



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, August 11, 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 – July 14th, 2022
2. Approval of Financial Reports

Regular Agenda

Old Business

1. Board Emails (**Action**)
2. Board Statistics (**Action**)

New Business

1. Maternity Leave (**Action**)
2. Public Comment Options
3. Homeless, Period, and other Resource Kits
4. Director's Report
5. Adjourn

West Fargo Public Library Board of Directors

Meeting Date: July 14th, 2022

Time: 5:30 PM

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

Roll Call:

Liann Hanson, Commissioner Mandy George, Alanna Rerick, Tony Stukel, Larry Schwartz. Also attending: Betty Adams, Library Director; Ellen Rossow, Communications Specialist; and Alisha Reis, Office Coordinator.

1. Call to order

Hanson called the meeting to order at 5:31 P.M.

2. Approve order of agenda

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

3. Consent agenda - approve the following:

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

- a. Approval of Minutes – June 9th, 2022
- b. Approval of Financial Reports

Regular Agenda:

1. Old Business

- No old business.

2. New Business

- No new business.

3. Swearing in of new Board Member (Action)

- Commissioner George moved and Hanson seconded to accept the approval of the oncoming of the newest board member, Larry Schwartz. No opposition. Motion carried.

4. Election of Officers (Action)

- After discussion, Commissioner George motioned and Schwartz seconded to appoint Liann Hanson as President. No opposition. Motion carried.
- After discussion, Commissioner George motioned and Schwartz seconded to appoint Alanna Rerick as Treasurer. No opposition. Motion carried.

- After discussion, Commissioner George motioned and Hanson seconded to appoint Larry Schwartz as Vice President and Secretary. No opposition. Motion carried.
 - After discussion, Hanson motioned and Schwartz seconded that Commissioner George, the City Commission Representative, not occupy a seat of office on the Library Board. No opposition. Motion carried.
5. Discuss general City of West Fargo Board emails **(Action)**
- Schwartz motioned and Stukel seconded to table this item to the August meeting. No opposition. Motion carried. Discussion of general City of West Fargo Board emails was tabled to the August Library Board meeting so the board can receive input from IT on their willingness and capability to maintain the emails. Next steps, the library board will email Adams any questions they have regarding the emails. Adams will follow up with IT and bring any feedback to the August Library Board meeting.
6. Deputy Director of Public Services and fund allocation discussion **(Action)**
- Rerick motioned and Schwartz seconded that the Board is reaffirming the motion that was made in March to hold and fund the Deputy Director position to be hired after the arrival of the current director. Commissioner George opposed. Motion carried. Commissioner George stated she will not support adding the funds for the Deputy Director of Public Services back to the Library 2023 budget. Next step, Adams will start the process of understanding what happened to the monies.
7. Discuss All Staff Training half days once each quarter **(Action)**
- Adams presented to the Board on having staff training half days every quarter. Schwartz motioned and Stukel seconded to support the Library closing for up to a half day in order to provide comprehensive staff training, with the intention of keeping the Library open as many hours as possible. Commissioner George opposed. Motion carried.
8. Review updated library card agreement
- Adams presented to the Board the new version of the library card agreement.
9. Director's Report
- [7.14.2022 Board Meeting Director Report](#)
10. Adjourn
- Schwartz moved to adjourn, Commissioner George seconded. No opposition. Meeting adjourned at 6:51 P.M. Next meeting: 5:30 P.M., Thursday, August 12th, 2022.

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/22 - 6/22

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Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 4869127	Payroll 6/03/2022		/ /	23,965.07	6/22			
JV 4870128	Payroll 6/17/2022		/ /	23,163.70	6/22			
		Object Total:		47,128.77	288,787.87	788,076.00	499,288.13	37%
114 PART TIME SALARIES								
JV 4869128	Payroll 6/03/2022		/ /	4,330.79	6/22			
JV 4870129	Payroll 6/17/2022		/ /	3,927.83	6/22			
		Object Total:		8,258.62	49,589.69	120,471.00	70,881.31	41%
209 CLASSIFIED ADS								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 4869129	Payroll 6/03/2022		/ /	2,100.63	6/22			
JV 4870130	Payroll 6/17/2022		/ /	2,008.50	6/22			
		Object Total:		4,109.13	25,008.75	69,504.00	44,495.25	36%
230 RETIREMENT								
JV 4869130	Payroll 6/03/2022		/ /	3,575.61	6/22			
JV 4870131	Payroll 6/17/2022		/ /	3,466.88	6/22			
		Object Total:		7,042.49	42,048.42	118,692.00	76,643.58	35%
240 WORKFORCE SAFETY INSURANCE								
		Object Total:	/ /	0.00	1,742.89	1,470.00	-272.89	119%
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 4869131	Payroll 6/03/2022		/ /	2,639.01	6/22			
JV 4870132	Payroll 6/17/2022		/ /	2,638.94	6/22			
		Object Total:		5,277.95	35,323.46	81,079.00	45,755.54	44%
321 PROPERTY INSURANCE								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
333 BUILDING RENTAL								
		Object Total:	/ /	0.00	48,700.00	120,510.00	71,810.00	40%
340 TRAVEL & EDUCATION								
		Object Total:	/ /	0.00	5,360.68	17,392.00	12,031.32	31%

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7000 LIBRARY								
411600 LIBRARY								
348 BUYOUTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 104206 30 103224 May 2022 library		9908248918	05/08/22	127.48	6/22 3668 VERIZON WIRELESS			
		Object Total:		127.48	637.42	1,531.00	893.58	42%
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 104283 1 103042 REIMBURSEMENT			06/16/22	2,500.00	6/22 4317 BETTY ADAMS			
CL 104318 3 103106 lib			/ /	58.00	6/22 2862 ESSENTIA HEALTH			
		Object Total:		2,558.00	4,034.33	3,000.00	-1,034.33	134%
410 OFFICE SUPPLIES								
CL 103853 1 102865 OFFICE SUPPLIES		W011865951	05/16/22	534.10	6/22 351 BUSINESS ESSENTIALS			
CL 103856 1 102908 OFFICE SUPPLIES		V12201268	05/23/22	84.45	6/22 139 FRS WORKS			
CL 103880 8 102851 OFFICE SUPPLIES			05/20/22	161.76	6/22 3490 AMAZON CAPITAL SERVICES			
CL 103880 12 102851 OFFICE SUPPLIES			05/27/22	43.74	6/22 3490 AMAZON CAPITAL SERVICES			
CL 104239 1 103052 OFFICE SUPPLIES			06/01/22	45.90	6/22 3490 AMAZON CAPITAL SERVICES			
CL 104248 1 103069 OFFICE SUPPLIES		W011897761	06/07/22	136.11	6/22 351 BUSINESS ESSENTIALS			
CL 104257 1 103095 OFFICE SUPPLIES		7136001	05/27/22	113.39	6/22 77 DEMCO INC			
CL 104263 1 103186 OFFICE SUPPLIES		8013870522	05/31/22	99.63	6/22 3276 PREMIUM WATERS INC			
		Object Total:		1,219.08	4,518.98	13,000.00	8,481.02	35%
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 103773 1 102917 SERVICE AGREEMENTS - CONTRACT		31675925	05/20/22	442.89	6/22 2877 GREATAMERICA FINANCIAL			
CL 104259 1 103141 SERVICE AGREEMENTS/CONTRACTS			06/02/22	697.43	6/22 3418 LOFFLER			
		Object Total:		1,140.32	13,766.95	11,100.00	-2,666.95	124%
490 MISC								
CL 103772 1 102916 MISC - LOST ITEM FEE			05/18/22	17.00	6/22 2234 GRAND FORKS PUBLIC LIBRARY			
		Object Total:		17.00	25.47	750.00	724.53	3%
497 TECHNOLOGY								
CL 103746 1 102904 TECHNOLOGY		389448	05/17/22	669.96	6/22 4355 FINDAWAY WORLD LLC			
CL 104246 3 103235 TECHNOLOGY			/ /	201.36	6/22 3161 VISA LIBRARY #1			
		Object Total:		871.32	19,019.58	45,070.00	26,050.42	42%

