



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, October 19, 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 – September 28th, 2023
2. Approval of September Financials

Regular Agenda

Old Business

New Business

1. Update to Space Needs Assessment Funding Request **(Action)**
2. Library Marketing & Communications Specialist Job Description **(Action)**
3. Media Relations Policy **(Action)**
4. Public Posting & Displays Policy **(Action)**
5. Approval of Holiday Leave Policy **(Action)**
6. Public Comment Policy **(Action)**
7. Dec. 4 Closure for Staff Training & Maintenance Projects **(Action)**
8. Quarter 3 Programming & Reach Report
9. Director's Report
10. Adjourn



West Fargo Public Library Board of Directors Meeting

Regular Meeting Sept. 28, 2023

5 p.m.

via Zoom

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

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

Board Members Absent: Mandy George, Tony Stukel

I. Call to Order

Hanson called the meeting to order at 5:02 p.m.

II. Order of the Agenda

Rerick requested to move Adjustment to 2023 Library Closure for Veterans Day from the Consent Agenda to the Regular Agenda. Schwartz moved to approve the order of the agenda with that change. Rerick seconded. No opposition. Motion carried.

III. Consent Agenda

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

IV. Adjustment to 2023 Library Closure for Veterans Day (Action)

Library staff requested an update to the library's holiday calendar, which would cause the building to be closed both Friday and Saturday, Nov. 10 and 11, for Veterans Day. The Library Board approved the Friday, Nov. 10 closure, which is Veterans Day observed city-wide, but under the currently adopted City of West Fargo Employee Handbook, the library should also be closed on Saturday, the actual Federal holiday. After discussion, Hanson moved to direct Kahly to work with City of West Fargo Human Resources to add a library-specific paragraph to the applicable section of the Employee Handbook directing the library be closed only on the actual Federal holidays going forward and to add Juneteenth and Indigenous Peoples Day to the list of holidays. Schwartz seconded. No opposition. Motion carried.

V. Approval of Staffing Plan and Hiring of Two Full-Time Library Assistants (Action)

Schwartz moved to approve the Staffing Plan and hiring of two full-time library assistants. Rerick seconded. No opposition. Motion carried.

VI. Approval of the 2024 Final Budget (Action)

Schwartz moved to approve the 2024 Final Budget. Rerick seconded.

Kahly presented information about the now-approved Staffing Plan, which impacted the proposed 2024 Final Budget. The new Staffing Plan adds two full-time Library Assistant positions and eliminates three vacant part-time ones. It also changes the full-time Outreach Services Coordinator role, approved by the Board previously, to a three-month seasonal role for the summer instead of a year-round position. Library staff had found an error in the preliminary budget approved by the City Commission, where the data used to derive the library's staffing lines was inaccurate. The proposed change to the Outreach Services Coordinator role would keep the library operating within its allotted mills despite those errors.

No opposition. Motion carried.

VII. Cancellation or rescheduling of Oct. 12 Board Meeting (Action)

Kahly requested the Library Board either cancel or reschedule the Board's upcoming

regular meeting set for Oct. 12, due to the North Dakota Library Association conference. Schwartz moved to reschedule the meeting for Oct. 19, 2023. Rerick seconded. No opposition. Motion carried.

VIII. Summer Boost and Little Red Reading Bus 2023 Impact Report

Rossow shared some highlights and statistics about the library's 2023 summer programs. The Summer Boost Reading Challenge had a record-breaking number of completions in 2023. Rossow also gave a shout-out to the Youth Services team for going above and beyond to meet community expectations with Storytimes and the Little Red Reading Bus despite being down a staff person and helping cover the Service Desk. The Library saw average attendance and circulation increases at Little Red Reading Bus stops. Top events included the opening and closing parties, a Stage West performance of Winnie the Pooh at the library, and STEM Week. Rossow noted that Library staff did have to turn patrons away on multiple occasions due to spatial constraints during the summer. She also shared a few positive quotes from patrons. Schwartz expressed that the work done was impressive, especially given the "small, confined, and inadequate" space at the library building. No action was taken.

IX. Director's Report

Kahly provided a Director's Report with highlights from the library in August 2023. Highlights of the report included:

- several positive comments from patrons about the layout of the library and the senior book delivery program
- the addition of August Speikers to the Youth Services team
- continued increases in electronic circulation, meeting room usage and library card signups
- continued overwhelming attendance at storytimes
- reminders about One Book, One Community events and the reading challenge
- Technology Tutoring returned in Sept.
- continued limitations to programming due to spatial constraints in the Children's Corner and meeting rooms

She also shared some upcoming events in October, including TEENtober events on Thursdays, STEM Saturday, FAST Saturday, the Friends of the Library Book Sale, and One Book One Community Author Talk.

Kahly also gave thanks to Henagin for her work as Interim Director and help through the budget process. No action was taken.

X. Adjustment to 2023 Library Closure for Veterans Day (Action)

A motion was still needed to determine what days the library would be closed for Veterans Day in 2023. Hanson moved that the library be closed both Friday, Nov. 10 and Saturday, Nov. 11. Schwartz seconded. The motion carried on a 2:1 vote.

XI. Adjourn

Rerick moved to adjourn. Schwartz seconded. No opposition. Motion carried at 5:49 p.m.

10/02/23
07:47:26

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 8/23 - 8/23

Page: 1 of 6
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 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%

10/02/23
07:47:26

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 8/23 - 8/23

Page: 2 of 6
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								
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			05/17/23	59.00	8/23 2862	ESSENTIA HEALTH		
LIBRARY								
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		W012549851	08/04/23	185.75	8/23 351	BUSINESS ESSENTIALS		
CL 112284 2 108708 OFFICE SUPPLIES		W012560391	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		34499072	07/20/23	443.57	8/23 2877	GREATAMERICA FINANCIAL		
AGREEMENTS/CONTRACTS								
		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%

10/02/23
07:47:26

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 8/23 - 8/23

Page: 3 of 6
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								
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		

10/02/23
07:47:26

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 8/23 - 8/23

Page: 4 of 6
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									
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%

10/02/23
07:47:26

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 8/23 - 8/23

Page: 5 of 6
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								
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			/ /	78.00	8/23			
Aug 23								
		Object Total:		78.00	2,329.86	1,750.00	-579.86	133%

10/02/23
07:47:26

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 8/23 - 8/23

Page: 6 of 6
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								
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).

10/02/23
07:51:44

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/23 - 9/23

Page: 1 of 9
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 5338131	Payroll 09.08.23		/ /	32,661.11	9/23			
		Object Total:		32,661.11	512,802.68	875,154.00	362,351.32	59%
114 PART TIME SALARIES								
JV 5338132	Payroll 09.08.23		/ /	3,145.27	9/23			
		Object Total:		3,145.27	72,645.38	146,358.00	73,712.62	50%
209 CLASSIFIED ADS								
		Object Total:		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 5338133	Payroll 09.08.23		/ /	2,649.93	9/23			
		Object Total:		2,649.93	43,307.44	78,146.00	34,838.56	55%
230 RETIREMENT								
JV 5338134	Payroll 09.08.23		/ /	4,984.08	9/23			
		Object Total:		4,984.08	77,980.33	133,548.00	55,567.67	58%
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 5338135	Payroll 09.08.23		/ /	4,298.73	9/23			
		Object Total:		4,298.73	70,613.71	151,290.00	80,676.29	47%
321 PROPERTY INSURANCE								
		Object Total:		0.00	1,924.00	0.00	-1,924.00	%
333 BUILDING RENTAL								
CL 112741 1	109078 SEPTEMBER RENT	MISC07143	08/17/23	10,333.50	9/23	549 WF PUB SCHOOLS DIST #6		
CL 113302 1	OCTOBER RENT	MISC07170	09/20/23	10,333.50	9/23	549 WF PUB SCHOOLS DIST #6		
		Object Total:		20,667.00	100,927.00	120,752.00	19,825.00	84%
340 TRAVEL & EDUCATION								
CL 112743 1	108924 MILEAGE		08/28/23	42.56	9/23	5053 CASSANDRA KLOS		
CL 112906 1	109254 MILEAGE		/ /	12.50	9/23	3869 ALISHA REIS		
CL 113303 1	MILEAGE		10/02/23	33.04	9/23	5053 CASSANDRA KLOS		
		Object Total:		88.10	1,752.68	17,392.00	15,639.32	10%
348 BUYOUTS								
		Object Total:		0.00	0.00	0.00	0.00	%

10/02/23
07:51:44

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/23 - 9/23

Page: 2 of 9
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								
356 TELEPHONE								
CL 113166 34	aug 2023 library	9943825034	08/02/23	157.47	9/23 3668	VERIZON WIRELESS		
		Object Total:		157.47	1,049.78	3,300.00	2,250.22	32%
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 113228 4	Jenna K - Library	800012111	09/11/23	59.00	9/23 2862	ESSENTIA HEALTH		
CL 113228 14	Anisah S - Library	800012111	09/11/23	59.00	9/23 2862	ESSENTIA HEALTH		
		Object Total:		118.00	516.00	3,000.00	2,484.00	17%
410 OFFICE SUPPLIES								
CC 1226 1	OFFICE SUPPLIES		09/03/23	69.73	9/23 4576	VISA LIBRARY #3		
CL 112749 1	108920 OFFICE SUPPLIES	W012580261	08/25/23	46.22	9/23 351	BUSINESS ESSENTIALS		
CL 112749 2	108920 OFFICE SUPPLIES	W012579471	08/24/23	175.43	9/23 351	BUSINESS ESSENTIALS		
CL 112911 1	109241 OFFICE SUPPLIES	I521453	08/29/23	1,428.42	9/23 2211	VANGUARD ID SYSTEMS		
CL 112985 1	109273 OFFICE SUPPLIES	W012593651	09/05/23	89.22	9/23 351	BUSINESS ESSENTIALS		
CL 112985 2	109273 OFFICE SUPPLIES	W012602401	09/11/23	56.35	9/23 351	BUSINESS ESSENTIALS		
CL 113002 1	109213 OFFICE SUPPLIES	8013870823	08/31/23	117.98	9/23 3276	PREMIUM WATERS INC		
CL 113262 1	OFFICE SUPPLIES	W012612951	09/18/23	274.95	9/23 351	BUSINESS ESSENTIALS		
CL 113283 1	OFFICE SUPPLIES	7362522	09/11/23	378.84	9/23 77	DEMCO INC		
		Object Total:		2,637.14	10,798.04	13,000.00	2,201.96	83%
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 112744 1	108965 SERVICE AGREEMENTS -	34709831	08/21/23	443.57	9/23 2877	GREATAMERICA FINANCIAL		
	CONTRACTS							
CL 113289 1	SERVICE AGREEMENTS /	34914764	09/19/23	442.89	9/23 2877	GREATAMERICA FINANCIAL		
	CONTRACTS							
		Object Total:		886.46	6,400.80	10,260.00	3,859.20	62%
490 MISC								
CL 113306 1	MISC (DAMAGED ILL ITEM)		09/27/23	8.00	9/23 2234	GRAND FORKS PUBLIC LIBRARY		
		Object Total:		8.00	172.34	0.00	-172.34	%
497 TECHNOLOGY								
CC 1224 1	TECHNOLOGY		09/03/23	32.39	9/23 3161	VISA LIBRARY #1		
CC 1225 1	TECHNOLOGY		09/03/23	107.03	9/23 3162	VISA LIBRARY #2		
CL 112748 1	108991 COMPUTERS	6465193688	08/05/23	2,690.40	9/23 4767	LENOVO (UNITED STATES) INC.		
CL 112748 2	108991 COMPUTERS	6465201833	08/07/23	5,437.44	9/23 4767	LENOVO (UNITED STATES) INC.		
CL 112748 3	108991 COMPUTERS	6465298727	08/17/23	2,069.14	9/23 4767	LENOVO (UNITED STATES) INC.		
CL 112909 1	109139 TECHNOLOGY	INVUS67416	09/01/23	2,895.30	9/23 2089	ENVISIONWARE, INC		
		Object Total:		13,231.70	32,918.47	52,914.00	19,995.53	62%

