



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, December 14, 2023 5:00 PM
Join the meeting via [Zoom](#)
Live stream on YouTube

1. Call to Order
2. Approve Order of Agenda
3. Public Comment

Consent Agenda - Approve the Following:

1. Approval of Minutes – November 9, 2023
2. Approval of November Financials

Regular Agenda

Old Business

New Business

1. Approve Staff Training Dates for 2024
2. Quotes for Special Projects and Purchases
3. Director's Report
4. Adjourn



West Fargo Public Library Board of Directors Meeting

Regular Meeting November 9, 2023

5:30 p.m. via

[Zoom](#)

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

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

I. **Call to Order**

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

II. **Approve Order of the Agenda**

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

III. **Public Comment**

There was no one signed up to speak during the Public Comment period.

IV. **Consent Agenda: Approve the Following**

Schwartz moved, and Rerick seconded to approve the consent agenda, which included:

- Approval of Minutes – October 19, 2023
- Approval of October Financials
- Approval of 2024 Library Closures

No opposition. Motion carried. Rerick wanted to confirm that the reason the library is closed Friday, Nov. 24 is because it is a city-determined holiday. Kahly confirmed.

V. **Collection & Database Usage Update**

Rossow provided a report with highlights about the library's circulation and database usage from January to September 2023, including:

- 16,464 items were added to the collection and 15,760 were weeded
- Patrons had challenged no items
- Patrons had borrowed 1742 items through ODIN interlibrary loans
- Total circulation was at an all-time high of 151,223
- The highest circulating material type was books, followed by DVDs
- The highest circulating collection was picture books
- Libby and OverDrive continued to be more heavily used than Hoopla
- The highest circulating electronic item format was audiobooks
- Database usage was down from 2022, but up from 2021
- Top Udemy courses were coding, English grammar, 3D printing design, data analytics and ChatGPT
- Patrons used Peterson's Test and Career Prep to prepare for nursing exams and college placement tests
- State Library database usage by WFPL patrons continued to be at an all-time high

VI. **Director's Report**

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

- Quotes were being gathered for multiple projects, including opening a wall between the upstairs meeting rooms and adding a moveable wall there, converting the new book area into another meeting room or office space, and the installation of a new service desk.
- The Board approved funding to update the existing space needs assessment from 2019 at the October 2023 meeting. She suggested the space needs assessment information be presented to the Board at the January 2024 meeting.
- Staff were exploring new technology options, such as the self-checkout, print release station, and a scanner.
- Finances were 69% expended at the time of the meeting. Kahly estimated roughly \$140,000 left unexpended at the end of the year, largely due to staff vacancies throughout the year.
- Lexi Bennett and Gen Junkert joined the team as full-time library assistants.
- There were two part-time library assistant vacancies at the time of the meeting.
- Physical item circulation was higher in October than in the last 5 years.
- There were 1,571 new library cards created in October.
- Storytime kits will be released for check-out at the end of November.
- Little Red Reading Bus was moved to winter storage.
- Pansy Plants held a plant drive, which added 20 new plants to the library's public spaces. Kahly thanked Scott from Pansy Plants for his hard work and partnership in beautifying the building.

VII. Board Meeting Format and Schedule

Hanson asked for Board input about how and when Library Board meetings are conducted. The consensus was that virtual meetings are easier for Board members to attend and the acoustics are better on Zoom than in the Commission Chambers. The sole concern was public accessibility. Rerick asked for assurance that virtual meetings would still be publicly accessible and simple to access. Kahly explained that virtual meetings are publicly accessible, and having the meeting completely virtual makes it easier for staff to record. If a member of the public wanted to participate in the public comment portion and was unable to attend via Zoom, Kahly would work with that individual. After discussion, the Board decided to hold all future meetings virtually at 5 p.m. while making note of any public response. Hearing feedback, the format or time of Board meetings may change.

Future library board meetings will be held at 5 p.m. on the second Thursday of each month via Zoom.

VIII. Adjourn

Hanson moved to adjourn. Commissioner George seconded. No opposition. Motion carried at 6 p.m.

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

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Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 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	109920 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%

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7000 LIBRARY								
411600 LIBRARY								
348 BUYOUTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 113758 1	109913 sept 2023 j. kahly	9946246380	09/08/23	130.35	10/23	3668 VERIZON WIRELESS		
CL 113758 30	109913 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	109740 SHIPPING LABELS	W012623851	09/27/23	66.38	10/23	351 BUSINESS ESSENTIALS		
CL 113848 2	109740 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	109788 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	%

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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	%
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		

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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	109727	BOOKS	2037828049	10/09/23	8.48	10/23	1695 BAKER & TAYLOR	
CL	113852	1	109800	BOOKS	78266689	10/09/23	16.76	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	2	109800	BOOKS	78266690	10/09/23	14.84	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	3	109800	BOOKS	78266691	10/09/23	36.44	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	4	109800	BOOKS	78293782	10/10/23	128.54	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	5	109800	BOOKS	78307041	10/11/23	23.97	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	6	109800	BOOKS	78307042	10/11/23	27.07	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	7	109800	BOOKS	78307043	10/11/23	10.70	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	8	109800	BOOKS	78307044	10/11/23	985.04	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	9	109800	BOOKS	78307045	10/11/23	181.42	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	10	109800	BOOKS	78307046	10/11/23	365.35	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	11	109800	BOOKS	78307047	10/11/23	14.10	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	12	109800	BOOKS	78307048	10/11/23	32.45	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	13	109800	BOOKS	78307049	10/11/23	11.84	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	14	109800	BOOKS	78307050	10/11/23	35.06	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	15	109800	BOOKS	78316974	10/11/23	24.73	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	16	109800	BOOKS	78316975	10/11/23	273.63	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	17	109800	BOOKS	78316976	10/11/23	132.67	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	18	109800	BOOKS	78327774	10/12/23	15.02	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	19	109800	BOOKS	78327775	10/12/23	80.40	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	20	109800	BOOKS	78347728	10/13/23	16.21	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	21	109800	BOOKS	78347729	10/13/23	15.30	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	22	109800	BOOKS	78347730	10/13/23	18.78	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	23	109800	BOOKS	78347731	10/13/23	17.46	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	24	109800	BOOKS	78347732	10/13/23	24.06	10/23	4592 INGRAM LIBRARY SERVICES	
CL	113852	25	109800	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	109835	AUDIOBOOK	504442385	10/03/23	42.49	10/23	1854 MIDWEST TAPE	
CL	113851	2	109835	AUDIOBOOK	504442386	10/03/23	129.47	10/23	1854 MIDWEST TAPE	
CL	113851	3	109835	AUDIOBOOK	504470171	10/10/23	121.98	10/23	1854 MIDWEST TAPE	
CL	113851	4	109835	AUDIOBOOK	504470173	10/10/23	89.98	10/23	1854 MIDWEST TAPE	
CL	113851	5	109835	AUDIOBOOK	504504315	10/17/23	52.49	10/23	1854 MIDWEST TAPE	
CL	113851	6	109835	DVD	504442388	10/03/23	28.47	10/23	1854 MIDWEST TAPE	
CL	113851	7	109835	DVD	504442389	10/03/23	30.28	10/23	1854 MIDWEST TAPE	
CL	113851	8	109835	DVD	504442390	10/03/23	282.76	10/23	1854 MIDWEST TAPE	
CL	113851	9	109835	DVD	504470175	10/10/23	42.28	10/23	1854 MIDWEST TAPE	
CL	113851	10	109835	DVD	504470174	10/10/23	256.55	10/23	1854 MIDWEST TAPE	
CL	113851	11	109835	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%

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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			/ /					
JV 5387 2 FIBT TSYS/TRANSFIRST			/ /	78.00	10/23			
		Object Total:		78.00	2,485.86	1,750.00	-735.86	142%
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	%

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
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:		123,780.88	1,318,534.21	1,924,529.00	605,994.79	
		Fund Total:		123,780.88	1,318,534.21	1,924,529.00	605,994.79	

***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).

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 5390128	Payroll 11.03.2023		/ /	33,325.29	11/23			
JV 5396124	Payroll 11.17.23		/ /	34,041.11	11/23			
Object Total:				67,366.40	680,422.83	875,154.00	194,731.17	78%
114 PART TIME SALARIES								
JV 5390129	Payroll 11.03.2023		/ /	3,144.80	11/23			
JV 5396125	Payroll 11.17.23		/ /	2,221.95	11/23			
Object Total:				5,366.75	87,495.27	146,358.00	58,862.73	60%
209 CLASSIFIED ADS								
Object Total:				0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 5390130	Payroll 11.03.2023		/ /	2,700.69	11/23			
JV 5396126	Payroll 11.17.23		/ /	2,684.84	11/23			
Object Total:				5,385.53	56,820.08	78,146.00	21,325.92	73%
230 RETIREMENT								
JV 5390131	Payroll 11.03.2023		/ /	5,077.18	11/23			
JV 5396127	Payroll 11.17.23		/ /	5,169.93	11/23			
Object Total:				10,247.11	103,517.98	133,548.00	30,030.02	78%
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 5390132	Payroll 11.03.2023		/ /	4,297.58	11/23			
JV 5396128	Payroll 11.17.23		/ /	4,308.31	11/23			
Object Total:				8,605.89	92,113.36	151,290.00	59,176.64	61%
321 PROPERTY INSURANCE								
Object Total:				0.00	1,924.00	0.00	-1,924.00	%
333 BUILDING RENTAL								
CL 114525 1	DECEMBER RENT	MISC07226	11/16/23	10,333.50	11/23	549 WF PUB SCHOOLS DIST #6		
Object Total:				10,333.50	121,594.00	120,752.00	-842.00	101%
340 TRAVEL & EDUCATION								
CL 114280 1	109928 MILEAGE		11/07/23	8.75	11/23	3869 ALISHA REIS		
CL 114283 1	109944 MILEAGE		11/02/23	32.48	11/23	5053 CASSANDRA KLOS		
Object Total:				41.23	3,513.41	17,392.00	13,878.59	20%

