



SAINT PAUL
MINNESOTA

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City of Saint Paul
Planning and Economic Development
2024 Cultural STAR Program
Deadline: 5/15/2024

City of St. Paul - Library Dept.
Saint Paul Public Library Collections Materials

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USD\$ 175,000.00 Requested

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(Pacific)

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Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #1.

Project Summary

1. Please indicate the type of Cultural STAR application you are submitting.

Questions 9-12 relate only to Capital Projects. Special Project and Organizational Development projects will not see those questions on their application form.

- ☐ Special Project
☒ Organizational Development
☐ Capital Project

2. Briefly describe what your project is, and when and where it will occur. Touch on the goal or intent of your project. Note the impact funding from Cultural STAR could contribute to your project.

SPPL uses Cultural STAR funds to purchase a wide range of cultural & art materials for patrons

across the City to borrow. Materials are purchased in multiple formats for all age groups including books, DVDs, CDs & online access. These funds expand the cultural reach of more authors of color, local authors, debut & self-published authors, & ensure a broader range of stories & voices are represented

3. At what Saint Paul venue(s)/location(s) will your project be performed/built/implemented?

Include facility name(s) and street address(es)

SPPL has 13 libraries located across the City. Access is also provided through the Mobile Library, and 24/7 online access via mobile apps fore-books and other resources.

Facility names:

- *Arlington Hills
- *Dayton's Bluff
- *George Latimer Central Library
- *Hamline Midway
- *Hayden Heights
- *Highland Park
- *Merriam Park
- *Rice Street
- *Riverview
- *Rondo Community Library
- *St. Anthony Park
- *Sun-Ray
- *West 7th

4. Please check the Council Ward(s) in which your project is located. You can check more than one box if your project takes place in multiple locations.

Please consult the Ward map on the Guidelines webpage or at the back of the guidelines packet, or look up the address(es) using the City's "Find My Ward and District Council" map link found here: <https://www.stpaul.gov/departments/city-council>

- ☒ Ward 1
- ☒ Ward 2
- ☒ Ward 3
- ☒ Ward 4
- ☒ Ward 5
- ☒ Ward 6
- ☒ Ward 7

5. Is your project and/or organization located in the Cultural District? The Cultural District is defined as the geographic area bordered by Interstate 94 to the north, the Lafayette Bridge to the east, Harriet and Raspberry Islands to the south, and Chestnut Road to the west.

Please consult the map of the Cultural District in the guidelines pages at www.stpaul.gov/CulturalSTAR or at the back of the complete guidelines packet.

- ☒ Yes
- ☐ No

6. Please list planned dates (note if they are tentative) of any public event(s), exhibit(s), performance(s) or other audience-facing program dates. For Organizational Development or Capital Projects that do not include audience-facing programming, enter "N/A".

Eligible project dates are Aug. 1, 2024 - July 31, 2025. This grant cannot fund events/performances/exhibits, or any project expenses charged to the grant, that take place or are incurred before Aug. 1, 2024, or that extend beyond July 31, 2025.

N/A

7. Project Timeline -- Please describe the timeline of general activities to plan, prepare and implement your project. Eligible project dates are Aug. 1, 2024 - July 31, 2025 for Special Projects and Organizational Development, and Aug. 1, 2024 - July 31, 2026 for Capital Projects.

This grant cannot fund events/performances/exhibits, or any project expenses charged to the grant, that take place or are incurred before Aug. 1, 2024, or that extend beyond each program's eligible project end date listed above.

Cultural Star funds will be used to purchase materials from August 1, 2024 - July 31, 2025.

Materials are purchased on an ongoing basis as needs are determined.

8. Describe the size and type of audience you hope to attract with your project.

SPPL serves over 300,000 Saint Paul residents as well as residents of the greater metro area who have access to our spaces. We have millions of visits annually across our physical and digital platforms, through which visitors have access to our collections

Capital Project Questions

9. Please indicate what type of site control you have on the property where the proposed capital project will take place.

-answer not presented because of the answer to #1-

10. If you are leasing space where the proposed capital project will occur, what are the terms of your lease? If you currently do not have site control, when will you?

-answer not presented because of the answer to #1-

11. Please check all applicable boxes which describe your project.

-answer not presented because of the answer to #1-

12. Describe the current use and proposed use of the space, the equipment to be installed, and/or other relevant descriptions of the capital project. Include the size of your current facility, and the size of your new or expanded facility, if applicable.

