



**Anoka County**  
**LIBRARY**

Ideas, Information, Inspiration.

## **CALL TO MEETING**

**JOINT MEETING WITH THE LIBRARY BOARD  
AND ANOKA COUNTY COMMISSIONERS**

**Northtown Library Meeting Room  
711 County Road 10 NE  
Blaine, MN 55434**

**October 24, 2022  
5:30 p.m.**

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



ANOKA COUNTY LIBRARY BOARD & COMMISSIONERS AGENDA
October 24, 2022, 5:30pm
Northtown Library Meeting Room

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

B. Roll Call

Table with 3 columns: Name, YES, NO. Rows include Backlund, Fast, Greensweig, Kost, Lawrence, Lenz, Orpen, Look, Braastad, West, Meisner, Gamache, Reinert, Schulte.

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. Consent Agenda Items may be removed from the consent agenda at the request of any member. SEE ATTACHED minutes, invoices, and gifts.

E. Consider the following information Items

- 1. Anoka County Community Impact
2. Anoka County Department and Community Partnerships
3. Capital Improvement Projects
4. Wilder Research Community Needs Assessment Update
5. Crooked Lake Library Land Agreement

F. Discussion

G. Adjournment

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

## **LIBRARY BOARD MINUTES SEPTEMBER 2022 - DRAFT**

The Anoka County Library Board met at the Northtown Meeting Room on September 26, 2022. Present were Board Members: Backlund, Fast, Kost, Lenz, Orpen and Commissioner West.

Absent: Greensweig, and Lawrence.

Also present: Colleen Haubner, Library Director; Jacquie Kramer, Assistant Library Director; Dee Guthman, Deputy County Administrator, Kathryn Timm, Assistant County Attorney; Rob Yount, Assistant County Attorney; Janet Kleckner, Library Manager Rum River branch; Erin Straszewski, Manager, Library Community Engagement; Sarah Hawkins, Manager, Library Collections; Judy Soule, Supervisor, Systems Administration; and Ronda Bliss, Administrative Assistant.

Meeting was called to order by Board President Orpen at 5:31 p.m. and a quorum was present.

### **ROLL CALL**

	Present	Absent
Backlund	x	
Fast	x	
Greensweig		x
Kost	x	
Lenz	x	
Lawrence		x
Orpen	x	

### **AGENDA**

On a motion by Kost, second by Backlund, the agenda was approved as presented.

### **OPEN FORUM**

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

### **LIBRARY IMPACT STORY**

Kleckner provided the library impact story.

### **CONSENT AGENDA**

On a motion by Kost, second by Backlund the consent agenda was approved as presented.

- August 22, 2022, Library Board minutes were approved.
- Gifts of \$931.86 were accepted.
- Bills for the month of July totaling \$165,542.16 were paid.

### **ACTION ITEMS**

### **PATRON USE OF PUBLIC SPACES POLICY (2022-008)**

On a motion by Fast, second by Lenz, the Patron Use of Public Spaces Policy, Action Item 2022-008, was unanimously approved as presented.

**RESERVING AND USING LIBRARY ROOMS POLICY (2022-009)**

On a motion by Kost, second by Backlund, Reserving and Using Library Rooms Policy, Action Item 2022-009 was unanimously approved with the following changes: Under Prohibited Activities bullet number four add “No” before solicitation and add fundraising after panhandling.

**FEE SCHEDULE POLICY (2022-010)**

On a motion by Backlund, second by Fast the Fee Schedule Policy was unanimously approved, upping the mobile hot spot replacement fee from \$50.00 to \$90.00 and the addition of loan periods for Book Club in a Bag at 6 weeks.

**INFORMATION ITEMS**

**RUM RIVER LIBRARY BRANCH REPORT** – Kleckner presented the Rum River Library branch report.

**CONFERENCE ROOM HEARING LOOP DEVICE** – Haubner demonstrated how the hearing devices, housed at Rum River and Northtown, work for our patrons.

**MLA CONFERENCE OCTOBER 27 & 28:** – Kramer reported that several staff will be presenting at the conference this year.

**FRIENDS BOOK SALE OCTOBER 15** - Straszewski encouraged all board members to attend the Friends Pop-up book sale at the Rum River Library. She also mentioned that Give to the Max day was coming in November.

**MELSA REPORT** – Haubner delivered the MELSA report.

**LIBRARY DIRECTOR’S REPORT**

Haubner presented the following in her report:

1. Wilder Research - the surveys are being sent out this week.
2. North Central remodel is underway and on schedule so far.
3. Upcoming Building Projects –
  - a. Johnsville – remodel and landscape including outdoor space. 2022-2023
  - b. Crooked Lake – remodel interior and landscape - 2023
  - c. Saint Francis – landscape - Spring 2023
  - d. Mississippi – landscape – Spring 2023
4. Financial report – Library budget is meeting expected targets

**PROPOSED FUTURE TOPICS**

There were no requests from the board.

Next meeting is the joint meeting with the commissioners October 24, 2022, at 5:30 p.m.

**ADJOURNMENT**

Upon a roll call vote the meeting was adjourned at 6:49 p.m.

