



**Anoka County**  
**LIBRARY**

Ideas, Information, Inspiration.

## **CALL TO MEETING**

**LIBRARY BOARD MEETING**  
**NORTHTOWN MEETING ROOM**  
**January 23, 2023**  
**5:30pm**

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



**ANOKA COUNTY LIBRARY BOARD AGENDA**  
**January 23, 2023, 5:30pm**  
**Northtown Library Meeting 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:** Items may be removed from the consent agenda at the request of any member. **SEE ATTACHED** minutes, invoices and gifts.

1. November minutes, invoices and gifts
2. December minutes, invoices and gifts

**G. Consider the following Action Items**

1. Election of Officers See Action Item 2023-01
2. Adopt Library Board Meeting Schedule 2023 See Action Item 2023-02
3. Reserving and Using IQ Kitchen & Public Use Agreement **See Action Item 2022-013**

**H. Consider the following information Items**

1. Friends Update
2. 2022 Final Year Over Year Statistics

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



# Anoka County LIBRARY

Ideas, Information, Inspiration.

## ANOKA COUNTY LIBRARY BOARD CONSENT AGENDA ITEM

December 19, 2022

**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:**  
\$200.00 Yolanda and Erling Fugelso for mystery audiobooks in memory of Bill Fugelso  
\$668.66 November Book Cart

**Volunteer Hours November:** Volunteer Hours: 74.75  
Volunteer Hours: 210.50

**Bills approved in the month of November: \$148,795.17**

	YES	NO
Backlund	_____	_____
Fast	_____	_____
Greensweig	_____	_____
Kost	_____	_____
Case	_____	_____
Lenz	_____	_____
Orpen	_____	_____

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

**LIBRARY BOARD MINUTES NOVEMBER 2022 - DRAFT**

The Anoka County Library Board met at the Northtown Library meeting room on November 28, 2022. Present were: Board Members: Backlund, Case, Greensweig, Kost, Orpen and Commissioner West. Fast arrived at 5:35 p.m.

Absent: Lenz.

Present via WebEx: Sarah Hawkins, Manager, Library Collections, Dee Guthman, Deputy County Administrator arrived at 6:25 p.m.

Also, present: Colleen Haubner, Library Director; Jacquie Kramer, Assistant Library Director; Kathryn Timm, Assistant County Attorney; Rob Yount, Assistant County Attorney, Stacey Hendren, Library Manager, Northtown Library; Erin Straszewski, Manager Library Community Engagement; Dana Weigman, Supervisor, Administrative Services; Ronda Bliss, Administrative Assistant.

Board President Orpen introduced new board member, Barb Case.

Meeting was called to order by Board President Orpen at 5:34 p.m. and a quorum was present.

**ROLL CALL**

	Present	Absent
Backlund	x	
Fast	x	Arrived at 5:35
Greensweig	x	
Kost	x	
Lenz		x
Case	x	
Orpen	x	

**AGENDA**

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

**OPEN FORUM**

No members of the public were present.

**LIBRARY IMPACT STORY**

Hendren provided the library impact story.

**CONSENT AGENDA**

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

October 24, 2022, Library Board Minutes were approved.

Gifts of \$5,348.99 were accepted.

Bills for the month of September totaling \$134,814.81 were paid.

**ACTION ITEMS**

**2023 HOLIDAY SCHEDULE (2022-12)**

On a motion by Greensweig, second by Backlund, the 2023 Holiday schedule Action Item 2022-12 was unanimously approved as presented.

**DEACCESSION COIN COLLECTION (2022-11)**

A motion by Kost was presented to sell the coin collection (Kennedy Medallions) and use the money to buy library materials. After discussion, the board added that an acknowledgement should be sent to the donor's family after the sale is completed. Greensweig seconded, after a roll call vote the motion was carried.

**INFORMATION ITEMS**

**NORTHTOWN LIBRARY BRANCH REPORT**

Hendren presented the Northtown Library branch report.

**MELSA - UPDATE**

Commissioner West gave the MELSA update.

**FRIENDS – UPDATE**

Straszewski reported that the Friends had a successful Give to the Max day, and they are planning their next pop-up book sale.

**LIBRARY DIRECTOR'S REPORT**

Haubner presented the following:

1. Wilder Research update – Kramer shared that the community surveys had 12,000 respondents, 69% of the staff responded, and 6 focus groups are scheduled with 2 completed and 4 scheduled. In addition, 19 interviews are scheduled with community leaders.
2. North Central Library remodel - The branch reopened November 21.
3. Equity Innovation Experience.
4. Patron comments regarding auto renew.
5. Thank you – Kathryn Timm, Assistant County Attorney retiring and Rob Yount will be replacing her. Robyn West, County Commissioner retiring and replacement will be appointed in 2023.

