



West Fargo Public Library Board of
Directors
Regular Meeting Agenda
Thursday, October 7, 2021
West Fargo City Commission Chambers
800 4th Ave. E., Suite 1
West Fargo, ND 58078

1. Call to Order
2. Approve Order of Agenda

Consent Agenda - Approve the Following:

1. Approval of Minutes – September 9, 2021
2. Approval of Financial Reports
3. Adjustments to 2021 library closures for Christmas and New Year's

Regular Agenda

1. Review draft of 2022 - 2027 Lodoen Lease
2. Follow - up on library site discussion
3. Director's Report
4. Other Business
5. Adjourn

West Fargo Public Library Board of Directors
Meeting Date: September 9th, 2021
Time: 5:30 P.M.
Place: West Fargo City Commission Chambers

Roll Call:

Liann Hanson, Tony Stukel, Commissioner Mandy George, Alanna Rerick. Absent: Jodie Haring. Also attending Carissa Hansen, Library Director, Maria Kramer, Deputy Director of Public Services, Lauren Nephew, Youth Services Manager, and Alisha Reis, Office Coordinator.

1. Call to order

Hanson called the meeting to order.

2. Approve order of agenda

Commissioner George moved and Stukel seconded to approve the order of the agenda. No opposition. Motion carried.

3. Consent agenda - approve the following:

Stukel moved and Commissioner George seconded to approve the consent agenda. No opposition. Motion carried.

- a. Approval of Minutes – August 19, 2021
- b. Approval of Financial Reports

Regular Agenda:

1. Presentation of Summer Boost 2021 impact report

- Hansen presented a summary of Summer Boost & Little Red Reading Bus route.

2. Approval of 2022-2024 West Fargo Public Library strategic plan (Action)

- Stukel moved and Commissioner George seconded to approve the 2022 – 2024 West Fargo Public Library strategic plan. No opposition. Motion carried. Next steps are: communicate the plan internally and externally, library staff are working on a set of tools and strategies to help implement and guide the plan, and progress will be tracked and reported on every 6 months to the Board.

3. Recommendation to Library Board regarding future of Mobile Library Task Force (Action)

- Commissioner George moved and Stukel seconded to approve the recommendation of ending the Mobile Library Task Force in December of 2021. No opposition. Motion carried.

4. Approval of Little Red Reading Bus replacement and fundraising plan (Action)

- Stukel moved and Commissioner George seconded to direct staff work with the

Friends of the Library to begin a capital campaign to raise funds for a replacement outreach vehicle. No opposition. Motion carried.

5. Review and discuss the library space needs assessment

- Commissioner George moved and Stukel seconded to approve the recommendation put forth by Hanson for the Board to begin researching sites for a new library building. Hanson will contact Tina Fisk, City Administrator, to ask for assistance in identifying options for locations for the library. No opposition. Motion carried.

6. Presentation of plan for assessment of future outreach services needs

- Hansen & Kramer presented a plan to research future outreach services needs in the area. The purpose of the research is to get a better scope of the needs in the West Fargo area.

7. Director's Report

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

- West Fest is Saturday, September 18th. Parade starts at 12:00 p.m and the Board is invited to walk in the parade with the Little Red Reading Bus.
- A draft of the library lease renewal will be presented at the October meeting.
- Reminder: the October meeting is rescheduled from the 14th to the 7th.
- Lauren Nephew, Youth Services Manager gave a programming update.

8. Other Business

- Rerick brought forward a concern that there may be more legal expenses for the year but the attorney budget line is almost spent out for the year. Hansen stated that there aren't additional anticipated projects requiring legal work except for work on the library lease.

9. Adjourn

- Rerick moved to adjourn, Commissioner George seconded. No opposition. Meeting adjourned. Next meeting: 5:30 P.M., Thursday, October 7th, 2021.



To: West Fargo Public Library Board of Directors
From: Carissa Hansen, Library Director
Date: Thursday, October 7, 2021
Subject: Friends of the Library revenue and line item changes throughout 2021
Action: Approval of financial reports

**West Fargo Public Library
Board of Directors**

President

Liann Hanson

Vice President

Jodie Haring

Board member

Mandy George
City Commissioner

Board member

Alanna Rerick

Board member

Tony Stukel

Library Director

Carissa Hansen

Deputy Director

Maria Kramer

The library has received \$9,370.00 in funds from the Friends of the Library in 2021. The following line items include many expenses covered by Friends of the Library, causing them to appear near spent in the library's expenditure line items.

- Programming (649)
 - \$2,189.86 is Friends revenue received to assist in covering expenses
- Promotional Activities (689)
 - \$6,006.02 is Friends revenue received to assist in covering expenses

Additionally, the City discontinued use of some expenditure codes during the course of 2021, meaning that some expenditures are routinely coded to new line items. Funds were still appropriately budgeted for these items, but they are coded to the new lines. For example:

- Expenditures previously coded to Misc Printing and Mailing (360) are now coded to:
 - Postage, Freight, Shipping (661)
 - Printing (668)

10/01/21
08:28:03

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 8/21 - 8/21

Page: 1 of 5
Report ID: B160

Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

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								
JV 4591128	PAYROLL 08/13/2021		/ /	28,735.55	8/21			
JV 4592121	PAYROLL 08/27/2021		/ /	28,615.27	8/21			
Object Total:				57,350.82	452,042.41	683,521.00	231,478.59	66%
114 PART TIME SALARIES								
JV 4591129	PAYROLL 08/13/2021		/ /	2,808.93	8/21			
JV 4592122	PAYROLL 08/27/2021		/ /	3,222.56	8/21			
Object Total:				6,031.49	67,168.88	124,365.00	57,196.12	54%
209 CLASSIFIED ADS								
Object Total:				0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 4591130	PAYROLL 08/13/2021		/ /	2,336.81	8/21			
JV 4592123	PAYROLL 08/27/2021		/ /	2,359.19	8/21			
Object Total:				4,696.00	38,517.12	61,803.00	23,285.88	62%
230 RETIREMENT								
JV 4591131	PAYROLL 08/13/2021		/ /	4,292.18	8/21			
JV 4592124	PAYROLL 08/27/2021		/ /	4,292.18	8/21			
Object Total:				8,584.36	67,568.57	96,223.00	28,654.43	70%
240 WORKFORCE SAFETY INSURANCE								
Object Total:				0.00	1,252.63	1,865.00	612.37	67%
245 CORPORATE EDUCATION								
Object Total:				0.00	0.00	0.00	0.00	%
250 UNEMPLOYMENT								
Object Total:				0.00	0.00	1,000.00	1,000.00	%
312 ATTORNEY								
CL 98523 5	92561 library		08/10/21	578.00	8/21	353 OHNSTAD TWICHELL		
Object Total:				578.00	968.62	1,000.00	31.38	97%
320 HEALTH INSURANCE								
JV 4591132	PAYROLL 08/13/2021		/ /	3,186.07	8/21			
JV 4592125	PAYROLL 08/27/2021		/ /	3,186.02	8/21			
Object Total:				6,372.09	47,182.33	101,995.00	54,812.67	46%
321 PROPERTY INSURANCE								
Object Total:				0.00	0.00	0.00	0.00	%
333 BUILDING RENTAL								
CL 98212 1	92432 06167 LIBRARY RENT JULY MISC06167		07/20/21	9,740.00	8/21	549 WF PUB SCHOOLS DIST #6		
CL 98348 1	92645 06170 LIBRARY RENT AUGUST MISC06170		07/29/21	9,740.00	8/21	549 WF PUB SCHOOLS DIST #6		
Object Total:				19,480.00	68,180.00	117,000.00	48,820.00	58%
340 TRAVEL & EDUCATION								
CL 98214 1	92283 MILEAGE		07/22/21	15.08	8/21	3869 ALISHA REIS		
CL 98495 1	92632 TRAVEL & EDUCATION		08/02/21	476.40	8/21	3162 VISA LIBRARY #2		
CL 98496 4	92631 TRAVEL & EDUCATION		/ /	280.00	8/21	3161 VISA LIBRARY #1		
Object Total:				771.48	1,740.27	7,050.00	5,309.73	25%

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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
348 BUYOUTS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CC 750 1	TECHSOUP		07/14/21	15.00	8/21 2439 VISA IT			
CC 750 2	MOBILE BEACON		07/14/21	129.00	8/21 2439 VISA IT			
CC 750 3	MOBILE BEACON		07/14/21	1,560.00	8/21 2439 VISA IT			
CC 750 4	STYLEBOOK.COM		07/25/21	44.79	8/21 2439 VISA IT			
CC 750 5	TECHSOUP		07/27/21	15.00	8/21 2439 VISA IT			
CL 98608 32	92621 july 2020 library	9885720530	07/08/21	199.89	8/21 3668 VERIZON WIRELESS			
		Object Total:		1,963.68	3,010.63	6,650.00	3,639.37	45%
360 MISC PRINTING & MAILING			/ /					
		Object Total:		0.00	1,075.60	7,000.00	5,924.40	15%
387 MEDICAL/VACCINES			/ /					
		Object Total:		0.00	469.00	500.00	31.00	94%
399 RECRUITMENT/EMPLOYMENT TESTING			/ /					
CL 98317 3	92496 library			180.00	8/21 1502 EIDE BAILLY			
		Object Total:		180.00	1,424.00	3,000.00	1,576.00	47%
410 OFFICE SUPPLIES								
CL 98344 1	92464 OFFICE SUPPLIES	W011393541	07/30/21	132.94	8/21 351 BUSINESS ESSENTIALS			
CL 98438 1	92577 OFFICE SUPPLIES	8013870721	07/31/21	128.68	8/21 3276 PREMIUM WATERS INC			
CL 98512 1	92452 MASKS - LIBRARY	16YXM7CPFG	08/06/21	315.00	8/21 3490 AMAZON CAPITAL SERVICES			
		Object Total:		576.62	8,995.06	16,000.00	7,004.94	56%
424 GAS AND OIL			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
427 VEHICLES MAINTENANCE			/ /					
		Object Total:		0.00	0.00	1,000.00	1,000.00	%
428 SERVICE AGREEMENTS-CONTRA								
CL 98075 1	92367 SERVICE	3768338	07/07/21	826.15	8/21 3418 LOFFLER			
	AGREEMENTS-CONTRACTS							
CL 98151 1	92343 SERVICE	29749786	07/21/21	442.89	8/21 2877 GREATAMERICA FINANCIAL			
	AGREEMENTS-CONTRACT							
CL 98346 1	92614 SERVICE	25989	08/01/21	2,900.00	8/21 3658 TLC CLEANING LLC			
	AGREEMENTS-CONTRACTS							
		Object Total:		4,169.04	28,803.82	46,755.00	17,951.18	62%
497 TECHNOLOGY								
CL 98189 1	92387 CAMERA	183247	07/26/21	260.35	8/21 271 NETCENTER TECHNOLOGIES			
		Object Total:		260.35	7,084.25	25,699.00	18,614.75	28%
640 FURNITURE & EQUIPMENT			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%

