

West Fargo Public Library Board of Directors
Regular Meeting Agenda
April 9, 2020 – 5:30 p.m.
PARTICIPATION: View live on [Facebook](#)

1. Call to order
2. Introduction of guests (Tina Fisk, City Administrator)
3. Approval of agenda

Consent Agenda – Approve the Following:

- a. Approval of the minutes – March 12, 2020
- b. Approval of the financial report and bills

Regular Agenda

1. Discussion of financial overview and Library's current finances – **Tina Fisk**
2. Review proposal from Signature Design for Library office remodeling (**action**)
3. Director's Report
4. Other Business
5. Adjourn

Library Board Minutes

Date: March 12, 2020

Time: 5:30 p.m.

Place: West Fargo Public Library

Lodoen Community Center, 215 3rd St. East, West Fargo, ND

Roll Call:

Alanna Rerick, Jodie Haring, Steve Anglin, Larry Schwartz, and Eric Gjerdevig. Also attending, Carissa Hansen, Library Director, Mary Jo Moorhead, library staff, Sara Engler, Access Services Manager, Kirsten Henagin, Adult Services Manager, Ellen Rossow, Communication Specialist, 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. Anglin seconded. Consent Agenda approved.

Consent Agenda-Approve the Following:

A. Approval of the February 13, 2020 minutes.

B. Approval of the financial report and bills.

Regular Agenda:

1. Hansen introduced two new library employees: Kirsten Henagin and Ellen Rossow.

2. Board discussed Coronavirus and how it would affect the library.

- a. More than likely in a couple of weeks the department heads in the city will be told to work from home. Other city entities may be kept open but with a reduced staff. This is all subject to change depending on circumstances.
- b. Hansen and the service managers have been meeting to talk about how to keep things running. They have been talking about doing some online programming. Staff will still get paid if they cannot come in and do their job.
- c. Library is cleaning regularly and the public toys have been pulled.
- d. Rerick stated that the Board has confidence that Hansen will make any and all needed decisions for the health and safety of the library and the public. Haring offered Board's assistance if needed.

3. Discussion of City building procurement project and RFI
 - a. Hansen summarized the discussion from the last meeting
 - b. Hansen told the Board about a meeting she had with the City.
 - c. Timeline for RFI is 45 days with a target date of August 2023 for completion of building project. John Shockley asked for any pertinent data from the library. He will then will draft goals for the RFI assessment. Shockley stated that its focus should be on outcomes and goals and not be bogged down with too many specific requirements.
 - d. Hansen created an outline of details that would affect the type of building significantly.
 - e. Rerick wanted to talk broadly about the RFI. She asked if the library is locked into whatever is decided at the end of the RFI. Hansen stated that no it is not.
 - f. Haring asked if there would be a conflict if the library put in two RFI's: one with the city and library in one building and one with the library as an independent building. Hansen stated that she will make it clear that she would like both options investigated.
 - g. Schwartz asked who will get the RFI. Gjerdevig stated that a lot of developers will get the information. Tina Fisk will be the point person on distributing the information. The library can choose who to give information to as well.
 - h. Rerick asked if the Folkway agenda item for the Commission Meeting should be a priority right now. Hansen said that she was not sure and that the Commission may only cover what is essential at this time. The start date with the contract may be able to be delayed.
 - i. Board made it clear that Hansen has their full support.
 - j. Rerick asked if the library had plans if the Board was unable to meet if the library was closed. Hansen stated that they will think about it and come up with a plan.

4. Strategic Planning Update
 - a. Hansen went over the SWOT analysis that the staff did at their last meeting.
 - b. Staff and expertise were common themes of strength. Building and space were weaknesses. Youth and businesses were listed as opportunities. People's perceptions of the library were listed as threats.
 - c. Anglin asked about internal resources needed and competition with other City departments lines of the analysis. Hansen talked about basic services, such as custodial support, that are lacking in the library right now.
 - d. Hansen thought about looking into custodial services and adding that to the 2021 budget.
 - e. Board discussed other items from the analysis.
 - f. Hansen proactively set up a meeting with Folkways for Friday, March 27.
 - g. At the next staff meeting there will be talk about internal values.

5. Fine amnesty for National Library Week (April 19-25) (action)
 - a. Schwartz moved to approve the waiving of fines during this week. Gjerdevig seconded. Motioned approved.

6. Discussion of fines as a revenue source in 2021
 - a. Hansen would like the Board to consider the elimination of fines. The library took in about \$5,000 in fines last year.
 - b. Board discussed the pros and cons of fines.
 - c. Hansen talked about studies that have determined that fines do not incentivize people to return items. She also talked about how since fines have already been removed children's items and the new ILS the automatically renews items the revenue from fines will probably decrease substantially.
 - d. Schwartz moved that the library waive fines from now through the month of April. Haring seconded. Motion passed. The Board will reevaluate whether or not to extend this at the April meeting. There will be a press release to notify the public of this.

7. Director's Report
 - a. Hansen submitted the library's annual report to the State. Next, she will create a more narrative annual report.
 - b. Hansen hopes to have a draft budget proposal soon. Priority areas will be staffing with two new librarian positions, professional development resources, youth areas, possible alternatives to the book vending machine, and custodial help.
 - c. Hansen is part of the Complete Count Committee. Library is thinking of having Open House events across the city. The staff is preparing and training to help people that come in to use the computers.
 - d. Upcoming programs: Legos and Board Games March 13, Luck of the Irish on March 17, and Pete the Cat Stem Story time on March 21.

8. Adjournment: The next meeting is April 9, 2020 at 5:30 p.m. Gjerdevig moved to adjourn the meeting. Schwartz seconded. Meeting adjourned.

7000 LIBRARY

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
310000 TAXES					
310001 PROPERTY TAXES	0.00	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:	0.00	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	466.22	1,604.99	21,200.00	19,595.01	8 %
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	0.00	837.69	0.00	-837.69	** %
Account Group Total:	466.22	2,776.92	21,200.00	18,423.08	13 %
370000 PLEDGES					
375000 DONATIONS	0.00	249.83	2,000.00	1,750.17	12 %
Account Group Total:	0.00	249.83	2,000.00	1,750.17	12 %
Fund Total:	466.22	659,471.40	1,105,316.00	445,844.60	60 %
Grand Total:	466.22	659,471.40	1,105,316.00	445,844.60	60 %

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	82,167.19	203,788.64	608,944.00	608,944.00	405,155.36	33 %
	114 PART TIME SALARIES	0.00	0.00	121,413.00	121,413.00	121,413.00	%
	220 SOCIAL SECURITY	6,162.88	15,234.01	55,872.00	55,872.00	40,637.99	27 %
	230 RETIREMENT	6,112.25	22,685.57	91,727.00	91,727.00	69,041.43	25 %
	240 WORKFORCE SAFETY INSURANCE	0.00	10,164.02	3,360.00	3,360.00	-6,804.02	303 %
	245 CONTINUING ED	0.00	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	4,778.40	13,852.95	76,888.00	76,888.00	63,035.05	18 %
	333 BUILDING RENTAL	11,990.00	35,970.00	144,000.00	144,000.00	108,030.00	25 %
	340 TRAVEL & EDUCATION	319.78	2,479.63	2,980.00	2,980.00	500.37	83 %
	356 TELEPHONE	0.00	258.76	2,400.00	2,400.00	2,141.24	11 %
	360 MISC PRINTING & MAILING	500.00	1,112.49	9,245.00	9,245.00	8,132.51	12 %
	387 MEDICAL/VACCINES	0.00	0.00	500.00	500.00	500.00	%
	399 RECRUITMENT/EMPLOYMENT TESTING	105.00	237.81	3,000.00	3,000.00	2,762.19	8 %
	410 OFFICE SUPPLIES	592.04	1,622.66	18,000.00	18,000.00	16,377.34	9 %
	428 SERVICE AGREEMENTS-CONTRA	60.00	180.00	17,500.00	17,500.00	17,320.00	1 %
	497 TECHNOLOGY	1,099.14	1,949.02	51,962.00	51,962.00	50,012.98	4 %
	640 FURNITURE & EQUIPMENT	0.00	136.81	17,500.00	17,500.00	17,363.19	1 %
	644 POSTAL METER RENT	243.09	243.09	1,500.00	1,500.00	1,256.91	16 %
	648 PROFESSIONAL PUBLICATIONS	0.00	38.00	1,200.00	1,200.00	1,162.00	3 %
	649 PROGRAMMING	0.00	569.94	11,000.00	11,000.00	10,430.06	5 %
	650 E RESOURCES	1,127.04	4,502.50	30,250.00	30,250.00	25,747.50	15 %
	662 BOOKS	7,337.82	9,600.33	100,750.00	100,750.00	91,149.67	10 %
	663 MAGAZINES	0.00	3,992.84	6,500.00	6,500.00	2,507.16	61 %
	664 AUDIO VIDEO	821.24	1,953.53	31,500.00	31,500.00	29,546.47	6 %
	667 MEMBERSHIPS	100.00	550.00	1,247.00	1,247.00	697.00	44 %
	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	28.92	100.02	500.00	500.00	399.98	20 %
	689 PROMOTIONAL ACTIVITIES	347.11	830.49	11,400.00	11,400.00	10,569.51	7 %
	750 MISC.	0.00	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	0.00	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:	123,891.90	332,161.93	1,440,688.00	1,440,688.00	1,108,526.07	23 %
	Account Group Total:	123,891.90	332,161.93	1,440,688.00	1,440,688.00	1,108,526.07	23 %
	Fund Total:	123,891.90	332,161.93	1,440,688.00	1,440,688.00	1,108,526.07	23 %
	Grand Total:	123,891.90	332,161.93	1,440,688.00	1,440,688.00	1,108,526.07	23 %

7000 LIBRARY

Account	Beginning	Debit	Credit	Net Change	Ending Balance
ASSETS					
101000 CASH - OPERATING	997,407.99	466.22	123,880.02 (123,413.80)	873,994.19
172000 REVENUES(Credit)	(659,005.18)	0.00	466.22 (466.22)	(659,471.40)
Total ASSETS	338,402.81	466.22	124,346.24 (123,880.02)	214,522.79
LIABILITIES AND FUND EQUITY					
202100 ACCOUNTS PAYABLE	0.00	24,659.30	24,671.18	11.88	11.88
242000 Expenditures (Debit)	(208,270.03)	124,381.58	489.68 (123,891.90)	(332,161.93)
271000 Unreserved Fund Balance	546,672.84	0.00	0.00	0.00	546,672.84
Total LIABILITIES AND FUND EQUITY	338,402.81	149,040.88	25,160.86 (123,880.02)	214,522.79

04/06/20
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CITY OF WEST FARGO, ND
Revenue Budget Detail Report
For the Accounting Periods: 3/20 - 3/20

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Report ID: B160A

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						
		Account Total:	0.00	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 4916 1	library deposit 3-11-2020	dep	205.33	3/20		
RV 4927 1	lib-misc. online payments	electronic	64.20	3/20		
RV 4928 1	library electronic deposit	deposit	9.05	3/20		
RV 4936 1	3-19-20 Library deposit	deposit	187.64	3/20		
		Account Total:	466.22	1,604.99	21,200.00	19,595.01
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						
		Account Total:	0.00	837.69	0.00	-837.69
361000 INTEREST ON INVESTMENTS						
		Account Total:	0.00	0.00	0.00	0.00
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 LIBRARY PROGRAMMING						
		Account Total:	0.00	0.00	0.00	0.00

