



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, April 11, 2024 5:00 PM
Join the meeting via [Zoom](#)

Meeting Items

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

Members of the public will be allowed 2 minutes and 30 seconds to address the Library Board. Board of Directors will not take any official action during this comment period. Please sign up no later than 12 p.m. the day of the Library Board Meeting you wish to attend. [Library Board Meeting Public Comment.](#)

Consent Agenda - Approve the Following:

1. Approval of Minutes – February 22, 2024
2. Approval of Financial Reports

Regular Agenda

Old Business

New Business

1. Discussion on Board of Directors Terms Ending and Plan to Fill Seats
2. Discussion on FY25 Budget Timeline
3. 2023 Annual Report
4. Director's Report
5. Adjourn

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

Commissioner Mandy George

Also Present: Library Director Jenna Kahly, Youth Services Manager Lauren Nephew, Adult and Patron Services Manager Kirsten Henagin, Anders Dahlgren, Kathryn McNamara

I. Call to Order

Hanson called the meeting to order at 5:01 p.m.

II. Approve Order of the Agenda

Schwartz moved, and Commissioner George seconded to approve the order of the agenda as presented, with the addition of a discussion of potential library space in the city-leased space on the former Wex campus. No opposition. Motion carried.

III. Public Comment

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. No opposition. Motion carried.

- Approval of Minutes – December 14, 2023
- Approval of Dec. 2023 and Jan. 2024 Financial Reports

V. Space Needs Assessment Presentation – Anders Dahlgren, Library Planning Associates

Dahlgren gave a presentation on service goals and space needs for the West Fargo Public Library. Kahly explained the information provided can help staff and leadership better understand how to best use current and future library spaces, inform any future plans for a new central library or additional library space. Kahly noted that going through this process was immediately beneficial to her because it helped her understand some of the formulas that determine what can fit into a given space. No action was taken on this item, but Kahly intends to share this information with additional parties, including the City Commission, in the coming months.

VI. Request to Hire a Circulation Manager and change Outreach Coordinator from a temporary to a permanent position (Action)

Following a presentation from Nephew and Henagin, Kahly requested the board approve the Circulation Manager and Outreach Services Coordinator job descriptions, the hiring of the Circulation Manager, and the expansion of the Outreach Services Coordinator from a seasonal position to a permanent position. In response to a question from Commission George about funding, Kahly shared two funding options: using monies from the library reserve fund or requesting a one-time grant from the City Commission to pay for the roles in 2024. Kahly explained that the library's salary lines were reduced due to inaccurate data entered during the city's budgeting process.

Rerick pointed out the budgeting error was no fault of the library staff. After discussion, Rerick moved to approve the job descriptions. Commissioner George seconded. No opposition. Motion carried.

Stating that she believed the Commission would approve the request given their knowledge of the budget errors, Commissioner George moved to instruct Kahly to bring the request to fund these positions to the Commission. Rerick seconded. No opposition. Motion carried.

Schwartz moved, and Stukel seconded to approve the hire of these positions for a start date of May 1, contingent upon funding. No opposition. Motion carried.

VII. **Request to purchase Ford Transit Van to replace Little Red Reading Bus (Action)**

Schwartz moved, and Stukel moved to approve a budget amendment request to purchase the Ford Transit van to replace the Little Red Reading Bus. No opposition. Motion carried.

VIII. **Approve Updated Patron Code of Conduct (Action)**

Schwartz moved, and Rerick seconded to approve the updated patron code of conduct policy. No opposition. Motion carried.

IX. **Request to Initiate Director's Six-Month Review (Action)**

Commissioner George moved and Stukel seconded to instruct Hanson to work with Sarah Gasevic, HR Director, to perform a six-month review on the Library Director, Jenna Kahly. No opposition. Motion carried.

X. **Director's Report**

Kahly provided updates from December 2023 and Jan. 2024 at the library. Highlights included:

- Circulation hit another record high for both physical and electronic items in January.
- A new coin/bill machine was installed, allowing service to be back up and running for patrons to pay and print on their own.
- A new service desk will be installed on March 6.
- At the time of the meeting, staff were compiling the data for the 2023 Public Library Survey.
- The strategic plan was written to expire at the end of 2024. Next steps are for staff to start reviewing the next strategic plan.
- Regarding financials, the library was 87% expended at the end of 2023 and was 6% expended for 2024.
- Avery Erdody was hired as the library's newest part-time Library Assistant, leaving the library full staffed for the first time in months.
- Technical Services Manager Bree Schmidt and Children's Services Librarian Sarah Davis were recognized at the January staff training for going above and beyond in their roles to serve West Fargo.
- Public meeting rooms were reserved twice as much in 2023 than the previous year.
- Program participation was up 16% in 2023 from 2022 and 19% from pre-pandemic numbers.
- Full TV series are now housed in one case, allowing patrons to check out the full series as one item.

XI. **Discussion regarding library space in the Wex building**

The City of West Fargo is planning on leasing space at the former Wex campus in southern West Fargo to house City Hall. In discussions with City of West Fargo leadership,

Kahly learned some space may be available for library use. Schwartz made a motion to express interest in the use of space at the Wex building. Commissioner George seconded the motion. Kahly explained that given the nature of the space in question, this would likely not be an additional branch of the library, but more of a semi-permanent outreach site. At the time of the meeting, the amount of space available for library use was uncertain. Schwartz moved to amend his motion from expressing interest in the Wex space to instructing the Library Director to negotiate space needs in the Wex building with the City Commission. Hanson seconded. No opposition. Motion carried.

XII. **Adjourn**

Stukel moved to adjourn. Schwartz seconded. No opposition. Motion carried at 6:38 p.m.

03/01/24
07:52:38

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 1/24 - 1/24

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 5443132	Payroll 1/12/24	/ /	38,446.36	1/24			
JV 5448 91	Payroll Accrual	/ /	-19,223.18	1/24			
JV 5453129	Payroll 1.26.24	/ /	38,935.78	1/24			
	Object Total:		58,158.96	58,158.96	950,251.00	892,092.04	6%
114 PART TIME SALARIES							
JV 5443133	Payroll 1/12/24	/ /	2,906.95	1/24			
JV 5448 92	Payroll Accrual	/ /	-1,453.48	1/24			
JV 5453130	Payroll 1.26.24	/ /	-173.25	1/24			
JV 5453131	Payroll 1.26.24	/ /	3,150.69	1/24			
	Object Total:		4,430.91	4,430.91	136,858.00	132,427.09	3%
209 CLASSIFIED ADS							
		/ /					
	Object Total:		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY							
JV 5443134	Payroll 1/12/24	/ /	3,064.14	1/24			
JV 5448 93	Payroll Accrual	/ /	-1,532.07	1/24			
JV 5453132	Payroll 1.26.24	/ /	3,106.92	1/24			
	Object Total:		4,638.99	4,638.99	83,164.00	78,525.01	6%
230 RETIREMENT							
JV 5443135	Payroll 1/12/24	/ /	6,251.35	1/24			
JV 5448 94	Payroll Accrual	/ /	-3,125.68	1/24			
JV 5453133	Payroll 1.26.24	/ /	6,329.02	1/24			
	Object Total:		9,454.69	9,454.69	175,722.00	166,267.31	5%
240 WORKFORCE SAFETY INSURANCE							
		/ /					
	Object Total:		0.00	0.00	2,384.00	2,384.00	%
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	0.00	4,000.00	4,000.00	%
320 HEALTH INSURANCE							
JV 5443136	Payroll 1/12/24	/ /	5,935.05	1/24			
JV 5448 95	Payroll Accrual	/ /	-2,967.53	1/24			
JV 5453134	Payroll 1.26.24	/ /	5,935.04	1/24			
	Object Total:		8,902.56	8,902.56	205,554.00	196,651.44	4%
321 PROPERTY INSURANCE							
JV 5464 48	2023 Prepaid Insurance - Libra	/ /	1,122.33	1/24			
	Object Total:		1,122.33	1,122.33	0.00	-1,122.33	%

03/01/24
07:52:38

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 1/24 - 1/24

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								
333 BUILDING RENTAL								
CL 115181 1 110718 JANUARY RENT		MISC07261	12/21/23	10,333.50	1/24	549 WF PUB SCHOOLS DIST #6		
CL 115936 1 111111 FEBRUARY RENT		MISC07289	01/18/24	10,333.50	1/24	549 WF PUB SCHOOLS DIST #6		
		Object Total:		20,667.00	20,667.00	124,002.00	103,335.00	17%
340 TRAVEL & EDUCATION								
CL 115547 1 110727 MILEAGE			01/16/24	18.76	1/24	3869 ALISHA REIS		
		Object Total:		18.76	18.76	18,060.00	18,041.24	%
348 BUYOUTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE			/ /					
		Object Total:		0.00	0.00	3,300.00	3,300.00	%
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	0.00	3,000.00	3,000.00	%
410 OFFICE SUPPLIES								
CL 115548 1 110742 MANILA ENVELOPES		WO12786561	01/12/24	60.60	1/24	351 BUSINESS ESSENTIALS		
CL 115548 2 110742 PLATES;CARDSTOCK;MARKER S		WO12776881	01/08/24	170.46	1/24	351 BUSINESS ESSENTIALS		
CL 115924 1 110945 OFFICE SUPPLIES		WO12811241	01/29/24	211.61	1/24	351 BUSINESS ESSENTIALS		
CL 115928 1 110975 TECH SERVICES SUPPLIES		7425914	01/23/24	295.38	1/24	77 DEMCO INC		
		Object Total:		738.05	738.05	13,000.00	12,261.95	6%
420 OPERATION & MAINTENANCE			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
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 115930 1 110997 SERVICE AGREEMENTS/CONTRACTS		35763546	01/22/24	443.23	1/24	2877 GREATAMERICA FINANCIAL		
		Object Total:		443.23	443.23	10,260.00	9,816.77	4%
490 MISC								
CL 115549 1 110744 REPLACEMENT COST FOR BOARDBOOK			01/04/24	9.49	1/24	4782 CARRINGTON CITY LIBRARY		
		Object Total:		9.49	9.49	500.00	490.51	2%

03/01/24
07:52:38

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 1/24 - 1/24

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							
497 TECHNOLOGY							
CL 115926 1 110963	ELECTRICAL	2348104545 01/09/24	137.42	1/24	4108 CONSOLIDATED ELECTRICAL		
	ALISHA/AMY/STEPH						
CL 115931 1 111017	SELF-CHECKOUT;MONITOR	6466924607 01/30/24	1,032.80	1/24	4767 LENOVO (UNITED STATES) INC.		
		Object Total:	1,170.22	1,170.22	36,479.00	35,308.78	3%
500 SUPPLIES							
		/ /					
		Object Total:	0.00	0.00	500.00	500.00	%
640 FURNITURE & EQUIPMENT							
		/ /					
		Object Total:	0.00	0.00	2,000.00	2,000.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000							
		/ /					
		Object Total:	0.00	0.00	7,166.00	7,166.00	%
644 POSTAL METER RENT							
		/ /					
		Object Total:	0.00	0.00	1,200.00	1,200.00	%
645 EQUIPMENT REPLACEMENT							
		/ /					
		Object Total:	0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS							
		/ /					
		Object Total:	0.00	0.00	3,000.00	3,000.00	%
649 PROGRAMMING							
		/ /					
		Object Total:	0.00	0.00	21,000.00	21,000.00	%
650 E RESOURCES							
CL 115179 1 110532	E RESOURCES	83099020 01/01/24	1,113.63	1/24	1623 CENGAGE GALE		
CL 115557 1 110884	E RESOURCES	913881975 01/07/24	3,016.00	1/24	5246 THE NEW YORK TIMES		
CL 115934 1 111057	E RESOURCES	01/23/24	1,157.83	1/24	2126 OVERDRIVE, INC		
		Object Total:	5,287.46	5,287.46	53,161.00	47,873.54	10%
653 CAPITAL IMPROVEMENTS							
		/ /					
		Object Total:	0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING							
CL 115546 1 110854	POSTAGE	01/18/24	2,000.00	1/24	1483 PITNEY BOWES RESERVE ACCOUNT		
		Object Total:	2,000.00	2,000.00	10,000.00	8,000.00	20%
662 BOOKS							
CL 115550 1 110799	BOOKS	79732707 01/04/24	41.52	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115550 2 110799	BOOKS	79732708 01/04/24	15.48	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115550 3 110799	BOOKS	79761213 01/05/24	38.30	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938 1 111002	BOOKS	80003805 01/19/24	747.21	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938 2 111002	BOOKS	80003804 01/19/24	1,380.69	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938 3 111002	BOOKS	80058559 01/23/24	43.61	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938 4 111002	BOOKS	80058560 01/23/24	102.72	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938 5 111002	BOOKS	80099923 01/24/24	43.25	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938 6 111002	BOOKS	80149784 01/26/24	791.41	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938 7 111002	BOOKS	80149785 01/26/24	311.96	1/24	4592 INGRAM LIBRARY SERVICES		

03/01/24
07:52:38

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 1/24 - 1/24

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 115938	8	111002 BOOKS	80136780	01/26/24	132.39	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938	9	111002 BOOKS	80136781	01/26/24	90.39	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938	10	111002 BOOKS	80172263	01/29/24	19.87	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938	11	111002 BOOKS	80172264	01/29/24	18.06	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938	12	111002 BOOKS	80172267	01/29/24	147.63	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938	13	111002 BOOKS	80172268	01/29/24	197.80	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938	14	111002 BOOKS	80172269	01/29/24	107.25	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938	15	111002 BOOKS	80183441	01/29/24	198.18	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938	16	111002 BOOKS	80172265	01/29/24	147.82	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938	17	111002 BOOKS	80172266	01/29/24	321.55	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938	18	111002 BOOKS	80196516	01/30/24	50.54	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938	19	111002 BOOKS	80196517	01/30/24	12.79	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938	20	111002 BOOKS	80196518	01/30/24	146.12	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938	21	111002 BOOKS	80210974	01/30/24	38.07	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938	22	111002 BOOKS	80210975	01/30/24	103.22	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938	23	111002 BOOKS	80210976	01/30/24	39.83	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938	24	111002 BOOKS	80210977	01/30/24	29.20	1/24	4592 INGRAM LIBRARY SERVICES		
CL 115938	25	111002 BOOKS	80210978	01/30/24	213.33	1/24	4592 INGRAM LIBRARY SERVICES		
Object Total:					5,530.19	5,530.19	88,950.00	83,419.81	6%
663 MAGAZINES									
CL 115556	1	110860 MAGAZINE SUBSCRIPTIONS	17890	01/02/24	4,623.73	1/24	3210 RIVISTAS SUBSCRIPTIONS		
Object Total:					4,623.73	4,623.73	5,500.00	876.27	84%
664 AUDIO VIDEO									
CL 115180	1	110629 DVD	504866342	01/02/24	201.80	1/24	1854 MIDWEST TAPE		
CL 115180	2	110629 DVD	504866343	01/02/24	27.72	1/24	1854 MIDWEST TAPE		
CL 115180	3	110629 AUDIOBOOK	504866344	01/02/24	104.98	1/24	1854 MIDWEST TAPE		
CL 115551	1	110823 AUDIOBOOK	504925446	01/16/24	42.49	1/24	1854 MIDWEST TAPE		
CL 115551	2	110823 DVD	504881920	01/05/24	20.22	1/24	1854 MIDWEST TAPE		
CL 115551	3	110823 DVD	504925448	01/16/24	31.47	1/24	1854 MIDWEST TAPE		
CL 115551	4	110823 DVD	504925449	01/16/24	30.28	1/24	1854 MIDWEST TAPE		
CL 115551	5	110823 DVD	504925730	01/16/24	198.84	1/24	1854 MIDWEST TAPE		
CL 115951	1	111031 AUDIO	504936700	01/18/24	9.99	1/24	1854 MIDWEST TAPE		
CL 115951	2	111031 DVD	504957141	01/23/24	20.22	1/24	1854 MIDWEST TAPE		
CL 115951	3	111031 DVD	504957139	01/23/24	23.97	1/24	1854 MIDWEST TAPE		
CL 115951	4	111031 DVD	504957142	01/23/24	30.28	1/24	1854 MIDWEST TAPE		
CL 115951	5	111031 DVD	504981664	01/29/24	107.19	1/24	1854 MIDWEST TAPE		
CL 115951	6	111031 DVD	504981662	01/29/24	182.76	1/24	1854 MIDWEST TAPE		
CL 115951	7	111031 DVD	504981663	01/29/24	46.44	1/24	1854 MIDWEST TAPE		
CL 115951	8	111031 DVD	504981665	01/29/24	148.31	1/24	1854 MIDWEST TAPE		
Object Total:					1,226.96	1,226.96	25,650.00	24,423.04	5%
667 MEMBERSHIPS									
Object Total:					0.00	0.00	3,589.00	3,589.00	%

03/01/24
07:52:38

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 1/24 - 1/24

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							
668 PRINTING		/ /					
	Object Total:		0.00	0.00	1,000.00	1,000.00	%
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	0.00	350.00	350.00	%
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		/ /					
	Object Total:		0.00	0.00	11,400.00	11,400.00	%
724 CONSULTING/TESTING FEES		/ /					
	Object Total:		0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES		/ /					
JV 5484 2 FIBT TSYS/TRANSFIRST JAN 24		/ /	78.00	1/24			
	Object Total:		78.00	78.00	1,750.00	1,672.00	4%
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	%

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								
880 COST ALLOCATIONS								
JV 5473 16		Jan 2024 Cost Allocations	/ /	3,702.83	1/24			
			Object Total:	3,702.83	3,702.83	46,646.00	42,943.17	8%
890 TRANSFERS OUT			/ /					
			Object Total:	0.00	0.00	10,000.00	10,000.00	%
901 CATALOGING			/ /					
			Object Total:	0.00	0.00	2,950.00	2,950.00	%
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								
CL 115554 1 110842 ODIN			23793 01/03/24	24,757.00	1/24 832 ODIN			
			Object Total:	24,757.00	24,757.00	24,200.00	-557.00	102%
			Account Total:	156,961.36	156,961.36	2,092,696.00	1,935,734.64	
			Fund Total:	156,961.36	156,961.36	2,092,696.00	1,935,734.64	

***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).

03/01/24
07:55:54

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 2/24 - 2/24

Page: 1 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								
110	PERMANENT EMP SALARIES								
JV	5470132	D-SALARIES		/ /	38,729.99	2/24			
JV	5497126	Payroll 02.23.2024		/ /	38,734.98	2/24			
			Object Total:		77,464.97	135,623.93	950,251.00	814,627.07	14%
114	PART TIME SALARIES								
JV	5470133	D-SALARIES		/ /	2,630.27	2/24			
JV	5497127	Payroll 02.23.2024		/ /	2,936.12	2/24			
			Object Total:		5,566.39	9,997.30	136,858.00	126,860.70	7%
209	CLASSIFIED ADS								
				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
220	SOCIAL SECURITY								
JV	5470134	D-SSA		/ /	3,064.62	2/24			
JV	5497128	Payroll 02.23.2024		/ /	3,088.42	2/24			
			Object Total:		6,153.04	10,792.03	83,164.00	72,371.97	13%
230	RETIREMENT								
JV	5470135	D-RETIREMENT		/ /	6,297.47	2/24			
JV	5497129	Payroll 02.23.2024		/ /	-44.44	2/24			
JV	5497130	Payroll 02.23.2024		/ /	6,298.28	2/24			
			Object Total:		12,551.31	22,006.00	175,722.00	153,716.00	13%
240	WORKFORCE SAFETY INSURANCE								
CL 116153 22	111228 Library			02/08/24	2,019.43	2/24 571 ND WORKFORCE SAFETY &			
			Object Total:		2,019.43	2,019.43	2,384.00	364.57	85%
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	0.00	4,000.00	4,000.00	%
320	HEALTH INSURANCE								
JV	5470136	D-HEALTH		/ /	5,940.73	2/24			
JV	5497131	Payroll 02.23.2024		/ /	5,940.63	2/24			
			Object Total:		11,881.36	20,783.92	205,554.00	184,770.08	10%
321	PROPERTY INSURANCE								
				/ /					
			Object Total:		0.00	1,122.33	0.00	-1,122.33	%
333	BUILDING RENTAL								
CL 116219 1	111290 MARCH RENT			MISC07321 02/15/24	10,333.50	2/24 549 WF PUB SCHOOLS DIST #6			
			Object Total:		10,333.50	31,000.50	124,002.00	93,001.50	25%
340	TRAVEL & EDUCATION								
CC	1347 5	STAFF TRAINING		01/12/24	37.91	2/24 3161 VISA LIBRARY #1			
CC	1347 7	STAFF TRAINING		01/15/24	73.95	2/24 3161 VISA LIBRARY #1			
CC	1347 8	STAFF TRAINING		01/15/24	238.97	2/24 3161 VISA LIBRARY #1			
			Object Total:		350.83	369.59	18,060.00	17,690.41	2%

03/01/24
07:55:54

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 2/24 - 2/24

Page: 2 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							
348 BUYOUTS							
		/ /					
		Object Total:	0.00	0.00	0.00	0.00	%
356 TELEPHONE							
CL 116218 31 111280 jan 2024 library		9956073937 01/08/24	169.99	2/24	3668 VERIZON WIRELESS		
		Object Total:	169.99	169.99	3,300.00	3,130.01	5%
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 116324 15 Janis E - Library		890000526 02/12/24	59.00	2/24	2862 ESSENTIA HEALTH		
		Object Total:	59.00	59.00	3,000.00	2,941.00	2%
410 OFFICE SUPPLIES							
CC 1348 4 MENARDS		01/04/24	102.42	2/24	3162 VISA LIBRARY #2		
CC 1348 7 PURE WATER		01/15/24	100.00	2/24	3162 VISA LIBRARY #2		
CC 1348 8 MENARDS		01/19/24	44.18	2/24	3162 VISA LIBRARY #2		
CC 1348 9 PANSY PLANTS		01/19/24	58.63	2/24	3162 VISA LIBRARY #2		
CC 1348 10 MENARDS		01/19/24	-19.83	2/24	3162 VISA LIBRARY #2		
CC 1349 1 AMAZON		01/03/24	29.94	2/24	4576 VISA LIBRARY #3		
CC 1349 4 AMAZON		01/18/24	12.71	2/24	4576 VISA LIBRARY #3		
CL 116076 1 111137 BANDAIDS; BATTERIES; WHITEOUT		W012821491 02/05/24	38.32	2/24	351 BUSINESS ESSENTIALS		
CL 116076 2 111137 WALL MOUNTING TABS		W012822321 02/06/24	41.97	2/24	351 BUSINESS ESSENTIALS		
CL 116077 1 111159 EASELS		7427994 01/26/24	409.49	2/24	77 DEMCO INC		
CL 116077 2 111159 TAPE APPLICATOR; REPAIR TAPE		7430885 02/01/24	167.90	2/24	77 DEMCO INC		
CL 116416 1 NAPKINS		W012843391 02/20/24	11.74	2/24	351 BUSINESS ESSENTIALS		
CL 116416 2 PAPER PLATES		W012852951 02/26/24	33.27	2/24	351 BUSINESS ESSENTIALS		
		Object Total:	1,030.74	1,768.79	13,000.00	11,231.21	14%
420 OPERATION & MAINTENANCE							
		/ /					
		Object Total:	0.00	0.00	0.00	0.00	%
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							
CC 1348 2 PITNEY BOWES		01/02/24	243.09	2/24	3162 VISA LIBRARY #2		
CL 116418 1 PRINTER/SCANNER LEASE AGREEMEN		35968470 02/19/24	443.23	2/24	2877 GREATAMERICA FINANCIAL		
		Object Total:	686.32	1,129.55	10,260.00	9,130.45	11%

03/01/24
07:55:54

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 2/24 - 2/24

Page: 3 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							
490 MISC							
		/ /					
	Object Total:		0.00	9.49	500.00	490.51	2%
497 TECHNOLOGY							
CC 1347 1	SIGNUPGENIUS	01/05/24	269.89	2/24	3161 VISA LIBRARY #1		
CC 1347 16	ADOBE	01/26/24	32.39	2/24	3161 VISA LIBRARY #1		
CC 1348 5	MOBILE BEACON	01/11/24	66.00	2/24	3162 VISA LIBRARY #2		
CC 1349 2	AMAZON	01/03/24	61.28	2/24	4576 VISA LIBRARY #3		
CC 1349 3	AMAZON	01/18/24	16.44	2/24	4576 VISA LIBRARY #3		
CL 116220 1	111126 ADDITONAL STAFF ADDED	INV0268438 01/31/24	909.47	2/24	5283 ASANA INC		
	Object Total:		1,355.47	2,525.69	36,479.00	33,953.31	7%
500 SUPPLIES		/ /					
	Object Total:		0.00	0.00	500.00	500.00	%
640 FURNITURE & EQUIPMENT		/ /					
	Object Total:		0.00	0.00	2,000.00	2,000.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000							
CC 1347 15	DUPLICATE KEY	01/24/24	30.00	2/24	3161 VISA LIBRARY #1		
CL 116077 3	111159 SHELIVING	7430885 02/01/24	1,699.25	2/24	77 DEMCO INC		
	Object Total:		1,729.25	1,729.25	7,166.00	5,436.75	24%
644 POSTAL METER RENT		/ /					
	Object Total:		0.00	0.00	1,200.00	1,200.00	%
645 EQUIPMENT REPLACEMENT		/ /					
	Object Total:		0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS		/ /					
	Object Total:		0.00	0.00	3,000.00	3,000.00	%
649 PROGRAMMING							
CC 1348 6	FAMILY FARE	01/13/24	12.02	2/24	3162 VISA LIBRARY #2		
CC 1349 5	MICHAELS	01/18/24	43.49	2/24	4576 VISA LIBRARY #3		
CC 1349 7	AMAZON	01/20/24	168.78	2/24	4576 VISA LIBRARY #3		
CC 1349 8	AMAZON	01/22/24	-8.27	2/24	4576 VISA LIBRARY #3		
CC 1349 10	AMAZON	01/29/24	8.27	2/24	4576 VISA LIBRARY #3		
CL 116419 1	SKATE RENTALS FOR EVENT 0001022-IN	02/20/24	190.00	2/24	4773 WEST FARGO EVENTS		
	Object Total:		414.29	414.29	21,000.00	20,585.71	2%
650 E RESOURCES							
CL 116087 1	111217 E RESOURCES	504993876 01/31/24	1,599.92	2/24	1854 MIDWEST TAPE		
CL 116088 1	111241 E RESOURCES	1000358204 02/02/24	379.72	2/24	3416 OCLC, INC.		
CL 116420 1	EBOOKS/AUDIOBOOKS	02/21/24	1,264.82	2/24	2126 OVERDRIVE, INC		
	Object Total:		3,244.46	8,531.92	53,161.00	44,629.08	16%

