



West Fargo Public Library Board of Directors  
Regular Meeting Agenda  
5:30 p.m. Thursday, September 10th, 2020  
West Fargo City Commission Chambers  
800 4th Ave E  
West Fargo, ND 58078

1. Call To Order
2. Approve Order Of Agenda
3. Consent Agenda - Approve The Following:
  - 3.I. Approval Of Minutes - August 13, 2020

Documents:

[BOARD MINUTES 20200813.PDF](#)

- 3.II. Approval Of Financial Reports

Documents:

[AUGUST LIBRARY FINANCIALS.PDF](#)

4. Regular Agenda

- 4.I. Resolution Authorizing Library Director To Enter Into Contracts And Authorize Budget Amendments (Action)

Documents:

[RESOLUTION AUTHORIZING LIBRARY DIRECTOR TO ENTER INTO CONTRACTS AND AUTHORIZE BUDGET AMEDEMEMENTS.PDF](#)

- 4.II. Progress Update On Strategic Planning And Work With Folkways

- 4.III. Director's Report

- 4.III.i. August Library Statistics

Documents:

[AUGUST LIBRARY STATISTICS.PDF](#)

- 4.IV. Other Business

- 4.V. Adjourn



## **West Fargo Public Library Board of Directors Meeting**

**Date: August 13th, 2020**

**Time: 5:30 P.M.**

**Place: West Fargo City Commission Chambers**

### **Roll Call:**

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

#### **1. Call to Order**

Rerick called the meeting to order.

#### **2. Approval of Agenda**

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

- A. Approval of the minutes – July 9, 2020
- B. Approval of the financial report

### **Regular Agenda:**

1. Board operations and procedures training with City Attorney John Shockley
  - Shockley presented a training for the new Board members, covering open meetings and open records.
2. Director's Report

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

- Hansen talked about the Library's reopening. After Labor Day, the Library will resume normal business hours.
- Work with Folkways, the consultant hired to conduct a community input project for the Library, has resumed.
- As a result of the revised fine free policy, existing overdue fines have been removed from patron accounts and about 600 people were unblocked and can use the library again.
- The virtual summer reading program wrapped up at the end of July. The Library teamed up with the Little Red Reading Bus and hosted a virtual end of summer read along on August 12.

- The Lager Queen of Minnesota by J. Ryan Stradal was selected to be read across Moorhead, Fargo and West Fargo as part of the One Book, One Community reading program. An author talk will be held virtually on September 24<sup>th</sup>, 2020.

3. Other Business

- None

4. Adjourn:

- Anglin motioned to adjourn, Schwartz seconded. No opposition. Meeting adjourned. Next meeting: 5:30 P.M., Thursday, September 10<sup>th</sup>, 2020.

Funds 7000-7000

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES			/ /					
		<b>Object Total:</b>		0.00	416,330.76	608,944.00	192,613.24	68%
114 PART TIME SALARIES			/ /					
		<b>Object Total:</b>		0.00	18,051.20	121,413.00	103,361.80	15%
209 CLASSIFIED ADS			/ /					
		<b>Object Total:</b>		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY			/ /					
		<b>Object Total:</b>		0.00	32,296.64	55,872.00	23,575.36	58%
230 RETIREMENT			/ /					
		<b>Object Total:</b>		0.00	53,556.20	91,727.00	38,170.80	58%
240 WORKFORCE SAFETY INSURANCE			/ /					
		<b>Object Total:</b>		0.00	10,164.02	3,360.00	-6,804.02	303%
245 CORPORATE EDUCATION			/ /					
		<b>Object Total:</b>		0.00	603.60	3,000.00	2,396.40	20%
250 UNEMPLOYMENT			/ /					
JV 4170 1 Bowling			/ /	107.52	8/20			
JV 4170 2 Kadrmas			/ /	1,438.36	8/20			
		<b>Object Total:</b>		1,545.88	1,751.36	1,000.00	-751.36	175%
312 ATTORNEY			/ /					
		<b>Object Total:</b>		0.00	0.00	1,000.00	1,000.00	%
320 HEALTH INSURANCE			/ /					
		<b>Object Total:</b>		0.00	36,403.19	76,888.00	40,484.81	47%
333 BUILDING RENTAL								
CL 91882 2 87976 LIBRARY RENT JULY		05643	07/08/20	9,740.00	8/20 549 WF PUB SCHOOLS DIST #6			
CL 91882 3 87976 LIBRARY RENT AUG		05666	07/23/20	9,740.00	8/20 549 WF PUB SCHOOLS DIST #6			
		<b>Object Total:</b>		19,480.00	91,420.00	130,440.00	39,020.00	70%
340 TRAVEL & EDUCATION			/ /					
		<b>Object Total:</b>		0.00	2,814.50	2,980.00	165.50	94%
348 BUYOUTS			/ /					
		<b>Object Total:</b>		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 91963 1 87973 june 2020 Library		9858177491	06/08/20	207.59	8/20 3668 VERIZON WIRELESS			
CL 92320 57 88184 July 2020 lb iphone		9860240490	07/08/20	49.88	8/20 3668 VERIZON WIRELESS			
CL 92320 58 88184 July 2020 lb other		9860240490	07/08/20	80.02	8/20 3668 VERIZON WIRELESS			
		<b>Object Total:</b>		337.49	1,289.36	2,400.00	1,110.64	54%

