



West Fargo Public Library Board of Directors  
Regular Meeting Agenda  
5:30 p.m. Thursday, October 8th, 2020  
Watch Live on the City of West Fargo YouTube channel

1. Call To Order

2. Approve Order Of Agenda

3. Consent Agenda - Approve The Following:

3.I. Approval Of Minutes - September 10, 2020

Documents:

[BOARD MINUTES 20200910.PDF](#)

3.II. Approval Of Financial Reports

Documents:

[SEPTEMBER LIBRARY FINANCIALS.PDF](#)

4. Regular Agenda

4.I. Approval To Assume Ongoing Operating Expenses Of The Little Red Reading Bus Program

Documents:

[APPROVAL TO ASSUME ONGOING OPERATING EXPENSES OF THE LITTLE RED READING BUS PROGRAM.PDF](#)

4.II. Director's Report

4.II.i. September Library Statistics

Documents:

[SEPTEMBER LIBRARY STATISTICS.PDF](#)

4.III. Other Business

4.IV. Adjourn

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

**Date: September 10th, 2020**

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

**Place: West Fargo City Commission Chambers & streamed live on YouTube**

### **Roll Call:**

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

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

Rerick called the meeting to order.

#### **2. Approve order of Agenda**

George moved and Anglin seconded to approve order of Agenda. No opposition. Motion carried.

#### **3. Consent Agenda**

Haring moved and Anglin seconded to approve the following items from the Consent Agenda. No opposition. Motion carried.

- a. Approval of Minutes – August 13, 2020
- b. Approval of Financial Reports

### **Regular Agenda:**

#### **1. Resolution Authorizing Library Director To Enter Into Contracts And Authorize Budget Amendments (Action)**

- Rerick brought forward a resolution that the Library Director can enter into contracts and authorize budget amendments in an amount up to ten thousand dollars (\$10,000) without approval from the Board. George moved and Anglin seconded to adopt the resolution. No opposition. Motion carried.

When the Library Director takes action in accordance with the resolution, the Library Director will notify the Board via email or at the meeting subsequent to the action.

The resolution is to be re-approved any time a new member is appointed to the Board.

#### **2. Progress Update On Strategic Planning And Work With Folkways**

- Hansen gave an update on work with Folkways. Folkways has conducted six stakeholder interviews, which involved staff, Library Board members, elected

leaders and Friends of the Library. Interviews with library users are currently underway. Folkways is working on finalizing an action plan for the rest of the project. Anglin spoke about his experience being interviewed by Folkways.

### 3. Director's Report

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

- Library's statistics for the month of August were presented. Circulation and new library cards have exceeded the numbers from the months before the closure of the library due to COVID.
- The final draft of the Library's 2021 budget was approved by City Commission on September 8<sup>th</sup>, 2020.
- The Library will participate in the events planned during West Fest on September 19<sup>th</sup>, 2020.
- Lauren Nephew, Youth Services Manager, gave a programming update.

### 4. Other Business

- None

### 5. Adjourn

- Anglin moved to adjourn, George seconded. No opposition. Meeting adjourned. Next meeting: 5:30 P.M., Thursday October 8<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	461,033.55	608,944.00	147,910.45	76%
114 PART TIME SALARIES		/ /					
	<b>Object Total:</b>		0.00	23,795.14	121,413.00	97,617.86	20%
209 CLASSIFIED ADS		/ /					
	<b>Object Total:</b>		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY		/ /					
	<b>Object Total:</b>		0.00	36,290.13	55,872.00	19,581.87	65%
230 RETIREMENT		/ /					
	<b>Object Total:</b>		0.00	60,879.06	91,727.00	30,847.94	66%
240 WORKFORCE SAFETY INSURANCE		/ /					
	<b>Object Total:</b>		0.00	10,164.02	3,360.00	-6,804.02	303%
245 CORPORATE EDUCATION		/ /					
CL 92823 2 88512 EDUCATION		/ /	474.22	9/20 3161 FIRST INTERNATIONAL BANK &			
	<b>Object Total:</b>		474.22	1,077.82	3,000.00	1,922.18	36%
250 UNEMPLOYMENT		/ /					
	<b>Object Total:</b>		0.00	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	42,131.17	76,888.00	34,756.83	55%
333 BUILDING RENTAL		/ /					
CL 92497 3 88435 LIBRARY RENT SEPT	05684	08/21/20	9,740.00	9/20 549 WF PUB SCHOOLS DIST #6			
	<b>Object Total:</b>		9,740.00	101,160.00	130,440.00	29,280.00	78%
340 TRAVEL & EDUCATION		/ /					
CL 92621 1 88273 travel reimb		09/01/20	14.75	9/20 3417 CHELSEA SIMDORN			
	<b>Object Total:</b>		14.75	2,829.25	2,980.00	150.75	95%
348 BUYOUTS		/ /					
	<b>Object Total:</b>		0.00	0.00	0.00	0.00	%
356 TELEPHONE		/ /					
CL 92388 1 88363 soft phone install	179505	08/20/20	202.50	9/20 271 NETCENTER TECHNOLOGIES			
CL 92485 1 88363 MLC licenses	179434	08/20/20	481.45	9/20 271 NETCENTER TECHNOLOGIES			
CL 92811 30 88606 aug 2020 library	9862310183	08/08/20	127.55	9/20 3668 VERIZON WIRELESS			
	<b>Object Total:</b>		811.50	2,100.86	2,400.00	299.14	88%

