



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, February 22, 2024 5:00 PM
Join the meeting via [Zoom](#)
Live stream on YouTube

1. Call to Order
2. Approve Order of Agenda
3. Public Comment

Consent Agenda - Approve the Following:

1. Approval of Minutes – December 14, 2023
2. Approval of Financial Reports

Regular Agenda

Old Business

New Business

1. Space Needs Assessment Presentation - Anders Dahlgren, Library Planning Associates
2. Request to Hire a Circulation Manager and change Outreach Coordinator from a Temporary to a Permanent position **(Action)**
3. Request to Purchase Ford Transit Van to Replace Little Red Reading Bus **(Action)**
4. Approve Updated Patron Code of Conduct **(Action)**
5. Request to Initiate Director's 6-Month Review **(Action)**
6. Director's Report
7. Adjourn

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

Also Present: Library Director Jenna Kahly

Absent: Commissioner Mandy George

I. Call to Order

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

II. Approve Order of the Agenda

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

III. Public Comment

No one signed up to speak during the Public Comment period.

IV. Consent Agenda Approve the Following

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

- Approval of Minutes – November 9, 2023
- Approval of November Financials

V. Approve Staff Training Dates for 2024

- Kahly shared information about staff training dates for 2024. She proposed full-day closures for Jan. 15, April 26, and Oct. 14. The January and October dates are holidays that are observed by West Fargo Public Schools, but not the City of West Fargo. These dates were chosen since they are observed by many entities, such as banks and schools, so patrons may assume the library would be closed those days anyway. Because the City of West Fargo does not observe these holidays, hosting staff training on those days would not affect staff holiday pay. Rerick moved and Schwartz seconded to approve the staff training dates for 2024.

VI. Quotes for Special Projects and Purchases

- Kahly gave an update on a few potential projects. Staff were asked to rank potential projects during the Dec. 4 staff training day. Replacing the Service Desk and replacing the carpet were listed as top priorities. Followed by acquiring a cargo van to replace the Little Red Reading Bus and opening up and adding a moveable wall between the meeting rooms.
 - Regarding service desk replacement, Kahly received quotes from Business Essentials and Christiansons. Business Essentials quoted \$37,443 and Christiansons quoted \$12,550.
 - The estimated cost for replacing the Little Red Reading Bus with a cargo van was \$65,000.
 - Regarding opening up and adding a moveable wall between meeting rooms, Gehrtz Construction estimated \$99,990 and Gast General Contractors estimated \$85,000 - \$122,400.
- These projects could be paid using unspent funds from 2023. Kahly

estimated \$250,000 - \$280,000 in available unspent funds due to staff positions not being filled throughout the year. Rerick asked if money could come from the reserve account and Kahly confirmed yes, that is where the funds would come from for these projects.

Schwartz moved and Rerick seconded to expend funds to acquire a new service desk. No opposition. Motion carried.

Installing a new service desk would require adding and replacing carpet in the area, the current desk does not have carpet underneath it. After discussion, Hanson motioned to direct Kahly to set up a meeting with the West Fargo school district to discuss replacing the carpet. Schwartz seconded. No opposition. Motion carried. Hanson requested she be part of the conversation.

Regarding replacing the Little Red Reading Bus, Hanson expressed the importance of the library's outreach vehicle due to the increased demand for the program in recent years. Regarding funding, Kahly noted that the Friends of the Library's annual Giving Hearts Day fundraiser would again prioritize bus replacement or repairs. Hanson made a motion to approve the purchase of a cargo van. Schwartz seconded. After discussion, Rerick motioned to table the approval of the cargo van purchase until more details were made available to the Board. Schwartz seconded. No opposition. Motion carried.

VII. Director's Report

Highlights of Kahly's report included:

- Overall circulation increased 23% in November compared to November 2022.
- Overall circulation increased 73% in November compared to November 2019.
- 75% of the expenditure is spent for the year.
- Cassandra St. Cyr and Lauren Branch were hired as the library's new part-time Library Assistants. One part-time position was still open at the time of the meeting.
- Popular programs in November and December included a Puzzle-Off Competition, author discussions, and STEM Saturday, which again had the meeting room at capacity, requiring staff to open additional spaces.
- The new Storytime kits were well received, with all seven being checked out immediately.
- Staff completed shifting the adult non-fiction section, which opened up space for new items and made the collection more accessible.
- All non-fiction labels were updated to accurate Dewey numbers.
- Magazines were condensed onto one row of shelves to make space for additional seating in the area.
- Staff continue to meet with Library Planning Associates for the space needs assessment. Schwartz has been included in these meetings as well.

VIII. Adjourn

Schwartz moved to adjourn. Stukel seconded. No opposition. Motion carried at 5:54 p.m.

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08:39:06

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 11/23 - 11/23

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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 5390128	Payroll 11.03.2023		/ /	33,325.29	11/23			
JV 5396124	Payroll 11.17.23		/ /	34,041.11	11/23			
		Object Total:		67,366.40	680,422.83	875,154.00	194,731.17	78%
114 PART TIME SALARIES								
JV 5390129	Payroll 11.03.2023		/ /	3,144.80	11/23			
JV 5396125	Payroll 11.17.23		/ /	2,221.95	11/23			
		Object Total:		5,366.75	87,495.27	146,358.00	58,862.73	60%
209 CLASSIFIED ADS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 5390130	Payroll 11.03.2023		/ /	2,700.69	11/23			
JV 5396126	Payroll 11.17.23		/ /	2,684.84	11/23			
		Object Total:		5,385.53	56,820.08	78,146.00	21,325.92	73%
230 RETIREMENT								
JV 5390131	Payroll 11.03.2023		/ /	5,077.18	11/23			
JV 5396127	Payroll 11.17.23		/ /	5,169.93	11/23			
		Object Total:		10,247.11	103,517.98	133,548.00	30,030.02	78%
240 WORKFORCE SAFETY INSURANCE								
			/ /					
		Object Total:		0.00	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								
			/ /					
		Object Total:		0.00	3,724.75	4,000.00	275.25	93%
320 HEALTH INSURANCE								
JV 5390132	Payroll 11.03.2023		/ /	4,297.58	11/23			
JV 5396128	Payroll 11.17.23		/ /	4,308.31	11/23			
		Object Total:		8,605.89	92,113.36	151,290.00	59,176.64	61%
321 PROPERTY INSURANCE								
			/ /					
		Object Total:		0.00	1,924.00	0.00	-1,924.00	%
333 BUILDING RENTAL								
CL 114525 1 110289 DECEMBER RENT		MISC07226 11/16/23		10,333.50	11/23 549 WF PUB SCHOOLS DIST #6			
		Object Total:		10,333.50	121,594.00	120,752.00	-842.00	101%
340 TRAVEL & EDUCATION								
CL 114280 1 109928 MILEAGE			11/07/23	8.75	11/23 3869 ALISHA REIS			
CL 114283 1 109944 MILEAGE			11/02/23	32.48	11/23 5053 CASSANDRA KLOS			
		Object Total:		41.23	3,513.41	17,392.00	13,878.59	20%

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7000 LIBRARY								
411600 LIBRARY								
348 BUYOUTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 114335 3	110105 oct 2023 lib kahly	9948685425	10/08/23	42.46	11/23	3668 VERIZON WIRELESS		
CL 114335 32	110105 oct 2023 library	9948685425	10/08/23	127.51	11/23	3668 VERIZON WIRELESS		
		Object Total:		169.97	1,477.61	3,300.00	1,822.39	45%
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 114149 2	109968 Library Background Check	EI01585030	10/31/23	110.00	11/23	1502 EIDE BAILLY LLP		
		Object Total:		110.00	626.00	3,000.00	2,374.00	21%
410 OFFICE SUPPLIES								
CC 1278 6	PANSY PLANTS	4567	10/25/23	395.00	11/23	3162 VISA LIBRARY #2		
CC 1279 1	AMAZON	3490	10/02/23	44.56	11/23	4576 VISA LIBRARY #3		
CC 1279 6	AMAZON	3490	10/20/23	66.64	11/23	4576 VISA LIBRARY #3		
CL 114285 1	110061 OFFICE SUPPLIES (WATER)	8013871023	10/31/23	109.38	11/23	3276 PREMIUM WATERS INC		
CL 114501 1	110140 OFFICE SUPPLIES	W012705301	11/16/23	205.08	11/23	351 BUSINESS ESSENTIALS		
CL 114501 2	110140 OFFICE SUPPLIES	W012705302	11/17/23	58.98	11/23	351 BUSINESS ESSENTIALS		
CL 114523 1	110255 BOOK CLUB BAGS	201832	11/21/23	396.91	11/23	1071 S & S PROMOTIONAL GROUP		
		Object Total:		1,276.55	12,560.90	13,000.00	439.10	97%
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 114286 1	110079 SERVICE AGREEMENTS / CONTRACTS	57564	10/01/23	216.00	11/23	3485 SENSOURCE		
CL 114504 1	110190 SERVICE AGREEMENTS - CONTRACTS	35337164	11/20/23	443.23	11/23	2877 GREATAMERICA FINANCIAL		
CL 114512 1	110199 KIC ANNUAL SERV. CONTR. RENEWA	M132200	11/18/23	1,550.00	11/23	2521 IMAGE ACCESS, INC.		
		Object Total:		2,209.23	9,982.37	10,260.00	277.63	97%
490 MISC			/ /					
		Object Total:		0.00	172.34	0.00	-172.34	%

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7000 LIBRARY								
411600 LIBRARY								
497 TECHNOLOGY								
CC 1277 7	ADOBE	999999	10/26/23	32.39	11/23 3161	VISA LIBRARY #1		
Object Total:				32.39	32,983.25	52,914.00	19,930.75	62%
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 1279 7	AMAZON	3490	10/23/23	66.19	11/23 4576	VISA LIBRARY #3		
Object Total:				66.19	7,857.80	3,500.00	-4,357.80	225%
644 POSTAL METER RENT								
Object Total:				0.00	729.27	1,200.00	470.73	61%
645 EQUIPMENT REPLACEMENT								
Object Total:				0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS								
Object Total:				0.00	1,469.74	3,000.00	1,530.26	49%
649 PROGRAMMING								
CC 1277 5	WALMART	4105	10/24/23	8.24	11/23 3161	VISA LIBRARY #1		
CC 1277 6	HOBBY LOBBY	3757	10/24/23	26.92	11/23 3161	VISA LIBRARY #1		
CC 1278 1	WALMART	4105	10/03/23	181.74	11/23 3162	VISA LIBRARY #2		
CC 1278 7	MICHAELS STORE	4209	10/27/23	34.05	11/23 3162	VISA LIBRARY #2		
CC 1279 2	AMAZON	3490	10/02/23	155.43	11/23 4576	VISA LIBRARY #3		
CC 1279 4	AMAZON	3490	10/13/23	33.35	11/23 4576	VISA LIBRARY #3		
CC 1279 5	AMAZON	3490	10/16/23	401.02	11/23 4576	VISA LIBRARY #3		
CC 1279 8	AMAZON	3490	10/25/23	47.48	11/23 4576	VISA LIBRARY #3		
Object Total:				888.23	15,720.16	16,000.00	279.84	98%
650 E RESOURCES								
CL 114288 1	110029 E RESOURCES	504577073	10/31/23	1,998.71	11/23 1854	MIDWEST TAPE		
Object Total:				1,998.71	37,785.06	41,285.00	3,499.94	92%
653 CAPITAL IMPROVEMENTS								
Object Total:				0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CC 1277 1	USPS	374	10/03/23	12.24	11/23 3161	VISA LIBRARY #1		
CC 1277 2	USPS	374	10/05/23	46.10	11/23 3161	VISA LIBRARY #1		
CC 1278 2	USPS	374	10/10/23	75.81	11/23 3162	VISA LIBRARY #2		
CC 1278 3	USPS	374	10/11/23	56.73	11/23 3162	VISA LIBRARY #2		
CC 1278 4	USPS	374	10/12/23	25.01	11/23 3162	VISA LIBRARY #2		
CC 1278 5	USPS	374	10/12/23	11.21	11/23 3162	VISA LIBRARY #2		
CL 114521 1	110244 POSTAGE		11/30/23	1,500.00	11/23 1483	PITNEY BOWES RESERVE ACCOUNT		
Object Total:				1,727.10	9,129.66	7,000.00	-2,129.66	130%

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7000 LIBRARY									
411600 LIBRARY									
662 BOOKS									
CL 114380 1	110002	BOOKS	77138789	08/03/23	18.20	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 2	110002	BOOKS	77138790	08/03/23	17.18	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 3	110002	BOOKS	78202660	10/04/23	32.73	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 4	110002	BOOKS	78202661	10/04/23	6.71	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 5	110002	BOOKS	78498152	10/24/23	14.70	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 6	110002	BOOKS	78498153	10/24/23	21.88	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 7	110002	BOOKS	78498154	10/24/23	28.46	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 8	110002	BOOKS	78590448	10/30/23	136.14	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 9	110002	BOOKS	78590449	10/30/23	33.39	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 10	110002	BOOKS	78612933	10/31/23	29.64	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 11	110002	BOOKS	78619377	10/31/23	35.11	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 12	110002	BOOKS	78619378	10/31/23	84.29	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 13	110002	BOOKS	78619379	10/31/23	42.74	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 14	110002	BOOKS	78619380	10/31/23	196.22	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 15	110002	BOOKS	78619381	10/31/23	52.97	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 16	110002	BOOKS	78619382	10/31/23	89.30	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 17	110002	BOOKS	78671880	11/03/23	20.30	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 18	110002	BOOKS	78671881	11/03/23	15.31	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 19	110002	BOOKS	78671882	11/03/23	21.94	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 20	110002	BOOKS	78671883	11/03/23	111.26	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 21	110002	BOOKS	78671884	11/03/23	261.35	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 22	110002	BOOKS	78680930	11/03/23	7.12	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 23	110002	BOOKS	78680931	11/03/23	368.07	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 24	110002	BOOKS	78680932	11/03/23	222.13	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 25	110002	BOOKS	78715358	11/07/23	566.41	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 26	110002	BOOKS	78715359	11/07/23	370.21	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 27	110002	BOOKS	78715360	11/07/23	295.32	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 28	110002	BOOKS	78715361	11/07/23	28.64	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 29	110002	BOOKS	78715362	11/07/23	32.29	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 30	110002	BOOKS	78715363	11/07/23	13.70	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 31	110002	BOOKS	78715364	11/07/23	13.73	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 32	110002	BOOKS	78758274	11/09/23	11.43	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 33	110002	BOOKS	78758275	11/09/23	976.86	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 34	110002	BOOKS	78758276	11/09/23	1,324.87	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 35	110002	BOOKS	78758277	11/09/23	13.40	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 36	110002	BOOKS	78758278	11/09/23	15.21	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 37	110002	BOOKS	78758279	11/09/23	29.49	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 38	110002	BOOKS	78768771	11/09/23	16.92	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 39	110002	BOOKS	78768772	11/09/23	13.58	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 40	110002	BOOKS	78768773	11/09/23	20.22	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 41	110002	BOOKS	78778267	11/10/23	24.50	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 42	110002	BOOKS	78778268	11/10/23	22.94	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 43	110002	BOOKS	78778269	11/10/23	14.40	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 44	110002	BOOKS	78778270	11/10/23	37.96	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 45	110002	BOOKS	78778271	11/10/23	15.56	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 46	110002	BOOKS	78778272	11/10/23	16.38	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 47	110002	BOOKS	78778273	11/10/23	44.15	11/23	4592 INGRAM LIBRARY SERVICES		

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7000 LIBRARY									
411600 LIBRARY									
CL 114380	48	110002 BOOKS	78778274	11/10/23	18.78	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380	49	110002 BOOKS	78778275	11/10/23	9.06	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380	50	110002 BOOKS	78778276	11/10/23	14.02	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380	51	110002 BOOKS	78822838	11/14/23	35.83	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380	52	110002 BOOKS	78822839	11/14/23	27.10	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380	53	110002 BOOKS	78822840	11/14/23	15.49	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114503	1	110148 BOOKS	251590	11/27/23	242.64	11/23	1808 CHERRY LAKE PUBLISHING		
CL 114514	1	110209 BOOKS	ARU0362848	11/13/23	127.95	11/23	5197 LAKEVIEW BOOKS		
CL 114524	1	110267 BOOKS	ARU0362511	11/08/23	186.60	11/23	3953 SMART APPLE MEDIA		
CL 114534	1	110200 BOOKS	7886532	11/16/23	14.29	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	2	110200 BOOKS	78866533	11/16/23	166.26	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	3	110200 BOOKS	78866534	11/16/23	25.20	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	4	110200 BOOKS	78866535	11/16/23	40.78	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	5	110200 BOOKS	78889781	11/17/23	21.96	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	6	110200 BOOKS	78889782	11/17/23	42.78	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	7	110200 BOOKS	78919205	11/20/23	21.96	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	8	110200 BOOKS	78996585	11/24/23	166.38	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	9	110200 BOOKS	78996586	11/24/23	219.21	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	10	110200 BOOKS	78996587	11/24/23	200.02	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	11	110200 BOOKS	79025406	11/27/23	14.10	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	12	110200 BOOKS	79025407	11/27/23	39.64	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	13	110200 BOOKS	79025408	11/27/23	21.95	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	14	110200 BOOKS	79025409	11/27/23	11.73	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	15	110200 BOOKS	79025410	11/27/23	16.06	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	16	110200 BOOKS	79025411	11/27/23	50.97	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	17	110200 BOOKS	79075744	11/29/23	13.86	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	18	110200 BOOKS	79075745	11/29/23	12.65	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	19	110200 BOOKS	79075746	11/29/23	37.98	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	20	110200 BOOKS	79075747	11/29/23	465.61	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	21	110200 BOOKS	79075748	11/29/23	395.05	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	22	110200 BOOKS	79086349	11/29/23	11.47	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	23	110200 BOOKS	79086350	11/29/23	41.54	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	24	110200 BOOKS	79086351	11/29/23	20.38	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	25	110200 BOOKS	79086352	11/29/23	180.52	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	26	110200 BOOKS	79086353	11/29/23	298.37	11/23	4592 INGRAM LIBRARY SERVICES		
Object Total:					9,013.50	67,477.00	100,750.00	33,273.00	67%
663 MAGAZINES									
					/ /				
Object Total:					0.00	5,305.38	5,500.00	194.62	96%
664 AUDIO VIDEO									
CC 1279	3	AMAZON	3490	10/07/23	29.98	11/23	4576 VISA LIBRARY #3		
CL 114288	2	110029 AUDIOBOOK	504535842	10/24/23	42.49	11/23	1854 MIDWEST TAPE		
CL 114288	3	110029 AUDIOBOOK	504535844	10/24/23	37.49	11/23	1854 MIDWEST TAPE		
CL 114288	4	110029 AUDIOBOOK	504518412	10/31/23	233.45	11/23	1854 MIDWEST TAPE		
CL 114288	5	110029 AUDIOBOOK	504518411	10/31/23	37.49	11/23	1854 MIDWEST TAPE		
CL 114288	6	110029 AUDIOBOOK	504607514	11/07/23	47.49	11/23	1854 MIDWEST TAPE		
CL 114288	7	110029 AUDIOBOOK	504607515	11/07/23	259.45	11/23	1854 MIDWEST TAPE		
CL 114288	8	110029 DVD	504535843	10/24/23	121.42	11/23	1854 MIDWEST TAPE		

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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									
CL 114288	9	110029 DVD	504518414	10/31/23	31.47	11/23	1854 MIDWEST TAPE		
CL 114288	10	110029 DVD	504518415	10/31/23	164.71	11/23	1854 MIDWEST TAPE		
CL 114288	11	110029 DVD	504518416	10/31/23	91.94	11/23	1854 MIDWEST TAPE		
CL 114288	12	110029 DVD	504607517	11/07/23	20.22	11/23	1854 MIDWEST TAPE		
CL 114288	13	110029 DVD	504607518	11/07/23	108.09	11/23	1854 MIDWEST TAPE		
CL 114288	14	110029 AUDIOBOOK	504646320	11/15/23	222.45	11/23	1854 MIDWEST TAPE		
CL 114288	15	110029 AUDIOBOOK	504618559	11/15/23	137.47	11/23	1854 MIDWEST TAPE		
CL 114288	16	110029 DVD	504646322	11/15/23	97.38	11/23	1854 MIDWEST TAPE		
CL 114288	17	110029 DVD	504646323	11/15/23	352.88	11/23	1854 MIDWEST TAPE		
CL 114288	18	110029 DVD	504646324	11/15/23	57.77	11/23	1854 MIDWEST TAPE		
CL 114527	1	110220 AUDIOBOOK	504712133	11/29/23	76.98	11/23	1854 MIDWEST TAPE		
CL 114527	2	110220 AUDIOBOOK	504712119	11/29/23	72.98	11/23	1854 MIDWEST TAPE		
CL 114527	3	110220 DVD	504676683	11/22/23	64.31	11/23	1854 MIDWEST TAPE		
CL 114527	4	110220 DVD	504676685	11/22/23	75.64	11/23	1854 MIDWEST TAPE		
CL 114527	5	110220 DVD	504676682	11/22/23	74.16	11/23	1854 MIDWEST TAPE		
CL 114527	6	110220 DVD	504676684	11/22/23	219.01	11/23	1854 MIDWEST TAPE		
CL 114527	7	110220 DVD	504712130	11/29/23	51.69	11/23	1854 MIDWEST TAPE		
CL 114527	8	110220 DVD	504712131	11/29/23	44.20	11/23	1854 MIDWEST TAPE		
CL 114527	9	110220 DVD	504712132	11/29/23	27.28	11/23	1854 MIDWEST TAPE		
CL 114527	10	110220 DVD	504712135	11/29/23	189.09	11/23	1854 MIDWEST TAPE		
			Object Total:		2,988.98	18,659.70	31,500.00	12,840.30	59%
667 MEMBERSHIPS				/ /					
			Object Total:		0.00	1,918.20	3,500.00	1,581.80	55%
668 PRINTING				/ /					
			Object Total:		0.00	435.44	1,000.00	564.56	44%
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									
CL 114284	1	110039 EMERGENCY SUPPLIES		10/24/23	8.40	11/23	756 NELCO FIRST AID		
			Object Total:		8.40	65.40	350.00	284.60	19%
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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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	1277	3	UPRINTING	999999	10/10/23	132.57	11/23	3161 VISA LIBRARY #1	
CC	1277	4	UPRINTING	999999	10/10/23	145.57	11/23	3161 VISA LIBRARY #1	
CC	1277	8	FACEBOOK	999999	10/31/23	52.06	11/23	3161 VISA LIBRARY #1	
Object Total:					330.20	7,415.93	11,400.00	3,984.07	65%
724 CONSULTING/TESTING FEES									
Object Total:				/	/	0.00	0.00	0.00	%
740 SERVICE CHARGES									
JV	5402	2	FIBT TSYS/TRANSFIRST Nov 2023	/	/	78.00	11/23		
Object Total:					78.00	2,563.86	1,750.00	-813.86	147%
750 MISC.									
Object Total:				/	/	0.00	0.00	0.00	%
852 WEBSITE									
Object Total:				/	/	0.00	0.00	0.00	%
864 FURN & EQUIP DEPRECIATED >\$5,000									
Object Total:				/	/	0.00	0.00	0.00	%
870 CAPITALIZED ASSETS - OVER \$5,000									
Object Total:				/	/	0.00	0.00	0.00	%
880 COST ALLOCATIONS									
JV	5395	16	Nov 2023 Cost Allocations	/	/	3,501.92	11/23		
Object Total:					3,501.92	38,521.12	42,023.00	3,501.88	92%
890 TRANSFERS OUT									
Object Total:				/	/	0.00	0.00	10,000.00	%
901 CATALOGING									
Object Total:				/	/	0.00	2,559.78	3,200.00	640.22 80%
902 ONLINE DATE BASE (STATE)									
Object Total:				/	/	0.00	0.00	0.00	%
903 HISTORY ROOM									
Object Total:				/	/	0.00	0.00	0.00	%
994 ODIN									
Object Total:				/	/	0.00	23,543.00	24,200.00	657.00 97%
Account Total:					131,745.78	1,451,209.10	1,924,529.00	473,319.90	
Fund Total:					131,745.78	1,451,209.10	1,924,529.00	473,319.90	

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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								
110 PERMANENT EMP SALARIES								
JV 5407182	Payroll 12.1.23		/ /	35,750.45	12/23			
JV 5411149	12.15.23		/ /	34,182.94	12/23			
		Object Total:		69,933.39	750,356.22	875,154.00	124,797.78	86%
114 PART TIME SALARIES								
JV 5407183	Payroll 12.1.23		/ /	1,619.51	12/23			
JV 5411150	12.15.23		/ /	1,781.99	12/23			
		Object Total:		3,401.50	90,896.77	146,358.00	55,461.23	62%
209 CLASSIFIED ADS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 5407184	Payroll 12.1.23		/ /	2,764.97	12/23			
JV 5411151	12.15.23		/ /	2,657.41	12/23			
		Object Total:		5,422.38	62,242.46	78,146.00	15,903.54	80%
230 RETIREMENT								
JV 5407185	Payroll 12.1.23		/ /	5,455.51	12/23			
JV 5411152	12.15.23		/ /	5,214.65	12/23			
		Object Total:		10,670.16	114,188.14	133,548.00	19,359.86	86%
240 WORKFORCE SAFETY INSURANCE								
			/ /					
		Object Total:		0.00	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								
			/ /					
		Object Total:		0.00	3,724.75	4,000.00	275.25	93%
320 HEALTH INSURANCE								
JV 5407186	Payroll 12.1.23		/ /	4,658.65	12/23			
JV 5411153	12.15.23		/ /	4,658.58	12/23			
		Object Total:		9,317.23	101,430.59	151,290.00	49,859.41	67%
321 PROPERTY INSURANCE								
			/ /					
		Object Total:		0.00	1,924.00	0.00	-1,924.00	%
333 BUILDING RENTAL								
			/ /					
		Object Total:		0.00	121,594.00	120,752.00	-842.00	101%
340 TRAVEL & EDUCATION								
CC 1282 8	FMWF Chamber-Library	1979	11/14/23	30.00	12/23	3212 VISA ADMINISTRATION		
CC 1297 2	SANDY'S DONUTS	437	11/15/23	63.94	12/23	3162 VISA LIBRARY #2		
CL 114826 1	110330 MILEAGE		11/27/23	41.44	12/23	5053 CASSANDRA KLOS		
CL 115038 1	MILEAGE		12/14/23	7.50	12/23	3869 ALISHA REIS		
		Object Total:		142.88	3,656.29	17,392.00	13,735.71	21%

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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								
348 BUYOUTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 91963 1	june 2020 Library	9858177491	06/08/20	-207.59	8/20	3668 VERIZON WIRELESS		
CL 115000 29	nov 2023 library	9951136048	11/08/23	169.97	12/23	3668 VERIZON WIRELESS		
		Object Total:		-37.62	1,439.99	3,300.00	1,860.01	44%
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	626.00	3,000.00	2,374.00	21%
410 OFFICE SUPPLIES								
CC 1294 2	DASHER PRODUCTS	999999	11/14/23	71.98	12/23	3161 VISA LIBRARY #1		
CC 1297 1	PURE WATER	999999	11/01/23	108.00	12/23	3162 VISA LIBRARY #2		
CC 1297 4	PUREWATER	999999	11/15/23	100.00	12/23	3162 VISA LIBRARY #2		
CC 1298 1	OFFICE SUPPLIES	276	11/09/23	24.95	12/23	4576 VISA LIBRARY #3		
CC 1298 2	ZAPBUG HEATER	3490	11/15/23	152.68	12/23	4576 VISA LIBRARY #3		
CC 1298 5	FLOOR CORD COVERS	3490	11/15/23	30.66	12/23	4576 VISA LIBRARY #3		
CC 1298 8	OFFICE SUPPLIES	3490	11/19/23	192.53	12/23	4576 VISA LIBRARY #3		
CC 1298 11	OFFICE SUPPLIES	3490	11/27/23	145.98	12/23	4576 VISA LIBRARY #3		
CL 114719 1	110324 OFFICE SUPPLIES	W012727811	12/04/23	247.36	12/23	351 BUSINESS ESSENTIALS		
CL 114827 1	110350 OFFICE SUPPLIES	7406733	12/04/23	463.67	12/23	77 DEMCO INC		
CL 115039 1	POST ITS/TISSUES/BOARD CLEANER	W012749111	12/15/23	64.13	12/23	351 BUSINESS ESSENTIALS		
		Object Total:		1,601.94	14,162.84	13,000.00	-1,162.84	109%
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 114750 1	110442 SERVICE AGREEMENTS /CONTRACTS	3318342687	11/29/23	243.09	12/23	384 PITNEY BOWES GLOBAL		
CL 114825 1	110464 FURNITURE CLEANING	20863	12/04/23	1,497.50	12/23	2215 STEAM MASTERS		
JV 5406 14	Reclass LBS, Inc. Inv 523152		/ /	771.49	12/23			
		Object Total:		2,512.08	12,494.45	10,260.00	-2,234.45	122%

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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								
490 MISC								
CL 115040 1	BOOK REPLACEMENT		12/18/23	14.50	12/23	4563 DICKINSON AREA PUBLIC		
	Object Total:			14.50	186.84	0.00	-186.84	%
497 TECHNOLOGY								
CC 1294 6	ADOBE CREATIVE CLOUD	999999	11/26/23	32.39	12/23	3161 VISA LIBRARY #1		
CC 1297 3	BARCODES INC	999999	11/16/23	897.24	12/23	3162 VISA LIBRARY #2		
CC 1297 5	BARCODES INC	999999	11/30/23	24.70	12/23	3162 VISA LIBRARY #2		
CC 1305 4	Asana	999999	09/22/23	5,997.60	12/23	2439 VISA IT		
CC 1306 3	DNH GoDaddy	999999	10/17/23	199.98	12/23	2439 VISA IT		
CC 1307 6	Amazon	3490	11/15/23	378.00	12/23	2439 VISA IT		
	Object Total:			7,529.91	40,513.16	52,914.00	12,400.84	77%
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	7,857.80	3,500.00	-4,357.80	225%
644 POSTAL METER RENT								
	Object Total:	/ /		0.00	729.27	1,200.00	470.73	61%
645 EQUIPMENT REPLACEMENT								
	Object Total:	/ /		0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS								
CC 1298 9	BOOKLIST MAGAZINE	999999	11/23/23	184.95	12/23	4576 VISA LIBRARY #3		
	Object Total:			184.95	1,654.69	3,000.00	1,345.31	55%
649 PROGRAMMING								
CC 1294 1	PROGRAM ITEMS	4105	11/03/23	17.90	12/23	3161 VISA LIBRARY #1		
CC 1294 3	PROGRAM ITEM	3838	11/17/23	6.99	12/23	3161 VISA LIBRARY #1		
CC 1294 5	PROGRAM ITEMS	3701	11/21/23	10.50	12/23	3161 VISA LIBRARY #1		
CC 1294 7	PROGRAM ITEMS	3701	11/28/23	21.46	12/23	3161 VISA LIBRARY #1		
CC 1298 3	ORGANIC HERB	3490	11/15/23	15.41	12/23	4576 VISA LIBRARY #3		
CC 1298 4	DICE SET	3490	11/15/23	18.99	12/23	4576 VISA LIBRARY #3		
CC 1298 6	PROGRAM SUPPLIES	3757	11/15/23	21.44	12/23	4576 VISA LIBRARY #3		
CC 1298 7	PROGRAM SUPPLIES	3490	11/19/23	158.24	12/23	4576 VISA LIBRARY #3		
CC 1298 10	ORGANIC ROSE PETALS	3490	11/27/23	9.88	12/23	4576 VISA LIBRARY #3		
CL 114817 1 110468	PROGRAMMING (LICENSE RENEWAL)	3522895	12/01/23	560.00	12/23	2187 SWANK MOVIE LICENSING USA		
	Object Total:			840.81	16,560.97	16,000.00	-560.97	104%
650 E RESOURCES								
CL 114747 1 110408	E RESOURCES	504720031	11/30/23	2,001.01	12/23	1854 MIDWEST TAPE		
	Object Total:			2,001.01	39,786.07	41,285.00	1,498.93	96%

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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									
653 CAPITAL IMPROVEMENTS									
				/	/				
Object Total:					0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING									
				/	/				
Object Total:					0.00	9,129.66	7,000.00	-2,129.66	130%
662 BOOKS									
CL 114746	1	110320 BOOKS	106205	11/20/23	211.45	12/23	4220 BRAINSTORM INC		
CL 114751	1	110376 BOOKS	79115430	11/30/23	253.76	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	2	110376 BOOKS	79126890	12/01/23	13.23	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	3	110376 BOOKS	79126891	12/01/23	20.62	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	4	110376 BOOKS	79126892	12/01/23	510.81	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	5	110376 BOOKS	79126893	12/01/23	1,291.28	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	6	110376 BOOKS	79126894	12/01/23	965.29	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	7	110376 BOOKS	79126895	12/01/23	12.07	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	8	110376 BOOKS	79126896	12/01/23	20.11	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	9	110376 BOOKS	79126897	12/01/23	33.16	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	10	110376 BOOKS	79126898	12/01/23	19.38	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	11	110376 BOOKS	79126899	12/01/23	310.80	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	12	110376 BOOKS	79161296	12/04/23	14.06	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	13	110376 BOOKS	79161297	12/04/23	36.07	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	14	110376 BOOKS	79161298	12/04/23	23.53	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	15	110376 BOOKS	79161299	12/04/23	21.43	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	16	110376 BOOKS	79161300	12/04/23	14.32	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	17	110376 BOOKS	79161301	12/04/23	76.66	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	18	110376 BOOKS	79161302	12/04/23	96.04	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	19	110376 BOOKS	79208051	12/05/23	66.90	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	20	110376 BOOKS	79208050	12/05/23	13.33	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	21	110376 BOOKS	79188744	12/05/23	118.18	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	22	110376 BOOKS	79188743	12/05/23	27.53	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	23	110376 BOOKS	79224233	12/06/23	39.02	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	24	110376 BOOKS	79224234	12/06/23	17.13	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	25	110376 BOOKS	79224235	12/06/23	12.62	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	26	110376 BOOKS	79224236	12/06/23	19.85	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	27	110376 BOOKS	79224237	12/06/23	17.92	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	28	110376 BOOKS	79224238	12/06/23	19.24	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	29	110376 BOOKS	79224239	12/06/23	19.85	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	30	110376 BOOKS	79224240	12/06/23	385.09	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	31	110376 BOOKS	79224241	12/06/23	261.75	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	32	110376 BOOKS	79224242	12/06/23	253.66	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	33	110376 BOOKS	79224243	12/06/23	317.54	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	34	110376 BOOKS	79236324	12/06/23	32.98	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	35	110376 BOOKS	79236325	12/06/23	9.96	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	36	110376 BOOKS	79236326	12/06/23	12.41	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	37	110376 BOOKS	79236327	12/06/23	56.47	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	38	110376 BOOKS	79249908	12/07/23	32.23	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	39	110376 BOOKS	79249909	12/07/23	14.91	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	40	110376 BOOKS	79249910	12/07/23	22.01	12/23	4592 INGRAM LIBRARY SERVICES		