**PROPOSED FUTURE TOPICS**

There were no requests from the board.

**ADJOURNMENT**

The meeting was unanimously adjourned at 6:49 p.m.

Respectfully submitted,

Ronda Bliss  
Administrative Assistant

## Accounts Payable Transactions

**November 1 through 30, 2022**

Vendor Name	GL Object and Description	JL Key and Description	Extended Amount
STATE OF MN REVENUE	25550 - Sales Tax - Due to State		359.18
STATE OF MN REVENUE	25599 - Sales Tax-Transit Improv .25%		13.04
PCARDS	61101 - Small Equipment		275.07
SCHOOL OUTFITTERS LLC	61101 - Small Equipment	tables for LSS training room	2,960.14
PCARDS	61149 - General Supplies		1,184.16
ALL STATE COMMUNICATIONS INC	61250 - R & M-Buildings		189.00
YMCA OF THE GREATER TWIN CITIES	61355 - Conf, Conventions & Mtgs-Staff	Equity Innovation Experience	6,500.00
PCARDS	61355 - Conf, Conventions & Mtgs-Staff		129.25
COX, JOSIAH J	61355 - Conf, Conventions & Mtgs-Staff		104.32
BLISS, RONDA M	61475 - Employee Mileage Reimbursement		2.50
HEDLUND, OLIVIA M	61475 - Employee Mileage Reimbursement		16.25
HEALY, MARY B	61475 - Employee Mileage Reimbursement		179.38
SMALLEY, JASON R	61475 - Employee Mileage Reimbursement		43.14
SHAFTO, LIZA L	61475 - Employee Mileage Reimbursement		172.50
SEXTON, SARAH E	61475 - Employee Mileage Reimbursement		6.88
WAGMAN, PAMELA K	61475 - Employee Mileage Reimbursement		48.76
COX, JOSIAH J	61475 - Employee Mileage Reimbursement		187.50
SZUREK, NICOLE L	61475 - Employee Mileage Reimbursement		20.00
LASHINSKI, CHRISTINE S	61475 - Employee Mileage Reimbursement		26.25
POTTHOFF, LYDIA M	61475 - Employee Mileage Reimbursement		7.50
HAUBNER, COLLEEN A	61475 - Employee Mileage Reimbursement		211.26
BOISSEAU, GABRIELLE M	61475 - Employee Mileage Reimbursement		2.50
FETTIG, AMY J	61475 - Employee Mileage Reimbursement		105.01
BELLER MCKENNA, LYDIA A	61475 - Employee Mileage Reimbursement		5.63
LARSON, DYLAN Z	61475 - Employee Mileage Reimbursement		9.38
WELLMAN, BRANDON D	61475 - Employee Mileage Reimbursement		15.63
HEDLUND, OLIVIA M	61476 - Other Travel Expense		10.00
HAUBNER, COLLEEN A	61476 - Other Travel Expense		20.00
PCARDS	61477 - Meals & Lodging		147.55
HEALY, MARY B	61477 - Meals & Lodging		150.00
HEDLUND, OLIVIA M	61477 - Meals & Lodging		32.19
YOUNGBAUER, MATTHEW D	61477 - Meals & Lodging		150.00
SHAFTO, LIZA L	61477 - Meals & Lodging		129.30
RIPLEY, ELIZABETH J	61477 - Meals & Lodging		129.30
SEXTON, SARAH E	61477 - Meals & Lodging		129.30
PRESTO GRAPHICS INC	61549 - Program Expense		183.54