04/06/20
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CITY OF WEST FARGO, ND
Revenue Budget Detail Report
For the Accounting Periods: 3/20 - 3/20

Page: 2
Report ID: B160A

Funds 7000-7000

Fund/Account/ Doc/Line #	Description	Receipt #	End Month/ Amount	Year to Date/ Period	Budget	Remaining to Reach Budget
7000 LIBRARY						
375000 DONATIONS						
		Account Total:	0.00	249.83	2,000.00	1,750.17
375500 SUMMER READING PROGRAM						
		Account Total:	0.00	0.00	0.00	0.00
399255 TRANSFER IN FROM LIBRARY MEMORIALS						
		Account Total:	0.00	0.00	0.00	0.00
		Fund Total:	466.22	659,471.40	1,105,316.00	445,844.60

Funds 7000-7000

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
110 PERMANENT EMP SALARIES									
JV	4076130	Payroll	3/13/2020	/ /	55,865.14	3/20			
JV	4078122	Payroll	3/27/2020	/ /	26,302.05	3/20			
Object Total:					82,167.19	203,788.64	608,944.00	405,155.36	33%
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									
JV	4076129	Payroll	3/13/2020	/ /	4,215.43	3/20			
JV	4078119	Payroll	3/27/2020	/ /	1,947.45	3/20			
Object Total:					6,162.88	15,234.01	55,872.00	40,637.99	27%
230 RETIREMENT									
JV	4076131	Payroll	3/13/2020	/ /	3,388.90	3/20			
JV	4076132	Payroll	3/13/2020	/ /	-489.68	3/20			
JV	4078121	Payroll	3/27/2020	/ /	3,213.03	3/20			
Object Total:					6,112.25	22,685.57	91,727.00	69,041.43	25%
240 WORKFORCE SAFETY INSURANCE									
Object Total:					0.00	10,164.02	3,360.00	-6,804.02	303%
245 CONTINUING ED									
Object Total:					0.00	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									
JV	4076128	Payroll	3/13/2020	/ /	2,255.84	3/20			
JV	4078120	Payroll	3/27/2020	/ /	2,522.56	3/20			
Object Total:					4,778.40	13,852.95	76,888.00	63,035.05	18%
333 BUILDING RENTAL									
CL	89535	2	86300	LIBRARY RENT MAR	05439	02/20/20	11,990.00	3/20	549 WF PUB SCHOOLS DIST #6
Object Total:					11,990.00	35,970.00	144,000.00	108,030.00	25%
340 TRAVEL & EDUCATION									
CL	89527	1	86236	reimb		02/13/20	16.24	3/20	2800 LAUREN NEPHEW
CL	89792	1	86331	travel reimb		03/09/20	222.00	3/20	3282 CARISSA HANSEN
CL	89845	1	86335	travel reimb		02/27/20	12.52	3/20	3417 CHELSEA SIMDORN
CL	89847	1	86384	travel reimb		02/28/20	8.70	3/20	3052 JANICE BOBER
CL	89850	1	86324	reimb		02/24/20	8.12	3/20	2929 BARBARA KEYES
CL	89858	1	86327	reimb		03/03/20	20.88	3/20	3415 BRITTANY ALDAYEL
CL	89861	1	86448	travel reimb		02/24/20	17.40	3/20	3354 SARA ENGLER
CL	89862	1	86396	reimb		02/25/20	13.92	3/20	3473 LISA STAUFFER
Object Total:					319.78	2,479.63	2,980.00	500.37	

Funds 7000-7000

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice	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								
			/ /					
		Object Total:		0.00	258.76	2,400.00	2,141.24	11%
360 MISC PRINTING & MAILING								
CL 89852 1 86434	reserve account		03/11/20	500.00	3/20 1483	PITNEY BOWES RESERVE ACCOUNT		
		Object Total:		500.00	1,112.49	9,245.00	8,132.51	12%
387 MEDICAL/VACCINES								
			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
399 RECRUITMENT/EMPLOYMENT TESTING								
CL 89724 3 86356	library		/ /	105.00	3/20 1502	EIDE BAILLY		
		Object Total:		105.00	237.81	3,000.00	2,762.19	8%
410 OFFICE SUPPLIES								
CL 89525 1 86179	supplies	536641-1	02/13/20	18.00	3/20 351	BUSINESS ESSENTIALS		
CL 89525 3 86179			/ /	104.07	3/20 351	BUSINESS ESSENTIALS		
CL 89561 1 86237	307ci copier	26492608	02/14/20	118.72	3/20 3491	LOFFLER COMPANIES INC		
CL 89729 3 86430	library supplies	213179	03/02/20	1.18	3/20 276	OSTROMS ACE HARDWARE		
CL 89846 1 86316	supplies	13flh417fh	03/05/20	29.49	3/20 3490	AMAZON CAPITAL SERVICES		
CL 89856 1 86316	supplies	1pv9dhht34	03/05/20	78.54	3/20 3490	AMAZON CAPITAL SERVICES		
CL 89859 1 86397	library	3372183	03/02/20	242.04	3/20 3418	LOFFLER		
		Object Total:		592.04	1,622.66	18,000.00	16,377.34	9%
428 SERVICE AGREEMENTS-CONTRA								
CL 89853 1 86380	service	2020849.4	02/28/20	60.00	3/20 687	INFORMATION TECHNOLOGY DEPT		
		Object Total:		60.00	180.00	17,500.00	17,320.00	1%
497 TECHNOLOGY								
CL 89526 1 86218	copier	26522461	02/19/20	442.89	3/20 2877	GREATAMERICA FINANCIAL		
CL 89666 1 86205	MAINTENANCE RENEWAL	00171927JA	02/20/20	656.25	3/20 2404	FARONICS		
		Object Total:		1,099.14	1,949.02	51,962.00	50,012.98	4%
640 FURNITURE & EQUIPMENT								
			/ /					
		Object Total:		0.00	136.81	17,500.00	17,363.19	1%
644 POSTAL METER RENT								
CL 89855 1 86433	METER RENT	3310734161	02/29/20	243.09	3/20 384	PITNEY BOWES		
		Object Total:		243.09	243.09	1,500.00	1,256.91	16%
645 EQUIPMENT REPLACEMENT								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS								
			/ /					
		Object Total:		0.00	38.00	1,200.00	1,162.00	3%

Funds 7000-7000

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
649 PROGRAMMING								
			/ /					
		Object Total:		0.00	569.94	11,000.00	10,430.06	5%
650 E RESOURCES								
CL 89864 1 86410	library order	98691252	02/29/20	1,127.04	3/20 1854	MIDWEST TAPE		
		Object Total:		1,127.04	4,502.50	30,250.00	25,747.50	15%
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 89522 1 86167	books	1dlq9htypt	02/14/20	90.97	3/20 3490	AMAZON CAPITAL SERVICES		
CL 89524 1 86171	book	2035095653	02/11/20	53.43	3/20 1695	BAKER & TAYLOR		
CL 89524 2 86171	books	2035027514	01/08/20	390.80	3/20 1695	BAKER & TAYLOR		
CL 89524 3 86171	books	2035000127	01/15/20	518.92	3/20 1695	BAKER & TAYLOR		
CL 89524 4 86171	books	2035088251	02/05/20	253.43	3/20 1695	BAKER & TAYLOR		
CL 89524 5 86171	books	2035049102	01/16/20	3,032.61	3/20 1695	BAKER & TAYLOR		
CL 89524 6 86171	books	2035091378	02/07/20	2,070.16	3/20 1695	BAKER & TAYLOR		
CL 89849 1 86323	books	2035102463	02/17/20	297.24	3/20 1695	BAKER & TAYLOR		
CL 89849 2 86323	books	2035114475	02/20/20	475.63	3/20 1695	BAKER & TAYLOR		
CL 89865 1 86323	books	2035123963	02/25/20	154.63	3/20 1695	BAKER & TAYLOR		
		Object Total:		7,337.82	9,600.33	100,750.00	91,149.67	10%
663 MAGAZINES								
			/ /					
		Object Total:		0.00	3,992.84	6,500.00	2,507.16	61%
664 AUDIO VIDEO								
CL 89521 1 86244	dvd	98602555	02/11/20	92.91	3/20 1854	MIDWEST TAPE		
CL 89521 2 86244	dvd	98602556	02/11/20	72.45	3/20 1854	MIDWEST TAPE		
CL 89521 3 86244	dvd	98602557	02/11/20	90.86	3/20 1854	MIDWEST TAPE		
CL 89521 4 86244	adb	98602558	02/11/20	121.72	3/20 1854	MIDWEST TAPE		
CL 89521 5 86244	acd	98602559	02/11/20	14.79	3/20 1854	MIDWEST TAPE		
CL 89521 6 86244	dvd	98607151	02/13/20	14.79	3/20 1854	MIDWEST TAPE		
CL 89521 7 86244	dvd	98607153	02/13/20	18.54	3/20 1854	MIDWEST TAPE		
CL 89523 1	cd	h44069390	02/13/20	11.88	3/20 1695	BAKER & TAYLOR		
CL 89849 3 86323	music	75043929	02/29/20	11.88	3/20 1695	BAKER & TAYLOR		
CL 89851 1 86410	dvd	98633432	02/18/20	110.83	3/20 1854	MIDWEST TAPE		
CL 89851 2 86410	dvd	98633433	02/18/20	9.54	3/20 1854	MIDWEST TAPE		
CL 89851 3 86410	adb	98633434	02/18/20	37.24	3/20 1854	MIDWEST TAPE		
CL 89851 4 86410	acd	98633435	02/18/20	68.40	3/20 1854	MIDWEST TAPE		
CL 89851 5 86410	dvd	98669549	02/26/20	34.89	3/20 1854	MIDWEST TAPE		
CL 89857 1 86410	adb	98698417	03/03/20	84.48	3/20 1854	MIDWEST TAPE		
CL 89857 2 86410	dvd	98698416	03/03/20	26.04	3/20 1854	MIDWEST TAPE		
		Object Total:		821.24	1,953.53	31,500.00	29,546.47	6%

