



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

Regular Meeting

**January 17, 2018
04:30 PM**

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. ELECTION OF OFFICERS

3.1. Election of Officers

4. SHARING STRENGTHS

4.1. Summer Playlist

5. CONSENSUS AGENDA

5.A. *Approval of Minutes*

5.A.1. December 20, 2017 Library Board Meeting Minutes

5.B. *Approval of Bills*

5.C. *Review of Monthly Reports*

5.C.1. December 2017 Monthly Report

6. PRESIDENT'S BUSINESS

6.1. *Foundation Report*

6.1.1. Foundation Board Report

6.2. *Friend's Report*

6.3. *SELCO Report*

6.4. *Teen Library Council Report*

6.5. Responsibilities of Committees

7. NEW BUSINESS

7.1. Meeting Room Policy

8. OLD BUSINESS

9. DIRECTOR'S INFORMATIONAL ITEMS

9.1. Committee of the Whole Meeting

10. QUESTION TIME

11. ADJOURN

BOARD ACTION**MEETING DATE:**
1/17/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**
Election of Officers**PREPARED BY:**
Audrey Betcher

In December the following slate of officers was presented by the Nominating Committee.

President: Bekah DeYoung; Vice President-Stephanie Saathoff; and Secretary-Erin Pagel

BOARD ACTION REQUESTED:

Elect officers for 2018

INFORMATIONAL ITEM**MEETING DATE:**
1/17/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**
Summer Playlist**PREPARED BY:**
Audrey Betcher

Heather and the Summer Playlist team will present the results of 2017 Summer Playlist and talk about what's coming for 2018.

BOARD ACTION**MEETING DATE:**

1/17/2018

AGENDA SECTION:**ORIGINATING DEPT:**

Library

ITEM DESCRIPTION:

December 20, 2017 Library Board Meeting Minutes

PREPARED BY:

Purna Gurung

BOARD ACTION REQUESTED:

Approve the December 20, 2017 Library Board Meeting Minutes

**Rochester Public Library Board of Trustees
Wednesday, December 20, 2017
4:30 PM, Library Meeting Room C**

OPEN COMMENT PERIOD

Amy Ward asked if there were any comments from the public. Paula Hardin reported at a recent meeting she attended, there was a group of people that were planning on diverting funds from the Library expansion efforts to the hockey arena. She voiced her support for the library and is forming a committee to advocate for the Library. Paula was hoping to meet in the Library but could not find an available room to rent. She added that the first meeting will be in January 2018 and invited the Library Board and staff to attend. Paula added that having a mix used facility would help the funding prospects.

CALL TO ORDER AND APPROVAL OF AGENDA

The regular meeting of the Rochester Public Library Board of Trustees was called to order by President Amy Ward at 4:34PM.

Members Present: Antinea Ascione, Madison Atkinson, Joshua DeFrang, Omar Nur, Erin Pagel, Stephanie Saathoff, Amy Ward, and Gregg Wright.

Members Absent: Bekah DeYoung and Emily Wampfler.

Staff Present: Audrey Betcher, Library Director; Kim Edson, Head of Readers Services; Steve Mosing, Automation Services Manager; Keri Ostby, Head of Technical Services; and Purna Gurung, Administrative Services Coordinator.

Others Present: Kim Keilholtz, Friends of RPL; Paula Hardin, and Julie Gay

AGENDA

Audrey Betcher requested that "Hotspot Memo of Understanding with Olmsted County Community Services" be added to the agenda under New Business. Gregg Wright requested that "Market Valuation of the Library" be added to the agenda under New Business.

**Motion by Gregg Wright, seconded by Antinea Ascione, to approve the agenda as revised.
Motion carried.**

CONSENSUS AGENDA

Motion by Stephanie Saathoff, seconded by Antinea Ascione, to approve the consensus agenda. Motion carried.

PRESIDENT'S BUSINESS

Foundation Report

Louise Moe gave an update on the Hotspot Program at the November Board meeting. Registration for Wit, Wisdom and Wine is open. Please support this event by donating an auction item or buying raffle tickets. Give to the Max was down, raising only \$2620 this year. Malea Schroeder was promoted from Administrative Assistant to Executive Assistant.

The Foundation approved an additional \$10,000K for Summer Playlist from the Endowment Fund. The Foundation is currently working on a Scottish Rite Challenge Grant and implementing plans to help raise matching funds for Rochester Reading Champions Program.

Friends Report

Kim Keilholtz reported that the Friends Gift and Quality Book Sale yielded \$4,300, which was \$1,300 more than the previous year. The next sale is the WinterFest sale scheduled for February 8th through 11th.

SELCO Report

Audrey Betcher passed around the SELCO year-end report. Joshua DeFrang noted that he met with Audrey and Kim Edson to complete the SELCO Strategic Plan survey. Audrey added that she attended a SELCO Strategic Plan Focus Group and noted it was well attended with robust discussion. Audrey commented that RPL and SELCO are having some very good discussion on ways to collaborate.

Teen Library Council (TLC) Report

Madison Atkinson reported that TLC spent a majority of their last week working on *Harry Potter Night*, which is scheduled on Tuesday, January 30th at 6:30PM. TLC is ordering a new Raspberry Pi to help light up wands. They hope to test this on January 23rd. Josh DeFrang asked if the TLC would be looking at other topics. Madison noted that TLC held a *Star Wars Night* and a *Wonder* event. They are looking to hold a *Percy Jackson* event next year.

Nominating Committee

The Ad Hoc Nominating Committee is recommending the following slate of officers for 2018: President: Bekah DeYoung; Vice President-Stephanie Saathoff; and Secretary-Erin Pagel.

The Board will officially vote on the slate during the January 2018 meeting.

Library Board Representation on the Foundation Board

The bylaws call for 3 members of the Library Board to be on the Foundation Board. Amy Ward noted that based on her experience this past year, she recommends the Board President continue to serve as one of the representatives to the Foundation Board in order to provide continuity. The Foundation Board meets the 4th Tuesday of the month from 4:45PM to 6PM. The Board discussed benefits of having an Executive Committee member serve on the Foundation Board. Stephanie Saathoff commented that she felt being on the Library Board Executive Committee gave her a certain level of authority. Bekah DeYoung will be the incoming President of the Library Board and will be assigning Committees for 2018. There was Board consensus that one of the representatives from the Library Board to the Foundation Board either be the President or President's Designee.

NEW BUSINESS

Valuation of Library Space

Gregg Wright noted that he feels RPL should get a market valuation of the current building. He added that Library is more valuable due to the Civic Center renovation and Destination Medical Center (DMC). Gregg noted some downtown properties have sold for 3 times the market value and there might be interested parties. He said that RPL should talk to people working on transit more seriously. Gregg noted we need to know the value as it might make a difference on the decision we make.

A discussion about pros and cons to a Market Valuation ensued.

- How does the decision to conduct a market valuation align with the City's Strategic Plan on how we fit?
- Transit will impact whether we stay or move.
- During Summer 2017, board members felt they did not have enough information and a market valuation will provide more data.
- Will a market valuation be perceived as a decision that we want to sell and move? Could we publish a piece in the newspaper that we are only looking and not planning to sell at this time? Perception is a hard thing to break and it will be difficult to recover from a negative light. We do not need to worry about the impact of the decision unless it keeps patrons from using the Library.
- A market valuation might put pressure on the Library to move.
- Are we looking for other properties to invest in downtown?
- This is part of the due diligence process and it is good to have a plan in place.
- Should we conduct more investigation to figure out what this really means?
- We should talk to the City Administrator to get his thoughts.
- What are the costs associated with a market valuation?
- The Library Board and City Council should meet to discuss the Library's future.

- If the property is sold, do the funds come to the City or the Library? Would we be able to use the funds to build elsewhere?

Amy Ward commented that more thought is needed before we decide how to proceed. The Board has done its work on Community Engagement and Strategic Planning. She added that the Board is a deliberate group and suggested tabling a decision today and instead spend the next month working on gathering more information about the different pieces, costs, and timelines. Amy asked members to think about additional questions and send them to her via email. She will meet with Audrey to develop a process that we can discuss at the January Board meeting. There was Board consensus on this plan.

Net Neutrality

The Library came out in support of Net Neutrality for several reasons:

- 1) The public requires open access to content purchased by the library.
- 2) Libraries will never be in a position to purchase "fast lane" access.
- 3) The American Library Association also took a position on the matter.

