



**Anoka County**  
**LIBRARY**

Ideas, Information, Inspiration.

## **CALL TO MEETING**

**LIBRARY BOARD MEETING  
NORTHTOWN LIBRARY MEETING ROOM  
711 COUNTY HWY 10 FRONTAGE ROAD  
BLAINE, MN  
AND VIA WEBEX  
July 20, 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

July 20, 2020, 5:30pm

Northtown Library Meeting Room

711 County Hwy 10 Frontage Rd

Blaine, MN 55434

*The Anoka County Library Board will hold their regularly scheduled meeting at the above location and via WebEx. All members of the committee will be present either in person or on WebEx. However, due to the applicable Governor's Emergency Executive Orders, and a determination by the county board chair that public attendance is not feasible due to the health pandemic, members of the public will not be allowed to attend this meeting in person. 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 June 15, 2020 library board meeting. **See attached** minutes.
2. Consider approving and accepting of gifts. **See attached** list.
3. Consider approving June bills. **See attached** invoices.
4. Consider approving change in hours open. **See attached** action item 2020-0016
5. Consider approving Print Management Contract. **See attached** action item 2020-0017

D. **Information Items**

1. Consider, for informational purposes, County Commissioner Robyn West's MELSA update,
2. Consider, for informational purposes, the following updates
  - i. Branch status by Jacquie Kramer.
  - ii. Opening Stats
  - iii. Mississippi Update
  - iv. Budget and CIP for 2021 Update
  - v. Material acquisition break down recommendation for 2021 Budget
  - vi. Johnsville AMH

3. Consider, for informational purposes, work on a display policy. **See attached report**
4. Consider, for informational purposes, service discussion on the following
  - i. plan for services provided
    1. Review Survey Results
    2. Lockers
    3. Services to vulnerable population and publicizing them
5. Consider, for informational purposes, discussion on how other libraries in the state are phasing their openings
6. Consider, for informational purposes, discussion regarding guidelines for future shutdown due to COVID.
7. Consider, for informational purposes, discussion on COVID CARES money.
8. Consider, for informational purposes, financial report and quarterly statistics.  
**See attached report**

E. **Adjournment**

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

**LIBRARY BOARD MINUTES JUNE 2020- DRAFT**

The Anoka County Library Board met on June 15th, 2020 at the Centennial Library, 100 Civic Heights Circle, Circle Pines. Present were Board Members: Backlund (remote), Greensweig (remote), Keister, Kost (remote), Lenz, Martineau-Dunlop (remote), Orpen (remote) and Commissioner West.

Also present: Patti Hetrick, Interim Library Director, Jacquie Kramer, Assistant Library Director, Kathryn Timm Assistant County Attorney, Dana Weigman, Andrew Wylie, Judy Soule, and Erin Straszewski.

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

**Lenz read the following statement:**

*The Anoka County Library Board will hold their regularly scheduled meeting at the above location and via WebEx. All members of the committee will be present either in person or on WebEx. However, due to the applicable Governor's Emergency Executive Orders, and a determination by the county board chair that public attendance is not feasible due to the health pandemic, members of the public will not be allowed to attend this meeting in person. 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*

**Roll Call**

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

**ACTION ITEMS**

**AGENDA**

On a motion by Kost, second by Greensweig, 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 are interested in holding a book sale. No members of the public were present for the open forum.

**MINUTES**

On a motion by Keister, second by Greensweig, the Library Board unanimously approved the minutes of the May 2020 meeting.

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

**GIFTS**

On a motion by Kost, second by Backlund, the Library Board unanimously approved the gifts as noted.

**Gifts received:**

\$10,000.00 Friends of Anoka County Library

<b>Volunteer Hours May:</b>	Volunteen Hours:	0
	Volunteer Hours:	0

**Bills approved in the amount of June: \$ 138,564.26**

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

**RELOCATING LIBRARY BOARD MEETINGS**

On a motion by Orpen, second by Keister, the Library Board unanimously approved the relocation of all remaining 2020 meetings to the Northtown Library Meeting Room at 711 County Road 10 NE, Blaine.

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

**INFORMATION ITEMS**

**MELSA UPDATE**

Commissioner West reported that MELSA received a grant to purchase additional hot spots. For the upcoming years, Legacy funds are expected to decrease and RLTA should remain stable. Hennepin County Library sustained significant damage in the recent unrest, and MELSA is considering keeping a permanent virtual office.

**STATUTE UPDATE**

Timm put together a memo about the Minnesota State Statute that pertains to the MOU between Anoka County and the Anoka County Library as requested by Lenz. The Anoka County Library and Anoka County have agreed to work together on some things, such as personnel rules and facilities management. Some things remain separate, such as some IT requirements and the Freedom to Read policy. Other parts of the agreement have shared responsibility such as the hiring of a new library director.

Kost inquired if the MOU or statute takes precedence and Timm answered that the statute would in the event of a challenge. Lenz inquired about the progress on the library’s cooperation with the county. Hetrick responded that relationships with county departments are strong. There was one incident earlier in June where the library posted a social justice book list on Facebook that included some hashtags that prompted county communications to remove the posting. Orpen questioned if the county is censoring the library or if this is a conflict of interest. West stressed that the County Board wishes to promote a stable and unifying message. Greensweig commented that many organizations are struggling to respond to recent events and feels that the library’s Facebook post was, “not a big deal.”

**BUDGET, CIP, AND CEP REPORT**

Hetrick presented on the 2021 budget. There is a 0% increase over 2020. The library is working on cleaning up budget codes, clarifying some areas, and educating library staff about the budget. Items to focus on include prioritization of services and analyzing staffing ratios. New items include 5-year plans for vehicle replacement and MELSA funds. Lenz asked for clarification on the unit controllers and the boiler replacement from the CEP. Hetrick will follow-up with further information.

**LIBRARY RECOGNITION REPORT**

The following people were recognized by the Board for their contributions to the library:

Steve Tessier, Darrell Olson, Lynne Forbragd, Tony Gill, Shannon Melham, Terry Metzger, Ronda Bliss, Dana Weigman, Jamie Dunn, Andrew Wylie, Colleen Carlson, DJ Schuette, Nancy Sikorski, Dawn Doherty, and Barb White.

Hetrick informed the Library Board that the libraries will be opening on June 24<sup>th</sup> at 50% capacity, ending curbside service and allowing the public in the buildings once again.

**FINANCIAL REPORT**

The board accepted the financial report and had no questions about the current status of the library's budget.

**ADJOURNMENT**

On a motion by Greensweig, second by Keister, the meeting was adjourned at 6:54 p.m.

