



# WEST FARGO PUBLIC LIBRARY



# Board of Directors Orientation Guide

West Fargo Public Library

Approved by the West Fargo Public Library Board of Directors June 17, 2021

[www.westfargolibrary.org](http://www.westfargolibrary.org)

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# Contacts

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## West Fargo Public Library Board of Directors

Mandy George, City Commissioner (2020-2023)

Liann Hanson (2021-2024)

Jodie Haring (2019-2022)

Alanna Rerick (2019-2022)

Tony Stukel (2021-2024)

## Carissa Hansen, Director

West Fargo Public Library

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West Fargo City Commission

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# About the Library

## History of the West Fargo Public Library 1971-2021

The West Fargo Public Library was established in 1971 following a campaign by the Amita Club and West Fargo Unit of League of Women Voters. These groups conducted surveys and circulated petitions to establish a West Fargo library. By June 24, 1970, enough signatures were collected for the City Commission to approve the Library and levy four mills (\$12,740). The library first opened its doors on June 3, 1971 with a grand opening on June 10.

The first Library Board included Mrs. Ralph Maxwell (President), Mrs. S. S. Bjornson, Perry McClellan, John Arntson and Rev. Ralph Rusley. The board applied for and received a \$10,000 federal grant from the State Library Commission to rent and decorate a building, as well as to start a book collection. A collection of 3,500 books were donated from the State Library and from a discontinued bookmobile. The West Fargo Public Library's first staff person and eventually director, was Freda Hatten.

The first library building was located at 404 Sheyenne Street. By 1973, it was evident that the location was too small for the growing collection. A federal grant in the amount of \$78,440 was applied for and received for construction costs. The new building was estimated to cost \$148,000; however the final cost reached \$172,000. The new location was purchased by the City Commission, one block east of L. E. Berger School, at 401 4th Avenue. This building was modified over the years and is now home to the West Fargo Police Department and West Fargo City Hall offices.

At the time, this new building would contain both the West Fargo Public Library and City Hall. Mutchler, Twitchell, and Lynch were chosen to design the 70 x 70 foot building, which was completed in January 1975. The community came together to help furnish and set up the new library space. Westgo Industries donated \$1000 which was used to purchase furniture for the adult reading room. West Fargo sixth graders also organized a flea market and donated \$700, which was used for a service desk. The Amita Club cleaned the library and organized the books. School buses and children also helped to move books. Boy Scouts helped set up book cases.

Freda Hatten retired in 1976. Miriam Arves became the new Library director and would serve the library until 2007.

Over time, the library has undergone many transformations as the community continued to grow and the nature of public library services continued to evolve. The West Fargo community's support remained a staple in library's story by expanding the library's physical space in the 1980s and a mill increase in the 1990s to support library operations, such as internet services being introduced in 1999.

The early 2000s presented many changes in digital services, technology and physical space for the library. Over the next several years, the library would complete a conversion from a card catalog to an automated system, add DVDs to the circulating collection, and introduce databases to the e-resource collection. In 2001, a Library Task Force was created with community members and Library Board members to explore the possibility of a new library location. To continue to rally support for the library and a new building, the Friends of the West Fargo Library began to organize in 2003 and became an organization the following year. In 2004, a new building became a reality when the West Fargo City Commission voted unanimously to support the move of the library to the former West Fargo Middle School that would serve as a new community center. The West Fargo School Board named that community center "Clayton Lodoen Public Library and Community Center" after Clayton Lodoen, who died in 1988 at the age of 75. Lodoen served as mayor from 1966 to 1986.

In 2007, Miriam Arves retired and Sandra Hannahs became the third Library Director. During Hannahs' tenure as director, the West Fargo Public Library would continue to adopt technology such as a series of public computers supported by Midcontinent and the North Dakota State Library. The library also obtained a new microfilm reader and printer supported by the State Historical Society of North Dakota in 2008. The library hosted computer classes, added children's tablets to the collection, joined the Online Dakota Information Network to provide expanded services through a library consortium, added self-service checkout, youth-specific computers, mobile Wi-Fi hotspots and additional e-resources for eBooks and eAudiobooks. Outreach services beyond the library began to take shape when a book vending machine and book drops were added on the south side of West Fargo. During this time, the library also began to offer book deliveries to daycares and senior living communities. The library continued to be a place of social gatherings and hosted many educational programs for all ages.

At the end of 2019, Sandra Hannahs retired and Carissa Hansen became the fourth Library Director. Hansen led library staff through a challenging first year as director through the COVID-19 pandemic in 2020. During the tumultuous time, the library looked to the community for inspiration on how to bring joy, keep the community reading and provide opportunities to continue learning. In 2020, the library hosted its first virtual Summer Reading Program, stopped charging fees for overdue materials, gave away over 1000 take and make kits, hosted many programs offsite, adopted the Little Red Reading Bus into its operations, began offering curbside services, expanded Wi-Fi into the parking lot and continuously adapted to serve the community although the building wasn't always open. West Fargo Public Library also kicked-off a community input project in 2020 to have the community help shape the new strategic plan after the previous plan expired in 2019.

As you can see, the West Fargo Public Library has always been strongly driven by the community. As we look toward the future, meeting the West Fargo community's diverse needs continues to be the focus of the library.