03/01/24
07:55:54

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 2/24 - 2/24

Page: 4 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								
653 CAPITAL IMPROVEMENTS								
			/ /					
661 POSTAGE/FREIGHT/SHIPPING			Object Total:	0.00	0.00	0.00	0.00	%
CC 1347 2	POSTAGE		01/05/24	36.97	2/24	3161 VISA LIBRARY #1		
CC 1347 3	POSTAGE		01/09/24	63.84	2/24	3161 VISA LIBRARY #1		
CC 1347 4	POSTAGE		01/10/24	38.82	2/24	3161 VISA LIBRARY #1		
CC 1347 6	POSTAGE		01/12/24	44.67	2/24	3161 VISA LIBRARY #1		
CC 1347 9	POSTAGE		01/12/24	41.49	2/24	3161 VISA LIBRARY #1		
CC 1347 10	POSTAGE		01/17/24	29.08	2/24	3161 VISA LIBRARY #1		
CC 1347 11	POSTAGE		01/19/24	28.37	2/24	3161 VISA LIBRARY #1		
CC 1347 12	POSTAGE		01/22/24	58.40	2/24	3161 VISA LIBRARY #1		
CC 1347 13	POSTAGE		01/23/24	18.06	2/24	3161 VISA LIBRARY #1		
CC 1347 14	POSTAGE		01/24/24	23.34	2/24	3161 VISA LIBRARY #1		
CC 1349 6	AMAZON		01/20/24	61.38	2/24	4576 VISA LIBRARY #3		
CC 1349 9	AMAZON		01/29/24	89.97	2/24	4576 VISA LIBRARY #3		
			Object Total:	534.39	2,534.39	10,000.00	7,465.61	25%
662 BOOKS								
CL 116081 1	111190 BOOKS	80227546	01/31/24	13.75	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 2	111190 BOOKS	80227547	01/31/24	24.28	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 3	111190 BOOKS	80227548	01/31/24	55.47	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 4	111190 BOOKS	80227549	01/31/24	14.21	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 5	111190 BOOKS	80244144	02/01/24	19.78	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 6	111190 BOOKS	80244145	02/01/24	37.50	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 7	111190 BOOKS	80244146	02/01/24	14.85	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 8	111190 BOOKS	80256157	02/01/24	34.90	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 9	111190 BOOKS	80256158	02/01/24	112.99	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 10	111190 BOOKS	80256159	02/01/24	92.90	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 11	111190 BOOKS	80256160	02/01/24	47.49	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 12	111190 BOOKS	80268035	02/02/24	22.86	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 13	111190 BOOKS	80268036	02/02/24	13.24	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 14	111190 BOOKS	80268037	02/02/24	346.77	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 15	111190 BOOKS	80268038	02/02/24	95.24	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 16	111190 BOOKS	80268039	02/02/24	481.82	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 17	111190 BOOKS	80268040	02/02/24	412.42	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 18	111190 BOOKS	80277595	02/02/24	18.95	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 19	111190 BOOKS	80277596	02/02/24	101.59	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 20	111190 BOOKS	80321721	02/06/24	18.79	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 21	111190 BOOKS	80321722	02/06/24	13.30	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 22	111190 BOOKS	80321723	02/06/24	490.93	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 23	111190 BOOKS	80336108	02/06/24	10.20	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 24	111190 BOOKS	80336109	02/06/24	83.81	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 25	111190 BOOKS	80349997	02/07/24	31.04	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 26	111190 BOOKS	80349996	02/07/24	28.94	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 27	111190 BOOKS	80349995	02/07/24	21.01	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 28	111190 BOOKS	80349994	02/07/24	17.78	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 29	111190 BOOKS	80375068	02/08/24	21.60	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081 30	111190 BOOKS	80375069	02/08/24	25.11	2/24	4592 INGRAM LIBRARY SERVICES		

03/01/24
07:55:54

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 2/24 - 2/24

Page: 5 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 116081	31	111190 BOOKS	80375070	02/08/24	11.19	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081	32	111190 BOOKS	80375071	02/08/24	37.19	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081	33	111190 BOOKS	80398404	02/09/24	16.95	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081	34	111190 BOOKS	80398405	02/09/24	16.64	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116421	1	BOOKS	ARU0367791	02/20/24	289.48	2/24	3953 SMART APPLE MEDIA		
CL 116422	1	BOOKS	80449119	02/13/24	21.69	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	2	BOOKS	80449120	02/13/24	43.74	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	3	BOOKS	80449121	02/13/24	13.88	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	4	BOOKS	80449122	02/13/24	13.79	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	5	BOOKS	80449123	02/13/24	15.75	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	6	BOOKS	80449124	02/13/24	21.60	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	7	BOOKS	80449125	02/13/24	28.85	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	8	BOOKS	80476284	02/14/24	24.73	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	9	BOOKS	80476285	02/14/24	8.87	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	10	BOOKS	80476286	02/14/24	12.83	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	11	BOOKS	80517256	02/16/24	81.60	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	12	BOOKS	80517257	02/16/24	19.84	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	13	BOOKS	80517258	02/16/24	23.65	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	14	BOOKS	80517259	02/16/24	27.40	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	15	BOOKS	80517260	02/16/24	13.34	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	16	BOOKS	80517261	02/16/24	40.49	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	17	BOOKS	80517262	02/16/24	16.63	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	18	BOOKS	80517263	02/16/24	12.20	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	19	BOOKS	80568093	02/20/24	19.07	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	20	BOOKS	80568094	02/20/24	15.35	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	21	BOOKS	80568095	02/20/24	13.85	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	22	BOOKS	80568096	02/20/24	18.46	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	23	BOOKS	80568097	02/20/24	14.83	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	24	BOOKS	80568098	02/20/24	40.46	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	25	BOOKS	80592653	02/21/24	27.59	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	26	BOOKS	80603084	02/21/24	34.14	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	27	BOOKS	80616940	02/22/24	9.89	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	28	BOOKS	80616941	02/22/24	56.56	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	29	BOOKS	80616942	02/22/24	942.45	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	30	BOOKS	80616943	02/22/24	990.09	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	31	BOOKS	80647617	02/23/24	8.36	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	32	BOOKS	80647618	02/23/24	25.04	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	33	BOOKS	80647619	02/23/24	16.92	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	34	BOOKS	80647620	02/23/24	12.67	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	35	BOOKS	80647621	02/23/24	304.47	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	36	BOOKS	80647622	02/23/24	304.38	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	37	BOOKS	80647623	02/23/24	184.13	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	38	BOOKS	80658913	02/25/24	210.58	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	39	BOOKS	80658914	02/25/24	16.30	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	40	BOOKS	80658915	02/25/24	136.06	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	41	BOOKS	80668607	02/26/24	18.80	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	42	BOOKS	80668608	02/26/24	13.36	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	43	BOOKS	80668609	02/26/24	10.97	2/24	4592 INGRAM LIBRARY SERVICES		

03/01/24
07:55:54

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 2/24 - 2/24

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 116422	44		BOOKS	80668610	02/26/24	13.68	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	45		BOOKS	80668611	02/26/24	38.18	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	46		BOOKS	80668612	02/26/24	42.10	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	47		BOOKS	80668613	02/26/24	240.99	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	48		BOOKS	80720661	02/28/24	29.74	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	49		BOOKS	80720660	02/28/24	31.81	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	50		BOOKS	80720659	02/28/24	81.50	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	51		BOOKS	80720658	02/28/24	38.99	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	52		BOOKS	80720657	02/28/24	17.06	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	53		BOOKS	80720656	02/28/24	92.28	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	54		BOOKS	80720655	02/28/24	40.81	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	55		BOOKS	80720654	02/28/24	18.43	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	56		BOOKS	80720653	02/28/24	17.70	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	57		BOOKS	80720652	02/28/24	26.06	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	58		BOOKS	80720651	02/28/24	26.71	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	59		BOOKS	80720650	02/28/24	16.75	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	60		BOOKS	80720649	02/28/24	16.00	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	61		BOOKS	80720648	02/28/24	13.27	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	62		BOOKS	80720647	02/28/24	7.09	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	63		BOOKS	80720646	02/28/24	15.44	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	64		BOOKS	80720645	02/28/24	43.49	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116428	1		BOOKS	ARU0367943	02/21/24	147.94	2/24	5197 LAKEVIEW BOOKS		
Object Total:						7,996.65	13,526.84	88,950.00	75,423.16	15%
663 MAGAZINES										
						/ /				
Object Total:						0.00	4,623.73	5,500.00	876.27	84%
664 AUDIO VIDEO										
CL 116087	2	111217	AUDIOBOOK	505014542	02/06/24	84.98	2/24	1854 MIDWEST TAPE		
CL 116087	3	111217	AUDIOBOOK	505014544	02/06/24	50.49	2/24	1854 MIDWEST TAPE		
CL 116087	4	111217	DVD	505014509	02/06/24	163.67	2/24	1854 MIDWEST TAPE		
CL 116087	5	111217	DVD	505014540	02/06/24	72.29	2/24	1854 MIDWEST TAPE		
CL 116087	6	111217	DVD	505014541	02/06/24	60.96	2/24	1854 MIDWEST TAPE		
CL 116087	7	111217	DVD	505014545	02/06/24	27.72	2/24	1854 MIDWEST TAPE		
CL 116425	1		AUDIOBOOK	505041719	02/13/24	47.49	2/24	1854 MIDWEST TAPE		
CL 116425	2		AUDIOBOOK	505041717	02/13/24	89.98	2/24	1854 MIDWEST TAPE		
CL 116425	3		AUDIOBOOK	505050940	02/13/24	50.49	2/24	1854 MIDWEST TAPE		
CL 116425	4		AUDIOBOOK	505082247	02/20/24	37.49	2/24	1854 MIDWEST TAPE		
CL 116425	5		AUDIOBOOK	505114967	02/27/24	47.49	2/24	1854 MIDWEST TAPE		
CL 116425	6		AUDIOBOOK	505115095	02/27/24	79.98	2/24	1854 MIDWEST TAPE		
CL 116425	7		DVD	505115098	02/27/24	37.49	2/24	1854 MIDWEST TAPE		
CL 116425	8		DVD	505050942	02/13/24	56.53	2/24	1854 MIDWEST TAPE		
CL 116425	9		DVD	505050946	02/13/24	17.97	2/24	1854 MIDWEST TAPE		
CL 116425	10		DVD	505050941	02/13/24	129.60	2/24	1854 MIDWEST TAPE		
CL 116425	11		DVD	505050944	02/13/24	304.47	2/24	1854 MIDWEST TAPE		
CL 116425	12		DVD	505050943	02/13/24	56.98	2/24	1854 MIDWEST TAPE		
CL 116425	13		DVD	505050945	02/13/24	71.91	2/24	1854 MIDWEST TAPE		
CL 116425	14		DVD	505082262	02/20/24	11.52	2/24	1854 MIDWEST TAPE		
CL 116425	15		DVD	505082260	02/20/24	12.72	2/24	1854 MIDWEST TAPE		

03/01/24
07:55:54

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 2/24 - 2/24

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									
CL 116425 16		DVD	505082245	02/20/24	141.35	2/24	1854 MIDWEST TAPE		
CL 116425 17		DVD	505082246	02/20/24	41.19	2/24	1854 MIDWEST TAPE		
CL 116425 18		DVD	505082261	02/20/24	61.01	2/24	1854 MIDWEST TAPE		
CL 116425 19		DVD	505082249	02/20/24	52.44	2/24	1854 MIDWEST TAPE		
CL 116425 20		DVD_COMP	505094194	02/23/24	14.99	2/24	1854 MIDWEST TAPE		
CL 116425 21		DVD	505115090	02/27/24	26.79	2/24	1854 MIDWEST TAPE		
CL 116425 22		DVD	505115091	02/27/24	149.85	2/24	1854 MIDWEST TAPE		
CL 116425 23		DVD	505115094	02/27/24	74.16	2/24	1854 MIDWEST TAPE		
CL 116425 24		DVD	505115093	02/27/24	61.57	2/24	1854 MIDWEST TAPE		
CL 116425 25		DVD	505114969	02/27/24	59.80	2/24	1854 MIDWEST TAPE		
CL 116425 26		DVD	505115092	02/27/24	229.37	2/24	1854 MIDWEST TAPE		
CL 116425 27		DVD	505114968	02/27/24	83.94	2/24	1854 MIDWEST TAPE		
CL 116425 28		DVD	505115097	02/27/24	38.94	2/24	1854 MIDWEST TAPE		
			Object Total:		2,547.62	3,774.58	25,650.00	21,875.42	15%
667 MEMBERSHIPS									
CC 1348 1		ALA		01/03/24	362.00	2/24	3162 VISA LIBRARY #2		
CC 1348 3		NDLA		01/03/24	45.00	2/24	3162 VISA LIBRARY #2		
CC 1348 11		ALA		02/02/24	317.00	2/24	3162 VISA LIBRARY #2		
			Object Total:		724.00	724.00	3,589.00	2,865.00	20%
668 PRINTING				/ /					
			Object Total:		0.00	0.00	1,000.00	1,000.00	%
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	0.00	350.00	350.00	%
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 1347 17		PROMOTIONAL ACTIVITIES		01/31/24	14.36	2/24	3161 VISA LIBRARY #1		
			Object Total:		14.36	14.36	11,400.00	11,385.64	%

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
724 CONSULTING/TESTING FEES									
CL 116429	1	SPACE NEEDS ASSESSMENT	2024.01	02/27/24	9,825.00	2/24	3455 LIBRARY PLANNING ASSOCIATES,		
			Object Total:		9,825.00	9,825.00	0.00	-9,825.00	%
740 SERVICE CHARGES				/ /					
			Object Total:		0.00	78.00	1,750.00	1,672.00	4%
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 5474	16	Feb 2024 Cost Allocations		/ /	3,702.83	2/24			
			Object Total:		3,702.83	7,405.66	46,646.00	39,240.34	16%
890 TRANSFERS OUT				/ /					
			Object Total:		0.00	0.00	10,000.00	10,000.00	%
901 CATALOGING				/ /					
			Object Total:		0.00	0.00	2,950.00	2,950.00	%
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	24,757.00	24,200.00	-557.00	102%
			Account Total:		160,355.20	317,316.56	2,092,696.00	1,775,379.44	
			Fund Total:		160,355.20	317,316.56	2,092,696.00	1,775,379.44	

***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).

03/01/24
08:03:01

CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 2 / 24

Page: 1 of 2
Report ID: LB170A

Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
Revenue						
310001	PROPERTY TAXES	960,431.00	1,189,496.31	2,150,618.00	-961,121.69	55
310002	DISCOUNT PROPERTY TAXES			-79,573.00	79,573.00	
335600	STATE AID			31,000.00	-31,000.00	
						57
Total Revenue		960,431.00	1,189,496.31	2,102,045.00	-912,548.69	57
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	77,464.97	135,623.93	950,251.00	814,627.07	14
114	PART TIME SALARIES	5,566.39	9,997.30	136,858.00	126,860.70	7
220	SOCIAL SECURITY	6,153.04	10,792.03	83,164.00	72,371.97	13
230	RETIREMENT	12,551.31	22,006.00	175,722.00	153,716.00	13
240	WORKFORCE SAFETY INSURANCE	2,019.43	2,019.43	2,384.00	364.57	85
250	UNEMPLOYMENT			500.00	500.00	
312	ATTORNEY			4,000.00	4,000.00	
320	HEALTH INSURANCE	11,881.36	20,783.92	205,554.00	184,770.08	10
321	PROPERTY INSURANCE		1,122.33		-1,122.33	
333	BUILDING RENTAL	10,333.50	31,000.50	124,002.00	93,001.50	25
340	TRAVEL & EDUCATION	350.83	369.59	18,060.00	17,690.41	2
356	TELEPHONE	169.99	169.99	3,300.00	3,130.01	5
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING	59.00	59.00	3,000.00	2,941.00	2
410	OFFICE SUPPLIES	1,030.74	1,768.79	13,000.00	11,231.21	14
424	GAS AND OIL			1,200.00	1,200.00	
427	VEHICLES MAINTENANCE			1,200.00	1,200.00	
428	SERVICE AGREEMENTS-CONTRA	686.32	1,129.55	10,260.00	9,130.45	11
490	MISC		9.49	500.00	490.51	2
497	TECHNOLOGY	1,355.47	2,525.69	36,479.00	33,953.31	7
500	SUPPLIES			500.00	500.00	
640	FURNITURE & EQUIPMENT			2,000.00	2,000.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000	1,729.25	1,729.25	7,166.00	5,436.75	24
644	POSTAL METER RENT			1,200.00	1,200.00	
648	PROFESSIONAL PUBLICATIONS			3,000.00	3,000.00	
649	PROGRAMMING	414.29	414.29	21,000.00	20,585.71	2
650	E RESOURCES	3,244.46	8,531.92	53,161.00	44,629.08	16
661	POSTAGE/FREIGHT/SHIPPING	534.39	2,534.39	10,000.00	7,465.61	25
662	BOOKS	7,996.65	13,526.84	88,950.00	75,423.16	15
663	MAGAZINES		4,623.73	5,500.00	876.27	84
664	AUDIO VIDEO	2,547.62	3,774.58	25,650.00	21,875.42	15
667	MEMBERSHIPS	724.00	724.00	3,589.00	2,865.00	20
668	PRINTING			1,000.00	1,000.00	
669	INSURANCE			2,750.00	2,750.00	
672	EMERGENCY MEDICAL SUPPLIES			350.00	350.00	
689	PROMOTIONAL ACTIVITIES	14.36	14.36	11,400.00	11,385.64	

Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
724	CONSULTING/TESTING FEES	9,825.00	9,825.00		-9,825.00	
740	SERVICE CHARGES		78.00	1,750.00	1,672.00	4
880	COST ALLOCATIONS	3,702.83	7,405.66	46,646.00	39,240.34	16
890	TRANSFERS OUT			10,000.00	10,000.00	
901	CATALOGING			2,950.00	2,950.00	
994	ODIN		24,757.00	24,200.00	-557.00	102
	Total Account	160,355.20	317,316.56	2,092,696.00	1,775,379.44	15
	Total Expenses	160,355.20	317,316.56	2,092,696.00	1,775,379.44	15
	Net Income from Operations	800,075.80	872,179.75			
	Other Revenue					
360000	MISCELLANEOUS REVENUE	446.09	953.63	5,000.00	-4,046.37	19
360100	SPONSORSHIPS			20,000.00	-20,000.00	
361000	INTEREST ON INVESTMENTS		2,080.33		2,080.33	12
	Total Other Revenue	446.09	3,033.96	25,000.00	-21,966.04	12
	Net Income	800,521.89	875,213.71			

04/01/24
07:56:27

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 2/24 - 2/24

Page: 1 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									
110 PERMANENT EMP SALARIES									
JV 5470132		D-SALARIES		/ /	38,729.99	2/24			
JV 5497126		Payroll 02.23.2024		/ /	38,734.98	2/24			
			Object Total:		77,464.97	135,623.93	950,251.00	814,627.07	14%
114 PART TIME SALARIES									
JV 5470133		D-SALARIES		/ /	2,630.27	2/24			
JV 5497127		Payroll 02.23.2024		/ /	2,936.12	2/24			
			Object Total:		5,566.39	9,997.30	136,858.00	126,860.70	7%
209 CLASSIFIED ADS				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY									
JV 5470134		D-SSA		/ /	3,064.62	2/24			
JV 5497128		Payroll 02.23.2024		/ /	3,088.42	2/24			
			Object Total:		6,153.04	10,792.03	83,164.00	72,371.97	13%
230 RETIREMENT									
JV 5470135		D-RETIREMENT		/ /	6,297.47	2/24			
JV 5497129		Payroll 02.23.2024		/ /	-44.44	2/24			
JV 5497130		Payroll 02.23.2024		/ /	6,298.28	2/24			
			Object Total:		12,551.31	22,006.00	175,722.00	153,716.00	13%
240 WORKFORCE SAFETY INSURANCE									
CL 116153 22	111228	Library		02/08/24	2,019.43	2/24	571 ND WORKFORCE SAFETY &		
			Object Total:		2,019.43	2,019.43	2,384.00	364.57	85%
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	0.00	4,000.00	4,000.00	%
320 HEALTH INSURANCE									
JV 5470136		D-HEALTH		/ /	5,940.73	2/24			
JV 5497131		Payroll 02.23.2024		/ /	5,940.63	2/24			
			Object Total:		11,881.36	20,783.92	205,554.00	184,770.08	10%
321 PROPERTY INSURANCE				/ /					
			Object Total:		0.00	1,122.33	0.00	-1,122.33	%
333 BUILDING RENTAL									
CL 116219 1	111290	MARCH RENT		MISC07321 02/15/24	10,333.50	2/24	549 WF PUB SCHOOLS DIST #6		
			Object Total:		10,333.50	31,000.50	124,002.00	93,001.50	25%
340 TRAVEL & EDUCATION									
CC 1347 5		STAFF TRAINING		01/12/24	37.91	2/24	3161 VISA LIBRARY #1		
CC 1347 7		STAFF TRAINING		01/15/24	73.95	2/24	3161 VISA LIBRARY #1		
CC 1347 8		STAFF TRAINING		01/15/24	238.97	2/24	3161 VISA LIBRARY #1		
			Object Total:		350.83	369.59	18,060.00	17,690.41	2%

04/01/24
07:56:27

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 2/24 - 2/24

Page: 2 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								
348 BUYOUTS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 116218 31 111280 jan 2024 library		9956073937	01/08/24	169.99	2/24	3668 VERIZON WIRELESS		
		Object Total:		169.99	169.99	3,300.00	3,130.01	5%
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 116324 15 111358 Janis E - Library		890000526	02/12/24	59.00	2/24	2862 ESSENTIA HEALTH		
		Object Total:		59.00	59.00	3,000.00	2,941.00	2%
410 OFFICE SUPPLIES								
CC 1348 4	MENARDS		01/04/24	102.42	2/24	3162 VISA LIBRARY #2		
CC 1348 7	PURE WATER		01/15/24	100.00	2/24	3162 VISA LIBRARY #2		
CC 1348 8	MENARDS		01/19/24	44.18	2/24	3162 VISA LIBRARY #2		
CC 1348 9	PANSY PLANTS		01/19/24	58.63	2/24	3162 VISA LIBRARY #2		
CC 1348 10	MENARDS		01/19/24	-19.83	2/24	3162 VISA LIBRARY #2		
CC 1349 1	AMAZON		01/03/24	29.94	2/24	4576 VISA LIBRARY #3		
CC 1349 4	AMAZON		01/18/24	12.71	2/24	4576 VISA LIBRARY #3		
CL 116076 1 111137	BANDAIDS; BATTERIES; WHITEOUT	W012821491	02/05/24	38.32	2/24	351 BUSINESS ESSENTIALS		
CL 116076 2 111137	WALL MOUNTING TABS	W012822321	02/06/24	41.97	2/24	351 BUSINESS ESSENTIALS		
CL 116077 1 111159	EASELS	7427994	01/26/24	409.49	2/24	77 DEMCO INC		
CL 116077 2 111159	TAPE APPLICATOR; REPAIR TAPE	7430885	02/01/24	167.90	2/24	77 DEMCO INC		
CL 116416 1 111326	NAPKINS	W012843391	02/20/24	11.74	2/24	351 BUSINESS ESSENTIALS		
CL 116416 2 111326	PAPER PLATES	W012852951	02/26/24	33.27	2/24	351 BUSINESS ESSENTIALS		
		Object Total:		1,030.74	1,768.79	13,000.00	11,231.21	14%
420 OPERATION & MAINTENANCE								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
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								
CC 1348 2	PITNEY BOWES		01/02/24	243.09	2/24	3162 VISA LIBRARY #2		
CL 116418 1 111375	PRINTER/SCANNER LEASE AGREEMEN	35968470	02/19/24	443.23	2/24	2877 GREATAMERICA FINANCIAL		
		Object Total:		686.32	1,129.55	10,260.00	9,130.45	11%

04/01/24
07:56:28

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 2/24 - 2/24

Page: 3 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							
490 MISC							
			/ /				
Object Total:			0.00	9.49	500.00	490.51	2%
497 TECHNOLOGY							
CC 1347 1	SIGNUPGENIUS	01/05/24	269.89	2/24	3161 VISA LIBRARY #1		
CC 1347 16	ADOBE	01/26/24	32.39	2/24	3161 VISA LIBRARY #1		
CC 1348 5	MOBILE BEACON	01/11/24	66.00	2/24	3162 VISA LIBRARY #2		
CC 1349 2	AMAZON	01/03/24	61.28	2/24	4576 VISA LIBRARY #3		
CC 1349 3	AMAZON	01/18/24	16.44	2/24	4576 VISA LIBRARY #3		
CL 116220 1	111126 ADDITONAL STAFF ADDED	INV0268438 01/31/24	909.47	2/24	5283 ASANA INC		
Object Total:			1,355.47	2,525.69	36,479.00	33,953.31	7%
500 SUPPLIES							
			/ /				
Object Total:			0.00	0.00	500.00	500.00	%
640 FURNITURE & EQUIPMENT							
			/ /				
Object Total:			0.00	0.00	2,000.00	2,000.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000							
CC 1347 15	DUPLICATE KEY	01/24/24	30.00	2/24	3161 VISA LIBRARY #1		
CL 116077 3	111159 SHELVING	7430885 02/01/24	1,699.25	2/24	77 DEMCO INC		
Object Total:			1,729.25	1,729.25	7,166.00	5,436.75	24%
644 POSTAL METER RENT							
			/ /				
Object Total:			0.00	0.00	1,200.00	1,200.00	%
645 EQUIPMENT REPLACEMENT							
			/ /				
Object Total:			0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS							
			/ /				
Object Total:			0.00	0.00	3,000.00	3,000.00	%
649 PROGRAMMING							
CC 1348 6	FAMILY FARE	01/13/24	12.02	2/24	3162 VISA LIBRARY #2		
CC 1349 5	MICHAELS	01/18/24	43.49	2/24	4576 VISA LIBRARY #3		
CC 1349 7	AMAZON	01/20/24	168.78	2/24	4576 VISA LIBRARY #3		
CC 1349 8	AMAZON	01/22/24	-8.27	2/24	4576 VISA LIBRARY #3		
CC 1349 10	AMAZON	01/29/24	8.27	2/24	4576 VISA LIBRARY #3		
CL 116419 1	111476 SKATE RENTALS FOR EVENT 0001022-IN	02/20/24	190.00	2/24	4773 WEST FARGO EVENTS		
Object Total:			414.29	414.29	21,000.00	20,585.71	2%
650 E RESOURCES							
CL 116087 1	111217 E RESOURCES	504993876 01/31/24	1,599.92	2/24	1854 MIDWEST TAPE		
CL 116088 1	111241 E RESOURCES	1000358204 02/02/24	379.72	2/24	3416 OCLC, INC.		
CL 116420 1	111440 EBOOKS/AUDIOBOOKS	02/21/24	1,264.82	2/24	2126 OVERDRIVE, INC		
Object Total:			3,244.46	8,531.92	53,161.00	44,629.08	16%

