



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, June 13, 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 – May 9, 2024
2. Approval of Financial Reports

Regular Agenda

Old Business

New Business

1. Child and Vulnerable Adult Safety Policy **(Action)**
2. Collection Development Policy **(Action)**
3. Library Board Applicant Statement Opportunity
4. Selection of Board Members for Terms beginning in July 2024 **(Action)**
5. Select date for Board Orientation **(Action)**
6. Approve Preliminary Budget **(Action)**
7. Director's Report
8. Adjourn



West Fargo Public Library Board of Directors Meeting

Regular Meeting May 9, 2024
5 p.m. via Zoom ([YouTube](#) recording)

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

Board Member Absent: None

Also Present: Library Director Jenna Kahly

I. Call to Order

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

II. Order of the Agenda

Schwartz moved, and Stukel 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. No opposition. Motion carried.

- Approval of Minutes – April 11, 2024
- Approval of Financial Reports

Regular Agenda

Old Business

- No old business

New Business

V. Rescind Piano Policy (Action)

The piano was sold "as-is" at the April Friends of the Library sale. The library does not have plans to replace it as it was rarely used. Kahly requested that the Piano Policy be rescinded because it is no longer needed. Schwartz moved and Commissioner George seconded to approve the rescinding piano policy. No opposition. Motion carried.

VI. Preliminary Budget Review

Kahly presented an outline of the 2025 preliminary budget. Some of the budget items mentioned included:

- The addition of \$130,000 for carpet replacement and \$50,000 for construction costs at Wex, both of which were reflected in the Capital Improvements line. Kahly plans to make a request at the City Commission's June meeting to use CIP funds for these projects. If not approved, these items will need to be funded through other means.
- Kahly noted that all lines associated with salaries were presented as estimates. Kahly explained that the actual cost of health insurance is likely to be less than reported because not all full-time employees are expected to select the highest health insurance coverage.
- Line 333, Building Rental, increased as the Library will pay rent for the space in the newly leased City Hall building on the Wex campus.
- Rerick asked whether the cost of telephone service will rise as a result of needing an additional phone line at the Wex space. Kahly explained that Line 356, Telephone, is an estimate at this time because the City may decide to switch from a landline to an internet-based platform, Microsoft Teams.

- Kahly explained her plans to bring the 2025 preliminary budget back to the Library Board in June for their approval in order for it to be included in the City's preliminary budget during the July City Commission meeting.
- No action was taken.

VII. Director's Report

Kahly provided a Director's Report which included:

- The roof had been leaking in several spots. West Fargo Schools was diligently working to resolve the issue.
- The main floor carpets were cleaned during the staff training closure.
- The library was 30% expended at the time of the meeting.
- The door counter was fixed in April, which resulted in the door count number taking a huge leap.
- Tech services has been working on the Easy Reader collection to have the color level listed on their record in the catalog and keeping track of series that are missing titles so we can fill these in as book orders are placed.
- Increase in attendance at English Conversation Circles monthly events.
- Attendance at Book and Brews Book Club increased after the meetings were moved to Junkyard Brewing in West Fargo.
- Great turnout of adults of various demographics at Spring Cleaning and Decluttering Class.
- Over 1,100 children visited the library in April because of the Second Grade Tours and visits from the Eastwood STEM extracurricular program.
- The annual Summer Kickoff party will be from 5 to 7 p.m. Thursday, May 30 at the Library. Registration for the annual Summer Boost Reading Challenge opened on May 1 on Beanstack.
- The Summer Outreach Route will start on June 3. The Library will use the Little Red Reading Bus until a new Outreach Vehicle is in hand. Mayor Bernie Dardis secured a \$65,000 donation from a community funder to cover the cost of the new outreach van, so the library will not have to use reserve funds as originally intended. Staff are working with Public Works to order and prepare the new vehicle for use. More information will be made publicly available when the vehicle is ready to go.

President Hanson asked what the due date for the Library Board applications is, which is May 31. Two applications had been submitted as of the time of the meeting.

VIII. Adjourn

Schwartz moved to adjourn. Stukel seconded. No opposition. Motion carried at 5:32 p.m.

