



Anoka County
LIBRARY

Ideas, Information, Inspiration.

CALL TO MEETING

LIBRARY ADVISORY BOARD MEETING

****Location Change****

Library Support Services

707 County Rd 10 NE

Blaine, MN

Board Room

January 22, 2024

5:30pm

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



ANOKA COUNTY LIBRARY ADVISORY BOARD AGENDA
January 22, 2024, 5:30pm
Library Support Services Board Room

A. Welcome & Introductions

B. President calls meeting to order/Adoption of the Agenda

C. Roll Call

	YES	NO
Burns	_____	_____
Case	_____	_____
Fast	_____	_____
Fillbrandt	_____	_____
Kost	_____	_____
Orpen	_____	_____
Strombeck	_____	_____

D. Open Forum

The opportunity for members of the community to speak. 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.

E. Library impact story

F. Consent Agenda: SEE ATTACHED minutes, invoices and gifts.

1. November minutes, Nov & Dec invoices and gifts

G. Consider the following Action Items

1. Election of Officers See Action Item 2024-01
2. Adopt Library Board Meeting Schedule 2024 See Action Item 2023-02

H. Consider the following information Items

1. MELSA Update
2. Friends Update
3. Winter Reads
4. Online Library Card Application is Live
5. Year End Library Statistic Report
6. Strategic Plan Report

- I. Library Director's Report**
- J. Proposed Topics for Future Meetings**
- K. Adjournment**

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

LIBRARY BOARD MINUTES NOVEMBER 2023

The Anoka County Library Board met at the LSS Board Room on November 27, 2023. Present were Board Members: Burns, Case, Fast, Fillbrandt, Kost, Orpen, and Commissioner Jeppson.

Absent: Strombeck.

Present Via Webex: Rob Yount, Assistant Anoka County Attorney, Judy Soule, Supervisor, Systems Administration.

Also, present: Colleen Haubner, Library Director; Benjamin Coburn, Assistant Library Director; Dee Guthman, Deputy County Administrator; Sarah Hawkins, Manager, Collection Development; Dana Weigman, Supervisor, Administrative Services.

Meeting was called to order by Board President Orpen at 5:30 p.m. and a quorum was present.

AGENDA

The board unanimously approved the agenda with the Northtown Library presentation removed.

OPEN FORUM

There were no members of the public present for the open forum.

CONSENT AGENDA

On a motion by Fillbrandt, second by Kost the consent agenda was approved unanimously.

October 23, 2023, Library Board Minutes approved.

Gifts for October totaling \$ 607.48 were accepted.

Bills for the month of October totaling \$124,454.67 were paid.

ACTION ITEMS

On a motion by Case, second by Fillbrandt the motion to cancel the December 18, 2023, meeting was approved unanimously.

LIBRARY IMPACT STORY

Haubner presented the library impact story.

INFORMATION ITEMS

MELSA update was presented by Jeppson.

Friends of the Library report was presented by Coburn.

Book challenges and intellectual freedom concepts were presented by Hawkins.

Third quarter library statistics were presented by Hawkins.

LIBRARY DIRECTOR'S REPORT

1. Library 65th anniversary celebration was a success.
2. St. Francis library retirements upcoming in December and Judy Soule's 34 years with the library were recognized.
3. The 2024-2028 Strategic Plan is in final edits.
4. The budget is on track for the year.

FUTURE TOPICS

Ebooks update and quarterly updates on strategic priorities and progress were requested.

The next meeting will be on January 22, 2024, at the Library Support Services Board Room.

ADJOURNMENT

On a motion by Kost, second by Case the meeting was adjourned at 6:33 p.m.

