



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, November 9, 2023 5:30 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 – October 19, 2023
2. Approval of October Financials
3. Approval of 2024 Library Closures

Regular Agenda

Old Business

New Business

1. Collection & Database Usage Update
2. Director's Report
3. Adjourn



West Fargo Public Library Board of Directors Meeting
Regular Meeting October 19, 2023
5 p.m. via
Zoom

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

Also Present: Library Director Jenna Kahly, Marketing & Communications Specialist Ellen Rossow,

Board Members Absent: Mandy George, Alanna Rerick

I. Call to Order

Hanson called the meeting to order at 5:00 p.m.

II. Order of the Agenda

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

III. Consent Agenda

Schwartz moved, and Hanson seconded to approve the consent agenda, which included minutes from Sept. 28 and September's financials. No opposition. Motion carried.

IV. Update to Space Needs Assessment Funding Request (Action)

Kahly requested the approval of funding to update the existing space needs assessment from 2019. She explained that the current assessment had been done over four years prior with pre-pandemic needs in mind. With Board approval, her plan would be to contract with the same consultant to refresh and update the existing report to include an up-to-date look at the library's current building and needs as well as long-term planning with the possibility of multiple locations in the future. Both Hanson and Schwartz expressed interest in being a part of the space needs assessment project. After discussion, Hanson made a motion and Schwartz seconded to approve the funding request in the amount of \$9,825 to update the assessment. No opposition. Motion carried.

V. Library Marketing & Communications Specialist Job Description (Action)

Kahly requested approval of an updated job description for the Communications Specialist role. The job description for this role had been under review since late 2020, following the reorganization of the City Communications team to no longer include any coverage of West Fargo Public Library needs. Changes largely included adding media relations duties that the current Communications Specialist was already doing. Schwartz moved and Stukel seconded to approve the Library Marketing & Communications Specialist Job Description. No opposition. Motion carried.

VI. Media Relations Policy (Action)

Kahly requested approval of an updated Media Relations Policy, which had been updated to reflect the changes made to the Library Marketing & Communications Specialist Job Description. Hanson moved and Stukel seconded to approve the Media Relations Policy. No opposition. Motion carried.

VII. Public Posting & Displays Policy (Action)

Kahly requested approval of an updated Public Postings & Displays Policy. Updates to this policy give staff more guidance on what materials should be advertised in the library and adds verbiage about literature like brochures or other flyers members of the community ask to display in the library. After discussion, Hanson moved, and Schwartz seconded to approve the Public Posting and Displays Policy. No opposition. Motion carried.

VIII. Approval of Holiday Leave Policy (Action)

Kahly requested approval of an updated Holiday Leave Policy, which would be added to the City of West Fargo Employee Handbook. Changes were made to reflect the unique nature of the Library's staffing schedule and open hours. Under this policy, the West Fargo Public Library would be closed only on the actual date of any Federal Holiday instead of the Federal Holiday and its observed day. This policy would ensure staff still receive holiday benefits despite this change. Schwartz moved and Hanson seconded to approve the Holiday Leave Policy. No opposition. Motion carried.

IX. Public Comment Policy (Action)

Kahly requested approval of a Public Comment at Library Board Meeting Policy. Under this new policy, the Library Board agenda would include a standing agenda item for Public Comment. Members of the public would sign up to participate online. Schwartz moved and Hanson seconded to approve the Public Comment Policy. No opposition. Motion carried.

X. Dec. 4 Closure for Staff Training & Maintenance Projects (Action)

Kahly requested approval to close on Dec. 4, 2023 to allow staff to complete several projects that cannot be completed during open hours. The day would also include staff training and onboarding for new staff. Schwartz seconded and Stukel seconded to approve the Dec. 4 closure for staff training & maintenance projects. No opposition. Motion carried.

XI. Quarter 3 Programming & Reach Report

Rosow shared a number of highlights from the library's third-quarter programs, outreach opportunities, and communications activities. Some highlights of the report included:

- With nearly 23,000 visitors, the library had a higher door count through September than the last three years.
- 745 people signed up for library cards in quarter three, bringing the year total to 2142 signups.
- With 15,103 participants in library programs through September, 2023 had the highest participation rate of the last five years, beating pre-pandemic numbers.
- Youth programs continue to be the highest attended programs, especially storytimes.
- Only 27% of visitors to the West Fargo Public Library are there to attend a program, which means 72% of visitors are using traditional library services, like checking out books, using computers and printers, studying, etc.

XII. Director's Report

Kahly provided a Director's Report with highlights from the library in September 2023 and plans for the future, including:

- Plans to move staff spaces around to help improve workflows
- Plans for carpet and upholstery cleaning
- a need for further discussions about the Library's lease agreement, which auto-renewed in August
- interviews for full-time Library Assistant positions had started
- circulation stats continued to rise through September
- September saw the highest public usage for meeting rooms
- Book drops usage was high in September
- Two more daycares were added to the delivery route, which brings the total to seven "book buddies" daycares.
- the Friends of the Library raised over \$2800 at their October book sale and they plan to host another in April 2024.

XIII. Adjourn

- Schwartz moved to adjourn. Stukel seconded. No opposition. Motion carried at 5:40 p.m.

11/01/23
07:33:13

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			
JV 5364128	Payroll 09.08.23		/ /	33,860.25	9/23			
Object Total:				66,521.36	546,662.93	875,154.00	328,491.07	62%
114 PART TIME SALARIES								
JV 5338132	Payroll 09.08.23		/ /	3,145.27	9/23			
JV 5364129	Payroll 09.08.23		/ /	2,777.41	9/23			
Object Total:				5,922.68	75,422.79	146,358.00	70,935.21	52%
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			
JV 5364130	Payroll 09.08.23		/ /	2,713.53	9/23			
Object Total:				5,363.46	46,020.97	78,146.00	32,125.03	59%
230 RETIREMENT								
JV 5338134	Payroll 09.08.23		/ /	4,984.08	9/23			
JV 5364131	Payroll 09.08.23		/ /	5,162.03	9/23			
Object Total:				10,146.11	83,142.36	133,548.00	50,405.64	62%
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			
JV 5364132	Payroll 09.08.23		/ /	4,298.67	9/23			
Object Total:				8,597.40	74,912.38	151,290.00	76,377.62	50%
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	109493 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	109324 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%

11/01/23
07:33:13

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								
348 BUYOUTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 113166 34 109486 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 109351 Jenna K - Library		800012111	09/11/23	59.00	9/23 2862	ESSENTIA HEALTH		
CL 113228 14 109351 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 109319	OFFICE SUPPLIES	W012612951	09/18/23	274.95	9/23 351	BUSINESS ESSENTIALS		
CL 113283 1 109344	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 109368	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 109365	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.		

