



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, January 12, 2023 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 – December 8, 2022
2. Approval of Minutes - December 29, 2022
3. Approval of Financial Reports

Regular Agenda

Old Business

New Business

1. 2022 Communications Highlights
2. Meeting Room Policy **(Action)**
3. Adult Services Adjustments to Personnel **(Action)**
4. Director's Report
5. Adjourn

West Fargo Public Library Board of Directors

Meeting Date: Dec. 8, 2022

Time: 5:30 PM

Place: Commission Chambers at West Fargo City Hall

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

1. Call to order

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

2. Approve Order of Agenda

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

3. Consent Agenda - Approve the Following:

- a. Approval of Minutes – Nov. 10, 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. Proposed Job Description Updates (Action)

- Adams requested the approval of changes to two Library Service Manager job descriptions.
- Adult Services Manager — Adams explained that the Adult Service Manager has been essentially performing the duties of a Patron Services Manager since that role, previously referred to as “Access Services Manager,” was removed by the former Director. The Adult Services Manager has been doing a lot of procedural updates and overseeing the Circulation Supervisors. Schwartz asked about future staffing plans. Because the addition of a Patron Services Manager is not feasible at this time, Adams requested the formal addition of Patron Services duties to the Adult Services Manager role on an interim basis. This temporary role of Adult and Patron Services Manager would exist for 2 to 3 years until internal procedures, training, and better communication are established within the Patron Services (Circulation) team and funding is secured for a Patron Services Manager role to be filled. Hanson asked about the history of this role. Adams explained that the Circulation staff have been without direct leadership for years. Hanson requested visuals.
- Collection Development/Technical Services Manager — Adams requested transitioning the Collection Development/Technical Services Manager role to just Technical Services Manager, allowing that person to focus on technology, processing of incoming materials, and maintenance of electronic resources. If approved, Collection Development would become the responsibility of all Library Services Managers and Librarians. This change would clarify the extent of

involvement each role has in collection development. Staff reportedly were already participating in the process, but it was largely being performed by Technical Services and was not outlined in their job descriptions. This change would give Library Service Managers and Librarians ownership of their collections. After being asked a series of questions from Hanson and Schwartz regarding the history of this role, and future staffing, Adams explained her desire is to rectify changes that were made in the past and to allow Library Service Managers and Librarians to more readily speak to what is available in the collection and why. Rerick suggested breaking this agenda item into two parts, while George voiced her approval of both items. Schwartz motioned to table discussion of Proposed Job Description Updates until the next board meeting. Rerick seconded. No opposition. Motion carried.

2. Severe Weather and Emergency Closure Policy (Action)

- Adams presented the updated Severe Weather and Emergency Closure Policy which was developed in line with the City of West Fargo's policies. Rerick motioned to approve the Severe Weather and Emergency Closure Policy. Schwartz seconded. No opposition. Motion carried.

3. Library Collections Relocation Request (Action)

- Henagin explained the library's plans to increase accessibility, enhance patron experience and optimize space through the reorganization of some of the library's collections. Through this adjustment, patrons would no longer need to take the elevator upstairs to explore the Large Print Section and the Adult Graphic Novel section would be more visible to patrons. The Children's Corner area of the library will also become more spacious, allowing for the dozens of weekly storytime families to fit in the space more easily, among other positive changes for staff and patrons. Board approval is not needed for the changes to occur. Henagin requested approval from the board to close the library January 15 through 17 to accommodate the changes. Schwartz moved to approve the library closure to accommodate the changes. Rerick seconded. No opposition. Motion carried.

4. Donation and Gifts Policy (Action)

- Adams requested the approval of a new Donation and Gifts Policy for the library. Hanson motioned to approve the Donation and Gifts Policy as proposed. George seconded. No opposition. Motion carried.

5. Director's Report

- Adams shared a number of highlights from November 2022. No action requested.
- The West Fargo Public Library received a 2022 ND Star Library Award based on 2021 annual report statistics.
- The library received a rave review on Facebook after Wendy, a library assistant, gave a group of kids an impromptu behind-the-scenes tour of the service desk.
- The library had a few issues in November. At one point the water was shut off to the library accidentally when an issue arose on the other end of the building. Library staff were also left with an unfortunate mess in one of the off-site book drops after someone tossed a half-full can of beer into the drop.
- In December, the library is hosting its annual Mitten Tree drive to collect winter gear for West Fargo kids.
- Adams provided a financial update, including that the library has only used 78% of its budget going into December.

- For Adult programming, the library saw 124 attendees at events in November.
- Adams gave a brief update on Youth programming as well, including a great turnout at a Teen Tiny Art class in late November and the fact that storytimes will be paused at the end of December.
- Adams will continue hosting Community Meet and Greet Events in 2023. The first will be from 4 – 6 p.m. Thursday, Feb, 16. Board members are welcome to join.
- Hanson shared a programming idea – Global Read Aloud.
- Hanson also mentioned Fargo Public Schools Policy 4250 as a sound reference policy regarding book challenges given the current political climate.

Other Business

Adjourn

Rerick moved to adjourn and Stukel seconded. No opposition. Motion carried at 6:32 p.m.
Next meeting: 5:30 p.m. Thursday, Jan. 12, 2023.

West Fargo Public Library Board of Directors

Special Meeting Date: Dec. 29, 2022

Time: 6 PM

Place: Virtual via Zoom

Roll Call: Liann Hanson, Alanna Rerick, Larry Schwartz, Mandy George, and Tony Stukel. Also attending: Betty Adams, Library Director; Ellen Rossow, Communications Specialist

1. Call to order

Hanson called the meeting to order at 6 p.m.

2. Approve Order of Agenda

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

3. Regular Agenda

1. Proposed Job Description Updates (Action)

- Adams requested the approval of changes to Library Service Manager job descriptions.
- Adams pointed out a slight change in the description of the agenda item, the usage of the term "Patron Services" instead of "Access Services." Despite the change in terminology, this title is still reflective of the duties being temporarily added to the Adult Services Manager role.
- Adams explained that all three Library Service Manager job descriptions are included in the agenda item due to collection development tasks being divided up among them.
- Schwartz moved to take discussion of these changes off the table to allow discussion after it was tabled at the Dec. 8 meeting. George seconded. No opposition. Motion carried.
- In response to a question from Schwartz, Adams explained that discussion was had with the appropriate staff one on one and in a large group setting and that staff response was positive.
- In response to an inquiry from Rerick about the relationship between these changes and the current Technical Services Manager vacancy, Adams explained that she was not given a reason for the departure, but it appeared pre-meditated.
- Adams continued to explain the requested changes. She also shared proposed future additions to the Adult Services team, including the combination of part-time program assistants into a full-time program assistant and the addition of an Adult Services Librarian. These requests will be formally made in January 2023.
- Adams then explained the current workflow for collection development as well as the proposed change, which allows Library Service Managers and Librarians to have the ultimate say for the materials in their respective collections.
- George provided positive feedback on the presentation. Schwartz agreed that the proposed plan had promise.
- Hanson motioned to approve the job descriptions as presented. Stukel seconded. No opposition. Motion carried.

Adjourn

Rerick moved to adjourn and Schwartz seconded. No opposition. Motion carried at 6:18 p.m.
Next meeting: 5:30 p.m. Thursday, Jan. 12, 2023.



To: West Fargo Public Library Board of Directors
From: Betty Adams, Library Director
Date: Thursday, January 12, 2023
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 114 – Staff changes.

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. An additional whiteboard, offsite bookdrop, desk, chair, and programming work island are expected out of this line (already ordered).

Line 649 – Est. \$2,500 spent for storytime, teen programming, containers and crafts supplies for programming.

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.
spending is for the remaining \$2,500 for storytime, teen programming, containers for programming supplies, and carts for programming.

Line 662 – An additional \$15,000 was provided to close out the year purchases due to higher focus on replacing damaged materials as part of large weeding project. Full total of additional funding not expected to be spent.

The non-standard expenditures are offset by line 110, Permanent Employee Salaries which currently is at 82%.

