

**West Fargo Public Library Board of Directors
Regular Meeting Agenda
March 12, 2020 – 5:30 p.m.
West Fargo Public Library, 215 Third St. E.**

1. Call to order
2. Approval of agenda

Consent Agenda – Approve the Following:

- a. Approval of the minutes – February 13, 2020
- b. Approval of the financial report and bills

Regular Agenda

1. Discussion of City building procurement project and RFI
2. Strategic planning update
3. Fine amnesty for National Library Week (April 19-25) **(action)**
4. Discussion of fines as a revenue source in 2021
5. Director’s Report
6. Adjourn

Library Board Minutes

Date: February 13, 2020

Time: 5:30 p.m.

Place: West Fargo Room

West Fargo City Hall, 800 Fourth Ave E., West Fargo, ND

Roll Call:

Larry Schwartz, Steve Anglin, Eric Gjerdevig, Jodie Haring and Alanna Rerick. Also attending, Carissa Hansen, Library Director, Sara Engler, Access Services Manager, and Joy Greger, library staff.

Absent: None

1. **Call to Order:**

-Rerick called the meeting to order.

2. **Approval of Agenda:**

-Schwartz motioned to approve the Consent Agenda. Gjerdevig seconded. Consent Agenda approved.

Consent Agenda-Approve the Following:

- A. Approval of the January 9, 2019 minutes.
- B. Approval of the financial report and bills.

Regular Agenda:

1. Presentation of strategic planning framework and timeline.

-Hansen discussed that the purpose of the collaboration with Folkways is to get public input on what the public wants/needs from the library and how the library can meet those needs.

-Hansen also spoke about how this input will influence what kind of building is necessary as well.

-Hansen summarized what has already been done so far with the Strategic Planning.

-Schwartz asked if any surprises have arisen so far. Hansen talked about low number of staff members and the library's low budget for professional development.

-Hansen discussed the timeline. The main driver is the community input component that spans from March to June.

-Hansen has created a Strategic Planning Committee that she would like to be part of strategy sessions to work with input from Folkways.

-Hansen is asking for assistance with getting the word out about the community input component.

-Hansen and Rerick will give updates at each Board Meeting after which the Board will give advice on how to proceed.

-The project with Folkways is a pilot project for the City. Hansen asked Tina Fisk if the City would share the cost.

- Hansen stated that Folkways will be at the City Commission meeting on March 2 and stated that it would be helpful for the Board members to also be present at the meeting.
- Hansen and Gjerdevig discussed the Space Needs Assessment and how to address it when it comes up during the City Commission meeting.
- Schwartz moved to approve the Timeline and Framework presented by Hansen. Anglin seconded. Motion approved.

2. Presentation of contract with Folkways for public input component of strategic planning.

- Hansen asked the Board if they had any questions about the contract.
- Hansen followed up on Haring's inquiry about tangible collectables.
- Haring asked about how Folkways would reach out to people who do not use the library.
- Hansen stated that in the strategy sessions they will brainstorm how to reach these groups of people. They will also extend invitations to these groups for community engagement events.
- Hansen has Folkways presenting in July to the City Commission, but it was not in the contract. Haring suggested having that articulated in the contract.
- Anglin asked about the Cultural Liaison Officer and his potential roll in reaching out to groups who do not frequent the library.
- Rerick asked what happens if the City does not agree to help pay for the Folkway project.
- Hansen stated that she would have to return to the budget to see what areas she could pull money from.
- Schwartz asked about the possibility of a grant, such as an Institute of Museum and Library Services Grant, to help pay for this. Hansen stated that it could be a possibility.
- Schwartz motioned to approve the contract with Folkways. Gjerdevig seconded. Contract Approved.
- Schwartz motioned to approve a budget amendment to move \$6,000 from the book line of the library budget to pay for the Folkways Contract. Anglin seconded. Motion passed.
- Hansen asked for the Board to pass on any names that they know of that would be considered stake holders. Folkways will start with interviewing them.

3. Discussion of initial building planning meeting with City, Board, and Library staff.

- Hansen has been discussing with Tina Fisk and Jim Larson about setting a target date for completion of the project.
- Hansen wants to set realistic goals and possible locations.
- Board discussed the RFI presentation by John Shockley at the City Commission meeting.
- Gjerdevig brought up a concern that the library appears to be third on the list of priorities behind the fire department and City Hall. As a result, he suggested that the Board should push for the Library building project and City Hall building project to be one collaborative building project.
- Board further discussed comments made about P3's by various City employees.

-Board discussed concerns of putting a new library up for a vote alongside some of the other projects like the fire department or City Hall.

-Board discussed pros and cons of collaborating with the City on a building project.

-Rerick asked about any updates about Beaton Farmland. As of this time, there are no updates.

-Board discussed involvement in the City's RFI. Hansen stated that yes, the library would like to be involved. Board is in support of this involvement.

-Board discussed their feelings about how a vote for a new library would turn out. A major concern was what would happen if the library was put to a vote, and it was voted down. It could be very difficult for the library to get a new building if this happened.

-Board stated that they would like more information before pursuing a collaboration with the City more concretely.

4. Director's Report.

-Hansen will be at a conference in Nashville February 25-29.

-Library is closed February 17 for President's Day.

-Hansen is on the Complete Count Census Committee. They are strategizing ways to advertise the Census to hard to count groups.

-The library's 50th anniversary is June 3, 2021.

-Interviews were held for Adult Services Manager. Library closed applications for Office Coordinator and Communication Specialist. Interviews will be held next week.

