



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, May 9, 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 – April 11, 2024
2. Approval of Financial Reports

Regular Agenda

Old Business

New Business

1. Rescind Piano Policy (**Action**)
2. Preliminary Budget Review
3. Director's Report
4. Adjourn



West Fargo Public Library Board of Directors Meeting

Regular Meeting April 11, 2024
5 p.m. via Zoom ([YouTube](#) recording)

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

Also Present: Library Director Jenna Kahly

Board Members Absent: Commissioner Mandy George, Larry Schwartz

Meeting Items

I. Call to Order

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

II. Order of the Agenda

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

III. Public Comment

No members of the public signed up for public comment.

IV. Consent Agenda

Rerick moved, and Stukel seconded to approve the consent agenda, which Included:

- Approval of Minutes – Feb. 22, 2024
- Approval of Feb. 2024 and March 2024 Financial Reports

Regular Agenda

Old Business

- No old business

New Business

V. Discussion of Board of Directors Terms Ending and Plan to Fill Seats

Kahly explained that the Board will have two openings in 2024 as Hanson and Stukel's first terms come to an end in June. They are eligible to apply for reappointment. The Board instructed Kahly to publicly post the application form that had been used in the past. Discussion of candidates will be had at the June meeting, with new terms beginning in July. A new City Commissioner will join the Library Board in July as well, as Commissioner George is not running for reelection. A special meeting of the Board will occur for orientation following Board appointments. The date is to be determined.

VI. Discussion of FY25 Budget Timeline

Kahly gave an update on the 2025 Budget process. She shared that she had reviewed the FY25 Budget line by line with library staff. She noted plans to have data available to share with the Board ahead of the May 2024 meeting. A preliminary budget would need to be approved at the June meeting to meet the City Commission's deadlines.

VII. 2023 Annual Report (Action)

Kahly presented the 2023 Annual Report, which included stats from 2023 and comparisons over the last five years, such as:

- Program attendance increased 20% from 2019 to 2023
- Storytime attendance quadrupled from 2019 to 2023
- The number of active library cards in 2023 was almost double that of 2019
- The library has created 19,580 new library cards since 2019, with 3,508 cards being made in 2023 alone
- In 2023, cardholders checked out over 200,000 items and physical and digital checkouts reached an all-time high.

- The library saw 58,975 visits in 2023, which brought the total for the last five years to nearly 260,000 visits.
- Kahly made a point to note the library had seen over 1,123,000 visits moving to the Lodoen Center in 2005. Kahly noted that this data helps support her request for funding for carpeting in the building, which has not been changed over those 19 years. The data supports the notion that the library is the most publicly accessed of the City of West Fargo buildings and is deserving of financial support.
- The library delivered 2,581 books to 7 daycares and 6 senior living facilities in 2023.
- The library continued the summer outreach program using the Little Red Reading Bus in 2023 and delivered nearly 1,500 books to local parks through that program.
- Kahly noted excitement for the future of the outreach program, which is likely to expand to a year-round program in the future thanks to the addition of a full-time Outreach Services Coordinator and the purchase of a new outreach vehicle to replace the Little Red Reading Bus thanks to a grant through the State Library, donations from the Friends of the Library, and the Board's approval to spend reserve funds.

Hanson noted a typo she found within the Annual Report document and requested that be edited before publishing. Rerick moved to approve and publish the report after edits are made. Stukel seconded. No opposition. Motion carried. The Board also requested Kahly present the report to the City Commission on the Board's behalf, per Century Code.

VIII. Director's Report

Kahly provided a Director's Report which included:

- Positive patron comments in response to talk of a West Fargo Library branch at the newly leased City Hall location, space needs assessment findings, new service desk, Dinotopia party, and the record-breaking usage the library has seen in recent months.
- A note that the door count sensor was not working properly this winter, which has resulted in low reporting.
- Exciting news that a key is no longer needed to use the elevator to get to the library's upper floor, which had been an accessibility issue for quite some time. The door to this space will remain open during library hours.
- Most of the new service desk was installed and it has been well received by patrons and staff.
- The self-checkout station was updated to include a new scanner and receipt printer as separate hardware pieces.
- The library's copiers are now leased through a new vendor, offering additional features that will save staff time and library funds.
- The library was 23% expended at the time of meeting.
- Cass Klos was promoted to Outreach Services Coordinator from her part-time Outreach role.
- Interviews for the open Circulation Manager role and summer internships were underway.
- In March, the library saw circulation of 1.24 items per active library card.
- A dinosaur themed open house party brought over 400 people to the library on March 9.
- The library was preparing for National Library Week in April.
- The Friends of the Library planned to host their spring book sale April 13 and 14.

IX. Adjourn

- Rerick moved to adjourn. Stukel seconded. No opposition. Motion carried at 5:46 p.m.

05/01/24
07:47:01

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 111902 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%

05/01/24
07:47:01

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 111891 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 111792 Genevieve J - Library		800012111 12/05/23	59.00	3/24	2862 ESSENTIA HEALTH		
CL 117014 9 111792 Cassondra S C - Library		800012111 12/05/23	59.00	3/24	2862 ESSENTIA HEALTH		
CL 117014 10 111792 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 111758 ADDRESS LABELS;TISSUES;PENS		W012875491 03/11/24	37.01	3/24	351 BUSINESS ESSENTIALS		
CL 117045 2 111758 ADDRESS LABELS		W012875492 03/13/24	24.12	3/24	351 BUSINESS ESSENTIALS		
CL 117056 1 111832 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 111807 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%

05/01/24
07:47:01

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	03/02/24	1,316.25	3/24	2089 ENVISIONWARE, INC		
CL 117052	1	111843 REPAIR OF WIFI ACCESS POINTS	INV209130	01/31/24	1,075.00	3/24	2261 NETWORK CENTER INCORPORATED		
CL 117053	1	111904 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	111776 SERVICE CALL FOR CASH DRAWER	300283	03/15/24	103.25	3/24	65 CURT'S LOCK & KEY		
CL 117106	1	111781 MODULAR FOR NEW SERVICE DESK		03/19/24	24.72	3/24	624 DAKOTA SUPPLY GROUP		
CL 117106	2	111781 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	111786 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%

05/01/24
07:47:01

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	111851 EBOOKS & AUDIOBOOKS	02139DA240	01/30/24	134.93	3/24	2126 OVERDRIVE, INC		
CL 117057 2	111851 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		

05/01/24
07:47:01

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	111815 BOOKS	80887162	03/08/24	21.18	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	2	111815 BOOKS	80887163	03/08/24	26.18	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	3	111815 BOOKS	80887164	03/08/24	15.47	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	4	111815 BOOKS	80887165	03/08/24	13.70	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	5	111815 BOOKS	80887166	03/08/24	66.39	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	6	111815 BOOKS	80887167	03/08/24	29.75	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	7	111815 BOOKS	80887168	03/08/24	13.39	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	8	111815 BOOKS	80914598	03/11/24	14.87	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	9	111815 BOOKS	80914599	03/11/24	14.23	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	10	111815 BOOKS	80914600	03/11/24	33.32	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	11	111815 BOOKS	80914601	03/11/24	35.86	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	12	111815 BOOKS	80914602	03/11/24	17.52	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	13	111815 BOOKS	80914603	03/11/24	16.55	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	14	111815 BOOKS	80914604	03/11/24	12.42	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	15	111815 BOOKS	80914605	03/11/24	35.71	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	16	111815 BOOKS	80914606	03/11/24	15.13	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	17	111815 BOOKS	80914607	03/11/24	19.20	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	18	111815 BOOKS	80914608	03/11/24	12.72	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	19	111815 BOOKS	80957133	03/13/24	44.01	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	20	111815 BOOKS	80957134	03/13/24	18.24	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	21	111815 BOOKS	80957135	03/13/24	28.98	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	22	111815 BOOKS	80957136	03/13/24	8.16	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	23	111815 BOOKS	80957137	03/13/24	12.11	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	24	111815 BOOKS	80977583	03/14/24	18.68	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	25	111815 BOOKS	80977584	03/14/24	14.67	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	26	111815 BOOKS	80997886	03/15/24	6.96	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	27	111815 BOOKS	80997887	03/15/24	20.80	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	28	111815 BOOKS	80997888	03/15/24	21.27	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	29	111815 BOOKS	80997889	03/15/24	29.41	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	30	111815 BOOKS	80997890	03/15/24	14.23	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	31	111815 BOOKS	81022723	03/18/24	13.81	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	32	111815 BOOKS	81022724	03/18/24	15.10	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	33	111815 BOOKS	81022725	03/18/24	83.76	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	34	111815 BOOKS	81022726	03/18/24	13.77	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	35	111815 BOOKS	81022727	03/18/24	16.42	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	36	111815 BOOKS	81022728	03/18/24	31.92	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	37	111815 BOOKS	81022729	03/18/24	29.13	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	38	111815 BOOKS	81022730	03/18/24	11.46	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	39	111815 BOOKS	81022731	03/18/24	14.64	3/24	4592 INGRAM LIBRARY SERVICES		