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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								
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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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								
			/ /					
	Object Total:			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								
			/ /					
	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								
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								
			/ /					
	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 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								
			/ /					
	Object Total:			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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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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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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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			
		Object Total:	/ /	3,436.50	37,801.50	41,238.00	3,436.50	92%
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:		124,530.89	1,339,499.22	1,725,276.00	385,776.78	
		Fund Total:		124,530.89	1,339,499.22	1,725,276.00	385,776.78	

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

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 5060136	Payroll 12.02.2022		/ /	27,358.49	12/22			
JV 5078129	Payroll 12/16/2022		/ /	27,191.06	12/22			
		Object Total:		54,549.55	643,439.87	788,076.00	144,636.13	82%
114 PART TIME SALARIES								
JV 5060137	Payroll 12.02.2022		/ /	5,026.85	12/22			
JV 5078130	Payroll 12/16/2022		/ /	5,708.52	12/22			
		Object Total:		10,735.37	123,163.95	120,471.00	-2,692.95	102%
209 CLASSIFIED ADS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 5060138	Payroll 12.02.2022		/ /	2,386.46	12/22			
JV 5078131	Payroll 12/16/2022		/ /	2,425.78	12/22			
		Object Total:		4,812.24	56,705.25	69,504.00	12,798.75	82%
230 RETIREMENT								
JV 5060139	Payroll 12.02.2022		/ /	4,310.29	12/22			
JV 5078132	Payroll 12/16/2022		/ /	4,282.23	12/22			
		Object Total:		8,592.52	97,415.61	118,692.00	21,276.39	82%
240 WORKFORCE SAFETY INSURANCE								
			/ /					
		Object Total:		0.00	1,742.89	1,470.00	-272.89	119%
245 CORPORATE EDUCATION								
CL 107728 7 105626 CPR			/ /	19.50	12/22	4231 WEST FARGO FIRE DEPARTMENT		
		Object Total:		19.50	19.50	0.00	-19.50	%
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 5060140	Payroll 12.02.2022		/ /	3,773.70	12/22			
JV 5078133	Payroll 12/16/2022		/ /	3,773.63	12/22			
		Object Total:		7,547.33	79,973.06	81,079.00	1,105.94	99%
321 PROPERTY INSURANCE								
			/ /					
		Object Total:		0.00	1,043.00	0.00	-1,043.00	%
333 BUILDING RENTAL								
CL 107374 1 105449 DECEMBER RENT		MISC06764	11/17/22	10,032.50	12/22	549 WF PUB SCHOOLS DIST #6		
		Object Total:		10,032.50	108,895.00	120,510.00	11,615.00	90%
340 TRAVEL & EDUCATION								
CC 979 1	TRAVEL AND EDUCATION		12/02/22	796.33	12/22	3162 VISA LIBRARY #2		
CC 994 16	CHAMBER-ADAMS		11/22/22	35.00	12/22	3212 VISA ADMINISTRATION		
CL 107694 1 105477 MILEAGE			12/03/22	17.66	12/22	3417 CHELSEA SIMDORN		
		Object Total:		848.99	9,675.25	17,392.00	7,716.75	56%

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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								
348 BUYOUTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 107726 29 105620 Nov 2022 library		9922350028	11/08/22	127.20	12/22 3668 VERIZON WIRELESS			
		Object Total:		127.20	1,401.90	1,531.00	129.10	92%
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								
CC 980 4 neogov			11/16/22	130.00	12/22 4335 VISA HUMAN RESOURCES			
		Object Total:		130.00	5,372.83	3,000.00	-2,372.83	179%
410 OFFICE SUPPLIES								
CC 978 2 OFFICE SUPPLIES			/ /	47.91	12/22 4576 VISA LIBRARY #3			
CL 107697 1 105586 OFFICE SUPPLIES		8013871122	11/30/22	82.79	12/22 3276 PREMIUM WATERS INC			
CL 107698 1 105471 OFFICE SUPPLIES		W012182411	12/05/22	230.90	12/22 351 BUSINESS ESSENTIALS			
CL 107698 2 105471 OFFICE SUPPLIES		W012193491	12/12/22	35.06	12/22 351 BUSINESS ESSENTIALS			
		Object Total:		396.66	9,981.37	13,000.00	3,018.63	77%
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 107379 1 105355 SERVICE AGREEMENTS -		32876409	11/21/22	442.89	12/22 2877 GREATAMERICA FINANCIAL			
		CONTRACTS						
CL 107432 1 105365 SERVICE AGREEMENTS -		M28988	11/30/22	1,292.00	12/22 2521 IMAGE ACCESS, INC.			
		CONTRACTS						
CL 107974 1 SERVICE AGREEMENTS		33069871	12/20/22	442.89	12/22 2877 GREATAMERICA FINANCIAL			
		Object Total:		2,177.78	19,545.49	11,100.00	-8,445.49	176%
490 MISC			/ /					
		Object Total:		0.00	378.19	750.00	371.81	50%
497 TECHNOLOGY			/ /					
		Object Total:		0.00	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								
CL 107973 1	FURN MOVING	0E-612085-	12/19/22	220.00	12/22	351 BUSINESS ESSENTIALS		
		Object Total:		220.00	7,644.23	2,810.00	-4,834.23	272%
644 POSTAL METER RENT								
CL 107375 1	105413 POSTAL METER RENT	3316624229	11/25/22	243.09	12/22	384 PITNEY BOWES GLOBAL		
		Object Total:		243.09	972.36	1,200.00	227.64	81%
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			/ /					
CC 977 2	PROGRAMMING		/ /	3.00	12/22	3161 VISA LIBRARY #1		
CC 978 3	PROGRAMMING		/ /	512.57	12/22	4576 VISA LIBRARY #3		
CL 107693 1	105605 PROGRAMMING - LICENSE	3295341	12/01/22	533.00	12/22	2187 SWANK MOVIE LICENSING USA		
CL 107794 1	105530 PROGRAMMING	728772	11/22/22	2,809.41	12/22	4634 IMAGINATION PLAYGROUND LLC		
CL 107975 1	PROGRAMMING		12/20/22	421.25	12/22	3494 ASCAP		
		Object Total:		4,279.23	14,533.50	21,000.00	6,466.50	69%
650 E RESOURCES								
CL 107701 1	105561 E RESOURCES	503038701	11/30/22	2,082.25	12/22	1854 MIDWEST TAPE		
		Object Total:		2,082.25	34,018.45	36,000.00	1,981.55	94%
653 CAPITAL IMPROVEMENTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CL 107376 1	105414 POSTAGE SUPPLIES	1022000460	11/23/22	169.98	12/22	3921 PITNEY BOWES INC		
CL 107977 1	POSTAGE		12/29/22	400.00	12/22	1483 PITNEY BOWES RESERVE ACCOUNT		
		Object Total:		569.98	5,761.74	6,000.00	238.26	96%
662 BOOKS								
CC 977 1	BOOKS		12/02/22	-5.00	12/22	3161 VISA LIBRARY #1		
CC 978 1	BOOKS		12/02/22	954.75	12/22	4576 VISA LIBRARY #3		
CL 107380 1	105297 BOOKS	2037109425	11/03/22	256.01	12/22	1695 BAKER & TAYLOR		
CL 107380 2	105297 BOOKS	2037105244	11/03/22	604.01	12/22	1695 BAKER & TAYLOR		
CL 107380 3	105297 BOOKS	2037113279	11/03/22	1,309.33	12/22	1695 BAKER & TAYLOR		
CL 107380 4	105297 BOOKS	2037119272	11/09/22	811.12	12/22	1695 BAKER & TAYLOR		
CL 107380 5	105297 BOOKS	2037122804	11/11/22	518.45	12/22	1695 BAKER & TAYLOR		
CL 107380 6	105297 BOOKS	2037130263	11/11/22	208.43	12/22	1695 BAKER & TAYLOR		
CL 107380 7	105297 BOOKS	2037143092	11/14/22	58.81	12/22	1695 BAKER & TAYLOR		
CL 107380 8	105297 BOOKS	2037139517	11/17/22	369.35	12/22	1695 BAKER & TAYLOR		
CL 107380 9	105297		/ /		12/22	1695 BAKER & TAYLOR		
CL 107695 1	105476 BOOKS	79734064	12/06/22	25.89	12/22	1623 CENGAGE GALE		

