



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, November 10, 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 – October 13th, 2022
2. Approval of Financial Reports
3. Approval of library closures for 2023

Regular Agenda

Old Business

New Business

1. Book Club Impact Report
2. Director's Report
3. Adjourn

West Fargo Public Library Board of Directors

Meeting Date: Oct. 13, 2022

Time: 5:30 PM

Place: West Fargo Public Library Meeting Room 1

Roll Call: Liann Hanson (via Zoom), Alanna Rerick, Larry Schwartz, and Tony Stukel. Also attending: Ellen Rossow, Communications Specialist; Kirsten Henagin, Adult Services Manager; Alisha Reis, Office Coordinator; Donelle Richmond, Friends of the West Fargo Public Library Treasurer

1. Call to order

Hanson called the meeting to order at 5:30 p.m.

2. Approve order of agenda

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

3. Consent agenda - approve the following:

- a. Approval of Minutes – Sept. 15, 2022
- b. Approval of Financial Reports

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

4. Regular Agenda

Old Business

New Business

1. Collection Development Policy

A newly updated version of the Collection Development Policy was presented. Adult Services Manager Kirsten Henagin explained that not much was changed and that the update was largely formatting. With this update, the "Request for Reconsideration of Materials" form will be removed from the policy itself and a link to an updated online version of that form will be made available when that new form is complete. Schwartz asked that the board see that form before it goes live. Henagin walked through the procedure for reconsideration of materials for board input. Henagin emphasized that only physical items can be reconsidered due to the nature of the shared digital and consortium-wide collections available to patrons which the West Fargo Public Library is unable to single out for removal. Schwartz motioned to approve the updated Collection Development Policy and Stukel seconded. No opposition. Motion carried.

2. Technology Tutoring Impact Report

Henagin provided a 1-year review report to the board regarding the library's Technology Tutoring program. Through surveying and other conversation with participants, Henagin gathered "lots of great feedback." Henagin explained that reoccurring questions in tutoring sessions helped inform her schedule of events for the coming year. No action.

3. Friends of the West Fargo Public Library Report

Friends of the WFPL Treasurer Donelle Richmond provided an update about the nonprofit group. Despite helping fund a number of library programs and services, the group's bank balance increased by \$276 in 2022 to \$14,472.04. The group has plans to participate in Giving Hearts Day in February 2023 and to begin hosting book sales again in March 2023. The volunteers have set up Amazon Smile and Direct Your Dollars (Family Fare) accounts to begin passive fundraising for the group as well. They also recently updated their bylaws to include

duties such as liaising with the library board and have welcomed a social media manager. No action.

4. Director's Report

Library Communications Specialist Ellen Rossow shared a variety of highlights from September. No action.

- Library Director Betty Adams began her maternity leave in early October. Rossow will provide the Director's Reports in the interim.
- Staff heard positive feedback from patrons regarding Memory Care Kits and Storytime, among other things.
- Rossow informed the board of a safety concern that was made evident during a building-wide fire drill. A wheelchair-bound patron was unable to exit the building because the elevators shut down during the drill. The Safety Committee is exploring options for this such as a roll-out ramp.
- Fifteen volunteers donated 55.5 hours to the library in September.
- Library staff took part in a total of 31 classes, webinars or other trainings in September.
- Rossow shared an update about the library's collection. Over 600 weeded materials found new homes in September through the Free Book Friday program.
- Rossow provided a financial update, including that the library had used 61.5% of the 2022 budget by the end of September.
- Regarding library programs, Rossow explained that free movie screenings returned to the library with over 30 attendees in September. Adult Services staff hosted a handful of successful programs in September with many more slated for October, including events affiliated with the metro-wide One Book, One Community program and a new collection of career-preparedness programs and services. Mahjong returned to the library Oct. 4. Rossow's update on the Youth Services department included a note about the continued success of Storytimes and the library's participation in the West Fest parade. In October, the Youth Services team will offer a number of Halloween events and events specifically for teenagers.
- Rossow gave an update about the library's Library Card Signup Month campaign, which brought in 452 traditional signups in September. When combined with the over 1,100 West Fargo Public Schools students who opted in to using their student ID as a WFPL card this school year, the library added over 1760 new patrons in September.

5. Adjourn

Rerick moved to adjourn and Schwartz seconded. No opposition. Motion carried at 5:56 p.m. Next meeting: 5:30 p.m. Thursday, Nov. 10, 2022.

11/01/22
08:21:25

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

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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 4909127	Payroll 09.09.2022		/ /	27,391.45	9/22			
JV 4946131	Payroll 09/23/22		/ /	26,674.12	9/22			
		Object Total:		54,065.57	479,471.68	788,076.00	308,604.32	61%
114 PART TIME SALARIES								
JV 4909128	Payroll 09.09.2022		/ /	6,298.46	9/22			
JV 4946132	Payroll 09/23/22		/ /	5,092.80	9/22			
		Object Total:		11,391.26	91,308.93	120,471.00	29,162.07	76%
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			
JV 4946133	Payroll 09/23/22		/ /	2,339.13	9/22			
		Object Total:		4,825.37	42,270.96	69,504.00	27,233.04	61%
230 RETIREMENT								
JV 4909130	Payroll 09.09.2022		/ /	4,310.29	9/22			
JV 4946134	Payroll 09/23/22		/ /	4,211.13	9/22			
		Object Total:		8,521.42	71,653.69	118,692.00	47,038.31	60%
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			
JV 4946135	Payroll 09/23/22		/ /	3,773.63	9/22			
		Object Total:		7,547.33	57,331.07	81,079.00	23,747.93	71%
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		