04/01/24
07:56:28

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 2/24 - 2/24

Page: 4 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									
653 CAPITAL IMPROVEMENTS									
				/	/				
661 POSTAGE/FREIGHT/SHIPPING				Object Total:	0.00	0.00	0.00	0.00	%
CC	1347	2	POSTAGE	01/05/24	36.97	2/24	3161 VISA LIBRARY #1		
CC	1347	3	POSTAGE	01/09/24	63.84	2/24	3161 VISA LIBRARY #1		
CC	1347	4	POSTAGE	01/10/24	38.82	2/24	3161 VISA LIBRARY #1		
CC	1347	6	POSTAGE	01/12/24	44.67	2/24	3161 VISA LIBRARY #1		
CC	1347	9	POSTAGE	01/12/24	41.49	2/24	3161 VISA LIBRARY #1		
CC	1347	10	POSTAGE	01/17/24	29.08	2/24	3161 VISA LIBRARY #1		
CC	1347	11	POSTAGE	01/19/24	28.37	2/24	3161 VISA LIBRARY #1		
CC	1347	12	POSTAGE	01/22/24	58.40	2/24	3161 VISA LIBRARY #1		
CC	1347	13	POSTAGE	01/23/24	18.06	2/24	3161 VISA LIBRARY #1		
CC	1347	14	POSTAGE	01/24/24	23.34	2/24	3161 VISA LIBRARY #1		
CC	1349	6	AMAZON	01/20/24	61.38	2/24	4576 VISA LIBRARY #3		
CC	1349	9	AMAZON	01/29/24	89.97	2/24	4576 VISA LIBRARY #3		
				Object Total:	534.39	2,534.39	10,000.00	7,465.61	25%
662 BOOKS									
CL	116081	1	111190 BOOKS	80227546	01/31/24	13.75	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	2	111190 BOOKS	80227547	01/31/24	24.28	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	3	111190 BOOKS	80227548	01/31/24	55.47	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	4	111190 BOOKS	80227549	01/31/24	14.21	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	5	111190 BOOKS	80244144	02/01/24	19.78	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	6	111190 BOOKS	80244145	02/01/24	37.50	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	7	111190 BOOKS	80244146	02/01/24	14.85	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	8	111190 BOOKS	80256157	02/01/24	34.90	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	9	111190 BOOKS	80256158	02/01/24	112.99	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	10	111190 BOOKS	80256159	02/01/24	92.90	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	11	111190 BOOKS	80256160	02/01/24	47.49	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	12	111190 BOOKS	80268035	02/02/24	22.86	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	13	111190 BOOKS	80268036	02/02/24	13.24	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	14	111190 BOOKS	80268037	02/02/24	346.77	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	15	111190 BOOKS	80268038	02/02/24	95.24	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	16	111190 BOOKS	80268039	02/02/24	481.82	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	17	111190 BOOKS	80268040	02/02/24	412.42	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	18	111190 BOOKS	80277595	02/02/24	18.95	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	19	111190 BOOKS	80277596	02/02/24	101.59	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	20	111190 BOOKS	80321721	02/06/24	18.79	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	21	111190 BOOKS	80321722	02/06/24	13.30	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	22	111190 BOOKS	80321723	02/06/24	490.93	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	23	111190 BOOKS	80336108	02/06/24	10.20	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	24	111190 BOOKS	80336109	02/06/24	83.81	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	25	111190 BOOKS	80349997	02/07/24	31.04	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	26	111190 BOOKS	80349996	02/07/24	28.94	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	27	111190 BOOKS	80349995	02/07/24	21.01	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	28	111190 BOOKS	80349994	02/07/24	17.78	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	29	111190 BOOKS	80375068	02/08/24	21.60	2/24	4592 INGRAM LIBRARY SERVICES	
CL	116081	30	111190 BOOKS	80375069	02/08/24	25.11	2/24	4592 INGRAM LIBRARY SERVICES	

04/01/24
07:56:28

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 2/24 - 2/24

Page: 5 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 116081	31	111190 BOOKS	80375070	02/08/24	11.19	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081	32	111190 BOOKS	80375071	02/08/24	37.19	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081	33	111190 BOOKS	80398404	02/09/24	16.95	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116081	34	111190 BOOKS	80398405	02/09/24	16.64	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116421	1	111458 BOOKS	ARU0367791	02/20/24	289.48	2/24	3953 SMART APPLE MEDIA		
CL 116422	1	111385 BOOKS	80449119	02/13/24	21.69	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	2	111385 BOOKS	80449120	02/13/24	43.74	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	3	111385 BOOKS	80449121	02/13/24	13.88	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	4	111385 BOOKS	80449122	02/13/24	13.79	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	5	111385 BOOKS	80449123	02/13/24	15.75	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	6	111385 BOOKS	80449124	02/13/24	21.60	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	7	111385 BOOKS	80449125	02/13/24	28.85	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	8	111385 BOOKS	80476284	02/14/24	24.73	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	9	111385 BOOKS	80476285	02/14/24	8.87	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	10	111385 BOOKS	80476286	02/14/24	12.83	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	11	111385 BOOKS	80517256	02/16/24	81.60	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	12	111385 BOOKS	80517257	02/16/24	19.84	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	13	111385 BOOKS	80517258	02/16/24	23.65	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	14	111385 BOOKS	80517259	02/16/24	27.40	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	15	111385 BOOKS	80517260	02/16/24	13.34	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	16	111385 BOOKS	80517261	02/16/24	40.49	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	17	111385 BOOKS	80517262	02/16/24	16.63	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	18	111385 BOOKS	80517263	02/16/24	12.20	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	19	111385 BOOKS	80568093	02/20/24	19.07	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	20	111385 BOOKS	80568094	02/20/24	15.35	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	21	111385 BOOKS	80568095	02/20/24	13.85	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	22	111385 BOOKS	80568096	02/20/24	18.46	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	23	111385 BOOKS	80568097	02/20/24	14.83	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	24	111385 BOOKS	80568098	02/20/24	40.46	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	25	111385 BOOKS	80592653	02/21/24	27.59	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	26	111385 BOOKS	80603084	02/21/24	34.14	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	27	111385 BOOKS	80616940	02/22/24	9.89	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	28	111385 BOOKS	80616941	02/22/24	56.56	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	29	111385 BOOKS	80616942	02/22/24	942.45	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	30	111385 BOOKS	80616943	02/22/24	990.09	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	31	111385 BOOKS	80647617	02/23/24	8.36	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	32	111385 BOOKS	80647618	02/23/24	25.04	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	33	111385 BOOKS	80647619	02/23/24	16.92	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	34	111385 BOOKS	80647620	02/23/24	12.67	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	35	111385 BOOKS	80647621	02/23/24	304.47	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	36	111385 BOOKS	80647622	02/23/24	304.38	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	37	111385 BOOKS	80647623	02/23/24	184.13	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	38	111385 BOOKS	80658913	02/25/24	210.58	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	39	111385 BOOKS	80658914	02/25/24	16.30	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	40	111385 BOOKS	80658915	02/25/24	136.06	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	41	111385 BOOKS	80668607	02/26/24	18.80	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	42	111385 BOOKS	80668608	02/26/24	13.36	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422	43	111385 BOOKS	80668609	02/26/24	10.97	2/24	4592 INGRAM LIBRARY SERVICES		

04/01/24
07:56:28

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 2/24 - 2/24

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 116422 44	111385 BOOKS	80668610	02/26/24	13.68	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422 45	111385 BOOKS	80668611	02/26/24	38.18	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422 46	111385 BOOKS	80668612	02/26/24	42.10	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422 47	111385 BOOKS	80668613	02/26/24	240.99	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422 48	111385 BOOKS	80720661	02/28/24	29.74	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422 49	111385 BOOKS	80720660	02/28/24	31.81	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422 50	111385 BOOKS	80720659	02/28/24	81.50	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422 51	111385 BOOKS	80720658	02/28/24	38.99	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422 52	111385 BOOKS	80720657	02/28/24	17.06	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422 53	111385 BOOKS	80720656	02/28/24	92.28	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422 54	111385 BOOKS	80720655	02/28/24	40.81	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422 55	111385 BOOKS	80720654	02/28/24	18.43	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422 56	111385 BOOKS	80720653	02/28/24	17.70	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422 57	111385 BOOKS	80720652	02/28/24	26.06	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422 58	111385 BOOKS	80720651	02/28/24	26.71	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422 59	111385 BOOKS	80720650	02/28/24	16.75	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422 60	111385 BOOKS	80720649	02/28/24	16.00	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422 61	111385 BOOKS	80720648	02/28/24	13.27	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422 62	111385 BOOKS	80720647	02/28/24	7.09	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422 63	111385 BOOKS	80720646	02/28/24	15.44	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116422 64	111385 BOOKS	80720645	02/28/24	43.49	2/24	4592 INGRAM LIBRARY SERVICES		
CL 116428 1	111399 BOOKS	ARU0367943	02/21/24	147.94	2/24	5197 LAKEVIEW BOOKS		
Object Total:				7,996.65	13,526.84	88,950.00	75,423.16	15%
663 MAGAZINES								
				/	/			
Object Total:				0.00	4,623.73	5,500.00	876.27	84%
664 AUDIO VIDEO								
CL 116087 2	111217 AUDIOBOOK	505014542	02/06/24	84.98	2/24	1854 MIDWEST TAPE		
CL 116087 3	111217 AUDIOBOOK	505014544	02/06/24	50.49	2/24	1854 MIDWEST TAPE		
CL 116087 4	111217 DVD	505014509	02/06/24	163.67	2/24	1854 MIDWEST TAPE		
CL 116087 5	111217 DVD	505014540	02/06/24	72.29	2/24	1854 MIDWEST TAPE		
CL 116087 6	111217 DVD	505014541	02/06/24	60.96	2/24	1854 MIDWEST TAPE		
CL 116087 7	111217 DVD	505014545	02/06/24	27.72	2/24	1854 MIDWEST TAPE		
CL 116425 1	111416 AUDIOBOOK	505041719	02/13/24	47.49	2/24	1854 MIDWEST TAPE		
CL 116425 2	111416 AUDIOBOOK	505041717	02/13/24	89.98	2/24	1854 MIDWEST TAPE		
CL 116425 3	111416 AUDIOBOOK	505050940	02/13/24	50.49	2/24	1854 MIDWEST TAPE		
CL 116425 4	111416 AUDIOBOOK	505082247	02/20/24	37.49	2/24	1854 MIDWEST TAPE		
CL 116425 5	111416 AUDIOBOOK	505114967	02/27/24	47.49	2/24	1854 MIDWEST TAPE		
CL 116425 6	111416 AUDIOBOOK	505115095	02/27/24	79.98	2/24	1854 MIDWEST TAPE		
CL 116425 7	111416 DVD	505115098	02/27/24	37.49	2/24	1854 MIDWEST TAPE		
CL 116425 8	111416 DVD	505050942	02/13/24	56.53	2/24	1854 MIDWEST TAPE		
CL 116425 9	111416 DVD	505050946	02/13/24	17.97	2/24	1854 MIDWEST TAPE		
CL 116425 10	111416 DVD	505050941	02/13/24	129.60	2/24	1854 MIDWEST TAPE		
CL 116425 11	111416 DVD	505050944	02/13/24	304.47	2/24	1854 MIDWEST TAPE		
CL 116425 12	111416 DVD	505050943	02/13/24	56.98	2/24	1854 MIDWEST TAPE		
CL 116425 13	111416 DVD	505050945	02/13/24	71.91	2/24	1854 MIDWEST TAPE		
CL 116425 14	111416 DVD	505082262	02/20/24	11.52	2/24	1854 MIDWEST TAPE		
CL 116425 15	111416 DVD	505082260	02/20/24	12.72	2/24	1854 MIDWEST TAPE		

04/01/24
07:56:28

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 2/24 - 2/24

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									
CL 116425 16	111416	DVD	505082245	02/20/24	141.35	2/24	1854 MIDWEST TAPE		
CL 116425 17	111416	DVD	505082246	02/20/24	41.19	2/24	1854 MIDWEST TAPE		
CL 116425 18	111416	DVD	505082261	02/20/24	61.01	2/24	1854 MIDWEST TAPE		
CL 116425 19	111416	DVD	505082249	02/20/24	52.44	2/24	1854 MIDWEST TAPE		
CL 116425 20	111416	DVD_COMP	505094194	02/23/24	14.99	2/24	1854 MIDWEST TAPE		
CL 116425 21	111416	DVD	505115090	02/27/24	26.79	2/24	1854 MIDWEST TAPE		
CL 116425 22	111416	DVD	505115091	02/27/24	149.85	2/24	1854 MIDWEST TAPE		
CL 116425 23	111416	DVD	505115094	02/27/24	74.16	2/24	1854 MIDWEST TAPE		
CL 116425 24	111416	DVD	505115093	02/27/24	61.57	2/24	1854 MIDWEST TAPE		
CL 116425 25	111416	DVD	505114969	02/27/24	59.80	2/24	1854 MIDWEST TAPE		
CL 116425 26	111416	DVD	505115092	02/27/24	229.37	2/24	1854 MIDWEST TAPE		
CL 116425 27	111416	DVD	505114968	02/27/24	83.94	2/24	1854 MIDWEST TAPE		
CL 116425 28	111416	DVD	505115097	02/27/24	38.94	2/24	1854 MIDWEST TAPE		
Object Total:					2,547.62	3,774.58	25,650.00	21,875.42	15%
667 MEMBERSHIPS									
CC 1348 1	ALA			01/03/24	362.00	2/24	3162 VISA LIBRARY #2		
CC 1348 3	NDLA			01/03/24	45.00	2/24	3162 VISA LIBRARY #2		
CC 1348 11	ALA			02/02/24	317.00	2/24	3162 VISA LIBRARY #2		
Object Total:					724.00	724.00	3,589.00	2,865.00	20%
668 PRINTING									
Object Total:					0.00	0.00	1,000.00	1,000.00	%
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	0.00	350.00	350.00	%
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 1347 17	PROMOTIONAL ACTIVITIES			01/31/24	14.36	2/24	3161 VISA LIBRARY #1		
Object Total:					14.36	14.36	11,400.00	11,385.64	%

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
724 CONSULTING/TESTING FEES									
CL 116429 1	111404	SPACE NEEDS ASSESSMENT	2024.01	02/27/24	9,825.00	2/24 3455 LIBRARY PLANNING ASSOCIATES,			
			Object Total:		9,825.00	9,825.00	0.00	-9,825.00	%
740 SERVICE CHARGES									
JV 5503 2		FIBT TSYS/TRANSFIRST FEB 24		/ /	78.00	2/24			
			Object Total:		78.00	156.00	1,750.00	1,594.00	9%
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 5474 16		Feb 2024 Cost Allocations		/ /	3,702.83	2/24			
			Object Total:		3,702.83	7,405.66	46,646.00	39,240.34	16%
890 TRANSFERS OUT				/ /					
			Object Total:		0.00	0.00	10,000.00	10,000.00	%
901 CATALOGING				/ /					
			Object Total:		0.00	0.00	2,950.00	2,950.00	%
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	24,757.00	24,200.00	-557.00	102%
			Account Total:		160,433.20	317,394.56	2,092,696.00	1,775,301.44	
			Fund Total:		160,433.20	317,394.56	2,092,696.00	1,775,301.44	

***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).

04/01/24
07:57:44

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 3/24 - 3/24

Page: 1 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								
110	PERMANENT EMP SALARIES								
JV	5505131	Payroll 03.08.2024		/ /	38,789.70	3/24			
JV	5512127	Payroll 03.22.2024		/ /	38,627.35	3/24			
			Object Total:		77,417.05	213,040.98	950,251.00	737,210.02	22%
114	PART TIME SALARIES								
JV	5505132	Payroll 03.08.2024		/ /	2,764.27	3/24			
JV	5512128	Payroll 03.22.2024		/ /	3,148.65	3/24			
			Object Total:		5,912.92	15,910.22	136,858.00	120,947.78	12%
209	CLASSIFIED ADS								
				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
220	SOCIAL SECURITY								
JV	5505133	Payroll 03.08.2024		/ /	3,079.45	3/24			
JV	5512129	Payroll 03.22.2024		/ /	3,096.47	3/24			
			Object Total:		6,175.92	16,967.95	83,164.00	66,196.05	20%
230	RETIREMENT								
JV	5505134	Payroll 03.08.2024		/ /	6,307.18	3/24			
JV	5512130	Payroll 03.22.2024		/ /	-88.88	3/24			
JV	5512131	Payroll 03.22.2024		/ /	6,278.87	3/24			
			Object Total:		12,497.17	34,503.17	175,722.00	141,218.83	20%
240	WORKFORCE SAFETY INSURANCE								
				/ /					
			Object Total:		0.00	2,019.43	2,384.00	364.57	85%
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	0.00	4,000.00	4,000.00	%
320	HEALTH INSURANCE								
JV	5505135	Payroll 03.08.2024		/ /	5,940.73	3/24			
JV	5512132	Payroll 03.22.2024		/ /	5,940.63	3/24			
			Object Total:		11,881.36	32,665.28	205,554.00	172,888.72	16%
321	PROPERTY INSURANCE								
				/ /					
			Object Total:		0.00	1,122.33	0.00	-1,122.33	%
333	BUILDING RENTAL								
CL 117102	1	APRIL RENT	MISC07360	03/21/24	10,333.50	3/24	549 WF PUB SCHOOLS DIST #6		
			Object Total:		10,333.50	41,334.00	124,002.00	82,668.00	33%
340	TRAVEL & EDUCATION								
CC 1366	2	ALA		02/23/24	71.10	3/24	3162 VISA LIBRARY #2		
			Object Total:		71.10	440.69	18,060.00	17,619.31	2%

04/01/24
07:57:44

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 3/24 - 3/24

Page: 2 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							
348 BUYOUTS							
		Object Total:	0.00	0.00	0.00	0.00	%
356 TELEPHONE							
CL 116929 33	Feb 2024 library	9958538342 02/08/24	274.96	3/24	3668 VERIZON WIRELESS		
		Object Total:	274.96	444.95	3,300.00	2,855.05	13%
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 116802 3	111599 Library Background Checks	EI01597481 11/30/23	484.00	3/24	1502 EIDE BAILLY LLP		
CL 116803 3	111599 Library Background Check	EI01617864 01/31/24	130.00	3/24	1502 EIDE BAILLY LLP		
CL 116803 8	111599 10% Discount	EI01617864 01/31/24	-13.00	3/24	1502 EIDE BAILLY LLP		
CL 117014 6	Genevieve J - Library	800012111 12/05/23	59.00	3/24	2862 ESSENTIA HEALTH		
CL 117014 9	Cassondra S C - Library	800012111 12/05/23	59.00	3/24	2862 ESSENTIA HEALTH		
CL 117014 10	Lauren B - Library	800012111 12/05/23	59.00	3/24	2862 ESSENTIA HEALTH		
		Object Total:	778.00	837.00	3,000.00	2,163.00	28%
410 OFFICE SUPPLIES							
CC 1366 1	PURE WATER	02/15/24	100.00	3/24	3162 VISA LIBRARY #2		
CC 1367 1	AMAZON	02/16/24	42.99	3/24	4576 VISA LIBRARY #3		
CL 117045 1	ADDRESS	W012875491 03/11/24	37.01	3/24	351 BUSINESS ESSENTIALS		
	LABELS;TISSUES;PENS						
CL 117045 2	ADDRESS LABELS	W012875492 03/13/24	24.12	3/24	351 BUSINESS ESSENTIALS		
CL 117056 1	GORILLA BLACK TAPE	25663 03/07/24	33.36	3/24	4622 MENARDS (PUBLIC WORKS)		
		Object Total:	237.48	2,006.27	13,000.00	10,993.73	15%
420 OPERATION & MAINTENANCE							
		Object Total:	0.00	0.00	0.00	0.00	%
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 117050 1	PRINTER LEASE AGREEMENT	36175969 03/20/24	443.23	3/24	2877 GREATAMERICA FINANCIAL		
		Object Total:	443.23	1,572.78	10,260.00	8,687.22	15%
490 MISC							
		Object Total:	0.00	9.49	500.00	490.51	2%

04/01/24
07:57:44

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 3/24 - 3/24

Page: 3 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									
497 TECHNOLOGY									
CC	1365	2	GOOGLE PLAY		02/03/24	19.99	3/24	3161 VISA LIBRARY #1	
CC	1365	8	ADOBE		02/26/24	32.39	3/24	3161 VISA LIBRARY #1	
CC	1367	2	AMAZON		02/20/24	148.98	3/24	4576 VISA LIBRARY #3	
CC	1367	3	AMAZON		02/20/24	230.26	3/24	4576 VISA LIBRARY #3	
CC	1384	3	Best Buy - wifi adapter	863	02/26/24	35.99	3/24	5092 VISA IT 2	
CL	116580	1	111600 TECHNOLOGY	INVUS69748	02/15/24	6,022.21	3/24	2089 ENVISIONWARE, INC	
CL	116580	2	111600 TECHNOLOGY	INVUS70092	03/02/47	1,316.25	3/24	2089 ENVISIONWARE, INC	
CL	117052	1	REPAIR OF WIFI ACCESS POINTS	INV209130	01/31/24	1,075.00	3/24	2261 NETWORK CENTER INCORPORATED	
CL	117053	1	BEANSTACK 4/3/2024 - 4/2/2025	30980	03/03/24	1,695.00	3/24	3612 ZOOBEAN INC	
					Object Total:	10,576.07	13,101.76	36,479.00	23,377.24 36%
500 SUPPLIES									
					/ /				
					Object Total:	0.00	0.00	500.00	500.00 %
640 FURNITURE & EQUIPMENT									
					/ /				
					Object Total:	0.00	0.00	2,000.00	2,000.00 %
641 FURN & EQUIP-NON DEPRECIATED <\$5000									
CC	1367	6	AMAZON		02/26/24	66.99	3/24	4576 VISA LIBRARY #3	
CC	1385	18	Uline - rugs	2136	02/27/24	896.17	3/24	3212 VISA ADMINISTRATION	
CL	117046	1	SERVICE CALL FOR CASH DRAWER	300283	03/15/24	103.25	3/24	65 CURT'S LOCK & KEY	
CL	117106	1	MODULAR FOR NEW SERVICE DESK		03/19/24	24.72	3/24	624 DAKOTA SUPPLY GROUP	
CL	117106	2	SW PUSH ON-OFF SPST SRVC DESK		03/26/24	22.33	3/24	624 DAKOTA SUPPLY GROUP	
					Object Total:	1,113.46	2,842.71	7,166.00	4,323.29 40%
644 POSTAL METER RENT									
					/ /				
					Object Total:	0.00	0.00	1,200.00	1,200.00 %
645 EQUIPMENT REPLACEMENT									
					/ /				
					Object Total:	0.00	0.00	0.00	0.00 %
648 PROFESSIONAL PUBLICATIONS									
					/ /				
					Object Total:	0.00	0.00	3,000.00	3,000.00 %
649 PROGRAMMING									
CC	1365	3	WALMART		02/13/24	64.19	3/24	3161 VISA LIBRARY #1	
CC	1365	4	WALMART		02/15/24	15.20	3/24	3161 VISA LIBRARY #1	
CC	1365	5	WALMART		02/22/24	15.42	3/24	3161 VISA LIBRARY #1	
CC	1365	6	FAMILY FARE		02/21/24	12.48	3/24	3161 VISA LIBRARY #1	
CC	1365	7	FAMILY FARE		02/22/24	87.53	3/24	3161 VISA LIBRARY #1	
CC	1367	7	AMAZON		02/27/24	47.96	3/24	4576 VISA LIBRARY #3	
CL	117047	1	PROGRAMMING SUPPLIES	W142701701	03/11/24	879.14	3/24	5321 DISCOUNT SCHOOL SUPPLY	
					Object Total:	1,121.92	1,536.21	21,000.00	19,463.79 7%

04/01/24
07:57:44

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 3/24 - 3/24

Page: 4 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									
650 E RESOURCES									
CL 116579	1	111598 E RESOURCES	1000226505	03/04/24	2,204.00	3/24	3091 EBSCO INFORMATION SERVICES		
CL 116588	1	111654 E RESOURCES	505127211	02/29/24	1,599.89	3/24	1854 MIDWEST TAPE		
CL 117057	1	EBOOKS & AUDIOBOOKS	02139DA240	01/30/24	134.93	3/24	2126 OVERDRIVE, INC		
CL 117057	2	EBOOKS & AUDIOBOOKS	02139CO240	03/25/24	1,432.73	3/24	2126 OVERDRIVE, INC		
Object Total:					5,371.55	13,903.47	53,161.00	39,257.53	26%
653 CAPITAL IMPROVEMENTS									
Object Total:					0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING									
CC 1365	10	USPS		02/29/24	54.11	3/24	3161 VISA LIBRARY #1		
Object Total:					54.11	2,588.50	10,000.00	7,411.50	26%
662 BOOKS									
CC 1367	4	AMAZON		02/22/24	36.31	3/24	4576 VISA LIBRARY #3		
CC 1367	8	AMAZON		03/01/24	64.47	3/24	4576 VISA LIBRARY #3		
CL 116582	1	111636 BOOKS	238284	11/30/23	318.13	3/24	1668 LEARNING OPPORTUNITIES, INC		
CL 116582	2	111636 BOOKS	238395	12/01/23	1,324.64	3/24	1668 LEARNING OPPORTUNITIES, INC		
CL 116582	3	111636 BOOKS	239215	12/19/23	229.76	3/24	1668 LEARNING OPPORTUNITIES, INC		
CL 116583	1	111640 BOOK PROCESSING FEE	111087	03/05/24	3.00	3/24	3109 LIBRARY IDEAS, INC		
CL 116587	1	111623 BOOKS	80741451	02/29/24	51.44	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	2	111623 BOOKS	80741452	02/29/24	15.12	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	3	111623 BOOKS	80741453	02/29/24	181.34	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	4	111623 BOOKS	80741454	02/29/24	45.60	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	5	111623 BOOKS	80741455	02/29/24	196.78	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	6	111623 BOOKS	80741456	02/29/24	180.07	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	7	111623 BOOKS	80752898	02/29/24	41.02	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	8	111623 BOOKS	80752899	02/29/24	141.82	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	9	111623 BOOKS	80752900	02/29/24	16.71	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	10	111623 BOOKS	80752901	02/29/24	28.40	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	11	111623 BOOKS	80752902	02/29/24	56.20	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	12	111623 BOOKS	80761840	03/01/24	17.05	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	13	111623 BOOKS	80761841	03/01/24	20.27	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	14	111623 BOOKS	80791764	03/04/24	14.27	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	15	111623 BOOKS	80791765	03/04/24	15.28	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	16	111623 BOOKS	80791766	03/04/24	21.58	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	17	111623 BOOKS	80813508	03/05/24	91.35	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	18	111623 BOOKS	80813509	03/05/24	14.86	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	19	111623 BOOKS	80813510	03/05/24	26.22	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	20	111623 BOOKS	80813511	03/05/24	20.87	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	21	111623 BOOKS	80813512	03/05/24	12.99	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	22	111623 BOOKS	80813513	03/05/24	17.82	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	23	111623 BOOKS	80828042	03/05/24	34.88	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	24	111623 BOOKS	80828043	03/05/24	29.44	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	25	111623 BOOKS	80828044	03/05/24	21.85	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	26	111623 BOOKS	80840650	03/06/24	7.05	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	27	111623 BOOKS	80840651	03/06/24	32.92	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	28	111623 BOOKS	80840652	03/06/24	39.43	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	29	111623 BOOKS	80840653	03/06/24	19.90	3/24	4592 INGRAM LIBRARY SERVICES		