## Mission<sup>1</sup>

As a civic resource, the West Fargo Public Library's mission is to provide equitable access to a wide array of resources and opportunities so that residents can achieve their goals, explore their passions, and develop social connections.

## Vision

We envision a library whose services ensure that every person has resources and opportunities to learn, meet, share, read, play, and create.

## Values

**Access** – We meet people where they are. We recognize that access goes beyond the walls of a building. We are committed to making our services known, easy to use and proactive.

**Integrity** – We ensure people have the freedom to choose resources for their interest, information and enlightenment.

**Service** – We take action to create value for others. We see every day as an opportunity to inspire, help and create a lasting positive effect on those we serve and our team.

**Growth** – We work to advance the active development of the entire person and community. We strive for continual improvement in the lives of those we serve and ourselves.

**Diversity** – We deliver equitable, representative resources, services and technologies to all people, especially those who may experience barriers.

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<sup>1</sup> Mission, Vision, Values are only drafts. Final versions will be adopted in the library's new strategic plan completed in 2021.



# Welcome to the Library Board

Congratulations on your appointment to the West Fargo Public Library's Board of Directors! The West Fargo Public Library Board of Directors is a group of five West Fargo residents that is instrumental in long-term planning for library services. The group also advocates for the library's value to community members and stakeholders, oversees library finances, and represents West Fargo community interests as the library develops services and programs. Board members are appointed by the City Commission under authority of ND statute. Each member may hold office for a term of three years from the first day of July in the year of appointment. Board members may serve for no more than two consecutive 3-year terms.

After you've been appointed by the City Commission, you will go through an orientation process that encompasses the information and tools needed to understand the duties and responsibilities of being a board member.

The Library Director will contact you to welcome you to the Library Board and provide more information about orientation. Board member orientation includes a tour of the library, an introduction to board relationships and roles, information about North Dakota laws related to libraries, an explanation of open records and open meeting laws, and an introduction to library finances and other board responsibilities.

## Meetings

**Date:** Second Thursday of every month

**Time:** 5:30 p.m.

**Location:**

Commission Chambers  
West Fargo City Hall  
800 4th Ave E  
West Fargo, ND

Members of the public are welcome to attend Library Board meetings. Meetings are also recorded and streamed live on the City of West Fargo YouTube channel:

<https://www.youtube.com/channel/UCmFhXnFSp5eLYRjyUvczwPQ>

## Members

Mandy George, City Commissioner (2020-2023)  
Liann Hanson (2021-2024)  
Jodie Haring (2019-2022)  
Alanna Rerick (2019-2022)  
Tony Stukel (2021-2024)

# Library Board of Directors Job Description<sup>2</sup>

## Qualifications & Experience

- Interest in the library and community
- Excellent written and verbal communication
- Ability to negotiate with town/city/county administrators and commissions
- Good organizational skills and planning experience
- Holds a current library card
- Capable of raising funds for the library
- Willing to devote time to board activities
- Awareness and appreciation of the library's past, present and future role in the community
- Ability to gracefully handle opposition and make decisions in the best interest of the library
- Knowledgeable of political issues that may affect the library
- Willingness to learn about the library and its services

## Board Responsibilities

### Community assessment

- Act as liaison between the library and the community, interpreting community needs to the library and library needs and services to the public
- Conduct analysis of the community and its needs and implement responses to those needs

### Long-term planning

- In collaboration with the Library Director, devise a strategic plan for library services and update it every 3-5 years
- Ensure that the library has a long-term capital plans and needs analyses.

### Advocacy

- Represents the library's point of view at City Commission meetings and other public forums
- Looks for ways to build a positive image for the library
- Attends library functions as appropriate

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<sup>2</sup> This job description was adapted from the following sources:

[Bismarck Veterans Memorial Public Library Orientation Guide](#)

[James River Valley Library System Board Member Orientation](#)

[North Dakota Public Library Trustee Manual](#) (North Dakota State Library)

[West Fargo Public Library Board of Directors Bylaws](#)

- Promotes the library's advocacy efforts to community groups and stakeholders – fundraising campaigns, special programs, annual report, public input opportunities, and library awareness campaigns

### Finances

- Support growth of library services to the community. Spend funding wisely for efficient and effective library service
- Adopts the annual budget and approves monthly invoices
- Advocate for excellence and adequate funding to key stakeholders, including the City Commission who provides final approval on the library's annual budget and mills levied

### Policy adoption

- Build Board policies, bylaws, and procedures to work together effectively on behalf of the community for needed library services
- Approves policies that govern the operation of the library
- Knows and supports the basic library tenets such as Intellectual Freedom, Freedom the Read, Confidentiality of Patron Records, and the Library Bill of Rights

### Governance

- Provide a model of exemplary performance of a public body functioning as a part of government
- Attends regularly scheduled Library Board meetings and special board meetings
- Abides by the majority decisions reached by the Library Board, and publicly supports these decisions
- Becomes knowledgeable about local, state and federal laws affecting libraries when appropriate. Abides by North Dakota's Open Records and Meetings laws.
- Knows and abides by Library Board bylaws
- Conduct a formal self-evaluation of the Library Board every year
- Plan for the succession of Library Board members and actively recruit new members

### Supervision of Library Director

- Hire a competent professional Library Director and conduct a formal evaluation of that Director every year

### President – Duties

1. Call meeting
2. Assist Library Director with preparing meeting agenda
3. Review materials before meeting
4. Call meeting to order
5. Preside over meeting
6. Appoint committees with confirmation from the Board
7. Review draft of meeting minutes
8. Lead performance review of Library Director

## Vice President – Duties

1. Act in the absence of the President as described above

## Secretary – Duties<sup>3</sup>

1. Maintain accurate minutes of all meetings of the Board
2. Provide minutes for Board approval
3. Assure that minutes are filed appropriately

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<sup>3</sup> Typically performed by library staff.

