



ROCHESTER PUBLIC LIBRARY

Library Board Agenda Rochester Boards & Commissions - Library Board November 20, 2024 4:30 p.m.

1. **Attending and Viewing the Meeting:**

Attend the meeting in person - come to First Floor Meeting Room in the Library.

Stream the meeting on [the Library's YouTube channel](#).

A recording is made available after the meeting at the [City's website](#).

2. **Public Comment Period**

Community members are invited to address the Board during this time. 16 minutes total with 4 minutes maximum per person. Written comments can be sent to rploffice@rplmn.org (at least 24 hours in advance of the meeting).

2.A. **Public Comment Period**

3. **Call to Order / Roll Call**

4. **Order of Agenda**

5. **Updates and Reports**

Reports and Updates from Committees, Groups, Individual Officers. Items are informational only.

5.A. **Rochester Public Library Foundation Report**

Receiving and filing the Rochester Public Library Foundation Report. Rochester Public Library Foundation Executive Director Brenda Kardock will provide an update on Foundation activities.

5.B. **Friends of the Rochester Public Library Update**

Receiving and filing the Friends of the Rochester Public Library update. Friends Board President Val Kaliszewski will provide an update on Friends' activities.

5.C. **Southeastern Libraries Cooperating (SELCO) Update**

Receiving and filing the Southeastern Libraries Cooperating (SELCO) update. Teresa Waldof will provide an update from the SELCO Board.

5.D. **Nominating Committee Update**

Receiving and filing an update from the Nominating Committee.

6. **Consent**

Items Voted on in Block

6.A. **Minutes for the Library Board Meeting of October 16, 2024.**

Accepting the minutes of the October 16, 2024 meeting as the official record of the Library Board.

6.B. Accounts Payable for November 14, 2024

Approving the listing of total disbursements for November 14, 2024, in the amount of \$178,156.07, including Accounts Payable of \$178,156.07 for November 14, 2024.

6.C. October 2024 Monthly Reports

Accepting the October 2024 monthly reports.

6.D. Contracts Signed by the Library Director

Accepting the contracts signed by the Library Director.

7. Reports and Recommendations

7.A. Policy Updates

Reviewing and approving updates to library board policies as recommended by the Policy Committee.

8. Informational Items

8.A. Library Study Monthly Update

Receiving a filing an update on the Facilities and Operations Master Plan study.

8.B. 2025 Friends Support Request

Receiving and filing the 2025 Friends Request.

8.C. 2025 Foundation Allocation

Receiving and filing the 2025 Foundation Allocation priorities and an update on the 2024 Allocation.

9. Question & Answer

10. Adjournment



BOARD MEETING PUBLIC COMMENT POLICY

Approved by the Rochester Public Library Board of Trustees on January 19, 2022.

The Rochester Public Library (RPL) Board of Trustees provides a limited period to hear comments and concerns from the public about matters beyond the scope of the meeting agenda.

The purpose of this limited period is to allow the public to address the Board of Trustees on a topic of their choice* during the Board's regular meeting.

*The following speaker guidelines apply:

- This agenda section is limited to 16 minutes and each speaker is allotted up to a maximum of 4 minutes.
- A sign-up sheet is made available 15 minutes prior to the start of each meeting and speakers are required to provide their name.
- Speakers are asked to speak in the order assigned.
- Should someone have a comment that they would like entered into the public record, but they do not wish to speak or are unable to speak due to the time limit, they may send their written comment to the Library Director or President of the RPL Board of Trustees at least 24 hours in advance of the meeting.
- Should a speaker wish to be allowed more time, a request must be made to the Board President prior to the start of the Board meeting. Requests will be granted on a case-by-case basis and require a unanimous vote.
- Matters currently under negotiation, litigation, or related to personnel will not be discussed.



REQUEST FOR ACTION

Rochester Public Library Foundation Report

MEETING DATE:
November 20, 2024

ORIGINATING DEPT:
Library

AGENDA SECTION:
Updates and Reports

PRESENTER:

Action Requested:

Receiving and filing the Rochester Public Library Foundation Report. Rochester Public Library Foundation Executive Director Brenda Kardock will provide an update on Foundation activities.

Prepared By:
Ameyo Campbell

Attachments:

[Report - 2024 November Foundation Update](#)

Foundation Update - November 2024

- Holiday Shopping Auction – 81 items so far.
Runs Nov 28-Dec 3 – pick up in Library Dec 6-7 Art Center Display in Skyway



HOLIDAY SHOPPING AUCTION
NOV 28 - DEC 3

SHOP FOR THE HOLIDAYS
and support your local library!

QR CODE

SPONSOR:
WB WIGHTMAN-BROCK
Real Estate Advisors

32auctions.com/Library24

YOUR SUPPORT HELPS:
GROW innovative programs
PROVIDE engaging series
PURCHASE new materials
SERVE our community

Custom Knit Hat
with your choice of pattern
CUSTOM KNIT HAT
Knit by Katherine Stecher

15-DRAWER VINTAGE CARD CATALOG

TWO PICKLEBALL LESSONS FOR FOUR

WINE DINNER FOR SIX
with Chef Seth Essar

- 87% to our Undesignated Goal \$\$ for the year.
- WIT Sponsorships **-\$1,450** to goal of \$22,500
- Need new Database



- GiveMN – Thursday Nov 21
Golden Tickets are given away every hour. Please give \$5 to help.



REQUEST FOR ACTION

Friends of the Rochester Public Library Update

MEETING DATE:
November 20, 2024

ORIGINATING DEPT:
Library

AGENDA SECTION:
Updates and Reports

PRESENTER:

Action Requested:

Receiving and filing the Friends of the Rochester Public Library update. Friends Board President Val Kaliszewski will provide an update on Friends' activities.

Prepared By:
Ameyo Campbell

Attachments:

[Report - November 2024 Friends Update](#)

November 2024 Update to the Rochester Public Library Board of Trustees

JOYCE WENZ, A STANDOUT FRIEND



We are delighted to announce that Joyce Wenz has been honored as a “Standout Friend” by the Minnesota Association of Library Friends. In total, her affiliation with the Friends Bookstore and auditorium sales stretches back a full 30 years. Joyce joined our board – for the first time – for a 15-year stretch starting in 1997. That included a term as president in 1999 and 2000, which happened to overlap with our 50th anniversary celebration. Joyce is living proof that Friends work never has to become stale. Over the years she has orchestrated creative events like book fairs, gift wrapping fundraisers in partnership with the local Barnes & Noble, and even a bus tour of a few Twin Cities area bookstores back in 2013. In 2016, she joined the board for a second time – a tenure that concludes at the end of 2024. She appreciates the friends she has made over the years, and she continues to volunteer in the Friends Bookstore. Thank you, Joyce, for your varied and tireless work!

SUPPORT THE LIBRARY WITH YOUR HOLIDAY SHOPPING

SMALL BUSINESS SATURDAY Friends Bookstore

**Saturday, November 30
10AM – 4:30PM**

Special Sales

Drawings for gift certificates
& other giveaways



**Friday, December 6 | 10AM–5:30PM
Saturday, December 7 | 10AM–4PM**

Gift quality books, puzzles, games, collectibles, DVDs/CDs and home baked goods. Free gift wrapping available!



REQUEST FOR ACTION

Southeastern Libraries Cooperating (SELCO) Update

MEETING DATE:
November 20, 2024

ORIGINATING DEPT:
Library

AGENDA SECTION:
Updates and Reports

PRESENTER:

Action Requested:

Receiving and filing the Southeastern Libraries Cooperating (SELCO) update. Teresa Waldof will provide an update from the SELCO Board.

Prepared By:
Ameyo Campbell

Attachments:



REQUEST FOR ACTION

Nominating Committee Update

MEETING DATE:
November 20, 2024

ORIGINATING DEPT:
Library

AGENDA SECTION:
Updates and Reports

PRESENTER:
Karen Lemke

Action Requested:

Receiving and filing an update from the Nominating Committee.

Report Narrative:

The Nominating Committee met on Friday, October 4 and discussed options for the slate of officers for 2025. At the October Board meeting, President Nick Goetzfridt asked board members if they were interested in serving.

After hearing from interested board members, the following slate is recommended:

- Nick Goetzfridt, President
- Steve Baule, Vice President
- Adam Nelson, Secretary

Prepared By:

Kate Phutseevong

Attachments:



REQUEST FOR ACTION

Minutes for the Library Board Meeting of October 16, 2024.

MEETING DATE:
November 20, 2024

ORIGINATING DEPT:
Library

AGENDA SECTION:
Consent

PRESENTER:
Kate Phutseevong

Action Requested:

Accepting the minutes of the October 16, 2024 meeting as the official record of the Library Board.

Report Narrative:

The minutes are the official record of the Rochester Public Library Board of Trustees.

Prepared By:

Ameyo Campbell

Attachments:

[Minutes - October 16, 2024 Library Board Minutes](#)

Library Board - October 16, 2024



CITY OF ROCHESTER, MINNESOTA
Library Board MINUTES

1) **Attending and Viewing the Meeting:**

2) **Public Comment Period**

2.A) Public Comment Period

Policy - Board Meeting Public Comment Policy 

3) **Call to Order / Roll Call**

The meeting was called to order at 04:31 p.m.

Attendee Name	Status
Steve Baule	Present
Nicholas J Goetzfridt	Present
Laurel Podulke-Smith	Present
Craig C Wruck	Present
Timothy L Waters	Present
Dienna Lee Sabol	Absent

4) **Order of Agenda**

Motion to approve the Agenda.

- MOVER:** Laurel Podulke-Smith
- SECONDER:** Timothy L Waters
- AYES:** Steve Baule, Nicholas J Goetzfridt, Laurel Podulke-Smith, Craig C Wruck, Timothy L Waters
- ABSENT:** Xiaochen (Angela) Ge, Teresa Waldof, Dienna Lee Sabol, Adam F Nelson
- RESULT:** **APPROVED [UNANIMOUS]**

5) Updates and Reports

5.A) Rochester Public Library Foundation Report


Official Act: Received and filed the Rochester Public Library Foundation Report. Rochester Public Library Foundation Executive Director Brenda Kardock provided an update on Foundation activities.

Cover Page 

5.B) Friends of the Rochester Public Library Update

Official Act: Received and filed the Friends of the Rochester Public Library update. Friends Board President Val Kaliszewski provided an update on Friends' activities.

Cover Page 

Report - October 2024 Friends Update 

5.C) Southeastern Libraries Cooperating (SELCO) Update

Official Act: Received and filed the Southeastern Libraries Cooperating (SELCO) update. Karen gave an update from the Directors meeting.

Cover Page 

5.D) Executive Committee Update

Official Act: Received and filed the Executive Committee update. Library Board President Nick Goetzfridt provided an update from the October 4, 2024 meeting.

Cover Page 


Report - October 4, 2024 Executive Committee Update 

6) Consent

6.A) Minutes for the Library Board Meeting of September 18, 2024

Official Act: Accepted the minutes of the September 18, 2024 meeting as the official record of the Library Board.

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Minutes - September 18, 2024 Library Board Minutes 

6.B) Accounts Payable for October 10, 2024

Official Act: Approved the listing of total disbursements for October 10, 2024, in the amount of \$417,278.87, including Accounts Payable of \$417,278.87 for October 10, 2024.

Cover Page 

Policy - Expenditure Policy 

Accounts Payable - October 10, 2024 

6.C) September 2024 Monthly Reports

Official Act: Accepted the September 2024 monthly reports.

Cover Page 

Summary Report - Sep 2024 

Report - September 2024 Monthly Stats and Trends Report 

Report - Sep 2024 Programs Report 

Report - Sep Library @ Home & Deposit Collection Report 

Report - Sep 2024 Expenditure Report 

Report - Sep 2024 Expenditure Report By Business Unit 

Report - Sep 2024 Income Statement 

Report - Sep 2024 Revenue Report 

6.D) Contracts Signed by the Library Director

Official Act: Accepted the contracts signed by the Library Director.

Cover Page 

Policy - Contract Approval Policy 

Contract - October 2024 Approved Contracts List 

Motion to approve in a block items 6.A.-6.D.

MOVER: Steve Baule
SECONDER: Laurel Podulke-Smith
AYES: Steve Baule, Nicholas J Goetzfridt, Laurel Podulke-Smith, Craig C Wruck, Timothy L Waters
ABSENT: Xiaochen (Angela) Ge, Teresa Waldof, Dienna Lee Sabol, Adam F Nelson
RESULT: **APPROVED [UNANIMOUS]**

7) **Reports and Recommendations**

7.A) Library, Friends, Foundation Memorandum of Understanding

Official Act: Approved the Memorandum of Understanding between the Library, Friends, and Foundation.

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MOU - Consolidated DRAFT 

Motion to approve the Memorandum of Understanding between the Library, Friends, and Foundation.


MOVER: Steve Baule
SECONDER: Laurel Podulke-Smith
AYES: Steve Baule, Nicholas J Goetzfridt, Laurel Podulke-Smith, Craig C Wruck, Timothy L Waters
ABSENT: Xiaochen (Angela) Ge, Teresa Waldof, Dienna Lee Sabol, Adam F Nelson
RESULT: **APPROVED [UNANIMOUS]**

8) Informational Items

8.A) Library Study Update

Official Act: Received and filed an update on the Library Facilities and Operations Master Plan Study.


Cover Page 

Update - 10.10.2024 Library Study Steering and Core Committee Updates 

8.B) Strategic Highlight I: All Staff Training

Official Act: Received and filed a presentation about the library's All Staff Training Day held October 4, 2024.

Cover Page 

Presentation - 2024 Strategic Highlights Strategic Priority I All Staff Training 

9) Question & Answer

10) Adjournment

Official Act: Motion to Adjourn at 5:05 p.m.

Motion to adjourn at 5:05

MOVER: Laurel Podulke-Smith
SECONDER: Timothy L Waters
AYES: Steve Baule, Nicholas J Goetzfridt, Laurel Podulke-Smith, Craig C Wruck, Timothy L Waters
ABSENT:

Xiaochen (Angela) Ge, Teresa Waldof, Dienna Lee Sabol,
Adam F Nelson

RESULT: APPROVED [UNANIMOUS]



REQUEST FOR ACTION

Accounts Payable for November 14, 2024

MEETING DATE:
November 20, 2024

ORIGINATING DEPT:
Library

AGENDA SECTION:
Consent

PRESENTER:
Kate Phutseevong

Action Requested:

Approving the listing of total disbursements for November 14, 2024, in the amount of \$178,156.07, including Accounts Payable of \$178,156.07 for November 14, 2024.

Report Narrative:

As per the Expenditure Policy, the Accounts Payable Report is attached for the Library Board's review. There were no invoices over 50K in this cycle.

Prepared By:

Ameyo Campbell

Attachments:

[Policy - Expenditure Policy](#)

[Accounts Payable - November 14, 2024](#)



EXPENDITURE POLICY

Approved by the Rochester Public Library Board of Trustees on July 29, 2021.

The Rochester Public Library Board of Trustees generally reviews all expenditures. For the efficient operation of the Library, the Board delegates the Library Director or their designee the authority to approve all operating and capital expenditures of \$50,000 or less for the procurement of goods and services within the approved budget limits.

All approved expenditures are included in monthly reports for review by the Board.

**City of Rochester, MN
Library Board
Detailed A/P Report
10/11/2024 to 11/14/2024**

ACCOUNT DESCRIPTION	PAYEE	DESCRIPTION OF PRODUCT/SERVICE	AMOUNT	DEPARTMENT
Office Supplies	Beckleys Inc	RRCSupplies/PenSharRinBindPen	113.93	Library Gifts Fund
Bldg & Grnds Contr Mtce & Rpr	Hiller Stores Inc	YSNewFloorInArtRoom	1,959.00	Library Gifts Fund
Other Expert & Professnl Srvc	Jayes Jim	YSProg/Magic&Marionettes	250.00	Library Gifts Fund
Library Books	Ingram Library Services	Books	354.75	Library Gifts Fund
Library Books	Ingram Library Services	Books	356.45	Library Gifts Fund
Library Books	Ingram Library Services	Books	463.55	Library Gifts Fund
Library Books	Ingram Library Services	Books	490.83	Library Gifts Fund
Library Books	Ingram Library Services	Books	17.01	Library Gifts Fund
Library Books	Ingram Library Services	Books	21.67	Library Gifts Fund
Library Books	Ingram Library Services	Books	21.68	Library Gifts Fund
Library Books	Ingram Library Services	Books	27.20	Library Gifts Fund
Library Books	Ingram Library Services	Books	38.06	Library Gifts Fund
Library Books	Ingram Library Services	Books	9.81	Library Gifts Fund
Library Books	Ingram Library Services	Books	40.75	Library Gifts Fund
Library Books	Ingram Library Services	Books	33.85	Library Gifts Fund
Library Books	Ingram Library Services	Books	11.52	Library Gifts Fund
Library Books	Ingram Library Services	Books	11.52	Library Gifts Fund
Library Books	Ingram Library Services	Books	10.29	Library Gifts Fund
Library Books	Ingram Library Services	Books	147.48	Library Gifts Fund
Library Books	Ingram Library Services	Books	23.71	Library Gifts Fund
Library Books	Ingram Library Services	Books	11.94	Library Gifts Fund
Library Books	Ingram Library Services	Books	31.38	Library Gifts Fund
Library Books	Ingram Library Services	Books	166.60	Library Gifts Fund
Library Books	Ingram Library Services	Books	10.80	Library Gifts Fund
Library Books	Ingram Library Services	Books	16.81	Library Gifts Fund
Library Books	Ingram Library Services	Books	110.57	Library Gifts Fund
Library Books	Ingram Library Services	Books	79.57	Library Gifts Fund
Library Books	Ingram Library Services	Books	45.95	Library Gifts Fund
Library Books	Ingram Library Services	Books	16.24	Library Gifts Fund
Library Books	Ingram Library Services	Books	15.73	Library Gifts Fund
Library Books	Ingram Library Services	Books	10.65	Library Gifts Fund
Library Books	Ingram Library Services	Books	11.20	Library Gifts Fund
Library Books	Ingram Library Services	Books	29.27	Library Gifts Fund

**City of Rochester, MN
Library Board
Detailed A/P Report
10/11/2024 to 11/14/2024**

ACCOUNT DESCRIPTION	PAYEE	DESCRIPTION OF PRODUCT/SERVICE	AMOUNT	DEPARTMENT
Library Books	Ingram Library Services	Books	227.09	Library Gifts Fund
Library Books	Ingram Library Services	Books	309.58	Library Gifts Fund
Library Books	Ingram Library Services	Books	62.74	Library Gifts Fund
Library Books	Ingram Library Services	Books	15.69	Library Gifts Fund
Library Books	Ingram Library Services	Books	42.57	Library Gifts Fund
Library Books	Ingram Library Services	Books	37.52	Library Gifts Fund
Library Books	Ingram Library Services	Books	66.29	Library Gifts Fund
Library Books	Ingram Library Services	Books	17.94	Library Gifts Fund
Library Books	Ingram Library Services	Books	223.61	Library Gifts Fund
Library Books	Ingram Library Services	Books	10.65	Library Gifts Fund
Library Books	Ingram Library Services	Books	17.99	Library Gifts Fund
Library Books	Ingram Library Services	Books	43.13	Library Gifts Fund
Library Books	Ingram Library Services	Books	434.04	Library Gifts Fund
Library Books	Ingram Library Services	Books	49.25	Library Gifts Fund
Library Books	Ingram Library Services	Books	7.50	Library Gifts Fund
Library Books	Ingram Library Services	Books	47.64	Library Gifts Fund
Library Books	Ingram Library Services	Books	31.93	Library Gifts Fund
Library Books	Ingram Library Services	Books	31.93	Library Gifts Fund
Library Books	Ingram Library Services	Books	10.65	Library Gifts Fund
Library Books	Ingram Library Services	Books	65.67	Library Gifts Fund
Library Books	Ingram Library Services	Books	32.24	Library Gifts Fund
Library Books	Ingram Library Services	Books	15.13	Library Gifts Fund
Library Books	Ingram Library Services	Books	16.58	Library Gifts Fund
Library Books	Ingram Library Services	Books	10.65	Library Gifts Fund
Library Books	Ingram Library Services	Books	82.90	Library Gifts Fund
Library Books	Ingram Library Services	Books	119.21	Library Gifts Fund
Library Books	Ingram Library Services	Books	67.35	Library Gifts Fund
Library Books	Ingram Library Services	Books	1,485.60	Library Gifts Fund
Library Books	Ingram Library Services	Books	37.05	Library Gifts Fund
Library Books	Ingram Library Services	Books	32.89	Library Gifts Fund
Library Books	Ingram Library Services	Books	22.51	Library Gifts Fund
Library Books	Ingram Library Services	Books	15.14	Library Gifts Fund
Library Books	Ingram Library Services	Books	19.77	Library Gifts Fund

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10/11/2024 to 11/14/2024**

ACCOUNT DESCRIPTION	PAYEE	DESCRIPTION OF PRODUCT/SERVICE	AMOUNT	DEPARTMENT
Library Books	Ingram Library Services	Books	39.46	Library Gifts Fund
Library Books	Ingram Library Services	Books	52.40	Library Gifts Fund
Library Books	Ingram Library Services	Books	76.08	Library Gifts Fund
Library Books	Ingram Library Services	Books	98.92	Library Gifts Fund
Library Books	Ingram Library Services	Books QuickPicks	17.02	Library Gifts Fund
Compact Disc Recordings	Midwest Tape Exchange	CDs	26.98	Library Gifts Fund
Compact Disc Recordings	Midwest Tape Exchange	CDs	139.40	Library Gifts Fund
DVD's	Midwest Tape Exchange	DVDs	22.49	Library Gifts Fund
DVD's	Midwest Tape Exchange	DVDs	37.48	Library Gifts Fund
DVD's	Midwest Tape Exchange	DVDs	14.99	Library Gifts Fund
DVD's	Midwest Tape Exchange	DVDs	32.23	Library Gifts Fund
DVD's	Midwest Tape Exchange	DVDs QuickPicks	22.49	Library Gifts Fund
Library Books	Midwest Tape Exchange	Book/RSBOOKBOX	22.49	Library Gifts Fund
Program Supplies	SELCO	MLAEventSupples/FriendsGrant	154.16	Library Gifts Fund
Library Books	Information Today Inc	Books	423.05	Library Gifts Fund
Other Expert & Professnl Srvc	Verified Credentials Inc		75.00	Library Gifts Fund
Other Expert & Professnl Srvc	Verified Credentials Inc		75.00	Library Gifts Fund
Downloadable Audio	OverDrive, Inc.	Audiobook	1,897.43	Library Gifts Fund
Downloadable Audio	OverDrive, Inc.	Downloadable Audiobooks/RLBSS	102.45	Library Gifts Fund
Downloadable Audio	OverDrive, Inc.	DownloadableAudio/BGFrdSuprt	38.00	Library Gifts Fund
Downloadable Audio	OverDrive, Inc.	DownloadableAudio/FriendsSpprt	99.98	Library Gifts Fund
Downloadable Audio	OverDrive, Inc.	DownloadableAudiobooks	462.40	Library Gifts Fund
Library Books	OverDrive, Inc.	Books	1,095.74	Library Gifts Fund
Library Books	OverDrive, Inc.	EBooks	334.15	Library Gifts Fund
Library Books	OverDrive, Inc.	EBooks/BookGroupFriendsSup	5.50	Library Gifts Fund
Library Books	OverDrive, Inc.	EBooks/FriendsSpprt	55.00	Library Gifts Fund
Library Books	OverDrive, Inc.	EBooks/RLBSS	636.62	Library Gifts Fund
Library Books	OverDrive, Inc.	EBooks/RLBSS	93.91	Library Gifts Fund
Library Books	OverDrive, Inc.	EBooks/RLBSS	1,268.42	Library Gifts Fund
Telephone/Fax/Computer line	Metro Fibernet, LLC	2GBInternet10.1-10.31.24	480.00	Library Gifts Fund
Telephone/Fax/Computer line	Metro Fibernet, LLC	2GBInternet11.1-11.30.24	480.00	Library Gifts Fund
Library Books	Data Axle, Inc	Books	330.00	Library Gifts Fund
Other Supplies	Amazon Capital Services, Inc.	Credit/SeedLibrarySupl/SignHol	-36.79	Library Gifts Fund

