



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, August 10, 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 – July 13 & July 26 2023
2. Approval of Financial Reports

Regular Agenda

Old Business

New Business

1. Library Director Position Update
2. Q1 & Q2 Collection & Database Usage Report
3. Director's Report
4. Adjourn



West Fargo Public Library Board of Directors Meeting

Thursday, July 13, 2023

5:30 p.m.

City Hall Commission Chambers

Board Members Present: Liann Hanson, Alanna Rerick, Larry Schwartz, Tony Stukel

Absent: Commissioner Mandy George

Also Present: Adult & Patron Services Manager Kirsten Henagin, Communications Specialist Ellen Rossow

I. **Call to Order**

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

II. **Approval of Order of the Agenda**

Rerick asked to add the Election of Officers to the New Business portion of the agenda. Schwartz moved to approve the agenda with the addition. Stukel seconded. No opposition. Motion carried.

III. **Consent Agenda**

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

IV. **Regular Agenda** **Old Business**

Rerick moved to clear items 1 through 5 from the table to allow the Board to vote on them. She intended to vote to decline all items, an action which, if taken by a majority of the Board, would remove the items from Old Business. This would give the incoming Director the option to reintroduce the items in the future, if necessary. Stukel seconded. No opposition. Motion carried. All items were removed from the table and roll call votes were held.

1. **Staff Request for 2023 Budget (Action)**

A roll call vote was held for the approval of the Staff Request for the 2023 Budget. Rerick voted nay; Stukel, nay; Schwartz, nay; Hanson, nay. Commissioner George was not present. Motion denied.

2. **Library Marketing & Communications Specialist Job Description (Action)**

A roll call vote was held for the approval of the Library Marketing & Communications Specialist Job Description. Rerick voted nay; Schwartz, nay; Stukel, nay; Hanson, nay. Commissioner George was not present. Motion denied.

3. **Building Fund Budget Line Item (Action)**

A roll call vote was held for the addition of a Building Fund Budget Line Item. Rerick voted nay; Stukel, nay; Schwartz, nay; Hanson, nay. Commissioner George was not present. Motion denied.

4. **Media Relations Policy (Action)**

A roll call vote was held for the approval of the updated Media Relations Policy. Rerick voted nay; Stukel, nay; Schwartz, nay; Hanson, nay. Commissioner George was not present. Motion denied.

5. **Public Postings & Displays Policy (Action)**

A roll call vote was held for the approval of the updated Public Postings & Displays Policy. Rerick voted nay; Stukel, nay; Schwartz, nay; Hanson, nay. Commissioner George was not present. Motion denied.

New Business

1. 2024 Library Budget Draft Review (Action)

Henagin discussed the Library Budget Draft for 2024 that was being prepared for submission to the City Commission in August. Henagin shared some general assumptions that the entire City was considering for the 2024 Budget cycle. These included a 5% increase in staffing cost due to Cost-of-Living Adjustment (COLA), an 11% increase in health insurance and benefits, and a 10% increase in WSI. Additionally, the value of a mill had increased by 10.32%.

The budget was drafted based on the same 8.4 mill allocation as in fiscal year 2023. It was estimated to have a small surplus, but Henagin explained that the Library could operate in a deficit if changes were made to staffing at the service desk, levy discounts increased, or if the Library received less State Aid than estimated.

Henagin also outlined some adjustments made to various lines in the budget, including the reallocation of \$12,000 from Books to E-Resources, which would help to invest in OverDrive Advantage and make Libby a more robust tool for patrons. The Audio/Video and Technology lines would decrease to allow Furniture, Programming, and Shipping to increase. Additionally, a Library of Things line would be added to replace and replenish non-traditional circulating items such as memory care kits and hotspots.

The Staffing budget also increased as it included three additional full-time staff that were added in 2023, as well as two Teen Summer Interns for 2024, and a new full-time Outreach Services Coordinator for 2024. Henagin pointed out that any changes to the service desk were not included in the draft. Rerick asked for clarification to which Henagin explained that filling all Circulation positions with part-time staff would have the Library operate in a slight deficit, while changes to the Circulation team to include full-time staff as had been requested in past meetings would undoubtedly have the Library operating at a deficit. Schwartz motioned to approve the draft to be included in the City of West Fargo 2024 Budget. Stukel seconded. No opposition. Motion carried.

2. Q1 & Q2 Programming & Reach Report

Rossow presented a report on the programming, outreach, and promotional efforts for the first half of 2023. The Library's door count increased and more new cards were made in the first 6 months of 2023 than in the same timeframe of the last five years, surpassing even pre-pandemic numbers. Program attendance and participation also saw higher numbers in the first six months of 2023 than in the same timeframe in the last five years. Participation in youth activities made up over half of the in-library attendance, largely due to the popularity of storytimes. Attendance at general interest (family) events and adult events had also grown. Rossow shared staff plans for meeting increased demand in STEM programming at the Library, while also expressing that spatial limitations would continue to cap attendance at STEM programs given the size of the Library's meeting rooms. Adult programming attendance continued to grow in 2023 but was also stunted due to several programs being nixed because members of the Adult Services team stepped in to cover the service desk. Outreach participation numbers decreased from 2022 to 2023, but in-library event participation more than doubled.

Rossow provided a brief report on digital outreach efforts through social media, the Library's website, and email, all of which also saw steady year-over-year growth.

The West Fargo Library was featured in almost three times the local news articles

than in the first half of 2022. Hanson asked for clarification, to which Rossow explained this news coverage largely comes from information being pushed out to the news media by staff. Rossow shared a few other marketing tools in use including a new magazine-style newsletter implemented in early 2023, a free commercial for the Little Red Reading Bus thanks to Prairie Public, information in the West Fargo Focus magazine which is mailed monthly to all West Fargo addresses, and inclusion in West Fargo Public Schools publications which are sent to students and parents.

3. Director's Report

Henagin provided an Interim Director's Report which included positive feedback from patrons, specifically positive responses to the new puzzle exchange program.

Henagin also provided updates about a few issues. City-wide Wi-Fi infrastructure stress tests and assessments caused periodic outages at the Library in June and Henagin explained outages were likely to continue into the foreseeable future, however, IT was doing their best to notify everyone beforehand. Regarding the library building, West Fargo Public Schools contractors had begun painting the entryway of the Lodoen Center with no prior communication to anyone at the Library. This project took longer than anticipated and had the potential to impact patrons coming and going as the walls were wet and tools were left in the entry. When inquiring with the school district about the project, Henagin was informed that a flooring project would also be taking place in the same area. Henagin requested the Board approve the Library to be closed Saturday, July 29 to allow the contractors time to complete the flooring project without impacting patron access to the library. Hanson moved to approve the closure. Schwartz seconded. No opposition. Motion carried.

Henagin shared that the library had spent 39% of the budget through June.

Regarding staffing, Chelsea Simdorn moved from Library Assistant to Technical Services Assistant. The Youth Services Program Assistant position was reposted after unsuccessful interviews.

Henagin gave a brief overview of recent and upcoming programming and outreach efforts including Summer Boost challenge completion being higher than the last three years, and a great turnout of nearly 350 people at the Summer Kick-off Party.

Lastly, Henagin shared that physical and digital circulation numbers were up again in June and continue to climb. Library card signups were down for June, but this can be attributed to the many people who signed up for their cards on the Little Red Reading Bus route in 2021 and 2022 who would now be active cardholders.

4. Election of Officers

After hearing her self-nomination, Hanson moved to elect Rerick Board Treasurer for the 2023 - 2024 year. Schwartz seconded. No opposition. Motion carried.

After hearing his self-nomination, Hanson moved to elect Schwartz Board Vice President for the 2023 – 2024 year. Stukel seconded. No opposition. Motion carried.

After hearing her self-nomination, Schwartz moved to elect Hanson Board President for the 2023 – 2024 year. Stukel seconded. No opposition. Motion carried.

V. Adjourn

Schwartz moved to adjourn. Hanson seconded. No opposition. Motion carried at 6:36 p.m.



West Fargo Public Library Board of Directors Meeting

Special Session Wednesday, July 26, 2023

5:00 p.m.

City Hall Commission Chambers

Board Members Present: Liann Hanson, Mandy George Alanna Rerick, Larry Schwartz, Tony Stukel

Also Present: Assistant City Administrator Dustin Scott, HR Generalist Nathan Skalsky, Office Coordinator Alisha Reis

I. Call to Order

Hanson called the meeting to order at 5:05 p.m.

II. Library Director Hiring Decision (Action)

Assistant City Administrator Dustin Scott updated the Board members on the hiring process. A Hiring Committee consisting of Hanson, Schwartz, Scott, a representative from City of West Fargo Human Resources, and a representative from the Library staff, conducted interviews with three candidates on July 12. Scott recommended Jenna Kahly for the Director role on behalf of the Hiring Committee.

Commissioner George acknowledged that she had previously worked with Kahly on another board and praised her qualifications for the role. However, Stukel raised concerns about Kahly not having a Master of Library Science (MLS) degree, which was one of the minimum qualifications for the position. Scott, HR Generalist Skalsky, and Hanson explained that the Hiring Committee had taken this matter into consideration, but according to the job description, equivalent education and experience were qualifying factors for the role. Scott also shared positive feedback from Kahly's five professional references. Rerick confirmed that the Hiring Committee's Library representative agreed that Kahly's lack of an MLS degree would not be an issue for the Library. Commissioner George noted Kahly's prior experience as a Clay County Commissioner and serving on other boards would make her a successful leader for the Library. Hanson read a statement from the Hiring Committee's Library representative, which expressed enthusiasm and hope for Kahly's appointment. The statement highlighted Kahly's commitment, experience, and previous work at Lake Agassiz Library System, along with her ability to manage in-house and community factions, her willingness to ask difficult questions, and her potential to be a beneficial leader for the Library and the greater West Fargo community.

Hanson motioned to initiate job offer negotiations with Kahly, which Rerick seconded. No opposition. Motion carried.

Following the motion, Schwartz addressed concerns about Kahly's lack of an MLS degree. He emphasized the need to have a Director who could immediately start leading the library and communicate effectively with the City Commission, constituents, and community organizations. Schwartz suggested that other degreed staff within the library could advise Kahly if necessary. Hanson and Stukel agreed with Schwartz's points.

III. Adjourn

Hanson moved to adjourn. Schwartz seconded. No opposition. Motion carried at 5:27 p.m.

