



Anoka County

LIBRARY

Ideas, Information, Inspiration.

CALL TO MEETING

**LIBRARY BOARD MEETING
LIBRARY SUPPORT SERVICES**

707 COUNTY ROAD 10

January 27, 2020

5:30pm

Please notify library staff (763-324-1500) if unable to attend.



ANOKA COUNTY LIBRARY BOARD AGENDA

January 27, 2020, 5:30pm

Library Support Services Building

707 County Road 10, Blaine, MN 55434

- A. **Call to Order/ Adoption of the Agenda** Mark Lenz, President
- B. **Friends of the Library Report and Open Forum**
The opportunity to speak during the remainder of the Library Board meeting is reserved for members of the board, staff and invited guests as recognized by the chair for specific points of business. Open Forum will be limited to a total of 15 minutes.
- C. **Review/Accept Meeting Minutes**
 - 1. December Library Board Meeting
- D. **Consent Agenda** Items may be removed from the consent agenda at the request of any member.
 - 1. Receive / Acknowledge Gifts
 - 2. Review/Approve Bills
- E. **Action Items**
 - 1. Election of 2020 Officers
 - 2. 2020 Library Board Meeting Schedule
 - 3. Video Game Collection
- F. **Discussion Items**
 - 1. Director's Report
 - 2. 2019 Team Reports
 - 3. Facilities Plan
- G. **Committee Reports and Comments**
Robyn West, County Commissioner Liaison / MELSA
- H. **Informational Items**
 - 1. Financial report and other information items
 - 2. Reports from Staff
 - 3. Correspondence
- I. **Adjournment**

ANOKA COUNTY LIBRARY
707 COUNTY RD 10 NE
BLAINE, MN 55434

LIBRARY BOARD MINUTES DECEMBER, 2019 - DRAFT

The Anoka County Library Board met in the Board Room of the Anoka County Library Support Services Building on December 16, 2019. Present were: Board Members: Greensweig, Kost, Orpen and Martineau-Dunlop and Commissioner Meisner Absent: Backlund, Keister, Lenz.

Also present: Kathryn Timm, Assistant County Attorney, Maggie Snow, Library Director, Jacquie Kramer, Assistant Library Director, Judy Soule, Systems Specialist, and Dana Weigman, Office Administration Supervisor.

Meeting was called to order by Board Vice President Kost at 5:30.

AGENDA

On a motion by Greensweig, second by Martineau-Dunlop, the Library Board unanimously approved the agenda as presented.

OPEN FORUM AND FRIENDS OF THE LIBRARY UPDATE

No new items.

MINUTES

On a motion by Orpen, second by Greensweig, the Library Board unanimously approved the minutes of the November 2019 meeting.

CONSENT AGENDA

On a motion by Kost, second by Martineau-Dunlop, the Library Board unanimously approved the consent agenda as presented to include bills and gifts as noted.

Gifts received:

- \$200.00 from Erling & Yolanda Fugelso
- \$100.00 from Loretta Day
- \$20.00 from anonymous donor
- Singer Simple sewing machine for Centennial Library from anonymous donor

Volunteer Hours: Volunteen Hours: 109
Volunteer Hours: 146.5

Bills approved in the amount of: \$188,806.04

	Yes	No
Backlund		
Greensweig	x	
Keister		
Kost	x	

Lenz	
Martineau-Dunlop	x
Orpen	x

CURRENT BUSINESS

PC/Print Management System

On a motion by Greensweig, second by Orpen, the Library Board unanimously approved authorizing TBS as print manager provider. Judy Soule presented on bid process with 4 companies. The selected company will have improved coin towers, auditing software, and mobile printing.

	Yes	No
Backlund		
Greensweig	x	
Keister		
Kost	x	
Lenz		
Martineau-Dunlop	x	
Orpen	x	

Circle Pines Parking Lot

On a motion by Martineau-Dunlop, second by Greensweig, the Library Board reviewed and unanimously approved an agreement with the City of Circle Pines for \$20,000.00 to maintain the parking lot at the Centennial Library.

	Yes	No
Backlund		
Greensweig	x	
Keister		
Kost	x	
Lenz		
Martineau-Dunlop	x	
Orpen	x	

2020 Library Board Schedule

The Library Board reviewed the 2020 board meeting schedule and will vote on it in January.

Johnsville Parking Lot Repair

On a motion by Greensweig, second by Orpen, the Library Board unanimously approved a small contract with Vinco, Inc. to repair the concrete base of a lamp pole in the Johnsville Library parking lot.

	Yes	No
Backlund		
Greensweig	x	

Keister	
Kost	x
Lenz	
Martineau-Dunlop	x
Orpen	x

DISCUSSION ITEMS

READ Report

A prepared report about the certification and training required in our buildings for service animals was shared with the board for informational purposes.

County/MELSA Report

Commissioner Meisner reported that a 3.97% county levy has been approved.

Snow reported that the issue of fines will be discussed in the future. Columbia Heights Library Board is also looking at the possibility of removing fines.

Snow reported on meeting room use and First Amendment issues.

Adjournment

On a motion by Martineau-Dunlop, second by Orpen, the meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Dana Weigman
Office Administration Supervisor



Anoka County LIBRARY

Ideas, Information, Inspiration.

ANOKA COUNTY LIBRARY BOARD CONSENT AGENDA ITEM

January 27, 2020

AGENDA ITEM NO: D-1
AGENDA ITEM: Receive/Acknowledge Gifts

ACTION REQUESTED / RECOMMENDATION:
Accept and acknowledge gifts received during the current month.

BACKGROUND INFORMATION:

Gifts received:

- \$75.00 from Claire Stuessy for cooking program (Curiosity Kitchen @ Mississippi)
- \$50.00 from Ann Karen Engel for Centennial
- \$100.00 from Cindy and Al Butler
- \$50.00 from Sharon Peckels
- \$13.00 from anonymous
- \$200.00 from Frank Wickett
- \$53.26 from anonymous for supplies
- \$2,400.00 from Friends of the Library, each branch will receive \$300.00
- \$50.00 from Catherine Karie for Books by Mail

Volunteer Hours: Volunteer Hours: 131
Volunteer Hours: 150

Bills approved in the amount of: \$286,786.54

	YES	NO
Backlund	_____	_____
Greensweig	_____	_____
Keister	_____	_____
Kost	_____	_____
Lenz	_____	_____
Martineau-Dunlop	_____	_____
Orpen	_____	_____

ANOKA COUNTY LIBRARY

INVOICES FOR APPROVAL AT THE BOARD MEETING - JANUARY 27, 2020

MELSA EQUALIZATION	1,219.72
MELSA FORMULA	6,880.00
LEGACY FUND	161.37
BLDG FUND/RUM BIRD CONTROL	14,021.25
BLDG FUND/NTN VAV BOXES	9,120.00
BLDG FUND/LSS WINDOWS	44,140.00
CAPITAL/CEN PROJECT	9,231.15
OPERATING ACCOUNTS	202,013.05
(INCLUDES \$1,942.95 DONATIONS)	
TOTAL INVOICES SENT FOR PAYMENT 12/6/19 THRU 1/15/20	286,786.54