-Hansen is still working on getting quotes for some remodeling at the library.

-Upcoming programs include Hands on Engineering for Kids, the movie Crazy Rich Asians, the movie A Beautiful Day in the Neighborhood, and Lego and Game Night.

-In 2019, the library had over 15,000 people in attendance for programming.

5. Adjournment: The next meeting is March 12, 2020 at 5:30 p.m. Schwartz moved to adjourn the meeting. Anglin seconded. Meeting adjourned.

7000 LIBRARY

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
410000	GENERAL GOVERNMENT						
411600	LIBRARY						
110	PERMANENT EMP SALARIES	0.00	0.00	608,944.00	608,944.00	608,944.00	%
114	PART TIME SALARIES	0.00	0.00	121,413.00	121,413.00	121,413.00	%
220	SOCIAL SECURITY	0.00	0.00	55,872.00	55,872.00	55,872.00	%
230	RETIREMENT	0.00	0.00	91,727.00	91,727.00	91,727.00	%
240	WORKFORCE SAFETY INSURANCE	10,164.02	10,164.02	3,360.00	3,360.00	-6,804.02	303 %
245	CONTINUING ED	98.00	98.00	3,000.00	3,000.00	2,902.00	3 %
250	UNEMPLOYMENT	0.00	0.00	1,000.00	1,000.00	1,000.00	%
312	ATTORNEY	0.00	0.00	1,000.00	1,000.00	1,000.00	%
320	HEALTH INSURANCE	0.00	0.00	76,888.00	76,888.00	76,888.00	%
333	BUILDING RENTAL	11,990.00	23,980.00	144,000.00	144,000.00	120,020.00	17 %
340	TRAVEL & EDUCATION	2,145.93	2,159.85	2,980.00	2,980.00	820.15	72 %
356	TELEPHONE	258.76	258.76	2,400.00	2,400.00	2,141.24	11 %
360	MISC PRINTING & MAILING	612.49	612.49	9,245.00	9,245.00	8,632.51	7 %
387	MEDICAL/VACCINES	0.00	0.00	500.00	500.00	500.00	%
399	RECRUITMENT/EMPLOYMENT TESTING	74.81	132.81	3,000.00	3,000.00	2,867.19	4 %
410	OFFICE SUPPLIES	741.23	1,030.62	18,000.00	18,000.00	16,969.38	6 %
428	SERVICE AGREEMENTS-CONTRA	60.00	120.00	17,500.00	17,500.00	17,380.00	1 %
497	TECHNOLOGY	634.97	849.88	51,962.00	51,962.00	51,112.12	2 %
640	FURNITURE & EQUIPMENT	136.81	136.81	17,500.00	17,500.00	17,363.19	1 %
644	POSTAL METER RENT	0.00	0.00	1,500.00	1,500.00	1,500.00	%
648	PROFESSIONAL PUBLICATIONS	38.00	38.00	1,200.00	1,200.00	1,162.00	3 %
649	PROGRAMMING	206.68	569.94	11,000.00	11,000.00	10,430.06	5 %
650	E RESOURCES	2,375.46	3,375.46	30,250.00	30,250.00	26,874.54	11 %
662	BOOKS	1,909.22	2,262.51	100,750.00	100,750.00	98,487.49	2 %
663	MAGAZINES	0.00	3,992.84	6,500.00	6,500.00	2,507.16	61 %
664	AUDIO VIDEO	1,020.78	1,132.29	31,500.00	31,500.00	30,367.71	4 %
667	MEMBERSHIPS	60.00	450.00	1,247.00	1,247.00	797.00	36 %
669	INSURANCE	0.00	0.00	1,750.00	1,750.00	1,750.00	%
672	EMERGENCY MEDICAL SUPPLIES	0.00	0.00	250.00	250.00	250.00	%
673	CLEANING SUPPLIES	53.70	71.10	500.00	500.00	428.90	14 %
689	PROMOTIONAL ACTIVITIES	239.40	483.38	11,400.00	11,400.00	10,916.62	4 %
750	MISC.	2.89	2.89	750.00	750.00	747.11	%
901	CATALOGING	0.00	0.00	2,300.00	2,300.00	2,300.00	%
903	HISTORY ROOM	7.93	7.93	2,500.00	2,500.00	2,492.07	%
994	ODIN	0.00	0.00	7,000.00	7,000.00	7,000.00	%
	Account Total:	32,831.08	51,929.58	1,440,688.00	1,440,688.00	1,388,758.42	4 %
	Account Group Total:	32,831.08	51,929.58	1,440,688.00	1,440,688.00	1,388,758.42	4 %
	Fund Total:	32,831.08	51,929.58	1,440,688.00	1,440,688.00	1,388,758.42	4 %
	Grand Total:	32,831.08	51,929.58	1,440,688.00	1,440,688.00	1,388,758.42	4 %

