



Rochester Public Library Board Agenda  
Library Meeting Room C  
101 2nd Street SE

Regular Meeting

October 17, 2018  
04:30 PM

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We strengthen community and enrich lives by sparking imagination, creativity, engagement and learning.  
First Class City, First Class Service.

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**3. CONSENSUS AGENDA**

**3.A. *Approval of Minutes***

3.A.1. September 19, 2018 Library Board Meeting Minutes

**3.B. *Approval of Bills***

**3.C. *Review of Monthly Reports***

3.C.1. September 2018 Monthly Report

**4. PRESIDENT'S BUSINESS**

**4.A. *Foundation Report***

4.A.1. Foundation Report

**4.B. *Friend's Report***

**4.C. *SELCO Report***

4.C.1. SELCO Report

**4.D. *Teen Library Council Report***

**4.E. *Committees***

4.E.1. Personnel Committee Report

**5. NEW BUSINESS**

5.1. Grants

5.2. Overdue Fines

**6. OLD BUSINESS**

**7. DIRECTOR'S INFORMATIONAL ITEMS**

7.1. Minnesota Library Association Conference

7.2. Tutoring Update

7.3. Personnel Update

**8. SHARING STRENGTHS**

8.1. Data Wall

**9. QUESTION TIME**

**10. ADJOURN**

**11. EXECUTIVE SESSION**

**BOARD ACTION****MEETING DATE:**

10/17/2018

**AGENDA SECTION:****ORIGINATING DEPT:**

Library

**ITEM DESCRIPTION:**

September 19, 2018 Library Board Meeting Minutes

**PREPARED BY:**

Purna Gurung

**BOARD ACTION REQUESTED:**

Approve the September 19, 2018 Library Board Meeting Minutes.

**Rochester Public Library Board of Trustees**  
**Wednesday, September 19, 2018**  
**4:30 PM, Library Meeting Room C**

**OPEN COMMENT PERIOD**

Stephanie Saathoff asked if there were any comments from the public. There were no comments.

**CALL TO ORDER AND APPROVAL OF AGENDA**

The regular meeting of the Rochester Public Library Board of Trustees was called to order by Vice-President Stephanie Saathoff at 4:32PM.

**Members Present:** Ken Brown, Omar Nur, Erin Pagel, Stephanie Saathoff, Emily Wampfler, and Amy Ward.

**Members Absent:** Antinea Ascione, Madison Atkinson, Joshua DeFrang, and Rebekah DeYoung.

**Staff Present:** Audrey Betcher, Library Director; Kim Edson, Head of Readers Services; Karen Lemke, Head of Marketing and Community Engagement; Keri Ostby, Head of Technical Services; Steve Mosing, Automation Systems Manager; Sara Patalita, Head of Reference Services; and Purna Gurung, Administrative Services Manager.

**AGENDA**

**Motion by Ken Brown, seconded by Erin Pagel, to approve the agenda as presented. Motion carried.**

**CONSENSUS AGENDA**

**Motion by Emily Wampfler, seconded by Amy Ward, to approve the consensus agenda. Motion carried.**

**PRESIDENT'S BUSINESS**

**Foundation Report**

Vicki Allen, Executive Director of the Library Foundation, highlighted Wit, Wisdom and Wine (WWW), the Foundation's signature fundraiser. WWW is scheduled for January 26, 2019. The event netted \$35,000 last year and the Board's goal is \$40,000 for 2019. Speakers have been lined up, including Matt Anderson, Audrey Betcher, Randy Brock, Ray Caban, April Dahl, Steve Lange, Tim Penny and Roo Yori. The sponsorship letter for WWW went out at the end of August. This letter is separate from the normal fund drive ask. Please let Vicki know if there is someone who wants to be a sponsor or who wants to be part of the event. Assistance is also appreciated with the raffle tickets and for Silent Auction item donations.

The Medal Block Party was very successful. The Foundation was happy to be a cash sponsor of the event. 2019 Summer Playlist Sponsorship letters has been mailed. To date, the Foundation has received \$500 from Sylvan Learning Center. Bremer Bank and Custom Alarm have committed \$1000 and \$500 respectively. Next week, Foundation and Library staff will be presenting a Community Education Advisory Council grant application for the program. The Foundation is also working on several online grant requests.

### **Friends Report**

Audrey Betcher reported that the Friends Fall Book Sale is scheduled for October 12<sup>th</sup> through October 14<sup>th</sup> with a preview sale for Friends members on October 11<sup>th</sup>

### **SELCO Report**

Audrey Betcher reported that SELCO is contracting with Wilder Research to help them build a logic model. SELCO will be going through a similar process to what RPL went through.

### **Teen Library Council (TLC) Report**

There is no report since Madison Atkinson is out today.

### **Committee Work**

Rebekah DeYoung is looking to convene the Nominating Committee to determine officers for 2019. With the new budget process, we will need to move up the Strategic Planning Committee review, action planning, and budgeting. If the order of events stays the same, we are proposing that the Planning Committee will need to meet in January. (This, of course, depends on what the Board wants to do for a rewrite of the Strategic Plan.)

Amy Ward volunteered to serve on the Nominating Committee. We will send an email out to solicit more volunteers. Due to the condensed timeline, the 2018 Planning Committee will meet to work on the 2019 Strategic Plan process.

### **NEW BUSINESS**

#### **October 2018 and November 2018 Board Meetings.**

The October (10/17/18) and November (11/21/18) Board meetings fall on the week of MEA and Thanksgiving respectively. Based on the email responses received from Board members, we will plan to keep the October Board meeting as scheduled, but move the November meeting. Does the Board prefer to move the November meeting a week earlier to 11/14/18 or a week later to 11/28/18?

**Motion by Emily Wampfler, seconded by Erin Pagel, to approve moving the November Board meeting one week earlier from 11/21/18 to 11/14/18. Motion carried.**

### **OLD BUSINESS**

#### **Charrette**

We continue to keep all options open. Rebekah DeYoung and Audrey Betcher participated in a charrette with a few other City of Rochester staff to talk about the future UMR site. There will be a press release to frame the Board's willingness to explore all options.

Audrey noted that during the budget conversation, City Council talked about the library expansion as a whole project with other City infrastructure.

#### **City's Strategic Plan**

The City now has a Strategic Plan--Audrey Betcher forwarded the plan to the Board on September 9th. She added that the City's Leadership Team will be working on the City Action Plans in October with the same Consulting Firm that the City contracted with for the planning process. Audrey noted she will be looking at how the Library aligns with the City's plan.

The Library Board will want to review the City's framework. We typically do a major revision every 3 years. Does the Planning Committee want to put a process together to revise the plan?

Emily Wampfler asked if City Council has a plan on how and when the Board can engage with them. Audrey replied she is not aware of such a plan yet, but noted that we now know the overall City goals and that the Library fits under the *High Quality of Life* framework. There was a question as to whether we wait until after the City Action Plans are complete. Erin Pagel noted there is no real reason to wait for these plans.

Emily asked if the Library should wait to see if the City plans to engage the community. Audrey noted that the City does not plan to conduct any additional surveys. She added that we are able to get the detailed data from the surveys.

After further discussion, there was Board consensus that the Planning Committee be pulled together to come up with a process to revise the Library's Strategic Plan.

### **DIRECTOR'S INFORMATIONAL ITEMS**

#### **Head of Reference Services**

Sara Patalita, the new Head of Reference, was introduced.

## Library Board Communication

Please review the Library Board Contact Information Sheet. We want to make sure we have updated information for the Board, as well as preferred communication method.

### SHARING STRENGTHS/DATA REVIEW

The Data Wall has been updated with the 2018 data. Karen Lemke reviewed the Short-Term Outcome G: Positive Experience with the Library. This outcome continues to have high results with most surveys coming in 90% or higher. Recently, the Library conducted a survey to determine how welcoming the library is, and asked demographic questions. In this case, RPL is measuring if patrons feel differently based on age, gender, race, and income. The survey is part of the work the Library is doing with the Diversity Council on equity. A post-survey, after the training is complete, will be conducted sometime in 2019.

