



Anoka County
LIBRARY

Ideas, Information, Inspiration.

CALL TO MEETING

LIBRARY BOARD MEETING
LIBRARY SUPPORT SERVICES

Teleconference

May 18, 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 May 18, 2020, 5:30pm Teleconference

Due to the Declared Health Pandemic and Declared State of Emergency, this Board Meeting will be held via teleconferencing or other electronic means pursuant to Minnesota Statutes Section 13D.021. Public attendance at the meeting is not practicable due to the nature of the pandemic, but interested public may access the meeting by electronic means. Public members may monitor this meeting through the internet at <https://www.anokacounty.us/2632/Library-Board> or by calling 1-415-655-0003 at the meeting time for telephonic access. Public monitoring in this manner is done pursuant to Minn. Stat. 13D.021.

A. **President calls meeting to order**

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. **Action Items**

1. Consider approving the minutes from the April 20, 2020 library board meeting. **See attached** minutes.
2. Consider approving and accepting of gifts. **See attached** list.
3. Consider approving May bills. **See attached** invoices.
4. Consider approving the closure of the libraries on September 10, 2020 for rescheduled staff day. **See attached** worksheet

D. **Information Items**

1. Consider, for informational purposes, County Commissioner Robyn West's MELSA update
2. Consider, for informational purposes, the Johnsville Branch Manger's report. **See attached** report.
3. Consider, for informational purposes, the Director's report. **See attached** report
4. Consider for informational purposes, 2020 Work Plan Quarterly Update
5. Consider, for informational purposes, the Library Facilities 10-year Plan. **See attached** spreadsheet and summary of plan.
6. Consider, for informational purposes, financial report. **See attached** report

E. **Adjournment**

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

LIBRARY BOARD MINUTES APRIL 20, 2020 - DRAFT

The Anoka County Library Board met virtually, on April 20, 2020. Present were: Board Members: Backlund, Greensweig, Keister, Kost, Lenz, Martineau-Dunlop, Orpen and Commissioner West.

Also present: Patti Hetrick, Interim Library Director, Jacquie Kramer, Assistant Library Director, Kathryn Timm, Assistant County Attorney, Deputy County Administrator, Dee Guthman, Community Engagement Manager, Erin Straszewski, and Dana Weigman, Office Administration Supervisor.

Meeting was called to order by Board President Lenz at 5:31.

Lenz read this statement at the beginning of the meeting:

“Due to the Declared Health Pandemic and Declared State of Emergency, this Board Meeting will be held via teleconferencing or other electronic means pursuant to Minnesota Statutes Section 13D.021. Public attendance at the meeting is not practicable due to the nature of the pandemic but interested public may access the meeting by electronic means.”

Roll Call

| | Present | Absent |
|------------------|---------|--------|
| Backlund | x | |
| Greensweig | x | |
| Keister | x | |
| Kost | x | |
| Lenz | x | |
| Martineau-Dunlop | x | |
| Orpen | x | |

AGENDA

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

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

OPEN FORUM AND FRIENDS OF THE LIBRARY REPORT

Straszewski reported that the Friends of the Library will meet in May and that they will be providing funds for Summer Reading Program prizes.

REVIEW AND ACCEPT MINUTES

On a motion by Backlund, second by Martineau-Dunlop, the Library Board unanimously approved the minutes of the February 24, 2020 meeting and the minutes of the special meeting held April 6, 2020 as presented.

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

CONSENT AGENDA

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

Gifts received:

- \$100.00 from Suzanne Yang Jaochico
- \$260.00 from Friends of ACL
- \$100.00 from Karen McCulloch for Mississippi
- \$ 5.00 from anonymous for Northtown
- \$5.00 from Carol Herman-Isaacson

| | | |
|-------------------------------|------------------|-------|
| Volunteer Hours March: | Volunteen Hours: | 142.5 |
| | Volunteer Hours: | 140.5 |
| Volunteer Hours April: | Volunteen Hours: | 71.25 |
| | Volunteer Hours: | 24.5 |

Bills approved in the amount of March:\$ 280,177.32

Bills approved in the amount of April: \$ 155,302.90

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

CURRENT BUSINESS

Read Down During Summer Reading Program

On a motion by Keister, second by Orpen, the Library Board unanimously approved a Read Down program for juveniles during the Summer Reading Program. This applies to youth under 18 who read for 15 minutes to remove \$1 charge from their library cards. The same rules as approved in previous years will apply, with some possible adjustments due to changes in services because of the pandemic.

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

Increased Hours for Branch Personnel

On a motion by Kost, second by Keister, the Library Board unanimously approved adding additional hours for furloughed staff based on need. With the popularity of curbside service along with other services and programs, additional staff hours may be needed to keep up with patron demand.

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

Summer Virtual Services for Summer Reading Program

On a motion by Keister, second by Martineau-Dunlop, the Library Board unanimously approved providing virtual services for the Summer Reading Program, and to renegotiate contracts with performers to determine if they can accommodate online programming. The price of the programs will vary based on content, method of delivery, and any supplies provided. This will be aided by the addition of Beanstack software for participation in the Summer Reading Program. A paper version will be available for families with connectivity issues.

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

DISCUSSION ITEMS

Annual Report to State

The library submitted the annual report to the state in March as required by law.

Westwood Intermediate School Grant Partnership

Northtown Library will partner with Westwood Intermediate School on a \$1000 grant to plant native grasses on a dedicated plot at the library. The plantings will be accompanied by STEM education for students.

Current Services Results

A weekly report has been provided to Library Board members describing the current level of services to the community amidst the pandemic. Curbside services increased 58% over the previous week due to greater availability of pickup times offered from the library.

Committee Reports and Correspondence

Commissioner West complimented the library on providing positive outcomes for Anoka County residents during this time.

INFORMATIONAL ITEMS

Financial report

Deputy County Administrator Guthman reported that revenues are down across the county and the data is not complete on how Covid-19 will affect the overall budget.

County Board Budget Direction

In planning for the 2021 budget, departments have been directed to plan on zero increase in funding. Hetrick suggested a zero-based budget plan to justify all expenses based on established priorities and core services.

YTD Budget Results

Hetrick reported that while fines and fee revenue are down, other revenues are higher than expected or on track. Overall, revenues are higher than budgeted at this point. Library expenditures for the year are on track for where we should be in the fiscal year.

Adjournment

On a motion by Keister, second by Kost, the meeting was adjourned at 6:36 pm.

Respectfully submitted,

Dana Weigman
Office Administration Supervisor



Anoka County LIBRARY

Ideas, Information, Inspiration.

ANOKA COUNTY LIBRARY BOARD CONSENT AGENDA ITEM

May 18, 2020

AGENDA ITEM NO: C-2
AGENDA ITEM: Receive/Acknowledge Gifts

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

BACKGROUND INFORMATION:

Gifts received:
\$50.00 Anoka Women of Today
\$500.00 Micro Control Company

Volunteer Hours May: Volunteen Hours: 0
Volunteer Hours: 0

Bills approved in the amount of May: \$ 168,491.26

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

ANOKA COUNTY LIBRARY

INVOICES FOR APPROVAL AT THE BOARD MEETING - MAY 18, 2020

| | |
|----------------------------|------------------|
| CAPITAL/CEN PROJECT | 74,433.58 |
| COVID RELATED | 883.90 |
| OPERATING ACCOUNTS | 93,173.78 |

| | |
|--|-------------------|
| TOTAL INVOICES SENT FOR PAYMENT 4/11/20 THRU 5/8/20 | 168,491.26 |
|--|-------------------|