Respectfully submitted,

Dana Weigman, Office Administration Supervisor

**ANOKA COUNTY LIBRARY**

**INVOICES FOR APPROVAL AT THE BOARD MEETING - JULY 20, 2020**

MELSA EQUALIZATION	151.55
MELSA AUTOMATION	11,982.09
MELSA FORMULA	4,997.50
BLDG FUND/STF REMODEL	827.54
COVID RELATED	2,105.22
OPERATING ACCOUNTS	186,334.01
(INCLUDES \$1,907.35 DONATIONS SPENT)	
<b>TOTAL INVOICES SENT FOR PAYMENT 6/4/20 THRU 7/7/20</b>	<b>206,397.91</b>
<hr/>	
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<b>TOTAL INVOICES SENT FOR PAYMENT - 2020 YTD</b>	<b>1,293,132.64</b>
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DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
<b>JULY 7, 2019</b>								
MELSA EQUALIZATION	FRONTLINE TECHNOLOGIES	INVUS121763	ACCT 14110 LIBRARY	151.55	2380110101	61575	23010001	61575
	<b>TOTAL MELSA EQUALIZATION</b>			<b>151.55</b>				
MELSA AUTOMATION	BIBLIOTHECA LLC	INV-US32449	CUST C0000272 LIBRARY	11,982.09	2380134001	61251	23010002	61251
	<b>TOTAL MELSA AUTOMATION</b>			<b>11,982.09</b>				
MELSA FORMULA	BIBLIOTHECA LLC	INV-US32373	CUST C0000272 LIBRARY	4,997.50	2380137001	65380	23010003	65380
	<b>TOTAL MELSA FORMULA</b>			<b>4,997.50</b>				
BLDG FUND/STF	ALTERNATIVE BUSINESS FURNITURE	63275	BLDG FUND/STF REMODEL	827.54	4194036001	61101	4120004	61101
	<b>TOTAL BLDG FUND/STF</b>			<b>827.54</b>				
COVID RELATED	AMAZON.COM		PROCUREMENT CARD	16.10	2380114001	61149	00575	61149
COVID RELATED	AMAZON.COM		PROCUREMENT CARD	33.56	2380114001	61149	00575	61149
COVID RELATED	AMZN MKTP		PROCUREMENT CARD	65.94	2380114001	61149	00575	61149
COVID RELATED	AMZN MKTP		PROCUREMENT CARD	28.99	2380114001	61149	00575	61149
COVID RELATED	AMZN MKTP		PROCUREMENT CARD	34.68	2380114001	61149	00575	61149
COVID RELATED	AMZN MKTP		PROCUREMENT CARD	28.99	2380114001	61149	00575	61149
COVID RELATED	AMZN MKTP		PROCUREMENT CARD	28.99	2380114001	61149	00575	61149
COVID RELATED	AMZN MKTP		PROCUREMENT CARD	246.72	2380114001	61149	00575	61149
COVID RELATED	AMZN MKTP		PROCUREMENT CARD	28.99	2380114001	61149	00575	61149
COVID RELATED	AMZN MKTP		PROCUREMENT CARD	50.49	2380114001	61149	00575	61149
COVID RELATED	AMZN MKTP		PROCUREMENT CARD	28.99	2380114001	61149	00575	61149
COVID RELATED	AMZN MKTP		PROCUREMENT CARD	28.99	2380114001	61149	00575	61149
COVID RELATED	AMZN MKTP		PROCUREMENT CARD	25.99	2380114001	61149	00575	61149
COVID RELATED	AMZN MKTP		PROCUREMENT CARD	76.50	2380114001	61149	00575	61149
COVID RELATED	PRESTO GRAPHICS INC		PROCUREMENT CARD	201.00	2380110101	61149	00575	61149
COVID RELATED	PRESTO GRAPHICS INC		PROCUREMENT CARD	961.80	2380110101	61149	00575	61149
COVID RELATED	PRESTO GRAPHICS INC		PROCUREMENT CARD	218.50	2380110101	61149	00575	61149
	<b>TOTAL COVID RELATED</b>			<b>2,105.22</b>				
DONATION \$ SPENT	BAKER AND TAYLOR	2035248391	ACCT L042226 2 LIBRARY	43.61	2380115001	63710		
DONATION \$ SPENT	SCHOLASTIC EDUCATION		PROCUREMENT CARD	1,863.74	2380115001	63710		
	<b>TOTAL DONATION \$ SPENT</b>			<b>1,907.35</b>				
REV RECAP REFUND	JENSEN, MELISSA		LIBRARY FINE ERROR REFUND	255.78	2380110101	54112		
	<b>TOTAL REV RECAP REFUND</b>			<b>255.78</b>				
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	14.74	2380114001	61149		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	24.95	2380114001	61149		
SUPPLIES	AMZN MKTP		PROCUREMENT CARD	9.98	2380110101	61148		
SUPPLIES	AMZN MKTP		PROCUREMENT CARD	30.95	2380110101	61149		
SUPPLIES	AMZN MKTP		PROCUREMENT CARD	18.99	2380114001	61149		
SUPPLIES	AMZN MKTP		PROCUREMENT CARD	25.99	2380114001	61149		
SUPPLIES	BLACKBOURN INC	1110515	ACCT 106017 LIBRARY	1,119.14	2380114001	61149		
SUPPLIES	COTTENS INC	230-162019	ACCT 456 LIBRARY	107.99	2380112001	61105		
SUPPLIES	COTTENS INC	230-162083	ACCT 456 LIBRARY	48.99	2380112001	61105		
SUPPLIES	HOME DEPOT CREDIT SERVICES	12-JUN-2020	6035 3225 3883 6655 LIBRARY	248.78	2380112001	61105		
SUPPLIES	NORTHERN SANITARY SUPPLY CO IN	198859	CUST A1018 LIBRARY	328.16	2380112001	61105		
SUPPLIES	OFFICE DEPOT #1090		PROCUREMENT CARD	171.22	2380114001	61149		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
SUPPLIES	PRESTO GRAPHICS INC		PROCUREMENT CARD	737.92	2380110101	61148		
SUPPLIES	PRESTO GRAPHICS INC		PROCUREMENT CARD	21.92	2380110101	61148		
SUPPLIES	PRESTO GRAPHICS INC		PROCUREMENT CARD	154.92	2380110101	61148		
SUPPLIES	STRYKER MEDICAL		PROCUREMENT CARD	650.00	2380112001	61108		
	<b>TOTAL SUPPLIES</b>			<b>3,714.64</b>				
REPAIRS/MTNCE	BIBLIOTHECA LLC	INV-US32448	CUST C0000272 LIBRARY	1,915.00	2380111001	61251		
REPAIRS/MTNCE	BIBLIOTHECA LLC	INV-US32448	CUST C0000272 LIBRARY	6,319.00	2380121001	61251		
REPAIRS/MTNCE	BIBLIOTHECA LLC	INV-US32448	CUST C0000272 LIBRARY	3,978.00	2380132001	61251		
REPAIRS/MTNCE	BIBLIOTHECA LLC	INV-US32448	CUST C0000272 LIBRARY	3,454.00	2380133001	61251		
REPAIRS/MTNCE	BIBLIOTHECA LLC	INV-US32448	CUST C0000272 LIBRARY	3,872.00	2380134001	61251		
REPAIRS/MTNCE	BIBLIOTHECA LLC	INV-US32448	CUST C0000272 LIBRARY	1,527.00	2380135001	61251		
REPAIRS/MTNCE	BIBLIOTHECA LLC	INV-US32448	CUST C0000272 LIBRARY	1,574.00	2380136001	61251		
REPAIRS/MTNCE	BIBLIOTHECA LLC	INV-US32448	CUST C0000272 LIBRARY	4,198.00	2380137001	61251		
REPAIRS/MTNCE	BIBLIOTHECA LLC	INV-US32448	CUST C0000272 LIBRARY	6,580.00	2380141001	61251		
REPAIRS/MTNCE	CORVAL CONSTRUCTORS INC	861582	CUST 9754 HVAC MAINT JUN 2020	828.94	2380110101	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2139343	ACCT 42854 LIBRARY	180.00	2380136001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2149844	ACCT 42854 PEST CONTROL-LIBR	38.00	2380121001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2149849	ACCT 42854 PEST CONTROL-LIBR	38.00	2380141001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2149852	ACCT 42854 PEST CONTROL-LIBR	38.00	2380132001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2149863	ACCT 42854 PEST CONTROL-LIBR	38.00	2380134001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2149867	ACCT 42854 PEST CONTROL-LIBR	38.00	2380137001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2149872	ACCT 42854 PEST CONTROL-LIBR	38.00	2380136001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2149877	ACCT 42854 PEST CONTROL	38.00	2380135001	61251		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2150023	ACCT 42854 PEST CONTROL-LIBR	38.00	2380112001	61250		
REPAIRS/MTNCE	LEID PRODUCTS	220029	ACCESS IT LIBR SYS SVC CONTRAC	4,400.00	2380114001	61251		
REPAIRS/MTNCE	SUMMIT FIRE PROTECTION COMPANY	1521391	ANNUAL INSPECT-CENTENNIAL LIBR	203.50	2380134001	61251		
	<b>TOTAL REPAIRS/MTNCE</b>			<b>39,333.44</b>				
GROUNDSKEEPING	A PLUS OUTDOOR SVCS INC	98810	ANOKA COUNTY LIBRARY	197.97	2380111001	61548		
GROUNDSKEEPING	A PLUS OUTDOOR SVCS INC	98810	ANOKA COUNTY LIBRARY	240.03	2380121001	61548		
GROUNDSKEEPING	A PLUS OUTDOOR SVCS INC	98810	ANOKA COUNTY LIBRARY	240.03	2380132001	61548		
GROUNDSKEEPING	A PLUS OUTDOOR SVCS INC	98810	ANOKA COUNTY LIBRARY	240.03	2380133001	61548		
GROUNDSKEEPING	A PLUS OUTDOOR SVCS INC	98810	ANOKA COUNTY LIBRARY	269.99	2380137001	61548		
GROUNDSKEEPING	A PLUS OUTDOOR SVCS INC	98810	ANOKA COUNTY LIBRARY	210.00	2380141001	61548		
GROUNDSKEEPING	BUILDING LAWN MAINTENANCE	12350	LIBRARY SPRNG CLEANUP-SPRAYING	225.00	2380111001	61548		
GROUNDSKEEPING	BUILDING LAWN MAINTENANCE	12350	LIBRARY SPRNG CLEANUP-SPRAYING	440.00	2380121001	61548		
GROUNDSKEEPING	BUILDING LAWN MAINTENANCE	12350	LIBRARY SPRNG CLEANUP-SPRAYING	360.00	2380132001	61548		
GROUNDSKEEPING	BUILDING LAWN MAINTENANCE	12350	LIBRARY SPRNG CLEANUP-SPRAYING	225.00	2380133001	61548		
GROUNDSKEEPING	BUILDING LAWN MAINTENANCE	12350	LIBRARY SPRNG CLEANUP-SPRAYING	150.00	2380136001	61548		
GROUNDSKEEPING	BUILDING LAWN MAINTENANCE	12350	LIBRARY SPRNG CLEANUP-SPRAYING	490.00	2380137001	61548		
GROUNDSKEEPING	BUILDING LAWN MAINTENANCE	12350	LIBRARY SPRNG CLEANUP-SPRAYING	315.00	2380141001	61548		
	<b>TOTAL GROUNDSKEEPING</b>			<b>3,603.05</b>				
PROGRAMS	AMAZON.COM		PROCUREMENT CARD	6.99	2380110101	61549		
PROGRAMS	STATE OF MN HEALTH	19-JUN-2020	SHF UID 27074/27098/27100	120.00	2380110101	61549		
PROGRAMS	THE BAKKEN MUSEUM	SUMMER 2020	SUMMER LIBRARY WORKSHOP	225.00	2380110101	61549		
	<b>TOTAL PROGRAMS</b>			<b>351.99</b>				
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	18.08	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	17.96	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	14.49	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	14.95	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	34.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	22.38	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	17.98	2380110101	61575		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	9.29	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	59.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	42.76	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	25.28	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	12.88	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	10.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	8.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	14.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	28.05	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	31.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	38.94	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	71.97	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	12.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	49.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	17.20	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	51.84	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	48.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	10.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	12.23	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	8.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	29.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	19.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	43.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	59.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	30.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	10.95	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	51.93	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	24.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	56.10	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	19.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	59.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	23.70	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	26.34	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	27.15	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	12.23	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	8.32	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	13.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	28.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	31.35	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	17.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	11.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	51.96	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	13.50	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	42.52	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	17.24	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035173720	ACCT L042226 2 LIBRARY	1,652.23	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035181617	ACCT L042226 2 LIBRARY	961.83	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035217281	ACCT L042226 2 LIBRARY	81.25	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035230050	ACCT L579508 2 LIBRARY	324.84	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035232793	ACCT L042226 2 LIBRARY	801.17	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035234182	ACCT L031708 2 LIBRARY	144.60	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035236439	ACCT L042226 2 LIBRARY	563.59	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035237764	ACCT L042226 2 LIBRARY	2,094.49	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035238179	ACCT L031708 2 LIBRARY	1,732.38	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035240416	ACCT 579508 2 LIBRARY	473.74	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035243615	ACCT L042226 2 LIBRARY	700.87	2380110101	61575		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035245703	ACCT L421025 2 LIBRARY	219.52	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035246286	ACCT L042226 2 LIBRARY	773.78	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035248337	ACCT L579508 2 LIBRARY	464.40	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035248391	ACCT L042226 2 LIBRARY	684.05	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035252590	ACCT L042226 2 LIBRARY	639.94	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035253681	ACCT L042226 2 LIBRARY	483.02	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035254811	ACCT L579508 2 LIBRARY	799.11	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035256832	ACCT L042226 2 LIBRARY	522.52	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035258061	ACCT L421025 2 LIBRARY	325.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035259002	ACCT L031708 2 LIBRARY	408.96	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035260343	ACCT L579508 2 LIBRARY	692.74	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035262036	ACCT L042226 2 LIBRARY	1,189.42	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035262038	ACCT L421025 2 LIBRARY	435.65	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035264298	ACCT L042226 2 LIBRARY	881.94	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035265305	ACCT L042226 2 LIBRARY	724.06	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035274503	ACCT L031708 2 LIBRARY	266.67	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035277680	ACCT L042226 2 LIBRARY	1,284.60	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035287786	ACCT L421025 2 LIBRARY	328.21	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035290257	ACCT L042226 2 LIBRARY	1,677.21	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	5016149105	ACCT L016998 3 LIBRARY	345.15	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	5016160039	ACCT L016998 3 LIBRARY	559.76	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	5016172173	ACCT L016998 3 LIBRARY	439.63	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	5016182334	ACCT C016998 3 LIBRARY	206.26	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	5016200245	ACCT C016998 3 LIBRARY	30.81	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	5016210609	ACCT C016998 3 LIBRARY	312.33	2380110101	61575		