### QUESTION TIME

Amy Ward noted she was recently able to utilize the Library's hotspot for a Family Literacy Intake Home Visit program. The hotspot was an invaluable staff tool to assist them to collect and sign up families for free and reduced lunch program during the home visits.

There being no other business, the meeting adjourned at 5:14PM.



Erin Pagel  
Secretary

The next regular meeting of the Library Board will be October 17, 2018, 4:30PM in **Meeting Room C**.

<b><u>BOARD ACTION</u></b>		<b>MEETING DATE:</b> 10/17/2018
<b>AGENDA SECTION:</b>	<b>ORIGINATING DEPT:</b> Library	
<b>ITEM DESCRIPTION:</b> September 2018 Monthly Report		<b>PREPARED BY:</b> Purna Gurung

**BOARD ACTION REQUESTED:**  
Approve the September 2018 Monthly Report



ROCHESTER PUBLIC LIBRARY CIRCULATION REPORT - SEPTEMBER 2018

	MONTHLY TOTAL		YEAR TO DATE				
	THIS YEAR	LAST YEAR	2018	2017	2016	2015	2014
<b>ADULT MATERIALS</b>							
Books	25,912	26,510	247,094	256,957	264,738	278,728	293,053
Magazines	639	642	6,544	6,128	6,777	6,880	7,723
DVDs	12,079	12,990	120,247	128,122	116,054	123,959	137,370
Videos	3	14	48	125	141	242	443
Audios	5,613	6,157	53,019	60,498	70,194	73,658	80,951
CD-ROM	1	9	55	90	104	169	287
Book Discussion Kits	43	50	326	305	270	223	288
Overdrive	19,197	13,458	149,953	124,175	106,168	90,829	83,141
WIFI Hotspots	69	81	628	645			
Telescope	0		12				
<b>TOTAL</b>	<b>63,556</b>	<b>59,911</b>	<b>577,926</b>	<b>577,045</b>	<b>564,446</b>	<b>574,688</b>	<b>603,256</b>
<b>JUVENILE/YOUTH MATERIALS</b>							
Books	40,987	42,178	409,584	408,734	402,622	410,344	407,456
Magazines	61	100	1,113	1,653	3,085	3,766	3,425
DVDs	4,832	4,752	46,614	47,977	49,617	50,924	56,959
Audios	1,309	1,356	12,050	12,793	15,937	15,868	16,629
CD-ROM	353	304	3,598	3,009	2,352	4,170	4,726
Kits for Kids	32	150	419	1,350	1,737	1,791	1,689
Science Kits	6	4	45	61	90	88	45
Overdrive	3,104	2,540	31,699	24,207	20,878	18,658	17,359
<b>TOTAL</b>	<b>50,684</b>	<b>51,384</b>	<b>505,122</b>	<b>499,784</b>	<b>496,318</b>	<b>505,609</b>	<b>508,288</b>
<b>BOOKMOBILE MATERIALS</b>							
Adult Books/Magazines	2,645	2,641	24,754	25,986	23,295	23,762	23,699
Adult DVDs	541	536	4,576	5,162	4,470	4,694	5,091
Adult Videos	0	0	0	2	2	0	28
Adult Audios	229	254	2,092	2,148	2,248	2,136	2,198
Adult CD-ROM	0	0	0	1	3	1	0
Juvenile/Youth Bks/Magazines	6,988	6,633	61,506	58,642	58,548	62,747	63,149
Juvenile/Youth DVDs	766	580	6,188	5,667	5,899	7,473	8,803
Juvenile/Youth Videos	0	0	0	0	0	0	8
Juvenile/Youth Audio	107	50	721	554	634	1,118	1,584
Juvenile/Youth CD-ROM	2	10	45	46	45	57	55
Kits for Kids	1	2	11	36	13	22	35
Science Kits	1	0	1	0	0	3	2
<b>TOTAL</b>	<b>11,280</b>	<b>10,706</b>	<b>99,894</b>	<b>98,244</b>	<b>95,157</b>	<b>102,013</b>	<b>104,652</b>
<b>GEOGRAPHICAL BREAKDOWN OF CIRCULATION</b>							
Main Library - City	89,165	88,246	851,005	854,416	833,182	853,148	876,037
Bookmobile - City	8,244	7,521	74,010	72,297	69,685	73,010	76,461
<b>TOTAL CITY</b>	<b>97,409</b>	<b>95,767</b>	<b>925,015</b>	<b>926,713</b>	<b>902,867</b>	<b>926,158</b>	<b>952,498</b>
Main Library - County	16,406	14,773	153,692	143,638	149,816	153,332	156,532
Bookmobile - County	2,875	3,007	24,429	24,345	24,195	27,296	25,933
<b>TOTAL COUNTY</b>	<b>19,281</b>	<b>17,780</b>	<b>178,121</b>	<b>167,983</b>	<b>174,011</b>	<b>180,628</b>	<b>182,465</b>
<b>TOTAL OTHER</b>	<b>8,830</b>	<b>8,454</b>	<b>79,806</b>	<b>80,377</b>	<b>79,043</b>	<b>75,524</b>	<b>81,233</b>
<b>TOTAL FOR MONTH</b>	<b>125,520</b>	<b>122,001</b>	<b>1,182,942</b>	<b>1,175,073</b>	<b>1,155,921</b>	<b>1,182,310</b>	<b>1,216,196</b>
<b>MINI LIBRARY/BOOKS ON THE FLY CIRCULATION</b>	<b>970</b>	<b>546</b>	<b>5,949</b>	<b>6,186</b>			
<b>NUMBER OF INFORMATION RETRIEVALS FROM ELECTRONIC COLLECTIONS</b>	<b>9,580</b>	<b>24,100</b>	<b>155,130</b>	<b>284,111</b>			
<b>TOTAL COLLECTION USE (PHYSICAL ITEM CIRCULATION &amp; ELECTRONIC CONTENT USE)</b>	<b>136,070</b>	<b>146,647</b>	<b>1,344,021</b>	<b>1,465,370</b>	<b>1,155,921</b>	<b>1,182,310</b>	<b>1,216,196</b>

Attachment: Sep2018MonthlyRptStats (9552 : September 2018 Monthly Report)