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Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
348 BUYOUTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 114335 3	110105 oct 2023 lib kahly	9948685425	10/08/23	42.46	11/23	3668 VERIZON WIRELESS		
CL 114335 32	110105 oct 2023 library	9948685425	10/08/23	127.51	11/23	3668 VERIZON WIRELESS		
		Object Total:		169.97	1,477.61	3,300.00	1,822.39	45%
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 114149 2	109968 Library Background Check	EI01585030	10/31/23	110.00	11/23	1502 EIDE BAILLY LLP		
		Object Total:		110.00	626.00	3,000.00	2,374.00	21%
410 OFFICE SUPPLIES								
CC 1278 6	PANSY PLANTS	4567	10/25/23	395.00	11/23	3162 VISA LIBRARY #2		
CC 1279 1	AMAZON	3490	10/02/23	44.56	11/23	4576 VISA LIBRARY #3		
CC 1279 6	AMAZON	3490	10/20/23	66.64	11/23	4576 VISA LIBRARY #3		
CL 114285 1	110061 OFFICE SUPPLIES (WATER)	8013871023	10/31/23	109.38	11/23	3276 PREMIUM WATERS INC		
CL 114501 1	OFFICE SUPPLIES	W012705301	11/16/23	205.08	11/23	351 BUSINESS ESSENTIALS		
CL 114501 2	OFFICE SUPPLIES	W012705302	11/17/23	58.98	11/23	351 BUSINESS ESSENTIALS		
CL 114523 1	BOOK CLUB BAGS	201832	11/21/23	396.91	11/23	1071 S & S PROMOTIONAL GROUP		
		Object Total:		1,276.55	12,560.90	13,000.00	439.10	97%
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 114286 1	110079 SERVICE AGREEMENTS / CONTRACTS	57564	10/01/23	216.00	11/23	3485 SENSOURCE		
CL 114504 1	SERVICE AGREEMENTS - CONTRACTS	35337164	11/20/23	443.23	11/23	2877 GREATAMERICA FINANCIAL		
CL 114512 1	KIC ANNUAL SERV. CONTR. RENEWA	M132200	11/18/23	1,550.00	11/23	2521 IMAGE ACCESS, INC.		
		Object Total:		2,209.23	9,053.26	10,260.00	1,206.74	88%
490 MISC			/ /					
		Object Total:		0.00	172.34	0.00	-172.34	%

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Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
497 TECHNOLOGY								
CC 1277 7	ADOBE	999999	10/26/23	32.39	11/23 3161	VISA LIBRARY #1		
		Object Total:		32.39	32,983.25	52,914.00	19,930.75	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								
CC 1279 7	AMAZON	3490	10/23/23	66.19	11/23 4576	VISA LIBRARY #3		
		Object Total:		66.19	7,857.80	3,500.00	-4,357.80	225%
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 1277 5	WALMART	4105	10/24/23	8.24	11/23 3161	VISA LIBRARY #1		
CC 1277 6	HOBBY LOBBY	3757	10/24/23	26.92	11/23 3161	VISA LIBRARY #1		
CC 1278 1	WALMART	4105	10/03/23	181.74	11/23 3162	VISA LIBRARY #2		
CC 1278 7	MICHAELS STORE	4209	10/27/23	34.05	11/23 3162	VISA LIBRARY #2		
CC 1279 2	AMAZON	3490	10/02/23	155.43	11/23 4576	VISA LIBRARY #3		
CC 1279 4	AMAZON	3490	10/13/23	33.35	11/23 4576	VISA LIBRARY #3		
CC 1279 5	AMAZON	3490	10/16/23	401.02	11/23 4576	VISA LIBRARY #3		
CC 1279 8	AMAZON	3490	10/25/23	47.48	11/23 4576	VISA LIBRARY #3		
		Object Total:		888.23	15,720.16	16,000.00	279.84	98%
650 E RESOURCES								
CL 114288 1 110029 E RESOURCES		504577073	10/31/23	1,998.71	11/23 1854	MIDWEST TAPE		
		Object Total:		1,998.71	37,785.06	41,285.00	3,499.94	92%
653 CAPITAL IMPROVEMENTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CC 1277 1	USPS	374	10/03/23	12.24	11/23 3161	VISA LIBRARY #1		
CC 1277 2	USPS	374	10/05/23	46.10	11/23 3161	VISA LIBRARY #1		
CC 1278 2	USPS	374	10/10/23	75.81	11/23 3162	VISA LIBRARY #2		
CC 1278 3	USPS	374	10/11/23	56.73	11/23 3162	VISA LIBRARY #2		
CC 1278 4	USPS	374	10/12/23	25.01	11/23 3162	VISA LIBRARY #2		
CC 1278 5	USPS	374	10/12/23	11.21	11/23 3162	VISA LIBRARY #2		
CL 114521 1	POSTAGE		11/30/23	1,500.00	11/23 1483	PITNEY BOWES RESERVE ACCOUNT		
		Object Total:		1,727.10	9,129.66	7,000.00	-2,129.66	130%

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7000 LIBRARY									
411600 LIBRARY									
662 BOOKS									
CL 114380 1	110002	BOOKS	77138789	08/03/23	18.20	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 2	110002	BOOKS	77138790	08/03/23	17.18	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 3	110002	BOOKS	78202660	10/04/23	32.73	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 4	110002	BOOKS	78202661	10/04/23	6.71	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 5	110002	BOOKS	78498152	10/24/23	14.70	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 6	110002	BOOKS	78498153	10/24/23	21.88	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 7	110002	BOOKS	78498154	10/24/23	28.46	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 8	110002	BOOKS	78590448	10/30/23	136.14	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 9	110002	BOOKS	78590449	10/30/23	33.39	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 10	110002	BOOKS	78612933	10/31/23	29.64	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 11	110002	BOOKS	78619377	10/31/23	35.11	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 12	110002	BOOKS	78619378	10/31/23	84.29	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 13	110002	BOOKS	78619379	10/31/23	42.74	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 14	110002	BOOKS	78619380	10/31/23	196.22	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 15	110002	BOOKS	78619381	10/31/23	52.97	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 16	110002	BOOKS	78619382	10/31/23	89.30	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 17	110002	BOOKS	78671880	11/03/23	20.30	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 18	110002	BOOKS	78671881	11/03/23	15.31	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 19	110002	BOOKS	78671882	11/03/23	21.94	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 20	110002	BOOKS	78671883	11/03/23	111.26	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 21	110002	BOOKS	78671884	11/03/23	261.35	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 22	110002	BOOKS	78680930	11/03/23	7.12	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 23	110002	BOOKS	78680931	11/03/23	368.07	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 24	110002	BOOKS	78680932	11/03/23	222.13	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 25	110002	BOOKS	78715358	11/07/23	566.41	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 26	110002	BOOKS	78715359	11/07/23	370.21	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 27	110002	BOOKS	78715360	11/07/23	295.32	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 28	110002	BOOKS	78715361	11/07/23	28.64	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 29	110002	BOOKS	78715362	11/07/23	32.29	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 30	110002	BOOKS	78715363	11/07/23	13.70	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 31	110002	BOOKS	78715364	11/07/23	13.73	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 32	110002	BOOKS	78758274	11/09/23	11.43	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 33	110002	BOOKS	78758275	11/09/23	976.86	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 34	110002	BOOKS	78758276	11/09/23	1,324.87	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 35	110002	BOOKS	78758277	11/09/23	13.40	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 36	110002	BOOKS	78758278	11/09/23	15.21	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 37	110002	BOOKS	78758279	11/09/23	29.49	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 38	110002	BOOKS	78768771	11/09/23	16.92	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 39	110002	BOOKS	78768772	11/09/23	13.58	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 40	110002	BOOKS	78768773	11/09/23	20.22	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 41	110002	BOOKS	78778267	11/10/23	24.50	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 42	110002	BOOKS	78778268	11/10/23	22.94	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 43	110002	BOOKS	78778269	11/10/23	14.40	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 44	110002	BOOKS	78778270	11/10/23	37.96	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 45	110002	BOOKS	78778271	11/10/23	15.56	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 46	110002	BOOKS	78778272	11/10/23	16.38	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380 47	110002	BOOKS	78778273	11/10/23	44.15	11/23	4592 INGRAM LIBRARY SERVICES		

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Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 114380	48	110002 BOOKS	78778274	11/10/23	18.78	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380	49	110002 BOOKS	78778275	11/10/23	9.06	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380	50	110002 BOOKS	78778276	11/10/23	14.02	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380	51	110002 BOOKS	78822838	11/14/23	35.83	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380	52	110002 BOOKS	78822839	11/14/23	27.10	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114380	53	110002 BOOKS	78822840	11/14/23	15.49	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114503	1	BOOKS	251590	11/27/23	242.64	11/23	1808 CHERRY LAKE PUBLISHING		
CL 114514	1	BOOKS	ARU0362848	11/13/23	127.95	11/23	5197 LAKEVIEW BOOKS		
CL 114524	1	BOOKS	ARU0362511	11/08/23	186.60	11/23	3953 SMART APPLE MEDIA		
CL 114534	1	BOOKS	7886532	11/16/23	14.29	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	2	BOOKS	78866533	11/16/23	166.26	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	3	BOOKS	78866534	11/16/23	25.20	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	4	BOOKS	78866535	11/16/23	40.78	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	5	BOOKS	78889781	11/17/23	21.96	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	6	BOOKS	78889782	11/17/23	42.78	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	7	BOOKS	78919205	11/20/23	21.96	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	8	BOOKS	78996585	11/24/23	166.38	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	9	BOOKS	78996586	11/24/23	219.21	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	10	BOOKS	78996587	11/24/23	200.02	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	11	BOOKS	79025406	11/27/23	14.10	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	12	BOOKS	79025407	11/27/23	39.64	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	13	BOOKS	79025408	11/27/23	21.95	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	14	BOOKS	79025409	11/27/23	11.73	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	15	BOOKS	79025410	11/27/23	16.06	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	16	BOOKS	79025411	11/27/23	50.97	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	17	BOOKS	79075744	11/29/23	13.86	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	18	BOOKS	79075745	11/29/23	12.65	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	19	BOOKS	79075746	11/29/23	37.98	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	20	BOOKS	79075747	11/29/23	465.61	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	21	BOOKS	79075748	11/29/23	395.05	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	22	BOOKS	79086349	11/29/23	11.47	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	23	BOOKS	79086350	11/29/23	41.54	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	24	BOOKS	79086351	11/29/23	20.38	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	25	BOOKS	79086352	11/29/23	180.52	11/23	4592 INGRAM LIBRARY SERVICES		
CL 114534	26	BOOKS	79086353	11/29/23	298.37	11/23	4592 INGRAM LIBRARY SERVICES		
Object Total:					9,013.50	67,477.00	100,750.00	33,273.00	67%
663 MAGAZINES									
					/ /				
Object Total:					0.00	5,305.38	5,500.00	194.62	96%
664 AUDIO VIDEO									
CC 1279	3	AMAZON	3490	10/07/23	29.98	11/23	4576 VISA LIBRARY #3		
CL 114288	2	110029 AUDIOBOOK	504535842	10/24/23	42.49	11/23	1854 MIDWEST TAPE		
CL 114288	3	110029 AUDIOBOOK	504535844	10/24/23	37.49	11/23	1854 MIDWEST TAPE		
CL 114288	4	110029 AUDIOBOOK	504518412	10/31/23	233.45	11/23	1854 MIDWEST TAPE		
CL 114288	5	110029 AUDIOBOOK	504518411	10/31/23	37.49	11/23	1854 MIDWEST TAPE		
CL 114288	6	110029 AUDIOBOOK	504607514	11/07/23	47.49	11/23	1854 MIDWEST TAPE		
CL 114288	7	110029 AUDIOBOOK	504607515	11/07/23	259.45	11/23	1854 MIDWEST TAPE		
CL 114288	8	110029 DVD	504535843	10/24/23	121.42	11/23	1854 MIDWEST TAPE		