04/01/24
07:57:44

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 3/24 - 3/24

Page: 5 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 116587	30	111623 BOOKS	80840654	03/06/24	25.47	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	31	111623 BOOKS	80840655	03/06/24	12.35	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	32	111623 BOOKS	80865445	03/07/24	7.19	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	33	111623 BOOKS	80865446	03/07/24	12.55	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	34	111623 BOOKS	80865447	03/07/24	14.90	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	35	111623 BOOKS	80865448	03/07/24	13.28	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	36	111623 BOOKS	80865449	03/07/24	50.38	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	37	111623 BOOKS	80865450	03/07/24	14.54	3/24	4592 INGRAM LIBRARY SERVICES		
CL 116587	38	111623 BOOKS	80865451	03/07/24	17.97	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	1	BOOKS	80887162	03/08/24	21.18	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	2	BOOKS	80887163	03/08/24	26.18	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	3	BOOKS	80887164	03/08/24	15.47	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	4	BOOKS	80887165	03/08/24	13.70	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	5	BOOKS	80887166	03/08/24	66.39	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	6	BOOKS	80887167	03/08/24	29.75	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	7	BOOKS	80887168	03/08/24	13.39	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	8	BOOKS	80914598	03/11/24	14.87	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	9	BOOKS	80914599	03/11/24	14.23	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	10	BOOKS	80914600	03/11/24	33.32	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	11	BOOKS	80914601	03/11/24	35.86	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	12	BOOKS	80914602	03/11/24	17.52	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	13	BOOKS	80914603	03/11/24	16.55	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	14	BOOKS	80914604	03/11/24	12.42	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	15	BOOKS	80914605	03/11/24	35.71	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	16	BOOKS	80914606	03/11/24	15.13	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	17	BOOKS	80914607	03/11/24	19.20	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	18	BOOKS	80914608	03/11/24	12.72	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	19	BOOKS	80957133	03/13/24	44.01	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	20	BOOKS	80957134	03/13/24	18.24	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	21	BOOKS	80957135	03/13/24	28.98	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	22	BOOKS	80957136	03/13/24	8.16	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	23	BOOKS	80957137	03/13/24	12.11	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	24	BOOKS	80977583	03/14/24	18.68	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	25	BOOKS	80977584	03/14/24	14.67	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	26	BOOKS	80997886	03/15/24	6.96	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	27	BOOKS	80997887	03/15/24	20.80	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	28	BOOKS	80997888	03/15/24	21.27	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	29	BOOKS	80997889	03/15/24	29.41	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	30	BOOKS	80997890	03/15/24	14.23	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	31	BOOKS	81022723	03/18/24	13.81	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	32	BOOKS	81022724	03/18/24	15.10	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	33	BOOKS	81022725	03/18/24	83.76	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	34	BOOKS	81022726	03/18/24	13.77	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	35	BOOKS	81022727	03/18/24	16.42	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	36	BOOKS	81022728	03/18/24	31.92	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	37	BOOKS	81022729	03/18/24	29.13	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	38	BOOKS	81022730	03/18/24	11.46	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	39	BOOKS	81022731	03/18/24	14.64	3/24	4592 INGRAM LIBRARY SERVICES		

04/01/24
07:57:44

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 3/24 - 3/24

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 117058	40	BOOKS	81090860	03/21/24	26.09	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	41	BOOKS	81090861	03/21/24	13.78	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	42	BOOKS	81090862	03/21/24	26.97	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	43	BOOKS	81090863	03/21/24	15.72	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	44	BOOKS	81090864	03/21/24	27.78	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	45	BOOKS	81136477	03/25/24	54.83	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	46	BOOKS	81136478	03/25/24	14.35	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	47	BOOKS	81110551	03/22/24	35.52	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	48	BOOKS	81129077	03/24/24	92.52	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	49	BOOKS	81129078	03/24/24	294.02	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	50	BOOKS	81129079	03/24/24	36.00	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	51	BOOKS	81129080	03/24/24	27.98	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	52	BOOKS	81154501	03/26/24	14.47	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	53	BOOKS	81154502	03/26/24	29.77	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	54	BOOKS	81154503	03/26/24	21.22	3/24	4592 INGRAM LIBRARY SERVICES		
Object Total:					5,169.61	18,696.45	88,950.00	70,253.55	21%
663 MAGAZINES									
Object Total:					0.00	4,623.73	5,500.00	876.27	84%
664 AUDIO VIDEO									
CC 1367	5	AMAZON		02/22/24	55.22	3/24	4576 VISA LIBRARY #3		
CL 116588	2	111654 AUDIOBOOK	505148586	03/05/24	47.49	3/24	1854 MIDWEST TAPE		
CL 116588	3	111654 AUDIOBOOK	505148610	03/05/24	45.49	3/24	1854 MIDWEST TAPE		
CL 116588	4	111654 DVD	505148588	03/05/24	62.46	3/24	1854 MIDWEST TAPE		
CL 116588	5	111654 DVD	505148611	03/05/24	94.80	3/24	1854 MIDWEST TAPE		
CL 116588	6	111654 DVD	505148612	03/05/24	99.03	3/24	1854 MIDWEST TAPE		
CL 116588	7	111654 DVD	505148613	03/05/24	43.51	3/24	1854 MIDWEST TAPE		
CL 116588	8	111654 DVD	505148614	03/05/24	59.19	3/24	1854 MIDWEST TAPE		
CL 116588	9	111654 DVD	505148589	03/05/24	117.60	3/24	1854 MIDWEST TAPE		
CL 117059	1	AUDIOBOOK	505186070	03/13/24	121.98	3/24	1854 MIDWEST TAPE		
CL 117059	2	AUDIOBOOK	505171599	03/13/24	45.49	3/24	1854 MIDWEST TAPE		
CL 117059	3	AUDIOBOOK	505215229	03/19/24	39.49	3/24	1854 MIDWEST TAPE		
CL 117059	4	AUDIOBOOK	505215227	03/19/24	112.47	3/24	1854 MIDWEST TAPE		
CL 117059	5	DVD	505159390	03/08/24	9.99	3/24	1854 MIDWEST TAPE		
CL 117059	6	DVD	505186076	03/13/24	47.94	3/24	1854 MIDWEST TAPE		
CL 117059	7	DVD	505186073	03/13/24	47.94	3/24	1854 MIDWEST TAPE		
CL 117059	8	DVD	505186077	03/13/24	18.54	3/24	1854 MIDWEST TAPE		
CL 117059	9	DVD	505186074	03/13/24	36.01	3/24	1854 MIDWEST TAPE		
CL 117059	10	DVD	505186075	03/13/24	20.97	3/24	1854 MIDWEST TAPE		
CL 117059	11	DVD	505186072	03/13/24	96.21	3/24	1854 MIDWEST TAPE		
CL 117059	12	DVD	505186078	03/13/24	343.06	3/24	1854 MIDWEST TAPE		
CL 117059	13	DVD	505215271	03/19/24	45.69	3/24	1854 MIDWEST TAPE		
CL 117059	14	DVD	505215272	03/19/24	54.67	3/24	1854 MIDWEST TAPE		
CL 117059	15	DVD	505215273	03/19/24	26.53	3/24	1854 MIDWEST TAPE		
CL 117059	16	DVD	505215274	03/19/24	31.47	3/24	1854 MIDWEST TAPE		
CL 117059	17	DVD	505215275	03/19/24	57.43	3/24	1854 MIDWEST TAPE		
CL 117059	18	DVD	505215270	03/19/24	18.72	3/24	1854 MIDWEST TAPE		
CL 117059	19	DVD	505247382	03/26/24	19.47	3/24	1854 MIDWEST TAPE		

04/01/24
07:57:44

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 3/24 - 3/24

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							
CL 117059 20	DVD	505247451 03/26/24	30.24	3/24	1854 MIDWEST TAPE		
CL 117059 21	CREDIT MEMO	505176763 03/11/24	-138.69	3/24	1854 MIDWEST TAPE		
		Object Total:	1,710.41	5,484.99	25,650.00	20,165.01	21%
667 MEMBERSHIPS		/ /					
		Object Total:	0.00	724.00	3,589.00	2,865.00	20%
668 PRINTING		/ /					
		Object Total:	0.00	0.00	1,000.00	1,000.00	%
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 116584 1	MEDICAL SUPPLIES	014255 03/06/24	35.40	3/24	756 NELCO FIRST AID		
		Object Total:	35.40	35.40	350.00	314.60	10%
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 1365 1	UPRINTING	02/02/24	132.30	3/24	3161 VISA LIBRARY #1		
CC 1365 9	FACEBOOK	02/29/24	61.10	3/24	3161 VISA LIBRARY #1		
CL 117048 1	LIBRARY DAY - PROMOTIONS	33020 03/15/24	500.00	3/24	1118 FM REDHAWKS		
CL 117049 1	Mar - May 2024 magazine	231449 03/05/24	1,035.87	3/24	4661 FORUM COMMUNICATIONS		
		Object Total:	1,729.27	1,743.63	11,400.00	9,656.37	15%
724 CONSULTING/TESTING FEES		/ /					
		Object Total:	0.00	9,825.00	0.00	-9,825.00	%
740 SERVICE CHARGES		/ /					
		Object Total:	0.00	156.00	1,750.00	1,594.00	9%
750 MISC.		/ /					
		Object Total:	0.00	0.00	0.00	0.00	%

04/01/24
07:57:44

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 3/24 - 3/24

Page: 8 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								
852 WEBSITE			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
864 FURN & EQUIP DEPRECIATED >\$5,000								
CL 117051 1	SERVICE DESK	90168	03/20/24	14,210.60	3/24 5324	FLUID INTERIORS, LLC		
		Object Total:		14,210.60	14,210.60	0.00	-14,210.60	%
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
880 COST ALLOCATIONS			/ /					
JV 5527 16	March 2024 Cost Allocations			3,702.83	3/24			
		Object Total:		3,702.83	11,108.49	46,646.00	35,537.51	24%
890 TRANSFERS OUT			/ /					
		Object Total:		0.00	0.00	10,000.00	10,000.00	%
901 CATALOGING			/ /					
		Object Total:		0.00	0.00	2,950.00	2,950.00	%
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	24,757.00	24,200.00	-557.00	102%
		Account Total:		170,817.92	488,212.48	2,092,696.00	1,604,483.52	
		Fund Total:		170,817.92	488,212.48	2,092,696.00	1,604,483.52	

***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	701,807.57	1,891,303.88	2,150,618.00	-259,314.12	88
310002	DISCOUNT PROPERTY TAXES			-79,573.00	79,573.00	
335600	STATE AID			31,000.00	-31,000.00	
						90
Total Revenue		701,807.57	1,891,303.88	2,102,045.00	-210,741.12	90
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	77,417.05	213,040.98	950,251.00	737,210.02	22
114	PART TIME SALARIES	5,912.92	15,910.22	136,858.00	120,947.78	12
220	SOCIAL SECURITY	6,175.92	16,967.95	83,164.00	66,196.05	20
230	RETIREMENT	12,497.17	34,503.17	175,722.00	141,218.83	20
240	WORKFORCE SAFETY INSURANCE		2,019.43	2,384.00	364.57	85
250	UNEMPLOYMENT			500.00	500.00	
312	ATTORNEY			4,000.00	4,000.00	
320	HEALTH INSURANCE	11,881.36	32,665.28	205,554.00	172,888.72	16
321	PROPERTY INSURANCE		1,122.33		-1,122.33	
333	BUILDING RENTAL	10,333.50	41,334.00	124,002.00	82,668.00	33
340	TRAVEL & EDUCATION	71.10	440.69	18,060.00	17,619.31	2
356	TELEPHONE	274.96	444.95	3,300.00	2,855.05	13
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING	778.00	837.00	3,000.00	2,163.00	28
410	OFFICE SUPPLIES	237.48	2,006.27	13,000.00	10,993.73	15
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	1,572.78	10,260.00	8,687.22	15
490	MISC		9.49	500.00	490.51	2
497	TECHNOLOGY	10,576.07	13,101.76	36,479.00	23,377.24	36
500	SUPPLIES			500.00	500.00	
640	FURNITURE & EQUIPMENT			2,000.00	2,000.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000	1,113.46	2,842.71	7,166.00	4,323.29	40
644	POSTAL METER RENT			1,200.00	1,200.00	
648	PROFESSIONAL PUBLICATIONS			3,000.00	3,000.00	
649	PROGRAMMING	1,121.92	1,536.21	21,000.00	19,463.79	7
650	E RESOURCES	5,371.55	13,903.47	53,161.00	39,257.53	26
661	POSTAGE/FREIGHT/SHIPPING	54.11	2,588.50	10,000.00	7,411.50	26
662	BOOKS	5,169.61	18,696.45	88,950.00	70,253.55	21
663	MAGAZINES		4,623.73	5,500.00	876.27	84
664	AUDIO VIDEO	1,710.41	5,484.99	25,650.00	20,165.01	21
667	MEMBERSHIPS		724.00	3,589.00	2,865.00	20
668	PRINTING			1,000.00	1,000.00	
669	INSURANCE			2,750.00	2,750.00	
672	EMERGENCY MEDICAL SUPPLIES	35.40	35.40	350.00	314.60	10
689	PROMOTIONAL ACTIVITIES	1,729.27	1,743.63	11,400.00	9,656.37	

04/01/24
07:59:16

CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 3 / 24

Page: 2 of 2
Report ID: LB170A

Combined Funds

		----- Current Year -----				
Account Object	Description	Current Month	Current YTD	Budget	Variance	%
724	CONSULTING/TESTING FEES		9,825.00		-9,825.00	
740	SERVICE CHARGES		156.00	1,750.00	1,594.00	9
864	FURN & EQUIP DEPRECIATED >\$5,000	14,210.60	14,210.60		-14,210.60	
880	COST ALLOCATIONS	3,702.83	11,108.49	46,646.00	35,537.51	24
890	TRANSFERS OUT			10,000.00	10,000.00	
901	CATALOGING			2,950.00	2,950.00	
994	ODIN		24,757.00	24,200.00	-557.00	102
	Total Account	170,817.92	488,212.48	2,092,696.00	1,604,483.52	23
	Total Expenses	170,817.92	488,212.48	2,092,696.00	1,604,483.52	23
	Net Income from Operations	530,989.65	1,403,091.40			
	Other Revenue					
360000	MISCELLANEOUS REVENUE	246.39	1,704.61	5,000.00	-3,295.39	34
360100	SPONSORSHIPS	1,889.25	1,889.25	20,000.00	-18,110.75	9
361000	INTEREST ON INVESTMENTS		4,927.23		4,927.23	
375000	DONATIONS	15.00	15.00		15.00	
	Total Other Revenue	2,150.64	8,536.09	25,000.00	-16,463.91	34
	Net Income	533,140.29	1,411,627.49			



2023 West Fargo Public Library Annual Report



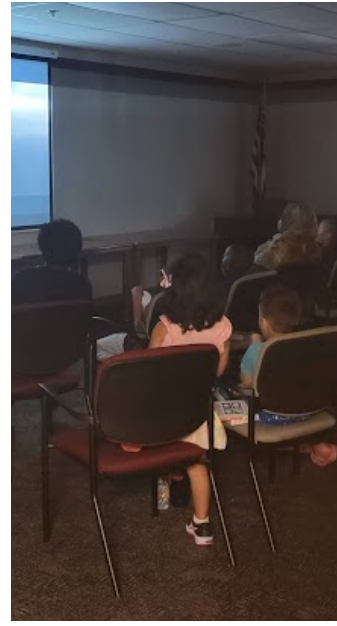


TABLE OF CONTENTS

- 4 Board of Directors**
- 5 Introduction**
- 6 Mission & Vision**
- 7 Organizational Chart**
- 8 Administration**
- 8 Patron Services**
- 10 Technical Services**
- 11 Top Ten Books by Age Group**
- 12 Adult Programming & Outreach**
- 14 Youth Programming & Outreach**
- 16 Community Engagement**
- 18 Community Partners**
- 19 Friends of the Library Volunteers**
- 20 Financial Overview**
- 22 Five Years of Growth**



BOARD OF DIRECTORS

The West Fargo Public Library Board of Directors holds public monthly meetings on the second Thursday of every month at 5 p.m. via Zoom. The Board is made up of volunteer members who serve a vital role in advocating for the library and overseeing its finances, policies, operations, collection, and long-term planning. The Board plays a critical role in ensuring the library continues to provide high-quality service to the West Fargo community.



President

Liann Hanson

Vice President

Larry Schwartz

Treasurer

Alanna Rerick

Member

Tony Stukel

City Commissioner

Mandy George

INTRODUCTION



Greetings, West Fargo neighbors!

I'm Jenna Kahly, Director of the West Fargo Public Library. The library's 52nd year of service was a year of growth and success. I am proud to share some of our 2023 highlights with you in this report.

In 2023, more books were checked out from the West Fargo Public Library than ever before. This showcases the ever-increasing appetite for reading and learning in West Fargo. The circulation figures not only reflect the careful care in selection of the items chosen for our collection, but also underscore the vital role the library plays in promoting literacy and lifelong learning in our community.

More people participated in library programs than ever before, too. From early literacy programs to help prepare kids for Kindergarten to skill-building classes that help adults reach their goals, the library's

wide variety of services continued to be in demand. The continually growing turnout at programs, especially library storytimes, affirms the importance of early literacy programs to West Fargo families and the value they find in the free, fun, and educational programming we provide.

The library also saw a significant increase in public meeting room reservations, which doubled compared to the previous year. This surge reflects the growing demand for community spaces and resources within our library and the sentiment that the West Fargo Public Library is a hub of community connection.

As we celebrate these achievements, I extend my heartfelt gratitude to our dedicated staff, whose hard work and commitment have been instrumental in realizing these successes. I also want to thank our many volunteers and community partners whose support continues to enrich our programs and services.

In 2023, the West Fargo Public Library remained true to its mission to provide equitable access to resources and opportunities for all to explore their interests, make social connections, and work towards achieving their goals. I look forward to building upon these accomplishments and working together to create an even brighter future for our beloved library and the community it serves.

I invite you to explore more about the library's continued growth and achievements in the pages of this report. I am proud to serve West Fargo, a community of readers and life-long learners that love their local library.

MISSION

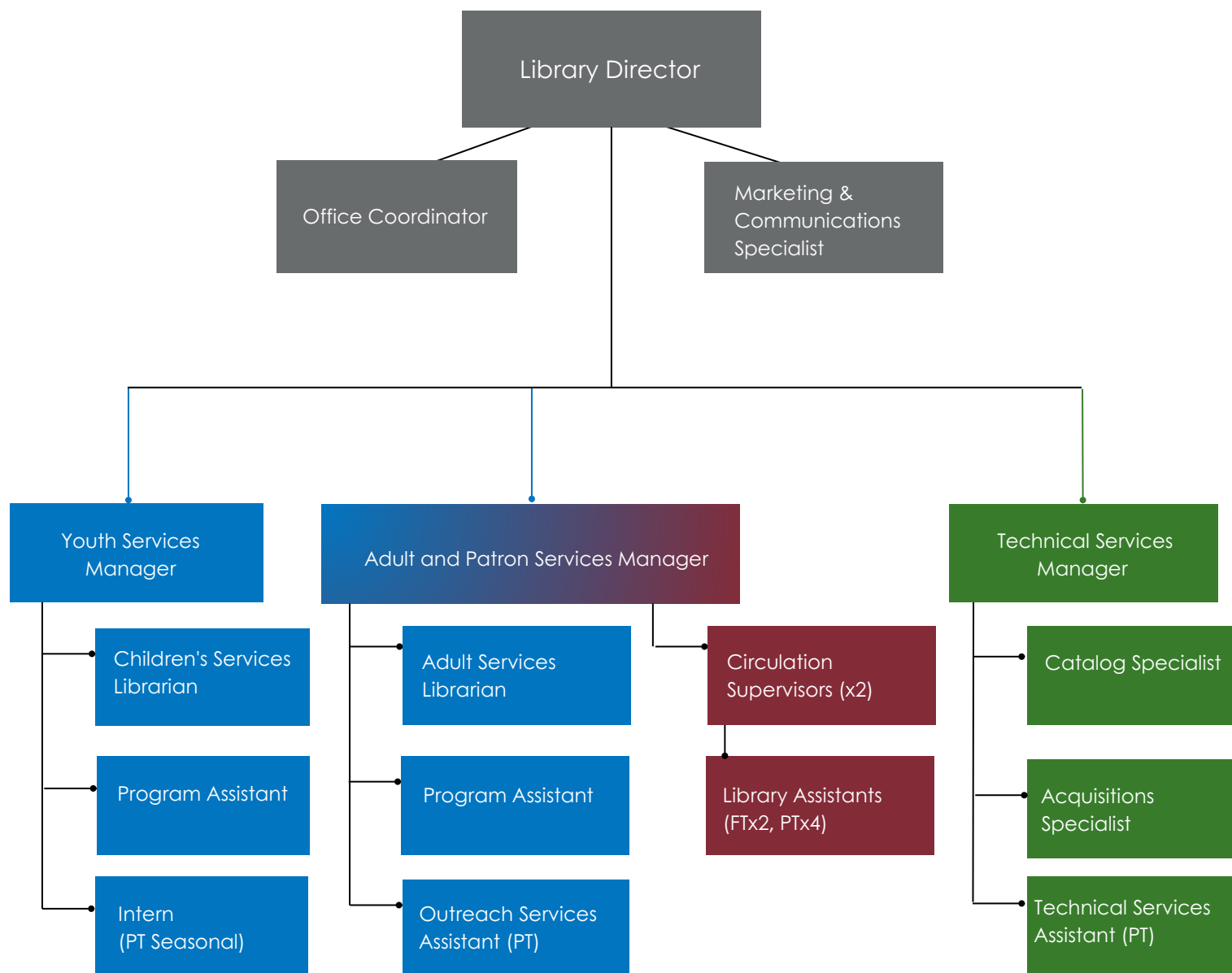
As a civic resource, the West Fargo Public Library's mission is to provide equitable access to resources and opportunities so that residents can achieve their goals, explore their passions and develop social connections.

VISION

We envision a library whose services ensure that every person has resources and opportunities to learn, meet, share, read, play and create.

To achieve our goals, the West Fargo Public Library does not charge late fees and offers countless programs and services like skill-building classes, entertainment and cultural events, technology tools, the Little Red Reading Bus, community meeting spaces and the latest in physical and digital books and media.

ORGANIZATIONAL STRUCTURE



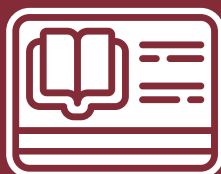
In 2023, the West Fargo Public Library staff consisted of 16 full-time employees and 8 part-time employees that made up four teams: **Administration**, **Programming**, **Patron Services**, and **Technical Services**.

ADMINISTRATION

The West Fargo Public Library's Administration team is made up of the Library Director and two support staff: a full-time Marketing & Communications Specialist and a full-time Office Coordinator. The Library Director oversees all library operations, especially strategic planning and service development. The Communications Specialist is the voice of the library, responsible for notifying patrons of service changes, promoting the library's many events, and planning and executing library marketing campaigns. The Office Coordinator works to keep the library running smoothly behind the scenes doing a wide range of things from processing bills to coordinating building maintenance, mail, and supplies.

PATRON SERVICES

In 2023, the Patron Services team was made up of two full-time and four part-time Library Assistants led by two full-time Circulation Supervisors under the oversight of the Adult & Patron Services Manager. This important team offers direct customer service to library patrons who call, email, or visit the library. Patron Services staff check library materials in and out, help patrons find items, organize and shelve materials, maintain library records, issue library cards, manage interlibrary loans, assist with library technology, answer a wide range of questions, and much more.



17,945

active library cards in 2023

6605

total sessions on
public computers
in 2023

3905

new library cards
issued in 2022

58,975

visitors to the library in 2023

Non-Traditional Items for Checkout

The West Fargo Public Library offers a variety of items for checkout in addition to traditional library books. In 2023, the library added Storytime Kits and expanded its collection of LaunchPad educational tablets to include titles for teens and adults. Patrons can also check out WiFi hotspots, Ozobots and State Park passes.

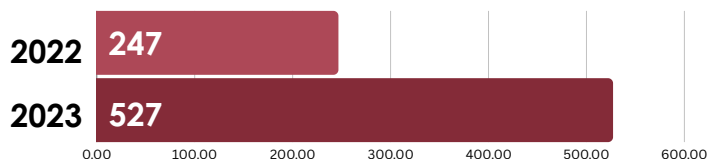
459

checkouts of non-traditional items (kits, technology, etc.) in 2023

Public Meeting & Study Spaces

The West Fargo Public Library has two meeting rooms and one small study space available for the public to reserve. In 2023, patrons reserved our spaces for over 527 hours. People and organizations reserve these rooms for a variety of reasons, from study groups and clubs to interviews and auditions.

Total Hours Reserved



Some of the organizations that reserved meeting room space at the library in 2023 included:

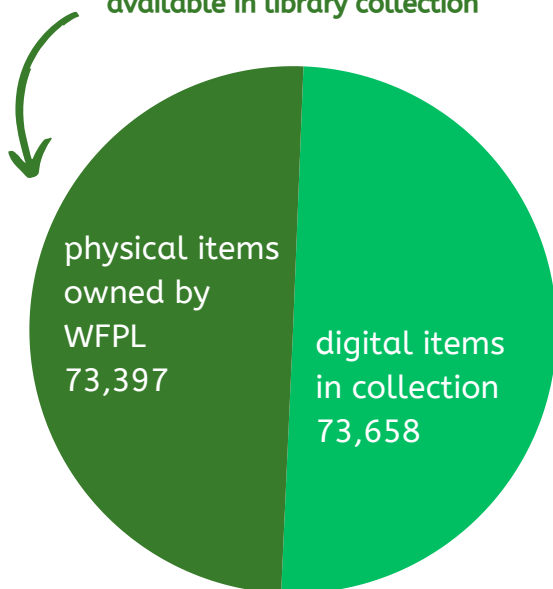
AARP
Boy Scouts
Cass County Human Service Zone
City of West Fargo
Classical Conversations Communities
Cub Scouts
Dakota Territory Home Owners Association
Defense Counterintelligence & Security Agency
Fargo Sons of Liberty
Girl Scouts
Great Plains Harmony
Job Service of North Dakota
League of Women Voters Red River Valley
MN Dept. of Natural Resources
Miss ND Scholarship Organization
Pioneer Court Association
Red River Radio Amateurs
Toastmasters
West Fargo Events/StageWest
West Fargo Public Schools

TECHNICAL SERVICES

In 2023, the Technical Services team was made up of a full-time Cataloging Specialist, a full-time Acquisitions Specialist, and a part-time Technical Services Assistant all led by the Technical Services Manager. This team is responsible for the acquisition, organization, and management of all library materials. They order and receive new materials, catalog and classify items, and ensure the accuracy and consistency of bibliographic data. Overall, the Technical Services team plays a critical role in ensuring that all of the library's materials and electronic resources are effectively managed and accessible to patrons.

