

West Fargo Public Library Board of Directors
Regular Meeting Agenda
August 13, 2020 – 5:30 p.m.
West Fargo City Commission Chambers

1. Call to order
2. Approval of agenda

Consent Agenda – Approve the Following:

- a. Approval of the minutes – July 9, 2020
- b. Approval of Financial Report

Regular Agenda

1. Board operations and procedures training with City Attorney John Shockley
2. Director’s Report
3. Other Business
4. Adjourn

West Fargo Public Library Board of Directors Meeting
Thursday, July 9, 2020
Virtual Meeting streamed via YouTube 5:30 P.M.

Roll Call:

Alanna Rerick, Jodie Haring, Steve Anglin, Larry Schwartz, and Mandy George. Also attending, Carissa Hansen, Library Director, Lauren Nephew, Youth Services Manager, and Alisha Reis, Office Coordinator.

a. Call to Order

Rerick called the meeting to order.

b. Approval of Agenda

Anglin moved and Schwartz seconded to approve the following items from the Consent Agenda:

- a. Approval of the minutes – June 18 2020
- b. NDSU Deed of Gift for donation of West Fargo Historical Center Materials

Regular Agenda:

1. Welcome Commissioner Mandy George to West Fargo Public Library Board of Directors

Hansen and Board members welcomed new Library Board member and City Commissioner Mandy George to the Library Board.

2. Election of officers (**action**)

Hansen discussed the Board's bylaws and the selection of officers. Hansen recommended Alisha Reis, Library Office Coordinator, be appointed Board Secretary. Anglin moved and Schwartz seconded to approve the appointment of the Office Coordinator as Board Secretary. No opposition. Motion carried.

After discussion, Schwartz motioned and Haring seconded to appoint Rerick as President for an additional term. No opposition. Motion carried.

After discussion, Schwartz motioned and Anglin seconded to appoint Haring as Vice President for an additional term. No opposition. Motion carried.

3. 2021 Library budget (**action**)

Hansen followed up on questions from the June Board meeting when a draft of the Library's 2021 budget was presented. After discussion, Schwartz moved and Anglin seconded to approve the Library's 2021 budget. No opposition. Motion carried.

4. Revision to circulation policies related to fine elimination **(action)**

Hansen followed up on a discussion from the June meeting to eliminate late fines for patrons. Hansen brought forth a revised and combined policy that would eliminate late fines upon approval. After discussion, Schwartz moved to amend the revised and combined policy to change the threshold for a patron to remain in good standing from \$10.00 to \$35.00. Haring seconded. No opposition. Motion carried.

Schwartz moved to approve the revised and combined policy, Anglin Seconded. No opposition. Motion carried.

5. Director's Report

- Hansen presented the following items for the Director's Report:
 - Hansen spoke about the reopening of the Library on July 13, 2020.
 - The second director of the West Fargo Public Library Miriam Arves passed away recently. Library staff had a tree planted in Arves' honor,.
 - Hansen and fellow City department heads presented at the City Commissioners' onboarding on June 30.
 - The Library's 2019 Annual Report is completed. Hansen will send the report to the Library Board and will also present the report to the City Commission on July 20, 2020.
 - Hansen gave a shout out to the Library staff for all of their hard work and dedication during the pandemic and the summer reading program. Hansen read some thank-you notes and comments from the public.
- Youth Services Manager Lauren Nephew presented an update on the Summer Reading Program.
- Hansen asked if the Board would like City Attorney John Shockley to be invited to the next Board meeting for training and questions. The Board asked Hansen to invite Shockley.

6. Other Business

- None

7. Adjourn

- Schwartz moved to adjourn, Anglin seconded. No opposition. Meeting adjourned. Next meeting: 5:30 P.M., Thursday, August 13, 2020.