08/01/23
07:41:32

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/23 - 6/23

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Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 5276124	Payroll 06.02.2023		/ /	26,880.00	6/23			
JV 5283123	Payroll 06.16.23		/ /	27,720.08	6/23			
JV 5286 87	Payroll 06.30.23		/ /	28,733.03	6/23			
		Object Total:		83,333.11	364,964.93	875,154.00	510,189.07	42%
114 PART TIME SALARIES								
JV 5276125	Payroll 06.02.2023		/ /	4,708.59	6/23			
JV 5283124	Payroll 06.16.23		/ /	3,751.24	6/23			
JV 5286 88	Payroll 06.30.23		/ /	3,181.47	6/23			
		Object Total:		11,641.30	54,845.67	146,358.00	91,512.33	37%
209 CLASSIFIED ADS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 5276126	Payroll 06.02.2023		/ /	2,326.57	6/23			
JV 5283125	Payroll 06.16.23		/ /	2,330.35	6/23			
JV 5286 89	Payroll 06.30.23		/ /	2,441.47	6/23			
		Object Total:		7,098.39	31,086.46	78,146.00	47,059.54	40%
230 RETIREMENT								
JV 5276127	Payroll 06.02.2023		/ /	4,101.88	6/23			
JV 5283126	Payroll 06.16.23		/ /	4,228.62	6/23			
JV 5286 90	Payroll 06.30.23		/ /	4,384.65	6/23			
		Object Total:		12,715.15	55,421.96	133,548.00	78,126.04	41%
240 WORKFORCE SAFETY INSURANCE								
			/ /					
		Object Total:		0.00	1,124.45	1,607.00	482.55	70%
245 CORPORATE EDUCATION								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
250 UNEMPLOYMENT								
			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
312 ATTORNEY								
			/ /					
		Object Total:		0.00	117.50	4,000.00	3,882.50	3%
320 HEALTH INSURANCE								
JV 5276128	Payroll 06.02.2023		/ /	4,054.25	6/23			
JV 5283127	Payroll 06.16.23		/ /	3,555.47	6/23			
		Object Total:		7,609.72	48,849.62	151,290.00	102,440.38	32%
321 PROPERTY INSURANCE								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
333 BUILDING RENTAL								
			/ /					
		Object Total:		0.00	60,195.00	120,752.00	60,557.00	50%

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CITY OF WEST FARGO, ND
Budget Detail Report
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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
340 TRAVEL & EDUCATION								
CC 1132 1	EDUCATION		06/02/23	40.99	6/23	3162 VISA LIBRARY #2		
CL 110839 1	107547 MILEAGE		/ /	11.26	6/23	3869 ALISHA REIS		
CL 110839 2	107547 MILEAGE		/ /	13.13	6/23	3869 ALISHA REIS		
Object Total:				65.38		1,614.06	17,392.00	15,777.94 9%
348 BUYOUTS								
				/ /				
Object Total:				0.00		0.00	0.00	0.00 %
356 TELEPHONE								
CL 111164 35	107956 may 2023 pw library	9936673876	05/08/23	127.39	6/23	3668 VERIZON WIRELESS		
Object Total:				127.39		637.51	3,300.00	2,662.49 19%
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		70.00	3,000.00	2,930.00 2%
410 OFFICE SUPPLIES								
CC 1131 1	OFFICE SUPPLIES		06/02/23	43.98	6/23	3161 VISA LIBRARY #1		
CL 110840 1	107600 OFFICE SUPPLIES	7306942	05/09/23	211.86	6/23	77 DEMCO INC		
CL 110840 2	107600 OFFICE SUPPLIES	7311168	05/17/23	205.94	6/23	77 DEMCO INC		
CL 110890 1	107571 OFFICE SUPPLIES	W012434001	05/15/23	79.67	6/23	351 BUSINESS ESSENTIALS		
CL 111064 1	107805 OFFICE SUPPLIES	W012455831	05/30/23	199.23	6/23	351 BUSINESS ESSENTIALS		
CL 111064 2	107805 OFFICE SUPPLIES	W012462211	06/02/23	191.85	6/23	351 BUSINESS ESSENTIALS		
Object Total:				932.53		5,882.46	13,000.00	7,117.54 45%
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	1,200.00	1,200.00 %
428 SERVICE AGREEMENTS-CONTRA								
CL 110891 1	107629 SERVICE AGREEMENTS/CONTRACTS	34095110	08/22/23	442.89	6/23	2877 GREATAMERICA FINANCIAL		
Object Total:				442.89		3,243.33	10,260.00	7,016.67 32%
490 MISC								
				/ /				
Object Total:				0.00		136.34	0.00	-136.34 %
497 TECHNOLOGY								
CC 1131 2	TECHNOLOGY		/ /	32.24	6/23	3161 VISA LIBRARY #1		
CC 1132 2	TECHNOLOGY		/ /	145.19	6/23	3162 VISA LIBRARY #2		
CL 111070 1	107834 TECHNOLOGY	INVUS65891	06/01/23	1,243.62	6/23	2089 ENVISIONWARE, INC		
Object Total:				1,421.05		13,142.80	52,914.00	39,771.20 25%

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Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
500 SUPPLIES			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
640 FURNITURE & EQUIPMENT			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000			/ /					
		Object Total:		0.00	7,791.61	3,500.00	-4,291.61	223%
644 POSTAL METER RENT								
CL 111061 1 107921 POSTAL METER RENT		3317522567	05/30/23	243.09	6/23 384	PITNEY BOWES GLOBAL		
		Object Total:		243.09	486.18	1,200.00	713.82	41%
645 EQUIPMENT REPLACEMENT			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS			/ /					
		Object Total:		0.00	1,119.74	3,000.00	1,880.26	37%
649 PROGRAMMING			/ /	44.23	6/23 3161	VISA LIBRARY #1		
CC 1131 3 PROGRAMMING			/ /	751.05	6/23 3162	VISA LIBRARY #2		
CC 1132 3 PROGRAMMING			/ /	830.52	6/23 4576	VISA LIBRARY #3		
CC 1133 2 PROGRAMMING								
		Object Total:		1,625.80	11,577.23	16,000.00	4,422.77	72%
650 E RESOURCES								
CL 111072 1 107893 E RESOURCES		503870775	05/31/23	2,000.54	6/23 1854	MIDWEST TAPE		
		Object Total:		2,000.54	21,209.39	41,285.00	20,075.61	51%
653 CAPITAL IMPROVEMENTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CC 1133 1 POSTAGE			06/02/23	119.33	6/23 4576	VISA LIBRARY #3		
CL 110755 1 107538 POSTAGE			06/01/23	1,500.00	6/23 1483	PITNEY BOWES RESERVE ACCOUNT		
		Object Total:		1,619.33	4,768.25	7,000.00	2,231.75	68%
662 BOOKS			/ /	304.35	6/23 4576	VISA LIBRARY #3		
CC 1133 3 BOOKS			/ /	-33.11	6/23 4576	VISA LIBRARY #3		
CC 1133 4 BOOKS (CREDIT)				929.00	6/23 1695	BAKER & TAYLOR		
CL 110905 1 107557 BOOKS		2037500165	05/05/23	17.21	6/23 1695	BAKER & TAYLOR		
CL 110905 2 107557 BOOKS		2037496579	05/09/23	202.82	6/23 1695	BAKER & TAYLOR		
CL 110905 3 107557 BOOKS		2037500015	05/09/23	268.01	6/23 1695	BAKER & TAYLOR		
CL 110905 4 107557 BOOKS		2037507313	05/10/23	523.17	6/23 1695	BAKER & TAYLOR		
CL 110905 5 107557 BOOKS		2037504561	05/11/23	672.70	6/23 1695	BAKER & TAYLOR		
CL 110905 6 107557 BOOKS		2037507612	05/11/23	267.48	6/23 1695	BAKER & TAYLOR		
CL 110905 7 107557 BOOKS		2037510177	05/12/23	209.90	6/23 4592	INGRAM LIBRARY SERVICES		
CL 111069 1 107859 BOOKS		76276832	06/05/23	34.22	6/23 4592	INGRAM LIBRARY SERVICES		
CL 111069 2 107859 BOOKS		76240515	06/01/23	12.08	6/23 1695	BAKER & TAYLOR		
CL 111071 1 107792 BOOKS		2037537306	05/24/23	307.64	6/23 1695	BAKER & TAYLOR		
CL 111071 2 107792 BOOKS		2037521387	05/22/23					
		Object Total:		3,715.47	28,367.85	100,750.00	72,382.15	

28%

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CITY OF WEST FARGO, ND
Budget Detail Report
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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY 411600 LIBRARY 663 MAGAZINES			/ /					
	Object Total:			0.00	5,255.38	5,500.00	244.62	96%
664 AUDIO VIDEO								
CL 110837 1 107653	AUDIO VIDEO	98658	05/10/23	536.86	6/23 3109	LIBRARY IDEAS, INC		
CL 110892 1 107673	AUDIOBOOK	503797276	05/16/23	127.47	6/23 1854	MIDWEST TAPE		
CL 110892 2 107673	AUDIOBOOK	503830149	05/23/23	84.98	6/23 1854	MIDWEST TAPE		
CL 110892 3 107673	DVD	503797272	05/16/23	51.69	6/23 1854	MIDWEST TAPE		
CL 110892 4 107673	DVD	503797273	05/16/23	135.39	6/23 1854	MIDWEST TAPE		
CL 110892 5 107673	DVD	503797275	05/16/23	171.54	6/23 1854	MIDWEST TAPE		
CL 110892 6 107673	DVD	503797278	05/16/23	422.64	6/23 1854	MIDWEST TAPE		
CL 110892 7 107673	DVD	503797274	05/16/23	69.86	6/23 1854	MIDWEST TAPE		
CL 110892 8 107673	DVD	503830147	05/23/23	77.94	6/23 1854	MIDWEST TAPE		
CL 110892 9 107673	DVD	503830148	05/23/23	111.19	6/23 1854	MIDWEST TAPE		
CL 111072 2 107893	AUDIOBOOK	503863084	05/31/23	89.98	6/23 1854	MIDWEST TAPE		
CL 111072 3 107893	AUDIOBOOK	503896654	06/07/23	37.49	6/23 1854	MIDWEST TAPE		
CL 111072 4 107893	DVD	503863083	05/31/23	20.22	6/23 1854	MIDWEST TAPE		
CL 111072 5 107893	DVD	503863087	05/31/23	26.22	6/23 1854	MIDWEST TAPE		
CL 111072 6 107893	DVD	503863086	05/31/23	94.72	6/23 1854	MIDWEST TAPE		
CL 111072 7 107893	DVD	503863088	05/31/23	30.28	6/23 1854	MIDWEST TAPE		
CL 111072 8 107893	DVD	503896657	06/07/23	20.22	6/23 1854	MIDWEST TAPE		
CL 111072 9 107893	DVD	503896656	06/07/23	23.97	6/23 1854	MIDWEST TAPE		
CL 111072 10 107893	DVD	503896653	06/07/23	65.06	6/23 1854	MIDWEST TAPE		
CL 111072 11 107893	DVD	503896658	06/07/23	17.97	6/23 1854	MIDWEST TAPE		
	Object Total:			2,215.69	8,638.32	31,500.00	22,861.68	27%
667 MEMBERSHIPS			/ /					
	Object Total:			0.00	1,405.00	3,500.00	2,095.00	40%
668 PRINTING			/ /					
	Object Total:			0.00	51.40	1,000.00	948.60	5%
669 INSURANCE			/ /					
	Object Total:			0.00	0.00	2,750.00	2,750.00	%
671 SUMMER READING PROGRAM			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
672 EMERGENCY MEDICAL SUPPLIES								
CL 111048 1 107903	EMERGENCY MEDICAL SUPPLIES	065402	05/30/23	20.40	6/23 756	NELCO FIRST AID		
	Object Total:			20.40	57.00	350.00	293.00	16%
673 CLEANING SUPPLIES			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%