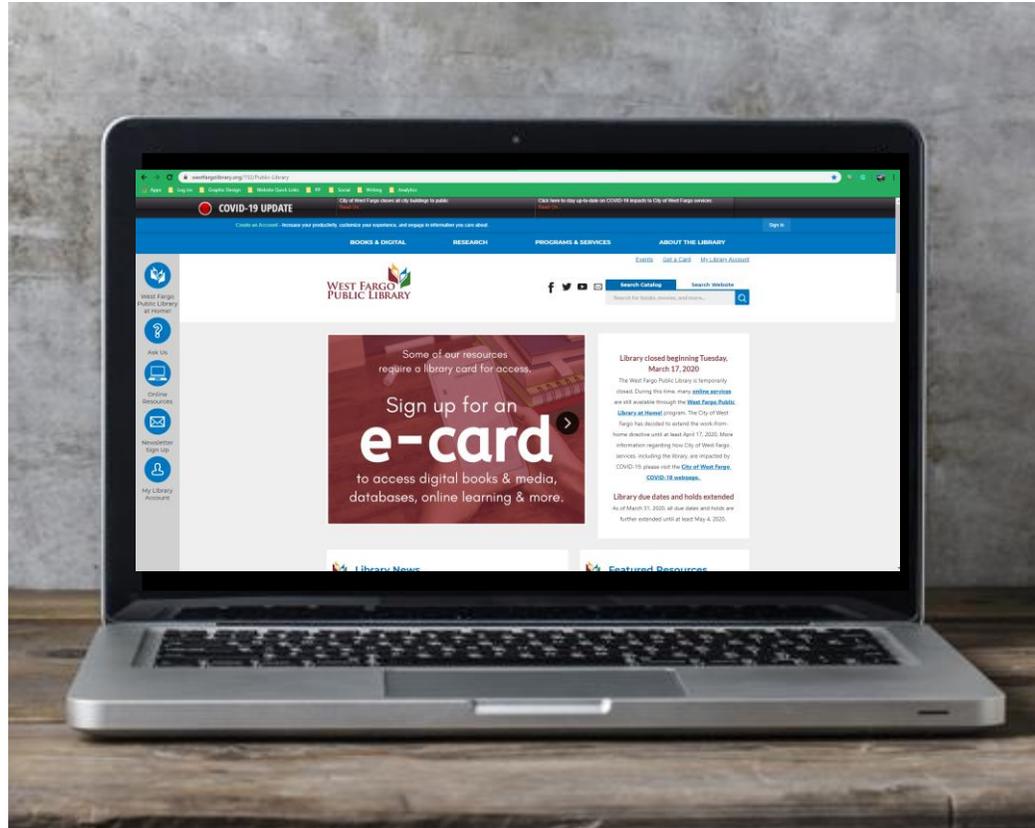
Funds 7000-7000

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
667 MEMBERSHIPS								
CL 89743 1 86353	LIBRARY MEMBERSHIP		03/06/20	100.00	3/20 999999 DOWNTOWN BUSINESS			
		Object Total:		100.00	550.00	1,247.00	697.00	44%
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 89525 2 86179			/ /	28.92	3/20 351 BUSINESS ESSENTIALS			
		Object Total:		28.92	100.02	500.00	399.98	20%
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 89528 1 86300 adv		05419	02/04/20	84.38	3/20 549 WF PUB SCHOOLS DIST #6			
CL 89848 1 86367 adv		2178532	02/29/20	159.60	3/20 104 FORUM COMMUNICATIONS			
CL 89863 1 86479 adv		05454	03/02/20	103.13	3/20 549 WF PUB SCHOOLS DIST #6			
		Object Total:		347.11	830.49	11,400.00	10,569.51	7%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
750 MISC.			/ /					
		Object Total:		0.00	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	%
901 CATALOGING			/ /					
		Object Total:		0.00	0.00	2,300.00	2,300.00	%

Funds 7000-7000

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
902 ONLINE DATE BASE (STATE)			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
903 HISTORY ROOM			/ /					
		Object Total:		0.00	7.93	2,500.00	2,492.07	%
994 ODIN			/ /					
		Object Total:		0.00	0.00	7,000.00	7,000.00	%
		Account Total:		123,891.90	332,161.93	1,440,688.00	1,108,526.07	
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:		123,891.90	332,161.93	1,440,688.00	1,108,526.07	

***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).



WEST FARGO
PUBLIC LIBRARY

City of
**WEST
FARGO**
a city on the grow

WEST FARGO PUBLIC LIBRARY

MONTHLY REPORT MARCH 2020

WEST FARGO PUBLIC LIBRARY AT HOME!

Staff has developed online versions of most popular programs.

- Facebook
- YouTube
- West Fargo Public Library at Home! website

Since the launch of this program, we have seen:

- +21 YouTube subscribers
- +156 Facebook followers
- Patrons spent 4.3 hours watching our content on YouTube alone



PATRON FEEDBACK



Ok thank you for the links to the other resources! I appreciate it! And I understand that cost is a factor for sure. Thanks for the quick response too! I appreciate the West Fargo library and all that it does for West Fargo citizens. Thank you again.
Melissa Sax.



Katherine Konze Smith 🖐️ I called and got great service as always. My card had expired.

Like · Reply · 5d



Lisa Olson This is great! I love to see these great opportunities.

Like · Reply · Message · 1w



Tom Seymour 🌟 recommends West Fargo Public Library.

March 26 at 10:35 AM · 🌐

This library has many amazing resources and an exceptional staff to meet your needs !! Dr Tom Seymour - West Fargo



Like



Comment



Share



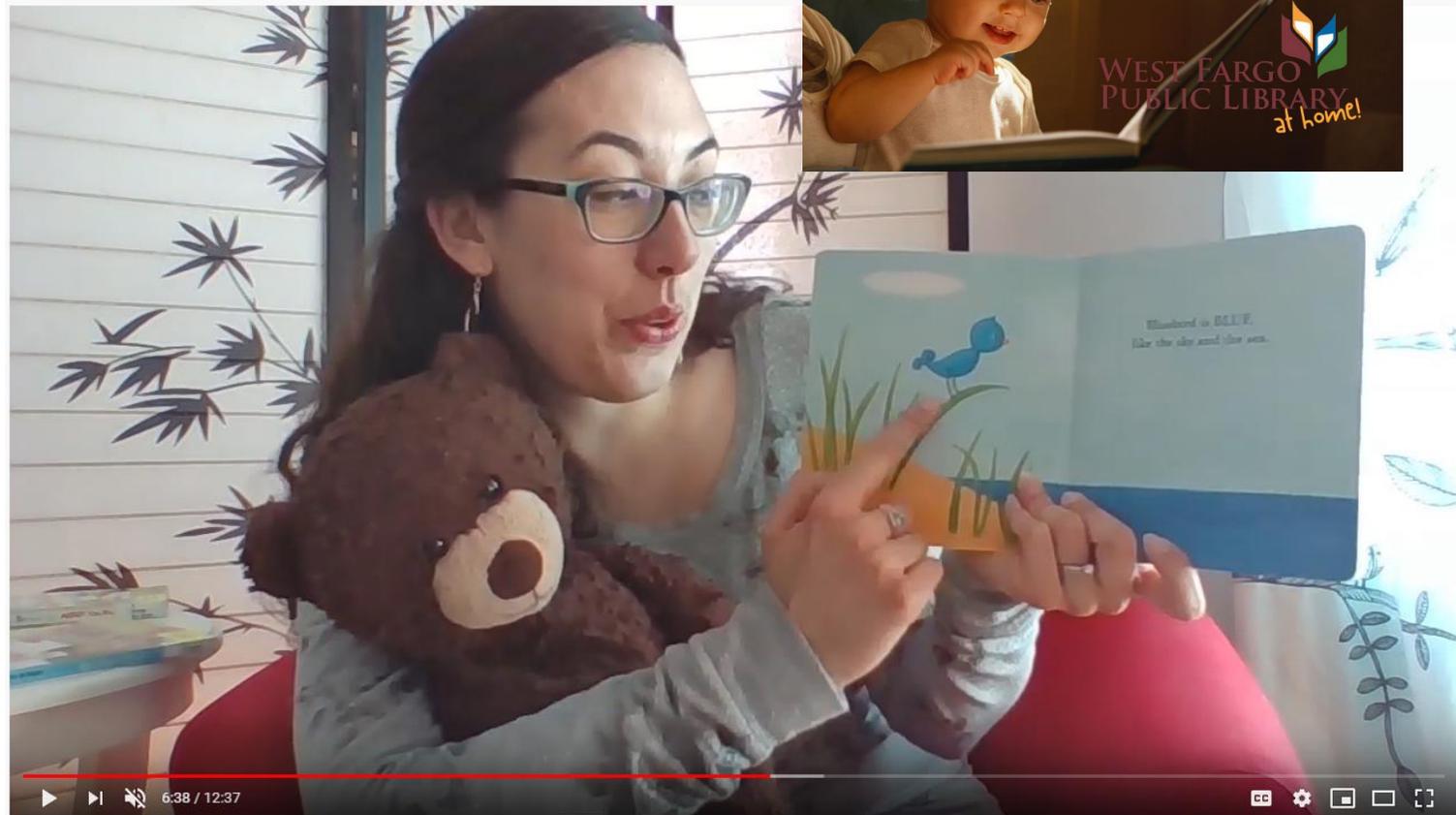
Comment as West Fargo Public Library



WIGGLE WORMS BABY STORYTIME WITH MS. BRITTANY

“Wiggle Worms Baby Storytime” is an activity for infants through two-year-old children and their parents. Each “Wiggle Worms Baby Storytime” session features multiple book readings, songs, rhymes, and a sensory activity.

- LIVE on Facebook Mondays at 10:30 a.m.
- Released on YouTube following live performance
- Number of episodes in March - 2
- March Analytics:
 - Facebook views – 28
 - YouTube views – 82
 - Total – 110



PRESCHOOL EXPLORERS STORYTIME WITH MS. BRITTANY

“Preschool Explorers Storytime” targets children aged 3 – 5 and features multiple books, songs, and activities.

- LIVE on Facebook Wednesdays at 10:30 a.m.
- Released on YouTube following live performance
- Number of episodes in March - 1
- March Analytics:
 - Facebook views – 89
 - YouTube views – 14
 - Total – 103



PATRON FEEDBACK

 **Mary Hannah Tanata Aure** is at West Fargo Public Library.
April 2 at 9:30 PM · West Fargo · 🌐

This is such a job well done! Thank you West Fargo Public Library for bringing this into our homes. Maybe you could keep that up all year long so we can enjoy it if we can't make it to library during the scheduled time. Great job Ms. Brittany!

 YOUTUBE.COM
Preschool Explorers Storytime with Ms. Brittany (West Fargo Public Library at Home!) March 25, 2020
Preschool Explorers Storytime targets children ages 3 - 5 and features multiple songs, books and activities for your child to participate in. At the end of t...

