



Anoka County
LIBRARY

Ideas, Information, Inspiration.

CALL TO MEETING

**LIBRARY BOARD MEETING
LIBRARY SUPPORT SERVICES**

Teleconference

September 21, 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 September 21, 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/Adoption of the Agenda

B. Roll Call

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

C. 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.

D. Action Items

1. Consider approving the minutes from the August 17, 2020 library board meeting. **See attached** minutes.
2. Consider approving and accepting of gifts. **See attached** list.
3. Consider approving July bills. **See attached** invoices.
4. Consider reviewing and approving the process for hiring the Library Director in conjunction with the Anoka County Board. **See attached** action item 2020-0021

E. **Information Items**

1. Consider, for informational purposes, County Commissioner Robyn West's MELSA update.
2. Consider, for informational purposes, the Summer Reading Program summary. **See attached** report.
3. Consider, for informational purposes, the Rum River Branch Manager's Report presented by Janet Kleckner.
4. Consider, for informational purposes, entering into an MOU with the City of Circle Pines. **See attached** draft.
5. Consider, for informational purposes, no changes to the fines and fees schedule at this time, but review in spring for the May/June county review
6. Consider, for informational purposes, an update on the library lockers project.
7. Consider, for informational purposes, the Monthly Statistics Report. **See attached** report.
8. Consider, for informational purposes, financial report and budget recap. **See attached** report.

F. **Adjournment**

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

LIBRARY BOARD MINUTES AUGUST 2020 DRAFT

The Anoka County Library Board met virtually on August 17th, 2020. Present were: Board Members: Backlund (arrived late), 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, Dee Guthman, Deputy County Administrator, Erin Straszewski, Community Engagement Manager, Olivia Hedlund, St. Francis Library Branch Manager, Mary Healy, Centennial Branch Manager, and Dana Weigman, Office Administration Supervisor.

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

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. 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 Greensweig, second by Kost, the Library Board unanimously approved the agenda as presented.

OPEN FORUM AND FRIENDS OF THE LIBRARY REPORT

No members of the public were present for the open forum. Straszewski reported the Friends are seeking a Wal-Mart mini grant for Night to Unite in October and presented all library locations with Thank You baskets in August.

MINUTES

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

GIFTS

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

Gifts received:

\$0

Volunteer Hours July:	Volunteen Hours:	0
	Volunteer Hours:	4.5

BILLS

On a motion by Kost, second by Orpen, the Library Board unanimously approved the bills as presented.

Bills approved in the amount of: \$ 187,215.35

EXPANSION OF SERVICES AT ST. FRANCIS LIBRARY

On a motion by Martineau-Dunlop, second by Orpen, the Library Board unanimously approved the recommended improvements to the St. Francis Library.

Hedlund presented on current state of the library facility and presented the board with five areas for improvement.

- Patio space
- Lockers in vestibule
- Redesign entry and staff desk
- Public PCs in new location
- New storage cabinets

FALL HOURS

On a motion by Kost, second by Keister, the Library Board unanimously approved new hours for the library beginning on September 8th.

Kramer presented data about library use and new duties with Covid-19.

New hours will be Monday and Wednesday 1-7; Tuesday, Thursday, Friday, and Saturday 10-4; with half of the libraries open on Mondays and closed on Fridays, and the other half open Fridays and closed Mondays.

FALL PROGRAMMING PLAN

On a motion by Greensweig, second by Martineau-Dunlop, the Library Board unanimously approved the recommended fall programming plan.

Straszewski presented ideas for fall programming.

- Majority of programs pre-recorded presented virtually
- Storytimes on Monday, Wednesday, and Friday
- Programming for children, teens, and adults

INFORMATION ITEMS

MELSA UPDATE

Commissioner West reported that there have been no MELSA meetings since the last Library Board meeting.

LIBRARIES WITHOUT BORDERS

Straszewski presented information about a potential grant with Park Plaza in Fridley to provide services in their storm shelter.

CARES FUNDING

Hetrick reported on potential CARES projects for the library.

POLICY PLANNING

Hetrick reported that meetings will be set to learn about Social Media Policies for the library followed by a planning session to create the policy.

CENTENNIAL REPORT

Healy submitted the report in writing.

MONTHLY STATISTICS FINANCIAL REPORT AND BUDGET RECAP

Hetrick reported that revenue lost from not collecting fines and fees during our shutdown is almost equal to the savings afforded by not paying shelvers during the same time.

ADJOURNMENT

On a motion by Kost, second by Backlund, the meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Dana Weigman, Office Administration Supervisor



Anoka County LIBRARY

Ideas, Information, Inspiration.

ANOKA COUNTY LIBRARY BOARD CONSENT AGENDA ITEM

September 21, 2020

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

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

BACKGROUND INFORMATION:

Gifts received:
\$17.00 anonymous

Volunteer Hours July: Volunteer Hours: 0
Volunteer Hours: 20.25

Bills approved in the amount of August: \$ 219,013.57

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

ANOKA COUNTY LIBRARY

INVOICES FOR APPROVAL AT THE BOARD MEETING - SEPTEMBER 21, 2020

MELSA EQUALIZATION	127.87
MELSA FORMULA	9,900.00
COVID RELATED	3,770.14
CARES PROJECT	55,520.00
OPERATING ACCOUNTS	149,695.56
(INCLUDES \$109.64 DONATION \$ SPENT)	