## Board vs. Director Responsibilities

The Library Board and Library Director work as a team to ensure planning, advocacy, finances, and other responsibilities are performed that are integral to providing proper library services to the community. In order to work successfully, it must be a process of two-way communication, consultation and trust building. The following chart breaks down the major responsibilities of the Library Board and library director. This will distinguish the roles and illustrate commonalities and differences.

	<b>Duties of the Board</b>	<b>Duties of the Director</b>
<b>Staff</b>	Employ a competent and qualified Library Director. Includes recruiting, hiring, and annually evaluating the Director based upon a well-defined job description and expectations.	Recruit, hire, and annually evaluate library staff based upon well-defined job descriptions and expectations. Suggest improvements needed in salaries, working conditions, and personnel policy set forth by the City of West Fargo.
<b>Policy</b>	Determine and adopt written policies to govern the operation of the library.	Carry out the policies of the library as adopted by the Board. Recommend policies to Library Board.
<b>Planning/ Management</b>	Determine the direction of the library by studying community needs. See that a plan is developed for meeting needs and that the plan is carried out.	Suggest and carry out plans for library services. Manage the day-to-day operation of the library. Design library services to meet community needs/interests. Report library's progress and future needs to the Board.
<b>Budget</b>	Examine the budget proposed by the Director; make revisions as needed; officially adopt the budget; present library budget to Mayor/City Commission. Review expenditures in accordance with the budget, amending line items within the budget if needed.	Prepare and submit to Library Board a budget request based on present and anticipated needs. Maintain complete and accurate records of finances. Expend funds based on the approved budget.
<b>Advocacy</b>	Advocate for the library through contacts with the general public, civic organizations, and public officials. Attend City Commission meetings to keep the Commission informed on library activities. Work to secure adequate funds to carry out the library's services.	Advocate for the library through contacts with general public, civic organizations, and public officials. Attend City Commission meetings. Work to secure adequate funds to carry out the library's services.
<b>Legal Issues</b>	Be familiar with Century Code referring to libraries and the library ordinance as well as state and federal laws affecting the library.	Be familiar with Century Code referring to libraries and the library ordinance and keep Board informed on laws affecting the library.

<b>Continuing Education</b>	Participate in continuing education activities and encourage the Library Director to do the same. Participate in the orientation of new Trustees.	Participate in continuing education activities and professional organizations; ensure continuing education for library staff. Provide and/or see that new Trustees receive an orientation to the library.
<b>Communication</b>	Communicate with the library director	Communicate with the Library Board
<b>Collection Development</b>	Adopt collection development policy.	Oversee selection of books and other library materials and resources.
<b>Board Meetings</b>	Regularly attend Board meetings; conduct affairs of Board at regularly scheduled meetings.	Attend Board meetings; prepare written progress report; provide information as needed/requested by Board.
<b>Board Member Recruitment</b>	Recommend qualifications and candidates for Board to City Commission. Notify City of Board vacancies.	Assist in developing qualifications for new Trustees.

## Guidelines for Ethical Conduct<sup>4</sup>

Library boards represent the communities in which they serve by having a diverse set of individuals representing various cultures, ages, ethnicities, and genders. When members of the board come together to make decisions, the board members must present a unified voice despite the difference of opinions that may exist. These ethics guidelines have been created to help boards avoid friction that can lead to disagreement and controversy.

As a member of the Library Board I will:

- Listen carefully to fellow board members
- Respect the opinion of the other board members
- Respect and support the majority decision of the board
- Recognize that all authority is vested in the board when it meets in legal session and not with individual board members
- Keep well-informed of developments that are relevant to issues that may come before the board
- Uphold and promote the library's mission, goals, and vision in our community
- Uphold freedom of thought and expression, resisting censorship of library materials by groups or individuals
- Represent the whole community to the library and not a particular area or group
- Recognize that the board member's job is to ensure that the library is well-managed, not to manage the library
- Address community complaints with the library director before bringing concerns to the full board if I believe further action is required
- Do my best to ensure that the library is well maintained, financially secure, growing and always operating the best interests of the community
- Declare any conflict of interests between my personal life and my position on the Library Board and avoid voting on issues that appear to be a conflict of interest

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<sup>4</sup> These ethics guidelines were adapted from the following sources:

[Bismarck Veterans Memorial Public Library Orientation Guide](#)

[James River Valley Library System Board Member Orientation](#)