7000 LIBRARY

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
310000 TAXES					
310001 PROPERTY TAXES	443,296.20	656,425.35	1,123,173.00	466,747.65	58 %
310002 DISCOUNT PROPERTY TAXES	0.00	0.00	-41,557.00	-41,557.00	0 %
Account Group Total:	443,296.20	656,425.35	1,081,616.00	425,190.65	61 %
340000 CHARGES FOR SERVICES					
345200 NON-RESIDENT FEE	0.00	19.30	500.00	480.70	4 %
Account Group Total:	0.00	19.30	500.00	480.70	4 %
360000 MISCELLANEOUS REVENUE					
360000 MISCELLANEOUS REVENUE	410.88	1,138.77	21,200.00	20,061.23	5 %
360400 CARD REPLACEMENT	0.00	5.00	0.00	-5.00	** %
360500 FINES	0.00	316.25	0.00	-316.25	** %
360600 BOOK & AV REPLACEMENT	0.00	12.99	0.00	-12.99	** %
360700 COPIER	262.45	837.69	0.00	-837.69	** %
Account Group Total:	673.33	2,310.70	21,200.00	18,889.30	11 %
370000 PLEDGES					
375000 DONATIONS	4.51	249.83	2,000.00	1,750.17	12 %
Account Group Total:	4.51	249.83	2,000.00	1,750.17	12 %
Fund Total:	443,974.04	659,005.18	1,105,316.00	446,310.82	60 %
Grand Total:	443,974.04	659,005.18	1,105,316.00	446,310.82	60 %

Funds 7000-7000

Fund/Account/ Doc/Line #	Description	Receipt #	End Month/ Amount	Year to Date/ Period	Budget	Remaining to Reach Budget
7000 LIBRARY						
310001 PROPERTY TAXES						
RV 4904 35	COUNTY TAX COLLECTIONS		443,296.20	2/20		
		Account Total:	443,296.20	656,425.35	1,123,173.00	466,747.65
310002 DISCOUNT PROPERTY TAXES						
		Account Total:	0.00	0.00	-41,557.00	-41,557.00
335600 STATE AID						
		Account Total:	0.00	0.00	0.00	0.00
345200 NON-RESIDENT FEE						
		Account Total:	0.00	19.30	500.00	480.70
360000 MISCELLANEOUS REVENUE						
RV 4838 1	Library Deposit Feb 2020	deposit	117.28	2/20		
RV 4838 3	Lib dep-self check feb 2020	deposit	1.00	2/20		
RV 4850 1	general library dep 02-2020	deposit	82.45	2/20		
RV 4850 3	petty cash lib dep 02-2020	deposit	50.00	2/20		
RV 4875 1	Lib dep General	dep2-19	79.15	2/20		
RV 4895 1	library electronic payment CC	electronic	13.55	2/20		
RV 4896 1	library-general	libdep	67.45	2/20		
		Account Total:	410.88	1,138.77	21,200.00	20,061.23
360300 STATE FUNDING						
		Account Total:	0.00	0.00	0.00	0.00
360400 CARD REPLACEMENT						
		Account Total:	0.00	5.00	0.00	-5.00
360500 FINES						
		Account Total:	0.00	316.25	0.00	-316.25
360600 BOOK & AV REPLACEMENT						
		Account Total:	0.00	12.99	0.00	-12.99
360700 COPIER						
RV 4838 2	Lib dep-printer feb 2020	deposit	60.95	2/20		
RV 4850 2	printer lib dep 02-2020	deposit	65.80	2/20		
RV 4875 3	Lib dep Printer	dep2-19	73.00	2/20		
RV 4896 2	library-printer	libdep	62.70	2/20		
		Account Total:	262.45	837.69	0.00	-837.69
361000 INTEREST ON INVESTMENTS						
		Account Total:	0.00	0.00	0.00	0.00

Funds 7000-7000

Fund/Account/ Doc/Line #	Description	Receipt #	End Month/ Amount	Year to Date/ Period	Budget	Remaining to Reach Budget
7000 LI BRARY 363400 GRANTS						
		Account Total:	0.00	0.00	0.00	0.00
363500 BOOK SALES						
		Account Total:	0.00	0.00	0.00	0.00
363600 LI BRARY PROGRAMMI NG						
		Account Total:	0.00	0.00	0.00	0.00
375000 DONATIONS RV 4875 2	Lib dep donations	dep2-19	4.51	2/20		
		Account Total:	4.51	249.83	2,000.00	1,750.17
375500 SUMMER READI NG PROGRAM						
		Account Total:	0.00	0.00	0.00	0.00
399255 TRANSFER IN FROM LI BRARY MEMORIALS						
		Account Total:	0.00	0.00	0.00	0.00
		Fund Total:	443,974.04	659,005.18	1,105,316.00	446,310.82

7000 LIBRARY

Account	Beginning	Debit	Credit	Net Change	Ending Balance
ASSETS					
101000 CASH - OPERATING	743,668.92	443,979.41	33,742.80	410,236.61	1,153,905.53
172000 REVENUES(Credit)	(215,031.14)	0.00	443,974.04	(443,974.04)	(659,005.18)
Total ASSETS	528,637.78	443,979.41	477,716.84	(33,737.43)	494,900.35
LIABILITIES AND FUND EQUITY					
202100 ACCOUNTS PAYABLE	906.35	33,748.17	32,841.82	(906.35)	0.00
242000 Expenditures (Debit)	(19,098.50)	32,836.45	5.37	(32,831.08)	(51,929.58)
271000 Unreserved Fund Balance	546,829.93	0.00	0.00	0.00	546,829.93
Total LIABILITIES AND FUND EQUITY	528,637.78	66,584.62	32,847.19	(33,737.43)	494,900.35