-answer not presented because of the answer to #1-

Narrative Questions Addressing Evaluation Criteria

13. For this question, provide a narrative response about one of the four evaluation criteria: IMPACT. Excellent proposals will convey how the project will benefit Saint Paul - increasing access to different art forms and cultural offerings, addressing cultural needs, and reaching audiences. SPECIAL PROJECT QUESTIONS TO CONSIDER: • What cultural need does this project address? How was this determined? • How will this project build audiences in Saint Paul? • Describe your target audience(s) and the community from which it is drawn. What is your expected attendance? • How will the project provide increased access to art forms and cultural offerings in Saint Paul? • What type of long-term impact will this project have on Saint Paul? • How will STAR dollars leverage additional financial support in Saint Paul? ORGANIZATIONAL DEVELOPMENT PROJECTS TO CONSIDER: • What problem, opportunity, issue, or need will this project address? How was this determined? • What is compelling about this situation? How will addressing

this important opportunity/need have a significant, long-term impact on your organization? • How might this enhance your ability to broaden or strengthen your cultural offerings? • How will STAR dollars leverage additional financial support? **CAPITAL PROJECT QUESTIONS TO CONSIDER:** • Describe the problem, opportunity, issue or need that your capital purchase/improvement is intending to resolve? • Why, given all the ways your group could use capital, have you decided on this project? What is compelling about this situation? • How will addressing this important opportunity/need by making this capital purchase or improvement have a significant, long-term impact on your organization? • How might this project enhance your ability to broaden or strengthen your cultural offerings? • How will STAR dollars leverage additional financial support?

Four evaluation criteria - Impact, Quality, Ability, and Diversity - Each worth up to 5 points, scored as follows: Excellent (5 points), Good (4 points), Adequate (3 points), Questionable (2 points), Needs improvement (1 point)

The Cultural STAR grant is vital to the Library's ability to maintain a current and full collection that meets the intellectual and recreational interests of the Saint Paul community. We provide a welcoming environment for many diverse community members and commit our resources to ensure that all patrons have the tools to pursue recreational, employment and learning goals. Libraries are an integral part of each neighborhood and serve as rich resource hubs. The Library has grown and evolved to fit the changing faces of Saint Paul and the world around it. Library materials, programs and services are more reflective of the increasingly diverse city population. Library has strengthened its community services team to include Community Specialists who work with the Karen, Somali, Spanish-speaking, Black and Hmong communities. SPPL offers story times in world languages, employment assistance, homework and distance learning help, workforce services, arts and educational programming, computer and language classes and more. The Library's goal is to maintain a current, high quality, relevant, comprehensive collection that supports the diversity of Saint Paul residents and their interests. It is with great pride when we hear from Mobile Library and library branch users that they are so happy to see themselves and their community represented in their library.

14. For this question, provide a narrative response about one of the four evaluation criteria: QUALITY. Excellent proposals will describe strong goals and a plan to achieve them to have a successful project. QUESTIONS TO CONSIDER: • Who are, or will be, the artists and/or project leaders? How were, or will, they be selected? • What background or experience do your group, artists, consultants, and project leaders bring to this project to ensure quality? **ADDITIONAL SPECIAL PROJECT QUESTIONS TO CONSIDER:** • What are your artistic and/or cultural goals for this project? How will you measure them? • In what ways will your project be artistically or culturally challenging for your group, the artists, the audience, or all three? **ADDITIONAL ORGANIZATIONAL DEVELOPMENT AND CAPITAL PROJECT QUESTIONS TO CONSIDER:** • What are your project goals? What is the outcome you plan to achieve? What mechanism will you use for evaluating the success of your project? How will you know when you are done? How will you know if this project is a success? **ADDITIONAL CAPITAL PROJECT QUESTIONS TO CONSIDER:** • If you are purchasing equipment, describe how you arrived at purchasing this particular equipment.

Four evaluation criteria - Impact, Quality, Ability, and Diversity - Each worth up to 5 points, scored as follows: Excellent (5 points), Good (4 points), Adequate (3 points), Questionable (2 points), Needs improvement (1 point)

The Library has a collections development policy and a qualified, diverse team of selectors who work closely with library branch staff, Library Community Specialists, partner organizations and the general public to select library materials for the collection. Selectors have access to several material review sources. Tools such as special collections assessments and diversity audits are used to evaluate collections. Library users can submit requests for specific materials. For special initiatives such as Read Brave, Summer Spark, and displays, events, and programs, the teams

work closely to curate library materials for those initiatives. SPPL is dedicated to selecting library materials that reflect the changing city population and what they want and need in their library experiences

15. For this question, provide a narrative response about one of the four evaluation criteria: ABILITY. Excellent proposals will describe projects that are clearly defined with a realistic plan that could include timeline, personnel, publicity and financial support that demonstrates that the project will be implemented successfully. QUESTIONS TO CONSIDER: • Describe the planning process for your project. • In what ways will your board of directors or advisory committee be involved? • What experience does your organization have that demonstrates the capacity for successfully completing this project? • What is the timeline for your project? • What other financial support do you expect for this project? ADDITIONAL SPECIAL PROJECT QUESTION TO CONSIDER: • How will you promote your project?