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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								
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 1131 4	PROMOTIONS		/ /	756.75	6/23	3161 VISA LIBRARY #1		
CC 1132 4	PROMOTIONS		/ /	618.12	6/23	3162 VISA LIBRARY #2		
CL 111046 1	107845 PROMOTIONS (MAGAZINES)	227018	06/05/23	1,105.37	6/23	4661 FORUM COMMUNICATIONS		
CL 111047 1	107961 PROMOTIONS (JUNE ADVERTISE)	MISC07032	06/02/23	75.00	6/23	549 WF PUB SCHOOLS DIST #6		
		Object Total:		2,555.24	4,828.05	11,400.00	6,571.95	42%
724 CONSULTING/TESTING FEES								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES								
JV 5291 2	FIBT TSYS/TRANSFIRST June 23		/ /	78.00	6/23			
		Object Total:		78.00	2,173.86	1,750.00	-423.86	124%
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	0.00	0.00	%
870 CAPITALIZED ASSETS - OVER \$5,000								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
880 COST ALLOCATIONS								
JV 5280 16	JUNE 2023 Cost Allocations		/ /	3,501.92	6/23			
		Object Total:		3,501.92	21,011.52	42,023.00	21,011.48	50%
890 TRANSFERS OUT								
		Object Total:	/ /	0.00	0.00	10,000.00	10,000.00	%
901 CATALOGING								
		Object Total:	/ /	0.00	0.00	3,200.00	3,200.00	%
902 ONLINE DATE BASE (STATE)								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
903 HISTORY ROOM								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
994 ODIN								
		Object Total:	/ /	0.00	22,996.00	24,200.00	1,204.00	95%
		Account Total:		142,962.39	783,068.87	1,924,529.00	1,141,460.13	
		Fund Total:		142,962.39	783,068.87	1,924,529.00	1,141,460.13	

***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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For the Accounting Periods: 7/23 - 7/23

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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 5299127	Payroll 07.14.23		/ /	28,886.64	7/23			
		Object Total:		28,886.64	393,851.57	875,154.00	481,302.43	45%
114 PART TIME SALARIES								
JV 5299128	Payroll 07.14.23		/ /	3,356.05	7/23			
		Object Total:		3,356.05	58,201.72	146,358.00	88,156.28	40%
209 CLASSIFIED ADS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 5299129	Payroll 07.14.23		/ /	2,373.35	7/23			
		Object Total:		2,373.35	33,459.81	78,146.00	44,686.19	43%
230 RETIREMENT								
JV 5299130	Payroll 07.14.23		/ /	4,408.10	7/23			
		Object Total:		4,408.10	59,830.06	133,548.00	73,717.94	45%
240 WORKFORCE SAFETY INSURANCE			/ /					
		Object Total:		0.00	1,124.45	1,607.00	482.55	70%
245 CORPORATE EDUCATION			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
250 UNEMPLOYMENT			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
312 ATTORNEY								
CL 111861 5 108433 Library			06/12/23	3,607.25	7/23 353 OHNSTAD TWICHELL			
		Object Total:		3,607.25	3,724.75	4,000.00	275.25	93%
320 HEALTH INSURANCE								
JV 5299131	Payroll 07.14.23		/ /	4,615.82	7/23			
		Object Total:		4,615.82	53,465.44	151,290.00	97,824.56	35%
321 PROPERTY INSURANCE								
CL 111802 7 108323 Library		Jun 2023	06/21/23	1,924.00	7/23 3347 FIRST INTERNATIONAL			
		Object Total:		1,924.00	1,924.00	0.00	-1,924.00	%
333 BUILDING RENTAL								
CL 111750 1 108250 JULY RENT		MISC07077	07/06/23	10,032.50	7/23 549 WF PUB SCHOOLS DIST #6			
		Object Total:		10,032.50	70,227.50	120,752.00	50,524.50	58%
340 TRAVEL & EDUCATION								
CL 111526 1 108075 MILEAGE			06/22/23	20.62	7/23 3207 ELLEN ROSSOW			
		Object Total:		20.62	1,634.68	17,392.00	15,757.32	9%
348 BUYOUTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 111608 33 108229 June 2023 library		9939037367	06/08/23	127.40	7/23 3668 VERIZON WIRELESS			
		Object Total:		127.40	764.91	3,300.00	2,535.09	23%

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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								
360 MISC PRINTING & MAILING			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
387 MEDICAL/VACCINES			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
399 RECRUITMENT/EMPLOYMENT TESTING								
CL 111479 9 108074 Library		EI01524425	05/31/23	210.00	7/23	1502 EIDE BAILLY		
		Object Total:		210.00	280.00	3,000.00	2,720.00	9%
410 OFFICE SUPPLIES								
CC 1150 1	OFFICE SUPPLIES		07/02/23	32.38	7/23	3162 VISA LIBRARY #2		
CC 1151 1	OFFICE SUPPLIES		07/02/23	67.23	7/23	4576 VISA LIBRARY #3		
CL 111523 1	108038 OFFICE SUPPLIES	W012474031	06/12/23	98.68	7/23	351 BUSINESS ESSENTIALS		
CL 111523 2	108038 OFFICE SUPPLIES	W012483781	06/19/23	12.50	7/23	351 BUSINESS ESSENTIALS		
CL 111525 1	108069 OFFICE SUPPLIES	7322132	06/12/23	340.23	7/23	77 DEMCO INC		
CL 111528 1	108167 OFFICE SUPPLIES	8013870523	05/31/23	117.98	7/23	3276 PREMIUM WATERS INC		
CL 111809 1	108385 OFFICE SUPPLIES	8013870623	06/30/23	117.98	7/23	3276 PREMIUM WATERS INC		
CL 111813 1	108284 OFFICE SUPPLIES	W012510731	07/11/23	18.99	7/23	351 BUSINESS ESSENTIALS		
CL 111813 2	108284 OFFICE SUPPLIES	W012520651	07/14/23	43.04	7/23	351 BUSINESS ESSENTIALS		
		Object Total:		849.01	6,731.47	13,000.00	6,268.53	52%
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	1,200.00	1,200.00	%
428 SERVICE AGREEMENTS-CONTRA								
CL 111530 1 108088 SERVICE		34286223	06/19/23	442.89	7/23	2877 GREATAMERICA FINANCIAL		
	AGREEMENTS/CONTRACTS							
		Object Total:		442.89	3,686.22	10,260.00	6,573.78	36%
490 MISC								
CL 111805 1 108368 MISC (DAMAGED BOOK)			07/10/23	16.00	7/23	1252 NORTH DAKOTA STATE LIBRARY		
		Object Total:		16.00	152.34	0.00	-152.34	%
497 TECHNOLOGY								
CC 1150 2	TECHNOLOGY		/ /	120.21	7/23	3162 VISA LIBRARY #2		
CL 111808 1 108366 TECHNOLOGY (SECURITY		191801	06/30/23	4,390.36	7/23	271 NETCENTER TECHNOLOGIES		
	CAMERAS)							
		Object Total:		4,510.57	17,653.37	52,914.00	35,260.63	33%
500 SUPPLIES			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
640 FURNITURE & EQUIPMENT			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%

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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								
641 FURN & EQUIP-NON DEPRECIATED <\$5000								
			/ /					
Object Total:				0.00	7,791.61	3,500.00	-4,291.61	223%
644 POSTAL METER RENT								
			/ /					
Object Total:				0.00	486.18	1,200.00	713.82	41%
645 EQUIPMENT REPLACEMENT								
			/ /					
Object Total:				0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS								
			/ /					
Object Total:				0.00	1,119.74	3,000.00	1,880.26	37%
649 PROGRAMMING								
CC 1149 1	PROGRAMMING		07/02/23	61.12	7/23 3161	VISA LIBRARY #1		
CC 1150 3	PROGRAMMING		/ /	355.40	7/23 3162	VISA LIBRARY #2		
CC 1151 2	PROGRAMMING		/ /	109.49	7/23 4576	VISA LIBRARY #3		
Object Total:				526.01	12,103.24	16,000.00	3,896.76	76%
650 E RESOURCES								
CL 111807 1	108378 E RESOURCES	H0096094	07/01/23	4,000.00	7/23 2126	OVERDRIVE, INC		
CL 111812 1	108358 E RESOURCES	504011256	06/30/23	2,000.00	7/23 1854	MIDWEST TAPE		
Object Total:				6,000.00	27,209.39	41,285.00	14,075.61	66%
653 CAPITAL IMPROVEMENTS								
			/ /					
Object Total:				0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CC 1149 2	POSTAGE		/ /	18.35	7/23 3161	VISA LIBRARY #1		
CL 111833 1	108383 POSTAGE		07/24/23	900.00	7/23 1483	PITNEY BOWES RESERVE ACCOUNT		
Object Total:				918.35	5,686.60	7,000.00	1,313.40	81%
662 BOOKS								
CC 1150 4	BOOKS		/ /	339.00	7/23 3162	VISA LIBRARY #2		
CL 111522 1	108102 BOOKS	76500345	06/21/23	21.48	7/23 4592	INGRAM LIBRARY SERVICES		
CL 111533 1	108026 BOOKS	2037537485	05/31/23	655.22	7/23 1695	BAKER & TAYLOR		
CL 111533 2	108026 BOOKS	2037530159	05/31/23	407.92	7/23 1695	BAKER & TAYLOR		
CL 111533 3	108026 BOOKS	2037557614	06/06/23	928.06	7/23 1695	BAKER & TAYLOR		
CL 111533 4	108026 BOOKS	2037549446	06/06/23	565.77	7/23 1695	BAKER & TAYLOR		
CL 111533 5	108026 BOOKS	2037569465	06/06/23	241.32	7/23 1695	BAKER & TAYLOR		
CL 111533 6	108026 BOOKS	2037566179	06/07/23	213.00	7/23 1695	BAKER & TAYLOR		
CL 111533 7	108026 BOOKS	2037579956	06/09/23	325.63	7/23 1695	BAKER & TAYLOR		
CL 111533 8	108026 BOOKS	2037574106	06/10/23	425.89	7/23 1695	BAKER & TAYLOR		
CL 111533 9	108026 BOOKS (CREDIT)	0003283920	06/20/23	-25.95	7/23 1695	BAKER & TAYLOR		
CL 111811 1	108417 BOOKS	76818776	07/13/23	429.53	7/23 4592	INGRAM LIBRARY SERVICES		
CL 111811 2	108417 BOOKS	76875636	07/18/23	811.40	7/23 4592	INGRAM LIBRARY SERVICES		
CL 111814 1	108277 BOOKS	2037613703	06/27/23	58.64	7/23 1695	BAKER & TAYLOR		
CL 111814 2	108277 BOOKS	2037589672	06/30/23	397.97	7/23 1695	BAKER & TAYLOR		
CL 111814 3	108277 BOOKS	2037599275	07/05/23	194.37	7/23 1695	BAKER & TAYLOR		
CL 111814 4	108277 BOOKS	2037637118	07/10/23	11.51	7/23 1695	BAKER & TAYLOR		
CL 111814 5	108277 BOOKS (CREDIT)	3285193	07/10/23	-7.99	7/23 1695	BAKER & TAYLOR		
Object Total:				5,992.77	34,360.62	100,750.00	66,389.38	

34%

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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								
663 MAGAZINES			/ /					
		Object Total:		0.00	5,255.38	5,500.00	244.62	96%
664 AUDIO VIDEO								
CL 111532 1 108132 AUDIOBOOK		503929675	06/13/23	184.96	7/23 1854	MIDWEST TAPE		
CL 111532 2 108132 AUDIOBOOK		503962066	06/20/23	122.47	7/23 1854	MIDWEST TAPE		
CL 111532 3 108132 AUDIOBOOK		503983384	06/27/23	84.98	7/23 1854	MIDWEST TAPE		
CL 111812 2 108358 DVD		504009965	06/30/23	32.26	7/23 1854	MIDWEST TAPE		
CL 111812 3 108358 DVD		504053618	07/11/23	37.78	7/23 1854	MIDWEST TAPE		
		Object Total:		462.45	9,100.77	31,500.00	22,399.23	29%
667 MEMBERSHIPS								
CC 1150 5 MEMBERSHIPS			/ /	219.00	7/23 3162	VISA LIBRARY #2		
		Object Total:		219.00	1,624.00	3,500.00	1,876.00	46%
668 PRINTING			/ /					
		Object Total:		0.00	51.40	1,000.00	948.60	5%
669 INSURANCE			/ /					
		Object Total:		0.00	0.00	2,750.00	2,750.00	%
671 SUMMER READING PROGRAM			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
672 EMERGENCY MEDICAL SUPPLIES			/ /					
		Object Total:		0.00	57.00	350.00	293.00	16%
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 1149 3 PROMOTIONAL ACTIVITIES			/ /	59.36	7/23 3161	VISA LIBRARY #1		
CL 111806 1 108324 PROMOTIONAL ACTIVITIES		MP18036	06/30/23	1,000.00	7/23 104	FORUM COMMUNICATIONS		
		Object Total:		1,059.36	5,887.41	11,400.00	5,512.59	52%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES			/ /					
		Object Total:		0.00	2,173.86	1,750.00	-423.86	124%

