



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, December 8, 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 – November 10, 2022
2. Approval of Financial Reports

Regular Agenda

Old Business

New Business

1. Proposed Job Description Updates **(Action)**
2. Severe Weather and Emergency Closure Policy **(Action)**
3. Library Collections Relocation Request **(Action)**
4. Donation and Gift Policy **(Action)**
5. Director's Report
6. Adjourn

West Fargo Public Library Board of Directors

Meeting Date: Nov. 10, 2022

Time: 5:30 PM

Place: Virtual via Zoom

Roll Call: Liann Hanson, Alanna Rerick, Larry Schwartz, Mandy George, and Tony Stukel. Also attending: Ellen Rossow, Communications Specialist; Kirsten Henagin, Adult Services Manager; Alisha Reis, Office Coordinator; Betty Adams, Library Director

1. Call to order

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

2. Approve order of agenda

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

3. Consent agenda - approve the following:

- a. Approval of Minutes – Oct. 13, 2022
- b. Approval of Financial Reports
- c. Approval of library closures for 2023

Rerick moved and George seconded to remove the Approval of the Financial Reports from the consent agenda. No opposition. Motion carried.

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

4. Regular Agenda

Old Business

New Business

1. Book Club Impact Report

Henagin provided a report about the impact of West Fargo Public Library Book Clubs on residents. In 2022, the library hosted four book clubs, with roughly 33 monthly attendees. Henagin surveyed attendees and received positive responses across the board about library staff, getting to socialize, hearing unique perspectives during discussions, and how attendees appreciate the exposure to a variety of books.

2. 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. While she was present at this meeting, Rossow provided the Director's Report.
- Staff heard positive feedback from patrons regarding the October One Book, One Community author talk, storytime, and technology tutoring. The library also continues to receive 5-star reviews on Google.
- Rossow provided an update about the safety concern for a wheelchair-bound patron that was made evident during a building-wide fire drill in the fall. The Safety Committee is exploring options, but after discussing with West Fargo Fire do not think a roll-out ramp is a feasible option. The Fire department encourages staff to leave the wheelchair-bound person in the building and to have fire personnel remove them.
- Eight volunteers donated 22.5 hours to the library in September.
- Library staff took part in roughly 25 classes, webinars or other trainings in September.

- Rossow shared an update about the library's collection. Over 880 weeded materials found new homes in September through the Free Book Friday program.
- Rossow provided a financial update, including that the library had used 70% of the 2022 budget by the end of September.
- Regarding library programs, Rossow explained that adult programs saw a record high for attendees in October. The number of attendees has not been this high since pre-COVID 2019. The One Book, One Community author talk at Concordia saw 620 in-person attendees which is also a record high.
- 366 items were donated to the Golden Drive Homeless Kids organization in Oct.
- The youth programming team saw a record high of 24 teens at their "Halloween Cupcake Wars" event.
- The library will be hosting a "Winter Reading Challenge" from Dec. 4 – Feb. 25. This challenge is for all ages and the goal is to have each participant read 15 minutes a day for 12 weeks. Prizes will be awarded.
- The library will also be hosting their fourteenth annual Mitten Tree Drive in December. The donations of new or like-new winter gear will be given to West Fargo students in need in January.

Other Business

1. Approval of Financial Reports

Rerick had motioned to move the financial reports from the Consent Agenda to allow for discussion of some line items that appeared to be overspent. She specifically asked about the Furniture Depreciation lines. Adams noted that it was her understanding that as long as one's budget is not over at the end of the year, the status of the individual lines is less important. Both Adams and Henagin were able to provide insight into the use of those lines and why they had gone over, which included the need for a new desk for the added Circulation Supervisor. Adams also had some questions for the City about if two separate Furniture Depreciation lines were actually needed and adjustments in the works. Upon hearing the response, Rerick moved to approve the Financial Reports and Schwartz seconded. No opposition. Motion carried.

Adjourn

Rerick moved to adjourn and Schwartz seconded. No opposition. Motion carried at 6:05 p.m.
Next meeting: 5:30 p.m. Thursday, Dec. 8, 2022.



To: West Fargo Public Library Board of Directors
From: Betty Adams, Library Director
Date: Thursday, December 8, 2022
Subject: Explanation of Budget Line Expenditures
Action: Approve Budget

**West Fargo Public Library
Board of Directors**

President

Liann Hanson

**Vice President
& Secretary**

Larry Schwartz

Treasurer

Alanna Rerick

Board Member

Mandy George
City Commissioner

Board member

Anthony Stukel

Library Director

Betty Adams

Summary and Recommendation:

While the 2022 annual budget is projected to total less than what was approved, there are individual line items that are over spent. This summary is intended to explain individual line item discrepancies. Below the summary will be final December purchases projected to impact individual line items, while still closing under budget overall.

Line 240 – Insurance increase.

Line 312 – Attorney services were rendered in February and March, totaling 1,418.36. They were also rendered in August – October for Policy review prior to presenting to the Board totaling 1,357.72.

Line 399 - Recruitment of Director position.

Line 420 – Ergonomic assessments of staff chairs and desks.

Line 428 – Additional months of paying TLC services; and some service agreements saw an increased pricing due to inflation for the coming year.

Line 641 – The majority of furniture and equipment needed was under \$5000; this line is offset by line 864 which has \$10,707.00 unspent.

Line 740 – Bank service charges varied each month. The City has changed banks and may impact this line item in the coming year.

Line 901 – OCLC went from monthly payments to annual payments in July, saving us 0.05% annually.

December expected non-standard expenditures will impact the following:

Line 649 – There was an additional \$10,000 allocated here with the anticipation that the Friends would fund it. Anticipated actual spending is for the remaining \$2,500 for storytime, teen programming, containers for programming supplies, and carts for programming.

Line 641 – Staff anticipate purchasing a programming work island, desk & chair, offsite bookdrop for new Housing Authority location,

and an additional rolling whiteboard.

Line 662 – An additional \$15,000 is being provided to close out the year purchases. This year has had a higher focus on replacing damaged materials as part of the large weeding project that has taken place and the remaining materials to be purchased are to complete ordering youth, pre-publication, and replacement materials already selected.

All December expected non-standard expenditures are offset by line 110, Permanent Employee Salaries which currently is at 75%.

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

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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 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 -99905 TRAVEL & EDUCATION			/ /	588.10	10/22	3161 VISA LIBRARY #1		
CL 106461 2 -99904 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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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 -99905 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 -99907 ASANA.COM			09/20/22	5,997.60	10/22 2439 VISA IT			
JV 5041 22 3Q IT equip Lib Inv 1096			/ /	54.89	10/22			
		Object Total:		6,052.49	32,974.58	45,070.00	12,095.42	73%

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Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY 411600 LIBRARY 500 SUPPLIES								
			/ /					
	Object Total:			0.00	299.98	500.00	200.02	60%
640 FURNITURE & EQUIPMENT			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000								
CL 106460 8 -99905 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 -99904 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 -99905 PROGRAMMING		/ /		175.44	10/22 3161 VISA LIBRARY #1			
CL 106461 4 -99904 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			

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7000 LIBRARY								
411600 LIBRARY								
CL 106457 2	104676 BOOKS	2037039931	10/03/22	299.24	10/22	1695 BAKER & TAYLOR		
CL 106460 1	-99905 BOOKS		10/02/22	964.82	10/22	3161 VISA LIBRARY #1		
CL 106461 3	-99904 BOOKS		/ /	1,157.14	10/22	3162 VISA LIBRARY #2		
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	-99905 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	-99905 MEMBERSHIPS		/ /	156.00	10/22	3161 VISA LIBRARY #1		
CL 106461 1	-99904 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	-99905 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	%

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7000 LIBRARY								
411600 LIBRARY								
740 SERVICE CHARGES								
JV 4993 6	TransFirst Libr Oct 2022		/ /	86.76	10/22			
	Object Total:			86.76	1,390.77	500.00	-890.77	278%
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:			111,388.40	1,214,968.33	1,725,276.00	510,307.67	
	Fund Total:			111,388.40	1,214,968.33	1,725,276.00	510,307.67	

***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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09:02:11

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7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 4997127	Payroll 11/04/22		/ /	27,392.41	11/22			
JV 5036128	Payroll 11/18/22		/ /	27,327.25	11/22			
Object Total:				54,719.66	588,890.32	788,076.00	199,185.68	75%
114 PART TIME SALARIES								
JV 4997128	Payroll 11/04/22		/ /	5,581.49	11/22			
JV 5036129	Payroll 11/18/22		/ /	5,202.64	11/22			
Object Total:				10,784.13	112,428.58	120,471.00	8,042.42	93%
209 CLASSIFIED ADS								
Object Total:				0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 4997129	Payroll 11/04/22		/ /	2,431.46	11/22			
JV 5036130	Payroll 11/18/22		/ /	2,397.50	11/22			
Object Total:				4,828.96	51,893.01	69,504.00	17,610.99	75%
230 RETIREMENT								
JV 4997130	Payroll 11/04/22		/ /	4,310.29	11/22			
JV 5036131	Payroll 11/18/22		/ /	4,310.29	11/22			
Object Total:				8,620.58	88,823.09	118,692.00	29,868.91	75%
240 WORKFORCE SAFETY INSURANCE								
Object Total:				0.00	1,742.89	1,470.00	-272.89	119%
245 CORPORATE EDUCATION								
Object Total:				0.00	0.00	0.00	0.00	%
250 UNEMPLOYMENT								
Object Total:				0.00	0.00	1,000.00	1,000.00	%
312 ATTORNEY								
Object Total:				0.00	5,621.08	4,000.00	-1,621.08	141%
320 HEALTH INSURANCE								
JV 4997131	Payroll 11/04/22		/ /	3,773.70	11/22			
JV 5036132	Payroll 11/18/22		/ /	3,773.63	11/22			
Object Total:				7,547.33	72,425.73	81,079.00	8,653.27	89%
321 PROPERTY INSURANCE								
Object Total:				0.00	1,043.00	0.00	-1,043.00	%
333 BUILDING RENTAL								
CL 107022 1	105116 OCTOBER BUILDING RENT	MISC06732	10/21/22	10,032.50	11/22	549 WF PUB SCHOOLS DIST #6		
CL 107022 2	105116 NOVEMBER BUILDING RENT	MISC06733	10/21/22	10,032.50	11/22	549 WF PUB SCHOOLS DIST #6		
Object Total:				20,065.00	98,862.50	120,510.00	21,647.50	82%
340 TRAVEL & EDUCATION								
CC 952 3	TRAVEL & EDUCATION		/ /	107.53	11/22	3161 VISA LIBRARY #1		
CC 960 1	TRAVEL & EDUCATION		11/02/22	645.12	11/22	3162 VISA LIBRARY #2		
CC 961 4	TRAVEL & EDUCATION		/ /	331.20	11/22	4576 VISA LIBRARY #3		
CL 106857 1	104942 TRAVEL & EDUCATION		10/24/22	45.50	11/22	4577 DUSTIN MOHAGEN		
CL 106909 1	104919 TRAVEL & EDUCATION		11/02/22	14.25	11/22	3417 CHELSEA SIMDORN		