## Accounts Payable Transactions

**November 1 through 30, 2022**

Vendor Name	GL Object and Description	JL Key and Description	Extended Amount
PRESTO GRAPHICS INC	61549 - Program Expense	23011204 - MELSA MN Legacy Grant	38.77
PCARDS	61549 - Program Expense		5,166.28
E HOLT ART LLC	61549 - Program Expense	23011204 - MELSA MN Legacy Grant	710.00
PCARDS	61557 - Dues & Memberships	ALA annual dues	1,615.00
T MOBILE	61572 - Other Library Materials	5759200001 - ECF grant/WiFi hotspots	3,542.66
BAKER AND TAYLOR LLC	61575 - Library Books & Materials		31,140.41
GALE CENGAGE LEARNING	61575 - Library Books & Materials		789.35
INGRAM LIBRARY SVCS LLC	61575 - Library Books & Materials		8,397.63
LEARNING OPPORTUNITIES INC	61575 - Library Books & Materials		7,466.50
MIDWEST TAPE	61575 - Library Books & Materials		8,004.68
OCLC INC	61575 - Library Books & Materials		2,457.66
OVERDRIVE INC	61575 - Library Books & Materials		33,924.52
ROCHESTER PUBLIC LIBRARY	61575 - Library Books & Materials		25.00
T MOBILE	61575 - Library Books & Materials		162.36
PCARDS	61575 - Library Books & Materials	includes \$1290.84 paid to Amazon	11,920.78
UNIVERSITY OF CHICAGO PRESS	61575 - Library Books & Materials		46.89
APPLE BOOKS	61575 - Library Books & Materials		818.50
HMONG ABC	61575 - Library Books & Materials		44.10
HLP LLC	62101 - Rental-Buildings		5,876.13
TDS METROCOM	62229 - Phones		570.03
PITNEY BOWES RESERVE ACCOUNT	62231 - Postage		1,800.00
AMHERST H WILDER FOUNDATION	63010 - Professional Services	23010001 - MELSA Equalization/strategic planning	7,609.25
OCLC INC	63066 - Software, SaaS, & Maintenance		701.95
BACKLUND, LINDA	63362 - Expenses-Board & Advisory Comm		50.00
GREENSWEIG, DANIEL JOSEPH	63362 - Expenses-Board & Advisory Comm		50.00
KOST, VIRGINIA	63362 - Expenses-Board & Advisory Comm		50.00
ORPEN, RICHARD	63362 - Expenses-Board & Advisory Comm		50.00
FAST, CAROL	63362 - Expenses-Board & Advisory Comm		50.00
CASE, BARB	63362 - Expenses-Board & Advisory Comm		50.00
OVERDRIVE INC	63710 - Dedicated Donations Expense		648.99
PITNEY BOWES RESERVE ACCOUNT	63710 - Dedicated Donations Expense		200.00
PCARDS	63710 - Dedicated Donations Expense		962.32
<b>Overall - Total November 2022</b>			<b>148,795.17</b>





# Anoka County LIBRARY

Ideas, Information, Inspiration.

## ANOKA COUNTY LIBRARY BOARD CONSENT AGENDA ITEM

January 23, 2023

**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:

\$1000.00	from Catherine Slusar for St. Francis Library in memory of Ann LaBonte
\$50.00	from Catherine Karie
\$830.63	December Book Cart
\$250.00	from Cindy Schramm
\$500.00	from Marvel Sewer and Drain for Mississippi branch
\$250.00	from League of Minnesota Poets for the Author's Breakfast
\$2500.00	from the Friends (\$300.00 for each branch and \$100 for LSS)

<b>Volunteer Hours December:</b>	Volunteer Hours:	85.75
	Volunteer Hours:	130.75

**Bills approved in the month of December: \$255,875.12**

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

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

**LIBRARY BOARD MINUTES DECEMBER 2022 - DRAFT**

The Anoka County Library Board met at the Northtown Library meeting room on December 19, 2022. Present were Board Members: Backlund, Greensweig, and Orpen. Absent: Fast, Lenz, Commissioner West.

Present via WebEx: Case arrived at 5:35 p.m.

Also, present: Colleen Haubner, Library Director; Jacquie Kramer, Assistant Library Director; Rob Yount, Assistant County Attorney; Shannon Melham, Branch Manager; Judy Soule, Supervisor, Systems Administration; Erin Straszewski, Manager Library Community Engagement; Sarah Hawkins, Manager, Library Collections, Dana Weigman, Supervisor, Administrative Services; Ronda Bliss, Administrative Assistant.

Meeting was called to order by Board President Orpen at 5:32 p.m. no quorum was present.

**ROLL CALL**

	Present	Absent	
Backlund	x		
Fast		x	
Greensweig	x		
Kost		x	
Lenz		x	
Case	x		Via Webex not eligible to vote
Orpen	x		

**AGENDA**

Present library board members agreed to move the consent agenda and action items to the end of the meeting, anticipating a quorum would be present. Although Case was present at 5:35 p.m. she was not eligible to vote because her location had not been made public in time to meet open meeting requirement. Any and all matters requiring a vote were then tabled until the next meeting. The meeting continued as informational to the Committee of the Whole.