Funds 7000-7000

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
360 MISC PRINTING & MAILING								
CL 91873 1 87940	reserve account		07/22/20	500.00	8/20	1483 PITNEY BOWES RESERVE ACCOUNT		
CL 92072 1 88023	labels	49703	08/03/20	52.90	8/20	16 BROKERAGE PRINTING		
	<b>Object Total:</b>			<b>552.90</b>		<b>1,752.13</b>	<b>9,245.00</b>	<b>7,492.87 19%</b>
387 MEDICAL/VACCINES								
	<b>Object Total:</b>		/ /	<b>0.00</b>		<b>0.00</b>	<b>500.00</b>	<b>500.00 %</b>
399 RECRUITMENT/EMPLOYMENT TESTING								
	<b>Object Total:</b>		/ /	<b>0.00</b>		<b>877.13</b>	<b>3,000.00</b>	<b>2,122.87 29%</b>
410 OFFICE SUPPLIES								
CL 91874 1 87872	supplies	6816463	07/13/20	300.39	8/20	77 DEMCO		
CL 91874 2 87872	supplies	6817564	07/15/20	77.47	8/20	77 DEMCO		
CL 91927 1 87856	library supplies	1080571-1	07/27/20	31.51	8/20	351 BUSINESS ESSENTIALS		
CL 91987 1 87906	307ci copier	27436800	07/16/20	143.39	8/20	3491 LOFFLER COMPANIES INC		
CL 92044 2 87872	supplies	6821275	07/27/20	11.64	8/20	77 DEMCO		
CL 92050 1 87856	supplies	1080571-1	07/27/20	31.51	8/20	351 BUSINESS ESSENTIALS		
CL 92052 1 88024	library supplies	1081772-1	08/03/20	22.98	8/20	351 BUSINESS ESSENTIALS		
CL 92191 1 88150	service		07/31/20	68.75	8/20	3276 PREMIUM WATERS INC		
CL 92347 1 88024	library supplies	1082897-1	08/10/20	36.00	8/20	351 BUSINESS ESSENTIALS		
JV 4171 1	Reclass copier from Lib to		/ /	-1,153.58	8/20			
	<b>Object Total:</b>			<b>-429.94</b>		<b>4,515.86</b>	<b>18,000.00</b>	<b>13,484.14 25%</b>
428 SERVICE AGREEMENTS-CONTRA								
CC 602 1	mobile beacon		07/08/20	129.00	8/20	2439 VISA IT		
CL 92033 2 87954	SERV AGREEMENT	library	07/25/20	5,096.00	8/20	3625 SIGNATURE DESIGN HOME &		
CL 92035 1 87895	SERV AGREE	2020.849.4	06/30/20	60.00	8/20	687 INFORMATION TECHNOLOGY DEPT		
CL 92140 1 88180	LIBRARY CLEANING	16196	08/01/20	2,900.00	8/20	3658 TLC CLEANING LLC		
	<b>Object Total:</b>			<b>8,185.00</b>		<b>23,131.25</b>	<b>41,060.00</b>	<b>17,928.75 56%</b>
497 TECHNOLOGY								
CL 91869 1 87891	copier	27466512	07/21/20	442.89	8/20	2877 GREATAMERICA FINANCIAL		
CL 91913 1 87852	tech	920310453	07/15/20	30.30	8/20	26 BORDER STATES INDUSTRIES INC		
CL 92199 1 88127	service	179400	08/11/20	2,747.22	8/20	271 NETCENTER TECHNOLOGIES		
CL 92199 2 88127	camera license	179405	08/11/20	452.85	8/20	271 NETCENTER TECHNOLOGIES		
	<b>Object Total:</b>			<b>3,673.26</b>		<b>10,062.07</b>	<b>51,962.00</b>	<b>41,899.93 19%</b>
640 FURNITURE & EQUIPMENT								
	<b>Object Total:</b>		/ /	<b>0.00</b>		<b>950.13</b>	<b>7,500.00</b>	<b>6,549.87 13%</b>
644 POSTAL METER RENT								
	<b>Object Total:</b>		/ /	<b>0.00</b>		<b>486.18</b>	<b>1,500.00</b>	<b>1,013.82 32%</b>
645 EQUIPMENT REPLACEMENT								
	<b>Object Total:</b>		/ /	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>