Combined Funds

Account Object	Description	----- Current Year -----				----- Last Year -----	
		Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Expenses							
411600	LIBRARY						
110	PERMANENT EMP SALARIES		345,981.28	608,944.00	262,962.72	43,844.91	332,036.03
114	PART TIME SALARIES		10,251.31	121,413.00	111,161.69	10,013.68	69,948.45
220	SOCIAL SECURITY		26,462.65	55,872.00	29,409.35	3,975.76	29,605.36
230	RETIREMENT		42,948.95	91,727.00	48,778.05	6,444.69	48,557.75
240	WORKFORCE SAFETY INSURANCE		10,164.02	3,360.00	-6,804.02		1,022.28
245	CORPORATE EDUCATION		603.60	3,000.00	2,396.40		160.00
250	UNEMPLOYMENT		205.48	1,000.00	794.52		
312	ATTORNEY			1,000.00	1,000.00		
320	HEALTH INSURANCE		30,723.34	76,888.00	46,164.66	4,231.51	31,958.34
333	BUILDING RENTAL		71,940.00	144,000.00	72,060.00		71,940.00
340	TRAVEL & EDUCATION		2,814.50	2,980.00	165.50	40.35	2,090.13
356	TELEPHONE	310.21	951.87	2,400.00	1,448.13		
360	MISC PRINTING & MAILING		1,199.23	9,245.00	8,045.77	510.00	2,938.97
387	MEDICAL/VACCINES			500.00	500.00		
399	RECRUITMENT/EMPLOYMENT TESTING	419.00	877.13	3,000.00	2,122.87		846.97
410	OFFICE SUPPLIES	2,015.54	4,945.80	18,000.00	13,054.20	954.02	6,320.60
428	SERVICE AGREEMENTS-CONTRA	2,960.00	14,946.25	17,500.00	2,553.75	183.87	1,696.16
497	TECHNOLOGY	472.88	6,388.81	51,962.00	45,573.19	5,168.42	28,042.04
640	FURNITURE & EQUIPMENT		950.13	17,500.00	16,549.87	211.12	3,310.77
644	POSTAL METER RENT	243.09	486.18	1,500.00	1,013.82		686.67
648	PROFESSIONAL PUBLICATIONS		276.36	1,200.00	923.64		432.50
649	PROGRAMMING	1,424.76	3,309.33	11,000.00	7,690.67	590.00	3,022.91
650	E RESOURCES	4,039.58	16,412.49	30,250.00	13,837.51	1,076.49	6,269.42
661	SHIPPING						1,333.24
662	BOOKS	7,196.18	19,689.45	100,750.00	81,060.55	3,320.29	47,825.00
663	MAGAZINES	134.97	4,570.27	6,500.00	1,929.73	34.00	5,162.02
664	AUDIO VIDEO	661.49	3,195.11	31,500.00	28,304.89	2,115.47	13,211.31
667	MEMBERSHIPS		1,251.00	1,247.00	-4.00		425.00
669	INSURANCE	743.00	743.00	1,750.00	1,007.00	757.58	857.58
672	EMERGENCY MEDICAL SUPPLIES			250.00	250.00		153.00
673	CLEANING SUPPLIES		148.03	500.00	351.97		136.38
689	PROMOTIONAL ACTIVITIES	95.13	2,006.62	11,400.00	9,393.38	1,464.59	5,926.94
740	SERVICE CHARGES		132.88		-132.88		
750	MISC.		2.89	750.00	747.11	17.38	253.90
901	CATALOGING	191.51	1,340.57	2,300.00	959.43	184.43	1,106.73
903	HISTORY ROOM		7.93	2,500.00	2,492.07		578.03
994	ODIN			7,000.00	7,000.00		
	Total Account	20,907.34	625,926.46	1,440,688.00	814,761.54	85,138.56	717,854.48
	Total Expenses	20,907.34	625,926.46	1,440,688.00	814,761.54	85,138.56	717,854.48
	Net Income from Operations	-20,907.34	-625,926.46			-85,138.56	-717,854.48