Respectfully submitted,

Dana Weigman,
Administrative Services Supervisor

Control Group Revenue and Expense By Program

Date Range: Jan 1, 2023 Thru Dec 31, 2023

Program(s): 801 - Anoka County Library

GL Object Category	Jan 1, 2023 - Dec 31, 2023	2023 - YTD	Adopted Budget	Amendments	Working Budget	Jan 1, 2023 - Dec 31, 2023 to Budget	2023 YTD to Budget
53 - Charges for Service	39,668.69	39,668.69	41,000	0	41,000	96.8%	96.8%
54 - Fines & Forfeits	76,067.62	76,067.62	160,000	0	160,000	47.5%	47.5%
55 - Intergovernmental	493,188.34	493,188.34	412,075	0	412,075	119.7%	119.7%
56 - Miscellaneous	135,362.75	135,362.75	110,400	0	110,400	122.6%	122.6%
59 - Other Financing Sources	0.00	0.00	(3,000)	3,000	0	0.0%	0.0%
Revenues - Summary	744,287.40	744,287.40	720,475	3,000	723,475	102.9%	102.9%
60 - Salary & Benefits	6,171,213.62	6,171,213.62	5,692,616	0	5,692,616	108.4%	108.4%
61 - Departmental Expenses	1,358,100.66	1,358,100.66	1,297,350	13,400	1,310,750	103.6%	103.6%
62 - Operating Expenditures	2,074,787.24	2,074,787.24	2,088,061	0	2,088,061	99.4%	99.4%
63 - Contracts & Fees	399,915.82	399,915.82	360,500	39,889	400,389	99.9%	99.9%
65 - Capital Outlay	0.00	0.00	0	0	0	0.0%	0.0%
69 - Other Financing Uses	161,161.08	161,161.08	0	0	0	0.0%	0.0%
Expenses - Summary	10,165,178.42	10,165,178.42	9,438,527	53,289	9,491,816	107.1%	107.1%
Net	9,420,891.02	9,420,891.02	8,718,052	50,289	8,768,341	107.4%	107.4%



Anoka County LIBRARY

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ANOKA COUNTY LIBRARY ADVISORY BOARD CONSENT AGENDA ITEM

January 22, 2024

AGENDA ITEM NO: E
AGENDA ITEM: Receive/Acknowledge Gifts

ACTION REQUESTED / RECOMMENDATION:

Accept and acknowledge gifts received during the current month.

BACKGROUND INFORMATION:

Gifts received:

\$50.00	Catherine Karie for Books by Mail postage (November)
\$200.00	Yolanda and Erling Fugelso in Memory of Bill Fugelso for purchase of CD audiobooks
\$1,000.00	Cathy Slusar in Memory of Ana LaBonte for St Francis Youth Programming
\$50	Jean Holschbach in Memory of Loretta Day for Mississippi Library
\$697.44	November Book Cart
\$643.38	December Book Cart

Volunteer Hours November/December:	Volunteer Hours:	131.5 (Nov) 48.5 (Dec)
	Volunteer Hours:	163.75 (Nov) 72.75 (Dec)

Bills approved in the month of December: **\$229,812.41**



ANOKA COUNTY LIBRARY ADVISORY BOARD ACTION ITEM

DATE: January 22, 2023

2024-0001

ACTION REQUESTED	Consider electing a Library Advisory Board President, Vice President, and Secretary
BACKGROUND	<p>Anoka County Library Advisory Board Bylaws specify that a President and Vice President shall be chosen at the January meeting. An officer may succeed him/herself provided that he/she shall not serve more than three consecutive terms.</p> <p>Bylaws call for the Advisory Board to appoint a secretary. A member of the Library Advisory Board must be elected for this position however, the day-to-day responsibilities may be delegated to Ronda Bliss who currently fulfills the responsibilities of this position.</p>
RECOMMENDATIONS	Recommend the Advisory Board elect a Library Advisory Board President, Vice President, and Secretary.

Anoka County Library – Election of Officers

Nomination – President

	YES	NO
Case	_____	_____
Burns	_____	_____
Fast	_____	_____
Fillbrandt	_____	_____
Kost	_____	_____
Orpen	_____	_____
Strombeck	_____	_____

Nomination – Vice President

	YES	NO
Case	_____	_____
Burns	_____	_____
Fast	_____	_____
Fillbrandt	_____	_____
Kost	_____	_____
Orpen	_____	_____
Strombeck	_____	_____

Appointment of Board Secretary

	YES	NO
Case	_____	_____
Burns	_____	_____
Fast	_____	_____
Fillbrandt	_____	_____
Kost	_____	_____
Orpen	_____	_____
Strombeck	_____	_____