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Budget Detail Report
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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 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 (DUSTIN)	00371	09/14/22	160.00	9/22	4552 NDLA		
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	%

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7000 LIBRARY								
411600 LIBRARY								
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 105583 1 104146 SERVICE AGREEMENTS -		32276665	08/22/22	442.89	9/22 2877 GREATAMERICA FINANCIAL			
	CONTRACTS							
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:			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 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		1472	09/20/20	1,550.98	9/22 4553 THE LIBRARY SUPPLY LLC			
	MACHI							
	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:			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%

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7000 LIBRARY								
411600 LIBRARY								
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%
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	%

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7000 LIBRARY								
411600 LIBRARY								
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 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	%

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7000 LIBRARY								
411600 LIBRARY								
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:		125,766.94	1,103,494.08	1,725,276.00	621,781.92	
		Fund Total:		125,766.94	1,103,494.08	1,725,276.00	621,781.92	

***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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7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 4948130	Payroll 10/07/22		/ /	27,319.89	10/22			
JV 4967125	Payroll 10/21/22		/ /	27,379.09	10/22			
		Object Total:		54,698.98	534,170.66	788,076.00	253,905.34	68%
114 PART TIME SALARIES								
JV 4948131	Payroll 10/07/22		/ /	5,031.40	10/22			
JV 4967126	Payroll 10/21/22		/ /	5,304.12	10/22			
		Object Total:		10,335.52	101,644.45	120,471.00	18,826.55	84%
209 CLASSIFIED ADS								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 4948132	Payroll 10/07/22		/ /	2,383.85	10/22			
JV 4967127	Payroll 10/21/22		/ /	2,409.24	10/22			
		Object Total:		4,793.09	47,064.05	69,504.00	22,439.95	68%
230 RETIREMENT								
JV 4948133	Payroll 10/07/22		/ /	4,238.53	10/22			
JV 4967128	Payroll 10/21/22		/ /	4,310.29	10/22			
		Object Total:		8,548.82	80,202.51	118,692.00	38,489.49	68%
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 106425 4 104783 lib			/ /	1,755.00	10/22	353 OHNSTAD TWICHELL		
		Object Total:		1,755.00	5,621.08	4,000.00	-1,621.08	141%
320 HEALTH INSURANCE								
JV 4948134	Payroll 10/07/22		/ /	3,773.70	10/22			
JV 4967129	Payroll 10/21/22		/ /	3,773.63	10/22			
		Object Total:		7,547.33	64,878.40	81,079.00	16,200.60	80%
321 PROPERTY INSURANCE								
		Object Total:	/ /	0.00	1,043.00	0.00	-1,043.00	%
333 BUILDING RENTAL								
		Object Total:	/ /	0.00	78,797.50	120,510.00	41,712.50	65%
340 TRAVEL & EDUCATION								
CL 106460 2	TRAVEL & EDUCATION		/ /	588.10	10/22	3161 VISA LIBRARY #1		
CL 106461 2	TRAVEL & EDUCATION		/ /	125.00	10/22	3162 VISA LIBRARY #2		
CL 106473 1	104767 travel reimb Minot, ND		10/13/22	28.00	10/22	4579 NATHANIEL CRAIG		
CL 106474 1	104711 travel reimb Minot ND		10/10/22	45.00	10/22	4577 DUSTIN MOHAGEN		
		Object Total:		786.10	7,655.22	17,392.00	9,736.78	44%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 10/22 - 10/22

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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								
348 BUYOUTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 106578 30 104839 sept 2022 library		9917586077	09/08/22	127.24	10/22 3668 VERIZON WIRELESS			
		Object Total:		127.24	1,147.26	1,531.00	383.74	75%
360 MISC PRINTING & MAILING			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
387 MEDICAL/VACCINES			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
399 RECRUITMENT/EMPLOYMENT TESTING			/ /					
		Object Total:		0.00	5,242.83	3,000.00	-2,242.83	175%
410 OFFICE SUPPLIES								
CL 106232 1 104523 OFFICE SUPPLIES		W012071741	09/26/22	224.66	10/22 351 BUSINESS ESSENTIALS			
CL 106379 1 104685 OFFICE SUPPLIES		W012082331	10/03/22	20.27	10/22 351 BUSINESS ESSENTIALS			
CL 106459 1 104794 OFFICE SUPPLIES		8013870922	09/30/22	93.78	10/22 3276 PREMIUM WATERS INC			
CL 106460 5 OFFICE SUPPLIES			/ /	8.90	10/22 3161 VISA LIBRARY #1			
		Object Total:		347.61	9,302.75	13,000.00	3,697.25	72%
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	%
428 SERVICE AGREEMENTS-CONTRA								
CL 106234 1 104564 SERVICE		32462108	09/19/22	442.89	10/22 2877 GREATAMERICA FINANCIAL			
		AGREEMENTS/CONTRACTS						
CL 106380 1 104813 SERVICE AGREEMENTS -		54019	10/01/22	216.00	10/22 3485 SENSOURCE			
		CONTRACTS						
		Object Total:		658.89	16,924.82	11,100.00	-5,824.82	152%
490 MISC								
CL 106245 1 104544 MISC - DAMAGED BOOK			09/26/22	19.44	10/22 4563 DICKINSON AREA PUBLIC			
		Object Total:		19.44	378.19	750.00	371.81	50%
497 TECHNOLOGY								
CL 106455 2 ASANA.COM			09/20/22	5,997.60	10/22 2439 VISA IT			
		Object Total:		5,997.60	32,919.69	45,070.00	12,150.31	73%
500 SUPPLIES			/ /					
		Object Total:		0.00	299.98	500.00	200.02	60%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 10/22 - 10/22

