



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 AGENDA

**Tuesday, November 26, 2024
4:00 p.m.**

Central Library

Richard E. and Lucile Krug Rare Books Room

**814 W. Wisconsin Avenue
Milwaukee, WI 53233**

BOARD GIFT GIVING

WELCOME & ROLL CALL

4:00 – 4:05

PUBLIC COMMENT

4:05 – 4:15

BOARD DEVELOPMENT

Timothy Rush, Librarian III, will share a brief introduction of the Richard E. and Lucile Krug Rare Books Room.

CONSENT AGENDA

4:15 – 4:20

Attachment A, page 4

1. **Regular Board Meeting Minutes, October 22, 2024.**
2. **Committee Reports.**
 - a. Executive Committee – November 13, 2024
3. **Administrative Reports.**
 - a. Financial Report
 - b. Library Director’s Report
 - c. Statistics
4. **2025 Meeting Schedule.**

BOARD DEVELOPMENT

5. **Entrepreneur-In-Residence @ the Business Commons.** Kristina Gómez, Library Services Manager - Coordinator of Business, Technology and Periodicals, will share an overview of MPL’s Entrepreneur Residency program.

REPORTS

4:20 – 4:35

6. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Trustee Vincent will report on the November 25, 2024 MCFLS Board meeting.

7. **Building & Development Committee.** Trustee Morgan will present action items from the November 7, 2024 meeting.

Attachment B, page 49

NEW BUSINESS

5:00 – 5:05

8. **New MPL Policy Approval Request.** Chantel Clark, Associate Library Director - Strategic Initiatives and Public Services, will present a new MPL policy related to partnerships.
Attachment C, page 72

9. **Foundation Request for Program Support.** Library Director Joan Johnson will present an update on fundraising priorities and a request for approval to allocate funding from the MPL Foundation.
Attachment D, page 75

10. **2025 Proposed Library Hours.** The 2025 Schedule of Hours will be presented to the Trustees for approval.

Attachment E, page 78

OLD BUSINESS

5:05 – 5:25

11. **Proposed Revisions to MPL Board Operating Guidelines.** Library Director Joan Johnson will present proposed changes to the operating guidelines.

Attachment F, page 79

CLOSING REMARKS

5:25 – 5:30

12. **Closing Remarks and Adjournment.**

SPECIAL COMMUNICATION

13. **Holiday Book Exchange.**

REMINDER: Next scheduled meetings are:

January 9, 2025 Building & Development Committee – Virtual Meeting, 8:00 a.m.

January 14, 2025 Innovation & Strategy Committee – Virtual Meeting, 9:00 a.m.

January 28, 2025 Finance & Personnel Committee – Virtual Meeting, 8:30 a.m.

January 28, 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 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, 2024

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

- PRESENT:** Mark Sain, Michele Bria, Teresa Mercado, Ald. Milele Coggs, Matthew Kowalski, Michael Morgan, Felicia Saffold, Ald. Scott Spiker, Ald. Larresa Taylor, Venice Williams, Joan Johnson
- EXCUSED:** Erika Siemsen, Sup. Kathleen Vincent
- STAFF:** Amanda Burns McGillivray, Chantel Clark, Dawn Gardner, Melissa Howard, Dan Keeley, Yves LaPierre, Tammy Mays, Jennifer Meyer-Stearns, Joe Moretz, Karli Pederson, Marian Royal, Rebecca Schweisberger, Kelly Wochinske
- OTHERS:** Budget & Policy Division: Nathaniel Haack
Milwaukee Public Library Foundation: Peter Drews

President Mark Sain called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:08 p.m. on October 22, 2024. Trustees Mercado, Coggs, Saffold, and Williams participated by phone. The agenda items were taken out of order; however, these minutes are presented in numerical sequence.

CONSENT AGENDA

1. **Regular Board Meeting Minutes, September 24, 2024**
2. **Committee Reports**
 - a. Innovation & Strategy Committee Meeting Minutes – October 1, 2024
 - b. Building & Development Committee Meeting Minutes – October 3, 2024
3. **Administrative Reports**
 - a. Financial Report
 - b. Library Director’s Reports
 - c. Statistics

Chair Sain asked the Board if any items should be removed from the Consent Agenda presented as attachment A, pages 3-35 of the agenda. Hearing no objection, the Consent Agenda was approved.

REPORTS

4. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Library Director Joan Johnson reported on the October 14, 2024 meeting. The MCFLS Board discussed the 2025-2028 contract and agreement renewals. Director Johnson presented additional information about the contracts in agenda item 9. Informational item.

5. **Summer Reading Program Update.** Library Public Services Area Manager (EOS and CLCR) presented a report on the 2024 Summer Reading Program. MPL’s goal for summer reading is to ensure reading and learning resources remain available to children, teens, and families. In 2024, a total of 22,535 patrons participated in the program, via libraries and outreach partners. Nearly 6,000 youths were enrolled at MPL locations and 16,591 participants joined at outreach locations. MPL outreach staff visited 220 child care sites, including day care centers, community centers, YMCA branches, and other locations throughout the city. Overall, there was a 14% increase in teen sign-ups and a 30% increase in children’s sign-ups in the library. Summer outreach events included partnerships with the Housing Authority of the City of Milwaukee (HACM), Milwaukee Police Department, Office of Early Childhood Initiatives, and Betty Brinn Children’s Museum. MPL Outreach staff attended all of the National Nights Out in Milwaukee and connected with about 1,000 patrons there. Additionally, MPL partnered with Camp Rise, part of the Employ Milwaukee Earn and Learn program, to engage with 300 youths ages 14-24 for a 6-week camp focused on positive decision-making and ways to contribute in the community. MPL delivered materials, including deposit collections and giveaway books, to all 16 Milwaukee Recreation playgrounds that serve as food sites in the summer. MPL continues to strengthen its partnership with the Boys and Girls Club and will be piloting new projects at their locations throughout the school year. Informational item.

6. **Finance & Personnel Committee.** Trustee Mercado reported on the October 22, 2024 meeting. The July 17th meeting minutes were accepted and approved and the following informational items were received:
 - **Quarterly Review of Fund Investments.** Mr. Wayne Sattler of US Bank presented an update on the quarterly investment reports.
 - Mr. Sattler noted that as of October 1st, US Bank Corp. Asset Management will be listed on the investment materials instead of PFM Asset Management. The department is still a subsidiary of US bank but this will allow the bank to continue all its institutional asset management under one place instead of multiple places. Mr. Sattler and his team will remain as Fiduciaries for MPL.
 - Financial conditions in the US are reasonably good and the market still seems fairly stable. While MPL’s investment portfolio is reasonably diversified, Mr. Sattler recommended updates to MPL’s investment policy. MPL staff will review the proposed changes and the Committee will vote on the revision at the January 2025 meeting.

 - **Quarterly Library Report of the Internal Control of the MPL Trust and Gift Funds.** Deputy Library Director Jennifer Meyer-Stearns reported all internal control processes were followed and there were no accounting issues. Informational item.

Quorum was lost before all of the action items were presented. As such, the following items were moved to the full Board for decision.

- **2025 Library Trust & Gift Fund Expenditure Request.** Library Director Joan Johnson presented Library Administration’s request to expend funds from the MPL investment fund in 2025. The request is attached at the end of these minutes. Each year, MPL can request to withdraw up to 5% from the fund. Unrestricted funds are used for public programming, marketing, and professional development. Restricted funds are used for materials purchases. The 2025 request is 5%, with \$286,000 unrestricted and \$15,000 restricted, for a total of \$301,000. Trustee Bria moved to approve the request and Trustee Morgan seconded. Motion passed.

- **NewsBank Negotiations.** The related memo is attached at the end of these minutes.

President Sain stated his intention 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 MPL's contract with NewsBank, Inc. Trustee Spiker made a motion to move into closed session and Trustee Kowalski seconded the motion. Roll was called and unanimously passed. Library Director Johnson, Deputy Library Director Meyer-Stearns, Associate Library Director Pederson, and Administrative Assistant Rebecca Schweisberger remained during closed session.

The Board reconvened in open session at 5:31 p.m.

President Sain reported that the Board moved and approved a motion to authorize the Library Director or their designee to sign the pro forma with NewsBank Inc. for \$638,444, which includes a 1% finance fee, to be paid over 3 years for perpetual digital access to the Historic Archives of the Milwaukee Journal and Milwaukee Sentinel from the 1880s through 1995. Motion passed.

NEW BUSINESS

7. **OneMKE.** Communications and Community Engagement Director Melissa Howard shared information about the One MKE coalition. The presentation is attached at the end of these minutes. The grant-funded project is a non-partisan coalition focused on providing information about accessing local, state, and federal services, community events and engagement, and voting resources. MPL utilized its role as a trusted messenger of reliable information to provide civic and voter engagement materials. The OneMKE website was accessible in English and Spanish and promotional materials were translated in Spanish, Hmong, and Burmese. The project also focused on 'Pledge to Vote' cards, which were offered at all outreach events. Completed cards were then sent back to the individual as a reminder of their pledge to vote. The project is funded through the end of 2024 and the partners will meet in November to assess future participation. Library Director Joan Johnson thanked Director Howard for her leadership on this significant project and efforts to ensure its success. The final project report will be shared with the Board. Informational item.

OLD BUSINESS

8. **2025 Budget.** Library Director Joan Johnson presented a status report on the 2025 budget. MPL's budget hearing was held on October 15, 2024 and staff will follow up with information to add to the Common Council file. As requested at the September Board meeting, Director Johnson sent Trustees the updated budget scenarios and basis for reductions, including:
 - Eliminating 6 Circulation positions
 - Changes to Ready Reference phone service
 - Central Library hours reduction; moving to a one shift model
 - Total of 14 positions cut from the Library's positions ordinance. This will be a mix of Reference and Circulation positions and one Technical Services position.

Director Johnson noted that despite these reductions, there will be no layoffs for MPL staff. Amendments will be taken up on October 31st and November 1st (if needed) and budget adoption will be November 8th. The 2025 library hours will be finalized after that and presented for Board approval at the November meeting. Deputy Library Director Jennifer Meyer-Stearns noted that beginning in 2025 MPL will have employed Security Officers on staff rather than contracted staff.

Additionally, staff positions will not be funded by the American Rescue Plan Act (ARPA).
Informational item.

9. **MCFLS Contracts and Agreement Update.** Library Director Joan Johnson reviewed the provisions of the Milwaukee County Federated Library System (MCFLS) contract and agreement, listed as Attachment C of the agenda.

- 2025-2028 Bibliographic Database Development and Maintenance Agreement – this agreement reflects salary increases for MPL cataloguing staff. Under the agreement, MCFLS shall pay MPL \$641,830 for the first year of the contract, covering the full payment obligation for that year. For subsequent years, the contract cost will not exceed a 3% increase over the previous year's cost. Payments to MPL will be made by MCFLS in equal quarterly installments, due by March 31, June 30, September 30, and December 15 of each year from 2025 through 2028. The document will be updated with the correct name of the MPL Board President.
- 2025-2028 Resource Library Agreement – this agreement has a revised list of MPL deliverables. Each year, MPL will receive 6.25% of State System Aid received by MCFLS for 2025 through 2028.
- 2025-2028 ILS, Resource Sharing, and Technology Agreement – highlights of this agreement are contained in a letter to member libraries from MCFLS Board President Paul Ziehler, attached at the end of these minutes. The compensation model will change from using only net positive transactions to considering net positive transactions and items added to the database. Each library's payment is based on its percentage of the total weighted value for both factors combined. Formerly known as reciprocal borrowing, this compensation model will now be known as the Member Reserve Fund. The percentage of State Aid allocated to the Member Reserve Fund will be adjusted to enhance compensation for member libraries. In 2026, the percentage will be 35% and each year the allocation will decrease by 1%.
- MCFLS will no longer cover costs for digital content. MPL will investigate the sustainability of taking on the Hoopla subscription or exploring comparable products. The related memo is attached at the end of these minutes.

Director Johnson offered thanks to Karli Pederson, Associate Library Director (Library Information Technology and Technical Services) for her work with MCFLS to prepare these documents.

Trustee Bria moved to accept the agreements as presented and authorize President Sain and Director Johnson to sign the agreements. Trustee Morgan seconded. Motion passed.

With no further business, the Milwaukee Public Library Board of Trustees meeting of October 22, 2024 was adjourned at 6:16 p.m.



MEMO

Date: October 22, 2024
To: Milwaukee Public Library Board of Trustees – Finance & Personnel Committee
From: Library Director Joan Johnson
Re: 2025 Trust Fund and Gift Fund Expenditure Request

Approval is requested to expend up to \$301,000 from the Milwaukee Public Library Trust and Gift Funds for operational support during 2025. The current Board Policy allows a 4-5% distribution from unrestricted funds based on the average of the last 12 quarters.

TRUST FUND

\$ 286,000 Unrestricted – staff training, public program support, marketing and promotion, and collection materials. (Based on 5.0% of the average unrestricted fund value of the last 12 quarters.)

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

\$ 301,000 Total Trust Fund Expenditure Request



MEMO

TO: Milwaukee Public Library Board of Trustees
FROM: Joan Johnson, Library Director
DATE: October 22, 2024
RE: NewsBank Historic Archive: *Milwaukee Journal & Milwaukee Sentinel* Digital Access

Overview:

The Milwaukee Public Library (MPL) and NewsBank's ongoing negotiations involve digital access to local papers, herein referred to as the Historic Archive, which includes the *Milwaukee Journal* and *Milwaukee Sentinel*. Key factors have been digital rights, access, indexing, terms, and ultimately cost.

MPL has physical copies of the *Milwaukee Journal* and *Milwaukee Sentinel*, including owning master negatives of *Milwaukee Journal* (Nov 1882-1883, July -September 1905, 1910-1920) and the *Milwaukee Sentinel* (June 1837-January 1927).

Upon suspension of the Google News digitization project and NewsBank's acquisition of digital rights in 2014, NewsBank began digitizing the *Milwaukee Journal* and *Milwaukee Sentinel* with interest, though never a formal commitment, from MPL. From the beginning, NewsBank indicated page count was a major factor in pricing and MPL accurately predicted a high-volume and therefore a high cost. The current Historic Archive is ~5 million pages. In 2016, as NewsBank became aware of the volume, MPL was quoted a price of ~\$2.3 million.

MPL's trial access to the NewsBank Historic Archive began in 2014 and continues. MPL's negotiations have mirrored other public libraries' experiences. For example, Miami-Dade Public Library System, who have been referenced as comparable for the *Miami Herald* file size, reached an agreement at \$1.6 million.

Current Offer & Value:

NewsBank and MPL recently negotiated down to ~\$640,000 with proforma options at 1-, 3-, and 5-year payment plans. The quote includes MPL's willingness to support NewsBank with content access to fill gaps in the historic archive, including using MPL owned master negatives. MPL Administration recommends accepting this offer and engaging in the 3-year payment plan. If approved, MPL will re-engage the City Attorney's office to finalize terms, both related to partnering on content access and the database contract. MPL will manage the expenditure via reprioritization of library materials funds.

Acquisition of the Historic Archive aligns with MPL as Resource Library and steward of information on the community's history and culture. This asset to MPL's collections supports access and discoverability with indexed and digital views. MPL would retain permanent rights to any digital content purchased via the perpetual license, a distinction in digital content with most models being leased or term length fee structures. Usage of the Historic Archive, even without a promoted trial, demonstrates a productive return on investment.



