



**Anoka County**  
**LIBRARY**

Ideas, Information, Inspiration.

## **CALL TO MEETING**

**LIBRARY BOARD MEETING**  
**NORTHTOWN MEETING ROOM**  
**May 22, 2023**  
**5:30pm**

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



**ANOKA COUNTY LIBRARY BOARD AGENDA**  
**May 22, 2023 5:30pm**  
**Northtown Library Meeting Room**

**A. President calls meeting to order/Adoption of the Agenda**

**B. Roll Call**

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

**C. 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.

**D. Library Impact Story**

**E. Consent Agenda: SEE ATTACHED** minutes, invoices, and gifts.

**F. Consider the following information Items**

1. Associate Library MOU: Columbia Heights Library
2. MELSA Update
3. Friends of the Library Report
4. Staff Day Recap
5. Wilder Strategic Planning Update

**G. Library Director’s Report**

**H. Proposed Topics for Future Meetings**

**I. Adjournment**

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

**LIBRARY BOARD MINUTES APRIL 2023 - DRAFT**

The Anoka County Library Board met at the Northtown Library meeting room on April 24, 2023. Present were Board Members: Burns, Case, Fast, Fillbrandt, Kost, and Orpen.

Absent: Strombeck and Commissioner Jeppson

Also, present: Colleen Haubner, Library Director; Rob Yount, Assistant County Attorney; Benjamin Coburn, Assistant Library Director; Dana Weigman, Supervisor, Administrative Services; Judy Soule, Supervisor, Systems Administration; Erin Straszewski, Manager, Library Community Engagement, Ronda Bliss, Administrative Assistant.

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

**ROLL CALL**

	Present	Absent
Burns	x	
Case	x	
Fast	x	
Fillbrandt	x	
Kost	x	
Strombeck		x
Orpen	x	

**AGENDA**

The board unanimously approved the agenda as presented.

**OPEN FORUM**

There were no members of the public present.

**LIBRARY IMPACT STORY**

Haubner provided the library impact story.

**CONSENT AGENDA**

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

March 27, 2023, Library Board Minutes approved.

Gifts for April of \$806.08 were accepted. In Kind donation of \$807.00 was also accepted.

Bills for the month of March totaling \$127,645.47 were paid.

**ACTION ITEMS**

There were no action items this month.

**INFORMATION ITEMS**

**WILDER COMMUNITY NEEDS ASSESSMENT REPORT**

Amanda Petersen from Wilder presented the findings from the community needs assessment that was conducted by Wilder. Discussion, questions, and answers followed the presentation.

#### **KOIOS UPDATE**

Straszewski reported that we will not be continuing with Koios. Instead, we will be transitioning over to Google Books (OCLC WorldCat) which is included in a current subscription held by the library.

#### **PATRON ENGAGEMENT UPDATE**

Straszewski gave an overview of Patron Point patron engagement software.

#### **1<sup>st</sup> QUARTER STATISTICS**

Haubner shared the 1<sup>st</sup> quarter statistics.

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

Haubner presented the following in her report:

1. Friends of Anoka County Library will be having a fundraiser at Malmborg's Garden center, Sunday May 7, 2023, through Saturday, May 13, 2023. Ten percent of pre-tax purchases will be donated to the Friends when you present the fundraising flyer.
2. Bibliotheca Update
  - a. Bi-weekly meetings have been scheduled.
  - b. Servers that were switched out in other countries caused us to have an outage.
  - c. An old version of the staff connect link has been updated.
  - d. Developer has been brought into problem solve.
3. Staff Retirements
  - a. Janet Kleckner – Branch Manager, RUM 36 years of service.
  - b. Rosalyn Hope – Outreach Librarian, Books by Mail, 35 years of service.

#### **FUTURE TOPICS**

No requests currently.

#### **ADJOURNMENT**

The meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Ronda Bliss  
Administrative Assistant

