



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, April 13, 2023 5:30 PM
West Fargo City Commission Chambers
800 4th Ave. E., Suite 1
West Fargo, ND 58078

Meeting Items

1. Call to Order
2. Approve Order of Agenda

Consent Agenda - Approve the Following:

1. Approval of Minutes – March 30, 2023
2. Approval of Financial Reports

Regular Agenda

Old Business

1. Update Vote Language for Legal Representation **(Action)**

New Business

1. Reciprocal Borrowing Policy **(Action)**
2. Library Cards Policy **(Action)**
3. FMLA Discussion
4. Director's Report
5. Adjourn



West Fargo Public Library Board of Directors Meeting

Thursday, March 30, 2023

5:30 p.m.

City Hall Commission Chambers

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

Also Present: Library Director Betty Adams, Communications Specialist Ellen Rossow, Technical Services Manager Bree Schmidt

Absent: Commissioner Mandy George

I. **Call to Order**

Hanson called the meeting to order at 5:30 p.m.

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

Hanson moved and Schwartz seconded to approve the order of the agenda, with the addition of discussion of proposed legislative bills HB1205 and SB2360. No opposition. Motion carried.

III. **Consent Agenda**

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

IV. **Regular Agenda**

Old Business

New Business

1. **Circulation Policy (Action)**

Adams requested approval of an updated Circulation Policy, which combined the former Circulation Policy with additional previously approved loan fines and related charges documentation. Hanson motioned to approve the Circulation Policy. Stukel seconded. No opposition. Motion carried.

2. **Interlibrary Loan Policy (Action)**

Adams requested approval of the updated Interlibrary Loan Policy. Changes included the clarification of terminology around Interlibrary Loans versus ODIN Consortium loans. The library hopes to expand its availability of ILLs beyond North Dakota. Schwartz asked if eBooks are included in ILLs. Adams explained that it depends on the contracts with digital repositories. Schwartz also asked about postage costs. Adams explained that library staff are monitoring postage costs to plan for the future. Hanson motioned to approve the Interlibrary Loan Policy. Schwartz seconded. No opposition. Motion carried.

3. **Equipment Loan Policy (Action)**

Adams requested approval of the updated Equipment Loan Policy. Changes included all equipment having the same loan period of three weeks. Under this revised policy, patrons would only need to sign the Equipment Loan Agreement once and youth would be able to check out equipment with parent approval and signature. Ozobots were also added to the policy. Hanson motioned to approve the Equipment Loan Policy. Rerick seconded. No opposition. Motion carried.

4. **Director's Report**

Adams introduced newly hired Technical Services Manager Bree Schmidt.

Adams reported on library news from February 2023, including:

- The success of the new Music at the Library series
- A volunteer's enjoyment in working at the library in a welcoming environment
- Limitations of our restroom access
- Parking lot issues with regard to snow buildup and the number of entities using the same lot
- The library had multiple early closures in February due to weather
- The library received a grant from the state totaling \$3000 for LaunchPads to allow some to be circulated on the Little Red Reading Bus
- Meeting room usage was up in February
- Staff continue to participate in continuing education
- All monthly stats are up and above pre-pandemic numbers
- At the end of February only 13% of the budget was used
- 362 students participated in the middle school Beanstack challenges
- The library is reevaluating how to reach teens
- Book Clubs continue to be successful

5. Updates on legislative bills HB1205 and SB2360

Adams met with staff March 30 to discuss the implications of the passing of HB1205 and SB2360. At the time of the meeting, HB1205 had passed. The potential closure of the library is on the horizon given the terminology "access to minors." Additional implications of this bill's passing include:

- access to digital collections would need to be shut down
- all adult and teen collections would need to be physically blocked off, meaning the library is no longer a truly public space
- minors would be unable to check out materials, or significant monitoring would be needed
- parents would need to leave their child unattended if they wanted to browse the adult section
- Interlibrary Loan would need to stop
- All the collection movement that took place in January would need to be re-evaluated
- State funding may be revoked if limitations are put in place
- Parents no longer have control over the minors in their care
- Children may no longer be able to search the catalog
- Free Book Fridays and Friends of the Library Book Sales would have to be 18+

Staff did come up with some potential solutions for navigating the situation including:

- Partnership with Moorhead for library services
- Specific age groups having access at certain times (could result in loss of funding)
- Staff-only access to the stacks, which would mean no browsing

A law firm has offered to represent North Dakota communities, libraries, and staff in taking legal action if these bills do pass. Hanson asked if this representation would conflict with the City of West Fargo's legal counsel. Adams said she would look into it, but her understanding was there is not a conflict. Rerick moved that the board engage the law firm in legal counsel regarding HB1205 and SB2360 on behalf of library staff and the Board of Directors. Hanson seconded. No opposition. Motion carried.

Hanson made a public statement addressed to Governor Burgum: "We adamantly oppose

both of these bills and urge him to veto them. We very much have policies in place that deal with circulation and checkouts and I think each library in the state of North Dakota has the right to manage its library and its patrons. I publicly urge Governor Burgum to veto both bills.”

V. Adjourn

Schwartz moved to adjourn. Rerick seconded. No opposition. Motion carried at 6:04 p.m.



To: West Fargo Public Library Board of Directors
From: Betty Adams, Library Director
Date: Thursday, April 13, 2023
Subject: Explanation of Budget Line Expenditures
Action: Approve Budget

**West Fargo Public Library
Board of Directors**

President

Liann Hanson

**Vice President
& Secretary**

Larry Schwartz

Treasurer

Alanna Rerick

Board Member

Mandy George
City Commissioner

Board member

Anthony Stukel

Library Director

Betty Adams

Summary and Recommendation:

Budget line item 641 – Furniture & Equipment Non-depreciated <\$5000 - is at 223% due to items ordered at the end of 2022 fiscal year that were received and invoiced in 2023.

These items include:

An additional book drop (845.87)
Two ergonomic employee office chairs (721.94)
An additional desk and chair for the new Librarian position (3,523.92)

Total: \$5,091.73

Appropriated funds from 110 – Permanent Employee Salaries – due to vacancies for Technical Services Manager, and the newly budgeted Adult Librarian more than sufficiently cover the over expenditure of line 641. Currently, 110 is at 18% for end of March, (11% end of February,) with an anticipated 2% added for the final payroll of March submitted on April 3 for payroll disbursement on April 7, leaving an estimated 5% or \$43,757.70.

04/03/23
09:06:02

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

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Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
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	875,154.00	778,219.10	11%
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	78,146.00	69,702.82	11%
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	133,548.00	118,778.49	11%
240 WORKFORCE SAFETY INSURANCE								
Object Total:				0.00	0.00	1,607.00	1,607.00	%
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	151,290.00	135,148.44	11%
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%

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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	52,914.00	52,644.11	1%

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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	3,500.00	-834.85	124%
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		

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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	%

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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			/ /	400.68	2/23			
JV 5183 6	TransFirst February 2023		/ /	400.68	2/23			
	Object Total:			400.68	1,054.45	1,750.00	695.55	60%
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	0.00	0.00	%
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
880 COST ALLOCATIONS			/ /	3,501.92	2/23			
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:			144,673.11	239,614.29	1,924,529.00	1,684,914.71	
	Fund Total:			144,673.11	239,614.29	1,924,529.00	1,684,914.71	