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7000 LIBRARY 411600 LIBRARY 500 SUPPLIES			/ /					
640 FURNITURE & EQUIPMENT		Object Total:		0.00	299.98	500.00	200.02	60%
			/ /					
641 FURN & EQUIP-NON DEPRECIATED <\$5000		Object Total:		0.00	0.00	0.00	0.00	%
CL 104248 2 103069 FURN & EQUIPMENT		0EQT678621	06/03/22	2,676.04	6/22 351 BUSINESS ESSENTIALS			
		Object Total:		2,676.04	4,852.89	2,810.00	-2,042.89	173%
644 POSTAL METER RENT								
CL 103910 1 103001 POSTAL METER RENT		3315737592	05/27/22	243.09	6/22 384 PITNEY BOWES GLOBAL			
		Object Total:		243.09	486.18	1,200.00	713.82	41%
645 EQUIPMENT REPLACEMENT			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS								
CL 104266 1 103075 PROFESSIONAL PUBLICATIONS		11430084	05/25/22	45.00	6/22 4445 CHICAGO DISTRIBUTION CENTER			
		Object Total:		45.00	45.00	2,440.00	2,395.00	2%
649 PROGRAMMING								
CL 103877 1 102839 PROGRAMMING			06/01/22	700.00	6/22 4424 DAVE HERZOG			
CL 103880 2 102851 PROGRAMMING			05/13/22	484.76	6/22 3490 AMAZON CAPITAL SERVICES			
CL 103880 11 102851 PROGRAMMING			05/27/22	25.99	6/22 3490 AMAZON CAPITAL SERVICES			
CL 103880 13 102851 PROGRAMMING			05/28/22	116.93	6/22 3490 AMAZON CAPITAL SERVICES			
CL 104239 18 103052 PROGRAMMING			05/16/22	13.99	6/22 3490 AMAZON CAPITAL SERVICES			
CL 104239 19 103052 PROGRAMMING (CREDIT)			06/03/22	-13.99	6/22 3490 AMAZON CAPITAL SERVICES			
CL 104246 2 103235 PROGRAMMING			/ /	376.82	6/22 3161 VISA LIBRARY #1			
		Object Total:		1,704.50	5,674.40	21,000.00	15,325.60	27%
650 E RESOURCES								
CL 103909 1 102962 E RESOURCES		502191671	05/31/22	1,850.19	6/22 1854 MIDWEST TAPE			
		Object Total:		1,850.19	14,195.94	36,000.00	21,804.06	39%
653 CAPITAL IMPROVEMENTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CL 104254 1 103184 POSTAGE			06/16/22	1,000.00	6/22 1483 PITNEY BOWES RESERVE ACCOUNT			
		Object Total:		1,000.00	3,089.79	6,000.00	2,910.21	51%
662 BOOKS								
CL 103855 1 102873 BOOKS		77728176	05/11/22	22.39	6/22 1623 CENGAGE GALE			
CL 103855 2 102873 BOOKS (CREDIT)		77763876	05/17/22	-16.00	6/22 1623 CENGAGE GALE			
CL 103855 3 102873 BOOKS		76250845	12/01/21	23.09	6/22 1623 CENGAGE GALE			
CL 103855 4 102873 BOOKS		76312232	12/20/21	23.79	6/22 1623 CENGAGE GALE			
CL 103855 5 102873 BOOKS		76385417	01/05/22	23.79	6/22 1623 CENGAGE GALE			
CL 103879 1 102855 BOOKS		2036683196	04/27/22	320.63	6/22 1695 BAKER & TAYLOR			
CL 103879 2 102855 BOOKS		2036701223	04/28/22	295.73	6/22 1695 BAKER & TAYLOR			
CL 103879 3 102855 BOOKS		2036694674	05/02/22	885.66	6/22 1695 BAKER & TAYLOR			
CL 103879 4 102855 BOOKS		2036701652	05/04/22	446.92	6/22 1695 BAKER & TAYLOR			
CL 103879 5 102855 BOOKS		2036705386	05/04/22	171.84	6/22 1695 BAKER & TAYLOR			
CL 103879 6 102855 BOOKS (CREDIT)		0003262740	05/05/22	-44.20	6/22 1695 BAKER & TAYLOR			