# North Dakota Library Law

The powers and duties of the Library Board of Directors are laid out in [North Dakota Century Code §40-38-04](#). Laws pertaining to North Dakota libraries are summarized here: <http://www.library.nd.gov/publications/librarylaw.pdf>

The Board of Directors has the following powers and duties:

1. To make and adopt such bylaws, rules and regulations relating to the duties of the officers of the board as may be expedient and not inconsistent with the provisions of this chapter
2. To make and adopt such bylaws, rules, and regulations for the management of the library and reading room as are expedient and not inconsistent with the provisions of this chapter
3. To control, exclusively, the expenditures of all moneys collected for or contributed to the library fund
4. To have the supervision, care, and custody of the library property, and of the rooms or buildings constructed, leased, or set apart for use of library purposes.
5. To contract to furnish library service and to receive library service from other counties, school districts, and cities of the state of North Dakota and adjoining states, and the state library
6. To employ qualified personnel to administer the public library and dispense library services

## Frequently Asked Legal Questions

### What is the relationship between the West Fargo Public Library and City of West Fargo?

The West Fargo Public Library is a department of the City of West Fargo. Unlike other departments, a governing board oversees the library. The City Commission appoints “a board of five directors who must be residents of the municipality or county, as the case may be, to govern the library” and a City Commissioner must sit on the board of directors. N.D.C.C § 40-38-03(1)

### Who holds authority for the West Fargo Public Library’s finances?

The Library Board makes an annual funding request to the City Commission who approves the annual amount levied for library services each year, as outlined in § 40-38-02(3): “The governing board of the library may request annually from the governing body of a city or county a tax not exceeding the limitation in subsection 5 of section 57-15-10. Such tax may be levied by the governing body of a city or county.”

Once funding is allocated to the library by the City Commission, the Library Board exclusively controls “the expenditures of all moneys collected for or contributed to the library fund.” N.D.C.C. § 40-38-04(3)

Since the Library Board controls funds allocated to the library, this fund “may not revert to the governing body of the city or county at the end of any fiscal year.



The fund must be used exclusively for the establishment and maintenance of public library service." N.D.C.C. (§ 40-38-02(3) As such, funds unused by the library at the end of a given fiscal year remain available in the library fund or revert to the library reserve fund, but not the City of West Fargo's general reserve fund.

### **If the City of West Fargo decides to construct or purchase land for a new library, does this require a referendum?**

The construction or purchase of land for a new library does not require a referendum. The North Dakota Century Code states, "The board of directors, with the approval of the city or county governing body, may build, lease-purchase, or purchase an appropriate building for a library and purchase a site therefor." N.D.C.C. § 40-38-05.

Even though a referendum is not required, the City Commission must adhere to other requirements prescribed by North Dakota law. For instance, the City Commission must approve any lease, purchase, or contract regarding a new library and hold a public hearing.

The City Commission must hold a public hearing on proposals prior to the purchase, construction, or lease of a building for a library. N.D.C.C. § 40-38-05. Notice of the public hearing must be published at least six (6) days prior to the hearing, in a newspaper within the city or county. At the public hearing, the City Commission would seek advice and comment of the state library and the general public. After the public hearing, the City Commission could establish a library building fund.

### **If the City of West Fargo issues general obligation bonds to pay for the construction or purchase of land for a new library, does this require a public vote?**

The City of West Fargo may issue general obligation bonds to pay for a new library; however, this is subject to a public vote. North Dakota law requires the issuance of general obligation bonds to be authorized by a vote equal to sixty percent (60%) of all qualified voters of the city. N.D.C.C. § 21-03-07. The city must also ensure it complies with the public hearing requirements described above and set forth in N.D.C.C. § 40-38-05.

# West Fargo Public Library Organizational Chart



# Library Departmental Overview

## Administration

The Administration team includes the Library Director, Office Coordinator and Communications Specialist. Together, this team oversees library-wide operations, finance, long-term planning, advocacy, community partnerships and communications.

## Public Services

The Public Services team includes Adult Services, Youth Services, and Circulation staff. This team provides direct customer service to library patrons both onsite and offsite. Those who call, email or visit the library interact with Public Services team members.

### Programming

Within the Public Services team, programming staff provide educational and recreational classes, cultural events and literacy programming for the public. This team also delivers library materials to offsite locations and provides offsite programs, reference help, and reading recommendations. The team includes an Adult Services Manager, Youth Services Manager, Children's Services Librarian, Program Assistants, and an Outreach Services Assistant.

### Circulation

Also within the Public Services team, Circulation staff, including the Circulation Supervisor and Library Assistants, ensure efficient fulfillment of item requests, issue library cards, assist the public in locating materials, answer questions about library accounts, and perform materials handling, check-in, and shelving.

## Technical Services

The Technical Services team includes the Collection Development/Technical Services Manager, Technical Services Specialists, and Technical Services Assistant. This team develops the library's print and electronic collections while ensuring they meet the needs and interests of a diverse and changing West Fargo community. Librarians and Library Service Managers also take part in purchasing new materials for the library's collection. The Technical Services team is also responsible for the full operation of making new materials accessible to the public, including managing purchasing, processing, and cataloging.