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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
641 FURN & EQUIP-NON DEPRECIATED <\$5000								
			/ /					
	Object Total:			0.00	3,206.48	8,762.00	5,555.52	37%
644 POSTAL METER RENT								
			/ /					
	Object Total:			0.00	486.18	1,200.00	713.82	41%
645 EQUIPMENT REPLACEMENT								
			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS								
CL 98150 1	92284 PROFESSIONAL PUBLICATIONS 1R69XN11CR	07/26/21		6.11	8/21	3490 AMAZON CAPITAL SERVICES		
CL 98495 2	92632 PROFESSIONAL PUBLICATIONS	/ /		85.80	8/21	3162 VISA LIBRARY #2		
	Object Total:			91.91	366.70	1,200.00	833.30	31%
649 PROGRAMMING								
CL 98074 1	92356 PROGRAMMING	07/22/21		100.00	8/21	2450 JEFFREY SALVESON		
CL 98077 1	92284 PROGRAMMING	1LVV9X7NL6 07/14/21		103.51	8/21	3490 AMAZON CAPITAL SERVICES		
CL 98077 2	92284 PROGRAMMING	1HKQHWTKMV 07/15/21		68.80	8/21	3490 AMAZON CAPITAL SERVICES		
CL 98153 1	92377 PROGRAMMING	202103 07/23/21		380.00	8/21	4046 MSUM PLANETARIUM		
CL 98349 1	92548 PROGRAMMING	504358087 08/02/21		188.06	8/21	1958 MOTION PICTURE LICENSING		
CL 98350 1	92452 PROGRAMMING	1P6QMCQ9VF 07/30/21		57.02	8/21	3490 AMAZON CAPITAL SERVICES		
CL 98350 2	92452 PROGRAMMING	13PPXL7Q43 08/04/21		151.86	8/21	3490 AMAZON CAPITAL SERVICES		
CL 98355 1	92442 PROGRAMMING	08/02/21		477.00	8/21	4055 THE PAINTED TURTLE		
CL 98496 2	92631 PROGRAMMING	/ /		307.85	8/21	3161 VISA LIBRARY #1		
	Object Total:			1,834.10	8,804.25	11,000.00	2,195.75	80%
650 E RESOURCES								
CL 98343 1	92546 E RESOURCES	500789797 07/31/21		1,326.84	8/21	1854 MIDWEST TAPE		
CL 98347 1	92566 E RESOURCES	H0077077 07/01/21		4,000.00	8/21	2126 OVERDRIVE, INC		
	Object Total:			5,326.84	18,173.24	36,000.00	17,826.76	50%
653 CAPITAL IMPROVEMENTS								
			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CL 98073 1	92397 Reserve account	07/22/21		1,000.00	8/21	1483 PITNEY BOWES RESERVE ACCOUNT		
	Object Total:			1,000.00	2,080.74	0.00	-2,080.74	%
662 BOOKS								
CL 98076 1	92289 BOOKS	2036064774 07/08/21		12.26	8/21	1695 BAKER & TAYLOR		
CL 98077 3	92284 BOOKS	1XVYV4P666 07/16/21		104.25	8/21	3490 AMAZON CAPITAL SERVICES		
CL 98152 1	92289 BOOKS	2036075561 07/15/21		218.78	8/21	1695 BAKER & TAYLOR		
CL 98152 2	92289 BOOKS	2036004112 07/15/21		517.66	8/21	1695 BAKER & TAYLOR		
CL 98152 3	92289 BOOKS	2036010172 07/17/21		314.72	8/21	1695 BAKER & TAYLOR		
CL 98351 1	92456 BOOKS	2036071573 07/22/21		33.29	8/21	1695 BAKER & TAYLOR		
CL 98351 2	92456 BOOKS	2036095736 07/26/21		216.67	8/21	1695 BAKER & TAYLOR		
CL 98351 3	92456 BOOKS	2036079970 07/23/21		927.25	8/21	1695 BAKER & TAYLOR		
CL 98351 4	92456 BOOKS	2036031747 07/22/21		403.99	8/21	1695 BAKER & TAYLOR		
CL 98439 1	92448 BOOKS	D2095 08/09/21		119.63	8/21	3870 A KIDS BOOK ABOUT, INC		
CL 98496 3	92631 BOOKS	/ /		749.22	8/21	3161 VISA LIBRARY #1		
CL 98496 7	92631 CREDIT FOR BOOKS	/ /		-342.92	8/21	3161 VISA LIBRARY #1		
	Object Total:			3,274.80	41,885.85	100,750.00	58,864.15	

42%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 8/21 - 8/21

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Report ID: B160

Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
663 MAGAZINES								
			/ /					
		Object Total:		0.00	4,399.11	6,500.00	2,100.89	68%
664 AUDIO VIDEO								
CL 98078 1	92375 DVD	500738797	07/20/21	57.73	8/21 1854	MIDWEST TAPE		
CL 98078 2	92375 DVD	500738706	07/20/21	26.79	8/21 1854	MIDWEST TAPE		
CL 98078 3	92375 DVD	500734621	07/19/21	52.08	8/21 1854	MIDWEST TAPE		
CL 98078 4	92375 AUDIOBOOK	500734622	07/19/21	64.48	8/21 1854	MIDWEST TAPE		
CL 98078 5	92375 AUDIOBOOK	500734623	07/19/21	94.72	8/21 1854	MIDWEST TAPE		
CL 98078 6	92375 DVD	500734624	07/19/21	16.29	8/21 1854	MIDWEST TAPE		
CL 98078 7	92375 DVD	500734627	07/19/21	26.04	8/21 1854	MIDWEST TAPE		
CL 98078 8	92375 DVD	500734144	07/19/21	52.48	8/21 1854	MIDWEST TAPE		
CL 98078 9	92375 DVD	500734628	07/19/21	71.98	8/21 1854	MIDWEST TAPE		
CL 98078 10	92375 DVD	500734626	07/19/21	177.12	8/21 1854	MIDWEST TAPE		
CL 98154 1	92375 DVD	500762810	07/26/21	31.14	8/21 1854	MIDWEST TAPE		
CL 98154 2	92375 DVD	500755459	07/26/21	14.79	8/21 1854	MIDWEST TAPE		
CL 98154 3	92375 AUDIOBOOK	500755457	07/26/21	42.24	8/21 1854	MIDWEST TAPE		
CL 98154 4	92375 AUDIOBOOK	500755681	07/23/21	19.98	8/21 1854	MIDWEST TAPE		
CL 98352 1	92546 AUDIOBOOK	500797591	08/03/21	42.24	8/21 1854	MIDWEST TAPE		
CL 98352 2	92546 DVD	500797590	08/03/21	44.58	8/21 1854	MIDWEST TAPE		
CL 98352 3	92546 DVD	500785289	08/03/21	200.75	8/21 1854	MIDWEST TAPE		
		Object Total:		1,035.43	15,175.00	31,500.00	16,325.00	48%
667 MEMBERSHIPS								
CL 98496 5	92631 MEMBERSHIPS		/ /	295.00	8/21 3161	VISA LIBRARY #1		
		Object Total:		295.00	1,906.00	3,218.00	1,312.00	59%
668 PRINTING								
			/ /					
		Object Total:		0.00	1,117.87	0.00	-1,117.87	%
669 INSURANCE								
			/ /					
		Object Total:		0.00	0.00	2,750.00	2,750.00	%
671 SUMMER READING PROGRAM								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
672 EMERGENCY MEDICAL SUPPLIES								
			/ /					
		Object Total:		0.00	303.99	250.00	-53.99	122%
673 CLEANING SUPPLIES								
			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
674 HOMEWORK ROOM								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%

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CITY OF WEST FARGO, ND
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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
682 STRATEGIC PLANNING			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
689 PROMOTIONAL ACTIVITIES								
CL 98496 1	92631 PROMOTIONAL ACTIVITIES		08/02/21	301.97	8/21 3161 VISA LIBRARY #1			
		Object Total:		301.97	8,912.89	11,400.00	2,487.11	78%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00	1,375.00	0.00	-1,375.00	%
740 SERVICE CHARGES								
JV 4602 6	TransFirst Libr August 2021		/ /	123.12	8/21			
		Object Total:		123.12	1,139.88	0.00	-1,139.88	%
750 MISC.								
CL 98213 1	92341 MISC - BOOK REPLACEMENT		07/29/21	19.99	8/21 2234 GRAND FORKS PUBLIC LIBRARY			
CL 98496 6	92631 CREDIT FOR AMAZON PRIME SUBSCR		/ /	-12.99	8/21 3161 VISA LIBRARY #1			
		Object Total:		7.00	19.99	750.00	730.01	3%
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 98342 1	92560 CATALOGING	1000148717	08/01/21	195.34	8/21 3416 OCLC, INC.			
		Object Total:		195.34	1,539.74	2,300.00	760.26	67%
902 ONLINE DATE BASE (STATE)			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
903 HISTORY ROOM			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
994 ODIN			/ /					
		Object Total:		0.00	12,000.00	12,000.00	0.00	100%
		Account Total:		124,499.44	918,376.10	1,533,006.00	614,629.90	
		Fund Total:		124,499.44	918,376.10	1,533,006.00	614,629.90	

***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).

10/01/21
08:31:16

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/21 - 9/21

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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			/ /					
	Object Total:			0.00	452,042.41	683,521.00	231,478.59	66%
114 PART TIME SALARIES			/ /					
	Object Total:			0.00	67,168.88	124,365.00	57,196.12	54%
209 CLASSIFIED ADS			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY			/ /					
	Object Total:			0.00	38,517.12	61,803.00	23,285.88	62%
230 RETIREMENT			/ /					
	Object Total:			0.00	67,568.57	96,223.00	28,654.43	70%
240 WORKFORCE SAFETY INSURANCE			/ /					
	Object Total:			0.00	1,252.63	1,865.00	612.37	67%
245 CORPORATE EDUCATION			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
250 UNEMPLOYMENT			/ /					
	Object Total:			0.00	0.00	1,000.00	1,000.00	%
312 ATTORNEY								
CL 99049 7 93004 LIB			09/09/21	1,889.50	9/21 353 OHNSTAD TWICHELL			
	Object Total:			1,889.50	2,858.12	1,000.00	-1,858.12	286%
320 HEALTH INSURANCE			/ /					
	Object Total:			0.00	47,182.33	101,995.00	54,812.67	46%
321 PROPERTY INSURANCE			/ /					
CL 98629 7 92750				960.00	9/21 3347 FIRST INTERNATIONAL			
	Object Total:			960.00	960.00	0.00	-960.00	%
333 BUILDING RENTAL								
CL 98852 1 92877 06187 LIBRARY RENT SEPTEMBER		MISC06187	08/27/21	9,740.00	9/21 549 WF PUB SCHOOLS DIST #6			
	Object Total:			9,740.00	77,920.00	117,000.00	39,080.00	67%
340 TRAVEL & EDUCATION								
CL 98680 1 92682 MILEAGE			08/10/21	12.76	9/21 3869 ALISHA REIS			
CL 98851 1 92682 MILEAGE			08/30/21	14.50	9/21 3869 ALISHA REIS			
CL 98912 1 92808 TRAVEL & EDUCATION NDLA REGIST			08/31/21	160.00	9/21 4089 NDLA			
CL 98912 2 92808 TRAVEL & EDUCATION NDLA REGIST			08/31/21	160.00	9/21 4089 NDLA			
CL 98912 3 92808 TRAVEL & EDUCATION NDLA REGIST			08/31/21	160.00	9/21 4089 NDLA			
CL 98912 4 92808 TRAVEL & EDUCATION NDLA REGIST			08/31/21	160.00	9/21 4089 NDLA			

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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 99063 1	92913 MILEAGE		09/02/21	14.75	9/21 3417 CHELSEA SIMDORN			
CL 99165 1	93062 TRAVEL & EDUCATION		09/02/21	38.50	9/21 3161 VISA LIBRARY #1			
RV 6324 2	Refund of seminar		/ /	-399.00	9/21			
	Object Total:			321.51	2,061.78	7,050.00	4,988.22	29%
348 BUYOUTS			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 99070 32	93052 Aug 2021 library	9887891947	08/08/21	167.56	9/21 3668 VERIZON WIRELESS			
	Object Total:			167.56	3,178.19	6,650.00	3,471.81	48%
360 MISC PRINTING & MAILING			/ /					
	Object Total:			0.00	1,075.60	7,000.00	5,924.40	15%
387 MEDICAL/VACCINES								
CL 99154 2	92941 Larsen		/ /	58.00	9/21 3443 ESSENTIA HEALTH			
	Object Total:			58.00	527.00	500.00	-27.00	105%
399 RECRUITMENT/EMPLOYMENT TESTING								
CL 98950 4	92740 lib		/ /	105.00	9/21 1502 EIDE BAILLY			
	Object Total:			105.00	1,529.00	3,000.00	1,471.00	51%
410 OFFICE SUPPLIES								
CL 98683 1	92684 OFFICE SUPPLIES		08/20/21	9.98	9/21 3490 AMAZON CAPITAL SERVICES			
CL 98683 3	92684 OFFICE SUPPLIES		08/20/21	14.25	9/21 3490 AMAZON CAPITAL SERVICES			
CL 99060 1	92902 OFFICE SUPPLIES	W011428651	08/25/21	15.16	9/21 351 BUSINESS ESSENTIALS			
CL 99060 2	92902 OFFICE SUPPLIES	W011441441	08/30/21	38.42	9/21 351 BUSINESS ESSENTIALS			
CL 99066 1	93014 OFFICE SUPPLIES	8013870821	08/31/21	150.76	9/21 3276 PREMIUM WATERS INC			
	Object Total:			228.57	9,223.63	16,000.00	6,776.37	58%
424 GAS AND OIL			/ /					
	Object Total:			0.00	0.00	500.00	500.00	%
427 VEHICLES MAINTENANCE			/ /					
	Object Total:			0.00	0.00	1,000.00	1,000.00	%
428 SERVICE AGREEMENTS-CONTRA								
CL 98613 1	92785 SERVICE	3791408	08/04/21	266.21	9/21 3418 LOFFLER			
	AGREEMENTS-CONTRACT							
CL 98682 1	92761 SERVICE	29945747	08/23/21	442.89	9/21 2877 GREATAMERICA FINANCIAL			
	AGREEMENTS-CONTRACTS							
CL 98913 1	92857 SERVICE	27301	09/01/21	2,900.00	9/21 3658 TLC CLEANING LLC			
	AGREEMENTS-CONTRACT							
CL 99149 1	92979 SERVICE AGREEMENTS -	3816597	09/03/21	547.39	9/21 3418 LOFFLER			
	CONTRACT							
	Object Total:			4,156.49	32,960.31	46,755.00	13,794.69	70%
497 TECHNOLOGY								
CC 753 3	MOBILE BEACON		08/31/21	129.00	9/21 2439 VISA IT			
	Object Total:			129.00	7,213.25	25,699.00	18,485.75	28%