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 12/23 - 12/23

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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 114751	41	110376 BOOKS	79249911	12/07/23	38.27	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	42	110376 BOOKS	79249912	12/07/23	36.83	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	43	110376 BOOKS	79249913	12/07/23	28.07	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	44	110376 BOOKS	79335101	12/12/23	19.87	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	45	110376 BOOKS	79335102	12/12/23	168.15	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	46	110376 BOOKS	79335103	12/12/23	54.85	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	47	110376 BOOKS	79335104	12/12/23	60.02	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	48	110376 BOOKS	79335105	12/12/23	12.10	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	49	110376 BOOKS	79355174	12/12/23	32.64	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	50	110376 BOOKS	79355175	12/12/23	10.85	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	51	110376 BOOKS	79355176	12/12/23	8.39	12/23	4592 INGRAM LIBRARY SERVICES		
CL 115041	1	BOOKS	79372116	12/13/23	22.46	12/23	4592 INGRAM LIBRARY SERVICES		
CL 115041	2	BOOKS	79372117	12/13/23	248.14	12/23	4592 INGRAM LIBRARY SERVICES		
CL 115041	3	BOOKS	79394267	12/14/23	36.86	12/23	4592 INGRAM LIBRARY SERVICES		
CL 115041	4	BOOKS	79394268	12/14/23	13.41	12/23	4592 INGRAM LIBRARY SERVICES		
CL 115041	5	BOOKS	79394269	12/14/23	11.61	12/23	4592 INGRAM LIBRARY SERVICES		
CL 115041	6	BOOKS	79479740	12/19/23	25.74	12/23	4592 INGRAM LIBRARY SERVICES		
CL 115041	7	BOOKS	79479741	12/19/23	16.93	12/23	4592 INGRAM LIBRARY SERVICES		
CL 115041	8	BOOKS (CREDIT)	79493892	12/19/23	-34.71	12/23	4592 INGRAM LIBRARY SERVICES		
CL 115043	1	BOOKS		12/13/23	2,998.87	12/23	2126 OVERDRIVE, INC		
CL 115043	2	BOOKS		12/14/23	1,042.77	12/23	2126 OVERDRIVE, INC		
CL 115043	3	BOOKS		12/14/23	7,977.31	12/23	2126 OVERDRIVE, INC		
Object Total:					18,544.08	86,021.08	100,750.00	14,728.92	85%
663 MAGAZINES									
Object Total:					0.00	5,305.38	5,500.00	194.62	96%
664 AUDIO VIDEO									
CL 114747	2	110408 AUDIOBOOK	504719279	12/05/23	47.49	12/23	1854 MIDWEST TAPE		
CL 114747	3	110408 AUDIOBOOK	504737712	12/05/23	402.90	12/23	1854 MIDWEST TAPE		
CL 114747	4	110408 DVD	504737715	12/05/23	252.39	12/23	1854 MIDWEST TAPE		
CL 114747	5	110408 DVD	504737711	12/05/23	198.86	12/23	1854 MIDWEST TAPE		
CL 114747	6	110408 DVD	504737716	12/05/23	119.07	12/23	1854 MIDWEST TAPE		
CL 114747	7	110408 DVD	504737717	12/05/23	20.22	12/23	1854 MIDWEST TAPE		
CL 114747	8	110408 DVD	504737714	12/05/23	49.44	12/23	1854 MIDWEST TAPE		
CL 114747	9	110408 DVD	504737710	12/05/23	233.98	12/23	1854 MIDWEST TAPE		
CL 114747	10	110408 AUDIOBOOK	504776101	12/12/23	210.45	12/23	1854 MIDWEST TAPE		
CL 114747	11	110408 DVD	504776106	12/12/23	31.47	12/23	1854 MIDWEST TAPE		
CL 114747	12	110408 DVD	504776100	12/12/23	257.87	12/23	1854 MIDWEST TAPE		
CL 114747	13	110408 DVD	504776105	12/12/23	502.66	12/23	1854 MIDWEST TAPE		
CL 114747	14	110408 DVD	504776107	12/12/23	248.34	12/23	1854 MIDWEST TAPE		
CL 114747	15	110408 DVD	504776103	12/12/23	261.43	12/23	1854 MIDWEST TAPE		
CL 114747	16	110408 DVD	504776104	12/12/23	364.02	12/23	1854 MIDWEST TAPE		
CL 114747	17	110408 DVD	504772519	12/12/23	46.40	12/23	1854 MIDWEST TAPE		
CL 114749	1	110390 AUDIO VOX	104061	11/28/23	478.28	12/23	3109 LIBRARY IDEAS, INC		
CL 115042	1	AUDIOBOOK	504807205	12/19/23	164.96	12/23	1854 MIDWEST TAPE		
CL 115042	2	DVD	504807204	12/19/23	23.97	12/23	1854 MIDWEST TAPE		
CL 115042	3	DVD	504807209	12/19/23	23.97	12/23	1854 MIDWEST TAPE		
CL 115042	4	DVD	504807207	12/19/23	173.88	12/23	1854 MIDWEST TAPE		

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 115042 5	DVD	504807208	12/19/23	401.54	12/23	1854 MIDWEST TAPE		
CL 115042 6	DVD	504807230	12/19/23	70.41	12/23	1854 MIDWEST TAPE		
CL 115042 7	DVD	504807231	12/19/23	420.93	12/23	1854 MIDWEST TAPE		
CL 115043 4	AUDIOBOOK		12/14/23	8,176.22	12/23	2126 OVERDRIVE, INC		
		Object Total:		13,181.15	31,840.85	31,500.00	-340.85	101%
667 MEMBERSHIPS			/ /					
		Object Total:		0.00	1,918.20	3,500.00	1,581.80	55%
668 PRINTING			/ /					
		Object Total:		0.00	435.44	1,000.00	564.56	44%
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								
CL 115044 1	FIRST AID SUPPLIES	113136	12/11/23	27.60	12/23	756 NELCO FIRST AID		
		Object Total:		27.60	93.00	350.00	257.00	27%
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 1294 4	UPRINTING	999999	11/20/23	331.97	12/23	3161 VISA LIBRARY #1		
CL 114720 1	110366 DEC - FEB MAGAZINES	228974	11/17/23	1,035.87	12/23	4661 FORUM COMMUNICATIONS		
		Object Total:		1,367.84	8,783.77	11,400.00	2,616.23	77%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES			/ /					
		Object Total:		0.00	2,563.86	1,750.00	-813.86	147%
750 MISC.			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
852 WEBSITE			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 12/23 - 12/23

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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								
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 5403 16	Dec 2023 Cost Allocations		/ /	3,501.92	12/23			
		Object Total:		3,501.92	42,023.04	42,023.00	-0.04	100%
890 TRANSFERS OUT			/ /					
		Object Total:		0.00	0.00	10,000.00	10,000.00	%
901 CATALOGING			/ /					
		Object Total:		0.00	2,559.78	3,200.00	640.22	80%
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	23,543.00	24,200.00	657.00	97%
		Account Total:		150,157.71	1,601,366.81	1,924,529.00	323,162.19	
		Fund Total:		150,157.71	1,601,366.81	1,924,529.00	323,162.19	

***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	6,689.93	1,855,758.94	1,947,167.00	-91,408.06	95
310002	DISCOUNT PROPERTY TAXES			-72,045.00	72,045.00	
335600	STATE AID		40,509.16	31,000.00	9,509.16	131
						99
Total Revenue		6,689.93	1,896,268.10	1,906,122.00	-9,853.90	99
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	69,933.39	750,356.22	875,154.00	124,797.78	86
114	PART TIME SALARIES	3,401.50	90,896.77	146,358.00	55,461.23	62
220	SOCIAL SECURITY	5,422.38	62,242.46	78,146.00	15,903.54	80
230	RETIREMENT	10,670.16	114,188.14	133,548.00	19,359.86	86
240	WORKFORCE SAFETY INSURANCE		1,124.45	1,607.00	482.55	70
250	UNEMPLOYMENT			500.00	500.00	
312	ATTORNEY		3,724.75	4,000.00	275.25	93
320	HEALTH INSURANCE	9,317.23	101,430.59	151,290.00	49,859.41	67
321	PROPERTY INSURANCE		1,924.00		-1,924.00	
333	BUILDING RENTAL		121,594.00	120,752.00	-842.00	101
340	TRAVEL & EDUCATION	142.88	3,696.29	17,392.00	13,695.71	21
356	TELEPHONE	-37.62	1,439.99	3,300.00	1,860.01	44
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING		626.00	3,000.00	2,374.00	21
410	OFFICE SUPPLIES	1,601.94	14,211.84	13,000.00	-1,211.84	109
424	GAS AND OIL			1,200.00	1,200.00	
427	VEHICLES MAINTENANCE			1,200.00	1,200.00	
428	SERVICE AGREEMENTS-CONTRA	2,512.08	12,494.45	10,260.00	-2,234.45	122
490	MISC	14.50	186.84		-186.84	
497	TECHNOLOGY	7,529.91	40,513.16	52,914.00	12,400.84	77
500	SUPPLIES			500.00	500.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000		7,857.80	3,500.00	-4,357.80	225
644	POSTAL METER RENT		729.27	1,200.00	470.73	61
648	PROFESSIONAL PUBLICATIONS	184.95	1,654.69	3,000.00	1,345.31	55
649	PROGRAMMING	840.81	16,560.97	16,000.00	-560.97	104
650	E RESOURCES	2,001.01	39,786.07	41,285.00	1,498.93	96
661	POSTAGE/FREIGHT/SHIPPING		9,129.66	7,000.00	-2,129.66	130
662	BOOKS	18,544.08	86,021.08	100,750.00	14,728.92	85
663	MAGAZINES		5,305.38	5,500.00	194.62	96
664	AUDIO VIDEO	13,181.15	31,840.85	31,500.00	-340.85	101
667	MEMBERSHIPS		1,918.20	3,500.00	1,581.80	55
668	PRINTING		435.44	1,000.00	564.56	44
669	INSURANCE			2,750.00	2,750.00	
672	EMERGENCY MEDICAL SUPPLIES	27.60	93.00	350.00	257.00	27
689	PROMOTIONAL ACTIVITIES	1,367.84	8,783.77	11,400.00	2,616.23	77
740	SERVICE CHARGES		2,563.86	1,750.00	-813.86	

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CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 12 / 23

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Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
880	COST ALLOCATIONS	3,501.92	42,023.04	42,023.00	-0.04	100
890	TRANSFERS OUT			10,000.00	10,000.00	
901	CATALOGING		2,559.78	3,200.00	640.22	80
994	ODIN		23,543.00	24,200.00	657.00	97
	Total Account	150,157.71	1,601,455.81	1,924,529.00	323,073.19	83
	Total Expenses	150,157.71	1,601,455.81	1,924,529.00	323,073.19	83
	Net Income from Operations	-143,467.78	294,812.29			
	Other Revenue					
360000	MISCELLANEOUS REVENUE	602.29	7,081.71	5,000.00	2,081.71	142
360100	SPONSORSHIPS	568.60	14,896.83	20,000.00	-5,103.17	74
361000	INTEREST ON INVESTMENTS		47,035.80		47,035.80	
375000	DONATIONS		610.00		610.00	
						278
	Total Other Revenue	1,170.89	69,624.34	25,000.00	44,624.34	278
	Net Income	-142,296.89	364,436.63			

CITY OF WEST FARGO, ND
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 12 / 23

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
7000 LIBRARY	232,151.24	1,683,449.34	1,845,888.00	1,924,529.00	241,079.66	87%
Grand Total:	232,151.24	1,683,449.34	1,845,888.00	1,924,529.00	241,079.66	87%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 12/23 - 12/23

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 5407182	Payroll 12.1.23		/ /	35,750.45	12/23			
JV 5411149	12.15.23		/ /	34,182.94	12/23			
JV 5425 84	12.29.23 Payroll		/ /	37,097.91	12/23			
JV 5447 91	Payroll Accrual		/ /	19,223.18	12/23			
Object Total:				126,254.48	806,677.31	875,154.00	68,476.69	92%
114 PART TIME SALARIES								
JV 5407183	Payroll 12.1.23		/ /	1,619.51	12/23			
JV 5411150	12.15.23		/ /	1,781.99	12/23			
JV 5425 85	12.29.23 Payroll		/ /	2,278.67	12/23			
JV 5447 92	Payroll Accrual		/ /	1,453.48	12/23			
Object Total:				7,133.65	94,628.92	146,358.00	51,729.08	65%
209 CLASSIFIED ADS								
			/ /					
Object Total:				0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 5407184	Payroll 12.1.23		/ /	2,764.97	12/23			
JV 5411151	12.15.23		/ /	2,657.41	12/23			
JV 5425 86	12.29.23 Payroll		/ /	3,012.35	12/23			
JV 5447 93	Payroll Accrual		/ /	1,532.07	12/23			
Object Total:				9,966.80	66,786.88	78,146.00	11,359.12	85%
230 RETIREMENT								
JV 5407185	Payroll 12.1.23		/ /	5,455.51	12/23			
JV 5411152	12.15.23		/ /	5,214.65	12/23			
JV 5425 87	12.29.23 Payroll		/ /	5,253.51	12/23			
JV 5447 94	Payroll Accrual		/ /	3,125.68	12/23			
Object Total:				19,049.35	122,567.33	133,548.00	10,980.67	92%
240 WORKFORCE SAFETY INSURANCE								
			/ /					
Object Total:				0.00	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								
			/ /					
Object Total:				0.00	3,724.75	4,000.00	275.25	93%
320 HEALTH INSURANCE								
JV 5407186	Payroll 12.1.23		/ /	4,658.65	12/23			
JV 5411153	12.15.23		/ /	4,658.58	12/23			
JV 5447 95	Payroll Accrual		/ /	2,967.53	12/23			
Object Total:				12,284.76	104,398.12	151,290.00	46,891.88	69%

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CITY OF WEST FARGO, ND
Budget Detail Report
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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									
321 PROPERTY INSURANCE									
				/ /					
			Object Total:		0.00	1,924.00	0.00	-1,924.00	%
333 BUILDING RENTAL				/ /					
			Object Total:		0.00	121,594.00	120,752.00	-842.00	101%
340 TRAVEL & EDUCATION									
CC 1282 8		FMWF Chamber-Library	1979	11/14/23	30.00	12/23	3212 VISA ADMINISTRATION		
CC 1297 2		SANDY'S DONUTS	437	11/15/23	63.94	12/23	3162 VISA LIBRARY #2		
CC 1331 1		HORNBACHERS		12/04/23	72.78	12/23	3162 VISA LIBRARY #2		
CC 1331 2		MEXICAN VILLAGE		12/04/23	441.88	12/23	3162 VISA LIBRARY #2		
CC 1331 3		AMAZON		12/11/23	273.00	12/23	3162 VISA LIBRARY #2		
CC 1331 4		HOMELESS TRAINING		12/13/23	49.00	12/23	3162 VISA LIBRARY #2		
CL 114826 1	110330	MILEAGE		11/27/23	41.44	12/23	5053 CASSANDRA KLOS		
CL 115038 1	110509	MILEAGE		12/14/23	7.50	12/23	3869 ALISHA REIS		
JV 5435 6		Reclass Library Expenditures		/ /	40.00	12/23			
			Object Total:		1,019.54	4,532.95	17,392.00	12,859.05	26%
348 BUYOUTS				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE									
CL 91963 1		june 2020 Library	9858177491	06/08/20	-207.59	8/20	3668 VERIZON WIRELESS		
CL 115000 29	110709	nov 2023 library	9951136048	11/08/23	169.97	12/23	3668 VERIZON WIRELESS		
CL 115640 30		dec 2023 pw sewer	9953608638	12/08/23	169.99	12/23	3668 VERIZON WIRELESS		
			Object Total:		132.37	1,609.98	3,300.00	1,690.02	49%
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				/ /					
JV 5435 7		Reclass Library Expenditures		/ /	200.00	12/23			
			Object Total:		200.00	826.00	3,000.00	2,174.00	28%
410 OFFICE SUPPLIES									
CC 1294 2		DASHER PRODUCTS	999999	11/14/23	71.98	12/23	3161 VISA LIBRARY #1		
CC 1297 1		PURE WATER	999999	11/01/23	108.00	12/23	3162 VISA LIBRARY #2		
CC 1297 4		PUREWATER	999999	11/15/23	100.00	12/23	3162 VISA LIBRARY #2		
CC 1298 1		OFFICE SUPPLIES	276	11/09/23	24.95	12/23	4576 VISA LIBRARY #3		
CC 1298 2		ZAPBUG HEATER	3490	11/15/23	152.68	12/23	4576 VISA LIBRARY #3		
CC 1298 5		FLOOR CORD COVERS	3490	11/15/23	30.66	12/23	4576 VISA LIBRARY #3		
CC 1298 8		OFFICE SUPPLIES	3490	11/19/23	192.53	12/23	4576 VISA LIBRARY #3		
CC 1298 11		OFFICE SUPPLIES	3490	11/27/23	145.98	12/23	4576 VISA LIBRARY #3		
CC 1330 1		AMAZON		12/12/23	84.61	12/23	4576 VISA LIBRARY #3		
CC 1330 3		AMAZON		12/17/23	87.79	12/23	4576 VISA LIBRARY #3		
CL 114719 1	110324	OFFICE SUPPLIES	W012727811	12/04/23	247.36	12/23	351 BUSINESS ESSENTIALS		

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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									
CL 114827	1	110350 OFFICE SUPPLIES	7406733	12/04/23	463.67	12/23	77 DEMCO INC		
CL 115039	1	110526 POST ITS/TISSUES/BOARD CLEANER	W012749111	12/15/23	64.13	12/23	351 BUSINESS ESSENTIALS		
Object Total:					1,774.34	14,335.24	13,000.00	-1,335.24	110%
424 GAS AND OIL									
Object Total:					0.00	0.00	1,200.00	1,200.00	%
427 VEHICLES MAINTENANCE									
CC 1326	5	LIBRARY VEHICLE REG	5073	12/14/23	16.50	12/23	2423 VISA PUBLIC WORKS #1		
Object Total:					16.50	16.50	1,200.00	1,183.50	1%
428 SERVICE AGREEMENTS-CONTRA									
CL 114750	1	110442 SERVICE AGREEMENTS /CONTRACTS	3318342687	11/29/23	243.09	12/23	384 PITNEY BOWES GLOBAL		
CL 114825	1	110464 FURNITURE CLEANING	20863	12/04/23	1,497.50	12/23	2215 STEAM MASTERS		
CL 115175	1	110584 SERVICE	3554330	12/20/23	443.23	12/23	2877 GREATAMERICA FINANCIAL		
JV 5406	14	AGREEMENTS/CONTRACTS Reclass LBS, Inc. Inv 523152		/ /	771.49	12/23			
Object Total:					2,955.31	12,937.68	10,260.00	-2,677.68	126%
490 MISC									
CL 115040	1	110557 BOOK REPLACEMENT		12/18/23	14.50	12/23	4563 DICKINSON AREA PUBLIC		
Object Total:					14.50	186.84	0.00	-186.84	%
497 TECHNOLOGY									
CC 1294	6	ADOBE CREATIVE CLOUD	999999	11/26/23	32.39	12/23	3161 VISA LIBRARY #1		
CC 1297	3	BARCODES INC	999999	11/16/23	897.24	12/23	3162 VISA LIBRARY #2		
CC 1297	5	BARCODES INC	999999	11/30/23	24.70	12/23	3162 VISA LIBRARY #2		
CC 1305	4	Asana	999999	09/22/23	5,997.60	12/23	2439 VISA IT		
CC 1306	3	DNH GoDaddy	999999	10/17/23	199.98	12/23	2439 VISA IT		
CC 1307	6	Amazon	3490	11/15/23	378.00	12/23	2439 VISA IT		
CC 1329	2	BITLY		12/09/23	348.00	12/23	3161 VISA LIBRARY #1		
CC 1329	4	ADOBE		12/26/23	32.39	12/23	3161 VISA LIBRARY #1		
CC 1331	11	BARCODES INC		12/23/23	212.61	12/23	3162 VISA LIBRARY #2		
JV 5435	8	Reclass Library Expenditures		/ /	89.59	12/23			
Object Total:					8,212.50	41,195.75	52,914.00	11,718.25	78%
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	7,857.80	3,500.00	-4,357.80	225%

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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	729.27	1,200.00	470.73	61%
645 EQUIPMENT REPLACEMENT			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS								
CC 1298 9	BOOKLIST MAGAZINE	999999	11/23/23	184.95	12/23	4576 VISA LIBRARY #3		
CL 115174 1 110518	PROFESSIONAL PUBLICATIONS	NS21110150	11/01/21	594.00	12/23	1695 BAKER & TAYLOR		
		Object Total:		778.95	2,248.69	3,000.00	751.31	75%
649 PROGRAMMING								
CC 1294 1	PROGRAM ITEMS	4105	11/03/23	17.90	12/23	3161 VISA LIBRARY #1		
CC 1294 3	PROGRAM ITEM	3838	11/17/23	6.99	12/23	3161 VISA LIBRARY #1		
CC 1294 5	PROGRAM ITEMS	3701	11/21/23	10.50	12/23	3161 VISA LIBRARY #1		
CC 1294 7	PROGRAM ITEMS	3701	11/28/23	21.46	12/23	3161 VISA LIBRARY #1		
CC 1298 3	ORGANIC HERB	3490	11/15/23	15.41	12/23	4576 VISA LIBRARY #3		
CC 1298 4	DICE SET	3490	11/15/23	18.99	12/23	4576 VISA LIBRARY #3		
CC 1298 6	PROGRAM SUPPLIES	3757	11/15/23	21.44	12/23	4576 VISA LIBRARY #3		
CC 1298 7	PROGRAM SUPPLIES	3490	11/19/23	158.24	12/23	4576 VISA LIBRARY #3		
CC 1298 10	ORGANIC ROSE PETALS	3490	11/27/23	9.88	12/23	4576 VISA LIBRARY #3		
CC 1329 1	FAMILY FARE		12/02/23	57.60	12/23	3161 VISA LIBRARY #1		
CC 1329 3	CRICUT		12/16/23	103.07	12/23	3161 VISA LIBRARY #1		
CC 1330 2	AMAZON		12/16/23	509.25	12/23	4576 VISA LIBRARY #3		
CC 1331 12	FAMILY FARE		12/27/23	149.74	12/23	3162 VISA LIBRARY #2		
CC 1331 13	PARTY CITY		12/27/23	40.85	12/23	3162 VISA LIBRARY #2		
CL 114817 1 110468	PROGRAMMING (LICENSE RENEWAL)	3522895	12/01/23	560.00	12/23	2187 SWANK MOVIE LICENSING USA		
		Object Total:		1,701.32	17,421.48	16,000.00	-1,421.48	109%
650 E RESOURCES								
CL 114747 1 110408	E RESOURCES	504720031	11/30/23	2,001.01	12/23	1854 MIDWEST TAPE		
CL 115178 1 110629	E RESOURCES	504858913	12/31/23	1,999.76	12/23	1854 MIDWEST TAPE		
		Object Total:		4,000.77	41,785.83	41,285.00	-500.83	101%
653 CAPITAL IMPROVEMENTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING			/ /					
		Object Total:		0.00	9,129.66	7,000.00	-2,129.66	130%
662 BOOKS								
CL 114746 1 110320	BOOKS	106205	11/20/23	211.45	12/23	4220 BRAINSTORM INC		
CL 114751 1 110376	BOOKS	79115430	11/30/23	253.76	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751 2 110376	BOOKS	79126890	12/01/23	13.23	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751 3 110376	BOOKS	79126891	12/01/23	20.62	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751 4 110376	BOOKS	79126892	12/01/23	510.81	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751 5 110376	BOOKS	79126893	12/01/23	1,291.28	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751 6 110376	BOOKS	79126894	12/01/23	965.29	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751 7 110376	BOOKS	79126895	12/01/23	12.07	12/23	4592 INGRAM LIBRARY SERVICES		

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7000 LIBRARY									
411600 LIBRARY									
CL 114751	8	110376 BOOKS	79126896	12/01/23	20.11	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	9	110376 BOOKS	79126897	12/01/23	33.16	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	10	110376 BOOKS	79126898	12/01/23	19.38	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	11	110376 BOOKS	79126899	12/01/23	310.80	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	12	110376 BOOKS	79161296	12/04/23	14.06	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	13	110376 BOOKS	79161297	12/04/23	36.07	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	14	110376 BOOKS	79161298	12/04/23	23.53	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	15	110376 BOOKS	79161299	12/04/23	21.43	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	16	110376 BOOKS	79161300	12/04/23	14.32	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	17	110376 BOOKS	79161301	12/04/23	76.66	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	18	110376 BOOKS	79161302	12/04/23	96.04	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	19	110376 BOOKS	79208051	12/05/23	66.90	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	20	110376 BOOKS	79208050	12/05/23	13.33	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	21	110376 BOOKS	79188744	12/05/23	118.18	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	22	110376 BOOKS	79188743	12/05/23	27.53	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	23	110376 BOOKS	79224233	12/06/23	39.02	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	24	110376 BOOKS	79224234	12/06/23	17.13	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	25	110376 BOOKS	79224235	12/06/23	12.62	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	26	110376 BOOKS	79224236	12/06/23	19.85	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	27	110376 BOOKS	79224237	12/06/23	17.92	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	28	110376 BOOKS	79224238	12/06/23	19.24	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	29	110376 BOOKS	79224239	12/06/23	19.85	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	30	110376 BOOKS	79224240	12/06/23	385.09	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	31	110376 BOOKS	79224241	12/06/23	261.75	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	32	110376 BOOKS	79224242	12/06/23	253.66	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	33	110376 BOOKS	79224243	12/06/23	317.54	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	34	110376 BOOKS	79236324	12/06/23	32.98	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	35	110376 BOOKS	79236325	12/06/23	9.96	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	36	110376 BOOKS	79236326	12/06/23	12.41	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	37	110376 BOOKS	79236327	12/06/23	56.47	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	38	110376 BOOKS	79249908	12/07/23	32.23	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	39	110376 BOOKS	79249909	12/07/23	14.91	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	40	110376 BOOKS	79249910	12/07/23	22.01	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	41	110376 BOOKS	79249911	12/07/23	38.27	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	42	110376 BOOKS	79249912	12/07/23	36.83	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	43	110376 BOOKS	79249913	12/07/23	28.07	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	44	110376 BOOKS	79335101	12/12/23	19.87	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	45	110376 BOOKS	79335102	12/12/23	168.15	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	46	110376 BOOKS	79335103	12/12/23	54.85	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	47	110376 BOOKS	79335104	12/12/23	60.02	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	48	110376 BOOKS	79335105	12/12/23	12.10	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	49	110376 BOOKS	79355174	12/12/23	32.64	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	50	110376 BOOKS	79355175	12/12/23	10.85	12/23	4592 INGRAM LIBRARY SERVICES		
CL 114751	51	110376 BOOKS	79355176	12/12/23	8.39	12/23	4592 INGRAM LIBRARY SERVICES		
CL 115041	1	110595 BOOKS	79372116	12/13/23	22.46	12/23	4592 INGRAM LIBRARY SERVICES		
CL 115041	2	110595 BOOKS	79372117	12/13/23	248.14	12/23	4592 INGRAM LIBRARY SERVICES		
CL 115041	3	110595 BOOKS	79394267	12/14/23	36.86	12/23	4592 INGRAM LIBRARY SERVICES		
CL 115041	4	110595 BOOKS	79394268	12/14/23	13.41	12/23	4592 INGRAM LIBRARY SERVICES		

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7000 LIBRARY									
411600 LIBRARY									
CL 115041	5	110595 BOOKS	79394269	12/14/23	11.61	12/23	4592 INGRAM LIBRARY SERVICES		
CL 115041	6	110595 BOOKS	79479740	12/19/23	25.74	12/23	4592 INGRAM LIBRARY SERVICES		
CL 115041	7	110595 BOOKS	79479741	12/19/23	16.93	12/23	4592 INGRAM LIBRARY SERVICES		
CL 115041	8	110595 BOOKS (CREDIT)	79493892	12/19/23	-34.71	12/23	4592 INGRAM LIBRARY SERVICES		
CL 115043	1	110663 BOOKS		12/13/23	2,998.87	12/23	2126 OVERDRIVE, INC		
CL 115043	2	110663 BOOKS		12/14/23	1,042.77	12/23	2126 OVERDRIVE, INC		
CL 115043	3	110663 BOOKS		12/14/23	7,977.31	12/23	2126 OVERDRIVE, INC		
CL 115176	1	110595 BOOKS	79533969	12/21/23	37.25	12/23	4592 INGRAM LIBRARY SERVICES		
CL 115176	2	110595 BOOKS	79533970	12/21/23	23.05	12/23	4592 INGRAM LIBRARY SERVICES		
CL 115176	3	110595 BOOKS	79545382	12/21/23	33.69	12/23	4592 INGRAM LIBRARY SERVICES		
CL 115176	4	110595 BOOKS	79545383	12/21/23	11.11	12/23	4592 INGRAM LIBRARY SERVICES		
Object Total:					18,649.18	86,126.18	100,750.00	14,623.82	85%
663 MAGAZINES									
					/ /				
Object Total:					0.00	5,305.38	5,500.00	194.62	96%
664 AUDIO VIDEO									
CL 114747	2	110408 AUDIOBOOK	504719279	12/05/23	47.49	12/23	1854 MIDWEST TAPE		
CL 114747	3	110408 AUDIOBOOK	504737712	12/05/23	402.90	12/23	1854 MIDWEST TAPE		
CL 114747	4	110408 DVD	504737715	12/05/23	252.39	12/23	1854 MIDWEST TAPE		
CL 114747	5	110408 DVD	504737711	12/05/23	198.86	12/23	1854 MIDWEST TAPE		
CL 114747	6	110408 DVD	504737716	12/05/23	119.07	12/23	1854 MIDWEST TAPE		
CL 114747	7	110408 DVD	504737717	12/05/23	20.22	12/23	1854 MIDWEST TAPE		
CL 114747	8	110408 DVD	504737714	12/05/23	49.44	12/23	1854 MIDWEST TAPE		
CL 114747	9	110408 DVD	504737710	12/05/23	233.98	12/23	1854 MIDWEST TAPE		
CL 114747	10	110408 AUDIOBOOK	504776101	12/12/23	210.45	12/23	1854 MIDWEST TAPE		
CL 114747	11	110408 DVD	504776106	12/12/23	31.47	12/23	1854 MIDWEST TAPE		
CL 114747	12	110408 DVD	504776100	12/12/23	257.87	12/23	1854 MIDWEST TAPE		
CL 114747	13	110408 DVD	504776105	12/12/23	502.66	12/23	1854 MIDWEST TAPE		
CL 114747	14	110408 DVD	504776107	12/12/23	248.34	12/23	1854 MIDWEST TAPE		
CL 114747	15	110408 DVD	504776103	12/12/23	261.43	12/23	1854 MIDWEST TAPE		
CL 114747	16	110408 DVD	504776104	12/12/23	364.02	12/23	1854 MIDWEST TAPE		
CL 114747	17	110408 DVD	504772519	12/12/23	46.40	12/23	1854 MIDWEST TAPE		
CL 114749	1	110390 AUDIO VOX	104061	11/28/23	478.28	12/23	3109 LIBRARY IDEAS, INC		
CL 115042	1	110629 AUDIOBOOK	504807205	12/19/23	164.96	12/23	1854 MIDWEST TAPE		
CL 115042	2	110629 DVD	504807204	12/19/23	23.97	12/23	1854 MIDWEST TAPE		
CL 115042	3	110629 DVD	504807209	12/19/23	23.97	12/23	1854 MIDWEST TAPE		
CL 115042	4	110629 DVD	504807207	12/19/23	173.88	12/23	1854 MIDWEST TAPE		
CL 115042	5	110629 DVD	504807208	12/19/23	401.54	12/23	1854 MIDWEST TAPE		
CL 115042	6	110629 DVD	504807230	12/19/23	70.41	12/23	1854 MIDWEST TAPE		
CL 115042	7	110629 DVD	504807231	12/19/23	420.93	12/23	1854 MIDWEST TAPE		
CL 115043	4	110663 AUDIOBOOK		12/14/23	8,176.22	12/23	2126 OVERDRIVE, INC		
CL 115177	1	110612 AUDIOBOOKS	105335	12/19/23	43.96	12/23	3109 LIBRARY IDEAS, INC		
CL 115177	2	110612 AUDIOBOOKS - CUSTOM PROCESSING	104061 - 2	11/28/23	33.35	12/23	3109 LIBRARY IDEAS, INC		
CL 115178	2	110629 AUDIOBOOK	504832681	12/26/23	29.49	12/23	1854 MIDWEST TAPE		
CL 115178	3	110629 DVD	504832683	12/26/23	20.22	12/23	1854 MIDWEST TAPE		
CL 115178	4	110629 DVD	504832684	12/26/23	27.72	12/23	1854 MIDWEST TAPE		
Object Total:					13,335.89	31,995.59	31,500.00	-495.59	

102%

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7000 LIBRARY								
411600 LIBRARY								
667 MEMBERSHIPS								
CC 1331 5	NDLA		12/13/23	45.00	12/23	3162 VISA LIBRARY #2		
CC 1331 6	ALA		12/16/23	314.00	12/23	3162 VISA LIBRARY #2		
CC 1331 7	PURE WATER TECHNOLOGY		12/15/23	92.00	12/23	3162 VISA LIBRARY #2		
CC 1331 8	NDLA		12/21/23	60.00	12/23	3162 VISA LIBRARY #2		
CC 1331 9	ALA		12/22/23	247.00	12/23	3162 VISA LIBRARY #2		
CC 1331 10	NDLA		12/22/23	60.00	12/23	3162 VISA LIBRARY #2		
Object Total:				818.00	2,736.20	3,500.00	763.80	78%
668 PRINTING								
Object Total:				0.00	435.44	1,000.00	564.56	44%
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								
CL 115044 1	110645 FIRST AID SUPPLIES	113136	12/11/23	27.60	12/23	756 NELCO FIRST AID		
Object Total:				27.60	93.00	350.00	257.00	27%
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 1294 4	UPRINTING	999999	11/20/23	331.97	12/23	3161 VISA LIBRARY #1		
CL 114720 1	110366 DEC - FEB MAGAZINES	228974	11/17/23	1,035.87	12/23	4661 FORUM COMMUNICATIONS		
Object Total:				1,367.84	8,783.77	11,400.00	2,616.23	77%
724 CONSULTING/TESTING FEES								
Object Total:				0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES								
JV 5429 2	FIBT TSYS/TRANSFIRST Dec 2023		/ /	78.00	12/23			
Object Total:				78.00	2,641.86	1,750.00	-891.86	151%
750 MISC.								
Object Total:				0.00	0.00	0.00	0.00	%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 12/23 - 12/23

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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								
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 5403 16	Dec 2023 Cost Allocations		/ /	3,501.92	12/23			
		Object Total:		3,501.92	42,023.04	42,023.00	-0.04	100%
890 TRANSFERS OUT			/ /					
		Object Total:		0.00	0.00	10,000.00	10,000.00	%
901 CATALOGING			/ /					
		Object Total:		0.00	2,559.78	3,200.00	640.22	80%
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	23,543.00	24,200.00	657.00	97%
		Account Total:		233,273.57	1,684,482.67	1,924,529.00	240,046.33	
		Fund Total:		233,273.57	1,684,482.67	1,924,529.00	240,046.33	

***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).

02/01/24
07:34:34

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 1/24 - 1/24

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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 5443132	Payroll 1/12/24		/ /	38,446.36	1/24			
JV 5448 91	Payroll Accrual		/ /	-19,223.18	1/24			
JV 5453129	Payroll 1.26.24		/ /	38,935.78	1/24			
Object Total:				58,158.96	58,158.96	950,251.00	892,092.04	6%
114 PART TIME SALARIES								
JV 5443133	Payroll 1/12/24		/ /	2,906.95	1/24			
JV 5448 92	Payroll Accrual		/ /	-1,453.48	1/24			
JV 5453130	Payroll 1.26.24		/ /	-173.25	1/24			
JV 5453131	Payroll 1.26.24		/ /	3,150.69	1/24			
Object Total:				4,430.91	4,430.91	136,858.00	132,427.09	3%
209 CLASSIFIED ADS								
Object Total:				0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 5443134	Payroll 1/12/24		/ /	3,064.14	1/24			
JV 5448 93	Payroll Accrual		/ /	-1,532.07	1/24			
JV 5453132	Payroll 1.26.24		/ /	3,106.92	1/24			
Object Total:				4,638.99	4,638.99	83,164.00	78,525.01	6%
230 RETIREMENT								
JV 5443135	Payroll 1/12/24		/ /	6,251.35	1/24			
JV 5448 94	Payroll Accrual		/ /	-3,125.68	1/24			
JV 5453133	Payroll 1.26.24		/ /	6,329.02	1/24			
Object Total:				9,454.69	9,454.69	175,722.00	166,267.31	5%
240 WORKFORCE SAFETY INSURANCE								
Object Total:				0.00	0.00	2,384.00	2,384.00	%
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 5443136	Payroll 1/12/24		/ /	5,935.05	1/24			
JV 5448 95	Payroll Accrual		/ /	-2,967.53	1/24			
JV 5453134	Payroll 1.26.24		/ /	5,935.04	1/24			
Object Total:				8,902.56	8,902.56	205,554.00	196,651.44	4%
321 PROPERTY INSURANCE								
Object Total:				0.00	0.00	0.00	0.00	%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 1/24 - 1/24