# Annual Calendar of Library Activity

## January

- Library Director presents strategic plan update and upcoming year initiatives and projects report to the Library Board
- Martin Luther King Jr. Day – Library closed for staff development day

## February

- Library and Friends of the Library participate in Giving Hearts Day fundraiser
- Library Budget Team begins annual budget planning process, review of long-term financial plans
- Public Library Association annual conference

## March

- Library Director presents annual report to Library Board and City Commission
- Annual report to North Dakota State Library due (Public Library Survey “PLS”)
- Begin recruitment and advertisement for open board seats, if applicable

## April

- National Library Week (typically second full week of April)
- Friends of the Library Spring Book Sale

## May

- Library Director presents draft budget to Library Board
- West Fargo Public School second graders tour the library

## June

- Library Director presents revised budget to Library Board for approval
- Summer Boost (summer reading program) kicks off
- Little Red Reading Bus summer route begins
- Onboarding of new board members and commissioners, if applicable

## July

- Library Board elects new officers, new board members begin term
- Library budget request included in proposed City of West Fargo budget presented to City Commission

## August

- R.E.D. Day (August 12) and Summer Boost closing celebration
- Staff participate in back to school nights across the West Fargo Public School District

## September

- One Book, One Community metro-wide program begins
- West Fest Community Celebration– Library building closed, hosts pop-up library as part of West Fest

- Friends of the Library Fall Book Sale
- National Library Card Sign-up Month

## October

- National Friends of Libraries Week
- North Dakota Library Association annual conference
- Annual Caramel Apple Day event

## November

- Staff review of strategic plan progress and annual accomplishments, begin goal-setting for new year (also reviewed incrementally throughout the year)

## December

- End of City of West Fargo fiscal year
- Library hosts its Mitten Tree cold weather gear drive for local schools

# Friends of the West Fargo Public Library

## Who Are the Friends?

The Friends of the West Fargo Public Library is a 501c3 non-profit organization that supports the library through fundraising and volunteerism.

## What do the Friends do?

Without the Friends of the West Fargo Public Library, many of the services and programs offered at West Fargo Public Library would not be possible. For example, the Friends of the West Fargo Public Library group is a source of support for the West Fargo Public Library's summer reading program, which is one of the library's most significantly attended and beloved programs. Each summer the West Fargo Public Library fills the time away from school with educational and fun activities for West Fargo students to help them retain the skills they gained throughout the school year. The Friends of the West Fargo Public Library group is also a sponsor of the metro's One Book, One Community program for adults, which strengthens our community each year as residents across West Fargo, Fargo and Moorhead come together to experience a book and associated activities. The Friends of the West Fargo Public Library group also actively supports the Little Red Reading Bus of West Fargo, a mobile library project with the mission of bringing the library, its services and the joy of reading to children throughout the community. These are just a few of many examples of how the Friends group impacts thousands of residents through its support of the West Fargo Public Library.

## Join the Friends of the West Fargo Public Library

The Friends of the West Fargo Public Library is always looking for new members and those willing to serve in leadership roles. The group is free to join, and Library Board members are strongly encouraged to be members to support a strong relationship between the Friends and Library Board. To learn more and sign up for membership, visit [www.westfargolibrary.org/friends](http://www.westfargolibrary.org/friends).

