



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, November 26, 2019

4:00 p.m.

Central Library

Richard E. and Lucile Krug Rare Books Room

814 W. Wisconsin Avenue

Milwaukee, WI 53233

AGENDA

BOARD PHOTO & GIFT GIVING

4:00 – 4:05

BOARD PHOTO

4:05 – 4:10

PUBLIC COMMENT

4:10 – 4:15

CONSENT AGENDA

Attachment A, page 4

1. **Regular Board Meeting Minutes October 22, 2019.**

2. **Committee Reports.**

- a. Finance & Personnel Committee Meeting Minutes October 22, 2019
- b. Services & Programs Committee Meeting Minutes November 4, 2019

3. **Administrative Reports.**

- a. Financial Report
- b. Library Director's Report

FUNDRAISING REPORT

4. **Milwaukee Public Library Foundation.** Executive Director Ryan Daniels will provide a report on activities and fundraising.

OLD BUSINESS

4:15 – 4:25

5. **2020 Budget.** The Board will review the adopted operating and capital budgets for 2020.

NEW BUSINESS

4:25 – 4:30

6. **2020 Library Hours**. The 2020 Schedule of Hours will be presented to the Trustees for approval.

Attachment B, page 20

4:30 – 4:35

7. **Contract Approval – Pro-Bono Advertising Services**. Library Administration will seek approval to contract with the Cramer-Krasselt Co. for pro-bono advertising services.

Attachment C, page 21

4:35 – 4:40

8. **Authorization to Approve State Report**. The Board will vote to authorize President Bria to approve the 2019 Annual Report to the Department of Public Instruction.

Attachment D, page 28

REPORTS

4:35 – 4:50

9. **Milwaukee County Federated Library System (MCFLS) Board**. Trustee Nik Kovac, Resource Library Representative will report on the November 25, 2019 meeting.

4:55 – 5:30

10. **Building & Development Committee Meeting**. Committee Chair Mark Sain will report on the November 7, 2019 and November 26, 2019 meetings.

Attachment E, page 29

5:30 – 5:35

11. **Next Meeting**. The Board will discuss items to be included on the January 2020 agenda.

5:35

12. **Branch Redevelopment – Good Hope Library**.

“The Library Board of Trustees may vote to convene in Executive Session, pursuant to Wisconsin Statutes sec. 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” for the purpose of discussing Good Hope Library, located at 7717 W. Good Hope Road.

REMINDER: Next scheduled meetings are:

December 11, 2019 Innovation and Strategy Committee – Central Library, 8:00 a.m.

December 18, 2019 Executive Committee – Central Library, 4:00 p.m.

January 9, 2020 Building and Development Committee – Central Library, 8:00 a.m.

January 28, 2020 Finance and Personnel Committee – Central Library, 3:00 p.m.

January 28, 2020 Regular Board Meeting – Central Library, 4:00 p.m.

February 3, 2020 Services and Programs Committee – Central Library, 5:30 p.m.

Trustees

Michele Bria, *President*, Joan Prince, *Vice-President*, Chris Layden, *Financial Secretary*, Ald. Milele Coggs, Ald. Nik Kovac, Matthew Kowalski, James Marten, Dir. Larry Miller, Ald. Michael Murphy, Sup. Marcelia Nicholson, Mark Sain, Jennifer Smith
Paula Kiely, *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 October 22, 2019

Central Library

814 W. Wisconsin Avenue

Milwaukee, WI 53233

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

STAFF: Eileen Force Cahill, Kristina Gomez, Joan Johnson, Sam McGovern-Rowen, Judy Pinger, Anne Rasmussen, Rebecca Schweisberger, Kelly Wochinske, Dea Wright

OTHERS

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

President Michele Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:07 p.m. on October 22, 2019 with a quorum present. Trustee Layden and Trustee Coggs participated by phone.

President Bria congratulated MPL Foundation Executive Director Ryan Daniels on another successful Ben Franklin Awards Celebration. Director Daniels provided an update about the initial fundraising success and noted donations are still being received. He also thanked MPL staff for their hard work and support of the event.

Community Relations and Engagement Director Eileen Force Cahill presented a video recapping the first MPL Rap Battle event which was held at Central Library on October 17, 2019. The Rap Battle was part of the Library Loud series and was partially inspired by the Gathering Art, Stories, and Place (GASP) program at the Mitchell Street branch library. Library Director Kiely thanked the Foundation for supporting the Library Loud series.

SPECIAL COMMUNICATION

1. **Wisconsin Historical Society Letter.** President Bria referred to a letter from the Wisconsin Historical Society congratulating Archives Technician Gayle Ecklund on the occasion of her retirement from MPL after 40 years of service. Ms. Ecklund was invited to address the Board. She expressed her appreciation for her time at MPL and excitement about retirement.

CONSENT AGENDA

2. **Regular Board Meeting Minutes September 24, 2019.**

3. **Committee Reports.**
 - a. Innovation & Strategy Committee Meeting Minutes October 9, 2019
4. **Administrative Reports.**
 - a. Financial Report
 - b. Library Director's Reports
5. **2020 MPL Board Meeting Schedule.** The Board reviewed the draft meeting schedule for 2020.

President Bria asked the Board if any items should be removed from the Consent Agenda presented as attachment B, pages 5-20 of the agenda. Hearing no objection, the Consent Agenda was approved.

REPORTS

4. **Finance & Personnel Committee Meeting.** President Bria reported on the October 22, 2019 meeting. The Committee received the quarterly Trust Fund account review from Wayne Sattler, Senior Vice President & Managing Director at U.S. Bank. Mr. Sattler also submitted recommended changes to the investment allocation. The recommendation will be reviewed and discussed by the Committee at a future meeting. The Committee also received the quarterly Internal Control report. The Committee made a motion to increase the Library Trust Fund Expenditure distribution from 4% to 5% to offset a reduced materials budget. Trustee Murphy moved to approve; Trustee Sain seconded. Motion passed. The Committee reviewed and discussed a draft of the 2020 Foundation Request. The Committee made a motion to grant approval for Director Kiely to move forward with the request and continue discussion about it with Library Foundation Executive Director Ryan Daniels. Trustee Prince moved to approve; Trustee Nicholson seconded. Motion passed.
4. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac reported on the September 30, 2019 MCFLS Board meeting. The MCFLS Board voted to approve the upcoming 5-year set of agreements. There were reductions to reciprocal borrowing payments and Resource Library funding. Trustee Kovac moved to approve the 5-year member agreements for the Resource Library, Cataloging, and Interlibrary Loan Services. Trustee Murphy seconded. Motion passed. President Bria thanked Trustee Kovac for his service on the MCFLS Board. Director Kiely believes the agreements will help move the organization in a new direction and foster collaboration.

STRATEGIC PLAN

6. **MPL 2020 Strategic Plan Extension.** Director Kiely presented the draft MPL 2022 Strategic Plan, listed as Attachment D of the agenda. The Board offered feedback and suggestions, including: focus programming in areas with low literacy levels, formalize data, track outcomes, and create partnerships to enhance programming efforts. Director Kiely also shared the updated MPL Literacy and Learning Pyramid, which is attached at the end of these minutes. The pyramid is designed to be a visual representation of the library's priorities and work. The original pyramid has been updated with two triangles surrounding

the pyramid: one triangle represents 'Place' and the other represents 'Culture, Care, and Service Philosophy'. It was suggested 'Space' be added to the 'Place' triangle to represent digital services, LibraryNow, downloads, and other services available to patrons outside library buildings. The full strategic plan will be presented for approval at the November 26, 2019 Board meeting.