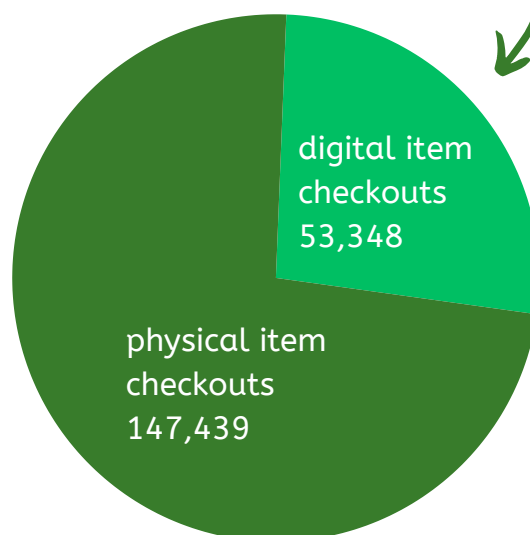
147,055

total physical and electronic materials
available in library collection

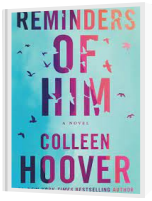


200,787

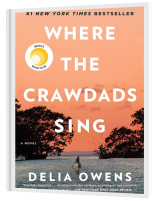
total checkouts of library materials



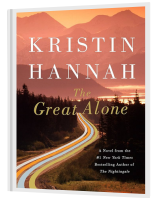
TOP 10 ADULT BOOKS



Reminders of Him
by Colleen Hoover



Where the Crawdads Sing
by Delia Owens



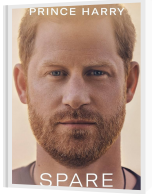
The Great Alone
by Kristin Hannah



The Nightingale
by Kristin Hannah



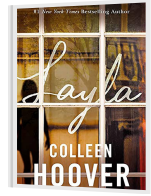
Malibu Rising
by Taylor Jenkins Reid



Spare
Harry Duke of Sussex



Demon Copperhead
by Barbara Kingsolver



Layla
by Colleen Hoover

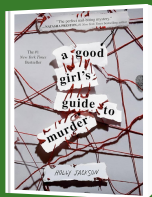


The Paris Apartment
by Lucy Foley

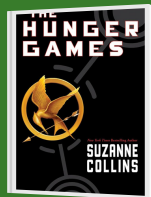


Every Summer After
by Carley Fortune

TOP 10 TEEN BOOKS



A Good Girl's Guide to Murder
by Holly Jackson



The Hunger Games
by Suzanne Collins



Naruto Vol. 2
by Masashi Kishimoto



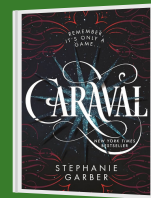
Kaiju No. 8
by Naoya Matsumoto



Solo Leveling
by Chugong



The Summer I Turned Pretty
by Jenny Han



Caraval
by Stephanie Garber



Crave
by Tracy Wolff



One of Us is Lying
by Karen McManus

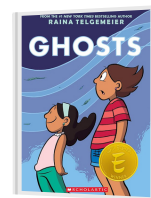


Dragon Ball Z Vol. 3
by Akira Toriyama

TOP 10 YOUTH BOOKS



Pokemon Visual Companion
by Simcha Whitehill



Ghosts
by Raina Telgemeier



Cat Kid Collaborations
by Dav Pilkey



Wings of Fire: The Hidden Kingdom
by Tui Sutherland



The Baby-Sitters Club: The Truth About Stacy
by Raina Telgemeier



Dairy of a Wimpy Kid: The Meltdown
by Jeff Kinney



The Baby-Sitters Club: Kristy's Big Day
by Gale Galligan



Dog Man: Fetch 22
by Dav Pilkey



Splat the Cat with a Bang and a Clang
by Amy Hsu Lin



Wings of Fire: The Lost Heir
by Tui Sutherland

PROGRAMMING

ADULT SERVICES

In 2023, the Adult Services team was made up of a full-time Adult Services Librarian, a part-time Program Assistant and a part-time Outreach Assistant, all led by the Adult & Patron Services Manager. This team is primarily responsible for the planning and execution of adult programming at the library including four popular book clubs, routine deliveries to local senior living facilities, and many other programs for people 18 years of age and older. They also assist with the development and maintenance of the library's adult collections.

328

total attendance
at four monthly
library book clubs
in 2023

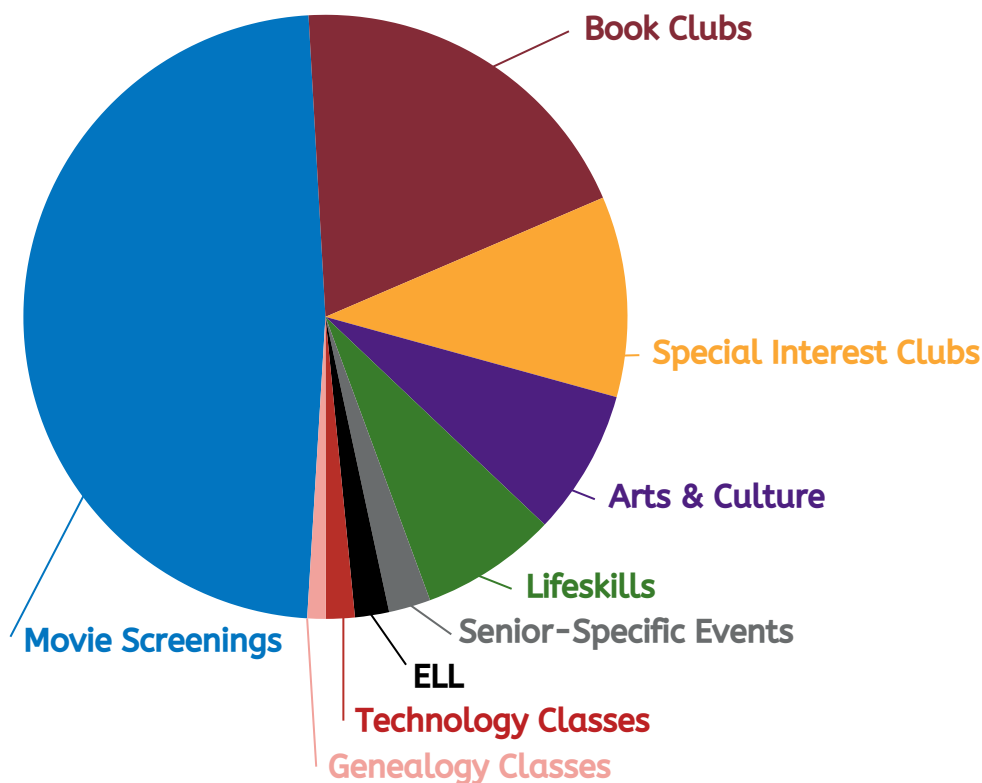
71

participants in
technology
tutoring and
classes in 2023

1434

total attendees
at in-library adult
programs in 2023

In-Library Event Attendance by Program Type





ADULT OUTREACH DELIVERY SERVICES

In order to promote lifelong learning, create social interaction, and provide access to library services for those who may be unable to visit the library building, the West Fargo Public Library has made monthly deliveries to senior living facilities for over a decade. In 2023, the West Fargo Public Library served an average of 33 patrons each month at the following six senior living facilities.

Dakota Commons

New Perspectives

Sheyenne Crossings

Monterey & Brighton Place

Serenity Apartments

West Fargo High Rise

1121

total items
circulated through
senior deliveries
in 2023

93

average books delivered
to seniors each month
in 2023

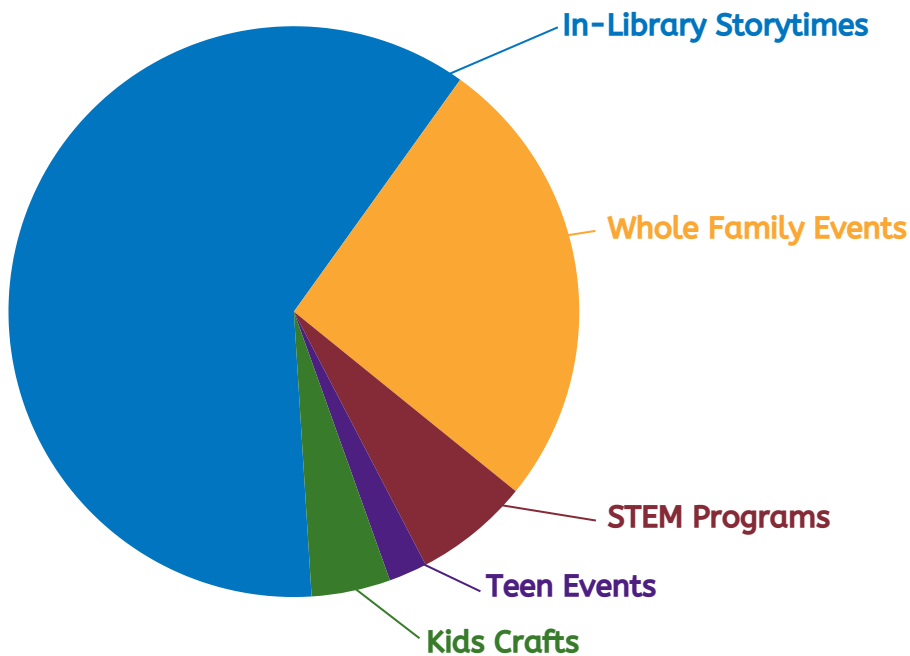
33

average adult outreach
patrons served each
month in 2023

YOUTH SERVICES

In 2023, the Youth Services team was made up of one full-time Program Assistant and one full-time Children's Services Librarian, both led by the Youth Services Manager. This team is primarily responsible for the planning and execution of youth programs at the library including storytimes, the Little Red Reading Bus route, and many other programs for youth ages infant to 17 and their families. They also assist in the development and maintenance of the library's youth collections.

In-Library Program Attendance by Program Type



7167

attendance at
in-library youth
and family
events in 2023

4357

attendance at
in-library
storytimes in 2023



Summer Boost

Every year the library comes together to facilitate Summer Boost, an all-ages comprehensive summer program that includes the annual summer reading challenge, dozens of events for all ages, the Little Red Reading Bus route and more. In 2023, the theme was "All Together Now."

4628

attendees at
Summer Boost
events

11,193

reading hours
tracked by
challenge
participants

Little Red Reading Bus

The Little Red Reading Bus brings books and other activities out to local parks during its annual summer route. In 2023, library staff visited the following six local parks each week during its 10-week route.

Meadowlark Park Goldenwood Park Rendezvous Park
Dakota Park Maplewood Park Elmwood Park

1488

books checked out
by Little Red
Reading Bus visitors

1738

visits to Little Red
Reading Bus
summer route
stops

Youth Outreach

The West Fargo Public Library routinely serves children at West Fargo daycares. In 2023, seven daycares received monthly book deliveries from the West Fargo Public Library, ensuring that children had a constantly evolving choice of books to explore and enjoy.

1460

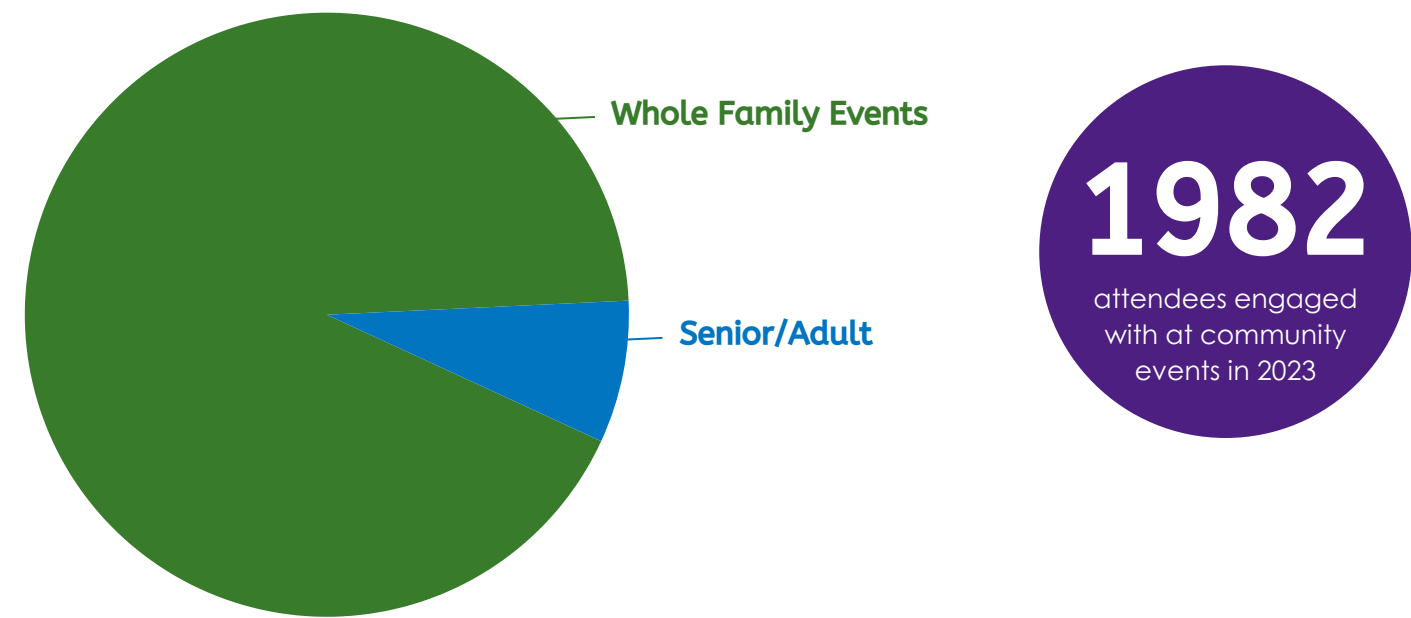
total books
delivered to local
daycares in 2022



COMMUNITY ENGAGEMENT

In 2023, the West Fargo Public Library participated in a wide range of community events and programs, directly engaging with a total of 1982 people throughout the year. Through these events, the library was able to connect with people of all ages, and share information about the services and resources available at their local library.

Attendance by Intended Audience



Aurora Elementary School
Carnival

CivicWest Richard Young
Presentation

Legacy Elementary PTO
Family Night

Light Up the Night Holiday
Tree Lighting Event

Night to Unite

PCAND Walk at Bonanzaville

Pride in the Park

Share a Story

West Fargo Street Fair

West Fargo Area Community
Program Senior Extravaganza

West Fargo Events
Carnival Night

West Fargo Events Summer
Splash

West Fargo Parks Senior
Lifestyle Expo

West Fest Family Fun

West Fargo Elementary
Schools Extravaganza



COMMUNITY PARTNERS

The West Fargo Public Library's success can be largely attributed to the support of many partners, local businesses, organizations, and regional libraries. These partners sponsor and collaborate on library programs, donate funds and goods, and volunteer their time and skills to support and promote the library's importance within the community. The contributions of the following entities played a significant role in the library's achievements and impact in 2023.

Abigail's Playhouse

Andy's Lil Explorers Childcare

Angie's Playskool

Audubon Great Plains

Bank of North Dakota

Burgraff's Ace Hardware

Carl B. Ylvisaker Library

Cass County Housing Authority

Cayden's Clubhouse

Copper Root Nursery

City of West Fargo

Dakota Commons

Eventide

Fargo Public Library

Friends of the West Fargo Public Library

Folkways

Gate City Bank

Gooseberry Park Players

Golden Drive Homeless Kids

Historical and Cultural Society of Clay County

Inspiring Minds Childcare

Lake Agassiz Regional Library

League of Women Voters of the Red River Valley

Livingston Lord Library

Marvin Windows & Doors

Minnesota State University Moorhead Planetarium

North Dakota State Library

North Dakota State University Libraries

Ohnstad Twichell

Otto Bremer Foundation

Pansy Plants

Prevent Child Abuse North Dakota

Prairie Public

Project Linus

Sandy's Donuts

SENDCAA Head Start

StageWest

Spirit Room

West Fargo Area Community Program

West Fargo Events

West Fargo Exchange Club

West Fargo Fire

West Fargo Parks

West Fargo Police Department

West Fargo Public Schools

YMCA Early Learning Center



FRIENDS OF THE LIBRARY VOLUNTEERS

West Fargo Public Library volunteers play an important role at the library. As they share their time and talents, volunteers make a real contribution to the quality of services the library is able to offer the community. Everyone who volunteers at the West Fargo Public Library becomes an automatic member of the Friends of the West Fargo Public Library non-profit group. This organization is dedicated to helping the library make programming and resources more accessible to the communities it serves through volunteering, fundraising and advocating for the library.

92

total active
volunteers

504

total
documented
volunteer hours

2023 Officers

President

Mari Krajewski

Vice President

Scott Heidrich

Treasurer

Donelle Richmond

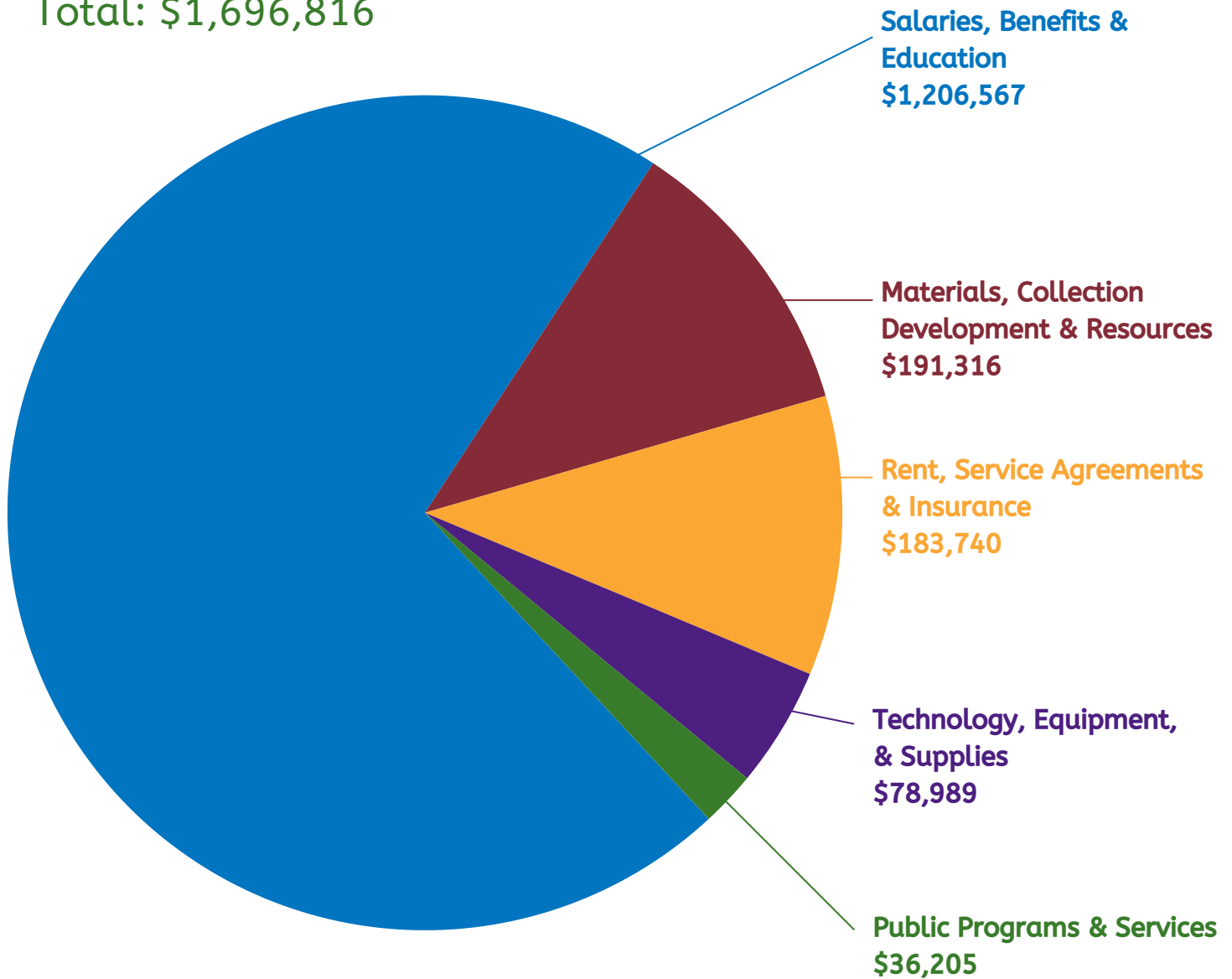
Secretary

Sara Westall

FINANCIAL OVERVIEW

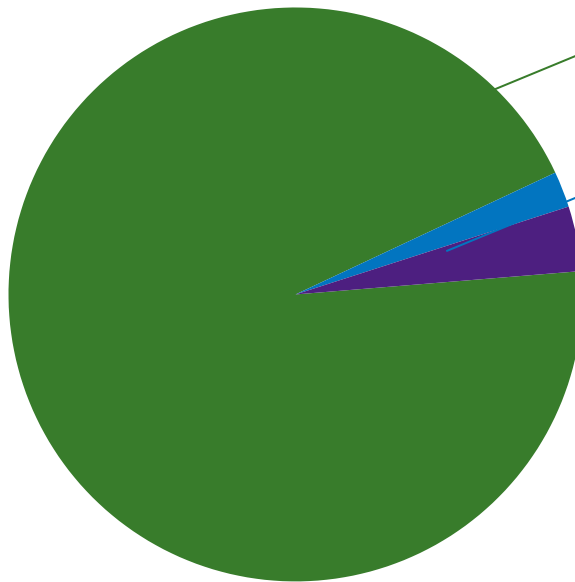
2023 Operating Expenses

Total: \$1,696,816



2023 Revenue

Total: \$1,969,288



Tax Revenue

94.3%

\$1,885,759

State Aid

2%

\$57,939

Miscellaneous Revenue & Friends
of the Library Reimbursements

3.7%

\$73,020

\$3,037,458

estimated amount West Fargo residents saved by
borrowing library materials instead of purchasing
copies of books or media*

\$76

per West Fargo
resident

\$184

per active library
card

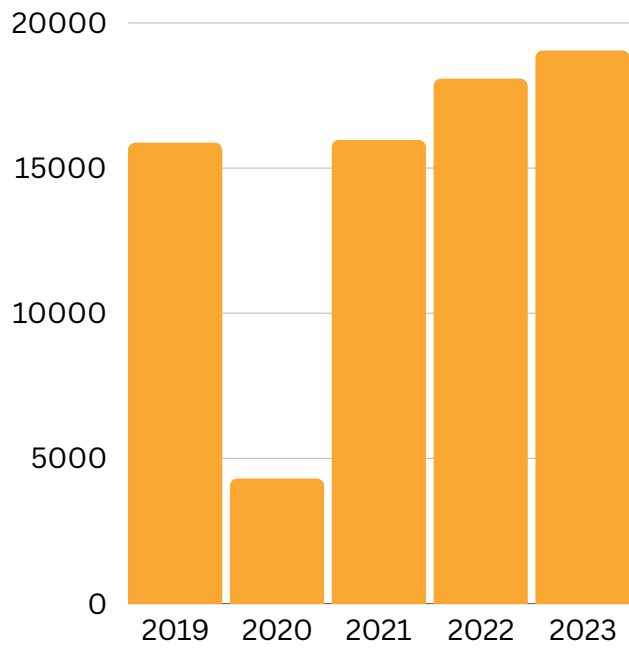
*Value derived from average item costs and number of 2023 checkouts.



FIVE YEARS OF GROWTH

In the past five years, West Fargo's population has grown by approximately 9%, reaching over 40,500 individuals in 2023 from about 37,100 in 2019. At the same time, the West Fargo Public Library has experienced significant and consistent growth in usage and program attendance, well beyond projections for a rapidly growing community such as ours.

Total Program Participation

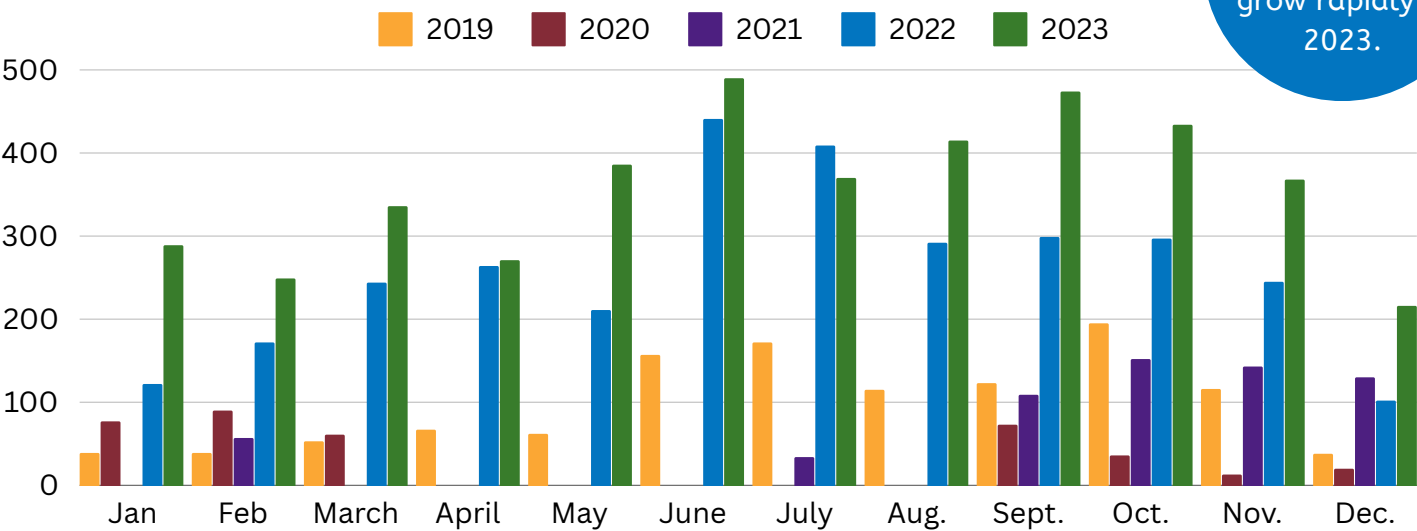


Program attendance overall continues to steadily increase.

