



#### **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.*

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## **BOARD OF TRUSTEES REGULAR MEETING AGENDA**

**Tuesday, April 22, 2025**

**4:00 p.m.**

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

### **WELCOME & ROLL CALL**

4:00 – 4:05

### **PUBLIC COMMENT**

4:05 – 4:15

### **BOARD DEVELOPMENT**

4:15 – 4:30

1. **Poet Laureate Introduction.** Marian Royal, Library Public Services Area Manager (Central Library), will introduce MPL Poet Laureate Shelly Conley.

### **CONSENT AGENDA**

4:30 – 4:35

Attachment A, page 3

2. **Regular Board Meeting Minutes, March 25, 2025.**
3. **Committee Reports**
  - a. Building & Development Committee – April 3, 2025
4. **Administrative Reports.**
  - a. Financial Report
  - b. Library Director's Report
  - c. Statistics
5. **Revised 2025 MPL Board Meeting Schedule.**

### **REPORTS**

4:35 – 5:05

6. **Finance & Personnel Committee Meeting.** Committee Chair Teresa Mercado will present action items from the April 22, 2025 meeting.

Attachment B, page 27

7. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Trustee Kathleen Vincent will report on the April 14, 2025 meeting.

8. **Urban Libraries Council (ULC) Update.** Vice-President Michele Bria will present an update on the work of the ULC Executive Board.

**OLD BUSINESS**

5:05 – 5:25

9. **Broadband Access Update.** Library Director Joan Johnson will present an update on broadband access efforts.
10. **Martin Luther King Branch Redevelopment Update.** Library Construction Projects Manager Yves LaPierre will share an update on the MLK branch redevelopment project.

**CLOSING REMARKS**

5:25 – 5:30

11. **Closing Remarks and Adjournment.**

**REMINDER:** Next scheduled meetings are:

May 1, 2025 Building & Development Committee – Virtual Meeting, 8:00 a.m.

May 7, 2025 Services & Programs Committee – Virtual Meeting, 4:00 p.m.

May 27, 2025 Board Meeting – Central Library, 4:00 p.m.

**Trustees**

Mark Sain, *President*, Michele Bria, *Vice-President*, Teresa Mercado, *Financial Secretary*,  
Ald. Milele Coggs, Matthew Kowalski, Michael Morgan, Felicia Saffold, Erika Siemsen,  
Ald. Scott Spiker, Ald. Larresa Taylor, Sup. Kathleen Vincent, Venice Williams,  
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](http://www.milwaukee.gov/lobby) or by calling (414) 286-2238.*

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

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

# MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES

## REGULAR MEETING MINUTES

Tuesday, March 25, 2025

Atkinson Branch  
Community Room  
1960 W. Atkinson Avenue  
Milwaukee, WI 53209

**PRESENT:** Michele Bria, Ald. Milele Coggs, Michael Morgan, Felicia Saffold, Ald. Scott Spiker, Ald. Larresa Taylor, Sup. Kathleen Vincent, Venice Williams, Joan Johnson

**EXCUSED:** Matthew Kowalski, Teresa Mercado, Mark Sain, Erika Siemsen

**STAFF:** Dan Keeley, Yves LaPierre, Tammy Mays, Jennifer Meyer-Stearns, Amelia Osterud, Karli Pederson, Marian Royal, Rebecca Schweisberger, Kelly Wochinske, Joy Zanders

### OTHERS

**PRESENT:** Budget & Policy Division: Nathaniel Haack  
City Attorney's Office: Alex Carson

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Vice-President Michele Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:13 p.m. on March 26, 2024; a quorum was reached at 4:22. Trustees Coggs, Vincent, and Williams participated by conference phone. Agenda items were taken out of order but are presented here in numerical sequence.

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### BOARD DEVELOPMENT

1. **Atkinson Branch Introduction.** Library Services Manager Joy Zanders presented a brief overview of Atkinson branch, highlighting building history, popular collections, and unique programs. Atkinson branch opened in January 1961 and prominent building design features include cathedral ceilings, wooden beams, and stained glass. Major renovations were completed in 1994 and Ms. Zanders referenced a letter, dated exactly 31 years ago to the day, from Atkinson's branch manager to the Board, inviting Trustees to visit the updated space. Currently, Atkinson serves as a vibrant community hub for patrons and program attendance has increased 142% over the previous year. Ongoing activities include job fairs, technology training, LibraryCorps tutoring, and Atkinson is the home of the Garden Homes Chess Club. Informational item.

### CONSENT AGENDA

2. **Regular Board Meeting Minutes January 28, 2025**
3. **Committee Reports**
  - a. Finance & Personnel Committee Meeting Minutes – January 28, 2025
  - b. Services & Programs Committee Meeting Minutes – March 5, 2025
4. **Administrative Reports**
  - a. Financial Report
  - b. Library Director's Reports
  - c. Statistics

Chair Bria asked the Board if any items should be removed from the Consent Agenda presented as attachment A, pages 4-22 of the agenda. Hearing no objection, the Consent Agenda was approved.

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## REPORTS

5. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Trustee Kathleen Vincent reported on the March 10, 2025 meeting. The Library Director's Advisory Council discussed the library's role in offering parental control over attendance at youth programs. It has been determined that recent outages in Sierra and CountyCat were caused by malicious bot traffic. The Great Library Treasure Hunt has been a successful marketing campaign and received coverage in local media. The MCFLS Board approved updates to the language in 3 job descriptions. The System Director's evaluation was held until the April meeting. Marian Royal presented MPL's 2024 Resource Library report. Informational item.
6. **MPL Foundation Report.** MPL Foundation Executive Director Ryan Daniels presented an update on fundraising and events. In 2024, the total funds raised (excluding pledges) was \$1,853,424. Of that, \$684,000 are purpose-restricted and \$1.16M are unrestricted. The total funds transferred to the library from MPLF (excluding AmeriCorps funding) were \$778,000. The fundraising target for 2025 is \$2.3M, with \$1.2M committed for MPL. MPLF has moved its workspace from Central Library to a hybrid co-working environment at the Wisconsin Club. The Friends Spring Literary Lunch will be held at the Wisconsin Club on May 15<sup>th</sup> with author Nancy Johnson. The Ben Franklin Awards Ceremony will be held on September 25<sup>th</sup>. The 2025 awardees are Judge Derek Mosley and JoAnne Anton. Trustees will receive invitations to both events. Informational item.
7. **Building & Development Committee Meeting.** Trustee Morgan presented the action items from the March 6, 2025 meeting.
  - **Contract Award Recommendation – Good Hope Parking Lot Improvements.** The Committee received a contract award recommendation for parking lot, landscaping, and stormwater improvements at the Good Hope branch. Trustee Morgan moved to award the contract to Property Solutions Contracting LLC for a total of \$169,000. Trustee Spiker seconded. Motion passed.
  - **Contract Award Recommendation – Central Library 4T Renovation.** The Committee received a contract award recommendation for the renovation of offices located on the 4T level of Central Library. Trustee Morgan moved to award the contract to VJS Construction Services for a total of \$611,300. Trustee Taylor seconded. Motion passed.

## NEW BUSINESS

8. **Contract Award Recommendation.** Library Construction Projects Manager Yves LaPierre presented a contract award request for repairs to the roof at Zablocki branch, listed as Attachment C of the agenda. Trustee Morgan moved to approve awarding the contract to JRT Top Notch Roofs, LLC. for a total of \$93,993. Trustee Saffold seconded. Motion passed.

## OLD BUSINESS

9. **State Annual Report.** MPL prepared and submitted the annual report, listed as Attachment D of the agenda, to the Department of Public Instruction (DPI). President Sain viewed and approved the

report and Chair Bria entertained a motion for the Board to ratify his approval. Trustee Taylor moved to approve; Trustee Vincent seconded. Motion passed.

10. **Martin Luther King Branch Redevelopment – Lease Agreement.** Chair Bria moved into closed 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 the Martin Luther King branch redevelopment. Roll was called and unanimously passed. Library Director Johnson, Deputy Director Jennifer Meyer-Stearns, Library Construction Projects Manager Yves LaPierre, Administrative Assistant Rebecca Schweisberger, and Assistant City Attorney Alex Carson remained in the meeting. The Board reconvened in open session at the conclusion of its closed session. Chair Bria moved to approve the second amendment to the Martin Luther King branch lease agreement as presented, with the addition of allowing a final finish completion date of the bump-out to be added and including name(s) of arbiter(s) in the second lease amendment. Trustee Morgan seconded. Motion passed.
11. **Closing Remarks.** Chair Bria shared that Trustee Venice Williams will participate in the upcoming program “An Evening with Jeanne Theoharis” on April 7<sup>th</sup>. Trustee Williams will interview Ms. Theoharis about her new book, *King of the North: Martin Luther King Jr.’s Life of Struggle Outside the South*. Library Director Joan Johnson thanked Trustee Morgan for helping to facilitate and participating in the author event “An Evening with Christian Cooper” on March 13<sup>th</sup>.

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With no further business, the Milwaukee Public Library Board of Trustees meeting of March 25, 2025 was adjourned at 5:26 p.m.

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**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
BUILDING & DEVELOPMENT COMMITTEE  
MINUTES**

**Thursday, April 3, 2025**

**Video Conference via Microsoft Teams**

**PRESENT:** Michael Morgan, Matt Kowalski, Teresa Mercado, Mark Sain, Larresa Taylor, Jennifer Meyer-Stearns

**EXCUSED:** Joan Johnson

**STAFF:** MPL: Melissa Howard, Dan Keeley, Yves LaPierre, Tammy Mays, Karli Pederson, Marian Royal, Rebecca Schweisberger, PJ Woboril

**OTHER:** Budget & Policy Division: Nathaniel Haack

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Chair Michael Morgan called the MPL Board of Trustees Building and Development Committee meeting to order at 8:03 a.m. on April 3, 2025 with a quorum present. All Trustees and presenters participated by video conference. Deputy Library Director Jennifer Meyer-Stearns served as the Board Secretary's designee.

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1. **Approval of the Minutes.** Chair Morgan entertained a motion to accept the minutes from the March 6, 2025 meeting. Trustee Sain moved approval of the minutes and Trustee Kowalski seconded. Motion passed.
2. **4T Renovation Update.** Library Construction Projects Manager Yves LaPierre presented an update on the Central Library 4T renovation project; slides are attached at the end of these minutes. The area under renovation is just over 19,000 sq. ft. The renovated space will include updated work stations for staff, designated storage spaces, and conference rooms. Construction is expected to begin mid-April, with completion in July or August. Informational item.
3. **Central Library Tenant Update.** Deputy Library Director Jennifer Meyer-Stearns reported the MPL Foundation (MPLF) has moved its workspace out of Central Library to the Wisconsin Club. The move frees up needed office space in the Administration area and allows MPLF to utilize a hybrid work model. The Board will continue to receive regular updates on MPLF activities and fundraising. Over the next year, MPL will update the remaining tenant leases using a template from the City Attorneys Office. Details about leases and tenancy will be shared with the Committee at an upcoming meeting. Informational item.