**OPEN FORUM**

No members of the public were present.

**LIBRARY IMPACT STORY**

Melham delivered the library impact story.

**INFORMATION ITEMS**

**MISSISSIPPI LIBRARY MANAGER'S REPORT**

Melham presented the Mississippi Library Manager's report.

### **LIBRARY SECURITY CAMERA POLICY**

Weigman reviewed the library security camera policy.

### **PATRON PHOTO RELEASE GUIDELINE CHANGES**

Straszewski presented the new guidelines regarding photo releases for patrons attending library programs where photos will be taken.

### **LIBRARY DIRECTOR'S REPORT**

Haubner presented the following in her report:

1. Reading Bridge article that was published in the newspaper.
2. North Central library staff were interviewed on North Metro TV regarding their re-opening of their newly remodeled space.
3. Wilder update.
  - a. Anoka-Hennepin School District had 56 people respond to the focus group request. Through a random draw the group will have 12-15 participants.
  - b. A focus group for the Branch Managers has been added.
4. Presentations were made to Dan Greensweig and Linda Backlund for their service to the Anoka County Library Board. Although he was absent, Mark Lenz was also recognized for his service to the board.

### **FUTURE TOPICS**

There were no topics requested

### **ADJOURNMENT**

The meeting was adjourned at 6:26 p.m.

Respectfully submitted,

Ronda Bliss  
Administrative Assistant

**Accounts Payable Transactions**

**December 1 through 31, 2022**

Vendor Name	GL Object and Description	JL Key and Description	Extended Amount
STATE OF MN REVENUE	25550 - Sales Tax - Due to State		259.15
STATE OF MN REVENUE	25599 - Sales Tax-Transit Improv .25%		9.42
DEMCO	61149 - General Supplies		123.03
PRESTO GRAPHICS INC	61149 - General Supplies		139.95
PCARDS	61149 - General Supplies		701.71
TREETOP PRODUCTS INC	61149 - General Supplies		191.98
HAUBNER, COLLEEN A	61149 - General Supplies		11.96
ALL STATE COMMUNICATIONS INC	61250 - R & M-Buildings	cabling work at Rum River & St Francis	1,300.00
PCARDS	61250 - R & M-Buildings		115.05
SMARTE CARTE INC	61251 - R & M Equipment & Other	23010003 - MELSA Formula Grant/locker annual mtc	23,560.06
TECH LOGIC CORP	61251 - R & M Equipment & Other		98.64
PCARDS	61355 - Conf, Conventions & Mtgs-Staff		79.00
HOGDAL, KIM	61475 - Employee Mileage Reimbursement		7.50
SMALLEY, JASON R	61475 - Employee Mileage Reimbursement		8.75
SEXTON, SARAH E	61475 - Employee Mileage Reimbursement		3.13
KRAMER, JACQUELINE J	61475 - Employee Mileage Reimbursement		61.26
WAGMAN, PAMELA K	61475 - Employee Mileage Reimbursement		13.75
COX, JOSIAH J	61475 - Employee Mileage Reimbursement		6.88
RASMUSSEN, PATANA N	61475 - Employee Mileage Reimbursement		41.25
SZUREK, NICOLE L	61475 - Employee Mileage Reimbursement		22.50
HAUBNER, COLLEEN A	61475 - Employee Mileage Reimbursement		20.63
BOISSEAU, GABRIELLE M	61475 - Employee Mileage Reimbursement		14.38
LARSON, DYLAN Z	61475 - Employee Mileage Reimbursement		9.38
HAUBNER, COLLEEN A	61477 - Meals & Lodging		43.48
PRESTO GRAPHICS INC	61549 - Program Expense		501.51
PRESTO GRAPHICS INC	61549 - Program Expense	23011204 - MELSA MN Legacy Grant	484.07
PCARDS	61549 - Program Expense		436.85
PCARDS	61549 - Program Expense	23011204 - MELSA MN Legacy Grant	154.03
ANOKA COUNTY MN	61575 - Library Books & Materials		24.00
BAKER AND TAYLOR LLC	61575 - Library Books & Materials		16,680.98
GALE CENGAGE LEARNING	61575 - Library Books & Materials		595.80