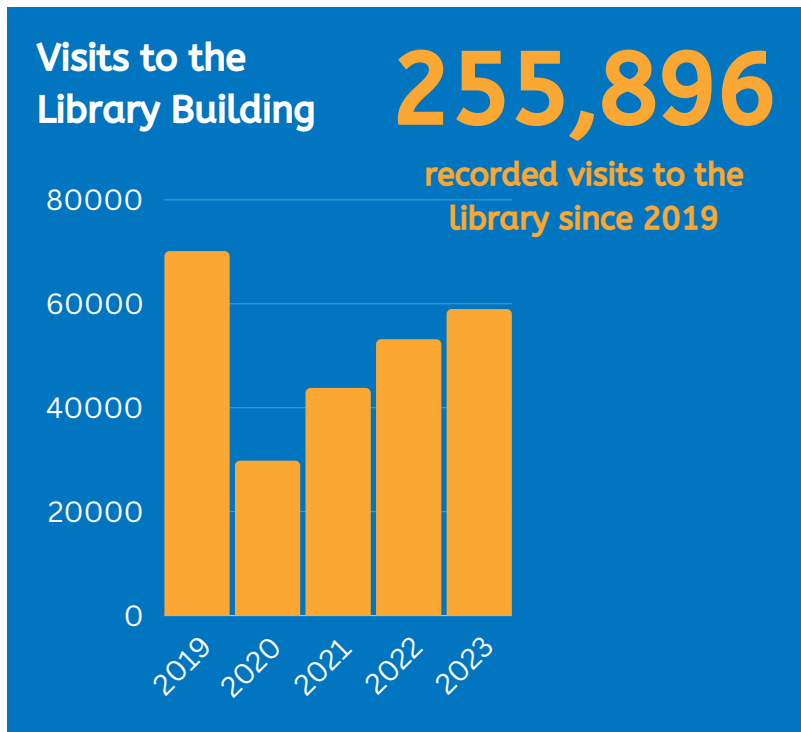
↑20%
from 2019



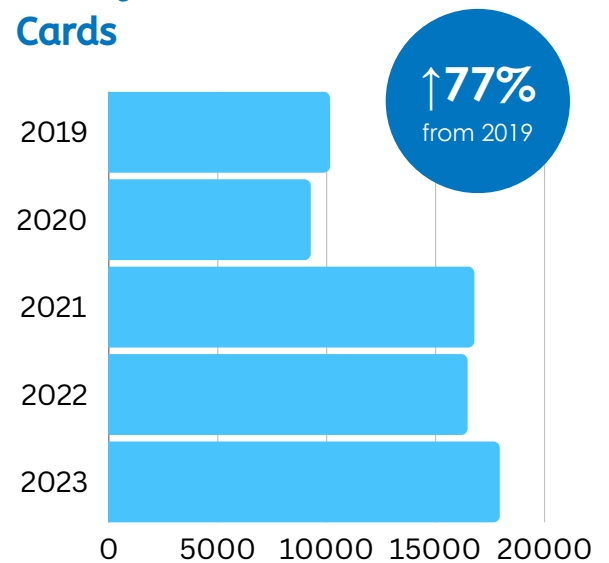
Monthly Storytime Attendance at the West Fargo Public Library



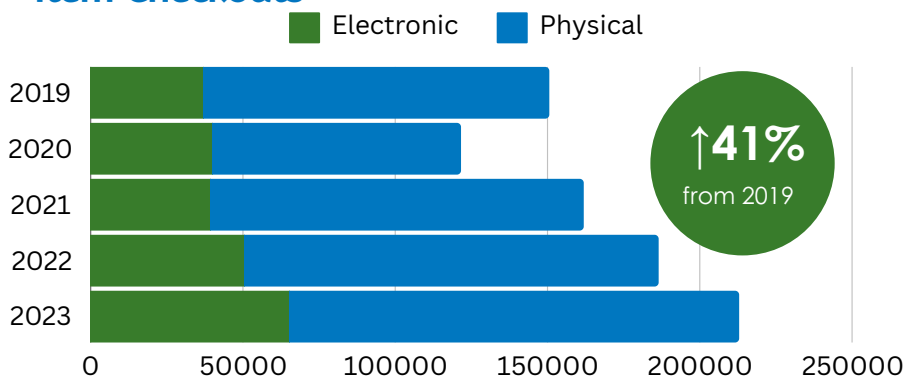
Storytime attendance continued to grow rapidly in 2023.



Active Library Cards



Item Checkouts



833,521

items checked out from the West Fargo Public Library since 2019

\$8,216,735

amount West Fargo residents saved by borrowing library materials instead of purchasing copies of books or media in the last three years *

19,580

new library cards issued since 2019

*Value derived annually from average item costs at the time and number of checkouts.



THANK YOU!

Thank you for taking the time to read our 2023 Annual Report and for your continued support of the West Fargo Public Library.

CONNECT WITH US

www.westfargolibrary.org



@WestFargoLibrary
@TheLittleRedReadingBus

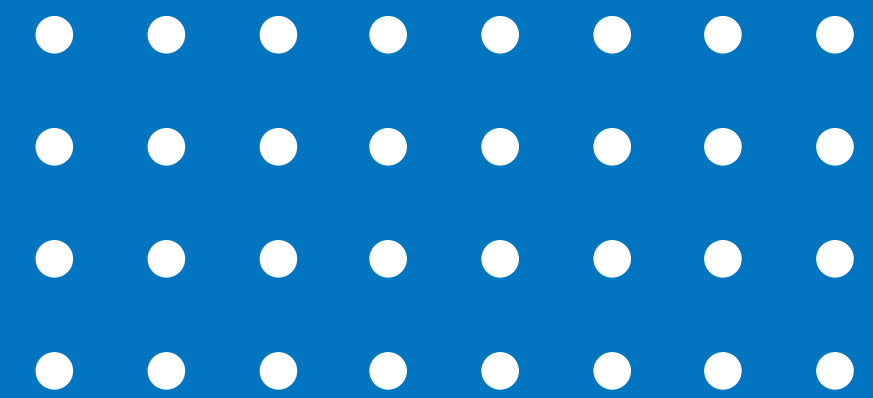


West Fargo Public Library



Director's Report

Presented by Jenna Kahly
Library Director



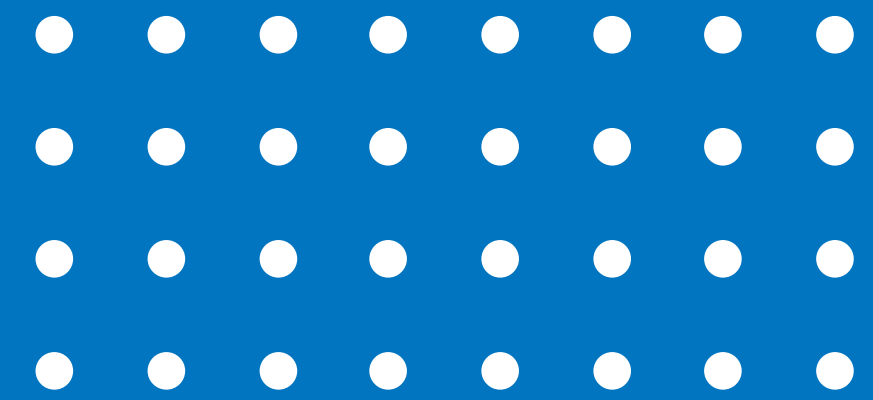
From Our Patrons

Lots of excitement about the possibility of a second site at the newly leased City Hall location!

Many comments about needing a library South of the interstate on our Space Needs Assessment information

"Hey, I'm so glad to read that you've been busy at the library. I know growing so fast can be challenging, but I am so glad that our library is growing instead of the opposite."





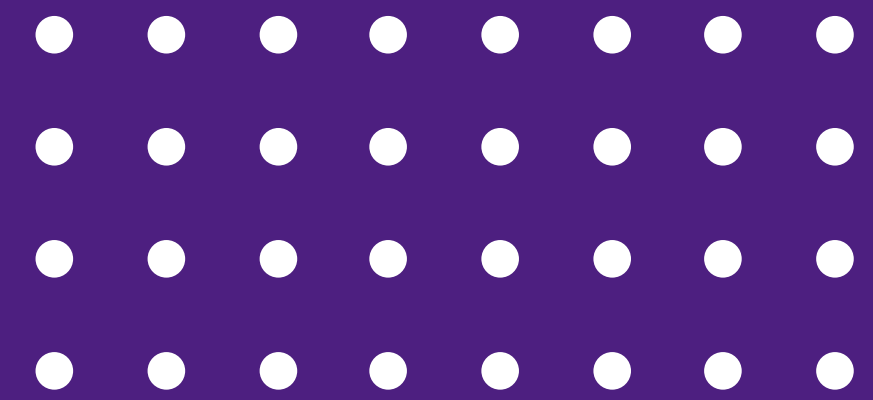
From Our Patrons

Regular positive comments at the updated service desk from patrons appreciating the new look, one negative one online.

Lots of positive interactions on our post about the Dinotopia event.

“It was such a great event! Thank you!”





Administration

Building

Door Counter

After noticing that our door count numbers didn't make sense when compared with the program attendance numbers, we realized that the sensor wasn't working properly. It has been fixed, but was down for a while so our statistics will be off for March and the beginning of April. The preceding couple months are likely lower than they should be as well.

Elevator

The elevator controls no longer require a key to be turned to reach the top floor.



Administration

Building

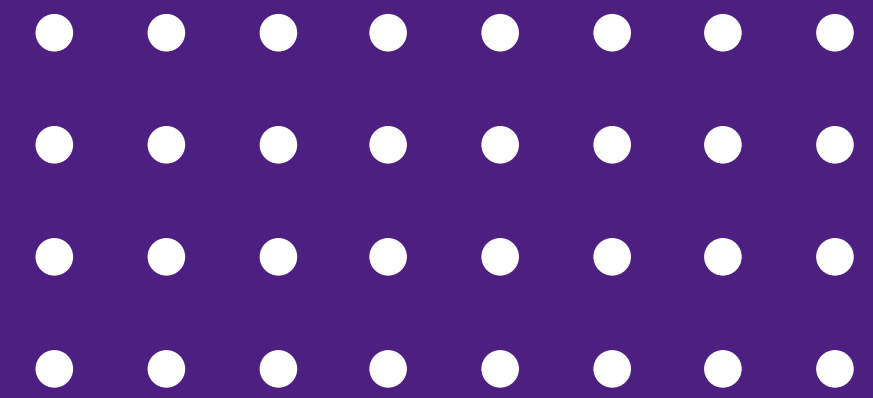
Service Desk

The new service desk has been installed and staff and customers have all been very positive about the changes. Staff members were particularly excited to have standing height workstations. There are a few small tweaks left to make, but we are very happy with the change.





Administration



Building

Carpet

As a temporary fix, we have carpet runners around the outside of the desk. Board President Hanson and I met with WFPS staff to discuss carpet replacement. The project has been scoped out in 3 phases which I propose including in the FY25 budget.

The estimated flooring replacement phased projects costs are as follows:

Phase-1 Main Floor Area (Central Area + Open Office): \$35,000

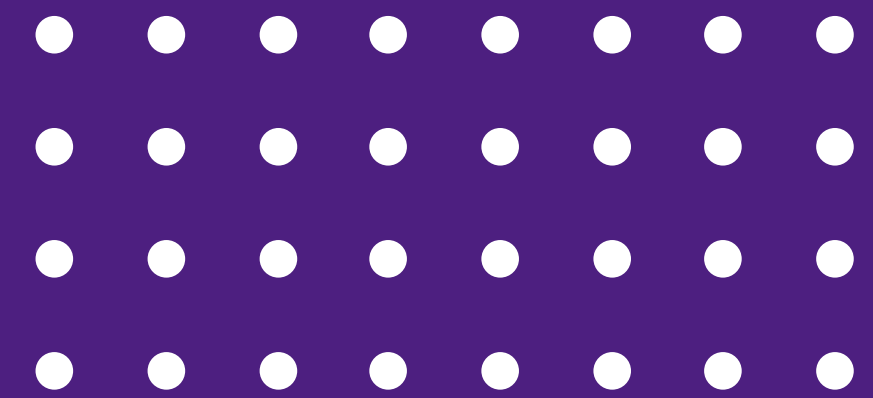
Phase-2 Main Floor Area (Surrounding Central Area): \$45,000

Phase-3 Upper Floor Area: \$50,000

Overall Estimate Project Cost: \$130,000



Administration



Technology

Self-Checkout Station

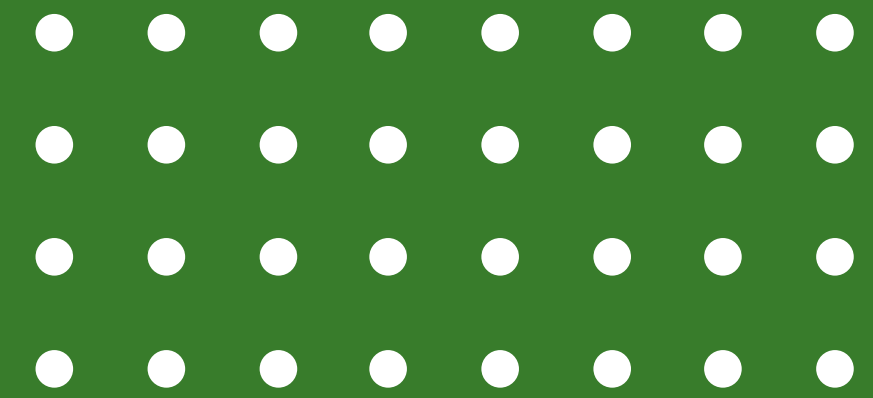
This has been updated with the scanner and receipt printer as separate hardware pieces. This will be less expensive and easier for IT to repair when needed versus the all-in-one machine we had previously.

Copiers

Our copier lease was up and WF City IT assisted us in getting quotes to replace them. We went with the lowest bid and have switched vendors. This will save us some money, and we will have additional features and capability on the new machines as well.



Finances



Expenditures through March

Month to Date

\$170,818

Year to Date

\$488,213

Available Appropriation

\$1,604,484

23%

**Expended
YTD**



Staffing

OUTREACH SERVICES COORDINATOR

Cass Klos has been promoted to Outreach Services Coordinator. We are excited to have her take on that new role soon!



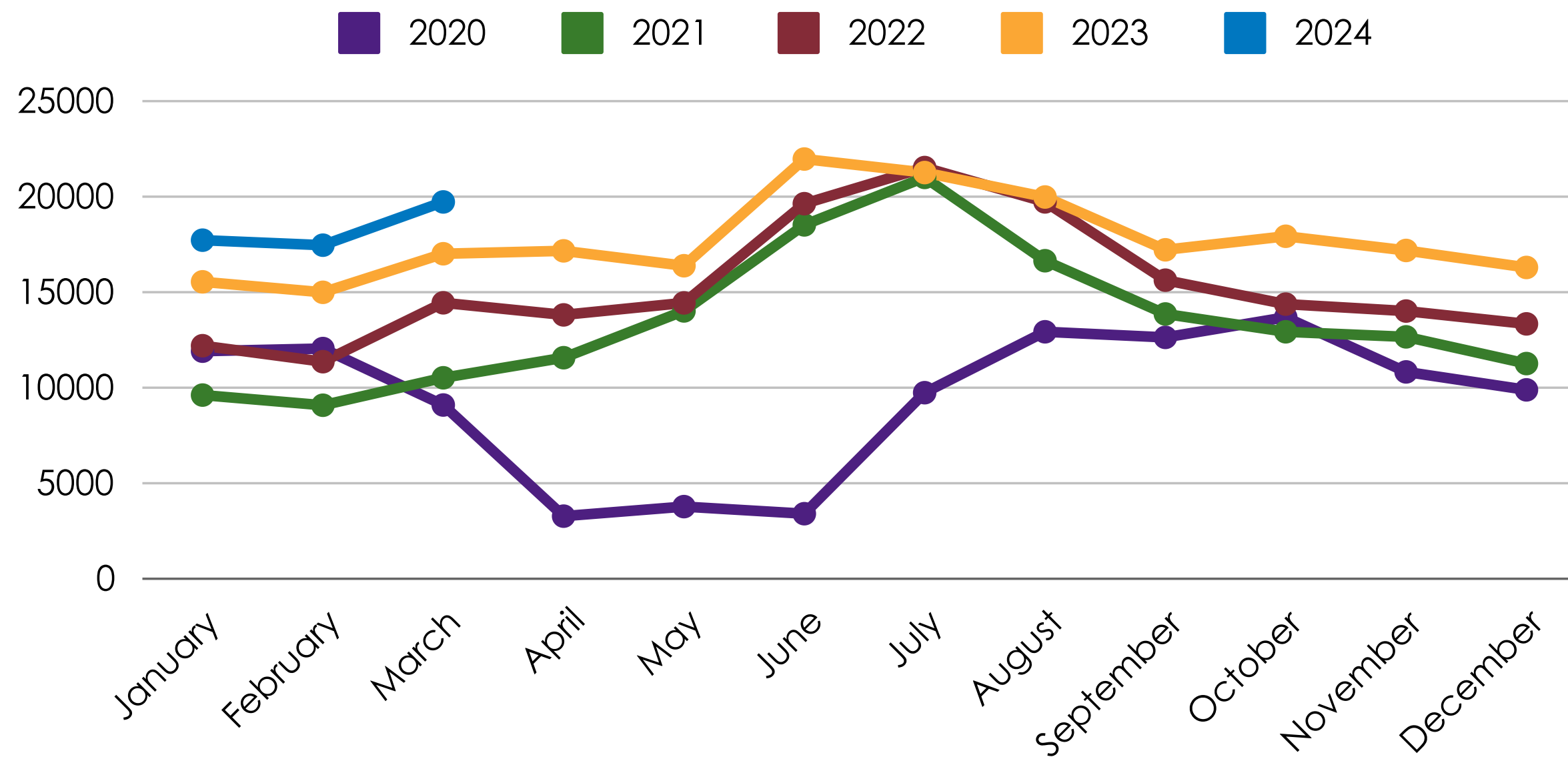
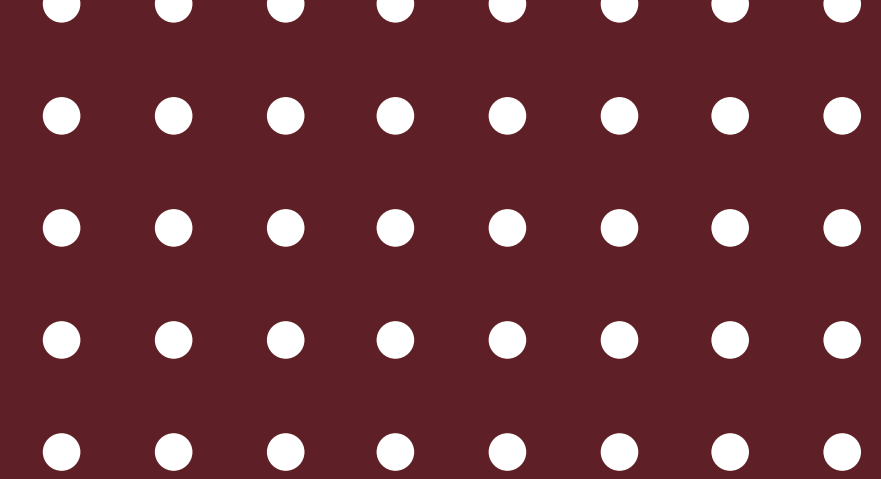
CIRCULATION MANAGER AND SUMMER INTERNS

Interviews for these positions are in progress and we look forward to new team members joining us in the coming weeks!

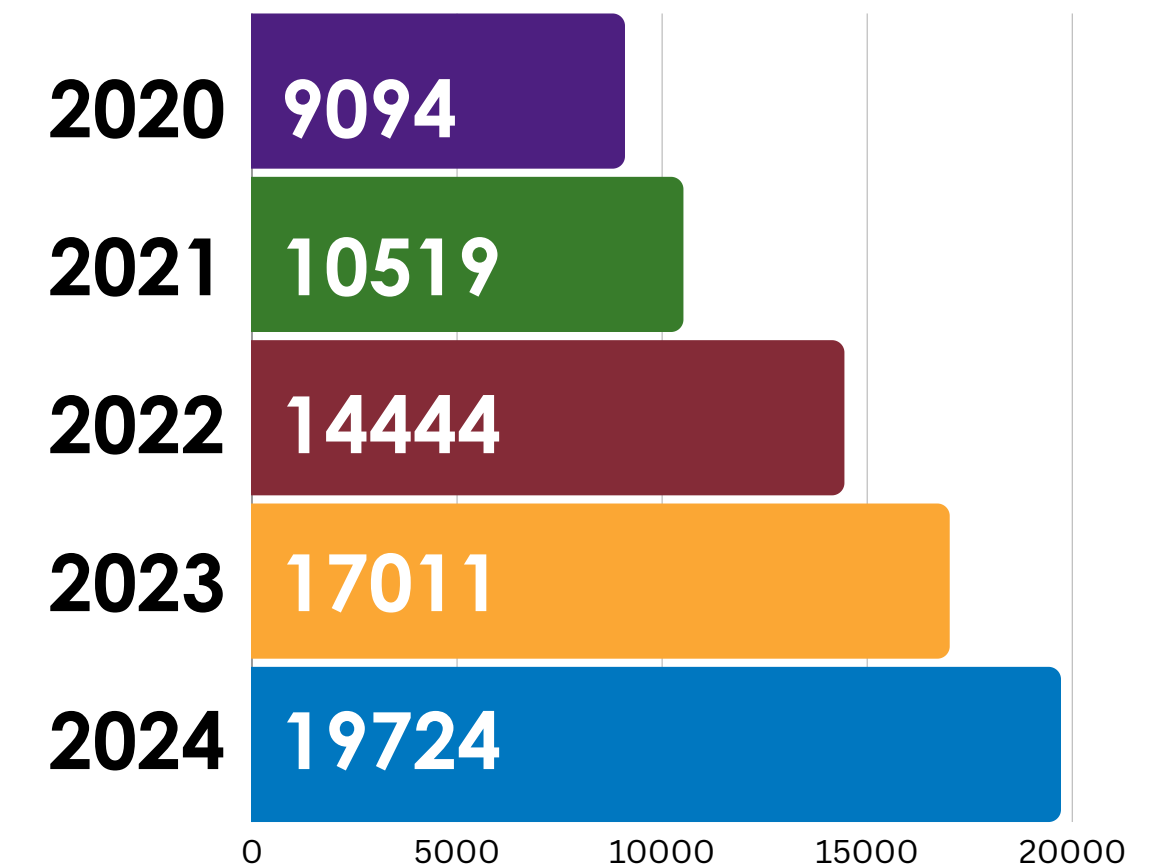
We will also have a PT Library Assistant position opening in May due to a staff member moving out of state.



Total Circulation



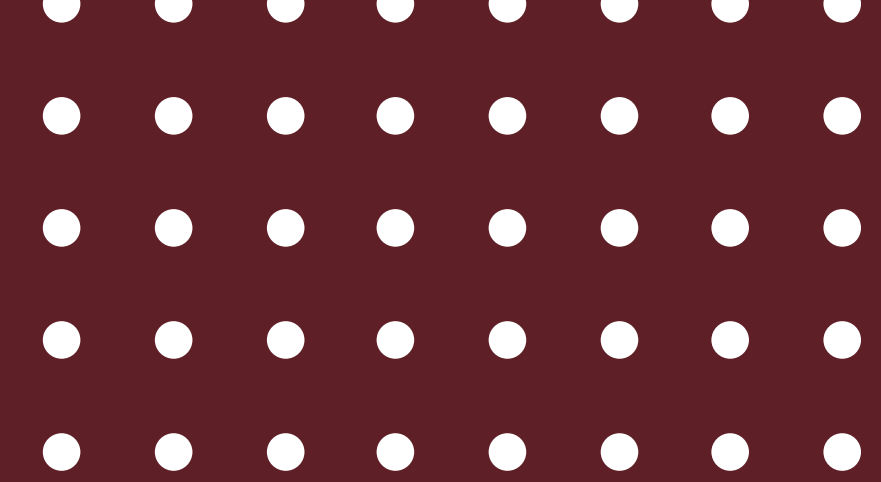
March Total Circulation



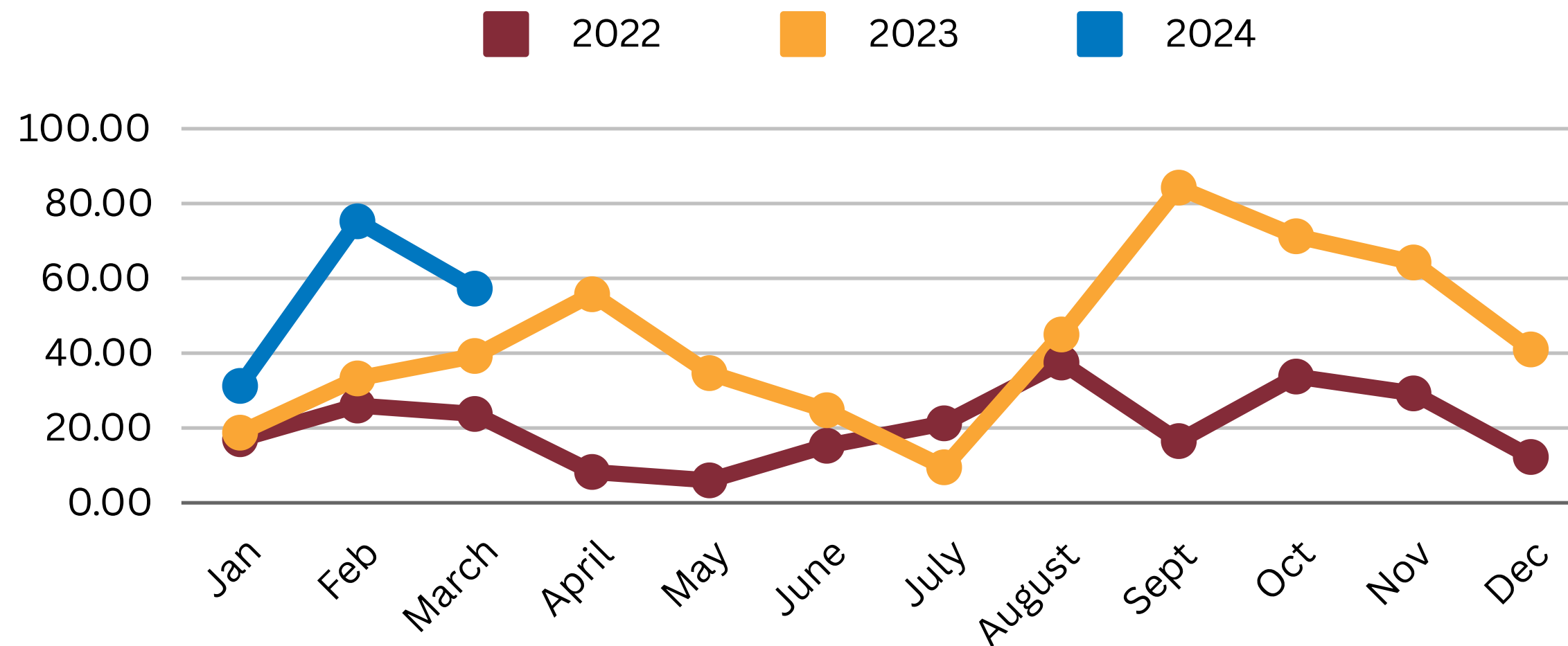
Circulation per
Active Library Card - **1.24**



Meeting Room Usage



Meeting Room Hours Reserved



March Meeting Room Use

March Hours Reserved 57.25
Hours Reserved YTD 163.75
March Reservations 27
Reservations YTD 73

Patron Services & Collection Highlights

Technology Tutoring

This service has seen an increase in use and patrons rave about the team who assist with their technology questions.

- “Claire was very patient in giving me information that I can understand!”

Seed Library

The seed library has been buzzing and has brought in a new audience to access flower and vegetable seeds.