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ACCOUNT DESCRIPTION	PAYEE	DESCRIPTION OF PRODUCT/SERVICE	AMOUNT	DEPARTMENT
Other Supplies	Amazon Capital Services, Inc.	SeedLibrarySupl/SignHolder	36.79	Library Gifts Fund
Program Supplies	Amazon Capital Services, Inc.	RSProgSupls/Decor/PartySupls	298.27	Library Gifts Fund
Program Supplies	Amazon Capital Services, Inc.	YSProgSupl/Glue;CLRTape	105.98	Library Gifts Fund
Other Rent	SP Plus Corporation	VolParking/Sep2024	425.00	Library Gifts Fund
Other Expert & Professnl Srvc	Jenkins, Ed DBA Lalo's Lunchbox, LLC	YSProg/StoneSoup/Lalo'sLnchbox	814.00	Library Gifts Fund
Printing	Range, Inc. DBA Johnson Printing	Fall2024Newsletter	374.61	Library Gifts Fund
			19,397.30	Total Library Gifts Fund
			19,397.30	Total 00201 Fund
Due>St of MN 0.25%CityDMCSIsTx	MN Commissioner of Revenue	Sep 24 Sales & Use Tax	1.89	Library Fund - BS/GR
Due>St of MN 0.375% St SalesTx	MN Commissioner of Revenue	Sep 24 Sales & Use Tax	2.84	Library Fund - BS/GR
Due>St of MN 0.50% OlmCo SIsTx	MN Commissioner of Revenue	Sep 24 Sales & Use Tax	3.78	Library Fund - BS/GR
Due>St of MN 0.50% RochSalesTx	MN Commissioner of Revenue	Sep 24 Sales & Use Tax	3.78	Library Fund - BS/GR
Due>St of MN 6.50% St SalesTax	MN Commissioner of Revenue	Sep 24 Sales & Use Tax	49.16	Library Fund - BS/GR
Lost book Fee	Anoka County Library	Lost ILL Material	22.98	Library Fund - BS/GR
Lost book Fee	St Cloud State University	Lost ILL	25.00	Library Fund - BS/GR
Lost book Fee	College of St Benedict	Lost ILL Material	60.00	Library Fund - BS/GR
Vision Insurance	Fidelity Security Life Insurance Company		11.92	Library Fund - BS/GR
Lost book Fee	City of Virginia	Lost Item Fee	17.95	Library Fund - BS/GR
			199.30	Total Library Fund - BS/GR
Office Supplies	Beckleys Inc	OfficeSupplies/TapePadsGlueRul	299.54	Administration-Library
Library Books	Grey House Publishing	Books	332.05	Administration-Library
Library Books	Grey House Publishing	Books	278.00	Administration-Library
Library Books	Ingram Library Services	Book Group in a Bag	24.64	Administration-Library
Library Books	Ingram Library Services	Book Group in a Bag	20.40	Administration-Library
Library Books	Ingram Library Services	Book Group in a Bag	45.56	Administration-Library
Library Books	Ingram Library Services	Book/RSBOOKBOX	16.97	Administration-Library
Library Books	Ingram Library Services	Book/RSBOOKBOX	16.95	Administration-Library
Library Books	Ingram Library Services	Books	136.80	Administration-Library
Library Books	Ingram Library Services	Books	536.85	Administration-Library
Library Books	Ingram Library Services	Books	35.93	Administration-Library
Library Books	Ingram Library Services	Books	11.20	Administration-Library
Library Books	Ingram Library Services	Books	100.37	Administration-Library
Library Books	Ingram Library Services	Books	156.48	Administration-Library

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ACCOUNT DESCRIPTION	PAYEE	DESCRIPTION OF PRODUCT/SERVICE	AMOUNT	DEPARTMENT
Library Books	Ingram Library Services	Books	140.33	Administration-Library
Library Books	Ingram Library Services	Books	10.80	Administration-Library
Library Books	Ingram Library Services	Books	53.18	Administration-Library
Library Books	Ingram Library Services	Books	53.21	Administration-Library
Library Books	Ingram Library Services	Books	85.01	Administration-Library
Library Books	Ingram Library Services	Books	167.67	Administration-Library
Library Books	Ingram Library Services	Books	277.52	Administration-Library
Library Books	Ingram Library Services	Books	22.46	Administration-Library
Library Books	Ingram Library Services	Books	423.64	Administration-Library
Library Books	Ingram Library Services	Books	14.48	Administration-Library
Library Books	Ingram Library Services	Books	7.22	Administration-Library
Library Books	Ingram Library Services	Books	33.64	Administration-Library
Library Books	Ingram Library Services	Books	71.45	Administration-Library
Library Books	Ingram Library Services	Books	143.66	Administration-Library
Library Books	Ingram Library Services	Books	56.88	Administration-Library
Library Books	Ingram Library Services	Books	32.48	Administration-Library
Library Books	Ingram Library Services	Books	17.54	Administration-Library
Library Books	Ingram Library Services	Books	98.07	Administration-Library
Library Books	Ingram Library Services	Books	57.80	Administration-Library
Library Books	Ingram Library Services	Books	55.22	Administration-Library
Library Books	Ingram Library Services	Books	15.68	Administration-Library
Library Books	Ingram Library Services	Books	16.86	Administration-Library
Library Books	Ingram Library Services	Books	28.93	Administration-Library
Library Books	Ingram Library Services	Books	33.65	Administration-Library
Library Books	Ingram Library Services	Books	20.15	Administration-Library
Library Books	Ingram Library Services	Books	210.70	Administration-Library
Library Books	Ingram Library Services	Books	16.24	Administration-Library
Library Books	Ingram Library Services	Books	33.61	Administration-Library
Library Books	Ingram Library Services	Books	110.03	Administration-Library
Library Books	Ingram Library Services	Books	50.41	Administration-Library
Library Books	Ingram Library Services	Books	16.24	Administration-Library
Library Books	Ingram Library Services	Books	33.02	Administration-Library
Library Books	Ingram Library Services	Books	23.53	Administration-Library

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ACCOUNT DESCRIPTION	PAYEE	DESCRIPTION OF PRODUCT/SERVICE	AMOUNT	DEPARTMENT
Library Books	Ingram Library Services	Books	30.23	Administration-Library
Library Books	Ingram Library Services	Books	73.10	Administration-Library
Library Books	Ingram Library Services	Books	534.94	Administration-Library
Library Books	Ingram Library Services	Books	31.93	Administration-Library
Library Books	Ingram Library Services	Books	31.93	Administration-Library
Library Books	Ingram Library Services	Books	25.95	Administration-Library
Library Books	Ingram Library Services	Books	97.35	Administration-Library
Library Books	Ingram Library Services	Books	43.69	Administration-Library
Library Books	Ingram Library Services	Books	144.89	Administration-Library
Library Books	Ingram Library Services	Books	26.99	Administration-Library
Library Books	Ingram Library Services	Books	61.48	Administration-Library
Library Books	Ingram Library Services	Books	133.05	Administration-Library
Library Books	Ingram Library Services	Books	24.56	Administration-Library
Library Books	Ingram Library Services	Books	11.20	Administration-Library
Library Books	Ingram Library Services	Books	44.81	Administration-Library
Library Books	Ingram Library Services	Books	10.23	Administration-Library
Library Books	Ingram Library Services	Books	41.26	Administration-Library
Library Books	Ingram Library Services	Books	17.48	Administration-Library
Library Books	Ingram Library Services	Books	83.99	Administration-Library
Library Books	Ingram Library Services	Books	16.42	Administration-Library
Library Books	Ingram Library Services	Books	10.74	Administration-Library
Library Books	Ingram Library Services	Books	9.57	Administration-Library
Library Books	Ingram Library Services	Books	30.36	Administration-Library
Library Books	Ingram Library Services	Books	11.33	Administration-Library
Library Books	Ingram Library Services	Books	24.07	Administration-Library
Library Books	Ingram Library Services	Books	10.74	Administration-Library
Library Books	Ingram Library Services	Books	11.38	Administration-Library
Library Books	Ingram Library Services	Books	28.83	Administration-Library
Library Books	Ingram Library Services	Books	10.73	Administration-Library
Library Books	Ingram Library Services	Books	28.90	Administration-Library
Library Books	Ingram Library Services	Books	24.78	Administration-Library
Library Books	Ingram Library Services	Books	347.27	Administration-Library
Library Books	Ingram Library Services	Books	7.53	Administration-Library

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ACCOUNT DESCRIPTION	PAYEE	DESCRIPTION OF PRODUCT/SERVICE	AMOUNT	DEPARTMENT
Library Books	Ingram Library Services	Books	7.53	Administration-Library
Library Books	Ingram Library Services	Books	9.51	Administration-Library
Library Books	Ingram Library Services	Books	131.40	Administration-Library
Library Books	Ingram Library Services	Books	5.99	Administration-Library
Library Books	Ingram Library Services	Books	18.12	Administration-Library
Library Books	Ingram Library Services	Books	17.71	Administration-Library
Library Books	Ingram Library Services	Books	55.14	Administration-Library
Library Books	Ingram Library Services	Books	26.80	Administration-Library
Library Books	Ingram Library Services	Books	9.08	Administration-Library
Library Books	Ingram Library Services	Books	78.37	Administration-Library
Library Books	Ingram Library Services	Books	1,037.69	Administration-Library
Library Books	Ingram Library Services	Books	19.67	Administration-Library
Library Books	Ingram Library Services	Books	43.63	Administration-Library
Library Books	Ingram Library Services	Books	19.66	Administration-Library
Library Books	Ingram Library Services	Books	28.84	Administration-Library
Library Books	Ingram Library Services	Books	31.97	Administration-Library
Library Books	Ingram Library Services	Books	15.74	Administration-Library
Library Books	Ingram Library Services	Books	99.60	Administration-Library
Library Books	Ingram Library Services	Books	12.14	Administration-Library
Library Books	Ingram Library Services	Books	16.98	Administration-Library
Library Books	Ingram Library Services	Books	10.91	Administration-Library
Library Books	Ingram Library Services	Books	13.97	Administration-Library
Library Books	Ingram Library Services	Books	31.21	Administration-Library
Library Books	Ingram Library Services	Books	88.37	Administration-Library
Library Books	Ingram Library Services	Books	16.80	Administration-Library
Library Books	Ingram Library Services	Books	140.94	Administration-Library
Library Books	Ingram Library Services	Books	15.12	Administration-Library
Library Books	Ingram Library Services	Books	15.69	Administration-Library
Library Books	Ingram Library Services	Books	87.99	Administration-Library
Library Books	Ingram Library Services	Books	18.55	Administration-Library
Library Books	Ingram Library Services	Books	111.19	Administration-Library
Library Books	Ingram Library Services	Books	133.99	Administration-Library
Library Books	Ingram Library Services	Books	187.32	Administration-Library

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ACCOUNT DESCRIPTION	PAYEE	DESCRIPTION OF PRODUCT/SERVICE	AMOUNT	DEPARTMENT
Library Books	Ingram Library Services	Books	19.63	Administration-Library
Library Books	Ingram Library Services	Books	95.03	Administration-Library
Library Books	Ingram Library Services	Books	35.65	Administration-Library
Library Books	Ingram Library Services	Books	16.82	Administration-Library
Library Books	Ingram Library Services	Books	49.43	Administration-Library
Library Books	Ingram Library Services	Books	60.70	Administration-Library
Library Books	Ingram Library Services	Books	1,559.82	Administration-Library
Library Books	Ingram Library Services	Books	11.41	Administration-Library
Library Books	Ingram Library Services	Books	71.89	Administration-Library
Library Books	Ingram Library Services	Books	54.71	Administration-Library
Library Books	Ingram Library Services	Books	125.46	Administration-Library
Library Books	Ingram Library Services	Books	86.24	Administration-Library
Library Books	Ingram Library Services	Books	31.36	Administration-Library
Library Books	Ingram Library Services	Books	222.68	Administration-Library
Library Books	Ingram Library Services	Books	30.23	Administration-Library
Library Books	Ingram Library Services	Books	160.93	Administration-Library
Library Books	Ingram Library Services	Books	21.80	Administration-Library
Library Books	Ingram Library Services	Books	23.04	Administration-Library
Library Books	Ingram Library Services	Books	70.04	Administration-Library
Library Books	Ingram Library Services	Books	10.14	Administration-Library
Library Books	Ingram Library Services	Books	21.56	Administration-Library
Library Books	Ingram Library Services	Books	74.04	Administration-Library
Library Books	Ingram Library Services	Books	23.99	Administration-Library
Library Books	Ingram Library Services	Books	9.78	Administration-Library
Library Books	Ingram Library Services	Books	20.44	Administration-Library
Library Books	Ingram Library Services	Books	7.56	Administration-Library
Library Books	Ingram Library Services	Books	45.52	Administration-Library
Library Books	Ingram Library Services	Books	23.16	Administration-Library
Library Books	Ingram Library Services	Books	104.50	Administration-Library
Library Books	Ingram Library Services	Books	106.26	Administration-Library
Library Books	Ingram Library Services	Books	12.71	Administration-Library
Library Books	Ingram Library Services	Books	146.71	Administration-Library
Library Books	Ingram Library Services	Books	47.94	Administration-Library

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ACCOUNT DESCRIPTION	PAYEE	DESCRIPTION OF PRODUCT/SERVICE	AMOUNT	DEPARTMENT
Library Books	Ingram Library Services	Books	68.06	Administration-Library
Library Books	Ingram Library Services	Books	16.31	Administration-Library
Library Books	Ingram Library Services	Books	18.10	Administration-Library
Library Books	Ingram Library Services	Books	23.57	Administration-Library
Library Books	Ingram Library Services	Books	301.13	Administration-Library
Library Books	Ingram Library Services	Books	16.33	Administration-Library
Library Books	Ingram Library Services	Books	11.44	Administration-Library
Library Books	Ingram Library Services	Books	14.62	Administration-Library
Library Books	Ingram Library Services	Books	34.85	Administration-Library
Library Books	Ingram Library Services	Books	10.88	Administration-Library
Library Books	Ingram Library Services	Books	40.49	Administration-Library
Library Books	Ingram Library Services	Books	44.99	Administration-Library
Library Books	Ingram Library Services	Books	19.63	Administration-Library
Library Books	Ingram Library Services	Books	213.23	Administration-Library
Library Books	Ingram Library Services	Books	114.90	Administration-Library
Library Books	Ingram Library Services	Books	13.78	Administration-Library
Library Books	Ingram Library Services	Books	16.25	Administration-Library
Library Books	Ingram Library Services	Books	43.16	Administration-Library
Library Books	Ingram Library Services	Books	15.71	Administration-Library
Library Books	Ingram Library Services	Books	19.64	Administration-Library
Library Books	Ingram Library Services	Books	646.97	Administration-Library
Library Books	Ingram Library Services	Books	53.76	Administration-Library
Library Books	Ingram Library Services	Books	22.97	Administration-Library
Library Books	Ingram Library Services	Books	90.22	Administration-Library
Library Books	Ingram Library Services	Books	322.56	Administration-Library
Library Books	Ingram Library Services	Books	18.01	Administration-Library
Library Books	Ingram Library Services	Books	19.60	Administration-Library
Library Books	Ingram Library Services	Books	199.17	Administration-Library
Library Books	Ingram Library Services	Books	296.29	Administration-Library
Library Books	Ingram Library Services	Books	336.68	Administration-Library
Library Books	Ingram Library Services	Books	30.03	Administration-Library
Library Books	Ingram Library Services	Books	33.07	Administration-Library
Library Books	Ingram Library Services	Books	35.89	Administration-Library

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Library Books	Ingram Library Services	Books	10.84	Administration-Library
Library Books	Ingram Library Services	Books	33.02	Administration-Library
Library Books	Ingram Library Services	Books	17.54	Administration-Library
Library Books	Ingram Library Services	Books	73.70	Administration-Library
Library Books	Ingram Library Services	Books	33.94	Administration-Library
Library Books	Ingram Library Services	Books	10.35	Administration-Library
Library Books	Ingram Library Services	Books	10.87	Administration-Library
Library Books	Ingram Library Services	Books	41.84	Administration-Library
Library Books	Ingram Library Services	Books	9.73	Administration-Library
Library Books	Ingram Library Services	Books	18.51	Administration-Library
Library Books	Ingram Library Services	Books	13.38	Administration-Library
Library Books	Ingram Library Services	Books	9.73	Administration-Library
Library Books	Ingram Library Services	Books	38.83	Administration-Library
Library Books	Ingram Library Services	Books	13.95	Administration-Library
Library Books	Ingram Library Services	Books	18.43	Administration-Library
Library Books	Ingram Library Services	Books	19.71	Administration-Library
Library Books	Ingram Library Services	Books	733.09	Administration-Library
Library Books	Ingram Library Services	Books	13.94	Administration-Library
Library Books	Ingram Library Services	Books	10.85	Administration-Library
Library Books	Ingram Library Services	Books	16.92	Administration-Library
Library Books	Ingram Library Services	Books	33.29	Administration-Library
Library Books	Ingram Library Services	Books	10.85	Administration-Library
Library Books	Ingram Library Services	Books	57.85	Administration-Library
Library Books	Ingram Library Services	Books	22.99	Administration-Library
Library Books	Ingram Library Services	Books	18.00	Administration-Library
Library Books	Ingram Library Services	Books	14.06	Administration-Library
Library Books	Ingram Library Services	Books	33.67	Administration-Library
Library Books	Ingram Library Services	Books	10.91	Administration-Library
Library Books	Ingram Library Services	Books	90.95	Administration-Library
Library Books	Ingram Library Services	Books	18.48	Administration-Library
Library Books	Ingram Library Services	Books	52.09	Administration-Library
Library Books	Ingram Library Services	Books	63.87	Administration-Library
Library Books	Ingram Library Services	Books	38.37	Administration-Library

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ACCOUNT DESCRIPTION	PAYEE	DESCRIPTION OF PRODUCT/SERVICE	AMOUNT	DEPARTMENT
Library Books	Ingram Library Services	Books	14.00	Administration-Library
Library Books	Ingram Library Services	Books	46.26	Administration-Library
Library Books	Ingram Library Services	Books	17.93	Administration-Library
Library Books	Ingram Library Services	Books	66.11	Administration-Library
Library Books	Ingram Library Services	Books	14.56	Administration-Library
Library Books	Ingram Library Services	Books	201.74	Administration-Library
Library Books	Ingram Library Services	Books	40.33	Administration-Library
Library Books	Ingram Library Services	Books	110.55	Administration-Library
Library Books	Ingram Library Services	Books	80.02	Administration-Library
Library Books	Ingram Library Services	Books	11.98	Administration-Library
Library Books	Ingram Library Services	Books	19.21	Administration-Library
Library Books	Ingram Library Services	Books	14.63	Administration-Library
Library Books	Ingram Library Services	Books	55.88	Administration-Library
Library Books	Ingram Library Services	Books	55.88	Administration-Library
Library Books	Ingram Library Services	Books	34.98	Administration-Library
Library Books	Ingram Library Services	Books	102.34	Administration-Library
Library Books	Ingram Library Services	Books	205.08	Administration-Library
Library Books	Ingram Library Services	Books	53.99	Administration-Library
Library Books	Ingram Library Services	Books	69.98	Administration-Library
Library Books	Ingram Library Services	Books	102.57	Administration-Library
Library Books	Ingram Library Services	Books	47.02	Administration-Library
Library Books	Ingram Library Services	Books	19.81	Administration-Library
Library Books	Ingram Library Services	Books	16.94	Administration-Library
Library Books	Ingram Library Services	Books	42.84	Administration-Library
Library Books	Ingram Library Services	Books	38.19	Administration-Library
Library Books	Ingram Library Services	Books	23.05	Administration-Library
Library Books	Ingram Library Services	Books	9.06	Administration-Library
Library Books	Ingram Library Services	Books	150.56	Administration-Library
Library Books	Ingram Library Services	Books	61.69	Administration-Library
Library Books	Ingram Library Services	Books	24.29	Administration-Library
Library Books	Ingram Library Services	Books	23.63	Administration-Library
Library Books	Ingram Library Services	Books	20.40	Administration-Library
Library Books	Ingram Library Services	Books	9.43	Administration-Library

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ACCOUNT DESCRIPTION	PAYEE	DESCRIPTION OF PRODUCT/SERVICE	AMOUNT	DEPARTMENT
Library Books	Ingram Library Services	Books	70.07	Administration-Library
Library Books	Ingram Library Services	Books	62.99	Administration-Library
Library Books	Ingram Library Services	Books	10.68	Administration-Library
Library Books	Ingram Library Services	Books	673.51	Administration-Library
Library Books	Ingram Library Services	Books	5.25	Administration-Library
Library Books	Ingram Library Services	Books	15.01	Administration-Library
Library Books	Ingram Library Services	Books	178.25	Administration-Library
Library Books	Ingram Library Services	Books	284.64	Administration-Library
Library Books	Ingram Library Services	Books	22.69	Administration-Library
Library Books	Ingram Library Services	Books	15.16	Administration-Library
Library Books	Ingram Library Services	Books	10.91	Administration-Library
Library Books	Ingram Library Services	Books	48.61	Administration-Library
Library Books	Ingram Library Services	Books	73.34	Administration-Library
Library Books	Ingram Library Services	Books	21.28	Administration-Library
Library Books	Ingram Library Services	Books	11.18	Administration-Library
Library Books	Ingram Library Services	Books	53.95	Administration-Library
Library Books	Ingram Library Services	Books	9.36	Administration-Library
Library Books	Ingram Library Services	Books	24.48	Administration-Library
Library Books	Ingram Library Services	Books	52.65	Administration-Library
Library Books	Ingram Library Services	Books	280.97	Administration-Library
Library Books	Ingram Library Services	Books	53.20	Administration-Library
Library Books	Ingram Library Services	Books	83.98	Administration-Library
Library Books	Ingram Library Services	Books	91.40	Administration-Library
Library Books	Ingram Library Services	Books	130.00	Administration-Library
Library Books	Ingram Library Services	Books	33.59	Administration-Library
Library Books	Ingram Library Services	Books	10.62	Administration-Library
Library Books	Ingram Library Services	Books	11.20	Administration-Library
Library Books	Ingram Library Services	Books	33.03	Administration-Library
Library Books	Ingram Library Services	Books	74.50	Administration-Library
Library Books	Ingram Library Services	Books	11.56	Administration-Library
Library Books	Ingram Library Services	Books	7.19	Administration-Library
Library Books	Ingram Library Services	Books	15.68	Administration-Library
Library Books	Ingram Library Services	Books	64.48	Administration-Library

