



Vision

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

Mission

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

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, October 27, 2020

4:00 p.m.

By Go To Meeting

By computer, tablet or smartphone:

<https://global.gotomeeting.com/join/623390053>

By phone:

United States: [+1 \(224\) 501-3412](tel:+12245013412)

Access Code: 623-390-053

AGENDA

4:00 – 4:03

WELCOME & ROLL CALL

4:03 – 4:08

PUBLIC COMMENT

4:08 – 4:10

CONSENT AGENDA

Attachment A, page 4

1. **Regular Board Meeting Minutes, September 22, 2020.**
2. **Committee Reports**
 - a. Innovation & Strategy Committee Meeting, October 14, 2020
3. **Administrative Reports.**
 - a. Financial Report
 - b. Library Director's Report
 - c. Statistics

OLD BUSINESS

4:10 – 4:15

4. **2021 Budget.** The Board will review the library's adopted 2021 budget and recent hearing.

4:15 – 4:45

5. **Financial Sustainability Task Force Report**. Rob Henken, Wisconsin Policy Forum President, will present the final report for review and discussion.

REPORTS

4:45 – 4:55

6. **Milwaukee County Federated Library System (MCFLS) Board Meeting**. Trustee Ald. Nik Kovac will report on the October 19, 2020 MCFLS Board meeting.

4:55 – 5:05

7. **Building & Development Committee Meeting**. Committee Chair Mark Sain will report on the October 1, 2020 meeting.

Attachment B, page 17

5:05 – 5:15

8. **Finance & Personnel Committee Meeting**. Committee Chair Jennifer Smith will report on the October 27, 2020 meeting.

Attachment C, page 19

NEW BUSINESS

5:15 – 5:25

9. **2021 Board Meeting Schedule and Committee Assignments**. The Board will review the draft meeting schedule for 2021 and updated committee assignments.

Attachment D, page 24

5:25 – 5:30

10. **Closing Remarks and Adjournment**.

REMINDER: Next scheduled meetings are:

November 5, 2020 Building & Development Committee – Video Conference Call, 8:00 a.m.

November 9, 2020 Services & Programs Committee – Video Conference Call, 5:30 p.m.

November 24, 2020 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, James Marten, Dir. Larry Miller, Sup. Marcelia Nicholson, Mark Sain, Ald. JoCasta Zamarripa
Joan Johnson, *Secretary*, Rebecca Schweisberger, *Secretary's Assistant* (414) 286-3021

The Milwaukee Public Library Board of Trustees is an informed, dedicated group of citizens who represent a cross-section of the city of Milwaukee and are committed to supporting, developing, and advancing the library for the benefit of all residents of Milwaukee and others throughout Milwaukee County, the State of Wisconsin, and beyond. In their role as advocates and advisors, they serve the library's many patrons, its staff, the common good of the community, and this critical and enduring institution.

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

Please be advised that members of the Milwaukee Common Council who are also members of this body will be in attendance at this meeting. In addition, Common Council members who are not members of this body may attend this meeting to participate or to gather information. A quorum of the Common Council or any of its standing committees may be present, but no formal Common Council action will be taken at this meeting.

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

MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES

REGULAR MEETING

MINUTES

Tuesday, September 22, 2020

Video Conference Call by GoToMeeting

PRESENT: Michele Bria, Chris Layden, Jennifer Smith, Ald. Milele Coggs, Ald. Nik Kovac, Matt Kowalski, James Marten, Mark Sain, Ald. JoCasta Zamarripa, Joan Johnson

EXCUSED: Dir. Larry Miller, Sup. Marcelia Nicholson

STAFF: Rachel Arndt, Connor Bowman, Petra Duecker, Eileen Force Cahill, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Cat Mullen, Judy Pinger, Victoria Robertson, Victoria Sanchez, Rebecca Schweisberger, Erin Sloan, Emily Steuven, Kelly Wochinske

OTHERS

PRESENT: MPL Foundation: Ryan Daniels
City Attorney's Office: Gregg Hagopian
Redevelopment Authority of the City of Milwaukee (RACM): Rhonda Szallai
ICAP Development: Dan Jeserig
IMPACT Planning & Evaluation: Erin Malcolm, Brenna Ackert

President Michele Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:04 p.m. on September 22, 2020 with a quorum present. All Trustees participated by video conference.

PUBLIC COMMENT

There was no public comment.

President Bria congratulated Library Director Joan Johnson on her official appointment and confirmation to the position. President Bria also congratulated Milwaukee Public Library Foundation for pursuing and obtaining a grant of \$100,000 from Impact 100. The grant will be used to purchase additional laptops and Hot Spots.

CONSENT AGENDA

1. **Regular Board Meeting Minutes July 28, 2020**
2. **Committee Reports**
 - a. Finance & Personnel Committee Meeting, July 28, 2020
3. **Administrative Reports**
 - a. Financial Report
 - b. Library Director's Reports
 - c. Statistics

ATTACHMENT A - P. 1 of 13
MPL CONSENT AGENDA

1. Regular Board Meeting Minutes 09/22/2020

President Bria asked the Board if any items should be removed from the Consent Agenda presented as attachment A, pages 4-21 of the agenda. Hearing no objection, the Consent Agenda was approved.

SPECIAL COMMUNICATION

4. **MPL Board Committees**. President Bria presented the draft committee assignments and thanked the Trustees for their willingness to serve on the committees. Open seats remain on the Finance & Personnel Committee (F&P) and the Innovation & Strategy Committee (I&S). Trustee Sain volunteered to serve on the F&P Committee. Informational item.

REPORTS

5. **MCFLS Board Meeting**. Trustee Kovac reported on the August 17 and September 3, 2020 meetings. MCFLS has received Federal CARES grants which will be used by most members to upgrade wireless routers. Six proposals were received for the marketing RFP and three finalists were interviewed. The Board has made a selection and is in negotiation with the vendor. Glendale's Village Board voted to explore withdrawal from the North Shore Library. A new Board member will be sworn in before the next meeting. Informational item.
6. **Building & Development Committee Meeting**. Trustee Sain reported on the September 3, 2020 meeting. The Committee heard a proposal for the purchase of the former Forest Home library building by ICAP Development. Per the proposal, the site would be used for an 18,000 sq. ft. medical facility. The Committee moves to approve the sale of the former Forest Home library property to ICAP Development. Trustee Marten seconded. Motion passed. The Committee received updates about new and ongoing building projects, including a virtual tour of the Central Library Community Room renovation. General Capital Group confirmed their interest in continuing the project and is interviewing potential community partners. The proposed partner will be introduced at the October 1, 2020 Committee meeting and, if approved, will be moved to the full Board at the October 27, 2020 meeting. Trustee Sain expressed appreciation to General Capital Group for their continued efforts to move the project forward. Informational item.

OLD BUSINESS

7. **2021 Budget**. Assistant Library Director Jennifer Meyer-Stearns provided a summary of the proposed budget for MPL. There will be no reduction in public service hours for 2021. Programs and services affected by budget reductions include Teacher in the Library and reduced Reference services in the Central Library Subject Services rooms. Library Administration is exploring options to offer these services in other ways and more information will be forthcoming. Providing important and necessary public services continues to be MPL's primary focus. The Common Council will have the opportunity to make amendments in late October and the budget will be finalized in early November. Director Johnson thanked Trustees for their support and discussions with the Budget Office and Mayor. Informational item.

NEW BUSINESS

8. **Temporary Hours**. Director Johnson summarized the proposed temporarily reduced hours, listed as Attachment C of the agenda. MPL staff has been impacted by the COVID-19 pandemic which has resulted in decreased staffing levels. Library Administration recommends keeping MPL locations closed on Sundays until adequate staffing is available. Additionally, an unprecedented level of voting activity is expected on November 3, 2020. Most branch libraries also serve as polling locations in addition to regular public service during open hours. Director Johnson recommends

closing branch libraries on Election Day 2020 to reduce the number of visitors to the buildings in order to maintain safety protocols while still supporting voting activities. Trustee Sain moved to approve the temporary hours; Trustee Marten seconded. Motion passed.