Respectfully submitted,

Ronda Bliss  
Administrative Assistant

**Accounts Payable Transactions**

**September 1 - 30, 2022**

Vendor Name	GL Object and Description	JL Key and Description	Extended Amount
STATE OF MN REVENUE	25550 - Sales Tax - Due to State		292.85
STATE OF MN REVENUE	25599 - Sales Tax-Transit Improv .25%		10.63
DEMCO	61101 - Small Equipment		435.84
DEMCO	61149 - General Supplies	folding easels	3,009.20
PRESTO GRAPHICS INC	61149 - General Supplies		129.25
PCARDS	61149 - General Supplies		3,035.02
THE LIBRARY STORE	61149 - General Supplies	23012102 - LWOB/furniture for Spark	1,271.81
OAKS, SHERRY L	61475 - Employee Mileage Reimbursement		13.13
HANSON, AMY N	61475 - Employee Mileage Reimbursement		13.75
NELSON, CAROL A	61475 - Employee Mileage Reimbursement		10.00
HAMPTON CONLEY, ERYN L	61475 - Employee Mileage Reimbursement		5.00
HEDLUND, OLIVIA M	61475 - Employee Mileage Reimbursement		27.50
HOGDAL, KIM	61475 - Employee Mileage Reimbursement		14.38
BOELLSTORFF-WILLIAMS, ANN M	61475 - Employee Mileage Reimbursement		5.64
WALPOLE, REBECCA J	61475 - Employee Mileage Reimbursement		5.00
VAN HEUVELN, ERIN A	61475 - Employee Mileage Reimbursement		3.75
THAO, MAO L	61475 - Employee Mileage Reimbursement		3.13
RASMUSSEN, PATANA N	61475 - Employee Mileage Reimbursement		8.75
HAUBNER, COLLEEN A	61475 - Employee Mileage Reimbursement		33.13
SCHUMANN, BRITTA R	61475 - Employee Mileage Reimbursement		25.00
PCARDS	61476 - Other Travel Expense	bus for training trip to YMCA(MELSA to reimb)	606.99
HAUBNER, COLLEEN A	61477 - Meals & Lodging		114.71
INGRAM LIBRARY SVCS LLC	61549 - Program Expense	23011204 - MN Legacy Grant	1,446.40
PRESTO GRAPHICS INC	61549 - Program Expense	23011204 - MN Legacy Grant	52.97
PCARDS	61549 - Program Expense		1,949.34
FORWARD EVENTS LLC	61549 - Program Expense		100.00
WAGMAN, PAMELA K	61549 - Program Expense		20.00
T MOBILE	61572 - Other Library Materials	5759200001 - ECF grant/WiFi hotspots	3,739.11
KANOPLY LLC	61572 - Other Library Materials	23010001 - Equalization Grant/film database	26,000.00
BAKER AND TAYLOR LLC	61575 - Library Books & Materials		25,348.46
GALE CENGAGE LEARNING	61575 - Library Books & Materials		1,352.35

**Accounts Payable Transactions**

**September 1 - 30, 2022**

Vendor Name	GL Object and Description	JL Key and Description	Extended Amount
GREAT RIVER REGIONAL LIBRARY	61575 - Library Books & Materials		50.00
INGRAM LIBRARY SVCS LLC	61575 - Library Books & Materials		12,092.32
MIDWEST TAPE	61575 - Library Books & Materials		5,664.29
OCLC INC	61575 - Library Books & Materials		2,457.66
OVERDRIVE INC	61575 - Library Books & Materials		24,444.72
ROCHESTER PUBLIC LIBRARY	61575 - Library Books & Materials		16.99
SELCO	61575 - Library Books & Materials		43.95
UNIVERSITY OF WISCONSIN	61575 - Library Books & Materials		115.00
T MOBILE	61575 - Library Books & Materials		44.10
PCARDS	61575 - Library Books & Materials	includes \$2844.29 paid to Amazon	6,934.58
UNIVERSITY OF CHICAGO PRESS	61575 - Library Books & Materials		66.37
CHIPPEWA FALLS PUBLIC LIBRARY	61575 - Library Books & Materials		8.00
HLP LLC	62101 - Rental-Buildings		5,809.61
PITNEY BOWES	62124 - Leases & Rentals		847.62
MARCO TECHNOLOGIES LLC	62124 - Leases & Rentals		2,478.76
TDS METROCOM	62229 - Phones		574.37
PITNEY BOWES RESERVE ACCOUNT	62231 - Postage		2,000.00
AMHERST H WILDER FOUNDATION	63010 - Professional Services	23010001 - Equalization Grant/strategic planning	8,080.25
BARNA GUZY AND STEFFEN LTD	63010 - Professional Services		150.00
PCARDS	63010 - Professional Services		35.10
QUIPU GROUP LLC	63066 - Software, SaaS, & Maintenance	23010003 - Formula Grant/eCard subscription	4,702.00
BACKLUND, LINDA	63362 - Expenses-Board & Advisory Comm		50.00
KOST, VIRGINIA	63362 - Expenses-Board & Advisory Comm		50.00
LENZ, MARK	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
DEMCO	63710 - Dedicated Donations Expense	purchases made using donation money received	613.20
OVERDRIVE INC	63710 - Dedicated Donations Expense	purchases made using donation money received	932.05
PCARDS	63710 - Dedicated Donations Expense	purchases made using donation money received	2,957.45
<b>Overall - Total for September 2022</b>			<b>150,451.48</b>



# Anoka County LIBRARY

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## ANOKA COUNTY LIBRARY BOARD CONSENT AGENDA ITEM

October 24, 2022

**AGENDA ITEM NO:** D  
**AGENDA ITEM:** Receive/Acknowledge Gifts

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

### BACKGROUND INFORMATION:

**Gifts received:**  
\$585.74 September Book Cart

**Volunteer Hours September:** Volunteen Hours: 44  
Volunteer Hours: 105.55

**Bills approved in the month of September: 150,451.48**

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