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Library Books	Ingram Library Services	Books	120.15	Administration-Library
Library Books	Ingram Library Services	Books	15.71	Administration-Library
Library Books	Ingram Library Services	Books	32.47	Administration-Library
Library Books	Ingram Library Services	Books	39.31	Administration-Library
Library Books	Ingram Library Services	Books	53.76	Administration-Library
Library Books	Ingram Library Services	Books	27.77	Administration-Library
Library Books	Ingram Library Services	Books	622.20	Administration-Library
Library Books	Ingram Library Services	Books	35.47	Administration-Library
Library Books	Ingram Library Services	Books	16.87	Administration-Library
Library Books	Ingram Library Services	Books	33.85	Administration-Library
Library Books	Ingram Library Services	Books	14.20	Administration-Library
Library Books	Ingram Library Services	Books	88.89	Administration-Library
Library Books	Ingram Library Services	Books	23.34	Administration-Library
Library Books	Ingram Library Services	Books	13.52	Administration-Library
Library Books	Ingram Library Services	Books	726.34	Administration-Library
Library Books	Ingram Library Services	Books	36.65	Administration-Library
Library Books	Ingram Library Services	Books	162.71	Administration-Library
Library Books	Ingram Library Services	Books	237.12	Administration-Library
Library Books	Ingram Library Services	Books	10.84	Administration-Library
Library Books	Ingram Library Services	Books	307.81	Administration-Library
Library Books	Ingram Library Services	Books	425.40	Administration-Library
Library Books	Ingram Library Services	Books	15.69	Administration-Library
Library Books	Ingram Library Services	Books	17.37	Administration-Library
Library Books	Ingram Library Services	Books	12.00	Administration-Library
Library Books	Ingram Library Services	Books	54.35	Administration-Library
Library Books	Ingram Library Services	Books	1,399.89	Administration-Library
Library Books	Ingram Library Services	Books	30.12	Administration-Library
Library Books	Ingram Library Services	Books	30.81	Administration-Library
Library Books	Ingram Library Services	Books	97.49	Administration-Library
Library Books	Ingram Library Services	Books	293.76	Administration-Library
Library Books	Ingram Library Services	Books	24.78	Administration-Library
Library Books	Ingram Library Services	Books	16.80	Administration-Library
Library Books	Ingram Library Services	Books	74.51	Administration-Library

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Library Books	Ingram Library Services	Books	17.98	Administration-Library
Library Books	Ingram Library Services	Books	34.70	Administration-Library
Library Books	Ingram Library Services	Books	220.07	Administration-Library
Library Books	Ingram Library Services	Books	32.39	Administration-Library
Library Books	Ingram Library Services	Books	50.59	Administration-Library
Library Books	Ingram Library Services	Books	42.76	Administration-Library
Library Books	Ingram Library Services	Books	46.94	Administration-Library
Library Books	Ingram Library Services	Books	10.83	Administration-Library
Library Books	Ingram Library Services	Books	136.23	Administration-Library
Library Books	Ingram Library Services	Books	10.82	Administration-Library
Library Books	Ingram Library Services	Books	11.58	Administration-Library
Library Books	Ingram Library Services	Books	11.00	Administration-Library
Library Books	Ingram Library Services	Books	17.14	Administration-Library
Library Books	Ingram Library Services	Books	22.73	Administration-Library
Library Books	Ingram Library Services	Books	58.11	Administration-Library
Library Books	Ingram Library Services	Books	58.72	Administration-Library
Library Books	Ingram Library Services	Books	73.09	Administration-Library
Library Books	Ingram Library Services	Books	19.67	Administration-Library
Library Books	Ingram Library Services	Books	13.88	Administration-Library
Library Books	Ingram Library Services	Books	70.64	Administration-Library
Library Books	Ingram Library Services	Books	102.05	Administration-Library
Library Books	Ingram Library Services	Books	11.31	Administration-Library
Library Books	Ingram Library Services	Books	69.48	Administration-Library
Library Books	Ingram Library Services	Books	9.07	Administration-Library
Library Books	Ingram Library Services	Books	282.38	Administration-Library
Library Books	Ingram Library Services	Books	50.88	Administration-Library
Library Books	Ingram Library Services	Books	20.49	Administration-Library
Library Books	Ingram Library Services	Books	14.09	Administration-Library
Library Books	Ingram Library Services	Books	30.43	Administration-Library
Library Books	Ingram Library Services	Books	11.41	Administration-Library
Library Books	Ingram Library Services	Books	10.70	Administration-Library
Library Books	Ingram Library Services	Books	22.61	Administration-Library
Library Books	Ingram Library Services	Books	15.73	Administration-Library

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ACCOUNT DESCRIPTION	PAYEE	DESCRIPTION OF PRODUCT/SERVICE	AMOUNT	DEPARTMENT
Library Books	Ingram Library Services	Books	22.63	Administration-Library
Library Books	Ingram Library Services	Books	86.58	Administration-Library
Library Books	Ingram Library Services	Books	20.86	Administration-Library
Library Books	Ingram Library Services	Books	42.84	Administration-Library
Library Books	Ingram Library Services	Books	17.86	Administration-Library
Library Books	Ingram Library Services	Books	33.80	Administration-Library
Library Books	Ingram Library Services	Books	10.68	Administration-Library
Library Books	Ingram Library Services	Books	25.90	Administration-Library
Library Books	Ingram Library Services	Books	10.88	Administration-Library
Library Books	Ingram Library Services	Books	22.90	Administration-Library
Library Books	Ingram Library Services	Books	9.68	Administration-Library
Library Books	Ingram Library Services	Books	122.52	Administration-Library
Library Books	Ingram Library Services	Books	85.70	Administration-Library
Library Books	Ingram Library Services	Books	8.71	Administration-Library
Library Books	Ingram Library Services	Books	57.33	Administration-Library
Library Books	Ingram Library Services	Books	11.33	Administration-Library
Library Books	Ingram Library Services	Books	31.05	Administration-Library
Library Books	Ingram Library Services	Books	9.05	Administration-Library
Library Books	Ingram Library Services	Books	10.84	Administration-Library
Library Books	Ingram Library Services	Books	52.12	Administration-Library
Library Books	Ingram Library Services	Books	22.81	Administration-Library
Library Books	Ingram Library Services	Books	10.38	Administration-Library
Library Books	Ingram Library Services	Books	33.43	Administration-Library
Library Books	Ingram Library Services	Books	15.77	Administration-Library
Library Books	Ingram Library Services	Books	10.76	Administration-Library
Library Books	Ingram Library Services	Books	94.67	Administration-Library
Library Books	Ingram Library Services	Books	13.84	Administration-Library
Library Books	Ingram Library Services	Books	6.16	Administration-Library
Library Books	Ingram Library Services	Books	22.57	Administration-Library
Library Books	Ingram Library Services	Books	43.13	Administration-Library
Library Books	Ingram Library Services	Books	19.48	Administration-Library
Library Books	Ingram Library Services	Books	57.61	Administration-Library
Library Books	Ingram Library Services	Books	239.19	Administration-Library

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Library Books	Ingram Library Services	Books	92.09	Administration-Library
Library Books	Ingram Library Services	Books	50.43	Administration-Library
Library Books	Ingram Library Services	Books	167.13	Administration-Library
Library Books	Ingram Library Services	Books	59.82	Administration-Library
Library Books	Ingram Library Services	Books	119.78	Administration-Library
Library Books	Ingram Library Services	Books	15.68	Administration-Library
Library Books	Ingram Library Services	Books	35.03	Administration-Library
Library Books	Ingram Library Services	Books	13.28	Administration-Library
Library Books	Ingram Library Services	Books	35.82	Administration-Library
Library Books	Ingram Library Services	Books	101.60	Administration-Library
Library Books	Ingram Library Services	Books	68.89	Administration-Library
Library Books	Ingram Library Services	Books	42.56	Administration-Library
Library Books	Ingram Library Services	Books	112.45	Administration-Library
Library Books	Ingram Library Services	Books	50.61	Administration-Library
Library Books	Ingram Library Services	Books	37.45	Administration-Library
Library Books	Ingram Library Services	Books	49.90	Administration-Library
Library Books	Ingram Library Services	Books	137.49	Administration-Library
Library Books	Ingram Library Services	Books	28.80	Administration-Library
Library Books	Ingram Library Services	Books	56.57	Administration-Library
Library Books	Ingram Library Services	Books	17.95	Administration-Library
Library Books	Ingram Library Services	Books	168.84	Administration-Library
Library Books	Ingram Library Services	Books	56.15	Administration-Library
Library Books	Ingram Library Services	Books	20.75	Administration-Library
Library Books	Ingram Library Services	Books	12.00	Administration-Library
Library Books	Ingram Library Services	Books	11.20	Administration-Library
Library Books	Ingram Library Services	Books	29.20	Administration-Library
Library Books	Ingram Library Services	Books	9.42	Administration-Library
Library Books	Ingram Library Services	Books	21.61	Administration-Library
Library Books	Ingram Library Services	Books	13.99	Administration-Library
Library Books	Ingram Library Services	Books	5.31	Administration-Library
Library Books	Ingram Library Services	Books	10.31	Administration-Library
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Library Books	Ingram Library Services	Books	80.27	Administration-Library
Library Books	Ingram Library Services	Books QuickPicks	16.81	Administration-Library
Library Books	Ingram Library Services	Books QuickPicks	12.32	Administration-Library
Library Books	Ingram Library Services	Books QuickPicks	16.43	Administration-Library
Library Books	Ingram Library Services	Books/BookBox	33.68	Administration-Library
Library Books	Ingram Library Services	Books/BookBox	12.00	Administration-Library
Library Books	Ingram Library Services	Books/RSBOOKBOX	17.00	Administration-Library
Library Books	Ingram Library Services	Books/RSBOOKBOX	16.81	Administration-Library
Library Books	Ingram Library Services	Books/RSBOOKBOX	12.34	Administration-Library
Library Books	Ingram Library Services	Books/RSBOOKBOX	18.62	Administration-Library
Library Books	Ingram Library Services	Books/RSBOOKBOX	16.91	Administration-Library
Library Books	Ingram Library Services	Credit/Books	-13.99	Administration-Library
Library Books	Ingram Library Services	Credit/Books	-16.79	Administration-Library
Library Books	Ingram Library Services	Credit/Books	-25.20	Administration-Library
Library Books	Ingram Library Services	Credit/Books	-16.23	Administration-Library
Library Books	Ingram Library Services	Credit/Books	-11.99	Administration-Library
Library Books	Ingram Library Services	Credit/Books	-16.80	Administration-Library
Library Books	Ingram Library Services	Credit/Books	-11.99	Administration-Library
Library Books	Ingram Library Services	credit/Books	-19.60	Administration-Library
Library Books	Ingram Library Services	Credit/Books	-113.61	Administration-Library
Freight	Ingram Library Services	Shipping	0.18	Administration-Library
Freight	Ingram Library Services	Shipping	0.25	Administration-Library
Freight	Ingram Library Services	Shipping	0.71	Administration-Library
Compact Disc Recordings	Midwest Tape Exchange	CDs	21.59	Administration-Library
Compact Disc Recordings	Midwest Tape Exchange	CDs	13.49	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	98.96	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	151.45	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	41.98	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	26.24	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	29.99	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	22.49	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	19.49	Administration-Library

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ACCOUNT DESCRIPTION	PAYEE	DESCRIPTION OF PRODUCT/SERVICE	AMOUNT	DEPARTMENT
DVD's	Midwest Tape Exchange	DVDs	19.49	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	26.99	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	14.99	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	29.98	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	134.95	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	14.24	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	50.23	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	14.99	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	29.98	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	122.92	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	50.23	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	14.24	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	59.96	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	7.49	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	37.48	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	29.98	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	17.24	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	20.24	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	44.24	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	7.49	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	52.47	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	7.49	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	9.74	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	195.67	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	60.73	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	29.99	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	16.49	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	26.99	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	164.19	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	1,195.64	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	51.73	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	103.46	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	44.99	Administration-Library

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DVD's	Midwest Tape Exchange	DVDs	125.97	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	20.24	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	40.48	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	39.72	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	40.48	Administration-Library
DVD's	Midwest Tape Exchange	DVDs	40.48	Administration-Library
DVD's	Midwest Tape Exchange	DVDs/BookBox	51.73	Administration-Library
DVD's	Midwest Tape Exchange	DVDsBookBox	20.24	Administration-Library
Library Books	Multi Cultural Books & Videos	Books	362.31	Administration-Library
Storm Water	Roch Public Utilities-Electric Division	2007449@1012ndStSE	100.90	Administration-Library
Water	Roch Public Utilities-Electric Division	2007449@1012ndStSE	248.90	Administration-Library
Sanitary Sewer	Roch Public Utilities-Electric Division	2007449@1012ndStSE	402.73	Administration-Library
Electricity	Roch Public Utilities-Electric Division	2007449@1012ndStSE	15,570.52	Administration-Library
Other Expert & Professnl Srvc	Verified Credentials Inc		42.00	Administration-Library
Other Expert & Professnl Srvc	Verified Credentials Inc		42.00	Administration-Library
Other Expert & Professnl Srvc	Verified Credentials Inc		42.00	Administration-Library
Other Expert & Professnl Srvc	Verified Credentials Inc		42.00	Administration-Library
Other Expert & Professnl Srvc	Verified Credentials Inc		42.00	Administration-Library
Other Expert & Professnl Srvc	Verified Credentials Inc		42.00	Administration-Library
Other Expert & Professnl Srvc	Verified Credentials Inc		42.00	Administration-Library
Other Expert & Professnl Srvc	Verified Credentials Inc		42.00	Administration-Library
Other Expert & Professnl Srvc	Verified Credentials Inc		42.00	Administration-Library
Other Expert & Professnl Srvc	Verified Credentials Inc		42.00	Administration-Library
Other Expert & Professnl Srvc	Meyer, Scherer & Rockcastle, Ltd.	MSR MasterPlan	20,087.42	Administration-Library
Other Expert & Professnl Srvc	Meyer, Scherer & Rockcastle, Ltd.	MSRMasterPlan	2,815.00	Administration-Library
CD-ROM Database for Public Use	Crimson Multimedia Distribution	CD-ROM	213.91	Administration-Library
CD-ROM Database for Public Use	Crimson Multimedia Distribution	CD-ROM	324.16	Administration-Library
CD-ROM Database for Public Use	Crimson Multimedia Distribution	CD-ROM	40.00	Administration-Library
CD-ROM Database for Public Use	Crimson Multimedia Distribution	CD-ROM	191.35	Administration-Library
CD-ROM Database for Public Use	Crimson Multimedia Distribution	CD-ROM Games	223.91	Administration-Library
CD-ROM Database for Public Use	Crimson Multimedia Distribution	CD-ROM Games	165.00	Administration-Library
CD-ROM Database for Public Use	Crimson Multimedia Distribution	CD-ROM Games	233.32	Administration-Library
CD-ROM Database for Public Use	Crimson Multimedia Distribution	CD-ROM Games	282.68	Administration-Library

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Natural Gas	MN Energy Resources Corp	NaturalGas/8.20-9.18.24	1,353.15	Administration-Library
Natural Gas	MN Energy Resources Corp	NaturalGas/9/19-10.17.24	935.37	Administration-Library
Library Books	Tsai Fong Books, Inc.	Books	140.37	Administration-Library
Library Books	Tsai Fong Books, Inc.	Books	190.23	Administration-Library
Library Books	Tsai Fong Books, Inc.	Books	59.81	Administration-Library
Ofc Equip Contr Mtce & Repair	EO Johnson Co., Inc.	1729BWPrints10.16-11.15.2024	32.07	Administration-Library
Ofc Equip Contr Mtce & Repair	EO Johnson Co., Inc.	1729BWPrints8.21-9.20.24	3.23	Administration-Library
Ofc Equip Contr Mtce & Repair	EO Johnson Co., Inc.	1StFLCanoLease10.16-11.15.2024	226.00	Administration-Library
Ofc Equip Contr Mtce & Repair	EO Johnson Co., Inc.	1stFLCanonLease9.21-10.20.24	214.19	Administration-Library
Ofc Equip Contr Mtce & Repair	EO Johnson Co., Inc.	2478CLRPrints10.16-11.15.2024	273.76	Administration-Library
Ofc Equip Contr Mtce & Repair	EO Johnson Co., Inc.	2478CLRPrints8.21-9.20.24	89.01	Administration-Library
Ofc Equip Contr Mtce & Repair	EO Johnson Co., Inc.	2ndFLCanonLease9.16-10.15.24	226.00	Administration-Library
Ofc Equip Contr Mtce & Repair	EO Johnson Co., Inc.	5105BWPrints8.16-9.15.24	33.29	Administration-Library
Ofc Equip Contr Mtce & Repair	EO Johnson Co., Inc.	9616CLRPrints8.16-9.15.24	383.97	Administration-Library
Downloadable Audio	OverDrive, Inc.	Audiobook	1,144.68	Administration-Library
Downloadable Audio	OverDrive, Inc.	Audiobook	1,314.02	Administration-Library
Downloadable Audio	OverDrive, Inc.	Audiobook/Credit	-705.87	Administration-Library
Downloadable Audio	OverDrive, Inc.	Audiobooks	48.62	Administration-Library
Downloadable Audio	OverDrive, Inc.	Downloadable Audiobooks	1,183.11	Administration-Library
Downloadable Audio	OverDrive, Inc.	Downloadable Audiobooks	291.03	Administration-Library
Downloadable Audio	OverDrive, Inc.	Downloadable Audiobooks	2,357.13	Administration-Library
Downloadable Audio	OverDrive, Inc.	Downloadable Audiobooks	825.27	Administration-Library
Downloadable Audio	OverDrive, Inc.	Downloadable Audiobooks	2,442.13	Administration-Library
Downloadable Audio	OverDrive, Inc.	Downloadable Audiobooks	307.97	Administration-Library
Downloadable Audio	OverDrive, Inc.	Downloadable Audiobooks	1,868.30	Administration-Library
Downloadable Audio	OverDrive, Inc.	Downloadable Audiobooks	529.84	Administration-Library
Downloadable Audio	OverDrive, Inc.	DownloadableAudioBooks	32.24	Administration-Library
Library Books	OverDrive, Inc.	Books	1,188.60	Administration-Library
Library Books	OverDrive, Inc.	Books	14.77	Administration-Library
Library Books	OverDrive, Inc.	EBooks	722.33	Administration-Library
Library Books	OverDrive, Inc.	EBooks	470.91	Administration-Library
Library Books	OverDrive, Inc.	EBooks	1,430.76	Administration-Library
Library Books	OverDrive, Inc.	EBooks	653.76	Administration-Library

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Library Books	OverDrive, Inc.	EBooks	1,456.09	Administration-Library
Library Books	OverDrive, Inc.	EBooks	2,008.97	Administration-Library
Library Books	OverDrive, Inc.	EBooks	539.30	Administration-Library
Library Books	OverDrive, Inc.	EBooks	1,206.70	Administration-Library
Library Books	OverDrive, Inc.	EBooks	1,519.85	Administration-Library
Library Books	OverDrive, Inc.	EBooks	16.51	Administration-Library
Library Books	Veterans Information Service	Books	30.00	Administration-Library
Other Expert & Professnl Srvc	The Sand Creek Group Ltd	EAP CISM Services-Library	1,625.00	Administration-Library
Telephone/Fax/Computer line	T-Mobile	HotspotCharges/9.11-10.10.24	1,342.94	Administration-Library
Other Expert & Professnl Srvc	ASL Interpreting Services, Inc.	10.6.24SeedLibProg-CORACCPROG	138.00	Administration-Library
Other Contractual Services	Today's Business Solutions, Inc.	FaxProgram2ndQTR2024	537.44	Administration-Library
Gasoline and Vehicle LP	US Bank dba Voyager Fleet Systems	Discount Adjustment	-0.53	Administration-Library
Gasoline and Vehicle LP	US Bank dba Voyager Fleet Systems	Voyager Card 800001	31.54	Administration-Library
Magazines & Newspapers	WT Cox Information Services	Credit/MagazineCanceledTitle	-54.00	Administration-Library
Magazines & Newspapers	WT Cox Information Services	Subscriptions/Magazines1yr	2,921.49	Administration-Library
CD-ROM Database for Public Use	Amazon Capital Services, Inc.	AVGames	59.98	Administration-Library
CD-ROM Database for Public Use	Amazon Capital Services, Inc.	CD-ROM Games	49.99	Administration-Library
CD-ROM Database for Public Use	Amazon Capital Services, Inc.	CD-ROM Games	29.99	Administration-Library
CD-ROM Database for Public Use	Amazon Capital Services, Inc.	CD-ROM Games	48.00	Administration-Library
CD-ROM Database for Public Use	Amazon Capital Services, Inc.	CD-ROM Games	39.99	Administration-Library
DVD's	Amazon Capital Services, Inc.	AVCredit	-23.98	Administration-Library
DVD's	Amazon Capital Services, Inc.	DVDs	26.09	Administration-Library
DVD's	Amazon Capital Services, Inc.	DVDs	160.65	Administration-Library
DVD's	Amazon Capital Services, Inc.	DVDS	15.05	Administration-Library
DVD's	Amazon Capital Services, Inc.	DVDS	22.49	Administration-Library
DVD's	Amazon Capital Services, Inc.	DVDs	329.51	Administration-Library
DVD's	Amazon Capital Services, Inc.	DVDs	41.35	Administration-Library
DVD's	Amazon Capital Services, Inc.	DVDs	20.94	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	266.77	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	34.74	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	12.59	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	61.66	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	49.90	Administration-Library

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Library Books	Amazon Capital Services, Inc.	Books	398.91	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	141.18	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	44.95	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	59.57	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	160.93	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	71.22	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	241.87	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	13.59	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	37.15	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	251.99	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	219.34	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	101.49	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	48.84	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	35.00	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	16.97	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	15.92	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	60.87	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	48.80	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	16.00	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	64.87	Administration-Library
Library Books	Amazon Capital Services, Inc.	Books	96.12	Administration-Library
Office Supplies	Amazon Capital Services, Inc.	LaptopStandx4/MonitorLight	135.25	Administration-Library
Microfilm	Microfacs, Inc.	Reference/Microfilms	2,880.44	Administration-Library
Other Rent	SP Plus Corporation	VolParking/Sep2024	282.44	Administration-Library
			116,897.01	Total Administration-Library
Other Expert & Professnl Srvc	OverDrive, Inc.	InstantDigitalCards-103	51.50	Communications-Library
Other Expert & Professnl Srvc	OverDrive, Inc.	InstantDigitalCards-115	57.50	Communications-Library
Advertising and Promotion	OrangeBoy Inc	Mrktng-SavannahSbscrptn/1yr	8,500.00	Communications-Library
Printing	Range, Inc. DBA Johnson Printing	BusinessCards/4Names/250each	167.50	Communications-Library
Printing	Range, Inc. DBA Johnson Printing	Fall2024Newsletter	624.36	Communications-Library
			9,400.86	Total Communications-Library
Medical services	Olm Medical Center		99.00	Reader's Services-Library
Diesel Fuel	US Bank dba Voyager Fleet Systems	Discount Adjustment	-0.54	Reader's Services-Library

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Diesel Fuel	US Bank dba Voyager Fleet Systems	Voyager Card 400002	115.98	Reader's Services-Library
Diesel Fuel	US Bank dba Voyager Fleet Systems	Voyager Card 800002	128.51	Reader's Services-Library
Other Expert & Professnl Srvc	Threshold Arts LLC	RSProgramming/Performer	150.00	Reader's Services-Library
Program Supplies	Amazon Capital Services, Inc.	RSAdultProgramming	44.97	Reader's Services-Library
Other Contractual Services	Associated Courier DBA Street Fleet	DepositCollDeliveryOct2024	542.00	Reader's Services-Library
			1,079.92	Total Reader's Services-Library
PERA-Basic & Coordinated	PERA	Credit # 181224 ██████████	-310.90	Circulation Services-Library
Unemployment Compensation	MN Dept of Employment & Economic Dev	██████████	328.04	Circulation Services-Library
Other Contractual Services	Elm USA, Inc.	DiscCleaningSrvc/Oct.2024/90	200.00	Circulation Services-Library
Other Contractual Services	Elm USA, Inc.	DiscCleaningSrvcSept2024/39	200.00	Circulation Services-Library
			417.14	Total Circulation Services-Library
Other Supplies	Brodart Co Inc	TSSupplies/MysteryLabels	52.55	Technical Services-Library
Other Supplies	Demco Inc	BookWings/ReddiCorners	106.00	Technical Services-Library
Other Supplies	Demco Inc	TSSupl/EconBookTapex11rolls	80.32	Technical Services-Library
Other Supplies	Demco Inc	TSSupl/GlueStrips/BookWings	86.60	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Credit/ Materials Processing	-8.73	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Credit/Materials Processing	-3.68	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Credit/Materials Processing	-1.62	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Credit/Materials Processing	-1.62	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Credit/Materials Processing	-1.62	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Credit/Materials Processing	-1.62	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Credit/Materials Processing	-1.62	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Credit/Materials Processing	-2.69	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Credit/Materials Processing	-1.62	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	76.35	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	86.79	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	31.73	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	459.14	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	346.25	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	59.54	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	87.13	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	62.50	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	186.23	Technical Services-Library