12/01/23
07:16:49

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 11/23 - 11/23

Page: 6 of 8
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 114288	9	110029 DVD	504518414	10/31/23	31.47	11/23	1854 MIDWEST TAPE		
CL 114288	10	110029 DVD	504518415	10/31/23	164.71	11/23	1854 MIDWEST TAPE		
CL 114288	11	110029 DVD	504518416	10/31/23	91.94	11/23	1854 MIDWEST TAPE		
CL 114288	12	110029 DVD	504607517	11/07/23	20.22	11/23	1854 MIDWEST TAPE		
CL 114288	13	110029 DVD	504607518	11/07/23	108.09	11/23	1854 MIDWEST TAPE		
CL 114288	14	110029 AUDIOBOOK	504646320	11/15/23	222.45	11/23	1854 MIDWEST TAPE		
CL 114288	15	110029 AUDIOBOOK	504618559	11/15/23	137.47	11/23	1854 MIDWEST TAPE		
CL 114288	16	110029 DVD	504646322	11/15/23	97.38	11/23	1854 MIDWEST TAPE		
CL 114288	17	110029 DVD	504646323	11/15/23	352.88	11/23	1854 MIDWEST TAPE		
CL 114288	18	110029 DVD	504646324	11/15/23	57.77	11/23	1854 MIDWEST TAPE		
CL 114527	1	AUDIOBOOK	504712133	11/29/23	76.98	11/23	1854 MIDWEST TAPE		
CL 114527	2	AUDIOBOOK	504712119	11/29/23	72.98	11/23	1854 MIDWEST TAPE		
CL 114527	3	DVD	504676683	11/22/23	64.31	11/23	1854 MIDWEST TAPE		
CL 114527	4	DVD	504676685	11/22/23	75.64	11/23	1854 MIDWEST TAPE		
CL 114527	5	DVD	504676682	11/22/23	74.16	11/23	1854 MIDWEST TAPE		
CL 114527	6	DVD	504676684	11/22/23	219.01	11/23	1854 MIDWEST TAPE		
CL 114527	7	DVD	504712130	11/29/23	51.69	11/23	1854 MIDWEST TAPE		
CL 114527	8	DVD	504712131	11/29/23	44.20	11/23	1854 MIDWEST TAPE		
CL 114527	9	DVD	504712132	11/29/23	27.28	11/23	1854 MIDWEST TAPE		
CL 114527	10	DVD	504712135	11/29/23	189.09	11/23	1854 MIDWEST TAPE		
Object Total:					2,988.98	18,659.70	31,500.00	12,840.30	59%
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									
CL 114284	1	110039 EMERGENCY SUPPLIES		10/24/23	8.40	11/23	756 NELCO FIRST AID		
Object Total:					8.40	65.40	350.00	284.60	19%
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	%

12/01/23
07:16:49

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 11/23 - 11/23

Page: 7 of 8
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								
689 PROMOTIONAL ACTIVITIES								
CC 1277 3	UPRINTING	999999	10/10/23	132.57	11/23	3161 VISA LIBRARY #1		
CC 1277 4	UPRINTING	999999	10/10/23	145.57	11/23	3161 VISA LIBRARY #1		
CC 1277 8	FACEBOOK	999999	10/31/23	52.06	11/23	3161 VISA LIBRARY #1		
		Object Total:		330.20	7,415.93	11,400.00	3,984.07	65%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES			/ /					
		Object Total:		0.00	2,485.86	1,750.00	-735.86	142%
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 5395 16	Nov 2023 Cost Allocations		/ /	3,501.92	11/23			
		Object Total:		3,501.92	38,521.12	42,023.00	3,501.88	92%
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	23,543.00	24,200.00	657.00	97%
		Account Total:		131,667.78	1,450,201.99	1,924,529.00	474,327.01	
		Fund Total:		131,667.78	1,450,201.99	1,924,529.00	474,327.01	

***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).

12/01/23
07:21:32

CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 11 / 23

Page: 1 of 2
Report ID: LB170A

Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
Revenue						
310001	PROPERTY TAXES	37,944.66	1,849,069.01	1,947,167.00	-98,097.99	95
310002	DISCOUNT PROPERTY TAXES			-72,045.00	72,045.00	
335600	STATE AID		40,509.16	31,000.00	9,509.16	131
						99
Total Revenue		37,944.66	1,889,578.17	1,906,122.00	-16,543.83	99
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	67,366.40	680,422.83	875,154.00	194,731.17	78
114	PART TIME SALARIES	5,366.75	87,495.27	146,358.00	58,862.73	60
220	SOCIAL SECURITY	5,385.53	56,820.08	78,146.00	21,325.92	73
230	RETIREMENT	10,247.11	103,517.98	133,548.00	30,030.02	78
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	8,605.89	92,113.36	151,290.00	59,176.64	61
321	PROPERTY INSURANCE		1,924.00		-1,924.00	
333	BUILDING RENTAL	10,333.50	121,594.00	120,752.00	-842.00	101
340	TRAVEL & EDUCATION	41.23	3,553.41	17,392.00	13,838.59	20
356	TELEPHONE	169.97	1,477.61	3,300.00	1,822.39	45
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING	110.00	626.00	3,000.00	2,374.00	21
410	OFFICE SUPPLIES	1,276.55	12,609.90	13,000.00	390.10	97
424	GAS AND OIL			1,200.00	1,200.00	
427	VEHICLES MAINTENANCE			1,200.00	1,200.00	
428	SERVICE AGREEMENTS-CONTRA	2,209.23	9,053.26	10,260.00	1,206.74	88
490	MISC		172.34		-172.34	
497	TECHNOLOGY	32.39	32,983.25	52,914.00	19,930.75	62
500	SUPPLIES			500.00	500.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000	66.19	7,857.80	3,500.00	-4,357.80	225
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	888.23	15,720.16	16,000.00	279.84	98
650	E RESOURCES	1,998.71	37,785.06	41,285.00	3,499.94	92
661	POSTAGE/FREIGHT/SHIPPING	1,727.10	9,129.66	7,000.00	-2,129.66	130
662	BOOKS	9,013.50	67,477.00	100,750.00	33,273.00	67
663	MAGAZINES		5,305.38	5,500.00	194.62	96
664	AUDIO VIDEO	2,988.98	18,659.70	31,500.00	12,840.30	59
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	8.40	65.40	350.00	284.60	19
689	PROMOTIONAL ACTIVITIES	330.20	7,415.93	11,400.00	3,984.07	65
740	SERVICE CHARGES		2,485.86	1,750.00	-735.86	

12/01/23
07:21:32

CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 11 / 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	38,521.12	42,023.00	3,501.88	92
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	131,667.78	1,450,290.99	1,924,529.00	474,238.01	75
	Total Expenses	131,667.78	1,450,290.99	1,924,529.00	474,238.01	75
	Net Income from Operations	-93,723.12	439,287.18			
	Other Revenue					
360000	MISCELLANEOUS REVENUE		6,209.18	5,000.00	1,209.18	124
360100	SPONSORSHIPS		14,328.23	20,000.00	-5,671.77	72
361000	INTEREST ON INVESTMENTS		41,204.17		41,204.17	
375000	DONATIONS		610.00		610.00	249
	Total Other Revenue	0.00	62,351.58	25,000.00	37,351.58	249
	Net Income	-93,723.12	501,638.76			



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: December 14, 2023
Subject: 2024 Staff Training Dates
Action: Approve Closure for 2024 Staff Training Dates

**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

We are requesting to be closed on the following dates for staff training and to complete a number of projects that we are unable to accomplish during open hours. In previous years you have approved one full day closure and three half day closures. We would like to change this to two full day closures, and one half day closure annually.