Four evaluation criteria - Impact, Quality, Ability, and Diversity - Each worth up to 5 points, scored as follows: Excellent (5 points), Good (4 points), Adequate (3 points), Questionable (2 points), Needs improvement (1 point)

Library collections selectors use direct input from staff engaged in community outreach and day-to-day interaction with our communities. This feedback, along with formalized tools such as diversity audits, materials reviews, circulation statistics evaluations and engagement with local and state partners, allows our teams to determine the most requested and most relevant materials to add to our collections. The materials management team also works on dedicated projects with branch managers to assess the specific community needs based on library location. The outcomes of these projects and the resulting collections acquisition plans are presented to the senior team on a regular basis for review and approval. The collections team also presents plans and outcomes to the City's Library Board, which is comprised of members of City Council and oversees the functions of the Library.

16. For this question, provide a narrative response about one of the four evaluation criteria: DIVERSITY. Excellent proposals will describe a project that will be accessible to and inclusive of audiences and add to the artistic and cultural diversity of offerings in Saint Paul, or increase the ability of the organization to be accessible and inclusive, and diversify cultural offerings. QUESTIONS TO CONSIDER: • How will this project add to the diversity of - or add to your ability to diversify the - cultural offerings in Saint Paul? • Considering diversity in its broadest sense (e.g., geography, age, gender, socioeconomic status, race, ethnicity, sexual orientation, etc.) describe in what ways your project will attract, and more fully embrace, diverse audiences, or how the project will lead to an enhanced ability for you to build and diversify audiences. • As you consider your project's goals and targeted audiences, describe how diversity is represented in your project (e.g., among your board of directors or advisory committee, project personnel, and/or artists).

Four evaluation criteria - Impact, Quality, Ability, and Diversity - Each worth up to 5 points, scored as follows: Excellent (5 points), Good (4 points), Adequate (3 points), Questionable (2 points), Needs improvement (1 point)

The Cultural Star grant will be devoted to diversifying the collection and authors. The funds will expand the cultural reach to more authors of color, local authors, debut authors and self-published authors. The funds will be used to purchase materials that are culturally relevant to the many diverse communities who rely on Saint Paul Public Library to meet their educational, informational, access to technology, recreational, well-being, and economic needs. The Library selections team is diverse and they work closely with those who inform selection choices, including Community Specialists, partner organizations, and the general public. Tools such as collections reviews and diversity audits are used. Past investments of Cultural STAR funds have allowed us to purchase works from artists and authors in our community that we otherwise would have had the capacity to add to our collection

Organization Information

17. What type of entity is your organization?

Select one

- ☒ Nonprofit
- ☐ For Profit
- ☐ Unincorporated Art Group or Individual Artist - use of a fiscal sponsor will be required (see question 18)

18. If you are applying as an Unincorporated Art Group or Individual Artist, please provide the name of the fiscal sponsor you plan to use, and their contact information. Please note that 100% of projects using a fiscal sponsor must take place in the Cultural District.

If you are not using a fiscal sponsor, please enter N/A in the answer space. For profit and non-profit organizations are not allowed to utilize fiscal sponsors for this program.

N/A

19. What is your organization's mission or purpose?

To welcome all people to connect, learn, participate and grow.

20. What is the amount of your CURRENT YEAR Operating Budget?

\$24,550,163

21. What is the total number of FTEs, and the number of full and part time employees in your organization?

181

22. How many people were served through your programs, events and services for your most recently completed fiscal year?

Total materials circulation in 2023 was 2,492,987 collections items. 21,429 new patron accounts were also created.

23. Please check the Council Ward in which your organization is located or indicate that your organization is located outside of Saint Paul.