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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
640 FURNITURE & EQUIPMENT			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000			/ /					
		Object Total:		0.00	3,206.48	8,762.00	5,555.52	37%
644 POSTAL METER RENT								
CL 98854 1 92824 POSTAL METER RENT		3314117981	08/26/21	243.09	9/21 384 PITNEY BOWES			
		Object Total:		243.09	729.27	1,200.00	470.73	61%
645 EQUIPMENT REPLACEMENT			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS								
CL 98915 1 92684 PROFESSIONAL PUBLICATIONS			08/30/21	25.32	9/21 3490 AMAZON CAPITAL SERVICES			
		Object Total:		25.32	392.02	1,200.00	807.98	33%
649 PROGRAMMING								
CL 98683 2 92684 PROGRAMMING			08/19/21	31.47	9/21 3490 AMAZON CAPITAL SERVICES			
CL 98915 2 92684 PROGRAMMING			08/29/21	1,100.51	9/21 3490 AMAZON CAPITAL SERVICES			
CL 99060 3 92902 PROGRAMMING	W011441441		08/30/21	115.62	9/21 351 BUSINESS ESSENTIALS			
CL 99065 3 92889 PROGRAMMING			09/05/21	129.00	9/21 3490 AMAZON CAPITAL SERVICES			
CL 99065 4 92889 PROGRAMMING			09/08/21	124.82	9/21 3490 AMAZON CAPITAL SERVICES			
CL 99065 5 92889 PROGRAMMING			09/05/21	154.44	9/21 3490 AMAZON CAPITAL SERVICES			
CL 99150 1 92889 PROGRAMMING			09/14/21	116.93	9/21 3490 AMAZON CAPITAL SERVICES			
CL 99165 2 93062 PROGRAMMING			/ /	210.86	9/21 3161 VISA LIBRARY #1			
		Object Total:		1,983.65	10,787.90	11,000.00	212.10	98%
650 E RESOURCES								
CL 98679 1 92819 E RESOURCES			08/10/21	2,000.00	9/21 2126 OVERDRIVE, INC			
CL 98914 1 92801 E RESOURCES			08/31/21	1,349.45	9/21 1854 MIDWEST TAPE			
CL 99061 1 93003 E RECOURCES		13212	08/18/21	479.00	9/21 832 ODIN			
		Object Total:		3,828.45	22,001.69	36,000.00	13,998.31	61%
653 CAPITAL IMPROVEMENTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING			/ /					
		Object Total:		0.00	2,080.74	0.00	-2,080.74	%
662 BOOKS								
CL 98612 1 92693 BOOKS		2036073916	07/30/21	3,117.83	9/21 1695 BAKER & TAYLOR			
CL 98612 2 92693 BOOKS		2036057645	08/02/21	288.34	9/21 1695 BAKER & TAYLOR			
CL 98612 3 92693 BOOKS		2036085547	08/02/21	548.27	9/21 1695 BAKER & TAYLOR			
CL 98612 4 92693 BOOKS		2036044921	08/04/21	442.31	9/21 1695 BAKER & TAYLOR			
CL 98612 5 92693 BOOKS		2036115767	08/05/21	264.77	9/21 1695 BAKER & TAYLOR			
CL 98612 6 92693 BOOKS		2036017051	08/09/21	464.69	9/21 1695 BAKER & TAYLOR			
CL 98681 1 92693 BOOKS		2036052950	08/11/21	70.36	9/21 1695 BAKER & TAYLOR			
CL 98681 2 92693 BOOKS		2036125421	08/12/21	160.72	9/21 1695 BAKER & TAYLOR			
CL 98681 3 92693 BOOKS		2036134975	08/13/21	153.53	9/21 1695 BAKER & TAYLOR			
CL 98683 4 92684 BOOKS			08/22/21	21.79	9/21 3490 AMAZON CAPITAL SERVICES			
CL 98700 1 92684 BOOKS			08/25/21	64.81	9/21 3490 AMAZON CAPITAL SERVICES			

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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Period	Date/ Vendor	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 98855 1	92852 BOOKS	0574536-IN	08/30/21	3,533.57	9/21	3053 THE PENWORTHY COMPANY LLC			
CL 98915 3	92684 BOOKS		08/29/21	14.09	9/21	3490 AMAZON CAPITAL SERVICES			
CL 98915 4	92684 BOOKS		08/30/21	966.77	9/21	3490 AMAZON CAPITAL SERVICES			
CL 98915 5	92684 BOOKS		08/31/21	767.08	9/21	3490 AMAZON CAPITAL SERVICES			
CL 99065 1	92889 BOOKS		09/11/21	26.10	9/21	3490 AMAZON CAPITAL SERVICES			
CL 99065 2	92889 BOOKS		09/06/21	821.86	9/21	3490 AMAZON CAPITAL SERVICES			
CL 99067 1	92894 BOOKS	2036153660	08/30/21	107.58	9/21	1695 BAKER & TAYLOR			
CL 99067 2	92894 BOOKS	2036105846	08/27/21	296.33	9/21	1695 BAKER & TAYLOR			
CL 99067 3	92894 BOOKS	2036115889	08/26/21	447.72	9/21	1695 BAKER & TAYLOR			
CL 99067 4	92894 BOOKS	2036103053	08/25/21	72.89	9/21	1695 BAKER & TAYLOR			
CL 99067 5	92894 BOOKS	2036095983	08/24/21	531.97	9/21	1695 BAKER & TAYLOR			
CL 99067 6	92894 BOOKS	2036069501	08/24/21	946.93	9/21	1695 BAKER & TAYLOR			
CL 99067 7	92894 BOOKS	2036135123	08/31/21	69.31	9/21	1695 BAKER & TAYLOR			
CL 99067 8	92894 BOOKS	2036157039	09/03/21	421.34	9/21	1695 BAKER & TAYLOR			
CL 99067 9	92894 BOOKS	2036143748	08/31/21	184.50	9/21	1695 BAKER & TAYLOR			
CL 99068 1	92887 BOOKS	D2180	09/07/21	167.44	9/21	3870 A KIDS BOOK ABOUT, INC			
Object Total:				14,972.90	56,858.75	100,750.00	43,891.25	56%	
663 MAGAZINES									
Object Total:				0.00	4,399.11	6,500.00	2,100.89	68%	
664 AUDIO VIDEO									
CL 98614 1	92801 AUDIOBOOK	500837624	08/11/21	42.24	9/21	1854 MIDWEST TAPE			
CL 98614 2	92801 DVD	500837003	08/11/21	174.69	9/21	1854 MIDWEST TAPE			
CL 98614 3	92801 DVD	500837621	08/11/21	245.93	9/21	1854 MIDWEST TAPE			
CL 98614 4	92801 DVD	500837622	08/11/21	39.33	9/21	1854 MIDWEST TAPE			
CL 98614 5	92801 DVD	500837623	08/11/21	22.29	9/21	1854 MIDWEST TAPE			
CL 98614 6	92801 DVD	500837626	08/11/21	14.79	9/21	1854 MIDWEST TAPE			
CL 98684 1	92801 AUDIO VIDEO	500868197	08/19/21	32.24	9/21	1854 MIDWEST TAPE			
CL 98684 2	92801 AUDIO VIDEO	500868199	08/19/21	37.24	9/21	1854 MIDWEST TAPE			
CL 98684 3	92801 AUDIO VIDEO	500869461	08/19/21	14.79	9/21	1854 MIDWEST TAPE			
CL 98684 4	92801 AUDIO VIDEO	500868198	08/19/21	135.63	9/21	1854 MIDWEST TAPE			
CL 98684 5	92801 AUDIO VIDEO	500868332	08/19/21	166.44	9/21	1854 MIDWEST TAPE			
CL 98701 1	92801 AUDIO VIDEO	500893004	08/24/21	26.79	9/21	1854 MIDWEST TAPE			
CL 98701 2	92801 AUDIO VIDEO	500893005	08/24/21	165.82	9/21	1854 MIDWEST TAPE			
CL 98701 3	92801 AUDIO VIDEO	500893006	08/24/21	133.11	9/21	1854 MIDWEST TAPE			
CL 98701 4	92801 AUDIO VIDEO	500893007	08/24/21	17.24	9/21	1854 MIDWEST TAPE			
CL 98701 5	92801 AUDIO VIDEO	500893009	08/24/21	205.62	9/21	1854 MIDWEST TAPE			
CL 98701 6	92801 AUDIO VIDEO	500893524	08/24/21	63.73	9/21	1854 MIDWEST TAPE			
CL 98701 7	92801 AUDIO VIDEO	500893660	08/24/21	29.79	9/21	1854 MIDWEST TAPE			
CL 98701 8	92801 AUDIO VIDEO	500893661	08/24/21	18.54	9/21	1854 MIDWEST TAPE			
CL 98853 1	92801 AUDIOBOOK	500904783	08/27/21	9.99	9/21	1854 MIDWEST TAPE			
CL 98916 1	92801 DVD	500924791	09/01/21	526.65	9/21	1854 MIDWEST TAPE			
CL 98916 2	92801 DVD	500924248	09/01/21	22.29	9/21	1854 MIDWEST TAPE			
CL 98916 3	92801 DVD	500924249	09/01/21	203.47	9/21	1854 MIDWEST TAPE			
CL 98916 4	92801 DVD	500924792	09/01/21	22.29	9/21	1854 MIDWEST TAPE			
CL 99064 1	92989 DVD	500960720	09/09/21	55.62	9/21	1854 MIDWEST TAPE			
CL 99064 2	92989 DVD	500959796	09/09/21	13.29	9/21	1854 MIDWEST TAPE			
CL 99064 3	92989 DVD	500959798	09/09/21	72.87	9/21	1854 MIDWEST TAPE			

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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 99064 4	92989 AUDIOBOOK	500960724	09/09/21	42.24	9/21 1854	MIDWEST TAPE		
CL 99064 5	92989 AUDIOBOOK	500960723	09/09/21	42.24	9/21 1854	MIDWEST TAPE		
CL 99064 6	92989 DVD	500959799	09/09/21	85.76	9/21 1854	MIDWEST TAPE		
CL 99064 7	92989 AUDIOBOOK	500960721	09/09/21	345.92	9/21 1854	MIDWEST TAPE		
CL 99064 8	92989 DVD	500959797	09/09/21	270.76	9/21 1854	MIDWEST TAPE		
CL 99152 1	92989 DVD	500982514	09/14/21	108.24	9/21 1854	MIDWEST TAPE		
CL 99152 2	92989 AUDIOBOOK	500982512	09/14/21	278.44	9/21 1854	MIDWEST TAPE		
CL 99152 3	92989 AUDIOBOOK	500982511	09/14/21	58.24	9/21 1854	MIDWEST TAPE		
CL 99152 4	92989 DVD	500982510	09/14/21	37.08	9/21 1854	MIDWEST TAPE		
CL 99152 5	92989 DVD	500982515	09/14/21	88.17	9/21 1854	MIDWEST TAPE		
Object Total:				3,869.81	19,044.81	31,500.00	12,455.19	60%
667 MEMBERSHIPS								
CL 99165 4	93062 MEMBERSHIPS		/ /	60.00	9/21 3161	VISA LIBRARY #1		
Object Total:				60.00	1,966.00	3,218.00	1,252.00	61%
668 PRINTING								
Object Total:				0.00	1,117.87	0.00	-1,117.87	%
669 INSURANCE								
Object Total:				0.00	0.00	2,750.00	2,750.00	%
671 SUMMER READING PROGRAM								
Object Total:				0.00	0.00	0.00	0.00	%
672 EMERGENCY MEDICAL SUPPLIES								
Object Total:				0.00	303.99	250.00	-53.99	122%
673 CLEANING SUPPLIES								
Object Total:				0.00	0.00	500.00	500.00	%
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 99165 3	93062 PROMOTIONAL ACTIVITIES		/ /	44.67	9/21 3161	VISA LIBRARY #1		
Object Total:				44.67	8,957.56	11,400.00	2,442.44	79%
724 CONSULTING/TESTING FEES								
Object Total:				0.00	1,375.00	0.00	-1,375.00	%
740 SERVICE CHARGES								
Object Total:				0.00	1,139.88	0.00	-1,139.88	%

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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
750 MISC.								
		Object Total:	/ /	0.00	19.99	750.00	730.01	3%
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 99062 1 93002 CATALOGING		1000158261	09/01/21	195.34	9/21 3416 OCLC, INC.			
		Object Total:		195.34	1,735.08	2,300.00	564.92	75%
902 ONLINE DATE BASE (STATE)			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
903 HISTORY ROOM			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
994 ODIN			/ /					
		Object Total:	/ /	0.00	12,000.00	12,000.00	0.00	100%
		Account Total:		42,978.86	961,354.96	1,533,006.00	571,651.04	
		Fund Total:		42,978.86	961,354.96	1,533,006.00	571,651.04	