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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								
333 BUILDING RENTAL								
CL 115181 1 110718	JANUARY RENT	MISC07261	12/21/23	10,333.50	1/24 549	WF PUB SCHOOLS DIST #6		
Object Total:				10,333.50	10,333.50	124,002.00	113,668.50	8%
340 TRAVEL & EDUCATION								
CL 115547 1 110727	MILEAGE		01/16/24	18.76	1/24 3869	ALISHA REIS		
Object Total:				18.76	18.76	18,060.00	18,041.24	%
348 BUYOUTS								
Object Total:				/ /				
356 TELEPHONE								
Object Total:				0.00	0.00	0.00	0.00	%
360 MISC PRINTING & MAILING								
Object Total:				0.00	0.00	3,300.00	3,300.00	%
387 MEDICAL/VACCINES								
Object Total:				0.00	0.00	0.00	0.00	%
399 RECRUITMENT/EMPLOYMENT TESTING								
Object Total:				0.00	0.00	500.00	500.00	%
410 OFFICE SUPPLIES								
CL 115548 1 110742	MANILA ENVELOPES	W012786561	01/12/24	60.60	1/24 351	BUSINESS ESSENTIALS		
CL 115548 2 110742	PLATES;CARDSTOCK;MARKER S	W012776881	01/08/24	170.46	1/24 351	BUSINESS ESSENTIALS		
Object Total:				231.06	231.06	13,000.00	12,768.94	2%
420 OPERATION & MAINTENANCE								
Object Total:				/ /				
424 GAS AND OIL								
Object Total:				0.00	0.00	0.00	0.00	%
427 VEHICLES MAINTENANCE								
Object Total:				0.00	0.00	1,200.00	1,200.00	%
428 SERVICE AGREEMENTS-CONTRA								
Object Total:				0.00	0.00	1,200.00	1,200.00	%
490 MISC								
CL 115549 1 110744	REPLACEMENT COST FOR BOARDBOOK		01/04/24	9.49	1/24 4782	CARRINGTON CITY LIBRARY		
Object Total:				9.49	9.49	500.00	490.51	2%
497 TECHNOLOGY								
Object Total:				0.00	0.00	36,479.00	36,479.00	%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 1/24 - 1/24

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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	2,000.00	2,000.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000								
		Object Total:	/ /	0.00	0.00	7,166.00	7,166.00	%
644 POSTAL METER RENT								
		Object Total:	/ /	0.00	0.00	1,200.00	1,200.00	%
645 EQUIPMENT REPLACEMENT								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS								
		Object Total:	/ /	0.00	0.00	3,000.00	3,000.00	%
649 PROGRAMMING								
		Object Total:	/ /	0.00	0.00	21,000.00	21,000.00	%
650 E RESOURCES								
CL 115179 1 110532 E RESOURCES		83099020	01/01/24	1,113.63	1/24 1623	CENGAGE GALE		
CL 115557 1 110884 E RESOURCES		913881975	01/07/24	3,016.00	1/24 5246	THE NEW YORK TIMES		
		Object Total:		4,129.63	4,129.63	53,161.00	49,031.37	8%
653 CAPITAL IMPROVEMENTS								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CL 115546 1 110854 POSTAGE			01/18/24	2,000.00	1/24 1483	PITNEY BOWES RESERVE ACCOUNT		
		Object Total:		2,000.00	2,000.00	10,000.00	8,000.00	20%
662 BOOKS								
CL 115550 1 110799 BOOKS		79732707	01/04/24	41.52	1/24 4592	INGRAM LIBRARY SERVICES		
CL 115550 2 110799 BOOKS		79732708	01/04/24	15.48	1/24 4592	INGRAM LIBRARY SERVICES		
CL 115550 3 110799 BOOKS		79761213	01/05/24	38.30	1/24 4592	INGRAM LIBRARY SERVICES		
		Object Total:		95.30	95.30	88,950.00	88,854.70	%
663 MAGAZINES								
CL 115556 1 110860 MAGAZINE SUBSCRIPTIONS		17890	01/02/24	4,623.73	1/24 3210	RIVISTAS SUBSCRIPTIONS		
		Object Total:		4,623.73	4,623.73	5,500.00	876.27	84%
664 AUDIO VIDEO								
CL 115180 1 110629 DVD		504866342	01/02/24	201.80	1/24 1854	MIDWEST TAPE		
CL 115180 2 110629 DVD		504866343	01/02/24	27.72	1/24 1854	MIDWEST TAPE		
CL 115180 3 110629 AUDIOBOOK		504866344	01/02/24	104.98	1/24 1854	MIDWEST TAPE		
CL 115551 1 110823 AUDIOBOOK		504925446	01/16/24	42.49	1/24 1854	MIDWEST TAPE		
CL 115551 2 110823 DVD		504881920	01/05/24	20.22	1/24 1854	MIDWEST TAPE		
CL 115551 3 110823 DVD		504925448	01/16/24	31.47	1/24 1854	MIDWEST TAPE		
CL 115551 4 110823 DVD		504925449	01/16/24	30.28	1/24 1854	MIDWEST TAPE		
CL 115551 5 110823 DVD		504925730	01/16/24	198.84	1/24 1854	MIDWEST TAPE		

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 1/24 - 1/24

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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								
		Object Total:		657.80	657.80	25,650.00	24,992.20	3%
667 MEMBERSHIPS			/ /					
		Object Total:		0.00	0.00	3,589.00	3,589.00	%
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	%
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			/ /					
		Object Total:		0.00	0.00	1,750.00	1,750.00	%
750 MISC.			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
852 WEBSITE			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
864 FURN & EQUIP DEPRECIATED >\$5,000			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 1/24 - 1/24

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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								
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
880 COST ALLOCATIONS			/ /					
	Object Total:			0.00	0.00	46,646.00	46,646.00	%
890 TRANSFERS OUT			/ /					
	Object Total:			0.00	0.00	10,000.00	10,000.00	%
901 CATALOGING			/ /					
	Object Total:			0.00	0.00	2,950.00	2,950.00	%
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 115554 1 110842 ODIN	23793	01/03/24		24,757.00	1/24 832 ODIN			
	Object Total:			24,757.00	24,757.00	24,200.00	-557.00	102%
	Account Total:			132,442.38	132,442.38	2,092,696.00	1,960,253.62	
	Fund Total:			132,442.38	132,442.38	2,092,696.00	1,960,253.62	

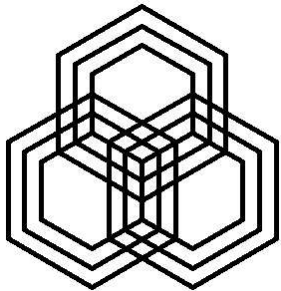
***Detail total may not match report total. The report total reflects the actual amount posting to the budget line. The detail includes all transactions that posted to the budget line during the period (including amounts that may have been closed).

Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
Revenue						
310001	PROPERTY TAXES	229,065.31	229,065.31	2,150,618.00	-1,921,552.69	11
310002	DISCOUNT PROPERTY TAXES			-79,573.00	79,573.00	
335600	STATE AID			31,000.00	-31,000.00	11
Total Revenue		229,065.31	229,065.31	2,102,045.00	-1,872,979.69	11
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	58,158.96	58,158.96	950,251.00	892,092.04	6
114	PART TIME SALARIES	4,430.91	4,430.91	136,858.00	132,427.09	3
220	SOCIAL SECURITY	4,638.99	4,638.99	83,164.00	78,525.01	6
230	RETIREMENT	9,454.69	9,454.69	175,722.00	166,267.31	5
240	WORKFORCE SAFETY INSURANCE			2,384.00	2,384.00	
250	UNEMPLOYMENT			500.00	500.00	
312	ATTORNEY			4,000.00	4,000.00	
320	HEALTH INSURANCE	8,902.56	8,902.56	205,554.00	196,651.44	4
333	BUILDING RENTAL	10,333.50	10,333.50	124,002.00	113,668.50	8
340	TRAVEL & EDUCATION	18.76	18.76	18,060.00	18,041.24	
356	TELEPHONE			3,300.00	3,300.00	
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING			3,000.00	3,000.00	
410	OFFICE SUPPLIES	231.06	231.06	13,000.00	12,768.94	2
424	GAS AND OIL			1,200.00	1,200.00	
427	VEHICLES MAINTENANCE			1,200.00	1,200.00	
428	SERVICE AGREEMENTS-CONTRA			10,260.00	10,260.00	
490	MISC	9.49	9.49	500.00	490.51	2
497	TECHNOLOGY			36,479.00	36,479.00	
500	SUPPLIES			500.00	500.00	
640	FURNITURE & EQUIPMENT			2,000.00	2,000.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000			7,166.00	7,166.00	
644	POSTAL METER RENT			1,200.00	1,200.00	
648	PROFESSIONAL PUBLICATIONS			3,000.00	3,000.00	
649	PROGRAMMING			21,000.00	21,000.00	
650	E RESOURCES	4,129.63	4,129.63	53,161.00	49,031.37	8
661	POSTAGE/FREIGHT/SHIPPING	2,000.00	2,000.00	10,000.00	8,000.00	20
662	BOOKS	95.30	95.30	88,950.00	88,854.70	
663	MAGAZINES	4,623.73	4,623.73	5,500.00	876.27	84
664	AUDIO VIDEO	657.80	657.80	25,650.00	24,992.20	3
667	MEMBERSHIPS			3,589.00	3,589.00	
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			11,400.00	11,400.00	
740	SERVICE CHARGES			1,750.00	1,750.00	

Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
880	COST ALLOCATIONS			46,646.00	46,646.00	
890	TRANSFERS OUT			10,000.00	10,000.00	
901	CATALOGING			2,950.00	2,950.00	
994	ODIN	24,757.00	24,757.00	24,200.00	-557.00	102
	Total Account	132,442.38	132,442.38	2,092,696.00	1,960,253.62	6
	Total Expenses	132,442.38	132,442.38	2,092,696.00	1,960,253.62	6
	Net Income from Operations	96,622.93	96,622.93			
	Other Revenue					
360000	MISCELLANEOUS REVENUE	273.99	273.99	5,000.00	-4,726.01	5
360100	SPONSORSHIPS			20,000.00	-20,000.00	1
	Total Other Revenue	273.99	273.99	25,000.00	-24,726.01	1
	Net Income	96,896.92	96,896.92			



SERVICE GOALS & SPACE NEEDS

a working paper prepared for the WEST FARGO PUBLIC LIBRARY

by
Library Planning Associates, Inc.

In 2019, the West Fargo Public Library Board of Trustees engaged Library Planning Associates, Inc. to assess optimum resource and service inventory goals and determine the library's future space needs based on its service needs. The community the library served had undergone rapid growth in recent years – a more than two-fold increase since 2000, from 14,940 to 34,858 population. And at the time of the 2019 study, the population was projected to grow to 41,700 by the year 2050. Like other municipal agencies in a growing community, the library has been challenged to keep pace with population growth and the corresponding demands for enhanced service. The library board and staff understood that the existing building had begun to hamper their ability to deliver superior library service to the community of West Fargo.

The 2019 study defined optimum resource and service inventory goals to the year 2040 and recommended that the library anticipate expanding its building to 55,300 square feet to properly house its optimum resource and service inventories. Shortly after that study was completed, the pandemic intervened, and expansion plans were put on hold.

Meanwhile, West Fargo continues to grow. New population forecasts, based on the 2020 census, anticipate even greater growth than was anticipated during the earlier study. Per the library's most recent annual report to the North Dakota State Library, the current population is 40,601 – only 1,000 shy of the year 2040 forecast that was in hand at the time of the earlier study. MetroCOG (the regional planning authority in the Fargo / Moorhead area) now projects West Fargo will grow to 56,500 to the year 2040 and 69,200 to the year 2050¹. The updated growth forecast prompts the West Fargo Public Library – along with other municipal agencies – to revisit earlier space needs study, to ensure that the library's planning needs remain current. In October, 2023, the library approached Library Planning Associates, Inc. to revisit and update its earlier assessment in light of the updated local planning landscape. This working paper outlines the findings and recommendations that emerged from LPA's review.

¹ https://fmmetrocog.org/application/files/8916/7389/2933/FM-Metro-Population-Projection_FINAL_November_2022.pdf

Executive Summary

The West Fargo Public Library (WFPL) serves a rapidly growing community in the Fargo, North Dakota metro area, as shown by recent and projected population tallies:

2000	14,940
2010	25,830
2020	40,601
2030	44,000
2040	56,500
2050	69,200

WFPL is an active and dynamic community resource. Circulation per item held is greater than peer comparative norms, indicating a collection carefully curated in response to community interests. Community response to the library's programming efforts is particularly strong, with attendance per program more than 50% greater than peer comparative norms.

In light of current service levels and changing prospects for future growth evidenced by the updated population forecasts cited above, Library Planning Associates, Inc. prepared an update to its 2018 service and space needs assessment study for WFPL. One critical shift in the local planning landscape from the prior study is an increased likelihood for developing a branch library (or libraries) in the future, given the updated population projections.

To make a new estimate of space needs in the context of these revised circumstances, LPA worked with WFPL staff to prepare new forecasts of the resource and service inventory the library should

support to meet community demands and needs. Among other factors, these new service forecasts anticipate growing the library's collection to 139,500 items to the year 2040 and 148,750 items to the year 2050; technology station inventory to 46 to the year 2040 and 54 to the year 2050; and the reader seating inventory to 168 to the year 2040 and 186 to the year 2050.

Based on the full menu of service inventories projected for WFPL in this study, space needs for a main library were estimated by way of four scenarios:

- space needs to the year 2040 in a single-building setting
- space needs to the year 2040 for a main library in a multi-building setting
- space needs to the year 2050 in a single-building setting
- space needs to the year 2050 for a main library in a multi-building setting

WEST FARGO PUBLIC LIBRARY SERVICE AND SPACE NEEDS SCENARIO SUMMARY		
	Year 2040	Year 2050
Scenario 1a: Single building service setting	60,350 sq.ft.	
Scenario 1b: Main library in a branch setting	52,600 sq.ft.	
Scenario 2a: Single building service setting		65,500 sq.ft.
Scenario 2b: Main library in a branch setting		57,250 sq.ft.

These findings warrant further, continuing review, tracking actual population growth over time, and a closer examination of branch library service protocols, among other topics.

A. Method and Acknowledgments

Anders Dahlgren, Library Planning Associates, Inc. founding principal, was designated the lead consultant for the West Fargo Public Library study. LPA approached the review for West Fargo Public Library with a multi-faceted strategy for discovery, to become re-acquainted with the library and the community it serves:

- reviewing existing documentation pertaining to the library and the community (census and demographic data, annual reports, the current long-range plan of service)
- updating the compilation of library annual report data prepared for the 2019 study
- preparing a summary of national service trends to understand how broad national service priorities have changed in recent years
- completing new peer comparative / trendline analysis to assess service trends among a group of the library's peers and establish service benchmarks to inform an assessment of current conditions at the library and project possible future resource and service inventory goals

Because the consultant had been IN the library during the previous study, a decision was made to forgo direct, on-site engagement, and work with library staff and representatives by way of teleconference, building on lessons of engagement learned during the pandemic. Library staff prepared a video tour of the library to apprise the consultant of current conditions in the building, and a series of video meetings were held to review options and discuss priorities.

Through this process, findings were assimilated and distilled into recommendations. To guide this process, LPA used a library space

planning methodology that was created and published by LPA founding principal Anders Dahlgren while on the staff of the Wisconsin state library agency. *Public Library Space Needs: A Planning Outline* (<https://dpi.wi.gov/pld/boards-directors/space-needs>) describes the connection between a library's service goals and its space needs. Every community has its own unique blend of library service demands and needs. One can identify a menu of resource and service inventory goals that will meet those needs, and in doing so, that menu becomes the basis of an estimate of the library's space need. This working paper reports out the finding of the consultant's application of the space needs outline methodology.

On February 22, 2024, the consultant met virtually with library trustees and staff to present the findings outlined in this working paper. The contributions of the following individuals are recognized, with appreciation:

Liann Hanson	President, Library Board
Larry Schwartz	Vice President, Library Board
Alanna Rerick	Treasurer, Library Board
Mandy George	Trustee / City Commissioner
Tony Stukel	Trustee
Jenna Kahly	Library Director
Kirsten Henagin	Adult & Patron Services Manager
Lauren Nephew	Youth Services Manager
Bree Schmidt	Technical Services Manager
Ellen Rossow	Marketing and Communications Specialist

B. Investigation and Discovery

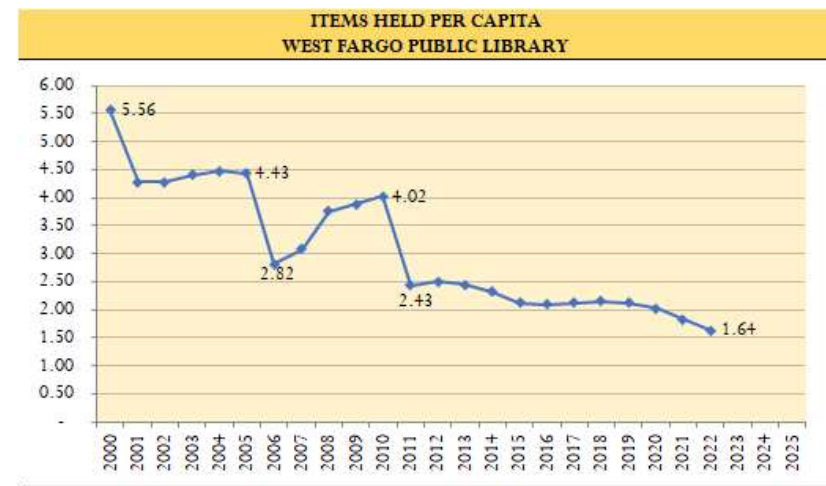
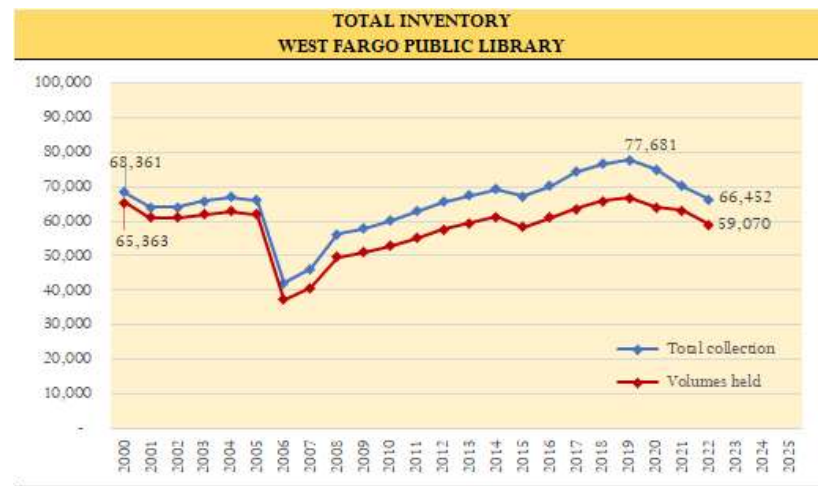
Key findings of the consultant's discovery efforts are summarized here – local service trends, broad national service trends, and peer comparative / trendline analyses.

B.1. Local service trends

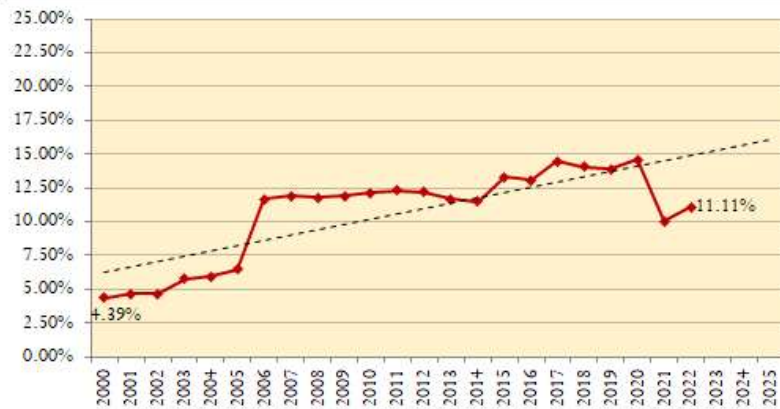
LPA extended the compilation of West Fargo Public Library annual report data completed for the 2019 study. The updated compilation informs an understanding of how library services have developed over time. The database of public library statistics maintained by the Institute for Museum and Library Services (IMLS) sourced data for 2019, 2020, and 2021, with the library providing its most recently-filed annual report, for 2022 (the 2022 data set has not yet been published by the IMLS).

Key observations include:

- The library's overall inventory (print + audio + video) is leaner today than it was 20 years ago. A major, coordinated weeding occurred in 2006. In the years following, the collection grew steadily, peaking at 77,600+ items in 2019. The total inventory has decreased each year since (reflecting a broad national service trend).
- When collection inventory is described relative to population, there is clear evidence that the service area population has grown at a much faster rate than the collection. In 2000, the library held 5.56 items per capita. There was a dramatic drop in 2006, corresponding to the coordinated weeding that took place that year. There was another drop between 2010 and 2011 – from 4.02 items held per capita to 2.43, reflecting a major adjustment following release of the 2010 census results. Every year since, the number of items held per capita has decreased.

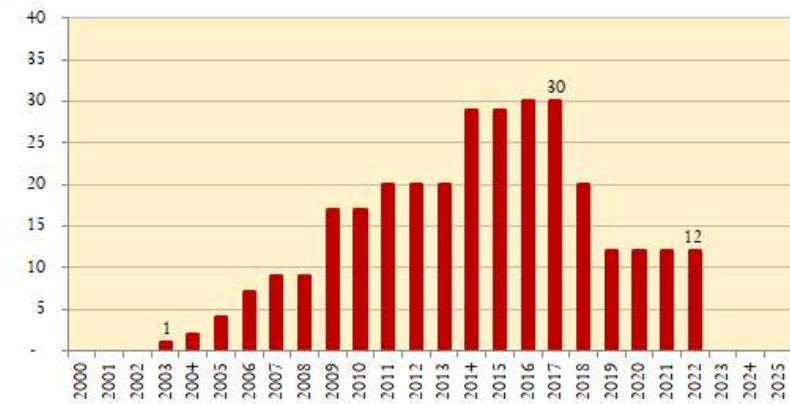


**NONPRINT as a PERCENT of TOTAL INVENTORY
WEST FARGO PUBLIC LIBRARY**



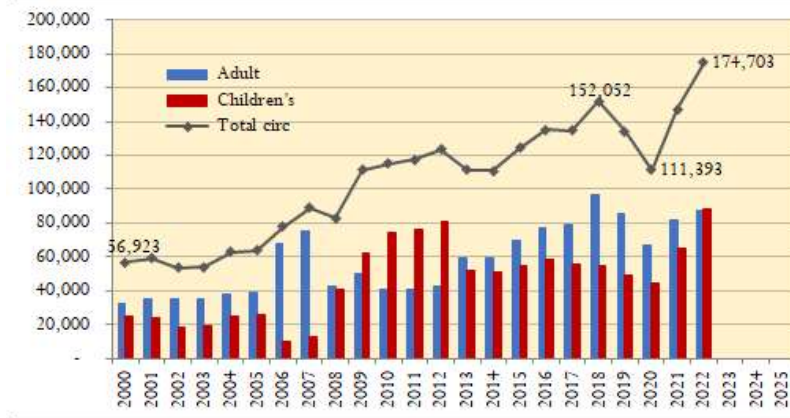
- The collection has become less print-centric. In 2000, print accounted for 95.6% of the total inventory. Throughout the late '00s and '10s, that ratio was reduced to between 87.5% and 85.0%. A sharp reduction in audio recordings in 2021 allowed the print share of total to increase to around 90.0%. In the latest reporting year, however, nonprint holdings once more increased. Since 2000, nonprint holdings as a percent of total has increased from 4.3% to 11.1%.
- Within the nonprint collection, videos have become the dominant format; in 2000, videos accounted for less than half of nonprint, but by 2022, video had come to represent almost three-quarters of WFPL's nonprint collection.
- For several years after the IMLS, in 1998, introduced a data element tallying the number of technology stations available for public use, the number of stations on offer at WFPL increased steadily. The inventory peaked in 2017 at 30 stations. In recent years, WFPL eliminated its stock of laptops for loan, responding to low usage. The number of technology stations on offer is 12, as of the latest reporting year. This reflects the a broader national pattern resulting

**TECHNOLOGY STATIONS for PUBLIC USE
WEST FARGO PUBLIC LIBRARY**



- from more users bringing their own Internet-connectable devices for use in the library. Space constraints in the existing building are likely at play as well.
- Between 2000 and 2018, circulation increased steadily, from 56,900+ to 152,000+ – almost a three-fold increase. Activity-related service measures, such as circulation, were impacted dramatically by the pandemic. At the beginning of

**TOTAL CIRCULATION
WEST FARGO PUBLIC LIBRARY**



the pandemic, WFPL saw total circulation fall to 111,000+ (note that the decline appears to have begun in 2019, *before* the onset of the pandemic). Over the last two reporting cycles, total circulation has recovered. As of the 2022 reporting cycle, total circulation appears to be back on its pre-pandemic track.

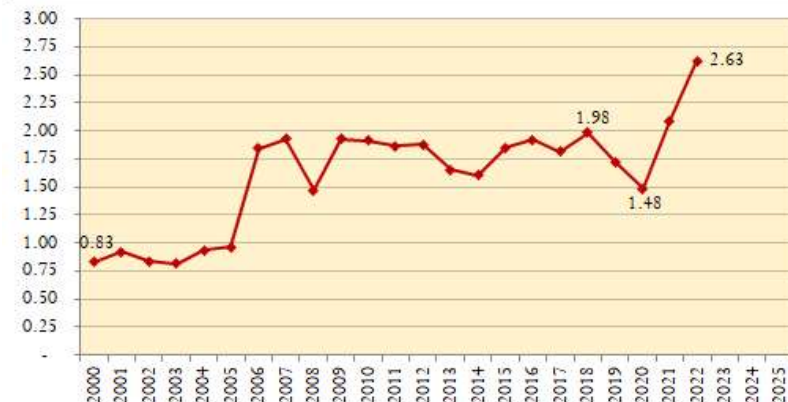
- Even so, circulation *per capita* has held more or less steady, registering a slight decline since 2000. This pattern is an indicator of the challenges facing the library as it tries to keep pace with rapid local growth. There is a clear break in this metric's pattern between 2010 and 2011, when the decennial census was released. Between 2000 and 2010, WFPL's service population, as reported by the North Dakota State Library, increased by 21.5% (from 12,287 to 14,940). With the release of the 2010 census, WFPL's service population leaped to 25,830, with a corresponding sharp decrease in circulation per capita. Over the next ten years, WFPL's circulation has increased, but so has WFPL's service population, resulting in little change in circulation per capita. Clearly, the recent rate of population growth has posed a challenge for the library and the community.

**CIRCULATION PER CAPITA
WEST FARGO PUBLIC LIBRARY**



- Circulation *per item held* presents a different and more positive picture. Circulation per item held (often referred to as “turnover rate”) calculates the average number of times each item in the library’s collection is borrowed. Sometimes this is interpreted as a measure of the responsiveness of the collection to the community’s needs and interests – how much “bang for the buck” the library’s collection offers. In West Fargo, this number has tracked generally up over the last twenty years, with a sharp increase over the last two reporting cycles. The recent pattern reflects an increase in total circulation, combined with a decrease in total inventory. It also speaks to how the library maintains a targeted collection that appeals to the community’s interests and needs.

**CIRCULATION per ITEM HELD (TURNOVER RATE)
WEST FARGO PUBLIC LIBRARY**



- Programming is up sharply over the period, albeit conditioned by pandemic impacts. In 2008, the library sponsored just under 400 program events. By 2019, that number more than doubled, to 935 program events. As the pandemic closed in, WFPL curtailed program events, as did most public libraries,

sponsoring only 241 events in 2020. By the 2022, these activities were well on the way toward a rebound: the library sponsored 512 program events.

- Program attendance has exhibited a similar pattern, growing from 6,100+ in 2008 to 15,00+ in 2019. Attendance dropped off in 2020, to 2,700+. By the 2022 reporting cycle, total program attendance had recovered, to 16,100+, to pre-pandemic levels.

B.2. National service trends

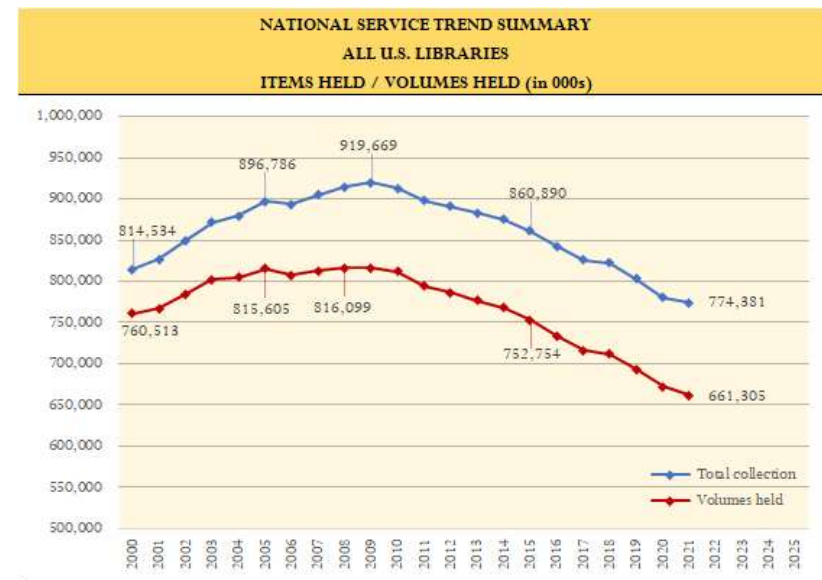
Just as it's useful to understand how library services have tracked and evolved at the local level over time, it is useful to understand how services have evolved nationally over time, within the broader community of U.S. public libraries. As we use these resource- and activity-based metrics to understand the current state of services at West Fargo Public Library, it's important to appreciate that these metrics are in flux. And it's even more important to understand how these measures have changed over time as we seek to employ current-day results to fashion benchmarks that can inform a future-state service goal that in turn shapes the library's space needs.

Every year, LPA uses the IMLS database to aggregate annual report data from the 9,200+ public libraries across the country. Those results are compiled into a summary that tracks trends over time.

LPA further organizes the full IMLS database into service-population-based cohorts in order to explore how broad service trend patterns over time might be experienced differently by larger libraries and smaller libraries. For the current study, the population-based cohort of libraries serving 50,000 to 99,999 population was of particular interest, since this cohort brackets WFPL's year 2040 population (56,500) and WFPL's year 2050 population (69,200).

Key observations from the latest IMLS data set include:

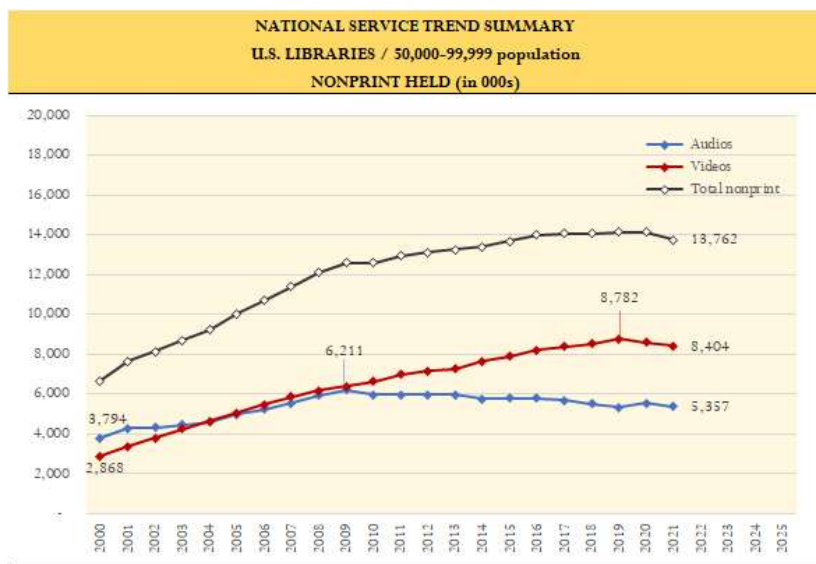
- In the aggregate, the inventory held by U.S. public libraries is getting leaner; the combined inventory of U.S. public libraries (print + audio + video) peaked in 2009 at 919 million items and has been in gradual decline every year since. As of 2021, the combined collection inventory in U.S. public libraries has reduced by 15.7% from its 2009 peak.
- A similar pattern is evident among libraries serving 50,000 to 99,999 population. Among this subgroup of libraries, the combined collection inventory peaked a year earlier – at 111 million items – and has shown a slightly larger proportionate decrease. As of 2021, the combined inventory stands at 93 million items, a 16.4% decrease.



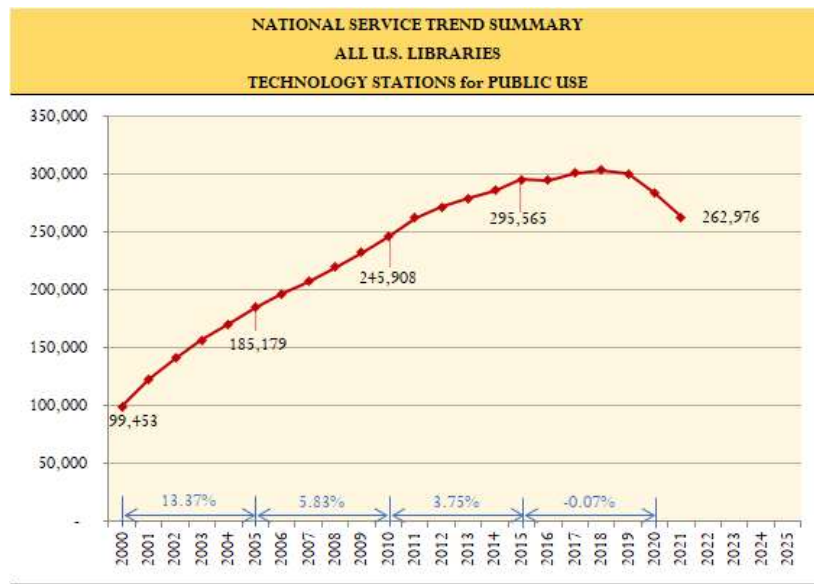
- This overall decline in inventory is driven by a decrease in the aggregate print inventory. This should not be surprising, given that print holdings represent, by far, the largest share of

collection inventory in U.S. libraries. Nationwide, print holdings effectively peaked between 2005 and 2009, when the combined print holdings of U.S. public libraries flat-lined between 815 and 816 million volumes. As of 2021, the combined print inventory tallies 661 million volumes, a decrease of 18.9% from its peak.

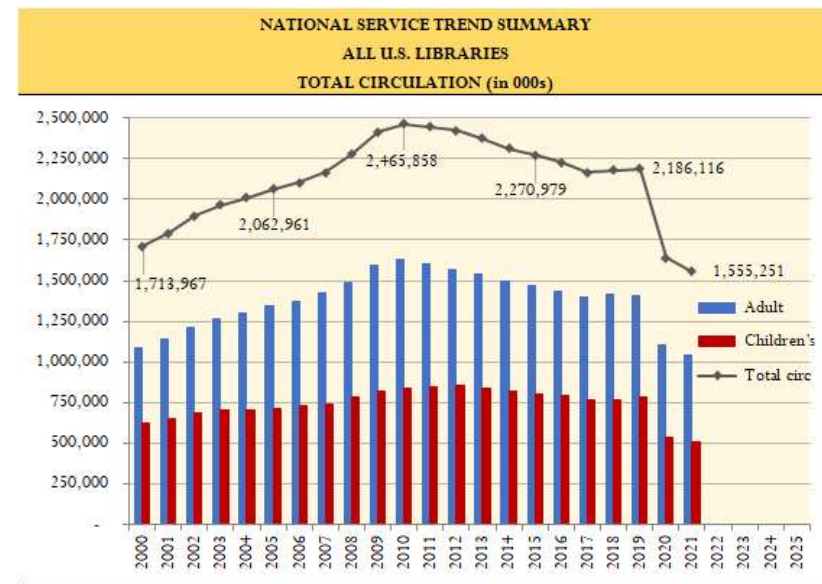
- In the early 2000s, the rate of increase for total volumes held in U.S. public libraries fell below the rate of increase for total population served; as a result, the number of volumes held per capita in U.S. public libraries peaked in 2003 at 2.83 volumes per capita and has decreased consistently since.
- Among libraries serving 50,000 to 99,999 population, the number of volumes held *per capita* peaked a little later, in 2008, but has been in decline ever since.
- In contrast to print holdings, the combined nonprint holdings of U.S. libraries continue to grow, albeit recently at a slower rate. From 2000 through 2010, the national nonprint inventory increased at an average rate of 6.6%; from 2010 through 2020, the increase averaged 1.2% per year.



