



West Fargo Public Library Board of
Directors
Regular Meeting Agenda
Thursday, May 12, 2022 5:30 PM
West Fargo City Commission Chambers
800 4th Ave. E., Suite 1
West Fargo, ND 58078

1. Call to order
2. Approve order of agenda

Consent Agenda - Approve the Following:

1. Approval of minutes – April 14th, 2022
2. Approval of financial reports

Regular Agenda

1. Approval of 2023 Library Budget Draft **(Action)**
2. Review Board Orientation Guide and Schedule Board Orientation **(Action)**
3. MAT Bus stop discussion
4. Library Report
5. Other Business
6. Adjourn

West Fargo Public Library Board of Directors

Meeting Date: April 14th, 2022

Time: 5:30 PM

Place: West Fargo City Commission Chambers and streamed live on YouTube

Roll Call:

Alanna Rerick, Liann Hanson, Jodie Haring, Tony Stukel. Absent: Commissioner Mandy George. Also attending Kirsten Henagin, Adult Services Manager & Alisha Reis, Office Coordinator.

1. Call to order

Hanson called the meeting to order.

2. Approve order of agenda

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

3. Consent agenda - approve the following:

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

- a. Approval of Minutes – March 10th, 2022
- b. Approval of Financial Reports

Regular Agenda:

1. Review and recommend candidates for Library Board of Directors (Action)

- Library Board discussed the top three candidates for the two open seats on the board. The next step is to put the Board's recommended candidates on the agenda at the upcoming City Commission meeting on May 2nd to seek their approval of appointment. The candidates would be official members on the Board at the July 14th, 2021 Library Board meeting. Haring made a motion to recommend Alanna Rerick to the West Fargo City Commission for appointment to the West Fargo Public Library Board of Directors and Hanson seconded. No opposition. Motion carried. Rerick abstained from the vote due to conflict of interest. Rerick made a motion to recommend Larry Schwartz to the West Fargo City Commission for appointment to the West Fargo Public Library Board of Directors and Haring seconded. No opposition. Motion carried.

2. Analysis of Public Service hours

- Henagin gave an update regarding the library's public service hours.

3. Library Report

- Kirsten Henagin, Adult Services Manager, gave a programming update.

4. Other Business

- The Library Board discussed the Capital Improvement Plan that is being presented by the City of West Fargo and how the library is not a part of the plan. It was suggested members of the library board and library staff attend the Town Hall meetings that are taking place on April 26th.
- Library staff will be meeting, Friday, April 15th, with Tina Fisk, City Administrator, & Jim Larson, Finance Director to discuss the draft of the 2023 library budget.

5. Adjourn

- Rerick moved to adjourn, Stukel seconded. No opposition. Meeting adjourned. Next meeting: 5:30 P.M., Thursday, May 12th, 2022.



To: West Fargo Public Library Board of Directors
From: West Fargo Public Library
Date: Thursday, May 12, 2022
Subject: Financial detail for lines 428 & 880
Action: Approval of financial reports

**West Fargo Public Library
Board of Directors**

President

Liann Hanson

Vice President

Jodie Haring

Board member

Mandy George
City Commissioner

Board member

Alanna Rerick

Board member

Tony Stukel

Library Director

Vacant

Deputy Director

Vacant

The library has transitioned from TLC Cleaning LLC to city staff through Public Works for cleaning the library. TLC cleaning expenses were expected to end in 2021. Due to delayed hiring, TLC Cleaning LLC continued cleaning in January, February & half of March 2022. This unexpected expense has resulted in Service Agreements – Contracts (428) to be overspent. As the year progresses, this line will continue to be overspent as other budgeted vendors will continue to be expended to this line.

The library anticipated the city cleaning crew to start in January which resulted in Cost Allocation (880) to be withdrawn from in error. The expenses from January, February & half of March will be credited back to the line.

- Total TLC Cleaning LLC expense, \$7,473.10 – Service Agreements – Contracts (428)
- Total Cost Allocation expense, \$8,591.25 – Cost Allocations (880)

While Service Agreements – Contracts (428) will be overspent, Cost Allocations (880) will be under spent for the year of 2022.

05/02/22
07:56:47

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 3/22 - 3/22

Page: 1 of 6
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 4772126	Payroll 03/11/2022		/ /	23,726.44	3/22			
JV 4773122	Payroll 03/26/2022		/ /	21,890.86	3/22			
Object Total:				45,617.30	152,687.68	788,076.00	635,388.32	19%
114 PART TIME SALARIES								
JV 4772127	Payroll 03/11/2022		/ /	4,017.08	3/22			
JV 4773123	Payroll 03/26/2022		/ /	4,273.25	3/22			
Object Total:				8,290.33	23,748.03	120,471.00	96,722.97	20%
209 CLASSIFIED ADS								
Object Total:				0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 4772128	Payroll 03/11/2022		/ /	2,049.26	3/22			
JV 4773124	Payroll 03/26/2022		/ /	1,937.55	3/22			
Object Total:				3,986.81	13,004.19	69,504.00	56,499.81	19%
230 RETIREMENT								
JV 4772129	Payroll 03/11/2022		/ /	3,468.91	3/22			
JV 4773125	Payroll 03/26/2022		/ /	3,267.72	3/22			
Object Total:				6,736.63	21,752.24	118,692.00	96,939.76	18%
240 WORKFORCE SAFETY INSURANCE								
Object Total:				0.00	1,492.89	1,470.00	-22.89	102%
245 CORPORATE EDUCATION								
Object Total:				0.00	0.00	0.00	0.00	%
250 UNEMPLOYMENT								
Object Total:				0.00	0.00	1,000.00	1,000.00	%
312 ATTORNEY								
CL 102311 6 101885 library			/ /	314.15	3/22 353 OHNSTAD TWICHELL			
Object Total:				314.15	2,418.36	4,000.00	1,581.64	60%
320 HEALTH INSURANCE								
JV 4772130	Payroll 03/11/2022		/ /	3,285.79	3/22			
JV 4773126	Payroll 03/26/2022		/ /	2,632.12	3/22			
Object Total:				5,917.91	19,510.08	81,079.00	61,568.92	24%
333 BUILDING RENTAL								
CL 102548 1 102081 APRIL BUILDING RENT		MISC06418	03/09/22	9,740.00	3/22 549 WF PUB SCHOOLS DIST #6			
Object Total:				9,740.00	29,220.00	120,510.00	91,290.00	24%
340 TRAVEL & EDUCATION								
CL 102206 1 101861 MILEAGE			02/24/22	19.60	3/22 4114 KRISTIN KRAMER			
CL 102528 1 101973 MILEAGE			03/03/22	11.40	3/22 3417 CHELSEA SIMDORN			
CL 102550 1 101936 TRAVEL & EDUCATION			03/02/22	60.00	3/22 3162 VISA LIBRARY #2			
CL 102551 5 101935 TRAVEL & EDUCATION			/ /	564.30	3/22 3161 VISA LIBRARY #1			
Object Total:				655.30	2,757.59	17,392.00	14,634.41	16%

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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								
348 BUYOUTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 102590 30 102076 feb 2022 - library		9901257002	02/08/22	127.49	3/22	3668 VERIZON WIRELESS		
		Object Total:		127.49	254.98	1,531.00	1,276.02	17%
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 102284 1 101842 lib		01262649	01/31/22	165.00	3/22	1502 EIDE BAILLY		
CL 102538 3 101996 lib			/ /	91.00	3/22	2862 ESSENTIA HEALTH		
		Object Total:		256.00	256.00	3,000.00	2,744.00	9%
410 OFFICE SUPPLIES								
CL 102304 1 101817 OFFICE SUPPLIES		W011732461	02/25/22	96.23	3/22	351 BUSINESS ESSENTIALS		
CL 102523 1 102052 OFFICE SUPPLIES		8013870222	02/28/22	79.93	3/22	3276 PREMIUM WATERS INC		
CL 102549 1 101966 OFFICE SUPPLIES		W011750831	03/07/22	172.47	3/22	351 BUSINESS ESSENTIALS		
CL 102549 2 101966 OFFICE SUPPLIES		W011762141	03/14/22	48.03	3/22	351 BUSINESS ESSENTIALS		
CL 102549 3 101966 OFFICE SUPPLIES		W011762142	03/15/22	44.29	3/22	351 BUSINESS ESSENTIALS		
		Object Total:		440.95	1,688.96	13,000.00	11,311.04	13%
424 GAS AND OIL			/ /					
		Object Total:		0.00	0.00	1,200.00	1,200.00	%
427 VEHICLES MAINTENANCE			/ /					
		Object Total:		0.00	0.00	6,000.00	6,000.00	%
428 SERVICE AGREEMENTS-CONTRA								
CL 102209 1 101851 SERVICE		31091659	02/17/22	442.89	3/22	2877 GREATAMERICA FINANCIAL		
		AGREEMENTS/CONTRACTS						
CL 102305 1 101913 SERVICE AGREEMENTS -		33608	03/01/22	1,673.10	3/22	3658 TLC CLEANING LLC		
		CONTRACTS						
CL 102526 1 102021 SERVICE AGREEMENTS -		3971496	03/03/22	673.99	3/22	3418 LOFFLER		
		CONTRACTS						
		Object Total:		2,789.98	10,856.84	11,100.00	243.16	98%
490 MISC								
CL 102551 1 101935 MISC			03/02/22	-0.36	3/22	3161 VISA LIBRARY #1		
		Object Total:		-0.36	8.47	750.00	741.53	1%
497 TECHNOLOGY								
CC 831 4 TECHSOUP			02/18/22	5.00	3/22	2439 VISA IT		
CL 102551 6 101935 TECHNOLOGY			/ /	21.49	3/22	3161 VISA LIBRARY #1		
		Object Total:		26.49	296.38	45,070.00	44,773.62	1%

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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	299.98	500.00	200.02	60%
640 FURNITURE & EQUIPMENT			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000			/ /					
	Object Total:			0.00	824.69	2,810.00	1,985.31	29%
644 POSTAL METER RENT								
CL 102204 1 101890 POSTAL METER RENT		3315251322	02/24/22	243.09	3/22 384 PITNEY BOWES			
	Object Total:			243.09	243.09	1,200.00	956.91	20%
645 EQUIPMENT REPLACEMENT			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS			/ /					
	Object Total:			0.00	0.00	2,440.00	2,440.00	%
649 PROGRAMMING								
CL 102207 3 101807 PROGRAMMING			02/21/22	279.12	3/22 3490 AMAZON CAPITAL SERVICES			
CL 102525 1 101934 PROGRAMMING		101	03/10/22	150.00	3/22 4265 CHRISTY GOULET			
CL 102547 1 102069 PROGRAMMING		S09963148	03/16/22	300.00	3/22 4293 THE GREAT COURSES			
CL 102551 3 101935 PROGRAMMING			/ /	34.65	3/22 3161 VISA LIBRARY #1			
	Object Total:			763.77	1,825.56	21,000.00	19,174.44	9%
650 E RESOURCES								
CL 102306 1 101841 E RESOURCES		1000177159	03/01/22	2,048.00	3/22 3091 EBSCO INFORMATION SERVICES			
CL 102309 1 101871 E RESOURCES		501757600	02/28/22	1,656.51	3/22 1854 MIDWEST TAPE			
CL 102551 2 101935 E RESOURCES			/ /	99.95	3/22 3161 VISA LIBRARY #1			
	Object Total:			3,804.46	8,438.51	36,000.00	27,561.49	23%
653 CAPITAL IMPROVEMENTS			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING			/ /					
	Object Total:			0.00	1,009.05	6,000.00	4,990.95	17%
662 BOOKS								
CL 102207 1 101807 BOOKS			02/16/22	290.72	3/22 3490 AMAZON CAPITAL SERVICES			
CL 102207 2 101807 BOOKS			02/21/22	13.49	3/22 3490 AMAZON CAPITAL SERVICES			
CL 102211 1 101811 BOOKS		2036478497	02/07/22	32.32	3/22 1695 BAKER & TAYLOR			
CL 102211 2 101811 BOOKS		2036500579	02/04/22	282.40	3/22 1695 BAKER & TAYLOR			
CL 102211 3 101811 BOOKS		2036489851	02/08/22	40.01	3/22 1695 BAKER & TAYLOR			
CL 102211 4 101811 BOOKS		2036510368	02/09/22	56.66	3/22 1695 BAKER & TAYLOR			
CL 102211 5 101811 BOOKS		2036513202	02/11/22	156.17	3/22 1695 BAKER & TAYLOR			
CL 102307 1 101811 BOOKS		2036528216	02/18/22	537.21	3/22 1695 BAKER & TAYLOR			
CL 102308 1 101807 BOOKS			02/26/22	472.47	3/22 3490 AMAZON CAPITAL SERVICES			
CL 102527 1 101970 BOOKS		41599690	03/09/22	3,343.13	3/22 1623 CENGAGE GALE			
CL 102527 2 101970 BOOKS		77419792	03/09/22	1,066.10	3/22 1623 CENGAGE GALE			
CL 102527 3 101970 BOOKS		77419834	03/09/22	1,939.57	3/22 1623 CENGAGE GALE			

