

West Fargo Public Library Board of Directors
Regular Meeting Agenda
May 14, 2020 – 5:30 p.m.
PARTICIPATION: View live on [YouTube](#)

1. Call to order
2. Approval of agenda

Consent Agenda – Approve the Following:

- a. Approval of the minutes – April 9, 2020
- b. Approval of the financial report

Regular Agenda

1. Proposed donation of West Fargo Historical Center materials to NDSU Archives **(action)**
2. Director’s Report
3. Other Business
4. Adjourn

Library Board Minutes

Date: April 9, 2020

Time: 5:30 p.m.

Place: Live on City of West Fargo Facebook & YouTube

Roll Call:

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

Absent: None.

Guests: Tina Fisk and Melissa Richard.

1. Call to Order:

-Rerick called the meeting to order.

2. Approval of Agenda:

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

Consent Agenda-Approve the Following:

A. Approval of the March 12, 2020 minutes.

B. Approval of the financial report and bills.

Regular Agenda:

1. Discussion of financial overview and Library's current finances. -Tina Fisk.

-Fisk provided history of the library's mill levy. It has been dropping since 2018.

-In 2017 the library's budget was estimated at \$1.3 million but the actual budget came in around \$965,000, which added quite a bit of money to the reserve fund. The library's reserve fund was already quite high.

-The previous director stated that she was trying to build up the reserve fund for another building.

-The fund should not have reached that amount, so the City reduced the library's mills.

-The mills went from 9.29 in 2017 to 7.28 in 2018 to 5.49 in 2019. The City added a mill back into 2020.

-Fisk recommended that the reserve fund should be around \$700,000. She stated that each department should have enough for three or four months of operation.

-Hansen has expressed concern about the library having to delve into the reserve during 2020 budget.

-Fisk recommended that the library create the most fiscally responsible budget it can and then Fisk would sit down and look at it to see what the City can do to adjust its financial contribution

-Haring asked Fisk what was the most mills that the library could awarded.

-Fisk stated that it was around 9.6 or 9.8.

- Haring asked about what the options were for the library?
- Fisk stated that the City wants to go up only 2 mills if possible but that they are looking at the alteration of number of mills the library receives. She stated that there may have to be a transfer from another revenue source to help the library.
- Gjerdevig recommended good communication about the library budget with the Commission and the public.
- Fisk agreed. She stated that she wants to concentrate on total expenditures and communicate the reason for the decreases.

2. Review proposal from Signature Design for Library office remodeling.

- Hansen spoke at previous meetings about some remodeling in the library.
- Hansen wants to partner with Signature Design and Remodel for two offices. Hansen shared a blueprint with the board to show which offices would be remodeled.
- Hansen summarized the plan, in which there are two main goals. First, she wants most of the staff to have offices in a similar area. Second, she stated that technical services needs a more functional office space.
- Hansen stated that few of the rooms that are going to be repurposed were used for storage and so are in need of a remodel and carpeting.
- Hansen wants to create a more functional work flow and better staff proximity to increase work efficiency.
- Hansen has spoken with the schools and is moving forward on obtaining their approval, which needs to be in writing.
- Hansen created a budget analysis which repurposed \$10,000 in funds for new furniture and equipment and used the library budget's surplus funds from vacated positions.
- Hansen is seeking approval from the Board to contract with Signature Design for \$14,280 to create two office spaces.
- Schartz motioned to approve. Gjerdevig seconded. Motion approved.

3. Director's Report

- Hansen summarized all the work the staff has been doing since the building closed.
- Hansen spoke about all the hard work and creativity of the staff.
- On March 23 WFPL at Home launched online. Hansen pointed out that the library can now be found on Next Door and on its own YouTube channel.
- Hansen discussed the weekly story times, crafts, weekly STEM challenges, Kirsten's Happy to Help Vlog, Online Book Club, applications for e-cards, and circulation of online materials.
- Several media outlets have featured the library. Hansen asked the Board members to share and view the library's content.
- Hansen asked the Board which expenditures that they would like to see every month.
- Rerick wanted to focus more on major expenditures rather than the small purchases.
- Gjerdevig and Haring agreed with Rerick. The Board should see a little bit more on the finances that were seen today, but not a lot more.
- Anglin suggested that Profit and Loss and Balance sheets would be helpful.