11/01/23
07:33:13

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								
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%
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		

11/01/23
07:33:14

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 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		
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		

11/01/23
07:33:14

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 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		
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		

11/01/23
07:33:14

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	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		
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	109311 BOOKS	2037761367	09/08/23	13.24	9/23	1695 BAKER & TAYLOR		
CL 113294	2	109311 BOOKS	2037744556	09/11/23	18.14	9/23	1695 BAKER & TAYLOR		
CL 113297	1	109379 BOOKS	77884560	09/14/23	36.45	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	2	109379 BOOKS	77884561	09/14/23	13.92	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	3	109379 BOOKS	77884562	09/14/23	14.18	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	4	109379 BOOKS	77884563	09/14/23	15.89	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	5	109379 BOOKS	77906601	09/15/23	17.34	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	6	109379 BOOKS	77906602	09/15/23	43.96	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	7	109379 BOOKS	77935834	09/18/23	14.30	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	8	109379 BOOKS	77935835	09/18/23	32.15	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	9	109379 BOOKS	77935836	09/18/23	12.84	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	10	109379 BOOKS	77935837	09/18/23	13.84	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	11	109379 BOOKS	77935838	09/18/23	24.27	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	12	109379 BOOKS	77953848	09/19/23	35.30	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	13	109379 BOOKS	77953849	09/19/23	15.17	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	14	109379 BOOKS	77953850	09/19/23	18.22	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	15	109379 BOOKS	77953851	09/19/23	8.44	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	16	109379 BOOKS	77953852	09/19/23	13.37	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	17	109379 BOOKS	77953853	09/19/23	11.41	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	18	109379 BOOKS	77953854	09/19/23	70.62	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	19	109379 BOOKS	78001661	09/21/23	29.32	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	20	109379 BOOKS	78001662	09/21/23	42.57	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	21	109379 BOOKS	78001663	09/21/23	23.42	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	22	109379 BOOKS	78001664	09/21/23	29.16	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113297	23	109379 BOOKS	78001665	09/21/23	13.02	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304	1	109379 BOOKS	78023806	09/22/23	16.26	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304	2	109379 BOOKS	78023807	09/22/23	28.82	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304	3	109379 BOOKS	78023808	09/22/23	14.97	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304	4	109379 BOOKS	78023809	09/22/23	21.70	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304	5	109379 BOOKS	78033915	09/22/23	14.63	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304	6	109379 BOOKS	78033916	09/22/23	34.74	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304	7	109379 BOOKS	78033917	09/22/23	26.22	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304	8	109379 BOOKS	78033918	09/22/23	8.37	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304	9	109379 BOOKS	78033919	09/22/23	26.65	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304	10	109379 BOOKS	78050582	09/25/23	14.67	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304	11	109379 BOOKS	78050583	09/25/23	30.66	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304	12	109379 BOOKS	78050584	09/25/23	13.11	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304	13	109379 BOOKS	78050585	09/25/23	15.24	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304	14	109379 BOOKS	78069542	09/26/23	32.06	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304	15	109379 BOOKS	78069543	09/26/23	62.90	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304	16	109379 BOOKS	78069544	09/26/23	32.68	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304	17	109379 BOOKS	78069545	09/26/23	27.09	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304	18	109379 BOOKS	78069546	09/26/23	13.51	9/23	4592 INGRAM LIBRARY SERVICES		
CL 113304	19	109379 BOOKS	78103698	09/27/23	294.90	9/23	4592 INGRAM LIBRARY SERVICES		

11/01/23
07:33:14

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									
Object Total:					11,645.89	53,489.83	100,750.00	47,260.17	53%
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	109408 AUDIOBOOK	504373262	09/19/23	42.49	9/23	1854 MIDWEST TAPE		
CL 113307	2	109408 AUDIOBOOK	504405998	09/25/23	47.49	9/23	1854 MIDWEST TAPE		
CL 113307	3	109408 AUDIOBOOK	504406030	09/25/23	348.43	9/23	1854 MIDWEST TAPE		
CL 113307	4	109408 DVD	504373261	09/19/23	26.22	9/23	1854 MIDWEST TAPE		
CL 113307	5	109408 DVD	504373264	09/19/23	27.72	9/23	1854 MIDWEST TAPE		
CL 113307	6	109408 DVD	504373265	09/19/23	94.80	9/23	1854 MIDWEST TAPE		
CL 113307	7	109408 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	109475 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	109463 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%

11/01/23
07:33:14

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								
JV 5361 2	FIBT TSYS/TRANSFIRST Sept 23		/ /	78.00	9/23			
		Object Total:		78.00	2,407.86	1,750.00	-657.86	138%
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	%

11/01/23
07:33:14

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

Page: 9 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										
903 HISTORY ROOM										
					/ /					
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:		162,769.58	1,194,753.33	1,924,529.00	729,775.67	
				Fund Total:		162,769.58	1,194,753.33	1,924,529.00	729,775.67	

***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).

11/01/23
07:46:57

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 10/23 - 10/23

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 5365129	Payroll 10.06.23		/ /	33,194.02	10/23			
JV 5381123	Payroll 10.20.23		/ /	33,199.48	10/23			
		Object Total:		66,393.50	613,056.43	875,154.00	262,097.57	70%
114 PART TIME SALARIES								
JV 5365130	Payroll 10.06.23		/ /	3,317.74	10/23			
JV 5381124	Payroll 10.20.23		/ /	3,387.99	10/23			
		Object Total:		6,705.73	82,128.52	146,358.00	64,229.48	56%
209 CLASSIFIED ADS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 5365131	Payroll 10.06.23		/ /	2,703.88	10/23			
JV 5381125	Payroll 10.20.23		/ /	2,709.70	10/23			
		Object Total:		5,413.58	51,434.55	78,146.00	26,711.45	66%
230 RETIREMENT								
JV 5365132	Payroll 10.06.23		/ /	5,063.93	10/23			
JV 5381126	Payroll 10.20.23		/ /	5,064.58	10/23			
		Object Total:		10,128.51	93,270.87	133,548.00	40,277.13	70%
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 5365133	Payroll 10.06.23		/ /	4,297.58	10/23			
JV 5381127	Payroll 10.20.23		/ /	4,297.51	10/23			
		Object Total:		8,595.09	83,507.47	151,290.00	67,782.53	55%
321 PROPERTY INSURANCE								
			/ /					
		Object Total:		0.00	1,924.00	0.00	-1,924.00	%
333 BUILDING RENTAL								
CL 113899 1	NOVEMBER RENT	MISC07194	10/19/23	10,333.50	10/23 549 WF PUB SCHOOLS DIST #6			
		Object Total:		10,333.50	111,260.50	120,752.00	9,491.50	92%
340 TRAVEL & EDUCATION								
CC 1255 1	TRAVEL AND EDUCATION		10/02/23	605.00	10/23 3161 VISA LIBRARY #1			
CC 1256 1	TRAVEL & EDUCATION		10/02/23	1,102.00	10/23 3162 VISA LIBRARY #2			
CL 113578 1	109511 MILEAGE		10/06/23	12.50	10/23 3869 ALISHA REIS			
		Object Total:		1,719.50	3,472.18	17,392.00	13,919.82	20%