***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).

Combined Funds

Account	Object	Description	----- Current Year -----				----- Last Year -----	
			Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Revenue								
	310001	PROPERTY TAXES	3,299.88	1,308,836.96	1,395,020.00	-86,183.04	4,768.32	1,056,620.43
	310002	DISCOUNT PROPERTY TAXES			-51,616.00	51,616.00		
	322100	POLICE DEPT. FEE FOR		110.00		110.00		
	335600	STATE AID		31,722.09	31,000.00	722.09		
	345200	NON-RESIDENT FEE			500.00	-500.00		19.30
Total Revenue			3,299.88	1,340,669.05	1,374,904.00	-34,234.95	4,768.32	1,056,639.73
Expenses								
411600		LIBRARY						
	110	PERMANENT EMP SALARIES		452,042.41	683,521.00	231,478.59	48,131.28	509,164.83
	114	PART TIME SALARIES		67,168.88	124,365.00	57,196.12	5,433.11	29,228.25
	220	SOCIAL SECURITY		38,517.12	61,803.00	23,285.88	3,950.89	40,241.02
	230	RETIREMENT		67,568.57	96,223.00	28,654.43	7,567.70	68,446.76
	240	WORKFORCE SAFETY INSURANCE		1,252.63	1,865.00	612.37		10,164.02
	245	CORPORATE EDUCATION					474.22	1,077.82
	250	UNEMPLOYMENT			1,000.00	1,000.00		1,751.36
	312	ATTORNEY	1,889.50	2,858.12	1,000.00	-1,858.12		
	320	HEALTH INSURANCE		47,182.33	101,995.00	54,812.67	5,727.98	47,859.15
	321	PROPERTY INSURANCE	960.00	960.00		-960.00		
	333	BUILDING RENTAL	9,740.00	77,920.00	117,000.00	39,080.00	9,740.00	101,160.00
	340	TRAVEL & EDUCATION	321.51	2,061.78	7,050.00	4,988.22	14.75	2,829.25
	356	TELEPHONE	167.56	3,178.19	6,650.00	3,471.81	811.50	2,100.86
	360	MISC PRINTING & MAILING		1,075.60	7,000.00	5,924.40	89.40	1,841.53
	387	MEDICAL/VACCINES	58.00	527.00	500.00	-27.00		
	399	RECRUITMENT/EMPLOYMENT TESTING	105.00	1,529.00	3,000.00	1,471.00	125.00	1,002.13
	410	OFFICE SUPPLIES	228.57	9,223.63	16,000.00	6,776.37	1,018.13	5,533.99
	424	GAS AND OIL			500.00	500.00		
	427	VEHICLES MAINTENANCE			1,000.00	1,000.00		
	428	SERVICE AGREEMENTS-CONTRA	4,156.49	32,960.31	46,755.00	13,794.69	2,900.00	26,031.25
	497	TECHNOLOGY	129.00	7,213.25	25,699.00	18,485.75	2,176.61	12,238.68
	640	FURNITURE & EQUIPMENT					18,442.26	19,392.39
	641	FURN & EQUIP-NON DEPRECIATED		3,206.48	8,762.00	5,555.52		
	644	POSTAL METER RENT	243.09	729.27	1,200.00	470.73	243.09	729.27
	648	PROFESSIONAL PUBLICATIONS	25.32	392.02	1,200.00	807.98		276.36
	649	PROGRAMMING	1,983.65	10,787.90	11,000.00	212.10	1,200.00	5,493.50
	650	E RESOURCES	3,828.45	22,001.69	36,000.00	13,998.31	4,280.43	21,827.20
	661	POSTAGE/FREIGHT/SHIPPING		2,080.74		-2,080.74	10.30	10.30
	662	BOOKS	14,972.90	56,858.75	100,750.00	43,891.25	3,799.91	25,041.16
	663	MAGAZINES		4,399.11	6,500.00	2,100.89		4,570.27
	664	AUDIO VIDEO	3,869.81	19,044.81	31,500.00	12,455.19	274.56	3,654.29
	667	MEMBERSHIPS	60.00	1,966.00	3,218.00	1,252.00		1,551.00
	668	PRINTING		1,117.87		-1,117.87		
	669	INSURANCE			2,750.00	2,750.00		743.00

10/01/21
08:37:41

CITY OF WEST FARGO, ND
Income Statement - Comparison to Prior Year
For the Accounting Period: 9 / 21

Page: 2 of 3
Report ID: LB170

Combined Funds

		----- Current Year -----				----- Last Year -----	
Account	Object Description	Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
	672 EMERGENCY MEDICAL SUPPLIES		303.99	250.00	-53.99		
	673 CLEANING SUPPLIES			500.00	500.00		148.03
	689 PROMOTIONAL ACTIVITIES	44.67	8,957.56	11,400.00	2,442.44	15.73	2,211.76
	724 CONSULTING/TESTING FEES		1,375.00		-1,375.00	1,000.00	1,000.00
	740 SERVICE CHARGES		1,139.88		-1,139.88		132.88
	750 MISC.		19.99	750.00	730.01		2.89
	901 CATALOGING	195.34	1,735.08	2,300.00	564.92	191.51	1,915.10
	903 HISTORY ROOM						7.93
	994 ODIN		12,000.00	12,000.00		7,731.00	7,731.00
	Total Account	42,978.86	961,354.96	1,533,006.00	571,651.04	125,349.36	957,109.23
414100	FINANCE						
	740 SERVICE CHARGES					24.04	246.31
	Total Account					24.04	246.31
416000	BUILDING INSPECTIONS						
	497 TECHNOLOGY						725.00
	Total Account						725.00
Total Expenses		42,978.86	961,354.96	1,533,006.00	571,651.04	125,373.40	958,080.54
Net Income from Operations		-39,678.98	379,314.09			-120,605.08	98,559.19
Other Revenue							
	360000 MISCELLANEOUS REVENUE	425.10	14,623.54	16,000.00	-1,376.46	564.28	4,326.61
	360400 CARD REPLACEMENT						5.00
	360500 FINES						326.75
	360600 BOOK & AV REPLACEMENT						12.99
	360700 COPIER						837.69
	375000 DONATIONS		1,000.00	2,000.00	-1,000.00		369.83
Total Other Revenue		425.10	15,623.54	18,000.00	-2,376.46	564.28	5,878.87

Combined Funds

			----- Current Year -----				----- Last Year -----	
Account	Object	Description	Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Other Expenses								
521000		TRANSFERS OUT						
	890	TRANSFERS OUT		5,000.00		-5,000.00		
		Total Account		5,000.00		-5,000.00		
		Total Other Expenses	0.00	5,000.00	0.00	-5,000.00	0.00	0.00
		Net Income	-39,253.88	389,937.63			-120,040.80	104,438.06



To: West Fargo Public Library Board of Directors
From: Carissa Hansen, Library Director
Date: Thursday, October 7, 2021
Subject: Adjustments to 2021 library closures for Christmas and New Year's
Action: Approval of two changes to the library's closure schedule for 2021

**West Fargo Public Library
Board of Directors**

President

Liann Hanson

Vice President

Jodie Haring

Board member

Mandy George
City Commissioner

Board member

Alanna Rerick

Board member

Tony Stukel

Library Director

Carissa Hansen

Deputy Director

Maria Kramer

Summary and Recommendation:

There are two discrepancies between the Christmas and New Year's holiday closures that were approved by the Board last year and the actual observed days. The library is seeking approval from the Board to make the changes to the 2021 holiday closures.

1. The City will be closed Thursday, December 23 instead of Monday, December 27 in observance of Christmas Day which falls on Saturday, December 25.
2. The City will be closed Friday, December 31 instead of Monday January 3 in observance of New Year's Day which falls on Saturday, January 1.

Proposed library closings for 2021	
New Year's Day	Friday, January 1
Martin Luther King, Jr. Day	Monday, January 18** (staff training)
Presidents' Day	Monday, February 15
Easter Sunday	Sunday, April 4*
Memorial Day	Monday, May 31
Independence Day	Monday, July 5 (observed)
Labor Day	Monday, September 6
West Fest	Saturday, September 18**
Veterans Day	Thursday, November 11
Thanksgiving Day	Thursday, November 25
Day after Thanksgiving	Friday, November 26
Christmas Eve Day	Friday, December 24
Christmas Day	Saturday, December 25*
Christmas Day	Monday, December 27 (observed)
New Year's Eve	Friday, December 31 Open regular hours 10am-6pm

* not paid holiday

** library is closed, but staff reports for duty

Summer schedule: Closed Sundays May 30 through September 5.

LEASE

THIS LEASE, made and entered into this 1st day of September, 2017, by and between WEST FARGO PUBLIC SCHOOL DISTRICT NO. 6, CASS COUNTY, NORTH DAKOTA, of 207 West Main Avenue, West Fargo, North Dakota 58078, hereinafter called the "Landlord," and CITY OF WEST FARGO ON BEHALF OF THE WEST FARGO PUBLIC LIBRARY, of West Fargo, North Dakota 58078, hereinafter called the "Tenant,"

WITNESSETH:

That for and in consideration of the mutual covenants, agreements, and conditions hereinafter contained, the parties hereto do respectively covenant and agree as follows:

1. **LEASE PROPERTY.** The Landlord, for and in consideration of the rents, covenants, and agreements hereinafter specified to be paid, kept, and performed by the Tenant, hereby leases that portion of the premises described on Exhibit A attached hereto and by reference made a part hereof, having the address of 109 3rd Street East, West Fargo, North Dakota 58078. Said premises are hereinafter called the "Leased Property."

2. **TERM OF LEASE.** The term of this lease shall be five (5) years, commencing on September 1, 2017, and terminating on August 31, 2022, both dates inclusive, unless sooner terminated as herein provided. The Landlord certifies that the Leased Property, excluding fixtures and appurtenances installed by the Tenant, conforms to all applicable laws, ordinances, regulations, and requirements of governmental authorities.

3. **OPTION TO RENEW.** The Tenant shall have an option to extend this lease for an additional period of one (1) year or such longer term as agreed to by both parties. The option to renew must be exercised in writing by the Tenant not later than six (6) months prior to the expiration of the term. Each renewal is subject to a renegotiation of Rent that is mutually agreed upon by both parties. Such Rent adjustment shall be established no later than three (3) months prior to the expiration of the term.

4. **RENT.** The Tenant shall pay to the Landlord annual rent of \$143,880.00 in lawful money of the United States, in equal monthly installments of \$11,990.00 in advance, on the first day of each month throughout the term of this lease (the "Rent").

The Rent shall cover the Tenant's proportionate share of property taxes and assessments and the Tenant's proportionate share of operating costs, including, but not limited to, common area maintenance and cleaning, electricity, water, sewer, heating and air-conditioning, cleaning, custodial, snow removal, parking lot maintenance and repair, plus any direct maintenance, custodial and cleaning expenses incurred by the Landlord for the Leased Property (hereinafter called "Taxes and Operating Costs").

The Rent shall be payable at the office of the Landlord or at such other place as the Landlord may designate in writing.

5. **USE OF PREMISES.** The Tenant may use and occupy the Leased Property for operating a public library or for any other lawful purpose. The Tenant shall not use or knowingly permit any part of the Leased Property to be used for any unlawful purpose.

6. **QUIET ENJOYMENT.** The Tenant, upon the payment of the Rent herein, reserves and upon the performance of all the terms of this lease, shall at all times during the lease term, and during any extension or renewal term, peaceably and quietly enjoy the Leased Property without any disturbance from the Landlord or from any other person claiming through the Landlord.

7. **CLEANING OF LEASED PROPERTY.**

(a) During the term of this lease the Tenant shall keep the Leased Property in a neat, clean and sanitary condition free from waste and other debris. The Tenant shall also be responsible for dusting, cleaning tabletops and counters and cleaning upholstered furniture and any other Tenant fixtures or furnishings.

(b) So long as the Tenant is not in default hereunder, during the term of this lease, the Landlord shall provide:

(i) The following primary cleaning services for the Leased Property daily, excepting weekends and holidays:

- (A) vacuuming,
- (B) emptying garbage and recycling containers, and
- (C) cleaning bathrooms and stocking them with paper products;

(ii) and the following cleaning services as needed:

- (A) carpet cleaning and spot removal,
- (B) window pane and window ledge cleaning,
- (C) replacement of light bulbs, and
- (D) cleaning of hard floors.

(c) Cleaning products will be provided by the Landlord and will be available for the Tenant's use.

8. REPAIR AND MAINTENANCE.

(a) The Tenant shall, during the term of this lease and any renewal or extension thereof, at its sole expense, keep the interior of the Leased Property in as good order and repair as it is at the date of the commencement of this lease, reasonable wear and tear and damage by accidental fire or other casualty excepted. The Tenant shall not knowingly commit or willingly permit to be committed any act or thing contrary to the rules and regulations prescribed from time to time by any federal, state, or municipal authority.

(b) The Landlord, during the term of this lease, and any renewal or extension thereof, shall keep the structural supports and exterior walls of the building, including windows, doors, and passageways from the lobby, street, and parking area leading to the Leased Property, and the adjacent parking lot, sidewalks and entrance lobby, in good order and repair. The Landlord shall use due diligence in making such repairs and make them as soon as reasonably possible after receiving notice of the necessity for repair.

(c) The Landlord shall be responsible for removing snow, ice, rubbish, and other obstructions on the sidewalk and parking area.

(d) The Landlord shall maintain and repair all plumbing and toilet fixtures, and equipment installed for the general supply of hot and cold water, heat, air conditioning, and electricity. When the plumbing and toilet fixtures, and equipment installed for the general supply of hot and cold water, heat, air conditioning, and electricity must be replaced, the Landlord shall pay for such replacement.