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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								
640 FURNITURE & EQUIPMENT			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000								
CL 106460 8 FURN & EQUIP			/ /	207.00	10/22 3161 VISA LIBRARY #1			
		Object Total:		207.00	7,424.23	2,810.00	-4,614.23	264%
644 POSTAL METER RENT			/ /					
		Object Total:		0.00	729.27	1,200.00	470.73	61%
645 EQUIPMENT REPLACEMENT			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS								
CL 106461 5 PROFESSIONAL PUBLICATIONS			/ /	65.00	10/22 3162 VISA LIBRARY #2			
		Object Total:		65.00	388.37	2,440.00	2,051.63	16%
649 PROGRAMMING								
CL 106378 1 104659 PROGRAMMING		101B	10/02/22	150.00	10/22 4265 CHRISTY GOULET			
CL 106460 4 PROGRAMMING			/ /	175.44	10/22 3161 VISA LIBRARY #1			
CL 106461 4 PROGRAMMING			/ /	47.90	10/22 3162 VISA LIBRARY #2			
CL 106646 1 104862 PROGRAMMING			10/13/22	100.00	10/22 4581 MOJO FIT STUDIOS			
		Object Total:		473.34	9,562.81	21,000.00	11,437.19	46%
650 E RESOURCES								
CL 106377 1 104763 E RESOURCES		502755711	09/30/22	2,291.53	10/22 1854 MIDWEST TAPE			
		Object Total:		2,291.53	29,544.61	36,000.00	6,455.39	82%
653 CAPITAL IMPROVEMENTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING			/ /					
		Object Total:		0.00	4,089.79	6,000.00	1,910.21	68%
662 BOOKS								
CL 106231 1 104518 BOOKS		105651	09/12/22	113.70	10/22 4220 BRAINSTORM INC			
CL 106233 1 104529 BOOKS		79053334	09/09/22	142.74	10/22 1623 CENGAGE GALE			
CL 106233 2 104529 BOOKS		79256594	09/20/22	22.39	10/22 1623 CENGAGE GALE			
CL 106233 3 104529 BOOKS (CREDIT)		79189893	09/15/22	-159.60	10/22 1623 CENGAGE GALE			
CL 106235 1 104514 BOOKS		2036964806	09/12/22	433.92	10/22 1695 BAKER & TAYLOR			
CL 106382 1 104676 BOOKS		2036977932	09/19/22	432.18	10/22 1695 BAKER & TAYLOR			
CL 106382 2 104676 BOOKS		2036981432	09/17/22	166.17	10/22 1695 BAKER & TAYLOR			
CL 106382 3 104676 BOOKS		2036964896	09/16/22	672.36	10/22 1695 BAKER & TAYLOR			
CL 106382 4 104676 BOOKS		2036991723	09/15/22	186.80	10/22 1695 BAKER & TAYLOR			
CL 106382 5 104676 BOOKS		2036984539	09/14/22	426.14	10/22 1695 BAKER & TAYLOR			
CL 106382 6 104676 BOOKS		2037008276	09/20/22	1,183.15	10/22 1695 BAKER & TAYLOR			
CL 106382 7 104676 BOOKS		2037018957	09/22/22	444.75	10/22 1695 BAKER & TAYLOR			
CL 106382 8 104676 BOOKS		2037008190	09/23/22	979.51	10/22 1695 BAKER & TAYLOR			
CL 106457 1 104676 BOOKS		2037029983	09/28/22	315.38	10/22 1695 BAKER & TAYLOR			
CL 106457 2 104676 BOOKS		2037039931	10/03/22	299.24	10/22 1695 BAKER & TAYLOR			
CL 106460 1 BOOKS			10/02/22	964.82	10/22 3161 VISA LIBRARY #1			
CL 106461 3 BOOKS			/ /	1,157.14	10/22 3162 VISA LIBRARY #2			

