



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, September 15, 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 – August 11th, 2022
2. Approval of Financial Reports

Regular Agenda

Old Business

1. Board Email Addresses **(Action)**

New Business

1. Patron Code of Conduct Policy **(Action)**
2. Circulation Limits, Loan Periods, and Fine Schedule Policy **(Action)**
3. Library Card Policy (Previously Borrowing Privileges Policy) **(Action)**
4. WFPL Outreach Services Delivery Memorandum of Understanding **(Action)**
5. WFPL Outreach Services Deposit Library Memorandum of Understanding **(Action)**
6. Unattended Children Policy **(Action)**
7. WFPL and Youth Service Outreach Site Memorandum of Understanding **(Action)**
8. Library Budget 2023 Final Revision **(Action)**
9. Director's Report
10. Adjourn

West Fargo Public Library Board of Directors

Meeting Date: Aug. 11, 2022

Time: 5:30 PM

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

Roll Call: Liann Hanson, Alanna Rerick, Tony Stukel. Also attending: Betty Adams, Library Director; Ellen Rossow, Communications Specialist; Donelle Richmond, Friends of the West Fargo Public Library Treasurer; Eric Harlow, IT Help Desk Technician

1. Call to order

Hanson called the meeting to order at 5:31 p.m.

2. Approve order of agenda

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

3. Consent agenda - approve the following:

a. Approval of Minutes – July 14, 2022

b. Approval of Financial Reports

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

4. Regular Agenda

Old Business

1. Board Emails

Following up on discussion from the July 14 Library Board meeting, Eric Harlow from City of West Fargo IT provided information about the possibility of changing Board members' email addresses from their names to their position on the Board. Because the IT department is currently seeking a Director, Harlow recommended waiting to make any changes. Rerick moved and Stukel seconded to table the conversation of email changes until next meeting. No opposition. Motion carried.

2. Board Statistics

Following up on discussion from the July 14 Library Board meeting, Library Director Betty Adams, presented the Board asked for feedback about the format and data featured on the reports each month. After discussion, Hanson moved and Rerick seconded to have staff continue to present graphs, however, any other data in any form could also continue to be brought to the Board at staff's discretion. No opposition. Motion carried.

New Business

1. Maternity Leave

Adams informed the Board of her approaching due date of Oct. 3. She had confirmed with City of West Fargo Human Resources Director Jenna Wilm, City Attorney John Shockley and reviewed North Dakota Library Law and Century Code to learn that the decision to provide paid maternity leave for library staff is up to the Library Board to determine. Adams requested a 6-week paid maternity leave with the 6 following weeks being half remote and half in-library. Hanson motioned and Stukel seconded to follow the City of West Fargo's guidelines around FMLA and to grant up to 12 weeks paid maternity leave, depending on birth and health of Adams and her newborn. No opposition. Motion carried.

2. Public Comment Options

In order to make it easier for the public to voice concerns directly to the Board or to request

adding an item to the Board agenda, discussion was had about adding a form similar to that used by the West Fargo City Commission to the library's website and City of West Fargo website. No action.

3. Homeless, Period and other Resource Kits

Hanson brought forth an idea she saw at another library – period kits for those in need of pads, tampons, etc. She also suggested a drive for menstrual products to take place at the library. Adams suggested expanding donation-based kits to include other things as well such as travel shampoos, soap, etc. No action.

4. Director's Report

Adams shared a variety of highlights from July. No action.

- Staff heard positive feedback from patrons, with a few patrons expressing that their experiences at the West Fargo Public Library are better than other area libraries.
- In the library, a suggestion box was added to the service desk and one of the public tables has been dedicated to community projects such as a community coloring sheet, which now is on display in-library. A lactation pod (donated by Marvin Windows) is now up and in-library.
- The sidewalk and parking lot construction projects have been largely completed, however, lines are expected to be painted in the parking lot before the end of August.
- The Friends of the West Fargo Public Library are partnering with the library for West Fest again this year. Volunteers donated 49.5 hours to the library in July.
- Library staff took part in a total of 22 classes, webinars or other trainings in July and an all-staff training will take place from 8 a.m. to noon on Wednesday, Aug. 31 at the library.
- Adams shared a local media update and encouraged the Board to watch a clip from CBS News regarding “a 21st Century Public Library.”
- Adams provided a financial update, including that the library had used only 48% of the 2022 budget by the end of July.
- Regarding library programs, Adams shared that the library saw a significant increase in storytime attendance this summer, the technology tutoring program continues to hear very positive feedback from attendees, and the library's annual end-of-summer party is planned for 4 – 6 p.m. Aug. 12. She also shared that Free Book Friday continues to be a popular new service at the library, One Book, One Community begins Sept. 1, and a new service – Memory Care Kits – launched this week.

5. Adjourn

Rerick moved to adjourn and Stukel seconded. No opposition. Motion carried at 6:38 p.m.
Next meeting: 5:30 p.m. Thursday, Sept. 8, 2022.

09/01/22
10:10:56

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 7/22 - 7/22

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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 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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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								
			/ /					
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								
			/ /					
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 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%
420 OPERATION & MAINTENANCE								
			/ /					
Object Total:				0.00	0.00	0.00	0.00	%
424 GAS AND OIL								
			/ /					
Object Total:				0.00	0.00	1,200.00	1,200.00	%

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7000 LIBRARY								
411600 LIBRARY								
427 VEHICLES MAINTENANCE			/ /					
		Object Total:		0.00	0.00	6,000.00	6,000.00	%
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			
JV 4901 22 2Q IT equip Lib Inv 1083			/ /	3,903.51	7/22			
		Object Total:		6,050.00	25,069.58	45,070.00	20,000.42	56%
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%

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7000 LIBRARY									
411600 LIBRARY									
653 CAPITAL IMPROVEMENTS									
				/	/				
Object Total:					0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING									
				/	/				
Object Total:					0.00	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		

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7000 LIBRARY								
411600 LIBRARY								
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		
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								
JV 4894 6	TransFirst Libr July 2022		/ /	211.00	7/22			
		Object Total:		211.00		1,088.64	500.00	-588.64 218%

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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								
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 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:		167,957.40	838,628.97	1,725,276.00	886,647.03	
		Fund Total:		167,957.40	838,628.97	1,725,276.00	886,647.03	

***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			/ /					
	Object Total:			0.00	370,583.48	788,076.00	417,492.52	47%
114 PART TIME SALARIES			/ /					
	Object Total:			0.00	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			/ /					
	Object Total:			0.00	32,410.45	69,504.00	37,093.55	47%
230 RETIREMENT			/ /					
	Object Total:			0.00	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			/ /					
CL 105405 3 104009 lib			/ /	45.22	8/22 353 OHNSTAD TWICHELL			
	Object Total:			45.22	2,463.58	4,000.00	1,536.42	62%
320 HEALTH INSURANCE			/ /					
	Object Total:			0.00	41,768.89	81,079.00	39,310.11	52%
321 PROPERTY INSURANCE			/ /					
	Object Total:			0.00	1,043.00	0.00	-1,043.00	%
333 BUILDING RENTAL								
CL 105249 1 104006 JULY BUILDING RENT	MISC06650	07/07/22		10,032.50	8/22 549 WF PUB SCHOOLS DIST #6			
CL 105249 2 104006 AUGUST BUILDING RENT	MISC06652	07/07/22		10,032.50	8/22 549 WF PUB SCHOOLS DIST #6			
	Object Total:			20,065.00	68,765.00	120,510.00	51,745.00	57%
340 TRAVEL & EDUCATION								
CL 105025 1 103693 MILEAGE		07/21/22		23.97	8/22 3417 CHELSEA SIMDORN			
CL 105371 4 103996 TRAVEL & EDUCATION		/ /		298.00	8/22 3161 VISA LIBRARY #1			
	Object Total:			321.97	5,842.38	17,392.00	11,549.62	34%
348 BUYOUTS			/ /					
	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								
356 TELEPHONE								
CL 105410 30 104014 July 2022 library		9912884734	07/08/22	127.56	8/22 3668 VERIZON WIRELESS			
		Object Total:		127.56	892.54	1,531.00	638.46	58%
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 104995 3 103710 library			/ /	90.00	8/22 1502 EIDE BAILLY			
CL 104995 8 103710 library			/ /	135.00	8/22 1502 EIDE BAILLY			
		Object Total:		225.00	4,870.33	3,000.00	-1,870.33	162%
410 OFFICE SUPPLIES								
CL 105018 3 103673 OFFICE SUPPLIES			07/16/22	99.60	8/22 3490 AMAZON CAPITAL SERVICES			
CL 105018 4 103673 OFFICE SUPPLIES			07/19/22	45.76	8/22 3490 AMAZON CAPITAL SERVICES			
CL 105033 2 103685 OFFICE SUPPLIES		W011962661	07/19/22	159.90	8/22 351 BUSINESS ESSENTIALS			
CL 105036 1 103790 OFFICE SUPPLIES		2170000232	07/27/22	258.00	8/22 4490 REGENTS OF THE UNIVERSITY OF			
CL 105251 1 103882 OFFICE SUPPLIES (LABELS)		7159240	07/27/22	67.03	8/22 77 DEMCO INC			
CL 105269 1 103856 OFFICE SUPPLIES		W011987541	08/04/22	274.61	8/22 351 BUSINESS ESSENTIALS			
		Object Total:		904.90	7,457.67	13,000.00	5,542.33	57%
420 OPERATION & MAINTENANCE								
CL 105136 4 103892 LIB			/ /	575.00	8/22 4496 FARGO ERGONOMICS			
		Object Total:		575.00	575.00	0.00	-575.00	%
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 105031 1 103726 SERVICE AGREEMENTS -		32070316	07/20/22	442.89	8/22 2877 GREATAMERICA FINANCIAL			
CONTRACTS								
CL 105492 9 104037 lib			/ /	396.38	8/22 4432 LIBERTY BUSINESS SYSTEMS INC			
		Object Total:		839.27	15,049.11	11,100.00	-3,949.11	136%
490 MISC								
CL 105371 1 103996 MISC (CREDIT)			08/02/22	-10.80	8/22 3161 VISA LIBRARY #1			
CL 105373 1 103997 MISC			08/02/22	16.61	8/22 3162 VISA LIBRARY #2			
		Object Total:		5.81	42.08	750.00	707.92	6%
497 TECHNOLOGY								
CL 104920 2 103872 netcloud plan		7421	07/19/22	1,035.18	8/22 1904 CODE 4 SERVICES, INC			
CL 105018 6 103673 TECHNOLOGY			07/24/22	28.98	8/22 3490 AMAZON CAPITAL SERVICES			
CL 105048 1 103774 TECH		187572	07/27/22	692.87	8/22 271 NETCENTER TECHNOLOGIES			
CL 105371 2 103996 TECHNOLOGY			/ /	81.49	8/22 3161 VISA LIBRARY #1			
		Object Total:		1,838.52	26,908.10	45,070.00	18,161.90	60%