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CITY OF WEST FARGO, ND
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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
750 MISC.								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
852 WEBSITE			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
864 FURN & EQUIP DEPRECIATED >\$5,000			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
880 COST ALLOCATIONS			/ /					
JV 5285 16	JULY 2023 Cost Allocations		/ /	3,501.92	7/23			
		Object Total:		3,501.92	24,513.44	42,023.00	17,509.56	58%
890 TRANSFERS OUT			/ /					
		Object Total:	/ /	0.00	0.00	10,000.00	10,000.00	%
901 CATALOGING								
CL 111810 1 108375 CATALOGING		1000319060 07/01/23		2,559.78	7/23 3416 OCLC, INC.			
		Object Total:		2,559.78	2,559.78	3,200.00	640.22	80%
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	22,996.00	24,200.00	1,204.00	95%
		Account Total:		86,619.84	869,688.71	1,924,529.00	1,054,840.29	
		Fund Total:		86,619.84	869,688.71	1,924,529.00	1,054,840.29	

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

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CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 7 / 23

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Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
Revenue						
310001	PROPERTY TAXES	1,890.73	1,796,181.79	1,947,167.00	-150,985.21	92
310002	DISCOUNT PROPERTY TAXES			-72,045.00	72,045.00	
335600	STATE AID	40,509.16	40,509.16	31,000.00	9,509.16	131
						96
Total Revenue		42,399.89	1,836,690.95	1,906,122.00	-69,431.05	96
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	28,886.64	393,851.57	875,154.00	481,302.43	45
114	PART TIME SALARIES	3,356.05	58,201.72	146,358.00	88,156.28	40
220	SOCIAL SECURITY	2,373.35	33,459.81	78,146.00	44,686.19	43
230	RETIREMENT	4,408.10	59,830.06	133,548.00	73,717.94	45
240	WORKFORCE SAFETY INSURANCE		1,124.45	1,607.00	482.55	70
250	UNEMPLOYMENT			500.00	500.00	
312	ATTORNEY	3,607.25	3,724.75	4,000.00	275.25	93
320	HEALTH INSURANCE	4,615.82	53,465.44	151,290.00	97,824.56	35
321	PROPERTY INSURANCE	1,924.00	1,924.00		-1,924.00	
333	BUILDING RENTAL	10,032.50	70,227.50	120,752.00	50,524.50	58
340	TRAVEL & EDUCATION	20.62	1,674.68	17,392.00	15,717.32	10
356	TELEPHONE	127.40	764.91	3,300.00	2,535.09	23
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING	210.00	280.00	3,000.00	2,720.00	9
410	OFFICE SUPPLIES	849.01	6,780.47	13,000.00	6,219.53	52
424	GAS AND OIL			1,200.00	1,200.00	
427	VEHICLES MAINTENANCE			1,200.00	1,200.00	
428	SERVICE AGREEMENTS-CONTRA	442.89	3,686.22	10,260.00	6,573.78	36
490	MISC	16.00	152.34		-152.34	
497	TECHNOLOGY	4,510.57	17,653.37	52,914.00	35,260.63	33
500	SUPPLIES			500.00	500.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000		7,791.61	3,500.00	-4,291.61	223
644	POSTAL METER RENT		486.18	1,200.00	713.82	41
648	PROFESSIONAL PUBLICATIONS		1,119.74	3,000.00	1,880.26	37
649	PROGRAMMING	526.01	12,103.24	16,000.00	3,896.76	76
650	E RESOURCES	6,000.00	27,209.39	41,285.00	14,075.61	66
661	POSTAGE/FREIGHT/SHIPPING	918.35	5,686.60	7,000.00	1,313.40	81
662	BOOKS	5,992.77	34,360.62	100,750.00	66,389.38	34
663	MAGAZINES		5,255.38	5,500.00	244.62	96
664	AUDIO VIDEO	462.45	9,100.77	31,500.00	22,399.23	29
667	MEMBERSHIPS	219.00	1,624.00	3,500.00	1,876.00	46
668	PRINTING		51.40	1,000.00	948.60	5
669	INSURANCE			2,750.00	2,750.00	
672	EMERGENCY MEDICAL SUPPLIES		57.00	350.00	293.00	16
689	PROMOTIONAL ACTIVITIES	1,059.36	5,887.41	11,400.00	5,512.59	52
740	SERVICE CHARGES		2,173.86	1,750.00	-423.86	

08/01/23
07:49:27

CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 7 / 23

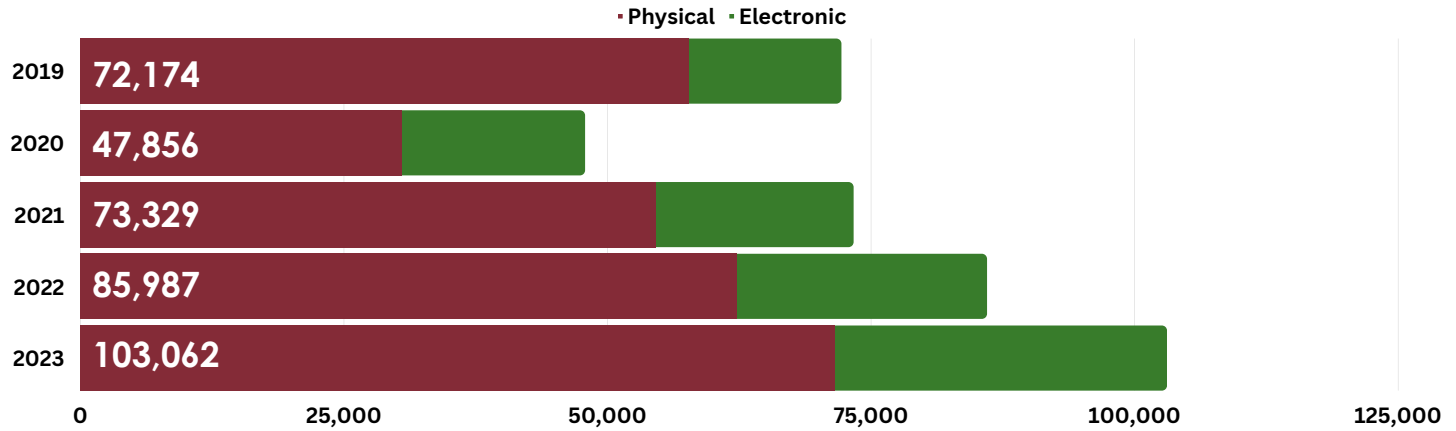
Page: 2 of 2
Report ID: LB170A

Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
880	COST ALLOCATIONS	3,501.92	24,513.44	42,023.00	17,509.56	58
890	TRANSFERS OUT			10,000.00	10,000.00	
901	CATALOGING	2,559.78	2,559.78	3,200.00	640.22	80
994	ODIN		22,996.00	24,200.00	1,204.00	95
	Total Account	86,619.84	869,777.71	1,924,529.00	1,054,751.29	45
	Total Expenses	86,619.84	869,777.71	1,924,529.00	1,054,751.29	45
	Net Income from Operations	-44,219.95	966,913.24			
	Other Revenue					
360000	MISCELLANEOUS REVENUE	756.27	3,741.45	5,000.00	-1,258.55	75
360100	SPONSORSHIPS		9,740.97	20,000.00	-10,259.03	49
375000	DONATIONS		610.00		610.00	56
	Total Other Revenue	756.27	14,092.42	25,000.00	-10,907.58	56
	Net Income	-43,463.68	981,005.66			

Total Circulation

Total Q1/Q2 Circulation



Collection Development

Added Items

10290

Weeded Items

15657

Patron Recommendations for Purchase

56

Interlibrary Loans

Items loaned out to
ODIN Libraries

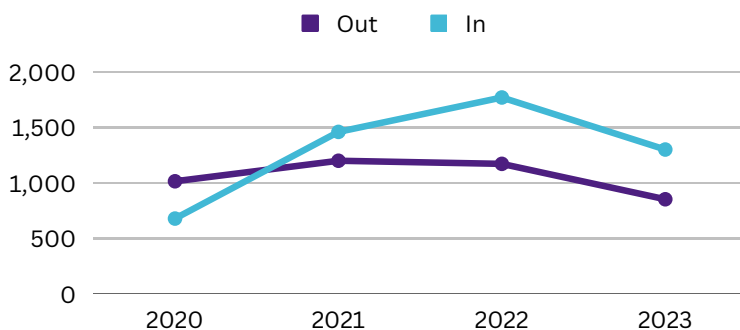
853

Items borrowed from
ODIN Libraries

1301

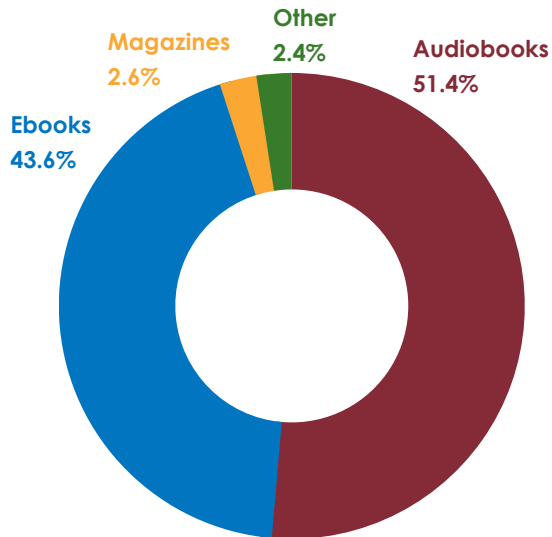
Items requested by patrons
from outside the ODIN consortium

