



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, October 13, 2022 5:30 PM
West Fargo Public Library
215 3rd Street East
Meeting Room 1
West Fargo, ND 58078

1. Call to Order
2. Approve Order of Agenda

Consent Agenda - Approve the Following:

1. Approval of Minutes – September 15th, 2022
2. Approval of Financial Reports

Regular Agenda

Old Business

New Business

1. Collection Development Policy (**Action**)
2. Technology Tutoring Impact Report
3. Friends of the Library Report
4. Director's Report
5. Adjourn

West Fargo Public Library Board of Directors

Meeting Date: Sept. 15, 2022

Time: 5:30 PM

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

Roll Call: Liann Hanson, Tony Stukel, Larry Schwartz. Also attending: Betty Adams, Library Director

1. Call to order

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

2. Approve order of agenda

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

3. Consent agenda - approve the following:

- a. Approval of Minutes – Aug. 11, 2022
- b. Approval of Financial Reports

Hanson moved and Schwartz 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 and Aug. 11 Library Board meetings, Schwartz motioned to approve the change in board member email addresses from board member names to more generic email addresses based on their role on the board. Stukel seconded. No opposition. Motion carried.

New Business

1. Patron Code of Conduct Policy

Adams provided two small changes to what was originally presented in the agenda. Line 10 now reads "Consumption of odored food or drink or unreasonable amount of food or drink." Line 13 now reads "Leaving personal belongings unattended by oneself for an extended period of time or in a potentially unsafe manner; bringing in personal recreational equipment." Schwartz motioned to approve the Patron Code of Conduct Policy. Stukel seconded. No opposition. Motion carried.

2. Circulation Limits, Loan Periods and Fine Schedule Policy

Adams outlined two changes to this policy. DVD and AV limitations were removed. The non-resident library card fee was changed from \$5 to \$25 after discussion with the City of West Fargo and review of non-resident fees at other libraries in the region, state and nation. Schwartz moved to approve the Circulations Limits, Loan Periods and Fine Schedule Policy. Hanson seconded. No opposition. Motion carried.

3. Library Card Policy

Adams explained that the main difference between this policy and what is currently in use by the library is the clear delineation between an adult and youth card. Under the new policy, adult cards would be able to be obtained by those 18 years of age and older and anyone under the age of 18 would receive a youth card. Hanson motioned to approve the Library Card Policy. Stukel seconded. No opposition. Motion carried.

4. WFPL Outreach Services Delivery Memorandum of Understanding

Adams explained that this and the following memorandums of understanding are new policies

for the library composed based on staff recognition of need for formal agreements with outreach sites. Schwartz moved to approve the WFPL Outreach Services Delivery Memorandum of Understanding. Stukel seconded. No opposition. Motion carried.

5. WFPL Outreach Services Deposit Library Memorandum of Understanding

Hanson motioned to approve the WFPL Outreach Services Deposit Library Memorandum of Understanding. Schwartz seconded. No opposition. Motion carried.

6. Unattended Children Policy

Adams explained that this is another brand-new policy for the library. Hanson confirmed that children over the age of 13 are able to be in the role of “caregiver” while visiting the library. Hanson motioned to approve the Unattended Children Policy. Stukel seconded. No opposition. Motion carried.

7. WFPL and Youth Service Outreach Site Memorandum of Understanding

Stukel motioned to approve the WFPL and Youth Service Outreach Site Memorandum of Understanding. Schwartz seconded. No opposition. Motion carried.

8. Library Budget 2023 Final Revision

Adams shared that this final revision version of the budget reflects the need for funding for staffing over program and service expansions in 2023. Operating under budget so far in 2022 has allowed for some purchases that would have been budgeted in 2023 to take place now instead. Adams and staff are also actively looking for outside grant opportunities to supplement 2023 program and service expansions instead of using the library’s limited funding for that. The presented 2023 budget projects the library operating at a surplus of \$6,593. A point of discussion in the past, the FTE and funding for what was originally the Deputy Director position has been returned to the budget to allow for additional staff in 2023. Hanson moved to approve the Final Revision to the Library Budget for 2023. Stukel seconded. No opposition. Motion carried.

9. Director's Report

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

- Memory Care kits for outreach services sites have received a positive response from the community. Adams explained that the library hopes to expand the program in the future.
- The library is working to add three additional study spaces before the end of 2022.
- Patron database cleanup is underway.
- Teen interns have completed their time and Adams wanted to thank the board and community for their support of the teen internship program.
- Staff participated in a total of 22 continuing education trainings and public meetings in August including the four-hour all-staff training.
- The Collection Policy is being reviewed and updated for future Board approval.
- Only 51% of the budget was used by the end of August.
- Summer Boost ended in August. Despite decreasing the number of sites visited with the Little Red Reading Bus, the library saw an increase in participation at the sites. The library saw an increase in participation in Summer Boost across the board.
- Communications Specialist Ellen Rossow was one of six recipients of a scholarship for the national Library Marketing and Communications Conference in November.
- 21 of 23 staff attended the all-staff training Aug. 31 and have provided feedback.

10. Adjourn

Schwartz moved to adjourn and Hanson seconded. No opposition. Motion carried at 6:05 p.m. Next meeting: 5:30 p.m. Thursday, Oct. 13, 2022.

10/03/22
08:30:38

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 8/22 - 8/22

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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 4907134	Payroll 8/12/22		/ /	27,392.41	8/22			
JV 4908122	Payroll 8.26.2022		/ /	27,430.22	8/22			
		Object Total:		54,822.63	425,406.11	788,076.00	362,669.89	54%
114 PART TIME SALARIES								
JV 4907135	Payroll 8/12/22		/ /	6,752.38	8/22			
JV 4908123	Payroll 8.26.2022		/ /	6,780.06	8/22			
		Object Total:		13,532.44	79,917.67	120,471.00	40,553.33	66%
209 CLASSIFIED ADS								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 4907136	Payroll 8/12/22		/ /	2,509.10	8/22			
JV 4908124	Payroll 8.26.2022		/ /	2,526.04	8/22			
		Object Total:		5,035.14	37,445.59	69,504.00	32,058.41	54%
230 RETIREMENT								
JV 4907137	Payroll 8/12/22		/ /	4,310.29	8/22			
JV 4908125	Payroll 8.26.2022		/ /	4,284.41	8/22			
		Object Total:		8,594.70	63,132.27	118,692.00	55,559.73	53%
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								
JV 4907138	Payroll 8/12/22		/ /	4,241.22	8/22			
JV 4908126	Payroll 8.26.2022		/ /	3,773.63	8/22			
		Object Total:		8,014.85	49,783.74	81,079.00	31,295.26	61%
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%

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7000 LIBRARY								
411600 LIBRARY								
348 BUYOUTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
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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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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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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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								
JV 4923 6	TransFirst Libr August 2022	/ /	129.52	8/22				
		Object Total:		129.52	1,218.16	500.00	-718.16	244%
750 MISC.			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 8/22 - 8/22

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
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 4938 23	Aug 2022 cost allocation		/ /	3,436.50	8/22			
		Object Total:		3,436.50	27,492.00	41,238.00	13,746.00	67%
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:		139,098.17	977,727.14	1,725,276.00	747,548.86	
		Fund Total:		139,098.17	977,727.14	1,725,276.00	747,548.86	

***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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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/22 - 9/22