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Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	27.20	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	86.79	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	28.13	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	27.20	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	18.09	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	35.37	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	33.66	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	121.47	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	167.53	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	35.56	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	0.07	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	74.49	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	447.55	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	75.44	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	393.79	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	20.20	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	19.43	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	63.76	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	39.94	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	34.72	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	33.84	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	411.29	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	26.27	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	28.73	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	39.31	Technical Services-Library
Other Expert & Professnl Srvc	Ingram Library Services	Materials Processing	225.48	Technical Services-Library
Other Supplies	Kapco	TSSupl/8'&9"BookPolyCovers	589.44	Technical Services-Library
Other Expert & Professnl Srvc	Midwest Tape Exchange	Materials Processing	382.78	Technical Services-Library
Other Expert & Professnl Srvc	Midwest Tape Exchange	Materials Processing	102.40	Technical Services-Library
Other Expert & Professnl Srvc	Midwest Tape Exchange	Materials Processing	469.20	Technical Services-Library
Other Expert & Professnl Srvc	Midwest Tape Exchange	Materials Processing	3.91	Technical Services-Library
Other Expert & Professnl Srvc	Midwest Tape Exchange	Materials Processing	417.78	Technical Services-Library
Other Expert & Professnl Srvc	Midwest Tape Exchange	Materials Processing	60.79	Technical Services-Library

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Other Expert & Professnl Srvc	Midwest Tape Exchange	Materials Processing	112.85	Technical Services-Library
Other Supplies	Amazon Capital Services, Inc.	TSSupl/HBands/ParchmentPaper	44.09	Technical Services-Library
Other Supplies	Amazon Capital Services, Inc.	TSSupplies/CalendarCorners	32.99	Technical Services-Library
			6,427.85	Total Technical Services-Library
Other Supplies	CDW Government Inc	CAT6Cable/15ft/Bluex4	37.24	Automation-Library
Other Supplies	CDW Government Inc	CAT6Cable/25ft/Bluex2	20.32	Automation-Library
Other Supplies	CDW Government Inc	CAT6Cable/Blue/40ft	19.48	Automation-Library
Other Supplies	CDW Government Inc	HP206XToner/Blk	108.75	Automation-Library
Other Supplies	CDW Government Inc	MACLOCKSSPIPADWALLMNT	86.22	Automation-Library
Computer Software/HardwareMtce	SHI International Corp	VMWare/VSphereEssentials+MT1yr	2,799.91	Automation-Library
Computer Software/HardwareMtce	SenSource Inc	AnnualServiceFee	564.00	Automation-Library
			3,635.92	Total Automation-Library
Building/Grounds Mtce Supplies	Menards Inc - South	TideTipStickonElectTapeSplash	56.02	Maintenance-Library
Medical services	Olm Medical Center		99.00	Maintenance-Library
Bldg & Grnds Contr Mtce & Rpr	Schumacher Elevator Inc	ElevatorMAINT9/2024	553.59	Maintenance-Library
Building/Grounds Mtce Supplies	TEC Industrial Inc	LightDutyV-Beltsx4	40.00	Maintenance-Library
Building/Grounds Mtce Supplies	TEC Industrial Inc	Maint/10MFD440VAC	61.24	Maintenance-Library
Bldg & Grnds Contr Mtce & Rpr	Winkels Electric Inc	Maint/ReplaceFaultyWaferLight	230.00	Maintenance-Library
Other Expert & Professnl Srvc	Verified Credentials Inc		55.00	Maintenance-Library
Building/Grounds Mtce Supplies	Network Services Company DBA Dalco	Can Liners	40.47	Maintenance-Library
Building/Grounds Mtce Supplies	Network Services Company DBA Dalco	Gloves/Soap/PaperPrdcts/Wipes	1,393.54	Maintenance-Library
Building/Grounds Mtce Supplies	Network Services Company DBA Dalco	Soap Dispensers	26.40	Maintenance-Library
Building/Grounds Mtce Supplies	Network Services Company DBA Dalco	SolarSalt40LBSoftener	504.00	Maintenance-Library
Bldg & Grnds Contr Mtce & Rpr	Valor Mechanical Inc	RepipeCastIronDrain	3,607.50	Maintenance-Library
Rubbish&Brush Removl/Recycling	Olm Co Solid Waste Refuse	Waste Disposal	25.00	Maintenance-Library
Rubbish&Brush Removl/Recycling	Olm Co Solid Waste Utilities	E-Waste Disposal	20.00	Maintenance-Library
Other Contractual Services	Meyer Darla M DBA D&M Industrial Clean	MonthlyOfficeCleaningOct2024	2,000.00	Maintenance-Library
Bldg & Grnds Contr Mtce & Rpr	Meyer Darla M DBA D&M Industrial Clean	MonthlyOfficeCleaningStep2024	2,000.00	Maintenance-Library
Other Expert & Professnl Srvc	ALTA Language Services, Inc.	Language testing-Ouks	132.00	Maintenance-Library
			10,843.76	Total Maintenance-Library
			148,901.76	Total 00202 Fund
			168,299.06	GRAND TOTAL

**City of Rochester, MN
Library Board
Detailed A/P Report
10/11/2024 to 11/14/2024**

ACCOUNT DESCRIPTION	PAYEE	DESCRIPTION OF PRODUCT/SERVICE	AMOUNT	DEPARTMENT
Equipment (not capitalized)	CDW Government Inc	ReplacementSoftware	2,594.00	Non-Construction CIP
Equipment (not capitalized)	Bibliotheca, LLC	DLA Wand Hardware/Software	4,113.91	Non-Construction CIP
Computer Software/HardwareMtce	Beyond Trust Corp	RemoteSupportUserCloud	1,365.00	Non-Construction CIP
Computer Software/HardwareMtce	Kudelski Security, Inc	FortiGate-121G1YearFoConverter	155.10	Non-Construction CIP
Other Expert & Professnl Srvcs	Oakwood Systems Group, Inc.	RPLSharepointProject	629.00	Non-Construction CIP
Other Expert & Professnl Srvcs	Oakwood Systems Group, Inc.	RPLSharePointProject	662.50	Non-Construction CIP
Other Expert & Professnl Srvcs	Oakwood Systems Group, Inc.	RPLSharepointProjectPhase1	337.50	Non-Construction CIP
			9,857.01	Total Non-Construction CIP
			9,857.01	Total 00404 Fund
			9,857.01	GRAND TOTAL



REQUEST FOR ACTION

October 2024 Monthly Reports

MEETING DATE:
November 20, 2024

ORIGINATING DEPT:
Library

AGENDA SECTION:
Consent

PRESENTER:
Kate Phutseevong

Action Requested:

Accepting the October 2024 monthly reports.

Report Narrative:

The October 2024 monthly reports are attached for the Library Board's review.

Prepared By:

Ameyo Campbell

Attachments:

[Summary - October 2024 Monthly Report Summary](#)
[Report - October 2024 Monthly Stats and Trends Report](#)
[Report - Oct 2024 Expenditure Report](#)
[Report - October 2024 Expenditure Report By Business Unit](#)
[Report - October 2024 Income Statement](#)
[Report - October 2024 Revenue Report](#)
[Report - October Library @ Home & Deposit Collection Report](#)
[Report - October 2024 Programs Report](#)



MONTHLY REPORT SUMMARY

October 2024 Report

Invoices

There were no invoices totaling \$50,000 or more in October.

Expenditure Report

Our Temporary (part-time) Salaries expenses are on track to be over budget this year. As of the end of October, 90% of the budget is spent.

Throughout this year, when part-time teammates have left, we have not filled those positions. At the start of 2024, we had 31 teammates who are part of our group of 18.5 staff. These positions are partially benefitted, with staff earning holiday, vacation, and sick pay, but not eligible for health benefits.

As of this month, we have 26 remaining 18.5 teammates and a group of more “seasonal” teammates (folks who work 13.5 hours or less per week). In order to balance our part-time budget, we will need to continue to keep part-time positions open when teammates leave. We anticipate anywhere from 4-6 more positions will need to be left open in the coming years to address the limited funding.

The Administration Team is working with their teams to manage workloads as the number of part-time teammates are reduced. In recent months, supervisors and teammates completed a time audit to identify ways to better understand how work can be prioritized to address workload challenges.

Monthly Report Highlights

Registrations continue to rise, with total registrations above last year’s numbers. 592 new cards were issued in October.

Total circulation is up, with the most significant increase happening with the digital collection use.

Library visits YTD are up 4.3% and program attendance is up 23.5% for the year. Some popular events this month:

- Mega Glow Party, with 198 attendees
- Minnesota’s Wild and Woolly Prohibition Days event with 16 attendees
- 880 visits to the library’s Art Room

October 2024 Monthly Report

Physical Circulation by Material Type

Library	Material Type	Month Total	YTD Total
Main Library	Children's Circulation	48,754	524,641
	Adult Circulation	29,379	323,573
	Physical Circulation - Not Print or Audiovisual	1,032	39,414
	Total	79,165	887,628
BookMobile	Children's Circulation	5,661	46,629
	Adult Circulation	3,344	31,615
	Physical Circulation - Not Print or Audiovisual	16	165
	Total	9,021	78,409
BookBox	Children's Circulation	15	250
	Adult Circulation	35	685
	Total	50	935
Total		88,236	966,972

Digital Circulation by Material Type

Material Type	Month Total	YTD Total
Children's Circulation	11,233	123,963
Adult Circulation	41,178	432,285
Total	52,411	556,248

Total Circulation by Material Type (Physical & Digital)

Material Type	Month Total	YTD Total
Children's Circulation	65,663	695,483
Adult Circulation	73,936	788,158
Physical Circulation - Not Print or Audiovisual	1,048	39,579
Total	140,647	1,523,220

Physical Circulation by Geographic Location

User Category	Month Total	YTD Total
City	71,055	775,426
County	13,648	149,119
Other	3,533	42,427
Total	88,236	966,972

Digital Circulation by Geographic Location

User Category	Month Total	YTD Total
City	44,550	381,613
County	1,306	71,972
Other	6,555	102,663
Total	52,411	556,248

Total Circulation by Geographic Location (Physical & Digital)

User Category	Month Total	YTD Total
City	115,605	1,157,039
County	14,954	221,091
Other	10,088	145,090
Total	140,647	1,523,220

October 2024 Monthly Report

Database Retrievals

Material Type	Month Total	YTD Total
Database Retrievals from Electronic Collections	28,166	350,084
Total	28,166	350,084

Total Collection Use (Total Circulation & Database Retrievals)

Material Type	Month Total	YTD Total
Total Circulation	140,647	1,523,220
Database Retrievals	28,166	350,084
Total	168,813	1,873,304

Registrations

User Category	New	Total
City	461	41,640
County	60	6,880
County-Reciprocal	12	1,125
Other-Reciprocal	57	4,320
Other-Visitor	2	177
Total	592	54,142

Physical Collection

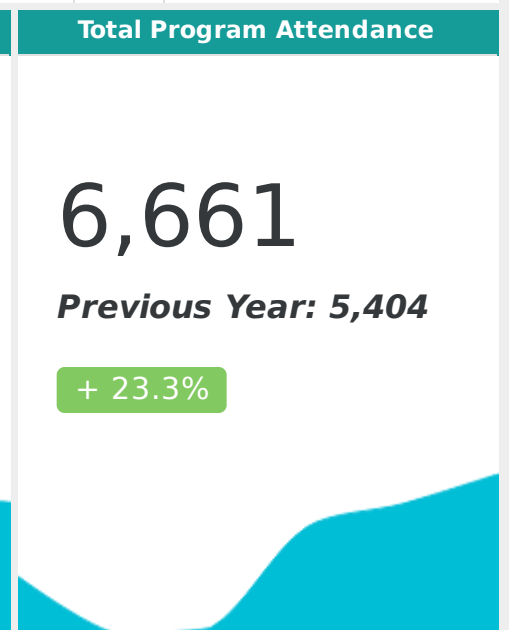
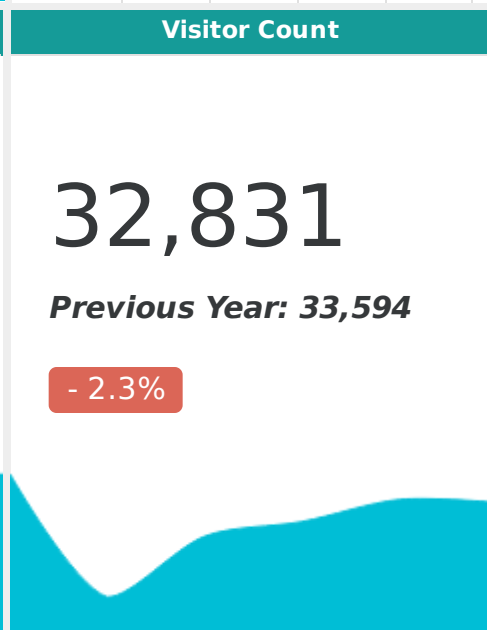
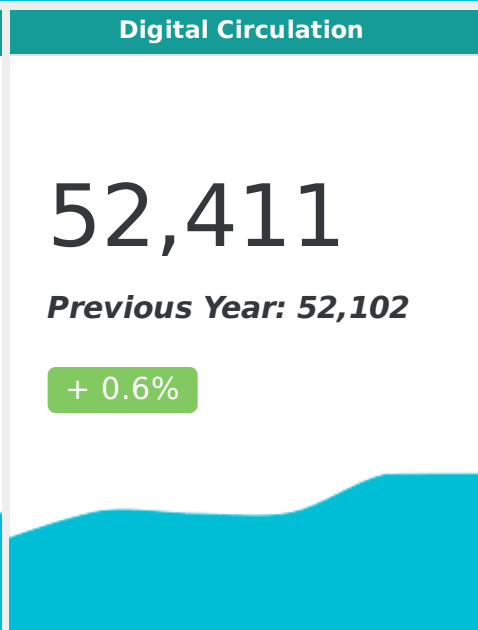
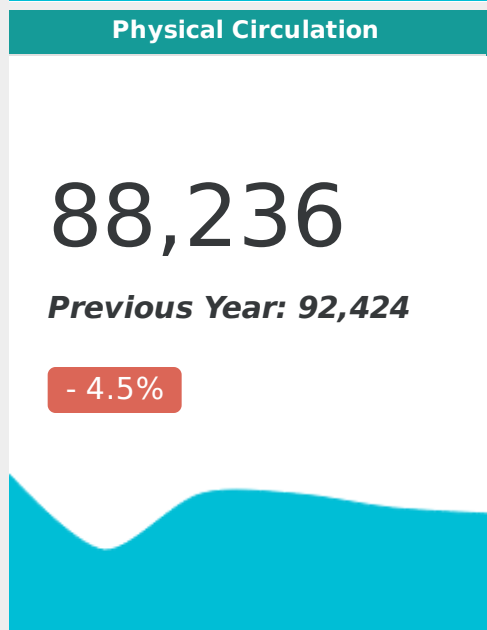
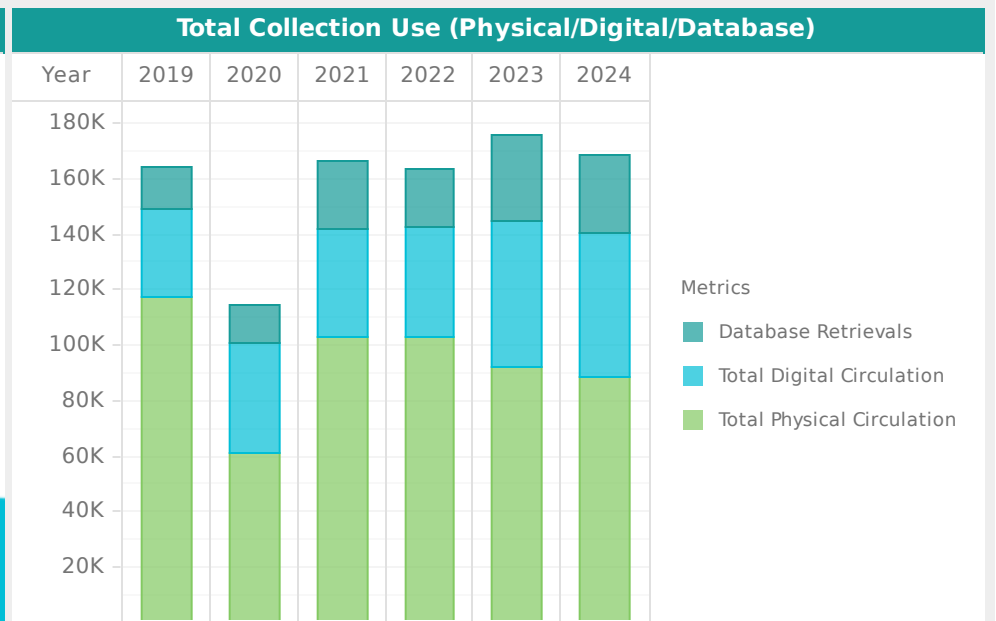
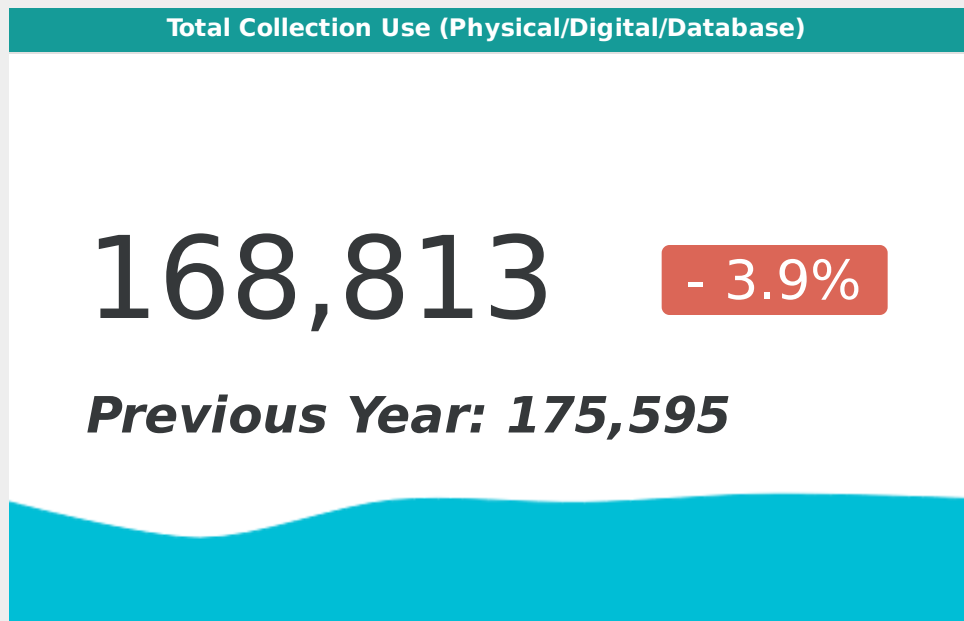
Library	Material Type	New	Total
Main Library	Print Materials	2,816	303,106
	Audio Materials, Physical	92	20,551
	Video Materials, Physical	203	46,953
	Other Physical Materials	30	2,013
	Total	3,141	372,623
BookMobile	Print Materials	298	13,111
	Audio Materials, Physical	0	42
	Video Materials, Physical	15	1,628
	Other Physical Materials	0	4
	Total	313	14,785
BookBox	Print Materials	10	358
	Video Materials, Physical	1	157
	Total	11	515
Total		3,465	387,923
Subscriptions		0	311
Newspapers		0	10
Total Physical Holdings		3,465	388,244

Digital Collection

Material Type	New	Total
NetLibrary		13,227
OverDrive-Ebooks (OC/OU+Metered Access)	1,095	249,893
OverDrive-Downloadable Audio (OC/OU+Metered Access)	2,142	51,821
OverDrive-Downloadable Magazines		5,163
Electronic Collection-Databases		24
Total	3,237	320,128

Total Collection (Physical & Digital)

Material Type	New	Total
Physical Collection	3,465	388,244
Digital Collection	3,237	320,128
Total	6,702	708,372



Year (Trend Line)