05/01/24
07:47:01

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	111815 BOOKS	81090860	03/21/24	26.09	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	41	111815 BOOKS	81090861	03/21/24	13.78	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	42	111815 BOOKS	81090862	03/21/24	26.97	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	43	111815 BOOKS	81090863	03/21/24	15.72	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	44	111815 BOOKS	81090864	03/21/24	27.78	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	45	111815 BOOKS	81136477	03/25/24	54.83	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	46	111815 BOOKS	81136478	03/25/24	14.35	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	47	111815 BOOKS	81110551	03/22/24	35.52	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	48	111815 BOOKS	81129077	03/24/24	92.52	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	49	111815 BOOKS	81129078	03/24/24	294.02	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	50	111815 BOOKS	81129079	03/24/24	36.00	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	51	111815 BOOKS	81129080	03/24/24	27.98	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	52	111815 BOOKS	81154501	03/26/24	14.47	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	53	111815 BOOKS	81154502	03/26/24	29.77	3/24	4592 INGRAM LIBRARY SERVICES		
CL 117058	54	111815 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	111835 AUDIOBOOK	505186070	03/13/24	121.98	3/24	1854 MIDWEST TAPE		
CL 117059	2	111835 AUDIOBOOK	505171599	03/13/24	45.49	3/24	1854 MIDWEST TAPE		
CL 117059	3	111835 AUDIOBOOK	505215229	03/19/24	39.49	3/24	1854 MIDWEST TAPE		
CL 117059	4	111835 AUDIOBOOK	505215227	03/19/24	112.47	3/24	1854 MIDWEST TAPE		
CL 117059	5	111835 DVD	505159390	03/08/24	9.99	3/24	1854 MIDWEST TAPE		
CL 117059	6	111835 DVD	505186076	03/13/24	47.94	3/24	1854 MIDWEST TAPE		
CL 117059	7	111835 DVD	505186073	03/13/24	47.94	3/24	1854 MIDWEST TAPE		
CL 117059	8	111835 DVD	505186077	03/13/24	18.54	3/24	1854 MIDWEST TAPE		
CL 117059	9	111835 DVD	505186074	03/13/24	36.01	3/24	1854 MIDWEST TAPE		
CL 117059	10	111835 DVD	505186075	03/13/24	20.97	3/24	1854 MIDWEST TAPE		
CL 117059	11	111835 DVD	505186072	03/13/24	96.21	3/24	1854 MIDWEST TAPE		
CL 117059	12	111835 DVD	505186078	03/13/24	343.06	3/24	1854 MIDWEST TAPE		
CL 117059	13	111835 DVD	505215271	03/19/24	45.69	3/24	1854 MIDWEST TAPE		
CL 117059	14	111835 DVD	505215272	03/19/24	54.67	3/24	1854 MIDWEST TAPE		
CL 117059	15	111835 DVD	505215273	03/19/24	26.53	3/24	1854 MIDWEST TAPE		
CL 117059	16	111835 DVD	505215274	03/19/24	31.47	3/24	1854 MIDWEST TAPE		
CL 117059	17	111835 DVD	505215275	03/19/24	57.43	3/24	1854 MIDWEST TAPE		
CL 117059	18	111835 DVD	505215270	03/19/24	18.72	3/24	1854 MIDWEST TAPE		
CL 117059	19	111835 DVD	505247382	03/26/24	19.47	3/24	1854 MIDWEST TAPE		

05/01/24
07:47:01

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	111835 DVD	505247451 03/26/24	30.24	3/24	1854 MIDWEST TAPE		
CL 117059 21	111835 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	111839 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	%
680 Library of Things							
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	111801 LIBRARY DAY - PROMOTIONS	33020 03/15/24	500.00	3/24	1118 FM REDHAWKS		
CL 117049 1	111802 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							
JV 5531 2	FIBT TSYS/TRANSFIRST MAR 24	/ /	78.00	3/24			
Object Total:			78.00	234.00	1,750.00	1,516.00	13%

05/01/24
07:47:01

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							
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							
CL 117051 1 111800 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:		170,895.92	488,290.48	2,092,696.00	1,604,405.52	
	Fund Total:		170,895.92	488,290.48	2,092,696.00	1,604,405.52	

***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).

05/01/24
07:51:22

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 4/24 - 4/24

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 5535135	Payroll 04.05.2024		/ /	38,633.37	4/24			
JV 5537124	Payroll 04.19.2024		/ /	38,715.08	4/24			
		Object Total:		77,348.45	290,389.43	950,251.00	659,861.57	31%
114 PART TIME SALARIES								
JV 5535136	Payroll 04.05.2024		/ /	3,149.69	4/24			
JV 5537125	Payroll 04.19.2024		/ /	2,866.46	4/24			
		Object Total:		6,016.15	21,926.37	136,858.00	114,931.63	16%
209 CLASSIFIED ADS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 5535137	Payroll 04.05.2024		/ /	3,097.03	4/24			
JV 5537126	Payroll 04.19.2024		/ /	3,081.53	4/24			
		Object Total:		6,178.56	23,146.51	83,164.00	60,017.49	28%
230 RETIREMENT								
JV 5535138	Payroll 04.05.2024		/ /	6,258.26	4/24			
JV 5537127	Payroll 04.19.2024		/ /	6,272.83	4/24			
		Object Total:		12,531.09	47,034.26	175,722.00	128,687.74	27%
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 5535139	Payroll 04.05.2024		/ /	5,940.73	4/24			
JV 5537128	Payroll 04.19.2024		/ /	5,940.63	4/24			
		Object Total:		11,881.36	44,546.64	205,554.00	161,007.36	22%
321 PROPERTY INSURANCE								
			/ /					
		Object Total:		0.00	1,122.33	0.00	-1,122.33	%
333 BUILDING RENTAL								
CL 117697 1	MAY RENT	MISC07415	04/19/24	10,333.50	4/24	549 WF PUB SCHOOLS DIST #6		
		Object Total:		10,333.50	51,667.50	124,002.00	72,334.50	42%
340 TRAVEL & EDUCATION								
CC 1405 3	LIBRARY WORKS		03/19/24	150.00	4/24	3162 VISA LIBRARY #2		
		Object Total:		150.00	590.69	18,060.00	17,469.31	3%

05/01/24
07:51:22

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 4/24 - 4/24

Page: 2 of 8
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice	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 117724 32	march 2024 library	9961033894	03/08/24	169.95	4/24	3668 VERIZON WIRELESS		
		Object Total:		169.95	614.90	3,300.00	2,685.10	19%
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	837.00	3,000.00	2,163.00	28%
410 OFFICE SUPPLIES								
CC 1405 1	PURE WATER		03/15/24	100.00	4/24	3162 VISA LIBRARY #2		
CC 1405 4	VENMILL		04/01/24	108.43	4/24	3162 VISA LIBRARY #2		
CC 1406 6	AMAZON		03/11/24	19.49	4/24	4576 VISA LIBRARY #3		
CC 1406 9	AMAZON		03/25/24	77.18	4/24	4576 VISA LIBRARY #3		
CC 1406 10	AMAZON		03/25/24	147.39	4/24	4576 VISA LIBRARY #3		
CL 117401 1	111931 CPY PAPER/FILE	W012916761	04/08/24	168.74	4/24	351 BUSINESS ESSENTIALS		
	FOLDERS/BATTERY							
CL 117401 2	111931 PAPER TOWELS	W012917401	04/09/24	24.99	4/24	351 BUSINESS ESSENTIALS		
		Object Total:		646.22	2,652.49	13,000.00	10,347.51	20%
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 117691 1	SERVICE/CONTRACTS	36388615	04/19/24	443.23	4/24	2877 GREATAMERICA FINANCIAL		
	AGREEMENTS							
CL 117693 1	SERVICE/CONTRACTS	36237426	03/28/24	656.95	4/24	5349 MARCO TECHNOLOGIES, LLC		
	AGREEMENTS							
		Object Total:		1,100.18	2,672.96	10,260.00	7,587.04	26%
490 MISC								
CL 117415 1	111987 DAMAGED BOOK		04/02/24	20.00	4/24	5344 HILLSBORO HIGH SCHOOL &		
		Object Total:		20.00	29.49	500.00	470.51	6%

05/01/24
07:51:22

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 4/24 - 4/24

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 1405 2	LEVATA	03/19/24	803.16	4/24	3162 VISA LIBRARY #2		
CL 117404 2 112005	TECHNOLOGY REPLACEMENTS	6467664596 04/11/24	897.96	4/24	4767 LENOVO (UNITED STATES) INC.		
CL 117414 1 111967	NEW COPIER	INVUS70641 04/11/24	630.00	4/24	2089 ENVISIONWARE, INC		
CL 117690 1	CONFIGURATION/CABLE RENEWAL MOBILEPRINT SERVICE	INVUS70691 04/22/24	575.00	4/24	2089 ENVISIONWARE, INC		
Object Total:			2,906.12	16,007.88	36,479.00	20,471.12	44%
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 1404 1	MENARDS	03/05/24	25.70	4/24	3161 VISA LIBRARY #1		
CC 1405 5	AMAZON	04/01/24	261.33	4/24	3162 VISA LIBRARY #2		
CL 117404 1 112005	MOUNTING BRACKET	6467559810 03/30/24	12.99	4/24	4767 LENOVO (UNITED STATES) INC.		
CL 117694 1	TAPE	27962 04/08/24	84.68	4/24	4622 MENARDS (PUBLIC WORKS)		
CL 117695 1	ADHESIVE SPARY	226240 04/08/24	31.98	4/24	276 OSTROMS ACE HARDWARE		
Object Total:			416.68	3,259.39	7,166.00	3,906.61	45%
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 1404 2	FAMILY FARE	03/08/24	109.90	4/24	3161 VISA LIBRARY #1		
CC 1404 4	WALMART	03/29/24	24.82	4/24	3161 VISA LIBRARY #1		
CC 1404 5	FACEBOOK	03/31/24	21.59	4/24	3161 VISA LIBRARY #1		
CC 1406 1	WALMART	03/04/24	117.63	4/24	4576 VISA LIBRARY #3		
CC 1406 3	MICHALES	03/06/24	30.75	4/24	4576 VISA LIBRARY #3		
CC 1406 11	AMAZON	03/25/24	137.66	4/24	4576 VISA LIBRARY #3		
Object Total:			442.35	1,978.56	21,000.00	19,021.44	9%
650 E RESOURCES							
CL 117416 1 112103	E RESOURCES	505271062 03/31/24	1,600.07	4/24	1854 MIDWEST TAPE		
CL 117696 1	E RESOURCES	02/13/93	747.98	4/24	2126 OVERDRIVE, INC		
Object Total:			2,348.05	16,251.52	53,161.00	36,909.48	31%
653 CAPITAL IMPROVEMENTS							
Object Total:			0.00	0.00	0.00	0.00	%

