



Anoka County

LIBRARY

Ideas, Information, Inspiration.

CALL TO MEETING

**LIBRARY BOARD MEETING
LIBRARY SUPPORT SERVICES**

707 COUNTY ROAD 10

February 24, 2020

5:30pm

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



Anoka County
LIBRARY

Ideas, Information, Inspiration.

ANOKA COUNTY LIBRARY BOARD AGENDA

February 24, 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. January 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. County Administrator, Rhonda Sivarajah
 - 2. Workplan 2020
- F. **Discussion Items**
 - 1. Census 2020
 - 2. Mississippi Library Branch Report
 - 3. Director's Report
- G. **Committee Reports and Comments**
Robyn West, County Commissioner Liaison / MELSA
- H. **Informational Items**
 - 1. Financial report and other information items
 - 2. Correspondence
- I. **Adjournment**

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

LIBRARY BOARD MINUTES JANUARY 2020 - DRAFT

The Anoka County Library Board met in the Board Room of the Anoka County Library Support Services Building, on January 27, 2020. Present were: Board Members: Keister, Kost, Lenz, Martineau-Dunlop, Orpen, and Assistant County Attorney Kathryn Timm. Absent: Backlund, Greensweig, and Commissioner West.

Also present: Maggie Snow, Library Director, Jacquie Kramer, Assistant Library Director, Erin Straszewski, Andrew Wylie, Stacey Hendren, Lori Godin, Sarah Sexton, Devin Warner, and Dana Weigman, Office Administration Supervisor.

Meeting was called to order by Board President Lenz at 5:30 p.m.

AGENDA

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

OPEN FORUM

No items were brought forth.

FRIENDS OF THE LIBRARY UPDATE

Erin Straszewski reported that the Friends of the Library will hold a fundraiser at Route 47 in Fridley on April 23rd with a goal of raising \$10,000. There will be a raffle, silent auction, and the Friends will get a percentage of restaurant sales that evening. There were seven members present at their last meeting.

MINUTES

On a motion by Keister, second by Kost, the Library Board unanimously approved the minutes of the December 2019 meeting.

CONSENT AGENDA

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

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	x	
Kost	x	
Lenz	x	
Martineau-Dunlop	x	
Orpen	x	

CURRENT BUSINESS

Election of 2020 Officers

President Lenz nominated by Keister.

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

Vice President Kost nominated by Keister.

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

Secretary Orpen nominated by Keister

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

2020 Library Board Meeting Schedule

On a motion by Kost, second by Keister, the Library Board unanimously approved the 2020 Library Board Meeting Schedule as presented.

Video Game Collection

Sarah Sexton and Devin Warner presented a project funding proposal for a video game collection for PS4, Nintendo Switch, and Xbox games to be added to the library collection. Games will circulate for three weeks. The \$1500 pilot project will circulate games, and if successful consoles will be purchased for library use. A report to the Library Board on usage is requested in six months.

On a motion by Orpen, second by Kost, the Library Board unanimously approved the video game collection pilot project.

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

DISCUSSION ITEMS

Director's Report

Maggie Snow reported that the PC management company previously selected, TBS, has PCI compliance issues. Staff is considering another company and will seek board approval when the selection is final.

2019 Team Reports

Adult Services Team: Stacey Hendren reported on Adult Services team activities for 2019. The team provides support for staff in providing programs, Healthy You, Healthy Community, Another Kind of Happy Hour, and card making programs. Board members asked questions about a Community Wide Read in 2021 and Podcast possibilities.

Youth Services Team focused on the Summer Reading Program and a Teen Writing Contest in 2019. In the coming year the team will implement a Teen Day of Service.

Social Media Team distributed a report about their social media activities. In 2019 the team expanded relationships with QCTV and local newspapers.

Staff Development Team featured a staff picture book discussion online and created a book club kit that circulates to the public. A staff needs assessment was completed to assign priorities for training. The team announced the upcoming Staff Day to be held May 7th at Bunker Hills.

Customer Experience Team focused on an electronic suggestion box for staff. They responded to some requests as well as completing a Patron Use Study.

Facilities Plan

Maggie Snow reported visiting Johnsville, North Central, and St. Francis with staff from the facilities department. Snow is looking to refresh some of the libraries in 2021 with new furniture and other improvements.

County/MELSA Report

The County will work with the Library Board to fill the vacant director's position. The board expressed appreciation to Snow for her service.

Adjournment

On a motion by Keister, second by Orpen, the meeting was adjourned at 6:38 p.m.

Respectfully submitted,

Dana Weigman
Office Administration Supervisor



Anoka County LIBRARY

Ideas, Information, Inspiration.

ANOKA COUNTY LIBRARY BOARD CONSENT AGENDA ITEM

February 24, 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:
\$40.00 from Stephen and Marilyn Perry
\$ 5.00 from anonymous
\$50.00 from Linda and Carl Mosch
8 books for Book Club in a Bag from Karen McCulloch

