West Fargo Public Library Board
Meeting Agenda

Date:  Sept. 12, 2019
Time:  5:30 p.m.
Place:  West Fargo Public Library
        Lodoen Community Center, 109 3rd St.
        East, West Fargo, ND

1. Call to Order - Roll Call
2. Approval of agenda
3. Election of officers

Consent Agenda – Approve the Following:

   A. Approval of the minutes
   B. Approval of financial report and bills
   C. Director’s Report

Regular Agenda

1. Space Needs Assessment
2. Board member search
3. Library Director search
4. Adjournment
1. Call to Order:
Schwartz called the meeting to order.

2. Approval of Agenda:
- Gjerdevig moved to accept the meeting agenda. Anglin seconded. Meeting agenda approved.
- Schwartz moved to add the resignation of Sandra Hannahs as Library Director as number three of the Regular Agenda.
- Gjerdevig motioned to approve the Consent Agenda. Anglin seconded. Consent Agenda approved.

3. Election of Officers
- Schwartz suggested making the position of Board President a rotating position that would change each month. The Board discussed the possibility.
- Board discussed what would be involved and the time commitment of the Board President.
- Rerick moved to table the elections for one more month, with Schwartz continuing as interim president. Schwartz seconded. Election tabled.

Consent Agenda-Approve the Following:
   A. Approval of the July 11, 2019 minutes.
   B. Approval of the financial report and bills.
   C. Director’s Report

Regular Agenda

1. Space Needs Assessment
   - Hannahs recommended using a contract. The Board agreed.
   - Schwartz moved to authorize Hannahs to proceed with the Space Needs Assessment and to use a contract as the form of agreement. Rerick seconded.
   Motion approved.

2. Board Member Search
   - As of now there have not been any new applications for Board members.
   - The library will post the opening on the library’s website and social media accounts.
3. Resignation of Sandra Hannahs
   - Schwartz read Hannahs’ letter of resignation. Her last day will be December 1, 2019.
   - Gjerdevig suggested talking with Jenna Wilm, West Fargo City HR Director, within the next week in order to get the conversation started for the search for a new director.
   - Schwartz volunteered to talk with Wilm to get things started.
   - Schwartz stated that he would like to talk with the library staff to get opinions about any new ideas they would have for the position of Director.
   - August 15 Schwartz will be at the library at 9 am and 4:30 to talk with the staff.
   - Schwartz will meet with the four librarians as well to discuss their ideas about a new Director.
   - Board suggested setting up a special meeting with Wilm to discuss setting up a search committee for a new Director.

4. Adjournment: The next meeting is September 12, 2019 at 5:30 p.m. Gjerdevig moved to adjourn the meeting. Rerick seconded. Meeting adjourned.
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<tr>
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<th>Committed YTD</th>
<th>Original Appropriation</th>
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Account Total: 64,968.92 782,823.40 1,264,200.00 1,382,644.00 599,820.60 57%

Account Group Total: 64,968.92 782,823.40 1,264,200.00 1,382,644.00 599,820.60 57%

Fund Total: 64,968.92 782,823.40 1,264,200.00 1,382,644.00 599,820.60 57%

Grand Total: 64,968.92 782,823.40 1,264,200.00 1,382,644.00 599,820.60 57%
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<tr>
<th>Account</th>
<th>Received Current Month</th>
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7000 LIBRARY

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<td>(14,077.83)</td>
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### AUGUST 2019 BILLS #2

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<td>4,112.08</td>
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<td>Lauren Nephew</td>
<td>7000-411600-340</td>
<td>11.60</td>
<td>11.60</td>
<td>Travel</td>
<td>PO Box 820, Holland, OH 43528</td>
</tr>
<tr>
<td>Library Ideas, LLC</td>
<td>7000-411600-650</td>
<td>3,900.00</td>
<td>3,900.00</td>
<td>E Resources</td>
<td>For Board Approval only (Check sent already)</td>
</tr>
<tr>
<td>Midwest Tape</td>
<td>7000-411600-664</td>
<td>512.43</td>
<td>512.43</td>
<td>A-V</td>
<td>6216 Paysphere Circle, Chicago, IL 60674</td>
</tr>
<tr>
<td>Northern Pictures, Inc.</td>
<td>7000-411600-664</td>
<td>100.00</td>
<td>100.00</td>
<td>A-V</td>
<td>PO Box 25505, Lehigh Valley, PA 18002-5505</td>
</tr>
<tr>
<td>ProQuest LLC</td>
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<td>1,018.87</td>
<td>1,018.87</td>
<td>E Resources</td>
<td>11397 453rd Ave., Sisseton, SD 57262</td>
</tr>
<tr>
<td>Verizon Wireless</td>
<td>7000-411600-428</td>
<td>129.55</td>
<td>129.55</td>
<td>Service Agreements</td>
<td>6216 Paysphere Circle, Chicago, IL 60674</td>
</tr>
<tr>
<td>Western Books/Guy H. Mackner</td>
<td>7000-411600-662</td>
<td>403.60</td>
<td>403.60</td>
<td>Books</td>
<td>PO Box 25505, Lehigh Valley, PA 18002-5505</td>
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**TOTALS:** 14,499.59

### SEPTEMBER 2019 BILLS #1

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
<th>TOTALS</th>
<th>DESCRIPTION</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brittany Aldayel</td>
<td>7000-411600-340</td>
<td>9.86</td>
<td>9.86</td>
<td>Travel</td>
<td>West Fargo Public Library, 111 Main Avenue West, West Fargo, ND 58078</td>
</tr>
<tr>
<td>Brokerage Printing</td>
<td>7000-411600-640</td>
<td>40.00</td>
<td>40.00</td>
<td>Furn. &amp; Equip.</td>
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<tr>
<td>Chelsea Simdorn</td>
<td>7000-411600-340</td>
<td>19.95</td>
<td>19.95</td>
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**TOTALS:** 14,499.59
<table>
<thead>
<tr>
<th>Name</th>
<th>Account Number</th>
<th>Amount</th>
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<th>Address</th>
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</thead>
<tbody>
<tr>
<td>Dakota Country Magazine</td>
<td>7000-411600-663</td>
<td>39.00</td>
<td>39.00 Subscriptions</td>
<td>PO Box 2714</td>
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<tr>
<td>Ebsco Information Services</td>
<td>7000-411600-650</td>
<td>2,075.59</td>
<td>2,075.59 E Resources</td>
<td>Attn: Payment Processing Center</td>
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<tr>
<td>EnvisionWare, Inc.</td>
<td>7000-411600-497</td>
<td>6,032.50</td>
<td>6,032.50 Technology</td>
<td>2855 Premiere Parkway, Ste A</td>
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<tr>
<td>Forum Communications Company</td>
<td>7000-411600-689</td>
<td>522.12</td>
<td>522.12 Promotion</td>
<td>PO Box 2020</td>
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<tr>
<td>FRS Works</td>
<td>7000-411600-410</td>
<td>72.95</td>
<td>72.95 Office Supplies</td>
<td>1021 Center Avenue</td>
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<tr>
<td>Information Technology Dept.</td>
<td>7000-411600-428</td>
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<td>60.00 Service Agreements</td>
<td>4201 Normandy Street</td>
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<tr>
<td>Lauren Nephew</td>
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<td>21.24</td>
<td>21.24 Programming</td>
<td>West Fargo Public Library</td>
</tr>
<tr>
<td>Library Planning Associates, Inc.</td>
<td>7000-411600-428</td>
<td>1,710.00</td>
<td>1,710.00 Service Agree./Contracts</td>
<td>PO Box 406</td>
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<td>OCLC, Inc.</td>
<td>7000-411600-901</td>
<td>191.51</td>
<td>191.51 Cataloging</td>
<td>Normal, IL 61761</td>
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<tr>
<td>Pitney BowesGlobal Financial Services LLC</td>
<td>7000-411600-644</td>
<td>243.09</td>
<td>243.09 Postal Meter Rent</td>
<td>PO Box 371887</td>
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<tr>
<td>Pitney Bowes Reserve Account</td>
<td>7000-411600-360</td>
<td>500.00</td>
<td>500.00 Misc. Postage</td>
<td>Pittsburgh, PA 15250-7887</td>
</tr>
<tr>
<td>Sam’s Club/Synchrony Bank</td>
<td>7000-411600-750</td>
<td>33.75</td>
<td>33.75 Misc.</td>
<td>Pittsburgh, PA 15250-2648</td>
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<td>Sandra Hannahs</td>
<td>7000-411600-750</td>
<td>2.49</td>
<td>2.49 Misc.</td>
<td>Atlanta, GA 30353-0981</td>
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<tr>
<td>Sara Engler</td>
<td>7000-411600-340</td>
<td>17.98</td>
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<td>West Fargo Public Library</td>
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<td>Sheyenne High School</td>
<td>7000-411600-903</td>
<td>60.00</td>
<td>60.00 Historical Center</td>
<td>West Fargo, ND 58078</td>
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<tr>
<td>West Fargo Public Schools</td>
<td>7000-411600-689</td>
<td>103.13</td>
<td>103.13 Promotion</td>
<td>West Fargo, ND 58078-1725</td>
</tr>
</tbody>
</table>