06/03/24
06:37:08

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

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Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 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	1,079,955.00	789,565.57	27%
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								
CL 117788 1 112316 ATTORNEY ASSISTANCE		195766	04/21/24	500.00	4/24	353 OHNSTAD TWICHELL		
		Object Total:		500.00	500.00	4,000.00	3,500.00	13%
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 112379 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%

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7000 LIBRARY								
411600 LIBRARY								
348 BUYOUTS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 117724 32 112374 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		
CL 117784 1 112186	OFFICE SUPPLIES	W012950731	04/30/24	113.00	4/24	351 BUSINESS ESSENTIALS		
		Object Total:		759.22	2,765.49	13,000.00	10,234.51	21%
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 112237	SERVICE/CONTRACTS	36388615	04/19/24	443.23	4/24	2877 GREATAMERICA FINANCIAL		
	AGREEMENTS							
CL 117693 1 112283	SERVICE/CONTRACTS	36237426	03/28/24	656.95	4/24	5349 MARCO TECHNOLOGIES, LLC		
	AGREEMENTS							
CL 117693 2 112283	SERVICE/CONTRACTS	36454194	04/29/24	581.95	4/24	5349 MARCO TECHNOLOGIES, LLC		
	AGREEMENTS							
		Object Total:		1,682.13	3,254.91	10,260.00	7,005.09	32%

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7000 LIBRARY									
411600 LIBRARY									
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%
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		
		CONFIGURATION/CABLE							
CL 117585	22	112304 Microsoft 365	INV211115	03/04/24	489.00	4/24	2261 NETWORK CENTER INCORPORATED		
		Subscriptions							
CL 117690	1	112221 RENEWAL MOBILEPRINT	INVUS70691	04/22/24	575.00	4/24	2089 ENVISIONWARE, INC		
		SERVICE							
CL 117793	1	LIBRARY EQUIPMENT	6467732800	04/18/24	2,286.60	4/24	4767 LENOVO (UNITED STATES) INC.		
CL 117793	2	LIBRARY EQUIPMENT	6467740919	04/19/24	1,813.48	4/24	4767 LENOVO (UNITED STATES) INC.		
CL 117793	3	LIBRARY EQUIPMENT	6467806318	04/25/24	893.74	4/24	4767 LENOVO (UNITED STATES) INC.		
CL 117898	22	112304 Microsoft 365	INV212766	04/04/24	489.00	4/24	2261 NETWORK CENTER INCORPORATED		
		Subscriptions							
JV 5542	23	Library		/ /	465.00	4/24			
JV 5543	23	Library		/ /	465.00	4/24			
			Object Total:		9,807.94	22,909.70	38,979.00	16,069.30	59%
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	112289 TAPE	27962	04/08/24	84.68	4/24	4622 MENARDS (PUBLIC WORKS)		
CL 117695	1	112319 ADHESIVE SPARY	226240	04/08/24	31.98	4/24	276 OSTROMS ACE HARDWARE		
CL 117785	1	112213 EQUIPMENT		04/01/24	2.03	4/24	624 DAKOTA SUPPLY GROUP		
CL 117785	2	112213 EQUIPMENT		04/01/24	2.03	4/24	624 DAKOTA SUPPLY GROUP		
			Object Total:		420.74	3,263.45	10,166.00	6,902.55	32%
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	%

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7000 LIBRARY									
411600 LIBRARY									
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		
CL	117779	1	112257 PROGRAM SUPPLIES - FLOWERS	04/27/24	20.51	4/24	5359 JENNA KAHLY		
Object Total:					462.86	1,999.07	21,000.00	19,000.93	10%
650 E RESOURCES									
CL	117416	1	112103 E RESOURCES	505271062 03/31/24	1,600.07	4/24	1854 MIDWEST TAPE		
CL	117696	1	112321 E RESOURCES	02/13/93	747.98	4/24	2126 OVERDRIVE, INC		
CL	117794	1	112294 E RESOURCES	505411161 04/30/24	1,580.25	4/24	1854 MIDWEST TAPE		
CL	117795	1	112321 E RESOURCES	04/25/24	881.44	4/24	2126 OVERDRIVE, INC		
Object Total:					4,809.74	18,713.21	53,161.00	34,447.79	35%
653 CAPITAL IMPROVEMENTS									
Object Total:					0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING									
CC	1406	5	AMAZON	03/11/24	19.99	4/24	4576 VISA LIBRARY #3		
CL	117778	1	112329 POSTAGE REFILL	05/02/24	1,500.00	4/24	1483 PITNEY BOWES RESERVE ACCOUNT		
Object Total:					1,519.99	4,108.49	10,000.00	5,891.51	41%
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		