Volunteer Hours: Volunteer Hours: 162.50
Volunteer Hours: 135.00

Bills approved in the amount of: \$ 398,839.78

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

ANOKA COUNTY LIBRARY

INVOICES FOR APPROVAL AT THE BOARD MEETING - FEBRUARY 24, 2020

MELSA AUTOMATION	50,977.99
MELSA FORMULA	11,970.00
FRIENDS OF ANOKA COUNTY LIBRARY	186.70
BLDG FUND/CEN PROJECT	22,112.61
OPERATING ACCOUNTS (INCLUDES \$681.95 DONATIONS)	313,592.48
TOTAL INVOICES SENT FOR PAYMENT 1/16/20 THRU 2/12/20	398,839.78
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TOTAL INVOICES SENT FOR PAYMENT - 2019 YTD	6,656,965.63
TOTAL INVOICES SENT FOR PAYMENT - 2020 YTD	344,198.99
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DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
FEBRUARY 12, 2020								
MELSA AUTOMATION	SIRSIDYNIX	INV01127	SIRSI DYNIX LIBRARY 2020	50,977.99	2380114001	63066	23010002	63066
	TOTAL MELSA AUTOMATION			50,977.99				
MELSA FORMULA	MINITEX	99808	ACCT ANK0001 LIBRARY	11,970.00	2380114001	61149	23010003	61149
	TOTAL MELSA FORMULA			11,970.00				
FRIENDS OF THE LIBRARY	ANOKA COUNTY MN	OCT-NOV-DEC 2019	EARBUD/FLASHDRIVE SALES REIMB	186.70	2380110101	63799	23010008	63799 2019
	TOTAL FRIENDS OF THE LIBRARY			186.70				
BLDG FUND/CEN PROJECT	CITY OF CIRCLE PINES	591	CEN PARKING LOT IMPROVEMENT	20,000.00	4194034001	61250	4119003	61250
BLDG FUND/CEN PROJECT	ANOKA COUNTY INTRACOUNTY TRANSFER		CEN REGISTERED LAND SURVEY	1,982.61	4194034001	63010	4117002	63010 2019
BLDG FUND/CEN PROJECT	ANOKA COUNTY INTRACOUNTY TRANSFER		CEN SURVEY-COST OF MYLAR	130.00	4194034001	63010	4117002	63010 2019
	TOTAL BLDG FUND/CEN PROJECT			22,112.61				
DONATIONS	AMAZON.COM	PCCFF4EBCED12470	PROCUREMENT CARD	38.86	2380115001	63710		
DONATIONS	AMAZON.COM	PCCFF4EBCED12470	PROCUREMENT CARD	49.90	2380115001	63710		
DONATIONS	BAKER AND TAYLOR	2035043227	ACCT L042226 2 LIBRARY	52.41	2380115001	63710		
DONATIONS	BAKER AND TAYLOR	2035045923	ACCT L042226 2 LIBRARY	167.03	2380115001	63710		
DONATIONS	BAKER AND TAYLOR	2035063490	ACCT L042226 2 LIBRARY	147.80	2380115001	63710		
DONATIONS	BAKER AND TAYLOR	2035065855	ACCT L042226 2 LIBRARY	63.13	2380115001	63710		
DONATIONS	BAKER AND TAYLOR	2035068755	ACCT L042226 2 LIBRARY	32.04	2380115001	63710		
DONATIONS	BAKER AND TAYLOR	2035070563	ACCT L042226 2 LIBRARY	14.97	2380115001	63710		
DONATIONS	BAKER AND TAYLOR	2035079897	ACCT L042226 2 LIBRARY	16.05	2380115001	63710		
DONATIONS	WALMART.COM	PCCFF4EBCED12470	PROCUREMENT CARD	18.96	2380115001	63710		
DONATIONS	WALMART.COM	PCCFF4EBCED12470	PROCUREMENT CARD	80.80	2380115001	63710		
	TOTAL DONATIONS			681.95				
SUPPLIES	ALTERNATIVE BUSINESS FURNITURE	62269	CROOKED LAKE LIBRARY	35,435.19	2380132001	61101		2019
SUPPLIES	AMAZON.COM	P71D1BF22DFA74FC	PROCUREMENT CARD	8.09	2380114001	61149		
SUPPLIES	AMAZON.COM	P71D1BF22DFA74FC	PROCUREMENT CARD	20.98	2380114001	61149		
SUPPLIES	AMAZON.COM	P71D1BF22DFA74FC	PROCUREMENT CARD	15.06	2380114001	61149		
SUPPLIES	AMAZON.COM	PCCFF4EBCED12470	PROCUREMENT CARD	20.13	2380114001	61149		
SUPPLIES	AMAZON.COM	PCCFF4EBCED12470	PROCUREMENT CARD	2.94	2380114001	61149		
SUPPLIES	AMAZON.COM	PCCFF4EBCED12470	PROCUREMENT CARD	19.28	2380114001	61149		
SUPPLIES	AMAZON.COM	PCCFF4EBCED12470	PROCUREMENT CARD	26.29	2380114001	61149		
SUPPLIES	BLACKBOURN INC	1098860	ACCT 106017 LIBRARY	1,475.62	2380114001	61149		
SUPPLIES	BLAINE LOCK AND SAFE	26398	CUST ANOLIB-LIBRARY KEYS	9.00	2380112001	61105		
SUPPLIES	BRODART SUPPLIES	PCCFF4EBCED12470	PROCUREMENT CARD	559.44	2380114001	61149		
SUPPLIES	CINTAS CORP NO 470	1036762109	CUST 12448679 RUM RIVER LIBR	3.70	2380112001	61120		2019
SUPPLIES	CINTAS CORP NO 470	4036854213	CUST 12436514 LIBRARY	8.44	2380112001	61120		2019
SUPPLIES	CINTAS CORP NO 470	4037310341	CUST 12448679 RUM RIVER LIBR	3.70	2380112001	61120		2019
SUPPLIES	CINTAS CORP NO 470	4037433109	CUST 12436514 LIBRARY	8.44	2380112001	61120		2019
SUPPLIES	CINTAS CORP NO 470	4037904558	CUST 12448679 RUM RIVER LIBR	3.70	2380112001	61120		2019
SUPPLIES	CINTAS CORP NO 470	4037916988	CUST 12436514 LIBRARY	8.44	2380112001	61120		2019
SUPPLIES	CINTAS CORP NO 470	4038402254	CUST 12448679 RUM RIVER LIBR	3.70	2380112001	61120		2019
SUPPLIES	CINTAS CORP NO 470	4038581410	CUST 12436514 LIBRARY	8.44	2380112001	61120		2019
SUPPLIES	CLEAR SOLUTIONS INC	236053	ANOKA COUNTY LIBRARY	890.42	2380110101	61101		
SUPPLIES	DALCO	3552422	CUST 1020025 LIBRARY	894.75	2380112001	61105		
SUPPLIES	DALCO	3555934	CUST 1020025 LIBRARY	128.60	2380112001	61105		
SUPPLIES	DEMCO INC	P71D1BF22DFA74FC	PROCUREMENT CARD	329.97	2380114001	61149		
SUPPLIES	FERGUSON ENTERPRISES INC	7152981	CUST 1663 LIBRARY	44.62	2380112001	61105		2019
SUPPLIES	FERGUSON ENTERPRISES INC	7218518	CUST 60796 LIBRARY	76.28	2380112001	61105		
SUPPLIES	GRAINGER INC	9404601263	ACCT 806469060 LIBRARY	792.24	2380112001	61105		
SUPPLIES	GRAINGER INC	9424861244	ACCT 806469060 LIB	241.50	2380112001	61105		
SUPPLIES	GRAINGER INC	9430312307	ACCT 806469060 LIB	597.40	2380112001	61105		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
SUPPLIES	HOME DEPOT CREDIT SERVICES	13-JAN-2020	6035 3225 3883 6655 LIBRARY	231.92	2380112001	61105		
SUPPLIES	MICHAELS	P71D1BF22DFA74FC	PROCUREMENT CARD	45.09	2380114001	61149		
SUPPLIES	MICHAELS	P71D1BF22DFA74FC	PROCUREMENT CARD	8.97	2380114001	61149		
SUPPLIES	NORTHERN SANITARY SUPPLY CO IN	197614	ACCT A1018 LIBRARY	301.40	2380112001	61105		
SUPPLIES	NORTHERN SANITARY SUPPLY CO IN	197689	ACCT A1018 LIBRARY	290.96	2380112001	61105		
SUPPLIES	OFFICE DEPOT	P71D1BF22DFA74FC	PROCUREMENT CARD	8.21	2380114001	61149		
SUPPLIES	OFFICE DEPOT	P71D1BF22DFA74FC	PROCUREMENT CARD	166.53	2380114001	61149		
SUPPLIES	OFFICE DEPOT	PCCFF4EBCED12470	PROCUREMENT CARD	140.99	2380114001	61149		
SUPPLIES	OFFICE DEPOT	PCCFF4EBCED12470	PROCUREMENT CARD	5.89	2380114001	61149		
SUPPLIES	OFFICE DEPOT	PCCFF4EBCED12470	PROCUREMENT CARD	125.22	2380114001	61149		
SUPPLIES	OFFICE DEPOT	PCCFF4EBCED12470	PROCUREMENT CARD	352.47	2380114001	61149		
SUPPLIES	OFFICE DEPOT	PCCFF4EBCED12470	PROCUREMENT CARD	50.18	2380114001	61149		
SUPPLIES	PAPER ROLL PRODUCTS	110572	LIBRARY	1,359.00	2380114001	61149		
SUPPLIES	WALMART.COM	P71D1BF22DFA74FC	PROCUREMENT CARD	44.17	2380114001	61149		
SUPPLIES	WALMART.COM	P71D1BF22DFA74FC	PROCUREMENT CARD	474.95	2380114001	61149		
SUPPLIES	WALMART.COM	P71D1BF22DFA74FC	PROCUREMENT CARD	9.99	2380114001	61149		
SUPPLIES	WALMART.COM	P71D1BF22DFA74FC	PROCUREMENT CARD	19.60	2380114001	61149		
SUPPLIES	WALMART.COM	PCCFF4EBCED12470	PROCUREMENT CARD	22.30	2380114001	61149		
SUPPLIES	WALMART.COM	PCCFF4EBCED12470	PROCUREMENT CARD	15.13	2380114001	61149		
SUPPLIES	WM SUPERCENTER #1952	P80C39FF57E4E457	PROCUREMENT CARD	32.74	2380114001	61149		
	TOTAL SUPPLIES			45,342.07				
REPAIRS/MTC	AR WELDING AND FABRICATION	010320	JOHNSVILLE LIBRARY	40.00	2380137001	61250		
REPAIRS/MTC	CORVAL CONSTRUCTORS INC	857721	CUST 9754 HVAC MAINT JAN 2020	828.94	2380110101	61250		
REPAIRS/MTC	CORVAL CONSTRUCTORS INC	857815	CUST 9754 JOHNSVILLE LIBRARY	299.83	2380137001	61250		2019
REPAIRS/MTC	FERGUSON ENTERPRISES INC	7189674	CUST 1663 LIBRARY	94.99	2380121001	61250		2019
REPAIRS/MTC	GRAINGER INC	9411847602	ACCT 806469060 LIBRARY	80.35	2380121001	61250		
REPAIRS/MTC	IN *ELM USA INC.	P80C39FF57E4E457	PROCUREMENT CARD	46.02	2380114001	61251		
REPAIRS/MTC	LVC COMPANIES INC	28140	ACCT 1234 LIBRARY	55.80	2380111001	61251		
REPAIRS/MTC	RM COTTON COMPANY	0116235-IN	CUST ANOK250 LIBRARY	688.00	2380133001	61251		
REPAIRS/MTC	UHL COMPANY	59720	CUST 10060 LIBRARY JAN-MAR 20	990.25	2380110101	61250		
	TOTAL REPAIRS/MTC			3,124.18				
STAFF DEVELOPMENT	MMBIZSOLUITONSLLC	PD65949DBF03E4A3	PROCUREMENT CARD	319.98	2380110101	61355		
STAFF DEVELOPMENT	PLA	PA8D3E7F06C63424	PROCUREMENT CARD	280.00	2380110101	61355		
	TOTAL STAFF DEVELOPMENT			599.98				
TRAVEL	CARLSON, ELLEN		MILEAGE	12.08	2380121001	61475		
TRAVEL	COBLE, HAYLEY		MILEAGE	22.04	2380121001	61475		2019
TRAVEL	DELTA AIR	P4DCCB80DBB3D4BB	PROCUREMENT CARD	223.80	2380110101	61477		
TRAVEL	HENDREN, STACEY		MILEAGE	75.98	2380121001	61475		2019
TRAVEL	KUEHN, AERYLE		MILEAGE	23.00	2380137001	61475		
TRAVEL	MURPHY, JORJEAN		MILEAGE	3.45	2380114001	61475		
TRAVEL	OLIVER, MARY		MILEAGE	6.90	2380135001	61475		
TRAVEL	SCHUETTE, DANIEL		MILEAGE	25.88	2380141001	61475		
TRAVEL	SMALLEY, JASON		MILEAGE	79.96	2380114001	61475		
TRAVEL	THAO, MAI HOUA		MILEAGE	28.78	2380137001	61475		
TRAVEL	THAO, MAO		MILEAGE	4.03	2380124001	61475		
TRAVEL	VAN HEUVELN, ERIN		MILEAGE	6.33	2380132001	61475		
TRAVEL	WAGMAN, PAMELA		MILEAGE	13.23	2380141001	61475		
TRAVEL	WHITE, BARBARA		MILEAGE	4.03	2380137001	61475		
	TOTAL TRAVEL			529.49				
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033719	SNOW SVC-RUM RIVER LIBR 12/19	2,090.00	2380141001	61548		2019
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033766	SNOW SVC-ST FRANCIS LIBR 12/19	648.75	2380136001	61548		2019
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033767	SNOW SVC-RUM RIVER LIBR 12/19	1,070.00	2380141001	61548		2019
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033768	SNOW SVC-NORTHTOWN LIBR 12/19	545.00	2380121001	61548		2019
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033769	SNOW SVC-LIBRARY LSS 12/19	737.00	2380111001	61548		2019
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033770	SNOW SVC-JOHNNSVILLE LIBR 12/19	545.00	2380137001	61548		2019
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033788	SNOW SVC-CROOKED LK LIBR 12/19	545.00	2380132001	61548		2019