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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 107700	1	105463 BOOKS	2037158258	11/30/22	112.60	12/22	1695 BAKER & TAYLOR		
CL 107979	1	BOOKS	2037166186	12/14/22	88.03	12/22	1695 BAKER & TAYLOR		
CL 107979	2	BOOKS	2037178309	12/15/22	40.41	12/22	1695 BAKER & TAYLOR		
CL 107979	3	BOOKS	2037173443	12/16/22	108.67	12/22	1695 BAKER & TAYLOR		
CL 107979	4	BOOKS	2037196290	12/16/22	3,378.37	12/22	1695 BAKER & TAYLOR		
CL 107979	5	BOOKS	2037190030	12/19/22	337.77	12/22	1695 BAKER & TAYLOR		
Object Total:					9,177.00	100,335.12	100,750.00	414.88	100%
663 MAGAZINES									
Object Total:					0.00	4,808.72	5,260.00	451.28	91%
664 AUDIO VIDEO									
CL 107378	1	105386 DVD (CREDIT)	502606785	08/31/22	-32.80	12/22	1854 MIDWEST TAPE		
CL 107378	2	105386 DVD	502996881	11/22/22	22.52	12/22	1854 MIDWEST TAPE		
CL 107378	3	105386 DVD	502996880	11/22/22	19.52	12/22	1854 MIDWEST TAPE		
CL 107378	4	105386 DVD	502996879	11/22/22	22.52	12/22	1854 MIDWEST TAPE		
CL 107378	5	105386 DVD	502996876	11/22/22	50.31	12/22	1854 MIDWEST TAPE		
CL 107378	6	105386 DVD	502996862	11/22/22	36.79	12/22	1854 MIDWEST TAPE		
CL 107378	7	105386 DVD	502996859	11/22/22	51.79	12/22	1854 MIDWEST TAPE		
CL 107378	8	105386 DVD	502996856	11/22/22	22.52	12/22	1854 MIDWEST TAPE		
CL 107378	9	105386 DVD	502996883	11/22/22	824.88	12/22	1854 MIDWEST TAPE		
CL 107378	10	105386 DVD	502996882	11/22/22	1,337.85	12/22	1854 MIDWEST TAPE		
CL 107378	11	105386 DVD	502996878	11/22/22	215.45	12/22	1854 MIDWEST TAPE		
CL 107378	12	105386 DVD	502996877	11/22/22	171.25	12/22	1854 MIDWEST TAPE		
CL 107378	13	105386 DVD	502996875	11/22/22	412.98	12/22	1854 MIDWEST TAPE		
CL 107378	14	105386 DVD	502996872	11/22/22	198.16	12/22	1854 MIDWEST TAPE		
CL 107378	15	105386 DVD	502996871	11/22/22	102.85	12/22	1854 MIDWEST TAPE		
CL 107378	16	105386 DVD	502996870	11/22/22	151.60	12/22	1854 MIDWEST TAPE		
CL 107378	17	105386 DVD	502996869	11/22/22	148.68	12/22	1854 MIDWEST TAPE		
CL 107378	18	105386 DVD	502996868	11/22/22	251.99	12/22	1854 MIDWEST TAPE		
CL 107378	19	105386 DVD	502996867	11/22/22	156.14	12/22	1854 MIDWEST TAPE		
CL 107378	20	105386 DVD	502996866	11/22/22	130.60	12/22	1854 MIDWEST TAPE		
CL 107378	21	105386 DVD	502996865	11/22/22	82.58	12/22	1854 MIDWEST TAPE		
CL 107378	22	105386 DVD	502996864	11/22/22	133.93	12/22	1854 MIDWEST TAPE		
CL 107378	23	105386 DVD	502996863	11/22/22	94.60	12/22	1854 MIDWEST TAPE		
CL 107378	24	105386 DVD	502996861	11/22/22	123.12	12/22	1854 MIDWEST TAPE		
CL 107378	25	105386 DVD	502996860	11/22/22	239.53	12/22	1854 MIDWEST TAPE		
CL 107378	26	105386 DVD	502996857	11/22/22	138.89	12/22	1854 MIDWEST TAPE		
CL 107378	27	105386 DVD	502996855	11/22/22	60.06	12/22	1854 MIDWEST TAPE		
CL 107378	28	105386 DVD	502996368	11/22/22	160.72	12/22	1854 MIDWEST TAPE		
CL 107378	29	105386 DVD	502996850	11/22/22	168.63	12/22	1854 MIDWEST TAPE		
CL 107378	30	105386 AUDIOBOOK	502996369	11/22/22	89.48	12/22	1854 MIDWEST TAPE		
CL 107378	31	105386 AUDIOBOOK	502996854	11/22/22	42.24	12/22	1854 MIDWEST TAPE		
CL 107378	32	105386 AUDIOBOOK	502996853	11/22/22	74.48	12/22	1854 MIDWEST TAPE		
CL 107378	33	105386 AUDIOBOOK	502996874	11/22/22	221.20	12/22	1854 MIDWEST TAPE		
CL 107378	34	105386 AUDIOBOOK	502996873	11/22/22	417.40	12/22	1854 MIDWEST TAPE		
CL 107378	35	105386 AUDIOBOOK	502996851	11/22/22	1,208.20	12/22	1854 MIDWEST TAPE		
CL 107378	36	105386 AUDIOBOOK	502996858	11/22/22	1,822.84	12/22	1854 MIDWEST TAPE		
CL 107699	1	105548 SETUP CHARGE	95218	12/07/22	57.73	12/22	3109 LIBRARY IDEAS, INC		

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7000 LIBRARY										
411600 LIBRARY										
CL 107699	2	105548 AUDIO	94507	11/15/22	579.59	12/22	3109 LIBRARY IDEAS, INC			
CL 107705	1	105561 AUDIOBOOK	503035273	11/30/22	42.24	12/22	1854 MIDWEST TAPE			
CL 107705	2	105561 AUDIOBOOK	503035272	11/30/22	42.24	12/22	1854 MIDWEST TAPE			
CL 107705	3	105561 AUDIOBOOK	503059670	12/06/22	84.48	12/22	1854 MIDWEST TAPE			
CL 107705	4	105561 AUDIOBOOK	503059673	12/06/22	125.72	12/22	1854 MIDWEST TAPE			
CL 107705	5	105561 AUDIOBOOK	503092706	12/13/22	42.24	12/22	1854 MIDWEST TAPE			
CL 107705	6	105561 AUDIOBOOK	503092704	12/13/22	79.48	12/22	1854 MIDWEST TAPE			
CL 107705	7	105561 AUDIOBOOK	503092702	12/13/22	54.48	12/22	1854 MIDWEST TAPE			
CL 107705	8	105561 DVD	503024689	11/30/22	85.16	12/22	1854 MIDWEST TAPE			
CL 107705	9	105561 DVD	503024687	11/30/22	394.91	12/22	1854 MIDWEST TAPE			
CL 107705	10	105561 DVD	503024688	11/30/22	196.68	12/22	1854 MIDWEST TAPE			
CL 107705	11	105561 DVD	503035270	11/30/22	55.60	12/22	1854 MIDWEST TAPE			
CL 107705	12	105561 DVD	503035271	11/30/22	108.81	12/22	1854 MIDWEST TAPE			
CL 107705	13	105561 DVD	503059559	12/06/22	27.02	12/22	1854 MIDWEST TAPE			
CL 107705	14	105561 DVD	503059557	12/06/22	18.77	12/22	1854 MIDWEST TAPE			
CL 107705	15	105561 DVD	503059555	12/06/22	70.96	12/22	1854 MIDWEST TAPE			
CL 107705	16	105561 DVD	503059556	12/06/22	173.41	12/22	1854 MIDWEST TAPE			
CL 107705	17	105561 DVD	503059558	12/06/22	169.95	12/22	1854 MIDWEST TAPE			
CL 107705	18	105561 DVD	503059674	12/06/22	54.14	12/22	1854 MIDWEST TAPE			
CL 107705	19	105561 DVD	503059672	12/06/22	135.52	12/22	1854 MIDWEST TAPE			
CL 107705	20	105561 DVD	503065234	12/07/22	165.55	12/22	1854 MIDWEST TAPE			
CL 107705	21	105561 DVD	503092708	12/13/22	26.27	12/22	1854 MIDWEST TAPE			
CL 107705	22	105561 DVD	503092707	12/13/22	40.08	12/22	1854 MIDWEST TAPE			
CL 107705	23	105561 DVD	503092703	12/13/22	63.81	12/22	1854 MIDWEST TAPE			
CL 107705	24	105561 DVD	503092701	12/13/22	18.77	12/22	1854 MIDWEST TAPE			
CL 107705	25	105561 DVD	503092700	12/13/22	191.53	12/22	1854 MIDWEST TAPE			
CL 107978	1	AUDIOBOOK	503122949	12/20/22	27.24	12/22	1854 MIDWEST TAPE			
CL 107978	2	AUDIOBOOK	503123591	12/20/22	40.24	12/22	1854 MIDWEST TAPE			
CL 107978	3	AUDIOBOOK	503122944	12/20/22	39.24	12/22	1854 MIDWEST TAPE			
CL 107978	4	DVD	503122943	12/20/22	66.08	12/22	1854 MIDWEST TAPE			
CL 107978	5	DVD	503122946	12/20/22	28.83	12/22	1854 MIDWEST TAPE			
CL 107978	6	DVD	503123590	12/20/22	26.27	12/22	1854 MIDWEST TAPE			
CL 107978	7	DVD	503122947	12/20/22	18.77	12/22	1854 MIDWEST TAPE			
CL 107978	8	DVD	503123592	12/20/22	518.63	12/22	1854 MIDWEST TAPE			
CL 107978	9	DVD	503123593	12/20/22	30.04	12/22	1854 MIDWEST TAPE			
CL 107978	10	DVD	503123594	12/20/22	16.52	12/22	1854 MIDWEST TAPE			
CL 107978	11	DVD	503122948	12/20/22	34.54	12/22	1854 MIDWEST TAPE			
CL 107978	12	DVD	503123595	12/20/22	28.63	12/22	1854 MIDWEST TAPE			
CL 107978	13	DVD	503157423	12/28/22	24.77	12/22	1854 MIDWEST TAPE			
CL 107978	14	DVD	503157396	12/28/22	42.91	12/22	1854 MIDWEST TAPE			
CL 107978	15	DVD	503157398	12/28/22	84.04	12/22	1854 MIDWEST TAPE			
CL 107978	16	DVD	503157422	12/28/22	26.27	12/22	1854 MIDWEST TAPE			
CL 107978	17	DVD	503157397	12/28/22	15.02	12/22	1854 MIDWEST TAPE			
CL 107978	18	DVD	503157420	12/28/22	268.07	12/22	1854 MIDWEST TAPE			
CL 107978	19	DVD	503157399	12/28/22	480.28	12/22	1854 MIDWEST TAPE			
Object Total:					14,295.03	30,755.66	31,500.00	744.34	98%	