- A reduction in audio recordings causes the reduction in acquisition rates for nonprint. Nationally, audio holdings peaked in 2009 and have been decreasing consistently since.
- Video inventories, by contrast, continued to grow. Nationally, the combined inventory of video recordings dropped in the last reporting cycle. Only one other time since 2000 has the combined video inventory in all U.S. libraries decreased. When the 2022 data set is published, it will be examined to see if video has joined print and audio recordings in decline.
- A similar pattern is evident among libraries serving 50,000 to 99,999 population. The combined nonprint inventory has effectively flat-lined between 2016 and 2020 at a whisker over 14 million items, decreasing for only the second time since 2000 in the latest reporting cycle. The combined inventory of audio recordings peaked in 2009 and has been in decline since. The combined inventory of video recordings peaked in 2019.
- As a result of these shifting development patterns, nonprint holdings in U.S. public libraries broadly expanded during the period in question, representing 6.6% of total inventory in 2000, and expanding to 13.8% of the total in 2020. In 2021, however, nonprint's share of total inventory fell, for only the second time since 2000. It will be interesting to see if this marks a significant turning point.
- From 2000 through 2018, the combined inventory of technology stations for public use increased every year, save just one (see chart, next page). Between 2018 and 2019, the inventory decreased, but marginally (by a little more than 1%). In 2020 and again in 2021, the inventory decreased, but more substantially – by 5.4% and 7.36%, respectively. This could well be an indication that, on the whole, U.S. public libraries may have reached a saturation point in terms of the number of technology stations on offer.



- A similar pattern is seen among libraries serving 50,000 to 99,999 population. The combined inventory of technology stations on offer flat-lined between 2016 and 2018, at around 35,000 stations. In 2020 the inventory decreased by 7.6% and in 2021 by 9.7%.
- Total circulation in U.S. libraries peaked in 2010 at just under 2.5 billion transactions (see chart, next column). In 2018 and again in 2019, U.S. public libraries reported a slight increase in circulation transactions, raising the prospect that an almost decade-long trend toward fewer transactions might be reversed. But the pandemic foiled that: total circulation fell by 25% in 2020 and by another 5% in 2021.
- Among libraries serving 50,000 to 99,999 population, total circulation likewise peaked in 2010. There was a modest uptick in 2019, but a 23% decrease in 2020, followed by a 9% decrease in 2021.
- Total visits in U.S. libraries peaked in 2009 at just under 1.6 billion. In 2019, U.S. public libraries reported 1.25 billion



- visits. The pandemic induced a 41.6% year-to-year decrease in 2020 and another 43.0% decrease in 2021. On the other hand, between 2019 and 2021, the number of circulation transactions per visit skyrocketed, from 1.74 to 3.73 in 2021.
- Going into the pandemic, programming activity and attendance had surged among all U.S. libraries, with the number of library-sponsored events more than doubling from 2005 to date and total attendance almost doubling during the same period. Nationwide, total program events fell by 39.5% in 2020 and another 45.2% in 2021. Total program attendance fell by 37.4% in 2020 and another 47.8% in 2021. Some libraries in as-yet-unpublished data from the 2022 cycle are reporting what appears to be the beginnings of a rebound in terms of programming and attendance.

B.3. Peer comparative / trendline analyses

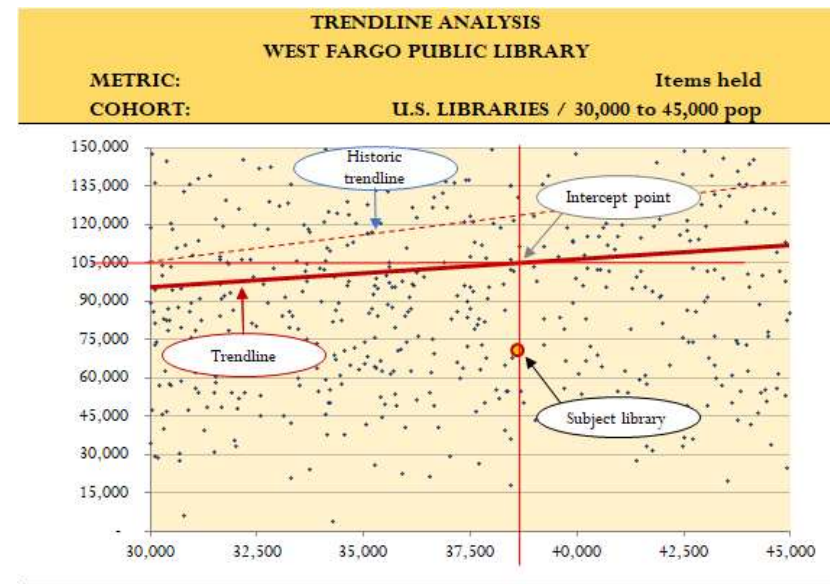
Per the library's 2021 annual report, the library had 70,343 items

in its collection. That's good to know, but is that a large collection, or a not-so-large collection? By examining the experience of a group of libraries deemed to be peers and distilling their combined experience, benchmarks are created that can be used to assess the current condition of the library as well as future prospects for the library.

In support of this study, the consultant examined four cohorts of libraries drawn from the IMLS database. Two peer cohorts were chosen to provide illumination regarding the current state of the West Fargo Public Library and its current prospects. The combined experience of each cohort produced benchmarks for assessing WFPL's current state. Two additional cohorts were selected to represent peers of West Fargo as it will be in the year 2040 and the year 2050 (according to the latest population projections from MetroCOG). The benchmarks arising from examination of these cohorts can inform choices regarding the library's future resource and service inventory goals. These goals, in turn, inform and direct an estimate of WFPL's future space needs.

The data is presented in a simple scatter diagram, charting population served along the x-axis and the metric in question along the y-axis. A bright red trendline through the data field marks the relationship between population served and the metric in question, based on the combined experience of the libraries in the cohort. A dashed red trendline superimposes the trendline from the same peer cohort (in this case U.S. libraries serving 30,000 to 45,000 population) from the data set released ten years previously. The delta between the current and historic trendlines provides an important indication of how volatile the metric in question is.

The subject library is highlighted as a large orange disc amidst a field of small, dark blue diamonds. A red crosshair is calibrated to the library's current service population. The point where the crosshair



intersects the trendline defines the result the subject library should expect to report, *based on the combined experience of the cohort*.

A few caveats to note regarding this examination:

- The cohorts used here are drawn from the most recent data set issued by the IMLS, which covers the 2021 reporting year. Service impacts from the COVID pandemic are evident.
- These results simply report what *IS*. Because the combined experience of one group of libraries distills into a particular benchmark of a given forecast, it doesn't *necessarily* follow that the condition at hand reflects a suitable aspirational goal.
- Be aware that the nature of this examination is to gather results toward the center. The trendline employed here to reflect the overall experience of the full cohort balances out the higher-ranking libraries with the lower-ranking libraries, leading to a result that approximates the middle of the cohort. For some libraries, this kind of "measure of the

middle” may be a suitable goal, but for another library it may be less so. Some libraries might aspire to (or have the resources to aspire to, or *lack* the resources to aspire to) a different level of service.

The object of this examination is to provide context; interpretation of the results is a key part of the larger examination.

B.3.1. Current state

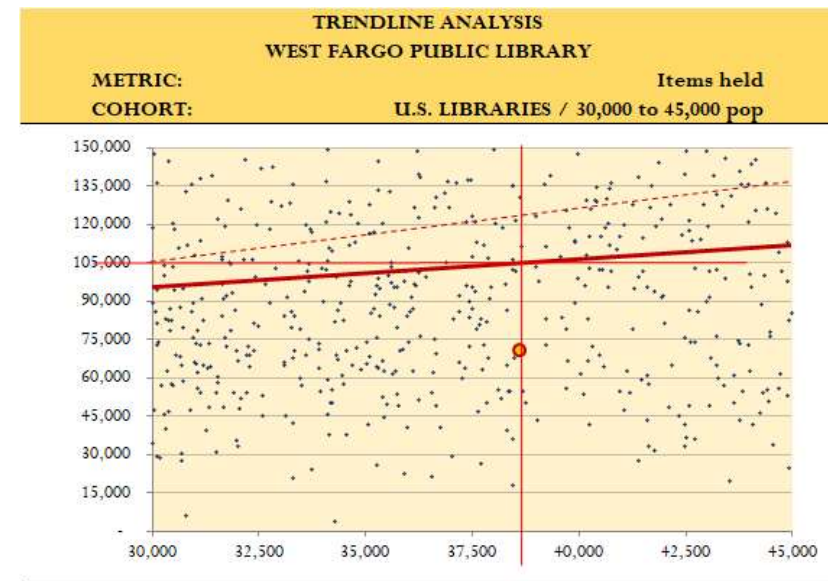
Two cohorts were drawn in support of the current-state examination for West Fargo Public Library:

- the first cohort included libraries from across the country serving 30,000 to 45,000 population. This brackets the library’s current service population (38,626). The idea is that libraries serving a population more or less similar in size to the subject library will bear greater relevance to the subject library; that the experience of libraries serving a notably smaller or larger population would have little bearing on or meaning for assessing the experience of West Fargo Public Library. There were 585 individual libraries in this cohort.
- a second, subset cohort was drawn from the initial group, filtering the full national cohort to focus on libraries located within the same geographic region as West Fargo (defining “region” as within roughly a 500-mile radius). The idea here is to acknowledge that real differences exist from one part of the country to another in terms of service expectation, service heritage and service support and to use this subset cohort to explore the degree to which such differences may be at play in West Fargo’s circumstance. There were 94 individual libraries in this cohort.

Key observations from the examination of the current population

cohorts include:

- In all measures regarding collection inventory, West Fargo PL is behind its current national and regional peers, probably a reflection of insufficient shelf space in a constrained building. It’s also likely an indicator of how difficult it is for a municipal service to keep pace in a setting of rapid year-to-year growth.
- Based on the experience of the full national peer cohort, a library serving 38,600+ population would be expected to support a collection of 105,000 items. Based on the experience of the regional peer subcohort, a library serving 38,600+ would be expected to support a collection of 131,000 items. West Fargo’s collection as of 2021 was 70,300+ items (a lag of 33.04% against the experience of the national cohort and 46.3% against the regional subcohort).



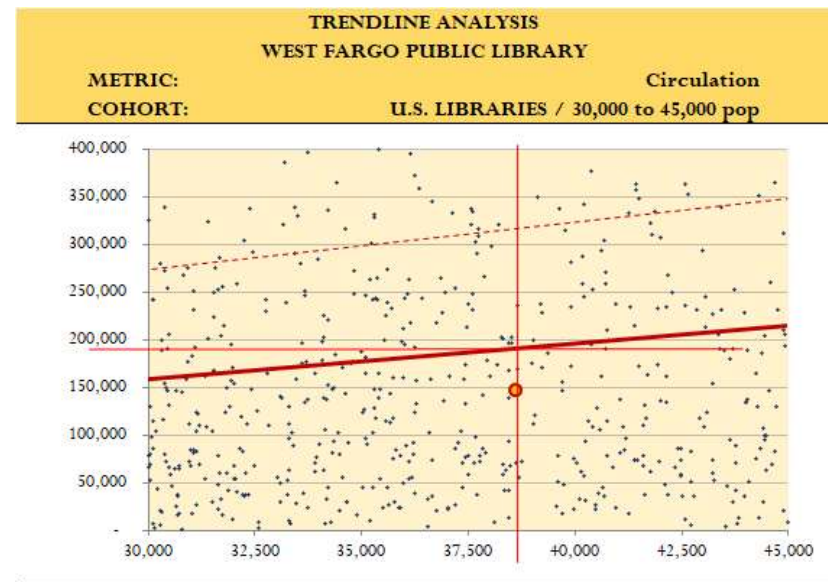
- Breaking inventories down further by format reveals a current-day shortfall across the board: print holdings lag the full

national cohort benchmark by 28.7% (63,100+ volumes versus a benchmark of 88,500); audio recordings lag by 68.9% (1,865 items versus a benchmark recommendation of 6,000 items); and video recordings lag by 46.8% (5,191 items versus a benchmark of 9,750 items). Regarding audio recordings, note that the library eliminated its music CD collection in 2021 (the reporting year in question here), noting reduced usage. In the consultant's observation, many other public libraries have since followed suit.

- It is noted that on all of the collection-focused measures, the current analysis produces a more modest result than was derived during the 2019 study, notwithstanding the fact that the library's present-day service population is larger than the population in play in 2019 (38,600+ today versus 34,800+ in 2019). This is a practical highlight of the broad national service trend described earlier toward leaner collection and resource inventories.
- The library also lags behind its respective peer cohorts with regard to technology stations for public use. While the library provides 12 stations at present, the experience of the full national cohort suggests that a library serving 38,600+ might expect to offer 30 stations, and the experience of the regional subcohort suggests an inventory of 35 stations. Recall that over the last six annual report cycles, WFPL reduced its inventory of technology stations for public use by more than half. This is a clear indicator that the current facility does not afford sufficient space.
- It is noted that on all of these resource-based measures – relating to collection and technology station inventories – the examination of the regional subcohort consistently produces a more assertive benchmark than that coming from the full national cohort. This pattern is clear evidence that, for whatever reason, libraries in the region tend to have larger, more substantive collections than is the case in many other

parts of the country.

- The library also lags on key measures of activity. Total circulation in 2021 tallied 147,100+ transactions, while the corresponding benchmark emerging from current-day national cohort is 190,500 transactions and the benchmark emerging from the regional subcohort is 285,000 transactions. The library recorded 43,800+ visits in 2021. The national cohort suggests a library serving 38,600+ might otherwise expect to receive 60,000 visitors while the regional subcohort suggests 73,500 visitors. Note that circulation and visit tallies in the data set at hand are notably affected by pandemic limitations.



- WFPL's ratio of circulation per capita lags behind the benchmarks from the library's current day peers, but its ratio of circulation per item held compares more favorably to the corresponding peer benchmarks, an indication that the library's collection is responsive to community needs. In

2021, West Fargo's total circulation worked out to 3.81 transactions per capita. The experience of the full national cohort produced a benchmark of 4.95 while the experience of the regional subcohort produced a benchmark of 7.30. In 2021, West Fargo's total circulation worked out to 2.09 transactions per item held – on average, each item in WFPL's collection circulated more than two times. The corresponding benchmark based on the combined experience of the full national cohort was 1.85 while the benchmark based on the experience of the regional subcohort was 2.15.

- In contrast with other metrics, with regard to programming measures, WFPL performs within and beyond expectations. In 2021, West Fargo PL sponsored 364 program events, slightly more than the “expected” result from the full national cohort (320) and almost exactly at the intercept point based on the combined experience of the regional subcohort (358).
- The library actually reported total program attendance that exceeded the “expected” levels, based on the combined experience of the national and regional cohorts. The library reported program attendance of 15,000+ in 2021. Per the combined experience of the full national cohort, a library serving 38,600+ population might expect total program attendance of 6,450 while the combined experience of the regional subcohort produces a benchmark of 8,450 total attendance. Note that, like the measures relating to circulation and visits, these measures relating to programming were broadly impacted by the pandemic. 2021 was far from a common or customary year, but nonetheless the library recorded notably higher total program attendance than many of its peers. WFPL's performance on the metric ‘Program attendance per program,’ while not discussed in detail here, is likewise well above the combined experience of the library's peers.

B.3.2. Peer comparative / trendline analysis – future benchmarks

A similar peer comparative / trendline analysis can be used as the basis for identifying prospective resource and service inventory goals for the subject library. Instead of calibrating the examination to the library's *present* service population, this additional examination is calibrated to the library's *projected* service population – to the year 2040 (when forecasts indicate WFPL's population will be 56,500) and to the year 2050 (when WFPL's population is expected to be 69,200). The experience of a cohort of libraries representing WFPL's future peers can be distilled to fashion benchmarks that form the basis of future service recommendations. These future service recommendations in turn inform an estimate of the library's space needs.

Two peer cohorts were drawn from the full IMLS data base in support of a trendline analysis to identify prospective future resource and service inventory benchmarks:

- the first included all public libraries nationwide serving 50,000 to 75,000 population. This population range brackets West Fargo's projected 2040 population (56,500) and its projected 2050 population (69,200). The idea here is to examine the collected experience of these libraries deemed to be peers of the future West Fargo Public Library, to identify prospective benchmarks that can be used to formulate *future* resource and service inventory goals which in turn impact the library's *future* space needs. There were 374 individuals in this cohort.
- as with the current-state peer comparative analysis, the full national cohort was filtered to create a subset cohort of libraries from the region, to explore the degree to which regional variations might impact service choices for West Fargo Public Library. There were 43 individuals in this cohort.

Key observations from the examination of the national and regional peer cohorts based on the library's *projected* service population include:

- The chart on the following page summarizes the benchmarks that emerge from the full national cohort and the regional subcohort regarding key collection- and resource-related measures that play directly into the space needs assessment methodology. As a point of reference the current-day service benchmarks emerging from the national and regional cohorts are included in the chart. These future-state benchmarks will be discussed more thoroughly in the following section of the report.
- As was the case with the current-day / current-state examination, discussed, earlier, findings from the regional peer cohort in this future-state examination on measures relating to collection inventory and use levels are consistently more assertive than those emerging from the national peer cohort, suggesting that libraries in the upper Great Plains in fact *do* operate in a broad service context where there are higher user expectations regarding library service and stronger support for library service.

	Current	Yr 2021	Yr 20+0	Yr 2050
WFPL population	28,600+		56,500+	69,200+
Total collection	70.3+3			
National cohort		105,000	139,000	155,750
Regional cohort		131,000	213,000	212,500
Volumes	63,172			
National cohort		88,500	118,750	132,000
Regional cohort		108,000	175,000	174,000
Audio recordings	1,865			
National cohort		6,000	7,325	9,750
Regional cohort		9,300	16,400	13,200
Video recordings	5,191			
National cohort		9,750	12,400	14,250
Regional cohort		13,100	23,500	22,900
Items held per capita	1.82			
National cohort		2.72	2.45	2.23
Regional cohort		3.35	3.75	3.07
Technology stations for public use	12			
National cohort		30	43	51
Regional cohort		35	60	68

C. Recommended service goals for the West Fargo Public Library

Any library's space needs are predicated on its service goals. Specifically, space needs are conditioned by the inventories the library should house to meet the needs of the community. The library's overall service inventory extends beyond collections, although collections remain a crucial and most substantial part of the overall service menu in today's public library.

The space needs assessment methodology applied here, based on the publication *Public Library Space Needs: A Planning Outline* from the Wisconsin state library agency (<https://dpi.wi.gov/pld/boards-directors/space-needs>), seeks to establish essential resource and service inventory goals regarding:

- collections (print, audio, video)
- technology
- reader seating
- staff work space
- meeting and programming space(s)

Beyond these five core service / space components, additional allocations are made to accommodate:

- special use space
- nonassignable space
- dedicated allowances

The specific goals established for the West Fargo Public Library in each of these areas become the basis for an estimate of space need, which is detailed in a following section of this working paper.

The fundamental question is this: What kind of collections and services should the West Fargo Public Library anticipate to meet the

needs of the community to the year 2040 and to the year 2050?

The ongoing evolution of the library's service landscape poses the underlying challenge in making this forecast. In the short period since the 2018 study, the pandemic impacted the service landscape. The service landscape is much more changed today from what it was at the turn of the century, and it will be much different from what we know today by the time we arrive at the year 2040 or 2050. Given these uncertainties, it may well be impossible to make a forecast like this (for example, who knew in 1999 what would transpire with the advent of the smartphone in the early part of that coming century?).

But because facilities planning projects typically occur at best once in a generation, the consultant, in concert with the library staff and board, needs to offer the best possible effort to define services and spaces that will meet the current *and future* needs of the community.

The upside, in the face of these challenges and uncertainties, is that building design strategies and construction techniques continue to evolve as well, and libraries today are positioned much more effectively to plan and build buildings that meet conditions that library planners have espoused for almost 100 years. Library planners have long advocated for flexible and adaptable buildings, but historically the ability to deliver on that goal has been limited. The advent of the current electronic era and the need for ubiquitous access to power and plugs has only highlighted the limited flexibility and adaptability of most existing library buildings. But newer design and construction techniques hold the promise of developing spaces that are truly flexible and responsive, and the board and staff will be encouraged to

explore those options in design efforts with an architect.

In the face of these challenges and uncertainties, it's also important to recognize that a cautious approach to planning at this early stage in the process should lead the WFPL planning team to err on the side of inclusion. The goal of this study is to identify a reasonable inventory of resource and service inventory goals on which to base an estimate of the library's space needs. At the same time, there may be some question as to whether a specific aspect of the emerging service plan is warranted or necessary or likely to be implemented. At this early stage in planning, the cautious approach will include any such elements, acknowledging that this plan will be revisited and updated multiple times as it is realized. There will be multiple opportunities to clarify and redirect the plan as needed. Better, then, to err on the side of inclusion today as a way of reserving options for service improvements tomorrow. It's always easier to adjust a space needs forecast downward than it is to increase the estimate to accommodate something that was overlooked.

C.1. Collections

Collections can be considered from two distinct vantage points. One is organized around the major components that comprise the collection in most public libraries – print, audio and video. The other views the collection holistically, in terms of total items held. LPA prefers the second approach, because it more clearly treats the collection as an organic whole. In fact, the balance within the collection is constantly shifting between print and nonprint, audio and video. By considering the collection *in toto*, planners tacitly acknowledge the continuous change that occurs in the composition of the collection.

A note about magazines: When this space needs assessment methodology was first conceived, it included a placeholder for the space that would

be occupied by a library's magazine collection. Today, that placeholder is no longer needed, because magazine collections have, frankly, dwindled away. Only a handful of public libraries maintain extensive subscription lists, and only a handful keep extensive backfile runs. Over the last few decades, periodical literature has evolved into a largely electronic form. Physical, hard-copy magazines – the kind of magazine collection that actually occupies floor space in a public library – are used today primarily for casual browsing. If a user seeks a specific article in a specific issue, that transaction almost always occurs today with an electronic version of the magazine in question. Physical magazine collections have dwindled to the point that in 2020, the IMLS removed magazines received as a data element from the annual report form the IMLS coordinates with the state library agencies.

Total items held: Total items held includes print, audio recordings and video recordings. LPA approaches a projection of recommended collection inventory using the metric "Items held per capita."

Per 2021 annual report data, the West Fargo PL maintains a collection of 70,343 items (63,172 books, 1,895 audio recordings, 5,191 video recordings). This translates into a collection of 1.82 items per capita. The year 2021 national cohort suggests that the current-day collection should be 2.72 items per capita, while the regional cohort suggests that the current-day collection *should* be 3.35 items per capita.

Looking to the future, there was strong consensus across the library's management team that a suitable collection inventory goal for West Fargo PL should be based on the benchmarks that emerge from the library's full national peer cohort, moderated by the findings from the regional peer cohort, that a "right-sized" collection for West Fargo will fall somewhere between the national and regional benchmarks.

The peer comparative / trendline analyses based on WFPL's projected population to the year 2040 (56,500) recommends a collection of 2.45 items per capita according to the library's national peer cohort, 3.75 items per capita according to the library's regional peer cohort. Within this range, LPA recommends a rate of 2.88 items per capita for consideration.

The analysis based on WFPL's projected population to the year 2050 (69,200) recommends a collection of 2.23 items per capita, a collection of 3.07 items per capita per the regional peer cohort. Within this range, LPA recommends a rate of 2.51 items per capita for consideration.

There was further strong consensus that these benchmarks should be adjusted to reflect the fact that they are drawn from current-day data sources and meant to be an indicator of a future state (to the year 2040 and 2050). As shown in the preceding discussion of broad national service trends, there is plain evidence that this metric has been in a state of slow but steady decrease over the last 10+ years. Assuming that trend continues in the coming years, by the time the year 2040 or 2050 actually arrives, these benchmarks will be reduced.

Staff agrees that a moderate approach to this adjustment results in a more cautious end result (which is to say, a more assertive estimate for a larger collection inventory), which at this early stage in planning has the effect of reserving a wider array of future options for the library. While the library's future-state peer cohorts have demonstrated that over the last ten reporting years, the number of items held per capita has decreased by slightly more than 2% per year, a cautious approach to the adjustment reduces the ratio of items held per capita at a lower rate – minus 1.50% per year for a ten year period.

Applying this approach to the year 2040 benchmark moderates

that benchmark from 2.88 items per capita to 2.47 items per capita. Against the library's year 2040 projected population, this produces a combined collection inventory of 139,555 items – call it 139,500 items. Applying this approach to the year 2050 benchmark moderates that benchmark from 2.51 items per capita to 2.15 items per capita. Against the year 2050 projected population, it produces a combined collection inventory of 148,780 items – call it 148,750 items.

LPA recommends that the West Fargo Public Library anticipate a collection of 139,500 items to the year 2040, and 148,750 items to the year 2050.

C.2. Technology

Over the past generation, providing access to content and collections in electronic form has become an increasingly important part of the library's overall mission. In space planning terms, supporting that access takes the form of technology stations provided by the library for public use. In short order, following the introduction of computers for public use in the library setting, the form of those stations took on a familiar form: a CPU, a screen, and a keyboard / mouse. Over time, the specifics have evolved and changed (hulking CRT screens gave way to slim flat panels, for example) and in the future, more of the access public libraries provide to e-content will be supported by way of wi-fi networks that users will access using their own Internet-connectable devices, but in terms of how much space a library needs, access to e-content will be based on the inventory of technology stations on offer.

As of the 2021 annual report, WFPL provides 12 technology stations for public use. The current-day national cohort suggests the library should have 30, based on a population of 38,600+, while the current-day regional cohort suggests an inventory of 35.

Developing a resource and service inventory goal for WFPL regarding technology stations involves a similar approach to that used for collections – an initial benchmark based largely on the findings of the national peer cohort, moderated by the findings of the regional peer cohort. That initial benchmark is then moderated to anticipate the likely future impact of recent broad national trends.

The library's year 2040 national cohort suggests an inventory of 43 stations while the year 2040 regional cohort suggests an inventory of 60 stations. Within that range, an inventory of 48 stations is recommended for consideration.

The combined experience of WFPL's year 2050 national cohort suggests an inventory of 51 stations while the year 2050 regional cohort suggests an inventory of 68 stations. Within that range, an inventory of 56 stations is offered for consideration.

Recent national service trends reveal that since 1998, when the Institute for Museum and Library Services started gathering data on network stations for public use, through 2018, the combined inventory in all U.S. public libraries grew from one year to the next. Over time, the rate of increase year to year did slow down, consistently so. Two reporting cycles ago, the combined inventory of technology stations in all U.S. public libraries registered its first-ever decline. Another decrease was registered in the most recent reporting cycle. This starts to suggest that perhaps U.S. libraries have reached a saturation point with regard to the inventory of public network stations they provide. Acknowledging this trend, LPA encourages West Fargo PL to moderate the peer cohort benchmarks modestly – two to four or five stations, perhaps.

LPA recommends that the West Fargo Public Library anticipate an inventory of 46 technology stations to the year 2040 and 54 to the year 2050. Note that some feedback from library staff suggests this

might be a more assertive benchmark than is needed. As the planning process unfolds through its future steps, local planners can revisit this aspect with a careful eye.

C.3. User seating

Because the Institute for Museum and Library Services does not include a data element for reader seating as part of its collaborative effort with state library agencies to coordinate annual report data gathering protocols, a different approach is needed to define suitable goals for reader / user seating.

The literature on public library planning includes several formulas recommending a suitable inventory for reader seating. Most are based on a formula of X seats per 1,000 population, with X decreasing as population served increases, acknowledging the economies of scale at work as a library and its community grows.

Over the years, LPA has worked with those formulas in the literature, developing a single, consolidated, population-based formula to recommend a benchmark for reader seating. For a library that is to serve 56,500 population, WFPL's year 2040 projected population, LPA recommends a benchmark of 168 reader seats. For a library that is to serve 69,200 population, WFPL's year 2050 projected population, LPA's formula recommends a benchmark of 186 reader seats.

Note that this includes general, open reader seats – seating at carrels, tables, and lounge settings. There will certainly be additional places where a library user may sit, but these are usually purpose-driven seats – seats at a technology station, seats in a small-group study room, seats that are provided in support of a specific activity.

Also be aware that this benchmark can be considered a starting

point, a kind of opening bid. Depending on the library's specific service priorities, the benchmark may be adjusted up or down.

C.4. *Staff work stations*

Forecasting the number of staff work stations a library needs is often a challenging topic, for many reasons:

- By the time a library starts to explore future space needs, staff is typically operating out of inadequate conditions. A library tends to reserve its space for the public it serves, often doing with less for staff. So the existing allocation for staff does not necessarily afford a meaningful baseline for future comparison.
- The unit of measurement for staff work stations does NOT correspond directly to FTEs. There is a rough correspondence, of course – a library with a large staff will likely need more staff work stations than a smaller library will – but not a direct one. One needs to determine the number of *stations* or places where staff will be needed to perform a certain task or operation. Some stations will be dedicated to a specific task or a specific individual while others may be shared by several staff during the course of a work week. Many those spaces are likely to take the form of a desk or an office landscape cube, but not all. One must quantify how many places will be needed in all.
- Work patterns are changing. For example, most libraries have moved or are moving toward a self-service circulation model, which will have an impact on the number and configuration of work places needed in support of the circulation function.
- More libraries are moving away from a traditional, monumental service desk in favor of smaller, more compact service points like the one from the public library in Gothenburg, Sweden (see image at right). The compact, fluid form suggests

approachability. It can be raised and lowered so as to operate in a standing or seated configuration. It can be placed on the floor in a way that creates a traditional definition of staff side / public side, but it can also be placed in a way that blurs the line and encourages a more collaborative approach to engagement with the user – something that's needed more and more as staff and users need to look at the same information on the same screen at the same time.



As the board and staff move into more and more detailed facilities planning efforts, it will be especially important to revisit considerations surrounding staff support space, to make sure the configuration addresses future needs and are not bound by past practices and familiarities. For this iteration of WFPL's service goals and space needs, local library planners have been encouraged to be reasonable but inclusive in developing this inventory of current and future staff work stations, all the better to reserve options to respond to future staffing needs.

Acknowledging the need to revisit and reconsider the model for staff work stations, the following preliminary list of staff work stations calibrated to the library's year 2040 population is offered:

PUBLIC SERVICE DESKS

- 3 stations @ circulation desk
- 1 station @ nearby desk for "other duties"
- 1 station @ adult services desk

1 station @ youth services desk

CIRCULATION BACK-OF-HOUSE

- 1 office for patron services manager (future) (see note 1)
- 2 circulation supervisors (AM/PM)
- 2 stations general clerical support
- 1 station for check-in
- 2 stations for paging / sorting / shelving
- 1 assembly table for mail prep / ILL process

ADULT SERVICES BACK OF HOUSE

- 1 office for adult services manager (see note 1)
- 3 stations for adult services staff
- 1 station for outreach librarian (future)
- 1 station for "maker" librarian (future) (see note 2)
- 1 assembly table

YOUTH SERVICES BACK-OF-HOUSE

- 1 office for youth services manager
- 3 stations for youth services staff
- 1 station for teen librarian (future)
- 1 station for program support (future?)
- 2 assembly tables

TECHNICAL SERVICES BACK-OF-HOUSE

- 1 office for technical services manager
- 1 station for cataloging
- 1 station for acquisitions
- 1 station for assistant
- 1 assembly table for processing
- 1 station for automation specialist

OTHER BACK-OF-HOUSE

- 1 station for maintenance staff

1 station "to reserve the possibility of supporting a social worker, a position that would be provided in cooperation with local service agencies and located within the library, for public convenience" (this station is carried over from the 2018 plan, reserving an option for future collaboration)

ADMINISTRATION

- 1 office for the library director
- 1 office for an assistant director (future)
- 1 station for office coordinator
- 1 station for administrative assistant (future)
- 1 station for marketing and communications specialist
- 1 office for access and outreach manager (future)
- 1 office for marketing manager (future)
- 1 office for branch manager (future)

A total of 46 staff work stations is recommended to the year 2040.

Note 1: in the present organization chart, the position identified as Adult and Patron Services Manager will be configured into two positions at some future date – Patron Services Manager and Adult Services Manager.

Note 2: This position may evolve into some other / alternate speciality.

To the year 2050, the following staff work stations will be *added* to the inventory listed above:

- 1 station in circ back-of-house for check in OR general clerical support
- 1 station in adult back-of-house for added staff
- 1 station in youth back-of-house for added staff

- 1 station in technical services for cataloging OR acquisitions
- 2 stations for network maintenance
- 1 office in admin TBD

This brings the total staff station inventory to 53 places. Note that some feedback from library staff suggests this inventory of staff work stations to be added between 2040 and 2050 might be a more assertive benchmark than is needed. As the planning process unfolds through its future steps, local planners can revisit this aspect with a careful eye.

C.5. Meeting / programming support

Space to support meeting and programming efforts is a more and more important element in the library's overall facilities plan. Public libraries today place increasing emphasis on providing spaces that foster engagement and dynamic exchange among users and groups of users. As noted in the national trends summary, library-sponsored programs and program attendance have grown dramatically over the last ten years. These services need to be accommodated in a suitable space.

Meeting spaces come in a variety of types and sizes, the particulars of which will vary according to the needs and priorities of each individual library. In West Fargo's case, for a library that will serve 56,500+ to 69,2000+ population, three meeting spaces are recommended, reflecting the library's interest in sponsoring regular program events and the community's interest in having such spaces available to book for other events. A fourth, smaller space to support staff meetings is also recommended.

Multi-purpose room to seat 200: This is a flat floor space, supporting flexible audience arrangements with moveable chairs and tables. The scale of this space is determined in part by the size of the

audience(s) the library seeks to accommodate, in part by the space needed by the Friends of the Library to support their regular book sale events.

At an audience capacity of 200, the space should be designed with a de-mountable partition to divide the space into two smaller rooms for concurrent programming. The space should also be invested with high-end technology and audio-visual presentation equipment, to the extent supported by the capital project budget.

Although there is no hard data to back up the consultant's own anecdotal observations, the meeting capacity proposed here is somewhat larger than might customarily be accommodated in a community of this size, but given the library's current program attendance in its present location, the larger capacity is justified.

Conference room to seat 16: This space will be used for smaller-scale library programs, such as book discussion groups. The conference room will be used by the library board for their regular meetings and committee meetings, and for larger staff meetings. The conference room will also be available for booking by community groups for small group meetings.

Storytime room to seat 75: A dedicated space can be provided within the children's department to support storytimes and routine children's programs. Occasional, larger programs would be shifted to the multi-purpose room. An audience capacity of 75 accommodates children attending a program, along with their expected, extended entourage (caregivers, siblings, and such).

A dedicated storytime room offers a two-fold advantage. First, it locates routine children's programming in the context of the collections that programming means to promote. And second, it frees the larger multi-purpose room for greater accessibility for other

library programs and community events.

Like the multi-purpose room, the proposed capacity of the storytime room is larger than might typically be found in a library serving a community of this size, in the consultant's observation, but warranted given the draw of children's program events in the present building and the average attendance at children's programs.

Staff conference room to seat 10: A modest conference space is proposed for staff use, for departmental and other small group meetings. This conference room will also be available to support small group collaborative projects, for individual work when a staff member needs a quiet setting to concentrate on tasks apart from the shared work spaces described previously, to participate in training and webinars or to make confidential calls.

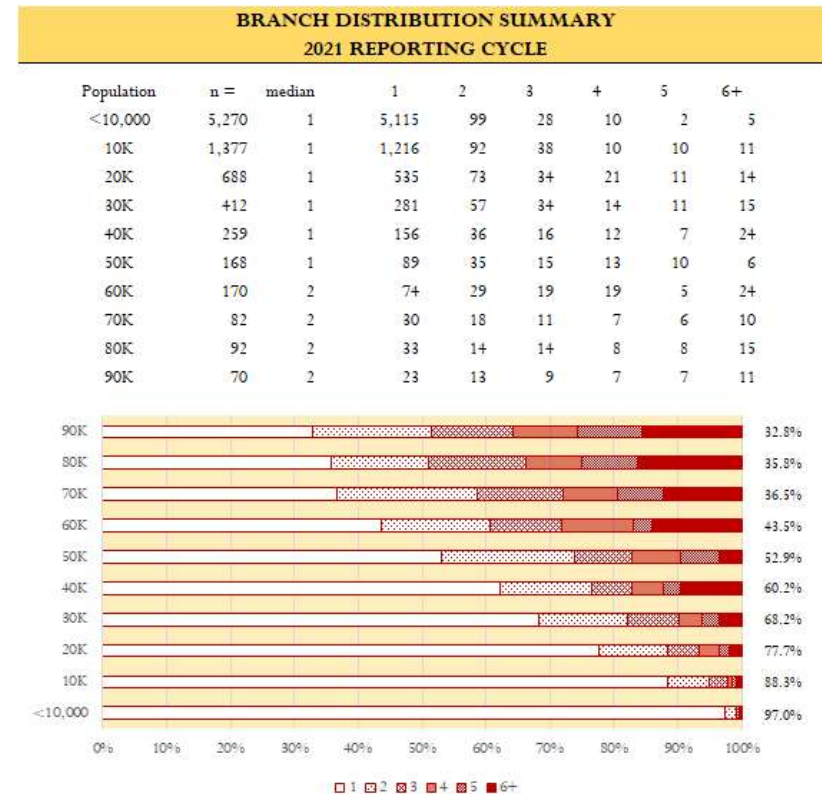
D. Ruminations on branch library services

The current-day planning landscape introduces a new factor that wasn't under consideration at the time of LPA's prior service and space needs assessment study for the West Fargo Public Library: the prospect of developing one or more branches.