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 11/22 - 11/22

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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 107094 1	105144 MILEAGE		10/03/22	14.56	11/22	3869 ALISHA REIS		
CL 107094 2	105144 MILEAGE		11/04/22	12.88	11/22	3869 ALISHA REIS		
Object Total:				1,171.04	8,826.26	17,392.00	8,565.74	51%
348 BUYOUTS								
			/ /	0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 107076 30	105274 Oct 2022 library	9919968044	10/08/22	127.44	11/22	3668 VERIZON WIRELESS		
Object Total:				127.44	1,274.70	1,531.00	256.30	83%
360 MISC PRINTING & MAILING								
			/ /	0.00	0.00	0.00	0.00	%
387 MEDICAL/VACCINES								
			/ /	0.00	0.00	500.00	500.00	%
399 RECRUITMENT/EMPLOYMENT TESTING								
			/ /	0.00	5,242.83	3,000.00	-2,242.83	175%
410 OFFICE SUPPLIES								
CC 952 6	OFFICE SUPPLIES		/ /	108.43	11/22	3161 VISA LIBRARY #1		
CL 106856 1	104910 OFFICE SUPPLIES	W012117752	10/26/22	44.69	11/22	351 BUSINESS ESSENTIALS		
CL 106856 2	104910 OFFICE SUPPLIES	W012117751	10/26/22	19.46	11/22	351 BUSINESS ESSENTIALS		
CL 107092 1	105245 OFFICE SUPPLIES	801387-10-	10/31/22	109.38	11/22	3276 PREMIUM WATERS INC		
Object Total:				281.96	9,584.71	13,000.00	3,415.29	74%
420 OPERATION & MAINTENANCE								
			/ /	0.00	575.00	0.00	-575.00	%
424 GAS AND OIL								
			/ /	0.00	0.00	1,200.00	1,200.00	%
427 VEHICLES MAINTENANCE								
			/ /	0.00	0.00	6,000.00	6,000.00	%
428 SERVICE AGREEMENTS-CONTRA								
CL 106858 1	104971 SERVICE AGREEMENTS - CONTRACTS	32667539	10/20/22	442.89	11/22	2877 GREATAMERICA FINANCIAL		
Object Total:				442.89	17,367.71	11,100.00	-6,267.71	156%
490 MISC								
			/ /	0.00	378.19	750.00	371.81	50%
497 TECHNOLOGY								
CC 952 4	TECHNOLOGY		/ /	588.00	11/22	3161 VISA LIBRARY #1		
CC 961 5	TECHNOLOGY		/ /	72.58	11/22	4576 VISA LIBRARY #3		
Object Total:				660.58	33,635.16	45,070.00	11,434.84	75%

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
500 SUPPLIES								
		Object Total:	/ /	0.00	299.98	500.00	200.02	60%
640 FURNITURE & EQUIPMENT			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000			/ /					
		Object Total:	/ /	0.00	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			/ /					
		Object Total:	/ /	0.00	388.37	2,440.00	2,051.63	16%
649 PROGRAMMING			/ /	49.47	11/22	3161 VISA LIBRARY #1		
CC 952 2	PROGRAMMING		/ /	291.99	11/22	4576 VISA LIBRARY #3		
CC 961 2	PROGRAMMING		/ /	150.00	11/22	4265 CHRISTY GOULET		
CL 106855 1	104921 PROGRAMMING	110C	10/26/22	200.00	11/22	4046 MSUM PLANETARIUM		
CL 106908 1	105020 PROGRAMMING	222306	11/01/22					
		Object Total:		691.46	10,254.27	21,000.00	10,745.73	49%
650 E RESOURCES								
CL 106912 1	105016 E RESOURCES	502901433	10/31/22	2,391.59	11/22	1854 MIDWEST TAPE		
		Object Total:		2,391.59	31,936.20	36,000.00	4,063.80	89%
653 CAPITAL IMPROVEMENTS			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CL 106859 1	105049 POSTAGE		11/01/22	1,000.00	11/22	1483 PITNEY BOWES RESERVE ACCOUNT		
CL 106860 1	105048 POSTAGE SUPPLIES	1021806545	10/24/22	101.97	11/22	3921 PITNEY BOWES INC		
		Object Total:		1,101.97	5,191.76	6,000.00	808.24	87%
662 BOOKS								
CC 952 1	BOOKS		11/02/22	978.48	11/22	3161 VISA LIBRARY #1		
CC 961 3	BOOKS		/ /	865.91	11/22	4576 VISA LIBRARY #3		
CL 106861 1	104898 BOOKS	2037053145	10/10/22	643.73	11/22	1695 BAKER & TAYLOR		
CL 106861 2	104898 BOOKS	2037032812	10/11/22	333.08	11/22	1695 BAKER & TAYLOR		
CL 106861 3	104898 BOOKS	2037063818	10/12/22	1,155.95	11/22	1695 BAKER & TAYLOR		
CL 106861 4	104898 BOOKS	2037056983	10/17/22	250.54	11/22	1695 BAKER & TAYLOR		
CL 106861 5	104898 BOOKS	2037074399	10/17/22	226.22	11/22	1695 BAKER & TAYLOR		
CL 106862 1	104917 BOOKS	79463236	10/12/22	23.09	11/22	1623 CENGAGE GALE		
CL 106863 1	104980 BOOKS	72242265	10/24/22	54.49	11/22	4592 INGRAM LIBRARY SERVICES		
CL 106863 2	104980 BOOKS	72242264	10/24/22	164.27	11/22	4592 INGRAM LIBRARY SERVICES		
CL 106863 3	104980 BOOKS	72275697	10/25/22	107.32	11/22	4592 INGRAM LIBRARY SERVICES		
CL 106863 4	104980 BOOKS	72295113	10/26/22	58.38	11/22	4592 INGRAM LIBRARY SERVICES		
CL 106911 1	104898 BOOKS	2037088006	10/21/22	407.26	11/22	1695 BAKER & TAYLOR		

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Budget Detail Report
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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 106911 2	104898 BOOKS	2037074115	10/20/22	206.46	11/22	1695 BAKER & TAYLOR		
CL 106911 3	104898 BOOKS	2037060295	10/20/22	886.55	11/22	1695 BAKER & TAYLOR		
CL 107093 1	105149 BOOKS	2037092514	10/28/22	353.42	11/22	1695 BAKER & TAYLOR		
CL 107093 2	105149 BOOKS	2037098827	10/28/22	740.19	11/22	1695 BAKER & TAYLOR		
	Object Total:			7,455.34	91,158.12	100,750.00	9,591.88	90%
663 MAGAZINES			/ /					
	Object Total:			0.00	4,808.72	5,260.00	451.28	91%
664 AUDIO VIDEO			/ /					
	Object Total:			0.00	16,460.63	31,500.00	15,039.37	52%
667 MEMBERSHIPS			/ /					
	Object Total:			0.00	2,109.00	3,176.00	1,067.00	66%
668 PRINTING			/ /					
	Object Total:			0.00	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			/ /					
CC 952 5	PROMOTIONAL ACTIVITIES		/ /	63.07	11/22	3161 VISA LIBRARY #1		
CC 961 1	PROMOTIONAL ACTIVITIES		11/02/22	141.39	11/22	4576 VISA LIBRARY #3		
	Object Total:			204.46	7,039.21	11,400.00	4,360.79	62%
724 CONSULTING/TESTING FEES			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES			/ /					
	Object Total:			0.00	1,390.77	500.00	-890.77	278%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 11/22 - 11/22

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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 5043 23	Nov 2022 cost allocation		/ /	3,436.50	11/22			
JV 5044 23	Dec 2022 cost allocation		/ /	3,436.50	11/22			
		Object Total:		6,873.00	41,238.00	41,238.00	0.00	100%
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:		127,967.39	1,342,935.72	1,725,276.00	382,340.28	
		Fund Total:		127,967.39	1,342,935.72	1,725,276.00	382,340.28	