***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).

04/03/23
09:11:08

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7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 5193123	Payroll 03/10/2023		/ /	28,902.11	3/23			
JV 5207120	PAYROLL 03/24/2023		/ /	32,224.97	3/23			
		Object Total:		61,127.08	158,061.98	875,154.00	717,092.02	18%
114 PART TIME SALARIES								
JV 5193124	Payroll 03/10/2023		/ /	4,357.95	3/23			
JV 5207121	PAYROLL 03/24/2023		/ /	4,423.02	3/23			
		Object Total:		8,780.97	26,322.28	146,358.00	120,035.72	18%
209 CLASSIFIED ADS								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 5193125	Payroll 03/10/2023		/ /	2,454.40	3/23			
JV 5207122	PAYROLL 03/24/2023		/ /	2,713.57	3/23			
		Object Total:		5,167.97	13,611.15	78,146.00	64,534.85	17%
230 RETIREMENT								
JV 5193126	Payroll 03/10/2023		/ /	4,395.12	3/23			
JV 5207123	PAYROLL 03/24/2023		/ /	4,897.36	3/23			
		Object Total:		9,292.48	24,061.99	133,548.00	109,486.01	18%
240 WORKFORCE SAFETY INSURANCE								
CL 109479 21 106697	Library	5YNG2DEPJG	03/10/23	1,124.45	3/23	571 ND WORKFORCE SAFETY &		
		Object Total:		1,124.45	1,124.45	1,607.00	482.55	70%
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								
CL 109582 21	Library		03/13/23	70.50	3/23	353 OHNSTAD TWICHELL		
		Object Total:		70.50	70.50	4,000.00	3,929.50	2%
320 HEALTH INSURANCE								
JV 5193127	Payroll 03/10/2023		/ /	4,061.14	3/23			
JV 5207124	PAYROLL 03/24/2023		/ /	4,070.53	3/23			
		Object Total:		8,131.67	24,273.23	151,290.00	127,016.77	16%
333 BUILDING RENTAL								
CL 109093 1 106570	MARCH RENT	MISC06884	02/16/23	10,032.50	3/23	549 WF PUB SCHOOLS DIST #6		
CL 109662 1	APRIL RENT	MISC06925	03/16/23	10,032.50	3/23	549 WF PUB SCHOOLS DIST #6		
		Object Total:		20,065.00	40,130.00	120,752.00	80,622.00	33%
340 TRAVEL & EDUCATION								
CC 1059 3	EDUCATION		/ /	81.94	3/23	3162 VISA LIBRARY #2		
CC 1060 1	EDUCATION		03/02/23	96.40	3/23	4576 VISA LIBRARY #3		
CC 1061 5	EDUCATION		/ /	99.00	3/23	3161 VISA LIBRARY #1		
CL 109087 1 106424	GAS REIMBURSEMENT		03/02/23	25.00	3/23	4317 BETTY ADAMS		
CL 109308 1 106576	MILEAGE		03/02/23	11.92	3/23	3417 CHELSEA SIMDORN		
CL 109659 1	MILEAGE		03/03/23	7.84	3/23	3869 ALISHA REIS		
CL 109659 2	MILEAGE		03/29/23	14.00	3/23	3869 ALISHA REIS		
		Object Total:		336.10	827.84	17,392.00	16,564.16	

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								
CL 109551 29 106741 feb 2023 library		9929507769	02/08/23	127.42	3/23	3668 VERIZON WIRELESS		
		Object Total:		127.42	254.84	3,300.00	3,045.16	8%
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								
CL 109325 2 106589 Library Background Checks		EI01455004	02/28/23	70.00	3/23	1502 EIDE BAILLY		
		Object Total:		70.00	70.00	3,000.00	2,930.00	2%
410 OFFICE SUPPLIES								
CC 1061 3	OFFICE SUPPLIES		/ /	275.84	3/23	3161 VISA LIBRARY #1		
CL 109146 1 106434	OFFICE SUPPLIES	W012303881	02/17/23	208.73	3/23	351 BUSINESS ESSENTIALS		
CL 109146 3 106434	OFFICE SUPPLIES	W012314911	02/27/23	180.45	3/23	351 BUSINESS ESSENTIALS		
CL 109306 1 106578	OFFICE SUPPLIES	7268546	02/27/23	169.83	3/23	77 DEMCO INC		
CL 109368 1 106679	OFFICE SUPPLIES	8013870223	02/28/23	152.58	3/23	3276 PREMIUM WATERS INC		
CL 109369 1 106614	OFFICE SUPPLIES	W012326291	03/06/23	76.74	3/23	351 BUSINESS ESSENTIALS		
CL 109666 1	OFFICE SUPPLIES	W012338751	03/14/23	213.01	3/23	351 BUSINESS ESSENTIALS		
CL 109666 2	OFFICE SUPPLIES	W012358801	03/27/23	27.24	3/23	351 BUSINESS ESSENTIALS		
		Object Total:		1,304.42	2,723.38	13,000.00	10,276.62	21%
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 109100 1 106476	SERVICE AGREEMENTS /	33476207	02/17/23	537.97	3/23	2877 GREATAMERICA FINANCIAL		
	CONTRACTS							
CL 109668 1	SERVICE AGREEMENTS -	33674435	03/20/23	442.89	3/23	2877 GREATAMERICA FINANCIAL		
	CONTRACTS							
		Object Total:		980.86	2,156.70	10,260.00	8,103.30	21%
490 MISC								
CL 109661 1	MISC (REPLACEMENT BOOK)		03/21/23	23.98	3/23	4782 CARRINGTON CITY LIBRARY		
		Object Total:		23.98	136.34	0.00	-136.34	%
497 TECHNOLOGY								
CL 109537 1 106725	TECHNOLOGY (CLAIRE	6463789915	03/10/23	336.66	3/23	4767 LENOVO (UNITED STATES) INC.		
	KUHLMAN)							
CL 109669 1	TECHNOLOGY (CLARIE	6463822201	03/14/23	878.00	3/23	4767 LENOVO (UNITED STATES) INC.		
	KUHLMAN)							
		Object Total:		1,214.66	1,484.55	52,914.00	51,429.45	3%

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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 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								
CC 1060 4	FURN & EQUIPMENT		/ /	845.87	3/23	4576 VISA LIBRARY #3		
CC 1061 4	FURN & EQUIPMENT		/ /	147.59	3/23	3161 VISA LIBRARY #1		
CL 109146 2	106434 FURN / EQUIP	0EQT710031	02/22/23	1,890.42	3/23	351 BUSINESS ESSENTIALS		
CL 109664 1	FURN & EQUIP (BOOK CART)	7279540	03/20/23	572.88	3/23	77 DEMCO INC		
		Object Total:		3,456.76	7,791.61	3,500.00	-4,291.61	223%
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	828.96	3,000.00	2,171.04	28%
649 PROGRAMMING								
CC 1059 2	PROGRAMMING		/ /	135.27	3/23	3162 VISA LIBRARY #2		
CC 1060 3	PROGRAMMING		/ /	468.72	3/23	4576 VISA LIBRARY #3		
CC 1061 2	PROGRAMMING		/ /	95.93	3/23	3161 VISA LIBRARY #1		
CL 109091 1	106459 PROGRAMMING (STOOLS)	7265906	02/22/23	1,598.81	3/23	77 DEMCO INC		
CL 109310 1	106579 PROGRAMMING	23-02	03/06/23	197.00	3/23	4367 FARGO PUBLIC LIBRARY		
CL 109437 1	106691 PROGRAMMING (SNOW SCULPTURE)		03/03/23	500.00	3/23	4773 WEST FARGO EVENTS		
CL 109663 1	PROGRAMMING	0104	03/22/23	150.00	3/23	4674 JOEL JONES		
		Object Total:		3,145.73	4,679.80	16,000.00	11,320.20	29%
650 E RESOURCES								
CL 109136 1	106509 E RESOURCES	503439903	02/28/23	2,767.90	3/23	1854 MIDWEST TAPE		
		Object Total:		2,767.90	12,057.35	41,285.00	29,227.65	29%
653 CAPITAL IMPROVEMENTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CL 109309 1	106583 POSTAGE		03/13/23	1,500.00	3/23	1483 PITNEY BOWES RESERVE ACCOUNT		
		Object Total:		1,500.00	3,000.00	7,000.00	4,000.00	43%
662 BOOKS								
CC 1060 2	BOOKS		/ /	238.07	3/23	4576 VISA LIBRARY #3		
CC 1060 5	BOOK (CREDIT)		/ /	-20.95	3/23	4576 VISA LIBRARY #3		
CL 109102 1	106419 BOOKS	2037300230	02/08/23	748.28	3/23	1695 BAKER & TAYLOR		
CL 109102 2	106419 BOOKS	2037302713	02/08/23	2,646.68	3/23	1695 BAKER & TAYLOR		
CL 109102 3	106419 BOOKS	2037304758	02/08/23	12.67	3/23	1695 BAKER & TAYLOR		
CL 109102 4	106419 BOOKS	2037315142	02/15/23	411.67	3/23	1695 BAKER & TAYLOR		
CL 109370 1	106610 BOOKS	2037330779	02/24/23	670.63	3/23	1695 BAKER & TAYLOR		