January - 01/15/2024 (full day)

April - 04/26/2024 (half day)

October- 10/14/2024 (full day)

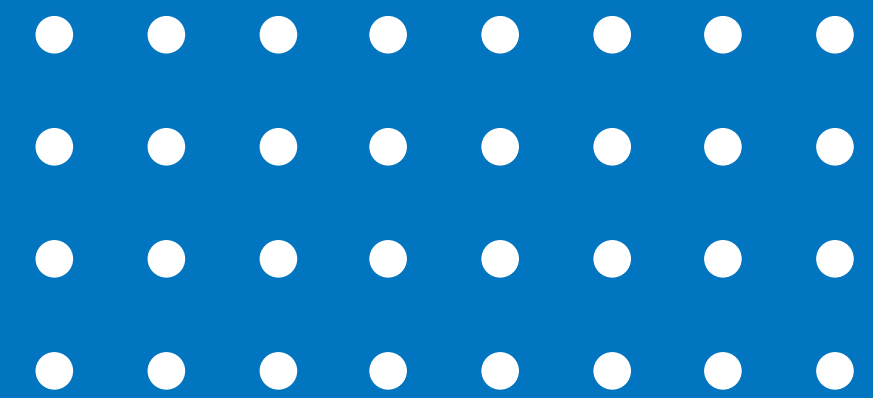
WEST FARGO PUBLIC LIBRARY   

PROJECT QUOTES

Presented by Jenna Kahly,
Library Director

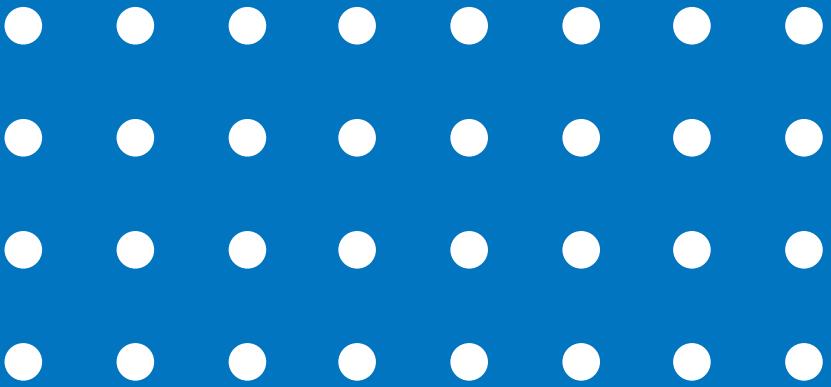


Projects



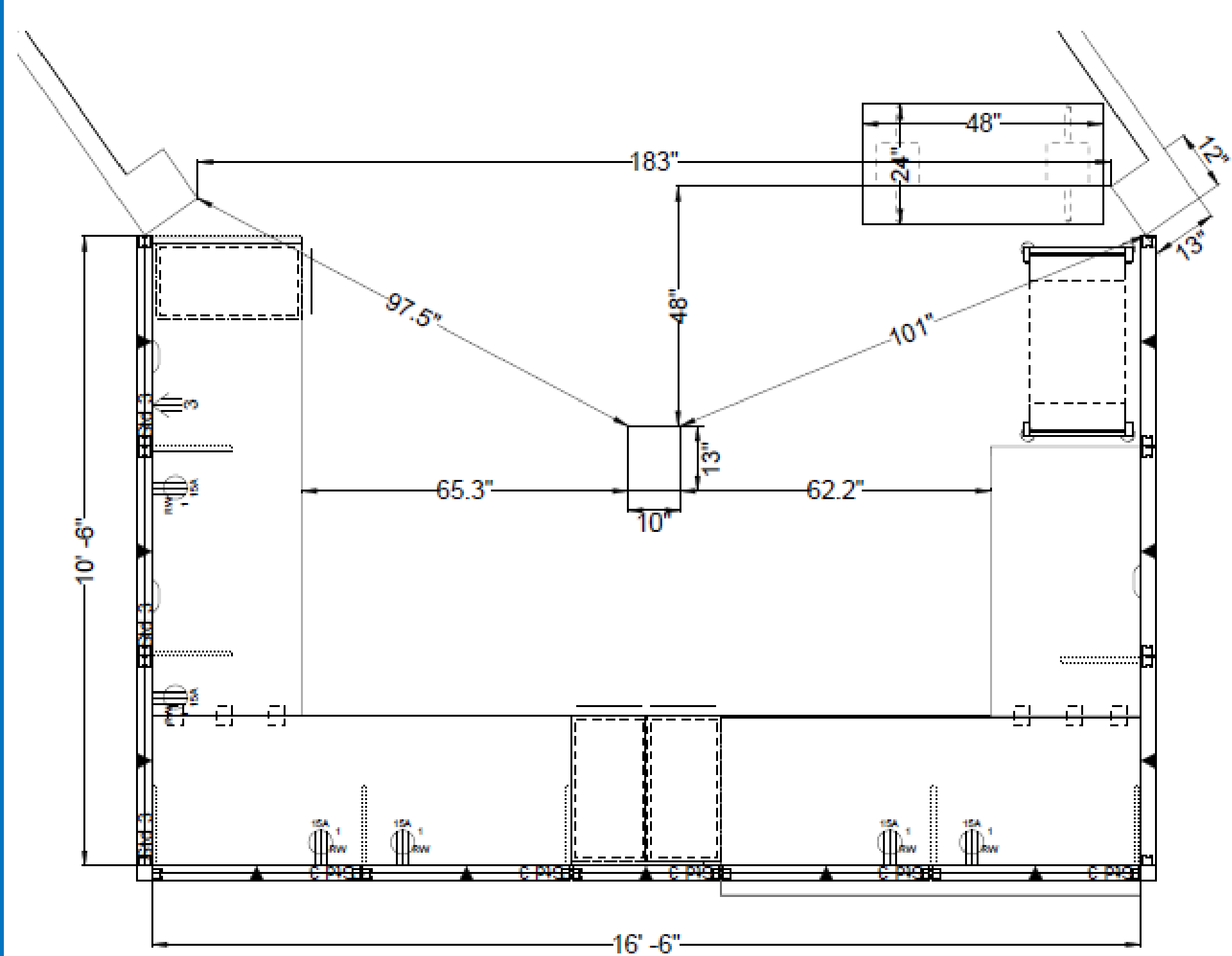
A number of potential projects were presented to WFPL Staff. They are listed below in order of staff priority.

- Replace the Service Desk
- Acquire a cargo van to replace the Little Red Reading Bus
- Open and add moveable wall between Meeting Rooms
- Convert New Books Area to office or meeting space
- Re-carpet main floor of library
- Painting behind Service Desk, in Meeting Rooms and Activity Hallway



Service Desk Quotes

Company	Estimated Cost	Notes
Business Essentials	\$37,443	
Christiansons	\$12,550	



RECEPTION

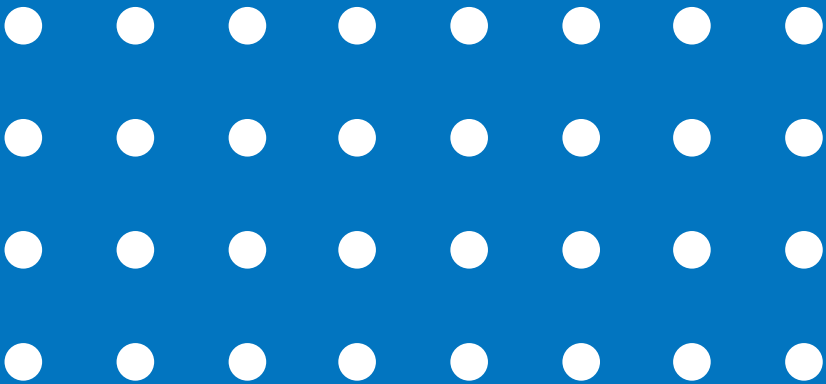
3/8" = 1'

NOTES:

- 34H AND 42H PANELS
- FABRIC AND LAMINATE TILES
- 30D STANDING HEIGHT SURFACES
- BOX/BOX/FILES
- CART
- STANDING HEIGHT TABLE



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PROJECT:	DESIGNER:	SALES REP:	DRAWING TITLE:
WEST FARGO LIBRARY	K-PB	RICH	
LOCATION:			
FARGO, ND			
DATE:	DATE:	DATE:	DATE:
1. 12/10/2023	2. 12/10/2023	3. 12/10/2023	4. 12/10/2023

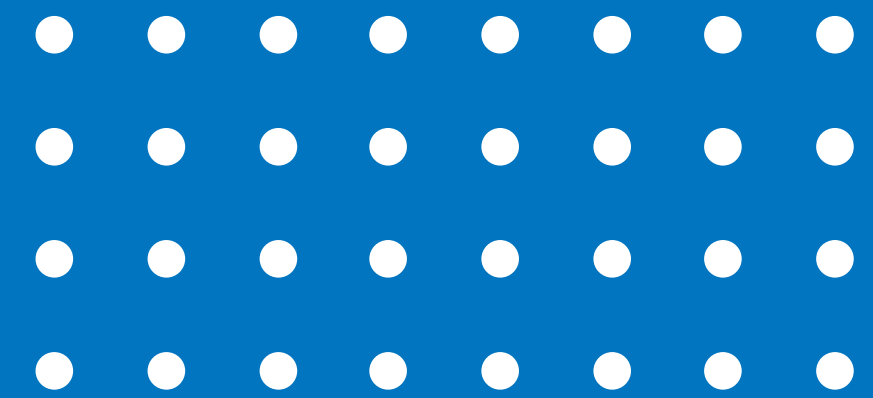


Cargo Van Quote

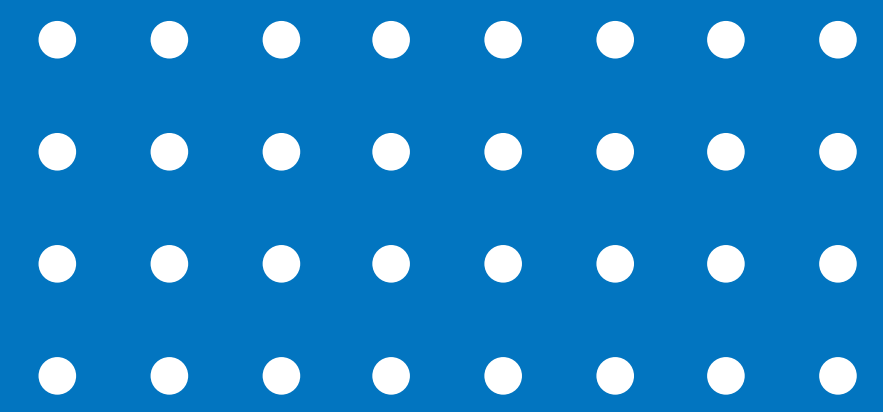
Company	Estimated Cost	Notes
City of West Fargo Public Works Fleet Vehicle Retailer	\$65,000	Estimate includes discounted vehicle plus safety and outfitting wiggle room



Moveable Wall for Meeting Rooms

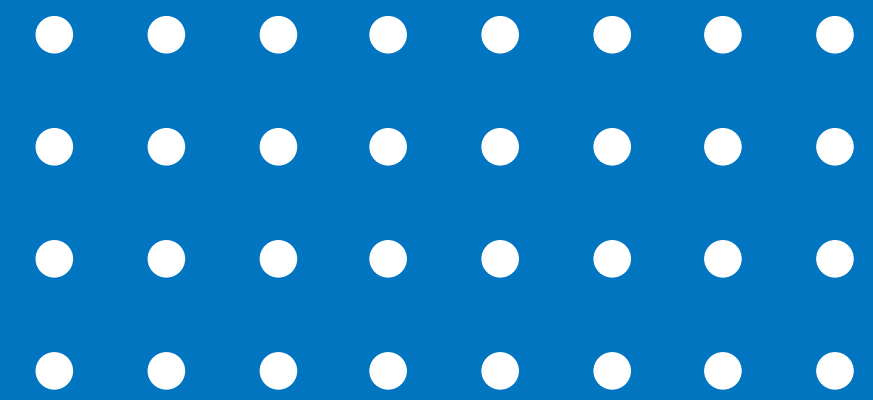


Company	Estimated Cost	Notes
Gehrtz Construction	\$99,990	Meeting rooms would be unavailable for about 8 weeks.
Gast General Contractors	\$85,000 - \$122,400	Meeting rooms would be unavailable for about 8 weeks.



