



**To:** West Fargo Public Library Board of Directors  
**From:** Carissa Hansen, Library Director  
**Date:** Thursday, February 11, 2021  
**Subject:** Adjustment to 2021 budget to support 2021 LRRB expenses  
**Action:** Approve adjustment to 2021 budget in the amount of \$10,000 to support 2021 LRRB expenses

**West Fargo Public Library Board of Directors**

**President**

Alanna Rerick

**Vice President**

Jodie Haring

**Board member**

Steve Anglin

**Board member**

Mandy George  
*City Commissioner*

**Board member**

Larry Schwartz

**Library Director**

Carissa Hansen

**Summary and Recommendation:**

At the October 8, 2020 meeting, the Library Board voted in favor of assuming ongoing operating expenses of the Little Red Reading Bus program. The proposal included a budget for 2021 operating expenses associated with the program in the amount of \$10,000.

My recommendation is that the Library Board approve an adjustment to the 2021 budget in the amount of \$10,000 to support 2021 expenses associated with the Little Red Reading Bus program, finalizing the budget change recommended in the proposal presented at the October 8, 2020 Library Board meeting.

**Policy Analysis:**

Because this budget change is an adjustment to the total 2021 Library budget in the amount of \$10,000, separate approval for this action is requested from the Library Board in addition to what was approved at the October 8, 2020 meeting.

**Financial Analysis:**

\$10,000: Total 2021 budget adjustment requested

Outline of line item adjustments reflected in 2021 budget:

- \$5,000 – 7010 Library Equipment & Maintenance Fund
- \$1,000 – 7000-411600-427 Repairs (total 2021 adjusted amount - \$1,000)
- \$1,000 – 7000-411600-410 Office Supplies (total 2021 adjusted amount - \$16,000)
- \$1,000 – 7000-411600-669 Insurance (total 2021 adjusted amount - \$2,750)

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- \$1,000 – 7000-411600-641 Equipment Non-Depreciated (total 2021 adjusted amount - \$8,762)
  - \$500 – 7000-411600-497 Technology (total 2021 adjusted amount - \$25,699)
  - \$500 – 7000-411600-424 Gas & Oil (total 2021 adjusted amount - \$500)