9. COMPLIANCE WITH LAWS. The Tenant shall, throughout the terms of this lease, at its sole expense, promptly comply with all laws and regulations of all federal, state, and municipal governments and appropriate departments, commissions, board and officers thereof, and the orders and regulations of the National Board of Fire Underwriters or any other body known now or hereafter exercising similar functions, which may be applicable to the Leased Property and the fixtures and equipment therein.

10. OPTION TO TERMINATE LEASE. The Tenant shall have the option to terminate this lease on September 1, 2020, or on any date thereafter by providing to the Landlord, six (6) months in advance of the early termination date, the following:

(a) Written notice of the Tenant's termination of the lease as of the date set forth in the written notice, which date must be at least six (6) months after the Landlord receives the Tenant's written notice.

(b) A lease cancellation payment in the amount of \$570.00 per month for each month by which the lease is shortened. This payment shall be delivered to the Landlord together with the Tenant's written notice of the termination of this lease.

(c) Should the Tenant fail to deliver the lease cancellation payment together with the written notice of the termination of this lease, the written notice of the termination of this lease shall be null and void.

11. SURRENDER OF PREMISES.

(a) The Tenant shall, on the expiration or the sooner termination of the lease term, surrender to the Landlord the Leased Property, including all replacements, changes, additions, and improvements constructed or placed by the Tenant thereon, with all equipment in or appurtenant thereto, except all moveable trade fixtures (not including equipment) installed by the Tenant, broom-clean, free of subtenancies, and in good condition and repair, reasonable wear and tear excepted, and damage by fire, act of God or other casualty. Any trade fixtures or personal property belonging to the Tenant or to any subtenant, if not removed at such termination and if the Landlord shall so elect, shall be deemed abandoned and become the property of the Landlord without any payment or offset therefor. If the Landlord shall not so elect, the Landlord may remove such fixtures or property from the Leased Property and store them at the Tenant's risk and expense. The Tenant shall repair and restore, and save the Landlord harmless from, all damage to the Leased Property caused by such removal, whether by the Tenant or by the Landlord.

(b) No act or thing done by the Landlord or its agent during the term of this lease shall be deemed an acceptance of the surrender of the Leased Property and no agreement to accept such surrender shall be valid unless in writing signed by the Landlord. No employee or agent of the Landlord shall have any power to accept the keys of the Leased Property prior to the termination of this lease and the delivery of the keys to an employee or agent of the Landlord shall not operate as a termination of this lease or a surrender of the Leased Property.

12. RIGHT TO ALTER AND IMPROVE. No alteration, addition, or improvement to the Leased Property shall be made by the Tenant without the written consent of the Landlord. Any alteration, addition, or improvement made by the Tenant after such consent shall have been given, and any fixtures installed as part thereof, shall at the Landlord's option become the property of the Landlord upon the expiration or other sooner termination of this lease; provided, however, that the Landlord shall have the right to require the Tenant to remove such fixtures at the Tenant's cost upon such termination of this lease.

13. UTILITIES. The Landlord shall pay all charges for gas, electricity, light, heat, and power. The Tenant shall pay all charges for telephone or other communications service used, rendered, or supplied upon or in connection with the Leased Property, and shall indemnify the Landlord against any liability or damages on such account.

14. LANDLORD'S RIGHTS - TENANT'S DEFAULT.

(a) The Landlord may give the Tenant five (5) days' notice of intention to terminate this lease in any of the following circumstances:

(i) If the Tenant shall be in default in the performance of any covenant of this lease (other than the covenants for the payment of Rent) and if such default is not cured within fifteen (15) days after written notice thereof given by the Landlord; or, if such default shall be of such nature that it cannot be cured completely within such 15-day period, if the Tenant shall not have promptly commenced within such 15-day period or shall not thereafter proceed with reasonable diligence and in good faith to remedy such default.

(ii) If the Tenant shall be adjudicated a bankrupt, make a general assignment for the benefit of the creditors, or take the benefit of any insolvency act, or if a permanent receiver or trustee in bankruptcy shall be appointed for the Tenant's property and such appointment is not vacated within ninety (90) days. For these purposes, the "Tenant" shall mean the Tenant then in possession of the Leased Property.

(iii) If the Leased Property becomes vacant or deserted for a period of thirty (30) days.

(iv) If this lease shall be assigned or the Leased Property sublet other than in accordance with the terms of this lease and such default is not cured within fifteen (15) days after notice.

(v) If the Tenant shall be in default in the payment of the Rent and such default is not cured within ten (10) business days after mailing of written notice thereof by the Landlord.

(b) If the Landlord shall give the five (5) days' notice of termination provided in subparagraph (a), then at the expiration of such period, this lease shall terminate as completely as if that were the date herein definitely fixed for the expiration of the term of this lease, and the Tenant shall then surrender the Leased Property to the Landlord. If this lease shall so terminate, it shall be lawful for the Landlord, at its option, without formal demand or notice of any kind, to reenter the Leased Property by an unlawful detainer action or by any other means and to remove the Tenant therefrom without being liable for any damages therefor. Upon the termination of this lease, as herein provided, the Landlord shall have the right, at its election, to terminate any sublease then in effect, without consent of the sublessee concerned.

(c) The Tenant shall remain liable for all its obligations under this lease, despite the Landlord's reentry, and the Landlord may re-rent or use the Leased Property as agent for the Tenant, if the Landlord so elects. The Tenant waives any legal requirement for notice of intention to reenter and any right of redemption.

(d) Nothing in this article shall be deemed to require the Landlord to give the Tenant any notice, other than such notice as may be required by statute, prior to the

commencement of an unlawful detainer action for nonpayment of any Rent, it being intended that the five-day notice is only for the purpose of creating a conditional limitation hereunder pursuant to which this lease shall terminate.

(e) If the lease shall terminate as provided in this article, the Landlord shall have the right, at its election at any time, to recover from the Tenant the amount by which the Rent and charges equivalent to the Rent reserved herein for the balance of the term shall exceed the reasonable rental value of the Leased Property for the same period.

(f) Time is of the essence of this lease with respect to the performance by the Tenant of its obligations hereunder.

15. PERFORMANCE OF TENANT'S OBLIGATIONS. If the Tenant shall be in a default hereunder, the Landlord may cure such default on behalf of the Tenant, in which event the Tenant shall reimburse the Landlord for all sums paid to effect such cure, together with interest at the rate of 110% per annum of the "Prime Rate of Interest" charged by Wells Fargo Bank Minneapolis, N.A. (the rate of interest charged by said Bank to its most credit-worthy commercial corporate customers on unsecured commercial loans of ninety (90) days or less duration from time to time during the interval between such due date and the date of payment) and reasonable attorneys' fees. In order to collect such reimbursement, the Landlord shall have all the remedies available under this lease for a default in the payment of the Rent.

16. RIGHT OF ENTRY. The Landlord and its representative may enter the Leased Property, at any reasonable time, for the purpose of inspecting the Leased Property, performing any work which the Landlord elects to undertake made necessary by reason of the Tenant's default under the terms of this lease, exhibiting the Leased Property for sale, lease, or mortgage financing, or posting notices of non-responsibility under any mechanic's lien law. Except in an emergency, the Landlord, while exercising this right of entry, will not interfere with the operations or business activities of the Tenant.

17. FIRE OR OTHER CASUALTY LOSS. In case of damage by fire or other casualty to the building in which the Leased Property is located, if the damage is so extensive as to amount practically to the total destruction of the Leased Property or of such building, this lease shall cease, and the Rent shall be apportioned to the time of the damage. In all other cases where the Leased Property is damaged by fire or other casualty without the fault of the Tenant, the Landlord shall repair the damage with reasonable dispatch, and if the damage has rendered the Leased Property untenable, in whole or in part, there shall be an apportionment of the Rent until the damage has been repaired. In determining what constitutes reasonable dispatch, consideration shall be given in delays caused by strikes, adjustment of insurance, and other causes beyond the Landlord's control.

18. INSURANCE.

(a) The Landlord shall keep the building containing the Leased Property insured against loss or damage by fire with all risk policy endorsement in an amount

sufficient to prevent the Landlord from becoming a co-insurer under the terms of the applicable policies but, in any event, in an amount not less than 80% of the full insurable value as determined from time to time. The term "full insurance value" shall mean actual replacement cost (exclusive of the cost of excavation, foundations, and footings below the basement floor) without deduction for physical depreciation. Such insurance shall be issued by financially responsible insurers duly authorized to do business in this state.

(b) During the term of this lease, the Tenant shall keep the Leased Property insured, at its sole cost and expense, against claims for personal injury or property damage under a policy of general public liability insurance, with limits of at least \$500,000 per occurrence with a general aggregate limit of \$1,000,000. Such policies shall name the Landlord and the Tenant as the insureds. Within ten (10) days after the date hereof, the Tenant shall deliver to the Landlord certificates of insurance certifying that such insurance is in full force and effect. On the anniversary date of such insurance policies thereafter, during the term of this lease, the Tenant shall deliver to the Landlord certificates of insurance certifying that such insurance is in full force and effect.

(c) The Tenant shall be responsible for insuring all of its personal property, furniture, fixtures and equipment located in the Leased Property in such amounts and upon such terms as it determines.

19. DENIAL OF SUBROGATION RIGHTS. The Landlord and the Tenant and all parties claiming under them hereby mutually release and discharge each other from all claims and liabilities arising from or caused by any hazard covered by insurance on the Leased Property, or covered by insurance in connection with property on or activities conducted on the Leased Property regardless of the cause of the damage or loss.

20. TERMINATION OF LEASE UPON CONDEMNATION. If the Leased Property, or any part thereof, is taken by eminent domain, this lease shall expire on the date when the Leased Property shall be so taken, and the Rent shall be apportioned as of that date. No part of any award shall belong to the Tenant, except any portion of the award attributable to any trade fixtures or equipment of the Tenant taken by the public authority.

21. EASEMENTS. The Landlord shall have the right to grant easements in areas of the Leased Property for the installation of utilities, provided that the use of such easement areas for such purposes does not interfere substantially with the operation of the Tenant's business. The Tenant shall not be entitled to any compensation or abatement of the Rent if the use of such easement does not interfere substantially with the operations of the Tenant's business.

22. RIGHTS TO ASSIGN AND SUBLEASE. The Tenant may sublet all or portions of the Leased Property for the remainder of the term with the approval of the Landlord, which approval the Landlord shall not unreasonably withhold, provided that the business or occupation of the subtenant is not extra hazardous, disreputable, or illegal, and provided further that the Tenant shall remain primarily liable for the payments of the Rent herein reserved and for the performance of all the other terms of this lease required to be performed by the Tenant.

23. **NOTICE.** Any notice under this lease must be in writing and must be sent by registered or certified mail to the last address of the party to whom the notice is to be given, as designated by such party in writing. The Landlord hereby designates its address as 207 West Main Avenue, West Fargo, North Dakota 58078. The Tenant hereby designated its address as 109 3rd St E, West Fargo, North Dakota 58078.

24. **CONSTRUCTION.**

(a) This lease shall be governed by, construed and enforced in accordance with the laws of the State of North Dakota.

(b) The covenants, terms, conditions, provisions, and undertaking in this lease or in any renewals thereof shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of the respective parties hereto, as if they were in every case named and expressed, and shall be construed as covenants running with the land; and wherever reference is made to either of the parties hereto, it shall be held to include and apply also to the heirs, executors, administrators, successors, and assigns of such party, as if in each and every case so expressed.

(c) The parties agree to execute and deliver any instruments in writing necessary to carry out any agreement, term, condition, or assurance in this lease whenever occasion shall arise and request for such instruments shall be made.

(d) The specified remedies to which the Landlord may resort under the terms of this lease are cumulative and are not intended to be exclusive of any other remedies or means of redress to which the Landlord may be lawfully entitled in case of any breach or threatened breach by the Tenant of any provision or provisions of this lease.

(e) This lease contains the entire agreement between the parties and cannot be changed or terminated orally.

(f) This lease may not be changed orally, but only by an agreement in writing and signed by the party against whom enforcement of any waiver, change, modification, or discharge is sought.

(g) If any provision of this lease shall be declared invalid or unenforceable, the remainder of this lease shall continue in full force and effect.

(The remainder of this page is intentionally left blank.)

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals as of the day and year first above written.