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 4909127	Payroll 09.09.2022		/ /	27,391.45	9/22			
		Object Total:		27,391.45	452,797.56	788,076.00	335,278.44	57%
114 PART TIME SALARIES								
JV 4909128	Payroll 09.09.2022		/ /	6,298.46	9/22			
		Object Total:		6,298.46	86,216.13	120,471.00	34,254.87	72%
209 CLASSIFIED ADS								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 4909129	Payroll 09.09.2022		/ /	2,486.24	9/22			
		Object Total:		2,486.24	39,931.83	69,504.00	29,572.17	57%
230 RETIREMENT								
JV 4909130	Payroll 09.09.2022		/ /	4,310.29	9/22			
		Object Total:		4,310.29	67,442.56	118,692.00	51,249.44	57%
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 105847 1 104415 ATTORNEY		184125	08/30/22	1,312.50	9/22	353 OHNSTAD TWICHELL		
CL 106029 5 104415 library			/ /	90.00	9/22	353 OHNSTAD TWICHELL		
		Object Total:		1,402.50	3,866.08	4,000.00	133.92	97%
320 HEALTH INSURANCE								
JV 4909131	Payroll 09.09.2022		/ /	3,773.70	9/22			
		Object Total:		3,773.70	53,557.44	81,079.00	27,521.56	66%
321 PROPERTY INSURANCE								
		Object Total:	/ /	0.00	1,043.00	0.00	-1,043.00	%
333 BUILDING RENTAL								
CL 105843 1 104473 SEPTEMBER BUILDING RENT	MISC06677	08/30/22		10,032.50	9/22	549 WF PUB SCHOOLS DIST #6		
		Object Total:		10,032.50	78,797.50	120,510.00	41,712.50	65%
340 TRAVEL & EDUCATION								
CL 105562 1 104063 TRAVEL & EDUCATION			08/01/22	11.76	9/22	3869 ALISHA REIS		
CL 105562 2 104063 TRAVEL & EDUCATION			08/16/22	11.20	9/22	3869 ALISHA REIS		
CL 105876 2 TRAVEL & EDUCATION			/ /	589.65	9/22	3162 VISA LIBRARY #2		
CL 105878 6 TRAVEL & EDUCATION			/ /	200.00	9/22	3161 VISA LIBRARY #1		
CL 105912 1 104322 MILEAGE			09/08/22	19.23	9/22	3417 CHELSEA SIMDORN		
CL 105912 2 104322 MILEAGE			09/08/22	21.90	9/22	3417 CHELSEA SIMDORN		
CL 106101 1 104478 TRAVEL & EDUCATION	05023		09/14/22	89.00	9/22	4024 ABOS		
CL 106101 2 104478 TRAVEL & EDUCATION	05024		09/14/22	89.00	9/22	4024 ABOS		
CL 106102 1 104479 TRAVEL & EDUCATION	00371		09/14/22	160.00	9/22	4552 NDLA		
	(DUSTIN)							

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/22 - 9/22

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 106102 2	104479 TRAVEL & EDUCATION (CLAIRE)	00372	09/14/22	225.00	9/22	4552 NDLA		
CL 106102 3	104479 TRAVEL & EDUCATION (NATHANIEL)	00377	09/14/22	160.00	9/22	4552 NDLA		
RV 7102 12	Conference Reimb		/ /	-550.00	9/22			
Object Total:				1,026.74	6,869.12	17,392.00	10,522.88	39%
348 BUYOUTS								
Object Total:				0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 105935 30	104464 aug 2022 library	9915221811	08/08/22	127.48	9/22	3668 VERIZON WIRELESS		
Object Total:				127.48	1,020.02	1,531.00	510.98	67%
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 105442 3	104129 lib		/ /	118.00	9/22	2862 ESSENTIA HEALTH		
CL 105732 3	104128 LIB	01374565	08/31/22	190.00	9/22	1502 EIDE BAILLY		
CL 105732 4	104128 DISCOUNT	01374565	08/31/22	-53.50	9/22	1502 EIDE BAILLY		
CL 106071 3	104347 Lib		/ /	118.00	9/22	2862 ESSENTIA HEALTH		
Object Total:				372.50	5,242.83	3,000.00	-2,242.83	175%
410 OFFICE SUPPLIES								
CL 105550 1	104087 OFFICE SUPPLIES	W012006091	08/17/22	21.79	9/22	351 BUSINESS ESSENTIALS		
CL 105556 1	104219 OFFICE SUPPLIES	8013870722	07/31/22	107.48	9/22	3276 PREMIUM WATERS INC		
CL 105585 1	104122 OFFICE SUPPLIES	7165119	08/08/22	142.63	9/22	77 DEMCO INC		
CL 105585 2	104122 OFFICE SUPPLIES	7169560	08/16/22	473.54	9/22	77 DEMCO INC		
CL 105878 3	OFFICE SUPPLIES		/ /	96.69	9/22	3161 VISA LIBRARY #1		
CL 105914 1	104342 OFFICE SUPPLIES	7178317	09/01/22	353.32	9/22	77 DEMCO INC		
CL 105915 1	104353 OFFICE SUPPLIES - STAMPS	V12202028	09/07/22	53.45	9/22	139 FRS WORKS		
CL 105920 1	104429 OFFICE SUPPLIES	8013870822	08/31/22	136.52	9/22	3276 PREMIUM WATERS INC		
CL 105922 1	104314 OFFICE SUPPLIES	W012047741	09/12/22	112.05	9/22	351 BUSINESS ESSENTIALS		
Object Total:				1,497.47	8,955.14	13,000.00	4,044.86	69%
420 OPERATION & MAINTENANCE								
Object Total:				0.00	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	%

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CITY OF WEST FARGO, ND
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For the Accounting Periods: 9/22 - 9/22