Total: 11,755.16
Staffing/Training

- Amy Hitch, our Circulation Coordinator, is out on medical leave. We expect her to return in approximately six weeks. Sara Engler has done a wonderful job of organizing cover for Amy during her absence.
- Petra Leith (Historical Center Assistant) has given notice.
- The NDLA conference will run September 25-27 in West Fargo.

Programming

- Popular August events included Mah Jongg, the Twisted Stitchers, and Back-to-School outreach.
- The Summer Reading Program concluded with a joint library/Little Red Reading Bus celebration. Because of the weather, it was held inside the Veterans Memorial Arena, rather than at the POW/MIA Plaza. This year’s program was very successful. 896 children registered (as compared to 761 in 2018). Attendance remained strong throughout the summer, with multiple events at room capacity or requiring the opening of additional rooms to fit all the interested children and families. 257 reading logs were returned (as compared to 143 last year), for a total of 10,257 hours of reading. Additional statistics can be found on the Attendance sheet.
- Afterschool activities have been restructured, with fewer events for elementary children and more for teens. Storytimes have also been redesigned, with new times, new names, and more physical activity.
- Library staff participated in back-to-school night at several middle and elementary schools.
- Attendance figures for August are attached.

Collection and Circulation

- Circulation figures for August are attached.

Library Hours

- The library will be closed on September 21 for West Fest.

Policies/procedures

- Nothing to report.

Technology

- Digital signage is now up and running, with one station above the fireplace and the other in the lobby entrance.
- Contracts have been signed for the new credit card acceptance and self-check systems.

Facilities

- A new emergency locking system has been installed at the south doors (Door #1).

Miscellaneous

- September is Library Card Sign-up Month!
**AUGUST 2019 PROGRAMS**

<table>
<thead>
<tr>
<th>Adult</th>
<th>Genealogy</th>
<th>Twisted Stitchers</th>
<th>Next Chapter Book Club/(Day)</th>
<th>Next Chapter Book Club/(Evening)</th>
<th>Mah Jongg (Tues./Wed.)</th>
<th>Movie: Great Plains</th>
<th>Red River Radio Amateurs</th>
</tr>
</thead>
<tbody>
<tr>
<td>213</td>
<td>11</td>
<td>44</td>
<td>17</td>
<td>14</td>
<td>91</td>
<td>16</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Children</th>
<th>169</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday Movies: (5)</td>
<td>26</td>
</tr>
<tr>
<td>Storytime/craft-Tues. (4)</td>
<td>32</td>
</tr>
<tr>
<td>Simply Stories (Tues.)</td>
<td>39</td>
</tr>
<tr>
<td>Baby Sensory Storytime (4)</td>
<td>44</td>
</tr>
<tr>
<td>SRP Sun Catchers</td>
<td>16</td>
</tr>
<tr>
<td>Read to a Dog</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technology</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Tutoring</td>
<td>10</td>
</tr>
<tr>
<td>Intro to Facebook</td>
<td>6</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Family Fun</th>
<th>400</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRP Celebration</td>
<td>400</td>
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<table>
<thead>
<tr>
<th>Outreach</th>
<th>281</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheyenne Crossings</td>
<td>8</td>
</tr>
<tr>
<td>West Fargo High Rise</td>
<td>3</td>
</tr>
<tr>
<td>Dakota Commons</td>
<td>8</td>
</tr>
<tr>
<td>New Perspectives</td>
<td>2</td>
</tr>
<tr>
<td>Daycare Storytimes (6)</td>
<td>67</td>
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<tr>
<td>Back to School (4)</td>
<td>193</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Programs</th>
<th>27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Astronaut Display</td>
<td>27</td>
</tr>
</tbody>
</table>

| Teen | 0 |

| TOTAL | 1,106 |

**AUGUST 2019 PROGRAMS 2018 2019**

<table>
<thead>
<tr>
<th>Adult</th>
<th>159</th>
<th>213</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children</td>
<td>218</td>
<td>169</td>
</tr>
<tr>
<td>Computer &amp; Technology</td>
<td>7</td>
<td>16</td>
</tr>
<tr>
<td>Family Fun</td>
<td>94</td>
<td>400</td>
</tr>
<tr>
<td>Outreach</td>
<td>22</td>
<td>281</td>
</tr>
<tr>
<td>Special Programs</td>
<td>20</td>
<td>27</td>
</tr>
<tr>
<td>Teen</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,120</td>
<td>1,106</td>
</tr>
</tbody>
</table>

**Reading Logs Returned**

1st round: 164
2nd round: 43
Not completed: 50
Reading logs not coliec: 30 hours: 17
18 hours: 100
12 hours: 37
6 hours: 69
2nd Grade Tour Cards: 274

**SRP Registration Numbers**

<table>
<thead>
<tr>
<th>Month</th>
<th>Total</th>
<th>Preschool</th>
<th>K-4</th>
<th>5-8</th>
<th>No age</th>
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</thead>
<tbody>
<tr>
<td>Kickoff Party</td>
<td>444</td>
<td>111</td>
<td>232</td>
<td>99</td>
<td>2</td>
</tr>
<tr>
<td>June</td>
<td>847</td>
<td>212</td>
<td>446</td>
<td>184</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>896</td>
<td>218</td>
<td>472</td>
<td>198</td>
<td>8</td>
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</table>

**Teen Bingo**

<table>
<thead>
<tr>
<th>Taken</th>
<th>Returned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kickoff</td>
<td>45</td>
</tr>
<tr>
<td>Total</td>
<td>94</td>
</tr>
<tr>
<td>Black Out</td>
<td>2</td>
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</tbody>
</table>

**Blind Date Books**

<table>
<thead>
<tr>
<th>Kids</th>
<th>101</th>
<th>Kids</th>
<th>94</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teen</td>
<td>87</td>
<td>Teen</td>
<td>81</td>
</tr>
<tr>
<td>Adult</td>
<td>100</td>
<td>Adult</td>
<td>99</td>
</tr>
</tbody>
</table>
**WEST FARGO PUBLIC LIBRARY**  
**MONTHLY STATISTICAL DATA**  
**AUGUST 2019**