  Larissa Hett, Kindermusik Chaycie K and Monica Martin Paczkowski 1 Comment

 Like  Comment  Share 

 **Keilah Thompson-Guzman** Thanks for sharing! We will check this out.
Like · Reply · 3d  1

 Comment as West Fargo Public Library    

 Comment as West Fargo Public Library    

 **West Fargo Public Library** · 7:39 Thanks for tuning in everyone. This video and the craft video Ms. Brittany mentioned can be found on our YouTube page at <https://youtu.be/nnUucJF4fH4>
Like · Reply · Commented on by Ellen Rossow [?] · 1w

 **Amanda Mason** · 0:00 Thanks for story time! I think Ayla paid more attention than at the library! 😊
Love · Reply · 1w  1

 **Maureen Cochran** · 0:17 Thank you!!
Like · Reply · 1w  1

 **Brittany Klier** · 25:11 Thank you so much for still doing Story Time! We LOVED it!!!
Like · Reply · 1w
↳ 1 Reply

 **Kirsten Klimek** · 25:10 Thank you so much for this video. My son loved it!
Like · Reply · 1w
↳ 1 Reply

 **Ashley Robish** · 0:17 Thank you! Mya loved this!
Like · Reply · 1w

 **Candace Nicole** · 0:00 Thanks!
Like · Reply · 1w  1

 **Candace Nicole** · 0:32 Hi!
Like · Reply · 1w
↳ 1 Reply

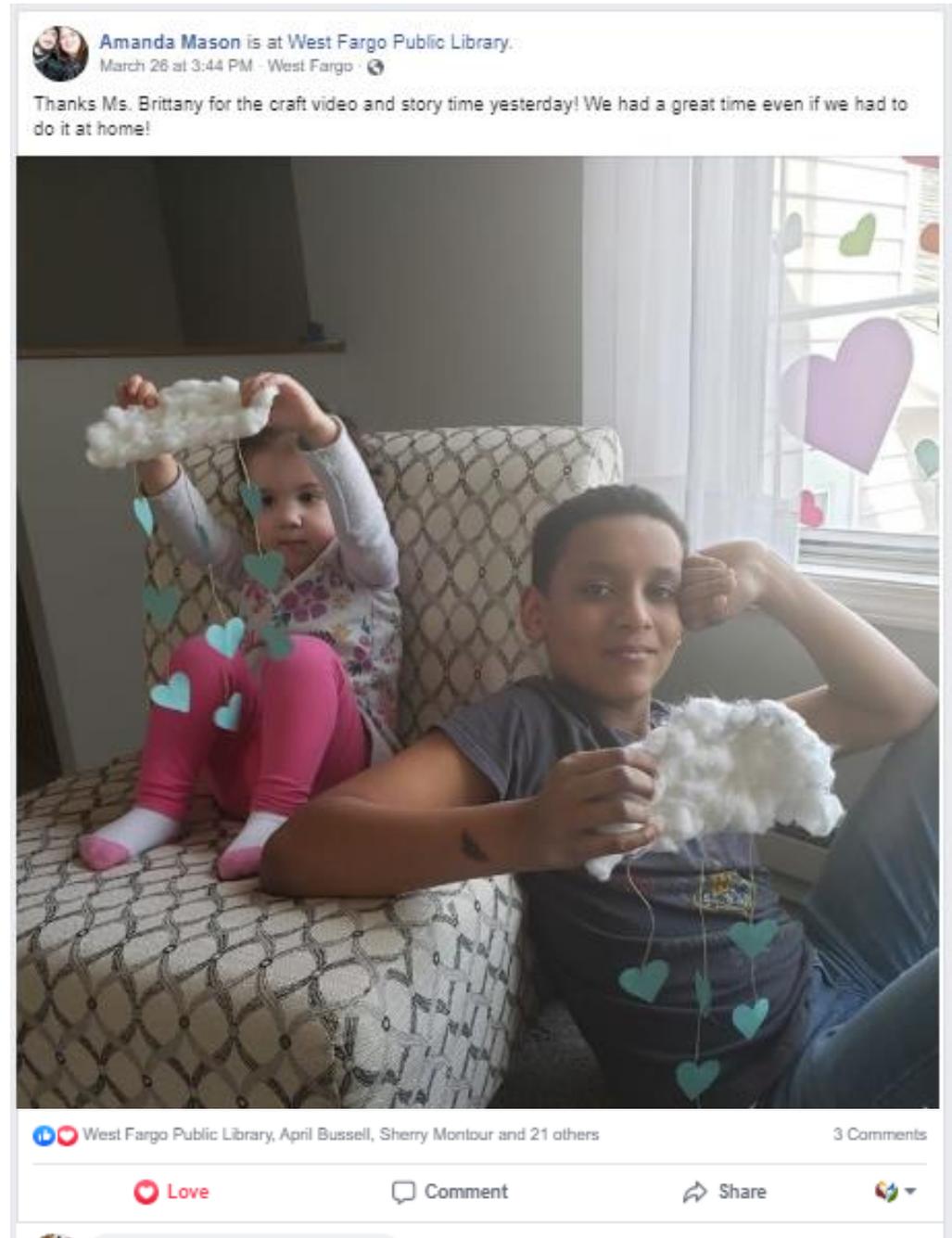
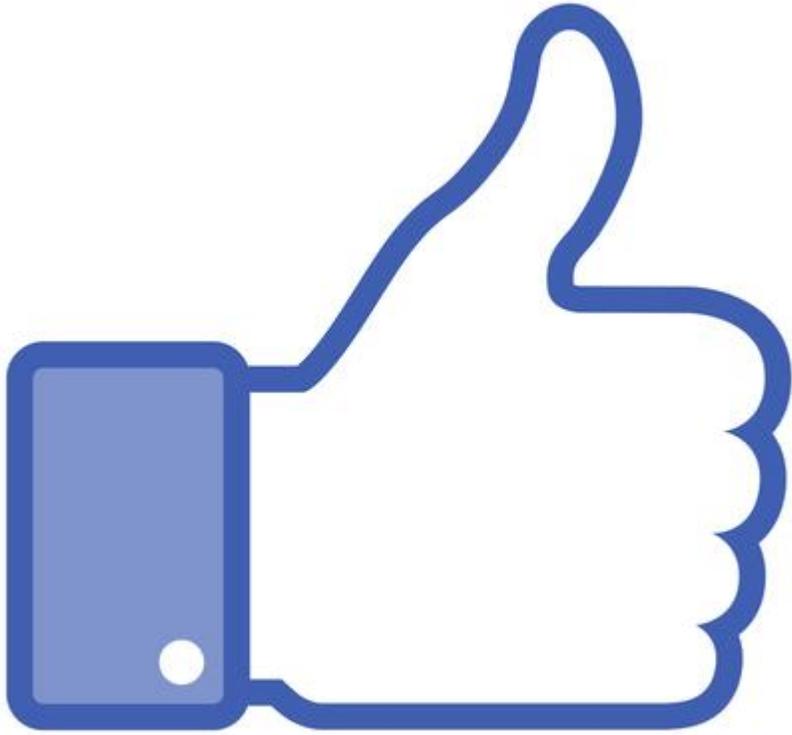
CHILDREN'S CRAFT WITH MS. BRITTANY

Each Wednesday, following "Preschool Explorers Storytime," Ms. Brittany will share a craft related to her storytime that children can do at home.

- LIVE on Facebook Wednesdays at 10:30 a.m.
- Released on YouTube following live performance
- Number of episodes in March - 1
- March Analytics:
 - Facebook views – 89
 - YouTube views – 14
 - Total – 103



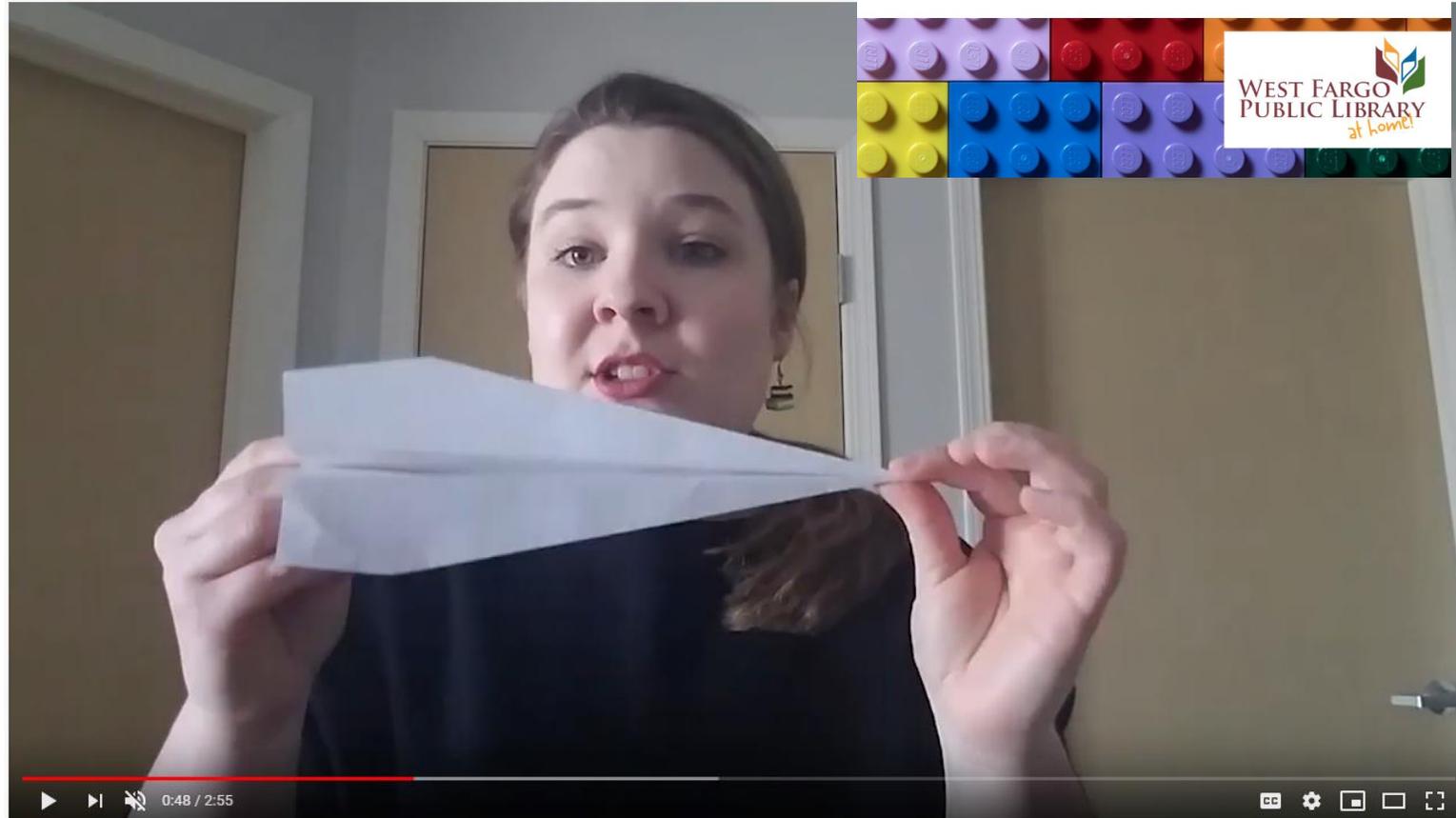
PATRON FEEDBACK



MS. LAUREN'S WEEKLY STEM CHALLENGE

"Ms. Lauren's Weekly STEM Challenge" gives children of all ages the opportunity to use their creative thinking skills to create their best representation of Ms. Lauren's challenge. Participants are invited to post a picture of their creation on each week's challenge post on Facebook or send the image to West Fargo Public Library via Facebook messenger. At the end of the week, a winner, drawn from the list of participants, will receive a gift card for a locally-owned West Fargo business.

- Released on YouTube and Facebook Fridays at 10:30 a.m.
- Number of episodes in March – 1
- Analytics
 - Participating families – 8



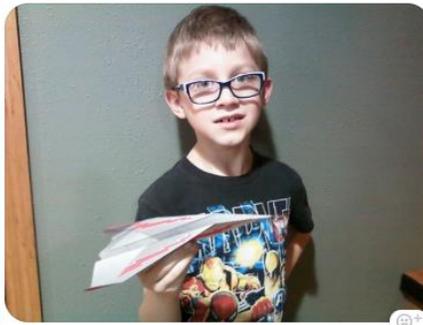
PATRON FEEDBACK



Julie Smith My daughter with her variety of airplane prototypes...



