



West Fargo Public Library Board of
Directors
Regular Meeting Agenda
Thursday, December 9, 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 – November 18th, 2021
2. Approval of financial reports

Regular Agenda

1. Appointment of interim director - approve pay and updated start date of 12/12/2021
2. Approval of revised 2022 COLA for library staff
3. Proposed Library Assistant job description update and budget adjustment
4. Approval of 2022-2027 Lodoen lease
5. Updates on facility planning
6. Director's Report
7. Other Business
8. Adjourn

West Fargo Public Library Board of Directors
Meeting Date: November 18th, 2021
Time: 5:30 P.M.
Place: West Fargo City Commission Chambers

Roll Call:

Liann Hanson, Tony Stukel, Commissioner Mandy George, Jodie Haring, Alanna Rerick. Also attending Carissa Hansen, Library Director, John Shockley, West Fargo City Attorney, 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

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

3. Consent agenda - approve the following:

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

- a. Approval of Minutes – October 7th, 2021
- b. Approval of Financial Reports
- c. Approval of library closures for 2022

Regular Agenda:

1. Director resignation and appointment of interim director

- Rerick moved and Commissioner George seconded to appoint Maria Kramer, Deputy Director as Interim Director effective December 8th, 2021 while the library searches for a new Library Director. No opposition. Motion carried. Hanson moved and Stukel seconded to accept the resignation of Carissa Hansen, Library Director. No opposition. Motion carried. After discussion Hansen recommended Hanson meet with the HR Director to inform her of the official date Kramer will start the Interim Director role.

2. Approval of revised 2022 COLA for library staff

- Rerick moved and Commissioner George seconded for the Board to seek approval from the City Commission for a transfer of funds from the other city sources this fall 2021 to cover the anticipated deficit due to the COLA increase. No opposition. Motion carried.

3. Proposed Library Assistant job description update and budget adjustment

- The item has been tabled until next month's meeting. Board is awaiting approval of the COLA from the City Commission.

4. Progress update on building site and facility fundraising

- Library will continue to work with the Friends of the Library for fundraising. Rerick presented to the Board, her understanding is the library needs to get City approval to work with fundraising with the Friends of the Library. Shockley stated the buildings and property are owned by the City. Shockley recommended the Board recommend to the City Commission to start a building fund.

5. Director's Report

Hansen presented the following items for the Director's Report

- 1000 Books was launched at the end of October in support of one of the strategic plan goals of developing early literacy and social skills in kids' birth to age 5. There are 120 kids registered thus far.
- There has been great progress toward the community goal of providing services and resources to everyone who sees themselves represented. An organization called Cultural Diversity Resources has begun meeting with staff. The group will be a great benefit to staff because it focuses on cultural competency training, as well as a good source of continuous relationships as the staff seek to develop new methods to reach out to New Americans and Biopoc communities to provide support.
- The library as received a \$2,500 Midco grant to help support upgrades and equipment for the children's corner in the library.
- The lease for the Lodeon space will be brought back at the December 9th meeting to review and approve and then will be presented to the City Commission at the December 20th meeting to approve.
- Lauren Nephew, Youth Services Manager, gave a programming update.

6. Other Business

- Haring asked whether there are any continuing grants for which Hansen is the principal investigator that would need to be transferred to Kramer in order to continue to provide updates. The pending grant, according to Hansen, are in partnership with the Friends of the Library. The other grants for which applications have been submitted are one-time only.

7. Adjourn

- Rerick moved to adjourn, Stukel seconded. No opposition. Meeting adjourned. Next meeting: 5:30 P.M., Thursday, December 9th, 2021.

12/01/21
08:12:19

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 10/21 - 10/21

Page: 1 of 6
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 4657125	Payroll 10/08/2021		/ /	28,836.22	10/21			
JV 4658125	Payroll 10/22/2021		/ /	28,846.00	10/21			
		Object Total:		57,682.22	567,422.79	683,521.00	116,098.21	83%
114 PART TIME SALARIES								
JV 4657126	Payroll 10/08/2021		/ /	3,389.09	10/21			
JV 4658126	Payroll 10/22/2021		/ /	3,311.21	10/21			
		Object Total:		6,700.30	79,417.62	124,365.00	44,947.38	64%
209 CLASSIFIED ADS								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 4657127	Payroll 10/08/2021		/ /	2,388.90	10/21			
JV 4658127	Payroll 10/22/2021		/ /	2,383.63	10/21			
		Object Total:		4,772.53	47,975.29	61,803.00	13,827.71	78%
230 RETIREMENT								
JV 4657128	Payroll 10/08/2021		/ /	4,292.18	10/21			
JV 4658128	Payroll 10/22/2021		/ /	4,292.18	10/21			
		Object Total:		8,584.36	84,737.29	96,223.00	11,485.71	88%
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								
		Object Total:	/ /	0.00	2,858.12	1,000.00	-1,858.12	286%
320 HEALTH INSURANCE								
JV 4657129	Payroll 10/08/2021		/ /	3,186.07	10/21			
JV 4658129	Payroll 10/22/2021		/ /	3,186.02	10/21			
		Object Total:		6,372.09	59,926.51	101,995.00	42,068.49	59%
321 PROPERTY INSURANCE								
		Object Total:	/ /	0.00	960.00	0.00	-960.00	%
333 BUILDING RENTAL								
CL 99435 1	93237 BUILDING RENTAL	MISC06210	09/15/21	9,740.00	10/21	549 WF PUB SCHOOLS DIST #6		
		Object Total:		9,740.00	87,660.00	117,000.00	29,340.00	75%
340 TRAVEL & EDUCATION								
CL 99323 1	93174 MILEAGE		09/21/21	14.50	10/21	4114 KRISTIN KRAMER		
CL 99436 1	93107 MILEAGE		09/29/21	13.34	10/21	3869 ALISHA REIS		
CL 99460 1	93124 MILEAGE		09/28/21	11.80	10/21	3417 CHELSEA SIMDORN		
CL 99539 1	100086 MILEAGE		10/06/21	7.84	10/21	4114 KRISTIN KRAMER		
CL 99731 5	100186 TRAVEL & EDUCATION		/ /	138.00	10/21	3161 VISA LIBRARY #1		
RV 6446 3	ND Core Tech Ser - ODIN		/ /	-1,000.00	10/21			

12/01/21
08:12:19

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 10/21 - 10/21

Page: 2 of 6
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								
	Librar							
		Object Total:		-814.52	1,247.26	7,050.00	5,802.74	18%
348 BUYOUTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 99730 32	100178 Sept 2021 library	9890079373	09/08/21	167.53	10/21 3668	VERIZON WIRELESS		
		Object Total:		167.53	3,345.72	6,650.00	3,304.28	50%
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	527.00	500.00	-27.00	105%
399 RECRUITMENT/EMPLOYMENT TESTING			/ /					
		Object Total:		0.00	1,529.00	3,000.00	1,471.00	51%
410 OFFICE SUPPLIES								
CL 99315 1	93121 OFFICE SUPPLIES	W011461691	09/15/21	24.19	10/21 351	BUSINESS ESSENTIALS		
CL 99315 3	93121 OFFICE SUPPLIES	W011475561	09/20/21	23.32	10/21 351	BUSINESS ESSENTIALS		
CL 99538 1	100048 OFFICE SUPPLIES	7013211	09/27/21	307.03	10/21 77	DEMCO		
CL 99543 1	100024 OFFICE SUPPLIES	W011498971	10/04/21	89.74	10/21 351	BUSINESS ESSENTIALS		
CL 99679 1	100024 OFFICE SUPPLIES	W011498972	10/05/21	20.14	10/21 351	BUSINESS ESSENTIALS		
CL 99681 1	100138 OFFICE SUPPLIES	8013870921	09/30/21	78.73	10/21 3276	PREMIUM WATERS INC		
		Object Total:		543.15	9,766.78	16,000.00	6,233.22	61%
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 99317 1	93162 SERVICE AGREEMENTS-CONTRACT	30128468	10/19/21	442.89	10/21 2877	GREATAMERICA FINANCIAL		
CL 99540 1	100172 SERVICE AGREEMENTS - CONTRACT	28445	10/01/21	2,900.00	10/21 3658	TLC CLEANING LLC		
CL 99680 1	100094 SERVICE AGREEMENTS - CONTRACT	3839399	10/01/21	710.91	10/21 3418	LOFFLER		
		Object Total:		4,053.80	37,014.11	46,755.00	9,740.89	79%
497 TECHNOLOGY								
CC 770 1	ASANA.COM		09/09/21	4,498.20	10/21 2439	VISA IT		
CL 99544 1	100020 TECHNOLOGY	922901454	09/27/21	94.24	10/21 26	BORDER STATES INDUSTRIES INC		
CL 99544 2	100020 TECHNOLOGY	922906810	09/28/21	240.47	10/21 26	BORDER STATES INDUSTRIES INC		
CL 99544 3	100020 CREDIT-CONNECTION COVER	922921009	09/29/21	-5.30	10/21 26	BORDER STATES INDUSTRIES INC		
JV 4656 20	3Q IT equip Lib Inv 1008		/ /	2,044.30	10/21			
		Object Total:		6,871.91	14,085.16	25,699.00	11,613.84	55%