***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: 11 / 22

Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
Revenue						
310001	PROPERTY TAXES	28,820.23	1,689,380.13	1,682,739.00	6,641.13	100
310002	DISCOUNT PROPERTY TAXES			-62,261.00	62,261.00	
335600	STATE AID		57,939.00	31,000.00	26,939.00	187
						106
Total Revenue		28,820.23	1,747,319.13	1,651,478.00	95,841.13	106
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	54,719.66	588,890.32	788,076.00	199,185.68	75
114	PART TIME SALARIES	10,784.13	112,428.58	120,471.00	8,042.42	93
220	SOCIAL SECURITY	4,828.96	51,893.01	69,504.00	17,610.99	75
230	RETIREMENT	8,620.58	88,823.09	118,692.00	29,868.91	75
240	WORKFORCE SAFETY INSURANCE		1,742.89	1,470.00	-272.89	119
250	UNEMPLOYMENT			1,000.00	1,000.00	
312	ATTORNEY		5,621.08	4,000.00	-1,621.08	141
320	HEALTH INSURANCE	7,547.33	72,425.73	81,079.00	8,653.27	89
321	PROPERTY INSURANCE		1,043.00		-1,043.00	
333	BUILDING RENTAL	20,065.00	98,862.50	120,510.00	21,647.50	82
340	TRAVEL & EDUCATION	1,171.04	8,826.26	17,392.00	8,565.74	51
356	TELEPHONE	127.44	1,274.70	1,531.00	256.30	83
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING		5,242.83	3,000.00	-2,242.83	175
410	OFFICE SUPPLIES	281.96	9,584.71	13,000.00	3,415.29	74
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	442.89	17,367.71	11,100.00	-6,267.71	156
490	MISC		378.19	750.00	371.81	50
497	TECHNOLOGY	660.58	33,635.16	45,070.00	11,434.84	75
500	SUPPLIES		299.98	500.00	200.02	60
641	FURN & EQUIP-NON DEPRECIATED <\$5000		7,424.23	2,810.00	-4,614.23	264
644	POSTAL METER RENT		729.27	1,200.00	470.73	61
648	PROFESSIONAL PUBLICATIONS		388.37	2,440.00	2,051.63	16
649	PROGRAMMING	691.46	10,254.27	21,000.00	10,745.73	49
650	E RESOURCES	2,391.59	31,936.20	36,000.00	4,063.80	89
661	POSTAGE/FREIGHT/SHIPPING	1,101.97	5,191.76	6,000.00	808.24	87
662	BOOKS	7,455.34	91,158.12	100,750.00	9,591.88	90
663	MAGAZINES		4,808.72	5,260.00	451.28	91
664	AUDIO VIDEO		16,460.63	31,500.00	15,039.37	52
667	MEMBERSHIPS		2,109.00	3,176.00	1,067.00	66
668	PRINTING		453.24	1,000.00	546.76	45
669	INSURANCE			2,750.00	2,750.00	
672	EMERGENCY MEDICAL SUPPLIES			250.00	250.00	
689	PROMOTIONAL ACTIVITIES	204.46	7,039.21	11,400.00	4,360.79	62

CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 11 / 22

Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
740	SERVICE CHARGES		1,390.77	500.00	-890.77	278
864	FURN & EQUIP DEPRECIATED >\$5,000			10,707.00	10,707.00	
880	COST ALLOCATIONS	6,873.00	41,238.00	41,238.00		100
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	127,967.39	1,342,935.72	1,725,276.00	382,340.28	78
	Total Expenses	127,967.39	1,342,935.72	1,725,276.00	382,340.28	78
	Net Income from Operations	-99,147.16	404,383.41			
Other Revenue						
360000	MISCELLANEOUS REVENUE	615.35	8,704.10	5,000.00	3,704.10	174
360100	SPONSORSHIPS		10,909.78	25,000.00	-14,090.22	44
						65
	Total Other Revenue	615.35	19,613.88	30,000.00	-10,386.12	65
	Net Income	-98,531.81	423,997.29			



To: West Fargo Public Library Board of Directors
From: Betty Adams, Library Director
Date: Thursday, December 8, 2022
Subject: Proposed job description updates
Action: Approve proposed job description updates

**West Fargo Public Library
Board of Directors**

President

Liann Hanson

**Vice President
& Secretary**

Larry Schwartz

Treasurer

Alanna Rerick

Board Member

Mandy George
City Commissioner

Board member

Anthony Stukel

Library Director

Betty Adams

Summary and Recommendation:

Two of the current Manager positions are being proposed to have duties shifted and therefore slight job description amendments and job description title updates. These amendments will improve overall staff comprehension of who serves what role in what capacity, and will align tasks with those best suited to complete them.

I propose the Adult Services Manager incorporate tasks previously associated with the Access Services Manager position (oversight of public facing patron services such as technology assistance, reference, reader's advisory, circulation), many of which currently are being done by the Adult Services Manager. With two Circulation Supervisors, there is a need for a manager to aide in, create, and guide day-to-day procedures that the Supervisors then can implement. The title shall become "Adult and Patron Services Manager" while some Access Service Manager duties are incorporated under the title. The intention is for this to be a short-term solution (approx. two-to-three years) to regain staff morale and workplace confidence in procedural methods before integrating a new manager into the fold.

I propose that the current Technical Services and Collection Development Manager position be retitled as "Technical Services Manager" and restore the primary Collection Development duties (such as material purchasing and weeding) to the Adult and Youth Services Managers and their staff. Oftentimes, there are system upgrades and other technical issues that occur which need immediate attention at a higher frequency than other Managers encounter. This will allow the Technical Services Manager to focus on the very time and detail intensive operations of the nuances found in Technical Services. It also aligns Adult and Youth Service Managers overseeing the entirety of their respective collection's development, to better inform programming, their departments, and to better engage patrons in their materials.

I recommend approval of the above mentioned position changes and related amendments to their job descriptions. These changes are proposed in consultation with the City Administrator and Human Resources department which have reviewed the proposed position descriptions and assessed no need for amending position grading.
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Library Service Manager Job Description

Department: Library
Reports To: Library Director
Pay Grade: 15
FLSA Classification: Exempt
Approved by: Library Board
Revision Date: January 29, 2021; December 8, 2022

SUMMARY

Under limited supervision, the Library Service Manager provides leadership and supervision to library staff, while overseeing functions in assigned service areas of adult and patron services, youth services, and technical services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works with the Library Director to provide leadership to the library as a whole and to develop and implement a strategic vision for the library.
- Promotes an internal culture of positivity, excitement for continuous organizational change, and a customer focus. Communicates courteously and professionally; develops working relationships with others in carrying out job functions; serves on library teams and committees as assigned, such as Collection Development, Programming, Merchandising, etc.
- In collaboration with colleagues, provides services which may include:
 - Programming: Plans, promotes and conducts library events in order to meet community needs, including but not limited to story times, afterschool programs, adult programming, technology/online resource classes, Summer Reading Program, and library tours; arranges outside presenters as needed. Collaborates with regional libraries and other organizations to provide joint literacy and library programs. Participates in outreach activities.
 - Collection Management: selects for assigned collections in order to meet community needs, performs weeding as necessary, may work with staff to ensure recording, processing, and cataloging of new materials; participates in collection inventory.
 - Patron Services: Performs shifts at the service desk: provides circulation, basic and advanced reference services and readers' advisory, basic assistance with technology, and other services provided by circulation staff; instructs library patrons in use of e-resources and devices used to access them. Serves as a team leader in patron services functions. Manages public service problems, confidentiality, and safety issues when working at night and weekends.
- Participates in planning and mounting exhibits and displays, both cultural and historical in nature.
- Monitors the Library facilities; tidies and maintains the good condition of the library and upholds library policies and procedures.
- Within assigned areas of responsibility, supervises, approves timesheets, participates in hiring and termination procedures, disciplinary actions, and performance reviews. Provides direction, coaching,

and training to assigned staff, volunteers and outside presenters. Ensures that reports are trained in safe work practices and that safety procedures are followed.

- In coordination with library administration, sets goals and objectives for others to work towards and monitors performance of staff and functions of assigned service area.
- Evaluates library services to ensure continuous improvement, alignment with community needs, alignment with the Library's strategic plan, and inform decision-making. Analyzes statistics on events, attendance, and services.
- Prepares presentations about the services, outcomes, and impact of the Library. Represents the Library in working with elected officials, public and private organizations, the community, media, and other City departments.
- Works independently or with other staff to prepare and/or edit documentation, including the library newsletter, brochures, readers' advisory materials, website postings, and related documents. Participates in creating promotional and marketing materials.
- Administers the budget in assigned areas of responsibility. Identifies future needs and assists the library administration in preparing budget requests.
- Pursues funding support opportunities; identifies and applies for grants and other funding sources; prepares for and administers funding opportunities such as grants, donations, and gifts.
- Maintains knowledge of current trends, development, and best practices in library services.
- Represents and advocates for the library throughout the community.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs essential duties and responsibilities outlined in the special assignments of the Library Service Manager.
- Performs other duties as required or assigned.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

MINIMUM QUALIFICATIONS

- Master's Degree in Library Science or a closely related field.
- Two years of customer service experience in a library.
- Two years of previous supervisory experience.
- Equivalent education and experience is acceptable.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.
- Valid driver's license.

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this job, the incumbent must regularly sit and talk or hear. The incumbent is frequently required to use hands to touch, handle or feel. The incumbent is occasionally required to stand and walk. The incumbent may be required to occasionally perform a full range of motion with lifting and/or carrying items weighing up to 35 pounds. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

WORKING ENVIRONMENT

Work is performed in a standard office environment. The noise level in the work environment is usually moderate. This position may require the incumbent to occasionally drive to alternative locations. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.

I have read and understand the duties, responsibilities, and requirements for this position. *

Employee's Name (please print)

Employee Signature

Date

*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. The City of West Fargo retains the discretion to add duties or change the duties of this position at any time.

Adult and Patron Services Manager Special Assignment

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership in the planning and conduct of recreational and educational library events for adults (including seniors, adults, and young adults); arranges outside presenters as needed; evaluates outcomes of programs, events, and activities. Identifies target audiences, writes press releases, and collaborates with staff to ensure timely publicity for events.
- Provides leadership and oversight of patron services staff and operations including circulation, readers' advisory, reference, basic assistance with technology, hold requests, interlibrary loan, and other services provided by circulation staff. Manages public service problems and safety issues at the Service Desk.
- Works with Circulation Supervisors to ensure proper staffing, scheduling and training of circulation staff in all patron services operations.
- Provides trainings to all library staff in customer services, service to diverse populations, library policy, circulation procedures, online resources, technology, reference skills, and safety.
- Plans and implements improvements to patron services operations and the customer experience. Analyzes data, both quantitative and qualitative in nature, related to patron behavior patterns, service and collection usage statistics, and local and national trends, to provide input to the Library Director regarding circulation staffing levels, space planning and signage, technology and other in-library services.
- Oversees staff who plan and implement adult programs and reference services, considering potential presenters and program proposals in relation to the Library's service goals and leading program evaluation.
- Promotes adult literacy through book clubs and other learning opportunities for adults.
- Increases public awareness of library resources and services by establishing contacts with organizations and businesses in the West Fargo community, planning the Library's participation in community events, and working with library staff to establish offsite programming. Collaborates with regional libraries and other organizations to provide joint literacy, cultural, and library programs.
- Oversees recruitment and administration of volunteer services, including background checks, creation of job descriptions, assignment to a supervisor, performance reviews, and recognition of volunteer services.
- Works collaboratively with the Youth Services Manager to develop and execute programs and services for shared target audiences.
- Provides leadership in outreach activities to area institutions; organizes and ensures materials delivery services. Oversees library staff participation in outreach activities.
- Provides input to library administration related to programming funding for the annual operating budget and long-range financial planning. Solicits sponsors for the Summer Reading Program.
- As a member of the Collection Development Team, selects library materials for specific areas of collection development. Purchases and collaborates with colleagues to create and maintain a diverse, current, and relevant collection of materials which meets the informational needs and recreational reading interests of the citizens of West Fargo, including students, teachers, adults, and New Americans.
- Oversees Adult Collection projects such as weeding, relabeling, and auditing. Makes recommendations to the Library Director and Library Board regarding changes to the Library's Collection Management Policy.
- Analyzes collection usage statistics, as well as trends and changes in population served, to determine materials budget allocation, make collection-level selection and deselection decisions, and provide input to library administration related to annual operating budget and long-range financial planning.
- Responds to patron purchase requests and reviews donated items for possible inclusion in the Library's collection. Maintains knowledge of current trends, emerging technologies, service to seniors and New Americans, and related fields.