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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 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 105033 1 103685 FURN & EQUIPMENT	0E6018291	07/15/22		330.00	8/22 351 BUSINESS ESSENTIALS			
	Object Total:			330.00	5,188.25	2,810.00	-2,378.25	185%
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 105125 1 103827 PROGRAMMING		07/30/22		125.00	8/22 4492 MICHAEL GALLO			
CL 105434 1 104029 PROGRAMMING	100B	08/11/22		125.00	8/22 4265 CHRISTY GOULET			
	Object Total:			250.00	8,129.36	21,000.00	12,870.64	39%
650 E RESOURCES								
CL 105275 1 103934 E RESOURCES	502469594	07/31/22		2,201.82	8/22 1854 MIDWEST TAPE			
	Object Total:			2,201.82	22,539.87	36,000.00	13,460.13	63%
653 CAPITAL IMPROVEMENTS			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING			/ /					
	Object Total:			0.00	3,089.79	6,000.00	2,910.21	51%
662 BOOKS								
CL 105018 1 103673 BOOKS		07/13/22		239.90	8/22 3490 AMAZON CAPITAL SERVICES			
CL 105018 2 103673 BOOKS		07/20/22		-239.90	8/22 3490 AMAZON CAPITAL SERVICES			
CL 105018 5 103673 BOOKS		07/20/22		-50.48	8/22 3490 AMAZON CAPITAL SERVICES			
CL 105019 1 103678 BOOKS	2036838464	06/29/22		426.21	8/22 1695 BAKER & TAYLOR			
CL 105019 2 103678 BOOKS	2036842409	06/30/22		605.90	8/22 1695 BAKER & TAYLOR			
CL 105019 3 103678 BOOKS	2036844737	07/01/22		215.01	8/22 1695 BAKER & TAYLOR			
CL 105019 4 103678 BOOKS	2036847312	07/01/22		352.28	8/22 1695 BAKER & TAYLOR			
CL 105019 5 103678 BOOKS	2036847800	07/06/22		524.02	8/22 1695 BAKER & TAYLOR			
CL 105019 6 103678 BOOKS	2036856641	07/09/22		399.01	8/22 1695 BAKER & TAYLOR			
CL 105019 7 103678 BOOKS	2036864327	07/12/22		183.43	8/22 1695 BAKER & TAYLOR			
CL 105019 8 103678 BOOKS	2036868672	07/13/22		192.30	8/22 1695 BAKER & TAYLOR			
CL 105019 9 103678 BOOKS	2036871006	07/15/22		993.77	8/22 1695 BAKER & TAYLOR			
CL 105250 1 103871 BOOKS		08/10/22		28.90	8/22 4448 CLIFF NAYLOR			
CL 105252 1 103982 BOOKS	0583269-IN	07/29/22		3,359.52	8/22 3053 THE PENWORTHY COMPANY LLC			
CL 105268 1 103864 BOOKS	78273789	08/09/22		904.08	8/22 1623 CENGAGE GALE			
CL 105268 2 103864 BOOKS	78021208	06/22/22		-23.24	8/22 1623 CENGAGE GALE			

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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 105273 1	103847 BOOKS	2036880616	07/19/22	103.96	8/22	1695 BAKER & TAYLOR		
CL 105273 2	103847 BOOKS	2036882968	07/20/22	503.85	8/22	1695 BAKER & TAYLOR		
CL 105273 3	103847 BOOKS	2036880803	07/20/22	1,058.80	8/22	1695 BAKER & TAYLOR		
CL 105273 4	103847 BOOKS	2036892393	07/25/22	200.24	8/22	1695 BAKER & TAYLOR		
CL 105371 5	103996 BOOKS	/ /		72.00	8/22	3161 VISA LIBRARY #1		
Object Total:				10,049.56	66,794.34	100,750.00	33,955.66	66%
663 MAGAZINES								
Object Total:				0.00	4,758.72	5,260.00	501.28	90%
664 AUDIO VIDEO								
CL 105047 1	103759 DVD	502409626	07/19/22	36.79	8/22	1854 MIDWEST TAPE		
CL 105047 2	103759 DVD	502409621	07/19/22	11.27	8/22	1854 MIDWEST TAPE		
CL 105047 3	103759 DVD	502409622	07/19/22	70.08	8/22	1854 MIDWEST TAPE		
CL 105047 4	103759 DVD	502409409	07/19/22	18.02	8/22	1854 MIDWEST TAPE		
CL 105047 5	103759 DVD	502409625	07/19/22	90.08	8/22	1854 MIDWEST TAPE		
CL 105047 6	103759 DVD	502409407	07/19/22	659.16	8/22	1854 MIDWEST TAPE		
CL 105047 7	103759 DVD	502409620	07/19/22	215.46	8/22	1854 MIDWEST TAPE		
CL 105047 8	103759 DVD	502409408	07/19/22	105.85	8/22	1854 MIDWEST TAPE		
CL 105047 9	103759 DVD	502409405	07/19/22	183.91	8/22	1854 MIDWEST TAPE		
CL 105047 10	103759 DVD	502409406	07/19/22	186.91	8/22	1854 MIDWEST TAPE		
CL 105047 11	103759 DVD	502445590	07/26/22	18.77	8/22	1854 MIDWEST TAPE		
CL 105047 12	103759 DVD	502445594	07/26/22	22.52	8/22	1854 MIDWEST TAPE		
CL 105047 13	103759 DVD	502445595	07/26/22	22.52	8/22	1854 MIDWEST TAPE		
CL 105047 14	103759 DVD	502445598	07/26/22	45.83	8/22	1854 MIDWEST TAPE		
CL 105047 15	103759 DVD	502445597	07/26/22	53.31	8/22	1854 MIDWEST TAPE		
CL 105047 16	103759 DVD	502445593	07/26/22	83.33	8/22	1854 MIDWEST TAPE		
CL 105047 17	103759 DVD	502442369	07/26/22	200.70	8/22	1854 MIDWEST TAPE		
CL 105047 18	103759 DVD	502442368	07/26/22	76.58	8/22	1854 MIDWEST TAPE		
CL 105047 19	103759 DVD	502442367	07/26/22	100.58	8/22	1854 MIDWEST TAPE		
CL 105047 20	103759 AUDIOBOOK	502409623	07/19/22	574.36	8/22	1854 MIDWEST TAPE		
CL 105047 21	103759 AUDIOBOOK	502445591	07/26/22	42.24	8/22	1854 MIDWEST TAPE		
CL 105047 22	103759 AUDIOBOOK	502445596	07/26/22	253.44	8/22	1854 MIDWEST TAPE		
CL 105047 23	103759 AUDIOBOOK	502442366	07/26/22	249.44	8/22	1854 MIDWEST TAPE		
CL 105275 2	103934 AUDIOBOOK	502474308	08/02/22	53.24	8/22	1854 MIDWEST TAPE		
CL 105275 3	103934 AUDIOBOOK	502474905	08/02/22	317.92	8/22	1854 MIDWEST TAPE		
CL 105275 4	103934 AUDIOBOOK	502474901	08/02/22	1,399.92	8/22	1854 MIDWEST TAPE		
CL 105275 5	103934 AUDIOBOOK	502505136	08/09/22	589.36	8/22	1854 MIDWEST TAPE		
CL 105275 6	103934 DVD	502505133	08/09/22	21.77	8/22	1854 MIDWEST TAPE		
CL 105275 7	103934 DVD	502505134	08/09/22	21.02	8/22	1854 MIDWEST TAPE		
CL 105275 8	103934 DVD	502505139	08/09/22	24.06	8/22	1854 MIDWEST TAPE		
CL 105275 9	103934 DVD	502505160	08/09/22	26.27	8/22	1854 MIDWEST TAPE		
CL 105275 10	103934 DVD	502505161	08/09/22	22.52	8/22	1854 MIDWEST TAPE		
CL 105275 11	103934 DVD	502474900	08/02/22	22.52	8/22	1854 MIDWEST TAPE		
CL 105275 12	103934 DVD	502474907	08/02/22	22.52	8/22	1854 MIDWEST TAPE		
CL 105275 13	103934 DVD	502474309	08/02/22	47.29	8/22	1854 MIDWEST TAPE		
CL 105275 14	103934 DVD	502474903	08/02/22	198.20	8/22	1854 MIDWEST TAPE		
CL 105275 15	103934 DVD	502474904	08/02/22	130.74	8/22	1854 MIDWEST TAPE		
CL 105275 16	103934 DVD	502474906	08/02/22	99.93	8/22	1854 MIDWEST TAPE		