7. **Building & Development Committee Meeting.** Committee Chair Mark Sain reported on the October 3, 2019 meeting. Lavelle Young, CEO of Young Development Group, presented an update on the Martin Luther King branch library project, including a new site plan. Mr. Young is working to secure a co-developer and funding guarantor and plans to submit an application to Wisconsin Housing and Economic Development Authority (WHEDA) for a portion of the funding. Mr. Young requested a letter of support from the Board to be sent with the WHEDA application. Library Construction Project Manager Sam McGovern-Rowen addressed the Board to provide additional information about the project and Mr. Young's request. The Committee discussed the length of the project and ongoing issues. Trustee Sain moved to convene in Executive Session, pursuant to Wisconsin Statutes sec. 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session," for the purpose of discussing progress on the completion of Good Hope branch library. Trustee Marten seconded. Director Kiely, Sam McGovern-Rowen, Rebecca Schweisberger, and Kevin Johnson of Facility Value Management remained during closed session. The Board adjourned in closed session.

With no further business, the Milwaukee Public Library Board of Trustees meeting of October 22, 2019 was adjourned at 5:33 p.m.

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

**Tuesday, October 22, 2019
Central Library Meeting Room 1**

PRESENT: Michele Bria, Ald. Milele Coggs, Ald. Michael Murphy, Mark Sain,
Jennifer Smith, Paula Kiely

EXCUSED: Chris Layden

OTHERS

PRESENT: MPL: Joan Johnson, Sarah Leszczynski, Anne Rasmussen,
Rebecca Schweisberger, Dea Wright
MPL Foundation: Ryan Daniels
US Bank: Richard Romero, Wayne Sattler
Budget and Policy Division: Mason Lavey

President Bria called the meeting of the Board of Trustees Finance & Personnel Committee to order at 3:24 p.m. on Tuesday, July 23, 2019. Trustee Coggs participated by phone; Trustees Murphy and Sain joined the meeting in progress. President Bria's attendance constituted a quorum to begin the meeting.

1. **Committee Meeting Minutes Review.** The committee reviewed the minutes from the July 23, 2019 meeting. Trustee Coggs moved to approve the minutes; Trustee Smith seconded. Motion passed.
2. **2020 Committee Meetings.** The committee reviewed the proposed meeting schedule for 2020, listed as Attachment B of the agenda. Trustee Smith moved to approve the meeting schedule; President Bria seconded. Motion passed.
3. **Quarterly Review of Fund Investments.** The Committee received the U.S. Bank Institutional Trust and Custody quarterly report for MPL dated October 22, 2019 prior to the meeting. Mr. Wayne Sattler, Senior Vice President & Managing Director at U.S. Bank provided a market overview and portfolio summary. Trustee Murphy moved to accept and place on file the report; Trustee Sain seconded. Motion passed. Mr. Sattler also presented a revised investment policy. The Committee will review the proposed allocation policy and will notify Mr. Sattler if any changes are in order.
4. **Quarterly Library Report of the Internal Control of the MPL Trust and Gift Funds.** Business Services Specialist Sarah Leszczynski referred to Attachment C of the agenda, Internal Controls – Third Period 2019 memo. She reported all internal control processes were followed and there were no accounting issues. Informational item.
5. **2020 Library Trust & Gift Fund Expenditure Request.** Library Director Paula Kiely presented a request to expend up to \$203, 640 from the MPL Trust and Gift Funds for operational support. The 2020 request includes an increased distribution of the

unrestricted funds, from 4% to 5%, to offset a reduced materials budget. Trustee Murphy moved to increase the allocation to 5%. Trustee Sain seconded. Motion passed.

6. **2020 MPL Foundation Request.** Director Kiely reviewed the planning process for requesting Foundation funds for library programming and presented a draft of the 2020 request. The request process has become more formal over the last several years due to increases in the amounts requested. The Committee discussed the programs covered by the request and other possible program expenditures and funding. Trustee Sain moved to grant approval for Director Kiely to move forward with the request and continue discussion about it with Library Foundation Director Ryan Daniels. Trustee Smith seconded. Motion passed.

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 4:06 p.m. on Tuesday, October 22, 2019.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
SERVICES & PROGRAMS COMMITTEE
MINUTES**

**Monday, November 4, 2019
Central Library Meeting Room 1**

PRESENT: Ald. Milele Coggs, Ald. Michael Murphy, Jennifer Smith, Paula Kiely

EXCUSED: Dir. Larry Miller, Sup. Marcelia Nicholson

OTHERS: MPL: Rachel Arndt, Kristina Gomez, Jennifer Meyer-Stearns, Judy Pinger, Anne Rasmussen, Rebecca Schweisberger, Michael Weber

Committee Chair Milele Coggs called the MPL Board of Trustees Services and Programs Committee meeting to order at 5:35 p.m. on November 4, 2019 with a quorum present. Trustee Murphy participated by phone.

1. **Committee Meeting Minutes Review.** Chair Coggs entertained a motion to accept the July 29, 2019 minutes, listed as Attachment A of the agenda. Trustee Smith moved to approve and Trustee Murphy seconded. Motion passed.
2. **2020 Meeting Schedule.** The Committee reviewed the schedule of meetings. Trustee Smith moved to approve and Trustee Murphy seconded. Motion passed.
3. **Safety Report.** Library Security Manager Michael Weber reported on security incidents in the library during Quarter 3. Statistically, Quarter 3 had the fewest number of security incidents for the year. Security staff has been working with individuals who have repeated security violations. Mr. Weber gave a recap of 5 serious security incidents resulting in temporary building lockdowns. The security incident documentation software was recently updated. A 2-1-1 phone was installed in the Central Library Schoenleber Reading Room. The phone allows patrons to directly contact the social services hotline available for all Milwaukee area residents. Informational item.
4. **Program Overview – Career Online High School (COHS).** Public Services Area Manager (Central Library) Rachel Arndt presented an update on the program. As of October 31, 2019 there are 15 students enrolled in COHS. Many of the prospective participants reside in the Center Street and Washington Park library service areas and the COHS Committee will increase marketing materials in those locations. The COHS program overlapped with the HotSpot WiFi Pilot program, as 3 students self-reported they have used the extended checkout of HotSpots. Program marketing efforts include placing an ad in the Milwaukee Public Schools Recreation Guide and training MPL Education and Outreach staff, who will share information about the program at their stops around the city. The first anticipated graduation is in 2020. Director Kiely noted the program will be renewed for another year and MPL will request support from the Foundation for additional scholarships. Informational item.

5. **New Program Policy.** Kristina Gomez, Events and Programming Librarian, reviewed the changes requested by the Committee at the meeting on July 29, 2019. The new program policy, listed as Attachment C of the agenda, has been updated to clarify goals for library programming and how they relate to issues around accessibility, equity, and inclusiveness. Wording of the new policy allows it to remain relevant with evolving strategic priorities and uses language consistent with other policies. Trustee Smith moved to approve the revised Program Policy; Trustee Murphy seconded. Motion passed.

6. **New Makerspace Policy.** Director Kiely provided an overview of current and future makerspace locations and the need to standardize usage requests. Under the leadership of Deputy Library Director Joan Johnson, MPL staff has created a policy to help guide the use of makerspaces. The policy was created to communicate information about the makerspaces, the various services and equipment available within them, and information on how individuals can access them. The new policy also governs the number of uses and time limits for makerspace requests, which is consistent with the policy for public use of community rooms or meeting spaces. Director Kiely noted when the policy is enacted situations may arise that require updates to the policy, which would be presented to the Committee. Trustee Murphy moved to approve the policy; Trustee Smith seconded. Motion passed.

6. **Milwaukee Journal Sentinel Archive.** Director Kiely informed the Committee about the history and ongoing discussions with one of MPL's vendors, NewsBank. NewsBank currently owns the digitizing rights to portions of the Milwaukee Journal, Milwaukee Sentinel, and Milwaukee Journal-Sentinel archives. MPL also owns approximately 30% the original microfilm of the archives, which represents the portion not controlled by NewsBank. NewsBank has offered to sell the digitized content of pre-1990 portions of the Milwaukee Journal and Milwaukee Sentinel to MPL for \$1.5 million. Judy Pinger, Associate Director of IT, Technical Services and Collections, briefed the Committee on the status of MPL's negotiations with NewsBank. The Committee discussed the cost and other issues relating to the archives, agreeing the price was more than MPL could pay. Any new information about the negotiations will be shared with the Committee. Informational item.