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 109370	2	106610 BOOKS	2037343329	02/24/23	62.17	3/23	1695 BAKER & TAYLOR		
CL 109370	3	106610 BOOKS	2037333445	02/24/23	506.00	3/23	1695 BAKER & TAYLOR		
CL 109370	4	106610 BOOKS	2037323437	02/21/23	462.05	3/23	1695 BAKER & TAYLOR		
CL 109370	5	106610 BOOKS	2037350938	03/06/23	159.64	3/23	1695 BAKER & TAYLOR		
CL 109370	6	106610 BOOKS	2037343257	03/06/23	469.18	3/23	1695 BAKER & TAYLOR		
CL 109370	7	106610 BOOKS (CREDIT)	0003278159	03/03/23	-33.24	3/23	1695 BAKER & TAYLOR		
CL 109670	1	BOOKS	2037354503	03/07/23	482.99	3/23	1695 BAKER & TAYLOR		
CL 109670	2	BOOKS	2037358268	03/08/23	10.35	3/23	1695 BAKER & TAYLOR		
CL 109670	3	BOOKS	2037361445	03/10/23	519.16	3/23	1695 BAKER & TAYLOR		
CL 109670	4	BOOKS	2037370586	03/14/23	2,664.35	3/23	1695 BAKER & TAYLOR		
CL 109670	5	BOOKS	2037379957	03/16/23	631.85	3/23	1695 BAKER & TAYLOR		
CL 109670	6	BOOKS	2037382314	03/17/23	34.40	3/23	1695 BAKER & TAYLOR		
Object Total:					10,675.95	17,156.45	100,750.00	83,593.55	17%
663 MAGAZINES									
					/ /				
Object Total:					0.00	5,255.38	5,500.00	244.62	96%
664 AUDIO VIDEO									
CL 109139	1	106441 AUDIO VIDEO	80792741	02/27/23	25.89	3/23	1623 CENGAGE GALE		
CL 109154	1	106509 AUDIOBOOK	503398205	02/20/23	209.45	3/23	1854 MIDWEST TAPE		
CL 109154	2	106509 AUDIOBOOK	503398203	02/20/23	302.43	3/23	1854 MIDWEST TAPE		
CL 109154	3	106509 AUDIOBOOK	503410565	02/22/23	29.49	3/23	1854 MIDWEST TAPE		
CL 109154	4	106509 AUDIOBOOK	503432493	02/28/23	179.96	3/23	1854 MIDWEST TAPE		
CL 109154	5	106509 AUDIOBOOK	503432494	02/28/23	302.43	3/23	1854 MIDWEST TAPE		
CL 109154	6	106509 DVD	503398206	02/20/23	753.67	3/23	1854 MIDWEST TAPE		
CL 109154	7	106509 DVD	503398202	02/20/23	962.68	3/23	1854 MIDWEST TAPE		
CL 109154	8	106509 DVD	503432492	02/28/23	185.80	3/23	1854 MIDWEST TAPE		
CL 109154	9	106509 DVD	503432496	02/28/23	281.40	3/23	1854 MIDWEST TAPE		
CL 109305	1	106581 AUDIO VIDEO	96726	02/17/23	540.84	3/23	3109 LIBRARY IDEAS, INC		
CL 109667	1	DVD	503530611	03/21/23	98.97	3/23	1854 MIDWEST TAPE		
CL 109667	2	DVD	503558394	03/27/23	27.72	3/23	1854 MIDWEST TAPE		
CL 109667	3	DVD	503558392	03/27/23	53.79	3/23	1854 MIDWEST TAPE		
Object Total:					3,954.52	4,286.21	31,500.00	27,213.79	14%
667 MEMBERSHIPS									
CC 1059	1	MEMBERSHIPS		03/02/23	60.00	3/23	3162 VISA LIBRARY #2		
CL 109144	1	106412 MEMBERSHIPS		03/02/23	307.00	3/23	2365 AASLH		
Object Total:					367.00	746.00	3,500.00	2,754.00	21%
668 PRINTING									
CL 109660	1	BUSINESS CARDS (BREE & CLAIRE)	134992	03/17/23	51.40	3/23	2885 SHORTPRINTER		
Object Total:					51.40	51.40	1,000.00	948.60	5%
669 INSURANCE									
					/ /				
Object Total:					0.00	0.00	2,750.00	2,750.00	%

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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								
671 SUMMER READING PROGRAM			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
672 EMERGENCY MEDICAL SUPPLIES								
CL 109099 1 106520 FIRST AID SUPPLIES		062719	02/13/23	16.32	3/23	756 NELCO FIRST AID		
CL 109665 1 EMERGENCY MEDICAL SUPPLIES		062922	03/22/23	20.28	3/23	756 NELCO FIRST AID		
		Object Total:		36.60	36.60	350.00	313.40	10%
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 1061 1 PROMOTIONS			03/02/23	99.67	3/23	3161 VISA LIBRARY #1		
CL 109307 1 106580 PROMOTIONAL ACTIVITES		224716	02/23/23	1,032.91	3/23	4661 FORUM COMMUNICATIONS		
		Object Total:		1,132.58	2,267.01	11,400.00	9,132.99	20%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES			/ /					
		Object Total:		0.00	1,054.45	1,750.00	695.55	60%
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	0.00	0.00	%
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
880 COST ALLOCATIONS								
JV 5195 16 March 2023 Cost Allocations			/ /	3,501.92	3/23			
		Object Total:		3,501.92	10,505.76	42,023.00	31,517.24	25%

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
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	22,996.00	24,200.00	1,204.00	95%
	Account Total:			148,407.92	388,022.21	1,924,529.00	1,536,506.79	
	Fund Total:			148,407.92	388,022.21	1,924,529.00	1,536,506.79	

***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	643,929.59	1,710,399.54	1,947,167.00	-236,767.46	88
310002	DISCOUNT PROPERTY TAXES			-72,045.00	72,045.00	
335600	STATE AID			31,000.00	-31,000.00	
						90
Total Revenue		643,929.59	1,710,399.54	1,906,122.00	-195,722.46	90
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	61,127.08	158,061.98	875,154.00	717,092.02	18
114	PART TIME SALARIES	8,780.97	26,322.28	146,358.00	120,035.72	18
220	SOCIAL SECURITY	5,167.97	13,611.15	78,146.00	64,534.85	17
230	RETIREMENT	9,292.48	24,061.99	133,548.00	109,486.01	18
240	WORKFORCE SAFETY INSURANCE	1,124.45	1,124.45	1,607.00	482.55	70
250	UNEMPLOYMENT			500.00	500.00	
312	ATTORNEY	70.50	70.50	4,000.00	3,929.50	2
320	HEALTH INSURANCE	8,131.67	24,273.23	151,290.00	127,016.77	16
333	BUILDING RENTAL	20,065.00	40,130.00	120,752.00	80,622.00	33
340	TRAVEL & EDUCATION	336.10	827.84	17,392.00	16,564.16	5
356	TELEPHONE	127.42	254.84	3,300.00	3,045.16	8
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING	70.00	70.00	3,000.00	2,930.00	2
410	OFFICE SUPPLIES	1,304.42	2,723.38	13,000.00	10,276.62	21
424	GAS AND OIL			1,200.00	1,200.00	
427	VEHICLES MAINTENANCE			1,200.00	1,200.00	
428	SERVICE AGREEMENTS-CONTRA	980.86	2,156.70	10,260.00	8,103.30	21
490	MISC	23.98	136.34		-136.34	
497	TECHNOLOGY	1,214.66	1,484.55	52,914.00	51,429.45	3
500	SUPPLIES			500.00	500.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000	3,456.76	7,791.61	3,500.00	-4,291.61	223
644	POSTAL METER RENT			1,200.00	1,200.00	
648	PROFESSIONAL PUBLICATIONS		828.96	3,000.00	2,171.04	28
649	PROGRAMMING	3,145.73	4,679.80	16,000.00	11,320.20	29
650	E RESOURCES	2,767.90	12,057.35	41,285.00	29,227.65	29
661	POSTAGE/FREIGHT/SHIPPING	1,500.00	3,000.00	7,000.00	4,000.00	43
662	BOOKS	10,675.95	17,156.45	100,750.00	83,593.55	17
663	MAGAZINES		5,255.38	5,500.00	244.62	96
664	AUDIO VIDEO	3,954.52	4,286.21	31,500.00	27,213.79	14
667	MEMBERSHIPS	367.00	746.00	3,500.00	2,754.00	21
668	PRINTING	51.40	51.40	1,000.00	948.60	5
669	INSURANCE			2,750.00	2,750.00	
672	EMERGENCY MEDICAL SUPPLIES	36.60	36.60	350.00	313.40	10
689	PROMOTIONAL ACTIVITIES	1,132.58	2,267.01	11,400.00	9,132.99	20
740	SERVICE CHARGES		1,054.45	1,750.00	695.55	60
880	COST ALLOCATIONS	3,501.92	10,505.76	42,023.00	31,517.24	25

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CITY OF WEST FARGO, ND
Income Statement
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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		22,996.00	24,200.00	1,204.00	95
Total Account		148,407.92	388,022.21	1,924,529.00	1,536,506.79	20
Total Expenses		148,407.92	388,022.21	1,924,529.00	1,536,506.79	20
Net Income from Operations		495,521.67	1,322,377.33			
Other Revenue						
360000	MISCELLANEOUS REVENUE	594.20	1,296.06	5,000.00	-3,703.94	26
360100	SPONSORSHIPS		5,807.20	20,000.00	-14,192.80	29
375000	DONATIONS	510.00	510.00		510.00	30
Total Other Revenue		1,104.20	7,613.26	25,000.00	-17,386.74	30
Net Income		496,625.87	1,329,990.59			



Reciprocal Borrowing Policy

Approved:

I. Purpose

The West Fargo Public Library (WFPL) provides library card access to the neighboring public library systems of Fargo Public Library (FPL) and Lake Agassiz Regional Library (LARL) to promote library services beyond the geographical boundaries of each library.