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Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 105275 17	103934 DVD	502474908	08/02/22	108.85	8/22	1854 MIDWEST TAPE		
CL 105275 18	103934 DVD	502505131	08/09/22	72.10	8/22	1854 MIDWEST TAPE		
CL 105275 19	103934 DVD	502505132	08/09/22	83.31	8/22	1854 MIDWEST TAPE		
CL 105275 20	103934 DVD	502505135	08/09/22	58.56	8/22	1854 MIDWEST TAPE		
CL 105275 21	103934 DVD	502505138	08/09/22	70.56	8/22	1854 MIDWEST TAPE		
Object Total:				6,711.81	15,381.17	31,500.00	16,118.83	49%
667 MEMBERSHIPS								
Object Total:				0.00	1,122.00	3,176.00	2,054.00	35%
668 PRINTING								
Object Total:				0.00	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 105270 1	103897 PROMOTIONAL ACTIVITIES	MP18036072	07/31/22	399.33	8/22	104 FORUM COMMUNICATIONS		
CL 105272 1	103834 PROMOTIONAL ACTIVITIES	AUGUST 202	08/11/22	50.00	8/22	3437 HERITAGE EDUCATION		
CL 105371 3	103996 PROMOTIONS		/ /	591.62	8/22	3161 VISA LIBRARY #1		
Object Total:				1,040.95	6,354.67	11,400.00	5,045.33	56%
724 CONSULTING/TESTING FEES								
Object Total:				0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES								
Object Total:				0.00	1,088.64	500.00	-588.64	218%
750 MISC.								
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								
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	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			/ /					
		Object Total:	/ /	0.00	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:		45,532.39	884,161.36	1,725,276.00	841,114.64	
		Fund Total:		45,532.39	884,161.36	1,725,276.00	841,114.64	

***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).

CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 8 / 22

Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
Revenue						
310001	PROPERTY TAXES	2,477.31	1,564,950.31	1,682,739.00	-117,788.69	93
310002	DISCOUNT PROPERTY TAXES			-62,261.00	62,261.00	
335600	STATE AID		57,939.00	31,000.00	26,939.00	187
						98
Total Revenue		2,477.31	1,622,889.31	1,651,478.00	-28,588.69	98
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES		370,583.48	788,076.00	417,492.52	47
114	PART TIME SALARIES		66,385.23	120,471.00	54,085.77	55
220	SOCIAL SECURITY		32,410.45	69,504.00	37,093.55	47
230	RETIREMENT		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	45.22	2,463.58	4,000.00	1,536.42	62
320	HEALTH INSURANCE		41,768.89	81,079.00	39,310.11	52
321	PROPERTY INSURANCE		1,043.00		-1,043.00	
333	BUILDING RENTAL	20,065.00	68,765.00	120,510.00	51,745.00	57
340	TRAVEL & EDUCATION	321.97	5,842.38	17,392.00	11,549.62	34
356	TELEPHONE	127.56	892.54	1,531.00	638.46	58
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING	225.00	4,870.33	3,000.00	-1,870.33	162
410	OFFICE SUPPLIES	904.90	7,457.67	13,000.00	5,542.33	57
420	OPERATION & MAINTENANCE	575.00	575.00		-575.00	
424	GAS AND OIL			1,200.00	1,200.00	
427	VEHICLES MAINTENANCE			6,000.00	6,000.00	
428	SERVICE AGREEMENTS-CONTRA	839.27	15,049.11	11,100.00	-3,949.11	136
490	MISC	5.81	42.08	750.00	707.92	6
497	TECHNOLOGY	1,838.52	26,908.10	45,070.00	18,161.90	60
500	SUPPLIES		299.98	500.00	200.02	60
641	FURN & EQUIP-NON DEPRECIATED <\$5000	330.00	5,188.25	2,810.00	-2,378.25	185
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	250.00	8,129.36	21,000.00	12,870.64	39
650	E RESOURCES	2,201.82	22,539.87	36,000.00	13,460.13	63
661	POSTAGE/FREIGHT/SHIPPING		3,089.79	6,000.00	2,910.21	51
662	BOOKS	10,049.56	66,794.34	100,750.00	33,955.66	66
663	MAGAZINES		4,758.72	5,260.00	501.28	90
664	AUDIO VIDEO	6,711.81	15,381.17	31,500.00	16,118.83	49
667	MEMBERSHIPS		1,122.00	3,176.00	2,054.00	35
668	PRINTING		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	1,040.95	6,354.67	11,400.00	5,045.33	56

09/01/22
10:09:59

CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 8 / 22

Page: 2 of 2
Report ID: LB170A

Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
740	SERVICE CHARGES		1,088.64	500.00	-588.64	218
864	FURN & EQUIP DEPRECIATED >\$5,000			10,707.00	10,707.00	
880	COST ALLOCATIONS		24,055.50	41,238.00	17,182.50	58
890	TRANSFERS OUT			20,000.00	20,000.00	
901	CATALOGING		3,615.19	2,450.00	-1,165.19	148
994	ODIN		19,824.00	20,000.00	176.00	99
	Total Account	45,532.39	884,161.36	1,725,276.00	841,114.64	51
	Total Expenses	45,532.39	884,161.36	1,725,276.00	841,114.64	51
	Net Income from Operations	-43,055.08	738,727.95			
Other Revenue						
360000	MISCELLANEOUS REVENUE	579.92	7,020.47	5,000.00	2,020.47	140
360100	SPONSORSHIPS	39.69	3,403.37	25,000.00	-21,596.63	14
						35
	Total Other Revenue	619.61	10,423.84	30,000.00	-19,576.16	35
	Net Income	-42,435.47	749,151.79			

Patron Code of Conduct

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

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

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

The following are breaches of our Code of Conduct:

1. Noisy or otherwise disruptive behavior.
2. Behavior that endangers the health or safety of anyone present in the WFPL, including self.
3. Harassment of any kind.
4. Willful use of threatening or obscene language or gestures.
5. Leaving unattended vulnerable adults who need supervision or children per the WFPL Unattended Children Policy.
6. Poor treatment or theft of WFPL property.
7. Brining animals (except certified service animals) into the WFPL without prior library staff approval.
8. Promotions or solicitation of outside services or initiatives without first receiving staff approval.
9. Wearing inappropriate attire; insufficient covering of body, including absence of footwear.
10. Consumption of odored food or drink.
11. Monopolizing WFPL resources or staff time; using library phone for more than emergency or transportation purposes.
12. Poor hygiene that constitutes a nuisance.
13. Leaving personal belongings unattended by oneself for an extended period of time or in a potentially unsafe manner.
14. Use of tobacco or marijuana products, including chewing tobacco, synthetic tobacco products or electronic (smokeless, or their equivalent) or cigarettes on WFPL property; use, display, or distribution of alcohol or illegal drugs.
15. The carrying or use of weapons.
16. Sleeping.
17. Disregarding any other WFPL policy.
18. Engaging in any illegal activity on the property or its sister buildings.

WEST FARGO PUBLIC LIBRARY
Policy on Circulation Limits, Loan Periods, Late Fines, and Related Charges

Circulation Limits

Circulation Limits: Resident and Non-Resident Card

Holders 50 items per card, including but not exceeding:

15 movies (DVD or Blu-ray)

1 each special item (iPad, children's tablet, Metro Arts Pass, Parks Pass)

Circulation Limits: Temporary Card Holders

10 items per card, including but not exceeding: 4 movies (DVD or Blu-ray)

Circulation Limits: Institutional Card Holders

75 items per card, including but not exceeding: 15 movies (DVD or Blu-ray)

Loan Periods

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

- 1 week loan period: DVDs, Magazines, State Park Passes, iPads, children's tablets
- 8 week loan period: book club kits
- 90 minute loan period: laptops (in-library use only)
- Electronic materials: varies (automatically returned)
- Interlibrary loans: varies based on lending library

Most items may be renewed twice. Exceptions include book club kits, laptops, and Metro Arts Passes, which cannot be renewed. Requests for renewal of interlibrary loan materials must be made in advance and are determined by the lending library.

Late Fines

The West Fargo Public Library does not charge late fines with the exception of iPads and children's tablets. Late fine for iPads and children's tablets is \$5.00 per day.

Related Charges:**WFPL Card Charges:**

Resident, Temporary, and Institutional cards	no charge
Non-resident Library Card	\$5.00 / year
Replacement of damaged card	no charge
Replacement of lost card	\$1.00

Replacement Charges:

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

Copier/Printer Charges:

Copier/Printer fee – black and white, per page	\$0.10
Copier/Printer fee – color, per page	\$0.50

Fax Charges:

Out-going faxes, per page	\$1.00
In-coming faxes, per page	\$1.00

WEST FARGO PUBLIC LIBRARY

Board Policy: Library Cards Policy

Approved: June 21, 2007

Revisions approved: June 11, 2009; June 10, 2010; April 10, 2014; June 11, 2015;
September 6, 2018

On-Site Use of Library Materials

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

Library Cards

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

Personal borrowing cards will be issued to individuals according to the age of the borrower:

- Youth cards for ages 0 - 17
- Adult cards for ages 18 and older

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

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

*a post office box is not acceptable proof of residency. Any proof of residency must have the adult applicants name visible.

Cards are available as follows:

Resident Library Card:

WFPL cards will be issued to the following patrons at no charge:

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

*Resident Library Cards are valid for two (2) years from the date of application.

Temporary Card:

Temporary Cards will be issued to the following patrons at no charge:

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

A Temporary Card entitles patrons to:

- Borrowing 10 items
- 3 months borrowing privileges

A Temporary Card does not entitle patrons to:

- Inter-Library Loan
- Digital App Circulation (Hoopla/Libby)

*Temporary Cards may be renewed on a case-by-case basis, per approval of the Circulation Supervisor.

Non-Resident Library Card:

Individuals who do not qualify for a WFPL card or Temporary Card and who live outside the above mentioned boundaries will be charged a \$25 fee for a Non-Resident Library Card.

A Non-Resident Library Card entitles patrons to:

- One year of borrowing privileges (renewable annually upon payment of fee and borrower is in good standing)
- Borrowing 50 items
- Inter-Library Loan
- Digital App Circulation (Hoopla/Libby)

Institutional Card:

The purpose of the Institutional Card is to assist teachers and West Fargo businesses with easy access to WFPL materials needed for use in the classroom or for business purposes. Institutional Cards are active for one (1) year and may be renewed.

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

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

Institutional Cards require that the school principal or an authorized officer of the institution accept responsibility for the card on behalf of the institution. In the event that materials borrowed are lost or damaged, the institution will be held responsible.

Online Registration:

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

Borrowing Privileges – Rights and Limitations

The issuance of a borrower's card entitles the holder to borrow from the WFPL circulating collection and to use other services provided by the WFPL, such as Internet access, use of online resources, and so forth.