LIB MATERIALS/SOFTWARE	BIBLIOTHECA LLC	INV-US32683	CUST C0000272 LIBRARY	1,474.19	2380110101	61575		
LIB MATERIALS/SOFTWARE	BIBLIOTHECA LLC	INV-US32684	CUST C0000272 LIBRARY	11,282.57	2380110101	61575		
LIB MATERIALS/SOFTWARE	BIBLIOTHECA LLC	INV-US32685	CUST C0000272 LIBRARY	5,772.17	2380110101	61575		
LIB MATERIALS/SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	45.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	164.97	2380110101	61575		
LIB MATERIALS/SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	359.92	2380110101	61575		
LIB MATERIALS/SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	697.46	2380110101	61575		
LIB MATERIALS/SOFTWARE	CENTER POINT LARGE PRINT		PROCUREMENT CARD	136.02	2380110101	61575		
LIB MATERIALS/SOFTWARE	CSP*CSPI NUTRITIONACTION		PROCUREMENT CARD	50.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	70366167	ACCT 154592 LIBRARY	28.79	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	70366226	ACCT 154592 LIBRARY	235.12	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	70366398	ACCT 154592 LIBRARY	60.78	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	70610528	ACCT 154592 LIBRARY	25.59	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	70610530	ACCT 154592 LIBRARY	23.09	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	70638267	ACCT 154592 LIBRARY	244.73	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	70657419	ACCT 154592 LIBRARY	55.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	45771533	ACCT 2011296 LIBRARY PO3634	334.53	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	45788793	ACCT 2011296 LIBRARY PO3634	120.38	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	45875214	ACCT 2011296 LIBRARY PO3634	34.76	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	45900865	ACCT 2011296 LIBRARY PO4544	1,413.15	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	45900866	ACCT 2011296 LIBRARY PO3634	95.31	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	45952872	ACCT 2011296 LIBRARY PO3634	645.41	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	45952873	ACCT 2011296 LIBRARY PO4544	114.27	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	46009589	ACCT 2011296 LIBRARY PO4544	316.41	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	46034905	ACCT 2011296 LIBRARY PO4544	119.04	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	46079796	ACCT 2011296 LIBRARY PO4544	650.16	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	46079797	ACCT 2011296 LIBRARY PO4544	153.05	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	46155741	ACCT 2011296 LIBRARY PO4544	236.52	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	46155742	ACCT 2011296 LIBRARY PO4544	71.30	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	46166770	ACCT 2011296 LIBRARY PO4544	158.38	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	46232215	ACCT 2011296 LIBRARY PO4544	272.70	2380110101	61575		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	46232216	ACCT 2011296 LIBRARY PO4544	150.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	46287767	ACCT 2011296 LIBRARY PO4544	180.48	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	46310089	ACCT 2011296 LIBRARY PO4544	605.16	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	46324669	ACCT 2011296 LIBRARY PO4544	47.96	2380110101	61575		
LIB MATERIALS/SOFTWARE	MAYO CLINIC PRESS		PROCUREMENT CARD	32.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	MDC*ALLRECIPES MAGAZIN		PROCUREMENT CARD	7.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	MDC*ALLRECIPES MAGAZIN		PROCUREMENT CARD	7.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	98897161	PO4543 CUST 2000006792 LIBRARY	271.92	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	98916853	PO4543 CUST 2000006792 LIBRARY	1,967.06	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	98917645	PO4543 CUST 2000006792 LIBRARY	255.91	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	98945385	PO4543 CUST 2000006792 LIBRARY	269.92	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	98965632	PO4543 CUST 2000006792 LIBRARY	227.50	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	98968336	PO4543 CUST 2000006792 LIBRARY	274.91	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	98972972	PO4543 CUST 2000006792 LIBRARY	1,956.59	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	98992687	PO4543 CUST 2000006792 LIBRARY	2,114.36	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	98996018	PO4543 CUST 2000006792 LIBRARY	147.97	2380110101	61575		
LIB MATERIALS/SOFTWARE	MINNESOTA SPOKESMAN RECOR		PROCUREMENT CARD	60.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	OCLC INC	1000022651	ACCT 5037 LIBRARY MAR 2020	2,300.21	2380114001	61575		
LIB MATERIALS/SOFTWARE	PAYPAL *UNDERSTANDI		PROCUREMENT CARD	60.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	PRESS PUBLICATIONS INC		PROCUREMENT CARD	30.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	PRESS PUBLICATIONS INC		PROCUREMENT CARD	32.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	111.37	2380110101	61575		
LIB MATERIALS/SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	73.60	2380110101	61575		
LIB MATERIALS/SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	87.20	2380110101	61575		
LIB MATERIALS/SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	222.74	2380110101	61575		
LIB MATERIALS/SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	672.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	79.90	2380110101	61575		
LIB MATERIALS/SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	664.85	2380110101	61575		
LIB MATERIALS/SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	2,625.51	2380110101	61575		
LIB MATERIALS/SOFTWARE	REI*MATTHEW BENDER &CO		PROCUREMENT CARD	499.61	2380110101	61575		
LIB MATERIALS/SOFTWARE	REI*MATTHEW BENDER &CO		PROCUREMENT CARD	2,254.69	2380110101	61575		
LIB MATERIALS/SOFTWARE	SQ *FINANCIAL RATINGS		PROCUREMENT CARD	538.88	2380110101	61575		
LIB MATERIALS/SOFTWARE	T MOBILE	965098942-05/20	ACCT 965098942 LIBRARY	535.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	WKI*CCH INC CYBERSOURC		PROCUREMENT CARD	152.55	2380110101	61575		
	<b>TOTAL LIBRARY MATERIALS/SOFTWARE</b>			<b>70,577.61</b>				
RENTAL	HLP LLC		NO CENTRAL LIBR LEASE JUL 2020	4,650.06	2380135001	62101		
RENTAL	PITNEY BOWES	3103973758	ACCT 0011741352 LIBRARY	847.62	2380110101	62124		
	<b>TOTAL RENTAL</b>			<b>5,497.68</b>				
UTILITIES	ACE SOLID WASTE INC	5957723	ACCT 3067-192854-001 LIBRARY	87.64	2380111001	62228		
UTILITIES	ACE SOLID WASTE INC	5957723	ACCT 3067-192854-001 LIBRARY	43.82	2380141001	62228		
UTILITIES	ANOKA COUNTY MN	B200603A	CUST 129757 LIBRARY BROADBAND	43,200.00	2380114001	62277		
UTILITIES	CENTENNIAL UTILITIES	71047-06/20	ACCT 71047.00 LIBRARY	95.94	2380134001	62225		
UTILITIES	CENTENNIAL UTILITIES	71047-06/20	ACCT 71047.00 LIBRARY	41.55	2380134001	62227		
UTILITIES	CENTERPOINT ENERGY	8000015459-05/20	ACCT 8000015459-3 LIBRARY	278.62	2380111001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-05/20	ACCT 8000015459-3 LIBRARY	967.45	2380121001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-05/20	ACCT 8000015459-3 LIBRARY	97.31	2380132001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-05/20	ACCT 8000015459-3 LIBRARY	391.02	2380133001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-05/20	ACCT 8000015459-3 LIBRARY	80.73	2380135001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-05/20	ACCT 8000015459-3 LIBRARY	31.35	2380136001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-05/20	ACCT 8000015459-3 LIBRARY	113.57	2380137001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-05/20	ACCT 8000015459-3 LIBRARY	861.87	2380141001	62225		
UTILITIES	CITY OF ANOKA	501210-05/20	ACCT 02-501210-01 LIBRARY	2,226.14	2380141001	62226		
UTILITIES	CITY OF ANOKA	501210-05/20	ACCT 02-501210-01 LIBRARY	384.09	2380141001	62227		
UTILITIES	CITY OF BLAINE	4000011-06-20	CUST 4000011-000 LIBRARY	29.25	2380121001	62227		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
UTILITIES	CITY OF BLAINE	4000200-06-20	CUST 4000200-000 LIBRARY	54.43	2380111001	62227		
UTILITIES	CITY OF BLAINE	4000602-06-20	CUST 4000602-000 LIBRARY	89.24	2380137001	62227		
UTILITIES	CITY OF COON RAPIDS	41574-05/20	ACCT 9011440995 LIBRARY	170.85	2380132001	62227		
UTILITIES	CITY OF COON RAPIDS	46020-05/20	ACCT 9011440011 LIBRARY	325.66	2380132001	62227		
UTILITIES	CITY OF ST FRANCIS	2479-05/20	ACCT 2479 LIBRARY	48.84	2380136001	62227		
UTILITIES	CITY OF ST FRANCIS	2479-06/20	ACCT 2479 LIBRARY	36.18	2380136001	62227		
UTILITIES	CONNEXUS ENERGY	178588-05/20	ACCT 684587-178588 LIBRARY	157.69	2380136001	62226		
UTILITIES	CONNEXUS ENERGY	178588-06/20	ACCT 684587-178588 LIBRARY	202.70	2380136001	62226		
UTILITIES	CONNEXUS ENERGY	203085-06/20	ACCT 386179-203085 LIBRARY	593.81	2380137001	62226		
UTILITIES	CONNEXUS ENERGY	230469-05/20	ACCT 386179-230469 LIBRARY	86.61	2380135001	62226		
UTILITIES	CONNEXUS ENERGY	230477-05/20	ACCT 386179-230477 LIBRARY	123.04	2380135001	62226		
UTILITIES	CONNEXUS ENERGY	231009-06/20	ACCT 386181-231009 LIBRARY	1,172.24	2380111001	62226		
UTILITIES	CONNEXUS ENERGY	231010-06/20	ACCT 386180-231010 LIBRARY	2,951.17	2380121001	62226		
UTILITIES	CONNEXUS ENERGY	312858-06/20	ACCT 386178-312858 LIBRARY	1,075.09	2380134001	62226		
UTILITIES	STATE OF MN IT SVCS	DV20050399	CUST 100A00205 WAN LIBR 05/20	810.00	2380114001	62275		
UTILITIES	TDS METROCOM	434-9806-06/20	ACCT 763 434 9806 LIBRARY	73.44	2380132001	62229		
UTILITIES	TDS METROCOM	434-9806-06/20	ACCT 763 434 9806 LIBRARY	93.59	2380133001	62229		
UTILITIES	TDS METROCOM	434-9806-06/20	ACCT 763 434 9806 LIBRARY	73.44	2380134001	62229		
UTILITIES	TDS METROCOM	434-9806-06/20	ACCT 763 434 9806 LIBRARY	93.54	2380135001	62229		
UTILITIES	TDS METROCOM	434-9806-06/20	ACCT 763 434 9806 LIBRARY	81.44	2380136001	62229		
UTILITIES	TDS METROCOM	434-9806-06/20	ACCT 763 434 9806 LIBRARY	73.44	2380137001	62229		
UTILITIES	TDS METROCOM	434-9806-06/20	ACCT 763 434 9806 LIBRARY	73.44	2380141001	62229		
UTILITIES	VERIZON WIRELESS	9856116596	ACCT 286867228-1 LIBRARY	442.10	2380110101	62229		
UTILITIES	VERIZON WIRELESS	9856116596	ACCT 286867228-1 LIBRARY	153.21	2380112001	62229		
UTILITIES	XCEL ENERGY	688966218	ACCT 51-6181280-6 LIBRARY	956.52	2380132001	62226		
UTILITIES	XCEL ENERGY	688966218	ACCT 51-6181280-6 LIBRARY	1,450.41	2380133001	62226		
	<b>TOTAL UTILITIES</b>			<b>60,392.47</b>				
ADMIN EXPENSE	BACKLUND, LINDA	26-MAY-2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	BACKLUND, LINDA	15-JUN-2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	GREENSWEIG, DANIEL	26-MAY-2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	GREENSWEIG, DANIEL	15-JUN-2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	KEISTER, MELANIE	26-MAY-2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	KEISTER, MELANIE	15-JUN-2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	KOST, VIRGINIA	26-MAY-2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	KOST, VIRGINIA	15-JUN-2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	LENZ, MARK	26-MAY-2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	LENZ, MARK	15-JUN-2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	MARTINEAU DUNLOP, JANICE	26-MAY-2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	MARTINEAU DUNLOP, JANICE	15-JUN-2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	ORPEN, RICHARD	26-MAY-2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	ORPEN, RICHARD	15-JUN-2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
	<b>TOTAL ADMIN EXPENSE</b>			<b>700.00</b>				
	<b>MELSA EQUALIZATION</b>			<b>151.55</b>				
	<b>MELSA AUTOMATION</b>			<b>11,982.09</b>				
	<b>MELSA FORMULA</b>			<b>4,997.50</b>				
	<b>BLDG FUND/STF</b>			<b>827.54</b>				
	<b>COVID RELATED</b>			<b>2,105.22</b>				
	<b>OPERATING ACCOUNTS</b>			<b>186,334.01</b>				
	(INCLUDES \$1,907.35 DONATIONS)							
	<b>TOTAL INVOICES SENT FOR PAYMENT 6/4/20 THRU 7/7/20</b>			<b>206,397.91</b>				