Youth Services Manager Special Assignment

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership in the planning and conduct of recreational and educational library events which are developmentally appropriate for children and teens; arranges outside presenters as needed; evaluates outcomes of programs, events, and activities. Identifies target audiences, writes press releases, and collaborates with staff to ensure timely publicity for events.
- Analyzes collection usage statistics, as well as trends and changes in population served, to determine materials budget allocation, make collection-level selection and deselection decisions, and provide input to library administration related to annual operating budget and long-range financial planning.
- Promotes child development and literacy through story times, afterschool activities, and other programs.
- Increases public awareness of library resources and services by establishing contacts with organizations and businesses in the West Fargo community, planning the Library's participation in community events, and establishing offsite programming. Collaborates with regional libraries, schools, daycares, and other organizations serving youth to expand library service and provide joint literacy, cultural, and library programs.
- Works collaboratively with the Adult Services Manager to develop and execute programs and services for shared target audiences.
- Oversees staff who plan and implement youth programs, considering potential presenters and program proposals in relation to the Library's service goals and leading program evaluation.
- Provides leadership in outreach activities to area institutions; organizes and ensures materials delivery services. Oversees library staff participation in outreach activities.
- Provides input to library administration related to programming funding for the annual operating budget and long-range financial planning. Solicits sponsors for the Summer Reading Program.
- As a member of the Collection Development Team, selects library materials for specific areas of collection development. Purchases and collaborates with colleagues to create and maintain a diverse, current and relevant collection of materials for children and teens.
- Responds to patron purchase requests and reviews donated items for possible inclusion in the Library's collection.
- Oversees Children and Teen Collection projects such as weeding, relabeling, and auditing. Makes recommendations to the Library Director and Library Board regarding changes to the Library's Collection Management Policy.
- Maintains knowledge of current trends, emerging technologies, youth development, and related fields.
- As the head of the Summer Reading Program Team, creates an annual project plan that establishes project deadlines and goals, tracks progress in meeting project milestones, and establishes team roles and provides direction to all team members.

Technical Services Manager Special Assignment

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership in the area of technical services for print, audio visual, serials, and electronic resources.
- Analyzes collection usage statistics, as well as trends and changes in population served, to determine materials budget allocation and provide input to library administration related to annual operating budget and long-range financial planning.
- In coordination with the Library Director, devises technical services goals, guidelines, policies, and procedures to be used by the technical services staff. Makes recommendations to the Library Director and Library Board regarding changes to the Library's Collection Management Policy.
- Oversees technical services staff and plans and implements improvements to all technical services operations, including ordering, receiving, cataloging, processing, and preservation of materials to prepare items for patron use. Works with technical services and circulation staff to ensure the expedience of operations and provide new materials to patrons as quickly as possible.
- Responds to patron purchase requests on digital platforms (such as Overdrive, Libby, Hoopla, and other digital database requests).
- Performs copy and original descriptive cataloging as needed for library materials in a variety of formats, languages and subject areas, applying RDA (Resource Description and Access), MARC, Library of Congress subject headings, and Dewey Decimal Classification.
- Acts as the Library's technology liaison to the Online Dakota Information Network (ODIN), advocating for system-wide policy and configuration of the integrated library system (ILS) that meets the needs of the Library and West Fargo community. In collaboration with ODIN, Library staff, and City IT, manages the Library's 3rd party vendor integrations, system issues, and configuration changes within the ILS.
- Generates reports; compiles usage and circulation statistics for various stakeholders. Maintains consistency of patron and bibliographic data, conducting cleanup as needed.
- Provides leadership in special technical services projects such as inventory, and re-labeling.



Severe Weather and Emergency Closure Policy

Approved: 2/14/2008

Revised: 4/10/2014; 12/08/22

As a department of the City, the Library will close when the City of West Fargo deems closure necessary due to severe weather or emergency. The primary factor of any decision to close will be the safety of the staff and library patrons. The decision to close the Library outside of the City of West Fargo closures will be made by the Director or a designated staff member in the absence of the Director. The Library may close, close early, or postpone opening based upon one or more of the following:

- Severe weather and/or road conditions that cause hazardous traveling, such as significant snow or ice accumulation, extreme temperatures, or blizzard conditions
- Availability of sufficient staff to operate the library
- Failure of vital building services, extended power failure, condition of the building or its equipment
- General health/safety emergency in the community or area in the Library

Patron Considerations

No fees will be charged for items due on days when the Library is closed or open limited hours due to extenuating circumstances as determined by the Library or City.

All programs and services are canceled when the library is closed.

Public meetings and programs scheduled in the meeting rooms are cancelled when the Library is closed.

Notifications

Emergency closings are announced to the public in as many ways as possible given the circumstances of the emergency. These will include the library website, social media outlets, library answering machine, signs on doors, and local radio announcements.

In the event of a closure determined by the City of West Fargo, staff will be informed through the Cass-Clay Alerts system. In the event of a Library-only closure outside of the City closures, the Library Director and Communications Specialist will contact the library board, departmental managers and administrators, Friends of the Library volunteers, and the City Administrator. Library staff will be informed of a Library-only closure through the Cass-Clay Alerts system. Unless contacted through the Cass-Clay Alerts system, all employees should assume the library is open and will be expected to arrive on time for their regularly scheduled work period.

Staff Compensation

If the Library closes due to severe weather conditions or other emergency situations, all scheduled staff will be paid for the time they were scheduled to work.



WEST FARGO PUBLIC LIBRARY

COLLECTION REORGANIZATION

KIRSTEN HENAGIN, ADULT SERVICES
MANAGER

Overview

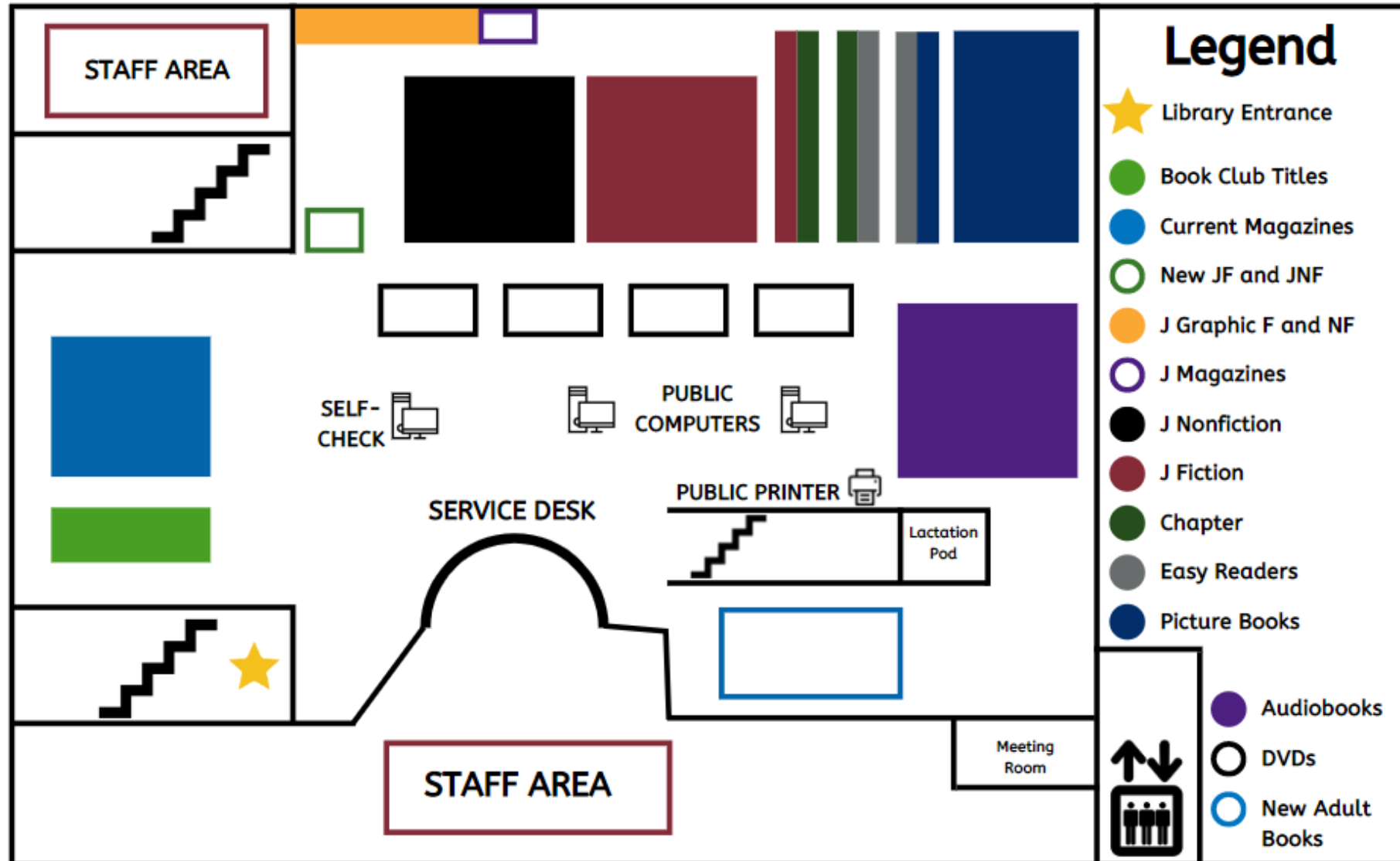
Goals of the Collection Reorganization Project:

- **Increase accessibility** of our Large Print collection by housing it on the main floor with Audiobook CDs and moving Book Club Kits onto library floor to allow for patron browsing.
- **Enhance patron experience** in the Children's Area by creating a larger space for programs, establishing a cozy seating area for Teens on the second floor, and enabling patrons to browse Large Print without patrons asking staff to use elevator.
- **Optimize space** for Teen Fiction and Nonfiction, Adult Fiction, Junior Graphic, and Periodical collections to grow.
- **Increase visibility** of the Adult Graphic Novel collection to support circulation.