173

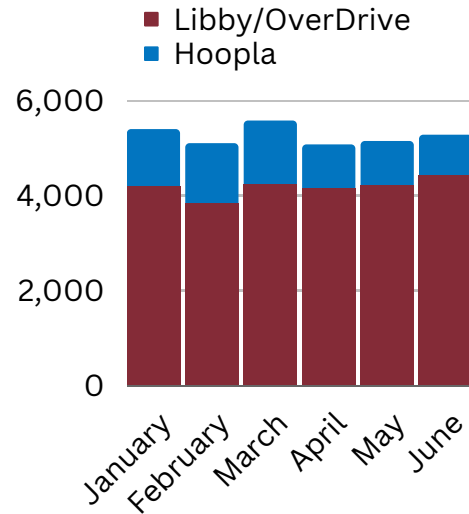


Electronic Circulation

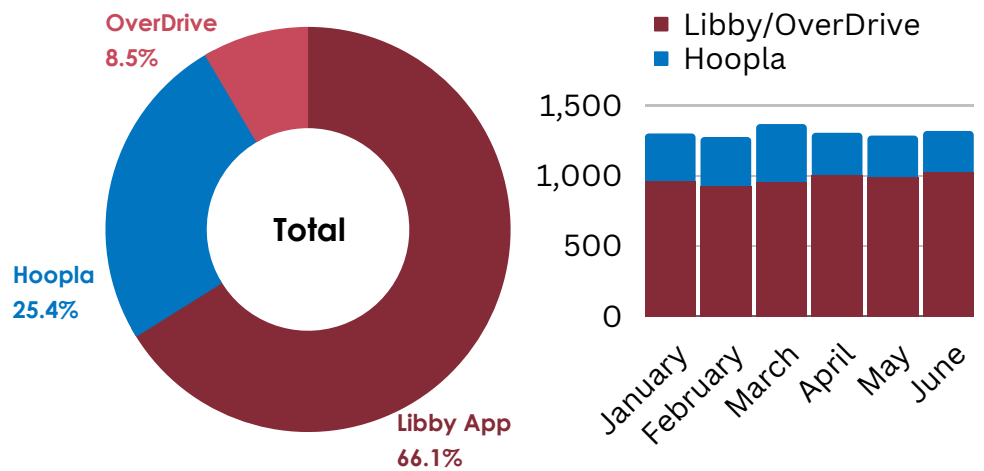
Q1/Q2 Total Electronic Circulation by Format



Q1/Q2 Electronic Circulation by App

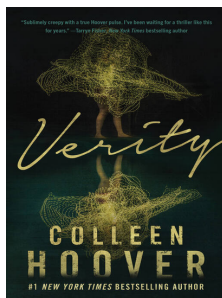


Q1/Q2 Unique Users by App

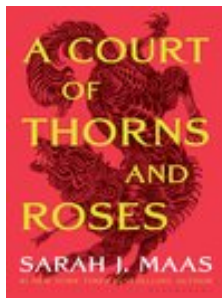


Top Circulating Electronic Items Jan - June 2023

Adult



Teen



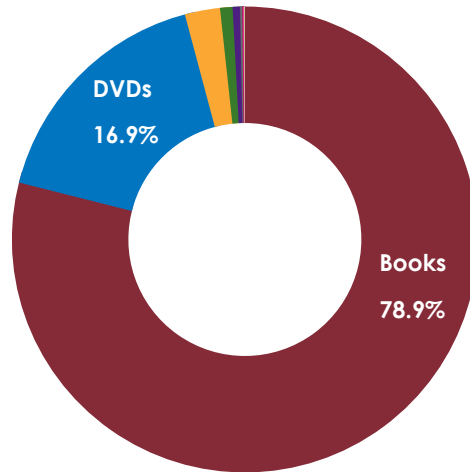
Youth



Physical Circulation

Total Q1/Q2 Circulation by Physical Material Type

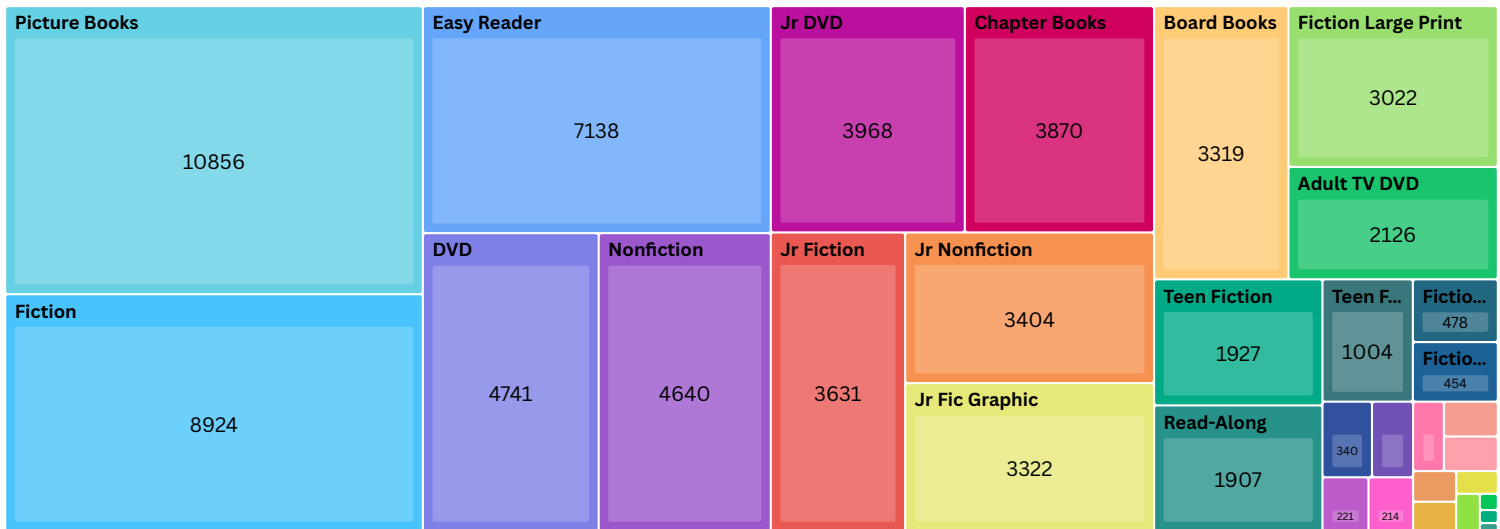
Books	56488
DVDs	12107
Read-Along (VoxBooks)	1749
CDs (AudioBooks)	618
Magazines	365
Hotspot	112
Tablet	52
Kit	41
Passes	27
Misc.	6



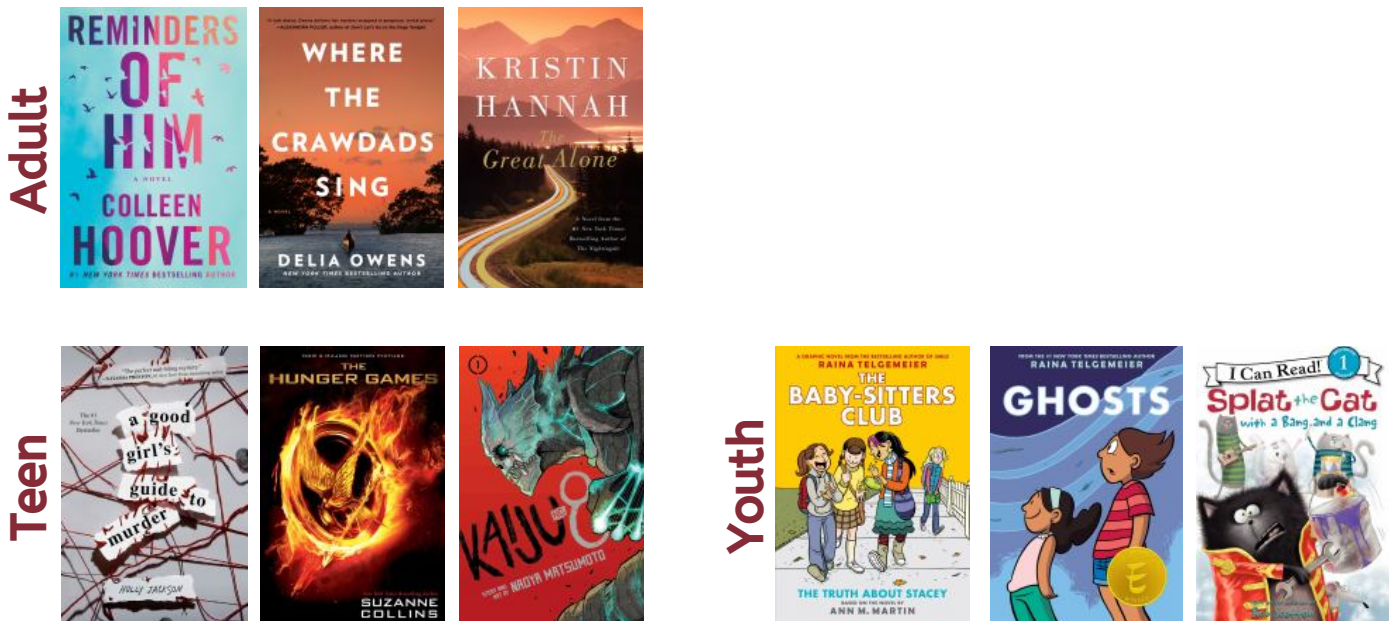
Puzzle Exchange "Circulations"