05/01/24
07:51:22

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 4/24 - 4/24

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								
661 POSTAGE/FREIGHT/SHIPPING								
CC 1406 5	AMAZON		03/11/24	19.99	4/24	4576 VISA LIBRARY #3		
Object Total:				19.99	2,608.49	10,000.00	7,391.51	26%
662 BOOKS								
CC 1406 2	AMAZON		03/05/24	12.69	4/24	4576 VISA LIBRARY #3		
CC 1406 4	AMAZON		03/07/24	57.19	4/24	4576 VISA LIBRARY #3		
CC 1406 7	AMAZON		03/15/24	50.64	4/24	4576 VISA LIBRARY #3		
CC 1406 8	AMAZON		03/18/24	46.03	4/24	4576 VISA LIBRARY #3		
CC 1406 12	AMAZON		03/26/24	13.37	4/24	4576 VISA LIBRARY #3		
CC 1406 13	AMAZON		03/26/24	16.13	4/24	4576 VISA LIBRARY #3		
CC 1406 14	AMAZON		03/27/24	6.63	4/24	4576 VISA LIBRARY #3		
CC 1406 15	AMAZON		03/27/24	5.13	4/24	4576 VISA LIBRARY #3		
CC 1406 16	AMAZON		03/27/24	18.73	4/24	4576 VISA LIBRARY #3		
CC 1406 17	AMAZON		03/29/24	6.49	4/24	4576 VISA LIBRARY #3		
CC 1406 18	AMAZON		03/30/24	7.99	4/24	4576 VISA LIBRARY #3		
CC 1406 19	AMAZON		03/29/24	19.99	4/24	4576 VISA LIBRARY #3		
CC 1406 20	AMAZON		03/31/24	186.89	4/24	4576 VISA LIBRARY #3		
CC 1406 21	AMAZON		04/01/24	134.26	4/24	4576 VISA LIBRARY #3		
CC 1406 22	AMAZON		04/01/24	16.24	4/24	4576 VISA LIBRARY #3		
CL 117402 1	111939 BOOKS	258807	04/01/24	756.29	4/24	1808 CHERRY LAKE PUBLISHING		
CL 117418 1	111993 BOOKS	81198520	03/28/24	11.33	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 2	111993 BOOKS	81198521	03/28/24	36.78	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 3	111993 BOOKS	81198522	03/28/24	15.52	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 4	111993 BOOKS	81198523	03/28/24	19.42	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 5	111993 BOOKS	81198524	03/28/24	13.90	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 6	111993 BOOKS	81198525	03/28/24	18.01	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 7	111993 BOOKS	81198526	03/28/24	22.16	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 8	111993 BOOKS	81198527	03/28/24	104.49	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 9	111993 BOOKS	81198528	03/28/24	142.68	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 10	111993 BOOKS	81198529	03/28/24	172.32	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 11	111993 BOOKS	81206589	03/28/24	31.75	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 12	111993 BOOKS	81206590	03/28/24	386.41	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 13	111993 BOOKS	81206591	03/28/24	157.42	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 14	111993 BOOKS	81206592	03/28/24	95.24	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 15	111993 BOOKS	81206593	03/28/24	58.28	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 16	111993 BOOKS	81206594	03/28/24	17.17	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 17	111993 BOOKS	81206595	03/28/24	22.55	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 18	111993 BOOKS	81206596	03/28/24	150.81	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 19	111993 BOOKS	81206597	03/28/24	19.55	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 20	111993 BOOKS	81219302	03/29/24	27.68	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 21	111993 BOOKS	81219303	03/29/24	1,185.59	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 22	111993 BOOKS	81219304	03/29/24	671.46	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 23	111993 BOOKS	81243532	04/01/24	14.92	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 24	111993 BOOKS	81243533	04/01/24	28.07	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 25	111993 BOOKS	81243534	04/01/24	39.02	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 26	111993 BOOKS	81243535	04/01/24	9.64	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 27	111993 BOOKS	81243536	04/01/24	24.67	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 28	111993 BOOKS	81243537	04/01/24	290.03	4/24	4592 INGRAM LIBRARY SERVICES		

05/01/24
07:51:22

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 4/24 - 4/24

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 117418 29	111993	BOOKS	81243538	04/01/24	59.62	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 30	111993	BOOKS	81243539	04/01/24	525.79	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 31	111993	BOOKS	81243540	04/01/24	80.03	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 32	111993	BOOKS	81243541	04/01/24	173.78	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 33	111993	BOOKS	81243542	04/01/24	52.62	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 34	111993	BOOKS	81243543	04/01/24	42.27	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 35	111993	BOOKS	81243544	04/01/24	65.48	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 36	111993	BOOKS	81257838	04/02/24	12.43	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 37	111993	BOOKS	81257839	04/02/24	33.33	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 38	111993	BOOKS	81257840	04/02/24	15.76	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 39	111993	BOOKS	81281607	04/03/24	56.71	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 40	111993	BOOKS	81281608	04/03/24	15.42	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 41	111993	BOOKS	81281609	04/03/24	15.92	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 42	111993	BOOKS	81281610	04/03/24	13.52	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 43	111993	BOOKS	81281611	04/03/24	48.67	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 44	111993	BOOKS	81281612	04/03/24	13.88	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 45	111993	BOOKS	81305506	04/04/24	21.94	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 46	111993	BOOKS	81305507	04/04/24	14.19	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 47	111993	BOOKS	81305508	04/04/24	20.89	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 48	111993	BOOKS	81305509	04/04/24	26.24	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 49	111993	BOOKS	81305510	04/04/24	13.84	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 50	111993	BOOKS	81305511	04/04/24	11.12	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 51	111993	BOOKS	81342192	04/07/24	16.94	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 52	111993	BOOKS	81342193	04/07/24	16.15	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 53	111993	BOOKS	81365664	04/09/24	16.82	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 54	111993	BOOKS	81365665	04/09/24	13.91	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 55	111993	BOOKS	81365666	04/09/24	31.90	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 56	111993	BOOKS	81365667	04/09/24	69.20	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 57	111993	BOOKS	81386928	04/10/24	20.73	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 58	111993	BOOKS	81386927	04/10/24	13.67	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 59	111993	BOOKS	81386926	04/10/24	43.38	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 60	111993	BOOKS	81386925	04/10/24	15.05	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 61	111993	BOOKS	81386924	04/10/24	24.77	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 62	111993	BOOKS	81386923	04/10/24	15.56	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 63	111993	BOOKS	81386922	04/10/24	15.46	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117418 64	111993	BOOKS	81386921	04/10/24	33.81	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117688 1		BOOKS	117061	04/12/24	1,638.83	4/24	3160 APPLE BOOKS		
CL 117689 1		BOOKS	106349	03/25/24	366.05	4/24	4220 BRAINSTORM INC		
CL 117692 1		KADE FERRIS BOOKS	13744	03/27/24	338.25	4/24	5347 HISTORICAL & CULTURAL		
Object Total:					9,165.49	27,861.94	88,950.00	61,088.06	31%
663 MAGAZINES									
Object Total:					0.00	4,623.73	5,500.00	876.27	84%

05/01/24
07:51:22

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 4/24 - 4/24

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									
664 AUDIO VIDEO									
CL 117412	1	112006 AUDIO - VOX BOOKS	110679	02/27/24	609.72	4/24	3109 LIBRARY IDEAS, INC		
CL 117416	2	112103 AUDIOBOOK	505274928	04/02/24	175.47	4/24	1854 MIDWEST TAPE		
CL 117416	3	112103 AUDIOBOOK	505279081	04/02/24	130.47	4/24	1854 MIDWEST TAPE		
CL 117416	4	112103 AUDIOBOOK	505307743	04/09/24	45.49	4/24	1854 MIDWEST TAPE		
CL 117416	5	112103 AUDIOBOOK	505307745	04/09/24	74.98	4/24	1854 MIDWEST TAPE		
CL 117416	6	112103 DVD	505274926	04/02/24	106.51	4/24	1854 MIDWEST TAPE		
CL 117416	7	112103 DVD	505274925	04/02/24	275.27	4/24	1854 MIDWEST TAPE		
CL 117416	8	112103 DVD	505279080	04/02/24	105.27	4/24	1854 MIDWEST TAPE		
CL 117416	9	112103 DVD	505279082	04/02/24	28.47	4/24	1854 MIDWEST TAPE		
CL 117416	10	112103 DVD	505274927	04/02/24	60.66	4/24	1854 MIDWEST TAPE		
CL 117416	11	112103 DVD	505279083	04/02/24	22.47	4/24	1854 MIDWEST TAPE		
CL 117416	12	112103 DVD	505307748	04/09/24	43.47	4/24	1854 MIDWEST TAPE		
CL 117416	13	112103 DVD	505307744	04/09/24	58.44	4/24	1854 MIDWEST TAPE		
CL 117416	14	112103 DVD	505307747	04/09/24	32.53	4/24	1854 MIDWEST TAPE		
CL 117416	15	112103 DVD	505307749	04/09/24	95.34	4/24	1854 MIDWEST TAPE		
CL 117416	16	112103 DVD	505311360	04/09/24	93.72	4/24	1854 MIDWEST TAPE		
Object Total:					1,958.28	7,443.27	25,650.00	18,206.73	29%
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									
Object Total:					0.00	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	%
680 Library of Things									
Object Total:					0.00	0.00	0.00	0.00	%
682 STRATEGIC PLANNING									
Object Total:					0.00	0.00	0.00	0.00	%