## Meetings

**Date:** First Thursday of every other month (February – December)

**Time:** 6:00 p.m.

**Location:** West Fargo Public Library

## Officers

Deb Toddie - President

Katherine Smith - Vice President

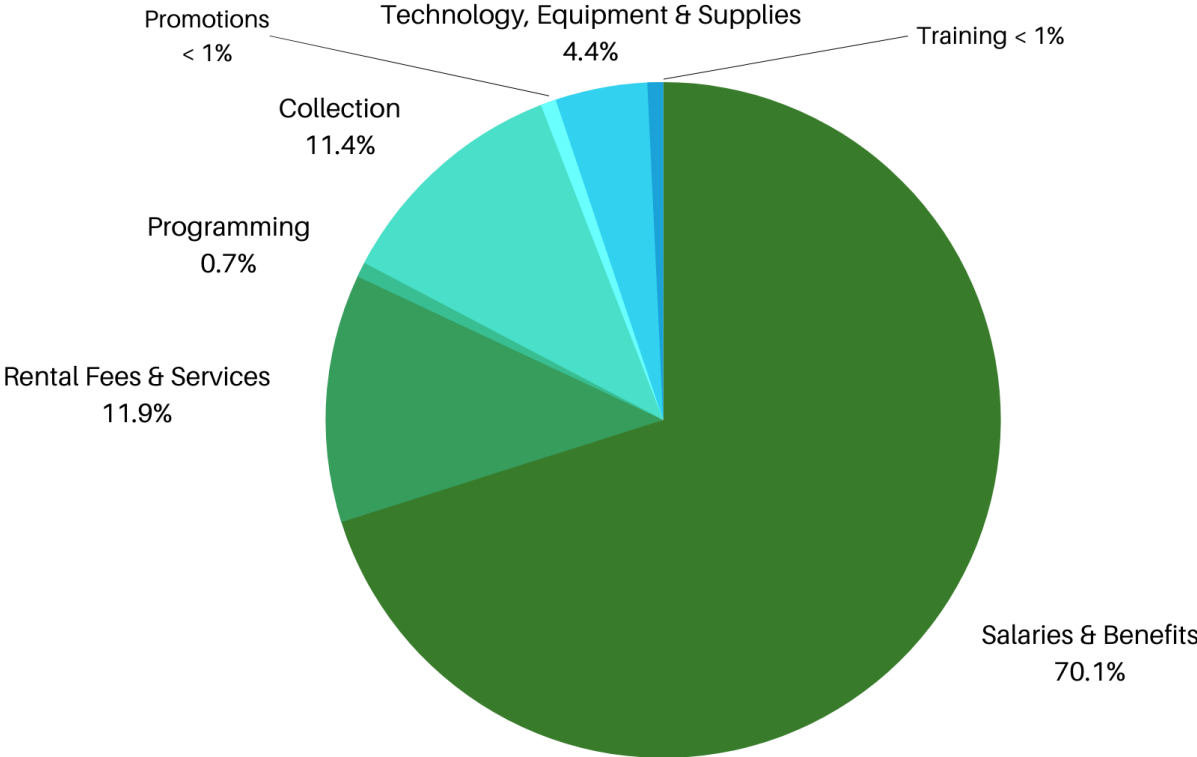
Cailin Shovkoplyas - Treasurer

Carolyn Fiechtner - Secretary

# West Fargo Public Library Finances

## 2021 Budgeted Expenses

Total: \$1,533,006



## 2021 Budgeted Revenue

Total: \$1,374,904

Tax Revenue: \$1,343,404

State Aid: \$31,000

Donations/Fees/Other: Less than <1% of revenue

## Frequently Asked Financial Questions

### What is a mill levy?<sup>5</sup>

The total amount of the property tax to be collected annually is a product of the various taxing authorities (city, county, school, park) setting their budgets. The budgets indicate how much revenue must come from property taxes which are then levied against the total taxable valuation of property in West Fargo.

Once the budgets are set, the total revenue required is divided by the total taxable valuation of all properties in the city, which sets the value of a mill. The total revenue required divided by the value of a mill, determines the mill levy.

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<sup>5</sup> Excerpted from the [2021 Equalization Report](#)



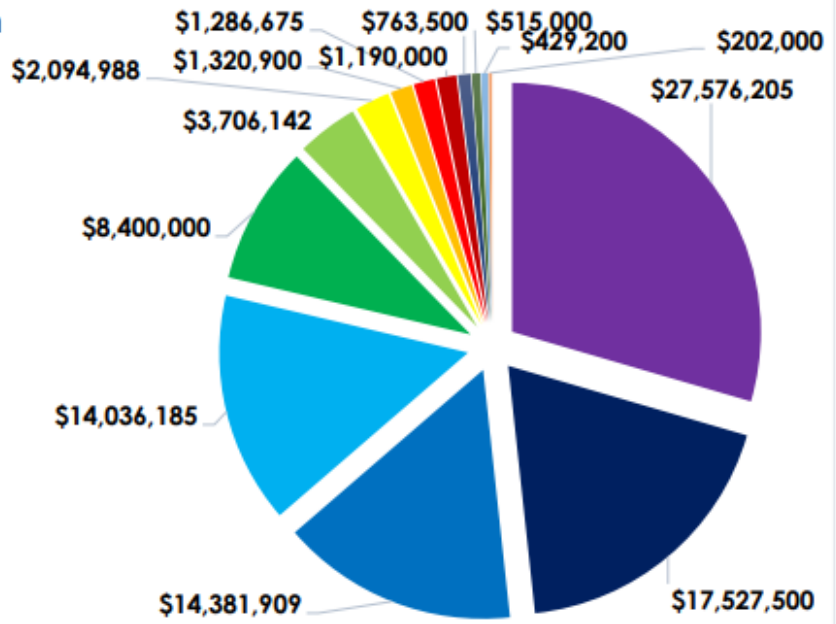
## City of West Fargo Budget Breakdown

The following tables and charts are excerpted from the [2021 City of West Fargo Final Budget Report](#) and provide context for the library's budget within the City of West Fargo budget as a whole.