Thank you to Growing Together Community Gardens for the donation of seed packets!



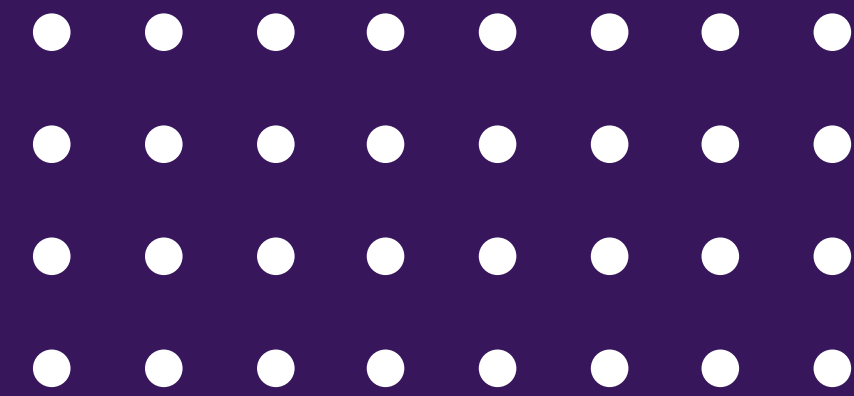


Programming & Outreach

YOUTH



Dinotopia
brought in
over 400
people

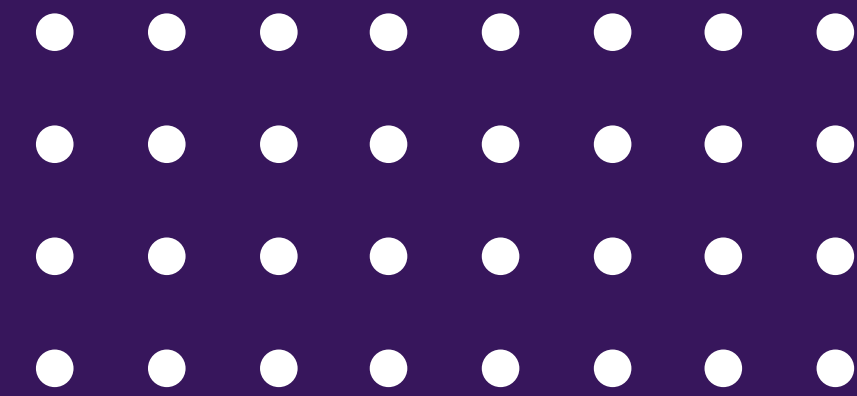


All WFPS second grade classes
are visiting the library for tours
in April

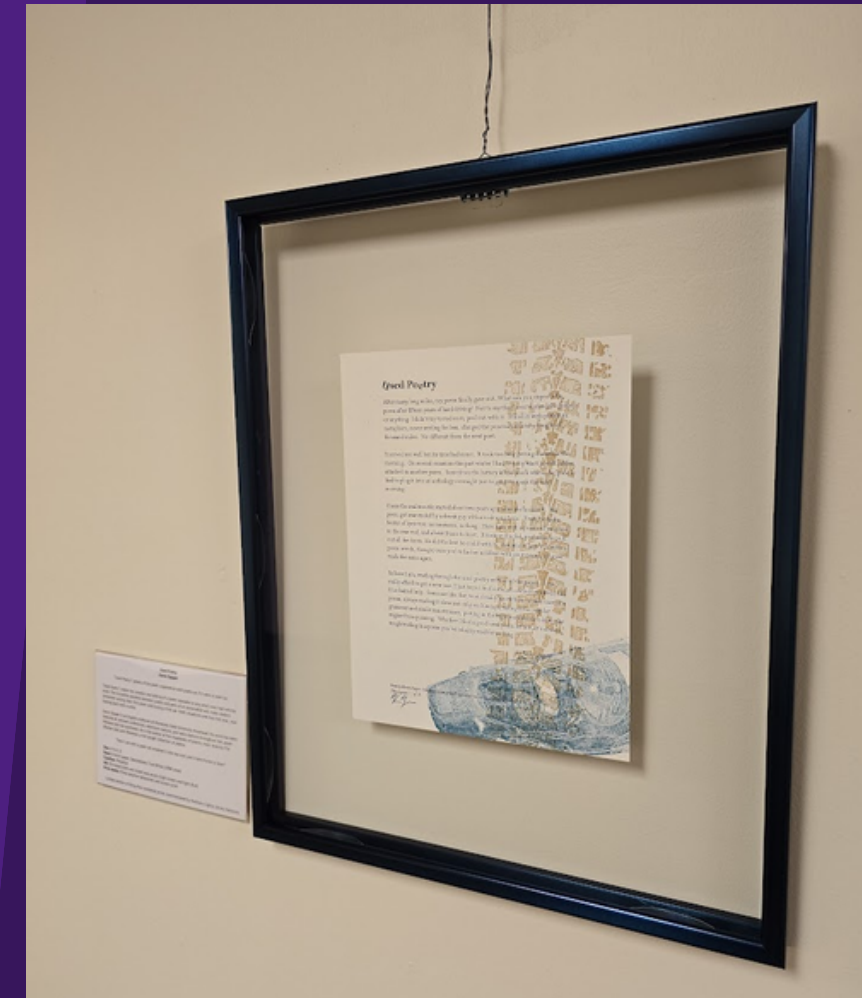
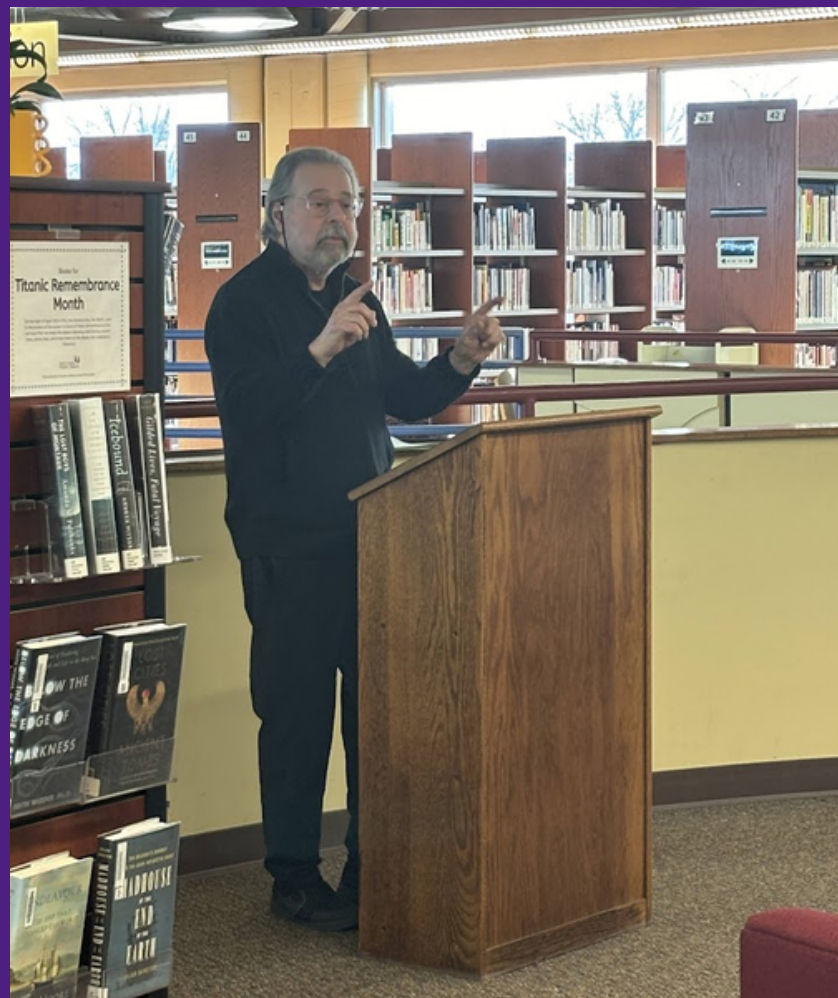




Recent Programming & Outreach



Poetry reading, gallery opening, and open mic was a total smash!



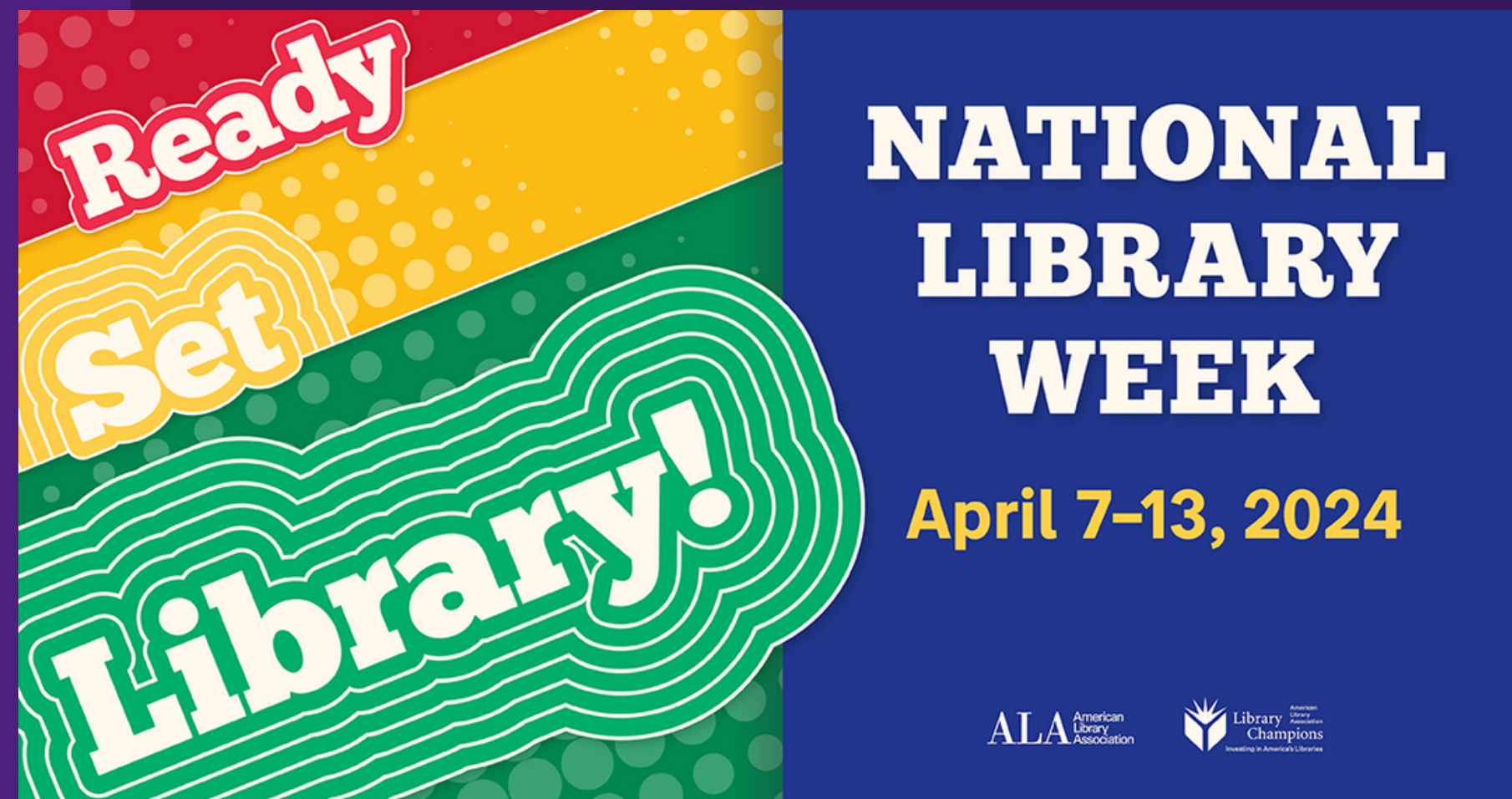
Poetry Broadides by notable regional poets were donated by Northern Lights Library Network.



National Library Week

This week is National Library Week!

Thank you to all our amazing staff, volunteers, and board of directors for the work you do to make sure West Fargo residents have access to the resources they need to thrive through the West Fargo Public Library!

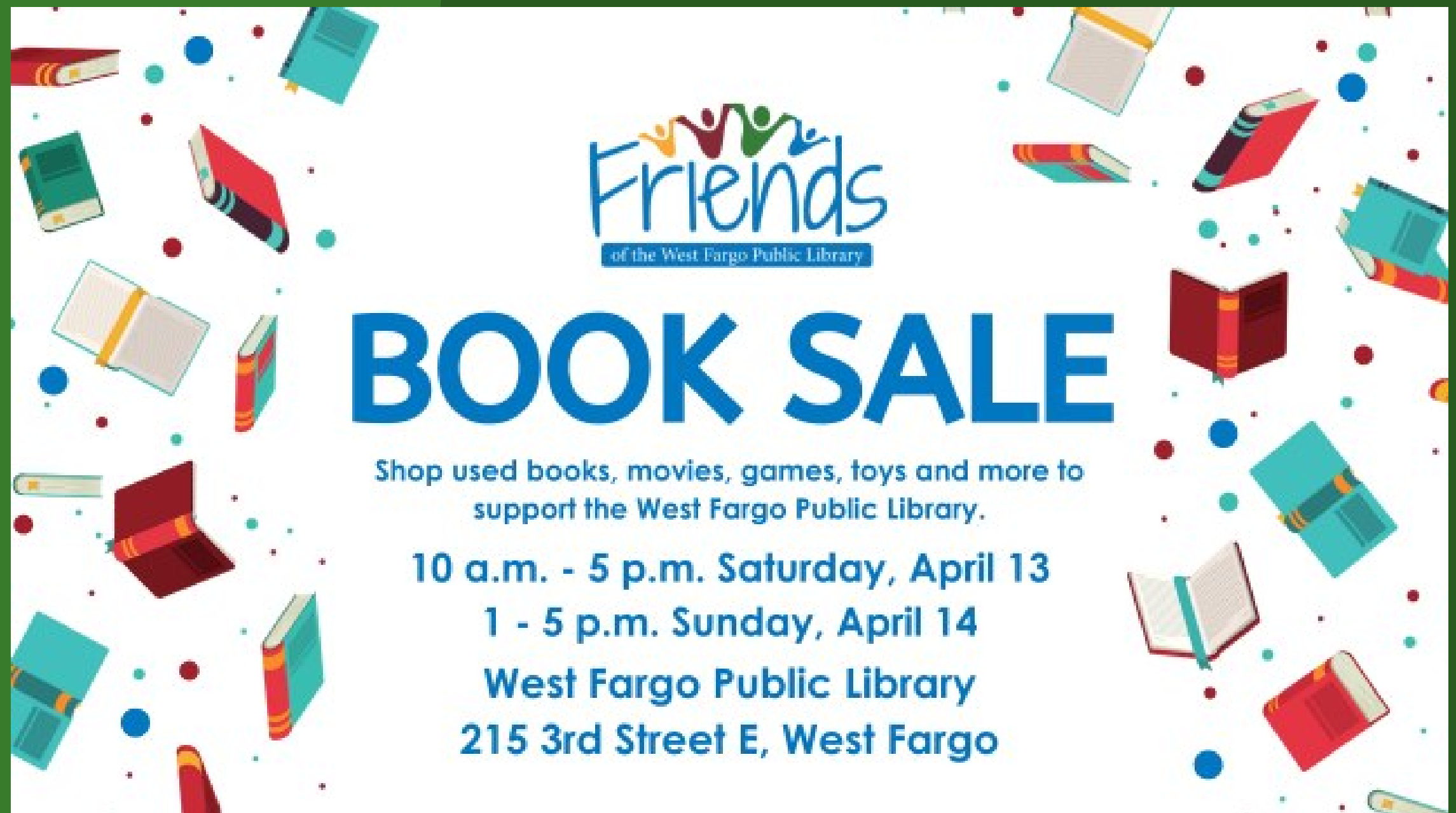




Friends of the Library Book Sale

April 13 & 14th

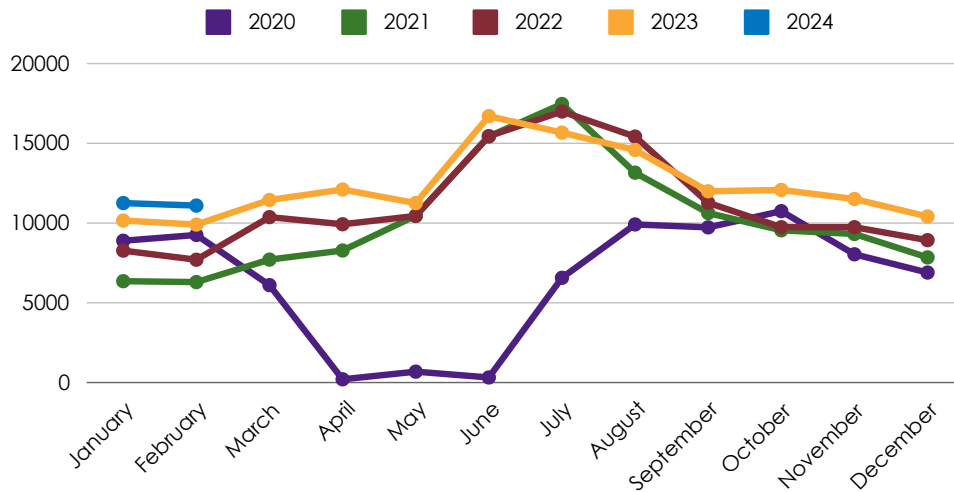
All proceeds go to
benefit the library
and its programs.



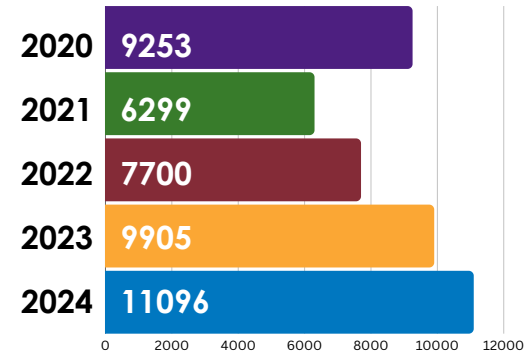
QUESTIONS? ■ ■ ■

Thank you for your time!

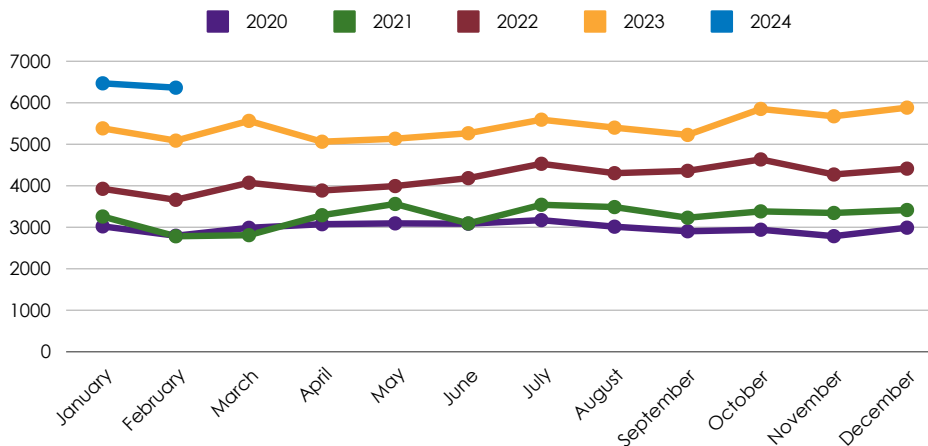
Physical Item Circulation



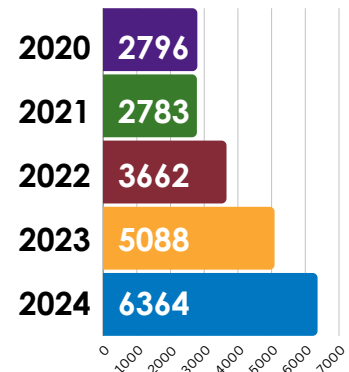
February Circulation



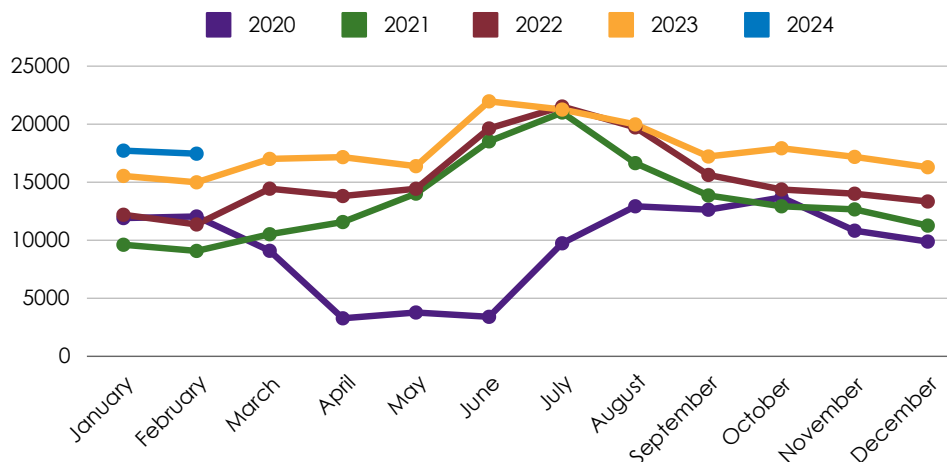
Electronic Materials Circulation



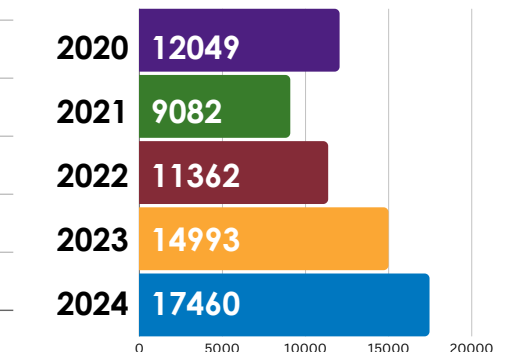
February Circulation Hoopla & OverDrive/Libby



Total Circulation

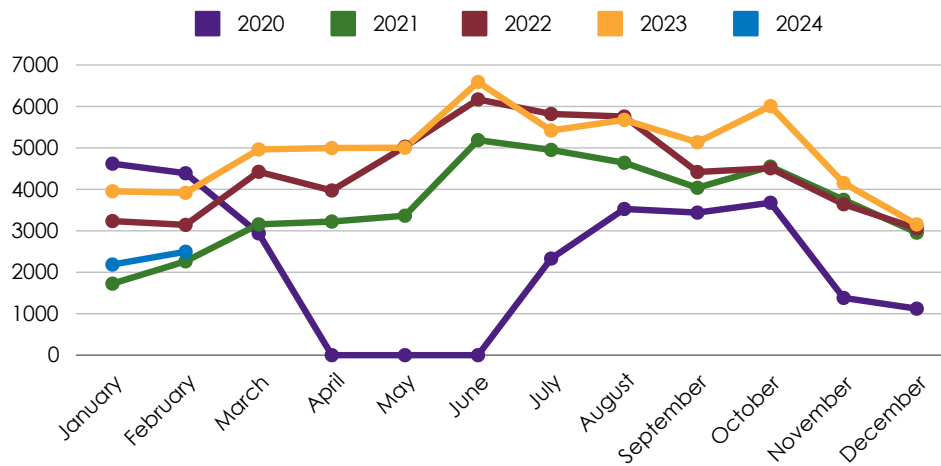


February Total Circulation

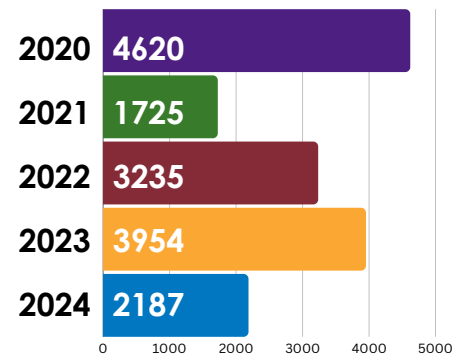


Circulation per
Active Library Card - **1.26**

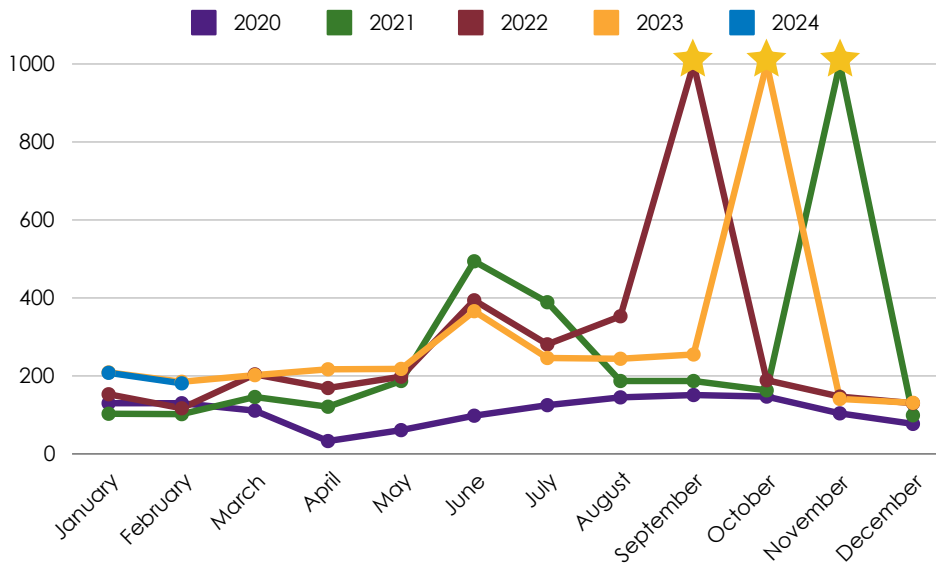
Door Count



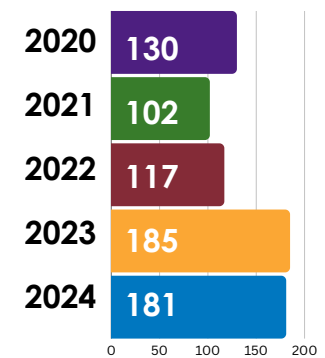
February Door Count



Library Card Signups



February Signups

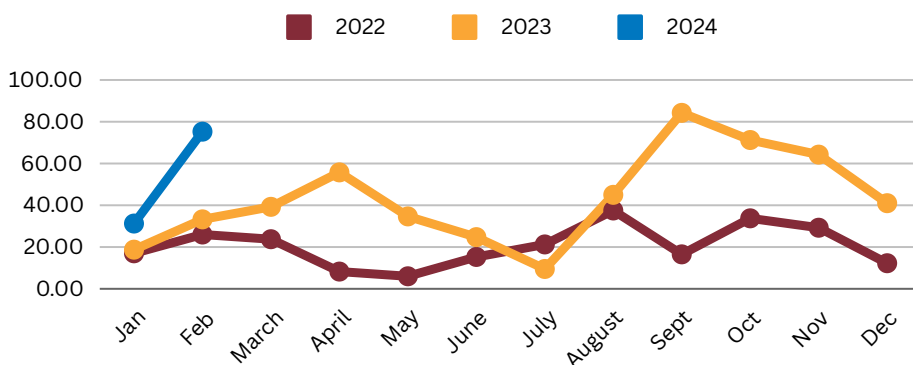


★ In Nov. 2021, the WFPL added over 5000 library cards through a partnership with West Fargo Public Schools. This partnership continues, with additions occurring in Sept. 2022 and Oct. 2023.