Funds 7000-7000

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY							
411600 LIBRARY							
110 PERMANENT EMP SALARIES		/ /					
	Object Total:		0.00	0.00	608,944.00	608,944.00	%
114 PART TIME SALARIES		/ /					
	Object Total:		0.00	0.00	121,413.00	121,413.00	%
209 CLASSIFIED ADS		/ /					
	Object Total:		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY		/ /					
	Object Total:		0.00	0.00	55,872.00	55,872.00	%
230 RETIREMENT		/ /					
	Object Total:		0.00	0.00	91,727.00	91,727.00	%
240 WORKFORCE SAFETY INSURANCE		/ /					
CL 89359 20 86071			10,164.02	2/20	571 ND WORKFORCE SAFETY &		
	Object Total:		10,164.02	10,164.02	3,360.00	-6,804.02	303%
245 CONTINUING ED							
CL 89453 3 86021 library works		01/16/20	49.00	2/20	3161 FIRST INTERNATIONAL BANK &		
CL 89454 3 86022 libraryworks		01/23/20	49.00	2/20	3162 FIRST INTERNATIONAL BANK &		
	Object Total:		98.00	98.00	3,000.00	2,902.00	3%
250 UNEMPLOYMENT		/ /					
	Object Total:		0.00	0.00	1,000.00	1,000.00	%
312 ATTORNEY		/ /					
	Object Total:		0.00	0.00	1,000.00	1,000.00	%
320 HEALTH INSURANCE		/ /					
	Object Total:		0.00	0.00	76,888.00	76,888.00	%
333 BUILDING RENTAL							
CL 89223 2 86132 LIBRARY RENT FEB		05400 01/31/20	11,990.00	2/20	549 WF PUB SCHOOLS DIST #6		
	Object Total:		11,990.00	23,980.00	144,000.00	120,020.00	17%
340 TRAVEL & EDUCATION							
CL 89212 1 85970 TRAVEL REIMB		01/28/20	7.54	2/20	2929 BARBARA KEYES		
CL 89213 1 85983 TRAVEL REIMB		01/30/20	12.52	2/20	3417 CHELSEA SIMDORN		
CL 89218 1 86044 reimb		01/28/20	10.90	2/20	3052 JANICE BOBER		
CL 89219 1 86052 reimb		01/28/20	13.92	2/20	3473 LISA STAUFFER		
CL 89454 1 86022 american		01/20/20	380.40	2/20	3162 FIRST INTERNATIONAL BANK &		
CL 89454 2 86022 expedia		01/21/20	1,697.45	2/20	3162 FIRST INTERNATIONAL BANK &		
CL 89457 1 85975 travel reimb		02/03/20	16.82	2/20	3415 BRITTANY ALDAYEL		
CL 89468 1 86099 travel reimb		02/01/20	6.38	2/20	3354 SARA ENGLER		
	Object Total:		2,145.93	2,159.85	2,980.00	820.15	72%

Funds 7000-7000

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
348 BUYOUTS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 89472 1 86115	library	9847854380	02/07/20	258.76	2/20	1267 VERI ZON WI RELESS		
		Object Total:		258.76	258.76	2,400.00	2,141.24	11%
360 MI SC PRINTING & MAILING								
CL 89090 1 85921	MI SC MAIL		01/29/20	500.00	2/20	1483 PITNEY BOWES RESERVE ACCOUNT		
CL 89217 1 85976	cards/envel opes	48938	01/27/20	72.00	2/20	16 BROKERAGE PRINTING		
CL 89453 2 86021	usps		01/09/20	11.07	2/20	3161 FIRST INTERNATIONAL BANK &		
CL 89453 4 86021	usps		01/16/20	29.42	2/20	3161 FIRST INTERNATIONAL BANK &		
		Object Total:		612.49	612.49	9,245.00	8,632.51	7%
387 MEDI CAL/VACCI NES								
			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
399 RECRUITMENT/EMPLOYMENT TESTING								
CL 89454 4 86022	panera bread		02/01/20	74.81	2/20	3162 FIRST INTERNATIONAL BANK &		
		Object Total:		74.81	132.81	3,000.00	2,867.19	4%
410 OFFICE SUPPLIES								
CL 88984 1 85825	SUPPLIES	533764-1	01/13/20	15.20	2/20	351 BUSINESS ESSENTIALS		
CL 89081 3 85825	tabs	534290-1	01/21/20	15.16	2/20	351 BUSI NESS ESSENTIALS		
CL 89220 1 86055	307ci copi er	26303461	01/16/20	105.59	2/20	3491 LOFFLER COMPANIES INC		
CL 89460 1 86004	suppl ies	6745585	01/30/20	135.27	2/20	77 DEMCO		
CL 89460 2 86004	suppl ies	6755667	01/22/20	78.99	2/20	77 DEMCO		
CL 89464 1 86039	suppl ies	2867275	02/06/20	73.38	2/20	3209 INNOVATIVE OFFICE SOLUTI ONS,		
CL 89465 1 86054	suppl ies	3343367	02/03/20	317.64	2/20	3418 LOFFLER		
		Object Total:		741.23	1,030.62	18,000.00	16,969.38	6%
428 SERVICE AGREEMENTS-CONTRA								
CL 89463 1 86038	bill s	2020.849.4	01/31/20	60.00	2/20	687 INFORMATION TECHNOLOGY DEPT		
		Object Total:		60.00	120.00	17,500.00	17,380.00	1%
497 TECHNOLOGY								
CL 88982 1 85813	headphones	1j mp9hl x9n	01/31/20	57.95	2/20	3490 AMAZON CAPITAL SERVI CES		
CL 89077 1 85813	tech	cmt6-tvkn	01/24/20	49.98	2/20	3490 AMAZON CAPI TAL SERVI CES		
CL 89080 1 85820	tech	919236548	01/08/20	15.69	2/20	26 BORDER STATES INDUSTRIES INC		
CL 89080 2 85820	tech	919236549	01/08/20	2.08	2/20	26 BORDER STATES INDUSTRIES INC		
CL 89080 3 85820	tech	919236810	01/08/20	10.79	2/20	26 BORDER STATES INDUSTRIES INC		
CL 89080 4 85820	tech	919305128	01/20/20	55.59	2/20	26 BORDER STATES INDUSTRIES INC		
CL 89088 1 85863	tech	26333301	01/21/20	442.89	2/20	2877 GREATAMERICA FINANCI AL		
		Object Total:		634.97	849.88	51,962.00	51,112.12	2%
640 FURNITURE & EQUIPMENT								
CL 89081 1 85825	coffee pot	534782-1	01/23/20	112.82	2/20	351 BUSI NESS ESSENTIALS		
CL 89453 1 86021	smappl iance		01/06/20	23.99	2/20	3161 FIRST INTERNATIONAL BANK &		
		Object Total:		136.81	136.81	17,500.00	17,363.19	1%