TOTAL INVOICES SENT FOR PAYMENT 8/4/20 THRU 9/11/20 **219,013.57**

TOTAL INVOICES SENT FOR PAYMENT - 2020 YTD **1,699,361.56**

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
SEPTEMBER 11, 2020								
MELSA EQUALIZATION	FRONTLINE TECHNOLOGIES	INVUS126004	ACCT 14110 LIBRARY	127.87	2380110101	61575	23010001	61575
	TOTAL MELSA EQUALIZATION			127.87				
MELSA FORMULA	ANOKA COUNTY		TRANSFER/COMPRISE SERVER	9,150.00	2380114001	61101	23010003	61101
MELSA FORMULA	BRATRUD CONSTRUCTION INC	753	JOHNSVILLE LIBRARY-DROP BOX	750.00	2380137001	61250	23010003	61250
	TOTAL MELSA FORMULA			9,900.00				
COVID RELATED	AMZN MKTP		PROCUREMENT CARD	299.93	2380114001	61149	00575	61149
COVID RELATED	AMZN MKTP		PROCUREMENT CARD	27.96	2380114001	61149	00575	61149
COVID RELATED	DEMCO	6830335	2 BOOK RETURN BINS FOR STF	3,121.55	2380136001	61101	00575	61101
COVID RELATED	WALMART.COM AZ		PROCUREMENT CARD	320.70	2380114001	61149	00575	61149
	TOTAL COVID RELATED			3,770.14				
CARES PROJECT	TECH LOGIC CORP	15009133PP	AMH EXPANSION AT NORTH TOWN	44,416.00	2380121001	65380	5750111202	65380
CARES PROJECT	TECH LOGIC CORP	15009133PP2	AMH EXPANSION AT NORTH TOWN	11,104.00	2380121001	65380	5750111202	65380
	TOTAL CARES PROJECT			55,520.00				
DONATION \$ SPENT	BAKER AND TAYLOR	2035375669	ACCT L042226 2 LIBRARY	4.67	2380115001	63710		
DONATION \$ SPENT	HAPPY HOLIDAYWARE		PROCUREMENT CARD	104.97	2380115001	63710		
	TOTAL DONATION \$ SPENT			109.64				
SUPPLIES	ALTERNATIVE BUSINESS FURNITURE	63562	LIBRARY CHAIR	351.00	2380135001	61101		
SUPPLIES	ALTERNATIVE BUSINESS FURNITURE	63563	MISSISSIPPI LIBRARY	759.46	2380133001	61101		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	23.94	2380114001	61149		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	345.56	2380112001	61105		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	23.48	2380114001	61149		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	16.95	2380114001	61149		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	22.49	2380114001	61149		
SUPPLIES	AMZN MKTP		PROCUREMENT CARD	1,068.44	2380135001	61101		
SUPPLIES	AMZN MKTP		PROCUREMENT CARD	40.27	2380114001	61149		
SUPPLIES	AMZN MKTP		PROCUREMENT CARD	15.96	2380114001	61149		
SUPPLIES	AMZN MKTP		PROCUREMENT CARD	250.90	2380114001	61149		
SUPPLIES	AMZN MKTP		PROCUREMENT CARD	12.61	2380114001	61149		
SUPPLIES	AMZN MKTP		PROCUREMENT CARD	131.96	2380114001	61149		
SUPPLIES	AMZN MKTP		PROCUREMENT CARD	119.98	2380114001	61149		
SUPPLIES	ANOKA COUNTY		TRANSFER/JOH CISCO PHONE	175.00	2380114001	61101		
SUPPLIES	ANOKA COUNTY		TRANSFER/VEHICLE REGISTRATIONS	77.00	2380112001	61149		
SUPPLIES	BATTERIES PLUS	P29535321	ANOKA COUNTY LIBRARY	13.95	2380112001	61105		
SUPPLIES	BATTERIES PLUS	P29630587	ANOKA COUNTY LIBRARY	36.95	2380112001	61105		
SUPPLIES	BLACKBOURN INC	1114796	ACCT 106017 LIBRARY	733.15	2380114001	61149		
SUPPLIES	CINTAS CORP NO 470	1287716	CUST 12436514 LIBRARY	-60.16	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4054910343	CUST 12448679 LIBRARY	3.70	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4054961453	CUST 12436514 LIBRARY	8.44	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4055460559	CUST 12448679 LIBRARY	3.70	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4055583793	CUST 12436514 LIBRARY	21.64	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4056129696	CUST 12448679 LIBRARY	3.70	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4056229819	CUST 12436514 LIBRARY	8.44	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4056741983	CUST 12448679 LIBRARY	24.50	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4056861133	CUST 12436514 LIBRARY	21.64	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4057394164	CUST 12448679 LIBRARY	3.70	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4057497839	CUST 12436514 LIBRARY	8.44	2380112001	61120		
SUPPLIES	DEMCO INC		PROCUREMENT CARD	196.78	2380114001	61149		
SUPPLIES	GRAINGER INC	9610326788	ACCT 806469060 LIBRARY	264.75	2380112001	61105		
SUPPLIES	GRAINGER INC	9620092826	ACCT 806469060 LIBRARY	490.60	2380112001	61105		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
SUPPLIES	GRAINGER INC	9633712410	ACCT 806469060 LIBRARY	24.18	2380112001	61105		
SUPPLIES	GRAINGER INC	9635451470	ACCT 806469060 LIBRARY	858.96	2380112001	61105		
SUPPLIES	HOME DEPOT CREDIT SERVICES	13-AUG-2020	6035 3225 3883 6655 LIBRARY	406.16	2380112001	61105		
SUPPLIES	IN *ELM USA INC.		PROCUREMENT CARD	1,806.80	2380114001	61149		
SUPPLIES	LAKESHORE LEARNING MATER		PROCUREMENT CARD	84.95	2380114001	61149		
SUPPLIES	LIGHTING PLASTICS OF MINN	INV90505	ANOKA COUNTY LIBRARY	2,992.50	2380112001	61105		
SUPPLIES	MELHAM, SHANNON		REIMB/MIS OPENING	143.51	2380110101	61149		
SUPPLIES	NORTHERN SANITARY SUPPLY CO IN	199507	ACCT 1018 LIBRARY	69.00	2380112001	61105		
SUPPLIES	NORTHERN SANITARY SUPPLY CO IN	199548	ACCT A1018 LIBRARY	519.44	2380112001	61105		
SUPPLIES	OFFICE DEPOT #1090		PROCUREMENT CARD	4.71	2380114001	61149		
SUPPLIES	OFFICE DEPOT #1090		PROCUREMENT CARD	526.40	2380114001	61149		
SUPPLIES	OFFICEMAX/OFFICEDEPT#6874		PROCUREMENT CARD	6.54	2380114001	61149		
SUPPLIES	PRESTO GRAPHICS INC	65803	HOLIDAY FOR STAFF DAY LIBRARY	48.33	2380110101	61149		
SUPPLIES	PRESTO GRAPHICS INC	65915	HOLDS PICK UP SIGN LIBRARY	63.50	2380110101	61149		
SUPPLIES	PRESTO GRAPHICS INC	65933	WELCOME GUIDE BROCHURE LIBRARY	929.57	2380110101	61149		
SUPPLIES	RYAN QUALITY CONTROL		PROCUREMENT CARD	-17.97	2380110101	61149		
SUPPLIES	RYAN QUALITY CONTROL		PROCUREMENT CARD	187.42	2380110101	61149		
SUPPLIES	SHERWIN WILLIAMS CO	1113-5	ACCT 4260-6640-3 LIBRARY	66.07	2380112001	61105		
SUPPLIES	U OF M MINITEX		PROCUREMENT CARD	113.00	2380110101	61149		
	TOTAL SUPPLIES			14,051.99				
REPAIRS/MTNCE	BLAINE LOCK AND SAFE	24407	CUST ANOLIB NORTH TOWN	130.00	2380121001	61250		
REPAIRS/MTNCE	CORVAL CONSTRUCTORS INC	862563	CUST 100793 RUM RIVER LIBRARY	1,136.19	2380141001	61250		
REPAIRS/MTNCE	CORVAL CONSTRUCTORS INC	862807	CUST 9754 LIBRARY	373.30	2380132001	61250		
REPAIRS/MTNCE	CORVAL CONSTRUCTORS INC	862902	CUST 100793 LIBRARY	784.26	2380141001	61250		
REPAIRS/MTNCE	CORVAL CONSTRUCTORS INC	863178	COMPRESSOR REPLACEMENT RUM RIVER	25,350.00	2380141001	61250		
REPAIRS/MTNCE	EGAN	SVC104762	CROOKED LAKE LIBRARY	800.48	2380132001	61250		
REPAIRS/MTNCE	GIRARDS BUSINESS SOLUTIONS INC	93321	ACCT ANOCOUL LIBRARY	180.00	2380114001	61251		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2169955	ACCT 42854 PEST CONTROL	38.00	2380121001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2169956	ACCT 42854 PEST CONTROL	38.00	2380141001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2169957	ACCT 42854 PEST CONTROL	38.00	2380132001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2169958	ACCT 42854 PEST CONTROL	38.00	2380134001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2169959	ACCT 42854 PEST CONTROL	38.00	2380137001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2169960	ACCT 42854 PEST CONTROL	38.00	2380136001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2170335	CUST 48266 LIBRARY	125.00	2380111001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2170730	CUST 48266 LIBRARY	125.00	2380111001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2170856	CUST 48266 LIBRARY	125.00	2380111001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2171422	ACCT 48266 LIBRARY	125.00	2380111001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2172242	CUST 48266 LIBRARY	125.00	2380111001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2172605	CUST 48266 LIBRARY	125.00	2380111001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2181120	ACCT 42854 PEST CONTROL	38.00	2380121001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2181122	ACCT 42854 PEST CONTROL	38.00	2380132001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2181123	ACCT 42854 PEST CONTROL	38.00	2380134001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2181124	ACCT 42854 PEST CONTROL	38.00	2380137001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2181125	ACCT 42854 PEST CONTROL	38.00	2380136001	61250		
REPAIRS/MTNCE	IN *ELM USA INC.		PROCUREMENT CARD	92.01	2380114001	61251		
REPAIRS/MTNCE	IN *ELM USA INC.		PROCUREMENT CARD	67.82	2380114001	61251		
REPAIRS/MTNCE	TITAN ENERGY SYSTEMS	191213-025	ACCT 5976 LIBRARY	426.49	2380111001	61251		
	TOTAL REPAIRS/MTNCE			30,508.55				
STAFF DEVELOPMENT	COSTCO WHSE #0372		PROCUREMENT CARD	41.85	2380110101	61355		
STAFF DEVELOPMENT	HENDREN, STACEY		REIMB/CONFERENCE REGISTRATION	60.00	2380121001	61355		
STAFF DEVELOPMENT	KUEHN, AERYLE		REIMB/CONFERENCE REGISTRATION	45.00	2380137001	61355		
	TOTAL STAFF DEVELOPMENT			146.85				
TRAVEL	ANOKA COUNTY		TRANSFER/2020 FLEET PARKING	360.00	2380110101	61476		
TRAVEL	COBLE, HAYLEY		REIMB/MILEAGE	6.33	2380121001	61475		
TRAVEL	HEDLUND, OLIVIA		REIMB/MILEAGE	33.93	2380136001	61475		
TRAVEL	KRAMER, JACQUELINE		REIMB/MILEAGE	29.90	2380110101	61475		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
TRAVEL	KUEHN, AERYLE		REIMB/MILEAGE	10.35	2380137001	61475		
TRAVEL	SMALLEY, JASON		REIMB/MILEAGE	48.31	2380114001	61475		
TRAVEL	WHITE, BARBARA		REIMB/MILEAGE	32.21	2380137001	61475		
	TOTAL TRAVEL			521.03				
GROUNDSKEEPING	A PLUS OUTDOOR SVCS INC	99916	PO 5010 LIBRARY	631.07	2380121001	61548		
GROUNDSKEEPING	A PLUS OUTDOOR SVCS INC	100080	PO 5010 LIBRARY	164.94	2380121001	61548		
	TOTAL GROUNDSKEEPING			796.01				
PROGRAMS	AMZN MKTP		PROCUREMENT CARD	28.90	2380110101	61549		
PROGRAMS	ARTISTRY THEATER AND VISUAL AR	1379	LIBRARY	165.00	2380110101	61549		
PROGRAMS	FUN EXPRESS		PROCUREMENT CARD	21.65	2380110101	61549		
PROGRAMS	JANWAY COMPANY		PROCUREMENT CARD	197.88	2380110101	61549		
PROGRAMS	THE BAKKEN MUSEUM	SUMMER 2020-3	SUMMER LIBRARY ONLINE PROGRAM	275.00	2380110101	61549		
	TOTAL PROGRAMS			688.43				
LIB MATERIALS/SOFTWARE	ACORN NATURALISTS		PROCUREMENT CARD	30.85	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	33.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	13.40	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	11.15	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	14.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	17.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	25.52	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	28.78	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	23.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	30.60	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	62.95	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	38.62	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	24.95	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	17.42	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	15.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	17.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	14.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	7.59	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	19.85	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	18.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	39.66	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	80.97	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	26.97	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	21.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	22.44	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	17.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	21.39	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	16.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	28.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	17.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	49.90	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	48.60	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	19.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	27.20	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	28.85	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	12.89	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	37.38	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	40.56	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	50.