Property Tax Distribution by Department, Service and Special Fund					
	2019 Actual	2020 Budget	2020 Projected	2021 Budget	Change
<b>General Funds</b>					
Court	\$ 537,260	\$ 668,974	\$ 606,317	\$ 622,851	-7%
Administration	\$ 261,712	\$ 317,216	\$ 325,614	\$ 445,175	40%
Finance	\$ 464,470	\$ 468,451	\$ 590,451	\$ 474,965	1%
Assessor	\$ 505,950	\$ 542,455	\$ 531,364	\$ 567,179	5%
Economic Development	\$ 126,002	\$ 231,043	\$ 119,004	\$ 227,882	-1%
Human Resources	\$ 274,732	\$ 315,335	\$ 371,401	\$ 424,696	35%
Information Technology	\$ 767,011	\$ 597,528	\$ 648,555	\$ 635,887	6%
Engineering	\$ 269,727	\$ 487,699	\$ 672,642	\$ 719,924	48%
Non-Departmental	\$ 1,690,077	\$ 298,005	\$ 1,314,222	\$ 1,007,688	-22%
Communications	\$ 753	\$ 383,005	\$ 294,839	\$ 396,368	3%
Planning	\$ 1,662,000	\$ 1,888,053	\$ 1,542,875	\$ 1,547,497	-18%
Police Department	\$ 7,889,067	\$ 9,060,852	\$ 8,713,512	\$ 9,498,034	5%
Streets	\$ 2,634,660	\$ 2,799,829	\$ 3,048,008	\$ 2,919,205	4%
Public Works	-	-	\$ 8,734	\$ 197,649	0%
Buildings and Grounds	\$ 381,293	\$ 388,762	\$ 424,606	\$ 573,694	48%
Transfers Out	-	-	-	-	0%
Reserve	\$ 123,187	\$ 436,815	\$ 436,815	\$ 200,000	-54%
<b>Total General Funds</b>	<b>\$ 17,587,901</b>	<b>\$ 19,884,022</b>	<b>\$ 19,648,959</b>	<b>\$ 20,458,694</b>	<b>3%</b>
<b>Other Levied Special Funds</b>					
City's Share of Specials	\$ 196,765	\$ 188,907	\$ 188,907	\$ 202,947	7%
Fire Department	\$ 2,311,413	\$ 2,744,223	\$ 3,023,067	\$ 3,099,161	13%
Library	\$ 1,372,400	\$ 1,440,688	\$ 1,371,922	\$ 1,528,006	6%
Airport Authority	\$ 245,336	\$ 176,150	\$ 174,412	\$ 176,150	0%
<b>Total Other Levied Special Funds</b>	<b>\$ 4,125,914</b>	<b>\$ 4,549,968</b>	<b>\$ 4,758,308</b>	<b>\$ 5,006,264</b>	<b>10%</b>
<b>Total Levied Funds</b>	<b>\$ 21,713,815</b>	<b>\$ 24,433,990</b>	<b>\$ 24,407,267</b>	<b>\$ 25,464,958</b>	<b>4%</b>

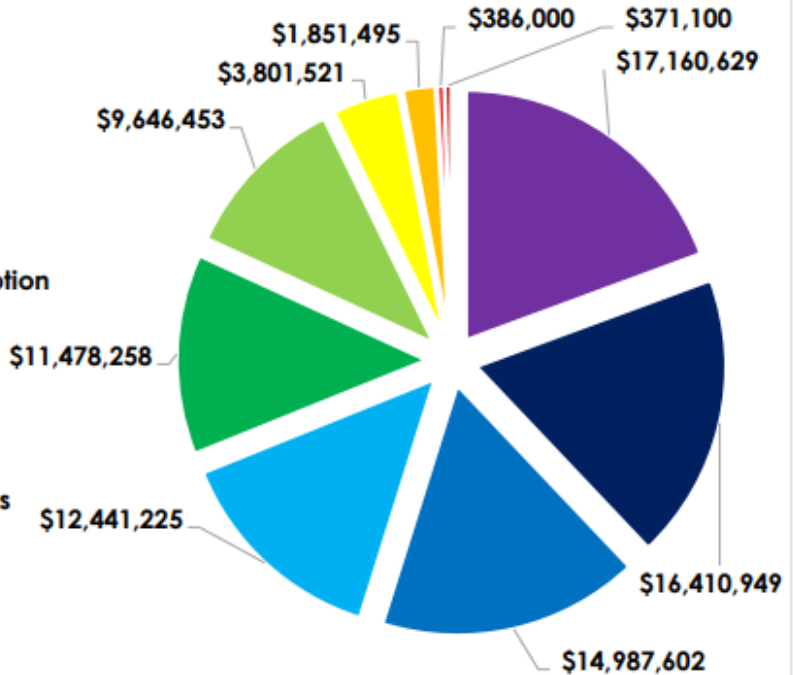
### Revenues and Transfers In

- Special Assessments
- Public Utility
- Transfers In
- Property Taxes
- Sales Taxes
- Other Taxes
- Intergovernmental
- License and Permits
- Charges for Services
- Franchise Fees
- Investment Income
- Fines and Forfeits
- Grants and Donations
- Miscellaneous