10/02/23
07:51:44

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/23 - 9/23

Page: 3 of 9
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								
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 112910 1 109210 POSTAL METER RENT		3317938206	08/30/23	243.09	9/23 384	PITNEY BOWES GLOBAL		
		Object Total:		243.09	729.27	1,200.00	470.73	61%
645 EQUIPMENT REPLACEMENT			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS			/ /					
		Object Total:	/ /	0.00	1,469.74	3,000.00	1,530.26	49%
649 PROGRAMMING			/ /					
CC 1224 2	PROGRAMMING		/ /	117.42	9/23 3161	VISA LIBRARY #1		
CC 1225 2	PROGRAMMING		/ /	379.45	9/23 3162	VISA LIBRARY #2		
CC 1226 2	PROGRAMMING		/ /	693.70	9/23 4576	VISA LIBRARY #3		
		Object Total:		1,190.57	14,445.03	16,000.00	1,554.97	90%
650 E RESOURCES								
CL 112908 1 109137 E SOURCES		1000215676	09/01/23	2,577.06	9/23 3091	EBSCO INFORMATION SERVICES		
CL 112987 1 109185 E RESOURCES		504293749	08/31/23	1,999.84	9/23 1854	MIDWEST TAPE		
		Object Total:		4,576.90	33,786.33	41,285.00	7,498.67	82%
653 CAPITAL IMPROVEMENTS			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CL 112828 1 109087 POSTAGE			09/08/23	700.00	9/23 1483	PITNEY BOWES RESERVE ACCOUNT		
		Object Total:		700.00	6,386.60	7,000.00	613.40	91%
662 BOOKS								
CC 1226 3	Proj: 5-BOOKS		/ /	41.99	9/23 4576	VISA LIBRARY #3		
CC 1226 4	BOOKS CREDIT		/ /	-42.03	9/23 4576	VISA LIBRARY #3		
CL 112747 1 108908 BOOK			08/26/23	24.50	9/23 3490	AMAZON CAPITAL SERVICES		
CL 112751 1 108975 BOOKS		77357661	08/16/23	30.13	9/23 4592	INGRAM LIBRARY SERVICES		
CL 112751 2 108975 BOOKS		77357662	08/16/23	78.46	9/23 4592	INGRAM LIBRARY SERVICES		
CL 112751 3 108975 BOOKS		77357663	08/16/23	45.00	9/23 4592	INGRAM LIBRARY SERVICES		
CL 112751 4 108975 BOOKS		77357664	08/16/23	6.99	9/23 4592	INGRAM LIBRARY SERVICES		
CL 112751 5 108975 BOOKS		77357665	08/16/23	13.01	9/23 4592	INGRAM LIBRARY SERVICES		
CL 112751 6 108975 BOOKS		77357666	08/16/23	53.88	9/23 4592	INGRAM LIBRARY SERVICES		
CL 112751 7 108975 BOOKS		77357667	08/16/23	24.81	9/23 4592	INGRAM LIBRARY SERVICES		
CL 112751 8 108975 BOOKS		77357668	08/16/23	627.56	9/23 4592	INGRAM LIBRARY SERVICES		
CL 112751 9 108975 BOOKS		77404432	08/18/23	874.08	9/23 4592	INGRAM LIBRARY SERVICES		
CL 112751 10 108975 BOOKS		77404433	08/18/23	1,353.54	9/23 4592	INGRAM LIBRARY SERVICES		
CL 112751 11 108975 BOOKS		77404434	08/18/23	12.27	9/23 4592	INGRAM LIBRARY SERVICES		

10/02/23
07:51:44

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/23 - 9/23

Page: 4 of 9
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									
CL 112751	12	108975 BOOKS	77404435	08/18/23	12.26	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112751	13	108975 BOOKS	77404436	08/18/23	11.70	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112751	14	108975 BOOKS	77404437	08/18/23	19.45	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112751	15	108975 BOOKS	77413940	08/18/23	51.26	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112751	16	108975 BOOKS	77413941	08/18/23	157.79	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112751	17	108975 BOOKS	77413942	08/18/23	26.33	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112751	18	108975 BOOKS	77413943	08/18/23	20.66	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112751	19	108975 BOOKS	77413944	08/18/23	11.49	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112751	20	108975 BOOKS	77413945	08/18/23	139.26	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112751	21	108975 BOOKS	77427165	08/20/23	231.37	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112751	22	108975 BOOKS	77461350	08/22/23	363.50	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112751	23	108975 BOOKS	77461351	08/22/23	28.01	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112751	24	108975 BOOKS	77461352	08/22/23	16.30	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112751	25	108975 BOOKS	77461353	08/22/23	21.77	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112751	26	108975 BOOKS	77487210	08/23/23	65.31	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112751	27	108975 BOOKS	77499888	08/23/23	220.11	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112751	28	108975 BOOKS	77499889	08/23/23	13.45	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112751	29	108975 BOOKS	77537296	08/25/23	18.66	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112751	30	108975 BOOKS	77537297	08/25/23	335.55	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	1	108975 BOOKS	77537298	08/25/23	551.60	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	2	108975 BOOKS	77537299	08/25/23	12.31	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	3	108975 BOOKS	77546929	08/25/23	144.83	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	4	108975 BOOKS	77546930	08/25/23	144.61	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	5	108975 BOOKS	77589259	08/29/23	21.47	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	6	108975 BOOKS	775892360	08/29/23	14.32	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	7	108975 BOOKS	77589261	08/29/23	13.24	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	8	108975 BOOKS	77589262	08/29/23	132.73	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	9	108975 BOOKS	77589263	08/29/23	240.12	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	10	108975 BOOKS	77589264	08/29/23	235.50	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	11	108975 BOOKS	77589265	08/29/23	210.58	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	12	108975 BOOKS	77589266	08/29/23	321.86	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	13	108975 BOOKS	77589267	08/29/23	24.06	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	14	108975 BOOKS	77589268	08/29/23	10.79	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	15	108975 BOOKS	77605544	08/29/23	149.94	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	16	108975 BOOKS	77605545	08/29/23	181.72	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	17	108975 BOOKS	77605546	08/29/23	12.10	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	18	108975 BOOKS	77605547	08/29/23	33.68	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	19	108975 BOOKS	77605548	08/29/23	28.04	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	20	108975 BOOKS	77605549	08/29/23	12.35	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	21	108975 BOOKS	77605550	08/29/23	67.53	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	22	108975 BOOKS	77605551	08/29/23	98.48	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	23	108975 BOOKS	77605552	08/29/23	61.18	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	24	108975 BOOKS	77605553	08/29/23	34.73	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	25	108975 BOOKS	77618485	08/30/23	13.55	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	26	108975 BOOKS	77618486	08/30/23	41.36	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	27	108975 BOOKS	77618487	08/30/23	10.15	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	28	108975 BOOKS	77618488	08/30/23	63.00	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112752	29	108975 BOOKS	77618489	08/30/23	9.16	9/23	4592 INGRAM LIBRARY SERVICES		

10/02/23
07:51:44

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/23 - 9/23

Page: 5 of 9
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									
CL 112907	1	109258 BOOKS	115525	09/07/23	49.90	9/23	3160 APPLE BOOKS		
CL 112912	1	109262 BOOKS	2037689224	08/25/23	10.38	9/23	1695 BAKER & TAYLOR		
CL 112912	2	109262 BOOKS	2037744732	08/29/23	18.11	9/23	1695 BAKER & TAYLOR		
CL 112912	3	109262 BOOKS	2037713674	08/29/23	35.12	9/23	1695 BAKER & TAYLOR		
CL 112913	1	109278 BOOKS	81102150	04/26/23	93.77	9/23	1623 CENGAGE GALE		
CL 112913	2	109278 BOOKS	81565373	07/14/23	17.49	9/23	1623 CENGAGE GALE		
CL 112913	3	109278 BOOKS	82324718	09/06/23	5,457.38	9/23	1623 CENGAGE GALE		
CL 112913	4	109278 CREDIT	2279249	03/28/22	-2,144.50	9/23	1623 CENGAGE GALE		
CL 112913	5	109278 CREDIT	2282645	04/11/22	-279.86	9/23	1623 CENGAGE GALE		
CL 112913	6	109278 CREDIT	2282646	04/11/22	-160.92	9/23	1623 CENGAGE GALE		
CL 112913	7	109278 CREDIT	2282647	04/11/22	-328.15	9/23	1623 CENGAGE GALE		
CL 112913	8	109278 CREDIT	2282648	04/11/22	-65.08	9/23	1623 CENGAGE GALE		
CL 112913	9	109278 CREDIT	2282649	04/11/22	-67.17	9/23	1623 CENGAGE GALE		
CL 112913	10	109278 CREDIT	78371887	08/19/22	-904.08	9/23	1623 CENGAGE GALE		
CL 112984	1	109161 BOOKS	77642735	08/31/23	21.73	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	2	109161 BOOKS	77642736	08/31/23	37.42	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	3	109161 BOOKS	77642737	08/31/23	13.65	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	4	109161 BOOKS	77642738	08/31/23	31.16	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	5	109161 BOOKS	77642739	08/31/23	13.94	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	6	109161 BOOKS	77642740	08/31/23	20.87	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	7	109161 BOOKS	77642741	08/31/23	36.23	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	8	109161 BOOKS	77642742	08/31/23	9.33	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	9	109161 BOOKS	77695113	09/05/23	20.73	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	10	109161 BOOKS	77716499	09/06/23	19.81	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	11	109161 BOOKS	77716500	09/06/23	14.49	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	12	109161 BOOKS	77716501	09/06/23	45.63	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	13	109161 BOOKS	77716502	09/06/23	20.02	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	14	109161 BOOKS	77716503	09/06/23	13.10	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	15	109161 BOOKS	77746963	09/07/23	16.69	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	16	109161 BOOKS	77746962	09/07/23	13.49	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	17	109161 BOOKS	77746961	09/07/23	67.76	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	18	109161 BOOKS	77746960	09/07/23	23.72	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	19	109161 BOOKS	77746959	09/07/23	19.77	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	20	109161 BOOKS	77746958	09/07/23	21.10	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	21	109161 BOOKS	77796532	09/10/23	14.80	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	22	109161 BOOKS	77796531	09/10/23	32.59	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	23	109161 BOOKS	77796530	09/10/23	37.31	9/23	4592 INGRAM LIBRARY SERVICES		
CL 112984	24	109161 BOOKS	77796529	09/10/23	14.63	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113004	1	109161 BOOKS	77807536	09/11/23	14.12	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113004	2	109161 BOOKS	77807537	09/11/23	15.46	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113004	3	109161 BOOKS	77807538	09/11/23	26.97	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113004	4	109161 BOOKS	77828691	09/12/23	21.24	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113004	5	109161 BOOKS	77828690	09/12/23	10.43	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113004	6	109161 BOOKS	77828689	09/12/23	21.97	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113004	7	109161 BOOKS	77828688	09/12/23	15.31	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113004	8	109161 BOOKS	77859405	09/13/23	16.49	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113004	9	109161 BOOKS	77859404	09/13/23	11.32	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113004	10	109161 BOOKS	77859403	09/13/23	14.76	9/23	4592 INGRAM LIBRARY SERVICES		