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033811	SNOW SVC-ST FRANCIS LIBR 01/20	195.00	2380136001	61548		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033812	SNOW SVC-RUM RIVER LIBR 01/20	265.00	2380141001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033813	SNOW SVC-NORTHTOWN LIBR 01/20	175.00	2380121001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033814	SNOW SVC-LIBRARY LSS 01/20	185.00	2380111001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033815	SNOW SVC-JOHNSVILLE LIBR 01/20	175.00	2380137001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033816	SNOW SVC-CROOKED LK LIBR 01/20	175.00	2380132001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033828	SNOW SV-MISSISSIPPI LIBR 01/20	206.25	2380133001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033849	SNOW SVC-ST FRANCIS LIBR 01/20	410.00	2380136001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033850	SNOW SVC-RUM RIVER LIBR 01/20	365.00	2380141001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033851	SNOW SVC-NORTHTOWN LIBR 01/20	175.00	2380121001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033852	SNOW SVC-LIBRARY LSS 01/20	310.00	2380111001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033853	SNOW SVC-JOHNSVILLE LIBR 01/20	175.00	2380137001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033854	SNOW SVC-CROOKED LK LIBR 01/20	175.00	2380132001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033893	SNOW SVC-ST FRANCIS LIBR 01/20	485.00	2380136001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033894	SNOW SVC-RUM RIVER LIBR 01/20	825.00	2380141001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033896	SNOW SVC-LIBRARY LSS 01/20	677.00	2380137001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033897	SNOW SVC-JOHNSVILLE LIBR 01/20	370.00	2380137001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	10033898	SNOW SVC-CROOKED LK LIBR 01/20	370.00	2380132001	61548		
GROUNDSKEEPING	BORDER LINES PAVEMENT MAINTENA	100033895	SNOW SVC-NORTHTOWN LIBR 01/20	1,045.00	2380121001	61548		
	TOTAL GROUNDSKEEPING			12,939.00				
PROGRAMS	WALMART.COM	PCCFF4EBCED12470	PROCUREMENT CARD	4.54	2380110101	61549		
	TOTAL PROGRAMS			4.54				
DUES & SUBSCRIPTIONS	123RF.COM	PD9B8B8CC20A94B6	PROCUREMENT CARD	45.00	2380110101	61559		
DUES & SUBSCRIPTIONS	AMAZON.COM	PC8E872AD76A2430	PROCUREMENT CARD	1,300.00	2380110101	61557		
DUES & SUBSCRIPTIONS	MINNESOTA LIBRARY ASSOCIA	P8E575B7D1CD6442	PROCUREMENT CARD	345.00	2380110101	61557		
	DUES & SUBSCRIPTIONS			1,690.00				
LIB MATERIALS & SOFTWARE	AMAZON.COM	P1DD2C3DD5C7F4C8	PROCUREMENT CARD	17.99	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P1DD2C3DD5C7F4C8	PROCUREMENT CARD	9.89	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P1DD2C3DD5C7F4C8	PROCUREMENT CARD	59.96	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P1DD2C3DD5C7F4C8	PROCUREMENT CARD	21.49	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P1DD2C3DD5C7F4C8	PROCUREMENT CARD	32.58	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P1DD2C3DD5C7F4C8	PROCUREMENT CARD	17.92	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P1DD2C3DD5C7F4C8	PROCUREMENT CARD	15.99	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P1DD2C3DD5C7F4C8	PROCUREMENT CARD	14.94	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P1DD2C3DD5C7F4C8	PROCUREMENT CARD	9.95	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P1DD2C3DD5C7F4C8	PROCUREMENT CARD	34.87	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P1DD2C3DD5C7F4C8	PROCUREMENT CARD	14.73	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P1DD2C3DD5C7F4C8	PROCUREMENT CARD	30.38	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P1DD2C3DD5C7F4C8	PROCUREMENT CARD	83.76	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P1DD2C3DD5C7F4C8	PROCUREMENT CARD	30.12	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P1DD2C3DD5C7F4C8	PROCUREMENT CARD	15.00	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P1DD2C3DD5C7F4C8	PROCUREMENT CARD	25.22	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P1DD2C3DD5C7F4C8	PROCUREMENT CARD	50.00	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P1DD2C3DD5C7F4C8	PROCUREMENT CARD	14.99	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P1DD2C3DD5C7F4C8	PROCUREMENT CARD	21.33	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P80C39FF57E4E457	PROCUREMENT CARD	(10.20)	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P80C39FF57E4E457	PROCUREMENT CARD	99.94	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P80C39FF57E4E457	PROCUREMENT CARD	10.20	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P80C39FF57E4E457	PROCUREMENT CARD	34.74	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P8C1D66DE989C412	PROCUREMENT CARD	97.53	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P8C1D66DE989C412	PROCUREMENT CARD	14.37	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P8C1D66DE989C412	PROCUREMENT CARD	62.97	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P8C1D66DE989C412	PROCUREMENT CARD	19.99	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P8C1D66DE989C412	PROCUREMENT CARD	8.99	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P8C1D66DE989C412	PROCUREMENT CARD	19.90	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P8C1D66DE989C412	PROCUREMENT CARD	20.95	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P8C1D66DE989C412	PROCUREMENT CARD	31.48	2380110101	61575		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
LIB MATERIALS & SOFTWARE	AMAZON.COM	P8C1D66DE989C412	PROCUREMENT CARD	12.73	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P8C1D66DE989C412	PROCUREMENT CARD	7.93	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P8C1D66DE989C412	PROCUREMENT CARD	146.97	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P8C1D66DE989C412	PROCUREMENT CARD	9.05	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P8C1D66DE989C412	PROCUREMENT CARD	15.66	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P8C1D66DE989C412	PROCUREMENT CARD	7.93	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P8C1D66DE989C412	PROCUREMENT CARD	77.98	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P8C1D66DE989C412	PROCUREMENT CARD	30.96	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P8C1D66DE989C412	PROCUREMENT CARD	67.17	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P964A8307D9E347C	PROCUREMENT CARD	76.14	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P964A8307D9E347C	PROCUREMENT CARD	50.38	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P964A8307D9E347C	PROCUREMENT CARD	67.99	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P964A8307D9E347C	PROCUREMENT CARD	15.99	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P964A8307D9E347C	PROCUREMENT CARD	11.59	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P964A8307D9E347C	PROCUREMENT CARD	57.96	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P964A8307D9E347C	PROCUREMENT CARD	57.90	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P964A8307D9E347C	PROCUREMENT CARD	14.81	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P964A8307D9E347C	PROCUREMENT CARD	16.87	2380110101	61575		
LIB MATERIALS & SOFTWARE	AMAZON.COM	P964A8307D9E347C	PROCUREMENT CARD	32.94	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	0003191036	ACCT C016998 3 LIBRARY	(32.92)	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	3195397	ACCT L042226 2 LIBRARY	(93.54)	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	0003195478	ACCT L042226 2 LIBRARY	(62.92)	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035022882	ACCT L042226 2 LIBRARY	685.81	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035023238	ACCT L579508 2 LIBRARY	183.56	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035026254	ACCT L042226 2 LIBRARY	1,580.70	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035026729	ACCT L031708 2 LIBRARY	3.40	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035028302	ACCT L042226 2 LIBRARY	544.02	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035029230	ACCT L579508 2 LIBRARY	311.84	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035029394	ACCT L421025 2 LIBRARY	176.82	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035031050	ACCT L042226 2 LIBRARY	1,345.58	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035031098	ACCT L579508 2 LIBRARY	155.30	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035032791	ACCT L421025 2 LIBRARY	93.52	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035039421	ACCT L042226 2 LIBRARY	1,579.41	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035042200	ACCT L031708 2 LIBRARY	126.82	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035042897	ACCT L421025 2 LIBRARY	157.05	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035043227	ACCT L042226 2 LIBRARY	1,058.54	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035045923	ACCT L042226 2 LIBRARY	733.90	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035049978	ACCT L579508 2 LIBRARY	301.08	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035050055	ACCT L042226 2 LIBRARY	668.30	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035052811	ACCT L042226 2 LIBRARY	1,372.02	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035053536	ACCT L031708 2 LIBRARY	954.59	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035054814	ACCT L042226 2 LIBRARY	1,071.56	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035056189	ACCT L421025 2 LIBRARY	199.30	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035057327	ACCT L579508 2 LIBRARY	607.62	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035057415	ACCT L042226 2 LIBRARY	1,189.09	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035059453	ACCT L579508 2 LIBRARY	480.40	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035060246	ACCT L421025 2 LIBRARY	278.37	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035063490	ACCT L042226 2 LIBRARY	742.00	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035064188	ACCT L031708 2 LIBRARY	613.57	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035065855	ACCT L042226 2 LIBRARY	1,229.57	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035068755	ACCT L042226 2 LIBRARY	840.08	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035068890	ACCT L579508 2 LIBRARY	315.92	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035070563	ACCT L042226 2 LIBRARY	1,052.69	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035071171	ACCT L421025 2 LIBRARY	322.95	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035073689	ACCT L421025 2 LIBRARY	156.82	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035073785	ACCT L042226 2 LIBRARY	1,485.34	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035078023	ACCT L579508 2 LIBRARY	215.62	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035079897	ACCT L042226 2 LIBRARY	1,716.22	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035082639	ACCT L042226 2 LIBRARY	1,553.58	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	2035084637	ACCT L042226 2 LIBRARY	442.30	2380110101	61575		
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	5015923611	ACCT C016998 3 LIBRARY	97.30	2380110101	61575		