9. **Artwork Loan to Grohmann Museum.** Director Johnson presented a request to loan three MPL-owned paintings to the Grohmann Museum. Details about the artwork were listed as Attachment D of the agenda. The paintings will be on loan through December 2020 and will then be returned to the MPL collection. Trustee Sain moved to approve the loan; Trustee Kowalski seconded. Motion passed.

10. **LibraryNow Evaluation Report.** Director Johnson gave a brief overview of the LibraryNow initiative and introduced Erin Malcolm and Brenna Ackert of IMPACT Planning and Evaluation. Ms. Malcolm began with thanks to the MPL LibraryNow team for their work on the project. The final evaluation report was listed as Attachment E of the agenda. The evaluation used data from Milwaukee Public Schools (MPS) to identify student outcomes and implementation findings. The report also included recommendations for continuing and expanding the program. Kelly Wochinske, Education and Outreach Services Coordinator, will take over as chair of the LibraryNow workgroup team. Library Education and Outreach staff answered questions about upgrading library cards through the program. Director Johnson offered thanks to Trustee Dr. Jennifer Smith for supporting the program and helping facilitate the partnership with MPS. She also thanked the MPL LibraryNow outreach team for managing the education and outreach to students and school staff as well as the IMPACT team for their work. Dr. Bria thanked the Milwaukee Public Library Foundation (MPLF) for their support of the LibraryNow program. Informational item.

11. **Closing Remarks.** MPLF Executive Director Ryan Daniels reminded Trustees about the upcoming Benjamin Franklin Awards Celebration. The event will be held virtually, for the first time, on October 1, 2020. The Foundation Board unanimously voted to present the 2020 award to all MPL staff.

Dr. Bria reminded Trustees the final report on financial sustainability will be presented by Wisconsin Policy Forum at the October 27, 2020 Board meeting. She encouraged Trustees to read the report prior to the meeting.

With no further business, the Milwaukee Public Library Board of Trustees meeting of September 22, 2020 was adjourned at 5:16 p.m.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
INNOVATION & STRATEGY COMMITTEE
MINUTES**

Wednesday, October 14, 2020

Video Conference Call via GoToMeeting

PRESENT: Dir. Larry Miller, Ald. Nik Kovac, Matt Kowalski, Ald. JoCasta Zamarripa,
Joan Johnson

OTHERS: MPL: Jennifer Meyer-Stearns, Rebecca Schweisberger

Committee Chair Larry Miller called the MPL Board of Trustees Innovation and Strategy Committee meeting to order at 8:05 a.m. on October 14, 2020 with a quorum present. All Trustees and presenters participated by video conference.

Library Director Joan Johnson thanked Trustee Miller for serving as Committee Chair and noted one remaining vacancy on the Committee. The Committee Vice-Chair position is also vacant.

1. **Committee Meeting Minutes Review.** Chair Miller entertained a motion to accept the minutes from the April 8, 2020 meeting, listed as Attachment A of the agenda. Trustee Kowalski moved approval and Trustee Miller seconded. Motion passed.
2. **2021 Committee Meeting Schedule.** The Committee reviewed the draft meeting schedule for 2021, listed as Attachment B of the agenda. Trustee Kovac moved to approve the schedule; Trustee Kowalski seconded. Motion passed.
4. **Financial Sustainability Task Force.** Trustees Kowalski and Kovac provided a brief overview and history of the task force formation, mission, and proposed solutions. Director Johnson reviewed the meeting Library Administration and the task force co-chairs had with Mayor Tom Barrett. The final report will be presented by Rob Henken, Wisconsin Policy Forum President, at the October 27, 2020 Board meeting. The report will also be shared with the Milwaukee Public Library Foundation (MPLF) Board before it is published. The MPL Board and MPLF Board Executive Committees may meet to further discuss the report recommendations. Informational item.
5. **Next Meeting.** The Committee decided to move the December 9, 2020 meeting to December 16, 2020. The Committee will begin discussion and preparation for a new strategic plan.

The meeting of the Milwaukee Public Library Board's Innovation & Strategy Committee was adjourned at 8:36 a.m. on October 14, 2020.

**Milwaukee Public Library
Financial Report
September 30, 2020**

2020

2019

City Revenues

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 22,651,855	\$ 13,350,484	58.9%
<i>Fines</i>	\$ 183,000	\$ 57,137	31.2%
<i>Lost Materials, etc.</i>	\$ 95,000	\$ 20,458	21.5%
<i>MCFLS Contracts</i>	\$ 722,367	\$ 384,413	53.2%
Total City Appropriation	\$ 23,652,222	\$ 13,812,492	58.4%

	Budget	Received to date	% Received
	\$ 22,360,365	\$ 16,485,464	73.7%
	\$ 215,000	\$ 115,660	53.8%
	\$ 109,000	\$ 47,087	43.2%
	\$ 750,789	\$ 390,356	52.0%
Total	\$ 23,435,154	\$ 17,038,567	72.7%

City Expenses

Salaries & Benefits

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 13,019,079	\$ 7,517,014	57.7%
<i>Fringe Benefits</i>	\$ 5,207,632	\$ 3,179,327	61.1%
Total	\$ 18,226,711	\$ 10,696,341	58.7%

	Budget	Spent to date	% Spent
	\$ 12,798,097	\$ 9,383,333	73.3%
	\$ 5,568,871	\$ 3,720,915	66.8%
Total	\$ 18,366,968	\$ 13,104,248	71.3%

Operating Expenses

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 83,900	\$ 32,247	38.4%
<i>Tools & Machinery Parts</i>	\$ 26,000	\$ 3,657	14.1%
<i>Construction Supplies</i>	\$ 40,000	\$ 7,359	18.4%
<i>Energy</i>	\$ 660,163	\$ 455,230	69.0%
<i>Other Operating Supplies</i>	\$ 170,691	\$ 106,252	62.2%
<i>Vehicle Rental</i>	\$ 8,500	\$ 3,500	41.2%
<i>Non-Vehicle Equipment Rental</i>	\$ 19,300	\$ 15,088	78.2%
<i>Professional Services</i>	\$ 399,150	\$ 161,578	40.5%
<i>Information Technology Services</i>	\$ 373,380	\$ 351,255	94.1%
<i>Property Services</i>	\$ 1,159,000	\$ 614,877	53.1%
<i>Infrastructure Services</i>	\$ 28,000	\$ 32,445	115.9%
<i>Vehicle Repair Services</i>	\$ 0	\$ -	0.0%
<i>Other Operating Services</i>	\$ 132,995	\$ 48,881	36.8%
<i>Reimburse Other Departments</i>	\$ 91,500	\$ 22,622	24.7%
Total	\$ 3,192,579	\$ 1,854,991	58.1%

	Budget	Spent to date	% Spent
	\$ 96,905	\$ 82,684	85.3%
	\$ 18,800	\$ 17,248	91.7%
	\$ 30,000	\$ 20,612	68.7%
	\$ 637,975	\$ 442,146	69.3%
	\$ 146,254	\$ 127,938	87.5%
	\$ 8,160	\$ 4,474	54.8%
	\$ 22,554	\$ 24,257	107.6%
	\$ 191,396	\$ 162,107	84.7%
	\$ 399,440	\$ 394,145	98.7%
	\$ 879,798	\$ 895,062	101.7%
	\$ 28,000	\$ 26,308	94.0%
	\$ 250	\$ -	0.0%
	\$ 287,079	\$ 53,889	18.8%
	\$ 67,250	\$ 35,974	53.5%
Total	\$ 2,813,861	\$ 2,286,844	81.3%

Equipment

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,660,343	\$ 983,988	59.3%
<i>Computers, etc.</i>	\$ 266,297	\$ 81,899	30.8%
<i>Other</i>	\$ 48,292	\$ 9,860	20.4%
Total	\$ 1,974,932	\$ 1,075,747	54.5%

	Budget	Spent to date	% Spent
	\$ 1,689,148	\$ 1,229,324	72.8%
	\$ 316,003	\$ 276,935	87.6%
	\$ 40,174	\$ 33,652	83.8%
Total	\$ 2,045,325	\$ 1,539,911	75.3%