ROCHESTER PUBLIC LIBRARY CIRCULATION REPORT - SEPTEMBER 2018

3.C.1.a

	MONTHLY TOTAL		YEAR TO DATE				
	THIS YEAR	LAST YEAR	2018	2017	2016	2015	2014
<b>IN-HOUSE CIRCULATION/USE</b>							
Children's CD-ROM		135	364	1,282	1,634	2,686	3,551
Children's Internet/iPad	963	809	8,570	8,251	10,324	5,565	4,195
Adult Internet	3,106	3,575	29,503	32,845	34,927	36,028	38,512
Teen Internet	458	386	3,294	3,517	3,288	5,263	5,575
Public Use PC's	121	93	924	900	1,107	1,361	1,784
Wi-Fi	4,146	3,462	33,316	38,032	30,223	28,446	29,572
<b>TOTAL</b>	<b>8,794</b>	<b>8,460</b>	<b>75,971</b>	<b>84,827</b>	<b>81,503</b>	<b>79,349</b>	<b>83,189</b>
<b>TOTAL CIRCULATION</b>	<b>144,864</b>	<b>155,107</b>	<b>1,419,992</b>	<b>1,550,197</b>	<b>1,237,424</b>	<b>1,261,659</b>	<b>1,299,385</b>
<b>MAIN LIBRARY DAYS</b>							
MAIN LIBRARY DAYS	28	28	253	251	252	250	251
MAIN LIBRARY HOURS	256.6	260.5	2,377.5	2,378.0	2,392.5	2,372.5	2,377.0
<b>BOOKMOBILE DAYS</b>							
BOOKMOBILE DAYS	19	20	175	175	175	167	172
BOOKMOBILE HOURS	132.0	139.5	1,231.5	1,248.8	1,226.0	1,201.3	1,204.3
<b>AVG DAILY CIRCULATION</b>							
AVG DAILY CIRC, MAIN LIB	4,080	3,975	4,584	5,108	3,901	4,026	4,114
AVG HOURLY CIRC, MAIN LIB	445	427	488	539	411	424	434
<b>PERCENT OF CIRCULATION</b>							
Adult	50.6%	49.1%	48.9%	49.1%	48.8%	48.6%	49.6%
Juvenile	40.4%	42.1%	42.7%	42.5%	42.9%	42.8%	41.8%
Bookmobile	9.0%	8.8%	8.4%	8.4%	8.2%	8.6%	8.6%
<b>SELF SERVICE CIRCULATION</b>							
SVA Renewals	162	213	1,618	2,146	3,071	3,309	2,715
Self Check	52,515	55,256	528,906	550,918	562,136	580,098	607,463
Online Renewals	20,557	20,169	182,340	174,746	178,476	184,148	195,095
Overdrive	21,018	15,998	178,061	148,382	127,046	109,487	100,500
Overdrive RPL Pilot-SELCO CIRC of RPL Collection	1,284		3,592				
<b>TOTAL SELF SERVICE CIRC</b>	<b>95,536</b>	<b>91,636</b>	<b>894,517</b>	<b>876,192</b>	<b>870,729</b>	<b>877,042</b>	<b>905,773</b>
<b>SELF SERVE FAX USAGE</b>							
SELF SERVE FAX USAGE	61	40	312	320	318	322	249
<b>SELF SERVICE CIRCULATION AS A PERCENT OF MAIN CIRCULATION</b>							
SELF SERVICE CIRCULATION AS A PERCENT OF MAIN CIRCULATION	83.6%	82.3%	82.6%	81.4%	82.1%	81.2%	81.5%
<b>REFERENCE ACTIVITY</b>							
Youth Services	1,841	1,592	20,880	19,593	19,725	20,606	24,803
Circulation Services	11,244	10,745	98,239	107,886	99,839	91,807	96,342
Fiction, Movies & Music	1,393	1,669	14,055	15,134	19,462	17,736	18,855
Information Services	1,742	1,663	14,390	14,093	14,524	17,326	23,690
Bookmobile	696	746	6,546	6,088	5,801	6,520	5,732
BookBike	52	23	1,031	1,076	1,190	1,175	
<b>REFERENCE ACTIVITY TOTAL</b>	<b>16,968</b>	<b>16,438</b>	<b>155,141</b>	<b>163,870</b>	<b>160,541</b>	<b>155,170</b>	<b>169,422</b>

Attachment: Sep2018MonthlyRptStats (9552 : September 2018 Monthly Report)

ROCHESTER PUBLIC LIBRARY CIRCULATION REPORT - SEPTEMBER 2018

3.C.1.a

	MONTHLY TOTAL		YEAR TO DATE				
	THIS YEAR	LAST YEAR	2018	2017	2016	2015	2014
<b>REGISTRATION STATISTICS</b>							
City	791	709	46,618	48,176	50,615	52,900	55,171
County	25	15	8,928	9,699	10,578	10,855	11,052
<b>SUBTOTAL</b>	<b>816</b>	<b>724</b>	<b>55,546</b>	<b>57,875</b>	<b>61,193</b>	<b>63,755</b>	<b>66,223</b>
Visitor	1	2	408	435	450	419	340
Other (outside Olmsted County/includes SELCO)	6	13	6,380	6,480	6,684	6,888	7,214
<b>Internet Only Cards</b>	<b>357</b>	<b>329</b>	<b>2,498</b>	<b>2,785</b>	<b>2,902</b>	2,738	<b>2,397</b>
<b>TOTAL FOR MONTH</b>	<b>1,180</b>	<b>1,068</b>	<b>64,832</b>	<b>67,575</b>	<b>71,229</b>	<b>73,800</b>	<b>76,174</b>
<b>INTERLIBRARY LOAN REQUESTS</b>							
BORROWING	1,267	1,248	12,669	11,882	12,373	11,967	13,480
LENDING	1,649	1,749	16,663	17,416	17,494	16,008	13,754
<b>ONLINE RESERVE REQUESTS</b>	21,273	20,062	200,079	202,126	207,971	226,559	224,107
<b>HOMEWORK ASSISTANCE</b>							
Live In-House Help	73	76	357	710	838	486	539
<b>DOOR COUNT</b>							
<b>Main Library</b>	38,469	38,396	359,704	377,355	387,348	405,133	376,863
Main Library Average Per Day	1,374	1,710	1,422	1,503	1,537	1,621	1,501
Main Library Average Per Hour	150	173	151	159	162	170	159
<b>Bookmobile</b>	2,261	2,316	18,398	18,309	18,920	19,099	20,015
Bookmobile Average Per Day	119	116	105	105	108	114	116
Bookmobile Average Per Hour	17	17	15	15	15	16	17
Internal Web Visits	43,328	45,727	429,683	451,014	726,132	1,017,532	793,070
External Web Visits	38,026	49,660	347,685	349,388	345,868	491,031	518,330
<b>Attendance at Library Programs</b>							
Art Room	718	681	8,068	8,340	8,146	7,165	6,696
ArtScape						366	442
Discovery Cart	414	263	3,394	2,796	2,908	1,935	2,324
Smart Play Spot	2,028	3,193	33,033	34,136	31,073	28,034	28,209
TeenScape Food Shelf	47		507				
Letterboxing/Other Self Directed		0	29	57	218	15	55
Scavenger Hunt		110	0	580	817	1,045	
<b># of Meeting Room/Study Room Turnaways</b>	66	41	278	250	160	354	173

Attachment: Sep2018MonthlyRptStats (9552 : September 2018 Monthly Report)

ROCHESTER PUBLIC LIBRARY CIRCULATION REPORT - SEPTEMBER 2018

3.C.1.a

HOLDINGS REPORT	ADDED THIS MONTH	YEAR TO DATE				
		2018	2017	2016	2015	2014
<b>Books</b>						
Adult	931	218,428	221,901	226,585	245,280	243,929
Juvenile/Youth	733	109,135	107,978	105,029	107,911	109,551
Bookmobile Adult	64	3,269	3,621	3,664	3,625	4,090
Bookmobile Juvenile/Youth	144	14,141	13,728	14,146	14,025	13,905
<b>Total Books</b>	<b>1,872</b>	<b>344,973</b>	<b>347,228</b>	<b>349,424</b>	<b>370,841</b>	<b>371,475</b>
<b>Adult</b>						
Audiocassettes	0	19	185	203	328	1,226
Compact Discs	77	31,123	31,225	31,262	31,755	31,770
CD-ROM	0	17	114	132	178	370
DVD	225	37,958	36,858	36,916	34,392	31,208
Video	0	241	486	521	2,208	2,350
Book Discussion Kits	0	208	191	188	175	176
<b>Juvenile/Youth</b>						
Audiocassettes	0	304	286	355	408	369
Compact Discs	114	4,148	4,009	4,332	4,801	4,716
CD-ROM	2	782	760	860	811	696
DVD	100	8,230	8,223	8,822	8,341	7,691
Video	0	7	20	33	415	442
Kits for Kids	0	47	180	203	209	208
Book Discussion Kits	0	1	23	23	29	4
Science Kits	0	7	10	13	9	25
<b>Bookmobile</b>						
Adult Audiocassettes	0	0	0	0	0	1
Juvenile/Youth Audiocassettes	0	2	1	1	28	29
Adult Compact Discs	0	114	109	85	100	118
Juvenile/Youth Compact Discs	21	242	214	231	249	262
Adult Video	0	0	0	1	165	174
Juvenile/Youth Video	0	0	1	1	154	160
Adult DVD	20	1,150	1,363	1,212	1,541	1,680
Juvenile/Youth DVD	8	1,255	1,367	1,336	1,325	1,291
Literacy Hub Books	0	653				
WIFI HOTSPOTS	0	79	67			
TELESCOPE	0	1				
In-House CD-ROM	0	25	25	25	25	25
<b>HOLDINGS EXCLUDING SUBSCRIPTIONS</b>	<b>2,439</b>	<b>431,586</b>	<b>432,945</b>	<b>436,179</b>	<b>458,487</b>	<b>456,466</b>
NetLibrary		9,431	9,431	9,370	9,370	9,300
Overdrive	986	25,144	21,729	21,415	17,108	15,364
Electronic Collection/Databases		31	29	30	28	30
Subscriptions		448	438	452	468	516
Newspapers		15	25	19	17	18
<b>TOTAL ALL HOLDINGS</b>		<b>466,655</b>	<b>464,597</b>	<b>467,465</b>	<b>485,478</b>	<b>481,694</b>
<b>TOTAL UNIQUE TITLES</b>		<b>366,360</b>	<b>378,285</b>	<b>377,971</b>	<b>393,853</b>	<b>391,803</b>