Love · Reply · Message · 4d



Dani Ladwig Here are my two kiddos paper airplane creations! One is a typical paper airplane and another one is a smaller one, with more weight/paper in the front (this one definitely flies farther and straighter 😊)



Love · Reply · Message · 4d



Hello! For some odd reason I can't post a photo to your airplane video, but here is a picture of the airplanes my kids made. They are ages 6, 4, & 4 and are already wanting to make more for an afternoon competition. Thanks so much for sharing fun ideas like this!



Rani Mani I cant send a picture for some weird reason...my boys had so much fun with making paper airplanes.. they made three different one adjusting the wing span...and finally accomplished by combing two planes they made ...and it measured to be 48 steps 😊...maybe i send a picture in a message

Like · Reply · Message · 1w



Author

West Fargo Public Library Rani Mani that works too! Thanks for participating.

Like · Reply · Commented on by Ellen Rossow [?] · 1w



PM

Rani Mani



Like · Reply · Message · 4d

Your week's challenge is my kid's obsession. He likes planes so much, watching crashing plane videos, making airport city on the floor and asking us to take him to airport every weekend to see landing and taking off planes. FedEx is one of his favorites!



KIRSTEN'S HAPPY TO HELP VLOG

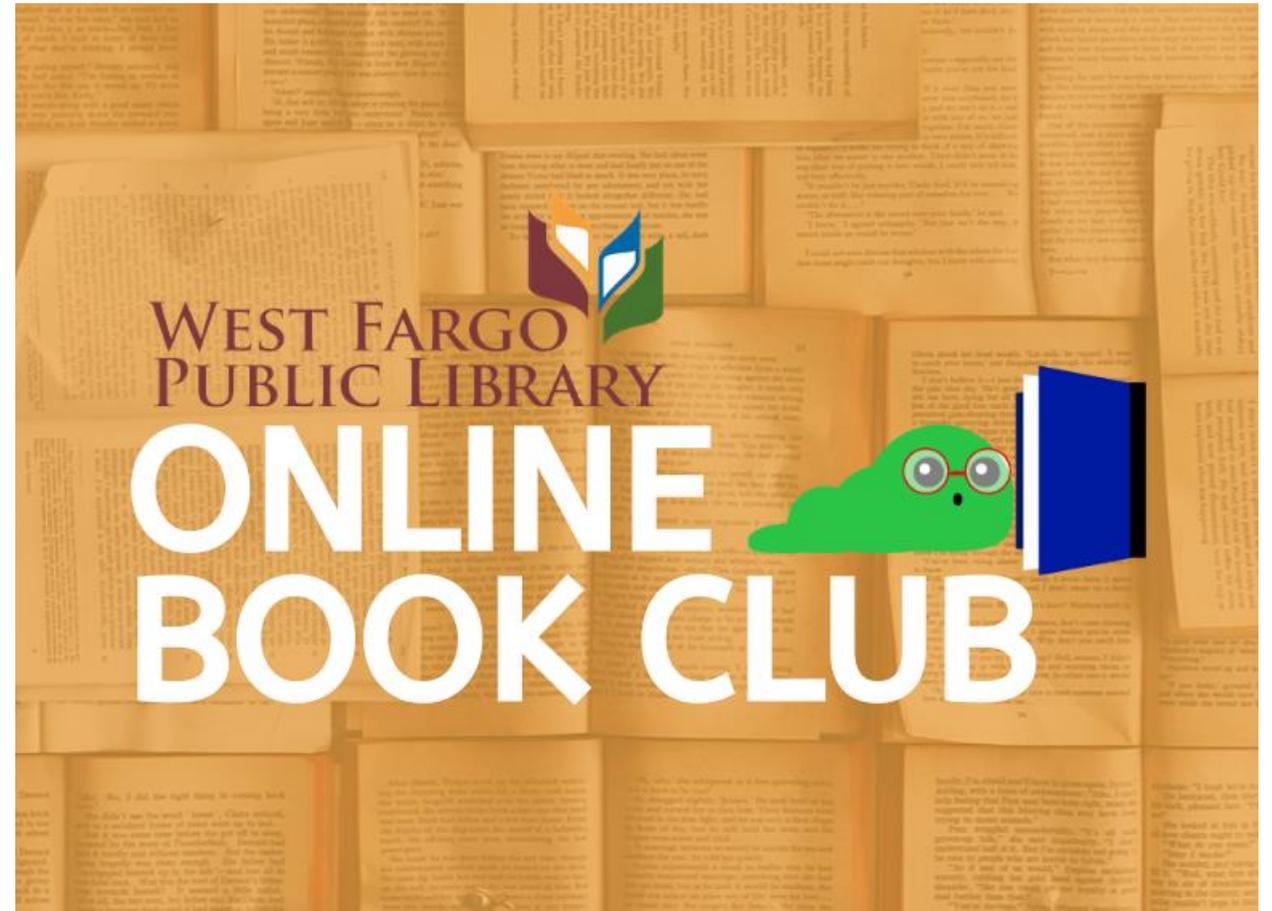
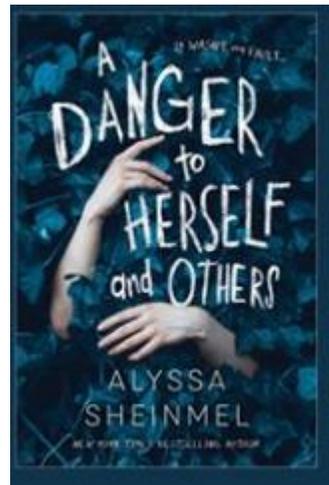
Each week, Kirsten Henagin, Adult Services Manager, will release an episode of her "Happy to Help" vlog. Kirsten will address a number of topics for adults, from career development and cooking tips and resources, to mental health tips and resources. These videos will be featured on Facebook and Youtube.

- Released on Youtube Tuesdays at 3 p.m.
 - Shared on Facebook, website
- Number of episodes in March - 0
 - First episode was release April 1
 - Full data will be available next month
 - Analytics so far (3 days)
 - Youtube views – 25
 - Youtube subscribers from this video - 2



WFPL ONLINE BOOK CLUB

- **West Fargo Public Library's Online Book Club** is a program for adults aimed to keep readers engaged with other book lovers. Participants will read one book each month. This month's book is "A Danger to Herself and Others" by Alyssa Sheinmel.
- The group is always open to new participants. A West Fargo Public Library card is not required to participate, but is recommended to more easily access e-books.
- Weekly, Monthly and Video Conference Discussions
 - First live video chat April 27
- Analytics
 - Members – 73
 - "Active Members" – 58



PATRON FEEDBACK



Katherine Konze Smith 🙋 Thanks to whoever organized this. Much appreciated.

Like · Reply · 5d



Danielle Hall Morris 🙋 Danielle from West Fargo. This is my first online book club. I love to read and there are very few books that I don't finish.

Like · Reply · 1w



Jen And-Jeremy Rossow 🙋 Jen from West Fargo. My first online book club. I like all kinds of books (book hoarder). My favs are Christian Fiction/Suspense, Historical Fiction and Biographies

Like · Reply · 1w



Justin Marquette Hi. I'm Justin. I roam the streets of SoMo (South Moorhead). I'm a first time online book club member. I don't mind fiction, but I'm mostly found in the non-fiction section.

Like · Reply · 2w



Roben Anderson I'm Roben. From West Fargo. This is my first book club (take it easy on me!) I enjoy historical fiction, and a variety of non-fiction subjects.

Like · Reply · 2w



Cindy Qvammen Downs 🙋 Hey! I'm Cindy from West Fargo. This will be my first book club. I like true storiesbut really any book you just cant put down. I've been known to read until 3 am if the book is that good.....but on the other hand....if the story line doesnt grab me right away.....oh oh.....

Like · Reply · 1w



Melissa Sax Name & where you're from?

Melissa and I reside in West Fargo.

Is this your first book club?

Yes! This is actually my first book club! I'm excited and nervous! But glad to be here!

What is your favorite book or book genre?

Oh boy. That's a tough question. I like the classics I guess. Early American fiction, namely. But I'm open to anything! I'm always looking for a good story! Oh! I also strongly prefer audiobooks, just as a side note. 😊

Like · Reply · 2w



Melissa Kirklewski Richard 🙋 *Melissa from West Fargo *First book club ever! *I like stories where the protagonist goes through some kind personal transformation or self-improvement journey. I don't want to do it myself, but enjoy reading about others' journeys.

Like · Reply · 2w



CARD APPLICATIONS

- 40 e-card applications since library closure
 - March 18 – March 31
- 102 total card applications during March



CIRCULATION OF ONLINE MATERIALS

Online Resource	Jan	Feb	March	YTD
Hoopla	510	540	578	1628
OverDrive (Library2Go)	2180	2186	2247	6613
RBDigital	116	99	124	339
TumbleBooks	332	70	162	564
Total	3138	2895	3111	9144

TOP WEBSITES (BY UNIQUE PAGEVIEW)

Webpage	Number of Unique Pageviews March 1 – 31, 2020
/732/Public-Library (www.westfargolibrary.org)	2596 (+561)
/703/Digital-Books-Media	246 (+117)
/1042/WFPL-at-Home	159 (+159)
/827/Get-a-library-e-card	159 (+88)
/572/Books-Digital	158 (+39)

SOCIAL MEDIA



FACEBOOK

Our WFPL at Home! programs depend heavily on Facebook, which is our most successful social media platform.

+156 followers in March



NEXTDOOR

The West Fargo Public Library now has a more personal presence on this platform, which will allow us to reach 6759 West Fargo residents.



YOUTUBE

Created a West Fargo Public Library channel

+21 subscribers
March 18 – March 31.

MEDIA RELATIONS



VALLEY NEWS LIVE & NORTH DAKOTA TODAY

WFPL closures and the introduction of the “WFPL at Home!” program were featured by Valley News Live.

Lauren Nephew was featured on North Dakota today where she discussed the importance of keeping kids reading during this time and promoted our online programs.



FORUM & WEST FARGO PIONEER

WFPL closures and the introduction of the “WFPL at Home!” program were featured in the Forum and West Fargo Pioneer newspapers.

The West Fargo Pioneer also has a featured Library News section for our schedule of online events.



AM 1100 THE FLAG

AM 1100 The Flag published all of our press releases regarding our closures and the “WFPL at Home!” program.