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	49.90	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	17.57	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	16.15	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	34.49	2380110101	61575		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	6.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	11.49	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	11.89	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	38.37	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	22.22	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	15.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	-8.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	-26.42	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	-9.03	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	-17.14	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	-11.97	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	10.66	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	19.77	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	17.14	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	14.51	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	25.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	11.78	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	9.49	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	16.37	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	6.95	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	23.24	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	9.85	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	96.72	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	27.70	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	59.83	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	8.59	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	28.87	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	13.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	11.97	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	16.71	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	5.16	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	11.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	12.60	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	8.24	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	20.02	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	34.25	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	23.15	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	9.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	8.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	8.66	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	13.60	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	13.97	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP		PROCUREMENT CARD	34.29	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035314600	ACCT L042226 2 LIBRARY	621.34	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035350225	ACCT L031708 2 LIBRARY	895.25	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035358055	ACCT L579508 2 LIBRARY	490.24	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035358103	ACCT L042226 2 LIBRARY	838.29	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035360396	ACCT L042226 2 LIBRARY	838.23	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035362096	ACCT L042226 2 LIBRARY	992.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035364523	ACCT L042226 2 LIBRARY	784.10	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035370644	ACCT L421025 2 LIBRARY	220.68	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035372687	ACCT L042226 2 LIBRARY	1,222.52	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035372722	ACCT L579508 2 LIBRARY	312.78	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035375669	ACCT L042226 2 LIBRARY	708.02	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035377926	ACCT L042226 2 LIBRARY	2,278.03	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035378173	ACCT L579508 2 LIBRARY	305.36	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035380615	ACCT L042226 2 LIBRARY	676.13	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035383643	ACCT L042226 2 LIBRARY	953.04	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035385258	ACCT L579508 2 LIBRARY	179.28	2380110101	61575		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035385658	ACCT L421025 2 LIBRARY	239.09	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035387063	ACCT L042226 2 LIBRARY	1,053.96	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035387092	ACCT L579508 2 LIBRARY	381.24	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035396963	ACCT L579508 2 LIBRARY	188.94	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035407740	ACCT L042226 2 LIBRARY	647.73	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035407875	ACCT L579508 2 LIBRARY	533.74	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035410143	ACCT L042226 2 LIBRARY	377.27	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035414478	ACCT L042226 2 LIBRARY	704.84	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035417563	ACCT L579508 2 LIBRARY	304.10	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035419970	ACCT L042226 2 LIBRARY	980.37	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035422353	ACCT L421025 2 LIBRARY	554.50	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035422405	ACCT L042226 2 LIBRARY	817.64	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035424846	ACCT L042226 2 LIBRARY	566.51	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035425010	ACCT L421025 2 LIBRARY	87.64	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035425545	ACCT L579508 2 LIBRARY	572.84	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035429368	ACCT L421025 2 LIBRARY	461.64	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035437462	ACCT L579508 2 LIBRARY	185.76	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035444251	ACCT L579508 2 LIBRARY	371.38	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035444505	ACCT L042226 2 LIBRARY	1,067.40	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035446936	ACCT L579508 2 LIBRARY	413.08	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035447123	ACCT L042226 2 LIBRARY	578.58	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	5016299565	ACCT C016998 3 LIBRARY	36.88	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	5016313387	ACCT C016998 3 LIBRARY	281.34	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	5016328576	ACCT C016998 3 LIBRARY	722.27	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	5016343621	ACCT C016998 3 LIBRARY	205.07	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	5016359868	ACCT C016998 3 LIBRARY	83.11	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR ENTERTAINMENT	H49198830	CUST 40001214 LIBRARY	38.12	2380110101	61575		
LIB MATERIALS/SOFTWARE	BIBLIOTHECA LLC	INV-US34805	CUST C0000272 LIBRARY	1,654.62	2380110101	61575		
LIB MATERIALS/SOFTWARE	BIBLIOTHECA LLC	INV-US34806	CUST C0000272 LIBRARY	8,712.90	2380110101	61575		
LIB MATERIALS/SOFTWARE	BIBLIOTHECA LLC	INV-US34807	CUST C0000272 LIBRARY	4,814.01	2380110101	61575		
LIB MATERIALS/SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	89.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	472.45	2380110101	61575		
LIB MATERIALS/SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	134.97	2380110101	61575		
LIB MATERIALS/SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	378.71	2380110101	61575		
LIB MATERIALS/SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	90.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	135.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	179.96	2380110101	61575		
LIB MATERIALS/SOFTWARE	CENTER POINT LARGE PRINT		PROCUREMENT CARD	67.71	2380110101	61575		
LIB MATERIALS/SOFTWARE	CENTER POINT LARGE PRINT		PROCUREMENT CARD	295.41	2380110101	61575		
LIB MATERIALS/SOFTWARE	CENTER POINT LARGE PRINT		PROCUREMENT CARD	23.37	2380110101	61575		
LIB MATERIALS/SOFTWARE	CENTER POINT LARGE PRINT		PROCUREMENT CARD	23.37	2380110101	61575		
LIB MATERIALS/SOFTWARE	CENTER POINT LARGE PRINT		PROCUREMENT CARD	178.56	2380110101	61575		
LIB MATERIALS/SOFTWARE	ECM SUBSCRIPTIONS		PROCUREMENT CARD	45.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	70996394	ACCT 154592 LIBRARY	103.96	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	71015355	ACCT 154592 LIBRARY	21.59	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	71075768	ACCT 154592 LIBRARY	351.88	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	71076139	ACCT 154592 LIBRARY	78.37	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	71101952	ACCT 154592 LIBRARY	53.58	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	71102275	ACCT 154592 LIBRARY	27.19	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	71161150	ACCT 154592 LIBRARY	91.18	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	71212525	ACCT 154592 LIBRARY	24.79	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	71212562	ACCT 154592 LIBRARY	47.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	71213050	ACCT 154592 LIBRARY	28.79	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	71238965	ACCT 154592 LIBRARY	30.39	2380110101	61575		
LIB MATERIALS/SOFTWARE	GREAT RIVER REGIONAL LIBRARY	16-JUL-2020	PAYMENT FOR LOST ILL MATERIAL	28.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	HOO*HOOTSUITE INC		PROCUREMENT CARD	228.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	46973728	ACCT 2011296 LIBRARY PO3634	286.78	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47109829	ACCT 2011296 LIBRARY PO3634	263.61	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47260507	ACCT 2011296 LIBRARY PO4544	74.04	2380110101	61575		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47267866	ACCT 2011296 LIBRARY PO4544	638.18	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47267867	ACCT 2011296 LIBRARY PO4544	42.88	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47289283	ACCT 2011296 LIBRARY PO4544	48.38	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47289284	ACCT 2011296 LIBRARY PO4544	3.45	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47312599	ACCT 2011296 LIBRARY PO4544	26.84	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47348981	ACCT 2011296 LIBRARY PO4544	161.48	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47370985	ACCT 2011296 LIBRARY PO4544	-19.14	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47396339	ACCT 2011296 LIBRARY PO3634	65.35	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47404102	ACCT 2011296 LIBRARY PO3634	246.01	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47404103	ACCT 2011296 LIBRARY PO3634	103.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47423044	ACCT 2011296 LIBRARY PO3634	118.02	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47470095	ACCT 2011296 LIBRARY PO3634	376.24	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47482689	ACCT 2011296 LIBRARY PO3634	599.69	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47511652	ACCT 2011296 LIBRARY PO3634	316.61	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47537793	ACCT 2011296 LIBRARY PO3634	476.59	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47545654	ACCT 2011296 LIBRARY PO3634	472.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47566049	ACCT 2011296 LIBRARY PO3634	195.01	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47566050	ACCT 2011296 LIBRARY PO3634	33.52	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47599636	ACCT 2011296 LIBRARY PO3634	384.24	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47617564	ACCT 2011296 LIBRARY PO3634	179.55	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47629196	ACCT 2011296 LIBRARY PO3634	208.50	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47629197	ACCT 2011296 LIBRARY PO3634	123.50	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47652393	ACCT 2011296 LIBRARY PO3634	363.17	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47689954	ACCT 2011296 LIBRARY PO3634	128.67	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47712300	ACCT 2011296 LIBRARY PO4544	39.54	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47771493	ACCT 2011296 LIBRARY PO3634	-25.16	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47780953	ACCT 2011296 LIBRARY PO4544	122.63	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47796184	ACCT 2011296 LIBRARY PO4544	230.53	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47840654	ACCT 2011296 LIBRARY PO4544	288.96	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47851691	ACCT 2011296 LIBRARY PO4544	513.73	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47881845	ACCT 2011296 LIBRARY PO4544	32.70	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47920200	ACCT 2011296 LIBRARY PO4544	106.49	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47955601	ACCT 2011296 LIBRARY PO4544	388.91	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	99209544	PO4543 CUST 2000006792 LIBRARY	1,350.66	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	99209962	PO4543 CUST 2000006792 LIBRARY	106.60	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	99219342	PO4543 CUST 2000006792 LIBRARY	1,752.54	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	99246582	PO4543 CUST 2000006792 LIBRARY	310.87	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	99250739	PO4543 CUST 2000006792 LIBRARY	1,389.63	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	99274681	PO4543 CUST 2000006792 LIBRARY	626.79	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	99278958	PO4543 CUST 2000006792 LIBRARY	1,021.82	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	99303841	PO4543 CUST 2000006792 LIBRARY	324.87	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	99309124	PO4543 CUST 2000006792 LIBRARY	1,045.28	2380110101	61575		
