West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, September 28, 2023 5:00 PM
Join the meeting via Zoom
Live stream on YouTube

1. Call to Order
2. Approve Order of Agenda

Consent Agenda - Approve the Following:

1. Approval of Minutes – August 10, 2023
2. Approval of August Financials
3. Approval of Library Closures for Veterans Day 2023

Regular Agenda

Old Business

New Business

1. Approval of New Staffing Plan and Hiring of 2 FT Library Assistants **(Action)**
2. Approval of 2024 Final Budget **(Action)**
3. Cancelation or Rescheduling of Oct. 12 Library Board Meeting **(Action)**
4. Summer Boost and Little Red Reading Bus 2023 Impact Report
5. Director's Report
6. Adjourn

West Fargo Public Library Board of Directors Meeting
Regular Meeting Aug. 10, 2023
5:30 p.m.
City Hall Commission Chambers

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

Also Present: Adult and Patron Services Manager Kirsten Henagin, Communications Specialist Ellen Rossow, incoming Library Director Jenna Kahly

Board Members Absent: Mandy George, Larry Schwartz

I. Call to Order

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

II. Order of the Agenda

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

III. Consent Agenda

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

IV. Library Director Position Update (Action)

Hanson moved to ratify the hiring of Jenna Kahly as the new Library Director, as previously executed by the City of West Fargo Human Resources. Rerick seconded after confirming the City Commission did not need to also approve the decision. No opposition. Motion carried.

Kahly was present and expressed her excitement about joining the team.

V. Quarter 1 and 2 Collection and Database Usage Review

Rossow shared a report highlighting collection development efforts, circulation statistics, and online database usage. Highlights of the report included:

- In the first half of 2023, the library added over 10,000 items to the collection and weeded a little over 15,000.
- The library has seen no formal book challenges in recent years.
- In the first half of 2023, the library saw a record high in physical and digital item circulations for the third consecutive year.
- Over the past few months, library staff have encouraged patrons to utilize Libby over Hoopla, as Libby connects directly to already owned items within the ODIN Consortium. This effort has been working, as reflected in fewer Hoopla users and more Libby users since changes were made to Hoopla in March.
- Database usage was down in the first half of 2023, but usage of NovelList Select, which is integrated into the catalog, had grown.
- Top classes on the library's newest learning database, Udemy, included coding, English grammar, sign language, Amazon FBA, ChatGPT, and Excel.
- Top languages studied using the library's Mango Languages app included Spanish, Norwegian, and Thai.

VI. Director's Report

Henagin provided an Interim Director's Report highlighting positive and negative happenings at the library in July 2023. Highlights of the report included:

- Several positive comments from patrons about the hard-working and friendly

staff at the library

- Updates on communication issues about Lodoen Community Center maintenance projects. In July, Henagin got approval from the Board to close the library on Saturday, July 29, to allow a West Fargo Public Schools (WFPS) contractor to finish a flooring project at the library's sole entrance, the Lodoen Center entryway. Library staff were assured the work could be completed within that timeframe. However, on Monday morning, staff found the project started but not completed. Staff reached out to WFPS and learned the contractor had an unforeseen issue but were promised the contractor would complete the project outside of library hours. Later that week, the contractor was present during library hours working on the flooring. At the time of reporting, the project was still incomplete. Any updates or communication about this project were only given when library staff actively reached out requesting information. This is one example of an ongoing communication issue between the library and WFPS about maintenance and construction projects that affect library patrons and staff.
- Updates on leaks within the building. Heavy rain uncovered new leaks within the library that were quickly remedied by WFPS roofing contacts. At the time of reporting, there were no active leaks at the library. Henagin mentioned, though, that the open air ducts within the library often drip condensation on especially hot or humid days. This has damaged materials in the past.

Hearing these concerns, Rerick asked about the WFPS's lease obligations with regard to these issues. She offered to review the current lease to help move things forward, as the library is up for lease renewal in the fall.

Henagin continued her report, sharing:

- The City of West Fargo's new HR Manager started Aug. 1
- Additional security cameras were installed at the library. However, at the time of reporting, they were still inactive due to the City's system being at max capacity after installing cameras at The Lights.
- The library's remaining AWE Children's computer was accidentally broken in July.
- The library was still under budget in July, largely due to staff vacancies, like the Youth Services Program Assistant, which was still not filled at time of reporting.
- The service desk was still at minimum staffing levels in July and, heading into the fall, Programming staff would continue to fill in daytime shifts.
- Library card signups, foot traffic, and program attendance were down in July, while physical and electronic circulation continued to grow.
- Technical services were nearly done replacing all spine labels in Adult Fiction.
- A third type of storytime, Teeter Tots, was added in the summer, which would continue in the fall.
- Future goals for youth programming included more STEM events and at least one whole family event, one teen event, and a general craft event each month.
- The Adult Services team planned to return reference services and technology tutoring in September, including virtual readers' advisory and reference help.
- One Book, One Community and a new Writing Club also start in September.

VII. Adjourn

Rerick moved to adjourn. Stukel seconded. No opposition. Motion carried at 6:03 p.m.

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

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			
JV	5313123	Payroll 07.28.2023		/ /	28,646.17	7/23			
			Object Total:		**57,532.81**	**422,497.74**	**875,154.00**	**452,656.26**	**48%**
114 PART TIME SALARIES									
JV	5299128	Payroll 07.14.23		/ /	3,356.05	7/23			
JV	5313124	Payroll 07.28.2023		/ /	3,808.13	7/23			
			Object Total:		**7,164.18**	**62,009.85**	**146,358.00**	**84,348.15**	**42%**
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			
JV	5313125	Payroll 07.28.2023		/ /	2,393.49	7/23			
			Object Total:		**4,766.84**	**35,853.30**	**78,146.00**	**42,292.70**	**46%**
230 RETIREMENT									
JV	5299130	Payroll 07.14.23		/ /	4,408.10	7/23			
JV	5313126	Payroll 07.28.2023		/ /	4,371.40	7/23			
			Object Total:		**8,779.50**	**64,201.46**	**133,548.00**	**69,346.54**	**48%**
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			
JV	5313127	Payroll 07.28.2023		/ /	4,283.16	7/23			
			Object Total:		**8,898.98**	**57,748.60**	**151,290.00**	**93,541.40**	**38%**
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%**

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
348 BUYOUTS									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
356 TELEPHONE									
CL 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%**
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	EIO1524425	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	WO12474031	06/12/23	98.68	7/23 351	BUSINESS ESSENTIALS		
CL 111523 2	108038	OFFICE SUPPLIES	WO12483781	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	WO12510731	07/11/23	18.99	7/23 351	BUSINESS ESSENTIALS		
CL 111813 2	108284	OFFICE SUPPLIES	WO12520651	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 AGREEMENTS/CONTRACTS	34286223	06/19/23	442.89	7/23 2877	GREATAMERICA FINANCIAL		
			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 CAMERAS)	191801	06/30/23	4,390.36	7/23 271	NETCENTER TECHNOLOGIES		
			Object Total:		**4,510.57**	**17,653.37**	**52,914.00**	**35,260.63**	**33%**

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
500 SUPPLIES									
				/ /					
			Object Total:		**0.00**	**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									
				/ /					
			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		

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 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%**
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%**

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									
724 CONSULTING/TESTING FEES									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
740 SERVICE CHARGES									
JV 5314 2		FIBT TSYS/TRANSFIRST July 23		/ /	78.00	7/23			
			Object Total:		**78.00**	**2,251.86**	**1,750.00**	**-501.86**	**129%**
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:		**130,200.19**	**913,269.06**	**1,924,529.00**	**1,011,259.94**	
			Fund Total:		**130,200.19**	**913,269.06**	**1,924,529.00**	**1,011,259.94**	

***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).

For the Accounting Periods: 8/23 - 8/23

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 5336125		Payroll 08.11.23		/ /	28,733.00	8/23			
JV 5337122		Payroll 08.25.23		/ /	28,910.83	8/23			
			Object Total:		**57,643.83**	**480,141.57**	**875,154.00**	**395,012.43**	**55%**
114 PART TIME SALARIES									
JV 5336126		Payroll 08.11.23		/ /	3,603.79	8/23			
JV 5337123		Payroll 08.25.23		/ /	3,886.47	8/23			
			Object Total:		**7,490.26**	**69,500.11**	**146,358.00**	**76,857.89**	**47%**
209 CLASSIFIED ADS									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
220 SOCIAL SECURITY									
JV 5336127		Payroll 08.11.23		/ /	2,384.50	8/23			
JV 5337124		Payroll 08.25.23		/ /	2,419.71	8/23			
			Object Total:		**4,804.21**	**40,657.51**	**78,146.00**	**37,488.49**	**52%**
230 RETIREMENT									
JV 5336128		Payroll 08.11.23		/ /	4,384.65	8/23			
JV 5337125		Payroll 08.25.23		/ /	4,410.14	8/23			
			Object Total:		**8,794.79**	**72,996.25**	**133,548.00**	**60,551.75**	**55%**
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**	**3,724.75**	**4,000.00**	**275.25**	**93%**
320 HEALTH INSURANCE									
JV 5336129		Payroll 08.11.23		/ /	4,283.22	8/23			
JV 5337126		Payroll 08.25.23		/ /	4,283.16	8/23			
			Object Total:		**8,566.38**	**66,314.98**	**151,290.00**	**84,975.02**	**44%**
321 PROPERTY INSURANCE									
				/ /					
			Object Total:		**0.00**	**1,924.00**	**0.00**	**-1,924.00**	**%**
333 BUILDING RENTAL									
CL 112192 1	108667	AUGUST RENT	MISC07126	07/06/23	10,032.50	8/23	549 WF PUB SCHOOLS DIST #6		
			Object Total:		**10,032.50**	**80,260.00**	**120,752.00**	**40,492.00**	**66%**
340 TRAVEL & EDUCATION									
CL 112080 1	108478	MILEAGE	23	07/11/20	7.50	8/23	3869 ALISHA REIS		
CL 112116 1	108503	MILEAGE		07/31/23	22.40	8/23	5053 CASSANDRA KLOS		
			Object Total:		**29.90**	**1,664.58**	**17,392.00**	**15,727.42**	**10%**