11/01/23
07:46:57

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 10/23 - 10/23

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 113758 1	sept 2023 j. kahly	9946246380	09/08/23	130.35	10/23	3668 VERIZON WIRELESS		
CL 113758 30	sept 2023 library	9946246380	09/08/23	127.51	10/23	3668 VERIZON WIRELESS		
		Object Total:		257.86	1,307.64	3,300.00	1,992.36	40%
360 MISC PRINTING & MAILING			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
387 MEDICAL/VACCINES			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
399 RECRUITMENT/EMPLOYMENT TESTING			/ /					
		Object Total:		0.00	516.00	3,000.00	2,484.00	17%
410 OFFICE SUPPLIES			/ /					
CC 1255 2	OFFICE SUPPLIES		/ /	44.51	10/23	3161 VISA LIBRARY #1		
CC 1256 2	OFFICE SUPPLIES		/ /	2.99	10/23	3162 VISA LIBRARY #2		
CC 1257 1	OFFICE SUPPLIES		10/02/23	155.43	10/23	4576 VISA LIBRARY #3		
CL 113577 1	109639 WATER JUGS	8013870923	09/30/23	109.38	10/23	3276 PREMIUM WATERS INC		
CL 113848 1	SHIPPING LABELS	W012623851	09/27/23	66.38	10/23	351 BUSINESS ESSENTIALS		
CL 113848 2	PAPER TOWELS/SCOTCH TAPE	W012644561	10/09/23	107.62	10/23	351 BUSINESS ESSENTIALS		
		Object Total:		486.31	11,284.35	13,000.00	1,715.65	87%
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 113849 1	SERVICE AGREEMENTS- CONTRACTS	35124561	10/20/23	443.23	10/23	2877 GREATAMERICA FINANCIAL		
		Object Total:		443.23	6,844.03	10,260.00	3,415.97	67%
490 MISC			/ /					
		Object Total:		0.00	172.34	0.00	-172.34	%
497 TECHNOLOGY			/ /					
CC 1255 3	TECHNOLOGY		/ /	32.39	10/23	3161 VISA LIBRARY #1		
		Object Total:		32.39	32,950.86	52,914.00	19,963.14	62%
500 SUPPLIES			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%

11/01/23
07:46:58

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 10/23 - 10/23

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								
640 FURNITURE & EQUIPMENT								
CL 83966 1	FURN & EQUIP		02/15/19	-11.99	2/19	1427 MARY JO MOORHEAD		
CL 113903 22	109711 81687		10/31/23	11.99	10/23	5174 NORTH DAKOTA UNCLAIMED		
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	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 1255 4	PROGRAMMING		/ /	57.92	10/23	3161 VISA LIBRARY #1		
CC 1256 3	PROGRAMMING		/ /	48.13	10/23	3162 VISA LIBRARY #2		
CC 1257 2	PROGRAMMING		/ /	60.85	10/23	4576 VISA LIBRARY #3		
CL 86557 1	prog		07/15/19	-7.96	8/19	999999 PETRA GUNDERSON-LEITH		
CL 113903 27	109711 83136		10/31/23	220.00	10/23	5174 NORTH DAKOTA UNCLAIMED		
CL 113903 29	109711 83786		10/31/23	7.96	10/23	5174 NORTH DAKOTA UNCLAIMED		
Object Total:				386.90	14,831.93	16,000.00	1,168.07	93%
650 E RESOURCES								
CL 113580 1	109611 E RESOURCES		504429407 09/30/23	2,000.02	10/23	1854 MIDWEST TAPE		
Object Total:				2,000.02	35,786.35	41,285.00	5,498.65	87%
653 CAPITAL IMPROVEMENTS								
Object Total:				0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CC 1255 5	POSTAGE		/ /	15.96	10/23	3161 VISA LIBRARY #1		
CL 113847 1	109700 POSTAGE		10/25/23	1,000.00	10/23	1483 PITNEY BOWES RESERVE ACCOUNT		
Object Total:				1,015.96	7,402.56	7,000.00	-402.56	106%
662 BOOKS								
CL 113576 1	109520 BOOKS		2037775528 09/19/23	11.68	10/23	1695 BAKER & TAYLOR		
CL 113582 1	109580 BOOKS		78113920 09/28/23	25.63	10/23	4592 INGRAM LIBRARY SERVICES		
CL 113582 2	109580 BOOKS		78113921 09/28/23	16.83	10/23	4592 INGRAM LIBRARY SERVICES		
CL 113582 3	109580 BOOKS		78134101 09/29/23	15.06	10/23	4592 INGRAM LIBRARY SERVICES		
CL 113582 4	109580 BOOKS		78134102 09/29/23	15.73	10/23	4592 INGRAM LIBRARY SERVICES		
CL 113582 5	109580 BOOKS		78134103 09/29/23	13.86	10/23	4592 INGRAM LIBRARY SERVICES		
CL 113582 6	109580 BOOKS		78134104 09/29/23	15.70	10/23	4592 INGRAM LIBRARY SERVICES		
CL 113582 7	109580 BOOKS		78134105 09/29/23	137.48	10/23	4592 INGRAM LIBRARY SERVICES		
CL 113582 8	109580 BOOKS		78134106 09/29/23	672.59	10/23	4592 INGRAM LIBRARY SERVICES		
CL 113582 9	109580 BOOKS		78153739 09/30/23	14.40	10/23	4592 INGRAM LIBRARY SERVICES		
CL 113582 10	109580 BOOKS		78153740 09/30/23	565.45	10/23	4592 INGRAM LIBRARY SERVICES		
CL 113582 11	109580 BOOKS		78160939 10/02/23	25.81	10/23	4592 INGRAM LIBRARY SERVICES		
CL 113582 12	109580 BOOKS		78160940 10/02/23	17.62	10/23	4592 INGRAM LIBRARY SERVICES		

11/01/23
07:46:58

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 10/23 - 10/23

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	113582	13	109580	BOOKS	78160941	10/02/23	16.05	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113582	14	109580	BOOKS	78160942	10/02/23	12.61	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113582	15	109580	BOOKS	78223985	10/05/23	23.00	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113582	16	109580	BOOKS	78223986	10/05/23	484.01	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113582	17	109580	BOOKS	78242213	10/06/23	200.14	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113850	1		BOOKS	2037828049	10/09/23	8.48	10/23	1695 BAKER & TAYLOR		
CL	113852	1		BOOKS	78266689	10/09/23	16.76	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	2		BOOKS	78266690	10/09/23	14.84	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	3		BOOKS	78266691	10/09/23	36.44	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	4		BOOKS	78293782	10/10/23	128.54	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	5		BOOKS	78307041	10/11/23	23.97	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	6		BOOKS	78307042	10/11/23	27.07	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	7		BOOKS	78307043	10/11/23	10.70	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	8		BOOKS	78307044	10/11/23	985.04	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	9		BOOKS	78307045	10/11/23	181.42	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	10		BOOKS	78307046	10/11/23	365.35	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	11		BOOKS	78307047	10/11/23	14.10	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	12		BOOKS	78307048	10/11/23	32.45	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	13		BOOKS	78307049	10/11/23	11.84	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	14		BOOKS	78307050	10/11/23	35.06	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	15		BOOKS	78316974	10/11/23	24.73	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	16		BOOKS	78316975	10/11/23	273.63	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	17		BOOKS	78316976	10/11/23	132.67	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	18		BOOKS	78327774	10/12/23	15.02	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	19		BOOKS	78327775	10/12/23	80.40	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	20		BOOKS	78347728	10/13/23	16.21	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	21		BOOKS	78347729	10/13/23	15.30	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	22		BOOKS	78347730	10/13/23	18.78	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	23		BOOKS	78347731	10/13/23	17.46	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	24		BOOKS	78347732	10/13/23	24.06	10/23	4592 INGRAM LIBRARY	SERVICES	
CL	113852	25		BOOKS	78464544	10/20/23	179.70	10/23	4592 INGRAM LIBRARY	SERVICES	
					Object Total:		4,973.67	58,463.50	100,750.00	42,286.50	58%
663 MAGAZINES											
CC	1255	6		MAGAZINES		/ /	50.00	10/23	3161 VISA LIBRARY #1		
					Object Total:		50.00	5,305.38	5,500.00	194.62	96%
664 AUDIO VIDEO											
CL	113851	1		AUDIOBOOK	504442385	10/03/23	42.49	10/23	1854 MIDWEST TAPE		
CL	113851	2		AUDIOBOOK	504442386	10/03/23	129.47	10/23	1854 MIDWEST TAPE		
CL	113851	3		AUDIOBOOK	504470171	10/10/23	121.98	10/23	1854 MIDWEST TAPE		
CL	113851	4		AUDIOBOOK	504470173	10/10/23	89.98	10/23	1854 MIDWEST TAPE		
CL	113851	5		AUDIOBOOK	504504315	10/17/23	52.49	10/23	1854 MIDWEST TAPE		
CL	113851	6		DVD	504442388	10/03/23	28.47	10/23	1854 MIDWEST TAPE		
CL	113851	7		DVD	504442389	10/03/23	30.28	10/23	1854 MIDWEST TAPE		
CL	113851	8		DVD	504442390	10/03/23	282.76	10/23	1854 MIDWEST TAPE		
CL	113851	9		DVD	504470175	10/10/23	42.28	10/23	1854 MIDWEST TAPE		
CL	113851	10		DVD	504470174	10/10/23	256.55	10/23	1854 MIDWEST TAPE		
CL	113851	11		DVD	504504317	10/17/23	250.62	10/23	1854 MIDWEST TAPE		
					Object Total:		1,327.37	15,670.72	31,500.00	15,829.28	