GREAT RIVER REGIONAL LIBRARY	61575 - Library Books & Materials		14.95
INGRAM LIBRARY SVCS LLC	61575 - Library Books & Materials		7,716.48
MIDWEST TAPE	61575 - Library Books & Materials		4,444.19
OCLC INC	61575 - Library Books & Materials		2,457.66
OVERDRIVE INC	61575 - Library Books & Materials		25,018.15
WORLD BOOK SCHOOL AND LIBRARY	61575 - Library Books & Materials		4,796.00
T MOBILE	61575 - Library Books & Materials		2,043.14
PCARDS	61575 - Library Books & Materials	includes \$3928.88 paid to Amazon	9,777.90
UNIVERSITY OF CHICAGO PRESS	61575 - Library Books & Materials		60.60
FINDAWAY WORLD LLC	61575 - Library Books & Materials		8,881.14
LIBRARY IDEAS LLC	61575 - Library Books & Materials		7,900.74
HLP LLC	62101 - Rental-Buildings		5,876.13
PITNEY BOWES	62124 - Leases & Rentals		847.62
MARCO TECHNOLOGIES LLC	62124 - Leases & Rentals		4,502.07
PCARDS	62231 - Postage		8.42
AMHERST H WILDER FOUNDATION	63010 - Professional Services	23010001 - MELSA Equalization Grant/strategic planning	8,712.57
BARNA GUZY AND STEFFEN LTD	63010 - Professional Services		2,880.00
BIBLIOTHECA LLC	63066 - Software, SaaS, & Maintenance	23010003 - MELSA Formula Grant/annual software/mtc	112,993.54
BACKLUND, LINDA	63362 - Expenses-Board & Advisory Comm		50.00
GREENSWEIG, DANIEL JOSEPH	63362 - Expenses-Board & Advisory Comm		50.00
ORPEN, RICHARD	63362 - Expenses-Board & Advisory Comm		50.00
CASE, BARB	63362 - Expenses-Board & Advisory Comm		50.00
OVERDRIVE INC	63710 - Dedicated Donations Expense		668.66
PCARDS	63710 - Dedicated Donations Expense		230.33
TREETOP PRODUCTS INC	63710 - Dedicated Donations Expense		124.75
<b>Overall - Total for December 2022</b>			<b>255,875.12</b>



# ANOKA COUNTY LIBRARY BOARD ACTION ITEM

DATE: January 23, 2023

2023-0001

ACTION REQUESTED	Consider electing a Library Board President, Vice President, and Secretary
BACKGROUND	<p>Anoka County Library 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 Board to appoint a secretary. A member of the Library 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 Board elect a Library 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 BOARD ACTION ITEM

DATE: January 23, 2023

2023-0002

ACTION REQUESTED	<p>Consider recommending the Library Board adopt the fourth Monday of the month as the regular Library Board meeting day except for December 25, which meeting will be held on December 18, 2023; and that the meetings are to begin at 5:30 p.m. at the Northtown Library meeting room, 711 County Rd 10 NE, Blaine, Minnesota unless otherwise designated.</p> <p>See Attached schedule</p>
BACKGROUND	<p>Anoka County Library Board Bylaws specify that the meeting schedule shall be adopted at the January meeting.</p>
RECOMMENDATIONS	<p>Recommend the Board adopt the 2023 meeting schedule.</p>





# Anoka County LIBRARY

Ideas, Information, Inspiration.

## 2023 Library Board Schedule – Draft

Meetings are on the fourth Monday in the Northtown meeting room located at 711 County Rd 10 NE, Blaine, MN 55434 at 5:30 PM unless otherwise noted.

Monday	January 23, 2023
Monday	February 27, 2023
Monday	March 27, 2023
Monday	April 24, 2023
Monday	May 22, 2023
Monday	June 26, 2023
Monday	July 24, 2023
Monday	August 28, 2023
Monday	September 25, 2023
Monday	October 23, 2023 Joint meeting with Anoka County Commissioners
Monday	November 27, 2023
Monday	December 18, 2023* third Monday date change
Monday	January 22, 2024



# ANOKA COUNTY LIBRARY BOARD ACTION ITEM

DATE: December 19<sup>th</sup>, 2022

2022-013

ACTION REQUESTED	Consider approving the “Reserving and Using IQ Kitchen Policy” and “IQ Kitchen Public Use Agreement” to allow public use of the IQ Kitchen.
BACKGROUND	The IQ Kitchen located within the Centennial Library has been used exclusively for library-sponsored program use since the 2019 building remodel. Due to public request for use and to increase access to library resources, library management worked with Assistant County Attorney Timm, Public Health, and Risk Management to create the policy and agreement allowing for public use of the IQ Kitchen.
RECOMMENDATIONS	Recommend the Library Board approve the “Reserving and Using IQ Kitchen Policy” and “IQ Kitchen Public Use Agreement” to allow public use of the IQ Kitchen.