### Attendance

<table>
<thead>
<tr>
<th></th>
<th>Monthly Totals</th>
<th>Monthly Totals</th>
<th>Year to Date</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance at the Afterschool Programs</td>
<td>0</td>
<td>0</td>
<td>398</td>
<td>225</td>
</tr>
<tr>
<td>Attendance at Story Times</td>
<td>108</td>
<td>182</td>
<td>2,361</td>
<td>3,122</td>
</tr>
<tr>
<td>Attendance at other Events</td>
<td>918</td>
<td>508</td>
<td>6,585</td>
<td>5,558</td>
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<tr>
<td>Attendance at Summer Reading Program</td>
<td>94</td>
<td>416</td>
<td>1,584</td>
<td>2,455</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>1,120</strong></td>
<td><strong>1,106</strong></td>
<td><strong>10,928</strong></td>
<td><strong>11,360</strong></td>
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### Circulation

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<tr>
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<th>Year to Date</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items checked out</td>
<td>10,737</td>
<td>11,215</td>
<td>81,547</td>
<td>81,984</td>
</tr>
<tr>
<td>Interlibrary loan received</td>
<td>62</td>
<td>39</td>
<td>352</td>
<td>373</td>
</tr>
<tr>
<td>Interlibrary loan sent out*</td>
<td>120</td>
<td>73</td>
<td>663</td>
<td>751</td>
</tr>
<tr>
<td><strong>Total ILL</strong></td>
<td><strong>182</strong></td>
<td><strong>112</strong></td>
<td><strong>1,015</strong></td>
<td><strong>1,124</strong></td>
</tr>
<tr>
<td><strong>Total In house Circ.</strong></td>
<td><strong>10,799</strong></td>
<td><strong>11,254</strong></td>
<td><strong>81,899</strong></td>
<td><strong>82,357</strong></td>
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<tr>
<td>Vending Machine</td>
<td>91</td>
<td>105</td>
<td>521</td>
<td>640</td>
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<tr>
<td><strong>Total items circulated</strong></td>
<td><strong>10,890</strong></td>
<td><strong>11,359</strong></td>
<td><strong>82,420</strong></td>
<td><strong>82,997</strong></td>
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<tr>
<td>Manual checkout of Book Club bks./2019</td>
<td>0</td>
<td></td>
<td></td>
<td>232</td>
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<tr>
<td>Read &amp; Return Books/2019</td>
<td>33</td>
<td></td>
<td></td>
<td>181</td>
</tr>
</tbody>
</table>

*I.LL sent out is not included in total items circulated (NDSL Annual Report) as of Feb. 2012
*September 2018 – logs lost by ITD

### Computer Use

<table>
<thead>
<tr>
<th></th>
<th>Monthly Totals</th>
<th>Monthly Totals</th>
<th>Year to Date</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer users</td>
<td>1,343</td>
<td>1,114*</td>
<td>8,074</td>
<td>7,307</td>
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<tr>
<td>Laptop usage</td>
<td>3</td>
<td>2</td>
<td>26</td>
<td>29</td>
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<tr>
<td>Wi-fi sessions</td>
<td>10,379</td>
<td>18,321</td>
<td>77,749</td>
<td>143,163</td>
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</table>

*Computer LL07 was out of order in July

### Hoopla

<table>
<thead>
<tr>
<th></th>
<th>Monthly Totals</th>
<th>Monthly Totals</th>
<th>Year to Date</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>eBooks (ebooks &amp; comics)</td>
<td>90</td>
<td>152</td>
<td>789</td>
<td>1,257</td>
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<tr>
<td>eAudiobooks</td>
<td>135</td>
<td>287</td>
<td>1,003</td>
<td>1,726</td>
</tr>
<tr>
<td>eVideos (movies &amp; television)</td>
<td>31</td>
<td>83</td>
<td>240</td>
<td>584</td>
</tr>
<tr>
<td>Music</td>
<td>11</td>
<td>35</td>
<td>101</td>
<td>236</td>
</tr>
<tr>
<td><strong>Total Downloaded</strong></td>
<td><strong>267</strong></td>
<td><strong>557</strong></td>
<td><strong>2,133</strong></td>
<td><strong>3,803</strong></td>
</tr>
<tr>
<td>Library2Go (Overdrive)</td>
<td>Monthly Totals</td>
<td>Monthly Totals</td>
<td>Year to Date</td>
<td>Year to Date</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------------</td>
<td>----------------</td>
<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>eBooks</td>
<td>1,233</td>
<td>1,255</td>
<td>9,118</td>
<td>10,061</td>
</tr>
<tr>
<td>eAudiobooks</td>
<td>643</td>
<td>847</td>
<td>5,098</td>
<td>6,348</td>
</tr>
<tr>
<td>eVideos</td>
<td>20</td>
<td>5</td>
<td>48</td>
<td>42</td>
</tr>
<tr>
<td>Total Downloaded</td>
<td>1,896</td>
<td>2,107</td>
<td>14,264</td>
<td>16,451</td>
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</table>

<table>
<thead>
<tr>
<th>New library card applications</th>
<th>Monthly Totals</th>
<th>Monthly Totals</th>
<th>Year to Date</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>207</td>
<td>177</td>
<td>1,480</td>
<td>1,436</td>
</tr>
<tr>
<td>Yearly Total</td>
<td></td>
<td></td>
<td>2,108</td>
<td>1,436</td>
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</table>

<table>
<thead>
<tr>
<th>Proctoring Tests</th>
<th>Monthly Totals</th>
<th>Monthly Totals</th>
<th>Year to Date</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests taken</td>
<td>5</td>
<td>8</td>
<td>98</td>
<td>78</td>
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</table>

<table>
<thead>
<tr>
<th>Remote Bookdrops</th>
<th>Monthly Totals</th>
<th>Monthly Totals</th>
<th>Year to Date</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eagle Run</td>
<td>307</td>
<td>342</td>
<td>1,461</td>
<td>1,595</td>
</tr>
<tr>
<td>Cash Wise</td>
<td>448</td>
<td>338</td>
<td>2,084</td>
<td>2,288</td>
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</table>

<table>
<thead>
<tr>
<th>Website Visitors</th>
<th>Monthly Totals</th>
<th>Monthly Totals</th>
<th>Year to Date</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website hits</td>
<td>4,199</td>
<td>5,231</td>
<td>60,523</td>
<td>39,963</td>
</tr>
</tbody>
</table>
CITY OF WEST FARGO  
APPLICATION FOR BOARDS AND COMMISSIONS  

PLEASE ATTACH A COPY OF YOUR RESUME  

Board of Commission for which you are applying: West Fargo Public Library

YOUR NAME (Last, First, Middle)  Haring, Jodie, Suzanne  

County: Cass

Mailing Address: 1856 Queensbury St.  

City: West Fargo  

State: ND  

Zip: 58078

Business Phone Number: 701-231-7021  

Home Phone Number: 701-540-7751

Employer Name: NDSU  

Your Job Title: Animal Facility Director

Employer Address: 1401 Albrecht Blvd.  

City: Fargo  

State: ND  

Zip: 58105

EDUCATION AND GENERAL QUALIFICATIONS:

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>NAME OF SCHOOL</th>
<th>LOCATION</th>
<th># YEARS ATTENDING</th>
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<td>West Fargo High School</td>
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<td></td>
<td>University of Iowa</td>
<td>Iowa City, IA</td>
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<td>Microbiology</td>
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MEMBERSHIPS IN ORGANIZATIONS AND OFFICES HELD (INDICATE DATES HELD)  
President, Microbiology Graduate Student Organization: 1999-2000

VOLUNTEER ACTIVITIES (INDICATE IF PAST OR PRESENT)  
Volunteer, Meritcare Daycare: Summer 1991

YOUR SPECIALS SKILLS AND QUALIFICATIONS  
Extensive experience with academia/education. Research and problem solving.