LIB MATERIALS/SOFTWARE	OCLC INC	1000061622	ACCT 5037 LIBRARY	2,300.21	2380114001	61575		
LIB MATERIALS/SOFTWARE	READING GROUP CHOICES		PROCUREMENT CARD	52.50	2380110101	61575		
LIB MATERIALS/SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	548.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	308.25	2380110101	61575		
LIB MATERIALS/SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	203.85	2380110101	61575		
LIB MATERIALS/SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	111.38	2380110101	61575		
LIB MATERIALS/SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	111.37	2380110101	61575		
LIB MATERIALS/SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	92.47	2380110101	61575		
LIB MATERIALS/SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	222.74	2380110101	61575		
LIB MATERIALS/SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	98.10	2380110101	61575		
LIB MATERIALS/SOFTWARE	REI/MATTHEW BENDER &CO		PROCUREMENT CARD	891.46	2380110101	61575		
LIB MATERIALS/SOFTWARE	ROCHESTER PUBLIC LIBRARY	06-JUL-2020	PAYMENT OF LOST ILL MATERIAL	13.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	SOURCE COMICS AND GAMES		PROCUREMENT CARD	783.81	2380110101	61575		
LIB MATERIALS/SOFTWARE	SP * HANDLE THE HEAT		PROCUREMENT CARD	28.33	2380110101	61575		
LIB MATERIALS/SOFTWARE	T MOBILE	965098942-07/20	ACCT 965098942 LIBRARY	535.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	T MOBILE	965098942-08/20	ACCT 965098942 LIBRARY	474.35	2380110101	61575		
LIB MATERIALS/SOFTWARE	THE STAR TRIBUNE CIRCULAT		PROCUREMENT CARD	490.36	2380110101	61575		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
LIB MATERIALS/SOFTWARE	THE STAR TRIBUNE CIRCULAT		PROCUREMENT CARD	490.36	2380110101	61575		
LIB MATERIALS/SOFTWARE	WALMART.COM		PROCUREMENT CARD	75.90	2380110101	61575		
LIB MATERIALS/SOFTWARE	WALMART.COM		PROCUREMENT CARD	31.26	2380110101	61575		
LIB MATERIALS/SOFTWARE	WALMART.COM		PROCUREMENT CARD	55.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	WALMART.COM AT		PROCUREMENT CARD	49.94	2380110101	61575		
LIB MATERIALS/SOFTWARE	WALMART.COM AT		PROCUREMENT CARD	50.65	2380110101	61575		
LIB MATERIALS/SOFTWARE	WALMART.COM AV		PROCUREMENT CARD	53.25	2380110101	61575		
LIB MATERIALS/SOFTWARE	WALMART.COM AX		PROCUREMENT CARD	26.95	2380110101	61575		
LIB MATERIALS/SOFTWARE	WKI*CCH INC CYBERSOURC		PROCUREMENT CARD	489.45	2380110101	61575		
	TOTAL LIBRARY MATERIALS/SOFTWARE			69,182.36				
RENTAL	HLP LLC	SEP 2020 LIBRARY	NO CENTRAL LIBR LEASE SEP 2020	4,650.06	2380135001	62101		
	TOTAL RENTAL			4,650.06				
UTILITIES	ACE SOLID WASTE INC	6199207	ACCT 3067-192854-001 LIBRARY	87.64	2380111001	62228		
UTILITIES	ACE SOLID WASTE INC	6199207	ACCT 3067-192854-001 LIBRARY	43.82	2380141001	62228		
UTILITIES	CENTENNIAL UTILITIES	71047-08/20	ACCT 71047.00 LIBRARY	20.60	2380134001	62225		
UTILITIES	CENTENNIAL UTILITIES	71047-08/20	ACCT 71047.00 LIBRARY	45.45	2380134001	62227		
UTILITIES	CENTERPOINT ENERGY	8000015459-07/20	ACCT 8000015459-3 LIBRARY	27.80	2380111001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-07/20	ACCT 8000015459-3 LIBRARY	82.15	2380121001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-07/20	ACCT 8000015459-3 LIBRARY	27.40	2380132001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-07/20	ACCT 8000015459-3 LIBRARY	59.98	2380133001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-07/20	ACCT 8000015459-3 LIBRARY	23.88	2380135001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-07/20	ACCT 8000015459-3 LIBRARY	17.06	2380136001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-07/20	ACCT 8000015459-3 LIBRARY	21.35	2380137001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-07/20	ACCT 8000015459-3 LIBRARY	96.03	2380141001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-08/20	ACCT 8000015459-3 LIBRARY	57.33	2380111001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-08/20	ACCT 8000015459-3 LIBRARY	80.09	2380121001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-08/20	ACCT 8000015459-3 LIBRARY	26.99	2380132001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-08/20	ACCT 8000015459-3 LIBRARY	54.97	2380133001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-08/20	ACCT 8000015459-3 LIBRARY	30.04	2380135001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-08/20	ACCT 8000015459-3 LIBRARY	17.06	2380136001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-08/20	ACCT 8000015459-3 LIBRARY	27.35	2380137001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-08/20	ACCT 8000015459-3 LIBRARY	96.03	2380141001	62225		
UTILITIES	CITY OF ANOKA	501210-07/20	ACCT 02-501210-01 LIBRARY	3,712.55	2380141001	62226		
UTILITIES	CITY OF ANOKA	501210-07/20	ACCT 02-501210-01 LIBRARY	534.45	2380141001	62227		
UTILITIES	CITY OF ANOKA	501210-08/20	ACCT 02-501210-01 LIBRARY	4,353.21	2380141001	62226		
UTILITIES	CITY OF ANOKA	501210-08/20	ACCT 02-501210-01 LIBRARY	569.58	2380141001	62227		
UTILITIES	CITY OF BLAINE	4000011-08-20	CUST 4000011-000 LIBRARY	261.33	2380121001	62227		
UTILITIES	CITY OF BLAINE	4000200-08-20	CUST 4000200-000 LIBRARY	61.25	2380111001	62227		
UTILITIES	CITY OF BLAINE	4000602-08-20	CUST 4000602-000 LIBRARY	357.12	2380137001	62227		
UTILITIES	CITY OF COON RAPIDS	41574-08/20	ACCT 9011440995 LIBRARY	468.71	2380132001	62227		
UTILITIES	CITY OF COON RAPIDS	46020-08/20	ACCT 9011440011 LIBRARY	306.58	2380132001	62227		
UTILITIES	CITY OF FRIDLEY	215-483990-07/20	ACCT 215-483990-01 LIBRARY	386.71	2380133001	62227		
UTILITIES	CITY OF ST FRANCIS	2479-08/20	ACCT 2479 LIBRARY	61.50	2380136001	62227		
UTILITIES	CONNEXUS ENERGY	178588-08/20	ACCT 684587-178588 LIBRARY	204.72	2380136001	62226		
UTILITIES	CONNEXUS ENERGY	203085-08/20	ACCT 386179-203085 LIBRARY	866.51	2380137001	62226		
UTILITIES	CONNEXUS ENERGY	230469-07/20	ACCT 386179-230469 LIBRARY	207.37	2380135001	62226		
UTILITIES	CONNEXUS ENERGY	230469-08/20	ACCT 386179-230469 LIBRARY	188.21	2380135001	62226		
UTILITIES	CONNEXUS ENERGY	230477-07/20	ACCT 386179-230477 LIBRARY	304.76	2380135001	62226		
UTILITIES	CONNEXUS ENERGY	231009-08/10	ACCT 386181-231009 LIBRARY	1,114.70	2380111001	62226		
UTILITIES	CONNEXUS ENERGY	231010-08/20	ACCT 386180-231010 LIBRARY	3,248.41	2380121001	62226		
UTILITIES	CONNEXUS ENERGY	312858-08/20	ACCT 386178-312858 LIBRARY	1,248.64	2380134001	62226		
UTILITIES	GREEN LIGHTS RECYCLING INC	20-5608	ACCT S1361 LIBRARY	124.76	2380110101	62228		
UTILITIES	PITNEY BOWES	1016188233	ACCT 0011741352 LIBRARY	356.97	2380110101	62231		
UTILITIES	PITNEY BOWES RESERVE ACCOUNT	LIBRARY 2020-5	ACCT 10266468 LIBRARY POSTAGE	2,000.00	2380110101	62231		
UTILITIES	STATE OF MN IT SVCS	DV20070331	CUST 100A00205 WAN LIBR 07/20	755.70	2380114001	62275		
UTILITIES	TDS METROCOM	434-9806-08/20	ACCT 763 434 9806 LIBRARY	74.48	2380132001	62229		
UTILITIES	TDS METROCOM	434-9806-08/20	ACCT 763 434 9806 LIBRARY	94.63	2380133001	62229		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
UTILITIES	TDS METROCOM	434-9806-08/20	ACCT 763 434 9806 LIBRARY	74.48	2380134001			62229
UTILITIES	TDS METROCOM	434-9806-08/20	ACCT 763 434 9806 LIBRARY	94.58	2380135001			62229
UTILITIES	TDS METROCOM	434-9806-08/20	ACCT 763 434 9806 LIBRARY	82.48	2380136001			62229
UTILITIES	TDS METROCOM	434-9806-08/20	ACCT 763 434 9806 LIBRARY	74.48	2380137001			62229
UTILITIES	TDS METROCOM	434-9806-08/20	ACCT 763 434 9806 LIBRARY	74.48	2380141001			62229
UTILITIES	USPS PO 2663080433		PROCUREMENT CARD	6.95	2380114001			62231
UTILITIES	VERIZON WIRELESS	9860223469	ACCT 286867228-1 LIBRARY	438.57	2380110101			62229
UTILITIES	VERIZON WIRELESS	9860223469	ACCT 286867228-1 LIBRARY	148.68	2380112001			62229
UTILITIES	XCEL ENERGY	696790261	ACCT 51-6181280-6 LIBRARY	1,357.55	2380132001			62226
UTILITIES	XCEL ENERGY	696790261	ACCT 51-6181280-6 LIBRARY	1,905.28	2380133001			62226
	TOTAL UTILITIES			27,063.40				
PROFESSIONAL SERVICES	ACE SOLID WASTE INC	6118378	ACCT 3067-192854-001 LIBRARY	87.64	2380111001			63064
PROFESSIONAL SERVICES	ACE SOLID WASTE INC	6118378	ACCT 3067-192854-001 LIBRARY	43.82	2380141001			63064
PROFESSIONAL SERVICES	ADVANCE ADVISORS	1020	LIBRARY JUN-JUL 2020	625.00	2380110101			63010
PROFESSIONAL SERVICES	BRIGHTVIEW WINDOW CLEANING INC	10000	ST FRANCIS LIBRARY	75.60	2380136001			63064
PROFESSIONAL SERVICES	BRIGHTVIEW WINDOW CLEANING INC	10001	NORTH CENTRAL LIBRARY	43.20	2380135001			63064
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4054961338	CUST 12436731 NORTHTOWN LIBR	94.57	2380121001			63064
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4055468171	CUST 12436757 CROOKED LK LIBR	28.80	2380132001			63064
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4055583750	CUST 12436731 NORTHTOWN LIBR	94.57	2380121001			63064
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4055825554	CUST 12436794 NO CENTRAL LIBR	29.16	2380135001			63064
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4056229760	CUST 12436731 NORTHTOWN LIBR	94.57	2380121001			63064
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4056336536	CUST 12436813 CENTENNIAL LIBR	12.37	2380134001			63064
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4056741983	CUST 12448679 LIBRARY	180.00	2380141001			63064
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4056748184	CUST 12436757 CROOKED LK LIBR	28.80	2380132001			63064
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4056861037	CUST 12436731 NORTHTOWN LIBR	94.57	2380121001			63064
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4057497814	CUST 12436731 NORTHTOWN LIBR	94.57	2380121001			63064
	TOTAL PROFESSIONAL SERVICES			1,627.24				
ADMIN EXPENSE	BACKLUND, LINDA	AUG 2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101			63362
ADMIN EXPENSE	GREENSWEIG, DANIEL	AUG 2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101			63362
ADMIN EXPENSE	KEISTER, MELANIE	AUG 2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101			63362
ADMIN EXPENSE	KOST, VIRGINIA	AUG 2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101			63362
ADMIN EXPENSE	LENZ, MARK	AUG 2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101			63362
ADMIN EXPENSE	MARTINEAU DUNLOP, JANICE	AUG 2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101			63362
ADMIN EXPENSE	ORPEN, RICHARD	AUG 2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101			63362
	TOTAL ADMIN EXPENSE			350.00				
	MELSA EQUALIZATION			127.87				
	MELSA FORMULA			9,900.00				
	COVID RELATED			3,770.14				
	CARES PROJECT			55,520.00				
	OPERATING ACCOUNTS			149,695.56				
	(INCLUDES \$109.64 DONATION \$ SPENT)							
	TOTAL INVOICES SENT FOR PAYMENT 8/4/20 THRU 9/11/20			219,013.57				