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7000 LIBRARY									
411600 LIBRARY									
CL 103879 7	102855 BOOKS	2036704886	05/06/22	1,433.04	6/22	1695 BAKER & TAYLOR			
CL 103879 8	102855 BOOKS	2036716184	05/11/22	974.72	6/22	1695 BAKER & TAYLOR			
CL 103879 9	102855 BOOKS	2036744298	05/16/22	112.50	6/22	1695 BAKER & TAYLOR			
CL 103879 10	102855 BOOKS	2036727566	05/16/22	367.24	6/22	1695 BAKER & TAYLOR			
CL 103879 11	102855 BOOKS	2036740523	05/18/22	409.57	6/22	1695 BAKER & TAYLOR			
CL 103879 12	102855 BOOKS	2036756529	05/23/22	440.22	6/22	1695 BAKER & TAYLOR			
CL 103879 13	102855 BOOKS	2036748001	05/23/22	318.29	6/22	1695 BAKER & TAYLOR			
CL 103880 1	102851 BOOKS		05/11/22	19.60	6/22	3490 AMAZON CAPITAL SERVICES			
CL 103880 3	102851 BOOKS		05/13/22	406.90	6/22	3490 AMAZON CAPITAL SERVICES			
CL 103880 4	102851 BOOKS		05/14/22	620.58	6/22	3490 AMAZON CAPITAL SERVICES			
CL 103880 5	102851 BOOKS		05/16/22	18.25	6/22	3490 AMAZON CAPITAL SERVICES			
CL 103880 7	102851 BOOKS		05/18/22	511.47	6/22	3490 AMAZON CAPITAL SERVICES			
CL 103880 9	102851 BOOKS		05/23/22	68.56	6/22	3490 AMAZON CAPITAL SERVICES			
CL 103880 10	102851 BOOKS (CREDIT)		05/24/22	-9.59	6/22	3490 AMAZON CAPITAL SERVICES			
CL 104239 2	103052 BOOKS		06/05/22	17.99	6/22	3490 AMAZON CAPITAL SERVICES			
CL 104239 3	103052 BOOKS		06/05/22	468.78	6/22	3490 AMAZON CAPITAL SERVICES			
CL 104239 4	103052 BOOKS		06/07/22	49.04	6/22	3490 AMAZON CAPITAL SERVICES			
CL 104239 5	103052 BOOKS (CREDIT)		06/09/22	-9.99	6/22	3490 AMAZON CAPITAL SERVICES			
CL 104239 6	103052 BOOKS		06/10/22	15.61	6/22	3490 AMAZON CAPITAL SERVICES			
CL 104239 7	103052 BOOKS		06/15/22	650.79	6/22	3490 AMAZON CAPITAL SERVICES			
CL 104239 8	103052 BOOKS (CREDIT)		06/15/22	-3.16	6/22	3490 AMAZON CAPITAL SERVICES			
CL 104239 9	103052 BOOKS (CREDIT)		06/15/22	-0.18	6/22	3490 AMAZON CAPITAL SERVICES			
CL 104239 10	103052 BOOKS (CREDIT)		06/15/22	-0.18	6/22	3490 AMAZON CAPITAL SERVICES			
CL 104239 11	103052 BOOKS (CREDIT)		06/15/22	-1.32	6/22	3490 AMAZON CAPITAL SERVICES			
CL 104239 12	103052 BOOKS (CREDIT)		06/15/22	-0.13	6/22	3490 AMAZON CAPITAL SERVICES			
CL 104239 13	103052 BOOKS (CREDIT)		06/15/22	-0.18	6/22	3490 AMAZON CAPITAL SERVICES			
CL 104239 14	103052 BOOKS (CREDIT)		06/15/22	-0.41	6/22	3490 AMAZON CAPITAL SERVICES			
CL 104239 15	103052 BOOKS (CREDIT)		06/15/22	-0.16	6/22	3490 AMAZON CAPITAL SERVICES			
CL 104239 16	103052 BOOKS (CREDIT)		06/15/22	-0.28	6/22	3490 AMAZON CAPITAL SERVICES			
CL 104239 17	103052 BOOKS (CREDIT)		06/15/22	-23.38	6/22	3490 AMAZON CAPITAL SERVICES			
CL 104247 1	103057 BOOKS	2036769545	05/25/22	88.60	6/22	1695 BAKER & TAYLOR			
CL 104247 2	103057 BOOKS	2036792895	06/04/22	51.85	6/22	1695 BAKER & TAYLOR			
CL 104247 3	103057 BOOKS	2036769708	05/31/22	414.80	6/22	1695 BAKER & TAYLOR			
Object Total:				9,563.08	45,278.20	100,750.00	55,471.80	45%	
663 MAGAZINES									
Object Total:				0.00	4,758.72	5,260.00	501.28	90%	
664 AUDIO VIDEO									
CL 103854 1	102962 AUDIOBOOK	502122356	05/17/22	42.24	6/22	1854 MIDWEST TAPE			
CL 104265 1	103154 DVD	502189482	06/01/22	22.29	6/22	1854 MIDWEST TAPE			
Object Total:				64.53	3,658.01	31,500.00	27,841.99	12%	
667 MEMBERSHIPS									
Object Total:				0.00	909.00	3,176.00	2,267.00	29%	

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7000 LIBRARY								
411600 LIBRARY								
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	%
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 103747 1 103034 PROMOTIONAL - ADVERTISING MISC06510		06/01/22		112.50	6/22	549 WF PUB SCHOOLS DIST #6		
CL 103880 6 102851 PROMOTIONAL ACTIVITIES		05/14/22		356.58	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104246 1 103235 PROMOTIONAL ACTIVITIES		06/02/22		719.14	6/22	3161 VISA LIBRARY #1		
CL 104252 1 103112 PROMOTIONAL ACTIVITIES MP18036052		05/31/22		598.33	6/22	104 FORUM COMMUNICATIONS		
	Object Total:			1,786.55	3,947.93	11,400.00	7,452.07	35%
724 CONSULTING/TESTING FEES			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES			/ /					
JV 4862 6 TransFirst Libr June 2022				211.94	6/22			
	Object Total:			211.94	877.64	500.00	-377.64	176%
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	%

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7000 LIBRARY								
411600 LIBRARY								
880 COST ALLOCATIONS								
JV 4851 23	June 2022 cost allocation		/ /	3,436.50	6/22			
	Object Total:			3,436.50	20,619.00	41,238.00	20,619.00	50%
890 TRANSFERS OUT			/ /					
	Object Total:			0.00	0.00	20,000.00	20,000.00	%
901 CATALOGING								
CL 104256 1 103174 CATALOGING		1000218279	06/01/22	195.34	6/22 3416 OCLC, INC.			
	Object Total:			195.34	1,172.04	2,450.00	1,277.96	48%
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:			100,526.92	670,671.57	1,725,276.00	1,054,604.43	
	Fund Total:			100,526.92	670,671.57	1,725,276.00	1,054,604.43	

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

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 4880134	Payroll 7/01/2022		/ /	27,210.48	7/22			
JV 4881122	Payroll 07.15.2022		/ /	27,201.92	7/22			
JV 4882 82	Payroll 7/29/22		/ /	27,383.21	7/22			
		Object Total:		81,795.61	370,583.48	788,076.00	417,492.52	47%
114 PART TIME SALARIES								
JV 4880135	Payroll 7/01/2022		/ /	5,092.37	7/22			
JV 4881123	Payroll 07.15.2022		/ /	5,055.52	7/22			
JV 4882 83	Payroll 7/29/22		/ /	6,647.65	7/22			
		Object Total:		16,795.54	66,385.23	120,471.00	54,085.77	55%
209 CLASSIFIED ADS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 4880136	Payroll 7/01/2022		/ /	2,400.89	7/22			
JV 4881124	Payroll 07.15.2022		/ /	2,397.43	7/22			
JV 4882 84	Payroll 7/29/22		/ /	2,603.38	7/22			
		Object Total:		7,401.70	32,410.45	69,504.00	37,093.55	47%
230 RETIREMENT								
JV 4880137	Payroll 7/01/2022		/ /	4,075.62	7/22			
JV 4881125	Payroll 07.15.2022		/ /	4,103.24	7/22			
JV 4882 85	Payroll 7/29/22		/ /	4,310.29	7/22			
		Object Total:		12,489.15	54,537.57	118,692.00	64,154.43	46%
240 WORKFORCE SAFETY INSURANCE								
			/ /					
		Object Total:		0.00	1,742.89	1,470.00	-272.89	119%
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 4880138	Payroll 7/01/2022		/ /	3,222.75	7/22			
JV 4881126	Payroll 07.15.2022		/ /	3,222.68	7/22			
		Object Total:		6,445.43	41,768.89	81,079.00	39,310.11	52%
321 PROPERTY INSURANCE								
CL 104616 8 103515			/ /	1,043.00	7/22 3347 FIRST INTERNATIONAL			
		Object Total:		1,043.00	1,043.00	0.00	-1,043.00	%
333 BUILDING RENTAL								
			/ /					
		Object Total:		0.00	48,700.00	120,510.00	71,810.00	40%

