

West Fargo Public Library Board of Directors
Regular Meeting Agenda
July 9, 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 – June 18, 2020
- b. NDSU Deed of Gift for donation of West Fargo Historical Center materials

June financials not yet available at time of agenda creation

Regular Agenda

1. Welcome Commissioner Mandy George to West Fargo Public Library Board of Directors
2. Election of officers **(action)**
3. 2021 Library budget **(action)**
4. Revision to circulation policies related to fine elimination **(action)**
5. Director's Report
6. Other Business
7. Adjourn

Library Board Minutes

Date: June 18, 2020

Time: 5:30 p.m.

Place: Live on City of West Fargo Facebook & YouTube

Roll Call:

Alanna Rerick, Jodie Haring, Steve Anglin, and Larry Schwartz. Also attending, Carissa Hansen, Library Director, Kirsten Henagin, Adult Services Manager, and Joy Greger, library staff.

Absent: Eric Gjerdevig.

Guests: None.

1. Call to Order:

-Rerick called the meeting to order.

2. Carissa Hansen wishes to add discussion of fine collection for remainder of 2020 and use of unspent funds due to COVID closure as item three on the Regular Agenda.

Anglin motions to add this to the agenda. Haring seconded. Item added to Regular Agenda

3. Approval of Agenda:

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

Consent Agenda-Approve the Following:

A. Approval of the May 14, 2020 minutes.

B. Approval of the financial report and bills.

Regular Agenda:

1. Discussion of lease amendment and contract for custodial services

-Hansen reviewed what the schools would provide for cleaning services.

-She asked the school for a reduction in the cost of the lease so that the library could afford to hire outside cleaning services.

-Schools reduced the cost of the lease by \$27,000 per year.

-Hansen did walk throughs with a few companies and priced out their services.

-There is a gap of about \$7,800 per year between the reduction price and cost of custodial services. The library would have to find funds to cover that for the next 6 months.

-Hansen talked about some funds that did not get spent due to COVID closure. She will talk about this more later.

-Hansen stated that there will be enough money to cover the costs.

-If the Board approves, it will need to go to the School Board and City for approval.

-Hansen asked if the Board had any questions.

- Rerick asked where in the library the cleaning services would start.
 - Hansen stated that it would start at the door of the library.
 - Rerick asked if the school knew that they still needed to clean the lobby.
 - Hansen stated that she can clarify that with them.
 - Board discussed how best to make sure that the lobby is getting cleaned regularly.
 - Anglin motioned to approve the amending of lease pending clarification that the library is not responsible for cleaning the hard surfaces of the lobby. Schwartz seconded.
- Motion approved.

2. Review of 2021 Library budget

- Hansen presented the 2021 budget for the Board to discuss. She will ask for approval at the July 9 Board meeting.
- Hansen did an overview of all the work that has already gone into the 2021 budget.
- Hansen wants the budget to reduce barriers to using the library and partner the library closer with the West Fargo Public Schools.
- Anglin asked about any potential grant money.
- Hansen stated that yes there were many grants out there that the library could look into.
- Hansen shared some trend data about the library with the Board.
- Hansen discussed the following four main request areas: staffing, professional development, rental costs and custodial support, and ODIN membership.
- Board asked Hansen for more information on a couple of topics.
- Board also offered suggestions on how the budget and justifications for these areas could be improved.
- Hansen is proposing that the library go fine free in 2021. She discussed the impact that fines have on various members of the community.
- Her current draft does not have revenue for fines in it.
- Hansen discussed fines at the library including that the revenue from fines has been decreasing over time.
- Hansen discussed what studies have found about fines at libraries.
- Anglin requested that this be strategically announced for when the library reopens to maybe encourage patrons to return.
- Rerick wanted to point out that the librarians at West Fargo have not shamed people for fines.
- Haring wanted to point out that this is a permanent decision and that reinstating fines in the future could be harmful to the library.
- Hansen pointed out that the library will qualify for State Aid in 2021.
- Hansen discussed cost reduction in 2021 in the areas of technology, furniture and equipment, and the History room.
- Hansen discussed that the library will be discontinuing the use of the vending machine at Cash Wise.
- Haring asked whether or not Hansen has allocated an adequate amount of money for technology in 2021.
- Hansen states that yes, she believes the amount is correct.
- Rerick asked about the decrease in work force safety insurance line.
- Hansen will look into the matter.
- Hansen discussed the library's Reserve Fund.