ANOKA COUNTY LIBRARY BOARD ACTION ITEM

DATE SEPTEMBER 21, 2020

2020-2021

ACTION REQUESTED	Approve the process for hiring the Library Director
BACKGROUND	<p>The former Library Director left in February for a new role. Patti Hetrick, Anoka County Budget Director was asked to serve as an Interim Library Director. This action is important to developing a more permanent plan for this position.</p> <p>Per the MOU between the County Board and the Library Board, this hiring process is a joint decision between the two Boards.</p>
RECOMMENDATIONS	Recommend the Anoka County Library Board approve the process for hiring the Library Director, in conjunction with the Anoka County Board



Anoka County
Department of Employee Relations
Invites Applications for the Position of:

LIBRARY DIRECTOR

An Affirmative Action/Equal Opportunity Employer

SALARY

Salary: See Position Description

OPENING DATE: 09/25/20

CLOSING DATE: 10/16/20

THE POSITION

Are you a Library professional seeking a leadership opportunity within an organization passionate about serving their community? Are you a strong leader who values collaboration and partnership to drive change while creating a positive workplace culture? If so we would encourage you to apply to join our Library team!

Library Director

Reporting directly to the Deputy County Administrator, the Library Director administers, directs and oversees the programs and services provided to the community by the Anoka County Library system. This position is accountable to the County Board and also has responsibility to perform the duties and provide services set forth by the Library Board. The Library Director develops the budget and strategic plan for Library Services including both physical and digital services. This role will direct the operations of the Library and will provide direction to department staff.

Why join Anoka County?

- Accrue 24 paid days off per year
- 11.5 paid holidays
- Medical and Dental clinics exclusive to staff and dependents located at the Government Center
- Advancement Opportunities

Learn more about our robust benefits package by visiting our website:
<http://www.anokacounty.us/417/Benefits>

EXAMPLES OF ESSENTIAL DUTIES (ILLUSTRATIVE ONLY)

Duties and Responsibilities

These examples are not all inclusive and are intended to be illustrative of primary responsibilities of an *Anoka County Library Director*:

- Establishes the goals, objectives and priorities for the Anoka County Library department. Plans for optimal allocation and utilization of human and capital resources.
- Prepares and oversees the operational budget and capital improvement plan.
- Identifies federal and state grant opportunities along with development of other potential sources of revenue.
- Provides direct supervision of the Library's management team while indirectly managing the remainder of both regular and temporary staff. Provides oversight of the Recruitment and Selection and Performance Management processes as well as Employee Training and Development.

- Establishes working relationships and provides effective communication with the County Board, Library Board, Supervisor, County Administrator and other key disciplines throughout the county.
- Ensures coordination of business needs with all other levels and departments of county government.
- Oversees outreach efforts to ensure the library is represented and aligned with the county's mission and communication strategy.
- Coordinates the strategic plan of the Anoka County Library system. Develops both short-term and long-term goals with measurable outcomes.
- Manages relationships with outside agencies such as MELSA.
- Ensures library policies fall within the guidelines of MN statutes, state library rules and county policies.
- Identifies innovative approaches to serving a changing demographic in a fiscally responsible manner.
- Oversees services based on needs for both physical and digital access.

REQUIREMENTS

Minimum Qualifications

- Bachelor's degree in business, management, public administration, library sciences or related field.
- Minimum of 5 years progressively responsible management experience.
- Familiarity with multiple software programs and hardware.
- Understanding of statistical analysis and data driven decision making.
- Successfully pass criminal history background check.

Preferred Qualifications

- Master's degree in business, management, public administration or library sciences.

Knowledge of:

- Fiscal management and budgeting.
- Grant application and management.
- Existing and new technology. This includes social media tools, phone. applications, virtual meeting platforms, etc.

Skill in:

- Planning, organizing and directing program services for a multi-facility system.
- Public Relations.
- Data driven decision making.

Ability to:

- Work with public officials both elected and appointed.
- Prepare and present public presentations.
- Speak, present and interact in public arenas with composure, professionalism and discretion.
- Provide responsible leadership and obtain support for the goals of Anoka County.
- Read and understand statutes and regulations.
- Manage human, financial and informational resources.
- Effectively work with governing and advisory boards.
- Develop short-term and long-term strategic goals.
- Promote a diverse, culturally competent and respectful workplace.
- Learn theory, systems and services within the library system.
- Plan, organize and direct a complete program of library activities for a multi-facility library system.
- Work in arenas of conflict and bring diverse opinions to a resolution or consensus.

- Analyze and change existing processes to reduce process time and resource requirements while continuing to conform to customer requirements.
- Effectively present analysis and recommendations through spoken and written communication.

GRADE LEVEL

Salary

Anoka County Salary Schedule, Grade: E019, Exempt.

2020 full salary range: \$85,758 - \$125,881 (\$41.23 - \$60.52 per hour).

Starting hiring rate will depend upon qualifications.

Upon successful completion of an initial hire probationary period, employees will be reviewed for a potential pay increase, and reviewed at least annually thereafter.

Hours

Full-time; 40 hours per pay week.

Work schedule is primarily Monday through Friday, 8 a.m. to 4:30 p.m.

Schedule may vary based on business needs and at supervisor discretion.

Selection Process

The examination/selection process for this classification will consist of a review of your training and experience from the application materials submitted. The most qualified candidates will be invited for an oral exam and/or interview.

Include responses to all supplemental questions with your application no later than the closing date of the position. Resume and cover letter submissions are accepted but are not required. The resume cannot be used in lieu of the application. **In order for your application to be considered, a complete application may be necessary.**

Additional Information

Our team of nearly 2,000 employees is united by a common mission to preserve the public's trust. We do this by bringing our very best to work every day and serving Anoka County's 345,000 citizens in a respectful, innovative and fiscally responsible manner. If your career aspirations resonate with our mission, we invite you to **Find Your Path** with Anoka County! Apply today to join our team.

If you are requesting an exam accommodation, would like to submit Veterans' Preference information, or have any other questions regarding this job posting, please call the Anoka County Employee Relations Department at 763-324-4300 and reference the posting title and number.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.anokacounty.us>

OR

Government Center, 2100 3rd Avenue

Anoka, MN 55303

763-324-4300

EXAM #20144
LIBRARY DIRECTOR
CE

ANOKA COUNTY POSITION DESCRIPTION QUESTIONNAIRE

DIVISION: Library
CURRENT POSITION TITLE: Library Director
DEPARTMENT: _____
INCUMBENT'S NAME: _____
SUPERVISOR'S NAME: _____

PCN(S):
DATE: 09/02/2020
LOCATION:
PHONE NUMBER:

1. POSITION PURPOSE

In a brief, specific one-or-two sentence statement, answer the questions, "Why does this position exist?" and "What is it expected to accomplish?"