93

Total Q1/Q2 Circulation by Collection

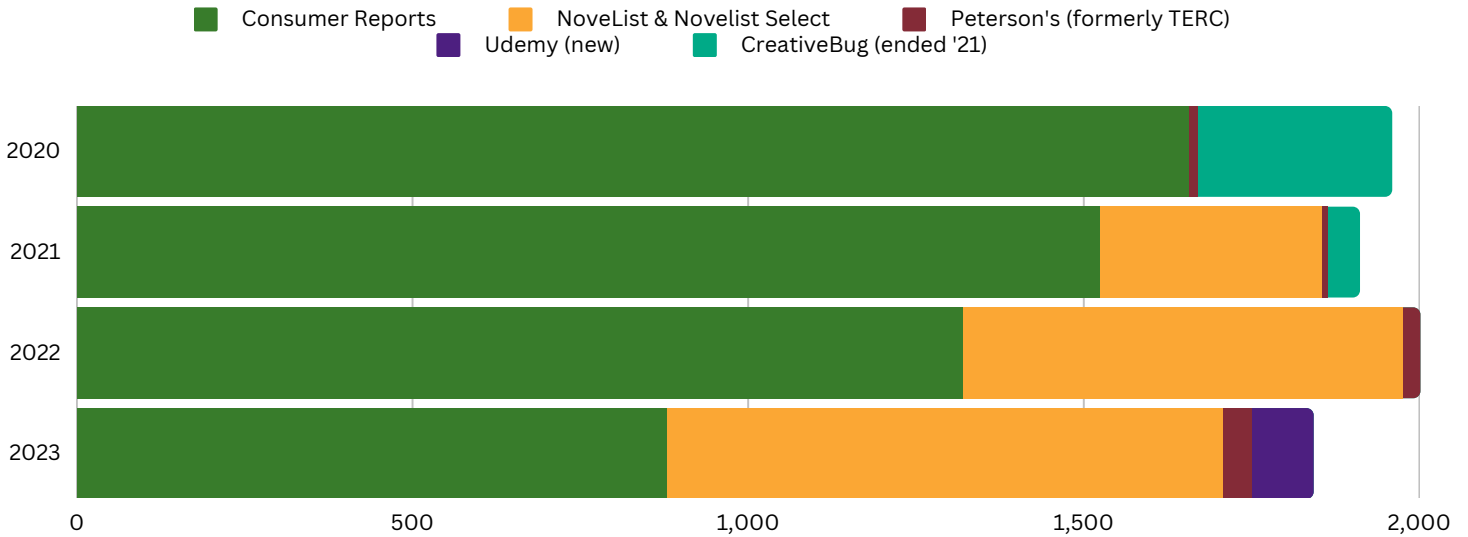


Top Circulating Items Jan - June 2023



Databases

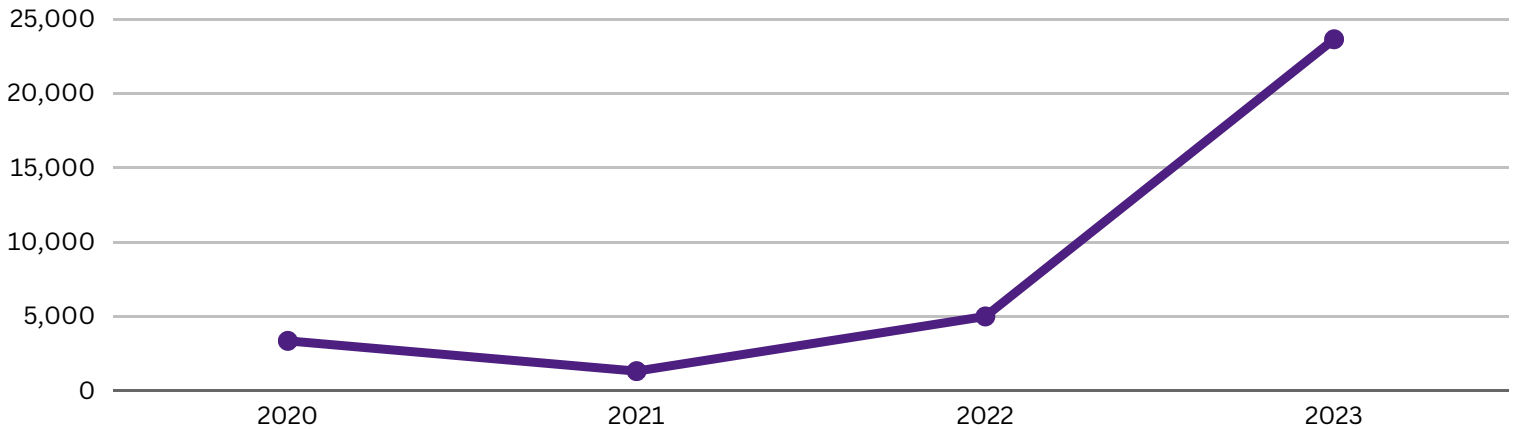
WFPL Paid Database Q1& Q2 Usage



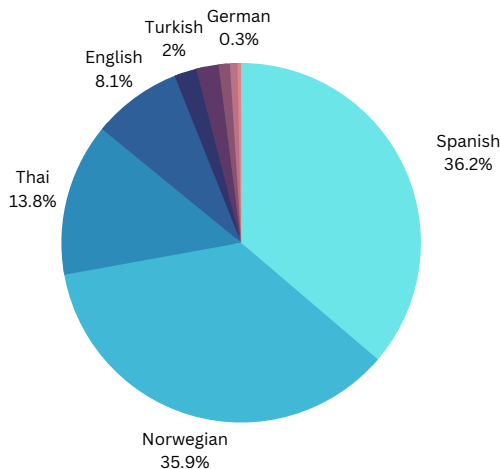
State Library Database Usage

This includes the various means of measuring usage of Ancestry Library Edition, Britannica, EBSCO databases, Gale databases, Mango Languages, ProQuest NewsStream and Universal Class.

A significant increase is reflected in 2023 due to over 20,000 Ancestry Library Edition documents being pulled so far this year.



Mango Languages Top Languages Studied



UdeMy Top Courses

- Coding (Python Bootcamp)
- English Grammar
- Sign Language
- Amazon FBA (selling)
- ChatGPT
- Excel

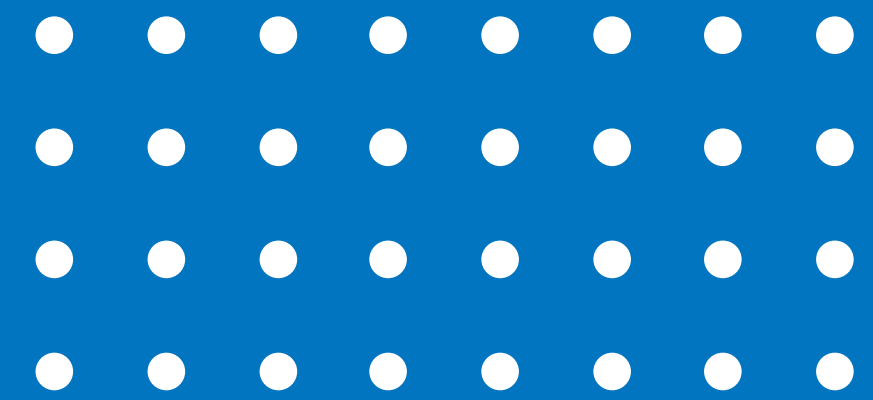
Peterson's Top Sessions

- Accuplacer (College Prep)
- ACT (College Prep)
- CNA Exam (Nursing)
- NCLEX-PN (Nursing)

INTERIM DIRECTOR'S REPORT



Presented by Kirsten Henagin,
Interim Library Director
Adult & Patron Services Manager



From Our Patrons

"Staff should be recognized when they go above and beyond!
Everyone here is always so helpful and kind."

from an older patron following receiving help on the public computers

"She made my day!" (plus gave staff a BIG hug)

from a young patron who redeemed all of their Summer Boost prizes

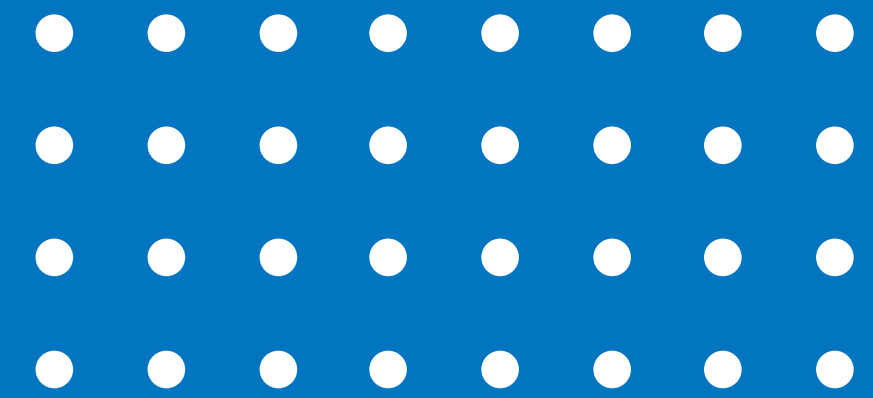


"That's a lot easier! I like that much, much, much, much, MUCH better!"

from a patron in the New Adult Book Area after learning about the labeling project
(Staff did in fact count how "much" the patron was excited about this!)



Administration



Building

Flooring Project

- Contractor did not complete the work July 29 & 30
- Library Staff and WFPS Staff communication challenges
- No paint or carpet updated within the library

Leaks Within Building

- Heavy rain (spring/summer/fall) and ice melt (winter/spring)
- Air conditioning units over collection

HR & IT

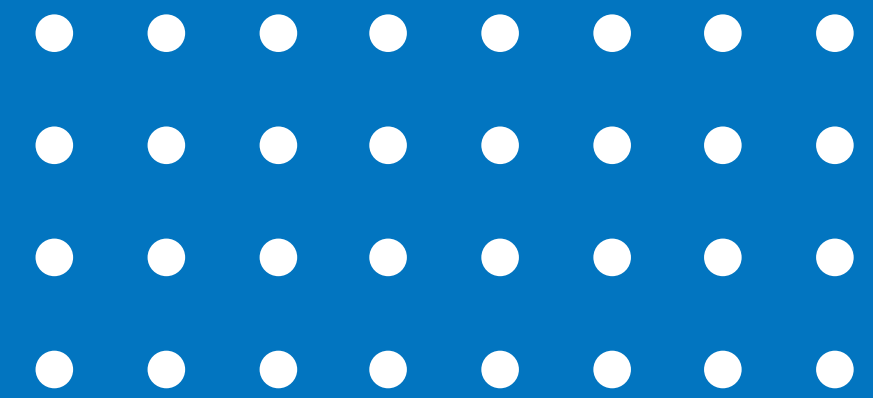
New HR Manager, Sarah Gasevic, started Aug. 1

New Security Cameras added, but not added to system yet

AWE kids' computer broken



Finances



Expenditures through July

Month to Date

\$86,620

Year to Date

\$869,689

Available Appropriation

\$1,054,840

Underspent
~13%
YTD

45%
Expended
YTD



Staffing

YOUTH SERVICES STAFF

Youth Services Program Assistant

- Full-Time (External-posting)
- Position Open Until Filled

Briea Freeman, Teen Summer Intern - last day August 16th

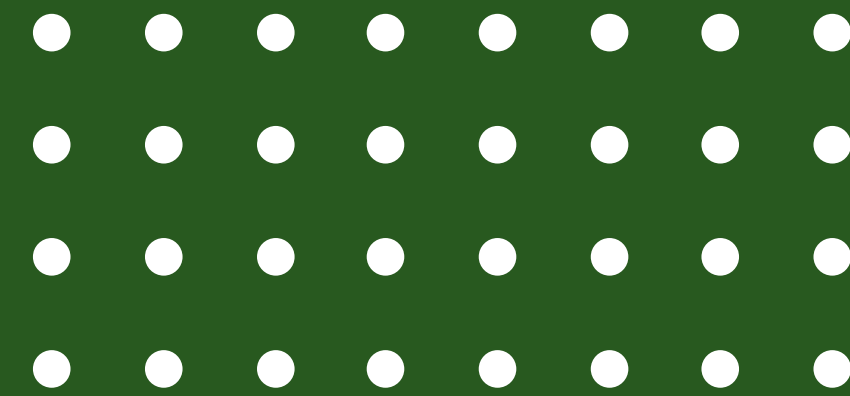
SERVICE DESK

- Still lacking levels of appropriate staffing.
- Adult Services Staff covered daytime and evening shifts during summer months.
- Youth Services and Adult Services Staff will assist with daytime shifts during fall months.
- One evening will be at staffing minimums.





Patron Services & Collection Highlights



Returning Trends

- Library Card Signups
- Foot Traffic
- Physical Circulation
- Program Attendance