Main Floor of Library - Current

The Main Floor of the Library is the Second Floor of the Clayton Lodoen Community Center



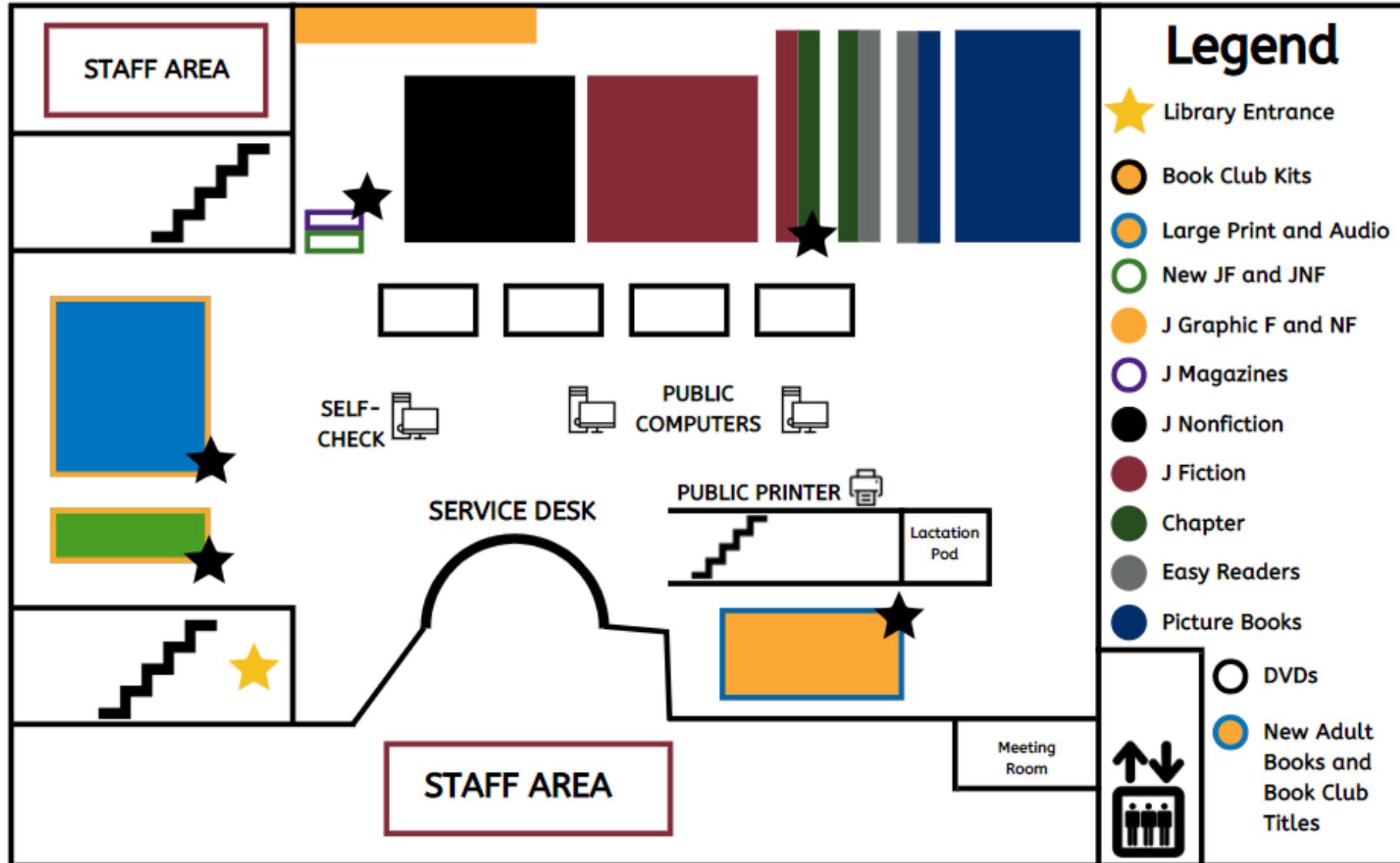
Limited options for moving collections due to space restraints. Existing ranges are too small to move any collections with the current configuration.

Book Club Kits currently reside behind the service desk and must be requested from patrons.

Elevator to upper floor requires staff assistance.

Main Floor of Library - Future

The Main Floor of the Library is the Second Floor of the Clayton Lodoen Community Center



Book Club Kits will be placed on main library floor, instead of behind the desk.

Large Print and Audiobooks will be shelved together on taller shelves, repurposing the Teen ranges. Collection is more accessible for those with mobility issues.

Junior Magazines will shift to allow Junior Graphic to grow.

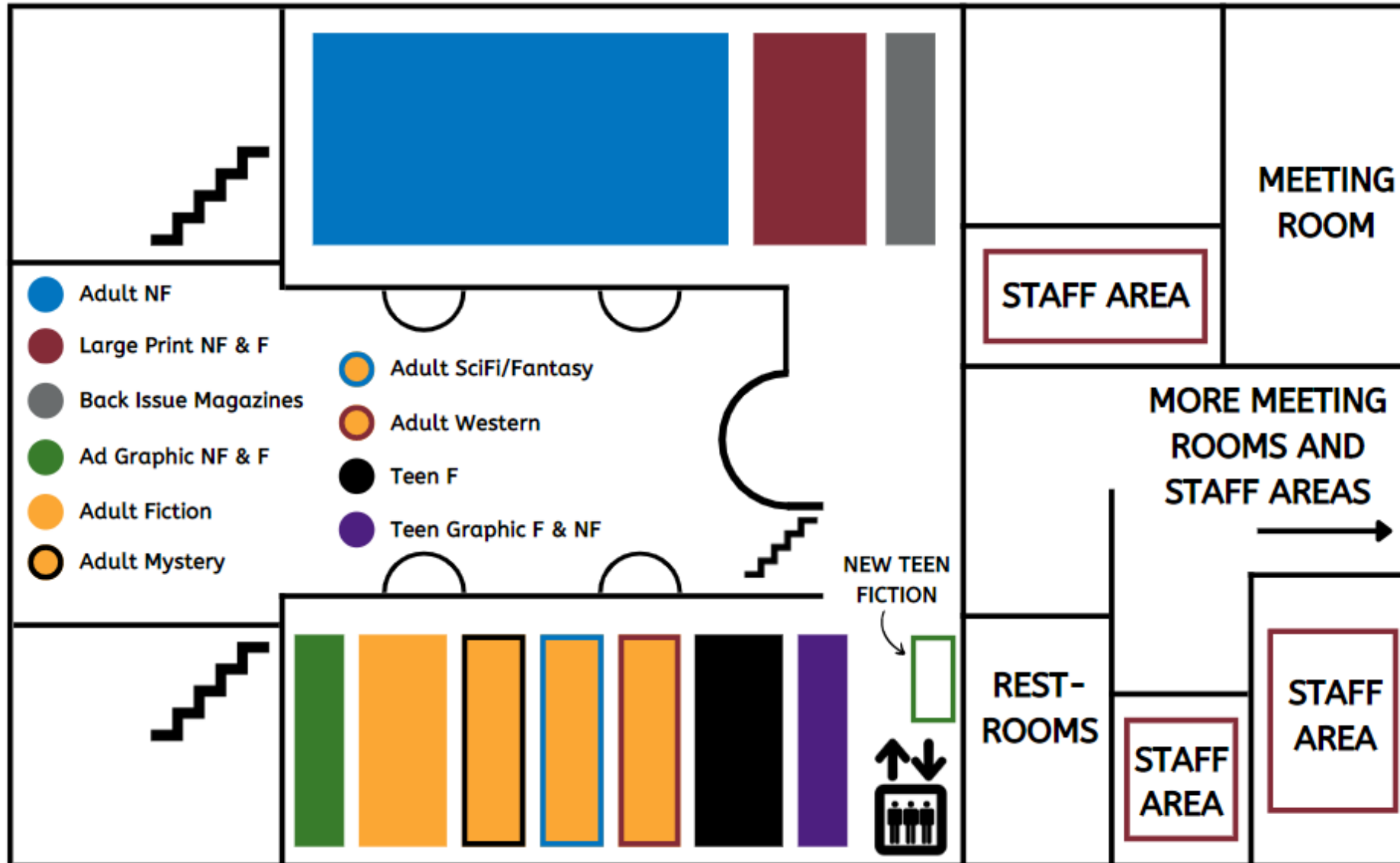
Junior Fiction will get one taller range for consistency of shelving.

Children's Area will expand for programs. All Audiobook shelving is repurposed on upper floor.

Individual Book Club Titles will move to Adult New for cross-browsing.

Upper Floor of Library - Current

The Upper Floor of the Library is the Third Floor of the Clayton Lodoen Community Center



Large Print located on the upper floor requires patrons to ask for assistance to use the elevator to access this collection.