Reporting directly to the County administrator or designee, The Library Director administers, directs and oversees the programs and services provided to the community by the Anoka County Library system. This position is accountable to the County Board and also has a responsibility to perform the duties and provide services set forth by the Library Board. The Library Director develops the budget and strategic plan for Library services including both physical and digital services.

The Library Director provides leadership to the department by consistently adhering to Anoka County policies and procedures including but not limited to: Personnel Rules and Regulations, Financial and Purchasing policies, Facilities policies and procedures as they relate to County buildings and properties and policies relating to Information Technology.

The Library Director is responsible for managing the departments leadership team through strong initiative to implement policies and meet the goals and objectives outlined by the County Board and Library Board. The Director also provides direction and oversees professional, technical and administrative support staff to include providing work assignments, reviewing work performed and performance evaluations. This position will also be responsible for Recruitment and Selection, Training and Development and Performance management.

2. MAJOR CHALLENGES

What is the major challenge in your job? Give some examples of the nature and variety of the problems you typically have to solve.

- Redirecting the departments mindset of being their own entity to an understanding that they are a part of the County organization as a whole.
- Ensuring consistent standardization and branding of the library system.
- Fostering a team culture that provides services to patrons while keeping the county mission of being respectful, innovative and fiscally responsible at the forefront.
- Balancing the needs of employees while making decisions in line with business goals and objectives.
- Bringing decisions to a decisive conclusion.
- Collaborating with other departments and leaders while performing in a political environment.

3. JOB ACTIVITIES

List a series of brief statements describing major areas of activity in your position. Generally, activities requiring less than 5% of your time need not be mentioned separately.

Percent of Total Job	Major Activity
25%	<p>Direct and manage the library system in Anoka County</p> <p>Establishes goals, objectives and priorities for the Department; plans for the optimal allocation and utilization of human and capital resources. Prepares an annual operations and administrative budget, and capital improvement plan. Monitors performance measures with the department and ensures compliance with Board policies. Identifies grant opportunities and potential sources of revenue.</p>
25%	<p>Personnel Management</p> <p>Direct supervision of the Library management team and general supervision of the remainder of the department. Provides administrative/supervisory direction; conducts performance evaluations and assists in helping employees develop to their maximum potential. Exercises oversight in staffing and human resources issues. Provides clear direction and coaching. Administers the performance-based range movement program for direct reports. Fosters an environment of innovation and change.</p>
25%	<p>Communication and Coordination</p> <p>Provides effective communication with County Board, Library Board, Supervisor, County Administrator and other key disciplines throughout the county. Ensures coordination with all other levels and departments of county government. Oversees outreach efforts to ensure the library is represented and in line with the county's mission and communication strategy.</p>
25%	<p>Planning</p> <p>Coordinates strategic planning for the library system. Manages relationships with outside agencies, MELSA, etc. Develops both short-term and long-range goals with measurable outcomes. Ensures library policies fall within the guidelines of MN statutes, state library rules and county policies. Identifies innovative approaches to serving a changing demographic in a fiscally responsible manner. Identifies ways to modernize the service delivery model. Oversees services based on needs for both physical and digital access.</p>

TOTAL: 100%

4. QUALIFICATIONS

Please state the knowledge, skills, abilities and experience necessary for effective job performance (formal educational credentials may not necessarily be significant). Be sure to include any licensing or certifications necessary for this job.

Minimum Qualifications

- Bachelor's degree in business, management, library science or public administration or related field.
- Minimum 5 years progressively responsible management experience.

Preferred Qualifications

- Master's degree in business, management, public administration, or library sciences.

Knowledge of:

- Fiscal management and budgeting.
- Grant application and management.
- Existing and new technology. This includes social media tools, phone applications, virtual meeting platforms, etc.
- County policies and procedures.
- Multiple software programs and hardware, understanding of statistical analysis and data driven decision making.

Skill in:

- Planning, organizing and directing program services for a multi-facility system.
- Knowledge and skill in Public Relations.
- Data driven decision making.

Ability to:

- Work with public officials both elected and appointed.
- Prepare and present public presentations.
- Speak, present and interact in public arenas with composure, professionalism and discretion.
- Provide responsible leadership and obtain support for the goals of Anoka County.
- Read and understand statutes and regulations.
- Manage human, financial, and informational resources.
- Effectively work with governing and advisory boards.
- Develop short-term and long-term strategic goals.
- Promote a diverse, culturally competent and respectful workplace.
- Learn theory, systems and services within the library system.
- Plan, organize and direct a complete program of library activities for a multi-facility library system.
- Work in arenas of conflict and bring diverse opinions to a resolution or consensus.
- Analyze and change existing processes to reduce process time and resource requirements while continuing to conform to customer requirements.
- Effectively present analysis and recommendations through spoken and written communication.

5. DECISION MAKING/FREEDOM TO ACT

What types of problems are referred to your supervisor or to other authorities for solution? What is the extent of your decision-making authority? What regulations, rules, or precedents limit your activities and authority?

Financial authority includes preparation of the annual operating budget, development of the Library capital improvement requests, administration of annual library expenditures of approximately \$8 million. Decision making authority for planning includes directing the library strategic and tactical planning process and recommending strategies to the County Board and the Library board. Utilizing the services of Employee Relations and County Attorney's office, personnel decision-making includes the authority for appointment, evaluation, discipline and discharge of all library employees.

8. QUANTITATIVE DATA

Supervisors and Managers Only:

Number of Employees Supervised: 6 Direct/74 Indirect

Annual Payroll (excluding benefits): \$ _____

Annual Operating Budget: \$ _____

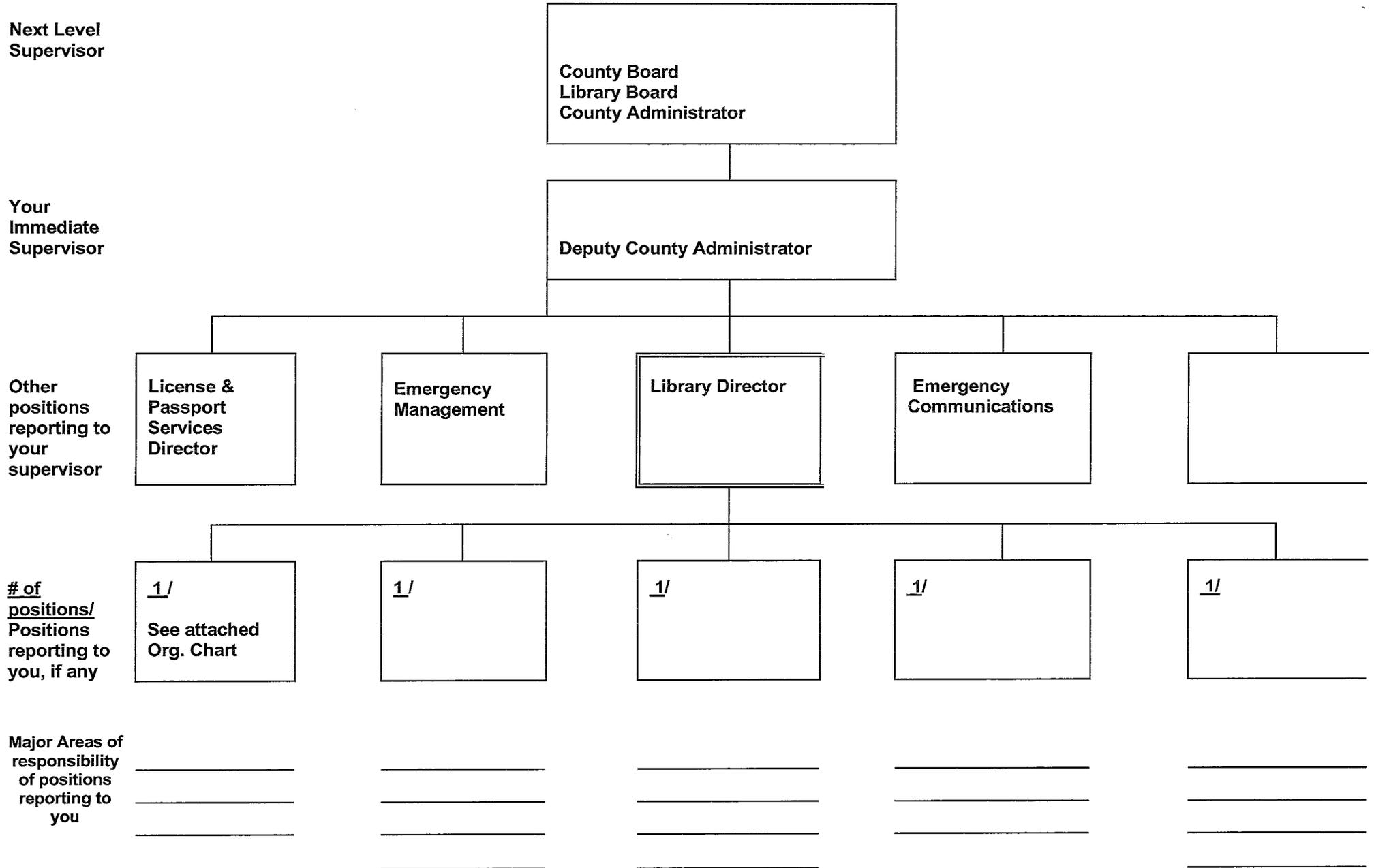
Other Employees:

Do you provide work direction to other employees? Yes No

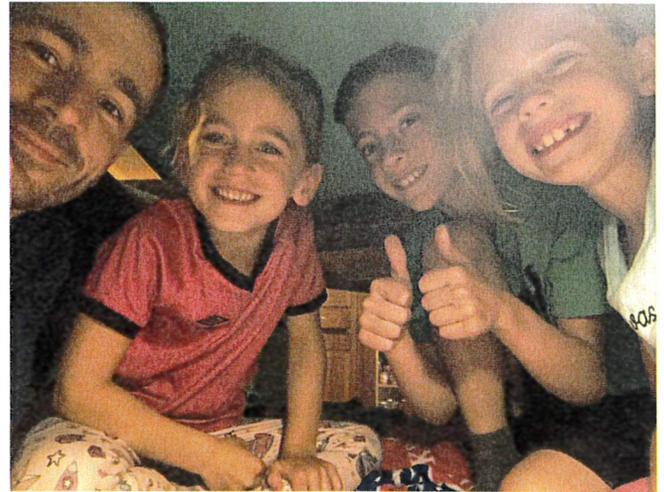
If yes, please indicate number and title of employees to whom work direction is given and the nature of the direction.

