



West Fargo Public Library Board of Directors
Regular Meeting Agenda
5:30 p.m. Thursday, April 8th, 2021
West Fargo City Commission Chambers
800 4th Ave E
West Fargo, ND 58078

1. Call To Order
2. Approve Order Of Agenda
3. Consent Agenda - Approve The Following:
 - 3.I. Approval Of Minutes - March 11th, 2021

Documents:

[BOARD MINUTES 20210311.PDF](#)
 - 3.II. Approval Of Financial Reports

Documents:

[MARCH LIBRARY FINANCIALS.PDF](#)
4. Regular Agenda
 - 4.I. Presentation Of 2020 Annual Report Of The West Fargo Public Library
 - 4.II. Discuss Rescheduling Of The June 10, 2021 Library Board Meeting To June 17, 2021
 - 4.III. Discuss Process Of Accepting, Reviewing, And Recommending Applicants To Fill Open Board Seats
 - 4.IV. Director's Report
 - 4.IV.i. March Library Statistics

Documents:

[MARCH LIBRARY STATISTICS.PDF](#)
 - 4.V. Other Business
 - 4.VI. Adjourn

West Fargo Public Library Board of Directors

Meeting Date: March 11th, 2021

Time: 5:30 P.M.

Place: West Fargo City Commission Chambers & streamed live on YouTube

Roll Call:

Alanna Rerick, Jodie Haring, Steve Anglin, Commissioner Mandy George, Larry Schwartz. Also attending: John Shockley, West Fargo City Attorney, Carissa Hansen, Library Director, Kirsten Henagin, Adult Services Manager, and Alisha Reis, Office Coordinator.

1. Call to Order

Rerick called the meeting to order.

2. Approve order of Agenda

Schwartz moved and Anglin seconded to approve the order of the agenda. No opposition. Motion carried.

3. Consent Agenda Approve The Following:

George moved and Schwartz seconded to approve the consent agenda. No opposition. Motion carried.

- a. Approval of Minutes – February 11th, 2021
- b. Approval of Financial Reports
- c. Approve Actions from Mobile Library Task Force March Meeting

Regular Agenda:

1. Review and input on draft organizational mission and vision statement for inclusion

- Hansen gave a presentation on the West Fargo Public Library's mission and vision survey results. The survey was sent out to the library staff and the Library Board. The library staff met to discuss the statements and revised them. The Library Board reviewed the current and revised mission and vision statements during the meeting and provided feedback. Revised statements will be included in the final draft of the strategic plan for Board approval later in 2021.

2. Director's Report

Hansen presented the following items for the Director's Report:

- The LRRB summer outreach draft route was finalized by the Mobile Library Task Force. Staff focused on stops that would reach English Learner families. Staff also focused on how the LRRB can reach as many locations as possible across the School District. The draft stops include, Horace, Rendezvous Park, Tintes Park, Village West, Maplewood, West Fargo High, Goldenwood, Shadow Wood, Harwood, Willow Park, Elmwood and Wilds Park. The stops are being confirmed with the site owners to verify the LRRB can stop at the desired location.

- The Deputy Director position is posted and will close on April 5th, 2021.
- Folkways has a draft survey that is complete. Hansen will review it along with Library Board members Rerick and George and other stakeholders before it is made public.
- The library has returned to normal operating hours on March 1st. There has been great feedback from the public on the extension of the hours.
- Vaccinations are available to all City of West Fargo Employees.
- The 2020 Annual Report will be presented to the Library Board and the City Commission in April.
- Kirsten Henagin, Adult Services Manager, gave a programming update.

3. Other Business

- No other business.

4. Adjourn

- Schwartz moved to adjourn, Anglin seconded. No opposition. Meeting adjourned. Next meeting: 5:30 P.M., Thursday April 8, 2021.

Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

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								
110 PERMANENT EMP SALARIES			/ /					
		Object Total:		0.00	120,230.69	683,521.00	563,290.31	18%
114 PART TIME SALARIES			/ /					
		Object Total:		0.00	20,245.39	124,365.00	104,119.61	16%
209 CLASSIFIED ADS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY			/ /					
		Object Total:		0.00	10,443.96	61,803.00	51,359.04	17%
230 RETIREMENT			/ /					
		Object Total:		0.00	17,371.56	96,223.00	78,851.44	18%
240 WORKFORCE SAFETY INSURANCE			/ /					
CL 95483 20 90415				1,252.63	3/21 571 ND WORKFORCE SAFETY &			
		Object Total:		1,252.63	1,252.63	1,865.00	612.37	67%
245 CORPORATE EDUCATION			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
250 UNEMPLOYMENT			/ /					
		Object Total:		0.00	0.00	1,000.00	1,000.00	%
312 ATTORNEY			/ /					
CL 95755 3 90579 library				250.62	3/21 353 OHNSTAD TWICHELL			
		Object Total:		250.62	250.62	1,000.00	749.38	25%
320 HEALTH INSURANCE			/ /					
		Object Total:		0.00	11,908.42	101,995.00	90,086.58	12%
333 BUILDING RENTAL			/ /					
CL 95350 3 90449 LIBRARY RENT MAR		05901	02/17/21	9,740.00	3/21 549 WF PUB SCHOOLS DIST #6			
		Object Total:		9,740.00	19,480.00	117,000.00	97,520.00	17%
340 TRAVEL & EDUCATION			/ /					
CL 95555 1 90489 reimb			03/02/21	16.22	3/21 3417 CHELSEA SIMDORN			
CL 95556 1 90470 MILEAGE			02/09/21	11.02	3/21 3869 ALISHA REIS			
CL 95556 2 90470 MILEAGE			02/25/21	11.60	3/21 3869 ALISHA REIS			
CL 95556 3 90470 MILEAGE			02/26/21	2.90	3/21 3869 ALISHA REIS			
		Object Total:		41.74	85.48	7,050.00	6,964.52	1%
348 BUYOUTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE			/ /					
CL 95778 2 90642 Feb 2021 lib ipads		9874962920	02/08/21	240.06	3/21 3668 VERIZON WIRELESS			
CL 95778 33 90642 feb 2021 library		9874962920	02/08/21	127.41	3/21 3668 VERIZON WIRELESS			
		Object Total:		367.47	735.14	6,650.00	5,914.86	11%

Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
360 MISC PRINTING & MAILING								
CL 95552 1	90590 reserve account		03/05/21	500.00	3/21	1483 PITNEY BOWES RESERVE ACCOUNT		
CL 95735 4	90471 shipping	1k9wc3r3c6	12/14/20	7.98	3/21	3490 AMAZON CAPITAL SERVICES		
CL 95744 1	90525 misc		03/02/21	31.35	3/21	3161 FIRST INTERNATIONAL BANK &		
	Object Total:			539.33		1,075.60	7,000.00	5,924.40 15%
387 MEDICAL/VACCINES								
CL 95903 15	library 75931309		/ /	58.00	3/21	2862 ESSENTIA HEALTH		
CL 95903 17	library 76370260		/ /	58.00	3/21	2862 ESSENTIA HEALTH		
CL 95903 32	library 78495696		/ /	95.00	3/21	2862 ESSENTIA HEALTH		
CL 95903 34	library 78704107		/ /	50.00	3/21	2862 ESSENTIA HEALTH		
	Object Total:			261.00		261.00	500.00	239.00 52%
399 RECRUITMENT/EMPLOYMENT TESTING								
			/ /					
	Object Total:			0.00		0.00	3,000.00	3,000.00 %
410 OFFICE SUPPLIES								
CL 95442 1	90368 supplies	1113456-1	02/17/21	62.59	3/21	351 BUSINESS ESSENTIALS		
CL 95442 2	90368 supplies	1113456-2	02/22/21	29.97	3/21	351 BUSINESS ESSENTIALS		
CL 95553 1	90509 supplies	6914308	02/25/21	222.77	3/21	77 DEMCO		
CL 95651 1	90509 supplies	6916083	03/01/21	114.25	3/21	77 DEMCO		
CL 95653 1	90592 supplies	801387-02	02/28/21	63.30	3/21	3276 PREMIUM WATERS INC		
CL 95655 1	90479 labels	50650	03/04/21	74.06	3/21	16 BROKERAGE PRINTING		
CL 95656 1	90553 SERV	3663309	03/01/21	215.89	3/21	3418 LOFFLER		
CL 95744 4	90525 office supplies		/ /	18.79	3/21	3161 FIRST INTERNATIONAL BANK &		
	Object Total:			801.62		2,609.95	16,000.00	13,390.05 16%
424 GAS AND OIL								
			/ /					
	Object Total:			0.00		0.00	500.00	500.00 %
427 VEHICLES MAINTENANCE								
			/ /					
	Object Total:			0.00		0.00	1,000.00	1,000.00 %
428 SERVICE AGREEMENTS-CONTRA								
CL 95446 1	90395 copier	28797513	02/18/21	442.89	3/21	2877 GREATAMERICA FINANCIAL		
CL 95557 1	90615 LIBRARY CLEANING	21372	03/01/21	2,900.00	3/21	3658 TLC CLEANING LLC		
	Object Total:			3,342.89		9,585.78	46,755.00	37,169.22 21%
497 TECHNOLOGY								
CC 684 4	mobile beacon		02/24/21	129.00	3/21	2439 VISA IT		
CL 95576 1	90641 PREMIUM LICENSE	17868	03/03/21	1,695.00	3/21	3612 ZOBEAN INC		
CL 95650 1	90471 ipad case	1hckhldhnr	03/05/21	44.95	3/21	3490 AMAZON CAPITAL SERVICES		
CL 95744 7	90525 tech		/ /	773.74	3/21	3161 FIRST INTERNATIONAL BANK &		
	Object Total:			2,642.69		3,845.68	25,699.00	21,853.32 15%
640 FURNITURE & EQUIPMENT								
			/ /					
	Object Total:			0.00		0.00	0.00	0.00 %

Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
641 FURN & EQUIP-NON DEPRECIATED <\$5000								
			/ /					
		Object Total:		0.00	471.00	8,762.00	8,291.00	5%
644	POSTAL METER RENT							
CL 95486 1	90425 METER RENT	3313037924	02/23/21	243.09	3/21 384	PITNEY BOWES		
		Object Total:		243.09	243.09	1,200.00	956.91	20%
645 EQUIPMENT REPLACEMENT								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS								
			/ /					
		Object Total:		0.00	209.79	1,200.00	990.21	17%
649	PROGRAMMING							
CL 95744 6	90525 prog		/ /	18.80	3/21 3161	FIRST INTERNATIONAL BANK &		
		Object Total:		18.80	263.63	11,000.00	10,736.37	2%
650 E RESOURCES								
CL 95558 1	90562 E RESOURCES	500093275	02/28/21	1,231.04	3/21 1854	MIDWEST TAPE		
		Object Total:		1,231.04	5,144.62	36,000.00	30,855.38	14%
653 CAPITAL IMPROVEMENTS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
662 BOOKS								
CL 95443 1	90440 books	0568404	01/04/21	208.20	3/21 3053	THE PENWORTHY COMPANY LLC		
CL 95559 1	90475 books	2035767194	02/17/21	332.62	3/21 1695	BAKER & TAYLOR		
CL 95559 2	90475 books	2035788008	02/18/21	15.94	3/21 1695	BAKER & TAYLOR		
CL 95559 3	90475 books	2035756815	02/12/21	244.06	3/21 1695	BAKER & TAYLOR		
CL 95649 1	90475 books	2035777397	02/24/21	286.24	3/21 1695	BAKER & TAYLOR		
CL 95735 1	90471 books	19c4chjj7p	02/24/20	129.42	3/21 3490	AMAZON CAPITAL SERVICES		
CL 95735 2	90471 books	19x3m6mcc7	03/02/20	50.95	3/21 3490	AMAZON CAPITAL SERVICES		
CL 95735 3	90471 books	1wgx746rfm	03/03/20	29.30	3/21 3490	AMAZON CAPITAL SERVICES		
		Object Total:		1,296.73	12,979.60	100,750.00	87,770.40	13%
663 MAGAZINES								
			/ /					
		Object Total:		0.00	3,917.09	6,500.00	2,582.91	60%
664 AUDIO VIDEO								
CL 95654 1	90562 adb	500123704	03/08/21	30.24	3/21 1854	MIDWEST TAPE		
CL 95654 2	90562 dvd	500123705	03/08/21	350.22	3/21 1854	MIDWEST TAPE		
CL 95654 3	90562 adb	500123706	03/08/21	238.20	3/21 1854	MIDWEST TAPE		
CL 95654 4	90562 dvd	500105649	03/04/21	98.04	3/21 1854	MIDWEST TAPE		
CL 95654 5	90562 adb	500107070	03/04/21	32.24	3/21 1854	MIDWEST TAPE		
CL 95654 6	90562 dvd	500107072	03/04/21	26.04	3/21 1854	MIDWEST TAPE		
CL 95654 7	90562 dvd	500107073	03/04/21	26.04	3/21 1854	MIDWEST TAPE		
		Object Total:		801.02	3,405.01	31,500.00	28,094.99	11%

Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
667 MEMBERSHIPS								
CL 95744 3	90525 memberships		/ /	651.00	3/21 3161	FIRST INTERNATIONAL BANK &		
	Object Total:			651.00	1,513.00	3,218.00	1,705.00	47%
668 PRINTING			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
669 INSURANCE			/ /					
	Object Total:			0.00	0.00	2,750.00	2,750.00	%
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			/ /					
	Object Total:			0.00	0.00	500.00	500.00	%
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 95485 1	90449 library adv	05864	02/01/21	56.25	3/21 549	WF PUB SCHOOLS DIST #6		
CL 95744 2	90525 promo		/ /	110.06	3/21 3161	FIRST INTERNATIONAL BANK &		
CL 95744 5	90525 promo credit		/ /	-29.99	3/21 3161	FIRST INTERNATIONAL BANK &		
	Object Total:			136.32	484.21	11,400.00	10,915.79	4%
724 CONSULTING/TESTING FEES			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES			/ /					
	Object Total:			0.00	184.98	0.00	-184.98	%
750 MISC.			/ /					
	Object Total:			0.00	0.00	750.00	750.00	%
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	%

04/01/21
08:44:19

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 3/21 - 3/21

Page: 5 of 5
Report ID: B160

Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

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							
CL 95736 1 90577	subscription	1000105918 03/01/21	191.51	3/21 3416	OCLC, INC.		
	Object Total:		191.51	574.53	2,300.00	1,725.47	25%
902 ONLINE DATE BASE (STATE)		/ /	0.00	0.00	0.00	0.00	%
	Object Total:		0.00	0.00	0.00	0.00	%
903 HISTORY ROOM		/ /	0.00	0.00	0.00	0.00	%
	Object Total:		0.00	0.00	0.00	0.00	%
994 ODIN		/ /	0.00	12,000.00	12,000.00	0.00	100%
	Object Total:		0.00	12,000.00	12,000.00	0.00	100%
	Account Total:		23,809.50	260,772.45	1,533,006.00	1,272,233.55	
	Fund Total:		23,809.50	260,772.45	1,533,006.00	1,272,233.55	