The meeting of the Milwaukee Public Library Board's Services & Programs Committee was adjourned at 6:24 p.m. on November 4, 2019.

**Milwaukee Public Library
Financial Report
October 31, 2019**

2019

2018

City Revenues

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 22,360,365	\$ 18,074,277	80.8%
<i>Fines</i>	\$ 215,000	\$ 143,895	66.9%
<i>Lost Materials, etc.</i>	\$ 109,000	\$ 58,741	53.9%
<i>MCFLS Contracts</i>	\$ 750,789	\$ 578,053	77.0%
Total City Appropriation	\$ 23,435,154	\$ 18,854,966	80.5%

	Budget	Received to date	% Received
	\$ 22,444,945	\$ 18,296,946	81.5%
	\$ 225,000	\$ 172,990	76.9%
	\$ 101,800	\$ 67,117	65.9%
	\$ 744,000	\$ 564,322	75.8%
Total	\$ 23,515,745	\$ 19,101,375	81.2%

City Expenses

Salaries & Benefits

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 12,798,097	\$ 10,406,381	81.3%
<i>Fringe Benefits</i>	\$ 5,568,871	\$ 4,151,130	74.5%
Total	\$ 18,366,968	\$ 14,557,511	79.3%

	Budget	Spent to date	% Spent
	\$ 12,640,806	\$ 10,415,361	82.4%
	\$ 5,676,770	\$ 4,573,149	80.6%
Total	\$ 18,317,576	\$ 14,988,510	81.8%

Operating Expenses

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 96,905	\$ 90,067	92.9%
<i>Tools & Machinery Parts</i>	\$ 18,800	\$ 19,270	102.5%
<i>Construction Supplies</i>	\$ 30,000	\$ 21,661	72.2%
<i>Energy</i>	\$ 637,975	\$ 443,789	69.6%
<i>Other Operating Supplies</i>	\$ 146,254	\$ 155,572	106.4%
<i>Vehicle Rental</i>	\$ 8,160	\$ 5,507	67.5%
<i>Non-Vehicle Equipment Rental</i>	\$ 22,554	\$ 24,446	108.4%
<i>Professional Services</i>	\$ 191,396	\$ 187,963	98.2%
<i>Information Technology Services</i>	\$ 399,440	\$ 396,775	99.3%
<i>Property Services</i>	\$ 879,798	\$ 981,951	111.6%
<i>Infrastructure Services</i>	\$ 28,000	\$ 26,308	94.0%
<i>Vehicle Repair Services</i>	\$ 250	\$ -	0.0%
<i>Other Operating Services</i>	\$ 287,079	\$ 57,988	20.2%
<i>Reimburse Other Departments</i>	\$ 67,250	\$ 53,335	79.3%
Total	\$ 2,813,861	\$ 2,464,632	87.6%

	Budget	Spent to date	% Spent
	\$ 130,000	\$ 67,111	51.6%
	\$ 30,800	\$ 23,123	75.1%
	\$ 38,000	\$ 39,211	103.2%
	\$ 664,179	\$ 571,133	86.0%
	\$ 178,027	\$ 142,317	79.9%
	\$ 7,000	\$ 6,351	90.7%
	\$ 30,000	\$ 23,549	78.5%
	\$ 182,500	\$ 159,831	87.6%
	\$ 406,579	\$ 396,568	97.5%
	\$ 943,689	\$ 896,817	95.0%
	\$ 28,000	\$ 23,411	83.6%
	\$ 500	\$ 6,825	1365.0%
	\$ 221,700	\$ 143,250	64.6%
	\$ 68,000	\$ 41,236	60.6%
Total	\$ 2,928,974	\$ 2,540,733	86.7%

Equipment

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,689,148	\$ 1,344,234	79.6%
<i>Computers, etc.</i>	\$ 318,303	\$ 275,567	86.6%
<i>Other</i>	\$ 37,874	\$ 33,653	88.9%
Total	\$ 2,045,325	\$ 1,653,454	80.8%

	Budget	Spent to date	% Spent
	\$ 1,751,774	\$ 1,358,105	77.5%
	\$ 251,839	\$ 109,483	43.5%
	\$ 61,400	\$ 50,862	82.8%
Total	\$ 2,065,013	\$ 1,518,449	73.5%

Other Departmental Appropriation

	Budget	Spent to date	% Spent
<i>Villard Square Rent</i>	\$ -	\$ -	0.0%
<i>East Insurance</i>	\$ 3,000	\$ 3,000	100.0%
<i>Mitchell Street Rent</i>	\$ 54,000	\$ 54,000	100.0%
<i>Good Hope Rent</i>	\$ 15,000	\$ -	0.0%
<i>Contingent Energy Financing</i>	\$ 137,000	\$ 122,369	89.3%
Total	\$ 209,000	\$ 179,369	85.8%

	Budget	Spent to date	% Spent
	\$ 13,182	\$ 13,182	100.0%
	\$ -	\$ -	0.0%
	\$ 54,000	\$ 40,500	75.0%
	\$ -	\$ -	0.0%
	\$ 137,000	\$ -	0.0%
Total	\$ 204,182	\$ 53,682	26.3%

Total City Expenses	\$ 23,435,154	\$ 18,854,966	80.5%
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Total	\$ 23,515,745	\$ 19,101,375	81.2%
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**Milwaukee Public Library
Financial Report
October 31, 2019**

2019

2018

Additional Funding Sources

Contract Grants

	Budget	Spent to date	% Spent
WTBBL Jul '19 - Jun '20	\$ 1,026,378	\$ 353,433	34.4%
ILS Jul '19 - Jun '20	\$ 98,680	\$ 28,242	28.6%
Total	\$ 1,125,058	\$ 381,675	33.9%

	Budget	Spent to date	% Spent
	\$ 989,520	\$ 311,250	31.5%
	\$ 96,900	\$ 25,470	26.3%
Total	\$ 1,086,420	\$ 336,720	31.0%

Trust Funds

	Budget	Spent to date	% Spent
Materials	\$ 104,027	\$ 64,785	62.3%
Programming	\$ 35,500	\$ 19,018	53.6%
Training	\$ 13,000	\$ 6,583	50.6%
Marketing	\$ 29,000	\$ 16,295	56.2%
Contingency	\$ 4,000	\$ 736	18.4%
Board Development	\$ 5,000	\$ 4,076	81.5%
Headline	\$ 5,000	\$ -	0.0%
WTBBL - Goldstein	\$ 2,166	\$ 2,165	100.0%
Strehlow 50+	\$ 42,376	\$ 1,102	2.6%
Total	\$ 240,069	\$ 114,760	47.8%

	Budget	Spent to date	% Spent
	\$ 64,000	\$ 54,615	85.3%
	\$ 33,750	\$ 20,457	60.6%
	\$ 11,000	\$ 9,645	87.7%
	\$ 23,000	\$ 20,327	88.4%
	\$ 2,988	\$ 2,058	68.9%
	\$ 5,000	\$ 14,923	298.5%
	\$ 5,000	\$ -	0.0%
	\$ -	\$ -	0.0%
	\$ 44,417	\$ 1,586	3.6%
Total	\$ 189,155	\$ 123,611	65.3%

Foundation Funds

	Budget*	Spent to date	% Spent
Materials	\$ 435,835	\$ 151,235	34.7%
Programming	\$ 2,735,793	\$ 840,984	30.7%
Total	\$ 3,171,628	\$ 992,219	31.3%

	Budget*	Spent to date	% Spent
	\$ 615,637	\$ 225,125	36.6%
	\$ 2,054,297	\$ 831,874	40.5%
Total	\$ 2,669,934	\$ 1,056,999	39.6%

*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 #362111727 dated 10/08/19 and maturing 11/01/19 at a rate of 1.25%...\$320,000.00

Director's Report November 2019

The past month was spent working on the Good Hope and Martin Luther King redevelopment projects as discussed with the Building and Development Committee. The most current information will be shared with the full Board during the November meeting.