9. ORGANIZATIONAL RELATIONSHIPS

Please list the title of your immediate supervisor, the next level supervisor, other jobs reporting to the same supervisor, and the positions reporting to you, if any. For your reports, list several of their major areas of responsibility.



Summer Reading Enrollment			
	# of Readers	Reviews	Minutes Logged
Total readers	2,218	1,378	1,004,465
AGE GROUPS			
Birth-K	426	273	148,715
Teen	218	163	124,554
Grades 1-6	679	489	340,989
Adults	487	263	381,206



ReadDown	2020	2019	2018
Total \$ amount of fines forgiven	\$876.25	\$3,490.44	\$3,233.57
Total # of patrons who participated	139	782	713

Patron Surveys Outcome	Adult 2020 new	Youth 2020	Youth 2019	Caregiver 2020	Caregiver 2019
# of Surveys Received	47	179	97	76	23
Learned something new from what they read or experienced/Their child maintained or increased reading skills	94%	90%	89%	95%	83%
Enjoy reading more/ Child is a more confident reader	75%	84%	72%	84%	69%
Read more often	76%	79%	74%	84%	60%
Want to use the library more often	76%	82%	83%	68%	70%





Branch Library Report–Rum River **Date September 2020**

TRENDS IN THE SERVICE AREA

- In a small, but hopeful trend Ramsey Happy Daze and the Anoka Halloween Celebration will both be held, although with COVID restrictions in place.
- The Andover YMCA and Community Center has been undergoing an expansion and work is expected to be completed in September. New sports complex will include another sheet of ice, other expanded areas include multipurpose rooms for programs, office space and community meeting space.

LIBRARY ISSUES AND SERVICE TRENDS

- Rum River was pleased to offer curbside service during the library closure. Patrons were happy to have access to library materials and staff worked hard to serve as many patrons as possible each day. 3256 patrons were served during the seven week span.
- Activity levels in the building were lower this summer as many families either did not come in, just picked up holds, or made shorter visits to the library. There are more patrons visiting each week and in first days of September we have seen more busy times and a lot of returns. Our August circulation numbers were about 84% of what they were last year.
- Rum River Library serves as a polling place for the city of Anoka. Turnout for the primary elections in March and August were relatively light. We will be discussing the fall election and planning for how to handle potential lines and social distancing concerns.

LIBRARY SERVICES AND EVENTS

- City of Anoka Parks and Recreation Division is excited to be partnering with us in placing storywalks in their parks. The first of these storywalks is currently in the Anoka Nature Preserve behind the library.
- Along with most of our programming, On The Go services to Andover Community Center and Ramsey City Center have not yet resumed since the closure in March.
- Books By Mail service paused in April and the first part of May. Since service started again there has been increased demand due to the number of seniors needing to shelter in place.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is by and between the Anoka County Library and the City of Circle Pines, both political subdivisions of the State of Minnesota, hereinafter referred to as "the Parties".

WHEREAS, the Parties have adjacent properties that are dedicated to serving the public for the provision of government services; and

WHEREAS, these adjacent properties are commonly known as the Centennial Branch Library and the Circle Pines City Hall; and

WHEREAS, since 1985, the parties have operated under a Memorandum of Understanding (MOU) regarding grounds maintenance (lawn mowing and snow removal) for the common greenspace, sidewalks and parking lot that services these properties; and

WHEREAS, during the 2018-2019 academic year, the Centennial Branch Library was renovated and expanded, causing the parties to revisit the aforementioned MOU and slightly revise its provisions.

NOW, THEREFORE, it is agreed as follows:

1. For calendar year 2020, there will be no charge to the Centennial Branch Library for any grounds maintenance.
2. Beginning in 2021, Anoka County Library shall pay for half the cost of lawn mowing and snow removal according to the rates scheduled in the attached chart. These rates will be subject to a 2% annual increase.
3. The parties will revisit the grounds maintenance arrangement every 5 years to ensure that their needs are adequately addressed.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

CITY OF CIRCLE PINES

ANOKA COUNTY LIBRARY

Patrick Antonen
Circle Pines City Administrator

Patti Hetrick
Interim Anoka County Library Director

Dated

Dated

EXHIBIT
RATE CHART FOR GROUNDS MAINTENANCE

Lawn Mowing/Trimming (est. 7 hrs/wk)	Base Costs	Library 1/2
Hours per time x \$20/hour	\$140.00	
Equipment costs	\$50.00	
Total each time/1 time a week	\$190.00	
20 weeks	\$3,800.00	\$1,900.00
Snow Removal (est. 2hrs/wk)		
Hours per Time x \$50/hour	\$100.00	
Equipment Costs	\$50.00	
Total each time	\$150.00	
20 weeks	\$3,000.00	\$1,500.00
Total	\$6,800.00	\$3,400.00

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is by and between the Anoka County Library and the City of Circle Pines, both political subdivisions of the State of Minnesota, hereinafter referred to as “the Parties”.

WHEREAS, the Parties have adjacent properties that is dedicated to serving the public for the provision of government services; and

WHEREAS, these adjacent properties are commonly known as the Centennial Branch Library and the Circle Pines City Hall; and

WHEREAS, 2020 is a Federal and State election year, and the Circle Pines City Hall is a polling place, and

WHEREAS, since March of 2020, these public buildings have had to adjust how space is used to provide government services due to the COVID-19 global pandemic; and

WHEREAS, the City of Circle Pines is renovating the City Hall to meet social distancing guidelines established by the Governor’s Emergency Orders and the Minnesota Department of Health; and

WHEREAS, during the 2018-2019 academic year, the Centennial Branch Library was renovated and expanded, resulting in a large meeting room with a separate entrance from the main library facilities, and access to restrooms; and

WHEREAS, during the City Hall renovations, the City will need to use additional workspace to provide services, and the Centennial Branch Library meeting room is available to meet that need; and

WHEREAS, the City of Circle Pines has requested the use of the meeting room space, and the Anoka County Library is willing to allow the use.

NOW, THEREFORE, it is agreed as follows:

1. It is agreed that the City of Circle Pines may use the large meeting room space during regular daytime business hours (8:00 A.M. through 4:30 P.M.) for the purposes of regular city government office activity for the period of September 14, 2020 through November 20, 2020. City Staff working in the Centennial Library Meeting room will practice appropriate social distancing and will limit persons present in the room to no more than half the official room occupancy limit established by fire codes.

2. The meeting room space shall not be used for public meetings during the period of September 14, 2020 through November 20, 2020. City Staff will access the internet using Public Access WiFi outside the County/Library firewalls.

3. The Centennial Library will not charge the City of Circle Pines for the use of the Meeting Room for this purpose.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

CITY OF CIRCLE PINES

ANOKA COUNTY LIBRARY

Patrick Antonen
Circle Pines City Administrator

Patti Hetrick
Interim Anoka County Library Director

Dated

Dated

Virtual Programs

- 5 virtual programs
 - The Mike and David Show
 - Siama's Congo Music
 - War of the Currents
 - Papermaking at Home
 - Writing Group



Photo submitted by patron who attended a Storywalk in St Francis
 "Thanks for putting this on for the kids (and parents).
 My 3 kids loved it!"