Funds 7000-7000

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
644 POSTAL METER RENT			/ /					
		Object Total:		0.00	0.00	1,500.00	1,500.00	%
645 EQUIPMENT REPLACEMENT			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS								
CL 89455 1 85963	five steps	l q l hm4yggc	02/06/20	38.00	2/20	3490 AMAZON CAPITAL SERVICES		
		Object Total:		38.00	38.00	1,200.00	1,162.00	3%
649 PROGRAMMING								
CL 88981 1 85874	reimb		01/13/20	6.68	2/20	3052 JANI CE BOBER		
CL 89216 1 86008	baskets		01/28/20	200.00	2/20	999999 EILEEN MCENROE		
		Object Total:		206.68	569.94	11,000.00	10,430.06	5%
650 E RESOURCES								
CL 89082 1 85832	e-resources	69112425	01/01/20	639.00	2/20	2368 CENGAGE LEARNING		
CL 89085 1 85831	subscription	69419007	01/21/20	713.15	2/20	1623 CENGAGE GALE		
CL 89462 1 86063	credit	cm012930	02/05/20	-5.37	2/20	1854 MIDWEST TAPE		
CL 89462 2 86063	eresources	98554985	01/31/20	1,028.68	2/20	1854 MIDWEST TAPE		
		Object Total:		2,375.46	3,375.46	30,250.00	26,874.54	11%
653 CAPITAL IMPROVEMENTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
661 SHIPPING			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
662 BOOKS								
CL 88985 1 85871	CITY DIRECTORY	83526809	01/09/20	433.00	2/20	2346 INFOUSA MARKETING, INC		
CL 88985 2 85871	DI RECTORY	1000364183	01/09/20	495.00	2/20	2346 INFOUSA MARKETING, INC		
CL 89075 1 85819	book	2035035296	01/14/20	29.30	2/20	1695 BAKER & TAYLOR		
CL 89091 1 85833	book	1755455	01/09/20	23.25	2/20	1669 CENTER POINT LARGE PRINT		
CL 89211 1 85969	BOOKS	2035057270	01/21/20	416.70	2/20	1695 BAKER & TAYLOR		
CL 89211 2 85969	BOOKS	2035066316	01/23/20	205.16	2/20	1695 BAKER & TAYLOR		
CL 89455 2 85963	speical hue		/ /	14.56	2/20	3490 AMAZON CAPITAL SERVICES		
CL 89456 1 85969	books	2035075944	01/30/20	168.33	2/20	1695 BAKER & TAYLOR		
CL 89467 1 86108	books	0559997	01/24/20	123.92	2/20	3053 THE PENWORTHY COMPANY LLC		
		Object Total:		1,909.22	2,262.51	100,750.00	98,487.49	2%
663 MAGAZINES			/ /					
		Object Total:		0.00	3,992.84	6,500.00	2,507.16	61%
664 AUDIO VIDEO								
CL 88986 1 85894	BOOK	98451563	01/10/20	39.99	2/20	1854 MIDWEST TAPE		
CL 88986 2 85894	BOOK	98468465	01/13/20	47.24	2/20	1854 MIDWEST TAPE		
CL 89089 1 85894	book	98502666	01/21/20	262.08	2/20	1854 MIDWEST TAPE		
CL 89221 1 86063	e resources	98538878	01/28/20	97.41	2/20	1854 MIDWEST TAPE		
CL 89221 2 86063	e resources	98544354	01/30/20	44.37	2/20	1854 MIDWEST TAPE		
CL 89221 3 86063	e resources	98544079	01/31/20	9.99	2/20	1854 MIDWEST TAPE		
CL 89466 1 86063	adb	98575224	02/06/20	387.16	2/20	1854 MIDWEST TAPE		
CL 89466 2 86063	dvd	98575225	02/06/20	70.62	2/20	1854 MIDWEST TAPE		