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7000 LIBRARY								
411600 LIBRARY								
667 MEMBERSHIPS								
CL 107702 1 105571	MEMBERSHIP - DUSTIN MOHAGAN	00488	12/13/22	45.00	12/22	1252 NORTH DAKOTA STATE LIBRARY		
		Object Total:		45.00	2,154.00	3,176.00	1,022.00	68%
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 977 3 PROMOTIONAL ACTIVITIES			/ /	59.04	12/22	3161 VISA LIBRARY #1		
		Object Total:		59.04	7,098.25	11,400.00	4,301.75	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%
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	%

01/03/23
08:23:27

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 12/22 - 12/22

Page: 7 of 7
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								
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
880 COST ALLOCATIONS								
JV 5044 23	Dec 2022 cost allocation		/ /	3,436.50	12/22			
		Object Total:		3,436.50	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:		134,376.76	1,473,875.98	1,725,276.00	251,400.02	
		Fund Total:		134,376.76	1,473,875.98	1,725,276.00	251,400.02	

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

Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
Revenue						
310001	PROPERTY TAXES	1,653.69	1,691,033.82	1,682,739.00	8,294.82	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		1,653.69	1,748,972.82	1,651,478.00	97,494.82	106
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	54,549.55	643,439.87	788,076.00	144,636.13	82
114	PART TIME SALARIES	10,735.37	123,163.95	120,471.00	-2,692.95	102
220	SOCIAL SECURITY	4,812.24	56,705.25	69,504.00	12,798.75	82
230	RETIREMENT	8,592.52	97,415.61	118,692.00	21,276.39	82
240	WORKFORCE SAFETY INSURANCE		1,742.89	1,470.00	-272.89	119
245	CORPORATE EDUCATION	19.50	19.50		-19.50	
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	79,973.06	81,079.00	1,105.94	99
321	PROPERTY INSURANCE		1,043.00		-1,043.00	
333	BUILDING RENTAL	10,032.50	108,895.00	120,510.00	11,615.00	90
340	TRAVEL & EDUCATION	848.99	9,675.25	17,392.00	7,716.75	56
356	TELEPHONE	127.20	1,401.90	1,531.00	129.10	92
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING	130.00	5,372.83	3,000.00	-2,372.83	179
410	OFFICE SUPPLIES	396.66	9,981.37	13,000.00	3,018.63	77
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	2,177.78	19,545.49	11,100.00	-8,445.49	176
490	MISC		378.19	750.00	371.81	50
497	TECHNOLOGY		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	220.00	7,644.23	2,810.00	-4,834.23	272
644	POSTAL METER RENT	243.09	972.36	1,200.00	227.64	81
648	PROFESSIONAL PUBLICATIONS		388.37	2,440.00	2,051.63	16
649	PROGRAMMING	4,279.23	14,533.50	21,000.00	6,466.50	69
650	E RESOURCES	2,082.25	34,018.45	36,000.00	1,981.55	94
661	POSTAGE/FREIGHT/SHIPPING	569.98	5,761.74	6,000.00	238.26	96
662	BOOKS	9,177.00	100,335.12	100,750.00	414.88	100
663	MAGAZINES		4,808.72	5,260.00	451.28	91
664	AUDIO VIDEO	14,295.03	30,755.66	31,500.00	744.34	98
667	MEMBERSHIPS	45.00	2,154.00	3,176.00	1,022.00	68
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	

01/03/23
08:31:09

CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 12 / 22

Page: 2 of 2
Report ID: LB170A

Combined Funds

		----- Current Year -----				
Account	Object	Description	Current Month	Current YTD	Budget	Variance
						%
	689	PROMOTIONAL ACTIVITIES	59.04	7,098.25	11,400.00	4,301.75
	740	SERVICE CHARGES		1,390.77	500.00	-890.77
	864	FURN & EQUIP DEPRECIATED >\$5,000			10,707.00	10,707.00
	880	COST ALLOCATIONS	3,436.50	41,238.00	41,238.00	
	890	TRANSFERS OUT			20,000.00	20,000.00
	901	CATALOGING		3,615.19	2,450.00	-1,165.19
	994	ODIN		19,824.00	20,000.00	176.00
		Total Account	134,376.76	1,473,875.98	1,725,276.00	251,400.02
						85
		Total Expenses	134,376.76	1,473,875.98	1,725,276.00	251,400.02
						85
		Net Income from Operations	-132,723.07	275,096.84		
Other Revenue						
	360000	MISCELLANEOUS REVENUE	3,991.80	13,117.30	5,000.00	8,117.30
	360100	SPONSORSHIPS		10,909.78	25,000.00	-14,090.22
						44
						80
		Total Other Revenue	3,991.80	24,027.08	30,000.00	-5,972.92
						80
		Net Income	-128,731.27	299,123.92		



Meeting and Study Room Policy

Approved:

Purpose

The West Fargo Public Library provides space for small discussion in one (1) study room that seats five (5) people or less, and can accommodate medium-sized groups in two (2) meeting rooms intended for groups of five to 30 people. This West Fargo Public Library (the Library) policy guides the reservations and use of meeting and study rooms. The [Meeting and Study Room Application Form \(link\)](#) is available on the Library's website and in paper format at the Library.

Principles

- The primary purpose of meeting and study rooms is to provide facilities for library-related activities. However, they are also available for lawful public use by the general population.
- In accordance with the Library's educational, social, and informational mission, the public meeting rooms are available at no charge for educational, cultural, intellectual, or charitable activities.
 - Public gathering spaces are intended to be commercial-free environments where groups may come together to learn and exchange information and ideas.
 - Public gathering places are available to the public regardless of the beliefs or affiliations or groups requesting their use.
 - Permission to use a public gathering place does not constitute an endorsement by the library of the program or point of view expressed. (See Non-Endorsement)
 - Groups and events that do not meet the above criteria may not use Library meeting rooms.