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 92579 1 88263	envelopes	49822	08/27/20	89.40	9/20 16	BROKERAGE PRINTING		
		<b>Object Total:</b>		<b>89.40</b>	<b>1,841.53</b>	<b>9,245.00</b>	<b>7,403.47</b>	<b>20%</b>
387 MEDICAL/VACCINES								
			/ /					
		<b>Object Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>500.00</b>	<b>%</b>
399 RECRUITMENT/EMPLOYMENT TESTING								
CL 92690 1 88294	library background	01027781	08/31/20	125.00	9/20 1502	EIDE BAILLY		
		<b>Object Total:</b>		<b>125.00</b>	<b>1,002.13</b>	<b>3,000.00</b>	<b>1,997.87</b>	<b>33%</b>
410 OFFICE SUPPLIES								
CL 92358 1 88247	container	1pc9jqpq7g	08/15/20	11.87	9/20 3490	AMAZON CAPITAL SERVICES		
CL 92365 1 88265	supplies	1084327-1	08/19/20	24.83	9/20 351	BUSINESS ESSENTIALS		
CL 92517 2 88265	supplies	1085791-1	08/27/20	52.28	9/20 351	BUSINESS ESSENTIALS		
CL 92693 1 88344	SERV	3485793	08/03/20	193.12	9/20 3418	LOFFLER		
CL 92719 1 88544	SERV	3511339	09/01/20	152.98	9/20 3418	LOFFLER		
CL 92720 2 88496	supplies	6836254	08/31/20	282.97	9/20 77	DEMCO		
CL 92721 1 88555	off sup	101137	08/26/20	213.00	9/20 1462	MINITEX		
CL 92722 1 88578	supply	801387	08/31/20	14.00	9/20 3276	PREMIUM WATERS INC		
CL 92823 3 88512	OFFICE SUPPLIES		/ /	73.08	9/20 3161	FIRST INTERNATIONAL BANK &		
		<b>Object Total:</b>		<b>1,018.13</b>	<b>5,533.99</b>	<b>18,000.00</b>	<b>12,466.01</b>	<b>31%</b>
428 SERVICE AGREEMENTS-CONTRA								
CL 92518 1 88416	LIBRARY CLEANING	16754	09/01/20	2,900.00	9/20 3658	TLC CLEANING LLC		
		<b>Object Total:</b>		<b>2,900.00</b>	<b>26,031.25</b>	<b>41,060.00</b>	<b>15,028.75</b>	<b>63%</b>
497 TECHNOLOGY								
CC 616 3	stylebook.com		08/04/20	55.99	9/20 2439	VISA IT		
CL 92382 1 88316	copier	27656116	08/21/20	442.89	9/20 2877	GREATAMERICA FINANCIAL		
CL 92383 2 88363	phone install	179677	08/31/20	170.00	9/20 271	NETCENTER TECHNOLOGIES		
CL 92525 3 88313	CABLE	9317592904	09/01/20	613.36	9/20 939	GRAYBAR		
CL 92605 1 88259	tech	920577778	08/28/20	89.61	9/20 26	BORDER STATES INDUSTRIES INC		
CL 92703 1 88363	LIBRARY UNIFI SWITCH	179741	09/08/20	430.00	9/20 271	NETCENTER TECHNOLOGIES		
CL 92703 2 88363	MIDDLE SCHOOL CAMERA LIBRARY	179746	08/31/20	241.25	9/20 271	NETCENTER TECHNOLOGIES		
CL 92749 1 88465	tech	920658141	09/11/20	133.51	9/20 26	BORDER STATES INDUSTRIES INC		
		<b>Object Total:</b>		<b>2,176.61</b>	<b>12,238.68</b>	<b>51,962.00</b>	<b>39,723.32</b>	<b>24%</b>
640 FURNITURE & EQUIPMENT								
CL 92517 1 88265	furniture	qt58787-1	08/26/20	18,442.26	9/20 351	BUSINESS ESSENTIALS		
		<b>Object Total:</b>		<b>18,442.26</b>	<b>19,392.39</b>	<b>7,500.00</b>	<b>-11,892.39</b>	<b>259%</b>
644 POSTAL METER RENT								
CL 92592 1 88380	METER RENT	3311902448	08/30/20	243.09	9/20 384	PITNEY BOWES		
		<b>Object Total:</b>		<b>243.09</b>	<b>729.27</b>	<b>1,500.00</b>	<b>770.73</b>	<b>49%</b>
645 EQUIPMENT REPLACEMENT								
			/ /					
		<b>Object Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>%</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								
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 92377 1	88255 SNAIL AND THE WHALE	4016992	07/31/20	200.00	9/20 37	BARNES & NOBLE		
CL 92928 1	88460 KITS & TEACHING	440	09/11/20	1,000.00	9/20 999999	ASHLEY RIECK		
<b>Object Total:</b>				<b>1,200.00</b>	<b>5,493.50</b>	<b>11,000.00</b>	<b>5,506.50</b>	<b>50%</b>
650 E RESOURCES								
CL 92665 1	88354 e resources	99332894	08/31/20	1,003.43	9/20 1854	MIDWEST TAPE		
CL 92714 1	88477 subscription	71916874	09/08/20	962.00	9/20 1623	CENGAGE GALE		
CL 92735 1	88501 e resources	wrs523258	04/25/20	2,315.00	9/20 1708	EBSCO		
<b>Object Total:</b>				<b>4,280.43</b>	<b>21,827.20</b>	<b>30,250.00</b>	<b>8,422.80</b>	<b>72%</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								