Funds 7000-7000

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 89466 3 86063	acd	98575226	02/06/20	35.13	2/20	1854 MIDWEST TAPE		
CL 89466 4 86063	dvd	98575228	02/06/20	26.79	2/20	1854 MIDWEST TAPE		
		Object Total:		1,020.78		1,132.29	31,500.00	30,367.71 4%
667 MEMBERSHIPS								
CL 88983 1 85939	memberships		01/23/20	60.00	2/20	1419 THE ARTS PARTNERSHIP		
		Object Total:		60.00		450.00	1,247.00	797.00 36%
668 BINDING			/ /					
		Object Total:		0.00		0.00	0.00	0.00 %
669 INSURANCE			/ /					
		Object Total:		0.00		0.00	1,750.00	1,750.00 %
671 SUMMER READING PROGRAM			/ /					
		Object Total:		0.00		0.00	0.00	0.00 %
672 EMERGENCY MEDICAL SUPPLIES			/ /					
		Object Total:		0.00		0.00	250.00	250.00 %
673 CLEANING SUPPLIES			/ /					
CL 88984 2 85825	SUPPLIES		/ /	37.75	2/20	351 BUSINESS ESSENTIALS		
CL 89081 2 85825	soap	534290-1	01/21/20	15.95	2/20	351 BUSINESS ESSENTIALS		
		Object Total:		53.70		71.10	500.00	428.90 14%
674 HOMEWORK ROOM			/ /					
		Object Total:		0.00		0.00	0.00	0.00 %
682 STRATEGIC PLANNING			/ /					
		Object Total:		0.00		0.00	0.00	0.00 %
689 PROMOTIONAL ACTIVITIES								
CL 89461 1 86023	adv		01/31/20	239.40	2/20	104 FORUM COMMUNICATIONS		
		Object Total:		239.40		483.38	11,400.00	10,916.62 4%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00		0.00	0.00	0.00 %
750 MISC.								
CL 89454 5 86022	library		01/09/20	1.09	2/20	3162 FIRST INTERNATIONAL BANK &		
CL 89454 6 86022	library		01/09/20	1.80	2/20	3162 FIRST INTERNATIONAL BANK &		
		Object Total:		2.89		2.89	750.00	747.11 %
852 WEBSITE			/ /					
		Object Total:		0.00		0.00	0.00	0.00 %
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
		Object Total:		0.00		0.00	0.00	0.00 %

Funds 7000-7000

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY							
411600 LIBRARY							
901 CATALOGING		/ /					
	Object Total:		0.00	0.00	2,300.00	2,300.00	%
902 ONLINE DATE BASE (STATE)		/ /					
	Object Total:		0.00	0.00	0.00	0.00	%
903 HISTORY ROOM							
CL 89459 1 85977	Labels	536246-1 02/07/20	7.93	2/20	351 BUSINESS ESSENTIALS		
	Object Total:		7.93	7.93	2,500.00	2,492.07	%
994 ODIN		/ /					
	Object Total:		0.00	0.00	7,000.00	7,000.00	%
	Account Total:		32,831.08	51,929.58	1,440,688.00	1,388,758.42	
521000 TRANSFERS OUT							
890 TRANSFERS OUT		/ /					
	Object Total:		0.00	0.00	0.00	0.00	%
	Account Total:		0.00	0.00	0.00	0.00	
	Fund Total:		32,831.08	51,929.58	1,440,688.00	1,388,758.42	

***Detail total may not match report total. The report total reflects the actual amount posting to the budget line. The detail includes all transactions that posted to the budget line during the period (including amounts that may have been closed).