REFERENCES (List three persons, not related to you, whom you have known for at least one year)

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>PHONE NUMBER</th>
<th>YEARS ACQUainted</th>
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<tbody>
<tr>
<td>Janet Krom</td>
<td>1949 Sheyenne St. Unit D</td>
<td>701-318-5480</td>
<td>5</td>
</tr>
<tr>
<td>Dr. Yagna Jarajapu</td>
<td>1961 Burlington Dr. West Fargo</td>
<td>701-231-8843</td>
<td>3</td>
</tr>
<tr>
<td>Dr. Katie Reindl</td>
<td>7415 61st Ave S. Horace</td>
<td>320-212-7677</td>
<td>11</td>
</tr>
</tbody>
</table>

I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize investigations of all statements contained herein and the references listed above to give you any and all information concerning my qualifications and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damages that may result from furnishing the same to you.

PLEASE RETURN COMPLETED FORM, RESUME AND COVER LETTER TO:  
City of West Fargo  ATTN: Boards  
800 4th Avenue East, Ste 1  
West Fargo ND  58078

SIGNATURE: [Signature]  
DATE: 8/12/19
To Whom it May Concern,

Please find enclosed my application materials for the West Fargo Public Library Board. I am very enthusiastic about the opportunity to contribute to my community by serving on this Board.

I have a deep appreciation for how reading and learning can enrich peoples’ lives. I have been associated with education almost my entire adult life and libraries have been integral to my career. It is also my profound personal belief that the public library is a vital cornerstone in any community. A library can mean countless things to many people- a valuable resource, accessibility, assistance, an open door to a new idea/hobby/pastime/viewpoint, and above all a place that is approachable to all members of the community.

I believe that I would bring helpful skills to the Board. I have previous experience serving on various committees in all of my previous positions. I have quite a bit of grant writing experience if this is something that is under consideration. I am by nature an analytical person who is used to problem solving, but I also frequently work on a team of researchers so I certainly take all opinions under consideration. I am also a very organized, detail orientated person so even though I may not have direct experience in a field I can typically absorb information quickly and will do the extra work needed to get up to speed.

As mentioned above, if given the chance I am looking forward to participating within my community this way. Thank you for considering my application. Please feel free to contact me if you have questions regarding my application materials.

Sincerely,

Jodie S. Haring
Curriculum Vitae
Jodie S. Haring, Ph.D.

I. Contact Information

Home: 1856 Queensbury St.
West Fargo, ND 58078

Phone Contacts: Mobile 701-540-7751          Email: haring.jodie@gmail.com

II. Education and Positions Held

Animal Facility Director

- January 2017-present
- Center for Diagnostic and Therapeutic Strategies in Pancreatic Cancer,
  Department of Pharmaceutical Sciences, North Dakota State University
- Responsibilities:
  o Oversee the day-to-day operations of a multi-user research facility that
    houses animal models for human diseases including cancer, diabetes,
    Alzheimer's Disease, asthma, and infectious diseases.
  o Ensure that the facility operates in compliance with respect to Institutional
    Animal Care and Use Committee (IACUC), Institutional Review Board
    (IRB), Institutional Biosafety Committee (IBC), and granting agency
    regulations.
  o Provide hands-on training to users on required techniques and equipment
    present in the facility.
  o Order, maintain documentation for, and ensure DEA compliance for
    controlled substances.
  o Develop, write, and train lab users on SOPs for the research facility.
  o Maintain necessary supplies and inventory for the laboratory.
  o Maintain the laboratory budget.
  o Write and submit annual progress reports for the National Institutes of
    Health (NIH).
    ▪ Meet two times per year to discuss progress of the lab with an NIH
      External Advisory Board.
  o Manage a laboratory technician.
  o Write and submit federal equipment grants.
  o Serve on committees (for example; hiring, College accreditation, key/card
    access policy, safety policies).
  o Maintain, coordinate, and document service on specialized pieces of
    equipment (cage washer, autoclave, ultrasound, anesthesia equipment).
- Computer software used: Microsoft Office, Adobe Acrobat Pro, novaLum II
  associated software.
Grant Program Coordinator

- March 2016-December 2016
- Enterprise Office of Grant Development and Administration, Sanford Medical Center
- Responsibilities:
  - Develop and write health service and research proposals for the Cancer Survivorship Program including grant prospecting, writing, and submission. Submitted 5 grants, 2 were funded totaling $114,000 in grant funding.
    - Funding was received from the National Cancer Intitute and the North Dakota Department of Health.
  - Project start-up after funding including IRB paperwork preparation and submission, development of training documents, and meeting with clinical research personnel.
  - Project Director for Cancer Care Delivery Research (CCDR) projects for the NCORP grant which included protocol prospecting, coordinating CCDR Subcommittee meetings, navigating protocols to the Protocol Review and Monitoring Committee, and coordinating project start-up.
- Computer programs used: Microsoft Office, Endnote, Sharepoint.

Biological Safety Officer

- June 2014-March 2016
- University Police and Safety Office, North Dakota State University
- Responsibilities:
  - Develop and oversee a comprehensive biological safety program for Biosafety Level (BSL)-1 – BSL-3 work.
  - Serve as a liaison and advise the IBC, investigators, supervisors, and workers as necessary on biosafety and compliance questions.
  - Review and advise investigators and administrators on IBC protocol submissions.
  - Develop, monitor, and conduct specialized biosafety training.
  - Ensure all work, including work with animals, performed on campus is in compliance with local, state, and federal regulations and is consistent with granting agency requirements.
  - Conduct inspections of laboratory, animal, and greenhouse spaces utilized in research with biohazardous materials.
  - Administer occupational health program.
- Computer programs used: Microsoft Office (including Access).

Molecular Biology Laboratory Coordinator and Laboratory Manager

- November 2011- May 2014
- Department of Animal Sciences, North Dakota State University
- Responsibilities:
  - Manage all molecular biology and cell culture projects for the Reproductive Physiology faculty group (4 investigators) including: isolation of nucleic acids and proteins from multiple tissue types;
preservation of nucleic acid samples; cDNA synthesis; qPCR assay
design; qPCR for analysis of gene expression; RNA isolation and gene
expression analysis from formalin-fixed paraffin embedded tissue
samples; primary and immortalized cell culture; and western blotting.
  o Train students in molecular biology techniques and monitor their progress
to ensure data integrity.
  o Manage 2 research technicians in charge of the animal care, bioassay, and
histology laboratory responsibilities.
  o Maintain laboratory budget; develop and execute a recharge center.
• Computer programs used: Microsoft Office, Prism, Primer Express.

Clinical Research Coordinator
• November 2010-November 2011
• Fargo VA Health Care System
• Responsibilities:
  o Handle all administrative aspects of the Human Subjects Research
Program.
  o Complete paperwork for the Institutional Review Board.
  o Execute the Research and Development Committee.
  o Manage three Study Coordinators and one Program Assistant.
  o Screen and recruit patients to enroll in research studies.
  o Recruit new principal investigators and develop new research projects.
• Computer programs used: Microsoft Office.