CL 92823 1	88512 SHIPPING		09/02/20	10.30	9/20 3161	FIRST INTERNATIONAL BANK &		
<b>Object Total:</b>				<b>10.30</b>	<b>10.30</b>	<b>0.00</b>	<b>-10.30</b>	<b>%</b>
662 BOOKS								
CL 92376 1	88254 BOOKS	2035289918	08/10/20	158.74	9/20 1695	BAKER & TAYLOR		
CL 92389 1	88247 books	146nngghfm	08/22/20	16.71	9/20 3490	AMAZON CAPITAL SERVICES		
CL 92504 1	88254 books	2035403970	08/14/20	380.17	9/20 1695	BAKER & TAYLOR		
CL 92504 2	88254 books	2035410174	08/13/20	159.81	9/20 1695	BAKER & TAYLOR		
CL 92580 1	88254 book	2035295265	08/18/20	54.52	9/20 1695	BAKER & TAYLOR		
CL 92580 2	88254 book	2035296195	08/18/20	47.98	9/20 1695	BAKER & TAYLOR		
CL 92580 3	88254 book	2035296257	08/19/20	65.56	9/20 1695	BAKER & TAYLOR		
CL 92580 4	88254 book	2035296446	08/19/20	71.42	9/20 1695	BAKER & TAYLOR		
CL 92580 5	88254 book	2035296493	08/19/20	41.89	9/20 1695	BAKER & TAYLOR		
CL 92580 6	88254 book	2035296384	08/20/20	87.28	9/20 1695	BAKER & TAYLOR		
CL 92580 7	88254 book	2035296395	08/20/20	90.37	9/20 1695	BAKER & TAYLOR		
CL 92580 8	88254 book	2035296466	08/20/20	191.99	9/20 1695	BAKER & TAYLOR		
CL 92723 1	88463 books	2035425254	08/28/20	370.05	9/20 1695	BAKER & TAYLOR		
CL 92723 2	88463 books	2035429265	08/28/20	994.01	9/20 1695	BAKER & TAYLOR		
CL 92723 3	88463 books	2035447280	08/28/20	435.23	9/20 1695	BAKER & TAYLOR		
CL 92817 2	88601 books	0565047	09/10/20	209.44	9/20 3053	THE PENWORTHY COMPANY LLC		
CL 92821 1	88601 books	0564159	08/10/20	174.56	9/20 3053	THE PENWORTHY COMPANY LLC		
CL 92822 1	88463 BOOKS	2035457956	09/03/20	250.18	9/20 1695	BAKER & TAYLOR		
<b>Object Total:</b>				<b>3,799.91</b>	<b>25,041.16</b>	<b>100,750.00</b>	<b>75,708.84</b>	<b>25%</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 92364 1	88354 dvd	99279823	08/19/20	54.87	9/20 1854	MIDWEST TAPE		
CL 92488 1	88354 dvd	99307888	08/26/20	78.66	9/20 1854	MIDWEST TAPE		
CL 92591 1	88354 dvd	99279823	08/19/20	54.87	9/20 1854	MIDWEST TAPE		
CL 92604 1	88354 dvd	99327604	09/01/20	56.37	9/20 1854	MIDWEST TAPE		
CL 92809 1	88554 dvd	99386903	09/15/20	29.79	9/20 1854	MIDWEST TAPE		
<b>Object Total:</b>				<b>274.56</b>	<b>3,654.29</b>	<b>31,500.00</b>	<b>27,845.71</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								
667 MEMBERSHIPS								
		Object Total:	/ /	0.00	1,551.00	1,247.00	-304.00	124%
668 BINDING								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
669 INSURANCE								
		Object Total:	/ /	0.00	743.00	1,750.00	1,007.00	42%
671 SUMMER READING PROGRAM								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
672 EMERGENCY MEDICAL SUPPLIES								
		Object Total:	/ /	0.00	0.00	250.00	250.00	%
673 CLEANING SUPPLIES								
		Object Total:	/ /	0.00	148.03	500.00	351.97	30%
674 HOMEWORK ROOM								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
682 STRATEGIC PLANNING								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
689 PROMOTIONAL ACTIVITIES								
CL 92823 4 88512 PROMO ACTIVITIES			/ /	15.73	9/20 3161 FIRST INTERNATIONAL BANK &			
		Object Total:		15.73	2,211.76	11,400.00	9,188.24	19%
724 CONSULTING/TESTING FEES								
CL 92546 1 88308 CONSULTANT			08/26/20	1,000.00	9/20 3735 FOLKWAYS			
		Object Total:		1,000.00	1,000.00	0.00	-1,000.00	%
740 SERVICE CHARGES								
		Object Total:	/ /	0.00	132.88	0.00	-132.88	%
750 MISC.								
		Object Total:	/ /	0.00	2.89	750.00	747.11	%
852 WEBSITE								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
870 CAPITALIZED ASSETS - OVER \$5,000								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
901 CATALOGING								
CL 92634 1 88370 subscription			09/01/20	191.51	9/20 3416 OCLC, INC.			
		Object Total:		191.51	1,915.10	2,300.00	384.90	83%