Attachment: Sep2018MonthlyRptStats (9552 : September 2018 Monthly Report)

TITLE	Event Date	Age Group	Program Type	Internal Categories	Room	Attendance
Foraging Meet Up	9/1/18	Adults	Learning, Social Gathering	Offsite	Offsite	25
Armchair Travelers	9/4/18	Adults, Seniors	Learning, Social Gathering		Meeting Rm A	4
Chess Club	9/4/18	Tweens, Teens, Adults, Seniors	Social Gathering		Meeting Rm A	3
Digital Drop In	9/4/18	Adults, Seniors	Learning	SP1 - Ref/Edu	Computer Lab	3
English Conversation Group	9/4/18	Adults, Seniors	Learning	SP1 - Ref/Edu, SP2 - Engage	Group Study Area	1
Family Storytime	9/4/18	Youth, Families	Storytime	SP1 - Early Lit, SP2 - Engage	Auditorium	0
Ready to Lead Leadership Team	9/4/18		Learning	Partnership, SP2 - Citizen	Meeting Rm B	6
Wanton Rochester	9/4/18	Adults	Social Gathering			0
An Hour to Kill	9/5/18	Adults	Social Gathering		Meeting Rm B	3
Digital Drop In	9/5/18	Adults, Seniors	Learning	SP1 - Ref/Edu	Computer Lab	6
JDC	9/5/18	Teens		Outreach, SP2 - Engage		6
Mad Science Club	9/5/18	School Age	Creative	SP2 - Engage	Auditorium	13
Science Storytime	9/5/18	PreK	Storytime	SP1 - Early Lit, SP2 - Engage	Auditorium	31
T'ai Chi Chih <b>Cancelled</b>	9/5/18	Adults, Seniors	Wellness	SP1 - Ref/Edu	Auditorium	
Baby Time	9/6/18	PreK	Storytime	SP1 - Early Lit	Auditorium	38
Digital Drop In	9/6/18	Adults, Seniors	Learning	SP1 - Ref/Edu	Computer Lab	5
Genderqueer/ Gender Nonbinary Meet Up	9/6/18	Adults	Social Gathering	Partnership, SP2 - Engage	Meeting Rm A	
Hatha Yoga for beginners <b>CANCELLED</b>	9/6/18	Adults, Seniors	Wellness		Auditorium	
Improv Jam	9/6/18	Adults, Seniors	Creative, Learning, Social Gathering		Meeting Rm B	6
Italian Conversation Group	9/6/18	Adults, Seniors	Learning		Group Study Area	3
q club	9/6/18	Teens	Social Gathering	SP2 - Engage	Meeting Rm A	2
T'ai Chi Easy <b>CANCELLED</b>	9/6/18	Adults, Seniors	Wellness		Auditorium	
Toddler Time	9/6/18	PreK	Storytime	SP1 - Early Lit	Auditorium	55
Toddler Time	9/6/18	PreK	Storytime	SP1 - Early Lit	Auditorium	22
BookBike & ArtCart at Rochester Downtown Farmers Market	9/8/18	Youth, Teens , Adults, Seniors	Social Gathering	Outreach, SP2 - Engage		446
<b>CANCELLED</b> Make-N-Take - Quilling	9/8/18	Adults, Seniors	Creative, Learning		Meeting Rm C	
Meditation for Inner Peace During Turbulent Times	9/8/18	Teens , Adults, Seniors	Learning		Meeting Rm B	11
Raptor Presentation by U of M Raptor Center	9/8/18	Youth, Families	Learning, Performances/Pre sentations	SP2 - Engage	Auditorium	48
Origami Club	9/9/18	School Age , Teens , Adults, Seniors	Creative, Learning, Social Gathering		Makerspace	4

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RPL Block Party	9/9/18	Youth, PreK , School Age , Tweens, Families, Teens , Adults, Seniors	Social Gathering			1192
Cafe Fuzz	9/10/18	Teens	Social Gathering		Meeting Rm A	23
Digital Drop In	9/10/18	Adults, Seniors	Learning	SP1 - Ref/Edu	Computer Lab	2
Homework Help	9/10/18	Youth, School Age , Tweens, Teens	Learning	SP1 - School Success	Meeting Rm C	5
Learning Together Rochester Homeschool Meet Up	9/10/18	Families, Adults		SP1 - School Success, SP2 - Engage	Meeting Rm A	6
TeenScape Mondays	9/10/18	Teens	Creative, Social Gathering	SP2 - Create, SP2 - Engage	TeenScape	8
Wordpress Meet Up	9/10/18	Adults, Seniors	Creative, Learning, Social Gathering	SP2 - Create, SP2 - Engage		4
BookBike at Bravo Espresso	9/11/18	Adults	Social Gathering	Outreach, Partnership, SP2 - Engage		40
Digital Drop In	9/11/18	Adults, Seniors	Learning	SP1 - Ref/Edu	Computer Lab	7
Family Dance Party	9/11/18	Youth, Families	Storytime	SP1 - Early Lit, SP2 - Engage	Auditorium	3
General Staff Meeting - Security	9/11/18				Auditorium	36
Homework Help	9/11/18	Youth, School Age , Tweens, Teens	Learning	SP1 - School Success	Meeting Rm C	10
q club @ ALC	9/11/18	Teens	Social Gathering	Outreach, Partnership, SP2 - Engage		0
TeenScape Afternoons	9/11/18	Teens	Social Gathering	SP2 - Engage	TeenScape	4
Writing Group	9/11/18	Adults, Seniors	Creative, Learning, Social Gathering		Meeting Rm B	10
Digital Drop In	9/12/18	Adults, Seniors	Learning	SP1 - Ref/Edu	Computer Lab	6
Homework Help	9/12/18	Youth, School Age , Tweens, Teens	Learning	SP1 - School Success	Meeting Rm C	4
iFilms - Bye Bye Germany	9/12/18	Adults, Seniors	Performances/Pre sentations		Auditorium	15
LEGO® Club	9/12/18	School Age	Creative	SP2 - Engage	Auditorium	4
NonFiction Readers	9/12/18	Adults, Seniors	Learning, Social Gathering		Meeting Rm B	9
People Friendly Driver	9/12/18	Adults, Seniors	Learning	Partnership, SP2 - Engage	Auditorium	
Preschool Storytime	9/12/18	PreK	Storytime	SP1 - Early Lit, SP2 - Engage	Auditorium	43
Spanish Conversation Group	9/12/18	Adults, Seniors	Learning, Social Gathering		Meeting Rm A	18
Sustainability Series: Lunch and Learn	9/12/18	Adults, Seniors	Learning, Performances/Pre sentations		Meeting Rm B	15
TeenScape Afternoons	9/12/18	Teens	Social Gathering	SP2 - Engage	TeenScape	7
Baby Time	9/13/18	PreK	Storytime	SP1 - Early Lit	Auditorium	29
Bob Ross Paint-a-Long	9/13/18	Adults	Creative		Auditorium	