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 3/22 - 3/22

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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 102527 4	101970 BOOKS	77425965	03/10/22	134.35	3/22	1623 CENGAGE GALE		
CL 102530 1	101950 BOOKS		03/04/22	281.39	3/22	3490 AMAZON CAPITAL SERVICES		
CL 102530 2	101950 BOOKS		03/04/22	167.33	3/22	3490 AMAZON CAPITAL SERVICES		
CL 102530 3	101950 BOOKS		03/12/22	130.25	3/22	3490 AMAZON CAPITAL SERVICES		
CL 102530 4	101950 BOOKS		03/15/22	999.26	3/22	3490 AMAZON CAPITAL SERVICES		
CL 102530 5	101950 BOOKS		03/13/22	-8.66	3/22	3490 AMAZON CAPITAL SERVICES		
CL 102530 6	101950 BOOKS		03/13/22	-0.24	3/22	3490 AMAZON CAPITAL SERVICES		
CL 102531 1	101955 BOOKS	2036548053	02/28/22	233.83	3/22	1695 BAKER & TAYLOR		
CL 102531 2	101955 BOOKS	2036544108	02/25/22	138.54	3/22	1695 BAKER & TAYLOR		
CL 102531 3	101955 BOOKS	2036535232	02/22/22	12.08	3/22	1695 BAKER & TAYLOR		
CL 102633 1	102096 BOOKS	87669	02/07/22	5.54	3/22	3109 LIBRARY IDEAS, INC		
CL 102633 2	102096 BOOKS	87754	02/18/22	534.52	3/22	3109 LIBRARY IDEAS, INC		
	Object Total:			10,858.44	17,989.27	100,750.00	82,760.73	18%
663 MAGAZINES								
CL 102529 1	102058 MAGAZINES	14141	02/24/22	190.00	3/22	3210 RIVISTAS SUBSCRIPTIONS		
	Object Total:			190.00	190.00	5,260.00	5,070.00	4%
664 AUDIO VIDEO								
CL 102205 1	101871 DVD	501734068	02/24/22	191.48	3/22	1854 MIDWEST TAPE		
CL 102205 2	101871 DVD	501701261	02/16/22	280.44	3/22	1854 MIDWEST TAPE		
CL 102205 3	101871 DVD	501701243	02/16/22	44.17	3/22	1854 MIDWEST TAPE		
CL 102532 1	102030 AUDIO VIDEO	501767391	03/03/22	8.04	3/22	1854 MIDWEST TAPE		
CL 102532 2	102030 AUDIO VIDEO	501767339	03/03/22	33.89	3/22	1854 MIDWEST TAPE		
CL 102532 3	102030 AUDIO VIDEO	501795712	03/09/22	23.04	3/22	1854 MIDWEST TAPE		
CL 102532 4	102030 AUDIO VIDEO	501795713	03/09/22	190.16	3/22	1854 MIDWEST TAPE		
CL 102532 5	102030 AUDIO VIDEO	501795710	03/09/22	54.48	3/22	1854 MIDWEST TAPE		
	Object Total:			825.70	1,208.98	31,500.00	30,291.02	4%
667 MEMBERSHIPS								
CL 102203 1	101805 MEMBERSHIP		02/08/22	118.00	3/22	2365 AASLH		
	Object Total:			118.00	860.00	3,176.00	2,316.00	27%
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	250.00	250.00	%
673 CLEANING SUPPLIES								
			/ /					
	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: 3/22 - 3/22

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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								
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			/ /					
CL 102551 4 101935 PROMOTIONAL ACTIVITIES			/ /	241.31	3/22 3161 VISA LIBRARY #1			
		Object Total:		241.31	343.52	11,400.00	11,056.48	3%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES			/ /					
JV 4768 6 TransFirst Libr Mar 2022			/ /	82.34	3/22			
		Object Total:		82.34	310.94	500.00	189.06	62%
750 MISC.			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
852 WEBSITE			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
864 FURN & EQUIP DEPRECIATED >\$5,000			/ /					
		Object Total:		0.00	0.00	10,707.00	10,707.00	%
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
880 COST ALLOCATIONS			/ /					
JV 4767 23 Mar 2022 cost allocation			/ /	3,436.50	3/22			
		Object Total:		3,436.50	10,309.50	41,238.00	30,928.50	25%
890 TRANSFERS OUT			/ /					
		Object Total:		0.00	0.00	20,000.00	20,000.00	%
901 CATALOGING			/ /					
CL 102310 1 101884 CATALOGING		1000198913 03/01/22	/ /	195.34	3/22 3416 OCLC, INC.			
		Object Total:		195.34	586.02	2,450.00	1,863.98	24%
902 ONLINE DATE BASE (STATE)			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
903 HISTORY ROOM			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
994 ODIN			/ /					
		Object Total:		0.00	19,824.00	20,000.00	176.00	99%
		Account Total:		105,657.93	344,215.80	1,725,276.00	1,381,060.20	

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CITY OF WEST FARGO, ND
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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	%
Fund Total:				105,657.93	344,215.80	1,725,276.00	1,381,060.20	

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

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08:01:28

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 4/22 - 4/22

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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 4782125	Payroll 4/08/2022		/ /	22,011.42	4/22			
JV 4783124	Payroll 4/22/2022		/ /	21,937.79	4/22			
		Object Total:		43,949.21	196,636.89	788,076.00	591,439.11	25%
114 PART TIME SALARIES								
JV 4782126	Payroll 4/08/2022		/ /	4,443.34	4/22			
JV 4783125	Payroll 4/22/2022		/ /	4,412.77	4/22			
		Object Total:		8,856.11	32,604.14	120,471.00	87,866.86	27%
209 CLASSIFIED ADS								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 4782127	Payroll 4/08/2022		/ /	1,959.80	4/22			
JV 4783126	Payroll 4/22/2022		/ /	1,951.82	4/22			
		Object Total:		3,911.62	16,915.81	69,504.00	52,588.19	24%
230 RETIREMENT								
JV 4782128	Payroll 4/08/2022		/ /	3,267.72	4/22			
JV 4783127	Payroll 4/22/2022		/ /	3,267.72	4/22			
		Object Total:		6,535.44	28,287.68	118,692.00	90,404.32	24%
240 WORKFORCE SAFETY INSURANCE								
		Object Total:	/ /	0.00	1,492.89	1,470.00	-22.89	102%
245 CORPORATE EDUCATION								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
250 UNEMPLOYMENT								
		Object Total:	/ /	0.00	0.00	1,000.00	1,000.00	%
312 ATTORNEY								
		Object Total:	/ /	0.00	2,418.36	4,000.00	1,581.64	60%
320 HEALTH INSURANCE								
JV 4782129	Payroll 4/08/2022		/ /	2,632.18	4/22			
JV 4783128	Payroll 4/22/2022		/ /	2,632.12	4/22			
		Object Total:		5,264.30	24,774.38	81,079.00	56,304.62	31%
333 BUILDING RENTAL								
		Object Total:	/ /	0.00	29,220.00	120,510.00	91,290.00	24%
340 TRAVEL & EDUCATION								
CL 102759 1	102193 TRAVEL REIMBURSEMENT		03/28/22	40.00	4/22	2800 LAUREN NEPHEW		
CL 102774 1	102121 MILEAGE		03/17/22	12.32	4/22	3869 ALISHA REIS		
CL 102778 1	102143 MILEAGE		03/29/22	11.40	4/22	3417 CHELSEA SIMDORN		
CL 103018 1	102426 TRAVEL & EDUCATION		04/03/22	2,500.17	4/22	3162 VISA LIBRARY #2		
		Object Total:		2,563.89	5,321.48	17,392.00	12,070.52	31%

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
348 BUYOUTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 103063 30 102415 mar 2022 library		9903576993	03/08/22	127.48	4/22 3668 VERIZON WIRELESS			
		Object Total:		127.48	382.46	1,531.00	1,148.54	25%
360 MISC PRINTING & MAILING								
CL 102766 15 102255 LIBRARY #12			03/30/22		4/22 374 US POSTAL SERVICE			
		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 102773 1 102132 RECRUITMENT			03/31/22	1,091.82	4/22 4317 BETTY ADAMS			
CL 103017 4 102425 RECRUITMENT			/ /	47.51	4/22 3161 VISA LIBRARY #1			
		Object Total:		1,139.33	1,395.33	3,000.00	1,604.67	47%
410 OFFICE SUPPLIES								
CL 102775 1 102155 OFFICE SUPPLIES		7100306	03/22/22	854.17	4/22 77 DEMCO INC			
CL 102779 7 102123 OFFICE SUPPLIES			03/24/22	27.96	4/22 3490 AMAZON CAPITAL SERVICES			
CL 103019 1 102386 OFFICE SUPPLIES		8013870322	03/31/22	89.78	4/22 3276 PREMIUM WATERS INC			
CL 103024 1 102287 OFFICE SUPPLIES		W011791651	03/31/22	11.82	4/22 351 BUSINESS ESSENTIALS			
CL 103028 1 102279 OFFICE SUPPLIES			03/31/22	59.85	4/22 3490 AMAZON CAPITAL SERVICES			
CL 103028 2 102279 OFFICE SUPPLIES			04/02/22	33.95	4/22 3490 AMAZON CAPITAL SERVICES			
		Object Total:		1,077.53	2,766.49	13,000.00	10,233.51	21%
424 GAS AND OIL			/ /					
		Object Total:		0.00	0.00	1,200.00	1,200.00	%
427 VEHICLES MAINTENANCE			/ /					
		Object Total:		0.00	0.00	6,000.00	6,000.00	%
428 SERVICE AGREEMENTS-CONTRA								
CL 102636 1 102175 SERVICE AGREEMENTS -		31289329	03/21/22	442.89	4/22 2877 GREATAMERICA FINANCIAL			
CONTRACTS								
CL 103020 1 102345 SERVICE		4000921	04/05/22	274.95	4/22 3418 LOFFLER			
AGREEMENTS/CONTRACTS								
		Object Total:		717.84	11,574.68	11,100.00	-474.68	104%
490 MISC			/ /					
		Object Total:		0.00	8.47	750.00	741.53	1%
497 TECHNOLOGY								
CL 102751 1 102265 PREMIUM LICENSE		25279	03/29/22	1,695.00	4/22 3612 ZOOBEAN INC			
CL 102902 1 102321 tech		58521	03/30/22	725.00	4/22 2089 ENVISIONWARE, INC			
CL 103017 5 102425 TECHNOLOGY			/ /	21.49	4/22 3161 VISA LIBRARY #1			
		Object Total:		2,441.49	2,737.87	45,070.00	42,332.13	6%

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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	299.98	500.00	200.02	60%
640 FURNITURE & EQUIPMENT			/ /	0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000			/ /	0.00	824.69	2,810.00	1,985.31	29%
644 POSTAL METER RENT			/ /	0.00	243.09	1,200.00	956.91	20%
645 EQUIPMENT REPLACEMENT			/ /	0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS			/ /	0.00	0.00	2,440.00	2,440.00	%
649 PROGRAMMING								
CL 103017 1 102425 PROGRAMMING			04/03/22	107.40	4/22	3161 VISA LIBRARY #1		
CL 103022 1 102405 PROGRAMMING			04/02/22	175.00	4/22	4326 SUZAN J BATES		
CL 103028 4 102279 PROGRAMMING			04/06/22	185.08	4/22	3490 AMAZON CAPITAL SERVICES		
CL 103028 5 102279 PROGRAMMING			04/08/22	244.62	4/22	3490 AMAZON CAPITAL SERVICES		
CL 103028 6 102279 PROGRAMMING			04/08/22	87.38	4/22	3490 AMAZON CAPITAL SERVICES		
CL 103028 7 102279 PROGRAMMING			04/08/22	25.99	4/22	3490 AMAZON CAPITAL SERVICES		
		Object Total:		825.47	2,651.03	21,000.00	18,348.97	13%
650 E RESOURCES								
CL 103026 1 102353 E RESOURCES		501911141	03/31/22	2,046.94	4/22	1854 MIDWEST TAPE		
		Object Total:		2,046.94	10,485.45	36,000.00	25,514.55	29%
653 CAPITAL IMPROVEMENTS			/ /	0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING			/ /	0.00	1,009.05	6,000.00	4,990.95	17%
662 BOOKS								
CL 102776 1 102127 BOOKS		2036557718	03/03/22	401.03	4/22	1695 BAKER & TAYLOR		
CL 102776 2 102127 BOOKS		2036562315	03/07/22	1,800.05	4/22	1695 BAKER & TAYLOR		
CL 102776 3 102127 BOOKS		2036566886	03/07/22	560.61	4/22	1695 BAKER & TAYLOR		
CL 102776 4 102127 BOOKS		2036576081	03/09/22	63.97	4/22	1695 BAKER & TAYLOR		
CL 102776 5 102127 BOOKS		2036576343	03/11/22	373.42	4/22	1695 BAKER & TAYLOR		
CL 102776 6 102127 BOOKS		2036570225	03/11/22	627.57	4/22	1695 BAKER & TAYLOR		
CL 102776 7 102127 BOOKS		2036580106	03/14/22	333.89	4/22	1695 BAKER & TAYLOR		
CL 102776 8 102127 BOOKS		2036598278	03/16/22	50.95	4/22	1695 BAKER & TAYLOR		
CL 102776 9 102127 BOOKS		2036602918	03/18/22	89.99	4/22	1695 BAKER & TAYLOR		
CL 102779 1 102123 BOOKS			03/21/22	303.15	4/22	3490 AMAZON CAPITAL SERVICES		
CL 102779 2 102123 BOOKS			03/21/22	27.60	4/22	3490 AMAZON CAPITAL SERVICES		
CL 102779 3 102123 BOOKS			03/22/22	112.50	4/22	3490 AMAZON CAPITAL SERVICES		