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
428 SERVICE AGREEMENTS-CONTRA									
CL 105583	1	104146 SERVICE AGREEMENTS - CONTRACTS	32276665	08/22/22	442.89	9/22 2877 GREATAMERICA FINANCIAL			
CL 106067	1	104382 toner	4087495	07/14/22	120.71	9/22 3418 LOFFLER			
CL 106067	2	104382 toner	4068585	06/24/22	109.95	9/22 3418 LOFFLER			
CL 106067	3	104382 toner	4107521	08/04/22	120.71	9/22 3418 LOFFLER			
CL 106164	9	104488 lib		/ /	422.56	9/22 4432 LIBERTY BUSINESS SYSTEMS INC			
Object Total:					1,216.82	16,265.93	11,100.00	-5,165.93	147%
490 MISC									
CL 105876	1	MISC		09/02/22	333.28	9/22 3162 VISA LIBRARY #2			
CL 105876	5	MISC (CREDIT)		/ /	-16.61	9/22 3162 VISA LIBRARY #2			
Object Total:					316.67	358.75	750.00	391.25	48%
497 TECHNOLOGY									
CL 105489	1	104067 tech		08/20/22	13.99	9/22 3490 AMAZON CAPITAL SERVICES			
Object Total:					13.99	26,922.09	45,070.00	18,147.91	60%
500 SUPPLIES									
Object Total:					/ /				
Object Total:					0.00	299.98	500.00	200.02	60%
640 FURNITURE & EQUIPMENT									
Object Total:					/ /				
Object Total:					0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000									
CL 105550	2	104087 FURNITURE & EQUIPMENT	W0690631	08/19/22	430.00	9/22 351 BUSINESS ESSENTIALS			
CL 105878	2	FURN & EQUIP		/ /	48.00	9/22 3161 VISA LIBRARY #1			
CL 106144	1	104487 EQUIPMENT - SPEEDY COVER MACHI	1472	09/20/20	1,550.98	9/22 4553 THE LIBRARY SUPPLY LLC			
Object Total:					2,028.98	7,217.23	2,810.00	-4,407.23	257%
644 POSTAL METER RENT									
CL 105849	1	104424 POSTAL METER RENT	0017270315	08/26/22	243.09	9/22 384 PITNEY BOWES GLOBAL			
Object Total:					243.09	729.27	1,200.00	470.73	61%
645 EQUIPMENT REPLACEMENT									
Object Total:					/ /				
Object Total:					0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS									
CL 105876	4	PROFESSIONAL PUBLICATIONS		/ /	278.37	9/22 3162 VISA LIBRARY #2			
Object Total:					278.37	323.37	2,440.00	2,116.63	13%
649 PROGRAMMING									
CL 105554	1	104187 PROGRAMMING	504406796	08/02/22	225.67	9/22 1958 MOTION PICTURE LICENSING			
CL 105560	1	104075 PROGRAMMING	4307633	08/08/22	181.25	9/22 37 BARNES & NOBLE			
CL 105876	3	PROGRAMMING		/ /	255.33	9/22 3162 VISA LIBRARY #2			
CL 105878	4	PROGRAMMING		/ /	297.86	9/22 3161 VISA LIBRARY #1			
Object Total:					960.11	9,089.47	21,000.00	11,910.53	43%
650 E RESOURCES									
CL 105844	1	104396 E RESOURCES	502614529	08/31/22	2,211.21	9/22 1854 MIDWEST TAPE			
CL 105845	1	104346 E RESOURCES	1000190617	09/01/22	2,502.00	9/22 3091 EBSCO INFORMATION SERVICES			
Object Total:					4,713.21	27,253.08	36,000.00	8,746.92	76%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/22 - 9/22

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
653 CAPITAL IMPROVEMENTS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CL 105582 1 104215 POSTAGE			08/26/22	1,000.00	9/22 1483 PITNEY BOWES RESERVE ACCOUNT			
		Object Total:		1,000.00	4,089.79	6,000.00	1,910.21	68%
662 BOOKS								
CL 105561 1 104067 BOOKS			08/14/22	24.99	9/22 3490 AMAZON CAPITAL SERVICES			
CL 105561 2 104067 BOOKS (CREDIT)			07/29/22	-21.95	9/22 3490 AMAZON CAPITAL SERVICES			
CL 105586 1 104074 BOOKS		2036894869	07/28/22	447.29	9/22 1695 BAKER & TAYLOR			
CL 105586 2 104074 BOOKS		2036900470	07/29/22	365.34	9/22 1695 BAKER & TAYLOR			
CL 105586 3 104074 BOOKS		2036903118	08/01/22	739.29	9/22 1695 BAKER & TAYLOR			
CL 105586 4 104074 BOOKS		2036903564	08/03/22	400.69	9/22 1695 BAKER & TAYLOR			
CL 105586 5 104074 BOOKS		2036912259	08/04/22	469.74	9/22 1695 BAKER & TAYLOR			
CL 105586 6 104074 BOOKS		2036924673	08/09/22	175.18	9/22 1695 BAKER & TAYLOR			
CL 105586 7 104074 BOOKS		2036924809	08/10/22	215.23	9/22 1695 BAKER & TAYLOR			
CL 105852 1 104304 BOOKS		2036936845	08/16/22	291.87	9/22 1695 BAKER & TAYLOR			
CL 105852 2 104304 BOOKS		2036942054	08/17/22	840.63	9/22 1695 BAKER & TAYLOR			
CL 105852 3 104304 BOOKS		2036944336	08/18/22	644.31	9/22 1695 BAKER & TAYLOR			
CL 105852 4 104304 BOOKS		2036948092	08/19/22	818.13	9/22 1695 BAKER & TAYLOR			
CL 105878 1 BOOKS			09/02/22	1,772.00	9/22 3161 VISA LIBRARY #1			
CL 105921 1 104304 BOOKS		2036955326	08/29/22	2,145.38	9/22 1695 BAKER & TAYLOR			
CL 105921 2 104304 BOOKS		2036955142	08/26/22	339.59	9/22 1695 BAKER & TAYLOR			
		Object Total:		9,667.71	76,462.05	100,750.00	24,287.95	76%
663 MAGAZINES								
			/ /					
		Object Total:		0.00	4,758.72	5,260.00	501.28	90%
664 AUDIO VIDEO								
CL 105584 1 104172 AUDIO VIDEO		92050	08/15/22	539.40	9/22 3109 LIBRARY IDEAS, INC			
		Object Total:		539.40	15,920.57	31,500.00	15,579.43	51%
667 MEMBERSHIPS								
			/ /					
		Object Total:		0.00	1,122.00	3,176.00	2,054.00	35%
668 PRINTING								
CL 105919 1 104445 PRINTING		128922	09/06/22	289.70	9/22 2885 SHORTPRINTER			
		Object Total:		289.70	341.10	1,000.00	658.90	34%
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	%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/22 - 9/22

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
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 105848 1 104352 PROMOTIONAL ACTIVITIES		MP18036082	08/31/22	160.00	9/22 104 FORUM COMMUNICATIONS			
CL 105878 5 PROMOTIONAL ACTIVITIES			/ /	92.25	9/22 3161 VISA LIBRARY #1			
		Object Total:		252.25	6,606.92	11,400.00	4,793.08	58%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES			/ /					
		Object Total:		0.00	1,218.16	500.00	-718.16	244%
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 4939 23 Sept 2022 cost allocation			/ /	3,436.50	9/22			
		Object Total:		3,436.50	30,928.50	41,238.00	10,309.50	75%
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	%

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								
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:		83,676.13	1,061,403.27	1,725,276.00	663,872.73	
		Fund Total:		83,676.13	1,061,403.27	1,725,276.00	663,872.73	

***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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CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 9 / 22