Digital Drop In	9/13/18	Adults, Seniors	Learning	SP1 - Ref/Edu	Computer Lab	2	<b>3.C.1.b</b>
English Conversation Group	9/13/18	Adults, Seniors	Learning	SP1 - Ref/Edu, SP2 - Engage	Meeting Rm B	1	
Homework Help	9/13/18	Youth, School Age , Tweens, Teens	Learning	SP1 - School Success	Meeting Rm C	6	
Improv Jam	9/13/18	Adults, Seniors	Creative, Learning, Social Gathering		Meeting Rm B	6	
Italian Conversation Group	9/13/18	Adults, Seniors	Learning		Group Study Area	1	
q club	9/13/18	Teens	Social Gathering	SP2 - Engage	Meeting Rm A	2	
TeenScape Afternoons	9/13/18	Teens	Social Gathering	SP2 - Engage	TeenScape	0	
Toddler Time	9/13/18	PreK	Storytime	SP1 - Early Lit	Auditorium	30	
Toddler Time	9/13/18	PreK	Storytime	SP1 - Early Lit	Auditorium	8	
Outreach: Riverside 4th Grade	9/14/18			Outreach, Partnership, SP1 - School Success		40	
Storytime with Pete the Cat!	9/15/18	Youth, PreK , Families	Storytime	SP1 - Early Lit, SP2 - Engage	Auditorium	343	
Transforming Families	9/15/18	Youth, Families, Teens	Social Gathering	Partnership, SP2 - Engage	Auditorium	2	
Digital Drop In	9/17/18	Adults, Seniors	Learning	SP1 - Ref/Edu	Computer Lab	3	
Homework Help	9/17/18	Youth, School Age , Tweens, Teens	Learning	SP1 - School Success	Meeting Rm C	10	
Ready to Lead	9/17/18			SP2 - Engage	Meeting Rm B	15	
TeenScape Mondays	9/17/18	Teens	Creative, Social Gathering	SP2 - Create, SP2 - Engage	TeenScape	4	
BookBike at Bravo Espresso	9/18/18	Adults	Social Gathering	Outreach, Partnership, SP2 - Engage		26	
Chess Club <b>Cancelled</b>	9/18/18	Tweens, Teens, Adults, Seniors	Social Gathering		Meeting Rm A		
Digital Drop In	9/18/18	Adults, Seniors	Learning	SP1 - Ref/Edu	Computer Lab	3	
English Conversation Group	9/18/18	Adults, Seniors	Learning	SP1 - Ref/Edu, SP2 - Engage	Group Study Area	5	
Homework Help	9/18/18	Youth, School Age , Tweens, Teens	Learning	SP1 - School Success	Meeting Rm C	7	
Night Owls Book Club	9/18/18	Adults, Seniors	Learning, Social Gathering		Meeting Rm B	19	
Parents Empower Pride <b>Cancelled</b>	9/18/18	Families, Adults	Social Gathering	SP2 - Engage	Meeting Rm A		
Pilkey Party	9/18/18	Youth, Families	Storytime	SP1 - Early Lit, SP2 - Engage		36	
Plain Readers	9/18/18	Adults, Seniors	Learning, Social Gathering		Meeting Rm A	9	
q club @ ALC	9/18/18	Teens	Social Gathering	Outreach, Partnership, SP2 - Engage		14	
TeenScape Afternoons <b>Cancelled</b>	9/18/18	Teens	Social Gathering	SP2 - Engage	TeenScape		
Alliance Francaise Cine Club - Irr��prochable	9/19/18	Adults, Seniors	Performances/Pre presentations		Civic Center	5	
Art Club	9/19/18	School Age	Creative	SP2 - Engage	Auditorium	11	

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BookBike at Women on Wednesdays	9/19/18	Adults	Learning, Social Gathering	Offsite, Partnership, SP2 - Engage		10
Digital Drop In	9/19/18	Adults, Seniors	Learning	SP1 - Ref/Edu	Computer Lab	4
Homework Help Cancelled	9/19/18	Youth, School Age , Tweens, Teens	Learning	SP1 - School Success	Meeting Rm C	
Preschool Storytime	9/19/18	PreK	Storytime	SP1 - Early Lit, SP2 - Engage	Auditorium	63
Senior Advocate available Cancelled	9/19/18	Seniors	Learning, Wellness		Wellness Corner	
TeenScape Afternoons	9/19/18	Teens	Social Gathering	SP2 - Engage	TeenScape	6
The Elephant Man Staged Reading	9/19/18	Adults, Seniors	Performances/Pre presentations		Auditorium	10
Women on Wednesdays: Millennials and Boomers: Let's talk!	9/19/18	Adults, Seniors	Performances/Pre presentations		Offsite	25
Youth Services Idea Exchange Meeting <b>Cancelled</b>	9/19/18	Youth, Adults	Board Meeting, Learning		Meeting Rm C	
Baby Time	9/20/18	PreK	Storytime	SP1 - Early Lit	Auditorium	20
Digital Drop In	9/20/18	Adults, Seniors	Learning	SP1 - Ref/Edu	Computer Lab	3
Homework Help	9/20/18	Youth, School Age , Tweens, Teens	Learning	SP1 - School Success	Meeting Rm C	4
Improv Jam	9/20/18	Adults, Seniors	Creative, Learning, Social Gathering		Meeting Rm B	9
Italian Conversation Group	9/20/18	Adults, Seniors	Learning		Group Study Area	4
Outreach: Sunset Terrace Family Night	9/20/18	School Age	Creative, Learning	Outreach, Partnership, SP1 - School Success, SP2 - Engage		323
q club	9/20/18	Teens	Social Gathering	SP2 - Engage	Meeting Rm A	4
TeenScape Afternoons <b>Cancelled</b>	9/20/18	Teens	Social Gathering	SP2 - Engage	TeenScape	
Toddler Time	9/20/18	PreK	Storytime	SP1 - Early Lit	Auditorium	45
Toddler Time	9/20/18	PreK	Storytime	SP1 - Early Lit	Auditorium	7
Bookworms Homeschool Book Club	9/21/18	Youth, School Age	Learning, Social Gathering	Partnership, SP1 - School Success, SP2 - Engage	Auditorium	11
What's Your Genre Homeschool Book Club	9/21/18	Youth, Tweens (grades 4-6)	Learning, Social Gathering	Partnership, SP1 - School Success, SP2 - Engage	Meeting Rm C	38
Hooray for Saturday: Family Dance Party	9/22/18	Youth, Families	Storytime	SP1 - Early Lit, SP2 - Engage	Auditorium	53
Digital Drop In	9/24/18	Adults, Seniors	Learning	SP1 - Ref/Edu	Computer Lab	1
Fall Teen Programs	9/24/18	Teens	Social Gathering	SP2 - Engage	Meeting Rm A	4
Homework Help	9/24/18	Youth, School Age , Tweens, Teens	Learning	SP1 - School Success	Meeting Rm C	7
Mystery Book Club	9/24/18	Adults, Seniors	Learning, Social Gathering		Meeting Rm A	6
TeenScape Mondays	9/24/18	Teens	Creative, Social Gathering	SP2 - Create, SP2 - Engage	TeenScape	4
Bilingual Storytime at TriValley Head Start	9/25/18			Outreach, SP1 - Early Lit		