Even though we took a position, in taking a position, we realized that we have flaws in our process. We also sent an email encouraging people to comment on net neutrality. We need to better define the role of the Library Board and City Council in this process.

Audrey Betcher noted that we did not come to the Board first and staff should not take positions before talking to the Board. She added that we need to have a process in place for communicating decisions. The Board agreed that the Policy Committee should meet to work on such a process.

Motion by Josh DeFrang, seconded by Gregg Wright, to retroactively approve the support of net neutrality until the Policy Committee meets. Motion carried.

RPL Foundation Recommendation

The RPL Foundation Finance Committee and the Executive Committee are recommending \$71,000 from the proceeds of the Endowment Fund. The Administrative Team (AT) is recommending how to allocate the funds.

1. Materials \$25,000.00
2. Marketing \$5,000.00
3. Summer Playlist \$ 10,000.00
4. Strategic Plan Refresh \$2,000.00
5. Hotspot Program \$9,500.00
6. Public Power Floor Stand Charging Station \$640.00
7. Conversion Lab Equipment \$7,260.00
8. Library Rebranding \$11,600.00

TOTAL REQUEST \$71,000.00

Motion by Antinea Ascione, seconded by Joshua DeFrang, to approve the Foundation Endowment Allocation recommended by the Administrative Team. Motion carried.

Hotspot Memo of Understanding (MOU) with Olmsted County Community Service

This MOU allows RPL to continue the Hotspot program with Olmsted County Community Services for an additional year. Louise Moe noted that survey results from the program have been very positive. The County will be allocating \$12,000 to fund the program.

Motion by Stephane Saathoff, seconded by Antinea Ascione, to approve the Hotspot MOU with Olmsted County Community Services for 2018. Motion carried.

OLD BUSINESS

Overdrive Pilot

The Library Board had requested staff bring back a report on the Overdrive *Get a Card* Pilot. Kim Edson reported that 131 digital cards were issued during the pilot. 47% of the registrations were new users, 22% had expired cards and 31% had valid cards. Our validation success rate is not as high due to other entities called by the same name (Rochester Public Library) in other states. Fortunately, we are only charged for validated cards.

We are also tracking whether patrons will use their physical cards. We found that during the trial period, *Get a Card* users only used the Library's digital collections. It would have cost \$100 for the validations for the pilot period, which would translate to \$400 a year. We believe the pilot demonstrates the service helps us to reach a new audience and reduce barriers to access our collections. It was also determined the cost would be sustainable and will be paid out of the Marketing Budget. Kim noted that staff will re-evaluate the service if the usage and subsequent expenses escalate.

Erin Pagel inquired how we are marketing this service. Kim noted that RPL did not conduct any formal marketing of the service and that a majority of patrons found it themselves while browsing the website. She added that in December, staff have been marketing Libby and the Digital media.

DIRECTOR'S INFORMATIONAL ITEMS

Data Wall

We have begun setting up the data wall. It is not in its final stage and we will continue to work and update it. The Board briefly discussed long term outcomes, the benefit of including data from previous years to provide better content, and ways to figure out targets and goals. Audrey Betcher noted that Cradle to Career will give us some definite targets and that we will include arrows to

indicate how we have moved from year to year. She added that the Cradle to Career Community Summit will be held on February 22nd and invited Board members to attend.

Rebranding Update

Karen Lemke reported the Library rebrand project is in the final stages. On November 9th, Strut showed our team three different design directions, and we chose one. That design direction is currently being tweaked and plans are being made for a brand reveal and extension. We will have more details in the coming months.

SHARING STRENGTHS

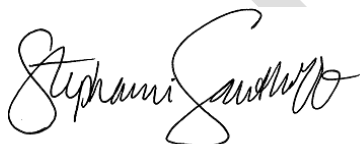
Karen Lemke presented on the things you can do with your library card. This presentation was rescheduled from October. With a library card, patrons have access to materials, science kits, a telescope, book group bags, digital magazines, one on one genealogy help, 24/7 access to the digital collection, bookmobile delivery, My Account online access etc. The My Account allows patrons to place holds, suspend holds, change pickup locations, recommend a purchase, and manage their read lists.

Karen asked the Board to let her know if there were other topics they would like to know about on a regular basis. She added she would email the presentation to the Board.

QUESTION TIME

There being no other business, the meeting adjourned at 5:50P.M.

**Motion by Antinea Ascione, seconded by Stephanie Saathoff, to adjourn the meeting.
Motion carried.**



Stephanie Saathoff
Secretary

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

BOARD ACTION**MEETING DATE:**

1/17/2018

AGENDA SECTION:**ORIGINATING DEPT:**

Library

ITEM DESCRIPTION:

December 2017 Monthly Report

PREPARED BY:

Purna Gurung

BOARD ACTION REQUESTED:

Approve the December 2017 Monthly Report

ROCHESTER PUBLIC LIBRARY CIRCULATION REPORT - DECEMBER 2017

	MONTHLY TOTAL		YEAR TO DATE				
	THIS YEAR	LAST YEAR	2017	2016	2015	2014	2013
ADULT MATERIALS							
Books	24,653	25,937	334,024	345,082	362,447	380,579	407,746
Magazines	574	711	8,232	9,001	9,156	10,258	11,050
DVDs	13,573	13,637	169,321	154,117	164,020	181,191	196,623
Videos	9	16	155	184	302	535	3,637
Audios	6,061	6,516	78,601	91,330	96,556	108,064	118,932
CD-Rom	8	6	119	123	209	358	466
Book Discussion Kits	38	25	413	353	306	360	438
Overdrive	14,203	11,836	165,383	141,372	123,501	109,417	100,492
WIFI Hotspots	60		858				
Telescope	2		7				
TOTAL	59,181	58,684	757,113	741,562	756,497	790,762	839,384
JUVENILE/YOUTH MATERIALS							
Books	35,568	37,130	530,716	524,811	534,838	535,067	518,447
Magazines	118	201	2,014	3,799	4,643	4,384	5,291
DVDs	4,549	4,565	62,461	64,296	67,193	74,466	78,498
Videos	0	0	0	0	0	0	3,438
Audios	922	1,240	16,172	19,909	20,345	21,625	25,532
CD-Rom	378	278	4,110	3,194	5,037	6,100	5,578
Kits for Kids	76	124	1,693	2,171	2,355	2,316	1,498
Science Kits	5	8	76	117	101	53	75
Overdrive	2,892	2,352	32,539	27,943	23,884	23,179	10,311
TOTAL	44,508	45,898	649,781	646,240	658,396	667,190	648,668
BOOKMOBILE MATERIALS							
Adult Books/Magazines	2,520	2,817	34,429	32,112	31,544	32,031	31,911
Adult DVDs	543	641	6,812	6,100	6,208	6,675	7,789
Adult Videos	0	0	2	2	1	42	131
Adult Audios	220	241	2,895	3,019	2,732	2,940	3,478
Adult CD-Rom	0	0	1	3	3	1	14
Juvenile/Youth Bks/Magazines	4,775	5,725	77,562	77,342	83,162	82,153	77,770
Juvenile/Youth DVDs	473	617	7,271	7,655	9,387	11,074	11,896
Juvenile/Youth Videos	0	0	0	0	0	8	49
Juvenile/Youth Audio	67	46	775	799	1,415	2,094	2,208
Juvenile/Youth CD-Rom	9	2	66	53	81	66	152
Kits for Kids	2	4	41	21	26	39	1
Science Kits	0	0	0	0	3	4	
TOTAL	8,609	10,093	129,854	127,106	134,562	137,127	135,399
GEOGRAPHICAL BREAKDOWN OF CIRCULATION							
Main Library - City	81,516	82,616	1,115,261	1,091,089	1,117,262	1,150,427	1,183,641
Bookmobile - City	6,109	7,538	95,815	93,595	96,428	98,841	102,497
TOTAL CITY	87,625	90,154	1,211,076	1,184,684	1,213,690	1,249,268	1,286,138
Main Library - County	13,999	14,252	188,500	195,273	199,064	204,605	197,220
Bookmobile - County	2,343	2,367	31,884	31,721	35,959	34,711	32,902
TOTAL COUNTY	16,342	16,619	220,384	226,994	235,023	239,316	230,122
TOTAL OTHER	8,331	7,902	105,288	103,230	100,742	106,495	107,191
TOTAL FOR MONTH	112,298	114,675	1,536,748	1,514,908	1,549,455	1,595,079	1,623,451
MINI LIBRARY/BOOKS ON THE FLY CIRCULATION	140		7,199				
NUMBER OF INFORMATION RETRIEVALS FROM ELECTRONIC COLLECTIONS	18,826		349,269				
TOTAL COLLECTION USE (PHYSICAL ITEM CIRCULATION & ELECTRONIC CONTENT USE)	131,264	114,675	1,893,216	1,514,908	1,549,455	1,595,079	1,623,451