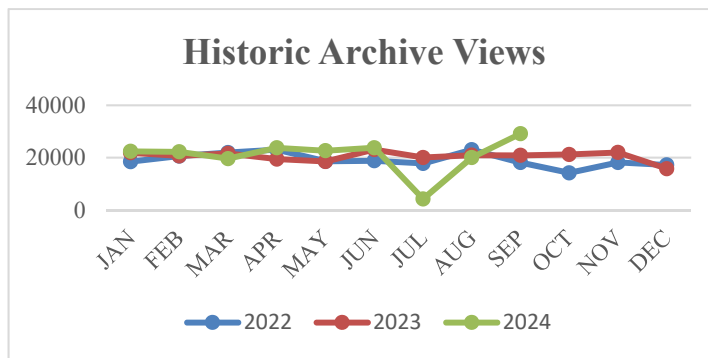
MEMO

Statistics:

MJS Archive Article Views:

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2024	22438	22239	19647	23754	22677	23803	4260	20086	29181	TBD	TBD	TBD	188085
2023	21864	20669	21636	19462	18538	23107	20068	20973	20907	21240	22008	15800	246272
2022	18486	20617	21974	23067	18607	18813	17809	23048	18145	14215	18188	17225	230194

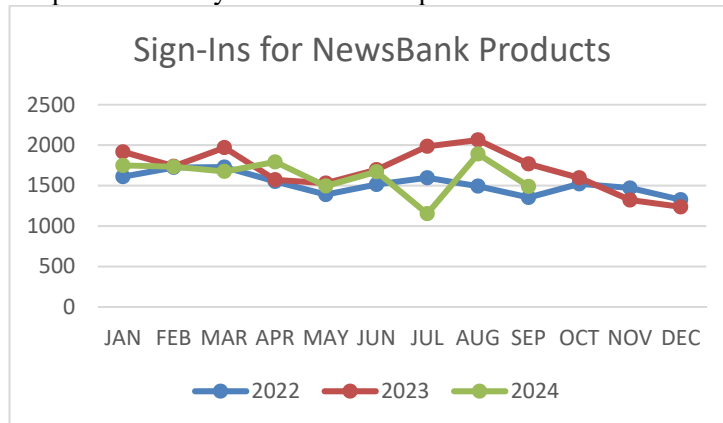
* Article views is for the archive only. One view equal accessing a full text article.



Sign-ins for NewsBank Products:

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2024	1749	1733	1674	1792	1494	1671	1152	1891	1489	TBD	TBD	TBD	9069
2023	1917	1739	1969	1572	1530	1696	1985	2064	1767	1595	1321	1236	20391
2022	1610	1724	1728	1550	1389	1513	1596	1492	1353	1521	1470	1325	18271

*Sign-ins include all NewsBank products. They are unable to separate these stats.



*Major outage in July 2024 impacted both sets of statistics.



One MKE Coalition Overview



Inspiration Starts Here – Read • Learn • Connect

What is the One MKE Coalition?

- One MKE is a non-partisan coalition led by the Milwaukee Public Library, Milwaukee Election Commission, Cities Forward and NEWaukee, along with 40+ community partners.
- Grant funded project through Cities Forward.
- Outreach and marketing support provided by NEWaukee.

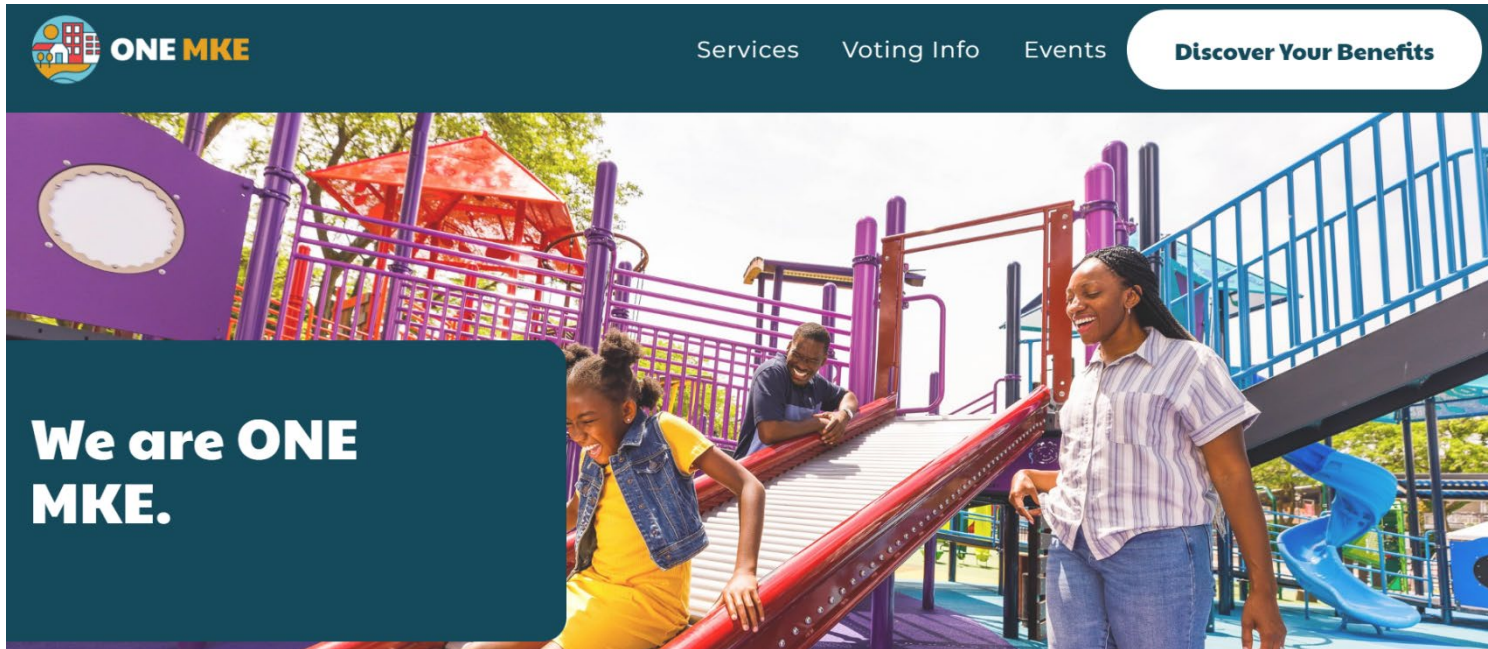
Program details

- Focused on community outreach and helping Milwaukee residents:
 - Access local, state and federal services
 - Attend events and get involved in their community
 - Learn about voting resources
- Phased program
 - June-September: relationship building through street outreach, screeners, pledge postcards, digital marketing
 - September-November: voting information
 - November-December: longer term planning

MPL Focus

- Trusted messengers of reliable information on civic and voter engagement
- Produced voter information materials in collaboration with the Milwaukee Election Commission
- Distributed materials to libraries, health centers, HACM, Municipal Service Bill, community partners.
- Coordination with NEWaukee's outreach team
- Gave away over 2,500 civic-themed books at outreach events

Website: onemke.org



SERVICES

Health Care

Utilities

Housing & Neighborhood

Family Care



4th of July Fireworks

Thursday, July 4, 2024
8:00 AM – 10:00 PM
[Various locations \(map\)](#)

The City of Milwaukee's Fourth of July festivities will once again take place on Thursday, July 4, 2024. Milwaukee has long celebrated the Fourth of July with community events throughout the city, a tradition dating back to 1911. This year, Milwaukee will celebrate this great American holiday with parades, picnics, games, talent contests, fireworks and more!

[View Event →](#)

Marketing Materials




MAKE MILWAUKEE WORK FOR YOU!

One MKE provides easy information to:

-  Access local, state and federal services to **save you money and improve your wellbeing**
-  Attend events to meet other residents and **get involved in your community**
-  Learn about **nonpartisan voter resources**

DISCOVER YOUR BENEFITS AT ONEMKE.ORG 



One MKE is a nonpartisan coalition led by the Milwaukee Public Library, Milwaukee Election Commission, Cities Forward and NEWaukee, along with over 40 Milwaukee community partners.

MAKE MILWAUKEE WORK FOR YOU.





FIND YOUR DISTRICT



Current Impact

- Outreach team attended over 135 events across city since June
- Resident engagements: 15,324
- Pledge to Vote cards: 6,247
- Social/web engagements: 88,952
- Survey: 484
- Inserted One MKE materials in water bills: 165,000
- Distributed books on civic engagement: 2500

Thank you!

October 17, 2024

Dr. Mark Sain
President, Board of Trustees
Milwaukee Public Library

Dear Dr. Sain,

I am writing to inform you of key changes the Milwaukee County Federated Library System (MCFLS) Board has approved for the 2025-2028 ILS, Resource Sharing, and Technology Agreement. These changes reflect member feedback and align with goals identified in our recently revised system strategic plan. We believe these updates will enhance support for all member libraries.

Key Decisions:

- **ILS Maintenance and Cataloging Costs:** MCFLS will assume all costs related to ILS maintenance and cataloging services. In return, member libraries will be responsible for the costs of the Hoopla streaming service. This decision was supported by 12 out of 13 member libraries in the survey distributed to all member libraries earlier this year.
- **Compensation Model:** Based on survey results, the Board chose Option 2 to compensate libraries for serving non-residents and expanding collections. Supported by two-thirds of respondents, this formula allocates funds with an 80/20 split: 80% for positive net transactions and 20% for added collection items. This increases the share for net lenders from the original 75/25 ratio. The compensation, now called the **Member Reserve Fund** (formerly Reciprocal Borrowing), will be reflected in the agreement.
- **State Aid Adjustments:** The percentages of state aid allocated to the Member Reserve Fund have been adjusted slightly to enhance compensation for member libraries. Beginning in 2026, the allocation will decrease by only one percentage point each year—35% in 2026, 34% in 2027, 33% in 2028, and 32% in 2029—allowing MCFLS to assume infrastructure costs.
- **Data Analysis Services.** The Board has directed system staff to thoroughly assess data analysis needs and present a recommendation for consideration no earlier than the 2027 budget process.
- **Omissions Due to Lack of Consensus:** Proposals related to a maintenance of effort clause, system-wide fee card, and circulation loan rules were excluded from the agreement due to a lack of consensus. The Board believes these topics require further discussion with the system and member libraries.

We understand there are some remaining concerns, but this framework ensures shared investments benefit all libraries while prioritizing net lenders. Please have your board review, approve, and return both signed copies of the Agreement included with this letter by December 20. A countersigned copy will be returned to you for your records.

Thank you to everyone who contributed to this process. We look forward to working together on these improvements. If you have any questions, please contact me or MCFLS Director Steve Heser at director@mcfls.org. Thank you.

Sincerely,



Paul Ziehler

President, MCFLS Board of Trustees

ATTACHMENT A - P. 16 of 45
MPL CONSENT AGENDA

1. Regular Board Meeting Minutes -
10/22/2024

P. 19

MEMO

TO: Milwaukee Public Library Board of Trustees
FROM: Karli Pederson, Associate Library Director
DATE: October 22, 2024
RE: Information on Milwaukee Public Library's Hoopla Subscription

Overview:

Milwaukee Public Library launched Hoopla in June 2017. This pay-per-use digital platform allows patrons eContent access with no wait and patron usage drives costs. Hoopla costs have risen to an extent that continuing to fund Hoopla in the current model without adjustments is unsustainable.

Current Model:

- Up to 4 checkouts per month with max checkout cost of \$3.99 per item
- Milwaukee County Federated Library System (MCFLS) manages the subscription, subsidizing 75% of member costs with member libraries pay remaining costs based on usage

Projected Future Spending:

- Hoopla projected January-December 2025 cost is \$421,020 for all MCFLS Members
 - MPL's share is typically 47% (~\$197,879 in 2025)

Next Steps:

- MCFLS will fund infrastructure and cease subsidization of Hoopla in 2025
- Member libraries must determine if they will discontinue or if they continue the service:
 - Reduce monthly borrowing limits to 2
 - Reduce max cost per circulation
 - Maintain MCFLS-wide account or individual library accounts (Members responsible for costs regardless)
- MPL and MCFLS will continue to explore alternative digital content platforms and models

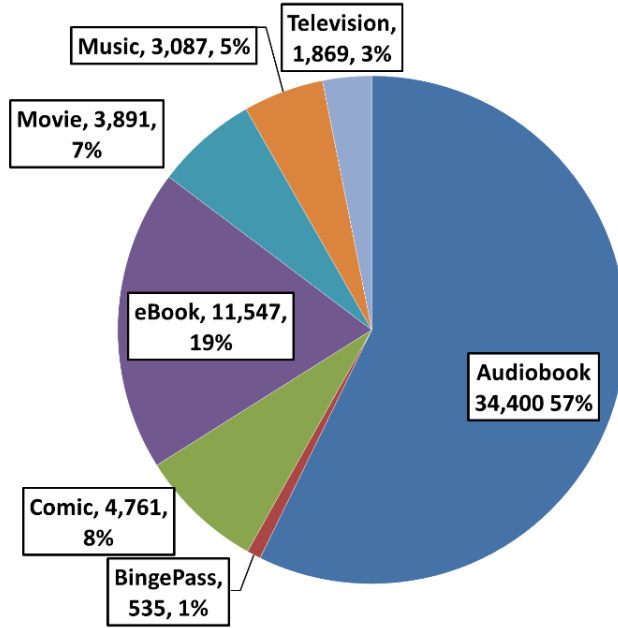
2024 Statistics (*through September 2024*):

- Hoopla: 6676 unique users; ~5.2% of active MPL cardholders
- Hoopla: \$2.32 per circulation (*October 2023-September, 2024*)
- Hoopla: 1.617% of 1.9 million titles used by MPL cardholders

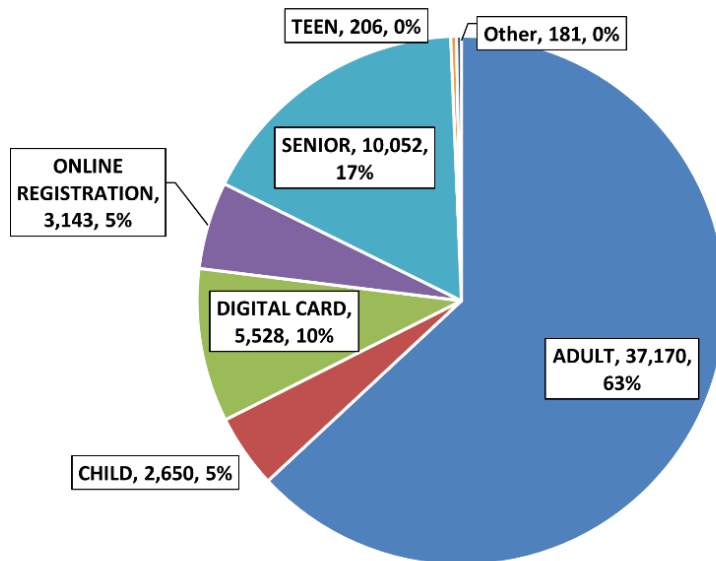


MEMO

2024 Hoopla eCirc by Format



2024 Hoopla Borrowers by Card Type



**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
EXECUTIVE COMMITTEE
MINUTES**

Wednesday, November 13, 2024

Virtual via Microsoft Teams

PRESENT: Mark Sain, Michele Bria, Teresa Mercado, Joan Johnson

OTHERS

PRESENT: MPL: Rebecca Schweisberger

President Sain called the MPL Board of Trustees Executive Committee meeting to order at 4:03 p.m. on November 13, 2024. All Trustees participated by video conference.