Other Departmental Appropriation

	Budget	Spent to date	% Spent
<i>Villard Square Property Payment</i>	\$ 4,000	\$ 4,000	100.0%
<i>East Property Payment</i>	\$ 3,000	\$ 1,922	64.1%
<i>Mitchell Street Property Payment</i>	\$ 69,000	\$ 53,707	77.8%
<i>Good Hope Property Payment</i>	\$ 45,000	\$ -	0.0%
<i>Contingent Energy Financing</i>	\$ 137,000	\$ 125,784	91.8%
Total	\$ 258,000	\$ 185,413	71.9%

	Budget	Spent to date	% Spent
	\$ -	\$ -	0.0%
	\$ 3,000	\$ 2,402	0.0%
	\$ 54,000	\$ 40,500	75.0%
	\$ 15,000	\$ -	0.0%
	\$ 137,000	\$ 64,662	47.2%
Total	\$ 209,000	\$ 107,564	51.5%

Total City Expenses	\$ 23,652,222	\$ 13,812,492	58.4%
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Total	\$ 23,435,154	\$ 17,038,567	72.7%
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**Milwaukee Public Library
Financial Report
September 30, 2020**

2020

2019

Additional Funding Sources

Contract Grants

	Budget	Spent to date	% Spent
<i>WTBBL Jul '20 - Jun '21</i>	\$ 1,026,378	\$ 247,494	24.1%
<i>ILS Jul '20 - Jun '21</i>	\$ 98,680	\$ 14,497	14.7%
Total	\$ 1,125,058	\$ 261,991	23.3%

	Budget	Spent to date	% Spent
	\$ 1,026,378	\$ 279,518	27.2%
	\$ 98,680	\$ 21,641	21.9%
	\$ 1,125,058	\$ 301,159	26.8%

Trust Funds

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 112,640	\$ 104,305	92.6%
<i>Programming</i>	\$ 34,000	\$ 11,975	35.2%
<i>Training</i>	\$ 13,000	\$ 5,670	43.6%
<i>Marketing</i>	\$ 29,000	\$ 8,640	29.8%
<i>Contingency</i>	\$ 4,000	\$ 1,086	27.2%
<i>Board Development</i>	\$ 6,000	\$ 3,583	59.7%
<i>Headline</i>	\$ 5,000	\$ -	0.0%
<i>WTBBL - Goldstein</i>	\$ -	\$ -	0.0%
<i>Strehlow 50+</i>	\$ 40,400	\$ 500	1.2%
<i>E.C. Lange - Central Business Commons</i>	\$ 100,000	\$ 100,000	100.0%
Total	\$ 344,040	\$ 235,759	68.5%

	Budget	Spent to date	% Spent
	\$ 104,027	\$ 92,254	88.7%
	\$ 35,500	\$ 17,356	48.9%
	\$ 13,000	\$ 5,895	45.3%
	\$ 29,000	\$ 14,300	49.3%
	\$ 4,000	\$ 736	18.4%
	\$ 5,000	\$ 4,076	0.0%
	\$ 5,000	\$ -	0.0%
	\$ 2,166	\$ 2,165	0.0%
	\$ 42,376	\$ 1,022	0.0%
	\$ -	\$ -	0.0%
	\$ 240,069	\$ 137,804	57.4%

Foundation Funds

	Budget*	Spent to date	% Spent
<i>Materials</i>	\$ 285,144	\$ 70,838	24.8%
<i>Programming</i>	\$ 2,509,722	\$ 878,419	35.0%
Total	\$ 2,794,866	\$ 949,257	34.0%

	Budget*	Spent to date	% Spent
	\$ 389,775	\$ 147,650	37.9%
	\$ 2,706,928	\$ 778,909	28.8%
	\$ 3,096,703	\$ 926,559	29.9%

*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 #327146982 dated 09/01/20 and maturing 04/01/21 at a rate of 0.01%...\$350,000.00

**Director's Report
October 2020**

Director Johnson was confirmed by the Common Council and swore the oath of offices, then immediately focused attention on preparing for the library's budget hearing and videotaping pre-recorded sessions for the Ben Franklin Awards Celebration, both scheduled for October.

MPL was awarded \$100,000 from Impact 100 to double the access to broadband connectivity for Milwaukee households via the library's hotspot lending program. During this same period, MPL was notified that it was not selected for an IMLS Cares Act award.

Other activities included budget meetings with the Mayor's Budget Director and staff, budget briefings with the Council's Finance & Personal Committee members, and continued attendance at the City Emergency Operations Center (EOC)-COVID-19 Briefings.

MPL HELPS PEOPLE READ

Adult Summer Reading: Book by Book. The MPL adult summer reading program, Book by Book, went virtual this year giving everyone in the county the opportunity join the program from the convenience of home. Book by Book encourages adults of all ages to celebrate reading by challenging them to read at least five books over the summer. This year the program also featured bonus challenges for Poetry Lovers, History Buffs, Nature Lovers, and collaboration with MKE Black. These bonus challenges encouraged participants to explore library databases, attend virtual programs, and read across genres. Participants: 458.

English Reading Hour. The Refugee Committee launched two program series in September, English Reading Hour, which will continue monthly (replacing the ESL Book Club) and English Conversation Hour, which is a weekly series. The reading program offers reading comprehension and conversation practice with participants at varying levels of English proficiency along with English speaking hosts. Participants read short stories and poetry and interpret them together as a group and in breakout rooms. Attendance: 7

The History Buff Book Club: Furious Hours with Casey Cep. The History Buff Book Club was excited to host a special guest, bestselling author of *Furious Hours: Murder, Fraud, and the Last Trial of Harper Lee*, Casey Cep. The author was able to give participants an in-depth discussion of her research and writing process, and advocated for libraries in her closing statements. Attendance: 10

MPL HELPS PEOPLE LEARN

English Conversation Hour. English Conversation Hour operates similarly to English Reading Hour without the reading element, rather focusing on conversation starters and interactive activities. This program is hosted in partnership with MATC's Sally Kuzma and allows for English practice in a welcoming, patient environment, and by building a community with getting-to-know-you exercises. Attendance: 6

How to Make Jam... Safely! The library welcomed back Christina Ward, master preserver and author of *Preservation: The Art and Science of Canning, Fermentation and Dehydration*. The presenter gave a demonstration of how to make jam safely live from her kitchen, explaining best practices and the science behind food preservation, leaving time for questions from the audience at the end. Attendance: 18

Technology Tuesdays: Cutting the Cord. First in the Technology Tuesdays Series, featured a presentation followed by a question and answer session focused around steps to be taken in order to eliminate a household's cable bill. The program focused on the internet speed, hardware, and streaming subscriptions required to cut the cord. There was also special emphasis given to making smart purchasing decisions and the resources that the library has to offer such as Hoopla and DVDs. Attendance: 20

Technology Tuesdays: LinkedIn. Second in the Technology Tuesday Series, featured a presentation that explained to attendees the differences between LinkedIn and other social networking sites as well as why attendees should consider creating a LinkedIn. This presentation was followed by a live demo of LinkedIn and a walkthrough of account creation. Attendance: 21