We worked with the Budget Office to address two amendments to the 2020 Proposed Budget that would negatively impact the library. With the help of library advocates and Board members, the most serious amendment failed. The second amendment passed and will require us to further reduce our operating budget by approximately \$5,600.

We were grateful to learn that Rotary Club of Milwaukee awarded the MPL Foundation a \$50,000 lead sponsorship gift to upgrade the Central Library Community Room. With the goal of completing the first phase of the upgrade prior to the 2020 Democratic National Convention next summer, the project was launched internally and a Request for Qualifications issued for architectural and design services. We will keep the Building and Development Committee apprised of our progress.

A joint Library Scholarships Committee met to consider applications for educational and professional development scholarships. The committee includes representatives from the Library, Friends, and Foundation Boards. Funding was available from the Foundation-funded Kathleen M. Huston Scholarship and the Trustee-approved Stephen P. Przybylowski Fund for Professional Development, held by the MPL Foundation. A total of \$8,250 was awarded to 12 applicants, who will be notified this month.

MPL HEPLS PEOPLE READ

Author Visit. In partnership with Boswell Book Company and WUWM Lake Effect, MPL hosted author and NPR correspondent Aarti Shahani in the **Loos Room** of **Centennial Hall at Central Library**. Shahani is author of the memoir *Here We Are: American Dreams, American Nightmares*. Shahani shared her family's immigrant journey and experience. The event was presented by WUWM's Joy Powers. Total attendance: 65

MPL HELPS PEOPLE LEARN

Sweet Life of Chocolate. The **Cargill Community Kitchen at Mitchell Street Branch** hosted the first three of six workshops as part of the Sweet Life of Chocolate program series presented by the Cargill Corporation. Geared toward teens, the six-week course focuses on the science, history, production, and consumption of chocolate. The Cargill Cocoa & Chocolate team members presented each session and incorporated interactive learning and hands-on experiences. In these first three classes attendees learned the ins-and-out of cocoa harvesting and production, food safety and handling, and how to market chocolate products. Total attendance: 39

MPL HELPS PEOPLE LEARN

Investigating the Paranormal. Members of the Milwaukee Paranormal Society presented an interactive "ghost hunting" program at **Zablocki** branch library on Wednesday, October 30. The group discussed different types of hauntings; they demonstrated the ways the team investigate claims of the paranormal and shared information on how to become an investigator. Evidence in the form of EVPs (Electronic Voice Phenomena - voices captured on recording devices but not heard at the time) was presented to the audience so that they could hear for themselves what the group heard at previous investigations. Attendance: 18

The Victorian Undertaker. On October 21, **Tippecanoe** branch library hosted Steve Person, a retired funeral home director, who presented an entertaining and informative program on Victorian death rites and rituals. Mr. Person showcased his mobile mortuary museum of Victorian death relics, including 5 fully restored coffins, and discussed aspects of Victorian rituals and superstitions that preceded and influenced modern funeral rites and practices. This was a perfect complement to the Halloween season. Attendance: 25

Fire Safety. On October 7, to kick off Fire Safety Week, **Zablocki** branch library hosted a visit from the Milwaukee Fire Department. Youth of all ages were able to get a close up view of the fire truck and firefighting gear. Families learned what to do in case of a house fire. In addition, each child left with a coloring book and replica fire helmet. Parents also received information on how to get a free smoke detector. Attendance: 27

Green Home: Invasive Plant Species in Wisconsin. As part of our Green Home series, **Tippecanoe** branch library presented a program on invasive plant species in Wisconsin. A master gardener from the UW-Extension presented information about the shocking, spooky and surprising facts behind the plants in our own backyards. There was also a discussion on the ecological impact of invasive plants as well as the value of planting natively. Attendance: 14

Jewelry Making. At **Capitol** branch library, Librarian Dana Zurek hosted the second of three sessions of a hands-on workshop presented by local maker Traci Otte. Ms. Otte helped the participants make earrings and will show participants different beading techniques in the future sessions. Participants were excited to take home the earrings they made and are looking forward to the next session. Attendance: 6

Kids Can Cook. **Capitol** branch library hosted the Kids Can Cook series, making Mexican Pinwheels. Librarian Alicia Groeschel showed children how to make taco roll-ups. Attendance 30

Halloween Coloring Contest for Kids. **Capitol** branch library hosted a Halloween coloring contest. The kids had fun coloring and were excited to get candy for participating. Attendance 25

Rain Barrel Workshops. **East** branch library patrons were able to learn how to properly install a rain barrel. They learned about the importance of water conservation and the many benefits of using rain barrels. Each household was able to receive one free rain barrel. The program was in cooperation with MMSD and Fresh Coast Guardians. Attendance 46

MPL HELPS PEOPLE CONNECT

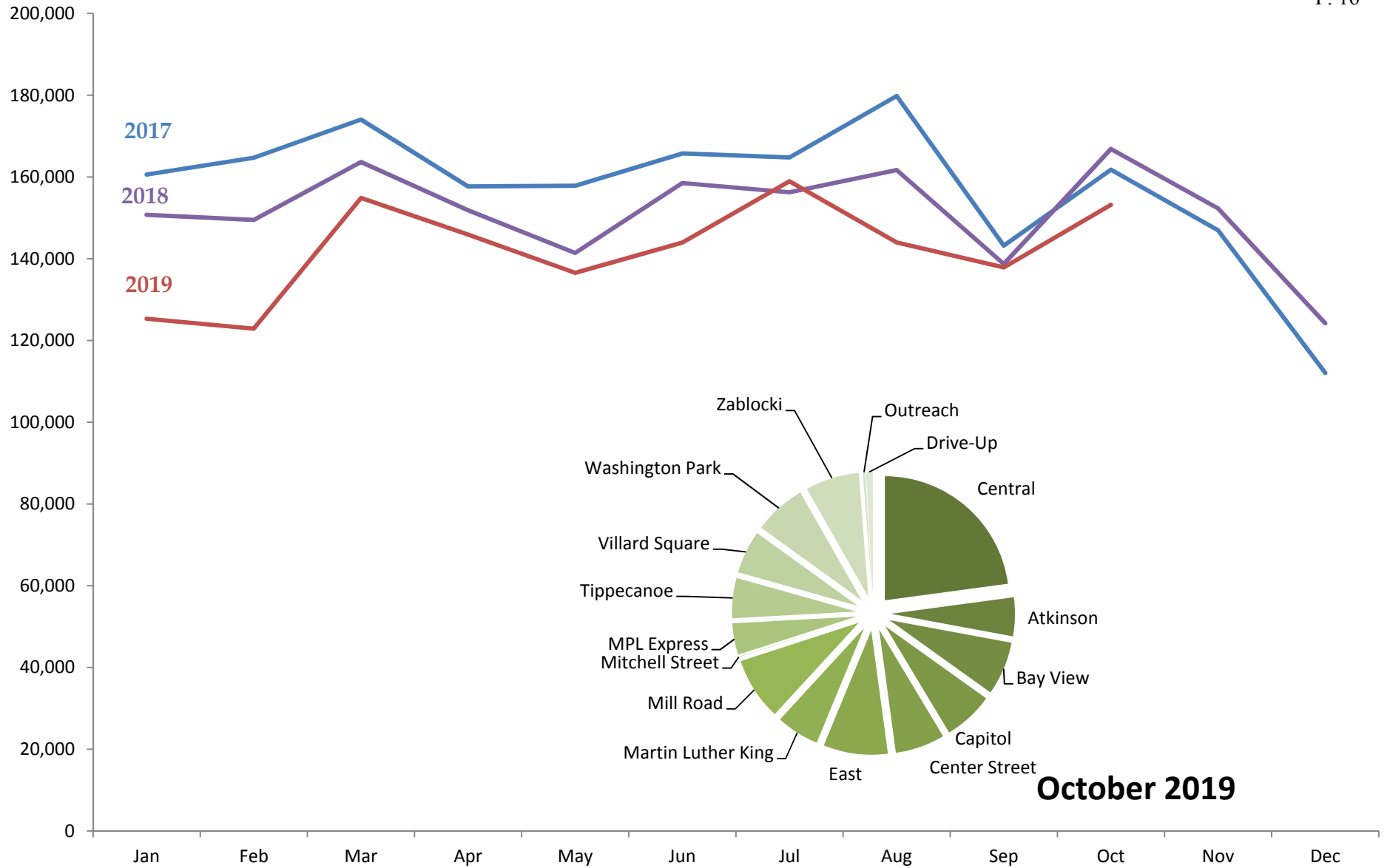
City Archive and Local History Manuscript Collections. Nearly 200 finding aids from MPL's City Archives Collection (CMAC) and Local History Manuscript Collection (LHMC) have been encoded and uploaded to Archival Resources in Wisconsin, a statewide website with searchable finding aids from institutions all over Wisconsin. In addition, collections can be searched in CountyCat. Both improvements make MPL archival collections discoverable to patrons and researchers searching either interface.