1. **Approval of the Minutes.** President Sain entertained a motion to accept the minutes from the June 12, 2024 meeting. Trustee Mercado moved to approve and Trustee Bria seconded. Motion passed.
2. **2023 Summary and 2024 Visioning.** Library Director Joan Johnson presented an overview of MPL's 2024 accomplishments and activities, 2025 goals, and current challenges. The presentation is attached at the end of these minutes.

2024 accomplishments and activities include:

- A 16% increase in patron visits and MPL is on track to exceed 1M visits in 2024.
- Circulation and program attendance are up over 2023. Staff has been very responsive to the community feedback gathered in 2023, which has led to more programming aligned with community needs.
- Each branch and public service department have created customized service plans derived directly from the survey results.
- The first signature event was launched on November 9th and had over 600 participants.
- Destination events not only increase patron count and program attendance, but help MPL meet Racial, Equity, and Inclusion (REI) goals to help patrons from all backgrounds feel welcome at the library.
- MPL continues to offer programs that contribute to economic and employment growth in the city, including a pipeline for youth to gainful employment.
- The Entrepreneur-in-Residence program was very successful and also supported REI goals, as the majority of participants self-identified as coming from an ethnically-diverse background. MPL has received a \$5,000 grant to continue the program in 2025 and is currently recruiting for the next cycle.
- MPL staff continues to work with AmeriCorps members for the LibraryCorps and Teen ConnectEd Learning programs to teach 21st Century skills.
- MPL continues efforts to help increase resident access to high-speed broadband internet and is on track to put out the Request for Proposal (RFP) by the end of the year.
- Continuous improvement projects that incorporate new or upgraded technology to provide enhanced customer service to patrons and support MPL staff were completed or initiated.

New goals for 2025 include:

- Enable affordable internet access for 500 households by December 2025, with pilot project starting at Center Street and Mitchell Street branches.

- Utilize a staffing study to increase efficiency and innovation as well as prepare for potential budget cuts in the future.
- Hire 14 new staff members for in-house security positions.
- To implement decentralized phone service, MPL will prepare technology infrastructure, verify comparable statistics reporting, and deploy a comprehensive training for all staff.

Informational item.

5. **Board Education.** The Committee discussed possible topics for Board education in 2025. MPL staff will share short, engaging, high-level presentations that will help the Board in their role as ambassadors for the library. The Committee discussed the library funding model and potential resources, possible partnerships, and innovations, particularly related to artificial information (AI) technology. Informational item.

The meeting of the Milwaukee Public Library Board's Executive Committee was adjourned 5:33 p.m. on November 13, 2024.

Executive Committee Meeting

November 13, 2024



Inspiration Starts Here – Read • Learn • Connect

2024 Accomplishments & Ongoing Initiatives

Library Usage

MPL helps build healthy families living in vibrant neighborhoods:

- **Visits**
 - 2023: Just under 1M | **2024 Goal:** 1.5M
 - **Current:** 976,719 (16% increase)
- **Circulation:** 912,570 items (Up 2%)
- **Registration:** 34,571 (Down 17%)
- **Program Attendance**
 - **Up 31%** at 74,810 through October
 - New program offerings aligned with community needs
- **Community-Driven Initiatives**
 - Teams created customized service plans from engagement survey feedback
 - **Signature Events:** Launched with *Unity in the Community* at Mitchell St., Nov 9

Economic & Workforce Development

MPL contributes to a strong Milwaukee:

- **Entrepreneur-in-Residence Program**
 - Completed inaugural cycle serving 105 emerging business owners
 - Awarded funding for 2025 cycle recruitment
 - Goal: Build an ecosystem for future entrepreneurs in Milwaukee
- **Youth Employment Programs**
 - TAB & Teen Internships: Ongoing support for youth employment
 - LibraryCorps & Teen Connected Learning: Expanding opportunities for skill development
- **Immigrant & Refugee Services**
 - Supporting success for new arrivals through language and citizenship education
 - ESL & Citizenship Programs: Reached 2,500+ participants through October (Goal by EOY: 2,675)

Digital Inclusion

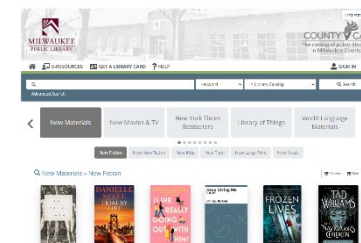
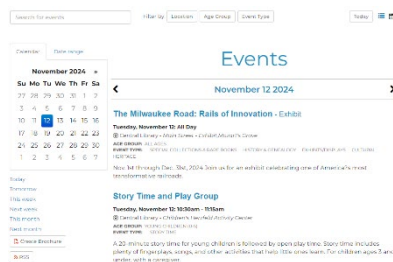
MPL helps people read, learn and connect:

- Public Computer & Wi-Fi Usage
 - Computer Sessions: Up 15% at 120,182
 - Wi-Fi Users: 172,489 unique users (new tracking software)
 - E-Content: Up 10% with over 500,000 downloads and streams
- Digital Inclusion Goals
 - Goal: Enable affordable internet access for 500 households by June 2025
 - Expand technology training and equipment support for residents
- Infrastructure Development
 - Working with City Attorney's Office on RFP for digital inclusion infrastructure
 - Timeline: Draft RFP for CAO review by December

Technology & Innovation

MPL improves patron experience and better support staff:

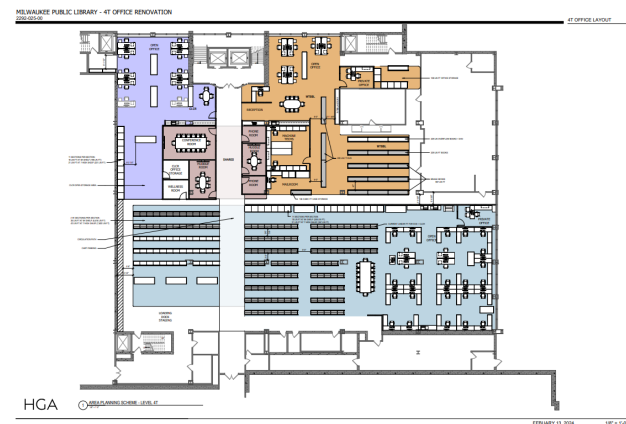
- **Communico:** New automated meeting room reservation tool for patrons
- **Vocera:** Wireless communication tool for improved staff coordination
- **Aspen:** Enhanced CountyCat search interface for improved user experience
- **DocTract & DocuSign:** Automated systems for policy management and contract tracking
- **Security Upgrades:** New reporting/ticketing system and enhanced security infrastructure
- **SenSource:** Pilot people-counting solution at 5 locations for accurate visitor tracking and traffic analysis.



Facilities Improvements

MPL provides community third space:

- M.L. King Branch Development suffered delays and work continues toward an early 2025 opening
- 4T renovation of EOS and WTBBBL staff areas funded and work to begin by end of year



2025 Vision and Goals

Resource Alignment, Organizational Development, Service Plan Transition

- **Staffing Study:** Complete study on staffing levels before 2026 budget cycle
- **REI Work Plan:** Continue action steps with focus on staff development and partnerships
- **Security Transition:** Successfully move to in-house security staffing and training
- **Decentralized Phone Service:** Staff training to ensure a smooth transition
- **Service Desk Updates:** Repurpose Welcome and Wells St desks at Central Library

Carry-over goals from this year

- **Library Usage**

- Maintain growth mindset toward 1.5M visits goal

- **Economic & Workforce Development**

- Improve 2nd-floor spaces to support growing programs and attendance
- Extend Teen Connected Learning & makerspace programs to new MLK Branch

- **Digital Inclusion**

- Recruit vendor for broadband infrastructure around select branches
- Potential Funding: NTIA Digital Equity Act Competitive Grant

- **Statewide Resource Designation**

- Pursue formal recognition of Central Library as a WI statewide resource
- Strengthen partnerships with DPI and city's Intergovernmental Relations Division

Thank you!

**Milwaukee Public Library
Financial Report
October 31, 2024**

2024

2023

City Revenues

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 28,574,827	\$ 25,749,667	90.1%
<i>Fines</i>	\$ 114,500	\$ 70,637	61.7%
<i>Lost Materials, etc.</i>	\$ 66,500	\$ 37,326	56.1%
<i>MCFLS Contracts</i>	\$ 819,000	\$ 667,884	81.5%
Total City Appropriation	\$ 29,574,827	\$ 26,525,514	89.7%

	Budget	Received to date	% Received
	\$ 26,436,877	\$ 22,275,126	84.3%
	\$ 128,000	\$ 68,749	53.7%
	\$ 60,000	\$ 35,041	58.4%
	\$ 802,414	\$ 413,268	51.5%
	\$ 27,427,291	\$ 22,792,184	83.1%

City Expenses

Salaries & Benefits

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 5,973,002	\$ 4,618,413	77.3%
<i>Fringe Benefits</i>	\$ 2,687,851	\$ 2,102,392	78.2%
Total	\$ 8,660,853	\$ 6,720,805	77.6%

	Budget	Spent to date	% Spent
	\$ 14,013,643	\$ 11,568,616	82.6%
	\$ 6,306,139	\$ 5,059,273	80.2%
	\$ 20,319,782	\$ 16,627,889	81.8%

Supplies & Services

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 121,803	\$ 66,917	54.9%
<i>Tools & Machinery Parts</i>	\$ -	\$ -	100.0%
<i>Construction Supplies</i>	\$ 16,500	\$ 22,230	134.7%
<i>Energy</i>	\$ 847,800	\$ 610,972	72.1%
<i>Other Operating Supplies</i>	\$ 252,947	\$ 202,831	80.2%
<i>Vehicle Rental</i>	\$ 8,800	\$ 4,674	53.1%
<i>Non-Vehicle Equipment Rental</i>	\$ 14,700	\$ 9,601	65.3%
<i>Professional Services</i>	\$ 146,600	\$ 93,818	64.0%
<i>Information Technology Services</i>	\$ 442,552	\$ 379,578	85.8%
<i>Property Services</i>	\$ 1,418,038	\$ 1,509,257	106.4%
<i>Infrastructure Services</i>	\$ 38,500	\$ 126,821	329.4%
<i>Vehicle Repair Services</i>	\$ -	\$ -	100.0%
<i>Other Operating Services</i>	\$ 146,239	\$ 52,494	35.9%
<i>Reimburse Other Departments</i>	\$ 108,600	\$ 46,315	42.6%
Total	\$ 3,563,079	\$ 3,125,508	87.7%

	Budget	Spent to date	% Spent
	\$ 111,700	\$ 57,434	51.4%
	\$ 19,000	\$ 20,374	107.2%
	\$ 26,000	\$ 15,025	57.8%
	\$ 687,800	\$ 554,591	80.6%
	\$ 248,019	\$ 178,402	71.9%
	\$ 9,000	\$ 5,819	64.7%
	\$ 22,000	\$ 20,658	93.9%
	\$ 180,751	\$ 198,639	109.9%
	\$ 417,642	\$ 355,585	85.1%
	\$ 1,273,520	\$ 1,419,105	111.4%
	\$ 33,000	\$ 63,449	192.3%
	\$ -	\$ -	100.0%
	\$ 157,100	\$ 56,282	35.8%
	\$ 105,000	\$ 18,648	17.8%
	\$ 3,290,532	\$ 2,964,011	90.1%

Equipment

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,827,000	\$ 1,594,364	87.3%
<i>IT Equipment</i>	\$ 522,032	\$ 197,755	37.9%
<i>Other</i>	\$ 86,563	\$ 35,196	40.7%
Total	\$ 2,435,595	\$ 1,827,315	75.0%

	Budget	Spent to date	% Spent
	\$ 1,757,000	\$ 1,649,143	93.9%
	\$ 358,187	\$ 74,155	20.7%
	\$ 83,202	\$ 53,364	64.1%
	\$ 2,198,389	\$ 1,776,662	80.8%

Other Departmental Appropriation

	Budget	Spent to date	% Spent
<i>Villard Square Property Payment</i>	\$ 9,800	\$ 8,802	89.8%
<i>East Property Payment</i>	\$ 5,300	\$ 5,300	100.0%
<i>Mitchell Street Property Payment</i>	\$ 74,000	\$ 56,631	76.5%
<i>Good Hope Property Payment</i>	\$ 45,000	\$ -	0.0%
<i>Contingent Energy Financing</i>	\$ 136,200	\$ 136,153	100.0%
Total	\$ 270,300	\$ 206,886	76.5%

	Budget	Spent to date	% Spent
	\$ 8,300	\$ 8,300	0.0%
	\$ 4,000	\$ 4,000	0.0%
	\$ 72,000	\$ 58,500	81.3%
	\$ 45,000	\$ -	0.0%
	\$ 133,500	\$ 133,483	100.0%
	\$ 262,800	\$ 204,283	77.7%

ARPA Revenue Replacement

	Budget	Spent to date	% Spent
<i>Operating Expenses</i>	\$ 14,645,000	\$ 14,645,000	100.0%
Total	\$ 14,645,000	\$ 14,645,000	100.0%
Total City Expenses	\$ 29,574,827	\$ 26,525,514	89.7%

	Budget	Spent to date	% Spent
	\$ 1,355,788	\$ 1,219,339	89.9%
	\$ 1,355,788	\$ 1,219,339	89.9%
	\$ 27,427,291	\$ 22,792,184	83.1%

**Milwaukee Public Library
Financial Report
October 31, 2024**

2024

2023

Additional Funding Sources

Grants

	Budget	Spent to date	% Spent
<i>WTBBL Jul '24 - Jun '25</i>	\$ 1,033,100	\$ 357,913	34.6%
<i>ILS Jul '24 - Jun '25</i>	\$ 233,550	\$ 45,600	19.5%
Total	\$ 1,266,650	\$ 403,513	31.9%

	Budget	Spent to date	% Spent
	\$ 1,004,300	\$ 344,183	34.3%
	\$ 223,350	\$ 32,973	14.8%
	\$ 1,227,650	\$ 377,156	30.7%

Trust Funds

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 134,000	\$ 134,000	100.0%
<i>Programming</i>	\$ 42,000	\$ 22,325	53.2%
<i>Training</i>	\$ 20,000	\$ 19,048	95.2%
<i>Marketing</i>	\$ 35,000	\$ 33,391	95.4%
<i>Contingency</i>	\$ 4,000	\$ -	0.0%
<i>Board Development</i>	\$ 4,000	\$ 384	9.6%
<i>Strehlow 50+</i>	\$ 29,756	\$ 6,876	23.1%
<i>Staffing Study</i>	\$ 28,000	\$ -	0.0%
Total	\$ 296,756	\$ 216,024	72.8%

	Budget	Spent to date	% Spent
	\$ 124,000	\$ 115,438	93.1%
	\$ 38,000	\$ 22,045	58.0%
	\$ 18,000	\$ 13,389	74.4%
	\$ 32,000	\$ 2,871	9.0%
	\$ 4,000	\$ 2,293	57.3%
	\$ 4,000	\$ 868	21.7%
	\$ 37,319	\$ 4,818	12.9%
	\$ -	\$ -	100.0%
	\$ 257,319	\$ 161,722	62.8%

Foundation Contributions

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 273,242	\$ 29,985	11.0%
<i>Programming</i>	\$ 1,730,334	\$ 512,468	29.6%
Total	\$ 2,003,576	\$ 542,453	27.1%

	Budget	Spent to date	% Spent
	\$ 425,961	\$ 47,076	11.1%
	\$ 1,714,096	\$ 583,644	34.0%
	\$ 2,140,057	\$ 630,720	29.5%

Investments

U.S. Bank National Assoc. Commercial Paper (rated A1) confirmation #929002741 dated 10/07/24 and maturing 11/06/24 at a rate of 1.75%...\$280,000

Director's Report

November Activities

As a follow-up to the library's budget hearing, Director Johnson completed two additional Aldermanic meetings during the Council's Budget Amendment process.