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

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

Suspension of Borrowing Privileges

Patrons who owe outstanding fees or charges may be blocked from checking out additional materials until payment is made.

Loss, Theft, or Damage to Library Card

In completing an application form for a WFPL card, applicant signatory's accept responsibility for care and use of the card and agree to the following:

Lost and Stolen Cards

The responsible party will:

- Notify the WFPL promptly if the card is lost or stolen.
- Accept responsibility for materials checked out on the card prior to notifying the WFPL that the card is missing.

Damaged cards

Damaged cards may not work properly with the WFPL scanning equipment and may need to be replaced. The responsible party will present damaged cards to the WFPL staff for replacement. When a patron reports a lost, stolen, or damaged card, the “old” card is invalidated, and a new number is issued. Verification of identity is required to replace a lost card. Fees may apply.

The Circulation Supervisors or Library Director reserve the right to make exceptions to the above terms.

The Parties of this Memorandum of Understanding (MOU) are The West Fargo Public Library and the Outreach Site hereinafter collectively referred to as the *Parties*.

Purpose and Scope:

The purpose of this Agreement is to establish roles and responsibilities of the Parties to provide the best outreach experience for all.

Time and Dedication:

We aim to respect one another's time and dedication to the process and efforts that go into creating a successful outreach program. Staff of both parties dedicate hours of preparation into what they cultivate and create for the benefit of the residents/patrons to whom they provide services.

As a showing of good faith by the West Fargo Public Library, we are providing a feedback portal ([linked](#)) for use at any time. The West Fargo Public Library also strongly encourages the other party to utilize this tool.

West Fargo Public Library agrees to:

- Set and maintain a regular delivery schedule to drop-off and pick-up items
- Provide communications and advertising for distribution and on-site marketing
- Communicate any changes of services related to a holiday interruption or cancellation with Site Staff immediately
- Sign-up new patrons to get a library card, intake their item interests, and deliver items within those interests on the mutually agreed upon delivery schedule
- Maintain a roster of patrons in the program and provide item lists to Site Staff of any lost or overdue items
- Communicate any incidents while onsite to Site Staff immediately
- Allow patrons to carry up to five overdue titles at a time. If there are more than five overdue titles on a patron's account, the patron's ability to receive new titles will be paused until there are five or fewer overdue titles on the account
- If at any time, a patron retains possession of a title six months past its due date, the patron's ability to receive new titles will be paused until the item is returned or its replacement cost and processing fee are paid
- Reserve the right to terminate service due to low or declining levels of participation, site conditions, or other factors that may impact the effectiveness of the service with timely notification
- Reserve the right to change or modify the delivery schedule to meet library needs with timely notification

The Site agrees to:

- Identify Site staff for key communication roles for Library staff to contact
- Advertise and communicating to patrons when Library staff will be onsite
- Provide information about the program to patrons and keep a roster of residents enrolled in the program
- Notify Library staff when a resident enrolled in the program moves out, passes away, or needs to pause services due to medical reasons, at least seven days prior to next scheduled delivery date or upon Site knowledge, whichever is sooner
- Be primarily responsible for retrieving outstanding or overdue library materials from current residents and/or residents who move or from relatives of recently passed residents
- Assume financial responsibility for replacement of items in the case the resident is no longer living at the Site
- Continue to be responsible for all materials borrowed at the Site even if the authorized signatory leaves the Site organization
- Communicate with the Adult Services Manager or Outreach Services Assistant of any Site Contact staffing changes
- Opt-in or opt-out of additional delivery services provided via the Addendum A of this agreement

Duration, Modification, and Termination:

This Agreement is for the period of **one year/one academic year from the date of signing**. Either party may terminate the agreement for non-performance after a tiered process.

- **Tier One:** Written contact to the Parties primary contact of breach of the other party and an opportunity for the other party to cure the non-performance within three site visits will be counted as first contact for correction.
- **Tier Two:** Written contact to the Parties primary contact of breach of the other party with a suspension of outreach for three visits; the Site would be responsible for returning any overdue items to the library or offsite library book drops, the Library would not deliver new items during three visit window. After the suspension period, services will be reinstated for a three visit probationary period.
- **Tier Three:** Written contact to the Parties primary contact of breach of the other party; whereas issues cannot be resolved by said parties, final termination is at the discretion of the library director and or site director.

Definitions:

Outreach: services or activities which are conducted at a location separate from the primary service location of the West Fargo Public Library.

Patron or Resident: those living at or receiving services from the Site

Site Administration Contact: the individual at the Site responsible for payment of lost or damaged items beyond the patrons, as well as, safety and security of the building

Resident or Patron Contact: the individual at the Site responsible for providing library staff with any updates regarding patrons' departure of the facility, pause of service due to medical reasons, or passing away

Activities Contact: the individual at the Site responsible for coordinating events at the Site and communicating those events to patrons; this individual may intake individual requests from patrons or



West Fargo Public Library Outreach Services Agreement

deliver items to patrons if the patron does not visit the Library's stop at the Site

Library Director: the individual at the library to contact for issues or concerns with the service beyond the Adult Services Manager

Adult Services Manager: the individual at the library primarily responsible for the onsite delivery services, procedures, evaluation and continued operation

Outreach Services Assistant: the individual at the library primarily responsible for selecting, delivering, and providing services at Site

Length of Stop Criteria:

- Sites with 1-6 patrons receive a 30-minute stop
- Sites with 7-12 patrons receive a 60-minute stop
- Sites with 12+ patrons receive a 60+ minute stop

TERM:

Either Party may cancel this agreement through written notification 30 days prior to the scheduled onsite delivery date.

Notice:

All notices under this Agreement will be in writing and : (a) delivered personally; (b) sent by certified mail, return receipt requested; (c) sent by a recognized overnight mail or courier service, with deliver receipt requested; or (d) sent by facsimile or email communication followed by a hard copy with a receipt confirmed by telephone or return receipt (in the case of email communication), to the following addresses:

To West Fargo Public Library: West Fargo Public Library
Attn: Library Director
215 3rd St. E
West Fargo, ND 58078

To Youth Service Outreach Site: Youth Service Outreach Site
Attn: _____

Assignment:

Neither Party may transfer or assign this Agreement, nor any rights or obligations under this Agreement, without the express written consent of the other Party. Each Party shall only be permitted to transfer or assign rights or obligations under this Agreement by giving thirty (30) days' written notice to the other Party of its intent to transfer or assign.



West Fargo Public Library Outreach Services Agreement

Governing Law:

This Agreement shall be controlled by the laws of the State of North Dakota.

Severability:

Each provision, section, sentence, clause, phrase, and word of this Agreement is intended to be severable. If any provision, section, sentence, clause, phrase, and word hereof is held by a court with jurisdiction to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

Modifications:

Any modifications or amendments to this Agreement must be in writing and signed by both Parties to this Agreement.

Binding Effect:

This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective personal representatives, successors, and assigns.

Representation:

The Parties, having been represented by counsel or having waived the right to counsel, have carefully read and understand the contents of this Agreement, and agree they have not been influenced by any representations or statements made by any other parties.

Headings:

Headings in this Agreement are for convenience only and will not be used to interpret or construe its provisions.

Counterparts:

This Agreement may be executed in counterparts, each of which shall be deemed to be an original but all of which taken together shall constitute one and the same agreement and shall become effective when one or more counterparts have been signed by each of the Parties and delivered to the other Party.

Representation of Authority:

Each Party signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement and that the Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.



West Fargo Public Library Outreach Services Agreement

Electronic Signatures:

The Parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered an original signature for all purposes and shall have the same force and effect as an original signature.

Entire Agreement:

This Agreement contains the entire Agreement between Party's with respect to the subject matter set forth herein but may be modified with the written consent of both Parties. Signing this Agreement implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the Agreement.

(Signatures appear on the following pages.)



West Fargo Public Library Outreach Services Agreement

Site Contact Information:

Delivery Site Name: _____

Delivery Site Address: _____

Site Administration Contact & Title: _____

Site Administration Phone Number: _____

Site Administration Email Address: _____

Resident/Patron Contact & Title: _____

Resident/Patron Contact Phone Number: _____

Resident/Patron Contact Email Address: _____

Activities Contact & Title: _____

Activities Contact Phone Number: _____

Activities Contact Email Address: _____

Site Administration Signature: _____ Date: _____

Library Director Signature: _____ Date: _____

Library Contact Information:

Kirsten Henagin, Adult Services Manager

701-515-5200 ext. 5207, kirsten.henagin@westfargond.gov

Erin Thostenson, Outreach Services Assistant

701-515-5200 ext. 5259, erin.thostenson@westfargond.gov

Betty Adams, Library Director

701-515-5200 ext. 5203, betty.adams@westfargond.gov

Addendum A: Optional Additional Services

Memory Care Kits

West Fargo Public Library has 10 Memory Care Kits (Kits) available for circulation to senior living facilities. The Kits are intended to support those experiencing Alzheimer's, dementia, memory loss or other cognitive decline. Each Kits includes resources and items that stimulate the user's memory and facilitate conversation about their life experiences. The Kits include items like: music CDs, essential oils and other scents, photos, other sensory tools, puzzles, games, and other interactive materials.

Our organization would like to Opt-In to a monthly Memory Care Kit:

☐ YES ☐ NO

If yes, the organization must obtain a West Fargo Public Library Institutional Card. Library staff will follow-up to complete this registration.

If the Delivery Site has a separate Memory Care Unit, please provide specific contact information.

Memory Care Contact & Title: _____

Memory Care Contact Phone Number: _____

Memory Care Contact Email Address: _____

Monthly Activity Packets

West Fargo Public Library provides senior living facilities a monthly themed activity packet for the site Activities Contact to copy and reproduce for interested residents. The packets include individual activities, group activities, and library resource information.

Our organization would like to Opt-In to a monthly Activity Packet:

☐ YES ☐ NO

Library Staff will coordinate with the Activities Contact for packet drop-off.

The Parties of this Memorandum of Understanding (MOU) are The West Fargo Public Library and the Outreach Site hereinafter collectively referred to as the *Parties*.

