



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, March 30, 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 – February 9, 2023
2. Approval of Financial Reports

Regular Agenda

Old Business

New Business

1. Circulation Policy **(Action)**
2. Interlibrary Loan Policy **(Action)**
3. Equipment Loan Policy **(Action)**
4. Director's Report
5. Adjourn



West Fargo Public Library Board of Directors Meeting

Thursday, Feb. 9, 2023

5:30 p.m.

City Hall Commission Chambers

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

Also Present: Library Director Betty Adams, Communications Specialist Ellen Rossow, Friends of the Library Treasurer Donelle Richmond

I. **Call to Order**

Hanson called the meeting to order at 5:33 p.m.

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

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

III. **Consent Agenda**

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

IV. **Regular Agenda**

Old Business

New Business

1. Updated Request for Reconsideration Form

Library Director Betty Adams presented the updated Request for Reconsideration Form for the board to review. Changes to the form included updating the language of the questions to less assumptive wording, and adding an "organization" blank. The form will be added to the end of the Collection Management Policy. No action was required of the Board.

2. Director's Report

Adams reported on library news from January 2023 and early February, including:

- The reorganization project that took place in mid-January went well and had been met with mostly positive responses from patrons. Negative responses came from three patrons about the interfiling of the adult fiction section.
- The new Meeting Room Policy will be put to use in February, which adds an additional study space and more flexibility for public use.
- An upcoming retirement party for Adult Services Program Assistant Jackie Marler.
- The new Adult Services Librarian role had over 30 applicants.
- A newly hired Technical Services Manager will start March 6.
- Physical and electronic circulation stats reached a record high in January, both nearly double pre-COVID January 2019 numbers.
- Regarding finances, 6% of the library's 2023 budget was used in January.
- A brief programming update including a popular faux drive-in movie event, a storywalk at the POW/MIA Plaza in partnership with West Fargo Events, the Stars of PBS event in partnership with the MSUM Planetarium, and the continued popularity of Monday Matinees.
- The Friends of the West Fargo Public Library participated in Giving Hearts Day and will

host a used book sale March 18 and 19 at the library.

Commissioner George asked if any action had been taken after she shared feedback about the library no longer housing historical copies of the West Fargo Pioneer at the last meeting. Adams shared that the library is unable to take back the gift that was given to the NDSU Archives due to the contract signed with them at the time of donation.

V. Adjourn

Commissioner George motioned to adjourn. Rerick seconded. No opposition. Motion carried at 5:50 p.m.

03/02/23
08:24:16

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 1/23 - 1/23

Page: 1 of 5
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 5118124	Payroll 01/13/2023		/ /	27,406.28	1/23			
JV 5123122	Payroll 01.27.2023		/ /	27,514.97	1/23			
JV 5174 69	2022 Salary Accrual		/ /	-13,703.14	1/23			
Object Total:				41,218.11	41,218.11	794,990.00	753,771.89	5%
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			
JV 5174 70	2022 Salary Accrual		/ /	-2,083.15	1/23			
Object Total:				7,939.80	7,939.80	146,358.00	138,418.20	5%
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			
JV 5174 71	2022 Salary Accrual		/ /	-1,162.76	1/23			
Object Total:				3,625.86	3,625.86	72,013.00	68,387.14	5%
230 RETIREMENT								
JV 5118127	Payroll 01/13/2023		/ /	4,179.89	1/23			
JV 5123125	Payroll 01.27.2023		/ /	4,179.89	1/23			
JV 5174 72	2022 Salary Accrual		/ /	-2,089.95	1/23			
Object Total:				6,269.83	6,269.83	121,315.00	115,045.17	5%
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	%

03/02/23
08:24:16

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Page: 2 of 5
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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
348 BUYOUTS								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
356 TELEPHONE			/ /					
		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								
JV 5163 14	Reclass LBS, Inc. Inv		/ /	344.88	1/23			
	497301							
		Object Total:		344.88	344.88	10,260.00	9,915.12	3%
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	%

03/02/23
08:24:16

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Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
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	%
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	%

03/02/23
08:24:16

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Page: 4 of 5
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Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
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	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	11,400.00	11,400.00	%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES								
JV 5177 15	FIBT Stop Charge Library		/ /	30.00	1/23			
JV 5178 6	TransFirst January 2023		/ /	623.77	1/23			
		Object Total:		653.77	653.77	1,750.00	1,096.23	37%
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								
JV 5138 16	Jan 2023 Cost Allocations		/ /	3,501.92	1/23			
		Object Total:		3,501.92	3,501.92	42,023.00	38,521.08	8%

03/02/23
08:24:16

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Page: 5 of 5
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Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
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	%
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:			94,941.18	94,941.18	1,845,888.00	1,750,946.82	
	Fund Total:			94,941.18	94,941.18	1,845,888.00	1,750,946.82	

***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).

03/02/23
08:32:35

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 2/23 - 2/23

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 5150133	Payroll 02.10.2023		/ /	27,391.20	2/23			
JV 5175124	PAYROLL 02.24.2023		/ /	28,325.59	2/23			
		Object Total:		55,716.79	96,934.90	794,990.00	698,055.10	12%
114 PART TIME SALARIES								
JV 5150134	Payroll 02.10.2023		/ /	4,915.19	2/23			
JV 5175125	PAYROLL 02.24.2023		/ /	4,686.32	2/23			
		Object Total:		9,601.51	17,541.31	146,358.00	128,816.69	12%
209 CLASSIFIED ADS								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 5150135	Payroll 02.10.2023		/ /	2,381.68	2/23			
JV 5175126	PAYROLL 02.24.2023		/ /	2,435.64	2/23			
		Object Total:		4,817.32	8,443.18	72,013.00	63,569.82	12%
230 RETIREMENT								
JV 5150136	Payroll 02.10.2023		/ /	4,179.89	2/23			
JV 5175127	PAYROLL 02.24.2023		/ /	4,319.79	2/23			
		Object Total:		8,499.68	14,769.51	121,315.00	106,545.49	12%
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 5150137	Payroll 02.10.2023		/ /	4,034.04	2/23			
JV 5175128	PAYROLL 02.24.2023		/ /	4,039.52	2/23			
		Object Total:		8,073.56	16,141.56	130,844.00	114,702.44	12%
333 BUILDING RENTAL								
CL 108524 1 106222	FEBRUARY RENT	MISC06847	01/19/23	10,032.50	2/23	549 WF PUB SCHOOLS DIST #6		
		Object Total:		10,032.50	20,065.00	120,752.00	100,687.00	17%
340 TRAVEL & EDUCATION								
CC 1033 2	TRAVEL & EDUCATION		/ /	1,053.04	2/23	3162 VISA LIBRARY #2		
CL 108446 1 106040	MILEAGE		01/06/23	9.52	2/23	3869 ALISHA REIS		
CL 108948 1 106253	MILEAGE		02/07/23	15.90	2/23	3417 CHELSEA SIMDORN		
RV 7518 13	Friends of the West Fargo Libr		/ /	-605.00	2/23			
		Object Total:		473.46	491.74	17,392.00	16,900.26	3%