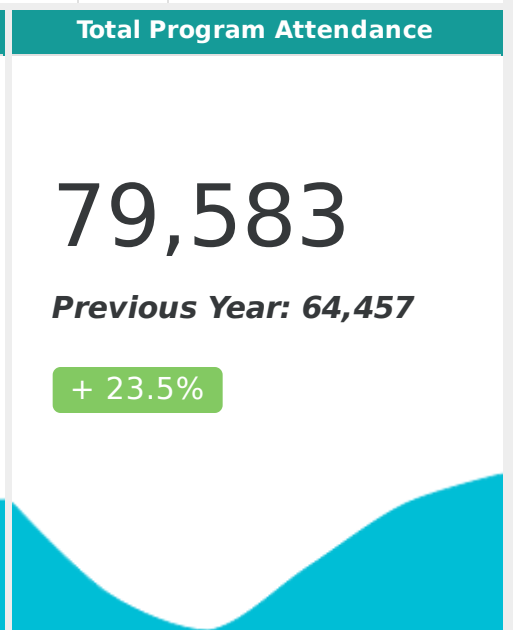
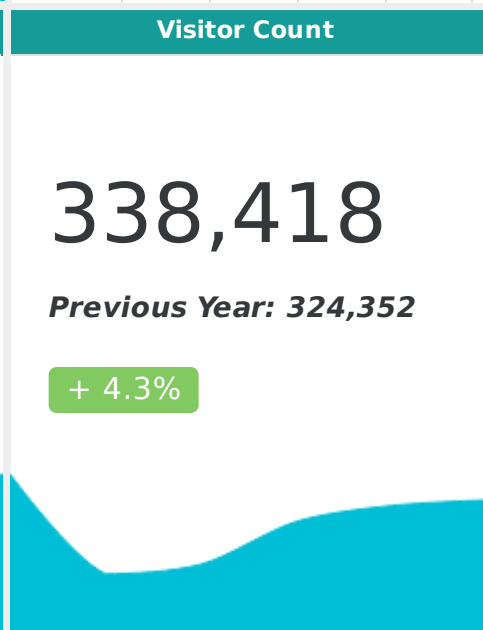
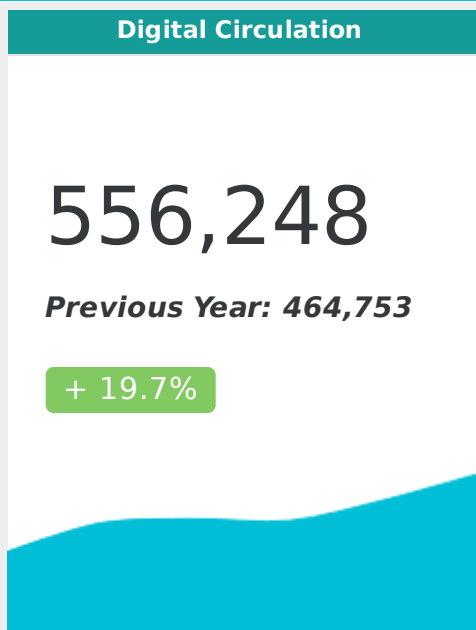
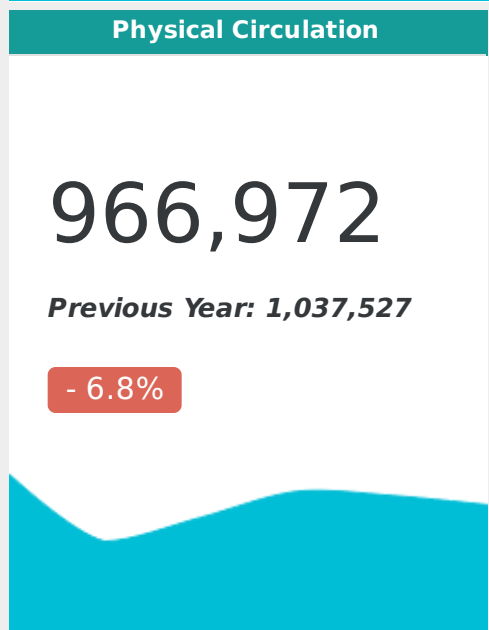
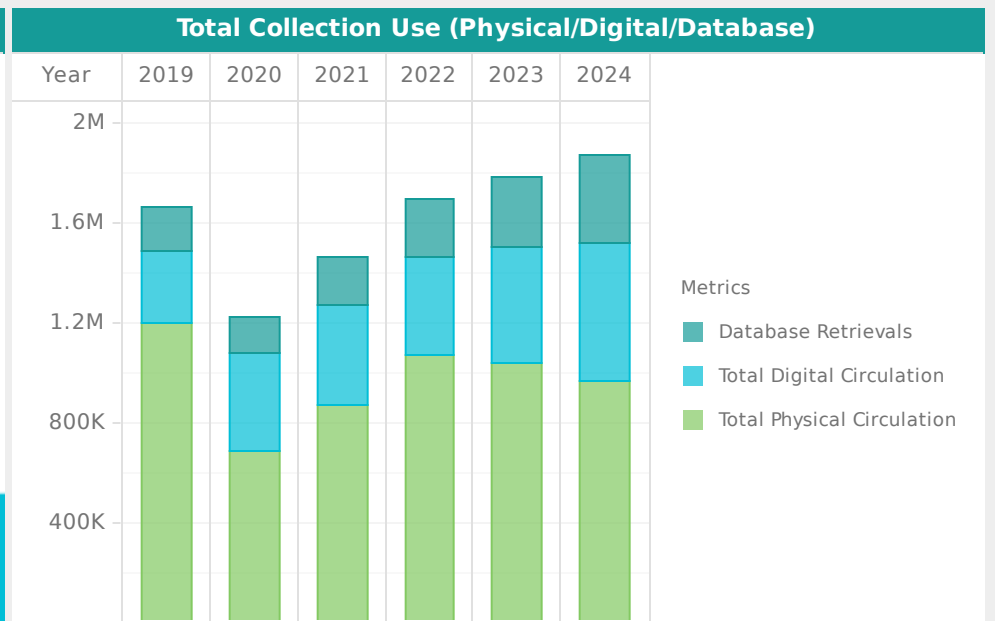
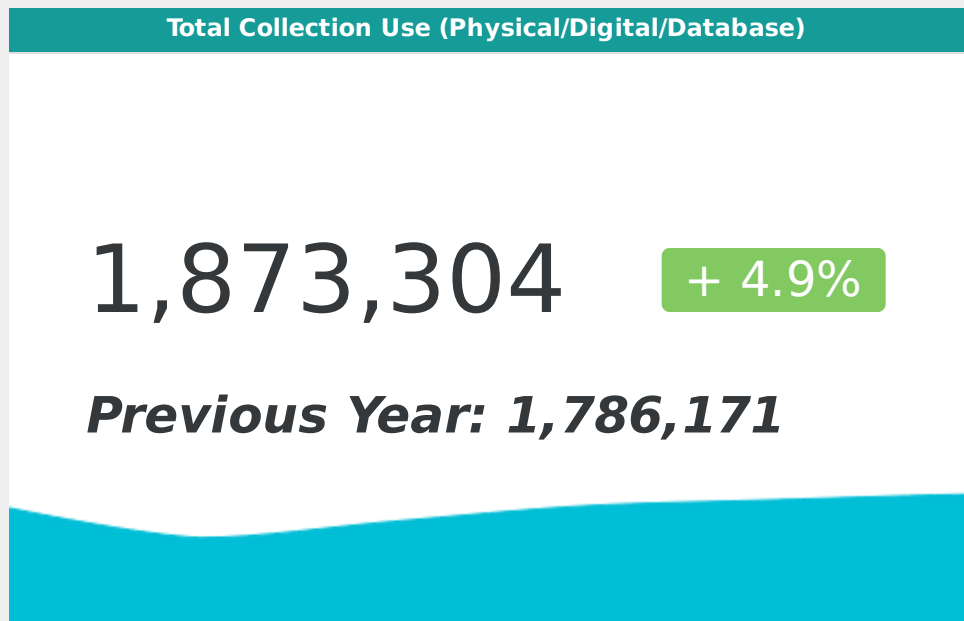
2019, 2020, 2021, 2022, 20...

Month

10

Branch

ALL



Year (Trend Line)

2019, 2020, 2021, 2022, 20...

Month

1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Branch

ALL

ROCHESTER PUBLIC LIBRARY EXPENDITURE REPORT

October-24

		2024 BUDGET	MTD SPENT	YTD SPENT	BALANCE	% USED CY	% USED PY
Code	Employee Services						
8010	Regular Salaries	4,722,042	541,645	3,914,412	807,630	83%	75%
8020	Temporary Salaries	692,672	82,652	623,310	69,362	90%	86%
8030	Regular Overtime	2,000	260	3,254	-1,254	163%	66%
8040	Other Pay (includes retirement accrued leave distribution)	1,047	371	38,751	-37,704	3701%	767%
8050	Employee Benefits-Pension	807,261	91,738	670,583	136,678	83%	75%
8060	Employee Benefits-Insurance	1,212,586	127,481	940,245	272,341	78%	72%
8070	Employee Benefits-Bus Pass	7,752	1,112	7,121	632	92%	79%
	Total Employee Services	7,445,360	845,260	6,197,676	1,247,684	83%	76%

		2024 BUDGET	MTD SPENT	YTD SPENT	BALANCE	% USED CY	% USED PY
	Contractual Services						
8100	Rents & Leases	3,468	282	3,110	358	90%	103%
8110	Advertising, Publishing, Promotion	34,092	13,009	24,925	9,167	73%	67%
8120	Contractual Maintenance & Repair	342,254	9,628	295,216	47,038	86%	96%
8130	Expert & Professional Services	293,171	29,283	68,268	224,903	23%	85%
8200	Telecommunications	41,224	2,600	18,266	22,958	44%	59%
8210	Travel, Tuition & Training	40,770	450	21,680	19,090	53%	35%
8220	Online Subscriptions and Memberships	150,012	468	129,502	20,510	86%	92%
8230	Utility Services	189,611	18,612	134,756	54,855	71%	76%
8260	Insurance & Bonds	52,100	0	31,129	20,971	60%	68%
8290	Other Contractual Services	39,742	1,526	14,779	24,963	37%	73%
	Total Contractual Services	1,186,444	75,857	741,631	444,813	63%	83%

		2024 BUDGET	MTD SPENT	YTD SPENT	BALANCE	% USED CY	% USED PY
	Materials & Supplies						
8300	Office Materials & Supplies	19,391	1,039	11,679	7,712	60%	58%
8310	Auto Machinery & Operational Supplies	6,676	446	7,415	-739	111%	100%
8320	Clothing & Protective Equipment	500	0	200	300	40%	35%
8330	Chemicals and Fertilizer	5,000	0	4,100	900	82%	107%
8340	Parts & Tool/Un-capitalized Equipment	5,693	0	12,117	-6,424	213%	28%
8360	Supplies & Materials	62,600	2,327	59,071	3,529	94%	83%
	Total Materials & Supplies	99,860	3,812	94,584	5,276	95%	77%

		2024 BUDGET	MTD SPENT	YTD SPENT	BALANCE	% USED CY	% USED PY
	Other Charges						
8410	Judgements/Penalties/Settlements	0	0	0	0	0%	0%
8430	Taxes & Licenses	49	0	104	-55	212%	125%
8490	Other Charges (revolving fund transfers; cc charges)	252,022	2,629	245,652	6,370	97%	97%
	Total Other Charges	252,071	2,629	245,756	6,315	97%	97%

		2024 BUDGET	MTD SPENT	YTD SPENT	BALANCE	% USED CY	% USED PY
	Capital Outlay						
8530	Capitalized Furniture & Equipment	0	0	0	0	0	
8560	Books and Materials	713,478	77,631	718,390	-4,912	101%	95%
	Total Capital Outlay	713,478	77,631	718,390	-4,912	101%	95%

8830	Other Expenditures/Other Transfers	25,000	0	0	25,000	0%	0%
	Total Account (includes encumbrances)	9,722,213	1,005,190	7,998,036	1,724,177	82%	78%

Rochester Public Library Materials Expenditure Report

OPERATING BUDGET-202

Account Number	Account Description	MTD		YTD		Budget Amount 2024	% Spent
		Oct 2024		2024			
45500.85610	Library Books	\$ 39,754.01	\$	296,179.27	\$	340,928.00	87%
45500.85610	Ebooks	\$ 10,972.04	\$	167,941.87	\$	155,900.00	108%
45500.85620	Magazines & Newspapers Subscription	\$ 3,534.48	\$	13,128.03	\$	14,500.00	91%
45500.85630	Vertical File Material*	\$ -	\$	-	\$	55.00	0%
45500.85640	Microfilm	\$ 2,880.44	\$	2,880.44	\$	546.00	528%
45500.85662	DVDs	\$ 4,863.54	\$	20,013.41	\$	37,000.00	54%
45500.85672	Compact Disc Recordings	\$ 48.57	\$	4,411.71	\$	14,000.00	32%
45500.85674	CD-ROM (X-Box/Nintendo)	\$ 1,754.31	\$	13,049.19	\$	6,005.00	217%
45500.85675	Downloadable Audio	\$ 13,824.09	\$	198,481.18	\$	136,265.00	146%
45500.85676	Downloadable Video*	\$ -	\$	-	\$	5,187.00	0%
45500.85677	Downloadable Music*	\$ -	\$	-	\$	1,092.00	0%
45500.85678	Library of Things (Board Games, Puzzles, etc.)	\$ -	\$	2,305.14	\$	-	
45500.85680	Special Subscriptions*				\$	2,000.00	0%
	Total	\$ 77,631.48	\$	718,390.24	\$	713,478.00	101%

45504.82210	Web Resources/Database Subscription	\$ -	\$	124,813.16	\$	66,568.00	187%
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GIFT FUND BUDGET-201

Account Number	Account Description	MTD		YTD		Budget Amount 2024	% Spent
		Oct 2024		2024			
45511.85610	Library Books	\$ -	\$	447.96	\$	40,273.36	1%
45511.85610	Ebooks	\$ 3,149.69	\$	29,067.09	\$	42,108.78	69%
45511.85620	Magazines & Newspapers	\$ -	\$	-	\$	-	
45511.85662	DVD's	\$ -	\$	-	\$	-	
45511.85672	Compact Disc Recordings	\$ -	\$	-	\$	-	
45511.85674	CD-ROM (X-Box/Nintendo)	\$ -	\$	-	\$	3,000.00	0%
45511.85675	Downloadable Audio	\$ (245.07)	\$	32,107.38	\$	59,826.39	54%
45511.85678	Library of Things (Board Games, Puzzles, etc.)	\$ -	\$	67.66	\$	5,800.00	1%
	Total	\$ 2,904.62	\$	61,690.09	\$	151,008.53	41%

45511.82210	Web Resources/Database Subscription	\$ -	\$	28,000.00	\$	60,432.00	46%
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	ALL SOURCES	\$ 932,893.49	\$	932,893.49	\$	991,486.53	94%
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*Request to move these categories to 85610/85675/85678 as part of 2026/2027 Budget Cycle

City of Rochester, MN

Expenditure Report by BU

For the Period Ending October 31, 2024

Description	Current Month Expenditures	Current Year Budget	YTD Expenditures	YTD Encumbrances	Available Balance	% of Budget Used
00202 Library Fund						
45500 Administration-Library						
80000 Expenditures						
80001 Employee Services						
80099 Regular Salaries	58,720.68	362,539.00	405,733.52		43,194.52-	111.91
80199 Temporary Salaries	1,909.93	14,500.00	15,047.81		547.81-	103.78
80399 Other Pay		1,047.00	588.72		458.28	56.23
80500 Employee Benefits - Pensions	9,036.24	57,007.00	62,740.14		5,733.14-	110.06
80600 Employee Benefits - Insurance	10,999.39	64,661.00	77,394.71		12,733.71-	119.69
80700 Other Employee Benefits	114.00	432.00	660.00		228.00-	152.78
80001 Employee Services	80,780.24	500,186.00	562,164.90		61,978.90-	112.39
80999 Professionl & Contracted Srvc						
81000 Rents and Leases	282.44	3,468.00	3,109.59		358.41	89.67
81100 Adv, Publishing, & Printing		432.00	168.00		264.00	38.89
81200 Contractual Mtce & Repair	949.69	11,695.00	8,244.08		3,450.92	70.49
81300 Expert & Professional Service	24,886.42	246,643.00	26,425.42	419.00	219,798.58	10.88
82000 Communications	2,122.81	35,070.00	13,947.51		21,122.49	39.77
82100 Travel/Training/Business Meal	450.00	35,940.00	21,292.00		14,648.00	59.24
82200 Subscriptions/Bks/Memberships	468.00	13,181.00	11,398.61		1,782.39	86.48
82300 Utilities	18,611.57	189,611.00	134,756.22		54,854.78	71.07
82600 Insurance and Bonds		52,100.00	31,128.62		20,971.38	59.75
82900 Contractual Services	559.09	929.00	2,921.82		1,992.82-	314.51
80999 Professionl & Contracted Srvc	48,330.02	589,069.00	253,391.87	419.00	335,258.13	43.09
82999 Materials and Supplies						
83000 Office Supplies	1,039.18	19,391.06	10,356.33	45.06	8,989.67	53.64
83100 Veh & Mach Operating Supplies	31.01	1,976.00	831.76		1,144.24	42.09
83400 Equipment, Tools, & Misc Part		1,653.00	1,984.87		331.87-	120.08
83600 Supplies	433.07	3,000.00	1,196.34		1,803.66	39.88
82999 Materials and Supplies	1,503.26	26,020.06	14,369.30	45.06	11,605.70	55.40
84000 Other Charges						
84300 Taxes and Licenses		49.00	85.00		36.00-	173.47
84900 Other Charges	280.63	27,834.00	26,160.45		1,673.55	93.99
84000 Other Charges	280.63	27,883.00	26,245.45		1,637.55	94.13
84998 Capital Outlay						
85600 Library Media	77,631.48	720,860.37	718,390.24		2,470.13	99.66
84998 Capital Outlay	77,631.48	720,860.37	718,390.24		2,470.13	99.66

City of Rochester, MN

Expenditure Report by BU

For the Period Ending October 31, 2024

Description	Current Month Expenditures	Current Year Budget	YTD Expenditures	YTD Encumbrances	Available Balance	% of Budget Used
87000 Allocated to Other Activities						
80000 Expenditures	208,525.63	1,864,018.43	1,574,561.76	464.06	288,992.61	84.50
87500 Other Financing Uses						
88000 Operating Transfers						
88001 Operating Transfers		25,000.00	25,000.00			100.00
88000 Operating Transfers		25,000.00	25,000.00			100.00
87500 Other Financing Uses		25,000.00	25,000.00			100.00
45500 Administration-Library	208,525.63	1,889,018.43	1,599,561.76	464.06	288,992.61	84.70

City of Rochester, MN

Expenditure Report by BU

For the Period Ending October 31, 2024

Description	Current Month Expenditures	Current Year Budget	YTD Expenditures	YTD Encumbrances	Available Balance	% of Budget Used
45501 Communications-Library						
80000 Expenditures						
80001 Employee Services						
80099 Regular Salaries	33,006.24	232,336.00	203,719.80		28,616.20	87.68
80399 Other Pay	521.16		7,421.99		7,421.99-	
80500 Employee Benefits - Pensions	4,989.82	35,199.00	30,919.25		4,279.75	87.84
80600 Employee Benefits - Insurance	7,387.18	74,630.00	67,772.32		6,857.68	90.81
80700 Other Employee Benefits	54.00	432.00	390.00		42.00	90.28
80001 Employee Services	45,958.40	342,597.00	310,223.36		32,373.64	90.55
80999 Professionl & Contracted Srvc						
81100 Adv, Publishing, & Printing	12,895.14	33,660.00	24,193.63		9,466.37	71.88
81300 Expert & Professional Service	57.50		1,415.08		1,415.08-	
82100 Travel/Training/Business Meal		750.00	347.93		402.07	46.39
82200 Subscriptions/Bks/Memberships		204.00	56.99		147.01	27.94
80999 Professionl & Contracted Srvc	12,952.64	34,614.00	26,013.63		8,600.37	75.15
82999 Materials and Supplies						
83000 Office Supplies			182.36		182.36-	
83600 Supplies		500.00	92.09		407.91	18.42
82999 Materials and Supplies		500.00	274.45		225.55	54.89
84000 Other Charges						
84900 Other Charges		3,081.00	3,081.00			100.00
84000 Other Charges		3,081.00	3,081.00			100.00
84998 Capital Outlay						
87000 Allocated to Other Activities						
80000 Expenditures	58,911.04	380,792.00	339,592.44		41,199.56	89.18
45501 Communications-Library	58,911.04	380,792.00	339,592.44		41,199.56	89.18

City of Rochester, MN

Expenditure Report by BU

For the Period Ending October 31, 2024

Description	Current Month Expenditures	Current Year Budget	YTD Expenditures	YTD Encumbrances	Available Balance	% of Budget Used
45502 Children's Services-Library						
80000 Expenditures						
80001 Employee Services						
80099 Regular Salaries	75,879.90	639,922.00	549,367.14		90,554.86	85.85
80199 Temporary Salaries	9,133.48	101,000.00	79,480.55		21,519.45	78.69
80500 Employee Benefits - Pensions	12,351.33	109,721.00	92,571.55		17,149.45	84.37
80600 Employee Benefits - Insurance	22,365.53	166,671.00	149,767.70		16,903.30	89.86
80700 Other Employee Benefits	151.50	936.00	886.50		49.50	94.71
80001 Employee Services	119,881.74	1,018,250.00	872,073.44		146,176.56	85.64
80999 Professionl & Contracted Srvc						
81100 Adv, Publishing, & Printing	113.38		563.38		563.38-	
81300 Expert & Professional Service		5,100.00	850.00		4,250.00	16.67
82100 Travel/Training/Business Meal		640.00	20.00		620.00	3.13
82200 Subscriptions/Bks/Memberships		459.00			459.00	
82900 Contractual Services		255.00			255.00	
80999 Professionl & Contracted Srvc	113.38	6,454.00	1,433.38		5,020.62	22.21
82999 Materials and Supplies						
83000 Office Supplies			32.99		32.99-	
83600 Supplies			1,837.35		1,837.35-	
82999 Materials and Supplies			1,870.34		1,870.34-	
84000 Other Charges						
84900 Other Charges		13,573.00	13,573.00			100.00
84000 Other Charges		13,573.00	13,573.00			100.00
84998 Capital Outlay						
87000 Allocated to Other Activities						
80000 Expenditures	119,995.12	1,038,277.00	888,950.16		149,326.84	85.62
45502 Children's Services-Library	119,995.12	1,038,277.00	888,950.16		149,326.84	85.62

City of Rochester, MN

Expenditure Report by BU

For the Period Ending October 31, 2024

Description	Current Month Expenditures	Current Year Budget	YTD Expenditures	YTD Encumbrances	Available Balance	% of Budget Used
45503 Reader's Services-Library						
80000 Expenditures						
80001 Employee Services						
80099 Regular Salaries	77,118.44	603,021.00	535,900.70		67,120.30	88.87
80199 Temporary Salaries	7,450.69	50,137.00	45,830.91		4,306.09	91.41
80299 Regular Overtime		500.00	456.20		43.80	91.24
80399 Other Pay	30.28-					
80500 Employee Benefits - Pensions	12,333.20	97,773.00	85,091.95		12,681.05	87.03
80600 Employee Benefits - Insurance	16,627.73	132,745.00	116,785.25		15,959.75	87.98
80700 Other Employee Benefits	132.00	864.00	816.00		48.00	94.44
80001 Employee Services	113,631.78	885,040.00	784,881.01		100,158.99	88.68
80999 Professionl & Contracted Srvc						
81200 Contractual Mtce & Repair	318.76	5,580.00	2,854.52		2,725.48	51.16
81300 Expert & Professional Service	249.00	1,020.00	1,886.91		866.91-	184.99
82000 Communications	242.69	1,474.00	1,195.94		278.06	81.14
82100 Travel/Training/Business Meal		560.00			560.00	
82200 Subscriptions/Bks/Memberships		372.00	672.10		300.10-	180.67
82900 Contractual Services	542.00	3,284.00	5,353.57		2,069.57-	163.02
80999 Professionl & Contracted Srvc	1,352.45	12,290.00	11,963.04		326.96	97.34
82999 Materials and Supplies						
83100 Veh & Mach Operating Supplies	414.95	4,700.00	6,583.60		1,883.60-	140.08
83400 Equipment, Tools, & Misc Part		1,640.00	1,640.00			100.00
83600 Supplies	220.92	300.00	665.61		365.61-	221.87
82999 Materials and Supplies	635.87	6,640.00	8,889.21		2,249.21-	133.87
84000 Other Charges						
84900 Other Charges	2,348.22	45,984.00	41,287.44		4,696.56	89.79
84000 Other Charges	2,348.22	45,984.00	41,287.44		4,696.56	89.79
84998 Capital Outlay						
87000 Allocated to Other Activities						
80000 Expenditures	117,968.32	949,954.00	847,020.70		102,933.30	89.16
45503 Reader's Services-Library	117,968.32	949,954.00	847,020.70		102,933.30	89.16

City of Rochester, MN

Expenditure Report by BU

For the Period Ending October 31, 2024

Description	Current Month Expenditures	Current Year Budget	YTD Expenditures	YTD Encumbrances	Available Balance	% of Budget Used
45504 Information Services-Library						
80000 Expenditures						
80001 Employee Services						
80099 Regular Salaries	97,214.58	892,094.00	691,771.50		200,322.50	77.54
80199 Temporary Salaries	5,597.82	38,500.00	40,640.59		2,140.59-	105.56
80299 Regular Overtime			214.52		214.52-	
80500 Employee Benefits - Pensions	15,360.79	140,020.00	109,263.01		30,756.99	78.03
80600 Employee Benefits - Insurance	18,457.51	158,104.00	129,920.02		28,183.98	82.17
80700 Other Employee Benefits	192.00	1,296.00	1,272.00		24.00	98.15
80001 Employee Services	136,822.70	1,230,014.00	973,081.64		256,932.36	79.11
80999 Professionl & Contracted Srvc						
81300 Expert & Professional Service		306.00	300.00		6.00	98.04
82100 Travel/Training/Business Meal		800.00			800.00	
82200 Subscriptions/Bks/Memberships		67,282.00	51,027.90		16,254.10	75.84
82900 Contractual Services		320.00			320.00	
80999 Professionl & Contracted Srvc		68,708.00	51,327.90		17,380.10	74.70
82999 Materials and Supplies						
83000 Office Supplies			22.77		22.77-	
83600 Supplies		700.00			700.00	
82999 Materials and Supplies		700.00	22.77		677.23	3.25
84000 Other Charges						
84900 Other Charges		13,364.00	13,364.00			100.00
84000 Other Charges		13,364.00	13,364.00			100.00
84998 Capital Outlay						
87000 Allocated to Other Activities						
80000 Expenditures	136,822.70	1,312,786.00	1,037,796.31		274,989.69	79.05
45504 Information Services-Library	136,822.70	1,312,786.00	1,037,796.31		274,989.69	79.05