50%

11/01/23
07:46:58

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 10/23 - 10/23

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								
667 MEMBERSHIPS			/ /					
	Object Total:			0.00	1,918.20	3,500.00	1,581.80	55%
668 PRINTING			/ /					
	Object Total:			0.00	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%
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 1255 7 PROMOTIONAL ACTIVITIES			/ /	157.84	10/23	3161 VISA LIBRARY #1		
CL 85673 1 PROMO			05/25/19	-220.00	6/19	2730 THE PACKER NEWSPAPER		
	Object Total:			-62.16	7,085.73	11,400.00	4,314.27	62%
724 CONSULTING/TESTING FEES			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES			/ /					
	Object Total:			0.00	2,407.86	1,750.00	-657.86	138%
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	%

11/01/23
07:46:58

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 10/23 - 10/23

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								
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
880 COST ALLOCATIONS								
JV 5377 16	Oct 2023 Cost Allocations		/ /	3,501.92	10/23			
		Object Total:		3,501.92	35,019.20	42,023.00	7,003.80	83%
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								
CL 75489 1	his center		09/30/17	-42.55	10/17	1427 MARY JO MOORHEAD		
CL 113903 6	109711 75460		10/31/23	42.55	10/23	5174 NORTH DAKOTA UNCLAIMED		
		Object Total:		0.00	0.00	0.00	0.00	%
994 ODIN			/ /					
		Object Total:		0.00	23,543.00	24,200.00	657.00	97%
		Account Total:		123,702.88	1,318,456.21	1,924,529.00	606,072.79	
		Fund Total:		123,702.88	1,318,456.21	1,924,529.00	606,072.79	

***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	9,392.43	1,811,124.35	1,947,167.00	-136,042.65	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		9,392.43	1,851,633.51	1,906,122.00	-54,488.49	97
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	66,393.50	613,056.43	875,154.00	262,097.57	70
114	PART TIME SALARIES	6,705.73	82,128.52	146,358.00	64,229.48	56
220	SOCIAL SECURITY	5,413.58	51,434.55	78,146.00	26,711.45	66
230	RETIREMENT	10,128.51	93,270.87	133,548.00	40,277.13	70
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	8,595.09	83,507.47	151,290.00	67,782.53	55
321	PROPERTY INSURANCE		1,924.00		-1,924.00	
333	BUILDING RENTAL	10,333.50	111,260.50	120,752.00	9,491.50	92
340	TRAVEL & EDUCATION	1,719.50	3,512.18	17,392.00	13,879.82	20
356	TELEPHONE	257.86	1,307.64	3,300.00	1,992.36	40
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING		516.00	3,000.00	2,484.00	17
410	OFFICE SUPPLIES	486.31	11,333.35	13,000.00	1,666.65	87
424	GAS AND OIL			1,200.00	1,200.00	
427	VEHICLES MAINTENANCE			1,200.00	1,200.00	
428	SERVICE AGREEMENTS-CONTRA	443.23	6,844.03	10,260.00	3,415.97	67
490	MISC		172.34		-172.34	
497	TECHNOLOGY	32.39	32,950.86	52,914.00	19,963.14	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		729.27	1,200.00	470.73	61
648	PROFESSIONAL PUBLICATIONS		1,469.74	3,000.00	1,530.26	49
649	PROGRAMMING	386.90	14,831.93	16,000.00	1,168.07	93
650	E RESOURCES	2,000.02	35,786.35	41,285.00	5,498.65	87
661	POSTAGE/FREIGHT/SHIPPING	1,015.96	7,402.56	7,000.00	-402.56	106
662	BOOKS	4,973.67	58,463.50	100,750.00	42,286.50	58
663	MAGAZINES	50.00	5,305.38	5,500.00	194.62	96
664	AUDIO VIDEO	1,327.37	15,670.72	31,500.00	15,829.28	50
667	MEMBERSHIPS		1,918.20	3,500.00	1,581.80	55
668	PRINTING		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	-62.16	7,085.73	11,400.00	4,314.27	62
740	SERVICE CHARGES		2,407.86	1,750.00	-657.86	

11/01/23
07:56:30

CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 10 / 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	35,019.20	42,023.00	7,003.80	83
890	TRANSFERS OUT			10,000.00	10,000.00	
901	CATALOGING		2,559.78	3,200.00	640.22	80
994	ODIN		23,543.00	24,200.00	657.00	97
	Total Account	123,702.88	1,318,545.21	1,924,529.00	605,983.79	69
	Total Expenses	123,702.88	1,318,545.21	1,924,529.00	605,983.79	69
	Net Income from Operations	-114,310.45	533,088.30			
	Other Revenue					
360000	MISCELLANEOUS REVENUE		5,212.72	5,000.00	212.72	104
360100	SPONSORSHIPS		10,944.20	20,000.00	-9,055.80	55
361000	INTEREST ON INVESTMENTS		38,402.66		38,402.66	
375000	DONATIONS		610.00		610.00	
						221
	Total Other Revenue	0.00	55,169.58	25,000.00	30,169.58	221
	Net Income	-114,310.45	588,257.88			

Proposed library closings for 2024	
New Year's Day	Monday, January 1
Martin Luther King, Jr. Day	Monday, January 15** (staff training)
Presidents' Day	Monday, February 19
Easter Sunday	Sunday, March 31*
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Veterans Day	Monday, November 11
Thanksgiving Day	Thursday, November 28
Day after Thanksgiving	Friday, November 29
Christmas Eve Day	Tuesday, December 24
Christmas Day	Wednesday, December 25
New Year's Eve	Tuesday, December 31* Early closing (6:00pm)