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DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	5015946468	ACCT C016998 3 LIBRARY	1,076.59	2380110101			61575
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	5015961647	ACCT C016998 3 LIBRARY	264.20	2380110101			61575
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	5015977045	ACCT C016998 3 LIBRARY	36.94	2380110101			61575
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR	5015991858	ACCT C016998 3 LIBRARY	125.54	2380110101			61575
LIB MATERIALS & SOFTWARE	BAKER AND TAYLOR ENTERTAINMENT	H41000030	CUST 40001214 LIBRARY	13.99	2380110101			61575
LIB MATERIALS & SOFTWARE	BLACKSTONELIBRARY.COM	P80C39FF57E4E457	PROCUREMENT CARD	7.96	2380110101			61575
LIB MATERIALS & SOFTWARE	BLACKSTONELIBRARY.COM	P80C39FF57E4E457	PROCUREMENT CARD	3.98	2380110101			61575
LIB MATERIALS & SOFTWARE	BLACKSTONELIBRARY.COM	P8C1D66DE989C412	PROCUREMENT CARD	359.94	2380110101			61575
LIB MATERIALS & SOFTWARE	EBSCO PUBLISHING	1593826	ACCT CG-F-29297-00 LIBRARY	41,207.86	2380110101			61575
LIB MATERIALS & SOFTWARE	EBSCO PUBLISHING	1594517	ACCT CG-F-29297-00 LIBRARY	33.95	2380110101			61575
LIB MATERIALS & SOFTWARE	EBSCO PUBLISHING	2004227	ACCT CG-F-29297-00 LIBRARY	11.00	2380110101			61575
LIB MATERIALS & SOFTWARE	EBSCO PUBLISHING	1000119991-1	ACCT CG-S-29297-75 LIBRARY	4,050.00	2380110101			61575
LIB MATERIALS & SOFTWARE	ECM SUBSCRIPTIONS	P80C39FF57E4E457	PROCUREMENT CARD	45.00	2380110101			61575
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69082417	ACCT 154592 LIBRARY	15,800.00	2380110101			61575
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69112597	ACCT 154592 LIBRARY	1,504.02	2380110101			61575
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69118006	ACCT 154592 LIBRARY	2,906.00	2380110101			61575
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69330726	ACCT 154592 LIBRARY	223.92	2380110101			61575
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69350209	ACCT 154592 LIBRARY	52.77	2380110101			61575
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69350212	ACCT 154592 LIBRARY	17.59	2380110101			61575
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69453485	ACCT 154592 LIBRARY	24.79	2380110101			61575
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69487022	ACCT 154592 LIBRARY	75.97	2380110101			61575
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69487126	ACCT 154592 LIBRARY	31.19	2380110101			61575
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69605827	ACCT 154592 LIBRARY	103.96	2380110101			61575
LIB MATERIALS & SOFTWARE	GALE GROUP, THE	69646097	ACCT 154592 LIBRARY	482.48	2380110101			61575
LIB MATERIALS & SOFTWARE	GREY HOUSE PUBLISHING SAL	P80C39FF57E4E457	PROCUREMENT CARD	179.10	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43306203	ACCT 2011296 LIBRARY PO3634	81.36	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43314333	ACCT 2011296 LIBRARY PO4544	3.90	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43326235	ACCT 2011296 LIBRARY PO4544	28.80	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43341231	ACCT 2011296 LIBRARY PO4544	347.39	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43366439	ACCT 2011296 LIBRARY PO4544	20.40	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43395076	ACCT 2011296 LIBRARY PO4544	246.78	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43416851	ACCT 2011296 LIBRARY PO4544	191.20	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43416852	ACCT 2011296 LIBRARY PO4544	47.33	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43440222	ACCT 2011296 LIBRARY PO4544	42.94	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43458401	ACCT 2011296 LIBRARY PO4544	59.78	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43476733	ACCT 2011296 LIBRARY PO4544	544.06	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43485382	ACCT 2011296 LIBRARY PO4544	104.87	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43485383	ACCT 2011296 LIBRARY PO4544	592.59	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43501840	ACCT 2011296 LIBRARY PO4544	76.77	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43542767	ACCT 2011296 LIBRARY PO4544	158.72	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43567017	ACCT 2011296 LIBRARY PO3634	276.78	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43567018	ACCT 2011296 LIBRARY PO4544	169.98	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43577413	ACCT 2011296 LIBRARY PO4544	272.67	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43616419	ACCT 2011296 LIBRARY PO4544	112.04	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43644320	ACCT 2011296 LIBRARY PO4544	486.51	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43688002	ACCT 2011296 LIBRARY PO3634	455.26	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43695914	ACCT 2011296 LIBRARY PO3634	282.82	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43731691	ACCT 2011296 LIBRARY PO3634	50.95	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43752186	ACCT 2011296 LIBRARY PO3634	300.57	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43807772	ACCT 2011296 LIBRARY PO3634	443.99	2380110101			61575
LIB MATERIALS & SOFTWARE	INGRAM LIBRARY SVCS	43812642	ACCT 2011296 LIBRARY PO3634	163.52	2380110101			61575
LIB MATERIALS & SOFTWARE	JOANN STORES LLC	DMARVA20-377	CUST 10400 LIBRARY 2020	9,909.00	2380110101			61575
LIB MATERIALS & SOFTWARE	MDC*QUARTERLY MAGAZINE	P80C39FF57E4E457	PROCUREMENT CARD	60.00	2380110101			61575
LIB MATERIALS & SOFTWARE	MIDWEST ART FAIRS	P80C39FF57E4E457	PROCUREMENT CARD	37.90	2380110101			61575
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98414847	PO3635 CUST 2000006792 LIBRARY	136.86	2380110101			61575
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98415002	PO3635 CUST 2000006792 LIBRARY	22.48	2380110101			61575
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98425009	PO3635 CUST 2000006792 LIBRARY	197.05	2380110101			61575
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98444289	PO3635 CUST 2000006792 LIBRARY	718.74	2380110101			61575
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98448940	PO3635 CUST 2000006792 LIBRARY	462.24	2380110101			61575
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98472662	PO3635 CUST 2000006792 LIBRARY	18.74	2380110101			61575
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98473732	PO3635 CUST 2000006792 LIBRARY	852.98	2380110101			61575