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Period	Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY										
411600 LIBRARY										
CL 102779	4	102123 BOOKS (CREDIT)		03/23/22	-0.45	4/22	3490 AMAZON CAPITAL SERVICES			
CL 102779	5	102123 BOOKS		03/23/22	639.89	4/22	3490 AMAZON CAPITAL SERVICES			
CL 102779	6	102123 BOOKS		03/24/22	98.14	4/22	3490 AMAZON CAPITAL SERVICES			
CL 102779	8	102123 BOOKS		03/26/22	25.19	4/22	3490 AMAZON CAPITAL SERVICES			
CL 102779	9	102123 BOOKS (CREDIT)		03/26/22	-1.20	4/22	3490 AMAZON CAPITAL SERVICES			
CL 102779	10	102123 BOOKS		03/30/22	317.13	4/22	3490 AMAZON CAPITAL SERVICES			
CL 102779	11	102123 BOOKS		03/31/22	39.95	4/22	3490 AMAZON CAPITAL SERVICES			
CL 102780	1	102141 BOOKS	77447727	03/15/22	60.72	4/22	1623 CENGAGE GALE			
CL 102780	2	102141 BOOKS	77447740	03/15/22	279.86	4/22	1623 CENGAGE GALE			
CL 102780	3	102141 BOOKS	77463955	03/17/22	160.92	4/22	1623 CENGAGE GALE			
CL 102780	4	102141 BOOKS	77456669	03/16/22	328.15	4/22	1623 CENGAGE GALE			
CL 102780	5	102141 BOOKS	77469945	03/18/22	20.24	4/22	1623 CENGAGE GALE			
CL 102780	6	102141 BOOKS	77480983	03/21/22	65.08	4/22	1623 CENGAGE GALE			
CL 102780	7	102141 BOOKS	77494385	03/23/22	67.17	4/22	1623 CENGAGE GALE			
CL 102780	8	102141 BOOKS	77494379	03/23/22	23.99	4/22	1623 CENGAGE GALE			
CL 102780	9	102141 BOOKS	77513421	03/27/22	52.48	4/22	1623 CENGAGE GALE			
CL 103021	1	102294 BOOKS	77574185	04/05/22	35.68	4/22	1623 CENGAGE GALE			
CL 103021	2	102294 BOOKS	77579422	04/06/22	44.08	4/22	1623 CENGAGE GALE			
CL 103028	3	102279 BOOKS		04/04/22	122.86	4/22	3490 AMAZON CAPITAL SERVICES			
CL 103028	8	102279 BOOKS		04/12/22	839.94	4/22	3490 AMAZON CAPITAL SERVICES			
CL 103030	1	102282 BOOKS	2036594738	03/22/22	415.63	4/22	1695 BAKER & TAYLOR			
CL 103030	2	102282 BOOKS	2036606371	03/24/22	1,039.02	4/22	1695 BAKER & TAYLOR			
CL 103030	3	102282 BOOKS	2036617445	03/28/22	1,306.36	4/22	1695 BAKER & TAYLOR			
CL 103030	4	102282 BOOKS	2036625814	03/30/22	1,227.77	4/22	1695 BAKER & TAYLOR			
Object Total:					11,953.33	29,942.60	100,750.00	70,807.40	30%	
663 MAGAZINES										
Object Total:					0.00	190.00	5,260.00	5,070.00	4%	
664 AUDIO VIDEO										
CL 102777	1	102205 DVD	501828981	03/16/22	42.33	4/22	1854 MIDWEST TAPE			
CL 102777	2	102205 DVD	501828982	03/16/22	489.63	4/22	1854 MIDWEST TAPE			
CL 102777	3	102205 AUDIOBOOK	501858159	03/23/22	32.24	4/22	1854 MIDWEST TAPE			
CL 102777	4	102205 DVD	501858158	03/23/22	153.78	4/22	1854 MIDWEST TAPE			
CL 103031	1	102353 DVD	501926015	04/05/22	122.31	4/22	1854 MIDWEST TAPE			
CL 103031	2	102353 DVD	501959516	04/12/22	22.29	4/22	1854 MIDWEST TAPE			
CL 103031	3	102353 DVD	501959517	04/12/22	250.86	4/22	1854 MIDWEST TAPE			
CL 103031	4	102353 AUDIOBOOK	501959518	04/12/22	74.48	4/22	1854 MIDWEST TAPE			
Object Total:					1,187.92	2,396.90	31,500.00	29,103.10	8%	
667 MEMBERSHIPS										
CL 103017	3	102425 MEMBERSHIPS		/ /	49.00	4/22	3161 VISA LIBRARY #1			
Object Total:					49.00	909.00	3,176.00	2,267.00	29%	
668 PRINTING										
Object Total:					0.00	0.00	1,000.00	1,000.00	%	

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
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	250.00	250.00	%
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								
CL 103017 2 102425 PROMOTIONAL ACTIVITIES			/ /	1,313.50	4/22	3161 VISA LIBRARY #1		
CL 103025 1 102443 PROMOTIONAL ACTIVITIES		MISC06453	04/01/22	75.00	4/22	549 WF PUB SCHOOLS DIST #6		
		Object Total:		1,388.50	1,732.02	11,400.00	9,667.98	15%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES			/ /					
		Object Total:	/ /	0.00	310.94	500.00	189.06	62%
750 MISC.			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
852 WEBSITE			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
864 FURN & EQUIP DEPRECIATED >\$5,000			/ /					
		Object Total:	/ /	0.00	0.00	10,707.00	10,707.00	%
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
880 COST ALLOCATIONS			/ /					
		Object Total:	/ /	0.00	10,309.50	41,238.00	30,928.50	25%

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
890 TRANSFERS OUT								
			/ /					
		Object Total:		0.00	0.00	20,000.00	20,000.00	%
901 CATALOGING								
CL 103023 1 102373 CATALOGING		1000204849	04/01/22	195.34	4/22 3416 OCLC, INC.			
		Object Total:		195.34	781.36	2,450.00	1,668.64	32%
902 ONLINE DATE BASE (STATE)								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
903 HISTORY ROOM								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
994 ODIN								
			/ /					
		Object Total:		0.00	19,824.00	20,000.00	176.00	99%
		Account Total:		94,230.74	438,446.54	1,725,276.00	1,286,829.46	
		Fund Total:		94,230.74	438,446.54	1,725,276.00	1,286,829.46	

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

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Income Statement - Comparison to Prior Year
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Combined Funds

		----- Current Year -----				----- Last Year -----	
Account	Object Description	Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Revenue							
	310001 PROPERTY TAXES	27,452.28	1,520,335.56	1,682,739.00	-162,403.44	23,763.11	1,268,815.26
	310002 DISCOUNT PROPERTY TAXES			-62,261.00	62,261.00		
	335600 STATE AID			31,000.00	-31,000.00		
	Total Revenue	27,452.28	1,520,335.56	1,651,478.00	-131,142.44	23,763.11	1,268,815.26
Expenses							
411600	LIBRARY						
	110 PERMANENT EMP SALARIES	43,949.21	196,636.89	788,076.00	591,439.11	47,270.62	211,487.47
	114 PART TIME SALARIES	8,856.11	32,604.14	120,471.00	87,866.86	7,368.33	35,900.75
	220 SOCIAL SECURITY	3,911.62	16,915.81	69,504.00	52,588.19	4,034.21	18,331.40
	230 RETIREMENT	6,535.44	28,287.68	118,692.00	90,404.32	7,233.27	31,314.06
	240 WORKFORCE SAFETY INSURANCE		1,492.89	1,470.00	-22.89		1,252.63
	250 UNEMPLOYMENT			1,000.00	1,000.00		
	312 ATTORNEY		2,418.36	4,000.00	1,581.64		250.62
	320 HEALTH INSURANCE	5,264.30	24,774.38	81,079.00	56,304.62	5,609.95	23,115.59
	333 BUILDING RENTAL		29,220.00	120,510.00	91,290.00	9,740.00	29,220.00
	340 TRAVEL & EDUCATION	2,563.89	5,321.48	17,392.00	12,070.52	117.09	202.57
	356 TELEPHONE	127.48	382.46	1,531.00	1,148.54	-71.04	664.10
	360 MISC PRINTING & MAILING						1,075.60
	387 MEDICAL/VACCINES			500.00	500.00		261.00
	399 RECRUITMENT/EMPLOYMENT TESTING	1,139.33	1,395.33	3,000.00	1,604.67	524.00	524.00
	410 OFFICE SUPPLIES	1,077.53	2,766.49	13,000.00	10,233.51	597.19	3,207.14
	424 GAS AND OIL			1,200.00	1,200.00		
	427 VEHICLES MAINTENANCE			6,000.00	6,000.00		
	428 SERVICE AGREEMENTS-CONTRA	717.84	11,574.68	11,100.00	-474.68	3,590.10	13,175.88
	490 MISC		8.47	750.00	741.53		
	497 TECHNOLOGY	2,441.49	2,737.87	45,070.00	42,332.13	29.97	3,875.65
	500 SUPPLIES		299.98	500.00	200.02		
	641 FURN & EQUIP-NON DEPRECIATED		824.69	2,810.00	1,985.31		471.00
	644 POSTAL METER RENT		243.09	1,200.00	956.91		243.09
	648 PROFESSIONAL PUBLICATIONS			2,440.00	2,440.00		209.79
	649 PROGRAMMING	825.47	2,651.03	21,000.00	18,348.97	1,255.00	1,518.63
	650 E RESOURCES	2,046.94	10,485.45	36,000.00	25,514.55	3,180.81	8,325.43
	661 POSTAGE/FREIGHT/SHIPPING		1,009.05	6,000.00	4,990.95	80.74	80.74
	662 BOOKS	11,953.33	29,942.60	100,750.00	70,807.40	2,499.20	15,478.80
	663 MAGAZINES		190.00	5,260.00	5,070.00	134.97	4,052.06
	664 AUDIO VIDEO	1,187.92	2,396.90	31,500.00	29,103.10	2,255.68	5,660.69
	667 MEMBERSHIPS	49.00	909.00	3,176.00	2,267.00	49.00	1,562.00
	668 PRINTING			1,000.00	1,000.00		
	669 INSURANCE			2,750.00	2,750.00		
	672 EMERGENCY MEDICAL SUPPLIES			250.00	250.00		
	689 PROMOTIONAL ACTIVITIES	1,388.50	1,732.02	11,400.00	9,667.98	20.00	504.21
	724 CONSULTING/TESTING FEES					1,375.00	1,375.00