*not paid holiday

**library is closed, but staff reports for duty

Summer schedule: Closed Sundays May 26 through September 1

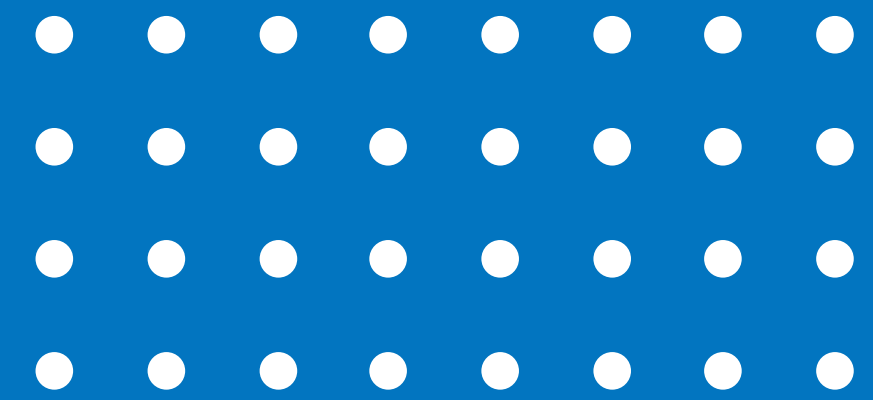


West Fargo Public Library



Director's Report

Presented by Jenna Kahly
Library Director



Administration

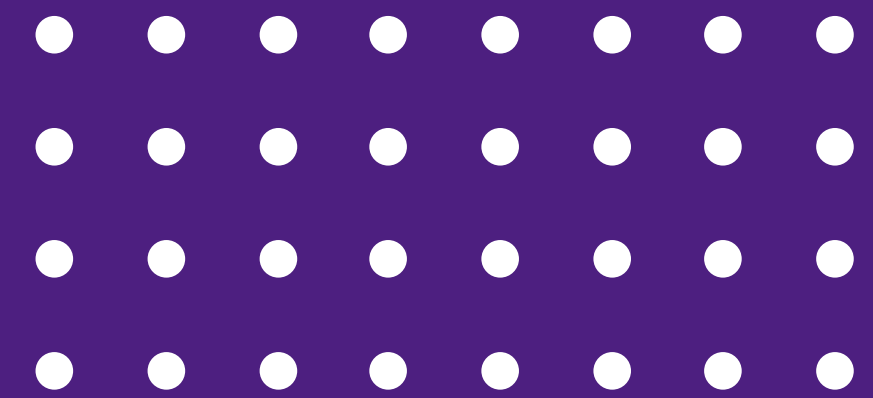
Building

Seeking quotes to

- Add a wall and door to the space behind the stairway creating an office.
 - Would allow a shuffle of workspaces opening up another meeting room
- Open up a wall between meeting rooms and install a moveable wall(s).
 - Would allow for larger events and overflow
- Install a new Service Desk
 - Smaller footprint freeing out floor space
 - Modular desk pieces that could be swapped out, rearranged, or moved in the future

Space Needs Assessment started

- First meeting and information collection with Library Planning Associates underway!



Administration

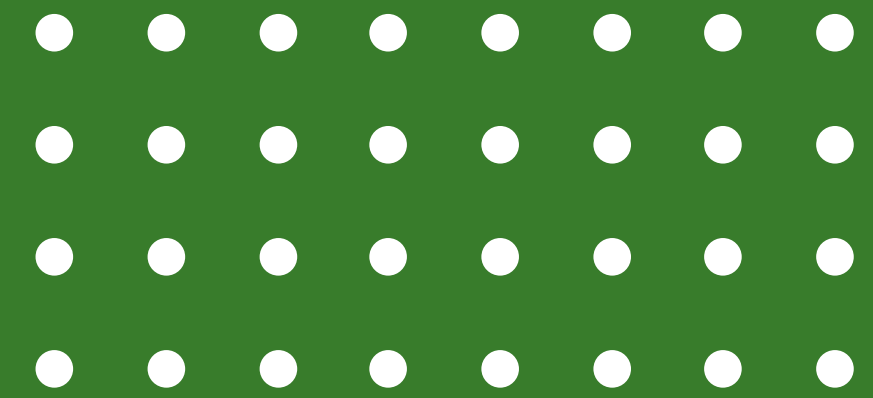
IT

Looking exploring new options for:

- Self-Checkout
 - Current machine is out of order regularly. Seeking an alternative.
- Print release station
 - Would like the ability for patrons to pay with a card and load money onto their account.
 - Current machine coin processing is regularly jammed.
- Scanning
 - Document feeder is broken and we are exploring if there is a better setup for patron needs.
 - Single page scanning is still functional.



Finances



Expenditures through July

Month to Date

\$123,703

Year to Date

\$1,318,545

Available Appropriation

\$605,984





Staffing

SERVICE DESK

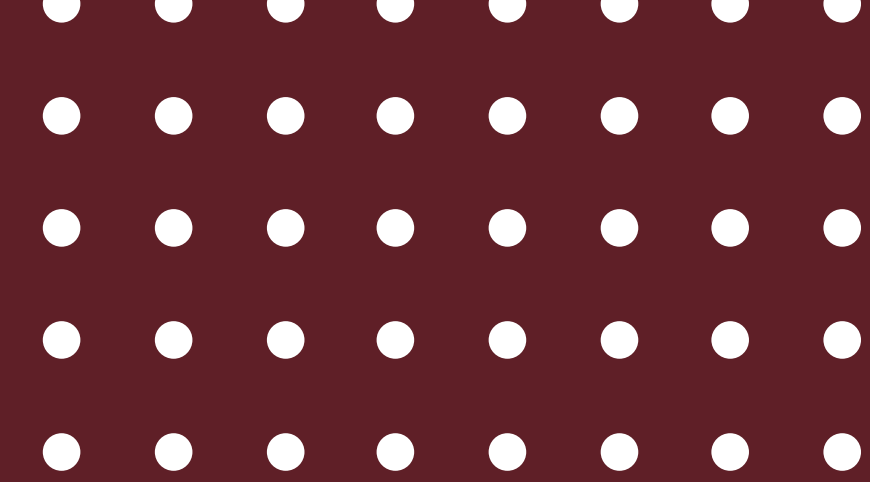
- Lexi Bennett has moved from PT to FT
- Gen Junkert is joining the team FT as well.

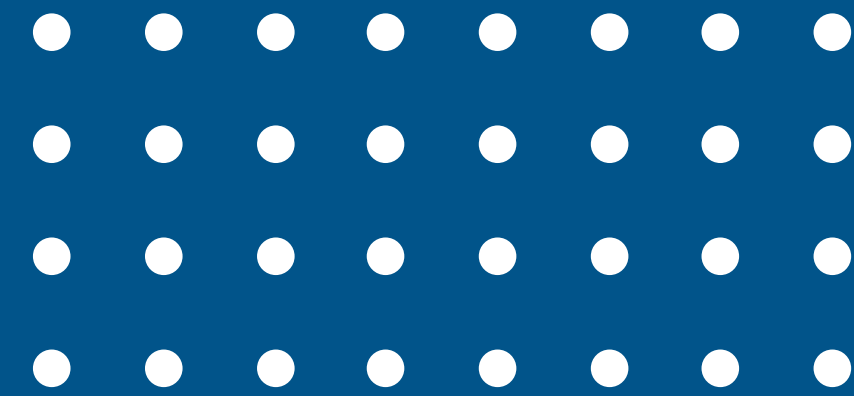
Welcome Gen and congratulations to both!

- Another PT spot has opened up, with Nichole leaving for a new FT position in another organization.

We wish her all the best!

- We are currently reviewing applications to fill 2 PT Library Assistant vacancies.