03/02/23
08:32:35

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Page: 2 of 6
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7000 LIBRARY								
411600 LIBRARY								
348 BUYOUTS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 108914 28 106363 jan 2023 library		9927109444	01/08/23	127.42	2/23 3668 VERIZON WIRELESS			
		Object Total:		127.42	127.42	3,300.00	3,172.58	4%
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								
CC 1032 4	OFFICE SUPPLIES		/ /	93.74	2/23 3161 VISA LIBRARY #1			
CC 1033 1	OFFICE SUPPLIES		02/02/23	36.93	2/23 3162 VISA LIBRARY #2			
CL 108523 1 106079	OFFICE SUPPLIES	7241287	01/10/23	293.10	2/23 77 DEMCO INC			
CL 108523 2 106079	OFFICE SUPPLIES	7248245	01/23/23	473.54	2/23 77 DEMCO INC			
CL 108664 1 106055	OFFICE SUPPLIES	W012239771	01/12/23	146.00	2/23 351 BUSINESS ESSENTIALS			
CL 108664 3 106055	OFFICE SUPPLIES	W012258171	01/23/23	61.14	2/23 351 BUSINESS ESSENTIALS			
CL 108951 1 106336	WATER (OFFICE SUPPLIES)	8013870123	01/31/23	123.78	2/23 3276 PREMIUM WATERS INC			
CL 108953 2 106247	OFFICE SUPPLIES	W012283071	02/06/23	19.39	2/23 351 BUSINESS ESSENTIALS			
CL 108953 3 106247	OFFICE SUPPLIES	W012244891	02/08/23	147.27	2/23 351 BUSINESS ESSENTIALS			
		Object Total:		1,394.89	1,418.96	13,000.00	11,581.04	11%
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								
CL 108521 1 106109	SERVICE	33273854	01/20/23	442.89	2/23 2877 GREATAMERICA FINANCIAL			
JV 5156 14	AGREEMENTS/CONTRACTS Reclass LBS, Inc. Inv 500074		/ /	388.07	2/23			
		Object Total:		830.96	1,175.84	10,260.00	9,084.16	11%
490 MISC								
CC 1033 4	MISC		/ /	112.36	2/23 3162 VISA LIBRARY #2			
		Object Total:		112.36	112.36	0.00	-112.36	%
497 TECHNOLOGY								
CC 1032 2	TECHNOLOGY		/ /	269.89	2/23 3161 VISA LIBRARY #1			
		Object Total:		269.89	269.89	63,064.00	62,794.11	%

03/02/23
08:32:35

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7000 LIBRARY								
411600 LIBRARY								
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								
CL 108664 4 106055 SECURITY MIRROR - EQUIPMENT		W012269261	01/30/23	88.99	2/23	351 BUSINESS ESSENTIALS		
CL 108947 1 106254 BETTY & ALISHA CHAIRS (FURN)		74921RF	02/13/23	721.94	2/23	928 CHRISTIANSON'S BUSINESS		
CL 108953 1 106247 FURN (DESK, CHAIR)		0EQ7711041	02/01/23	3,523.92	2/23	351 BUSINESS ESSENTIALS		
		Object Total:		4,334.85	4,334.85	27,950.00	23,615.15	16%
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	%
648 PROFESSIONAL PUBLICATIONS								
CC 1033 6 PROFESSIONAL PUBLICATIONS			/ /	175.56	2/23	3162 VISA LIBRARY #2		
CL 108665 10 106045 PROFESSIONAL PUBLICATIONS NS23010164			01/10/23	653.40	2/23	1695 BAKER & TAYLOR		
		Object Total:		828.96	828.96	3,000.00	2,171.04	28%
649 PROGRAMMING								
CC 1030 2 PROGRAMMING			/ /	236.00	2/23	4576 VISA LIBRARY #3		
CC 1032 3 PROGRAMMING			/ /	685.76	2/23	3161 VISA LIBRARY #1		
CC 1033 3 PROGRAMMING			/ /	59.97	2/23	3162 VISA LIBRARY #2		
CL 108664 2 106055 PROGRAMMING		W012258171	01/23/23	152.34	2/23	351 BUSINESS ESSENTIALS		
CL 108792 1 106228 ORganizing Class			/ /	250.00	2/23	4702 Organize it with Michelle		
		Object Total:		1,384.07	1,534.07	16,000.00	14,465.93	10%
650 E RESOURCES								
CL 108949 1 106311 E REOURCES		503310613	01/31/23	2,667.11	2/23	1854 MIDWEST TAPE		
CL 108950 1 106324 E RESOURCES		1000285722	02/02/23	364.24	2/23	3416 OCLC, INC.		
		Object Total:		3,031.35	9,289.45	41,285.00	31,995.55	23%
653 CAPITAL IMPROVEMENTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING			/ /					
		Object Total:		0.00	1,500.00	7,000.00	5,500.00	21%
662 BOOKS								
CC 1030 1 BOOKS			02/02/23	573.22	2/23	4576 VISA LIBRARY #3		
CC 1032 1 BOOKS			02/02/23	42.15	2/23	3161 VISA LIBRARY #1		
CL 108665 1 106045 BOOKS		2037219190	01/04/23	53.62	2/23	1695 BAKER & TAYLOR		
CL 108665 2 106045 BOOKS		2037240662	01/09/23	16.98	2/23	1695 BAKER & TAYLOR		
CL 108665 3 106045 BOOKS		2037227890	01/05/23	594.45	2/23	1695 BAKER & TAYLOR		
CL 108665 4 106045 BOOKS		2037227711	01/09/23	308.51	2/23	1695 BAKER & TAYLOR		
CL 108665 5 106045 BOOKS		2037219036	01/09/23	390.33	2/23	1695 BAKER & TAYLOR		

03/02/23
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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 2/23 - 2/23

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 108665 6	106045 BOOKS	2037244327	01/13/23	153.96	2/23	1695 BAKER & TAYLOR		
CL 108665 7	106045 BOOKS	2037256302	01/19/23	2,180.55	2/23	1695 BAKER & TAYLOR		
CL 108665 8	106045 BOOKS	2037261292	01/20/23	86.86	2/23	1695 BAKER & TAYLOR		
CL 108665 9	106045 BOOKS	2037267808	01/23/23	280.57	2/23	1695 BAKER & TAYLOR		
CL 108946 1	106372 BOOKS	0001648095	01/31/23	199.00	2/23	2517 WORLD BOOK, INC		
CL 108946 2	106372 BOOKS	0001648101	01/31/23	399.00	2/23	2517 WORLD BOOK, INC		
CL 108952 1	106240 BOOKS	2037279236	01/27/23	340.18	2/23	1695 BAKER & TAYLOR		
CL 108952 2	106240 BOOKS	2037283149	01/31/23	87.08	2/23	1695 BAKER & TAYLOR		
CL 108952 3	106240 BOOKS	2037288721	01/31/23	774.04	2/23	1695 BAKER & TAYLOR		
Object Total:				6,480.50	6,480.50	100,750.00	94,269.50	6%
663 MAGAZINES								
CC 1030 3	MAGAZINE	/	/	184.95	2/23	4576 VISA LIBRARY #3		
CC 1032 5	MAGAZINES	/	/	5.99	2/23	3161 VISA LIBRARY #1		
Object Total:				190.94	5,255.38	5,500.00	244.62	96%
664 AUDIO VIDEO								
CL 108663 1	106150 DVD	503246427	01/17/23	48.04	2/23	1854 MIDWEST TAPE		
CL 108663 2	106150 DVD	503273529	01/24/23	24.77	2/23	1854 MIDWEST TAPE		
CL 108663 3	106150 DVD	503304408	01/31/23	22.78	2/23	1854 MIDWEST TAPE		
CL 108663 4	106150 AUDIOBOOK	503213974	01/10/23	42.24	2/23	1854 MIDWEST TAPE		
CL 108663 5	106150 AUDIOBOOK	503273527	01/24/23	42.24	2/23	1854 MIDWEST TAPE		
Object Total:				180.07	331.69	31,500.00	31,168.31	1%
667 MEMBERSHIPS								
CC 1033 5	MEMBERSHIPS	/	/	259.00	2/23	3162 VISA LIBRARY #2		
Object Total:				259.00	379.00	3,500.00	3,121.00	11%
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	%
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	%

03/02/23
08:32:35

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 2/23 - 2/23

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								
689 PROMOTIONAL ACTIVITIES								
CC 1032 6	PROMOTIONS		/ /	101.52	2/23	3161 VISA LIBRARY #1		
CL 108449 1	106098 PROMOTIONS - LIBRARY MAGAZINE	224533	01/03/23	1,032.91	2/23	4661 FORUM COMMUNICATIONS		
	Object Total:			1,134.43	1,134.43	11,400.00	10,265.57	10%
724 CONSULTING/TESTING FEES			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES			/ /					
	Object Total:			0.00	653.77	1,750.00	1,096.23	37%
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			/ /					
JV 5180 16	February 2023 Cost Allocations		/ /	3,501.92	2/23			
	Object Total:			3,501.92	7,003.84	42,023.00	35,019.16	17%
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	%
903 HISTORY ROOM			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
994 ODIN			/ /					
CL 108445 1	106171 ODIN YEARLY MEMBERSHIP	16063	01/13/23	22,996.00	2/23	832 ODIN		
	Object Total:			22,996.00	22,996.00	24,200.00	1,204.00	95%
	Account Total:			144,272.43	239,213.61	1,845,888.00	1,606,674.39	
	Fund Total:			144,272.43	239,213.61	1,845,888.00	1,606,674.39	