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							
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	%
994 ODIN							
CL 92363 1 88371	July 1, 2020-Dec 31, 2020	14060 08/18/20	7,000.00	9/20	832 ODIN		
CL 92363 2 88371		12215 08/10/20	731.00	9/20	832 ODIN		
	<b>Object Total:</b>		7,731.00	7,731.00	7,000.00	-731.00	110%
	<b>Account Total:</b>		54,538.40	886,298.27	1,440,688.00	554,389.73	
414100 FINANCE							
410 OFFICE SUPPLIES							
CL 92575 1 88345	307ci copier	27627255 08/17/20	191.90	9/20	3491 LOFFLER COMPANIES INC		
JV 4196 2	Move from 7000-414100-410	/ /	-191.90	9/20			
	<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		/ /					
	<b>Object Total:</b>		0.00	725.00	0.00	-725.00	%
662 BOOKS		/ /					
	<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>		54,538.40	887,023.27	1,440,688.00	553,664.73	

\*\*\*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		1,051,852.11	1,123,173.00	-71,320.89	3,519.71	855,495.53
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		304.70
	<b>Total Revenue</b>	<b>0.00</b>	<b>1,051,871.41</b>	<b>1,082,116.00</b>	<b>-30,244.59</b>	<b>3,519.71</b>	<b>887,207.20</b>
Expenses							
411600	LIBRARY						
110	PERMANENT EMP SALARIES		461,033.55	608,944.00	147,910.45	43,844.92	441,457.06
114	PART TIME SALARIES		23,795.14	121,413.00	97,617.86	8,839.89	93,920.11
220	SOCIAL SECURITY		36,290.13	55,872.00	19,581.87	3,885.99	39,521.12
230	RETIREMENT		60,879.06	91,727.00	30,847.94	6,551.68	64,692.11
240	WORKFORCE SAFETY INSURANCE		10,164.02	3,360.00	-6,804.02		1,022.28
245	CORPORATE EDUCATION	474.22	1,077.82	3,000.00	1,922.18	921.63	1,740.63
250	UNEMPLOYMENT		1,751.36	1,000.00	-751.36		
312	ATTORNEY			1,000.00	1,000.00		
320	HEALTH INSURANCE		42,131.17	76,888.00	34,756.83	4,231.51	40,486.95
333	BUILDING RENTAL	9,740.00	101,160.00	130,440.00	29,280.00	11,990.00	107,910.00
340	TRAVEL & EDUCATION	14.75	2,829.25	2,980.00	150.75	473.41	2,611.10
356	TELEPHONE	811.50	2,100.86	2,400.00	299.14		
360	MISC PRINTING & MAILING	89.40	1,841.53	9,245.00	7,403.47	512.50	3,545.09
387	MEDICAL/VACCINES			500.00	500.00		
399	RECRUITMENT/EMPLOYMENT TESTING	125.00	1,002.13	3,000.00	1,997.87		846.97
410	OFFICE SUPPLIES	1,018.13	5,533.99	18,000.00	12,466.01	2,898.82	12,226.30
428	SERVICE AGREEMENTS-CONTRA	2,900.00	26,031.25	41,060.00	15,028.75	2,620.90	4,566.61
497	TECHNOLOGY	2,176.61	12,238.68	51,962.00	39,723.32	6,596.10	36,479.90
640	FURNITURE & EQUIPMENT	18,442.26	19,392.39	7,500.00	-11,892.39	40.00	5,090.77
644	POSTAL METER RENT	243.09	729.27	1,500.00	770.73	243.09	929.76
648	PROFESSIONAL PUBLICATIONS		276.36	1,200.00	923.64		432.50
649	PROGRAMMING	1,200.00	5,493.50	11,000.00	5,506.50	1,021.05	6,092.82
650	E RESOURCES	4,280.43	21,827.20	30,250.00	8,422.80	8,171.40	19,655.78
661	SHIPPING	10.30	10.30		-10.30		1,333.24
662	BOOKS	3,799.91	25,041.16	100,750.00	75,708.84	8,390.88	69,493.09
663	MAGAZINES		4,570.27	6,500.00	1,929.73	39.00	5,608.99
664	AUDIO VIDEO	274.56	3,654.29	31,500.00	27,845.71	789.86	18,085.80
667	MEMBERSHIPS		1,551.00	1,247.00	-304.00	25.00	670.00
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		191.00
689	PROMOTIONAL ACTIVITIES	15.73	2,211.76	11,400.00	9,188.24	656.25	7,553.68
724	CONSULTING/TESTING FEES	1,000.00	1,000.00		-1,000.00		
740	SERVICE CHARGES		132.88		-132.88		
750	MISC.		2.89	750.00	747.11	106.24	455.62

