



Anoka County
LIBRARY

Ideas, Information, Inspiration.

CALL TO MEETING

**LIBRARY BOARD MEETING
LIBRARY SUPPORT SERVICES**

**Teleconference
October 19, 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 October 19, 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 September 21, 2020 library board meeting. **See attached** minutes.
2. Consider approving and accepting of gifts. **See attached** list.
3. Consider approving September bills. **See attached** invoices.
4. Consider reviewing and approving the 2021 Holiday and Closed schedule. **See attached** action item 2020-0022
5. Consider approving Key Fob replacement fee. **See attached** action item 2020-0023

E. **Information Items**

1. Consider, for informational purposes, County Commissioner Robyn West's MELSA update.
2. Consider, for informational purposes, the North Central Branch Manager's Report presented by Mary Oliver. **See attached** report.
3. Consider, for informational purposes, the MELSA e-book, audio, and digital magazine platform project presented by Drew Wylie.
4. Consider, for informational purposes, Fall Programming update.
5. Consider, for informational purposes, Hosting 2 interns from Minneapolis Community College's Library Information Technology program. **See attached.**
6. Consider, for informational purposes, Partnerships - County and Community
7. Consider, for informational purposes, Library Board Appointments expiring 12-31-2020.
8. Consider, for informational purposes, an update on COVID-19 procedures.
9. Consider, for informational purposes, CARES update.
10. Consider, for informational purposes, the Monthly and Quarterly Statistics Report. **See attached** report.
11. 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 SEPTEMBER 2020 DRAFT

The Anoka County Library Board met virtually on September 21, 2020. Present were: Board Members: Backlund, Greensweig, Keister, Kost, Lenz, Martineau-Dunlop (arrived late), 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, Janet Kleckner, Rum River Library Branch Manager, Dana Weigman, Office Administration Supervisor, Andrew Wylie, Collection Development Manager, and Ronda Bliss, Principal Administrative Secretary.

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

	Yes	No
Backlund	x	
Greensweig	x	
Keister	x	
Kost	x	
Lenz	x	

HIRING PROCESS FOR LIBRARY DIRECTOR

The board discussed many facets of the Library Director posting including following the MOU between the library and county board, the ability for the management team of the County Board to approve a higher salary than posted based on experience, and gathering input from library staff.

On a motion by Keister, second by Backlund, the Library Board approved the hiring process for the Library Director position with the following amendments:

The posting will be for four weeks, and up to three Library Board members will serve on the interview panel (subject to change based on availability of the board members).

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

INFORMATION ITEMS

MELSA UPDATE

Commissioner West reported that MELSA's budget for next year will be the same as 2020's. There will be a decrease in Legacy Grant monies, they are including a 1% staff increase but noted that it will probably be 0%, and MELSA is in the process of renegotiating their lease.

SUMMER READING PROGRAM SUMMARY

Hetrick presented a summary of the summer reading program, Beanstack.

RUM RIVER REPORT

Kleckner presented the Rum River Branch report.

MOU WITH THE CITY OF CIRCLE PINES

Hetrick reported that the current MOU regarding grounds maintenance has been revisited now that the Centennial Branch renovation is complete. There will be no charge for grounds maintenance for 2020 and beginning in 2021 the Anoka County Library will pay half the cost of grounds maintenance. This amount has been budgeted for 2021. This MOU will be revisited every 5 years.

A second MOU with the City of Circle Pines regarding the use of the Centennial Meeting Room for temporary office space was discussed. The room will be used during regular daytime business hours for regular city government activity. Election activities will be at the city offices and the City will provide their own liability insurance and will access the internet using public access Wi-Fi. There will be no charge for the use of the meeting room for the City.

FINES AND FEE SCHEDULE

Hetrick informed the Board that library policy states fees should be reviewed in September every four years. Hetrick informed the Library Board she would move this review to the spring county fee review, due to the COVID-19 situation that resulted in fee collection interruptions in 2020.

LIBRARY LOCKERS PROJECT

Hetrick reported that CARES funding was approved to go forward with the Lockers at the Libraries. Smart Carte will be providing the lockers that will be placed at the Northtown, Johnsville, Mississippi and St. Francis Libraries. The work will be completed no later than December 1, 2020.

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. We are back to collecting fines and fees now so we should see an increase in revenue in the coming months. We are on track and well within our budget.

ADJOURNMENT

On a motion by Kost second by Keister, the meeting was adjourned at 6:49 p.m.

Respectfully submitted,

Ronda Bliss
Principal Administrative Secretary

ANOKA COUNTY LIBRARY

INVOICES FOR APPROVAL AT THE BOARD MEETING - OCTOBER 19, 2020

MELSA EQUALIZATION	210.71
MELSA FORMULA	168,736.50
BLDG FUND/MIS REMODEL	225,281.00
COVID RELATED	11,591.15
CARES PROJECT	37,589.75
OPERATING ACCOUNTS	151,595.63
(INCLUDES \$76.15 DONATION \$ SPENT)	