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period		Budget/ Vendor	Available Appropriation	%
7000 LIBRARY										
411600 LIBRARY										
348 BUYOUTS										
				/ /						
			Object Total:		**0.00**	**0.00**		**0.00**	**0.00**	**%**
356 TELEPHONE										
CL 112464 34	108867	July 2023 library	9941425238	07/08/23	127.40	8/23	3668	VERIZON WIRELESS		
			Object Total:		**127.40**	**892.31**		**3,300.00**	**2,407.69**	**27%**
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 112530 10	108884	Stephanie Venjohn LIBRARY		05/17/23	59.00	8/23	2862	ESSENTIA HEALTH		
CL 112530 13	108884	Lexi B LIBRARY		05/23/23	59.00	8/23	2862	ESSENTIA HEALTH		
			Object Total:		**118.00**	**398.00**		**3,000.00**	**2,602.00**	**13%**
410 OFFICE SUPPLIES										
CC 1166 1		OFFICE SUPPLIES		08/02/23	152.50	8/23	3161	VISA LIBRARY #1		
CL 112081 1	108524	OFFICE SUPPLIES	7334265	07/14/23	422.56	8/23	77	DEMCO INC		
CL 112276 1	108732	OFFICE SUPPLIES	7342206	08/02/23	305.69	8/23	77	DEMCO INC		
CL 112278 1	108829	OFFICE SUPPLIES	8013870723	07/31/23	117.98	8/23	3276	PREMIUM WATERS INC		
CL 112284 1	108708	OFFICE SUPPLIES	WO12549851	08/04/23	185.75	8/23	351	BUSINESS ESSENTIALS		
CL 112284 2	108708	OFFICE SUPPLIES	WO12560391	08/11/23	244.95	8/23	351	BUSINESS ESSENTIALS		
			Object Total:		**1,429.43**	**8,160.90**		**13,000.00**	**4,839.10**	**63%**
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 112082 1	108545	SERVICE AGREEMENTS/CONTRACTS	34499072	07/20/23	443.57	8/23	2877	GREATAMERICA FINANCIAL		
			Object Total:		**443.57**	**5,514.34**		**10,260.00**	**4,745.66**	**54%**
490 MISC										
CL 112277 1	108786	MISC (LOST MATERIAL)		08/14/23	12.00	8/23	5074	LEACH PUBLIC LIBRARY		
			Object Total:		**12.00**	**164.34**		**0.00**	**-164.34**	**%**
497 TECHNOLOGY										
CC 1166 2		TECHNOLOGY		/ /	47.40	8/23	3161	VISA LIBRARY #1		
CC 1167 1		TECHNOLOGY		08/02/23	1,920.00	8/23	3162	VISA LIBRARY #2		
CC 1168 1		TECHNOLOGY		08/02/23	66.00	8/23	4576	VISA LIBRARY #3		
			Object Total:		**2,033.40**	**19,686.77**		**52,914.00**	**33,227.23**	**37%**

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
500 SUPPLIES									
				/ /					
			Object Total:		**0.00**	**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									
				/ /					
			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									
CL 112086 1	108556	PROFESSIONAL PUBLICATIONS	76137018	05/25/23	350.00	8/23	4592 INGRAM LIBRARY SERVICES		
			Object Total:		**350.00**	**1,469.74**	**3,000.00**	**1,530.26**	**49%**
649 PROGRAMMING									
CC 1166 3		PROGRAMMING		/ /	424.26	8/23	3161 VISA LIBRARY #1		
CC 1167 2		PROGRAMMING		/ /	7.49	8/23	3162 VISA LIBRARY #2		
CC 1168 2		PROGRAMMING		/ /	268.27	8/23	4576 VISA LIBRARY #3		
CL 112252 1	108674	PROGRAMMING		08/07/23	130.00	8/23	4492 MICHAEL GALLO		
CL 112275 1	108800	PROGRAMMING (LICENSE)	504424833	08/02/23	244.18	8/23	1958 MOTION PICTURE LICENSING		
CL 112279 1	108780	COTTON CANDY MACHINE RENTAL		08/09/23	77.02	8/23	4155 KIRSTEN HENAGIN		
			Object Total:		**1,151.22**	**13,254.46**	**16,000.00**	**2,745.54**	**83%**
650 E RESOURCES									
CL 112085 1	108581	MIDWEST TAPE	504148160	07/31/23	2,000.04	8/23	1854 MIDWEST TAPE		
			Object Total:		**2,000.04**	**29,209.43**	**41,285.00**	**12,075.57**	**71%**
653 CAPITAL IMPROVEMENTS									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
661 POSTAGE/FREIGHT/SHIPPING									
				/ /					
			Object Total:		**0.00**	**5,686.60**	**7,000.00**	**1,313.40**	**81%**
662 BOOKS									
CC 1168 3		BOOKS		/ /	69.68	8/23	4576 VISA LIBRARY #3		
CC 1168 4		BOOK CREDIT		/ /	-11.69	8/23	4576 VISA LIBRARY #3		
CL 112083 1	108493	BOOKS	106103	07/11/23	449.80	8/23	4220 BRAINSTORM INC		
CL 112083 2	108493	BOOKS	105637	07/27/22	641.35	8/23	4220 BRAINSTORM INC		
CL 112084 1	108487	BOOKS	2037610831	07/12/23	185.26	8/23	1695 BAKER & TAYLOR		
CL 112084 2	108487	BOOKS	2037640213	07/20/23	161.12	8/23	1695 BAKER & TAYLOR		
CL 112084 3	108487	BOOKS	2037657934	07/18/23	25.91	8/23	1695 BAKER & TAYLOR		
CL 112086 2	108556	BOOKS	76907300	07/19/23	31.94	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112086 3	108556	BOOKS	76945532	07/21/23	228.11	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112086 4	108556	BOOKS	76945533	07/21/23	54.59	8/23	4592 INGRAM LIBRARY SERVICES		

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 112086 5	108556	BOOKS	76966421	07/24/23	204.36	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112086 6	108556	BOOKS	76966422	07/24/23	205.31	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112086 7	108556	BOOKS	76983079	07/25/23	1,065.35	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112086 8	108556	BOOKS	76983080	07/25/23	497.04	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112086 9	108556	BOOKS	77006530	07/26/23	20.82	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112086 10	108556	BOOKS	77006531	07/26/23	31.51	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112086 11	108556	BOOKS	77013852	07/26/23	14.76	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112086 12	108556	BOOKS	77013853	07/26/23	95.87	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112086 13	108556	BOOKS	77029251	07/27/23	55.10	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112086 14	108556	BOOKS	77029252	07/27/23	12.95	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112086 15	108556	BOOKS	77029253	07/27/23	222.34	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112086 16	108556	BOOKS	77037346	07/27/23	66.52	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112086 17	108556	BOOKS	77037347	07/27/23	112.00	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112086 18	108556	BOOKS	77037348	07/27/23	31.87	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112086 19	108556	BOOKS	77037349	07/27/23	33.22	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112087 1	108556	BOOKS	77056652	07/28/23	10.17	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112087 2	108556	BOOKS	77056653	07/28/23	36.11	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112087 3	108556	BOOKS	77056654	07/28/23	135.23	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112087 4	108556	BOOKS	77056655	07/28/23	113.64	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112087 5	108556	BOOKS	77076288	07/31/23	21.35	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112087 6	108556	BOOKS	77094992	08/01/23	13.39	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112087 7	108556	BOOKS	77094993	08/01/23	192.33	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112087 8	108556	BOOKS	77094994	08/01/23	376.20	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112087 9	108556	BOOKS	77094995	08/01/23	261.69	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112087 10	108556	BOOKS	77094996	08/01/23	121.09	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112087 11	108556	BOOKS	77094997	08/01/23	557.04	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112087 12	108556	BOOKS	77094998	08/01/23	24.79	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112087 13	108556	BOOKS	77094999	08/01/23	22.63	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112087 14	108556	BOOKS	77116776	08/02/23	18.16	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112087 15	108556	BOOKS	77116777	08/02/23	20.69	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112087 16	108556	BOOKS	77116778	08/02/23	17.61	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112281 1	108767	BOOKS	77157521	08/04/23	13.07	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112281 2	108767	BOOKS	77157522	08/04/23	21.92	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112281 3	108767	BOOKS	77157523	08/04/23	37.99	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112281 4	108767	BOOKS	77157524	08/04/23	21.30	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112281 5	108767	BOOKS	77157525	08/04/23	12.44	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112281 6	108767	BOOKS	77187752	08/07/23	17.69	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112281 7	108767	BOOKS	77187753	08/07/23	15.25	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112281 8	108767	BOOKS	77187754	08/07/23	16.84	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112281 9	108767	BOOKS	77187755	08/07/23	14.81	8/23	4592 INGRAM LIBRARY SERVICES		
CL 112281 10	108767			/ /		8/23	4592 INGRAM LIBRARY SERVICES		
CL 112282 1	108686	BOOKS	115449	08/09/23	811.80	8/23	3160 APPLE BOOKS		
CL 112283 1	108691	BOOKS	2037660922	07/26/23	70.86	8/23	1695 BAKER & TAYLOR		
CL 112283 2	108691	BOOKS (CREDIT)	0003286572	08/07/23	-17.86	8/23	1695 BAKER & TAYLOR		
			Object Total:		**7,483.32**	**41,843.94**	**100,750.00**	**58,906.06**	**42%**