***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).

Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
Revenue						
310001	PROPERTY TAXES	879,993.86	1,071,324.37	1,947,167.00	-875,842.63	55
310002	DISCOUNT PROPERTY TAXES			-72,045.00	72,045.00	
335600	STATE AID			31,000.00	-31,000.00	
						56
	Total Revenue	879,993.86	1,071,324.37	1,906,122.00	-834,797.63	56
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	55,716.79	96,934.90	794,990.00	698,055.10	12
114	PART TIME SALARIES	9,601.51	17,541.31	146,358.00	128,816.69	12
220	SOCIAL SECURITY	4,817.32	8,443.18	72,013.00	63,569.82	12
230	RETIREMENT	8,499.68	14,769.51	121,315.00	106,545.49	12
240	WORKFORCE SAFETY INSURANCE			1,512.00	1,512.00	
250	UNEMPLOYMENT			500.00	500.00	
312	ATTORNEY			4,000.00	4,000.00	
320	HEALTH INSURANCE	8,073.56	16,141.56	130,844.00	114,702.44	12
333	BUILDING RENTAL	10,032.50	20,065.00	120,752.00	100,687.00	17
340	TRAVEL & EDUCATION	473.46	491.74	17,392.00	16,900.26	3
356	TELEPHONE	127.42	127.42	3,300.00	3,172.58	4
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING			3,000.00	3,000.00	
410	OFFICE SUPPLIES	1,394.89	1,418.96	13,000.00	11,581.04	11
424	GAS AND OIL			1,200.00	1,200.00	
427	VEHICLES MAINTENANCE			1,200.00	1,200.00	
428	SERVICE AGREEMENTS-CONTRA	830.96	1,175.84	10,260.00	9,084.16	11
490	MISC	112.36	112.36		-112.36	
497	TECHNOLOGY	269.89	269.89	63,064.00	62,794.11	
500	SUPPLIES			500.00	500.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000	4,334.85	4,334.85	27,950.00	23,615.15	16
644	POSTAL METER RENT			1,200.00	1,200.00	
648	PROFESSIONAL PUBLICATIONS	828.96	828.96	3,000.00	2,171.04	28
649	PROGRAMMING	1,384.07	1,534.07	16,000.00	14,465.93	10
650	E RESOURCES	3,031.35	9,289.45	41,285.00	31,995.55	23
661	POSTAGE/FREIGHT/SHIPPING		1,500.00	7,000.00	5,500.00	21
662	BOOKS	6,480.50	6,480.50	100,750.00	94,269.50	6
663	MAGAZINES	190.94	5,255.38	5,500.00	244.62	96
664	AUDIO VIDEO	180.07	331.69	31,500.00	31,168.31	1
667	MEMBERSHIPS	259.00	379.00	3,500.00	3,121.00	11
668	PRINTING			1,000.00	1,000.00	
669	INSURANCE			2,750.00	2,750.00	
672	EMERGENCY MEDICAL SUPPLIES			350.00	350.00	
689	PROMOTIONAL ACTIVITIES	1,134.43	1,134.43	11,400.00	10,265.57	10
740	SERVICE CHARGES		653.77	1,750.00	1,096.23	37
864	FURN & EQUIP DEPRECIATED >\$5,000			5,830.00	5,830.00	

03/02/23
08:23:18

CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 2 / 23

Page: 2 of 2
Report ID: LB170A

Combined Funds

			----- Current Year -----				
Account	Object	Description	Current Month	Current YTD	Budget	Variance	%
880		COST ALLOCATIONS	3,501.92	7,003.84	42,023.00	35,019.16	17
890		TRANSFERS OUT			10,000.00	10,000.00	
901		CATALOGING			3,200.00	3,200.00	
994		ODIN	22,996.00	22,996.00	24,200.00	1,204.00	95
Total Account			144,272.43	239,213.61	1,845,888.00	1,606,674.39	13
Total Expenses			144,272.43	239,213.61	1,845,888.00	1,606,674.39	13
Net Income from Operations			735,721.43	832,110.76			
Other Revenue							
360000		MISCELLANEOUS REVENUE	166.25	563.87	5,000.00	-4,436.13	11
360100		SPONSORSHIPS	5,807.20	5,807.20	20,000.00	-14,192.80	29
Total Other Revenue			5,973.45	6,371.07	25,000.00	-18,628.93	25
Net Income			741,694.88	838,481.83			



Circulation Policy

Revision approved: Sept. 15, 2022

I. Purpose

The West Fargo Public Library provides a variety of resources and items to its patrons to check-out and borrow. This policy outlines the eligibility, parameters, and terms of borrowing items through the West Fargo Public Library.

II. Definitions

Circulation and Borrowing: Items in the Library's collection may be borrowed by cardholders based on that item's circulation settings. Circulation is how the Library quantifies how many times that item is borrowed from the collection by patrons.

Damaged: Items are assessed and deemed "damaged" by library staff.

Good Standing: A patron account is considered in "good standing" if the charges on the account total less than thirty-five dollars (\$35.00).

Hold: Patrons can place a hold on an item in the Library's collection when the item is not immediately available. A hold creates a virtual queue on the item in the Library's electronic system.

Late: Items returned after their due date are considered late. The due date varies on the item's loan period.

Loan Period: The loan period is the amount of time patrons are allowed to keep an item when borrowing it from the Library. The amount of time in a loan period varies by the type of item.

Lost: Items are deemed "lost" twenty-eight (28) days after their final due date (including any renewals).

Renewal: The loan period of an item can be renewed, allowing a patron to keep an item longer. Not all items are eligible for renewals.

Special Item and Equipment: The Library provides more than physical books. Items in the collection defined as "Special Items" or "Equipment" have specific loan periods and circulation parameters based on the number of items in the collection and the cost of the item.

- Examples include: Book Club Kits, Ozobots, Apple iPads, Playaway Launchpad tablets, mobile hotspots, and State Park Passes.

III. Borrowing and Returning Items

- A patron is responsible for the return, in good condition, of any Library materials checked out on their library card.
- Patrons must maintain an account in good standing in order to borrow items from the Library's collection.

IV. Circulation Limits

- Resident and Non-Resident Cardholders may check out up to 50 items per card, including but not exceeding one (1) of each type of special item (iPad, children's tablet, State Park Pass, Ozobot, Mobile Hotspot) if eligible per the [Equipment Check-out Policy](#).
- Temporary Cardholders may check out up to 10 items per card. Temporary cardholders are unable to check out special items.
- Institutional Cardholders may check out up to 75 items per card, including but not exceeding one (1) of each type of special item (iPad, children's tablet, State Park Pass, Ozobot, Mobile Hotspot) if eligible per the [Equipment Check-out Policy](#).
- Interlibrary Loans are only available to Resident Cardholders. Reciprocity Cardholders and Temporary Cardholders are ineligible for ILLs. See [Interlibrary Loan and Consortia Hold Policy](#).

V. Loan Periods

Most materials may be checked out for up to three (3) weeks with the exception of the following:

- DVDs and State Park Passes have a 1-week loan period.
- Book Club Kits have an 8-week loan period.
- The loan period for digital electronic materials varies as they are automatically returned.
- The loan period for interlibrary loans varies based on lending library.

VI. Renewals and Holds

Renewals:

- Patrons in good standing may renew most circulating items not on hold for another patron for two additional loan periods which will begin at the time of renewal, not to extend the length of the loan to more than three consecutive loan periods.
- If the item is eligible, renewals will be made automatically, but patrons may also renew items online, in person, or over the phone.
- Book club kits may not be renewed.

Holds:

- Most circulating items may be placed on hold online, by phone, or in person. Available items will be ready for the patron to collect at the hold pickup location in the library within 24 hours of submitting the request.
- For any item already checked out or on hold, the patron will be placed on that item's waiting list.
- A patron may have up to ten (10) active holds at any time, including loaned and pending holds.

VII. Late Fines

- The West Fargo Public Library does not charge late fines with the exception of Mobile Hotspots, Ozobots, iPads, and children's tablets.
- The late fine for Mobile Hotspots, Ozobots, iPads, and children's tablets is \$5 per day. The late fine is based on the total number of days the item is overdue, excluding days that the Library is not open.
- Patrons are responsible for the full amount of their late fines.