Director Johnson continued to attend weekly sessions of Executive Leadership Cohort training along with several other Cabinet members.

Johnson held an in-person quarterly meeting with all managers where public service managers presented their respective community-driven service plans and goals for 2025. All did an excellent job and it is anticipated that these efforts will advance library goals toward increasing patron visits to 1.5M by the end of 2025. She also led the Fall Pin Ceremony to welcome 24 new employees and 14 others were acknowledged for 5, 10, 20, 35 and 40 years of dedicated service.

Johnson attended the first of three planned Signature Programs, Unity in the Community, held at the Mitchell Street branch. The event was planned jointly by staff at the four branches comprising the south cluster and was responsive to community needs. It included performance arts, culinary programming, hands-on arts and maker activities, a resource fair and food and coffee trucks outdoors. It was well received by over 600 attendees.

Director Johnson and Deputy Meyer-Stearns joined a kick-off meeting with the Director and staff of the Environmental Collaboration Office (ECO) to begin planning the execution of a grant award to build a public EV charging network through the US DOT's [CFI grant program](#), funded through ECO at nearly \$15M. Several branches are listed as priority "Tier 1" sites.

Johnson and 27 other managers and staff supported the Election Commission (EC) at the EC Office, Central Count at the Baird Center and several polling sites throughout the city from opening of the polls until well after the polls closed. Milwaukee and Wisconsin were in the media spotlight and MPL's own Communications Director Melissa Howard served admirably to help guide EC leadership in the weeks running up to Election Day and throughout the day on November 5th.

Johnson continues to participate in meetings with the Westown Association Board, and was recognized by their leadership with the Debra Usinger Community Partner Award at its annual meeting. She also attended the presentations and board meetings of the Rotary Club of Milwaukee.

Johnson's attendance at the Milwaukee County Federated Library System's (MCFLS) monthly Board meetings and the weekly meetings of the Schools, Health and Library Broadband Coalition, and the Urban Libraries Council are ongoing. She also attended the quarterly meeting of the System and Resource Library Administrators Association of WI (SRLAAW).

Summary of VIRTUAL and IN-PERSON PROGRAMS:

MPL HELPS PEOPLE READ

Keke Palmer in Conversation with Cree Myles. On Friday, October 11, Central Library hosted award-winning actress, singer, and author Keke Palmer in Centennial Hall. Doors opened to the public at 6:00 p.m., and the line to enter Centennial Hall stretched down 8th Street and wrapped around the front of Central Library. In a conversation with Milwaukee bookfluencer Cree Myles, Keke spoke about her upcoming book *Master of Me: The Secret to Controlling Your Narrative*. The event was attended by over four hundred people, including members from Black Space HQ, the UW-Madison Black Cultural Center, and the Brewers Community Foundation. Keke shared stories and anecdotes about her family and childhood, her experiences as an entertainer, and her inspiring journey to self-empowerment." Attendance: 410

Spooky Treasures of the Rare Books Room. On October 5th we had an open house highlighting some of our spookiest rare books and other items related to classic scary stories, magic, witches, ghosts, science fiction and more! It was a very popular event and inspired a lot of conversations between attendees while they were looking at the books. Attendance: 119

MPL HELPS PEOPLE LEARN

Death Cafe at the Bay View Library. On October 26th, we held the first instance of the 'Death Cafe at the Bay View Library'. There was great turnout, especially considering this is a new program, and the people that attended were very interested and engaged in the topic. The cafe ended up being a sort of round robin with attendees first introducing themselves, followed by an open discussion. There was a wide range of people that attended, and the group was respectful and kind. The death doula followed up with me recently and told me that the attendees used the terms "thoughtful, informative, and community-building" to describe the event on their evaluations. Hopefully, the program will continue to draw a crowd and become a staple of the Bay View programming lineup. Attendance: 12

Business Beyond Borders: Navigating Business Licensing and Funding Your Vision. This October MPL launched the Business Beyond Borders series supporting immigrant and refugee entrepreneurs. The first workshop featured the City of Milwaukee License Division, Department of Neighborhood Services and Health Department for *Navigating Business Licensing*. This workshop guided entrepreneurs through the complex process of obtaining business licenses. Participants learned about essential permits, local regulations, and best practices for compliance. The second workshop featured the U.S. Small Business Administration who shared financing strategies for small business owners, including resources available to fund their business, expand through contracting opportunities, and technical assistance available to start, grow or expand their business. Attendance: 19

Medicare 101. Medicare 101 with [SHIP](#) (State Health Insurance Assistance Program) and the Wisconsin Department of Health Services. Join us for a free and objective presentation on the basics of Medicare. We will help you understand the A, B, C and D of Medicare and how to enroll. SHIP counselors will be on hand after the presentation to answer your questions and offer free enrollment assistance and individual Medicare counseling. SHIP counselors can help with Medicare: Costs. Eligibility. Enrollment. Plan options. Programs that can lower costs. Attendees were very engaged. Hands were going up with questions for the presenters throughout the presentation and people were still in small groups talking, and the presenters continued taking questions, until the library was closing. Attendance: 19

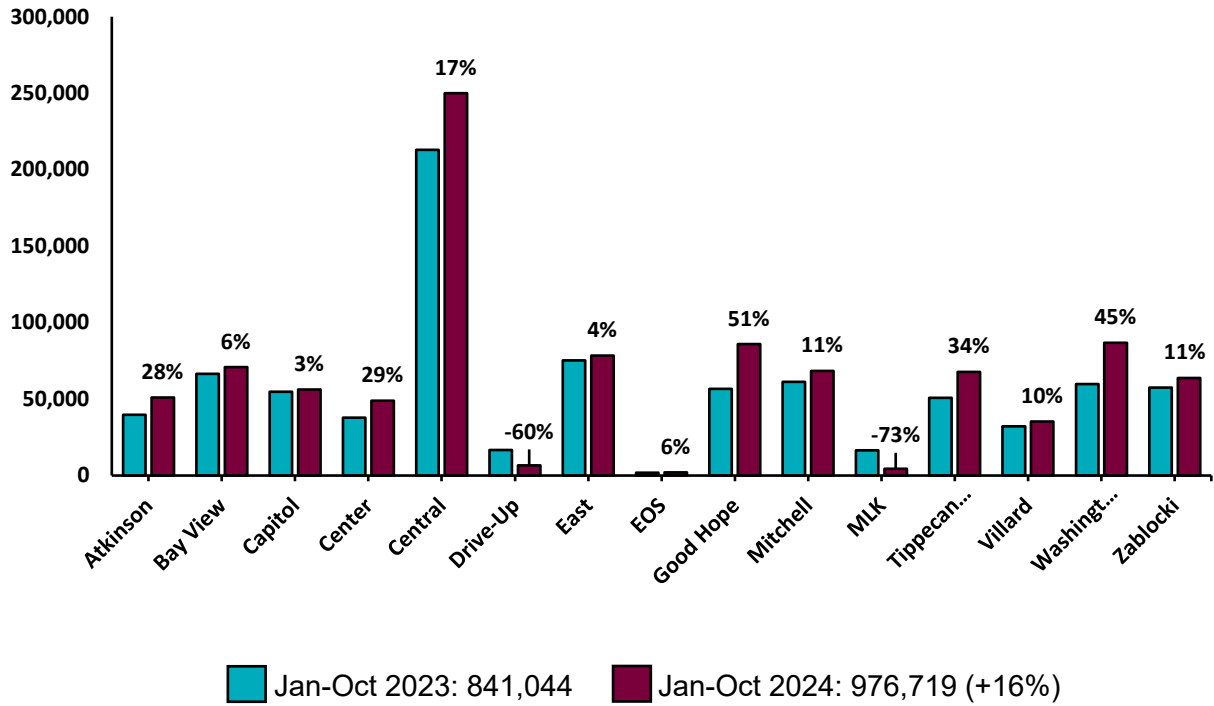
MPL HELPS PEOPLE CONNECT

Creative Economy Exchange. On October 26th, 2024 Beth Voecks of the Business, Technology, and Periodicals Department hosted the Creative Economy Exchange program. The goals of this program were to allow local creatives to come in and get advice from and ask questions of successful creative entrepreneurs in a variety of industries. Each vendor was very engaged and had great conversations with attendees as well as amongst each other. I felt that everyone had a chance to visit each other's tables as well as chat about business in general. I would love to work with each of them again. Attendance: 33

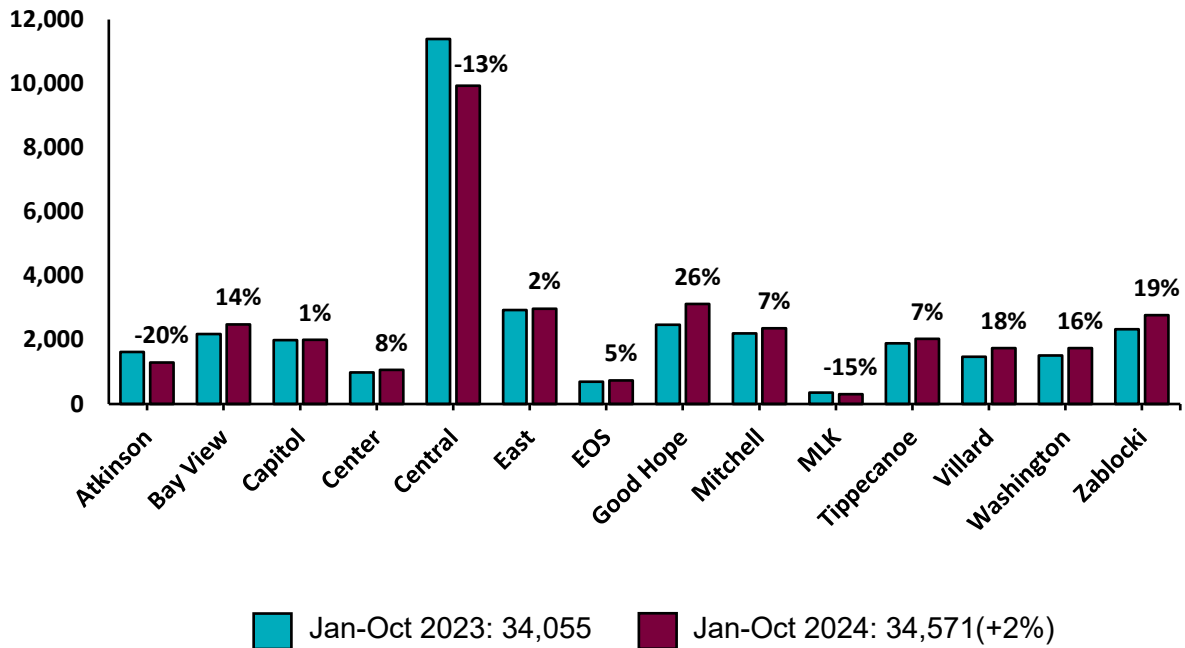
Book to Art Club. After a long pause during the ongoing pandemic, the East Branch Book to Art Club met Monday, October 21 to discuss *On Earth We're Briefly Gorgeous* by Ocean Vuong. Patrons created paper lanterns in honor of the main characters' Vietnamese heritage while discussing themes relevant to October as LGBTQ+ History Month. Attendance: 6