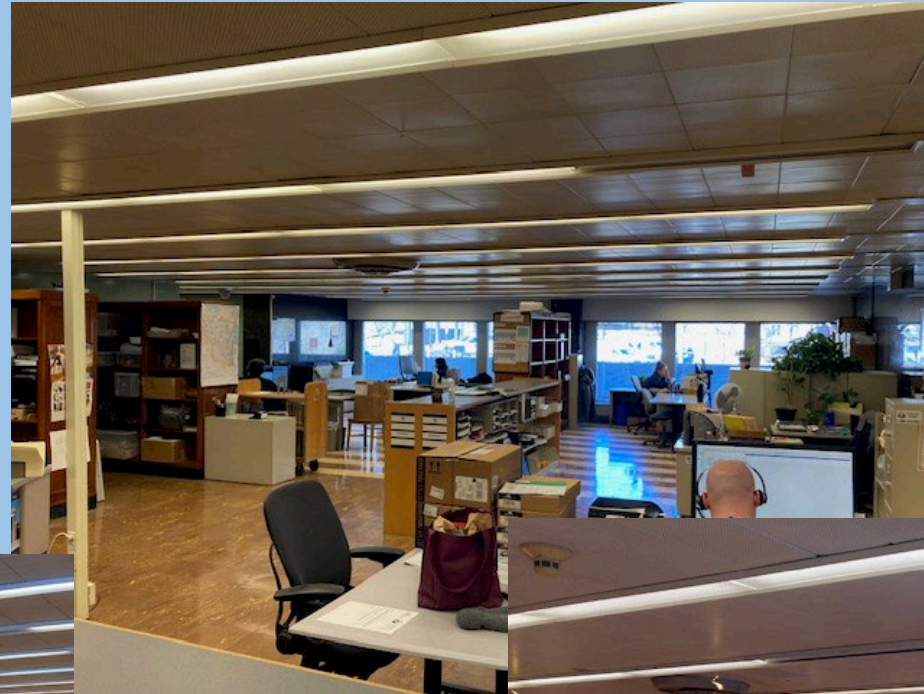
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The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 8:31 a.m. on April 3, 2025.

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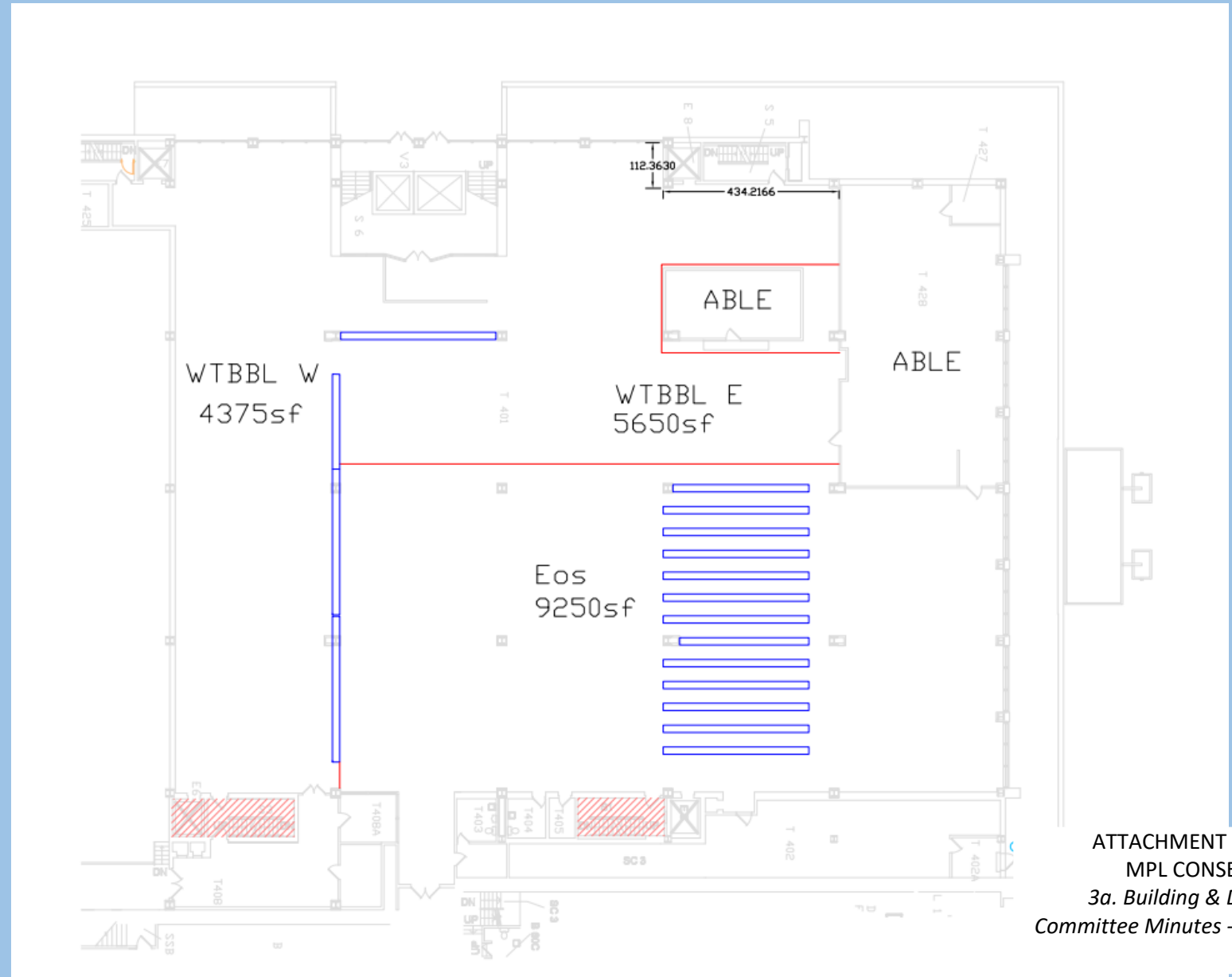
# 4T Renovations– Building and Development Committee April 3, 2025



# 4T Renovations— Building and Development Committee April 3, 2025

## 4T Renovations

- Education & Outreach Services (EOS)
- Wisconsin Talking Book and Braille Library (WTBBL)
- Central Library Children's Room (CLCR)
- Audio and Braille Literacy Enhancement (ABLE)
- 19,275 SF of renovations
- 4T level – approx. 24,000 SF – larger than any branch.