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Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
Revenue						
310001	PROPERTY TAXES	81,357.95	1,646,308.26	1,682,739.00	-36,430.74	98
310002	DISCOUNT PROPERTY TAXES			-62,261.00	62,261.00	
335600	STATE AID		57,939.00	31,000.00	26,939.00	187
						103
Total Revenue		81,357.95	1,704,247.26	1,651,478.00	52,769.26	103
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	27,391.45	452,797.56	788,076.00	335,278.44	57
114	PART TIME SALARIES	6,298.46	86,216.13	120,471.00	34,254.87	72
220	SOCIAL SECURITY	2,486.24	39,931.83	69,504.00	29,572.17	57
230	RETIREMENT	4,310.29	67,442.56	118,692.00	51,249.44	57
240	WORKFORCE SAFETY INSURANCE		1,742.89	1,470.00	-272.89	119
250	UNEMPLOYMENT			1,000.00	1,000.00	
312	ATTORNEY	1,402.50	3,866.08	4,000.00	133.92	97
320	HEALTH INSURANCE	3,773.70	53,557.44	81,079.00	27,521.56	66
321	PROPERTY INSURANCE		1,043.00		-1,043.00	
333	BUILDING RENTAL	10,032.50	78,797.50	120,510.00	41,712.50	65
340	TRAVEL & EDUCATION	1,026.74	6,869.12	17,392.00	10,522.88	39
356	TELEPHONE	127.48	1,020.02	1,531.00	510.98	67
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING	372.50	5,242.83	3,000.00	-2,242.83	175
410	OFFICE SUPPLIES	1,497.47	8,955.14	13,000.00	4,044.86	69
420	OPERATION & MAINTENANCE		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	1,216.82	16,265.93	11,100.00	-5,165.93	147
490	MISC	316.67	358.75	750.00	391.25	48
497	TECHNOLOGY	13.99	26,922.09	45,070.00	18,147.91	60
500	SUPPLIES		299.98	500.00	200.02	60
641	FURN & EQUIP-NON DEPRECIATED <\$5000	2,028.98	7,217.23	2,810.00	-4,407.23	257
644	POSTAL METER RENT	243.09	729.27	1,200.00	470.73	61
648	PROFESSIONAL PUBLICATIONS	278.37	323.37	2,440.00	2,116.63	13
649	PROGRAMMING	960.11	9,089.47	21,000.00	11,910.53	43
650	E RESOURCES	4,713.21	27,253.08	36,000.00	8,746.92	76
661	POSTAGE/FREIGHT/SHIPPING	1,000.00	4,089.79	6,000.00	1,910.21	68
662	BOOKS	9,667.71	76,462.05	100,750.00	24,287.95	76
663	MAGAZINES		4,758.72	5,260.00	501.28	90
664	AUDIO VIDEO	539.40	15,920.57	31,500.00	15,579.43	51
667	MEMBERSHIPS		1,122.00	3,176.00	2,054.00	35
668	PRINTING	289.70	341.10	1,000.00	658.90	34
669	INSURANCE			2,750.00	2,750.00	
672	EMERGENCY MEDICAL SUPPLIES			250.00	250.00	
689	PROMOTIONAL ACTIVITIES	252.25	6,606.92	11,400.00	4,793.08	58

10/03/22
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CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 9 / 22

Page: 2 of 2
Report ID: LB170A

Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
740	SERVICE CHARGES		1,218.16	500.00	-718.16	244
864	FURN & EQUIP DEPRECIATED >\$5,000			10,707.00	10,707.00	
880	COST ALLOCATIONS	3,436.50	30,928.50	41,238.00	10,309.50	75
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	83,676.13	1,061,403.27	1,725,276.00	663,872.73	62
	Total Expenses	83,676.13	1,061,403.27	1,725,276.00	663,872.73	62
	Net Income from Operations	-2,318.18	642,843.99			
Other Revenue						
360000	MISCELLANEOUS REVENUE	445.60	7,466.07	5,000.00	2,466.07	149
360100	SPONSORSHIPS		3,403.37	25,000.00	-21,596.63	14
						36
	Total Other Revenue	445.60	10,869.44	30,000.00	-19,130.56	36
	Net Income	-1,872.58	653,713.43			

Collection Development and Management Policy¹

West Fargo Public Library

Purpose

This policy defines the scope of the collection and articulates the overarching principles which shape the development and management of the West Fargo Public Library (WFPL or, the Library) collection. This policy guides the Library's responsibility to select, acquire, make accessible, maintain, and preserve the Library's collection.

This policy establishes a process for addressing patron questions and concerns, and defines the roles and responsibilities for addressing any questions or concerns.

Principles

The collection is one of the Library's major assets. It advances the Library's mission to "provide equitable access to resources and opportunities so that residents can achieve their goals, explore their passions, and develop social connections." It helps generate a future where every person has the opportunity and resources to learn, meet, share, read, play, and create.

- We value intellectual freedom and the importance of an individual's right to read, view, and listen to a broad spectrum of knowledge, ideas, opinions, and creative expression. We uphold the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.
- We embrace the diverse ways in which people learn and acquire information.
- We believe the Library has a responsibility to be inclusive and not exclude materials solely because of the origin, background, or views of those who created it.
- We recognize the importance of resource sharing with other libraries throughout the region because it broadens all library patrons' access to resources and information.
- We expect the Library to be responsive to changing patron interests and demographics, follow professional standards, and stay abreast of the new and evolving ways information is disseminated, accessed, and used.
- We value having a collection that provides many viewpoints, including those viewpoints which have been historically underrepresented or excluded.

Definitions

- The Library's collection is the body of materials selected for and made accessible to patrons.
- "Materials" has the widest possible meaning and includes books and other print media; audiovisual, electronic, and digital formats; and other additions to the collection. Materials may be owned or leased by the Library, housed in a physical location, downloaded, or accessed via the Library's website and other online services.
- "Selection" refers to the decision that is made by Library staff to add a specific item to the WFPL collection and make it accessible either in a physical location or via the Library's website or other online services.

¹ Adapted with permission from, "Collection Development and Management Policy." *Hennepin County Library*, 22 Jan. 2020, <https://www.hclib.org/about/policies/collection-development-and-management>.

- Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

Collection Scope

The Library's collection is designed to support the cultural, informational, educational, and recreational interests of WFPL patrons. It reflects the interests of the general public and supports the demographics and diversity of the community of which it is a part.

The collection has materials on many topics and viewpoints. It has materials in different formats, languages, and levels of difficulty.

The Library emphasizes breadth over depth, unabridged over abridged, and general materials over those that are highly specialized. Budget and space restrictions preclude the Library from duplicating specialized and comprehensive collections that exist elsewhere in the region and are reasonably accessible to WFPL cardholders. The Library is fully committed to providing access to these specialized materials through referral, cooperative agreements, and resource sharing through interlibrary loan. The Library does not serve as an archive for the City of West Fargo or any organization.

Access and Resource Sharing

Access to materials is ensured by the way they are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems. Any labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned.

Patrons access the collection via the Library's catalog, the Library's website, other online services, and through their interactions with staff. The Library's outreach services enable greater access to the collection. During the summer months, patrons may also access the Library's children's collections via the Little Red Reading Bus.

Use limitations ensure fair and equitable access to materials. Access to some items may be limited by their value, uniqueness, fragile physical condition, or a combination of these factors. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

Items that are not in the Library's collection may be obtained on behalf of patrons from the Online Dakota Information Network (ODIN) or beyond via established interlibrary loan networks. Conversely, WFPL materials may be lent to other organizations that also participate in these networks. Regular evaluation of these exchanges may also influence purchasing and collection development.

Intellectual Freedom

The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. Individuals apply their personal interests and values to the materials they choose for themselves. The values of one may not be imposed on another. Parents and legal guardians have the responsibility for their minor's or ward's use of library materials, as per the WFPL Library Card Policy [link to be added].

WFPL considers reading, listening, and viewing, to be individual, private matters. We believe that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves; their own minor child(ren); or vulnerable adult(s) in their care; the freedom of others to read or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening, and viewing choices of their own minor child(ren) or vulnerable adult(s). The Library does not stand in the place of parents (in loco parentis) or legal guardians.

The Library's selection of materials for the collection does not constitute an endorsement of the content. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

The WFPL Board acknowledges the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements in support of intellectual freedom. In addition, the American Library Association's [Intellectual Freedom and Censorship Q & A](#) provides additional guidance on this subject.

Roles and Responsibilities

The West Fargo Board of Commissioners appropriates Library funding. The WFPL Board approves the Library's monetary allocations, which includes collection development. Additional funding support is provided by the Friends of the WFPL, local groups, trusts, and other donations.