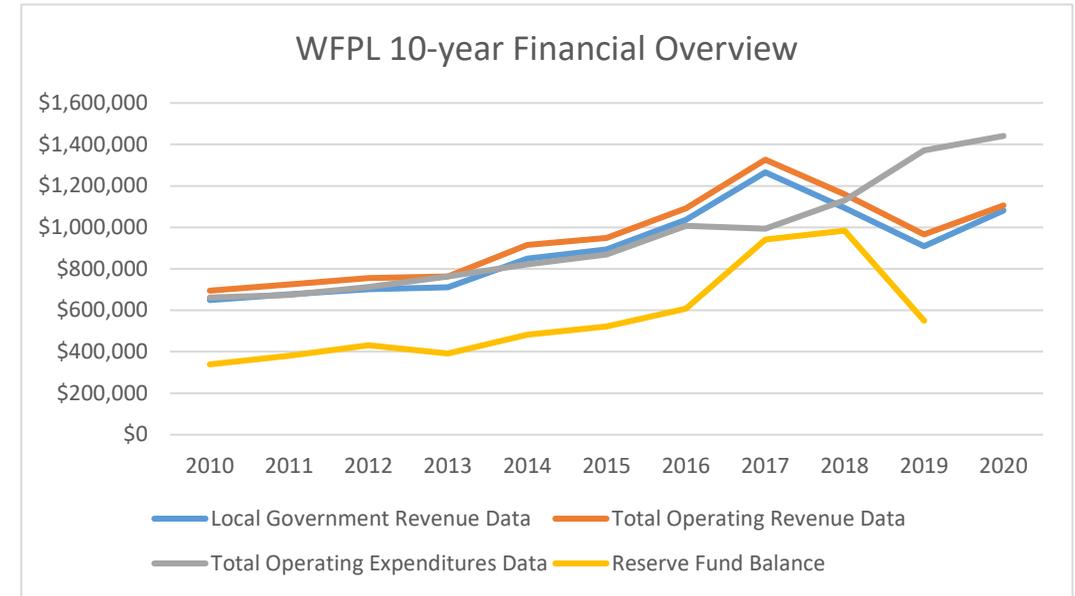
KVRR FOX

KVRR shared our joint story with Fargo and Moorhead Public Library systems.

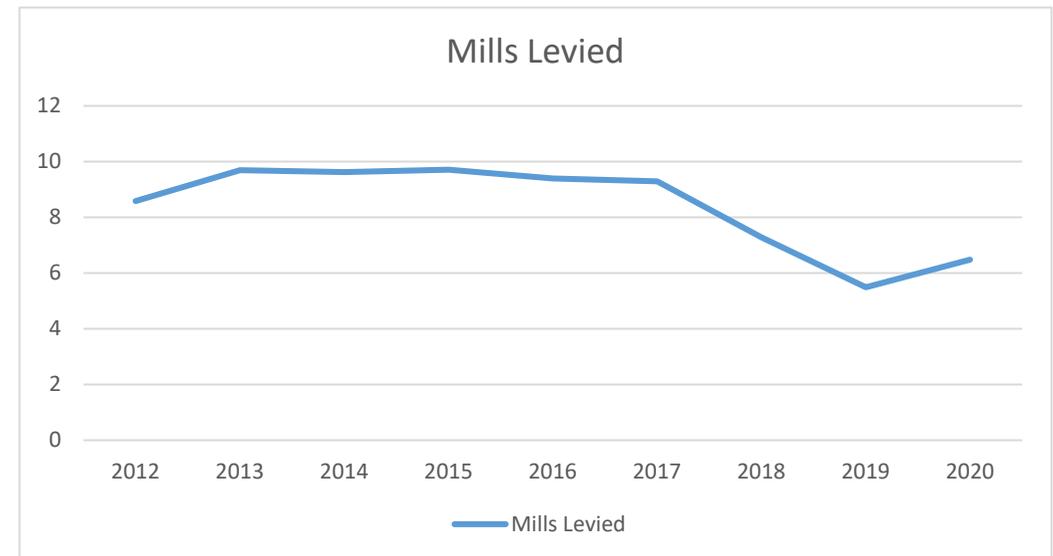
THANK YOU



Year Data	Local Government Revenue Data	Total Operating Revenue Data	Total Operating Expenditures Data	Reserve Fund Balance
2010	\$649,330	\$694,662	\$661,585	\$339,192
2011	\$677,375	\$725,105	\$674,251	\$380,086
2012	\$702,409	\$754,729	\$712,642	\$432,172
2013	\$710,763	\$763,527	\$763,527	\$391,371
2014	\$848,790	\$914,781	\$822,194	\$482,847
2015	\$893,457	\$948,481	\$869,232	\$522,753
2016	\$1,036,043	\$1,091,981	\$1,006,610	\$608,124
2017	\$1,265,430	\$1,326,456	\$992,807	\$941,773
2018	\$1,093,593	\$1,159,988	\$1,130,113	\$984,144
2019	\$908,850	\$965,507	\$1,371,931	\$549,453
2020	\$1,081,616	\$1,105,316	\$1,440,866	



Year Data	Mills Levied
2012	8.58
2013	9.69
2014	9.62
2015	9.71
2016	9.4
2017	9.29
2018	7.28
2019	5.49
2020	6.48





Proposal

Signature Design Home & Remodel, LLC

7613 Memory Lane
 Horace, ND 58047
 Derek Bernstein (701) 371-6255

DATE April 2, 2020

To: West Fargo Library
 215 3rd St East
 West Fargo, Nd 58078
carissa@westfargolibrary.org
 Atten: Carissa Hansen

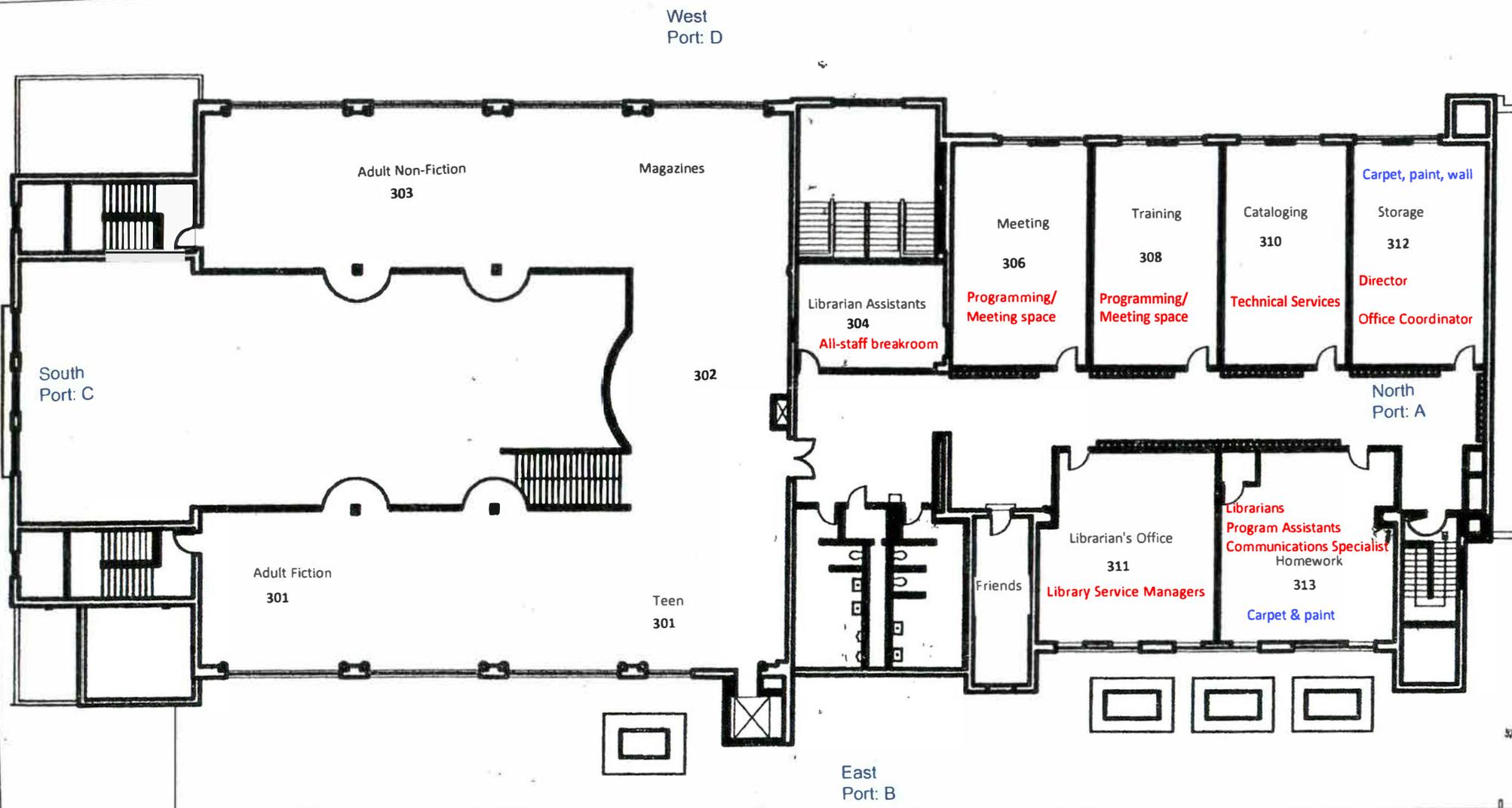
PROJECT: West Fargo Library Projects	
Upper Level Projects:	
* Meeting Room:	\$ 4,280
- Demo existing carpet squares	
- Paint all perimeter walls including closet area- painting over paneling- Gray in color	
- Re-carpet area same as other locations- 24"x 24" square	
- Pull base off and attach new through out perimeter	
All labor and materials listed above	
* Technical Services Room:	\$ 9,650
- Demo existing carpet squares	
- Frame wall 20ft x 8ft roughly to divide room- 15ft off of west wall or window wall	
- Frame in door opening 36" door	
- Drywall, tape and smooth finish	
- Paint all perimeter walls and dividing wall- Gray	
- Re-carpet area same as other locations- 24" x 24" square	
All labor and materials listed above	
Building Permit-	\$ 350
* All allowances subject to change base on choices made by the homeowners	
Note: I will need to get building inspector a rough drawing and company will have to take building permit out	
Note: Price will depend on paint color	
Payment 65% down and 35% upon completion.	
This proposal is budgetary pricing only- need to know exact product or similar to existing	
TOTAL	\$ 14,280

To accept this plan, sign here and return: _____

Today's date: _____

This proposal is good for 30 day's.

THANK YOU FOR YOUR BUSINESS!



Upper Level

Notes on revised space utilization in red

Rooms to be remodeled noted in blue

LEASE

THIS LEASE, made and entered into this 1st day of September 2017, by and between WEST FARGO PUBLIC SCHOOL DISTRICT NO. 6, CASS COUNTY, NORTH DAKOTA, of 207 West Main Avenue, West Fargo, North Dakota 58078, hereinafter called the "Landlord," and CITY OF WEST FARGO ON BEHALF OF THE WEST FARGO PUBLIC LIBRARY, of West Fargo, North Dakota 58078, hereinafter called the "Tenant."

WITNESSETH:

That for and in consideration of the mutual covenants, agreements, and conditions hereinafter contained, the parties hereto do respectively covenant and agree as follows:

1. **LEASE PROPERTY.** The Landlord, for and in consideration of the rents, covenants, and agreements hereinafter specified to be paid, kept, and performed by the Tenant, hereby leases that portion of the premises described on Exhibit A attached hereto and by reference made a part hereof, having the address of 109 3rd Street East, West Fargo, North Dakota 58078. Said premises are hereinafter called the "Leased Property."

2. **TERM OF LEASE.** The term of this lease shall be five (5) years, commencing on September 1, 2017, and terminating on August 31, 2022, both dates inclusive, unless sooner terminated as herein provided. The Landlord certifies that the Leased Property, excluding fixtures and appurtenances installed by the Tenant, conforms to all applicable laws, ordinances, regulations, and requirements of governmental authorities.

3. **OPTION TO RENEW.** The Tenant shall have an option to extend this lease for an additional period of one (1) year or such longer term as agreed to by both parties. The option to renew must be exercised in writing by the Tenant not later than six (6) months prior to the expiration of the term. Each renewal is subject to a renegotiation of Rent that is mutually agreed upon by both parties. Such Rent adjustment shall be established no later than three (3) months prior to the expiration of the term.