| | |
|---|-------------------|
| TOTAL INVOICES SENT FOR PAYMENT - 2020 YTD | 948,170.47 |
|---|-------------------|

| DEPT/ACCT | VENDOR NAME | INVOICE # | DESCRIPTION | AMOUNT | GL KEY | GL OBJECT | JL KEY | JL OBJECT |
|---------------------|----------------------------------|-------------|---|------------------|------------|-----------|---------|-----------|
| MAY 8, 2020 | | | | | | | | |
| CAPITAL/CEN PROJECT | KUE CONTRACTORS INC | | PAY APPLICATION #16/CEN PROJECT | 7,546.08 | 4594097681 | 65120 | 4117002 | 65120 |
| CAPITAL/CEN PROJECT | KUE CONTRACTORS INC | | PAY APPLICATION #17 (FINAL)/CEN PROJECT | 66,887.50 | 4594097681 | 65120 | 4117002 | 65120 |
| | TOTAL CAPITAL/CEN PROJECT | | | 74,433.58 | | | | |
| <hr/> | | | | | | | | |
| COVID RELATED | BESTBUYCOM805698496972 | | PROCUREMENT CARD | 49.99 | 2380114001 | 61149 | 00575 | 61149 |
| COVID RELATED | BESTBUYCOM805698503816 | | PROCUREMENT CARD | 149.97 | 2380114001 | 61149 | 00575 | 61149 |
| COVID RELATED | BODENHAMER, MATTHEW | | REIMB/MILEAGE | 20.13 | 2380114001 | 61475 | 00575 | 61475 |
| COVID RELATED | MURPHY, JORJEAN | | REIMB/MILEAGE | 31.06 | 2380114001 | 61475 | 00575 | 61475 |
| COVID RELATED | OFFICE DEPOT #1090 | | PROCUREMENT CARD | 83.92 | 2380114001 | 61149 | 00575 | 61149 |
| COVID RELATED | OFFICE DEPOT #1090 | | PROCUREMENT CARD | 83.92 | 2380114001 | 61149 | 00575 | 61149 |
| COVID RELATED | OFFICEMAX/DEPOT 6215 | | PROCUREMENT CARD | 111.92 | 2380114001 | 61149 | 00575 | 61149 |
| COVID RELATED | PRESTO GRAPHICS INC | | PROCUREMENT CARD | 218.50 | 2380110101 | 61149 | 00575 | 61149 |
| COVID RELATED | PRESTO GRAPHICS INC | | PROCUREMENT CARD | 50.15 | 2380110101 | 61149 | 00575 | 61149 |
| COVID RELATED | PRESTO GRAPHICS INC | | PROCUREMENT CARD | 70.54 | 2380110101 | 61149 | 00575 | 61149 |
| COVID RELATED | ROBERTS, ELIZABETH | | REIMB/MILEAGE | 13.80 | 2380114001 | 61475 | 00575 | 61475 |
| | TOTAL COVID RELATED | | | 883.90 | | | | |
| <hr/> | | | | | | | | |
| SUPPLIES | AMAZON.COM*3K3EW9BB3 AMZN | | PROCUREMENT CARD | 27.78 | 2380114001 | 61149 | | |
| SUPPLIES | AMAZON.COM*ER9LX49G3 AMZN | | PROCUREMENT CARD | 11.29 | 2380114001 | 61149 | | |
| SUPPLIES | AMAZON.COM*TL8ZI7RM3 AMZN | | PROCUREMENT CARD | 14.24 | 2380114001 | 61149 | | |
| SUPPLIES | BLAINE LOCK AND SAFE | 27531 | CUST ANOLIB-LIBRARY KEYS | 19.50 | 2380112001 | 61105 | | |
| SUPPLIES | CINTAS CORP NO 470 | 4044540449 | CUST 12448679 RUM RIVER LIBR | 3.70 | 2380112001 | 61120 | | |
| SUPPLIES | CINTAS CORP NO 470 | 4044676272 | CUST 12436514 LIBRARY | 8.44 | 2380112001 | 61120 | | |
| SUPPLIES | CINTAS CORP NO 470 | 4045193484 | CUST 12448679 RUM RIVER LIBR | 3.70 | 2380112001 | 61120 | | |
| SUPPLIES | CINTAS CORP NO 470 | 4045318158 | CUST 12436514 LIBRARY | 8.44 | 2380112001 | 61120 | | |
| SUPPLIES | CINTAS CORP NO 470 | 4045850908 | CUST 12448679 RUM RIVER LIBR | 3.70 | 2380112001 | 61120 | | |
| SUPPLIES | CINTAS CORP NO 470 | 4045965094 | CUST 12436514 LIBRARY | 8.44 | 2380112001 | 61120 | | |
| SUPPLIES | GRAINGER INC | 9513310335 | ACCT 806469060 LIBRARY | 257.76 | 2380112001 | 61105 | | |
| SUPPLIES | HOME DEPOT CREDIT SERVICES | 13-APR-2020 | 6035 3225 3883 6655 LIBRARY | 231.65 | 2380112001 | 61105 | | |
| SUPPLIES | NORTHERN SANITARY SUPPLY CO IN | 198602 | ACCT A1018 LIBRARY | 35.40 | 2380112001 | 61105 | | |
| SUPPLIES | NORTHERN SANITARY SUPPLY CO IN | 198672 | CUST A1018 LIBRARY | 70.40 | 2380112001 | 61105 | | |
| SUPPLIES | UHL COMPANY | 19824 | CUST 10060 LIBRARY | 6,282.00 | 2380111001 | 61101 | | |
| | TOTAL SUPPLIES | | | 6,986.44 | | | | |
| <hr/> | | | | | | | | |
| REPAIRS/MTNCE | ALL SAFE INC | 177610 | ANNUAL INSPECT-ADMIN | 102.56 | 2380111001 | 61250 | | |
| REPAIRS/MTNCE | ALL SAFE INC | 177611 | ANNUAL INSPECT-NORTHTOWN | 144.62 | 2380121001 | 61250 | | |
| REPAIRS/MTNCE | BATTERIES PLUS | P23162286 | CUST 7633235300 LIBRARY | 291.93 | 2380111001 | 61250 | | |
| REPAIRS/MTNCE | CORVAL CONSTRUCTORS INC | 860096 | CUST 100793 LIBRARY | 3,280.00 | 2380121001 | 61250 | | |
| REPAIRS/MTNCE | ELECTRO WATCHMAN INC | 346664 | CUST 2186 LIBRARY | 25.00 | 2380137001 | 61250 | | |
| REPAIRS/MTNCE | ELECTRO WATCHMAN INC | 346665 | CUST 2186 LIBRARY | 25.00 | 2380133001 | 61250 | | |
| REPAIRS/MTNCE | ELECTRO WATCHMAN INC | 346666 | CUST 2186 LIBRARY | 25.00 | 2380141001 | 61250 | | |
| REPAIRS/MTNCE | ELECTRO WATCHMAN INC | 346667 | CUST 2186 LIBRARY | 25.00 | 2380132001 | 61250 | | |
| REPAIRS/MTNCE | ELECTRO WATCHMAN INC | 346668 | CUST 2186 LIBRARY | 25.00 | 2380136001 | 61250 | | |
| REPAIRS/MTNCE | LVC COMPANIES INC | 34676 | CUST 100450 LIBRARY | 960.00 | 2380111001 | 61250 | | |
| REPAIRS/MTNCE | S2 SERVICES INC | 1287 | MISSISSIPPI LIBRARY | 6,132.50 | 2380133001 | 61251 | | |
| REPAIRS/MTNCE | SUMMIT FIRE PROTECTION COMPANY | 1460997 | ANOKACLIBR-CENTENNIAL LIBRARY | 156.50 | 2380134001 | 61251 | | |
| REPAIRS/MTNCE | TECH LOGIC CORP | 15006531S4D | CUST ANO003C LIBRARY | 450.00 | 2380121001 | 61251 | | |
| REPAIRS/MTNCE | UHL COMPANY | 22012 | CUST 10060 LIBRARY | 225.00 | 2380111001 | 61251 | | |
| | TOTAL REPAIRS/MTNCE | | | 11,868.11 | | | | |
| <hr/> | | | | | | | | |
| STAFF DEVELOPMENT | POTTHOFF, LYDIA | | REIMB/CONFERENCE REGISTRATION | 350.00 | 2380121001 | 61355 | | |

| DEPT/ACCT | VENDOR NAME | INVOICE # | DESCRIPTION | AMOUNT | GL KEY | GL OBJECT | JL KEY | JL OBJECT |
|------------------------|----------------------------------|-----------------|-----------------------------|-----------|------------|-----------|--------|-----------|
| | TOTAL STAFF DEVELOPMENT | | | 350.00 | | | | |
| TRAVEL | POTTHOFF, LYDIA | | REIMB/MILEAGE | 31.06 | 2380121001 | 61475 | | |
| TRAVEL | POTTHOFF, LYDIA | | REIMB/OTHER TRAVEL | 10.00 | 2380121001 | 61476 | | |
| TRAVEL | SMALLEY, JASON | | REIMB/MILEAGE | 13.23 | 2380114001 | 61475 | | |
| | TOTAL TRAVEL | | | 54.29 | | | | |
| LIB MATERIALS/SOFTWARE | ABDO PUBLISHING COMP | | PROCUREMENT CARD | 3,143.35 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | AMAZON.COM*AV5ND5473 | | PROCUREMENT CARD | 56.99 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | AMZN MKTP US*259118793 AM | | PROCUREMENT CARD | 13.99 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | AMZN MKTP US*OW12H8QS3 | | PROCUREMENT CARD | 13.27 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | AMZN MKTP US*TL3UY3AE3 | | PROCUREMENT CARD | 59.98 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | ANOKA COUNTY | | TRANSFER/CIVICPLUS PAYMENT | 752.46 | 2380114001 | 61575 | | |
| LIB MATERIALS/SOFTWARE | AUDUBON DTP ACCOUNT | | PROCUREMENT CARD | 20.00 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BAKER AND TAYLOR | 3207755 | ACCT L042226 2 LIBRARY | (44.98) | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BAKER AND TAYLOR | 2035184595 | ACCT L579508 2 LIBRARY | 366.10 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BAKER AND TAYLOR | 2035210154 | ACCT L579508 2 LIBRARY | 211.08 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BAKER AND TAYLOR | 2035210295 | ACCT L579508 2 LIBRARY | 123.84 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BAKER AND TAYLOR | 2035210318 | ACCT L579508 2 LIBRARY | 229.35 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BAKER AND TAYLOR | 2035210336 | ACCT L579508 2 LIBRARY | 660.84 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BAKER AND TAYLOR | 2035210363 | ACCT L579508 2 LIBRARY | 383.76 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BAKER AND TAYLOR | 2035210462 | ACCT L579508 2 LIBRARY | 119.60 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BAKER AND TAYLOR | 2035210550 | ACCT L579508 2 LIBRARY | 128.08 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BAKER AND TAYLOR | 2035210676 | ACCT L421025 2 LIBRARY | 312.43 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BAKER AND TAYLOR | 5016133966 | ACCT C016998 3 LIBRARY | 220.76 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BAKER AND TAYLOR | 5016133978 | ACCT C016998 3 LIBRARY | 135.48 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BAKER AND TAYLOR | 5016134037 | ACCT C016998 3 LIBRARY | 267.36 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BAKER AND TAYLOR | 5016134109 | ACCT C016998 3 LIBRARY | 98.33 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BAKER AND TAYLOR | 5016134765 | ACCT C016998 3 LIBRARY | 276.13 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BAKER AND TAYLOR | 5016134766 | ACCT C016998 3 LIBRARY | 94.15 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BAKER AND TAYLOR | 5016134767 | ACCT C016998 3 LIBRARY | 207.22 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BAKER AND TAYLOR | 5016134768 | ACCT C016998 3 LIBRARY | 238.18 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BAKER AND TAYLOR ENTERTAINMENT | H44807970 | CUST 40001214 LIBRARY | 20.56 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BIBLIOTHECA LLC | INV-US30909 | CUST C0000272 LIBRARY | 21,769.44 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BIBLIOTHECA LLC | INV-US30918 | CUST C0000272 LIBRARY | 7,756.01 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BIBLIOTHECA LLC | INV-US30935 | CUST C0000272 LIBRARY | 2,440.89 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BLACKSTONELIBRARY.COM | | PROCUREMENT CARD | 164.96 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BLACKSTONELIBRARY.COM | | PROCUREMENT CARD | 89.98 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | BLACKSTONELIBRARY.COM | | PROCUREMENT CARD | 540.00 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | CENTER POINT LARGE PRINT | | PROCUREMENT CARD | 45.54 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | GALE GROUP, THE | 70275976 | ACCT 154592 LIBRARY | 46.19 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | GALE GROUP, THE | 70276201 | ACCT 154592 LIBRARY | 411.04 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | GALE GROUP, THE | 70276255 | ACCT 154592 LIBRARY | 103.96 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | INGRAM LIBRARY SVCS | 44963108 | ACCT 2011296 LIBRARY PO4544 | (1.32) | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | INGRAM LIBRARY SVCS | 45208042 | ACCT 2011296 LIBRARY PO4544 | 244.55 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | LEARNING OPPORTUNITIES INC | 184025 | ANOKA COUNTY LIBRARY | 8,403.72 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | OCLC INC | 1000029616 | ACCT 5037 LIBRARY | 2,300.21 | 2380114001 | 61575 | | |
| LIB MATERIALS/SOFTWARE | RECORDED BOOKS | | PROCUREMENT CARD | 222.74 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | RECORDED BOOKS | | PROCUREMENT CARD | 129.60 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | RECORDED BOOKS | | PROCUREMENT CARD | 87.20 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | RECORDED BOOKS | | PROCUREMENT CARD | 230.40 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | REI*MATTHEW BENDER &CO | | PROCUREMENT CARD | 396.31 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | T MOBILE | 965098942-04/20 | ACCT 965098942 LIBRARY | 535.00 | 2380110101 | 61575 | | |
| LIB MATERIALS/SOFTWARE | WKI*CCH INC CYBERSOURC | | PROCUREMENT CARD | 130.54 | 2380110101 | 61575 | | |
| | TOTAL LIBRARY MATERIALS/SOFTWARE | | | 54,155.27 | | | | |