08/06/20
15:48:11

CITY OF WEST FARGO, ND
Income Statement - Comparison to Prior Year
For the Accounting Period: 7 / 20

Page: 2 of 2
Report ID: LB170

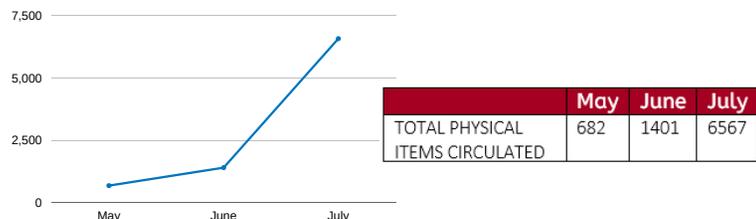
Combined Funds

Account Object	Description	----- Current Year -----				----- Last Year -----	
		Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
	Net Income	-20,907.34	-625,926.46			-85,138.56	-717,854.48

WEST FARGO PUBLIC LIBRARY

MONTHLY REPORT JULY 2020

PHYSICAL ITEM CIRCULATION



CURBSIDE PICKUP & DELIVERIES

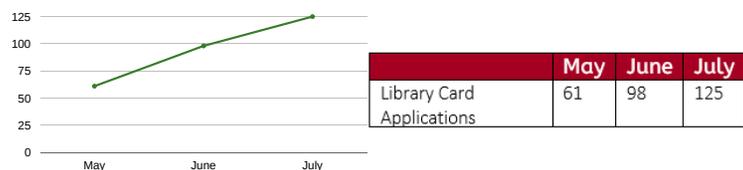
Program	June	July
Items Circulated	1401	672
Items Requested	1447	399
Book Bundle Requests	112	94
Pickups (Curbside/In-Library)**	443	149
Bus Deliveries	21*	54

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

**The library reopened to the public on July 13, 2020.



LIBRARY CARD APPLICATIONS



CIRCULATION OF ONLINE MATERIALS

Online Resource	March	April	May	June	July	YTD
Hoopla	578	689	564	517	562	3960
OverDrive (Library2Go)	2247	2330	2505	2556	2596	16600
RBDigital	124	156	143	160	Not yet available from State Library	798+
Tumblebooks	162	55	25	13	14	671
Total	3111	3230	3237	3246	3172+	

TOP WEBSITES (BY NUMBER OF UNIQUE PAGEVIEWS)

Webpage	Number of Pageviews
/732/Public-Library (homepage)	2860 (-409)
/671/Summer-Reading-Program	198 (-394)
/608/Library-Cards	160 (+19)
/749/Online-Resources-By-Subject	99 (-37)
/599/Hours-Location	89 (+8)

ONLINE GROUPS

	June	July
Online Book Club	107	117
Little Readers SRP	39	42
Kids' SRP	86	91
Teen/Adult SRP	62	63

MEDIA COVERAGE

- KVRN – Overdue Fees are Forgiven at West Fargo Public Library
- AM 1100 The Flag – West Fargo Public Library goes fine-free
- KVRN – West Fargo Public Library waives existing fines and goes fine free
- West Fargo Pioneer – West Fargo Library going fine-free
- AM 1100 The Flag – West Fargo Public Library to reopen to the public Monday
- InForum – West Fargo Library to reopen to the public Monday, July 13 with modified hours
- KVRN – West Fargo Public Library to reopen to the public July 13

SOCIAL MEDIA



FOLLOWERS
1982 (+95)

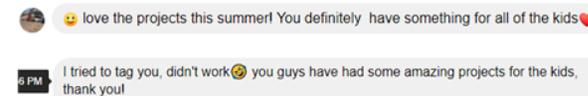


SUBSCRIBERS
46 (+1)



"This program was a lot of fun for our family. Thanks for putting it together!"