05/01/24
07:51:22

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 4/24 - 4/24

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								
689 PROMOTIONAL ACTIVITIES								
CC 1404 3	ADOBE		03/26/24	32.39	4/24 3161	VISA LIBRARY #1		
		Object Total:		32.39	1,776.02	11,400.00	9,623.98	16%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00	9,825.00	0.00	-9,825.00	%
740 SERVICE CHARGES			/ /					
		Object Total:		0.00	234.00	1,750.00	1,516.00	13%
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	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 5538 16	April 2024 Cost Allocation		/ /	3,702.83	4/24			
		Object Total:		3,702.83	14,811.32	46,646.00	31,834.68	32%
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:		147,367.64	635,658.12	2,092,696.00	1,457,037.88	
		Fund Total:		147,367.64	635,658.12	2,092,696.00	1,457,037.88	

***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).

05/01/24
07:55:01

CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 4 / 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	39,662.43	1,930,966.31	2,150,618.00	-219,651.69	90
310002	DISCOUNT PROPERTY TAXES			-79,573.00	79,573.00	
335600	STATE AID			31,000.00	-31,000.00	
						92
Total Revenue		39,662.43	1,930,966.31	2,102,045.00	-171,078.69	92
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	77,348.45	290,389.43	950,251.00	659,861.57	31
114	PART TIME SALARIES	6,016.15	21,926.37	136,858.00	114,931.63	16
220	SOCIAL SECURITY	6,178.56	23,146.51	83,164.00	60,017.49	28
230	RETIREMENT	12,531.09	47,034.26	175,722.00	128,687.74	27
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	44,546.64	205,554.00	161,007.36	22
321	PROPERTY INSURANCE		1,122.33		-1,122.33	
333	BUILDING RENTAL	10,333.50	51,667.50	124,002.00	72,334.50	42
340	TRAVEL & EDUCATION	150.00	590.69	18,060.00	17,469.31	3
356	TELEPHONE	169.95	614.90	3,300.00	2,685.10	19
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING		837.00	3,000.00	2,163.00	28
410	OFFICE SUPPLIES	646.22	2,652.49	13,000.00	10,347.51	20
424	GAS AND OIL			1,200.00	1,200.00	
427	VEHICLES MAINTENANCE			1,200.00	1,200.00	
428	SERVICE AGREEMENTS-CONTRA	1,100.18	2,672.96	10,260.00	7,587.04	26
490	MISC	20.00	29.49	500.00	470.51	6
497	TECHNOLOGY	2,906.12	16,007.88	36,479.00	20,471.12	44
500	SUPPLIES			500.00	500.00	
640	FURNITURE & EQUIPMENT			2,000.00	2,000.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000	416.68	3,259.39	7,166.00	3,906.61	45
644	POSTAL METER RENT			1,200.00	1,200.00	
648	PROFESSIONAL PUBLICATIONS			3,000.00	3,000.00	
649	PROGRAMMING	442.35	1,978.56	21,000.00	19,021.44	9
650	E RESOURCES	2,348.05	16,251.52	53,161.00	36,909.48	31
661	POSTAGE/FREIGHT/SHIPPING	19.99	2,608.49	10,000.00	7,391.51	26
662	BOOKS	9,165.49	27,861.94	88,950.00	61,088.06	31
663	MAGAZINES		4,623.73	5,500.00	876.27	84
664	AUDIO VIDEO	1,958.28	7,443.27	25,650.00	18,206.73	29
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	350.00	314.60	10
689	PROMOTIONAL ACTIVITIES	32.39	1,776.02	11,400.00	9,623.98	

05/01/24
07:55:01

CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 4 / 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		234.00	1,750.00	1,516.00	13
864	FURN & EQUIP DEPRECIATED >\$5,000		14,210.60		-14,210.60	
880	COST ALLOCATIONS	3,702.83	14,811.32	46,646.00	31,834.68	32
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	147,367.64	635,658.12	2,092,696.00	1,457,037.88	30
	Total Expenses	147,367.64	635,658.12	2,092,696.00	1,457,037.88	30
	Net Income from Operations	-107,705.21	1,295,308.19			
	Other Revenue					
360000	MISCELLANEOUS REVENUE	171.00	2,004.39	5,000.00	-2,995.61	40
360100	SPONSORSHIPS		1,889.25	20,000.00	-18,110.75	9
361000	INTEREST ON INVESTMENTS		9,366.65		9,366.65	
375000	DONATIONS	150.00	165.00		165.00	
						54
	Total Other Revenue	321.00	13,425.29	25,000.00	-11,574.71	54
	Net Income	-107,384.21	1,308,733.48			



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: May 9, 2024
Subject: Rescind Piano Policy
Action: Approval to rescind Piano Policy and remove it from our policy list.

**West Fargo Public Library
Board of Directors**

President

Liann Hanson

Vice President/Secretary

Larry Schwartz

Treasurer

Alanna Rerick

Board member

Mandy George
City Commissioner

Board member

Tony Stukel

Library Director

Jenna Kahly

The digital piano available in our meeting room from a 2009 donation had several damaged keys that were stuck down. I researched how to fix it, and repaired it. During the repair, I noted that due to the condition of the internal workings, more of the same repairs would be needed soon as the other keys were beginning to break as well.

The piano was sold in "as-is" condition at our recent Friends of the Library sale.

Due to lack of use over the last few years, we are not interested in replacing it at this time. I am requesting that we rescind our Piano Policy as there is no longer a need for it.