# ANOKA COUNTY LIBRARY BOARD ACTION ITEM

DATE: JULY 20, 2020

2020-0016

ACTION REQUESTED	Consider recommending the Library Board approve the current limited hours the library is open or recommend another viable option as it relates to resources available.
BACKGROUND	County Administration directed the Libraries to be open 1-7 – Monday – Friday for curbside. Now that the buildings are open, we would like our Library Board to weigh in on what hours they would recommend we are open to best serve our communities. We need to consider the services offered and staff availability.
CONCLUSION	Recommend the Anoka County Library Board approve the change in hours



# ANOKA COUNTY LIBRARY BOARD ACTION ITEM

DATE: JULY 20, 2020

2020-0017

ACTION REQUESTED	<p>Consider recommending the Library Board approve the Print Management Contract.</p> <p>The lowest bid came from a provider that <b>did not meet</b> Finance standards for PCI compliance. The second lowest bid is with Comprise; this <b>does</b> meet PCI compliance per Finance. Total cost of this project for the purchase of 3 modules, SAM, SmartAlec, and Smart Kiosk is \$83, 561 plus \$10,285 for Columbia Heights. MELSA funds will be used to purchase these modules for both Anoka and Columbia Heights. Hardware and annual maintenance will be Columbia Heights responsibility. Annual Maintenance costs for Anoka County will be \$13,640. This will be covered in our operational budget. The Library Board will be asked to approve this on July 20<sup>th</sup>. Additional servers may be required. Columbia Heights is also responsible for this cost.</p>
BACKGROUND	<p>Current software for this service is outdated and not patron friendly. Library Staff are spending time assisting patrons, collecting cash, and managing computer usage. This new technology will provide public computer access, on-line ability to set up print jobs from home (less touches and time in the library), collect fees at kiosk and several other features. The Library, does receive around \$42,000 on average per year from printing sales</p>
SOLUTIONS	<p>This product is recommended due to PCI compliance, more no-touch options for both patrons and staff. Patrons will be able to set up print job from home via on-line. They will only need to come into the library to pick up the batch. There will also be less need to exchange cash.</p>
CONCLUSION	<p>This system was approved in the 2020 budget. The project was delayed due to lowest bid provider PCI compliance requirement. The second lowest bid is an acceptable vendor. We are asking the Library Board to approve the contract so that we, with the guidance of IT can implement as soon as possible.</p>

### Virtual Programs

- 100 virtual programs
  - Storytime views on Facebook: 6,098
  - Lalo's Lunchbox views on Facebook: 527
  - Jolly Pops views on Facebook: 611
  - Views on Youtube: 546

### Social Media

- New Instagram followers: 25
- New Facebook followers: 40
- New Twitter followers: 15
- Goodreads: Friends 74, Followers 31, New Lists 4, Quizes taken 333, Reviews 4

### Summer Adventures Reading Program

1,769 registered users, 819 total reviews written  
4,321 hours & 32 minutes towards Community Reading Goal of 50,000 hours

### Patron comments

We are Open! post on Facebook: 121 reactions & comments

Posted by Victoria Reynolds 7/6/20

*This is how I felt when I stopped by to pick up books!*



Sent by Diana via email 6/24/20

*Hi! We are so happy you are back! The staff were so helpful and my kids are so happy to have new books! We loved that story walk and craft! My kids wanted to share their pictures...We missed you guys!*



### Circulation in June

Location	Curbside	In the Library	Total
Centennial	2,386	2,445	4,831
Crooked Lake	256	1,300	1,556
Johnsville	5,619	4,509	10,128
LSS	56	22	78
Mississippi	7	0	7
North Central	196	617	813
Northtown	5,977	6,032	12,009
Rum River	6,494	7,150	13,644
St Francis	146	530	676
Total	21,137	22,605	43,742

Location	Physical checkouts & renewals	Items returned
Andover-On the Go	3	1
Centennial	4,991	5,001
Crooked Lake	1,667	3,043
Johnsville	10,440	11,239
LSS	257	606
Mississippi	58	2,875
North Central	861	1,659
Northtown	12,421	11,339
Ramsey-On the Go	1	
Rum River	14,298	13,013
St Francis	741	1,530
Total	45,738	50,306

### Books By Mail

- 356 items/101 mailings

### Library Card Applications

- 437 applications created online

### Website

- 49,209 visits, 88,309 page views

### CloudLibrary Checkouts

- eBook: 19,907 eAudio: 8,998

### RBDigital Checkouts

- 1850

### Phone & Email Reference Inquiries

2,876 total, Phone 2,470, Email 364, AskMN 27



# Anoka County LIBRARY

Ideas, Information, Inspiration.

## ANOKA COUNTY LIBRARY BOARD INFORMATION ITEM

July 20, 2020

**AGENDA ITEM NO:** D3  
**AGENDA ITEM:** Library Display Policy

**ACTION REQUESTED / RECOMMENDATION:**  
Information and Discussion

### **Johnsville Library's Display**

In response to community grief and following trends set by other libraries in the state staff at the Johnsville Library put together a display of materials by Black authors in late June. As part of the display staff posted the phrase "Black Stories Matter" on the bulletin board above the display of books. Out of caution over other recent discussions about library social media messaging that used "#BlackLivesMatter" the Library's Management Team took the following steps in regard to the "Black Stories Matter" display:

- Johnsville staff were asked to take down the "Black Stories Matter" wording on the bulletin board.
- Management Staff began to research how other libraries have handled similar issues, and use that information to write a policy around library displays.
- Management Staff conducted a meeting with Johnsville staff to discuss their concerns and explain why the decision was made to alter the staff's display.

### **Library Display Policy**

Members of the Library's Management staff are drafting a policy around library displays looking at the policies of libraries nationwide. This policy will set expectations for both library staff and provide clear understanding to members of the public about what library displays are, why they are done, and how they reflect segments of the community.

### **Policy Development**

As with all Library Policy the Library Board must be involved in its creation and approval. The Library Management Team requests the board assigns a member to assist in creating this policy and ensure it fits the needs of the community.

## Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights

Library-initiated programs support the mission of the library by providing users with additional opportunities for accessing information, education, and recreation. Article I of the *Library Bill of Rights* states, "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves." Library displays increase awareness of programs, resources, and services.

Library-initiated programs include, but are not limited to, lectures, displays, exhibits, community forums, performing and visual arts,<sup>1</sup> participatory workshops, technology programming, creative learning programming, wellness programs, story times, continuing education, fairs and conventions, book clubs, discussion groups, demonstrations, and presentations for social, cultural, educational, or entertainment purposes. Library-initiated programs may take place onsite at the library, off-site at other locations, or online, and may be provided by library workers, volunteers, or partners. Libraries may also choose to promote their programs, services, and resources through displays and digital signs.

Library-initiated programs and displays utilize library worker expertise for community interests, collections, services, facilities, and providing access to information and information resources. They introduce users and potential users to library resources and the library's role as a facilitator of information access. The library may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals to facilitate information access in the community the library serves.

Libraries should not discriminate against individuals with disabilities and shall ensure they have equitable access to library resources. Library-initiated programs and displays should comply with all applicable laws, including the standards and requirements of The Americans with Disabilities Act and state and local disability accessibility guidelines.<sup>2</sup> If a program is held in a location not controlled by the library, the library should assure that the space is accessible to all users. If users overflow designated event areas during library events, libraries should secure accessible public spaces (e.g., ramps, pathways, and emergency exit routes) to ensure access and safety for everyone. Reasonable accommodations should also be made to have interpretation or real-time captioning for the deaf or hard of hearing at library-initiated programs when needed or requested by library users.

"Socially excluded, marginalized, and underrepresented people, not just the mainstream majority, should be able to see themselves reflected in the resources and programs that libraries offer."<sup>3</sup>

Libraries should actively seek to include a variety of programming options representing diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity in our communities. Library-initiated programs that cross language and cultural barriers introduce community members to the library's resources and

<sup>2</sup> "Services to People with Disabilities: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/servicespeopledisabilities>)," adopted January 28, 2009, by the ALA Council; amended June 26, 2018.

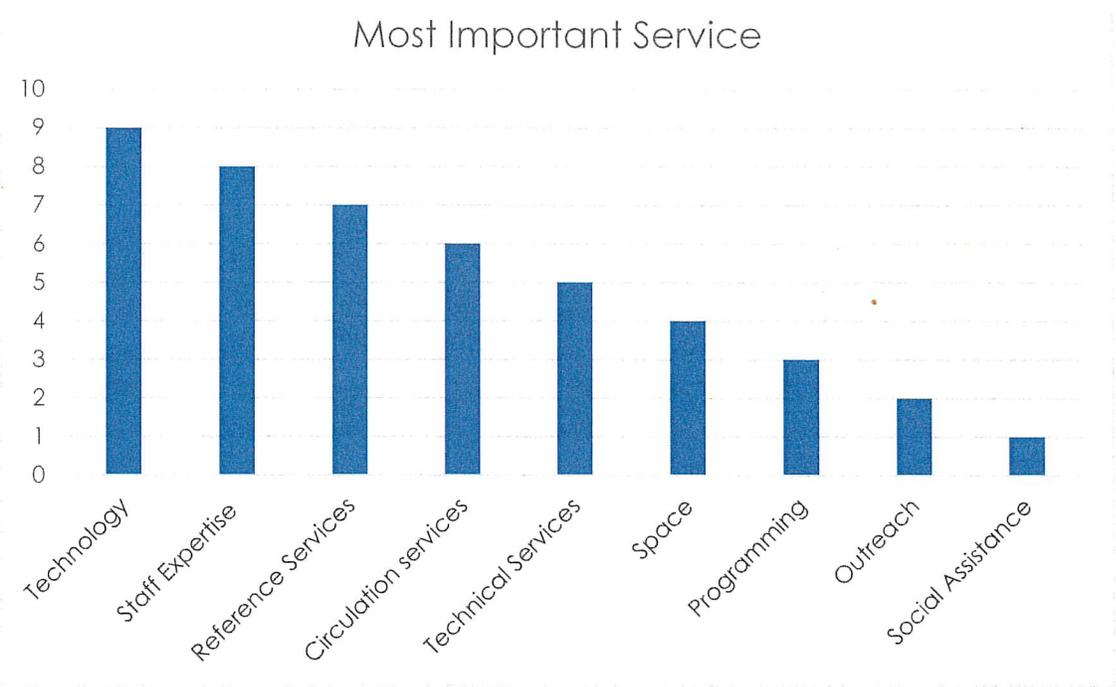
<sup>3</sup> "Equity, Diversity, Inclusion: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/EDI>)," adopted June 27, 2017, by the ALA Council.

Adopted January 27, 1982, by the ALA Council; amended June 26, 1990; July 12, 2000; June 26, 2018 *under previous name* "Library-Initiated Programs as a Resource"; and June 24, 2019.