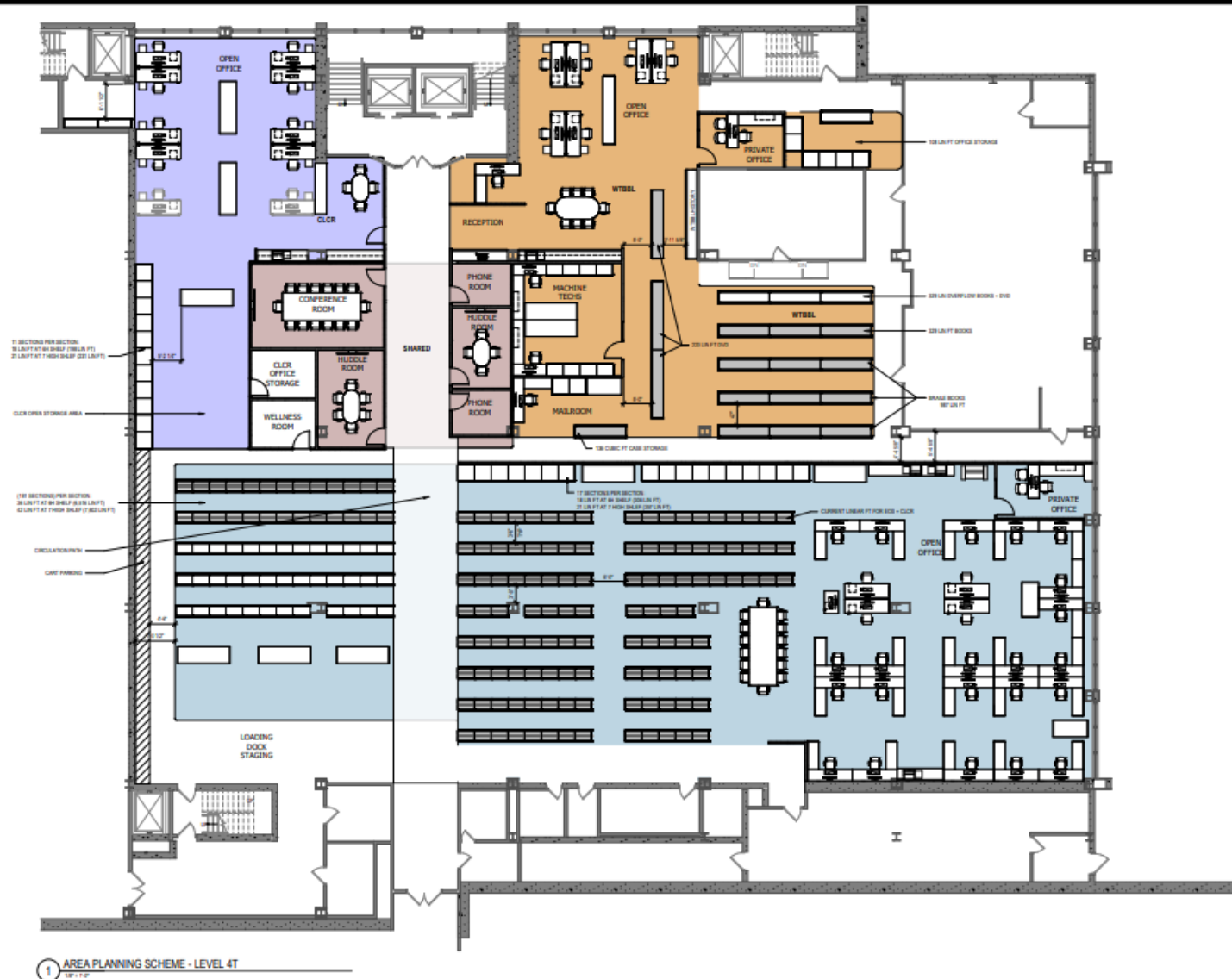




# 4T Renovations— Building and Development Committee April 3, 2025

MILWAUKEE PUBLIC LIBRARY - 4T OFFICE RENOVATION  
2292-025-00

4T OFFICE LAYOUT



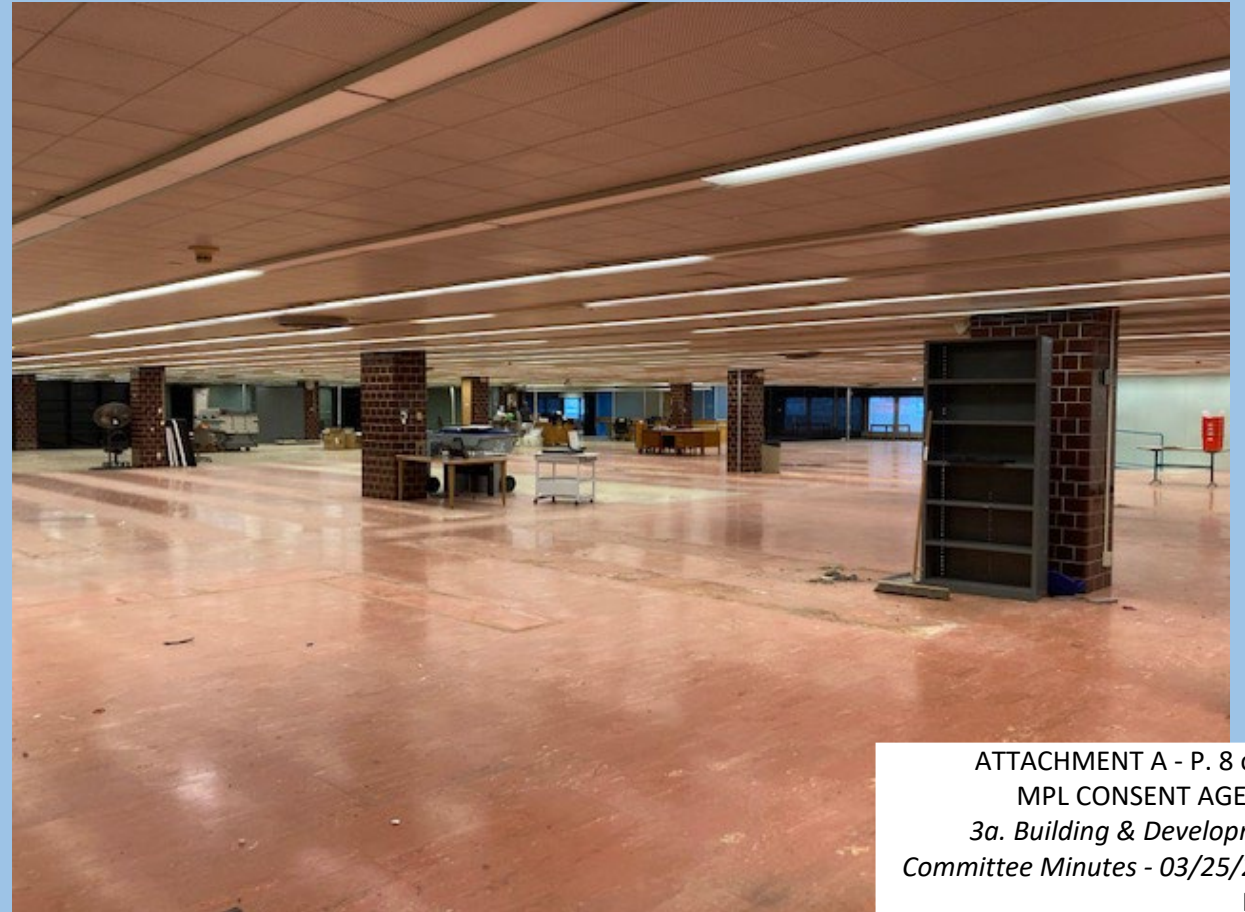
HGA

1 AREA PLANNING SCHEME - LEVEL 4T  
1/8" = 1'-0"

# 4T Renovations— Building and Development Committee April 3, 2025



VJS Construction - \$656,300.00  
Work to begin in mid April  
Flooring, ceiling paint, update lighting  
Meeting and conference rooms with updated AV.  
New workstations for staff



ATTACHMENT A - P. 8 of 24  
MPL CONSENT AGENDA  
3a. Building & Development  
Committee Minutes - 03/25/2025  
P. 10



# 4T Renovations— Building and Development Committee April 3, 2025





# 4T Renovations— Building and Development Committee April 3, 2025



**Milwaukee Public Library  
Financial Report  
March 31, 2025**

**2025**

**City Revenues**

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 32,920,741	\$ 8,539,804	25.9%
<i>Fines</i>	\$ 94,000	\$ 14,239	15.1%
<i>Lost Materials, etc.</i>	\$ 50,000	\$ 18,468	36.9%
<i>MCFLS Contracts</i>	\$ 927,000	\$ 19,396	2.1%
<b>Total City Appropriation</b>	<b>\$ 33,991,741</b>	<b>\$ 8,591,907</b>	<b>25.3%</b>

**City Expenses**

**Salaries & Benefits**

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 19,539,425	\$ 5,009,048	25.6%
<i>Fringe Benefits</i>	\$ 8,792,742	\$ 1,872,013	21.3%
<b>Total</b>	<b>\$ 28,332,167</b>	<b>\$ 6,881,061</b>	<b>24.3%</b>

**Supplies & Services**

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 115,700	\$ 18,283	15.8%
<i>Tools &amp; Machinery Parts</i>	\$ -	\$ -	100.0%
<i>Construction Supplies</i>	\$ 18,000	\$ 4,825	26.8%
<i>Energy</i>	\$ 886,500	\$ 162,012	18.3%
<i>Other Operating Supplies</i>	\$ 278,956	\$ 39,756	14.3%
<i>Vehicle Rental</i>	\$ 9,200	\$ 1,292	14.0%
<i>Non-Vehicle Equipment Rental</i>	\$ 13,200	\$ -	0.0%
<i>Professional Services</i>	\$ 86,600	\$ 53,032	61.2%
<i>Information Technology Services</i>	\$ 357,920	\$ 232,996	65.1%
<i>Property Services</i>	\$ 861,520	\$ 386,477	44.9%
<i>Infrastructure Services</i>	\$ 46,000	\$ 85,786	186.5%
<i>Vehicle Repair Services</i>	\$ -	\$ -	100.0%
<i>Other Operating Services</i>	\$ 152,112	\$ 20,929	13.8%
<i>Reimburse Other Departments</i>	\$ 111,900	\$ (384)	-0.3%
<b>Total</b>	<b>\$ 2,937,608</b>	<b>\$ 1,005,004</b>	<b>34.2%</b>

**Equipment**

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,885,500	\$ 471,619	25.0%
<i>IT Equipment</i>	\$ 220,824	\$ 26,473	12.0%
<i>Other</i>	\$ 337,042	\$ 115,679	34.3%
<b>Total</b>	<b>\$ 2,443,366</b>	<b>\$ 613,771</b>	<b>25.1%</b>

**Other Departmental Appropriation**

	Budget	Spent to date	% Spent
<i>Villard Square Property Payment</i>	\$ 11,600	\$ -	0.0%
<i>East Property Payment</i>	\$ 9,133	\$ 9,133	100.0%
<i>Mitchell Street Property Payment</i>	\$ 76,000	\$ 13,500	17.8%
<i>Good Hope Property Payment</i>	\$ 42,967	\$ -	0.0%
<i>Contingent Energy Financing</i>	\$ 138,900	\$ 69,438	50.0%
<b>Total</b>	<b>\$ 278,600</b>	<b>\$ 92,071</b>	<b>33.0%</b>

**ARPA Revenue Replacement**

	Budget	Spent to date	% Spent
<i>Operating Expenses</i>	\$ -	\$ -	100.0%
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.0%</b>
<b>Total City Expenses</b>	<b>\$ 33,991,741</b>	<b>\$ 8,591,907</b>	<b>25.3%</b>

**2024**

	Budget	Received to date	% Received
	\$ 28,574,827	\$ 7,238,535	25.3%
	\$ 114,500	\$ 21,627	18.9%
	\$ 66,500	\$ 12,879	19.4%
	\$ 819,000	\$ 8,074	1.0%
	<b>\$ 29,574,827</b>	<b>\$ 7,281,115</b>	<b>24.6%</b>

	Budget	Spent to date	% Spent
	\$ 5,973,002	\$ 1,647,294	27.6%
	\$ 2,687,851	\$ 678,456	25.2%
	<b>\$ 8,660,853</b>	<b>\$ 2,325,750</b>	<b>26.9%</b>

	Budget	Spent to date	% Spent
	\$ 121,803	\$ 9,378	7.7%
	\$ -	\$ -	100.0%
	\$ 16,500	\$ 7,733	46.9%
	\$ 847,800	\$ 202,073	23.8%
	\$ 252,947	\$ 51,254	20.3%
	\$ 8,800	\$ 1,059	12.0%
	\$ 14,700	\$ 4,211	28.6%
	\$ 146,600	\$ 79,520	54.2%
	\$ 442,552	\$ 302,245	68.3%
	\$ 1,418,038	\$ 455,053	32.1%
	\$ 38,500	\$ 111,415	289.4%
	\$ -	\$ -	100.0%
	\$ 146,239	\$ 30,767	21.0%
	\$ 108,600	\$ (1,145)	-1.1%
	<b>\$ 3,563,079</b>	<b>\$ 1,253,563</b>	<b>35.2%</b>

	Budget	Spent to date	% Spent
	\$ 1,827,000	\$ 521,780	28.6%
	\$ 522,032	\$ 150,065	28.7%
	\$ 86,563	\$ 8,137	9.4%
	<b>\$ 2,435,595</b>	<b>\$ 679,982</b>	<b>27.9%</b>

	Budget	Spent to date	% Spent
	\$ 9,800	\$ -	0.0%
	\$ 5,300	\$ 5,300	0.0%
	\$ 74,000	\$ 13,500	18.2%
	\$ 45,000	\$ -	0.0%
	\$ 136,200	\$ 68,076	50.0%
	<b>\$ 270,300</b>	<b>\$ 86,876</b>	<b>32.1%</b>

	Budget	Spent to date	% Spent
	\$ 14,645,000	\$ 2,934,944	20.0%
	<b>\$ 14,645,000</b>	<b>\$ 2,934,944</b>	<b>20.0%</b>
	<b>\$ 29,574,827</b>	<b>\$ 7,281,115</b>	<b>24.6%</b>

**Milwaukee Public Library  
Financial Report  
March 31, 2025**

**2025**

**2024**

**Additional Funding Sources**

**Grants**

	Budget	Spent to date	% Spent
<i>WTBBL Jul '24 - Jun '25</i>	\$ 1,033,100	\$ 780,925	75.6%
<i>ILL Jul '24 - Jun '25</i>	\$ 233,550	\$ 123,438	52.9%
<b>Total</b>	<b>\$ 1,266,650</b>	<b>\$ 904,363</b>	<b>71.4%</b>

	Budget	Spent to date	% Spent
	\$ 1,004,300	\$ 659,434	65.7%
	\$ 223,350	\$ 74,121	33.2%
	<b>\$ 1,227,650</b>	<b>\$ 733,555</b>	<b>59.8%</b>

**Trust Funds**

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 167,000	\$ 102,604	61.4%
<i>Programming</i>	\$ 53,000	\$ 7,936	15.0%
<i>Training</i>	\$ 26,000	\$ 7,493	28.8%
<i>Marketing</i>	\$ 45,000	\$ -	0.0%
<i>Contingency</i>	\$ 5,000	\$ -	0.0%
<i>Board Development</i>	\$ 5,000	\$ 384	7.7%
<i>Strehlow 50+</i>	\$ 8,000	\$ 1,024	12.8%
<i>Staffing Study</i>	\$ -	\$ -	100.0%
<b>Total</b>	<b>\$ 309,000</b>	<b>\$ 119,441</b>	<b>38.7%</b>

	Budget	Spent to date	% Spent
	\$ 134,000	\$ 68,801	51.3%
	\$ 42,000	\$ 2,026	4.8%
	\$ 20,000	\$ 553	2.8%
	\$ 35,000	\$ -	0.0%
	\$ 4,000	\$ -	0.0%
	\$ 4,000	\$ 384	9.6%
	\$ 29,756	\$ 965	3.2%
	\$ 28,000	\$ -	0.0%
	<b>\$ 296,756</b>	<b>\$ 72,729</b>	<b>24.5%</b>

**Foundation Contributions**

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 279,497	\$ 8,851	3.2%
<i>Programming</i>	\$ 1,661,809	\$ 198,108	11.9%
<b>Total</b>	<b>\$ 1,941,306</b>	<b>\$ 206,959</b>	<b>10.7%</b>

	Budget	Spent to date	% Spent
	\$ 225,817	\$ 15,506	6.9%
	\$ 1,437,821	\$ 87,540	6.1%
	<b>\$ 1,663,638</b>	<b>\$ 103,046</b>	<b>6.2%</b>

**Investments**

*U.S. Bank National Assoc. Commercial Paper (rated A1) confirmation #327155666 dated 03/21/25 and maturing 04/21/25 at a rate of 1.75%...\$300,000*



## Director's Report

April 2025

For the second year in a row, Library Director Joan Johnson was invited by the American Library Association (ALA) to represent Milwaukee and Wisconsin as part of ALA's Advocacy Day in Washington, D.C. Along with one other Wisconsin representative, she met with staff in the offices of Senator Tammy Baldwin, Representative Gwen Moore and Representative Mark Pocan. All attendees were asked to discuss and request support for preservation of the Institute of Museum and Library Services (IMLS), continued IMLS funding for the Library Services and Technology Act (LSTA) at a minimum level of \$232M, continued Department of Education funding for school libraries at a minimum of \$50M, and support for FCC rules changes that allow for use of E-rate funding to cover costs for hotspots ensuring equitable access to patrons for high-speed broadband internet services.