Firefighter Storytime. Capitol branch library hosted 30 kids and 5 adults for a Fire Safety story time. The local fire station sent a fire truck and the kids were able to meet the firefighters and get in the truck to see how things worked. The kids received a fire hat, stickers and pencils, which they were excited to show off when they came back in the library. Attendance 35

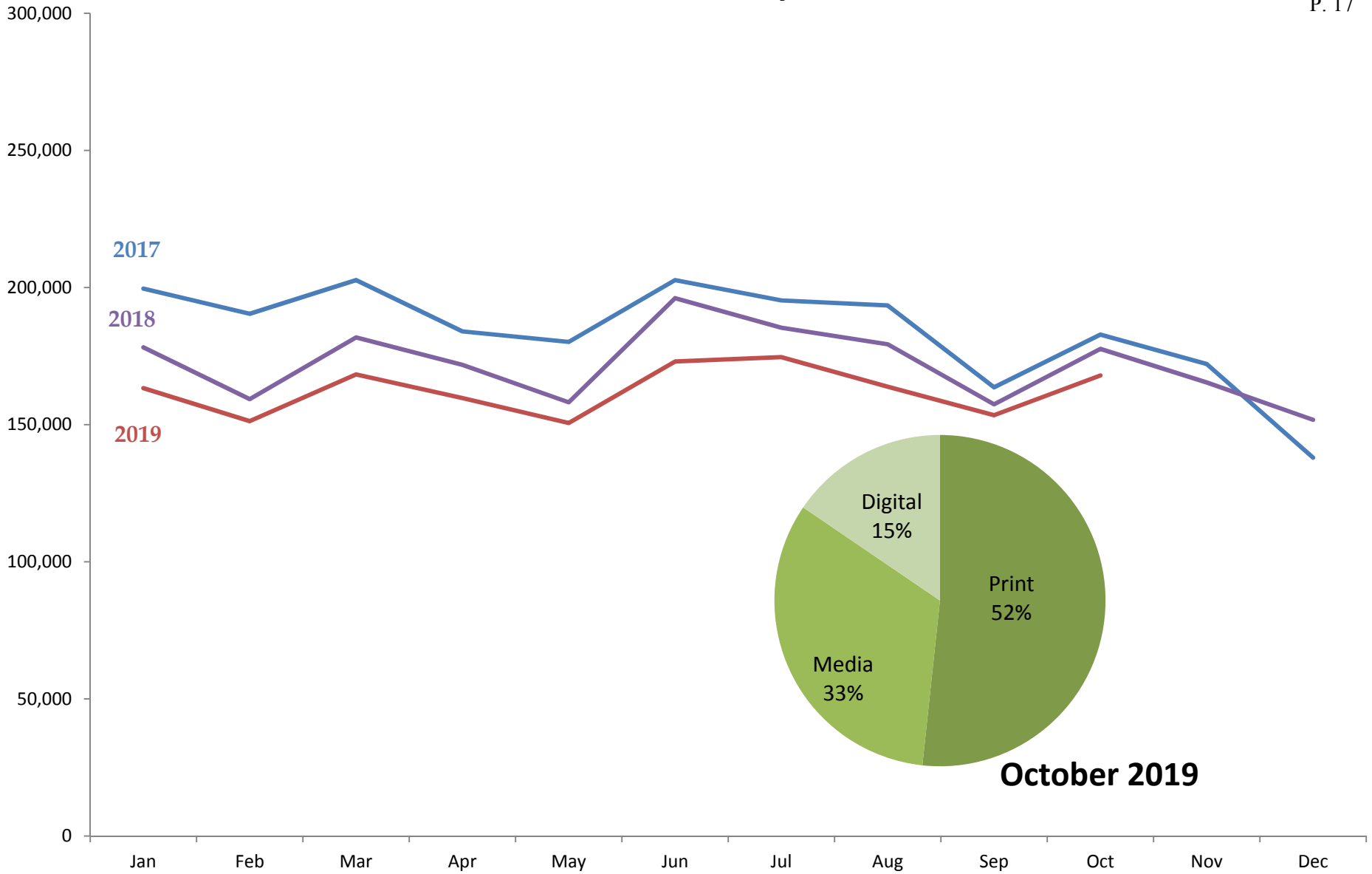
Capitol Branch at Enderis Park Harvest Market. Dana Zurek, Gwin Pearce, Chris Schabel (**Capitol** branch library) and Kevin Atkinson (**Education and Outreach Services**) shared information about MPL with community members at the Enderis Park Fall Harvest Market. Gwin and Kevin created 13 new cards and re-registered 18 cards, including one teacher card. 19 books were checked out, some to children using their library card for the first time. Attendance: 150

Community Outreach. **Washington Park** branch library staff provided outreach at the Bethune Academy Open House this month. He spoke with parents and students about library services and programs and provided library handouts and flyers. Bethune Academy is just over 1 mile from the Library so we hope to see those students and families! Attendance 46