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 10/22 - 10/22

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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								
JV 4968 1	Recl from Books to AV		/ /	-540.06	10/22			
	Object Total:			7,240.73	83,702.78	100,750.00	17,047.22	83%
663 MAGAZINES								
CL 106460 7	MAGAZINES		/ /	50.00	10/22 3161 VISA LIBRARY #1			
	Object Total:			50.00	4,808.72	5,260.00	451.28	91%
664 AUDIO VIDEO								
JV 4968 2	Recl from Books to AV		/ /	540.06	10/22			
	Object Total:			540.06	16,460.63	31,500.00	15,039.37	52%
667 MEMBERSHIPS								
CL 106103 1 104635	MEMBERSHIPS	RENEWAL	09/21/22	288.00	10/22 3043 THE FORUM			
CL 106460 6	MEMBERSHIPS		/ /	156.00	10/22 3161 VISA LIBRARY #1			
CL 106461 1	MEMBERSHIPS		10/02/22	543.00	10/22 3162 VISA LIBRARY #2			
	Object Total:			987.00	2,109.00	3,176.00	1,067.00	66%
668 PRINTING								
CL 106458 1 104816	PRINTING (MAILING LABELS ILL)	129618	09/26/22	112.14	10/22 2885 SHORTPRINTER			
	Object Total:			112.14	453.24	1,000.00	546.76	45%
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 106460 3	PROMOTIONAL ACTIVITIES		/ /	227.83	10/22 3161 VISA LIBRARY #1			
	Object Total:			227.83	6,834.75	11,400.00	4,565.25	60%
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%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 10/22 - 10/22

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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								
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 4940 23	Oct 2022 cost allocation		/ /	3,436.50	10/22			
		Object Total:	/ /	3,436.50	34,365.00	41,238.00	6,873.00	83%
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:		111,246.75	1,214,740.83	1,725,276.00	510,535.17	
		Fund Total:		111,246.75	1,214,740.83	1,725,276.00	510,535.17	

***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: 10 / 22

Combined Funds

			----- Current Year -----			
Account	Object	Description	Current Month	Current YTD	Budget	Variance
Revenue						
310001		PROPERTY TAXES	14,251.64	1,660,559.90	1,682,739.00	-22,179.10
310002		DISCOUNT PROPERTY TAXES			-62,261.00	62,261.00
335600		STATE AID		57,939.00	31,000.00	26,939.00
						187
						104
Total Revenue			14,251.64	1,718,498.90	1,651,478.00	67,020.90
104						
Expenses						
411600		LIBRARY				
110		PERMANENT EMP SALARIES	54,698.98	534,170.66	788,076.00	253,905.34
114		PART TIME SALARIES	10,335.52	101,644.45	120,471.00	18,826.55
220		SOCIAL SECURITY	4,793.09	47,064.05	69,504.00	22,439.95
230		RETIREMENT	8,548.82	80,202.51	118,692.00	38,489.49
240		WORKFORCE SAFETY INSURANCE		1,742.89	1,470.00	-272.89
250		UNEMPLOYMENT			1,000.00	1,000.00
312		ATTORNEY	1,755.00	5,621.08	4,000.00	-1,621.08
320		HEALTH INSURANCE	7,547.33	64,878.40	81,079.00	16,200.60
321		PROPERTY INSURANCE		1,043.00		-1,043.00
333		BUILDING RENTAL		78,797.50	120,510.00	41,712.50
340		TRAVEL & EDUCATION	786.10	7,655.22	17,392.00	9,736.78
356		TELEPHONE	127.24	1,147.26	1,531.00	383.74
387		MEDICAL/VACCINES			500.00	500.00
399		RECRUITMENT/EMPLOYMENT TESTING		5,242.83	3,000.00	-2,242.83
410		OFFICE SUPPLIES	347.61	9,302.75	13,000.00	3,697.25
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	658.89	16,924.82	11,100.00	-5,824.82
490		MISC	19.44	378.19	750.00	371.81
497		TECHNOLOGY	5,997.60	32,919.69	45,070.00	12,150.31
500		SUPPLIES		299.98	500.00	200.02
641		FURN & EQUIP-NON DEPRECIATED <\$5000	207.00	7,424.23	2,810.00	-4,614.23
644		POSTAL METER RENT		729.27	1,200.00	470.73
648		PROFESSIONAL PUBLICATIONS	65.00	388.37	2,440.00	2,051.63
649		PROGRAMMING	473.34	9,562.81	21,000.00	11,437.19
650		E RESOURCES	2,291.53	29,544.61	36,000.00	6,455.39
661		POSTAGE/FREIGHT/SHIPPING		4,089.79	6,000.00	1,910.21
662		BOOKS	7,240.73	83,702.78	100,750.00	17,047.22
663		MAGAZINES	50.00	4,808.72	5,260.00	451.28
664		AUDIO VIDEO	540.06	16,460.63	31,500.00	15,039.37
667		MEMBERSHIPS	987.00	2,109.00	3,176.00	1,067.00
668		PRINTING	112.14	453.24	1,000.00	546.76
669		INSURANCE			2,750.00	2,750.00
672		EMERGENCY MEDICAL SUPPLIES			250.00	250.00
689		PROMOTIONAL ACTIVITIES	227.83	6,834.75	11,400.00	4,565.25
						60