II. Principles

- The West Fargo Public Library waives its non-resident fees for FPL and LARL registered borrowers and allow their patrons to borrow WFPL items, provided the reciprocal library waives their non-resident fees for registered borrowers of the West Fargo Public Library and allows WFPL patrons to borrow their library materials.
- In accordance with the West Fargo Public Library's mission, the access provided by the WFPL is intended to help patrons achieve their goals, explore their passions, and develop social connections.
- The WFPL and its patrons greatly benefit from the increased access to the neighboring public library systems' services and resources.

III. Eligibility

- Patrons wishing to check out items must present a valid photo ID, proof of residency, and their home library card.
- Only residents of the 7-county LARL system with a LARL card and residents of Fargo with an FPL card are eligible for the non-resident fee to be waived.

IV. Terms of Use

- Patrons covered under this reciprocal borrowing policy are responsible for returning the borrowed West Fargo Public Library materials to the West Fargo Public Library.
- Materials owned by the West Fargo Public Library will be loaned out subject to the West Fargo Public Library's Circulation Policy.
- Online databases and online subscription services are not included in this reciprocal borrowing policy, except for services only available in library-building.
- Reciprocal borrowing privileges do not include interlibrary loan. For items not owned by the West Fargo Public Library, borrowers must request through their own home library.
- Reciprocity Cards are valid for two (2) years.

V. 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. Interlibrary Loan and Consortia Hold Policy
- WFPL Board. [Library Cards Policy](#)



Library Cards Policy

Approved: June 21, 2007

Revisions approved: June 11, 2009; June 10, 2010; April 10, 2014; June 11, 2015; Sept. 6, 2018; Sept. 15, 2022

I. On-site Use of Library Materials

Anyone, regardless of their age, residency, race, religion, national origin, or social or political views, may use West Fargo Public Library (WFPL) materials and WFPL equipment within the WFPL building in accordance with established policies and procedures. The Library Director may revoke any or all library privileges for users who misuse these privileges or breach current policies.

II. Library Cards

Patrons wishing to check out items must present a valid WFPL card or associated valid photo ID. If a patron does not have a valid WFPL card, a valid photo ID and proof of residency are required to obtain a card. Patrons wanting to obtain a Youth Card require a parent or legal guardian to complete the application and provide a valid photo ID and proof of residency. An individual may hold only one valid WFPL card at a time. Acknowledgment (online) or signature (physical) on the Library Card Application must be completed by an adult (18+) who assumes responsibility for all card activity. All WFPL cards are valid for a certain length of time as outlined below and will require renewal for continued use. Expired and inactive cards are removed from the system after two years of expiration.

Personal borrowing cards will be issued to individuals according to borrower age, as follows:

- Youth Card: ages 0 – 17
- Adult Card: ages 18 and older

Acceptable forms of proof of residency, business ownership, or property ownership include:

- Valid driver's license with current address listed
- Federal, state, or tribal-issued ID with current address listed
- Current lease agreement
- Current mortgage statement
- Current bank statement
- Current utility bill or utility account viewed online
- Current vehicle registration
- Property verification via the County Assessor
- Business card or work ID and one piece of current mail to business or organization
- A postmarked piece of mail with the applicant's name and current address dated within the last thirty (30) days

NOTE: A post office box (P.O. Box) is not acceptable proof of residency. Any proof of residency must have the adult applicant's name available.

III. Types of Library Cards

A. Resident Library Card:

WFPL Resident Library Cards are valid for two (2) years from the date of application and can be used to check out the WFPL's physical and digital collections, access digital resources, place interlibrary loans, and check out special items as described within the Circulation Policy. WFPL Resident Cards will be issued to the following patrons at no charge:

1. Any resident of the City of West Fargo or person owning property in West Fargo on which taxes are paid.
2. Residents living within the boundaries of the West Fargo School District. This includes West Fargo, Horace, Harwood, Reile's Acres, and parts of Fargo.
3. Patrons of the Fargo Public Library and the Lake Agassiz Regional Library will be granted cards in accordance with the library's Reciprocal Borrowing Policy. Presentation of a valid card from the home library is required. Restrictions may apply to interlibrary loaning of materials.
4. Employees of the City of West Fargo or the West Fargo Public Schools. Proof of employment is required.

B. Temporary Library Card:

A Temporary Card entitles one to three (3) months of limited borrowing privileges as outlined in the Circulation Policy. A Temporary Card does not entitle the patron to interlibrary loans, digital app circulation through apps such as Hoopla or Libby, or other digital resources. A Temporary Card may be renewed on a case-by-case basis, per approval of a Circulation Supervisor. Temporary Cards will be issued to the following patrons at no charge:

1. Individuals residing temporarily within the aforementioned boundaries, including residents of foster homes, motels, and other temporary housing.
2. Patrons of the Fargo Public Library and the Lake Agassiz Regional Library who would be eligible for a WFPL card according to the library's Reciprocal Borrowing Policy who may not be able to present their home library card at the time.
3. Individuals who currently cannot present proof of address or photo ID.
4. An adult (18+) accompanying a youth or vulnerable adult desiring to obtain a library card but is not their legal guardian. Legal guardian verbal confirmation must be granted at the time of Temporary Card sign-up.
5. Patrons whose past borrowing record indicates the need for limited borrowing privileges.

C. Non-Resident Library Card:

Individuals who do not qualify for a Resident Card or a Temporary Card and who live outside the above-mentioned boundaries will be charged a \$25 fee for a Non-Resident Library Card. A Non-Resident Library Card entitles patrons to one year of borrowing privileges including access to the WFPL's physical and digital collections, interlibrary loan, and special items as outlined in the Policy on Circulation Limits, Loan Periods, Late Fines, and Related Charges. Non-Resident Library Cards are renewable annually if the borrower is in good standing and upon payment of the \$25 fee.

D. Institutional Library Card:

The purpose of the Institutional Library Card is to assist teachers and West Fargo organizations with easy access to WFPL materials needed for use in a classroom or for other business purposes.

Institutional Cards are active for one (1) year and may be renewed. Institutional Cards require that the school principal or an authorized officer of the institution accept responsibility for the card on behalf of the institution. If borrowed materials are lost or damaged, the institution will be held responsible.

Institutional Cards will be issued at no charge to the following entities:

- Any K-12 classroom, preschool, or licensed daycare center within the West Fargo Public School District boundary
- Any organization, corporation, or institution operating within the West Fargo Public School District boundary

IV. Online Registration

Online registration is available to adults (18+) who qualify for a Resident Library Card. Parents or legal guardians must approve the application for youth under the age of 18. Online registration may be denied based on the above card types. Applicants will be contacted for further verification or to address registration requirements.

V. Borrowing Privileges

The issuance of a borrower's card entitles the holder to borrow from the WFPL circulating collection and to use other services provided by the WFPL, such as internet access, use of online resources, and other services as outlined above and in the Circulation Policy.

Granted Access and Parental Controls

The borrower may grant access to additional users, beyond whom the card was issued, to access their library account and its information.

Parents and Guardian Granted Access for Youth Cards

Parents and guardians of youth (under 18 years old) have automatic Granted Access to complete the following actions as the authorized signatory on a Youth Card:

- Check-out Items
- Place and Pick-up Item Holds
- Access and Pay Fines
- Update Library Account Information
- Access Current Borrowed Items
- Opt-in or Remove to Reading History
- Replace the Card
- Add or Remove Other Granted Access Users
- Opt-In or Remove Parental Controls

Note: Multiple parents and guardians can be identified on a Youth Card account to have Granted Access.