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98477312	PO3635 CUST 2000006792 LIBRARY	48.72	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98477787	PO3635 CUST 2000006792 LIBRARY	552.74	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98483108	PO3635 CUST 2000006792 LIBRARY	990.23	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98509395	PO3635 CUST 2000006792 LIBRARY	715.17	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98510259	PO3635 CUST 2000006792 LIBRARY	281.86	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98510414	PO3635 CUST 2000006792 LIBRARY	236.88	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98537559	PO3635 CUST 2000006792 LIBRARY	332.30	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98537851	PO3635 CUST 2000006792 LIBRARY	29.99	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98538198	PO3635 CUST 2000006792 LIBRARY	201.62	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98541088	PO3635 CUST 2000006792 LIBRARY	44.97	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98564107	PO3635 CUST 2000006792 LIBRARY	621.54	2380110101	61575		
LIB MATERIALS & SOFTWARE	MIDWEST TAPE	98564308	PO3635 CUST 2000006792 LIBRARY	197.60	2380110101	61575		
LIB MATERIALS & SOFTWARE	MINNESOTA WOMEN'S PRESS	P8C1D66DE989C412	PROCUREMENT CARD	56.00	2380110101	61575		
LIB MATERIALS & SOFTWARE	OCLC INC	1000002880	ACCT 5037 LIBRARY 12/19-06/20	2,300.21	2380114001	61575		2019
LIB MATERIALS & SOFTWARE	RECORDED BOOKS	P80C39FF57E4E457	PROCUREMENT CARD	58.50	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS	P80C39FF57E4E457	PROCUREMENT CARD	39.95	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS	P8C1D66DE989C412	PROCUREMENT CARD	222.74	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS	P8C1D66DE989C412	PROCUREMENT CARD	7.95	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS	P8C1D66DE989C412	PROCUREMENT CARD	143.20	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS	P8C1D66DE989C412	PROCUREMENT CARD	73.60	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS	P8C1D66DE989C412	PROCUREMENT CARD	73.60	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS	P8C1D66DE989C412	PROCUREMENT CARD	585.32	2380110101	61575		
LIB MATERIALS & SOFTWARE	RECORDED BOOKS	P8C1D66DE989C412	PROCUREMENT CARD	40.80	2380110101	61575		
LIB MATERIALS & SOFTWARE	REF*MATTHEW BENDER & CO	P80C39FF57E4E457	PROCUREMENT CARD	320.31	2380110101	61575		
LIB MATERIALS & SOFTWARE	SQ *FINANCIAL RATIN	P80C39FF57E4E457	PROCUREMENT CARD	251.05	2380110101	61575		
LIB MATERIALS & SOFTWARE	T MOBILE	965098942-01/20	ACCT 965098942 LIBRARY	519.83	2380110101	61575		
LIB MATERIALS & SOFTWARE	WKI*CCH INC CYBERSOURC	P8C1D66DE989C412	PROCUREMENT CARD	114.55	2380110101	61575		
	TOTAL LIB MATERIALS & SOFTWARE			123,842.04				
RENTAL	HLP LLC	FEB 2020 LIBRARY	NO CENTRAL LIBR LEASE FEB 2020	4,650.06	2380135001	62101		
	TOTAL RENTAL			4,650.06				
UTILITIES	ACE SOLID WASTE INC	5604146	ACCT 3067-192854-001 LIBRARY	87.64	2380111001	62228		
UTILITIES	ACE SOLID WASTE INC	5604146	REFUSE AND RECYCLING SERVICES	43.82	2380141001	62228		
UTILITIES	ACE SOLID WASTE INC	5616025	3067-231385-001 CROOKED LK LIB	527.31	2380132001	62228		
UTILITIES	CENTENNIAL UTILITIES	71047-01/20	ACCT 71047.00 LIBRARY	830.21	2380134001	62225		2019
UTILITIES	CENTENNIAL UTILITIES	71047-01/20	ACCT 71047.00 LIBRARY	51.30	2380134001	62227		2019
UTILITIES	CENTERPOINT ENERGY	8000015459-01/20	ACCT 8000015459-3 LIBRARY	490.16	2380111001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-01/20	ACCT 8000015459-3 LIBRARY	1,627.12	2380121001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-01/20	ACCT 8000015459-3 LIBRARY	488.50	2380132001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-01/20	ACCT 8000015459-3 LIBRARY	1,385.47	2380133001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-01/20	ACCT 8000015459-3 LIBRARY	115.73	2380136001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-01/20	ACCT 8000015459-3 LIBRARY	181.08	2380137001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-01/20	ACCT 8000015459-3 LIBRARY	305.19	2380137001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-01/20	ACCT 8000015459-3 LIBRARY	1,989.74	2380141001	62225		
UTILITIES	CITY OF ANOKA	501210-01/20	ACCT 02-501210-01 LIBRARY	2,601.27	2380141001	62226		
UTILITIES	CITY OF ANOKA	501210-01/20	ACCT 02-501210-01 LIBRARY	430.63	2380141001	62227		
UTILITIES	CITY OF BLAINE	4000011-01-20	CUST 4000011-000 LIBRARY	45.95	2380121001	62227		2019
UTILITIES	CITY OF BLAINE	4000200-01-20	CUST 4000200-000 LIBRARY	53.30	2380111001	62227		2019
UTILITIES	CITY OF BLAINE	4000602-01-20	CUST 4000602-000 LIBRARY	83.60	2380137001	62227		2019
UTILITIES	CITY OF FRIDLEY	215-483990-01/20	ACCT 215-483990-01 LIBRARY	299.91	2380133001	62227		
UTILITIES	CITY OF ST FRANCIS	2479-01/20	ACCT 2479 LIBRARY	61.50	2380136001	62227		
UTILITIES	CONNEXUS ENERGY	178588-01/20	ACCT 684587-178588 LIBRARY	151.19	2380136001	62226		
UTILITIES	CONNEXUS ENERGY	203085-01/20	ACCT 386179-203085 LIBRARY	832.76	2380137001	62226		2019
UTILITIES	CONNEXUS ENERGY	230469-01/20	ACCT 386179-230469 LIBRARY	141.68	2380135001	62226		
UTILITIES	CONNEXUS ENERGY	230477-01/20	ACCT 386179-230477 LIBRARY	227.07	2380135001	62226		
UTILITIES	CONNEXUS ENERGY	231009-01/20	ACCT 386181-231009 LIBRARY	903.45	2380111001	62226		2019
UTILITIES	CONNEXUS ENERGY	231010-01/20	ACCT 386180-231010 LIBRARY	2,414.23	2380121001	62226		2019
UTILITIES	CONNEXUS ENERGY	312858-01/20	ACCT 386178-312858 LIBRARY	1,136.35	2380134001	62226		2019
UTILITIES	PITNEY BOWES RESERVE ACCOUNT	LIBRARY 2020-1	ACCT 10266468 LIBRARY POSTAGE	2,000.00	2380110101	62231		
UTILITIES	TDS METROCOM	434-9806-01/20	ACCT 763 434 9806 LIBRARY	73.68	2380132001	62229		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
UTILITIES	TDS METROCOM	434-9806-01/20	ACCT 763 434 9806 LIBRARY	93.83	2380133001	62229		
UTILITIES	TDS METROCOM	434-9806-01/20	ACCT 763 434 9806 LIBRARY	73.68	2380134001	62229		
UTILITIES	TDS METROCOM	434-9806-01/20	ACCT 763 434 9806 LIBRARY	93.78	2380135001	62229		
UTILITIES	TDS METROCOM	434-9806-01/20	ACCT 763 434 9806 LIBRARY	81.68	2380136001	62229		
UTILITIES	TDS METROCOM	434-9806-01/20	ACCT 763 434 9806 LIBRARY	73.68	2380137001	62229		
UTILITIES	TDS METROCOM	434-9806-01/20	ACCT 763 434 9806 LIBRARY	73.68	2380141001	62229		
UTILITIES	UPS*1Z1873270393833855	P80C39FF57E4E457	PROCUREMENT CARD	60.73	2380110101	62231		
UTILITIES	VERIZON WIRELESS	9845766964	ACCT 286867228-1 LIBRARY	443.56	2380110101	62229		
UTILITIES	VERIZON WIRELESS	9845766964	ACCT 286867228-1 LIBRARY	153.66	2380112001	62229		
UTILITIES	XCEL ENERGY	669187123	ACCT 51-6181280-6 LIBRARY	994.67	2380132001	62226		
UTILITIES	XCEL ENERGY	669187123	ACCT 51-6181280-6 LIBRARY	1,473.72	2380133001	62226		
UTILITIES	STATE OF MN IT SVCS	DV19120382	CUST 100A00205 WAN LIBR DEC 19	810.00	2380114001	62275		2019
	TOTAL UTILITIES			24,006.51				
PROFESSIONAL SERVICES	CINTAS CORP NO 470	1036762109	CUST 12448679 RUM RIVER LIBR	80.00	2380141001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4036375347	CUST 12436813 CENTENNIAL LIBR	10.78	2380134001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4036453276	CUST 12436786 MISSISSIPPI LIBR	19.42	2380133001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4036458016	CUST 12436794 NO CENTRAL LIBR	6.40	2380135001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4036854184	CUST 12436731 NORTHTOWN LIBR	94.57	2380121001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4036946230	CUST 12436813 CENTENNIAL LIBR	10.78	2380134001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4037070452	CUST 12436786 MISSISSIPPI LIBR	19.42	2380133001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4037310341	CUST 12448679 RUM RIVER LIBR	80.00	2380141001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4037337023	CUST 12436757 CROOKED LK LIBR	28.80	2380132001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4037433107	CUST 12436731 NORTHTOWN LIBR	94.57	2380121001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4037433109	CUST 12436514 LIBRARY	13.20	2380111001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4037534467	CUST 12436813 CENTENNIAL LIBR	10.78	2380134001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4037646126	CUST 12436786 MISSISSIPPI LIBR	19.42	2380133001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4037904558	CUST 12448679 RUM RIVER LIBR	80.00	2380141001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4037917005	CUST 12436731 NORTHTOWN LIBR	94.57	2380121001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4038027611	CUST 12436813 CENTENNIAL LIBR	10.78	2380134001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4038143841	CUST 12436786 MISSISSIPPI LIBR	19.42	2380133001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4038402254	CUST 12448679 RUM RIVER LIBR	80.00	2380141001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4038410293	CUST 12436757 CROOKED LK LIBR	28.80	2380132001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4038581410	CUST 12436514 LIBRARY	13.20	2380112001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4038581536	CUST 12436731 NORTHTOWN LIBR	94.57	2380121001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4038695610	CUST 12436813 CENTENNIAL LIBR	10.78	2380134001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4038796882	CUST 12436786 MISSISSIPPI LIBR	19.42	2380133001	63064		2019
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4038801894	CUST 12436794 NO CENTRAL LIBR	6.40	2380135001	63064		2019
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113005	LIBRARY CLEANING SVCS JAN 2020	950.00	2380111001	63064		
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113005	LIBRARY CLEANING SVCS JAN 2020	3,441.55	2380121001	63064		
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113005	LIBRARY CLEANING SVCS JAN 2020	950.00	2380132001	63064		
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113005	LIBRARY CLEANING SVCS JAN 2020	950.00	2380133001	63064		
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113005	LIBRARY CLEANING SVCS JAN 2020	575.00	2380134001	63064		
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113005	LIBRARY CLEANING SVCS JAN 2020	600.00	2380135001	63064		
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113005	LIBRARY CLEANING SVCS JAN 2020	396.93	2380136001	63064		
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113005	LIBRARY CLEANING SVCS JAN 2020	800.00	2380137001	63064		
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113005	LIBRARY CLEANING SVCS JAN 2020	2,625.00	2380141001	63064		
PROFESSIONAL SERVICES	UNIQUE MANAGEMENT SERVICES INC	575599	PROJ 1704 FDB LIBRARY DEC 2019	698.10	2380110101	63010		2019
	TOTAL PROFESSIONAL SERVICES			12,932.66				
SOFTWARE, SaaS & MTC	SIRSIDYNIX	INV01127	SIRSI DYNIX LIBRARY 2020	83,000.00	2380114001	63066		
	TOTAL SOFTWARE, SaaS & MTC			83,000.00				
ADMIN EXPENSE	KEISTER, MELANIE	27-JAN-2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	KOST, VIRGINIA	27-JAN-2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	LENZ, MARK	27-JAN-2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	MARTINEAU DUNLOP, JANICE	27-JAN-2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	ORPEN, RICHARD	27-JAN-2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
	TOTAL ADMIN EXPENSE			250.00				