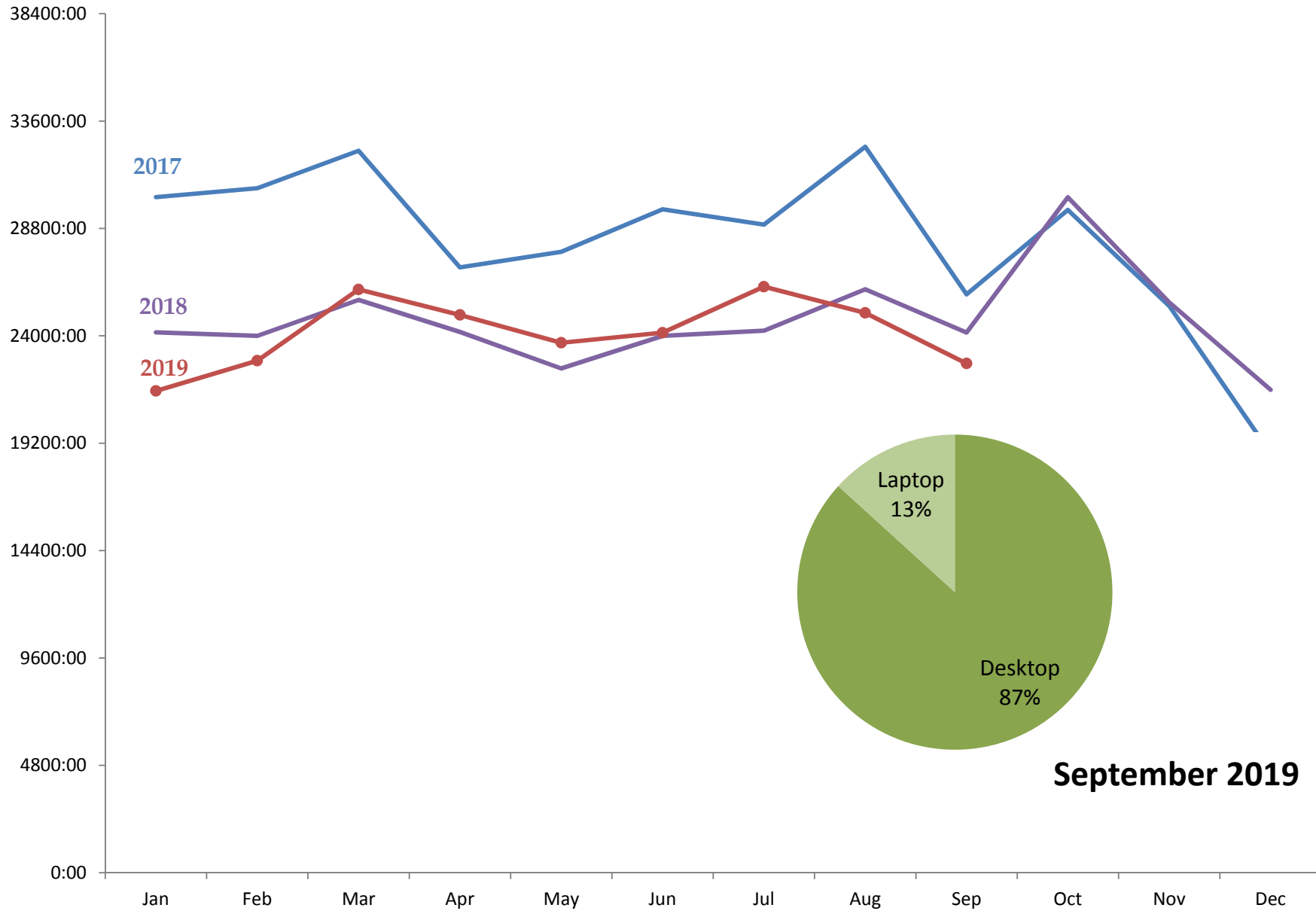
Milwaukee Public Library Visits



Milwaukee Public Library Circulation



Milwaukee Public Library Hours of Computer Usage



September 2019

**Milwaukee Public Library
Computer, Internet, and Electronic Statistics
October, 2019**

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
	75,952	82,742	-8.2%	735,022	792,607	-7.3%

Database Hits						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
	8,672	9,760	-11.1%	76,495	80,250	-4.7%

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	10,473	10,053	4.2%	105,986	95,921	10.5%
Audiobooks	9,805	8,124	20.7%	89,801	73,958	21.4%

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
	1,825	2,029	-10%	18,834	20,905	-10%

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
	39,570	40,642	-2.6%	400,789	400,905	0.0%

Paging Slips						
	This Month	Same Month Last Year	% Increase or Decrease	Year to Date	Previous Year to Date	% Increase or Decrease
Central	12,998	12,022	8.1%	127,559	122,973	3.7%
Atkinson	1,058	1,041	1.6%	9,776	8,773	11.4%
Bay View	2,107	2,218	-5.0%	21,516	22,173	-3.0%
Capitol	1,874	1,935	-3.2%	18,322	19,339	-5.3%
Center Street	1,083	1,082	0.1%	10,381	10,334	0.5%
East	2,261	2,313	-2.2%	23,379	23,419	-0.2%
Martin Luther King	1,060	1,143	-7.3%	10,912	10,718	1.8%
Mill Road	452	644	-29.8%	5,872	4,169	40.8%
Mitchell Street	1,348	1,403	-3.9%	12,561	12,371	1.5%
Tippecanoe	1,930	2,246	-14.1%	21,918	21,843	0.3%
Villard Square	988	1,162	-15.0%	10,336	10,443	-1.0%
Washington Park	1,590	1,453	9.4%	14,572	12,802	13.8%
Zablocki	2,343	2,216	5.7%	21,945	21,902	0.2%
YCOS--Outreach	305	229	33.2%	2,464	2,515	-2.0%
TOTAL	31,397	31,107	0.9%	311,513	303,774	2.5%



**Milwaukee Public Library
2020 Public Service Hours**

Central Library

Art and Humanities Rooms

Monday	12 p.m. – 8 p.m.		Monday	12 p.m. – 8 p.m.
Tuesday	9 a.m. – 8 p.m.		Tuesday	9 a.m. – 4 p.m.
Wednesday	9 a.m. – 6 p.m.		Wednesday	9 a.m. – 4 p.m.
Thursday	9 a.m. – 6 p.m.		Thursday	9 a.m. – 4 p.m.
Friday	9 a.m. – 6 p.m.		Friday	9 a.m. – 4 p.m.
Saturday	9 a.m. – 5 p.m.		Saturday	9 a.m. – 4 p.m.
54 hrs/wk			43 hrs/wk	

Drive-Up at Central Library

Monday	7:30 a.m. – 6 p.m.
Tuesday	7:30 a.m. – 6 p.m.
Wednesday	7:30 a.m. – 6 p.m.
Thursday	7:30 a.m. – 6 p.m.
Friday	7:30 a.m. – 6 p.m.
Saturday	9 a.m. – 5 p.m.
60.5 hrs/wk	

Branch Libraries

Atkinson, Capitol, Mitchell Street, M.L. King, Good Hope, Tippecanoe

Monday	12 p.m. – 8 p.m.
Tuesday	12 p.m. – 8 p.m.
Wednesday	12 p.m. – 8 p.m.
Thursday	10 a.m. – 6 p.m.
Friday	10 a.m. – 6 p.m.
Saturday	10 a.m. – 5 p.m.
47 hrs/wk	

Bay View, Center Street, East, Villard Square, Washington Park, Zablocki

Monday	10 a.m. – 8 p.m.
Tuesday	12 p.m. – 8 p.m.
Wednesday	12 p.m. – 8 p.m.
Thursday	10 a.m. – 6 p.m.
Friday	10 a.m. – 6 p.m.
Saturday	10 a.m. – 5 p.m.
49 hrs/wk	

Ready Reference: Open at 9:00 a.m. *Monday* thru *Saturday*

Sunday Hours: (October – April): 1 – 5 p.m. at Central Library, Zablocki, and Capitol Branches

Agreement to Provide Pro-bono Advertising Services

Whereas:

The Cramer-Krasselt Co. (the “Agency”) has agreed to provide the advertising services described in Appendix I attached hereto and incorporated herewith, as amended from time to time, (the “Services”) pro-bono for the City of Milwaukee by and through its Milwaukee Public Library – Central Library (collectively referred to as the “Client” herein); and

Client will benefit from the Services and Agency shall benefit from providing the Services pro-bono through additional exposure in the industry and experience; and

The parties wish to memorialize their relationship in the form of a formal agreement to provide pro-bono advertising services (the” Agreement”).