Purpose and Scope:

The purpose of this Agreement is to establish roles and responsibilities of the Parties to provide the best outreach experience for all.

Time and Dedication:

We aim to respect one another's time and dedication to the process and efforts that go into creating a successful outreach program. Staff of both parties dedicate hours of preparation into what they cultivate and create for the benefit of the residents/patrons to whom they provide services.

As a showing of good faith by the West Fargo Public Library, we are providing a feedback portal ([linked](#)) for use at any time. The West Fargo Public Library also strongly encourages the other Party to utilize this tool.

West Fargo Public Library agrees to:

- Set and maintain a regular delivery schedule to drop-off and pick-up items
- Provide communications and advertising for distribution and on-site marketing
- Communicate any changes of services related to a holiday interruption or cancellation with Site Staff immediately
- Communicate any incidents while onsite to Site Staff immediately
- Provide up to 20 items monthly based on the stated needs of the Site
- Provide reminders of upcoming deliveries and pick-ups, as well as, any theme requests. The Library will fulfill those requests based on availability within the library collection
- Allow the Site to carry up to 10 overdue titles at a time. If there are more than 10 overdue titles on a Site's account, the Site's ability to receive new titles will be paused until there are 10 or fewer overdue titles on the account
- If at any time, a Site retains possession of a title six months past its due date, the Site's ability to receive new titles will be paused until the item is returned or its replacement cost and processing fee are paid
- Reserve the right to terminate service due to low or declining levels of participation, site conditions, or other factors that may impact the effectiveness of the service
- Reserve the right to change or modify the delivery schedule to meet library needs

The Site agrees to:

- Obtain a West Fargo Public Library Institutional Card for the Site to manage their library account
- Identify Site staff for key communication roles for Library staff to contact
- Ensure the materials are collected in a timely manner during mutually agreed upon monthly exchange of item drop-off and pick-up time
- Communicate any problems or feedback on the materials delivered and/or delivery service to Library Staff immediately
- Notify Library staff if or when a pause of services is needed due to Site or Site Staff availability 30 days prior to next scheduled delivery date
- Be primarily responsible for replacement of items in the case an item is damaged or lost
- Continue to be responsible for all materials borrowed at the Site even if the authorized signatory leaves the Site organization
- Communicate with the Adult Services Manager or Outreach Services Assistant of any Site Contact staffing changes immediately
- Complete Addendum A to this agreement to determine delivery needs

Either Party may cancel this agreement through written notification 30 days prior to the next scheduled delivery date.

Duration, Modification, and Termination:

This Agreement is for the period of **one year/one academic year from the date of signing**. Either party may terminate the agreement for non-performance after a tiered process.

- **Tier One:** Written contact to the Parties primary contact of breach of the other party and an opportunity for the other party to cure the non-performance within three site visits will be counted as first contact for correction.
- **Tier Two:** Written contact to the Parties primary contact of breach of the other party with a suspension of outreach for three visits; the Site would be responsible for returning any overdue items to the library or offsite library book drops, the Library would not deliver new items during three visit window. After the suspension period, services will be reinstated for a three visit probationary period.
- **Tier Three:** Written contact to the Parties primary contact of breach of the other party; whereas issues cannot be resolved by said parties, final termination is at the discretion of the library director and or site director.



West Fargo Public Library Outreach Services Agreement

Definitions:

Outreach: services or activities which are conducted at a location separate from the primary service location of the West Fargo Public Library.

Patron or Resident: those living at or receiving services from the Site

Site Administration Contact: the individual at the Site who is the primary contact for communication, responsible for payment of lost or damaged items beyond the patrons, and for the timely return of items delivered

Library Director: the individual at the library to contact for issues or concerns with the service beyond the Adult Services Manager

Adult Services Manager: the individual at the library primarily responsible for the onsite delivery services, procedures, evaluation and continued operation

Outreach Services Assistant: the individual at the library primarily responsible for selecting, delivering, and providing services at Site

TERM:

Either Party may cancel this agreement through written notification 30 days prior to the scheduled onsite delivery date.

Notice:

All notices under this Agreement will be in writing and : (a) delivered personally; (b) sent by certified mail, return receipt requested; (c) sent by a recognized overnight mail or courier service, with deliver receipt requested; or (d) sent by facsimile or email communication followed by a hard copy with a receipt confirmed by telephone or return receipt (in the case of email communication), to the following addresses:

To West Fargo Public Library: West Fargo Public Library
Attn: Library Director
215 3rd St. E
West Fargo, ND 58078

To Youth Service Outreach Site: Youth Service Outreach Site
Attn: _____

Assignment:

Neither Party may transfer or assign this Agreement, nor any rights or obligations under this Agreement, without the express written consent of the other Party. Each Party shall only be permitted to transfer or assign rights or obligations under this Agreement by giving thirty (30) days' written notice to the other Party of its intent to transfer or assign.



West Fargo Public Library Outreach Services Agreement

Governing Law:

This Agreement shall be controlled by the laws of the State of North Dakota.

Severability:

Each provision, section, sentence, clause, phrase, and word of this Agreement is intended to be severable. If any provision, section, sentence, clause, phrase, and word hereof is held by a court with jurisdiction to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

Modifications:

Any modifications or amendments to this Agreement must be in writing and signed by both Parties to this Agreement.

Binding Effect:

This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective personal representatives, successors, and assigns.

Representation:

The Parties, having been represented by counsel or having waived the right to counsel, have carefully read and understand the contents of this Agreement, and agree they have not been influenced by any representations or statements made by any other parties.

Headings:

Headings in this Agreement are for convenience only and will not be used to interpret or construe its provisions.

Counterparts:

This Agreement may be executed in counterparts, each of which shall be deemed to be an original but all of which taken together shall constitute one and the same agreement and shall become effective when one or more counterparts have been signed by each of the Parties and delivered to the other Party.

Representation of Authority:

Each Party signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement and that the Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.



West Fargo Public Library Outreach Services Agreement

Electronic Signatures:

The Parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered an original signature for all purposes and shall have the same force and effect as an original signature.

Entire Agreement:

This Agreement contains the entire Agreement between Party's with respect to the subject matter set forth herein but may be modified with the written consent of both Parties. Signing this Agreement implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the Agreement.

(Signatures appear on the following pages.)



West Fargo Public Library Outreach Services Agreement

Site Contact Information:

Delivery Site Name: _____

Delivery Site Address: _____

Site Administration Contact & Title: _____

Site Administration Phone Number: _____

Site Administration Email Address: _____

Site Administration Signature: _____ Date: _____

Library Director Signature: _____ Date: _____



West Fargo Public Library Outreach Services Agreement

Library Contact Information:

Kirsten Henagin, Adult Services Manager

701-515-5200 ext. 5207, Kirsten.henagin@westfargond.gov

Erin Thostenson, Outreach Services Assistant

701-515-5200 ext. 5259, erin.thostenson@westfargond.gov

Betty Adams, Library Director

701-515-5200 ext. 5203, betty.adams@westfargond.gov

Addendum A: Delivery Service Needs

Delivery Site Information:

Primary Ages Served at Site: (check all that apply)

- ☐ 0-2 years old ☐ 3-5 years old ☐ 6-8 years old ☐ 9-12 years old
☐ 13-15 years old ☐ 16-18 years old
☐ 18-30 years old ☐ 31-55 years old ☐ 56-70 years old ☐ 70+ years old

Active Delivery Months:

- ☐ Year-round
☐ Other: Start Month _____ End Month _____

Preferred Item Type for Delivery: (check all that apply)

- ☐ Picture Books ☐ Board Books ☐ Chapter Books ☐ Easy Readers ☐ Non-Fiction
☐ Vox Books (Play Aloud) (limit 2 per delivery)

☐ Teen / Young Adult Fiction ☐ Mystery ☐ Thriller ☐ Romance ☐ Sci-Fi / Fantasy
☐ Non-Fiction ☐ Graphic Novels ☐ Large Print ☐ Audiobooks ☐ DVD (movies and TV)

☐ Surprise us! Other: _____

Specific Site Requests: Tell us more about how the library can serve you through our delivery services.

Purpose:

The West Fargo Public Library is a public building. We welcome children of all ages and work to provide a consistent safe environment to explore and learn. We also offer many services and programs that encourage engagement and foster new opportunities of discovery for people of all ages; therefore, for the protection and well-being of children who visit our library, the following policy has been established.

Unattended Children's Policy

It is not the West Fargo Public Library's intention to seek out unattended children, but rather have a reasoned response prepared when a problem presents itself.

Policy:

1. Children younger than five (5) must be accompanied and directly supervised by a parent/guardian or designated caregiver (*aged 13+*) at all times in the Library, during story times, or other programs.
2. Parents/designated caregivers (*aged 13+*) are responsible for the conduct of the child(ren) under their supervision while in the Library. If a child's conduct interferes with another patron's ability to use the Library in violation of posted policies, the child(ren) and their parent/designated caregiver (*aged 13+*) will be asked to leave the building.
3. Parents/designated caregiver (*aged 13+*) must not leave the Library premises while their child(ren) younger than ten (10), are attending a Library sponsored program.
4. Children ten (10) and older should be familiar with, and adhere to, Library policies and hours of service. A child, old enough to use the Library alone, whose conduct interferes with another patrons' ability to use the Library in violation of posted policies will be asked to leave the building. Children should know how to reach a parent or caregiver during their visit.
5. The Library staff is not responsible for supervising children left alone when the Library is closing. If arrangements have not been made for immediate pick up, the West Fargo Police Department will be contacted. The West Fargo Police Department will be asked to assume care of the child. Library staff will remain with the child until the police officer arrives.

Implementation:

West Fargo Library staff shall have the responsibility of enforcing this policy. Parents/designated caregiver (*aged 13+*), or the appropriate authorities may be contacted if any child is left unattended in or on West Fargo Public Library premises.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (the “Agreement”) is entered into by and between the West Fargo Public Library and Youth Service Outreach Site (collectively, the West Fargo Public Library and Youth Service Outreach Site are referred to as the “Parties”).