10/02/23
07:51:44

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/23 - 9/23

Page: 6 of 9
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								
CL 113004 11	109161 BOOKS	77859402	09/13/23	38.38	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113004 12	109161 BOOKS	77859401	09/13/23	13.95	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113294 1	BOOKS	2037761367	09/08/23	13.24	9/23	1695 BAKER & TAYLOR		
CL 113294 2	BOOKS	2037744556	09/11/23	18.14	9/23	1695 BAKER & TAYLOR		
CL 113297 1	BOOKS	77884560	09/14/23	36.45	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 2	BOOKS	77884561	09/14/23	13.92	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 3	BOOKS	77884562	09/14/23	14.18	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 4	BOOKS	77884563	09/14/23	15.89	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 5	BOOKS	77906601	09/15/23	17.34	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 6	BOOKS	77906602	09/15/23	43.96	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 7	BOOKS	77935834	09/18/23	14.30	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 8	BOOKS	77935835	09/18/23	32.15	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 9	BOOKS	77935836	09/18/23	12.84	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 10	BOOKS	77935837	09/18/23	13.84	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 11	BOOKS	77935838	09/18/23	24.27	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 12	BOOKS	77953848	09/19/23	35.30	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 13	BOOKS	77953849	09/19/23	15.17	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 14	BOOKS	77953850	09/19/23	18.22	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 15	BOOKS	77953851	09/19/23	8.44	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 16	BOOKS	77953852	09/19/23	13.37	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 17	BOOKS	77953853	09/19/23	11.41	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 18	BOOKS	77953854	09/19/23	70.62	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 19	BOOKS	78001661	09/21/23	29.32	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 20	BOOKS	78001662	09/21/23	42.57	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 21	BOOKS	78001663	09/21/23	23.42	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 22	BOOKS	78001664	09/21/23	29.16	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297 23	BOOKS	78001665	09/21/23	13.02	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304 1	BOOKS	78023806	09/22/23	16.26	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304 2	BOOKS	78023807	09/22/23	28.82	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304 3	BOOKS	78023808	09/22/23	14.97	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304 4	BOOKS	78023809	09/22/23	21.70	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304 5	BOOKS	78033915	09/22/23	14.63	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304 6	BOOKS	78033916	09/22/23	34.74	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304 7	BOOKS	78033917	09/22/23	26.22	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304 8	BOOKS	78033918	09/22/23	8.37	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304 9	BOOKS	78033919	09/22/23	26.65	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304 10	BOOKS	78050582	09/25/23	14.67	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304 11	BOOKS	78050583	09/25/23	30.66	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304 12	BOOKS	78050584	09/25/23	13.11	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304 13	BOOKS	78050585	09/25/23	15.24	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304 14	BOOKS	78069542	09/26/23	32.06	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304 15	BOOKS	78069543	09/26/23	62.90	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304 16	BOOKS	78069544	09/26/23	32.68	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304 17	BOOKS	78069545	09/26/23	27.09	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304 18	BOOKS	78069546	09/26/23	13.51	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304 19	BOOKS	78103698	09/27/23	294.90	9/23	4592 INGRAM LIBRARY SERVICES		
Object Total:				11,645.89	53,489.83	100,750.00	47,260.17	53%

10/02/23
07:51:44

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/23 - 9/23

Page: 7 of 9
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									
663 MAGAZINES									
				/ /					
Object Total:					0.00	5,255.38	5,500.00	244.62	96%
664 AUDIO VIDEO									
CL 112740	1	108992 AUDIO VIDEO	101593	08/21/23	559.64	9/23	3109 LIBRARY IDEAS, INC		
CL 112750	1	109007 AUDIOBOOK	504209454	08/15/23	79.98	9/23	1854 MIDWEST TAPE		
CL 112750	2	109007 AUDIOBOOK	504275964	08/29/23	286.45	9/23	1854 MIDWEST TAPE		
CL 112750	3	109007 DVD	504209456	08/15/23	20.22	9/23	1854 MIDWEST TAPE		
CL 112750	4	109007 DVD	504244218	08/22/23	149.34	9/23	1854 MIDWEST TAPE		
CL 112750	5	109007 DVD	504244217	08/22/23	606.84	9/23	1854 MIDWEST TAPE		
CL 112750	6	109007 DVD	504275963	08/29/23	1,051.33	9/23	1854 MIDWEST TAPE		
CL 112750	7	109007 DVD	504275962	08/29/23	264.75	9/23	1854 MIDWEST TAPE		
CL 112987	2	109185 AUDIO	504316570	09/06/23	225.98	9/23	1854 MIDWEST TAPE		
CL 112987	3	109185 AUDIO	504291897	09/01/23	59.94	9/23	1854 MIDWEST TAPE		
CL 112987	4	109185 AUDIO	504316571	09/06/23	59.98	9/23	1854 MIDWEST TAPE		
CL 112987	5	109185 AUDIO	504340866	09/12/23	107.47	9/23	1854 MIDWEST TAPE		
CL 112987	6	109185 DVD	504316499	09/06/23	125.67	9/23	1854 MIDWEST TAPE		
CL 112987	7	109185 DVD	504340865	09/12/23	173.06	9/23	1854 MIDWEST TAPE		
CL 112987	8	109185 CREDIT	254734316	09/12/23	-397.26	9/23	1854 MIDWEST TAPE		
CL 113001	1	109169 AUDIO (PROCESSING FEES)	102416	09/13/23	36.35	9/23	3109 LIBRARY IDEAS, INC		
CL 113307	1	AUDIOBOOK	504373262	09/19/23	42.49	9/23	1854 MIDWEST TAPE		
CL 113307	2	AUDIOBOOK	504405998	09/25/23	47.49	9/23	1854 MIDWEST TAPE		
CL 113307	3	AUDIOBOOK	504406030	09/25/23	348.43	9/23	1854 MIDWEST TAPE		
CL 113307	4	DVD	504373261	09/19/23	26.22	9/23	1854 MIDWEST TAPE		
CL 113307	5	DVD	504373264	09/19/23	27.72	9/23	1854 MIDWEST TAPE		
CL 113307	6	DVD	504373265	09/19/23	94.80	9/23	1854 MIDWEST TAPE		
CL 113307	7	DVD	504405999	09/25/23	29.26	9/23	1854 MIDWEST TAPE		
Object Total:					4,026.15	14,343.35	31,500.00	17,156.65	46%
667 MEMBERSHIPS									
CL 113291	1	MEMBERSHIPS		09/28/23	294.20	9/23	3043 THE FORUM		
Object Total:					294.20	1,918.20	3,500.00	1,581.80	55%
668 PRINTING									
CL 112746	1	109053 LETTERHEAD	140098	08/17/23	315.69	9/23	2885 SHORTPRINTER		
CL 113263	1	BUSINESS CARDS	140789	09/11/23	68.35	9/23	2885 SHORTPRINTER		
Object Total:					384.04	435.44	1,000.00	564.56	44%
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%

10/02/23
07:51:44

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/23 - 9/23

Page: 8 of 9
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								
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 1224 3 PROMOTIONAL ACTIVITIES			/ /	201.07	9/23 3161 VISA LIBRARY #1			
CL 112742 1 108960 PROMOTIONAL ACTIVITIES			/ /	1,035.87	9/23 4661 FORUM COMMUNICATIONS			
		Object Total:		1,236.94	7,147.89	11,400.00	4,252.11	63%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES			/ /					
		Object Total:		0.00	2,329.86	1,750.00	-579.86	133%
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 5334 16 Sept 2023 Cost Allocations			/ /	3,501.92	9/23			
		Object Total:		3,501.92	31,517.28	42,023.00	10,505.72	75%
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	%

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										
CL 112745	1	109030	ODIN	23583	08/15/23	547.00	9/23 832 ODIN			
				Object Total:		547.00	23,543.00	24,200.00	657.00	97%
				Account Total:		113,879.69	1,145,863.44	1,924,529.00	778,665.56	
				Fund Total:		113,879.69	1,145,863.44	1,924,529.00	778,665.56	