Definitions

The following definitions are applied to the spaces that may be reserved by the public. Use regulations may vary depending on the type of space that is reserved.

Study Rooms: Study rooms have fixed room configurations and are designed for small group conversations and study. External monitor and Wi-Fi access available. Maximum room capacity is 5 people.

Meeting Rooms: Meeting rooms can be configured in different ways to meet the needs of different types of groups. Best suited for programs and medium events. Maximum room capacity is 30 people per room.

- Library AV Meeting Room (Meeting Room 1) – Projector and screen, DVD player, television, and Wi-Fi access available; five (5) rectangle tables, 25 chairs and one (1) podium
- Library Meeting Room (Meeting Room 2) – Wi-Fi access only; seven (7) rectangle tables and 24+ chairs

Rules of Use

All Library Spaces

- Library spaces may not be used for private social gatherings such as bridal or baby showers, birthday parties, retirements, weddings, etc.
- Buying/selling, commercial transactions, or other exchange of goods is prohibited. Exceptions include:
 - The Library, the Friends of West Fargo Public Library, and library cosponsors may sell books and other related products if the activity supplements the meeting and is not a requirement for attendance. Co-sponsorship must be confirmed in writing with the Library.
 - Direct fundraising activities may be conducted only by the Library and the Friends of the West Fargo Public Library.
- No soliciting, selling, or external distribution of promotional materials is permitted.
- No gambling, games of chance, bingo, casinos or wagering of any kind may be part of any program, meeting or event.
- No use of candles or open flames of any kind are permitted.
- Civic organizations, including political organizations, may use the meeting rooms for informational programs that provide all points of view. Political rallies or events that promote a particular candidate are prohibited.
- Library staff reserve the right to enter any library space at any time.
- All patrons and community members utilizing Library spaces must adhere to all Library policies, and specifically the Library's [Patron Code of Conduct \(LINK\)](#) and [Unattended Children Policies \(LINK\)](#).
- Groups and individuals using Library facilities are responsible for room set-up and take-down (if needed), and for clean-up. Cleaning materials are provided within the rooms.
- Groups will be charged for any damage to the room or its equipment which results from vandalism, carelessness, or misuse.
- Furniture may not be brought into or removed from meeting or study rooms without prior approval from Library staff.
- The Library assumes no responsibility for injury to individuals attending meeting room events, or for lost, stolen, or damage of personal property.
- The Library does not provide storage for patrons using reservable Library spaces.
- Materials and equipment brought into reservable Library spaces for use by the group or individual are the responsibility of those utilizing the room. Items left behind will be placed in the lost and found for 30 days.
- Refreshments may be served but cooking is prohibited. Groups serving food are responsible for clean-up. No alcoholic beverages are permitted.
- Signs may be posted at the door to the meeting room indicating that the group is meeting there. Signs may not be posted anywhere else throughout the library indicating a meeting is planned or in process.
- The library phone number shall not be used as a contact number, nor shall groups or individuals use the library as a mailing address.

- Use of reservable Library spaces as a place to conduct regular business or as a place to hold office hours is prohibited.
- The Library staff will not accept calls or relay messages to people attending meetings except in the case of emergencies.
- Users must comply with all relevant state and local ordinances to include all licensing and copyright requirements in regards to program content. Failure to comply with said ordinances and requirements will result in suspension of Library space reservation privileges.
- The contact person for the reservation is liable for any damages to facilities and furnishings. The contact person shall indemnify, defend and hold harmless West Fargo Public Library, its officers, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from a negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the groups' use of the library.
- Failure to follow this policy may result in the loss of future reservation and use privileges.
- Library staff are responsible for interpreting and applying this and the associated library administrative policy in daily practice. The Library Director (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of Library spaces.

Study Rooms

- The study rooms are intended for the purposes of quiet study and discussion for individuals or small groups.
- Patrons must be at least 13 years of age to occupy a study room. Patrons younger than 13 must have an adult 18 years of age or older present in the library at all times during use. A parent or guardian must accept responsibility of the study room on behalf of the minor using the space by completing the reservation in-person or online or via verbal confirmation over the phone for those aged 13 to 17 to use the room on their own.
- Patrons who leave the room unattended for more than 15 minutes will forfeit their reservation.
- Patrons who need to leave the library during their reserved time can reschedule a reservation.
- Due to the small size of the study rooms, gatherings shall not be open to the public.

Meeting Rooms

- The meeting rooms are intended for medium-sized groups between 5 and 30 people for the purposes educational, cultural, intellectual, or charitable activities.
- Patrons must be 18 years of age to occupy a meeting room. Any minors occupying a meeting room must have adequate adult supervision.
- Meeting room gatherings may be private or open to the public.

Reservations, Walk-ins, and Scheduling

Priority for reserving rooms will be given in the following order:

- Library sponsored and co-sponsored programs and activities
- City of West Fargo departments and units
- General public

All meeting room and study room reservations must complete a [Meeting and Study Room Application Form \(link\)](#). Walk-ins reservations are acceptable.

Reservations are preferred at least two weeks in advance of the meeting date and may be made up to six (6) months in advance. Walk-ins are permitted when the Library spaces are available.

The Library does not accept standing reservations beyond three (3) consecutive months.

In order for a room reservation to be valid, reservations must be confirmed by Library staff with an authorized representative of the group who takes responsibility for the condition of the room after the meeting and for orderly conduct of participants.

Meeting and study rooms are only available during the Library's open hours, which can be found on the Library's website. No access is possible outside of scheduled library hours. All must vacate the room at least thirty (30) minutes prior to closing.

Other than the Library, municipal, county and state government, and the West Fargo Public Schools, no group may place more than four (4) reservations in a month, with a maximum usage of 16 hours a month.

The Library reserves the right to revoke permissions to use a space by other entities if the room is needed for Library or City of West Fargo use. The Library will provide four (4) weeks' notice of room reservation cancellation. In the case of a Library closure due to weather conditions or other emergency, the Library reserves the right to cancel all room reservations during such building closure.

In order to provide access to a wide audience of users, the Library may limit the number of confirmed reservations for any individual or group due to volume of requests. The Library does not automatically book recurring usage of library spaces.

Failure to notify the library of a cancellation may result in loss of meeting room and study room privileges.

Study Rooms

- Study rooms are available in two-hour intervals, with one-hour extensions based on room availability.
- The reservation start time is firm. If the patron does not arrive within 15 minutes of the scheduled time, the time will be made available for other patrons.
- If the room is vacated prior to the reservation's end time, the time will be made available for other users.

Meeting Rooms

- Meeting rooms may be available for one-hour extensions based on room availability.

Equipment and Media

There is no charge for the use of the Library equipment. Equipment should be reserved at the time the room is requested. The library cannot provide operators for the equipment. (See *Definitions* for equipment provided in each room.)

If instruction is required for equipment operation, it is suggested that a representative of the group set up an appointment prior to their reservation date.

The Library reserves the right to deny use of audio-visual equipment to anyone who cannot demonstrate due competence and proper care in the use of the equipment.

At the time of booking, patrons planning to bring in their own equipment must inform Library staff of the nature of the equipment that will be brought in. Library staff will not assist patrons with the operation of personal equipment.

Non-Endorsement

Permission to reserve and use a space does not constitute an endorsement by the Library of the group, program or point of view expressed. The name of the Library may not be used in any publicity for non library sponsored or co-sponsored meeting except to designate the meeting location. The Library may not be identified as a co-sponsor of a meeting without prior written approval by the Library.

Referenced Policies and Resources

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

- Patron Code of Conduct [\[LINK\]](#)
- Unattended Children [\[LINK\]](#)
- Meeting and Study Room Application Form. [\[LINK\]](#)
- Severe Weather Policy [\[LINK\]](#)



To: West Fargo Public Library Board of Directors
From: Betty Adams, Library Director
Date: Thursday, January 12, 2023
Subject: Adult Services Adjustments to Personnel
Action: Approve the recommended adjustments to personnel to balance Adult Services with Youth and Technical Services Departments

**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:

In the past three years there has been beneficial growth in personnel to the Youth Services and Technical Services Departments, by increasing each team to have two full time members. The request that follows is to mirror the staffing of the Adult Services Department with its peer departments and therefore improve service and capabilities to the adult community members. The positions proposed below will be primarily funded through budgeted Deputy Director position (removing the Dep. Director role from the organizational chart) and the combining of the current two part time adult programming assistant roles, and will keep 2023 under budget.