TOTAL INVOICES SENT FOR PAYMENT 9/12/20 THRU 10/9/20 **595,004.74**

TOTAL INVOICES SENT FOR PAYMENT - 2020 YTD **2,294,366.30**

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
OCTOBER 9, 2020								
MELSA EQUALIZATION	FRONTLINE TECHNOLOGIES	INVUS127092	ACCT 14110 LIBRARY	116.00	2380110101	61575	23010001	61575
MELSA EQUALIZATION	FRONTLINE TECHNOLOGIES	INVUS127905	ACCT 14110 LIBRARY	94.71	2380110101	61575	23010001	61575
	TOTAL MELSA EQUALIZATION			210.71				
MELSA FORMULA	BIBLIOTHECA LLC	INV-US35373	CUST 272-US JOHNSVILLE LIBRARY	150,203.50	2380137001	65380	23010003	65380
MELSA FORMULA	HOME DEPOT USA INC	INV-000077212	JOHNSVILLE LIBRARY	8,645.00	2380137001	61250	23010003	61250
MELSA FORMULA	OFFICE AND INDUSTRIAL SVCS INC	3748	JOHNSVILLE LIBRARY	200.00	2380137001	61250	23010003	61250
MELSA FORMULA	RAK CONSTRUCTION INC	19193-2432B	JOHNSVILLE LIBRARY	9,688.00	2380137001	61250	23010003	61250
	TOTAL MELSA FORMULA			168,736.50				
BLDG FUND/MIS REMODEL	ALL STATE COMMUNICATIONS	306999	MIS REMODEL	4,842.00	4194072201	61250	4120001	61250
BLDG FUND/MIS REMODEL	ALTERNATIVE BUSINESS FURNITURE	63600	MIS REMODEL	2,436.75	4194072201	61250	4120001	61250
BLDG FUND/MIS REMODEL	RAK CONSTRUCTION	19139-20355B	MIS REMODEL	24,696.00	4194072201	61250	4120001	61250
BLDG FUND/MIS REMODEL	WOOD CREST BUILDERS	1132-S	MIS REMODEL	55,483.75	4194072201	61250	4120001	61250
BLDG FUND/MIS REMODEL	WOOD CREST BUILDERS	1136-E	MIS REMODEL	137,822.50	4194072201	61250	4120001	61250
	TOTAL BLDG FUND/MIS REMODEL			225,281.00				
COVID RELATED	AMAZON.COM		PROCUREMENT CARD	72.33	2380114001	61149	00575	61149
COVID RELATED	IMAGE 360		PROCUREMENT CARD	159.73	2380110101	61149	00575	61149
COVID RELATED	IMAGE 360		PROCUREMENT CARD	45.06	2380110101	61149	00575	61149
COVID RELATED	MTDISPLAYSL		PROCUREMENT CARD	139.98	2380110101	61149	00575	61149
COVID RELATED	MTDISPLAYSL		PROCUREMENT CARD	279.96	2380110101	61149	00575	61149
COVID RELATED	PERFECTION PLUS, INC	113245	COVID CLEANING-LIBRARY 08/20	4,540.00	2380110101	63064	00575	63064
COVID RELATED	PERFECTION PLUS, INC	113286	COVID CLEANING-LIBRARY 09/20	6,185.71	2380110101	63064	00575	63064
COVID RELATED	PRESTO GRAPHICS INC	66157	LIBRARY SIGNS	81.73	2380110101	61149	00575	61149
COVID RELATED	PRESTO GRAPHICS INC	66221	LIBRARY SIGNS	48.33	2380110101	61149	00575	61149
COVID RELATED	PRESTO GRAPHICS INC	66222	LIBRARY SIGNS	38.32	2380110101	61149	00575	61149
	TOTAL COVID RELATED			11,591.15				
CARES PROJECT	BIBLIOTHECA LLC	INV-US35694	CUST C0000272-US LIBRARY	37,589.75	2380110101	61575	5750110923	61575
	TOTAL CARES PROJECT			37,589.75				
DONATION \$ SPENT	AMAZON.COM		PROCUREMENT CARD	16.25	2380115001	63710		
DONATION \$ SPENT	AMZN MKTP		PROCUREMENT CARD	59.90	2380115001	63710		
	TOTAL DONATION \$ SPENT			76.15				
LIBRARY REFUND	ALI, LUL DUALE	LIBRARY REFUND	OVERPYMT OF LIBRARY DEBT	161.12	2380110101	54112		
LIBRARY REFUND	VARNADO, TRACY DARNELL	LIBRARY REFUND	OVERPYMT OF LIBRARY DEBT	64.31	2380110101	54112		
	TOTAL LIBRARY REFUND			225.43				
SUPPLIES	123RF.COM		PROCUREMENT CARD	45.00	2380110101	61149		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	15.98	2380110101	61149		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	34.62	2380114001	61149		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	10.51	2380114001	61149		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	11.99	2380114001	61149		
SUPPLIES	AMAZON.COM		PROCUREMENT CARD	29.26	2380114001	61149		
SUPPLIES	AMZN MKTP US		PROCUREMENT CARD	35.99	2380114001	61149		
SUPPLIES	AMZN MKTP US		PROCUREMENT CARD	58.49	2380114001	61149		
SUPPLIES	AMZN MKTP US		PROCUREMENT CARD	14.13	2380114001	61149		
SUPPLIES	AMZN MKTP US		PROCUREMENT CARD	15.98	2380114001	61149		
SUPPLIES	AMZN MKTP US		PROCUREMENT CARD	18.62	2380114001	61149		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
SUPPLIES	AMZN MKTP US		PROCUREMENT CARD	11.75	2380114001	61149		
SUPPLIES	AMZN MKTP US		PROCUREMENT CARD	40.59	2380114001	61149		
SUPPLIES	AMZN MKTP US		PROCUREMENT CARD	3.99	2380114001	61149		
SUPPLIES	AMZN MKTP US		PROCUREMENT CARD	83.90	2380114001	61149		
SUPPLIES	AMZN MKTP US		PROCUREMENT CARD	43.49	2380114001	61149		
SUPPLIES	AMZN MKTP US		PROCUREMENT CARD	10.98	2380114001	61149		
SUPPLIES	AMZN MKTP US		PROCUREMENT CARD	39.42	2380114001	61149		
SUPPLIES	BLACKBOURN INC	1117626	ACCT 106017 LIBRARY	731.73	2380114001	61149		
SUPPLIES	BOELLSTORFF-WILLIAMS, ANYA		REIMB/SUPPLIES	15.48	2380114001	61149		
SUPPLIES	CINTAS CORP NO 470	4058034192	CUST 12448679 LIBRARY	3.70	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4058139090	CUST 12436514 LIBRARY	8.44	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4058660328	CUST 12448679 LIBRARY	3.70	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4058755769	CUST 12436514 LIBRARY	8.44	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4059252138	CUST 12448679 LIBRARY	3.70	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4059393766	CUST 12436514 LIBRARY	8.44	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4059983741	CUST 12448679 LIBRARY	3.70	2380112001	61120		
SUPPLIES	CINTAS CORP NO 470	4060080857	CUST 12436514 LIBRARY	8.44	2380112001	61120		
SUPPLIES	DEMCO INC		PROCUREMENT CARD	76.67	2380114001	61149		
SUPPLIES	DEMCO INC		PROCUREMENT CARD	261.90	2380114001	61149		
SUPPLIES	DEMCO INC		PROCUREMENT CARD	85.85	2380114001	61149		
SUPPLIES	GRAINGER INC	9651019342	ACCT 806469060 LIBRARY	194.00	2380112001	61105		
SUPPLIES	GRAINGER INC	9659679840	ACCT 806469060 LIBRARY	59.32	2380112001	61105		
SUPPLIES	HOME DEPOT CREDIT SERVICES	13-SEP-2020	6035 3225 3883 6655 LIBRARY	205.50	2380112001	61105		
SUPPLIES	IMAGE 360		PROCUREMENT CARD	17.49	2380110101	61149		
SUPPLIES	IMAGE 360		PROCUREMENT CARD	4.94	2380110101	61149		
SUPPLIES	KAY PARK RECREATION CORPORATIO	190183	ANOKA COUNTY LIBRARY	1,227.05	2380132001	61101		
SUPPLIES	KAY PARK RECREATION CORPORATIO	190183	ANOKA COUNTY LIBRARY	1,227.05	2380134001	61101		
SUPPLIES	KAY PARK RECREATION CORPORATIO	190183	ANOKA COUNTY LIBRARY	1,227.05	2380136001	61101		
SUPPLIES	KAY PARK RECREATION CORPORATIO	190183	ANOKA COUNTY LIBRARY	1,227.05	2380137001	61101		
SUPPLIES	KAY PARK RECREATION CORPORATIO	190183	ANOKA COUNTY LIBRARY	1,227.05	2380141001	61101		
SUPPLIES	LABELVALUE.COM		LABELVALUE.COM	350.06	2380110101	61149		
SUPPLIES	NORTHERN SANITARY SUPPLY CO IN	199718	ACCT A1018 LIBRARY	307.12	2380112001	61105		
SUPPLIES	NORTHERN SANITARY SUPPLY CO IN	199917	ACCT A1018 LIBRARY	528.86	2380112001	61105		
SUPPLIES	OFFICE DEPOT #1079		PROCUREMENT CARD	23.73	2380114001	61149		
SUPPLIES	OFFICE DEPOT #1090		PROCUREMENT CARD	106.17	2380114001	61149		
SUPPLIES	OFFICE DEPOT #1090		PROCUREMENT CARD	100.76	2380114001	61149		
SUPPLIES	OFFICE DEPOT #1090		PROCUREMENT CARD	5.19	2380114001	61149		
SUPPLIES	PRESTO GRAPHICS INC	66081	LIBRARY POSTERS	24.28	2380110101	61149		
SUPPLIES	PRESTO GRAPHICS INC	66224	FALL 2020 BACK TO LEARNING LIB	676.20	2380110101	61149		
	TOTAL SUPPLIES			10,483.75				
REPAIRS/MTNCE	COMMERCIAL ROOFING AND SHEET M	20-4726	ST FRANCIS LIBRARY	2,256.00	2380136001	61250		
REPAIRS/MTNCE	COMMERCIAL ROOFING AND SHEET M	20-4745	ST FRANCIS LIBRARY	1,749.00	2380136001	61250		
REPAIRS/MTNCE	CORVAL CONSTRUCTORS INC	863364	CUST 9754 LIBRARY	2,867.53	2380121001	61250		
REPAIRS/MTNCE	ELECTRO WATCHMAN INC	353360	CUST 2186 CROOKED LK LIBRARY	446.82	2380132001	61250		
REPAIRS/MTNCE	GRAINGER INC	9669371669	ACCT 806469060 LIBRARY	54.57	2380132001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2181144	ACCT 42854 PEST CONTROL	38.00	2380111001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2182021	CUST 48266 LIBRARY	125.00	2380111001	61250		
REPAIRS/MTNCE	GUARDIAN PEST SOLUTIONS INC	2182574	CUST 48266 LIBRARY	125.00	2380111001	61250		
REPAIRS/MTNCE	RM COTTON COMPANY	0119673-IN	CUST ANOK250 LIB	3,066.04	2380132001	61250		
REPAIRS/MTNCE	RM COTTON COMPANY	0119673-IN	CUST ANOK250 LIB	6,132.08	2380133001	61250		
REPAIRS/MTNCE	TECH LOGIC CORP	15006531S4E	CUST ANO003C LIBRARY	76.47	2380121001	61251		
	TOTAL REPAIRS/MTNCE			16,936.51				
STAFF DEVELOPMENT	ALDI 72093		PROCUREMENT CARD	8.17	2380110101	61355		
STAFF DEVELOPMENT	BOELLSTORFF-WILLIAMS, ANYA		REIMB/STAFF DAY	150.36	2380110101	61355		
STAFF DEVELOPMENT	COSTCO WHSE#0652		PROCUREMENT CARD	51.19	2380110101	61355		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
STAFF DEVELOPMENT	HEALY, MARY		REIMB/STAFF DAY	71.31	2380110101	61355		
STAFF DEVELOPMENT	HEDLUND, OLIVIA		REIMB/STAFF DAY	54.89	2380110101	61355		
STAFF DEVELOPMENT	KLECKNER, JANET		REIMB/STAFF DAY	84.66	2380110101	61355		
STAFF DEVELOPMENT	KUEHN, AERYLE		REIMB/MLA (Additional Amt Paid)	30.00	2380137001	61355		
STAFF DEVELOPMENT	OLIVER, MARY		REIMB/STAFF DAY	40.77	2380110101	61355		
STAFF DEVELOPMENT	PROMOTIONS NOW		PROMOTIONS NOW	960.83	2380110101	61355		
STAFF DEVELOPMENT	WALPOLE, REBECCA		REIMB/STAFF DAY	49.54	2380110101	61355		
	TOTAL STAFF DEVELOPMENT			1,501.72				
TRAVEL	HEDLUND, OLIVIA		REIMB/MILEAGE	16.68	2380136001	61475		
TRAVEL	HEDLUND, OLIVIA		REIMB/MILEAGE	9.20	2380137001	61475		
TRAVEL	ROBERTS, ELIZABETH		REIMB/MILEAGE	13.23	2380114001	61475		
TRAVEL	SMALLEY, JASON		REIMB/MILEAGE	75.91	2380114001	61475		
	TOTAL TRAVEL			115.02				
GROUNDSKEEPING	OSTVIG TREE INC	35778	CUST 8740 LIBRARY	2,214.00	2380132001	61548		
	TOTAL GROUNDSKEEPING			2,214.00				
PROGRAMS	AMZN MKTP US		PROCUREMENT CARD	124.84	2380110101	61549		
PROGRAMS	AMZN MKTP US		PROCUREMENT CARD	58.77	2380110101	61549		
PROGRAMS	ARTISTRY THEATER AND VISUAL AR	1387	LIBRARY PROGRAMS 08/20	495.00	2380110101	61549		
PROGRAMS	IN *MINNESOTA NATIVE LAND		PROCUREMENT CARD	410.00	2380110101	61549		
	TOTAL PROGRAMS			1,088.61				
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	12.95	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	4.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	20.97	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	14.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	7.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	31.96	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	9.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	9.41	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	21.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	10.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	46.48	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	13.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	11.70	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	69.50	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	17.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	26.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	10.44	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	32.47	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	31.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	33.60	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	28.64	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	27.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	15.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	37.90	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	16.43	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	9.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	11.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	31.96	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	19.20	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	11.59	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	11.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	30.45	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	12.95	2380110101	61575		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	10.95	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	24.38	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	50.86	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	30.97	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	41.10	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	30.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	78.32	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	27.73	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	17.97	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMAZON.COM		PROCUREMENT CARD	65.94	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	20.67	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	16.07	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	9.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	11.19	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	23.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	15.62	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	9.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	23.28	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	25.88	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	79.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	22.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	9.26	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	21.58	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	21.19	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	4.79	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	190.33	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	50.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	13.74	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	13.70	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	17.53	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	8.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	14.86	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	8.76	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	24.08	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	23.24	2380110101	61575		