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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								
340 TRAVEL & EDUCATION								
CL 104489 1	103320 MILEAGE		06/21/22	8.55	7/22	3417 CHELSEA SIMDORN		
CL 104489 2	103320 MILEAGE		06/21/22	17.10	7/22	3417 CHELSEA SIMDORN		
CL 104490 1	103344 MILEAGE		06/17/22	12.88	7/22	3207 ELLEN ROSSOW		
CL 104528 1	103293 MILEAGE		06/07/22	11.20	7/22	3869 ALISHA REIS		
CL 104741 1	103489 MILEAGE		06/30/22	29.30	7/22	3417 CHELSEA SIMDORN		
CL 104741 2	103489 MILEAGE		06/30/22	5.70	7/22	3417 CHELSEA SIMDORN		
CL 104872 1	103626 TRAVEL & EDUCATION		07/03/22	75.00	7/22	3162 VISA LIBRARY #2		
Object Total:				159.73	5,520.41	17,392.00	11,871.59	32%
348 BUYOUTS								
			/ /	0.00	0.00	0.00	0.00	%
Object Total:				0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 104855 31	103613 June 2022 library	9910557572	06/08/22	127.56	7/22	3668 VERIZON WIRELESS		
Object Total:				127.56	764.98	1,531.00	766.02	50%
360 MISC PRINTING & MAILING								
			/ /	0.00	0.00	0.00	0.00	%
Object Total:				0.00	0.00	0.00	0.00	%
387 MEDICAL/VACCINES								
			/ /	0.00	0.00	500.00	500.00	%
Object Total:				0.00	0.00	500.00	500.00	%
399 RECRUITMENT/EMPLOYMENT TESTING								
CL 104617 1	103509 lib	01354047	06/30/22	375.00	7/22	1502 EIDE BAILLY		
CL 104676 4	103510 lib		/ /	236.00	7/22	2862 ESSENTIA HEALTH		
Object Total:				611.00	4,645.33	3,000.00	-1,645.33	155%
410 OFFICE SUPPLIES								
CL 104492 1	103353 OFFICE SUPPLIES	V12201509	06/21/22	36.71	7/22	139 FRS WORKS		
CL 104496 1	103312 OFFICE SUPPLIES	W011918361	06/17/22	136.09	7/22	351 BUSINESS ESSENTIALS		
CL 104538 1	103296 OFFICE SUPPLIES		06/18/22	40.85	7/22	3490 AMAZON CAPITAL SERVICES		
CL 104538 4	103296 OFFICE SUPPLIES		06/22/22	21.99	7/22	3490 AMAZON CAPITAL SERVICES		
CL 104538 5	103296 OFFICE SUPPLIES		06/22/22	62.15	7/22	3490 AMAZON CAPITAL SERVICES		
CL 104744 1	103480 OFFICE SUPPLIES		07/11/22	69.86	7/22	351 BUSINESS ESSENTIALS		
CL 104744 3	103480 OFFICE SUPPLIES		07/12/22	29.29	7/22	351 BUSINESS ESSENTIALS		
CL 104746 1	103507 OFFICE SUPPLIES	21750273	06/27/22	127.38	7/22	77 DEMCO INC		
CL 104751 1	103578 OFFICE SUPPLIES	8013870622	06/30/22	91.78	7/22	3276 PREMIUM WATERS INC		
CL 104752 1	103612 OFFICE SUPPLIES - LIBRARY CARD	I515129	06/27/22	1,417.69	7/22	2211 VANGUARD ID SYSTEMS		
Object Total:				2,033.79	6,552.77	13,000.00	6,447.23	50%
424 GAS AND OIL								
			/ /	0.00	0.00	1,200.00	1,200.00	%
Object Total:				0.00	0.00	1,200.00	1,200.00	%
427 VEHICLES MAINTENANCE								
			/ /	0.00	0.00	6,000.00	6,000.00	%
Object Total:				0.00	0.00	6,000.00	6,000.00	%

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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								
428 SERVICE AGREEMENTS-CONTRA								
CL 104491 1 103360	SERVICE AGREEMENTS - CONTRACTS	31876168	06/20/22	442.89	7/22 2877 GREATAMERICA FINANCIAL			
		Object Total:		442.89	14,209.84	11,100.00	-3,109.84	128%
490 MISC								
CL 104873 5 103625	MISC		/ /	10.80	7/22 3161 VISA LIBRARY #1			
		Object Total:		10.80	36.27	750.00	713.73	5%
497 TECHNOLOGY								
CL 104857 1 103561	library phone	187396	06/30/22	205.00	7/22 271 NETCENTER TECHNOLOGIES			
CL 104872 2 103626	TECHNOLOGY		/ /	1,920.00	7/22 3162 VISA LIBRARY #2			
CL 104873 7 103625	TECHNOLOGY		/ /	21.49	7/22 3161 VISA LIBRARY #1			
		Object Total:		2,146.49	21,166.07	45,070.00	23,903.93	47%
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			/ /					
CL 104873 2 103625	FURN & EQUIPMENT		/ /	5.36	7/22 3161 VISA LIBRARY #1			
		Object Total:		5.36	4,858.25	2,810.00	-2,048.25	173%
644 POSTAL METER RENT			/ /					
		Object Total:		0.00	486.18	1,200.00	713.82	41%
645 EQUIPMENT REPLACEMENT			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS			/ /					
		Object Total:		0.00	45.00	2,440.00	2,395.00	2%
649 PROGRAMMING								
CL 104538 2 103296	PROGRAMMING		06/20/22	234.38	7/22 3490 AMAZON CAPITAL SERVICES			
CL 104538 6 103296	PROGRAMMING		06/25/22	74.99	7/22 3490 AMAZON CAPITAL SERVICES			
CL 104538 7 103296	PROGRAMMING		06/26/22	189.12	7/22 3490 AMAZON CAPITAL SERVICES			
CL 104744 2 103480	PROGRAMMING		07/11/22	132.93	7/22 351 BUSINESS ESSENTIALS			
CL 104873 1 103625	PROGRAMMING		07/03/22	1,573.54	7/22 3161 VISA LIBRARY #1			
		Object Total:		2,204.96	7,879.36	21,000.00	13,120.64	38%
650 E RESOURCES								
CL 104748 1 103550	E RESOURCES	502332924	06/30/22	2,142.11	7/22 1854 MIDWEST TAPE			
CL 104750 1 103571	E RESOURCES	H0086688	07/01/22	4,000.00	7/22 2126 OVERDRIVE, INC			
		Object Total:		6,142.11	20,338.05	36,000.00	15,661.95	56%
653 CAPITAL IMPROVEMENTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%