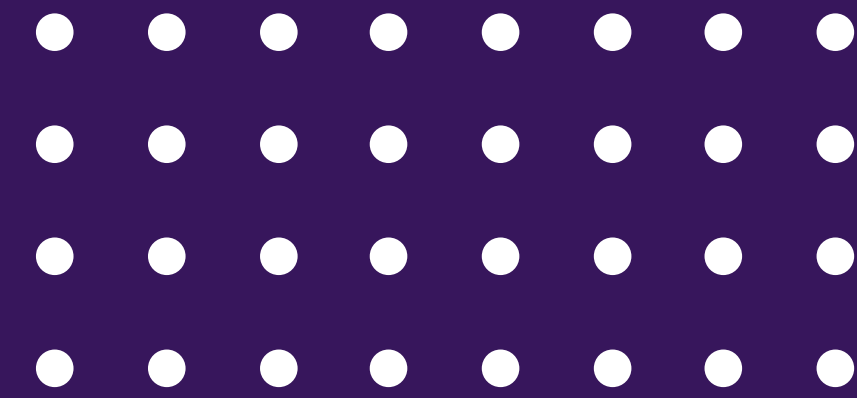
Patron Services & Collection Highlights

October

- Physical item circulation was higher in Oct. than the last 5 years
- Electronic circulation was an all time high, the highest of 2023 so far!
- 1571 new library cards were created
- Spine label project- Large Print, almost done!
- Storytime Kits release for check-out at the end of November.



Recent Programming & Outreach



YOUTH

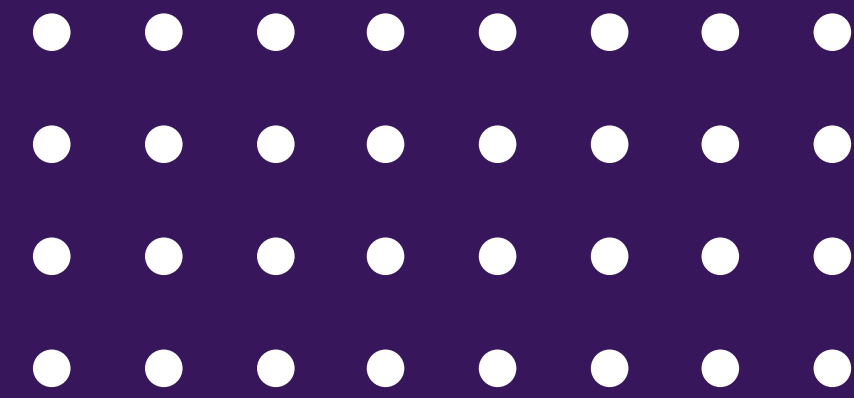


STEM programming continues to be popular. STEM Saturdays have been packed and 200 people attended the Spooky STEM Event!

We held special programs for Teens weekly in Oct.



Recent Programming & Outreach



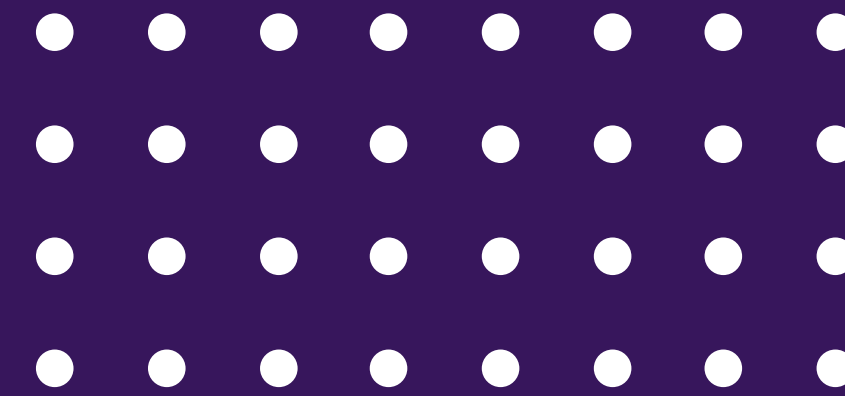
WF Patrons are loving our
Arts classes like Nature
Watercolor Painting

Intro to Knitting was
also a hit!





Little Red Reading Bus



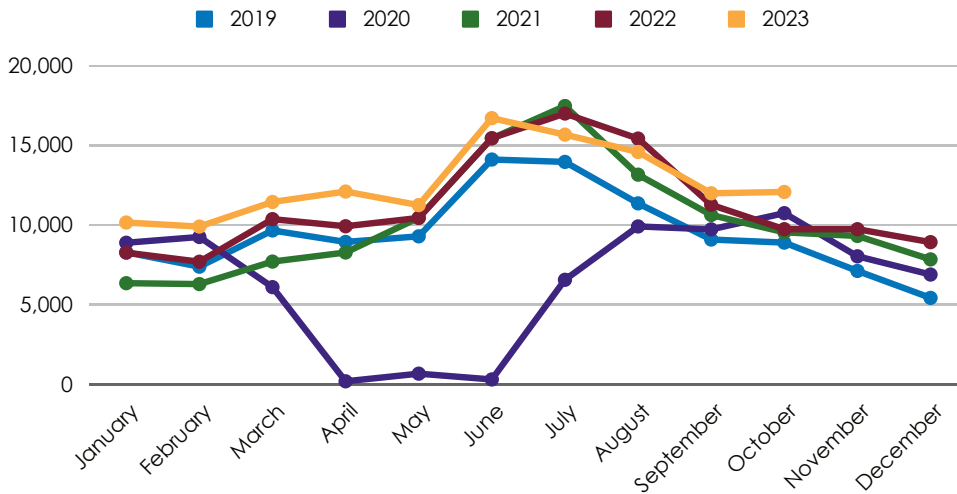
The bus has
been moved to
winter storage.
See you in the
Spring LRRB!



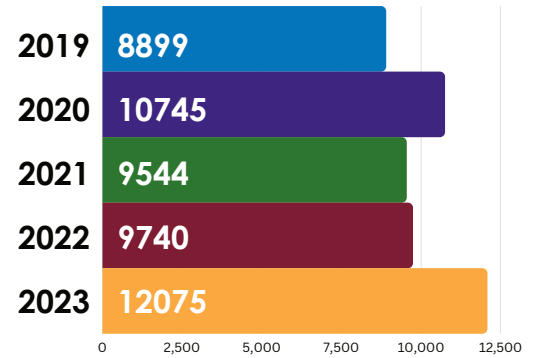
QUESTIONS? ■ ■ ■

Thank you for your time!