Attachment: December2017MonthlyRptStats (8393 : December 2017 Monthly Report)

ROCHESTER PUBLIC LIBRARY CIRCULATION REPORT - DECEMBER 2017

5.C.1.a

	MONTHLY TOTAL		YEAR TO DATE				
	THIS YEAR	LAST YEAR	2017	2016	2015	2014	2013
IN-HOUSE CIRCULATION/USE							
Microfilm	49	52	490	604	994	720	979
Children's CD-Rom	99	76	1,666	2,031	2,737	4,511	4,921
Children's Internet/iPad	825	842	10,913	13,136	8,139	5,563	4,398
Adult Internet	3,159	3,703	43,249	46,072	48,033	50,498	53,101
Young Adult Internet	386	277	4,842	4,333	6,621	7,349	6,661
Public Use PC's	91	93	1,193	1,455	1,789	2,236	2,013
Wi-Fi	3,061	3,488	48,637	40,062	38,595	39,918	29,067
TOTAL	7,670	8,531	110,990	107,693	106,908	110,795	101,140
TOTAL CIRCULATION	119,968	123,206	2,004,206	1,622,601	1,656,363	1,705,874	1,724,591
MAIN LIBRARY DAYS							
MAIN LIBRARY DAYS	28	28	337	338	338	339	339
MAIN LIBRARY HOURS	264.5	264.0	3,193.0	3,203.5	3,199.5	3,189.0	3,200.0
BOOKMOBILE DAYS							
BOOKMOBILE DAYS	19	18	230	229	221	226	225
BOOKMOBILE HOURS	132.0	132.0	1,639.3	1,617.0	1,595.8	1,592.6	1,518.0
AVG DAILY CIRCULATION							
AVG DAILY CIRCULATION	4,285	4,400	5,947	4,801	4,900	5,032	5,087
AVG DAILY CIRC, MAIN LIB	3,703	3,735	4,905	3,806	3,894	3,997	4,073
AVG HOURLY CIRC, MAIN LIB	392	396	518	402	411	425	432
PERCENT OF CIRCULATION							
Adult	52.7%	51.2%	49.3%	49.0%	48.8%	49.6%	51.7%
Juvenile	39.6%	40.0%	42.3%	42.7%	42.5%	41.8%	40.0%
Bookmobile	7.7%	8.8%	8.4%	8.4%	8.7%	8.6%	8.3%
SELF SERVICE CIRCULATION							
SVA Renewals	163	197	2,704	3,848	4,776	3,569	4,563
Self Check	48,070	50,547	711,385	725,633	754,653	791,587	823,153
Online Renewals	19,220	18,297	233,705	234,687	241,386	256,883	261,679
Overdrive	17,095	14,188	197,922	169,315	147,385	132,596	110,803
TOTAL SELF SERVICE CIRC	84,548	83,229	1,145,716	1,133,483	1,148,200	1,184,635	1,200,198
SELF SERVE FAX USAGE							
SELF SERVE FAX USAGE	30	37	413	434	389	304	
SELF SERVICE CIRCULATION AS A PERCENT OF MAIN CIRCULATION							
SELF SERVICE CIRCULATION AS A PERCENT OF MAIN CIRCULATION	81.5%	79.6%	81.4%	81.7%	81.2%	81.3%	80.7%
REFERENCE ACTIVITY							
Youth Services	1,325	1,173	24,428	24,476	27,074	31,477	33,502
Circulation Services	10,195	10,297	139,885	132,180	123,475	126,870	129,863
Fiction, Movies & Music	1,508	1,590	20,180	25,111	27,558	28,534	29,302
Information Services	1,260	1,509	18,148	19,881	19,070	27,650	29,254
Bookmobile	543	627	8,107	7,883	8,599	7,884	6,594
BookBike	16	64	1,137	1,399	1,191		
REFERENCE ACTIVITY TOTAL	14,847	15,260	211,885	210,930	206,967	222,415	228,515

Attachment: December2017MonthlyRptStats (8393 : December 2017 Monthly Report)

ROCHESTER PUBLIC LIBRARY CIRCULATION REPORT - DECEMBER 2017

5.C.1.a

	MONTHLY TOTAL		YEAR TO DATE				
	THIS YEAR	LAST YEAR	2017	2016	2015	2014	2013
REGISTRATION STATISTICS							
City	523	493	47,674	50,751	50,962	54,942	57,505
County	18	0	9,641	10,287	10,673	11,075	10,567
SUBTOTAL	541	493	57,315	61,038	61,635	66,017	68,072
Visitor	0	1	402	446	422	361	313
Other (outside Olmsted County/includes SELCO)	25	0	6,496	6,702	6,804	7,110	7,559
Internet Only Cards	239	244	3,643	3,749	3,639	3,259	0
TOTAL FOR MONTH	805	738	67,856	71,935	72,500	76,747	75,944
INTERLIBRARY LOAN REQUESTS							
BORROWING	1,505	1,035	16,237	15,637	15,650	17,478	17,175
LENDING	1,209	1,895	22,297	23,297	21,584	18,691	14,992
ONLINE RESERVE REQUESTS	19,365	19,544	263,574	269,200	290,042	290,484	302,883
HOMEWORK ASSISTANCE							
Online Homework Help	0	0	0	0	0	0	0
Live In-House Help	87	96	963	1,147	861	851	544
DOOR COUNT							
Main Library	36,033	36,094	494,974	505,059	528,168	492,845	512,577
Main Library Average Per Day	1,287	1,289	1,469	1,494	1,563	1,454	1,512
Main Library Average Per Hour	136	137	155	158	165	155	160
Bookmobile	1,724	1,715	24,906	25,170	25,537	26,251	24,774
Bookmobile Average Per Day	91	95	108	110	116	126	110
Bookmobile Average Per Hour	13	13	15	16	16	16	16
Internal Web Visits	50,341	47,242	612,754	858,029	1,323,496	1,135,066	753,737
External Web Visits	35,468	32,316	477,900	447,427	609,338	692,515	613,019
Attendance at Library							
Programs	2,438	2,956	58,612	58,585	60,017	45,685	32,363
Art Room	685	727	10,858	10,514	9,694	9,030	8,681
ArtScape					393	612	0
Discovery Cart	212	153	3,570	3,341	2,912	3,045	4,022
Smart Play Spot	3,055	3,194	44,981	41,457	36,482	37,046	30,807
Letterboxing/Other Self Directed	50	20	107	254	15	79	187
Scavenger Hunt	80	150	837	1,212	1,305	295	
# of Meeting Room/Study Room Turnaways	21	5	309	259	415	303	212

Attachment: December2017MonthlyRptStats (8393 : December 2017 Monthly Report)