The Library Director works under the direction of the West Fargo Library Board and within the framework of this policy. The Library Director delegates to staff the authority to interpret and apply this policy in daily operation.

Library staff provide continuity for the development and management of the Library's collection. They plan, budget, select, acquire, catalog, process, replace, remove, and generally manage library materials. The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Library staff participate in collection development and management to serve all members of the community.

WFPL staff:

- Engage in open, continuous two-way communication with patrons and other staff
- Handle all requests equitably
- Understand and respond to demographic, societal, and technological changes
- Identify materials of varying educational levels and formats
- Balance individual patron and local community needs
- Seek continuous improvement through ongoing data collection and evaluation

Patrons also play a key role in the development of the Library's collection. They make suggestions and provide feedback via the [web-form](#) or directly to staff.

Selecting Materials for the Collection

Patron interest, both expressed and anticipated, as well as the Library's understanding of current collection and material availability, are the primary influences for the materials and formats that are selected. Collection Development staff use a set of criteria to guide selection decisions. *Not all criteria are applied to each selection decision.* General criteria for selection:

- Patron requests gathered through the public web-form, emails, phone calls, or in-person visits
- Present and potential relevance to community needs
- Format options
- Physical design is suitable for library use
- Subject and style is suitable for intended audience
- Publicity, critiques, and reviews
- Price of material
- Relevance to current trends and events
- Relation to the existing collection
- Potential appeal
- Relation to other community resources

Content criteria for selection:

- Competence, reputation, and qualifications of author or publisher
- Consideration of the work as a whole
- Currency of information
- Objectivity and clarity
- Comprehensiveness
- Technical quality
- Represents a diverse point of view
- Representative of movements, subjects, genres or trends of lasting patron interest
- Sustained interest or demand
- Usefulness of the information

Additional considerations for electronic formats:

- Ease of use
- Available to multiple, concurrent users
- Remote access
- Vendor data privacy practices
- Technical requirements and compatibility with existing equipment and systems
- Technical support and training

Reconsideration of Library Materials

A selection decision of a physical item may be reconsidered by submitting a “Request for Reconsideration of Materials” form [link to be added] to the WFPL. Library Administration responds in writing (via email or letter) to an individual's written request.

The Library Board, upon request, hears appeals of the Library’s response. Appeals must be presented in writing to the Library Board at least ten (10) days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material, and this Collection Development policy. Additional guidance for an appeal may come from the Library Bill of Rights, Freedom to Read, and Freedom to View documents. Appeals are heard and decisions finalized at Library Board meetings.

Collection Maintenance

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be kept, repurchased, re-catalogued, or withdrawn.

Staff rely on a set of criteria to guide their decisions to withdraw items from the collection. While not all criteria are applied to each de-selection decision, multiple factors are considered in most cases. Criteria include:

- Space limitations
- Insufficient use or lack of patron demand
 - Examples include, circulation over item’s lifetime, current year, and year-to-date
- Purchase and item record creation date
- Format or physical condition is no longer suitable for library use
 - Examples include, damage, wear and tear, or missing parts
- Obsolescence
 - Examples include, information that is no longer timely, accurate, or relevant
- Little or no relevance to current trends and events
- Content is available in multiple formats to WFPL patrons
- Sufficient number of copies in the collection
- Ease of availability to WFPL patrons through other regional collections

Withdrawn materials may be sent to third-party vendors, the Friends of the WFPL, outreach sites, sold, recycled, offered to the public, or discarded.

Materials of longstanding or historical value are donated to the North Dakota State Library and other regional archives.

Referenced Policies and Resources

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

- WFPL Board. [Interlibrary Loan Policy](#)
- WFPL Board. [Reciprocal Borrowing Policy](#)
- American Library Association (ALA). [Library Bill of Rights](#)
- ALA. [Freedom to Read](#)
- ALA. [Freedom to View](#)
- North Dakota Statute [WFPL]. Chapter [40.38](#)

Policy History

Next Review Date:

Last Reviewed/Revised Date:

Date Adopted:



Technology Tutoring Impact Report

October 2021 through September 2022

Technology Tutoring returned to West Fargo Public Library's service offerings in October 2021. The service was offered prior to the library's COVID-19 building closure on a walk-in basis only.

The service has been offered three times a week for the last year. The dates and times have shifted due to usage by patrons, but current times include:

- Tuesday - 10 am to noon
- Thursday - 6 to 8 pm
- Saturday - 10 am to noon

Patrons are surveyed after their tutoring sessions. An additional survey was sent to all patrons who used the service in the last year, in addition to our volunteer tutors.

Service Goals



**INCREASE CONFIDENCE IN
TECHNOLOGY SKILLS AND ABILITIES**

90% of survey respondents agreed



**STRENGTHEN AND BUILD UPON
TECHNOLOGY SKILLSET**

90% of survey respondents agreed



**INCREASE TECHNOLOGY
INDEPENDENCE**

95% of survey respondents agreed

Service Reach

114 30-minute appointments

53 Unique patrons served

15 Visits by one patron

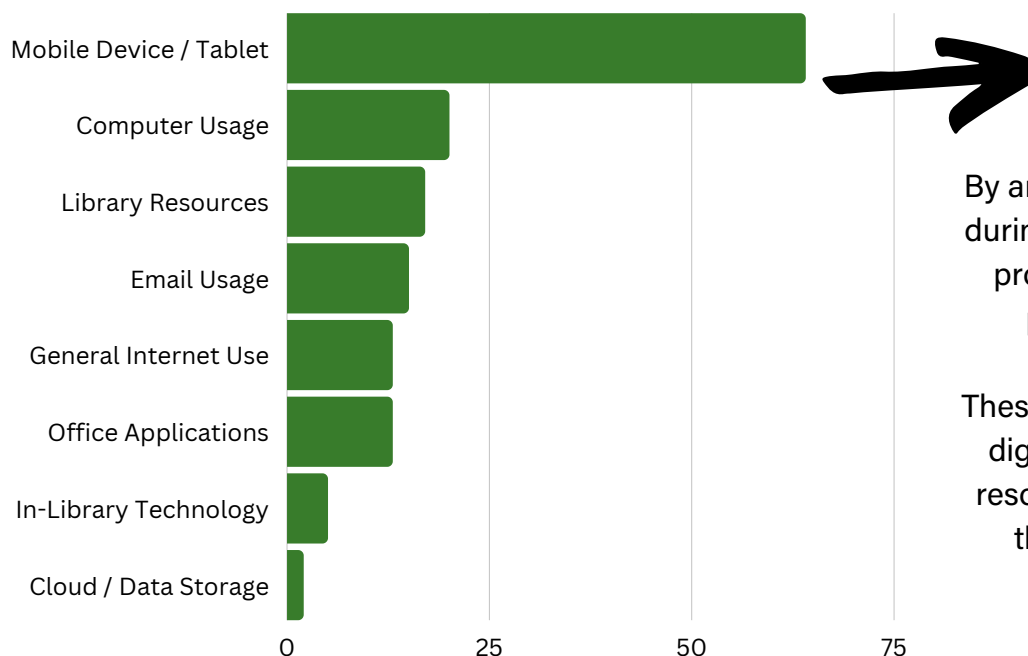
149 Questions answered

"Technology is with us
to stay. I appreciate
that this is offered."