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

Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
Revenue						
310001	PROPERTY TAXES	2,102.54	1,801,731.92	1,947,167.00	-145,435.08	93
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		2,102.54	1,842,241.08	1,906,122.00	-63,880.92	97
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	32,661.11	512,802.68	875,154.00	362,351.32	59
114	PART TIME SALARIES	3,145.27	72,645.38	146,358.00	73,712.62	50
220	SOCIAL SECURITY	2,649.93	43,307.44	78,146.00	34,838.56	55
230	RETIREMENT	4,984.08	77,980.33	133,548.00	55,567.67	58
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	4,298.73	70,613.71	151,290.00	80,676.29	47
321	PROPERTY INSURANCE		1,924.00		-1,924.00	
333	BUILDING RENTAL	20,667.00	100,927.00	120,752.00	19,825.00	84
340	TRAVEL & EDUCATION	88.10	1,792.68	17,392.00	15,599.32	10
356	TELEPHONE	157.47	1,049.78	3,300.00	2,250.22	32
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING	118.00	516.00	3,000.00	2,484.00	17
410	OFFICE SUPPLIES	2,637.14	10,847.04	13,000.00	2,152.96	83
424	GAS AND OIL			1,200.00	1,200.00	
427	VEHICLES MAINTENANCE			1,200.00	1,200.00	
428	SERVICE AGREEMENTS-CONTRA	886.46	6,400.80	10,260.00	3,859.20	62
490	MISC	8.00	172.34		-172.34	
497	TECHNOLOGY	13,231.70	32,918.47	52,914.00	19,995.53	62
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	243.09	729.27	1,200.00	470.73	61
648	PROFESSIONAL PUBLICATIONS		1,469.74	3,000.00	1,530.26	49
649	PROGRAMMING	1,190.57	14,445.03	16,000.00	1,554.97	90
650	E RESOURCES	4,576.90	33,786.33	41,285.00	7,498.67	82
661	POSTAGE/FREIGHT/SHIPPING	700.00	6,386.60	7,000.00	613.40	91
662	BOOKS	11,645.89	53,489.83	100,750.00	47,260.17	53
663	MAGAZINES		5,255.38	5,500.00	244.62	96
664	AUDIO VIDEO	4,026.15	14,343.35	31,500.00	17,156.65	46
667	MEMBERSHIPS	294.20	1,918.20	3,500.00	1,581.80	55
668	PRINTING	384.04	435.44	1,000.00	564.56	44
669	INSURANCE			2,750.00	2,750.00	
672	EMERGENCY MEDICAL SUPPLIES		57.00	350.00	293.00	16
689	PROMOTIONAL ACTIVITIES	1,236.94	7,147.89	11,400.00	4,252.11	63
740	SERVICE CHARGES		2,329.86	1,750.00	-579.86	

10/02/23
08:01:49

CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 9 / 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	31,517.28	42,023.00	10,505.72	75
890	TRANSFERS OUT			10,000.00	10,000.00	
901	CATALOGING		2,559.78	3,200.00	640.22	80
994	ODIN	547.00	23,543.00	24,200.00	657.00	97
	Total Account	113,879.69	1,145,952.44	1,924,529.00	778,576.56	60
	Total Expenses	113,879.69	1,145,952.44	1,924,529.00	778,576.56	60
	Net Income from Operations	-111,777.15	696,288.64			
	Other Revenue					
360000	MISCELLANEOUS REVENUE	775.85	4,962.54	5,000.00	-37.46	99
360100	SPONSORSHIPS	1,203.23	10,944.20	20,000.00	-9,055.80	55
361000	INTEREST ON INVESTMENTS		36,385.71		36,385.71	
375000	DONATIONS		610.00		610.00	
						212
	Total Other Revenue	1,979.08	52,902.45	25,000.00	27,902.45	212
	Net Income	-109,798.07	749,191.09			



To: West Fargo Public Library Board of Directors

From: Jenna Kahly, Library Director

Date: October 19, 2023

Subject: Update to Space Needs Assessment

Action: Approve Funding to Update Space Needs Assessment and contract with Library Planning Associates, Inc.

**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

I am requesting the approval of funding to update our now outdated Space Needs Assessment through a contract with Library Planning Associates, Inc.

The West Fargo Public Library hired Library Planning Associates in 2019 to do a Space Needs Assessment. Because this plan was completed over four years ago and with pre-pandemic needs in mind, an updated Space Needs Assessment is needed. I would like to contract with the same consultant to refresh and update the existing report.

To be more cost-effective, the consultant can do a virtual site visit. This will expedite the project, too. Getting the space needs assessment to City Administration and the City Commission as quickly as possible will help them plan for the community's library facility needs as they consider all city facility needs and growth.

The cost estimate from the consultant to complete the work is: \$8000

I recommend payment from underspent staffing lines.

Estimated completion date: Dec. 31, 2023



Library Marketing and Communications Specialist Job Description

Department: Library
Reports To: Library Director
Pay Grade: 12
FLSA Classification: Non-Exempt
Approved by: Library Board
Revision Date: October 19, 2023

SUMMARY

Under limited supervision, the Library Marketing and Communications Specialist develops, analyzes, and executes communications plans to best promote and advertise library programs and services based on strategic initiatives of the West Fargo Public Library. This position functions as a critical asset to library leadership in planning and decision-making processes for the Library, with regard to information gathering and public communication. This includes critical thinking, creative writing and design, planning, analysis, and dissemination of digital and print media content while developing and nurturing relationships with local media, marketing partners, and community organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Designs and writes visually appealing and impactful marketing collateral that promotes and advocates for library services, programs, and initiatives.
- Develops and implements a marketing strategy to promote the library events and services utilizing appropriate channels for target audiences and monitoring campaign analytics to adjust plans for increased success and continuous improvement.
- Coordinates with library leadership and Board to create reports, public notices, future planning initiatives, and presentations for public meetings that foster staff and community awareness of library strategies and impact.
- Serves as a swift and versatile communicator to the public and staff during unplanned library closures, program changes, or other unexpected service interruptions. Coordinates major emergency communications with the City Communications Department.
- Serves as social media editor and primary content contributor. Monitors and responds on all library social media channels while following latest and applicable trends, new technologies, ALA Code of Ethics, and ensuring compliance with City policies.
- Translates complex topics and information into comprehensive, concise, and easy-to-read messages.
- Develops informative and persuasive messaging for dissemination to the public with sensitivities towards diversities of culture, race, ability and socioeconomic status in the community.
- Develops, nurtures, and enforces library branding and creates best practice documentation for all areas of Library communications, while following City standards.
- Serves as primary media relations contact for the library by writing, editing, and distributing news releases and media advisories, preparing talking points and supporting staff during media interviews, and actively monitoring media coverage to verify accuracy.
- Develops, advances, and leverages relationships with local media, marketing partners, and community organizations to further library goals.

- Routinely monitors and updates West Fargo Public Library webpages to ensure accurate content and adherence to website best practices (SEO) and public library standards and collaborates with City staff regarding website redesigns and updates.
- Serves as a critical asset to Library leadership in planning and decision-making processes for the Library with regard to information gathering, public communications, and the marketing budget.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

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

MINIMUM QUALIFICATIONS

- Bachelor's degree in marketing, mass communications, advertising, public relations, or a closely related field.
- Three or more years of previous experience in advertising, marketing, and/or public relations.
- Equivalent education and experience is acceptable.
- Ability to communicate information in a manner easily understood by the general public and use sound judgment.
- Training or experience in utilizing modern graphic design techniques and software, social media strategies, and website optimization.
- Experience with photography and videography.
- Excellent writing skills with knowledge of AP style and methods, principles, and practices of journalistic writing and editing as applied to public relations.
- Ability to work a flexible schedule, which will include some evening and weekend hours.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, media, vendors, contractors, external government agencies, and organizations.
- Valid driver's license.

PREFERRED QUALIFICATIONS

- Previous experience in library data reporting.
- Previous experience in analyzing communication metrics, such as website and social media analytics.
- Previous experience in marketing and communications roles in a library setting.

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this job, the incumbent must regularly sit and talk or hear. The incumbent is frequently required to use their hands to touch, handle or feel. The incumbent is occasionally required to stand and walk. The incumbent may be required to occasionally perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

WORKING ENVIRONMENT

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

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

Employee's Name (please print)

Employee Signature

Date

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

Board Policy: Media Relations**Approved: November 8, 2010****Revisions approved: July 9, 2015**

The purpose of this Media Relations Policy is to ensure accurate and orderly communication between the West Fargo Public Library and the media.

Media Requests:

Questions from the news media relating to a particular program or service of the library should be referred to the staff member responsible for that area, (for example, questions relating to the Summer Reading Program may be referred to the responsible librarian). Media inquiries related to other areas, such as policy interpretation, budget, etc will be referred to the library director or to the director's designee. In the case of emergencies or in particularly sensitive matters staff members should contact the director or designee at home and these individuals will coordinate a response with the Library Board Chair. In the event that neither individual can be contacted the matter will be referred to the designated person-in-charge.

Photography/Film:

All photographers and videographers must obtain permission from the library administration before taking photos/filming in the library. They must show official ID. Photographs of patrons may be taken only with their written permission (or the permission of a parent or guardian, in the case of a child).

Library staff is happy to arrange photo shoots and/or provide photos from our archives. With prior notice, we may also be able to arrange for media to attend a program, conduct interviews, or tape a live event.



Media Relations Policy

Approved:

Revisions approved: Nov. 8, 2010; July 9, 2015

I. Purpose

The West Fargo Public Library's Media Relations Policy (this "Policy") outlines procedures for news media inquiries, journalistic photography, and recording at the West Fargo Public Library (the "Library"). This Policy is intended to protect Library customers who may be endangered or inconvenienced by having their photo or video taken in the Library while still encouraging media and others to use cameras in a way that helps communicate the Library's mission and promote its facilities. This Policy also addresses critical incidents and open records requests in collaboration with the City of West Fargo's policies and procedures.

II. Media Requests

In order to provide the most current, accurate, and consistent information about the Library, all requests from news media for information, statistics, and/or interviews must be submitted to the Library Marketing and Communications Specialist via email, text, or phone call. The Library Marketing and Communications Specialist will address or forward the request to the appropriate individual. Media inquiries are taken on a case-by-case basis. Information will be provided when it is available.

If the Library Marketing and Communications Specialist is unavailable at the time of contact, members of the media are asked to leave a message, text, or email. Members of the media should not attempt to contact other Library staff directly.

III. Photography and Recording

If members of the media desire to conduct newsgathering, photographing, or filming in the Library or at a Library-sponsored event, they must first get approval from the Library Marketing and Communications Specialist. Any requests by members of the news media to use a Library facility as a setting for photography, video, or audio recording should be directed to the Library Marketing and Communications Specialist. This individual is responsible for evaluating requests and monitoring the recording to ensure they do not adversely affect Library operations and services, or customer confidentiality. If necessary, the Library Marketing and Communications Specialist will coordinate with specific Library departments and personnel in advance of the approved photography or recording.

In the event that the Library Marketing and Communications Specialist is unavailable, the Library Director, if available, or the Library Service Manager on duty, may approve the media's request and inform the Library Marketing and Communications Specialist accordingly.

Those photographing or videotaping children must have both the verbal permission of the acting agency supervisor and a written release signed in advance by each child's legal guardian. Those photographing or videotaping adults must have verbal permission from the subject as well as from the acting agency supervisor. Those not following this Policy may be asked to put away their equipment or leave the facility.

Library access by photographers/videographers may be limited either by time constraints or to specific areas depending upon such impact or effect such sessions could have upon other Library users. While the Library is a public place, it is considered a “limited public forum” under federal law. Public libraries may reasonably restrict the exercise of free speech rights in their buildings, particularly when the conduct would be disruptive to, or interfere with, the other customers or staff or be inconsistent with the Library’s mission.