CITY OF WEST FARGO, ND
Expenditure Budget - Library
For the Year: 2025

Revision 1

Director	Fund	Department	Object	Account	Object Description	YTD 2021	YTD 2022	YTD 2023	Feb YTD 2024	2024 Budget	2025 Budget
Kahly, Jenna	7000	LIBRARY	110	411600	PERMANENT EMP SALARIES	720,924.48	670,623.03	806,677.31	135,623.93	1,010,936.00	1,220,982.88
Kahly, Jenna	7000	LIBRARY	114	411600	PART TIME SALARIES	94,650.65	130,473.62	94,628.92	9,997.30	114,442.00	97,981.73
Kahly, Jenna	7000	LIBRARY	220	411600	SOCIAL SECURITY	60,583.61	60,397.68	66,786.88	10,792.03	84,763.00	100,900.79
Kahly, Jenna	7000	LIBRARY	230	411600	RETIREMENT	105,161.51	103,676.20	122,567.33	22,006.00	169,017.00	198,531.82
Kahly, Jenna	7000	LIBRARY	240	411600	WORKFORCE SAFETY INSURANC	1,252.63	1,742.89	1,124.45	2,019.43	2,066.00	3,365.00
Kahly, Jenna	7000	LIBRARY	245	411600	CORPORATE EDUCATION		19.50				
Kahly, Jenna	7000	LIBRARY	250	411600	UNEMPLOYMENT		-	-	-	500.00	500.00
Kahly, Jenna	7000	LIBRARY	312	411600	ATTORNEY	4,053.91	6,791.08	3,724.75	-	4,000.00	5,000.00
Kahly, Jenna	7000	LIBRARY	320	411600	HEALTH INSURANCE	72,328.48	79,973.06	104,398.12	20,783.92	205,618.00	375,127.23
Kahly, Jenna	7000	LIBRARY	321	411600	PROPERTY INSURANCE	960.00	1,043.00	801.67	1,122.33	-	
Kahly, Jenna	7000	LIBRARY	333	411600	BUILDING RENTAL	116,880.00	108,895.00	121,594.00	31,000.50	124,002.00	155,967.06
Kahly, Jenna	7000	LIBRARY	340	411600	TRAVEL & EDUCATION	4,145.00	9,733.21	4,572.95	369.59	18,060.00	18,060.00
Kahly, Jenna	7000	LIBRARY	356	411600	TELEPHONE	5,107.97	1,529.32	1,609.98	169.99	3,300.00	3,060.00
Kahly, Jenna	7000	LIBRARY	387	411600	MEDICAL/VACCINES	643.00	-	-	-	500.00	500.00
Kahly, Jenna	7000	LIBRARY	399	411600	RECRUITMENT/EMPLOYMENT TE	2,015.04	5,536.83	826.00	59.00	3,000.00	3,000.00
Kahly, Jenna	7000	LIBRARY	410	411600	OFFICE SUPPLIES	11,996.09	10,530.69	14,384.24	1,768.79	13,000.00	15,000.00
Kahly, Jenna	7000	LIBRARY	420	411600	OPERATION & MAINTENANCE	3.00	575.00				
Kahly, Jenna	7000	LIBRARY	424	411600	GAS AND OIL		-	-	-	1,200.00	2,000.00
Kahly, Jenna	7000	LIBRARY	427	411600	VEHICLES MAINTENANCE		-	16.50	-	1,200.00	1,200.00
Kahly, Jenna	7000	LIBRARY	428	411600	SERVICE AGREEMENTS-CONTRA	49,780.77	21,604.81	12,937.68	1,129.55	10,260.00	11,952.13
Kahly, Jenna	7000	LIBRARY	490	411600	MISC		378.19	186.84	9.49	500.00	500.00
Kahly, Jenna	7000	LIBRARY	497	411600	TECHNOLOGY	23,476.23	34,639.41	44,562.75	2,525.69	36,479.00	49,619.00
Kahly, Jenna	7000	LIBRARY	500	411600	SUPPLIES		299.98	-	-	500.00	500.00
Kahly, Jenna	7000	LIBRARY	640	411600	FURNITURE & EQUIPMENT				-	2,000.00	
Kahly, Jenna	7000	LIBRARY	641	411600	FURN & EQUIP-NON DEPRECIA	8,697.33	7,944.21	7,857.80	1,729.25	7,166.00	10,000.00
Kahly, Jenna	7000	LIBRARY	644	411600	POSTAL METER RENT	972.36	972.36	729.27	-	1,200.00	1,200.00
Kahly, Jenna	7000	LIBRARY	648	411600	PROFESSIONAL PUBLICATIONS	723.30	442.37	2,248.69	-	3,000.00	1,000.00
Kahly, Jenna	7000	LIBRARY	649	411600	PROGRAMMING	17,155.08	16,128.07	17,421.48	414.29	21,000.00	20,330.75
Kahly, Jenna	7000	LIBRARY	650	411600	E RESOURCES	30,917.77	36,192.09	41,785.83	8,531.92	53,161.00	42,261.00
Kahly, Jenna	7000	LIBRARY	661	411600	POSTAGE/FREIGHT/SHIPPING	4,196.05	5,761.74	9,129.66	2,534.39	10,000.00	11,000.00
Kahly, Jenna	7000	LIBRARY	662	411600	BOOKS	99,463.66	108,998.91	86,126.18	13,526.84	88,950.00	97,845.00
Kahly, Jenna	7000	LIBRARY	663	411600	MAGAZINES	5,148.10	4,848.72	5,305.38	4,623.73	5,500.00	4,700.00
Kahly, Jenna	7000	LIBRARY	664	411600	AUDIO VIDEO	32,660.98	30,758.06	31,995.59	3,774.58	25,650.00	25,650.00
Kahly, Jenna	7000	LIBRARY	667	411600	MEMBERSHIPS	3,472.00	3,042.00	2,736.20	724.00	3,589.00	4,050.00
Kahly, Jenna	7000	LIBRARY	668	411600	PRINTING	1,182.79	453.24	435.44	-	1,000.00	1,000.00
Kahly, Jenna	7000	LIBRARY	669	411600	INSURANCE		-	-	-	2,750.00	3,000.00
Kahly, Jenna	7000	LIBRARY	672	411600	EMERGENCY MEDICAL SUPPLIE	303.99	145.47	93.00	-	350.00	350.00
Kahly, Jenna	7000	LIBRARY	689	411600	PROMOTIONAL ACTIVITIES	13,509.84	7,218.15	8,783.77	14.36	11,400.00	11,400.00
Kahly, Jenna	7000	LIBRARY	710	411600	PRINCIPAL		36,455.00				
Kahly, Jenna	7000	LIBRARY	720	411600	INTEREST		3,675.00				
Kahly, Jenna	7000	LIBRARY	724	411600	CONSULTING/TESTING FEES	1,375.00			9,825.00	-	3,000.00
Kahly, Jenna	7000	LIBRARY	740	411600	SERVICE CHARGES	1,509.97	1,606.30	2,641.86	156.00	1,750.00	1,750.00
Kahly, Jenna	7000	LIBRARY	864	411600	FURN & EQUIP DEPRECIATED		-	-			10,000.00
Kahly, Jenna	7000	LIBRARY	870	411600	CAPITALIZED ASSETS - OVER \$5,000		600,065.00				
Kahly, Jenna	7000	LIBRARY	880	411600	COST ALLOCATIONS		41,238.00	42,023.04	7,405.66	46,646.00	47,578.92
Kahly, Jenna	7000	LIBRARY	890	411600	TRANSFERS OUT		-	10,000.00	-	10,000.00	10,000.00
Kahly, Jenna	7000	LIBRARY	901	411600	CATALOGING	2,321.10	3,615.19	2,559.78	-	2,950.00	2,950.00
Kahly, Jenna	7000	LIBRARY	994	411600	ODIN	12,000.00	19,824.00	23,543.00	24,757.00	24,200.00	25,000.00
Kahly, Jenna	7000	LIBRARY	653	411600	CAPITAL IMPROVEMENTS						180,000.00
Kahly, Jenna	7000	LIBRARY	680	411600	LIBRARY OF THINGS						2,000.00
Totals										2,125,605.00	2,779,813.31

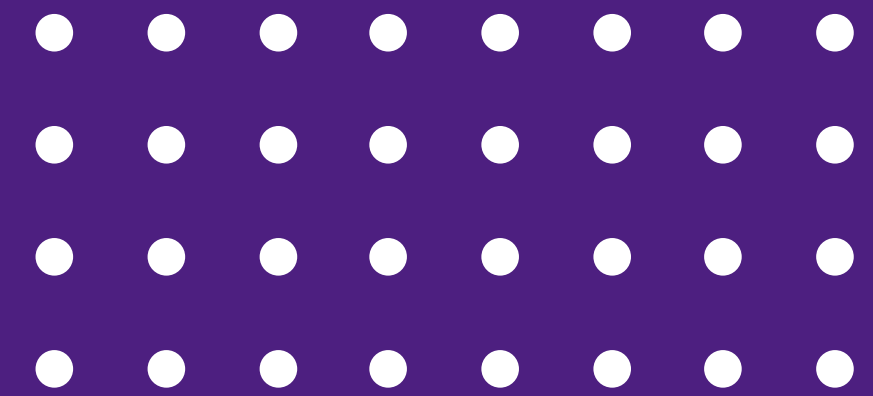


West Fargo Public Library



Director's Report

Presented by Jenna Kahly
Library Director



Administration

Building

Roof Leaks

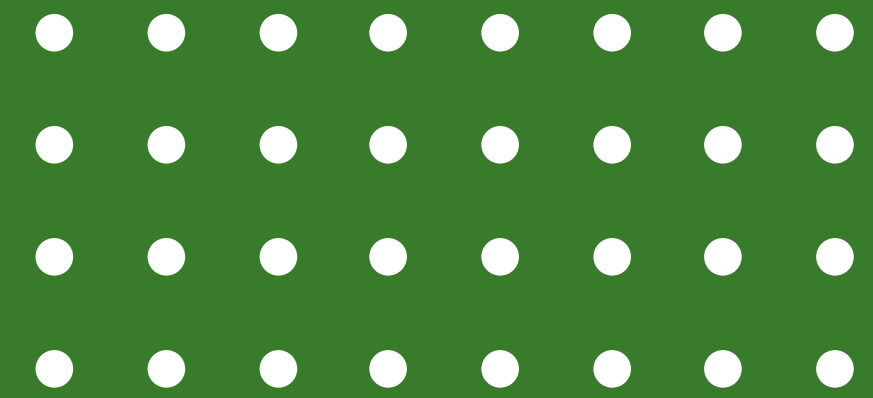
We've have a few leaks with the recent rains. The school is working to address the issues.

Carpet Cleaned

We had the main floor carpets cleaned during our staff training closure. There are areas still needing attention, so we may have them come back again later in the year to address those.