Adding Office or Meeting Room Downstairs

Company	Estimated Cost	Notes
Gehrtz Construction	\$19,900	
Gast General Contractors	\$21,980	



Re-carpeting Main Floor

Company	Estimated Cost	Notes
Estimate based on rough numbers from City Administration.	\$50,000	\$4 per square foot Costs could be much higher due to extra labor of moving shelves.

Summary

Project	Estimated Cost	Notes
New Service Desk	Roughly \$13,000	Christiansons more cost effective, may require new carpeting
Cargo Van	\$65,000	Purchase through Public Works' Fleet Dealer
Moveable Wall	Roughly \$100,000	Unsure which company is more cost-effective
Adding Room Downstairs	Roughly \$20,000	Gehrtz more cost-effective upon first review of information
Carpeting	\$50,000	Have not reached out to any companies yet. Quote is from City Admin
Painting Projects	<\$2,000	With approval from WF Public Schools, we can likely handle the painting projects ourselves

QUESTIONS? ■ ■ ■

Thank you for your time!

West Fargo Public Library

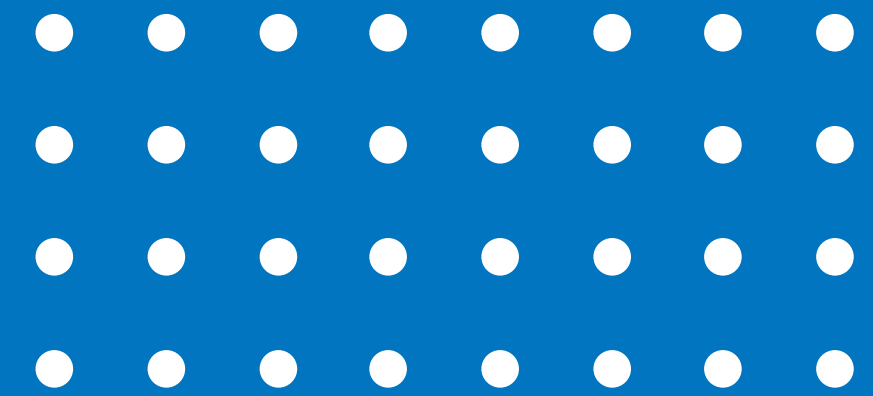


Director's Report

Presented by Jenna Kahly
Library Director



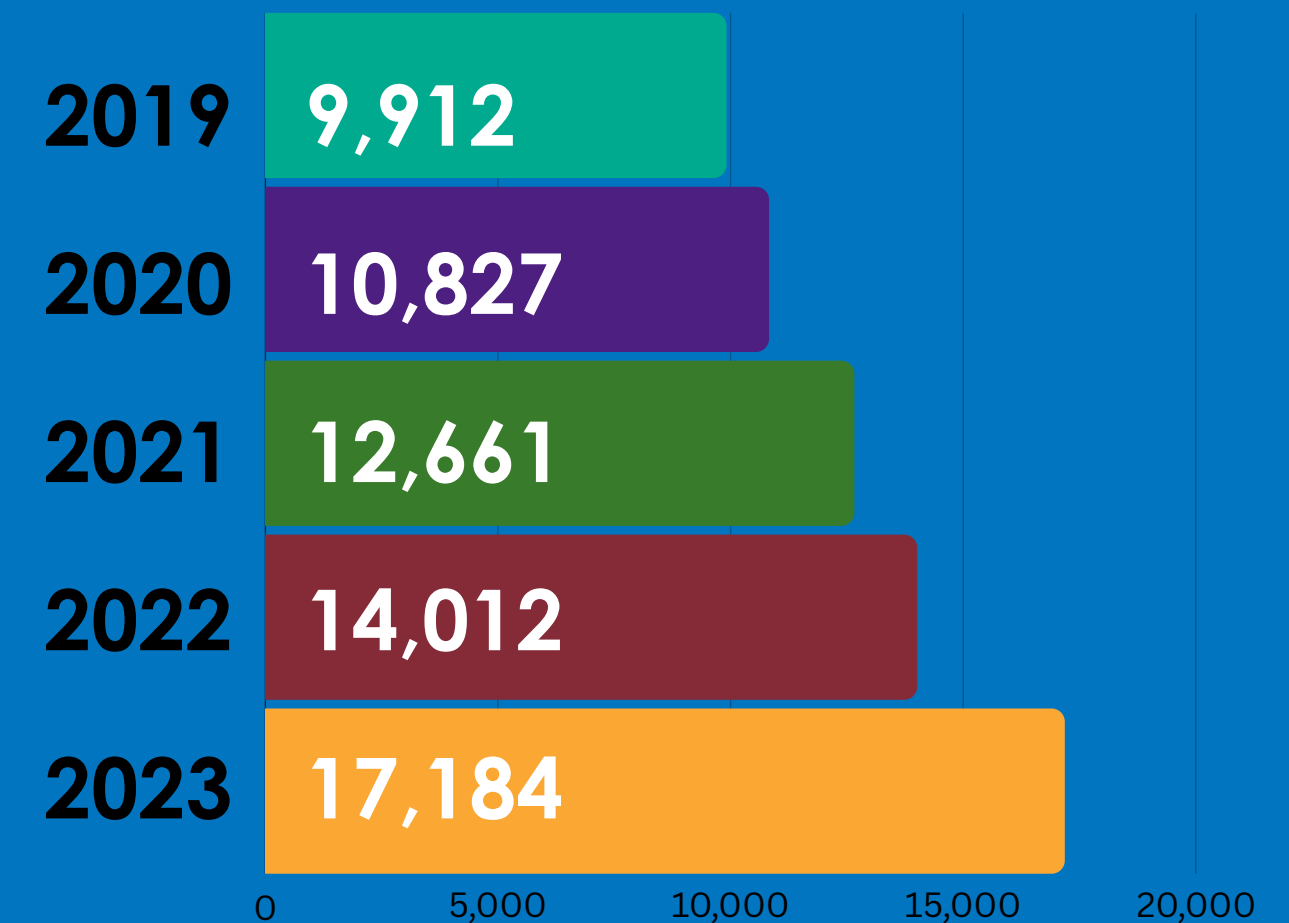
Circulation



Overall **circulation increased by 23%** in **November** compared to last year.
(Both physical and electronic)

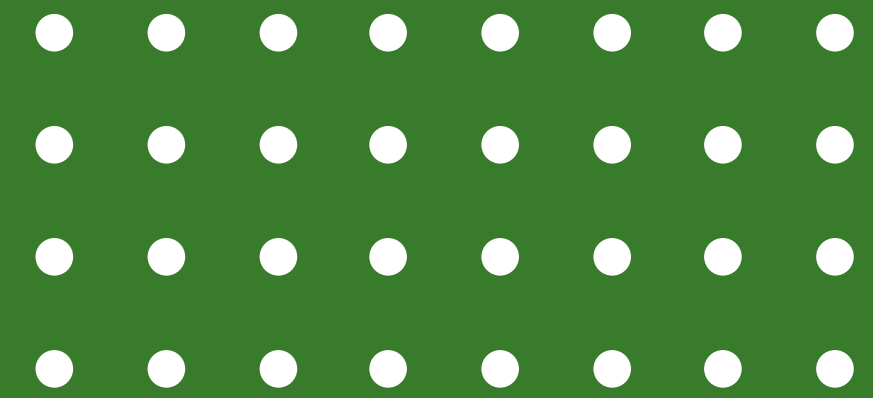
Overall **circulation in November increased by 73%** since 2019.
(5 years ago, both physical and electronic)