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 112085 2	108581	AUDIOBOOK	504115715	07/25/23	204.96	8/23 1854	MIDWEST TAPE		
CL 112085 3	108581	AUDIOBOOK	504146872	08/01/23	269.94	8/23 1854	MIDWEST TAPE		
CL 112085 4	108581	DVD	504115714	07/25/23	380.14	8/23 1854	MIDWEST TAPE		
CL 112085 5	108581	DVD	504146874	08/01/23	323.65	8/23 1854	MIDWEST TAPE		
CL 112285 1	108797	DVD	504179310	08/08/23	37.74	8/23 1854	MIDWEST TAPE		
			Object Total:		**1,216.43**	**10,317.20**	**31,500.00**	**21,182.80**	**33%**
667 MEMBERSHIPS									
				/ /					
			Object Total:		**0.00**	**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 1166 4		PROMOTIONAL ACTIVITIES		/ /	23.54	8/23 3161	VISA LIBRARY #1		
			Object Total:		**23.54**	**5,910.95**	**11,400.00**	**5,489.05**	**52%**
724 CONSULTING/TESTING FEES									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
740 SERVICE CHARGES									
JV 5329 2		FIBT TSYS/TRANSFIRST Aug 23		/ /	78.00	8/23			
			Object Total:		**78.00**	**2,329.86**	**1,750.00**	**-579.86**	**133%**

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 5304	16	Aug 2023 Cost Allocations		/ /	3,501.92	8/23			
			Object Total:		**3,501.92**	**28,015.36**	**42,023.00**	**14,007.64**	**67%**
890 TRANSFERS OUT									
				/ /					
			Object Total:		**0.00**	**0.00**	**10,000.00**	**10,000.00**	**%**
901 CATALOGING									
				/ /					
			Object Total:		**0.00**	**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:		**117,330.14**	**1,031,983.75**	**1,924,529.00**	**892,545.25**	
			Fund Total:		**117,330.14**	**1,031,983.75**	**1,924,529.00**	**892,545.25**	

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

Combined Funds

Account Object	Description	Current Year Current Month	Current YTD	Budget	Variance	%
Revenue						
310001	PROPERTY TAXES	3,447.59	1,799,629.38	1,947,167.00	-147,537.62	92
310002	DISCOUNT PROPERTY TAXES			-72,045.00	72,045.00	
335600	STATE AID		40,509.16	31,000.00	9,509.16	131
						97
	Total Revenue	**3,447.59**	**1,840,138.54**	**1,906,122.00**	**-65,983.46**	**97**
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	57,643.83	480,141.57	875,154.00	395,012.43	55
114	PART TIME SALARIES	7,490.26	69,500.11	146,358.00	76,857.89	47
220	SOCIAL SECURITY	4,804.21	40,657.51	78,146.00	37,488.49	52
230	RETIREMENT	8,794.79	72,996.25	133,548.00	60,551.75	55
240	WORKFORCE SAFETY INSURANCE		1,124.45	1,607.00	482.55	70
250	UNEMPLOYMENT			500.00	500.00	
312	ATTORNEY		3,724.75	4,000.00	275.25	93
320	HEALTH INSURANCE	8,566.38	66,314.98	151,290.00	84,975.02	44
321	PROPERTY INSURANCE		1,924.00		-1,924.00	
333	BUILDING RENTAL	10,032.50	80,260.00	120,752.00	40,492.00	66
340	TRAVEL & EDUCATION	29.90	1,704.58	17,392.00	15,687.42	10
356	TELEPHONE	127.40	892.31	3,300.00	2,407.69	27
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING	118.00	398.00	3,000.00	2,602.00	13
410	OFFICE SUPPLIES	1,429.43	8,209.90	13,000.00	4,790.10	63
424	GAS AND OIL			1,200.00	1,200.00	
427	VEHICLES MAINTENANCE			1,200.00	1,200.00	
428	SERVICE AGREEMENTS-CONTRA	443.57	5,514.34	10,260.00	4,745.66	54
490	MISC	12.00	164.34		-164.34	
497	TECHNOLOGY	2,033.40	19,686.77	52,914.00	33,227.23	37
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	350.00	1,469.74	3,000.00	1,530.26	49
649	PROGRAMMING	1,151.22	13,254.46	16,000.00	2,745.54	83
650	E RESOURCES	2,000.04	29,209.43	41,285.00	12,075.57	71
661	POSTAGE/FREIGHT/SHIPPING		5,686.60	7,000.00	1,313.40	81
662	BOOKS	7,483.32	41,843.94	100,750.00	58,906.06	42
663	MAGAZINES		5,255.38	5,500.00	244.62	96
664	AUDIO VIDEO	1,216.43	10,317.20	31,500.00	21,182.80	33
667	MEMBERSHIPS		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	23.54	5,910.95	11,400.00	5,489.05	52
740	SERVICE CHARGES	78.00	2,329.86	1,750.00	-579.86	

133

Combined Funds

Account Object	Description	Current Month	Current YTD	Budget	Variance	%
		Current Year				
880	COST ALLOCATIONS	3,501.92	28,015.36	42,023.00	14,007.64	67
890	TRANSFERS OUT			10,000.00	10,000.00	
901	CATALOGING		2,559.78	3,200.00	640.22	80
994	ODIN		22,996.00	24,200.00	1,204.00	95
	Total Account	**117,330.14**	**1,032,072.75**	**1,924,529.00**	**892,456.25**	**54**
	Total Expenses	**117,330.14**	**1,032,072.75**	**1,924,529.00**	**892,456.25**	**54**
	Net Income from Operations	-113,882.55	808,065.79			
Other Revenue						
360000	MISCELLANEOUS REVENUE	293.62	4,186.69	5,000.00	-813.31	84
360100	SPONSORSHIPS		9,740.97	20,000.00	-10,259.03	49
361000	INTEREST ON INVESTMENTS	5,187.51	36,385.71		36,385.71	
375000	DONATIONS		610.00		610.00	
						204
	Total Other Revenue	**5,481.13**	**50,923.37**	**25,000.00**	**25,923.37**	**204**
	Net Income	-108,401.42	858,989.16			

To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: Thursday, September 14, 2023
Subject: Adjustment to 2023 library closure for Veteran's Day
Action: Approval of closure change to the library's closure schedule for 2023

West Fargo Public Library Board of Directors

President
Liann Hanson

Vice President/Secretary
Larry Schwartz

Treasurer
Alanna Rerick

Board member
Mandy George (City Commissioner)

Board member
Tony Stukel

Library Director
Jenna Kahly

Summary and Recommendation:

There was a holiday that was overlooked and not added to the 2023 library closure calendar, which the Board approved in November 2022. The library is requesting board approval for the following change to the 2023 holiday closure.

1. The Library will be closed Saturday, November 11th in observance of Veteran's Day.

The Library was approved to be closed Friday November 10th in observance of Veteran's Day.

Please approve the library closure of Saturday, November 11th to observe Veteran's Day. Attached is the original library closure schedule for 2023.

Original

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

*not paid holiday
**library is closed, but staff reports for duty
Summer schedule: Closed Sundays May 28 through September 3.

Updated proposed library closings for 2023

Proposed library closings for 2023	
New Year's Day	Sunday, January 1*
New Year's Day	Monday, January 2 (observed)
Martin Luther King, Jr. Day	Monday, January 16** (staff training)
Presidents' Day	Monday, February 20
Easter Sunday	Sunday, April 9*
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Veterans Day	Friday, November 10 (observed)
Veterans Day	Saturday, November 11
Thanksgiving Day	Thursday, November 23
Day after Thanksgiving	Friday, November 24
Christmas Eve Day	Sunday, December 24*
Christmas Day	Monday, December 25
Christmas Day	Tuesday, December 26 (observed)
New Year's Eve	Sunday, December 31* Open regular hours 10am-5pm

*not paid holiday
**library is closed, but staff reports for duty
Summer schedule: Closed Sundays May 28 through September 3.