| DEPT/ACCT | VENDOR NAME | INVOICE # | DESCRIPTION | AMOUNT | GL KEY | GL OBJECT | JL KEY | JL OBJECT |
|-----------------------|------------------------|------------------|--------------------------------|------------------|------------|-----------|--------|-----------|
| UTILITIES | ACE SOLID WASTE INC | 5871029 | ACCT 3067-192854-001 LIBRARY | 87.64 | 2380111001 | 62228 | | |
| UTILITIES | ACE SOLID WASTE INC | 5871029 | ACCT 3067-192854-001 LIBRARY | 43.82 | 2380141001 | 62228 | | |
| UTILITIES | CENTENNIAL UTILITIES | 71047-04/20 | ACCT 71047.00 LIBRARY | 505.23 | 2380134001 | 62225 | | |
| UTILITIES | CENTENNIAL UTILITIES | 71047-04/20 | ACCT 71047.00 LIBRARY | 48.70 | 2380134001 | 62227 | | |
| UTILITIES | CENTERPOINT ENERGY | 8000015459-04/20 | ACCT 8000015459-3 LIBRARY | 396.10 | 2380111001 | 62225 | | |
| UTILITIES | CENTERPOINT ENERGY | 8000015459-04/20 | ACCT 8000015459-3 LIBRARY | 1,442.75 | 2380121001 | 62225 | | |
| UTILITIES | CENTERPOINT ENERGY | 8000015459-04/20 | ACCT 8000015459-3 LIBRARY | 224.40 | 2380132001 | 62225 | | |
| UTILITIES | CENTERPOINT ENERGY | 8000015459-04/20 | ACCT 8000015459-3 LIBRARY | 627.50 | 2380133001 | 62225 | | |
| UTILITIES | CENTERPOINT ENERGY | 8000015459-04/20 | ACCT 8000015459-3 LIBRARY | 139.50 | 2380135001 | 62225 | | |
| UTILITIES | CENTERPOINT ENERGY | 8000015459-04/20 | ACCT 8000015459-3 LIBRARY | 57.45 | 2380136001 | 62225 | | |
| UTILITIES | CENTERPOINT ENERGY | 8000015459-04/20 | ACCT 8000015459-3 LIBRARY | 145.96 | 2380137001 | 62225 | | |
| UTILITIES | CENTERPOINT ENERGY | 8000015459-04/20 | ACCT 8000015459-3 LIBRARY | 1,259.98 | 2380141001 | 62225 | | |
| UTILITIES | CITY OF ANOKA | 501210-04/20 | ACCT 02-501210-01 LIBRARY | 2,074.39 | 2380141001 | 62226 | | |
| UTILITIES | CITY OF ANOKA | 501210-04/20 | ACCT 02-501210-01 LIBRARY | 371.59 | 2380141001 | 62227 | | |
| UTILITIES | CITY OF BLAINE | 4000011-04-20 | CUST 4000011-000 LIBRARY | 41.62 | 2380121001 | 62227 | | |
| UTILITIES | CITY OF BLAINE | 4000200-04-20 | CUST 4000200-000 LIBRARY | 58.25 | 2380111001 | 62227 | | |
| UTILITIES | CITY OF BLAINE | 4000602-04-20 | CUST 4000602-000 LIBRARY | 90.76 | 2380137001 | 62227 | | |
| UTILITIES | CITY OF ST FRANCIS | 2479-04/20 | ACCT 2479 LIBRARY | 48.84 | 2380136001 | 62227 | | |
| UTILITIES | CONNEXUS ENERGY | 203085-04/20 | ACCT 386179-203085 LIBRARY | 640.71 | 2380137001 | 62226 | | |
| UTILITIES | CONNEXUS ENERGY | 230469-04/20 | ACCT 386179-230469 LIBRARY | 108.09 | 2380135001 | 62226 | | |
| UTILITIES | CONNEXUS ENERGY | 230477-04/20 | ACCT 386179-230477 LIBRARY | 153.07 | 2380135001 | 62226 | | |
| UTILITIES | CONNEXUS ENERGY | 231009-04/20 | ACCT 386181-231009 LIBRARY | 983.44 | 2380111001 | 62226 | | |
| UTILITIES | CONNEXUS ENERGY | 231010-04/20 | ACCT 386180-231010 LIBRARY | 2,225.77 | 2380121001 | 62226 | | |
| UTILITIES | CONNEXUS ENERGY | 312858-04/20 | ACCT 386178-312858 LIBRARY | 942.32 | 2380134001 | 62226 | | |
| UTILITIES | STATE OF MN IT SVCS | DV20030398 | CUST 100A00205 WAN LIBR 03/20 | 810.00 | 2380114001 | 62275 | | |
| UTILITIES | TDS METROCOM | 434-9806-04/20 | ACCT 763 434 9806 LIBRARY | 73.44 | 2380132001 | 62229 | | |
| UTILITIES | TDS METROCOM | 434-9806-04/20 | ACCT 763 434 9806 LIBRARY | 93.59 | 2380133001 | 62229 | | |
| UTILITIES | TDS METROCOM | 434-9806-04/20 | ACCT 763 434 9806 LIBRARY | 73.44 | 2380134001 | 62229 | | |
| UTILITIES | TDS METROCOM | 434-9806-04/20 | ACCT 763 434 9806 LIBRARY | 93.54 | 2380135001 | 62229 | | |
| UTILITIES | TDS METROCOM | 434-9806-04/20 | ACCT 763 434 9806 LIBRARY | 81.44 | 2380136001 | 62229 | | |
| UTILITIES | TDS METROCOM | 434-9806-04/20 | ACCT 763 434 9806 LIBRARY | 73.44 | 2380137001 | 62229 | | |
| UTILITIES | TDS METROCOM | 434-9806-04/20 | ACCT 763 434 9806 LIBRARY | 73.44 | 2380141001 | 62229 | | |
| UTILITIES | USPS PO 2617100326 | | PROCUREMENT CARD | 220.00 | 2380110101 | 62231 | | |
| UTILITIES | VERIZON WIRELESS | 9852013592 | ACCT 286867228-1 LIBRARY | 442.10 | 2380110101 | 62229 | | |
| UTILITIES | VERIZON WIRELESS | 9852013592 | ACCT 286867228-1 LIBRARY | 153.21 | 2380112001 | 62229 | | |
| UTILITIES | XCEL ENERGY | 680753356 | ACCT 51-6181280-6 LIBRARY | 657.00 | 2380132001 | 62226 | | |
| UTILITIES | XCEL ENERGY | 680753356 | ACCT 51-6181280-6 LIBRARY | 1,280.02 | 2380133001 | 62226 | | |
| | TOTAL UTILITIES | | | 16,842.54 | | | | |
| PROFESSIONAL SERVICES | CINTAS CORP NO 470 | 4044135711 | CUST 12436813 CENTENNIAL LIBR | 12.37 | 2380134001 | 63064 | | |
| PROFESSIONAL SERVICES | CINTAS CORP NO 470 | 4044261017 | CUST 12436786 MISSISSIPPI LIBR | 19.42 | 2380133001 | 63064 | | |
| PROFESSIONAL SERVICES | CINTAS CORP NO 470 | 4044540449 | CUST 12448679 RUM RIVER LIBR | 80.00 | 2380141001 | 63064 | | |
| PROFESSIONAL SERVICES | CINTAS CORP NO 470 | 4044550299 | CUST 12436757 CROOKED LK LIBR | 28.80 | 2380132001 | 63064 | | |
| PROFESSIONAL SERVICES | CINTAS CORP NO 470 | 4044676235 | CUST 12436731 NORTHTOWN LIBR | 94.57 | 2380121001 | 63064 | | |
| PROFESSIONAL SERVICES | CINTAS CORP NO 470 | 4044676272 | CUST 12436514 LIBRARY | 13.20 | 2380111001 | 63064 | | |
| PROFESSIONAL SERVICES | CINTAS CORP NO 470 | 4044790637 | CUST 12436813 CENTENNIAL LIBR | 12.37 | 2380134001 | 63064 | | |
| PROFESSIONAL SERVICES | CINTAS CORP NO 470 | 4044918594 | CUST 12436786 MISSISSIPPI LIBR | 19.42 | 2380133001 | 63064 | | |
| PROFESSIONAL SERVICES | CINTAS CORP NO 470 | 4045193484 | CUST 12448679 RUM RIVER LIBR | 80.00 | 2380141001 | 63064 | | |
| PROFESSIONAL SERVICES | CINTAS CORP NO 470 | 4045318138 | CUST 12436731 NORTHTOWN LIBR | 94.57 | 2380121001 | 63064 | | |
| PROFESSIONAL SERVICES | CINTAS CORP NO 470 | 4045416722 | CUST 12436813 CENTENNIAL LIBR | 12.37 | 2380134001 | 63064 | | |
| PROFESSIONAL SERVICES | CINTAS CORP NO 470 | 4045567422 | CUST 12436786 MISSISSIPPI LIBR | 19.42 | 2380133001 | 63064 | | |
| PROFESSIONAL SERVICES | CINTAS CORP NO 470 | 4045850908 | CUST 12448679 RUM RIVER LIBR | 80.00 | 2380141001 | 63064 | | |
| PROFESSIONAL SERVICES | CINTAS CORP NO 470 | 4045854107 | CUST 12436757 CROOKED LK LIBR | 28.80 | 2380132001 | 63064 | | |
| PROFESSIONAL SERVICES | CINTAS CORP NO 470 | 4045965092 | CUST 12436731 NORTHTOWN LIBR | 94.57 | 2380121001 | 63064 | | |