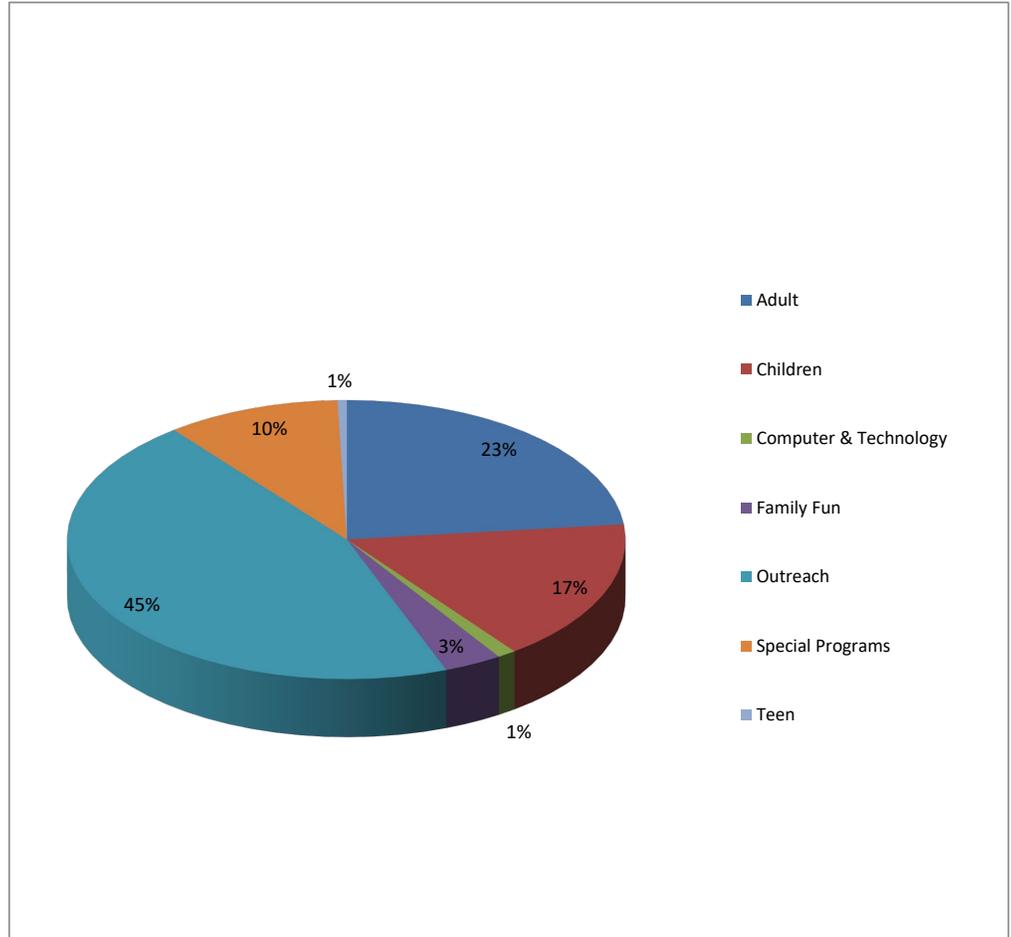
Fund	Department Name (Account)	Vendor #/Name	Description	Amount
7000 LI BRARY	411600 LI BRARY	3052 JANI CE BOBER	reimb	6.68
7000 LI BRARY	411600 LI BRARY	3490 AMAZON CAPITAL SERVICES	headphones	57.95
7000 LI BRARY	411600 LI BRARY	1419 THE ARTS PARTNERSHIP	memberships	60.00
7000 LI BRARY	411600 LI BRARY	351 BUSINESS ESSENTIALS	SUPPLIES	15.20
7000 LI BRARY	411600 LI BRARY	351 BUSINESS ESSENTIALS	SUPPLIES	37.75
7000 LI BRARY	411600 LI BRARY	2346 INFOUSA MARKETING, INC	CITY DIRECTORY	433.00
7000 LI BRARY	411600 LI BRARY	2346 INFOUSA MARKETING, INC	DI RECTORY	495.00
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	BOOK	39.99
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	BOOK	47.24
7000 LI BRARY	411600 LI BRARY	1695 BAKER & TAYLOR	book	29.30
7000 LI BRARY	411600 LI BRARY	3490 AMAZON CAPITAL SERVICES	tech	49.98
7000 LI BRARY	411600 LI BRARY	26 BORDER STATES INDUSTRIES	tech	15.69
7000 LI BRARY	411600 LI BRARY	26 BORDER STATES INDUSTRIES	tech	2.08
7000 LI BRARY	411600 LI BRARY	26 BORDER STATES INDUSTRIES	tech	10.79
7000 LI BRARY	411600 LI BRARY	26 BORDER STATES INDUSTRIES	tech	55.59
7000 LI BRARY	411600 LI BRARY	351 BUSINESS ESSENTIALS	coffee pot	112.82
7000 LI BRARY	411600 LI BRARY	351 BUSINESS ESSENTIALS	soap	15.95
7000 LI BRARY	411600 LI BRARY	351 BUSINESS ESSENTIALS	tabs	15.16
7000 LI BRARY	411600 LI BRARY	2368 CENGAGE LEARNING	e-resources	639.00
7000 LI BRARY	411600 LI BRARY	1623 CENGAGE GALE	subscripti on	713.15
7000 LI BRARY	411600 LI BRARY	2877 GREATAMERICA FINANCIAL	tech	442.89
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	book	262.08
7000 LI BRARY	411600 LI BRARY	1483 PITNEY BOWES RESERVE	MISC MAIL	500.00
7000 LI BRARY	411600 LI BRARY	1669 CENTER POINT LARGE PRINT	book	23.25
7000 LI BRARY	411600 LI BRARY	1695 BAKER & TAYLOR	BOOKS	416.70
7000 LI BRARY	411600 LI BRARY	1695 BAKER & TAYLOR	BOOKS	205.16
7000 LI BRARY	411600 LI BRARY	2929 BARBARA KEYES	TRAVEL REIMB	7.54
7000 LI BRARY	411600 LI BRARY	3417 CHELSEA SIMDORN	TRAVEL REIMB	12.52
7000 LI BRARY	411600 LI BRARY	999999 EI LEEN MCENROE	baskets	200.00
7000 LI BRARY	411600 LI BRARY	16 BROKERAGE PRINTING	cards/envelopes	72.00
7000 LI BRARY	411600 LI BRARY	3052 JANI CE BOBER	reimb	10.90
7000 LI BRARY	411600 LI BRARY	3473 LISA STAUFFER	reimb	13.92
7000 LI BRARY	411600 LI BRARY	3491 LOFFLER COMPANIES INC	307ci copier	105.59
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	e resources	97.41
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	e resources	44.37
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	e resources	9.99
7000 LI BRARY	411600 LI BRARY	549 WF PUB SCHOOLS DIST #6	LIBRARY RENT FEB	11,990.00
7000 LI BRARY	411600 LI BRARY	571 ND WORKFORCE SAFETY &		10,164.02
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	smappl iance	23.99
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	usps	11.07
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	li brary works	49.00
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	usps	29.42
7000 LI BRARY	411600 LI BRARY	3162 FIRST INTERNATIONAL BANK	ameri can	380.40
7000 LI BRARY	411600 LI BRARY	3162 FIRST INTERNATIONAL BANK	expedi a	1,697.45
7000 LI BRARY	411600 LI BRARY	3162 FIRST INTERNATIONAL BANK	li braryworks	49.00
7000 LI BRARY	411600 LI BRARY	3162 FIRST INTERNATIONAL BANK	panera bread	74.81
7000 LI BRARY	411600 LI BRARY	3162 FIRST INTERNATIONAL BANK	li bary	1.09
7000 LI BRARY	411600 LI BRARY	3162 FIRST INTERNATIONAL BANK	li bary	1.80
7000 LI BRARY	411600 LI BRARY	3490 AMAZON CAPITAL SERVICES	fi ve steps	38.00
7000 LI BRARY	411600 LI BRARY	3490 AMAZON CAPITAL SERVICES	spei cal hue	14.56
7000 LI BRARY	411600 LI BRARY	1695 BAKER & TAYLOR	books	168.33
7000 LI BRARY	411600 LI BRARY	3415 BRITTANY ALDAYEL	travel reimb	16.82