ROCHESTER PUBLIC LIBRARY CIRCULATION REPORT - DECEMBER 2017

5.C.1.a

HOLDINGS REPORT	ADDED THIS MONTH	YEAR TO DATE				
		2017	2016	2015	2014	2013
Books						
Adult	1,036	220,492	227,369	237,932	244,388	249,993
Juvenile/Youth	1,247	107,699	105,427	105,574	108,566	97,261
Bookmobile Adult	19	3,042	3,831	3,705	4,163	5,115
Bookmobile Juvenile/Youth	122	13,847	14,360	14,168	13,716	14,635
Total Books	2,424	345,080	350,987	361,379	370,833	367,004
Adult						
Audiocassettes	0	183	202	318	709	1,759
Compact Discs	155	31,326	31,231	31,649	32,372	30,219
CD-Rom	0	112	132	178	182	377
DVD	359	37,194	37,139	34,862	32,088	28,195
Video	0	472	511	2,191	2,267	2,478
Book Discussion Kits	0	194	189	186	181	173
Juvenile/Youth						
Audiocassettes	2	289	282	341	370	51
Compact Discs	29	3,930	4,388	4,398	4,726	4,583
CD-Rom	0	752	831	821	759	526
DVD	21	8,014	9,000	8,419	7,725	6,977
Video	0	18	25	414	427	475
Kits for Kids	0	116	200	209	209	99
Book Discussion Kits	0	3	23	23	30	25
Science Kits	0	10	13	9	6	6
Bookmobile						
Adult Audiocassettes	0	0	0	0	1	2
Juvenile/Youth Audiocassettes	0	2	2	27	28	28
Adult Compact Discs	0	99	103	111	83	81
Juvenile/Youth Compact Discs	0	213	221	247	252	261
Adult Video	0	0	1	158	170	181
Juvenile/Youth Video	0	0	1	154	157	170
Adult DVD	19	1,412	1,257	1,582	1,529	1,918
Juvenile/Youth DVD	1	1,203	1,357	1,335	1,342	1,197
Literacy Hub Books	39	147				
WIFI HOTSPOTS	0	67				
TELESCOPE	0	1				
In-House CD-Rom	0	25	25	25	25	30
HOLDINGS EXCLUDING SUBSCRIPTIONS	3,049	430,862	438,120	449,036	456,471	446,815
NetLibrary		9,431	9,370	9,431	9,300	9,300
Overdrive	524	22,528	24,860	17,202	15,732	13,661
Electronic Collection/Databases		29	30	30	28	30
Subscriptions		438	452	452	452	484
Newspapers		25	19	19	19	17
TOTAL ALL HOLDINGS		463,313	472,851	476,170	482,002	470,307
TOTAL UNIQUE TITLES		377,195	378,730	386,959	390,632	373,110

Attachment: December2017MonthlyRptStats (8393 : December 2017 Monthly Report)

Primary Event Type	Title	Date	Location	Event Type Option 1	Primary Age Group	Attendance
Adult Program	Trans Lives and Emerging Law:	12/4/17	Auditorium	SP2-Engage	Adult	7
Adult Program	Improv Jam	12/7/17	Meeting Rm B	SP2-Engage	Adult	8
Adult Program	Improv Workshop for	12/11/17	Meeting Rm B	SP2-Engage	Adult	9
Adult Program	Learning Together Rochester	12/11/17	Meeting Rm A	SP2-Engage	Adult	
Adult Program	Reading Into Service Design:	12/11/17	Auditorium	SP2-Engage	Adult	16
Adult Program	Writing Group	12/12/17	Meeting Rm B	SP2-Create	Adult	7
Adult Program	Bob Ross Paint-a-Long	12/13/17	Meeting Rm B	SP2-Create	Adult	11
Adult Program	Sustainability Series: Lunch and Learn	12/13/17	Meeting Rm B	SP2-Citizen	Any Age	23
Adult Program	Improv Jam	12/14/17	Meeting Rm B	SP2-Engage	Adult	6
Adult Program	Memories of Christmas :	12/16/17	Auditorium	SP2-Create	Any Age	163
Adult Program	Cookbook Club	12/18/17	Meeting Rm A	SP2-Engage	Adult	5
Adult Program	Parents Empower Pride	12/19/17	Meeting Rm A	SP2-Engage	Adult	0
Adult Program	The Autism-Friendly Holiday	12/20/17	Auditorium	SP2-Engage	Adult	4
Adult Program	Improv Jam - CANCELED	12/21/17	Meeting Rm B	SP2-Engage	Adult	
Adult Program	Improv Jam	12/28/17	Meeting Rm B	SP2-Engage	Adult	7
Book Discussion Group	A Novel Idea Book Club	12/1/17	Meeting Rm A	SP2-Engage	Adult	3
Book Discussion Group	Armchair Traveler Bookgroup	12/5/17	Meeting Rm A	SP2-Engage	Adult	6
Book Discussion Group	Nonfiction Readers	12/13/17	Meeting Rm B	SP2-Engage	Adult	7
Book Discussion Group	Mystery Book Group	12/18/17	Meeting Rm A	SP2-Engage	Adult	10
Book Discussion Group	No Pressure Book Club	12/18/17	Library Foyer - 1st Floor	Adult Program	Adult	3
Book Discussion Group	Night Owl Book Group	12/19/17	Meeting Rm B	SP2-Engage	Adult	14
Book Discussion Group	Plain Readers	12/19/17	Meeting Rm A	SP2-Engage	Adult	12
Book Discussion Group	"When breath becomes air" - Book Discussion	12/20/17	Meeting Rm B	SP2-Engage	Adult	7
BookBike	BookBike at Bravo Espresso (University Square, Skyway Level)	12/5/17		SP2-Engage	Any Age	17
BookBike	BookBike at Bravo Espresso (University Square, Skyway Level)	12/12/17		SP2-Engage	Any Age	24

Attachment: December2017MonthlyRptPrograms (8393 : December 2017 Monthly Report)

BookBike	BookBike at Bravo Espresso (University Square, Skyway Level)	12/19/17		SP2-Engage	Any Age	
BookBike	BookBike at Bravo Espresso (University Square, Skyway Level)	12/26/17		SP2-Engage	Families	7
Children's Program	Hooray for Saturday: Science Storytime	12/2/17	Auditorium	SP1-Early Lit	Families	42
Children's Program	Free First Sundays at Minnesota Children's Museum Rochester	12/3/17	Offsite Youth	SP2-Engage	Families	85
Children's Program	Rainbow Family Fun	12/5/17	Meeting Rm C	SP2-Engage	Families	0
Children's Program	Mad Science Club	12/6/17	Auditorium	SP2-Create	School-age	0
Children's Program	Homeschool Holiday Card Making Event	12/7/17	Meeting Rm A	SP2-Create	Families	8
Children's Program	I Am Jazz Community Reading	12/7/17	Youth Services Area	SP2-Engage	Families	13
Children's Program	Hooray for Saturday: Family Games	12/9/17	Youth Services Area	SP2-Engage	Grades K-6	34
Children's Program	Star Wars Party	12/12/17	Auditorium	SP2-Engage	Families	139
Children's Program	LEGO® Club	12/13/17	Auditorium	SP2-Create	School-age	17
Children's Program	Bookworms Homeschool Book Club	12/15/17	Auditorium	SP2-Engage	Grades K-6	10
Children's Program	What's Your Genre Homeschool Book Club	12/15/17	Meeting Rm C	SP2-Engage	Grades 4-6	12
Children's Program	Hooray for Saturday: Choral Arts Ensemble	12/16/17	Auditorium	SP2-Engage	Families	235
Children's Program	Transforming Families	12/16/17	Meeting Rm C	SP2-Engage	Families	16
Children's Program	CANCELED - Cuentos y Canciones	12/19/17	Auditorium	SP2-Engage	Families	
Children's Program	Art Club	12/20/17	Auditorium	SP2-Create	School-age	6
Children's Program	Hooray for Saturday: Lego Club	12/23/17	Auditorium	SP2-Create	Families	4
Children's Program	Hooray for Saturday: Family Dance Party	12/30/17	Auditorium	SP2-Engage	Families	72
Class	Make-N-Take: Winter	12/3/17	Auditorium	SP2-Create	Adult	26
Class	Origami Club	12/3/17	Maker Space	SP2-Create	Adult	7
Class	Computer & eBook Drop-In	12/4/17	Computer Lab	SP1-Ref/Edu	Adult	0
Class	Computer & eBook Drop-In	12/5/17	Computer Lab	SP1-Ref/Edu	Adult	1
Class	Person to Person English	12/5/17	Group Study	SP1-Ref/Edu	Adult	7
Class	Computer & eBook Drop-In	12/6/17	Computer Lab	SP1-Ref/Edu	Adult	3
Class	Genealogy One on One Help	12/6/17	Computer Lab	SP1-Ref/Edu	Adult	1
Class	Chess Club	12/7/17	Meeting Rm A	SP2-Engage	Adult	6

Attachment: December2017MonthlyRptPrograms (8393 : December 2017 Monthly Report)