Johnson attended author event "An Evening with Author Jeanne Theoharis, in Conversation with Venice Williams." Trustee Williams conducted an engaging interview with Theoharis about her latest book, *King of the North*, which posits that King's time in Boston, New York, Los Angeles, and Chicago (areas outside Dixie) was at the heart of his campaign for racial justice.

Johnson and other team members joined the Environmental Collaboration Office (ECO) project leads and consultants to plan for implementation of a preliminary electric vehicle readiness plan. Per the ECO web site, "The City is working with WisDOT on the [Wisconsin National Electric Vehicle Infrastructure Formula Program](#) for Milwaukee and has completed a [Preliminary Electric Vehicle Readiness Plan](#) coordinating WisDOT and the State NEVI Plan for charging station placement in Milwaukee." The library will contribute parking stalls to this cause at four branch library locations.

Johnson is supporting programming staff and their managers in a collaboration with the Milwaukee Youth Symphony Orchestra (MYSO) that will bring a touring exhibit, **Violins of Hope-Wisconsin**, from September 2025 through January 2026, bringing more than 70 historic violins to weave a story of resilience in the face of hate and violence.

Johnson continues to participate in meetings with the Westtown Association Board, the Rotary Club of Milwaukee programs and Board meetings, and the Milwaukee County Federated Library System's (MCFLS) monthly Board meetings. The weekly meetings of the Schools, Health and Library Broadband Coalition, and the Urban Libraries Council are ongoing. Johnson joined a meeting of the Wisconsin Resource Library Directors.

### March 2025

Summary of **VIRTUAL and IN-PERSON PROGRAMS:**

#### **MPL HELPS PEOPLE READ**

Art Book Club: Costumes and Fashion. Art Book Club meets every other month in the Art, Music, and Recreation (AMR) department on the second floor of Central Library. Librarians Sarah Finn and Jill Fleck choose a theme and select a variety of reference books for attendees to look at in an informal setting. Patrons can browse whatever interests them at their leisure. This event continues to have high attendance since its inception in October 2023, which shows a sustained interest in Central Library's art reference book collection and the AMR room, which has been closed since 2020. Attendance: 42

Author Christian Cooper in Conversation with Xcaret Nunez. Presented in partnership with Wisconsin Academy of Science, Arts and Letters. Christian Cooper is a New York Times best-selling author, with his debut memoir, *Better Living Through Birding*. Practically born with a pair of binoculars in his hands, he served as president of the Harvard Ornithological Club in his college days; currently as a vice president of New York City Audubon he advocates for greater, safer access to green spaces for all, with a focus on outreach to youth in underserved communities. A longtime activist on issues of racial justice and LGBTQ equality, Christian combined his passions in the BLM graphic short story "It's a Bird" from DC Comics, and he continues to seek synergy at the intersections of storytelling, progressivism, and environmentalism. Attendance: 301

*Dear Black Girl: Book Launch with Ebony Haynes and Jasmine Grant.* In honor of Women's History Month in March, please join us at the Milwaukee Public Library for a special book launch event for *Dear Black Girl: I See You*. Written by local author Ebony Haynes and illustrated by local artist Jasmine Grant, *Dear Black Girl: I See You* is a powerful celebration of the strength, resilience, and beauty of Black girls. Through heartfelt affirmations and inspiring messages, Ebony Haynes offers a reminder that every Black girl is seen, valued, and capable of greatness. Perfect for readers of all ages, this book inspires self-love, confidence, and pride in one's identity. A must-have for anyone uplifting Black girls, it's more than a book—it's a movement. Attendance: 48

#### **MPL HELPS PEOPLE LEARN**

Rain Garden Q&A [Virtual]. Presented by Melinda Myers, and sponsored by Milwaukee Metropolitan Sewerage District and Fresh Coast Guardians. If you're a new or an experienced gardener, every growing season and gardening endeavor generates questions. If you've planted a rain garden, you are likely to have questions you encountered along the way. If you'll be planting your first rain garden, you're bound to have some general and specific questions as you get started. Live Attendance: 81

**Snack Hack: 2.0.** Snack Hack: 2.0 is a food and nutrition literacy adult program offered as weekly sessions designed to teach all aspects of food: nutritional elements, food groups, cooking principles, history of food, how food is grown, cultural connections to what we eat, how food works in our bodies and methods on how to prepare meals at home. Sessions include a cooking demonstration and a snack for attendees. March falls in Block 1 – the first section of the 4-block system used to structure the program's curriculum. The digestive system was reviewed. A lesson was taught on how our waste can give us clues of issues with our tract. Attendees also learned how our bodies convert food energy to usable energy in order for it to function properly. Total attendance for 3 sessions: 58

#### **MPL HELPS PEOPLE CONNECT**

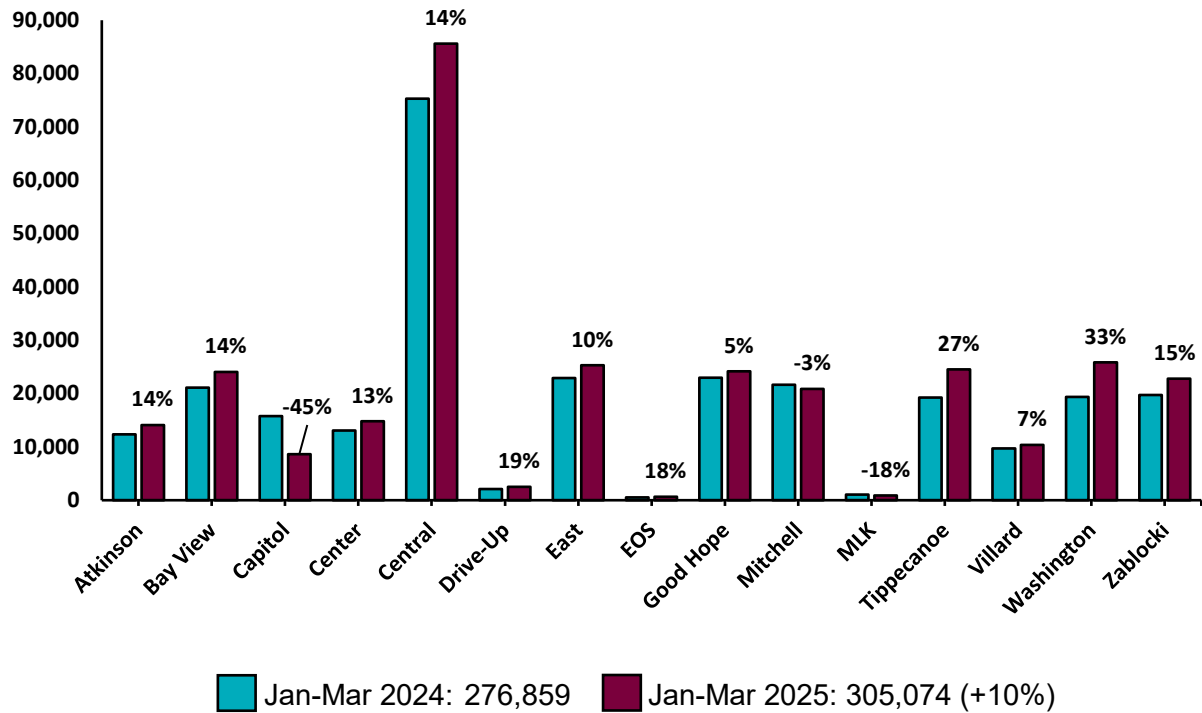
2<sup>nd</sup> Annual Tippecanoe Community Craft Supply Swap. This free community event invited patrons to drop off unwanted, new or gently used crafting supplies throughout the month of February. On Saturday March 8, 2025 all patrons and community members were invited back to "shop" among the donated supplies. Donating was not required in order to participate on the day of the swap. This program offered Tippecanoe patrons an opportunity to not only engage in a fun and mutually beneficial craft program, but also to redistribute community resources in an environmentally friendly fashion. Attendance: 129 (36 people donated)

Bad Art Night. On March 4, the East Branch hosted its annual Bad Art Night. Attendees created atrocious pieces from leftover craft supplies and sundries and voted for their least favorite. The winner was crowned

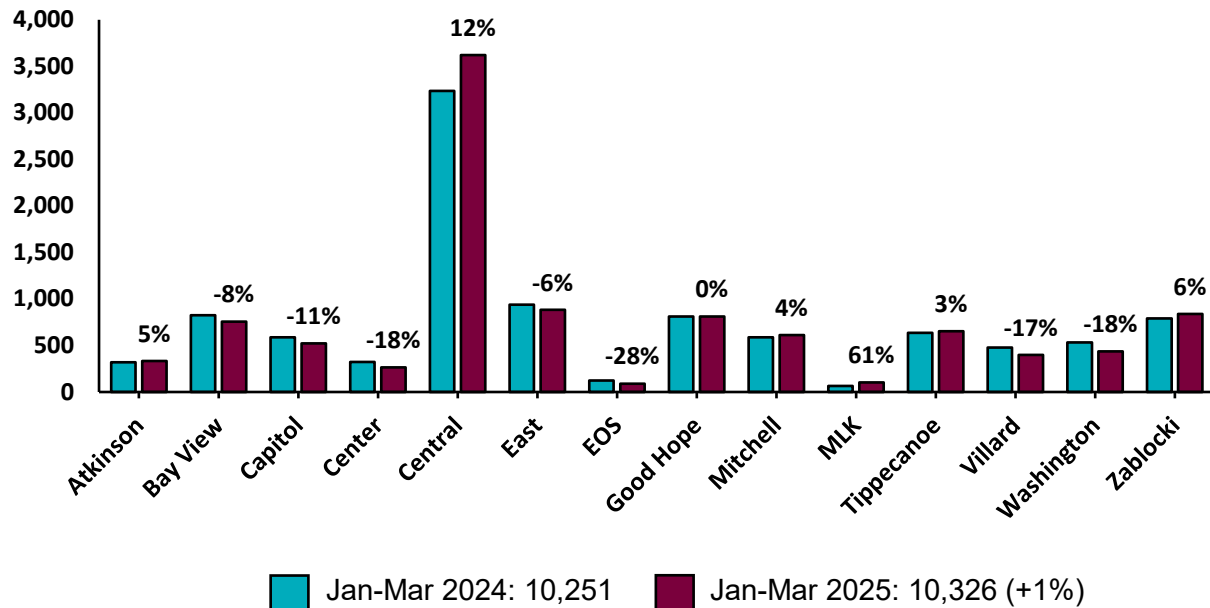
with a handmade tiara created by LRA Beth Gabriel. All attendees had a blast, and hope East will continue to repeat this fun event. Attendance: 45