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BookBike at Bravo Espresso	9/25/18	Adults	Social Gathering	Outreach, Partnership, SP2 - Engage		21
Digital Drop In	9/25/18	Adults, Seniors	Learning	SP1 - Ref/Edu	Computer Lab	6
Family Dance Party	9/25/18	Youth, Families	Storytime	SP1 - Early Lit, SP2 - Engage	Auditorium	3
Homework Help	9/25/18	Youth, School Age , Tweens, Teens	Learning	SP1 - School Success	Meeting Rm C	8
Literature into Film Book Club	9/25/18	Adults, Seniors	Learning, Social Gathering		Meeting Rm C	19
Make-N-Take: Scrapbooking	9/25/18	Adults, Seniors	Creative		Makerspace	4
q club @ ALC	9/25/18	Teens	Social Gathering	Outreach, Partnership, SP2 - Engage		11
RPL Foundation Board	9/25/18			Foundation	Meeting Rm B	
Senior Speed-Friending	9/25/18	Seniors	Social Gathering	Offsite	Offsite	1
TeenScape Afternoons	9/25/18	Teens	Social Gathering	SP2 - Engage	TeenScape	0
Avoiding Fake News	9/26/18	Teens , Adults, Seniors	Learning		Meeting Rm B	3
Build It Club	9/26/18	School Age	Creative	SP2 - Engage	Auditorium	11
Digital Drop In	9/26/18	Adults, Seniors	Learning	SP1 - Ref/Edu	Computer Lab	5
Homework Help	9/26/18	Youth, School Age , Tweens, Teens	Learning	SP1 - School Success	Meeting Rm C	4
Preschool Storytime	9/26/18	PreK	Storytime	SP1 - Early Lit, SP2 - Engage	Auditorium	38
School Readiness Family Engagement Night - SMIF grant (1 of 2)	9/26/18	Families	Learning	SP1 - Early Lit	Auditorium	36
Spanish Conversation Group	9/26/18	Adults, Seniors	Learning, Social Gathering		Meeting Rm A	12
Speed-Friending at Forager Brewery	9/26/18	Adults	Social Gathering	Offsite	Offsite 2	19
TeenScape Afternoons <b>Cancelled</b>	9/26/18	Teens	Social Gathering	SP2 - Engage	TeenScape	
ADHD Support Group	9/27/18	Adults	Wellness	Partnership, SP1 - School Success	Meeting Rm A	11
Baby Time	9/27/18	PreK	Storytime	SP1 - Early Lit	Auditorium	35
Digital Drop In	9/27/18	Adults, Seniors	Learning	SP1 - Ref/Edu	Computer Lab	1
English Conversation Group	9/27/18	Adults, Seniors	Learning	SP1 - Ref/Edu, SP2 - Engage	Meeting Rm B	3
Homework Help	9/27/18	Youth, School Age , Tweens, Teens	Learning	SP1 - School Success	Meeting Rm C	8
Improv Jam	9/27/18	Adults, Seniors	Creative, Learning, Social Gathering		Meeting Rm B	6
Italian Conversation Group	9/27/18	Adults, Seniors	Learning		Group Study Area	0
q club	9/27/18	Teens	Social Gathering	SP2 - Engage	Meeting Rm A	4
TeenScape Afternoons <b>Cancelled</b>	9/27/18	Teens	Social Gathering	SP2 - Engage	TeenScape	
Toddler Time	9/27/18	PreK	Storytime	SP1 - Early Lit	Auditorium	55
Toddler Time	9/27/18	PreK	Storytime	SP1 - Early Lit	Auditorium	5
Art Room Statistics	9/28/18	Youth	Creative	Friends, SP2 - Create		

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Discovery Cart Statistics	9/28/18	PreK	Learning	SP1 - Early Lit		414	<b>3.C.1.b</b>
Outreach: Riverside 4th Grade	9/28/18	School Age	Learning, Storytime	Outreach, SP1 - School Success, SP2 - Engage		40	
Smart Play Spot Statistics	9/28/18	PreK	Learning	Partnership, SP1 - Early Lit		2028	
Teen Food Shelf Statistics	9/28/18	Teens	Wellness	Partnership, SP1 - School Success		47	
Hooray for Saturday: Family Storytime	9/29/18	Youth, Families	Storytime	SP1 - Early Lit, SP2 - Engage	Auditorium	22	
Exams Proctoring September 2018	9/30/18	Adult	Learning	Proctoring		18	

9/30/18	Items delivered to 24 Senior Facilities	1603
9/30/18	Items delivered to Abilities Unlimited	62
9/30/18	Items delivered to Adult Detention Center	50
9/30/18	Items delivered to Arts and Science Academy	42
9/30/18	Items delivered to Boys and Girls Club	30
9/30/18	Items delivered to Bright Horizon	27
9/30/18	Items delivered to Civic League SW	56
9/30/18	Items delivered to Federal Medical Center	144
9/30/18	Items delivered to First Steps	Pick Up Only
9/30/18	Items delivered to Kindercare SW	110
9/30/18	Items delivered to Kids Come 1st	167
9/30/18	Items delivered to New Horizon Kutzky	138
9/30/18	Items delivered to Primrose	179
9/30/18	Items delivered to 125 Live	20
9/30/18	Items delivered to Eureka	34
9/30/18	Items delivered to 34 Homebound patrons	167

### STAFF MEETINGS/PRESENTATIONS/TRAINING

Event Title	Start Date	Hours Spent	Event Type	Event Description	Staff List
Ready to Lead Leadership Team	9/4/18	1	Meeting		Betcher, Audrey
RPL Branding and Intellectual Freedom	9/5/18	1	General Staff Meeting	Update on branding and Library workwear by Karen Lemke; Review of Intellectual Freedom by Kim Edson	
Cuentos y Canciones Community Partners Meeting	9/7/18	1	Meeting	Planning meeting for the upcoming year (Oct. - May) of Cuentos y Canciones events.	Randolph, Laura
Complete Count	9/11/18	1	Meeting	Looking ahead to the 2020 Census	Betcher, Audrey

Engagement Tools for Strategy Conversations	9/11/18	1.5	Training	Having low levels of engagement is not an option when it comes to developing high performing teams and organizations of excellence. Stakeholders absolutely need to be involved in any change effort, committed to contributing their utmost to advance an organization.	Lemke, Karen
Security	9/11/18	1	General Staff Meeting	Security at RPL	
Health Assessment and Planning Partnership Meeting	9/13/18	1.5	Meeting		Betcher, Audrey
City of Rochester PIO Airport Exercise	9/14/18	5	Training	Ran through a disaster exercise at the airport, worked alongside other City Communicators to train/review our own Public Information Officer skills	Lemke, Karen
Demo: Integrate Enterprise with EDS	9/14/18	0.5	Presentation	Benefits of integrating SirsiDynix Enterprise with EBSCO Discovery Services Increasing	Chapin, Martha
Ready to Lead	9/17/18	3	Training	Session #1	Betcher, Audrey
Marketing in the Morning: Blogging	9/18/18	2	Training	Learned about blogging to improve SEO	Lemke, Karen
Women on Wednesday	9/19/18	2.5	Event	Panel discussion at The Rochester Civic Theatre on differences between Millennials and Boomers.	Stecher, Katherine
Cradle to Career Leadership Table	9/20/18	2	Meeting		Betcher, Audrey
MLA Conference Planning Committee meeting	9/21/18	4	Other	Met with conference planning committee	Lemke, Karen
Chancellor Inauguration	9/21/18	2	Event		Betcher, Audrey

Project Get Outdoors Leader Training	9/24/18	8	Training	Project GO facilitates resources and programming for outdoor experiences that develop healthy kids and increase environmental stewardship behaviors.	Randolph, Laura Tarr, Eric
Meeting with Women's Shelter	9/25/18	1	Meeting		Betcher, Audrey
Rochester Area Chamber of Commerce Board meeting	9/26/18	1.5	Meeting		Betcher, Audrey