TOTAL INVOICES SENT FOR PAYMENT - 2019 YTD	6,601,452.36
TOTAL INVOICES SENT FOR PAYMENT - 2020 YTD	872.48

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
JANUARY 16, 2020								
MELSA EQUALIZATION	FRONTLINE TECHNOLOGIES	INVUS110426	ACCT 14110 LIBRARY	355.08	2380110101	61575	23010001	61575
MELSA EQUALIZATION	FRONTLINE TECHNOLOGIES	INVUS111280	ACCT 14110 LIBRARY	364.64	2380110101	61575	23010001	61575
MELSA EQUALIZATION	T MOBILE	965098942-12/19	ACCT 965098942 LIBRARY	500.00	2380110101	61549	23010001	61549
	TOTAL MELSA EQUALIZATION			1,219.72				
MELSA FORMULA	SIRSIDYNIX	INV00568	CATALOGING SERVICE LIBRARY	6,880.00	2380114001	63066	23010003	63066
	TOTAL MELSA FORMULA			6,880.00				
LEGACY FUND	PRESTO GRAPHICS INC	64839	LIBRARY POSTERS/SIGNS	161.37	2380110101	61549	23011204	61549
	TOTAL LEGACY FUND			161.37				
BLDG FUND/RUM BIRD CONTROL	GUARDIAN PEST SOLUTIONS	2092159	BIRD CONTROL/RUM	14,021.25	4194041001	63010	4119004	63010
	TOTAL BLDG FUND/RUM BIRD CONTROL			14,021.25				
BLDG FUND/NTN VAV BOXES	UHL COMPANY	16284	RETROFIT FOR VAV BOXES/NTN	9,120.00	4194071401	61253	4119007	61253
	TOTAL BLDG FUND/NTN VAV BOXES			9,120.00				
BLDG FUND/LSS WINDOWS	WOOD CREST BUILDERS	1080	WINDOW REPLACEMENT/LSS	44,140.00	4194072401	61250	4119005	61250
	TOTAL BLDG FUND/LSS WINDOWS			44,140.00				
CAPITAL/CEN PROJECT	KUE CONTRACTORS INC		PAY APPLICATION #14/CEN PROJECT	9,231.15	4594097681	65120	4117002	65120
	TOTAL CAPITAL/CEN PROJECT			9,231.15				
DONATIONS	1971 DOMINOS PIZZA		PROCUREMENT CARD	69.90	2380115001	63710		
DONATIONS	AMAZON.COM		PROCUREMENT CARD	7.99	2380115001	63710		
DONATIONS	AMAZON.COM		PROCUREMENT CARD	551.17	2380115001	63710		
DONATIONS	AMAZON.COM		PROCUREMENT CARD	12.47	2380115001	63710		
DONATIONS	AMAZON.COM		PROCUREMENT CARD	231.05	2380115001	63710		
DONATIONS	AMAZON.COM		PROCUREMENT CARD	6.18	2380115001	63710		
DONATIONS	BAKER AND TAYLOR	2034962518	ACCT L042226 2 LIBRARY	90.39	2380115001	63710		
DONATIONS	BAKER AND TAYLOR	2034965427	ACCT L042226 2 LIBRARY	10.19	2380115001	63710		
DONATIONS	BAKER AND TAYLOR	2034980913	ACCT L042226 2 LIBRARY	199.10	2380115001	63710		
DONATIONS	BAKER AND TAYLOR	2034984729	ACCT L042226 2 LIBRARY	33.22	2380115001	63710		
DONATIONS	CONSTRUCTPLAYTHINGS.COM		PROCUREMENT CARD	71.73	2380115001	63710		
DONATIONS	CUB FOODS INC.		PROCUREMENT CARD	12.81	2380115001	63710		
DONATIONS	DEMCO INC		PROCUREMENT CARD	67.32	2380115001	63710		
DONATIONS	HEIGHTS BAKERY		PROCUREMENT CARD	16.90	2380115001	63710		
DONATIONS	INGRAM LIBRARY SVCS	43014070	ACCT 2011296 LIBRARY PO3634	24.29	2380115001	63710		
DONATIONS	INGRAM LIBRARY SVCS	43147275	ACCT 2011296 LIBRARY PO3634	74.68	2380115001	63710		
DONATIONS	INGRAM LIBRARY SVCS	43169454	ACCT 2011296 LIBRARY PO3634	15.58	2380115001	63710		
DONATIONS	INGRAM LIBRARY SVCS	43179935	ACCT 2011296 LIBRARY PO3634	31.47	2380115001	63710		
DONATIONS	INGRAM LIBRARY SVCS	43250784	ACCT 2011296 LIBRARY PO3634	18.88	2380115001	63710		
DONATIONS	KAPLAN EARLY LEARNING COM		PROCUREMENT CARD	40.24	2380115001	63710		
DONATIONS	LAKESHORE LEARNING MATER		PROCUREMENT CARD	43.97	2380115001	63710		
DONATIONS	PITNEY BOWES	1014591357	ACCT 0011741352 LIBRARY	50.00	2380115001	63710		
DONATIONS	WALMART.COM		PROCUREMENT CARD	69.98	2380115001	63710		
DONATIONS	WALMART.COM		PROCUREMENT CARD	91.96	2380115001	63710		
DONATIONS	WALMART.COM		PROCUREMENT CARD	39.75	2380115001	63710		
DONATIONS	WALMART.COM		PROCUREMENT CARD	51.44	2380115001	63710		
DONATIONS	WALMART.COM		PROCUREMENT CARD	10.29	2380115001	63710		
	TOTAL DONATIONS			1,942.95				
SUPPLIES	ADVANTAGE SIGNS AND GRAPHICS I	40693	CENTENNIAL LIBRARY SIGN	845.00	2380134001	61149		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	-341.72	2380110101	61101		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	389.99	2380114001	61101		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
JANUARY 16, 2020								
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	79.99	2380114001	61149		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	48.20	2380114001	61149		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	10.91	2380114001	61149		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	57.36	2380114001	61149		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	16.08	2380114001	61149		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	7.80	2380114001	61149		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	-2.27	2380114001	61149		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	453.80	2380114001	61149		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	28.59	2380114001	61149		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	23.97	2380114001	61149		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	452.22	2380114001	61149		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	92.97	2380114001	61149		
SUPPLIES	CINTAS CORP NO 470	4033960141	CUST 12436514 LIBRARY	6.26	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4034410116	CUST 12448679 RUM RIVER LIBR	3.70	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4034536117	CUST 12436514 LIBRARY	8.44	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4034997275	CUST 12448679 RUM RIVER LIBR	3.70	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4035112699	CUST 12436514 LIBRARY	8.44	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4035600503	CUST 12448679 RUM RIVER LIBR	3.70	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4035739155	CUST 12436514 LIBRARY	8.44	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4036144970	CUST 12448679 RUM RIVER LIBR	3.70	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4036281360	CUST 12436514 LIBRARY	8.44	2380112001	61120		
SUPPLIES	COMMERS PRINTING INC		PROCUREMENT CARD	25.00	2380110101	61149		
SUPPLIES	DEMCO INC		PROCUREMENT CARD	81.60	2380114001	61149		
SUPPLIES	ELLISON EDUCATION.COM		PROCUREMENT CARD	60.99	2380114001	61149		
SUPPLIES	GRAINGER INC	9388025364	ACCT 806469060 LIBRARY	90.00	2380112001	61105		
SUPPLIES	HOME DEPOT CREDIT SERVICES	13-DEC-2019	6035 3225 3883 6655 LIBRARY	193.80	2380112001	61105		
SUPPLIES	IN *ELM USA INC.		PROCUREMENT CARD	1,464.95	2380114001	61149		
SUPPLIES	JOANN STORES #1941		PROCUREMENT CARD	250.00	2380110101	61149		
SUPPLIES	JOANN STORES #1941		PROCUREMENT CARD	150.00	2380110101	61149		
SUPPLIES	MULCAHY COMPANY INC	382231	CUST ACG100 LIBRARY	306.82	2380112001	61105		
SUPPLIES	NORTHERN SANITARY SUPPLY CO IN	197024	ACCT A1018 LIBRARY	57.50	2380112001	61105		
SUPPLIES	NORTHERN SANITARY SUPPLY CO IN	197040	ACCT A1018 LIBRARY	47.32	2380112001	61105		
SUPPLIES	NORTHERN SANITARY SUPPLY CO IN	197160	ACCT A1018 LIBRARY	203.50	2380112001	61105		
SUPPLIES	NORTHERN SANITARY SUPPLY CO IN	197256	ACCT A1018 LIBRARY	498.60	2380112001	61105		
SUPPLIES	NORTHERN SANITARY SUPPLY CO IN	197409	ACCT A1018 LIBRARY	116.44	2380112001	61105		
SUPPLIES	NORTHERN SANITARY SUPPLY CO IN	197425	ACCT A1018 LIBRARY	129.36	2380112001	61105		
SUPPLIES	NYSTROM PUBLISHING CO INC	42661	LBIRARY WINTER ACTIVITY GUIDE	4,257.55	2380110101	61149		
SUPPLIES	OFFICE DEPOT #1090		PROCUREMENT CARD	254.16	2380114001	61149		
SUPPLIES	OFFICE DEPOT #1090		PROCUREMENT CARD	106.86	2380114001	61149		
SUPPLIES	OFFICE DEPOT #1090		PROCUREMENT CARD	97.94	2380114001	61149		
SUPPLIES	OFFICE DEPOT #1090		PROCUREMENT CARD	5.16	2380114001	61149		
SUPPLIES	OFFICE DEPOT #1090		PROCUREMENT CARD	882.87	2380114001	61149		
SUPPLIES	PRESTO GRAPHICS INC	64729	LIBRARY WINTER STORYTIME	166.51	2380110101	61149		
SUPPLIES	RED RIVER FLAGS	3502	LIBRARY FLAGS	746.40	2380114001	61149		
SUPPLIES	WAL-MART #1562		PROCUREMENT CARD	9.96	2380114001	61149		
SUPPLIES	WALMART.COM		PROCUREMENT CARD	39.99	2380114001	61149		
SUPPLIES	WALMART.COM		PROCUREMENT CARD	27.96	2380114001	61149		
SUPPLIES	WALMART.COM		PROCUREMENT CARD	87.28	2380114001	61149		
SUPPLIES	WALMART.COM		PROCUREMENT CARD	13.03	2380114001	61149		
	TOTAL SUPPLIES			12,589.26				
REPAIRS/MTNCE	ANOKA COUNTY		TRANSFER/PYMT FOR WINDSHIELD	49.95	2380112001	61251		
REPAIRS/MTNCE	CORVAL CONSTRUCTORS INC	856934	CUST 9754 HVAC MAINT DEC 2019	828.94	2380110101	61250		
REPAIRS/MTNCE	COTTENS INC	130004	ACCT 456 LIBRARY	25.58	2380112001	61251		
REPAIRS/MTNCE	DOUGS POWER EQUIPMENT	249028	CIST 101889 LIBRARY	87.41	2380141001	61251		
REPAIRS/MTNCE	EGAN	SVC98208	RPZ ANNUAL INSPECTIONS AT 5 LO	860.96	2380110101	61250		
REPAIRS/MTNCE	ELECTRO WATCHMAN INC	339319	CUST 2186 LIBRARY SUPPORT BLDG	215.00	2380111001	61250		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
JANUARY 16, 2020								
REPAIRS/MTNCE	LVC COMPANIES INC	24050	ACCT 1234 LIBRARY 2019-2020	550.00	2380111001	61251		2020
REPAIRS/MTNCE	MINVALCO INC	181688	CUST U4923 LIBRARY	274.96	2380133001	61250		
REPAIRS/MTNCE	RM COTTON COMPANY	0115520-IN	CUST ANOK250 LIBRARY	651.20	2380133001	61251		
REPAIRS/MTNCE	SUMMIT FIRE PROTECTION COMPANY	1381520	RUM RIVER LIBRARY SPRINKLER	450.00	2380141001	61250		
REPAIRS/MTNCE	VINCO INC	37656	JOHNSVILLE LIBRARY LIGHT POLE	5,111.48	2380137001	61250		
REPAIRS/MTNCE	VINCO INC	37657	JOHNSVILLE LIBRARY LIGHT POLE	3,178.11	2380137001	61250		
REPAIRS/MTNCE	VINCO INC	37659	NORTHTOWN LIBRARY LIGHT POLE	812.04	2380121001	61250		
	TOTAL REPAIRS/MTNCE			13,095.63				
STAFF DEVELOPMENT	ANOKA COUNTY		TRANSFER/TRAINING (KUEHN)	20.00	2380110101	61355		
STAFF DEVELOPMENT	ANOKA COUNTY		TRANSFER/TRAINING (STRASZEWSKI)	650.00	2380110101	61356		
STAFF DEVELOPMENT	TECH IMPACT		PROCUREMENT CARD	180.00	2380110101	61355		
	TOTAL STAFF DEVELOPMENT			850.00				
TRAVEL	COMFORT INN ROCHESTER		PROCUREMENT CARD	119.73	2380141001	61477		
TRAVEL	COX, JOSIAH		MILEAGE	11.60	2380121001	61475		
TRAVEL	EGBERT, ANDREA		MILEAGE	19.14	2380141001	61475		
TRAVEL	EGBERT, ANDREA		TRAVEL/MEALS	15.75	2380141001	61477		
TRAVEL	HEDLUND, OLIVIA		MILEAGE	167.04	2380136001	61475		
TRAVEL	HENDREN, STACEY		MILEAGE	41.76	2380121001	61475		
TRAVEL	KRAMER, JACQUELINE		MILEAGE	99.18	2380110101	61475		
TRAVEL	MEYER, VICTORIA		MILEAGE	15.66	2380121001	61475		
TRAVEL	MEYER, VICTORIA		MILEAGE	7.48	2380121001	61475		2020
TRAVEL	MEYERS, CHELSEA		MILEAGE	2.32	2380132001	61475		
TRAVEL	MURPHY, JORJEAN		MILEAGE	2.90	2380110101	61475		
TRAVEL	NEUERBURG, DIANA		MILEAGE	47.56	2380132001	61475		
TRAVEL	NUPA MEDITERRANEAN CUISIN		PROCUREMENT CARD	9.46	2380141001	61476		
TRAVEL	OLIVER, MARY		MILEAGE	40.60	2380135001	61475		
TRAVEL	POTTHOFF, LYDIA		MILEAGE	27.26	2380121001	61475		
TRAVEL	SHAFTO, LIZA		MILEAGE	13.92	2380135001	61475		
TRAVEL	SIKORSKI, NANCY		MILEAGE	23.78	2380121001	61475		
TRAVEL	SMALLEY, JASON		MILEAGE	155.44	2380114001	61475		
TRAVEL	VAN HEUVELN, ERIN		MILEAGE	21.46	2380132001	61475		
TRAVEL	VAN NORMAN, JOAN		MILEAGE	3.48	2380134001	61475		
TRAVEL	WESSELING, CHERYL		MILEAGE	9.28	2380121001	61475		
TRAVEL	WHITE, BARBARA		MILEAGE	10.44	2380137001	61475		
	TOTAL TRAVEL			865.24				
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033643	SNOW SVC-ST FRANCIS LIBR 11/19	522.50	2380136001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033644	SNOW SVC-RUM RIVER LIBR 11/19	825.00	2380141001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033645	SNOW SVC-NORTHTOWN LIBR 11/19	415.00	2380121001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033646	SNOW SVC-LIBRARY LSS 11/19	987.00	2380111001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033647	SNOW SVC-JOHNSVILLE LIBR 11/19	415.00	2380137001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033648	SNOW SVC-CROOKED LK LIBR 11/19	415.00	2380132001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033669	SNOW SVC-ST FRANCIS LIBR 12/19	875.00	2380136001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033670	SNOW SVC-RUM RIVER LIBR 12/19	1,660.00	2380141001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033671	SNOW SVC-NORTHTOWN LIBR 12/19	637.50	2380121001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033672	SNOW SVC-LIBRARY LSS 12/19	805.00	2380111001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033673	SNOW SVC-JOHNSVILLE LIBR 12/19	700.00	2380137001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033674	SNOW SVC-CROOKED LK LIBR 12/19	525.00	2380132001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033718	SNOW SVC-ST FRANCIS LIBR 12/19	1,057.50	2380136001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033720	SNOW SVC-NORTHTOWN LIBR 12/19	700.00	2380121001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033721	SNOW SVC-LIBRARY LSS 12/19	1,240.00	2380111001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033722	SNOW SVC-JOHNSVILLE LIBR 12/19	925.00	2380137001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033723	SNOW SVC-CROOKED LK LIBR 12/19	700.00	2380132001	61548		
	TOTAL GROUNDSKEEPING			13,404.50				