Total attendance for 97 programs: 1,372

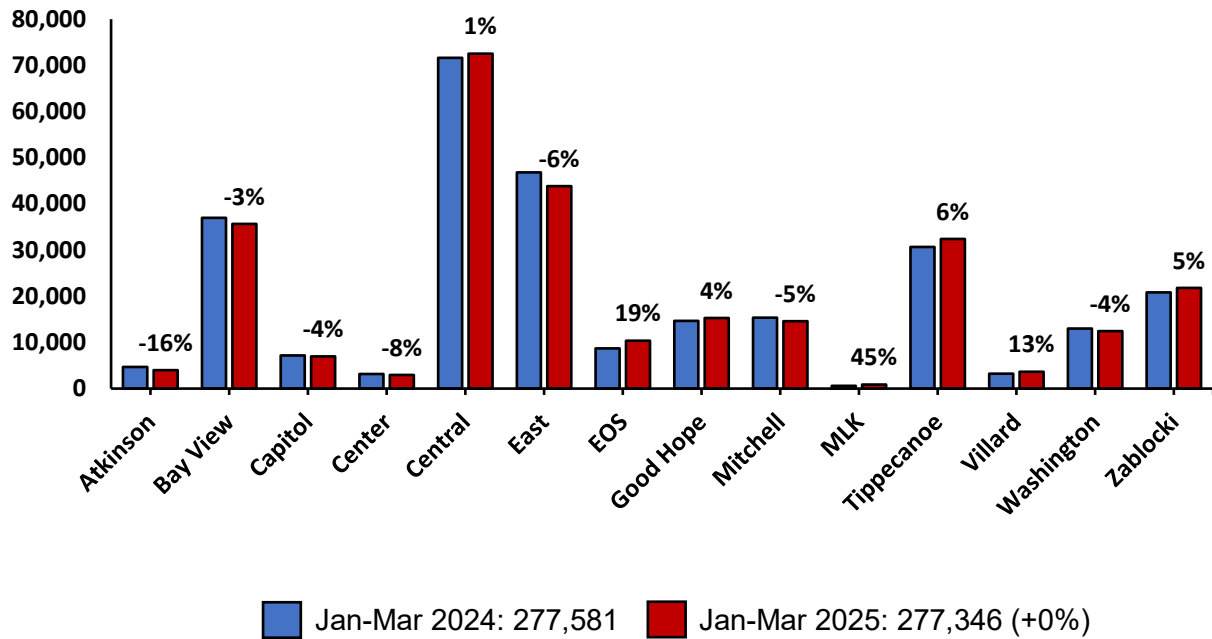
## Patron Visits



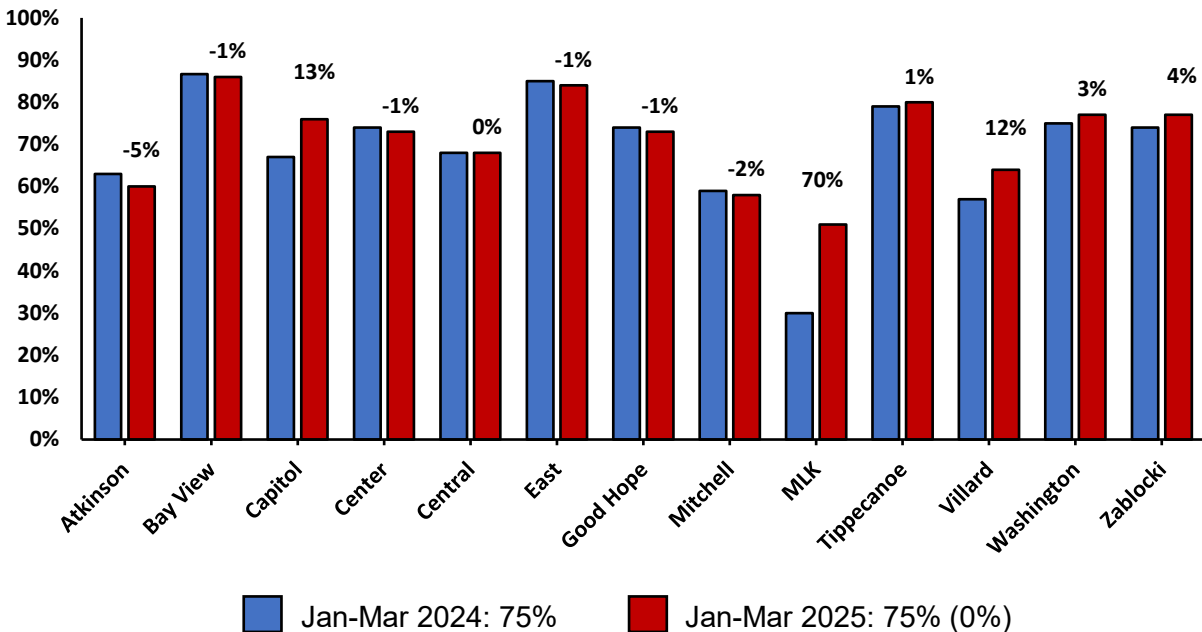
## Registration



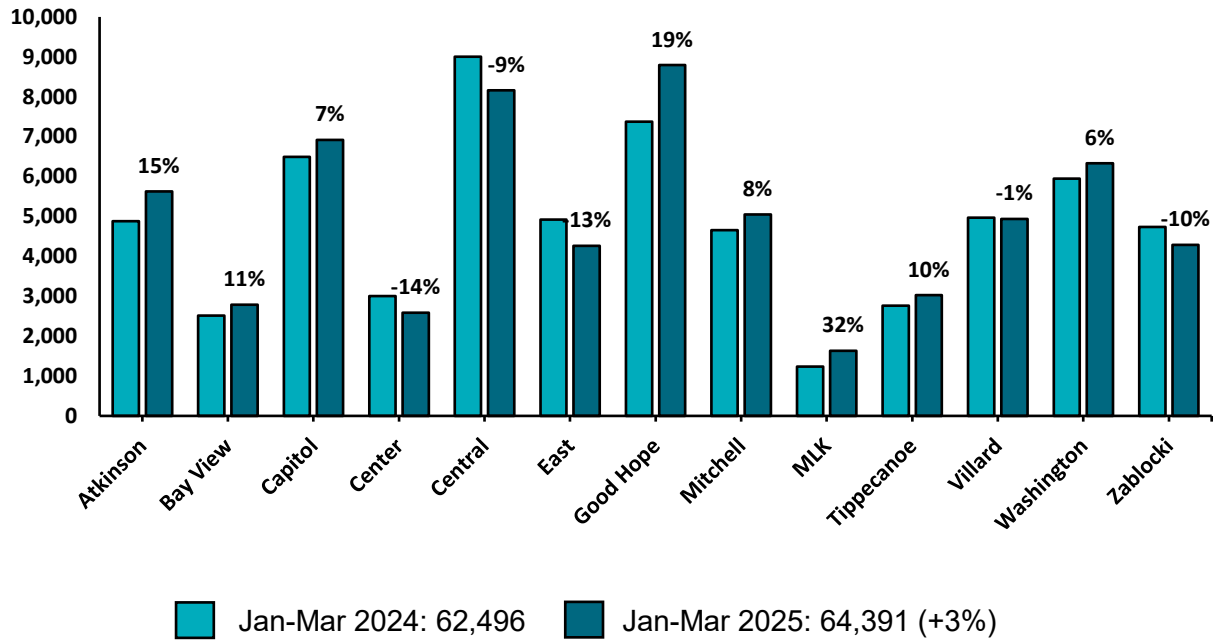
## Traditional Circulation



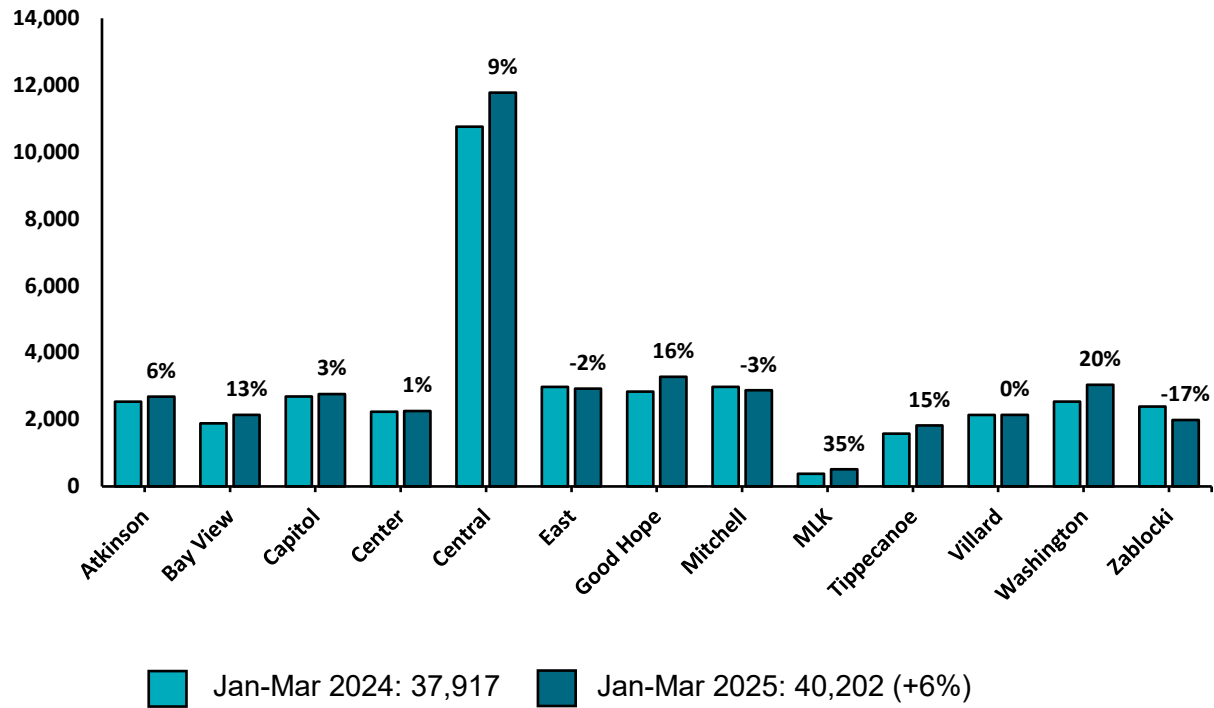
## Self-Checkout



## Print/Copy/Fax/Scan Jobs

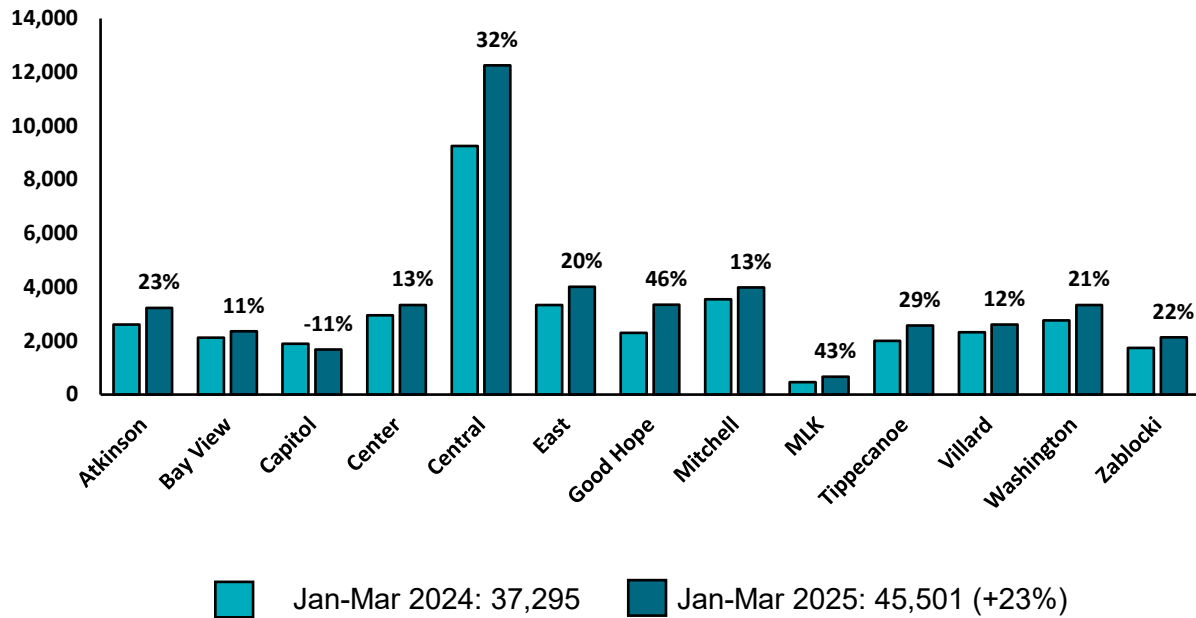


## Public Computer Sessions





## Wi-Fi Unique Users



## Ready Reference



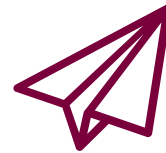
9,776

Call Sessions  
Last Year: 12,307



450

Chat Sessions  
Last Year: 441



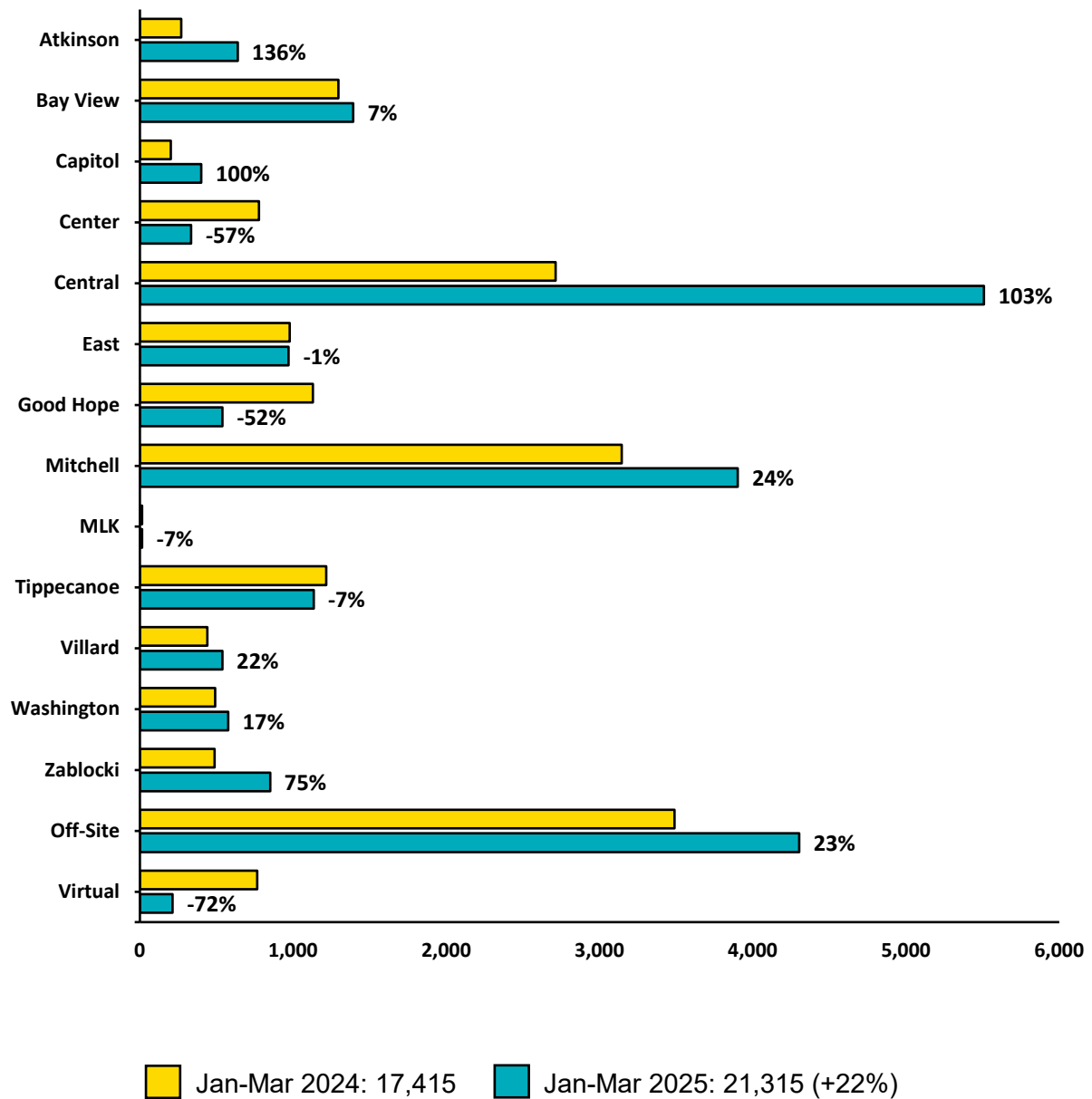
88

Email Sessions  
Last Year: 580

## eCirculation

Platform	Jan-Mar 2024	Jan-Mar 2025	Change
Freemal Music	3,308	3,274	-1%
Hoopla Digital	20,496	17,393	-15%
Kanopy	7,253	9,582	+32%
OverDrive	117,564	128,318	+9%
<b>Total</b>	<b>148,621</b>	<b>158,567</b>	<b>+7%</b>

## Program Attendance





**Milwaukee Public Library Board of Trustees  
2025 Schedule of Meetings (by Committee)**

RECESS: February, August, December

**REGULAR MEETING OF THE BOARD**

4<sup>th</sup> Tuesday of the month, except recess months

Date	Day	Time	Location
January 28, 2025	Tuesday	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room
March 25, 2025	Tuesday	4:00 p.m.	Atkinson Branch Community Room
April 22, 2025	Tuesday	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room
May 27, 2025	Tuesday	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room
June 24, 2025	Tuesday	4:00 p.m.	East Branch Community Room
July 22, 2025	Tuesday	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room
September 23, 2025	Tuesday	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room
October 28, 2025	Tuesday	4:00 p.m.	Center Street Community Room
November 25, 2025	Tuesday	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

**LIBRARY BUILDING & DEVELOPMENT COMMITTEE**

1<sup>st</sup> Thursday of the month, except January (New Year holiday), July (4<sup>th</sup> of July holiday), and recess months

Date	Day	Time	Location
January 9, 2025	Thursday	8:00 a.m.	Virtual Meeting
March 6, 2025	Thursday	8:00 a.m.	Virtual Meeting