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

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	34,365.00	41,238.00	6,873.00	83
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	111,246.75	1,214,740.83	1,725,276.00	510,535.17	70
	Total Expenses	111,246.75	1,214,740.83	1,725,276.00	510,535.17	70
	Net Income from Operations	-96,995.11	503,758.07			
Other Revenue						
360000	MISCELLANEOUS REVENUE	464.86	8,088.75	5,000.00	3,088.75	162
360100	SPONSORSHIPS	7,506.41	10,909.78	25,000.00	-14,090.22	44
						63
	Total Other Revenue	7,971.27	18,998.53	30,000.00	-11,001.47	63
	Net Income	-89,023.84	522,756.60			

Proposed library closings for 2023	
New Year's Day	Sunday, January 1*
New Year's Day	Monday, January 2 (observed)
Martin Luther King, Jr. Day	Monday, January 16** (staff training)
Presidents' Day	Monday, February 20
Easter Sunday	Sunday, April 9*
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Veterans Day	Friday, November 10
Thanksgiving Day	Thursday, November 23
Day after Thanksgiving	Friday, November 24
Christmas Eve Day	Sunday, December 24*
Christmas Day	Monday, December 25
Christmas Day	Tuesday, December 26 (observed)
New Year's Eve	Sunday, December 31* Open regular hours 10am-5pm

*not paid holiday

**library is closed, but staff reports for duty

Summer schedule: Closed Sundays May 28 through September 3.

West Fargo Public Library

Book Clubs 2022 Impact Report

Book clubs are a long-standing staple in public libraries, and West Fargo Public Library is no different. The library has hosted three traditional book clubs at the library monthly for years. In 2021, the library added an offsite book club that meets at a local coffee shop.



Monday Night Readers

Second Monday
at 6 pm
Meets at the
library



Novel Afternoons

Third Wednesday
at 1 pm
Meets at the
library



Third Thursday

Third Thursday
at 6:30 pm
Meets at the
library

Books & Brews Community Book Club

Fourth Thursday
at 6 pm
Meets offsite

Each book club has their own line-up of books that they read and discuss together. The clubs select their own title list through a ballot voting process once a year. The Adult Services Manager purchases 10 copies of each monthly read for the three clubs that meet onsite at the library. To manage costs across the three in-house book clubs, the clubs will often read the same book at different points in the year.

Once the book clubs finish reading a title, the individual items are pulled from the shelf to be processed into a Book Club Kit to circulate with all 10 copies, a facilitator guide, discussion questions, and a summary sheet of the book.

A number of libraries across North Dakota also offer book club kits such as the North Dakota State Library and Grand Forks Public, which are also used to supplement the West Fargo Public Library's budget.

Two book club discussions are led by library staff, and two are led by volunteer facilitators.

- Monday Night Readers: Kirsten Henagin, Adult Services Manager
- Novel Afternoons: Paula Wheelock, Volunteer
- Third Thursday: Karen Midgarden and Kathy Vander Vorst, Volunteers
- Books and Brews: Shelby Larsen, Adult Services Program Assistant

In development of this report, library staff received 17 completed surveys and conducted four impact interviews.

West Fargo Public Library

Book Clubs 2022 Impact Report

Service Reach

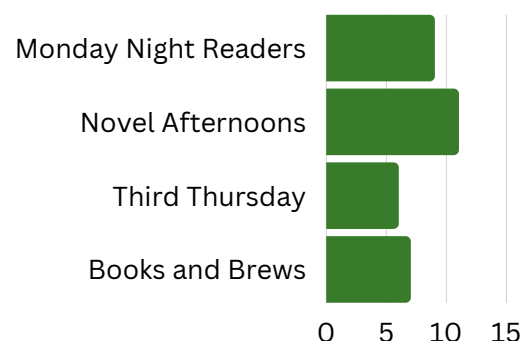
Each month, an average of 33 people attend the West Fargo Public Library book clubs. Of the four clubs, the Novel Afternoon's club has the highest monthly attendance. It is currently the only daytime club offering, whereas the remaining three clubs meet in the evening.

While 33 people show up to book club, the interested reader list is much longer. Library staff contact over 150 people monthly to engage in the library's book clubs with reminders of upcoming discussions and book reads. Those on the contact list are people who have expressed interest via the online form or have attended a book club in person in the past.

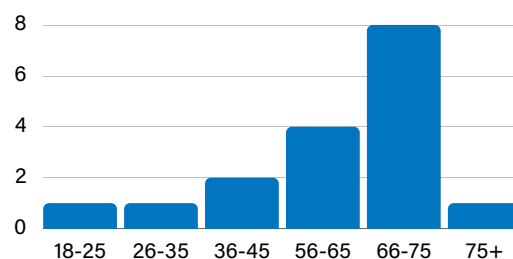
The majority of attendees are white women aged 56-75, who have lived in West Fargo or the West Fargo School District for 16+ years.

Book clubs see new community members and residents that have been in the area for a handful of years. Attendees from outside West Fargo Public Library's primary service area are also utilizing book clubs.