Research Assistant Professor and Core Biology Facility Director
• February 2008-November 2010
• Center for Protease Research, North Dakota State University
• Responsibilities:
  o Direct a multi-disciplinary, BSL-2 research laboratory.
  o Maintain equipment.
  o Consult and collaborate with investigators on research project design,
direction, and data interpretation.
  o Co-author and submit scientific publications and federal grant
applications.
  o Manage a complex laboratory budget.
  o Order supplies and maintain laboratory inventories.
  o Write and submit biannual progress reports for the NIH.
  o Manage the activities of a Research Technician.
  o Provide training to students and oversight on research involving: mice,
human cells lines, primary human blood/cells, and Listeria
monocytogenes.
  o Train students and investigators on how to use technical lab equipment
including: Accuri flow cytometer, qPCR instruments, Nanodrop,
centrifuges, GE Storm, microarray equipment, biosafety cabinets, plate
reading spectrophotometer and fluorimeter, and fluorescent microscope.
• Computer programs used: Microsoft Office, Prism, FlowJo, Primer Express.
Post-Doctoral Research Fellow

- May 2002-February 2008
- Department of Microbiology, University of Iowa
- Laboratory of Dr. John Harty, Ph.D.
- Project Title: Understanding the Role of IFN-γ in Regulating T Cell Homeostasis in Vaccination Models
- Laboratory Research Focus:
  - Tracking antigen-specific CD4 and CD8 T cell responses in mice after viral and bacterial infections.
  - Developing phenotypic profiles to identify memory T cell populations during all phases of the immune response.
  - Elucidating inflammatory signals generated by pathogens that program T cell expansion, contraction, and memory cell generation.
  - Pathogens utilized (all requiring BSL-2 containment and working conditions): *Listeria monocytogenes*, Vaccinia virus, Lymphocytic choriomeningitis virus (LCMV), recombinant versions of these pathogens, as well as many mammalian cell lines. Pathogens were also used *in vivo* in several strains of transgenic and knockout mice that were obtained or created in the laboratory.
  - Laboratory techniques utilized: mouse techniques including infection, organ harvesting, colony management, and genotyping; many different types of surface and intracellular flow cytometry techniques and flow sorting; cell separation using magnetic beads (Miltenyi Biotech AutoMACs); qPCR (Taqman; assay design through analysis); mammalian cell culture; bacterial growth, quantitation, and plating; western blotting; traditional PCR; murine lymphocyte preparation and isolation from many different organs; mouse techniques and *in vivo* infections; ELISA (cytokines), and ELISPOT.
- Computer programs used: Microsoft Office, Prism, FlowJo, Canvas Plot, Primer Express.

Ph.D. Graduate Student

- August 1997-May 2002
- Department of Microbiology, University of Iowa
- Laboratory of Dr. Stanley Perlman, M.D., Ph.D.
- Thesis Title: Role of Antigen-Specific and Bystander T Cells in Virus Induced Demyelination
- Laboratory Research Focus:
  - Determining the contribution of viral specific CD4 T cell responses to the process of demyelination during neurotropic coronavirus infection.
  - Identifying mechanisms to explain relapses in patients with Multiple Sclerosis temporally related to infections using a viral murine model of immune mediated demyelination.
  - Pathogens utilized (also utilizing BSL-2 containment and working conditions): the Coronavirus Mouse Hepatitis Virus strain JHM and
LCMV. Pathogens were also used in vivo in several strains of transgenic and knockout mice that were obtained or created in the laboratory.

- Laboratory techniques utilized: mouse techniques including infection, organ harvesting, colony management, and genotyping; flow cytometry; viral culture; mammalian cell culture; PCR; western blotting; cloning; DNA sequencing; making recombinant baculoviruses for protein expression/purification; insect cell culture; and histology (colorimetric and immunostaining techniques).

- Computer programs used: Microsoft Office, FlowJo.

Bachelor of Arts Degree in Biology, Summa Cum Laude

- May 1997, Concordia College, Moorhead, MN

- Research experience:
  - Department of Biology, under the supervision of Dr. Bill Todt, Ph.D.
  - Gene expression in *Xenopus laevis*.
  - Laboratory techniques utilized: cloning, bacterial transformation, PCR.

### III. Dissemination of Research

**A. Publications (25):**


Hai-Hui Xue, Xuefang Jing, Julie Bollenbacher-Reilley, Dong-Mei Zhao, Jodie S. Haring, Baoli Yang, Cheng-Yu Liu, Gail A. Bishop, John T. Harty, and...


Lecia Pewe, Jodie S. Haring, and Stanley Perlman. "CD4 T Cell-Mediated Demyelination is Increased in the Absence of IFN-γ in Mice Infected with Mouse


B. Book Chapter:

IV. Grant Funding:

2014 Co-Wrote USDA Equipment Grant (with Dr. Anna Grazul-Bilska): Funded (CryoPlus 3 Liquid Nitrogen System)
2013 Co-Wrote USDA Equipment Grant (with Dr. Dale Redmer): Funded (ABI 7500 Fast qPCR Machine)
2005-2008 American Cancer Society Post-Doctoral Research Fellowship
2003-2005 University of Iowa Interdisciplinary Program in Immunology Post-Doctoral Training Grant
2002-2003 National Institute of Allergy and Infectious Disease Post-Doctoral Training Grant
1998-2001 NIH Virology Pre-Doctoral Training Grant

V. Invited Meeting and Seminar Participation:

2009 Association of Biomolecular Resource Facilities (poster presentation)
2007 Autophagy in Health and Disease Keystone Symposium (poster presentation)
2005 Survival and Death in Immune Tolerance and Homeostasis Keystone Symposium (oral and poster presentations)
2004 The Pathogen-Host Standoff: Persistent and Latent Infection Keystone Symposium (poster presentation)
2002-2004 Immunology Departmental Seminar Series (oral presentations)
2001 American Society of Virology annual meeting (oral presentation)
2000 American Association of Immunologists FASEB meeting (oral and poster presentations)
1998-2000 Autumn Immunology Conference (oral and poster presentations)
520 19th Avenue West Unit C
West Fargo, ND 58078
(801)389-8590 (mobile)
August 26, 2019

City of West Fargo
ATTN: Boards
800 4th Avenue East, Suite 1
West Fargo, ND 58078

It is with great interest that I learned of the open library board position from the August 15 library newsletter. After a long career as a software engineer, I am ready to volunteer my time in support of my community.

The library board appeals to me for several reasons: one is that I am currently a member of the daytime book club at the library. I want to ensure that the library continues to have a place in our city, especially in light of the emergence of digital technology. I would also like to play an active role in helping to determine how money is best spent. A third reason the board interests me is that I want to know the latest on plans for a new library.

My experience as a manager qualifies me to address budget issues. My computer background gives me a basis from which to talk about the digital realm of the library. I'm an avid reader and hope to keep the physical book, as well as libraries, relevant. I would welcome the opportunity to serve on this board, and ask for your consideration. Thank you.

Sincerely,

Kim M. Carter
CITY OF WEST FARGO
APPLICATION FOR BOARDS AND COMMISSIONS

PLEASE ATTACH A COPY OF YOUR RESUME

Board of Commission for which you are applying: West Fargo Library Board

YOUR NAME (Last, First, Middle) Carter, Kim Michelle

Mailing Address: 520 19th Ave W Unit C

Business Phone Number:

Employer Name: NA

Employer Address:

EDUCATION AND GENERAL QUALIFICATIONS:

<table>
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<th>NAME OF SCHOOL</th>
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<th># YEARS ATTENDING</th>
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<th>MAJOR-COURSE OF STUDY</th>
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<td>Yes</td>
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MEMBERSHIPS IN ORGANIZATIONS AND OFFICES HELD (INDICATE DATES HELD)

Secretary, Fargo Town Hall board (2018-present); lunch committee, Fargo Town Hall board (2016-2018); church session member (2018-present)

VOLUNTEER ACTIVITIES (INDICATE IF PAST OR PRESENT)

Please see resume

YOUR SPECIALS SKILLS AND QUALIFICATIONS

Current with technology and social media; love of books

REFERENCES (List three persons, not related to you, whom you have known for at least one year)

<table>
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<th>NAME</th>
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<th>PHONE NUMBER</th>
<th>YEARS ACQUAINTED</th>
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<tr>
<td>Nancy Johnson</td>
<td>4312 Coventry Drive S, Fargo, ND 58104</td>
<td>701-290-5794</td>
<td>3</td>
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<tr>
<td>Lorraine Dronen</td>
<td>3917 14th St. W, West Fargo, ND 58078</td>
<td>701-429-3248</td>
<td>3.5</td>
</tr>
<tr>
<td>Paula Wheelock</td>
<td>3440 Loberg Lane, West Fargo, ND 58078</td>
<td>701-532-0959</td>
<td>2.5</td>
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I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize investigations of all statements contained herein and the references listed above to give you any and all information concerning my qualifications and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damages that may result from furnishing the same to you.