***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).

Combi ned Funds

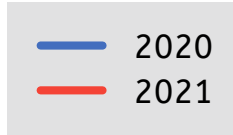
Account Object	Description	----- Current Year -----				----- Last Year -----	
		Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Revenue							
310001	PROPERTY TAXES	469,566.58	1,245,052.15	1,395,020.00	-149,967.85	335,523.59	991,948.94
310002	DISCOUNT PROPERTY TAXES			-51,616.00	51,616.00		
335600	STATE AID			31,000.00	-31,000.00		
345200	NON-RESIDENT FEE			500.00	-500.00		19.30
	Total Revenue	469,566.58	1,245,052.15	1,374,904.00	-129,851.85	335,523.59	991,968.24
Expenses							
411600	LIBRARY						
110	PERMANENT EMP SALARIES		120,230.69	683,521.00	563,290.31	81,554.77	203,176.22
114	PART TIME SALARIES		20,245.39	124,365.00	104,119.61		
220	SOCIAL SECURITY		10,443.96	61,803.00	51,359.04	6,162.88	15,234.01
230	RETIREMENT		17,371.56	96,223.00	78,851.44	6,112.25	22,685.57
240	WORKFORCE SAFETY INSURANCE	1,252.63	1,252.63	1,865.00	612.37		10,164.02
245	CORPORATE EDUCATION						98.00
250	UNEMPLOYMENT			1,000.00	1,000.00		
312	ATTORNEY	250.62	250.62	1,000.00	749.38		
320	HEALTH INSURANCE		11,908.42	101,995.00	90,086.58	4,778.40	13,852.95
333	BUILDING RENTAL	9,740.00	19,480.00	117,000.00	97,520.00	11,990.00	35,970.00
340	TRAVEL & EDUCATION	41.74	85.48	7,050.00	6,964.52	319.78	2,479.63
356	TELEPHONE	367.47	735.14	6,650.00	5,914.86		258.76
360	MISC PRINTING & MAILING	539.33	1,075.60	7,000.00	5,924.40	500.00	1,112.49
387	MEDICAL/VACCINES	261.00	261.00	500.00	239.00		
399	RECRUITMENT/EMPLOYMENT TESTING			3,000.00	3,000.00	105.00	237.81
410	OFFICE SUPPLIES	801.62	2,609.95	16,000.00	13,390.05	592.04	1,622.66
424	GAS AND OIL			500.00	500.00		
427	VEHICLES MAINTENANCE			1,000.00	1,000.00		
428	SERVICE AGREEMENTS-CONTRA	3,342.89	9,585.78	46,755.00	37,169.22	60.00	180.00
497	TECHNOLOGY	2,642.69	3,845.68	25,699.00	21,853.32	1,099.14	1,949.02
640	FURNITURE & EQUIPMENT						136.81
641	FURN & EQUIP-NON DEPRECIATED		471.00	8,762.00	8,291.00		
644	POSTAL METER RENT	243.09	243.09	1,200.00	956.91	243.09	243.09
648	PROFESSIONAL PUBLICATIONS		209.79	1,200.00	990.21		38.00
649	PROGRAMMING	18.80	263.63	11,000.00	10,736.37		569.94
650	E RESOURCES	1,231.04	5,144.62	36,000.00	30,855.38	1,127.04	4,502.50
662	BOOKS	1,296.73	12,979.60	100,750.00	87,770.40	7,337.82	9,600.33
663	MAGAZINES		3,917.09	6,500.00	2,582.91		3,992.84
664	AUDIO VIDEO	801.02	3,405.01	31,500.00	28,094.99	821.24	1,953.53
667	MEMBERSHIPS	651.00	1,513.00	3,218.00	1,705.00	100.00	550.00
669	INSURANCE			2,750.00	2,750.00		
672	EMERGENCY MEDICAL SUPPLIES			250.00	250.00		
673	CLEANING SUPPLIES			500.00	500.00	28.92	100.02
689	PROMOTIONAL ACTIVITIES	136.32	484.21	11,400.00	10,915.79	347.11	830.49
740	SERVICE CHARGES		184.98		-184.98		132.88

Combined Funds

Account Object	Description	----- Current Year -----				----- Last Year -----	
		Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
	750 MI SC.			750.00	750.00		2.89
	901 CATALOGING	191.51	574.53	2,300.00	1,725.47		
	903 HI STORY ROOM						7.93
	994 ODIN		12,000.00	12,000.00			
	Total Account	23,809.50	260,772.45	1,533,006.00	1,272,233.55	123,279.48	331,682.39
414100	FINANCE						
	740 SERVICE CHARGES					11.49	11.49
	Total Account					11.49	11.49
	Total Expenses	23,809.50	260,772.45	1,533,006.00	1,272,233.55	123,290.97	331,693.88
	Net Income from Operations	445,757.08	984,279.70			212,232.62	660,274.36
Other Revenue							
	360000 MISCELLANEOUS REVENUE	395.95	821.53	16,000.00	-15,178.47	466.22	1,604.99
	360400 CARD REPLACEMENT						5.00
	360500 FINES						316.25
	360600 BOOK & AV REPLACEMENT						12.99
	360700 COPIER						837.69
	375000 DONATIONS			2,000.00	-2,000.00		249.83
	Total Other Revenue	395.95	821.53	18,000.00	-17,178.47	466.22	3,026.75
Other Expenses							
521000	TRANSFERS OUT						
	890 TRANSFERS OUT		5,000.00		-5,000.00		
	Total Account		5,000.00		-5,000.00		
	Total Other Expenses	0.00	5,000.00	0.00	-5,000.00	0.00	0.00
	Net Income	446,153.03	980,101.23			212,698.84	663,301.11