VIII. Non-Returned or Damaged Items

- Patrons will be assessed the full replacement cost of the item to replace non-returned or lost items.
- The replacement fee is non-refundable.
- A patron may be assessed a charge for any damage to Library materials occurring while the materials are checked out, regardless of whether or not the patron was directly responsible for the damage.
- The amount charged for damage is determined by assessment of:
 - The extent of the damage to the materials in question.
 - The appearance and future usability of the damaged items.
- Damage charges may be assessed up to the total of the full replacement costs of the materials.
- In the event that the patron is assessed full replacement costs, the patron is entitled to keep the damaged materials when full payment has been made. Items will be held for the patron for up to two months from the time of withdrawal from the Library catalog.
- The Library does not accept replacement items in lieu of payment of replacement cost or damage fees.

IX. Related Charges

- Library Card Fees:

Resident, Temporary or Institutional Card	No charge
Non-Resident Library Card	\$25 per year
Replacement of damaged card	No charge
Replacement of lost/stolen card	\$1

- Replacement Charges:

Replacement charges for lost or damaged items will vary with the cost of the item.

- Copier/Printer Charges:

Copier/Printer fee (black and white)	\$0.10 per page
Copier/Printer fee (color)	\$0.50 per page

- Fax Charges

Outgoing or incoming faxes (excluding cover page)	\$1 per page
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X. Referenced Policies and Resources

This policy is subject to all federal, state, and local laws and policies including, but not limited to:

- WFPL Board. Collection Development and Management Policy
- WFPL Board. Equipment Checkout Policy
- WFPL Board. Interlibrary Loan and Consortia Hold Policy
- WFPL Board. Library Cards Policy
- WFPL Board. Reciprocal Borrowing Policy



Interlibrary Loan and Consortia Hold Policy

Approved:

I. Purpose

The West Fargo Public Library participates in resource sharing that allows patrons to borrow materials from other library systems that are not owned by West Fargo Public Library or the Online Dakota Information Network (ODIN) Consortium. This policy outlines the eligibility, available materials, how to submit a request, and terms for patrons borrowing items and for the Library lending items to other libraries.

II. Principles

- Interlibrary Loans and Consortia Holds further the Library's mission by providing patrons with access to items outside of the collection to achieve their goals, explore their passions and develop social connections.
- The Library recognizes the importance of resource sharing with other libraries throughout the region because it broadens all library patrons' access to resources and information.
- Items requested for Interlibrary Loan and Consortia Holds are evaluated for purchase and permanent addition to the Library's collection.

III. Definitions

Interlibrary Loan refers to items sourced through the North Dakota State Library from across the state of North Dakota and beyond.

Online Dakota Information Network (ODIN) Consortium Hold or *ODIN Hold/In-Transit Hold* refers to items sourced through the ODIN Consortium network of libraries. West Fargo Public Library is an ODIN library.

IV. Interlibrary Borrowing (for West Fargo Public Library Patrons)

Eligibility

- West Fargo Public Library patrons who are residents of West Fargo, the West Fargo Public School District or have paid for a Non-Resident library card are eligible to request items through Interlibrary Loan.
- West Fargo Public Library Temporary patrons and Reciprocity patrons are not eligible for Interlibrary Loan. Fargo Public Library and Lake Agassiz Regional Library cardholders must request Interlibrary Loan items from their home library.
- Patron accounts must be in good standing before items are checked-out.
- Expired cards must be reactivated.

Available Materials

- The Library accepts Interlibrary Loan requests for most types of materials.
- Items already owned by the Library or the ODIN Consortium will not be requested for Interlibrary Loan, unless the Library's item is missing, lost, or damaged.
- Items already owned by the Library or the ODIN Consortium that are checked-out, on hold, or non-circulating will not be requested for Interlibrary Loan.
- Lending libraries are unlikely to loan certain items, such as new publications, reference items, and rare, bulky or fragile items.
- The Library is able to obtain no more than five (5) articles published within the past five years from a periodical (journal, newspaper, or magazine) per patron per copyright restriction Title 17, U.S. Code.

Terms

- Patrons can have five (5) active requests at a time, including pending or checked-out items.
- The Library attempts to borrow from libraries that do not charge for Interlibrary Loans, but occasionally materials are located only at institutions that impose a fee. Patrons will be notified of the potential charges prior to the items being ordered from the lending institution.
- The Library is bound by any restrictions imposed by the lending institution. These may include "in-library use only", "no renewals", or "no photocopying" stipulations.
- The loan period is determined by the lending library, not West Fargo Public Library.
- Requests for renewal must be made at least three (3) business days before the item's due date. Renewals are granted by the lending library and cannot be guaranteed.
- Patrons must pick-up Interlibrary Loan materials from the service desk. Articles may be emailed as digital files.
- Patrons must return fragile items to the service desk.
- Unclaimed photocopies will be held for three (3) weeks. All other unclaimed items will be held until they are due back to the lending library.
- Repeat requests of the same unclaimed item(s) by a patron will not be accepted

- Interlibrary Loan borrowing privileges may be suspended for repeated unclaimed requests.
- Patrons are responsible for all charges resulting from damage or loss of materials, including late fees imposed by the lending library. These charges may vary depending on the cost of the item borrowed and/or the lending library's fees. Refunds will not be issued. Replacements are not accepted.

Requesting Items

- Requests can be made in-person at the Library service desk, by phone, or through the Library website via the catalog or the Interlibrary Loan Form [LINK].
- Patrons must provide their Library card or the barcode number on the card when submitting a request.
- Interlibrary Loans are time intensive and the time needed varies depending on the lending library. Interlibrary Loans may take a minimum of two (2) weeks, but up to four (4) weeks or longer in some cases.
- Service will be provided as quickly as possible. If it is not possible to obtain the materials by the date indicated by the patron, the request will be cancelled.

V. ODIN Consortia Borrowing (for West Fargo Public Library Patrons)

Eligibility

- West Fargo Public Library patrons who are residents of West Fargo, the West Fargo Public School District, have paid for a Non-Resident library card, Reciprocity or Temporary Patrons are eligible to place ODIN Consortia items on hold.
- Patron accounts must be in good standing before items are checked-out.
- Expired cards must be reactivated.

Available Materials

- Patrons are able to place holds on most items within the ODIN Consortium. Items already owned by the Library are provided to West Fargo Public Library patrons first, before being sent to other consortium libraries.
- Items already owned by the Library will not be requested to be filled by the ODIN Consortium, unless the Library's item is missing, lost, or damaged.
- Items already owned by the Library that are checked-out, on hold, or non-circulating will not be requested for an ODIN Consortium Hold.
- Lending libraries are unlikely to loan certain items, such as new publications, reference items, and rare, bulky or fragile items. Lending libraries determine which collections do not circulate, which may result in the inability to fulfill a hold request.

Terms

- Items are loaned for 21 days, with up to two (2) renewals pending availability.
- Unclaimed items will be held for one week prior to being sent back to the lending library.
- Repeat requests of the same unclaimed item(s) by a patron will not be accepted
- Consortium borrowing privileges may be suspended for repeated unclaimed requests, lost, or damaged items.
- Patrons are responsible for all charges resulting from damage or loss of materials, excluding late fees. These charges may vary depending on the cost of the item borrowed and/or the lending library's fees. Refunds will not be issued. Replacements are not accepted.

Requesting Items

- Requests can be made in-person at the Library service desk, by phone, or through the Library catalog by placing a request on an item.
- Patrons must provide their Library card or the barcode number on the card when submitting a request in-person or by phone.
- Consortium holds are typically processed in five (5) to seven (7) business days, dependent on the item's availability and circulation status.

VI. Interlibrary Lending (for Requesting Libraries)

Eligibility

- West Fargo Public Library participates as a lender in the North Dakota Interlibrary Loan System facilitated by the North Dakota State Library.
- The Library is a lending library through Online Computer Library Center (OCLC) and will lend items outside of North Dakota.

Available Materials

- The Library will loan items from the circulating collection, with the exception of new publications, magazines, technology, equipment, and passes.
- Non-circulating collections are not available for Interlibrary Loan.