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Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
661 POSTAGE/FREIGHT/SHIPPING									
				/	/				
Object Total:					0.00	3,089.79	6,000.00	2,910.21	51%
662 BOOKS									
CL 104497	1	103324 BOOKS		06/29/22	28.90	7/22	4448 CLIFF NAYLOR		
CL 104498	1	103373 BOOKS		06/29/22	51.50	7/22	4447 KEITH NORMAN BOOKS		
CL 104530	1	103305 BOOKS	2036786605	06/10/22	336.40	7/22	1695 BAKER & TAYLOR		
CL 104530	2	103305 BOOKS	2036795818	06/16/22	569.39	7/22	1695 BAKER & TAYLOR		
CL 104530	3	103305 BOOKS	2036800732	06/16/22	1,098.62	7/22	1695 BAKER & TAYLOR		
CL 104530	4	103305 BOOKS	2036803711	06/16/22	809.50	7/22	1695 BAKER & TAYLOR		
CL 104530	5	103305 BOOKS	2036816297	06/20/22	522.26	7/22	1695 BAKER & TAYLOR		
CL 104538	3	103296 BOOKS		06/21/22	625.48	7/22	3490 AMAZON CAPITAL SERVICES		
CL 104538	8	103296 BOOKS		06/27/22	15.99	7/22	3490 AMAZON CAPITAL SERVICES		
CL 104753	1	103461 BOOKS		07/03/22	776.10	7/22	3490 AMAZON CAPITAL SERVICES		
CL 104753	2	103461 BOOKS		07/07/22	486.78	7/22	3490 AMAZON CAPITAL SERVICES		
CL 104753	3	103461 BOOKS CREDIT		06/30/22	-23.22	7/22	3490 AMAZON CAPITAL SERVICES		
CL 104753	5	103461 BOOKS		07/12/22	398.63	7/22	3490 AMAZON CAPITAL SERVICES		
CL 104753	6	103461 BOOKS CREDIT		07/08/22	-239.90	7/22	3490 AMAZON CAPITAL SERVICES		
CL 104753	7	103461 BOOKS CREDIT		07/07/22	-21.24	7/22	3490 AMAZON CAPITAL SERVICES		
CL 104754	1	103468 BOOKS	2036826163	06/23/22	1,705.76	7/22	1695 BAKER & TAYLOR		
CL 104754	2	103468 BOOKS	2036815916	06/23/22	440.21	7/22	1695 BAKER & TAYLOR		
CL 104754	3	103468 BOOKS	2036828527	06/23/22	202.02	7/22	1695 BAKER & TAYLOR		
CL 104754	4	103468 BOOKS	2036819705	06/22/22	735.44	7/22	1695 BAKER & TAYLOR		
CL 104754	5	103468 BOOKS	2036819755	06/22/22	2,048.40	7/22	1695 BAKER & TAYLOR		
CL 104754	6	103468 BOOKS	2036813407	06/21/22	391.88	7/22	1695 BAKER & TAYLOR		
CL 104873	3	103625 BOOKS		/	507.68	7/22	3161 VISA LIBRARY #1		
Object Total:					11,466.58	56,744.78	100,750.00	44,005.22	56%
663 MAGAZINES									
				/	/				
Object Total:					0.00	4,758.72	5,260.00	501.28	90%
664 AUDIO VIDEO									
CL 104529	1	103377 AUDIO VIDEO (PROCESSING)	89142(2)	04/20/22	32.39	7/22	3109 LIBRARY IDEAS, INC		
CL 104755	1	103550 AUDIOBOOK	502357418	07/06/22	166.96	7/22	1854 MIDWEST TAPE		
CL 104755	2	103550 AUDIOBOOK	502377138	07/11/22	900.28	7/22	1854 MIDWEST TAPE		
CL 104755	3	103550 BLU RAY	502346786	07/05/22	25.00	7/22	1854 MIDWEST TAPE		
CL 104755	4	103550 DVD	502346785	07/05/22	44.29	7/22	1854 MIDWEST TAPE		
CL 104755	5	103550 DVD	502346688	07/05/22	18.77	7/22	1854 MIDWEST TAPE		
CL 104755	6	103550 DVD	502346788	07/05/22	228.57	7/22	1854 MIDWEST TAPE		
CL 104755	7	103550 DVD	502346689	07/05/22	98.35	7/22	1854 MIDWEST TAPE		
CL 104755	8	103550 DVD	502346687	07/05/22	70.60	7/22	1854 MIDWEST TAPE		
CL 104755	9	103550 DVD	502346781	07/05/22	727.51	7/22	1854 MIDWEST TAPE		
CL 104755	10	103550 DVD	502346780	07/05/22	427.18	7/22	1854 MIDWEST TAPE		
CL 104755	11	103550 DVD	502346782	07/05/22	307.78	7/22	1854 MIDWEST TAPE		
CL 104755	12	103550 DVD	502346783	07/05/22	487.80	7/22	1854 MIDWEST TAPE		
CL 104755	13	103550 DVD	502346784	07/05/22	132.14	7/22	1854 MIDWEST TAPE		
CL 104755	14	103550 DVD	502377913	07/11/22	26.29	7/22	1854 MIDWEST TAPE		
CL 104755	15	103550 DVD	502377910	07/11/22	223.72	7/22	1854 MIDWEST TAPE		
CL 104755	16	103550 DVD	502377137	07/11/22	226.66	7/22	1854 MIDWEST TAPE		

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 104755 17	103550 DVD	502377916	07/11/22	155.47	7/22	1854 MIDWEST TAPE		
CL 104755 18	103550 DVD	502377915	07/11/22	93.85	7/22	1854 MIDWEST TAPE		
CL 104755 19	103550 DVD	502377914	07/11/22	152.22	7/22	1854 MIDWEST TAPE		
CL 104755 20	103550 DVD	502377911	07/11/22	302.55	7/22	1854 MIDWEST TAPE		
CL 104755 21	103550 DVD	502377912	07/11/22	162.97	7/22	1854 MIDWEST TAPE		
Object Total:				5,011.35	8,669.36	31,500.00	22,830.64	28%
667 MEMBERSHIPS								
CL 104873 6	103625 MEMBERSHIPS		/ /	213.00	7/22	3161 VISA LIBRARY #1		
Object Total:				213.00	1,122.00	3,176.00	2,054.00	35%
668 PRINTING								
CL 104495 1	103420 PRINTING - BUSINESS CARDS 126624	06/24/22		51.40	7/22	2885 SHORTPRINTER		
Object Total:				51.40	51.40	1,000.00	948.60	5%
669 INSURANCE								
Object Total:				0.00	0.00	2,750.00	2,750.00	%
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 104747 1	103516 PROMOTIONAL ACTIVITIES	06/30/22		1,002.34	7/22	104 FORUM COMMUNICATIONS		
CL 104753 4	103461 PROMOTIONAL ACTIVITIES	07/12/22		61.08	7/22	3490 AMAZON CAPITAL SERVICES		
CL 104873 4	103625 PROMOTIONAL ACTIVITIES	/ /		302.37	7/22	3161 VISA LIBRARY #1		
Object Total:				1,365.79	5,313.72	11,400.00	6,086.28	47%
724 CONSULTING/TESTING FEES								
Object Total:				0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES								
Object Total:				0.00	877.64	500.00	-377.64	176%
750 MISC.								
Object Total:				0.00	0.00	0.00	0.00	%

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
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 4852 23	July 2022 cost allocation		/ /	3,436.50	7/22			
		Object Total:		3,436.50	24,055.50	41,238.00	17,182.50	58%
890 TRANSFERS OUT			/ /					
		Object Total:		0.00	0.00	20,000.00	20,000.00	%
901 CATALOGING								
CL 104749 1 103568 CATALOGING		1000227954	07/01/22	2,443.15	7/22	3416 OCLC, INC.		
		Object Total:		2,443.15	3,615.19	2,450.00	-1,165.19	148%
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:		163,842.89	834,514.46	1,725,276.00	890,761.54	
		Fund Total:		163,842.89	834,514.46	1,725,276.00	890,761.54	