LIB MATERIALS/SOFTWARE	AMZN MKTP US		PROCUREMENT CARD	15.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	0003218533	ACCT L042226 2 LIBRARY	-29.94	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035304625	ACCT L042226 2 LIBRARY	732.75	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035339405	ACCT L031708 2 LIBRARY	430.89	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035360987	ACCT L031708 2 LIBRARY	333.15	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035381733	ACCT L031708 2 LIBRARY	246.70	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035389331	ACCT L042226 2 LIBRARY	1,865.10	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035391615	ACCT L042226 2 LIBRARY	840.46	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035403260	ACCT L031708 2 LIBRARY	2,277.18	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035404186	ACCT L042226 2 LIBRARY	1,082.19	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035406750	ACCT L421025 2 LIBRARY	129.48	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035420815	ACCT L031708 2 LIBRARY	284.08	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035426537	ACCT L031708 2 LIBRARY	1,636.57	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035431710	ACCT L042226 2 LIBRARY	1,512.89	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035434227	ACCT L042226 2 LIBRARY	782.51	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035437290	ACCT L042226 2 LIBRARY	1,101.43	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035438036	ACCT L031708 2 LIBRARY	503.28	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035439359	ACCT L042226 2 LIBRARY	629.12	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035442611	ACCT L421025 2 LIBRARY	653.75	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035450233	ACCT L042226 2 LIBRARY	1,059.77	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035456026	ACCT L042226 2 LIBRARY	1,088.49	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035456436	ACCT L579508 2 LIBRARY	418.52	2380110101	61575		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035458796	ACCT L421025 2 LIBRARY	347.23	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035460641	ACCT L042226 2 LIBRARY	650.53	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035463984	ACCT L579508 2 LIBRARY	518.84	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035464059	ACCT L042226 2 LIBRARY	662.74	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035467038	ACCT L579508 2 LIBRARY	320.20	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035467215	ACCT L042226 2 LIBRARY	1,568.84	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035469038	ACCT L042226 2 LIBRARY	661.49	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035469233	ACCT L042226 2 LIBRARY	642.09	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035474384	ACCT L579508 2 LIBRARY	266.82	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035474648	ACCT L421025 2 LIBRARY	253.66	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035478906	ACCT L042226 2 LIBRARY	1,428.33	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035479367	ACCT L042226 2 LIBRARY	811.89	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035482539	ACCT L042226 2 LIBRARY	927.47	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035486183	ACCT L579508 2 LIBRARY	278.64	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035488167	ACCT L579508 2 LIBRARY	619.10	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035492302	ACCT L042226 2 LIBRARY	812.83	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035494732	ACCT L421025 2 LIBRARY	696.35	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035494917	ACCT L042226 2 LIBRARY	692.40	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035495139	ACCT L579508 2 LIBRARY	448.96	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035497147	ACCT L579508 2 LIBRARY	340.56	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035500181	ACCT L042226 2 LIBRARY	530.54	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035500525	ACCT L421025 2 LIBRARY	265.34	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035505238	ACCT L579508 2 LIBRARY	478.65	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035505434	ACCT L042226 2 LIBRARY	1,478.51	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035508807	ACCT L421025 2 LIBRARY	233.25	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035511362	ACCT L042226 2 LIBRARY	1,301.50	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2035518021	ACCT L042226 2 LIBRARY	273.35	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2053404894	ACCT L042226 2 LIBRARY	759.95	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	2053419041	ACCT L421025 2 LIBRARY	190.64	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	5016376835	ACCT C016998 3 LIBRARY	42.91	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	5016393872	ACCT C016998 3 LIBRARY	595.55	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	5016408085	ACCT C016998 3 LIBRARY	369.26	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	5016423189	ACCT C016998 3 LIBRARY	233.72	2380110101	61575		
LIB MATERIALS/SOFTWARE	BAKER AND TAYLOR	5016440442	ACCT C016998 3 LIBRARY	571.59	2380110101	61575		
LIB MATERIALS/SOFTWARE	BIBLIOTHECA LLC	INV-US35693	CUST C0000272-US LIBRARY	1,568.53	2380110101	61575		
LIB MATERIALS/SOFTWARE	BIBLIOTHECA LLC	INV-US35695	CUST C0000272-US LIBRARY	6,321.70	2380110101	61575		
LIB MATERIALS/SOFTWARE	BIBLIOTHECA LLC	INV-US35696	CUST C0000272-US LIBRARY	2,463.93	2380110101	61575		
LIB MATERIALS/SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	134.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	BLACKSTONELIBRARY.COM		PROCUREMENT CARD	180.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	CENTER POINT LARGE PRINT		PROCUREMENT CARD	161.94	2380110101	61575		
LIB MATERIALS/SOFTWARE	CENTER POINT LARGE PRINT		PROCUREMENT CARD	22.17	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	71780218	ACCT 154592 LIBRARY	235.13	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	71999364	ACCT 154592 LIBRARY	79.17	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	72165593	ACCT 154592 LIBRARY	105.56	2380110101	61575		
LIB MATERIALS/SOFTWARE	GALE GROUP, THE	72260022	CUST 154592 LIBRARY	179.15	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	47989235	ACCT 2011296 LIBRARY PO4544	812.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48036617	ACCT 2011296 LIBRARY PO4544	91.14	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48055247	ACCT 2011296 LIBRARY PO4544	766.70	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48081495	ACCT 2011296 LIBRARY PO4544	602.80	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48127951	ACCT 2011296 LIBRARY PO4544	157.78	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48157108	ACCT 2011296 LIBRARY PO4544	327.38	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48173199	ACCT 2011296 LIBRARY PO4544	319.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48261030	ACCT 2011296 LIBRARY PO4544	72.92	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48300285	ACCT 2011296 LIBRARY PO4544	576.13	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48322211	ACCT 2011296 LIBRARY PO4544	256.42	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48322212	ACCT 2011296 LIBRARY PO4544	558.55	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48322213	ACCT 2011296 LIBRARY PO4544	17.94	2380110101	61575		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48345304	ACCT 2011296 LIBRARY PO4544	144.94	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48378588	ACCT 2011296 LIBRARY PO4544	208.90	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48378589	ACCT 2011296 LIBRARY PO4544	211.54	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48401883	ACCT 2011296 LIBRARY PO4544	311.29	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48401885	ACCT 2011296 LIBRARY PO4544	91.57	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48474199	ACCT 2011296 LIBRARY PO4544	823.15	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48474200	ACCT 2011296 LIBRARY PO4544	152.42	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48494397	ACCT 2011296 LIBRARY PO4544	694.70	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48505681	ACCT 2011296 LIBRARY PO4544	98.94	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48517222	ACCT 2011296 LIBRARY PO4544	401.93	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48541055	ACCT 2011296 LIBRARY PO4544	23.35	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48551787	ACCT 2011296 LIBRARY PO4544	547.72	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48571663	ACCT 2011296 LIBRARY PO4544	444.18	2380110101	61575		
LIB MATERIALS/SOFTWARE	INGRAM LIBRARY SVCS	48627968	ACCT 2011296 LIBRARY PO4544	39.89	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	99327771	PO4543 CUST 2000006792 LIBRARY	256.75	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	99328388	PO4543 CUST 2000006792 LIBRARY	189.95	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	99331427	PO4543 CUST 2000006792 LIBRARY	747.54	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	99358509	PO4543 CUST 2000006792 LIBRARY	79.94	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	99383816	PO4543 CUST 2000006792 LIBRARY	755.24	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	99385421	PO4543 CUST 2000006792 LIBRARY	189.92	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	99393396	PO4543 CUST 2000006792 LIBRARY	777.07	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	99416869	PO4543 CUST 2000006792 LIBRARY	109.96	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	99430753	PO4543 CUST 2000006792 LIBRARY	1,453.01	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	99445675	PO4543 CUST 2000006792 LIBRARY	59.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	MIDWEST TAPE	99452327	PO4543 CUST 2000006792 LIBRARY	137.80	2380110101	61575		
LIB MATERIALS/SOFTWARE	NEWSBANK INC/TCR HS		PROCUREMENT CARD	828.00	2380110101	61575		
LIB MATERIALS/SOFTWARE	OCLC INC	1000068030	ACCT 5037 LIBRARY	2,300.21	2380114001	61575		
LIB MATERIALS/SOFTWARE	PAYPAL *BKJVA INC EBAY		PROCUREMENT CARD	20.99	2380110101	61575		
LIB MATERIALS/SOFTWARE	READING GROUP CHOICES		PROCUREMENT CARD	52.50	2380110101	61575		
LIB MATERIALS/SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	14.90	2380110101	61575		
LIB MATERIALS/SOFTWARE	RECORDED BOOKS		PROCUREMENT CARD	381.37	2380110101	61575		
LIB MATERIALS/SOFTWARE	T MOBILE	965098942-09/20	ACCT 965098942 LIBRARY	502.33	2380110101	61575		
LIB MATERIALS/SOFTWARE	THE WEEK JUNIOR		PROCUREMENT CARD	69.98	2380110101	61575		
LIB MATERIALS/SOFTWARE	WALMART.COM AV		PROCUREMENT CARD	49.94	2380110101	61575		
	TOTAL LIBRARY MATERIALS/SOFTWARE			68,817.29				
RENTAL	HLP LLC	OCT 2020 LIBRARY	NO CENTRAL LIBR LEASE OCT 2020	4,650.66	2380135001	62101		
RENTAL	PITNEY BOWES	3104159418	ACCT 0011741352 LIBRARY	847.62	2380110101	62124		
	TOTAL RENTAL			5,497.68				
UTILITIES	ACE SOLID WASTE INC	6276193	ACCT 3067-192854-001 LIBRARY	87.64	2380111001	62228		
UTILITIES	ACE SOLID WASTE INC	6276193	ACCT 3067-192854-001 LIBRARY	43.82	2380141001	62228		
UTILITIES	CENTENNIAL UTILITIES	71047-09/20	ACCT 71047.00 LIBRARY	20.60	2380134001	62225		
UTILITIES	CENTENNIAL UTILITIES	71047-09/20	ACCT 71047.00 LIBRARY	45.45	2380134001	62227		
UTILITIES	CENTERPOINT ENERGY	8000015459-09/20	ACCT 8000015459-3 LIBRARY	57.47	2380111001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-09/20	ACCT 8000015459-3 LIBRARY	82.33	2380121001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-09/20	ACCT 8000015459-3 LIBRARY	47.32	2380132001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-09/20	ACCT 8000015459-3 LIBRARY	54.52	2380133001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-09/20	ACCT 8000015459-3 LIBRARY	23.88	2380135001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-09/20	ACCT 8000015459-3 LIBRARY	19.50	2380136001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-09/20	ACCT 8000015459-3 LIBRARY	27.51	2380137001	62225		
UTILITIES	CENTERPOINT ENERGY	8000015459-09/20	ACCT 8000015459-3 LIBRARY	96.03	2380141001	62225		
UTILITIES	CITY OF ANOKA	501210-09/20	ACCT 02-501210-01 LIBRARY	3,591.63	2380141001	62226		
UTILITIES	CITY OF ANOKA	501210-09/20	ACCT 02-501210-01 LIBRARY	553.04	2380141001	62227		
UTILITIES	CITY OF BLAINE	4000011-09-20	CUST 4000011-000 LIBRARY	223.42	2380121001	62227		
UTILITIES	CITY OF BLAINE	4000200-09-20	CUST 4000200-000 LIBRARY	63.27	2380111001	62227		
UTILITIES	CITY OF BLAINE	4000602-09-20	CUST 4000602-000 LIBRARY	227.69	2380137001	62227		