All Other Granted Access

Any other granted access user on a library account is Opt-In only. These users have access to complete the following actions on a Library Card:

- Check-out Items
- Place and Pick-up Item Holds
- Access and Pay Fines

Note: Examples of this access would be for a nanny or grandparent on a Youth Card, a spouse/partner on an Adult Card, or siblings on Youth Cards.

Parental Controls

Parents and guardians can Opt-In to Parental Controls on Youth Cards where they are the authorized signatory.

Parental Controls placed on a Youth Card would require the identified parent(s) or guardian(s) on the Youth Card to be physically present for the card to be used at the Library Service Desk (in-building or offsite).

Parental Controls do not limit access by collection or item in the Library's collection.

Youth Cards with Parental Controls have access to the Library computers and online resources.

Library staff do not act in loco parentis per the Collection Development and Management Policy.

Rights & Limitations

Any use of a borrower's card by a person other than the person to whom the card was issued is the responsibility of the borrower, whether the use was authorized or unauthorized. If a card is lost, the primary borrower will be held responsible for any use of the card before it was reported as lost to the WFPL.

If a borrower has incurred lost, damaged or other financial obligations to WFPL, that person may be restricted from borrowing WFPL materials until those obligations have been cleared.

VI. Suspension of Borrowing Privileges

As outlined above, patrons who owe outstanding fees or charges may be blocked from checking out additional materials until payment is made.

VII. Loss, Theft or Damage to Library Card

When a patron reports a lost, stolen, or damaged card the old card is invalidated and a new number is issued. Verification of identity is required to replace a lost or stolen card. Fees may apply as outlined in the [Circulation Policy](#).

In completing an application form for a WFPL card, the applicant signatory accepts responsibility for the care and use of the card, agrees to the aforementioned policies, and agrees to do the following:

- Notify the WFPL promptly if the card is lost or stolen
- Accept responsibility for materials checked out on the card before the WFPL was notified that the card was lost or stolen.
- Present damaged cards to WFPL staff for potential replacement, as damaged cards may not work properly.

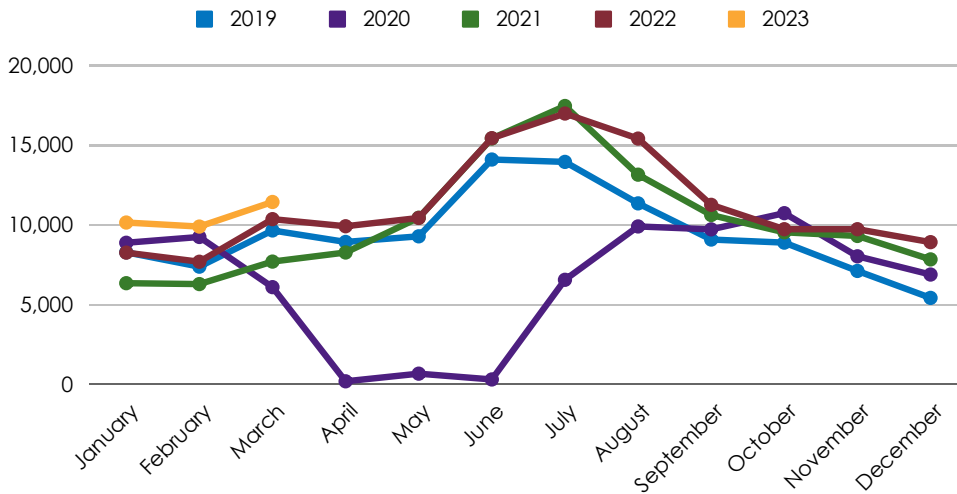
The WFPL Library Director, Adult & Patron Services Manager, and Circulation Supervisors reserve the right to make exceptions to the above terms.

I. Referenced Policies and Resources

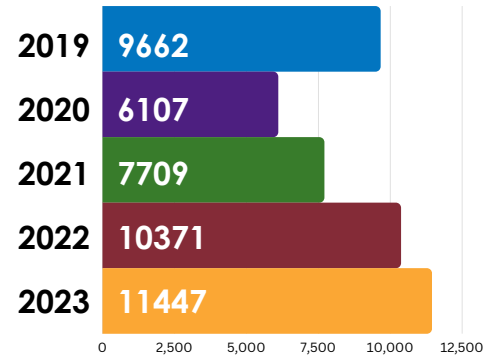
This policy is subject to all federal, state, and local laws and policies including, but not limited to:

- WFPL Board. [Circulation Policy](#)
- WFPL Board. [Collection Development and Management Policy](#).
- WFPL Board. [Equipment Checkout Policy](#).
- WFPL Board. [Interlibrary Loan and Consortia Hold Policy](#)
- WFPL Board. [Reciprocal Borrowing Policy](#).