LANDLORD:

**WEST FARGO PUBLIC SCHOOL
DISTRICT NO. 6**

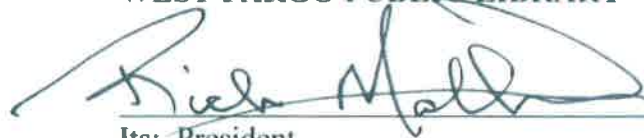

Its: President

ATTEST:


Its: Business Manager

TENANT:

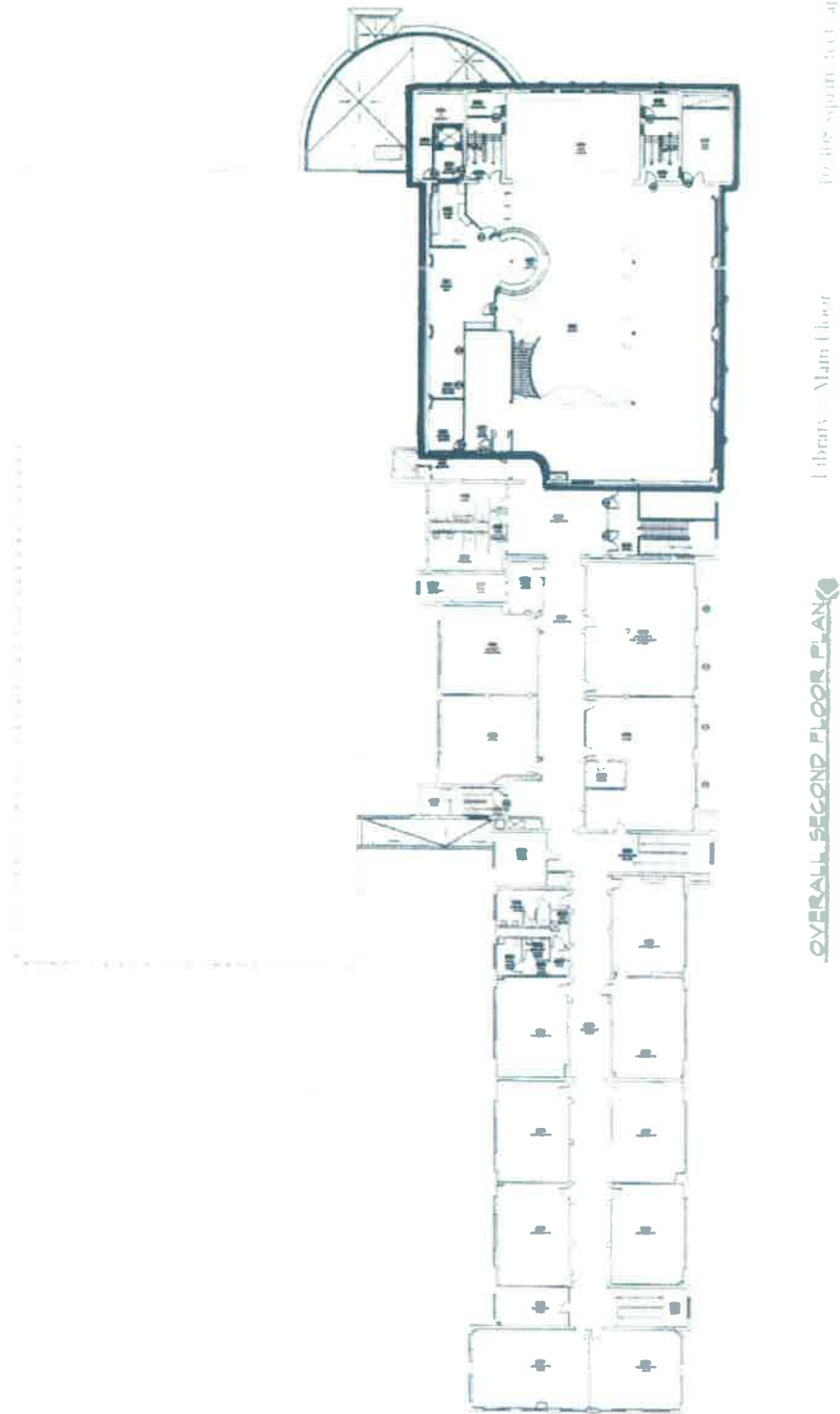
**CITY OF WEST FARGO
ON BEHALF OF THE
WEST FARGO PUBLIC LIBRARY**


Its: President

ATTEST:


Its: City Auditor

EXHIBIT A
LEASED PROPERTY

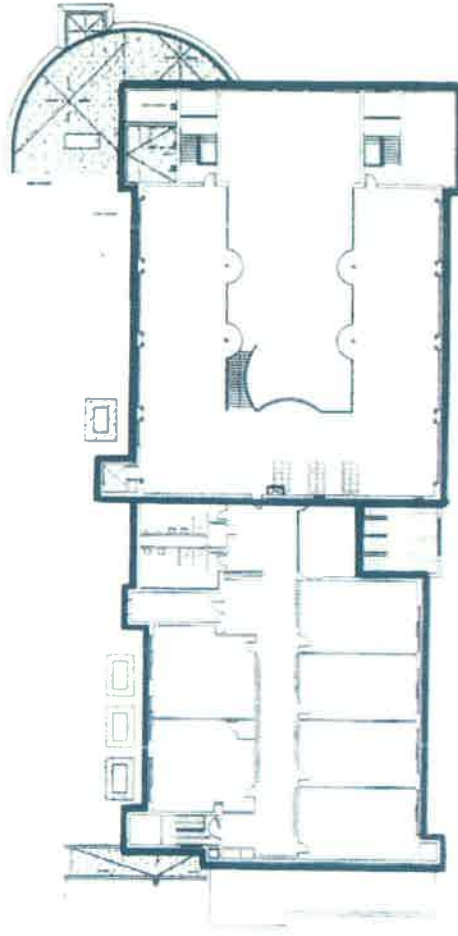


LODOEN PUBLIC LIBRARY AND COMMUNITY CENTER
WEST FARGO, NORTH DAKOTA

650 QRD - FLOOR OVERALL 12/20/2004 10:53:25 AM, beyoungs 121699 SCALE 1/16" = 1'-0"

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1. The first part of the paper is devoted to the study of the properties of the function $f(x)$ defined by the equation



Library Second Floor 27,000 square feet approx.
 Library Expansion 180 square feet approx.

OVERALL THIRD FLOOR PLAN

LODOEN PUBLIC LIBRARY AND COMMUNITY CENTER
 WEST FARGO, NORTH DAKOTA

YMRCA
 YOUTH MOVEMENT RECREATION CENTER
 1000 1st Avenue S.W.
 Fargo, ND 58103
 © 2000 YMRCA

2000 1st Avenue S.W. Fargo, ND 58103
 THIRD FLOOR dwg. layout 12/20/2004 10:54 AM by gung 12/16/99

FIRST AMENDMENT TO LEASE

THIS FIRST AMENDMENT TO LEASE, made and entered into this 30th day of June, 2020, by and between **WEST FARGO PUBLIC SCHOOL DISTRICT NO. 6**, 207 West Main Avenue, West Fargo, North Dakota 58078, hereinafter called the "Landlord" and **CITY OF WEST FARGO ON BEHALF OF THE WEST FARGO PUBLIC LIBRARY**, 215 3rd Street East, West Fargo, North Dakota 58078, hereinafter called the "Tenant."

WHEREAS, the Landlord and Tenant entered into a Lease dated September 1, 2017 (the "Lease") for a portion of the Lodoen Center described in Exhibit A in the Lease (the "Leased Property") to be used as a public library; and

WHEREAS, Landlord and Tenant desire to change the responsibility for custodial services for the Leased Property from Landlord to Tenant and to reduce the annual rent paid by Tenant, and amend and change certain provisions of the Lease accordingly;

IT IS NOW, THEREFORE, AGREED by and between the parties hereto as follows:

1. Paragraph 4 of the Lease is hereby amended and restated as follows:

4. **Rent.** The Tenant shall pay to the Landlord annual rent of \$116,880.00 in lawful money of the United States, commencing July 1, 2020, in equal monthly installments of \$9,740.00 in advance, on the first day of each month throughout the term of this Lease (the "Rent").

The rent shall cover the Tenant's proportionate share of property taxes and assessments and the tenant's proportionate share of operating costs, including, but not limited to, common area maintenance and cleaning, electricity, water, sewer, heating and air-conditioning, snow removal, parking lot maintenance and repair (hereinafter called "Taxes and Operating Costs").

2. Paragraph 7 of the Lease is hereby amended and restated as follows:

7. **Cleaning of Leased Property.** During the term of this Lease the Tenant shall be responsible for all cleaning and custodial services for the Lease Property and shall keep the Lease Property in a neat, clean and sanitary condition free from waste and other debris. So long as Tenant is not in default hereunder, during the term of this Lease, Landlord shall provide to Tenant bathroom paper products and soap and continue to provide the cleaning supplies currently being provided to Tenant by Landlord.

3. All remaining provisions of the Lease shall remain in full force and effect without change or amendment.

IN WITNESS WHEREOF, Landlord and Tenant have caused this First Amendment to Lease to be duly executed by their duly authorized representatives as of the date first written above.

**WEST FARGO PUBLIC SCHOOL
DISTRICT NO. 6**

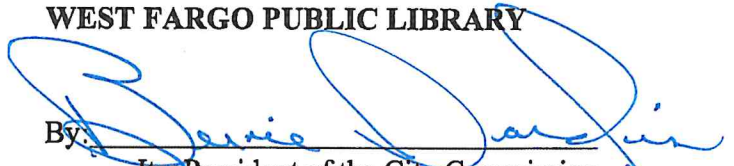
By: 
Its: President of the School Board

ATTEST:

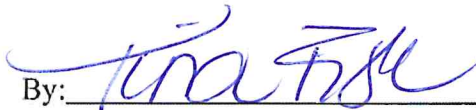
By: 
Its: Business Manager

TENANT:

**CITY OF WEST FARGO
ON BEHALF OF THE
WEST FARGO PUBLIC LIBRARY**

By: 
Its: President of the City Commission

ATTEST:

By: 
Its: City Auditor

LEASE

THIS LEASE, made and entered into this _____ day of _____, 2021~~17~~, by and between **WEST FARGO PUBLIC SCHOOL DISTRICT NO. 6, CASS COUNTY, NORTH DAKOTA**, of 207 West Main Avenue, West Fargo, North Dakota 58078, hereinafter called the “Landlord,” and **CITY OF WEST FARGO ON BEHALF OF THE WEST FARGO PUBLIC LIBRARY**, of West Fargo, North Dakota 58078, hereinafter called the “Tenant,”

WITNESSETH:

That for and in consideration of the mutual covenants, agreements, and conditions hereinafter contained, the parties hereto do respectively covenant and agree as follows:

1. **LEASE PROPERTY.** The Landlord, for and in consideration of the rents, covenants, and agreements hereinafter specified to be paid, kept, and performed by the Tenant, hereby leases that portion of the premises described on Exhibit A attached hereto and by reference made a part hereof, having the address of 109 3rd Street East, West Fargo, North Dakota 58078. Said premises are hereinafter called the “Leased Property.”

2. **TERM OF LEASE.** The term of this lease shall be five (5) years, commencing on September 1, 2022~~17~~, and terminating on August 31, 2027~~22~~, both dates inclusive, unless sooner terminated as herein provided. The Landlord certifies that the Leased Property, excluding fixtures and appurtenances installed by the Tenant, conforms to all applicable laws, ordinances, regulations, and requirements of governmental authorities.

3. **OPTION TO RENEW.** The Tenant shall have an option to extend this lease for an additional period of one (1) year or such longer term as agreed to by both parties. The option to renew must be exercised in writing by the Tenant not later than six (6) months prior to the expiration of the term. Each renewal is subject to a renegotiation of Rent that is mutually agreed upon by both parties. Such Rent adjustment shall be established no later than three (3) months prior to the expiration of the term.

4. **RENT.** The Tenant shall pay to the Landlord annual rent of \$~~143,880.00~~120,390.00 in lawful money of the United States, in equal monthly installments of \$~~11,990.00~~10,032.50 in advance, on the first day of each month throughout the term of this lease (the “Rent”). The annual rent will increase by three (3) percent annually.

The Rent shall cover the Tenant’s proportionate share of property taxes and assessments and the Tenant’s proportionate share of operating costs, including, but not limited to, common area maintenance and cleaning (e.g., shared entrances, stairwells, and lobby), electricity, water, sewer, heating and air-conditioning, ~~cleaning, custodial,~~ snow removal, parking lot maintenance and repair, ~~plus any direct maintenance, custodial and cleaning expenses incurred by the Landlord for the Leased Property~~ (hereinafter called “Taxes and Operating Costs”).

The Rent shall be payable at the office of the Landlord or at such other place as the Landlord may designate in writing.

5. **USE OF PREMISES.** The Tenant may use and occupy the Leased Property for operating a public library or for any other lawful purpose. The Tenant shall not use or knowingly permit any part of the Leased Property to be used for any unlawful purpose.

6. **QUIET ENJOYMENT.** The Tenant, upon the payment of the Rent herein, reserves and upon the performance of all the terms of this lease, shall at all times during the lease term, and during any extension or renewal term, peaceably and quietly enjoy the Leased Property without any disturbance from the Landlord or from any other person claiming through the Landlord.

7. **CLEANING OF LEASED PROPERTY.**

(a) During the term of this lease the Tenant ~~shall keep the Leased Property in a neat, clean and sanitary condition free from waste and other debris. The Tenant shall also be responsible for dusting, cleaning tabletops and counters and cleaning upholstered furniture and any other Tenant fixtures or furnishings.~~ shall be responsible for all cleaning and custodial services for the Lease Property and shall keep the Lease Property in a neat, clean and sanitary condition free from waste and other debris. So long as the Tenant is not in default hereunder, during the term of this Lease, Landlord shall provide to Tenant bathroom paper products and soap and continue to provide the cleaning supplies and replacement of light bulbs currently being provided to Tenant by Landlord.