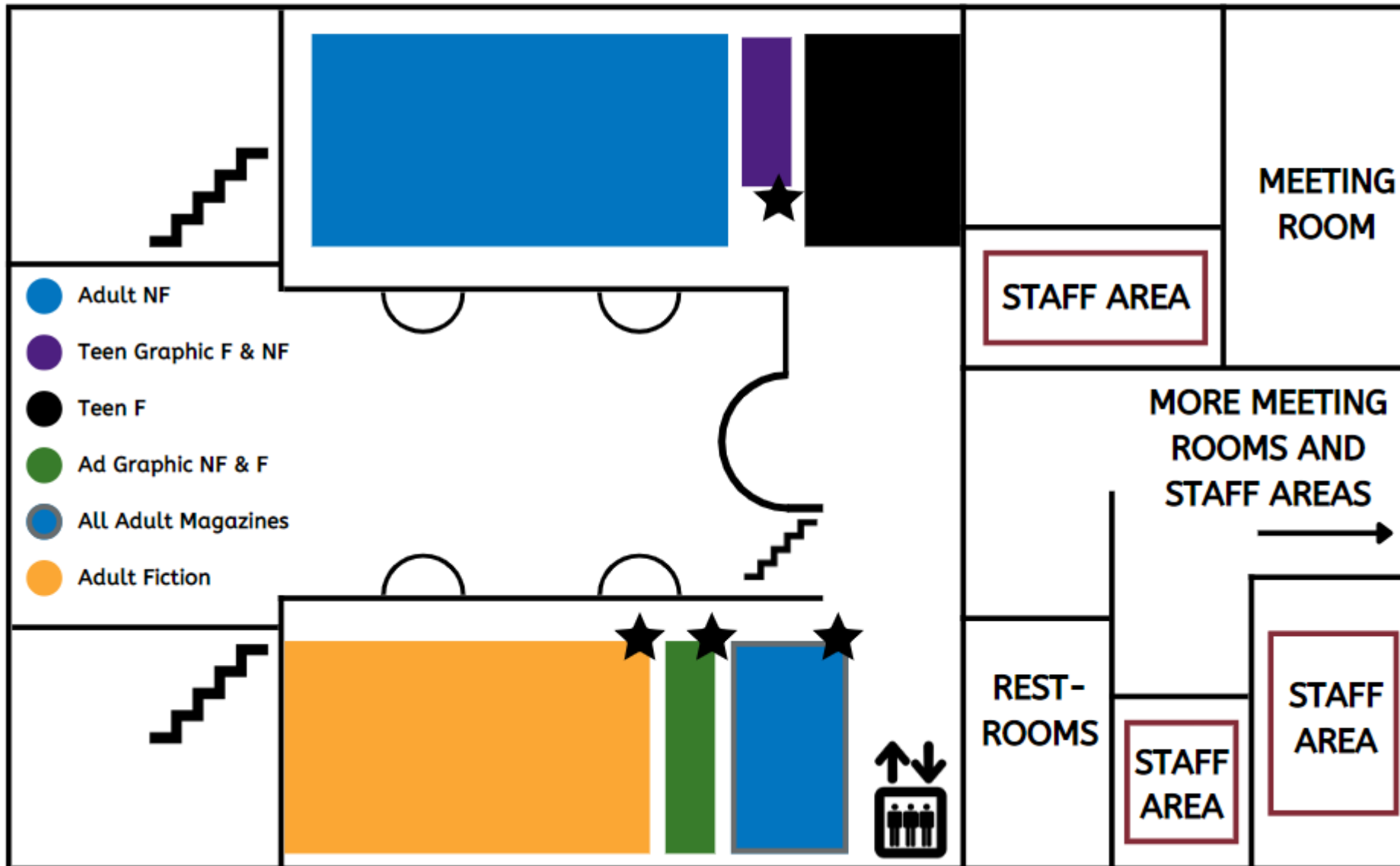
Teen is unable to grow due to the size of shelving the collection resides on. Teen library users lack a space to gather in the library.

Adult Graphic is hidden at the back of the collection which limits circulation.

Adult Fiction genres limit the ability of patrons to see all titles by one author in one location. Genres are confusing to patrons when browsing the collection.

Upper Floor of Library - Future

The Upper Floor of the Library is the Third Floor of the Clayton Lodoen Community Center



Teen Fiction, Nonfiction and Graphic F & NF will move to the existing shelves by Adult NF, previously Large Print and back-issue magazines.

Additional seating will be placed near the shifted Teen collections.

Current and Back-Issue
Magazines will be shelved
together on the previous Audio
ranges.

Adult Graphic F & NF will be shifted to the front for greater browsing and an additional Adult height range will be added for collection growth.

Adult Fiction will begin to be inter-shelved and de-genrefied for greater ease for patrons. (This will be a longer project in 2023-2024.)

Proposed Implementation

Dates for Project:

- Close to Public:
 - Sunday, January 15th (1-5 pm)
 - Tuesday, January 17th (10 am-9 pm)
- The Board has already approved for closure on Monday, January 16th for staff development.

Overview of Timeline:

- Library staff will use Sunday to prepare for Public Works staff to assist with the disassembly of shelving the following day.
- Library staff will have a half-day of City required trainings, and a half-day of shifting and moving collections on Monday. Public Works will spend all day at the library assisting with the project.
- Library staff and Public Works will have a full-day to finalize the shifting of collections, straighten and update signage in the building.

Additional Information:

- No additional shelving will be purchased for the move of collections. All collection moves leverage existing ranges, but require the disassembly and re-assembly in different locations.
- Since leveraging existing shelving, several collections will be displaced over the project and inaccessible to patrons.
- Staff already scheduled will assist with the move. Some additional part-time hours may be leveraged on Sunday to prepare for Monday's shifting.
- Closed to the public for an additional 15 hours from the already approved closure for January 16th.

QUESTIONS?





Donations and Gifts Policy

Approved:

Purpose

The West Fargo Public Library welcomes donations of books and other materials. The Library also accepts monetary contributions allocated for the purchase of Library materials.

Principles

- Donations are welcomed and valued expressions of individual support for West Fargo Public 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."
- Donations enhance the Library's services and programs.
- Financial donations enrich West Fargo Public Library but do not replace public tax support.
- Planned gifts contribute to the legacy and sustain the mission of West Fargo Public Library.

Scope and Disposition of Donations Received

The Library encourages donations of funds and will consider materials donations with the understanding that:

- The Library's Collection Development and Management Policy is the basis for staff decisions about adding materials to the collection.
- Library staff will consider the space required to house or store the gift(s).
- Library staff will consider the cost to maintain or preserve the gift(s).
- Print and Non-Print material donations are only accepted during designated donation times for the benefit of the Friends of the West Fargo Public Library fundraiser sales.
- All donations are permanent and become property of the West Fargo Public Library, therefore cannot be returned to the donor.
- The Library generally cannot accept donations with specific stipulations.
- The Library reserves the right to determine the dispositions of all gifts received.
- Acknowledgement of gifts may be provided, but the Library will not make appraisals of the value of donated items.
- Library supporters are encouraged to make financial donations to the Friends of the West Fargo Public Library.
- Donated materials not utilized in the Library's collection will be turned over to one or more third parties for processing and resale. All proceeds from the sales are paid directly to the Library or to the Friends of the West Fargo Public Library to support the Library's mission and programs, and to otherwise enhance the Library's operations.

Definitions

Print and Non-Print Materials

- The Library is pleased to accept new or gently used print (books) and non-print (DVDs, CDs, etc.) materials. The Library is most interested in the following types of materials for in its collection or for offering to the Friends of the West Fargo Public Library for possible resale:
 - Hardbound current novels for recreational reading
 - Non-fiction books with current information
 - Biographies and autobiographies
 - Children's books
 - Paperback books
 - Books of local interest
 - **Media material: books on tape, videos, DVD's, audiotapes, CD-ROM, puzzles, etc.**
- The Library will not accept donations of the following items as they are unusable and present a disposal problem:
 - Encyclopedias
 - Textbooks
 - Reader's Digest abridged or condensed books
 - Outdated technology, legal, medical, or travel materials
 - Any magazines or periodicals
 - Personally recorded CDs, DVDS, or cassettes
 - Discards from other libraries
 - Items that are damaged, dirty or moldy, or written in or marked

Monetary Donations

Monetary gifts and bequests enhance and expand library services beyond the limits of normal municipal funding. Monetary donations may be made in a number of ways:

- Memorial or tribute gifts: The Library is pleased to select appropriate titles in memory of/in tribute to a relative or friend, as indicated on the donation form. A gift plate may be added to each purchased item with the name of the person being honored. Notification of the gift will be sent to the person designated on the donation form.
- Gifts to the Library: These funds, donated by individuals, groups or corporations, will be spent as requested on the donation form. A gift plate may be placed in each purchased item with the name of the donor. Funds can be designated to purchase materials:
 - in a particular subject area
 - in a particular format for a particular department
 - for a specific program
 - or as an unrestricted gift
- Gifts of appreciated assets: Gifts of publicly traded securities, such as stocks, bonds, or mutual fund shares, provide donors with a charitable tax deduction, avoidance of capital gains tax, and the satisfaction of helping the Library. Gifts of appreciated real estate are also acceptable.
- Bequests: A bequest to the West Fargo Public Library creates a legacy for generations of children and families. It will be treated as a separate endowment fund for the Library with Board-authorized expenditures primarily utilizing earned interest.

Other Gifts

Gifts and donations other than items which can be used in the Library's collection (such as art, furniture, etc.) or monetary gifts (as listed above) must be discussed with the Library Director. All conditions pertaining to the donation must be clearly stated at that time. The Library Board may be consulted for final determination to accept or decline major gifts.

Gifts to Library Staff

Library staff cannot accept individual gifts valued in excess of \$50.00 or any form of currency for the services they provide as library staff. Appreciative patrons are encouraged to make contributions to the Library as a whole, or provide a gift that all staff can enjoy equally. This policy is to ensure that staff will treat all members of the public equally and that no preferential treatment is shown or expected.

Roles and Responsibilities

The West Fargo Public Library Board has delegated to the Library Director and staff the authority and responsibility to accept donations to the West Fargo Public Library. The Library Board will acknowledge significant donations with an additional expression of appreciation to the donor.

The Library does not provide appraisals of gifts or potential gifts. All donated materials are outright gifts to the Library.

The Friends of the West Fargo Public Library conduct book sales to fundraise on behalf of the West Fargo Public Library. Members of the Friends volunteer to intake all donated materials during the designated donation times for resale.