Total attendance for 202 programs: 1,949

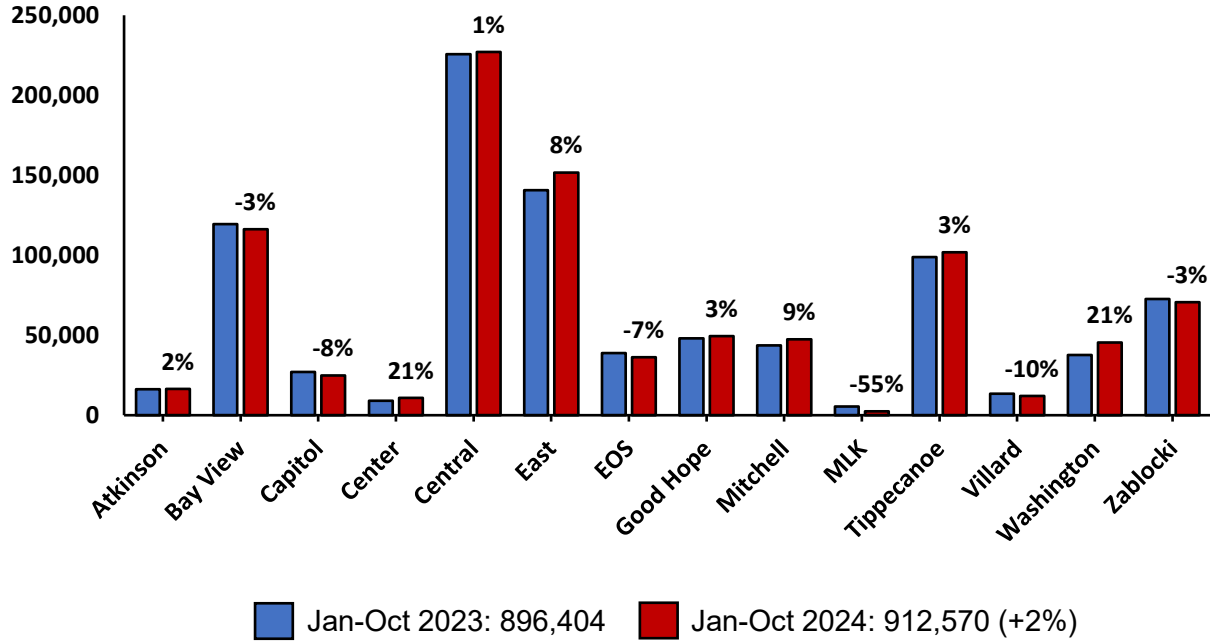
Patron Visits



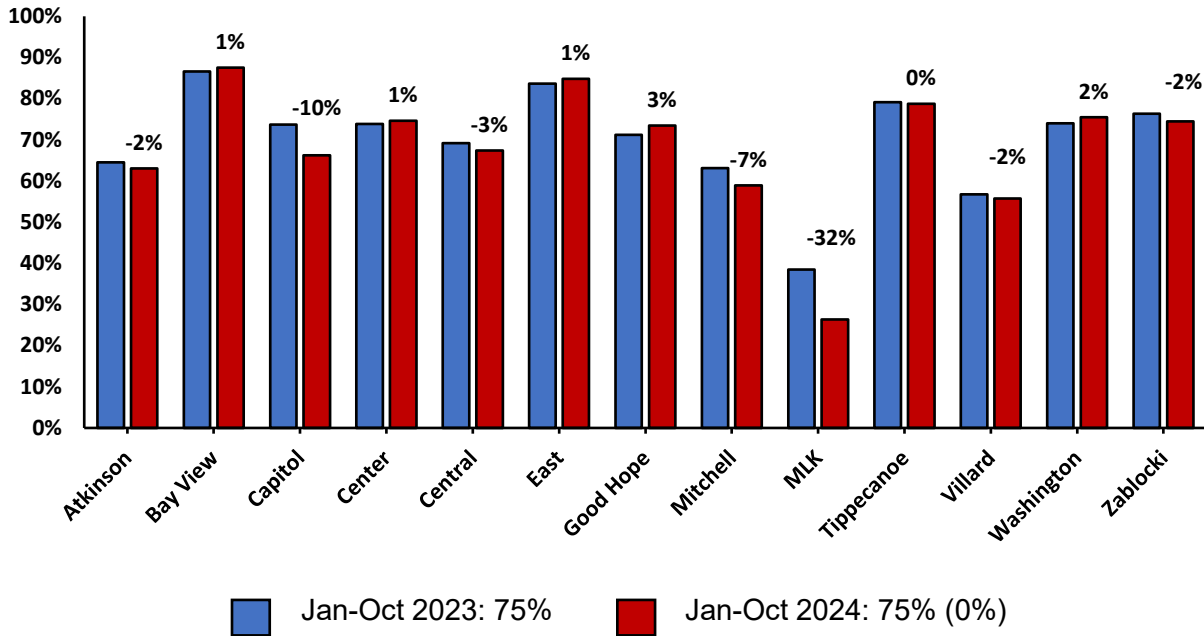
Registration



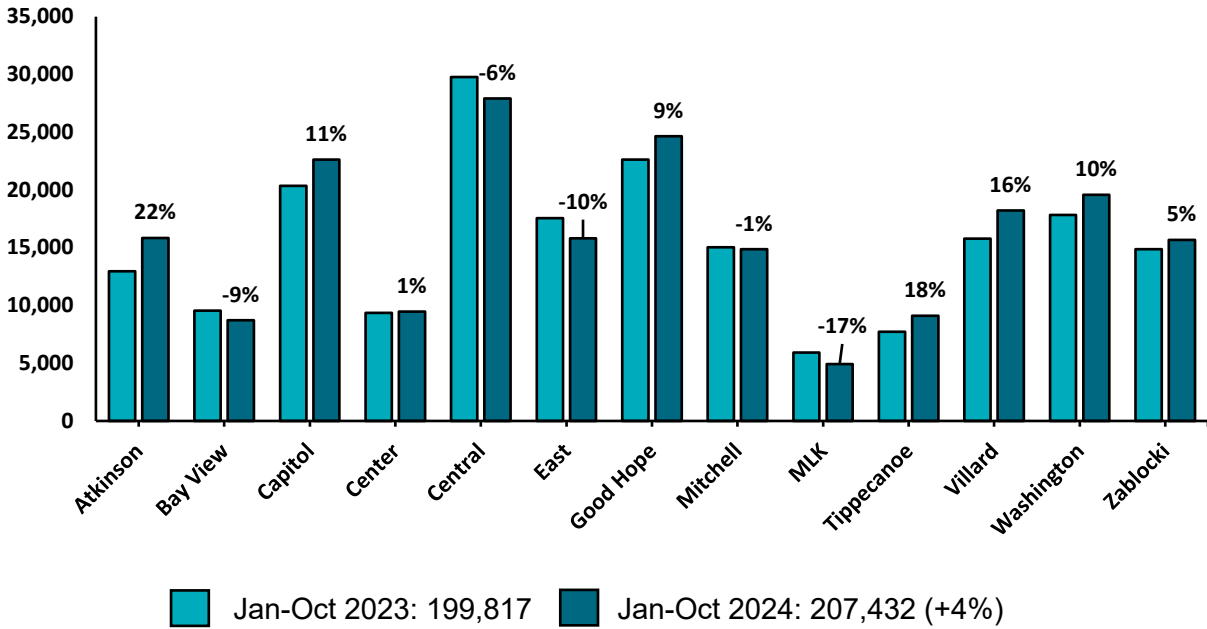
Traditional Circulation



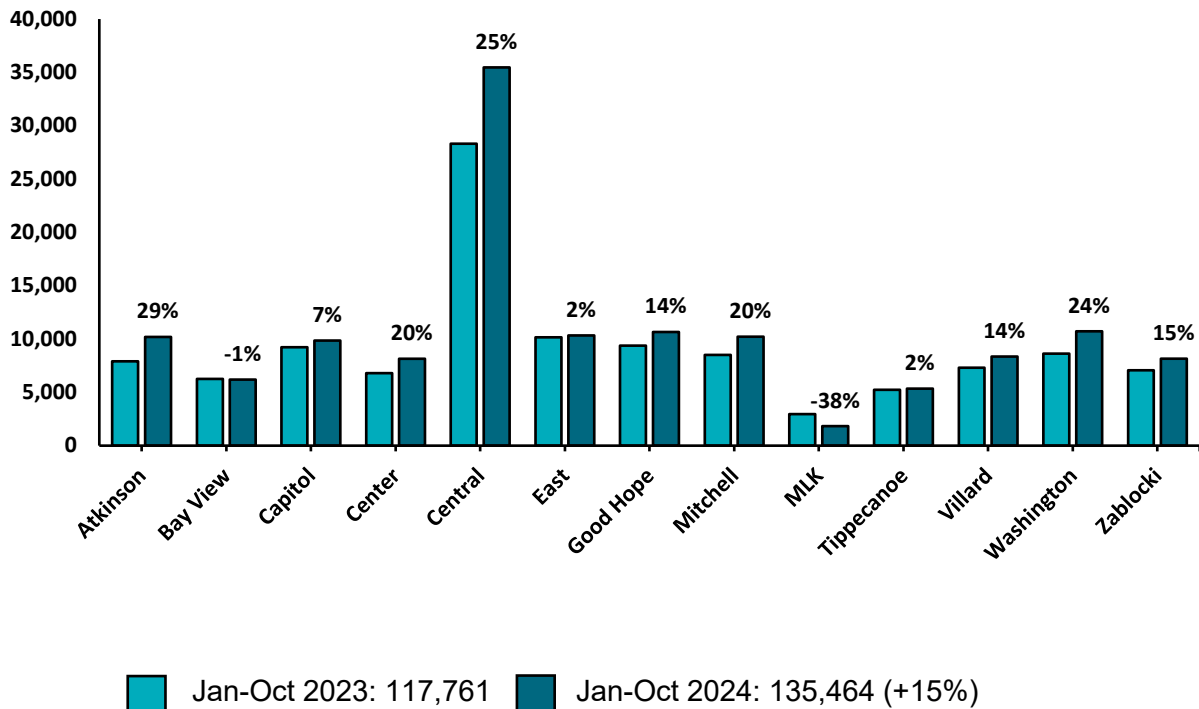
Self-Checkout



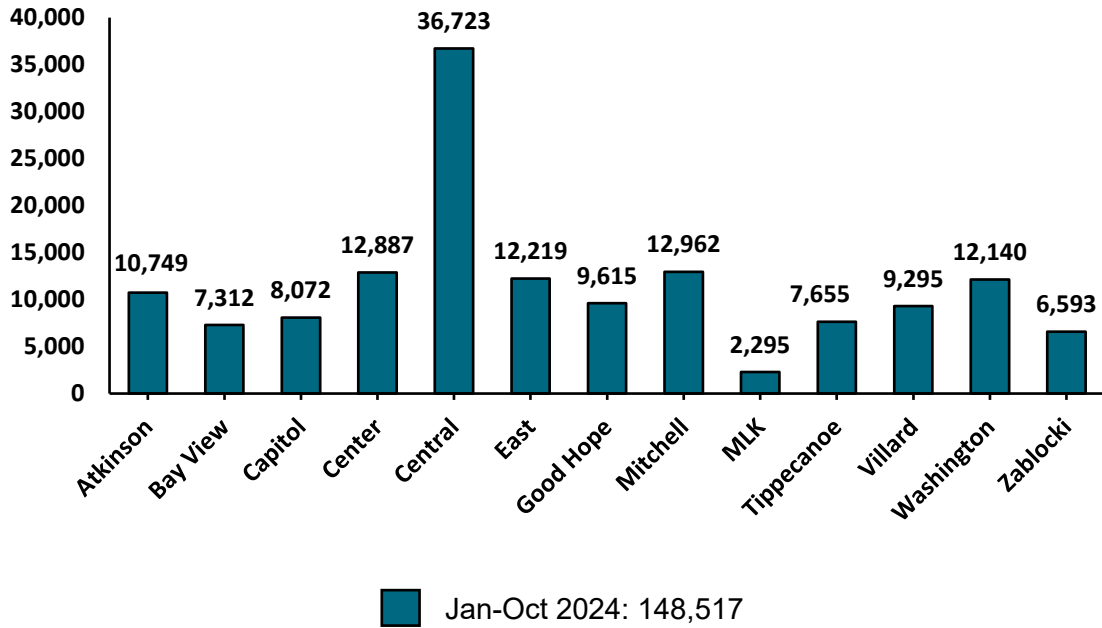
Print/Copy/Fax/Scan Jobs



Public Computer Sessions



Wi-Fi Unique Users



Ready Reference



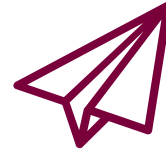
35,583

Call Sessions
Last Year: 39,468



1,353

Chat Sessions
Last Year: 1,984



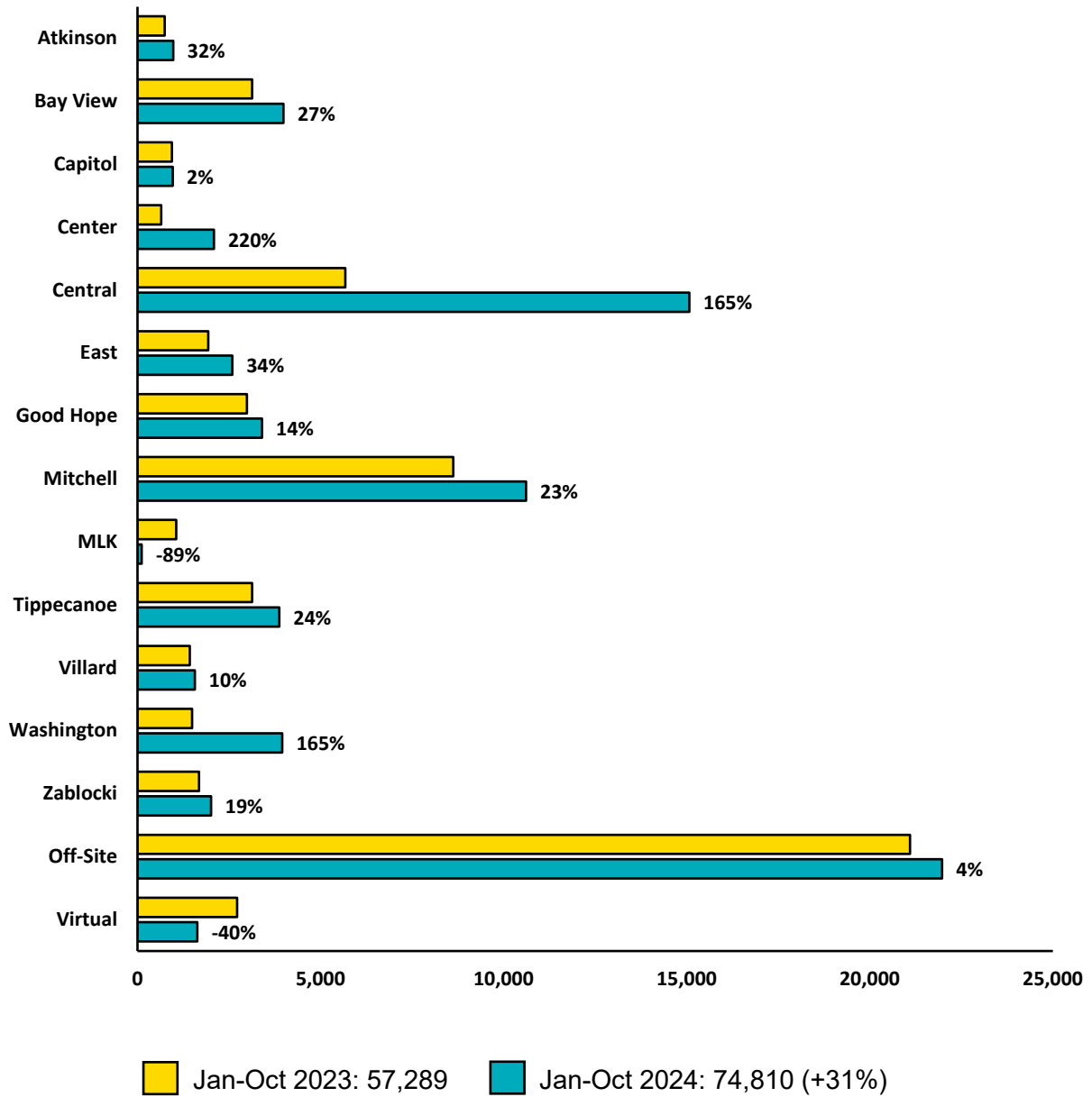
1,062

Email Sessions
Last Year: 1,345

eCirculation

Platform	Jan-Oct 2023	Jan-Oct2024	Change
Freegal Music	129,675	102,037	-21%
Hoopla Digital	49,836	67,760	+36%
Kanopy	14,034	22,078	+57%
OverDrive	326,504	377,194	+16%
Total	520,049	569,069	+9%

Program Attendance



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

RECESS: February, August, December

REGULAR MEETING OF THE BOARD

4th 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.	Martin Luther King 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

1st Thursday of the month, except January (New Year holiday), July (4th 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

2nd 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

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

FINANCE & PERSONNEL COMMITTEE

Quarterly – 4th 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 – 2nd 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 – 1st Wednesday of the month March, May, July, November, except July (4th 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

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

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

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

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

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

June 2025			
June 5	Building & Development Committee	8:00 a.m.	Virtual Meeting
June 10	Innovation & Strategy Committee	9:00 a.m.	Virtual Meeting
June 11	Executive Committee	4:00 p.m.	Virtual Meeting
June 24	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room



MILWAUKEE
PUBLIC LIBRARY

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

July 2025			
July 9	Library Services & Programs Committee	4:00 p.m.	Virtual Meeting
July 10	Building & Development Committee	8:00 a.m.	Virtual Meeting
July 22	Finance & Personnel Committee	8:30 a.m.	Virtual Meeting
July 22	Board Meeting	4:00 p.m.	Zablocki Branch Community Room

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

October 2025			
October 2	Building & Development Committee	8:00 a.m.	Virtual Meeting
October 14	Innovation & Strategy Committee	9:00 a.m.	Virtual Meeting
October 28	Finance & Personnel Committee	8:30 a.m.	Virtual Meeting
October 28	Board Meeting	4:00 p.m.	Central Library, Rotary Club of Milwaukee Community Room

November 2025			
November 5	Library Services & Programs Committee	4:00 p.m.	Virtual Meeting
November 6	Building & Development Committee	8:00 a.m.	Virtual Meeting
November 12	Executive Committee	4:00 p.m.	Virtual Meeting
November 25	Board Meeting	4:00 p.m.	Central Library, Richard E. & Lucile Krug Rare Books Room

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

ATTACHMENT B - P. 1 of 23
7. Building & Development
Committee - 11/07/24
P. 49

Thursday, November 7, 2024

Video Conference via Microsoft Teams

PRESENT: Michael Morgan, Matt Kowalski, Teresa Mercado, Mark Sain, Larresa Taylor, Joan Johnson

STAFF: MPL: Chantel Clark, Yves LaPierre, Jennifer Meyer-Stearns, Karli Pederson, Rebecca Schweisberger, PJ Woboril

OTHER: Department of Public Works: Kevin Muhs

Chair Michael Morgan called the MPL Board of Trustees Building and Development Committee meeting to order at 8:01 a.m. on November 7, 2024 with a quorum present. All Trustees and presenters participated by video conference.