Library staff have the right to photograph, film, and record Library events and customers for promotional use only in print, online, and video. Visitors to the Library, or anyone participating in any Library event being captured on film or by photograph, will be advised verbally or through signage that their participation acts as consent to being photographed, filmed, or recorded, unless they indicate otherwise to Library staff.

The above policy applies only to open, public events. Closed events such as class visits require releases and/or permissions from the supervisor of the visiting organization.

IV. Collaboration with City of West Fargo Communications

As a department of the City of West Fargo (the “City”), Library staff may collaborate with City staff when necessary or refer to City policies and procedures.

Critical Incidents

Information on any critical incidents involving the West Fargo Police Department or West Fargo Fire Department, even if they take place at the Library or a Library-sponsored event, should be obtained through City procedures as outlined in the City of West Fargo Media Guide. The Library Marketing and Communications Specialist will refer any media to City Communications staff in these cases. If there is an incident at the Library that does not count as a critical incident but does have public impact, for example, an unplanned Library closure or service interruption, the Library Marketing and Communications Specialist will release this information.

Open Records Requests

The Library will refer to City policies and procedures with regard to North Dakota Open Records Requests. Open Records Requests for Library information can be made to the Library Marketing and Communications Specialist.

Personnel Issues

It is protocol of all City departments to not comment on personnel issues.

Job Candidates

Under North Dakota Century Code, the City, including the Library, does not release the names of candidates for jobs until they are considered final candidates.

West Fargo Public Library
Board Policy : Public Posting and Displays
Approved: Sept. 9, 2010
Revisions approved 9/14/2017

The public posting area and brochure racks are services provided by the library for promoting library, city, community, educational and informational events and materials. Commercial announcements will not be accepted.

Posted materials will be displayed while information remains valid if space permits.

All materials must be approved by the staff member responsible for the areas. The Library reserves the right to refuse displays. Display of materials in no way implies endorsement by the Library.



Public Posting and Displays Policy

Approved:

Revisions approved: Sept. 9, 2010; Sept. 17, 2017

I. Purpose

The purpose of the Public Posting and Displays Policy is to establish guidelines and procedures for the use of the West Fargo Public Library's Community Events Bulletin Board and literature rack, and the displaying of other non-library informational or promotional materials at the West Fargo Public Library.

II. Community Bulletin Board

West Fargo Public Library staff maintain a Community Events Bulletin Board intended for the promotion of public community events and meetings.

Members of the public can submit a flyer, poster or other display material to be potentially included on the Community Bulletin Board by leaving it with a staff person at the West Fargo Public Library Service Desk. A Circulation Supervisor or on-duty Library Service Manager will evaluate the material, approve or deny it, and post it if approved. Circulation Supervisors, Library Service Managers, the Library Marketing and Communications Specialist, or the Library Director reserve the right to approve or refuse displays.

Items promoting events that are free, open to the public, take place in West Fargo, and/or are of an educational, informational, cultural, intellectual, or charitable nature take precedence over any ticketed events, commercial announcements, or events taking place outside of West Fargo.

Posted materials will be displayed while the information remains valid if space permits. Display of materials on the Community Events Bulletin Board in no way implies endorsement by the West Fargo Public Library.

Items posted without the approval of library staff will be removed.

III. Literature or Other Displays

The West Fargo Public Library displays library promotional and informational materials throughout the library. On occasion, the library may display literature, brochures, flyers or other documents provided by outside entities provided the materials are of an educational or informational nature, support the library's mission and vision, and space is available.

Members of the public can submit their materials to be displayed in the library by leaving them with a staff person at the West Fargo Public Library Service Desk or inquiring with the Library Marketing and Communications Specialist via phone or email.

The Library Marketing and Communications Specialist and Library Director reserve the right to approve or refuse the display of non-library materials within the library outside of the Community Bulletin Board.

This policy governs informational materials, signage, and literature (brochures and flyers), not exhibits at the library. Coordination of exhibits at the West Fargo Public Library is done by Library Programming staff pursuant to the Exhibits Policy.

IV. Referenced Policies

WFPL Board. [Exhibits Policy](#)

City of West Fargo
Employee Handbook
V. Leave
5.01 Holidays

West Fargo Public Library

The listed holidays will be recognized on the actual date of the holiday. Whenever any of the recognized holidays listed above falls on a Sunday that the West Fargo Public Library is closed during the summer months, the succeeding Monday shall be observed as the official holiday.

Full-time, regular employees who are not regularly scheduled on the holiday and do not work the holiday will receive holiday credit of one regular day's hours, added to their personal time bank for use within the calendar year in which the holiday occurred.

Full-time, regular employees who are regularly scheduled for the holiday but do not work the holiday will receive personal time accruals equivalent to one regular day's hours added to their personal time bank. These hours should be used to ensure the employee receives pay for the holiday without needing to use vacation, sick, personal, or compensatory time accrued through other means. The employee is required to use vacation, sick, personal, or compensatory time for the time missed on the holiday.

Full-time, non-exempt employees who work on the holiday will receive a rate of one and one-half (1 ½) times the normal hourly wage for hours worked, in addition to the personal time credit.

Full-time, exempt employees who work on the holiday will receive their regular salary in addition to personal time accruals equivalent to one regular day's hours added to their personal time bank.

All holiday closure personal time hours are accrued after the holiday occurs and must be used within the same calendar year in which the holiday occurred.



Public Comment at Library Board Meetings Policy

Approved: Oct. 19, 2023

Revisions approved:

I. Purpose

The West Fargo Public Library Board encourages and welcomes public participation and input. This policy aims to ensure that interested individuals are allowed time to address the Board while permitting the Board to conduct its meetings efficiently and effectively.

II. Rules and Procedures

A public comment period will be the first agenda item of each regular Library Board Meeting. Members of the public who sign up to participate will be allowed 2 minutes and 30 seconds each to address the Library Board. No official action will be taken during this comment period, and no Library Board members will engage in dialogue or debate with any speakers.

Members of the public who wish to speak during this public comment period must sign up no later than 12 p.m. on the day of the Library Board meeting they wish to attend using the form found at westfargolibrary.org/libraryboard. Those unable to attend the meeting are welcome to submit their comments via the same form for the Library Board President to read at the meeting.

Anyone hoping to speak or have their comment read during the public comment period must provide their full name and residential address when signing up. Anyone refusing to identify themselves will not be permitted to speak or have their comment shared. Groups wishing to comment must select one representative per meeting to present the group's viewpoint.

Due to time constraints, a maximum of 12 speakers/comments are permitted at each meeting. Speakers and comments will be heard in the order the signups were received. The West Fargo Public Library Board reserves the right to prioritize hearing from West Fargo residents. No late or in-person signups will be accepted.

Public comments are only permitted during the time designated on the meeting agenda. Constituents will not be allowed to comment during other parts of a meeting unless the Library Board specifically requests comments.

Any public comments made during the public comment period will become part of the meeting record. The Board minutes will reflect the names of any speakers/commenters and summaries of their comments. Any supplementary materials presented to the Board will be included in the library's files rather than attached to the minutes.

The time limit of 2 minutes and 30 seconds will be strictly followed, and speakers are expected to follow the following rules. Comments submitted to be read by the Library Board President are also subject to these rules:

- Only one person may utilize the podium at a time.

- Discriminatory and inflammatory language will not be tolerated.
- When a resident is at the podium, they have the floor to speak.
- No action will be taken during the public comment period.
- When speaking, be sure to address the issue, not the person.
- Presentations and videos will not be allowed during the comment period.
- Speakers may not yield their time to another individual to allow someone more than their allotted time to speak.

The Library Board President may waive any of these rules with Library Board consensus during an in-progress meeting.



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: October 19, 2023
Subject: Dec. 4 Closure for Staff Training & Maintenance Projects
Action: Approve Closure on Dec. 4, 2023 for Staff Training & Maintenance Projects

**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

I am requesting to close the West Fargo Public Library to the public on December 4, 2023. During this closure, we will complete several projects that we cannot accomplish during open hours. We will also utilize this time for staff training and new staff onboarding.

Projects to include:

- Furniture cleaning
- Moving a shelving unit to gain lift access to a light that needs repair
- Complete in-progress collection inventory
- Rearrange workspace behind service desk
- Other cleaning tasks