12/01/21
08:12:19

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 10/21 - 10/21

Page: 3 of 6
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								
640 FURNITURE & EQUIPMENT								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000								
CL 99731 8	100186 FURN & EQUIP		/ /	395.95	10/21 3161 VISA LIBRARY #1			
		Object Total:		395.95	3,602.43	8,762.00	5,159.57	41%
644 POSTAL METER RENT								
			/ /					
		Object Total:		0.00	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 99731 3	100186 PROFESSIONAL PUBLICATIONS		/ /	191.62	10/21 3161 VISA LIBRARY #1			
		Object Total:		191.62	583.64	1,200.00	616.36	49%
649 PROGRAMMING								
CL 99315 2	93121 PROGRAMMING	W011461691	09/15/21	91.98	10/21 351 BUSINESS ESSENTIALS			
CL 99319 2	93108 PROGRAMMING	1JQW7CJGPJ	09/21/21	81.42	10/21 3490 AMAZON CAPITAL SERVICES			
CL 99437 2	93108 PROGRAMMING		09/23/21	362.29	10/21 3490 AMAZON CAPITAL SERVICES			
CL 99437 3	93108 PROGRAMMING		09/28/21	27.98	10/21 3490 AMAZON CAPITAL SERVICES			
CL 99545 1	100009 PROGRAMMING		10/01/21	118.93	10/21 3490 AMAZON CAPITAL SERVICES			
CL 99545 2	100009 PROGRAMMING		09/30/21	15.96	10/21 3490 AMAZON CAPITAL SERVICES			
CL 99678 3	100009 PROGRAMMING		10/09/21	152.95	10/21 3490 AMAZON CAPITAL SERVICES			
CL 99731 1	100186 PROGRAMMING		10/03/21	580.71	10/21 3161 VISA LIBRARY #1			
		Object Total:		1,432.22	12,220.12	11,000.00	-1,220.12	111%
650 E RESOURCES								
CL 99541 1	100103 E RESOURCES	501068616	09/30/21	1,242.46	10/21 1854 MIDWEST TAPE			
		Object Total:		1,242.46	23,244.15	36,000.00	12,755.85	65%
653 CAPITAL IMPROVEMENTS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CL 99434 1	93208 Reserve account		09/29/21	500.00	10/21 1483 PITNEY BOWES RESERVE ACCOUNT			
CL 99547 1	100136 LIBRARY INK	1019142771	10/04/21	80.74	10/21 3921 PITNEY BOWES INC			
	CARTRIDGE-POSTAGE							
		Object Total:		580.74	2,661.48	0.00	-2,661.48	%
662 BOOKS								
CL 99319 1	93108 BOOKS	1WGH91MLDM	09/16/21	56.40	10/21 3490 AMAZON CAPITAL SERVICES			
CL 99321 1	93112 BOOKS	2036175416	09/11/21	92.94	10/21 1695 BAKER & TAYLOR			
CL 99321 2	93112 BOOKS	2036163942	09/10/21	530.34	10/21 1695 BAKER & TAYLOR			
CL 99321 3	93112 BOOKS	2036160590	09/10/21	333.94	10/21 1695 BAKER & TAYLOR			
CL 99321 4	93112 BOOKS	2036175320	09/08/21	90.78	10/21 1695 BAKER & TAYLOR			
CL 99437 1	93108 BOOKS		09/23/21	23.98	10/21 3490 AMAZON CAPITAL SERVICES			
CL 99439 1	93112 BOOKS	2036186316	09/17/21	191.68	10/21 1695 BAKER & TAYLOR			
CL 99439 2	93112 BOOKS	2036189012	09/14/21	38.80	10/21 1695 BAKER & TAYLOR			
CL 99546 1	100016 BOOKS	2036207853	09/24/21	205.26	10/21 1695 BAKER & TAYLOR			
CL 99546 2	100016 BOOKS	2036198888	09/24/21	239.08	10/21 1695 BAKER & TAYLOR			
CL 99546 3	100016 BOOKS	2036207877	09/27/21	484.27	10/21 1695 BAKER & TAYLOR			