Class	Computer & eBook Drop-In	12/7/17	Computer Lab	SP1-Ref/Edu	Adult	5.C.1.b
Class	Person to Person English	12/7/17	Meeting Rm B	SP1-Ref/Edu	Adult	8
Class	Computer & eBook Drop-In	12/11/17	Computer Lab	SP1-Ref/Edu	Adult	1
Class	Drawing Club	12/11/17	Maker Space	SP2-Create	Adult	
Class	WordPress MeetUp Group	12/11/17	Computer Lab	SP2-Engage	Adult	
Class	Computer & eBook Drop-In	12/12/17	Computer Lab	SP1-Ref/Edu	Adult	3
Class	Person to Person English	12/12/17	Group Study	SP1-Ref/Edu	Adult	5
Class	Computer & eBook Drop-In	12/13/17	Computer Lab	SP1-Ref/Edu	Adult	4
Class	Genealogy One on One Help	12/13/17	Computer Lab	SP1-Ref/Edu	Adult	1
Class	Computer & eBook Drop-In	12/14/17	Computer Lab	SP1-Ref/Edu	Adult	1
Class	Person to Person English	12/14/17	Meeting Rm B	SP1-Ref/Edu	Adult	5
Class	Computer & eBook Drop-In	12/18/17	Computer Lab	SP1-Ref/Edu	Adult	1
Class	Computer & eBook Drop-In	12/19/17	Computer Lab	SP1-Ref/Edu	Adult	4
Class	Person to Person English	12/19/17	Group Study	SP1-Ref/Edu	Adult	6
Class	Computer & eBook Drop-In	12/20/17	Computer Lab	SP1-Ref/Edu	Adult	2
Class	Genealogy One on One Help	12/20/17	Computer Lab	SP1-Ref/Edu	Adult	1
Class	Computer & eBook Drop-In	12/21/17	Computer Lab	SP1-Ref/Edu	Adult	2
Class	Person to Person English Conversation - CANCELLED	12/21/17	Meeting Rm B	SP1-Ref/Edu	Adult	
Class	Computer & eBook Drop-In	12/26/17	Computer Lab	SP1-Ref/Edu	Adult	3
Class	Person to Person English Conversation - CANCELLED	12/26/17	Group Study	SP1-Ref/Edu	Adult	
Class	Computer & eBook Drop-In	12/27/17	Computer Lab	SP1-Ref/Edu	Adult	4
Class	Computer & eBook Drop-In	12/28/17	Computer Lab	SP1-Ref/Edu	Adult	2
Class	Person to Person English	12/28/17	Meeting Rm B	SP1-Ref/Edu	Adult	
Community Forum/Panel	Faith Talk Show - Where Religions Meet	12/7/17	Auditorium	SP2-Engage	Adult	10
Film	iFilms: HARMONIUM	12/13/17	Auditorium	SP2-Engage	Adult	12
Lecture_Author Visit	Local Author Peggy Keener	12/2/17	Auditorium	SP2-Engage	Adult	15
Lecture_Author Visit	Architect Cass Gilbert and the MN State Capitol	12/14/17	Auditorium	SP2-Engage	Adult	11
Offsite	Human Library Event	12/4/17		SP2-Engage	Adult	41
Outreach	q club @ ALC	12/5/17		SP2-Engage	Teen	3
Outreach	JDC	12/6/17		SP2-Engage	Teen	8
Outreach	Kingdom Kids Preschool	12/11/17	Auditorium	SP1-Early Lit	Preschool	28
Outreach	Sensory Science at RCA	12/11/17	Offsite Youth	SP2-Engage	School-age	16
Outreach	Sensory Science at RCA	12/11/17	Offsite Youth	SP2-Engage	School-age	14
Outreach	Kingdom Kids Preschool	12/12/17	Auditorium	SP1-Early Lit	Preschool	20
Outreach	Kingdom Kids Preschool	12/12/17	Auditorium	SP1-Early Lit	Preschool	12

Attachment: December2017MonthlyRptPrograms (8393 : December 2017 Monthly Report)

Outreach	q club @ ALC	12/12/17		SP2-Engage	Teen	5.C.1.b
Outreach	q club @ ALC	12/19/17		SP2-Engage	Teen	9
Outreach	SACC Visit	12/27/17	Offsite Youth	SP2-Engage	Grades K-6	96
Outreach	SACC Visit	12/29/17	Offsite Youth	SP2-Engage	Grades K-6	70
Proctoring	Exams Proctored December 2017	12/31/17		SP1-Ref/Edu	Adult	51
Self Directed Private	Art Room	12/31/17		SP2-Create	School-age	685
Self Directed Private	Discovery Cart	12/31/17		SP2-Create	Preschool	212
Self Directed Private	Letterboxing	12/31/17		SP2-Create	Families	50
Self Directed Private	Smart Play Spot	12/31/17		SP1-Early Lit	Preschool	3,055
Self Directed Private	YS Scavenger Hunt	12/31/17		SP2-Engage	Families	80
Storytime	Family Storytime	12/5/17	Auditorium	SP1-Early Lit	Families	4
Storytime	Science Storytime	12/6/17	Auditorium	SP1-Early Lit	Preschool	43
Storytime	Baby Time	12/7/17	Auditorium	SP1-Early Lit	Babies	28
Storytime	Toddler Time	12/7/17	Auditorium	SP1-Early Lit	Toddlers	70
Storytime	Toddler Time	12/7/17	Auditorium	SP1-Early Lit	Toddlers	4
Storytime	Preschool Storytime	12/13/17	Auditorium	SP1-Early Lit	Preschool	53
Storytime	Baby Time	12/14/17	Auditorium	SP1-Early Lit	Babies	36
Storytime	Toddler Time	12/14/17	Auditorium	SP1-Early Lit	Toddlers	64
Storytime	Toddler Time	12/14/17	Auditorium	SP1-Early Lit	Toddlers	6
Storytime	Family Storytime	12/19/17	Auditorium	SP1-Early Lit	Families	4
Storytime	Preschool Storytime	12/20/17	Auditorium	SP1-Early Lit	Preschool	43
Storytime	Baby Time	12/21/17	Auditorium	SP1-Early Lit	Babies	27
Storytime	Toddler Time	12/21/17	Auditorium	SP1-Early Lit	Toddlers	34
Storytime	Toddler Time	12/21/17	Auditorium	SP1-Early Lit	Toddlers	9
Storytime	Family Dance Party	12/26/17	Auditorium	SP1-Early Lit	Families	35
Teen Program	Harry Potter Alliance	12/4/17	Meeting Rm C	SP2-Engage	Teen	3
Teen Program	Homework Help	12/4/17	Meeting Rm C	SP1-School	Teen	15
Teen Program	Homework Help	12/5/17	Meeting Rm A	SP1-School	Teen	6
Teen Program	Homework Help	12/6/17	Meeting Rm C	SP1-School Success	Teen	11
Teen Program	Homework Help	12/7/17	Meeting Rm C	SP1-School Success	Teen	8
Teen Program	q club	12/7/17	Meeting Rm A	SP2-Engage	Teen	8
Teen Program	Cafe Fuzz	12/11/17	Meeting Rm A	SP2-Engage	Teen	7
Teen Program	Homework Help	12/11/17	Meeting Rm C	SP1-School Success	Teen	15
Teen Program	Teen ArtScape	12/11/17	Meeting Rm A	SP2-Create	Teen	5
Teen Program	Homework Help	12/12/17	Meeting Rm C	SP1-School Success	Teen	2

Attachment: December2017MonthlyRptPrograms (8393 : December 2017 Monthly Report)