West Fargo Library Q3 2023

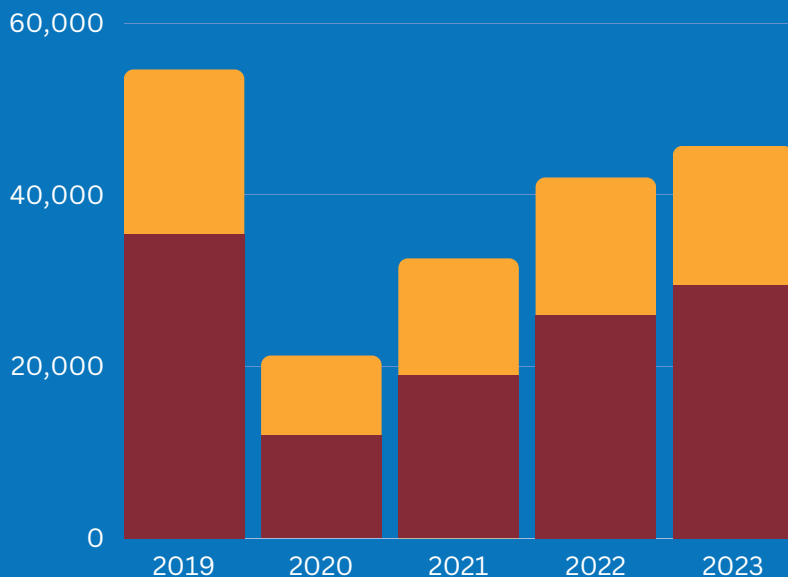


Programming & Reach Report

Presented by Ellen Rossow,
Library Communications Specialist



Door Count



16232

Q3 2023 Door Count

45657

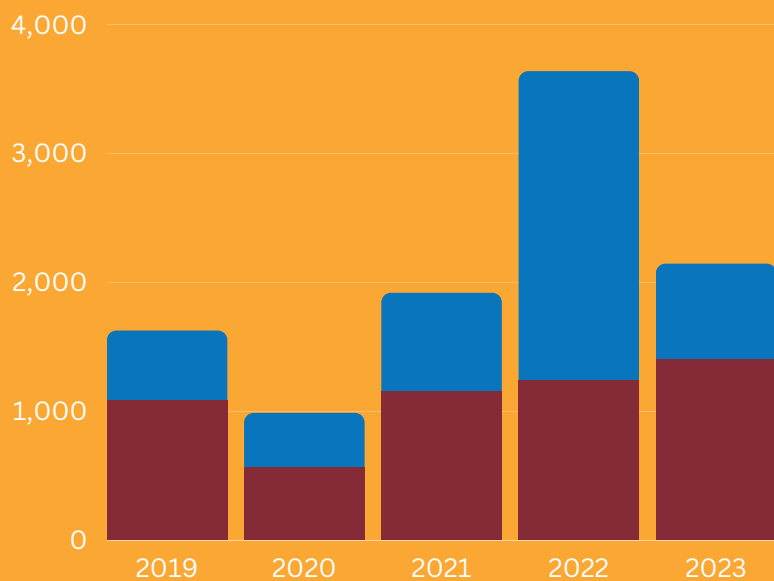
Total YTD 2023
Door Count

22829

Estimated YTD 2023
Visits



Library Card Signups



745

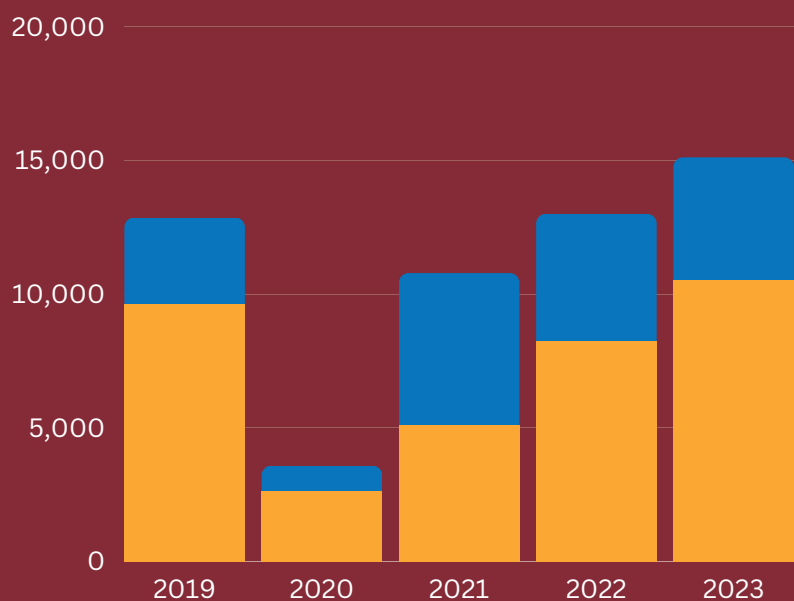
Q3 2023 Library Card Signups

2142

Total YTD 2023
Library Card Signups



Program Participation



4601

Q3 2023 Program Participation

15103

Total YTD 2023
Program Participation



Top Events by Attendance



137 attendees at Stage West performance of “Winnie the Pooh” in July



Over 1300 attendance at Storytimes in Q3 alone even with 2 week break in August



Top Events by Attendance



Over 220 people at End of Summer Celebration



“Chopped for Teens” event



In-Library Program Participation

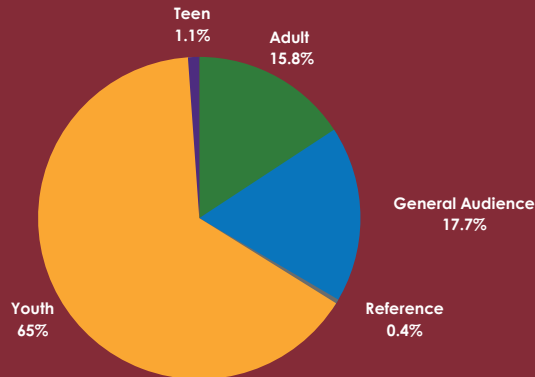
2123

Q3 2023 In-Library
Program Participation

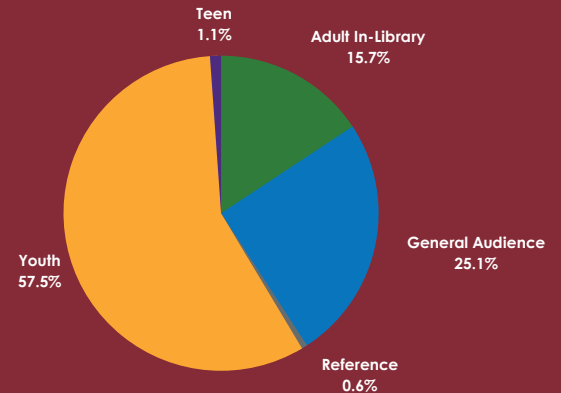
6427

Total YTD 2023
In-Library Program
Participation

Q3 In-Library Program
Attendance by Type



2023 In-Library Program
Attendance by Type

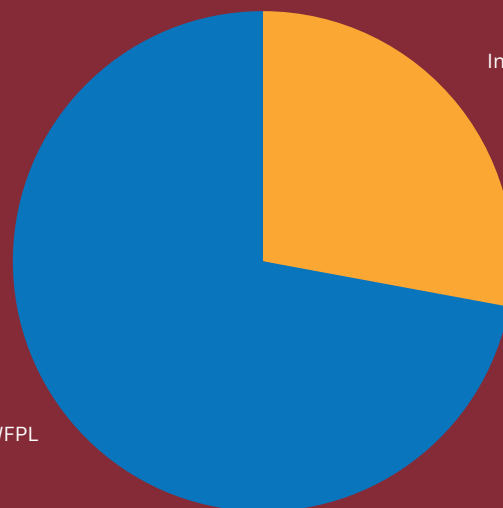


In-Library Program Participation

22829

Estimated visits to the
West Fargo Public
Library YTD 2023

Other Visits to the WFPL
72.1%

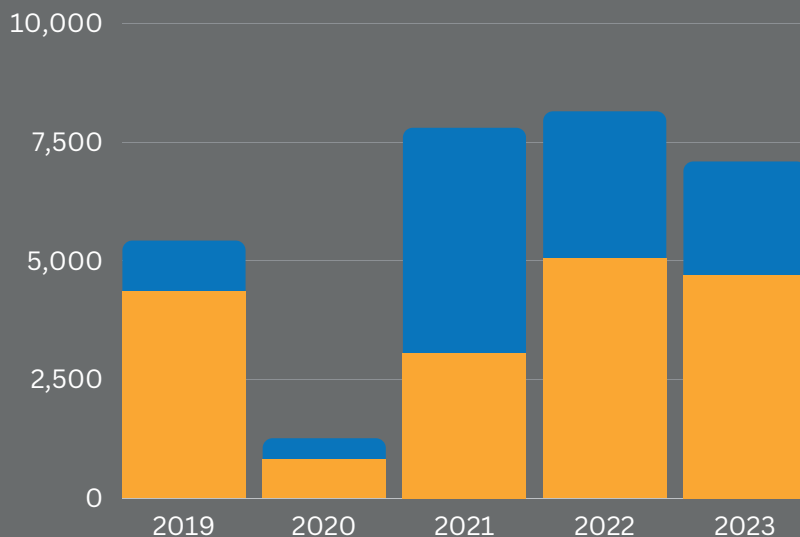


In-Library Program Attendance
27.9%

6427

Total YTD 2023
In-Library Program
Participation

Outreach



2390

Q3 2023 Outreach Participation

7087

Total YTD 2023 Outreach Participation

Social Media



Social Media Reach

The library reached more users on social media in Sept. than any other month this year.

40398

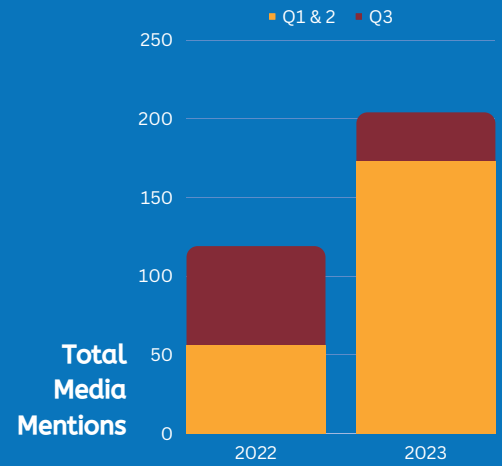
Social Media Audience

Facebook, Instagram, Twitter followers + unmuted Nextdoor community members

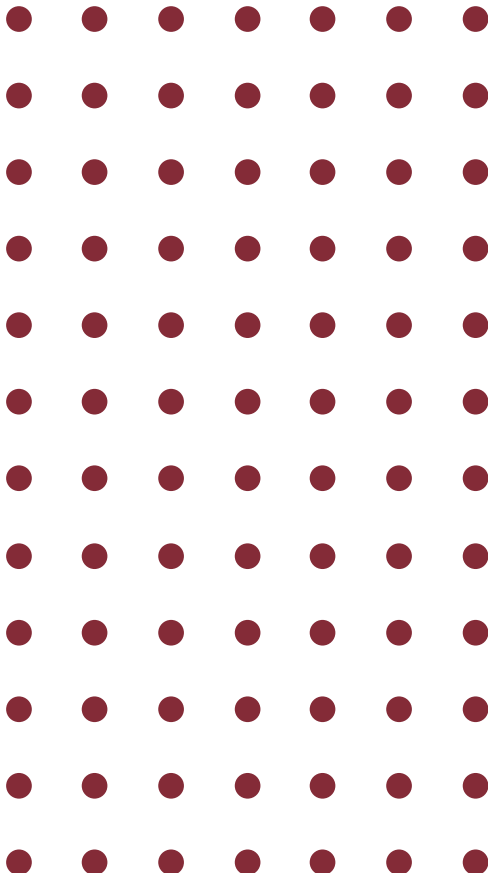
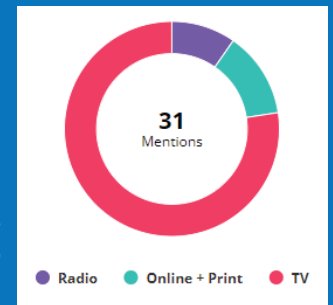
16219



Earned Media



Mentions by Type Q3 2023



THANK YOU! ■ ■ ■

Questions?

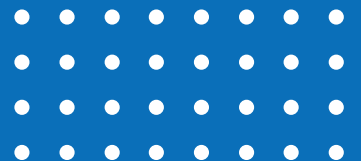


DIRECTOR'S REPORT

Presented by Jenna Kahly
Library Director



Administration



Building

Workspace Adjustments

- Talks about rearranging some staff work spaces to improve workflows.
- Potential to add a meeting room by moving Director's office downstairs. Would mean minor construction to include 1 door and 1 wall.

Carpet and Upholstery

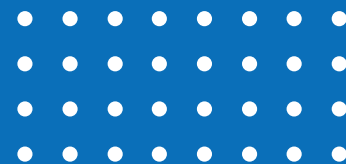
- In need of thorough cleaning, only spot cleaning has been done in last 2 years.