ANOKA COUNTY LIBRARY ADVISORY BOARD ACTION ITEM

DATE: January 22, 2024

2024-0002

ACTION REQUESTED	<p>Consider recommending the Library Advisory Board adopt the fourth Monday of the month as the regular Library Advisory Board meeting day; except for the May 20th meeting which is the third Monday due to Memorial Day; and that the meetings are to begin at 5:30 p.m. at the Library Support Services board room, 707 County Rd 10 NE, Blaine, Minnesota unless otherwise designated.</p> <p>See Attached schedule</p>
BACKGROUND	<p>Anoka County Library Advisory Board Bylaws specify that the meeting schedule shall be adopted at the January meeting.</p>
RECOMMENDATIONS	<p>Recommend the Advisory Board adopt the 2024 meeting schedule.</p>



2024 Library Advisory Board Schedule –

Meetings are on the fourth Monday at the LSS Board room located at 707 County Rd 10 NE, Blaine, MN 55434 at 5:30 PM unless otherwise noted.

Monday	January 22, 2024
Monday	February 26, 2024
Monday	March 25, 2024
Monday	April 22, 2024
Monday	May 20, 2024* third Monday of the month due to Memorial Day
Monday	June 24, 2024
Monday	July 22, 2024
Monday	August 26, 2024
Monday	September 23, 2024
Monday	October 28, 2024 Joint meeting with Anoka County Commissioners *at Northtown Library Meeting Room 711 County Rd 10 NE, Blaine, MN 55434
Monday	November 25, 2024
Monday	December 23, 2024
Monday	January 27, 2025

Statistics Year over Year

Circulation By Location

	2021 YTD Circ	2022 YTD Circ	2023 YTD Circ	2023 vs. 2022 Variance
AC History Center	657	508	789	281
Andover	5,557	8,229	13,720	5,491
Centennial	200,052	215,525	258,889	43,364
Crooked Lake	142,562	147,118	174,040	26,922
Johnsville	267,581	280,890	320,584	39,694
Johnsville Locker	3,245	6,432	10,475	4,043
LSS	29,585	28,263	13,949	(14,314)
Mississippi	76,619	76,483	75,692	(791)
Mississippi Locker	2,060	2,474	3,889	1,415
North Central	74,742	62,770	88,872	26,102
Northtown	335,343	341,565	398,455	56,890
Northtown Locker	2,220	2,915	3,745	830
Rum River	420,201	410,968	484,888	73,920
St. Francis	44,780	51,512	60,647	9,135
St. Francis Locker	2,722	3,932	5,770	1,838
eLibrary	482,237	643,589	797,631	154,042
Total Circulation*	2,090,163	2,283,173	2,712,035	428,862
Database Usage	105,268	172,727	172,727	67,459
Total Collection Use	2,090,163	2,388,441	2,884,762	496,321

*Renewals included in total

Additional Library Statistics

	2021 YTD	2022 YTD	2023 YTD	2023 vs. 2022 Variance
Holds	265,398	329,444	333,028	3,584
Card Applications	8,684	12,220	12,798	578
Visits				
Centennial	53,649	48,126	69,354	21,228
Crooked Lake	44,394	60,964	75,291	14,327
Johnsville	68,330	81,757	74,848	(6,909)
Mississippi	39,812	47,226	47,121	(105)
North Central	31,996	31,386	30,177	(1,209)
Northtown	100,552	115,512	119,758	4,246
Rum River	98,507	107,884	110,856	2,972
St Francis	20,720	27,033	27,334	301
Visits Grand Total	457,960	519,888	554,739	34,851
Books By Mail				
Items	6,503	5,421	2,890	(2,531)
Mailings	2,416	2,176	836	(1,340)
New users	37	24	11	(13)
Website Views				
Visits	583,070	568,877	1,435,687	866,810
Page Views	1,008,312	979,253	1,125,967	146,714
Meeting Room Usage Hours	3647	9211	11,005	1,794

Reference by location

	2021 YTD	2022 YTD	2023 YTD	2023 vs. 2022 Variance
Centennial	7,488	7,774	10,400	2,626
Crooked Lake	3,367	2,990	6,136	3,146
Johnsville	2,519	4,131	7,202	3,071
Mississippi	4,992	5,486	8,398	2,912
North Central	1,300	1,080	3,068	1,988
Northtown	15,275	16,302	25,831	9,529
Rum River	14,573	17,966	20,930	2,964
St. Francis	1,495	2,288	3,302	1,014
Total Reference	51,009	58,017	85,267	27,250

*Reference = phone calls, in-person ref. desk service, email

Circulation Three Year Trend
2021-2023