3. Discussion of fines for the remainder of 2020 and the use of unspent funds due to COVID closure.

- Hansen would like to stop collecting fines for the rest of 2020 and asked if the library should waive existing fines.
- Board discussed fines and when items are considered lost.
- Board directed Hansen to revise library policy to remove fines on items and to bring back the revisions for the July 9 meeting.
- Hansen estimated that the library could reopen in about one month, with certain modifications.
- Hansen discussed possibilities with what to do with some of this year's unspent funds. The materials lines will have about \$48,000 in unspent funds.
- Hansen suggested purchasing some items that she had originally projected to purchase in 2021. These purchases include some furniture and shelving. Some of the unspent funds will also be put in the Reserve Fund.
- Rerick asked about keeping some money for emergencies that may arise.
- Hansen stated that the library would not need these funds to cover emergencies as other funds are set aside for such incidents.
- Haring asked if this would be a good time to catch up on the ODIN subscription.
- Board decided against this.
- Schwartz motioned to authorize Hansen to use unspent funds of up to \$25,000 for items such as she described. Anglin seconded. Motioned approved.

4. Director's Report

- Schwartz motioned to move the Director's Report to next month. Anglin seconded. Motion passed.

5. Other Business

- None.

6. Adjournment: The next meeting is July 9, 2020 at 5:30 p.m. Schwartz moved to adjourn the meeting. Haring seconded. Meeting adjourned.

WEST FARGO PUBLIC LIBRARY

Monthly Report for June 2020

LIBRARY CARD APPLICATIONS



98 (+50)

CURBSIDE PICKUP / DELIVERIES (JUNE 1 - 30)

ITEMS CIRCULATED - 1401
 ITEMS REQUESTED - 1447
 BOOK BUNDLE REQUESTS - 112
 NUMBER OF CURBSIDE PICKUPS - 443
 NUMBER OF BUS DELIVERIES - 21*

*Little Red Reading Bus delivery service began June 24, 2020.

Thank you so much for the fun summer time activity kits. My kiddos have been enjoying them! That combined with the summer reading challenges has proven to be a big hit in our household. We got our Red Reading bus book bundles last night and are reading away this hot morning. Thanks again for all the services you are providing to the community!



Katie Redenius If you have a WF school address, this free curbside delivery is an awesome opportunity to make your toddlers day!



CIRCULATION OF ONLINE MATERIALS

Online Resource	April	May	June	YTD
Hoopla	689	564	517	3398
OverDrive (Library2Go)	2330	2505	2556	14004
RBDigital	156	143	Not yet received from State Library	-
TumbleBooks	55	23	13	644
Total	3230	3235	3086 +	

TOP WEBSITES (BY UNIQUE PAGE VIEW)

Webpage	Number of Unique Pageviews May 1 – 31, 2020
/732/Public-Library (www.westfargolib.org)	3269 (+892)
/671/Summer-Reading-Program	592 (-270)
/572/Books-Digital	252 (-37)
/1042/WFPL-at-home	153 (-115)
/608/Library-Cards	131 (+33)

MEDIA RELATIONS

West Fargo Public Library kicks off Summer Reading Program

- AM1100 The Flag
- West Fargo Pioneer/The Forum

West Fargo Public Library launches Graphic Novel/Short Story Contest

- West Fargo Pioneer/The Forum

West Fargo announces Fourth of July hours

- West Fargo Pioneer/The Forum

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

SOCIAL MEDIA



LIKES - 1887 (+180*)
 *89 likes from paid advertising



SUBSCRIBERS - 45

ONLINE GROUP PARTICIPATION

ONLINE BOOK CLUB MEMBERS - 107
 LITTLE READERS PARENTS SUMMER READING - 39
 KIDS' PARENTS SUMMER READING - 86
 TEEN ADULT SUMMER READING - 62

PROGRAMMING

NEW VIDEOS

- WIGGLE WORMS STORYTIMES - 4
- PRESCHOOL STORYTIME & CRAFT - 3
- LET'S MAKE CRAFTS FOR KIDS - 5
- LET'S MAKE CRAFT FOR TEENS/ADULTS - 2
- GUEST STORYTIMES - 8
- SUMMER READING PROGRAM PROMOS - 6

NON-VIDEO PROGRAM INSTANCES:

- STEM SKILL BOOSTERS - 3
- ZOOM TRIVIA - 1
- WRITING WORKSHOP - 1
- SPEAKER - 1
- BOOK CLUBS - 2



VIEWS (30 sec) - 525 (+367)



VIEWS (30 sec) - 137 (-1738*)

Views in May increased heavily from previous months due to videos being shared by school librarians to thousands of students/parents during quarantine.