Finances



Expenditures through April

Month to Date

\$147,368

Year to Date

\$635,658

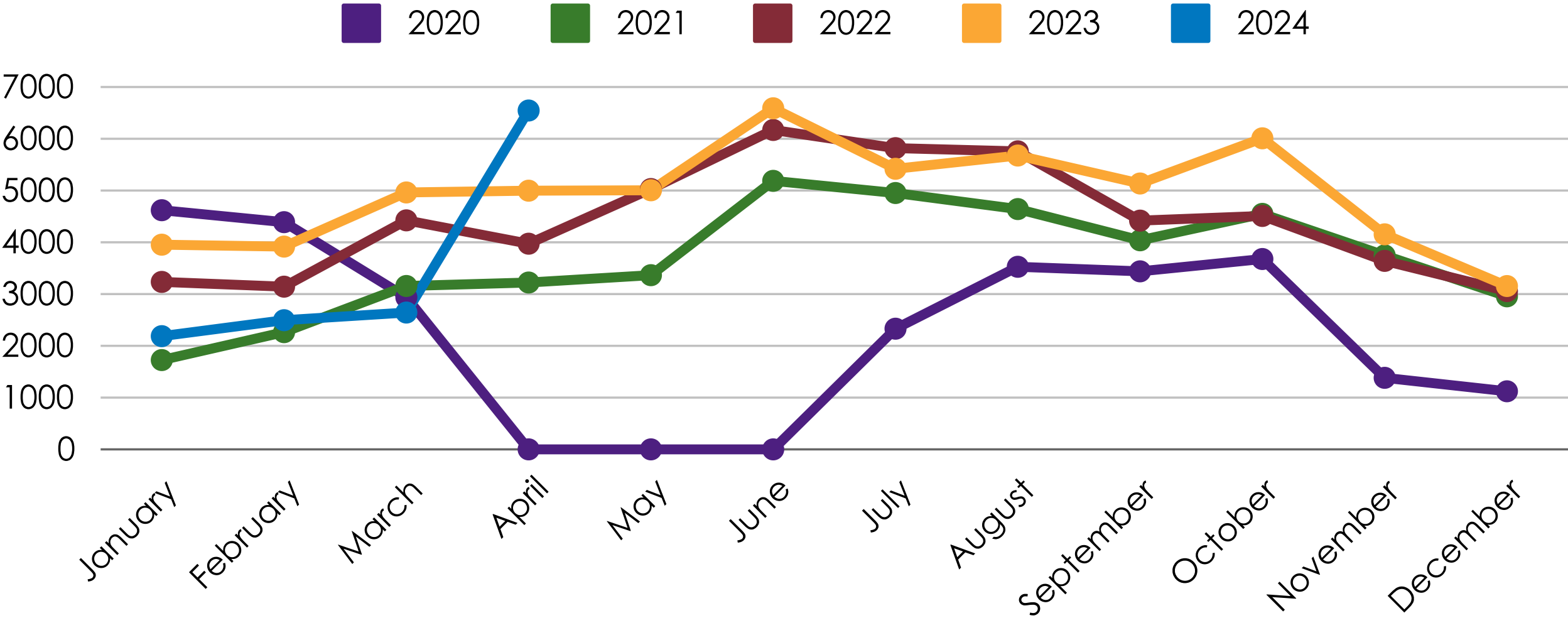
Available Appropriation

\$1,457,037

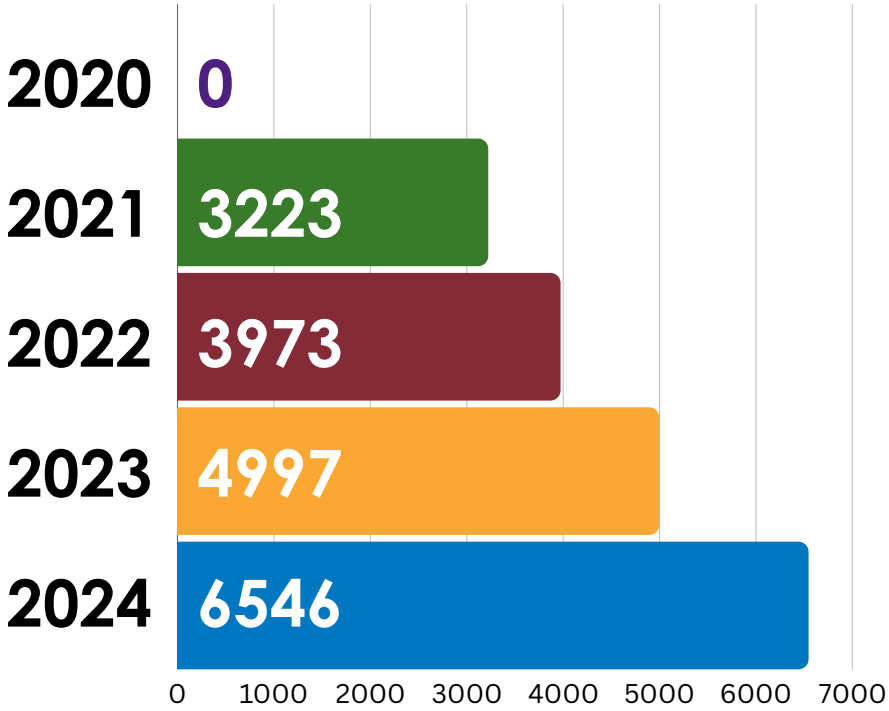
30%
Expended
YTD

Door Count

- Door count saw a big jump due to several factors, including a broken counter and 2nd grade tours, but it is still growing year over year.



April Door Count

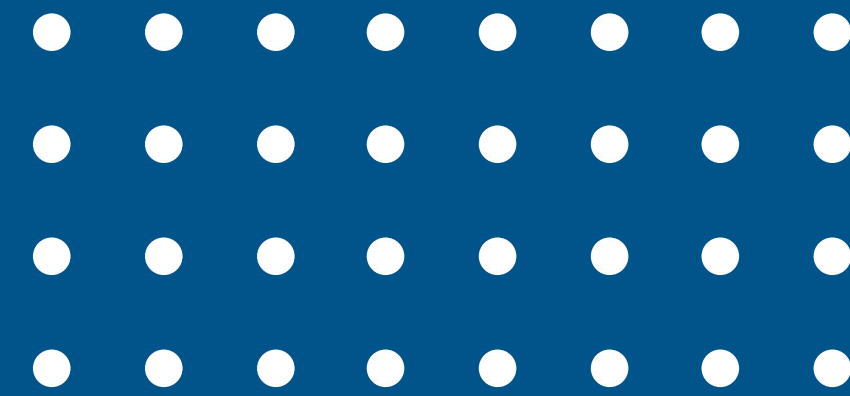


*due to an error with our door count system, counts were only tracked for a portion of the month of March

Patron Services & Collection Highlights

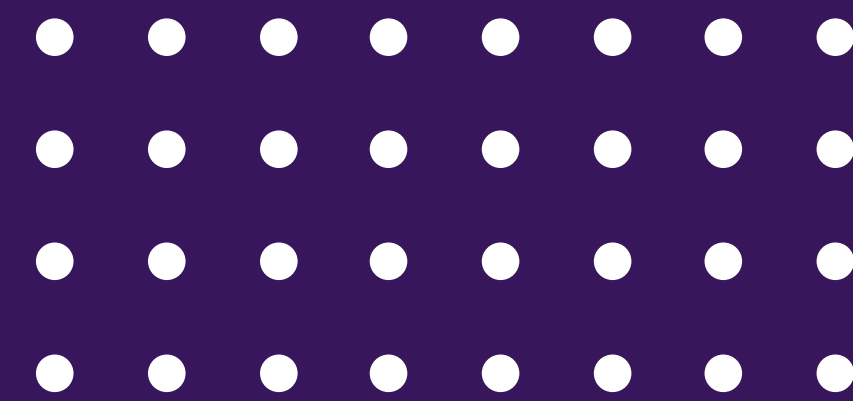
Easy Readers now have the color level listed on their record in the catalog, making it easier for patrons and staff to find them on the shelf!

Tech services has been keeping track of series that are missing titles so we can fill these in as book orders are placed. Patrons have been so appreciative of this, we are seeing a lot of these immediately being placed on hold or checked out.





Recent Programming & Outreach



Adult

- Slight increase in attendance at **English Conversation Circles**, staff have been working hard to connect with the right community members to promote the group.
- **Books & Brews Book Club** has had a revitalization with the move to Junkyard in WF. We've had new members join and the partnership with Junkyard is going well.



- Spring Cleaning and Decluttering class had a full room with engaged patrons. There were lots of requests to host the program again.



Programming & Outreach

YOUTH

FAST Eclipse Event – families stopped by the library to participate in a variety of STEM activities all about the total eclipse and other astrological events.

Over 1100 children visited the library in April through the annual Second Grade Tours and visits from the Eastwood STEM extra-curricular program.



Registration is now open for our annual Summer Boost reading challenges for all ages on Beanstack. Learn more at westfargolibrary.org/summerboost

A promotional poster for the West Fargo Public Library Summer Boost Kickoff Party. The poster features a sun-like graphic on the left with rays extending across the top and bottom. The background is a collage of photos showing children and adults engaged in various activities like reading, playing games, and working on projects. The text is bold and colorful, with a red banner for the date and location.

WEST FARGO PUBLIC LIBRARY SUMMER BOOST

SUMMER KICKOFF PARTY!

KICKING OFF A SUMMER OF ADVENTURE AT THE WEST FARGO LIBRARY AND BEYOND!

5 - 7 p.m. Thursday, May 30
at the West Fargo Public Library

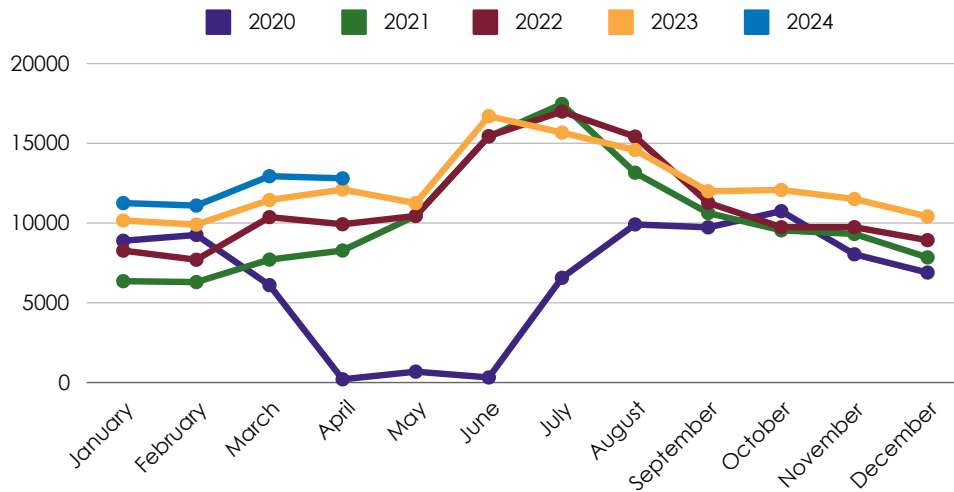
CRAFTS SNACKS GAMES MODEL TRAINS
CHALLENGE SIGN-UP ACTIVITIES FUN FOR ALL AGES

Outreach route starts June 3. Full schedule available at thelittleredreadingbus.com

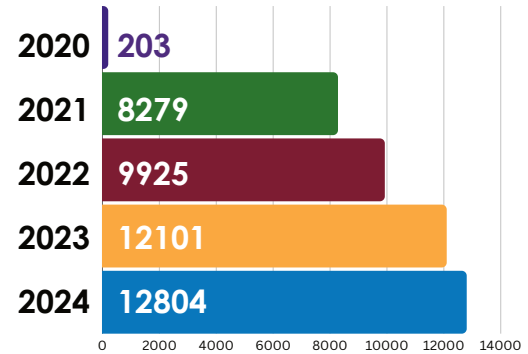
QUESTIONS?