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Combined Funds

		----- Current Year -----				----- Last Year -----	
Account	Object Description	Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
	740 SERVICE CHARGES		310.94	500.00	189.06	207.24	603.01
	864 FURN & EQUIP DEPRECIATED			10,707.00	10,707.00		
	880 COST ALLOCATIONS		10,309.50	41,238.00	30,928.50		
	890 TRANSFERS OUT			20,000.00	20,000.00		
	901 CATALOGING	195.34	781.36	2,450.00	1,668.64	191.51	766.04
	994 ODIN		19,824.00	20,000.00	176.00		12,000.00
	Total Account	94,230.74	438,446.54	1,725,276.00	1,286,829.46	97,292.84	426,708.95
	Total Expenses	94,230.74	438,446.54	1,725,276.00	1,286,829.46	97,292.84	426,708.95
	Net Income from Operations	-66,778.46	1,081,889.02			-73,529.73	842,106.31
Other Revenue							
	360000 MISCELLANEOUS REVENUE	444.75	4,346.08	5,000.00	-653.92	9,966.18	11,005.76
	360100 SPONSORSHIPS	1,942.71	1,942.71	25,000.00	-23,057.29		
	Total Other Revenue	2,387.46	6,288.79	30,000.00	-23,711.21	9,966.18	11,005.76
Other Expenses							
521000	TRANSFERS OUT						
	890 TRANSFERS OUT						5,000.00
	Total Account						5,000.00
	Total Other Expenses	0.00	0.00	0.00	0.00	0.00	5,000.00
	Net Income	-64,391.00	1,088,177.81			-63,563.55	848,112.07

CITY OF WEST FARGO, ND
Expenditure Budget - Library
For the Year: 2023

Revision 2

Object	Account	Object Description	YTD 2019	YTD 2020	YTD 2021	2022 Budget	2023 Budget
110	411600	PERMANENT EMP SALARIES	613,727.00	662,834.00	720,924.00	788,076.00	779,690.00
114	411600	PART TIME SALARIES	118,534.00	51,204.00	94,651.00	120,471.00	143,540.00
220	411600	SOCIAL SECURITY	54,150.00	53,198.00	60,584.00	69,504.00	70,627.00
230	411600	RETIREMENT	84,019.00	88,619.00	105,162.00	118,692.00	118,981.00
240	411600	WORKFORCE SAFETY INSURANC	1,022.00	10,164.00	1,253.00	1,470.00	1,502.00
250	411600	UNEMPLOYMENT		2,265.00		1,000.00	500.00
312	411600	ATTORNEY		3,486.00	4,054.00	4,000.00	4,000.00
320	411600	HEALTH INSURANCE	53,173.00	65,904.00	72,328.00	81,079.00	127,832.00
321	411600	PROPERTY INSURANCE		142.00	960.00	-	-
333	411600	BUILDING RENTAL	143,880.00	140,120.00	107,140.00	120,510.00	120,752.00
340	411600	TRAVEL & EDUCATION	5,126.00	2,894.00	4,145.00	17,392.00	17,392.00
356	411600	TELEPHONE		5,667.00	5,108.00	1,531.00	3,300.00
387	411600	MEDICAL/VACCINES			643.00	500.00	500.00
399	411600	RECRUITMENT/EMPLOYMENT TE	1,897.00	1,612.00	2,015.00	3,000.00	3,000.00
410	411600	OFFICE SUPPLIES	14,821.00	9,798.00	11,996.00	13,000.00	13,000.00
424	411600	GAS AND OIL				1,200.00	1,200.00
427	411600	VEHICLES MAINTENANCE				6,000.00	1,200.00
428	411600	SERVICE AGREEMENTS-CONTRA	14,597.00	40,088.00	49,781.00	11,100.00	10,260.00
490	411600	MISC				750.00	-
497	411600	TECHNOLOGY	55,592.00	20,755.00	23,476.00	45,070.00	63,064.00
500	411600	SUPPLIES				500.00	500.00
641	411600	FURN & EQUIP-NON DEPRECIA			8,697.00	2,810.00	27,950.00
644	411600	POSTAL METER RENT	1,173.00	972.00	972.00	1,200.00	1,200.00
648	411600	PROFESSIONAL PUBLICATIONS	1,632.00	594.00	723.00	2,440.00	3,000.00
649	411600	PROGRAMMING	8,587.00	8,056.00	17,155.00	21,000.00	16,000.00
650	411600	E RESOURCES	27,002.00	26,035.00	30,918.00	36,000.00	41,285.00
661	411600	POSTAGE/FREIGHT/SHIPPING	1,333.00	10.00	4,196.00	6,000.00	7,000.00
662	411600	BOOKS	94,492.00	51,724.00	99,464.00	100,750.00	100,750.00
663	411600	MAGAZINES	5,928.00	6,312.00	5,148.00	5,260.00	5,500.00
664	411600	AUDIO VIDEO	23,041.00	11,236.00	32,661.00	31,500.00	31,500.00
667	411600	MEMBERSHIPS	886.00	2,090.00	3,472.00	3,176.00	3,500.00
668	411600	PRINTING			1,183.00	1,000.00	1,000.00
669	411600	INSURANCE	858.00	743.00		2,750.00	2,750.00
672	411600	EMERGENCY MEDICAL SUPPLIE	245.00		304.00	250.00	350.00
689	411600	PROMOTIONAL ACTIVITIES	9,609.00	2,740.00	13,510.00	11,400.00	11,400.00
740	411600	SERVICE CHARGES	157.00	133.00	1,510.00	500.00	1,750.00

864	411600	FURN & EQUIP DEPRECIATED >\$5,000				10,707.00	5,830.00
880	411600	COST ALLOCATIONS				41,238.00	42,000.00
890	411600	TRANSFERS OUT				20,000.00	10,000.00
901	411600	CATALOGING	2,064.00	2,490.00	2,321.00	2,450.00	3,200.00
994	411600	ODIN	7,003.00	7,731.00	12,000.00	20,000.00	24,200.00
			\$ 1,344,548.00	\$ 1,279,616.00	\$ 1,498,454.00	\$ 1,725,276.00	\$ 1,821,005.00

Revenues

310001	Taxes			1,342,496.00	1,682,739.00	1,947,167.00
310002	Levy Discounts				(62,261.00)	(72,045.00)
335600	Intergovernmental			31,722.00	31,000.00	31,000.00
345200	Charges for Services					
360000	Miscellaneous			23,871.00	5,000.00	5,000.00
360100	Sponsorships				25,000.00	20,000.00
375000	Pledges			-	-	-
				\$ 1,398,089.00	\$ 1,681,478.00	\$ 1,931,122.00
Net Surplus/(Deficit)				\$ (100,365.00)	\$ (43,798.00)	\$ 110,117.00

2023 Library Budget Request Summary

Budget overview

The 2023 draft request represents maintenance of the library's current level of service for both in-library and outreach services. The mills levied for 2021 were 7.43 resulting in a deficit of \$100,365 to be withdrawn from the library's reserve fund. The library's reserve fund account totaled \$198,650 at the end of 2021.

The mills levied for 2022 budget were 8.45 and is currently projected to be underspent due to open positions within the library staff. No additional mills are requested for the 2023 budget, but rather to operate within the mills levied from 2022 as efficiently as possible.

Revenue

Taxes (310001) In 2022, the library levied 8.45 mills. The library would levy \$1,947,167 in property taxes in 2023 at 8.45 mills. The following page outlines a history of needed mills, actual mills levied, operating revenue, and operating expenses. The library's mills were reduced and the library's reserve fund began supporting the library's operations in 2018.

Sponsorships (360100)

Friends of the West Fargo Public Library

The 2023 draft budget expenses include \$20,000 of funding from the Friends of the West Fargo Public Library, which is anticipated to be raised and requested from the Friends throughout 2022 and 2023.

Supporting:

- Little Red Reading Bus programming operations, Summer Boost programming and adult programming
- Updated furniture for the caregiver and child technology area

The expense lines that reflect this revenue are as follows:

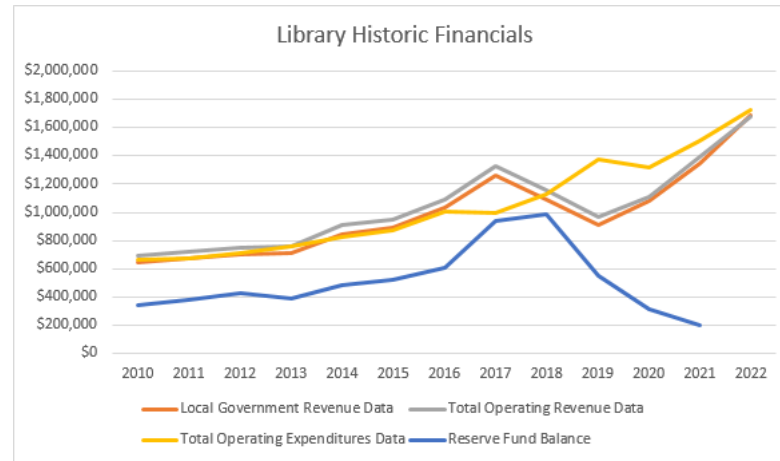
- 649 Programming (\$5,000 FOL contribution)
- 864 Furn & Equip Nondepreciated >\$5,000 (\$5,000 FOL contribution)
- 890 Transfer Out (\$10,000 FOL contribution)

Intergovernmental (335600)

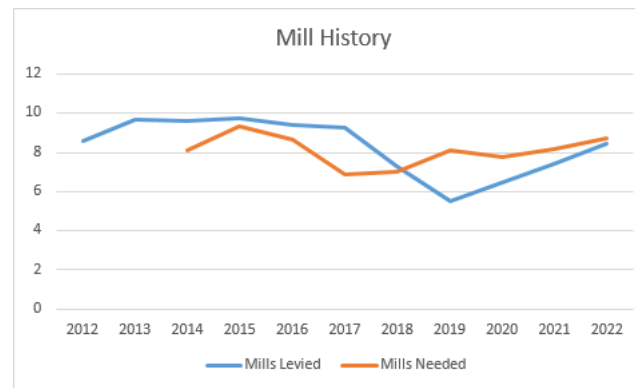
State Aid to Public Libraries

The Library will qualify for approximately \$31,000 in state aid in 2023. Qualification for fiscal year 2023 is based on the amount levied in 2022 being greater than the Library's 3-year average of funds levied.

Year Data	Local Government Revenue Data	Total Operating Revenue Data	Total Operating Expenditures Data	Reserve Fund Balance
2010	\$649,330	\$694,662	\$661,585	\$339,192
2011	\$677,375	\$725,105	\$674,251	\$380,086
2012	\$702,409	\$754,729	\$712,642	\$432,172
2013	\$710,763	\$763,527	\$763,527	\$391,371
2014	\$848,790	\$914,781	\$822,194	\$482,847
2015	\$893,457	\$948,481	\$869,232	\$522,753
2016	\$1,036,043	\$1,091,981	\$1,006,610	\$608,124
2017	\$1,265,430	\$1,326,456	\$992,807	\$941,773
2018	\$1,093,593	\$1,159,988	\$1,130,113	\$984,144
2019	\$908,850	\$965,507	\$1,371,931	\$549,453
2020	\$1,081,616	\$1,105,316	\$1,317,968	\$314,300
2021	\$1,342,496	\$1,398,089	\$1,504,204	\$198,650
2022	\$1,682,739	\$1,681,478	\$1,725,276	



Year Data	Mills Levied	Mills Needed
2012	8.58	
2013	9.69	
2014	9.62	8.11
2015	9.71	9.31
2016	9.4	8.65
2017	9.29	6.91
2018	7.28	7.02
2019	5.49	8.12
2020	6.48	7.74
2021	7.43	8.18
2022	8.45	8.69



Expenses

Each year, personnel, collections, rent and other service agreements comprise approximately 90% of the library's budgeted expenses. The following is a summary of these components in the library's 2023 draft budget request, including information and justification for what the requested amount supports.

Staffing (110-240 & 320)

- The draft budget request reflects no new positions from 2022 to 2023.
- The 2023 rates for full and part-time salaries reflect an annual step increase and a 2% cost of living adjustment.
- The full-time salary line also reflects adjustments made to position vacancies in 2022, including the Deputy Director of Public Services position. The Library Board approved the repurposing of the vacant position instead of requesting an additional position in 2022 to fulfill the need for an Evening Circulation Supervisor. The Deputy Director of Public Services position is still held in the FTE count and full-time salaries.
- The Technical Services Assistant is requested to increase from 0.30 FTE to 0.40 FTE.

Building Rental (333)

- The City's current lease with West Fargo Public Schools expires on August 31, 2023. In planning for renewal of the lease, the City/Library should estimate 3% annual increase as is typical with other WFPS lease agreements.

Collections (650, 662-664)

- Library staff analyzed collection circulation data and reevaluated amounts within lines while keeping the overall requests flat. For example, within Books (662), staff reallocated funds from collections with lower turnover rates to those with higher turnover rates and to developing areas such as the VOX books Read-Along collection. The library will continue to develop circulation data analysis practices to find efficiencies and align requests with developing areas and usage patterns.

Cost Allocation (880)

- This amount supports custodial services and supplies for the library. In 2021, the City began transitioning to centralized, City-staffed custodial services. This amount is the library's share of City-wide costs for these custodial operations, and it replaces the amount budgeted for a custodial contract in previous years in Service Agreements and Contracts (428).