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

Combined Funds

			----- Current Year -----				
Account	Object	Description	Current Month	Current YTD	Budget	Variance	%
Revenue							
	310001	PROPERTY TAXES	20,471.70	1,562,473.00	1,682,739.00	-120,266.00	93
	310002	DISCOUNT PROPERTY TAXES			-62,261.00	62,261.00	
	335600	STATE AID	57,939.00	57,939.00	31,000.00	26,939.00	18798
Total Revenue			78,410.70	1,620,412.00	1,651,478.00	-31,066.00	98
 Expenses							
411600		LIBRARY					
	110	PERMANENT EMP SALARIES	81,795.61	370,583.48	788,076.00	417,492.52	47
	114	PART TIME SALARIES	16,795.54	66,385.23	120,471.00	54,085.77	55
	220	SOCIAL SECURITY	7,401.70	32,410.45	69,504.00	37,093.55	47
	230	RETIREMENT	12,489.15	54,537.57	118,692.00	64,154.43	46
	240	WORKFORCE SAFETY INSURANCE		1,742.89	1,470.00	-272.89	119
	250	UNEMPLOYMENT			1,000.00	1,000.00	
	312	ATTORNEY		2,418.36	4,000.00	1,581.64	60
	320	HEALTH INSURANCE	6,445.43	41,768.89	81,079.00	39,310.11	52
	321	PROPERTY INSURANCE	1,043.00	1,043.00		-1,043.00	
	333	BUILDING RENTAL		48,700.00	120,510.00	71,810.00	40
	340	TRAVEL & EDUCATION	159.73	5,520.41	17,392.00	11,871.59	32
	356	TELEPHONE	127.56	764.98	1,531.00	766.02	50
	387	MEDICAL/VACCINES			500.00	500.00	
	399	RECRUITMENT/EMPLOYMENT TESTING	611.00	4,645.33	3,000.00	-1,645.33	155
	410	OFFICE SUPPLIES	2,033.79	6,552.77	13,000.00	6,447.23	50
	424	GAS AND OIL			1,200.00	1,200.00	
	427	VEHICLES MAINTENANCE			6,000.00	6,000.00	
	428	SERVICE AGREEMENTS-CONTRA	442.89	14,209.84	11,100.00	-3,109.84	128
	490	MISC	10.80	36.27	750.00	713.73	5
	497	TECHNOLOGY	2,146.49	21,166.07	45,070.00	23,903.93	47
	500	SUPPLIES		299.98	500.00	200.02	60
	641	FURN & EQUIP-NON DEPRECIATED <\$5000	5.36	4,858.25	2,810.00	-2,048.25	173
	644	POSTAL METER RENT		486.18	1,200.00	713.82	41
	648	PROFESSIONAL PUBLICATIONS		45.00	2,440.00	2,395.00	2
	649	PROGRAMMING	2,204.96	7,879.36	21,000.00	13,120.64	38
	650	E RESOURCES	6,142.11	20,338.05	36,000.00	15,661.95	56
	661	POSTAGE/FREIGHT/SHIPPING		3,089.79	6,000.00	2,910.21	51
	662	BOOKS	11,466.58	56,744.78	100,750.00	44,005.22	56
	663	MAGAZINES		4,758.72	5,260.00	501.28	90
	664	AUDIO VIDEO	5,011.35	8,669.36	31,500.00	22,830.64	28
	667	MEMBERSHIPS	213.00	1,122.00	3,176.00	2,054.00	35
	668	PRINTING	51.40	51.40	1,000.00	948.60	5
	669	INSURANCE			2,750.00	2,750.00	
	672	EMERGENCY MEDICAL SUPPLIES			250.00	250.00	
	689	PROMOTIONAL ACTIVITIES	1,365.79	5,313.72	11,400.00	6,086.28	47
	740	SERVICE CHARGES		877.64	500.00	-377.64	170

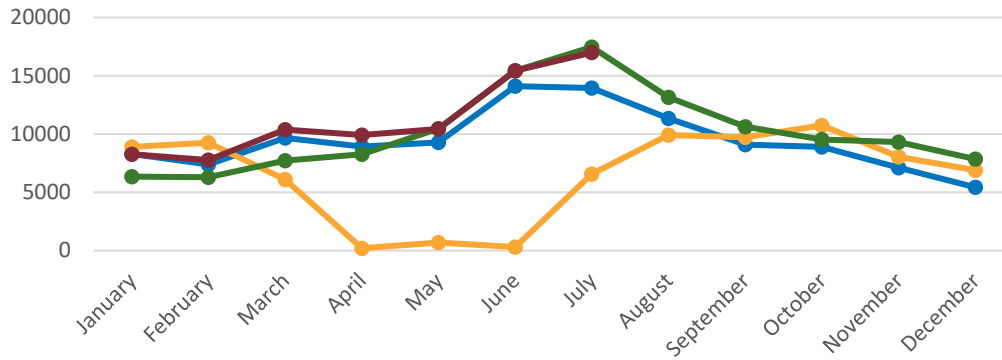
Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
864	FURN & EQUIP DEPRECIATED >\$5,000			10,707.00	10,707.00	
880	COST ALLOCATIONS	3,436.50	24,055.50	41,238.00	17,182.50	58
890	TRANSFERS OUT			20,000.00	20,000.00	
901	CATALOGING	2,443.15	3,615.19	2,450.00	-1,165.19	148
994	ODIN		19,824.00	20,000.00	176.00	99
	Total Account	163,842.89	834,514.46	1,725,276.00	890,761.54	48
	Total Expenses	163,842.89	834,514.46	1,725,276.00	890,761.54	48
	Net Income from Operations	-85,432.19	785,897.54			
Other Revenue						
360000	MISCELLANEOUS REVENUE	423.15	6,115.12	5,000.00	1,115.12	122
360100	SPONSORSHIPS		3,363.68	25,000.00	-21,636.32	13
						32
	Total Other Revenue	423.15	9,478.80	30,000.00	-20,521.20	32
	Net Income	-85,009.04	795,376.34			

West Fargo Public Library

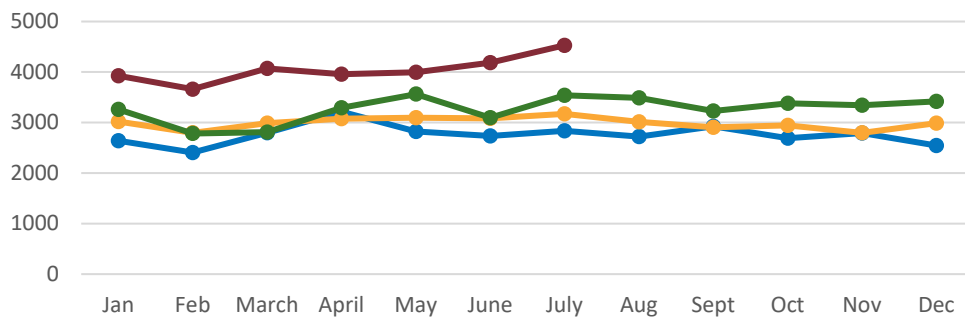
Monthly Impact Report July 2022

Physical Item Circulation



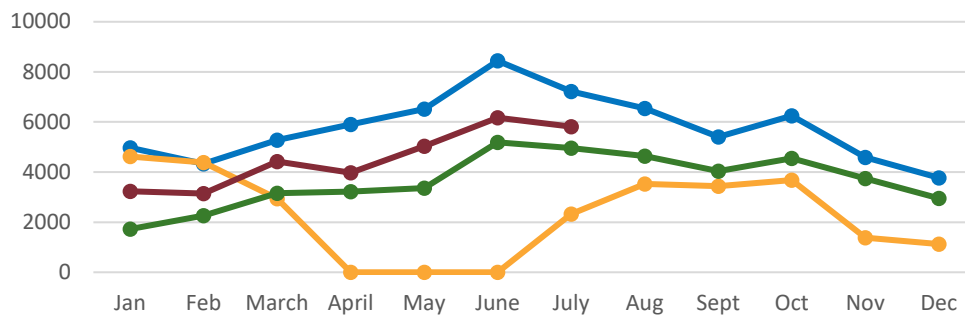
	2019	2020	2021	2022
Jan	8292	8890	6355	8271
Feb	7391	9253	6299	7770
March	9662	6107	7709	10371
April	8941	203	8279	9925
May	9293	682	10457	10446
June	14109	319	15429	15448
July	13960	6567	17465	16993
Aug	11359	9913	13159	
Sept	9092	9730	10629	
Oct	8899	10745	9544	
Nov	7123	8041	9316	
Dec	5433	6897	7847	
Total	113554	77347	122488	