Please consult the Ward map on the Guidelines webpage or at the back of the guidelines packet, or look up the address using the City's "Find My Ward and District Council" map link found here: <https://www.stpaul.gov/departments/city-council>

- ☐ Ward 1
- ☒ Ward 2
- ☐ Ward 3
- ☐ Ward 4
- ☐ Ward 5
- ☐ Ward 6
- ☐ Ward 7
- ☐ Outside Saint Paul

24. Please list the past City financial support you've received during the past five years? (Cultural STAR, Neighborhood STAR, CDBG, etc)

For each project supported with City funds, list the project name, the year, source/program and amount received and any remaining balances. (e.g. Culture Fest, 2021 Cultural STAR Grant - \$10,000; remaining \$2,500)

SPPL has received Cultural Star funding every year since 2009, primarily to support building library collections that are reflective and supportive of Saint Paul's diverse community. In 2023 SPPL received \$175,000 from the Cultural Star program.

25. If you received Cultural STAR support in 2023, please briefly describe the project, focusing on the value and learning you gained from implementing the project, and how it will impact the implementation of future projects.

Include project name; amount of STAR funding and total project budget amount; audience size; results of the project, major successes, and lessons learned

In 2023 SPPL received \$175,000 in Cultural Star funds. These funds allowed us to further develop our collection in ways that are responsive to our communities, particularly our New American communities. The program also allowed us to purchase the launch collection for our new Mobile Library which will be arriving soon and serves our communities who have the most challenges in visiting a library location.

26. Are you or have you ever been in an adverse lending relationship between your entity, including principals, and the City?

Examples: default, delinquent payments, litigation

No

27. How did you hear about the Cultural STAR program?

- ☐ City of Saint Paul elected official or employee
- ☐ City of Saint Paul website or email
- ☐ Cultural STAR Board Member
- ☐ Friend/Colleague
- ☒ We have applied for/received Cultural STAR funding in the past
- ☐ Social Media
- ☐ Other:

Voluntary Questionnaire

This information will only be used for reporting purposes. Do not leave any answers blank. If a question does not apply to your organization or you prefer not to answer, please type N/A.

28. Does the person who owns, controls, or leads at least 51% of the business or the organization identify themselves as a member of any of the following groups: (Select all that apply)

- ☐ Racial or ethnic minority
- ☐ Military veteran
- ☐ Person with one or more disabilities
- ☐ Person living in poverty or experiencing low income
- ☐ Person experiencing homelessness
- ☐ Woman
- ☐ Man
- ☐ Transgender
- ☐ Non-Binary
- ☐ Some other gender
- ☐ LGBTQ+
- ☒ Other

29. If you answered other to question 28, please explain or type N/A

N/A

30. How does the same primary owner or operations manager identify racially or ethnically? (Select all that apply)

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic or Latino Origin
- ☐ Native Hawaiian or Pacific Islander
- ☐ White
- ☐ Prefer not to answer
- ☒ Other

31. If you answered other to question 30, please explain or type N/A

N/A

32. Is your business or organization at least 51% owned by one or more women (or in the case of a publicly owned business, at least 51% of the stock owned by one or more women) and is the management and daily business/organization operations controlled by one or more women who own it?

- ☐ Yes
- ☐ No
- ☒ Prefer not to answer

33. Is your business or organization at least 51% owned by one or more BIPOC (Black, Indigenous, and Persons of Color) persons (or in the case of a publicly owned business, at least 51% of the stock is owned by one or more BIPOC persons) and is the management and daily business/organization operations controlled by one or more BIPOC persons who own it?

- ☐ Yes
- ☐ No
- ☒ Prefer not to answer

34. Is your business CERT certified?

- ☐ Yes
- ☐ No
- ☒ Prefer not to answer

35. How long have you owned/operated this business or organization?

N/A

36. Is your business or organization a small business or organization as defined as businesses or organizations with under \$1 million in gross sales/generated revenue or fewer than 20 full time employees? (MN Statute 645.445)

N/A

37. If you answered yes to question 36, how many full time equivalent (FTE) employees do you have? (An FTE is an employee that works at least 32 hours per week. Please do not include contractors or volunteers).

N/A

38. What type of business or organization do you have?

- ☐ Restaurant/Fast Food
- ☐ Food/Grocery
- ☐ Retail/Clothing/Gifts
- ☐ Personal Services/Barber/Salon
- ☐ Entertainment
- ☐ Professional Services
- ☐ Industrial/Manufacturing
- ☐ Technology
- ☐ Health Care
- ☒ Other

39. If you answered other to question 38, please fill in type of business or organization.

Local Government

40. How did you hear about the opportunity to apply for STAR funds?

- ☐ Council Member
- ☐ District Council
- ☐ City Staff
- ☐ City Email
- ☐ Social Media
- ☐ Chamber of Commerce
- ☐ Friend or family member
- ☒ Other

41. If you answered other to question 40, please identify how you heard about the opportunity to apply for STAR funds.

We have applied for/received Cultural Star funding in the past.