(b) ~~So long as the Tenant is not in default hereunder, during the term of this lease, the Landlord shall provide:~~

~~(i) The following primary cleaning services for the Leased Property daily, excepting weekends and holidays:~~

~~(A) vacuuming,~~

~~(B) emptying garbage and recycling containers, and~~

~~(C) cleaning bathrooms and stocking them with paper products;~~

~~(ii) and the following cleaning services as needed:~~

~~(A) carpet cleaning and spot removal,~~

~~(B) window pane and window ledge cleaning,~~

~~(C) replacement of light bulbs, and~~

~~(D) cleaning of hard floors.~~

~~(c) Cleaning products will be provided by the Landlord and will be available for the Tenant's use.~~

8. REPAIR AND MAINTENANCE.

(a) The Tenant shall, during the term of this lease and any renewal or extension thereof, at its sole expense, keep the interior of the Leased Property in as good order and repair as it is at the date of the commencement of this lease, reasonable wear and tear and damage by accidental fire or other casualty excepted. The Tenant shall not knowingly commit or willingly permit to be committed any act or thing contrary to the rules and regulations prescribed from time to time by any federal, state, or municipal authority.

(b) The Landlord, during the term of this lease, and any renewal or extension thereof, shall keep the structural supports and exterior walls of the building, including windows, doors, and passageways from the lobby, street, and parking area leading to the Leased Property, and the adjacent parking lot, sidewalks and entrance lobby, in good order and repair. The Landlord shall use due diligence in making such repairs and make them as soon as reasonably possible after receiving notice of the necessity for repair.

(c) The Landlord shall exercise in good faith effort in notifying the Tenant with at least one week's advance notice when repair or maintenance activity will obstruct the Tenant's use of the Leased Property and adjacent parking lot, sidewalks, and entrance lobby. Tenant understands that in some instances advanced notification by Landlord may not be possible.

(d) The Landlord shall be responsible for removing snow, ice, rubbish, and other obstructions on the sidewalk and parking area.

(e) The Landlord shall maintain and repair all plumbing and toilet fixtures, and equipment installed for the general supply of hot and cold water, heat, air conditioning, and electricity. When the plumbing and toilet fixtures, and equipment installed for the general supply of hot and cold water, heat, air conditioning, and electricity must be replaced, the Landlord shall pay for such replacement.

9. COMPLIANCE WITH LAWS. The Tenant shall, throughout the terms of this lease, at its sole expense, promptly comply with all laws and regulations of all federal, state, and municipal governments and appropriate departments, commissions, board and officers thereof, and the orders and regulations of the National Board of Fire Underwriters or any other body known now or hereafter exercising similar functions, which may be applicable to the Leased Property and the fixtures and equipment therein.

10. OPTION TO TERMINATE LEASE. The Tenant shall have the option to terminate this ~~lease on September 1, 2020~~ lease at any time by providing to Landlord, one (1) year in advance of the early termination date, the following; or on any date thereafter by providing to the Landlord, six (6) months in advance of the early termination date, the following:

(a) Written notice of the Tenant's termination of the lease as of the date set forth in the written notice, which date must be at least one (1) year after the Landlord

~~receives the Tenant's written notice. Written notice of the Tenant's termination of the lease as of the date set forth in the written notice, which date must be at least six (6) months after the Landlord receives the Tenant's written notice.~~

~~(b) The early termination date must be dated the final day of a calendar month.~~

~~(c) The Tenant will be responsible for paying any rent through the early termination date, regardless of whether or not the Tenant is still operating out of the premises. (b) A lease cancellation payment in the amount of \$570.00 per month for each month by which the lease is shortened. This payment shall be delivered to the Landlord together with the Tenant's written notice of the termination of this lease.~~

~~(c) Should the Tenant fail to deliver the lease cancellation payment together with the written notice of the termination of this lease, the written notice of the termination of this lease shall be null and void.~~

11. SURRENDER OF PREMISES.

(a) The Tenant shall, on the expiration or the sooner termination of the lease term, surrender to the Landlord the Leased Property, including all replacements, changes, additions, and improvements constructed or placed by the Tenant thereon, with all equipment in or appurtenant thereto, except all moveable trade fixtures (not including equipment) installed by the Tenant, broom-clean, free of subtenancies, and in good condition and repair, reasonable wear and tear excepted, and damage by fire, act of God or other casualty. Any trade fixtures or personal property belonging to the Tenant or to any subtenant, if not removed at such termination and if the Landlord shall so elect, shall be deemed abandoned and become the property of the Landlord without any payment or offset therefor. If the Landlord shall not so elect, the Landlord may remove such fixtures or property from the Leased Property and store them at the Tenant's risk and expense. The Tenant shall repair and restore, and save the Landlord harmless from, all damage to the Leased Property caused by such removal, whether by the Tenant or by the Landlord.

(b) No act or thing done by the Landlord or its agent during the term of this lease shall be deemed an acceptance of the surrender of the Leased Property and no agreement to accept such surrender shall be valid unless in writing signed by the Landlord. No employee or agent of the Landlord shall have any power to accept the keys of the Leased Property prior to the termination of this lease and the delivery of the keys to an employee or agent of the Landlord shall not operate as a termination of this lease or a surrender of the Leased Property.

12. RIGHT TO ALTER AND IMPROVE. No alteration, addition, or improvement to the Leased Property shall be made by the Tenant without the written consent of the Landlord. Any alteration, addition, or improvement made by the Tenant after such consent shall have been given, and any fixtures installed as part thereof, shall at the Landlord's option become the property of the Landlord upon the expiration or other sooner termination of this lease; provided, however, that the

Landlord shall have the right to require the Tenant to remove such fixtures at the Tenant's cost upon such termination of this lease.

13. UTILITIES. The Landlord shall pay all charges for gas, electricity, light, heat, and power. The Tenant shall pay all charges for telephone or other communications service used, rendered, or supplied upon or in connection with the Leased Property, and shall indemnify the Landlord against any liability or damages on such account.

14. LANDLORD'S RIGHTS - TENANT'S DEFAULT.

(a) The Landlord may give the Tenant five (5) days' notice of intention to terminate this lease in any of the following circumstances:

(i) If the Tenant shall be in default in the performance of any covenant of this lease (other than the covenants for the payment of Rent) and if such default is not cured within fifteen (15) days after written notice thereof given by the Landlord; or, if such default shall be of such nature that it cannot be cured completely within such 15-day period, if the Tenant shall not have promptly commenced within such 15-day period or shall not thereafter proceed with reasonable diligence and in good faith to remedy such default.

(ii) If the Tenant shall be adjudicated a bankrupt, make a general assignment for the benefit of the creditors, or take the benefit of any insolvency act, or if a permanent receiver or trustee in bankruptcy shall be appointed for the Tenant's property and such appointment is not vacated within ninety (90) days. For these purposes, the "Tenant" shall mean the Tenant then in possession of the Leased Property.

(iii) If the Leased Property becomes vacant or deserted for a period of thirty (30) days.

(iv) If this lease shall be assigned or the Leased Property sublet other than in accordance with the terms of this lease and such default is not cured within fifteen (15) days after notice.

(v) If the Tenant shall be in default in the payment of the Rent and such default is not cured within ten (10) business days after mailing of written notice thereof by the Landlord.

(b) If the Landlord shall give the five (5) days' notice of termination provided in subparagraph (a), then at the expiration of such period, this lease shall terminate as completely as if that were the date herein definitely fixed for the expiration of the term of this lease, and the Tenant shall then surrender the Leased Property to the Landlord. If this lease shall so terminate, it shall be lawful for the Landlord, at its option, without formal demand or notice of any kind, to reenter the Leased Property by an unlawful detainer action

or by any other means and to remove the Tenant therefrom without being liable for any damages therefor. Upon the termination of this lease, as herein provided, the Landlord shall have the right, at its election, to terminate any sublease then in effect, without consent of the sublessee concerned.

(c) The Tenant shall remain liable for all its obligations under this lease, despite the Landlord's reentry, and the Landlord may re-rent or use the Leased Property as agent for the Tenant, if the Landlord so elects. The Tenant waives any legal requirement for notice of intention to reenter and any right of redemption.

(d) Nothing in this article shall be deemed to require the Landlord to give the Tenant any notice, other than such notice as may be required by statute, prior to the commencement of an unlawful detainer action for nonpayment of any Rent, it being intended that the five-day notice is only for the purpose of creating a conditional limitation hereunder pursuant to which this lease shall terminate.

(e) If the lease shall terminate as provided in this article, the Landlord shall have the right, at its election at any time, to recover from the Tenant the amount by which the Rent and charges equivalent to the Rent reserved herein for the balance of the term shall exceed the reasonable rental value of the Leased Property for the same period.

(f) Time is of the essence of this lease with respect to the performance by the Tenant of its obligations hereunder.

15. PERFORMANCE OF TENANT'S OBLIGATIONS. If the Tenant shall be in a default hereunder, the Landlord may cure such default on behalf of the Tenant, in which event the Tenant shall reimburse the Landlord for all sums paid to effect such cure, together with interest at the rate of 110% per annum of the "Prime Rate of Interest" charged by Wells Fargo Bank Minneapolis, N.A. (the rate of interest charged by said Bank to its most credit-worthy commercial corporate customers on unsecured commercial loans of ninety (90) days or less duration from time to time during the interval between such due date and the date of payment) and reasonable attorneys' fees. In order to collect such reimbursement, the Landlord shall have all the remedies available under this lease for a default in the payment of the Rent.

16. RIGHT OF ENTRY. The Landlord and its representative may enter the Leased Property, at any reasonable time, for the purpose of inspecting the Leased Property, performing any work which the Landlord elects to undertake made necessary by reason of the Tenant's default under the terms of this lease, exhibiting the Leased Property for sale, lease, or mortgage financing, or posting notices of non-responsibility under any mechanic's lien law. Except in an emergency, the Landlord, while exercising this right of entry, will not interfere with the operations or business activities of the Tenant.

17. FIRE OR OTHER CASUALTY LOSS. In case of damage by fire or other casualty to the building in which the Leased Property is located, if the damage is so extensive as to amount practically to the total destruction of the Leased Property or of such building, this lease shall cease,

and the Rent shall be apportioned to the time of the damage. In all other cases where the Leased Property is damaged by fire or other casualty without the fault of the Tenant, the Landlord shall repair the damage with reasonable dispatch, and if the damage has rendered the Leased Property untenantable, in whole or in part, there shall be an apportionment of the Rent until the damage has been repaired. In determining what constitutes reasonable dispatch, consideration shall be given in delays caused by strikes, adjustment of insurance, and other causes beyond the Landlord's control.

18. INSURANCE.

(a) The Landlord shall keep the building containing the Leased Property insured against loss or damage by fire with all risk policy endorsement in an amount sufficient to prevent the Landlord from becoming a co-insurer under the terms of the applicable policies but, in any event, in an amount not less than 80% of the full insurable value as determined from time to time. The term "full insurance value" shall mean actual replacement cost (exclusive of the cost of excavation, foundations, and footings below the basement floor) without deduction for physical depreciation. Such insurance shall be issued by financially responsible insurers duly authorized to do business in this state.

(b) During the term of this lease, the Tenant shall keep the Leased Property insured, at its sole cost and expense, against claims for personal injury or property damage under a policy of general public liability insurance, with limits of at least \$500,000 per occurrence with a general aggregate limit of \$1,000,000. Such policies shall name the Landlord and the Tenant as the insureds. Within ten (10) days after the date hereof, the Tenant shall deliver to the Landlord certificates of insurance certifying that such insurance is in full force and effect. On the anniversary date of such insurance policies thereafter, during the term of this lease, the Tenant shall deliver to the Landlord certificates of insurance certifying that such insurance is in full force and effect.

(c) The Tenant shall be responsible for insuring all of its personal property, furniture, fixtures and equipment located in the Leased Property in such amounts and upon such terms as it determines.

19. DENIAL OF SUBROGATION RIGHTS. The Landlord and the Tenant and all parties claiming under them hereby mutually release and discharge each other from all claims and liabilities arising from or caused by any hazard covered by insurance on the Leased Property, or covered by insurance in connection with property on or activities conducted on the Leased Property regardless of the cause of the damage or loss.

20. TERMINATION OF LEASE UPON CONDEMNATION. If the Leased Property, or any part thereof, is taken by eminent domain, this lease shall expire on the date when the Leased Property shall be so taken, and the Rent shall be apportioned as of that date. No part of any award shall belong to the Tenant, except any portion of the award attributable to any trade fixtures or equipment of the Tenant taken by the public authority.

21. **EASEMENTS.** The Landlord shall have the right to grant easements in areas of the Leased Property for the installation of utilities, provided that the use of such easement areas for such purposes does not interfere substantially with the operation of the Tenant's business. The Tenant shall not be entitled to any compensation or abatement of the Rent if the use of such easement does not interfere substantially with the operations of the Tenant's business.