Electronic Materials Circulation



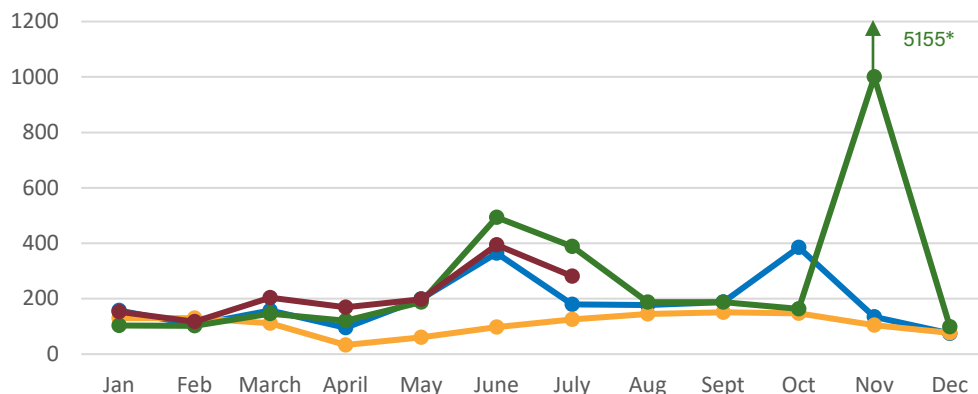
	2019	2020	2021	2022
Jan	2637	3022	3259	3927
Feb	2407	2796	2783	3662
March	2800	2987	2810	4073
April	3215	3074	3291	3886
May	2822	3094	3562	3993
June	2738	3086	3093	4184
July	2834	3172	3542	4530
Aug	2723	3014	3487	
Sept	2923	2904	3230	
Oct	2689	2941	3383	
Nov	2789	2796	3345	
Dec	2547	2990	3416	
Total	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	5029
June	8440	0	5187	6170
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



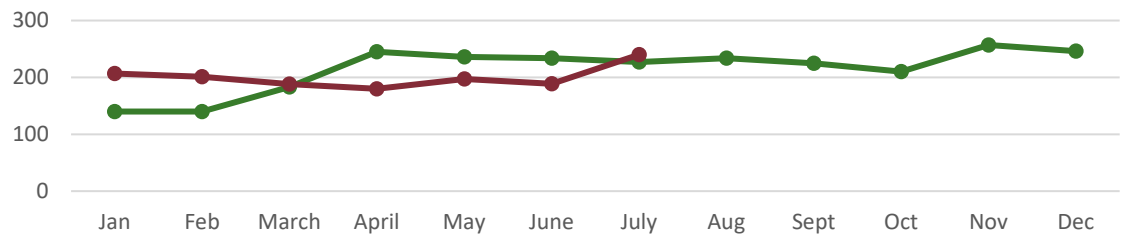
	2019	2020	2021	2022
Jan	158	130	103	153
Feb	106	130	102	117
March	157	111	146	204
April	95	33	121	169
May	199	61	187	198
June	364	98	494	394
July	180	125	389	281
Aug	177	145	187	
Sept	187	151	187	
Oct	385	147	163	
Nov	135	104	5155	
Dec	75	77	99	
Total	2218	1312	7333	

*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	197
June	234	189
July	227	
Aug	234	
Sept	225	
Oct	210	
Nov	257	
Dec	246	
Total	2577	

Outreach Materials Circulation



Adult Book Deliveries

Locations Served	5
Patrons Served	39
Total Items Circulated	120

Daycare Book Deliveries

Locations Served	3
Total Items Circulated	120

Daycare Storytimes

Locations Served	3
Storytime Sessions	9
Total Attendees	55

Programming

Adult Programs

Program	Attendance
Technology Tutoring (3x/week)	13 (↑5)
Genealogy Assistance	1 (↑1)
Monday Night Readers	9 (↑1)
Novel Afternoons Book Club	13 (↑3)
Third Thursday Book Club	4
Books & Brews Book Club	4
Gardening Meetup Series	7 (↑1)
English Conversation Circle	2 (↑2)
Discovering Your Roots #2	7 (↓8)
Total	43 (↓13)

Family Programs & Community Events

Program	Attendance
North Dakota Autism Center Family Picnic	134
Little Red Reading Bus Route Stops	1036 (↓219)
Total	1170 (↓822)

Beanstack

Total Active Users This Month	467 (↓69)
Total New Users This Month	100 (↓359)
Total New Users YTD	1764 (↑100)

Youth Programs

Program	Attendance
Early Literacy Storytime (Weekly)	220 (↓62)
Baby Boost Storytime (Weekly)	189 (↑30)
Let's Make Ocean Art (K-5)	62
Float Your Boat STEM (K-5)	17
Total	488 (↑6)

Active Challenge	Total Readers YTD
Summer Boost (6 - 11)	412
Summer Boost Middle School (12 - 14)	80
Summer Boost High School (15 - 17)	33
Summer Boost Adult	242
1000 Books Before Kindergarten (ongoing)	265
Total	1012 (↑90)

1000 Books Before Kindergarten

Total Registered This Month	26
Total Registered YTD	265
Total Registered All Time	355
Summer Challenge Supplement	190





WEST FARGO PUBLIC LIBRARY

DIRECTOR REPORT & PROGRAMMING UPDATE

WEST FARGO PUBLIC LIBRARY DIRECTOR

BETTY ADAMS

Presented at the Library Board Meeting on

Thursday, August 11, 2022

(All information is reflective of July 2022)

TRUSTEE NOTES

Community Feedback

- A patron attending the Novel Afternoon's book club shared that she was so grateful that WFPL book clubs are so welcoming. She had attended another book club in the metro that was rather exclusive, and felt she couldn't share her opinion or engage in the discussion freely. "This club has been so kind and welcoming. I look forward to this group each month."
- A family spoke with staff about how much they "adore the list [a staff member] put together," for one child with a specific interest in books. They're reading through them all very quickly and were so excited that there were more in our collection. Between that and the Summer Boost prizes that the kids are excited about earning (including the buttons) they were excited to tell [staff] that they've passed 1200 minutes in Beanstack and are excited to earn more.
- [Staff] went to see how Free Book Friday was going and there was a man looking at the carts. He saw [the staff member] and his face lit up and he said "I can't believe you have this author's books on here and they are mine to take!" He went on to say that it's one of his favorite authors and he hasn't read some of them and he was smiling the whole time. He actually laughed and "hugged" the bag. I said that I totally understand as a reader and we had a nice chat about reading. He said it was his "lucky day."