At the time of the earlier planning study, the projected population of West Fargo was understood to be 41,700 to the year 2040. The earlier planning study explicitly stated that branch development was not expected.

Today, the projected population of West Fargo is understood to be 56,500 to the year 2040 and 69,200 to the year 2050. The revised population projections for West Fargo place the community well within a range where branch library deployment becomes more and more likely. In fact, local library planners and other local officials have already begun very early stage discussions of the prospects for implementing branch library service. Accordingly, the present study needs to explore, at least in a preliminary way, how branch library development might potentially impact resource deployment and space needs at what would become the main library.

As one indicator validating the prospect of branching, an old rule of thumb in public library administration holds that a community needs to serve a population of (give or take) 50,000 population before it's reasonable to consider branch library deployment. In broad terms, the IMLS database backs that. From time to time over the last thirty years, LPA has examined branch library deployment patterns in U.S. public libraries. For as long as the IMLS has published its database, one consistent pattern emerges: among libraries that serve less than 50,000 population, the majority of libraries do so out of a



single building; among libraries that serve more than 60,000 population, the majority of libraries do so by way of multiple facilities; the population range of libraries serving 50,000 to 60,000 population consistently represents the transition zone where a library shifts from a single building / single location service configuration to a multi-building / multi-location service configuration.

The chart above summarizes the 2021 IMLS data set. Among

libraries that serve fewer than 10,000 population, 97.0% operate a single building. Among libraries that serve 10,000-20,000 population, 88.3% operate a single building. Among libraries serving 20,000+ population, 77.7% operate one building. Among libraries serving 30,000+, 68.2%; 40,000+, 60.23%; 50,000, 52.9% operate a single building. As expected, the balance shifts among libraries that served 60,000+; just 43.5% of those libraries operate a single building. Although it should seem obvious and intuitive, the data set also confirms that as population increases, so too does the total number of buildings the library is likely to operate.

While there's a certain reassurance in confirming the validity of a common rule of thumb, it's important to remember that this particular rule of thumb arises out of a practical reality: that introducing a branch library configuration has everything to do with providing easy access to library services. As a community grows to give or take 50,000 population, it often has grown to be of such a geographic extent that residents from the outer edges of the jurisdiction can no longer travel to the library easily. The community is so big that it simply takes too long to travel to a traditionally centrally-located "main" library.

Even when a library is "too small" to warrant operating multiple locations, a "too small" library that chooses (or needs) to operate multiple facilities usually does so as a means to provide ready access for its residents:

- One current LPA client serves a county south and east of Denver. Although the current population of the county is 27,000, the library operates four buildings. Because the practical reality is that the library's service jurisdiction is spread over 1,800+ square miles and it can take the better part of an hour to transit from one side of the county to the other. It makes perfect sense for this library to operate multiple facilities, contrary to the experience of its peers, in

order to provide ready access for its residents..

- An earlier LPA client was located in the Chicago suburbs. The library served a community of 30,000. The service area was split almost straight down the middle by a river. A single bridge spanned that river, and during much of the day, the bottleneck at the bridge created untenable transit times from one side to the other. The library maintained service locations on both sides of the river, to provide ready access to service.

There can be other reasons why a smaller community might implement a branch service configuration, but the primary, pragmatic rationale that underlies a library's decision to implement branches has to do with access.

The critical point to consider here is the prospect that the West Fargo Public Library will become increasingly likely to initiate branch library service in some configuration, as its service community grows. In concept, this will impact space needs at a "main" library by virtue of the fact that some of the system-wide resources described in Part C of this report will come to be housed in the branch (or branches). With a smaller resource and service inventory to house at the main, the space needs for the main will decrease.

Until the library engages in specific discussions about branch service strategies, it's not possible to outline *precisely* how branching will occur or how it will affect resource deployment and space needs at a main library. Moreover, detailing any such development lies beyond the scope of the present study. But it *is* important to acknowledge these prospects in some way, especially given the prospect that branching may be introduced sooner rather than later.

Beyond the updated service population forecasts that prompted the current study, local circumstances may come to accelerate the

development of branches. The practical reality is that WFPL's service jurisdiction is elongated and narrow. This serves to accentuate the travel time from the far edges of the jurisdiction to the present library's location, which could increase the impetus to introduce branch library service.

To that end, the recommended space needs for the West Fargo

Public Library outlined in the following section will be presented in four distinct scenarios. Scenarios 1a and 1b will project service goals and space needs to the year 2040, with 1a assuming a single-building configuration and 1b describing space needs at a main library, with a portion of the systemwide resource inventory deployed in a branch setting. Scenarios 2a and 2b will do the same, but projected to the year 2050.

E. Space needs of the West Fargo Public Library

Based on the resource and service inventory goals enumerated in the previous section, the space needs of the West Fargo Public Library can be estimated using the protocols described in *Public Library Space Needs: A Planning Outline*. The *Outline* is organized around eight types of space, five of which relate directly to the service categories discussed in the previous section of the working paper, space allocations for which are made based on the specific resource and service inventory goals recommended for WFPL:

- Collection space
- Technology space
- User space
- Staff work space
- Meeting / program space

The *Outline* incorporates three additional types of space to round out an estimate of a library's space need. These include:

- Special use space – this refers to a variety of public and staff spaces that many libraries wish to offer, but that haven't been accounted for in the first five types of space, including, for example, small group study rooms, a staff break room, a refreshment area / café for patrons, a copier / business center, and so on.

In the context of West Fargo, the Friends of the Library maintain an ongoing used book sale, and the space to support the book sale (including storage and sorting) is an example of the type of activity special use space supports.

- Nonassignable space – LPA defines nonassignable space as “all the space that's needed to have a functioning building but where the fire marshal won't let you put books.” Nonassignable space includes the mechanical space, the

restrooms, and so on.

- Dedicated allowances – in some instances, it's appropriate to call out a specific space allowance to support a specific, dedicated function. A library that operates a bookmobile might call out space for a bookmobile garage because this function is not likely to be accommodated any other way in these calculations. A library that includes partner space for the local literacy office might include that as a dedicated allowance.

In West Fargo's case, the dedicated allowances proposed in the 2018 study were re-examined and an updated menu of dedicated allowances was made, including an allowance for a Maker Space, to insure space is reserved for this important function. Additional dedicated allowances are recommended to support an Entrepreneur's Center, to be developed in an expanded West Fargo Public Library, as well as for an Automated Materials Handling sorter, to automatically check in and presort returns as they arrive. Also, in the short time since the original service and space needs assessment was completed, the library has added its Little Red Reading Bus and with that adds the need to include a dedicated allowance for a garage for that vehicle.

Parameters for devising a space need from the service goals relating to each of these eight types of space are described in a short appendix at the end of this report.

There follows a summary of four scenarios regarding space needs of the (main) library as West Fargo Public Library:

- **Scenario 1a** is predicated on projecting service goals and space

needs to meet the library's year 2040 projected population (56,500+). Scenario 1a anticipates that WFPL will continue to deliver service out of a single facility.

- **Scenario 1b** is likewise predicated on projecting service goals and space needs to meet the library's year 2040 projected population, but it anticipates that WFPL will introduce a branching service configuration. Scenario 1b focuses on the space needs of a main library in a multi-building service configuration.
- **Scenario 2a** is predicated on projecting service goals and space needs to meet the library's year 2050 projected population, and anticipates a single-facility service configuration.
- **Scenario 2b** is predicated on the library's year 2050 projected population and anticipates a multi-facility service configuration. Scenario 2b focuses on the space needs of a main library in a multi-building configuration.

The multi-facility Scenarios 1b and 2b assume that 80% of the proposed system-wide inventory for collections, technology stations and reader seating will be housed at a main library, with 20% housed in a branch or branches. Obviously, this ratio is arbitrary and

intended to illustrate that branching will have some impact on space needs at a main library in a multi-facility configuration. When the library is closer to the actual implementation of a branch service delivery strategy, it will be appropriate to revisit these considerations and outline a specific strategy regarding WFPL's future branch configuration. These questions are among the topics of concern:

- How many branches might the library anticipate operating?
Plainly, this will have an impact on future resource deployment.
- What kind(s) of branches will the library deploy? Branches come in many types and sizes. A traditional, full-service branch maintains a large, in-depth collection; it likely supports meeting and programming space; it likely has staffing concentrations for circulation, adult and children's. An alternate branch service model emphasizes self-service, with a single customer service point; a smaller, targeted collection; perhaps "pop-up" programming spaces in lieu of a dedicated programming space. Plainly, the library's decisions as to the "type" of branch(es) it operates will impact future resource deployment in a main library and throughout the local library system.

E.1. Scenario 1a – Year 2040 / single building configuration

Scenario 1a anticipates service goals and space needs to the year 2040. It anticipates that the library will continue to operate a single building.

Essential service goals include a collection of 139,500 items, 46 technology stations for public use, 168 reader seats, 46 staff work stations, and four meeting / programming spaces:

- a multi-purpose room to seat 200
- a conference board room to seat 16
- a children's multi-purpose room (storytime room) to seat 75
- a staff conference room to seat 10

Dedicated allowances are included to reserve room for a Maker Space (750 square feet), an Entrepreneur's Center (750 square feet), an AMH sorter (500 square feet) and a garage (925 square feet). As a point of reference, note that the former classrooms on the upper level of the current library measure about 750 square feet.

All of these resource and service inventory elements can be deployed in a variety of environments. Some of these settings emphasize user convenience, while others emphasize putting as much as possible into the smallest reasonable space. With this in mind, in Scenario 1a, the library's space needs, given the resource and service inventory to be housed, range from an optimum allocation of 66,280 square feet to a low, or minimum, allocation of 46,438 square feet.

Within that range, LPA recommends that the library anticipate a space needs estimate of 60,350 square feet in Scenario 1a.

SPACE NEEDS ESTIMATE / YEAR 2040 WEST FARGO PUBLIC LIBRARY / MAIN SCENARIO 1a / single building					
	Units	SPACE ALLOCATION			
		Optimal	Moderate	Low	Recommend
A. Collection space					
Books+media(NOTE: 10% in circulation)					
Opt: @ 10.0 vol / sq.ft.	139,500	12,555			12,555
Mod: @ 11.5 vol / sq.ft.	139,500		10,917		
Low: @ 13.0 vol / sq.ft.	139,500			9,658	
B. Public network stations					
Opt: @ 50.0 sq.ft. / terminal	46	2,300			
Mod: @ 40.0 sq.ft. / terminal	46		1,840		1,840
Low: @ 35.0 sq.ft. / terminal	46			1,610	
C. Reader seating space					
Opt: @ 35.0 sq.ft. / seat	168	5,880			
Mod: @ 32.5 sq.ft. / seat	168		5,460		5,460
Low: @ 30.0 sq.ft. / seat	168			5,040	
D. Staff work space					
Opt: @ 150.0 sq.ft. / station	46	6,900			
Mod: @ 137.5 sq.ft. / station	46		6,325		6,325
Low: @ 125.0 sq.ft. / station	46			5,750	
E. Meeting room space					
Multi-purpose room 1					
@ 10.0 sq.ft. per seat + speakers area	200	2,200	2,200	2,200	2,200
Conference / board room					
@ 30.0 sq.ft. per seat + 10 gallery	16	580	580	580	580
Children's multi-purpose room					
@ 10.0 sq.ft. per seat + presenter	75	850	850	850	850
Staff conference room					
@ 30.0 sq.ft. per seat	10	300	300	300	300
SUBTOTAL 1 (A+B+C+D+E)		31,640	28,547	26,063	30,110
F. Special use space (calculated against SUBTOTAL)					
Opt: @ 17.5% of gross building area		11,074			10,037
Mod: @ 15.0% of gross building area			7,786		
Low: @ 12.5% of gross building area				5,430	
G. Nonassignable space (calculated against SUBTOTAL)					
Opt: @ 32.5% of gross building area		20,566			
Mod: @ 30.0% of gross building area			15,571		17,206
Low: @ 27.5% of gross building area				11,945	
H. "Tailoring" allowance (calculated against SUBTOTAL) (not applied at West Fargo Public Library)					
SUBTOTAL 2 (Subtotal 1 + F +G + H)		63,280	51,904	43,438	57,352
I. Dedicated allowances					
Maker space		750	750	750	750
Entrepreneurs' center		750	750	750	750
AMH sorter		500	500	500	500
Garage		1,000	1,000	1,000	1,000
GROSS BUILDING AREA		66,280	54,904	46,438	60,352

E.2. Scenario 1b – Year 2040 / multi-building configuration

Scenario 1b anticipates service goals and space needs to the year 2040. It anticipates that the library will operate multiple facilities, most likely a main library with one or possibly two branches.

This scenario supposes the primary impact of operating branches is that a portion of the system-wide resource and service inventory described in Scenario 1a will now be housed in the branch(es). A portion of the collection inventory, the technology stations, and reader seating will shift to the branch(es), reducing the space needed at the main library. Because space allocations for special use purposes and nonassignable functions are estimated by way of a formula, those allocations adjust as well.

Other components of service affecting the main library's space needs – staffing, meeting space – are less likely to be affected. Space for staff and meeting functions at a branch will likely come *in addition* to the comparable space for these functions at the main.

Obviously, a specific strategy for deploying collection and other resources would need to be developed when branching is introduced. For purposes of this scenario, an estimated 80% of the systemwide inventory for collections, technology stations and reader seating will be housed in a main library, with 20% in the branch(es).

As shown in the table in the right column, space needs at a main library in Scenario 1b range between 40,924 square feet and 57,860 square feet. **Within that range, LPA recommends the library set a target of 52,600 square feet.**

SPACE NEEDS ESTIMATE / YEAR 2040 WEST FARGO PUBLIC LIBRARY / MAIN SCENARIO 1b / multiple facilities						
		Units	SPACE ALLOCATION			
			Optimal	Moderate	Low	Recommend
A. Collection space						
Books+media(NOTE: 10% in circulation)						
Opt: @	10.0 vol / sq.ft.	111,500	10,035			10,035
Mod: @	11.5 vol / sq.ft.	111,500		8,726		
Low: @	13.0 vol / sq.ft.	111,500			7,719	
B. Public network stations						
Opt: @	50.0 sq.ft. / terminal	36	1,800			
Mod: @	40.0 sq.ft. / terminal	36		1,440		1,440
Low: @	35.0 sq.ft. / terminal	36			1,260	
C. Reader seating space						
Opt: @	35.0 sq.ft. / seat	134	4,690			
Mod: @	32.5 sq.ft. / seat	134		4,355		4,355
Low: @	30.0 sq.ft. / seat	134			4,020	
D. Staff work space						
Opt: @	150.0 sq.ft. / station	46	6,900			
Mod: @	137.5 sq.ft. / station	46		6,325		6,325
Low: @	125.0 sq.ft. / station	46			5,750	
E. Meeting room space						
Multi-purpose room 1						
@	10.0 sq.ft. per seat + speakers area	200	2,200	2,200	2,200	2,200
Conference / board room						
@	30.0 sq.ft. per seat + 10 gallery	16	580	580	580	580
Children's multi-purpose room						
@	10.0 sq.ft. per seat + presenter	75	850	850	850	850
Staff conference room						
@	30.0 sq.ft. per seat + 10 gallery	10	300	300	300	300
SUBTOTAL (A+B+C+D+E)			27,430	24,851	22,754	26,085
F. Special use space (calculated against SUBTOTAL)						
Opt: @	17.5% of gross building area		9,601			8,695
Mod: @	15.0% of gross building area			6,778		
Low: @	12.5% of gross building area				4,740	
G. Nonassignable space (calculated against SUBTOTAL)						
Opt: @	32.5% of gross building area		17,830			
Mod: @	30.0% of gross building area			13,555		14,906
Low: @	27.5% of gross building area				10,429	
H. "Tailoring" allowance (calculated against SUBTOTAL) (not applied at West Fargo Public Library)						
SUBTOTAL 2 (Subtotal 1 + F + G + H)			54,860	45,184	37,924	49,686
I. Dedicated allowances						
Maker space			750	750	750	750
Entrepreneurs' center			750	750	750	750
AMH sorter			500	500	500	500
Garage			1,000	1,000	1,000	1,000
GROSS BUILDING AREA			57,860	48,184	40,924	52,686

E.3. Scenario 2a – Year 2050 / single building configuration

Scenario 2a adjusts the planning horizon to the year 2050, when the library's projected population will be 69,200+. Scenario 2a anticipates that the library will operate a single building.

Some of the resource and service inventories are adjusted in this scenario to reflect the increased service population. System-wide inventories are adjusted regarding collections (148,750 items), technology stations (54), reader seating (186), and staff work spaces (53). Resource and service inventory assumptions for meeting spaces remain unchanged from the previous scenarios. The dedicated allowances, likewise, remain unchanged.

In this scenario, space needs for the West Fargo Public Library range from 50,330 square feet to 72,105 square feet. **Within that range, LPA encourages the library to think in terms of a building of 65,500 square feet.**

SPACE NEEDS ESTIMATE / YEAR 2050 WEST FARGO PUBLIC LIBRARY / MAIN SCENARIO 2a / single building					
A. Collection space	Units	SPACE ALLOCATION			
		Optimal	Moderate	Low	Recommend
Books+media(NOTE: 10% in circulation)					
Opt: @ 10.0 vol / sq.ft.	148,750	13,388			13,388
Mod: @ 11.5 vol / sq.ft.	148,750		11,641		
Low: @ 13.0 vol / sq.ft.	148,750			10,298	
B. Public network stations					
Opt: @ 50.0 sq.ft. / terminal	54	2,700			
Mod: @ 40.0 sq.ft. / terminal	54		2,160		2,160
Low: @ 35.0 sq.ft. / terminal	54			1,890	
C. Reader seating space					
Opt: @ 35.0 sq.ft. / seat	186	6,510			
Mod: @ 32.5 sq.ft. / seat	186		6,045		6,045
Low: @ 30.0 sq.ft. / seat	186			5,580	
D. Staff work space					
Opt: @ 150.0 sq.ft. / station	53	7,950			
Mod: @ 137.5 sq.ft. / station	53		7,288		7,288
Low: @ 125.0 sq.ft. / station	53			6,625	
E. Meeting room space					
Multi-purpose room 1					
@ 10.0 sq.ft. per seat + speakers area	200	2,200	2,200	2,200	2,200
Conference / board room					
@ 30.0 sq.ft. per seat + 10 gallery	16	580	580	580	580
Children's multi-purpose room					
@ 10.0 sq.ft. per seat + presenter	75	850	850	850	850
Staff conference room					
@ 30.0 sq.ft. per seat	10	300	300	300	300
SUBTOTAL 1 (A+B+C+D+E)		34,553	31,139	28,398	32,810
F. Special use space (calculated against SUBTOTAL)					
Opt: @ 17.5% of gross building area		12,093			10,937
Mod: @ 15.0% of gross building area			8,492		
Low: @ 12.5% of gross building area				5,916	
G. Nonassignable space (calculated against SUBTOTAL)					
Opt: @ 32.5% of gross building area		22,459			
Mod: @ 30.0% of gross building area			16,985		18,749
Low: @ 27.5% of gross building area				13,016	
H. "Tailoring" allowance (calculated against SUBTOTAL)					
(not applied at West Fargo Public Library)					
SUBTOTAL 2 (Subtotal 1 + F +G + H)		69,105	56,616	47,330	62,495
I. Dedicated allowances					
Maker space		750	750	750	750
Entrepreneurs' center		750	750	750	750
AMH sorter		500	500	500	500
Garage		1,000	1,000	1,000	1,000
GROSS BUILDING AREA		72,105	59,616	50,330	65,495

E.4. Scenario 2b – Year 2050 / multi-building configuration

Scenario 2b likewise adjusts the planning horizon to the year 2050, when the library's projected population will be 69,200+. But Scenario 2b anticipates that the library will operate more than one building. The space needs estimate here is for the main / central library in a multi-building / branch library service configuration.

As was the case in Scenario 1b, a portion of some of the WFPL system-wide resource and service inventory shifts into the branch(es) in Scenario 2b. As was the case in Scenario 1b, 20% of the collection inventory, the technology station inventory and the reader seating inventory shifts into the branch(es). To reiterate, this is done strictly to illustrate how introducing branches can impact services and space needs at the main. When the library prepares to introduce a branch configuration, this concern should be revisited and a more careful deployment of resources made.

In Scenario 2b, space needs at a main library for West Fargo PL range from 44,414 square feet to 63,090 square feet. **Within that range, LPA encourages the library to think in terms of a building of 57,250 square feet.**

SPACE NEEDS ESTIMATE / YEAR 2050 WEST FARGO PUBLIC LIBRARY / MAIN SCENARIO 2b / multiple facilities						
		Units	SPACE ALLOCATION			
			Optimal	Moderate	Low	Recommend
A. Collection space						
Books+media(NOTE: 10% in circulation)						
Opt: @	10.0 vol / sq.ft.	119,000	10,710			10,710
Mod: @	11.5 vol / sq.ft.	119,000		9,313		
Low: @	13.0 vol / sq.ft.	119,000			8,238	
B. Public network stations						
Opt: @	50.0 sq.ft. / terminal	++	2,200			
Mod: @	40.0 sq.ft. / terminal	++		1,760		1,760
Low: @	35.0 sq.ft. / terminal	++			1,540	
C. Reader seating space						
Opt: @	35.0 sq.ft. / seat	148	5,180			
Mod: @	32.5 sq.ft. / seat	148		4,810		4,810
Low: @	30.0 sq.ft. / seat	148			4,440	
D. Staff work space						
Opt: @	150.0 sq.ft. / station	53	7,950			
Mod: @	137.5 sq.ft. / station	53		7,288		7,288
Low: @	125.0 sq.ft. / station	53			6,625	
E. Meeting room space						
Multi-purpose room 1						
@	10.0 sq.ft. per seat + speakers area	200	2,200	2,200	2,200	2,200
Conference / board room						
@	30.0 sq.ft. per seat + 10 gallery	16	580	580	580	580
Children's multi-purpose room						
@	10.0 sq.ft. per seat + presenter	75	850	850	850	850
Staff conference room						
@	30.0 sq.ft. per seat + 10 gallery	10	300	300	300	300
SUBTOTAL (A+B+C+D+E)			30,045	27,176	24,848	28,498
F. Special use space (calculated against SUBTOTAL)						
Opt: @	17.5% of gross building area		10,516			9,499
Mod: @	15.0% of gross building area			7,412		
Low: @	12.5% of gross building area				5,177	
G. Nonassignable space (calculated against SUBTOTAL)						
Opt: @	32.5% of gross building area		19,529			
Mod: @	30.0% of gross building area			14,823		16,284
Low: @	27.5% of gross building area				11,389	
H. "Tailoring" allowance (calculated against SUBTOTAL)			(not applied at West Fargo Public Library)			
SUBTOTAL 2 (Subtotal 1 + F + G + H)			60,090	49,410	41,414	54,281
I. Dedicated allowances						
Maker space			750	750	750	750
Entrepreneurs' center			750	750	750	750
AMH sorter			500	500	500	500
Garage			1,000	1,000	1,000	1,000
GROSS BUILDING AREA			63,090	52,410	44,414	57,281

APPENDIX A: LIBRARY SERVICE GOALS & SPACE NEEDS – A PLANNING MODEL

This section outlines a methodology for calculating a library's space needs based on its projected service goals. This discussion is organized around eight types of floor space:

- A.1 Housing the collection
- A.2 Supporting technology access
- A.3 Supporting readers using the library
- A.4 Supporting staff work routines
- A.5 Supporting program events and meetings
- A.6 Providing for "special use" support functions
- A.7 Providing for "nonassignable" support functions
- A.8 Providing for "dedicated allowances"

By establishing essential service goals in each of these areas, an estimate of the library's space needs can be developed. This section of the report will discuss environmental factors and choices that affect a library's need for space – a decision to employ a 36" aisle in the library's bookstacks versus a 42" aisle, for example – and describe how service goals can be translated into space needs.

When a library presents unusual or extraordinary conditions, this methodology can and should be adapted to reflect the practical impact of those special conditions. A library wishing to house its collection on compact, mobile shelving could reasonably expect to achieve a higher collection density and require less square footage for its collection than would be calculated using this methodology. A library that plans to support long-term / day-long research use might plan on providing all of its seating in oversized study carrels to accommodate the needs of researchers, and could reasonably apply a larger space allocation per reader seat than is recommended here. A library that needs to incorporate a garage could add a special allocation to this assessment for that feature, to reflect the fact that including a garage would skew the ordinary calculation of nonassignable space.

A.1 Housing the collection

For purposes of this discussion, the library's collection is organized into two parts – printed books and nonprint.

Twenty years ago, a third part described space needs for magazines, but over the course of the past generation, magazine inventories in most libraries have decreased substantially, as has the typical run of back-issues. The space needed to house magazines can be easily “found” during the design process.

More recently, some libraries have introduced a new kind of collection, an assortment of tools and equipment, objects, kits and sets that is often described under the heading “The Library of Things.” These new collections can vary widely in terms of scope, focus, and extent. And yet, because the Library of Things has not yet been established as a common component for a typical library, it has not been incorporated explicitly into this planning methodology... yet. If a library maintains a Library of Things of some heft and substance, consider a dedicated allowance to guarantee space is reserved for this purpose. A more modest Library of Things might be accommodated in the context of the special use space allocation or, like magazines, it may be accommodated as part of the “found” space that usually emerges during the design process.

A.1.1 Books

Library books can be housed in a variety of settings. Some settings favor user convenience and ease of use; other settings seek to prioritize the density of the collection, thereby reducing the footprint of the collection. The relative density of public library collections can range from 5 volumes per square foot to 30 volumes per square foot, depending on such factors as the type of material being housed, the height of the shelving unit, and the width of the aisle in the

bookstacks. Compact shelving units can accommodate even more material in the same amount of space.

An optimum estimate of library shelving capacity is 10 volumes per square foot. Ten volumes per square foot will certainly translate into a setting that allows an aisle wider than the bare minimum 36" required by the Americans with Disabilities Act – an aisle 42" or even 48" wide. Shelf units will be shorter than the full-height shelving traditionally found in most public libraries, so more users can reach more of the collection easily. Each individual shelf will be planned with a more generous “working capacity” – meaning that more of each shelf will be reserved to accommodate day-to-day shifting and use of the collection, which also makes the stacks easier for patrons to use. In general, this optimum allocation of 10.0 volumes per square foot establishes the best possible balance between a setting that provides a reasonable collection capacity while maximizing patrons' ease of use.

A library may elect to pursue more assertive strategies to house its collections, which will increase the number of volumes per square foot that it will accommodate. A moderate estimate of collection capacity is 11.5 volumes per square foot, while a low estimate is 13.0 volumes per square foot.

If the library increases its preferred collection capacity per square foot from the optimum level of 10 volumes per square foot, it means that the library is retreating from that optimum physical shelving environment. As the allocation of volumes per square foot increases, the library is less and less likely to be able to achieve a 42" aisle. Maximum shelving heights are almost certain to increase to 84" to 90" – which becomes more difficult for more of the library's patrons to use. There will be fewer opportunities to market the collection with face-out display.

A.1.2 Nonprint

Most audiovisual collections today take some form of digital disc media, though some alternate formats are also found. Downloadable and streaming media are making the future of physical nonprint collections difficult to forecast. Flexible storage and display strategies are essential if the library is to support these varying media formats.

As with the book collection, the library's nonprint collection can be housed in a variety of environments, some that afford more face-out display and marketing opportunities than others. Some strategies for housing the nonprint collection provide wider aisles and lower shelves that are generally easier to use. As with the book collection, the variables produce differing recommendations for how many nonprint items per square foot a library can expect to house.

An optimum shelving environment houses 10.0 nonprint items per square foot. A moderate setting houses 12.5 items per square foot. A low allocation provides 15.0 items per square foot.

In the past, some libraries chose to house the nonprint collection in a double-box display system, in hopes of improving the security and safety of the items in the nonprint collection. In a double-box display system, the actual item is stored securely behind a staff service point, while a dummy display case is available on the shelf, indicating the item is available for loan. There are obvious spatial implications inasmuch as the inventory is effectively housed twice. Few libraries today pursue a double-box storage system, but if that should be a priority in any given setting, this planning methodology needs to be adapted to accommodate.

A.2 Supporting technology access

Access to information sources, audiovisual content, and general

reading material increasingly is available in electronic formats. The balance between traditional formats and e-formats continues to shift, but traditional formats so far are proving to be durable. Both traditional and technological access will continue to co-exist and complement one another.

As e-content was introduced into the library setting, the means of access came to take a common form. Access was made through a computer network station – a desktop PC with keyboard and monitor – and from a space planning standpoint, the library needs to estimate the number of such stations that will be needed to support adequate user access to e-content.

As with the traditional collection, technology stations can be housed in a variety of settings. In an optimum setting, allow 50.0 square feet per station. This allows generous space for the computer and a monitor (possibly a large-screen monitor), perhaps with peripherals such as scanners or dedicated printers, and an ample space adjacent to the computer where a patron may place materials selected from the physical collection. A moderate allocation of 40.0 square feet per station will support a computer and monitor only, together with a reasonable allocation of space for patrons to use. A low allocation of 35.0 square feet per station crowds stations closer together, leaves less adjacent workspace, and provides more of the stations at a less-comfortable standing height. An absolute minimum allocation of 30.0 square feet per computer station may be employed in some circumstances where notable site or budget constraints exist.

Note that more and more users carry their own internet-connectible devices in the form of smartphones, tablets, and laptops. This affects the imperative many libraries face regarding how many technology stations the library will need to provide. It also creates a new imperative for the library: to design its user space in a way that provides ready and convenient access to charging stations.

Until recently, the “traditional” technology station has assumed a certain configuration of equipment, typically a desktop computer or its equivalent. Moving forward, the settings in which users connect with e-resources will be more variable, they will be less likely to look like a “traditional” computer network station. Some stations will offer a traditional profile, but others will be different. In planning space to provide access to e-content, the library will still need to determine how many user stations it should be responsible for providing to support sufficient user access for its community, factoring in the growing number of users who supply their own internet-connected devices, and determining a suitable balance between stations with hardware provided by the library and those to support the users own technology.

A.3 Supporting readers using the library

Reader seating should be provided in a variety of settings to meet a variety of user needs:

- lounge seating is appropriate in a browsing area or in an audiovisual listening area
- carrel seating provides private spaces for individual study
- group seating at tables is appropriate to provide an opportunity for small groups of patrons to work quietly together or to allow one or two individuals to spread their research out in front of themselves.

Seating should also be varied to meet patrons’ physical needs. Small-scale seating may be appropriate in the children’s library; firm seating with arm rests is appropriate in a setting for seniors.

As with the collection, reader seating can be deployed in a variety of settings, each of which produces a different “seating density.” A library that applies the optimum allocation of 35.0 square feet per seat will do so to reserve the ability to deploy a larger proportion of its

seating in a generous setting (large work surfaces, or a high proportion of lounge seats). A moderate allocation for seating is 32.5 square feet per seat. A low allocation is 30.0 square feet per seat. An absolute minimum allocation is 25.0 square feet per seat.

As one applies a lower and lower allocation for reader seating, any work surface that accompanies the seat will become smaller and smaller. The spacing between seats will narrow, ultimately compromising the readers’ sense of secure personal space.

A.4 Supporting staff work routines

The space needed to support individual staff work routines varies depending on the nature of the work being performed at any given station:

- public service desk work stations in this planning model are allowed an average of 150 square feet each, an allocation that provides space for the staff chair or stool, the desk, modest associated file space, and, notably, space for patron queues to form
- staff work stations in work rooms and offices generally follow a space allocation model that allows 75 to 100 square feet for a clerical station (sufficient for a desk and chair, a PC and phone, some modest attendant file storage, and adjacent corridor space to approach the station)
- 100 square feet for a station to support a librarian (the larger area typically required for additional files and storage for those positions)
- 125 square feet for a supervisor / department head’s station (the still larger area typically required to accommodate additional files *and* to better accommodate an enclosed office to provide the privacy a supervisor sometimes needs to deal with personnel and other issues)

The space required for each staff work station will vary, depending in part on how assertively or efficiently the library's space plan will need to be. In an optimum environment, allow 150.0 square feet per staff work station. In a moderate environment, allow 137.5 square feet per staff work station. A low allocation will allow 125.0 square feet per staff work station. An absolute minimum allocation will allow just 100.0 square feet per staff work station (while also compromising the effectiveness of work routines).

A.5 Supporting program events & meetings

The public library may offer different kinds of meeting space, depending on the programming activities the library seeks to offer and the kinds of general public activities the library seeks to support. The space needs for each kind of meeting space is estimated according to the type of use.

The most common kind of meeting space found in a public library is a **multi-purpose room**. A multi-purpose room is a flat-floor space that allows the library to support a variety of meeting and program activities. Seating can be configured in a variety of ways, but most often is configured with theater-style seating. The area needed for a multi-purpose room is typically determined by the library's desired capacity in a theater-style setting, allowing 10 square feet per seat. An additional allowance is made to accommodate a speaker, a panel, or a presentation at the front of the room.

Some libraries also provide a **children's program / storytime room**. A library may choose to add a dedicated storytime room to its menu of meeting spaces if it anticipates a bountiful schedule of children's program activities – a dedicated children's program room relieves the library's primary meeting space, making the primary room available for other functions. The scale of a storytime room is determined by the anticipated audience to accommodate, allowing 10

square feet per person in the audience. Adjust that allowance to 15 square feet per person if the library anticipates doing craft programs (which require more space). Add an allowance at the front of the room for the program presenter.

Another common meeting space found in a public library is a **conference room**. Oftentimes, a library's conference room doubles as a board room. A conference room is a more formal meeting space typically centered around a large conference table. The scale of this room is likewise determined by the number of people to be accommodated around the table. Allow 30 square feet per person.

Still other types of meeting and program space can be provided in a public library setting. Examples may include a full, formal auditorium (fixed seating, raised stage, probably theatrical lighting), a seminar room, a computer training room. Strategies to accommodate the space needed for these other types of meeting and programming space may be found in the literature on library space planning.

A.6 Providing for “special use” support functions

“Special use space” refers to a category of space that most libraries wish to provide, but that hasn't been directly accommodated in any of the preceding “types” of space. By way of example, special use space includes small group study rooms. It includes a copy center, possibly an area for public refreshment. Special use space also includes a staff break room.

Typically, special use space in a public library constitutes an area equal to 10-15% of the projected gross area of the building. The amount of special use space a library needs will be determined by the number of photocopiers or microfilm reader-printers the library wishes to provide. It will be determined by the number and size of

small group study rooms that the library wishes to provide. It will also be determined by factors like whether or not the library wishes to provide a public lounge or a coffee shop within the library.

In an optimum setting, a library should reserve 17.5% of its gross area for special use purposes. A library that plans to provide a public lounge or coffee shop likely falls at this end of the spectrum. In a moderate setting, a library should reserve 15.0% of its gross area for special use purposes. With a low allocation, a library should reserve 12.5% of its gross area for special use purposes. A minimum allocation for special use purposes will be 10.0% of the library's gross area.

A.7 Providing for “nonassignable” support functions

Nonassignable space is defined as “those areas or rooms of the library necessary for the general use and operation of the building but not serving specific library functions, such as foyers, vestibules, corridors (but not aisles in bookstacks or other furnishings), stairs, elevators, toilets, janitor rooms or closets, ventilation ducts, and mechanical equipment areas” (from *Measurement and Comparison of Physical Facilities for Libraries*, ALA, 1970).

Nonassignable space needs for mechanical systems are determined largely by engineering requirements. Design specialists will direct how large certain pieces of equipment need to be in order to meet the environmental specifications for the library. Other nonassignable space needs will be determined by local codes. The number of fixtures needed in each restroom will likely be determined by code, and the number of fixtures will determine the space needs of those facilities (as will the accessibility regulations of the Americans with Disabilities Act).