Terms

- The borrowing library must request the material through the North Dakota State Library.
- The Library reserves the right to refuse to lend materials or ask a borrowing library to restrict the use of materials as requested.
- Fees may be charged for photocopies.
- The borrowing library is responsible for the borrowed material. If loss or damage occurs, the borrowing library is responsible for compensation or replacement, as determined by the Library.
- Materials loaned by the Library will be subject to standard policies regarding lost and damaged materials per the Circulation Policy.
- The borrowing library and its patrons must comply with the loan conditions specified by the Library, including loan periods.

VII. Referenced Policies and Resources

This policy is subject to all federal, state, and local laws and policies including, but not limited to:

- WFPL Board. [Circulation Policy](#)
- WFPL Board. [Policy on Circulation Limits, Loan Periods, Late Fines and Related Charges](#)
- WFPL Board. [Collection Development and Management Policy](#)
- WFPL Board. [Library Cards Policy](#)
- WFPL Board. [Reciprocal Borrowing Policy](#)
- WFPL Board. Equipment Checkout Policy [LINK]
- Interlibrary Loan Form. [LINK]



Equipment Check-Out Policy

Approved:

I. Purpose

The West Fargo Public Library provides equipment and technology available for patron checkout. This lending program is designed to acknowledge the fundamental importance of equal access to the internet, technology, and other equipment in modern society. By providing the means to access internet at home or utilize the various equipment provided, the Library can help connect members of the community to important resources and services even when the library building is closed.

II. Principles

- The primary purpose of circulating equipment and technology is to connect individuals with information, ideas, and with each other.
- In accordance with the Library's mission, the equipment provided by the Library is intended to help our patrons achieve their goals, explore their passions, and develop social connections.

III. Definitions

Mobile Hotspot: Mobile hotspots are portable internet access devices that allow patrons to connect to a Wi-Fi network using a computer, smartphone, or another device. Mobile hotspots are not intended to replace an internet router for household use.

- Equipment included: wireless mobile hotspot, charging cable, and device case.

Tablet: Tablets are portable devices with access to apps and learning modules for all ages. The Library includes both the Apple iPads and the Playaway Launchpads in the terms of borrowing tablets.

- Equipment included: tablet, charging cable, and device case.

Ozobot Evo: Ozobots are small coding robots that use sensors to read lines and colors. They allow patrons to practice coding on an elementary level. The Library provides Ozobots as a kit to patrons.

- Equipment included: one Ozobot, markers, charging cable, instructions, and device case.

IV. Eligibility

- Equipment may be checked-out by West Fargo Public Library patrons who are age 18 and older, and who are residents of West Fargo, the West Fargo Public School District, have paid for an Out of Area library card, or are a Reciprocity Patron from Fargo Public Library or the Lake Agassiz Regional Library.
 - Temporary card holders are not eligible to check-out equipment.
- Eligible card holders are required to have their card for a minimum of three (3) months.
- Eligible card holders cannot have overdue materials or fines on their patron account.
- Eligible card holders must review the Equipment Checkout Policy and sign an Equipment Checkout Form prior to being issued any equipment.
- Youth cardholders can checkout equipment once an Equipment Checkout Form is signed by a parent/guardian and the parent/guardian presents a valid Photo ID.

V. Terms of Use

All Equipment

- All equipment is loaned for a period of three (3) weeks.
- Equipment is eligible for the two automatic renewals, if the item is not on hold for another patron.
- Equipment can be placed on hold.
- Only one (1) of each type of device can be borrowed on one patron account at a time. (i.e., one tablet and one hotspot, but not two hotspots).
- Equipment loaned is the responsibility of the borrower; the borrower is responsible for all replacement costs associated with loss, damage, or theft of the device or accessories due to neglect or abuse.
- Patrons agree to not make any permanent changes to the equipment.
- Equipment must be returned to the Library's service desk during the Library's regular operating hours. Equipment may not be placed in one of the Library's outdoor or indoor book drops.
- Patrons must allow Library staff time to verify the good condition of the device and its accessories at the time of check-out and check-in.
- Equipment is not considered returned until all components of the device are returned to the Library service desk.
- Equipment not returned on their due date will result in the internet service to the device being deactivated or the device being locked.
- Patrons must report any problems with the device to a Library staff person.

Mobile Hotspots

- Mobile Hotspots not returned on their due date will result in service to the device being deactivated and locked. A \$5.00/per day late fee is charged to the patron's account until the device is returned.
- Patrons who do not return the device within 28 days from the return date will be charged for the cost of the device and its accessories.
- If the late device is returned in good condition, the patron is responsible for the cost of the devices and its accessories or the cost of the late fees, whichever is higher.

Tablets

- Tablets not returned on their due date will result in service to the device being deactivated and locked. A \$5.00/per day late fee is charged to the patron's account until the device is returned.
- Patrons who do not return the device within 28 days from the return date will be charged for the cost of the device and its accessories.
- If the late device is returned in good condition, the equipment charges will be waived, but the patron is still responsible for the late fees incurred.

Ozobots

- Ozobots not returned on their due date will result in service to the device being deactivated and locked. A \$5.00/per day late fee is charged to the patron's account until the device is returned.
- Patrons who do not return the device within 28 days from the return date will be charged for the cost of the device and its accessories.
- If the late device is returned in good condition, the equipment charges will be waived, but the patron is still responsible for the late fees incurred.

VI. Disclaimers and Restrictions

All Equipment

- The Library reserves the right to terminate borrowing privileges from the borrowers who damage, abuse, or lose equipment, or who are repeatedly late in returning the device.
- The Library is not responsible for any data loss resulting from use of Library equipment.
- The Library is not responsible for the information accessed, obtained, or disseminated while using Library equipment. Any actions that lead to criminal prosecution are the responsibility of the patron, not the Library.
- Use of Library equipment for illegal activity or use that violates the Library's Computer Use Policy is prohibited.

Mobile Hotspots

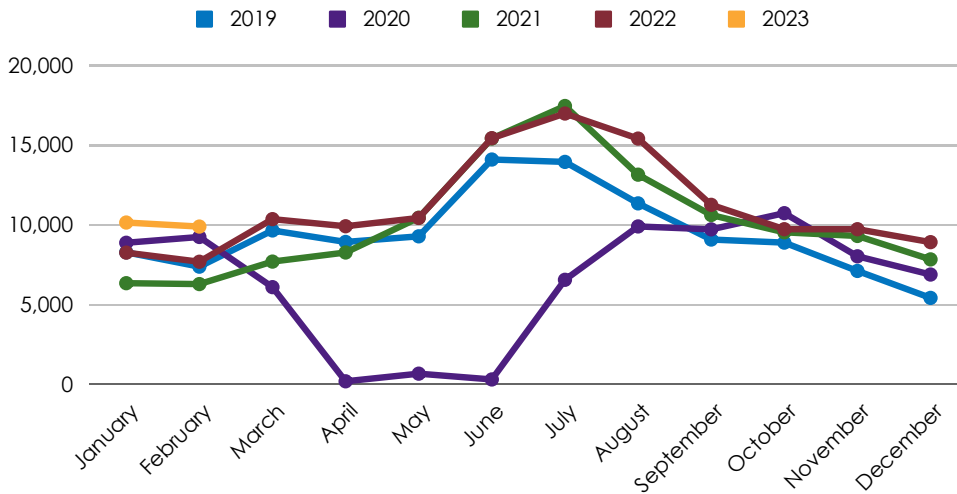
- Internet service varies based on location. The Library does not guarantee availability of hotspot service, continuous service, or speed of the connection.
- Mobile hotspots are not intended to serve as a replacement to a home internet router.
- Service outside of the United States is prohibited. Fees associated with use outside this area will be the responsibility of the patron.