42. NAICS code. Type N/A if unknown.

N/A

Budget [top](#)

PROJECT INCOME	Secured	Pending/Prospective	TOTAL
<u>Cultural STAR Requested Amount (enter in the "Pending/Prospective" column)</u>	<u>USD\$ 0.00</u>	<u>USD\$ 175,000.00</u>	<u>USD\$ 175,000.00</u>
<u>Foundations and Corporations (e.g., grants, sponsorships)</u>			<u>USD\$ 0.00</u>
<u>Other government funds (e.g., MSAB, MRAC, NEA grants)</u>	<u>USD\$ 0.00</u>		<u>USD\$ 0.00</u>
<u>Organizational funds</u>	<u>USD\$ 175,000.00</u>		<u>USD\$ 175,000.00</u>
<u>In-kind services/supplies</u>			<u>USD\$ 0.00</u>
<u>Sweat Equity (Capital Projects)</u>			<u>USD\$ 0.00</u>

<u>Other (provide details)</u>			<u>USD\$ 0.00</u>
<u>Other (provide details)</u>			<u>USD\$ 0.00</u>
<u>Other (provide details)</u>			<u>USD\$ 0.00</u>
Total	USD\$	USD\$ 175,000.00	USD\$
	175,000.00		350,000.00

PROJECT EXPENSES	Project Expenses	
<u>Artist Fees, Artistic Personnel-</u>		
<u>Employees/Contractors</u>		
<u>Administrative Personnel-</u>		
<u>Employees/Contractors</u>		
<u>Supplies</u>		
<u>Printing and Postage</u>		
<u>Marketing/Promotions</u>		
<u>Facilities/Equipment</u>		
<u>Transportation</u>		
<u>ADA-related costs (e.g. sign</u>		
<u>language interpreters, signage,</u>		
<u>, etc.)</u>		
<u>Fiscal Sponsor Fee</u>		
<u>Library Materials (books, DVDs,</u>		
<u>CDs, databases, e-resources,</u>	<u>USD\$</u>	
<u>web materials</u>	<u>175,000.00</u>	
<u>Other (provide details)</u>		
<u>Other (provide details)</u>		
<u>Other (provide details)</u>		
<u>Other (provide details)</u>		
<u>Other (provide details)</u>		
<u>Other (provide details)</u>		
<u>Other (provide details)</u>		
Total	USD\$	
	175,000.00	

Is your budget balanced? **USD\$**
 Is your total "Project Income" equal to your total "Project Expenses"? If the **175,000.00**
 above total does not equal 0, there are revisions needed. If it is a positive
 number (i.e. greater than 0), your Income totals more than your Expenses. If it is
 a negative number (i.e. less than 0), your Expenses total more than your
 Income. Please make revisions to balance your budget so that the total "Project
 Income" is the same as the total "Project Expenses".

Budget Narrative

Of the Library's ~ \$24m operating budget, approx. \$1.4m is invested into collections development to fulfill our mission to welcome all people to connect, learn, participate, and grow. In addition to the Cultural Star Grant, SPPL receives \$757,204 in General Funds and \$455,633 in Special Funds (grants from The Friends of the SPPL and Metropolitan Library Services Association).

Documents Requested *

Applicant Description and Board of Directors/Advisory Committee: Attach a one-page description of your entity - mission, structure, audiences served, membership, staff, brief history, etc. Include a list of current board/advisory committee members

Income and expense statement for most recently completed fiscal year. Submit Fiscal Sponsor's statement, if applicable

Form 990 that has been most recently submitted to the IRS. Submit Fiscal Sponsor's Form 990, if applicable

Acknowledgment of Receipt of Compliance Documents: Download the attached form, fill out and sign it, then upload the signed document or a picture of the signed document
[download template](#)

OPTIONAL: Documents to support your proposal, such as letters of support, photos, press clippings and other marketing materials from your organization, organizational or annual reports, etc.

OPTIONAL: For Capital Projects, photos and/or drawings of your capital improvement

For unincorporated art groups or individual artists, attach a Letter of Intent from Fiscal Sponsor Organization

Proof of Active/In Good Standing Status with Minnesota Secretary of State. Upload a copy of your certificate, or provide a screenshot of your status from the MN Secretary of State website: <https://mbisportal.sos.state.mn.us/Business/Search>

Required?Attached Documents *

[2024 SPPL Applicant Description](#)



[SPPL Financials](#)



[SPPL Financials](#)



[Acknowledgment Document](#)



[2024 SPPL Applicant Description](#)

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