Library Lease Agreement

- Needs to be reviewed and talks about a new agreement for renewal initiated.
- Could include updates to paint, carpet, etc. worked in to the rent to be paid off over time similar other work done by the school district in past agreements.



Finances



Expenditures through September

Month to Date

\$113,880

Year to Date

\$1,145,952

Available Appropriation

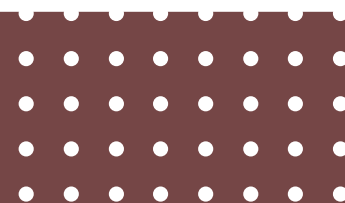
\$778,577



Staffing

Currently reviewing applications for two full-time Library Assistant positions.

- More applicants than anticipated.
- Positions closed October 15th.



We're hiring!
Full-time Library Assistant

  CITY OF WEST FARGO WEST FARGO PUBLIC LIBRARY



Patron Services & Collection

- Physical and electronic item circulation stats continue to be at all-time highs
- Door count for September was almost at pre-pandemic numbers.
- Library Card Signup Month – 255 new cards!
- In Sept., we saw the highest public usage of our meeting rooms so far this year.



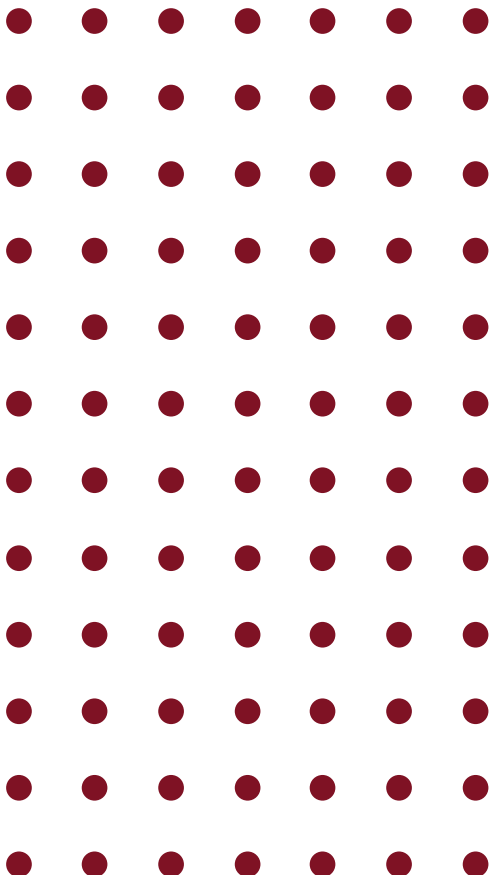
Programming & Outreach

- We saw the higher offsite book drop usage in Sept. than any other month this year.
- We added two more daycare “book buddies” delivery sites in Sept. We now deliver to 7 locations.





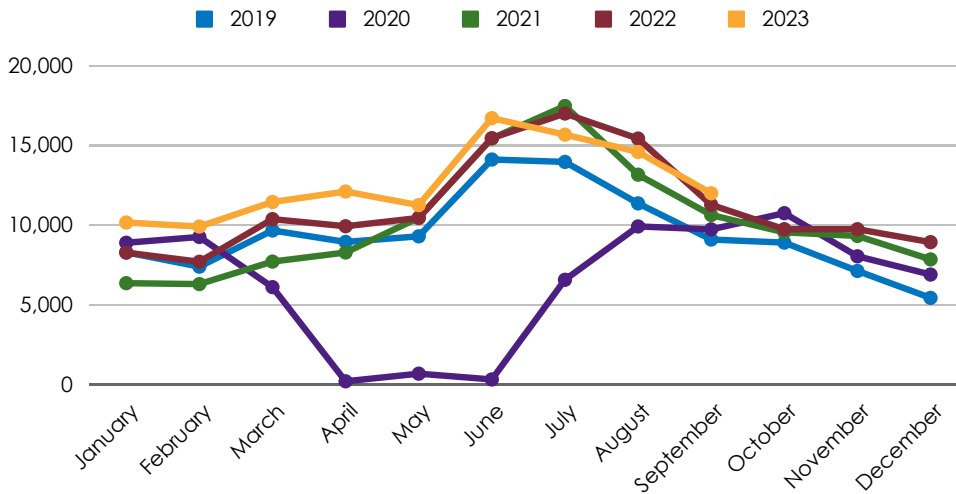
Recent Programming & Outreach



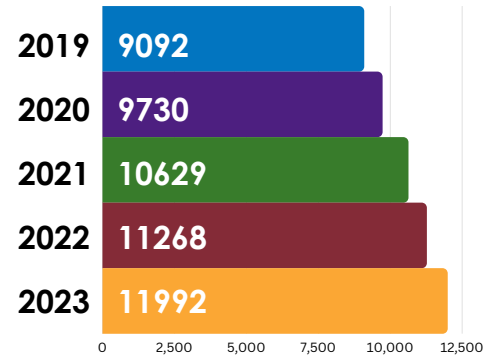
QUESTIONS?

Thank you for your time!