Active Library Cards - 13832

Meeting Room Usage

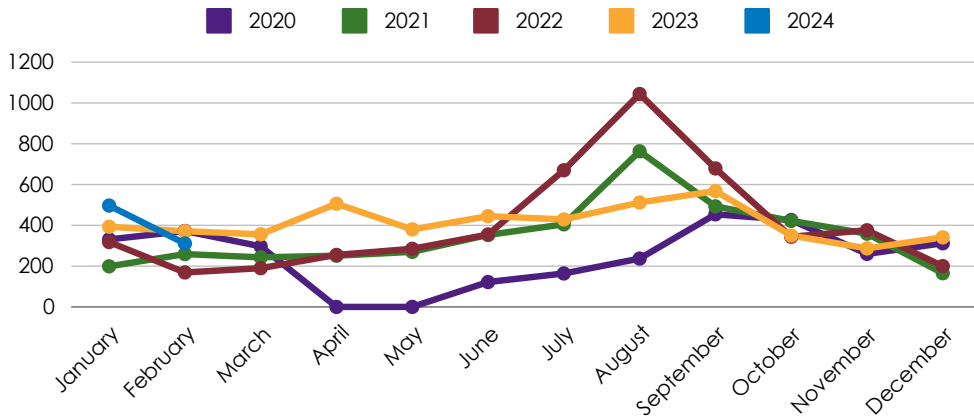
Meeting Room Hours Reserved



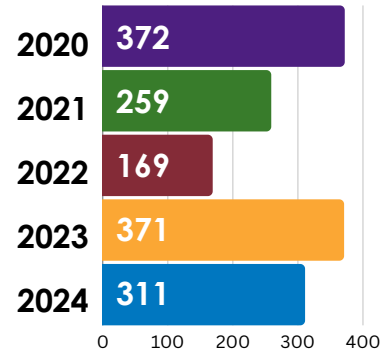
February Meeting Room Use

February Hours Reserved 75.25
 Hours Reserved YTD 106.50
 February Reservations 32
 Reservations YTD 46

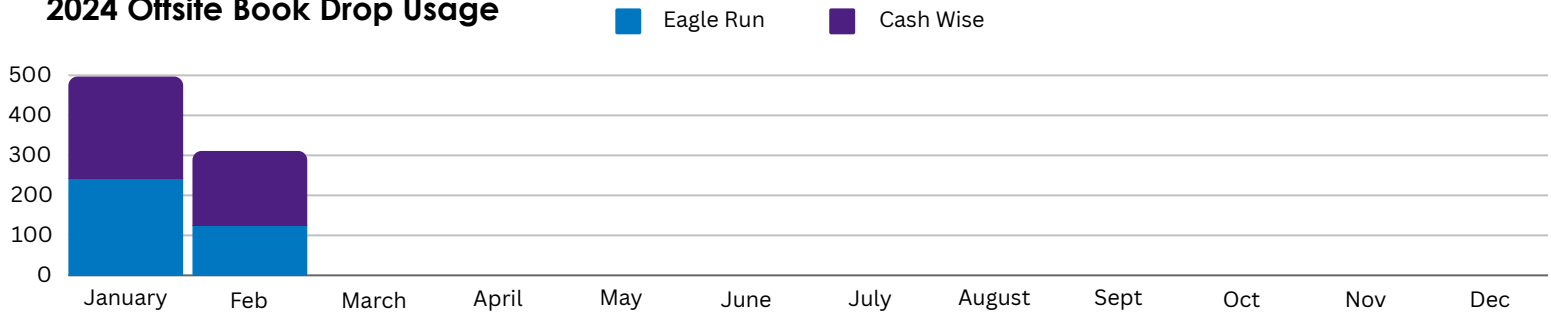
Offsite Book Drop Usage



Feb. Offsite Book Drop Usage



2024 Offsite Book Drop Usage



Outreach Services

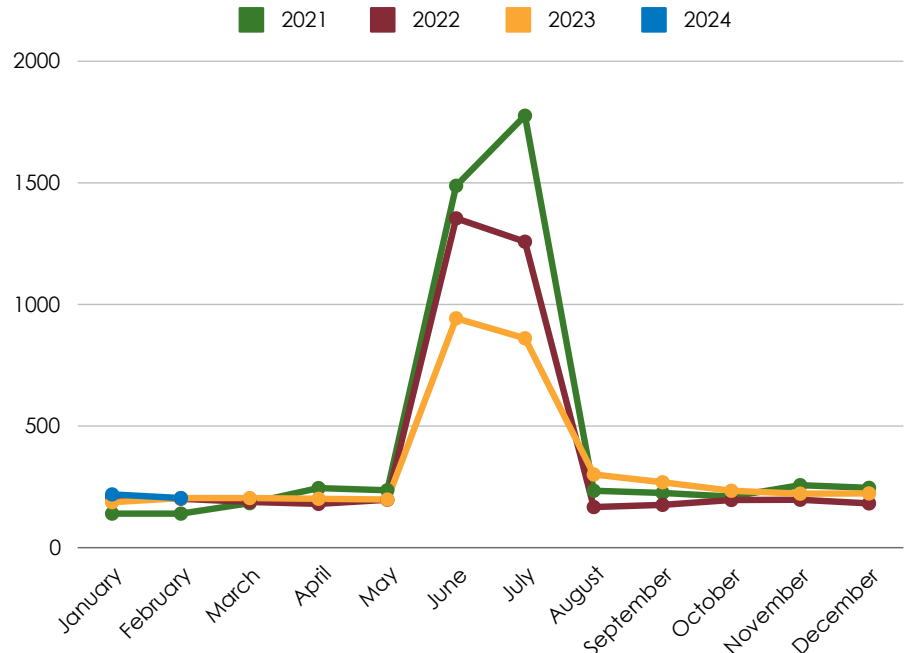
Monthly Outreach Circulation

Total Monthly Circulation*

*This number includes senior book deliveries, daycare book deliveries and any books checked out from outreach pop-up libraries

2021	140
2022	201
2023	204
2024	204

Senior Living Locations Served	4
Senior Outreach Circ.	44
Daycare Locations Served	7
Daycare Circ.	160
Little Red Reading Bus Stops	0
Little Red Reading Bus Circ.	0



Outreach & Community Event Attendance

Little Red Reading Bus (0 stops)	0
Other Outreach Events	92
Total Attendance	92

Outreach events in February included:

- Books & Brews Book Club at Caribou
- "Skate with Your City" event at The Lights

Programs

Onsite Program Attendance

Youth

Ready to Read Storytime	107
Baby Boost Storytime	108
Teeter Tots Storytime	249
Teen Events	18
STEM	45
Other Youth Events	0
Total Attendance	527

Adult

Onsite Book Clubs	24
Adult Movie Screenings	65
English Conversation Circle	0
Writing Circle	14
Cribbage Club	8
Other Events	35
Total Attendance	166

All-Ages

n/a

Reference Programs

Technology Tutoring	8
Total Attendance	8

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

Monthly New Registrations	2
YTD Registrations	5
Lifetime Registrations	44

1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	3
YTD Registrations	10
Lifetime Registrations	525

The West Fargo Public Library also hosted a Readathon in February for **Heritage Middle School** and a Spring Reading Challenge for **Cheney Middle School** began in mid-Feb.

Total program attendees **627**
(in-library & outreach, Feb. 2023)



ABOVE: STEM programs continue to be some of the most popular events at the library.

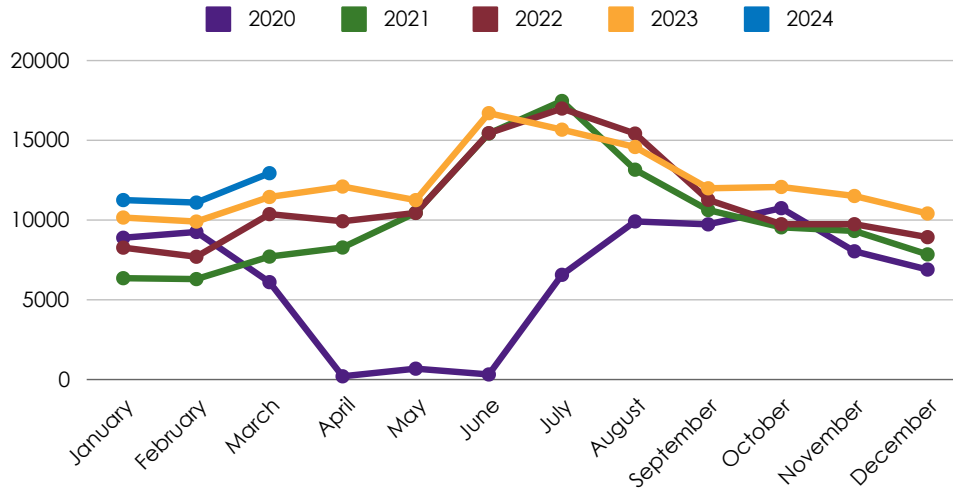


Families enjoyed free skate rentals courtesy of the Friends of the WFPL during "Skate with Your City" at The Lights.

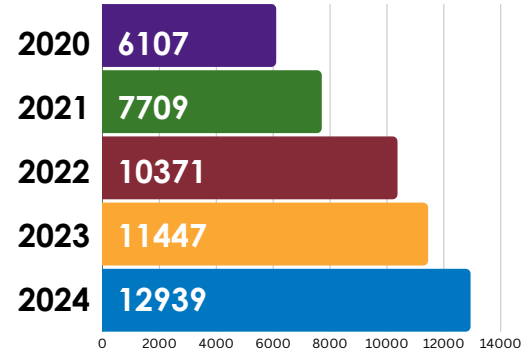


RIGHT: The library's "Speed Friending" event was well received by area adults of all ages.

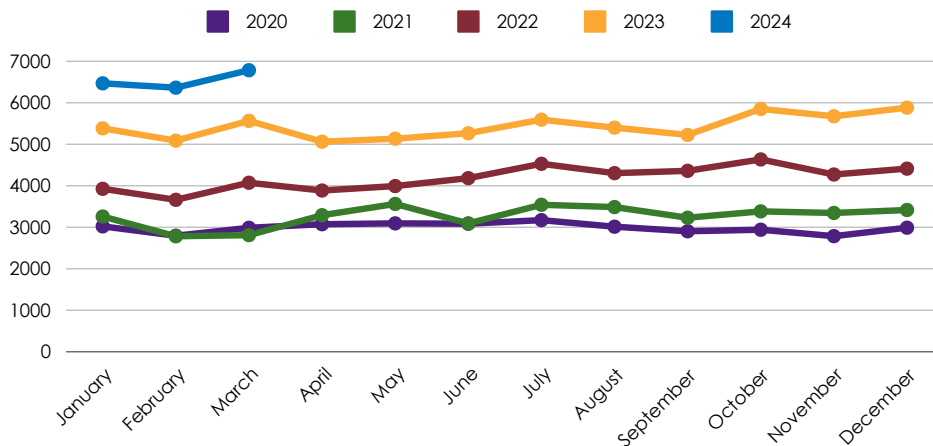
Physical Item Circulation



March Circulation

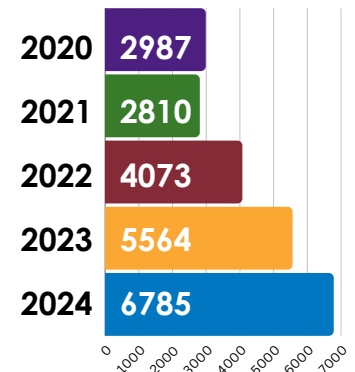


Electronic Materials Circulation

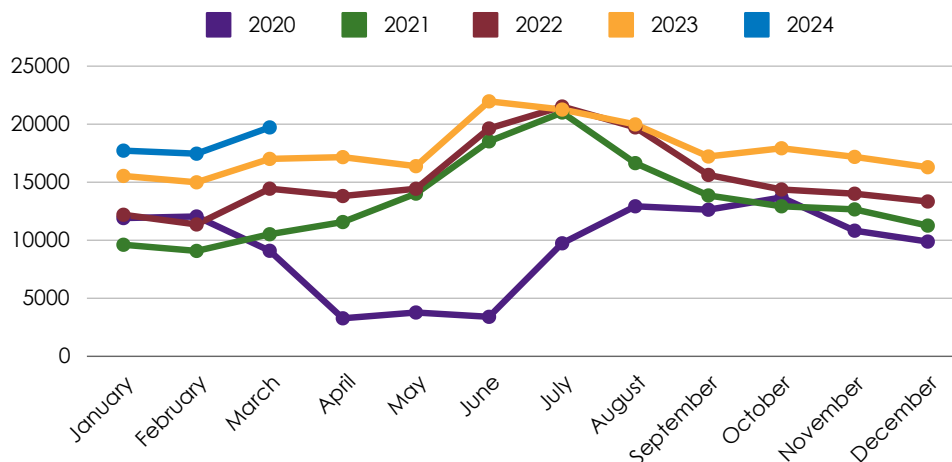


March Circulation

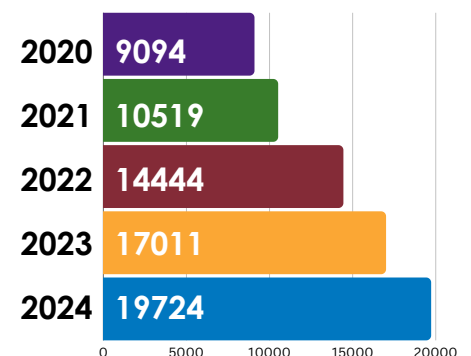
Hoopla & OverDrive/Libby



Total Circulation

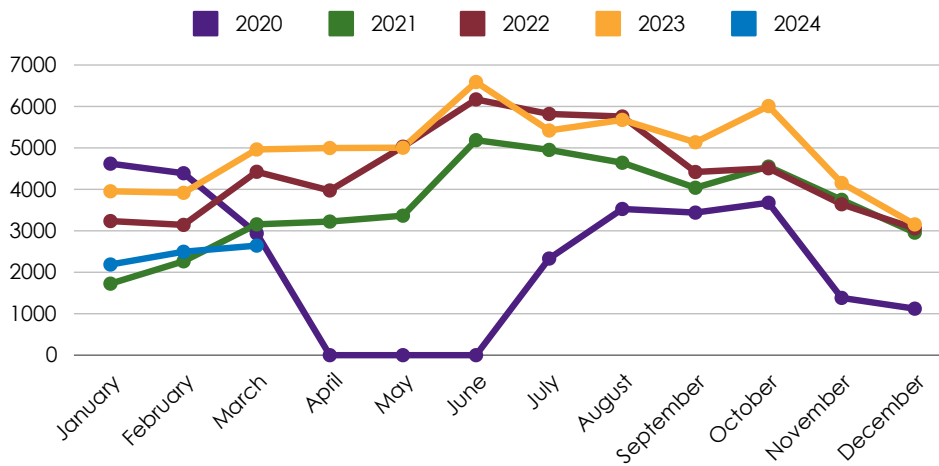


March Total Circulation

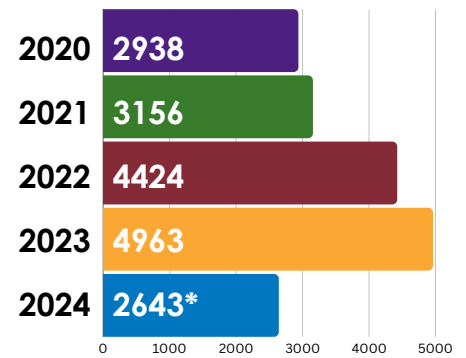


Circulation per
Active Library Card - **1.24**

Door Count

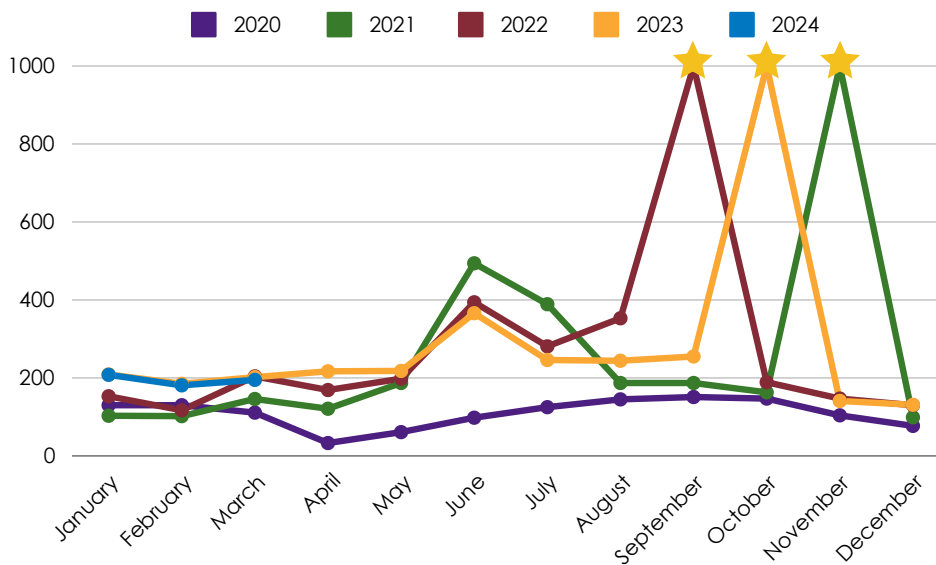


March Door Count



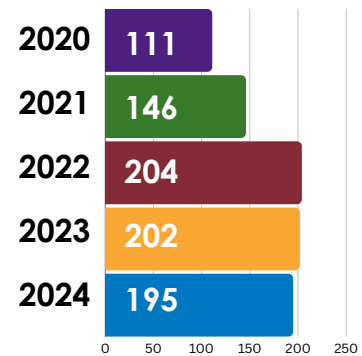
*due to an error with our door count system, counts were only tracked for a portion of the month.

Library Card Signups



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

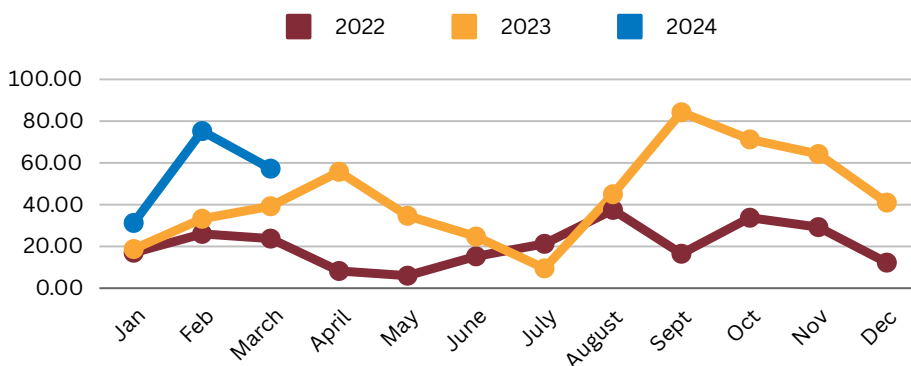
March Signups



March Active Library Cards - 14101

Meeting Room Usage

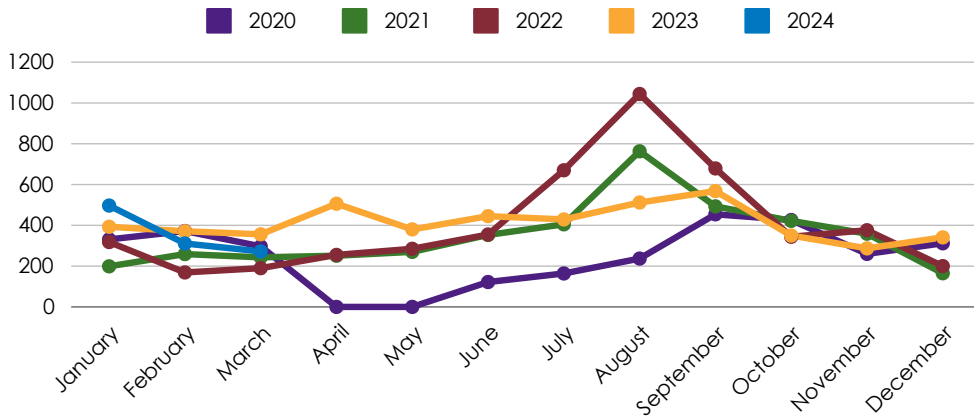
Meeting Room Hours Reserved



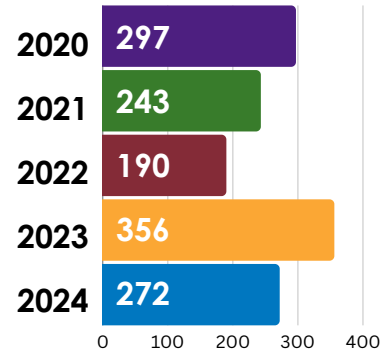
March Meeting Room Use

March Hours Reserved 57.25
 Hours Reserved YTD 163.75
 March Reservations 27
 Reservations YTD 73

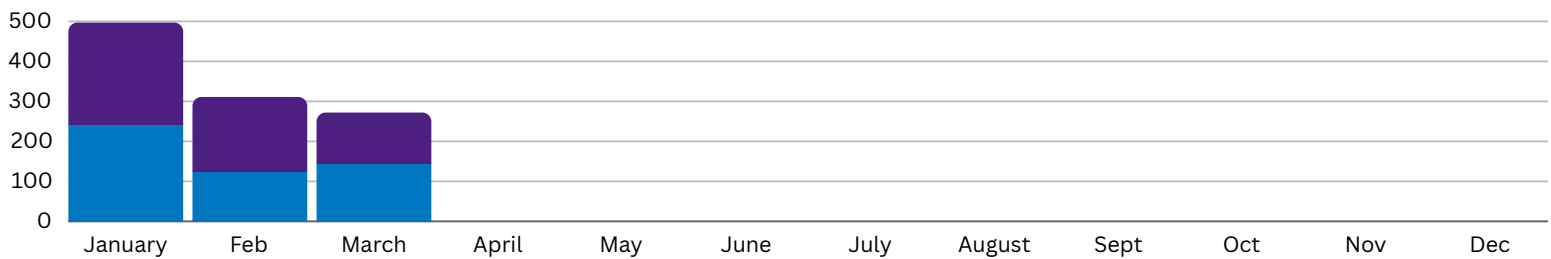
Offsite Book Drop Usage



March Offsite Book Drop Usage



2024 Offsite Book Drop Usage



Outreach Services

Monthly Outreach Circulation

Total Monthly Circulation*

*This number includes senior book deliveries, daycare book deliveries and any books checked out from outreach pop-up libraries

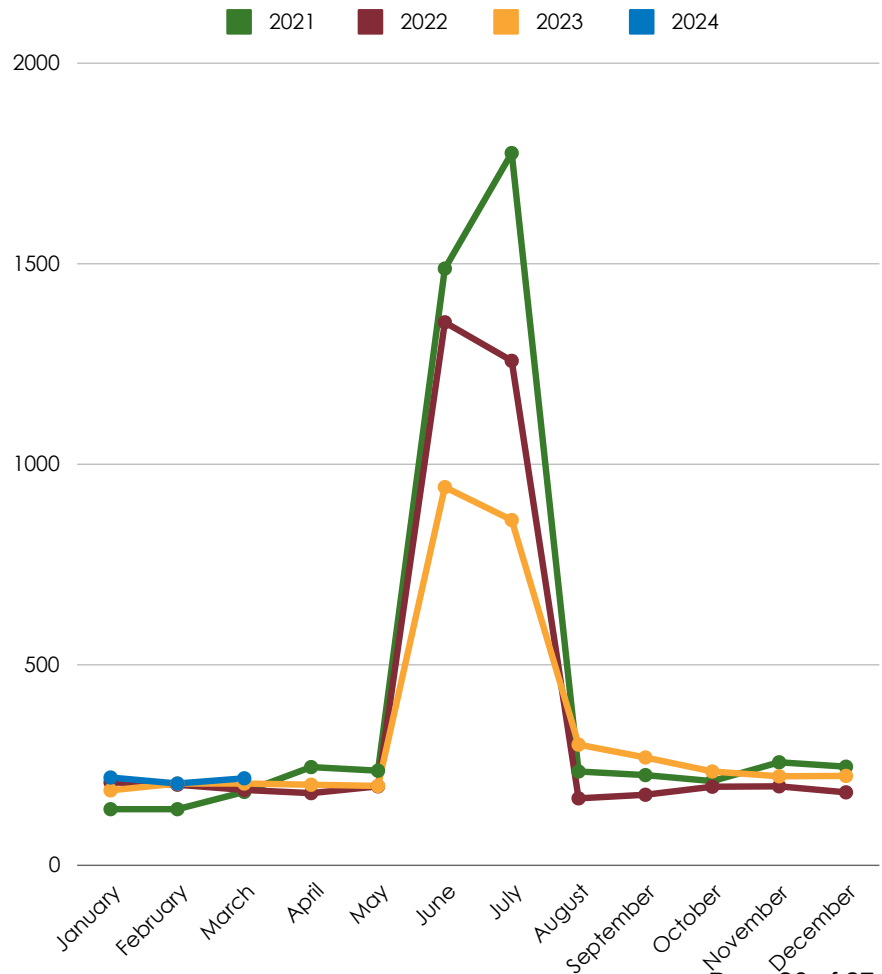
2021 **183**
 2022 **188**
 2023 **204**
 2024 **217**

Senior Living Locations Served 4
 Senior Outreach Circ. 44
 Daycare Locations Served 7
 Daycare Circ. 160
 Little Red Reading Bus Stops 0
 Little Red Reading Bus Circ. 0

Outreach & Community Event Attendance

Little Red Reading Bus (0 stops) 0
 Other Outreach Events 0
 Total Attendance 0

No Outreach events attended in March.



Programs

Onsite Program Attendance

Youth

Ready to Read Storytime	109
Baby Boost Storytime	137
Teeter Tots Storytime	160
Teen Events	4
STEM	40
Other Youth Events	0
Total Attendance	450

Adult

Book Clubs	32
Movie Screenings	38
English Conversation Circle	2
Writing Circle	12
Cribbage Club	13
Other Events	28
Total Attendance	124

All-Ages

DINOtopia Party	409
Family Bingo Night	11
Total Attendance	420

Reference Programs

Technology Tutoring	11
Total Attendance	11

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

Monthly New Registrations	0
YTD Registrations	5
Lifetime Registrations	44

1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	2
YTD Registrations	12
Lifetime Registrations	525

Total program attendees
(in-library & outreach events
March 2024) **1,005**



The West Fargo Public Library is also hosting a Spring Reading Challenge for **Cheney Middle School** that began in mid-Feb.

The library had over 400 visitors come out for our DINOtopia event. Families were welcomed by dinosaur decorations and activities throughout the library.