## **Appendix V—(A)**

### **IQ Kitchen Public Use Agreement**

#### **Preamble**

Public gathering spaces are intended to be commercial-free environments where groups may come together to learn and exchange information and ideas.

Public gathering places are available to the public regardless of the beliefs or affiliations or groups requesting their use.

Permission to use a public gathering place does not constitute an endorsement by the library of the program or point of view expressed.

The IQ Kitchen is intended for groups requiring cooking equipment. Individuals and small groups may use the kitchen if there are no Library sponsored programs or other reservations that day and they agree to the IQ Kitchen Public Use Agreement.

#### **Prohibited Activities**

1. No commercial activities, including but not limited to:
  - a) No sales or advertising of products or services, or other direct fundraising activities.
  - b) No admission or other fees may be charged to individuals attending meetings or programs except for tuition or fees for classes sponsored by tax-exempt educational institutions.
  - c) Exceptions may be made for library-sponsored groups, programs, or events.
2. No candles or flames of any kind, other than those generated by Library owned kitchen equipment such as gas stove burners, butane torches, etc. Such equipment must be used in strict accord with manufacturer's instructions.
3. The IQ Kitchen may not be used to store patron equipment, materials, or supplies.
4. Library staff have discretion to end a program early if circumstances arise that interfere with other patron's access to and/or enjoyment of the library. Such circumstances may include, but are not limited to, strong smells, smoke, or unexpected loud noises.

#### **Library Right of Refusal**

The Library Assistant Director (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of library rooms.

#### **Meeting Information and Publicity**

1. Anoka County Library will communicate scheduled meetings (group name, time, date, and place of meeting in the room reservation calendar. That information may also be posted either digitally or in print in the library where the meeting is being held.
2. The Library's name may not be used in any publicity for non-library

sponsored or co- sponsored meetings except to designate the meeting location. The library logo may not be used.

3. Anoka County Library may not be used as the official address or headquarters of any organization.

### **Patron responsibilities**

1. Patrons will comply with federal, state, and local laws and policies, including the Anoka County Library Board Reserving and Using Library Rooms Policy.
2. The person reserving the space determines the intended audience for the gathering.
3. The contact person for the reservation is liable for any damages to facilities and furnishings.
4. The contact person shall indemnify, defend, and hold harmless Anoka County, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from a negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the groups' use of the IQ Kitchen.
5. Failure to follow this policy may result in the loss of future reservation and use privileges.

### **Cleaning**

1. Normal vacuuming and trash removal are provided. Patrons are responsible for leaving the IQ Kitchen in good condition, meaning that any surfaces used for food preparation will be wiped down and sanitized, and library-owned utensils and equipment will be washed and put away. Library staff will sign off that the kitchen is acceptably cleaned before the responsible patron leaves the building. Full clean-up instructions are posted in the IQ Kitchen.
2. If the room requires additional cleaning after a meeting, the contact person for the group will be charged at the rate established in the Anoka County Library Fine and Fee Schedule.
3. All clean-up must be completed within the time specified on the application and no later than thirty minutes prior to closing.

### **How to request a reservation for the IQ Kitchen.**

1. Applicants must be 18 years of age or older to reserve the IQ Kitchen.
2. Applicants can reserve the IQ Kitchen by contacting the Library Manager at the Centennial library by phone.
3. Applicants will be asked to sign a copy of the IQ Kitchen Public Use agreement before room use.

### **How far in advance can rooms be reserved?**

1. The IQ Kitchen may be reserved up to 60 days in advance.
2. Up to twelve reservations may be on the books at a time.

### **Cancellations**

1. Patrons should notify the library as soon as possible if it is necessary to cancel a reservation.

2. Repeated cancellations or failure to show may affect the ability to reserve meeting rooms.
3. If IQ Kitchen users are unreasonably late for their booked time, library staff reserve the right to book the room for other patrons

### **Audiovisual and IQ Kitchen Equipment**

1. Wi-Fi is available in all libraries.
2. The IQ Kitchen has screens and projectors. Patrons are responsible for bringing their own computers and cords. Staff are generally not available to provide AV equipment support.
3. The IQ Kitchen has specialty equipment such as air fryers and other small appliances in addition to refrigerators, stove tops, and ovens. Patrons should contact the Library Manager to reserve specialty small appliances.