VII. Referenced Policies and Resources

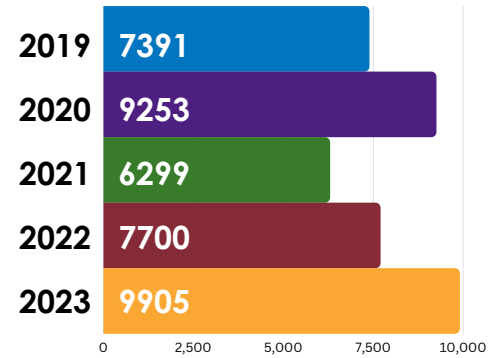
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- WFPL Board. [Reciprocal Borrowing Policy](#)
- WFLP Board. [Computer Use Policy.](#)

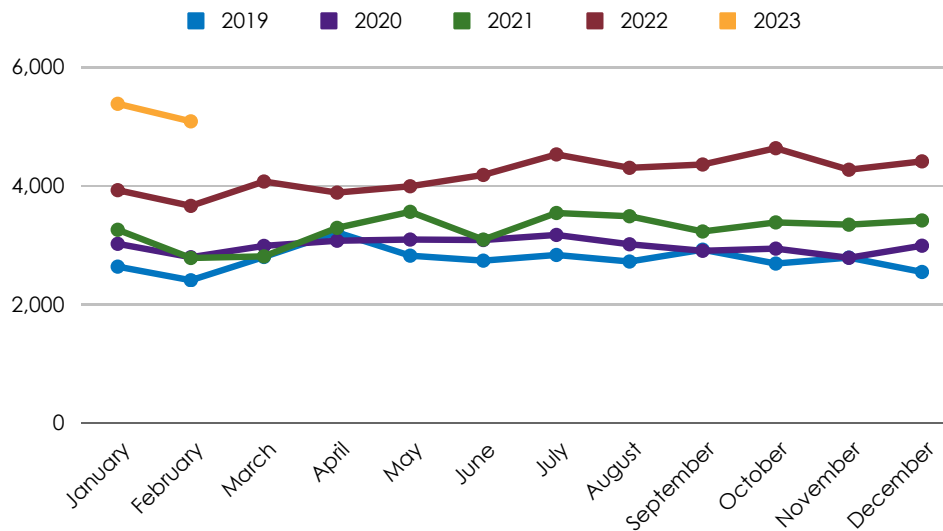
Physical Item Circulation



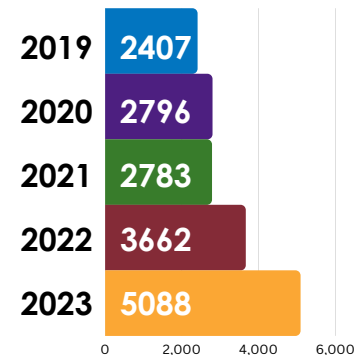
February Circulation



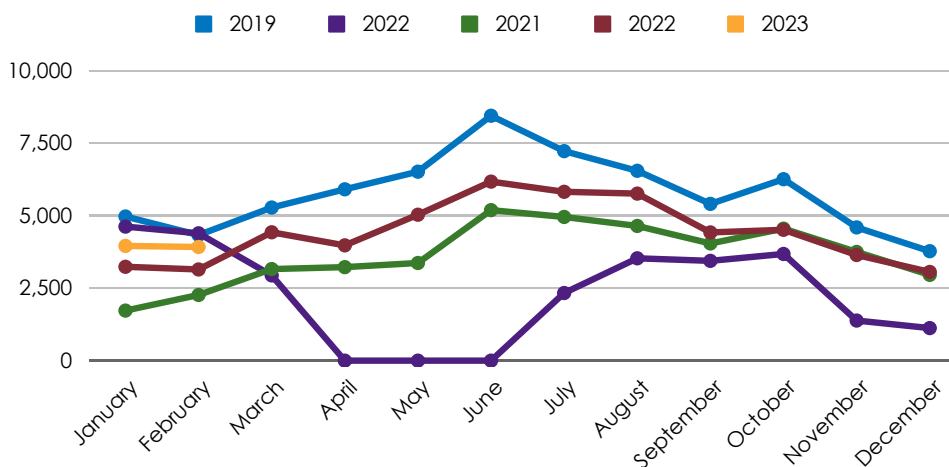
Electronic Materials Circulation



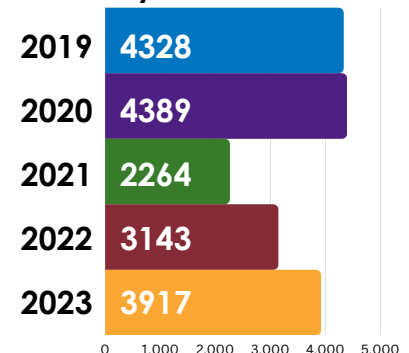
February Circulation Hoopla & OverDrive/Libby



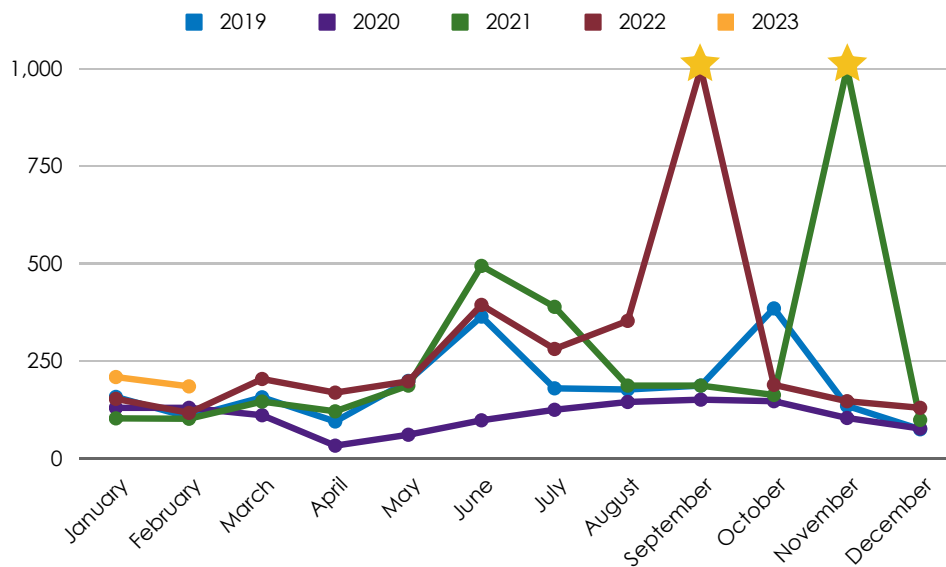
Door Count



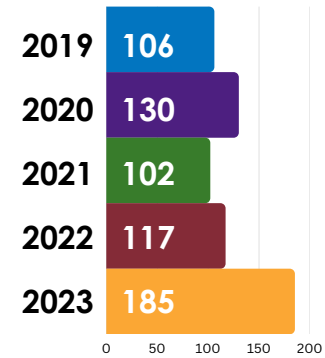
February Door Count



Library Card Signups

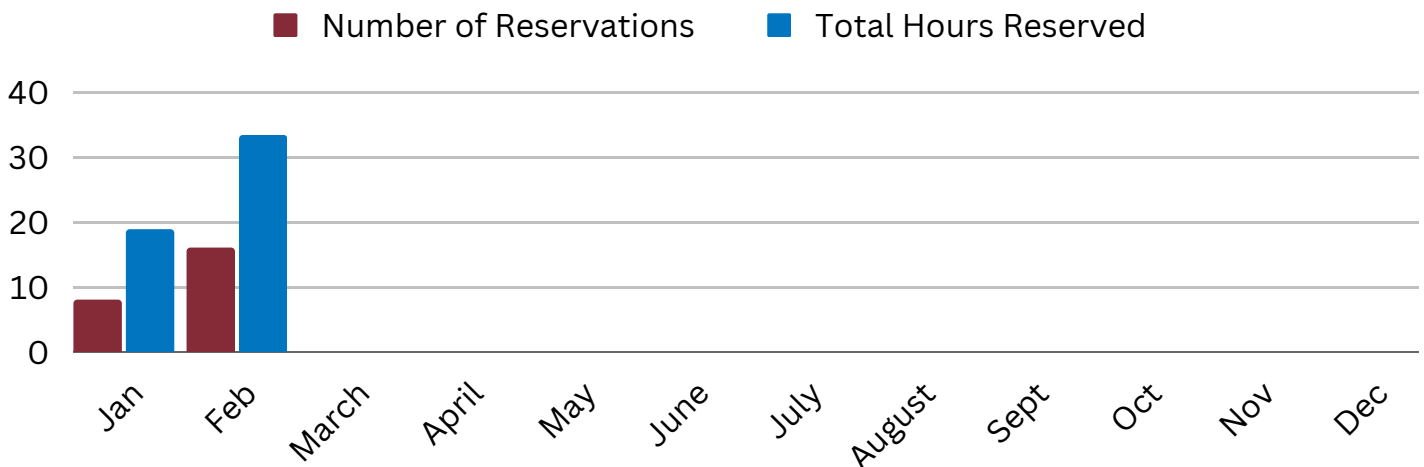


February Signups



★ 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.