Hoopla and OverDrive

- 85% of electronic circulation in Libby

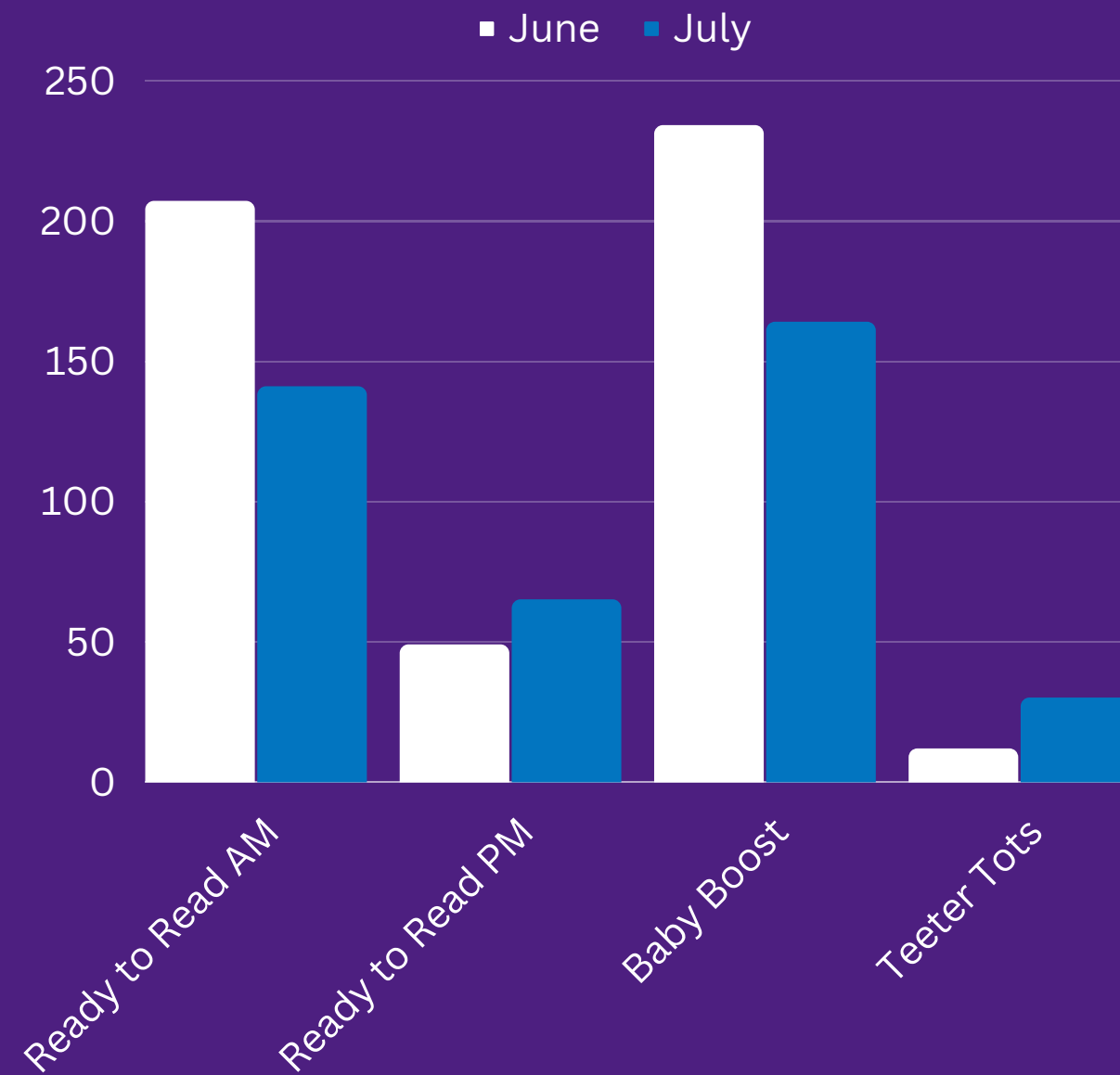
Spine Label Project

- Nearly completed with Adult Fiction
- Up next is the Adult Graphic collection



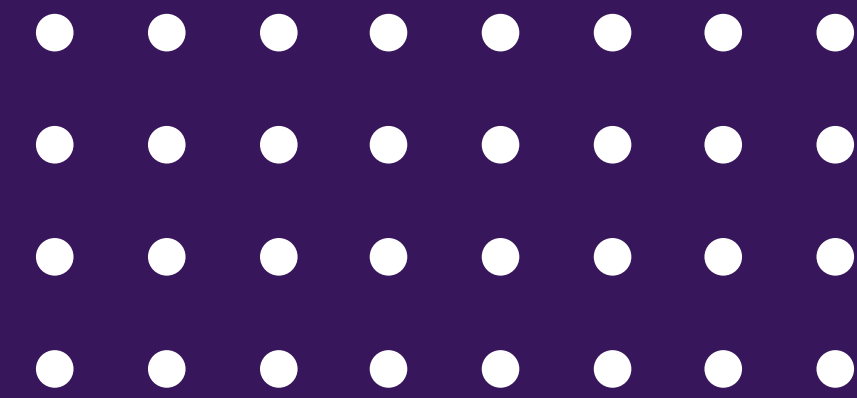
Recent Programming & Outreach

SUMMER STORYTIME ATTENDANCE





Recent Programming & Outreach





Future Programming & Outreach

- **More Storytime Offerings**
 - Ready to Read - Wednesday AM
 - Teeter Tots - Thursday AM
 - Baby Boost - Friday AM
- **New Saturday Programming**
 - First Saturday: STEM for Kids
 - Third Saturday: FAST (First and Second, Third)
- **Whole Family at the Library**
 - One monthly whole family event
 - One teen event
 - One craft event





Future Programming & Outreach

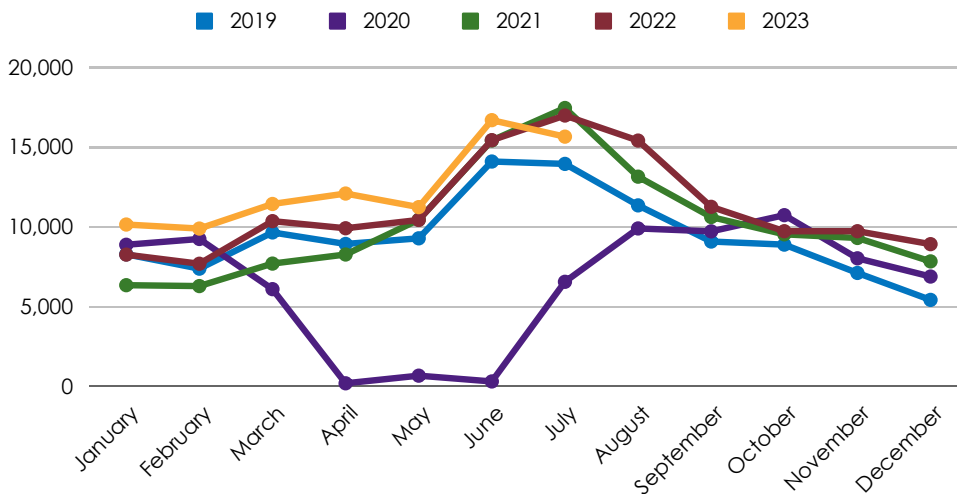
- **Reference Services return in September**
 - Recurring time for Reference with Adult Services Librarian
 - Technology Tutoring is rolled into the service
 - Virtual Readers Advisory and Reference Services
- **One Book, One Community Programming**
 - "Hudson Bay Bound" by Natalie Warren
 - Author Talk - October 19th at 7 pm at Concordia College
 - Programs from September through October
- **More Clubs at the Library**
 - Writing Circle launches in September
 - Cribbage Club returns in October



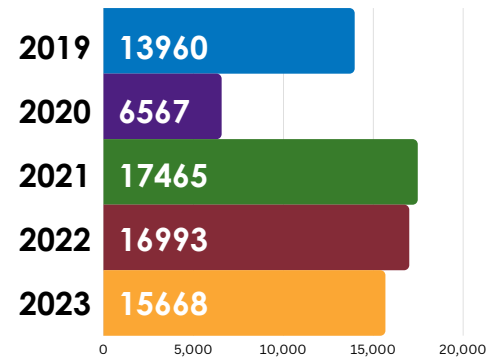
QUESTIONS? ■ ■ ■

Thank you for your time!

