



Mobile Library Task Force
Regular Meeting Agenda
5:00 p.m. Wednesday, October 6th, 2021
Join the meeting via Zoom

<https://us02web.zoom.us/j/86816413551?pwd=ODMvdkR4b1FQSHpNSnBDTGhreU9zZz09>

1. Call to Order
2. Approve order of Agenda
3. Consent Agenda - Approve the Following:
 - 3.I. Approval of Minutes - September 1st, 2021

Documents:

[Mobile Library Task Force Minutes 20210901.pdf](#)

4. Regular Agenda
 - 4.I. Update on Little Red Reading Bus replacement and fundraising campaign
 - 4.II. Update on research into outreach services needs for future planning
 - 4.III. Other Business
 - 4.IV. Adjourn

Mobile Library Task Force, West Fargo Public Library

Meeting Date: September 1, 2021

Time: 5:00 P.M.

Place: Zoom meeting:

<https://us02web.zoom.us/j/86816413551?pwd=ODMvdkR4b1FQSHpNSnBDTGhreU9zZz09>

Roll Call:

Jodie Haring, Stephanie Shea, Cailin Shovkoplyas, Alison Ottesen, Paula Krogen. Also attending: Carissa Hansen, Library Director, Kirsten Henagin, Adult Services Manager, Lauren Nephew, Youth Services Manager and Maria Kramer, Deputy Director of Public Services

1. Call to order

Shea called the meeting to order.

2. Approve order of agenda

Ottesen moved and Haring seconded to approve order of the agenda. No opposition. Motion carried.

3. Consent agenda - approve the following:

Shovkoplyas moved and Haring seconded to approve the consent agenda. No opposition. Motion carried.

- a. Approval of Minutes – July 7th, 2021

Regular Agenda:

1. Outlook of remainder of 2021 Mobile Library Task Force work
2. Presentation of Summer Boost 2021 impact report
 - Hansen presented a summary of Summer Boost and how summer reading was re-launched. Staff reached out to community members and the Task Force to discover summer interests and needs for West Fargo. Staff used data and community input gathered to design Summer Boost to focus on traditional elements, hands on learning and activities, and bringing the library to people in the community.
 - Staff designed five program outcomes and created an evaluation plan for summer. Hansen shared the survey responses and results of the summer. The future steps for Summer Boost were discussed of which include: continuing to re-evaluate how we evaluate, more focus on helping parents develop confidence in skills in supporting learning at home, and importance of steady relationship building and giveaways with new audiences.
3. Provide recommendation to Library Board for Little Red Reading Bus replacement and fundraising plan (Action)
 - Hansen presented the plan proposal for the vehicle replacement. This is a proactive step as the fundraising process will take time. Hansen will ask the Library Board for their support

to approve the Friends of the Library to begin work on a bus replacement. Haring asked for clarification on if the new purchase would be an additional vehicle or a replacement vehicle. This would be a replacement of the current vehicle. Haring also asked how the roles of the library staff and Friends of the Library group will contribute in the fundraising and replacement process. Hansen clarified she would take the lead with her knowledge of funding needs and opportunities along with the support from the Friends of the Library. Ottesen moved and Shovkoplyas seconded to approve the recommendation to the Library Board, the replacement and fundraising plan for the Little Red Reading Bus. No opposition. Motion carried.

- Shea suggested the Friends of the Library group should join and help spread the message as they are growing and did a lot of fundraising this past summer for items purchased for the bus.

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

- Hansen provided an overview for a project to research outreach services needs in the broader community. Kramer shared other possible ways or forms of outreach including: deposit collections at partner organizations, locker pick-up locations, home delivery, mobile tutoring, and walk-on book mobile services. The current in-scope research is to explore services across the City of West Fargo, West Fargo School District and Cass County.
- Henagin shared the research questions chosen to determine demographics, what the priorities are and knowing who the library is and is not serving to know how we can better serve. Also looking at how close do people live to library services and what amenities are or are not available in these areas.
- Kramer shared the strategies that are being used for data gathering and the research timeline. The project will start with data gathering and an environmental assessment.
- Hansen shared the next steps for the plan and is looking for feedback from the Task Force. In preparation for the October meeting, the Task Force should consider possible recommendations of entities/people to reach out to and bring the ideas to the meeting. Henagin shares that WFPL is looking at all age groups in this process, so there is no limit to an age group. Hansen shared that WFPL is looking to find out more about people/groups with barriers to access library services.

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

- The Task Force discussed the future of the group and what happens next. Hansen states that the purpose of the Task Force was to transition the bus to the library and having a community voice for planning. This goal was completed successfully. Hansen expressed much gratitude for the group and would love to see Task Force join forces with the Friends of the Library group to put energy behind the replacement vehicle plan. Shea notes that the Task Force has accomplished its main goals in transferring the bus to the library in regards to the bylaws.
- Haring asked if the bus would need a committee to help it continue. Hansen notes the Task Force was needed in the transition, but is not needed for continued operations.

Hansen highlights the Friends of the Library as being the group to push forward with future needs rather than a separate committee with a more limited scope (in the transition of operations). Haring also points out that the Library Board is also a place for future guidance or support. Ottesen notes as a representative of West Fargo Educational Foundation, the library has proven that the transition went well. Hansen notes that the library does want the Task Force to continue through the year. Shea suggested the group continue through December and then consider joining the Friends of the Library group to continue supporting the bus. Ottesen moved and Haring seconded to approve the recommendation to the Library Board to end the Task Force in December of 2021. No opposition. Motion carried.

6. Other Business

- No other business.

7. Adjourn

- Ottesen moved to adjourn and Haring seconded. No opposition. Motion carried. Meeting adjourned. Next meeting: 5:00 P.M. October 6th, 2021.