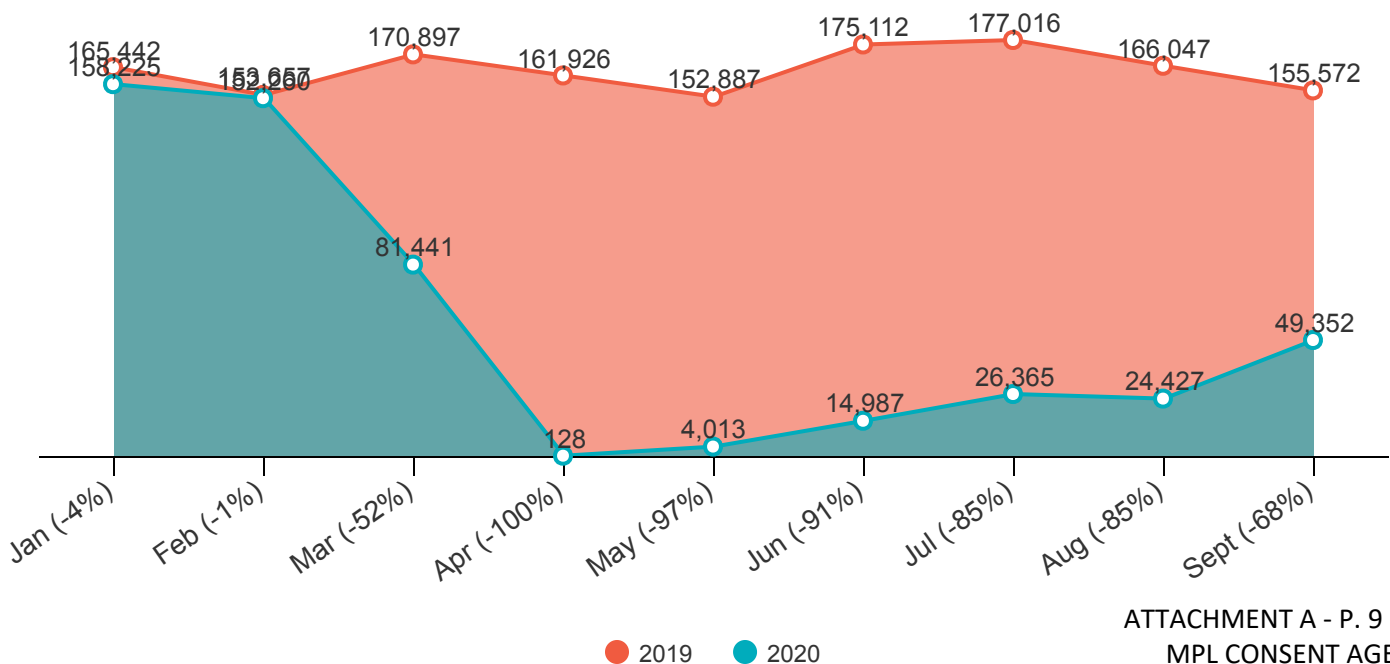
MPL HELPS PEOPLE CONNECT

2nd Annual Deaf Storytelling Project: Reimagining Stories in ASL. Milwaukee Public Library, Ex Fabula, and Milwaukee's Deaf community led the second annual Deaf storytelling project, named "Reimagining Stories in ASL." Building from the highly successful 2019 project, this year all events were held virtually. The goals of the project are to recognize and support local Deaf individuals in developing as storytelling artists, provide a platform to highlight Deaf individuals' experiences and stories, and create opportunities for hearing and non-hearing community members to connect and learn. The project included three storytelling workshops for Deaf individuals and one Deaf StorySlam. Attendance: 113

Patron Visits (YTD)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Atkinson	7,044	7,508	6,550	0	0	0	0	1,232	2,357	24,691
Bay View	9,656	10,480	4,720	0	0	0	0	366	3,141	28,363
Capitol	8,166	7,980	4,430	0	0	0	0	134	4,235	24,945
Center	7,994	7,456	174	0	0	0	0	561	3,024	19,209
Central	30,798	30,665	32,996	0	0	0	0	25	4,075	98,559
Drive-Up	1,390	1,258	661	0	862	2,081	2,715	2,302	2,700	13,969
East	12,299	12,395	5,826	0	0	0	0	617	4,698	35,835
EOS	479	439	174	0	0	0	0	12	189	1,293
Good Hope	4,871	4,977	2,273	0	0	0	559	3,418	3,490	19,588
Mitchell	10,047	10,169	5,225	0	0	0	0	0	2,087	27,528
MLK	9,264	7,830	3,955	0	0	0	0	735	3,272	25,056
MPLX	49	56	40	0	0	3	10	13	11	182
Tippecanoe	7,533	8,146	7,666	0	293	1,039	2,312	3,040	4,005	34,034
Villard	7,067	7,396	4,682	0	0	0	0	612	1,070	20,827
Washington	8,310	9,111	5,175	0	104	229	408	2,040	2,434	27,811
Zablocki	10,116	10,405	5,049	0	0	0	0	993	3,032	29,595
Total	135,083	136,271	89,596	0	1,259	3,352	6,004	16,100	43,820	431,485

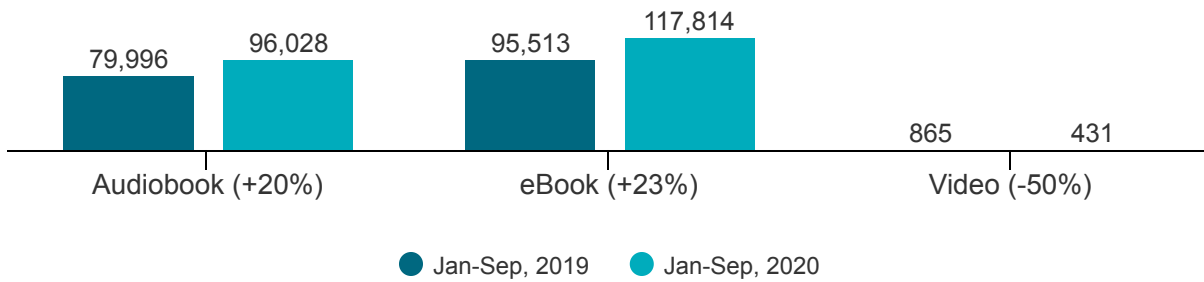
Traditional Circulation



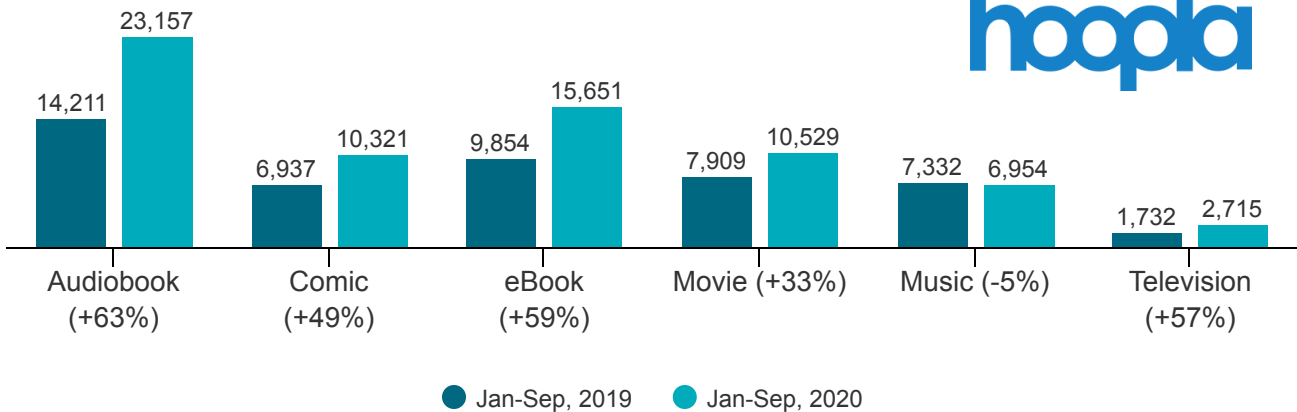
eCirculation

Platform	Jan-Sep, 2019	Jan-Sep, 2020	% Change
OverDrive	176,374	214,273	+21%
Freegal	81,611	85,392	+5%
RBDigital	19,301	30,576	+58%
Hoopla	47,975	69,327	+45%
Total	325,261	399,568	+23%

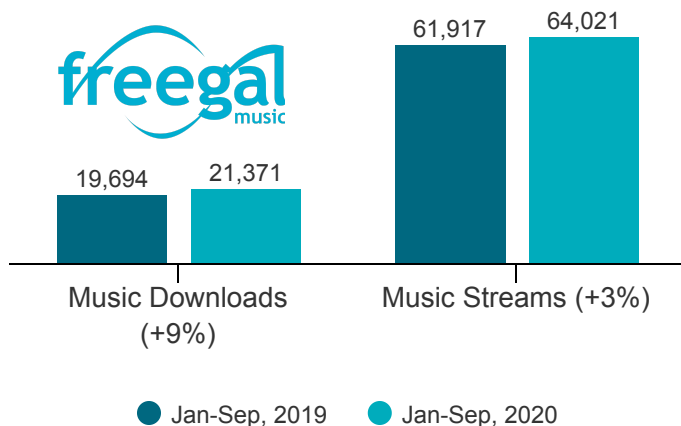
OverDrive®



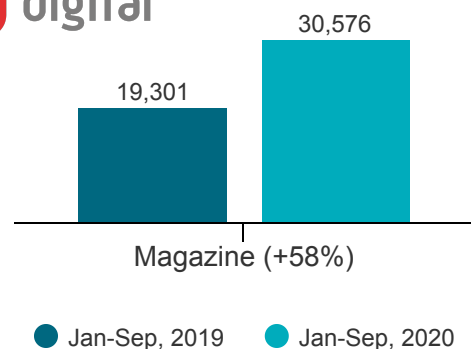
hoopla



freegal music



rb digital



Databases

Platform	Jan-Sep, 2019	Jan-Sep, 2020	Change
mpl.org/databases*	42,895	58,852	+37%
CONTENTdm: Owned Resources**	125,554	169,950	+35%
CONTENTdm: Shared Resources***	171,918	240,256	+40%
Total Database Hits	340,367	469,058	+38%