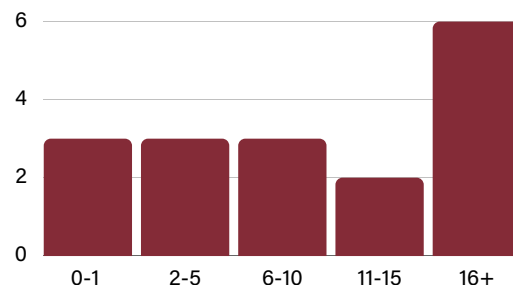
Average Monthly Attendance Oct. '21 - Sept. '22



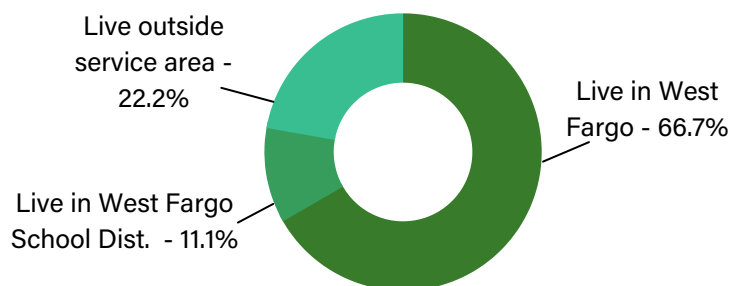
Age Representation Across Book Clubs



Years Living in Community Across Book Clubs



Residency Across Book Clubs



"I have moved a lot. This is by far the most friendly place I have ever lived. I joined all the clubs to see which one I fit into best."

"I am a retired nurse and had not used the library until recently. Now I can spend forever browsing the shelves."

West Fargo Public Library

Book Clubs 2022 Impact Report

Service Goals



ENCOURAGE LIFELONG HABIT OF READING



CREATE SPACE FOR DISCUSSION AND IDEA SHARING



DEVELOP SOCIAL CONNECTIONS



Exposure to various types of literature (authors and stories), exposure to new authors, review of historical event, and a wide range of life experiences.



82% of survey respondents agreed

65% of survey respondents agreed

When patrons were asked, "What do you like most about book club?", responses were categorized into the following elements:

- Library Staff
- Social Aspect
- Unique Perspectives of Members
- Exposure to Variety of Books

Book clubs provide community members an opportunity to build their social circle and encourage readers to expand their reading comfort zone with titles and genres they would not normally pick up. Ultimately, book clubs further the library's goal of creating lifelong learners and readers.

Favorite Parts of Book Club



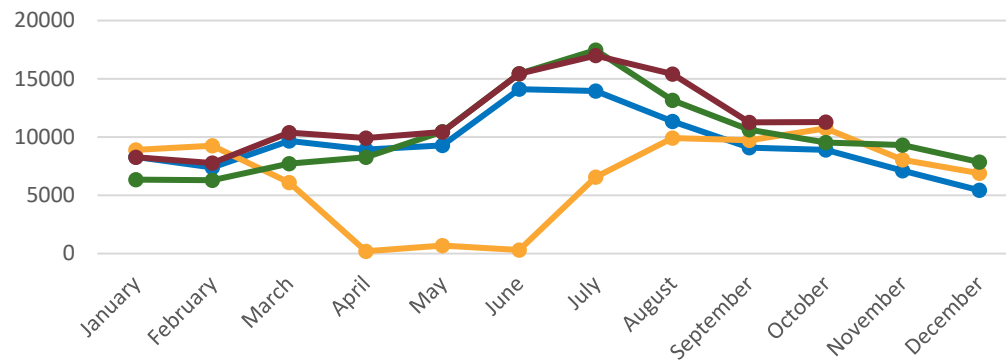
I was looking for a new club after my old club fizzled. Book club gets me out of the house and engaging with other 'book people'.



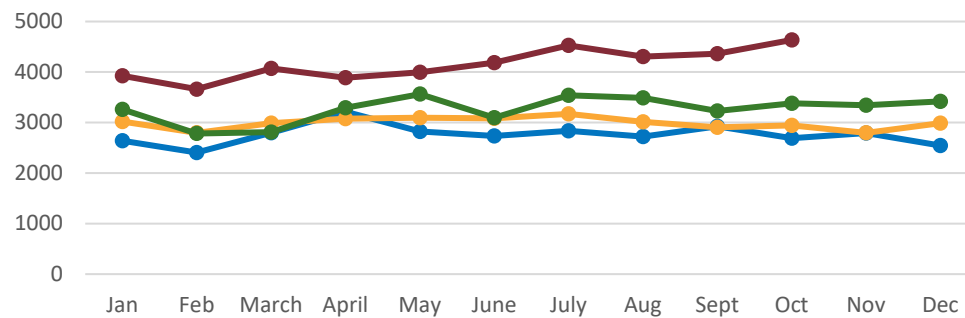
I live over an hour from the library. Book club is my 'me time' as a working, single-parent.