-Hansen outlined the rest of the 2021 budget process.

- a. Draft staff request, which has already been done.
 - b. Draft budget sheet by next week.
 - c. Department heads will workshop with the City.
 - d. The projected budget presentation date is July 15. This means the Board will have to review a draft of the budget at the May meeting and make recommendations. The Board will then look over and approve the preliminary draft at the June meeting.
 - e. August 4 is projected date for Commission to approve the preliminary budget.
- Hansen stated that there is no firm re-open date for the library.
- Hansen has started working with staff to come up with a plan on how best to re-open the building and resume services.

4. Other Business

- Rerick asked about the “Participation: View live on Facebook” line on the top of the meeting agenda.
- Hansen confirmed that this how the meeting was advertised and the video will be put on YouTube later.
- Anglin asked Gjerdevig about the City’s perspective on the pandemic and possible re-opening.
- Gjerdevig stated that it is still a guessing game at this point. All the City Commission meetings are available online.

5. Adjournment: The next meeting is May 14, 2020 at 5:30 p.m. Meeting adjourned.

7000 LIBRARY

Account Object	Description	----- Current Year -----				----- Last Year -----	
		Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Revenue							
310001	PROPERTY TAXES	28,782.39	1,020,731.33	1,123,173.00	-102,441.67	20,155.63	824,085.39
310002	DISCOUNT PROPERTY TAXES			-41,557.00	41,557.00		
345200	NON-RESIDENT FEE		19.30	500.00	-480.70	65.00	135.00
	Total Revenue	28,782.39	1,020,750.63	1,082,116.00	-61,365.37	20,220.63	824,220.39
Expenses							
411600	LIBRARY						
110	PERMANENT EMP SALARIES	51,049.47	254,838.11	608,944.00	354,105.89	44,126.61	197,304.34
114	PART TIME SALARIES			121,413.00	121,413.00	9,525.05	40,531.16
220	SOCIAL SECURITY	3,760.86	18,994.87	55,872.00	36,877.13	3,943.13	17,469.31
230	RETIREMENT	6,623.10	29,308.67	91,727.00	62,418.33	6,478.13	28,810.04
240	WORKFORCE SAFETY INSURANCE		10,164.02	3,360.00	-6,804.02		1,022.28
245	CONTINUING ED	456.10	554.10	3,000.00	2,445.90		160.00
250	UNEMPLOYMENT			1,000.00	1,000.00		
312	ATTORNEY			1,000.00	1,000.00		
320	HEALTH INSURANCE	5,622.57	19,475.52	76,888.00	57,412.48	4,684.89	18,797.42
333	BUILDING RENTAL	11,990.00	47,960.00	144,000.00	96,040.00	11,990.00	47,960.00
340	TRAVEL & EDUCATION	334.87	2,814.50	2,980.00	165.50	752.96	809.22
356	TELEPHONE	253.64	512.40	2,400.00	1,887.60		
360	MISC PRINTING & MAILING	86.74	1,199.23	9,245.00	8,045.77	520.99	2,297.94
387	MEDICAL/VACCINES			500.00	500.00		
399	RECRUITMENT/EMPLOYMENT TESTING	220.32	458.13	3,000.00	2,541.87		771.97
410	OFFICE SUPPLIES	476.61	2,099.27	18,000.00	15,900.73	1,080.80	3,368.06
428	SERVICE AGREEMENTS-CONTRA	60.00	240.00	17,500.00	17,260.00	460.00	1,245.04
497	TECHNOLOGY	1,216.63	3,165.65	51,962.00	48,796.35	14,382.47	18,039.82
640	FURNITURE & EQUIPMENT	813.32	950.13	17,500.00	16,549.87	71.00	2,999.61
644	POSTAL METER RENT		243.09	1,500.00	1,256.91		443.58
648	PROFESSIONAL PUBLICATIONS	238.36	276.36	1,200.00	923.64	432.50	432.50
649	PROGRAMMING	123.36	693.30	11,000.00	10,306.70	304.17	1,103.49
650	E RESOURCES	1,105.51	5,608.01	30,250.00	24,641.99	1,738.50	3,256.94
661	SHIPPING						1,333.24
662	BOOKS	1,123.73	10,724.06	100,750.00	90,025.94	4,638.41	23,742.78
663	MAGAZINES	404.46	4,397.30	6,500.00	2,102.70	185.97	4,488.02
664	AUDIO VIDEO	155.61	2,109.14	31,500.00	29,390.86	1,507.76	6,357.27
667	MEMBERSHIPS	701.00	1,251.00	1,247.00	-4.00		425.00
669	INSURANCE			1,750.00	1,750.00		
672	EMERGENCY MEDICAL SUPPLIES			250.00	250.00		
673	CLEANING SUPPLIES		100.02	500.00	399.98		32.57
689	PROMOTIONAL ACTIVITIES		830.49	11,400.00	10,569.51	808.66	2,727.29
750	MISC.		2.89	750.00	747.11	4.87	92.34
901	CATALOGING	766.04	766.04	2,300.00	1,533.96	184.43	553.44
903	HISTORY ROOM		7.93	2,500.00	2,492.07	277.22	277.22
994	ODIN			7,000.00	7,000.00		