Other expenses:

Travel & Education (340)

- In order to continuously improve services, the budget request includes professional development funds for attendance at 1 regional or national conference and attendance at the North Dakota Library Association conference for half of the library's full-time staff. Staff will attend conferences on a rotating basis and supplement with online coursework to keep annual costs down.
- The request includes conference registration, food, lodging, and transportation expenses.

Outreach operations (424-427& 890)

- The requested amount in these lines reflects utilization of the Little Red Reading Bus for outreach operations 12 months out of the year to make the library more accessible across the West Fargo community. It does not reflect an increase in outreach stops or sites served but allows for gas and maintenance for staff to provide service with the bus at the library's current level of outreach service (monthly stops at 18 daycares and 5 adult living communities; summer route service; and community events). This is in step with the 3-year outreach operations plan presented to the Library Board on October 8, 2020, when the Board voted to assume operational responsibility for the Little Red Reading Bus.
- In keeping with replacement practices of other City fleet vehicles and equipment, the library is requesting funds (\$10,000) to be added to 7010 Library Equipment & Maintenance Fund (noted as Transfer Out 890 in the draft budget) each year to incrementally contribute funding for a replacement outreach vehicle. Final budget for a replacement vehicle is not yet determined, but a starting estimate of \$50,000 for a van-style vehicle could be used for the time being. In 2022-2023, the library plans to continue fundraising with the Friends of the West Fargo Public Library for a portion of a vehicle replacement cost. The 2023 budget draft reflects \$10,000 requested through levied funds and \$10,000 to be fundraised in coordination with the Friends of the Library.

Technology (497)

- Though the amount requested in Technology (497) has increased from 2022 to 2023, the 2023 requested amount is similar to the amount requested in recent years.
- The budget increase reflects the replacement schedule of staff and public computers, mobile projector for second meeting space, and replacement of six circulating kid's tablets.
- Two new circulating technologies such as a vlogging kit for iPhones and a GoPro Hero9 camera will be added to the collection.

E-Resources (650)

- The increase in E-Resources (650) is a reflection of removing expenses previously expended to the Technology (497) line that are primarily patron resources such as Beanstack (reading logging platform) and Gale Analytics (data analytics tool used for aggregate patron data analysis). The increase also reflects an expansion of the suite tools offered to teens and adults by adding Udemy to supplement Gale: Peterson's Test Prep and Career Prep. Gale Presents: Udemy offers over 15,000 video-based courses in business, technology, software and personal development. The resource offers relevant re-skilling training for job seekers, enjoyable hobby building courses, and personal growth sessions to hone leadership and communication skills.

Furniture & Equipment Depreciated (864)

- To continue to maximize the space within the library, additional magazine or periodical shelving is requested to support a longer-term plan of creating a designated teen space within the library on the second floor. In this first phase of the project, the furniture requested would provide a wall-mounted periodical display on the east wall near the south-facing windows on the main floor of the library. The current month and back-issues of periodicals would be centralized into this one location, freeing up floor space in the south-facing window area for additional seating and in-library displays, and providing an easier browsing experience for library patrons. The periodical shelving on the second floor would be repurposed for improved workflow behind the service desk, thus reducing costs vs. purchasing additional shelving for the service desk workspace.
- This request also includes fees associated with shipping and installation of the new furniture and any potential electrical or construction fees to relocate equipment on the anticipated installation wall.
- The future phases of creating a teen area also include informal workspaces and casual seating for patrons within the library including:
 - Moving Teen Fiction and Nonfiction collections to current Large Print and Periodicals exist currently
 - Casual seating and space for teens to hangout at the library near the Teen Fiction and Nonfiction collections would reside in the future
 - Casual seating area for adults where the Large Print collection would reside in the future
 - Installing a work bar on the east wall of the south-facing window area for laptop users to work and study

ODIN (994)

- This budget item is for membership in the statewide consortium that manages the Library's integrated library system and resource sharing (Online Dakota Information Network or "ODIN"). The Library has been undercharged by ODIN for several years and the amount will be incrementally increased over time. The amount requested reflects the ODIN membership and fees associated with access to statewide e-Resources of \$24,200. Membership fees are based on a library's number of items and registered patrons.



Board of Directors Orientation Guide

West Fargo Public Library

Approved by the West Fargo Public Library Board of Directors June 17, 2021

www.westfargolibrary.org

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Contacts

West Fargo Public Library

Primary phone & email:

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askus@westfargond.gov

www.westfargolibrary.org

West Fargo Public Library Board of Directors

Mandy George, City Commissioner (2020-2023)

Liann Hanson (2021-2024)

Jodie Haring (2019-2022)

Alanna Rerick (2019-2022)

Tony Stukel (2021-2024)

Carissa Hansen, Director

West Fargo Public Library

(701) 515-5203

Carissa.Hansen@westfargond.gov

Mandy George, Commission Liaison to Library Board

West Fargo City Commission

Amanda.George@westfargond.gov

John Shockley, Attorney

Ohnstad Twichell

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JShockley@OhnstadLaw.com

About the Library

History of the West Fargo Public Library 1971-2021

The West Fargo Public Library was established in 1971 following a campaign by the Amita Club and West Fargo Unit of League of Women Voters. These groups conducted surveys and circulated petitions to establish a West Fargo library. By June 24, 1970, enough signatures were collected for the City Commission to approve the Library and levy four mills (\$12,740). The library first opened its doors on June 3, 1971 with a grand opening on June 10.

The first Library Board included Mrs. Ralph Maxwell (President), Mrs. S. S. Bjornson, Perry McClellan, John Arntson and Rev. Ralph Rusley. The board applied for and received a \$10,000 federal grant from the State Library Commission to rent and decorate a building, as well as to start a book collection. A collection of 3,500 books were donated from the State Library and from a discontinued bookmobile. The West Fargo Public Library's first staff person and eventually director, was Freda Hatten.

The first library building was located at 404 Sheyenne Street. By 1973, it was evident that the location was too small for the growing collection. A federal grant in the amount of \$78,440 was applied for and received for construction costs. The new building was estimated to cost \$148,000; however the final cost reached \$172,000. The new location was purchased by the City Commission, one block east of L. E. Berger School, at 401 4th Avenue. This building was modified over the years and is now home to the West Fargo Police Department and West Fargo City Hall offices.

At the time, this new building would contain both the West Fargo Public Library and City Hall. Mutchler, Twitchell, and Lynch were chosen to design the 70 x 70 foot building, which was completed in January 1975. The community came together to help furnish and set up the new library space. Westgo Industries donated \$1000 which was used to purchase furniture for the adult reading room. West Fargo sixth graders also organized a flea market and donated \$700, which was used for a service desk. The Amita Club cleaned the library and organized the books. School buses and children also helped to move books. Boy Scouts helped set up book cases.

Freda Hatten retired in 1976. Miriam Arves became the new Library director and would serve the library until 2007.

Over time, the library has undergone many transformations as the community continued to grow and the nature of public library services continued to evolve. The West Fargo community's support remained a staple in library's story by expanding the library's physical space in the 1980s and a mill increase in the 1990s to support library operations, such as internet services being introduced in 1999.

The early 2000s presented many changes in digital services, technology and physical space for the library. Over the next several years, the library would complete a conversion from a card catalog to an automated system, add DVDs to the circulating collection, and introduce databases to the e-resource collection. In 2001, a Library Task Force was created with community members and Library Board members to explore the possibility of a new library location. To continue to rally support for the library and a new building, the Friends of the West Fargo Library began to organize in 2003 and became an organization the following year. In 2004, a new building became a reality when the West Fargo City Commission voted unanimously to support the move of the library to the former West Fargo Middle School that would serve as a new community center. The West Fargo School Board named that community center "Clayton Lodoen Public Library and Community Center" after Clayton Lodoen, who died in 1988 at the age of 75. Lodoen served as mayor from 1966 to 1986.

In 2007, Miriam Arves retired and Sandra Hannahs became the third Library Director. During Hannahs' tenure as director, the West Fargo Public Library would continue to adopt technology such as a series of public computers supported by Midcontinent and the North Dakota State Library. The library also obtained a new microfilm reader and printer supported by the State Historical Society of North Dakota in 2008. The library hosted computer classes, added children's tablets to the collection, joined the Online Dakota Information Network to provide expanded services through a library consortium, added self-service checkout, youth-specific computers, mobile Wi-Fi hotspots and additional e-resources for eBooks and eAudiobooks. Outreach services beyond the library began to take shape when a book vending machine and book drops were added on the south side of West Fargo. During this time, the library also began to offer book deliveries to daycares and senior living communities. The library continued to be a place of social gatherings and hosted many educational programs for all ages.

At the end of 2019, Sandra Hannahs retired and Carissa Hansen became the fourth Library Director. Hansen led library staff through a challenging first year as director through the COVID-19 pandemic in 2020. During the tumultuous time, the library looked to the community for inspiration on how to bring joy, keep the community reading and provide opportunities to continue learning. In 2020, the library hosted its first virtual Summer Reading Program, stopped charging fees for overdue materials, gave away over 1000 take and make kits, hosted many programs offsite, adopted the Little Red Reading Bus into its operations, began offering curbside services, expanded Wi-Fi into the parking lot and continuously adapted to serve the community although the building wasn't always open. West Fargo Public Library also kicked-off a community input project in 2020 to have the community help shape the new strategic plan after the previous plan expired in 2019.

As you can see, the West Fargo Public Library has always been strongly driven by the community. As we look toward the future, meeting the West Fargo community's diverse needs continues to be the focus of the library.

Mission¹

As a civic resource, the West Fargo Public Library's mission is to provide equitable access to a wide array of resources and opportunities so that residents can achieve their goals, explore their passions, and develop social connections.

Vision

We envision a library whose services ensure that every person has resources and opportunities to learn, meet, share, read, play, and create.

Values

Access – We meet people where they are. We recognize that access goes beyond the walls of a building. We are committed to making our services known, easy to use and proactive.

Integrity – We ensure people have the freedom to choose resources for their interest, information and enlightenment.

Service – We take action to create value for others. We see every day as an opportunity to inspire, help and create a lasting positive effect on those we serve and our team.

Growth – We work to advance the active development of the entire person and community. We strive for continual improvement in the lives of those we serve and ourselves.

Diversity – We deliver equitable, representative resources, services and technologies to all people, especially those who may experience barriers.

¹ Mission, Vision, Values are only drafts. Final versions will be adopted in the library's new strategic plan completed in 2021.

Welcome to the Library Board

Congratulations on your appointment to the West Fargo Public Library's Board of Directors! The West Fargo Public Library Board of Directors is a group of five West Fargo residents that is instrumental in long-term planning for library services. The group also advocates for the library's value to community members and stakeholders, oversees library finances, and represents West Fargo community interests as the library develops services and programs. Board members are appointed by the City Commission under authority of ND statute. Each member may hold office for a term of three years from the first day of July in the year of appointment. Board members may serve for no more than two consecutive 3-year terms.

After you've been appointed by the City Commission, you will go through an orientation process that encompasses the information and tools needed to understand the duties and responsibilities of being a board member.

The Library Director will contact you to welcome you to the Library Board and provide more information about orientation. Board member orientation includes a tour of the library, an introduction to board relationships and roles, information about North Dakota laws related to libraries, an explanation of open records and open meeting laws, and an introduction to library finances and other board responsibilities.

Meetings

Date: Second Thursday of every month

Time: 5:30 p.m.

Location:

Commission Chambers
West Fargo City Hall
800 4th Ave E
West Fargo, ND

Members of the public are welcome to attend Library Board meetings. Meetings are also recorded and streamed live on the City of West Fargo YouTube channel:

<https://www.youtube.com/channel/UCmFhXnFSp5eLYRjyUvczwPQ>

Members

Mandy George, City Commissioner (2020-2023)
Liann Hanson (2021-2024)
Alanna Rerick (2022-2025)
Larry Schwartz (2022-2025)
Tony Stukel (2021-2024)

Library Board of Directors Job Description²

Qualifications & Experience

- Interest in the library and community
- Excellent written and verbal communication
- Ability to negotiate with town/city/county administrators and commissions
- Good organizational skills and planning experience
- Holds a current library card
- Capable of raising funds for the library
- Willing to devote time to board activities
- Awareness and appreciation of the library's past, present and future role in the community
- Ability to gracefully handle opposition and make decisions in the best interest of the library
- Knowledgeable of political issues that may affect the library
- Willingness to learn about the library and its services

Board Responsibilities

Community assessment

- Act as liaison between the library and the community, interpreting community needs to the library and library needs and services to the public
- Conduct analysis of the community and its needs and implement responses to those needs

Long-term planning

- In collaboration with the Library Director, devise a strategic plan for library services and update it every 3-5 years
- Ensure that the library has a long-term capital plans and needs analyses.