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
JANUARY 16, 2020								
PROGRAMS	4IMPRINT		PROCUREMENT CARD	665.36	2380110101	61549		
PROGRAMS	AMAZON.COM		PROCUREMENT CARD	8.95	2380110101	61549		
PROGRAMS	ANOKA COUNTY		TRANSFER/IQ KITCHEN LICENSE	315.00	2380110101	61549		2020
PROGRAMS	BLUEBERRY INK		PROCUREMENT CARD	961.08	2380110101	61549		
PROGRAMS	JOHNSON, JILL J	NOV-DEC 2019	LIBRARY PROGRAMS 11/04 12/09	2,300.00	2380110101	61549		
PROGRAMS	KAPLAN EARLY LEARNING COM		PROCUREMENT CARD	35.95	2380110101	61549		
PROGRAMS	MICHAELS #9490		PROCUREMENT CARD	15.44	2380110101	61549		
PROGRAMS	PERSONALIZED PAPER STORE		PROCUREMENT CARD	633.47	2380110101	61549		
PROGRAMS	PRESTO GRAPHICS INC	64837	LIBRARY POSTERS/SIGNS	37.28	2380110101	61549		
PROGRAMS	PRESTO GRAPHICS INC	64838	LIBRARY POSTERS/SIGNS	168.28	2380110101	61549		
PROGRAMS	PRESTO GRAPHICS INC	64840	LIBRARY POSTERS/SIGNS	148.19	2380110101	61549		
PROGRAMS	RUSH KING PROMOTIONS		PROCUREMENT CARD	1,773.64	2380110101	61549		
PROGRAMS	SPRINGBOARD FOR THE ARTS	DEC 2019	LIBRARY PROGRAMS 12/2 12/7	650.00	2380110101	61549		
PROGRAMS	WALMART.COM		PROCUREMENT CARD	9.88	2380110101	61549		
PROGRAMS	WALMART.COM		PROCUREMENT CARD	-9.88	2380110101	61549		
	TOTAL PROGRAMS			7,712.64				
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	15.06	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	59.96	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	29.98	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	24.99	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	39.04	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	51.98	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	8.48	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	31.98	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	13.99	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	25.92	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	36.19	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	25.96	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	20.58	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	55.00	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	31.98	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	70.57	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	85.82	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	15.00	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	17.98	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	42.97	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	33.48	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	26.49	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	41.98	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	37.38	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	23.35	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	25.18	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	15.94	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	124.50	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	24.99	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	50.27	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	39.99	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	27.86	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	26.93	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	77.09	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	25.16	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	14.04	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	27.96	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	25.95	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	18.39	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	60.60	2380110101	61575		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
JANUARY 16, 2020								
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	30.00	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	16.21	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	13.03	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	39.96	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	14.99	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	31.98	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	20.75	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	10.99	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	20.49	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	-15.15	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	-76.78	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	249.98	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	95.97	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	28.98	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	29.98	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	18.97	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	9.95	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	86.00	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	24.99	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	8.68	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	130.37	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	11.98	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	5.75	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	15.15	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	10.40	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	14.99	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	26.90	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	10.99	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	15.14	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	20.50	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	61.54	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	49.98	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	82.61	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	18.40	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	5.00	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	62.12	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	33.54	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	50.00	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	10.95	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	15.14	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	43.90	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	5.95	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM		PROCUREMENT CARD	17.93	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	3192198	ACCT L042226 2 LIBRARY	-50.65	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034841939	ACCT L042226 2 LIBRARY	669.75	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034908232	ACCT L031708 2 LIBRARY	507.30	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034941772	ACCT L042226 2 LIBRARY	1,142.80	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034944657	ACCT L042226 2 LIBRARY	944.08	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034945690	ACCT L031708 2 LIBRARY	254.86	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034954345	ACCT L042226 2 LIBRARY	524.64	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034957487	ACCT L579508 2 LIBRARY	270.06	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034959277	ACCT L042226 2 LIBRARY	666.89	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034960174	ACCT L042226 2 LIBRARY	1,565.47	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034961280	ACCT L031708 2 LIBRARY	173.53	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034962518	ACCT L042226 2 LIBRARY	847.44	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034965427	ACCT L042226 2 LIBRARY	752.61	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034966237	ACCT L579508 2 LIBRARY	89.64	2380110101	61575		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
JANUARY 16, 2020								
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034968794	ACCT L421025 2 LIBRARY	290.15	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034969423	ACCT L042226 2 LIBRARY	862.26	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034972378	ACCT L421025 2 LIBRARY	429.34	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034973181	ACCT L031708 2 LIBRARY	367.44	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034974704	ACCT L042226 2 LIBRARY	912.82	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034980828	ACCT L579508 2 LIBRARY	86.46	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034980913	ACCT L042226 2 LIBRARY	617.56	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034981341	ACCT L031708 2 LIBRARY	460.80	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034982881	ACCT L042226 2 LIBRARY	1,018.52	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034984729	ACCT L042226 2 LIBRARY	524.16	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034985173	ACCT L042226 2 LIBRARY	763.62	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034986712	ACCT L042226 2 LIBRARY	895.15	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034986790	ACCT L042226 2 LIBRARY	460.06	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034986833	ACCT L042226 2 LIBRARY	629.59	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034987010	ACCT L042226 2 LIBRARY	959.96	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034987095	ACCT L421025 2 LIBRARY	377.77	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034989140	ACCT L042226 2 LIBRARY	2,552.39	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034991933	ACCT L042226 2 LIBRARY	593.89	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034996330	ACCT L042226 2 LIBRARY	778.93	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034997804	ACCT L421025 2 LIBRARY	368.41	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2034999276	ACCT L031708 2 LIBRARY	94.72	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035006048	ACCT L042226 2 LIBRARY	5,768.63	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035006274	ACCT L579508 2 LIBRARY	343.68	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035008038	ACCT L579508 2 LIBRARY	499.54	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035008292	ACCT L042226 2 LIBRARY	3,020.11	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035010210	ACCT L421025 2 LIBRARY	477.98	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035012697	ACCT L042226 2 LIBRARY	347.29	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035016453	ACCT L579508 2 LIBRARY	875.46	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035016477	ACCT L421025 2 LIBRARY	179.30	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035019029	ACCT L042226 2 LIBRARY	882.15	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	5015858591	ACCT C016998 3 LIBRARY	585.81	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	5015873217	ACCT C016998 3 LIBRARY	460.51	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	5015883870	ACCT C016998 3 LIBRARY	667.72	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	5015896124	ACCT C016998 3 LIBRARY	135.46	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	5015909105	ACCT C016998 3 LIBRARY	245.85	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR ENTERTAINMENT	H42165760	CUST 40001214 LIBRARY	9.54	2380110101	61575		
LIB MATERIALS & SOFTWARE	BIBLIOTHECA LLC	IINV-US27773	CUST C0000272 LIBRARY	824.81	2380110101	61575		
LIB MATERIALS & SOFTWARE	BIBLIOTHECA LLC	INV-US27239	CUST C0000272 LIBRARY	348.29	2380110101	61575		
LIB MATERIALS & SOFTWARE	BIBLIOTHECA LLC	INV-US27240	CUST C0000272 LIBRARY	1,898.85	2380110101	61575		
LIB MATERIALS & SOFTWARE	BIBLIOTHECA LLC	INV-US27241	CUST C0000272 LIBRARY	11,821.17	2380110101	61575		
LIB MATERIALS & SOFTWARE	BIBLIOTHECA LLC	INV-US27772	CUST C0000272 LIBRARY	706.51	2380110101	61575		
LIB MATERIALS & SOFTWARE	BIBLIOTHECA LLC	INV-US27774	CUST C0000272 LIBRARY	6,304.13	2380110101	61575		
LIB MATERIALS & SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	832.38	2380110101	61575		
LIB MATERIALS & SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	90.00	2380110101	61575		
LIB MATERIALS & SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	176.99	2380110101	61575		
LIB MATERIALS & SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	225.00	2380110101	61575		
LIB MATERIALS & SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	217.48	2380110101	61575		
LIB MATERIALS & SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	1,507.34	2380110101	61575		
LIB MATERIALS & SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	74.98	2380110101	61575		
LIB MATERIALS & SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	180.00	2380110101	61575		
LIB MATERIALS & SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	844.46	2380110101	61575		
LIB MATERIALS & SOFTWARE	CENTER POINT LARGE PRINT		PROCUREMENT CARD	22.17	2380110101	61575		
LIB MATERIALS & SOFTWARE	CENTER POINT LARGE PRINT		PROCUREMENT CARD	93.48	2380110101	61575		
LIB MATERIALS & SOFTWARE	CENTER POINT LARGE PRINT		PROCUREMENT CARD	204.33	2380110101	61575		
LIB MATERIALS & SOFTWARE	CENTER POINT LARGE PRINT		PROCUREMENT CARD	390.09	2380110101	61575		
LIB MATERIALS & SOFTWARE	CFRA		PROCUREMENT CARD	720.00	2380110101	61575		
LIB MATERIALS & SOFTWARE	CKO*WWW.ISTOCKPHOTO.COM		PROCUREMENT CARD	33.00	2380110101	61559		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
JANUARY 16, 2020								
LIB MATERIALS & SOFTWARE	CYBRARIAN CORP	1-71567	LIBRARY SOFTWARE LICENSE 2020	3,494.95	2380114001	61575		
LIB MATERIALS & SOFTWARE	DRI*ID.MYCOMMERCE.COM		PROCUREMENT CARD	208.89	2380110101	61559		
LIB MATERIALS & SOFTWARE	DRI*ID.MYCOMMERCE.COM		PROCUREMENT CARD	-13.89	2380110101	61559		
LIB MATERIALS & SOFTWARE	DULUTH PUBLIC LIBRARY	22736113	PAYMENT FOR LOST ILL MATERIAL	11.00	2380110101	61575		
LIB MATERIALS & SOFTWARE	EAST CENTRAL REGIONAL LIBRARY	19-SEP-2019	PAYMENT FOR LOST ILL MATERIAL	50.00	2380110101	61575		
LIB MATERIALS & SOFTWARE	EBSCO PUBLISHING	1592404	ACCT CG-F-29297-00 LIBRARY	1,142.00	2380110101	61575		
LIB MATERIALS & SOFTWARE	EBSCO PUBLISHING	2003267	ACCT CG-F-29297-00 LIB	80.30	2380110101	61575		
LIB MATERIALS & SOFTWARE	FRESHWATER SOCIETY		PROCUREMENT CARD	43.90	2380110101	61575		
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	68918354	ACCT 154592 LIBRARY	74.37	2380110101	61575		
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	68922244	ACCT 154592 LIBRARY	615.81	2380110101	61575		
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69021371	ACCT 154592 LIBRARY	194.33	2380110101	61575		
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69026943	ACCT 154592 LIBRARY	26.39	2380110101	61575		
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69031918	ACCT 154592 LIBRARY	75.97	2380110101	61575		
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69038063	ACCT 154592 LIBRARY	24.79	2380110101	61575		
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69042693	ACCT 154592 LIBRARY	1,129.74	2380110101	61575		
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69046496	ACCT 154592 LIBRARY	311.01	2380110101	61575		
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69061562	ACCT 154592 LIBRARY	10.39	2380110101	61575		
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69065836	ACCT 154592 LIBRARY	87.95	2380110101	61575		
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69065843	ACCT 154592 LIBRARY	27.98	2380110101	61575		
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69071558	ACCT 154592 LIBRARY	73.57	2380110101	61575		
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69077616	ACCT 154592 LIBRARY	24.79	2380110101	61575		
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69077990	ACCT 154592 LIBRARY	19.99	2380110101	61575		
LIB MATERIALS & SOFTWARE	GREAT RIVER REGIONAL LIBRARY	11-DEC-2019	LOST ILL MATERIAL	55.95	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	42698233	ACCT 2011296 LIBRARY PO3634	238.48	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	42853320	ACCT 2011296 LIBRARY PO3634	1,056.17	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	42868802	ACCT 2011296 LIBRARY PO3634	564.81	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	42906843	ACCT 2011296 LIBRARY PO3634	247.88	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	42958526	ACCT 2011296 LIBRARY PO3634	56.80	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43004959	ACCT 2011296 LIBRARY PO3634	501.99	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43014070	ACCT 2011296 LIBRARY PO3634	290.23	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43014071	ACCT 2011296 LIBRARY PO3634	551.72	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43040206	ACCT 2011296 LIBRARY PO3634	79.75	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43059330	ACCT 2011296 LIBRARY PO3634	43.13	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43070176	ACCT 2011296 LIBRARY PO3634	228.66	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43147275	ACCT 2011296 LIBRARY PO3634	815.10	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43161802	ACCT 2011296 LIBRARY PO3634	-46.80	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43169454	ACCT 2011296 LIBRARY PO3634	178.44	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43179935	ACCT 2011296 LIBRARY PO3634	1,233.79	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43194532	ACCT 2011296 LIBRARY PO3634	19.15	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43213907	ACCT 2011296 LIBRARY PO3634	436.35	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43213908	ACCT 2011296 LIBRARY PO3634	122.77	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43250784	ACCT 2011296 LIBRARY PO3634	217.04	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43256263	ACCT 2011296 LIBRARY PO3634	180.16	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43289734	ACCT 2011296 LIBRARY PO3634	350.00	2380110101	61575		
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43292516	ACCT 2011296 LIBRARY PO3634	131.29	2380110101	61575		
LIB MATERIALS & SOFTWARE	MDC*ALLRECIPES MAGAZIN		PROCUREMENT CARD	11.98	2380110101	61575		
LIB MATERIALS & SOFTWARE	MERGENT INC	1673006500	CUST 566505 LIBRARY	852.00	2380110101	61575		
LIB MATERIALS & SOFTWARE	MICHAELS #9490		PROCUREMENT CARD	21.05	2380110101	61575		
LIB MATERIALS & SOFTWARE	MICHAELS #9490		PROCUREMENT CARD	18.74	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	93408101	PO3635 CUST 2000006792 LIBRARY	56.35	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98242800	PO3635 CUST 2000006792 LIBRARY	49.98	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98244299	PO3635 CUST 2000006792 LIBRARY	344.86	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98259873	PO3635 CUST 2000006792 LIBRARY	335.81	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98260222	PO3635 CUST 2000006792 LIBRARY	539.88	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98262228	PO3635 CUST 2000006792 LIBRARY	1,071.95	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98268149	PO3635 CUST 2000006792 LIBRARY	1,107.34	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98286949	PO3635 CUST 2000006792 LIBRARY	225.55	2380110101	61575		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
JANUARY 16, 2020								
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98289952	PO3635 CUST 2000006792 LIBRARY	1,174.63	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98290764	PO3635 CUST 2000006792 LIBRARY	561.04	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98318929	PO3635 CUST 2000006792 LIBRARY	722.75	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98319156	PO3635 CUST 2000006792 LIBRARY	74.95	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98322655	PO3635 CUST 2000006792 LIBRARY	79.98	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98322855	PO3635 CUST 2000006792 LIBRARY	1,959.01	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98323298	PO3635 CUST 2000006792 LIBRARY	1,837.37	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98330677	PO3635 CUST 2000006792 LIBRARY	411.07	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98355863	PO3635 CUST 2000006792 LIBRARY	453.88	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98356781	PO3635 CUST 2000006792 LIBRARY	514.31	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98380731	PO3635 CUST 2000006792 LIBRARY	232.94	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98381803	PO3635 CUST 2000006792 LIBRARY	163.12	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98388080	PO3635 CUST 2000006792 LIBRARY	98.47	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98424605	PO3635 CUST 2000006792 LIBRARY	273.65	2380110101	61575		
LIB MATERIALS & SOFTWARE	MYFAVOURITEMAGAZINESCOUK		PROCUREMENT CARD	39.90	2380110101	61575		
LIB MATERIALS & SOFTWARE	OCLC INC	697799	ACCT 01OCLC93000005 LIBRARY	2,908.21	2380114001	61575		
LIB MATERIALS & SOFTWARE	OMNIGRAPHICS		PROCUREMENT CARD	404.46	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	111.37	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	122.40	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	876.22	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	166.94	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	222.74	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	87.20	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	1,933.22	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	181.34	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	73.60	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	222.74	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	87.20	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	277.41	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	111.37	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	184.94	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	138.64	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	171.70	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	66.40	2380110101	61575		
LIB MATERIALS & SOFTWARE	REI*MATTHEW BENDER &CO		PROCUREMENT CARD	374.31	2380110101	61575		
LIB MATERIALS & SOFTWARE	REI*MATTHEW BENDER &CO		PROCUREMENT CARD	207.10	2380110101	61575		
LIB MATERIALS & SOFTWARE	REI*MATTHEW BENDER &CO		PROCUREMENT CARD	299.31	2380110101	61575		
LIB MATERIALS & SOFTWARE	RISKMANAGEM		PROCUREMENT CARD	414.60	2380110101	61575		
LIB MATERIALS & SOFTWARE	SOURCE COMICS AND GAMES		PROCUREMENT CARD	399.87	2380110101	61575		
LIB MATERIALS & SOFTWARE	SP * IND PPL MEDIA		PROCUREMENT CARD	71.19	2380110101	61575		
LIB MATERIALS & SOFTWARE	SQ *H W WILSON		PROCUREMENT CARD	179.10	2380110101	61575		
LIB MATERIALS & SOFTWARE	THE STAR TRIBUNE CIRCULAT		PROCUREMENT CARD	453.44	2380110101	61575		
LIB MATERIALS & SOFTWARE	WALMART.COM		PROCUREMENT CARD	38.18	2380110101	61575		
LIB MATERIALS & SOFTWARE	WALMART.COM		PROCUREMENT CARD	74.30	2380110101	61575		
LIB MATERIALS & SOFTWARE	WALMART.COM		PROCUREMENT CARD	76.51	2380110101	61575		
LIB MATERIALS & SOFTWARE	WALMART.COM		PROCUREMENT CARD	42.28	2380110101	61575		
LIB MATERIALS & SOFTWARE	WALMART.COM		PROCUREMENT CARD	45.66	2380110101	61575		
LIB MATERIALS & SOFTWARE	WALMART.COM		PROCUREMENT CARD	49.85	2380110101	61575		
LIB MATERIALS & SOFTWARE	WALMART.COM		PROCUREMENT CARD	45.62	2380110101	61575		
LIB MATERIALS & SOFTWARE	WALMART.COM		PROCUREMENT CARD	170.02	2380110101	61575		
LIB MATERIALS & SOFTWARE	WALMART.COM		PROCUREMENT CARD	99.80	2380110101	61575		
LIB MATERIALS & SOFTWARE	WALMART.COM		PROCUREMENT CARD	37.92	2380110101	61575		
LIB MATERIALS & SOFTWARE	WALMART.COM		PROCUREMENT CARD	33.59	2380110101	61575		
LIB MATERIALS & SOFTWARE	WKI*CCH INC CYBERSOURC		PROCUREMENT CARD	148.98	2380110101	61575		
LIB MATERIALS & SOFTWARE	WKI*CCH INC CYBERSOURC		PROCUREMENT CARD	504.78	2380110101	61575		
LIB MATERIALS & SOFTWARE	WORLD BOOK SCHOOL AND LIB		PROCUREMENT CARD	3,996.00	2380110101	61575		
	TOTAL LIBRARY MATERIALS & SOFTWARE			111,857.23				