Receipts

The Library can provide receipts for gifts only in the following cases:

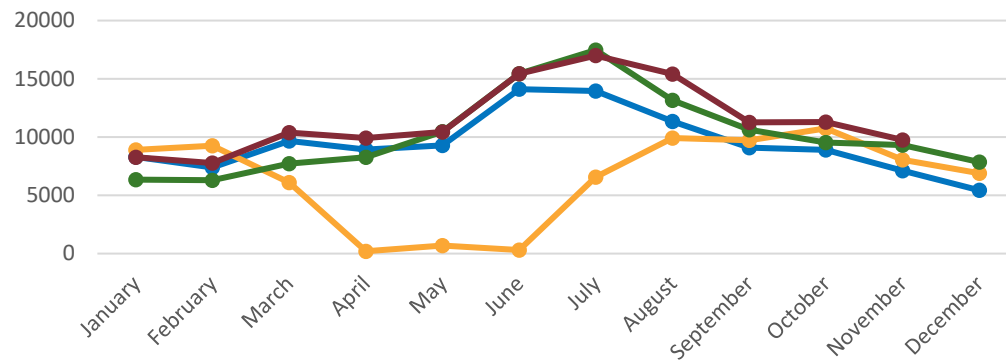
- Cash or check donations: a receipt will be sent in the form of a letter stating the amount donated.
- Gifts of appreciated assets: a receipt will be sent in the form of a letter describing the assets. The donor is responsible for assigning and documenting monetary value for tax purposes.
- All other donations: no receipt will be given, unless requested.

Referenced Policies and Resources

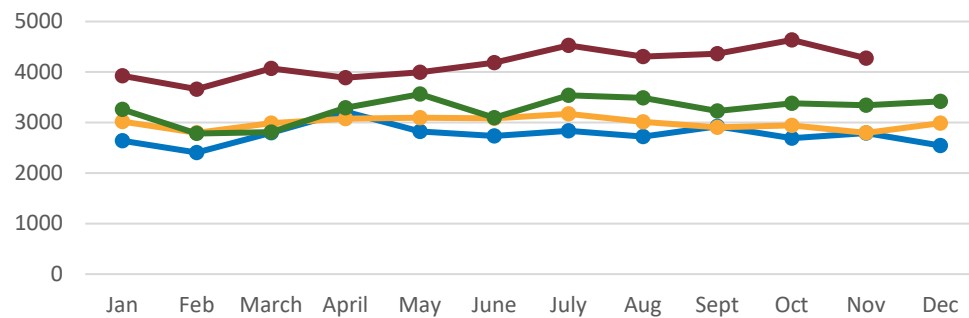
This policy is subject to all federal, state, and local laws and policies including, but not limited to:

- WFPL Board. [Collection Development and Management Policy](#)
- Donation Form. [LINK]

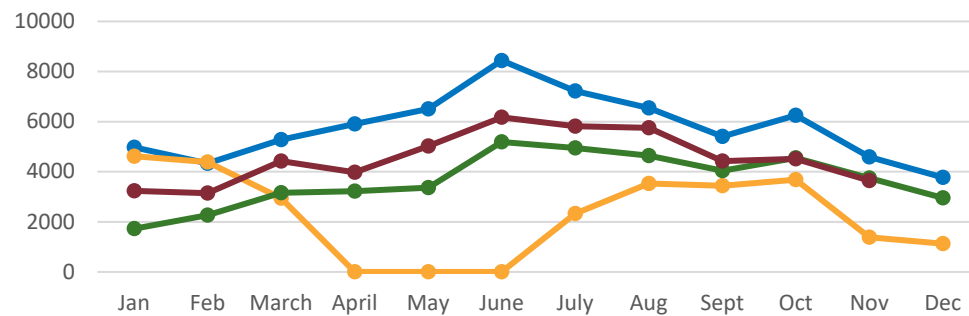
Physical Item Circulation



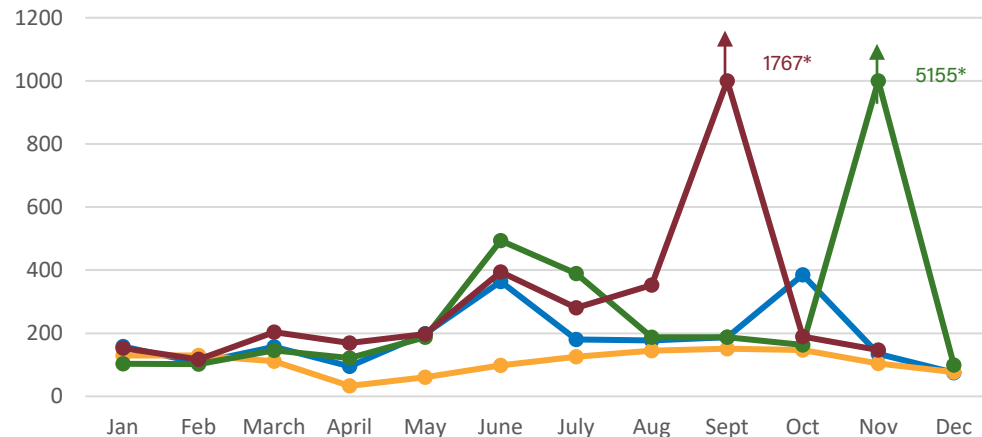
Electronic Materials Circulation



Door Count



Library Card Applications



*Numbers appear inflated due to the partnership with West Fargo Public Schools and the addition of student cardholders. The first group of students (around 5000) were loaded in Nov. 2021. In Sept. 2022, roughly 1200 students were added at the beginning of the school year.

	2019	2020	2021	2022
Jan	8292	8890	6355	8271
Feb	7391	9253	6299	7770
March	9662	6107	7709	10371
April	8941	203	8279	9925
May	9293	682	10457	10446
June	14109	319	15429	15448
July	13960	6567	17465	16993
Aug	11359	9913	13159	15422
Sept	9092	9730	10629	11268
Oct	8899	10745	9544	11286
Nov	7123	8041	9316	9740
Dec	5433	6897	7847	
Total	113554	77347	122488	

	2019	2020	2021	2022
Jan	2637	3022	3259	3927
Feb	2407	2796	2783	3662
March	2800	2987	2810	4073
April	3215	3074	3291	3886
May	2822	3094	3562	3993
June	2738	3086	3093	4184
July	2834	3172	3542	4530
Aug	2723	3014	3487	4304
Sept	2923	2904	3230	4360
Oct	2689	2941	3383	4635
Nov	2789	2796	3345	4272
Dec	2547	2990	3416	
Total	33124	35876	39201	

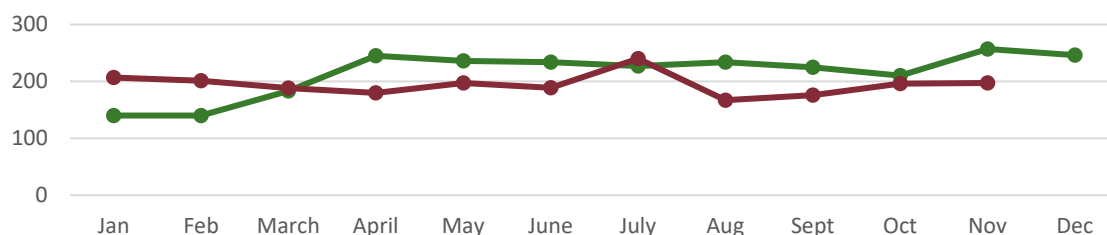
	2019	2020	2021	2022
Jan	4968	4620	1725	3235
Feb	4328	4389	2264	3143
March	5277	2938	3156	4424
April	5905	0	3223	3973
May	6512	0	3365	5029
June	8440	0	5187	6170
July	7220	2331	4952	5819
Aug	6543	3527	4642	5757
Sept	5403	3439	4039	4419
Oct	6254	3677	4549	4509
Nov	4592	1382	3747	3641
Dec	3772	1122	2956	
Total	69214	27425	43805	

	2019	2020	2021	2022
Jan	158	130	103	153
Feb	106	130	102	117
March	157	111	146	204
April	95	33	121	169
May	199	61	187	198
June	364	98	494	394
July	180	125	389	281
Aug	177	145	187	353
Sept	187	151	187	1767
Oct	385	147	163	189
Nov	135	104	5155	147
Dec	75	77	99	
Total	2218	1312	7333	

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	197
Dec	246	
Total	2577	

Outreach Materials Circulation



Adult Book Deliveries

Locations Served	5
Patrons Served	34
Total Items Circulated	97

Daycare Book Deliveries

Locations Served	4
Total Items Circulated	100

Daycare Storytimes

Locations Served	9
Storytime Sessions	16
Total Attendees	166

Programming

Adult Programs

Program	Attendance
Technology Tutoring (3x/week)	1 (↓5)
Genealogy Assistance	1 (↓2)
Monday Night Readers	9 (↑3)
Novel Afternoons Book Club	6 (↓9)
Third Thursday Book Club	4 (↓2)
Books & Brews Book Club	6 (↑4)
Cribbage Club (5 events)	14
English Conversation Circle	2 (↓2)
Monday Matinees (4 events)	47 (↑11)
Mahjong & More Game Time	0 (↓6)
Job Service ND at WFPL	1 (↓3)
Holiday Hosting Class	9
Libby 101 Class	1
Real Thanksgiving Talk	13
Oral History Red River Rainbow Seniors	6
Discovering Your Roots	7
Total	127 (↓9)

Youth Programs

Program	Attendance
Ready to Read Storytime (5 Events)	175 (↑19)
Baby Boost Storytime (2 Events)	70 (↓71)
Tiny Art Painting Party (Teen)	9
Total	254 (↓67)

1000 Books Before Kindergarten

Total Registered This Month	4
Total Registered YTD	297
Total Registered All Time	400

Family Programs & Community Event Pop-ups

Program	Attendance
Dementia Education Group	6
Total	6

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)	297
One Book, One Community (Sep. 1 – Nov. 30)	32
Heritage Middle Challenge (Oct. 1 – Dec. 10)	586
Cheney Middle Challenge (Oct. 3 – Dec. 10)	261
Liberty Middle Challenge (Oct. 3 – Dec. 10)	407
Career Readiness Program	10
Total	1593



WEST FARGO PUBLIC LIBRARY

DIRECTOR REPORT & PROGRAMMING UPDATE

WEST FARGO PUBLIC LIBRARY DIRECTOR

BETTY ADAMS

Presented at the Library Board Meeting on

Thursday, December 8, 2022

(All information is reflective of November 2022)

TRUSTEE NOTES

Community Feedback

"Underutilized and underappreciated, our local library is an absolute gem. This lovely librarian just cemented our kids' love for visiting with an impromptu tour, showing them what happens when they return their books and how those books get back on the shelves."