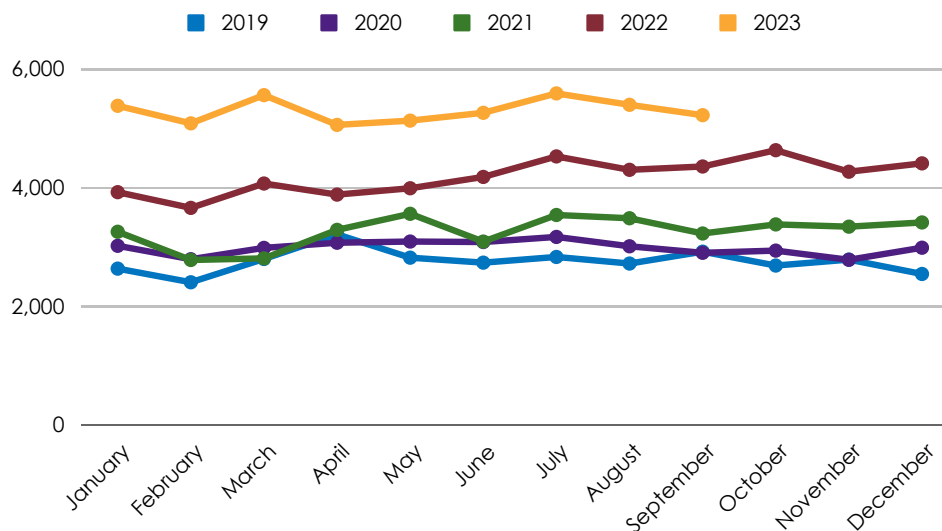
Physical Item Circulation



Sept. Circulation

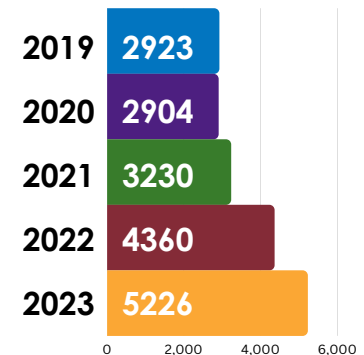


Electronic Materials Circulation

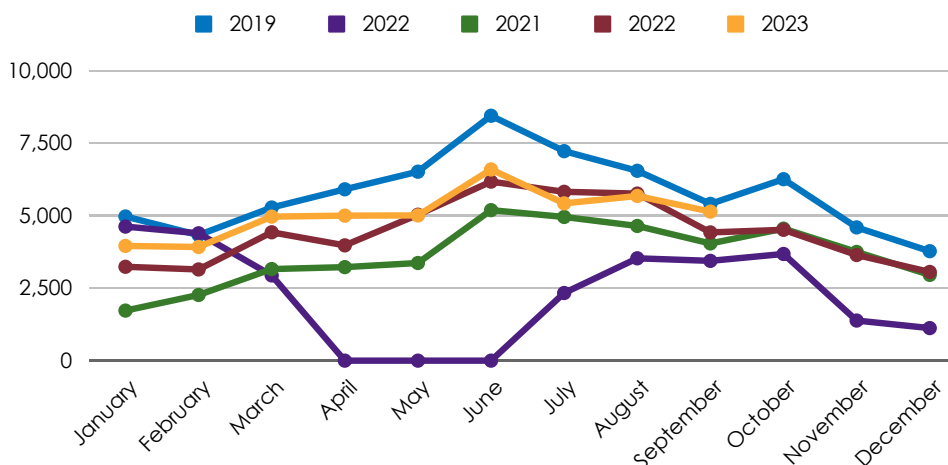


Sept. Circulation

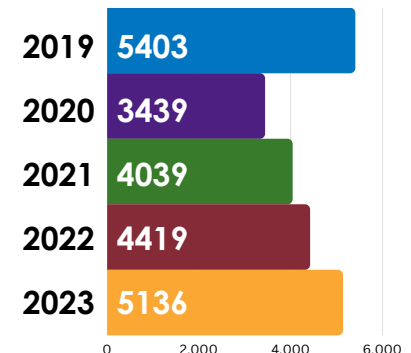
Hoopla & OverDrive/Libby



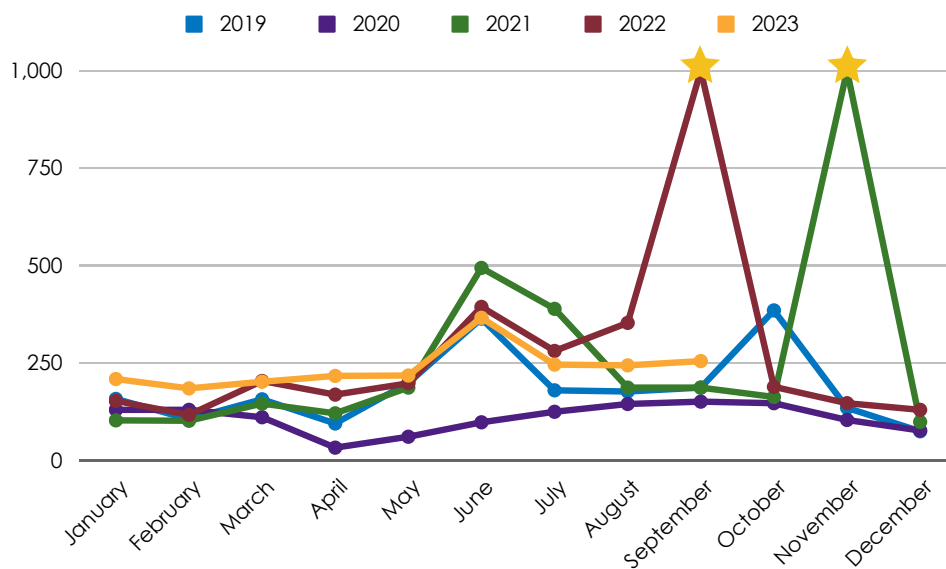
Door Count



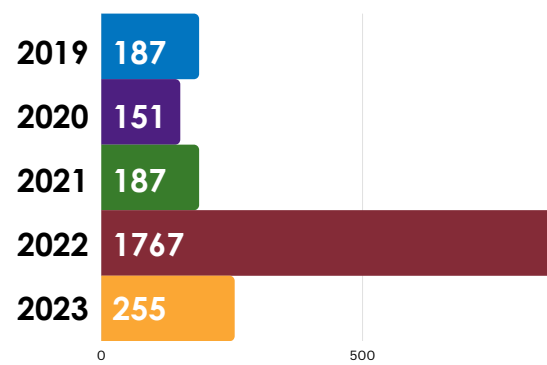
Sept. Door Count



Library Card Signups

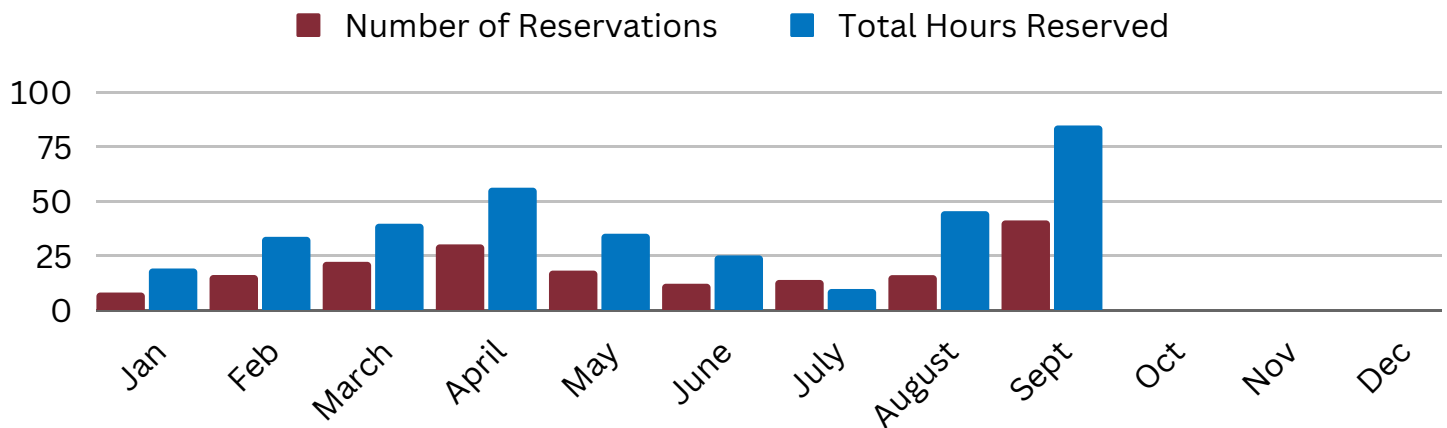


Sept. Signups



★ 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 September, library meeting rooms were used by/for:

- students taking virtually proctored exam
- a Boy Scout troop
- tutoring sessions
- a Bible study group
- Fargo Sons of Liberty
- background check interviews
- many people looking for a quiet place to study

August 2023 Meeting Room Use

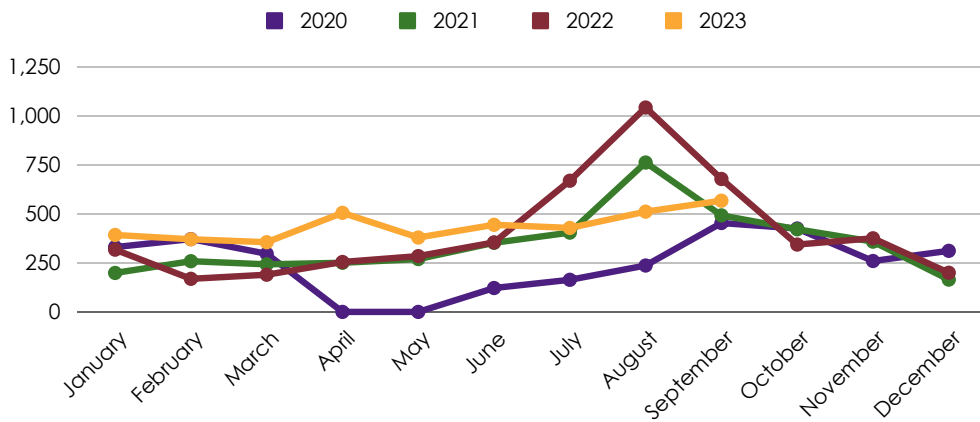
Monthly Hours Reserved 84.25

Hours Reserved YTD 350.67

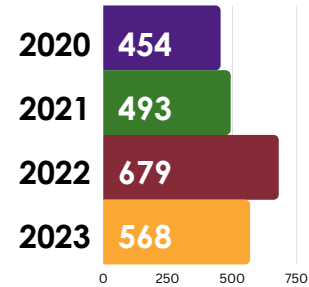
Monthly Reservations 41

Reservations YTD 171

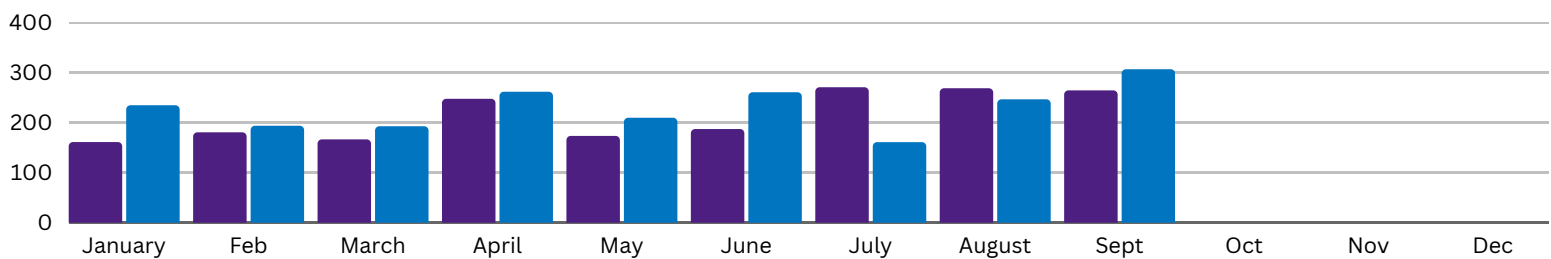
Offsite Book Drop Usage



Sept. Offsite Book Drop Usage



2023 Offsite Book Drop Usage



Outreach Services

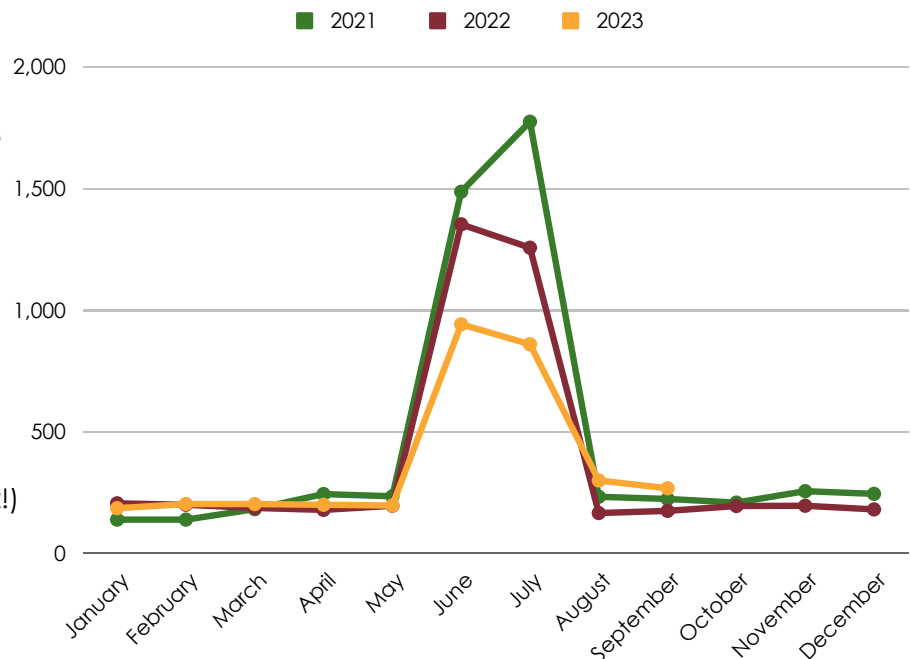
Monthly Outreach Circulation

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.	109
Daycare Locations Served	7 (added 2!)
Daycare Circ.	160
Little Red Reading Bus Stops	0
Little Red Reading Bus Circ.	0



Outreach & Community Event Attendance

Daycare Outreach Storytimes (0 sessions)	service ended May 2023
Little Red Reading Bus (0 stops)	n/a
Other Outreach Events	492
Total Attendance	492

Outreach events in September included:

- West Fargo Parks Senior Expo
- West Fest Family Fun
- Books & Brews Book Club at Caribou
- Civic West: Richard Young Event
- Legacy Elementary PTO Family Night

Programs

Onsite Program Attendance

Youth

Ready to Read Storytime	140
Baby Boost Storytime	201
Teeter Tots Storytime	133
Teen Events	0
Other Youth Events	51
Total Attendance	525
	(↑ 70)

Adult

Onsite Book Clubs	24
Adult Movie Screenings	45
English Conversation Circle	0
Writing Circle	15
Other Events	19
Total Attendance	103
	(↑ 16)

All-Ages

No "all-ages" events were hosted by the library in September.

Reference Programs

Technology Tutoring	3
ND Job Service	0
Reference Appointments	6
Total Attendance	9

The Friends of the Library walked with the Little Red Reading Bus (driven by Program Assistant Erin) in the West Fest Parade.



Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

Monthly New Registrations	4
YTD Registrations	27
Lifetime Registrations	38

1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	14
YTD Registrations	99
Lifetime Registrations	497

1 Book 1 Community (Sept. 1 - Oct. 31)

Monthly New Registrations	29
YTD Registrations	29



The Library's bi-weekly Writing Circle club started in September.

Total program attendees **1120** (↓ 590)
(in-library & outreach, Sept. 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 included in the following local news stories in September:

- New West Fargo project aims to boost citizen engagement and info **Fargo Forum**
- West Fargo Public Library continues English Conversation Circles program **Prairie Public/NPR**
- Friends of the WFPL Book Donation Drive **WDAY (TV, Radio, Print)**

Social Media Audience

Facebook, Instagram, Twitter followers + unmuted Nextdoor community members

16219 (added 192)

Social Media Reach

The library reached more users on social media in Sept. than any other month this year.

40398