PLEASE RETURN COMPLETED FORM, RESUME AND COVER LETTER TO:
City of West Fargo ATTN: Boards
800 4th Avenue East, Ste 1
West Fargo ND 58078

SIGNATURE: [Signature]
DATE: 8/26/19
Kim M. Carter
520 19th Ave W Unit C
West Fargo, ND 58078
801-389-8590
kim.carter51@gmail.com

Key Qualifications:
- Experienced Java/J2EE software developer, with SCJP certification (Java 1.5 platform)
- Proven on-time product delivery as project technical leader
- Rapidly grasp and implement new technologies
- Advanced troubleshooting capability
- Broad knowledge of manufacturing processes and practices
- Community advocate

EXPERIENCE

Volunteer Work
2016 – present
- Fargo Town Hall board member (2016-present): secretary-currently; lunch committee-past
- Church (2016-present): serve on several committees and the church governing body; back-up offering counter
- Elections (2016, 2018): poll clerk on election day
- Fargo Marathon (2017-present): packet distribution; check in volunteers
- Emergency Food Pantry (2016-present): assist clients with food shopping in the pantry; stock shelves
- Salvation Army (2017-present): bell ringer
- Concordia College (2016-present): alumni greeter on move-in day for freshmen
- Feed My Starving Children (2017, 2019): meal packer
- FM Symphony (2017-present): envelope stuffer for season ticket renewal; distributor of concert posters; usher
- Dental Mission of Mercy (2016): welcome greeter; patient escort

ATK/Thiokol, Promontory, Utah (now Orbital ATK)
Software Engineer
1994 – 2014
- Maintained/developed code for Electronic Shop Instruction (ESI) application; ESI was usable on laptops, pads, desktops, cell phones; responsible for builds/deployment; technical lead
- Web application developer
- Experienced in legacy systems conversion, including both application and database conversions
- Developed and maintained Material Requirements Planning (MRP) systems
- Performed requirements analysis and database analysis

BDM International, Dayton, Ohio (now Northrup Grumman)
Manager, Site Operations, 1993 – 1994 (on location at Hill AFB, Ogden, UT)
- Managed 7 subcontractors on hardware consolidation project
- Held Secret security clearance with the Department of Defense (DoD)

Manager, Software Engineering, 1990 – 1993
- Experienced in managing budgets ranging from $30K to $2 million, with labor hour and fixed price contracts
- Product manager of teams of up to twenty-eight developers
- Experienced in first line management

EDUCATION

North Dakota State University, M.S., Computer Science
Concordia College, B.A., Music
CITY OF WEST FARGO
APPLICATION FOR BOARDS AND COMMISSIONS

PLEASE ATTACH A COPY OF YOUR RESUME

Board of Commission for which you are applying: LIBRARY

YOUR NAME (Last, First, Middle) Peterson Charles Robert

County: CASS

Mailing Address: 1719 Cypress Way

City: West Fargo

State: ND Zip: 58078

Business Phone Number: 

Home Phone Number: 701 781-4105

Employer Name: 

Your Job Title: 

Employer Address: 

City: 

State: 

Zip: 

EDUCATION AND GENERAL QUALIFICATIONS:

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<td>Rugby High</td>
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<td>YES</td>
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<tr>
<td>COLLEGE</td>
<td>U of North Dakota</td>
<td>Grand Forks</td>
<td>4</td>
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<td>COMMUNICATIONS</td>
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MEMBERSHIPS IN ORGANIZATIONS AND OFFICES HELD (INDICATE DATES HELD)

ND Board of Directors ASU Past President
Bismarck Farmers Rotary Past President

VOLUNTEER ACTIVITIES (INDICATE IF PAST OR PRESENT)

March, Scouts, 

YOUR SPECIALS SKILLS AND QUALIFICATIONS

WRITING, SPEAKING, MANAGEMENT

REFERENCES (List three persons, not related to you, whom you have known for at least one year)

<table>
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<th>ADDRESS</th>
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<tr>
<td>Bob Kater</td>
<td>Grand Forks, ND</td>
<td>218-779-9858</td>
<td>20</td>
</tr>
<tr>
<td>Chuck Heimstetter</td>
<td>Fargo, ND</td>
<td>701-326-5416</td>
<td>5</td>
</tr>
<tr>
<td>Connie Richards</td>
<td>Fargo, ND</td>
<td>701-323-0782</td>
<td>15</td>
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</table>

I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize investigations of all statements contained herein and the references listed above to give you any and all information concerning my qualifications and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damages that may result from furnishing the same to you.

PLEASE RETURN COMPLETED FORM, RESUME AND COVER LETTER TO:
City of West Fargo ATTN: Boards
800 4th Avenue East, Ste 1
West Fargo ND 58078

SIGNATURE: 

DATE: 8/2/19
CHARLES PETERSON
1719 Cypress Way, West Fargo, ND 58078
701 781 4105
Cdpete14@msn.com

EXPERIENCE

FORUM COMMUNICATIONS:
1974-2010
ON AIR RESPONSIBILITIES
SALES REPRESENTATIVE
MANAGEMENT RESPONSIBILITIES
ALSO DID SALES WORK FOR DAKOTA WIZARDS BASKETBALL TEAM
WAS A SENIOR RIDES DRIVER FOR 3 YEARS

EDUCATION

UNIVERSITY OF NORTH DAKOTA:
BA DEGREE
1968.
MAJOR BROADCAST COMMUNICATIONS

SKILLS

- People Management
- Light Computer skills
- Public speaking and writing

ACTIVITIES

Reader; pickleball player, fisherman.
Past President of Farwest Rotary, Bismarck North Dakota
Past President North Dakota Broadcasters Association

References:
Bob Kerr, Grand Forks, North Dakota  218 779 9858
Chuck Helmstetter, Fargo, North Dakota  701 306 5416
Connie Nicholas, Fargo, North Dakota  701 303 0782
City of West Fargo
ATTN: Boards
800 4th Avenue East
Suite 1
West Fargo, ND 58078

Please consider my application for appointment to the library board.

You will see I have vast work experience and local and volunteer experience which will help in this position.

I love libraries and am a heavy user of the West Fargo library. I have noticed great improvement in our library in the past couple of years.

I may be reached at 701 781 4105
cdpete14@msn.com

Sincerely,
Charles Peterson

Charles Peterson
CITY OF WEST FARGO
APPLICATION FOR BOARDS AND COMMISSIONS

Board of Commission for which you are applying: West Fargo Public library

YOUR NAME (Last, First, Middle) Setty, Arveity Raghavendra

County: Cass

Mailing Address: 3114 6th Street E

City: west fargo

State: nd

Zip: 58078

Employer Name: sanford health

Employer Address: 801 Broadway

City: Fargo

State: ND

Zip: 58103

EDUCATION AND GENERAL QUALIFICATIONS:

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MEMBERSHIPS IN ORGANIZATIONS AND OFFICES HELD (INDICATE DATES HELD)

PRESIDENT, Dakota Sleep Society, current.

VOLUNTEER ACTIVITIES (INDICATE IF PAST OR PRESENT)

YOUR SPECIALS SKILLS AND QUALIFICATIONS

Physician, children specialist. have partipated in many childrens activities while in India.