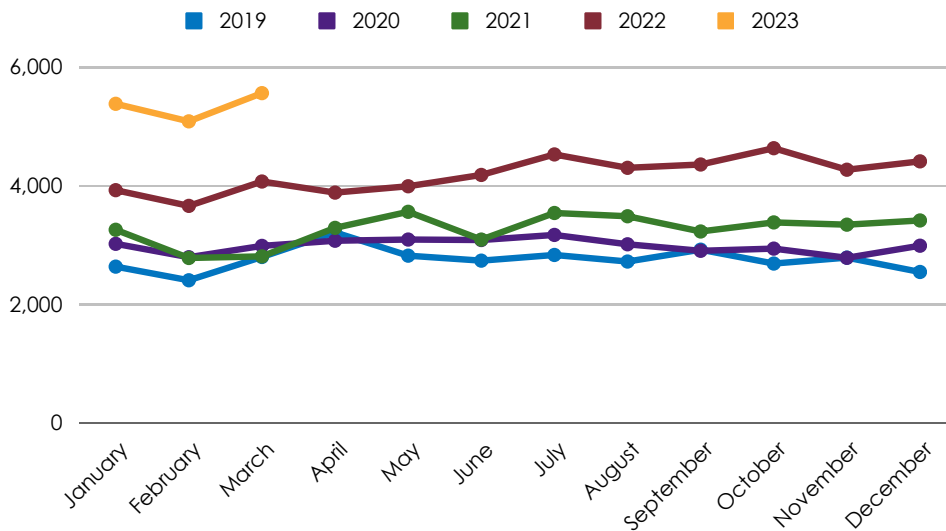
Physical Item Circulation



March Circulation

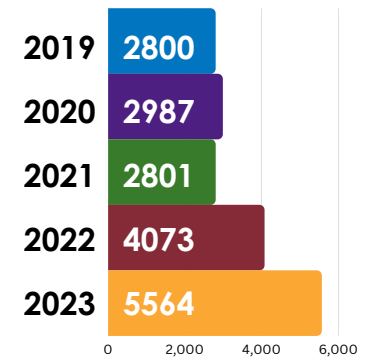


Electronic Materials Circulation

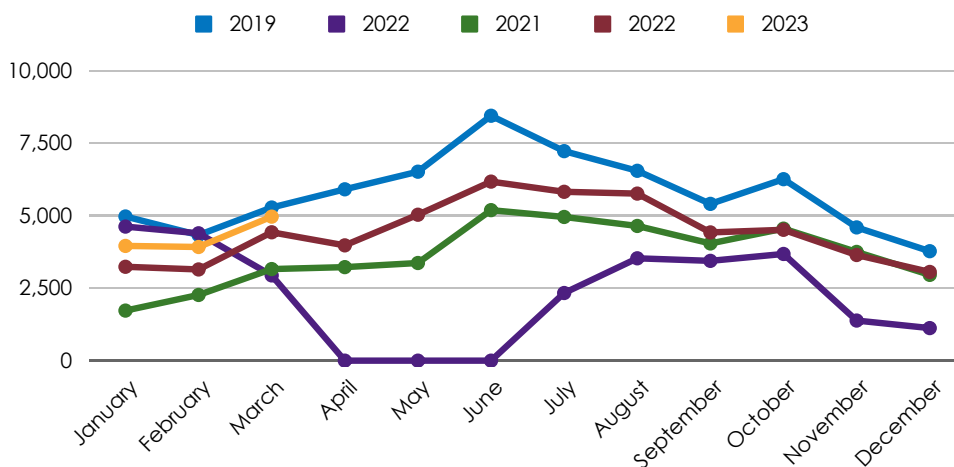


March Circulation

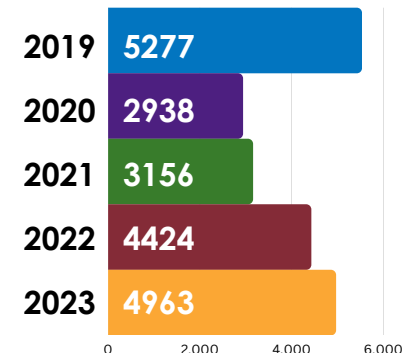
Hoopla & OverDrive/Libby



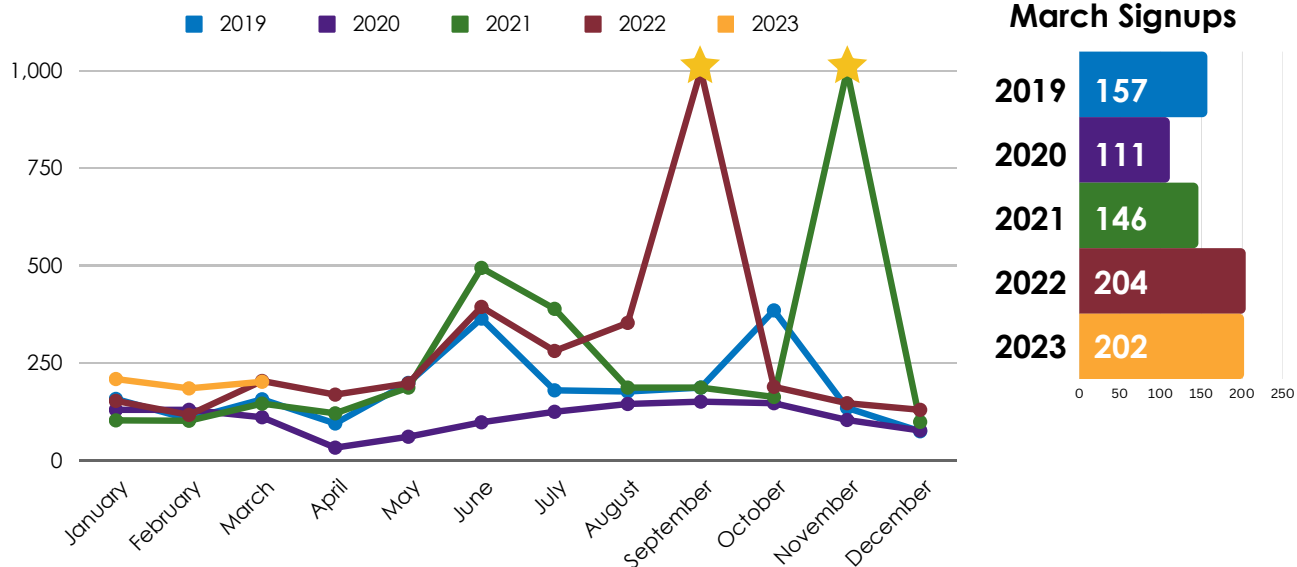
Door Count



March Door Count

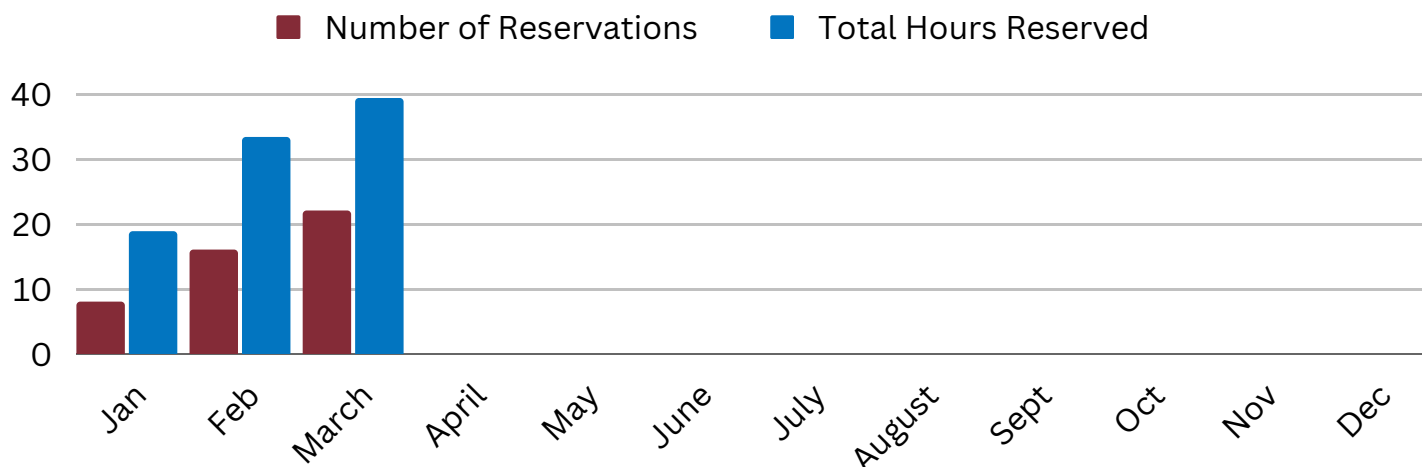


Library Card Signups



★ 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
- Yards Downtown Business Association meeting
- Red River Radio Amateurs meetings
- Resources & Encouragement for Area Christian Homeschoolers meeting
- Friends of the Library Book Sale
- Pine Needle Basketry class