## MEETING ROOM USAGE

Organization	Date	Room
MN Satsang Society	9/1/2018	Meeting Rm A
Deposition KN	9/4/2018	Meeting Rm B
City Council Campaign Planning Session	9/5/2018	Meeting Rm A
Freshwater Master Stewards	9/5/2018	Meeting Rm A
RGIS Employment Interviews	9/5/2018	Meeting Rm A
Cuentos y Canciones planning meeting	9/7/2018	Meeting Rm A
Lincoln Lego Club	9/8/2018	Meeting Rm B
MN Satsang Society	9/8/2018	Meeting Rm A
Friends of the Library Board Meeting	9/10/2018	Auditorium
Camp Companion	9/11/2018	Meeting Rm A
Lutheran Social Service Therapeutic Foster Care Informational Session	9/11/2018	Meeting Rm A
Rochester MN Paralegal Association	9/11/2018	Meeting Rm B
The Mills Automotive Group	9/11/2018	Meeting Rm A
FairVote Minnesota Rochester Meeting	9/12/2018	Meeting Rm B
Informational Meeting for Fall Latin Class	9/12/2018	Meeting Rm A
RGIS Interviews	9/12/2018	Meeting Rm A
Rochester Area Free Thinkers (RAF)	9/13/2018	Meeting Rm A
HD Support meeting	9/14/2018	Meeting Rm B
Lincoln Lego Jr.	9/15/2018	Meeting Rm A
Consineau Law	9/18/2018	Meeting Rm B
RGIS Interviews	9/19/2018	Meeting Rm A
RPL Board Meeting	9/19/2018	Meeting Rm C
NHH Board Mtg	9/19/2018	Meeting Rm A
R Brantsner	9/20/2018	Meeting Rm B
Lincoln Lego Jr.	9/22/2018	Meeting Rm A
Markov	9/24/2018	Meeting Rm A

Girl Scout Troop 47869	9/25/2018	Meeting Rm B
RPL Foundation Board Meeting	9/25/2018	Meeting Rm B
Department of Human Services	9/25/2018	Meeting Rm A
RGIS Interviews	9/27/2018	Meeting Rm A
Lincoln Cool Lego Jr	9/29/2018	Meeting Rm A

ROCHESTER PUBLIC LIBRARY EXPENDITURE REPORT

September-18

		2018	MONTH	YTD		%
		BUDGET	SPENT	SPENT	BALANCE	USED
<b>Code</b>	<b>Employee Services</b>					
8010	Regular Salaries	3,836,685	282,663	2,664,333	1,172,352	69%
8020	Temporary Salaries	654,801	44,000	448,953	205,848	69%
8030	Regular Overtime	21,914	455	4,160	17,754	19%
8040	Other Pay	18,140	0	22,221	-4,081	122%
8050	Employee Benefits-Pension	668,596	47,928	454,729	213,867	68%
8060	Employee Benefits-Insurance	970,181	71,169	733,628	236,553	76%
8070	Employee Benefits-Bus Pass	7,548	605	5,895	1,654	78%
	<b>Total Employee Services</b>	<b>6,177,865</b>	<b>446,821</b>	<b>4,333,919</b>	<b>1,843,946</b>	<b>70%</b>

	<b>Contractual Services</b>					
8100	Rents & Leases	3,280	655	3,151	129	96%
8110	Advertising, Publishing, Promotion	37,224	2,711	31,378	5,846	84%
8120	Contractual Maintenance & Repair	262,665	33,593	85,573	177,092	33%
8130	Expert & Professional Services	53,200	3,345	32,040	21,160	60%
8200	Telecommunications	45,566	5,749	43,577	1,989	96%
8210	Travel, Tuition & Training	45,384	2,015	42,655	2,730	94%
8220	Online Subscriptions and Memberships	132,037	4,894	112,362	19,675	85%
8230	Utility Services	229,197	16,602	128,337	100,860	56%
8260	Insurance & Bonds	30,350	0	0	30,350	0%
8290	Other Contractual Services	7,728	461	5,273	2,455	68%
	<b>Total Contractual Services</b>	<b>846,631</b>	<b>70,025</b>	<b>484,346</b>	<b>362,285</b>	<b>57%</b>

	<b>Materials &amp; Supplies</b>					
8300	Office Materials & Supplies	17,100	870	13,325	3,775	78%
8310	Auto Machinery & Operational Supplies	6,400	2,133	6,402	-2	100%
8320	Clothing & Protective Equipment	500	0	123	377	25%
8330	Chemicals and Fertilizer (water treatment chemicals)	6,400	0	4,179	2,221	65%
8340	Parts & Tool/Un-capitalized Equipment	2,203	343	1,182	1,021	54%
8360	Supplies & Materials	61,375	2,260	45,253	16,122	74%
	<b>Total Materials &amp; Supplies</b>	<b>93,978</b>	<b>5,605</b>	<b>70,463</b>	<b>23,515</b>	<b>75%</b>

	<b>Other Charges</b>					
8430	Taxes & Licenses	48	202	274	-226	
8490	Other Charges (revolving fund transfers; cc and ca charges; )	107,967	2,844	96,875	11,092	90%
	<b>Total Other Charges</b>	<b>108,015</b>	<b>3,046</b>	<b>97,149</b>	<b>10,866</b>	<b>90%</b>

	<b>Capital Outlay</b>					
8530	Capitalized Furniture & Equipment				0	
8560	Books and Materials	664,332	56,846	452,962	211,370	68%
	<b>Total Capital Outlay</b>	<b>664,332</b>	<b>56,846</b>	<b>452,962</b>	<b>211,370</b>	<b>68%</b>
8830	<b>Other Expenses/JCI Energy Improvements Debt Service</b>	<b>22,446</b>	<b>0</b>	<b>0</b>	<b>22,446</b>	<b>0%</b>
	<b>Total Account (includes encumbrances)</b>	<b>7,913,267</b>	<b>582,343</b>	<b>5,438,840</b>	<b>2,474,427</b>	<b>69%</b>

Attachment: September2018ExpenseReport (9552 : September 2018 Monthly Report)

**SUMMARY OF FEES COLLECTED  
January-December 2018**

**3.C.1.d**

**Attachment: September2018RevenueReport (9552 : September 2018 Monthly Report)**

REVENUE SOURCE	Estimated	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	TOTAL
Lost Books	33,000.00	2,210.05	4,547.20	5,461.71	3,728.92	1,805.41	2,882.70	1,446.04	2,555.87	1,317.03				25,954.93
Duplicate Cards	2,000.00	130.01	116.00	159.79	152.50	95.00	191.94	221.60	26.00	53.23				1,146.07
Collection Fee	6,000.00	348.01	1,158.99	1,447.27	900.00	450.00	499.00	382.00	495.51	329.95				6,010.73
CA Agency Fees Paid		510.15	295.35	241.65	420.65	510.15	358.00	366.95		232.70				2,935.60
Overdue Fees	100,000.00	9,061.33	8,130.11	9,568.64	8,308.02	7,648.32	7,726.89	7,228.45	6,748.53	6,491.87				70,912.16
Photocopies	13,000.00	850.70	1,278.97	1,265.02	1,163.23	1,350.97	1,281.33	1,231.45	805.32	1,148.61				10,375.60
Visitor Cards	900.00	25.00	75.00	39.00	31.00	110.00	23.00	87.00	34.00	79.00				503.00
Mtg Room Rental	6,000.00	606.25	645.00	420.00	557.50	682.50	300.00	132.50	285.00	411.88				4,040.63
Hotspot Rental	4,000.00	13.88	0.00	46.24										60.12
Other Charges for Services										119.55				119.55
Commissions	1,450.00	188.01	14.50	0.00	778.11	24.12	232.20	646.50	56.57	0.00				1,940.01
Misc Sale of Goods	500.00	34.98	15.19	38.15	17.11	43.98	38.48	21.27	22.20	23.11				254.47
<b>TOTAL</b>	<b>166,850.00</b>	<b>13,468.22</b>	<b>15,980.96</b>	<b>18,445.82</b>	<b>15,636.39</b>	<b>12,210.30</b>	<b>13,175.54</b>	<b>11,396.81</b>	<b>11,029.00</b>	<b>9,974.23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>121,317.27</b>
2017	170,450.00	14,068.63	14,037.96	19,556.14	15,886.38	11,933.27	11,961.91	10,506.41	12,298.92	10,804.49	13,677.48	12,078.66	10,307.11	157,117.36
2016	170,450.00	14,461.81	15,940.30	19,390.06	17,574.07	12,622.48	12,914.03	11,335.48	13,807.50	11,913.87	15,296.12	11,570.19	12,716.32	169,542.23
2015	166,800.00	14,407.08	18,002.62	17,091.50	14,383.89	13,639.66	15,155.35	14,602.66	13,604.98	13,589.05	13,466.55	13,464.03	12,543.90	173,951.27
2014	166,800.00	13,635.73	21,043.55	18,523.27	13,985.59	12,197.24	12,474.07	14,138.75	11,684.03	11,737.77	12,229.53	13,247.12	11,735.80	166,632.45
2013	166,800.00	13,972.62	17,293.21	17,657.95	18,425.27	14,814.13	12,903.11	13,523.97	17,036.47	11,987.15	13,574.68	11,268.79	11,160.74	173,618.09
2012	154,350.00	16,503.78	15,310.72	18,429.38	15,494.98	13,862.09	13,530.54	13,800.22	15,518.05	10,840.03	14,980.16	11,095.18	11,925.58	171,290.71
2011	154,350.00	18,702.06	24,268.02	23,373.74	16,626.14	14,319.96	16,043.23	15,086.93	18,582.32	15,175.62	15,363.77	13,569.80	13,566.61	204,678.20
2010	150,850.00	20,312.10	20,960.89	20,938.98	15,152.32	15,338.65	17,126.96	18,581.72	21,580.92	15,149.11	16,177.95	15,846.26	15,050.31	212,216.17
2009	150,850.00	18,173.64	14,717.77	16,710.78	15,962.40	13,993.00	19,557.45	17,372.97	17,074.75	14,191.67	15,983.08	13,568.59	13,309.38	190,615.48
2008	150,850.00	14,884.63	13,382.12	15,808.24	14,657.52	11,254.51	14,535.23	16,988.26	13,874.57	13,025.48	14,787.19	15,462.73	13,142.55	171,626.87