Funds 7000-7000

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
648 PROFESSIONAL PUBLICATIONS								
			/ /					
			<b>Object Total:</b>	<b>0.00</b>	<b>276.36</b>	<b>1,200.00</b>	<b>923.64</b>	<b>23%</b>
649 PROGRAMMING								
CL 91866 1 87971	PROG	007/2020	06/30/20	500.00	8/20	3685 UBUNTU		
CL 92051 1 87921	license	504293428	08/02/20	188.06	8/20	1958 MOTION PICTURE LICENSING		
CL 92342 1 88069	programming		08/02/20	296.11	8/20	3161 FIRST INTERNATIONAL BANK &		
			<b>Object Total:</b>	<b>984.17</b>	<b>4,293.50</b>	<b>11,000.00</b>	<b>6,706.50</b>	<b>39%</b>
650 E RESOURCES								
CL 92048 1 87918	e resources	99206224	07/31/20	1,134.28	8/20	1854 MIDWEST TAPE		
			<b>Object Total:</b>	<b>1,134.28</b>	<b>17,546.77</b>	<b>30,250.00</b>	<b>12,703.23</b>	<b>58%</b>
653 CAPITAL IMPROVEMENTS								
			/ /					
			<b>Object Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>%</b>
661 SHIPPING								
			/ /					
			<b>Object Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>%</b>
662 BOOKS								
CL 91875 1 87849	books	2035341901	07/08/20	22.39	8/20	1695 BAKER & TAYLOR		
CL 91875 2 87849	books	2035321251	07/07/20	209.07	8/20	1695 BAKER & TAYLOR		
CL 91875 3 87849	books	2035310137	07/13/20	572.87	8/20	1695 BAKER & TAYLOR		
CL 91986 1 87849	books	2035328696	07/17/20	196.57	8/20	1695 BAKER & TAYLOR		
CL 91986 2 87849	books	2035340653	07/20/20	288.34	8/20	1695 BAKER & TAYLOR		
CL 92057 1 87999	books	lvhyhv14yp	08/04/20	72.08	8/20	3490 AMAZON CAPITAL SERVICES		
CL 92190 1 88008	books	2035383376	07/30/20	190.48	8/20	1695 BAKER & TAYLOR		
			<b>Object Total:</b>	<b>1,551.80</b>	<b>21,241.25</b>	<b>100,750.00</b>	<b>79,508.75</b>	<b>21%</b>
663 MAGAZINES								
			/ /					
			<b>Object Total:</b>	<b>0.00</b>	<b>4,570.27</b>	<b>6,500.00</b>	<b>1,929.73</b>	<b>70%</b>
664 AUDIO VIDEO								
CL 91992 1 87918	acd	99195810	07/30/20	43.47	8/20	1854 MIDWEST TAPE		
CL 92062 1 88116	dvd	99219499	08/05/20	36.12	8/20	1854 MIDWEST TAPE		
CL 92062 2 88116	acd	99219497	08/05/20	79.20	8/20	1854 MIDWEST TAPE		
CL 92062 3 88116	dvd	99232495	08/10/20	25.83	8/20	1854 MIDWEST TAPE		
			<b>Object Total:</b>	<b>184.62</b>	<b>3,379.73</b>	<b>31,500.00</b>	<b>28,120.27</b>	<b>11%</b>
667 MEMBERSHIPS								
CL 92342 3 88069	membership		08/02/20	300.00	8/20	3161 FIRST INTERNATIONAL BANK &		
			<b>Object Total:</b>	<b>300.00</b>	<b>1,551.00</b>	<b>1,247.00</b>	<b>-304.00</b>	<b>124%</b>
668 BINDING								
			/ /					
			<b>Object Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>%</b>
669 INSURANCE								
			/ /					
			<b>Object Total:</b>	<b>0.00</b>	<b>743.00</b>	<b>1,750.00</b>	<b>1,007.00</b>	<b>42%</b>