While the amount of nonassignable space a library needs will be

determined by “external” factors (codes, engineering requirements), it's important to make an allowance for these purposes in the early planning for an expanded building in order to gain a realistic estimate of the library's overall, or gross, space needs.

In an optimum setting, a library should reserve 32.5% of its gross area for nonassignable purposes. In a moderate setting, a library should reserve 30.0% of its gross area for nonassignable purposes. A low allocation will allow 27.5% of its gross area for nonassignable purposes. An absolute minimum allocation for nonassignable purposes will be 25.0% of the library's gross area.

Note that if the library is planning a small facility or if the library plans on an expansion strategy that incorporates an existing structure (an addition to the present library or the conversion of an existing structure from a prior use into a new use as a library), the proportion of space devoted to nonassignable space is likely to be at the higher end of this range. If the library is planning a large facility or anticipates new construction, the proportion of gross area that will be used for nonassignable purposes will likely be lower. This ratio should be chosen accordingly.

A.8 Dedicated allowances

In some circumstances, it's sensible to make an additional accommodation to cover the space needs of a special or unusual feature to be provided as part of the library. A special accommodation of this sort is warranted when the library will include a feature, function, or element that is not conventionally found in a public library. Because the feature in question isn't common, the space to support it will not be captured in conventional formulas for calculating a library's space need. With that in mind, a separate allocation should be made. Examples can include:

- *an allocation for a bookmobile garage:* This is perhaps the most common example of this “uncommon” accommodation. Among public libraries nationwide, fewer than 10% maintain a bookmobile; among libraries serving 50,000 and up, roughly 35% operate a bookmobile. Because relatively few libraries operate a bookmobile, space for a garage would not ordinarily figure into an estimate of space need using conventional formulas, so a special accommodation is warranted,
- *an allocation for a partner organization:* The library may share its facility with another organization – a local history museum, perhaps. The space need for the partner operation would not typically be accommodated by the conventional formulas. Therefore, a placeholder for the space needs of the partner organization could be added to the mix.

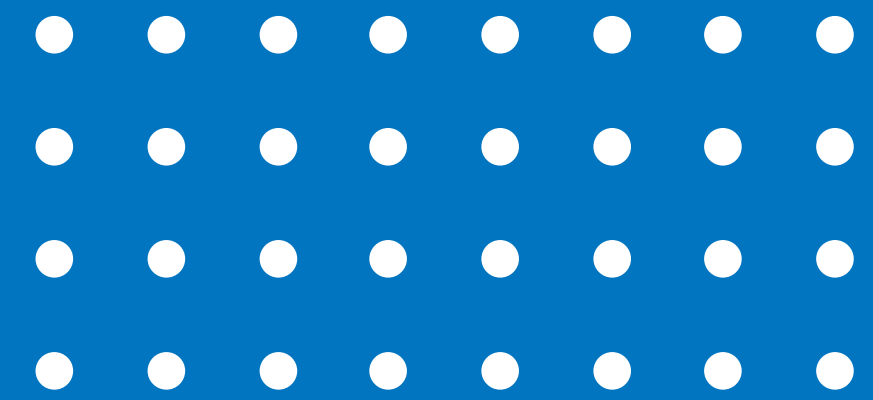
In some circumstances, a library might choose to make a special allocation as a means of drawing attention to the feature being highlighted. For example, at this early stage in planning, a library

may want to insure that the notion of a coffee bar or refreshment service is incorporated into its plans and so opts to make a special accommodation for this function, outside of the conventional calculations. By reserving a specific line item for this function early on in the library’s planning, the function is highlighted and therefore more likely to remain a topic for discussion. Or perhaps a library wishes to be sure to reserve space for display of traveling or seasonal exhibits, or the library intends to make a substantial commitment for public art display and wishes to reserve the space for this function. By creating a line item, it highlights the library’s interest in this function.

At the same time note that the examples provided here – a refreshment service, exhibition space, or space for display of public art – are the kinds of functions often classified as “special use” space. An alternate strategy for accommodating these functions is to make an “optimum” allocation for special use space at the higher end of the range recommended for that purpose. If the library chooses to make a special accommodation instead for such functions, consider reducing the proportionate allocation for special use purposes.

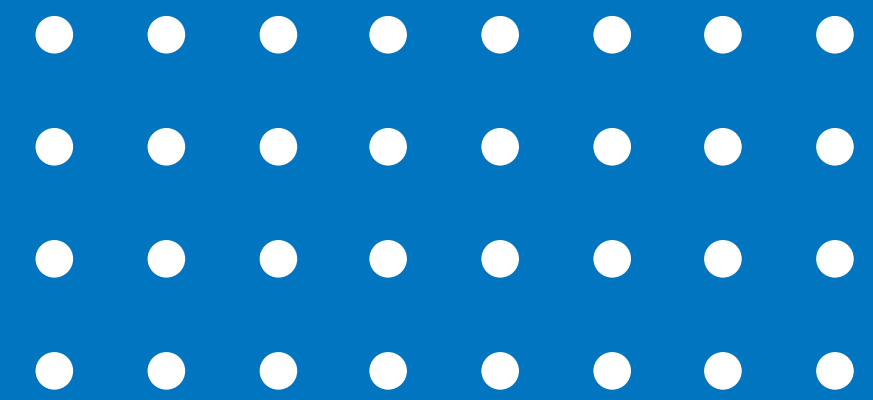
PROPOSED STAFF CHANGES

Presented by
Library Director Jenna Kahly
Youth Services Manager Lauren Nephew
Adult & Patron Services Manager Kirsten Henagin



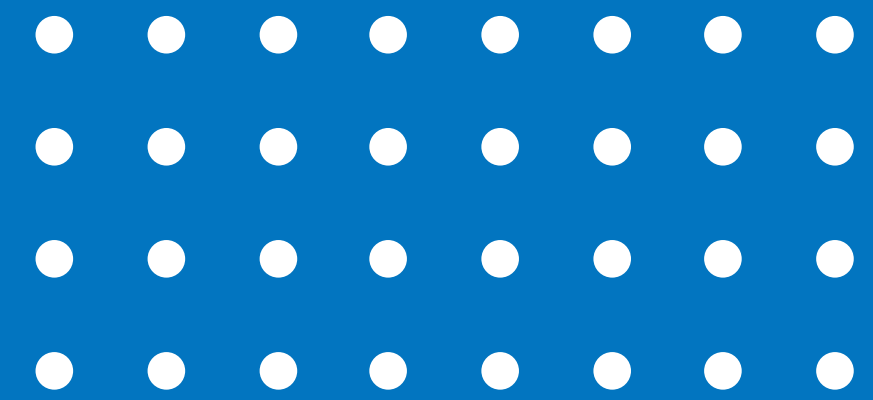
History of Outreach at WFPL

- Senior Site Visits
- Daycare Storytimes
- Daycare Book Deliveries
- School Visits
- Little Red Reading Bus
- Community Events and Pop-Up Libraries



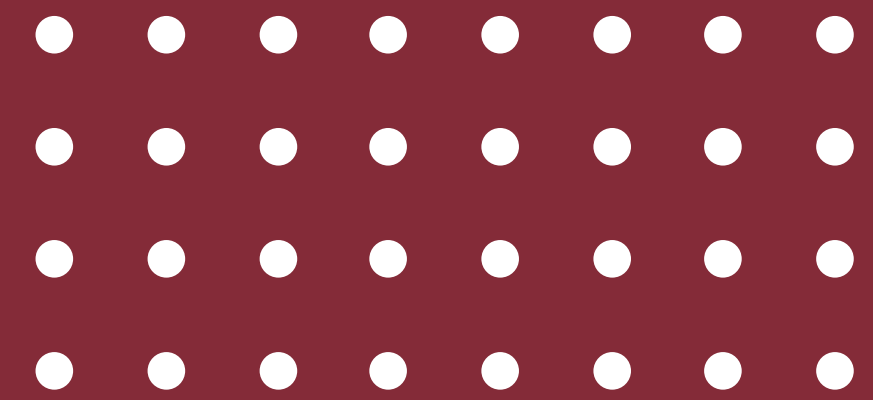
Outreach Coordinator

- What will they do?
 - Primary LRRB Driver
 - Attend Community Events and Pop-Up Library Opportunities
 - Senior Site Visits
 - Daycare Delivery



Outreach Coordinator

- Overall Library Impact
 - Continue to grow in-library adult and youth programming
 - Develop and offer year round outreach services and programs
 - Expand offerings with current partners
 - Reach new audiences and non-library users



History of Circulation Management at WFPL

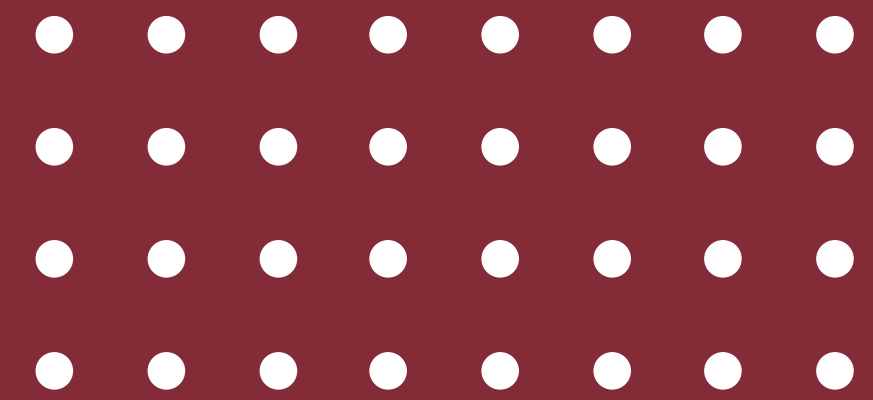
- Director
- Access Services Manager
- Deputy Director of Patron Services
- Adult and Patron Services Manager

Proposed:

- Adult Services Manager
- Circulation Manager



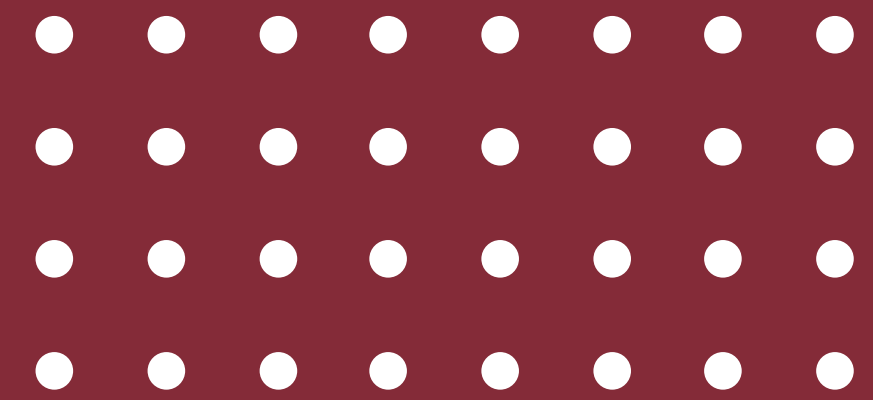
Circulation Manager



- What will they do?
 - Oversee circulation operations and staff at all library locations
 - Manage and maintain circulation related databases, such as patron data
 - Collaborate with ODIN staff
 - Manage and oversee volunteer operations
 - Maintains in-library technology contracts for patron-facing technology



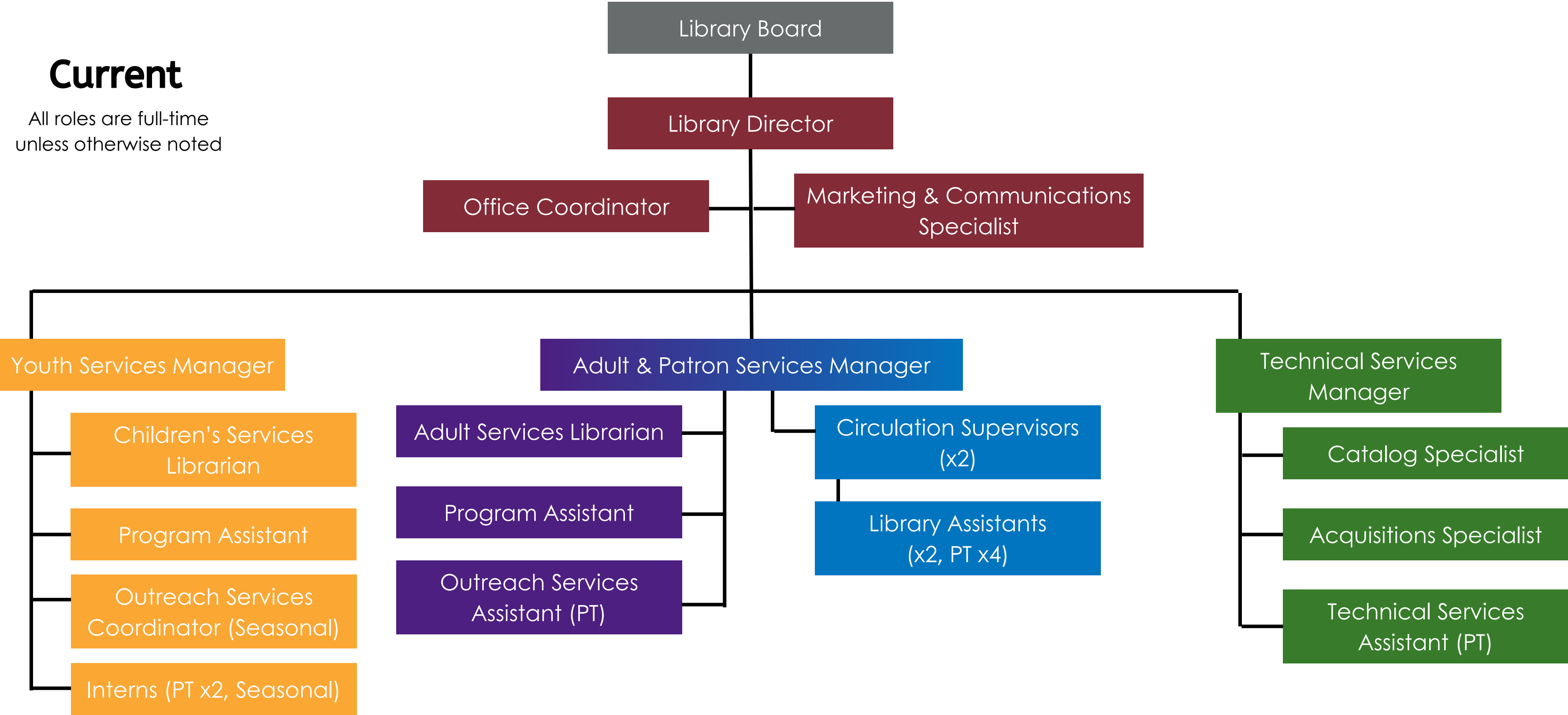
Circulation Manager



- Overall Library Impact
 - Allow other departments to focus on primary duties
 - Create intentional continued training for front-line staff
 - Continue to develop consistency within circulation operations and delivery of services
 - Invest in volunteer engagement and program development
 - Allow the department to grow with the library as additional locations are added to the library system

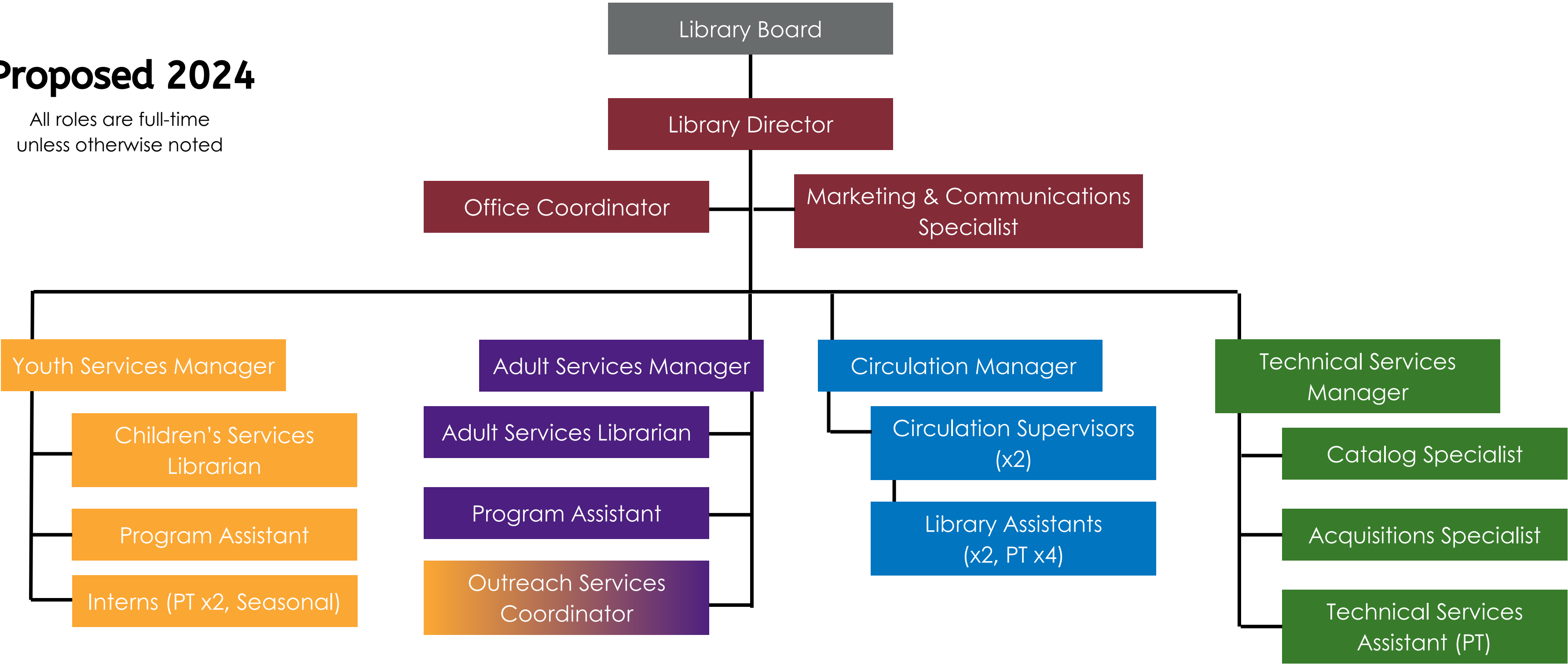
Current

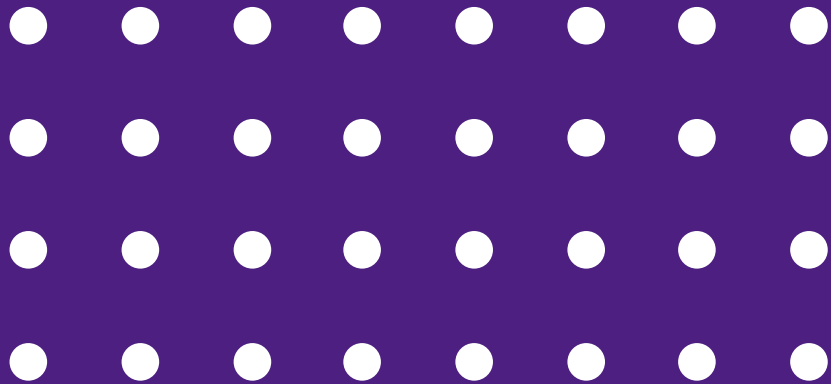
All roles are full-time
unless otherwise noted



Proposed 2024

All roles are full-time
unless otherwise noted





Cost of Positions

Salary and Benefits

	Salary	Benefits (FICA, NDPERS, Insurance)	Total
Outreach Services Coordinator*	\$32,431 (for 8 months) \$48,646 (annually)	\$22,991 (for 8 months) \$34,487 (annually)	\$55,422 (for 8 months) \$83,133 (annually)
Circulation Manager	\$47,651 (for 8 months) \$71,477 (annually)	\$26,631 (for 8 months) \$39, 946 (annually)	\$74,282 (for 8 months) \$111,423 (annually)
Combined			\$129,704 (for 8 months) \$194,556 (annually)

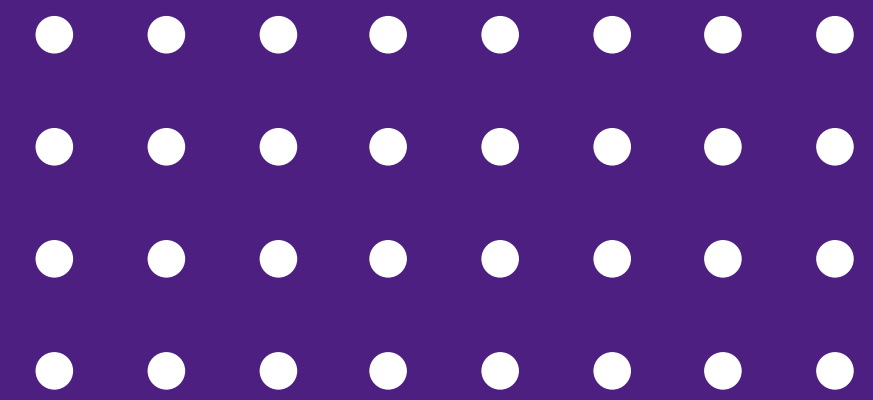
Other Associated Costs

\$3,000 Furniture
\$2,500 Technology
\$450 Professional Memberships
\$5,950 Total

Total Costs 2024 (for 8 months)

Outreach Services Coordinator \$55,722
Circulation Managers \$79,932
Total \$135,654

**Assuming Grade 10 as the possible max grade for the Outreach Services Coordinator position*



Opportunity Costs

- Reduced youth summer outreach with the Little Red Reading Bus
- Inability to add daycare or senior delivery services
- Reduced youth and adult services in-library (programs and reference)
- Less participation in State and regional library initiatives
- Suboptimal supervisory ratios
- Risk to employee retention and engagement
- Core library service initiatives continue to not be prioritized to maintain service

QUESTIONS? ■ ■ ■

Thank you for your time!



To: West Fargo Public Library Board of Directors

From: Jenna Kahly, Library Director

Date: February 22, 2024

Subject: Request to Hire Circulation Manager and change Outreach Coordinator from Temporary to Permanent position

Action: Approve Job Descriptions and hiring of 2 positions.

**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

Tony Stukel

Library Director

Jenna Kahly

We are requesting the approval of two job descriptions and permission to hire with a target start date of May 1, 2024.

These positions were not budgeted for in FY24, but due to increased circulation, city growth, and the high likelihood of a second location in 2024, both have become necessary.

In Dec. 2022, it was noted in Board minutes and documents that the combining of the Patron Services Manager duties with the Adult Services Manager position was meant to be a 2-to-3-year temporary solution. We have now reached that point. The established timeline, growth of our circulation team, potential expansion to a second location, and continued growth of library usage necessitates the hiring of another manager to balance our supervisory ratios.

In 2023 the addition of a year-round Outreach Services Coordinator role was discussed. In fall 2023, we had to reduce the ask and budget for the position to be a 3-month temporary position, in response to budgeting errors at the City level. We maintain that we need this position year-round and request to make it a permanent position. A couple slight changes to the previously approved job description have been made.

Please see the following presentation and job description attachments for additional information.



Outreach Services Coordinator Job Description

Department: Library
Reports To: Library Services Manager
Pay Grade: **Ungraded, Grade 8-10 expected**
FLSA Classification: Non Exempt
Approved by: Library Board
Revision Date: 01/11/2024

SUMMARY

Under general supervision, the Outreach Services Coordinator administers outreach deliveries, programming, and pop-up library services within the community for youth and adults.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates outreach service vehicle(s) to deliver library materials to offsite patrons and collect offsite book drop materials.
- Coordinates and executes outreach vehicle routes year-round in collaboration with Youth and Adult Library Service Managers. Serves as the person-in-charge when operating an offsite visit or event.
- Provides exceptional, direct customer service to patrons, including reference, readers' advisory, technology assistance, issuing library cards, assisting with hold and interlibrary loan requests, and item check-in/check-out. Actively represents the library, promotes library services to the public and participates in offsite programs.
- Fosters positive relationships with individuals and site managers to understand and meet the unique needs of each person or site that the library serves.
- Assists in planning, organizing, and administering promotional library events for youth or adults. Helps with set-up and clean-up for outreach programs. Locates and prepares materials for delivery and events. Performs circulation operations related to outreach within library management software.
- Works collaboratively with volunteers on programs and projects as needed.
- Assists with library tours for patrons, community partners and class visits.
- Collects and records statistics on events, attendance, services, and data related to internal and external program evaluation.
- Learns new library trends, adapts to emerging technologies, and executes tasks independently.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

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

MINIMUM QUALIFICATIONS

- Associate's degree in a related field.
- Two years or more of experience in customer service.
- Strong technology skills, including familiarity with the Microsoft Office suite and Windows operating systems.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.
- Valid driver's license.

PHYSICAL AND MENTAL DEMANDS

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

WORKING ENVIRONMENT

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

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

Employee's Name (please print)
Date

Employee Signature

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



Library Service Manager Job Description

Department: Library
Reports To: Library Director
Pay Grade: 15
FLSA Classification: Exempt
Approved by: Library Board
Revision Date: September 5, 2023

SUMMARY

Under limited supervision, the Library Service Manager provides leadership and supervision to library staff, while overseeing functions in assigned service areas of adult and patron services, youth services, and technical services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works with the Library Director to provide leadership to the library as a whole and to develop and implement a strategic vision for the library.
- Promotes an internal culture of positivity, excitement for continuous organizational change, and a customer focus. Communicates courteously and professionally; develops working relationships with others in carrying out job functions; serves on library teams and committees as assigned, such as Collection Development, Programming, Merchandising, etc.
- In collaboration with colleagues, provides services which may include:
 - Programming: Plans, promotes and conducts library events in order to meet community needs, including but not limited to story times, afterschool programs, adult programming, technology/online resource classes, Summer Reading Program, and library tours; arranges outside presenters as needed. Collaborates with regional libraries and other organizations to provide joint literacy and library programs. Participates in outreach activities.
 - Collection Management: selects for assigned collections in order to meet community needs, performs weeding as necessary, may work with staff to ensure recording, processing, and cataloging of new materials; participates in collection inventory.
 - Patron Services: Performs shifts at the service desk: provides circulation, basic and advanced reference services and readers' advisory, basic assistance with technology, and other services provided by circulation staff; instructs library patrons in use of e-resources and devices used to access them. Serves as a team leader in patron services functions. Manages public service problems, confidentiality, and safety issues when working at night and weekends.
- Participates in planning and mounting exhibits and displays, both cultural and historical in nature.
- Monitors the Library facilities; tidies and maintains the good condition of the library and upholds library policies and procedures.
- Within assigned areas of responsibility, supervises, approves timesheets, participates in hiring and termination procedures, disciplinary actions, and performance reviews. Provides direction, coaching,

and training to assigned staff, volunteers and outside presenters. Ensures that reports are trained in safe work practices and that safety procedures are followed.

- In coordination with library administration, sets goals and objectives for others to work towards and monitors performance of staff and functions of assigned service area.
- Evaluates library services to ensure continuous improvement, alignment with community needs, alignment with the Library's strategic plan, and inform decision-making. Analyzes statistics on events, attendance, and services.
- Prepares presentations about the services, outcomes, and impact of the Library. Represents the Library in working with elected officials, public and private organizations, the community, media, and other City departments.
- Works independently or with other staff to prepare and/or edit documentation, including the library newsletter, brochures, readers' advisory materials, website postings, and related documents. Participates in creating promotional and marketing materials.
- Administers the budget in assigned areas of responsibility. Identifies future needs and assists the library administration in preparing budget requests.
- Pursues funding support opportunities; identifies and applies for grants and other funding sources; prepares for and administers funding opportunities such as grants, donations, and gifts.
- Maintains knowledge of current trends, development, and best practices in library services.
- Represents and advocates for the library throughout the community.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs essential duties and responsibilities outlined in the special assignments of the Library Service Manager.
- Performs other duties as required or assigned.

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

MINIMUM QUALIFICATIONS

- Master's Degree in Library Science or a closely related field.
- Two years of customer service experience in a library.
- Two years of previous supervisory experience.
- Equivalent education and experience is acceptable.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.
- Valid driver's license.

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this job, the incumbent must regularly sit and talk or hear. The incumbent is frequently required to use hands to touch, handle or feel. The incumbent is occasionally required to stand and walk. The incumbent may be required to occasionally perform a full range of motion with lifting and/or carrying items weighing up to 35 pounds. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

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

Employee's Name (please print)

Employee Signature

Date

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Adult and Patron Services Manager Special Assignment

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership in the planning and conduct of recreational and educational library events for adults (including seniors, adults, and young adults); arranges outside presenters as needed; evaluates outcomes of programs, events, and activities. Identifies target audiences, writes press releases, and collaborates with staff to ensure timely publicity for events.
- Provides leadership and oversight of patron services staff and operations including circulation, readers' advisory, reference, basic assistance with technology, hold requests, interlibrary loan, and other services provided by circulation staff. Manages public service problems and safety issues at the Service Desk.
- Works with Circulation Supervisors to ensure proper staffing, scheduling and training of circulation staff in all patron services operations.
- Provides trainings to all library staff in customer services, service to diverse populations, library policy, circulation procedures, online resources, technology, reference skills, and safety.
- Plans and implements improvements to patron services operations and the customer experience. Analyzes data, both quantitative and qualitative in nature, related to patron behavior patterns, service and collection usage statistics, and local and national trends, to provide input to the Library Director regarding circulation staffing levels, space planning and signage, technology and other in-library services.
- Oversees staff who plan and implement adult programs and reference services, considering potential presenters and program proposals in relation to the Library's service goals and leading program evaluation.
- Promotes adult literacy through book clubs and other learning opportunities for adults.
- Increases public awareness of library resources and services by establishing contacts with organizations and businesses in the West Fargo community, planning the Library's participation in community events, and working with library staff to establish offsite programming. Collaborates with regional libraries and other organizations to provide joint literacy, cultural, and library programs.
- Oversees recruitment and administration of volunteer services, including background checks, creation of job descriptions, assignment to a supervisor, performance reviews, and recognition of volunteer services.
- Works collaboratively with the Youth Services Manager to develop and execute programs and services for shared target audiences.
- Provides leadership in outreach activities to area institutions; organizes and ensures materials delivery services. Oversees library staff participation in outreach activities.
- Provides input to library administration related to programming funding for the annual operating budget and long-range financial planning. Solicits sponsors for the Summer Reading Program.
- As a member of the Collection Development Team, selects library materials for specific areas of collection development. Purchases and collaborates with colleagues to create and maintain a diverse, current, and relevant collection of materials which meets the informational needs and recreational reading interests of the citizens of West Fargo, including students, teachers, adults, and New Americans.
- Oversees Adult Collection projects such as weeding, relabeling, and auditing. Makes recommendations to the Library Director and Library Board regarding changes to the Library's Collection Management Policy.
- Analyzes collection usage statistics, as well as trends and changes in population served, to determine materials budget allocation, make collection-level selection and deselection decisions, and provide input to library administration related to annual operating budget and long-range financial planning.
- Responds to patron purchase requests and reviews donated items for possible inclusion in the Library's collection. Maintains knowledge of current trends, emerging technologies, service to seniors and New Americans, and related fields.

Youth Services Manager Special Assignment

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership in the planning and conduct of recreational and educational library events which are developmentally appropriate for children and teens; arranges outside presenters as needed; evaluates outcomes of programs, events, and activities. Identifies target audiences, writes press releases, and collaborates with staff to ensure timely publicity for events.
- Analyzes collection usage statistics, as well as trends and changes in population served, to determine materials budget allocation, make collection-level selection and deselection decisions, and provide input to library administration related to annual operating budget and long-range financial planning.
- Promotes child development and literacy through story times, afterschool activities, and other programs.
- Increases public awareness of library resources and services by establishing contacts with organizations and businesses in the West Fargo community, planning the Library's participation in community events, and establishing offsite programming. Collaborates with regional libraries, schools, daycares, and other organizations serving youth to expand library service and provide joint literacy, cultural, and library programs.
- Works collaboratively with the Adult Services Manager to develop and execute programs and services for shared target audiences.
- Oversees staff who plan and implement youth programs, considering potential presenters and program proposals in relation to the Library's service goals and leading program evaluation.
- Provides leadership in outreach activities to area institutions; organizes and ensures materials delivery services. Oversees library staff participation in outreach activities.
- Provides leadership and oversight of the Little Red Reading Bus and its operations including the summer route and schedule, collection development and circulation, associated technology and other services provided through the Little Red Reading Bus. Manages route problems, weather and safety issues and maintenance of bus. Oversees staff who support outreach and programming with the Little Red Reading Bus, including the training and recruitment of Teen Summer Interns and volunteers.
- Provides input to library administration related to programming funding for the annual operating budget and long-range financial planning. Solicits sponsors for the Summer Reading Program.
- As a member of the Collection Development Team, selects library materials for specific areas of collection development. Purchases and collaborates with colleagues to create and maintain a diverse, current and relevant collection of materials for children and teens.
- Responds to patron purchase requests and reviews donated items for possible inclusion in the Library's collection.
- Oversees Children and Teen Collection projects such as weeding, relabeling, and auditing. Makes recommendations to the Library Director and Library Board regarding changes to the Library's Collection Management Policy.
- Maintains knowledge of current trends, emerging technologies, youth development, and related fields.
- As the head of the Summer Reading Program Team, creates an annual project plan that establishes project deadlines and goals, tracks progress in meeting project milestones, and establishes team roles and provides direction to all team members.

Technical Services Manager Special Assignment

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership in the area of technical services for print, audio visual, serials, and electronic resources.
- Analyzes collection usage statistics, as well as trends and changes in population served, to determine materials budget allocation and provide input to library administration related to annual operating budget and long-range financial planning.
- In coordination with the Library Director, devises technical services goals, guidelines, policies, and procedures to be used by the technical services staff. Makes recommendations to the Library Director and Library Board regarding changes to the Library's Collection Management Policy.
- Oversees technical services staff and plans and implements improvements to all technical services operations, including ordering, receiving, cataloging, processing, and preservation of materials to prepare items for patron use. Works with technical services and circulation staff to ensure the expedience of operations and provide new materials to patrons as quickly as possible.
- Responds to patron purchase requests on digital platforms (such as Overdrive, Libby, Hoopla, and other digital database requests).
- Performs copy and original descriptive cataloging as needed for library materials in a variety of formats, languages and subject areas, applying RDA (Resource Description and Access), MARC, Library of Congress subject headings, and Dewey Decimal Classification.
- Acts as the Library's technology liaison to the Online Dakota Information Network (ODIN), advocating for system-wide policy and configuration of the integrated library system (ILS) that meets the needs of the Library and West Fargo community. In collaboration with ODIN, Library staff, and City IT, manages the Library's 3rd party vendor integrations, system issues, and configuration changes within the ILS.
- Generates reports; compiles usage and circulation statistics for various stakeholders. Maintains consistency of patron and bibliographic data, conducting cleanup as needed.
- Provides leadership in special technical services projects such as inventory, and re-labeling.



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: February 22, 2024
Subject: Request to Purchase Ford Transit Van to replace the Little Red Reading Bus
Action: Approve Purchase of Ford Transit Van

**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

Tony Stukel

Library Director

Jenna Kahly

We are requesting approval to purchase a Ford Transit van to replace the Little Red Reading Bus which is at the end of its useful life.

The Little Red Reading Bus has been an in-demand service in the West Fargo community for many years. Due to its increasing age, mechanical, and safety issues, replacement of the Little Red Reading Bus is imperative if we wish to continue to offer this important service to the West Fargo community.

Replacement with a new, reliable vehicle that can be used in all seasons will allow us to expand the outreach program beyond the summer months while ensuring the in-demand summer program we offer can continue safely. Having a vehicle designed to be easily loaded and unloaded will decrease the amount of staff time required to provide these services and help staff to avoid injuries.

Total estimated cost: **\$57,487**

Requesting up to **\$42,487** in a budget amendment to cover the cost of this purchase.



Patron Code of Conduct

Approved:

Revisions approved: Sept. 15, 2022

I. Purpose

As a civic resource, the West Fargo Public Library ~~is~~ aims to provide equitable access to resources and opportunities so that residents can learn, meet, share, read, play and create. Patrons are asked to observe the following rules of conduct to ensure the rights and safety of library patrons and staff and to preserve and protect library materials and facilities. Parents, guardians, or designated caregivers are responsible for the actions of minors or vulnerable adults under their care while interacting with library property or programs.