March 2023 Meeting Room Use

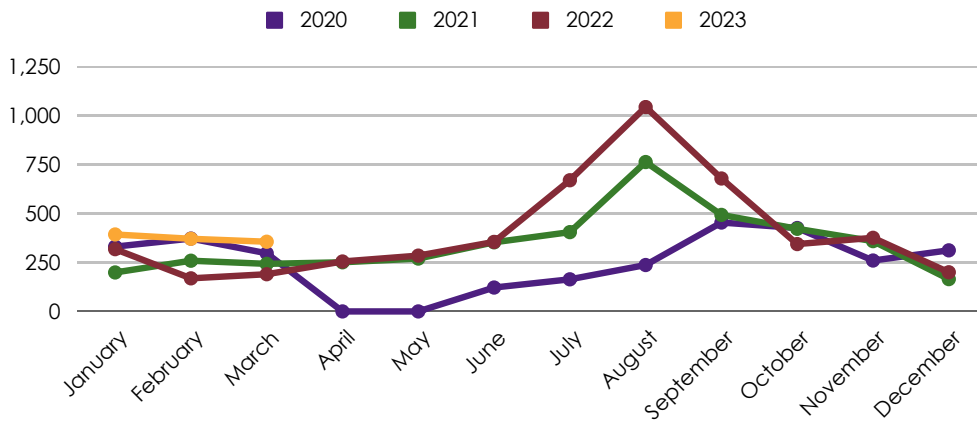
Monthly Hours Reserved 39.25

Hours Reserved YTD 91.25

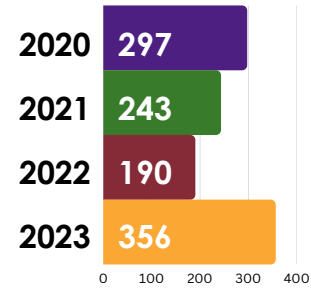
Monthly Reservations 22

Reservations YTD 46

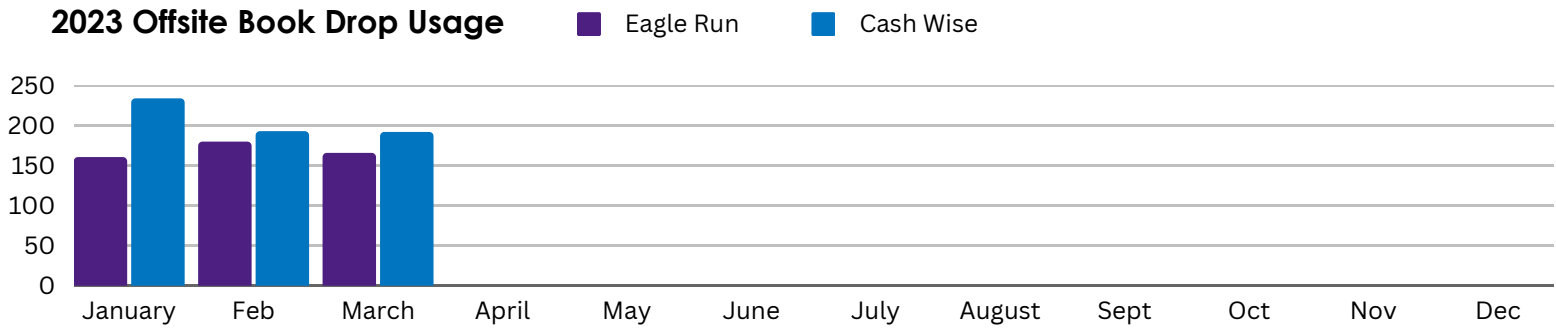
Offsite Book Drop Usage



March Offsite Book Drop Usage



2023 Offsite Book Drop Usage



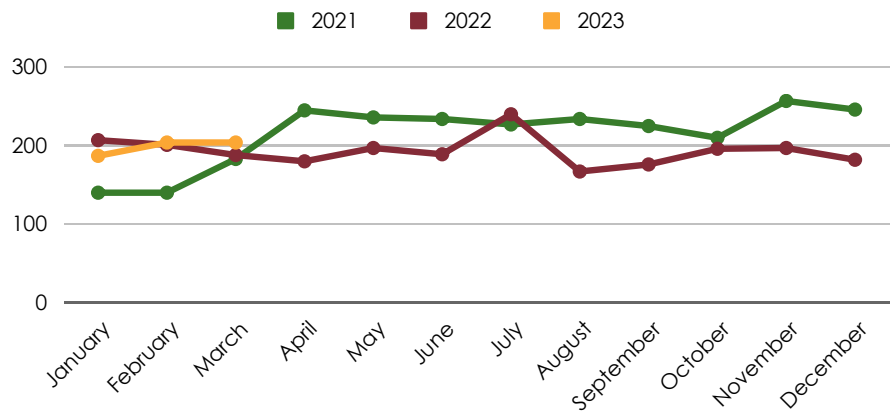
Outreach Services

Monthly Outreach Circulation

Total Monthly Circulation

2021	183
2022	188
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 (23 sessions) 253
Little Red Reading Bus Route (0 stops) 0
Other Outreach Events 17
Total Attendance 270

Programs

Onsite Program Attendance

Youth

Ready to Read Storytime	115
Baby Boost Storytime	221
Teen Events	0
Other Youth Events	61
Total Attendance	397
	(↑ 114)

Adult

Onsite Book Clubs	20
Cribbage	20
Adult Movie Screenings	65
English Conversation Circle	5
Genealogy Class	3
Other Events	16
Total Attendance	129
	(↑ 42)

All-Ages

Mad Hatter Tea Party	184
Family Movie	18
Music in the Library	14
Other All Ages Events	0
Total Attendance	216
	(↑ 198)

Reference Programs

Technology Tutoring	7
ND Job Service	0
Total Attendance	7
	(↓ 4)

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

Monthly New Registrations	2
YTD Registrations	7
Lifetime Registrations	17

1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	8
YTD Registrations	13
Lifetime Registrations	425

Red River Valley Kids Read (March)

Monthly New Registrations	26
Challenge Completions	2

A Little Reading Madness (March)

Monthly New Registrations	135
Challenge Completions	74



Nearly 200 people (many in costume!) came out for the Mad Hatter Tea Party event that kicked off our "March Madness" series of programs.



Total program attendees 1019 (↑ 387)
(in-library & outreach, January 2023)

Students at Liberty, Cheney and Heritage middle schools also had challenges available through Beanstack in March with 417 readers tracking an average of 7.5 reading hours per person in March.

Communications

Public communications highlights for January 2023 included:

- Local news promotion of Friends of the Library Book Sale (TV, Print, Radio)
- Local news promotion of Women's History Month movie series (TV)
- Local news promotion of Mad Hatter Tea Party (TV)

83 new social media followers

74 new email subscribers

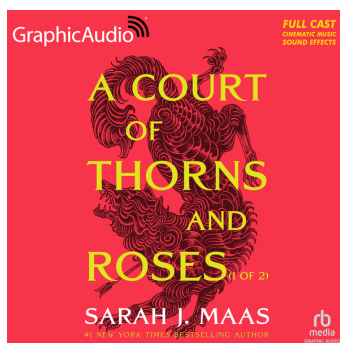


Top Circulating Digital Items Q1 2023

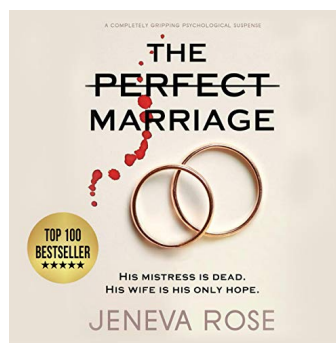
Hoopla



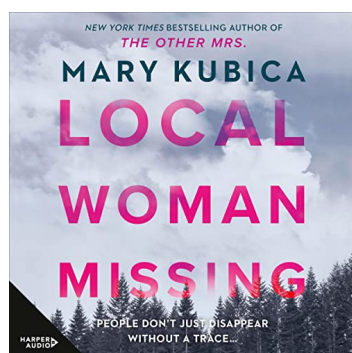
"Just the Nicest Couple" (Audiobook)
Mary Kubica



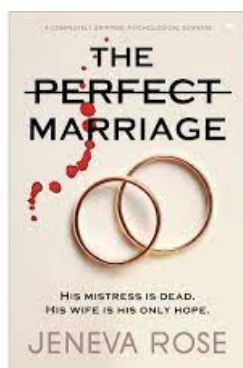
"A Court of Thorns and Roses" (Audiobook)
Sarah J. Maas



"The Perfect Marriage" (Audiobook)
Jeneva Rose

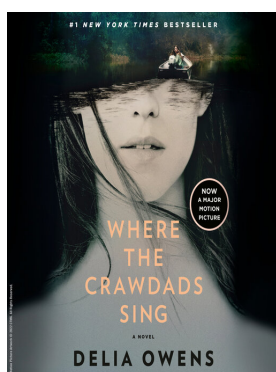


"Local Woman Missing" (Audiobook)
Mary Kubica

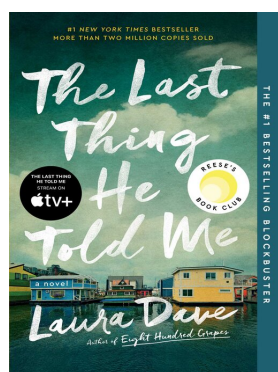


"The Perfect Marriage" (eBook)
Jeneva Rose

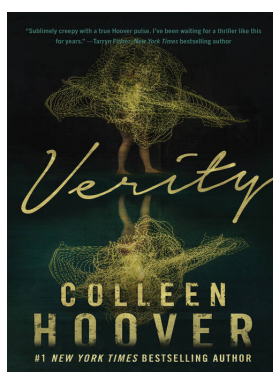
OverDrive/Libby



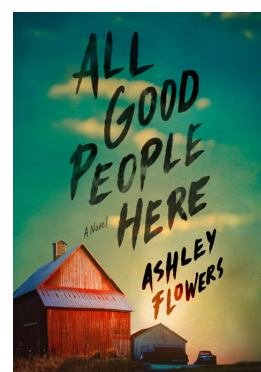
"Where the Crawdads Sing" (Audiobook)
Delia Owens



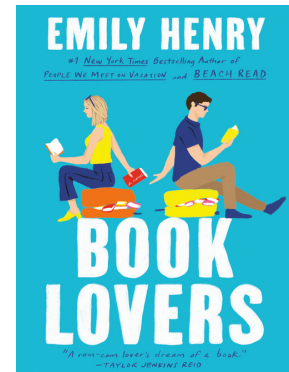
"The Last Thing He Told Me" (eBook)
Laura Dave



"Verity" (eBook)
Colleen Hoover



"All Good People Here" (Audiobook)
Ashley Flowers



"Book Lovers" (eBook)
Emily Henry



WEST FARGO PUBLIC LIBRARY

DIRECTOR REPORT

WEST FARGO PUBLIC LIBRARY

DIRECTOR, BETTY ADAMS

Presented at the Library Board Meeting on

Thursday, April 13, 2023

(All information is reflective of March 2023)

TRUSTEE NOTES

Community Feedback

1. A patron was **very impressed and excited for the mystery book display**. He ended up getting two books when he was only planning on getting some books for his son.
2. Several patrons have asked recently if we still have **music CDs**.
3. Patron brought back a Hotspot to get a replacement because **it hadn't been working for them since they checked it out**.
4. After two patrons had used the scanner, they were heard happily talking amongst themselves about libraries being cool and that we have **"so many resources."**
5. Patron had **WiFi issues upstairs** in the middle of the Fiction section. It would say connected but "No Internet." When the patron brought the computer downstairs, she eventually was **able to access the internet but only if she stayed downstairs**.
6. Patron expressed loving "all of our **adult program variety**, so thankful that WFPL has something for everyone," our new **program guide magazine**, and that Large Print is downstairs now with **magazines being upstairs and having casual seating** nearby.