HOURS SPENT WATCHING VIDEOS IN JUNE - 63.3

CRAFT/ACTIVITY KIT DISTRIBUTION

- LET'S MAKE TEEN/ADULT CRAFT KITS - 26 (OF 26 AVAILABLE)
- LET'S MAKE KIDS' CRAFT KITS - 199 (OF 200 AVAILABLE)
- STEM SKILL BOOSTER KITS - 109 (OF 109 AVAILABLE)

ZOOM PROGRAM PARTICIPATION

- GENEALOGY HELP - 1
- NEXT CHAPTER BOOK CLUB (DAY) - 8
- THIRD THURSDAY BOOK CLUB - 7
- BREAKING BARRIERS - SPEAKER - 23
- ZOOM TRIVIA - 20
- TEEN WRITING WORKSHOP - 1

SUMMER READING PROGRAM BEANSTACK PARTICIPATION

TOTAL REGISTRANTS - 479	TOTAL HOURS READ - 3006
0 to 5 years - 75	0 to 5 years - 332
6 to 12 years - 267	6 to 12 years - 1526
13 to 18 years - 33	13 to 18 years - 291
18 years or older - 87	18 years or older - 857



Katie Pendley Another fun craft! Thank you! ...



Love · Reply · Message · 3w



Rosalie Anglin



Like · Reply · Message · 1w



Gabriela Lind These classes look awesome.

Like · Reply · 5w



Angie Hoffman Great idea! The kids will love it!

Love · Reply · 6d



You bet! We really do appreciate everything. The read alouds on the Facebook pages are another favorite I forgot to mention! Your hard work is not going unnoticed!



SPECIAL COLLECTIONS

DEED OF GIFT

DEED OF GIFT between West Fargo Public Library, whose address is 215 Third St. E., West Fargo, ND 58078, and the NDSU Archives whose address is North Dakota State University Libraries, NDSU Dept. 2080, P.O. Box 6050, Fargo ND 58108-6050.

The donor, the sole owner of the material described below, hereby donates said material to the NDSU Archives. This gift transfers all copyright and/or other literary rights in the material that may be owned by the donor. It is mutually understood and agreed that the NDSU Archives will, in turn, ensure the opportunity for public use of the material.

It is also mutually understood that this gift transfers all ownership rights to the NDSU Archives. Under mutual agreement, materials not retained by the NDSU Archives shall be returned to the West Fargo Public Library.

Description of donated material (attach additional pages as necessary):

(see attached inventory list)

DONATED BY:

Signature of donor

Date

RECEIVED BY:

Signature

Title

Date

Signature, Dean of Libraries

Date

Accession number: 2020-026irs

Donation Summary

- Subject & People files
 - Clippings, photographs, event programs, and other print documents and collateral on a variety of topics (ex: airport, Commission, flood control, park district, school district, city government, school sports, Bonanzaville)
- Photographs by subject
 - Churches, businesses, service organizations, clubs, city government, parks, housing
- The West Fargo Pioneer in print (2015 to current) and on microfilm (June 1967 to 2015)
- City guides, Business directories, Chamber directories
- Newsletters/Magazines: Valley Senior Services, Chamber newsletter, The Good Life, Inspired Home, Fargo Monthly, Fargo Inc
- School photos, ledgers, memorabilia, PTA records and scrapbooks (1800s-present)
- Amita Club scrapbooks, reports, artifacts 1930s-2000s
- City of Riverside documents & scrapbooks
- Miscellaneous maps & aerial photos
- Library records (1960s-present)
 - Annual reports, newsletters, photographs, building plans, clippings, bond referendum documents
- West Fargo Chamber of Commerce records
- Books on ND and FM history and written by residents
- Oral histories from residents and notable West Fargo figures