Now, therefore, in consideration for the mutual promises contained herein the parties agree as follows:

- 1. Scope of Services.** The Agency shall personally, as an independent contractor and not as an employee of the Client, perform the Services.
- 2. Payment.** The Client shall not be liable to the Agency for any fees. Client shall be liable for costs or expenses for the Services as set forth in Appendix I.
- 3. Ownership and License.** Any and all final produced materials prepared, purchased, created, or furnished by the Agency in connection with providing the Services, shall become, upon payment of any costs paid by Client in accordance with Appendix I, the property of Client (“Client Property”) as between Client and Agency, subject to the rights of third parties with respect to elements therein. Notwithstanding the foregoing, in no event shall Client have any title or right to materials, software, processes, procedures, algorithms, analytics processes, trade secrets, Agency owned accounts (e.g. Google AdWords) or any pre-existing or generic information used, created or developed by Agency, including, without limitation, proprietary research tools, databases of information and specialized database applications, software applications, computer programming and/or coding and media lists developed by or for Agency, which shall be owned by Agency and shall be Agency's sole and exclusive property (“Agency Property”). Agency hereby grants a worldwide, fully paid-up, perpetual, non-exclusive, non-transferable license to Client to use internally and for the benefit of Client such Agency Property solely as integrated into the Client Property. For clarity, it is understood that Agency shall own all modifications, improvements or enhancements to the Agency Property. Client hereby grants the Agency a worldwide, non-exclusive license to use the Client Property in promotional materials, award shows and case studies provided such use shall not involve the release of any confidential information regarding

the Client's business or methods of operation. Agency will provide to Client for written approval all advertising, copy for published materials, content marketing, press releases and other materials produced and/or placed by the Agency on Client's behalf in connection with the Services ("Advertising Materials") prior to presenting or otherwise making the Advertising Materials available to the public. Client shall be responsible for the information, claims and statements presented in all Advertising Materials. Client acknowledges that ideas and materials presented to Client in connection with the Services may require contracts, releases, licenses, permits or other authorizations to use names, likenesses, testimonials, scripts, musical compositions, photographs, copyrighted materials, art work or any other property or rights belonging to third parties ("Releases") in connection with implementing the ideas presented by Agency or using materials presented by Agency in connection with the Services and that Agency did not, and is not responsible for obtaining any Releases. Client shall be responsible for obtaining any required Releases. The Agency shall not be responsible for clearance of any ideas presented to Client in connection with the Services. Furthermore, the Agency shall not be responsible or liable for any claims arising out of or related to clearance of trademarks or patents including without limitation, conducting any trademark or patent searches in connection with the performance of the Services hereunder. Client shall be solely responsible to conduct all trademark and patent searches, making the final determination as to whether or not any trademarks or patents are clear for use, and for registering any trademarks or patents.

4. **Compliance with the Law.** All parties hereto shall ensure that, at all times, they will comply with applicable laws, rules, regulations, and court orders in carrying out or furthering this Agreement.
5. **Public Records.** Notwithstanding anything else in this Agreement, the Agency understands that the Client is bound by the Wisconsin Public Records Law, Wis. Stat. §19.21, et. seq. Pursuant to Wis. Stat. §19.36(3), the Client may be obligated to produce, to a third party, the records of the Agency that are "produced or collected" by the Agency under this Agreement ("Records"). The Agency is further directed to Wis. Stat. §19.21, et. seq, for the statutory definition of Records subject to disclosure under this paragraph, and the Agency acknowledges that they have read and understand that definition. Irrespective of any other term of this Agreement, the Agency is (1) obligated to retain Records for seven years from the date of the Record's creation, and (2) produce such Records to the Client if, in the Client's determination, the Client is required to produce the Records to a third party in response to a public records request. The Agency's failure to retain and produce Records as required by this paragraph shall constitute a material breach of this Agreement, and the Agency must defend and hold the Client harmless from liability due to such breach.

6. Non-Discrimination. The parties may not discriminate against any qualified employee or qualified applicant for employment because of an individual's sex, race, religion, color, national origin or ancestry, age, disability, lawful source of income, marital status, sexual orientation, gender identity or expression, victimhood of domestic abuse or sexual assault, past or present membership in the military service, HIV status, domestic partnership, genetic identity, homelessness, familial status, or an individual's affiliation or perceived affiliation with any of these categories, pursuant to Milwaukee Code of Ordinances ("MCO") Section 109-9. The parties must insert this clause into any and all subcontracts for work performed pursuant to this Agreement. The Agency agrees that it will comply with all applicable requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. 12101, et seq. and any rules, regulations, guidance, or orders associated with the same.

7. Term and termination.

- a. Term. This Agreement is effective as of January 1, 2018 and shall continue in force through December 31, 2020.
- b. Termination for Convenience. Either party may terminate this Agreement at any time for any reason by giving at least thirty (30) days' notice in writing to the other party.
- c. Survival. The following sections shall survive termination of this Agreement: 3, 4, 5, 7(c), and 9.

8. Conflict of Interest. Pursuant to Milwaukee Code of Ordinances 4-27, any contract in which a member of the City of Milwaukee Common Council is an interested party shall be null and void, and the Client may sue to recover any amounts paid on such contract.

9. Miscellaneous.

- a. Jurisdiction, Venue, and Choice of Law. This Agreement shall be governed, construed and interpreted in accordance with the laws of the State of Wisconsin, without giving effect to the principles of conflicts of law. Any litigation relating to the formation, interpretation or alleged breach of this Agreement must be brought in the state and federal courts having jurisdiction in Milwaukee County, Wisconsin.
- b. Remedies and No Waiver. Nothing in this Agreement shall be construed to waive any privilege, right of recovery, cause of action, defense, remedy, category of damages, or immunity to which the Client is entitled under common law, or

federal, state, or local law; waiver of any of the foregoing may only be accomplished in writing by an individual with the authority to bind the Client.

- c. Entire Agreement. This Agreement, along with any documents referenced herein or attached hereto, constitute the entire agreement between the parties concerning the subject matter hereof and supersedes all prior agreements, discussions, representations, warranties and covenants between the parties concerning the subject matter hereof. Any amendments, changes or modifications to this agreement shall be in writing and executed by the parties.
- d. Assignability. The parties shall not assign any interest in this Agreement and shall not transfer any interest in same (whether by assignment, novation or any other manner), without the prior written consent of the other party.
- e. Severability. If any term of this Agreement is, to any extent, held invalid or incapable of being enforced, such term shall be excluded only to the extent of such invalidity or unenforceability. All other terms hereof shall remain in full force and effect and, to the extent possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term as determined by the Client.
- f. Multiple Parts. Facsimile or electronically scanned transmission of an executed copy of this Agreement or any amendments hereto shall be accepted as evidence of a party's execution of the Agreement or amendment. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original.
- g. Federal Executive Orders 12549 and 12689. The Client reserves the right to immediately cancel this Agreement without advanced notice to the Agency if the Agency is presently or becomes during the term of this Agreement identified on the list of parties excluded from federal procurement and non-procurement contracts.

The Cramer-Krasselt Co.

CITY OF MILWAUKEE, by its Board of
Trustees, Milwaukee Public Library

Title (Signature & Date)

(Printed)

President (Signature & Date)

(Printed)

Secretary (Signature & Date)

(Printed)

COUNTERSIGNED:

City Comptroller (Signature & Date)

The Provisions of this Contract Have Been Approved by the Office of the City Attorney.

Examined and approved as to form and execution

Assistant City Attorney (Signature & Date)

APPENDIX I

MPL Live Rap Battle

Continuing the Library Loud Days campaign, the next event is title MPL Live Rap Battle. This event is designed to engage young, aspiring artists and involve the community to help select the participants. All this culminates in a one-of-a-kind rap battle event featuring celebrity judges. C-K's involvement includes event concepting, participation in planning (working with 88Nine and Byte), and the creation of support materials (i.e. logos, radio scripts, web pages, t-shirts, posters, etc.). Estimated number of agency hours is 750-1,000 hours. Agency shall not be responsible or liable for any claims arising out of or related to clearance of trademarks for new logos, slogans, taglines or other marks created by Agency.

Client is responsible and shall handle all legal (official rules, prizing, use, talent releases, music rights, etc.) associated with the MPL Live Rap Battle.

Client will allow C-K, and obtain the necessary third party consents, to use the performances, etc. in case study, award show and promotional materials.

C-K will provide integrated marketing support, including branding, paid media buying, public relations, and creative development to enhance and promote the MPL Live Rap Battle. Hard costs and media costs will be paid by Client and invoiced as set forth below.