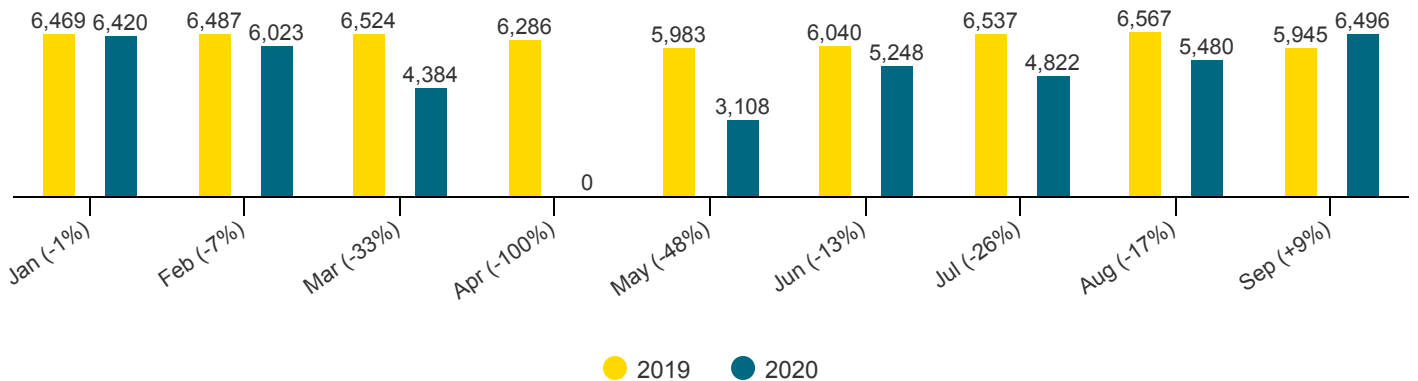
*AtoZDatabases, Brainfuse, Gale Courses, Milwaukee Journal Sentinel, Obituaries & Death Notices, ReferenceUSA, etc.

**Historic Recipe, MPL Historic Photo, Milwaukee Road Archives, Remember When, WWI Military Portraits, etc.

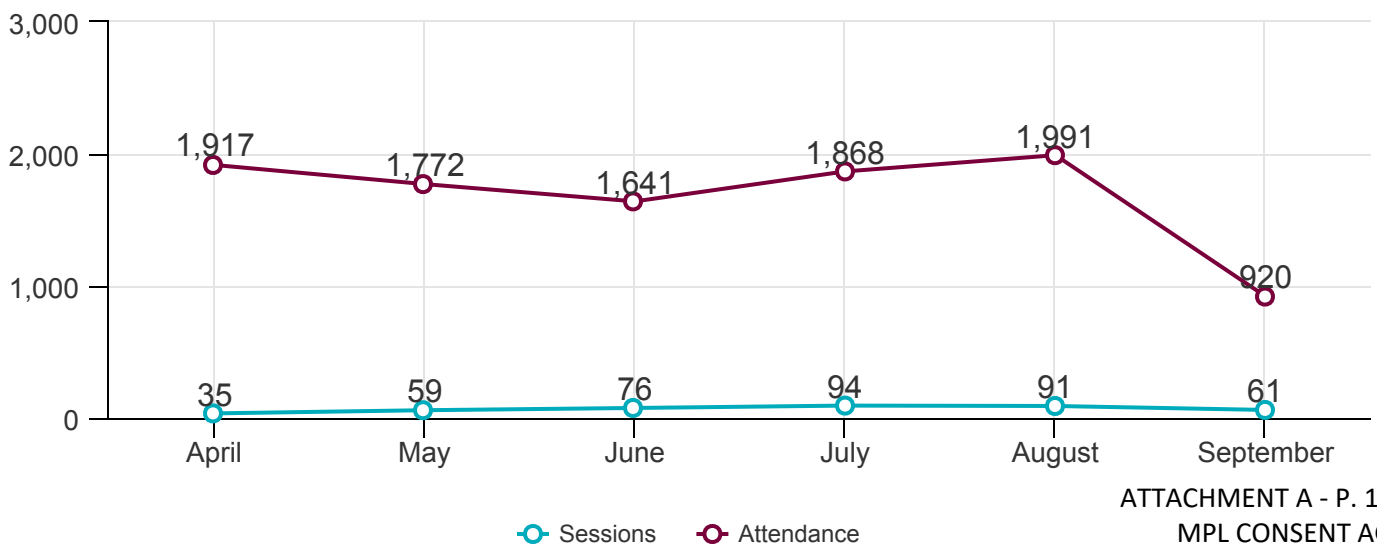
***Dane Cty. Historical Society, McMillian Memorial Library Digital Collection, Richland Cty. Digital History Room, etc.