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
JANUARY 16, 2020								
RENTAL	CROSSTOWN SHOPPING CTR INC	JAN 2020 LIBRARY	NO CENTRAL LIBRARY LEASE 01/20	4,650.06	2380135001	62101		
RENTAL	PITNEY BOWES	3103555568	ACCT 0011741352 LIBRARY	847.62	2380110101	62124		
	TOTAL RENTAL			5,497.68				
UTILITIES	ACE SOLID WASTE INC	5512367	ACCT 3067-192854-001 LIBRARY	81.06	2380111001	62228		
UTILITIES	ACE SOLID WASTE INC	5512367	ACCT 3067-192854-001 LIBRARY	40.53	2380141001	62228		
UTILITIES	CENTENNIAL UTILITIES	71047-12/19	ACCT 71047.00 LIBRARY	504.21	2380134001	62225		
UTILITIES	CENTENNIAL UTILITIES	71047-12/19	ACCT 71047.00 LIBRARY	53.90	2380134001	62227		
UTILITIES	CENTERPOINT ENERGY	8000015459-12/19	ACCT 8000015459-3 LIBRARY	371.98	2380111001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-12/19	ACCT 8000015459-3 LIBRARY	1,285.49	2380121001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-12/19	ACCT 8000015459-3 LIBRARY	389.03	2380132001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-12/19	ACCT 8000015459-3 LIBRARY	957.54	2380133001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-12/19	ACCT 8000015459-3 LIBRARY	279.79	2380135001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-12/19	ACCT 8000015459-3 LIBRARY	86.11	2380136001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-12/19	ACCT 8000015459-3 LIBRARY	122.32	2380137001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-12/19	ACCT 8000015459-3 LIBRARY	1,418.23	2380141001	62225		
UTILITIES	CITY OF ANOKA	501210-11/19	ACCT 02-501210-01 LIBRARY	2,732.80	2380141001	62226		
UTILITIES	CITY OF ANOKA	501210-11/19	ACCT 02-501210-01 LIBRARY	459.68	2380141001	62227		
UTILITIES	CITY OF ANOKA	501210-12/19	ACCT 02-501210-01 LIBRARY	2,308.55	2380141001	62226		
UTILITIES	CITY OF ANOKA	501210-12/19	ACCT 02-501210-01 LIBRARY	423.83	2380141001	62227		
UTILITIES	CITY OF BLAINE	4000011-12-19	CUST 4000011-000 LIBRARY	48.89	2380121001	62227		
UTILITIES	CITY OF BLAINE	4000200-12-19	CUST 4000200-000 LIBRARY	53.66	2380111001	62227		
UTILITIES	CITY OF BLAINE	4000602-12-19	CUST 4000602-000 LIBRARY	83.97	2380137001	62227		
UTILITIES	CITY OF COON RAPIDS	46020-11/19	ACCT 9011440011 LIBRARY	367.87	2380132001	62227		
UTILITIES	CITY OF ST FRANCIS	2479-12/19	ACCT 2479 LIBRARY	48.56	2380136001	62227		
UTILITIES	CONNEXUS ENERGY	178588-12/19	ACCT 684587-178588 LIBRARY	154.58	2380136001	62226		
UTILITIES	CONNEXUS ENERGY	203085-12/19	ACCT 386179-203085 LIBRARY	619.45	2380137001	62226		
UTILITIES	CONNEXUS ENERGY	230469-12/19	ACCT 386179-230469 LIBRARY	138.71	2380135001	62226		
UTILITIES	CONNEXUS ENERGY	230477-12/19	ACCT 386179-230477 LIBRARY	205.63	2380135001	62226		
UTILITIES	CONNEXUS ENERGY	231009-12/19	ACCT 386181-231009 LIBRARY	834.87	2380111001	62226		
UTILITIES	CONNEXUS ENERGY	231010-12/19	ACCT 386180-231010 LIBRARY	2,003.26	2380121001	62226		
UTILITIES	CONNEXUS ENERGY	312858-12/19	ACCT 386178-312858 LIBRARY	909.72	2380134001	62226		
UTILITIES	PITNEY BOWES	1014591357	ACCT 0011741352 LIBRARY	9.49	2380110101	62231		
UTILITIES	STATE OF MN IT SVCS	DV19110381	CUST 100A00205 WAN LIBR NOV 19	810.00	2380114001	62275		
UTILITIES	TDS METROCOM	434-9806-12/19	ACCT 763 434 9806 LIBRARY	74.26	2380132001	62229		
UTILITIES	TDS METROCOM	434-9806-12/19	ACCT 763 434 9806 LIBRARY	94.41	2380133001	62229		
UTILITIES	TDS METROCOM	434-9806-12/19	ACCT 763 434 9806 LIBRARY	74.26	2380134001	62229		
UTILITIES	TDS METROCOM	434-9806-12/19	ACCT 763 434 9806 LIBRARY	94.36	2380135001	62229		
UTILITIES	TDS METROCOM	434-9806-12/19	ACCT 763 434 9806 LIBRARY	82.26	2380136001	62229		
UTILITIES	TDS METROCOM	434-9806-12/19	ACCT 763 434 9806 LIBRARY	74.26	2380137001	62229		
UTILITIES	TDS METROCOM	434-9806-12/19	ACCT 763 434 9806 LIBRARY	74.26	2380141001	62229		
UTILITIES	VERIZON WIRELESS	9843689218	ACCT 286867228-1 LIBRARY	446.46	2380110101	62229		
UTILITIES	VERIZON WIRELESS	9843689218	ACCT 286867228-1 LIBRARY	154.59	2380112001	62229		
UTILITIES	XCEL ENERGY	665572683	ACCT 51-6181280-6 LIBRARY	820.60	2380132001	62226		
UTILITIES	XCEL ENERGY	665572683	ACCT 51-6181280-6 LIBRARY	1,248.14	2380133001	62226		
	TOTAL UTILITIES			21,041.57				
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4033960141	CUST 12436514 LIBRARY	13.20	2380111001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4033960154	CUST 12436731 NORTHTOWN LIBR	94.57	2380121001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4034068466	CUST 12436813 CENTENNIAL LIBR	10.78	2380134001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4034159023	CUST 12436786 MISSISSIPPI LIBR	19.42	2380133001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4034161177	CUST 12436794 NO CENTRAL LIBR	6.40	2380135001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4034410116	CUST 12448679 RUM RIVER LIBR	80.00	2380141001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4034536047	CUST 12436731 NORTHTOWN LIBR	94.57	2380121001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4034627718	CUST 12436813 CENTENNIAL LIBR	10.78	2380134001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4034738604	CUST 12436786 MISSISSIPPI LIBR	19.42	2380133001	63064		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
JANUARY 16, 2020								
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4034997275	CUST 12448679 RUM RIVER LIBR	80.00	2380141001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4035003686	CUST 12436757 CROOKED LK LIBR	28.80	2380132001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4035112663	CUST 12436731 NORTHTOWN LIBR	94.57	2380121001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4035112699	CUST 12436514 LIBRARY	13.20	2380111001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4035218013	CUST 12436813 CENTENNIAL LIBR	10.78	2380134001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4035356626	CUST 12436786 MISSISSIPPI LIBR	19.42	2380133001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4035600503	CUST 12448679 RUM RIVER LIBR	80.00	2380141001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4035739137	CUST 12436731 NORTHTOWN LIBR	94.57	2380121001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4035748256	CUST 12436813 CENTENNIAL LIBR	10.78	2380134001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4035851720	CUST 12436786 MISSISSIPPI LIBR	19.42	2380133001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4036144970	CUST 12448679 RUM RIVER LIBR	80.00	2380141001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4036153580	CUST 12436757 CROOKED LK LIBR	28.80	2380132001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4036281360	CUST 12436514 LIBRARY	13.20	2380111001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4036281406	CUST 12436731 NORTHTOWN LIBR	94.57	2380121001	63064		
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	8282022	LIBRARY CLEANING SVCS DEC 2019	950.00	2380111001	63064		
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	8282022	LIBRARY CLEANING SVCS DEC 2019	3,441.55	2380121001	63064		
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	8282022	LIBRARY CLEANING SVCS DEC 2019	950.00	2380132001	63064		
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	8282022	LIBRARY CLEANING SVCS DEC 2019	950.00	2380133001	63064		
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	8282022	LIBRARY CLEANING SVCS DEC 2019	575.00	2380134001	63064		
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	8282022	LIBRARY CLEANING SVCS DEC 2019	600.00	2380135001	63064		
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	8282022	LIBRARY CLEANING SVCS DEC 2019	430.00	2380136001	63064		
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	8282022	LIBRARY CLEANING SVCS DEC 2019	800.00	2380137001	63064		
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	8282022	LIBRARY CLEANING SVCS DEC 2019	2,625.00	2380141001	63064		
PROFESSIONAL SERVICES	UNIQUE MANAGEMENT SERVICES INC	569578	PROJ 1704 FDB LIBRARY NOV 2019	617.55	2380110101	63010		
	TOTAL PROFESSIONAL SERVICES			12,956.35				
ADM EXPENSE	GREENSWEIG, DANIEL	16-DEC-2019	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADM EXPENSE	KOST, VIRGINIA	16-DEC-2019	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADM EXPENSE	MARTINEAU DUNLOP, JANICE	16-DEC-2019	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADM EXPENSE	ORPEN, RICHARD	16-DEC-2019	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
	TOTAL ADM EXPENSE			200.00				
	MELSA EQUALIZATION			1,219.72				
	MELSA FORMULA			6,880.00				
	LEGACY FUND			161.37				
	BLDG FUND/RUM BIRD CONTROL			14,021.25				
	BLDG FUND/NTN VAV BOXES			9,120.00				
	BLDG FUND/LSS WINDOWS			44,140.00				
	CAPITAL/CEN PROJECT			9,231.15				
	OPERATING ACCOUNTS			202,013.05				
	(INCLUDES \$1,942.95 DONATIONS)							
	TOTAL INVOICES SENT FOR PAYMENT 12/6/19 THRU 1/15/20			286,786.54				

2019 - \$285,914.06
2020 - 872.48



Anoka County LIBRARY

Ideas, Information, Inspiration.