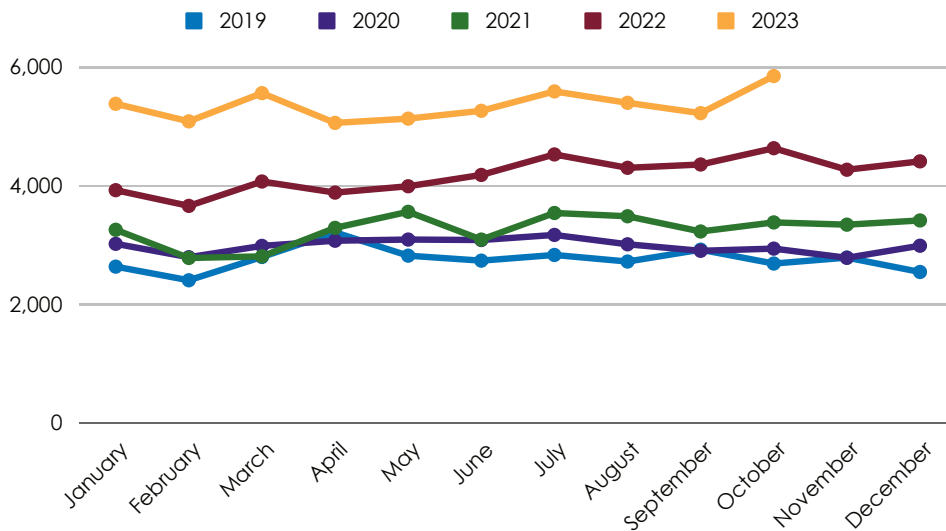
Physical Item Circulation



Oct. Circulation

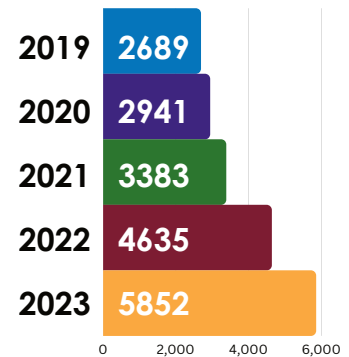


Electronic Materials Circulation

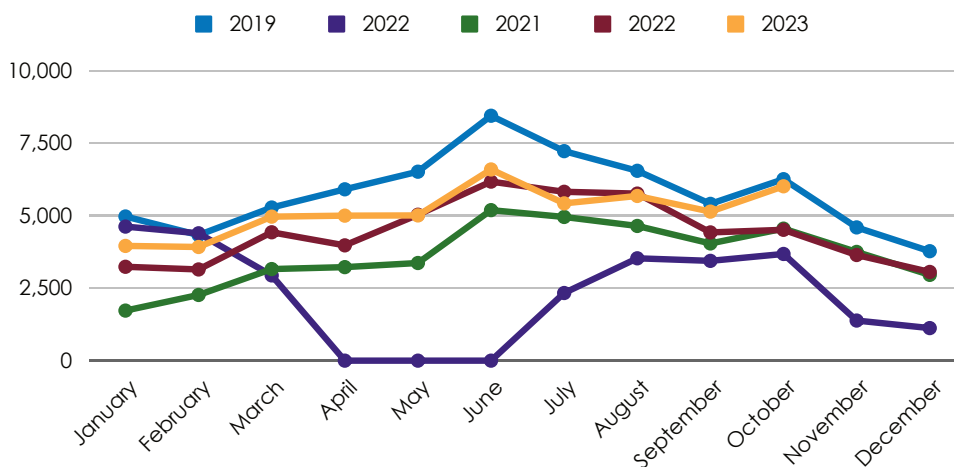


Oct. Circulation

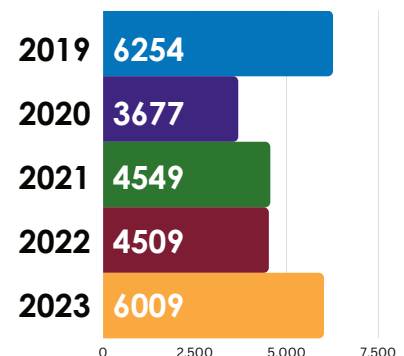
Hoopla & OverDrive/Libby



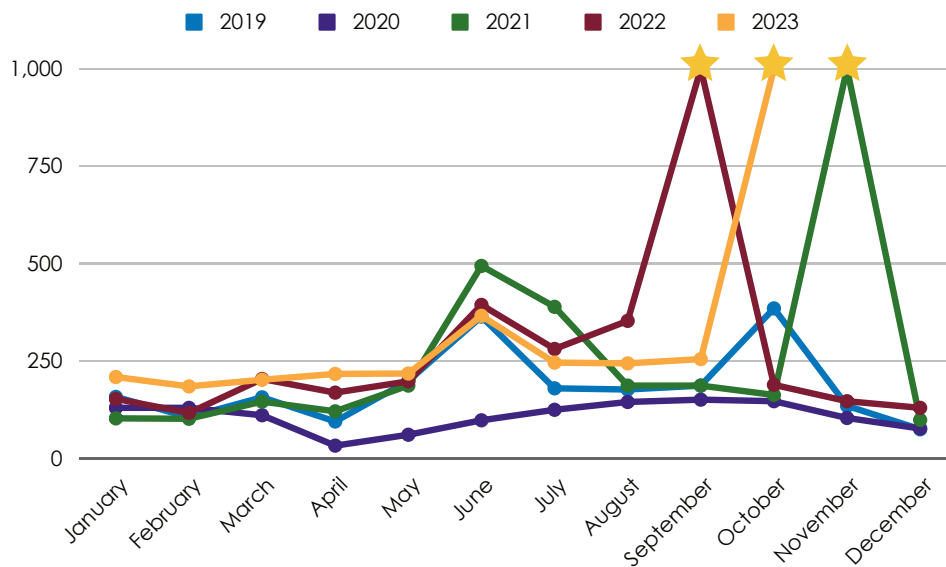
Door Count



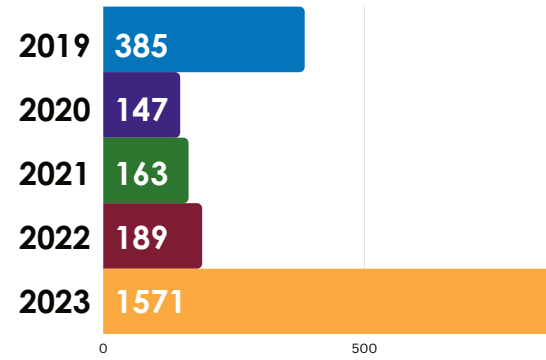
Oct. Door Count



Library Card Signups

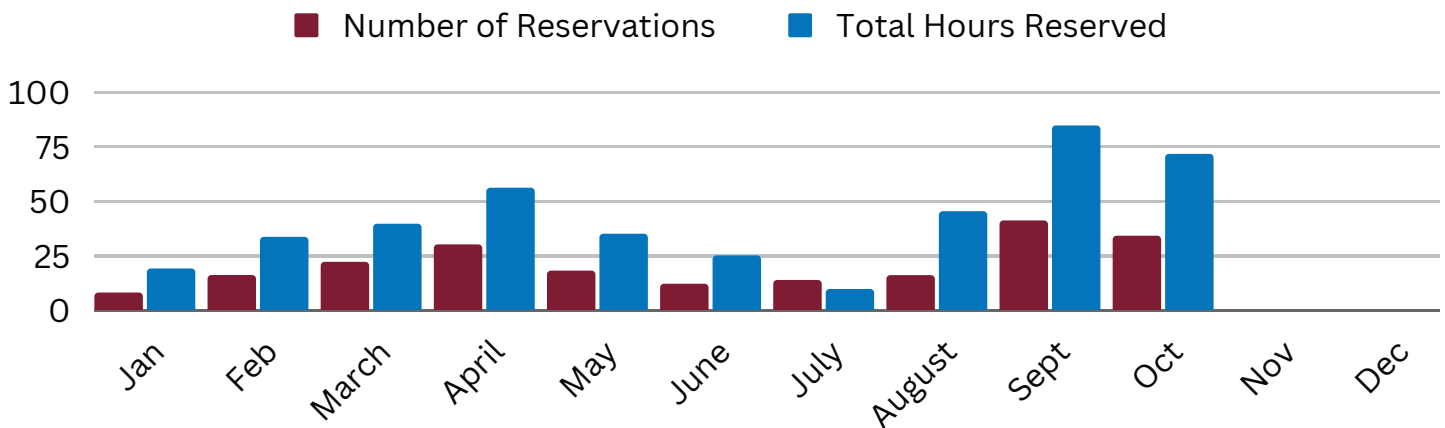


Oct. Signups



★ In Nov. 2021, the WFPL added over 5000 library cards through partnership with West Fargo Public Schools. This partnership continues, with additions occurring in Sept. 2022 and Oct. 2023.