12/01/21
08:12:19

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 10/21 - 10/21

Page: 4 of 6
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								
CL 99678 1	100009 BOOKS		10/06/21	29.99	10/21	3490 AMAZON CAPITAL SERVICES		
CL 99678 2	100009 BOOKS		10/06/21	681.49	10/21	3490 AMAZON CAPITAL SERVICES		
CL 99678 4	100009 BOOKS		10/11/21	283.63	10/21	3490 AMAZON CAPITAL SERVICES		
CL 99732 1	100016 BOOKS	2036220606	09/30/21	105.71	10/21	1695 BAKER & TAYLOR		
CL 99732 2	100016 BOOKS	2036220751	09/30/21	255.09	10/21	1695 BAKER & TAYLOR		
Object Total:				3,643.38	60,502.13	100,750.00	40,247.87	60%
663 MAGAZINES								
CL 99731 4	100186 MAGAZINES		/ /	50.00	10/21	3161 VISA LIBRARY #1		
Object Total:				50.00	4,449.11	6,500.00	2,050.89	68%
664 AUDIO VIDEO								
CL 99440 1	93189 AUDIOBOOK	501022104	09/22/21	37.24	10/21	1854 MIDWEST TAPE		
CL 99440 2	93189 AUDIOBOOK	501022102	09/22/21	333.92	10/21	1854 MIDWEST TAPE		
CL 99440 3	93189 DVDS	501022103	09/22/21	23.79	10/21	1854 MIDWEST TAPE		
CL 99440 4	93189 DVDS	501022101	09/22/21	49.83	10/21	1854 MIDWEST TAPE		
CL 99440 5	93189 DVDS	501022100	09/22/21	45.54	10/21	1854 MIDWEST TAPE		
CL 99440 6	93189 DVDS	501022099	09/22/21	35.58	10/21	1854 MIDWEST TAPE		
CL 99440 7	93189 DVDS	501022106	09/22/21	129.25	10/21	1854 MIDWEST TAPE		
CL 99548 1	100103 DVD	501055803	09/29/21	19.29	10/21	1854 MIDWEST TAPE		
CL 99548 2	100103 DVD	501055805	09/29/21	83.16	10/21	1854 MIDWEST TAPE		
CL 99548 3	100103 DVD	501055808	09/29/21	24.54	10/21	1854 MIDWEST TAPE		
CL 99548 4	100103 DVD	501055809	09/29/21	32.58	10/21	1854 MIDWEST TAPE		
CL 99548 5	100103 DVD	501087106	10/05/21	8.04	10/21	1854 MIDWEST TAPE		
CL 99548 6	100103 DVD	501087165	10/05/21	44.23	10/21	1854 MIDWEST TAPE		
CL 99548 7	100103 DVD	501087382	10/05/21	18.54	10/21	1854 MIDWEST TAPE		
CL 99548 8	100103 DVD	501087380	10/05/21	22.29	10/21	1854 MIDWEST TAPE		
CL 99548 9	100103 DVD	501055804	09/29/21	352.22	10/21	1854 MIDWEST TAPE		
CL 99548 10	100103 DVD	501087107	10/05/21	382.92	10/21	1854 MIDWEST TAPE		
CL 99548 11	100103 AUDIOBOOK	501087381	10/05/21	74.48	10/21	1854 MIDWEST TAPE		
CL 99548 12	100103 AUDIOBOOK	501055806	09/29/21	173.96	10/21	1854 MIDWEST TAPE		
CL 99548 13	100103 AUDIBOOK	501087108	10/05/21	141.44	10/21	1854 MIDWEST TAPE		
CL 99682 1	100103 DVD	501109737	10/11/21	14.79	10/21	1854 MIDWEST TAPE		
CL 99682 2	100103 DVD	501109739	10/11/21	40.08	10/21	1854 MIDWEST TAPE		
CL 99682 3	100103 DVD	501113930	10/11/21	57.39	10/21	1854 MIDWEST TAPE		
CL 99682 4	100103 DVD	501113931	10/11/21	99.54	10/21	1854 MIDWEST TAPE		
CL 99682 5	100103 DVD	501109738	10/11/21	111.30	10/21	1854 MIDWEST TAPE		
CL 99682 6	100103 AUDIOBOOK	501113932	10/11/21	42.24	10/21	1854 MIDWEST TAPE		
Object Total:				2,398.18	21,442.99	31,500.00	10,057.01	68%
667 MEMBERSHIPS								
CL 99731 2	100186 MEMBERSHIPS		/ /	920.00	10/21	3161 VISA LIBRARY #1		
Object Total:				920.00	2,886.00	3,218.00	332.00	90%
668 PRINTING								
Object Total:				0.00	1,117.87	0.00	-1,117.87	%

12/01/21
08:12:19

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 10/21 - 10/21

Page: 5 of 6
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								
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 99731 7 100186 PROMOTIONAL ACTIVITIES			/ /	18.20	10/21 3161 VISA LIBRARY #1			
		Object Total:		18.20	8,975.76	11,400.00	2,424.24	79%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00	1,375.00	0.00	-1,375.00	%
740 SERVICE CHARGES			/ /					
JV 4667 6 TransFirst Libr Oct 2021			/ /	80.63	10/21			
		Object Total:		80.63	1,305.30	0.00	-1,305.30	%
750 MISC.			/ /					
CL 99731 6 100186 MISC			/ /	81.49	10/21 3161 VISA LIBRARY #1			
		Object Total:		81.49	101.48	750.00	648.52	14%
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 99542 1 100126 CATALOGING			1000164740 10/01/21	195.34	10/21 3416 OCLC, INC.			
		Object Total:		195.34	1,930.42	2,300.00	369.58	84%
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	%

12/01/21
08:12:19

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 10/21 - 10/21

Page: 6 of 6
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY 411600 LIBRARY 994 ODIN								
			/ /					
		Object Total:		0.00	12,000.00	12,000.00	0.00	100%
		Account Total:		115,903.58	1,160,232.02	1,533,006.00	372,773.98	
		Fund Total:		115,903.58	1,160,232.02	1,533,006.00	372,773.98	

***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).

12/01/21
08:13:36

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 11/21 - 11/21

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			/ /					
		Object Total:		0.00	567,422.79	683,521.00	116,098.21	83%
114 PART TIME SALARIES			/ /					
		Object Total:		0.00	79,417.62	124,365.00	44,947.38	64%
209 CLASSIFIED ADS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY			/ /					
		Object Total:		0.00	47,975.29	61,803.00	13,827.71	78%
230 RETIREMENT			/ /					
		Object Total:		0.00	84,737.29	96,223.00	11,485.71	88%
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 100038 6 100353 library			10/26/21	64.83	11/21	353 OHNSTAD TWICHELL		
CL 100065 11 100353 Library			/ /	544.96	11/21	353 OHNSTAD TWICHELL		
		Object Total:		609.79	3,467.91	1,000.00	-2,467.91	347%
320 HEALTH INSURANCE			/ /					
		Object Total:		0.00	59,926.51	101,995.00	42,068.49	59%
321 PROPERTY INSURANCE			/ /					
		Object Total:		0.00	960.00	0.00	-960.00	%
333 BUILDING RENTAL								
CL 100236 1 100568 NOVEMBER BUIDLING RENT	MISC06248		10/25/21	9,740.00	11/21	549 WF PUB SCHOOLS DIST #6		
	Object Total:			9,740.00	97,400.00	117,000.00	19,600.00	83%
340 TRAVEL & EDUCATION								
CL 99890 1 100318 travel reimb			10/14/21	17.50	11/21	2800 LAUREN NEPHEW		
CL 99891 1 100370 TRAVEL REIMB			10/06/21	17.50	11/21	4156 SARAH DAVIS		
CL 99892 1 100313 TRAVEL REIMB			10/14/21	17.50	11/21	4155 KIRSTEN HENAGIN		
CL 99893 1 100331 travel reimb			10/11/21	17.50	11/21	4154 MARIA KRAMER		
CL 99954 1 100315 MILEAGE			10/14/21	15.68	11/21	4114 KRISTIN KRAMER		
CL 99955 1 100243 MILEAGE			10/04/21	21.28	11/21	3869 ALISHA REIS		
CL 99955 2 100243 MILEAGE			10/20/21	15.12	11/21	3869 ALISHA REIS		
CL 99964 1 100306 TRAVEL & EDUCATION	INV-INC296		10/12/21	1,000.00	11/21	4131 INNOVATIVE INTERFACES, INC		
CL 99968 1 100321 TRAVEL & EDUCATION	2829		10/12/21	49.00	11/21	4159 LIBARY WORKS INC		
CL 100237 1 100430 MILEAGE			11/02/21	18.45	11/21	3417 CHELSEA SIMDORN		