4. **RENT.** The Tenant shall pay to the Landlord annual rent of \$143,880.00 in lawful money of the United States, in equal monthly installments of \$11,990.00 in advance, on the first day of each month throughout the term of this lease (the "Rent").

The Rent shall cover the Tenant's proportionate share of property taxes and assessments and the Tenant's proportionate share of operating costs, including, but not limited to, common area maintenance and cleaning, electricity, water, sewer, heating and air-conditioning, cleaning, custodial, snow removal, parking lot maintenance and repair, plus any direct maintenance, custodial and cleaning expenses incurred by the Landlord for the Leased Property (hereinafter called "Taxes and Operating Costs").

The Rent shall be payable at the office of the Landlord or at such other place as the Landlord may designate in writing.

5. **USE OF PREMISES.** The Tenant may use and occupy the Leased Property for operating a public library or for any other lawful purpose. The Tenant shall not use or knowingly permit any part of the Leased Property to be used for any unlawful purpose.

6. **QUIET ENJOYMENT.** The Tenant, upon the payment of the Rent herein, reserves and upon the performance of all the terms of this lease, shall at all times during the lease term, and during any extension or renewal term, peaceably and quietly enjoy the Leased Property without any disturbance from the Landlord or from any other person claiming through the Landlord.

7. **CLEANING OF LEASED PROPERTY.**

(a) During the term of this lease the Tenant shall keep the Leased Property in a neat, clean and sanitary condition free from waste and other debris. The Tenant shall also be responsible for dusting, cleaning tabletops and counters and cleaning upholstered furniture and any other Tenant fixtures or furnishings.

(b) So long as the Tenant is not in default hereunder, during the term of this lease, the Landlord shall provide:

(i) The following primary cleaning services for the Leased Property daily, excepting weekends and holidays:

- (A) vacuuming,
- (B) emptying garbage and recycling containers, and
- (C) cleaning bathrooms and stocking them with paper products;

(ii) and the following cleaning services as needed:

- (A) carpet cleaning and spot removal,
- (B) window pane and window ledge cleaning,
- (C) replacement of light bulbs, and
- (D) cleaning of hard floors.

(c) Cleaning products will be provided by the Landlord and will be available for the Tenant's use.

8. REPAIR AND MAINTENANCE.

(a) The Tenant shall, during the term of this lease and any renewal or extension thereof, at its sole expense, keep the interior of the Leased Property in as good order and repair as it is at the date of the commencement of this lease, reasonable wear and tear and damage by accidental fire or other casualty excepted. The Tenant shall not knowingly commit or willingly permit to be committed any act or thing contrary to the rules and regulations prescribed from time to time by any federal, state, or municipal authority.

(b) The Landlord, during the term of this lease, and any renewal or extension thereof, shall keep the structural supports and exterior walls of the building, including windows, doors, and passageways from the lobby, street, and parking area leading to the Leased Property, and the adjacent parking lot, sidewalks and entrance lobby, in good order and repair. The Landlord shall use due diligence in making such repairs and make them as soon as reasonably possible after receiving notice of the necessity for repair.

(c) The Landlord shall be responsible for removing snow, ice, rubbish, and other obstructions on the sidewalk and parking area.

(d) The Landlord shall maintain and repair all plumbing and toilet fixtures, and equipment installed for the general supply of hot and cold water, heat, air conditioning, and electricity. When the plumbing and toilet fixtures, and equipment installed for the general supply of hot and cold water, heat, air conditioning, and electricity must be replaced, the Landlord shall pay for such replacement.

9. COMPLIANCE WITH LAWS. The Tenant shall, throughout the terms of this lease, at its sole expense, promptly comply with all laws and regulations of all federal, state, and municipal governments and appropriate departments, commissions, board and officers thereof, and the orders and regulations of the National Board of Fire Underwriters or any other body known now or hereafter exercising similar functions, which may be applicable to the Leased Property and the fixtures and equipment therein.

10. OPTION TO TERMINATE LEASE. The Tenant shall have the option to terminate this lease on September 1, 2020, or on any date thereafter by providing to the Landlord, six (6) months in advance of the early termination date, the following:

(a) Written notice of the Tenant's termination of the lease as of the date set forth in the written notice, which date must be at least six (6) months after the Landlord receives the Tenant's written notice.

(b) A lease cancellation payment in the amount of \$570.00 per month for each month by which the lease is shortened. This payment shall be delivered to the Landlord together with the Tenant's written notice of the termination of this lease.

(c) Should the Tenant fail to deliver the lease cancellation payment together with the written notice of the termination of this lease, the written notice of the termination of this lease shall be null and void.

11. SURRENDER OF PREMISES.

(a) The Tenant shall, on the expiration or the sooner termination of the lease term, surrender to the Landlord the Leased Property, including all replacements, changes, additions, and improvements constructed or placed by the Tenant thereon, with all equipment in or appurtenant thereto, except all moveable trade fixtures (not including equipment) installed by the Tenant, broom-clean, free of subtenancies, and in good condition and repair, reasonable wear and tear excepted, and damage by fire, act of God or other casualty. Any trade fixtures or personal property belonging to the Tenant or to any subtenant, if not removed at such termination and if the Landlord shall so elect, shall be deemed abandoned and become the property of the Landlord without any payment or offset therefor. If the Landlord shall not so elect, the Landlord may remove such fixtures or property from the Leased Property and store them at the Tenant's risk and expense. The Tenant shall repair and restore, and save the Landlord harmless from, all damage to the Leased Property caused by such removal, whether by the Tenant or by the Landlord.

(b) No act or thing done by the Landlord or its agent during the term of this lease shall be deemed an acceptance of the surrender of the Leased Property and no agreement to accept such surrender shall be valid unless in writing signed by the Landlord. No employee or agent of the Landlord shall have any power to accept the keys of the Leased Property prior to the termination of this lease and the delivery of the keys to an employee or agent of the Landlord shall not operate as a termination of this lease or a surrender of the Leased Property.

12. RIGHT TO ALTER AND IMPROVE. No alteration, addition, or improvement to the Leased Property shall be made by the Tenant without the written consent of the Landlord. Any alteration, addition, or improvement made by the Tenant after such consent shall have been given, and any fixtures installed as part thereof, shall at the Landlord's option become the property of the Landlord upon the expiration or other sooner termination of this lease; provided, however, that the Landlord shall have the right to require the Tenant to remove such fixtures at the Tenant's cost upon such termination of this lease.

13. UTILITIES. The Landlord shall pay all charges for gas, electricity, light, heat, and power. The Tenant shall pay all charges for telephone or other communications service used, rendered, or supplied upon or in connection with the Leased Property, and shall indemnify the Landlord against any liability or damages on such account.

14. LANDLORD'S RIGHTS - TENANT'S DEFAULT.

(a) The Landlord may give the Tenant five (5) days' notice of intention to terminate this lease in any of the following circumstances:

(i) If the Tenant shall be in default in the performance of any covenant of this lease (other than the covenants for the payment of Rent) and if such default is not cured within fifteen (15) days after written notice thereof given by the Landlord; or, if such default shall be of such nature that it cannot be cured completely within such 15-day period, if the Tenant shall not have promptly commenced within such 15-day period or shall not thereafter proceed with reasonable diligence and in good faith to remedy such default.

(ii) If the Tenant shall be adjudicated a bankrupt, make a general assignment for the benefit of the creditors, or take the benefit of any insolvency act, or if a permanent receiver or trustee in bankruptcy shall be appointed for the Tenant's property and such appointment is not vacated within ninety (90) days. For these purposes, the "Tenant" shall mean the Tenant then in possession of the Leased Property.

(iii) If the Leased Property becomes vacant or deserted for a period of thirty (30) days.

(iv) If this lease shall be assigned or the Leased Property sublet other than in accordance with the terms of this lease and such default is not cured within fifteen (15) days after notice.

(v) If the Tenant shall be in default in the payment of the Rent and such default is not cured within ten (10) business days after mailing of written notice thereof by the Landlord.

(b) If the Landlord shall give the five (5) days' notice of termination provided in subparagraph (a), then at the expiration of such period, this lease shall terminate as completely as if that were the date herein definitely fixed for the expiration of the term of this lease, and the Tenant shall then surrender the Leased Property to the Landlord. If this lease shall so terminate, it shall be lawful for the Landlord, at its option, without formal demand or notice of any kind, to reenter the Leased Property by an unlawful detainer action or by any other means and to remove the Tenant therefrom without being liable for any damages therefor. Upon the termination of this lease, as herein provided, the Landlord shall have the right, at its election, to terminate any sublease then in effect, without consent of the sublessee concerned.

(c) The Tenant shall remain liable for all its obligations under this lease, despite the Landlord's reentry, and the Landlord may re-rent or use the Leased Property as agent for the Tenant, if the Landlord so elects. The Tenant waives any legal requirement for notice of intention to reenter and any right of redemption.

(d) Nothing in this article shall be deemed to require the Landlord to give the Tenant any notice, other than such notice as may be required by statute, prior to the

commencement of an unlawful detainer action for nonpayment of any Rent, it being intended that the five-day notice is only for the purpose of creating a conditional limitation hereunder pursuant to which this lease shall terminate.

(e) If the lease shall terminate as provided in this article, the Landlord shall have the right, at its election at any time, to recover from the Tenant the amount by which the Rent and charges equivalent to the Rent reserved herein for the balance of the term shall exceed the reasonable rental value of the Leased Property for the same period.

(f) Time is of the essence of this lease with respect to the performance by the Tenant of its obligations hereunder.

15. PERFORMANCE OF TENANT'S OBLIGATIONS. If the Tenant shall be in a default hereunder, the Landlord may cure such default on behalf of the Tenant, in which event the Tenant shall reimburse the Landlord for all sums paid to effect such cure, together with interest at the rate of 110% per annum of the "Prime Rate of Interest" charged by Wells Fargo Bank Minneapolis, N.A. (the rate of interest charged by said Bank to its most credit-worthy commercial corporate customers on unsecured commercial loans of ninety (90) days or less duration from time to time during the interval between such due date and the date of payment) and reasonable attorneys' fees. In order to collect such reimbursement, the Landlord shall have all the remedies available under this lease for a default in the payment of the Rent.

16. RIGHT OF ENTRY. The Landlord and its representative may enter the Leased Property, at any reasonable time, for the purpose of inspecting the Leased Property, performing any work which the Landlord elects to undertake made necessary by reason of the Tenant's default under the terms of this lease, exhibiting the Leased Property for sale, lease, or mortgage financing, or posting notices of non-responsibility under any mechanic's lien law. Except in an emergency, the Landlord, while exercising this right of entry, will not interfere with the operations or business activities of the Tenant.

17. FIRE OR OTHER CASUALTY LOSS. In case of damage by fire or other casualty to the building in which the Leased Property is located, if the damage is so extensive as to amount practically to the total destruction of the Leased Property or of such building, this lease shall cease, and the Rent shall be apportioned to the time of the damage. In all other cases where the Leased Property is damaged by fire or other casualty without the fault of the Tenant, the Landlord shall repair the damage with reasonable dispatch, and if the damage has rendered the Leased Property untenable, in whole or in part, there shall be an apportionment of the Rent until the damage has been repaired. In determining what constitutes reasonable dispatch, consideration shall be given in delays caused by strikes, adjustment of insurance, and other causes beyond the Landlord's control.