2024 STAFFING REQUEST

Presented by
Jenna Kahly, Director

Goals of Recommendation

- Investment in **full-time positions** at the **primary service point** of the Library
- Establish a **sustainable Service Desk staffing plan**
- Allow time for supervisors to **train and coach** Library Assistants
- Increase **flexibility** of Service Desk schedule
- **Reduce disruption** of Programming and Outreach operations

Current Challenges

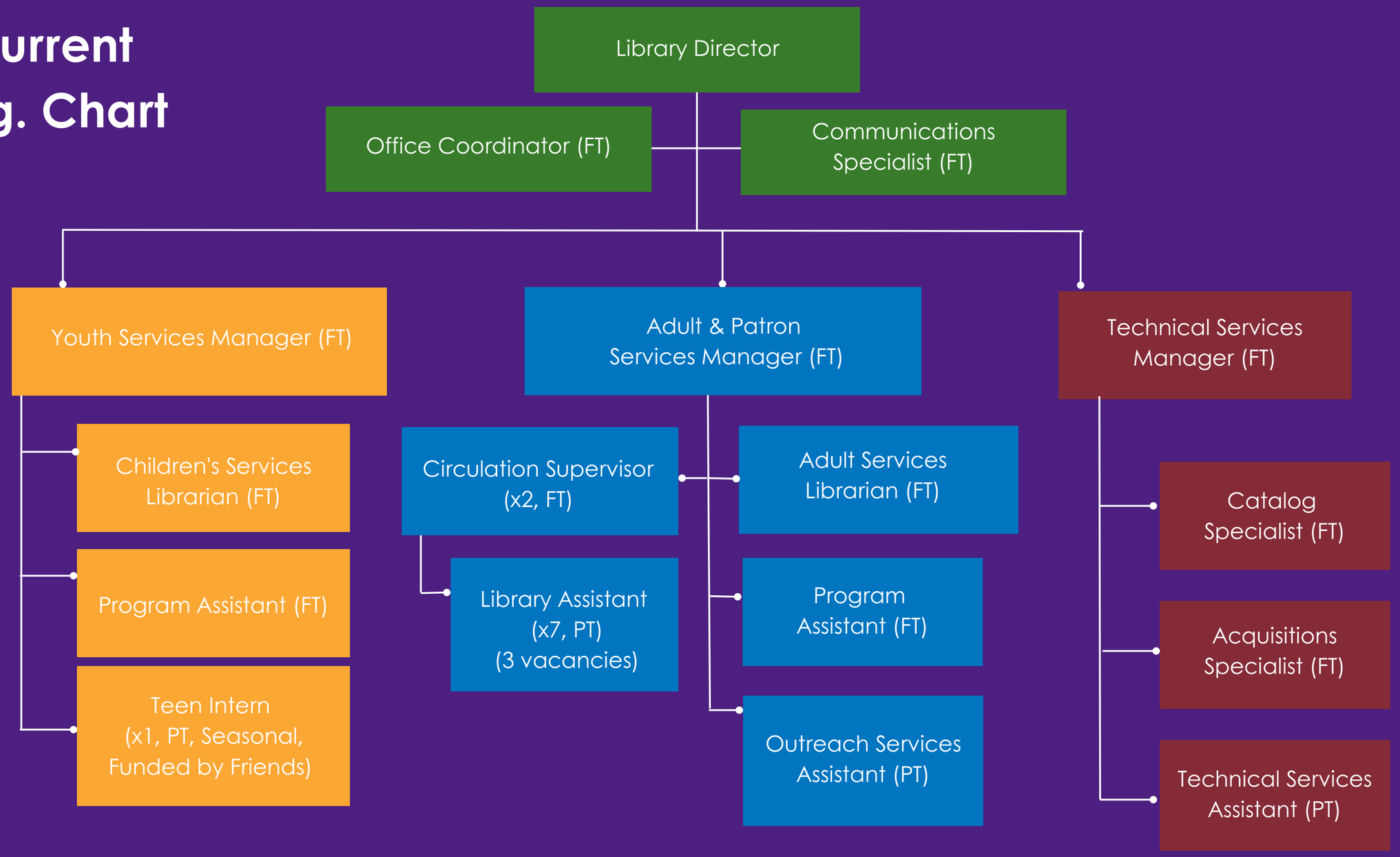
- Lack of FTE to properly staff primary service point (Service Desk)
- Continual hiring and onboarding
- Disruption of library services due to vacancies
- Difficulty finding coverage for shift in cases of vacation or illness
- Workplace culture

Recommendation

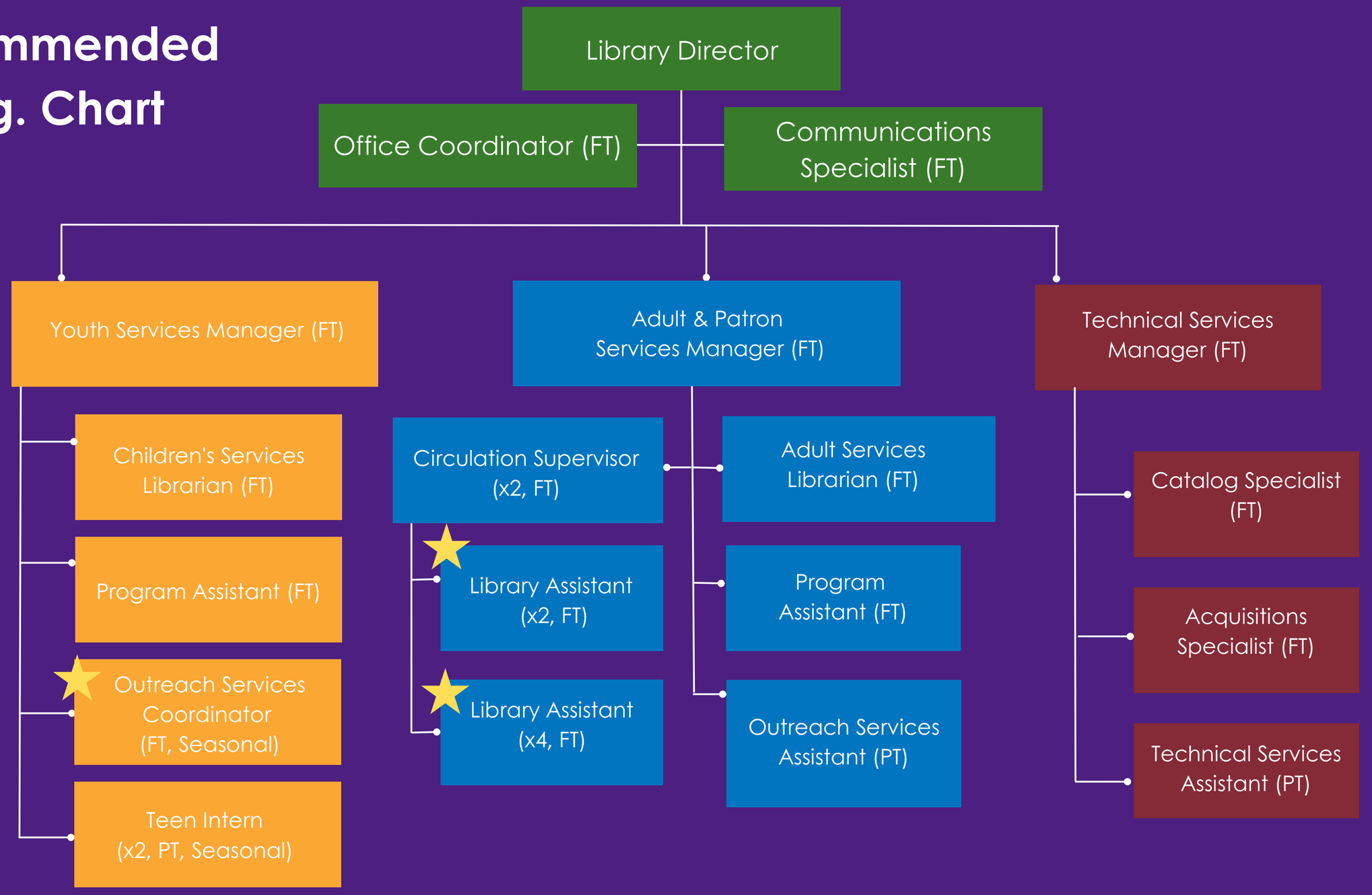
- Create **2 FT Library Assistant** positions
- Eliminate 3 PT Library Assistant positions
- Change the FT Outreach Services Coordinator (approved for FY24) to a 3-month seasonal position for summer months

- Fund the positions with unspent funds from 110 Permanent Employees and 114 Part-Time Salaries for FY23
- Changing plan for FT Outreach Services Coordinator to a 3-month seasonal position keeps us within budget for FY24