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
UTILITIES	CITY OF ST FRANCIS	2479-09/20	ACCT 2479 LIBRARY	48.84	2380136001	62227		
UTILITIES	CONNEXUS ENERGY	178588-09/20	ACCT 684587-178588 LIBRARY	182.27	2380136001	62226		
UTILITIES	CONNEXUS ENERGY	203085-09/20	ACCT 386179-203085 LIBRARY	804.51	2380137001	62226		
UTILITIES	CONNEXUS ENERGY	230469-09/20	ACCT 386179-230469 LIBRARY	169.48	2380135001	62226		
UTILITIES	CONNEXUS ENERGY	230477-09/20	ACCT 386179-230477 LIBRARY	233.63	2380135001	62226		
UTILITIES	CONNEXUS ENERGY	231009-09/20	ACCT 386181-231009 LIBRARY	1,240.33	2380111001	62226		
UTILITIES	CONNEXUS ENERGY	231010-09/20	ACCT 386180-231010 LIBRARY	3,397.80	2380121001	62226		
UTILITIES	CONNEXUS ENERGY	312858-09/20	ACCT 386178-312858 LIBRARY	1,424.53	2380134001	62226		
UTILITIES	PITNEY BOWES RESERVE ACCOUNT	LIBRARY 2020-6	ACCT 10266468 LIBRARY POSTAGE	2,000.00	2380110101	62231		
UTILITIES	STATE OF MN IT SVCS	DV20080336	CUST 100A00205 WAN LIBR 08/20	755.70	2380114001	62275		
UTILITIES	TDS METROCOM	434-9806-09/20	ACCT 763 434 9806 LIBRARY	74.48	2380132001	62229		
UTILITIES	TDS METROCOM	434-9806-09/20	ACCT 763 434 9806 LIBRARY	94.63	2380133001	62229		
UTILITIES	TDS METROCOM	434-9806-09/20	ACCT 763 434 9806 LIBRARY	74.48	2380134001	62229		
UTILITIES	TDS METROCOM	434-9806-09/20	ACCT 763 434 9806 LIBRARY	94.58	2380135001	62229		
UTILITIES	TDS METROCOM	434-9806-09/20	ACCT 763 434 9806 LIBRARY	82.48	2380136001	62229		
UTILITIES	TDS METROCOM	434-9806-09/20	ACCT 763 434 9806 LIBRARY	74.48	2380137001	62229		
UTILITIES	TDS METROCOM	434-9806-09/20	ACCT 763 434 9806 LIBRARY	74.48	2380141001	62229		
UTILITIES	VERIZON WIRELESS	9862293063	ACCT 286867228-1 LIBRARY	436.48	2380110101	62229		
UTILITIES	VERIZON WIRELESS	9862293063	ACCT 286867228-1 LIBRARY	148.68	2380112001	62229		
UTILITIES	XCEL ENERGY	700736943	ACCT 51-6181280-6 LIBRARY	1,265.15	2380132001	62226		
UTILITIES	XCEL ENERGY	700736943	ACCT 51-6181280-6 LIBRARY	1,728.14	2380133001	62226		
	TOTAL UTILITIES			19,670.27				
PROFESSIONAL SERVICES	ADVANCE ADVISORS	1026	LIBRARY SEP 2020	625.00	2380110101	63010		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4057593759	CUST 12436813 CENTENNIAL LIBR	12.37	2380134001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4058036659	CUST 12436757 CROOKED LK LIBR	28.80	2380132001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4058139090	CUST 12436514 LIBRARY	13.20	2380111001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4058139127	CUST 12436731 NORTHTOWN LIBR	94.57	2380121001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4058195087	CUST 12436813 CENTENNIAL LIBR	12.37	2380134001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4058341582	CUST 12436794 NO CENTRAL LIBR	19.44	2380135001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4058755798	CUST 12436731 NORTHTOWN LIBR	94.57	2380121001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4058887014	CUST 12436813 CENTENNIAL LIBR	12.37	2380134001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4059252138	CUST 12448679 LIBRARY	180.00	2380141001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4059311641	CUST 12436757 CROOKED LK LIBR	28.80	2380132001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4059393766	CUST 12436514 LIBRARY	13.20	2380111001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4059393783	CUST 12436731 NORTHTOWN LIBR	94.57	2380121001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4059515981	CUST 12436813 CENTENNIAL LIBR	12.37	2380134001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4060080829	CUST 12436731 NORTHTOWN LIBR	94.57	2380121001	63064		
PROFESSIONAL SERVICES	CINTAS CORP NO 470	4060188013	CUST 12436813 CENTENNIAL LIBR	12.37	2380134001	63064		
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113244	LIBRARY CLEANING SVCS AUG 2020	950.00	2380111001	63064	23012011	63064
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113244	LIBRARY CLEANING SVCS AUG 2020	3,441.55	2380121001	63064	23012011	63064
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113244	LIBRARY CLEANING SVCS AUG 2020	950.00	2380132001	63064	23012011	63064
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113244	LIBRARY CLEANING SVCS AUG 2020	575.00	2380134001	63064	23012011	63064
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113244	LIBRARY CLEANING SVCS AUG 2020	695.00	2380135001	63064	23012011	63064
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113244	LIBRARY CLEANING SVCS AUG 2020	875.00	2380136001	63064	23012011	63064
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113244	LIBRARY CLEANING SVCS AUG 2020	800.00	2380137001	63064	23012011	63064
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113244	LIBRARY CLEANING SVCS AUG 2020	2,625.00	2380141001	63064	23012011	63064
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113285	LIBRARY CLEANING SVCS SEP 2020	950.00	2380111001	63064	23012011	63064
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113285	LIBRARY CLEANING SVCS SEP 2020	3,441.55	2380121001	63064	23012011	63064
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113285	LIBRARY CLEANING SVCS SEP 2020	950.00	2380132001	63064	23012011	63064
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113285	LIBRARY CLEANING SVCS SEP 2020	1,447.53	2380133001	63064	23012011	63064
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113285	LIBRARY CLEANING SVCS SEP 2020	575.00	2380134001	63064	23012011	63064
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113285	LIBRARY CLEANING SVCS SEP 2020	695.00	2380135001	63064	23012011	63064
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113285	LIBRARY CLEANING SVCS SEP 2020	875.00	2380136001	63064	23012011	63064
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113285	LIBRARY CLEANING SVCS SEP 2020	800.00	2380137001	63064	23012011	63064
PROFESSIONAL SERVICES	PERFECTION PLUS, INC	113285	LIBRARY CLEANING SVCS SEP 2020	2,625.00	2380141001	63064	23012011	63064
	TOTAL PROFESSIONAL SERVICES			24,619.20				