"I just want to build on
the skills I've learned.
I'm amazed at what
the library offers."

Technology Tutoring Impact Report

Question Breakdown



WHY DO WE TRACK THIS?

By analyzing the questions received during tutoring, library staff develop programs to target the trending problem areas for patrons.

These questions also drive print and digital campaigns around library resources to help patrons address their technology challenges.

Most Common Questions

- Mobile/Tablet Devices: "How do I do XYZ on my smartphone or tablet?" Ranges from utilizing their phone's calendar to connecting to a mobile hotspot.
- Computer Usage: "How do I access/move/save files?" or "How can I improve my typing skills?" There is a big variety in this area, but it largely stems around their own documents, photos, video files, and how to share or view them.
- Library Resources: "How do I get Hoopla or Libby on my device?" Several questions due to the transition to Libby from the OverDrive app, but also receive questions about how to access newspapers online or how to utilize databases like Consumer Reports.

Thank you!

Volunteer Dedication

7 Active Volunteers
144 Volunteer Hours
76 Hours by one volunteer

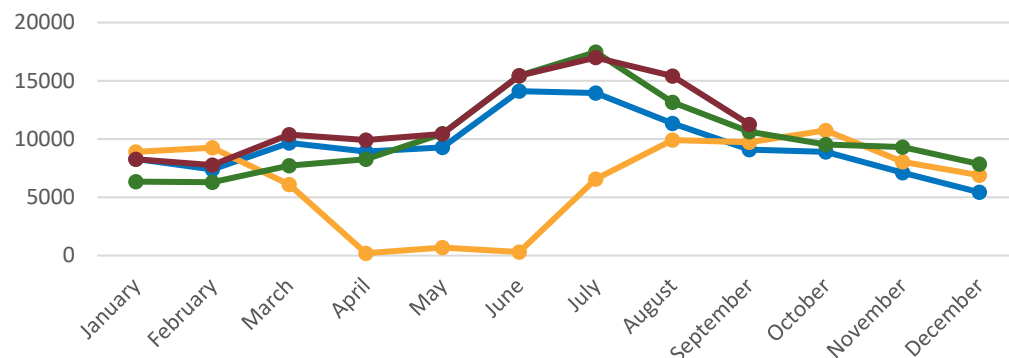
"I also have learned more about technology as I continue to work with patrons."

This service offering would not be possible without our incredible, dedicated volunteers who share their time with the library.

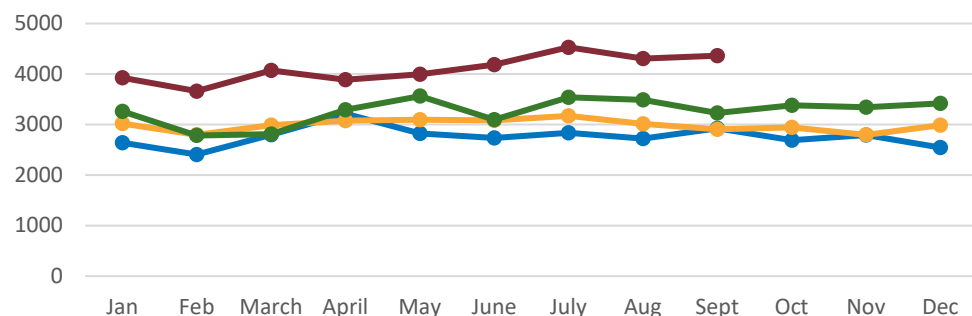
West Fargo Public Library

Monthly Impact Report September 2022

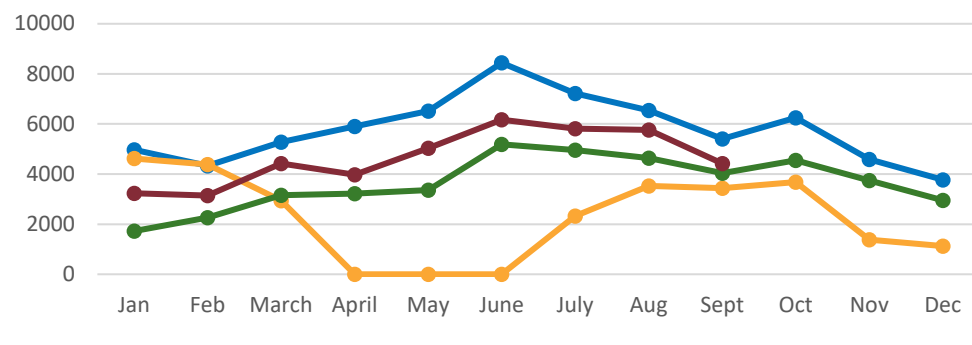
Physical Item Circulation



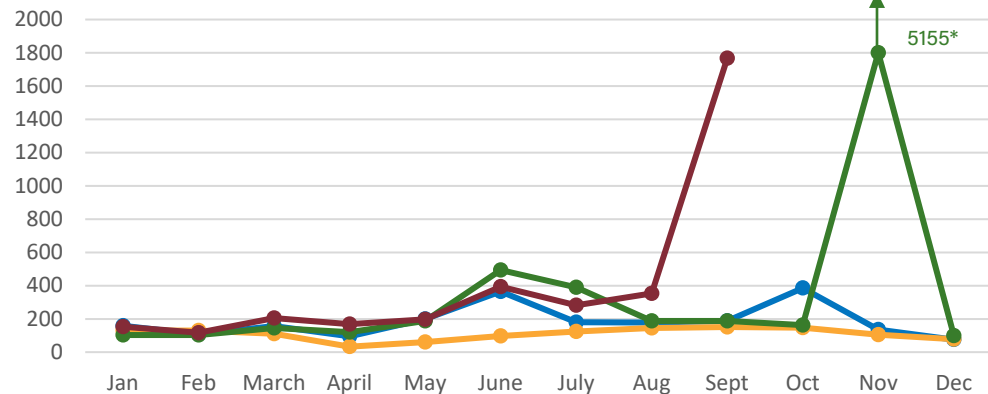
Electronic Materials Circulation



Door Count



Library Card Applications

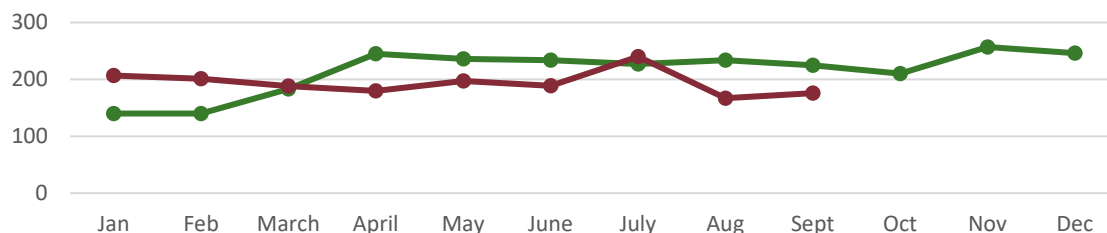


*The library added over 5000 cardholders in November 2021 due to partnership with WFPS.