Advocacy

- Represents the library's point of view at City Commission meetings and other public forums
- Looks for ways to build a positive image for the library
- Attends library functions as appropriate

² This job description was adapted from the following sources:

[Bismarck Veterans Memorial Public Library Orientation Guide](#)

[James River Valley Library System Board Member Orientation](#)

[North Dakota Public Library Trustee Manual](#) (North Dakota State Library)

[West Fargo Public Library Board of Directors Bylaws](#)

- Promotes the library's advocacy efforts to community groups and stakeholders – fundraising campaigns, special programs, annual report, public input opportunities, and library awareness campaigns

Finances

- Support growth of library services to the community. Spend funding wisely for efficient and effective library service
- Adopts the annual budget and approves monthly invoices
- Advocate for excellence and adequate funding to key stakeholders, including the City Commission who provides final approval on the library's annual budget and mills levied

Policy adoption

- Build Board policies, bylaws, and procedures to work together effectively on behalf of the community for needed library services
- Approves policies that govern the operation of the library
- Knows and supports the basic library tenets such as Intellectual Freedom, Freedom the Read, Confidentiality of Patron Records, and the Library Bill of Rights

Governance

- Provide a model of exemplary performance of a public body functioning as a part of government
- Attends regularly scheduled Library Board meetings and special board meetings
- Abides by the majority decisions reached by the Library Board, and publicly supports these decisions
- Becomes knowledgeable about local, state and federal laws affecting libraries when appropriate. Abides by North Dakota's Open Records and Meetings laws.
- Knows and abides by Library Board bylaws
- Conduct a formal self-evaluation of the Library Board every year
- Plan for the succession of Library Board members and actively recruit new members

Supervision of Library Director

- Hire a competent professional Library Director and conduct a formal evaluation of that Director every year

President – Duties

1. Call meeting
2. Assist Library Director with preparing meeting agenda
3. Review materials before meeting
4. Call meeting to order
5. Preside over meeting
6. Appoint committees with confirmation from the Board
7. Review draft of meeting minutes
8. Lead performance review of Library Director

Vice President – Duties

1. Act in the absence of the President as described above

Secretary – Duties³

1. Maintain accurate minutes of all meetings of the Board
2. Provide minutes for Board approval
3. Assure that minutes are filed appropriately

³ Typically performed by library staff.

Board vs. Director Responsibilities

The Library Board and Library Director work as a team to ensure planning, advocacy, finances, and other responsibilities are performed that are integral to providing proper library services to the community. In order to work successfully, it must be a process of two-way communication, consultation and trust building. The following chart breaks down the major responsibilities of the Library Board and library director. This will distinguish the roles and illustrate commonalities and differences.

	Duties of the Board	Duties of the Director
Staff	Employ a competent and qualified Library Director. Includes recruiting, hiring, and annually evaluating the Director based upon a well-defined job description and expectations.	Recruit, hire, and annually evaluate library staff based upon well-defined job descriptions and expectations. Suggest improvements needed in salaries, working conditions, and personnel policy set forth by the City of West Fargo.
Policy	Determine and adopt written policies to govern the operation of the library.	Carry out the policies of the library as adopted by the Board. Recommend policies to Library Board.
Planning/ Management	Determine the direction of the library by studying community needs. See that a plan is developed for meeting needs and that the plan is carried out.	Suggest and carry out plans for library services. Manage the day-to-day operation of the library. Design library services to meet community needs/interests. Report library's progress and future needs to the Board.
Budget	Examine the budget proposed by the Director; make revisions as needed; officially adopt the budget; present library budget to Mayor/City Commission. Review expenditures in accordance with the budget, amending line items within the budget if needed.	Prepare and submit to Library Board a budget request based on present and anticipated needs. Maintain complete and accurate records of finances. Expend funds based on the approved budget.
Advocacy	Advocate for the library through contacts with the general public, civic organizations, and public officials. Attend City Commission meetings to keep the Commission informed on library activities. Work to secure adequate funds to carry out the library's services.	Advocate for the library through contacts with general public, civic organizations, and public officials. Attend City Commission meetings. Work to secure adequate funds to carry out the library's services.
Legal Issues	Be familiar with Century Code referring to libraries and the library ordinance as well as state and federal laws affecting the library.	Be familiar with Century Code referring to libraries and the library ordinance and keep Board informed on laws affecting the library.

Continuing Education	Participate in continuing education activities and encourage the Library Director to do the same. Participate in the orientation of new Trustees.	Participate in continuing education activities and professional organizations; ensure continuing education for library staff. Provide and/or see that new Trustees receive an orientation to the library.
Communication	Communicate with the library director	Communicate with the Library Board
Collection Development	Adopt collection development policy.	Oversee selection of books and other library materials and resources.
Board Meetings	Regularly attend Board meetings; conduct affairs of Board at regularly scheduled meetings.	Attend Board meetings; prepare written progress report; provide information as needed/requested by Board.
Board Member Recruitment	Recommend qualifications and candidates for Board to City Commission. Notify City of Board vacancies.	Assist in developing qualifications for new Trustees.

Guidelines for Ethical Conduct⁴

Library boards represent the communities in which they serve by having a diverse set of individuals representing various cultures, ages, ethnicities, and genders. When members of the board come together to make decisions, the board members must present a unified voice despite the difference of opinions that may exist. These ethics guidelines have been created to help boards avoid friction that can lead to disagreement and controversy.

As a member of the Library Board I will:

- Listen carefully to fellow board members
- Respect the opinion of the other board members
- Respect and support the majority decision of the board
- Recognize that all authority is vested in the board when it meets in legal session and not with individual board members
- Keep well-informed of developments that are relevant to issues that may come before the board
- Uphold and promote the library's mission, goals, and vision in our community
- Uphold freedom of thought and expression, resisting censorship of library materials by groups or individuals
- Represent the whole community to the library and not a particular area or group
- Recognize that the board member's job is to ensure that the library is well-managed, not to manage the library
- Address community complaints with the library director before bringing concerns to the full board if I believe further action is required
- Do my best to ensure that the library is well maintained, financially secure, growing and always operating the best interests of the community
- Declare any conflict of interests between my personal life and my position on the Library Board and avoid voting on issues that appear to be a conflict of interest

⁴ These ethics guidelines were adapted from the following sources:

[Bismarck Veterans Memorial Public Library Orientation Guide](#)

[James River Valley Library System Board Member Orientation](#)

North Dakota Library Law

The powers and duties of the Library Board of Directors are laid out in [North Dakota Century Code §40-38-04](#). Laws pertaining to North Dakota libraries are summarized here: <http://www.library.nd.gov/publications/librarylaw.pdf>

The Board of Directors has the following powers and duties:

1. To make and adopt such bylaws, rules and regulations relating to the duties of the officers of the board as may be expedient and not inconsistent with the provisions of this chapter
2. To make and adopt such bylaws, rules, and regulations for the management of the library and reading room as are expedient and not inconsistent with the provisions of this chapter
3. To control, exclusively, the expenditures of all moneys collected for or contributed to the library fund
4. To have the supervision, care, and custody of the library property, and of the rooms or buildings constructed, leased, or set apart for use of library purposes.
5. To contract to furnish library service and to receive library service from other counties, school districts, and cities of the state of North Dakota and adjoining states, and the state library
6. To employ qualified personnel to administer the public library and dispense library services

Frequently Asked Legal Questions

What is the relationship between the West Fargo Public Library and City of West Fargo?

The West Fargo Public Library is a department of the City of West Fargo. Unlike other departments, a governing board oversees the library. The City Commission appoints “a board of five directors who must be residents of the municipality or county, as the case may be, to govern the library” and a City Commissioner must sit on the board of directors. N.D.C.C § 40-38-03(1)

Who holds authority for the West Fargo Public Library’s finances?

The Library Board makes an annual funding request to the City Commission who approves the annual amount levied for library services each year, as outlined in § 40-38-02(3): “The governing board of the library may request annually from the governing body of a city or county a tax not exceeding the limitation in subsection 5 of section 57-15-10. Such tax may be levied by the governing body of a city or county.”

Once funding is allocated to the library by the City Commission, the Library Board exclusively controls “the expenditures of all moneys collected for or contributed to the library fund.” N.D.C.C. § 40-38-04(3)

Since the Library Board controls funds allocated to the library, this fund “may not revert to the governing body of the city or county at the end of any fiscal year.

The fund must be used exclusively for the establishment and maintenance of public library service." N.D.C.C. (§ 40-38-02(3) As such, funds unused by the library at the end of a given fiscal year remain available in the library fund or revert to the library reserve fund, but not the City of West Fargo's general reserve fund.

If the City of West Fargo decides to construct or purchase land for a new library, does this require a referendum?

The construction or purchase of land for a new library does not require a referendum. The North Dakota Century Code states, "The board of directors, with the approval of the city or county governing body, may build, lease-purchase, or purchase an appropriate building for a library and purchase a site therefor." N.D.C.C. § 40-38-05.

Even though a referendum is not required, the City Commission must adhere to other requirements prescribed by North Dakota law. For instance, the City Commission must approve any lease, purchase, or contract regarding a new library and hold a public hearing.

The City Commission must hold a public hearing on proposals prior to the purchase, construction, or lease of a building for a library. N.D.C.C. § 40-38-05. Notice of the public hearing must be published at least six (6) days prior to the hearing, in a newspaper within the city or county. At the public hearing, the City Commission would seek advice and comment of the state library and the general public. After the public hearing, the City Commission could establish a library building fund.

If the City of West Fargo issues general obligation bonds to pay for the construction or purchase of land for a new library, does this require a public vote?

The City of West Fargo may issue general obligation bonds to pay for a new library; however, this is subject to a public vote. North Dakota law requires the issuance of general obligation bonds to be authorized by a vote equal to sixty percent (60%) of all qualified voters of the city. N.D.C.C. § 21-03-07. The city must also ensure it complies with the public hearing requirements described above and set forth in N.D.C.C. § 40-38-05.

West Fargo Public Library Organizational Chart



Library Departmental Overview

Administration

The Administration team includes the Library Director, Office Coordinator and Communications Specialist. Together, this team oversees library-wide operations, finance, long-term planning, advocacy, community partnerships and communications.

Public Services

The Public Services team includes Adult Services, Youth Services, and Circulation staff. This team provides direct customer service to library patrons both onsite and offsite. Those who call, email or visit the library interact with Public Services team members.

Programming

Within the Public Services team, programming staff provide educational and recreational classes, cultural events and literacy programming for the public. This team also delivers library materials to offsite locations and provides offsite programs, reference help, and reading recommendations. The team includes an Adult Services Manager, Youth Services Manager, Children's Services Librarian, Program Assistants, and an Outreach Services Assistant.

Circulation

Also within the Public Services team, Circulation staff, including the Circulation Supervisor and Library Assistants, ensure efficient fulfillment of item requests, issue library cards, assist the public in locating materials, answer questions about library accounts, and perform materials handling, check-in, and shelving.

Technical Services

The Technical Services team includes the Collection Development/Technical Services Manager, Technical Services Specialists, and Technical Services Assistant. This team develops the library's print and electronic collections while ensuring they meet the needs and interests of a diverse and changing West Fargo community. Librarians and Library Service Managers also take part in purchasing new materials for the library's collection. The Technical Services team is also responsible for the full operation of making new materials accessible to the public, including managing purchasing, processing, and cataloging.

Annual Calendar of Library Activity

January

- Library Director presents strategic plan update and upcoming year initiatives and projects report to the Library Board
- Martin Luther King Jr. Day – Library closed for staff development day

February

- Library and Friends of the Library participate in Giving Hearts Day fundraiser
- Library Budget Team begins annual budget planning process, review of long-term financial plans
- Public Library Association annual conference

March

- Library Director presents annual report to Library Board and City Commission
- Annual report to North Dakota State Library due (Public Library Survey “PLS”)
- Begin recruitment and advertisement for open board seats, if applicable

April

- National Library Week (typically second full week of April)
- Friends of the Library Spring Book Sale

May

- Library Director presents draft budget to Library Board
- West Fargo Public School second graders tour the library

June

- Library Director presents revised budget to Library Board for approval
- Summer Boost (summer reading program) kicks off
- Little Red Reading Bus summer route begins
- Onboarding of new board members and commissioners, if applicable

July

- Library Board elects new officers, new board members begin term
- Library budget request included in proposed City of West Fargo budget presented to City Commission

August

- R.E.D. Day (August 12) and Summer Boost closing celebration
- Staff participate in back to school nights across the West Fargo Public School District

September

- One Book, One Community metro-wide program begins
- West Fest Community Celebration– Library building closed, hosts pop-up library as part of West Fest

- Friends of the Library Fall Book Sale
- National Library Card Sign-up Month

October

- National Friends of Libraries Week
- North Dakota Library Association annual conference
- Annual Caramel Apple Day event

November

- Staff review of strategic plan progress and annual accomplishments, begin goal-setting for new year (also reviewed incrementally throughout the year)

December

- End of City of West Fargo fiscal year
- Library hosts its Mitten Tree cold weather gear drive for local schools

Friends of the West Fargo Public Library

Who Are the Friends?