18. INSURANCE.

(a) The Landlord shall keep the building containing the Leased Property insured against loss or damage by fire with all risk policy endorsement in an amount

sufficient to prevent the Landlord from becoming a co-insurer under the terms of the applicable policies but, in any event, in an amount not less than 80% of the full insurable value as determined from time to time. The term "full insurance value" shall mean actual replacement cost (exclusive of the cost of excavation, foundations, and footings below the basement floor) without deduction for physical depreciation. Such insurance shall be issued by financially responsible insurers duly authorized to do business in this state.

(b) During the term of this lease, the Tenant shall keep the Leased Property insured, at its sole cost and expense, against claims for personal injury or property damage under a policy of general public liability insurance, with limits of at least \$500,000 per occurrence with a general aggregate limit of \$1,000,000. Such policies shall name the Landlord and the Tenant as the insureds. Within ten (10) days after the date hereof, the Tenant shall deliver to the Landlord certificates of insurance certifying that such insurance is in full force and effect. On the anniversary date of such insurance policies thereafter, during the term of this lease, the Tenant shall deliver to the Landlord certificates of insurance certifying that such insurance is in full force and effect.

(c) The Tenant shall be responsible for insuring all of its personal property, furniture, fixtures and equipment located in the Leased Property in such amounts and upon such terms as it determines.

19. DENIAL OF SUBROGATION RIGHTS. The Landlord and the Tenant and all parties claiming under them hereby mutually release and discharge each other from all claims and liabilities arising from or caused by any hazard covered by insurance on the Leased Property, or covered by insurance in connection with property on or activities conducted on the Leased Property regardless of the cause of the damage or loss.

20. TERMINATION OF LEASE UPON CONDEMNATION. If the Leased Property, or any part thereof, is taken by eminent domain, this lease shall expire on the date when the Leased Property shall be so taken, and the Rent shall be apportioned as of that date. No part of any award shall belong to the Tenant, except any portion of the award attributable to any trade fixtures or equipment of the Tenant taken by the public authority.

21. EASEMENTS. The Landlord shall have the right to grant easements in areas of the Leased Property for the installation of utilities, provided that the use of such easement areas for such purposes does not interfere substantially with the operation of the Tenant's business. The Tenant shall not be entitled to any compensation or abatement of the Rent if the use of such easement does not interfere substantially with the operations of the Tenant's business.

22. RIGHTS TO ASSIGN AND SUBLEASE. The Tenant may sublet all or portions of the Leased Property for the remainder of the term with the approval of the Landlord, which approval the Landlord shall not unreasonably withhold, provided that the business or occupation of the subtenant is not extra hazardous, disreputable, or illegal, and provided further that the Tenant shall remain primarily liable for the payments of the Rent herein reserved and for the performance of all the other terms of this lease required to be performed by the Tenant.

23. NOTICE. Any notice under this lease must be in writing and must be sent by registered or certified mail to the last address of the party to whom the notice is to be given, as designated by such party in writing. The Landlord hereby designates its address as 207 West Main Avenue, West Fargo, North Dakota 58078. The Tenant hereby designated its address as 109 3rd St E, West Fargo, North Dakota 58078.

24. CONSTRUCTION.

(a) This lease shall be governed by, construed and enforced in accordance with the laws of the State of North Dakota.

(b) The covenants, terms, conditions, provisions, and undertaking in this lease or in any renewals thereof shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of the respective parties hereto, as if they were in every case named and expressed, and shall be construed as covenants running with the land; and wherever reference is made to either of the parties hereto, it shall be held to include and apply also to the heirs, executors, administrators, successors, and assigns of such party, as if in each and every case so expressed.

(c) The parties agree to execute and deliver any instruments in writing necessary to carry out any agreement, term, condition, or assurance in this lease whenever occasion shall arise and request for such instruments shall be made.

(d) The specified remedies to which the Landlord may resort under the terms of this lease are cumulative and are not intended to be exclusive of any other remedies or means of redress to which the Landlord may be lawfully entitled in case of any breach or threatened breach by the Tenant of any provision or provisions of this lease.

(e) This lease contains the entire agreement between the parties and cannot be changed or terminated orally.

(f) This lease may not be changed orally, but only by an agreement in writing and signed by the party against whom enforcement of any waiver, change, modification, or discharge is sought.

(g) If any provision of this lease shall be declared invalid or unenforceable, the remainder of this lease shall continue in full force and effect.

(The remainder of this page is intentionally left blank.)

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals as of the day and year first above written.

LANDLORD:

**WEST FARGO PUBLIC SCHOOL
DISTRICT NO. 6**



Its: President

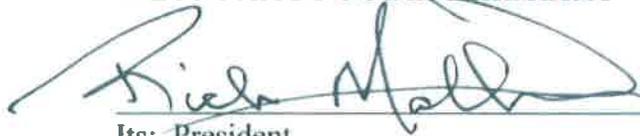
ATTEST:



Its: Business Manager

TENANT:

**CITY OF WEST FARGO
ON BEHALF OF THE
WEST FARGO PUBLIC LIBRARY**



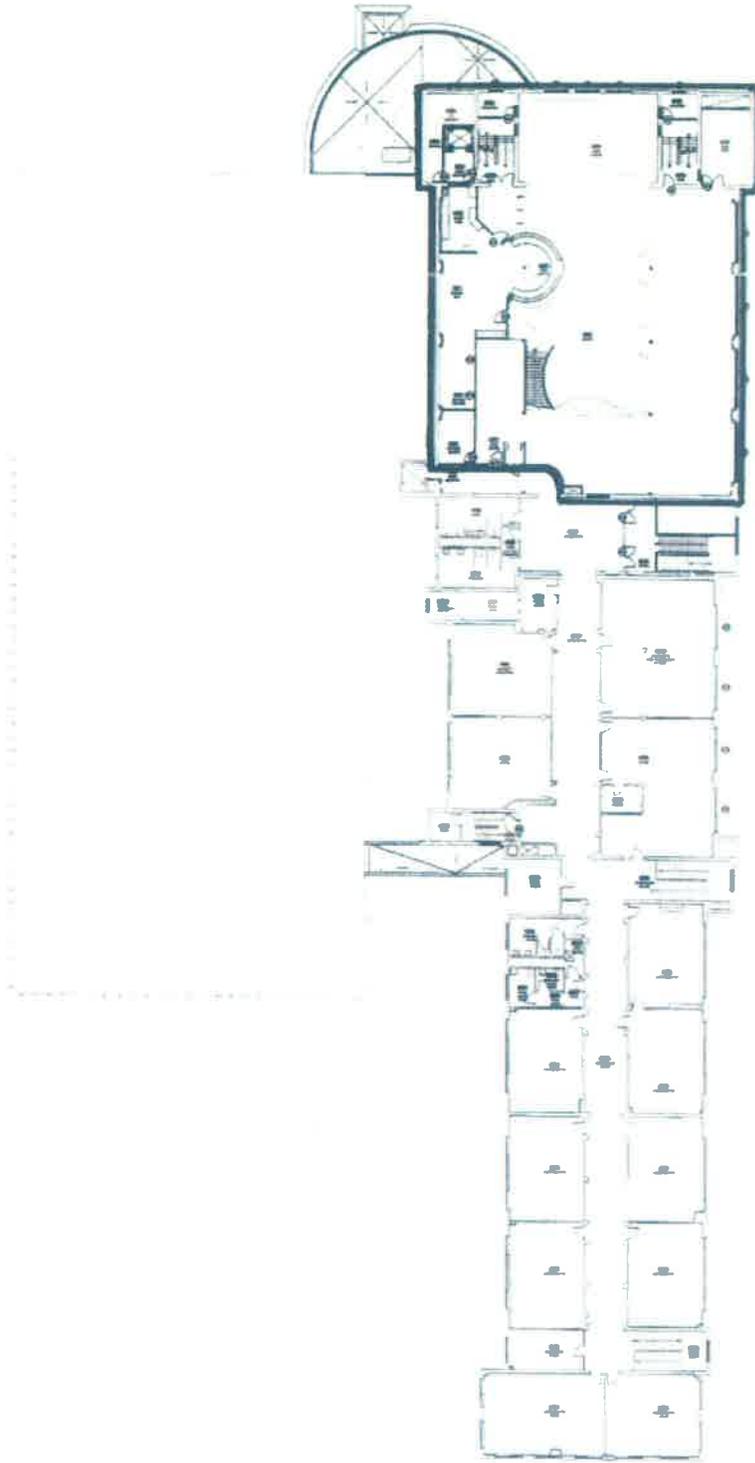
Its: President

ATTEST:



Its: City Auditor

EXHIBIT A
LEASED PROPERTY



OVERALL SECOND FLOOR PLAN

Library - Main Floor

to the spiral book approach

LODOEN PUBLIC LIBRARY AND COMMUNITY CENTER WEST FARGO, NORTH DAKOTA

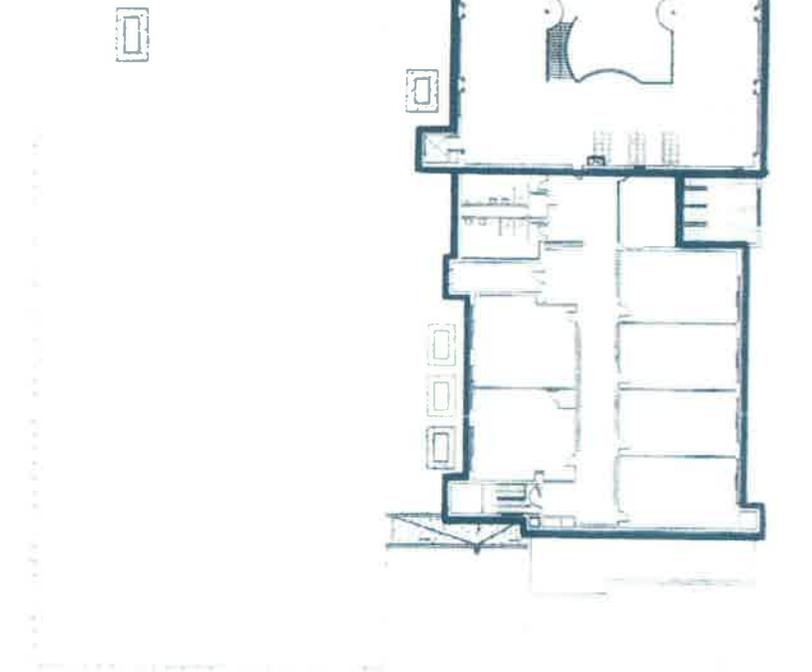
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ROBERTSON
ARCHITECTS
P.C.
1000 13th Street SW
Fargo, ND 58103
701.785.1100
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Library - Second Floor 4,200 square feet approx.

Library - Coplanation/Shop 150 square feet approx.

OVERALL THIRD FLOOR PLAN

**LODOEN PUBLIC LIBRARY AND COMMUNITY CENTER
WEST FARGO, NORTH DAKOTA**



1000 3rd Ave, Suite 100
West Fargo, ND 58130
701.233.1111

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1000 3rd Ave, Suite 100
West Fargo, ND 58130
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