ANOKA COUNTY LIBRARY BOARD

ACTION ITEM

January 27, 2020

AGENDA ITEM NO:

E-1

AGENDA ITEM:

Election of Officers

ACTION REQUESTED / RECOMMENDATION:

Elect a Library Board President, Vice President, and Secretary.

BACKGROUND INFORMATION:

Anoka County Library Board Bylaws specify that a President and Vice President shall be chosen at the January meeting. An officer may succeed him/herself provided that he/she shall not serve more than three consecutive terms.

Bylaws call for the Board to appoint a secretary. A member of the Library Board must be elected for this position however, the day-to-day responsibilities may be delegated to Dana Weigman who currently fulfills the responsibilities of this position.

Nomination – President

	YES	NO
Backlund	_____	_____
Greensweig	_____	_____
Keister	_____	_____
Kost	_____	_____
Lenz	_____	_____
Martineau-Dunlop	_____	_____
Orpen	_____	_____

Nomination – Vice President

	YES	NO
Backlund	_____	_____
Greensweig	_____	_____
Keister	_____	_____
Kost	_____	_____
Lenz	_____	_____
Martineau-Dunlop	_____	_____
Orpen	_____	_____

Appointment of Board Secretary

YES

NO

Backlund

Greensweig

Keister

Kost

Lenz

Martineau-Dunlop

Orpen



Anoka County
LIBRARY

Ideas, Information, Inspiration.

ANOKA COUNTY LIBRARY BOARD

ACTION ITEM

January 27, 2020

AGENDA ITEM NO:

E-2

AGENDA ITEM:

2020 Library Board Meeting Schedule

ACTION REQUESTED / RECOMMENDATION:

Adopt the attached meeting schedule for 2020.

BACKGROUND INFORMATION:

Anoka County Library Board Bylaws specify that the meeting schedule shall be adopted at the January meeting. The attached follows the past pattern of meeting dates and times.

	YES	NO
Backlund	_____	_____
Greensweig	_____	_____
Keister	_____	_____
Kost	_____	_____
Lenz	_____	_____
Martineau-Dunlop	_____	_____
Orpen	_____	_____



Anoka County LIBRARY

Ideas, Information, Inspiration.

2020 Library Board Schedule - Draft

Meetings are in the Board Room, Library Support Services Building
707 County Rd 10 NE, Blaine, MN; at 5:30 PM unless otherwise noted.

Monday	January 27, 2020
Monday	February 24, 2020
Monday	March 16, 2020
Monday	April 20, 2020
Monday	May 18, 2020
Monday	June 15, 2020
Monday	July 20, 2020
Monday	August 17, 2020
Monday	September 21, 2020
Monday	October 19, 2020
Monday	November 16, 2020
Monday	December 21, 2020
Monday	January 25, 2021



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ANOKA COUNTY LIBRARY BOARD ACTION ITEM

January 28, 2020

AGENDA ITEM NO: E-3
AGENDA ITEM: Video Game Collection

Action Requested/Recommendation:

Approve \$1500.00 for creating a video game collection for the Johnsville Library as a six-month pilot project to run February 2020-July 2020.

Background Information:

Over the past several years we have seen strong successes with a variety of our new library collections, which include board games, mobile hotspots, and discover kits. Seeing the success of these collections library staff at Johnsville considered what materials might resonate with their community before finally deciding to propose a pilot project of a video game collection at Johnsville.

The pilot project will cost \$1500 and lead to the purchase of 30-40 video games, which will be housed at the Johnsville Library and circulated to the public. Funding has already been set aside in the collections budget for pilot projects such as this, and technical services staff are prepared to catalog and process these materials.

	YES	NO
Backlund	_____	_____
Greensweig	_____	_____
Keister	_____	_____
Kost	_____	_____
Lenz	_____	_____
Martineau-Dunlop	_____	_____
Orpen	_____	_____



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ANOKA COUNTY LIBRARY BOARD INFORMATION ITEM

January 27, 2020

AGENDA ITEM NO: F-1
AGENDA ITEM: Director's Report

ACTION REQUESTED / RECOMMENDATION:
Information and Discussion

2020 Census

The library efforts around the 2020 Census have been led by Andrew Wylie and Jill Wujcik. To help achieve a fair, accurate, and complete count, Anoka County Library is:

- Providing internet access so residents can respond online - all our libraries are Questionnaire Assistance Centers (QACs). QACs are a key component of the state's strategy to achieve a complete count.
- Helping jobseekers apply for census jobs
- Informing the public about the 2020 Census, options for responding, and how to avoid misinformation and scams; and
- Partnering with county departments and local leaders to help reach communities at risk of being undercounted.

Open Access Libraries

In November 2019, Centennial Library's community room is open to community groups from 8:00am-9:00pm Monday-Saturday, and 1:00-5:00 on Sunday. Since November, 17 reservations have been made when the Library was closed. The estimated attendance of those combined reservations totaled 264 people.

Fines Analysis Taskforce

A Fines Analysis Task Force has been formed with the goal of identifying possible alternatives to our current fine structure and presenting those options to the library board. The group will begin providing information to the Library Board in February and will work with the Library Board throughout the spring months to provide them with information they need for the library's fine policies and budget planning.

ACL Collections in Minnesota Reflections

Thanks to Davin and Christine from North Central Library, and Harris, our archival intern, 100 photos documenting the history of the Anoka County Library have been made available in Minnesota Reflections.

Minnesota Reflections is an online project of the Minnesota Digital Library. It is a collection of more than 52,000 images and documents depicting the history of Minnesota - and Anoka County Library. Davin and Christine wrote and edited the metadata for our collection.

Library App

The new app is now live. Information is available on the website and was promoted on our social media on how to download and access the application. Response from the public has been positive.



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ANOKA COUNTY LIBRARY BOARD INFORMATION ITEM

January 27, 2020

AGENDA ITEM NO: F-2
AGENDA ITEM: 2019 Team Reports

ACTION REQUESTED / RECOMMENDATION:
Information and Discussion

Library services and programs are coordinated through the efforts of several staff teams and committees. Team year-end reports highlighting 2019 initiatives are attached. Erin Straszewski, Community Engagement Manager, will provide more information at the meeting.

Also included are some of the 2019 year-end statistics that will be reported to the Minnesota Department of Education

Statistical Trends 2019

- Overall circulation dropped 4% from 2018. However, electronic material usage increased by 14.4% and now accounts for 13.9% of total circulation. While both eBooks and eAudio showed strong growths eAudio showed the most significant increases climbing by 25.5% from last year. Anoka County Library's collection now includes 20,910 e-books and 5,632 e-audiobooks. Patrons are able to seamlessly access additional items via our MELSA partners.
- Usage of the library's meeting rooms continues to climb – and was up 32% over last year – to a total of 7,946 reservations. This is due in part to the addition of conference rooms at Centennial Library.
- Attendance at library programs was strong but declined slightly from 51,299 in 2018 to 46,815 this year (-4%) Is can be attributed in part to Centennial Library being closed for the first 6 months of 2019.

Adult Services Team



Strategic Goal Addressed: Expand Access to Information, Ideas, & Stories

Summary:

The purpose of the Adult Services Team is to support and empower staff in the development and implementation of library programs, community engagement, and outreach to sustain and expand the impact on adult patrons.

Activities:

- Train and connect with branch staff to share ideas and best practices across the system in order to increase quality program offerings and bring successful programs to additional locations
- 4th Annual Local Author Fair (Oct. 5, 2019)
- Expand the library's role in economic development and consult on MELSA small business funding opportunities
- Monthly reader's advisory article in ABC newspaper
- Develop ACL system-wide theme of "Healthy You, Healthy Community" (HUHC) for 2020-2021 based on Anoka County Community Health Improvement Plan

Total Cost:

- Staff Time
- 2019 Author Fair: \$1050 (Legacy, Library, & Friends funds)
- 2019 Entrepreneur Workshops: \$2500 (MELSA funds)

Key Data:

- Total# of adult programs offered in 2019: 527 (60% increase from 2018)
 - Expanded *Creative Hands* programming from 1 branch in 2018 to 2 branches in 2019 (2019 attendance: 46)
 - Expanded Mobile Menders partnership with community organization & county Environmental Services Dept. from 1 branch in 2018 to 2 branches in 2019 (2019 attendance: 120)
- 2019 Author Fair: 18 Local Authors participated
 - Attendance: 978 (59.8% increase from 2018)
 - Keynote attendance: 66 (164% increase from 2018)
- 2 new small business workshops offered by local author & entrepreneur Jill Johnson in 2019 (attendance: 18)
- ABC newspaper distributed to 44842 homes
- 7 new HUHC programs developed for Winter 2020
 - *Creative Oasis Wellness Workshops* in partnership with Banfill-Locke Center for the Arts
 - *Another Kind of Happy Hour* in partnership with The Mental Wellness Campaign of Anoka County
 - *Tai Chi class* in partnership with Anoka Hennepin Community Education
 - *Planning for a Healthy Business* in partnership with the U.S. Small Business Administration
 - *A Century of Civic Engagement exhibit* in partnership with ABC League of Women Voters
 - *Adult Recess*
 - *Zero Waste Your Mind*



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Adult Services Team

Strategic Goal Addressed: Expand Access to Information, Ideas, & Stories

Outcomes and Impact on Patrons:

- **Built & strengthened community partnerships** to support patrons in the areas of physical & mental health, writing & publishing, and economic development (new/expanded partnerships with 8 organizations)
- **Developed the collection** to reflect local experiences and inspire the community by:
 - connecting local authors to each other and readers to local authors
 - added books by 18 local authors to the collection
- **Delivered convenient, patron focused services** by:
 - developing programs based on community needs
 - delivering reader's advisory to ABC newspaper subscribers' doorsteps as well as sharing via website and social media
 - increasing equitable access through offering free programs and services that patrons would otherwise have to pay for or not have access to

Local Authors- What did you find most valuable about this year's Local Author Fair?

- "I was thrilled to have a woman say she had read my first book through the library. When she saw my name on the bulletin, she came to buy my second book, and the first for a friend."
- "Connecting with local authors, and Anoka County Library patrons."
- "Meeting the public, connecting with prospective readers, and learning about other authors' experiences."
- "It was a great chance to meet readers -- whether they were buying books or not!"
- "The attendee's enthusiasm to stop by the author table and strike up a conversation. People who love books are inspiring."
- "Meeting other authors and sharing ideas."
- "I appreciate the event and support from the library. Recommendations from librarians are gold."

Jill Johnson's Enduring Entrepreneurs workshops:

"Thank you Anoka County Library for sponsoring my recent presentations on Enduring Entrepreneurs™ - 8 Essential Strategies For Achieving Business Longevity - together we made a difference for the small business owners and those who want to be one who attended! This library system is first rate and the staff I worked with are committed to serving our community. They are a terrific resource for business information and if you need a conference room for a group meeting, check out their resources!" -Jill Johnson

Participant feedback:

- "This was an excellent initiative from Anoka county Library to coordinate this meeting."
- "I will be looking for more similar discussion or meetings"

Mobile Menders program feedback:

- 32/35 patrons surveyed were "very satisfied" with the program
- 35/35 patrons surveyed "would attend the program again"



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Customer Experience Team



Strategic Goals Addressed: Expand Access to Information, Ideas, and Stories: Foster a Culture of Innovation

Summary:

- The Customer Experience Team created an online, internal suggestion box in 2018 for staff to submit their own as well as patrons' suggestions for better service, facilities, equipment, etc. The team reviews these submissions and responses are posted to the team's internal web page. The following are examples which have been implemented this year.

Activities:

- In May 2018, staff suggested getting headphones for patrons to borrow same-day. Team left this decision up to the branches. Crooked Lake Library (CRL) purchased 3 headphone sets in August 2019
- In September 2019, staff suggested increasing the MNLINK active request limit. Preceding a MNLINK staff training in October, a team member spoke with a representative and in November, the limit was increased from 10 to 15. The interlibrary loan page of ACL's website was updated, but there's been no other publicity.
- In September 2019, the team began altering the standard message text document used internally to contact patrons for missing materials following several patron complaints stating the language was harsh and accusatory. A revised version was completed in October.

Key Data:

- CRL's headphones - loaned out 120 times
- A "snapshot" look shows on one day in mid-December, there were 8 ACL users who had more than 10 MNLINK requests, for an additional 36 requests
- No additional complaints have been lodged regarding standard message text language

Total Cost:

- Staff time
- Headphones purchased using existing branch funds.