LIBRARY (7000-411600)	2019 Actual	2020 Budget	2020 Projected	2021 Budget
<i>Expenses</i>				
110 Salaries	\$ 613,727	\$ 608,944	\$ 608,944	\$ 712,270
114 Part-time Salaries	118,534	121,413	121,413	124,984
220 Social Security	54,150	55,872	55,872	64,050
230 Retirement	84,019	91,727	91,727	100,570
240 Workforce Safety Insurance	1,022	3,360	3,360	1,906
245 Corporate Education	2,179	3,000	3,000	-
312 Attorney	-	1,000	1,000	1,000
250 Unemployment	-	1,000	1,000	1,000
320 Health Insurance	53,173	76,888	76,888	110,841
333 Building Rental	143,880	144,000	144,000	151,800
340 Travel & Education	5,126	2,980	2,980	24,025
356 Telephone	-	2,400	2,400	6,650
360 Miscellaneous Printing & Mailing	5,842	9,245	9,245	7,000
387 Medical and Vaccines	-	500	500	500
399 Recruitment	1,897	3,000	3,000	3,000
410 Office Supplies	14,821	18,000	18,000	15,000
428 Service Agreement Contracts	14,597	17,500	17,500	11,955
497 Technology	55,592	51,962	51,962	25,199
640 Furniture & Equipment	7,962	17,500	17,500	7,762
644 Postal Meter Rent	1,173	1,500	1,500	1,200
648 Professional Publications	1,632	1,200	1,200	1,200
649 Programming	8,587	11,000	11,000	11,000
650 Electronic Resources	27,002	30,250	30,250	36,000
661 Shipping	1,333	-	-	-
662 Books	94,492	100,750	100,750	100,750
663 Magazines	5,928	6,500	6,500	6,500
664 Audio and Video	23,041	31,500	31,500	31,500
667 Memberships	886	1,247	1,247	3,218
669 Insurance	858	1,750	1,750	1,750
672 Emergency Medical Supplies	245	250	250	250
673 Cleaning Supplies	349	500	500	500
689 Promotional Activities	9,609	11,400	11,400	11,400
724 Consulting/Testing Fees	9,000	-	-	-
740 Service Charges	157			
750 Miscellaneous	703	750	750	750
852 Website	-	-	-	-
901 Cataloguing	2,064	2,300	2,300	2,300
903 History Room	1,818	2,500	2,500	
994 ODIN	7,003	7,000	7,000	12,000
	<u>\$ 1,372,400</u>	<u>\$ 1,440,688</u>	<u>\$ 1,440,688</u>	<u>\$ 1,589,830</u>

<i>Revenue</i>				
310001 Taxes	\$ 1,093,593	\$ 1,081,616	\$ 1,081,616	\$ 1,395,020
310002 Levy Discounts				\$ (51,616)

335600 Intergovernmental	35,154	-	-	31,000
345200 Charges for Services	471	500	500	500
360000 Miscellaneous	35,505	21,200	21,200	16,000
375000 Pledges	2,823	2,000	2,000	2,000
Other Financing Sources	-	-	-	-
	<u>\$ 1,167,546</u>	<u>\$ 1,105,316</u>	<u>\$ 1,105,316</u>	<u>\$ 1,392,904</u>

Number of FTE's	9	10	11	12
Number of PTE's	14	14	12	12

Net Deficit	\$	(335,372)
Change to 2021	\$	138,446

Net Budget	\$	(196,926)
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Current Policy

West Fargo Public Library

Board Policy: Renewals and Holds

Approved: June 21, 2007

Revisions approved: 06/11/2009, 06/12/2014, 05/14/2015, 09/06/2018

Renewals:

Patrons in good standing may renew most circulating items not on hold for another patron for two additional loan periods which will begin at the time of renewal, not to extend the length of the loan to more than three consecutive loan periods. Renewals may be made on-line, in person, or over the phone, with appropriate identification. Patrons will be responsible for any late fees accrued prior to renewal.

Restrictions: Laptop computers, kits, and Metro Arts Passes may not be renewed.

Holds:

Most circulating items may be placed on hold either on-line, by phone, or in person with appropriate identification. Available items will be ready for the patron to collect at the Hold shelf within 24 hours of submitting the request. For any item already checked out or on hold, the patron will be placed on that item's waiting list. A patron may have up to ten active holds at any time.

Restrictions: Laptop computers may not be placed on hold.

Patrons may request reservations of kits by using the Kit Keeper.