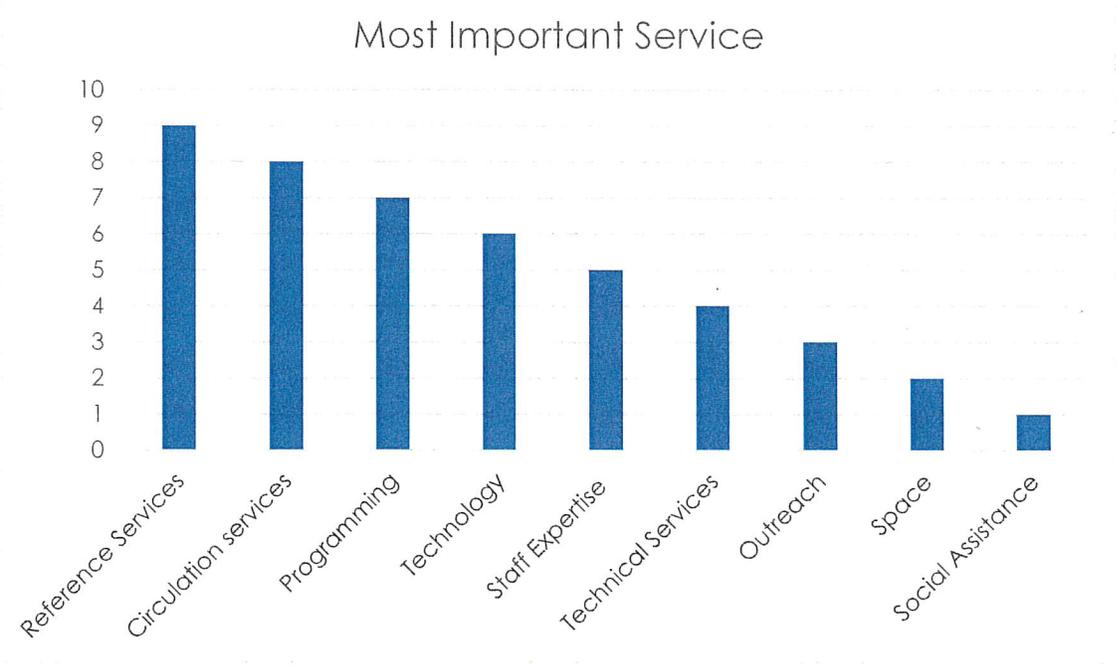
### **See Also**

- "Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries (<http://www.ala.org/tools/challengesupport/selectionpolicytoolkit>)," ALA Office for Intellectual Freedom, January 2018.
- "Responding to and Preparing for Controversial Programs and Speakers Q&A (<http://www.ala.org/advocacy/intfreedom/controversialprogramsqa>)," Intellectual Freedom Committee, June 2018.

Board

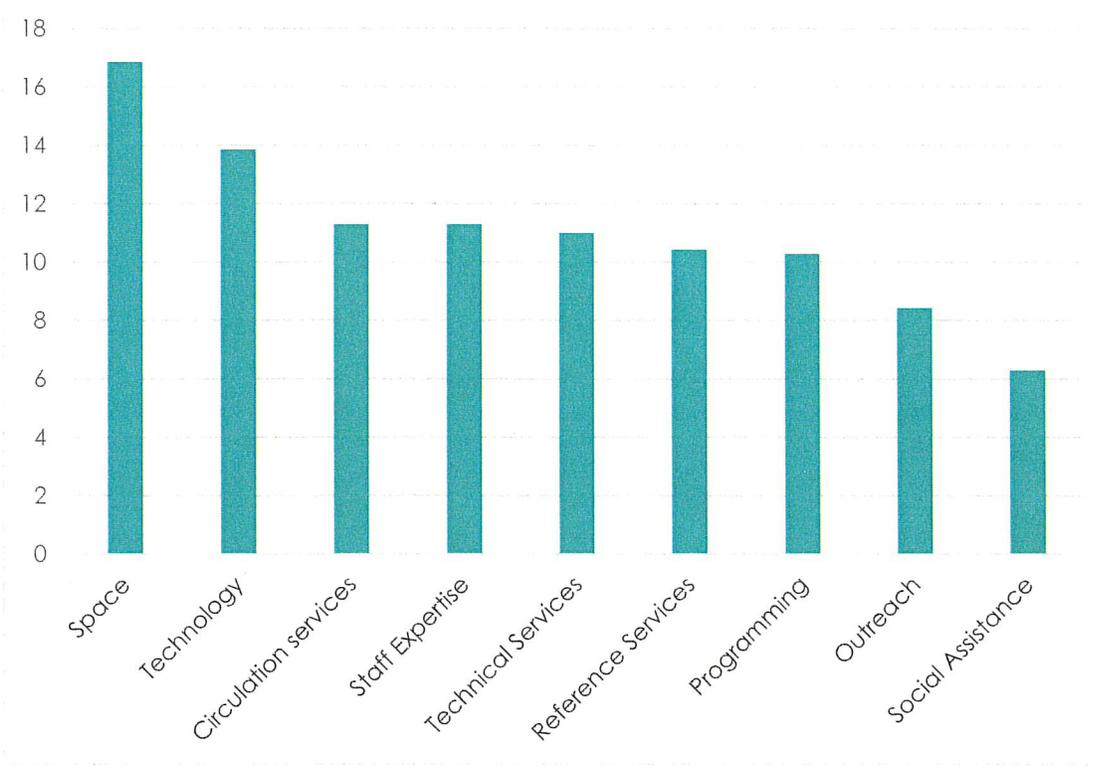


Managers



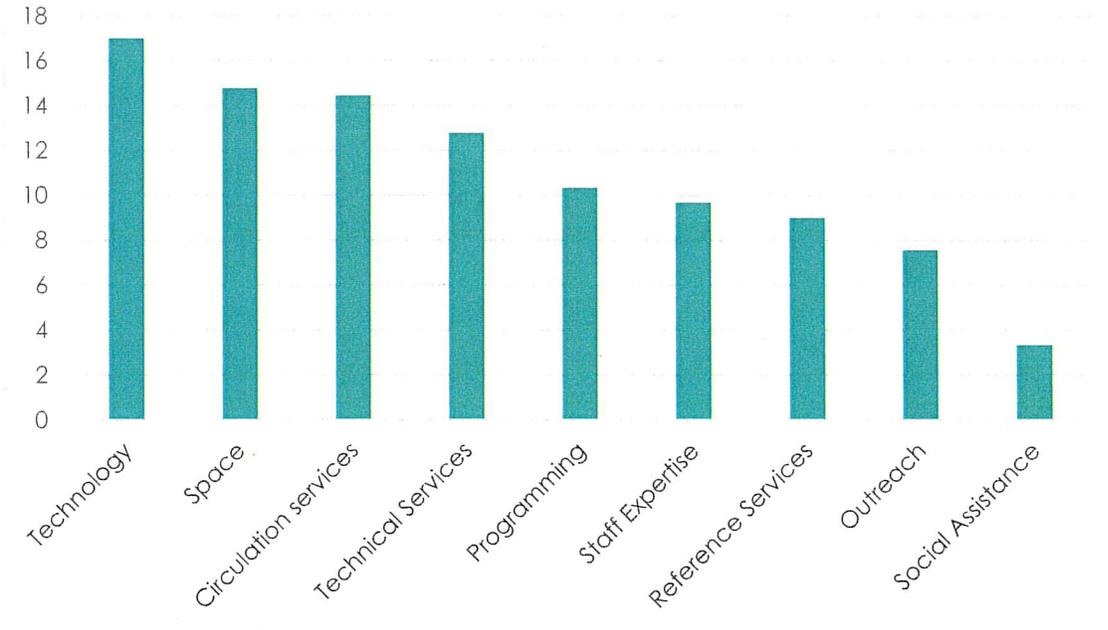
Board

Percent of resources devoted to services

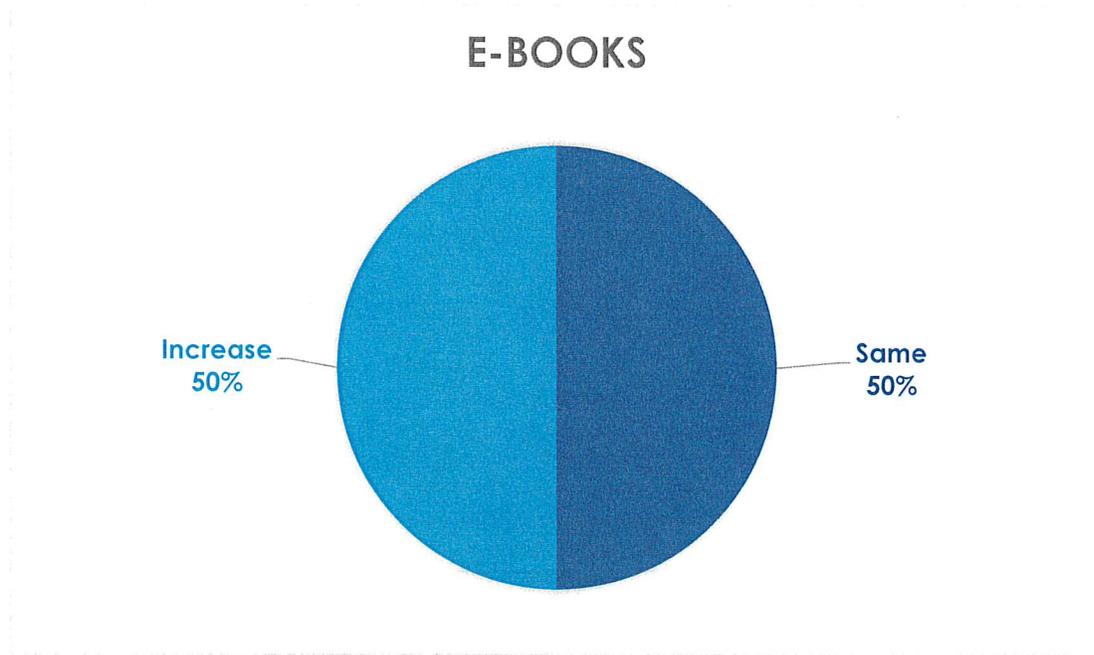


Managers

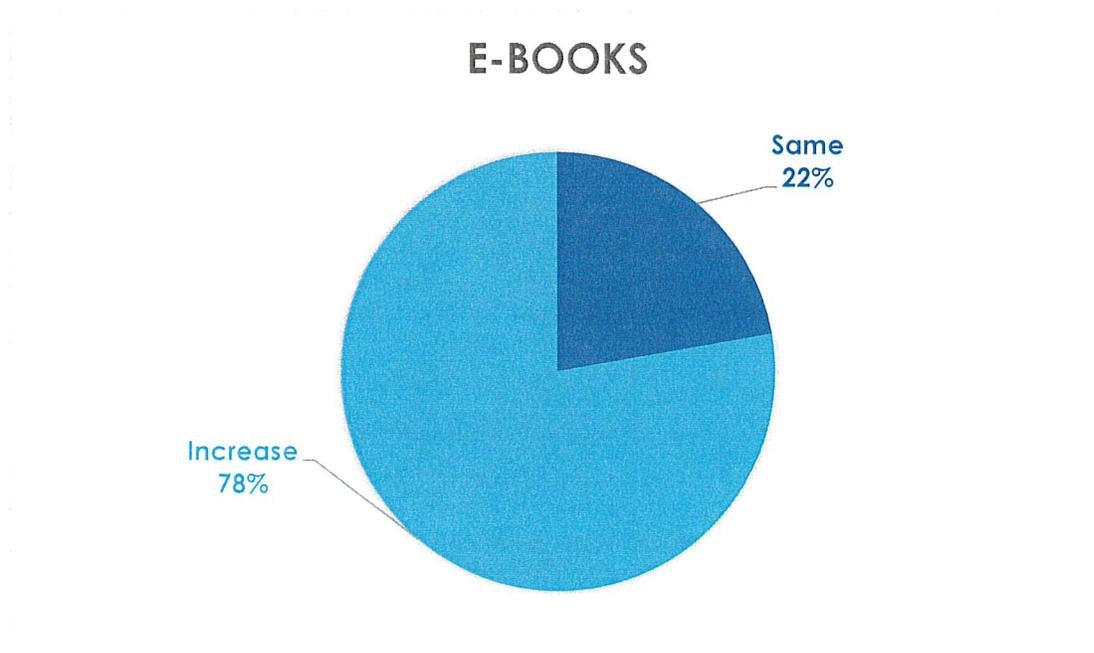
Percent of resources devoted to services