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	176
Oct	210	
Nov	257	
Dec	246	
Total	2577	

Outreach Materials Circulation



Adult Book Deliveries

Locations Served	5
Patrons Served	32
Total Items Circulated	76

Daycare Book Deliveries

Locations Served	4
Total Items Circulated	100

Daycare Storytimes

Locations Served	9
Storytime Sessions	16
Total Attendees	170

Programming

Adult Programs

Program	Attendance
Technology Tutoring (3x/week)	4 (↓1)
Genealogy Assistance	1 (↓1)
Monday Night Readers	8 (↓1)
Novel Afternoons Book Club	8 (↓1)
Third Thursday Book Club	4 (↓2)
Books & Brews Book Club	6 (↓1)
Gardening Meetup Series	2
English Conversation Circle	3 (=)
Monday Matinees (3 events)	33
Libby 101 Class	4
Total	69 (↑17)

Family Programs & Community Event Pop-ups

Program	Attendance
West Fest Family Fun	201
Legacy Elementary Family Fun Night	205
NASA Artemis Program Presentation	3
Total	409

Beanstack Programming

Total Active Users This Month	71 (↓32)
Total New Users This Month	58 (↑50)
Total New Users YTD	1782 (↑14)

Youth Programs

Program	Attendance
Ready to Read Storytime (Weekly)*	151 (↓46)
Baby Boost Storytime (Weekly)*	148 (↑53)
Total	299 (↑3)

1000 Books Before Kindergarten

Total Registered This Month	11
Total Registered YTD	279
Total Registered All Time	384

Active Challenge(s)	Total Readers YTD
1000 Books Before Kindergarten (ongoing)	279
One Book, One Community (Aug. 1 – Oct. 31)	12
NASA Artemis Challenge (Sept. 1 – 30)	48
Total	268



WEST FARGO PUBLIC LIBRARY

Director's Report & Programming Update

Ellen Rossow, Library Communications Specialist

Presented at the Library Board Meeting

Thursday, Oct. 13, 2022

(All information is reflective of Sept. 2022)

TRUSTEE NOTES

Community Feedback

Memory Care Kits

A number of patrons reached out hoping these could be something available to the general public. We also had a call from an retirement home outside of our service area hoping they could sign up.

Other comments included:

“What a WONDERFUL service.”

“I am so excited about these memory care kits!! My grandma was in the memory care unit at Sheyenne Crossings for years, so this is such an amazing program!”

Technology Tutoring

Technology Tutoring continues to be a well-used service. A few tutees have asked if we can expand the program to new times. Kirsten continues to receive rave reviews from tutees regarding program content and her stellar volunteers!

Happy to Help!

A few staff shared positive interactions they had with patrons while helping them do things you may not assume the library can help with such as:

- Scanning Paperwork
- Applying for an Absentee Ballot

Storytime

Per usual, we received positive comments about Storytime and continue to see new families join each week having heard about it from their friends.

“We had a great time at Storytime with Sarah!”

Receipts

One patron said that she really loves the feature on our check-out receipts that shows how much she saved using the library. She said that until she saw the numbers, she didn’t realize it would cost that much if she had been buying items instead of borrowing them.

Billing Notices

We had a couple of patrons emailing having misunderstood the automated billing notices that are sent when an item is significantly overdue. Ellen is working with Circulation Supervisors to review and update automated notices for clarity and voice.

Read and Return Shelf

A patron said that she really misses us having a Read and Return Shelf. She liked getting books from there to bring while traveling and she didn't have to worry if anything was lost on the trip. She also liked to exchange books for items she no longer needed.

BUILDING & TECHNOLOGY

- Fifth routinely-serviced fire extinguisher added to library at the Service Desk.
- Experienced first-hand the need for an accessibility ramp during a building-wide fire drill
 - A wheelchair-bound patron was unable to use the elevator to get down, as the elevators shut down while the fire alarm is sounding.
 - The Safety Committee is exploring options for this such as a roll-out ramp.
- We had a building access concern after an individual (not Y parent or staff person) gained access to the building lobby prior to the library opening.
 - This person did not use library services when the doors did open, beyond using the bathroom
 - Potential safety concerns for schools
 - Communication with schools underway to address door access before library hours; more discussion to come after Betty's leave.
- City of West Fargo is going through a website redesign
 - Routine no-cost redesign of all City of West Fargo webpages
 - Redesign doesn't include structural changes to the site, but can hopefully address some of the pain points patrons have regarding usability



STAFF & VOLUNTEERS

5

New
Volunteers
Onboarded
in Sept.

15

Total Active
Volunteers
in Sept.

55.5

Volunteer
Hours
in Sept.



Sara Westall has joined the
Friends of the WFPL officers
as Secretary!

CONTINUING EDUCATION & MEETINGS

Staff CE

- ***OSTEM Internships: Brainstorming & Broadening Participation***; (45 min)
- ***The Big Picture: An Overview of Langley's Research Initiatives and Outcomes***; (1hr) – 9/1/2022
- ***Meeting Audiences Where They Are! NASA Digital Communications***; (45 min) – 9/1/2022
- ***Learning is Connection: Moon Hands-on Activity for Students K-12***; (30 min) – 9/1/2022
- ***Technology Trends in 2022 and Beyond***; (1hr) - 9/3/2022
- ***Romance and Love Stories for All Ages***; (1 hr) – 9/6/2022
- ***Me Difficult? Nah, They're Difficult!***; (1hr) - 9/7/2022
- ***How to Request Kits from the State Library now that Kitkeeper has Gone Away***; (30 min) – 9/8/2022
- ***SLJ Best in Fall Nonfiction***; (1hr) – 9/12/2022
- ***ND 2022 ACT College & Career Readiness, ACT***; (1.75hr) – 9/13/2022
- ***Dale Carnegie: Manager Refresher Training***; (8 hr) – 9/15/2022
- ***Middle Grade, Latest and Greatest*** (1hr) – 9/20/2022
- ***Ask a Librarian: Key Reading Trends for Back-to-School***; (1hr) – 9/21/2022
- ***What's Cooking: 2022 Cookbooks***; (1hr) – 9/27/2022
- ***Expand your Library's Visibility on the Web with new WorldCat Visibility Subscription***; (30 min) – 9/27/2022
- ***What's Up Wednesday: Beginner's Guide to Being In-Charge***; (1hr) – 9/28/2022
- ***Celebrating Indigenous Stories and Storytellers***; (1hr) – 9/28/2022
- ***Lunch & Learn by Niche Academy: Delegation*** (30min) – 9/29/2022

Director CE & Meetings

- ***Me Difficult? Nah, They're Difficult!***; (1hr) - 9/7/2022
- ***Build a Board of Fundraising Pros***; (1hr) – 9/8/2022
- ***Introduction to Corporate Giving***; (1hr) – 9/8/2022
- ***Engaging Presentations Everyone Will Love***; (1hr) – 9/12/2022
- ***Virtual Business Research*** (Library of Congress); (1hr) 9/14/2022
- ***Strategy-Making in Turbulent Times***; (1hr) – 9/14/2022
- ***Community-Led Planning for Equitable, Responsive Services***; (1hr) – 9/15/2022
- ***How to Enhance Employee Engagement and Commitment***; (1hr) – 9/16/2022
- ***Guide to Analytics***; (1hr) – 9/19/2022
- ***Introduction to Finding Grants***; (2hr) – 9/20/2022
- ***Breaking Bans: A Celebration of Challenged Books***; (1hr) – 9/21/2022
- ***What You Forget to Talk About When Fundraising***; (1hr) – 9/21/2022
- ***Intellectual Freedom Advocacy Panel Discussion***; 7 – 8:30pm (1.5hr) – 9/21/2022