Teen Program	Homework Help	12/13/17	Meeting Rm C	SP1-School Success	Teen	5.C.1.b
Teen Program	Homework Help	12/14/17	Meeting Rm C	SP1-School Success	Teen	9
Teen Program	q club	12/14/17	Meeting Rm A	SP2-Engage	Teen	9
Teen Program	Harry Potter Alliance	12/18/17	Meeting Rm C	SP2-Engage	Teen	4
Teen Program	Homework Help	12/18/17	Meeting Rm C	SP1-School Success	Teen	6
Teen Program	TLC - Teen Library Council	12/18/17	Meeting Rm A	SP2-Engage	Teen	9
Teen Program	Homework Help	12/19/17	Meeting Rm C	SP1-School	Teen	3
Teen Program	Homework Help	12/20/17	Meeting Rm C	SP1-School	Teen	4
Teen Program	Homework Help	12/21/17	Meeting Rm C	SP1-School	Teen	2
Teen Program	q club	12/21/17	Meeting Rm A	SP2-Engage	Teen	8
Teen Program	Zine*O*Cide	12/28/17	Meeting Rm A	SP2-Create	Teen	8
Tour	Riverside Class Visit K (2	12/4/17	Auditorium	SP1-Early Lit	School-age	44
Tour	Riverside Class Visit K (2 classes)	12/5/17	Auditorium	SP1-Early Lit	School-age	40
Tour	Kingdom Kids Preschool	12/11/17	Auditorium	SP1-Early Lit	Preschool	55
Tween	Video Lab	12/1/17	Meeting Rm A	SP2-Create	Grades 4-6	0
Tween	Tech Team	12/15/17	Meeting Rm A	SP2-Engage	Grades 4-6	5
Tween	3-D Youth	12/22/17	Computer Lab	SP2-Create	Grades 4-6	3
Wellness Corner	Somali Outreach	12/7/17	Wellness Corner	SP1-Ref/Edu	Any Age	0
Wellness Corner	Somali Outreach - CANCELED	12/14/17	Wellness Corner	SP1-Ref/Edu	Any Age	
Wellness Corner	Senior Advocate Available - CANCELED	12/20/17	Wellness Corner	SP1-Ref/Edu	50+	
Wellness Corner	Somali Outreach- CANCELED	12/21/17	Wellness Corner	SP1-Ref/Edu	Any Age	
Wellness Corner	Somali Outreach	12/28/17	Wellness Corner	SP1-Ref/Edu	Any Age	0
Wellness Program	Living with Lupus and Other Autoimmune Diseases	12/2/17	Meeting Rm B	SP1-Ref/Edu	Any Age	3
Wellness Program	MNSure Enrollment Assistance- CANCELED	12/2/17	Computer Lab	SP1-Ref/Edu	Adult	
Wellness Program	T'ai Chi Chih - Advanced	12/4/17	Auditorium	SP2-Engage	Adult	5
Wellness Program	T'ai Chi Easy	12/4/17	Auditorium	SP2-Engage	Adult	5
Wellness Program	Savvy Social Security Planning	12/6/17	Auditorium	SP1-Ref/Edu	Adult	16
Wellness Program	Fraud Prevention for Seniors	12/7/17	Auditorium	SP1-Ref/Edu	Adult	15
Wellness Program	MNSure Enrollment Assistance	12/9/17	Computer Lab	SP1-Ref/Edu	Adult	3

Attachment: December2017MonthlyRptPrograms (8393 : December 2017 Monthly Report)

Wellness Program	T'ai Chi Chih - Advanced	12/11/17	Auditorium	SP2-Engage	Adult	5.C.1.b
Wellness Program	T'ai Chi Easy	12/11/17	Auditorium	SP2-Engage	Adult	4
Wellness Program	MNSure Enrollment Assistance	12/16/17	Computer Lab	SP1-Ref/Edu	Adult	3
Wellness Program	T'ai Chi Chih - Advanced	12/18/17	Auditorium	SP2-Engage	Adult	3
Wellness Program	T'ai Chi Easy	12/18/17	Auditorium	SP2-Engage	Adult	5
Wellness Program	Seizure Response Recognition - CANCELED	12/19/17	Meeting Rm C	SP1-Ref/Edu	Any Age	
Wellness Program	MNSure Enrollment Assistance- CANCELED	12/30/17	Computer Lab	SP1-Ref/Edu	Adult	

COMMUNITY CONTACTS

12/31/17	Items delivered to 23 Senior Facilities	1537
12/31/17	Items delivered to Abilities Unlimited	63
12/31/17	Items delivered to Adult Detention Center	50
12/31/17	Items delivered to Kindercare SW	110
12/31/17	Items delivered to Federal Medical Center	158
12/31/17	Items delivered to New Horizon Kutzky	96
12/31/17	Items delivered to Bright Horizon	126
12/31/17	Academy	0
12/31/17	Items delivered to Civic League SW	61
12/31/17	Items delivered to Boys and Girls Club	30
12/31/17	Items delivered to First Steps	40
12/31/17	Items delivered to Primrose	218
12/31/17	Items delivered to 125 Live	20
12/31/17	Items delivered to Kids Come 1st	178
12/31/17	Items delivered to 30 Homebound patrons	165

STAFF MEETINGS/PRESENTATIONS/TRAINING

Event Title	Event Description	Event Type	Start Date	Hours Spent	Staff List
Rochester Public Schools Gardens		Meeting	12/4/17	1	Acerro, Heather

Attachment: December2017MonthlyRptPrograms (8393 : December 2017 Monthly Report)

Meeting with Alternative Learning Center & Riverside Elementary Summer Food Distribution		Meeting	12/4/17	1	Acerro, Heather
International Day of Persons with Disabilities: Keynote (Kate Eifrig)	Presentation on equality and inclusivity in the workforce.	Presentati on	12/4/17	1.75	Butterfield, Beth
Human Library Event	Human Library event	Presentati on	12/5/17	4	Edson, Kim
Public Library Association Webinar on diversity	PLA webinar introducing concepts of diversity, equity and inclusion and what it means for libraries.	Training	12/5/17	1	Edson, Kim Wood, Sher Betcher, Audrey Ostby, Keri Moe, Louise Ronning, Marilyn Gurung, Purna Harris, Gail Befort, Beth
Minnesota Library Association Legislative Committee	Meeting of the MLA legislative committee	Meeting	12/6/17	1	Edson, Kim
Elephant in the Room network	Meeting of the network that promotes end of life issues.	Meeting	12/6/17	2	Hansen, Susan
CNG Steering Committee		Meeting	12/6/17	1	Betcher, Audrey
DMC Update luncheon	Update from DMC board on 2017 initiatives	Meeting	12/8/17	1.5	Lemke, Karen
Cradle to Career Planning Team		Meeting	12/11/17	4	Betcher, Audrey
Mayo Clinic Hospice Advisory Committee	Monthly meeting of the committee that advises on end of life issues.	Meeting	12/11/17	1.5	Hansen, Susan
SELCO Advisory Committee meeting		Meeting	12/12/17	3	Betcher, Audrey
SELCO Strategic Planning Focus Group		Meeting	12/12/17	4	Betcher, Audrey

RDA Annual Meeting	Annual stakeholder meeting for the Rochester Downtown Alliance	Meeting	12/12/17	1.5	Lemke, Karen Betcher, Audrey
Foundations of Crisis Communication	City-wide training for Communications professionals to prepare for crisis communications	Training	12/13/17	5.5	Lemke, Karen
MN Council of Non-Profits-MN Foundations Review Session	Detailed information on funding guidelines for MN Foundations	Training	12/13/17	3.5	Butterfield, Beth
Human Trafficking Planning (with media)	Meeting at Assisi to coordinate "Necessities Donation Drive" and discuss January Women on Wednesday.	Meeting	12/15/17	1	Stecher, Katherine
UMR / Winona Student Video projects meeting	Meeting with instructors to see how RPL could help students put together projects with Winona and UMR students	Meeting	12/19/17	1	Lind, Brian
Community Networking Group		Meeting	12/19/17	2	Betcher, Audrey
Festival Streets Planning	Skype meeting to explore the option of a festival street in front of library.	Meeting	12/22/17	1	Edson, Kim

MEETING ROOM USAGE

LOCATION	ORGANIZATION	DATE
Meeting Rm A	MN Satsang Society	12/2/17
Meeting Rm B	AAUW Board meeting	12/4/17
Meeting Rm B	Ready to Lead Steering Committee	12/4/17
Meeting Rm B	Women United Event Gathering	12/6/17
Group Study	UMR-Colab session	12/6/17
Meeting Rm B	RPL and UMR co-lab class	12/6/17
Meeting Rm B	Higher education affordability in Southern Minnesota	12/6/17
Meeting Rm C	Rotary Volunteer Projects	12/7/17
Meeting Rm B	Reading Champions Tutoring	12/7/17
Auditorium	Friends Gift Quality Book and Bake Sale	12/8/17
Auditorium	Friends Gift Quality Book and Bake Sale	12/9/17