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
7000 LI BRARY	411600 LI BRARY	351 BUSINESS ESSENTIALS	l a b e l s	7.93
7000 LI BRARY	411600 LI BRARY	77 DEMCO	s u p p l i e s	135.27
7000 LI BRARY	411600 LI BRARY	77 DEMCO	s u p p l i e s	78.99
7000 LI BRARY	411600 LI BRARY	104 FORUM COMMUNICATIONS	a d v	239.40
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	c r e d i t	-5.37
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	e r e s o u r c e s	1,028.68
7000 LI BRARY	411600 LI BRARY	687 INFORMATION TECHNOLOGY	b i l l s	60.00
7000 LI BRARY	411600 LI BRARY	3209 INNOVATIVE OFFICE	s u p p l i e s	73.38
7000 LI BRARY	411600 LI BRARY	3418 LOFFLER	s u p p l i e s	317.64
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	a d b	387.16
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	d v d	70.62
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	a c d	35.13
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	d v d	26.79
7000 LI BRARY	411600 LI BRARY	3053 THE PENWORTHY COMPANY LLC	b o o k s	123.92
7000 LI BRARY	411600 LI BRARY	3354 SARA ENGLER	t r a v e l r e i m b	6.38
7000 LI BRARY	411600 LI BRARY	1267 VERIZON WIRELESS	l i b r a r y	258.76
Total for Fund:				32,831.08
Total:				32,831.08

WEST FARGO PUBLIC LIBRARY FEBRUARY 2020 ATTENDANCE

FEBRUARY 2020 PROGRAMS

Adult	173
Genealogy	16
Twisted Stitchers	40
Next Chapter Book Club/(Day)	14
Next Chapter Book Club/(Evening)	9
Third Thursday Book Club	10
Mah Jong (Tues.)	47
Mah Jong (Wed.)	20
Ham Radio	17
Children	123
Wiggle Worms Storytime (4)	27
Preschool Explorers Storytime(3)	63
Hands on Engineering	3
STEM Storytime	6
Legos and Board Games	24
Technology	8
Technology Tutoring	8
Family Fun	25
Friday Morning Movie	3
Valentine Crafts	22
Outreach	336
Sheyenne Crossings	7
West Fargo High Rise	5
Dakota Commons	5
New Perspectives	4
Daycare Storytimes (20)	315
Special Programs	75
Movie: Harriet	10
Pine Needle Sew & Chat	4
Movie: Crazy Rich Asians	27
Movie: A Beautiful Day in the Neighbr	34
Teen	4
TAG Meeting	0
Teen movie night	4
Teen Paint Party	0
TOTAL	744



FEBRUARY 2020 ATTENDANCE	2019	2020
Adult	179	173
Children	88	123
Computer & Technology	3	8
Family Fun	81	25
Outreach	371	336
Special Programs	78	75
Teen	0	4
TOTAL	800	744

**WEST FARGO PUBLIC LIBRARY
MONTHLY STATISTICAL DATA
FEBRUARY 2020**

Attendance	Monthly Totals	Monthly Totals	Year to Date	Year to Date
	Feb. '19	Feb. '20	2019	2020
Attendance at Story Times	347	411	697	795
Attendance at other Events	415	333	872	611
Attendance at Summer Reading Program	0	0	0	0
Total	800	744	1,669	1,425

Circulation	Monthly Totals	Monthly Totals	Year to Date	Year to Date
	Feb. '19	Feb. '20	2019	2020
Items checked out	7,289	8,988	15,451	17,878
Interlibrary loan received	30		92	
Interlibrary loan sent out*	89		185	
Total ILL	119		277	
Total In house Circ.	7,319	8,890	15,543	17,878
Vending Machine	62	114	130	213
Total items circulated	7,381	8,989	15,673	18,091

*ILL sent out is not included in total items circulated (NDSL Annual Report) as of Feb. 2012

Computer Use	Monthly Totals	Monthly Totals	Year to Date	Year to Date
	Feb. '19	Feb. '20	2019	2020
Computer users	639	738	1,332	1,428
Laptop usage	7	1	7	8
Wi-fi sessions	8,779	8,979	17,463	20,500

Hoopla	Monthly Totals	Monthly Totals	Year to Date	Year to Date
	Feb. '19	Feb. '20	2019	2020
eBooks (ebooks & comics)	118	163	228	341
eAudiobooks	189	279	316	515
eVideos (movies & television)	82	71	144	142
Music	23	27	47	52
Total Downloaded	412	540	735	1,050

Library2Go (Overdrive)	Monthly Totals	Monthly Totals	Year to Date	Year to Date
	Feb. '19	Feb. '20	2019	2020
eBooks	1,174	1,326	2,503	4,000
eAudiobooks	698	856	1,469	1,684
eVideos	4	4	7	8
Total Downloaded	1,876	2,186	3,979	4,366

New library card applications	Monthly Totals	Monthly Totals	Year to Date	Year to Date
	Feb. '19	Feb. '20	2019	2020
	106	130	264	260
Yearly Total			264	130

Remote Bookdrops	Monthly Totals	Monthly Totals	Year to Date	Year to Date
	Feb. '19	Feb. '20	2019	2020
Eagle Run	187	95	376	197
Cash Wise	167	277	401	506

Website Visitors	Monthly Totals	Monthly Totals	Year to Date	Year to Date
	Feb. '19	Feb. '20	2019	2020
Website hits	4,298	4,560	9,074	10,062