Event Date: October 17, 2019

Awareness Campaign

C-K will provide integrated marketing support, including branding, paid media buying, public relations, and creative development to enhance and promote the Client's Awareness Campaign (Library Loud Days). Hard costs and media costs will be paid by Client and invoices as set forth below.

Dates: Ongoing since 2015

Summer Reading Program

C-K will provide integrated marketing support, re-branding, paid media buying, public relations, and creative development to enhance and promote the summer reading program. Hard costs and media costs will be paid by Client and invoiced as set forth below.

Dates: Ongoing since January, 2018

Media and Third Party Expenses

In order to provide Client with control over its budget, the Agency will provide Client with specific cost estimate forms setting forth all third party costs for

Client's review and written approval prior to Agency making any commitments relating to such third parties.

Costs will be invoiced as set forth below and paid in advance of work performed, including, upon prior approval by Client: (a) production-related costs, which must be prepaid prior to start date and (b) media costs, if any, which must be paid prior to the non-cancelable commitment dates.

<u>Category</u>	<u>Basis</u>	<u>Billing Date(s)</u>	<u>Due Date(s)</u>
Media: National TV & Radio Upfront Scatter Spot TV & Radio Magazine National Local Newspaper Digital Out of Home	Contracted schedule	Prior to close dates: Prior to uncancellable order Prior to uncancellable order 2 month prior to month of air 4 months prior to issue 2 months prior to issue month 2 months prior to issue month 2 months prior to start month 3 months prior to posting month	TBD TBD 30 days 30 days 30 days 30 days 30 days 30 days
Production, talent, brand planning, internet, public relations and all other non- media	100% of project costs billed upon Client signed estimate with reconciliation of costs upon project completion	As billed	10 days (prior to commenc ement of project)



MEMORANDUM

Date: November 22, 2019

To: Milwaukee Public Library Board of Trustees

From: Paula Kiely, Library Director

RE: Request to Authorize Board President to Approve Annual State Report

This request stems from the Library's requirement to submit an annual report to the Department of Public Instruction in a timely manner. In 2019, MPL was one of three local libraries that missed the deadline and as a result, the Milwaukee County Federated Library System was late in submitting their System report. As a result, we were required to put a plan in place to ensure the timely reporting of 2019 data, which will be due on March 15, 2020.

Two factors led to our tardiness and we believe we have solutions to avoid repeating this situation. First, we had turn-over in significant staff positions who contributed to the collection and reporting of data. The methods were inefficient and highly dispersed. This year we hired a data analyst who has been organizing our data sets and will be involved in completing the report. We believe this will allow us to complete the report in far less time than in previous years.

The second factor was related to the Board meeting schedule. The Board has a recess in the month of February and its March meeting is late in the month, well past the deadline. It is this factor we are asking the Board to address.

With respect, I request the Board authorize President Michele Bria to review and approve the 2019 Annual Report so it can be submitted to the Department of Public Instruction by the deadline. Further, I request the Board direct us to include the approved report in the March agenda for their full review and ratification of President Bria's approval.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUILDING & DEVELOPMENT COMMITTEE
MINUTES
Thursday, November 7, 2019
Central Library Meeting Room 1**

PRESENT: Mark Sain, Nik Kovac, Joan Prince, Paula Kiely

EXCUSED: Chris Layden, Jim Marten

OTHERS

PRESENT: MPL: Armando Chacon, Eileen Force Cahill, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Anne Rasmussen, Rebecca Schweisberger
City Attorney's Office: Rachel Kennedy
Young Development Group: Lavelle Young
General Capital Group: Linda Gorens-Levey, Sig Strautmanis
Facility Value Management: Kevin Johnson

Committee Chair Mark Sain called the MPL Board of Trustees Building and Development Committee meeting to order at 8:16 a.m. on November 7, 2019 with a quorum present. Trustee Prince participated by phone.

1. **Committee Meeting Minutes from October 3, 2019.** Chair Sain entertained a motion to accept the minutes, listed as Attachment A of the agenda. Trustee Kovac moved approval and Trustee Prince seconded. Motion passed.
2. **2020 Committee Meetings.** The Committee reviewed the proposed meeting schedule for 2020, listed as Attachment B of the agenda. Trustee Prince moved to approve the meeting schedule; Trustee Kovac seconded. Motion passed.
3. **Contract Approval – Rotunda Elevator.** Jennifer Meyer-Stearns, Assistant Director of Library Operations, presented information about a Request for Proposal (RFP) to fully modernize the Central Library main rotunda elevator. One bid was received that is compliant with the specifications and within the project budget. MPL requests Committee approval to award the contract to Selzer-Ornst Construction Company, Inc. for \$373,755.00. Trustee Kovac moved to approve and Trustee Prince seconded. Motion passed.
4. **Contract Approval – Central Library Roof.** Ms. Meyer-Stearns presented information about a Request for Proposal (RFP) for the first of two phases of a multi-level roof replacement at Central Library. The larger, second phase of the project is planned for 2021. Funding for the project will come from the city's capital budget. Three responses to the RFP were received. Library administration recommends awarding the contract to the low bidder, F.J.A. Christiansen Roofing Co., Inc., for a total of \$591,186. Director Kiely noted MPL has followed all City regulations and is recommending the low bid, as required. Trustee Kovac moved to approve the contract award and Trustee Prince seconded. Motion passed.
5. **Branch Redevelopment – Martin Luther King Library.** Lavelle Young, CEO of Young Development Group, informed the Committee of his intent to partner with General Capital Group as a co-developer. Mr. Young introduced Linda Gorens-Levey and Sig Strautmanis of General Capital Group. General Capital Group became aware of the project through the Bader Foundation and looks forward to partnering with Mr. Young to bring the project to completion. They respect the work Mr.

Young has put into the project and plan to use their development expertise to provide him guidance. Mr. Strautmanis discussed General Capital Group's diverse development and public-private financing experience. They have a project management team available to Mr. Young to help keep the project on schedule. Mr. Young presented new site renderings and discussed plans for parking, including 28 surface spaces and 17 underground spaces. The development team plans to redevelop the entire block in two phases: The first phase will be the construction of two buildings, the mixed-use library/apartment building on the northwest corner of Locust Street and Martin Luther King Drive and a 5-story apartment building on the southwest corner of Chambers Street and Martin Luther King Drive. The second phase will include restoration of the theater building. The Committee posed questions about the architecture, location, and design elements. Mr. Young presented a new term sheet for review and discussion. The Committee and development team discussed the term sheet, costs, and financing, including an application for funding through Wisconsin Housing and Economic Development Authority (WHEDA). The development team requested approval of the co-developer partnership between Young Development Group and General Capital Group. As the application for WHEDA is time-sensitive, they also requested a Letter of Intent to submit with their application. Trustee Kovac moved to recommend approval of the partnership, pending further details, to the full Board. Trustee Prince seconded. Motion passed.

6. **Capital Budget Review.** Library Director Paula Kiely explained that during the 2020 budget process there was a misunderstanding by the Common Council Finance & Personnel Committee about how the library's capital funds are being employed, particularly some carryover balances. Ms. Meyer-Stearns distributed a document listing current and upcoming projects that will be paid from capital funds. She gave a brief description of each project and associated costs. To promote transparency and ensure the Board is aware of how the funds are being used, MPL Administration will bring capital projects to the Committee each quarter, before RFPs are issued. Informational item.
7. **Next Meeting.** Director Kiely noted a special meeting may be needed before December to address the requests from the Martin Luther King library development team. It was determined the meeting will be held prior to the November 26, 2019 full Board meeting. Informational item.
8. **Branch Redevelopment – Good Hope Library.** Although this item was noticed for closed session, an in-person quorum was not met and the Committee agreed to have Director Kiely brief them individually. Informational item.

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 9:27 a.m. on November 7, 2019.