RECITALS

WHEREAS, the Parties intend to establish roles and responsibilities of the West Fargo Public Library and Youth Service Outreach Site related to services or activities conducted at separate location from the West Fargo Public Library (“Outreach”); and

WHEREAS, the Parties desire to set forth in writing their mutual understandings and to define the terms and conditions and each Party’s rights and obligations in connection with providing Outreach services; and

NOW, THEREFORE, in consideration of the mutual promises contained herein and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby state as follows:

1. **Purpose and Scope**. The purpose of this Agreement is to establish roles and responsibilities of the Parties to provide the best Outreach story time experience for all.
2. **Definitions**. All capitalized and bolded terms used and not otherwise defined shall have the meanings given to them in this Agreement and as defined in this Section unless a different meaning clearly applies from the context.

“Outreach” means as services or activities which are conducted at a location separate from the primary service location of the West Fargo Public Library.

3. **Time and Dedication**. The Parties intend to respect one another’s time and dedication to the process and efforts that go into creating a successful Outreach program. Staff of both Parties dedicate hours of preparation into what they cultivate and create for the benefit of the children to whom they provide services and programming. Parties are given options for programming visits for what would work best for their site based on what the West Fargo Public Library Youth Services staffing schedule can handle.
 - As a showing of good faith by the West Fargo Public Library, we are providing a feedback portal ([linked](#)) for use at any time. The West Fargo Public Library also strongly encourages the other party to utilize this tool.

4. **Roles and Responsibilities.** The Parties agree to the following roles and responsibilities.
- a. Responsibilities of Youth Service Outreach Site:
- Site leaders/teachers will have group prepared for programming.
 - Site leaders/teachers will notify of sudden closures, upcoming closures, reduced/increased numbers.
 - Site leaders/teachers will understand the expectations West Fargo Public Library has for story time programming (see attachment 1).
 - Site leader/teachers will understand story time roles and expectations (see attachment 1).
- b. Responsibilities of the West Fargo Public Library:
- Story time leaders will be on time to sites (no more than 5 minutes early).
 - Story time leaders will be prepared to present best practice story time programming (see attachment 2).
 - Story time leaders will be respectful of center protocols and rules.
 - Children's Librarian will promptly notify of staff changes, sickness, shortages, or need for cancellation.
 - Story time leaders will be respectful of the children and teachers on site.
 - Story time leaders will stay for the allotted scheduled time.
5. **Duration, Modification, and Termination.** This Agreement is for the period of **one year/one academic year from the date of signing**. Either Party may terminate the Agreement for non-performance after a tiered process.
- **Tier One:** Written contact to the Party's site coordinator of breach of the other Party and an opportunity for the other Party to cure the non-performance with in three site visits will be counted as first contact for correction.
 - **Tier Two:** Written contact to the Party's site coordinator of breach of the other Party and opportunity to engage in a provisional training will be counted as second contact for correction.
 - **Tier Three:** Written contact to the Party's site coordinator of breach of the other Party with a suspension of outreach for three (3) visits; whereas, compensating resource will be made available to sites during absence and will be counted as third contact for correction.
 - **Tier Four:** Written contact to the Party's site coordinator of breach of the other Party; whereas issues cannot be resolved by said Parties, final termination is at the discretion of the Library Director and or Site Director.
6. **Term.** This Agreement may be terminated by either Party with thirty (30) days' written notice to the other Party.

7. **Notice.** All notices under this Agreement will be in writing and : (a) delivered personally; (b) sent by certified mail, return receipt requested; (c) sent by a recognized overnight mail or courier service, with deliver receipt requested; or (d) sent by facsimile or email communication followed by a hard copy with a receipt confirmed by telephone or return receipt (in the case of email communication), to the following addresses:

To West Fargo Public Library: West Fargo Public Library
Attn: Library Director
215 3rd St. E
West Fargo, ND 58078

To Youth Service Outreach Site: Youth Service Outreach Site
Attn: _____

8. **Assignment.** Neither Party may transfer or assign this Agreement, nor any rights or obligations under this Agreement, without the express written consent of the other Party. Each Party shall only be permitted to transfer or assign rights or obligations under this Agreement by giving thirty (30) days' written notice to the other Party of its intent to transfer or assign.
9. **Governing Law.** This Agreement shall be controlled by the laws of the State of North Dakota.
10. **Severability.** Each provision, section, sentence, clause, phrase, and word of this Agreement is intended to be severable. If any provision, section, sentence, clause, phrase, and word hereof is held by a court with jurisdiction to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.
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12. **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective personal representatives, successors, and assigns.
13. **Representation.** The Parties, having been represented by counsel or having waived the right to counsel, have carefully read and understand the contents of this Agreement, and agree they have not been influenced by any representations or statements made by any other parties.
14. **Headings.** Headings in this Agreement are for convenience only and will not be used to interpret or construe its provisions.

15. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed to be an original but all of which taken together shall constitute one and the same agreement and shall become effective when one or more counterparts have been signed by each of the Parties and delivered to the other Party.
16. **Representation of Authority.** Each Party signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement and that the Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.
17. **Electronic Signatures.** The Parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered an original signature for all purposes and shall have the same force and effect as an original signature.
18. **Entire Agreement.** This Agreement contains the entire Agreement between Party's with respect to the subject matter set fourth herein but may be modified with the written consent of both Parties. Signing this Agreement implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the Agreement.

(Signatures appear on the following pages.)

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their authorized representatives.

Date _____
Director
West Fargo Public Library

Date _____
Children's Services Librarian
West Fargo Public Library

Date _____
Site Facility Director/Lead Teacher
Of _____

Attachment 1: Understanding of expectations and processes of programming

a. Story Time Expectations:

- Eyes that are watching
- Ears that are listening
- Bodies that are settled
 - Criss-cross applesauce
 - sitting on pockets
 - hands to yourself
- Voices that are quiet and respectful
 - whisper voices
 - six-inch voices
 - bubbles in

b. Story Time Roles and Best Practices for Behaviors:

i. Story time leader:

- Calm encouraging demeanor
- Strong voice
- Redirect behaviors
- Allow caregivers/teachers to discipline
- Step in for discipline, if no adult present
 - Take a break
 - Refocus
 - Help them understand their choices
- Can modify/end story time early due to behaviors
- Allocates time to help participants with crafts

ii. Caregivers/Teachers:

- Model listening and engagement behavior
- Actively engage to help participants with crafts, as needed
- Take direct role for disciplinary actions, if needed
- Should feel comfortable leaving and re-entering at any time
- Can remove child and leave story time

iii. Children:

- Self-correct behaviors from modeling behaviors
- Listen to directions
- Try to work independently to finish craft
- Encouraged to ask for help
- Have choices
- Can take a break
- Can leave if needed

Attachment 2: Best practice story time processes

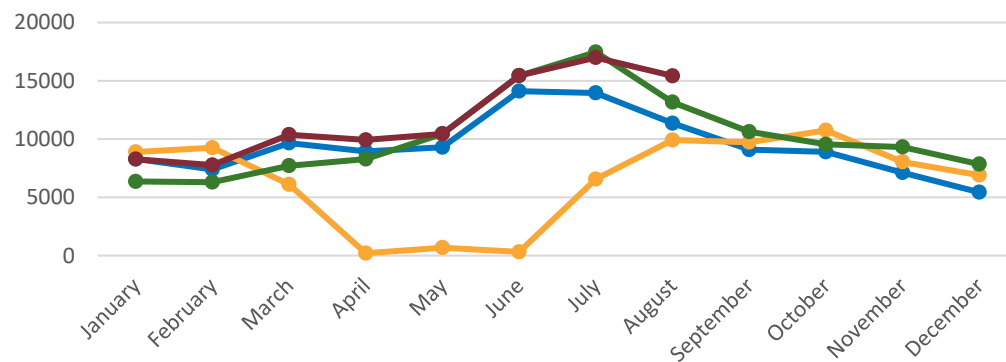
- Story time programming is created for emergent learners and readers that is meant to be presented in a welcoming and engaging environment where children can feel safe in learning and participating in programming engagements. Staff strive to build strong lasting relationships with participants to encourage their lifelong learning and reading journey. Staff work to help model and foster literacy skill and the love of reading through reading, singing, playing, writing, and talking.
- Ideation of story time programming is rooted in making the following literacy skills consumable to all levels of readers:
 - Narrative Skills
 - Print Motivation
 - Phonological Awareness
 - Print Awareness
 - Expressive Language
 - Listening Comprehension
- Engaging best practice story time goes beyond books. The following elements are a primary focus as programming engagement occurs:
 - Creating an encouraging safe space
 - Establishing a practical routine
 - Modeling and discussing expectations
 - Focusing on relating literacy skills in a useable manner
 - Ability to “read the room” and change lanes in a productive manner
- Staff work to provide programming approaches that spur curiosity, initiative, persistence, attention, reflection, and inventiveness in their audience.
- Staff work to build a learning community, provide information, model behaviors, encourage reflective dialogue, and engage with “I notice” statements during their programs.
- Staff can:
 - Use unfamiliar or “big” words
 - Reread a book
 - Make mistakes
 - Ask participants to take a break and come back
 - Quit reading if group is not engaged – redirect
 - Sing more songs than planned
 - Read one book or sing one song and engage in the craft
- Staff recognize that every story time and group are always different. They work to be flexible with their planning to encompass situations to keep programming moving and successful.