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7000 LIBRARY									
411600 LIBRARY									
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		
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		

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Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 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	112163 BOOKS	117061	04/12/24	1,638.83	4/24	3160 APPLE BOOKS		
CL 117689	1	112180 BOOKS	106349	03/25/24	366.05	4/24	4220 BRAINSTORM INC		
CL 117692	1	112240 KADE FERRIS BOOKS	13744	03/27/24	338.25	4/24	5347 HISTORICAL & CULTURAL		
CL 117781	1	112163 BOOKS	116264	04/30/24	1,370.84	4/24	3160 APPLE BOOKS		
CL 117790	1	112249 BOOKS	81407852	04/11/24	24.27	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117790	2	112249 BOOKS	81426697	04/12/24	16.87	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117790	3	112249 BOOKS	81426698	04/12/24	14.09	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117790	4	112249 BOOKS	81426699	04/12/24	13.57	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117790	5	112249 BOOKS	81426700	04/12/24	22.32	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117790	6	112249 BOOKS	81426701	04/12/24	53.19	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117790	7	112249 BOOKS	81664420	04/29/24	13.71	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117790	8	112249 BOOKS	81664421	04/29/24	40.94	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117790	9	112249 BOOKS	81664422	04/29/24	15.44	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117790	10	112249 BOOKS	81682392	04/30/24	29.11	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117790	11	112249 BOOKS	81682393	04/30/24	12.89	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117790	12	112249 BOOKS	81682394	04/30/24	18.36	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117790	13	112249 BOOKS	81682395	04/30/24	27.30	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117790	14	112249 BOOKS	81682396	04/30/24	19.07	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117790	15	112249 BOOKS	81682397	04/30/24	18.41	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117790	16	112249 BOOKS	81682398	04/30/24	22.14	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117790	17	112249 BOOKS	81682399	04/30/24	22.35	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117790	18	112249 BOOKS	81705612	05/01/24	39.07	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117790	19	112249 BOOKS	81705611	05/01/24	18.31	4/24	4592 INGRAM LIBRARY SERVICES		
CL 117792	1	BOOKS	238285	11/30/23	452.77	4/24	1668 LEARNING OPPORTUNITIES, INC		
Object Total:					11,430.51	30,126.96	88,950.00	58,823.04	34%
663 MAGAZINES									
					/	/			
Object Total:					0.00	4,623.73	5,500.00	876.27	84%
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		

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Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 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		
CL 117794	2	112294 AUDIOBOOK	505341056	04/16/24	42.49	4/24	1854 MIDWEST TAPE		
CL 117794	3	112294 AUDIOBOOK	505376262	04/23/24	42.49	4/24	1854 MIDWEST TAPE		
CL 117794	4	112294 AUDIOBOOK	505376265	04/23/24	87.98	4/24	1854 MIDWEST TAPE		
CL 117794	5	112294 AUDIOBOOK	505409101	04/30/24	76.49	4/24	1854 MIDWEST TAPE		
CL 117794	6	112294 DVD	505343511	04/16/24	23.04	4/24	1854 MIDWEST TAPE		
CL 117794	7	112294 DVD	505341059	04/16/24	30.01	4/24	1854 MIDWEST TAPE		
CL 117794	8	112294 DVD	505343510	04/16/24	28.47	4/24	1854 MIDWEST TAPE		
CL 117794	9	112294 DVD	505341058	04/16/24	27.72	4/24	1854 MIDWEST TAPE		
CL 117794	10	112294 DVD	505376264	04/23/24	20.22	4/24	1854 MIDWEST TAPE		
CL 117794	11	112294 DVD	505376260	04/23/24	30.72	4/24	1854 MIDWEST TAPE		
CL 117794	12	112294 DVD	505376261	04/23/24	31.47	4/24	1854 MIDWEST TAPE		
CL 117794	13	112294 DVD	505376263	04/23/24	83.88	4/24	1854 MIDWEST TAPE		
CL 117794	14	112294 DVD	505408739	04/30/24	127.32	4/24	1854 MIDWEST TAPE		
CL 117794	15	112294 DVD	505409100	04/30/24	39.69	4/24	1854 MIDWEST TAPE		
Object Total:					2,650.27	8,135.26	25,650.00	17,514.74	32%
667 MEMBERSHIPS									
Object Total:									
668 PRINTING									
Object Total:					0.00	724.00	4,039.00	3,315.00	18%
669 INSURANCE									
Object Total:					0.00	0.00	1,000.00	1,000.00	%
671 SUMMER READING PROGRAM									
Object Total:					0.00	0.00	2,750.00	2,750.00	%
672 EMERGENCY MEDICAL SUPPLIES									
Object Total:					0.00	0.00	0.00	0.00	%
673 CLEANING SUPPLIES									
Object Total:					0.00	35.40	350.00	314.60	10%
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	%