### **Furniture and Set-up**

See [Meeting room list](#) for detailed information about furniture available in specific locations. Patrons are responsible for returning tables and chairs to designated positions.

### **Beverages**

Non-alcoholic, covered beverages are allowed in the IQ Kitchen.

### **Food**

1. Light refreshments may be served in the IQ Kitchen. Additionally, cooking, refrigeration, and electrical appliances are available for patron reservation and use. Patrons must contact Centennial Library Manager to determine whether the reservation and proposed use will require a special use permit and/food license. The Library is not a licensing agent but will assist in directing patrons to the appropriate licensing agency.
  - a) In the IQ Kitchen, user groups are required to provide all other perishable supplies such as food/recipe ingredients and are responsible for cleaning up.
  - b) In the IQ Kitchen, user groups are required to provide all equipment for the scheduled room booking such as pots, pans, silverware, cutlery. **If the stove top, oven and/or small appliances such as air fryer, Instant Pot, or blender are reserved, an orientation on the use of equipment will need to be scheduled up to 48 hours before the room booking date.**
2. No alcoholic beverages may be served; however, cooking alcohol may be used limited to the amounts directed in recipes and provided that the alcoholic content is cooked off before being served. The Library suggests that cooking alcohol be brought in small volume/single serve size containers such as “airplane bottles” or 4 pack wine bottles if possible.
3. Exceptions to this policy are possible for library or county sponsored events or by permission of the Library Manager.

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# Statistics 4th Quarter 2022

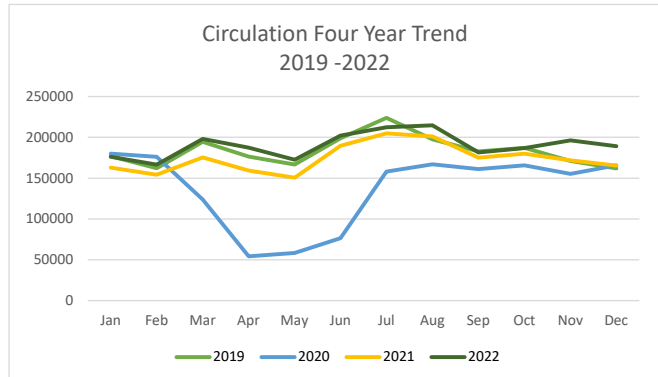
Circulation By Location					
	2019 Oct-Dec Circ	2020 Oct-Dec Circ	2021 Oct-Dec Circ	2022 Oct-Dec Circ	Variance
AC History Center	276	142	178	150	(28)
Andover	2,454	288	1,433	2,274	841
Centennial	49,738	49,177	47,625	54,461	6,836
Crooked Lake	42,369	35,359	33,583	35,927	2,344
Johnsville	68,166	63,841	63,542	77,429	13,887
Johnsville Locker	0	0	940	2,390	1,450
LSS	9,957	7,541	6,834	4,933	(1,901)
Mississippi	25,903	19,332	17,857	17,667	(190)
Mississippi Locker	0	0	592	631	39
North Central	19,628	18,833	17,006	8,959	(8,047)
Northtown	103,514	86,343	79,512	84,284	4,772
Northtown Locker	0	55	535	776	241
Rum River	106,718	100,635	95,636	100,751	5,115
St. Francis	15,228	13,923	11,733	12,885	1,152
St. Francis Locker	0	0	916	1,381	465
eLibrary	75,512	91,460	139,402	167,101	27,699
<b>Total Circulation*</b>	<b>519,463</b>	<b>486,929</b>	<b>517,324</b>	<b>571,999</b>	<b>54,675</b>

\*Renewals included in total

Additional Library Statistics					
	2019 Oct-Dec	2020 Oct-Dec	2021 Oct-Dec	2022 Oct-Dec	Variance
<b>Holds</b>	93,613	103,395	80,314	76,954	(3,360)
<b>Card Applications</b>	2,334	1,372	2,103	2,429	326
<b>Visits</b>					
Centennial	17,748	11,820	13,758	14,729	971
Crooked Lake	19,097	10,105	11,262	13,845	2,583
Johnsville	22,130	14,914	16,493	19,868	3,375
Mississippi	18,062	8,395	10,329	11,051	722
North Central	9,814	9,417	8,503	4,480	(4,023)
Northtown	42,385	21,588	26,528	26,519	(9)
Rum River	33,842	20,899	23,612	23,454	(158)
St Francis	7,614	6,962	6,324	6,443	119
Visits Grand Total	170,692	104,100	116,809	120,389	3,580
<b>Books By Mail</b>					
Items	1,546	1,515	1,394	1,231	(163)
Mailings	348	470	521	495	(26)
New users	9	5	1	3	2
<b>Website Views</b>					
Visits	275,568	156,101	136,688	130,444	(6,244)
Page Views	424,194	258,757	244,257	223,653	(20,604)
<b>Meeting Room Usage Hours</b>	2,075	0	1,922	2452	530