Thank you for your time!

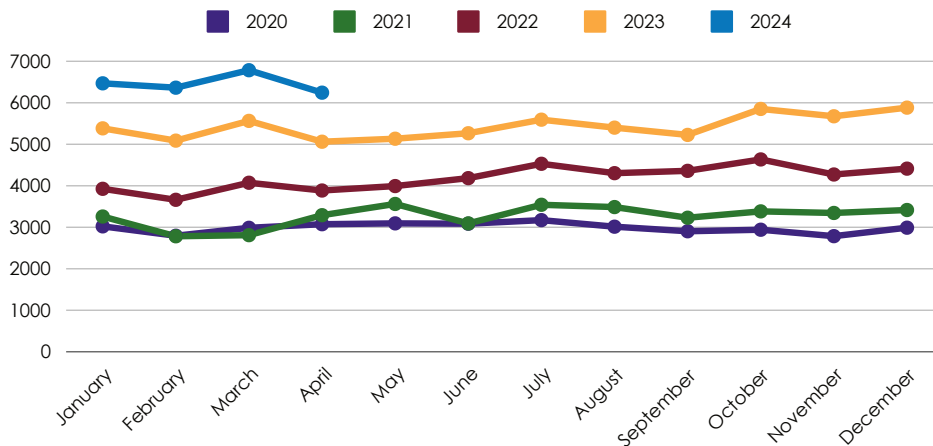
Physical Item Circulation



April Circulation

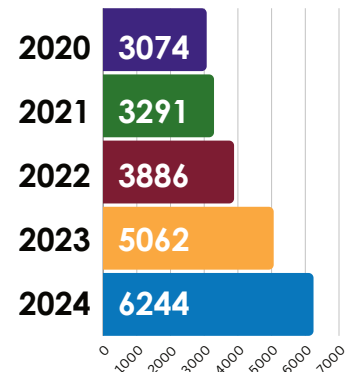


Electronic Materials Circulation

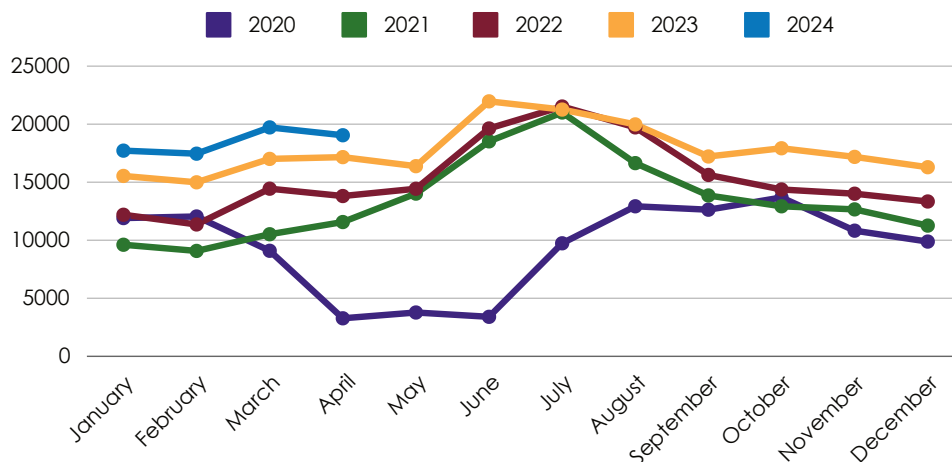


April Circulation

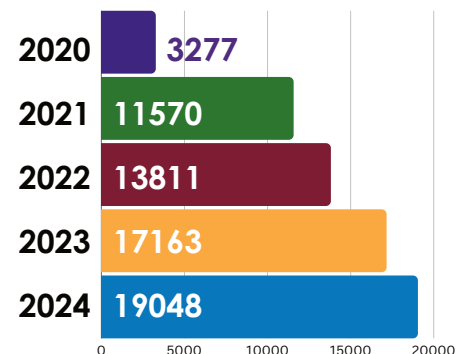
Hoopla & OverDrive/Libby



Total Circulation

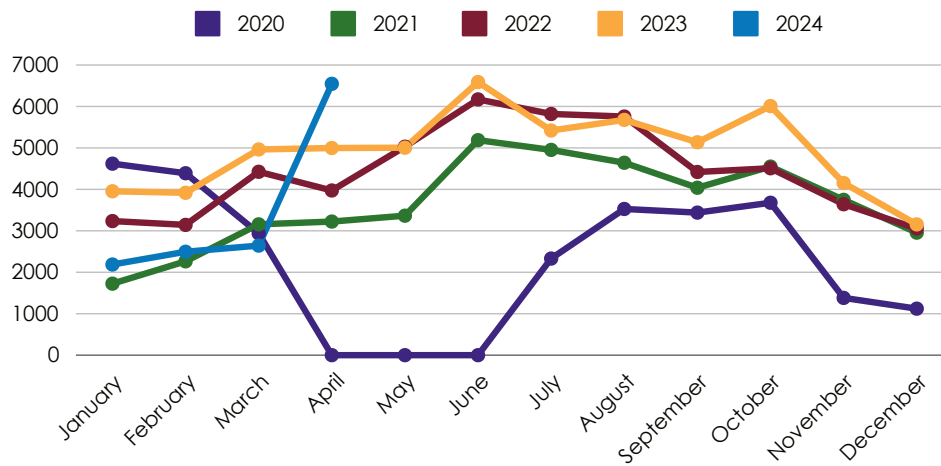


April Total Circulation

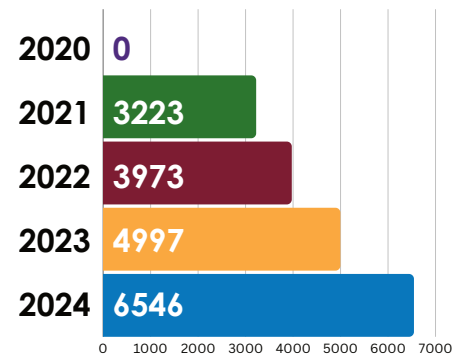


Circulation per
Active Library Card - **1.34**

Door Count

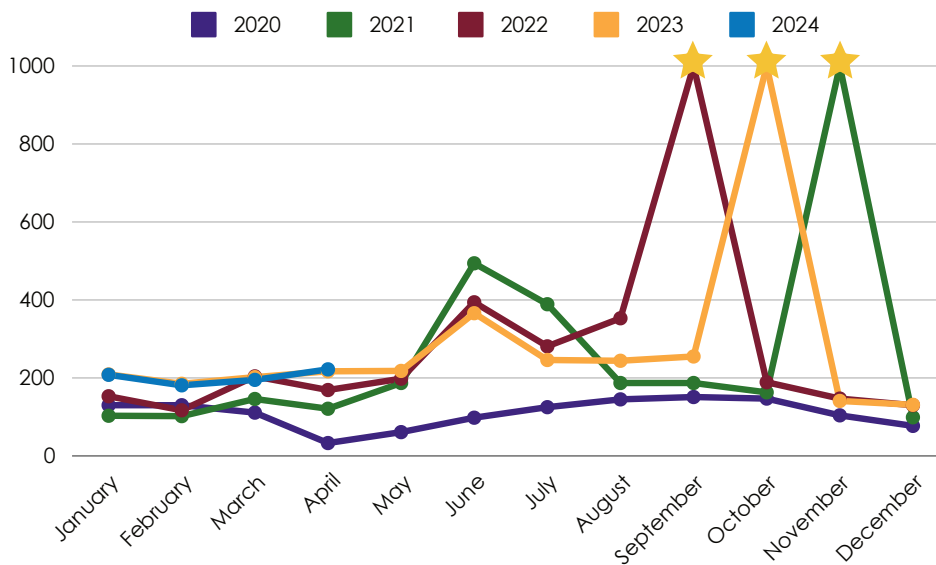


April Door Count



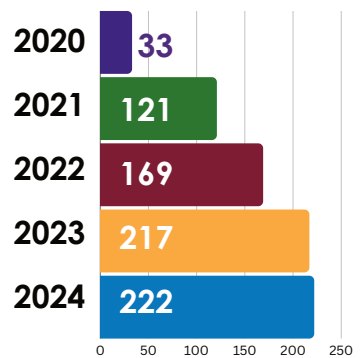
*due to an error with our door count system, counts were only tracked for a portion of the month of March

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.