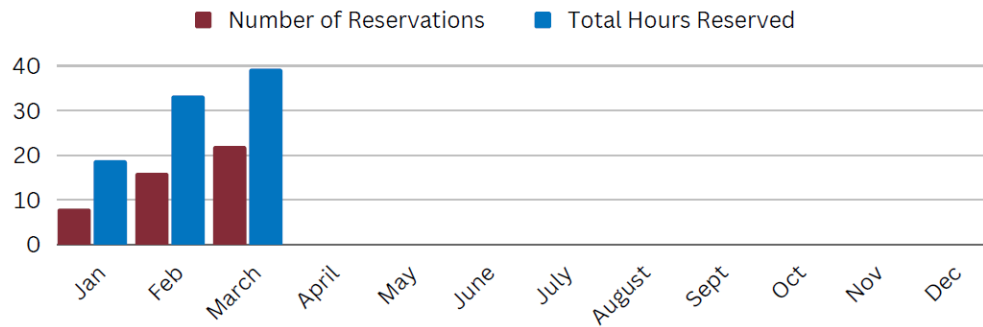
A note received through public input form:

"Great thanks for all of the wonderful staff and programs provided. I have lived in many cities in North Dakota (5) and **by any measure West Fargo Library is the best** I have ever been a member of. Thank you so much."

BUILDING & TECHNOLOGY

- WiFi connectivity issues
- HotSpot issues
- IT ticket tracking
- Wheelchair bound patrons express frustration with elevator and restroom accessibility
- Leak in entryway
- New grant funded launchpads

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
- Yards Downtown Business Association meeting
- Red River Radio Amateurs meetings
- Resources & Encouragement for Area Christian Homeschoolers meeting
- Friends of the Library Book Sale
- Pine Needle Basketry class

March 2023 Meeting Room Use

Monthly Hours Reserved 39.25
Hours Reserved YTD 91.25
Monthly Reservations 22
Reservations YTD 46



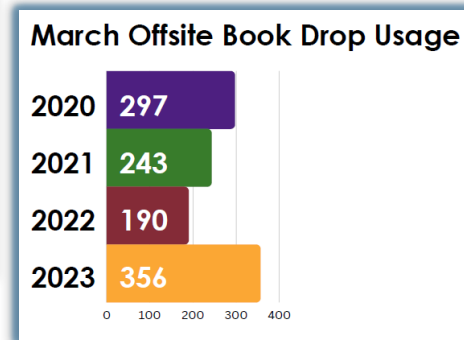
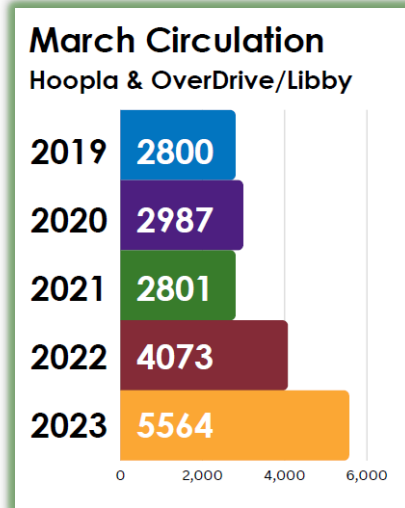
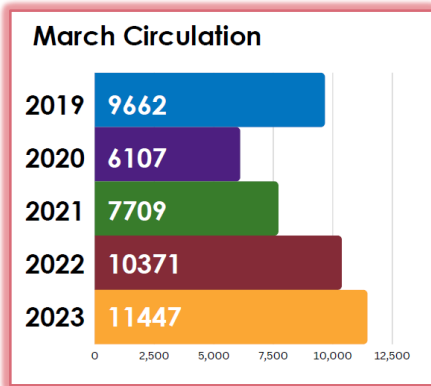
STAFF & CONTINUING EDUCATION UPDATES

- Program Assistant & Library Assistant
- 36 hours of Continuing Education
 - Low-Cost Communications, Engagement and Promotional Tactics
 - Digital Skills for Older Adults: Teaching Technology in Public Libraries
 - Disaster Q. & A. (For Libraries)
 - Universal Design at Your Library
 - Out of School STEM Virtual Conference
 - Fundamentals of Cataloging



COLLECTIONS & MATERIALS

- Friends Book Sale Success!
- Genre stickers
- Weeding
- HB1205 & SB 2360
- Monthly Impact Report Highlights:



FINANCES

CURRENT MONTH & YEAR TO DATE



148,407.92

388,022.21



20%



FINANCE UPDATE

WFPL Annual Report
has been submitted
to NDSL



PROGRAMMING & OUTREACH - YOUTH



Program Highlights

- **Lego Challenge** was a big success! A full group of kids used STEM skills and their imagination to build robots, towers, something that flies and more in timed challenges.
- Storytimes continue to be strong with solid attendance between **30-50 people**.
- **Mad Hatter Tea Party** had nearly **200 people** attend (some in costume) to enjoy an afternoon of Alice in Wonderland themed fun. Attendees enjoyed games, treats, STEM activities, crafts and more.
- **RRVCR and Fun with Fossils Event** – the second year of the RRVCR program went well.
 - Multiple copies of the book were taken
 - Beanstack challenge had 26 participants
 - Full house for the Fun with Fossils event at WFPL
 - **Kids explored archeology, practiced excavating dig sites and made their own fossils.**
 - Unfortunately, the author visit event at Bonanzaville was cancelled due to multiple rescheduling because of weather

Upcoming:

- **2nd grade library tours** are starting in April and into May.
 - All the second grade classes will have a field trip to the library learning all about how the public library works, getting a behind the scenes tour and learning all about summer reading.
- For teens we have a **DIY Pop Tart Pillow** event and an **Anime Drawing** class in late spring.
- **Spring STEM Class for kids** in May. Kids (5-11) will have a chance to explore a variety of spring themed STEM activities.
- **Little Red Reading Bus** will be popping up in the community in April and May.
- For **National Library Week**, the LRRB will be out at a few parks and grocery stores for a mini pop-up event with info on Summer Boost 2023.
- The LRRB will also pop up at the **PCAND Stepping Up for Children event, Red River Spring Market, and Brooks Harbor Family Fun night.**

PROGRAMMING & OUTREACH – ADULT & PATRON



Highlights

- **Monday Matinees** continue to be successful seeing attendance averaging 16/week
- **Organize and Declutter Your Home** with Organize It with Michelle
 - Quality event for patrons
 - reschedule due to weather
- **Space assessment of the Service Desk** area completed
 - changes in space to provide symmetry across the stations
 - develop organized/functional areas
 - create workflow efficiency
- **Service Desk staffing assessment** completed
 - identified times when additional coverage is needed
 - re-allocated hours to utilize the staffing hours
 - identified areas for growth

Upcoming Programs and Outreach

- **Special Programs and Outreach**
 - **AARP Safe Drivers** Class on April 8th.
 - **Adult Crafter Session** of Welcome Signs is FULL and has a healthy wait-list
 - **Intro to Bachata** dance class is filling-up
 - First dance class WFPL has offered in a number of years
 - Repeat of **Libby 101** now that the Overdrive app is ending
 - Hosting the **AARP Age Friendly Cities** meeting at the end of April.
 - Attending the **Senior Extravaganza** hosted by the WFACP on April 20th.
- **Book Clubs**
 - April 10 – **Monday Night Readers** at library at 7 pm
 - The Art of Losing by Alice Zeniter
 - April 19 – **Novel Afternoons** at library at 1 pm
 - Ordinary Grace by William Kent Krueger
 - April 20 – **Third Thursday** at library at 1:30 pm
 - Lincoln Highway by Amor Towles
 - April 27 - **Books and Brews** at Caribou Coffee in Hornbachers at 6 pm
 - Dear Edward by Ann Napolitano
- **Monday Matinees**
April Theme: Sports Movies
 - Apr. 3 – Alaskan Nets
 - Apr. 10 – American Underdog: the Kurt Warner Story
 - Apr. 17 – 42: the Jackie Robinson Story
 - Apr. 24 – Lioness: the Nicola Adams Story

THANK YOU