REFERENCES (List three persons, not related to you, whom you have known for at least one year)

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>PHONE NUMBER</th>
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</thead>
<tbody>
<tr>
<td>Dr. Saravana Balaraman</td>
<td>106 golf terrace crookston,mn</td>
<td>2135987494</td>
<td>25 yrs</td>
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<tr>
<td>Judy Melby</td>
<td></td>
<td>6053808728</td>
<td>2 yrs</td>
</tr>
<tr>
<td>Ajay</td>
<td></td>
<td>7014124317</td>
<td>5 yrs</td>
</tr>
</tbody>
</table>

I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize investigations of all statements contained herein and the references listed above to give you any and all information concerning my qualifications and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damages that may result from furnishing the same to you.

PLEASE RETURN COMPLETED FORM, RESUME AND COVER LETTER TO:
City of West Fargo ATTN: Boards
800 4th Avenue East, Ste 1
West Fargo ND 58078

SIGNATURE: A. R.

DATE: 8-20-19
ARVEITY RAGHAVENDRA SETTY  
SETTYAR@GMAIL.COM  
Mobile - 8103085593  
3114 6th street E West Fargo, ND

Pediatric Sleep Physician at Sanford Health, Fargo ND  
Board certified in Pediatrics and Sleep Medicine.  
President, Dakota Sleep Society (North and South Dakota)

Education

Pediatric residency
HURLEY MEDICAL CENTER, Pediatric Residency, Flint, MI  
07/2009 - 6/2012

Post-Graduation
SRI DEVRAJ URS MEDICAL COLLEGE, Pediatric Resident,  
Tamaka, Kolar, India
Graduate
JJM MEDICAL COLLEGE, DEVANGERE, MBBS  
1/2003 - 04/2005

Undergraduate
NATIONAL JUNIOR COLLEGE, Shimoga, India  
Physics, Chemistry, Mathematics and Biology

CINCINNATI CHILDRENS HOSPITAL, Sleep Medicine fellowship, Cincinnati, OH  
04/1993 - 03/1995

CINCINNATI CHILDRENS HOSPITAL, Sleep Medicine fellowship, Cincinnati, OH  
07/2012- 6/2013

ECFMG Number – 07242209 Current Visa Status - H1B AAMC ID – 12723501

Examinations:
USMLE Step 3 01/2008
USMLE Step 2 CS (Clinical Skills) 07/2007
USMLE Step 2 CK (Clinical Knowledge) 04/2007
USMLE Step 1 06/2007 PLAB
and IELTS

Work Experience

SANFORD HEALTH, FARGO, ND  
04/2014 till date.  
Working as pediatric sleep specialist and general pediatrician. Only Pediatric Sleep specialist in the state of North Dakota, also covering South Dakota and northern Minnesota.

RIVERVIEW HEALTH, MN  
Director, Sleep Center and Pediatrician.  
01/01/2018 till date Medical

OLMSTED MEDICAL CENTER, ROCHESTER, MN  
07/2013 – 04/2014  
Traditional pediatric practice and sleep specialist.

CINCINNATI CHILDRENS HOSPITAL, Cincinnati, OH, Sleep Medicine Fellow  
07/2012 – 06/2013
Rotate at children's hospital for pediatric cases and at VA and university of Cincinnati for adult patients. I have seen almost all varieties of pathologies here. Reading sleep studies is one of my favorite things to do and I have learnt it best by reading numerous studies supervised by my attendings. I was also involved in some research studies.

HURLEY MEDICAL CENTER, Flint, MI Pediatric Resident 07/2009 - 06/2012
I am very happy working in this hospital as I get to admit patients by myself as a senior and have chance to work up the patients in my line of thinking supervised by an attending. I have managed most of the pediatric common problems, inpatient as well as outpatient. I have most of the subspecialist here giving me an edge to learn and understand better about different diseases around the patients. Most of my attendings', nurses and friends have felt that I am very hard worker, excellent team member, intelligent and has good communication skills and always helpful others.

MAIMONIDES MEDICAL CENTER 07/2008 - 02/2009
Research Assistant, I worked here for 6 months and utilized most out of it. I was not only a research assistant. I was given opportunity to see the patients and formulate a plan and then take the patient directly to Dr. Ten and discuss with her. I learnt most of the pediatric endocrinology there. I have assisted fellows in doing ACTH and Growth hormone stimulation test.

UNIVERSITY OF TENNESSEE, Knoxville, Tennessee 07/2008
Observer. Supervisor - Dr. Suresh Urath (Head Department of Nephrology)
I got an opportunity to observe with Dr. Suresh, a Nephrologist. I have attended his university office and have joined the medicine residents and attended some of the noon conferences.

ST. MARY'S HOSPITAL, Knoxville, Tennessee 06/2008
Observer. Supervisor - Dr. Rafay Khan (community pediatrician and Allergist)
I got an opportunity to be an observer with Dr. Khan who is a pediatrician and allergist. I have been with him even at his office and had opportunity to speak to the patients. I got to see common cases in office setting and some of the recent managements as per to AAP protocol. I learnt that the preventive pediatrics is more important at the office level. I have seen many newborn babies and their general management along with Dr. Khan.

CARING MEDICAL CENTER, Tennessee 02/2008 - 03/2008
Observer. Supervisor – Dr. Srinivasa Chintalapudi
I was supervised by a well-known and senior Physician and Internist. I have followed him to St. Mary's hospital to examine in patients. Here I had an opportunity to see common cases in General Practice in a community setting. I had an opportunity to discuss some of the medical topics with him.

REGISTRAR
Manipal hospital is a tertiary care center with a level 3 neonatal unit. Working as a registrar I have become a responsible pediatrician handling sick young patients with the supervision of a consultant. I am also involved in teaching common pediatric problems and there management to the nursing staff and resident doctors. I improved upon my communication skills and managerial methods. I am got exposed to a lot of respiratory cases during this period. I have attended various outreach camps organized by the hospital for the poor people.

REGISTRAR
Worked as a Pediatric registrar under the guidance of neonatologist Dr. Rajiv Aggarwal.
As a registrar I had major responsibility of looking after PICU and NICU after regular OPD hours during the duty days. I have seen and attended to almost all type of serious pediatric emergencies. This hospital is known for the tertiary care setup. I became very competent in putting Central line, and my other skills like
intubation, lumbar puncture, UAC, UVC, difficult IV cannulation, bone marrow puncture and aspiration and biopsy etc. I became confident in managing pediatric emergencies and competent in procedural skills.

SRI SATYA SAI HOSPITAL, Karnataka, India. 05/2005 - 10/2006

PEDIATRICIAN
Joined here as a Consultant Pediatrician just after completion of my postgraduate Diploma In Child Health. Hospital has special unit for maternal and child care. As a lone pediatrician I have attended almost all the deliveries occurred in the hospital and resuscitated the newborn when required. I have seen minimum of 20 to 30 out-patients every day and has encountered almost all common pediatric problems which also includes pediatric emergencies like Snake bite, Dengue shock syndrome, status epilepticus etc. I have worked in the community hospital for about 3 months as a honorary. I have served the poor and the needy by attending various medical camps organized by various community welfare associations.

SRI DEVA RAJ URS MEDICAL COLLEGE, India 01/2003 - 04/2005

RESIDENT POSTGRADUATE, PROF.VIJJAYASHANKARA
This is my postgraduate training period. I had an excellent teaching faculty. I got exposed to maximum number of patient varieties, different types of cases. I had a very good exposure for neonatology. I got opportunity to present 2 papers at south zone conferences. I became confident in handling regular emergencies. I had a responsibility to teach undergraduates and nursing staff. My communication skills improved gradually. For me the real concept of Team Work raised here.

AMRUTHANANDAMAYI HOSPITAL, Kerala, India 05/2001 - 07/2001

RESIDENT DOCTOR
I was working in the Department of Neurology. Most popular super specialty hospital in Kerala state in India and a referral and tertiary hospital. My duties included to be in house and round with the team and do all the procedures like Lumbar puncture or follow up all the work that needed to be done, literally the work and the responsibility was like a resident physician.