**Accounts Payable Transactions**

**For April 1 through 30, 2023**

Vendor Name	GL Object and Description	JL Key and Description	Extended Amount
STATE OF MN REVENUE	25550 - Sales Tax - Due to State		338.74
STATE OF MN REVENUE	25599 - Sales Tax-Transit Improv .25%		12.31
ALTERNATIVE BUSINESS FURNITURE INC	61101 - Small Equipment	chairs for Mississippi Library*	1,115.07
BLUUM OF MINNESOTA LLC	61101 - Small Equipment	23010003 - MELSA Formula Grant /Storytime Studio work	904.00
PCARDS	61101 - Small Equipment		-128.01
PCARDS	61101 - Small Equipment	23010002 - MELSA Automation Grant/Dell server for LSS	11,400.14
PCARDS	61149 - General Supplies		1,619.03
PCARDS	61251 - R & M Equipment & Other		89.04
PCARDS	61355 - Conf, Conventions & Mtgs-Staff		153.77
MURPHY, JORJEAN M	61475 - Employee Mileage Reimbursement		13.10
BOELLSTORFF-WILLIAMS, ANN M	61475 - Employee Mileage Reimbursement		20.31
SMALLEY, JASON R	61475 - Employee Mileage Reimbursement		18.36
WEIGMAN, DANA L	61475 - Employee Mileage Reimbursement		20.96
HENDREN, STACEY R	61475 - Employee Mileage Reimbursement		28.17
WAGMAN, PAMELA K	61475 - Employee Mileage Reimbursement		14.42
BELLER MCKENNA, LYDIA A	61475 - Employee Mileage Reimbursement		36.68
WELLMAN, BRANDON D	61475 - Employee Mileage Reimbursement		34.06
BRUDWICK, LILLIAN	61475 - Employee Mileage Reimbursement		4.59
COBURN, BENJAMIN	61475 - Employee Mileage Reimbursement		70.11
BRUDWICK, LILLIAN	61476 - Other Travel Expense		2.00
OVERDRIVE INC	61549 - Program Expense	23011204 - MN Legacy Grant/Local Author eBooks	3,882.82
VACKER INC	61549 - Program Expense	23011204 - MN Legacy Grant/Wargo Storywalk	5,152.00
PCARDS	61549 - Program Expense		154.29
PCARDS	61549 - Program Expense	23010010 - MELSA Other grants/expenses for Summer Adventures	2,667.41
PCARDS	61549 - Program Expense	23011204 - MN Legacy Grant/expenses for several Legacy programs	5,408.33
AMK RESEARCH SERVICES LLC	61549 - Program Expense	23012301 - Library Serv & Tech - Read Brg/program	300.00
T MOBILE	61572 - Other Library Materials	23010001 - MELSA Equalization Grant/hotspots	1,855.41
OVERDRIVE INC	61573 - Electronic Material	eBooks to be reimb by RLTA funds	8,913.50
BAKER AND TAYLOR LLC	61575 - Library Books & Materials		11,666.29
GALE CENGAGE LEARNING	61575 - Library Books & Materials		141.55
INGRAM LIBRARY SVCS LLC	61575 - Library Books & Materials		3,985.92
MIDWEST TAPE	61575 - Library Books & Materials		1,702.36
OVERDRIVE INC	61575 - Library Books & Materials		19,406.52
PCARDS	61575 - Library Books & Materials		11,246.44
HLP LLC	62101 - Rental-Buildings		6,038.33

**Accounts Payable Transactions**

**For April 1 through 30, 2023**

Vendor Name	GL Object and Description	JL Key and Description	Extended Amount
MARCO TECHNOLOGIES LLC	62124 - Leases & Rentals		755.28
ALTERNATIVE BUSINESS FURNITURE INC	63710 - Dedicated Donations Expense	chairs for Mississippi Library*	500.00
OVERDRIVE INC	63710 - Dedicated Donations Expense	eBooks purchased using donation money	6,116.46
PCARDS	63710 - Dedicated Donations Expense		194.01
<b>Overall - Total Accounts Payable Transactions for April, 2023</b>			<b>105,853.77</b>



# Anoka County LIBRARY

Ideas, Information, Inspiration.

## ANOKA COUNTY LIBRARY BOARD CONSENT AGENDA ITEM

May 22, 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:**  
\$669.77 April Book cart  
\$50.00 Anoka Women of Today for RUM

**Volunteer Hours April:** Volunteer Hours: 91.25  
Volunteer Hours: 202.25

**Bills approved in the month of April: \$ 105,853.77**

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

## AGREEMENT TO PROVIDE PUBLIC LIBRARY SERVICES

THIS AGREEMENT, made this 11<sup>th</sup> day of December, 2006, by and between the City of Columbia Heights, Minnesota, hereinafter referred to as the "City Library," and the Anoka County Library, Blaine, Minnesota, hereinafter referred to as the "County Library," shall be effective January 1, 2007 until canceled by either party as provided herein.

### WITNESSETH:

In consideration of the mutual covenants expressed herein, the parties hereto agree as follows:

#### I. STATEMENT OF PURPOSE

The purpose of this agreement is to provide the citizens of the Anoka County Library District and the City of Columbia Heights with access to general public library services and materials available from the libraries operated by the parties to this agreement.

#### II. RECIPROCAL SERVICES

##### A. Services to individuals:

1. Resident cardholders of each Library taxing district shall be entitled to use the Public Library services and the materials available at each of the libraries operated by the parties to this agreement under the policies and regulations set by the Library Boards and subsequently incorporated into the Integrated Library System (ILS).

2. Fees or charges for materials or equipment borrowed by an individual will be the responsibility of the card holder.

##### B. Services between Libraries:

1. Interlibrary Loan:



The parties agree to loan to one another books and other library materials owned by their respective libraries without regard to format. Items available for loan shall be determined in accordance with the standard library practice as outlined in the circulation policies adopted for the Integrated Library System (ILS), the policies of Metropolitan Library Service Agency (MELSA), MINITEX, MnLINK, and the ALA Interlibrary Loan Code.

2. Reference Service:

The parties agree to make reference services available to the residents of both library districts. The County Library agrees to provide "back-up" reference service to the City Library when requested. Reference service is defined as the location and provision of specific information or information sources by the library staff.