Funds 7000-7000

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY							
411600 LIBRARY							
671 SUMMER READING PROGRAM		/ /					
	<b>Object Total:</b>		0.00	0.00	0.00	0.00	%
672 EMERGENCY MEDICAL SUPPLIES		/ /					
	<b>Object Total:</b>		0.00	0.00	250.00	250.00	%
673 CLEANING SUPPLIES		/ /					
	<b>Object Total:</b>		0.00	148.03	500.00	351.97	30%
674 HOMEWORK ROOM		/ /					
	<b>Object Total:</b>		0.00	0.00	0.00	0.00	%
682 STRATEGIC PLANNING		/ /					
	<b>Object Total:</b>		0.00	0.00	0.00	0.00	%
689 PROMOTIONAL ACTIVITIES							
CL 92342 2 88069 promo		08/02/20	189.41	8/20 3161	FIRST INTERNATIONAL BANK &		
	<b>Object Total:</b>		189.41	2,196.03	11,400.00	9,203.97	19%
724 CONSULTING/TESTING FEES		/ /					
	<b>Object Total:</b>		0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES		/ /					
	<b>Object Total:</b>		0.00	132.88	0.00	-132.88	%
750 MISC.		/ /					
	<b>Object Total:</b>		0.00	2.89	750.00	747.11	%
852 WEBSITE		/ /					
	<b>Object Total:</b>		0.00	0.00	0.00	0.00	%
870 CAPITALIZED ASSETS - OVER \$5,000		/ /					
	<b>Object Total:</b>		0.00	0.00	0.00	0.00	%
901 CATALOGING							
CL 92041 1 87935 subscription		1000061104 08/01/20	191.51	8/20 3416	OCLC, INC.		
CL 92136 1 88136 subscription		1000002813 12/31/19	191.51	8/20 3416	OCLC, INC.		
	<b>Object Total:</b>		383.02	1,723.59	2,300.00	576.41	75%
902 ONLINE DATE BASE (STATE)		/ /					
	<b>Object Total:</b>		0.00	0.00	0.00	0.00	%
903 HISTORY ROOM		/ /					
	<b>Object Total:</b>		0.00	7.93	2,500.00	2,492.07	%

Funds 7000-7000

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY 411600 LIBRARY 994 ODIN		/ /					
	<b>Object Total:</b>		0.00	0.00	7,000.00	7,000.00	%
	<b>Account Total:</b>		38,071.89	764,268.81	1,440,688.00	676,419.19	
414100 FINANCE 410 OFFICE SUPPLIES		/ /					
	<b>Object Total:</b>		0.00	0.00	0.00	0.00	%
	<b>Account Total:</b>		0.00	0.00	0.00	0.00	
416000 BUILDING INSPECTIONS 497 TECHNOLOGY		/ /					
662 BOOKS	<b>Object Total:</b>		0.00	725.00	0.00	-725.00	%
	<b>Object Total:</b>	/ /	0.00	0.00	0.00	0.00	%
	<b>Account Total:</b>		0.00	725.00	0.00	-725.00	
521000 TRANSFERS OUT 890 TRANSFERS OUT		/ /					
	<b>Object Total:</b>		0.00	0.00	0.00	0.00	%
	<b>Account Total:</b>		0.00	0.00	0.00	0.00	
	<b>Fund Total:</b>		38,071.89	764,993.81	1,440,688.00	675,694.19	

\*\*\*Detail total may not match report total. The report total reflects the actual amount posting to the budget line. The detail includes all transactions that posted to the budget line during the period (including amounts that may have been closed).