Meeting Room Usage



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

- patrons studying for exams
- patrons joining zoom calls for work
- interviews
- Cub Scouts
- Girl Scouts
- Yards Downtown Business Association meeting
- Red River Radio Amateurs meetings

February 2023 Meeting Room Use

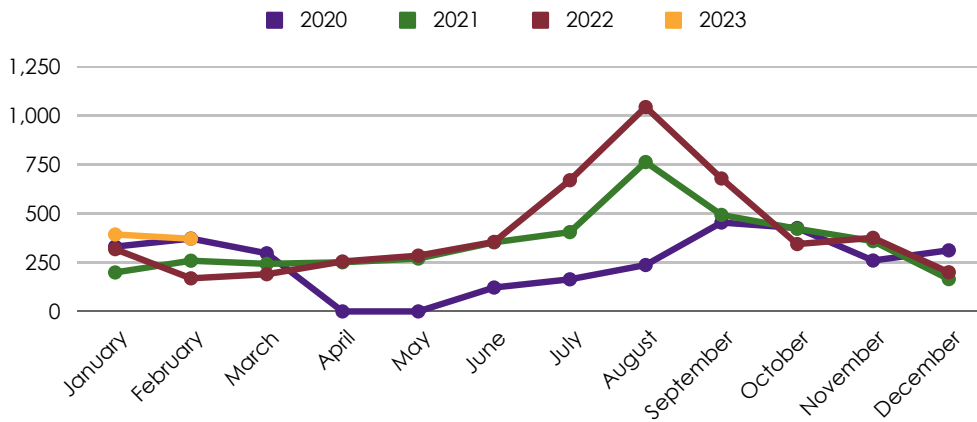
Monthly Hours Reserved 33.25

Hours Reserved YTD 52

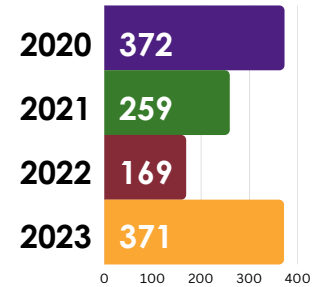
Monthly Reservations 16

Reservations YTD 24

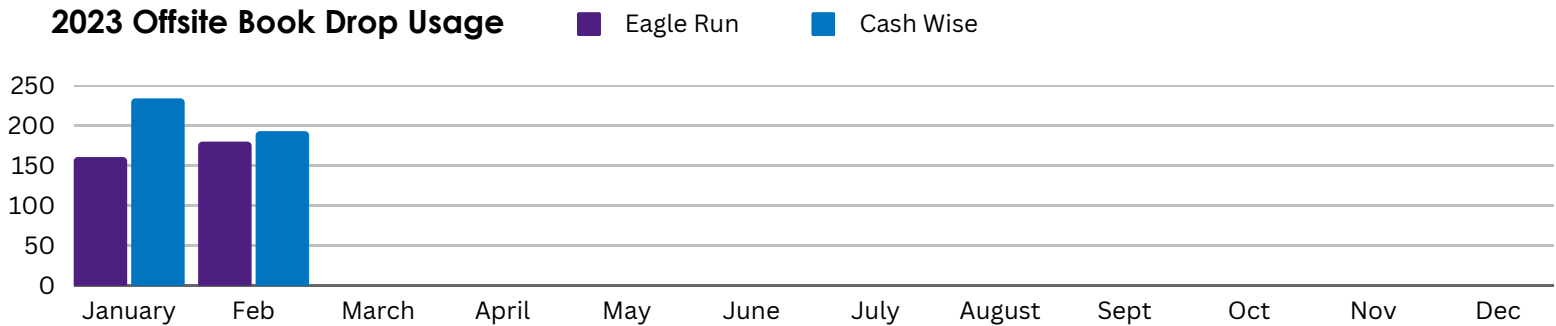
Offsite Book Drop Usage



February Offsite Book Drop Usage



2023 Offsite Book Drop Usage

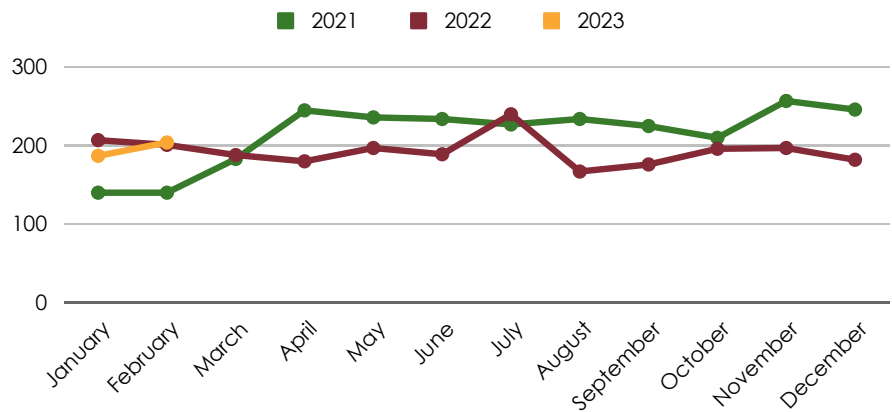


Outreach Services

Monthly Outreach Circulation

Total Monthly Circulation	2021	140
	2022	201
	2023	204

Senior Living Locations Served	6
Senior Outreach Circ.	104
Daycare Locations Served	4
Daycare Circ.	100
Little Red Reading Bus Stops	0
Little Red Reading Bus Circ.	0



Outreach & Community Event Attendance

Daycare Outreach Storytimes (20 sessions)	242
Little Red Reading Bus Route (0 stops)	0
Other Outreach Events	2
Total Attendance	244

On Tuesday, Feb. 28, classes from the YMCA preschool visited the library for a special tour in celebration of Read Across America week.



Programs

Onsite Program Attendance

Youth

Ready to Read Storytime	104
Baby Boost Storytime	145
Teen Events	0
Other Youth Events	34
Total Attendance	283

Adult

Onsite Book Clubs	16
Cribbage	13
Adult Movie Screenings	44
English Conversation Circle	0
Genealogy Class	1
Gardening Club	3
Other Events	10
Total Attendance	87

All-Ages

Music in the Library	11
Other All Ages Events	7
Total Attendance	18

Reference Programs

Technology Tutoring	8
ND Job Service	3
Total Attendance	11

Total program attendees 632
(in-library & outreach, January 2023)

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

Monthly New Registrations	3
YTD Registrations	5
Lifetime Registrations	15

1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	2
YTD Registrations	5
Lifetime Registrations	405

Winter Reading Challenge (Dec. - Feb)

Monthly New Registrations	59
Lifetime Registrations	169

Students at Horace High and all three middle schools also had challenges available through Beanstack in Feb.

BELOW: A majority of the WFPL staff participated in our second quarterly all-staff training on Feb. 27



Communications

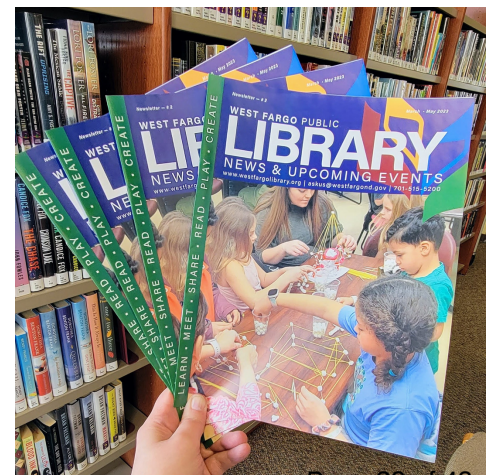
Public communications highlights for January 2023 included:

- Media promotion of Community Chat Public Input meeting
- Media coverage of STEM Robotics class
- Media coverage of ice sculptures at POW/MIA Plaza
- Media coverage of weather closures

48 new
social
media
followers

129 new
email
subscribers

New magazine is now available!