3. Delivery Service:

The County Library shall provide for the pickup and delivery of library materials at least three times weekly to the City Library. Additional deliveries may be scheduled upon mutual agreement by both parties.

III. METROPOLITAN LIBRARY SERVICE AGENCY (MELSA)

A. MELSA – The City Library agrees to maintain an Associate Member status in MELSA as defined by the MELSA documents and to meet the minimum standards published by MELSA for Associate Membership. The County Library agrees to provide necessary information to the City Library for the maintenance of Associate Status.

B. This agreement, the MELSA Contract of Association and the annual certification of financial effort constitute authority for participation by the City Library in MELSA as a fully participating (Level II) Associate Member. Such membership continues as long as a mutually satisfactory agreement is in force and meets the requirements of the MELSA "Plan of Association" dated October 29, 1975, as currently revised. The City Library will abide by the same regulations as other MELSA participants.

C. The County Library shall provide to the City Library copies of MELSA Trustee and Advisory Board minutes and other relevant publications on a prompt schedule.

D. Should the City Library elect to participate in MELSA projects in which charges accrue, it shall assume responsibility for its own charges.

E. The City of Columbia Heights hereby expresses its intent to provide its library with operating expenditures that will match the per capita income or mill rate of the County Library as provided by the MELSA Contract of Association and MELSA regulations.

#### IV. BILLING PROCEDURES

Periodically, at scheduled intervals and at rates agreed to between the parties, the County Library shall bill the City Library for services provided. Said billings shall be paid by the City Library within 30 days after submission.

#### V. MISCELLANEOUS GENERAL PROVISIONS

A. During the period of this agreement, the chief administrative officers of the libraries shall review and exchange information concerning the use of services provided under this and any other agreements in force between the parties.

B. Additional services or cooperative practices may be included in this agreement without renegotiating the whole contract. Changes or additional shall be made on written addendum approved by both parties.

C. Upon written request of either party, the Chair of each Library Board shall meet within 15 days to discuss and resolve issues that may arise in the operation of this agreement.

D. It is understood and agreed that this agreement, together with the MELSA Contract of Associations and the Agreement for Integrated Library System Services, constitutes the agreements in force between the parties and that this agreement

supersedes all oral agreements and all negotiations between the parties relating to the subject matter of this agreement, as well as any previous contract presently in effect between the parties hereto relating to the subject matter hereof. Any alterations, variations, modifications, or waivers of the provisions of this agreement shall be valid only when they have been reduced to writing approved by the Anoka County Library Board and the Columbia Heights City Council and Library Board and duly signed by the responsible parties.

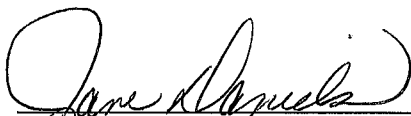
E. This agreement shall remain in effect unless cancelled by either party upon one year's written notice, with or without cause. If terminated, payment will be made for services provided through the effective date of the cancellation.

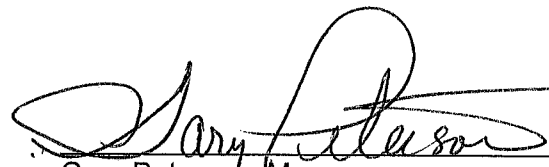
F. The relationship of the libraries to each other is that of independent contractors. Nothing in this agreement shall be construed so as to deem any employee or agent of the County Library or the City Library an employee of the other for any purpose.

G. Neither party to this agreement shall assign the contract, nor any interest arising hereunder, without the written consent of the other.

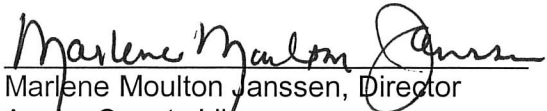
H. The City Library agrees to save harmless and indemnify the County Library, its board members, officers, employees and agents against any and all claims, damages, losses or suits for damages or losses, related to, arising from, or allegedly arising from, any act or omission by the City Library, its employees, or agents, providing services hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their respective duly authorized officers, on the day and date first above written.

  
\_\_\_\_\_  
Jane Daniels, Chair  
Anoka County Library Board

  
\_\_\_\_\_  
Gary Peterson, Mayor  
City of Columbia Heights

ATTEST:

  
Marlene Moulton Janssen, Director  
Anoka County Library

  
Walter R. Fehst, City Manager  
City of Columbia Heights


Dated: 12-18-06

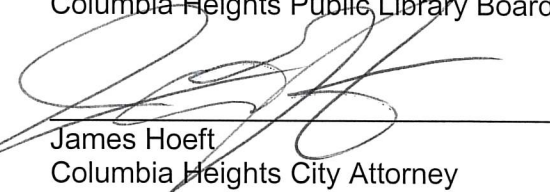
Dated: 12-12-06

ATTEST:

APPROVED AS TO FORM:

  
Dan Klint  
Assistant Anoka County Attorney

  
Barbara E. Miller, Chair  
Columbia Heights Public Library Board

  
James Hoeft  
Columbia Heights City Attorney