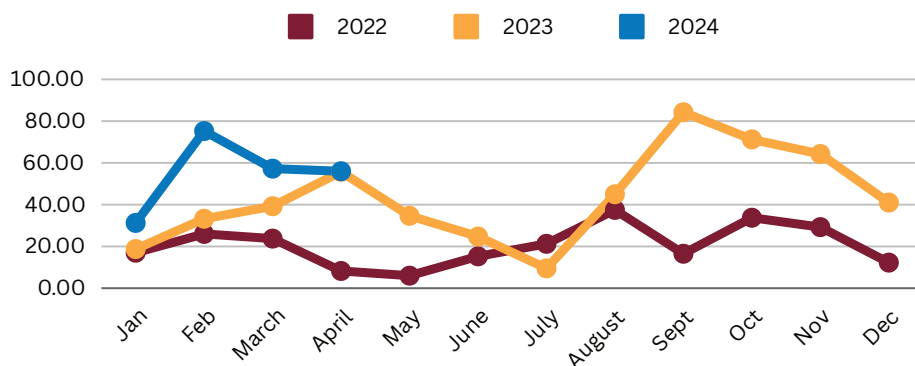
April Signups



April Active Library Cards - 14199

Meeting Room Usage

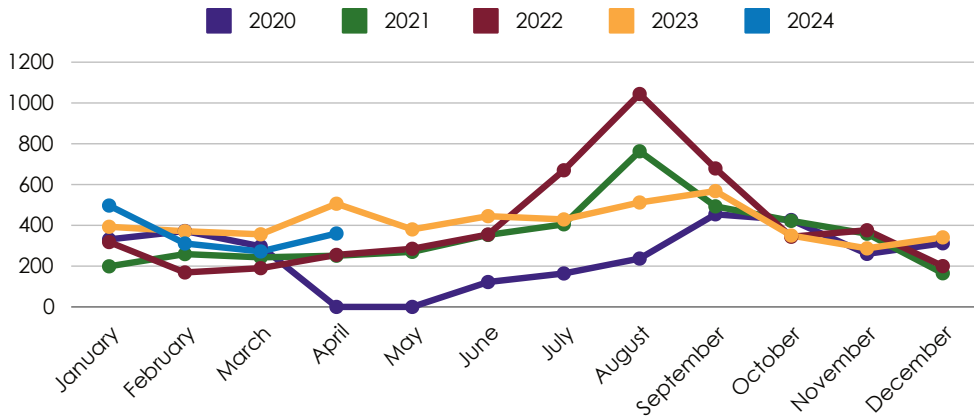
Meeting Room Hours Reserved



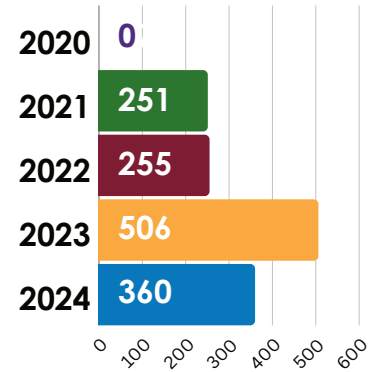
April Meeting Room Use

April Hours Reserved 57.25
 Hours Reserved YTD 219.75
 April Reservations 23
 Reservations YTD 96

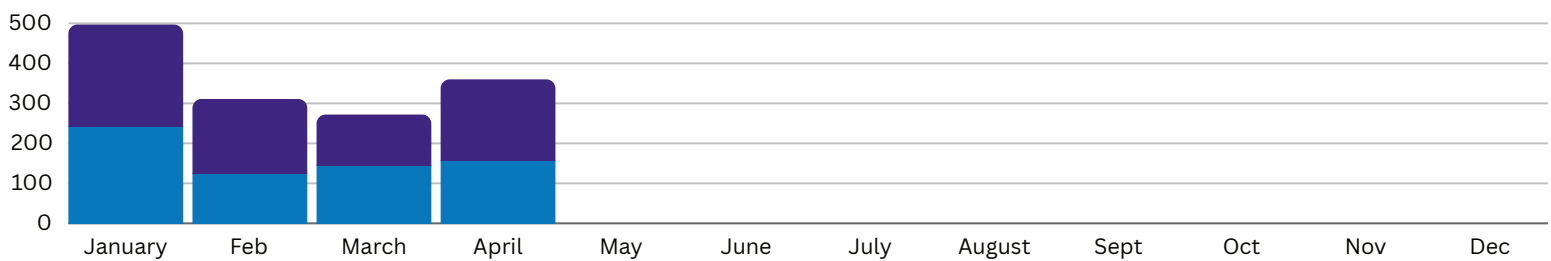
Offsite Book Drop Usage



April Offsite Book Drop Usage



2024 Offsite Book Drop Usage



Outreach Services

Monthly Outreach Circulation

Total Monthly Circulation*

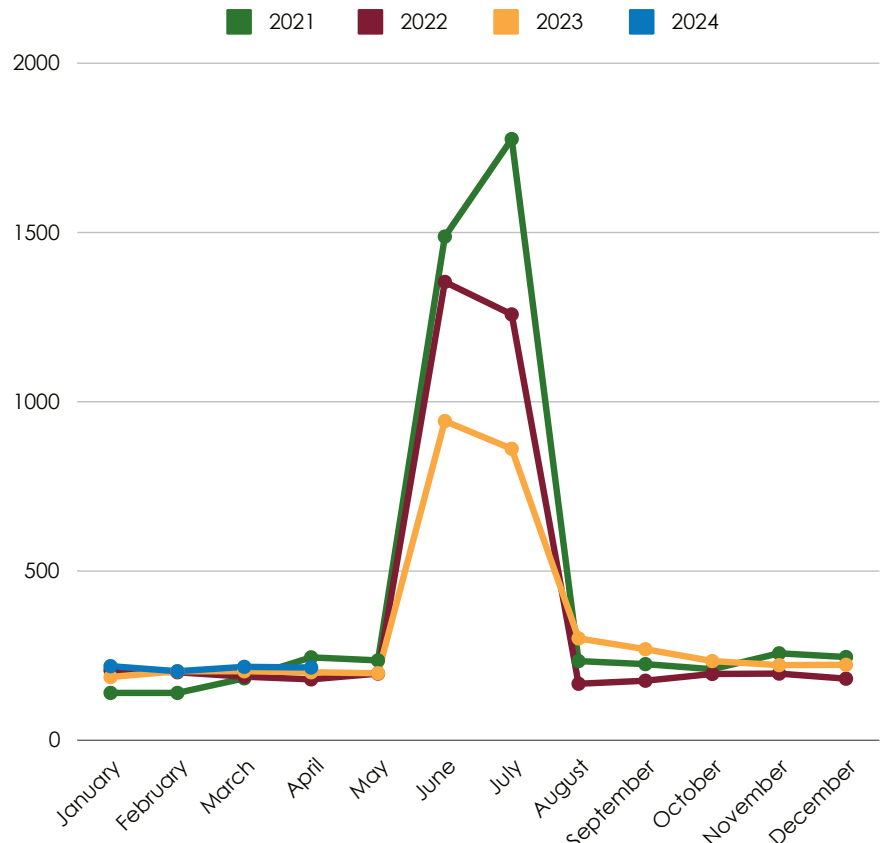
*This number includes senior book deliveries, daycare book deliveries and any books checked out from outreach pop-up libraries

2021 **245**
 2022 **180**
 2023 **201**
 2024 **215**

Senior Living Locations Served 4
 Senior Outreach Circ. 55
 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 1131
 Total Attendance 1131



Over 1100 children visited the West Fargo Public Library in April through the annual 2nd Grade tours and visits from the Eastwood STEM extra-curricular program kids. Our Outreach team also tabled at a Prevent Child Abuse North Dakota event.

Programs

Onsite Program Attendance

Youth

Ready to Read Storytime	102
Baby Boost Storytime	138
Teeter Tots Storytime	165
Teen Events	6
STEM	89
Other Youth Events	0
Total Attendance	500

Adult

Book Clubs	36
Movie Screenings	40
English Conversation Circle	5
Writing Circle	13
Cribbage Club	9
Other Events	49
Total Attendance	147

All-Ages

n/a

Reference Programs

Technology Tutoring	7
Total Attendance	7

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

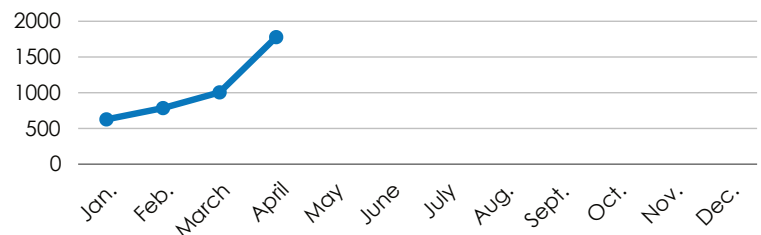
Monthly New Registrations	0
YTD Registrations	5
Lifetime Registrations	44

1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	7
YTD Registrations	19
Lifetime Registrations	532

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

Total program attendees
(in-library & outreach events
April 2024) **1,778**



STEM Saturdays continue to be an in-demand program for kids.



We saw great attendance at our Spring Cleaning, Organizing and Decluttering class in partnership with House to Home.



Staff came together to tie-dye t-shirts in time for this year's Summer Boost programs and outreach route.