Outcomes & Impact on Patrons:

- **DELIVER CONVENIENT PATRON FOCUSED SERVICES:** Patrons borrowing headphones can fully conduct their business, enjoy their games, etc. Barrier of cost is removed. Becky, branch manager of CRL, said, "These were a big hit at CRL – they are helpful to a wide variety of patrons."
- **Deliver convenient patron focused services:** Patrons can request a greater number of materials from a wide range of sources. The patron who was the catalyst for the suggestion box submission came back and said "Thank you!"
- **EMPOWER STAFF WITH THE TOOLS AND KNOWLEDGE TO EXCEL IN THEIR WORK:** Staff will be able to effectively retrieve missing materials while also maintaining a friendly, welcoming environment.



Staff Development Team



Strategic Goals Addressed: Expand Accessibility to Information, Ideas, and Stories; Foster a Culture of Innovation; Promote Personal Growth and Learning

Summary:

The purpose of the Staff Development Team is to help shape the course of system-wide staff development initiatives that help to foster a culture of innovation to meet patron needs.

Activities:

- Minitex staff presented training on the interlibrary loan process using the MNLINK system and lessons in advanced searching.
- Completion of the Staff Development Needs Assessment
- Planning and execution of 2019 Staff Development Day
- Staff equity, diversity, and inclusion picture book discussion

Key Data:

- 49 staff attended 2 MNLINK training sessions October 4th and 11th, 2019
- 49 SharePoint discussion posts contributed by staff through the picture book discussion
- 1 Book Club in a Bag kit added to the library collection (3 more kits to be added by Spring, 2020)
- 1 Book Puzzler program with 5 attendees on January 2nd, 2020

Total Cost:

- Staff Time
- MNLINK training: \$0
- Staff Picture Book Discussion: \$225.32

Outcomes & Impact on Patrons:

- **Built community around reading and literacy:** by adding diverse picture books to Book Club in a Bag kits and to Book Puzzler program at North Central Library.
- **Offered additional adult programs supporting cultural/social issues and history:** through Book Club in a Bag kits and Book Puzzler program, patrons have more awareness of issues around equity, diversity, and inclusion.
- **Expanded accessibility to information, ideas, and stories:** by attending MNLINK training, staff can now more efficiently place interlibrary loan requests for patrons. Search strategies were improved, and patrons now have improved access to materials.



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Youth Services Team



Strategic Goals Addressed: Promote learning and literacy through cultural and intellectual resources; Provide opportunities for people to meet, exchange ideas, and participate in the life of their community.

Summary:

The Summer Reading Program was revamped in 2019 to provide a wider variety of learning and literacy activities to its participants. Children & youth had Explorer Field Guides that encouraged them to read, learn, actively participate in their communities, and explore the natural world around them with the library as a central guidepost.

Activities:

- 4-day songwriting workshop with James Hersch where kids wrote, composed, and recorded original music for a CD release
- STEM and arts workshops to help kids learn fine motor skills; increase creativity, subject knowledge, and cooperation with peers
- Musicians, jugglers, and puppeteers provided family entertainment at all branches and at select community sites

Key Data:

- Youth read down over \$3,400 in fines
- Over 3,000 prize books were distributed
- 400 programs (including storytimes) in 11 weeks
- 12,000 people in attendance at those programs

Total Cost: \$22,647.68

- \$13,276.18 in funding from MELSA
- \$5,691 in Legacy funding
- \$3,680.50 in Friends donations
- Staff time

Outcomes:

- A majority of youth surveyed said that they...
 - Learned something new (89%)
 - Read more often (74%)
 - Enjoyed reading more (72%)
- A majority of caregivers surveyed said that...
 - Their child maintained/increased their reading skills (83%)
 - Their child is a more confident reader (69%)
 - Their child reads more often (60%)

Impact on Patrons:

- One caregiver reported that Summer Reading “brought us to the library more than we ever have [been] in our lives.”
- Another reported that reading more often helped to increase their child’s reading level and “helped improve her speech!”



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Branches by Quarter 2019

	Total materials circulated					Children's materials circulated					Registrations				
	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total
AC History Ctr	381	326	355	276	1,338	58	91	115	73	337	40	17	19	30	106
Andover	3,030	2,270	2,409	2,454	10,163	1,067	667	1,000	1,170	3,904	9	18	10	7	44
Centennial	10,134	14,747	63,251	49,738	137,870	5,887	8,970	39,091	28,775	82,723	88	232	810	417	1,547
Crooked Lake	47,167	48,564	50,863	42,369	188,963	23,197	24,564	26,054	20,186	94,001	329	384	422	302	1,437
Johnsville	77,251	81,674	84,790	68,166	311,881	46,043	49,899	54,230	41,638	191,810	430	544	447	290	1,711
LSS	10,046	9,783	10,278	9,957	40,064	2,682	2,914	2,870	2,780	11,246	3	-	8	2	13
Mississippi	27,329	27,848	28,380	25,903	109,460	12,128	12,614	13,231	11,865	49,838	229	229	232	207	897
North Central	20,736	22,870	25,334	19,628	88,568	10,424	12,990	15,218	10,697	49,329	117	178	138	78	511
Northtown	125,985	121,066	115,874	103,514	466,439	59,892	58,403	56,885	49,929	225,109	634	683	642	456	2,415
Ramsey	443	488	510	551	1,992	133	209	124	196	662	8	8	7	4	27
Rum River	117,997	121,205	131,622	106,718	477,542	60,715	63,618	70,934	54,968	250,235	616	764	808	472	2,660
St. Francis	17,279	18,001	18,215	15,228	68,723	9,175	10,022	9,889	7,748	36,834	72	112	80	69	333
Total	457,778	468,842	531,881	444,502	1,903,003	231,401	244,961	289,641	230,025	996,028	2,575	3,169	3,623	2,334	11,701

	Total Reference					Visits					Meeting room use by outside groups				
	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total
Centennial			1,968	2,210	4,178		3,851	25,875	17,748	47,474	-	19	316	335	670
Crooked Lake	1,236	1,140	1,620	1,716	5,712	19,206	24,194	24,864	19,097	87,361	114	114	59	74	361
Johnsville	744	1,344	1,716	1,911	5,715	24,711	28,046	28,973	22,130	103,860	130	124	71	65	390
Mississippi	1,344	1,728	1,776	1,508	6,356	18,504	20,463	20,832	18,062	77,861	142	147	106	82	477
North Central	600	180	444	676	1,900	10,368	11,435	12,667	9,814	44,284					-
Northtown	5,736	4,020	6,588	6,136	22,480	49,290	48,939	46,514	42,385	187,128	1,364	1,325	1,113	1,280	5,082
Rum River	6,540	3,048	6,540	4,147	20,275	35,079	38,486	41,081	33,842	148,488	259	275	193	239	966
St. Francis	792	576	840	1,027	3,235	8,640	9,001	9,108	7,614	34,363					-
Total	16,992	12,036	21,492	19,331	69,851	165,798	184,415	209,914	170,692	730,819	2,009	2,004	1,858	2,075	7,946

	Volunteer hours					Volunteer hours				
	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total
Centennial	0	0	42	46.75	88.75	0	0	109.25	0	109.25
Crooked Lake	92.25	120.5	123.25	96.25	432.25	38	124	311.75	3.25	477
Johnsville	93	94.25	92	97.5	376.75	6	173.25	178	56.25	413.5
Mississippi	0	0	3	5	8	0	0	102.5	11.5	114
North Central	35.5	20	0	0	55.5	4	81.25	101.75	10.75	197.75
Northtown	119.5	150.75	158	226.5	654.75	199.95	307.75	326.5	138.75	972.95
Rum River	110.25	118.5	121.5	88.5	438.75	420.8	369.25	283.25	210	1283.3
St. Francis	13	6.75	22.5	10	52.25	55.25	75.25	74	56.75	261.25
Total	463.5	510.75	562.25	570.5	2107	724	1130.75	1487	487.25	3829

Branches by Quarter 2019

Children's programs

	Q1	Q2	Q3	Q4	YTD Total
ACL Offsite	50	44	16	11	121
Centennial	0	11	40	47	98
Crooked Lake	50	48	47	38	183
Johnsville	33	39	22	25	119
Mississippi	16	27	37	32	112
North Central	19	18	22	19	78
Northtown	109	82	92	111	394
Rum River	96	68	68	62	294
St. Francis	21	27	22	20	90
Total	394	364	366	365	1489

Children's program attendance

	Q1	Q2	Q3	Q4	YTD Total
ACL Offsite	1911	3204	1032	278	6425
Centennial	0	1821	1120	1306	4247
Crooked Lake	969	1970	1335	915	5189
Johnsville	529	818	365	598	2310
Mississippi	293	653	380	307	1633
North Central	233	445	475	308	1461
Northtown	2091	2358	1942	2414	8805
Rum River	1700	1514	3030	1976	8220
St. Francis	200	533	344	557	1634
Total	7926	13316	10023	8659	39924

Teen programs

	Q1	Q2	Q3	Q4	YTD Total
ACL Offsite	7	6	0	2	15
Centennial	0	1	4	3	8
Crooked Lake	0	3	2	4	9
Johnsville	2	2	6	6	16
Mississippi	1	7	8	2	18
North Central	0	0	1	0	1
Northtown	3	1	0	1	5
Rum River	7	15	8	8	38
St. Francis	0	1	0	0	1
Total	20	36	29	26	111

Teen program attendance

	Q1	Q2	Q3	Q4	YTD Total
ACL Offsite	422	123	0	201	746
Centennial	0	4	30	7	41
Crooked Lake	0	73	20	53	146
Johnsville	13	16	19	14	62
Mississippi	8	27	39	40	114
North Central	0	0	11	0	11
Northtown	624	21	0	6	651
Rum River	27	302	50	38	417
St. Francis	0	0	0	0	0
Total	1094	566	169	359	2188

Adult programs

	Q1	Q2	Q3	Q4	YTD Total
ACL Offsite	17	18	8	9	52
Centennial	0	2	12	21	35
Crooked Lake	10	11	12	15	48
Johnsville	4	4	7	9	24
Mississippi	13	7	7	11	38
North Central	7	6	5	6	24
Northtown	56	45	44	58	203
Rum River	29	19	14	24	86
St. Francis	6	2	2	7	17
Total	142	114	111	160	527

Adult program attendance

	Q1	Q2	Q3	Q4	YTD Total
ACL Offsite	262	122	34	61	479
Centennial	0	21	79	249	349
Crooked Lake	60	65	144	91	360
Johnsville	32	32	37	50	151
Mississippi	90	39	56	133	318
North Central	63	65	33	42	203
Northtown	478	277	132	1362	2249
Rum River	124	118	33	199	474
St. Francis	32	15	9	64	120
Total	1141	754	557	2251	4703



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INFORMATION ITEM

January 27, 2020

AGENDA ITEM NO:

F-2

AGENDA ITEM:

2019 Work Plan Quarterly Report, Fourth Quarter

2019 Work Plan Quarterly Report
 Goal 1 Promote Personal Growth and Learning

Develop Dynamic Programming

- Offer programs meeting community goals
- Offer additional adult programs supporting community health, cultural/social issues, history, economic development
- Redefine branding and marketing for services
- Using Project Outcome, measure and report value of classes and events

Quarter 1

- Offered 746 programs with 11,315 people attending
- Staff trained in Project Outcome, began testing for system-wide usage
- Curiosity Kitchen classes began at Mississippi and Crooked Lake
- Hosted First-time Home Buyers program series
- Hosted AARP Tax preparation assistance

Quarter 2

- Centennial Library kitchen is licensed for class use
- Teaching garden planned and constructed at St. Francis Library
- Made 14 visits to senior centers and senior residencies providing tech instruction, book discussions, promoting library services to 862 seniors.
- Plan for Project Outcome developed for summer programs

Quarter 3

- Fall season of storytimes begins. ACL offers 22 regular storytimes each week.
- Centennial Library offering 3-D Printing classes.

Quarter 4

- Hosted science programs including Minnesota Star Watch, and Cedar Creek Nature with community partners
- Genealogy workshop teaching research and resources hosted at several libraries.
- Winter classes and events guide is re-formatted to include content by, and about county residents.

Build community around reading and literacy

- Invigorate focus on readers' advisory services.