In-person (socially distanced) programs

- 8 Storywalks
- Book Club for Adults

Social Media

- New Facebook followers: 15
- New Instagram followers: 18
- New Twitter followers: 6
- New Goodreads followers: 1, new reviews: 4

Patron comment on 8/2 in reply to the Yes! We are Open post on Facebook

*"Anoka county libraries are just the best!!!
 I have been a patron since I took my kids to storyhour
 in the basement of the Fridley police department !!!!!
 We are so blessed in Anoka County to have this
 amazing library system"*

Circulation in August

Location	Physical checkouts ↓ 5% from July	Total Circ includes renewals ↑ 7.5% from July
ACHC		49
Andover-On the Go		46
Centennial	10,680	16,635
Crooked Lake	6,790	11,250
Johnsville	14,239	22,041
LSS	833	2,192
Mississippi	32	3,459
North Central	4,089	6,783
Northtown	22,518	33,325
Ramsey-On the Go		10
Rum River	24,318	36,692
St. Francis	3,102	4,874
Total	86,601	137,356

Location	Items returned ↑ 5.8% from July	Visits ↓ 2.8% from July	Holds ↑ 10.9% from July
Centennial	12,537	4,029	567
Crooked Lake	8,509	3,279	466
Johnsville	15,958	6,276	795
LSS	971		5
Mississippi	979		72
North Central	4,557		230
Northtown	26,862	8,806	1,003
Rum River	26,158	7,702	1,093
St. Francis	4,219		212
Total	100,750	30,092	4,443

Books By Mail

- 630 items/182 mailings

Library Card Applications

- 605 applications created

Website

- 52,333 visits 87,922 page views

CloudLibrary

- eBook: 19,211 eAudio: 9,616

RBDigital

- 1,819

Phone & Email Reference Inquiries

1,200 total, Phone 977, Email 212, AskMN 7

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

GL Object	GL Object Description	Adopted Budget	Working Budget	Jan - Aug Actual	Balance Remaining	% Complete Target = 67%	August Activity
Revenues							
53130	EDP - Fax Services	11,000	11,000	6,658.68	(4,341.32)	61%	3,329.34
53150	Contract Services	300	300	122.43	(177.57)	41%	0.00
53515	Damage Fees and charges	6,000	6,000	1,671.05	(4,328.95)	28%	344.36
53620	Lost Material Payments	18,000	18,000	4,890.91	(13,109.09)	27%	958.93
53630	Video Rental	16,000	16,000	6,811.69	(9,188.31)	43%	1,189.21
	Total:	51,300	51,300	20,154.76	(31,145.24)	39%	5,821.84
54110	Overdue Book Fees	130,000	130,000	53,745.45	(76,254.55)	41%	10,278.89
54112	Collections Revenue	50,000	50,000	33,413.96	(16,586.04)	67%	4,368.48
	Total:	180,000	180,000	87,159.41	(92,840.59)	48%	14,647.37
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	474.65	(6,025.35)	7%	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	984,565.84	626,921.84	275%	0.00
56210	Vehicle and Equipment Sales	0	0	5.00	5.00	0%	0.00
56211	Material Sales	0	0	247.51	247.51	0%	28.02
56213	Book Sales	10,000	10,000	3,002.26	(6,997.74)	30%	406.57
56219	Copy Sales	42,000	42,000	15,621.97	(26,378.03)	37%	2,200.33
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
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 Program: 801 Anoka County Library

GL Object	GL Object Description	Adopted Budget	Working Budget	Jan - Aug Actual	Balance Remaining	% Complete Target = 67%	August 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	14,097.62	4,097.62	141%	17.00
56294	Refunds & Reimbursements	32,000	32,000	26,602.02	(5,397.98)	83%	26,460.00
56299	Other Misc. Revenue	13,350	13,350	13,310.00	(40.00)	100%	0.00
Total:		105,350	105,350	72,886.38	(32,463.62)	69%	29,111.92
59140	Employee Jury Duty Reimburseme	0	0	20.00	20.00	0%	0.00
59142	Credit Card Discounts	(2,600)	(2,600)	(1,121.40)	1,478.60	43%	(212.06)
59910	Increase in Inventory	0	0	0.00	0.00	0%	0.00
Total:		(2,600)	(2,600)	(1,101.40)	1,498.60	42%	(212.06)
Total - Revenues		691,694	691,694	1,163,664.99	471,970.99	168%	49,369.07

Expenditure

60110	Salaries; Regular Employees	4,167,404	4,167,404	2,495,456.87	1,671,947.13	60%	306,087.50
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	6,140.18	1,709.82	78%	80.74
60430	Severance Pay	112,519	112,519	75,013.28	37,505.72	67%	9,376.66
60714	Health Insurance	874,200	874,200	582,800.00	291,400.00	67%	72,850.00
60715	Life Insurance	2,419	2,419	1,405.47	1,013.53	58%	173.16
60716	Social Security (FICA)	331,612	331,612	185,060.67	146,551.33	56%	22,060.91
60717	Retirement (PERA)	310,442	310,442	188,320.77	122,121.23	61%	22,854.24
60718	Work Comp Insurance	2,940	2,940	1,960.40	979.60	67%	245.05
60719	Unemployment Compensation	6,502	6,502	4,334.88	2,167.12	67%	541.86
60720	Dental Insurance	29,574	29,574	16,929.77	12,644.23	57%	2,070.60

Anoka County
Revenue and Expense Report 2020
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GL Object	GL Object Description	Adopted Budget	Working Budget	Jan - Aug Actual	Balance Remaining	% Complete Target = 67%	August Activity
60721	LTD Insurance	6,604	6,604	3,576.96	3,027.04	54%	417.98
60990	IntraCounty Reimbursement	0	0	0.00	0.00	0%	0.00
Total:		6,011,622	6,011,622	3,594,695.02	2,416,926.98	60%	436,758.70
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	20,303.44	139,496.56	13%	10,435.46
61102	Printing	0	0	0.00	0.00	0%	0.00
61104	Copier Supplies	0	0	0.00	0.00	0%	0.00
61105	Cleaning & Building Supplies	28,000	28,000	19,179.56	8,820.44	68%	4,859.42
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	6,666.64	3,333.36	67%	833.33
61120	Uniforms	600	600	205.56	394.44	34%	47.74
61140	Purchases for Resale	0	0	0.00	0.00	0%	0.00
61141	Supplies-General Office	0	0	0.00	0.00	0%	0.00
61148	Program Supplies	0	0	0.00	0.00	0%	(75.00)
61149	General Supplies	61,481	68,481	40,618.79	27,862.21	59%	5,943.03
61158	Subsistence Supplies	0	0	0.00	0.00	0%	0.00
61245	Fleet R & M Allocation	3,000	3,000	2,000.00	1,000.00	67%	250.00
61250	R & M-Buildings	102,275	114,275	52,880.40	61,394.60	46%	29,427.23
61251	R & M Equipment & Other	86,561	91,061	95,315.76	(4,254.76)	105%	606.49
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 - Aug Actual	Balance Remaining	% Complete Target = 67%	August Activity
61355	Conf, Conventions & Mtgs-Staff	17,779	17,779	684.98	17,094.02	4%	60.00
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	1,750.41	4,699.59	27%	70.16
61476	Other Travel Expense	1,550	1,550	1,492.58	57.42	96%	360.00
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	24,563.50	57,136.50	30%	796.01
61549	Program Expense	48,796	48,796	4,865.78	43,930.22	10%	515.00
61552	Bank Charges	2,500	2,500	2,040.80	459.20	82%	291.40
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%	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	590,907.36	544,172.64	52%	49,045.77
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	867,854.13	905,967.87	49%	103,466.04

Anoka County
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GL Object	GL Object Description	Adopted Budget	Working Budget	Jan - Aug Actual	Balance Remaining	% Complete Target = 67%	August Activity
62101	Rental-Buildings	56,000	56,000	32,550.42	23,449.58	58%	4,650.06
62110	OnBase Allocation	375	375	250.00	125.00	67%	31.25
62114	PC Replacement Allocation	62,080	62,080	41,386.64	20,693.36	67%	5,173.33
62117	Network Allocation	182,000	182,000	121,333.36	60,666.64	67%	15,166.67
62118	IT Overhead Allocation	38,890	38,890	25,926.64	12,963.36	67%	3,240.83
62120	Rental-Equipment	3,450	0	0.00	0.00	0%	0.00
62124	Leases & Rentals	0	28,950	17,394.84	11,555.16	60%	1,810.69
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	31,296.56	15,853.44	66%	376.25
62226	Electric	149,980	149,980	81,072.87	68,907.13	54%	13,965.77
62227	Water	15,750	15,750	7,526.48	8,223.52	48%	1,646.31
62228	Waste Disposal	1,500	1,500	1,316.07	183.93	88%	0.00
62229	Phones	15,750	15,750	9,310.83	6,439.17	59%	1,156.86
62231	Postage	18,000	24,000	10,053.08	13,946.92	42%	2,263.92
62272	Telecom Service Allocation	0	0	0.00	0.00	0%	0.00
62275	State Internet Connectivity	13,050	13,050	5,615.70	7,434.30	43%	755.70
62277	Fiber Service	43,200	43,200	28,800.00	14,400.00	67%	3,600.00
62278	Fiber Access Maintenance Alloc	0	0	0.00	0.00	0%	0.00
62365	Insurance-Allocation	22,865	22,865	15,243.36	7,621.64	67%	1,905.42
62401	Bad Debt Expense	0	0	0.00	0.00	0%	0.00
Total:		698,257	704,257	430,963.67	273,293.33	61%	55,743.06
63010	Professional Services	5,000	5,000	2,030.15	2,969.85	41%	625.00
63064	Janitorial & Sanitation	205,689	205,689	104,463.85	101,225.15	51%	1,002.24
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	2,850.00	2,150.00	57%	350.00
63710	Dedicated Donations	0	0	5,167.21	(5,167.21)	0%	109.64

Anoka County
Revenue and Expense Report 2020
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GL Object	GL Object Description	Adopted Budget	Working Budget	Jan - Aug Actual	Balance Remaining	% Complete Target = 67%	August Activity
	Expense						
63799	Misc Administrative Expense	0	0	0.00	0.00	0%	0.00
	Total:	215,689	363,522	248,489.20	115,032.80	68%	2,086.88
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	9,494.50	(9,494.50)	0%	0.00
	Total:	25,000	25,000	9,494.50	15,505.50	38%	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	5,151,496.52	3,726,726.48	58%	598,054.88
	Net County Share:	8,158,529	8,186,529	3,987,831.53	3,254,755.49	49%	548,685.61