1. **Approval of the Minutes.** Chair Morgan entertained a motion to accept the minutes from the October 3, 2024 meeting. Trustee Sain moved approval of the minutes and Trustee Kowalski seconded. Motion passed.
2. **City Planning Presentation.** City Engineer Kevin Muhs presented on traffic calming and streetscaping initiatives in the city. The presentation is attached at the end of these minutes. Traffic calming and streetscape measures have been implemented to support Mayor Johnson's vision for transportation in the city. The projects focus on safety, quality of life for citizens, creating dynamic and welcoming areas for the public, and reducing emissions related to transportation. Mr. Muhs reviewed various project types and funding streams, citing examples of each in Milwaukee neighborhoods. The Community-Led Traffic Calming Program encourages community members to submit traffic calming requests or ideas at www.milwaukee.gov/cltc. Mr. Muhs focused on initiatives in the area near Martin Luther King branch and will return in the 1st quarter of 2025 to share information about projects near other MPL locations. The MLK BID is focused on streetscaping improvements along Martin Luther King Drive and is in discussion with the Department of City Development about additional efforts, including improved street lighting, street furniture, and planters. Informational item.
3. **Real Estate – Former Mill Road Branch.** Library Construction Projects Manager Yves LaPierre presented an update on the sale of the former Mill Road branch. The presentation is attached at the end of these minutes. The Department of City Development has accepted an offer to purchase the property for the price of \$135,000. The property will be renovated for commercial use as an appliance liquidation store. Trustee Taylor shared a brief overview of the sale process with the bidder and the Committee discussed the purchase price, challenges of selling the property, and positive effects of the proposed business for the community. Trustee Taylor moved to approve the sale of the former Mill Road branch property for a purchase price of \$135,000. Trustee Sain seconded. Motion passed.
4. **Martin Luther King Branch Redevelopment.** Library Construction Projects Manager Yves LaPierre presented an update on the project, which is attached at the end of these minutes. Moisture issues in the pre-cast ceiling have been abated. Window installation has begun and approximately 85% of the exterior work on the apartments has been completed. The library space will not be weather-tight until the windows and exterior elements are complete. The estimated time frame for that completion

is 1 month and the contractors are focusing on work that is not reliant on exterior wall completion. Work has not progressed according to schedule and the developer has not met agreed upon dates. Due to the project delays, the developer is in default as of September 1, 2024. MPL is working with the City Attorneys Office to provide regular notice to the developer about the default status and fiscal impacts to the library. Per the development agreement, as of June 30, 2024 the developer is required to pay MPL the extended rental cost of \$5,000 per month. The developer has acknowledged the default status and committed to paying default fees. Completion of the core and shell is expected by early 2nd quarter of 2025, at which time the updated project timeline will be shared with the Committee. Informational item

The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 9:02 a.m. on November 7, 2024.

Accelerating Transportation Transformation

THE CITY OF MILWAUKEE'S
STREET TRANSFORMATION EFFORTS

Mayor Johnson's Transportation Vision

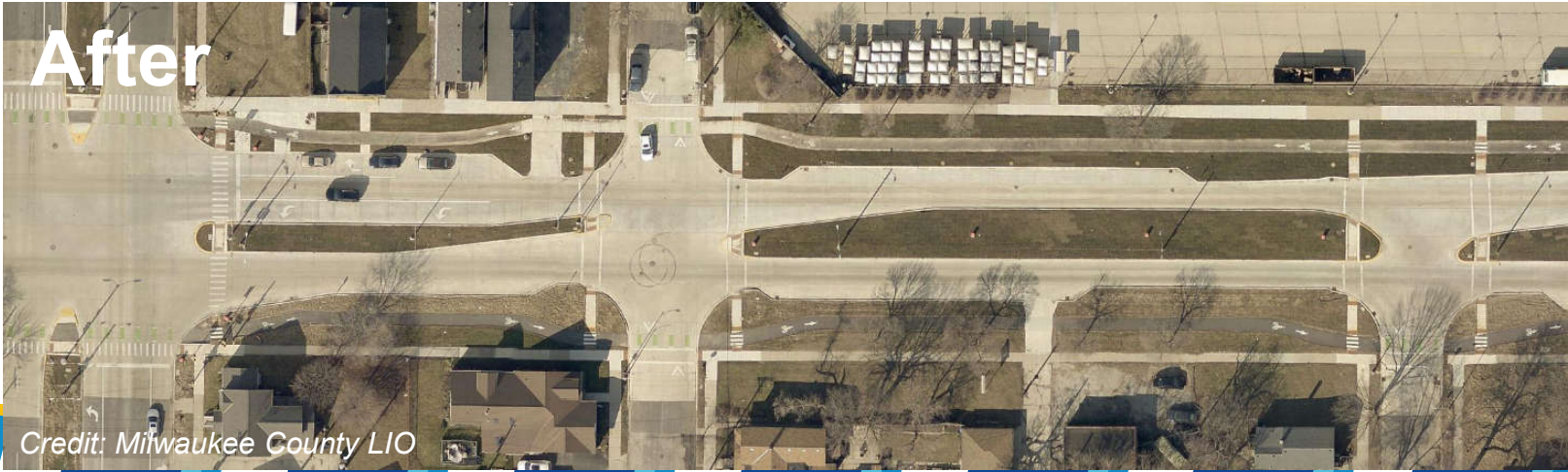
- 1. Eliminate Reckless Driving, and Eliminate Traffic Fatalities**
- 2. Invest in Neighborhood Infrastructure to Help Grow Milwaukee**
- 3. Streets as Places for People, and Places for Commerce**
- 4. Reduce Short, Single-Occupancy Trips to Address Climate Change**

Project Types

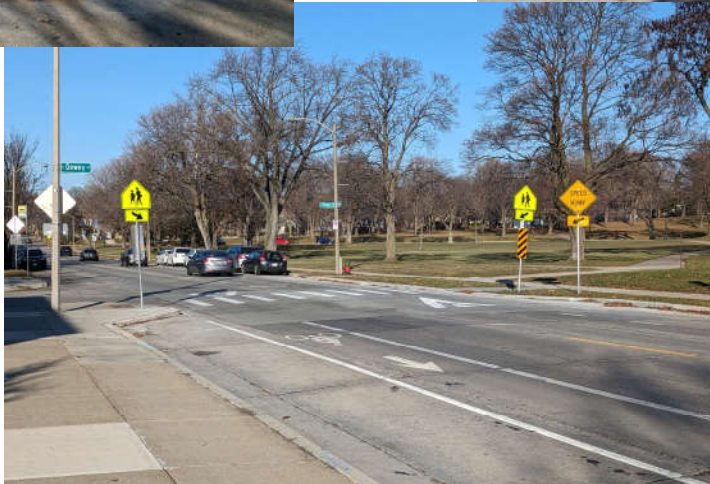
- **Reconstruction/Replacement – “blank slate”**
 - Currently, only when pavement reaches “end of life”
- **Resurfacing**
 - New top level of pavement; can include safety improvements as well
- **Targeted Safety Improvements**
 - Typically does not include paving

Reconstruction/Replacement

W. Walnut Street
(N. 20th St to I-43)



Spot Improvements



Three Typical Funding Streams

- **State/Federal Grants for Paving and Safety projects**
 - Safety-only projects require extensive fatal and injury crash history
- **Local Paving Program (City Levy)**
 - Usually targeted at “local” (side) streets
- **Tax Increment District financing**

Atkinson Branch

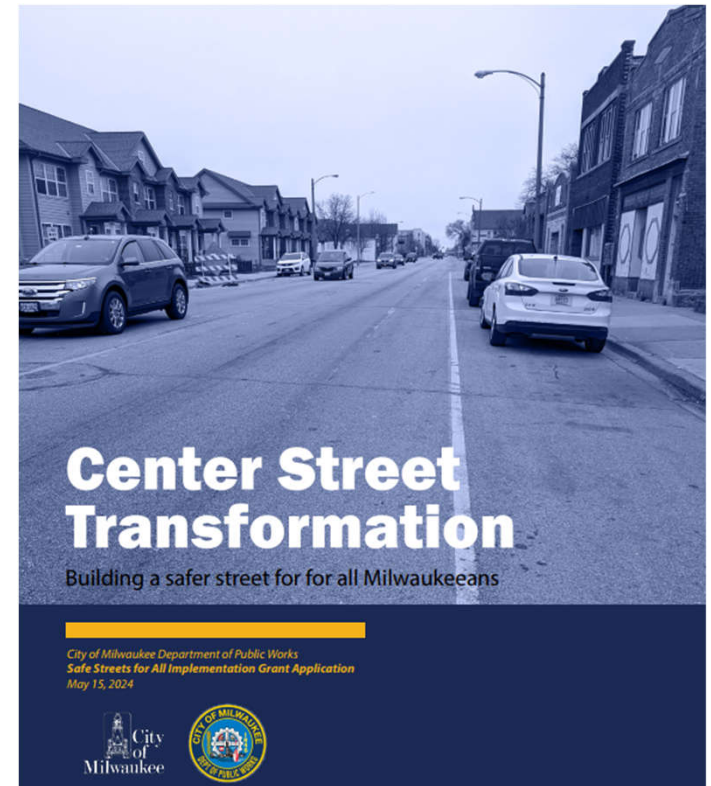
- **Accessible Intersections for All**
 - \$4.4 million Federal Grant
 - Tentative 2026 construction
 - 26 intersections in 5 corridors
 - Includes Capitol/20th and Capitol/Atkinson/19th PI
 - Focus on ADA-related improvements
 - Pedestrian crossing safety
- **Targeted street lighting pedestrian safety improvements (2025 construction)**
- **Other Initiatives**

Capitol Branch

- **W. Appleton Avenue Resurfacing (76th to Burleigh)**
 - WisDOT State Connecting Highway Project
 - Tentative 2030 Construction
 - Safety Improvements unknown at this time
- **N. 76th Street Reconstruction (Grantosa to Appleton)**
 - WisDOT State Connecting Highway Project
 - Tentative 2031 Construction
 - Safety Improvements unknown at this time

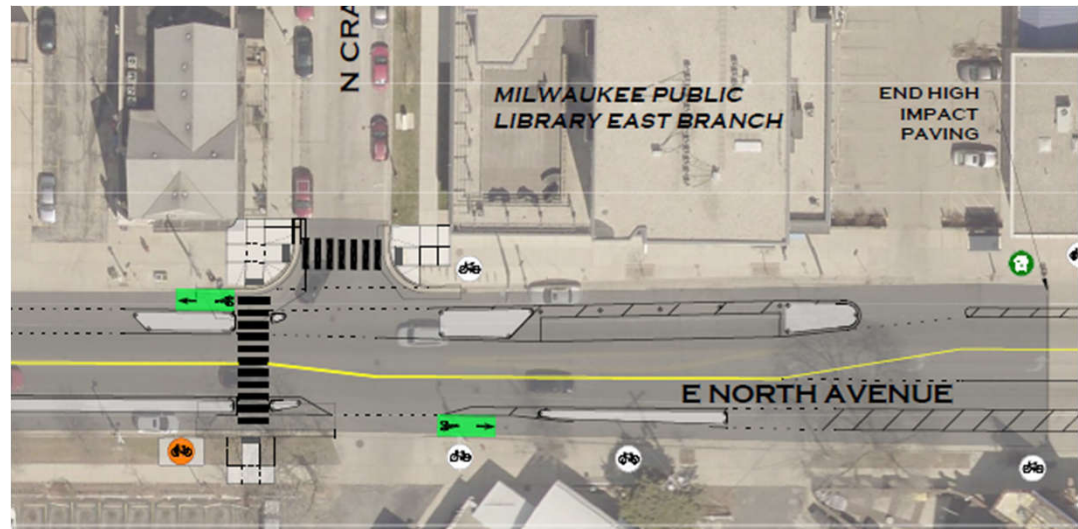
Center Street Branch

- **Center Street Transformation Project**
 - \$25 million Federal Grant
 - Reconstruct and transform Center Street from Sherman to Teutonia
 - Tentative 2027 or 2028 Construction
 - Narrowing driving lanes, curb extensions, protected bike lane, intersection traffic calming, better bus stops
- **Other Initiatives**



East Branch

- **E. North Avenue (Humboldt to Prospect)**
 - TID District No. 111 - \$3.8 million
 - Currently Under Construction
 - Protected bike lanes and pedestrian crossing improvements



Martin Luther King Branch

- **E./W. Locust Street Resurfacing (7th to Holton)**
 - \$6.1 million Federal STP Grant
 - Currently Under Construction
 - Limited Safety Improvements (bumpouts and median refuges)
- **MLK BID-led Streetscaping Improvements**
 - TID-funded
 - Timing Unknown north of North Avenue
- **Past efforts (2021) on MLK (4-to-3 road diet)**

Tippecanoe Branch

- **E./W. Howard Avenue Reconstruction (6th to Clement)**
 - **\$7.6 million Federal STP Grant**
 - **Currently Under Construction**
 - **Narrowed lanes, improved pedestrian crossings**
 - **Protected Bike lanes east of Austin**

Villard Square Branch

- **Reimagining Villard Avenue Project**
 - **\$14.3 million Federal RAISE Grant**
 - **Reconstruct and transform Villard Avenue between Sherman and Teutonia (modifications east to 20th St)**
 - **Tentative 2027 construction**
 - **Narrowing driving lanes, curb extensions, protected bike lane, intersection traffic calming, better bus stops**



Washington Park Branch

- **Sherman/Lisbon Bike Connector**
 - \$1.8 million Federal CMAQ Grant
 - Tentative 2026 or 2027 construction
 - Will fill “missing link” in future bikeway network from Sherman/Capitol to Downtown (following Sherman, Lisbon, Walnut, and Pleasant)
 - Traffic calming improvements, including unknown improvements to Lloyd/Sherman/Lisbon intersections

Thank You!