Combined Funds

Account Object	Description	----- Current Year -----				----- Last Year -----	
		Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
901	CATALOGING	191.51	1,915.10	2,300.00	384.90	191.51	1,489.75
903	HISTORY ROOM		7.93	2,500.00	2,492.07	439.75	1,098.91
994	ODIN	7,731.00	7,731.00	7,000.00	-731.00		7,003.00
	<b>Total Account</b>	<b>54,538.40</b>	<b>886,298.27</b>	<b>1,440,688.00</b>	<b>554,389.73</b>	<b>113,481.38</b>	<b>997,221.52</b>
416000	BUILDING INSPECTIONS						
497	TECHNOLOGY		725.00		-725.00		
662	BOOKS						-299.31
	<b>Total Account</b>		<b>725.00</b>		<b>-725.00</b>		<b>-299.31</b>
	<b>Total Expenses</b>	<b>54,538.40</b>	<b>887,023.27</b>	<b>1,440,688.00</b>	<b>553,664.73</b>	<b>113,481.38</b>	<b>996,922.21</b>
	Net Income from Operations	-54,538.40	164,848.14			-109,961.67	-109,715.01
Other Revenue							
360000	MISCELLANEOUS REVENUE	564.28	4,326.61	21,200.00	-16,873.39		2,349.38
360400	CARD REPLACEMENT		5.00		5.00		175.95
360500	FINES		326.75		326.75		4,274.35
360600	BOOK & AV REPLACEMENT		12.99		12.99		690.40
360700	COPIER		837.69		837.69		3,222.72
375000	DONATIONS		369.83	2,000.00	-1,630.17		1,983.23
	<b>Total Other Revenue</b>	<b>564.28</b>	<b>5,878.87</b>	<b>23,200.00</b>	<b>-17,321.13</b>	<b>0.00</b>	<b>12,696.03</b>
	Net Income	-53,974.12	170,727.01			-109,961.67	-97,018.98

	<b>Total</b>	<b>Technology (497)</b>	<b>Book (662) &amp; audiovisual materials (664)</b>
<b>Remaining balance as of 10/1/2020</b>	554,389.73	39,723.32	103,554.55
<b>Estimated unspent at year end</b>		<b>22,000</b>	<b>24,000*</b>

\* Figure takes into account the request made in June 2020 to repurpose unspent funds in book & audiovisual budget lines to cover the cost of work area furniture that would otherwise have been requested in future budget cycles. The amount reflects what will remain after those purchases.



**WEST FARGO PUBLIC LIBRARY &  
LITTLE RED READING BUS OF WEST FARGO**

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# Proposal for Joint Service

**PROPOSED BY CARISSA HANSEN & STEPHANIE SHEA**

The West Fargo Public Library and the Little Red Reading Bus share a mission to promote reading and decrease summer learning loss by bringing books to children during the summer months. Since the introduction of the Little Red Reading Bus in 2018, the West Fargo Public Library and the Little Red Reading Bus, along with many other West Fargo community organizations, have worked in partnership to provide children access to books in the summer months, increase reading achievement, and provide a fun summer activity for children in West Fargo. In summers 2018 and 2019, the Little Red Reading Bus brought books, storytimes, and other activities promoting literacy development for preschool and elementary-age children to parks across West Fargo. During summer 2020, the West Fargo Public Library and the Little Red Reading Bus joined forces to provide book delivery direct to kids' homes throughout the West Fargo School District. After a successful summer of book delivery, with substantial operational support provided by the West Fargo Public Library, leadership of the Little Red Reading Bus and West Fargo Public Library propose that the mobile library service offered by the Bus become a function of the West Fargo Public Library. Together we can promote the importance of literacy and help ensure the future success of children in West Fargo!

Beep Beep!