Current Org. Chart

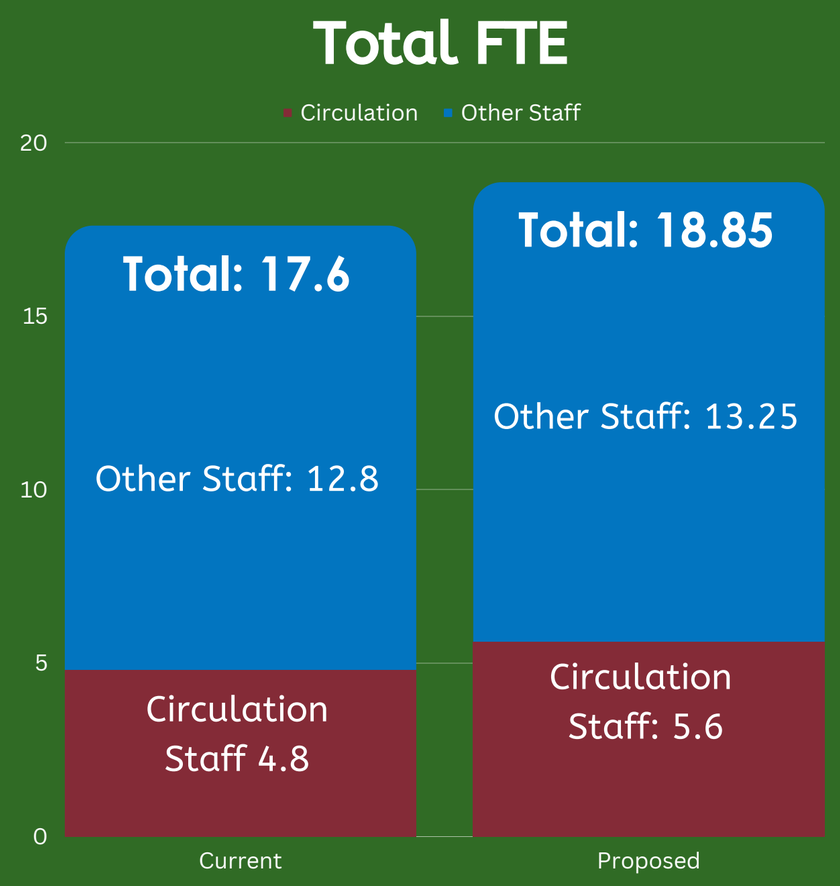


Recommended Org. Chart



Future Outlook

- **Supervisory Ratio of 3:1**
- **2 FT Library Assistants** (1.0 FTE/each)
  - Daytime and Evening Library Assistants would match their respective Circulation Supervisor.
  - Schedule is 9-5:30 pm M-Th, varies on Fridays, and two weekends a month.
- **4 PT Library Assistants** (0.4 FTE/each)
  - Two assistants would report to each Circulation Supervisor
  - Morning: 9 a.m. to 1 p.m. M-Th, alternates on Fridays of 10 a.m. to 2 p.m. and 9:30 a.m. to 6 p.m., and one weekend a month
  - Evening: 5 to 9 p.m. M-Th, alternates on Fridays from 2 to 6 p.m. and 9:30 a.m. to 6 p.m., and one weekend a month
  - 12 hrs/week non-weekend or 16 hrs/week with weekend



FY 23 Financial Impact

With no changes or hires

110 Permanent Salaries will be underspent by ~ $130,000

114 Part Time Salaries will be underspent by ~ $50,000

With proposed changes at full staffing levels

Underspent by ~ $120,000*

**combined between lines 110 and 114*

FY 24 Financial Impact

With proposed changes at full staffing levels

110 Permanent Salaries: 15.12%

114 Part time Salaries: -21.8%

FY23

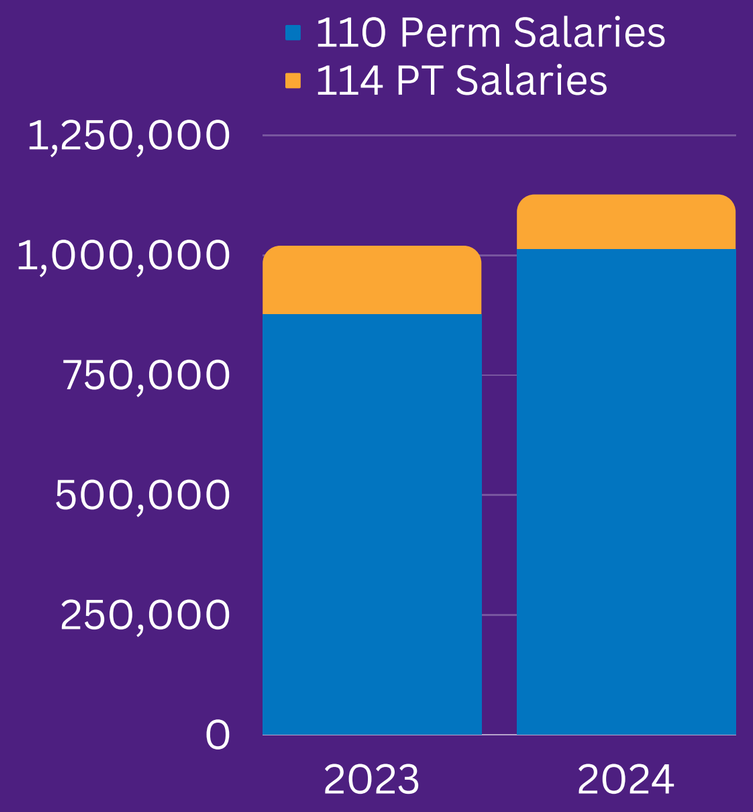
110 Permanent Salaries: $875,154

114 Part Time Salaries: $143,358

FY24

110 Permanent Salaries: $1,010,936

114 Part Time Salaries: $114,442



QUESTIONS?

Thank you for your time!

CITY OF WEST FARGO, ND
Expenditure Budget
For the Year: 2024

	Updated Proposed #s
	Unknown Proposed #s
	Potential targets if over

Account	Object	Object Description	2022	2023 Budget	2024 Board App. Draft	2024 City App. Draft	2024 Board Prop. Rev. #3
411600	110	PERMANENT EMP SALARIES	$670,623	$875,154	$964,230	$950,251	$1,010,936
411600	114	PART TIME SALARIES	$130,474	$146,358	$143,779	$136,858	$114,442
411600	220	SOCIAL SECURITY	$60,398	$78,146	$84,763	$83,164	$84,763
411600	230	RETIREMENT	$103,676	$133,548	$169,017	$175,722	$169,017
411600	240	WORKFORCE SAFETY INSURANC	$1,743	$1,607	$2,066	$2,384	$2,066
411600	250	UNEMPLOYMENT		$500	$500	$500	$500
411600	312	ATTORNEY	$6,791	$4,000	$4,000	$4,000	$4,000
411600	320	HEALTH INSURANCE	$79,973	$151,290	$205,618	$205,554	$205,618
411600	321	PROPERTY INSURANCE	$1,043	$0	$0		$0
411600	333	BUILDING RENTAL	$108,895	$120,752	$124,002	$124,002	$124,002
411600	340	TRAVEL & EDUCATION	$9,733	$17,392	$18,060	$18,060	$18,060
411600	356	TELEPHONE	$1,529	$3,300	$3,300	$3,300	$3,300
411600	387	MEDICAL/VACCINES		$500	$500	$500	$500
411600	399	RECRUITMENT/EMPLOYMENT TE	$5,537	$3,000	$3,000	$3,000	$3,000
411600	410	OFFICE SUPPLIES	$10,531	$13,000	$13,000	$13,000	$13,000
411600	424	GAS AND OIL		$1,200	$1,200	$1,200	$1,200
411600	427	VEHICLES MAINTENANCE		$1,200	$1,200	$1,200	$1,200
411600	428	SERVICE AGREEMENTS-CONTRA	$21,605	$10,260	$10,260	$10,260	$10,260
411600	490	MISC	$378	$0	$500	$500	$500
411600	497	TECHNOLOGY	$34,639	$52,914	$36,479	$36,479	$36,479
411600	500	SUPPLIES	$300	$500	$500	$500	$500
411600	641	FURN & EQUIP-NON DEPRECIA	$7,944	$3,500	$7,166	$7,166	$7,166
411600	644	POSTAL METER RENT	$972	$1,200	$1,200	$1,200	$1,200
411600	648	PROFESSIONAL PUBLICATIONS	$442	$3,000	$3,000	$3,000	$3,000
411600	649	PROGRAMMING	$16,128	$16,000	$21,000	$21,000	$21,000
411600	650	E RESOURCES	$36,192	$41,285	$53,161	$53,161	$53,161
411600	661	POSTAGE/FREIGHT/SHIPPING	$5,762	$7,000	$10,000	$10,000	$10,000
411600	662	BOOKS	$108,999	$100,750	$88,950	$88,950	$88,950
411600	663	MAGAZINES	$4,849	$5,500	$5,500	$5,500	$5,500
411600	664	AUDIO VIDEO	$30,758	$31,500	$25,650	$25,650	$25,650
		LIBRARY OF THINGS			$2,000	2000	$2,000
411600	667	MEMBERSHIPS	$3,042	$3,500	$3,589	$3,589	$3,589
411600	668	PRINTING	$453	$1,000	$1,000	$1,000	$1,000
411600	669	INSURANCE		$2,750	$2,750	$2,750	$2,750
411600	672	EMERGENCY MEDICAL SUPPLIE	$145	$350	$350	$350	$350
411600	689	PROMOTIONAL ACTIVITIES	$7,218	$11,400	$11,400	$11,400	$11,400
411600	740	SERVICE CHARGES	$1,606	$1,750	$1,750	$1,750	$1,750
411600	864	FURN & EQUIP DEPRECIATED		$0	$0	$0	$0
411600	880	COST ALLOCATIONS	$41,238	$42,023	$46,646	$46,646	$46,646
411600	890	TRANSFERS OUT		$10,000	$10,000	$10,000	$10,000
411600	901	CATALOGING	$3,615	$3,200	$2,950	$2,950	$2,950
411600	994	ODIN	$19,824	$24,200	$24,200	$24,200	$24,200
			$1,537,650	**$1,924,529**	**$2,108,236**	**$2,094,696**	**$2,125,605**

Revenues						
310001	Taxes	$ 1,682,739	$ 1,947,167	$ 2,150,618	$ 2,150,619	$ 2,150,618
310002	Levy Discounts	$ (62,261)	$ (72,045)	$ (72,045)	$ (79,573)	$ (79,573)
335600	Intergovernmental	$ 31,000	$ 31,000	$ 31,000	$ 31,000	$ 40,509
345200	Charges for Services					
360000	Miscellaneous	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000
360100	Sponsorships	$ 25,000	$ 20,000	$ 15,000	$ 15,000	$ 15,000
375000	Pledges					
		$ 1,681,478	**$ 1,931,122**	**$ 2,129,573**	**$ 2,122,046**	**$ 2,131,554**
Net Surplus/Deficit		**$143,828**	**$6,593**	**$21,337**	**$27,350**	**$5,949**

West Fargo Public Library 2023

Summer Boost Impact Report

Presented by Ellen Rossow,
Library Communications Specialist

WEST FARGO PUBLIC LIBRARY
SUMMER BOOST

Join us for a summer of fun for ALL AGES at the West Fargo Public Library and beyond!