Quarter 1

- Hosted Local Talent Collection at North Central
- Book Puzzler program begins at North Central, a combination book discussion and puzzle solving

<ul style="list-style-type: none"> • Provide more ways for people to have conversations about books and materials from the library's collections. • Promote and encourage established and emerging Anoka County and Minnesota authors, artists, and creators. Collect and share community stories 	<ul style="list-style-type: none"> • Mississippi Library began programming at senior housing • Poet Laureate hosted a workshop and poetry slam at Mississippi • Centennial staff host book clubs and conversations at Circle Pines City Hall <p>Quarter 2</p> <ul style="list-style-type: none"> • Hosted Linda LeGarde Grover, award winning poet and novelist • Taught NASA Family Science workshop at Minnesota Correctional Facility-Shakopee's Chautauqua • Taught workshops on <i>Horror by Subgenre: A Beginner's Guide</i>. • Hosted hundreds of teen readers at MELSA's Teen Lit Con with librarians and teachers from throughout the metro area. <p>Quarter 4</p> <ul style="list-style-type: none"> • Continued work with supporting local authors by having all LAF participants meet a member of the Collection Development Team and filming video promotions for QCTV and library social media. • Launched Recycled Reads program
<p>Strengthen the library's contribution to youth development and education</p> <ul style="list-style-type: none"> • Join with schools and educational institutions to close the achievement gap • Increase public awareness of homework help resources • Youth are college and career ready • Offer programming supporting early literacy and reading at grade level by 3rd grade 	<p>Quarter 1</p> <ul style="list-style-type: none"> • Fridley HS library card access project planned • Early Reader Book Clubs introduced • ACCAP Fatherhood Project partnership renewed • Hosted <i>Finding Your Voice: Speaking Truth to Power</i> Great Stories Book Club I at AHS • Summer services for youth planned • Girls Who Code program begins at Rum River, hosted a Code-a-thon for the public. • Anime matinees offered at Johnsville <p>Quarter 2</p> <ul style="list-style-type: none"> • Coordinated Write On! Teen Short Story Contest • Read Boldly and Bravely summer reading adventures • Visited 39 classrooms to discuss summer learning with 3,423 students • Provided 202 storytimes serving 3,836 participants • Recruited and trained teen volunteers who provided 593 hours of service learning in the month of June

Quarter 3

- Pop-Up Storytimes at ACBC food shelf, garden center, fire department
- Renewed partnership with Westwood Middle School- providing digital library access to 800 students and begun working with staff on expanding this model to their communities.

Quarter 4

- Expanded digital library cards to students at Paladin High School.

2019 Work Plan Quarterly Report

Goal 2 Expand Access to Ideas, Information and Stories

<p>Build partnerships to make lasting differences in people’s lives</p> <ul style="list-style-type: none">• Develop adult volunteer and internship programs (• Partnerships with community organizations provide access to learning with clear expectations and shared responsibilities• Partner with local communities to develop a Census 2020 complete count plan• Develop and execute community conversations throughout the county to inform our services, programs and strategic planning	<p>Quarter 1</p> <ul style="list-style-type: none">• Census Task Force attended workshops held by the State Demographer and MN Library Association.• Census Complete Count Committee established.• Public Services Team met with staff from the cities of Anoka, Coon Rapids, and St. Francis.• Finalized agreement with University Extension for community conversation planning, plan will be completed by May <p>Quarter 2</p> <ul style="list-style-type: none">• Staff provided consumer health information at the Walk for Mental Wellness• Participated in Census Complete Count planning meetings in 6 cities in Anoka County• MN Department of Veterans Affairs begins office hours at Northtown and Rum River <p>Quarter 3</p> <ul style="list-style-type: none">• Partnership with Coon Rapids Parks & Recreation for Rec on the Spot program• Hosted 3 Census recruitment events in 3 libraries. <p>Quarter 4</p> <ul style="list-style-type: none">• Hosted a table at the Source’s Annual Holiday Jubilee promoting library services with a focus on board games and comics.• Staff facilitated strategic planning sessions for the Child Abuse Prevention Council of Anoka County and the Mental Wellness Campaign of Anoka County
<p>Develop collections that reflect and inspire the community.</p> <ul style="list-style-type: none">• Build and maintain diverse and relevant collections in popular formats, including expand World Language collections• Explore ways we can be more responsive to community demands for new types of lending, both content and format.	<p>Quarter 1</p> <ul style="list-style-type: none">• Bakeware collection for Centennial planned• Hot Spot collection launched <p>Quarter 2</p> <ul style="list-style-type: none">• Bakeware collection launched – 50% of the collection was checked out on the first day.

<ul style="list-style-type: none"> Investigate ways we can use technology to bring local stories, history, and expertise to a larger community. 	<p>Quarter 3</p> <ul style="list-style-type: none"> Discover Kits launched and all checked out within 2 days. Local Author Fair applicant books reviewed by Collection Development Librarians prior to the author fair and added to the library collection as possible. <p>Quarter 4</p> <ul style="list-style-type: none"> Expanded Hotspot Collection by adding 5 new mobile hotspots at Mississippi Library. Expanded board game collection to Rum River. Rum River staff completed business outreach plan to increase awareness and usage of library's small business tools by local businesses. Expanded offering of Small Business databases to include Business Plan Builder, Legal Forms, and Small Business Resource Center.
<p>Deliver convenient patron focused services</p> <ul style="list-style-type: none"> Evaluate open hours and adjust as data and community needs reflect. Streamline card registration with MELSA Provide staff training to serve diverse populations Select and install upgraded computer and print management system Catalog interface re-design Local cataloging practices are updated to streamline searching and accessibility Explore Customer Relationship software 	<p>Quarter 1</p> <ul style="list-style-type: none"> Staff Day training plenary session on cultural competencies RFP for print management software drafted and timeline developed <p>Quarter 2</p> <ul style="list-style-type: none"> Streamlining cataloging processes timeline established for clean-up work to begin in fall Finalized MOU with Anoka County Law Library to increase public access to resources through the online catalog and circulation module Increased hold limits for most accounts from 20 items to 30 items <p>Quarter 3</p> <ul style="list-style-type: none"> Equity, Diversity, & Inclusion Staff Picture Book Discussion Began planning 2020 Staff Day focusing on equity, diversity, and inclusion. Print management software RFP is progressing, four viable responses have been received and demos will be scheduled in October.

	<ul style="list-style-type: none"> • Work begins on setting up Law Library policies agreed upon in the MOU. Law Library bibliographic records have been imported. • Authority database cleanup project during September. • MELSA Tech Team exploring methods to share MELSA registrations electronically. • Begin testing HTML notices to replace text-based notices. First HTML notice will be a pre-expiration notice sent 30 days before library cards expired. New format provides expanded marketing opportunity. • Staff have begun evaluation of FRBRish Enterprise display model offered by SirsiDynix to make search results easier to browse. • Bibliographic and Authority cleanup completed, cleaning up our catalog and moving us towards more commonplace patron focused procedures. • Changed handling of periodicals to make requesting and browsing in Enterprise easier for patrons.
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<p>2019 Work Plan Quarterly Report</p> <p>Goal 3 Strengthen Communities and Neighborhoods</p>	
<p>Bring library services to the people</p> <ul style="list-style-type: none"> • Share resources across multiple, easy to use and convenient platforms. • Actively seek opportunities to support the work of civic groups and service providers and customize information for their use. • Provide spaces and opportunities in the community for residents to exchange ideas, information, and knowledge with each other on issues that matter to their communities • Evaluate Library On-the-Go services 	<p>Quarter 1</p> <ul style="list-style-type: none"> • Launched new online calendar/scheduling software • Meeting rooms were reserved 2009 times by 623 unique people or groups <p>Quarter 2</p> <ul style="list-style-type: none"> • Began work with Immigrant and Refugee Asset Committee • Presented library service information at 4 city council meetings

<ul style="list-style-type: none"> Select and launch new mobile app 	<p>Quarter 3</p> <ul style="list-style-type: none"> Began work with Mental Wellness Campaign for Anoka County as board member Configuration work begins on new mobile app with completion expected in Q4. Pilot program planned for providing digital magazines and e-books in License Centers. <p>Quarter 4</p> <ul style="list-style-type: none"> Began boycotting Macmillan eBooks in opposition to their ongoing embargo.
<p>Establish the library as a civic focal point and essential resource for communities.</p> <ul style="list-style-type: none"> Expand services to local business and organizations. Explore Open+ or similar service for Centennial Library and other locations Explore having more libraries as polling places 	<p>Quarter 2</p> <ul style="list-style-type: none"> Open+ format and policies proposed to library board <p>Quarter 3</p> <ul style="list-style-type: none"> Developed plan for Centennial Library Community Room additional hours of access
<p>Adapt library facilities to serve as catalyst for community engagement and development</p> <ul style="list-style-type: none"> Complete Johnsville Library needs assessment Re-open Centennial Library Refresh/replace carpet and furniture at Crooked Lake Replace all windows at Library Support Service Resurface parking lots at Crooked Lake, Johnsville, Northtown Begin St. Francis Library needs assessment Re-align Rum River service to a one-desk model 	<p>Quarter 1</p> <ul style="list-style-type: none"> Johnsville Library needs assessment completed. Crooked Lake painted and wallpapered, new carpet installed. Assessment completed for new windows at LSS Construction of Centennial continues <p>Quarter 2</p> <ul style="list-style-type: none"> Centennial Library re-opens with 1500 people attending the celebration Planning for new furniture at Crooked Lake begins <p>Quarter 3</p> <ul style="list-style-type: none"> Combined service desk model implemented at Rum River Centennial Library's community room is available before/after library hours for meetings <p>Quarter 4</p> <ul style="list-style-type: none"> Crooked Lake Library furniture installed

2019 Work Plan Quarterly Report
 Goal 4 Foster a Culture of Innovation

<p>Staff serve as experts in the Community</p> <ul style="list-style-type: none"> • Complete staff development needs assessment. • All staff utilize professional development to further the mission of the library. 	<p>Quarter 1 ACL staff led workshops/trainings at</p> <ul style="list-style-type: none"> • Women’s Correctional Facility in Shakopee • Lutheran Early Childhood Educators Conference <p>Quarter 2 ACL staff led workshops/trainings at</p> <ul style="list-style-type: none"> • Lake Superior Library Symposium on Connected Learning • Anoka County Government Center on downloading e-books • SELCO Libraries on Connected Learning • Greater Together: Expanding Partnerships with Caitlin Potter from Cedar Creek Ecosystem Science and Reserve. • Ukulele Fridays music training begins for staff to incorporate into storytimes <p>Quarter 3</p> <ul style="list-style-type: none"> • Staff development needs assessment in progress • Early literacy Expert training led by ACL staff <p>ACL staff led workshops/trainings at:</p> <ul style="list-style-type: none"> • Minnesota Library Association annual conference (5) • Public Library Division Day <p>Quarter 4</p> <ul style="list-style-type: none"> • Staff development needs assessment completed and priority areas established • Staff attended Minnesota Children’s Museum, Storytime Palooza, ELM Expo, Believe It Build It, and De-escalation professional development opportunities
<p>Develop and share professional interests and talents.</p> <ul style="list-style-type: none"> • Integrate Library collections, services and programs through collaboration and teamwork across work groups. 	<p>Quarter 1</p> <ul style="list-style-type: none"> • Conducted Community Conversation at Johnsville • Staff Day planned for May • 5 staff attended COSUGI conference

<ul style="list-style-type: none"> Evaluate staffing structure to adapt to changing conditions and respond to emergent opportunities. 	<p>Quarter 3</p> <ul style="list-style-type: none"> Conducted community conversation at Park Plaza manufactured home community Pilot project to streamline staff tasks at North Central Library completed 3 staff attended regional COSUGI conference in Dakota County. <p>Quarter 4</p> <ul style="list-style-type: none"> Best Practices Task Force explores streamlining circulation tasks across all branches
<p>Empower staff with the tools and knowledge to excel in their work.</p> <ul style="list-style-type: none"> Complete patron usage study Circulation Manual re-write Explore streamlining staff efficiencies with self-checks, smart returns, and AMH machines 	<p>Quarter 1</p> <ul style="list-style-type: none"> Patron Usage Study designed and piloted at St. Francis Circulation Manual Re-write workgroup formed Pilot projects for Northtown materials handling system begin <p>Quarter 2</p> <ul style="list-style-type: none"> Centennial's automated materials handling systems installed Equipped each branch with an emergency cell phone Patron Usage Study designed, will begin in July 2019 Editing and modifying of circulation policies begin with a focus on patron convenience <p>Quarter 3</p> <ul style="list-style-type: none"> First patron use study completed in July. Second study scheduled for mid-October Schedule changes regarding automated materials handling system at Northtown increase efficiency Circulation Manual drafted and revision work begun <p>Quarter 4</p> <p>Third patron use study to be completed mid-January, 2020.</p>



Anoka County
LIBRARY

Ideas, Information, Inspiration.

ANOKA COUNTY LIBRARY BOARD
INFORMATION ITEM

January 27, 2020

AGENDA ITEM NO: F-3
AGENDA ITEM: Facilities Plan

ACTION REQUESTED / RECOMMENDATION:
Information and Discussion

Library staff have been working with the Facilities and Finance Departments to develop a capital improvement plan for library buildings.

The plan is intended to be a working document that addresses current conditions while positioning the Library to move forward to a future in which material formats, technology, and community needs change quickly. It will be updated on a regular basis to include new projects and reflect changes in priorities and services.

We have completed walk-throughs at several libraries including Mississippi, Johnsville, North Central discussing facility improvements and reconfiguration geared towards developing flexible spaces, creating efficiencies, and updating furniture and finishes.