Carissa Hansen  
West Fargo Public Library Director

Stephanie Shea  
Little Red Reading Bus Project Coordinator



# Why merge the service of the West Fargo Public Library and the Little Red Reading Bus?

The West Fargo Public Library and Little Red Reading Bus share complementary goals. One of the West Fargo Public Library's goals is to provide greater access to library collections and programs, especially to children and families who cannot easily access the West Fargo Public Library's building. At the same time, one of the goals of the Little Red Reading Bus is to develop sustainable operations and expand service. As a full-service public library, the West Fargo Public Library's operations and staff provide the best opportunity to grow the mobile library service in West Fargo, thus achieving the goals of both entities.

## Priorities for merged service

In joining forces, the West Fargo Public Library and the Little Red Reading Bus will continue to use the bus for its original purpose, while also building on prior years of service by:

- Maintaining and growing existing community partnerships and sponsorships, including relationships with the West Fargo Public School District, West Fargo Educational Foundation, West Fargo Park District, City of West Fargo and other businesses and community sponsors.
- Continuing to focus on early literacy and summer learning, with an intentional goal of reaching low-income and underserved children and families.

## Community need

Reading is a fundamental skill that cultivates learning and helps children develop language skills, increase their vocabulary and learn about the world around them. Mobile library service is an investment in our children's reading development, thereby an investment in our future.

Usage of the West Fargo Public Library's and Little Red Reading Bus's services for youth (0 - 12) demonstrate a strong community need for books and literacy programs supporting our youngest community members.

Attendance at West Fargo Public Library children's literacy programs in 2019

**11,000**

Physical children's materials circulated at the West Fargo Public Library in 2019

**49,017**

Total items circulated from the Little Red Reading Bus in 2018

**6,000**

Total items circulated from the Little Red Reading Bus in 2019

**8,000**

## Vision for the future

Together the Little Red Reading Bus and West Fargo Public Library will be able to grow mobile library service over time to expand to audiences beyond young children and to provide mobile programming supporting multiple literacies (ex: health, digital skills, job skills, arts, cultural awareness). The bus will be a visible presence in the community, communicating the importance of reading and literacy and serving as a platform for residents to build community.



## Operations and roles

This proposal maintains the roles of the West Fargo Public Library Board of Directors, the Friends of the West Fargo Public Library and West Fargo Public Library staff, while incorporating partners that have previously sustained the Little Red Reading Bus through the development of a new task force.

Roles and responsibilities related to the operation of the bus within the West Fargo Public Library, with the implementation of this new task force:

<p><b>Friends of the West Fargo Public Library</b></p> <p>501c3 responsible for supporting the library (and bus) through fundraising and volunteer opportunities</p>	<p><b>West Fargo Public Library Board</b></p> <p>Responsible for Library governance and finances, including the service of the bus</p>
<p><b>Mobile Library Task Force*</b></p> <p>Subcommittee appointed by the Library Board, responsible for advising the library in operating the bus during its first year as a WFPL service</p> <p><small>*This group includes representatives from the Library Board, Friends of the West Fargo Public Library, West Fargo Public Schools and West Fargo Educational Foundation</small></p>	<p><b>West Fargo Public Library Staff*</b></p> <p>Responsible for development and implementation of programs, services, and collections provided via bus</p> <p><small>*Staff involved in bus operations include the Children's Services Librarian, Youth Program Assistant, Outreach Services Assistant, Access Services Manager, Youth Services Manager and Communications Specialist</small></p>

## Budget and financing

Operation of a mobile library requires a bus, books and personnel to operate the route during the summer months. Within this proposal, the title of the existing Little Red Reading Bus would transfer from West Fargo Public Schools to the City of West Fargo. West Fargo Public Library staff, with the help of community volunteers, would operate the bus's route in summer 2021 and beyond. The West Fargo Public Library will utilize its existing collection of materials and the Little Red Reading Bus's collection to fill the bus with books.

Additional operating expenses for the bus in 2021 will be covered by:

- Reinvesting \$10,000 of unspent 2020 library funds into the West Fargo Public Library's 2021 operating budget, \$5,000 covering unbudgeted bus operations and \$5,000 to be added to a fund for a future replacement bus.
- Focusing existing personnel and financial resources on community outreach
- Leveraging existing community sponsors such as the Friends of the West Fargo Public Library, Barnes & Noble, Prairie Public Broadcasting, the Alex Stern Foundation, Scheels Corporation, Office Sign Company, West Fargo Exchange Club and Brokerage Printing.

<b>2021</b>	Unbudgeted operating expenses to offer summer bus service in June & July
\$5,000	Fuel, maintenance, insurance & supplies for service in June & July
\$5,000	Future replacement bus fund
<b>\$10,000</b>	<b>Total</b>

<b>2022</b>	12 months of service, including summer bus service and service to current outreach locations at current staffing levels
\$15,000	Fuel, maintenance, insurance, supplies & books for all year service
\$10,000	Future replacement bus fund
<b>\$25,000</b>	<b>Total</b>



September 30, 2020

West Fargo Public Library Board of Directors,

On behalf of West Fargo Public Schools, we are in support of the proposal for the West Fargo Public Library to assume the operations of the Little Red Reading Bus of West Fargo.