City of Rochester, MN

Expenditure Report by BU

For the Period Ending October 31, 2024

Description	Current Month Expenditures	Current Year Budget	YTD Expenditures	YTD Encumbrances	Available Balance	% of Budget Used
45505 Circulation Services-Library						
80000 Expenditures						
80001 Employee Services						
80099 Regular Salaries	56,298.89	624,119.00	434,441.75		189,677.25	69.61
80199 Temporary Salaries	47,489.61	375,003.00	359,192.22		15,810.78	95.78
80299 Regular Overtime			35.97		35.97-	
80500 Employee Benefits - Pensions	14,804.55	145,702.00	114,239.85		31,462.15	78.41
80600 Employee Benefits - Insurance	14,405.17	178,604.00	100,504.15		78,099.85	56.27
80700 Other Employee Benefits	186.00	1,488.00	1,134.00		354.00	76.21
80001 Employee Services	133,184.22	1,324,916.00	1,009,547.94		315,368.06	76.20
80999 Professionl & Contracted Srvc						
81200 Contractual Mtce & Repair		28,631.00	4,975.00		23,656.00	17.38
82100 Travel/Training/Business Meal		720.00			720.00	
82200 Subscriptions/Bks/Memberships		153.00	230.00		77.00-	150.33
82900 Contractual Services	400.00	3,060.00	2,000.00		1,060.00	65.36
80999 Professionl & Contracted Srvc	400.00	32,564.00	7,205.00		25,359.00	22.13
82999 Materials and Supplies						
83000 Office Supplies			85.85		85.85-	
83600 Supplies		1,000.00			1,000.00	
82999 Materials and Supplies		1,000.00	85.85		914.15	8.59
84000 Other Charges						
84900 Other Charges		32,091.00	32,091.00			100.00
84000 Other Charges		32,091.00	32,091.00			100.00
84998 Capital Outlay						
87000 Allocated to Other Activities						
80000 Expenditures	133,584.22	1,390,571.00	1,048,929.79		341,641.21	75.43
45505 Circulation Services-Library	133,584.22	1,390,571.00	1,048,929.79		341,641.21	75.43

City of Rochester, MN

Expenditure Report by BU

For the Period Ending October 31, 2024

Description	Current Month Expenditures	Current Year Budget	YTD Expenditures	YTD Encumbrances	Available Balance	% of Budget Used
45506 Technical Services-Library						
80000 Expenditures						
80001 Employee Services						
80099 Regular Salaries	84,541.36	743,957.00	595,925.19		148,031.81	80.10
80199 Temporary Salaries	5,558.94	44,000.00	39,157.01		4,842.99	88.99
80399 Other Pay	119.72		16,594.57		16,594.57	
80500 Employee Benefits - Pensions	13,321.96	118,273.00	95,199.09		23,073.91	80.49
80600 Employee Benefits - Insurance	22,535.12	292,807.00	169,278.55		123,528.45	57.81
80700 Other Employee Benefits	156.00	1,152.00	984.00		168.00	85.42
80001 Employee Services	125,993.66	1,200,189.00	917,138.41		283,050.59	76.42
80999 Professionl & Contracted Srvc						
81300 Expert & Professional Service	3,902.59	40,000.00	37,228.50		2,771.50	93.07
82100 Travel/Training/Business Meal		800.00			800.00	
82200 Subscriptions/Bks/Memberships		67,955.00	66,111.59		1,843.41	97.29
80999 Professionl & Contracted Srvc	3,902.59	108,755.00	103,340.09		5,414.91	95.02
82999 Materials and Supplies						
83600 Supplies	853.00	31,800.00	28,766.13		3,033.87	90.46
82999 Materials and Supplies	853.00	31,800.00	28,766.13		3,033.87	90.46
84000 Other Charges						
84900 Other Charges		9,839.00	9,839.00			100.00
84000 Other Charges		9,839.00	9,839.00			100.00
84998 Capital Outlay						
87000 Allocated to Other Activities						
80000 Expenditures	130,749.25	1,350,583.00	1,059,083.63		291,499.37	78.42
45506 Technical Services-Library	130,749.25	1,350,583.00	1,059,083.63		291,499.37	78.42

City of Rochester, MN

Expenditure Report by BU

For the Period Ending October 31, 2024

Description	Current Month Expenditures	Current Year Budget	YTD Expenditures	YTD Encumbrances	Available Balance	% of Budget Used
45507 Automation-Library						
80000 Expenditures						
80001 Employee Services						
80099 Regular Salaries	36,436.50	430,114.00	334,773.08		95,340.92	77.83
80199 Temporary Salaries	4,322.12	35,967.00	31,595.31		4,371.69	87.85
80299 Regular Overtime	260.34		667.12		667.12-	
80399 Other Pay			14,145.97		14,145.97-	
80500 Employee Benefits - Pensions	6,076.30	69,712.00	54,641.61		15,070.39	78.38
80600 Employee Benefits - Insurance	8,132.30	77,674.00	82,457.68		4,783.68-	106.16
80700 Other Employee Benefits	54.00	576.00	474.00		102.00	82.29
80001 Employee Services	55,281.56	614,043.00	518,754.77		95,288.23	84.48
80999 Professionl & Contracted Srvc						
81200 Contractual Mtce & Repair	1,968.68	266,768.00	244,913.24		21,854.76	91.81
81300 Expert & Professional Service			127.92-		127.92	
82000 Communications	156.00	2,808.00	2,357.68		450.32	83.96
82100 Travel/Training/Business Meal		320.00	19.99		300.01	6.25
82200 Subscriptions/Bks/Memberships		347.00	4.94		342.06	1.42
82900 Contractual Services		1,071.00	47.08		1,023.92	4.40
80999 Professionl & Contracted Srvc	2,124.68	271,314.00	247,215.01		24,098.99	91.12
82999 Materials and Supplies						
83000 Office Supplies			999.12		999.12-	
83600 Supplies	158.78	4,000.00	3,998.11		1.89	99.95
82999 Materials and Supplies	158.78	4,000.00	4,997.23		997.23-	124.93
84000 Other Charges						
84900 Other Charges		101,884.00	101,884.00			100.00
84000 Other Charges		101,884.00	101,884.00			100.00
84998 Capital Outlay						
87000 Allocated to Other Activities						
80000 Expenditures	57,565.02	991,241.00	872,851.01		118,389.99	88.06
45507 Automation-Library	57,565.02	991,241.00	872,851.01		118,389.99	88.06

City of Rochester, MN

Expenditure Report by BU

For the Period Ending October 31, 2024

Description	Current Month Expenditures	Current Year Budget	YTD Expenditures	YTD Encumbrances	Available Balance	% of Budget Used
45508 Maintenance-Library						
80000 Expenditures						
80001 Employee Services						
80099 Regular Salaries	22,428.72	193,940.00	162,779.41		31,160.59	83.93
80199 Temporary Salaries	1,189.88	33,565.00	12,365.46		21,199.54	36.84
80299 Regular Overtime		1,500.00	1,880.05		380.05-	125.34
80500 Employee Benefits - Pensions	3,464.09	33,854.00	25,916.06		7,937.94	76.55
80600 Employee Benefits - Insurance	6,571.35	66,690.00	46,365.06		20,324.94	69.52
80700 Other Employee Benefits	72.00	576.00	504.00		72.00	87.50
80001 Employee Services	33,726.04	330,125.00	249,810.04		80,314.96	75.67
80999 Professionl & Contracted Srvc						
81200 Contractual Mtce & Repair	6,391.09	29,580.00	34,229.45		4,649.45-	115.72
81300 Expert & Professional Service	187.00	102.00	290.00		188.00-	284.31
82000 Communications	78.00	1,872.00	765.14		1,106.86	40.87
82100 Travel/Training/Business Meal		240.00			240.00	
82200 Subscriptions/Bks/Memberships		59.00			59.00	
82900 Contractual Services	25.00	30,823.00	4,456.62		26,366.38	14.46
80999 Professionl & Contracted Srvc	6,681.09	62,676.00	39,741.21		22,934.79	63.41
82999 Materials and Supplies						
83200 Clothing & Protective Equipmn		500.00	200.00		300.00	40.00
83300 Commodities		5,000.00	4,100.22		899.78	82.00
83400 Equipment, Tools, & Misc Part		2,400.00	8,492.44		6,092.44-	353.85
83600 Supplies	661.26	21,300.00	22,515.64		1,215.64-	105.71
82999 Materials and Supplies	661.26	29,200.00	35,308.30		6,108.30-	120.92
84000 Other Charges						
84300 Taxes and Licenses			19.00		19.00-	
84900 Other Charges		4,372.00	4,372.00			100.00
84000 Other Charges		4,372.00	4,391.00		19.00-	100.43
84998 Capital Outlay						
87000 Allocated to Other Activities						
80000 Expenditures	41,068.39	426,373.00	329,250.55		97,122.45	77.22
45508 Maintenance-Library	41,068.39	426,373.00	329,250.55		97,122.45	77.22
00202 Library Fund	1,005,189.69	9,729,595.43	8,023,036.35	464.06	1,706,095.02	82.46

Income Statement

For the Ten Months Ending October 31, 2024

Current Month Actual	% Revenue	Last Year Actual	% Revenue	Description	Year to Date Actual	% Revenue	Last Year to Date Actual	% Revenue	% Change
				Library Fund					
				Revenues					
				Taxes					
				General Property Taxes					
				Current Ad Valorem Taxes	8,331,748.46	86.71	7,817,318.17	85.58	6.58
				General Property Taxes	8,331,748.46	86.71	7,817,318.17	85.58	6.58
				Taxes	8,331,748.46	86.71	7,817,318.17	85.58	6.58
				Fines, Forfeits, and Penalties					
				Fines, Forfeits, and Penalties					
1,208.55	.41	881.77	.30	Lost book Fee	15,746.63	.16	10,690.76	.12	47.29
				Duplicate Library Card	2.00				
				Collection Fee Revenue					
				Other Fines					
1,208.55	.41	881.77	.30	Fines, Forfeits, and Penalties	15,748.63	.16	10,690.76	.12	47.31
1,208.55	.41	881.77	.30	Fines, Forfeits, and Penalties	15,748.63	.16	10,690.76	.12	47.31
				Intergovernmental Revenue					
				State Revenues					
				State-Homestead Ag Credit Aid					
				State - PERA Aid					
				State Grants					
				State Revenues					
				County Revenues					
295,960.50	99.49	289,300.00	99.79	County Appropriations	1,183,842.00	12.32	1,157,200.00	12.67	2.30
295,960.50	99.49	289,300.00	99.79	County Revenues	1,183,842.00	12.32	1,157,200.00	12.67	2.30
				Federal Revenues					
				Federal Grants					
				Federal Grants - Thru State					
				Federal Revenues					
295,960.50	99.49	289,300.00	99.79	Intergovernmental Revenue	1,183,842.00	12.32	1,157,200.00	12.67	2.30
				Charges for Services					
				Service Fees					
2,522.80	.85	1,362.50	.47	Photostatic Copies	13,221.99	.14	11,434.38	.13	15.63
				Document Prep & Recording Fee					
				Other Charges for Services	1,802.08	.02	632.61	.01	184.86

For the Ten Months Ending October 31, 2024

Current Month Actual	% Revenue	Last Year Actual	% Revenue	Description	Year to Date Actual	% Revenue	Last Year to Date Actual	% Revenue	% Change
2,522.80	.85	1,362.50	.47	Service Fees	15,024.07	.16	12,066.99	.13	24.51
				Rentals & User Fees					
29.00	.01	39.00	.01	Visitor Card Fee	1,081.00	.01	942.00	.01	14.76
				Internet Service/Card					
				Hot Spot Rentals					
				Auditorium					
				Best-Seller Book Rental					
				Pers Computer/Fax Usage Fee					
				Picture Rental					
29.00	.01	39.00	.01	Rentals & User Fees	1,081.00	.01	942.00	.01	14.76
				Commissions					
		72.40	.02	Commissions-Vending Machines	226.05		746.33	.01	69.71-
				Telephone Commissions					
				Misc Other Commissions					
		72.40	.02	Commissions	226.05		746.33	.01	69.71-
				Concessions					
				Vending Machine Concessions					
				Concessions					
2,551.80	.86	1,473.90	.51	Charges for Services	16,331.12	.17	13,755.32	.15	18.73
				Miscellaneous Revenues					
				Interest					
2,236.62-	.75	1,775.94-	.61	Investment Income	21,145.75	.22	14,938.00	.16	41.56
				Net Unrlz'd Gain(Loss) F/V Invs	39,500.00	.41	119,900.00	1.31	67.06-
				Interest - Other					
2,236.62-	.75	1,775.94-	.61	Interest	60,645.75	.63	134,838.00	1.48	55.02-
				Sale of Property					
				Misc SaleofGoods(tax included)	468.53		74.92		525.37
				Other Sale of Property					
				Sale of Property	468.53		74.92		525.37
				Private Sources					
				Individual & Business Funds					
				Private Sources					
				Reimbursements					
		27.43	.01	Witness Fee/Jury Duty Reimburs	80.00		27.43		191.65

City of Rochester, MN
Income Statement
For the Ten Months Ending October 31, 2024

Current Month Actual	% Revenue	Last Year Actual	% Revenue	Description	Year to Date Actual	% Revenue	Last Year to Date Actual	% Revenue	% Change
				Insurance Reimbursement					
				Court Ordered Restitution					
				Other Reimbursements			204.33		100.00-
		27.43	.01	Reimbursements	80.00		231.76		65.48-
				Other					
				Cash Over & Short	1.00		.03		3,233.33
				Allow for Uncoll A/R					
				A/R Deduction Suspense					
				Other	1.00		.03		3,233.33
2,236.62-	.75	1,748.51-	.60	Miscellaneous Revenues	61,195.28	.64	135,144.71	1.48	54.72-
297,484.23	100.00	289,907.16	100.00	Revenues	9,608,865.49	100.00	9,134,108.96	100.00	5.20
297,484.23	100.00	289,907.16	100.00	Library Fund	9,608,865.49	100.00	9,134,108.96	100.00	5.20

**PRELIMINARY SUMMARY OF FEES COLLECTED
January-December 2024**

REVENUE SOURCE	Estimated	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	TOTAL	
Lost Books	4,343.00	1,044.39	3,919.58	949.00	1,550.10	655.40	1,092.88	1,344.34	2,083.17	1,574.14	1,208.55			15,421.55	355.09%
Photocopies	10,000.00	1,274.30	627.55	1,495.74	1,634.23	1,608.81	664.14	639.06	2,146.56	751.72	2,522.80			13,364.91	133.65%
Other Charges for Services	707.00	0.00	0.00	858.70	0.00	0.00	943.38	0.00	0.00	0.00	0.00			1,802.08	254.89%
Visitor Cards	404.00	74.00	63.00	194.00	236.00	167.00	104.00	94.00	3.00	67.00	29.00			1,031.00	255.20%
Commissions	1,717.00	0.00	89.13	0.00	66.27	0.00	0.00	0.00	70.65	0.00	0.00			226.05	13.17%
Misc Sale of Goods	100.00	8.00	10.00	85.46	345.15	0.00	4.63	10.17	1.85	4.63	0.00			469.89	469.89%
TOTAL	17,271.00	2,400.69	4,709.26	3,582.90	3,831.75	2,431.21	2,809.03	2,087.57	4,305.23	2,397.49	3,760.35	0.00	0.00	32,315.48	187.11%
2023	12,836.00	2,100.73	2,437.60	2,768.61	2,201.11	2,425.06	2,260.62	3,101.42	2,863.04	2,109.29	2,355.67	2,043.92	2,434.26	29,101.33	
2022	13,400.00	1,495.03	1,995.91	1,546.76	2,636.99	1,218.59	2,629.28	1,974.34	1,990.82	1,991.99	2,711.95	1,885.92	2,036.21	24,113.79	
2021	106,700.00	400.19	662.41	361.18	472.94	1,217.42	603.12	853.33	1,100.55	1,043.77	1,438.98	1,701.86	2,739.88	12,595.63	
2020	154,200.00	7,366.88	11,586.66	9,016.20	2,698.44	578.15	658.58	532.51	489.41	452.58	811.87	398.50	267.58	34,857.36	
2019	157,550.00	12,709.74	14,207.25	15,154.57	11,560.85	8,573.30	6,790.40	7,883.62	7,263.82	5,036.13	6,252.93	5,254.28	5,220.87	105,907.76	
2018	166,850.00	13,468.22	15,980.96	18,445.82	15,636.39	12,210.30	13,175.54	11,396.81	11,029.00	9,974.23	11,977.70	10,591.71	8,964.01	152,850.69	
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	1,439.25	2,878.50	4,317.75	5,757.00	7,196.25	8,635.50	10,074.75	11,514.00	12,953.25	14,392.50	15,831.75	17,271.00			
Total Revenue to Date	2,400.69	7,109.95	10,692.85	14,524.60	16,955.81	19,764.84	21,852.41	26,157.64	28,555.13	32,315.48	32,315.48	32,315.48			
Amount YTD over (under) estimated revenue	961.44	4,231.45	6,375.10	8,767.60	9,759.56	11,129.34	11,777.66	14,643.64	15,601.88	17,922.98	16,483.73	15,044.48			

2024 DELIVERY LOCATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Items delivered Arbor Garden (Eyota)	76	76	77	74	69	58	59	60	60	64
Items delivered Arbor Terrace	57	56	55	57	55	55	63	56	59	56
Items delivered Bright Star Daycare	51	52	0	50	51	48	51	80	82	89
Items delivered Byron Madonna Summit	46	41	46	45	47	30	30	34	30	30
Items delivered Central Towers	56	53	58	55	57	57	55	55	57	57
Items delivered Charter House	52	46	45	51	47	48	48	50	44	43
Items delivered Cottagewood	36	0	0	0	0	0	0	0	0	0
Items delivered Edenbrook	35	35	35	35	35	35	35	35	35	35
Items delivered Healthcare East (Riverside)	0	0	0	0	0	0	0	0	0	0
Items delivered Healthcare West	0	0	0	0	0	0	0	0	0	0
Items delivered Jeremiah Program	40	46	48	45	40	48	12	8	18	8
Items delivered Kids Come 1st (Mathison) NW	0	0	0	0	0	0	0	0	0	48
Items delivered Madonna Meadows	47	49	46	47	50	48	47	47	47	47
Items delivered Madonna Nursing Care	0	0	0	0	0	0	0	0	0	0
Items delivered Meadow Lakes	57	51	52	56	53	50	53	50	53	50
Items delivered Northgate Plaza	0	0	0	0	0	0	0	0	0	0
Items delivered Realife Co-Op	100	101	102	99	102	106	107	103	102	102
Items delivered River Bend	32	30	25	25	25	26	28	29	31	30
Items delivered River Bluff	81	76	75	74	102	83	81	76	80	75
Items delivered Samaritan Bethany Home	81	88	82	81	83	83	80	87	80	80
Items delivered Towne Club Apt	53	60	56	0	0	0	0	0	0	0
Items delivered Waters At Mayowood	61	60	67	70	87	60	67	61	68	63
SUBTOTAL Items Delivered to Senior Facilities	961	920	869	864	903	835	816	831	846	877
Items delivered to Abilities Unlimited	0	0	0	0	0	0	0	0	0	0
Items delivered to Adult Detention Center	55	55	55	55	55	55	55	55	55	56
Items delivered to Arts and Science Academy	0	55	5	0	0	0	0	0	0	0
Items delivered to Boys and Girls Club	0	0	0	0	0	0	0	0	0	0
Items delivered to Bright Horizon	23	6	44	29	31	52	63	37	33	46
Items delivered to Byron Primary School (Byron)	0	0	0	0	0	0	0	0	0	0
Items delivered to Civic League SW (Balfour House)	112	115	102	94	90	107	82	95	124	90
Items delivered to Early Advantage	0	0	0	0	0	0	0	0	0	0
Items delivered to EPIC Endeavors	0	0	0	0	0	0	0	0	0	0
Items delivered to Eureka	47	66	48	26	45	116	69	9	23	0
Items delivered to Federal Medical Center	84	62	98	95	81	117	99	118	123	112
Items delivered to First Steps	45	45	44	47	45	47	45	50	35	52
Items delivered to Forte	75	79	75	79	50	55	52	50	50	50
Items delivered to High Pointe	66	63	60	61	57	59	65	60	64	63
Items delivered to Homestead at Rochester (Legacy)	134	93	94	95	93	98	90	100	100	100
Items delivered to RRLC Homestead	0	0	0	0	0	0	0	0	0	0
Items delivered to Kindercare SW	30	30	30	0	0	0	0	0	0	0
Items delivered to Kids Come 1st	153	142	149	158	171	173	183	182	165	168
Items delivered to Mighty Oaks	0	0	0	0	0	0	0	0	0	0
Items delivered to The Moors	56	53	50	50	51	50	50	51	50	52
Items delivered to New Horizon Kutzky	0	0	0	0	0	0	0	0	0	0
Items delivered to Primrose	0	60	4	87	47	66	55	63	23	74
Items delivered to Shorewood Commons	69	63	69	74	69	69	68	0	0	0
Items delivered to Shorewood Place	80	73	84	71	76	70	71	70	82	73
Items delivered Towne Club Apt	0	0	0	55	56	55	54	50	60	58
Items delivered to 125 Live	0	0	0	0	0	0	0	0	0	0
Items delivered to Zumbro Valley	0	0	0	0	0	0	0	0	0	0
SUBTOTAL Items Delivered to Other Facilities	1029	1060	1011	1076	1017	1189	1101	990	987	994
TOTAL Deposit Collection Program	1990	1980	1880	1940	1920	2024	1917	1821	1833	1871
Items delivered to Library @ Home patrons	123	127	165	148	197	189	161	180	199	190
Number of Patrons	21	21	22	25	24	25	25	23	26	26
Book Bundles delivered on the Bookmobile	0	0	0	0	0	0	0	0	0	0