Ready Reference

Calls Answered

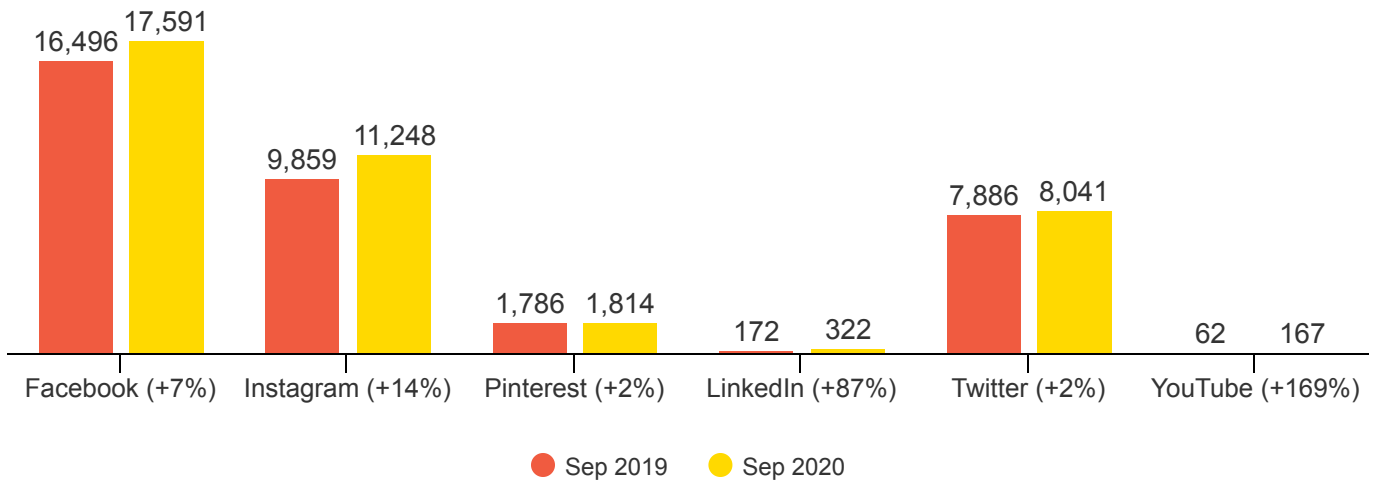


Virtual Programming

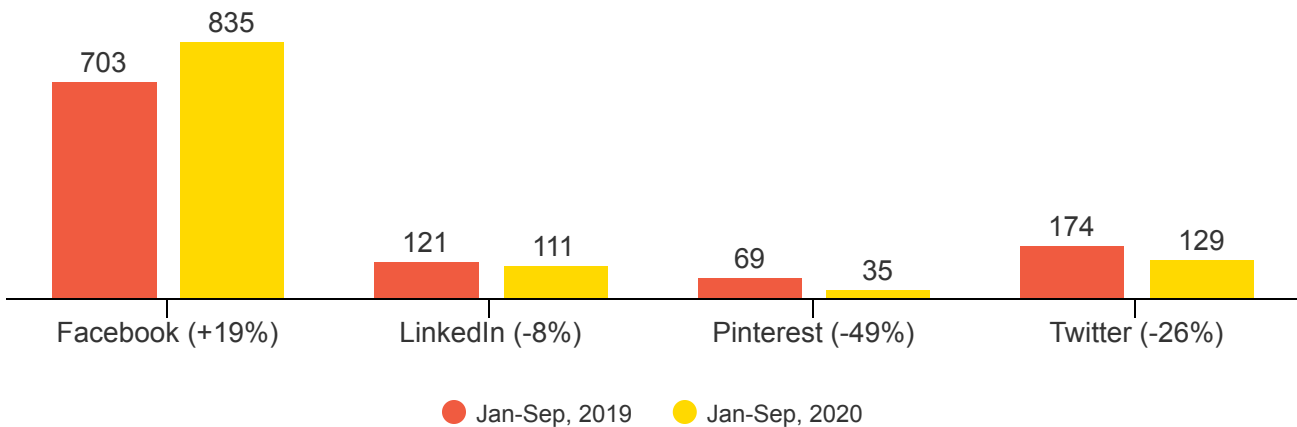


Social Media

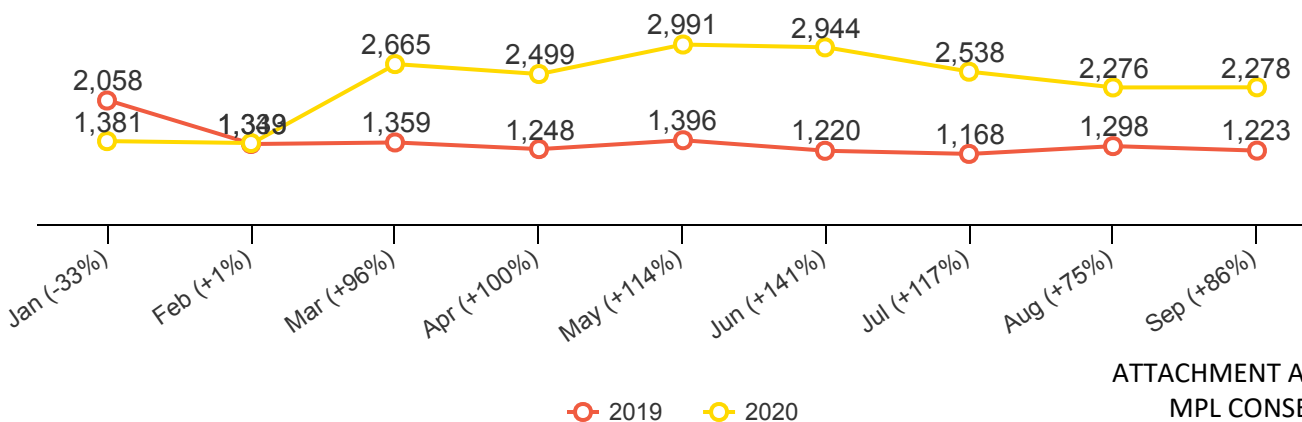
Total Followers



New Followers



Main Facebook Pageviews

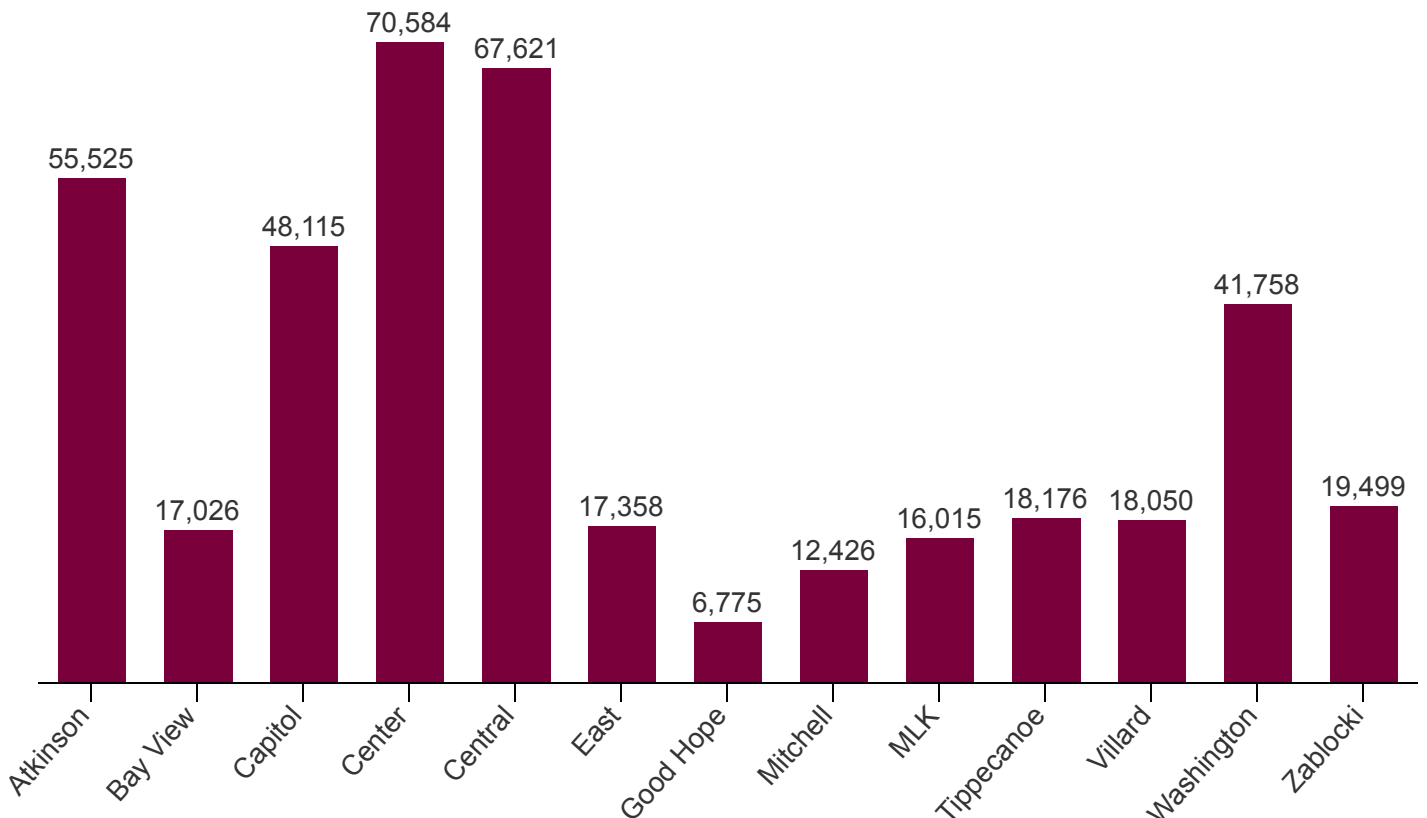


Webpage

Notable Changes in Landing Page Sessions	Jan-Sep, 2019	Jan-Sep, 2020	Change
/databases/all/66 (Milwaukee Journal Sentinel)	507	6,109	+1,105%
/hours_locations/central_driveup.php	402	1,582	+294%
/about/mpl_vendor_information.php	1,092	3,097	+184%
/digital/downloads.php	1,080	2,180	+102%
/hours_locations/?hours=all	1,432	2,227	+56%
/hours_locations/mitchell.php	3,341	1,951	-42%
/summerreading/	5,856	3,254	-44%
/about/library_jobs.php	4,755	2,523	-47%
/library/print.php	2,950	1,300	-50%
/library/library_card/checking_your_account_online.php	3,854	1,711	-56%
/library/community_and_conference_rooms/	3,943	1,559	-60%

Wi-Fi

Wi-Fi Sessions (Jan-Sep, 2020)



**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Thursday, October 1, 2020**

Video Conference Call by GoToMeeting

PRESENT: Mark Sain, Nik Kovac, Matt Kowalski, Chris Layden, Joan Johnson

OTHERS

PRESENT: MPL: Eileen Force Cahill, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Anne Rasmussen, Rebecca Schweisberger, Jennifer Webb
General Capital Group: Linda Gorens-Levey, Sig Strutmanis, David Weiss
Emem Group: Michael Emem
Milwaukee Journal Sentinel: Tom Daykin

Committee Chair Mark Sain called the MPL Board of Trustees Building and Development Committee meeting to order at 8:06 a.m. on October 1, 2020 with a quorum present. All Trustees and presenters participated by video conference.