DEPT/ACCT	VENDOR NAME	INVOICE #	DESCRIPTION	AMOUNT	GL KEY	GL OBJECT	JL KEY	JL OBJECT
ADMIN EXPENSE	BACKLUND, LINDA	SEP 2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	GREENSWEIG, DANIEL	SEP 2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	KEISTER, MELANIE	SEP 2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	KOST, VIRGINIA	SEP 2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	LENZ, MARK	SEP 2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	MARTINEAU DUNLOP, JANICE	SEP 2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
ADMIN EXPENSE	ORPEN, RICHARD	SEP 2020	LIBRARY BOARD MTG PER DIEM	50.00	2380110101	63362		
	TOTAL ADMIN EXPENSE			350.00				
	MELSA EQUALIZATION			210.71				
	MELSA FORMULA			168,736.50				
	BLDG FUND/MIS REMODEL			225,281.00				
	COVID RELATED			11,591.15				
	CARES PROJECT			37,589.75				
	OPERATING ACCOUNTS			151,595.63				
	(INCLUDES \$76.15 DONATION \$ SPENT)							
	TOTAL INVOICES SENT FOR PAYMENT 9/12/20 THRU 10/9/20			595,004.74				



ANOKA COUNTY LIBRARY BOARD ACTION ITEM

DATE OCTOBER 19, 2020

2020-2022

ACTION REQUESTED	Approve the Library holiday and closed hours for 2021
BACKGROUND	<p><u>Long weekends</u> For long weekends, the closed dates are generally Anoka County holidays. In the past, additional closed days over weekends were added as a cost savings measure. Since these additional closed days fall on weekends, there is no difference between the County's official schedule and the Library's.</p> <p><u>Staff Day</u> The tradition of closing all library buildings on a Thursday in May serves to provide professional development for staff.</p> <p><u>Christmas Holiday</u> When Christmas Eve falls on a week day other than a Friday, the County's policy is that all non-24-hour facilities close at noon. It made little sense for the Library to be open for a limited time so in prior years the Library Board has decided to close the entire day on Christmas Eve.</p> <p>All county staff are then given a paid half shift (pro-rated or up to four hours) of holiday pay on designated Christmas Eves. Library staff are required to take FTO or leave without pay for the remaining hours of their scheduled shift.</p>
RECOMMENDATIONS	Recommend that the Library Board approve the holiday and closed schedule.