- **Kevin Muhs**
City Engineer/Director of Infrastructure Services
kmuhs@milwaukee.gov
414-286-2400

Crash and Speed Data

Project	Extents	Description	Speed Data		
			Median Speed	% Speeding	% 10 mph over
N. Humboldt Blvd	E. North Ave to E. Keefe Ave	Full Reconstruction with narrowed lanes, new median, and curb extensions	6% ↓ (33 mph to 31 mph)	19 point ↓ (79% to 60%)	2 point ↓ (4% to 2%)
W. Highland Blvd	N. 35 th St to W. Vliet St	Four-lane to two-lane conversion, parking and pinned-on concrete island protected bike lanes	9% ↓ (35 mph to 32 mph)	24 point ↓ (86% to 62%)	13 point ↓ (17% to 4%)
W. North Ave	N. 24th St to N. 30th St	Four-lane to two-lane conversion, paint-and-post corner bumpouts	9% ↓ (34 mph to 31 mph)	18 point ↓ (80% to 62%)	11 point ↓ (16% to 5%)
N. 27th St	W. Center St to W. Atkinson Ave	Pinned-on concrete bumpouts	11% ↓ (35 mph to 31 mph)	22 point ↓ (81% to 59%)	13 point ↓ (19% to 6%)
N. 35th St	W. Highland Blvd to W. Cherry St	Pinned-on concrete bumpouts and median islands	10% ↓ (30 mph to 27 mph)	19 point ↓ (46% to 27%)	2 point ↓ (3% to 1%)
N. 40th St	W. Galena St to W. Walnut St	Pinned-on concrete bumpouts and traffic circles	15% ↓ (34 mph to 29 mph)	38 point ↓ (77% to 39%)	11 point ↓ (12% to 1%)
N. 60th Street	W. Hampton Ave to W. Silver Spring Dr	Four-lane to two-lane conversion, pinned-on concrete bumpouts	6% ↓ (36 mph to 34 mph)	12 point ↓ (90% to 78%)	11 point ↓ (21% to 10%)

Crash and Speed Data

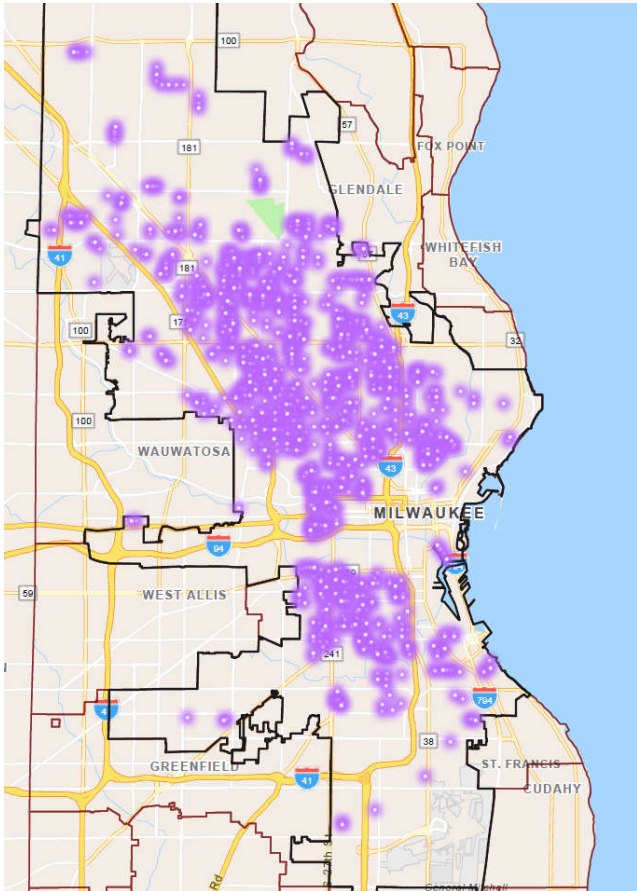
E. Oklahoma Avenue (Howell to Clement): 4 lane to 3 lane road diet in 2020; pinned-on bumpouts and islands added in 2022

Speed Data			Crash Data		
Median Speeds	% Speeding	% 10 mph Over	Deaths	Life-changing Injuries	Injuries (B)
12%↓ (34 mph to 30 mph)	37 point ↓ (82% to 52%)	5 point ↓ (6% to 1%)	0 (2017-2019) 0 (2021) 1 (2023)	2 (2017-2019) 0 (2021) 0 (2023)	3 (2017-2019) 3 (2021) 1 (2023)

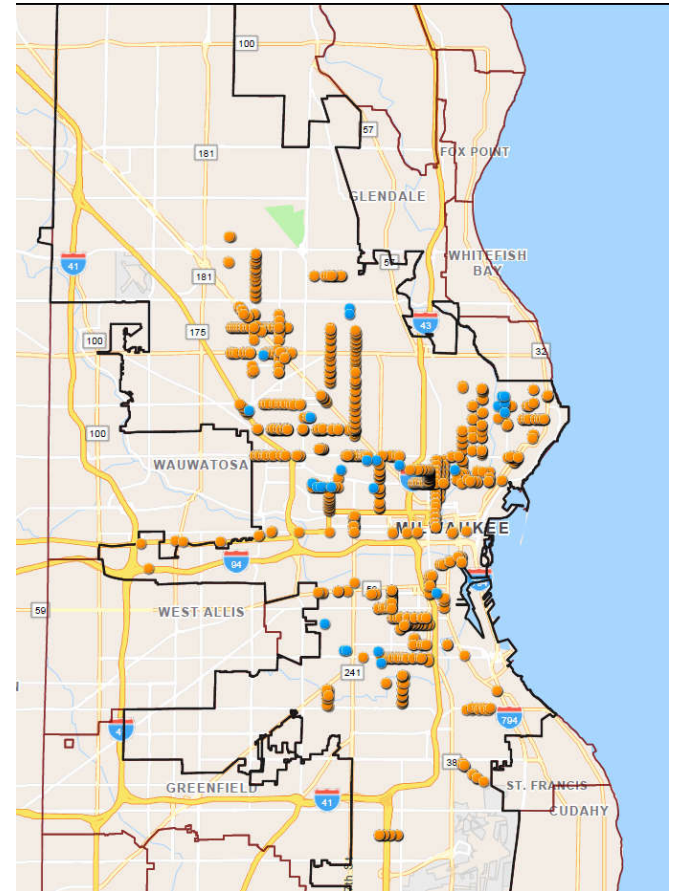
S. Lapham Boulevard (Chavez to 6th): 4 lane to 2 lane road diet and addition of protected bike lanes using paint and post in 2023

Speed Data			Crash Data		
Median Speeds	% Speeding	% 10 mph Over	Deaths	Life-changing Injuries	Injuries (B)
17%↓ (30 mph to 25 mph)	33 point ↓ (48% to 15%)	3 point ↓ (3% to 0%)	0 (2020-2022) 0 (10/2023-Now)	2 (2020-2022) 0 (10/2023-Now)	30 (2020-2022) 1 (10/2023-Now)

Locations of Traffic Calming Infrastructure



←
Speed Humps



→
Traffic Circles
and
Bumpouts

Mill Road Library Disposition - Building & Development Committee November 7, 2024



- Department of City Development accepted an offer from Fatimah Ayesh
- Purchase price of \$135,000.00 – Renovation investment \$210,950.00
- Use will be an appliance liquidation Store, Buyer has a store – Racine Liquidators
- Buyer owns a commercial property at 131 West Layton Avenue
- Buyer has been a resident of Milwaukee for 20 years.

Scheduling is as follows.

- 11/6 – Granville-Havenwoods Advisory Council approved
- 11/26 – MPL Board approval
- 12/2 – City Planning Commission - surplus designation
- 11/26 – Common Council intro
- 12/10 – Zoning Neighborhood Development Committee approval
- 12/17 - Common Council approves

Mill Road Library Disposition - Building & Development Committee November 7, 2024

Photos of Racine Liquidators



MLK Library Progress – Building & Development Committee November 7, 2024



- Exterior work progressing
- Core and Shell storefront window install started
- Moisture issues in precast ceiling may have abated
- Library Core and Shell is not weather-tight
- Developer is in default 90 days as of 11/11/2024

MEMO

TO: Services and Programs Committee of the Board of Trustees
FROM: Chantel Clark, Associate Director of Strategic Initiatives and Public Services
DATE: 10/29/2024
RE: Partnership Policy Proposal

The Library regularly reviews its policies and procedures for salience and accuracy. More recently, the review process includes assessment for equity and inclusion purposes to ensure a welcoming environment for all, regardless of race, age, religion, ethnicity, economic status, physical and mental abilities, gender identity, etc. Proposed revisions to existing and new library policies are brought before the Board of Trustees, as per State Statute Chapter 43.

The Milwaukee Public Library (MPL) recognizes that our own resources and the resources of other organizations and agencies can be effectively leveraged to benefit our community. Partnerships allow the delivery of these benefits to exceed what would be possible with only one leading organization. The Milwaukee Public Library frequently collaborates with external groups or entities to build additional capacity to support Library goals and community needs.

With the adoption of ADM-PO.006, Community Rooms and Conference Rooms, Meeting Spaces, Public Use of policy, the Library identified a need to develop standards and criteria for establishing formal partnerships with outside organizations. The attached proposed Partnership Policy, ADM-PO.015, signals to the community the ways in which the library can partner on shared goals. This policy will serve as a guiding document for reviewing and vetting partnership inquiries. MPL encourages staff to build relationships with aligned organizations in the community and has developed a process and set of guidelines for reviewing and vetting partnership inquiries.

This memo serves as a recommendation to the Library Board of Trustees to approve ADM-PO.015, Partnership Policy.





Partnership Policy

The Milwaukee Public Library (MPL) recognizes that our own resources and the resources of other organizations and agencies can be effectively leveraged to benefit our community. When the library recognizes a group/entity for a potential Community Partnership or Strategic Alliance, we are indicating strong trust that an association with them supports the library. Combining resources between organizations ensures a broader reach to share services, programs, and information with community members. Partnerships allow the delivery of these benefits to exceed what would be possible with only one leading organization. Patrons utilizing services, information, and/or programs offered through partnerships also benefit from a more streamlined delivery via these established relationships.

Use of the library's spaces is not contingent upon a partner relationship. In support of community activities and in its role as an anchor institution, the Milwaukee Public Library makes its meeting spaces available for use by the public when not in use by the library. Use of Community Rooms and Conference Rooms throughout the library system may be reserved by any member of the public, subject to the criteria outlined in the Library's [Room Use Policy](#).

Not every collaboration meets the criteria for the partnership types defined in procedure ADM-PR.073. When the Library and an organization determine that they could work together to mutually further their goals, a partnership may be considered.

Agreements must be beneficial to all parties. Collaborations should further the Library's goals in one or more of the following ways:

1. Advance the Library's [mission, vision, and strategic plan](#).
2. Increase library visibility and identity in the community.
3. Support regular library services and programs.
4. Enhance or creates new ways to respond to annual Library goals or [currently identified community needs](#).

The Library welcomes individuals and organizations who wish to collaborate through a partnership and provides an application process to further that goal. Areas of collaboration may include, but are not limited to the following:

1. Programming and Events: The partner and MPL share the implementation and management of one or more programs. Organizations involved in joint programming share decision-making authority for the partner program.
2. Strategic Marketing and Communication: Partnerships that generate awareness, educate the public, and build broad support for the library or reaches a new or untapped audience.

3. Advocacy: Partners work jointly with the Library to educate the public about issues impacting libraries and intellectual freedom.
4. Endorsement: A request to provide approval or support of a concept, program or action already conceptualized or completed by another organization, such as a letter of support.
5. Tabling and Informational: Sharing of community resources is supported by the library, and prospective organizations who are interested in tabling are encouraged to fill out a tabling application. Availability and space may vary by library location.

Partnership and Tabling Applications can be submitted online at MPL.org or in-person at any Milwaukee Public Library Branch. A Memorandum of Understanding (MOU) may be required before a partnership is approved.

PREVIEW



MEMO

TO: Services & Programs Committee of the MPL Board of Trustees

FROM: Joan Johnson, Library Director

DATE: November 6, 2024

RE: Milwaukee Public Library Priorities for Fundraising

Director Johnson and the Administrative Team are working collaboratively with the MPL Foundation (herein referred to as “the Foundation”) to maximize the use of large dollar donations that are restricted by the funder. Funders often focus on MPL’s foundational programming such as early literacy, school-aged, and teen connected learning programs. If the funder is amenable, it could also facilitate MPL’s development of its signature programs, which are customized by service area as well as its destination programming for an adult event series.

Library Administration seeks to direct the Foundation team to steer big dollar donors that have program preferences toward long-term and ongoing priorities for the library and community. Separate from the Foundation’s Major Gifts Campaign, this effort would be more flexible and would closely resemble the current strategy for how MPL’s programs are privately funded. The difference is, that it would offer an option for donations at a higher level to be applied toward specific program tracks.

Outlined on the following pages, are examples of foundational programming along with a brief description and priority level. To allow for the greatest flexibility in directing gifts from the Foundation, though budgets have been developed for all programs, the entries listed in the attachment are not tied to specific dollar amounts. However, it will be useful for the Committee to know that if all items could be funded, we would need \$1,202,247 in total and if parsed into broad categories, the subtotals would be as follows:

Youth Programs	\$759,500
Adult/All Ages Programs (includes Digital Inclusion, i.e. hotspots, etc.)	\$138,747
Staff Development	\$ 24,000
Collections	\$200,000
Virtual MPL	\$ 80,000



Program Name	Description	Priority/Notes
EARLY LITERACY (0-5)		
Ready to Read with Books to Go suite of programs and services	<p>Ready to Read Coaching-Practice-based coaching service offered to early childhood teachers. The service is currently offered virtually and features an 8-week curriculum of weekly 1-hour mentoring sessions covering early literacy, brain development, and social-emotional development for young children birth.</p> <p>Early Childhood Teacher Early Literacy Workshops- Offered at MPL locations and at partner sites such as MATC. Teachers earn continuing education credits.</p> <p>Family Early Literacy programs in Spanish. Ready to Read staff model and encourage <i>talking, singing, reading, playing, and writing</i>, the key actions parents take to build their child’s early literacy skills.</p> <p>Books2Go – Library card program specifically for child cares in the City of Milwaukee that allows multiple users per account.</p> <p>Deposit Collection Service - Regular delivery of high quality, developmentally appropriate book collections to child care centers.</p>	<p>Low: The program is currently funded through 2025</p>
CHILDREN’S LITERACY & SCHOOL-AGED SERVICES (6-12)		
Summer Reading Program – In-house and Community Outreach	<p>Summer Reading Program – Encourages children, teens, and adults to visit their library branch or Central to be inspired to keep reading and learning during summer. Staff provide recommended reads on display, drop-in projects, Take and Makes, and enriching programming. Staff assist patrons with signing up or patrons can use an online app.</p> <p>Summer Reading Outreach - Coordinated through Education and Outreach Services. Summer Outreach Sites are offered a menu of services including a deposit collection of books to support independent reading and group read-alouds; professional development and programming tools for staff including STEAM and book-based lesson plans; an online a resource portal with recorded virtual programs and additional lesson plans; and giveaway books for their participants. Select sites (child care and school-aged) are offered in-person, library-staff-led activities.</p>	<p>High</p>
LibraryNOW	<p>LibraryNOW provides virtual library accounts for all Milwaukee students and fosters literacy, education, and community engagement through valuable partnerships with local schools, community organizations, and MPL library branches. Educators collaborate with MPL staff and community partners to provide digital literacy support, develop and lead educational programs, and contribute to community engagement initiatives in schools, libraries and youth-serving agencies in the community.</p>	<p>High</p>



Program Name	Description	Cost
YOUNG ADULT SERVICES (13-18)		
Teen Connected Learning	Connected Learning programs help young people develop a love of reading, increase information literacy skills, and establish relationships that bridge the gap between in- and out-of-school learning. We help Milwaukee students develop 21st-century skills in the makerspaces and connect with library resources to cultivate a city of lifelong learners. We also support youth with life skills training, i.e. culinary programming.	High
ENRICHMENT FOR ALL AGES		
Signature Programs	In alignment with MPL's long-term goal of increasing library patronage, Public Services will invite existing and new patrons into library buildings with the development of annual signature programming delivered in each cluster. These events will utilize the Community Engagement survey results to develop events that are patron-driven and drive awareness of library programs and services. A signature program is one that a patron will identify with a branch or cluster. Ideally, it should be an annual event that patrons rely on and look forward to each year, such as Zinefest.	Med-High
Adult Event Series	Destination programming featuring compelling local figures of note or nationally known authors, scholars, public officials, etc.	Med
Business/Entrepreneurship and General Adult Programs	Includes funding for: Business and Technology department to implement several initiatives related to supporting entrepreneurs in Milwaukee. Also includes funding for community outreach events.	Med
Digital Equity	With MPL's goals to reduce barriers to digital access, Circulating HotSpots and Chromebooks are a bridge, providing access for patrons to use internet and devices outside the library, including for education, entrepreneurship, and employment.	High
Collections	Access to free information and resources remains the bedrock of a public library and continued efforts to fund library resources, including both physical and digital content, support the varying learning and recreational needs of a diverse, engaged, and informed community.	Med-High





Milwaukee Public Library 2025 *Proposed* Public Service Hours

Central Library

Frank P. Zeidler Humanities Room¹

Monday	10 a.m. – 7 p.m.		Monday	10 a.m. – 4 p.m.
Tuesday	10 a.m. – 7 p.m.		Tuesday	10 a.m. – 4 p.m.
Wednesday	10 a.m. – 6 p.m.		Wednesday	10 a.m. – 4 p.m.
Thursday	10 a.m. – 6 p.m.		Thursday	10 a.m. – 4 p.m.
Friday	10 a.m. – 6 p.m.		Friday	10 a.m. – 4 p.m.
Saturday	9 a.m. – 5 p.m.		Saturday	9 a.m. – 5 p.m.
Sunday	1 p.m.-5 p.m.		Sunday	Closed

54 hrs/wk

36/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.
Sunday	Closed

60.5 hrs/wk

Branch Libraries – Full Service and Temporary King Branch

Monday	12:00 p.m. – 8:00 p.m.
Tuesday	12:00 p.m. – 8:00 p.m.
Wednesday	10 a.m. – 6 p.m.
Thursday	10 a.m. – 6 p.m.
Friday	10 a.m. – 6 p.m.
Saturday	9 a.m. – 5 p.m.
Sunday	1 p.m.-5 p.m.