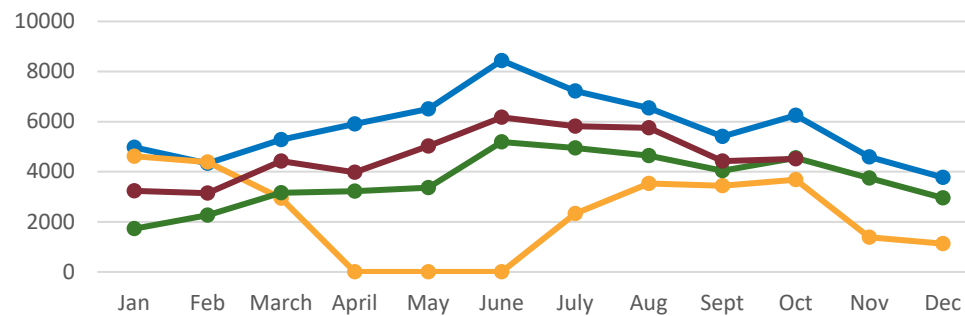
Physical Item Circulation



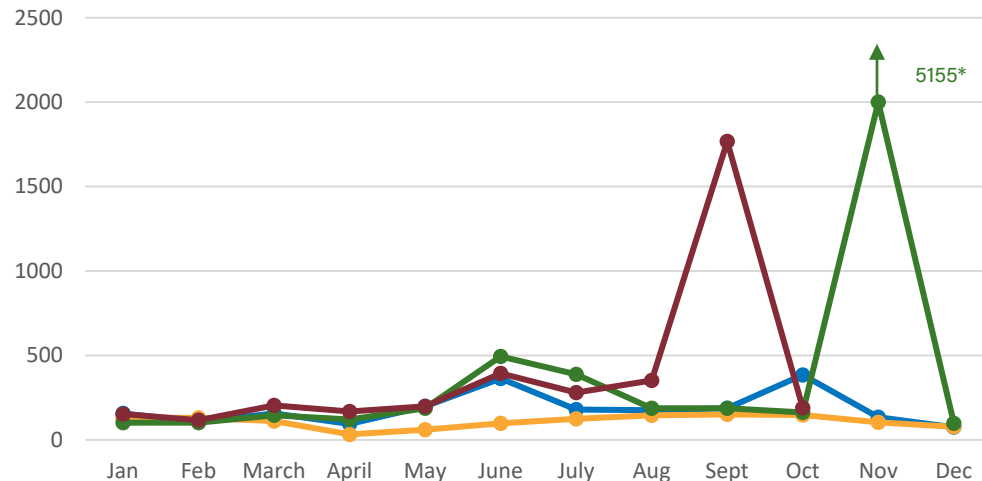
Electronic Materials Circulation



Door Count



Library Card Applications

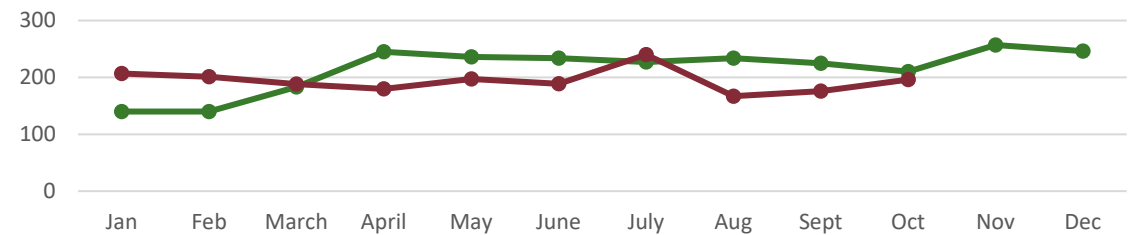


*The library added over 5000 cardholders in November 2021 due to partnership with WFPS.

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	196
Nov	257	
Dec	246	
Total	2577	

Outreach Materials Circulation



Adult Book Deliveries

Locations Served	5
Patrons Served	36
Total Items Circulated	95

Daycare Book Deliveries

Locations Served	4
Total Items Circulated	100

Daycare Storytimes

Locations Served	9
Storytime Sessions	22
Total Attendees	261

Programming

Adult Programs

Program	Attendance
Technology Tutoring (3x/week)	6 (↑2)
Genealogy Assistance	3 (↑2)
Monday Night Readers	6 (↓2)
Novel Afternoons Book Club	15 (↑7)
Third Thursday Book Club	6 (↑2)
Books & Brews Book Club	2 (↓5)
Gardening Meetup Series	3 (↑1)
English Conversation Circle	4 (↑1)
Monday Matinees (5 events)	36 (↑4)
Mahjong & More Game Time	6
Job Service ND at WFPL	4 (↑4)
Movie Screening: The Public	3
Financial Literacy Series	7
Storytelling w/ Ojibwe & Lakota	17
Discovering Your Roots	7
Total	125 (↑67)

Family Programs & Community Event Pop-ups

Program	Attendance
Mojo Fit Family Yoga	8
Halloween STEM Event	55
Total	63

Beanstack Programming

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

Active Challenge(s)	Total Readers YTD
1000 Books Before Kindergarten (ongoing)	293
One Book, One Community (Sep. 1 – Nov. 30)	31
Heritage Middle Challenge (Oct. 1 – Dec. 10)	572
Cheney Middle Challenge (Oct. 3 – Dec. 10)	243
Liberty Middle Challenge (Oct. 3 – Dec. 10)	392
Total	1531

Youth Programs

Program	Attendance
Ready to Read Storytime (Weekly)*	156 (↑5)
Baby Boost Storytime (Weekly)*	141 (↓7)
Halloween Cupcake Wars (Teen)	24
Total	321 (↑22)

1000 Books Before Kindergarten

Total Registered This Month	14
Total Registered YTD	293
Total Registered All Time	396



WEST FARGO PUBLIC LIBRARY

Director's Report & Programming Update

Ellen Rossow, Library Communications Specialist

Presented at the Library Board Meeting

Thursday, Nov. 10, 2022

(All information is reflective of Oct. 2022)

TRUSTEE NOTES

Community Feedback



General Customer Service Feedback

We received another 5-star review on Google:

"A very friendly and nice place! Service is great and quick."