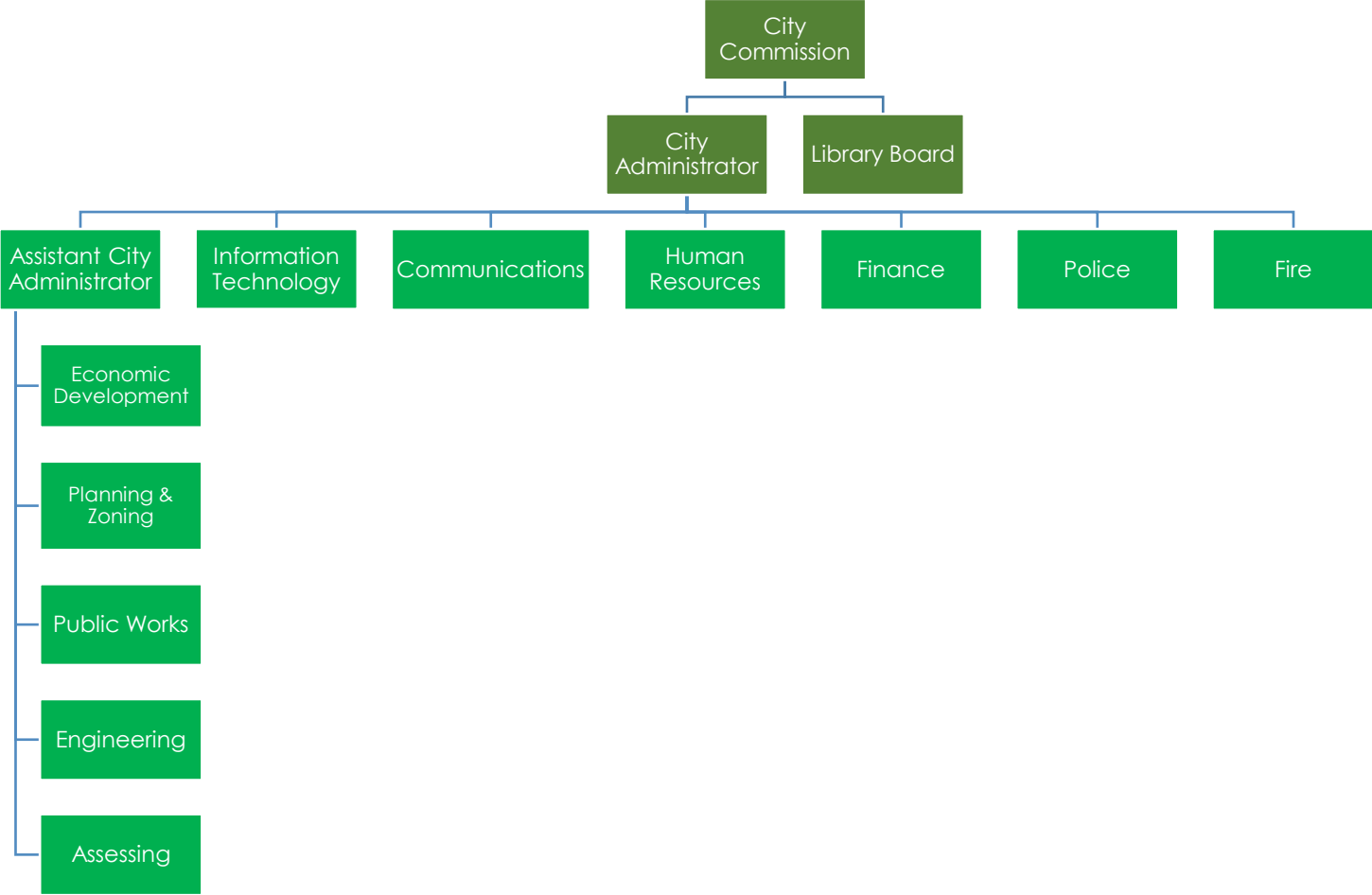


### Expenses and Transfers Out

- Debt Service - Normal Redemption
- Transfers Out
- Public Utilities
- Public Safety
- General Government
- Debt Service - Interest and Fees
- Public Works
- Capital Outlay
- Public Transportation
- Unallocated



# City of West Fargo Organizational Chart



# Library Ethics

## Library Bill of Rights

American Library Association: <http://www.ala.org/advocacy/intfreedom/librarybill>

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

## Freedom to Read Statement

American Library Association:

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the

danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

[American Library Association](#)  
[Association of American Publishers](#)

*Subsequently endorsed by:*

[American Booksellers for Free Expression](#)  
[The Association of American University Presses](#)  
[The Children's Book Council](#)  
[Freedom to Read Foundation](#)  
[National Association of College Stores](#)  
[National Coalition Against Censorship](#)  
[National Council of Teachers of English](#)

The Thomas Jefferson Center for the Protection of Free Expression



## Board Resources

Below are links to resources you will find helpful in your position as a Library Board member. They include information about the library as well as state laws applicable to public libraries and nationally accepted library policies.

All of the below resources are available on the Library Board website at <https://westfargolibrary.org/594/Library-Board>

### Laws and Standards

[North Dakota Library Law](#)

[North Dakota Public Library Trustee Manual](#)

[North Dakota Standards for Public Libraries](#)

[Open Records and Open Meetings](#)

[Public Library Board of Trustees guide from North Dakota State Library](#)

### National Library Policies

[Library Bill of Rights](#)

[Freedom to Read Statement](#)

### Library Resources

[Annual reports](#)

[Board agendas and minutes](#)

[Board bylaws](#)

[Policies](#)

[Services and Statistics Summary](#)

[Space Needs Assessment](#)

[Strategic plan](#)

### City Resources

[2021 Equalization Report](#)

[2021 Final Budget Report to City Commission](#)

## Attachments

Agenda packet (June 2021 , including May financials)

Annual report (2020)

Budget planning process outline

Board bylaws

Library budget (2021)

Library Law:

- General powers and duties of board of directors (NDCC 40-38-04)

- Library records – Open records exception (NDCC 40-38-12)

- Duties, Records, and Meetings (NDCC 44-04)

ND Standards for Public Libraries

Policy examples:

- Circulation

- Rules of Conduct

Services and statistics summary sheet

Space needs assessment (2019)