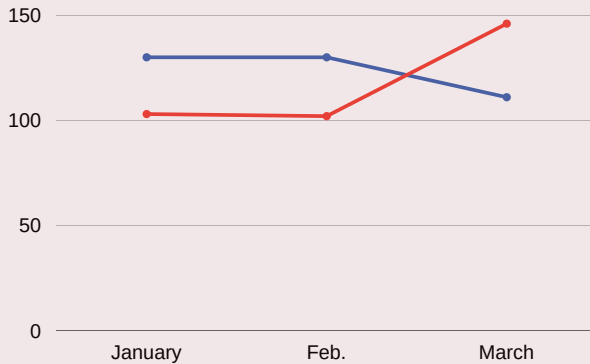
WEST FARGO PUBLIC LIBRARY

MONTHLY REPORT MARCH. 2021



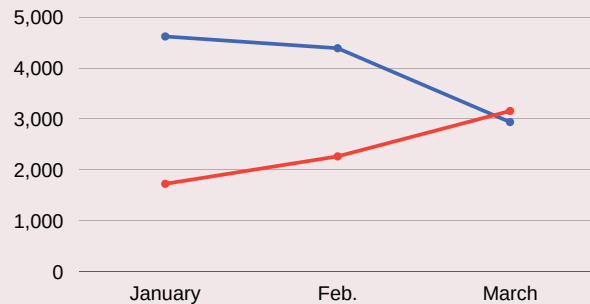
LIBRARY CARD APPLICATIONS

	2020	2021
Jan.	130	103
Feb.	130	102
March	111	146
April	33	-
May	61	-
June	98	-
July	125	-
Aug.	145	-
Sept.	151	-
Oct.	147	-
Nov.	104	-
Dec.	77	-
Total	1312	351



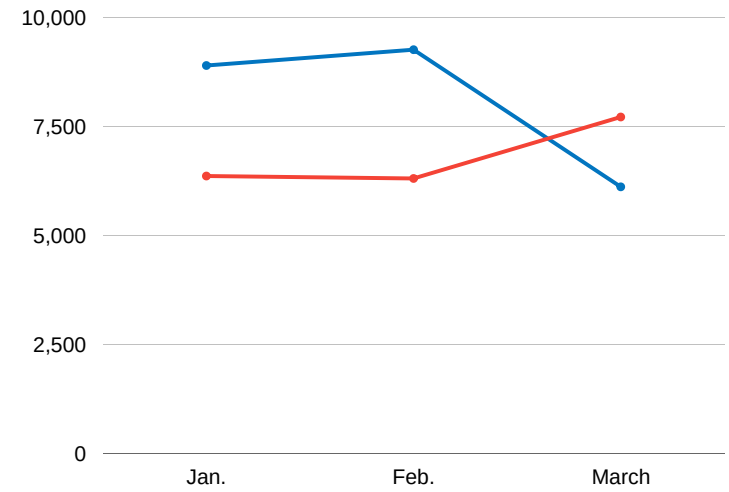
DOOR COUNT

	2020	2021
Jan.	4620	1725
Feb.	4389	2264
March	2938	3156
April	x	-
May	x	-
June	x	-
July	2331	-
Aug.	3527	-
Sept.	3439	-
Oct.	3677	-
Nov.	1382	-
Dec.	1122	-
Total	27425	7145



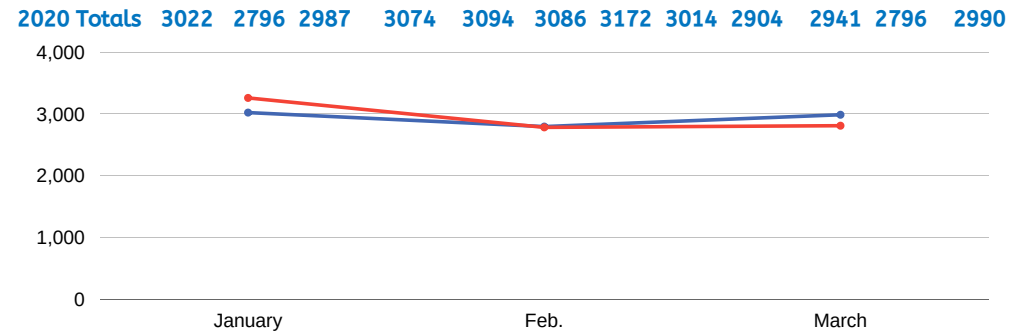
PHYSICAL ITEM CIRCULATION

	2020	2021
Jan.	8890	6355
Feb.	9253	6299
March	6107	7709
April	203	-
May	682	-
June	5319	-
July	6567	-
Aug.	9913	-
Sept.	9730	-
Oct.	10745	-
Nov.	8041	-
Dec.	6897	-
Total	82341	20363