April 3, 2025	Thursday	8:00 a.m.	Virtual Meeting
May 1, 2025	Thursday	8:00 a.m.	Virtual Meeting
June 5, 2025	Thursday	8:00 a.m.	Virtual Meeting
July 10, 2025	Thursday	8:00 a.m.	Virtual Meeting
September 4, 2025	Thursday	8:00 a.m.	Virtual Meeting
October 2, 2025	Thursday	8:00 a.m.	Virtual Meeting
November 6, 2025	Thursday	8:00 a.m.	Virtual Meeting

**EXECUTIVE COMMITTEE**

2<sup>nd</sup> Wednesday of the month in June and November

Date	Day	Time	Location
June 11, 2025	Wednesday	4:00 p.m.	Virtual Meeting
November 12, 2025	Wednesday	4:00 p.m.	Virtual Meeting



**Milwaukee Public Library Board of Trustees  
2025 Schedule of Meetings (by Committee)**

**FINANCE & PERSONNEL COMMITTEE**

Quarterly – 4<sup>th</sup> Tuesday of the month in January, April, July, and October

Date	Day	Time	Location
January 28, 2025	Tuesday	8:30 a.m.	Virtual Meeting
April 22, 2025	Tuesday	8:30 a.m.	Virtual Meeting
July 22, 2025	Tuesday	8:30 a.m.	Virtual Meeting
October 28, 2025	Tuesday	8:30 a.m.	Virtual Meeting

**INNOVATION & STRATEGY COMMITTEE**

Quarterly – 2<sup>nd</sup> Tuesday of the month in January, April, June, October

Date	Day	Time	Location
January 14, 2025	Tuesday	9:00 a.m.	Virtual Meeting
April 8, 2025	Tuesday	9:00 a.m.	Virtual Meeting
June 10, 2025	Tuesday	9:00 a.m.	Virtual Meeting
October 14, 2025	Tuesday	9:00 a.m.	Virtual Meeting

**LIBRARY SERVICES & PROGRAMS COMMITTEE**

Quarterly – 1<sup>st</sup> Wednesday of the month March, May, July, November, except July (4<sup>th</sup> of July holiday)

Date	Day	Time	Location
March 5, 2025	Wednesday	4:00 p.m.	Virtual Meeting
May 7, 2025	Wednesday	4:00 p.m.	Virtual Meeting
July 9, 2025	Wednesday	4:00 p.m.	Virtual Meeting
November 5, 2025	Wednesday	4:00 p.m.	Virtual Meeting



**Milwaukee Public Library Board of Trustees  
2025 Schedule of Meetings (by date)**

January 2025			
<b>January 9</b>	Building & Development Committee	8:00 a.m.	Virtual Meeting
<b>January 14</b>	Innovation & Strategy Committee	9:00 a.m.	Virtual Meeting
<b>January 28</b>	Finance & Personnel Committee	8:30 a.m.	Virtual Meeting
<b>January 28</b>	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