7000 LIBRARY

Account Object	Description	----- Current Year -----				----- Last Year -----	
		Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
	Total Account	87,582.30	419,744.23	1,440,688.00	1,020,943.77	108,098.52	426,851.89
	Total Expenses	87,582.30	419,744.23	1,440,688.00	1,020,943.77	108,098.52	426,851.89
	Net Income from Operations	-58,799.91	601,006.40			-87,877.89	397,368.50
Other Revenue							
360000	MISCELLANEOUS REVENUE	19.60	1,624.59	21,200.00	-19,575.41	1,651.85	1,731.07
360400	CARD REPLACEMENT		5.00		5.00	30.00	77.00
360500	FINES		316.25		316.25	601.93	1,937.11
360600	BOOK & AV REPLACEMENT		12.99		12.99	155.81	362.72
360700	COPIER		837.69		837.69	637.99	1,682.39
375000	DONATIONS		249.83	2,000.00	-1,750.17	1,006.31	1,012.87
	Total Other Revenue	19.60	3,046.35	23,200.00	-20,153.65	4,083.89	6,803.16
	Net Income	-58,780.31	604,052.75			-83,794.00	404,171.66

WEST FARGO PUBLIC LIBRARY

MONTHLY REPORT APRIL 2020

PROGRAMS



Preschool Storytime Episodes - 5
 Children's Craft Episodes - 5
 Wiggle Worms Storytimes - 4
 Happy to Help Episodes - 2
 STEM Challenge Episodes - 2

 VIEWS (60 sec) - 364
 ENGAGEMENTS - 413

 VIEWS (30 sec) - 452

HOURS SPENT WATCHING OUR PROGRAM VIDEOS - 82.3

ONLINE BOOK CLUB MEMBERS - 95

PATRON FEEDBACK

 **Kirsten Klimek** Please continue to do the story time videos! My toddler loves them.
 Like · Reply · Message · 6d  1

 **Christy Dauer** Nice job!
 Like · Reply · Message · 2w

 **Jen Schultz** · 20:42 Thank you!
 Like · Reply · 5w

CIRCULATION OF ONLINE MATERIALS

Online Resource	Jan	Feb	March	April	YTD
Hoopla	510	540	578	689	2317
OverDrive (Library2Go)	2180	2186	2247	2330	8943
RBDigital	116	99	124	156	495
TumbleBooks	332	70	162	55	619
Total	3138	2895	3111	3230	12374

TOP WEBSITES (BY UNIQUE PAGEVIEW)

Webpage	Number of Unique Pageviews April 1 – 30, 2020
/732/Public-Library (www.westfargolib.org)	1628 (-968)
/703/Digital-Books-Media	218 (-28)
/1042/WFPL-at-Home	233 (+74)
/827/Get-a-library-e-card	157 (-2)
/572/Books-Digital	175 (+17)
Total Library URL Pageviews	3187

SOCIAL MEDIA

 FOLLOWERS - 1637 (+54)