ALL TOGETHER NOW!

This year's program is all about community, friendship, togetherness and lending a helping hand.

SUMMER BOOST READING CHALLENGE

June 1 - July 31, 2023

West Fargo Public Library Summer Boost

705
total readers in challenge

11,193
hours tracked as part of challenge

181
challenge completions

79%
actively participated

Kindness
ROCKS!

42
average visitors per stop

35
average books checked out per stop

1738
total visitors to the Little Red Reading Bus

1481
total circulation on bus route

600
total activity kits given out

Hello
Hello Baby!
Hello Friend!
Hello, hello, we're here
It's time to learn
It's time to play
It's time

Decide your "why"
• To unplug?
• To explore?
• To have fun?
• To pursue a different hobby?

"My children love reading, but sharing that enjoyment with others through the library is a big motivator for them."

WEST FARGO PUBLIC LIBRARY SUMMER BOOST

"My kids learn and read because of you! Thank you so much for the events, programs, activities from the bus to learn, books, and the red reading bus. So much learned and value provided. We have the best library! And best staff. Thank you!

"Library programs kept my kids engaged in reading throughout the summer."

"We often schedule our kids' activities around library events that we enjoy."

THANK YOU!

Questions?

West Fargo Public Library

Director's Report

Presented by Jenna Kahly
Library Director
Sept. 14, 2023

From Our Patrons

"I really like the changes to the layout in the library. It makes it feel bigger and more spacious. "

“I appreciate the West Fargo Library bringing books to us. You do such a great job! I moved to West Fargo about a year ago and am pleasantly surprised with all the services you provide. Again, thank you for all the good work you do!”

Staffing

YOUTH SERVICES STAFF

Youth Services Program Assistant

VACANCY FILLED!

- August Speikers
  - He is an MSUM alum, artist, experience working with kids, off to a great start

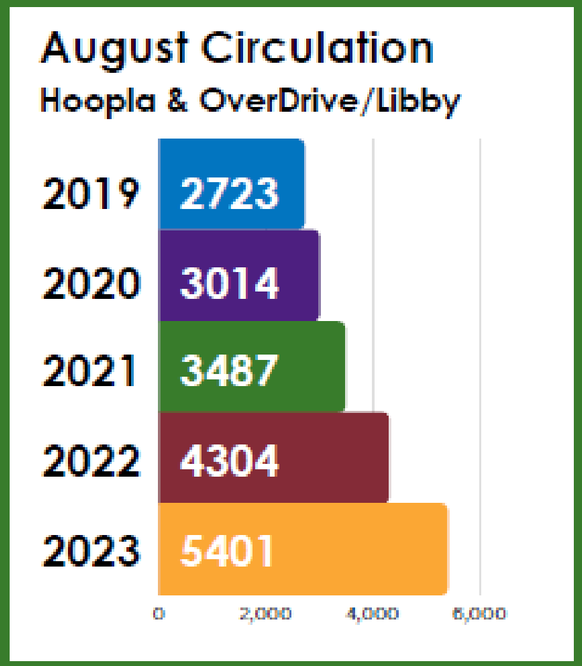
SERVICE DESK

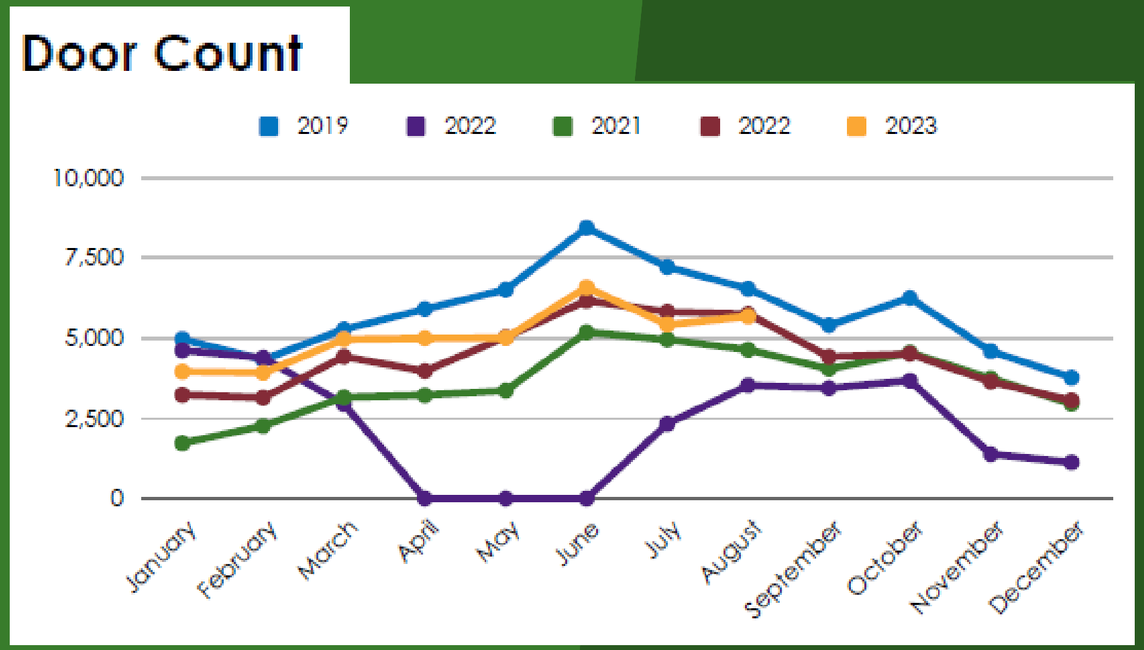
- Still lacking levels of appropriate staffing.
- Programming staff filling in at desk.
- Pulled back on programs for the fall.
- One evening will be at staffing minimums.

Library Usage Trends

Statistical Trends

- Continued growth in electronic item circulation
- Door count was up in August from June and July
- Library card signups are still beating pre-pandemic numbers
- Meeting room usage shot back up in August, was down in June and July.





Programming

STORYTIMES

- Storytime attendance continues to grow.
- We paused storytimes for the last two weeks in August and we still saw more visitors than July.
- Offering more options in hopes that it spreads out the attendees so it isn't 60 to 100 people at once.
- Truly busting at the seems.

Programs & Services

- One Book, One Community started Sept. 1
  - Beanstack challenge, series of events
- Technology Tutoring returned Sept. 5 with additional new Reference Services.
  - Tech Tutoring is on Tuesdays, Reference Services are all other weekdays by appointment.

Outreach

- Added a fifth daycare book delivery location in August
- Came to an agreement with Y daycare to have supervised library visits for the kids before library hours beginning Sept. 12.

Upcoming Events

- **TeenTober** events Thursdays in October including pumpkin painting, DIY terrariums, edible haunted houses and Hocus Pocus movie screening
- **STEM Saturday** and **FAST Saturdays** start October for kids
- A full day of events on Saturday, Oct. 7 including:
  - **STEM Saturday**
  - **10 Warning Signs of Alzheimer's** class with Alzheimer's Association of MN/ND
  - **Beginner Knitting**
- Friends of the Library **Used Book Sale** Oct. 14 and 15 during library hours
- **One Book, One Community** Author Talk coming up Oct. 19 at Concordia

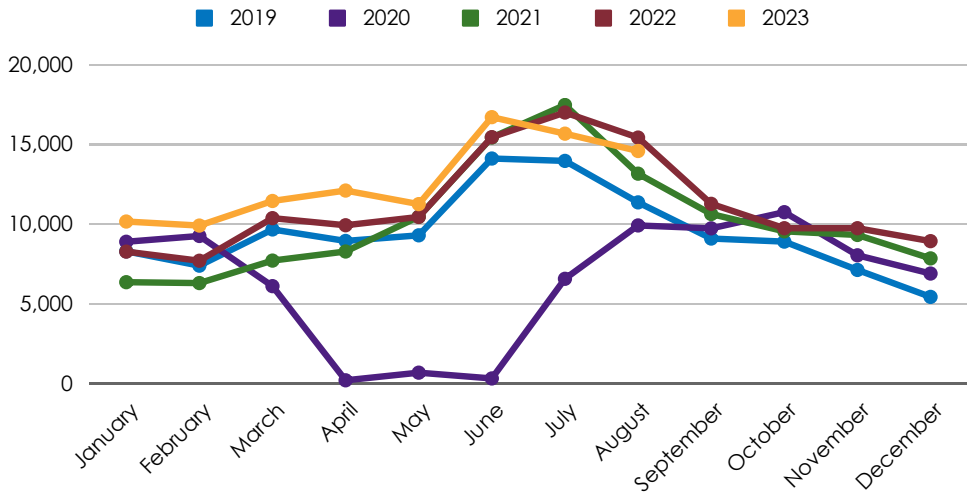
QUESTIONS?