| DEPT/ACCT | VENDOR NAME | INVOICE # | DESCRIPTION | AMOUNT | GL KEY | GL OBJECT | JL KEY | JL OBJECT |
|-----------------------|--|-------------|--------------------------------|-------------------|------------|-----------|--------|-----------|
| PROFESSIONAL SERVICES | CINTAS CORP NO 470 | 4045965094 | CUST 12436514 LIBRARY | 13.20 | 2380111001 | 63064 | | |
| PROFESSIONAL SERVICES | FIRST IMPRESSIONS BLDG SVCS LL | 3800 | RUM RIVER LIBRARY CARPET CLEAN | 708.80 | 2380141001 | 63064 | | |
| PROFESSIONAL SERVICES | FIRST IMPRESSIONS BLDG SVCS LL | 3801 | NORTHTOWN LIBRARY CARPET CLEAN | 609.90 | 2380121001 | 63064 | | |
| PROFESSIONAL SERVICES | UNIQUE MANAGEMENT SERVICES INC | 593860 | PROJ 1704 FDB LIBRARY MAR 2020 | 295.35 | 2380110101 | 63010 | | |
| | TOTAL PROFESSIONAL SERVICES | | | 2,317.13 | | | | |
| ADM EXPENSE | BACKLUND, LINDA | 06-APR-2020 | LIBRARY BOARD MTG PER DIEM | 50.00 | 2380110101 | 63362 | | |
| ADM EXPENSE | BACKLUND, LINDA | 20-APR-2020 | LIBRARY BOARD MTG PER DIEM | 50.00 | 2380110101 | 63362 | | |
| ADM EXPENSE | GREENSWEIG, DANIEL | 20-APR-2020 | LIBRARY BOARD MTG PER DIEM | 50.00 | 2380110101 | 63362 | | |
| ADM EXPENSE | KEISTER, MELANIE | 06-APR-2020 | LIBRARY BOARD MTG PER DIEM | 50.00 | 2380110101 | 63362 | | |
| ADM EXPENSE | KEISTER, MELANIE | 20-APR-2020 | LIBRARY BOARD MTG PER DIEM | 50.00 | 2380110101 | 63362 | | |
| ADM EXPENSE | KOST, VIRGINIA | 06-APR-2020 | LIBRARY BOARD MTG PER DIEM | 50.00 | 2380110101 | 63362 | | |
| ADM EXPENSE | KOST, VIRGINIA | 20-APR-2020 | LIBRARY BOARD MTG PER DIEM | 50.00 | 2380110101 | 63362 | | |
| ADM EXPENSE | LENZ, MARK | 06-APR-2020 | LIBRARY BOARD MTG PER DIEM | 50.00 | 2380110101 | 63362 | | |
| ADM EXPENSE | LENZ, MARK | 20-APR-2020 | LIBRARY BOARD MTG PER DIEM | 50.00 | 2380110101 | 63362 | | |
| ADM EXPENSE | MARTINEAU DUNLOP, JANICE | 20-APR-2020 | LIBRARY BOARD MTG PER DIEM | 50.00 | 2380110101 | 63362 | | |
| ADM EXPENSE | ORPEN, RICHARD | 06-APR-2020 | LIBRARY BOARD MTG PER DIEM | 50.00 | 2380110101 | 63362 | | |
| ADM EXPENSE | ORPEN, RICHARD | 20-APR-2020 | LIBRARY BOARD MTG PER DIEM | 50.00 | 2380110101 | 63362 | | |
| | TOTAL ADM EXPENSE | | | 600.00 | | | | |
| | CAPITAL/CEN PROJECT | | | 74,433.58 | | | | |
| | COVID RELATED | | | 883.90 | | | | |
| | OPERATING ACCOUNTS | | | 93,173.78 | | | | |
| | TOTAL INVOICES SENT FOR PAYMENT 4/11/20 THRU 5/8/20 | | | 168,491.26 | | | | |



ANOKA COUNTY LIBRARY BOARD ACTION ITEM

DATE: MAY 18, 2020

2020-0014

| | |
|------------------|--|
| ACTION REQUESTED | Consider recommending the Library Board approve closure of the libraries on September 10, 2020 for rescheduled Staff day. |
| BACKGROUND | With the uncertainty of the pandemic, the previous Staff Day, scheduled for May 7 th , has been cancelled and staff worked their regular schedules on that day. The Staff Development Team would like to use September 10 th as an alternate date and would like to close the buildings to the public on that date to allow for staff training, connection, and recognition. |
| CONCLUSION | Recommend the Anoka County Library Board approve the closure of the libraries on September 10, 2020. |



Anoka County LIBRARY

Ideas, Information, Inspiration.

Branch Library Report -Johnsville 5/6/2020

TRENDS IN THE SERVICE AREA

- Blaine is now the largest City in Anoka County. The current population estimate for Blaine is 65,369 and continues to grow by approximately 1,300 residents per year.
- Quick stats: 22,922 households, 26% of residents under 18 years of age, 26.7% 62 years and over, 10% of residents are foreign born, with the largest populations coming from Asia, Latin America and Africa, 8% of homes are without a computer, 12% without internet access (2017 American Fact Finder). In 1996 0.3% of Blaine residents spoke languages other than English, 20% of Blaine residents speak a language other than English today (New American Academy).
- Statewide, In the 2018-2019 school year, approximately 16,700 Minnesota students ages seven to 16 were enrolled in homeschools, making up 1.9 percent of Minnesota students. Due to Covid-19 related school closures, all Minnesota students, including Blaine residents, are participating in homeschool/distance learning.

LIBRARY ISSUES AND SERVICE TRENDS

- Due to Covid 19 closure, Johnsville is participating in curbside pickup for library holds. During the week of April 20-27, Johnsville staff checked in 1,525 items, served 322 patrons, and 805 holds waiting for pick up.
- Library closures are forcing staff to adjust their work process—quarantining items for 72 hours, assessing circulation procedures for new magazines, etc. Staff across open buildings are working together to form best practices.
- Johnsville staff is still excited about and ready for the installation of the AMH this spring.

LIBRARY SERVICES AND EVENTS

- Mai Houa, LA at Johnsville, is participating in the virtual storytimes. Her crafts remain very popular.
- Elizabeth is keeping in touch with regular Johnsville partners, including Cedar Creek Ecosystem Science and Reserve, and local schools.
- Elizabeth and Mai Houa are working on summer virtual craft programs for Summer Reading.

May 2020 Director's Report

Maybe you are tired of hearing me say how incredible our staff are, but I can't help myself!!

Our staff...

- *In buildings* are working physically harder than ever,
- *At home* are taking more calls than ever, supporting us administratively, and creating more virtual programming than ever, and
- *At LSS* are receiving new books and creating more process and technical changes than ever!!!!

None of this is easy, yet our staff rise to these challenges over and over and over! I am so incredibly proud of every person.

We are not doing this alone; we want to thank some others in the County who are supporting us:

- County Board- thanks for providing so many benefit options for our furloughed staff!
- County Admin- thanks for giving us guidance, support and excellent e-mails to all staff!
- Facilities- thank you for providing extra cleaning supplies, gloves, wipes, plexi-glass, decals.... The list goes on. Not sure how you do it but thank you! We are so excited about the Mississippi Project and looking forward to seeing what we can do for St. Francis!!
- Employee Relations- thanks to all their team, but especially, Lori Godin, for all of her extra time and patience- a bottle of wine is in her future!
- IT- thanks for getting staff setup for remote access where needed, getting a new call handler configured for our curbside service, helping with hunt group configurations to help us keep answering our published phone numbers, and continuing to move forward with previous projects such as the Johnsville AMH and PC management
- Central Services- Lindsay and Carrie for all your purchasing guidance and expertise- Bill and Greg for your special trips to help us with new processes for Covid-19.
- Communications- Erik Thorson has made us the envy of all libraries with our Curbside Video- well done!
- Finance- Thanks for all your help with budgeting, setting up new codes, reporting Covid-19 expenses, and every other instance we call you for help!!
- Purchasing- for their help with many projects/POs for the maintenance dept, all the annual fire testing, carpet cleaning, window cleaning for ACL through facilities for the Mississippi and Johnsville projects, and pest control.
- Fleet Services- for performing PMs on 3 of our vehicles in the last quarter
- Risk and Emergency Management – for their work with the COVID-19 crisis

Our list goes on- but need to mention our gratitude for this support.

So what services are we currently providing?

- Curbside at four branches, Northtown, Rum River, Johnsville and Centennial
- Reference calls for patrons (around 400 average per week) plus curbside questions
- Virtual Programming
- Expanded e-book selections

- Home Delivery Service for shut-in patrons
- Wi-Fi outside our buildings
- Receiving and distributing new book selections
- Partnering with Parks on Walk in the Park Storytime

I am sure I missed something, but you get the picture.

That said, I can see the beginnings of burn-out and stress overload. Everyone wants to know – is this forever, are we ever opening buildings, should we open buildings and how will future services be affected?

This is what I do know:

- I am directing efforts this month to prepare plans for opening – just waiting for County Board direction.
- We have installed Plexi-glass provided by our Facilities Department, we have received beautiful and durable decals to use for social distancing, and have sanitizer and extra wipes for keyboards, etc.
- We are looking for ways to show appreciation to staff in new creative ways. They need that support. We are also allowing staff to take time off when needed. This may slow production efforts some days- but I think we can live with that.
- I will talk more about my budgeting plan at our meeting but am asking staff to work with me to look at utilizing our resources differently and hopefully more effectively.
- We are working with Employee Relations to come up with a strategic personal staffing plan. Basically, we are stepping back and relooking how to deploy our resources.
- I will be sending a survey to each of you soon to help us prioritize our services and get your thoughts on future endeavors.

Meanwhile our Management Team and Branch Managers, will be playing a Library Budget Exercise Game that I am developing to encourage the understanding of the services we provide and the resources these services take. Yes, they have all rolled their eyes at me when I bring this up- LOL. However, some have secretly admitted they are excited to learn more about the business side of the Library.

I encourage each of you to give us feedback, ideas, and suggestions as you utilize our virtual service delivery and any experience you have had with Curbside Pick-up. I don't see any of these services going away soon and are looking for ways to continue to improve.

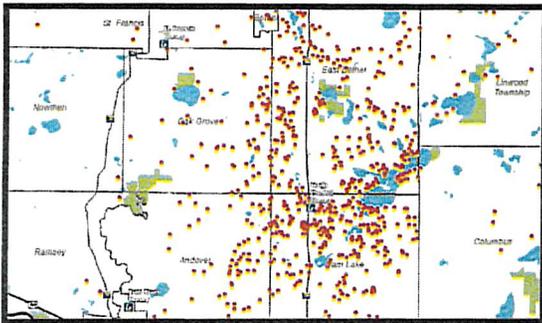
I appreciate each of you and your support.

Sincerely,

Patti Hetrick

Interim Library Director

North Central Library – Ham Lake



Community Demographics- 9 min. drive
Population Density (sq mi): 435
Median Age: 40.8
Pop Growth 5 yrs (estimated): 7.4%
Average Household Income: \$102,218
Median Household Income: \$85,764
Average Household Size: 2.93
% Nonwhite Population: 6.1%

North Central Overview

Size: The North Central Library is 4,675 square feet. The library currently serves an estimated 5.3 people per square foot and has a population of 19,738 Anoka county residents within a 9 minute drive.