Nov. Circulation





Finances



Expenditures through November

Month to Date

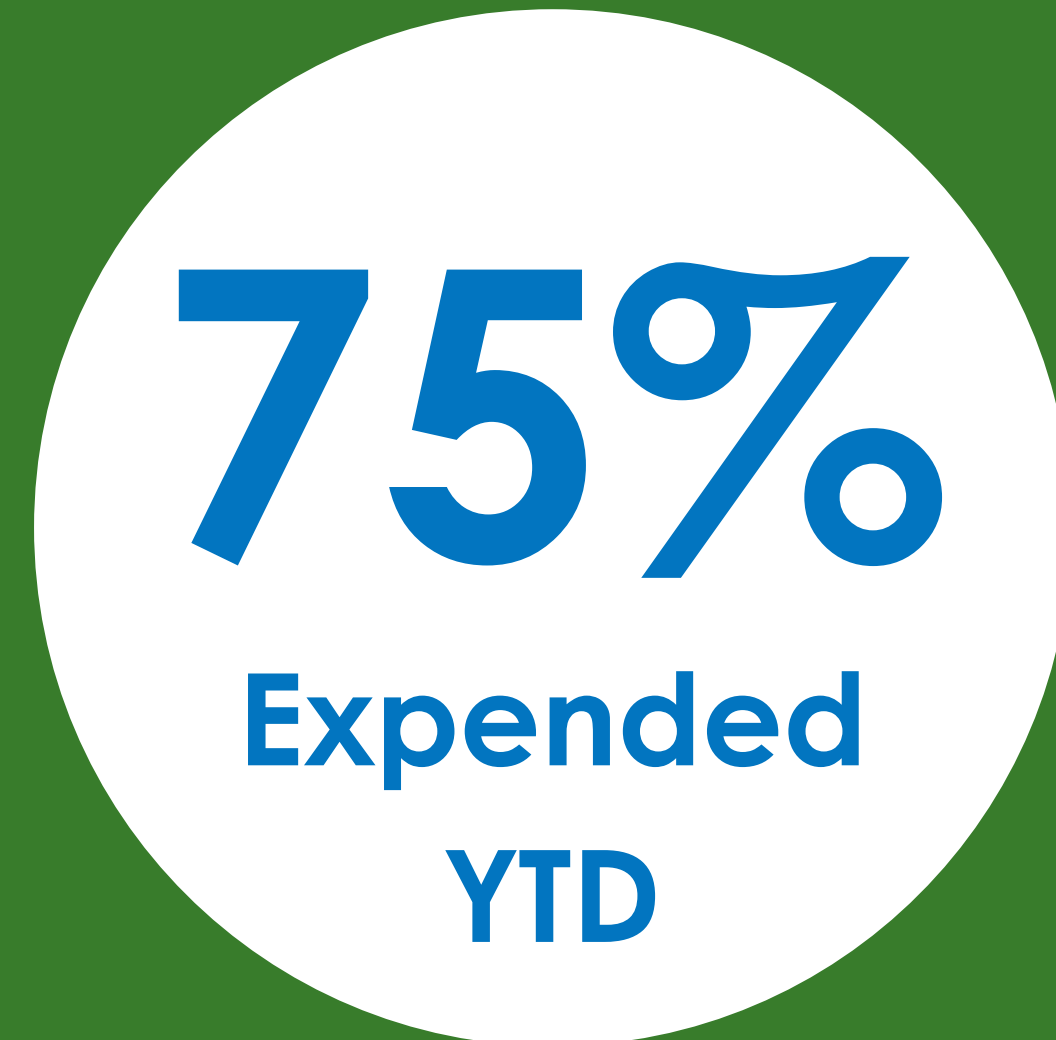
\$131,668

Year to Date

\$1,450,291

Available Appropriation

\$474,238



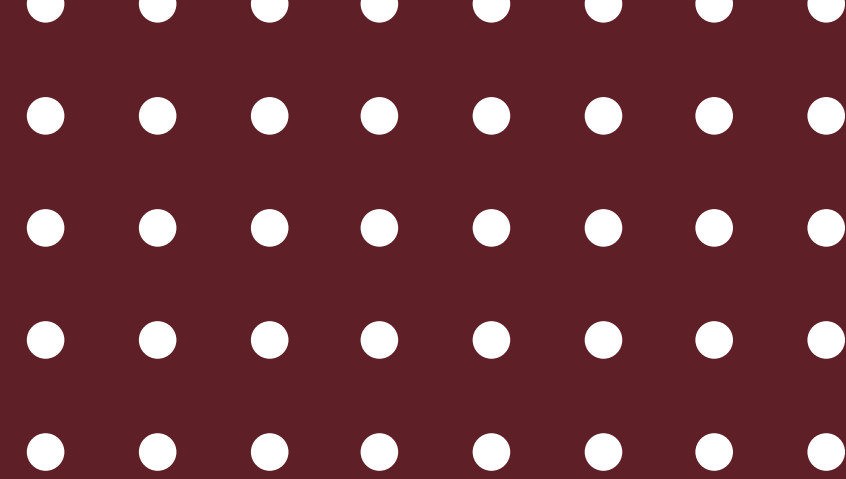


Staffing

SERVICE DESK

Welcome to our 2 new staff members!

- Cassondra St. Cyr and Lauren Branch just joined our team as PT Library Assistants.
- We have one remaining PT position to fill and will be reviewing applications soon!





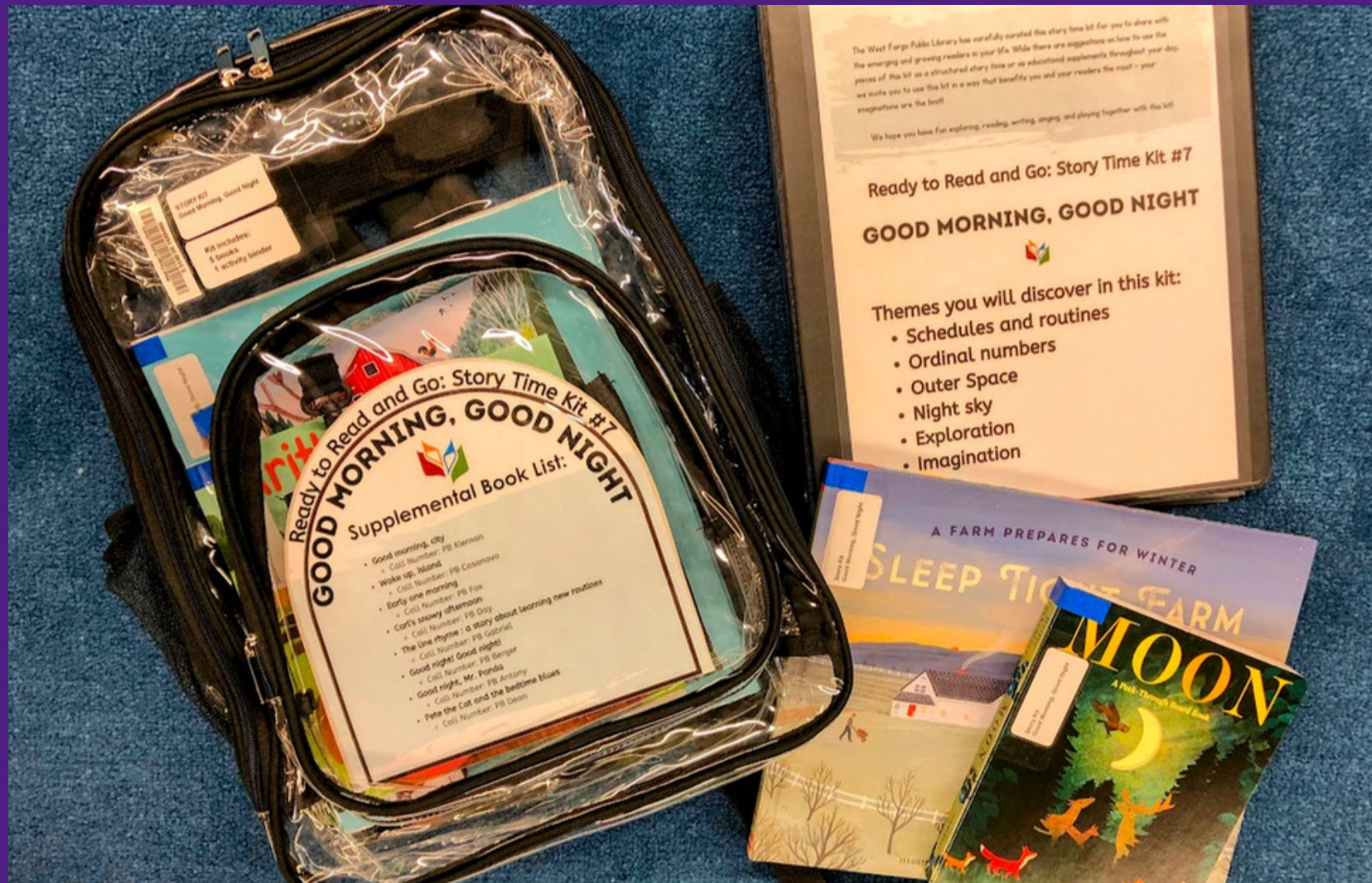
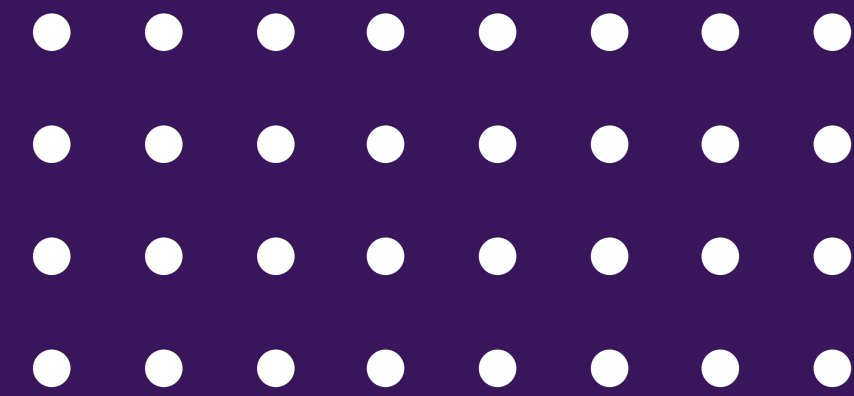
Adult Services

- Author talks with Paulette Bullinger, Sylvan Loegering, and Marjorie Mathison Hance were well-received.
- Puzzle-Off Competition was a hit! We look forward to doing another one in the future.
- Collecting new and gently used craft supplies for a Craft and Art Supply Swap in January.





Youth Services



Storytime Kits

- 7 Kits were recently added to the collection and ALL were checked out right away! Kits feature books and activities on a theme in a backpack.

Blankets for Project Linus

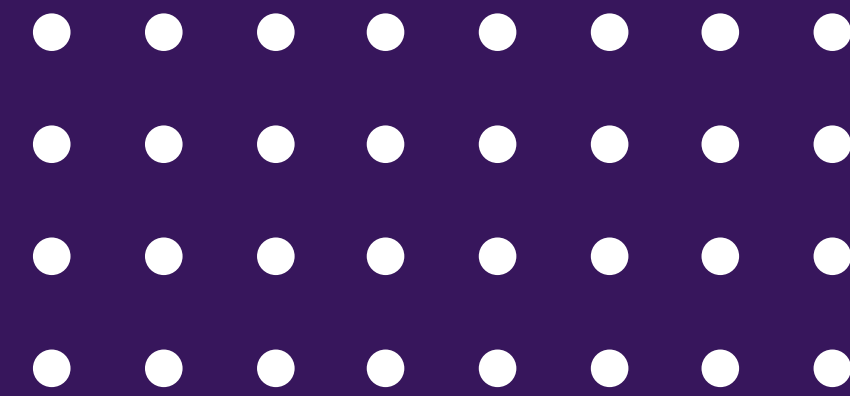
- 20+ blankets were made and community members stopped by all day long to help!