Thank you for your time!

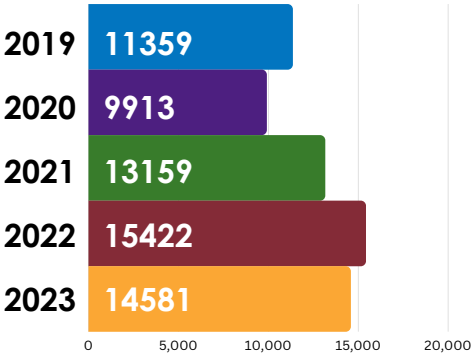
West Fargo Public Library

Monthly Impact Report August 2023

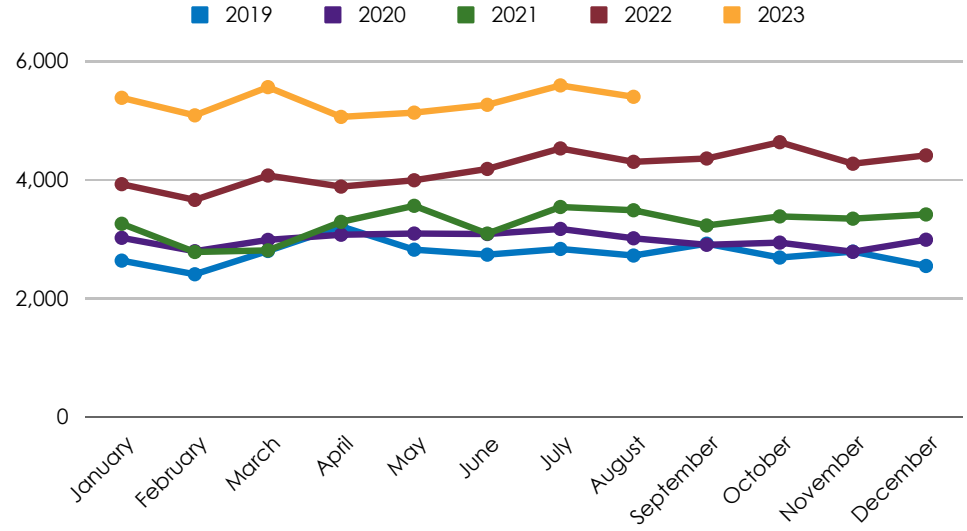
Physical Item Circulation



August Circulation

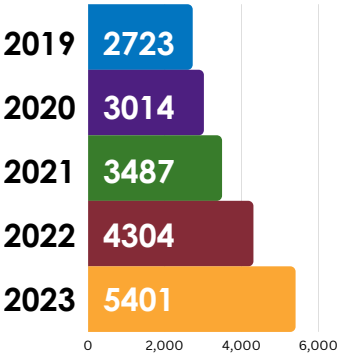


Electronic Materials Circulation

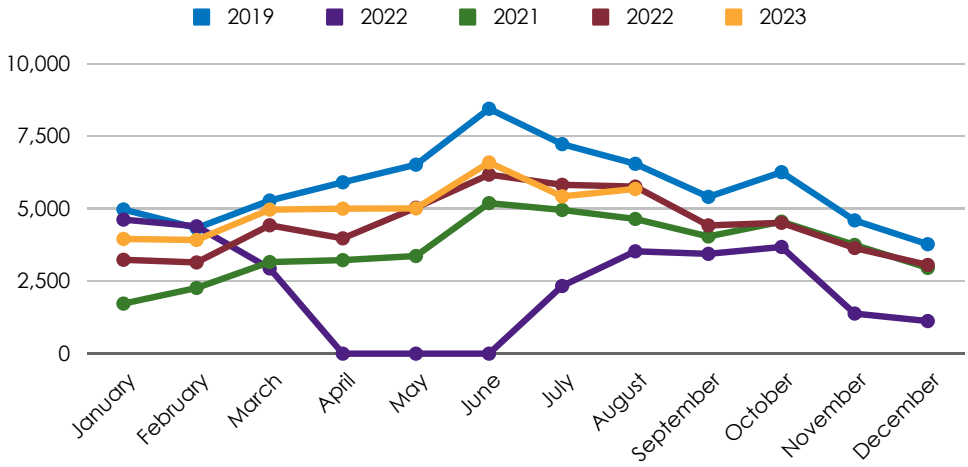


August Circulation

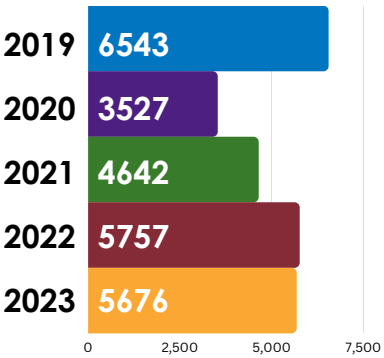
Hoopla & OverDrive/Libby



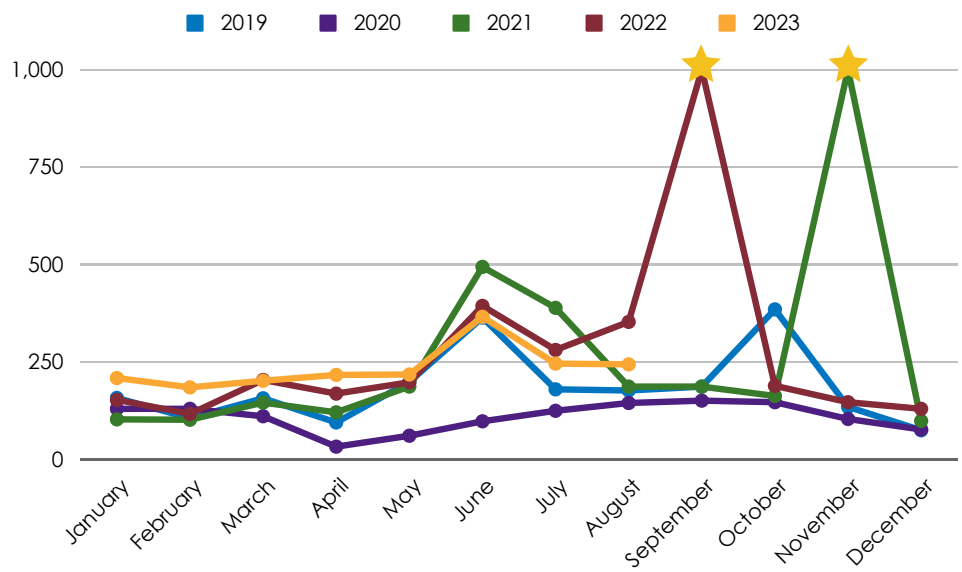
Door Count

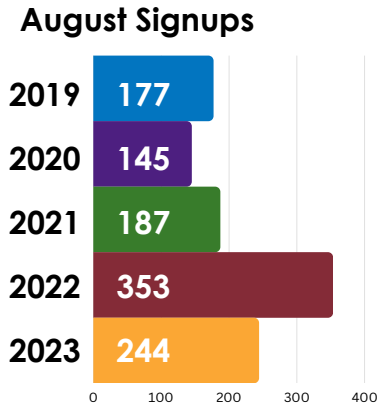


August Door Count



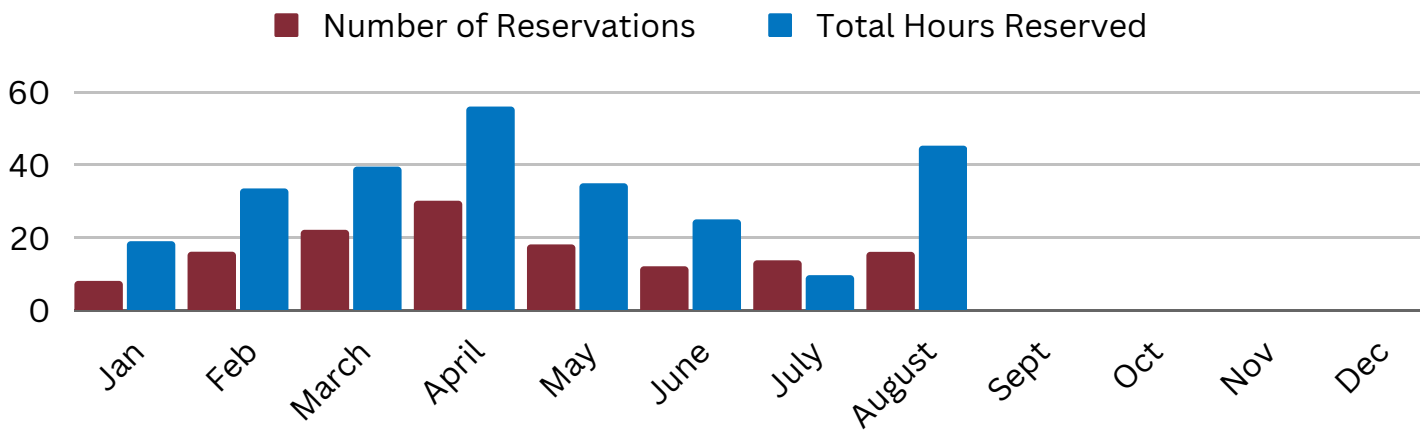
Library Card Signups





★ 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



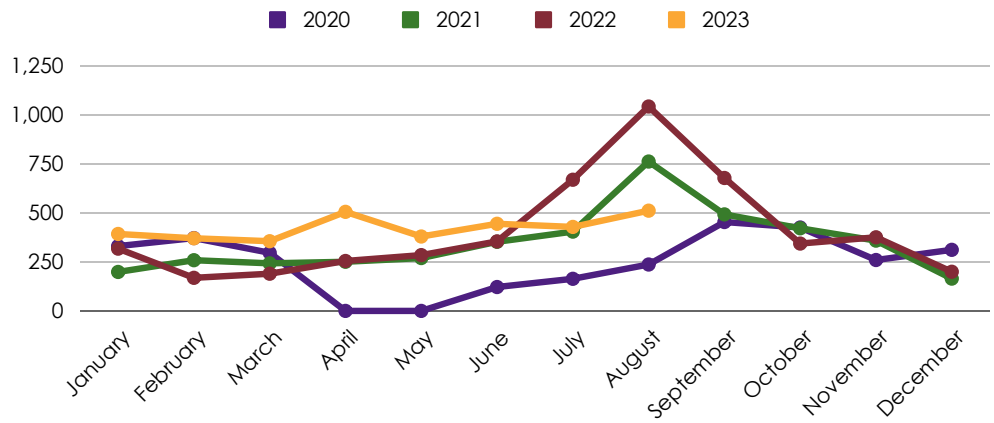
In August, library meeting rooms were used by:

- Yards Business Association
- Friends of the West Fargo Public Library
- Stage West/West Fargo Events
- Individuals conducting background checks
- Those needing quiet spaces to study/Zoom call

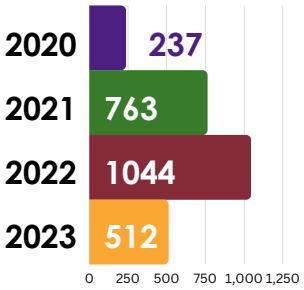
August 2023 Meeting Room Use

Monthly Hours Reserved	45
Hours Reserved YTD	**264.67**
Monthly Reservations	**16**
Reservations YTD	131.75

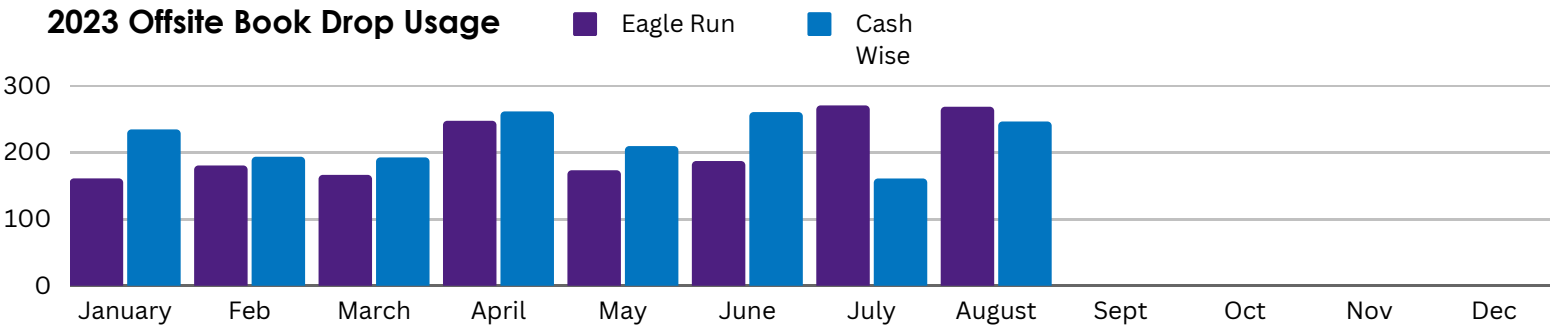
Offsite Book Drop Usage



August Offsite Book Drop Usage



2023 Offsite Book Drop Usage



Outreach Services

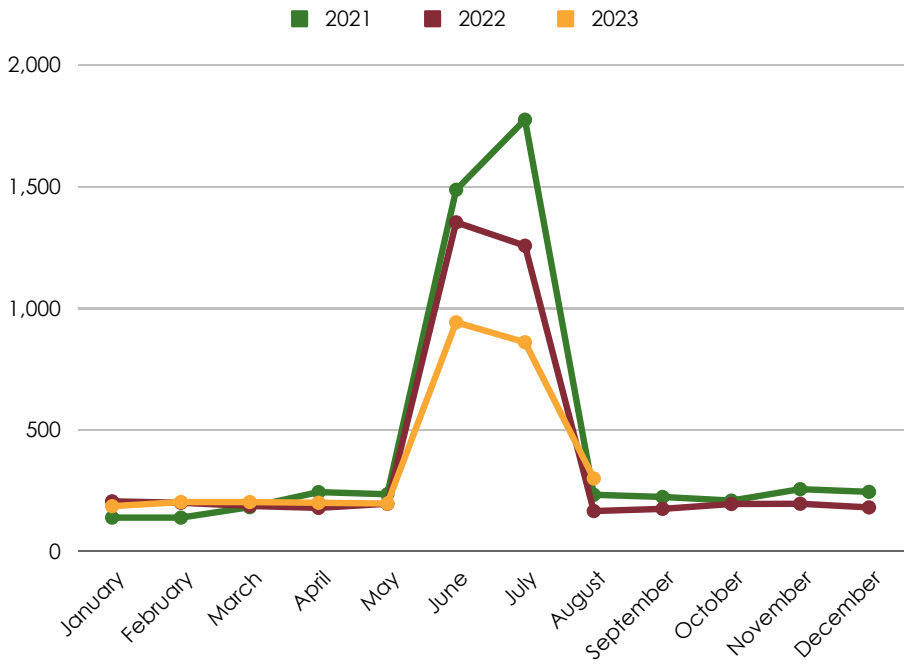
Monthly Outreach Circulation

Total Monthly 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.	99
Daycare Locations Served	5
Daycare Circ.	120
Little Red Reading Bus Stops	4
Little Red Reading Bus Circ.	82



Outreach & Community Event Attendance

Daycare Outreach Storytimes (0 sessions)	service ended May 2023
Little Red Reading Bus Route (4 stops)	120
Other Outreach Events	411
Total Attendance	**531**

Programs

Onsite Program Attendance

Youth

Ready to Read Storytime	199
Baby Boost Storytime	216
Teeter Tots Storytime	20
Teen Events	14
Other Youth Events	6
Total Attendance	455
	(↑ 25)

Adult