Use: In 2018 the library circulated 91,629 items, had 36,651 visits, and averaged 17 visitors per hour. Between 2008 and 2018 the library saw a 438% increase in attendance at classes and events.

Service Area

Boundaries: The North Central Library serves Anoka County residents in Linwood Township and the cities of East Bethel, Ham Lake, and Oak Grove.

Neighborhood: The library is located in a strip mall on Highway 65. The area near the library is composed primarily of scattered residential areas

Population: North Central Library's service population has seen growth in the last 8 years from 24,859 in 2010 to an estimated 26,579 in 2018. The service population is estimated to grow to 30,130 in 2030.

Building Priorities

The library is a rented space, furnishings last upgraded 1998. Building priorities include:

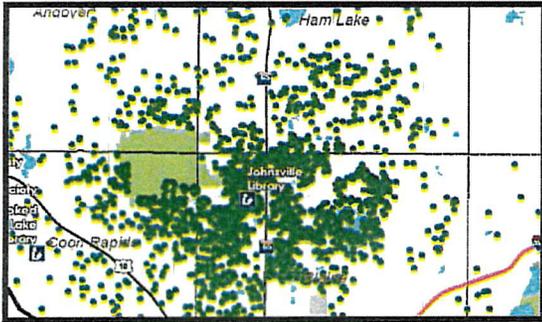
- Replace carpet
- Upgrade fixtures and furniture
- Upgrade public and staff restrooms,
- Replace shelving end panels

- Reconfigure space for better workflow

- Increase customer access to power sources

Cost Estimate \$150,000

Johnsville Library - Blaine



Community Demographics- 9 min. drive

Population Density (sq mi): 2603

Median Age: 38.8

Pop Growth 5 yrs (estimated): 0.6%

Average Household Income: \$68,827

Median Household Income: \$55,516

Average Household Size: 2.41

% Nonwhite Population: 25.5%

Johnsville Overview

Size: The Johnsville Library is 7,400 square feet. The library currently serves an estimated 6.3 people per square foot and has a population of 76,300 Anoka County residents within a 9 minute drive.

Use: In 2018 the library circulated 322,889 items, had 105,712 visits, and averaged 48 visitors per hour. Between 2008 and 2018, the library had a 36% increase in meeting room reservations and a 39% increase in attendance at classes and events.

Service Area

Boundaries: The Johnsville Library serves Anoka County residents in portions of the cities of Blaine, Coon Rapids, and Ham Lake.

Neighborhood: The library is located in a largely residential area. Johnsville Elementary School, North Point Elementary School, and Bunker Hills Regional Park are all located close to the library.

Population: Johnsville Library's service population has seen growth in the last 8 years from 42,389 in 2010 to an estimated 47,920 in 2018. The service population is estimated to grow to 54,040 in 2030.

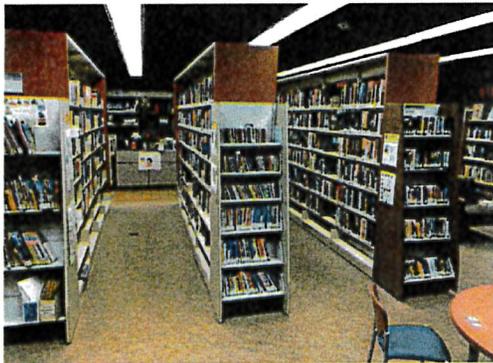
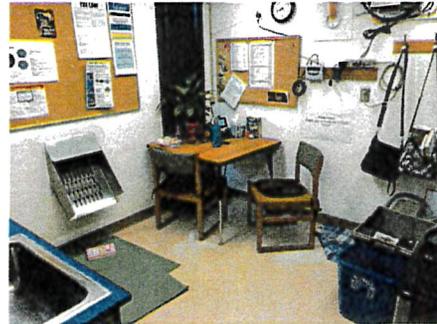
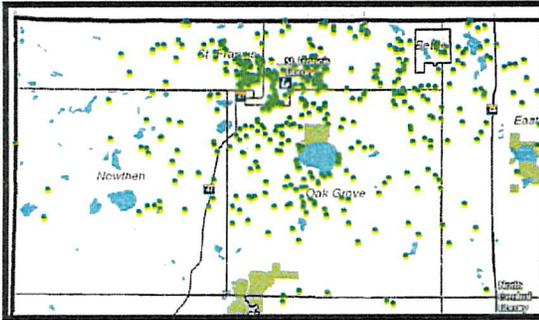
Building Priorities

The library was built in 1996 and has not been remodeled. Priorities include:

- Upgrade restrooms, original
- Meeting room accessibility before/after hours
- New furniture and shelving end panels
- Update service desk functionality
- Reconfigure staff area for functionality
- Power accessibility for customers
- Collaborative work space for customers
- Replace carpet, original
- Paint

• **Cost Estimate \$275,000.00**

St. Francis Library—St. Francis



Community Demographics- 9 min. drive
Population Density (sq mi): 335
Median Age: 35.7
Pop Growth 5 yrs (estimated): 11.3%
Average Household Income: \$79,982
Median Household Income: \$71,677
Average Household Size: 2.87
% Nonwhite Population: 4.6%

St. Francis Overview

Size: The St. Francis Library is 2,275 square feet. The library currently serves an estimated 6.5 people per square foot and has a population of 11,815 Anoka county residents within a 9 minute drive.

Use: In 2018, the library circulated 72,577 items, had 29,303 visits, and averaged 14 visitors per hour. Between 2008 and 2018, the library saw a 93% increase in attendance at classes and events. Because of the small size of the library, most youth programming takes place outside or offsite at the Rum River North Park facility.

Service Area

Boundaries: St. Francis Library serves Anoka County residents in the cities of Bethel, Nowthen, Oak Grove, and St. Francis.

Neighborhood: The library is located near both residential and commercial areas. St. Francis High School and Anoka County Rum River North Park are located close to the library. The library host most programs at the Park shelter building.

Population: St. Francis Library's service population has grown in the last 8 years from 16,075 in 2010 to an estimated 16,917 in 2018. The service population is estimated to grow to 20,190 in 2030.

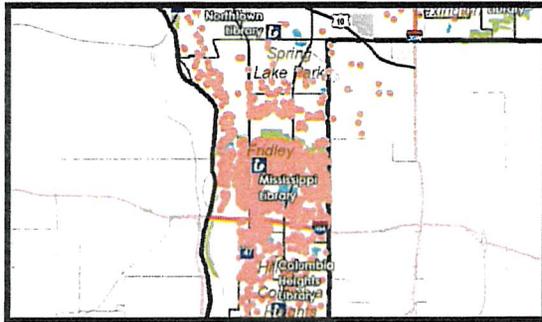
Building Priorities

The library was built in 1980 and has not been remodeled. Finishes are original to the building. Priorities include:

- Replace carpet and tile floor, original
- Upgrade public and staff restrooms, original finishes
- Upgrade staff workroom and kitchenette, original
- Upgrade lighting in meeting room and staff workroom
- Replace shelving with lower shelves , reconfigure as space allows
- Replace furniture
- Reconfigure exterior book drop for better functionality

Cost Estimate \$250,000.00

Mississippi Library– Fridley



Community Demographics- 9 min. drive
Population Density (sq mi): 2603
Median Age: 38.8
Pop Growth 5 yrs (estimated): 0.6%
Average Household Income: \$68,827
Median Household Income: \$55,516
Average Household Size: 2.41
% Nonwhite Population: 25.5%

Mississippi Library Overview

Size: The Mississippi Library is 11,007 square feet. The library currently serves an estimated 2.1 people per square foot and has a population of 38,949 Anoka county residents within a 9 minute drive.

Use: In 2018, the library circulated 114,565 items, had 78,707 visits, and averaged 36 visitors per hour. Between 2008 and 2018 the library saw a 35% increase in meeting room usage and a 151% increase in attendance at classes and events.

Service Area

Boundaries: The Mississippi Library serves Anoka County residents in the city of Fridley.

Neighborhood: The library is located in a largely residential area. The City of Fridley, Hayes Elementary School, and Fridley High School are all located close to the library. The library is within walking distance of Metro Transit bus line.

Population: Mississippi Library's service population has seen growth in the last 8 years from 18,660 in 2010 to an estimated 23,059 in 2018. The service population is estimated to grow to 25,280 in 2030.

Building Priorities

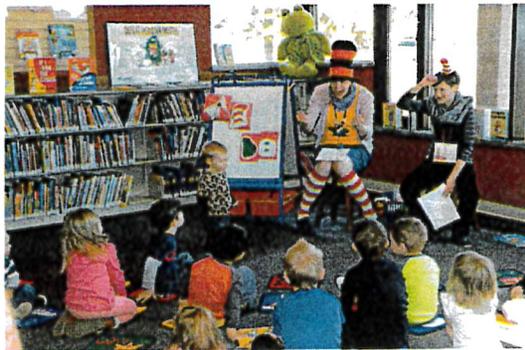
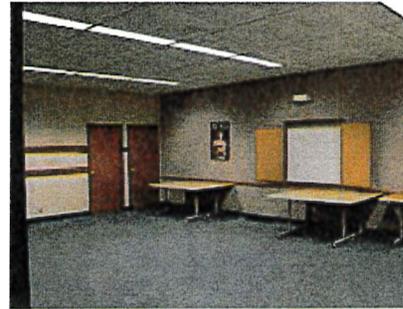
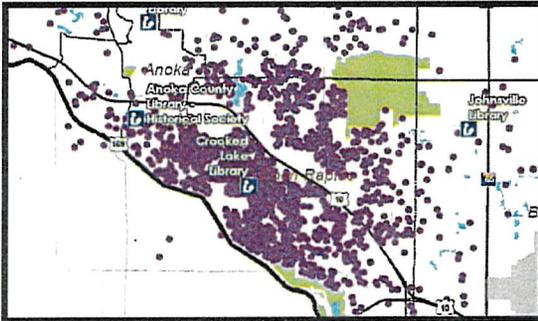
The library was built in 1974 and remodeled in 1989.