		Revision 1 - Library Board	Revision 2	Current Final	Request by Library	Judy Afdahl-post Rev 4			
				Revision 3 & 4 stayed the same	Add back in DD Position & Adj	Add in Dep Director & Adjustn	Rev 4 notes	Rev 3 notes	Rev 2 notes
110	PERMANENT EMP SALARIES	871,394		779,690	794,990	875,154	Increase \$ 80,164	No new staff positions, Deputy Dir	No new staff positions, Deputy Director position not included.
114	PART TIME SALARIES	139,943		143,540	146,358	146,358			
220	SOCIAL SECURITY	77,367		70,627	72,013	78,146	Increase \$6,133		
230	RETIREMENT	132,975		118,981	121,315	133,548	Increase \$12,233		
240	WORKFORCE SAFETY INSURANCE	1,588		1,502	1,512	1,607	Increase \$95		
250	UNEMPLOYMENT	500		500	500	500			
312	ATTORNEY	4,000		4,000	4,000	4,000			
320	HEALTH INSURANCE	147,839		127,832	130,844	151,290	Increase \$20,446		
321	PROPERTY INSURANCE			-	-	-			
333	BUILDING RENTAL	120,390		120,752	120,752	120,752			
340	TRAVEL & EDUCATION	17,392		17,392	17,392	17,392		[Per schedule provided]	[Per schedule provided]
356	TELEPHONE	4,831		3,300	3,300	3,300		5.2.22 per IT schedule TAJ	5.2.22 per IT schedule TAJ
387	MEDICAL/VACCINES	500		500	500	500		[Includes drug testing for new employees]	[Includes drug testing for new employees;]
399	RECRUITMENT/EMPLOYMENT TESTS	3,000		3,000	3,000	3,000			
410	OFFICE SUPPLIES	13,000		13,000	13,000	13,000			
424	GAS AND OIL	1,200		1,200	1,200	1,200			
427	VEHICLES MAINTENANCE	1,200		1,200	1,200	1,200		[Oil changes, and misc. repairs]	[Oil changes, and misc. repairs]
428	SERVICE AGREEMENTS-CONTRACTS	18,660		10,260	10,260	10,260		[TLC-old, Loffler, Great American Financial, Steam Masters] 5.2.22 Added \$7,560 from IT schedule TAJ	
490	MISC			-	-	-		5.2.22 Move to obj 740 TAJ [Finance charges on our credit card]	
497	TECHNOLOGY	33,106		63,064	63,064	52,914	Decrease \$10,150	5.2.22 Per IT schedule TAJ	5.2.22 Per IT schedule TAJ
500	SUPPLIES	500		500	500	500		[Face Masks - public facing supplies]	[Face Masks - public facing supplies]
641	FURN & EQUIP-NON DEPRECIATED			27,950	27,950	3,500	Decrease \$24,450		
644	POSTAL METER RENT	1,200		1,200	1,200	1,200			
648	PROFESSIONAL PUBLICATIONS	3,000		3,000	3,000	3,000		[collection development subscriptions and ALA books]	
649	PROGRAMMING	16,000		16,000	16,000	16,000		[anticipated \$5000 Friends of the Library contribution]	
650	E RESOURCES	37,000		41,285	41,285	41,285		[Consumer Reports, Novelist Plus & Select, Gale: Peterson's Test and Career Prep, Udemy, Hoopla, OverDrive Advantage Account]	
661	POSTAGE/FREIGHT/SHIPPING	7,000		7,000	7,000	7,000		[Increase to keep up with shipping of ILLs]	
662	BOOKS	100,750		100,750	100,750	100,750			
663	MAGAZINES	5,500		5,500	5,500	5,500		[public periodicals]	
664	AUDIO VIDEO	31,500		31,500	31,500	31,500		[Increase due to cost of VOX books for read-along books for kids]	
667	MEMBERSHIPS	3,500		3,500	3,500	3,500		[Per schedule provided]	
668	PRINTING	1,000		1,000	1,000	1,000			
669	INSURANCE	2,750		2,750	2,750	2,750		[Provided by Finance]	
672	EMERGENCY MEDICAL SUPPLIES	350		350	350	350			
689	PROMOTIONAL ACTIVITIES	11,400		11,400	11,400	11,400			
740	SERVICE CHARGES	1,750		1,750	1,750	1,750		[credit card fees associated with patron purchases] 5.2.22 Added \$750 from obj 750 TAJ	
864	FURN & EQUIP DEPRECIATED >\$5,000	47,944		5,830	5,830	-	Decrease \$5,830	[Per schedule provided]	[Per schedule provided]
880	COST ALLOCATIONS	42,000		41,193	42,023	42,023		[Provided by Finance]] 5.2.22 estimated TAJ	
890	TRANSFERS OUT			10,000	10,000	10,000		Library and Maintenance fund	
901	CATALOGING	3,200		3,200	3,200	3,200		[OCLC Connexion, and OCLC WebDewey]	
994	ODIN	24,200		24,200	24,200	24,200		[ODIN Operating Costs] [add ODIN Database cost here] 2023 will be free through State Library/ARPA funds; 2024 will be 1200	
		1,929,428	\$	1,820,198	\$	1,845,888	1,924,529		
Revenues									
	Taxes	1,947,167		1,947,167	1,947,167	1,947,167			
	Levy Discounts	(72,045)		(72,045)	(72,045)	(72,045)			
	Intergovernmental	31,000		31,000	31,000	31,000			
	Charges for Services	-		-	-	-			
	Miscellaneous	5,000		5,000	5,000	5,000			
	Sponsorships	25,000		20,000	20,000	20,000		offset 649 and 641 and Fund 7010	offset 649 and 641 and Fund 7010
	Pledges			-	-	-			
		1,936,122	\$	1,931,122	\$	1,931,122	1,931,122		
Net Surplus/(Deficit)		\$ 6,694	\$	110,924	\$	85,234	\$ 6,593		
				Final Revision Surplus	85,234				
				Add back the Assist Dir.	(119,071)				
				Adjustment Request by Director	40,430				
				Surplus/Deficit - w/ AD & Adj	6,593				

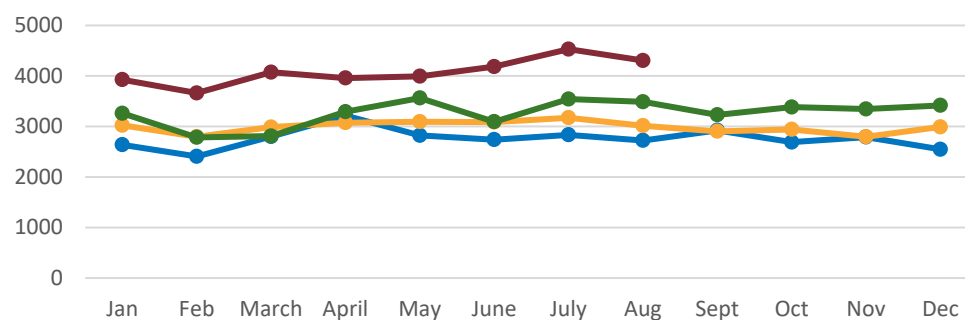
West Fargo Public Library

Monthly Impact Report August 2022

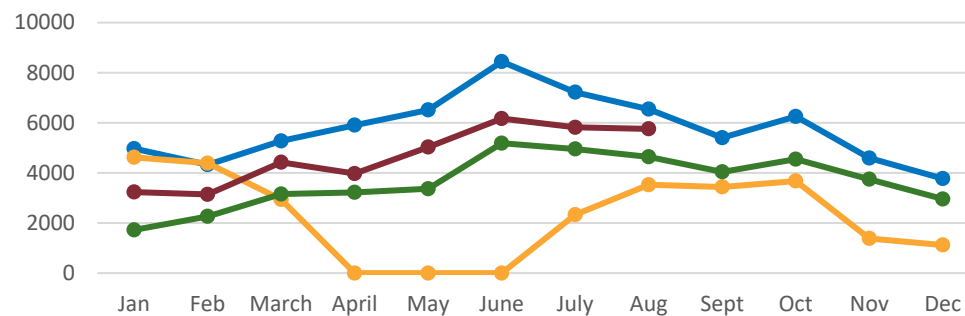
Physical Item Circulation



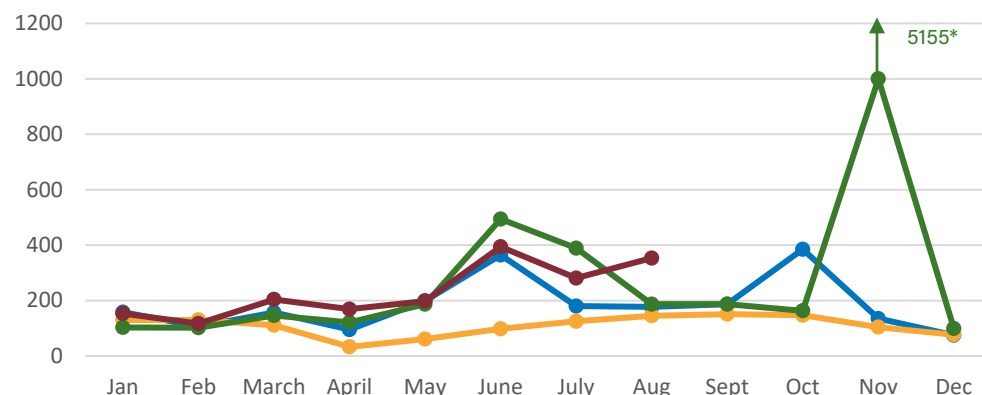
Electronic Materials Circulation



Door Count



Library Card Applications

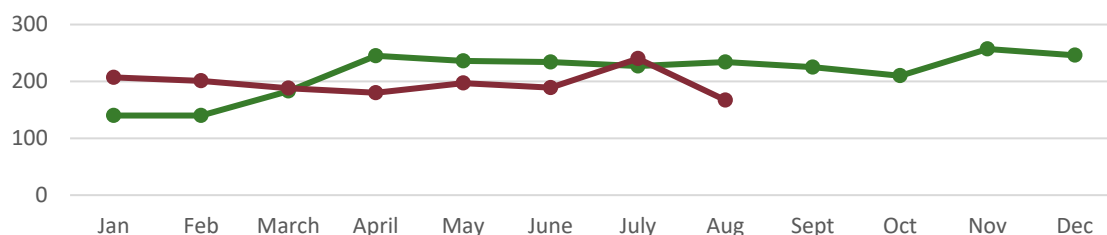


*The library added over 5000 cardholders in November 2021 due to partnership with WFPS.