Board

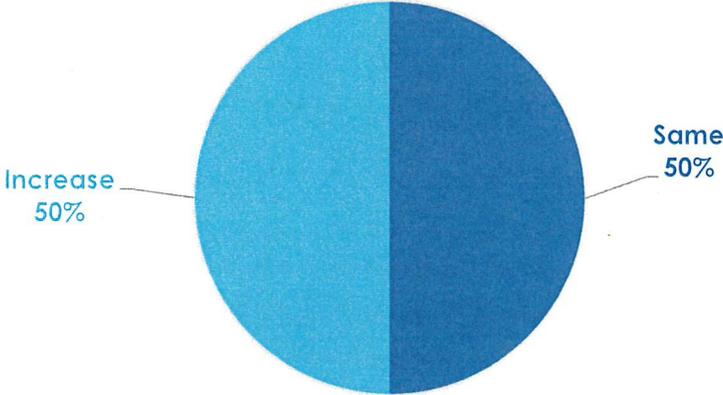


Managers



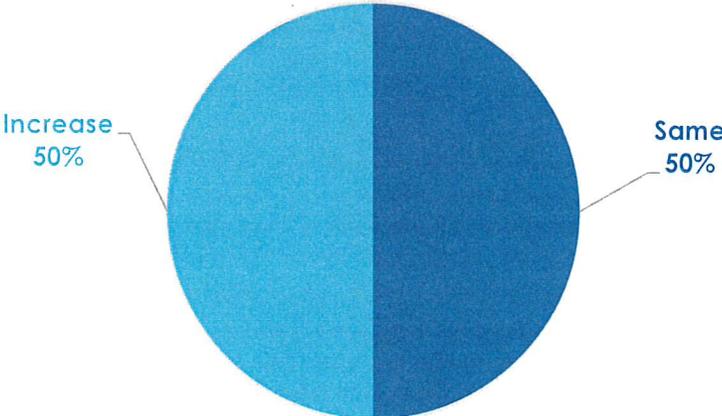
Board

### BROWSING AND CHECKOUT



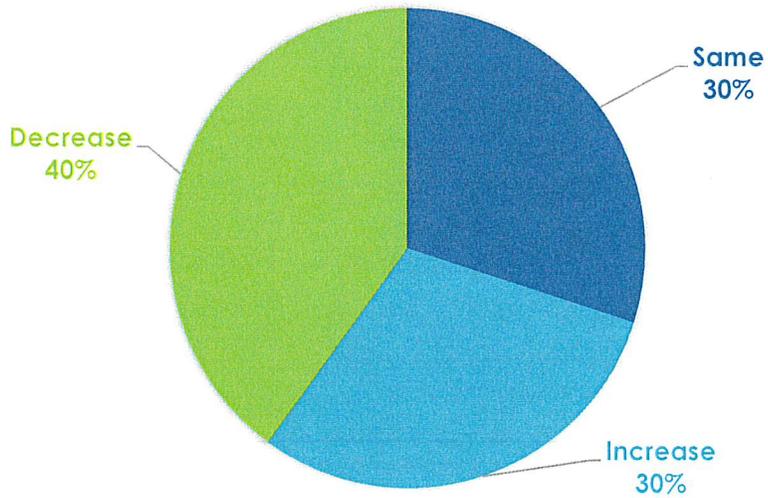
Managers

### BROWSING AND CHECK-OUT



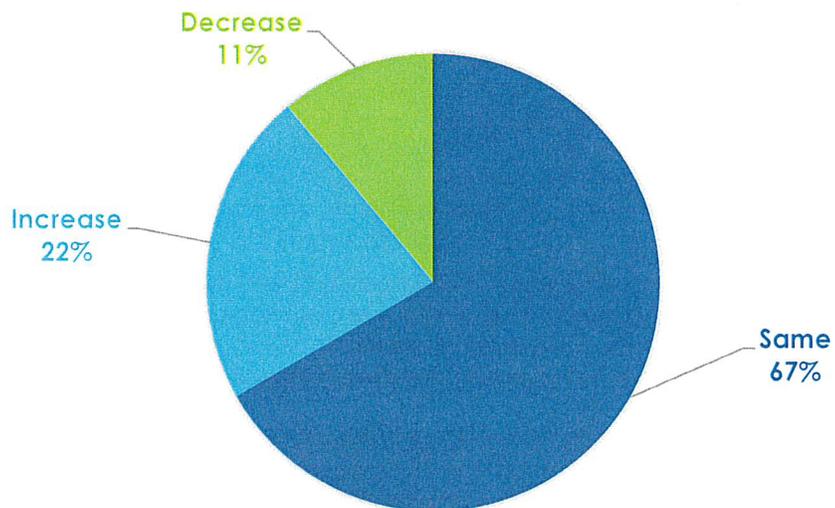
Board

### LOCKERS- "ON THE GO"



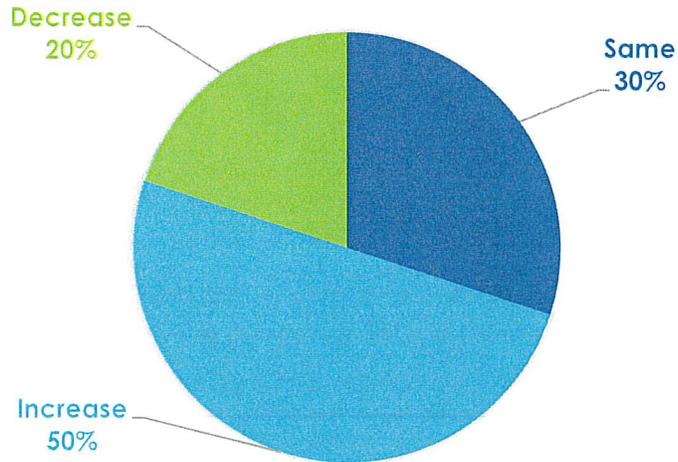
Managers

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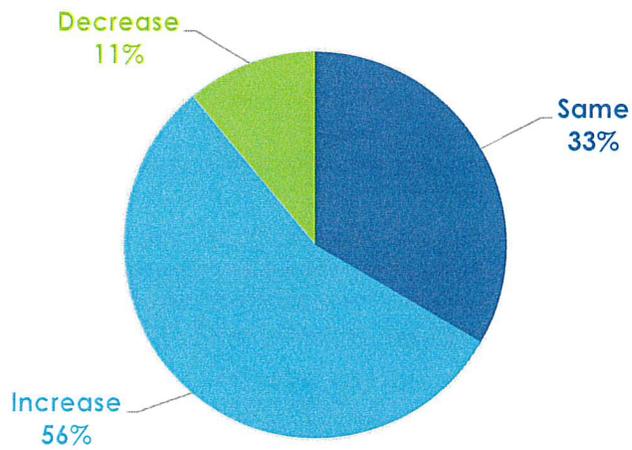
Board

### LOCKERS AT LIBRARY THAT ALLOWS 24 HOUR PICK-UP



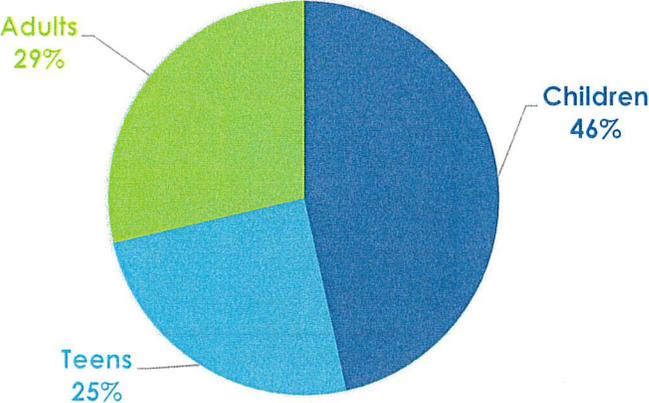
Managers

### LOCKERS AT LIBRARY THAT ALLOWS 24 HOUR PICK-UP



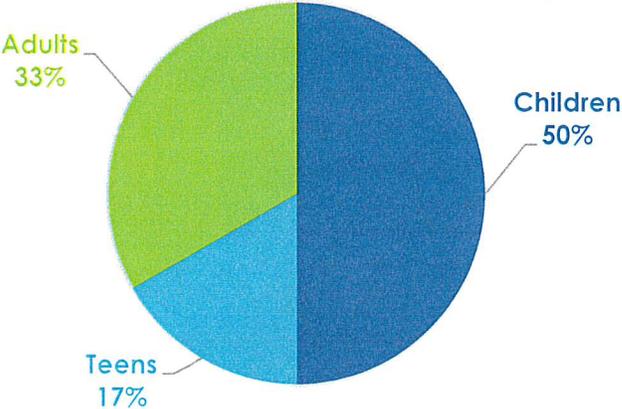
Board

**PROGRAMMING: PLEASE RATE WHAT % OF RESOURCES SHOULD BE DIVIDED BETWEEN THESE CATEGORIES**



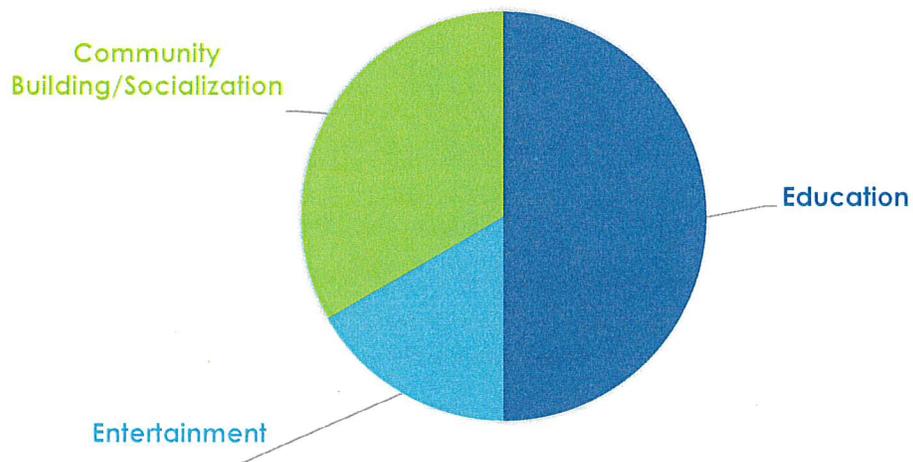
Managers

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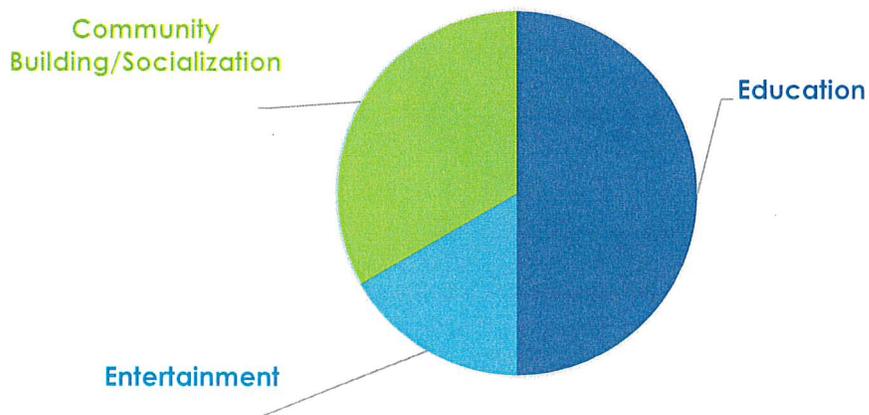
Board