Program name	Program Start Date	Format (select the cell and choose from the dropdown)	Target age (choose from dropdown)	Attendance: in-person programs	Attendance: live virtual programs	Views at 30 days: recorded programs	Participants: self-directed activities
Fire Station #1 Storytime	10/4/2024	In-person offsite program	ages 0-5	163			
Outreach: Churchill Family Engagement Night	10/29/2024	In-person offsite program	ages 6-11	123			
Outreach: Hoover Preschool	10/10/2024	In-person offsite program	ages 0-5	36			
Outreach: Hoover Preschool	10/10/2024	In-person offsite program	ages 6-11	45			
Outreach: Hoover Preschool	10/15/2024	In-person offsite program	ages 6-11	55			
Outreach: Mighty Oaks Preschool	10/10/2024	In-person offsite program	ages 6-11	25			
Outreach: Mighty Oaks Preschool	10/15/2024	In-person offsite program	ages 6-11	19			
Outreach: Rochester Center for Children	10/9/2024	In-person offsite program	ages 6-11	18			
Outreach: Rochester Center for Children	10/9/2024	In-person offsite program	ages 6-11	14			
To Banish Forever - Author Cathy Coats	10/12/2024	In-person offsite program	adult(ages 19+)	27			
Bad Kitty Storytime	10/17/2024	In-person onsite program	all ages	25			
Bad Kitty Storytime	10/18/2024	In-person onsite program	all ages	74			
Children's Concert with Gao Hong	10/26/2024	In-person onsite program	all ages	44			
Class Visit: Resurrection Lutheran School (K-2)	10/4/2024	In-person onsite program	ages 6-11	50			
Cover 2 Cover Book Club	10/15/2024	In-person onsite program	adult(ages 19+)	10			
Craft & Chat	10/1/2024	In-person onsite program	adult(ages 19+)	6			
Craft & Chat	10/8/2024	In-person onsite program	adult(ages 19+)	3			
Craft & Chat	10/15/2024	In-person onsite program	adult(ages 19+)	9			
Craft & Chat	10/22/2024	In-person onsite program	adult(ages 19+)	4			
Craft & Chat	10/29/2024	In-person onsite program	adult(ages 19+)	8			
Crafting & Creating	10/24/2024	In-person onsite program	adult(ages 19+)	0			
Crafting & Creating	10/25/2024	In-person onsite program	adult(ages 19+)	0			
Family Dance Party	10/17/2024	In-person onsite program	all ages	89			
Family Engagement Night: School Readiness	10/22/2024	In-person onsite program	ages 0-5	17			
Feel Good Fiction Book Group	10/2/2024	In-person onsite program	adult(ages 19+)	19			
Friends Autumn Book Sale	10/11/2024	In-person onsite program	all ages	0			
Friends Autumn Book Sale	10/12/2024	In-person onsite program	all ages	0			
Friends Autumn Book Sale	10/13/2024	In-person onsite program	all ages	0			
Friends Autumn Book Sale - Friends members only preview	10/10/2024	In-person onsite program	all ages	0			
Get Moving Storytime	10/2/2024	In-person onsite program	ages 0-5	68			
Get Moving Storytime	10/9/2024	In-person onsite program	ages 0-5	62			
Get Moving Storytime	10/16/2024	In-person onsite program	ages 0-5	71			
Get Moving Storytime	10/23/2024	In-person onsite program	ages 0-5	51			
Get Moving Storytime	10/30/2024	In-person onsite program	ages 0-5	41			
Lapsit Storytime	10/2/2024	In-person onsite program	ages 0-5	75			
Lapsit Storytime	10/9/2024	In-person onsite program	ages 0-5	79			
Lapsit Storytime	10/16/2024	In-person onsite program	ages 0-5	95			
Lapsit Storytime	10/23/2024	In-person onsite program	ages 0-5	63			
Lapsit Storytime	10/30/2024	In-person onsite program	ages 0-5	48			
Lego Party	10/26/2024	In-person onsite program	ages 6-11	21			
Mega Glow Party for Kids	10/18/2024	In-person onsite program	ages 6-11	198			
Minnesota's Wild & Woolly Prohibition Days	10/5/2024	In-person onsite program	all ages	16			
Musical Family Storytime	10/4/2024	In-person onsite program	all ages	22			
Mystery Book Club	10/28/2024	In-person onsite program	adult(ages 19+)	16			
Origami Club	10/27/2024	In-person onsite program	all ages	12			
Peer Recovery Specialist	10/1/2024	In-person onsite program	adult(ages 19+)	0			
Peer Recovery Specialist	10/22/2024	In-person onsite program	adult(ages 19+)	0			
Peer Recovery Specialist	10/29/2024	In-person onsite program	adult(ages 19+)	0			
Preschool Dance Party	10/24/2024	In-person onsite program	ages 0-5	61			
Preschool Dance Party	10/31/2024	In-person onsite program	ages 0-5	40			
Queer Book Club	10/10/2024	In-person onsite program	adult(ages 19+)	9			
Real Reads Nonfiction Book Club	10/2/2024	In-person onsite program	adult(ages 19+)	9			

Relaxing Family Storytime	10/25/2024	In-person onsite program	all ages	16		
Rochester Writers Group	10/9/2024	In-person onsite program	adult(ages 19+)	9		
RPL Board Games	10/19/2024	In-person onsite program	all ages	29		
RRC 10 Year Tutor Appreciation event	10/10/2024	In-person onsite program	adult(ages 19+)	35		
Science Family Storytime	10/18/2024	In-person onsite program	all ages	21		
Seed Saving Program	10/6/2024	In-person onsite program	adult(ages 19+)	12		
Social Worker Hours	10/10/2024	In-person onsite program	adult(ages 19+)	1		
Social Worker Hours	10/17/2024	In-person onsite program	adult(ages 19+)	1		
Social Worker Hours	10/24/2024	In-person onsite program	adult(ages 19+)	1		
Social Worker Hours	10/31/2024	In-person onsite program	adult(ages 19+)	0		
Songs & Stories of the American West	10/19/2024	In-person onsite program	all ages	11		
The Amazing Gnip Gnop Circus	10/9/2024	In-person onsite program	ages 6-11	34		
Tour: Newcomers	10/9/2024	In-person onsite program	YA(ages 12-18)	6		
Trans Parenting Rochester	10/1/2024	In-person onsite program	adult(ages 19+)	10		
Art Room	10/29/2024	Self-directed activity	all ages			880
Discovery Cart	10/29/2024	Self-directed activity	ages 0-5			1592
Play Spot	10/29/2024	Self-directed activity	ages 0-5			1653
Square Foot Gallery	10/29/2024	Self-directed activity	all ages			218
Youth Services Scavenger Hunt	10/28/2024	Self-directed activity	all ages			192



REQUEST FOR ACTION

Contracts Signed by the Library Director

MEETING DATE:
November 20, 2024

ORIGINATING DEPT:
Library

AGENDA SECTION:
Consent

PRESENTER:
Kate Phutseevong

Action Requested:

Accepting the contracts signed by the Library Director.

Report Narrative:

As per the *Rochester Public Library Contract Approval Policy*, see the attached spreadsheet for contracts approved by the Library Director since the previous board meeting.

Prepared By:

Ameyo Campbell

Attachments:

[Policy - Contract Approval Policy](#)

[Contracts - November 2024 Approved Contracts](#)



CONTRACT APPROVAL POLICY

Approved by the Rochester Public Library Board of Trustees on June 16, 2021.

The Rochester Public Library Board of Trustees generally approves all contracts. For the efficient operation of the Library, the Board delegates the Library Director the authority to sign contracts including, but not limited to:

- Renewal of contracts with no substantial changes.
- Performer/speaker contracts.
- Maintenance contracts.
- Contracts with time sensitive deadlines that fall between Board meetings.

All signed contracts are included in monthly reports for review by the Board.

CONTRACTS/AGREEMENTS SIGNED BY LIBRARY DIRECTOR KAREN LEMKE

PERFORMER/PROGRAM CONTRACTS

Performer Name	Description of Program	Date of Program	Amount

RENEWAL OF DATABASE CONTRACTS

Vendor Name	Database	Date	Amount
AtoZDatabases	Databases Subscription	10/28/2024	\$ 7,480.00

MAINTENANCE/SERVICE CONTRACTS/PURCHASE ORDERS-QUOTES

Vendor Name	Description of Contract/Service/Quote	Date	Amount

CONTRACTS/AGREEMENTS WITH TIME SENSITIVE DEADLINES

Vendor/Organization Name	Description of Contract/Service	Date	Amount



REQUEST FOR ACTION

Policy Updates

MEETING DATE:

November 20, 2024

ORIGINATING DEPT:

Library

AGENDA SECTION:

Reports and Recommendations

PRESENTER:

Karen Lemke

Action Requested:

Reviewing and approving updates to library board policies as recommended by the Policy Committee.

Report Narrative:

The following policies have been reviewed by the Policy Committee with suggested changes:

- Undesignated Gifts Policy- clarifies the "Rochester Public Library Building Fund" for undesignated gifts.
- Volunteer Policy- new policy that speaks to the library's volunteer program.
- Collection Development Policy- updated to reflect change in state statute.
- Succession Policy- updated to reflect the addition of two Deputy Director roles.

Prior Legislative Actions & Community Engagement:

The Volunteer Policy is new, but a Volunteer Recognition Policy has existed (to align with City Policy).

The other policies have been previously reviewed and approved by the board.

- Undesignated Gifts Policy- updated June 16, 2021
- Volunteer Policy- new
- Collection Development Policy- May 25, 2024
- Succession Policy- January 19, 2022

Prepared By:

Karen Lemke

Attachments:

[Document - 2024 Undesignated Gifts Policy](#)

[Document - 2024 Volunteer Policy](#)

[Document - 2024 Collection Development Policy](#)

[Document - 2022 Library Director Emergency Succession Policy](#)

[Document - 2024 Library Director Emergency Succession Plan](#)



UNDESIGNATED GIFTS POLICY

Approved by the Rochester Public Library Board of Trustees on XXXX

All undesignated monetary gifts received by Rochester Public Library will be forwarded directly to the Rochester Public Library Foundation and designated for the [Rochester Public Library](#) Building Fund. This process does not require consideration or action by the Rochester Public Library Board of Trustees.



VOLUNTEER POLICY- draft

Updated XXXXX

Purpose

The purpose of this policy is to provide overall guidance and direction to staff and volunteers engaged in activities at the Rochester Public Library (RPL). This policy exists to protect the rights and safety of library customers, staff, and volunteers, as well as to protect the materials, facilities, and property of RPL.

Definition of Volunteer

A library volunteer is defined as an individual who assists with work done at RPL without promise, expectation or receipt of compensation for services rendered. After the date of the approval of this policy, volunteers must execute an Acknowledgement of Volunteer Status and Acceptance of RPL Policies prior to commencement of the Volunteer's service at the library. No volunteer will be eligible for medical, health, accident, or worker's compensation benefits.

Volunteer Qualifications

Volunteers shall be recruited without regard to any individual's race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic.

Volunteers under the age of 18 must have parental consent. The Library will only accept volunteers 13 years of age and older.

Former employees of the library must wait six months from separation before qualifying to become a library volunteer.

Volunteer Application and Interview Requirement

All RPL Volunteer applicants must fully complete a volunteer application. Volunteers acknowledge the background check requirement and privacy notice before submitting an application found [here](#). Receipt of an application will be acknowledged upon submission. RPL does not guarantee a position for each prospective volunteer and has the right to reject any application without cause.

Selected applicants will be contacted to be interviewed for possible placement by the Volunteer and Administrative Associate pending results of a criminal conviction/background check as applicable to the volunteer position. Failure to provide information will disqualify an applicant from becoming a volunteer.

Volunteer Placement and Conduct

Volunteers are placed in positions best suited to their skills, interests, and availability. Volunteers are expected to conduct themselves in accordance with the Volunteer Handbook, established policies and procedures of the library, including, but not limited to: procedures regarding work schedule, attendance, ethical conduct and behavior, performance, safety procedures, proper attire, and will follow directions given to them by staff members. Failure to do so may result in dismissal. Volunteers can be dismissed from their duties at any time, at the discretion of the library.

Work Assignments, Supervision & Training

Volunteers that are assigned to a position are expected to perform their duties on a regularly scheduled and timely basis. If volunteers expect to be absent from a designated shift, they should notify their staff project lead in advance so that alternative arrangements can be made. Volunteers will not work on assignments outside of their job description or assignments that haven't been given to them by their site coordinator.



Each volunteer accepted to a position with the library will have a clearly identified site coordinator. Library positions will have a staff member site coordinator. Friends and Foundation volunteers will report to their assigned site coordinator in that organization. The site coordinator shall be responsible for the day-to-day guidance of the work of the volunteer and shall be reasonably available to the volunteer for questions and assistance. All volunteers will receive an initial orientation and onboarding as they begin their assignment with the library. Volunteers receive on-the-job training to provide them with the information and skills necessary to perform their assignments.



COLLECTION DEVELOPMENT POLICY

Approved by the Rochester Public Library Board of Trustees on ~~May 15, 2024~~.

Rochester Public Library (RPL) is committed to providing exceptional library service, ensuring access to information, and upholding the intellectual freedom of community members. The goal of RPL's materials collection is for community members to find themselves reflected in it and to have access to a variety of points of view, experiences, and opinions. This policy is guided by [Minnesota Statute 134.51 Access to Library Materials and Rights Protected](#), the American Library Association's Library Bill of Rights, Freedom to Read, Freedom to View, and Guidelines on Intellectual Freedom.

Responsibility for the collection rests with the Library Director, under the authority of the RPL Board of Trustees. Materials are selected or retained based on the merit of the work and its ability to meet the needs and interests of the community. The addition of an item does not represent approval of its contents. Since RPL holds a large collection for a broad audience, some materials might be considered controversial and/or offensive. Each customer must determine for themselves which library materials are consistent with their personal or family values; these values apply only to the use of library materials for themselves. Parents and legal guardians have the responsibility for their children's use of library materials.

SCOPE OF COLLECTION

RPL collects, organizes, and makes available materials of interest and value for the community. Collections are broad, current, and popular, but not complete. However, general collections of unique historical value to Rochester and Olmsted County are collected when possible. Collections provide general coverage of subjects and reflect the characteristics of the community. The community has a role in shaping library collections by participating in the collection development process through purchase suggestions and feedback.

COLLECTION DEVELOPMENT AND MANAGEMENT CRITERIA

Materials are evaluated according to one or more of the following criteria: availability for purchase; affordability; current and anticipated needs and interests of the community; evaluations in review media; appropriate format for library use; suitability of subject and style for intended audience; accuracy and timeliness of content; author's, artist's, or publisher's qualifications and/or reputation; of general interest; contribution of a work to the diversity of the collection and its relation to other materials on the subject; different points of view; unabridged editions; and receipt of, or nomination for, major awards or prizes, or inclusion of the title in standard bibliographies or indexes. RPL does not attempt to collect all of the works by an author.

RPL continuously reviews its collection. Materials are withdrawn if they are not useful, current, or relevant. Other factors taken into consideration are use, community interest, and availability of other material on the subject. Withdrawn materials may be given to the Friends of the Rochester Public Library.



REQUEST FOR REVIEW OF LIBRARY MATERIALS

First, library cardholders may request review of an item's place in RPL's collection by submitting a fully completed Request for Review form for each title. Forms are available at each service desk or rplmn.org/policies. Second, the decision of the selector may be appealed by submitting a written request to the Library Director. Third, library cardholders may appeal the Library Director's decision by submitting a written request to the RPL Board of Trustees. A discussion regarding the appeal will be scheduled during a Board meeting. Decisions are based on careful review of the Request for Review form, the material, RPL policies, and guiding documents. The final decision on appeals rests with the RPL Board of Trustees. Each library cardholder is limited to five Request for Review form submissions per year. A title which has been reviewed will not be reviewed again before three years has lapsed since the last review.

[Upon completion, RPL will report all Requests for Review to Minnesota's Education Commissioner and the American Library Association's Office for Intellectual Freedom.](#)

GUIDING DOCUMENTS

- [Minnesota Statute 134.51 Access to Library Materials and Rights Protected](#)
- American Library Association's Library Bill of Rights <http://www.ala.org/advocacy/intfreedom/librarybill>
- American Library Association's Freedom to Read <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>
- American Library Association's Freedom to View Statement <http://www.ala.org/advocacy/intfreedom/freedomviewstatement>
- American Library Association's Guidelines on Intellectual Freedom <http://www.ala.org/aboutala/governance/policymanual/updatedpolicymanual/section2/53intellfreedom>



LIBRARY DIRECTOR EMERGENCY SUCCESSION POLICY

*Approved by the Rochester Public Library Board of Trustees on ~~January 19,~~
~~2022.XXXXX~~*

If Rochester Public Library (RPL) is faced with the sudden departure of the Library Director, the RPL Board of Trustees will consult the Library Director Emergency Succession Plan and work with City of Rochester Human Resources and the City Administrator to determine temporary and long-term leadership. Within two weeks of departure, RPL Board of Trustees will appoint ~~a Division Head~~ a Deputy Director with an MLS to serve as Acting Director until a Library Director is hired.

Library Director Emergency Succession Plan

This plan directly relates to the Library Director Emergency Succession Policy.

Revised: XXXXX

Criteria for Acting Director

The Board should assess the current situation, projects outstanding, and determine the most critical skills necessary to move forward with appointing an Acting Director.

~~Besides the Masters in Library Science noted in the policy, the board should also give consideration to the candidates' internal and external relationships (including, but not limited to, relationships with Division Heads, Library employees, the Library Board, City Administration, other City Departments, and other community stakeholders), knowledge of Library and City processes, and ability to lead.~~

~~The Board should also assess the current situation, projects outstanding, and determine the most critical skills necessary to move forward.~~

Succession Plan in Event of a Temporary, Unplanned Absence: Short-Term

A temporary absence is one of less than three months in which it is expected that the Director will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical. The Board of Trustees of The Rochester Public Library is authorized to implement the terms of this emergency plan in the event of the unplanned absence of the Director.

In the event of an unplanned absence of the Director, the ~~Administrative Services Coordinator~~Deputy Director of Operations is to immediately inform the Board Chair and the City of the absence. As soon as it is feasible, the Chair should convene a meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

Authority and Compensation of the Acting Director

The person appointed as Acting Director shall have the full authority for decision-making and independent action as the regular Director. The Acting Director may be awarded additional compensation for their efforts. The City's Human Resource Department should be contacted, and relevant collective bargaining agreements should be consulted.

Board Oversight

The personnel committee is responsible for monitoring the work of the Acting Director.

The above named committee will be sensitive to the special support needs of the Acting Director in this temporary leadership role.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Director, the Board Chair or his/her designee will notify staff members, the Board of Trustees, City Administration, Community Enrichment Department Heads, the Friends of the Library, and the Rochester Public Library Foundation. Based on the nature of the unplanned leave of absence, others whom the Board and Acting Director deem appropriate should be contacted as well.

Succession Plan in Event of a Temporary, Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

The Board of Directors will give immediate consideration, in consultation with the Acting Director and Human Resources, to **temporarily** filling the management position left vacant by the Acting Director. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting Director to carry the duties of both positions. The position description of a temporary manager would focus on covering the priority areas in which the Acting Director needs assistance.

Completion of Short-Term or Long-Term Emergency Succession Period

The decision about when the absent Director returns to lead The Rochester Public Library should be determined by the Director, the Board Chair, and Human Resources. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chair, with the intention of working the way up to a full-time commitment.

Succession Plan in Event of a Permanent Change in Director

A permanent change is one in which it is firmly determined that the Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board of Directors will charge the Personnel Committee with planning and carrying out a transition to a new permanent Director. The Personnel Committee will work with the City's Human Resources Department.



REQUEST FOR ACTION

Library Study Monthly Update

MEETING DATE:
November 20, 2024

ORIGINATING DEPT:
Library

AGENDA SECTION:
Informational Items

PRESENTER:

Action Requested:

Receiving a filing an update on the Facilities and Operations Master Plan study.

Prepared By:

Karen Lemke

Attachments:

[Report - November 2024 Library Study Steering & Core Committee Updates](#)

11.14.24

Library Study Steering Committee and Core Team Board update

During the month of October, MSR reviewed feedback gathered as part of the first round of engagement to inform the next step of the engagement process.

As part of the first round, community members received colored dots to indicate their home zip code.

MSR found that the overall responses align well with the population size of each of Rochester's 4 wards (55901, 55902, 55904, and 55906) and for non-Rochester residents (Olmsted County or "other").

Results from the first round of engagement are included in the presentation at the end of this packet.

On November 8, 2024, Consultant Susan Kent visited the library to meet with staff, tour the building, and talk with the Steering Committee. Susan will be conducting a series of stakeholder interviews this month. Kim, Karen, and Jeremiah provided a list of individuals for interviewing.

Community Co-Design: Local Approach

Other local projects have used the Community Co-Design process, as developed by DMC (Destination Medical Center) and local partners. (<https://dmc.mn/codesign/>) As part of our planning for Round Two Engagement, the Steering Committee discussed the value of using this process to enrich the overall study.

In order to incorporate this approach, the project schedule will need to be adjusted (see updated timeline) and there will be some additional costs.

With Community Co-Design, local community members are compensated to share their lived experience, insight, and input. Additional funding will be used for compensation, wrap-around services (such as transportation or childcare), as well as to pay for local facilitators. MSR will adjust some of their budget and process, by removing a number of focus groups in lieu of the more robust Co-Design events.

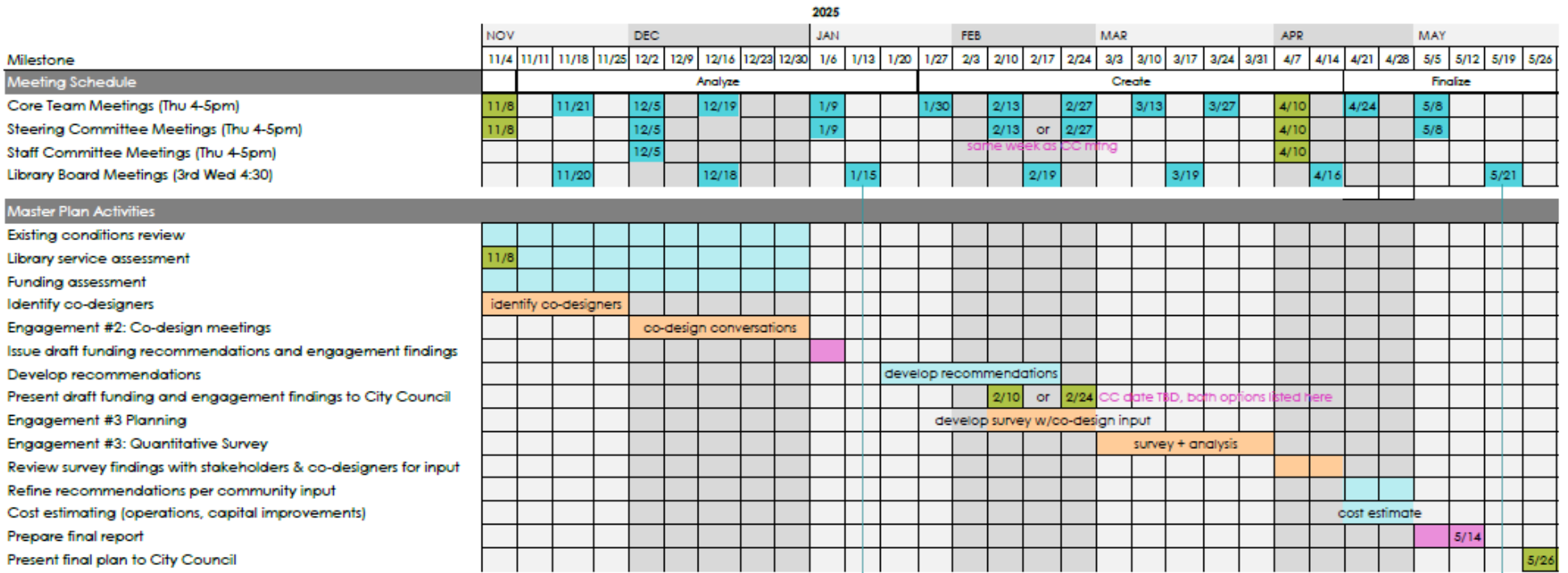
The co-design work will take place throughout the remaining steps, including the quantitative survey process.

Any additional funding needed will come from unexpended funds from the 2024 Foundation allocation.