SRI SATYA SAI HOSPITAL, Karnataka, India 08/2001 - 12/2002

RESIDENT DOCTOR,
I was working as a duty doctor and in charge of all the patients admitted by other specialist physicians and surgeons. I had an opportunity to communicate with patients and do all the minor procedures when required. I have attended to all the emergencies encountered within the hospital.

JJM MEDICAL COLLEGE AND HOSPITAL, India 04/2000 - 03/2001

Rotating Internee

Research Experience:

✓ SRI DEVRAJ URS MEDICAL COLLEGE, India
  Pediatric resident. Supervisor –Prof. Vijayashankara
  Presented a paper at South zone conference.

Aims- To compare the clinical features with the outcome in children with Dengue fever. Conclusion- Dengue fever is a common viral fever with various clinical manifestations, but none specific to the disease. Low platelet count and high hematocrit values may suggest dengue fever, but the association was not significant

✓ SRI DEVRAJ URS MEDICAL COLLEGE, India
  Pediatric resident. Supervisor – Prof. Vijayashankara
  Presented a paper in Karnataka State Pediatric conference.

Aim- TO COMPARE SEVERITY OF BIRTH ASPHYXIA AND SHORT TERM OUTCOME OF BIRTH ASPHYXIA AMONG OUTBORN AND INBORN NEONATES. Conclusion- HIE was more commonly
seen in the out born than in the inborn neonates with birth asphyxia. The short term outcome (death) of HIE was same in both inborn and out born neonates.

✓ MAIMONIDES MEDICAL CENTER, New York.
  Research Assistant. Supervisor- Dr. Svetlana Ten (Head-Department of pediatric Endocrinology).
  Assisted to maximum for smooth functioning of the study
  AMDeC’s (ROAD Study) – 2007. Collaborated with kids weight down program

Aim – Understanding the development, treatment, and prevention of Type II diabetes and obesity, two chronic and inter-related diseases, both of which are reaching epidemic proportions among adolescent and minority populations. People who are prone to DM, as analyzed by genetic and molecular genetic screening, will undergo intensive exercise classes apart from their regular classes. I have gone to these schools to help in every respect of the study.

✓ MICHIGAN STATE UNIVERSITY
  Research Assistant
  Assisted for organizing and examining the kids

Aim – Correlation between Acanthosis nigracans and Diabetes Mellitus

Publications Oral Presentation:
1. Underestimation of Sleep Apnea With Home Sleep Apnea Testing Compared to In-Laboratory Sleep Testing.
   http://dx.doi.org/10.5664/jcsm.6534
4. Fulminant Rotavirus Encephalitis in Immunodeficient child. FAME, Flint, MI
5. Leucoencephalopathy with temporal lobe cysts in Congenital Cytomegalovirus Infection. FAME, Flint, MI
6. Co-existing sleep disorders in children with parasomnia, BOAT AWARD lecture series at Cincinnati Children’s hospital

Posters Presentation:
Co-existing sleep disorders in children with parasomnia. AASM 2013 at Baltimore

Current Ongoing Research
Unnecessary radiation exposure in children

Hobbies & Interests
Chess, Carom, Cricket, Table Tennis, Shuttle Badminton, Golf, Billiards, Internet Browsing.

Language Fluency (Other than English)
Kannada, Telugu, Hindi, Malayalam.
Stephanie J. Shea
651 Wyndemere Drive
West Fargo, ND 58078
August 22, 2019

To whom it may concern,

The intent of this letter is to express my interest in serving as a member on the Library Board.

My interest in this type of service is driven by several reasons. First, having served in the past for a short-term, interim time period, I’ve had a taste of the important work the Library Board members do and have known I’d like to get back to this work at some point in the future. Second, I’ve always considered myself to be a friend of the library. As an educator for more than 25 years, I’ve utilized the libraries of the cities I’ve lived and worked in in so many ways. The West Fargo Public Library is such an important and vital component to the City of West Fargo, and by being involved with important steps to maintaining its vitality in our growing community and its needs would be a tremendous honor. Lastly, I’m passionate about literacy and reading. I’ve served in West Fargo Public Schools as an Instructional Coach, Fargo Public Schools as a Student Performance Strategist/Data Coach, along with various other roles such as Reading Recovery and Title I Reading interventions. Throughout these professional roles, I have also had the privilege to serve as an adjunct professor at the college level. This passion in my work has helped in establishing a passion project here in West Fargo. The little red reading bus, a type of mobile library, serves the youth and families in our community by bringing books to kids all summer, many of whom may not have access to the library during this time. I pride myself on being a “value adder” as an educator and community member.

I believe my passion, experience and personal skills make me a strong candidate for serving our Library, and I look forward to hearing from you.

Sincerely,

Stephanie Shea
CITY OF WEST FARGO
APPLICATION FOR BOARDS AND COMMISSIONS

PLEASE ATTACH A COPY OF YOUR RESUME

Board of Commission for which you are applying: Library Board

YOUR NAME (Last, First, Middle) Shea, Stephanie Janel

County: Cass

Mailing Address: 651 Wyndemere Drive

City: West Fargo

State: ND Zip: 58078

Business Phone Number: 701-741-0181 (cell)

Home Phone Number: same

Employer Name: West Fargo Public Schools

Your Job Title: Teacher

Employer Address: 207 Main Ave

City: West Fargo

State: ND Zip: 58078

EDUCATION AND GENERAL QUALIFICATIONS:

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>NAME OF SCHOOL</th>
<th>LOCATION</th>
<th># YEARS ATTENDING</th>
<th>DID YOU GRADUATE</th>
<th>MAJOR-COURSE OF STUDY</th>
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<tr>
<td>HIGH SCHOOL</td>
<td>Thompson High School</td>
<td>Thompson, ND</td>
<td>4 years</td>
<td>yes</td>
<td>general studies</td>
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<tr>
<td>COLLEGE</td>
<td>University of North Dakota</td>
<td>Grand Forks, ND</td>
<td>6+ years (BSEd and Masters)</td>
<td>yes</td>
<td>Elementary Education Masters in Literacy</td>
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<td>TRADE/BUSINESS/</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>CORRESPONDENCE</td>
<td></td>
<td></td>
<td></td>
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</table>

MEMBERSHIPS IN ORGANIZATIONS AND OFFICES HELD (INDICATE DATES HELD)
Coordinator of Book Mobile project (present) Library Board member (past)

VOLUNTEER ACTIVITIES (INDICATE IF PAST OR PRESENT)
Little Red Reading Bus; Trollwood Performing Arts School (Present)

YOUR SPECIAL SKILLS AND QUALIFICATIONS
energetic, motivational, positive, solution seeker

REFERENCES (List three persons, not related to you, whom you have known for at least one year)

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>PHONE NUMBER</th>
<th>YEARS ACQUAINTED</th>
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<tbody>
<tr>
<td>Roanne Malm</td>
<td>1717 Evergreen Way - West Fargo, ND 58078</td>
<td>(701)741-3769</td>
<td>10+</td>
</tr>
<tr>
<td>Marci Glessner</td>
<td>4952 38th Ave S - Fargo, ND 58104</td>
<td>(218)791-6106</td>
<td>10+</td>
</tr>
<tr>
<td>Heidi Gieser</td>
<td>3321 Jefferson St - Fargo, ND 58104</td>
<td>(701)566-1423</td>
<td>10+</td>
</tr>
</tbody>
</table>

I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize investigations of all statements contained herein and the references listed above to give you any and all information concerning my qualifications and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damages that may result from furnishing the same to you.

PLEASE RETURN COMPLETED FORM, RESUME AND COVER LETTER TO:
City of West Fargo  ATTN: Boards
800 4th Avenue East, Ste 1
West Fargo ND 58078

SIGNATURE: [Signature]

DATE: 8/22/19