1. **Approval of the Minutes.** Chair Sain entertained a motion to accept the minutes from the September 3, 2020 meeting, listed as Attachment A of the agenda. Trustee Layden moved approval and Trustee Kowalski seconded. Motion passed.
2. **Martin Luther King Library Redevelopment Project.** Chair Sain introduced Linda Gorens-Levey and David Weiss of General Capital Group. General Capital Group is excited about the project and looks forward to re-engaging with the library and community partners. Mr. Weiss introduced Michael Emem, of Emem Group, as a community partner on the development team. Mr. Emem has experience in commercial and residential construction and project management. The development team is preparing the application for tax credits through Wisconsin Housing and Economic Development Association (WHEDA), which is due on December 11, 2020. The team has also gained site control of the former Garfield Theater building parcel. Trustee Layden moved to approve the addition of Michael Emem to the Martin Luther King Library redevelopment team. Trustee Kovac seconded. Motion passed. Chair Sain welcomed Mr. Emem to the development team and shared the Committee's eagerness to move the project forward. Director Johnson shared MPL staff is excited to work with the development team.
3. **Vacating Mill Road Property.** Deputy Library Director Jennifer Meyer-Stearns reviewed the process for transferring MPL-owned buildings to the City of Milwaukee. Milwaukee Health Department (MHD) has toured the property and would like to use the building to house support staff and possibly clinic use. MPL is currently taking inventory of everything in the building. If approved, MPL will request a lease agreement and work with the Department of City Development (DCD) and MHD to facilitate the transfer. The lease agreement will include a specific timeframe for MHD use of the building. Trustee Layden moved to deem the former Mill Road library building as surplus for transfer to DCD and to authorize MPL to enter into negotiations with MHD for a multi-year lease. Chair Sain seconded. Motion passed.
4. **Project Inventory and Status Report.** Deputy Director Meyer-Stearns reviewed the status of ongoing projects, including the roof replacement at Central Library which is well under way. The Central Library Community Room renovation is nearly complete and another virtual tour will be scheduled for a full Board meeting. A new Facilities Manager has been hired and will be introduced at the November committee meeting.

5. **Washington Park Teen Zone.** Director Johnson introduced Anne Rasmussen (Public Services Area Manager), Jennifer Webb (Branch Library Manager, Washington Park), and Petra Duecker (Teen Education Outreach Specialist) to present a virtual tour of the new Teen Zone at Washington Park library. The space is designed to support the Library's goals for teen connected learning to build 21st century skills, college and career readiness, as well as social and emotional learning. The area will include a makerspace with special emphasis on robotics, dedicated computers, workspace, and seating for teens. Teens will be able to store and display their work in the Teen Zone. Teen Interns will be available onsite to help build relationships and facilitate programs and the makerspace. Ms. Webb offered thanks to the Facilities team and Managers Louise Prihoda and Kevin Offenbacher for their great work on the project. Informational item.

Director Johnson reminded Trustees about the virtual Benjamin Franklin Award Celebration taking place this evening. The award will be presented to all MPL staff in recognition of their commitment to City service and their ability to pivot and be responsive to community needs during the pandemic.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 8:47 a.m. on October 1, 2020.



MILWAUKEE
PUBLIC LIBRARY

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

MEETING NOTICE AND AGENDA
Tuesday, October 27, 2020
3:00 p.m.

By computer, tablet or smartphone:
<https://global.gotomeeting.com/join/481470677>

By phone:
United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 481-470-677

Committee Members: Chair Jennifer Smith, Vice-Chair Milele Coggs, Teresa Mercado, Marcelia Nicholson, Mark Sain, Joan Johnson, Secretary, Rebecca Schweisberger, Secretary's Assistant (414) 286-3021

3:00 – 3:05

1. **Committee Meeting Minutes Review.** The committee will review and approve the minutes from the July 28, 2020 meeting.

Attachment A, page 3

3:05 – 3:25

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.

3:25-3:30

3. **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.

3:30 – 3:40

4. **2021 Library Trust & Gift Fund Expenditure Request.** The Committee will review and approve Library Administration's request to expend funds from the MPL investment fund in 2021.

Attachment B, page 5

ATTACHMENT C - P. 1 of 5
8. Finance & Personnel Committee
Meeting - 10/27/2020
P. 19

3:40 – 3:50

5. **2021 MPL Foundation Request.** Director Johnson will brief the Committee on the 2021 request for Foundation funding.

3:50 – 4:00

6. **Next Meeting.** The Committee will discuss items to be included on the January 26, 2021 agenda.

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

Please be advised that members of the Milwaukee Common Council who are also members of this body will be in attendance at this meeting. In addition, Common Council members who are not members of this body may attend this meeting to participate or to gather information. A quorum of the Common Council or any of its standing committees may be present, but no formal Common Council action will be taken at this meeting.

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

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

Tuesday, July 28, 2020

Video Conference Call by GoToMeeting

PRESENT: Chris Layden, Ald. Milele Coggs, Mark Sain, Jennifer Smith, Paula Kiely

OTHERS

PRESENT: MPL: Rachel Arndt, Connor Bowman, Eileen Force Cahill, Anthony Frausto, Katharina Himsel, Jennifer Meyer-Stearns, Sarah Leszczynski, Gabriel Rogers, Allison Schwartz, Rebecca Schweisberger, Mary Sherwood
US Bank: Wayne Sattler

Chair Layden called the meeting of the Board of Trustees Finance & Personnel Committee to order at 3:01 p.m. on Tuesday, July 28, 2020. All Trustees and presenters participated by video or audio conference.

1. **Committee Meeting Minutes Review.** The committee reviewed the minutes from the April 28, 2020 meeting. Trustee Sain moved to approve the minutes; Trustee Smith seconded. Motion passed.
2. **Quarterly Review of Fund Investments.** The Committee received the U.S. Bank Institutional Trust and Custody quarterly report for MPL dated July 28, 2020 prior to the meeting. Mr. Wayne Sattler, Senior Vice President & Managing Director at U.S. Bank, presented a market overview and portfolio summary. Mr. Sattler noted there has been improvement in the overall market with tech-heavy markets seeing more gains. The recovery period is expected to last 6-8 quarters. Informational item.
3. **Quarterly Library Report of the Internal Control of the MPL Trust and Gift Funds.** The Internal Controls Memos for the 2020 first and second quarters were included as Attachment B of the agenda. Assistant Library Director Jennifer Meyer-Stearns reported all internal control processes were followed and there were no accounting issues. Informational item.
4. **2021 Library Budget.** Library Director Paula Kiely reviewed the budget process and timeline. MPL submitted a cost to continue budget and two budgets with reductions at two different levels to the Mayor and Budget Office. The COVID-19 pandemic, increased pension payouts, and changes to shared revenue have all impacted the city's budget. A reduced budget would have significant impacts on MPL staffing, services, and hours of operation. The Budget Office is creating a public survey to gather community feedback regarding priorities for the 2021 budget. MPL used CARES Act grant funding to purchase personal protective equipment (PPE), safety equipment, and advanced cleaning tools. Work resulting from the pandemic but not typically performed by staff, such as training on complex digital programming platforms, is also being charged to the CARES grant. The CARES Act is expected to expire at the end of 2020. MPL is working closely with the Milwaukee Public Library Foundation (MPLF) to identify and apply for several grants.

MPL will continue to work with the Mayor's office and Common Council through September and the final budget will be adopted November 6, 2020. Informational item.

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 3:48 p.m. on Tuesday, July 28, 2020.



MILWAUKEE
PUBLIC LIBRARY

October 27, 2020

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

Fr: Joan R. Johnson, Library Director

Re: 2021 Trust Fund and Gift Fund Expenditure Request

Approval is requested to expend up to \$143,803 from the Milwaukee Public Library Trust and Gift Funds for operational support during 2021. The current Board Policy allows a 4-5% distribution from unrestricted funds based on the average of the last 12 quarters.