March 2025			
<b>March 5</b>	Library Services & Programs Committee	4:00 p.m.	Virtual Meeting
<b>March 6</b>	Building & Development Committee	8:00 a.m.	Virtual Meeting
<b>March 25</b>	Board Meeting	4:00 p.m.	Atkinson Branch Community Room

April 2025			
<b>April 3</b>	Building & Development Committee	8:00 a.m.	Virtual Meeting
<b>April 8</b>	Innovation & Strategy Committee	9:00 a.m.	Virtual Meeting
<b>April 22</b>	Finance & Personnel Committee	8:30 a.m.	Virtual Meeting
<b>April 22</b>	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

May 2025			
<b>May 1</b>	Building & Development Committee	8:00 a.m.	Virtual Meeting
<b>May 7</b>	Library Services & Programs Committee	4:00 p.m.	Virtual Meeting
<b>May 27</b>	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

June 2025			
<b>June 5</b>	Building & Development Committee	8:00 a.m.	Virtual Meeting
<b>June 10</b>	Innovation & Strategy Committee	9:00 a.m.	Virtual Meeting
<b>June 11</b>	Executive Committee	4:00 p.m.	Virtual Meeting
<b>June 24</b>	Board Meeting	4:00 p.m.	East Branch Community Room



**Milwaukee Public Library Board of Trustees  
2025 Schedule of Meetings (by date)**

July 2025			
<b>July 9</b>	Library Services & Programs Committee	4:00 p.m.	Virtual Meeting
<b>July 10</b>	Building & Development Committee	8:00 a.m.	Virtual Meeting
<b>July 22</b>	Finance & Personnel Committee	8:30 a.m.	Virtual Meeting
<b>July 22</b>	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

September 2025			
<b>September 4</b>	Building & Development Committee	8:00 a.m.	Virtual Meeting
<b>September 23</b>	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

October 2025			
<b>October 2</b>	Building & Development Committee	8:00 a.m.	Virtual Meeting
<b>October 14</b>	Innovation & Strategy Committee	9:00 a.m.	Virtual Meeting
<b>October 28</b>	Finance & Personnel Committee	8:30 a.m.	Virtual Meeting
<b>October 28</b>	Board Meeting	4:00 p.m.	Center Street Branch Community Room

November 2025			
<b>November 5</b>	Library Services & Programs Committee	4:00 p.m.	Virtual Meeting
<b>November 6</b>	Building & Development Committee	8:00 a.m.	Virtual Meeting
<b>November 12</b>	Executive Committee	4:00 p.m.	Virtual Meeting
<b>November 25</b>	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room





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

**MEETING NOTICE AND AGENDA**

Tuesday, April 22, 2025  
8:30 a.m.

**Virtual via Microsoft Teams**

**By computer, mobile app or room device:**

Meeting ID: 219 591 183 024

Passcode: gR6e5qk9

**Dial in by phone**

414-251-0392

Phone conference ID: 398 798 496#

**Committee Members:** Chair Teresa Mercado, Vice-Chair Milele Coggs, Felicia Saffold, Scott Spiker, Venice Williams, Joan Johnson, Secretary, Rebecca Schweisberger, Secretary's Assistant

1. **Committee Meeting Minutes Review.** The Committee will review and approve the minutes from the January 28, 2029 meeting.  

Attachment A, page 3
2. **Financial Statements and Auditors' Report.** The Financial Statements and Independent Auditors' Report of the Milwaukee Public Library Trust Fund for calendar year 2024 will be presented for approval and recommendation to the full Board.
3. **Quarterly Review of Fund Investments.** Mr. Wayne Sattler of US Bank will review the performance of the Trust Fund investments.
4. **Quarterly Library Report of the Internal Control of the MPL Trust and Gift Funds.** Deputy Library Director Jennifer Meyer-Stearns will report on internal accounting management.  

Attachment B, page 4
5. **Contract Awards – Wisconsin Talking Book and Braille Library and Interlibrary Loan Service.** Library Business Manager Sarah Leszczynski will seek approval for the 2025 Wisconsin Talking Book and Braille Library (WTBBL) and Interlibrary Loan Services (ILS) contracts.  

Attachment C, page 5
6. **Check Signature Policy Update.** Library Administration will seek approval of the updated policy. The edited draft and final draft will be presented for review.  

Attachment D, page 18

ATTACHMENT B - P. 1 of 22

6. Finance & Personnel Committee Meeting

P. 27

7. **Meeting Space Revenue Allocation Proposal.** Deputy Library Director Jennifer Meyer-Stearns will present a request for approval to hold meeting space rental income in the MPL Trust & Gift account.  
Attachment E, page 21
8. **Grant and Federal Funding Status.** Library Business Manager Sarah Leszczynski will present the list of federally funded projects and their status.  
Attachment F, page 22
9. **Next Meeting.** The Committee will discuss items to be included on the July 22, 2025 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](http://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 may attend 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.*

*Reasonable accommodations provided upon request. Contact the ADA Coordinator at: 414-286-3475 or [adacoordinator@milwaukee.gov](mailto:adacoordinator@milwaukee.gov).*

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

**Tuesday, January 28, 2025**

**Video Conference via Microsoft Teams**

**PRESENT:** Milele Coggs, Felicia Saffold, Scott Spiker, Venice Williams, Joan Johnson

**EXCUSED:** Teresa Mercado

**OTHERS**

**PRESENT:** MPL: Chantel Clark, Melissa Howard, Dan Keeley, Sarah Leszczynski, Tammy Mays, Jennifer Meyer-Stearns, Karli Pederson, Rebecca Schweisberger

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Acting Chair Milele Coggs called the meeting of the Board of Trustees Finance & Personnel Committee to order at 8:35 a.m. on Tuesday, January 28, 2025. All Trustees and presenters participated by video or audio conference.

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1. **Committee Meeting Minutes Review.** The Committee reviewed the minutes from the October 22, 2024 meeting. Trustee Spiker moved to approve the minutes. Motion passed.
2. **Quarterly Library Report of the Internal Control of the MPL Trust and Gift Funds.** The Internal Controls Memo for fourth quarter 2024 was listed as Attachment B of the agenda. Deputy Library Director Jennifer Meyer-Stearns reported all internal control processes were followed and there were no accounting issues. Informational item.
3. **Investment Policy.** Deputy Library Director Jennifer Meyer-Stearns shared an update on the investment policy. Library Director Johnson, Deputy Director Meyer-Stearns, and Committee Chair Teresa Mercado met to review the investment policy changes recommended by US Bank. MPL does not recommend changing the investment policy, as the current policy allows flexibility to adjust investments +/- 10% in select categories. Informational item.

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The meeting of the Library Board's Finance & Personnel Committee was adjourned at 8:41 a.m. on Tuesday, January 28, 2025.

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# MEMO

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Date: April 22, 2025

To: Joan Johnson, Library Director

From: Jennifer Meyer Stearns, Deputy Library Director

Re: Internal Controls - First Period 2025

I have confirmed that in January, February, and March 2025, Library staff followed Trust Fund internal control procedures. I am pleased to report that there were no issues with the operations of the Library Gift and Trust Fund during this period.

The Accounting Program Assistant III received all checks and prepared cash receipts for each one. I reviewed and retained a copy of each cash receipt.

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

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





## **INTERGOVERNMENTAL AGREEMENT**

### **Wisconsin Talking Book and Braille Library**

This Contractual Agreement ("Agreement") is entered into by and between the Wisconsin Department of Public Instruction ("DPI"), whose principal business address is 201 West Washington Ave., Madison, WI 53703 and Milwaukee Public Library ("Agency"), located at 814 W. Wisconsin Avenue, Milwaukee, WI 53233.

**Today's Date:** April 14, 2025

**Period of Performance:** July 1, 2025 – June 30, 2026

**Services:** The Agency shall provide library services to certified, visually and physically handicapped persons.

**Pricing:** \$ 1,100,300 Wisconsin Talking Book and Braille Library  
\$ 78,400 Newsline Wisconsin Service Partner Program  
\$ 1,178,700

#### **Incorporated Documents:**

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

Attachment 2, Milwaukee Public Library Terms and Conditions

#### **Contacts:**

Department of Public Instruction  
Library Services Team  
Attn: Benjamin Miller  
201 W Washington Ave  
Madison, WI 53703  
Telephone: 608-224-6168  
Email: Benjamin.Miller@dpi.wi.gov

Department of Public Instruction  
Business Services  
Attn: Contracts Specialist  
201 W Washington Ave  
Madison, WI 53703  
Email: contracts@dpi.wi.gov

Milwaukee Public Library  
Attn: Joan Johnson  
814 W. Wisconsin Avenue



Milwaukee, WI 53233  
Telephone: 414-286-3020  
Email: JRJohns@milwaukee.gov

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

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

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

The Agency shall notify the DPI in writing prior to the time planning or implementation processes are undertaken which might affect the automated system operations and budget for the TBBL. Such notification shall include the nature and purposes of the activities and the future intent of planning and implementation. The Agency shall expend funds in accordance with the annual budget mutually agreed upon by the two parties, except that no more than \$1,000 may be transferred from one budget line to another without the prior approval of the DPI.

**Deliverables Schedule/Timeline of Services:** The Agency shall submit two invoices to the DPI, the first invoice for \$589,350 shall be submitted in January 2026 for the total





amount of semi-annual expenses accrued by December 31, 2025; the second invoice for \$589,350 shall be submitted in July 2026 for the total amount of semi-annual expenses accrued by June 30, 2026.

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

**Travel:** All travel shall be in accordance with the state's travel regulations. Per the Uniform Travel Schedule Amounts for the State of Wisconsin, meal and lodging charges for travelers shall include gratuity and/or any service charges and shall not exceed the maximum allowable rates, per person.

**Budget:**

Item*	Amount
Personnel	\$ 936,000
Supplies & Materials	\$ 33,000
General Services	\$ 67,900
Computer Equipment /Services	\$ 63,400
Newsline Wis Service Partner	\$ 78,400
<b>Total</b>	<b>\$ 1,178,700</b>

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

**Via email:** [DPI.AccountsPayable@dpi.wi.gov](mailto:DPI.AccountsPayable@dpi.wi.gov) **OR via U.S. mail:** Wisconsin Department of Public Instruction, Attn: Business Office, PO Box 7841, Madison, WI 53703-7841. Payment shall be made within 30 days of DPI's receipt of accepted invoice.

**Background Checks:** Agency shall ensure that state criminal background checks are conducted on all staff (including supervisors), volunteers, authorized agents, and subcontractors that have contact with DPI personnel, property, agents, invitees, and students. If any of the aforementioned persons have lived, worked, or attended school in the last ten (10) years outside of the state of Wisconsin, the criminal background check must also include a Federal Bureau of Investigation fingerprint check, or equivalent. Agency shall confirm to the Department of Public Instruction ("DPI") that background checks have been completed and are satisfactory so as to exercise reasonable care for



protecting DPI personnel, property, agents, invitees, and students, from physical, mental, or emotional harm, or any other injuries, to the extent permitted by law, whether local, state, or federal law. The actual state or federal records do not have to be submitted. During the term of this Agreement, Agency shall require its staff and subcontractors to notify Agency of any changes, convictions, or misdemeanor offenses, and shall take appropriate action based on the results to remain in compliance with this provision. By signing this Agreement, Agency attests that it has completed, or will have completed, prior to the commencement of the services described herein, the required background checks pursuant to this provision.