II. Responsibilities and Suspension of Privileges

This list is not exhaustive. Inappropriate behavior not ~~specifically explicitly~~ identified in this policy may be identified at the discretion of library staff on duty, with the Library Director reserving the right to make further exceptions on a case-by-case basis. The Library and/or staff are not responsible for lost, stolen, or condition of personal property brought onto the premises.

Patrons who violate ~~any of~~ these guidelines will be given notice of this policy. A violation may result in a patron's expulsion from the library, suspension of library privileges, criminal prosecution, or other legal action as appropriate. An individual who is banned from the library may be charged with trespassing if they return to library property during the term of the ban. Any ~~individual who is banned~~ individual and whose library privileges have been revoked may appeal that decision by submitting a written request to the Library Director and the Board of Directors of the West Fargo Public Library within 30 days of the alleged offense.

III. Principles of the Code of Conduct

The following are breaches of West Fargo Public Library's Code of Conduct:

1. Engaging in any illegal activity on West Fargo Public Library ~~the property or its sister buildings.~~
2. Any disruptive or unsafe behavior, including any conduct that interferes with the use or operation of the library by patrons or staff, or that might impact the health and safety of others.
3. Making unreasonable noise. This includes loud talking and using devices such as cellphones or other personal devices (with or without headphones) at a volume that disturbs others. All phones should be silenced. Refrain from phone discussions while at the service desk or public computers.

4. Blocking sidewalks or entrances to the library, or obstructing any passageways within the library. Entering non-public areas such as staff workrooms, offices, or other designated areas.
5. Using rollerblades, roller skates, skateboards, bicycles, and scooters or other recreational equipment. Recreational equipment should be stored at the bicycle racks outside of the library or within publicly available lockers. Other items with wheels such as strollers, wheelchairs, and walker devices will only be allowed when utilized for their intended purpose.
6. Use of loud, abusive, threatening or insulting language or gestures, either in person or via electronic devices.
7. Harassment of any kind.
8. Leaving unattended vulnerable adults who need supervision or children per the library's Unattended Children Policy.
9. Poor treatment, destruction, vandalism, or theft of library property.
10. Unauthorized use of another patron's library card or identifying information.
11. Inappropriate use of internet or library computers per the library's Internet and Computer Use Policy.
12. Unauthorized filming per the library's Media Relations Policy.
13. Monopolizing library resources or staff time; using library phone for more than emergency or transportation purposes.
14. Promotions, petitioning, canvassing, or solicitation of outside services or initiatives without first receiving staff approval.
15. Sleeping.
16. Bringing animals (except certified service animals) into the library without prior library staff approval.
17. Wearing inappropriate attire; insufficient covering of body, including absence of footwear.
18. Poor hygiene that constitutes a nuisance.
19. Consumption of odorous food or drink, or use of odorous materials or supplies.
20. Leaving personal belongings unattended by oneself for an extended period of time or in a potentially unsafe manner.
21. Use of tobacco or ~~THC marijuana, marijuana~~ products, including chewing tobacco, synthetic tobacco products or electronic (smokeless, or their equivalent) or cigarettes on library property;
22. Public intoxication, including use, display, or distribution of alcohol or illegal drugs.
23. The carrying or use of weapons.
24. Disregarding any other library policy.

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IV. Referenced Policies

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

- WFPL Board. Unattended Children Policy.
- WFPL Board. Internet and Computer Use Policy.
- WFPL Board. Media Relations Policy.



Patron Code of Conduct

Approved:

Revisions approved: Sept. 15, 2022

I. Purpose

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II. Responsibilities and Suspension of Privileges

This list is not exhaustive. Inappropriate behavior not explicitly identified in this policy may be identified at the discretion of library staff on duty, with the Library Director reserving the right to make further exceptions on a case-by-case basis. The Library and/or staff are not responsible for lost, stolen, or condition of personal property brought onto the premises.

Patrons who violate these guidelines will be given notice of this policy. A violation may result in a patron's expulsion from the library, suspension of library privileges, criminal prosecution, or other legal action as appropriate. An individual who is banned from the library may be charged with trespassing if they return to library property during the term of the ban. Any banned individual whose library privileges have been revoked may appeal that decision by submitting a written request to the Library Director and the Board of Directors of the West Fargo Public Library within 30 days of the alleged offense.

III. Principles of the Code of Conduct

The following are breaches of West Fargo Public Library's Code of Conduct:

1. Engaging in any illegal activity on West Fargo Public Library property
2. Any disruptive or unsafe behavior, including any conduct that interferes with the use or operation of the library by patrons or staff, or that might impact the health and safety of others.
3. Making unreasonable noise. This includes loud talking and using devices such as cellphones or other personal devices (with or without headphones) at a volume that disturbs others. All phones should be silenced. Refrain from phone discussions while at the service desk or public computers.

4. Blocking sidewalks or entrances to the library, or obstructing any passageways within the library. Entering non-public areas such as staff workrooms, offices, or other designated areas.
5. Using rollerblades, roller skates, skateboards, bicycles, and scooters or other recreational equipment. Recreational equipment should be stored at the bicycle racks outside of the library or within publicly available lockers. Other items with wheels such as strollers, wheelchairs, and walker devices will only be allowed when utilized for their intended purpose.
6. Use of loud, abusive, threatening or insulting language or gestures, either in person or via electronic devices.
7. Harassment of any kind.
8. Leaving unattended vulnerable adults who need supervision or children per the library's Unattended Children Policy.
9. Poor treatment, destruction, vandalism, or theft of library property.
10. Unauthorized use of another patron's library card or identifying information.
11. Inappropriate use of internet or library computers per the library's Internet and Computer Use Policy.
12. Unauthorized filming per the library's Media Relations Policy.
13. Monopolizing library resources or staff time; using library phone for more than emergency or transportation purposes.
14. Promotions, petitioning, canvassing, or solicitation of outside services or initiatives without first receiving staff approval.
15. Sleeping.
16. Bringing animals (except certified service animals) into the library without prior library staff approval.
17. Wearing inappropriate attire; insufficient covering of body, including absence of footwear.
18. Poor hygiene that constitutes a nuisance.
19. Consumption of odorous food or drink, or use of odorous materials or supplies.
20. Leaving personal belongings unattended by oneself for an extended period of time or in a potentially unsafe manner.
21. Use of tobacco or THC marijuana products, including chewing tobacco, synthetic tobacco products or electronic (smokeless, or their equivalent) or cigarettes on library property;
22. Public intoxication, including use, display, or distribution of alcohol or illegal drugs.
23. The carrying or use of weapons.
24. Disregarding any other library policy.

IV. Referenced Policies

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

- WFPL Board. Unattended Children Policy.
- WFPL Board. Internet and Computer Use Policy.
- WFPL Board. Media Relations Policy.



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: February 22, 2024
Subject: 6-Month Review of Director
Action: Request Library Board President Initiate a 6-Month Performance Review

**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

Tony Stukel

Library Director

Jenna Kahly

While annual reviews of a Library Director are best practice, I am requesting the Board instruct the Library Board President to perform a 6-month performance review this spring. This one-time review would be followed by annual reviews each year.

The City of West Fargo has a new performance review system they are ready to implement. I would like to be one of the first to try it out. A 6-month performance review this spring could use this new system, which would inform how the West Fargo Public Library manages staff reviews going forward and would give me valuable insight into how I am doing so far in the role of Library Director.

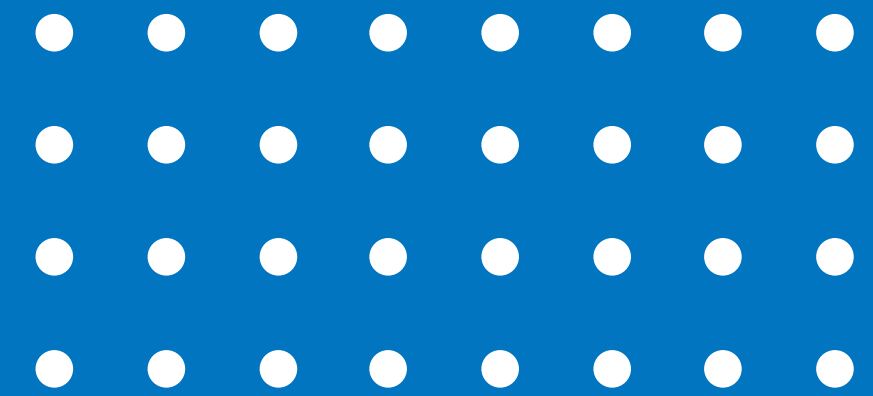
West Fargo Public Library   

DIRECTOR'S REPORT

Library Director Jenna Kahly



Circulation



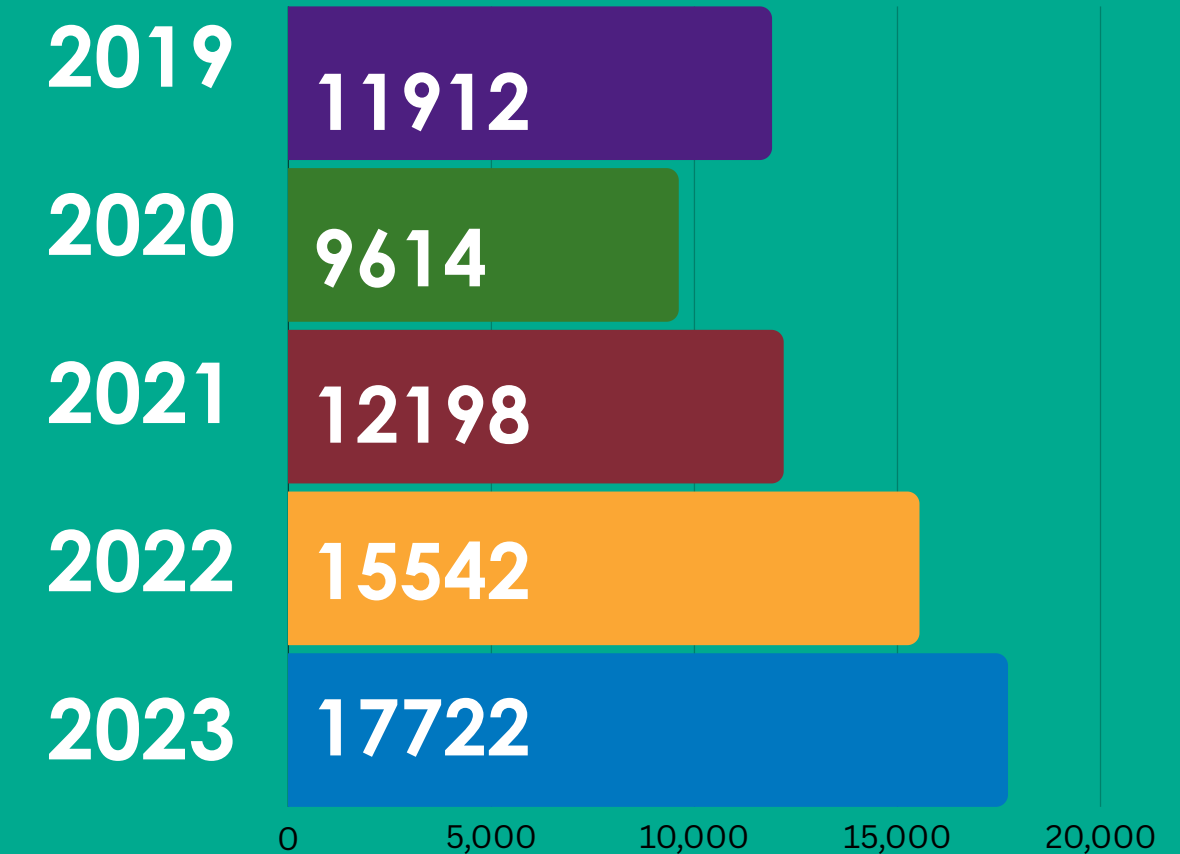
Total circulation for all of 2023

- 15% more checkouts than 2022
- 45% more checkouts than 2019

Heading into 2024, January was another record high for circulation

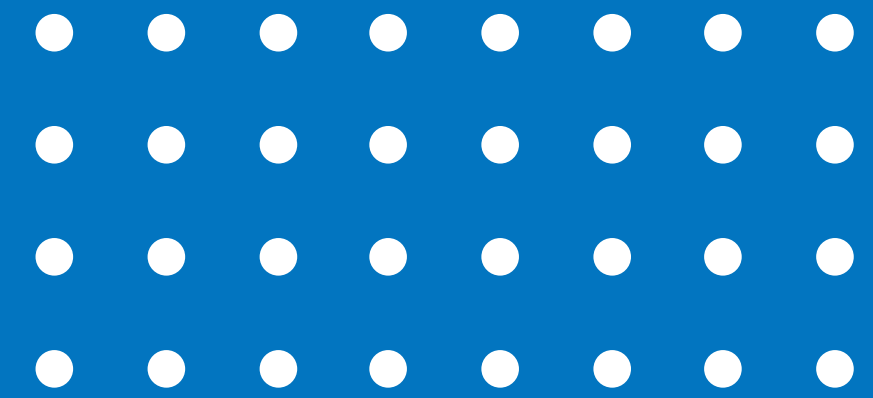
- More items than December or record-breaking November
- Electronic and Physical items continue to steadily climb

January Total Circulation





Administration



New coin and bill machine

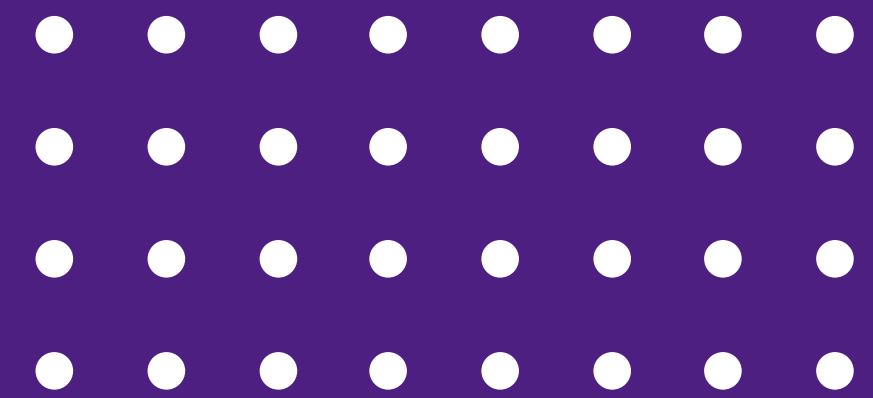
Our coin and bill machine to pay for printing has been down for months. A new machine was ordered and it has arrived and been installed.

New service desk will be installed on March 6th.

We will remain open while the old desk is removed. A temporary service desk station will be open to serve patrons with laptops while the work stations are being transitioned. This project will have support from the City Public Works- Buildings and Grounds staff as well as IT.



Administration



Annual Report

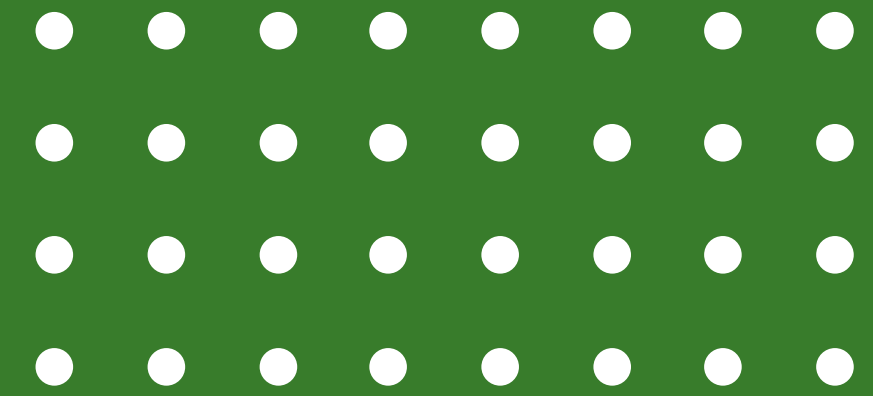
- We are compiling the data for the annual state Public Library Survey
- After that is completed we will be crafting our annual report

Strategic Plan

- Our current Strategic Plan runs through the end of this year.
- We are working on reporting to close out that plan.
- Soon we will begin implementing a data collection strategy for the next strategic plan.
- Following a model by Salt Lake City, we are planning to craft our next strategic plan to be more of a values-based living document adaptable to be more flexible to meet the quickly changing needs the anticipated growth of our city necessitates.



Finances



Year End 2023

December

\$232,151

Year to Date

\$1,683,449

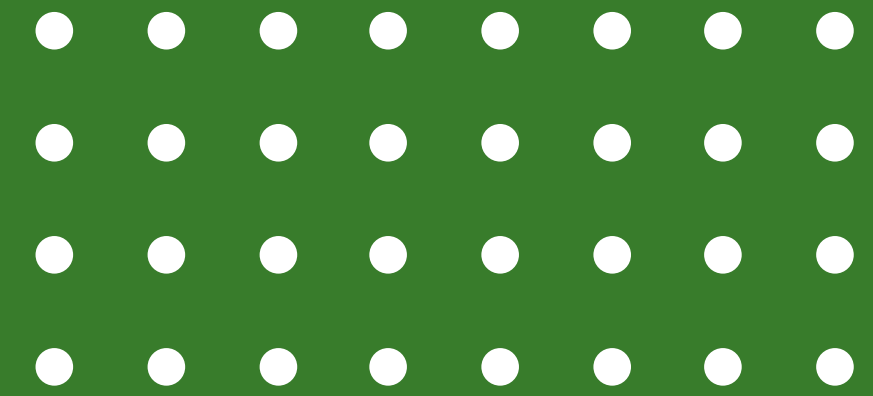
Available Appropriation

\$241,080





Finances



Expenditures through January 2024

Month to Date

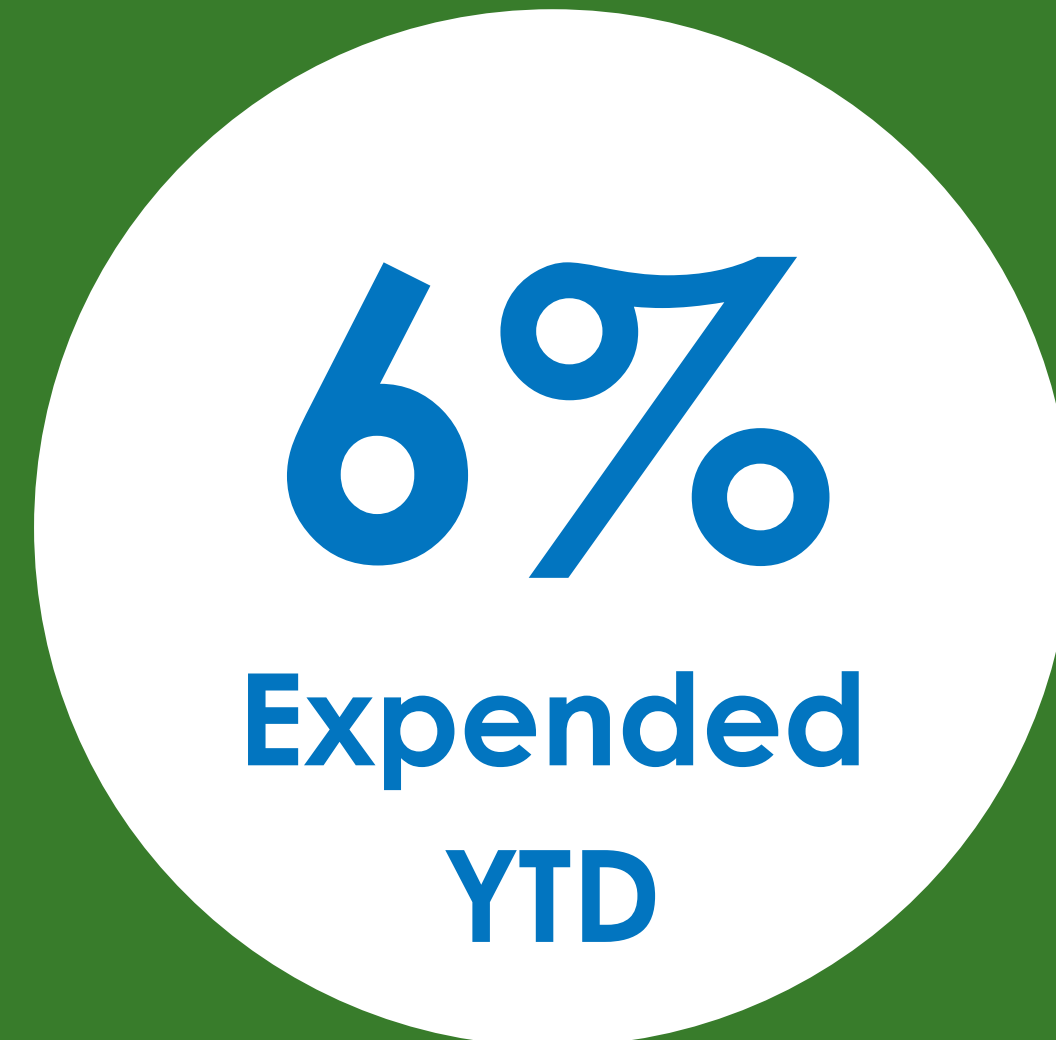
\$132,442

Year to Date

\$132,442

Available Appropriation

\$1,960,254





Staff

SERVICE DESK

Welcome newest staff member -
Avery Erdody!

We are fully staffed for the first time in YEARS!

Technical Services Manager Bree Schmidt
and Children's Services Librarian Sarah
Davis were recognized at the January
staff training for going above and beyond
in their roles to serve West Fargo. (New
annual WFPL awards nominated by peers.)





Library Use

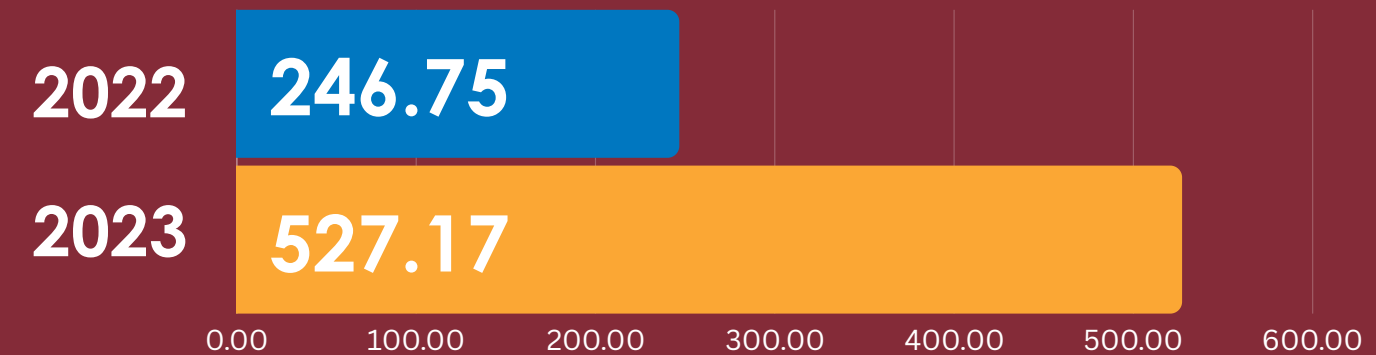
MEETING ROOMS

The public reserved our meeting spaces more than twice as much in 2023 than the previous year.

LIBRARY SEATING

We took an audit of the most used seating spaces in the library and rearranged furniture to create more desirable spaces utilizing existing furniture. We are seeing an increase in those spaces being utilized by patrons.

Total Hours Reserved



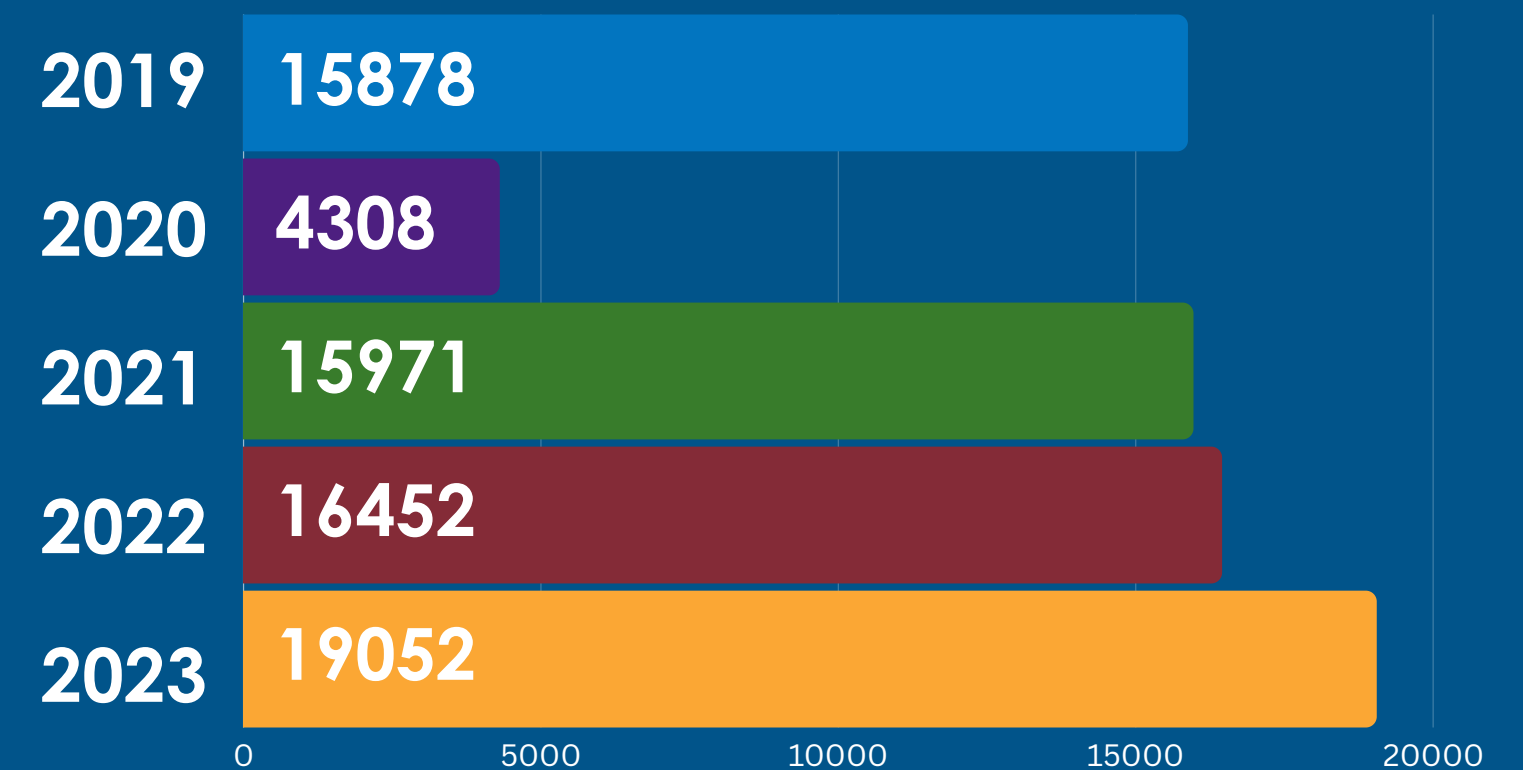


Programming

Program participation was up 16% in 2023 from 2022 and 19% from pre-pandemic numbers.



Total Annual Program Participation



NOTE: Numbers inclusive of in-library and offsite events, participation in outreach delivery programs and participation in reading challenges.



Adult Services

How to Run for Office

in collaboration with the
League of Women Voters -
Red River Valley

This was a popular event. We
had Mayor Bernie Dardis and
Commissioner Roben Anderson
present to share their insights
on running and holding local
office.

At least one participant is
running for local office this year!





Youth Services

New Year's Eve Winter Party

174 people came out to make party hats and noisemakers, play games and enjoy snacks.

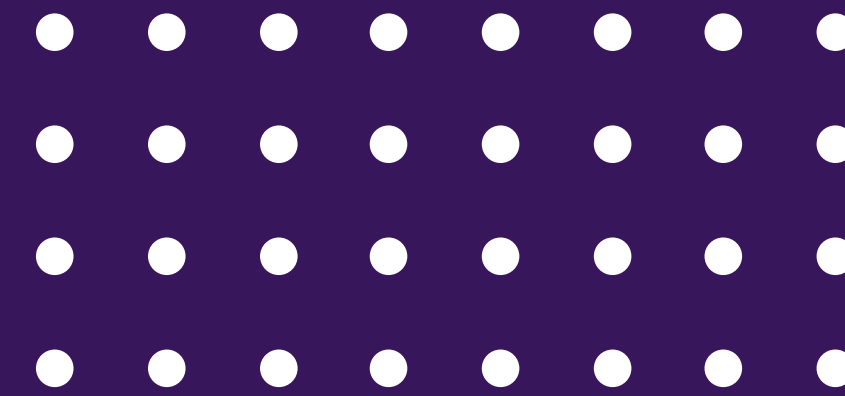
January STEM Events

STEM program continues to be a fan favorite. Saturday STEM, FaST Saturday, and LEGO Day saw great numbers in January with entire families joining the fun.





Youth Services



Dungeons & Dragons

Brand new in January, we are excited to see this group grow. We have monthly games planned.



Still at Capacity

Attendees spilled out of the meeting rooms at our Snowman Crafts for Kids event and Teen Dessert Challenge





Youth Services

Skate with Your City

at The Lights

Around 90 people came out to skate, enjoy snacks, complete a scavenger hunt and meet West Fargo Police, Fire and Library staff. Many visitors said this was their first time skating! Free skate rentals donated by the Friends of the WFPL.





Collection and Technical Services

DVDs

TV series with multiple discs have been condensed into one case, saving shelf space.

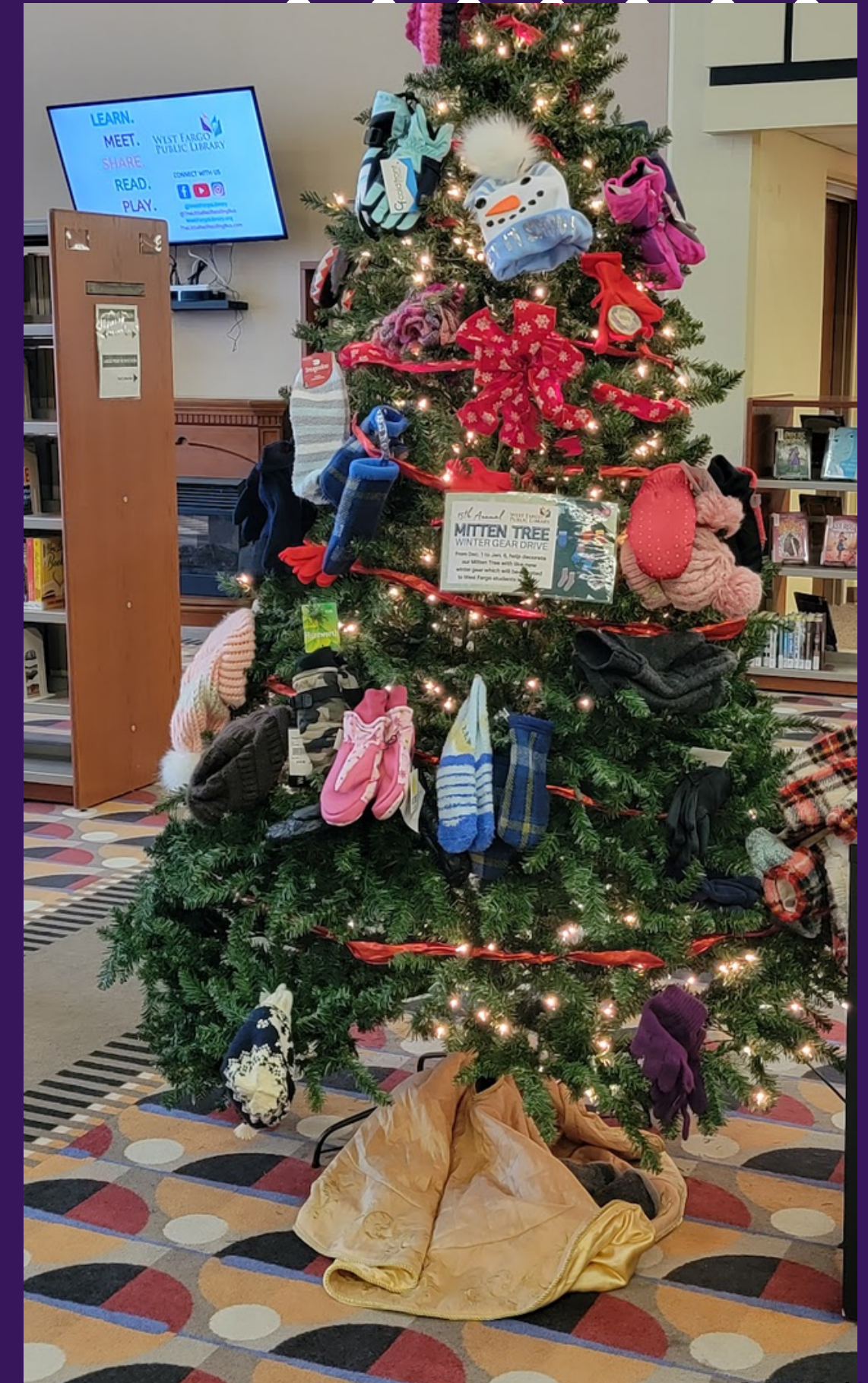
LaunchPad Tablets

Empty cases for LaunchPads are now on display so patrons can browse them more easily. Circulation of these has greatly increased.



Mitten Tree

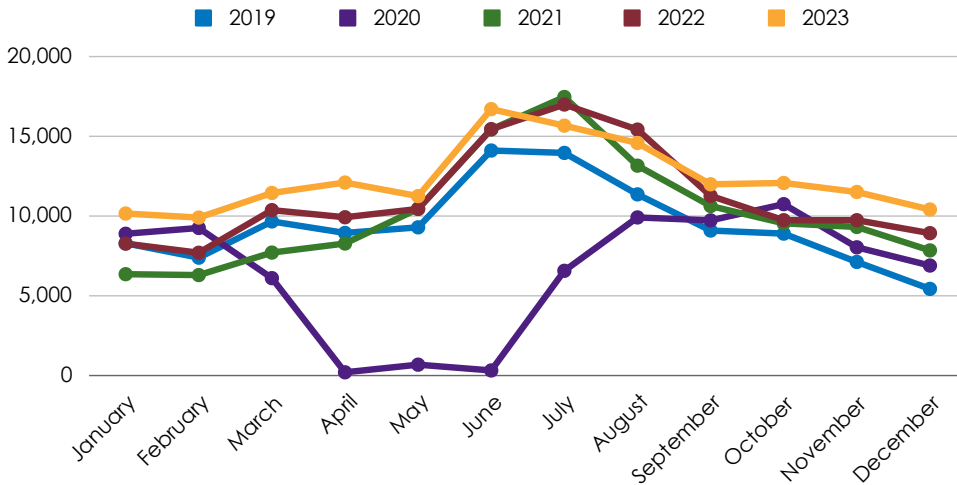
Patrons donated 324 items to support West Fargo students. Hats, mittens, coats, boots, and snow pants were among the items.



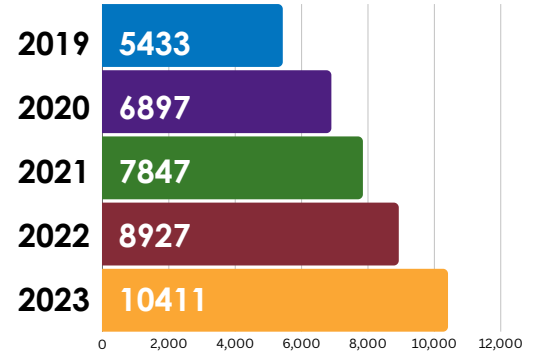
QUESTIONS? ■ ■ ■

Thank you for your time!