ANOKA COUNTY LIBRARY 2021 CLOSED DAYS/HOLIDAY SCHEDULE - DRAFT

<u>Date/Day</u>	<u>Status</u>
<u>New Year 's</u>	
December 31, 2020 – Thursday, New Year's Eve	Open 10-4
January 1, 2021 – Friday, New Year's Day*	Closed
January 18, Monday, Martin Luther King Day*	Closed
February 15, Monday, President's Day*	Closed
April 4, Sunday, Easter	Closed
May 13, Thursday, Staff Day	Closed
<u>Memorial Day weekend</u>	
May 29, Saturday	Closed
May 30, Sunday	Closed
May 31, Monday, Memorial Day*	Closed
July 4, Sunday, Independence Day	Closed
July 5, Monday, Independence Day* observed	Closed
<u>Labor Day weekend</u>	
September 4, Saturday	Closed
September 5, Sunday	Closed
September 6, Monday, Labor Day*	Closed
November 11, Thursday, Veteran's Day*	Closed
<u>Thanksgiving weekend</u>	
November 24, Wednesday, Thanksgiving Eve	Open 1-6
November 25, Thursday, Thanksgiving Day*	Closed
November 26, Friday, Thanksgiving Friday*	Closed
<u>Christmas</u>	
December 24, Friday, Christmas Eve**	Closed
December 25, Saturday, Christmas Day*	Closed
<u>New Year 's</u>	
December 31, 2021 –Friday, New Year's Eve	Closed
January 1, 2022 – Saturday, New Year's Day*	Closed

*County Paid Holidays

**County Paid Half Shift



ANOKA COUNTY LIBRARY BOARD ACTION ITEM

DATE OCTOBER 19, 2020

2020-0023

ACTION REQUESTED	Consider approving a replacement fee for key fobs that provide access to library vestibules.
BACKGROUND	Four libraries will be providing access to vestibules where lockers are located outside of normal library open hours. Patrons who fill out an application and sign an acceptable use policy will be given a key fob to open the vestibule doors. Fee cost includes both administrative and the physical cost of replacement.
SOLUTIONS	Set a replacement fee of \$10.
RECOMMENDATIONS	Set a replacement fee of \$10.



Branch Library Report -North Central

Date: October 19, 2020

TRENDS IN THE SERVICE AREA

- The North Central Library services residents from Ham Lake, East Bethel, Linwood, and Oak Grove as well as patrons from Bethel, Columbus, and addresses in the East Central Library system. East Central patrons have continued to be strong users of the North Central Library even during COVID. We have heard from them that they appreciate we are still offering services during hours that fit in with their daily commutes.
- Patron families attend schools in St. Francis School District 15, Anoka-Hennepin School District 11, Forest Lake School District 83, and from charter schools Star of the North Academy and Davinci Academy.
- Staff at the North Central Library have noticed an increase in diversity again this year among the population utilizing the library and are interested to see what changes the 2020 Census will reveal from the last census.
- The Crosstown Shopping Center has a new owner who has been revitalizing the mall with improvements and marketing campaigns to draw in new tenants. Currently the exterior walls have been repaired and painted, the sidewalks have been leveled, the parking lot has been patched, and store fronts have new awnings and improved lighting at the doorways to businesses. The library has submitted a list of interior improvement projects that will be incorporated into the new lease. Many of the projects were suggested by new owner Jason Ingbretson. Hopefully a revitalized mall will result in increased business for the library.
 - Dollar Tree has signed a 10-year lease for the stand-alone building in the parking lot. They are currently working on the interior and are hoping to be open early November. Other storefronts are in the negotiation phase.

LIBRARY ISSUES AND SERVICE TRENDS

North Central during COVID has seen quite a few changes:

- North Central staff worked very hard during the time the library was closed weeding and shifting the collection. The shifting allowed staff to remove the outdated spinners that housed the Romance collection, a necessity as the industry is changing to print full size romances instead of pocket books. The shifting also gave additional space to handle increased items placed on Hold during COVID restrictions. Specialty items like Book Club in a Bag kits, Mobile host spots, and Memory Kits gained display space that has really generated interest in these items.
- Young families are doing more online ordering and just sending one person to pick up the items. The younger children are finding it difficult to be in the library without the Play Matters corner full of toys or being able to do the scavenger hunts.

- Many of the older users are delighted the library is open and thank us often for letting them come into browse, others are strictly grab and go.
- 40-60 years old users continue to place numerous requests and just pick up materials.
- North Central hasn't seen a significant number of people requesting computer time during COVID distancing protocol. North Central is only able to have two public computers available at a time because of social distancing but there have only been a few instances where there has been a queue. Usage is down. A handful of regular users are coming in 3-4 times a week to use the computers.
 - There has recently been an increase in the number of computer users that the License Department next door are sending to us. They are able to quickly print additional documents needed for Real IDs. Applicants who have waited months for the appointment are very grateful to us and the License staff for the extra time allowed to get their application completed without a new appointment.
- Currently North Central is not offering any onsite program opportunities. Staff have offered some virtual programs for children taped at the library and Mary Oliver did a series of 6 taped Storytimes to air on QCTV. Staff are exploring opportunities for programming that could be done virtually or with take home kits.
 - Patrons continue to ask when Storytime, Book Puzzlers, and Creative Hands programs will be returning.

LIBRARY SERVICES AND EVENTS

Prior to shut down in March...

Programs and Events:

- Book Puzzler: Monthly book discussion that includes solving jigsaw puzzles was very popular and we had built a solid core of attendees.
- Creative hands: Programs where attendees can complete a project during the program and learn skills to use for future projects.
- Early Literacy Storytimes were well attended, scavenger hunts continued to attract young patrons, and the Play Matters area was a space for children to play and learn.

Current services and events...

- Attractive displays to showcase materials.
- Students hours have started on Thursdays from 4:00-6:00. Students will be able to set appointments to use the library during closed hours to utilize computers, print materials, and staff knowledge to complete their school work.
- Pop-up crafts for children that are prepackaged and are taken home to be completed.

Ongoing partnerships include:

- Virtual Library Card programs initiated with Star of the North Academy and East Bethel Elementary. Services have been offered to McKinley, Linwood, and Cedar Creek Elementary schools but partnerships have not developed as yet.
- In development is a Recycled Reads partnership with NACE food shelf.

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
Minneapolis Community & Technical College

MEMORANDUM OF AGREEMENT
FOR STUDENT TRAINING EXPERIENCE/INTERNSHIP

This Agreement is made between the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minneapolis Technical College in Minneapolis Minnesota ("the College/University") and Anoka County Library, Minnesota ("the Facility"). This Agreement, and any written changes and additions to it, shall be interpreted according to the Laws of the State of Minnesota.

The purpose of this Memorandum of Agreement is to outline the terms of the training/internship experience for the student of the College/University and to identify the responsibilities of the College/University and the Facility.