Saturday STEM

- November's event drew an overflow crowd! Projects included tessellating leaf art, tree building, and a candy pumpkin catapult!



Collection and Technical Services



Adult Nonfiction

- Shifted the collection to get the materials up off the bottom shelf for better accessibility.
- All labels have been updated to accurate Dewey numbers!

Teen Fiction and Graphic Novels

- Shelving unit was added to display the new materials and themed monthly displays.
- Circulation of these materials appears to have increased already.





Collection and Technical Services

Magazines

- Magazines were condensed on to one row of shelving.
- This allowed us to use the 2nd row units for other materials.

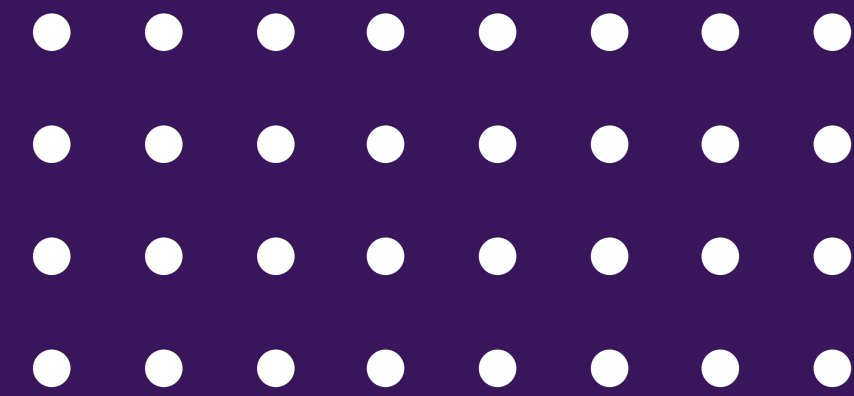
Launchpad Tablets

- Empty cases for our Launchpad tablets are now on display so patrons can browse them more easily.
- They will take the case to the desk for checkout to get the tablet.





Recent Programming & Outreach



Puzzle-Off was Dec. 3
9 teams participated
"Rest in Pieces" won
(pictured right)



Nov. 4 Holiday
Giftwrapping & Card-
Making class was well-
received by all ages.



Saturday STEM and FaST Saturdays continue to draw crowds.



15th Annual  WEST FARGO
PUBLIC LIBRARY

MITTEN TREE

WINTER GEAR DRIVE

From **Dec. 1 to Jan. 6**, help decorate
our Mitten Tree with like-new
winter gear which will be donated
to West Fargo students in need.

Make time for reading on **25 days** between Dec. 1 and Jan. 31 to be eligible for a prize!

25 DAYS OF READING

Winter Reading Challenge

For ages 13 and up

Sign up for the Winter Reading Challenge at
wfpl.info/Beanstack

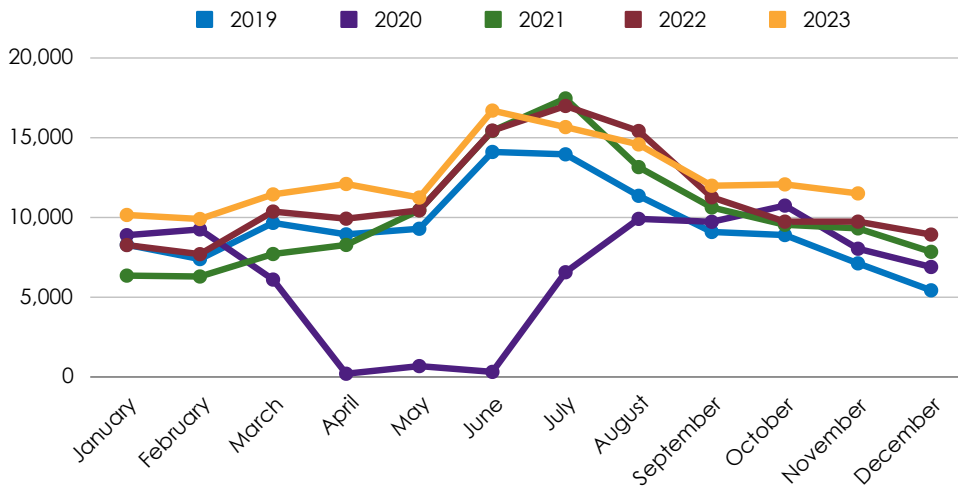


WEST FARGO
PUBLIC LIBRARY

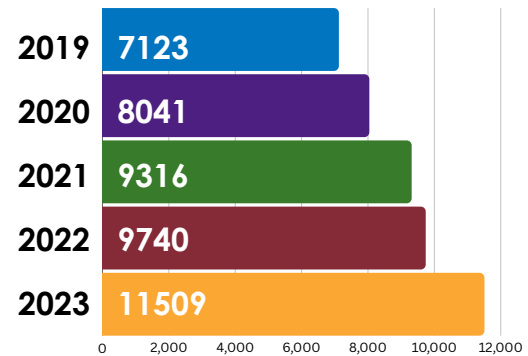
QUESTIONS? ■ ■ ■

Thank you for your time!