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!



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.



One Book, One Community

The Adult Services team and their counterparts at other local public and academic libraries received praise from many of the over 600 author talk attendees about this year's One Book, One Community program.

BUILDING & TECHNOLOGY

- Continual assessment of ADA compliance
- Light in parking lot was out

4509

Library Visitors
in Oct. (roughly 145
per day)



STAFF & VOLUNTEERS

4

New
Volunteers
Onboarded
in Oct.

22.5

Volunteer
Hours
in Oct.

8

Total Active
Volunteers
in Oct.

CONTINUING EDUCATION & MEETINGS

Title	Time	Date
ABOS Virtual Conference	4.5 hrs	10/3
NDLA annual conference	2 days	10/5 - 10/7
Fall in Love with Series Nonfiction	1 hr	10/6
How to Provide Backup to a coworker during a crisis	1 hr	10/10
Basic Intro to Mental Illness	1 hr	10/10
Beginners Guide to Being in Charge	1 hr	10/10
411 on FAST (Faceted Application of Subject Terminology)	1 hr	10/11
Fall & Winter Picture Books	1 hr	10/11
Accessibility in your Library	1 hr	10/12
Use of Reflective Practice as a Tool for Storytelling and Demonstrating Impact through the Framework of the UN Sustainable Development Goals	2 hrs	10/12
Books are Afoot	1 hr	10/12
Library of Things: The what, why and how of lending objects	1 hr	10/19
How to Create a Beanstack BINGO Challenge	30 mins	10/19
Adobe Max Virtual Conference	4.5 hrs	10/19
Digital Inclusion and Libraries in North America	1 hr	10/20
Main Street Summit ND	2 days	10/24 - 10/26
Empowered Against Book Bans	1 hr	10/25
Kindergarten's Important Role in Student's Education	1.5 hr	10/25
Graphic Novels for All	1 hr	10/25
PLA Fundamentals of SEL	45 mins	10/26
NDLA Professional Development Series - Gail Betz	1 hr	10/27
Comics Librarianship	1 hr	10/27
No Shushing Required ALA Webinar	1 hr	10/27

COLLECTION & MATERIALS

- Now accepting applications for an open Technical Services Assistant position. Jodi's last day is in early Dec.
- New SpeedyCover machine is in use.
- Weeding projects are underway in Jr. Nonfiction and Adult Fiction, especially Western Fiction. (Average publish date of books – 1995. Around 20% of our Western Fiction titles have never been checked out...)
 - NOTE: When weeding takes place, new items are ordered. There will be a pause in new orders, however, because our budget is nearly gone. Tech Serv team will resume ordering in 2023.

4635

Electronic Material
Checkouts
in Oct. (highest so far in
2022.)



FINANCES

CURRENT MONTH & YEAR TO DATE



\$111,426.75

\$1,214,740.83



PERCENTAGE OF BUDGET USED

70%

ADULT PROGRAMMING & OUTREACH

Upcoming Events, Special Programs & Outreach

Monday Matinees: 1:30 p.m. every Monday
This month's theme is Veteran Experiences

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

- Switched to Wednesdays, hoping for better attendance

NEW: West Fargo Cribbage Club first club of its kind in West Fargo. Weekly on Tuesday evenings.

The Real Thanksgiving Panel with Christy Goulet – final One Book, One Community program at WFPL this year. Ojibwe and Lakota elders will discuss Thanksgiving.

Red River Rainbow Seniors – Larry Peterson will present three unique stories from the group's oral history project called "Breaking Barriers"

Career Readiness Program continues. It was launched in Oct and we currently have 9 enrolled folks.

October Highlights



October Book Clubs

- 6 p.m. Nov. 14 – Monday Night Readers at library
 - “Ask Again, Yes” by Mary Beth Keane
- 1 p.m. Nov. 16 – Novel Afternoons at library
 - “The Readers of Broken Wheel, Recommend” by Katarina Bivald
- 6:30 p.m. Nov. 17 – Third Thursday at library
 - BYOBook Discussion
- 6 p.m. Nov. 17 - Books & Brews at Caribou Coffee in Hornbachers
 - “Black Cake” by Charmaine Wilkerson

YOUTH & FAMILY PROGRAMMING & OUTREACH

October Highlights

- Halloween Cupcake Wars event had 24 attendees. Had to turn some teens away.
- Middle School Beanstack reading challenges started in Oct. Around 1000 students currently participating!
- Three classes from LE Berger visited us for a craft, STEM and library scavenger hunt (right top)
- Halloween STEM event was a blast nearly all the visiting families did every station! (right bottom)



Upcoming Events, Special Programs & Outreach

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

Storytimes continue 10:30 a.m. Wednesdays & Fridays (this month's theme is gratitude, kindness and thankfulness!)

Teen Tiny Canvas Painting Party 2:30 p.m. Wed., Nov. 23



THANK YOU