Priorities include:

- Replace carpet and original tile floor
- Upgrade public and staff restrooms, original finishes
- Upgrade staff workroom and kitchenette, original
- Upgrade lighting in meeting room and staff workroom
- Meeting room accessibility before/after hours
- Add acoustic panels to dampen sound
- Replace shelving with lower shelves
- Reconfigure exterior book drop for better functionality
- Repaint Children's Play Space furnishings
- Roof replacement

Cost Estimate \$360,000.00

Crooked Lake Library - Coon Rapids



Community Demographics- 9 min. drive
Population Density (sq mi): 2953
Median Age: 37.8
Pop Growth 5 yrs (estimated): 0.3%
Average Household Income: \$75,187
Median Household Income: \$62,901
Average Household Size: 2.52
% Nonwhite Population: 15.3%

Crooked Lake Overview

Size: The Crooked Lake Library is 10,500 square feet. The library currently serves an estimated 3.6 people per square foot and has a population of 47,548 Anoka county residents within a 9 minute drive.

Use: In 2018, the library circulated 195,474 items, had 91,724 visits, and averaged 42 visitors per hour. Between 2008 and 2018 the library saw a 14% increase in meeting room reservations and 224% increase in attendance at classes and events.

Service Area

Boundaries: The Crooked Lake Library serves Anoka County residents in the city of Coon Rapids.

Neighborhood: The library is located in a largely residential area. Morris Bye Elementary School, Anoka-Ramsey Community College, and Coon Rapids Middle School are all located close to the library.

Population: Crooked Lake Library's service population has seen growth in the last 8 years from 35,557 in 2010 to an estimated 38,338 in 2018. The service population is estimated to grow to 51,040 in 2030.

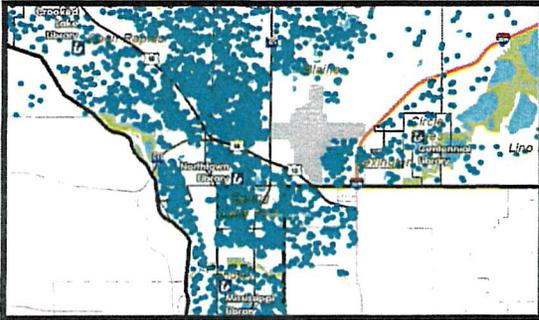
Building Priorities

The library was built in 1965 and remodeled in 1986. Building priorities include:

- Shelving end panels
- Upgrading public restrooms
- Meeting room availability before/after hours
- Paint walls in public area
- Staff area functionality

Cost Estimate \$150,000

Northtown Library – Blaine



Community Demographics- 9 min. drive
Population Density (sq mi): 2554
Median Age: 38
Pop Growth 5 yrs (estimated): 2.9%
Average Household Income: \$75,854
Median Household Income: \$63,093
Average Household Size: 2.5
% Nonwhite Population: 21.5%

Northtown Overview

Size: The Northtown Library is 38,000 square feet. The library currently serves an estimated 1.3 people per square foot and has a population of 73,832 Anoka county residents within a 9 minute drive.

Use: In 2018 the library circulated 515,872 items, had 156,001 visits, and averaged 64 visitors per hour. Between 2008 and 2018 the library saw a 278% increase in meeting room reservations and a 388% increase in attendance and classes and events.

Service Area

Boundaries: The Northtown Library serves Anoka County residents in the city of Spring Lake Park, and residents in portions of the cities of Blaine, Coon Rapids, and Fridley.

Neighborhood: The library is located near both residential and commercial areas. Park Terrace Elementary and the Northtown Mall are located close to the library. Northtown Library is also within walking distance of the Metro Transit bus line.

Population: Northtown Library's service population has seen growth in the last 8 years from 52,166 in 2010 to an estimated 57,821 in 2018. The service population is estimated to grow to 64,310 in 2030.

Building Priorities

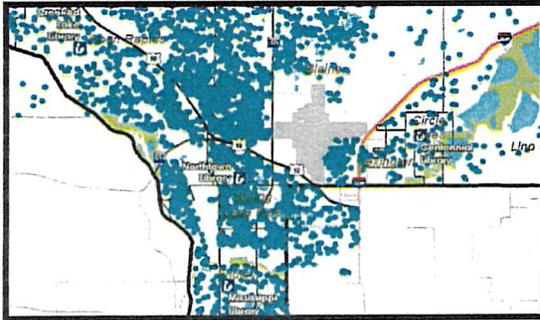
The library was built in 1965 and remodeled in 2014. Staff workroom remodeled 1991.

Priorities include:

- Upgrade staff workroom and kitchenette
- Make meeting room accessible before/after hours, including restroom.
- Add acoustic panels at service desk to dampen sound

Cost Estimate \$175,000.00

Library Support Services – Blaine



Library Support Services Overview

Size: The Library Support Services building is 12,500 square feet.

Use: This building consolidates staff and services for all libraries in Anoka County. Offices include Library Administration, Community Engagement, Collection Development, Systems Services, and Facilities and Delivery.



Community Demographics- 9 min. drive
Population Density (sq mi): 2554
Median Age: 38
Pop Growth 5 yrs (estimated): 2.9%
Average Household Income: \$75,854
Median Household Income: \$63,093
Average Household Size: 2.5
% Nonwhite Population: 21.5%

Building Priorities

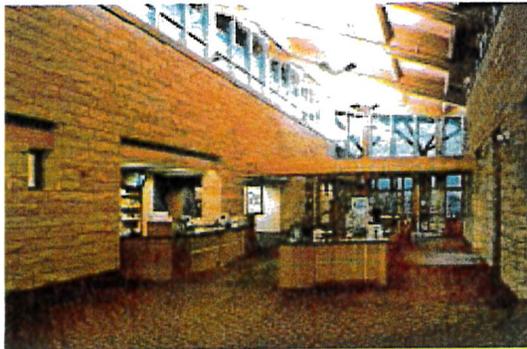
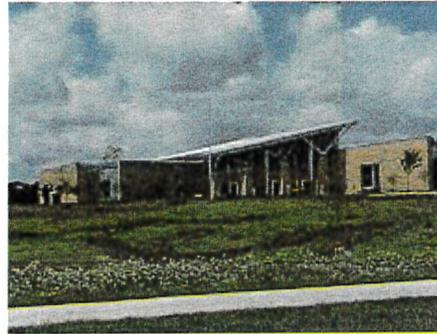
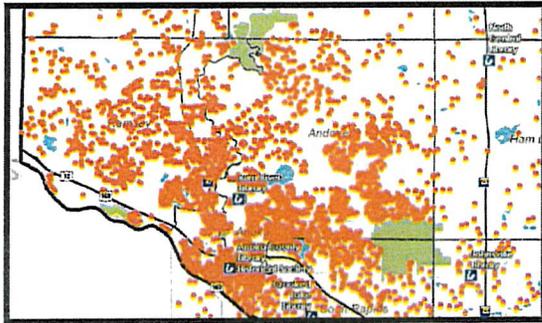
The library was built in 1965 and remodeled in 2014. Staff workroom remodeled 1991.

Priorities include:

- Upgrade restrooms
- Carpet
- Furniture

Cost Estimate \$125,000.00

Rum River Library—Anoka



Community Demographics- 9 min. drive
Population Density (sq mi): 1776
Median Age: 37.1
Pop Growth 5 yrs (estimated): 3.9%
Average Household Income: \$83,883
Median Household Income: \$69,791
Average Household Size: 2.64
% Nonwhite Population: 11.7%

Rum River Overview

Size: The Rum River Library is 30,150 square feet. The library currently serves an estimated 2.7 people per square foot and has a population of 39,437 Anoka county residents within a 9 minute drive.

Use: In 2016, the library circulated 425,569 items, had 172,625 visits, and averaged 75.4 visitors per hour. This library also coordinates the On the Go service in Andover and Ramsey. From 2008-2018 the Rum River Library had a 38% increase in meeting room reservations and a 90% increase in program attendance.

Service Area

Service Area Boundaries: Rum River Library serves Anoka County residents in the cities of Andover, Anoka, Nowthen, Oak Grove, and Ramsey.

Neighborhood: The library is located near both residential and commercial areas. Anoka High School and the Anoka Area Ice Arena are located close to the library. The library is adjacent to Anoka Park Reserve trails.

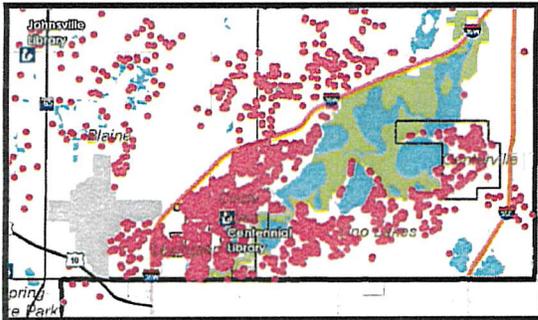
Population: Rum River Library's service population has seen growth in the last 6 years from 75,150 in 2010 to an estimated 80,453 in 2016. The service population is estimated to grow to 93,280 in 2030.

Building Priorities

The library was built in 2000. The building is in good condition, with some finishes refreshed in 2016-2018. Service desks were combined into one desk in late 2019. Replacing the heavy study tables and carrels, and reconfiguring service desks will allow for a more flexible space.

Cost Estimate \$125,000

Centennial Library - Circle Pines



Community Demographics- 9 min. drive
Population Density (sq mi): 1342
Median Age: 37.6
Pop Growth 5 yrs (estimated): 5.5%
Average Household Income: \$96,786
Median Household Income: \$81,640
Average Household Size: 2.79
% Nonwhite Population: 12.5%

Centennial Overview

Size: The Centennial Library is 13,000 square feet. The library currently serves an estimated 2.3 people per square foot and has a population of 30,455 Anoka county residents within a 9 minute drive.

Use: In August 2018, the library closed for remodeling and expansion. The library reopened in June of 2019 and has since circulated 137,870 items, had 47,474 visits, and averaged 44 visitors per hour. Since 2018 Centennial has had a 688% increase in meeting room usage - with the remodel we added an additional four conference/meeting spaces. The large community room is available for use outside of regular library hours. Centennial Library has had a 75% increase in program attendance since 2008.

Service Area

Boundaries: The Centennial Library serves Anoka County residents in the cities of Centerville, Circle Pines, Columbus, Lexington, Lino Lakes, and eastern portions of Blaine.

Neighborhood: The library is located near both residential and commercial areas. Centennial Elementary, Centennial Senior High, and the Circle Pines City Hall are all located close to the library. Rice Creek Chain of Lake trails are accessible from the library.

Population: Centennial Library's service population has remained relatively steady in the last 8 years from 1,943 in 2010 to an estimated 42,223 in 2018. The service population is estimated to grow to 50,920 in 2030.

Building Priorities

The library was built in 2019. Priorities include completing the punch list, maintaining buildings and grounds. Plan for painting and furniture in 2029 and as needed.