Current Policy

West Fargo Public Library

Board Policy: Late Fees and Related Charges

Approved: June 21, 2007

Revisions approved: June 11, 2009; June 11, 2015, September 6, 2018

Late Fees

No late fees will be charged on children's items, with the exception of music CDs, DVDs/Blu-rays, and technology.

Late fees will be charged on all other items returned following the due date. The late fee is based on the total number of days the item is overdue, excluding days that the Library is not open. Late fees for overdue laptops are charged by the hour.

Late fees are determined according to the type of overdue materials.

Patrons are responsible for the full amount of their late fees. A Library account is in good standing if late fees are less than ten dollars (\$10.00). Authorized staff may, in specific situations, waive or reduce late fees or offer payment options to patrons.

Charges for Non-Returned or Stolen Materials

Patrons who have not responded to notices or phone calls may be referred to a materials recovery service for collection and/or retrieval of Library materials. At the time an account is referred for such action, the patron shall be held responsible for all late fees accrued, court costs or fees charged the West Fargo Public Library by the materials recovery service, and service charges, in addition to the cost of materials not returned.

The appropriate authorities may be notified when Library materials are stolen or not returned.

See separate schedule for late fee and related charges.

Current Policy

West Fargo Public Library

Board Policy: Lost and Damaged Materials

Approved: June 21, 2007

Revisions approved: June 11, 2009; June 11, 2015, September 6, 2018

A patron is responsible for the return, in good condition, of any Library materials checked out on his/her borrower's card. A patron may be assessed a charge for any damage to Library materials occurring while the materials are checked out, regardless of whether or not the patron was directly responsible for the damage.

The amount charged for damage is determined by assessment of:

1. The extent of the damage to the materials in question
2. The appearance and future usability of the damaged items.

Damage charges may be assessed up to the total of the replacement costs of the materials and late fees when appropriate. In the event that the patron is assessed full replacement costs, the patron is entitled to keep the damaged materials when full payment has been made. Items will be held for the patron for up to two months from the time of withdrawal from the Library catalog.

Patrons will be charged the full replacement cost plus the processing fee, if applicable.

Fee payments for lost items cannot be reimbursed if the item is found, unless the library is in error.

The library does not accept replacement items in lieu of payment of lost item fees or damage fees.

Revised and combined policy

West Fargo Public Library

Board Policy: Circulation

Approved: June 21, 2007

Revisions approved:

June 11, 2009; June 11, 2015; September 6, 2018; **July 9, 2020**

Borrowing and Returning Items

A patron is responsible for the return, in good condition, of any Library materials checked out on their borrower's card.

See separate schedule for loan periods and item limits.

Renewals and Holds

- **Renewals:** Patrons in good standing may renew most circulating items not on hold for another patron for two additional loan periods which will begin at the time of renewal, not to extend the length of the loan to more than three consecutive loan periods. If the item is eligible, renewals will be made automatically, but patrons may also renew items online, in person, or over the phone. Book club kits and Metro Arts Passes may not be renewed.
- **Holds:** Most circulating items may be placed on hold online, by phone, or in person. Available items will be ready for the patron to collect at the hold pickup location in the library within 24 hours of submitting the request. For any item already checked out or on hold, the patron will be placed on that item's waiting list. A patron may have up to ten (10) active holds at any time.

Late Fees

The West Fargo Public Library does not charge late fees on items, with the exception of circulating electronic tablets.

The late fee for tablets is based on the total number of days the item is overdue, excluding days that the Library is not open.

Patrons are responsible for the full amount of their late fees. A Library account is in good standing if late fees are less than ten dollars (\$10.00). Library staff may, in specific situations, waive or reduce late fees for patrons.

Charges for Non-Returned or Damaged Items

Patrons will be assessed the full replacement cost of the item to replace non-returned or lost items. The replacement fee is non-refundable.

A patron may be assessed a charge for any damage to Library materials occurring while the materials are checked out, regardless of whether or not the patron was directly responsible for the damage.

The amount charged for damage is determined by assessment of:

1. The extent of the damage to the materials in question
2. The appearance and future usability of the damaged items.

Damage charges may be assessed up to the total of the replacement costs of the materials . In the event that the patron is assessed full replacement costs, the patron is entitled to keep the damaged materials when full payment has been made. Items will be held for the patron for up to two months from the time of withdrawal from the Library catalog.

The library does not accept replacement items in lieu of payment of replacement cost or damage fees.