WEST FARGO PUBLIC LIBRARY

DIRECTOR REPORT

WEST FARGO PUBLIC LIBRARY

DIRECTOR, BETTY ADAMS

Presented at the Library Board Meeting on

Thursday, March 9, 2023

(All information is reflective of February 2023)

TRUSTEE NOTES

Community Feedback

1. A volunteer said she is really enjoying coming here. I asked, "oh, you are enjoying shelving?" She said " Yeah, but I really like visiting with [staff]. **You make it enjoyable for me to come here and help out.**"
2. Patron could not find a place to park because the **parking lot was full.**
3. Patron expressed that she's happy she "**doesn't have to worry** if [she's] in the right section anymore," regarding the genre combination.
4. "I just wanted to say **thanks for the opportunity to share music in the library!** It was a really cool environment to perform in, and I look forward to checking out more musicians in the coming months. Thanks for all the West Fargo Public Library [does] for our community!"
5. Adult with child in the "Activity Hallway:" "Oops. That's a staff room. Oops. That's not a room for kids. Sorry honey, this library isn't very fun." After briefly talking with staff, this **adult and child were looking for a play room** or something of that nature.
4. Parent came in on Saturday with teenage kids looking for ACT prep materials. She spent time in the Adult New Book area, and when checking-out said "**Wow. I am so impressed by your selection of new books. Incredible job.**"

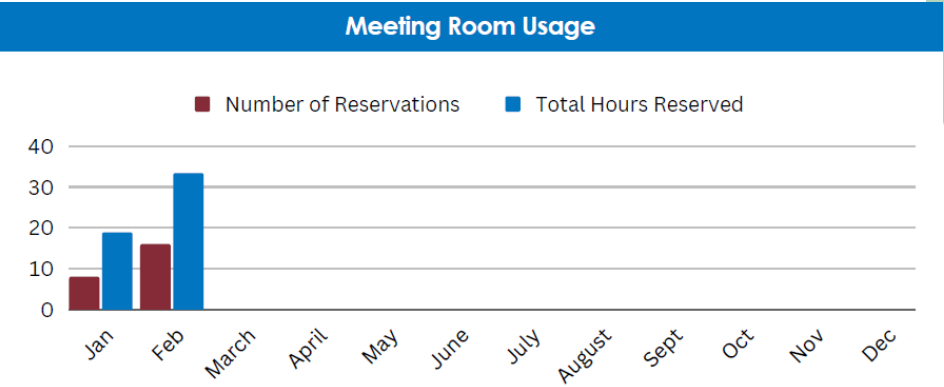
One morning, a grandmother with an infant and toddler were in the lobby. They were here for Baby Boost Storytime, but the toddler had to use the restroom "really bad."

Staff led them to the restroom, as the only public restrooms available are up and up and on the other side of the library.

They made it just in the nick of time, encouraging the little girl the whole way that "we're almost there!" Grandma had to carry the infant seat up all the flights of stairs. "Wow. That was a lot of work."

BUILDING & TECHNOLOGY

- The Library closed at 5 PM on Feb. 14 and cancelled events on Feb. 15 due to weather
- The Library closed for Presidents' Day (Feb. 20)
- The Library partially closed for All Staff Training (Feb. 27, 8 AM – 12 PM)
- WFPL is a recipient of the Laptop and Tablet Grant for \$3000.00
 - Purchasing new Launchpads for Circulation
 - Adding Launchpads to Little Red Reading Bus collection



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- a bible study
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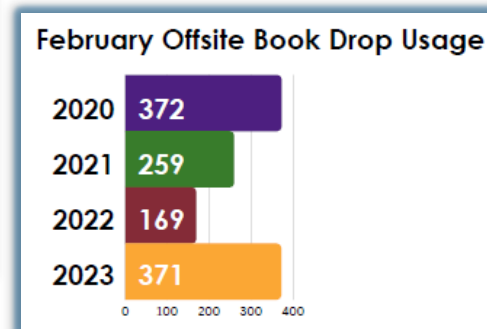
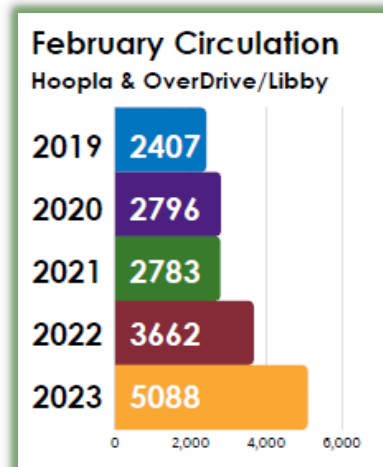
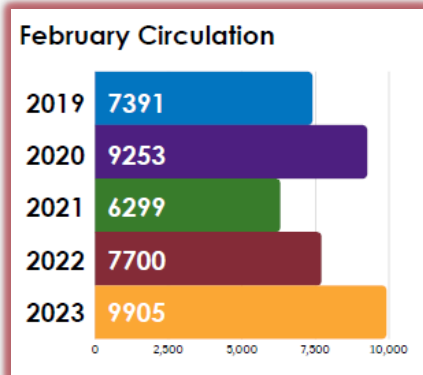
STAFF & CONTINUING EDUCATION UPDATES

- All Staff Training took place Feb. 27 from 8 AM – 12 PM
- 8 hours of Continuing Education
 - Additionally, Completed ALA Course: Adulting in the Library: Teaching Life Skills to Teens! (total of 36 hours over January-February)



COLLECTIONS & MATERIALS

- Donations for the Friends upcoming Book Sale were a resounding success
 - Saturday, March 18, 10 AM – 4 PM
 - Sunday, March 19, 1 PM – 5 PM
- Monthly Impact Report Highlights:



FINANCES

CURRENT MONTH & YEAR TO DATE



144,272.43

239,213.61

13%



FINANCE UPDATE

PROGRAMMING & OUTREACH (YOUTH)



Program Highlights

- Ready to Read and Baby Boost storytimes are going strong. **Families are loving the additional space in the children's corner** and it's been especially great for the families coming to storytimes, we're still seeing 30-50 people coming out to each storytime.
- **STEM Robotics event was a hit!** Families explored the Ozobot coding robots, designed their own robot and built a wiggle bot.
- Middle School Beanstack Challenges – we are once again partnering with all the middle schools in winter/spring reading challenges to help motivate students to continue reading. **Currently 362 students are participating and reading!**

Upcoming Events

- College Finance Series and ACT Prep
 - WFPL is hosting a event series to help teens (and their parents) as they prep for college. The College Financial Planning series will focus on **the basics of college planning, financial aid, and student loans**. The series will be lead by John O'Day from Thrivent Financial. The library will also be **hosting ACT study sessions providing a variety of test prep materials, study space and refreshments**.
- Red River Valley Kids Read Program
 - We are so excited to be taking part in the Red River Valley Kids Read again this March! RRVKR is like a mini 1 Book 1 Community type program for youth.
 - This year's books is called *Summer Ruins* by Deb Watley follows a young girl forced to spend her summer with her parents on an archeological dig.
 - RRVKR program runs from March 1-31, with special events happening throughout the community.
 - Free copies of *Summer Ruins*
 - Fun with Fossils event
 - Beanstack Challenge
 - Author Talk & Special Tour at Bonanzaville in partnership with FPL and LARL

PROGRAMMING & OUTREACH – MARCH ADULT



- **Book Clubs**
 - March 13 – Monday Night Readers at library at 6 pm
 - March 15 – Novel Afternoons at library at 1 pm
 - March 16 – Third Thursday at library at 1:30 pm
 - March 23 - Books and Brews at Caribou Coffee in Hornbachers at 6 pm
- **Monday Matinees - March**
 - March 6 – On the Basis of Sex
 - March 13 - Loving
 - March 20 – Spencer
 - March 27 – Queen of Katwe
- **Special Program and Outreach**
 - **Organize & Declutter Your Home**
 - Saturday, March 11, 1:30 – 3:00 PM
 - **Music at the Library Concert: Mellifluous Clarinet Ensemble**
 - Saturday, March 25, 1:30 – 2:30 PM
 - **English Conversation Circles**
 - **Gardening Club**
 - **Genealogy Class: Discovering Your Roots – Assembling an Account of your Discoveries**
 - Saturday, March 25, 1:30 PM

THANK YOU