Meeting Room Usage



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

- students taking virtually proctored exam
- a Boy Scout troop
- a Bible study group
- therapy
- background check interviews
- many people looking for a quiet place to study

October 2023 Meeting Room Use

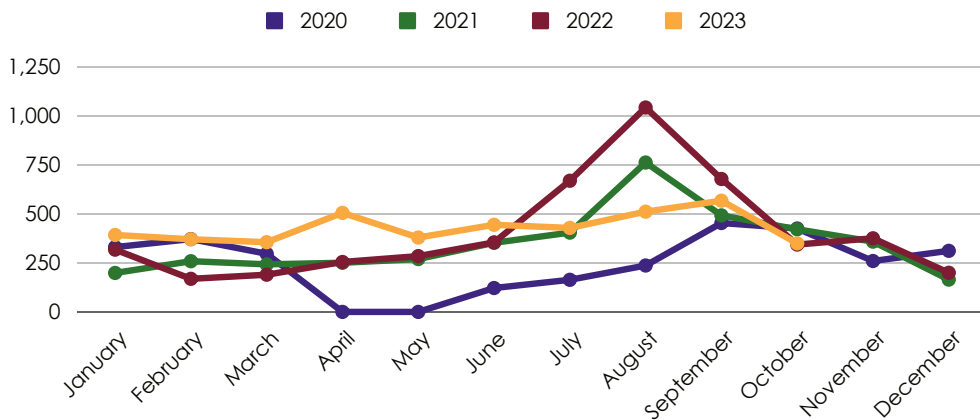
Monthly Hours Reserved 71.25

Hours Reserved YTD 421.92

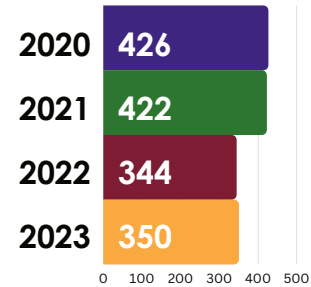
Monthly Reservations 34

Reservations YTD 205

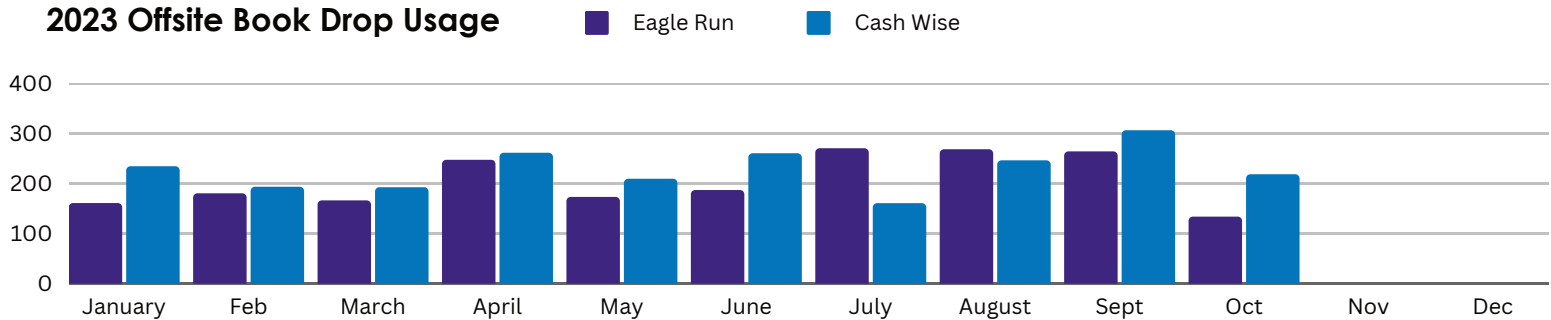
Offsite Book Drop Usage



October Offsite Book Drop Usage



2023 Offsite Book Drop Usage



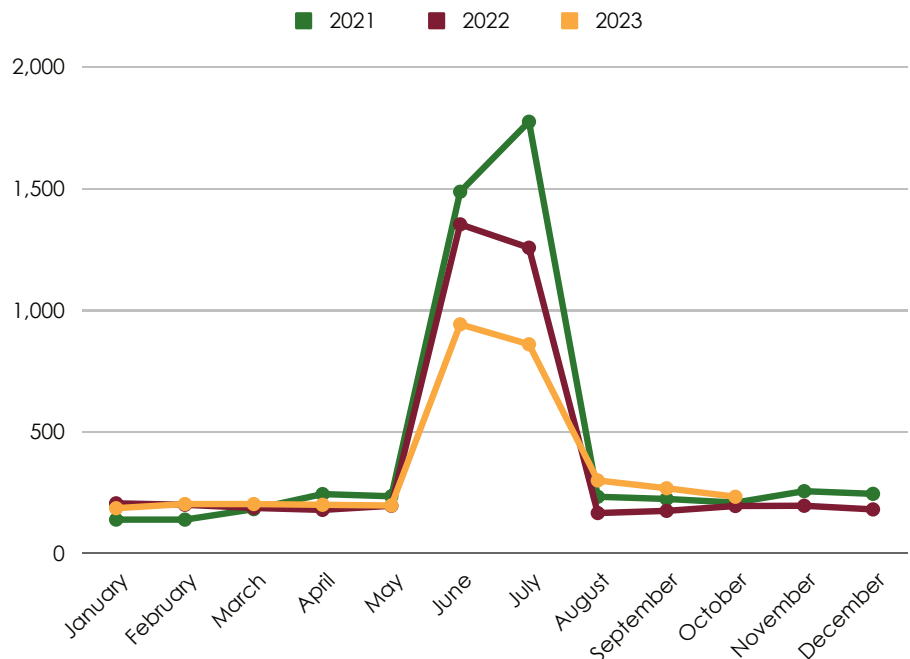
Outreach Services

Monthly Outreach Circulation

Total Monthly Circulation*	2021	210
	2022	196
	2023	234

*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	5
Senior Outreach Circ.	74
Daycare Locations Served	7
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	88
Total Attendance	88

Outreach events in October included:

- West Fargo Elementary Extravaganza
- Books & Brews Book Club at Caribou
- Eastwood Elem. STEM Visit

Programs

Onsite Program Attendance

Youth

Ready to Read Storytime	104
Baby Boost Storytime	151
Teeter Tots Storytime	172
Teen Events	52
Saturday STEM	29
FaST Saturday	4
Other Youth Events	35
Total Attendance	547
	(↑ 22)

Adult

Onsite Book Clubs	28
Adult Movie Screenings	92
English Conversation Circle	2
Writing Circle	12
Cribbage Club	11
Other Events	36
Total Attendance	181
	(↑ 78)

All-Ages

Family Movie Screenings	27
Spooky STEM	200
Total Attendance	227
	(↑ 46)

Reference Programs

Technology Tutoring	5
ND Job Service	0
Reference Appointments	2
Total Attendance	7

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

Monthly New Registrations	0
YTD Registrations	28
Lifetime Registrations	39

1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	12
YTD Registrations	111
Lifetime Registrations	509

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

Monthly New Registrations	7
YTD Registrations	37



Total program attendees **1043** (↓ 77)
(in-library & outreach, Oct. 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 October:

- Friends of the WFPL Book Sale **WDAY (TV, Radio, Print)**

Social Media Audience

Facebook, Instagram, Twitter followers + unmuted Nextdoor community members

16322 (added 103)

Social Media Reach

21408