Anoka County
Revenue and Expense Report 2019
Program: 801 Anoka County Library

GL Object	GL Object Description	Adopted Budget	Working Budget	Jan - Dec Actual	Balance Remaining	% Complete Target = 100%	December Activity
Revenues							
53130	EDP - Fax Services	11,000	11,000	10,222.20	(777.80)	93%	0.00
53150	Contract Services	300	300	292.94	(7.06)	98%	45.23
53515	Damage Fees and charges	6,000	6,000	5,661.84	(338.16)	94%	334.64
53620	Lost Material Payments	15,000	15,000	24,705.78	9,705.78	165%	1,584.40
53630	Video Rental	18,000	18,000	18,276.14	276.14	102%	1,798.09
Total:		50,300	50,300	59,158.90	8,858.90	118%	3,762.36
54110	Overdue Book Fees	155,500	155,500	155,130.45	(369.55)	100%	15,104.17
54112	Collections Revenue	50,000	50,000	49,748.76	(251.24)	99%	374.23
Total:		205,500	205,500	204,879.21	(620.79)	100%	15,478.40
55190	Other Federal Grants	0	0	1,600.00	1,600.00	0%	0.00
55199	Other Federal Miscellaneous	0	0	0.00	0.00	0%	0.00
55407	Other State Grants	0	0	0.00	0.00	0%	0.00
55760	MELSA Grant-Formula	99,665	99,665	606,853.36	507,188.36	609%	0.00
55762	MELSA Grant-Automation	49,833	49,833	151,316.00	101,483.00	304%	0.00
55765	MELSA MN Legacy Grant	2,000	2,000	11,158.23	9,158.23	558%	0.00
55771	MELSA-Other Miscellaneous Gran	86,000	86,000	339,407.90	253,407.90	395%	18,016.63
55790	Other Local Grants	4,500	4,500	39,562.79	35,062.79	879%	0.00
Total:		241,998	241,998	1,149,898.28	907,900.28	475%	18,016.63
56210	Vehicle and Equipment Sales	0	0	0.00	0.00	0%	0.00
56211	Material Sales	0	0	952.49	952.49	0%	74.70
56213	Book Sales	10,000	10,000	15,858.70	5,858.70	159%	2,924.21
56219	Copy Sales	42,000	42,000	45,159.60	3,159.60	108%	3,679.22
56220	Ref & Reimb Chg for Svc	(2,000)	(2,000)	0.00	2,000.00	0%	0.00
56260	Misc Chg for Svc	0	0	13,310.00	13,310.00	0%	13,310.00
56261	Misc Op Grnt & Cont	0	0	0.00	0.00	0%	0.00

Anoka County
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56262	Misc Cap Grnt & Cont	0	0	0.00	0.00	0%	0.00
56290	Private Grants	0	0	0.00	0.00	0%	0.00
56291	Dedicated Donations	10,000	10,000	14,899.30	4,899.30	149%	250.00
56294	Refunds & Reimbursements	32,000	32,000	33,391.95	1,391.95	104%	154.79
56299	Other Misc. Revenue	13,350	13,350	0.00	(13,350.00)	0%	(13,310.00)
Total:		105,350	105,350	123,572.04	18,222.04	117%	7,082.92
59140	Employee Jury Duty Reimburseme	0	0	60.00	60.00	0%	0.00
59142	Credit Card Discounts	(2,000)	(2,000)	(3,302.43)	(1,302.43)	165%	(302.69)
59910	Increase in Inventory	0	0	0.00	0.00	0%	0.00
Total:		(2,000)	(2,000)	(3,242.43)	(1,242.43)	162%	(302.69)
Total - Revenues		601,148	601,148	1,534,266.00	933,118.00	255%	44,037.62

Expenditure

60110	Salaries; Regular Employees	4,087,170	4,087,170	3,847,204.59	239,965.41	94%	301,315.51
60190	Salaries-Variable Demand Pool	0	0	0.00	0.00	0%	0.00
60210	Salaries; Non-Regular Employee	0	0	24,606.20	(24,606.20)	0%	8,664.73
60250	Temporary Salaries-Intermittent	98,500	98,500	71,103.60	27,396.40	72%	0.00
60260	Temporary Salaries-Students	46,000	46,000	14,413.03	31,586.97	31%	1,643.62
60320	Salaries; Overtime	7,850	7,850	6,878.18	971.82	88%	1,041.89
60430	Severance Pay	110,371	110,371	110,371.20	(0.20)	100%	9,197.60
60714	Health Insurance	806,000	806,000	805,999.68	0.32	100%	67,166.64
60715	Life Insurance	2,261	2,261	2,083.09	177.91	92%	170.10
60716	Social Security (FICA)	323,190	323,190	291,313.54	31,876.46	90%	22,776.73
60717	Retirement (PERA)	305,774	305,774	293,020.89	12,753.11	96%	23,116.46
60718	Work Comp Insurance	2,979	2,979	2,979.00	0.00	100%	248.25
60719	Unemployment	6,365	6,365	6,365.16	(0.16)	100%	530.43

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	Compensation						
60720	Dental Insurance	27,666	27,666	25,908.62	1,757.38	94%	2,070.60
60721	LTD Insurance	6,258	6,258	5,296.33	961.67	85%	403.95
60990	IntraCounty Reimbursement	0	0	0.00	0.00	0%	0.00
	Total:	5,830,384	5,830,384	5,507,543.11	322,840.89	94%	438,346.51
61099	Expendable-Furniture & Office	18,250	58,250	4,915.95	53,334.05	8%	0.00
61100	Expendable-Computers & Related	32,977	52,977	12,817.43	40,159.57	24%	0.00
61101	Small Equipment	5,000	23,000	53,593.75	(30,593.75)	233%	48.27
61102	Printing	18,000	28,000	11,606.30	16,393.70	41%	0.00
61104	Copier Supplies	0	0	0.00	0.00	0%	0.00
61105	Cleaning & Building Supplies	28,000	28,000	26,967.35	1,032.65	96%	2,171.42
61108	Safety Equipment	0	0	0.00	0.00	0%	0.00
61110	Gasoline, Oil, Grease & Licens	1,000	1,000	45.00	955.00	4%	0.00
61112	Fleet Fuel Allocation	10,000	10,000	9,996.00	4.00	100%	833.00
61120	Uniforms	700	700	497.32	202.68	71%	54.82
61140	Purchases for Resale	2,000	2,000	0.00	2,000.00	0%	0.00
61141	Supplies-General Office	55,250	55,250	24,272.02	30,977.98	44%	0.00
61148	Program Supplies	0	0	0.00	0.00	0%	0.00
61149	General Supplies	5,200	5,200	41,513.72	(36,313.72)	798%	5,612.52
61158	Subsistence Supplies	0	0	0.00	0.00	0%	0.00
61245	Fleet R & M Allocation	3,000	3,000	3,000.00	0.00	100%	250.00
61250	R & M-Buildings	95,000	95,000	91,108.30	3,891.70	96%	(1,307.15)
61251	R & M Equipment & Other	49,265	49,265	53,050.46	(3,785.46)	108%	814.14
61252	R & M-Automotive	0	0	0.00	0.00	0%	0.00
61253	R & M-Large Equipment	35,900	35,900	28,501.97	7,398.03	79%	0.00
61256	R & M-Other Equipment	2,500	2,500	0.00	2,500.00	0%	0.00

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61265	R & M - Software	132,833	138,833	139,229.62	(396.62)	100%	0.00
61274	Other Repairs & Maintenance	1,800	1,800	14,320.00	(12,520.00)	796%	0.00
61355	Conf, Conventions & Mtgs-Staff	4,930	4,930	7,917.33	(2,987.33)	161%	20.00
61356	Education Programs-Tuition & B	1,230	1,230	1,577.60	(347.60)	128%	0.00
61475	Employee Mileage Reimbursement	6,550	6,550	8,035.81	(1,485.81)	123%	716.30
61476	Other Travel Expense	1,550	1,550	1,304.30	245.70	84%	9.46
61477	Meals & Lodging	1,800	1,800	1,610.16	189.84	89%	135.48
61495	Freight	5,924	0	132.03	(132.03)	0%	0.00
61548	Landscape Expense	76,300	76,300	98,266.55	(21,966.55)	129%	20,832.00
61549	Program Expense	33,849	38,849	44,643.72	(5,794.72)	115%	5,682.03
61552	Bank Charges	2,500	2,500	3,291.61	(791.61)	132%	318.35
61557	Dues & Memberships	2,200	2,200	1,520.00	680.00	69%	0.00
61558	Advertising	100	100	171.37	(71.37)	171%	0.00
61559	Subscriptions & Publications	0	0	240.00	(240.00)	0%	228.00
61573	Electronic Material	169,000	0	0.00	0.00	0%	0.00
61574	Books Allocations	0	0	0.00	0.00	0%	0.00
61575	Library Books & Materials	126,000	1,120,424	1,033,573.94	86,850.06	92%	95,828.39
61576	Periodicals	51,000	0	0.00	0.00	0%	0.00
61577	Audio Visual	181,500	0	0.00	0.00	0%	0.00
61578	Binding	500	0	0.00	0.00	0%	0.00
61581	Books-Reference	32,000	0	0.00	0.00	0%	0.00
61582	Books-Juvenile	243,500	0	0.00	0.00	0%	0.00
61583	Books-Adult Circulation	296,000	0	1,746.14	(1,746.14)	0%	0.00
61585	Book Processing	15,000	0	0.00	0.00	0%	0.00
61586	Mars- Service	0	0	0.00	0.00	0%	0.00
61599	Book Payment Refunds	500	500	377.24	122.76	75%	0.00
61810	Other Misc.	0	0	0.00	0.00	0%	0.00

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Expenses							
61990	Intracounty Reimbursement	0	0	0.00	0.00	0%	0.00
Total:		1,748,608	1,847,608	1,719,842.99	127,765.01	93%	132,247.03
62101	Rental-Buildings	56,000	56,000	54,811.42	1,188.58	98%	4,650.06
62110	OnBase Allocation	375	375	375.00	0.00	100%	31.25
62114	PC Replacement Allocation	61,693	61,693	61,692.96	0.04	100%	5,141.08
62117	Network Allocation	182,000	182,000	182,000.04	(0.04)	100%	15,166.67
62118	IT Overhead Allocation	38,890	38,890	38,889.96	0.04	100%	3,240.83
62120	Rental-Equipment	3,450	3,450	2,542.86	907.14	74%	0.00
62124	Leases & Rentals	0	0	847.62	(847.62)	0%	847.62
62150	Lease-Copier	17,300	17,300	26,955.35	(9,655.35)	156%	2,233.82
62222	Property Tax-Assessments	3,792	3,792	1,945.51	1,846.49	51%	0.00
62225	Fuel-Heating	41,750	41,750	38,877.88	2,872.12	93%	2,934.02
62226	Electric	136,400	136,400	130,745.94	5,654.06	96%	7,636.77
62227	Water	17,650	17,650	14,729.28	2,920.72	83%	1,116.53
62228	Waste Disposal	1,750	1,750	1,337.49	412.51	76%	121.59
62229	Phones	23,400	23,400	13,513.97	9,886.03	58%	1,169.12
62231	Postage	15,000	15,000	21,115.98	(6,115.98)	141%	1,800.00
62272	Telecom Service Allocation	0	0	0.00	0.00	0%	0.00
62275	State Internet Connectivity	12,000	12,000	10,566.00	1,434.00	88%	810.00
62277	Fiber Service	43,200	43,200	43,200.00	0.00	100%	3,600.00
62278	Fiber Access Maintenance Alloc	2,058	2,058	2,058.00	0.00	100%	171.50
62365	Insurance-Allocation	22,865	22,865	22,865.04	(0.04)	100%	1,905.42
62401	Bad Debt Expense	0	0	0.00	0.00	0%	0.00
Total:		679,573	679,573	669,070.30	10,502.70	98%	52,576.28
63010	Professional Services	20,000	40,000	31,579.45	8,420.55	79%	617.55
63064	Janitorial & Sanitation	201,250	201,250	203,997.69	(2,747.69)	101%	25,160.35
63066	Software, SaaS, &	0	0	6,880.00	(6,880.00)	0%	6,880.00

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	Maintenance						
63067	Building Security	19,875	19,875	5,225.37	14,649.63	26%	0.00
63362	Expenses-Board & Advisory Comm	5,000	5,000	3,428.33	1,571.67	69%	500.00
63710	Dedicated Donations Expense	0	0	9,565.01	(9,565.01)	0%	1,831.96
63799	Misc Administrative Expense	10,000	10,000	5,335.85	4,664.15	53%	0.00
	Total:	256,125	276,125	266,011.70	10,113.30	96%	34,989.86
65180	Improvements	0	0	0.00	0.00	0%	0.00
65230	Machinery & Equipment (Non-mob)	0	0	0.00	0.00	0%	0.00
65250	Automotive	0	0	0.00	0.00	0%	0.00
65260	Mobile Equipment	0	0	0.00	0.00	0%	0.00
65340	Furniture & Office Equipment	30,000	30,000	0.00	30,000.00	0%	0.00
65380	Computers & Related Equipment	0	0	153,999.00	(153,999.00)	0%	0.00
	Total:	30,000	30,000	153,999.00	(123,999.00)	513%	0.00
69835	Operating Transfers Out	0	0	0.00	0.00	0%	0.00
69836	Transfers in within Fund	0	0	0.00	0.00	0%	0.00
69997	Budget Reduction Adjustment	0	0	0.00	0.00	0%	0.00
	Total:	0	0	0.00	0.00	0%	0.00
	Total - Expenditure	8,544,690	8,663,690	8,316,467.10	347,222.90	96%	658,159.68
	Net County Share:	7,943,542	8,062,542	6,782,201.10	(585,895.10)	84%	614,122.06