A. THE PARTIES UNDERSTAND THAT:

1. The College/University has a(n) Library Information Technology Program (the "Program") for qualified students enrolled in the College/University; and
2. The College/University has been given authority to enter into Agreements regarding academic programs; and
3. The Facility has facilities for providing a suitable training experience that meets the educational needs of students enrolled in the Program of the College/University; and
4. It is in the general interest of the Facility to provide a training site where College/University students can learn and develop skills and qualifications needed to achieve the student's occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs; and
5. The College/University and the Facility want to cooperate to furnish a training experience at the Facility for students of the College/University enrolled in the Program.

B. RESPONSIBILITIES OF EACH PARTY

1. **The College/University agrees to:**
 - a. make arrangements with the Facility for a training experience at the Facility that will support the student's occupational goals and meet any applicable Program requirements.

- b. make periodic visits to the Facility's training site to observe the student or receive periodic reports from the Facility and/or the student, and discuss the student's performance and progress with the student and any site supervisor at the Facility, as needed.
- c. discuss with the Facility any problems or concerns arising from the student's participation.
- d. notify the Facility in the event the student is no longer enrolled in the Program at the College/University.
- e. keep any necessary attendance and progress records as set forth in the College/University attendance policy.
- f. assist in the evaluation of the student's performance in the training experience.

2. **The Facility agrees to:**

- a. cooperate with the College/University in providing a mutually agreeable training experience at the Facility that supports the student's educational and occupational goals.
- b. consult with the College/University about any difficulties arising at the Facility's training site that may affect the student's participation.
- c. assist in the evaluation of the student's performance and provide time for consultation with the College/University concerning the student, as needed.
- d. sign the weekly work report to verify the student's attendance.

3. **LIABILITY**

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The College/University's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.732 et seq., and other applicable law.

4. **TERM OF AGREEMENT**

This Agreement is in effect from 9/8, 2020 or when fully executed, and shall remain in effect until 12/20/20. This Agreement may be terminated by giving at least seven (7) days' advance oral notice to the other parties, with a follow up letter confirming termination delivered to the other party on or before the actual termination date.

5. **FINANCIAL CONSIDERATION**

- a. The College/University and the Facility each agree to bear their own costs associated with this Agreement and that no payment is required by either College/University or the Facility to the other party.
- b. The Facility is not required to reimburse the College/University faculty or students for any services rendered to the Facility or its customers pursuant to this Agreement.

6. **CHANGES OR ADDITIONS TO THE AGREEMENT**

Any changes or additions to this Agreement must be in writing and signed by authorized representatives of each party.

7. **ASSIGNMENT**

Neither the College/University nor the Facility shall assign or transfer any rights or obligations under this Agreement without first obtaining the written consent of the other party.

8. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated to the Act. The College/University IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

9. **MINNESOTA GOVERNMENT DATA PRACTICES ACT**

The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 [“the Act”]) that classify the College/University’s written and electronic information as public, private or confidential. Except as otherwise provided in law or College/University policy, data on students is private and may not be shared with any other party. If the Facility receives a request from a third party for any data provided to the Facility by the College/University, the Facility agrees to immediately notify the College/University. The College/University will give the FACILITY instructions concerning the release of the data to the requesting party before the data is released and the Facility agrees to follow those instructions.

10. **STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT**

The student assigned to a training experience/internship at the Facility shall be required to sign a Student Training Experience/Internship Agreement (see Attachment A attached to this Agreement and made part of it) before the student begins the training experience/internship at the Facility.

11. **NON-DISCRIMINATION**

The Facility recognizes that it is the policy of the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran’s status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.

In signing this Memorandum of Agreement, we agree to work together to assist the student in learning and/or applying the tasks and skills identified. We understand that the Individualized Training Plan for the student can be modified or dissolved at any time upon the mutual agreement of the Facility and College/University.

FACILITY

Name: _____

Authorized Facility Representative

Title: _____

Date: _____

**Minnesota State Colleges and Universities
Minneapolis Community and Technical
College**

Name: _____

Dean: _____

Date: _____

AS TO FORM AND EXECUTION

By: (authorized College/University signature)

Title: _____

Date: _____

BOARD/COMMITTEE

<p><i>NAME OF UNIT:</i></p> <p>Library Board</p>	<p><i>POWERS, DUTIES AND RESPONSIBILITIES:</i></p> <ol style="list-style-type: none"> 1. Select, hire, and supervise library director for operation of county's library system. 2. Responsible for expenditure of Library Fund as appropriated through county board tax levy (i.e., receive and expend funds). 3. Submit budget to county board. 4. Adopt bylaws, policies, and regulations for the use of Library buildings, grounds, materials, and equipment. 5. Responsible for the planning of Library services and buildings. 6. Responsible to the county board of commissioners. 7. Responsible for real and personal property of the Library.
<p><i>MEMBERSHIP/TERM:</i></p> <p>Seven Members (Board of Directors)</p> <p>Three-Year Terms, Staggered (not including assuming an unexpired term).</p> <p>County Board Liaison - one-year term</p>	
<p><i>LEGAL AUTHORITY:</i></p> <p>M.S. Chapter 134 as amended in 1983.</p>	
<p><i>DEPARTMENT LIAISON:</i></p> <p>Patti Hetrick Interim Library Director 763-324-1716</p>	
<p><i>MEETING SCHEDULE:</i></p> <p>Generally the third Monday of each month at Library Administration Building, 707 Hwy. 10, Blaine 5:30 p.m.</p>	<p><i>APPOINTING AUTHORITY:</i></p> <p>County Board. Must be county residents.</p> <p>County board liaison appointed by county board chair.</p>
<p><i>EXPENSE REIMBURSEMENT:</i></p> <p>\$50 per meeting (24 per diems maximum per calendar year). Resolution #87-50, #87-75, & 2000-6</p>	
<p><i>MONTHLY COMMITMENTS:</i></p>	
	<p><i>SUB-COMMITTEES, MISCELLANEOUS:</i></p>

Virtual Programs

- 32 virtual programs
 - School At Home with ACL
 - Walking Shadow Theater Company: Beowulf
 - Club Book: Nancy Pearl
 - Mysterious Creatures of Minnesota: From Big-foot to Lake Monsters
 - Grab and Go Babysitters Club Kits
 - Creative Hands:Tie Dye Tote Bags

In-person (socially distanced) programs

- 5 Storywalks
- Centennial Adult Book Club

Social Media

- New Facebook followers: 51
- New Instagram followers: 9
- New Twitter followers: 6

Patron's Facebook comment on the new fall hours post from 9/7 - "I was thrilled that Saturday hours were added back in."

Thankful library patrons

A patron told staff at Crooked Lake that she was very impressed with how the library has operated throughout COVID. She went on to say that she's always loved her library, but thought ACL has done especially well dealing with the pandemic – offering everything that we reasonably could. She thanked us profusely and was a little choked up when she said the library is really impacting the community in a positive way!

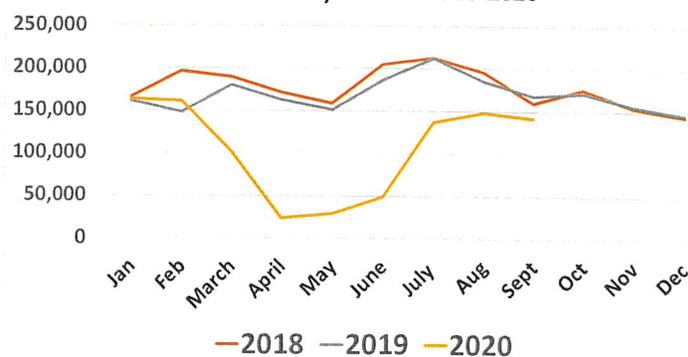
Another grateful patron reported to Northtown staff that he was looking at a potential \$400 car repair. By searching the online database ALLDATA, he was able to repair it himself with a \$13 part!