12/01/21
08:13:36

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 11/21 - 11/21

Page: 2 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								
CL 100238 1 100477	MILEAGE		11/02/21	12.88	11/21 4114 KRISTIN KRAMER			
		Object Total:		1,202.41	2,449.67	7,050.00	4,600.33	35%
348	BUYOUTS		/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356	TELEPHONE							
CL 100375 30 100550	Oct. 2021 library	9892282508	10/08/21	1,595.24	11/21 3668 VERIZON WIRELESS			
		Object Total:		1,595.24	4,940.96	6,650.00	1,709.04	74%
360	MISC PRINTING & MAILING		/ /					
		Object Total:		0.00	1,075.60	7,000.00	5,924.40	15%
387	MEDICAL/VACCINES							
CL 100035 1 100282	library		10/25/21	116.00	11/21 2862 ESSENTIA HEALTH			
		Object Total:		116.00	643.00	500.00	-143.00	129%
399	RECRUITMENT/EMPLOYMENT TESTING		/ /					
		Object Total:		0.00	1,529.00	3,000.00	1,471.00	51%
410	OFFICE SUPPLIES							
CL 99961 1 100260	OFFICE SUPPLIES	W0-1152726	10/20/21	117.98	11/21 351 BUSINESS ESSENTIALS			
CL 100235 1 100423	OFFICE SUPPLIES	W011546091	11/01/21	62.91	11/21 351 BUSINESS ESSENTIALS			
CL 100240 1 100450	OFFICE SUPPLIES	7032419	10/28/21	249.74	11/21 77 DEMCO			
CL 100293 1 100518	OFFICE SUPPLIES	8013871021	10/31/21	87.78	11/21 3276 PREMIUM WATERS INC			
		Object Total:		518.41	10,285.19	16,000.00	5,714.81	64%
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 99965 1 100296	SERVICE	30317129	10/20/21	442.89	11/21 2877 GREATAMERICA FINANCIAL			
	AGREEMENTS-CONTRACT							
CL 100189 1 100543	SERVICE	29483	11/01/21	2,900.00	11/21 3658 TLC CLEANING LLC			
	AGREEMENTS-CONTRACT							
CL 100292 1 100481	SERVICE AGREEMENT -	3869463	11/03/21	651.63	11/21 3418 LOFFLER			
	CONTRACT							
		Object Total:		3,994.52	41,008.63	46,755.00	5,746.37	88%
497	TECHNOLOGY							
CL 99895 4 100250	12V lead	P44577112	10/12/21	71.40	11/21 43 BATTERIESPLUS c/o Bat 34 Inc			
CL 99962 1 100295	TECHNOLOGY	9323588426	09/28/21	4.90	11/21 939 GRAYBAR			
CL 100188 1 100419	TECHNOLOGY	922928956	09/30/21	253.00	11/21 26 BORDER STATES INDUSTRIES INC			
CL 100296 1 100517	TECHNOLOGY		11/03/21	650.00	11/21 4171 PLYMOUTH ROCKET INC			
CL 100296 2 100517	TECHNOLOGY		11/03/21	650.00	11/21 4171 PLYMOUTH ROCKET INC			
		Object Total:		1,629.30	15,714.46	25,699.00	9,984.54	61%

12/01/21
08:13:36

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 11/21 - 11/21

Page: 3 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								
640 FURNITURE & EQUIPMENT								
			/ /					
Object Total:				0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000								
CL 99959 1 100362	FURN & EQUIP - PAPER CUTTER	23141	10/21/21	17.60	11/21	4157 PREMIER CARBIDE SAW & TOOL		
CL 99960 1 100389	FURN & EQUIP - PAPER CUTTERS	140648	10/15/21	40.70	11/21	500 TWIN CITY SHARPENING		
Object Total:				58.30	3,660.73	8,762.00	5,101.27	42%
644 POSTAL METER RENT								
			/ /					
Object Total:				0.00	729.27	1,200.00	470.73	61%
645 EQUIPMENT REPLACEMENT								
			/ /					
Object Total:				0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS								
			/ /					
Object Total:				0.00	583.64	1,200.00	616.36	49%
649 PROGRAMMING								
CL 99967 2 100244	PROGRAMMING		10/24/21	29.17	11/21	3490 AMAZON CAPITAL SERVICES		
CL 99967 3 100244	PROGRAMMING		10/15/21	52.98	11/21	3490 AMAZON CAPITAL SERVICES		
CL 99967 4 100244	PROGRAMMING		10/14/21	284.62	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100028 2 100244	PROGRAMMING		10/24/21	30.11	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100050 1 100249	PROGRAMMING		10/28/21	200.00	11/21	4164 BASKETS BY EILEEN		
CL 100184 1 100411	PROGRAMMING		11/04/21	61.48	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100297 1 100411	PROGRAMMING		11/04/21	53.72	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100564 1 100596	PROGRAMMING		11/29/21	200.00	11/21	4164 BASKETS BY EILEEN		
Object Total:				912.08	13,132.20	11,000.00	-2,132.20	119%
650 E RESOURCES								
CL 99958 1 100276	E - RESOURCES	1000168141	10/19/21	2,429.00	11/21	3091 EBSCO INFORMATION SERVICES		
CL 100187 1 100490	E RESOURCES	501210252	10/31/21	1,276.45	11/21	1854 MIDWEST TAPE		
CL 100233 1 100510	E RESOURCES	ADV-000547	10/22/21	1,250.00	11/21	2126 OVERDRIVE, INC		
Object Total:				4,955.45	28,199.60	36,000.00	7,800.40	78%
653 CAPITAL IMPROVEMENTS								
			/ /					
Object Total:				0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CL 100029 1 100359	POSTAGE		10/27/21	500.00	11/21	1483 PITNEY BOWES RESERVE ACCOUNT		
Object Total:				500.00	3,161.48	0.00	-3,161.48	%
662 BOOKS								
CL 99904 1 100320	BOOKS	203211	09/30/21	41.90	11/21	1668 LEARNING OPPORTUNITIES, INC		
CL 99966 1 100248	BOOKS	2036236957	10/06/21	130.08	11/21	1695 BAKER & TAYLOR		
CL 99967 1 100244	BOOKS		10/22/21	222.65	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100028 1 100244	BOOKS		10/26/21	384.70	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100184 4 100411	BOOKS		10/30/21	154.86	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100184 5 100411	BOOKS		10/31/21	172.86	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100184 6 100411	BOOKS		11/01/21	13.99	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100184 7 100411	BOOKS		11/02/21	23.46	11/21	3490 AMAZON CAPITAL SERVICES		

12/01/21
08:13:36

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 11/21 - 11/21

Page: 4 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								
CL 100184 8	100411 BOOKS		11/03/21	6.99	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100184 9	100411 BOOKS		11/03/21	357.26	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100239 1	100414 BOOKS	2036242523	10/15/21	3,251.16	11/21	1695 BAKER & TAYLOR		
CL 100239 2	100414 BOOKS	2036233934	10/14/21	283.95	11/21	1695 BAKER & TAYLOR		
CL 100239 3	100414 BOOKS	2036246340	10/13/21	882.25	11/21	1695 BAKER & TAYLOR		
CL 100294 1	100414 BOOKS	2036257779	10/21/21	417.99	11/21	1695 BAKER & TAYLOR		
CL 100294 2	100414 BOOKS	2036249830	10/19/21	1,131.56	11/21	1695 BAKER & TAYLOR		
CL 100294 3	100414 BOOKS	2036245834	10/19/21	266.49	11/21	1695 BAKER & TAYLOR		
CL 100294 4	100414 BOOKS	501326948	10/22/21	211.09	11/21	1695 BAKER & TAYLOR		
CL 100297 2	100411 BOOKS		11/08/21	85.20	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100297 3	100411 BOOKS		11/06/21	157.15	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100297 4	100411 BOOKS		11/08/21	486.57	11/21	3490 AMAZON CAPITAL SERVICES		
Object Total:				8,682.16	69,184.29	100,750.00	31,565.71	69%
663 MAGAZINES								
Object Total:				0.00	4,449.11	6,500.00	2,050.89	68%
664 AUDIO VIDEO								
CL 99963 1	100334 DVD	501152358	10/19/21	18.54	11/21	1854 MIDWEST TAPE		
CL 99963 2	100334 DVD	501152357	10/19/21	22.29	11/21	1854 MIDWEST TAPE		
CL 99963 3	100334 DVD	501152359	10/19/21	77.43	11/21	1854 MIDWEST TAPE		
CL 99963 4	100334 AUDIOBOOK	501152700	10/19/21	79.48	11/21	1854 MIDWEST TAPE		
CL 100042 1	100334 DVD	501182788	10/26/21	33.39	11/21	1854 MIDWEST TAPE		
CL 100042 2	100334 DVD	501182787	10/26/21	39.39	11/21	1854 MIDWEST TAPE		
CL 100042 3	100334 AUDIOBOOK	501182785	10/26/21	47.24	11/21	1854 MIDWEST TAPE		
CL 100042 4	100334 AUDIOBOOK	501182784	10/26/21	41.24	11/21	1854 MIDWEST TAPE		
CL 100184 2	100411 AUDIO VIDEO		11/02/21	19.98	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100186 1	100490 DVD	501218959	11/03/21	29.79	11/21	1854 MIDWEST TAPE		
CL 100186 2	100490 DVD	501218957	11/03/21	17.04	11/21	1854 MIDWEST TAPE		
Object Total:				425.81	21,868.80	31,500.00	9,631.20	69%
667 MEMBERSHIPS								
CL 100295 1	100542 MEMBERSHIPS		11/10/21	288.00	11/21	3043 THE FORUM		
Object Total:				288.00	3,174.00	3,218.00	44.00	99%
668 PRINTING								
CL 100027 1	100374 PRINT - OUTSIDE VENDOR	119246	10/18/21	64.92	11/21	2885 SHORTPRINTER		
Object Total:				64.92	1,182.79	0.00	-1,182.79	%
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%

12/01/21
08:13:36

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 11/21 - 11/21

Page: 5 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								
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 100184 3 100411 PROMOTIONAL ACTIVITIES			11/03/21	117.95	11/21 3490 AMAZON CAPITAL SERVICES			
	Object Total:			117.95	9,093.71	11,400.00	2,306.29	80%
724 CONSULTING/TESTING FEES			/ /					
	Object Total:			0.00	1,375.00	0.00	-1,375.00	%
740 SERVICE CHARGES			/ /					
	Object Total:			0.00	1,305.30	0.00	-1,305.30	%
750 MISC.			/ /					
	Object Total:			0.00	101.48	750.00	648.52	14%
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 100234 1 100505 CATALOGING			11/01/21	195.34	11/21 3416 OCLC, INC.			
	Object Total:			195.34	2,125.76	2,300.00	174.24	92%
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:			35,605.68	1,195,837.70	1,533,006.00	337,168.30	
	Fund Total:			35,605.68	1,195,837.70	1,533,006.00	337,168.30	

***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).

12/01/21
08:16:42

CITY OF WEST FARGO, ND
Income Statement - Comparison to Prior Year
For the Accounting Period: 11 / 21

Page: 1 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
Revenue							
	310001 PROPERTY TAXES	19,537.71	1,338,856.96	1,395,020.00	-56,163.04	25,735.89	1,089,452.56
	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	19,537.71	1,370,689.05	1,374,904.00	-4,214.95	25,735.89	1,089,471.86
Expenses							
411600	LIBRARY						
	110 PERMANENT EMP SALARIES		567,422.79	683,521.00	116,098.21	44,355.92	619,052.48
	114 PART TIME SALARIES		79,417.62	124,365.00	44,947.38	7,186.83	43,730.94
	220 SOCIAL SECURITY		47,975.29	61,803.00	13,827.71	3,741.83	49,420.51
	230 RETIREMENT		84,737.29	96,223.00	11,485.71	6,669.48	81,949.06
	240 WORKFORCE SAFETY INSURANCE		1,252.63	1,865.00	612.37		10,164.02
	245 CORPORATE EDUCATION					215.00	1,450.82
	250 UNEMPLOYMENT			1,000.00	1,000.00		2,265.06
	312 ATTORNEY	609.79	3,467.91	1,000.00	-2,467.91	2,107.00	2,389.00
	320 HEALTH INSURANCE		59,926.51	101,995.00	42,068.49	7,007.05	60,299.08
	321 PROPERTY INSURANCE		960.00		-960.00		
	333 BUILDING RENTAL	9,740.00	97,400.00	117,000.00	19,600.00	9,740.00	120,640.00
	340 TRAVEL & EDUCATION	1,202.41	2,449.67	7,050.00	4,600.33	45.90	2,894.15
	356 TELEPHONE	1,595.24	4,940.96	6,650.00	1,709.04	127.56	2,355.98
	360 MISC PRINTING & MAILING		1,075.60	7,000.00	5,924.40	1,029.60	3,091.98
	387 MEDICAL/VACCINES	116.00	643.00	500.00	-143.00		
	399 RECRUITMENT/EMPLOYMENT TESTING		1,529.00	3,000.00	1,471.00	325.00	1,462.13
	410 OFFICE SUPPLIES	518.41	10,285.19	16,000.00	5,714.81	424.12	6,719.06
	424 GAS AND OIL			500.00	500.00		
	427 VEHICLES MAINTENANCE			1,000.00	1,000.00		
	428 SERVICE AGREEMENTS-CONTRA	3,994.52	41,008.63	46,755.00	5,746.37	4,862.00	37,188.25
	497 TECHNOLOGY	1,629.30	15,714.46	25,699.00	9,984.54	4,046.89	18,054.22
	640 FURNITURE & EQUIPMENT						20,195.40
	641 FURN & EQUIP-NON DEPRECIATED	58.30	3,660.73	8,762.00	5,101.27		
	644 POSTAL METER RENT		729.27	1,200.00	470.73		729.27
	648 PROFESSIONAL PUBLICATIONS		583.64	1,200.00	616.36	107.87	384.23
	649 PROGRAMMING	912.08	13,132.20	11,000.00	-2,132.20	537.31	6,586.36
	650 E RESOURCES	4,955.45	28,199.60	36,000.00	7,800.40	1,061.61	23,927.53
	661 POSTAGE/FREIGHT/SHIPPING	500.00	3,161.48		-3,161.48		10.30
	662 BOOKS	8,682.16	69,184.29	100,750.00	31,565.71	3,007.90	33,837.64
	663 MAGAZINES		4,449.11	6,500.00	2,050.89		5,026.04
	664 AUDIO VIDEO	425.81	21,868.80	31,500.00	9,631.20	1,907.03	6,290.44
	667 MEMBERSHIPS	288.00	3,174.00	3,218.00	44.00		1,651.00
	668 PRINTING	64.92	1,182.79		-1,182.79		
	669 INSURANCE			2,750.00	2,750.00		743.00

12/01/21
08:16:42

CITY OF WEST FARGO, ND
Income Statement - Comparison to Prior Year
For the Accounting Period: 11 / 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	117.95	9,093.71	11,400.00	2,306.29	45.74	2,650.98
	724 CONSULTING/TESTING FEES		1,375.00		-1,375.00		1,000.00
	740 SERVICE CHARGES		1,305.30		-1,305.30		132.88
	750 MISC.		101.48	750.00	648.52		2.89
	901 CATALOGING	195.34	2,125.76	2,300.00	174.24	191.51	2,298.12
	903 HISTORY ROOM						7.93
	994 ODIN		12,000.00	12,000.00			7,731.00
	Total Account	35,605.68	1,195,837.70	1,533,006.00	337,168.30	98,743.15	1,176,479.78
414100	FINANCE						
	740 SERVICE CHARGES					62.32	332.74
	Total Account					62.32	332.74
416000	BUILDING INSPECTIONS						
	497 TECHNOLOGY						725.00
	Total Account						725.00
	Total Expenses	35,605.68	1,195,837.70	1,533,006.00	337,168.30	98,805.47	1,177,537.52
	Net Income from Operations	-16,067.97	174,851.35			-73,069.58	-88,065.66
Other Revenue							
	360000 MISCELLANEOUS REVENUE	5,848.85	21,041.72	16,000.00	5,041.72	235.39	4,870.98
	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	5,848.85	22,041.72	18,000.00	4,041.72	235.39	6,423.24

Combined Funds

Account Object		Description	----- Current Year -----				----- Last Year -----	
			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			-10,219.12	191,893.07			-72,834.19	-81,642.42



Employment Status Change Form

Employee Name: Maria Kramer

Employee ID:

Department: Library

Status Change Effective Date: 12/12/2021

Type of Status Change: Out-of-Grade

Complete applicable sections below:

Current Status:

New Status:

Fund/Org/Acct/Object/Project:		
Job Title:	Deputy Director of Public Services	Interim Library Director
Department:		
Supervisor:	Carissa Hansen	Library Board
Direct Reports if applicable:		
Pay Range:	17	19
Pay Step:	A	A
Hourly Rate:	\$35.63	\$41.56
Annual Rate:	\$74110.40	\$86444.80
Annual Scheduled Hours:		
Employee Status:		
FLSA Status:		
Worker's Comp Code:		

Comments: Interim Library Director until position is filled

Employee Signature

Date

Department Head Signature

Date

Human Resources Signature

Date

☐ HR to contact IT with effective date, job title, department, supervisor, and direct reports.

☐ New ID Badge



To: West Fargo City Commission
From: West Fargo Public Library Board of Directors
Date: Monday, December 6, 2021
Subject: Request for funds transfer to cover 2022 COLA for library staff
Action: Approve transfer of funds to cover COLA for library staff

Commission President

Bernie Dardis

Primary Portfolio:
Administration/Finance

Secondary Portfolio:
Street, Water and Sewer

Commission Vice President

Brad Olson

Primary Portfolio:
Street, Water and Sewer

Secondary Portfolio:
Sanitation

Commissioner

Eric Gjerdevig

Primary Portfolio:
Planning, Zoning and Engineering

Secondary Portfolio:
Administration/Finance

Commissioner

Mark Simmons

Primary Portfolio:
Police and Fire

Secondary Portfolio:
Planning, Zoning and Engineering

Commissioner

Mandy George

Primary Portfolio:
Sanitation

Secondary Portfolio:
Police and Fire

Administration

Tina Fisk, Administrator

Tim Solberg, Assistant Administrator

Summary and Recommendation:

At the November 1, 2021 City Commission meeting, the Commission approved a 4% cost of living adjustment (COLA) for City of West Fargo employees in 2022, up from 1% as originally approved in the 2022 city budget.

The Library Board is now requesting a transfer of funds from city general funds or other sources to cover the COLA increase for library staff due to the library's mill reduction and subsequent depletion of its cash reserves in recent years.

The Library Board asks the Commission to support this request. It is crucial for equitable pay among library staff and other city staff, and supports our employees as inflation continues to rise. Our staff are always the library's greatest asset – they make the services provided to the public in accordance with the library's strategic plan possible.

Financial Analysis:

Total transfer requested to cover COLA increase: \$35,811

Estimate end of year 2021 library cash balance after draw for 2021 deficit: \$150,000-\$250,000

2022 Revenues & Expenditures

- Budgeted expenditures with 4% COLA: \$1,725,276
- Budgeted revenues: \$1,681,478
- Estimate net deficit in 2022 with 4% COLA: \$43,798

Process/Timeline:

Process	Action
City Commission approval	11/1 Approved COLA increase for West Fargo staff
Library Board approval	11/18 Approved COLA increase for library staff but deferred based on Commission approval to transfer funds
City Commission approval	12/3 Library Board requests transfer of funds to cover 2022 COLA increase for library staff



To: West Fargo Public Library Board of Directors
From: Carissa Hansen, Library Director
Date: Thursday, November 18, 2021
Subject: Proposed Library Assistant job description update and 2022 budget adjustment
Action: Approve update to Library Assistant job description and corresponding 2022 budget adjustment

**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:

The library employs 8 part-time Library Assistants who provide customer service and promote the library's services to the public onsite, offsite, and online. The Library Assistant position is one of several assistant positions within the library's organizational structure. (see attached)

Over the course of 2020 and 2021, the Library Director and supervisors have reviewed the library's assistant job descriptions as time and vacancies have allowed.

The Library Assistant position description has now been reviewed and revised by the Library Director, Deputy Director, Circulation Supervisor and Human Resources to align the position's minimum qualifications with the other assistant positions at the library. These minimum qualifications include a high school diploma and 1 year of customer experience. Currently, no customer service experience is required for Library Assistants. This experience is essential to maintain quality service to the public (in multiple formats – onsite, offsite, online, phone, etc.) and to recruit people with interest and motivation in public service. The current and revised descriptions are attached.

This change in minimum qualifications would result in a job grade change (grade 4 to 5) and would increase expenses for Library Assistant salary, which is why this item is being brought to the Board for approval. I recommend that the Board approve this update to the Library Assistant position description and corresponding budget adjustment, prior to library staff posting for a new round of applicants to fill vacancies this fall 2021.

Financial Analysis:

The increase in part-time salary expenses for the Library Assistant grade change would be paid for from the library's cash (reserve fund) or through unspent dollars in 2022. The increase in 2022 expenses would total \$10,946 or \$14,021, depending on the 2022 COLA approved by the Library Board for library employees.

- Current 2022 salary and benefits for Library Assistants: \$92,763
- Revised 2022 salary and benefits for Library Assistants (1% COLA): \$103,710
 - 2022 cost increase: \$10,946
- Revised 2022 salary and benefits for Library Assistants (4% COLA): \$106,784
 - 2022 cost increase: \$14,021
- Cash balance (reserve fund)
 - Current cash balance: \$304,795
 - Estimate end of year 2021 cash balance after draw for 2021 deficit: \$150,000-\$250,000

Process/Timeline:

Approval for this change is sought at the Board's November 18, 2021 meeting to be effective immediately.

This request constitutes a minor adjustment, but I recommend and anticipate that additional review and updates to the library's job descriptions will be needed in the coming years to maintain competitive salaries and to continue to align the library's staffing with its strategic plan. The City last completed a citywide salary survey in 2018. Planning for completion of another salary survey and updating the library's long-term staffing plan will allow for a long-range view of needs and changes to be considered during the annual budget request cycle each year.

West Fargo Public Library Organizational Chart





Library Assistant Job Description

Department: Library
Reports To: Librarian/Circulation Coordinator
Pay Grade: 4
FLSA Classification: Non Exempt
Approved by: Library Board
Revision Date: November 8, 2018

SUMMARY

Under general supervision, the Library Assistant provides various patron services in the use of the Library's resources and/or technical services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides basic patron services; checks items in/out; issues library cards; responds to basic reference questions in person, by phone or e-mail; answers basic readers advisory and/or general questions; processes fees and fines, interlibrary loans, holds, and purchase requests; places items on hold for patrons; answers the phone. Collects mail and book return items.
- Answers basic technology questions; assists patrons with library technology including computers, scanners, and devices for check-out. Answers basic questions about use of online resources.
- Shelves items; performs shelf reading.
- Enforces patron compliance with library policies and procedures.
- Performs regular library patrols to ensure library safety and cleanliness.
- Performs library opening and closing procedures.
- Performs light cleaning around the library.
- Conducts special projects as assigned, including display setup and maintenance, recording receipt of newspapers, programming, collection management and related activities (sorting donations), processing of inter-library loan requests, processing of new materials, cataloging (copy cataloging of new materials, deleting withdrawn items from catalog, correcting/revising catalog entries), and preparing bills for damaged items as directed by a librarian.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Knowledge of cataloging methods and procedures, including the Dewey Decimal system.

- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.

PREFERRED QUALIFICATIONS

- Previous library experience.

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this job, the incumbent must regularly sit and talk or hear. The incumbent is frequently required to use hands to touch, handle or feel. The incumbent is occasionally required to stand and walk. The incumbent may be required to occasionally perform a full range of motion with lifting and/or carrying items weighing up to 50 pounds. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

WORKING ENVIRONMENT

Work is performed in a standard office environment. The noise level in the work environment is usually moderate. This position may require the incumbent to occasionally drive to alternative locations. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.

I have read and understand the duties, responsibilities, and requirements for this position. *

Employee's Name (please print)

Employee Signature

Date

*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. The City of West Fargo retains the discretion to add duties or change the duties of this position at any time.