This proposal is requesting the Board approve one Full Time Librarian and one Full Time Programming Assistant (combining the two current Part Time Programming Assistant roles) for Adult Services. If approved, this will allow the Adult Services Manager to work more proficiently as a manager while increasing services to the adult population of West Fargo. These adjustments require no changes to job descriptions, only pay scale and hours committed, as the jobs exist in the current structure.

Policy Analysis:

The goal of the proposed adjustments is to offer the more quality service from the Adult department as seen in Youth Services and Technical Services.

The addition of a Librarian will increase programming and reference capabilities of the Adult department. It will also offer an additional staff person to the weekend rotation of the Manager on Duty role. The aim for the Librarian is to provide quality reference and incorporate program hosting (such as Technology Tutoring) during evening hours.

The combining of the current two part time Programming Assistant positions will increase the role from 14 hours (split between the two positions) to 40; a 26-hour increase. This will not only improve services, but also reduce turnover in the department due to having it be a high-value position within the organization.

Financial Analysis:

(See attached budget)

Deputy Director: 119,071

Two PT Programming Assistants: 13,855

Remaining budget balance: 6,593*

Proposed:

FT Librarian: 87,524

FT Programming Assistant: 65,497

*With the Technical Services Manager vacancy, the remaining \$13,502 will be covered, due to the position returning to pay Grade A. This will also allow for a remaining budget balance, and the budget overall to end in the positive.

The budget has been reviewed by the City Finance Department.

Process/Timeline:

If approved, the anticipated timeline is as follows:

Monday, January 16

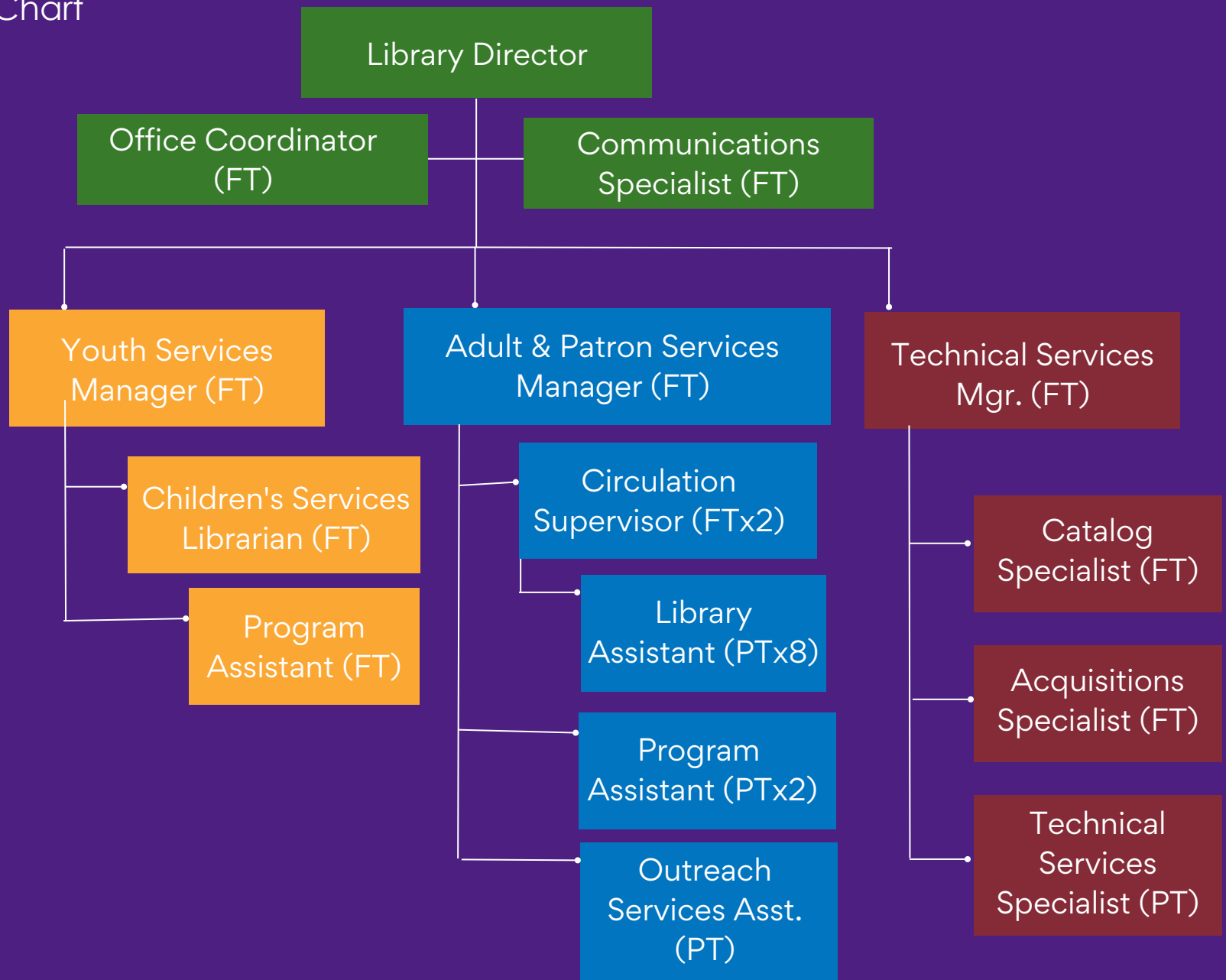
- Inform current part time Programming Assistants of Board decision. Provide each with a one-month notice of the restructure plan (final date of employment February 10).
- Inform City Human Resources of Board decision and initiate posting of each position for a minimum of two weeks.

Monday, February 13

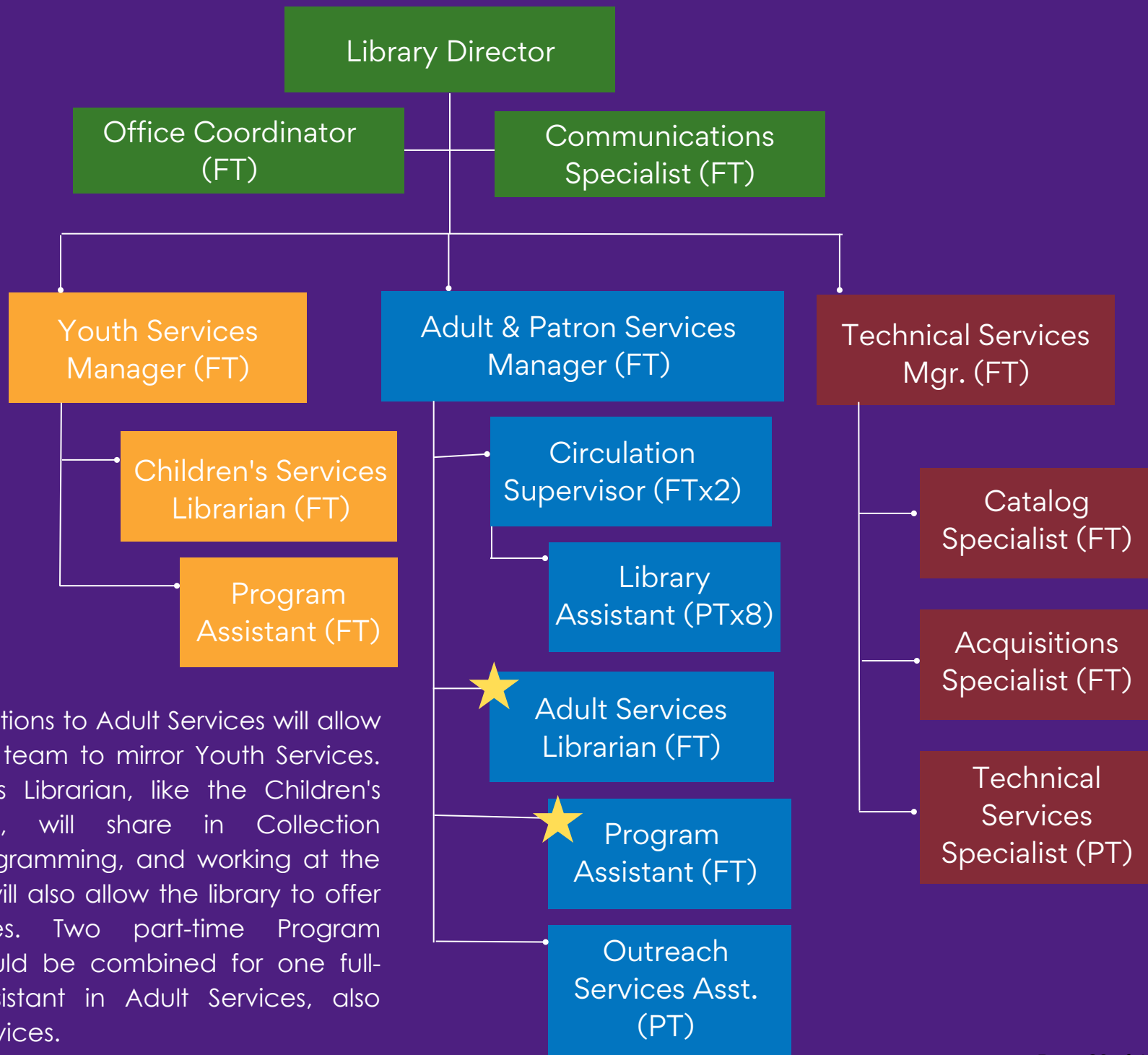
- Interviews completed and positions closed.
- Offer made to qualified candidates.
- First week of onboarding for each position.