The Friends of the West Fargo Public Library is a 501c3 non-profit organization that supports the library through fundraising and volunteerism.

What do the Friends do?

Without the Friends of the West Fargo Public Library, many of the services and programs offered at West Fargo Public Library would not be possible. For example, the Friends of the West Fargo Public Library group is a source of support for the West Fargo Public Library's summer reading program, which is one of the library's most significantly attended and beloved programs. Each summer the West Fargo Public Library fills the time away from school with educational and fun activities for West Fargo students to help them retain the skills they gained throughout the school year. The Friends of the West Fargo Public Library group is also a sponsor of the metro's One Book, One Community program for adults, which strengthens our community each year as residents across West Fargo, Fargo and Moorhead come together to experience a book and associated activities. The Friends of the West Fargo Public Library group also actively supports the Little Red Reading Bus of West Fargo, a mobile library project with the mission of bringing the library, its services and the joy of reading to children throughout the community. These are just a few of many examples of how the Friends group impacts thousands of residents through its support of the West Fargo Public Library.

Join the Friends of the West Fargo Public Library

The Friends of the West Fargo Public Library is always looking for new members and those willing to serve in leadership roles. The group is free to join, and Library Board members are strongly encouraged to be members to support a strong relationship between the Friends and Library Board. To learn more and sign up for membership, visit www.westfargolibrary.org/friends.

Meetings

Date: First Thursday of every other month (February – December)

Time: 6:00 p.m.

Location: West Fargo Public Library

Officers

Mari Krajewski - President

Abby Larson - Vice President

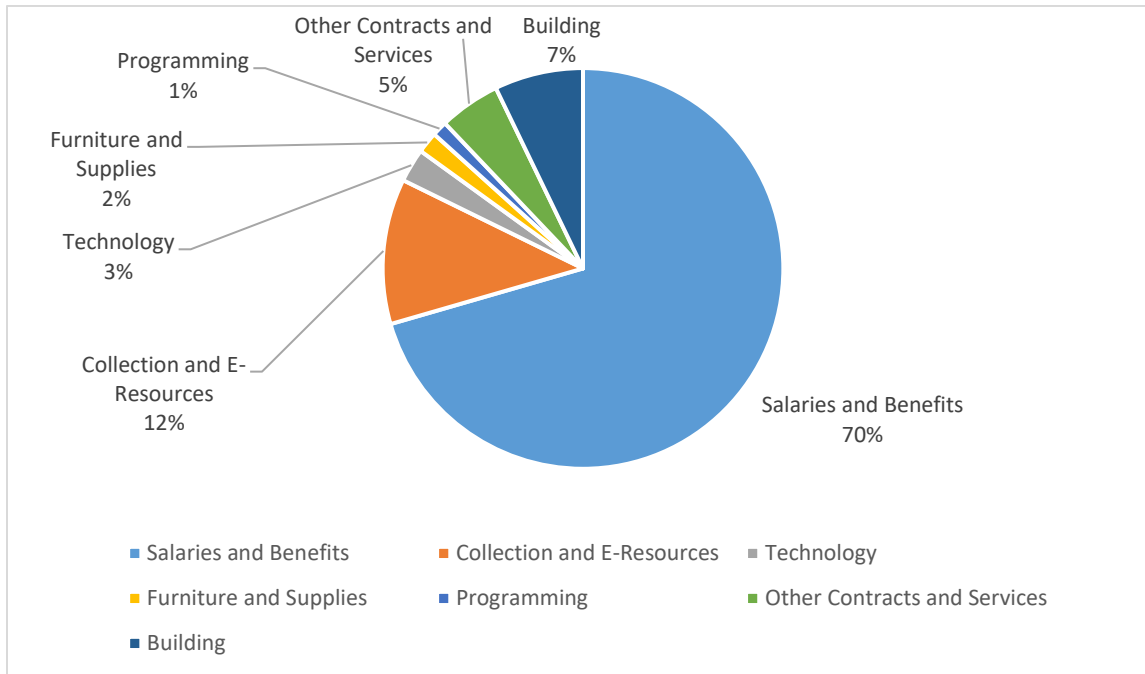
Donelle Richmond - Treasurer

Cailin Shovkoplyas - Secretary

West Fargo Public Library Finances

2022 Budgeted Expenses

Total: \$1,725,276



2022 Budgeted Revenue

Total: \$1,681,478

Tax Revenue: \$1,682,739

State Aid: \$31,000

Donations/Fees/Other: Less than <1% of revenue

Frequently Asked Financial Questions

What is a mill levy?⁵

The total amount of the property tax to be collected annually is a product of the various taxing authorities (city, county, school, park) setting their budgets. The budgets indicate how much revenue must come from property taxes which are then levied against the total taxable valuation of property in West Fargo.

Once the budgets are set, the total revenue required is divided by the total taxable valuation of all properties in the city, which sets the value of a mill. The total revenue required divided by the value of a mill, determines the mill levy.

⁵ Excerpted from the [2021 Equalization Report](#)

City of West Fargo Budget Breakdown

The following tables and charts are excerpted from the [2022 City of West Fargo Final Budget Report](#) and provide context for the library's budget within the City of West Fargo budget as a whole.

	2020 Actual	2021 Budget	2021 Projected	2022 Budget	Change
General (Levied) Funds					
Administration	\$ 291,021	\$ 445,175	\$ 431,298	\$ 505,034	13%
Assessor	\$ 553,233	\$ 567,179	\$ 558,374	\$ 631,659	11%
Communication	\$ 248,013	\$ 393,368	\$ 391,528	\$ 415,590	5%
Court	\$ 604,519	\$ 622,851	\$ 636,366	\$ 650,981	5%
Economic Development	\$ 98,937	\$ 227,882	\$ 221,797	\$ 279,450	23%
Engineering	\$ 700,293	\$ 719,924	\$ 696,189	\$ 1,049,976	46%
Finance	\$ 636,710	\$ 474,965	\$ 469,825	\$ 552,993	16%
Fleet and Facility	\$ 419,057	\$ 573,694	\$ 650,149	\$ 920,673	60%
Human Resources	\$ 393,627	\$ 424,696	\$ 406,126	\$ 498,152	17%
Information Technology	\$ 788,274	\$ 635,887	\$ 638,163	\$ 711,577	12%
Non-Departmental	\$ 1,296,052	\$ 1,007,668	\$ 977,366	\$ 1,012,052	0%
Planning	\$ 1,559,574	\$ 1,547,497	\$ 1,421,732	\$ 1,601,447	3%
Police Department	\$ 8,362,947	\$ 9,498,034	\$ 9,144,867	\$ 10,154,325	7%
Public Works	\$ 9,867	\$ 197,649	\$ 156,795	\$ 335,216	0%
Reserve	\$ 417,802	\$ 200,000	\$ 200	\$ 200,000	0%
Streets	\$ 3,293,452	\$ 2,934,205	\$ 2,948,465	\$ 3,491,156	19%
Transfers Out	\$ 4,734,968	\$ -	\$ -	\$ -	0%
Total General Funds:	\$ 24,408,346	\$ 20,473,694	\$ 19,749,240	\$ 23,010,281	12%
Other Levied Special Funds					
City's Share of Specials	\$ 172,532	\$ 202,947	\$ 188,907	\$ 214,670	6%
Fire Department	\$ 4,171,488	\$ 3,109,161	\$ 4,098,802	\$ 3,822,360	23%
Library	\$ 1,317,968	\$ 1,538,006	\$ 1,455,815	\$ 1,689,465	10%
Airport Authority	\$ 218,238	\$ 176,150	\$ 176,150	\$ 176,150	0%
Total Other Levied Special Funds:	\$ 5,880,226	\$ 5,026,264	\$ 5,902,645	\$ 5,902,645	17%
Total Levied Funds:	\$ 30,288,572	\$ 25,499,958	\$ 28,912,926	\$ 28,912,926	13%
Debt Service					
Total Debt Service:	\$ 72,238,227	\$ 25,718,116	\$ 46,052,893	\$ 27,172,790	6%

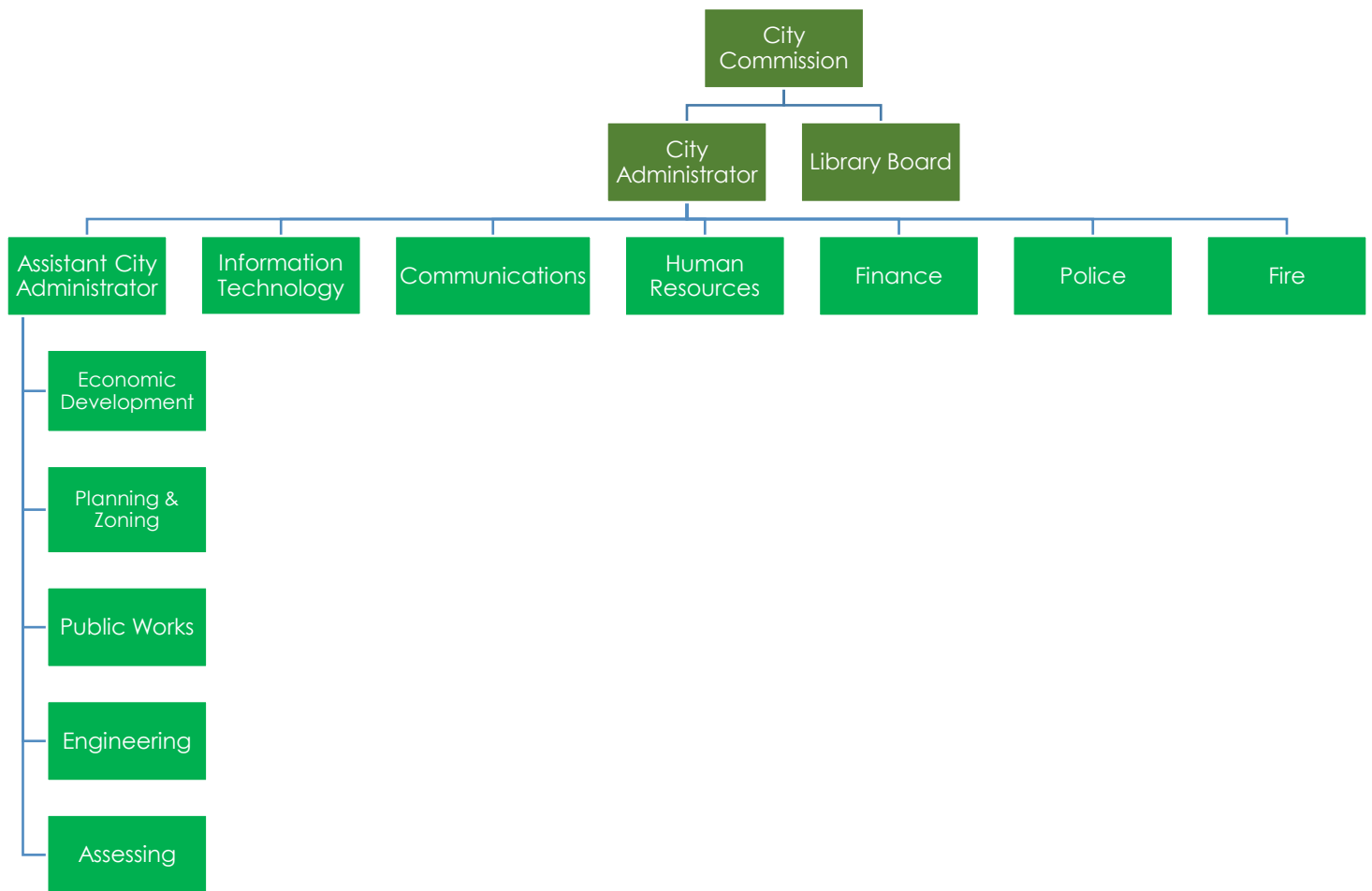
City of West Fargo, North Dakota - Budget 2022 Property Tax/Mill Levy

The mill levy increase for 2022 equals \$20.25 more in property taxes for every \$100,000 of residential property value.