Outreach Services

	2021	2022
Jan	140	207
Feb	140	201
March	183	188
April	245	180
May	236	197
June	234	189
July	227	240
Aug	234	167
Sept	225	
Oct	210	
Nov	257	
Dec	246	
Total	2577	

Outreach Materials Circulation



Adult Book Deliveries

Locations Served	5
Patrons Served	33
Total Items Circulated	87

Daycare Book Deliveries

Locations Served	3
Total Items Circulated	80

Daycare Storytimes

Locations Served	2
Storytime Sessions	3
Total Attendees	21

Programming

Adult Programs

Program	Attendance
Technology Tutoring (3x/week)	5 (↓8)
Genealogy Assistance	2 (↑1)
Monday Night Readers	8 (↓1)
Novel Afternoons Book Club	9 (↓4)
Third Thursday Book Club	6 (↑2)
Books & Brews Book Club	7 (↑3)
Gardening Meetup Series	1 (↓6)
English Conversation Circle	3 (↑1)
Discovering Your Roots #3	7
Red Willow Dreamcatcher Class	4
Total	52 (↑9)

Family Programs & Community Events

Program	Attendance
Night to Unite	212
RED Day End of Summer Party	195
West Fargo Events Summer Splash	110
YMCA Family Night	42
Pride in the Park	257
Little Red Reading Bus Route Stops*	406
Total	1222 (↑52)

*Little Red Reading Bus route ended Aug. 11

Youth Programs

Program	Attendance
Early Literacy Storytime (Weekly)*	197 (↓23)
Baby Boost Storytime (Weekly)*	95 (↓94)
Let's Make Upcycled Art (Teen)	5
Total	297 (↓191)

*No Storytimes were held August 24, 26, or 31.

1000 Books Before Kindergarten

Total Registered This Month	3
Total Registered YTD	268
Total Registered All Time	373

Beanstack

Total Active Users This Month	103 (↓364)
Total New Users This Month	8 (↓92)
Total New Users YTD	1760 (↑8)

Active Challenge(s)*	Total Readers YTD
1000 Books Before Kindergarten (ongoing)	268
Total	268

*Summer Boost reading challenges ended July 31.



WEST FARGO PUBLIC LIBRARY

DIRECTOR REPORT & PROGRAMMING UPDATE

WEST FARGO PUBLIC LIBRARY DIRECTOR

BETTY ADAMS

*Presented at the Library Board Meeting on
Thursday, September 8, 2022
(All information is reflective of August 2022)*

TRUSTEE NOTES

Community Feedback

- Two books were sent back to us in the mail after some patrons had moved out of state. The note said "Our son loved coming to your library! We appreciate how friendly and helpful everyone on staff always was."
- A patron went over to the New Adult area and found a new book he's been wanting to read. He was so excited that it was available for him to check out. He said "Awesome! Now I don't have to go spend \$18 at Costco to buy it." On his way out he turned back and said "You guys do a great job!"
- At English Conversation Circle last night, we had a new patron attend. She has been a part of the community since 2017 and had studied to become a nurse. Her first language is Spanish and wanted to strengthen her English as a second language. She took the entrance exam at the Fargo Adult Learning Center for their English classes and outscored the test. It was very validating to her to receive that acknowledgement, but wanted a way to practice her English more casually. The Fargo Adult Learning folks sent her to our conversation circle! "I am so glad they [Fargo Adult Learning Center] told me about your classes. I look forward to coming back next month!"

Meet & Greet Feedback:

Thank you for this opportunity to suggest programming and outreach for WF residents. As seniors become more tech savvy, the free tools to access digital books and magazine will actually enhance those skills with frequent use. Welcome to the WF area, we look forward to you leading the library into the future! As AARP Volunteer President from WF, look forward to working with you.

- A story time mom shared with staff that she homeschools and really appreciates the take homes that are provided at story time. She always takes an extra and laminates it at home so that they are able to reuse it during their school days.
- A patron brought a staff member flowers as a thank you, because the staff member helped them connect with lost family members, including a parent and half-sibling they had never met before.

BUILDING & TECHNOLOGY

- **Quiet study space on second floor** has been rearranged to fit more individual users
- Fire Department have assessed the small room on the first floor of the Library to be approved as a **small group/individual study room**
- Our **patron database has been “cleaned up”** to be address the efficiency of registering new patrons, improving the staff experience
- As of August 1, **the Lactation Pod** (located behind the staircase, near the audiobooks) **is available** for reservation at the Library during Library hours



WEST FARGO
PUBLIC LIBRARY

LIBRARY ADDS DESIGNATED LACTATION ROOM

Members of the public can reserve the room at the library Service Desk.

STAFF & VOLUNTEERS

Three Library Aides added hours to their current schedules to accommodate an open position; the position has been filled by current staff stepping in to fulfill the need

- Reduces training time; increases current staff time engaging with Library

Teen Interns Report *(Four interns have completed service at WFPL)*

- Provided an opportunity for teens to engage with kids/community members and learn customer service and other job skills, all while supporting the library
- The teens each had shifts out on the LRRB route, where they engaged with kids by playing games, drawing chalk designs, and reading to/with kids
- Teens built patron service skills by interacting with different people and explaining the concept of the LRRB to visitors, answering questions or helping find books, and, when needed, directing patrons to more experienced library staff
- The teens also had library shifts, where they helped shelve books, prep programming materials or act as extra help for our crowded summer story times
- In conversations with the teens at the end of their internship, they all enjoyed interacting with kids out on the route, meeting different people and overall reported a great experience
- This summer's teen intern project was funded through an Otto Bremer Grant and staff are working to bring back this opportunity project for 2023

This summer would not have been as successful without the support of the teen interns, by providing the additional support needed to make each LRRB stop engaging for all visitors.

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

- Junior Fiction collection has been weeded and shifted to fit new materials
- Collection Policy is being reviewed and updated for Board review and approval
- Display area by self-check out is the most popular display location
 - Staff are evaluating what materials will be put there to improve circulation



FINANCES

CURRENT MONTH & YEAR TO DATE



45,532.39

841,114.64

51%



FINANCE UPDATE

PROGRAMMING & OUTREACH (ADULTS)

September Monday Matinees start the 12th and recur **Monday afternoon's at 1:30 PM**

- September's theme is Oscar Nominations
 - Sept. 12 – Belfast
 - Sept. 19 – King Richard
 - Sept. 26 – Cyrano

September Special Programs and Outreach

- WFPL will pop-up at the **Senior Lifestyle Expo** following the walk in the park on September 1st to promote library services.
- WFPL will attend the **46th Annual Family History Workshop on September 17th** to promote library services.
- WFPL will host another **Libby 101 Class** for patrons to learn the basics of the tool and get their personal devices set-up with the application on **September 19th from 10:30-11:30 am**.
- WFPL will launch a **packet of activities for our senior outreach sites** to duplicate and distribute at their respective organizations. All kits will include activities for individuals, group activities, and a library resource feature.

August Highlights

- WFPL was present at Pride in the Park (Aug. 13) and saw over 250 people visit our booth. We made library cards, checked-out books, and visitors made a LOT of buttons.
- Seven patrons joined the John Colletta "Searching in Your Ancestor's Backyards" video course on Aug 27th. This was the third course offered in the 15 course series.
- Two of the six senior outreach sites received **Memory Care Kits**. Feedback will be presented as it is received.
- The **Traditional Red Willow Dreamcatcher Class with Christy Goulet** was very well appreciated; all who attended praised the experience of learning about the significance of dreamcatchers and the diligence that goes into creating them.

September Book Clubs

- **Monday Night Readers** at library at 6 pm, September 12
 - Cloud Cuckoo Land by Anthony Doerr
- **Novel Afternoons** at library at 1 pm, September 20
 - Writers & Lovers by Lily King
- **Third Thursday** at library at 6:30 pm, September 15
 - The Night Watchman by Louise Erdrich
(One Book, One Community)
- **Books and Brews** at Thunder Coffee at 6 pm, September 22
 - Probably Ruby by Lisa Bird-Wilson

PROGRAMMING & OUTREACH (YOUTH)

Summer Boost Program Report

- Summer Boost officially ended with **195 patrons** participating in our celebration party on August 12th
- **957 total registrants** (up by 96 registration in 2021)
- **12,648 hours were read** (758,917 minutes)
- **5,729 patron interactions** at Summer Boost library events, the LRRB or the library's table at community events
- **2,697 visitors to the LRRB route**
 - Average of 33 people per stop (increase of 7 from summer 2021)
- **1,918** visited the library for events
- **1,117** visited the library booth/tables at community events
- **Storytime attendance consistently high** throughout summer (45-65 people per session)

Summer Boost Program Feedback

- Participation feedback surveys:
 - Summer Boost provided an **opportunity for families to spend time together**
 - **challenged the whole family** to read more
 - helped **maintain language art skills**
- Staff feedback:
 - **Adult participation** and excitement **grew this summer**
 - **Participation** in both the challenge and visits to the library onsite and LRRB were **steady throughout the summer**
 - **No significant drop off or slow down** in Mid-July/August as documented in years past

Upcoming Events

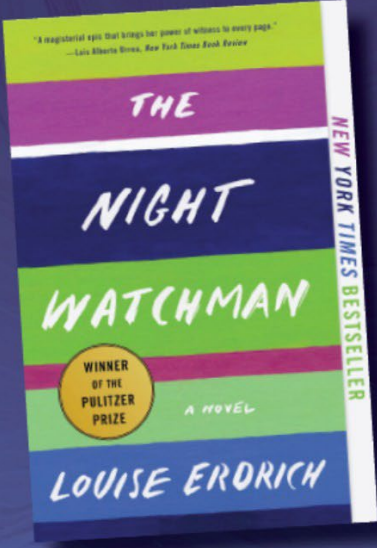
- Storytimes will resume on September 7th
- The **LRRB will be in the West Fest Parade** and participating in the **family fun area/event** with a pop-up library station featuring books, games, library info and a craft
- **Partnering with the WFPS Middle School Library Media Specialists** again this year to host a Beanstack reading challenge **to help motivate the middle schoolers to get back into a reading habit** as they head back to school

OTHER ITEMS

- All Staff Training Update
 - 21 of 23 staff were in attendance
 - Feedback thus far has been positive
 - Objective of first training:
 - Gather staff opinions to direct structure of future trainings
 - Direct staff to a more present and future focused mindset when it comes to services, resources, and their work
- Anonymous survey will be used to further confirm if objectives of first training have been met and to continue to receive feedback from staff



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