Thank you for your time reviewing this proposal.

Current Org. Chart
Jan. 2023

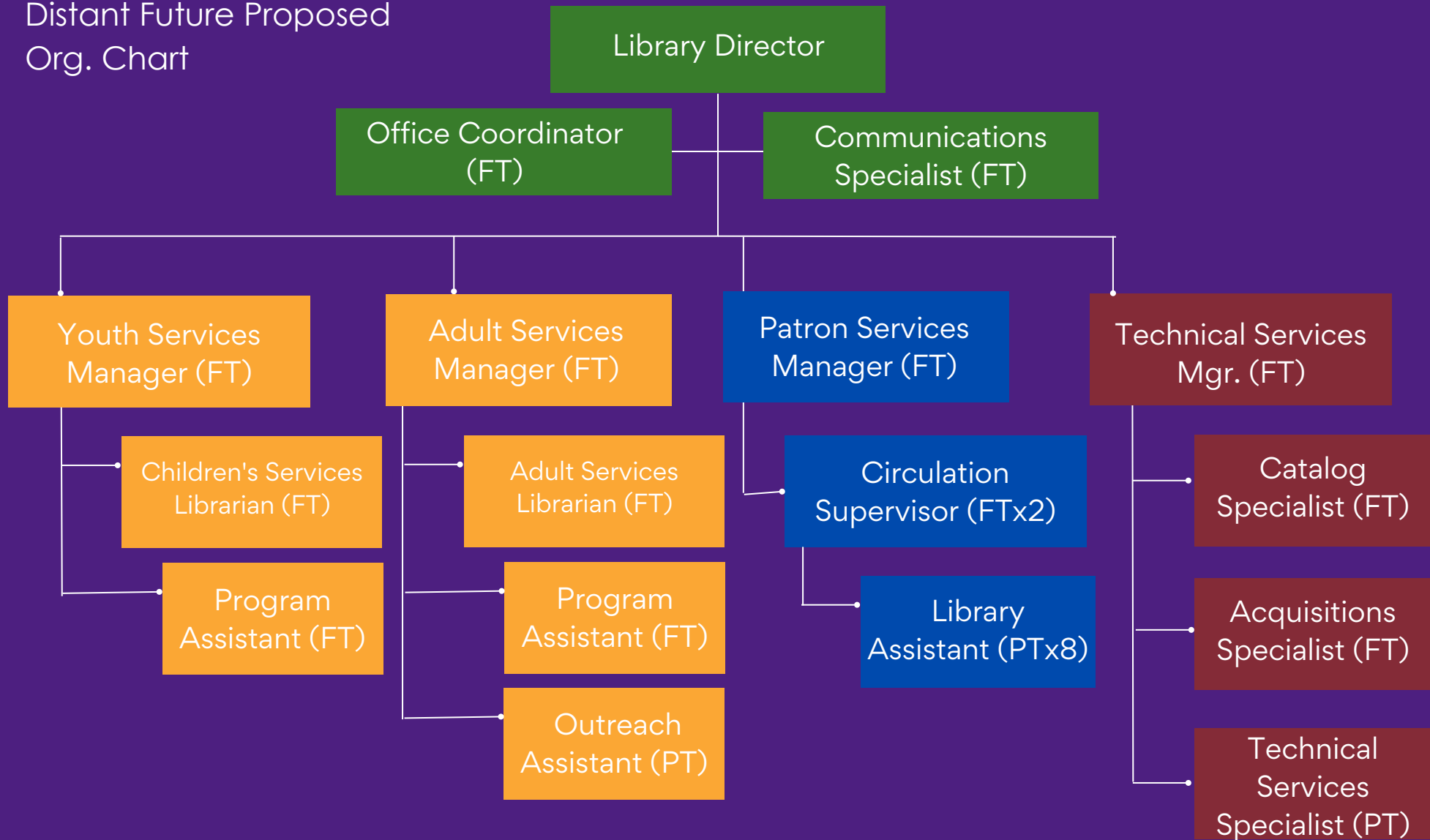


Proposed
adjustments to
Adult Services
personnel



The proposed additions to Adult Services will allow the Adult Services team to mirror Youth Services. The Adult Services Librarian, like the Children's Services Librarian, will share in Collection Development, Programming, and working at the desk. This person will also allow the library to offer reference services. Two part-time Program Assistant roles would be combined for one full-time Program Assistant in Adult Services, also mirroring Youth Services.

Distant Future Proposed Org. Chart



Following the much-needed closing of gaps in internal communication and Circulation procedures, a Patron Services Manager would be added to the team to lead the Circulation staff. The Adult Services Manager would no longer be responsible for Patron Services management and this will allow them to focus their service area of Adult Services and Outreach Services. The roles proposed today would remain under Adult Services.

		Revision 1 - Library Board	Revision 2	Current Final Revision 3 & 4 stayed the same	08.24.2022 Amendment Add back in DD Position & Adj	12.06.2022 Staffing Changes
110	PERMANENT EMP SALARIES	871,394	779,690	794,990	875,154	886,227
114	PART TIME SALARIES	139,943	143,540	146,358	146,358	133,520
220	SOCIAL SECURITY	77,367	70,627	72,013	78,146	78,010
230	RETIREMENT	132,975	118,981	121,315	133,548	135,238
240	WORKFORCE SAFETY INSURANC	1,588	1,502	1,512	1,607	1,668
250	UNEMPLOYMENT	500	500	500	500	500
312	ATTORNEY	4,000	4,000	4,000	4,000	4,000
320	HEALTH INSURANCE	147,839	127,832	130,844	151,290	171,535
321	PROPERTY INSURANCE		-	-	-	-
333	BUILDING RENTAL	120,390	120,752	120,752	120,752	120,752
340	TRAVEL & EDUCATION	17,392	17,392	17,392	17,392	17,392
356	TELEPHONE	4,831	3,300	3,300	3,300	3,300
387	MEDICAL/VACCINES	500	500	500	500	500
399	RECRUITMENT/EMPLOYMENT TE	3,000	3,000	3,000	3,000	3,000
410	OFFICE SUPPLIES	13,000	13,000	13,000	13,000	13,000
424	GAS AND OIL	1,200	1,200	1,200	1,200	1,200
427	VEHICLES MAINTENANCE	1,200	1,200	1,200	1,200	1,200
428	SERVICE AGREEMENTS-CONTRA	18,660	10,260	10,260	10,260	10,260
490	MISC		-	-	-	-
497	TECHNOLOGY	33,106	63,064	63,064	52,914	52,914
500	SUPPLIES	500	500	500	500	500
641	FURN & EQUIP-NON DEPRECIA		27,950	27,950	3,500	3,500
644	POSTAL METER RENT	1,200	1,200	1,200	1,200	1,200
648	PROFESSIONAL PUBLICATIONS	3,000	3,000	3,000	3,000	3,000
649	PROGRAMMING	16,000	16,000	16,000	16,000	16,000
650	E RESOURCES	37,000	41,285	41,285	41,285	41,285
661	POSTAGE/FREIGHT/SHIPPING	7,000	7,000	7,000	7,000	7,000
662	BOOKS	100,750	100,750	100,750	100,750	100,750
663	MAGAZINES	5,500	5,500	5,500	5,500	5,500
664	AUDIO VIDEO	31,500	31,500	31,500	31,500	31,500
667	MEMBERSHIPS	3,500	3,500	3,500	3,500	3,500
668	PRINTING	1,000	1,000	1,000	1,000	1,000
669	INSURANCE	2,750	2,750	2,750	2,750	2,750
672	EMERGENCY MEDICAL SUPPLIE	350	350	350	350	350
689	PROMOTIONAL ACTIVITIES	11,400	11,400	11,400	11,400	11,400
740	SERVICE CHARGES	1,750	1,750	1,750	1,750	1,750
864	FURN & EQUIP DEPRECIATED >\$5,0	47,944	5,830	5,830	-	-
880	COST ALLOCATIONS	42,000	41,193	42,023	42,023	42,023
890	TRANSFERS OUT		10,000	10,000	10,000	10,000
901	CATALOGING	3,200	3,200	3,200	3,200	3,200
994	ODIN	24,200	24,200	24,200	24,200	24,200
		1,929,428	\$ 1,820,198	\$ 1,845,888	1,924,529	1,944,624
Revenues						
	Taxes	1,947,167	1,947,167	1,947,167	1,947,167	1,947,167
	Levy Discounts	(72,045)	(72,045)	(72,045)	(72,045)	(72,045)
	Intergovernmental	31,000	31,000	31,000	31,000	31,000
	Charges for Services	-				
	Miscellaneous	5,000	5,000	5,000	5,000	5,000
	Sponsorships	25,000	20,000	20,000	20,000	20,000
	Pledges		-	-	-	-
		1,936,122	\$ 1,931,122	\$ 1,931,122	\$ 1,931,122	\$ 1,931,122
Net Surplus/(Deficit)		\$ 6,694	\$ 110,924	\$ 85,234	\$ 6,593	\$ (13,502)