Combi ned Funds

Account Object	Description	----- Current Year -----				----- Last Year -----	
		Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Revenue							
310001	PROPERTY TAXES	5,175.95	1,051,852.11	1,123,173.00	-71,320.89	12,705.63	851,975.82
310002	DISCOUNT PROPERTY TAXES			-41,557.00	41,557.00		
335600	STATE AID						31,406.97
345200	NON-RESIDENT FEE		19.30	500.00	-480.70	45.70	304.70
	<b>Total Revenue</b>	<b>5,175.95</b>	<b>1,051,871.41</b>	<b>1,082,116.00</b>	<b>-30,244.59</b>	<b>12,751.33</b>	<b>883,687.49</b>
Expenses							
411600	LIBRARY						
110	PERMANENT EMP SALARIES		416,330.76	608,944.00	192,613.24	65,576.11	397,612.14
114	PART TIME SALARIES		18,051.20	121,413.00	103,361.80	15,131.77	85,080.22
220	SOCIAL SECURITY		32,296.64	55,872.00	23,575.36	6,029.77	35,635.13
230	RETIREMENT		53,556.20	91,727.00	38,170.80	9,582.68	58,140.43
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	659.00	819.00
250	UNEMPLOYMENT	1,545.88	1,751.36	1,000.00	-751.36		
312	ATTORNEY			1,000.00	1,000.00		
320	HEALTH INSURANCE		36,403.19	76,888.00	40,484.81	4,297.10	36,255.44
333	BUILDING RENTAL	19,480.00	91,420.00	130,440.00	39,020.00	23,980.00	95,920.00
340	TRAVEL & EDUCATION		2,814.50	2,980.00	165.50	47.56	2,137.69
356	TELEPHONE	337.49	1,289.36	2,400.00	1,110.64		
360	MISC PRINTING & MAILING	552.90	1,752.13	9,245.00	7,492.87	93.62	3,032.59
387	MEDICAL/VACCINES			500.00	500.00		
399	RECRUITMENT/EMPLOYMENT TESTING		877.13	3,000.00	2,122.87		846.97
410	OFFICE SUPPLIES	-429.94	4,515.86	18,000.00	13,484.14	3,006.88	9,327.48
428	SERVICE AGREEMENTS-CONTRA	8,185.00	23,131.25	41,060.00	17,928.75	249.55	1,945.71
497	TECHNOLOGY	3,673.26	10,062.07	51,962.00	41,899.93	1,841.76	29,883.80
640	FURNITURE & EQUIPMENT		950.13	7,500.00	6,549.87	1,740.00	5,050.77
644	POSTAL METER RENT		486.18	1,500.00	1,013.82		686.67
648	PROFESSIONAL PUBLICATIONS		276.36	1,200.00	923.64		432.50
649	PROGRAMMING	984.17	4,293.50	11,000.00	6,706.50	2,048.86	5,071.77
650	E RESOURCES	1,134.28	17,546.77	30,250.00	12,703.23	5,214.96	11,484.38
661	SHIPPING						1,333.24
662	BOOKS	1,551.80	21,241.25	100,750.00	79,508.75	13,277.21	61,102.21
663	MAGAZINES		4,570.27	6,500.00	1,929.73	407.97	5,569.99
664	AUDIO VIDEO	184.62	3,379.73	31,500.00	28,120.27	4,084.63	17,295.94
667	MEMBERSHIPS	300.00	1,551.00	1,247.00	-304.00	220.00	645.00
669	INSURANCE		743.00	1,750.00	1,007.00		857.58
672	EMERGENCY MEDICAL SUPPLIES			250.00	250.00		153.00
673	CLEANING SUPPLIES		148.03	500.00	351.97	54.62	191.00
689	PROMOTIONAL ACTIVITIES	189.41	2,196.03	11,400.00	9,203.97	970.49	6,897.43
740	SERVICE CHARGES		132.88		-132.88		
750	MISC.		2.89	750.00	747.11	95.48	349.38
901	CATALOGING	383.02	1,723.59	2,300.00	576.41	191.51	1,298.24