Meeting Rm A	MN Satsang Society	12/9/17
Meeting Rm B	Friends Board Meeting	12/11/17
Meeting Rm B	RPLF WWW	12/11/17
Meeting Rm A	Friends Audit	12/12/17
Group Study - 2nd Floor	UMR-Colab session	12/13/17
Meeting Rm B	Rochester Reading Champions	12/13/17
Meeting Rm A	Rochester Area FreeThinkers (RAFT)	12/14/17
Sound booth	Technical testing for interviews	12/15/17
Meeting Rm B	Republican Leadership Initiative	12/16/17
Auditorium	Ready to Lead	12/18/17
Group Study	Byron middle school research	12/18/17
Meeting Rm B	Byron middle school research	12/18/17
Meeting Rm B	RPLF Board	12/19/17
Group Study	Byron middle school research	12/19/17
Meeting Rm B	Byron middle school research	12/19/17
Meeting Rm C	Rochester Public Library Board Meeting	12/20/17
Group Study	Byron middle school research	12/20/17
Meeting Rm B	RRC tutoring	12/21/17
Meeting Rm A	Minnesota Virtual High School	12/22/17
Sound booth	Patrick Cunningham	12/22/17
Meeting Rm B	RPLF	12/27/17
Sound booth	Nelson Soro	12/27/17
Sound booth	Sound booth reservation	12/28/17

ROCHESTER PUBLIC LIBRARY EXPENDITURE REPORT

December-17

Preliminary

		2017 BUDGET	MONTH SPENT	YTD SPENT	BALANCE	% USED
Code	Employee Services					
8010	Regular Salaries	3,621,755	366,143	3,554,591	67,164	98%
8020	Temporary Salaries	631,370	58,199	551,125	80,245	87%
8030	Regular Overtime	21,914	357	1,210	20,704	6%
8040	Other Pay	2,532	3,814	10,863	-8,331	429%
8050	Employee Benefits-Pension	632,142	61,749	598,902	33,240	95%
8060	Employee Benefits-Insurance	810,386	103,454	820,364	-9,978	101%
8070	Employee Benefits-Bus Pass	7,548	518	7,488	60	99%
	Total Employee Services	5,727,647	594,234	5,544,542	183,105	97%

	Contractual Services					
8100	Rents & Leases	3,040	-380	3,010	30	99%
8110	Advertising, Publishing, Promotion	29,158	336	12,347	16,811	42%
8120	Contractual Maintenance & Repair	245,468	122,560	232,447	13,021	95%
8130	Expert & Professional Services	56,767	4,995	58,545	-1,778	103%
8200	Telecommunications	52,876	4,988	48,860	4,016	92%
8210	Travel, Tuition & Training	29,694	3,615	28,367	1,327	96%
8220	Online Subscriptions and Memberships	127,070	12,185	132,816	-5,746	105%
8230	Utility Services	232,843	14,174	177,781	55,062	76%
8260	Insurance & Bonds	33,100	0	13,124	19,977	40%
8290	Other Contractual Services	8,890	8,846	23,296	-14,406	262%
	Total Contractual Services	818,906	171,321	730,593	88,313	89%

	Materials & Supplies					
8300	Office Materials & Supplies	10,310	6,610	22,994	-12,684	223%
8310	Auto Machinery & Operational Supplies	6,200	243	5,351	849	86%
8320	Clothing & Protective Equipment	450	0	182	268	40%
8330	Chemicals and Fertilizer (water treatment chemicals)	9,700	-94	4,174	5,526	43%
8340	Parts & Tool/Uncapitalized Equipment	800	1,532	7,670	-6,870	959%
8360	Supplies & Materials	60,875	15,808	58,442	2,433	96%
	Total Materials & Supplies	88,335	24,100	98,813	-10,478	112%

	Other Charges					
8410	Judgments/Penalties/Settlements	0	0	1,000	-1,000	
8430	Taxes & Licenses	48	0	55	-7	115%
8490	Other Charges (revolving fund transfers; cc and ca charges;)	108,601	1,038	108,131	470	100%
	Total Other Charges	108,649	1,038	109,186	463	100%

	Capital Outlay					
8530	Capitalized Furniture & Equipment	0	0	0	0	
8560	Books and Materials	646,537	79,275	635,472	11,065	98%
	Total Capital Outlay	646,537	79,275	635,472	11,065	98%
8830	Other Expenses/JCI Energy Improvements Debt Service	22,445	0	22,445	0	100%
	Total Account (includes encumbrances)	7,412,520	869,967	7,141,051	272,469	96%

Attachment: Dec2017ExpenseReport (8393 : December 2017 Monthly Report)

**SUMMARY OF FEES COLLECTED
January-December 2017**

5.C.1.d

Attachment: Dec2017Revenues (8393 : December 2017 Monthly Report)

REVENUE SOURCE	Estimated	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	TOTAL
Lost Books	29,500.00	2,336.51	3,543.38	4,998.42	4,659.03	1,817.80	2,748.88	1,376.79	1,948.22	1,455.90	2,996.03	1,959.71	1,097.47	30,938.14
Duplicate Cards	2,200.00	127.50	143.65	163.00	140.25	152.60	202.57	204.90	172.60	176.75	175.80	126.00	126.10	1,911.72
Collection Fee	4,500.00	425.00	1,144.63	1,371.00	990.00	306.00	597.00	232.00	517.53	313.20	423.86	296.00	450.00	7,066.22
CA Agency Fees Paid		465.40	322.20	366.95	293.35	545.95	393.80	438.55	438.55	447.50	590.70	456.45	483.30	5,242.70
Overdue Fees	107,650.00	8,294.24	8,440.39	10,125.78	7,525.00	7,732.05	6,261.14	6,462.05	7,846.80	7,045.46	7,861.31	7,172.83	7,187.17	91,954.22
Photocopies	12,000.00	1,456.26	159.80	1,389.15	1,198.17	1,330.23	1,198.80	1,352.79	1,059.31	1,251.77	1,231.80	1,303.80	1,339.47	14,271.35
Visitor Cards	700.00	98.50	53.00	73.00	65.00	36.00	234.00	40.00	104.75	36.00	23.00	120.00	36.00	919.25
Mtg Room Rental	7,000.00	826.25	132.50	863.75	625.00	222.50	251.25	187.50	228.75	192.50	513.75	906.25	120.00	5,070.00
Hotspot Rental	0.00	0.00	0.00	250.28	203.94	318.66	426.41	405.10	372.66	299.70	263.58	147.98	45.00	2,733.31
Commissions	550.00	0.00	148.06	33.00	252.88	7.24	2.00	212.13	11.96	0.00	149.35	6.32	0.00	822.94
Vending Machine Concessions	6,000.00	477.45	260.45	126.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	864.44
Misc Sale of Goods	350.00	26.92	12.10	162.22	227.11	10.19	39.86	33.15	36.34	33.21	39.00	39.77	10.75	670.62
TOTAL	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	10,411.96	157,222.21
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
2007	150,850.00	15,721.08	11,602.41	15,037.05	13,464.97	12,233.88	14,293.88	12,606.92	12,821.44	13,004.40	13,622.66	12,217.01	12,059.81	158,430.00
2006	153,200.00	17,972.39	12,396.77	16,147.11	11,963.65	20,213.56	15,363.93	12,814.99	13,874.69	13,075.53	13,095.74	13,104.87	11,184.48	170,713.71

Estimated revenue prorated		14,204.17	28,408.33	42,612.50	56,816.67	71,020.83	85,225.00	99,429.17	113,633.33	127,837.50	142,041.67	156,245.83	170,450.00
Total Revenue to Date		14,068.63	28,106.59	47,662.73	63,549.11	75,482.38	87,444.29	97,950.70	110,249.62	121,054.11	134,731.59	146,810.25	157,222.21
Amount YTD over (under) estimated revenue		-135.54	-301.74	5,050.23	6,732.44	4,461.55	2,219.29	-1,478.47	-3,383.71	-6,783.39	-7,310.08	-9,435.58	-13,227.79

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<u>INFORMATIONAL ITEM</u>		MEETING DATE: 1/17/2018
AGENDA SECTION:	ORIGINATING DEPT: Library	
ITEM DESCRIPTION: Foundation Board Report		PREPARED BY: Audrey Betcher
<p>Board is busy with WWW coming up on Jan. 27th. Registration cost goes up Jan 15th Working on Donor Engagement Event & Literacy Hub Celebration on Feb 25th. Board voted to increase allocation an additional \$10,000 to help with costs of Summer Playlist. (\$71,000) Kim Keilholtz was voted in as new secretary to replace Joanne Swenson who retired after fulfilling 9 years on the board.</p>		

INFORMATIONAL ITEM**MEETING DATE:**
1/17/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**

Responsibilities of Committees

PREPARED BY:

Audrey Betcher

Per the discussion in the December board meeting, I have updated the document "Responsibilities of Committees" to include that the Board President is preferred as one of the representatives to the Foundation Board. It is attached.