Agency accepts all liability in connection with conducting the background check(s). If DPI, in its sole discretion, deems that this provision has been violated in any way, it reserves the right to terminate this Agreement immediately with written notice; or, in the alternative, DPI may request the replacement or supervision on any personnel working with students, or at a DPI facility.

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

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

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

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

**Cancellation:** DPI reserves the right to cancel this Agreement immediately, in whole or in part, without penalty, and without prior notice, if the Agency: fails to protect DPI's



confidential information, as defined by applicable law or in this Agreement; or performs in a manner that threatens the health or safety of a State employee, citizen, or customer. In addition, DPI reserves the right to cancel this Agreement, in whole or in part, without penalty, with 30 days' notice, if the Agency: fails to follow the non-discrimination or affirmative action requirements, as required by law.

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

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

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

**Availability of Funds.** Each payment obligation of DPI is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Agreement, the Agreement may be cancelled by DPI at the end of the period for which the funds are available. DPI shall notify the Agency at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to DPI in the event this provision is exercised, and DPI shall not be obligated or liable for any future payments due or for any damages as a result of cancellation under this section.

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



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

In addition, the parties will cooperate in good faith to return all documents, records, and information created under this Agreement.



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

**Authorized Signatures**

On behalf of DPI:

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Darrell L. Williams, PhD  
(mm/dd/yyyy)  
Assistant State Superintendent  
Division for Libraries and Technology

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Jade Garcia Sierra      Date (mm/dd/yyyy)  
Director, Business Services  
Division for Finance and Management

On behalf of Agency:

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Mark Sain      Date (mm/dd/yyyy)  
President  
Milwaukee Public Library Board of Trustees

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Joan Johnson      Date (mm/dd/yyyy)  
Secretary  
Milwaukee Public Library Board of Trustees



## INTERGOVERNMENTAL AGREEMENT

### Interlibrary Loan Services

This Contractual Agreement ("Agreement") is entered into by and between the Wisconsin Department of Public Instruction ("DPI"), whose principal business address is 201 West Washington Ave., Madison, WI 53703 and Milwaukee Public Library ("Agency"), located at 814 W. Wisconsin Avenue, Milwaukee, WI 53233.

**Today's Date:** April 14, 2025

**Period of Performance:** July 1, 2025 – June 30, 2026

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

**Pricing:** \$226,700

#### Incorporated Documents:

Attachment 1, Guidelines and Responsibilities

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

Attachment 3, Milwaukee Public Library Terms and Conditions

#### Contacts:

Department of Public Instruction  
Library Services Team  
Attn: Benjamin Miller  
201 W Washington Ave  
Madison, WI 53703  
Telephone: 608-224-6168  
Email: Benjamin.Miller@dpi.wi.gov

Department of Public Instruction  
Business Services  
Attn: Contracts Specialist  
201 W Washington Ave  
Madison, WI 53703  
Email: contracts@dpi.wi.gov

Milwaukee Public Library  
Attn: Joan Johnson



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

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

**Deliverables Schedule/Timeline of Services:** The Agency shall submit two invoices to the DPI. The first invoice for \$113,350 shall be submitted in January 2026 for the total amount of semi-annual expenses accrued by December 31, 2025; the second invoice for \$113,350 shall be submitted in July 2026 for the total amount of semi-annual expenses accrued by June 30, 2026.

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

**Travel:** All travel shall be in accordance with the state's travel regulations. Per the Uniform Travel Schedule Amounts for the State of Wisconsin, meal and lodging charges for travelers shall include gratuity and/or any service charges and shall not exceed the maximum allowable rates, per person.

**Budget:**

Salaries/Fringe Benefits:	\$ 220,600
Supplies, Services, Materials:	\$ <u>6,100</u>
Total	\$ 226,700

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

**Via email:** [DPI.AccountsPayable@dpi.wi.gov](mailto:DPI.AccountsPayable@dpi.wi.gov) **OR via U.S. mail:** Wisconsin Department of Public Instruction, Attn: Business Office, PO Box 7841, Madison, WI 53703-7841.

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





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

Agency accepts all liability in connection with conducting the background check(s). If DPI, in its sole discretion, deems that this provision has been violated in any way, it reserves the right to terminate this Agreement immediately with written notice; or, in the alternative, DPI may request the replacement or supervision on any personnel working with students, or at a DPI facility.

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

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

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





## Interlibrary Loan Services

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

**Cancellation:** DPI reserves the right to cancel this Agreement immediately, in whole or in part, without penalty, and without prior notice, if the Agency: fails to protect DPI's confidential information, as defined by applicable law or in this Agreement; or performs in a manner that threatens the health or safety of a State employee, citizen, or customer. In addition, DPI reserves the right to cancel this Agreement, in whole or in part, without penalty, with 30 days' notice, if the Agency: fails to follow the non-discrimination or affirmative action requirements, as required by law.

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

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

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

**Availability of Funds.** Each payment obligation of DPI is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Agreement, the Agreement may be cancelled by DPI at the end of the period for which the funds are available. DPI shall notify the Agency at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to DPI in the event this provision is exercised, and DPI shall not be obligated or liable for any future payments due or for any damages as a result of cancellation under this section.

**Effect of Cancellation or Termination:** In the event of cancellation or termination of this Agreement by DPI, Agency shall be entitled to receive compensation for any completed or partially completed services rendered, or goods provided, that is satisfactory to the Acceptance Criteria. Compensation for partially completed services,



satisfactory to the Acceptance Criteria, will be provided based on no more than the percentage of the completion of the services requested multiplied by the corresponding payment for completion of such services; or actual service hours provided, whichever is applicable.

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

In addition, the parties will cooperate in good faith to return all documents, records, and information created under this Agreement.



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

**Authorized Signatures**

On behalf of DPI:

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Darrell L. Williams, PhD  
(mm/dd/yyyy)  
Assistant State Superintendent  
Division for Libraries and Technology

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Jade Garcia Sierra      Date (mm/dd/yyyy)  
Director, Business Services  
Division for Finance and Management

On behalf of Agency:

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Mark Sain      Date (mm/dd/yyyy)  
President  
Milwaukee Public Library Board of Trustees

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Joan Johnson      Date (mm/dd/yyyy)  
Secretary  
Milwaukee Public Library Board of Trustees

# MEMO

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Date: April 22, 2025

To: MPL Board of Trustees

From: Jennifer Meyer Stearns, Deputy Library Director

Re: Proposed Revision to Check Signature Policy

Library Administration is requesting approval to update MPL's Check Signature Policy to better reflect how checks are signed in practice. The Library Director generally signs most checks, with other authorized signatories stepping in as needed. The Deputy Library Director does not usually sign checks, as they are responsible for bank reconciliation.

Attached is a draft of the revised policy, with changes marked.





## Check Signature Policy

The Library's Trust Fund is under the jurisdiction and control of the Milwaukee Public Library (MPL) Board of Trustees (Board). The Board sets policy for investment of the Trust Fund, and annually approves a Trust Fund budget to be used for library programs, materials, training, and other needs. The Board assigns responsibility for acquisition of goods and services and accounting functions to the Library Director (Secretary) or their designee.

The Board authorizes checks to be signed as follows:

### ~~A. Checks under \$1,000~~

~~The Library's Deputy Director is authorized to sign checks that are less than \$1,000. In the absence of the Deputy Director, the Associate Library Directors are authorized signatories.~~

### ~~B. Checks from \$1,000 to \$15,000~~

~~The Secretary is authorized to sign checks in the amount of \$1,000 to \$15,000. In the absence of the Secretary, the Deputy Library Director and the Associate Library Directors are authorized signatories.~~

### ~~C. Checks over \$15,000~~

~~Written authorization using Signature Authorization Form for Library Gift and Trust Fund Check or Disbursement Request over \$15,000.00 (MPL-FM.033), from the Board President or Financial Secretary is required for signature by the Secretary.~~

### A. Checks up to \$15,000

The Secretary is authorized to sign checks up to \$15,000. In the absence of the Secretary, the Deputy Library Director and the Associate Library Directors are authorized signatories.

### B. Checks over \$15,000

Written authorization using [Signature Authorization Form for Library Gift and Trust Fund Check or Disbursement Request over \\$15,000.00 \(MPL-FM.033\)](#), from the Board President or Financial Secretary is required for signature by an authorized signatory.

The only exceptions to this policy will be with the written approval of the Board.



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# MEMO

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Date: April 22, 2025

To: MPL Board of Trustees

From: Jennifer Meyer-Stearns, Deputy Library Director

Re: Proposed Allocation of Meeting Space Usage Fee Revenue

On June 25, 2024, the MPL Board of Trustees approved a new meeting space policy that introduced a fee structure for the use of meeting spaces across the entire library system. Previously, MPL only charged for spaces within the Central Library's Centennial Hall complex, with the revenue being deposited into the City's general fund.

Starting January 1, 2025, MPL has expanded its fee collection to include additional meeting spaces. These fees are collected online through our reservation management system and are currently deposited into the MPL Trust & Gift account.

Library Administration proposes that, effective January 1, 2025, all meeting space rental income be held in the MPL Trust & Gift account. These funds will be specifically allocated for meeting space improvements, ensuring that the revenue directly benefits the spaces used by the community.

Revenue Overview:

Average annual revenue from Centennial Hall (2022-2024): \$1,600

Meeting space fee revenue for the 1st Quarter of 2025: \$1,075



# MEMO

DATE: April 03, 2025

TO: MPL Board of Trustees

FROM: Jennifer Meyer-Stearns, Deputy Library Director

RE: Potential Impact of Executive Orders on MPL Funding

Recent executive orders issued by President Trump have created risk for MPL's federal funding. Further, since the orders affect all organizations that receive federal funding, they could also impact the MPL Foundation's ability to support MPL.

The below table summarizes MPL's funding streams that could be impacted.

Program Name	FTEs	Risk Level	Notes
Interlibrary Loan Services Grant	2.50	Medium	WI DPI & MCFLS Grant; annual renewal approx. \$230K
Talking Book & Braille Library Grant	10.00	Medium	WI DPI Grant; annual renewal approx. \$1 million
Connected Learning ARPA Grant	0.00	Low	WI DOA Grant; ends 6/30 with \$30K unspent
Ready to Read Grant	0.00	Low	U.S. DOE Grant; ends 7/31 with \$114K unspent
MLK Redevelopment Grant	0.00	Medium	ARPA NIF Grant; Funds being used for Library build-out construction contract. Grant ends 5/31 with \$1.8 million unspent; may need to request extension
Vehicle Charging Stations Grant	0.00	Medium	Via COM ECO; installation of electric vehicle chargers across the City of Milwaukee, including at several MPL locations
E-Rate Program	0.00	Medium	Universal Service Fund via Universal Service Administrative Company; pays 90% of internet costs
MPL Foundation-Funded Programs	8.25	Medium	Nine MPL staff members are funded by MPLF