Staffing Changes Proposed

(20,095)
\$ (13,502)

Summary of Proposed Changes

		Remove FT Deputy Director	Remove PT Program Assistant	Remove PT Program Assistant	Add FT Librarian	Add FT Program Assistant	TOTALS
110	PERMANENT EMP SALARIES	(80,164.00)			54,558.00	36,679.00	11,073.00
114	PART TIME SALARIES	-	(9,170.00)	(3,668.00)			(12,838.00)
220	SOCIAL SECURITY	(6,133.00)	(702.00)	(281.00)	4,174.00	2,806.00	(136.00)
230	RETIREMENT	(12,233.00)			8,326.00	5,597.00	1,690.00
240	WORKFORCE SAFETY INSURANC	(95.00)	(24.00)	(10.00)	95.00	95.00	61.00
320	HEALTH INSURANCE	(20,446.00)			20,371.00	20,320.00	20,245.00
		<u>\$ (119,071.00)</u>	<u>\$ (9,896.00)</u>	<u>\$ (3,959.00)</u>	<u>\$ 87,524.00</u>	<u>\$ 65,497.00</u>	<u>\$ 20,095.00</u>



WEST FARGO PUBLIC LIBRARY

DIRECTOR REPORT & PROGRAMMING UPDATE

WEST FARGO PUBLIC LIBRARY DIRECTOR

BETTY ADAMS

Presented at the Library Board Meeting on

Thursday, January 12, 2023

(All information is reflective of December 2022)

TRUSTEE NOTES

Community Feedback

1. **"See librarians are magical! They can get a book from anywhere."**

While assisting a mother and her two children in checking out materials, the son asked for help finding the next books in the Sonic the Hedgehog series he was reading. We did not have the next book, neither did any other ODIN library, so I said, "we will have to search the world of libraries for this one" (meaning worldcat) and the mother said, "See, librarians are magical! They can get a book from anywhere." It was very sweet! The children were both excited to learn that they could check out up to 50 items and after finding out, ran to go find more books (they each originally had under 10 and left with over 20 total).

2. **"Hands-down you guys are the best in the metro!"**

Checking a patron out at the circulation desk, and he noticed our Star Library award and inquired about it. I shared how the State Library determines the winners. He said "Hands-down you guys are the best library in the metro. We love this library. The Little Red Reading Bus was also a great add to the community. Very well-deserved!"

3. Public comment on Facebook

On the City of West Fargo's post asking for ideas for "Placemaking in Downtown Yards on Sheyenne" one resident wrote: **"A New Public Library!"**

4. Computer use comment

"I don't know who kept extending the time for me on the computer, but I am so grateful for it. It let me keep studying."

A very special "thank you"

Bernie Dardis delivered home-made cookies to the staff on Monday, December 12 and thanked everyone at the Library for the high level of service we provide to the community.

Staff appreciated the recognition and the delicious treats!

BUILDING & TECHNOLOGY

- The Library closed early (5 PM) Tuesday & Wednesday, December 13 & 14, due to inclement weather.
- The Library closed for the full day Thursday, December 15, due to inclement weather and the parking lot not being scheduled to be plowed.
- December 31 a lightbulb was broken outside of Door 1; was cleaned up before 7:00 AM January 3rd.
- During the school holiday break, the road in front of the Library (3rd) was not plowed.
 - Discussing issue with City Hall for 2023



COLLECTIONS, MATERIALS, & STAFF

- Weeding was paused for the month of December.
- End of year purchasing for the collection was completed, with pre-published works ordered for the new year.
- The Technical Services Manager position will be posted as soon as feasible by the City Human Resources Department.

Monthly Impact Report:

- Physical Circulation is overall above pre-pandemic numbers (2019)
- Electronic Circulation is nearly equivalent to door count



FINANCES

CURRENT MONTH & YEAR TO DATE



134,376.76

1,473,875.98

85%



FINANCE UPDATE

PROGRAMMING & OUTREACH



- Tech Tutoring has a new set schedule for 2023.
- Third Thursday Book Club is testing out new timeframes with the hopes of accommodating demand and interest.

Monthly Impact Report

- The Outreach perceived drop in total is due to reducing daycare drop off/pick up locations due to a shift in focus to more in-person storytimes.
- Teen Tie Dye - Had 10 teens attend and had a great event. Each teen made two to three items they creatively dyed.
- Winter STEM for kids- Extremely successful event with 54 people attending, requiring opening an extra room, and the hallway study tables. Participants learned about engineering and the design process by building a snowman, winter animal home and a snow shovel.
- All three middle school Beanstack challenges closed out in December with a huge success with **over 1,200 students** participating and **1,016,419 minutes read**.

PROGRAMMING & OUTREACH



•Book Clubs

- January 9th – Monday Night Readers at library at 6 pm
 - The Water Dancer by Ta-Nehisi Coates
- January 18th – Novel Afternoons at library at 1 pm
 - Evvie Drake Starts Over by Linda Holmes
- January 19th – Third Thursday at library at 1:30 pm
 - Dakota: a Spiritual Geography by Kathleen Norris (NDSL)
- January 26th - Books and Brews at Caribou Coffee in Hornbachers at 6 pm
 - Lessons in Chemistry by Bonnie Garmus

•Monday Matinees - December Theme: Music on Screen

- Jan. 9 - Elvis
- Jan. 23 - Rocketman
- Jan. 30 - Respect

•Special Program and Outreach

- Online Resources for Job Seekers (Jan. 4th) is a preview of a number of online resources provided by the library and Job Service ND to help job seekers in their employment journey.
- Hoopla 101 (Jan 18) is an opportunity for patrons to get up to speed using Hoopla for ebooks, eaudiobooks, movies, TV and more.
- Music in the Library kicks off on January 28th. This is a part of a four month long series where we will have a variety of local artists in-building to play music for all ages. Light refreshments will be provided. We will have ensembles ranging from a clarinet group from NDSU, to Cheney Middle School Orchestra members, to a singer-songwriter.



OTHER ITEMS

THE NEXT COMMUNITY MEET & GREET
WILL BE ON

THURSDAY, FEBRUARY 16

FROM 4-6 PM

QUARTERLY NEWSLETTER IS NOW BEING
DISTRIBUTED AT THE LIBRARY

THANK YOU