### RANK IN ORDER OF IMPORTANCE THE PROGRAMMING TOPICS FOR CHILDREN

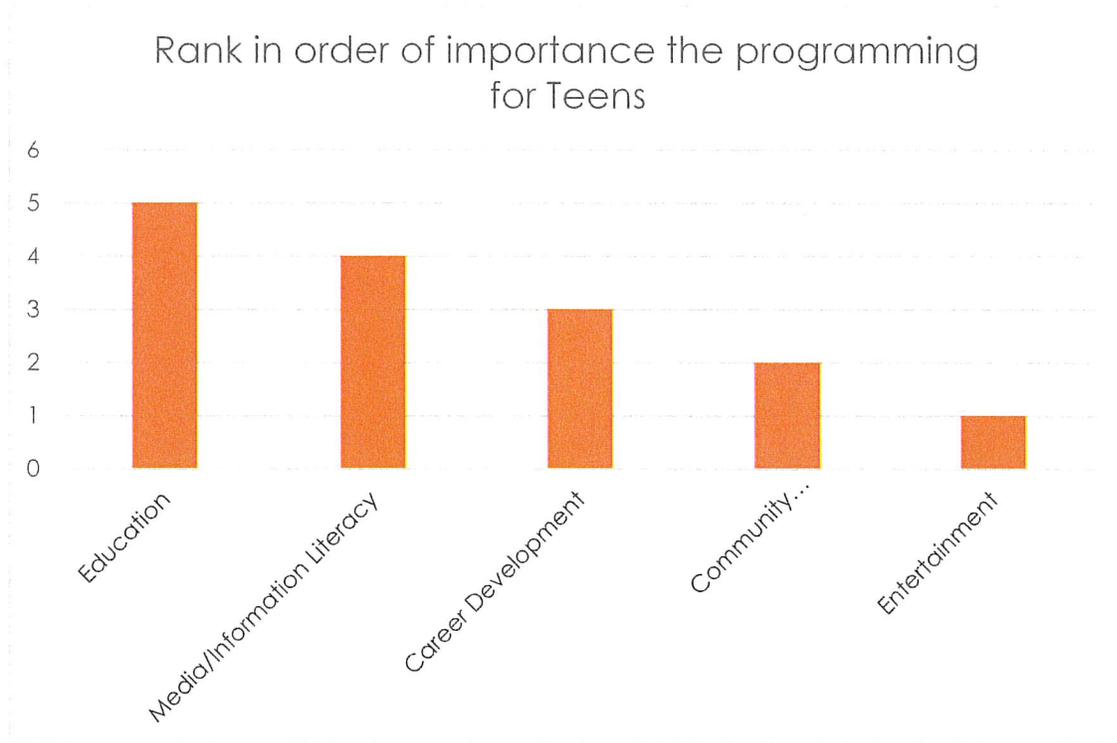


Managers

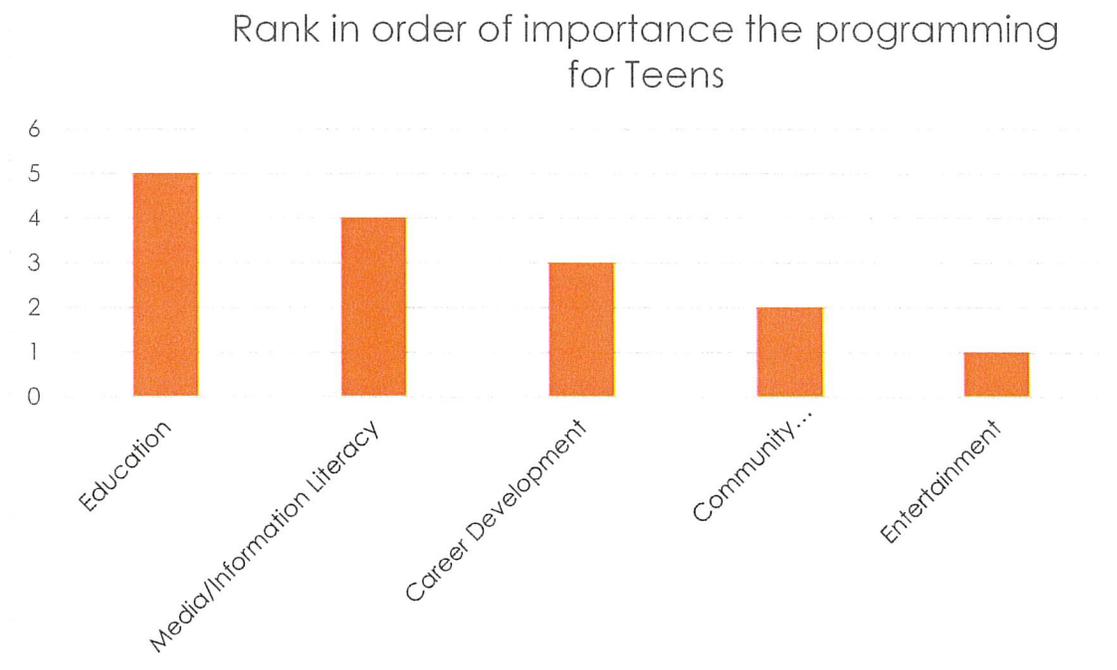
### RANK IN ORDER OF IMPORTANCE THE PROGRAMMING TOPICS FOR CHILDREN



## Board

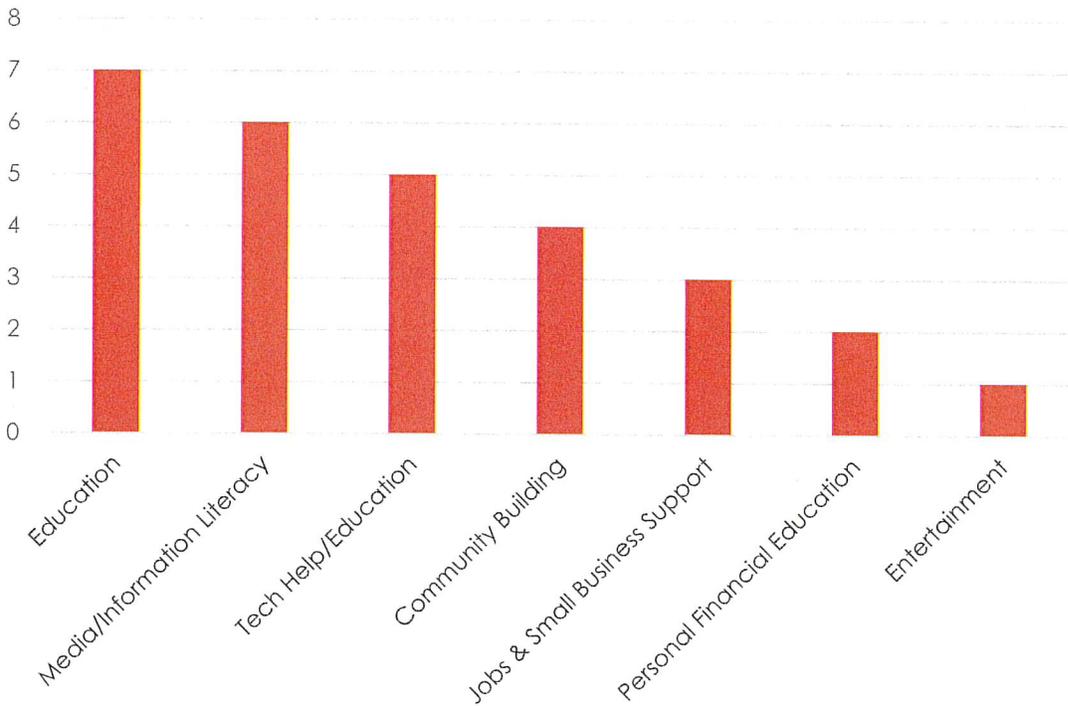


## Managers



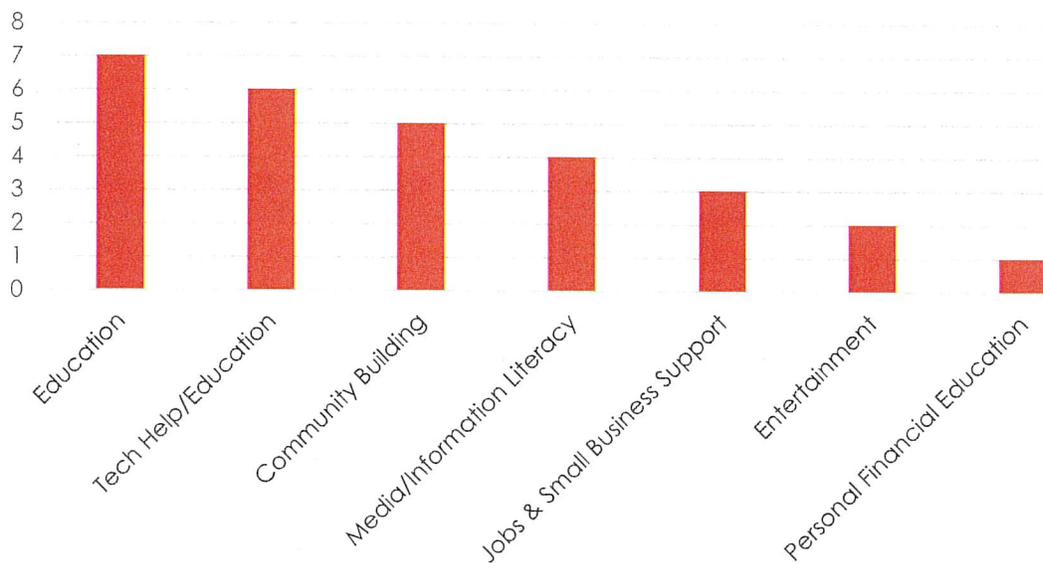
## Board

Rank in order of importance the programming topics for Adults



## Managers

Rank in order of importance the programming topics for Adults



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

GL Object	GL Object Description	Adopted Budget	Working Budget	Jan - Jun Actual	Balance Remaining	% Complete Target = 50%	June Activity
<b>Revenues</b>							
53130	EDP - Fax Services	11,000	11,000	3,329.34	(7,670.66)	30%	0.00
53150	Contract Services	300	300	70.40	(229.60)	23%	0.00
53515	Damage Fees and charges	6,000	6,000	948.95	(5,051.05)	16%	48.18
53620	Lost Material Payments	18,000	18,000	3,381.91	(14,618.09)	19%	230.26
53630	Video Rental	16,000	16,000	4,497.92	(11,502.08)	28%	540.13
Total:		51,300	51,300	12,228.52	(39,071.48)	24%	818.57
54110	Overdue Book Fees	130,000	130,000	38,757.69	(91,242.31)	30%	1,771.93
54112	Collections Revenue	50,000	50,000	26,640.57	(23,359.43)	53%	1,682.63
Total:		180,000	180,000	65,398.26	(114,601.74)	36%	3,454.56
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%	0.00
55771	MELSA-Other Miscellaneous Gran	111,721	111,721	303,390.54	191,669.54	272%	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	984,397.04	626,753.04	275%	0.00
56210	Vehicle and Equipment Sales	0	0	5.00	5.00	0%	0.00
56211	Material Sales	0	0	172.79	172.79	0%	9.34
56213	Book Sales	10,000	10,000	2,590.08	(7,409.92)	26%	20.54
56219	Copy Sales	42,000	42,000	11,263.11	(30,736.89)	27%	386.63
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 - Jun Actual	Balance Remaining	% Complete Target = 50%	June 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	14,056.62	4,056.62	141%	0.00
56294	Refunds & Reimbursements	32,000	32,000	142.02	(31,857.98)	0%	50.40
56299	Other Misc. Revenue	13,350	13,350	6,655.00	(6,695.00)	50%	0.00
Total:		105,350	105,350	34,884.62	(70,465.38)	33%	466.91
59140	Employee Jury Duty Reimburseme	0	0	20.00	20.00	0%	0.00
59142	Credit Card Discounts	(2,600)	(2,600)	(788.05)	1,811.95	30%	(50.49)
59910	Increase in Inventory	0	0	0.00	0.00	0%	0.00
Total:		(2,600)	(2,600)	(788.05)	1,831.95	30%	(50.49)
<b>Total - Revenues</b>		691,694	691,694	1,096,140.39	404,446.39	158%	4,689.55