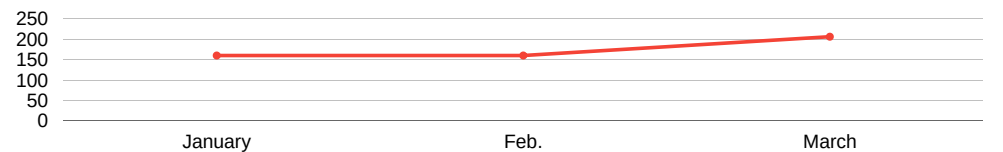
ELECTRONIC MATERIALS CIRCULATION

	Jan.	Feb.	March	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.
Hoopla	633	659	607									
OverDrive	2598	2096	2185									
Tumblebooks	28	28	21									
Totals	3259	2783	2810									



OUTREACH MATERIALS CIRCULATION

	Jan.	Feb.	March	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.
Daycares	160	160	160									
Adults	n/a	n/a	46									
Total	160	160	206									



ADULT PROGRAMS

	Medium	Attendance
Twisted Stitchers (Recurring)	Virtual	40 (+15)
Genealogy Assistance	Virtual	4
Lord of the Rings Trivia	Virtual	18
Let's Make Birdhouses Class	In-Person Onsite	1
Monday Night Readers (Recurring)	In-Person Onsite	9
Third Thursday Book Club (Recurring)	In-Person Onsite	3 (+1)
Novel Afternoons Book Club (Recurring)	In-Person Onsite	11 (+6)
Take-Home Job Fair Kits	Kit-Only	17
Let's Make Birdhouses Craft Kit	Kit-Only	14
Total		117

YOUTH PROGRAMS

No children's programs were held in March, besides pre-recorded storytime.

PRE-RECORDED PROGRAMS

	Medium	Views*
Storytime with Sarah: Funny Bunnies	Pre-Recorded	30

*Views are a sum of total Facebook clicks to play & YouTube views

TOP WEBSITES (BY NUMBER OF UNIQUE PAGEVIEWS)

Webpage	Unique Pageviews
/732/Public-Library	2555 (+302)
/572/Books-Digital	157 (+62)
/608/Library-Cards	135 (-23)
/1086/COVID-19-Reopen-Protocols	124 (+28)
/749/Online-Resources-by-Subject	83 (-5)

ADULT OUTREACH

Location	Patrons Served
New Perspectives	8
Dakota Commons	7
High Rise	1
Serenity Apartments	1
Sheyenne Crossings	0
Total	17

DAYCARE OUTREACH

Daycares Served
7

SOCIAL MEDIA



FOLLOWERS
WFPL - 175 (+14)
LRRB - 223 (+2)



FOLLOWERS
WFPL - 2129 (+18)
LRRB - 1137 (+4)



SUBSCRIBERS
51 (-1)

MEDIA COVERAGE

Library Director Carissa Hansen was live on WDAY to announce the switch to normal hours in early March. WDAY replayed parts of the interview 3 times over the next week.

BEANSTACK

Active Challenges

Program	Total Registered	Total Completed
Heritage Middle School Winter Challenge (Jan. 8 - March 5)	394 (+1)	61 (+5)

Overall

	Total Registered	Active this Month
West Fargo Public Library	1038 (+0)	106 (-112)
Overall Beanstack Service		

Beanstack is an online service where patrons can join reading challenges created by our staff, view book lists, review books they have read & track their reading minutes.

PATRON FEEDBACK

Comment on post about senior outreach services



Kathryn B Frost Thanks to these wonderful ladies...we have books...magazines...cds....video tapes to enjoy for a month.....

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