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
	MELSA AUTOMATION			50,977.99				
	MELSA FORMULA			11,970.00				
	FRIENDS OF THE ANOKA COUNTY LIBRARY			186.70				
	BLDG FUND/CEN PROJECT			22,112.61				
	OPERATING ACCOUNTS			313,592.48				
	(INCLUDES \$681.95 DONATIONS)							
	TOTAL INVOICES SENT FOR PAYMENT 1/16/20 THRU 2/12/20			398,839.78				

2019 - \$55,513.27
2020 - \$343,326.51

ANOKA COUNTY LIBRARY STRATEGIC PLAN 2018-2020



A county where knowledge, creativity, and opportunity thrive.

Learning

Promote learning and literacy through cultural and intellectual resources.

Community

Provide opportunities for people to meet, exchange ideas, and participate in the life of their community.

Accountability

Serve as a responsible steward of the public's resources and trust.

Sharing

Accomplish more with partners working together toward a common goal.

Respect

Honor diversity, individual perspectives, and the right to privacy and confidentiality.

Transformation

Inspire people to see the possibilities.

2020 WORKPLAN | PROMOTE PERSONAL GROWTH AND LEARNING

Objective	Activity	Measuring Progress	Target
Develop dynamic services for people of all ages, cultures, and backgrounds to meet and learn together.	Offer programming that meets community needs and goals, and reflects the community's diversity.	#Classes and events #Attendance	Increase percentages by 2021 using 2017 as baseline numbers.
	Redefine branding and marketing for services so resources are known in the community, including Customer Experience Software	% of participants rating experience as excellent or good.	
	Using Project Outcome and other evaluation methods, measure and report value of services, classes and events.		
Build community around reading and literacy so that people have more opportunities for conversations about books and materials from the library's collections.	Develop a One County/One Book program for 2021	#Classes and events	Increase percentages by 2021 using 2017 as baseline numbers.
	Promote and encourage established and emerging Anoka County and Minnesota authors, artists, and creators. Collect and share community stories.	#Attendance % of participants rating experience as excellent or good.	
Strengthen the library's contribution to youth development and education so that all 3 rd graders are reading at grade level and youth are college and career ready.	Increase access to and awareness of digital library and homework help resources through ACL's virtual library card and classroom visits	#Classes and events #Attendance % of participants rating experience as excellent or good.	Increase percentages by 2021 using 2017 as baseline numbers.
	Research and establish 1-on-1 services supporting early readers and English language learners	Correlation: Every Child Ready to Read; reading at grade level by the end of 3 rd grade; World's Best Workforce	
	Using research-based curriculum, including Every Child Ready to Read, provide workshops for educators and staff of youth-serving organizations		

2020 WORKPLAN | EXPAND ACCESSIBILITY TO INFORMATION, IDEAS, AND STORIES

Objective	Activity	Measuring Progress	Target
Build partnerships to make lasting differences in people's lives	<p>Develop adult volunteer and internship programs focusing on increasing capacity for library services such as tech assistance, etc.</p> <p>Work with county departments to assist communities with Census 2020</p> <p>Aligning with the County's forthcoming strategic plan, develop and execute community conversations throughout the library service area to inform services and programs</p>	<p>Volunteer hours</p> <p>Number of volunteers</p> <p>Number of community partners</p>	Increase percentages annually using 2017 as baseline numbers.
Develop collections that reflect and inspire the community.	<p>Build and maintain diverse and relevant collections in popular formats, including expanding the World Language collection, cataloging community organizations, and digitizing archival collections</p> <p>Using proven methods from retail and business, keep collections in good browsable order and diversify methods of promotion and use – including circulating books and conducting book talks at library programs and outreach/pop-up events</p>	Circulation statistics and collection counts	Increase percentages annually using 2017 as baseline numbers.

2020 WORKPLAN | EXPAND ACCESSIBILITY TO INFORMATION, IDEAS, AND STORIES

Objective	Activity	Measuring Progress	Target
<p>Deliver convenient patron focused services</p>	<p>Evaluate open hours and adjust as data and community needs reflect.</p> <p>Streamline card registration with MELSA</p> <p>Catalog interface re-design</p> <p>Propose eliminating fines on juvenile materials or automatic renewal of materials.</p> <p>Expand digital resources including software, hardware, and services focusing on content creation</p>		<p>% Increase in website usage</p>

2020 WORKPLAN | STRENGTHEN COMMUNITIES AND NEIGHBORHOODS

Objective	Activity	Measuring Progress	Target
Bring library services to the people	Share resources across multiple, easy to use and convenient platforms.	E-book, social media, and outreach service statistics	Increase percentages annually using 2017 as baseline numbers.
	Actively seek opportunities to support the work of civic groups, local organizations, and service providers and customize information and resources for their use.	Increase outreach and community visits (JK, ES)	
	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		
	Catalog staff skills and develop Book a Librarian service		
Establish the library as a civic focal point and essential resource for communities	Expand services to local business and organizations.	Number of business served, database usage; customer experience rating as excellent or good	Increase percentages annually using 2017 as baseline numbers.
	Explore having more libraries as polling places and expand voter education		
Adapt library facilities to serve as catalyst for community engagement and development	Develop 3-5 year building plan for updated finishes to North Central, Johnsville, St. Francis, and Mississippi Libraries		

2020 WORKPLAN | FOSTER A CULTURE OF INNOVATION

Objective	Activity	Measuring Progress	Target
Staff serve as experts in the community.	All staff utilize professional development to further the mission of the library. Library staff are involved with county committees and initiatives	Core competencies are met annually.	
Develop and share professional interests and talents of staff	Integrate Library collections, services and programs through collaboration and teamwork across work groups. Evaluate staffing structure to adapt to changing conditions and respond to emergent opportunities.		
Empower staff with the tools and knowledge to excel in their work	Complete patron use study Explore streamlining staff efficiencies with self-checks, smart returns, AMH machines, and other emerging technologies		



Anoka County
LIBRARY

Ideas, Information, Inspiration.