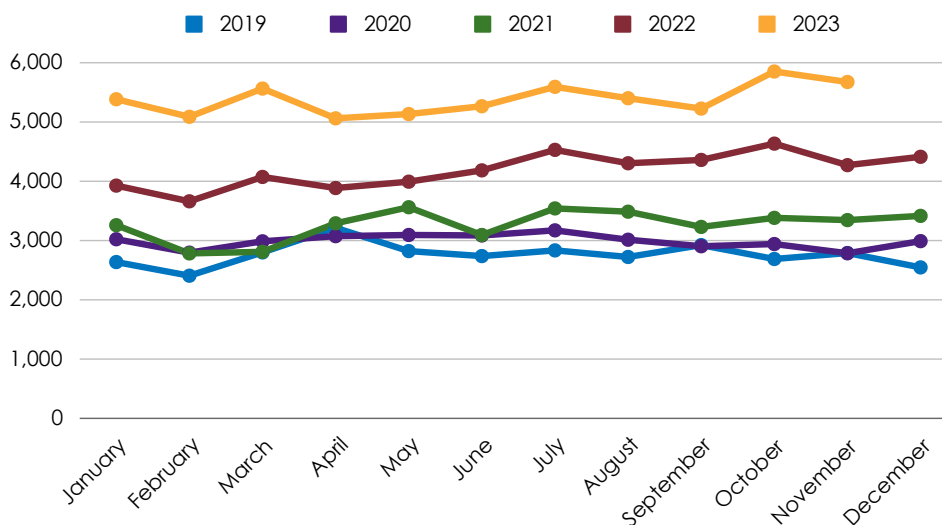
Physical Item Circulation



Nov. Circulation

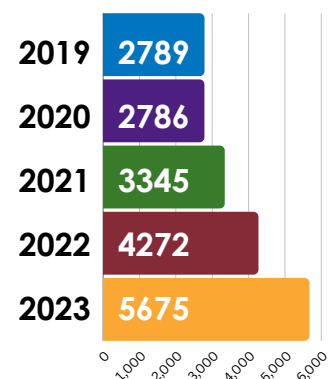


Electronic Materials Circulation

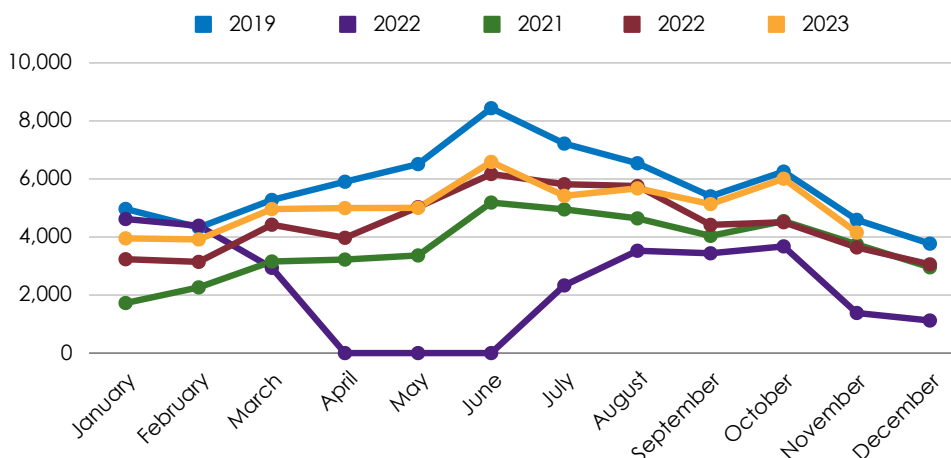


Nov. Circulation

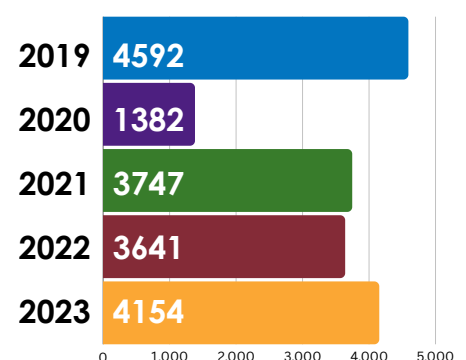
Hoopla & OverDrive/Libby



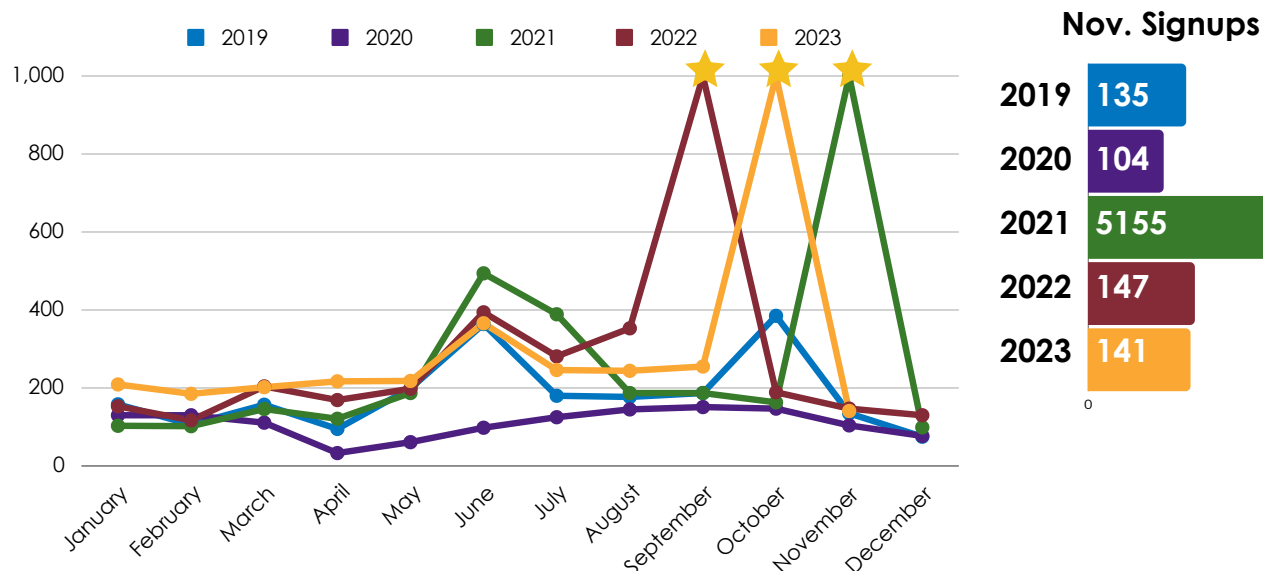
Door Count



Nov. Door Count

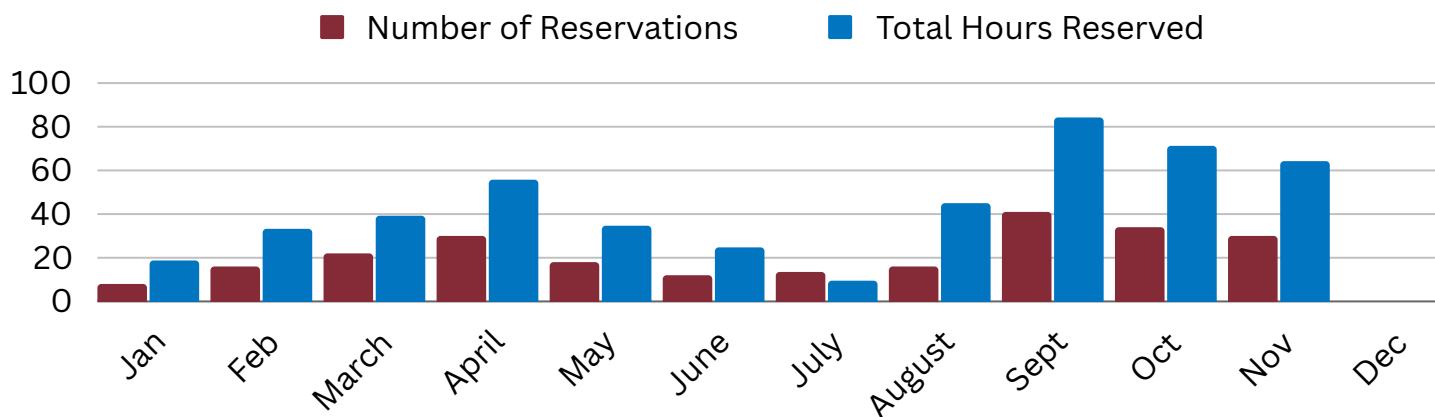


Library Card Signups



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

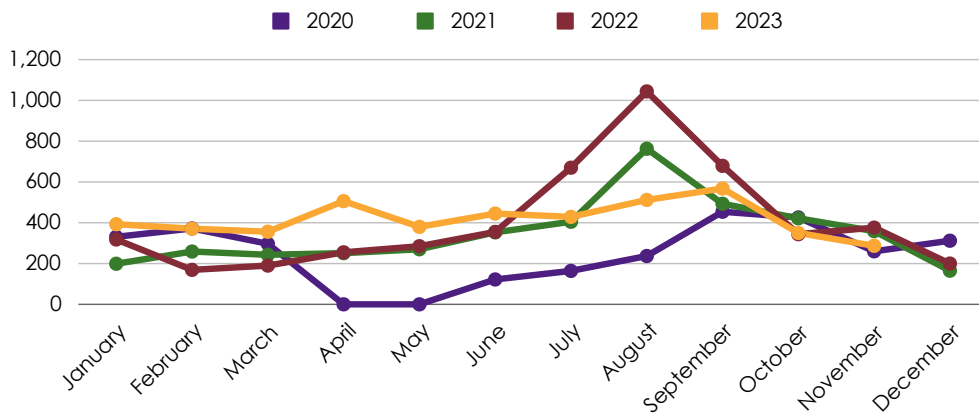
Meeting Room Usage



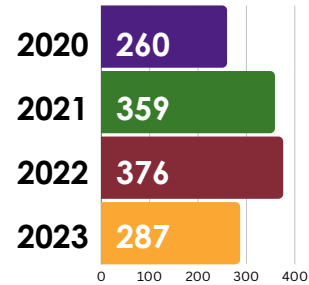
Nov. Meeting Room Use

Monthly Hours Reserved 64.25
Hours Reserved YTD 486.17
 Monthly Reservations 30
Reservations YTD 235

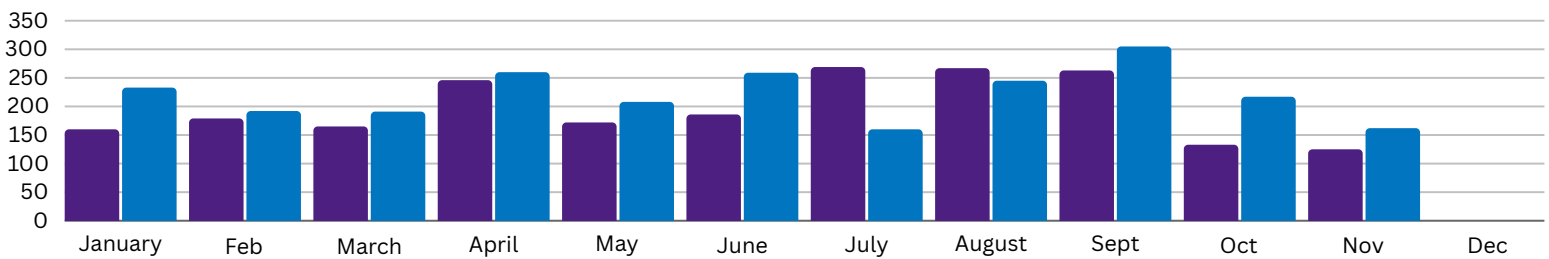
Offsite Book Drop Usage



Nov. Offsite Book Drop Usage



2023 Offsite Book Drop Usage



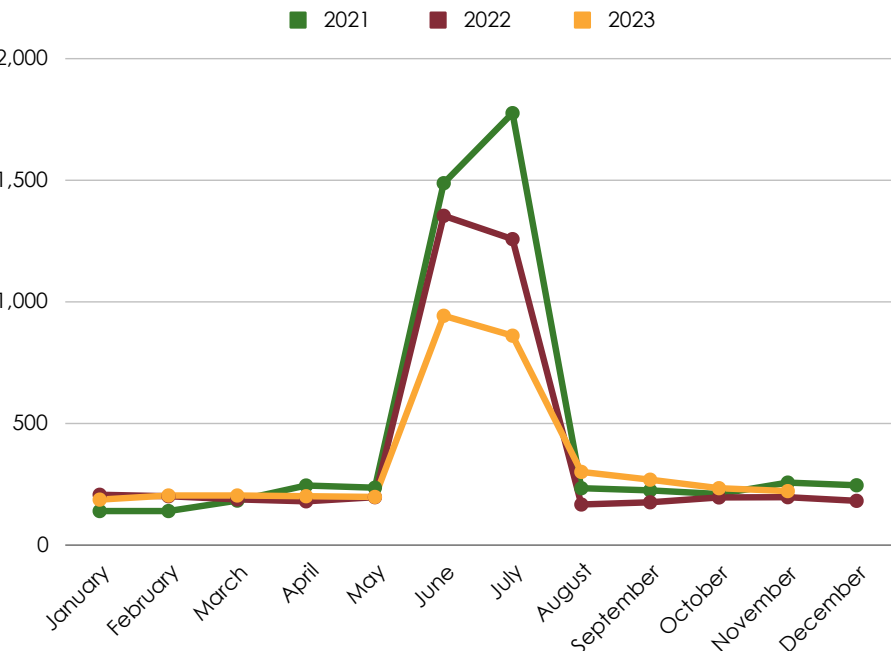
Outreach Services

Monthly Outreach Circulation

Total Monthly Circulation*	2021	257
	2022	197
	2023	222

*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.	62
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	181
Total Attendance	181

Outreach events in November included:

- Christmas Tree Lighting at POW/MIA Plaza
- Books & Brews Book Club at Caribou
- Eastwood Elem. STEM Visit

Programs

Onsite Program Attendance

Youth

Ready to Read Storytime	121
Baby Boost Storytime	84
Teeter Tots Storytime	163
Teen Events	9
Saturday STEM	36
FaST Saturday	16
Other Youth Events	N/A
Total Attendance	429
	(↓118)

Adult

Onsite Book Clubs	29
Adult Movie Screenings	50
English Conversation Circle	3
Writing Circle	7
Cribbage Club	11
Other Events	53
Total Attendance	153
	(↓28)

All-Ages

N/A



Reference Programs

Technology Tutoring	3
Total Attendance	3

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	6
YTD Registrations	117
Lifetime Registrations	515

Total program attendees **766** (↓ 277)
(in-library & outreach, Nov. 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:

- Mitten Tree Winter Gear Drive **Valley News Live (TV, Radio, Print)**
- Christmas Tree Lighting at POW/MIA Plaza **North Dakota Today (TV)**
- Holiday closures **Fargo Forum (Print)**

Social Media Audience

Facebook, Instagram, Twitter followers + unmuted Nextdoor community members

16451 (added 27)

Social Media Reach

13037