Anoka County Library Building Fund - Project Summary - Plan A

| | 2018 Actual | 2019 Actual | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Revenues | | | | | | | | | | | | | |
| Annual Building Fund Allocations | 124,554 | 124,514 | 125,000 | 125,000 | 125,000 | 125,000 | 125,000 | 125,000 | 125,000 | 125,000 | 125,000 | 125,000 | 125,000 |
| Transfers | 500,000 | 200,000 | | | | | | | | | | | |
| Other | | | | | | | | | | | | | |
| Total Revenues | \$ 624,554 | \$ 324,514 | \$ 125,000 |
| Projects | | | | | | | | | | | | | |
| Centennial Library Project Costs | 356,641 | 345,743 | | | | | | | | | | | |
| Lino Lakes Land Appraisel | 6,000 | | | | | | | | | | | | |
| Northtown Parking Lot | | | 103,000 | | | | | | | | | | |
| North Central Interior Finishes | | | | | | 150,000 | | | | | | | |
| St. Francis Library Interior Finishes | | | | 250,000 | | | | | | | | | |
| St. Francis Roof replacement | | | | | | | | | | | | 60,000 | |
| Mississippi Library Roof | | | | 125,000 | | | | | | | | | |
| Mississippi Library HVAC | | | | | | | 30,000 | | | | | | |
| Mississippi Library Finishes | 17,160 | 17,910 | 360,000 | | | | | | | | | | |
| Unit Controller Upgrade Northtown | | | | 50,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| Unit Controller Upgrade Rum River | | | | 34,000 | | | | | | | | | |
| Network Controller Upgrade Library Admin | | | | | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 |
| Network Controller Upgrade Rum River | | | | | 12,500 | | | | | | | | |
| Network Controller Upgrade Northtown | | | | | 13,000 | | | | | | | | |
| Rum River Boiler replacement | | | | 45,000 | | | | | | | | | |
| Northtown Staff area upgrades | | | | | 150,000 | | | | | | | | |
| Rum River Pest Control | | 14,021 | | | | | | | | | | | |
| Rum River Monument Sign | 28,576 | | | | | | | | | | | | |
| Rum River Interior Finishes | 17,750 | | | | | 125,000 | | | | | | | |
| Rum River HVAC | | | | | | 25,000 | | | | | | | |
| Rum River Roof | | | | | | | | | | | | 200,000 | |
| Crooked Lake HVAC | | | | | | 13,000 | | | | | | | |
| Crooked Lake Interior Finishes | | 58,342 | | | | | | 250,000 | | | | | |
| Johnsville HVAC | | | | | | 80,000 | | | | | | | |
| Johnsville Interior Finishes | | | | | 250,000 | | | | | | | | |
| Northtown Library Controller / electrical | | 9,120 | | | | | | | | | | | |
| Northtown Interior Finishes | | | | | | | 150,000 | | | | | | |
| Northtown Roof | | | | | | | | | | 150,000 | | | |
| LSS Exterior Work | 22,590 | 44,140 | | | | | | | | | | | |
| LSS Roof | | | | | | | | | | | | | 200,000 |
| LSS restrooms | | | | | | | | | 125,000 | | | | |
| LSS Carpet and Furnishings | | | | | | | 125,000 | | | | | | |
| Tuckpointing | | | | | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| Parking Lot Maintenance | 24,596 | 15,250 | | | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 |
| Centennial Library Controllor Repair | 7,097 | | | | | | | | | | | | |
| Centennial Library Interior Finishes parking lots | | | | | | | | | | | 50,000 | | |
| Transfers to Asset Preservation | | | | | | | | | | | | | |
| TOTAL Projects | \$ 480,410 | \$ 504,526 | \$ 463,000 | \$ 504,000 | \$ 563,000 | \$ 530,500 | \$ 442,500 | \$ 387,500 | \$ 262,500 | \$ 287,500 | \$ 187,500 | \$ 337,500 | \$ 397,500 |
| Fund Balance at Beginning of Year | \$ 2,402,087 | \$ 2,546,231 | \$ 2,366,219 | \$ 2,028,219 | \$ 1,649,219 | \$ 1,211,219 | \$ 805,719 | \$ 488,219 | \$ 225,719 | \$ 88,219 | \$ (74,281) | \$ (136,781) | \$ (349,281) |
| Net Change in Fund Balance | \$ 144,144 | \$ (180,012) | \$ (338,000) | \$ (379,000) | \$ (438,000) | \$ (405,500) | \$ (317,500) | \$ (262,500) | \$ (137,500) | \$ (162,500) | \$ (62,500) | \$ (212,500) | \$ (272,500) |
| Fund Balance at Year End | \$ 2,546,231 | \$ 2,366,219 | \$ 2,028,219 | \$ 1,649,219 | \$ 1,211,219 | \$ 805,719 | \$ 488,219 | \$ 225,719 | \$ 88,219 | \$ (74,281) | \$ (136,781) | \$ (349,281) | \$ (621,781) |

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

| GL Object | GL Object Description | Adopted Budget | Working Budget | Jan - Apr Actual | Balance Remaining | % Complete Target = 33% | April Activity |
|-----------------|--------------------------------|----------------|----------------|------------------|-------------------|-------------------------|----------------|
| Revenues | | | | | | | |
| 53130 | EDP - Fax Services | 11,000 | 11,000 | 0.00 | (11,000.00) | 0% | 0.00 |
| 53150 | Contract Services | 300 | 300 | 70.40 | (229.60) | 23% | 0.00 |
| 53515 | Damage Fees and charges | 6,000 | 6,000 | 886.02 | (5,113.98) | 15% | 31.84 |
| 53620 | Lost Material Payments | 18,000 | 18,000 | 3,060.93 | (14,939.07) | 17% | 184.27 |
| 53630 | Video Rental | 16,000 | 16,000 | 3,750.09 | (12,249.91) | 23% | 132.06 |
| Total: | | 51,300 | 51,300 | 7,767.44 | (43,532.56) | 15% | 348.17 |
| 54110 | Overdue Book Fees | 130,000 | 130,000 | 35,855.13 | (94,144.87) | 28% | 1,397.78 |
| 54112 | Collections Revenue | 50,000 | 50,000 | 21,220.50 | (28,779.50) | 42% | 3,691.21 |
| Total: | | 180,000 | 180,000 | 57,075.63 | (122,924.37) | 32% | 5,088.99 |
| 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% | 0.00 |
| 55762 | MELSA Grant-Automation | 49,658 | 49,658 | 237,483.00 | 187,825.00 | 478% | 0.00 |
| 55765 | MELSA MN Legacy Grant | 6,500 | 6,500 | 305.85 | (6,194.15) | 5% | 305.85 |
| 55771 | MELSA-Other Miscellaneous Gran | 111,721 | 111,721 | 266,324.54 | 154,603.54 | 238% | 0.00 |
| 55790 | Other Local Grants | 3,100 | 3,100 | 39,562.79 | 36,462.79 | 1,276% | 0.00 |
| Total: | | 357,644 | 357,644 | 947,331.04 | 589,687.04 | 265% | 305.85 |
| 56210 | Vehicle and Equipment Sales | 0 | 0 | 5.00 | 5.00 | 0% | 5.00 |
| 56211 | Material Sales | 0 | 0 | 163.45 | 163.45 | 0% | 0.00 |
| 56213 | Book Sales | 10,000 | 10,000 | 2,566.74 | (7,433.26) | 26% | 2.33 |
| 56219 | Copy Sales | 42,000 | 42,000 | 10,874.61 | (31,125.39) | 26% | 0.00 |
| 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 |

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

| GL Object | GL Object Description | Adopted Budget | Working Budget | Jan - Apr Actual | Balance Remaining | % Complete Target = 33% | April Activity |
|-------------------------|--------------------------------|----------------|----------------|------------------|-------------------|-------------------------|----------------|
| 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 | 4,056.62 | (5,943.38) | 41% | 555.00 |
| 56294 | Refunds & Reimbursements | 32,000 | 32,000 | 91.62 | (31,908.38) | 0% | 0.00 |
| 56299 | Other Misc. Revenue | 13,350 | 13,350 | 6,655.00 | (6,695.00) | 50% | 0.00 |
| Total: | | 105,350 | 105,350 | 24,413.04 | (80,936.96) | 23% | 562.33 |
| 59140 | Employee Jury Duty Reimburseme | 0 | 0 | 20.00 | 20.00 | 0% | 0.00 |
| 59142 | Credit Card Discounts | (2,600) | (2,600) | (700.97) | 1,899.03 | 27% | (43.78) |
| 59910 | Increase in Inventory | 0 | 0 | 0.00 | 0.00 | 0% | 0.00 |
| Total: | | (2,600) | (2,600) | (680.97) | 1,919.03 | 26% | (43.78) |
| Total - Revenues | | 691,694 | 691,694 | 1,035,906.18 | 344,212.18 | 150% | 6,261.56 |

Expenditure

| | | | | | | | |
|-------|---------------------------------|-----------|-----------|--------------|--------------|-----|------------|
| 60110 | Salaries; Regular Employees | 4,167,404 | 4,167,404 | 1,132,013.40 | 3,035,390.60 | 27% | 303,425.58 |
| 60190 | Salaries-Variable Demand Pool | 0 | 0 | 0.00 | 0.00 | 0% | 0.00 |
| 60210 | Salaries; Non-Regular Employee | 0 | 0 | 28,132.87 | (28,132.87) | 0% | 5,275.68 |
| 60250 | Temporary Salaries-Intermittent | 159,556 | 159,556 | 0.00 | 159,556.00 | 0% | 0.00 |
| 60260 | Temporary Salaries-Students | 0 | 0 | 5,562.90 | (5,562.90) | 0% | 1,010.95 |
| 60320 | Salaries; Overtime | 7,850 | 7,850 | 3,352.11 | 4,497.89 | 43% | 1,420.10 |
| 60430 | Severance Pay | 112,519 | 112,519 | 37,506.64 | 75,012.36 | 33% | 9,376.66 |
| 60714 | Health Insurance | 874,200 | 874,200 | 291,400.00 | 582,800.00 | 33% | 72,850.00 |
| 60715 | Life Insurance | 2,419 | 2,419 | 702.79 | 1,716.21 | 29% | 176.44 |
| 60716 | Social Security (FICA) | 331,612 | 331,612 | 85,896.08 | 245,715.92 | 26% | 22,409.53 |
| 60717 | Retirement (PERA) | 310,442 | 310,442 | 86,523.66 | 223,918.34 | 28% | 23,104.05 |
| 60718 | Work Comp Insurance | 2,940 | 2,940 | 980.20 | 1,959.80 | 33% | 245.05 |
| 60719 | Unemployment Compensation | 6,502 | 6,502 | 2,167.44 | 4,334.56 | 33% | 541.86 |
| 60720 | Dental Insurance | 29,574 | 29,574 | 8,492.93 | 21,081.07 | 29% | 2,151.80 |