Reference by location					
	2019 Oct-Dec	2020 Oct-Dec	2021 Oct-Dec	2022 Oct-Dec	Variance
Centennial	2,210	1,170	1,989	2,080	91
Crooked Lake	1,716	845	650	481	(169)
Johnsville	1,911	325	728	728	0
Mississippi	1,508	1,183	1,599	1,599	0
North Central	676	312	169	1	(168)
Northtown	6,136	3,445	2,977	4,056	1,079
Rum River	4,147	3,965	4,238	4,537	299
St. Francis	1,027	572	546	429	(117)
<b>Total Reference</b>	<b>19,331</b>	<b>11,817</b>	<b>12,896</b>	<b>13,911</b>	<b>1,015</b>

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



# Statistics Year over Year

Circulation By Location				
	2020 YTD Circ	2021 YTD Circ	2022 YTD Circ	2022 vs. 2021 Variance
AC History Center	597	657	508	(149)
Andover	2,573	5,557	8,229	2,672
Centennial	151,823	200,052	215,525	15,473
Crooked Lake	107,008	142,562	147,118	4,556
Johnsville	213,053	267,581	280,890	13,309
Johnsville Locker	0	3,245	6,432	3,187
LSS	24,368	29,585	28,263	(1,322)
Mississippi	53,702	76,619	76,483	(136)
Mississippi Locker	0	2,060	2,474	414
North Central	57,201	74,742	62,770	(11,972)
Northtown	298,851	335,343	341,565	6,222
Northtown Locker	0	2,220	2,915	695
Rum River	332,459	420,201	410,968	(9,233)
St. Francis	43,593	44,780	51,512	6,732
St. Francis Locker	0	2,722	3,932	1,210
eLibrary	356,887	482,237	643,589	161,352
<b>Total Circulation*</b>	<b>1,642,115</b>	<b>2,090,163</b>	<b>2,283,173</b>	<b>193,010</b>

\*Renewals included in total

Additional Library Statistics				
	2020 YTD	2021 YTD	2022 YTD	2022 vs. 2021 Variance
<b>Holds</b>	371,799	265,398	329,444	64,046
<b>Card Applications</b>	6,821	8,684	12,220	3,536
<b>Visits</b>				
Centennial	42,425	53,649	48,126	(5,523)
Crooked Lake	37,446	44,394	60,964	16,570
Johnsville	55,025	68,330	81,757	13,427
Mississippi	26,214	39,812	47,226	7,414
North Central	28,601	31,996	31,386	(610)
Northtown	92,226	100,552	115,512	14,960
Rum River	82,147	98,507	107,884	9,377
St Francis	21,797	20,720	27,033	6,313
<b>Visits Grand Total</b>	<b>385,881</b>	<b>457,960</b>	<b>519,888</b>	<b>61,928</b>
<b>Books By Mail</b>				
Items	5,788	6,503	5,421	(1,082)
Mailings	1,618	2,416	2,176	(240)
New users	30	37	24	(13)
<b>Website Views</b>				
Visits	625,599	583,070	568,877	(14,193)
Page Views	1,074,124	1,008,312	979,253	(29,059)
<b>Meeting Room Usage Hours</b>	1767	3647	9211	5,564

Reference by location				
	2020 YTD	2021 YTD	2022 YTD	2022 vs. 2021 Variance
Centennial	5,380	7,488	7,774	286
Crooked Lake	3,638	3,367	2,990	(377)
Johnsville	4,569	2,519	4,131	1,612
Mississippi	3,877	4,992	5,486	494
North Central	1,494	1,300	1,080	(220)
Northtown	19,526	15,275	16,302	1,027
Rum River	16,481	14,573	17,966	3,393
St. Francis	2,459	1,495	2,288	793
<b>Total Reference</b>	<b>57,424</b>	<b>51,009</b>	<b>58,017</b>	<b>7,008</b>

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