Onsite Book Clubs	23
Adult Movie Screenings	61
English Conversation Circle	2
Other Events	1
Total Attendance	87
	(↓ 4)

All-Ages

Summer Closing Party	220
Family Movie	22
Community Table Activity	195
	437

Reference Programs

Technology Tutoring	paused for summer
ND Job Service	0
Total Attendance	0

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

Monthly New Registrations	3
YTD Registrations	23
Lifetime Registrations	33

1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	5
YTD Registrations	85
Lifetime Registrations	483

Hundreds of people came to our End-of-Summer Celebration at the POW/MIA Plaza, which included a special dunk tank fundraiser hosted by the Friends among other activities like temporary tattoos, yard games, free snacks and a balloon twister. It ended up raining, but we still had a great turnout.

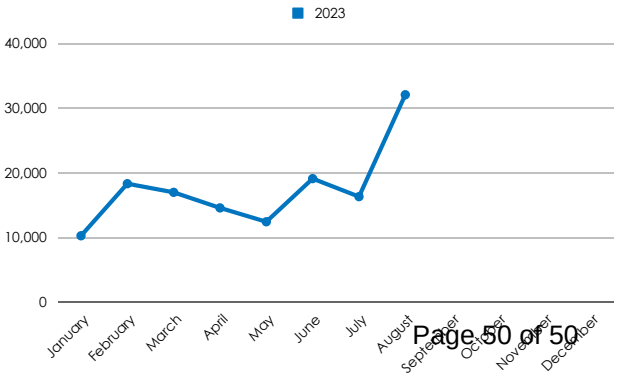
Total program attendees (in-library & outreach, Aug. 2023) **1510** *(↓ 268)*

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 included in the following local news stories in August:

- Prairie Public to host annual Share a Story Family Literacy Event Aug. 10 **Fargo Forum**
- West Fargo Public Library hosts "Chopped Challenge for Teens" **KVRR TV News**
- "Chooped" Wacky Food Competition for Teens in North Dakota **KVRR Affiliate in Georgia**
- West Fargo sets 2024 preliminary budget with hopes to further reduce mill levy **Fargo Forum**
- Summer Send-off Celebration **Valley Today (KVLY) TV News**
- Summer Send-off Celebration **WDAY First News TV News**
- Librarians breathe sigh of relief as new North Dakota Library Law has little effect **Fargo Forum**
- West Fargo's new library director takes the reins **Fargo Forum**

Social Media Audience
Facebook, Instagram, Twitter followers + unmuted Nextdoor community members
16027 (added 92)

Social Media Reach
The library reached more users on social media in August than any other month this year.
32084