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

| GL Object | GL Object Description | Adopted Budget | Working Budget | Jan - Apr Actual | Balance Remaining | % Complete Target = 33% | April Activity |
|-----------|--------------------------------|----------------|----------------|------------------|-------------------|-------------------------|----------------|
| 60721 | LTD Insurance | 6,604 | 6,604 | 1,696.69 | 4,907.31 | 26% | 419.37 |
| 60990 | IntraCounty Reimbursement | 0 | 0 | 0.00 | 0.00 | 0% | 0.00 |
| Total: | | 6,011,622 | 6,011,622 | 1,684,427.71 | 4,327,194.29 | 28% | 442,407.07 |
| 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 | 7,777.16 | (2,777.16) | 156% | 6,507.54 |
| 61102 | Printing | 0 | 0 | 48.22 | (48.22) | 0% | 0.00 |
| 61104 | Copier Supplies | 0 | 0 | 0.00 | 0.00 | 0% | 0.00 |
| 61105 | Cleaning & Building Supplies | 28,000 | 28,000 | 7,626.51 | 20,373.49 | 27% | 887.81 |
| 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 | 3,333.32 | 6,666.68 | 33% | 833.33 |
| 61120 | Uniforms | 600 | 600 | 145.68 | 454.32 | 24% | 36.42 |
| 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 | 28.76 | (28.76) | 0% | 0.00 |
| 61149 | General Supplies | 61,481 | 66,481 | 25,982.91 | 40,498.09 | 39% | 1,049.65 |
| 61158 | Subsistence Supplies | 0 | 0 | 0.00 | 0.00 | 0% | 0.00 |
| 61245 | Fleet R & M Allocation | 3,000 | 3,000 | 1,000.00 | 2,000.00 | 33% | 250.00 |
| 61250 | R & M-Buildings | 102,275 | 114,275 | 10,725.36 | 103,549.64 | 9% | 5,750.70 |
| 61251 | R & M Equipment & Other | 86,561 | 86,561 | 12,646.24 | 73,914.76 | 15% | 10,436.00 |
| 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 |

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

| GL Object | GL Object Description | Adopted Budget | Working Budget | Jan - Apr Actual | Balance Remaining | % Complete Target = 33% | April Activity |
|-----------|--------------------------------|----------------|----------------|------------------|-------------------|-------------------------|----------------|
| 61355 | Conf, Conventions & Mtgs-Staff | 17,779 | 17,779 | 624.98 | 17,154.02 | 4% | 25.00 |
| 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 | 1,573.28 | 4,876.72 | 24% | 200.71 |
| 61476 | Other Travel Expense | 1,550 | 1,550 | 1,132.58 | 417.42 | 73% | (181.78) |
| 61477 | Meals & Lodging | 1,800 | 1,800 | 2,633.62 | (833.62) | 146% | 276.70 |
| 61495 | Freight | 2,000 | 2,000 | 0.00 | 2,000.00 | 0% | 0.00 |
| 61548 | Landscape Expense | 81,700 | 81,700 | 12,566.50 | 69,133.50 | 15% | 0.00 |
| 61549 | Program Expense | 48,796 | 48,796 | 933.13 | 47,862.87 | 2% | 163.35 |
| 61552 | Bank Charges | 2,500 | 2,500 | 1,096.12 | 1,403.88 | 44% | 196.75 |
| 61557 | Dues & Memberships | 1,900 | 1,900 | 1,645.00 | 255.00 | 87% | 0.00 |
| 61558 | Advertising | 50 | 50 | 0.00 | 50.00 | 0% | 0.00 |
| 61559 | Subscriptions & Publications | 0 | 0 | 45.00 | (45.00) | 0% | 0.00 |
| 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 | 1,135,080 | 300,488.40 | 834,591.60 | 26% | 64,690.36 |
| 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 | 1,921,655 | 392,052.77 | 1,529,602.23 | 20% | 91,122.54 |

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

| GL Object | GL Object Description | Adopted Budget | Working Budget | Jan - Apr Actual | Balance Remaining | % Complete Target = 33% | April Activity |
|---------------|--------------------------------|----------------|----------------|-------------------|-------------------|-------------------------|------------------|
| 62101 | Rental-Buildings | 56,000 | 56,000 | 13,950.18 | 42,049.82 | 25% | 0.00 |
| 62110 | OnBase Allocation | 375 | 375 | 125.00 | 250.00 | 33% | 31.25 |
| 62114 | PC Replacement Allocation | 62,080 | 62,080 | 20,693.32 | 41,386.68 | 33% | 5,173.33 |
| 62117 | Network Allocation | 182,000 | 182,000 | 60,666.68 | 121,333.32 | 33% | 15,166.67 |
| 62118 | IT Overhead Allocation | 38,890 | 38,890 | 12,963.32 | 25,926.68 | 33% | 3,240.83 |
| 62120 | Rental-Equipment | 3,450 | 3,450 | 0.00 | 3,450.00 | 0% | 0.00 |
| 62124 | Leases & Rentals | 0 | 0 | 9,890.40 | (9,890.40) | 0% | 2,199.48 |
| 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 | 22,319.25 | 24,830.75 | 47% | 6,956.60 |
| 62226 | Electric | 149,980 | 149,980 | 32,899.35 | 117,080.65 | 22% | 9,472.59 |
| 62227 | Water | 15,750 | 15,750 | 2,958.90 | 12,791.10 | 19% | 772.56 |
| 62228 | Waste Disposal | 1,500 | 1,500 | 921.69 | 578.31 | 61% | 131.46 |
| 62229 | Phones | 15,750 | 15,750 | 4,641.57 | 11,108.43 | 29% | 1,157.64 |
| 62231 | Postage | 18,000 | 24,000 | 4,089.16 | 19,910.84 | 17% | 120.00 |
| 62272 | Telecom Service Allocation | 0 | 0 | 0.00 | 0.00 | 0% | 0.00 |
| 62275 | State Internet Connectivity | 13,050 | 13,050 | 2,430.00 | 10,620.00 | 19% | 810.00 |
| 62277 | Fiber Service | 43,200 | 43,200 | 14,400.00 | 28,800.00 | 33% | 3,600.00 |
| 62278 | Fiber Access Maintenance Alloc | 0 | 0 | 0.00 | 0.00 | 0% | 0.00 |
| 62365 | Insurance-Allocation | 22,865 | 22,865 | 7,621.68 | 15,243.32 | 33% | 1,905.42 |
| 62401 | Bad Debt Expense | 0 | 0 | 0.00 | 0.00 | 0% | 0.00 |
| Total: | | 698,257 | 704,257 | 210,570.50 | 493,686.50 | 30% | 50,737.83 |
| 63010 | Professional Services | 5,000 | 5,000 | 1,405.15 | 3,594.85 | 28% | 295.35 |
| 63064 | Janitorial & Sanitation | 205,689 | 205,689 | 50,560.19 | 155,128.81 | 25% | 14,605.93 |
| 63066 | Software, SaaS, & Maintenance | 0 | 0 | 133,977.99 | (133,977.99) | 0% | 0.00 |
| 63067 | Building Security | 0 | 0 | 0.00 | 0.00 | 0% | 0.00 |
| 63362 | Expenses-Board & Advisory Comm | 5,000 | 5,000 | 850.00 | 4,150.00 | 17% | 250.00 |
| 63710 | Dedicated Donations | 0 | 0 | 1,043.56 | (1,043.56) | 0% | 27.22 |

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

| GL Object | GL Object Description | Adopted Budget | Working Budget | Jan - Apr Actual | Balance Remaining | % Complete Target = 33% | April Activity |
|----------------------------|---------------------------------|------------------|------------------|---------------------|---------------------|-------------------------|-------------------|
| Expense | | | | | | | |
| 63799 | Misc Administrative Expense | 0 | 0 | 0.00 | 0.00 | 0% | 0.00 |
| Total: | | 215,689 | 215,689 | 187,836.89 | 27,852.11 | 87% | 15,178.50 |
| 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 | 8,878,223 | 2,474,887.87 | 6,403,335.13 | 28% | 599,445.94 |
| Net County Share: | | 8,158,529 | 8,186,529 | 1,438,981.69 | 6,059,122.95 | 18% | 593,184.38 |

#ACLatHome Serving Anoka County virtually by phone, email, online, & curbside

Virtual Programs

- Storytime on Facebook [@AnokaCountyLibrary](https://www.facebook.com/AnokaCountyLibrary) weekdays 10:15am
 - Views this week: 1,160
 - Most watched storytime Mr. Matt on 5/8 with 261 views
- 7 Virtual Programs including
 - Lego Challenge
 - Lunchtime Stories with Miss Theresa
- Youtube views: 96
- County video of Curbside Pickup at Rum River <https://youtu.be/p3PDC4G7Usg>



Social Media

- New Instagram followers: 6
- New Facebook followers: 18
- New Twitter followers: 1

Outstanding post on Facebook

Outstanding Social Media Post of the Week:
Centennial curbside announcement with 4,112 people reached, 112 comments, reactions, shares

Patron's comments

Rachel Otterness: *Every night at dinner we say what we are thankful for and my 3yo says (EVERY NIGHT - ha!) that she's thankful for "the library on mommy's computer and her family." It's so sweet!*

Another patron picked up over 70 library items at Northtown checked out on 3 different cards. The holds took up an entire book cart. She was "grateful and excited that her kids now have something to read".

Circulation Total Items since 3/16:

40,569 total returns as of 5/8,
25,770 total checkouts as of 5/9

Curbside Pickup this week

Patrons up 2.5%, holds up 1.5%
8,820 holds available for pick up

- Centennial: 243 items, 103 patrons served, 564 holds waiting for pick up
- Johnsville: 1,681 items, 424 patrons served, 2,006 holds waiting for pick up
- Northtown: 1,905 items, 470 patrons served, 2,060 holds waiting for pick up
- Rum River: 1,813 items, 493 patrons served, 2,740 holds waiting for pick up

Other holds in transit

- Crooked Lake 566
- Mississippi 336
- North Central 294
- St. Francis 247

Library Card Applications

- 45 applications created online
621 total online applications since 3/16

Website

- 9,556 visits
- 17,197 page views

CloudLibrary app

- 7,084 checkouts vs 6,664 previous week, up 6.3%

Phone & Email Reference Inquiries

583 total contacts 10.8% increase this week

- Phone 508, Email 68, AskMN 7

Supporting County Departments and Community

4 boxes with a total of 90 books were prepared at Northtown for pickup by Howard Fredlund - Workhouse Coordinator, Anoka County Community Corrections.

"Thanks for the great books. The inmates will be appreciative and get tons of reading time out of them."