Updated Project Timeline

Project Schedule

Rochester Public Library | Master Plan
11/12/2024



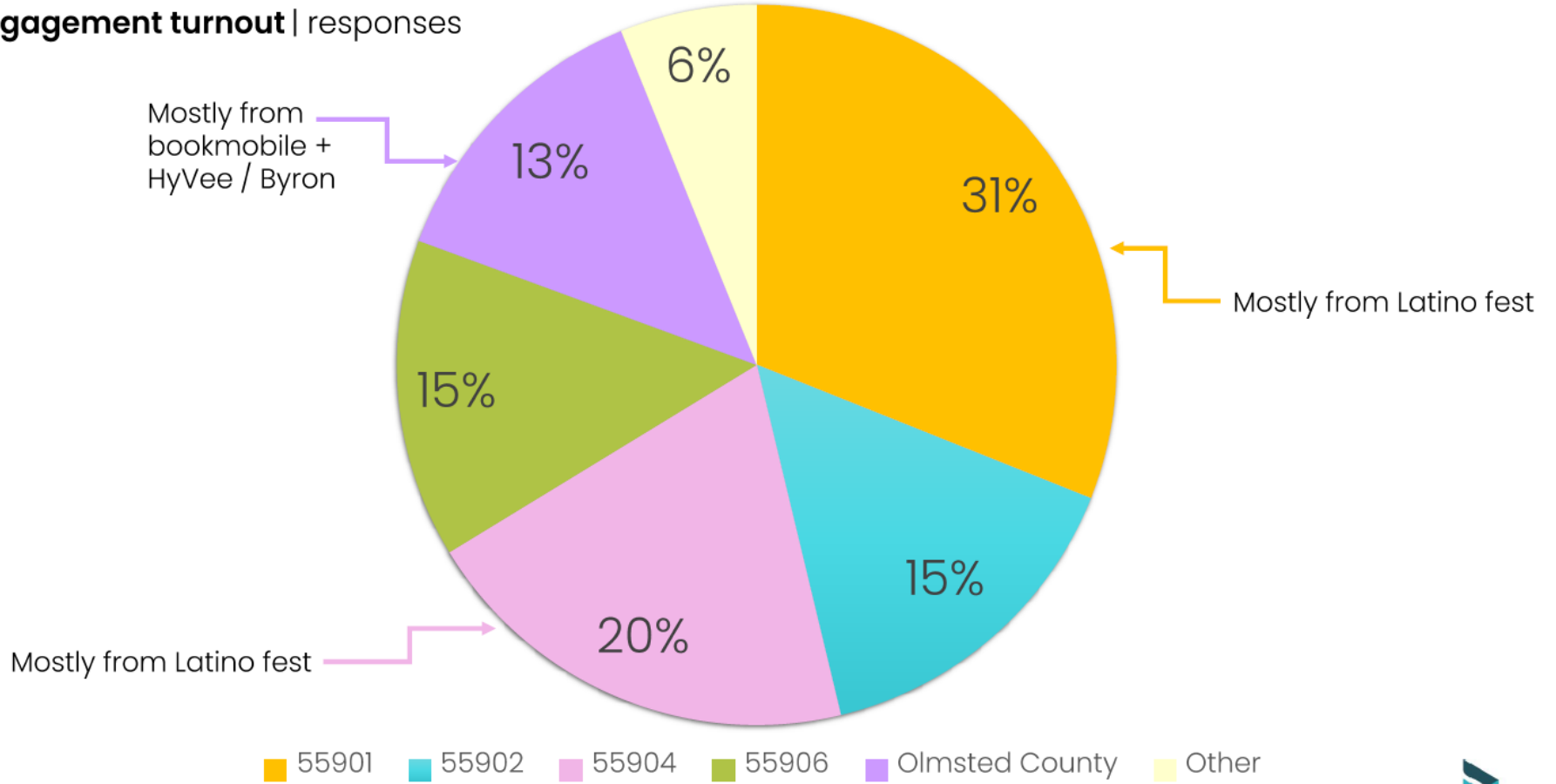
Schedule Key

- in-person meeting
- online meeting
- design work
- engagement work
- co-design work
- project milestone

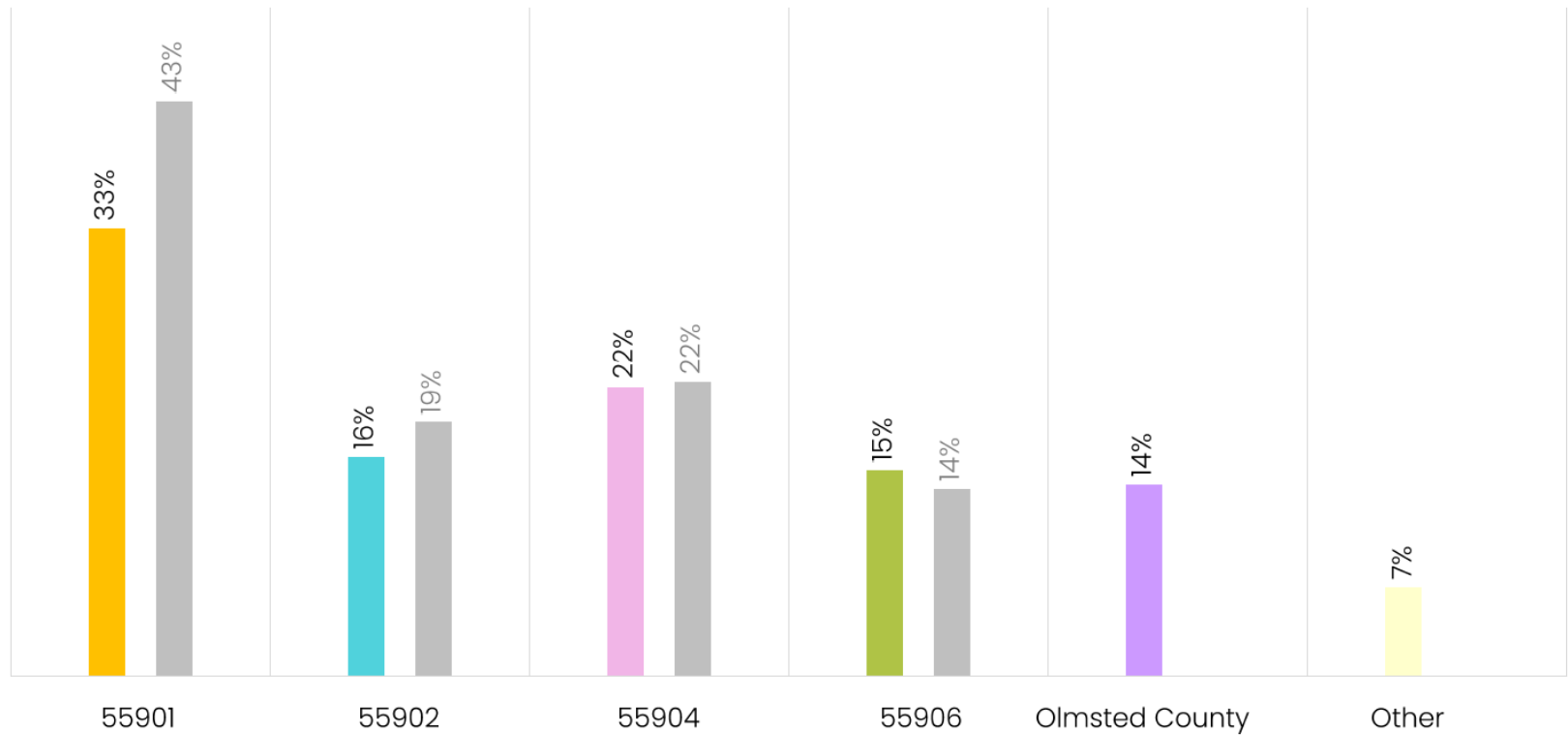
Lib Board to provide input on draft funding recommendations and engagement findings that will be shared with City Council on 2/10 and used to inform library service recommendations.

Lib Board to approve recommendations to be included in the final report.

engagement turnout | responses

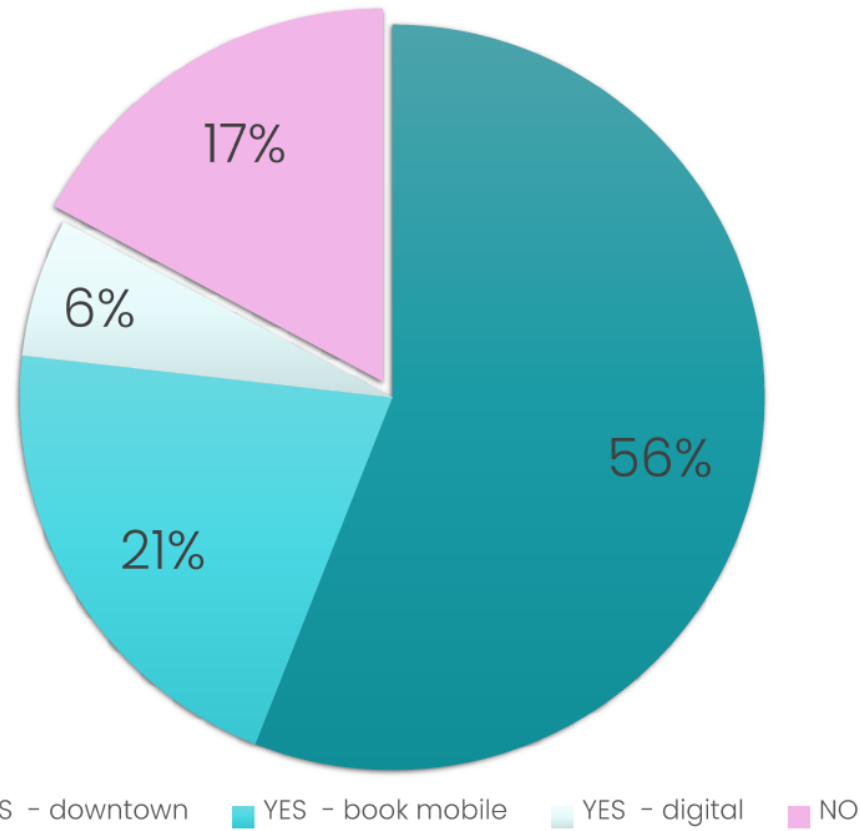


zip code responses vs actual population



The majority of individuals that stopped at the engagement boards were library users.

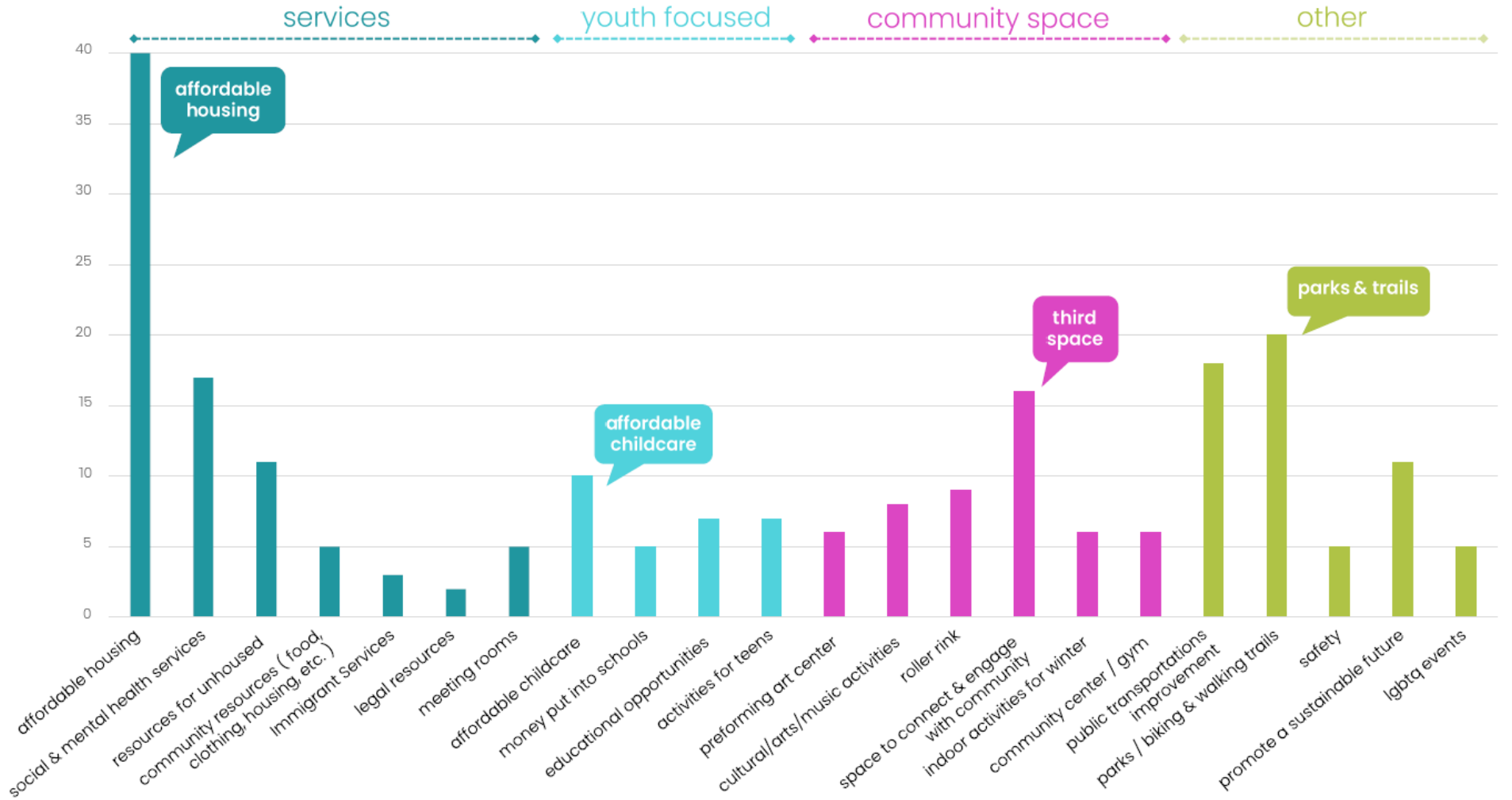
Do you currently use Rochester Public Library?



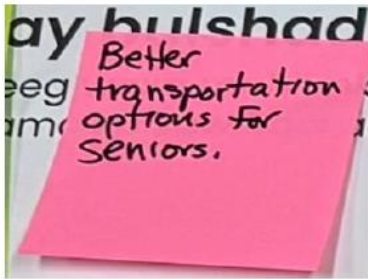
What would improve your experience?



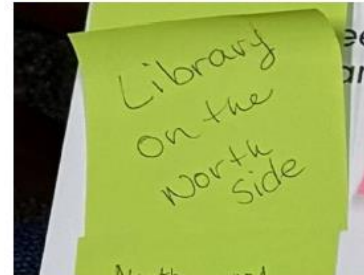
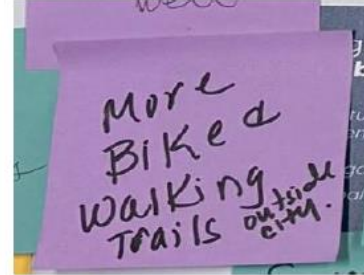
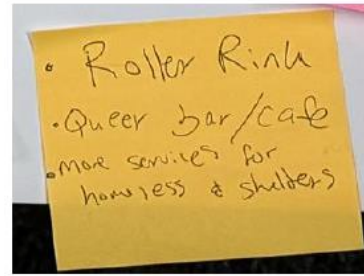
What does your community need?



write-in comments



- Clean air indoors
- Drop in place for people to play instruments together
- More buildings with bird safe glass
- Education around native plantings and pollinators
- **Free entertainment**
- All gender restrooms
- More daylight
- Literacy events
- RPL broadcast
- **Distance from ramp to library is too long**
- Recommendations systems for digital library based on what they've read
- Public showers
- **Affordable indoor activities**
- Entrance from skyway to level 2
- SELCO integration – better sharing
- More resources for autistic people
- Safe space and mental health support for BIPOC people
- **New branch that has free parking**
- Drag storytime
- Gaming



- **Lower taxes**
- Remote book drop locations
- Affordable rentable space for get together
- Food support
- Train to Minneapolis
- Parenting groups
- Branch by north Menards
- 24/7 library x 2
- Don't criminalize the homeless
- **Affordable events for kids, teens, and adults**
- More secure children's area so kids can't escape
- Zoo – waterpark
- Female free and men free centers
- **Better bike trails and lanes**
- Drop-in care – don't need them for a full day just need for 2 hours
- Work café for *parents* / play café – place where children are monitored by other people
- Supervised children's area
- Indoor swimming pools / splash pad
- Photography studio
- Creative flex space

engagement boards | first round

21st Century Libraries Are...

Las bibliotecas del Siglo 21 son...

Maktabadihii Qarnigii 21-aad waa...

What elements do you think would benefit the community?
Use provided stickers to show us what excites you most:

¿Qué elementos crees que beneficiarían a la comunidad?
Utiliza las pegatinas proporcionadas para mostrarnos lo que más te emociona
Maxay yihiin waxyaabaha ay kula tahay inay faa'iido u yeelan karaan bulshada?
Isticmaal Istikaro la bixiyay si aad noo tusiso waxa aadka kuugu xamaasinaya:

flexible meeting rooms
espacios de reuniones flexibles
qaybaha kulamada aduunka

collaborative lounge
qaybaha guriga
loqda ba'adka

outdoor programming
programaada al dera'ada
barashada dibadda

incubators
incubadoras
libaxayaasha

space to host events
espacio para organizar eventos
meel loogu yaqaano dhacdooyin

commercial kitchen
cocina comercial
qaybaha guriga

music production studio
estudio de producción musical
labo qaybaha waqooyi

dedicated teen space
espacio dedicado para adolescentes
meel dhalinyaro ah oo ga'an

puppet theater
teatro de marionetas
teatro pupu

community hubs / centros comunitarios / xarumaha bulshada

children's exhibits
exposiciones infantiles
bandhiga aduunka

demonstration kitchen
cocina de demostración
kaydaha

resource centers
centros de recursos
xarumaha kheyraadka

makers lab
laboratorio de creación
shaybada iyo sameeyayaasha

job skills training
capacitación en habilidades laborales
tababarka xirfadeed

production studio
estudio de producción
studio-iso saarid

buildings that promote movement
edificios que promueven el movimiento
edifiyooyin ku yaala qaybaha aduunka

sensory room
habitación sensorial
qaybaha aduunka

rehearsal space
espacio de ensayo
meel ku calaallata

educational gardens
jardines educativos
barashada

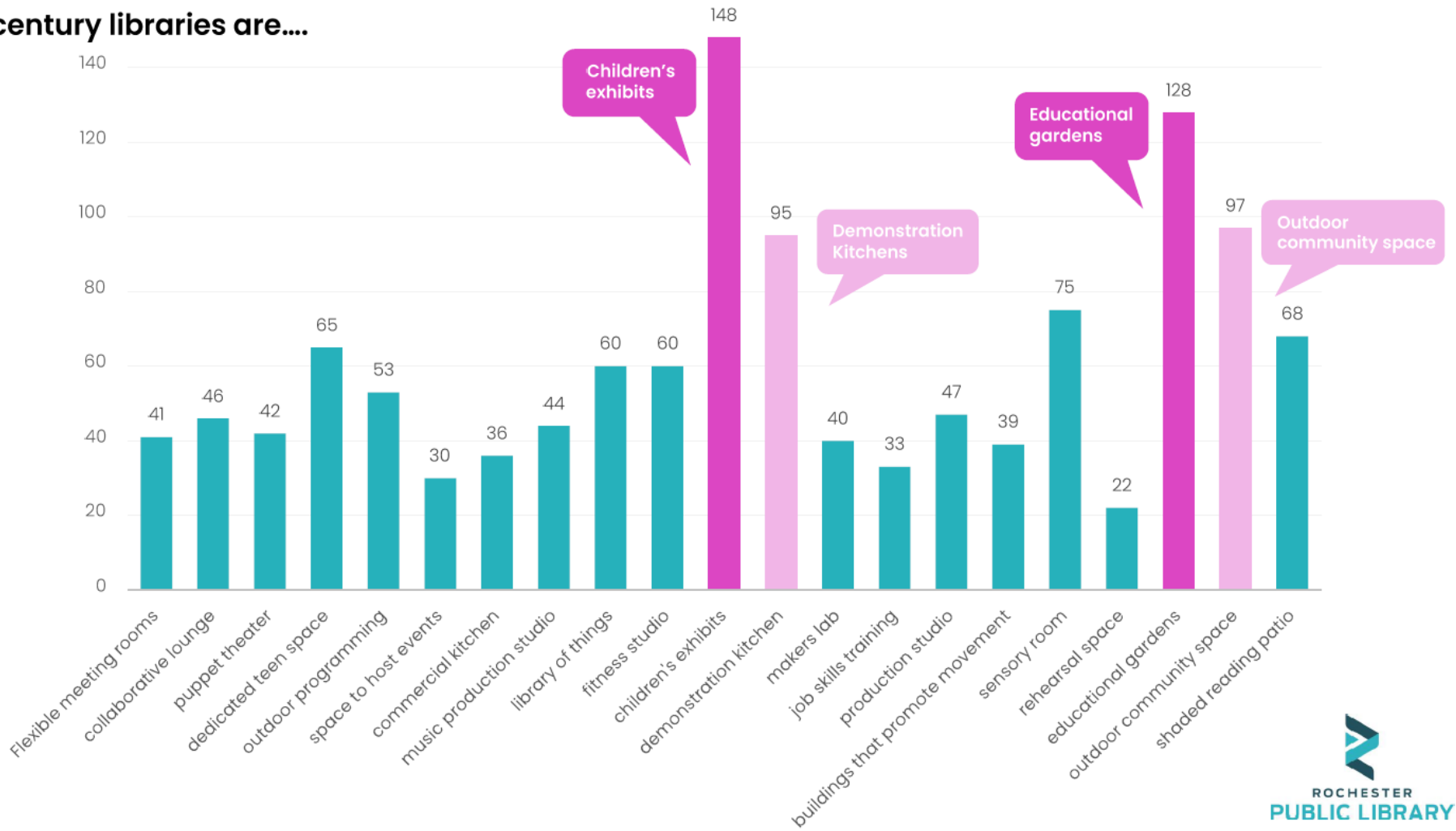
outdoor community space
espacio comunitario al aire libre
barashada aduunka

grass reading patio
patio de lectura con césped
barashada aduunka

a place for whole body wellbeing / un lugar para el bienestar integral / meel loogu talagalay fayoobida jirka oo dhan



21st century libraries are....

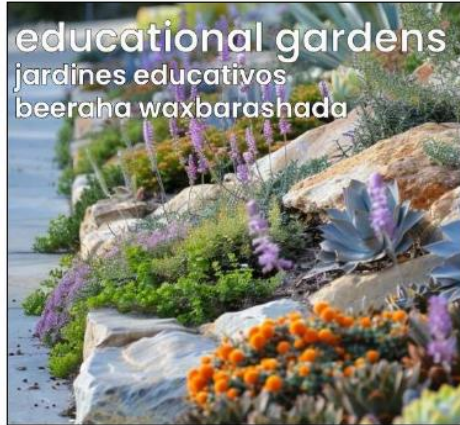


highest ranking



children's exhibits
exposiciones infantiles
bandhigyada carruurta

1



educational gardens
jardines educativos
beeraha waxbarashada

2



outdoor community space
espacio comunitario al aire libre
barxadda akhriska hadhsan

3



demonstration kitchen
cocina de demostración
jıkada bandhiga

4



REQUEST FOR ACTION

2025 Friends Support Request

MEETING DATE:
November 20, 2024

ORIGINATING DEPT:
Library

AGENDA SECTION:
Informational Items

PRESENTER:

Action Requested:
Receiving and filing the 2025 Friends Request.

Prepared By:
Karen Lemke

Attachments:
[Document - Friends request 2024](#)

November 14, 2024

Dear Friends of the Rochester Public Library,

Thank you for your ongoing support of the library. We appreciate your support of the library’s mission: “welcoming all to connect and learn.”

We are requesting \$68,000 from the Friends to support the following programs and services in the coming year:

Programming: Youth Services	\$10,740
Programming: Adult (<i>Readers Services</i>)	\$10,880
Programming: Adult (<i>Reference</i>)	\$ 2,040
Programming: Summer Playlist (<i>All Divisions</i>)	\$ 4,900
Programming: Seed Library	\$ 2,720
Community Engagement (<i>Community Open House event, promotional materials, paid advertising</i>)	\$10,880
Online Databases	\$ 23,800
Volgistics: Volunteer Software with Remote Access	\$ 2,040
TOTAL REQUEST	\$ 68,000

Thank you again for your generosity,

Karen Lemke, Library Director



REQUEST FOR ACTION

2025 Foundation Allocation

MEETING DATE:
November 20, 2024

ORIGINATING DEPT:
Library

AGENDA SECTION:
Informational Items

PRESENTER:

Action Requested:

Receiving and filing the 2025 Foundation Allocation priorities and an update on the 2024 Allocation.

Prepared By:

Karen Lemke

Attachments:

[Document - Foundation Allocation 2025](#)



2025 PRIORITIES

2025 FOUNDATION ENDOWMENT ALLOCATION REQUEST	
Quipu Services- Online (Instant) Digital Card Access and In- House Incident Database (two year access)	\$35,500
Library Security Camera Upgrades	\$51,000
Sensory Kits	\$4,000
All Staff Training Day Support	\$3,500
Materials	\$12,800
TOTAL REQUEST	\$106,800