**Expenditure**

60110	Salaries; Regular Employees	4,167,404	4,167,404	1,883,784.12	2,283,619.88	45%	304,039.45
60190	Salaries-Variable Demand Pool	0	0	0.00	0.00	0%	0.00
60210	Salaries; Non-Regular Employee	0	132,962	28,132.87	104,829.13	21%	0.00
60250	Temporary Salaries-Intermittent	159,556	0	0.00	0.00	0%	0.00
60260	Temporary Salaries-Students	0	26,594	5,562.90	21,031.10	21%	0.00
60320	Salaries; Overtime	7,850	7,850	5,854.49	1,995.51	75%	772.72
60430	Severance Pay	112,519	112,519	56,259.96	56,259.04	50%	9,376.66
60714	Health Insurance	874,200	874,200	437,100.00	437,100.00	50%	72,850.00
60715	Life Insurance	2,419	2,419	1,055.67	1,363.33	44%	176.44
60716	Social Security (FICA)	331,612	331,612	140,933.31	190,678.69	42%	21,995.77
60717	Retirement (PERA)	310,442	310,442	142,646.09	167,795.91	46%	22,689.95
60718	Work Comp Insurance	2,940	2,940	1,470.30	1,469.70	50%	245.05
60719	Unemployment Compensation	6,502	6,502	3,251.16	3,250.84	50%	541.86
60720	Dental Insurance	29,574	29,574	12,747.97	16,826.03	43%	2,111.20

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

GL Object	GL Object Description	Adopted Budget	Working Budget	Jan - Jun Actual	Balance Remaining	% Complete Target = 50%	June Activity
60721	LTD Insurance	6,604	6,604	2,740.53	3,863.47	41%	418.34
60990	IntraCounty Reimbursement	0	0	0.00	0.00	0%	0.00
Total:		6,011,622	6,011,622	2,721,539.37	3,290,082.63	45%	435,217.44
61099	Expendable-Furniture & Office	7,000	0	0.00	0.00	0%	0.00
61100	Expendable-Computers & Related	147,800	0	0.00	0.00	0%	0.00
61101	Small Equipment	5,000	159,800	9,867.98	149,932.02	6%	2,090.82
61102	Printing	0	0	0.00	0.00	0%	(48.22)
61104	Copier Supplies	0	0	0.00	0.00	0%	0.00
61105	Cleaning & Building Supplies	28,000	28,000	9,212.44	18,787.56	33%	733.92
61108	Safety Equipment	0	0	650.00	(650.00)	0%	650.00
61110	Gasoline, Oil, Grease & Licens	0	0	0.00	0.00	0%	0.00
61112	Fleet Fuel Allocation	10,000	10,000	4,999.98	5,000.02	50%	833.33
61120	Uniforms	600	600	145.68	454.32	24%	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	924.74	(924.74)	0%	895.98
61149	General Supplies	61,481	68,481	31,521.98	36,959.02	46%	3,559.42
61158	Subsistence Supplies	0	0	0.00	0.00	0%	0.00
61245	Fleet R & M Allocation	3,000	3,000	1,500.00	1,500.00	50%	250.00
61250	R & M-Buildings	102,275	114,275	16,167.81	98,107.19	14%	1,295.89
61251	R & M Equipment & Other	86,561	91,061	73,655.02	17,405.98	81%	50,040.59
61252	R & M-Automotive	0	0	0.00	0.00	0%	0.00
61253	R & M-Large Equipment	2,500	0	0.00	0.00	0%	0.00
61256	R & M-Other Equipment	2,000	0	0.00	0.00	0%	0.00
61265	R & M - Software	147,833	0	0.00	0.00	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 - Jun Actual	Balance Remaining	% Complete Target = 50%	June Activity
61355	Conf, Conventions & Mtgs-Staff	17,779	17,779	624.98	17,154.02	4%	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	1,603.18	4,846.82	25%	0.00
61476	Other Travel Expense	1,550	1,550	1,132.58	417.42	73%	0.00
61477	Meals & Lodging	1,800	1,800	2,633.62	(833.62)	146%	0.00
61495	Freight	2,000	0	0.00	0.00	0%	0.00
61548	Landscape Expense	81,700	81,700	21,769.55	59,930.45	27%	3,603.05
61549	Program Expense	48,796	48,796	1,088.88	47,707.12	2%	155.75
61552	Bank Charges	2,500	2,500	1,496.58	1,003.42	60%	206.96
61557	Dues & Memberships	1,900	1,900	1,744.95	155.05	92%	0.00
61558	Advertising	50	50	0.00	50.00	0%	0.00
61559	Subscriptions & Publications	0	0	0.00	0.00	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	1,135,080	460,406.89	674,673.11	41%	67,611.87
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	1,773,822	641,146.84	1,132,675.16	36%	131,834.36

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

GL Object	GL Object Description	Adopted Budget	Working Budget	Jan - Jun Actual	Balance Remaining	% Complete Target = 50%	June Activity
62101	Rental-Buildings	56,000	56,000	23,250.30	32,749.70	42%	4,650.06
62110	OnBase Allocation	375	375	187.50	187.50	50%	31.25
62114	PC Replacement Allocation	62,080	62,080	31,039.98	31,040.02	50%	5,173.33
62117	Network Allocation	182,000	182,000	91,000.02	90,999.98	50%	15,166.67
62118	IT Overhead Allocation	38,890	38,890	19,444.98	19,445.02	50%	3,240.83
62120	Rental-Equipment	3,450	0	0.00	0.00	0%	0.00
62124	Leases & Rentals	0	28,950	13,889.42	15,060.58	48%	2,456.12
62150	Lease-Copier	25,500	0	0.00	0.00	0%	0.00
62222	Property Tax-Assessments	2,717	2,717	1,886.82	830.18	69%	0.00
62225	Fuel-Heating	47,150	47,150	29,812.36	17,337.64	63%	2,917.86
62226	Electric	149,980	149,980	52,352.31	97,627.69	35%	10,792.72
62227	Water	15,750	15,750	4,967.06	10,782.94	32%	1,143.91
62228	Waste Disposal	1,500	1,500	1,184.61	315.39	79%	131.46
62229	Phones	15,750	15,750	6,996.86	8,753.14	44%	1,157.64
62231	Postage	18,000	24,000	5,889.16	18,110.84	25%	(100.00)
62272	Telecom Service Allocation	0	0	0.00	0.00	0%	0.00
62275	State Internet Connectivity	13,050	13,050	4,050.00	9,000.00	31%	810.00
62277	Fiber Service	43,200	43,200	21,600.00	21,600.00	50%	3,600.00
62278	Fiber Access Maintenance Alloc	0	0	0.00	0.00	0%	0.00
62365	Insurance-Allocation	22,865	22,865	11,432.52	11,432.48	50%	1,905.42
62401	Bad Debt Expense	0	0	0.00	0.00	0%	0.00
Total:		698,257	704,257	318,983.90	385,273.10	45%	53,077.27
63010	Professional Services	5,000	5,000	1,405.15	3,594.85	28%	0.00
63064	Janitorial & Sanitation	205,689	205,689	68,955.74	136,733.26	34%	0.00
63066	Software, SaaS, & Maintenance	0	147,833	133,977.99	13,855.01	91%	0.00
63067	Building Security	0	0	0.00	0.00	0%	0.00
63362	Expenses-Board & Advisory Comm	5,000	5,000	2,150.00	2,850.00	43%	700.00
63710	Dedicated Donations	0	0	5,019.91	(5,019.91)	0%	3,926.35

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

GL Object	GL Object Description	Adopted Budget	Working Budget	Jan - Jun Actual	Balance Remaining	% Complete Target = 50%	June Activity
	Expense						
63799	Misc Administrative Expense	0	0	0.00	0.00	0%	0.00
	<b>Total:</b>	<b>215,689</b>	<b>363,522</b>	<b>211,508.79</b>	<b>152,013.21</b>	<b>58%</b>	<b>4,626.35</b>
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	4,997.50	(4,997.50)	0%	4,997.50
	<b>Total:</b>	<b>25,000</b>	<b>25,000</b>	<b>4,997.50</b>	<b>20,002.50</b>	<b>20%</b>	<b>4,997.50</b>
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
	<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>
	<b>Total - Expenditure</b>	<b>8,850,223</b>	<b>8,878,223</b>	<b>3,898,176.40</b>	<b>4,980,046.60</b>	<b>44%</b>	<b>629,752.92</b>
	<b>Net County Share:</b>	<b>8,158,529</b>	<b>8,186,529</b>	<b>2,802,036.01</b>	<b>4,575,600.21</b>	<b>34%</b>	<b>625,063.37</b>

**Branches by Quarter 2020**

	Total materials circulated					Children's materials circulated					Registrations				
	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total
AC History Ctr	335	-			335	91	-			91	27	52			79
Andover	2,098	2			2,100	877				877	11	26			37
Centennial	46,202	1,819			48,021	26,835	3,827			30,662	392	141			533
Crooked Lake	36,825	1,066			37,891	17,023	1,160			18,183	367	81			448
Johnsville	60,605	3,015			63,620	36,590	12,377			48,967	296	155			451
LSS	9,363	129			9,492	2,433	565			2,998	305	2			307
Mississippi	23,258	69			23,327	10,343	194			10,537	147	29			176
North Central	18,790	568			19,358	9,997	749			10,746	97	29			126
Northtown	90,547	4,388			94,935	41,906	11,369			53,275	572	199			771
Ramsey	403	-			403	131	-			131	6	8			14
Rum River	96,282	4,668			100,950	48,037	12,836			60,873	584	209			793
St. Francis	13,875	643			14,518	7,379	603			7,982	77	28			105
<b>Total</b>	<b>398,583</b>	<b>16,367</b>	<b>0</b>	<b>0</b>	<b>414,950</b>	<b>201,642</b>	<b>43,680</b>	<b>0</b>	<b>0</b>	<b>245,322</b>	<b>2,881</b>	<b>959</b>	<b>0</b>	<b>0</b>	<b>3,840</b>

	Total Reference					Visits					Meeting room use by outside groups				
	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2*	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total
Centennial	2,704	50			2,754	16,118	1,953			18,071	310	0			310
Crooked Lake	1,625	76			1,701	16,793	574			17,367	45	0			45
Johnsville	2,002	903			2,905	19,102	5,542			24,644	76	0			76
Mississippi	2,392	29			2,421	15,384	55			15,439	75	0			75
North Central	494	155			649	9,395	324			9,719	-	0			-
Northtown	6,864	4,225			11,089	37,133	6,535			43,668	1,022	0			1,022
Rum River	5,759	1,245			7,004	30,593	7,047			37,640	239	0			239
St. Francis	1,092	106			1,198	6,938	290			7,228	-	0			-
<b>Total</b>	<b>22,932</b>	<b>6,789</b>	<b>0</b>	<b>0</b>	<b>29,721</b>	<b>151,456</b>	<b>22,320</b>	<b>0</b>	<b>0</b>	<b>173,776</b>	<b>1,767</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,767</b>

	Volunteer hours					Volunteer hours				
	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total
Centennial	46	0			46	0	0			0
Crooked Lake	64	0			64	0	0			0
Johnsville	66.75	0			66.75	32	0			32
Mississippi	0	0			0	9	0			9
North Central	0	0			0	2	0			2
Northtown	80	0			80	132	0			132
Rum River	77.25	0			77.25	210.5	0			210.5
St. Francis	7.25	0			7.25	52	0			52
<b>Total</b>	<b>341.25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>341.25</b>	<b>437.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>437.5</b>