- Tuesday, August 16th
1:00-2:30PM and 5:30-7:00PM
 - Request the presence of one Board member at the afternoon session
- Patrons have been utilizing the library "Suggestion Box" which was added to the Circulation Desk area over the last month.
 - Positive interactions with staff highlighted
 - Materials and Service Requests submitted

BUILDING & TECHNOLOGY

- Libby and Hoopla (our audiobook and ebook apps) have the highest circulation count of the year in July
- Off-site Book Drops (Eagle Run and Cash Wise) have highest material drop off numbers in July
- Library Community Coloring Project has been completed and hung between the restrooms
- Lactation Pod is now available for nursing mothers at the Library for reserve, just like a room
 - 30 minute blocks of time per reservation
 - Two reservations back-to-back option
 - Library is now Infant Friendly Certified
- Sidewalk and parking lot projects have been completed
 - Parking lot line painting is projected to occur on a weekend in mid-August
 - There now is a ramp directly outside of Door #1, leading into the library foyer
 - Library external book drop has been re-established outside of Door #1



STAFF & VOLUNTEERS

- 49.5 Volunteer Hours in July
- Friends Meeting held August 4; 6 PM
- Little Red Reading Bus route cancelled Monday, July 18, due to weather

Opportunity	Hours 2021	Hours 2022
LRRB Route	June: 153 July: 61.5	June: 41 July: 31.5
Tech Coaching	N/A	June: 6 July: 16
Other Programs / Tasks	June: 61.5 July: 25.5	June: 2 July: 2

- Fewer stops on the route
- Four teen interns with 15 hours a week this year
- Increased programming staff availability due to no desk shifts in their calendar

Library staff onboarded 39 new volunteers in 2021. As of July 2022 – we've onboarded an additional nine volunteers – five of which came on from May through July.



CONTINUING EDUCATION & MEETINGS

Staff CE

SLJ Picture Book Palooza, an all-day, free virtual celebration of authors and artists dedicated to the visual dance and extraordinary craft of picture books:

- **Picture This: Community**; Thursday, July 15th 1:05-1:55 pm
Sharing stories and our lives builds community
- **Natural Wonders**; Thursday, July 15th 2:00-2:50 pm
Using wonder and curiosity as community building
- **A Recipe for Nurturing**; July 16th 50 minute replay from the conference
What nurturing looks like from different perspectives
- **Get Down with Graphic Novels**; Tuesday, July 12; 1-2 PM
- **Fall Series Nonfiction**; Tuesday, July 26; 1-2 PM
- **New Worlds, New Books**; July 29; 1-2 PM
- **Unattended Children**; Friday, July 21; 10-11 AM
- **Sustainable thinking for the Future of Libraries**; Wednesday, July 20; 1-2 PM
- **Outreach & Cass County Housing Authority Meeting**; Tuesday, July 26; 1-2 PM

Director CE & Meetings

- **Engaging Adults with Low Literacy Levels**; Thursday, July 7; 60 minutes
- **EDA Public Space Initiative- Placemaking Planning Grant**; Tuesday, July 12; 10 am
- **SPARK Grant Webinar**; Tuesday, July 19; 9-10 AM
- **Active Shooter Training**; Tuesday, July 19; 12-1 PM
- **Sustainable thinking for the Future of Libraries**; Wednesday, July 20; 1-2 PM
- **Be Prepared! The GNCRT Guide to Addressing Graphic Novel Bans, Challenges, and Censorship**; Thursday, July 21; 1-2 PM
- **Library Finance Meeting**; Friday, July 22; 10:30-11:30 AM
- **WF Planning Needs Assessment Discussion w/ PlaceMakers**; Monday, July 25; 10 AM-12 PM
- **Outreach & Cass County Housing Authority Meeting**; Tuesday, July 26; 1-2 PM
- **Post-Pandemic Library: Managing Issues**; Wednesday, July 27; 1-2 PM
- **MSI Community Chats: Embracing our Justice-Involved Population**; Thursday, July 28; 2-3 PM

COLLECTIONS & MATERIALS

- Free Book Fridays is receiving positive community feedback
- Averaging between 100 and 300 books being taken each Friday by the community
- Star Wars and Star Trek collections have been downsized due to underuse

Hey! It's

FREE BOOK

*Friday!**

**THESE ITEMS ARE
FREE TO TAKE**

FINANCES

CURRENT MONTH & YEAR TO DATE



163,842.89

834,514.46

48%

Financial Meeting took place with City, Board Treasurer, Director, and Commissioner; evaluations are still being assessed.



FINANCE UPDATE

PROGRAMMING & OUTREACH

Technology Tutors saw an up-tick in tutees in July. Feedback from patrons via survey cards below:

- 5 of the 13 patrons were surveyed with quick survey cards; all patrons ranked the following metrics as a 5 – strongly agree in all the surveys;
- I strengthened or built upon the technology skills I already have
- I intend to use what I learned on my own
- I feel more confident in my technology skills
- I learned something new about library resources and services

A few shout outs and feedback include:

- "I loved the patience and kindness!"
- "Both [Tech Tutors] have great knowledge and patient teaching skills! So glad you offer this program."
- "30 minutes is not enough" and "Keep day hours please! Classes for photo books, posters, etc."

Summer Boost ended on July 31.

- "We've had a great Summer Boost Program overall with strong participation in the reading challenges from all ages, strong turnout for the LRRB route and awesome attendance at events at the library." Youth Services Manager

- A full report will be presented in September

Upcoming Programs

- R.E.D. Day – End of Summer Party

Friday, August 12, 4-6 pm

- New Director Meet & Greet

Tuesday, August 16, 1-2:30 pm & 5:30-7 pm

- Traditional Red Willow Dreamcatcher Class with Christy Goulet

Saturday, August 20, 1 pm

- LRRB at Summer Splash

Monday, August 22, 7-9 pm at The Lights

Book Clubs

- Monday Night Readers at library at 6 pm, August 8

- The Paper Palace by Miranda Cowley Heller

- Novel Afternoons at library at 1 pm, August 17

- Anxious People by Fredrik Backman

- Third Thursday at library at 6:30 pm, August 18

- The Vanishing Half by Brit Bennett

- Books and Brews at Thunder Coffee at 6 pm, August 25

- Maid: Hard Work, Low Pay, and a Mother's Will to Survive by Stephanie Land

NEWS & MARKETING

Print Media/Online Articles

- Little Red Reading Bus Events – Fargo Mom Blog
- Ready to Read Storytime Events – Fargo Mom Blog
- Let's Make Ocean Art Event – Fargo Mom Blog

TV Local News

- Construction update – WDAY News
- Library News and Events weekly – West Fargo Pioneer
- Job Service ND at WFPL – Fargo Forum

Radio

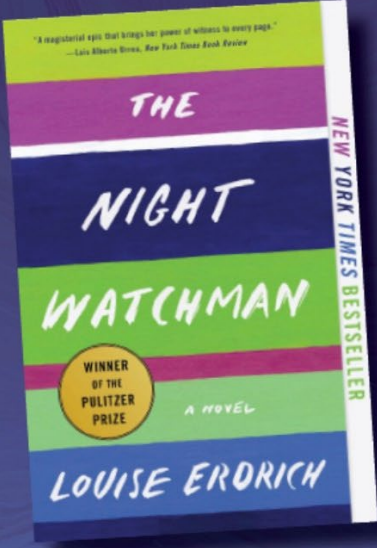
- Little Red Reading Bus Promo – KFGO Radio
- Job Service ND at WFPL – WDAY Radio

OTHER ITEMS

The 21st Century Public
Library [CBS News](#)

- The first All-Staff Training date and time have been selected, based on majority availability selected by staff
Wednesday, August 31
8:00 AM – 12:00 PM
- Library will open to the public at 12:00 PM; only two hours of actual library closure for training

THANK YOU



one book
one community
FARGO • MOORHEAD • WEST FARGO

2022 Selected Title

Join your community in reading
The Night Watchman by Louise
Erdrich, a Pulitzer-prize winning
novel set near the Turtle
Mountain Reservation in rural
North Dakota.



**WEST FARGO
PUBLIC LIBRARY**
www.westfargolibrary.org