COLLECTIONS & MATERIALS

Junior Fiction weeding & shifting is complete

Collection Development Policy has been updated and was presented to you today

New carousels within the online catalog showcase our new items

Staff working to better collaborate on in-library displays, online booklists, and other collection promotion

634 weeded materials found new homes in Sept. through our **Free Book Friday** program



FINANCES

CURRENT MONTH & YEAR TO DATE



\$83,676.13

\$1,061,403.27



PERCENTAGE OF BUDGET USED

61.5%

ADULT PROGRAMMING & OUTREACH

Upcoming Events, Special Programs & Outreach

Monday Matinees: 1:30 p.m. every Monday

This month's theme:

Indigenous Stories

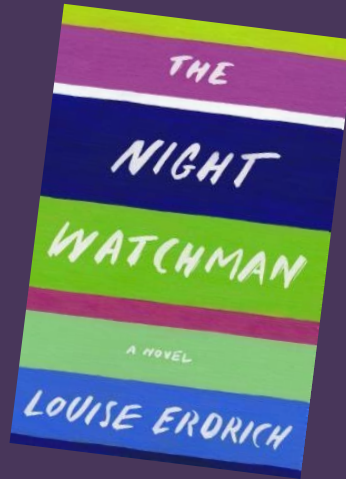
Oct. 3 - "Wind River" (2017) R.

Oct. 10 - "Falls Around Her" (2018) TV-14

Oct. 17 - "Our Fires Still Burn" Not Rated.

Oct. 24 - "Wild Indian" (2021) Not Rated.

Oct. 31 - "More Than A Word" (2017) Not Rated



Mahjong returned Oct. 4: 1:30 – 3 p.m. every Tuesday

- Was previously canceled due to low attendance, but we heard from a number of patrons that they would like it to come back. Not just Mahjong this time, we are encouraging a variety of board/card gameplay.

Sock Drive to benefit Golden Drive Homeless Kids (all month)

Free movie screening of "The Public" 6 p.m. Wednesday, Oct. 12

Storytelling with Ojibwe and Lakota Elders 6 p.m. Tuesday, Oct. 18

Online Resources for Job Seekers Class 1:30 p.m. Wednesday, Oct. 26

Financial Literacy Series 6:30 p.m. Monday evenings in Oct.

Louise Erdrich Author Talk at Concordia 7 p.m. Thursday, Oct. 27

Career Readiness Program on Beanstack launched Oct. 1 (ongoing)

September Highlights

- Free movie screenings are back! Saw **33 total attendees** in Sept.
- Staff attended two community events to promote library services to area adults:
 - **Senior Lifestyle Expo** hosted by West Fargo Park District (275 table visitors)
 - **46th Annual Family History Workshop** hosted by the Heritage Education Commission (25 table visitors)

October Book Clubs

Monday Night Readers – 6 p.m. Monday, Oct. 10 at WFPL

- Discussing "The Night Watchman" by Louise Erdrich (One Book, One Comm.)

Novel Afternoons Book Club – 1 p.m. Wednesday, Oct. 19 at WFPL

- Discussing "The Night Watchman" by Louise Erdrich (One Book, One Comm.)

Books & Brews Book Club – 6 p.m. Thursday, Oct. 20 at WFPL

- Discussing "A History of Wild Places" by Shea Earnshaw
- Date/Location changed so participants could go to Louise Erdrich Author Talk

Third Thursday Book Club – 6:30 p.m. Thursday, Oct. 20 at WFPL

- Discussing "Killers of the Flower Moon" by David Grann

YOUTH & FAMILY PROGRAMMING & OUTREACH

Upcoming Events, Special Programs & Outreach

Teen Advisory Board: 7 p.m. First Thursday of each month

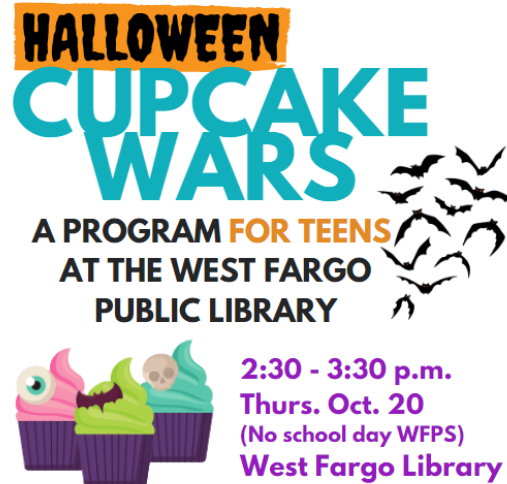
- Opportunity for teens to share ideas for library programming and get involved in the community.

Middle School Beanstack Challenges (in collaboration with WFPS)

- Youth Programming staff work with Middle School Library Media Specialists to put these challenges together a few times a year. The fall ones began this month.

Storytimes continue 10:30 a.m. Wednesdays & Fridays

Mojo Fit Family Yoga (two sessions) Saturday, Oct. 15

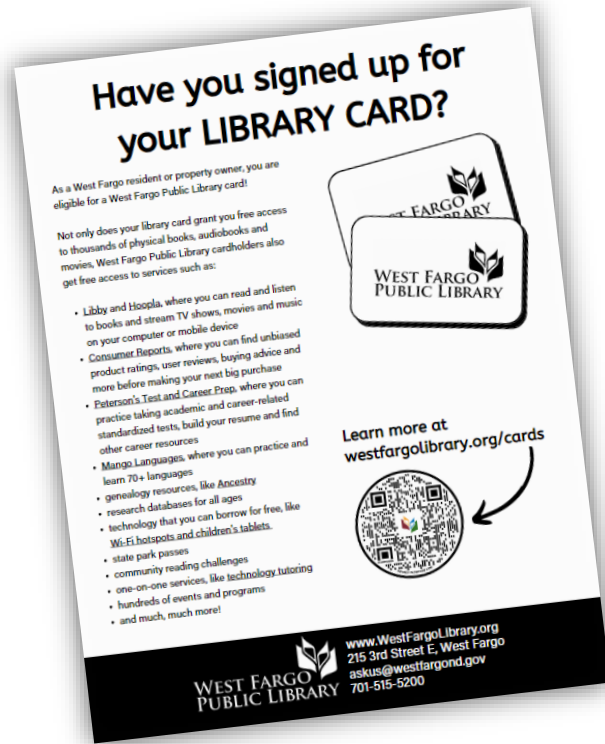


September Highlights

- Little Red Reading Bus and Friends participated in the **West Fest parade**
- Family Fun pop-up library at Tintes Park after the parade (201 visitors)
- Bus stopped at **Legacy Elementary Family Fun Night** (205 visitors)
- Storytimes restarted in Sept. after a couple weeks off. Attendance is growing again, especially for Baby Boost.



OTHER ITEMS



Library Card Signup Month

- Over 1767 new library cards were issued in Sept. While many were due to WFPS students being added, we saw **452 traditional signups** during our Library Card Sign Up Month campaign.



In the News

- Quite a few media mentions this month, especially around our Memory Care Kits. Kirsten did a great job in an interview with KVRR.

Director Note

- Attended virtual sessions of the Library Advocacy and Fundraising Conference – Sept. 26-28 and the Worldwide AI Webinar 2022 – Sept. 29 & 30

THANK YOU