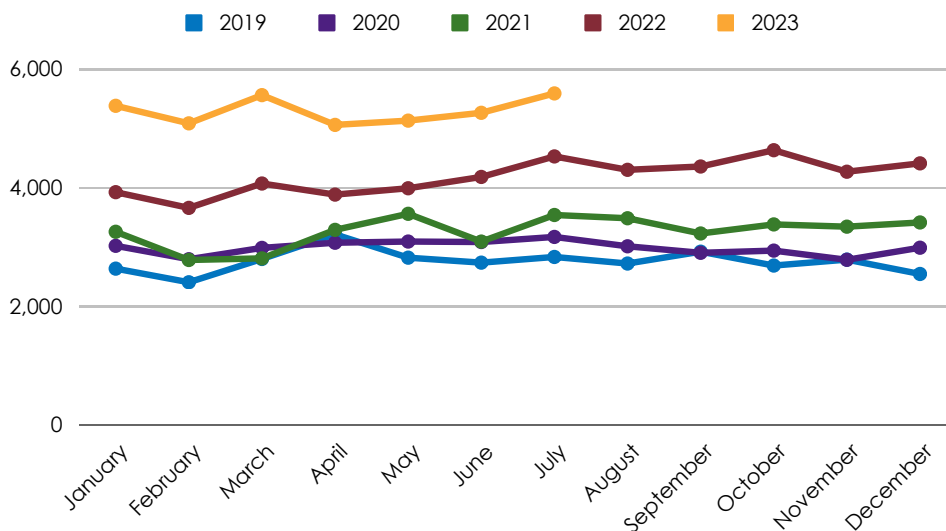
Physical Item Circulation



July Circulation

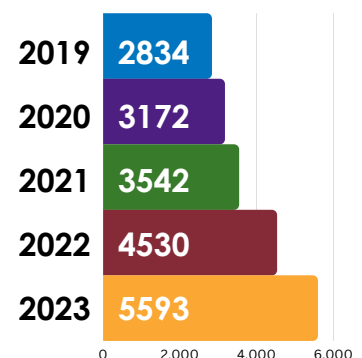


Electronic Materials Circulation

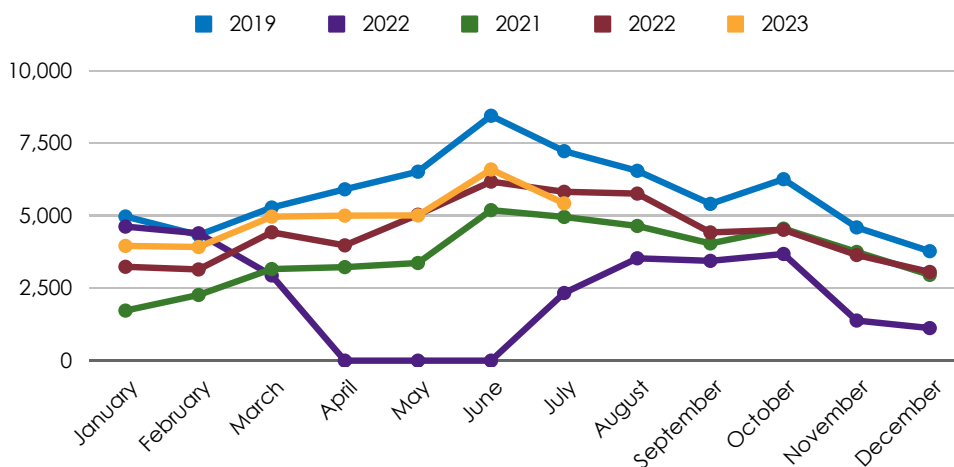


July Circulation

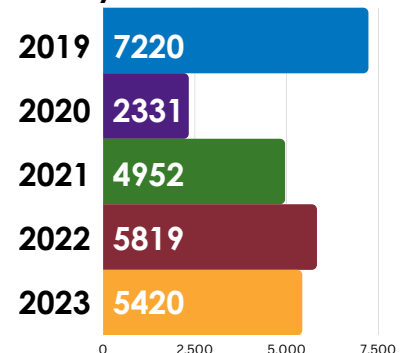
Hoopla & OverDrive/Libby



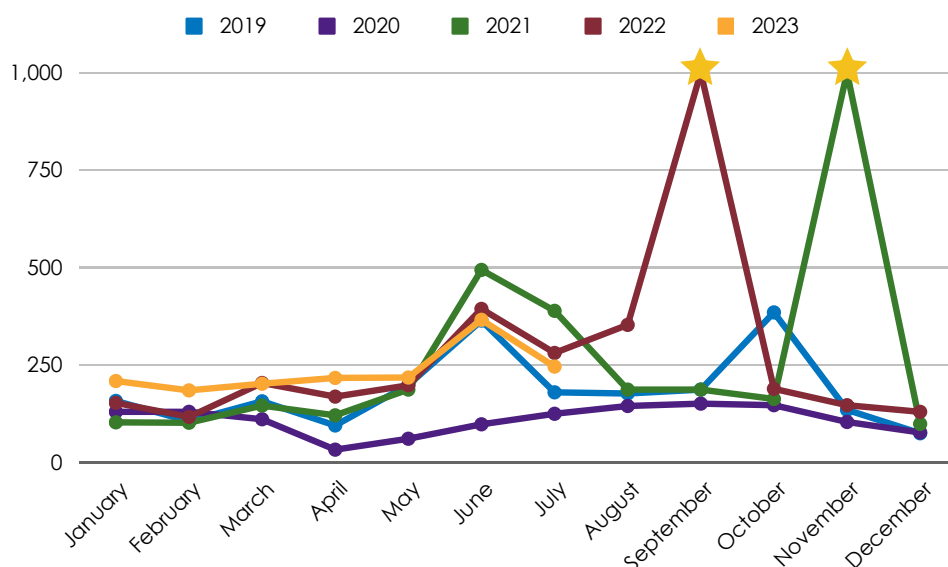
Door Count



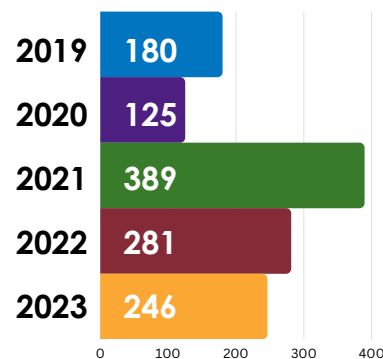
July Door Count



Library Card Signups

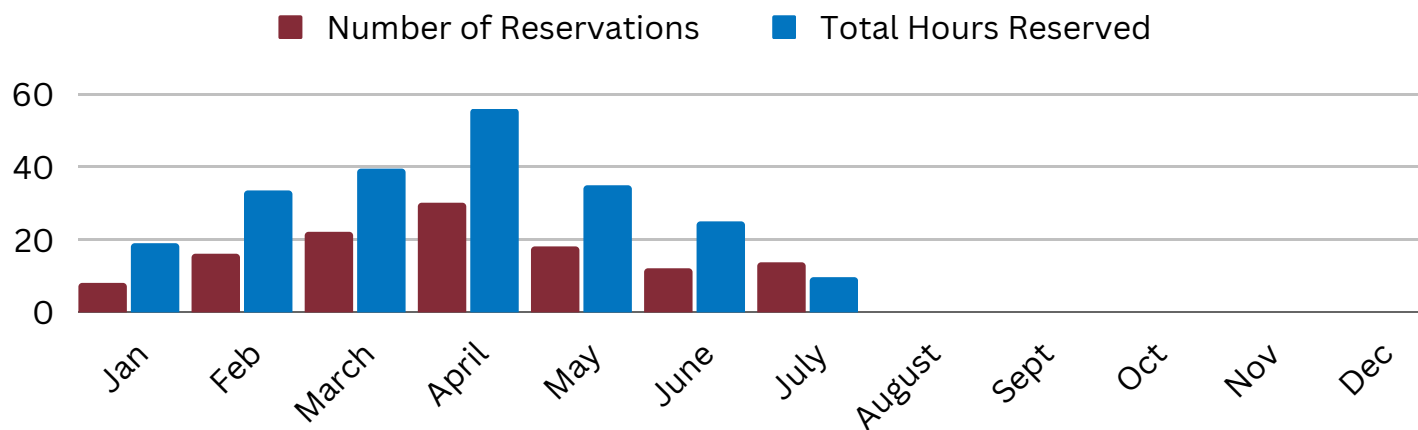


July Signups



★ In Nov. 2021, the WFPL added over 5000 library cards through partnership with West Fargo Public Schools. This partnership continues. In Sept. 2022, roughly 1200 cards were added through this partnership on top of the 500 cards added through our Library Card Signup Month campaign.

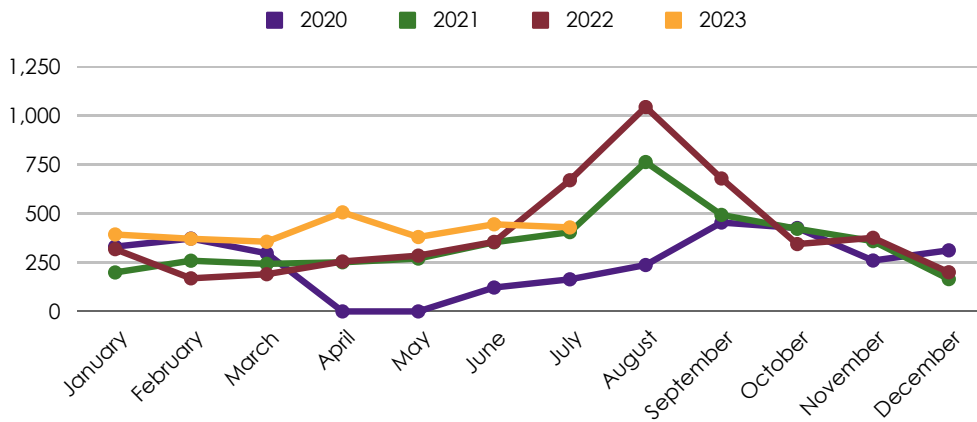
Meeting Room Usage



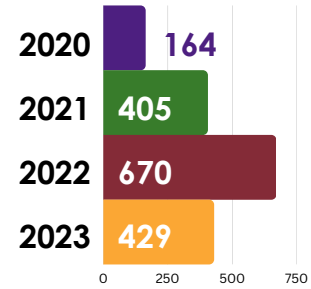
July 2023 Meeting Room Use

Monthly Hours Reserved 9.5
Hours Reserved YTD 215.92
 Monthly Reservations 13.5
Reservations YTD 119.5

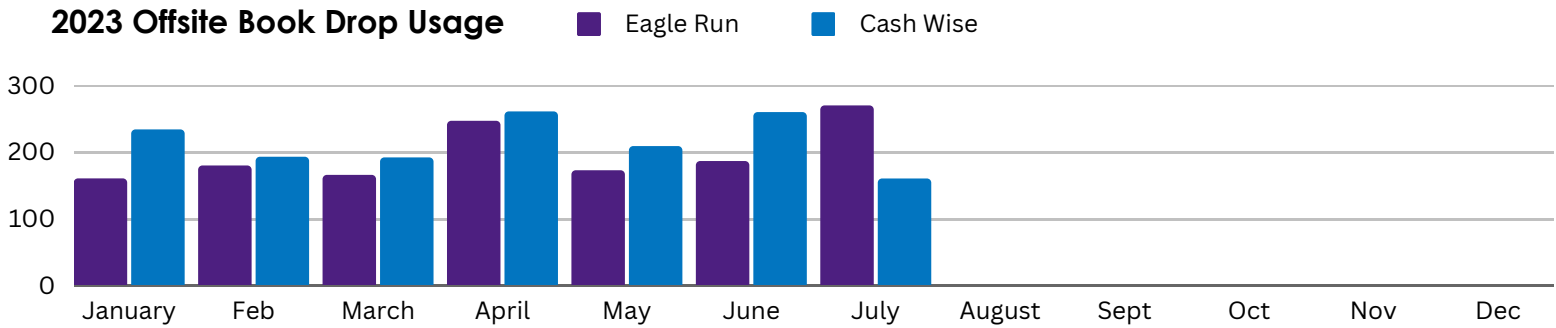
Offsite Book Drop Usage



July Offsite Book Drop Usage



2023 Offsite Book Drop Usage



Outreach Services

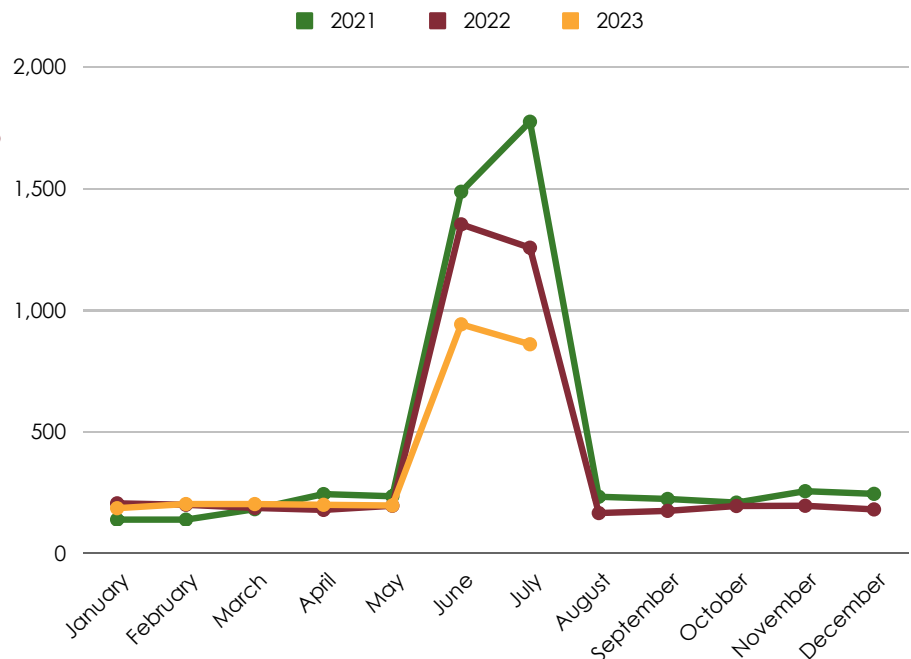
Monthly Outreach Circulation

Total Monthly Circulation*

Year	Circulation
2021	1776
2022	1258
2023	861

*The Total Monthly Outreach Circulation statistic has been modified to include Little Red Reading Bus circulation in 2021, 2022 and 2023 and these numbers will be reflected in any outreach reporting going forward. This number includes senior book deliveries, daycare book deliveries and any books checked out from the Little Red Reading Bus.

Senior Living Locations Served	6
Senior Outreach Circ.	87
Daycare Locations Served	4
Daycare Circ.	100
Little Red Reading Bus Stops	20
Little Red Reading Bus Circ.	674



Outreach & Community Event Attendance

Daycare Outreach Storytimes (0 sessions)	service ended May 2023
Little Red Reading Bus Route (20 stops)	767
Other Outreach Events	330
Total Attendance	1097

Programs

Onsite Program Attendance

Youth

Ready to Read Storytime	206
Baby Boost Storytime	164
Teeter Tots Storytime	30
Teen Events	10
Other Youth Events	20
Total Attendance	430

(↓ 250)

Adult

Onsite Book Clubs	27
Adult Movie Screenings	61
English Conversation Circle	3
Other Events	0
Total Attendance	91

(↓ 7)

All-Ages

Winnie-The-Pooh	137
Family Movie	19
Family Game Night	4
Total	160

Reference Programs

Technology Tutoring paused for summer due to staffing

ND Job Service 0

Total Attendance 0

(↓ 11)

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

Monthly New Registrations	1
YTD Registrations	20
Lifetime Registrations	30

1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	2
YTD Registrations	80
Lifetime Registrations	396

Summer Boost Reading Challenge

(Registration open now. Challenge runs July 1 - July 31)

Monthly New Registrations	39
YTD Registrations	705



The Stage West performance of "Winnie-the-Pooh" filled the Children's Corner beyond capacity with nearly 150 people.



Dozens of adults came out to the library's "Intro to Grilling & Smoking" class in partnership with Ace Hardware a few new faces obtained library cards.

Total program attendees **1778** (↓ 1125)
(in-library & outreach, July 2023)

NOTE: Numbers reflected as (↑ x) or (↓ x) are comparing the current month's data to the previous month.

Communications

The West Fargo Public Library was not included in any local news coverage in July, but content was shared about the library by the Fargo Mom magazine and information was included in the West Fargo Focus magazine July edition.

Social Media Audience

Facebook, Instagram, Twitter followers + unmuted Nextdoor community members

15935