Estimated revenue prorated		13,904.17	27,808.33	41,712.50	55,616.67	69,520.83	83,425.00	97,329.17	111,233.33	125,137.50	139,041.67	152,945.83	166,850.00	
Total Revenue to Date		13,468.22	29,449.18	47,895.00	63,531.39	75,741.69	88,917.23	100,314.04	111,343.04	121,317.27	121,317.27	121,317.27	121,317.27	
Amount YTD over (under) estimated revenue		-435.95	1,640.85	6,182.50	7,914.72	6,220.86	5,492.23	2,984.87	109.71	-3,820.23	-17,724.40	-31,628.56	-45,532.73	

**INFORMATIONAL ITEM****MEETING DATE:**  
10/17/2018**AGENDA SECTION:****ORIGINATING DEPT:**  
Library**ITEM DESCRIPTION:**

Foundation Report

**PREPARED BY:**

Purna Gurung

-- The Foundation Board is waiting for some additional financial information from their treasurer before voting on the Library Board's request to ask the City to fund the Library Assistant II position.

-All WWW Speakers have been secured

-CAPTRUST did a yearly overview of investments at our October Board Meeting

-Summer Playlist 2019 Sponsorship Update:

    \$1000 grant from the Rochester Community Education Citizens Advisory Council

    \$500 grant from Custom Alarm

    \$1000 from Bremer Bank

-WWW Sponsorship Update:

    \$2500 - Mayo Clinic, Knutson Construction, CAPTRUST

    \$1000 - Charter House, Barbara Henoch

    \$1000 inkind- Davies Printing

    \$500 - Olmsted Medical Center

    \$500 - US Bank

    \$500 - ONB Bank

    \$500 inkind - Hight & Randall

Audrey Betcher	Journey to the National Medal
Tim Penny	Blue Wave, Red Wave, Shock Wave?
Matthew Anderson	Same in Name, Unique in Style (2 PART WINE SERIES)
Steve Lange	Fred Hargesheimer: Warrior From The Sky
April Dahl	Argentine Tango - Connecting People Through Dance
Randy Brock	Fly Fishing Southeast MN Spring Creeks
Roo Yori	Letting the Dogs Out as the K9 Ninja on American Ninja



	Warrior
Rey Caban - Rochester Police Department	Rochester Police Department UAV (Unmanned Aerial Vehicle)

**INFORMATIONAL ITEM****MEETING DATE:**

10/17/2018

**AGENDA SECTION:****ORIGINATING DEPT:**

Library

**ITEM DESCRIPTION:**

SELCO Report

**PREPARED BY:**

Audrey Betcher

The SELCO Advisory Committee meeting is happening on October 9th, so we will give a report at the board meeting.

**BOARD ACTION****MEETING DATE:**  
10/17/2018**AGENDA SECTION:****ORIGINATING DEPT:**  
Library**ITEM DESCRIPTION:**

Personnel Committee Report

**PREPARED BY:**

Purna Gurung

The Personnel Committee met on 9/17/18. They will be randomly surveying 10% of RPL employees and compiling feedback to finalize the evaluation form. The Committee will be bringing the Library Director's Annual Performance Evaluation to the full Board during Executive Session, after the regular meeting ends.

**BOARD ACTION REQUESTED:**

<b><u>INFORMATIONAL ITEM</u></b>		<b>MEETING DATE:</b> 10/17/2018
<b>AGENDA SECTION:</b>	<b>ORIGINATING DEPT:</b> Library	
<b>ITEM DESCRIPTION:</b> Grants	<b>PREPARED BY:</b> Purna Gurung	
<p>Beth Butterfield, Grants and Outcomes Specialist, will be at the meeting to give updates on recent conversations with two regional foundations.</p> <p>On October 4th, we met with both the Bush Foundation and the Otto Bremer Trust (OBT). We explored new opportunities with the Bush Foundation and continued the conversation with OBT on the social worker grant that we will be submitting early next year.</p> <p>We have secured a \$20,000 matching grant from the Scottish Rite to support Rochester Reading Champions (RRC). We have also submitted a grant for RRC to the Schmidt Foundation, which if secured, will be part of the match. Gail Harris is working on two fundraising events with the Friends of RPL.</p> <p>We have applied for a SELCO Collaboration Grant for the Seed Library.</p>		

**INFORMATIONAL ITEM****MEETING DATE:**  
10/17/2018**AGENDA SECTION:****ORIGINATING DEPT:**  
Library**ITEM DESCRIPTION:**  
Overdue Fines**PREPARED BY:**  
Audrey Betcher

We will start the conversation about overdue fines We will talk about some of the philosophical and practical issues.

**INFORMATIONAL ITEM****MEETING DATE:**  
10/17/2018**AGENDA SECTION:****ORIGINATING DEPT:**  
Library**ITEM DESCRIPTION:**

Minnesota Library Association Conference

**PREPARED BY:**

Purna Gurung

Administrative Team members will share a takeaway from the MLA conference which was October 11 & 12.

**INFORMATIONAL ITEM****MEETING DATE:**  
10/17/2018**AGENDA SECTION:****ORIGINATING DEPT:**  
Library**ITEM DESCRIPTION:**

Tutoring Update

**PREPARED BY:**

Purna Gurung

Audrey really appreciates the support of the board for her to take the Orton-Gillingham training this summer. She is the 30th tutor with Rochester Reading Champions and tutoring with a 3rd grade student begins on October 9th.

**INFORMATIONAL ITEM****MEETING DATE:**  
10/17/2018**AGENDA SECTION:****ORIGINATING DEPT:**  
Library**ITEM DESCRIPTION:**  
Personnel Update**PREPARED BY:**  
Purna Gurung

Sarah Joynt has been hired as the Librarian II in Youth Services. Heather is working to fill the Librarian I position. Interviews will be conducted soon.

The Librarian II position in Reference will be posted soon -- likely before the board meeting.



**INFORMATIONAL ITEM****MEETING DATE:**  
10/17/2018**AGENDA SECTION:****ORIGINATING DEPT:**  
Library**ITEM DESCRIPTION:**

Data Wall

**PREPARED BY:**

Purna Gurung

Heather will review the short-term outcome B: Improved knowledge or skills. We are also already running out of room on the data wall, and she'll talk about our plan for that as well.