**ROCHESTER PUBLIC LIBRARY BOARD OF TRUSTEES
RESPONSIBILITIES OF COMMITTEES**

1. **EXECUTIVE COMMITTEE**

- Executive Committee is made up of the President, Vice-President, and Secretary of the Board
- Establish a yearly business schedule for the board.
- Set the annual calendar
- Lead new board member orientation focusing on board operations; delegate library operations orientation to the Director
- Serve as a mentor for new board members
- The Board President appoints the board committees
- The Board President serves as the Spokesperson for the Board

2. **FINANCE COMMITTEE**

- Review the director's budget proposals; make recommendations to the board.
- Verify that the budgets support the strategic plan.
- Review expenditures against budget.
- Meet with the city administration as necessary to support the budget requests.
- Advocate with city council, mayor and county board for support of the budgets.

3. **PERSONNEL COMMITTEE**

- Annually review and update the director's job description.
- Develop and conduct the annual appraisal of the director and make recommendations to the Board.
- Maintain documentation on the process used for the annual appraisal to assist the Personnel Committee in subsequent years.
- Develop a recommendation for the director's salary and make recommendations to the Board.
- Optionally, at the discretion of the personnel committee, review the appraisals of those reporting directly to the director.
- Review and make recommendations to the Board for organizational structure changes.

4. **POLICY COMMITTEE**

- Annually and/or at the request of the director, review the policies of the library.
- Review changes to existing policies and make recommendations to the board.
- Formulate proposed new policies and make recommendations to the board.

5. **PLANNING COMMITTEE**

- When the board has deemed it an appropriate time for a major revision to the Strategic Plan, recommend process to the board.
- Annually review the relevance and currency of the plan; update as necessary and make recommendations to the board.
- Establish appropriate measurements and track progress in relation to the strategic plan.

Last Reviewed December 2016

6. **AD-HOC NOMINATING COMMITTEE**

- Recommend the slate of officers for the new year
- It is the tradition of the board that the person appointed to the Secretary position becomes the Vice-President the following year. The Vice-President becomes the President of the Board the following year.

7. **ADVOCACY COMMITTEE**

This is a joint Library Board/Foundation Board/Friends Committee

- Coordinate and manage advocacy efforts in support of the library in public forums, with elected officials and in the press, including coordinating the calling and/or writing of library supporters on behalf of the library, and monitoring and overseeing public education presentations.
- Manage the effort to create awareness of the Foundation and Friends and their fund-raising and supporting roles and the value and contribution of the library to the community.

8. **FOUNDATION BOARD**

The Foundation board members work together to raise private funds for educational and informational resources and projects in a manner that does not diminish the need for strong public funding, and to educate the community about the Library's vital role in meeting our community's need. They accomplish this by building strong public-private partnerships with individuals, businesses, foundations, and community organizations that share our mission for creating a stronger library that is meeting the needs of the under served. Board members serve on at least one sub committee including finance, development, event planning and advocacy.

The Library board prefers one of the representatives to be the Library Board President.

9. **SELCO BOARD**

- Provides regional direction & vision
- Appointed locally but work cooperatively
- Govern SELCO & SELS
- Planning & promoting organizational mission
- Create a strong positive culture & cooperative environment
- Adopt bylaws
- Submit an annual report
- Establish fair compensation for staff
- Control regional funds
- Hire an Executive Director
- Purchase or lease property

BOARD ACTION**MEETING DATE:**
1/17/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**
Meeting Room Policy**PREPARED BY:**
Purna Gurung

We are proposing revisions to the Meeting Room Policy regarding Auditorium programming and rentals. Please see attached for details.

BOARD ACTION REQUESTED:

Approve the revised Meeting Room Policy.

Policy on Public Use of Auditorium and Meeting Rooms

Approved by the Rochester Public Library Board of Trustees on ~~October 25, 2017~~

The Rochester Public Library offers ~~an auditorium and~~ meeting rooms for individuals, community organizations, and businesses that wish to provide a forum for imagination, creativity, engagement, and learning. Any questions regarding interpretation of this policy shall be referred to the Library Director.

Requirements for Use of Meeting Rooms

1. Programs that charge a fee for attendance/admission or involve the sale of goods, processes, products or services are **prohibited**. Donation requests are not allowed as well.
2. The library always has first priority to schedule use of the facilities.
3. Use of the library meeting rooms does not constitute library endorsement of the philosophies, practices or viewpoints of the meeting participants.
4. Individuals or groups using the Meeting Rooms must use and clearly display the following statement in all publicity for their event: "This event does not occur in partnership with nor is it endorsed by the Rochester Public Library or the City of Rochester."

Room Availability

1. ~~The auditorium may be used by groups of up to 100 (main floor),~~ Meeting Room A (main floor) can accommodate up to 15 people, and Meeting Room B (second floor) is appropriate for groups up to 30. The actual number of people each meeting room can accommodate may vary with different table and chair arrangements.
2. Amenities for each room are listed online. Follow the link shown below.
3. Meeting rooms are only available during library open hours.
<https://www.rochesterpubliclibrary.org/my-rpl/using-the-library/hours-location>
4. The setup for Meeting rooms A and B is the responsibility of the user(s); these rooms must be put back to their original arrangement; and all rental spaces must be vacated 15 minutes before closing time.

Procedures for Booking Rooms

1. The ~~auditorium and~~ meeting rooms are scheduled through the website <https://root.evanced.info/rochester/evanced/roomrequest.asp>. If you have any room rental questions, please call the Administration office at 507-328-2310 from 8:00 a.m. to 5:00 p.m., Monday through Friday.
2. You **must** book any set-up and tear down time due to the fact that there are many back-to-back meetings.
3. Payment must be submitted to confirm any reservation and it implies agreement to abide by the meeting room policy. Credit cards are not charged until the room reservation is confirmed.

4. Cancellations must be made 7 days in advance or room rental fee will be forfeited.
5. Anyone with an outstanding meeting room rental fee may not book a room until the previous fee has been paid in full.
6. All bookings must have full contact information including Name, Organization (if applicable), address, phone number, and email address.

Fees for Use of Meeting Rooms

Pricing	Number of Days in Advance that Rooms may be Booked	Meeting Room A Hourly Rate	Meeting Room B Hourly Rate	Auditorium Hourly Rate
Community Group/Non-Profit/Government)	90 Days	\$5.00	\$7.50	\$40.00
Individuals/For Profit	90 Days	\$10.00	\$15.00	\$60.00

Any group which fails to leave the room in a satisfactory condition, ~~does not clean the kitchen, or damages the premises, may be billed for the cost of damages. If this bill is not paid, the group will not be allowed to use the meeting rooms in the future.~~

Meeting Room Regulations

1. Smoking is not permitted. Alcoholic beverages are not allowed.
2. Groups are responsible for bringing their own supplies and should not ask library staff to provide needed supplies. ~~Groups using the small kitchen adjacent to the auditorium must follow the posted Kitchen Use Guidelines by leaving the space in an orderly condition.~~
3. Groups wishing to exhibit, perform, duplicate, or distribute any copyrighted work in the library (print or non-print) must secure a license or permission to do so.
4. Loud talking or other loud sources of noise are not allowed to extend beyond the meeting rooms. CD players, microphones, and other electronic devices may be used, but the sound must be contained within the reserved rooms.
5. All groups must abide by the Library Code of Conduct. Please be respectful of all library patrons when in the library.

If an organization or individual does not comply with the Meeting Room Policy, Library staff reserves the right to cancel any existing reservation or deny use in the future.

BOARD ACTION**MEETING DATE:**
1/17/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**

Committee of the Whole Meeting

PREPARED BY:

Audrey Betcher

The Library is currently scheduled for the March 5th Committee of the Whole meeting. This meeting will cover the scope of the library, a conversation that was started with council during the budget process.

BOARD ACTION REQUESTED: