



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, February 9, 2023 5:30 PM
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 – January 12, 2023
2. Approval of Financial Reports

Regular Agenda

Old Business

New Business

1. Updated Request for Reconsideration Form Presented
2. Director's Report
3. Adjourn



West Fargo Public Library Board of Directors Meeting

Thursday, Jan. 12, 2023

5:30 p.m.

City Hall Commission Chambers

Board Member Present: Mandy George, Liann Hanson, Larry Schwartz, Tony Stukel

Also Present: Library Director Betty Adams, Communications Specialist Ellen Rossow

I. **Call to Order**

Hanson called the meeting to order at 6 p.m.

II. **Approval of Order of the Agenda**

Schwartz moved and Hanson seconded to approve the order of the agenda with the addition of discussion of proposed legislative bills HB1205 and SB2123. No opposition. Motion carried.

III. **Consent Agenda**

George moved to approve the consent agenda. Schwartz seconded. No opposition. Motion carried.

IV. **Regular Agenda**

Old Business

New Business

1. **2022 Communications Report**

Communications Specialist Ellen Rossow presented communications highlights from 2022 including a 22% increase in news coverage from 2021 and a 125% increase in organic reach on social media. Rossow also shared the library's new quarterly magazine-style publication.

2. **Meeting Room Policy (Action)**

Director Betty Adams requested approval of the updated Meeting Room Policy. Changes included the addition of a small group meeting room and increased flexibility of rules. Hanson moved to approve the new Meeting Room Policy. Schwartz seconded. No opposition. Motion carried.

3. **Adult Services Personnel Adjustment (Action)**

Adams requested approval of the addition of a degreed Adult Services Librarian and the combination of two part-time program assistants to one full-time program assistant position. Schwartz moved to approve the adjustments to the Adult Services team. Hanson seconded. No opposition. Motion carried.

4. **Director's Report**

Adams reported on library news from December 2022 and early January, including:

- A recent program was so well-attended that additional rooms had to be opened to accommodate overflow
- Patron comments were overwhelmingly positive following the library's receipt of the 2022 Star Library Award
- The library was closed due to weather a few times in December. Third Street is not a snow removal priority when schools are closed for winter break, which made entering and exiting the library parking lot difficult at times.

- The vacant Technical Services Manager position was to be posted in early January
- 2022 physical item circulation exceeded pre-COVID 2019 numbers
- The library ended 2022 under budget

Adams also shared upcoming events and program adjustments for the new year, including the continuation of community “meet and greet” events to gather public input about library services.

During this time, Schwartz asked about IT service response times after significant turnover in the City’s IT department, stating if problems arise that the board is willing to back the library so needs can be met.

Commissioner George shared feedback from a representative of the West Fargo Pioneer who hopes the library could once again house past issues of the West Fargo Pioneer. George also made the board aware of the ongoing Building Exploratory Committee meetings discussing options for a new City Hall and Police Department building. Discussions have grown to include discussion of the Library too. She shared that one primary location being looked at for a new City Hall and Police Department is the Lodoen Center lot, which would be demolished and a new building constructed, leaving the library in need of a new home.

5. Proposed legislative bills HB1205 and SB2123

Hanson made the board aware that she will be publicly opposing two bills introduced by the state legislature relating to public libraries offering “sexually explicit materials” and the display of “objectionable materials,” stating that these bills promote censorship.

After discussion of these bills, library procedure for book challenges, and an upcoming update consortium-wide that would allow parents to choose to have direct control over the books checked out by their minor children, Schwartz moved to publicly express the board’s opposition to HB1205 and SB2123. Hanson seconded. No opposition. Motion carried.

V. Adjourn

Hanson motioned to adjourn. Schwartz seconded. No opposition. Motion carried at 6:01 p.m.

02/01/23
08:03:54

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 12/22 - 12/22

Page: 1 of 8
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 5060136	Payroll 12.02.2022		/ /	27,358.49	12/22			
JV 5078129	Payroll 12/16/2022		/ /	27,191.06	12/22			
JV 5087 87	Payroll 12.30.2022		/ /	27,840.93	12/22			
Object Total:				82,390.48	656,919.89	788,076.00	131,156.11	83%
114 PART TIME SALARIES								
JV 5060137	Payroll 12.02.2022		/ /	5,026.85	12/22			
JV 5078130	Payroll 12/16/2022		/ /	5,708.52	12/22			
JV 5087 88	Payroll 12.30.2022		/ /	5,226.52	12/22			
Object Total:				15,961.89	128,390.47	120,471.00	-7,919.47	107%
209 CLASSIFIED ADS								
			/ /					
Object Total:				0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 5060138	Payroll 12.02.2022		/ /	2,386.46	12/22			
JV 5078131	Payroll 12/16/2022		/ /	2,425.78	12/22			
JV 5087 89	Payroll 12.30.2022		/ /	2,529.67	12/22			
Object Total:				7,341.91	59,234.92	69,504.00	10,269.08	85%
230 RETIREMENT								
JV 5060139	Payroll 12.02.2022		/ /	4,310.29	12/22			
JV 5078132	Payroll 12/16/2022		/ /	4,282.23	12/22			
JV 5087 90	Payroll 12.30.2022		/ /	4,170.64	12/22			
Object Total:				12,763.16	101,586.25	118,692.00	17,105.75	86%
240 WORKFORCE SAFETY INSURANCE								
			/ /					
Object Total:				0.00	1,742.89	1,470.00	-272.89	119%
245 CORPORATE EDUCATION								
CL 107728 7 105626 CPR			/ /	19.50	12/22	4231 WEST FARGO FIRE DEPARTMENT		
Object Total:				19.50	19.50	0.00	-19.50	%
250 UNEMPLOYMENT								
			/ /					
Object Total:				0.00	0.00	1,000.00	1,000.00	%
312 ATTORNEY								
CL 108071 5 105920 Library			/ /	1,170.00	12/22	353 OHNSTAD TWICHELL		
Object Total:				1,170.00	6,791.08	4,000.00	-2,791.08	170%
320 HEALTH INSURANCE								
JV 5060140	Payroll 12.02.2022		/ /	3,773.70	12/22			
JV 5078133	Payroll 12/16/2022		/ /	3,773.63	12/22			
Object Total:				7,547.33	79,973.06	81,079.00	1,105.94	99%
321 PROPERTY INSURANCE								
			/ /					
Object Total:				0.00	1,043.00	0.00	-1,043.00	%
333 BUILDING RENTAL								
CL 107374 1 105449 DECEMBER RENT		MISC06764	11/17/22	10,032.50	12/22	549 WF PUB SCHOOLS DIST #6		
Object Total:				10,032.50	108,895.00	120,510.00	11,615.00	90%

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7000 LIBRARY								
411600 LIBRARY								
340 TRAVEL & EDUCATION								
CC 979 1	TRAVEL AND EDUCATION		12/02/22	796.33	12/22	3162 VISA LIBRARY #2		
CC 994 16	CHAMBER-ADAMS		11/22/22	35.00	12/22	3212 VISA ADMINISTRATION		
CC 998 4	TRAVEL AND EDUCATION		/ /	49.00	12/22	3161 VISA LIBRARY #1		
CL 107694 1	105477 MILEAGE		12/03/22	17.66	12/22	3417 CHELSEA SIMDORN		
CL 108139 1	105786 MILEAGE		11/30/22	8.96	12/22	3869 ALISHA REIS		
Object Total:				906.95	9,733.21	17,392.00	7,658.79	56%
348 BUYOUTS								
Object Total:				0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 107726 29	105620 Nov 2022 library	9922350028	11/08/22	127.20	12/22	3668 VERIZON WIRELESS		
CL 108390 28	dec 2022 library	9924733324	12/08/22	127.42	12/22	3668 VERIZON WIRELESS		
Object Total:				254.62	1,529.32	1,531.00	1.68	100%
360 MISC PRINTING & MAILING								
Object Total:				0.00	0.00	0.00	0.00	%
387 MEDICAL/VACCINES								
Object Total:				0.00	0.00	500.00	500.00	%
399 RECRUITMENT/EMPLOYMENT TESTING								
CC 980 4	neogov		11/16/22	130.00	12/22	4335 VISA HUMAN RESOURCES		
CL 108389 2	LIB		/ /	59.00	12/22	2862 ESSENTIA HEALTH		
CL 108482 3	lib	eI01429424	12/31/22	105.00	12/22	1502 EIDE BAILLY		
Object Total:				294.00	5,536.83	3,000.00	-2,536.83	185%
410 OFFICE SUPPLIES								
CC 978 2	OFFICE SUPPLIES		/ /	47.91	12/22	4576 VISA LIBRARY #3		
CC 996 1	OFFICE SUPPLIES		01/02/23	104.42	12/22	4576 VISA LIBRARY #3		
CC 997 3	OFFICE SUPPLIES		/ /	61.81	12/22	3162 VISA LIBRARY #2		
CC 998 5	OFFICE SUPPLIES		/ /	62.35	12/22	3161 VISA LIBRARY #1		
CL 107697 1	105586 OFFICE SUPPLIES	8013871122	11/30/22	82.79	12/22	3276 PREMIUM WATERS INC		
CL 107698 1	105471 OFFICE SUPPLIES	W012182411	12/05/22	230.90	12/22	351 BUSINESS ESSENTIALS		
CL 107698 2	105471 OFFICE SUPPLIES	W012193491	12/12/22	35.06	12/22	351 BUSINESS ESSENTIALS		
CL 108140 1	105808 OFFICE SUPPLIES	W012221351	12/30/22	219.96	12/22	351 BUSINESS ESSENTIALS		
CL 108442 1	OFFICE SUPPLIES	8013871222	12/31/22	100.78	12/22	3276 PREMIUM WATERS INC		
Object Total:				945.98	10,530.69	13,000.00	2,469.31	81%
420 OPERATION & MAINTENANCE								
Object Total:				0.00	575.00	0.00	-575.00	%
424 GAS AND OIL								
Object Total:				0.00	0.00	1,200.00	1,200.00	%
427 VEHICLES MAINTENANCE								
Object Total:				0.00	0.00	6,000.00	6,000.00	%

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7000 LIBRARY									
411600 LIBRARY									
428 SERVICE AGREEMENTS-CONTRA									
CL 107379	1	105355 SERVICE AGREEMENTS - CONTRACTS	32876409	11/21/22	442.89	12/22	2877 GREATAMERICA FINANCIAL		
CL 107432	1	105365 SERVICE AGREEMENTS - CONTRACTS	M28988	11/30/22	1,292.00	12/22	2521 IMAGE ACCESS, INC.		
CL 107974	1	105990 SERVICE AGREEMENTS	33069871	12/20/22	442.89	12/22	2877 GREATAMERICA FINANCIAL		
Object Total:					2,177.78	19,545.49	11,100.00	-8,445.49	176%
490 MISC									
Object Total:					0.00	378.19	750.00	371.81	50%
497 TECHNOLOGY									
CC 998	3	TECHNOLOGY		/ /	348.00	12/22	3161 VISA LIBRARY #1		
CL 108138	1	105848 TECHNOLOGY MAINTENANCE RENEW	00225879	12/23/22	656.25	12/22	2404 FARONICS		
Object Total:					1,004.25	34,639.41	45,070.00	10,430.59	77%
500 SUPPLIES									
Object Total:					0.00	299.98	500.00	200.02	60%
640 FURNITURE & EQUIPMENT									
Object Total:					0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000									
CC 996	3	FURN AND EQUIPMENT		/ /	299.98	12/22	4576 VISA LIBRARY #3		
CL 107973	1	105669 FURN MOVING	0E-612085-	12/19/22	220.00	12/22	351 BUSINESS ESSENTIALS		
Object Total:					519.98	7,944.21	2,810.00	-5,134.21	283%
644 POSTAL METER RENT									
CL 107375	1	105413 POSTAL METER RENT	3316624229	11/25/22	243.09	12/22	384 PITNEY BOWES GLOBAL		
Object Total:					243.09	972.36	1,200.00	227.64	81%
645 EQUIPMENT REPLACEMENT									
Object Total:					0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS									
CC 997	4	PROFESSIONAL PUBLICATIONS		/ /	54.00	12/22	3162 VISA LIBRARY #2		
Object Total:					54.00	442.37	2,440.00	1,997.63	18%
649 PROGRAMMING									
CC 977	2	PROGRAMMING		/ /	3.00	12/22	3161 VISA LIBRARY #1		
CC 978	3	PROGRAMMING		/ /	512.57	12/22	4576 VISA LIBRARY #3		
CC 996	4	PROGRAMMING		/ /	32.99	12/22	4576 VISA LIBRARY #3		
CC 997	1	PROGRAMMING		01/02/23	365.66	12/22	3162 VISA LIBRARY #2		
CC 998	2	PROGRAMMING		/ /	1,195.92	12/22	3161 VISA LIBRARY #1		
CL 107693	1	105605 PROGRAMMING - LICENSE	3295341	12/01/22	533.00	12/22	2187 SWANK MOVIE LICENSING USA		
CL 107794	1	105530 PROGRAMMING	728772	11/22/22	2,809.41	12/22	4634 IMAGINATION PLAYGROUND LLC		
CL 107975	1	105660 PROGRAMMING		12/20/22	421.25	12/22	3494 ASCAP		
Object Total:					5,873.80	16,128.07	21,000.00	4,871.93	77%

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7000 LIBRARY								
411600 LIBRARY								
650 E RESOURCES								
CL 107701 1	105561 E RESOURCES	503038701	11/30/22	2,082.25	12/22	1854 MIDWEST TAPE		
CL 108143 1	105895 E RESOURCES	503174945	12/31/22	2,173.64	12/22	1854 MIDWEST TAPE		
Object Total:				4,255.89	36,192.09	36,000.00	-192.09	101%
653 CAPITAL IMPROVEMENTS								
Object Total:				0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CL 107376 1	105414 POSTAGE SUPPLIES	1022000460	11/23/22	169.98	12/22	3921 PITNEY BOWES INC		
CL 107977 1	105746 POSTAGE		12/29/22	400.00	12/22	1483 PITNEY BOWES RESERVE ACCOUNT		
Object Total:				569.98	5,761.74	6,000.00	238.26	96%
662 BOOKS								
CC 977 1	BOOKS		12/02/22	-5.00	12/22	3161 VISA LIBRARY #1		
CC 978 1	BOOKS		12/02/22	954.75	12/22	4576 VISA LIBRARY #3		
CC 996 2	BOOKS		/ /	1,579.07	12/22	4576 VISA LIBRARY #3		
CC 997 2	BOOKS		/ /	741.93	12/22	3162 VISA LIBRARY #2		
CC 998 1	BOOKS		01/02/23	1,436.73	12/22	3161 VISA LIBRARY #1		
CL 107380 1	105297 BOOKS	2037109425	11/03/22	256.01	12/22	1695 BAKER & TAYLOR		
CL 107380 2	105297 BOOKS	2037105244	11/03/22	604.01	12/22	1695 BAKER & TAYLOR		
CL 107380 3	105297 BOOKS	2037113279	11/03/22	1,309.33	12/22	1695 BAKER & TAYLOR		
CL 107380 4	105297 BOOKS	2037119272	11/09/22	811.12	12/22	1695 BAKER & TAYLOR		
CL 107380 5	105297 BOOKS	2037122804	11/11/22	518.45	12/22	1695 BAKER & TAYLOR		
CL 107380 6	105297 BOOKS	2037130263	11/11/22	208.43	12/22	1695 BAKER & TAYLOR		
CL 107380 7	105297 BOOKS	2037143092	11/14/22	58.81	12/22	1695 BAKER & TAYLOR		
CL 107380 8	105297 BOOKS	2037139517	11/17/22	369.35	12/22	1695 BAKER & TAYLOR		
CL 107380 9	105297		/ /		12/22	1695 BAKER & TAYLOR		
CL 107695 1	105476 BOOKS	79734064	12/06/22	25.89	12/22	1623 CENGAGE GALE		
CL 107700 1	105463 BOOKS	2037158258	11/30/22	112.60	12/22	1695 BAKER & TAYLOR		
CL 107979 1	105662 BOOKS	2037166186	12/14/22	88.03	12/22	1695 BAKER & TAYLOR		
CL 107979 2	105662 BOOKS	2037178309	12/15/22	40.41	12/22	1695 BAKER & TAYLOR		
CL 107979 3	105662 BOOKS	2037173443	12/16/22	108.67	12/22	1695 BAKER & TAYLOR		
CL 107979 4	105662 BOOKS	2037196290	12/16/22	3,378.37	12/22	1695 BAKER & TAYLOR		
CL 107979 5	105662 BOOKS	2037190030	12/19/22	337.77	12/22	1695 BAKER & TAYLOR		
CL 108267 1	105793 BOOKS	2037198271	12/20/22	3,249.97	12/22	1695 BAKER & TAYLOR		
CL 108267 2	105793 BOOKS	2037202365	12/27/22	709.02	12/22	1695 BAKER & TAYLOR		
CL 108267 3	105793 BOOKS	2037202377	12/28/22	898.03	12/22	1695 BAKER & TAYLOR		
CL 108267 4	105793 BOOKS	2037199819	12/27/22	49.04	12/22	1695 BAKER & TAYLOR		
CL 108267 5	105793		/ /		12/22	1695 BAKER & TAYLOR		
Object Total:				17,840.79	108,998.91	100,750.00	-8,248.91	108%
663 MAGAZINES								
CL 108141 1	105952 MAGAZINES		12/27/22	40.00	12/22	2372 STATE HISTORICAL CENTER		
Object Total:				40.00	4,848.72	5,260.00	411.28	92%
664 AUDIO VIDEO								
CL 107378 1	105386 DVD (CREDIT)	502606785	08/31/22	-32.80	12/22	1854 MIDWEST TAPE		
CL 107378 2	105386 DVD	502996881	11/22/22	22.52	12/22	1854 MIDWEST TAPE		
CL 107378 3	105386 DVD	502996880	11/22/22	19.52	12/22	1854 MIDWEST TAPE		
CL 107378 4	105386 DVD	502996879	11/22/22	22.52	12/22	1854 MIDWEST TAPE		
CL 107378 5	105386 DVD	502996876	11/22/22	50.31	12/22	1854 MIDWEST TAPE		

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7000 LIBRARY										
411600 LIBRARY										
CL 107378	6	105386 DVD	502996862	11/22/22	36.79	12/22	1854	MIDWEST TAPE		
CL 107378	7	105386 DVD	502996859	11/22/22	51.79	12/22	1854	MIDWEST TAPE		
CL 107378	8	105386 DVD	502996856	11/22/22	22.52	12/22	1854	MIDWEST TAPE		
CL 107378	9	105386 DVD	502996883	11/22/22	824.88	12/22	1854	MIDWEST TAPE		
CL 107378	10	105386 DVD	502996882	11/22/22	1,337.85	12/22	1854	MIDWEST TAPE		
CL 107378	11	105386 DVD	502996878	11/22/22	215.45	12/22	1854	MIDWEST TAPE		
CL 107378	12	105386 DVD	502996877	11/22/22	171.25	12/22	1854	MIDWEST TAPE		
CL 107378	13	105386 DVD	502996875	11/22/22	412.98	12/22	1854	MIDWEST TAPE		
CL 107378	14	105386 DVD	502996872	11/22/22	198.16	12/22	1854	MIDWEST TAPE		
CL 107378	15	105386 DVD	502996871	11/22/22	102.85	12/22	1854	MIDWEST TAPE		
CL 107378	16	105386 DVD	502996870	11/22/22	151.60	12/22	1854	MIDWEST TAPE		
CL 107378	17	105386 DVD	502996869	11/22/22	148.68	12/22	1854	MIDWEST TAPE		
CL 107378	18	105386 DVD	502996868	11/22/22	251.99	12/22	1854	MIDWEST TAPE		
CL 107378	19	105386 DVD	502996867	11/22/22	156.14	12/22	1854	MIDWEST TAPE		
CL 107378	20	105386 DVD	502996866	11/22/22	130.60	12/22	1854	MIDWEST TAPE		
CL 107378	21	105386 DVD	502996865	11/22/22	82.58	12/22	1854	MIDWEST TAPE		
CL 107378	22	105386 DVD	502996864	11/22/22	133.93	12/22	1854	MIDWEST TAPE		
CL 107378	23	105386 DVD	502996863	11/22/22	94.60	12/22	1854	MIDWEST TAPE		
CL 107378	24	105386 DVD	502996861	11/22/22	123.12	12/22	1854	MIDWEST TAPE		
CL 107378	25	105386 DVD	502996860	11/22/22	239.53	12/22	1854	MIDWEST TAPE		
CL 107378	26	105386 DVD	502996857	11/22/22	138.89	12/22	1854	MIDWEST TAPE		
CL 107378	27	105386 DVD	502996855	11/22/22	60.06	12/22	1854	MIDWEST TAPE		
CL 107378	28	105386 DVD	502996368	11/22/22	160.72	12/22	1854	MIDWEST TAPE		
CL 107378	29	105386 DVD	502996850	11/22/22	168.63	12/22	1854	MIDWEST TAPE		
CL 107378	30	105386 AUDIOBOOK	502996369	11/22/22	89.48	12/22	1854	MIDWEST TAPE		
CL 107378	31	105386 AUDIOBOOK	502996854	11/22/22	42.24	12/22	1854	MIDWEST TAPE		
CL 107378	32	105386 AUDIOBOOK	502996853	11/22/22	74.48	12/22	1854	MIDWEST TAPE		
CL 107378	33	105386 AUDIOBOOK	502996874	11/22/22	221.20	12/22	1854	MIDWEST TAPE		
CL 107378	34	105386 AUDIOBOOK	502996873	11/22/22	417.40	12/22	1854	MIDWEST TAPE		
CL 107378	35	105386 AUDIOBOOK	502996851	11/22/22	1,208.20	12/22	1854	MIDWEST TAPE		
CL 107378	36	105386 AUDIOBOOK	502996858	11/22/22	1,822.84	12/22	1854	MIDWEST TAPE		
CL 107699	1	105548 SETUP CHARGE	95218	12/07/22	57.73	12/22	3109	LIBRARY IDEAS, INC		
CL 107699	2	105548 AUDIO	94507	11/15/22	579.59	12/22	3109	LIBRARY IDEAS, INC		
CL 107705	1	105561 AUDIOBOOK	503035273	11/30/22	42.24	12/22	1854	MIDWEST TAPE		
CL 107705	2	105561 AUDIOBOOK	503035272	11/30/22	42.24	12/22	1854	MIDWEST TAPE		
CL 107705	3	105561 AUDIOBOOK	503059670	12/06/22	84.48	12/22	1854	MIDWEST TAPE		
CL 107705	4	105561 AUDIOBOOK	503059673	12/06/22	125.72	12/22	1854	MIDWEST TAPE		
CL 107705	5	105561 AUDIOBOOK	503092706	12/13/22	42.24	12/22	1854	MIDWEST TAPE		
CL 107705	6	105561 AUDIOBOOK	503092704	12/13/22	79.48	12/22	1854	MIDWEST TAPE		
CL 107705	7	105561 AUDIOBOOK	503092702	12/13/22	54.48	12/22	1854	MIDWEST TAPE		
CL 107705	8	105561 DVD	503024689	11/30/22	85.16	12/22	1854	MIDWEST TAPE		
CL 107705	9	105561 DVD	503024687	11/30/22	394.91	12/22	1854	MIDWEST TAPE		
CL 107705	10	105561 DVD	503024688	11/30/22	196.68	12/22	1854	MIDWEST TAPE		
CL 107705	11	105561 DVD	503035270	11/30/22	55.60	12/22	1854	MIDWEST TAPE		
CL 107705	12	105561 DVD	503035271	11/30/22	108.81	12/22	1854	MIDWEST TAPE		
CL 107705	13	105561 DVD	503059559	12/06/22	27.02	12/22	1854	MIDWEST TAPE		
CL 107705	14	105561 DVD	503059557	12/06/22	18.77	12/22	1854	MIDWEST TAPE		
CL 107705	15	105561 DVD	503059555	12/06/22	70.96	12/22	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 Period	Date/ Vendor	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 107705 16	105561 DVD	503059556	12/06/22	173.41	12/22	1854 MIDWEST TAPE			
CL 107705 17	105561 DVD	503059558	12/06/22	169.95	12/22	1854 MIDWEST TAPE			
CL 107705 18	105561 DVD	503059674	12/06/22	54.14	12/22	1854 MIDWEST TAPE			
CL 107705 19	105561 DVD	503059672	12/06/22	135.52	12/22	1854 MIDWEST TAPE			
CL 107705 20	105561 DVD	503065234	12/07/22	165.55	12/22	1854 MIDWEST TAPE			
CL 107705 21	105561 DVD	503092708	12/13/22	26.27	12/22	1854 MIDWEST TAPE			
CL 107705 22	105561 DVD	503092707	12/13/22	40.08	12/22	1854 MIDWEST TAPE			
CL 107705 23	105561 DVD	503092703	12/13/22	63.81	12/22	1854 MIDWEST TAPE			
CL 107705 24	105561 DVD	503092701	12/13/22	18.77	12/22	1854 MIDWEST TAPE			
CL 107705 25	105561 DVD	503092700	12/13/22	191.53	12/22	1854 MIDWEST TAPE			
CL 107978 1	105723 AUDIOBOOK	503122949	12/20/22	27.24	12/22	1854 MIDWEST TAPE			
CL 107978 2	105723 AUDIOBOOK	503123591	12/20/22	40.24	12/22	1854 MIDWEST TAPE			
CL 107978 3	105723 AUDIOBOOK	503122944	12/20/22	39.24	12/22	1854 MIDWEST TAPE			
CL 107978 4	105723 DVD	503122943	12/20/22	66.08	12/22	1854 MIDWEST TAPE			
CL 107978 5	105723 DVD	503122946	12/20/22	28.83	12/22	1854 MIDWEST TAPE			
CL 107978 6	105723 DVD	503123590	12/20/22	26.27	12/22	1854 MIDWEST TAPE			
CL 107978 7	105723 DVD	503122947	12/20/22	18.77	12/22	1854 MIDWEST TAPE			
CL 107978 8	105723 DVD	503123592	12/20/22	518.63	12/22	1854 MIDWEST TAPE			
CL 107978 9	105723 DVD	503123593	12/20/22	30.04	12/22	1854 MIDWEST TAPE			
CL 107978 10	105723 DVD	503123594	12/20/22	16.52	12/22	1854 MIDWEST TAPE			
CL 107978 11	105723 DVD	503122948	12/20/22	34.54	12/22	1854 MIDWEST TAPE			
CL 107978 12	105723 DVD	503123595	12/20/22	28.63	12/22	1854 MIDWEST TAPE			
CL 107978 13	105723 DVD	503157423	12/28/22	24.77	12/22	1854 MIDWEST TAPE			
CL 107978 14	105723 DVD	503157396	12/28/22	42.91	12/22	1854 MIDWEST TAPE			
CL 107978 15	105723 DVD	503157398	12/28/22	84.04	12/22	1854 MIDWEST TAPE			
CL 107978 16	105723 DVD	503157422	12/28/22	26.27	12/22	1854 MIDWEST TAPE			
CL 107978 17	105723 DVD	503157397	12/28/22	15.02	12/22	1854 MIDWEST TAPE			
CL 107978 18	105723 DVD	503157420	12/28/22	268.07	12/22	1854 MIDWEST TAPE			
CL 107978 19	105723 DVD	503157399	12/28/22	480.28	12/22	1854 MIDWEST TAPE			
CL 108144 1	105895 AUDIO - MARC CHARGES	503180573	12/31/22	2.40	12/22	1854 MIDWEST TAPE			
Object Total:				14,297.43	30,758.06	31,500.00	741.94	98%	
667 MEMBERSHIPS									
CC 997 5	MEMBERSHIPS	/ /		888.00	12/22	3162 VISA LIBRARY #2			
CL 107702 1	105571 MEMBERSHIP - DUSTIN MOHAGAN	00488	12/13/22	45.00	12/22	1252 NORTH DAKOTA STATE LIBRARY			
Object Total:				933.00	3,042.00	3,176.00	134.00	96%	
668 PRINTING									
Object Total:				0.00	453.24	1,000.00	546.76	45%	
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	%	

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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								
672 EMERGENCY MEDICAL SUPPLIES								
CL 108142 1 105911	EMERGENCY MEDICAL SUPPLIES	062147	10/06/22	145.47	12/22	756 NELCO FIRST AID		
		Object Total:		145.47	145.47	250.00	104.53	58%
673 CLEANING SUPPLIES								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
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								
CC 977 3	PROMOTIONAL ACTIVITIES		/ /	59.04	12/22	3161 VISA LIBRARY #1		
CC 998 6	PROMOTIONAL ACTIVITIES		/ /	119.90	12/22	3161 VISA LIBRARY #1		
		Object Total:		178.94	7,218.15	11,400.00	4,181.85	63%
724 CONSULTING/TESTING FEES								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES								
JV 5101 6	TransFirst Dec Dec 2022		/ /	87.94	12/22			
		Object Total:		87.94	1,606.30	500.00	-1,106.30	321%
750 MISC.								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
852 WEBSITE								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
864 FURN & EQUIP DEPRECIATED >\$5,000								
		Object Total:	/ /	0.00	0.00	10,707.00	10,707.00	%
870 CAPITALIZED ASSETS - OVER \$5,000								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
880 COST ALLOCATIONS								
JV 5044 23	Dec 2022 cost allocation		/ /	3,436.50	12/22			
		Object Total:		3,436.50	41,238.00	41,238.00	0.00	100%
890 TRANSFERS OUT								
		Object Total:	/ /	0.00	0.00	20,000.00	20,000.00	%
901 CATALOGING								
		Object Total:	/ /	0.00	3,615.19	2,450.00	-1,165.19	148%

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								
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	19,824.00	20,000.00	176.00	99%
	Account Total:			191,287.16	1,516,553.06	1,725,276.00	208,722.94	
	Fund Total:			191,287.16	1,516,553.06	1,725,276.00	208,722.94	

***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).

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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								
110 PERMANENT EMP SALARIES								
JV 5118124	Payroll 01/13/2023		/ /	27,406.28	1/23			
JV 5123122	Payroll 01.27.2023		/ /	27,514.97	1/23			
		Object Total:		54,921.25	54,921.25	794,990.00	740,068.75	7%
114 PART TIME SALARIES								
JV 5118125	Payroll 01/13/2023		/ /	4,166.30	1/23			
JV 5123123	Payroll 01.27.2023		/ /	5,856.65	1/23			
		Object Total:		10,022.95	10,022.95	146,358.00	136,335.05	7%
209 CLASSIFIED ADS								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 5118126	Payroll 01/13/2023		/ /	2,325.51	1/23			
JV 5123124	Payroll 01.27.2023		/ /	2,463.11	1/23			
		Object Total:		4,788.62	4,788.62	72,013.00	67,224.38	7%
230 RETIREMENT								
JV 5118127	Payroll 01/13/2023		/ /	4,179.89	1/23			
JV 5123125	Payroll 01.27.2023		/ /	4,179.89	1/23			
		Object Total:		8,359.78	8,359.78	121,315.00	112,955.22	7%
240 WORKFORCE SAFETY INSURANCE								
		Object Total:	/ /	0.00	0.00	1,512.00	1,512.00	%
245 CORPORATE EDUCATION								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
250 UNEMPLOYMENT								
		Object Total:	/ /	0.00	0.00	500.00	500.00	%
312 ATTORNEY								
		Object Total:	/ /	0.00	0.00	4,000.00	4,000.00	%
320 HEALTH INSURANCE								
JV 5118128	Payroll 01/13/2023		/ /	4,034.04	1/23			
JV 5123126	Payroll 01.27.2023		/ /	4,033.96	1/23			
		Object Total:		8,068.00	8,068.00	130,844.00	122,776.00	6%
333 BUILDING RENTAL								
CL 108147 1 105975 JANUARY RENT		MISC06803	12/19/22	10,032.50	1/23	549 WF PUB SCHOOLS DIST #6		
		Object Total:		10,032.50	10,032.50	120,752.00	110,719.50	8%
340 TRAVEL & EDUCATION								
CL 108148 1 105819 MILEAGE			01/05/23	18.28	1/23	3417 CHELSEA SIMDORN		
		Object Total:		18.28	18.28	17,392.00	17,373.72	%
348 BUYOUTS								
		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								
356 TELEPHONE			/ /					
		Object Total:		0.00	0.00	3,300.00	3,300.00	%
360 MISC PRINTING & MAILING			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
387 MEDICAL/VACCINES			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
399 RECRUITMENT/EMPLOYMENT TESTING			/ /					
		Object Total:		0.00	0.00	3,000.00	3,000.00	%
410 OFFICE SUPPLIES								
CL 108146 1 105808 OFFICE SUPPLIES		W012231931	01/09/23	24.07	1/23	351 BUSINESS ESSENTIALS		
		Object Total:		24.07		24.07	13,000.00	12,975.93 %
424 GAS AND OIL			/ /					
		Object Total:		0.00	0.00	1,200.00	1,200.00	%
427 VEHICLES MAINTENANCE			/ /					
		Object Total:		0.00	0.00	1,200.00	1,200.00	%
428 SERVICE AGREEMENTS-CONTRA			/ /					
		Object Total:		0.00	0.00	10,260.00	10,260.00	%
490 MISC			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
497 TECHNOLOGY			/ /					
		Object Total:		0.00	0.00	63,064.00	63,064.00	%
500 SUPPLIES			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
640 FURNITURE & EQUIPMENT			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000			/ /					
		Object Total:		0.00	0.00	27,950.00	27,950.00	%
644 POSTAL METER RENT			/ /					
		Object Total:		0.00	0.00	1,200.00	1,200.00	%
645 EQUIPMENT REPLACEMENT			/ /					
		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								
648 PROFESSIONAL PUBLICATIONS			/ /					
		Object Total:		0.00	0.00	3,000.00	3,000.00	%
649 PROGRAMMING								
CL 108520 1 105995 PROGRAMMING		0103	01/26/23	150.00	1/23 4674 JOEL JONES			
		Object Total:		150.00	150.00	16,000.00	15,850.00	1%
650 E RESOURCES								
CL 108150 1 105817 E RESOURCES		79825617	01/01/23	5,197.50	1/23 1623 CENGAGE GALE			
CL 108150 2 105817 E RESOURCES		79825785	01/01/23	1,060.60	1/23 1623 CENGAGE GALE			
		Object Total:		6,258.10	6,258.10	41,285.00	35,026.90	15%
653 CAPITAL IMPROVEMENTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CL 108145 1 105927 POSTAGE			01/11/23	1,500.00	1/23 1483 PITNEY BOWES RESERVE ACCOUNT			
		Object Total:		1,500.00	1,500.00	7,000.00	5,500.00	21%
662 BOOKS			/ /					
		Object Total:		0.00	0.00	100,750.00	100,750.00	%
663 MAGAZINES								
CL 108149 1 105940 MAGAZINES		15749	01/03/23	5,064.44	1/23 3210 RIVISTAS SUBSCRIPTIONS			
		Object Total:		5,064.44	5,064.44	5,500.00	435.56	92%
664 AUDIO VIDEO								
CL 108151 1 105895 DVD		503191113	01/04/23	22.52	1/23 1854 MIDWEST TAPE			
CL 108151 2 105895 DVD		503191111	01/04/23	17.27	1/23 1854 MIDWEST TAPE			
CL 108151 3 105895 DVD		503191110	01/04/23	42.02	1/23 1854 MIDWEST TAPE			
CL 108151 4 105895 DVD		503213972	01/10/23	26.27	1/23 1854 MIDWEST TAPE			
CL 108151 5 105895 DVD		503213973	01/10/23	24.77	1/23 1854 MIDWEST TAPE			
CL 108151 6 105895 DVD		503213976	01/10/23	18.77	1/23 1854 MIDWEST TAPE			
		Object Total:		151.62	151.62	31,500.00	31,348.38	%
667 MEMBERSHIPS								
CL 108160 1 105958 MEMBERSHIP 2023			01/11/23	60.00	1/23 1419 THE ARTS PARTNERSHIP			
CL 108269 1 105913 MEMBERSHIPS		00522	01/12/23	60.00	1/23 1252 NORTH DAKOTA STATE LIBRARY			
		Object Total:		120.00	120.00	3,500.00	3,380.00	3%
668 PRINTING			/ /					
		Object Total:		0.00	0.00	1,000.00	1,000.00	%
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	%

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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								
672 EMERGENCY MEDICAL SUPPLIES								
		Object Total:	/ /	0.00	0.00	350.00	350.00	%
673 CLEANING SUPPLIES								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
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								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
724 CONSULTING/TESTING FEES						11,400.00	11,400.00	%
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES								
		Object Total:	/ /	0.00	0.00	1,750.00	1,750.00	%
750 MISC.								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
852 WEBSITE								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
864 FURN & EQUIP DEPRECIATED >\$5,000								
		Object Total:	/ /	0.00	0.00	5,830.00	5,830.00	%
870 CAPITALIZED ASSETS - OVER \$5,000								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
880 COST ALLOCATIONS								
		Object Total:	/ /	0.00	0.00	42,023.00	42,023.00	%
890 TRANSFERS OUT								
		Object Total:	/ /	0.00	0.00	10,000.00	10,000.00	%
901 CATALOGING								
		Object Total:	/ /	0.00	0.00	3,200.00	3,200.00	%
902 ONLINE DATE BASE (STATE)								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%

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								
903 HISTORY ROOM								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
994 ODIN								
		Object Total:	/ /	0.00	0.00	24,200.00	24,200.00	%
		Account Total:		109,479.61	109,479.61	1,845,888.00	1,736,408.39	
		Fund Total:		109,479.61	109,479.61	1,845,888.00	1,736,408.39	

***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).

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Combined Funds

			----- Current Year -----				
Account	Object	Description	Current Month	Current YTD	Budget	Variance	%
	890	TRANSFERS OUT			10,000.00	10,000.00	
	901	CATALOGING			3,200.00	3,200.00	
	994	ODIN			24,200.00	24,200.00	
		Total Account	109,479.61	109,479.61	1,845,888.00	1,736,408.39	6
		Total Expenses	109,479.61	109,479.61	1,845,888.00	1,736,408.39	6
		Net Income from Operations	81,850.90	81,850.90			
Other Revenue							
	360000	MISCELLANEOUS REVENUE	185.22	185.22	5,000.00	-4,814.78	4
	360100	SPONSORSHIPS			20,000.00	-20,000.00	1
		Total Other Revenue	185.22	185.22	25,000.00	-24,814.78	1
		Net Income	82,036.12	82,036.12			

Request for Reconsideration

ITEM INFORMATION

Title _____ Publication Year _____

Author _____

Type of Material:

☐ Book ☐ Magazine / Newspaper ☐ DVD

☐ Audiobook CD ☐ Electronic / Digital Resource

☐ Other (please specify): _____

CONTACT INFORMATION

Name _____ Representing: ☐ Self

☐ Organization

Organization Name (if applicable)

(_____) _____

Primary Phone Number _____ Email _____

Mailing Address _____ City _____ State _____ Zip _____

☐ I am a patron of West Fargo Public Library.

☐ I reside or own property in the city of West Fargo.

RECONSIDERATION QUESTIONS

Have you read / listened / viewed the entire item? ☐ Yes ☐ No

If no, which parts? _____

What brought this material to your attention?

RECONSIDERATION QUESTIONS CONTINUED

What are your areas of focus in this material? Please provide pages or time stamps of examples.

Suggested Course of Action:

☐ Update item

☐ Move to another location / collection

☐ Remove item

☐ Other (please specify):

Are there any elements of value in this material? Please describe.

Have you read any reviews of this material? If so, please cite.

What material(s) can you suggest that adds supplemental information or counterbalances the view point of this material?

Please return this form to the Service Desk or mail to the library (215 3rd St E, West Fargo, ND 58078). Library Administration will review the request. During the review you may be contacted to further determine the reason for reconsideration. After the review is completed, you will be notified by mail or email.

If you wish to appeal the review by Library Administration, appeals must be sent to the Library Board in writing 10 days prior to the next regularly scheduled meeting of the Board. Appeals are heard and finalized at Library Board meetings.

OFFICE USE ONLY:

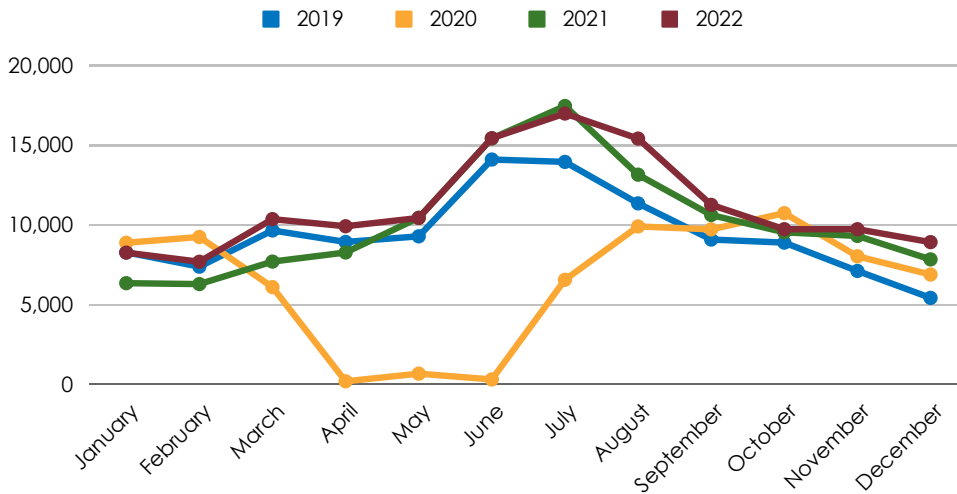
Date Request Received By Staff:

Staff Initials:

Date Request Responded By Staff:

Staff Initials:

Physical Item Circulation



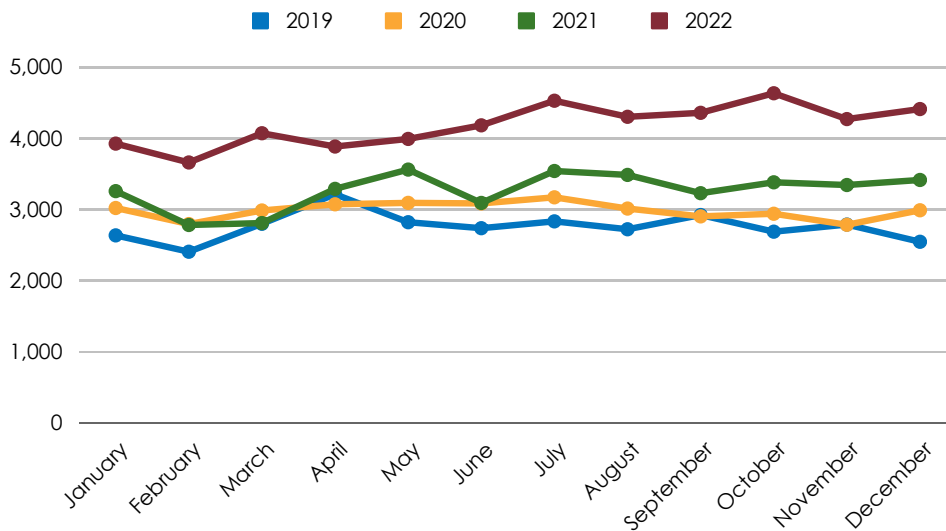
December Circulation

2019 **5433**
2020 **6897**
2021 **7847**
2022 **8928**

Annual Circulation

2019 **113554**
2020 **77347**
2021 **122488**
2022 **135868**

Electronic Materials Circulation



December Circulation

Hoopla & OverDrive/Libby

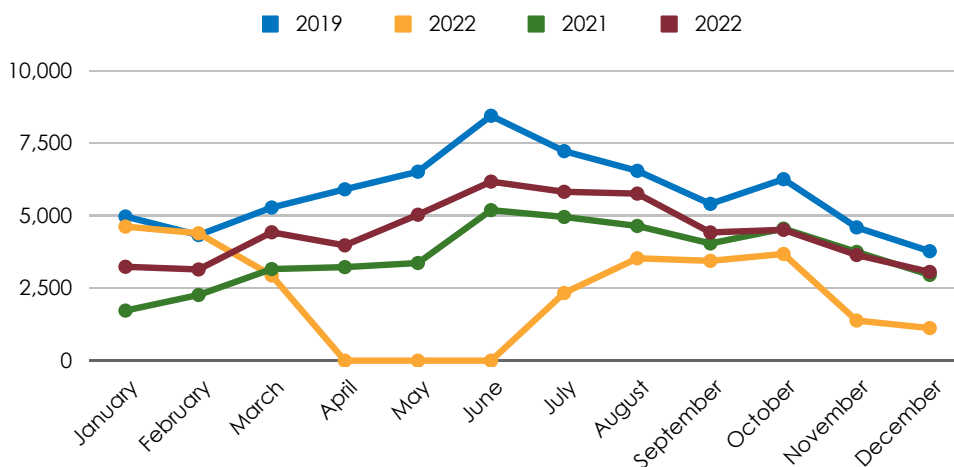
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Annual Circulation

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2019 **33124**
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2021 **39201**
2022 **50598**

Door Count



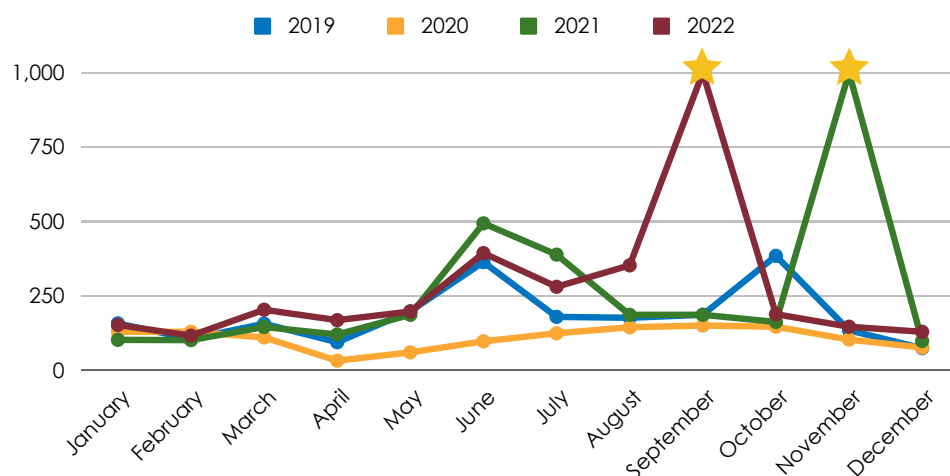
December Door Count

2019 **3772**
2020 **1122**
2021 **2956**
2022 **3057**

Annual Door Count

2019 **69214**
2020 **27425**
2021 **43805**
2022 **53176**

Library Card Signups



December Signups

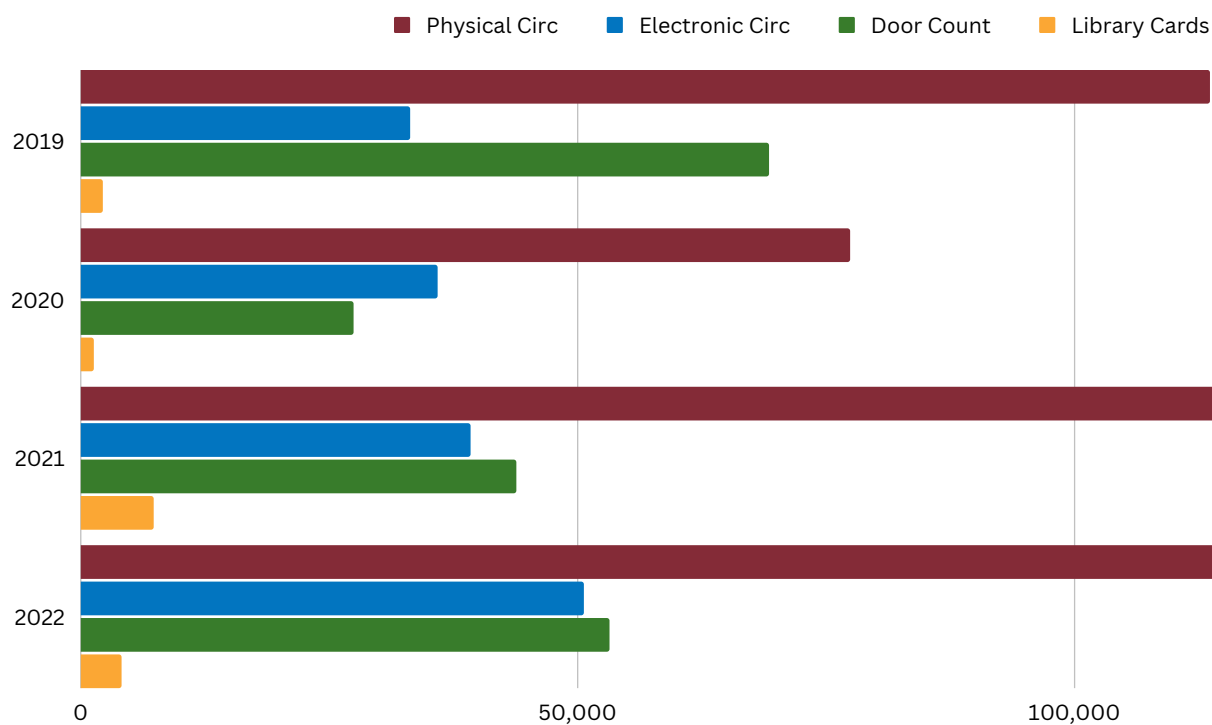
2019 75
2020 77
2021 99
2022 130

Annual Signups

2019 2218
2020 1312
2021 7333
2022 4102

★ In Nov. 2021, the WFPL added over 5000 library cards through partnership with West Fargo Public Schools. This partnership continues. In Sept. 2022, roughly 1200 cards were added through this partnership on top of the 500 cards added through our Library Card Signup Month campaign.

Annual Comparison



Outreach Services

December Outreach Circ.

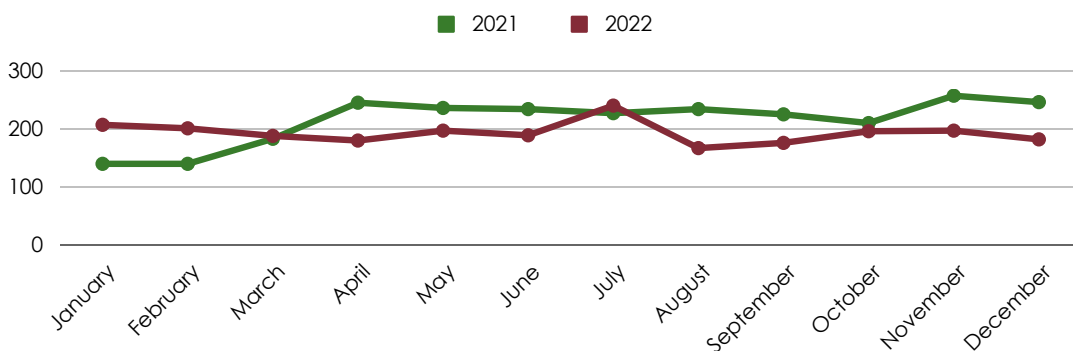
2021 **246**

2022 **182**

Annual Outreach Circ.

2021 **2577**

2022 **1503**



Adult Book Deliveries

December

Locations Served - 5

Patrons Served - 33

Items Circulated - 82

Annual

Stops Made - 64

Patrons Served - 435

Items Circulated - 1203

Daycare Book Deliveries

December

Locations Served - 4

Items Circulated - 100

Annual

Stops Made - 49

Items Circulated - 1300

Daycare Storytimes

December

Locations Served - 8

Sessions Held - 9

Attendees - 122

Annual

Sessions Held - 170

Attendees - 2109

Programs

Adult Program Attendance

Technology Tutoring - 1

Genealogy Assistance - 0

Monday Night Readers Book Club - 2

Novel Afternoon Book Club - 7

Books & Brews Book Club - 4

Cribbage Club - 7

Monday Matinees - 23

Mahjong & More Game Time - 0

Job Service ND - 0

Discovering Roots: Historical Context - 4

Russia/Ukraine History Presentation - 1

December Total - 44

Adult Program Annual Total - 791

Youth Program Attendance

Ready to Read Storytime - 42

Baby Boost Storytime - 60

Teen Tie Dye Event - 10

Winter STEM for Kids - 54

December Total - 166

Youth Program Annual Total - 3320

Beanstack Programming

Total Active Users This Month - 300

Total New Users This Month - 85

Total New Users YTD - 2717

Current Challenges Readers YTD

Heritage Middle School Challenge - 589

Cheney Middle School Challenge - 258

Liberty Middle School Challenge - 411

Winter Reading Challenge - 77

1000 Books Before Kindergarten - 20

Career Readiness Program - 10

December Total - 1372

Beanstack Challenge Participation

Annual Total - 3525

Family Programs & Community

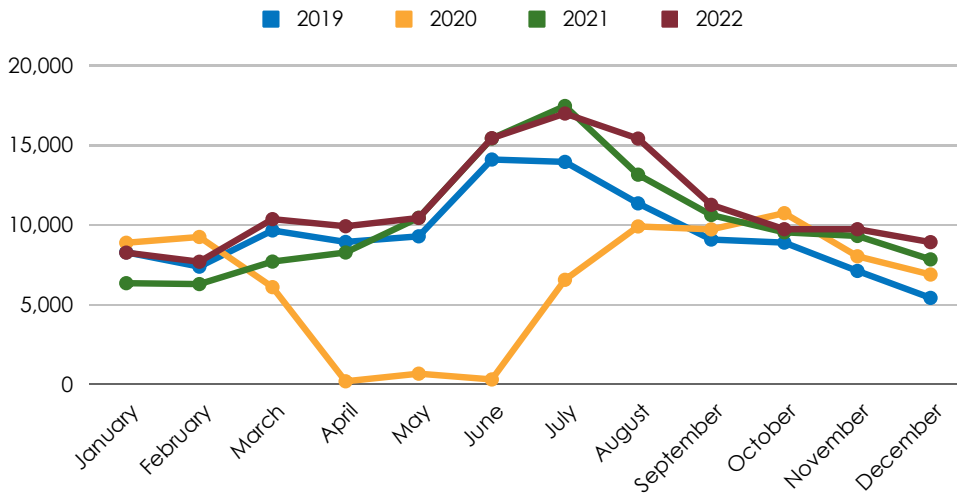
Events Attendance

No events in December

December Total - 0

Youth Program Annual Total - 5362

Physical Item Circulation



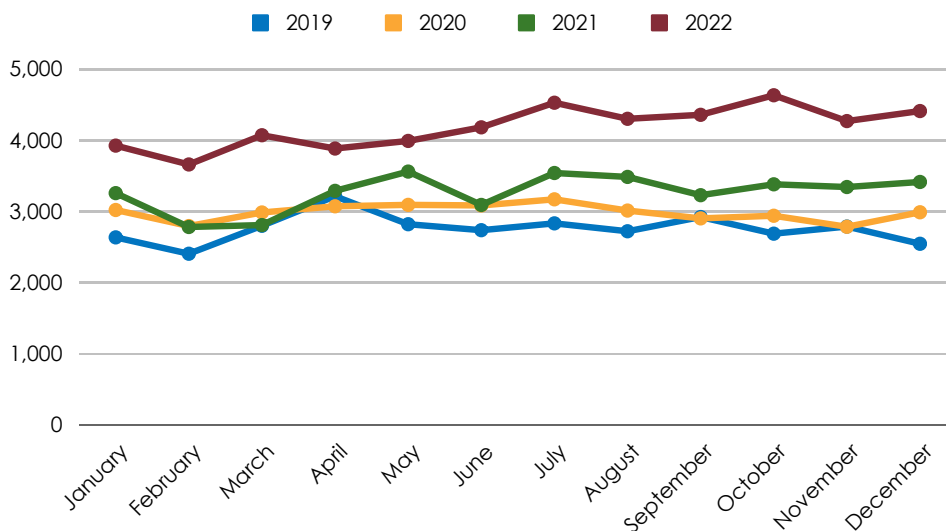
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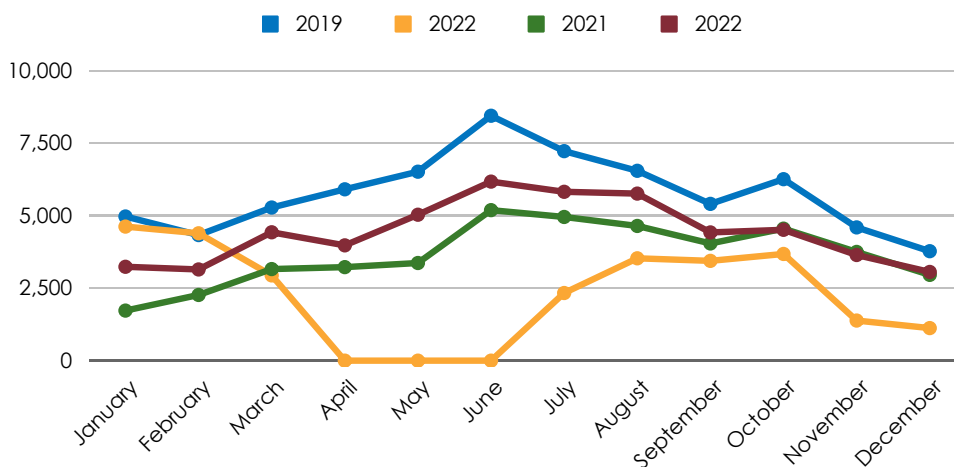
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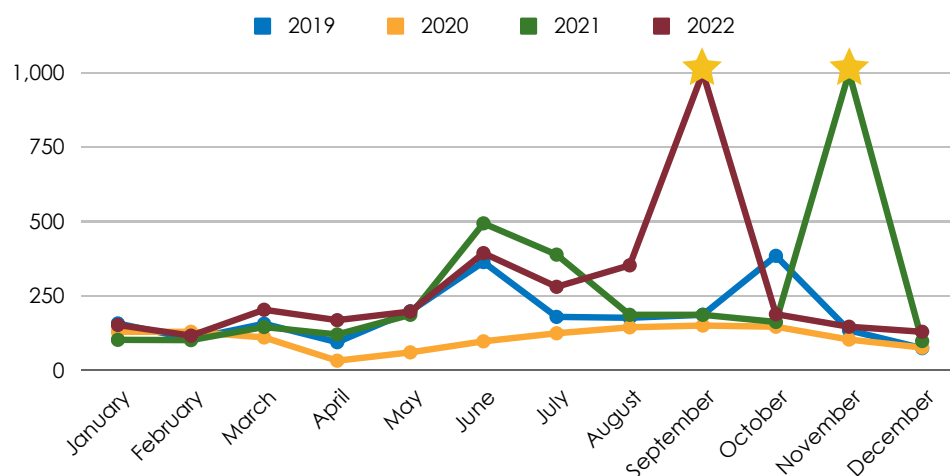
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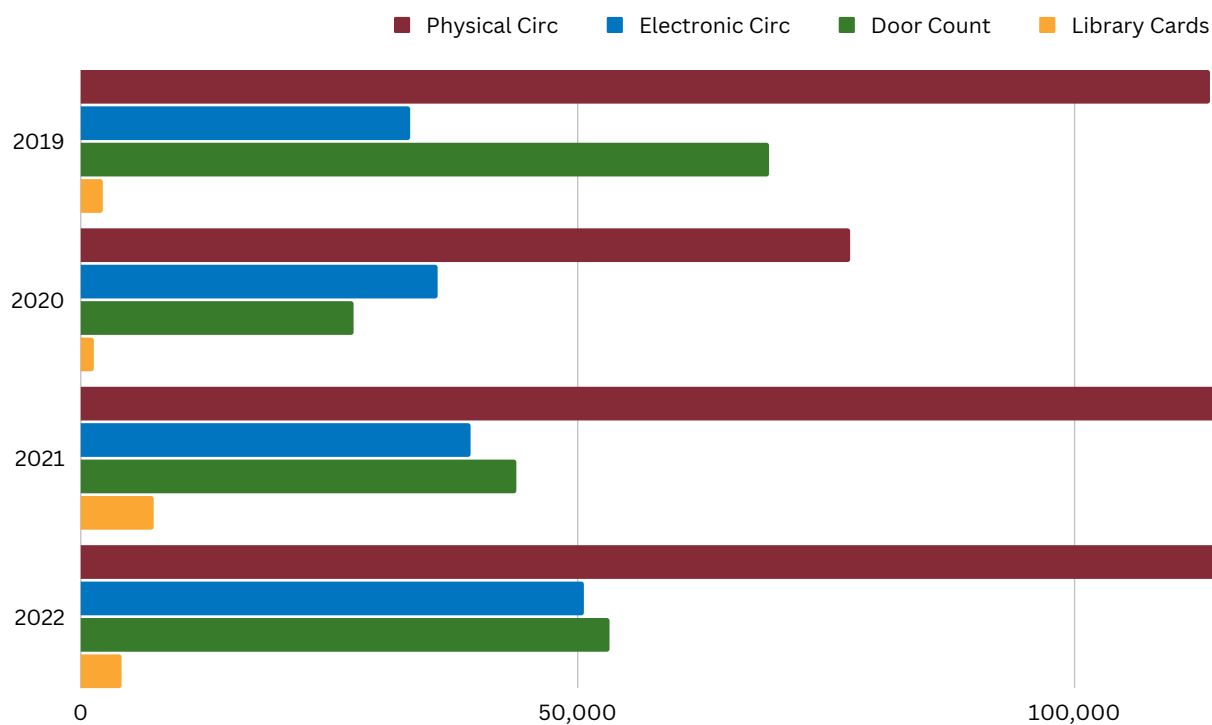
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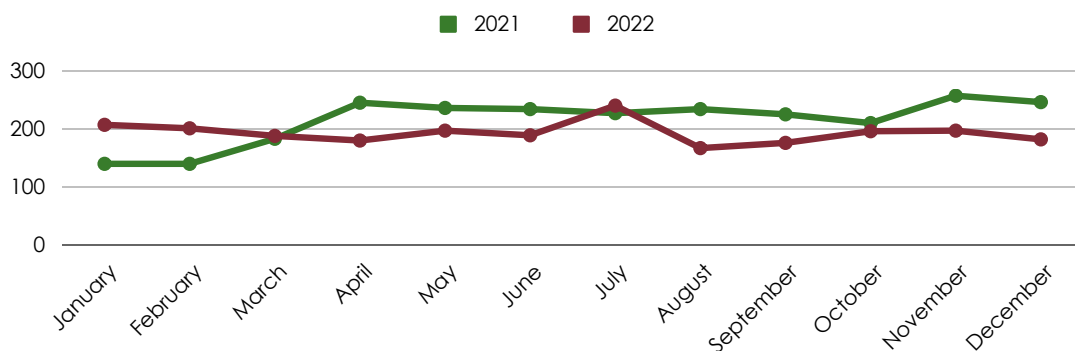
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WEST FARGO PUBLIC LIBRARY

DIRECTOR REPORT

WEST FARGO PUBLIC LIBRARY

DIRECTOR, BETTY ADAMS

*Presented at the Library Board Meeting on
Thursday, February 9, 2023
(All information is reflective of January 2023)*

TRUSTEE NOTES

Community Feedback

1. Patron (who is a Large Print reader) said she was **very happy with our change and expressed that she was impressed with how much work we did to move everything around**. She also stated that we have such a wonderful library and coming to the library is an important part of her life now that her husband passed away. She said all of us working at the library are always so friendly.
2. On the Facebook post about the moving of materials in Jan: **"I appreciate all you do for us patrons. Thank you for working so hard for us!"** - Dylan Quent
3. **"I have heard so many good things about this library.** My husband told me that this is an award winning library."
4. **"Is there ever going to be a new library?** I am all for being conservative, but this is a little extreme. A new one is needed."
5. A book club member said "I live in South Fargo, right across from the Carlson Library. I just like this library so much more. **The atmosphere is more comfortable and I just love coming here.** "
6. Patron said it was their first time in the library after receiving her card in the mail. I told her she picked a good day because we just moved a lot of stuff around and we have maps! When she checked out, she said we have **a beautiful library** and said **the map was extremely helpful**. She was happy that she moved closer to our library.
7. **"Moving Large Print downstairs was such a good move for us older people!"**

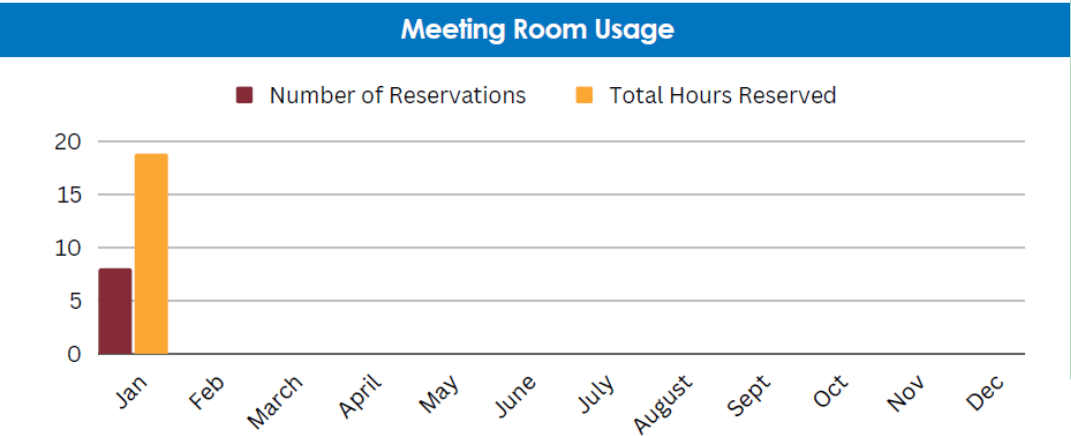
Two patrons have expressed concern over interfiling genres into Adult Fiction. Staff have spoken with patrons about their concerns.

A patron called to thank the **Friends of the Library for their letter to the editor opposing HB1205 and SB 2123** and has reached out to her representatives about it. She wanted to share positive feedback on it because libraries are important in the community.

Positive feedback received about our new **Puzzle Exchange** opportunity.

BUILDING & TECHNOLOGY

- The Library was closed January 1 & 2 for the New Year holiday.
- The Library closed for the scheduled large collection moving project and staff training January 15, 16, & 17.
- Overwhelmingly positive feedback from patrons has been received pertaining to all the material location changes.



This month, West Fargo Public Library public meeting rooms were reserved for:

- patrons studying for exams
- a bible study
- patrons joining zoom calls for work
- pine needle crafters meeting
- Yards Downtown Business Association meeting
- Red River Radio Amateurs meetings

January 2023 Meeting Room Use

Monthly Hours Reserved 18.75
Hours Reserved YTD 18.75

Monthly Reservations 8
Reservations YTD 8



STAFF & CONTINUING EDUCATION UPDATES

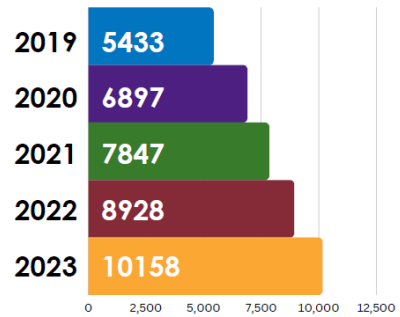


- Jackie Marler will be celebrating 14 years with the library with a retirement celebration on February 10th from 3 to 5 pm.
- The Program Assistant position closed February 3rd with interviews on the 10th.
- The Adult Services Librarian position closes February 8th with interviews anticipated for the 15th.
- The Technical Services Manager position closed January 27th with interviews on February 2nd and the new Manager is anticipated to begin by early March.
- Over seven hours of Continuing Education were completed by staff in January.

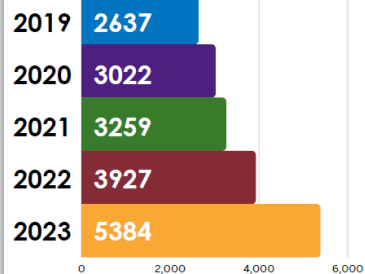
COLLECTIONS & MATERIALS

- Collection moving project was a resounding success.
 - Thank you, Adult and Patron Services Manager, Kirsten Henagin, for her dedication bringing forward this idea and developing the plan that brought this vision through to fruition.
 - Thank you, to all staff who participated in this major project. It was truly a team effort.
- Monthly Impact Report Highlights:

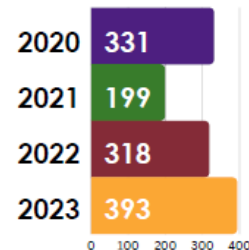
January Circulation



January Circulation
Hoopla & OverDrive/Libby



January Offsite Book Drop Usage



FINANCES

CURRENT MONTH & YEAR TO DATE



109,479.61

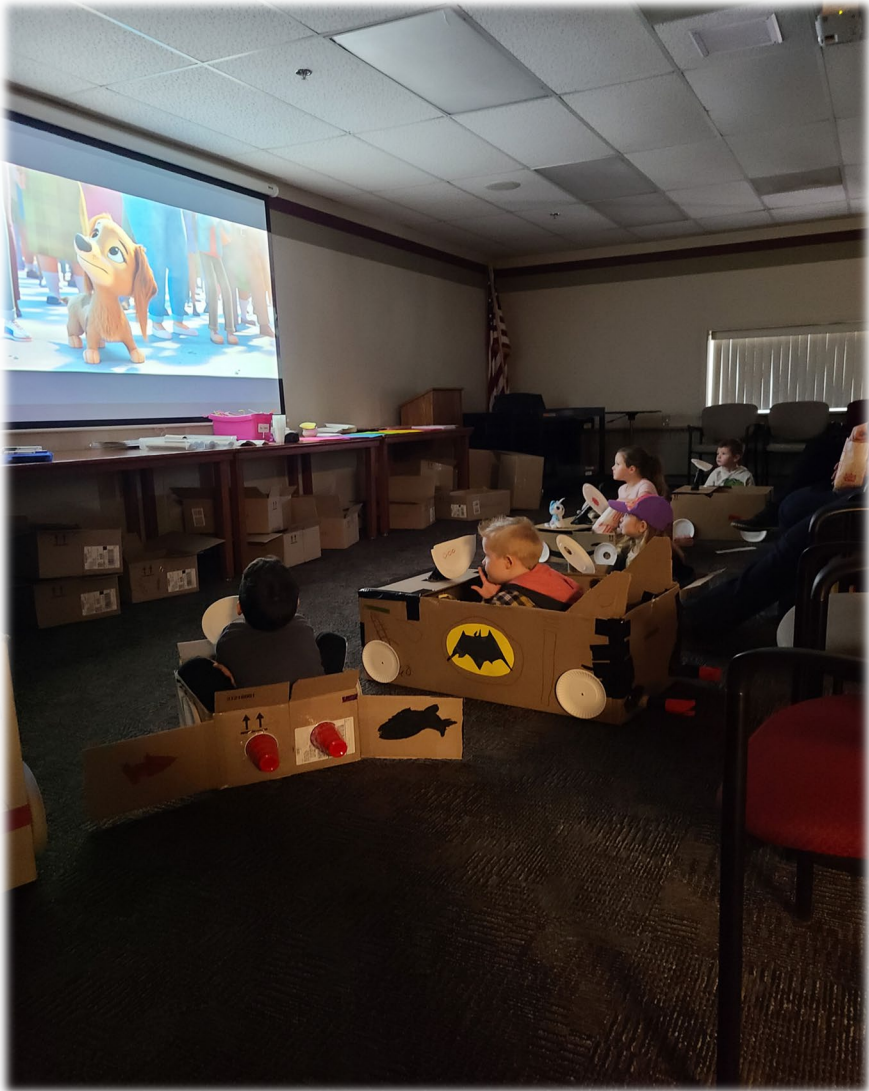
109,479.61

6%



FINANCE UPDATE

PROGRAMMING & OUTREACH FOR JANUARY (YOUTH)



- **Drive in Family Movie**
 - Families had a great time building cars together for their kids to drive up and watch "Paw Patrol the Movie" and enjoy their popcorn.
- **Storywalk for Snow Sculpture Display at POW/MIA Plaza**
 - The library provided a Storywalk display of "Ten on the Sled" for the snow and ice sculptures on the POW/MIA Plaza. Families were able to walk around and read the story together, and then see sculptures designed based on the story.
- **Teen Cocoa and Craft Night**
 - Teens enjoyed a hot cocoa buffet while they made a variety of craft projects.
- **Family Resource Night at Willow Park**
 - Staff gave a presentation at Willow Park Elementary's Community Resource Night for families. Provided information on the various ways the library can help support them and their families.
- **Snowflake Craft Night**
 - Families stopped by to make a variety of snowflake crafts.
- **Stars of PBS event at MSUM Planetarium**
 - Library staff brought out STEM activities, books and take home activities for more that 500 people to learn and play with at the Stars of PBS event hosted by the MSUM Planetarium.
- **Freedom Family Reading Night**
 - Brought out a craft, books and library information to the families of Freedom Elementary to engage with during their Reading Night celebration

PROGRAMMING & OUTREACH – FEBRUARY ADULT



- **Book Clubs**
 - February 13th – Monday Night Readers at library at 6 pm
 - When All is Said by Anne Griffin
 - February 15th – Novel Afternoons at library at 1 pm
 - Cloud Cuckoo Land by Anthony Doerr
 - February 16th – Third Thursday at library at 1:30 pm
 - Probably Ruby by Lisa Bird-Wilson
 - February 23rd - Books and Brews at Caribou Coffee in Hornbachers at 6 pm
 - The Night Watchman by Louise Erdrich
- **Monday Matinees - February Theme: Black History Month**
 - Feb. 6 - Selma
 - Feb. 13 - Harriet
 - Feb 27 - Toni Morrison: The Pieces I am
- **Special Program and Outreach**
 - **Microsoft Office Basics - 3-Part Series** of Word, PowerPoint and Excel (Feb 9, 16 and 23). Folks can bring their own device or we will provide laptops to use in-class. We will tackle basic navigation and explore the functionality of each software.
 - **Stamped Book Art** (Feb 6) is our adult crafting night. We are repurposing withdrawn materials for a home décor activity.
 - **Gardening Club returns in February!** The club will meet monthly the fourth Tuesday of the month at 6:30 pm. We will have a guest speaker this month to talk about hydroponic and aeroponic gardening.
 - **Family History One-on-One Assistance is paused** until the Adult Services Librarian is able to get hired, trained and onboarded.

OTHER ITEMS



**FRIENDS SUPPORT
LIBRARY THROUGH
BOOK DRIVE,
GIVING HEARTS DAY**



THE NEXT COMMUNITY MEET & GREET WILL BE ON
THURSDAY, FEBRUARY 16
FROM 4-6 PM

PLEASE SHARE THAT THE FRIENDS ARE:

PARTICIPATING IN GIVING HEARTS DAY

HOSTING A BOOK DRIVE FEB.1 – FEB. 28

HOSTING A BOOK SALE IN MARCH

THANK YOU