Combined Funds

Account Object	Description	----- Current Year -----				----- Last Year -----	
		Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
903	HI STORY ROOM		7.93	2,500.00	2,492.07	81.13	659.16
994	ODIN			7,000.00	7,000.00	7,003.00	7,003.00
	<b>Total Account</b>	<b>38,071.89</b>	<b>764,268.81</b>	<b>1,440,688.00</b>	<b>676,419.19</b>	<b>165,885.66</b>	<b>883,740.14</b>
416000	BUI LDING INSPECTIONS						
497	TECHNOLOGY		725.00		-725.00		
662	BOOKS					-299.31	-299.31
	<b>Total Account</b>		<b>725.00</b>		<b>-725.00</b>	<b>-299.31</b>	<b>-299.31</b>
	<b>Total Expenses</b>	<b>38,071.89</b>	<b>764,993.81</b>	<b>1,440,688.00</b>	<b>675,694.19</b>	<b>165,586.35</b>	<b>883,440.83</b>
	Net Income from Operations	-32,895.94	286,877.60			-152,835.02	246.66
Other Revenue							
360000	MI SCELLANEOUS REVENUE	607.91	3,762.33	21,200.00	-17,437.67	26.97	2,349.38
360400	CARD REPLACEMENT		5.00		5.00	22.00	175.95
360500	FINES		326.75		326.75	584.24	4,274.35
360600	BOOK & AV REPLACEMENT		12.99		12.99	72.92	690.40
360700	COPIER		837.69		837.69	490.20	3,222.72
375000	DONATIONS		369.83	2,000.00	-1,630.17	130.17	1,983.23
	<b>Total Other Revenue</b>	<b>607.91</b>	<b>5,314.59</b>	<b>23,200.00</b>	<b>-17,885.41</b>	<b>1,326.50</b>	<b>12,696.03</b>
	Net Income	-32,288.03	292,192.19			-151,508.52	12,942.69

Board Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING THE LIBRARY DIRECTOR TO ENTER INTO  
CONTRACTS AND AUTHORIZE BUDGET AMENDMENTS IN AN AMOUNT UP TO  
TEN THOUSAND DOLLARS (\$10,000)**

**WHEREAS**, under Section 40-38-01 of the North Dakota Century Code, the City of West Fargo, North Dakota (the “City”) established and maintains a library service by means of a public library or other public library service (the “Library”); and

**WHEREAS**, under Section 40-38-04 of the North Dakota Century Code, the Library Board of Directors is responsible for controlling the expenditure of money for or contributed to the Library; and

**WHEREAS**, pursuant to Article VI of the Library Bylaws, the Library Director serves as the supervisor of the Library and its employees, agents, and representatives and is responsible for administrating policies adopted by the Library Board of Directors; and

**WHEREAS**, the Library Board of Directors recognizes that Library Director is responsible for the administration of policies that have been adopted by the Library Board of Directors including, the authority to enter into certain contracts on behalf of the Library and to authorize amendments to the budget; and

**WHEREAS**, in accordance with Chapter 40-38 of the North Dakota Century Code and the Library Bylaws, the Library Director may enter into contracts and authorize budget amendments in an amount up to ten thousand dollars (\$10,000) on behalf of the Library.

**NOW THEREFORE**, be it resolved by the Library Board of Directors of the City of West Fargo as follows:

1. That the Library Director may enter into binding contracts on behalf of the Library, without specific Library Board approval, in an amount up to ten thousand dollars (\$10,000).
2. That the Library Director may authorize budget amendments on behalf of the Library, without specific Library Board approval, in an amount up to ten thousand dollars (\$10,000).

Dated: \_\_\_\_\_, 2020.

APPROVED:

\_\_\_\_\_  
Alanna Rerick, President of the Library  
Board of Directors

ATTEST:

\_\_\_\_\_  
Carissa Hansen, Library Director

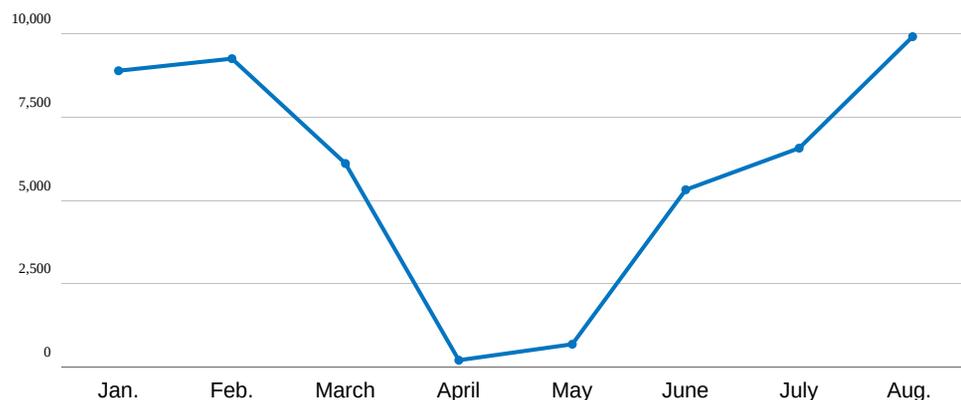
The motion for the adoption of the foregoing resolution was duly seconded by Board Member \_\_\_\_\_. On roll call vote the following Board Members voted aye: \_\_\_\_\_. The following Board Members voted nay: \_\_\_\_\_. The following Board Members were absent and not voting: \_\_\_\_\_. The majority having voted aye, the motion carried and the resolution was duly adopted.

# WEST FARGO PUBLIC LIBRARY

## MONTHLY REPORT AUG. 2020

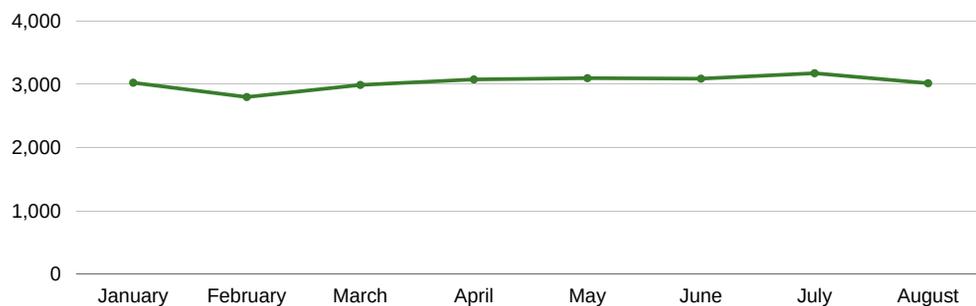
### PHYSICAL ITEM CIRCULATION

	Jan	Feb	Mar	April	May	June	July	Aug.	YTD
Physical Item Circulation	8890	9253	6107	203	682	5319	6567	9913	46934



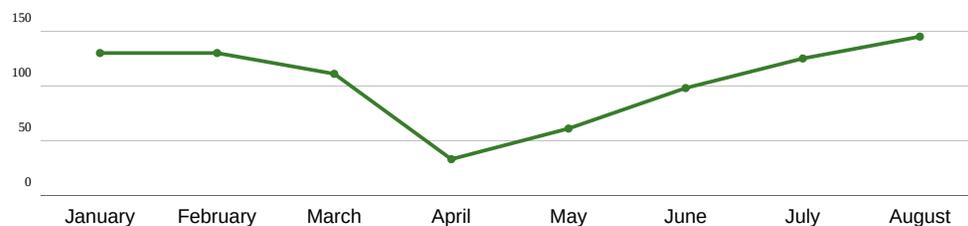
### ELECTRONIC MATERIALS CIRCULATION

Online Resource	Jan	Feb	Mar	April	May	June	July	Aug.	YTD
Hoopla	510	540	578	689	564	517	562	520	4480
OverDrive (Library2Go)	2180	2186	2247	2330	2505	2556	2596	2429	19029
Tumblebooks	332	70	162	55	25	13	14	65	736
<b>Total</b>	<b>3022</b>	<b>2796</b>	<b>2987</b>	<b>3074</b>	<b>3094</b>	<b>3086</b>	<b>3172</b>	<b>3014</b>	<b>24245</b>



### LIBRARY CARD APPLICATIONS

	Jan	Feb	Mar	April	May	June	July	Aug.	YTD
Library Card Applications	130	130	111	33	61	98	125	145	833



### TOP WEBSITES (BY NUMBER OF UNIQUE PAGEVIEWS)

Webpage	Unique Pageviews
/732/Public-Library	2476 (-596)
/1086/COVID-19-Reopen-Protocols	220 (+191)
/608/Library-Cards	172 (+4)
/572/Books-Digital	154 (-19)
/599/Hours-Location	98 (+9)