48 hrs/wk and 52 hrs/wk (for 2 branches)

Sunday Hours: Central: (Year-round) 1:00 p.m. – 5 p.m.

Good Hope and Tippecanoe: (Year-round) 1:00 p.m. – 5:00 p.m.

¹ Formerly included the Art, Music & Recreation Room, which will be available by appointment only.

Milwaukee Public Library Board of Trustees
Operating Guidelines
(revised November 2024)

I. Closed Session

A. Purpose

Library trustees should be aware that Wisconsin's open meetings law is designed to support the principle that "the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of government business". To this end, all meetings of all state and local government bodies must be publicly noticed and held in places reasonably accessible to members of the public unless otherwise expressly provided by law. The specific statutory exemptions that may allow for a closed session are in Wisconsin Statutes 19.85.

B. Requirements

Wisconsin's Open Meetings Law places very specific requirements on library boards for notice and conduct of meetings. Closed library board sessions are allowed for certain purposes. The meeting notice must indicate any contemplated closed session, the subject matter of the closed session discussion, and the specific statutory provision allowing a closed session. For most personnel-related issues, the relevant exemption is provided in Wisconsin Statutes 19.85(1)(c) which allows closed sessions when the employment, promotion, compensation, or performance evaluation data of any public employee under the jurisdiction of the particular government body is being considered.

Other exemptions may include:

19.85(1)(a) Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.

19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Closed session is also possible under Wisconsin Statutes 19.85(1)(b) if the Board has jurisdiction over an appeal of a dismissal, demotion or discipline of an employee; however, the board must give the employee notice of any evidentiary hearing held prior to final action and to any meeting at which final action might be taken. Notice to the employee must include a statement that the employee can demand that the evidentiary hearing be held in open session.

A complete list of closed session exemptions is in Wisconsin Statutes 19.85(1).

The process for going into closed session is as follows:

1. The board must first convene in open session.
2. The chief presiding officer must announce to all present at the meeting the intention of going into closed session and the purpose of the closed session.
3. The chief presiding officer must state the specific section of the law, by statute number (e.g. Section 19.85(1)(c) for a director evaluation session), which allows for the closed meeting. This announcement should be recorded in the minutes.
4. A motion, second and roll call vote, with the vote of each board member recorded in the minutes. A majority vote is required to convene in closed session.

MPL Board of Trustees Operating Guidelines

5. Attendance at the closed session is limited to the board, necessary staff, and any other persons whose presence is needed for the business at hand.
6. Closed session discussions must be limited to the subject announced in the meeting notice and the chief presiding officer's announcement.
7. Certain votes may possibly be legally taken in closed session. To avoid any question, it is a sound practice to take votes after reconvening into open session. Board actions, whether taken in open or closed session, must be recorded in the minutes and be open to public inspection. Secret ballots are only allowed for the election of board officers.
8. The board may legally reconvene in open session as long as that intent was noted in the public notice of the meeting. If there was no notice given that the board intended to reconvene in open session, the board is required to wait at least 12 hours after the completion of the closed session before reconvening in open session.

II. MPL Board Finance and Personnel Committee/Employee Appeals Procedure

A. Appeals

1. Pursuant to Wis. Stat. §§ 63.43 (1) and 63.44, no regularly appointed employee (an employee who has passed his, her, or their probationary period) can be removed, discharged, or reduced except for just cause. Written notice of the removal, discharge, or reduction, with the reasons for the action, shall be furnished by the Library Director or his/her designee to the employee; a regularly appointed employee who has received this notice may file a written request to appeal that decision to the Finance and Personnel Committee of the Library Board ("Finance and Personnel Committee") in the manner provided by this procedure.
2. Pursuant to Wis. Stat. § 63.43(2), regularly appointed employees who are suspended for a period in excess of fifteen (15) days may appeal their suspensions to the Finance and Personnel Committee and regularly appointed employees who receive a second or subsequent suspension within a six month period, regardless of the time period of the suspensions, may appeal the second or subsequent suspension to the Finance and Personnel Committee in the manner provided by this procedure.
3. A request to appeal must be in writing, signed by the employee, and mailed or delivered to the Secretary of the Board, Milwaukee Public Library at 814 W. Wisconsin Ave., Milwaukee, WI 53233-2385, within three business days from the time the notice of the removal, discharge, reduction, or suspension is furnished to the employee. Appellants must use the Appeal Process form to initiate the appeal. (Attachment I). Failure on the part of an employee to file a timely appeal within 3 business days shall result in the appeal not being considered. The employee will be notified in writing if the appeal is not timely.
4. The appellant, or counsel for the appellant, must advise the Secretary of the Board, as soon as practicable, if the appellant intends to appear with counsel at the appeal hearing.

B. Hearing Procedure

The following procedure applies to appeals before the Finance and Personnel Committee.

All references to numbers of days set forth in this procedure shall mean calendar days.

1. Upon receiving a notice of appeal, the Secretary to the Board shall set a date for hearing on the reason(s) for removal, discharge, reduction, or suspension of the employee, with the employment action subject to the hearing being limited to the employment action defined by the Secretary of the Board, consistent with these Guidelines. The hearing shall be conducted within forty-five (45) days from the receipt of the notice of appeal unless the appellant waives the 45-day time requirement in writing. If the 45-day time requirement is waived, the appeal shall be scheduled at a mutually convenient date occurring as soon as administratively feasible.

MPL Board of Trustees Operating Guidelines

Additionally, if it appears to the Secretary of the Board that the 45-day time requirement is not practicable, the Secretary may ask the appellant for a waiver.

2. The Library Director and appellant shall be served with a notice of the date, time, and place of the hearing by regular U.S. mail. If the appellant is represented by counsel, communications will be with the counsel of record.
3. The Secretary of the Board or the Chair of the Finance and Personnel Committee has the authority to grant each party one adjournment prior to the scheduled appeal hearing date, based upon the Secretary's determination that cause exists. A request for an adjournment must be made in writing and shall state the reasons for the adjournment. Notwithstanding the above, the Finance and Personnel Committee may adjourn the appeal hearing at any time upon terms it deems just. Rescheduling of the appeal hearing will be done as soon as administratively feasible.
4. The hearing may be presided over by the Chair of the Committee or a Hearing Examiner designated at the discretion of the Committee. The hearing will be recorded.
5. The Secretary of the Board, the Chair, or the Hearing Examiner, may hold a pre-hearing conference for the purpose of clarifying and narrowing the issues to be addressed at the appeal hearing, identifying witnesses, reviewing proposed exhibits, signing subpoenas (if requested) to be served by a representative of the requesting party, identifying stipulated facts, and making pre-trial rulings as necessary for the administrative record. The stipulation of facts, witness list, and copies of admitted exhibits shall be provided to the Finance and Personnel Committee or the Hearing Examiner prior to the commencement of the hearing. The Secretary of the Board or the Chair of the Finance and Personnel Committee will advise the parties as to the relevance and suitability of the documents and/or testimony that each party intends to submit or elicit at the appeal hearing. Each party shall bring three copies of each available exhibit the party intends to submit into evidence and shall also identify all witnesses that the party intends to call at the appeal hearing. The failure of a party to identify a witness or furnish copies of proposed available exhibits at the pre-hearing conference may result in either the Finance and Personnel Committee excluding the evidence or, an adjournment of the hearing so that the opposing party and the Finance and Personnel Committee can review this new evidence.
6. Issues to be determined at the appeal hearing: Disciplinary appeal hearings are quasi-judicial proceedings intended to determine the facts in as direct and simple a manner as possible. Generally, the issues to be determined by the Finance and Personnel Committee in a disciplinary appeal hearing are whether there was cause for the department to impose the disciplinary action and whether the degree of disciplinary action imposed was reasonable under the circumstances. If the Finance and Personnel Committee finds there was cause for imposition of discipline, it has the authority to sustain or modify the level of disciplinary action imposed by the department.

The appeal hearing shall provide the appellant a reasonable opportunity to present pertinent evidence and testimony to demonstrate: (1) that the employee did not commit the acts or the performance issues did not occur as alleged; (2) that, even if the employee committed the acts or the performance issues occurred as alleged, such activity does not constitute misconduct; (3) that even if the employee committed misconduct, the degree of discipline imposed is too harsh or severe; (4) that the employee did not have a reasonable basis to know that the conduct would result in discipline; or (5) a combination of any of these matters which would justify or compel modification of the department's action.

7. Order of presentation: The presentations by both parties shall be 10 minutes in length or as brief and closely-related to the issue(s) as possible. While the Finance and Personnel Committee directs the proceedings, the following order of presentation is generally followed: (1) each party will be given an opportunity to make a brief opening statement outlining what that party believes its evidence will show; (2) the department presents

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its evidence first; (3) the appellant then presents his, her, or their evidence; (4) the department may be allowed to submit rebuttal evidence after the appellant presents his, her, or their case; and (5) after the Finance and Personnel Committee has heard all the testimony, each party will be given the opportunity to make a brief closing statement summarizing its position.

Witnesses shall be sworn and their testimony taken under oath. Witnesses' testimony should be limited to facts or other information about which they have direct knowledge. Witnesses are subject to reasonable and relevant cross-examination by the opposing party. Questioning of the witness should be as concise as possible and the questions shall not include argument or commentary.

Throughout the appeal hearing, Finance and Personnel Committee members will be given an opportunity to ask their own questions to aid the Finance and Personnel Committee in its consideration of the evidence. The Chair of the Finance and Personnel Committee shall exercise reasonable control over the questioning of witnesses so as to effectively (1) ascertain the truth, (2) ensure that the testimony is relevant and probative, and (3) protect the witness from harassment or undue embarrassment.

8. Rules of evidence: The scope of evidence that will be considered by the Finance and Personnel Committee is limited to evidence that is relevant to the issues set forth in the disciplinary notice. Although not bound by the Wisconsin Rules of Evidence, the Finance and Personnel Committee must base its decision on evidence that is reliable. Therefore, the parties should limit their reliance on hearsay evidence, since that evidence may be deemed unreliable by the Finance and Personnel Committee. The Finance and Personnel Committee determines the relevance and credibility of the evidence and the weight that will be given to a particular piece of documentary evidence or to the testimony of a witness.
 - a. Disciplinary Appeal: The burden of proof is on the department to establish by a preponderance of the evidence that there was cause for the action taken. A preponderance of the evidence means that, to a reasonable certainty, the action of the department is supported by the greater weight of credible evidence.
 - b. Separation Appeal: At the conclusion of the hearing, the Committee shall determine whether the decision to separate the appellant was reasonable.
9. Burden of proof: The burden of proof is on the department to establish by a preponderance of the evidence that there was cause for the action taken. A preponderance of the evidence means that, to a reasonable certainty, the action of the department is supported by the greater weight of credible evidence.
10. The Finance and Personnel Committee, after all of the facts have been considered may, remain or convene, in executive session to consider the disciplinary or separation action under appeal. However, all voting by members of the Finance and Personnel Committee shall be conducted in open session. The Finance and Personnel Committee shall make a finding and recommendation to the Board as to whether the disciplinary or separation action should be sustained, modified, or set aside or whether a substitute disposition of the disciplinary or separation action should be ordered. The findings and recommendations of the Finance and Personnel Committee shall be memorialized in writing.
11. Failure to appear at the appeal hearing: If the appellant does not appear at the appeal hearing, the Finance and Personnel Committee may dismiss the appeal with prejudice. This action would preclude an appellant from bringing the appeal back to the Finance and Personnel Committee.
12. The Finance and Personnel Committee will report its recommendation to the Board at the next scheduled meeting and the Library Board shall act upon the Committee's recommendations and notify the employee of the Board's decision in writing. The decision and findings of the Finance and Personnel Committee, when approved by the Library Board, shall be final and shall be filed in writing with the Library Board with copies to the Library Director, and employee or counsel of record. (Until the findings of the Board are approved,

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the employment action of the Library Director or designee remains in full force and effect). The City Service Commission shall receive a copy of the decision.

REVISIONS

Reviewed and approved by the City Attorney's Office January 14, 2013

Reviewed and approved by the Milwaukee Public Library Board of Trustees January 22, 2013

Reviewed and approved by the Milwaukee Public Library Board of Trustees June 2020

Reviewed and approved by the Milwaukee Public Library Board of Trustees November 2024

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ATTACHMENT I

MILWAUKEE PUBLIC LIBRARY EMPLOYEE APPEAL FORM

Date:

To: The Finance and Personnel Committee, Milwaukee Public Library Board in care of the Secretary of the Board, the Library Director

Please take notice that I appeal the following decision, which I received on the day of , 20 :

- The
- demotion
 - discharge
 - suspension exceeding 15 days
 - suspension for a second time within a 6-month period
 - separation

Print Name

Signature

Title

Department/Library

Further, please take notice that I intend to appear by counsel:

Name:

Address:

Phone:

Please attach the disciplinary or separation notice for the action that you are appealing. Please attach a brief statement indicating the basis of your appeal.

This appeal is dated this day of , 20 .

Signature of appellant:

Sign and submit this form to the Secretary of the Board, the Library Director, at Milwaukee Public Library at 814 W. Wisconsin Ave., Milwaukee, WI 53233-2385, within three business days from the date the notice is received by the employee.

Note: Library Administration may modify this form as needed.