Library Assistant Job Description

Department: Library
Reports To: Circulation Supervisor
Pay Grade:
FLSA Classification: Non Exempt
Approved by: Library Board
Revision Date: November 18, 2021

SUMMARY

Under general supervision, the Library Assistant provides an exceptional customer experience for all library users, promotes the library's resources and programs to the public, and ensures expedient circulation of materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides direct customer service to patrons, including reference, readers' advisory, technology assistance, issuing library cards, patron notices, processing fees and fines, assisting with hold and interlibrary loan requests, and item check-in/check-out.
- Provides exceptional service when interacting with patrons and promotes library services to the public. Actively represents the library and regularly participates in offsite programs and events.
- Instructs customers on use of library resources, including online resources and devices used to access them. Troubleshoots issues with the library's online resources.
- Shelves items; performs shelf reading.
- Resolves customer inquiries related to library policies and patron accounts using independent judgement.
- Monitors the library facilities; tidies and maintains the good condition of the library and upholds library policies and procedures.
- Performs library opening and closing procedures.
- Conducts special projects as assigned, including display setup and maintenance, programming, collection management and related activities such as shifting, weeding, and inventorying collections.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- One year of experience in customer service.

- Strong technology skills, including familiarity with the Microsoft Office suite and Windows operating systems.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this job, the incumbent must regularly sit and talk or hear. The incumbent is frequently required to use hands to touch, handle or feel. The incumbent is occasionally required to stand and walk. The incumbent may be required to occasionally perform a full range of motion with lifting and/or carrying items weighing up to 50 pounds. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

WORKING ENVIRONMENT

Work is performed in a standard office environment. The noise level in the work environment is usually moderate. This position may require the incumbent to occasionally drive to alternative locations. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.

I have read and understand the duties, responsibilities, and requirements for this position. *

Employee's Name (please print)

Employee Signature

Date

*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. The City of West Fargo retains the discretion to add duties or change the duties of this position at any time.

LEASE

THIS LEASE, made and entered into this ____ day of _____, 2021 , 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 215 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 one (1) year, commencing on September 1, 2022, and terminating on August 31, 2023, with renewal opportunities through August 31, 2027, all 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 four (4) options to extend this lease for an additional period of one (1) year. The option to renew will automatically be exercised unless Tenant or Landlord exercise Section Ten (10) of this agreement.

4. RENT. The Tenant shall pay to the Landlord annual rent of \$120,390.00 in lawful money of the United States, in equal monthly installments of \$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, snow removal, parking lot maintenance and repair (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 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.

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 or Landlord shall have the option to terminate this lease at any time by providing to the other party one (1) year in advance of the early termination date, the following:

(a) Written notice of the 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 delivery of the written notice to terminate.

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

(c) If exercised by The Tenant, 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.

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 215 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

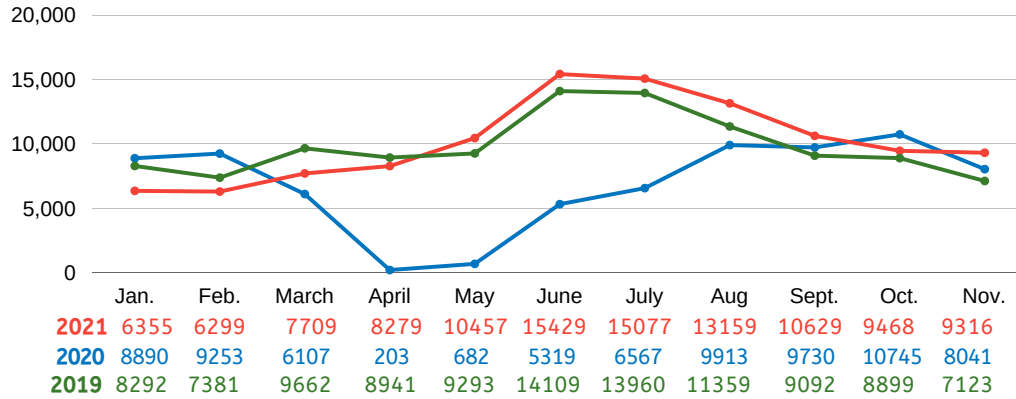
EXHIBIT A

LEASED PROPERTY

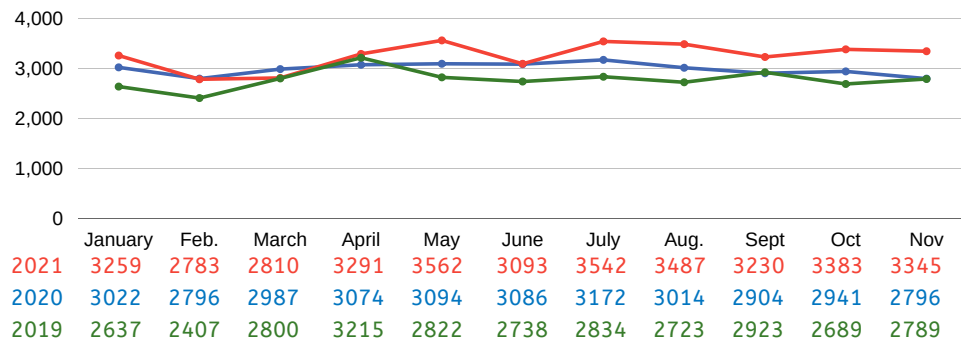
WEST FARGO PUBLIC LIBRARY

MONTHLY IMPACT REPORT NOV. 2021

PHYSICAL ITEM CIRCULATION

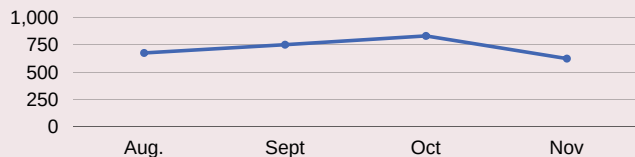


ELECTRONIC MATERIALS CIRCULATION



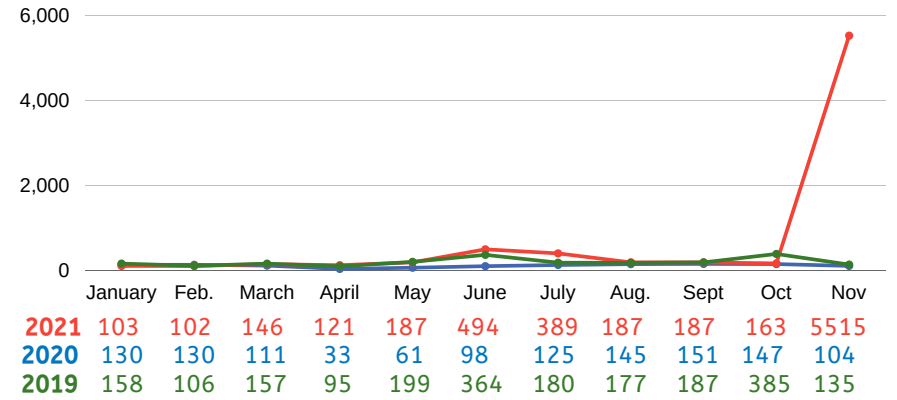
PATRON QUESTIONS

624

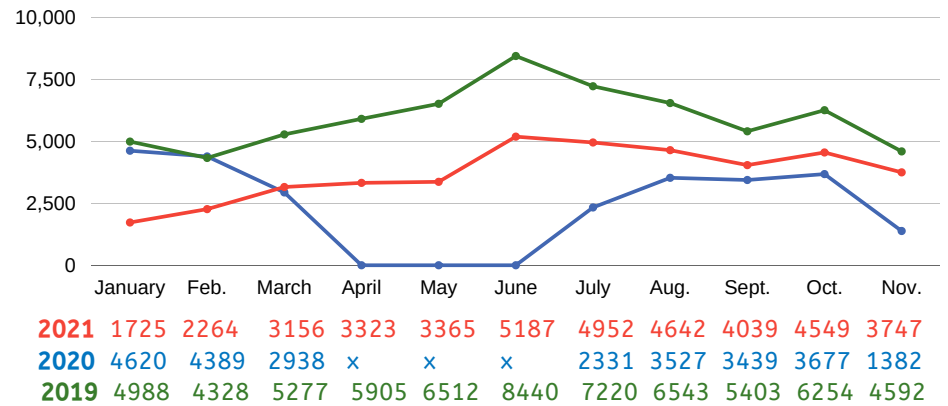


Every day, library staff answer dozens of patron questions on everything from technology and job search support to library account questions or finding their next read.

LIBRARY CARD APPLICATIONS



DOOR COUNT



STORIES OF LIBRARY IMPACT, Nov. 2021

"I just love this place!"

Storytime parent wrote:
"Sarah is wonderful!"

Over 500 kids & parents participated in a West Fargo Library storytime this month!



PROGRAMS

ADULT PROGRAMS

	Medium	Attendance
Technology Tutoring (Recurring)	Reference	5
Beginner Pine Needle Class	In-Person Onsite	9
Pine Needle Sew & Chat	In-Person Onsite	5
Monday Night Readers Book Club	In-Person Onsite	13 (+2)
Movie Screening: Leave No Trace	In-Person Onsite	5
Financial Literacy Classes	In-Person Onsite	4
Genealogy Assistance	Reference	3
Novel Afternoons Book Club	In-Person Onsite	7
Third Thursday Book Club	In-Person Onsite	6
Books & Brews Book Club	In-Person Offsite	7
Intro to Family History Class	In-Person Onsite	3
Total		67

YOUTH PROGRAMS

	Medium	Attendance
Teen Pop-Up Programs (Recurring)	In-Person Onsite	0 (-17)
Early Literacy Storytime (Recurring)	In-Person Onsite	100 (+3)
Baby Boost Storytime (Recurring)	In-Person Onsite	43 (-12)
Teen Cupcake Decorating	In-Person Onsite	5
Total		148



Total Registered This Month	Total Registered YTD
99	99

FAMILY & COMMUNITY EVENTS

	Medium	Attendance
Storytimes at Christkindlmarkt	In-Person Offsite	142
Parent Teacher Conferences	In-Person Offsite	39
Ready to Read 1000 Books Party	In-Person Onsite	56
Total		237

LITTLE RED READING BUS ROUTE

Tuesdays at Tintes Park (Recurring)	In-Person Offsite	31 (-16)
Total		31

OUTREACH

ADULT OUTREACH

Locations Served 6

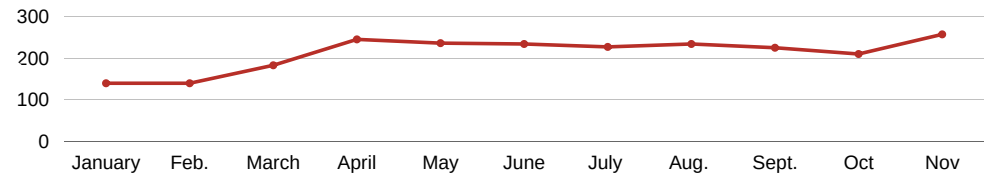
Patrons Served 39

DAYCARE OUTREACH & STORYTIME

Daycares Served 17

Daycare storytime attendance 359 (+36)

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	120	120	
Adults	n/a	n/a	43	86	96	94	87	94	85	90	137	
2021 Total	140	140	183	245	236	234	227	234	225	210	257	

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



Dozens of families joined us for our 1000 Books Before Kindergarten Launch Party, signed up for the program and explored examples of early literacy activities.

A handful of teens tried their hand at decorating cupcakes during this month's teens-only event.



BEANSTACK

Overall

West Fargo Public Library Overall Beanstack Service

Total Registered YTD
2809 (+93)

Active this Month
1787 (+54)

Active Challenges

	Total Registered
Read Grateful Challenge	88
Cheney Middle School Reading Challenge	149
Liberty Middle School Reading Challenge	650
1000 Books Before Kindergarten Challenge	14
Total	801

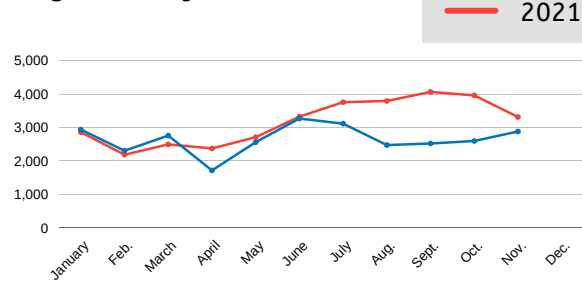
Total Patron Book Reviews Submitted on Beanstack

17

COMMUNICATIONS

Website Engagement

Website Homepage Unique Pageviews by Month



Nov. 2021 - 3313 pageviews
Nov. 2020 - 2281 pageviews

Top Webpages by Unique Pageview this month

Webpage	Pageviews
/732/Public-Library	3313 (-647)
/572/Books-Digital	168 (+30)
/606/Library-Cards	139 (-22)
/749/online-resources-by-subject	120 (-25)
/703/Digital-Books-Media	78 (+9)

Website News Flashes & Alerts by Unique Pageview

Alert	Item	Pageviews
Alert - Veterans Day Closure		4
News Flash - New library programs help families prepare kids for Kindergarten		32
News Flash - (Oct.) WF Library announces new and returning programs for fall 2021		14
News Flash - (Aug.) WF Library now taking meeting room reservations		6
News Flash - (2020) Fine Free Library		1

Social Media

West Fargo Public Library

Facebook Posts Reach: 5581 people (-34.7%)
 Instagram Posts Reach: 132 people (-19%)
Total WFPL Post Reach: 5713 people (-2999)

Facebook Page Visits: 345 people (+29.7%)
 Instagram Profile Visits: 47 people (+62.1%)
Total WFPL Social Page Visits: 392 people

New Facebook Page Likes: 15 people
 New Instagram Followers: 22 people
Total New WFPL Fans: 37 people

Little Red Reading Bus

Facebook Posts Reach: 492 people (-34.9%)
 Instagram Posts Reach: 61 people (-27.4%)
Total LRRB Post Reach: 553 people (-287)

Facebook Page Visits: 34 people (+6.3%)
 Instagram Profile Visits: 4 people (-71.4%)
Total LRRB Social Page Visits: 38 people

New Facebook Page Likes: 1 person (-66.7%)
 New Instagram Followers: 1 person (-66.7%)
Total New LRRB Fans: 2 people

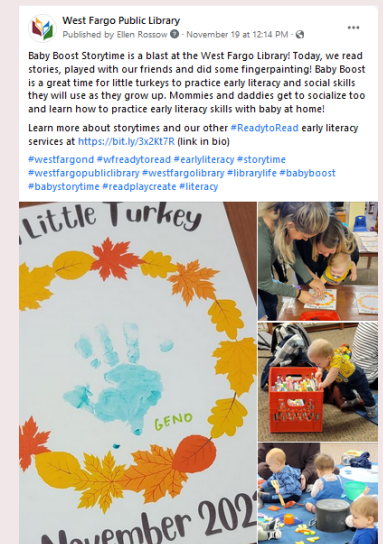
Total Post Reach: 6266

Total Social Page Visits: 430

Total New Fans: 39



Top Posts:



Earned Media (Press Coverage)

Mention Highlights

Forum (print/online article):
Weekly article: West Fargo Library events for week of...
 Centify Telecom News:
Midco Foundation Awards 71 Grants to Area Service Organizations

Mention Location

Online News or
 Print Publications: 7
 Television: 0
 Radio: 0
Total mentions: 7

Number of Mentions

7
 0
 0
1,045,612

Est. Potential Reach of Content*

1,045,612
 0
 0
1,045,612

*provided by Nielson, based on previous number of viewers/listeners of the station for the time slots, including aired recordings or based on average traffic to the website we were featured on.