Since its introduction in 2018, The West Fargo's Little Red Reading Bus has provided a mobile library service to children across the school district, particularly during the summer months. This impactful operation promotes reading and prevents learning loss in students across our community.

As was seen through their partnership this summer, with the support and expertise of the West Fargo Public Library, it is clear that the Little Red Reading Bus has potential to expand its services to further enrich the lives of West Fargo students and their families. The merger with the West Fargo Public Library would also provide our rapidly growing community increased access to the West Fargo Public Library's collections and programs.

We believe an important next step for the Little Red Reading Bus of West Fargo to maximize its reach to our students is to become a function of the West Fargo Public Library. We are excited to witness and support the growth of these entities as they come together to promote literacy across our community.

Sincerely,

Beth Slette

Superintendent

Levi Bachmeier

Business Manager



October 2, 2020

To the West Fargo Public Library Board of Directors:

The West Fargo Educational Foundation in partnership with the West Fargo Public Schools agrees with the transition of The Little Red Reading Bus operations to the West Fargo Public Library. We are proud of the work that the Little Red Reading Bus has done to promote literacy development for youth in West Fargo.

We support this next step of the Library assuming the operation and coordination of The Little Red Reading Bus program, including key operations such as staffing, maintenance, supplies, funding, donations, and community collaborations. The West Fargo Educational Foundation looks forward to working in partnership with the West Fargo Public Library to ensure the continued growth of The Little Red Reading Bus program.

With Gratitude,

West Fargo Educational Foundation

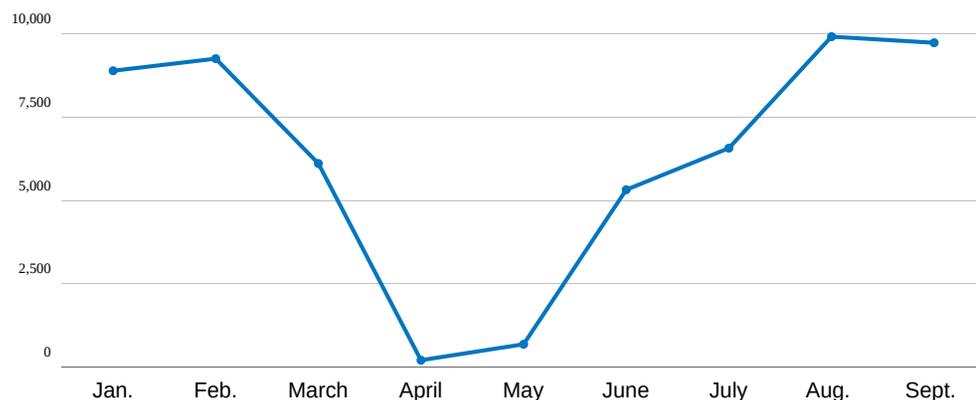
[www.westfargofoundation.com](http://www.westfargofoundation.com)

# WEST FARGO PUBLIC LIBRARY

## MONTHLY REPORT SEPT. 2020

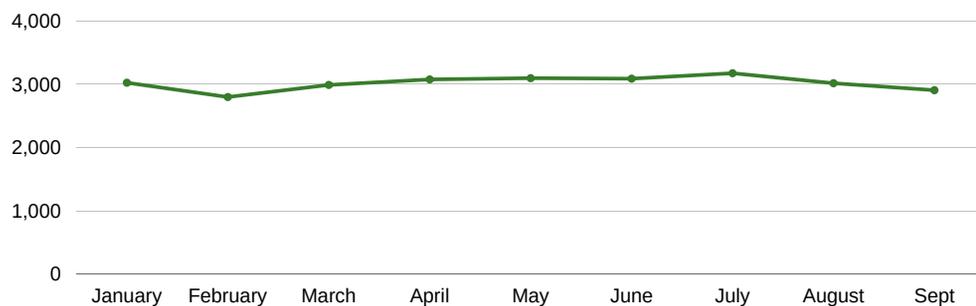
### PHYSICAL ITEM CIRCULATION

	Jan	Feb	Mar	April	May	June	July	Aug.	Sept.	YTD
Physical Item Circulation	8890	9253	6107	203	682	5319	6567	9913	9730	56664