Circulation in September

Location	Physical checkouts ↓ 1% from AUG	Total Circ includes renewals ↓ 4.5% from AUG
ACHC		24
Andover-On the Go		107
Centennial	11,421	16,878
Crooked Lake	7,155	11,066
Johnsville	14,461	21,608
LSS	752	2,189
Mississippi	2,015	4,836
North Central	3,851	5,855
Northtown	20,747	29,805
Ramsey-On the Go		27
Rum River	22,878	34,134
St. Francis	2,983	4,589
Total	86,263	131,118

Circulation by Month 2018-2020



Total In-Person Visits to Library

- 29,880 visitors

Books By Mail

- 544 items/206 mailings

Library Card Applications

- 652 applications created (increase of 7.8% from AUG)

Website

- 55,321 visits 93,759 page views

CloudLibrary

- eBook: 19,702 eAudio: 9,749

RBDigital

- 1,579

Phone & Email Reference Inquiries

594 total, Phone 424, Email 165, AskMN 5

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	11	109		455	91	-	93		184	27	52	16		95
Andover	2,098	3	184		2,285	877		65		942	11	26	7		44
Centennial	46,202	7,759	48,685		102,646	26,835	3,827	29,453		60,115	392	141	286		819
Crooked Lake	36,825	2,816	32,008		71,649	17,023	1,160	14,674		32,857	367	81	168		616
Johnsville	60,605	23,198	65,409		149,212	36,590	12,377	39,581		88,548	296	155	256		707
LSS	9,363	1,767	5,697		16,827	2,433	565	1,538		4,536	305	2	1		308
Mississippi	23,258	440	10,672		34,370	10,343	194	5,421		15,958	147	29	70		246
North Central	18,790	1,501	18,077		38,368	9,997	749	10,238		20,984	97	29	58		184
Northtown	90,547	27,015	94,946		212,508	41,906	11,369	45,045		98,320	572	199	357		1,128
Ramsey	403	1	50		454	131	-	20		151	6	8	5		19
Rum River	96,282	29,652	105,928		231,862	48,037	12,836	55,748		116,621	584	209	376		1,169
St. Francis	13,875	1,298	14,497		29,670	7,379	603	7,523		15,505	77	28	90		195
Total	398,583	95,461	396,262	-	890,306	201,642	43,680	209,399	-	454,721	2,881	959	1,690	-	5,530

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	1,456		4,210	16,118	1,953	12,534		30,605	310	-	-		310
Crooked Lake	1,625	76	1,092		2,793	16,793	574	9,974		27,341	45	-	-		45
Johnsville	2,002	903	1,339		4,244	19,102	5,542	15,467		40,111	76	-	-		76
Mississippi	2,392	29	273		2,694	15,384	55	2,380		17,819	75	-	-		75
North Central	494	155	533		1,182	9,395	751	9,039		19,184	-	-	-		-
Northtown	6,864	4,225	4,992		16,081	37,133	6,535	26,970		70,638	1,022	-	-		1,022
Rum River	5,759	1,245	5,512		12,516	30,593	7,047	23,608		61,248	239	-	-		239
St. Francis	1,092	106	689		1,887	6,938	649	7,249		14,835	-	-	-		-
Total	22,932	6,789	15,886	-	45,607	151,456	23,106	107,220	-	281,781	1,767	-	-	-	1,767

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	9		73	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	14			16
Northtown	80	0	41.75		121.75	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
Total	341.25	0	50.75	0	392	437.5	14	0	0	451.5

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GL Object	GL Object Description	Adopted Budget	Working Budget	Jan - Sept Actual	Balance Remaining	% Complete Target = 75%	September Activity
Revenues							
53130	EDP - Fax Services	11,000	11,000	6,658.68	(4,341.32)	61%	0.00
53150	Contract Services	300	300	122.43	(177.57)	41%	0.00
53515	Damage Fees and charges	6,000	6,000	2,000.22	(3,999.78)	33%	329.17
53620	Lost Material Payments	18,000	18,000	6,249.66	(11,750.34)	35%	1,358.75
53630	Video Rental	16,000	16,000	7,958.47	(8,041.53)	50%	1,146.78
Total:		51,300	51,300	22,989.46	(28,310.54)	45%	2,834.70
54110	Overdue Book Fees	130,000	130,000	63,721.46	(66,278.54)	49%	9,976.01
54112	Collections Revenue	50,000	50,000	34,115.34	(15,884.66)	68%	701.38
Total:		180,000	180,000	97,836.80	(82,163.20)	54%	10,677.39
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	66.10	66.10	0%	61.10
56211	Material Sales	0	0	270.86	270.86	0%	23.35
56213	Book Sales	10,000	10,000	3,393.68	(6,606.32)	34%	391.42
56219	Copy Sales	42,000	42,000	17,812.30	(24,187.70)	42%	2,190.33
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

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61355	Conf, Conventions & Mtgs-Staff	17,779	17,779	2,273.55	15,505.45	13%	1,588.57
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	1,956.30	4,493.70	30%	205.89
61476	Other Travel Expense	1,550	1,550	1,492.58	57.42	96%	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	24,563.50	57,136.50	30%	0.00
61549	Program Expense	48,796	48,796	6,202.82	42,593.18	13%	1,337.04
61552	Bank Charges	2,500	2,500	2,331.52	168.48	93%	290.72
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	272.22	(272.22)	0%	272.22
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	642,534.50	492,545.50	57%	51,627.14
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	941,859.84	831,962.16	53%	74,005.71

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62101	Rental-Buildings	56,000	56,000	37,200.48	18,799.52	66%	4,650.06
62110	OnBase Allocation	375	375	281.25	93.75	75%	31.25
62114	PC Replacement Allocation	62,080	62,080	46,559.97	15,520.03	75%	5,173.33
62117	Network Allocation	182,000	182,000	136,500.03	45,499.97	75%	15,166.67
62118	IT Overhead Allocation	38,890	38,890	29,167.47	9,722.53	75%	3,240.83
62120	Rental-Equipment	3,450	0	0.00	0.00	0%	0.00
62124	Leases & Rentals	0	28,950	20,159.85	8,790.15	70%	2,765.01
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	31,707.02	15,442.98	67%	410.46
62226	Electric	149,980	149,980	92,686.18	57,293.82	62%	11,613.31
62227	Water	15,750	15,750	9,492.68	6,257.32	60%	1,966.20
62228	Waste Disposal	1,500	1,500	1,572.29	(72.29)	105%	256.22
62229	Phones	15,750	15,750	10,465.60	5,284.40	66%	1,154.77
62231	Postage	18,000	24,000	9,953.08	14,046.92	41%	(100.00)
62272	Telecom Service Allocation	0	0	0.00	0.00	0%	0.00
62275	State Internet Connectivity	13,050	13,050	6,371.40	6,678.60	49%	755.70
62277	Fiber Service	43,200	43,200	32,400.00	10,800.00	75%	3,600.00
62278	Fiber Access Maintenance Alloc	0	0	0.00	0.00	0%	0.00
62365	Insurance-Allocation	22,865	22,865	17,148.78	5,716.22	75%	1,905.42
62401	Bad Debt Expense	0	0	0.00	0.00	0%	0.00
Total:		698,257	704,257	483,552.90	220,704.10	69%	52,589.23
63010	Professional Services	5,000	5,000	2,030.15	2,969.85	41%	0.00
63064	Janitorial & Sanitation	205,689	205,689	105,187.42	100,501.58	51%	723.57
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%	0.00
63710	Dedicated Donations	0	0	5,243.36	(5,243.36)	0%	76.15

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Expense							
63799	Misc Administrative Expense	0	0	0.00	0.00	0%	0.00
Total:		215,689	363,522	249,288.92	114,233.08	69%	799.72
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	65,014.50	(65,014.50)	0%	55,520.00
Total:		25,000	25,000	65,014.50	(40,014.50)	260%	55,520.00
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	5,772,744.38	3,105,478.62	65%	621,247.86
Net County Share:		8,158,529	8,186,529	4,593,010.97	2,617,439.21	56%	605,179.44