22. **RIGHTS TO ASSIGN AND SUBLEASE.** The Tenant may sublet all or portions of the Leased Property for the remainder of the term with the approval of the Landlord, which approval the Landlord shall not unreasonably withhold, provided that the business or occupation of the subtenant is not extra hazardous, disreputable, or illegal, and provided further that the Tenant shall remain primarily liable for the payments of the Rent herein reserved and for the performance of all the other terms of this lease required to be performed by the Tenant.

23. **NOTICE.** Any notice under this lease must be in writing and must be sent by registered or certified mail to the last address of the party to whom the notice is to be given, as designated by such party in writing. The Landlord hereby designates its address as 207 West Main Avenue, West Fargo, North Dakota 58078. The Tenant hereby designated its address as 109 3rd St E, West Fargo, North Dakota 58078.

24. **CONSTRUCTION.**

(a) This lease shall be governed by, construed and enforced in accordance with the laws of the State of North Dakota.

(b) The covenants, terms, conditions, provisions, and undertaking in this lease or in any renewals thereof shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of the respective parties hereto, as if they were in every case named and expressed, and shall be construed as covenants running with the land; and wherever reference is made to either of the parties hereto, it shall be held to include and apply also to the heirs, executors, administrators, successors, and assigns of such party, as if in each and every case so expressed.

(c) The parties agree to execute and deliver any instruments in writing necessary to carry out any agreement, term, condition, or assurance in this lease whenever occasion shall arise and request for such instruments shall be made.

(d) The specified remedies to which the Landlord may resort under the terms of this lease are cumulative and are not intended to be exclusive of any other remedies or means of redress to which the Landlord may be lawfully entitled in case of any breach or threatened breach by the Tenant of any provision or provisions of this lease.

(e) This lease contains the entire agreement between the parties and cannot be changed or terminated orally.

(f) This lease may not be changed orally, but only by an agreement in writing and signed by the party against whom enforcement of any waiver, change, modification, or discharge is sought.

(g) If any provision of this lease shall be declared invalid or unenforceable, the remainder of this lease shall continue in full force and effect.

(The remainder of this page is intentionally left blank.)

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals as of the day and year first above written.

LANDLORD:

**WEST FARGO PUBLIC SCHOOL
DISTRICT NO. 6**

Its: President

ATTEST:

Its: Business Manager

TENANT:

**CITY OF WEST FARGO
ON BEHALF OF THE
WEST FARGO PUBLIC LIBRARY**

Its: President

ATTEST:

Its: City Auditor

EXHIBIT A

LEASED PROPERTY

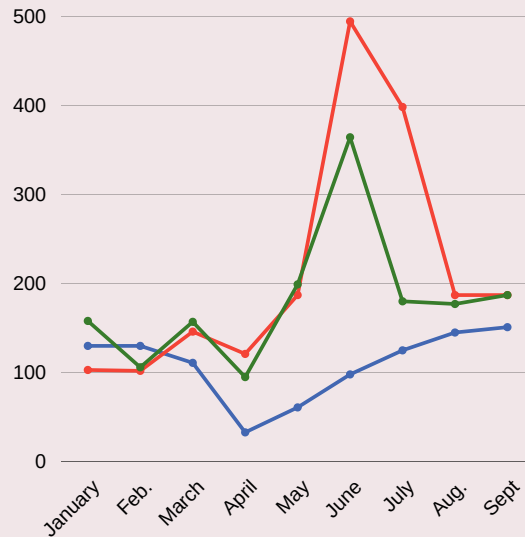
WEST FARGO PUBLIC LIBRARY

MONTHLY REPORT SEPT 2021



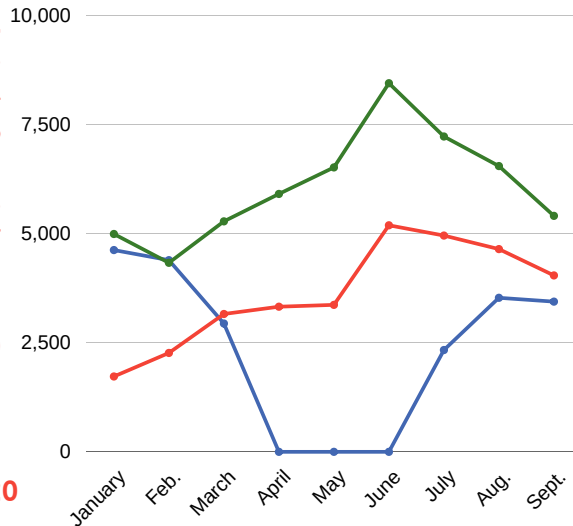
LIBRARY CARD APPLICATIONS

	2019	2020	2021
Jan.	158	130	103
Feb.	106	130	102
March	157	111	146
April	95	33	121
May	199	61	187
June	364	98	494
July	180	125	389
Aug.	177	145	187
Sept.	187	151	187
Oct.	385	147	-
Nov.	135	104	-
Dec.	75	77	-
Total	2218	1312	1153



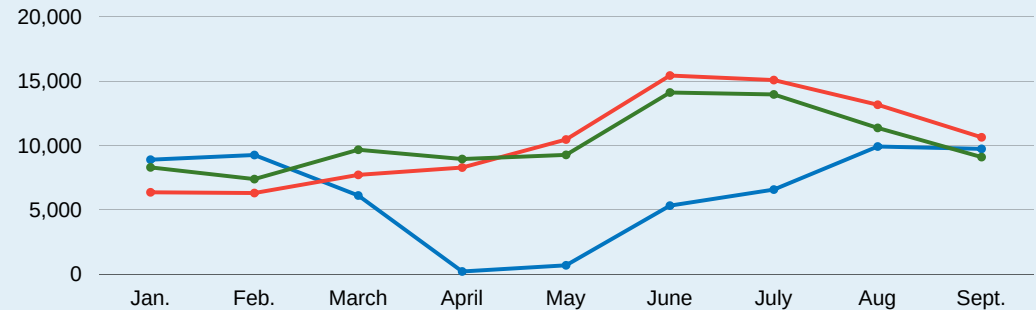
DOOR COUNT

	2019	2020	2021
Jan	4988	4620	1725
Feb	4328	4389	2264
March	5277	2938	3156
April	5905	x	3323
May	6512	x	3365
June	8440	x	5187
July	7220	2331	4952
Aug	6543	3527	4642
Sept	5403	3439	4039
Oct	6254	3677	-
Nov	4592	1382	-
Dec	3772	1122	-
Total	69234	27425	19020



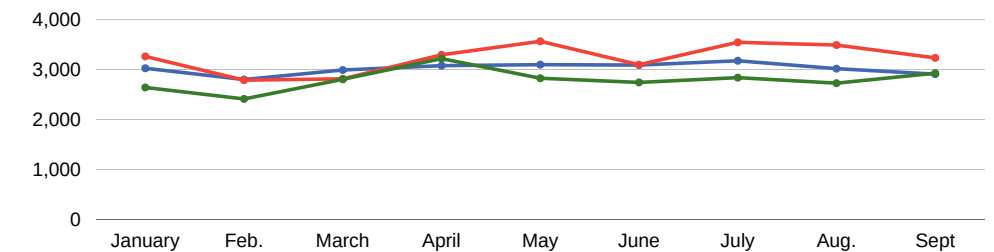
PHYSICAL ITEM CIRCULATION

	Jan.	Feb.	March	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.
2021 Totals	6355	6299	7709	8279	10457	15429	15077	13159	10629			
2020 Totals	8890	9253	6107	203	682	5319	6567	9913	9730	10745	8041	6897
2019 Totals	8292	7381	9662	8941	9293	14109	13960	11359	9092	8899	7123	5433



ELECTRONIC MATERIALS CIRCULATION

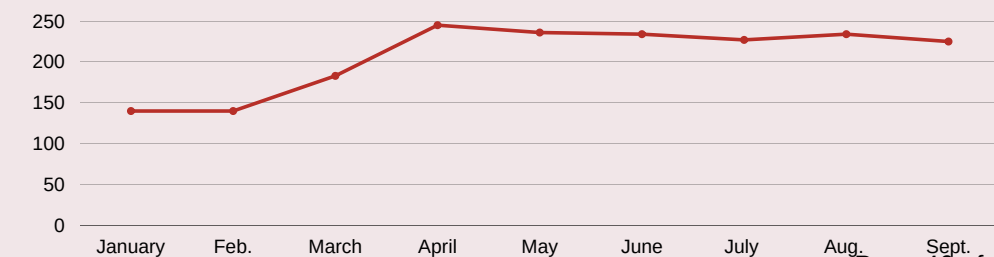
	Jan.	Feb.	March	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.
2021 Totals	3259	2783	2810	3291	3562	3093	3542	3487	3230			
2020 Totals	3022	2796	2987	3074	3094	3086	3172	3014	2904	2941	2796	2990
2019 Totals	2637	2407	2800	3215	2822	2738	2834	2723	2923	2689	2789	2547



OUTREACH MATERIALS CIRCULATION

	Jan.	Feb.	March	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.
Daycares	140	140	140	159	110	140	140	140	140			
Adults	n/a	n/a	43	86	96	94	87	94	85			
2021 Total	140	140	183	245	236	234	227	234	225			

Total outreach material circulation was not tracked monthly in 2019 or 2020.



ADULT PROGRAMS

	Medium	Attendance
Twisted Stitchers (Recurring)	In-Person Onsite	0 (-10)
Monday Night Readers (Recurring)	In-Person Onsite	7 (-1)
Third Thursday Book Club (Recurring)	In-Person Onsite	8 (+1)
Novel Afternoons Book Club (Recurring)	In-Person Onsite	13
Mahjong Games at the Library (Recurring)	In-Person Onsite	7 (-2)
Books & Brews Book Club (Recurring)	In-Person Offsite	13 (+6)
Film Screenings	In-Person Onsite	3
Total		53 (-8)

YOUTH PROGRAMS

	Medium	Attendance
Teen Pop-Up Programs	In-Person Onsite	10
Early Literacy Storytime (Recurring)	In-Person Onsite	80
Baby Boost Storytime (Recurring)	In-Person Onsite	29
Total		119

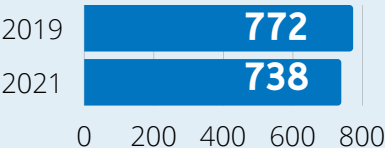
FAMILY & COMMUNITY EVENTS

	Medium	Attendance
Senior Lifestyle Expo	In-Person Onsite	39
WF Farmers Market & Beyond	In-Person Onsite	67
West Fest	In-Person Onsite	89
Total		195

LITTLE RED READING BUS ROUTE

Tuesday Evening Stop at Tintes Park	In-Person Offsite	93
Total		93

SEPTEMBER PROGRAM ATTENDANCE



REFERENCE QUESTIONS ANSWERED 752

Every day, library staff answer dozens of patron questions on everything from technology and job search support to library account questions or finding their next read.

ADULT OUTREACH

Location	Patrons Served
New Perspectives	9 (-3)
Dakota Commons	10 (+1)
Shyenenne Crossings	4 (-1)
Total	23 (-3)

DAYCARE OUTREACH & STORYTIME

Daycares Served	Daycare storytime attendance
8	278

BEANSTACK

Active Challenges

	Total Registered
One Book, One Community Challenge	41 (+12)
Hawks Fall Into Reading (Middle School)	416
Total	457

Overall

	Total Registered YTD	Active this Month
West Fargo Public Library Overall Beanstack Service	2232 (+418)	337 (+169)

STORIES OF LIBRARY IMPACT, SEPT. 2021

A New American man came in needing to print something, but couldn't remember his email password. He said he had gotten frustrated at another area library and gave up, but Maria was able to walk him through getting into his email, sending his prints to the wireless printer and making copies. He was was very grateful that Maria was "so, so helpful."

At West Fest, Ellen was photographing the bus in the parade and overheard TONS of kids saying things like "Mom! Mom! I know that bus" and "It's the Reading Bus!" Seeing the bus also prompted some parents to talk about reading with their kids. ("Are you keeping up with your reading?") A young girl also ran up to Lauren after the parade and very excitedly said "I LOVE the Little Red Reading Bus! It comes to Horace all the time."

Lyndi helped a parent and their 16-year-old child change the child's information so their account better represented their gender identity. She then helped the teen find books about LGBT topics. The teen expressed how excited they were to find books about people like themself.

A new retiree attended the screening of Indian Horse. While attendance was lower than anticipated, this woman and Kirsten had a great discussion about the film which then turned into a meaningful conversation about careers, leadership, cultural theory and more. This woman called the library a few days later to personally thank Kirsten for the experience.

Wendy and Maria helped a patron with some technology troubles. She apologized for being such a bother, but staff reassured her that they were happy to help. She said "That's the impression you give - That you're happy to help!"

A person named Villa gave the WFPL a 5-star review on Google and wrote: "Very peaceful and pleasant place to work in. Plenty of sanitizer and masks available. Friendly librarians ready to assist anyone."