 SUBSCRIBERS - 32 (+17)

CARD APPLICATIONS

 E-CARDS - 35

MEDIA RELATIONS

West Fargo Public Library offers one-on-one job search and census help

- AM1100 The Flag
- West Fargo Pioneer/The Forum

Metro-wide library efforts amid closures

- KVRR

City of West Fargo work-from-home directive information

- AM1100 The Flag
- West Fargo Pioneer/The Forum
- KVRR
- Valley News Live

Library News section in the West Fargo Pioneer (print and digital)



MEMORANDUM

TO: West Fargo Public Library Board of Directors

FROM: Carissa Hansen, Library Director

DATE: May 8, 2020

SUBJECT: Proposed donation of West Fargo Historical Center materials to NDSU

After thorough review of the West Fargo Public Library's capacity to acquire, care for, and provide public access to the materials within the West Fargo Historical Center (a collection and service area of the West Fargo Public Library), I am proposing the donation of the materials comprising the West Fargo Historical Center to the North Dakota State University (NDSU) Archives by Dec. 31, 2020. This non-circulating collection includes 265 cubic feet of material, as well as electronic material, including: City Commission minutes, West Fargo Pioneer (print and microfilm), Fargo-Moorhead City Directories, West Fargo school yearbooks, Sheyenne River Flood Control Project material, family histories and obituaries of current or former West Fargo residents, older editions of the atlas of Cass County, materials either written by or about former or current residents of the area, West Fargo realia, newspaper clipping related to the West Fargo Public Library and City of West Fargo, and photographs, documents, and oral histories documenting the City, its history, and its growth.

I am bringing this item to the Board of Directors at this time because it affects the 2021 budget, which will be finalized by the Board in June before preliminary approval by the West Fargo City Commission. Amounts allocated to the West Fargo Historical Center on an annual basis include approximately \$11,000 in personnel costs (1 part-time position unfilled since September 2019), \$2,500 in supplies, and between \$2,000-\$10,000 in technology. Two additional staff members work on a part-time basis in the West Fargo Historical Center each week and if the donation is approved their work-time spent in the Historical Center will be redirected to other Library departments.

Reasons for the proposed donation of the materials to the [NDSU Archives](#) are as follows:

- Library staff wish to hone the services of the Library to focus resources and staff time on our growth areas of programming and community outreach.
- The role of an archives or museum is different from that of a public library. As such, public libraries, especially one of our size, do not typically function as archival or government records repositories.

- Repositories of local history materials and government records typically include historical societies and universities. These organizations, such as NDSU, hire for specific staff expertise in archives and records management, and have specialized facilities to properly house, preserve, and provide public access to historical materials. The Library does not have such facilities or expertise to manage the materials within the West Fargo Historical Center, and obtaining the necessary resources would require substantial investment that would direct our resources away from the Library's established key growth areas.
- NDSU Archives is open to the public and is located within close proximity to West Fargo, making the materials accessible for their primary users. NDSU Archives is also equipped for materials preservation with a temperature-controlled vault.
- NDSU Archives includes the Institute for Regional Studies Archive Collection, which focuses on materials related to the eastern region of North Dakota. This collection includes records of the City of Fargo and Cass County records.

I propose the following course of action to complete the donation of the materials to NDSU Archives by Dec. 31, 2020:

- Library Director reviews existing donor agreements to ensure those agreements are upheld as materials are considered for donation.
- NDSU Archives staff visit the West Fargo Public Library for a review of the materials. Optionally, the Library Board members and the Library Director may also tour the NDSU Archives.
- Based on this review, NDSU and Library staff will make determinations about what materials NDSU Archives will acquire, what materials the Library will retain, and what will be done with duplicate materials.
- NDSU Archives, Library Director, Library Board President, and City Attorney review and sign donation agreement drafted by NDSU Archives.
- Library Director engages City of West Fargo Buildings & Grounds department to facilitate transfer of materials to NDSU Archives.

Actionable item:

Approval for the Library Director to initiate and complete a donation of approximately 265 cubic feet of material (plus electronic material) comprising the West Fargo Historical Center at the West Fargo Public Library to the NDSU Archives as outlined above.