"We loved your weekly craft and stem activities, they kept my kids engaged in learning. It also was a fun motivator for being in the summer reading program. I also really enjoyed the adult art activities. My kids loved earning the pins/badges, and your prizes were amazing. We especially loved the Sandy's Donuts coupon, but in general I liked how it was a community partnership."



WEST FARGO PUBLIC LIBRARY

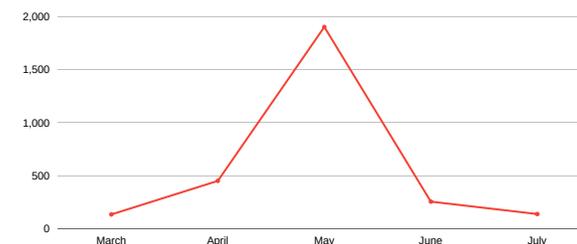
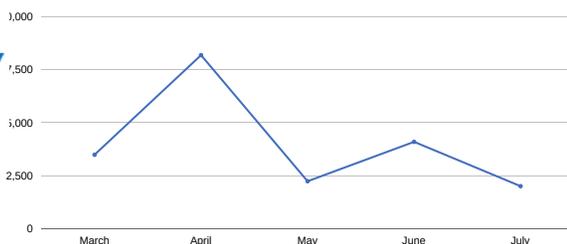
MONTHLY REPORT JULY 2020



VIEWES (3 SEC) - 2011 (-2086)



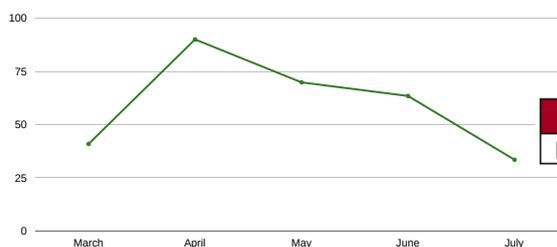
VIEWES (algorithm defined) - 140 (-117)



SUMMER READING PROGRAM TOTALS

<h1>502</h1> <p>TOTAL REGISTERED BEANSTACK USERS</p>	<h1>518</h1> <p>TOTAL ACTIVITY/CRAFT KITS DISTRIBUTED</p>
<h1>6640</h1> <p>TOTAL READING HOURS TRACKED</p>	<h1>969</h1> <p>TOTAL UNIQUE VIDEO VIEWS (30 SECONDS OR MORE)</p>

HOURS SPENT VIEWING WEST FARGO PUBLIC LIBRARY VIDEO CONTENT



	March	April	May	June	July
Hours Viewed	40.9	90.1	69.9	63.5	33.5

PRE-RECORDED PROGRAMS	NUMBER OF NEW EPISODES IN JULY	TOTAL NEW EPISODE VIEWS
Wiggle Worms Baby Storytime	4	26
Preschool Explorers Storytime & Craft	5	53
Let's Make Crafts for Kids (SRP)	3	62
STEM Activities	3	35



TOTAL REGISTRANTS - 502

- 0 to 5 years - 84
- 6 to 12 years - 280
- 13 to 18 years - 36
- 18 years or older - 102

TOTAL HOURS READ - 6640

- 0 to 5 years - 962
- 6 to 12 years - 3344
- 13 to 18 years - 435
- 18 years or older - 1896

CRAFT/ACTIVITY KIT DISTRIBUTION

- LET'S MAKE KIDS' CRAFT KITS - 110 (OF 119 AVAILABLE)
- STEM SKILL BOOSTER KITS - 100 (OF 113 AVAILABLE)
- KITS FOR TEEN/ADULT LIVE CLASSES - 24 (OF 27 AVAILABLE)



ZOOM PROGRAM PARTICIPATION

Live Program	June	July
Genealogy Help	1	3
Book Clubs	15	15
Live Teen/Adult Craft Classes	-	11
Author Talks/Speakers	23	26
Zoom Trivia	20	12
Writing Workshops	1	2