TRUST FUND

\$ 128,803 Unrestricted – staff training, public program support, marketing and promotion, and collection materials. (Based on 3% of the average unrestricted fund value of the last 12 quarters.)

\$ 15,000 Restricted – \$15,000 Hunkel Fund, which supports materials related to the insurance industry; books or equipment pertaining to art, travel, literature, or music.

\$ 143,803 Total Trust Fund Expenditure Request



MILWAUKEE
PUBLIC LIBRARY

**Milwaukee Public Library Board of Trustees
2021 Schedule of Meetings (by Committee)**

REGULAR MEETING OF THE BOARD

- ▶ January 26, Tuesday ▪ 4:00 p.m. ▪ Video Conference
- ▶ March 23, Tuesday ▪ 4:00 p.m. ▪ Video Conference
- ▶ April 27, Tuesday ▪ 4:00 p.m. ▪ Video Conference
- ▶ May 25, Tuesday ▪ 4:00 p.m. ▪ Video Conference
- ▶ June 22, Tuesday ▪ 4:00 p.m. ▪ Video Conference
- ▶ July 27, Tuesday ▪ 4:00 p.m. ▪ Video Conference
- ▶ September 28, Tuesday ▪ 4:00 p.m. ▪ Video Conference
- ▶ October 26, Tuesday ▪ 4:00 p.m. ▪ Video Conference
- ▶ November 23, Tuesday ▪ 4:00 p.m. ▪ Video Conference

RECESS: February, August, December

LIBRARY BUILDING & DEVELOPMENT COMMITTEE

- ▶ January 7, Thursday ▪ 8:00 a.m. ▪ Video Conference
- ▶ March 3, Thursday ▪ 8:00 a.m. ▪ Video Conference
- ▶ April 1, Thursday ▪ 8:00 a.m. ▪ Video Conference
- ▶ May 6, Thursday ▪ 8:00 a.m. ▪ Video Conference
- ▶ June 3, Thursday ▪ 8:00 a.m. ▪ Video Conference
- ▶ July 1, Thursday ▪ 8:00 a.m. ▪ Video Conference
- ▶ September 2, Thursday ▪ 8:00 a.m. ▪ Video Conference
- ▶ October 7, Thursday ▪ 8:00 a.m. ▪ Video Conference
- ▶ November 4, Thursday ▪ 8:00 a.m. ▪ Video Conference

EXECUTIVE COMMITTEE

- ▶ June 16 Wednesday ▪ 4:00 p.m. ▪ Video Conference
- ▶ November 17, Wednesday ▪ 4:00 p.m. ▪ Video Conference

FINANCE & PERSONNEL COMMITTEE

- ▶ January 26, Tuesday ▪ 3:00 p.m. ▪ Video Conference
- ▶ April 27, Tuesday ▪ 3:00 p.m. ▪ Video Conference
- ▶ July 27, Tuesday ▪ 3:00 p.m. ▪ Video Conference
- ▶ October 26, Tuesday ▪ 3:00 p.m. ▪ Video Conference



MILWAUKEE
PUBLIC LIBRARY

**Milwaukee Public Library Board of Trustees
2021 Schedule of Meetings (by Committee)**

INNOVATION & STRATEGY COMMITTEE

- ▶ February 10, Wednesday ▪ 8:00 a.m. ▪ Video Conference
- ▶ April 14, Wednesday ▪ 8:00 a.m. ▪ Video Conference
- ▶ June 9, Wednesday ▪ 8:00 a.m. ▪ Video Conference
- ▶ August 11, Wednesday ▪ 8:00 a.m. ▪ Video Conference
- ▶ October 13, Wednesday ▪ 8:00 a.m. ▪ Video Conference
- ▶ December 8, Wednesday ▪ 8:00 a.m. ▪ Video Conference

LIBRARY SERVICES & PROGRAMS COMMITTEE

- ▶ February 1, Monday ▪ 5:30 p.m. ▪ Video Conference
- ▶ May 3, Monday ▪ 5:30 p.m. ▪ Video Conference
- ▶ July 19, Monday ▪ 5:30 p.m. ▪ Video Conference
- ▶ November 1, Monday ▪ 5:30 p.m. ▪ Video Conference



MILWAUKEE
PUBLIC LIBRARY

**Milwaukee Public Library Board of Trustees
2021 Schedule of Meetings (by date)**

January 2021			
January 7	Building & Development Committee	8:00 a.m.	Video Conference
January 26	Finance & Personnel Committee	3:00 p.m.	Video Conference
January 26	Board Meeting	4:00 p.m.	Video Conference

February 2021			
February 1	Library Services & Programs Committee	5:30 p.m.	Video Conference
February 10	Innovation & Strategy Committee	8:00 a.m.	Video Conference

March 2021			
March 3	Building & Development Committee	8:00 a.m.	Video Conference
March 23	Board Meeting	4:00 p.m.	Video Conference

April 2021			
April 1	Building & Development Committee	8:00 a.m.	Video Conference
April 14	Innovation & Strategy Committee	8:00 a.m.	Video Conference
April 27	Finance & Personnel Committee	3:00 p.m.	Video Conference
April 27	Board Meeting	4:00 p.m.	Video Conference

May 2021			
May 3	Library Services & Programs Committee	5:30 p.m.	Video Conference
May 6	Building & Development Committee	8:00 a.m.	Video Conference
May 25	Board Meeting	4:00 p.m.	Video Conference

June 2021			
June 3	Building & Development Committee	8:00 a.m.	Video Conference
June 9	Innovation & Strategy Committee	8:00 a.m.	Video Conference
June 16	Executive Committee	4:00 p.m.	Video Conference
June 22	Board Meeting	4:00 p.m.	Video Conference



MILWAUKEE
PUBLIC LIBRARY

July 2021			
July 1	Building & Development Committee	8:00 a.m.	Video Conference
July 19	Library Services & Programs Committee	5:30 p.m.	Video Conference
July 27	Finance & Personnel Committee	3:00 p.m.	Video Conference
July 27	Board Meeting	4:00 p.m.	Video Conference

August 2021			
August 11	Innovation & Strategy Committee	8:00 a.m.	Video Conference

September 2021			
September 2	Building & Development Committee	8:00 a.m.	Video Conference
September 28	Board Meeting	4:00 p.m.	Video Conference

October 2021			
October 7	Building & Development Committee	8:00 a.m.	Video Conference
October 13	Innovation & Strategy Committee	8:00 a.m.	Video Conference
October 26	Finance & Personnel Committee	3:00 p.m.	Video Conference
October 26	Board Meeting	4:00 p.m.	Video Conference

November 2021			
November 1	Library Services & Programs Committee	5:30 p.m.	Video Conference
November 4	Building & Development Committee	8:00 a.m.	Video Conference
November 17	Executive Committee	4:00 p.m.	Video Conference
November 23	Board Meeting	4:00 p.m.	Video Conference

December 2021			
December 8	Innovation & Strategy Committee	8:00 a.m.	Video Conference



MILWAUKEE
PUBLIC LIBRARY

BOARD OF TRUSTEES COMMITTEES 2020-2022
(Updated 10/21/2020)

LIBRARY BUILDING & DEVELOPMENT COMMITTEE

Mark Sain, Chairperson
Nik Kovac, Vice-Chair
Jim Marten
Chris Layden
Matt Kowalski

EXECUTIVE COMMITTEE

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

FINANCE & PERSONNEL COMMITTEE

Jennifer Smith, Chairperson
Milele Coggs, Vice-Chair
Teresa Mercado (effective November 2020)
Marcelia Nicholson
Mark Sain

INNOVATION & STRATEGY COMMITTEE

(needs a Vice-Chair)
Larry Miller, Chairperson
Matt Kowalski
Nik Kovac
Teresa Mercado (effective November 2020)
JoCasta Zamarripa

LIBRARY SERVICES & PROGRAMS COMMITTEE

Milele Coggs, Chairperson
Jennifer Smith, Vice-Chair
Jim Marten
Larry Miller
JoCasta Zamarripa

October 2020