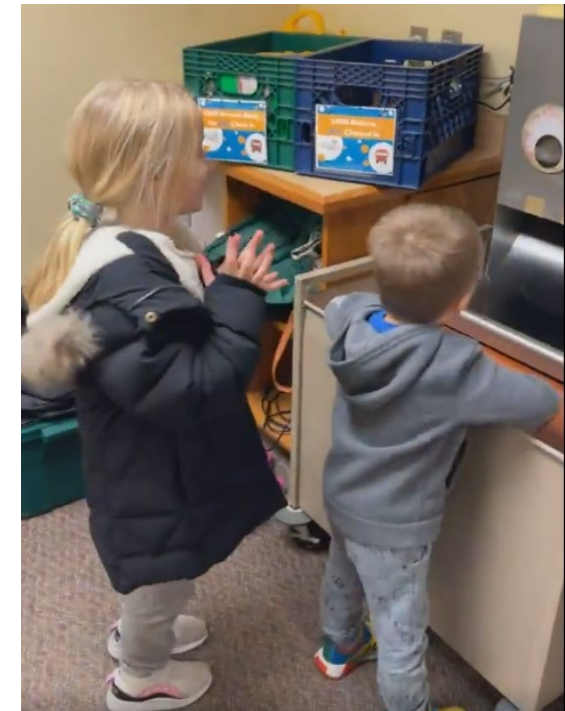
This post included a video of the kids "behind-the-scenes" having fun watching the books come out the back of the book drop.

Other comments on the post included:

"I love the WFPL. It's my go to for when I need to work focused. Not to mention my Hoopla app and all the fun stuff. When I need no distractions I head upstairs with a coffee and earbuds."

"We absolutely love that library. I've had librarians engage with my boys too. It's great!!!"

WFPL received the **2022 North Dakota Star Library Award** from the North Dakota State Library. This award is to "recognize libraries that provide exemplary service to their community" and are given based on a series of criteria documented in the Annual Report including: circulations per capita, hours open per week, program attendance per capita, computer and Wi-Fi usage per capita, and percentage of NDLC standards met.



BUILDING & TECHNOLOGY

- Display case by the entrance has been updated to now hold art, program creations, book displays, and other rotating displays.
- Water was accidentally turned off to the Library for an estimated two hours on Tuesday, November 22, due to flooding on the other side of the building.
 - It was restored once staff were made aware and building staff were informed of the error.
- Mitten Tree has been set up next to self check out and already has donations being hung from it.
- An offsite bookdrop had a beer can dumped in it; staff were able to clean up the mess with little damage to materials.
 - The bookdrop needs updated signage due to normal wear and tear to improve visibility and clarification that it is not a trash receptacle.



CONTINUING EDUCATION & MEETINGS

Director & Staff CE

- ***Starting and Sustaining a Library Service by Mail Program*** – ABOS Conference – 11/4/22 (45 min)
- ***Express Library: Utilizing Self Service to Bridge Access Barriers to the Library*** – ABOS Conference – 11/4/22 (10 min)
- ***Let's Change the Way We Think: Bookmobiles as a Branch*** - ABOS Conference -11/4/22 (45 min)
- ***Putting Services on Wheels for a rural Texas County*** – ABOS Conference – 11/8/22 (45 min)
- ***Practical Gratitude: Expanding Your Language of Appreciation*** – 11/9/22 (1 hr)
- ***Early Childhood Investigations Webinar - Creating Clear and Effective Policies and Procedures for Early Childhood Programs: Learn how to write effective policies and procedures*** – 11/16/22 1-2:30 PM (1 ½ hr)
- ***Persevering in the Face of Book Challenges*** – 11/17/22
- ***Campaign for Grade Level Reading Webinar (session 2 of 2) - Play + Relationships + Academics: Teaching in the ways Kindergarteners Learn Best*** -11/29/22 – 2-3:30 PM (1 ½ hr)
- ***ALA ecourse: Auditing your Children's Collection - Acquisitions, auditing, and shelf balancing*** – 11/30/22 – 2-3:30 PM (1 ½ hr)
- ***ALA ecourse: American Sign Language for Library Staff Level 1*** (ongoing)
- ***Acknowledging and Celebrating Indigenous Cultures in the Library (PBS Wisconsin Education)*** – 11/7/22 – 11-12:30 PM (1 ½ hr)
- ***Using Your Catalog as a Readers' Advisory Tool (Clarivate webinar)*** – 11/9/22 – 12-1 PM (1 hr)
- ***What's News in Debuts? (Booklist Webinar)*** – 11/1/22 – 1-2 PM (1 hr)
- ***Meet Booklist Reader! (Booklist Webinar)*** – 11/9/22 – 1-2 PM (1 hr)
- ***Celebrating Indigenous Voices: New Native Stories for Your Classrooms and Stacks; SJL Webinar*** – 11/9/22 – 3-4 PM (1hr)

CONTINUING EDUCATION & MEETINGS (CONT.)

- **Niche Academy Lunch and Learn October's Session** - 1 hr - 11/02/2022
- **Revise, Refocus and Reshape: a Candid Conversation in Collection Development** - 1 hr - 11/04/2022
- **Community-Led Planning for Equitable, Responsive Services** - 1 hr - 11/04/2022
- **Washington Library Association - Accessibility in Libraries Summit** (5 hours)
 - **Library Accessibility: What I Didn't Learn in Library School**
 - **Keeping Board Game Collections & Events Inclusive**
 - **Accessibility Courses & Accessibility Applied at CWU**
 - **Accessible E-Resources**
 - **See, Feel, Hear: Multisensory Youth Programming**
- **Creating a Comprehensive and Engaging Volunteer Training Program** - 1 hr - 11/09/2022
- **2022 SRRT Homelessness Summit** - 11/14/2022
 - **Libraries and Homelessness: A combined Social Work and Library Response Grounded in Human Rights** (1 hr)
 - **Community Partnerships and Public Health** (1 hr)
- **CPR Certification (City Hall)** – 11/29/22 – 3 hr
- **PressReader Demo** – 11/28/22 – 30 min
- **Charting Your First 100 Days for the New Development Director** – 11/28/22 – 1 hr
- **Conducting a Privacy Audit** – 11/30/22 – 1 hr

COLLECTIONS, MATERIALS, & STAFF

Weeding has continued in Junior Nonfiction and Adult Fiction.

The internal bookdrop has been decorated to draw attention to it's location, and to make it more interactive for patrons.

End of year purchasing for the collection is taking place.

We have one job opening in Tech Services; our part time team member will have their last day on December 15th. They will be missed!



FINANCES

CURRENT MONTH & YEAR TO DATE

127,967.39

1,342,935.72



78%

FINANCE UPDATE

PROGRAMMING & OUTREACH (ADULTS)

November Highlights

- Adult programs had another record month beating October with **124 adults** attending library programs.
- One Book, One Community programs has officially wrapped-up. We saw **62% increase in participation** of library programs from 2021 to 2022 with a total of 133 patrons participating from September through November. Patrons attended more of the movies and special programs, but fewer participated in the reading challenge this year.
- Books and Brews book club had their first meeting at the new location of Caribou Coffee in Hornbacher's on Sheyenne and had an increased turnout.

Monday Matinees

December Theme: Book to Screen

- Dec. 5 - Little Women
- Dec. 12 - Nomadland
- Dec. 19 - Death on the Nile

Special Programs and Outreach

- "**Memories that Fuel a War: What's Behind the Russo-Ukrainian War?**" with Merne Manor will explore the Russian and Ukrainian conflict through stories from Ukrainian emigrants and historical milestones of Ukraine's independence to present day
- Library staff will attend **Workforce Wednesday at Dakota High School** to share library services, the Career Readiness Program and promote services for adult and young adult students and job seekers.

Book Clubs

Monday Night Readers at WFPL at 6 pm, December 12

- Wild Women and the blues by Denny S. Bryce

Novel Afternoons at WFPL at 1 pm, December 21

- Killers of the Flower Moon by David Grann

Third Thursday at WFPL at 6:30 pm, December 15

- Ask Again, Yes by Mary Beth Keane

Books and Brews at Caribou Coffee in Hornbachers at 6 pm, December 22

- Maid by Nita Prose

PROGRAMMING & OUTREACH (YOUTH)



- **Teen Tiny Art**
 - We had a great turnout for Teen Tiny Art with 9 teens creating amazing tiny works of art. These art pieces are on display at the library through December.
- **Storytimes**
 - Storytimes continue to have a strong weekly turnout with around 60-70 patrons stopping in for storytimes each week.
- **Middle School Beanstack Challenges**
 - The Middle School Beanstack challenges will be wrapping up mid-December. We've had **1247 students participate this Fall and over 880,000 minutes read.**

Upcoming Events:

- **Winter Tie Dye for Teens**
 - Teens are invited to spend an afternoon tie dyeing. The library will provide the dye and one item to tie dye, teens are welcome to bring 1-2 other items to dye. Registration is required.
- **Winter STEM Event for Kids**
 - Kids grades K-5 are welcome to come practice science, tech, engineering and math skills with some fun winter-themed activities.
- **Storytime Break at end of December**
 - We will be taking a short storytime winter break at the end of the month (December 19th - 30th) as we prep for storytimes in the new year. Storytimes will be back on **January 4th.**

OTHER ITEMS

- Keep an eye out for an invitation to participate in the next community Meet & Greet in January or February



Holiday Hosting Class



Real
Thanksgiving
Panel

THANK YOU

