow all state codes pertaining to public library systems in Wisconsin and the governance of public libraries by a board of trustees**
- ~~12.~~ **Work within the parameters set forth in the By-Laws of the Milwaukee Public Library.**

SPECIAL SKILLS/ EXPERTISE/ INTERESTS:

The Board looks for Trustees with ~~Effective trustees are citizens who have~~ the following characteristics:

- 1. Readiness to devote time and effort to learning about the Milwaukee Public Library in addition to carrying out the duties, responsibilities and authority of trusteeship.
- 2. Recognition of the importance of the Library as a center of information, culture, recreation, and lifelong learning to the citizens of Milwaukee.
- 3. Willingness to become knowledgeable in areas of librarianship that include standards, trends, and new developments.
- 4. Rapport with the community, including a concerned awareness of diverse social and economic conditions, needs, and interests of all segments of the public in Milwaukee.
- 5. An open mind, intellectual curiosity, respect for the opinions of others and the ability to work cooperatively with other individuals as well as other agencies within Milwaukee.
- ~~6.~~ ~~Verbal and written communication skills, the~~ The ability to relate to the public to represent citizens on the Library Board of Trustees ~~and -~~
- ~~7-6.~~ The ability to represent the Milwaukee Library to the citizens of Milwaukee, as well as, the Mayor and Common Council of Milwaukee.

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8-7. _____ Willingness to participate with local, state, and national leaders to improve library service to all citizens.

REQUIREMENTS OF THE POSITION:

1. Must reside in Milwaukee, WIⁱ
2. Must be able to read contracts, understand budgets and ~~read~~ analyze reports
3. Must be able to consistently attend Library Board of Trustee and assigned committee meetings on a regular basis
4. Must be able to be contacted by telephone or email either at home or work by the Library Director or her representative

ENCLOSURES:

1. Milwaukee Public Library Mission and Vision and Core Values
2. Milwaukee Public Library By-Laws
- ~~2-3.~~ Fact Sheet

ⁱ Exceptions: The designee of the County Executive must be a member of the County Board and may live in a municipality other than Milwaukee, but within Milwaukee County. The designee of the MPS School Superintendent may live outside the City.

Milwaukee Public Library
Board of Trustees

Fact Sheet

BOARD MEMBERSHIP:

Twelve (12) members; 8 appointed by the Mayor including 3 aldermen; 1 appointed by the Common Council President; Designees of the School Board President, the School Superintendent, and the County Executive.

TERM:

Milwaukee Public Library
Library Board of Trustees Job Description
2014; revised June 2018T
Page 4

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Terms vary. Mayoral and Common Council President appointments are four (4) years with potential for reappointment. The other trustees serve at the pleasure of their appointing authority.

REGULAR MEETINGS:

Nine times per year (recesses in February, August, December), on the 4th

Fourth Tuesday of each month at

4:30 – 6:00 PM in the First Floor Meeting Room at the Central

Library unless otherwise noticed. ~~(Rotated to other branch libraries throughout the year.)~~

Average length of meetings – 2 hours

COMMITTEES:

Trustees on average serve on 1 or 2 ~~two (2)~~ of the four (4) standing committees and may be asked to serve on ad hoc committees or task forces. The standing committees,

including:

- o Executive
- o Finance and Personnel
- o Building and Development
- o Services and Programs
- o Innovation and Strategy~~Strategy~~

SPECIAL MEETINGS:

Special meetings may be called at the direction of the president, or called at the written request of five (5) members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours ~~notice~~ notice shall be given. In no case may less than two hours notice be given.

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M/: Board of Trustees/Governance

Milwaukee Public Library
Library Board of Trustees Job Description
2014; revised June 2018T
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