**ANOKA COUNTY LIBRARY BOARD
INFORMATION ITEM**

February 24, 2019

AGENDA ITEM NO: F-1
AGENDA ITEM: Census 2020 Update

BACKGROUND INFORMATION:

In 2019 a committee of library staff, in conjunction with other county departments, developed a plan to awareness of the census and motivate residents in the community to respond.

Anoka County had an 85% response rate in 2010. While that response rate is among the highest in the nation, it is still beneficial to increase the response rate, assist Census employees in penetrating areas of Anoka County termed "Hard to Count," and ensure all residents of Anoka County are enumerated this year.

Jill Wujcik, Mississippi Library, will provide an update on the committee's efforts.



Branch Library Report -Mississippi Library

February 2020

Submitted by Shannon Melham

TRENDS IN THE SERVICE AREA

- *"We believe in a Fridley that is a safe, vibrant, friendly and stable home for families and businesses"*. (City of Fridley)
 - 2019 addition to City staff: Community Engagement Specialist/ Alyssa Kruzel
- Fridley is a "first ring" or "inner ring" suburban community, 10min north of downtown Minneapolis, covering 11 square miles with a 2018 estimated population of 27,742. (City of Fridley, American Fact Finder)
- Quick stats: Approx. 11,000 households, approx. 25% of residents under 20 years of age, approx. another 25% of residents are 55 years and over, 17% of residents are foreign born, approx. 22% speak a language other than English and of those nearly 50% report that they speak English "very well", approx. 8% of homes are without a computer, nearly 15% without internet access (American Fact Finder, U.S. Census Bureau)

LIBRARY ISSUES AND SERVICE TRENDS

- The Mississippi Library serves a diverse community:
 - Senior Citizens (1/4 of Fridley population)
 - Youth (1/4 of Fridley population)
 - Wide range of socio-economic demographics
 - Foreign language speakers
- Families requesting homework help and literacy support
- Requests for technology assistance
- The number of people that access the library and library resources remotely is on the rise
- Requests for library services (outreach, classroom visits, research/tech instruction, meeting room use) outside of library open hours continue to increase.
- Professional staff continue to need to devote more time to the development of programs, collaboration with partners, developing new partnerships, and piloting initiatives that relate to community needs and less time working at the service desk.
- Facilities Management & Construction (Andrew Dykstra and Gerry Covell) visited the Mississippi library in December 2019 to assess for needed updates/upgrades.

LIBRARY SERVICES AND EVENTS

Mississippi library staff are connecting youth, adults, and organizations to ideas, information and inspiration a variety of ways.

- Ongoing & evolving engagement opportunities happening at the Mississippi library:
 - Memory Café/Anoka County Family Caregiver connection continuing in 2020
 - Curiosity Kitchen classes are being expanded: for kids and *families*
 - Monthly visits to provide services/programs at Park Plaza co-op:
 - Library manager is on Fridley Public Schools Community Ed advisory board and Youth Services associate is on Early Childhood Education (outreach) advisory board
 - More intentional partnering with the City of Fridley: Library Director, Community Engagement Manager and Mississippi Library manager presented to Fridley City council May 2019; Ongoing communication with the City of Fridley (Alyssa Kruzel) has led to collaborations on projects and events such as Storytime with the Mayor, Census 2020, Winterfest at Springbrook Nature Center, and the Mississippi library will be a 2020 Night to Unite location in partnership with the Fridley PD.

We are a county where knowledge, creativity, and opportunity thrive. While maintaining and growing current partnerships in the Fridley area, we seek to build new relationships as well.

- Jan 2020: Fridley (free) PreK/preschool is part of a long-term Magnet Schools grant program. They are going to be working with library selectors to establish a lending library at the Fridley Community Center. And there will continue to be more and more opportunities for the preschool.....children, staff and families... to partner with library's early literacy experts at the preschool/Community Center and at the library.
- Feb 2020: The Dwelling Place, long-term program for women and children who have experienced domestic violence, has invited the library to be a regular guest speaker as part of their "Life Skills" class.



Anoka County LIBRARY

Ideas, Information, Inspiration.

ANOKA COUNTY LIBRARY BOARD INFORMATION ITEM

February 24, 2020

AGENDA ITEM NO: F-3
AGENDA ITEM: Director's Report

ACTION REQUESTED / RECOMMENDATION:
Information and Discussion

ACCAP Fatherhood Grant Partnership Continuation

Northtown Librarians will again be partnering with ACCAP for their Fatherhood Program (FRED). This project connects partnership services in our community to our Head Start-Early Head Start. This partnership provides a safe space for fathers and children to build their relationship, expand early childhood development and early literacy skills, and support mental health.

The Northtown Library youth services staff present at FRED events and provide fathers with library information, books and resources, and serve on the project's advisory committee. The program is currently in its eighth year of implementation.

Westwood Intermediate School Grant Partnership

Northtown Library has been asked to partner with Westwood Intermediate School on Coon Creek Watershed District's Water Education Grant. The project explores how environmental care connects with literacy at the library and how plants can help the library manage and solve water issues. The library's role is to provide a small plot of the library grounds for some installation of natural grasses and plants. Additionally, staff believe that programming around the installation can build leadership and environmental literacy skills for Westwood students and that their work will impact the greater community. As a demonstration spot, the plantings can support beauty, education, and engagement beyond the initial program dates.

Anoka County
Revenue and Expense Report 2020
Program: 801 Anoka County Library

GL Object	GL Object Description	Adopted Budget	Working Budget	Jan - Jan Actual	Balance Remaining	% Complete Target = 8%	January Activity
Revenues							
53130	EDP - Fax Services	11,000	11,000	3,407.40	(7,592.60)	31%	3,407.40
53150	Contract Services	300	300	0.00	(300.00)	0%	0.00
53515	Damage Fees and charges	6,000	6,000	325.10	(5,674.90)	5%	325.10
53620	Lost Material Payments	18,000	18,000	978.19	(17,021.81)	5%	978.19
53630	Video Rental	16,000	16,000	1,340.23	(14,659.77)	8%	1,340.23
	Total:	51,300	51,300	6,050.92	(45,249.08)	12%	6,050.92
54110	Overdue Book Fees	130,000	130,000	11,647.83	(118,352.17)	9%	11,647.83
54112	Collections Revenue	50,000	50,000	1,025.89	(48,974.11)	2%	1,025.89
	Total:	180,000	180,000	12,673.72	(167,326.28)	7%	12,673.72
55190	Other Federal Grants	0	0	0.00	0.00	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	186,665	186,665	403,654.86	216,989.86	216%	403,654.86
55762	MELSA Grant-Automation	49,658	49,658	101,483.00	51,825.00	204%	101,483.00
55765	MELSA MN Legacy Grant	6,500	6,500	377.65	(6,122.35)	6%	377.65
55771	MELSA-Other Miscellaneous Gran	111,721	111,721	276,646.62	164,925.62	248%	276,646.62
55790	Other Local Grants	3,100	3,100	39,562.79	36,462.79	1,276%	39,562.79
	Total:	357,644	357,644	821,724.92	464,080.92	230%	821,724.92
56210	Vehicle and Equipment Sales	0	0	0.00	0.00	0%	0.00
56211	Material Sales	0	0	60.71	60.71	0%	60.71
56213	Book Sales	10,000	10,000	880.74	(9,119.26)	9%	880.74
56219	Copy Sales	42,000	42,000	3,322.09	(38,677.91)	8%	3,322.09
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	0.00	0.00	0%	0.00
56261	Misc Op Grnt & Cont	0	0	0.00	0.00	0%	0.00

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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	2,981.62	(7,018.38)	30%	2,981.62
56294	Refunds & Reimbursements	32,000	32,000	0.00	(32,000.00)	0%	0.00
56299	Other Misc. Revenue	13,350	13,350	0.00	(13,350.00)	0%	0.00
Total:		105,350	105,350	7,245.16	(98,104.84)	7%	7,245.16
59140	Employee Jury Duty Reimburseme	0	0	0.00	0.00	0%	0.00
59142	Credit Card Discounts	(2,600)	(2,600)	(217.53)	2,382.47	8%	(217.53)
59910	Increase in Inventory	0	0	0.00	0.00	0%	0.00
Total:		(2,600)	(2,600)	(217.53)	2,382.47	8%	(217.53)
Total - Revenues		691,694	691,694	847,477.19	155,783.19	123%	847,477.19