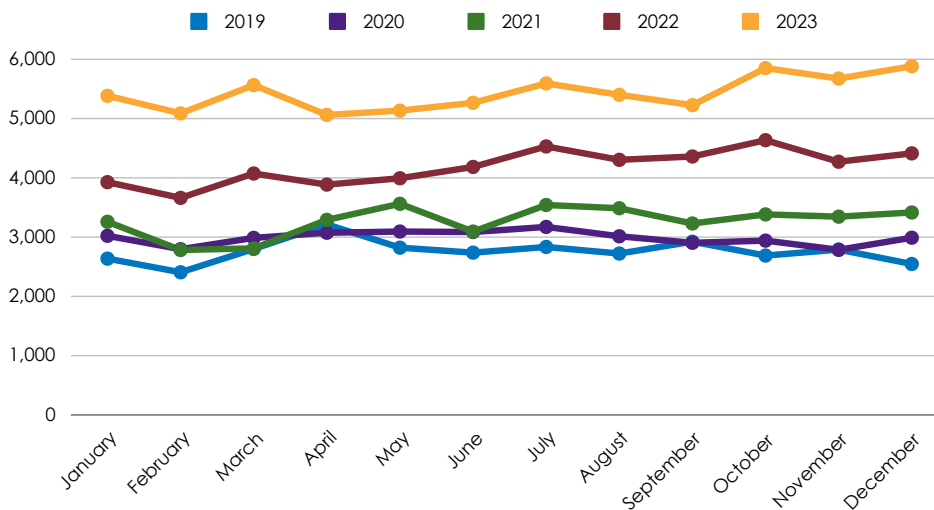
Physical Item Circulation



Dec. Circulation

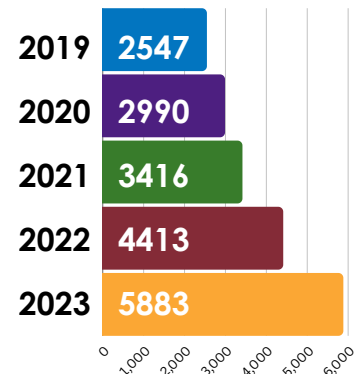


Electronic Materials Circulation

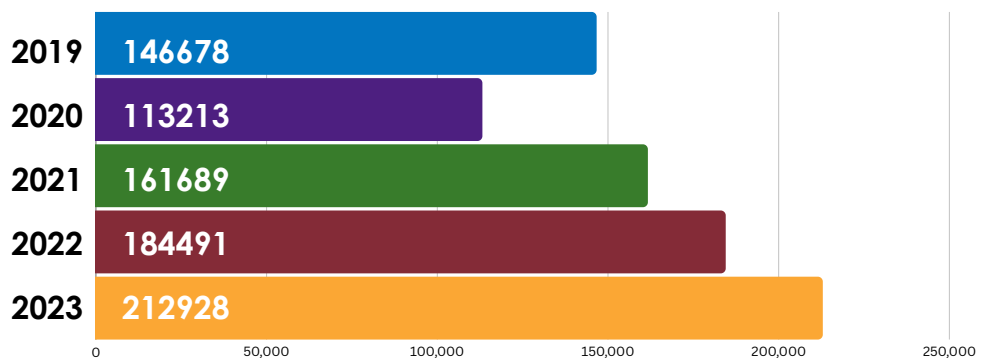


Dec. Circulation

Hoopla & OverDrive/Libby



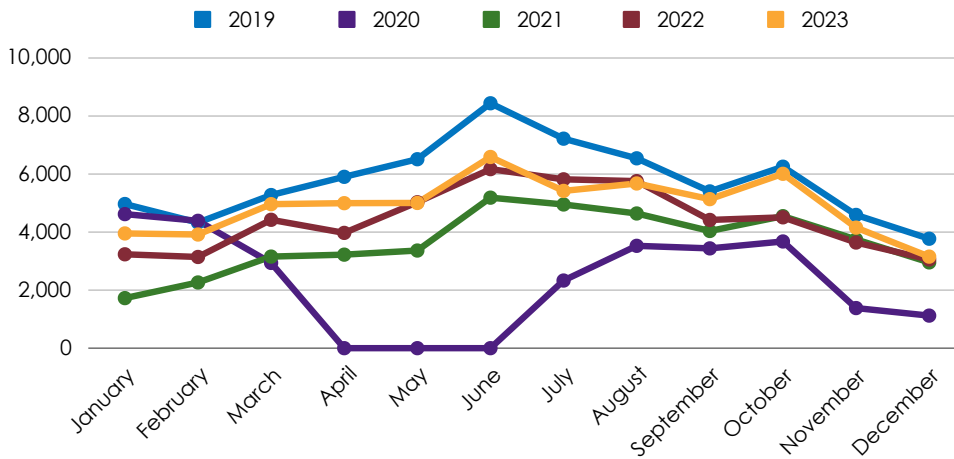
Annual Total Circulation



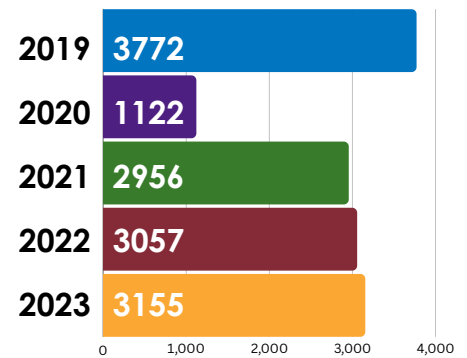
45%
increase
from 2019

15%
increase
from 2022

Door Count



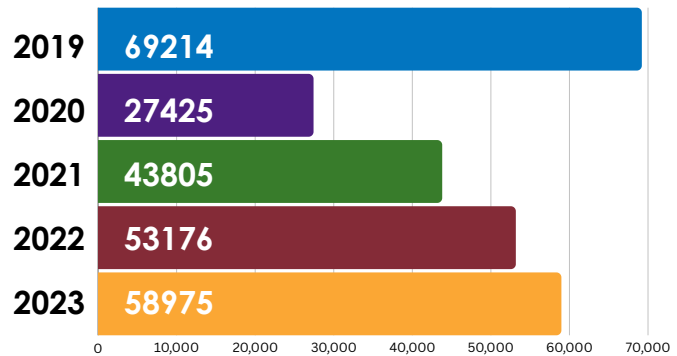
Dec. Door Count



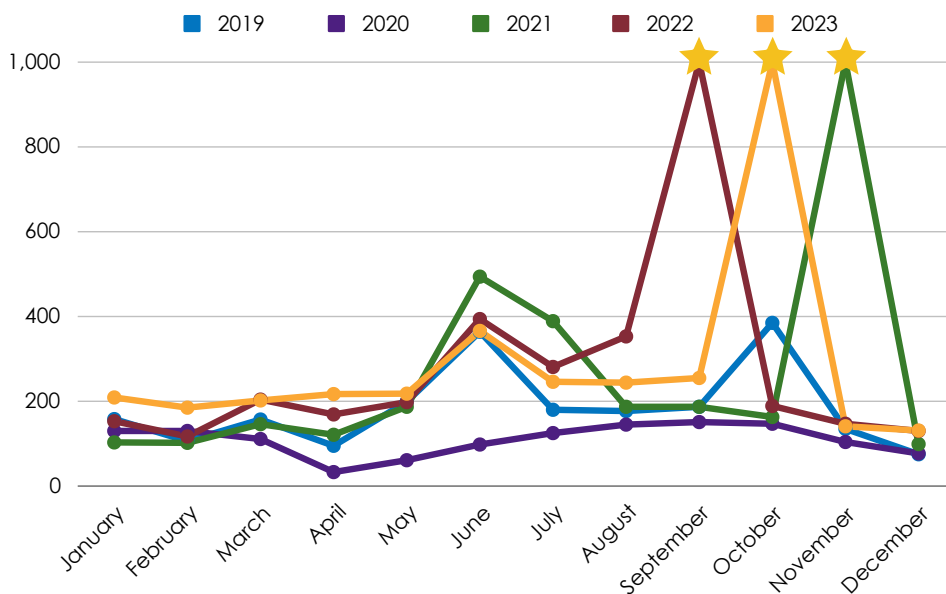
Annual Door Count

14%
decrease
from 2019

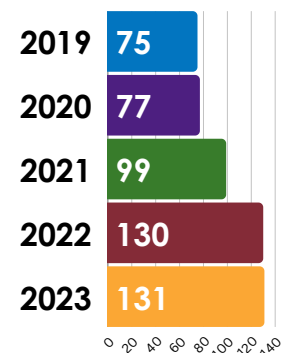
10%
increase
from 2022



Library Card Signups



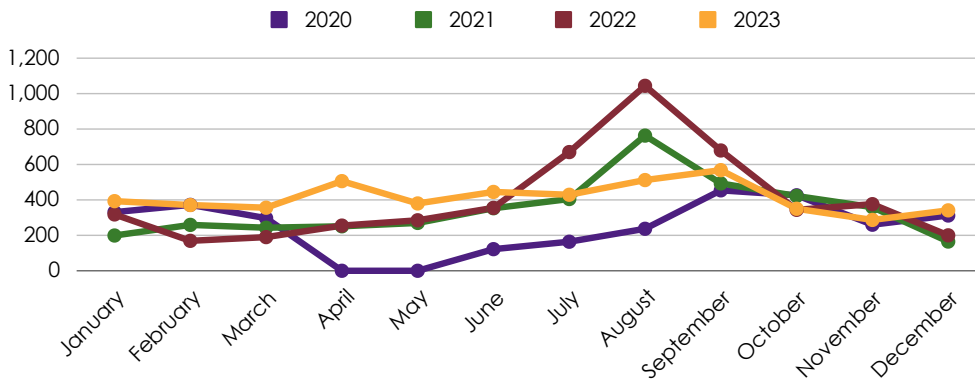
Dec. Signups



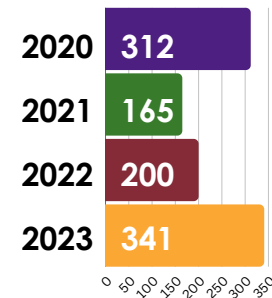
3985
new cards
added in 2023

★ In Nov. 2021, the WFPL added over 5000 library cards through partnership with West Fargo Public Schools. This partnership continues, with additions occurring in Sept. 2022 and Oct. 2023.

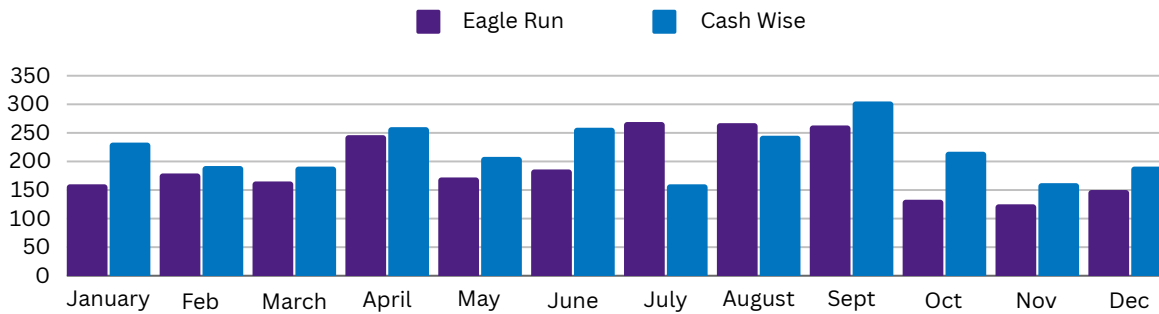
Offsite Book Drop Usage



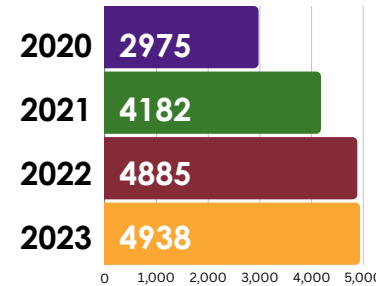
Dec. Offsite Book Drop Usage



2023 Offsite Book Drop Usage



Annual Offsite Book Drop Usage



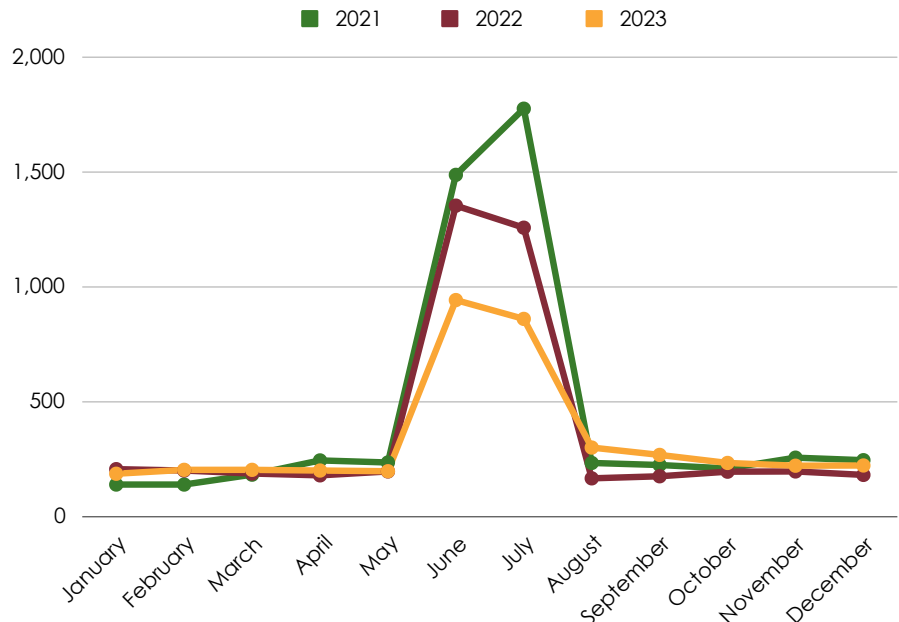
Outreach Services

Monthly Outreach Circulation

Total Monthly Circulation*	2021	246
	2022	182
	2023	223

*The Total Monthly Outreach Circulation statistic has been modified to include Little Red Reading Bus circulation in 2021, 2022 and 2023 and these numbers will be reflected in any outreach reporting going forward. This number includes senior book deliveries, daycare book deliveries and any books checked out from the Little Red Reading Bus.

Senior Living Locations Served	4
Senior Outreach Circ.	63
Daycare Locations Served	7
Daycare Circ.	160
Little Red Reading Bus Stops	0
Little Red Reading Bus Circ.	0



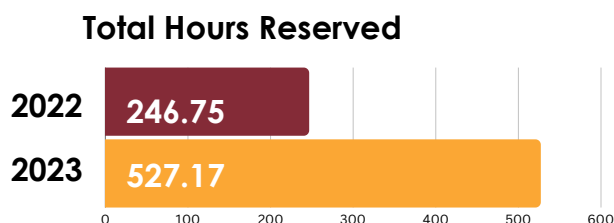
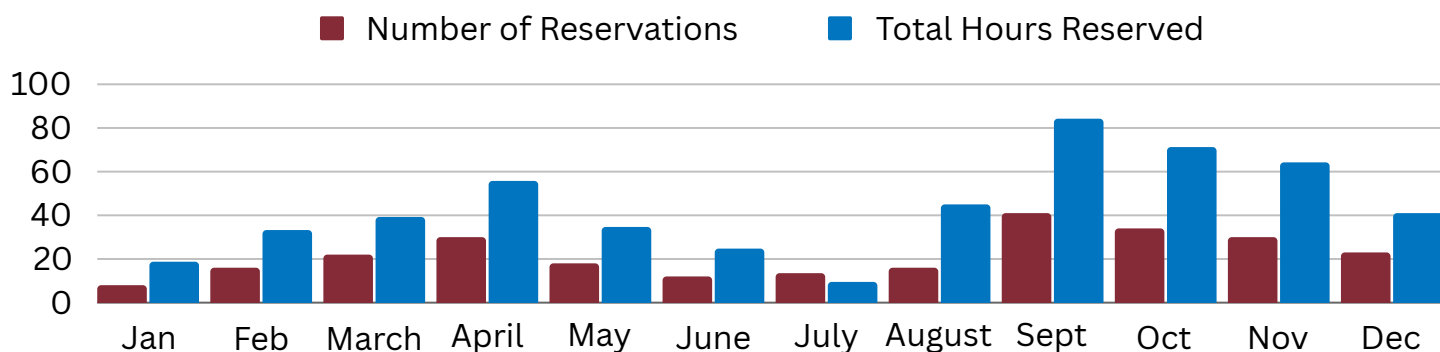
Outreach & Community Event Attendance

Daycare Outreach Storytimes (0 sessions)	service ended May 2023
Little Red Reading Bus (0 stops)	n/a
Other Outreach Events	3
Total Attendance	3

Outreach events in December included:

- Books & Brews Book Club at Caribou

Meeting Room Usage



Meeting Room Use
 Dec. Hours Reserved 41
 Hours Reserved YTD 527.17
 Dec. Reservations 23
 Reservations YTD 258

141%
 increase in
 reservations
 from 2022

Programs

Onsite Program Attendance

Youth

Ready to Read Storytime	40
Baby Boost Storytime	89
Teeter Tots Storytime	87
Teen Events	22
Saturday STEM	18
FaST Saturday	13
Other Youth Events	72
Total Attendance	341
	(↓88)

Adult

Onsite Book Clubs	23
Adult Movie Screenings	22
English Conversation Circle	2
Writing Circle	4
Cribbage Club	5
Other Events	54
Total Attendance	110
	(↓43)

All-Ages

Family Movie	5
New Year's Winter Party	174
Total Attendance	179
	(↑179)

Total program attendees
 (in-library & outreach, Dec. 2023)
653

Reference Programs

Technology Tutoring 7
Total Attendance 7

Reading & Activity Challenges

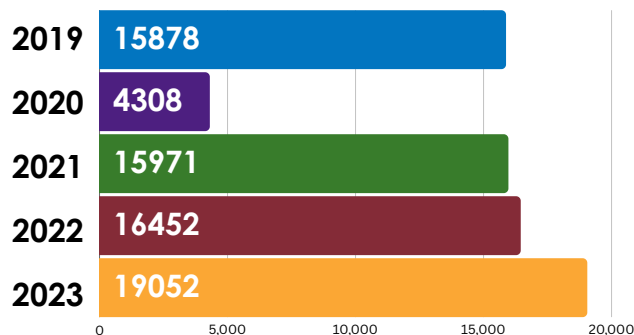
Career Readiness Challenge (Ongoing)

Monthly New Registrations	0
YTD Registrations	28
Lifetime Registrations	39

1000 Books Before Kindergarten (Ongoing)

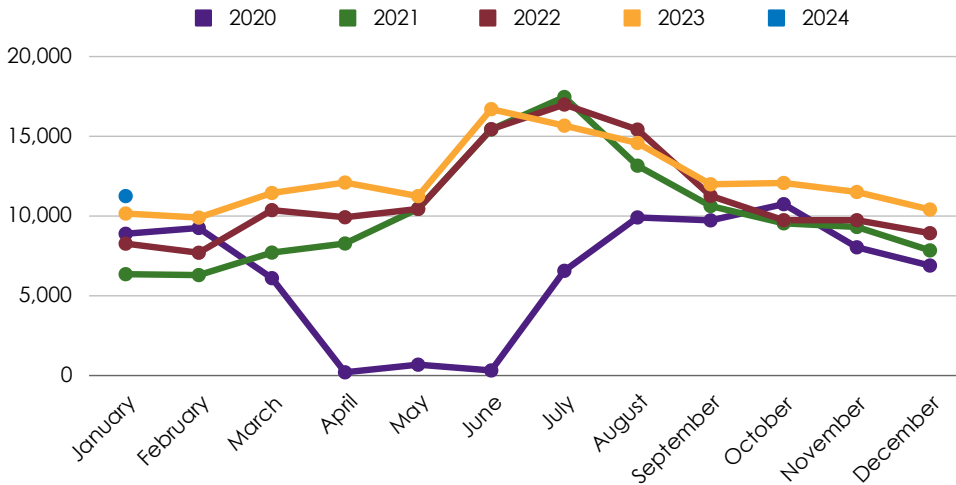
Monthly New Registrations	1
YTD Registrations	118
Lifetime Registrations	516

Total Annual Program Participation

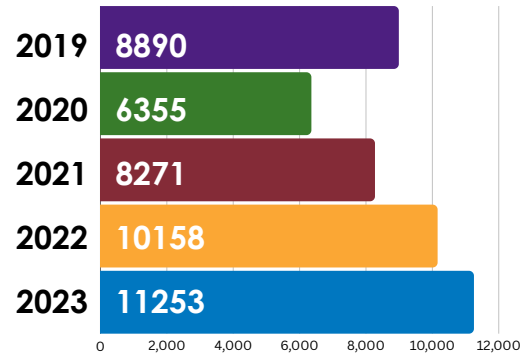


NOTE: Numbers inclusive of in-library and offsite events, participation in outreach delivery programs and participation in reading challenges.

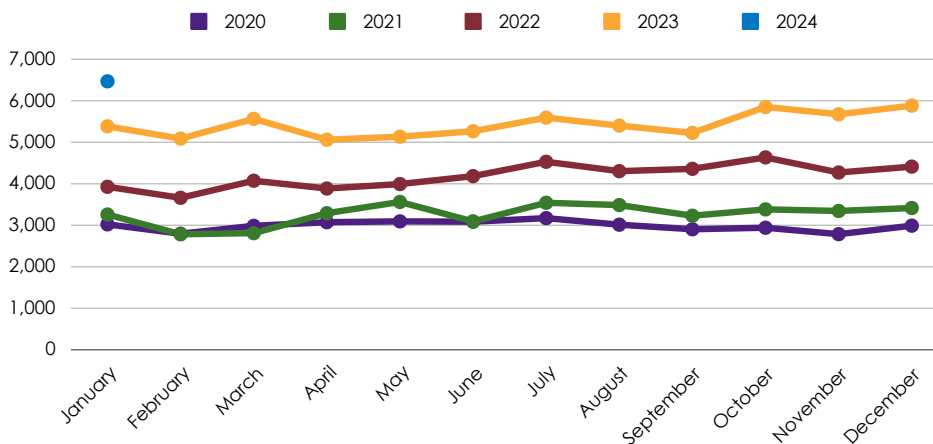
Physical Item Circulation



January Circulation

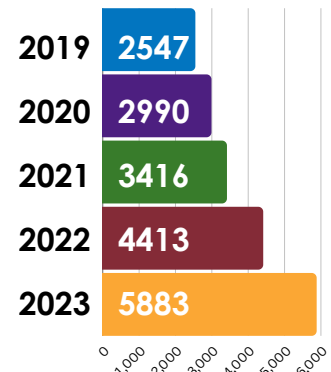


Electronic Materials Circulation

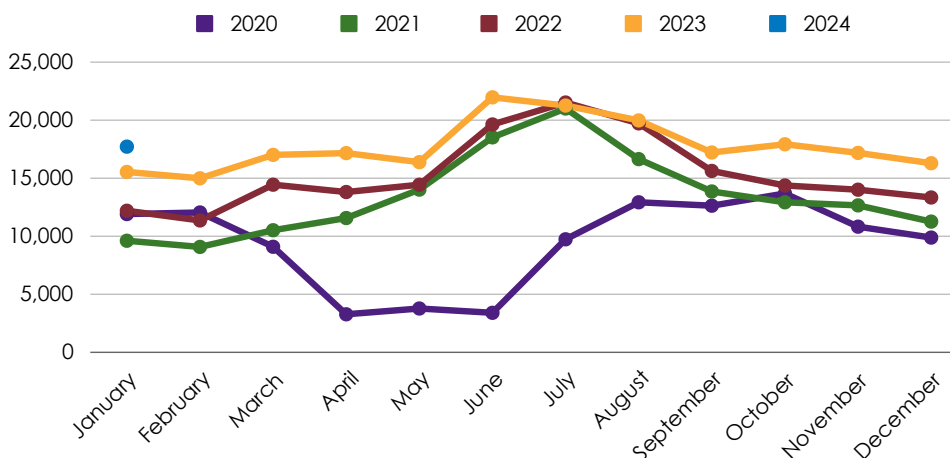


January Circulation

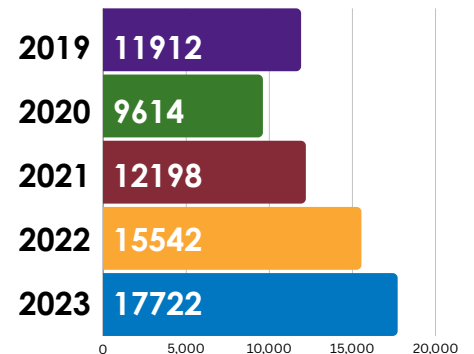
Hoopla & OverDrive/Libby



Total Circulation

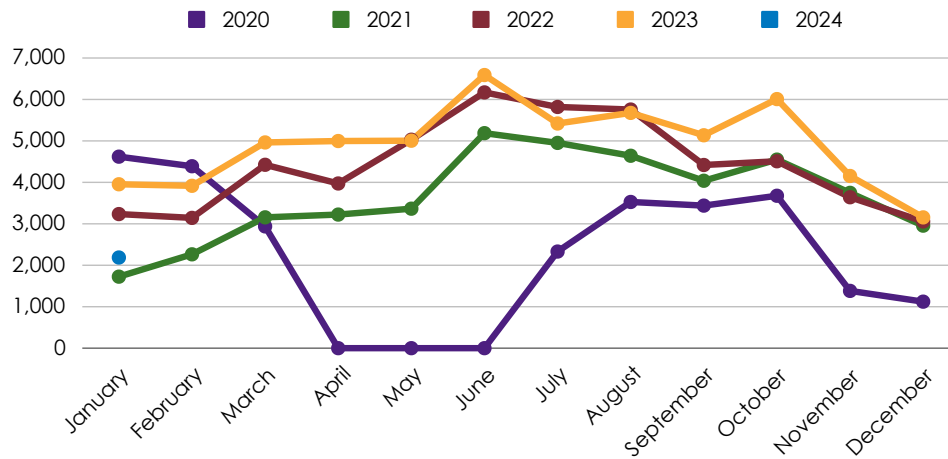


January Total Circulation

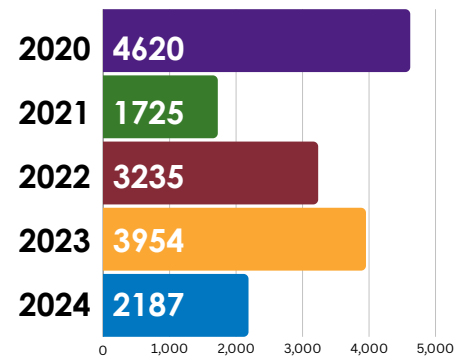


Circulation per
Active Library Card - 1.27

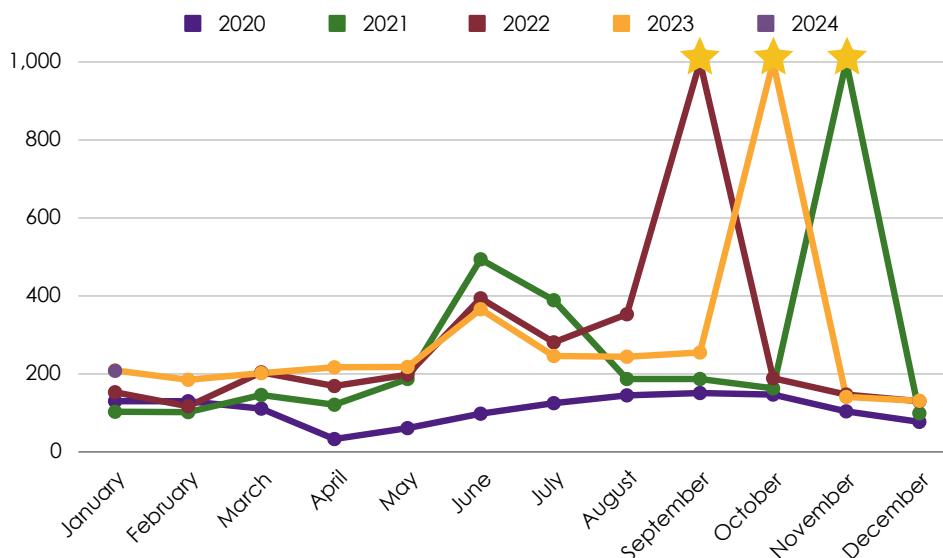
Door Count



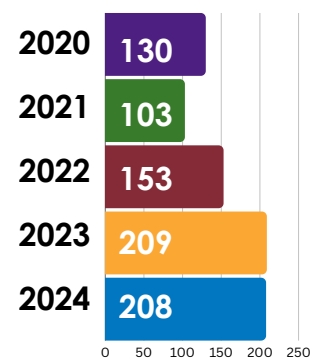
January Door Count



Library Card Signups



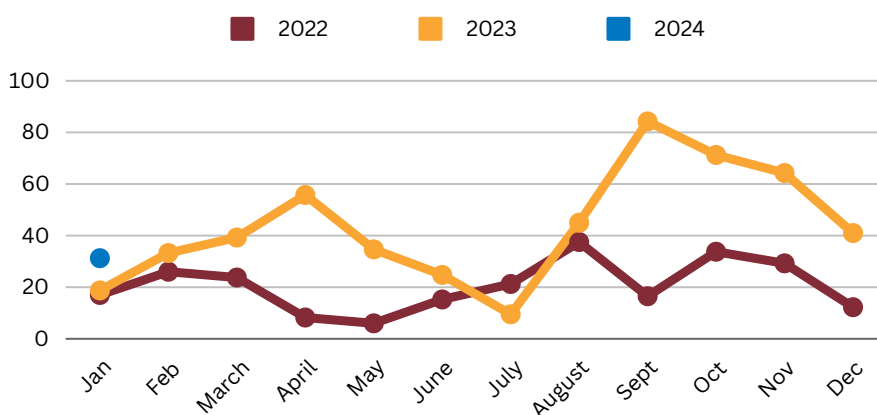
January Signups



★ In Nov. 2021, the WFPL added over 5000 library cards through a partnership with West Fargo Public Schools. This partnership continues, with additions occurring in Sept. 2022 and Oct. 2023.

Active Library Cards - 13878

Meeting Room Usage



January Meeting Room Use

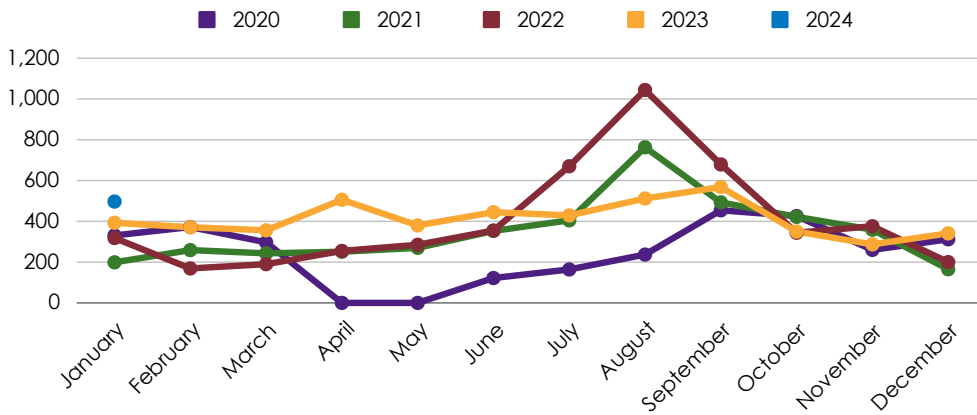
January Hours Reserved 31.25

Hours Reserved YTD 31.25

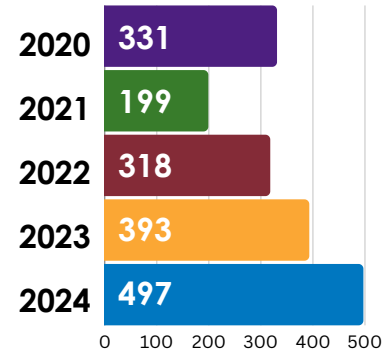
January Reservations 14

Reservations YTD 14

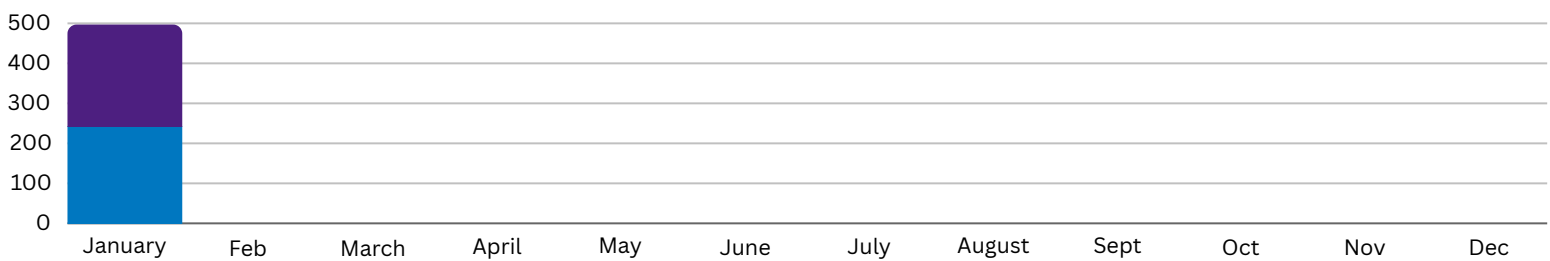
Offsite Book Drop Usage



Jan. Offsite Book Drop Usage



2024 Offsite Book Drop Usage



Outreach Services

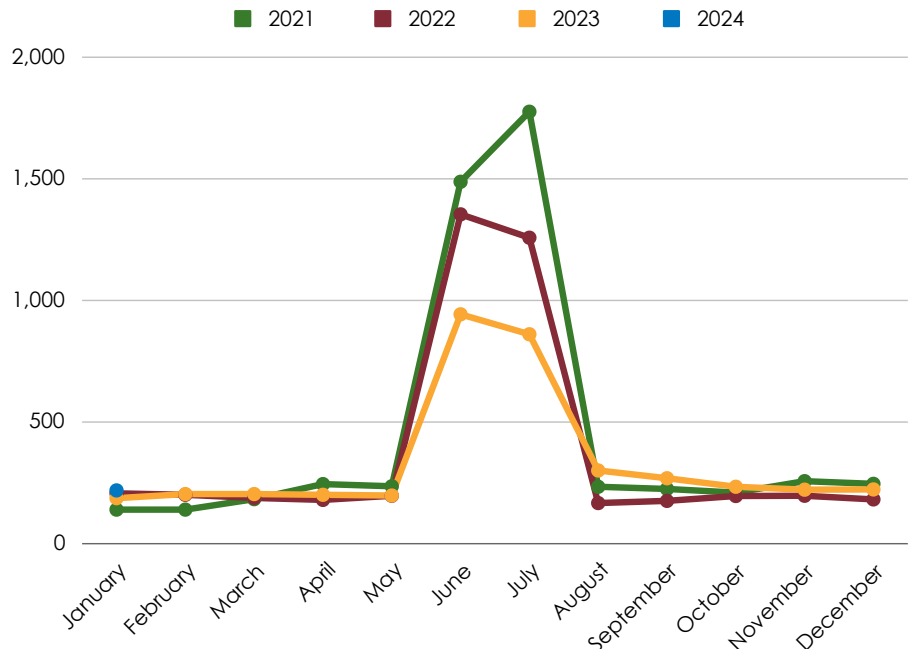
Monthly Outreach Circulation

Total Monthly Circulation*

*The Total Monthly Outreach Circulation statistic has been modified to include Little Red Reading Bus circulation in 2021, 2022 and 2023 and these numbers will be reflected in any outreach reporting going forward. This number includes senior book deliveries, daycare book deliveries and any books checked out from the Little Red Reading Bus.

2021 257
2022 197
2023 222
2024 219

Senior Living Locations Served 4
Senior Outreach Circ. 59
Daycare Locations Served 7
Daycare Circ. 160
Little Red Reading Bus Stops 0
Little Red Reading Bus Circ. 0



Outreach & Community Event Attendance

Daycare Outreach Storytimes (0 sessions) service ended May 2023
Little Red Reading Bus (0 stops) n/a
Other Outreach Events 72
Total Attendance 72

Outreach events in January included:

- Senior Exp
- Books & Brews Book Club at Caribou
- Mitten Tree Drive (324 items collected)

Programs

Onsite Program Attendance

Youth

Ready to Read Storytime	115
Baby Boost Storytime	82
Teeter Tots Storytime	162
Teen Events	5
Saturday STEM	28
FaST Saturday	11
Other Youth Events	0
Total Attendance	403

Adult

Onsite Book Clubs	41
Adult Movie Screenings	76
English Conversation Circle	2
Writing Circle	10
Cribbage Club	14
Other Events	23
Total Attendance	166

All-Ages

LEGO Day Celebration	47
Total Attendance	47

Reference Programs

Technology Tutoring	11
Total Attendance	11

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

Monthly New Registrations	1
YTD Registrations	1
Lifetime Registrations	40

1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	7
YTD Registrations	7
Lifetime Registrations	522

Total program attendees **627**
(in-library & outreach, Jan. 2023)