	2020	2021	2022
Mills			
General Fund	53.93	51.65	53.60
Share of Specials	1.13	1.13	1.13
Fire	15.51	16.40	17.90
Library	6.48	7.43	8.53
Airport	0.93	0.86	0.81
Totals:	77.98	77.47	81.97
Change from Prior Year:	4.76	(0.51)	4.50
Dollars			
General Fund	\$ 9,360,413	\$ 9,698,453	\$ 10,573,833
Share of Specials	\$ 196,129	\$ 212,183	\$ 222,918
Fire	\$ 2,692,008	\$ 3,079,470	\$ 3,531,187
Library	\$ 1,124,707	\$ 1,395,150	\$ 1,682,739
Airport	\$ 161,417	\$ 161,484	\$ 159,791
Totals:	\$ 13,534,674	\$ 14,546,740	\$ 16,170,468
Change from Prior Year	\$ 1,399,139	\$ 1,012,066	\$ 1,623,728
Percent Change from Prior Year	12%	7%	11%

	Increase
Mill Levy Impact by Property Value	
Increase per \$100,000 of property value	\$20.25
Increase per \$200,000 of property value	\$40.50
Increase per \$300,000 of property value	\$60.75
Increase per \$400,000 of property value	\$81.00

City of West Fargo Organizational Chart



Library Ethics

Library Bill of Rights

American Library Association: <http://www.ala.org/advocacy/intfreedom/librarybill>

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Freedom to Read Statement

American Library Association:

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the

danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers for Free Expression](#)
[The Association of American University Presses](#)
[The Children's Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College Stores](#)
[National Coalition Against Censorship](#)
[National Council of Teachers of English](#)

The Thomas Jefferson Center for the Protection of Free Expression

Board Resources

Below are links to resources you will find helpful in your position as a Library Board member. They include information about the library as well as state laws applicable to public libraries and nationally accepted library policies.

All of the below resources are available on the Library Board website at <https://westfargolibrary.org/594/Library-Board>

Laws and Standards

[North Dakota Library Law](#)

[North Dakota Public Library Trustee Manual](#)

[North Dakota Standards for Public Libraries](#)

[Open Records and Open Meetings](#)

[Public Library Board of Trustees guide from North Dakota State Library](#)

National Library Policies

[Library Bill of Rights](#)

[Freedom to Read Statement](#)

Library Resources

[Annual reports](#)

[Board agendas and minutes](#)

[Board bylaws](#)

[Policies](#)

[Services and Statistics Summary](#)

[Space Needs Assessment](#)

[Strategic plan](#)

City Resources

[2021 Equalization Report](#)

[2021 Final Budget Report to City Commission](#)

Attachments

Agenda packet (June 2021 , including May financials)

Annual report (2020)

Budget planning process outline

Board bylaws

Library budget (2022)

Library Law:

- General powers and duties of board of directors (NDCC 40-38-04)

- Library records – Open records exception (NDCC 40-38-12)

- Duties, Records, and Meetings (NDCC 44-04)

ND Standards for Public Libraries

Policy examples:

- Circulation

- Rules of Conduct

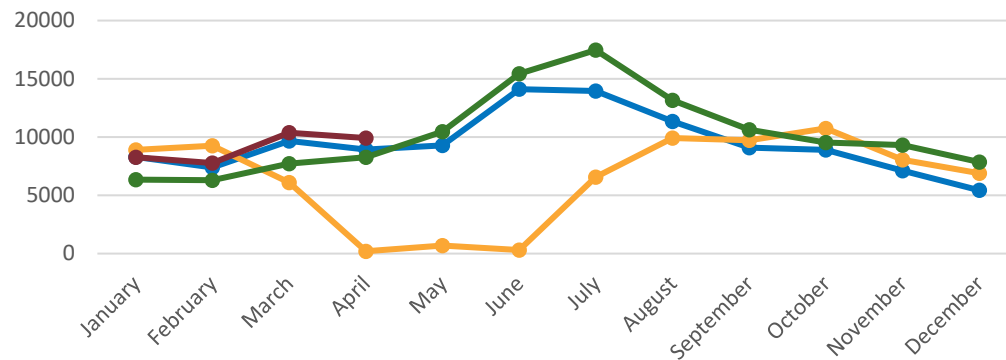
Services and statistics summary sheet

Space needs assessment (2019)

West Fargo Public Library

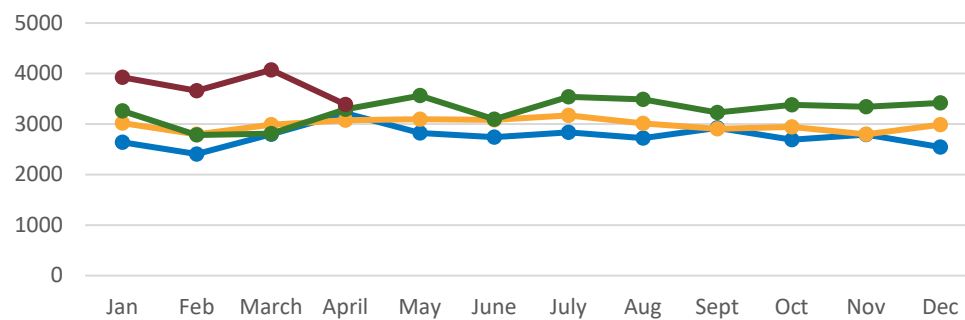
Monthly Impact Report April 2022

Physical Item Circulation



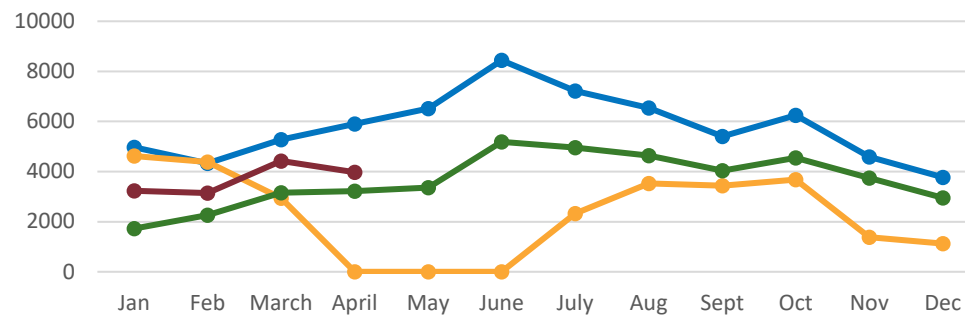
	2019	2020	2021	2022
Jan	8292	8890	6355	8271
Feb	7391	9253	6299	7770
March	9662	6107	7709	10371
April	8941	203	8279	9925
May	9293	682	10457	
June	14109	319	15429	
July	13960	6567	17465	
Aug	11359	9913	13159	
Sept	9092	9730	10629	
Oct	8899	10745	9544	
Nov	7123	8041	9316	
Dec	5433	6897	7847	
Total	113554	77347	122488	

Electronic Materials Circulation



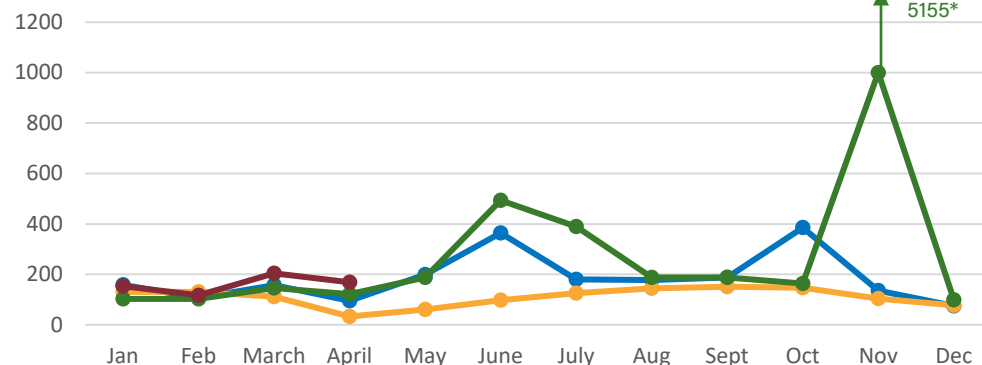
	2019	2020	2021	2022
Jan	2637	3022	3259	3927
Feb	2407	2796	2783	3662
March	2800	2987	2810	4073
April	3215	3074	3291	3886
May	2822	3094	3562	
June	2738	3086	3093	
July	2834	3172	3542	
Aug	2723	3014	3487	
Sept	2923	2904	3230	
Oct	2689	2941	3383	
Nov	2789	2796	3345	
Dec	2547	2990	3416	
Total	33124	35876	39201	

Door Count



	2019	2020	2021	2022
Jan	4968	4620	1725	3235
Feb	4328	4389	2264	3143
March	5277	2938	3156	4424
April	5905	0	3223	3973
May	6512	0	3365	
June	8440	0	5187	
July	7220	2331	4952	
Aug	6543	3527	4642	
Sept	5403	3439	4039	
Oct	6254	3677	4549	
Nov	4592	1382	3747	
Dec	3772	1122	2956	
Total	69214	27425	43805	

Library Card Applications



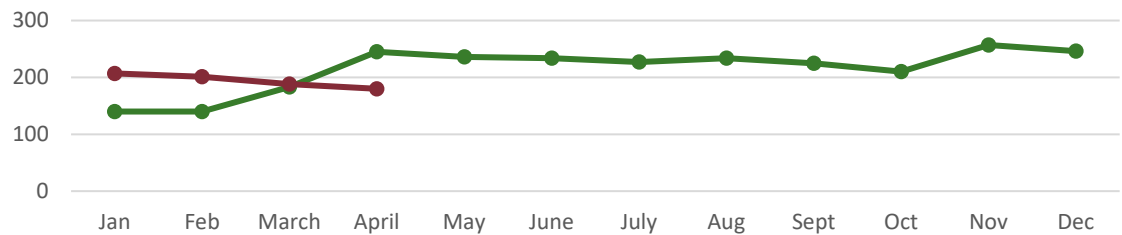
	2019	2020	2021	2022
Jan	158	130	103	153
Feb	106	130	102	117
March	157	111	146	204
April	95	33	121	169
May	199	61	187	
June	364	98	494	
July	180	125	389	
Aug	177	145	187	
Sept	187	151	187	
Oct	385	147	163	
Nov	135	104	5155	
Dec	75	77	99	
Total	2218	1312	7333	

*The library added over 5000 cardholders in November 2021 due to partnership with WFPS.

Outreach Services

	2021	2022
Jan	140	207
Feb	140	201
March	183	188
April	245	180
May	236	
June	234	
July	227	
Aug	234	
Sept	225	
Oct	210	
Nov	257	
Dec	246	
Total	2577	

Outreach Materials Circulation



Adult Book Deliveries

Locations Served	6
Patrons Served	23
Total Items Circulated	60

Daycare Book Deliveries

Locations Served	5
Total Items Circulated	120

Daycare Storytimes

Locations Served	7
Storytime Sessions	14
Total Attendees	235

Programming

Adult Programs

Program	Attendance
Technology Tutoring (3x/week)	13 (↓4)
Genealogy Assistance	4 (↑1)
Monday Night Readers	9 (↓1)
Novel Afternoons Book Club	12 (↓3)
Third Thursday Book Club	7 (↓1)
Books & Brews Book Club	9 (↑2)
Suz Bates DNA Genealogy Event	14
Libby 101: The Basics	5
English Conversation Circle	1
Total	74 (↑11)

Family Programs & Community Events

Program	Attendance
Parent Book Study (WFPS)	8
Total	8

Beanstack

Total Active Users This Month	198 (↓479)
Total New Users This Month	105
Total New Users YTD	969

Youth Programs

Program	Attendance
Flood Fight STEM	3
Early Literacy Storytime (Weekly)	151 (↓5)
Baby Boost Storytime (Weekly)	113 (↑25)
Total	267 (↑23)

1000 Books Before Kindergarten

Total Registered This Month	14
Total Registered YTD	131
Total Registered All Time	224

Active Challenge	Total Readers YTD
Horace High School Reading Challenge (3/13 – 4/4)	12
Liberty Middle School Reading Challenge (3/1 – 5/6)	76
Cheney Middle School Reading Challenge (2/28 – 5/9)	242
1000 Books Before Kindergarten (ongoing)	224
Total	554

Stories of Patron Impact

“Major shout out to the librarian at the West Fargo Library that gave this book recommendation. It is exactly what I was looking for...”

“What a great public library! I stopped by this library on my way out of town on a road trip and couldn’t be happier that I did... The staff were so kind, engaging, informative and friendly. The library itself is meticulously clean and organized, with beautiful displays and even book club kits that people can check out! One of my favorite features is the charging locker. Stopping by this gorgeous library was definitely a major highlight of my trip!”