Expenditure

60110	Salaries; Regular Employees	4,167,404	4,167,404	204,548.37	3,962,855.63	5%	204,548.37
60190	Salaries-Variable Demand Pool	0	0	0.00	0.00	0%	0.00
60210	Salaries; Non-Regular Employee	0	0	5,383.15	(5,383.15)	0%	5,383.15
60250	Temporary Salaries-Intermittent	159,556	159,556	0.00	159,556.00	0%	0.00
60260	Temporary Salaries-Students	0	0	1,030.37	(1,030.37)	0%	1,030.37
60320	Salaries; Overtime	7,850	7,850	289.60	7,560.40	4%	289.60
60430	Severance Pay	112,519	112,519	9,376.66	103,142.34	8%	9,376.66
60714	Health Insurance	874,200	874,200	72,850.00	801,350.00	8%	72,850.00
60715	Life Insurance	2,419	2,419	175.69	2,243.31	7%	175.69
60716	Social Security (FICA)	331,612	331,612	15,321.29	316,290.71	5%	15,321.29
60717	Retirement (PERA)	310,442	310,442	15,628.95	294,813.05	5%	15,628.95
60718	Work Comp Insurance	2,940	2,940	245.05	2,694.95	8%	245.05
60719	Unemployment Compensation	6,502	6,502	541.86	5,960.14	8%	541.86

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60720	Dental Insurance	29,574	29,574	2,111.20	27,462.80	7%	2,111.20
60721	LTD Insurance	6,604	6,604	426.02	6,177.98	6%	426.02
60990	IntraCounty Reimbursement	0	0	0.00	0.00	0%	0.00
Total:		6,011,622	6,011,622	327,928.21	5,683,693.79	5%	327,928.21
61099	Expendable-Furniture & Office	7,000	7,000	0.00	7,000.00	0%	0.00
61100	Expendable-Computers & Related	147,800	147,800	0.00	147,800.00	0%	0.00
61101	Small Equipment	5,000	5,000	0.00	5,000.00	0%	0.00
61102	Printing	0	0	0.00	0.00	0%	0.00
61104	Copier Supplies	0	0	0.00	0.00	0%	0.00
61105	Cleaning & Building Supplies	28,000	28,000	2,305.59	25,694.41	8%	2,305.59
61108	Safety Equipment	0	0	0.00	0.00	0%	0.00
61110	Gasoline, Oil, Grease & Licens	0	0	0.00	0.00	0%	0.00
61112	Fleet Fuel Allocation	10,000	10,000	833.33	9,166.67	8%	833.33
61120	Uniforms	600	600	0.00	600.00	0%	0.00
61140	Purchases for Resale	0	0	0.00	0.00	0%	0.00
61141	Supplies-General Office	0	0	0.00	0.00	0%	0.00
61148	Program Supplies	0	0	0.00	0.00	0%	0.00
61149	General Supplies	61,481	61,481	15,112.62	46,368.38	25%	15,112.62
61158	Subsistence Supplies	0	0	0.00	0.00	0%	0.00
61245	Fleet R & M Allocation	3,000	3,000	250.00	2,750.00	8%	250.00
61250	R & M-Buildings	102,275	102,275	1,939.54	100,335.46	2%	1,939.54
61251	R & M Equipment & Other	86,561	86,561	605.80	85,955.20	1%	605.80
61252	R & M-Automotive	0	0	0.00	0.00	0%	0.00
61253	R & M-Large Equipment	2,500	2,500	0.00	2,500.00	0%	0.00
61256	R & M-Other Equipment	2,000	2,000	0.00	2,000.00	0%	0.00
61265	R & M - Software	147,833	147,833	0.00	147,833.00	0%	0.00
61274	Other Repairs & Maintenance	0	0	0.00	0.00	0%	0.00

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61355	Conf, Conventions & Mtgs-Staff	17,779	17,779	0.00	17,779.00	0%	0.00
61356	Education Programs-Tuition & B	1,000	1,000	0.00	1,000.00	0%	0.00
61475	Employee Mileage Reimbursement	6,450	6,450	44.29	6,405.71	1%	44.29
61476	Other Travel Expense	1,550	1,550	0.00	1,550.00	0%	0.00
61477	Meals & Lodging	1,800	1,800	0.00	1,800.00	0%	0.00
61495	Freight	2,000	2,000	0.00	2,000.00	0%	0.00
61548	Landscape Expense	81,700	81,700	2,986.25	78,713.75	4%	2,986.25
61549	Program Expense	48,796	48,796	339.79	48,456.21	1%	339.79
61552	Bank Charges	2,500	2,500	303.46	2,196.54	12%	303.46
61557	Dues & Memberships	1,900	1,900	0.00	1,900.00	0%	0.00
61558	Advertising	50	50	0.00	50.00	0%	0.00
61559	Subscriptions & Publications	0	0	45.00	(45.00)	0%	45.00
61573	Electronic Material	0	0	0.00	0.00	0%	0.00
61574	Books Allocations	0	0	0.00	0.00	0%	0.00
61575	Library Books & Materials	1,130,080	1,130,080	98,621.51	1,031,458.49	9%	98,621.51
61576	Periodicals	0	0	0.00	0.00	0%	0.00
61577	Audio Visual	0	0	0.00	0.00	0%	0.00
61578	Binding	0	0	0.00	0.00	0%	0.00
61581	Books-Reference	0	0	0.00	0.00	0%	0.00
61582	Books-Juvenile	0	0	0.00	0.00	0%	0.00
61583	Books-Adult Circulation	0	0	0.00	0.00	0%	0.00
61585	Book Processing	0	0	0.00	0.00	0%	0.00
61586	Mars- Service	0	0	0.00	0.00	0%	0.00
61599	Book Payment Refunds	0	0	0.00	0.00	0%	0.00
61810	Other Misc. Expenses	0	0	0.00	0.00	0%	0.00
61990	Intracounty Reimbursement	0	0	0.00	0.00	0%	0.00
Total:		1,899,655	1,899,655	123,387.18	1,776,267.82	6%	123,387.18
62101	Rental-Buildings	56,000	56,000	0.00	56,000.00	0%	0.00

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62110	OnBase Allocation	375	375	31.25	343.75	8%	31.25
62114	PC Replacement Allocation	62,080	62,080	5,173.33	56,906.67	8%	5,173.33
62117	Network Allocation	182,000	182,000	15,166.67	166,833.33	8%	15,166.67
62118	IT Overhead Allocation	38,890	38,890	3,240.83	35,649.17	8%	3,240.83
62120	Rental-Equipment	3,450	3,450	0.00	3,450.00	0%	0.00
62124	Leases & Rentals	0	0	2,133.71	(2,133.71)	0%	2,133.71
62150	Lease-Copier	25,500	25,500	0.00	25,500.00	0%	0.00
62222	Property Tax-Assessments	2,717	2,717	0.00	2,717.00	0%	0.00
62225	Fuel-Heating	47,150	47,150	0.00	47,150.00	0%	0.00
62226	Electric	149,980	149,980	2,468.39	147,511.61	2%	2,468.39
62227	Water	15,750	15,750	0.00	15,750.00	0%	0.00
62228	Waste Disposal	1,500	1,500	0.00	1,500.00	0%	0.00
62229	Phones	15,750	15,750	1,161.23	14,588.77	7%	1,161.23
62231	Postage	18,000	18,000	1,900.00	16,100.00	11%	1,900.00
62272	Telecom Service Allocation	0	0	0.00	0.00	0%	0.00
62275	State Internet Connectivity	13,050	13,050	0.00	13,050.00	0%	0.00
62277	Fiber Service	43,200	43,200	3,600.00	39,600.00	8%	3,600.00
62278	Fiber Access Maintenance Alloc	0	0	0.00	0.00	0%	0.00
62365	Insurance-Allocation	22,865	22,865	1,905.42	20,959.58	8%	1,905.42
62401	Bad Debt Expense	0	0	0.00	0.00	0%	0.00
Total:		698,257	698,257	36,780.83	661,476.17	5%	36,780.83
63010	Professional Services	5,000	5,000	0.00	5,000.00	0%	0.00
63064	Janitorial & Sanitation	205,689	205,689	11,288.48	194,400.52	5%	11,288.48
63066	Software, SaaS, & Maintenance	0	0	133,977.99	(133,977.99)	0%	133,977.99
63067	Building Security	0	0	0.00	0.00	0%	0.00
63362	Expenses-Board & Advisory Comm	5,000	5,000	250.00	4,750.00	5%	250.00
63710	Dedicated Donations Expense	0	0	430.37	(430.37)	0%	430.37

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63799	Misc Administrative Expense	0	0	0.00	0.00	0%	0.00
	Total:	215,689	215,689	145,946.84	69,742.16	68%	145,946.84
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	25,000	25,000	0.00	25,000.00	0%	0.00
65380	Computers & Related Equipment	0	0	0.00	0.00	0%	0.00
	Total:	25,000	25,000	0.00	25,000.00	0%	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		8,850,223	8,850,223	634,043.06	8,216,179.94	7%	634,043.06
Net County Share:		8,158,529	8,158,529	(213,434.13)	8,060,396.75	(3%)	(213,434.13)