### SOCIAL MEDIA



FOLLOWERS  
2013 (+28)



SUBSCRIBERS  
45 (-1)



FOLLOWERS  
12 (+12)



### MEDIA COVERAGE

- **InForum** - West Fargo Municipal Airport coverage (mentioned)
- **All Events Online** - Female Brewers & Bakers Panel
- **AM 1100 The Flag** - West Fargo Public Library and Little Red Reading Bus to celebrate the end of summer and RED Day through joint virtual event
- **West Fargo Pioneer** - The Library and Little Red Reading Bus to celebrate end of summer with virtual event

# AUGUST PROGRAMMING STATISTICS

## IN-PERSON PROGRAMS

### ADULT

Program	Medium	Attendees	
One-on-One Assistance	Zoom	0	
One-on-One Genealogy	Zoom	5	
Monday Night Readers Book Club	In-Person	3	
Novel Afternoons Book Club	In-Person	11	
Third Thursday Book Club	In-Person	4	
1B1C Brewers & Bakers Panel	Zoom	16	+ 20 views
1B1C Hone Your Small Business Strategy	Zoom	12	+ 8 views
1B1C Funding and Finances	Zoom	5	+ 8 views

### CHILD

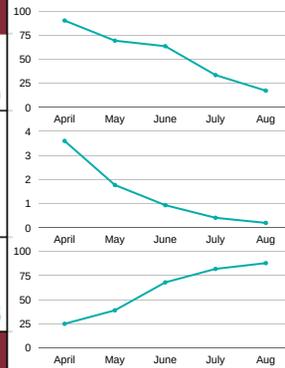
Program	Medium	Attendees	
RED DAY Virtual Celebration	Zoom	22*	+ 8 views

While 22 zoom logins were recorded, each login represented a family. Staff gave out 66 total craft kits.



## HOURS SPENT VIEWING ALL WEST FARGO PUBLIC LIBRARY VIDEO CONTENT

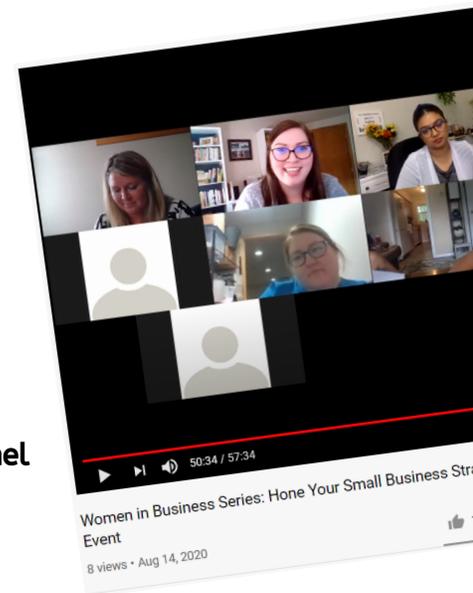
	April	May	June	July	Aug.	YTD
Hours Viewed	90.1	69.2	63.5	33.5	17.3	273.6
Average Hours Watched per Available Video	3.6	1.77	0.933	0.408	0.196	3.1
Total Available Videos	25	39	68	82	88	88



## PRE-RECORDED VIDEO PROGRAMS

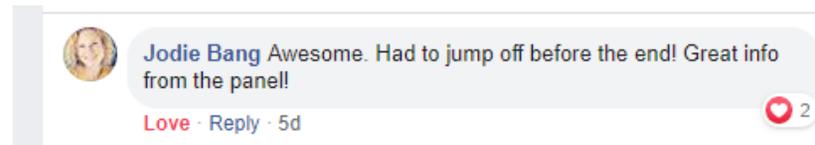
### ADULT

Program	Live Viewers	Total Views
Midwest Kitchen Recipe Series: Sourdough Bread	9	25
Midwest Kitchen Recipe Series: Stout & PB Bars	10	13



## PATRON FEEDBACK

### Response to Funding & Finances for Female Entrepreneurs Panel



### 32 Post-Summer Reading Program survey responses

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

### 10 Post-One Book, One Community survey responses

"The speakers did a great job, it was well organized and enjoyable to listen to... I was glad to hear the advice given."