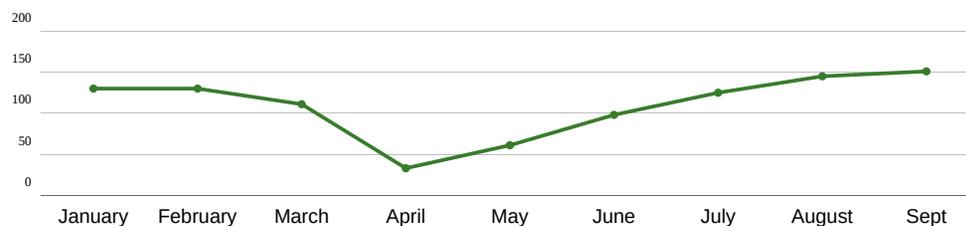
### ELECTRONIC MATERIALS CIRCULATION

Online Resource	Jan	Feb	Mar	April	May	June	July	Aug.	Sept.	YTD
Hoopla	510	540	578	689	564	517	562	520	537	5017
OverDrive (Library2Go)	2180	2186	2247	2330	2505	2556	2596	2429	2348	21377
Tumblebooks	332	70	162	55	25	13	14	65	19	755
<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>2904</b>	<b>27149</b>



### LIBRARY CARD APPLICATIONS

	Jan	Feb	Mar	April	May	June	July	Aug.	Sept.	YTD
Library Card Applications	130	130	111	33	61	98	125	145	151	984



### DOOR COUNT

	Jan	Feb	Mar	April	May	June	July	Aug.	Sept.	YTD
Door Count In	4620	4389	2938	x	x	x	2331	3527	3439	21244



### 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  
72 (+60)



FOLLOWERS  
2030 (+17)



SUBSCRIBERS  
46 (+1)

### MEDIA COVERAGE

- **InForum** - West Fargo Library's historical center dismantled
- **Pioneer** - West Fargo makes plan changes in wake of new COVID-19 risk level
- **AM 1100 The Flag** - West Fargo sets 2021 budget hearing for Tuesday
- **West Fargo Pioneer** - The Library and Little Red Reading Bus to celebrate end of summer with virtual event

# AUGUST PROGRAMMING STATISTICS

## IN-PERSON/LIVE ZOOM PROGRAMS

### ADULT

Program	Medium	Attendees
One-on-One Genealogy Assistance	Zoom	4
Twisted Stitchers (via Zoom)	Zoom	27
Monday Night Readers Book Club (at Westside Park)	In-Person	8
Novel Afternoons Book Club (at City Hall)	In-Person	12
Third Thursday Book Club (at City Hall)	In-Person	10
Women in Business Series: Navigating Technology (One Book, One Community) via Zoom	Zoom	8
Women Entrepreneur Week: Business of Books Panel (via Zoom)	Zoom	18
West Fest Adult Craft Class	In-Person	76
<b>Total Participants in Adult Programs</b>		<b>163</b>

### CHILD

Program	Medium	Attendees
Pop-Up Library Storytimes (6)	In-Person	73
West Fest Pop-Up Library	In-Person	225
<b>Participants in Child/Family Programs</b>		<b>298</b>



## PRE-RECORDED VIDEO PROGRAMS

### ADULT

Program	Live Viewers	Total Views
Fall into Family History: Three Databases to Love	5	3
Midwest Kitchen Recipe Series: Hotdish with Milk Made Catering	14	53
Midwest Kitchen Recipe Series: Albondigas with Maria's Homestyle Mexican	9	27

## PATRON FEEDBACK

### Response to Womens Entrepreneur Week: Business of Books event



**Becca Krueger** Really enjoyed it! It was neat to hear such different perspectives and experiences.

Like · Reply · 1w



### Response to information about COVID book quarantine



**Pam Matchie-Thiede** Thank you for being safe for you and for us.

Like · Reply · Message · 4w



**53 Responses to Facebook giveaway**



Midwest Kitchen Recipe Series: Southwestern Beef Bourguignon with Sour House Broccoli



**GIVEAWAY ALERT**  
In March, we set a goal to reach 2,020 Facebook likes by the end of 2020. Guess what? Yesterday, WE DID IT with over 3 months to spare. 🥳

To thank you for liking our page, we are hosting a GIVEAWAY. Follow the steps below by 11:59 p.m. Friday, Sept. 18 to be entered into our drawing for a \$25 gift card to Deaner's Diner in West Fargo.

Entering is as easy as 1, 2, 3:

1. Like West Fargo Public Library on Facebook and/or follow us on Instagram @westfargolibrary.
2. Like this post.
3. Comment your favorite book or book series below. 📖

The chosen winner will be picked at random and announced via Facebook Live during our • Read • Make • Play • hosted by WFPL at West Fest 2020. You do not need to be present to win.

(This giveaway is hosted by the West Fargo Public Library and is in no way affiliated with Facebook or Instagram. Official rules listed at <https://bit.ly/2ZGSvDG>)



TO THANK YOU FOR LIKING OUR PAGE, WE ARE HOSTING A **GIVEAWAY**

1. Like us on Facebook and/or follow @WestFargoLibrary on Instagram.
2. Like this post.
3. Comment your favorite book or book series below.



SWEEPSTAKES ENDS 11:59 P.M. FRIDAY, SEPT. 18  
WINNER ANNOUNCED SATURDAY, SEPT. 19

OFFICIAL RULES LISTED IN COMMENTS