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
682 STRATEGIC PLANNING			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
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								
JV 5545 2 FIBT TSYS/TRANSFIRST			/ /	78.00	4/24			
	APR 24							
		Object Total:		78.00	312.00	1,750.00	1,438.00	18%
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			/ /	3,702.83	4/24			
	Allocation							
		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:		162,485.68	650,776.16	2,228,350.00	1,577,573.84	

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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	%
Fund Total:					162,485.68	650,776.16	2,228,350.00	1,577,573.84	

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

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000	LIBRARY								
411600	LIBRARY								
110	PERMANENT EMP SALARIES								
JV	5546131	Payroll 05.03.2024		/ /	40,603.43	5/24			
JV	5562126	Payroll 05.17.2024		/ /	41,950.20	5/24			
JV	5571 90	Payroll 05/31/2024		/ /	42,602.57	5/24			
			Object Total:		125,156.20	415,545.63	1,079,955.00	664,409.37	38%
114	PART TIME SALARIES								
JV	5546132	Payroll 05.03.2024		/ /	2,865.08	5/24			
JV	5562127	Payroll 05.17.2024		/ /	2,727.37	5/24			
JV	5571 91	Payroll 05/31/2024		/ /	2,981.70	5/24			
			Object Total:		8,574.15	30,500.52	136,858.00	106,357.48	22%
209	CLASSIFIED ADS								
				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
220	SOCIAL SECURITY								
JV	5546133	Payroll 05.03.2024		/ /	3,225.89	5/24			
JV	5562128	Payroll 05.17.2024		/ /	3,310.32	5/24			
JV	5571 92	Payroll 05/31/2024		/ /	3,487.21	5/24			
			Object Total:		10,023.42	33,169.93	83,164.00	49,994.07	40%
230	RETIREMENT								
JV	5546134	Payroll 05.03.2024		/ /	6,811.25	5/24			
JV	5562129	Payroll 05.17.2024		/ /	6,797.17	5/24			
JV	5571 93	Payroll 05/31/2024		/ /	6,901.11	5/24			
			Object Total:		20,509.53	67,543.79	175,722.00	108,178.21	38%
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	500.00	4,000.00	3,500.00	13%
320	HEALTH INSURANCE								
JV	5546135	Payroll 05.03.2024		/ /	5,940.73	5/24			
JV	5562130	Payroll 05.17.2024		/ /	6,635.64	5/24			
			Object Total:		12,576.37	57,123.01	205,554.00	148,430.99	28%
321	PROPERTY INSURANCE								
				/ /					
			Object Total:		0.00	1,122.33	0.00	-1,122.33	%
333	BUILDING RENTAL								
				/ /					
			Object Total:		0.00	51,667.50	124,002.00	72,334.50	42%

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Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY							
411600 LIBRARY							
340 TRAVEL & EDUCATION							
CC 1429 4	WALMART	04/26/24	69.86	5/24	3161 VISA LIBRARY #1		
		Object Total:	69.86		660.55	18,060.00	17,399.45 4%
348 BUYOUTS		/ /					
		Object Total:	0.00		0.00	0.00	0.00 %
356 TELEPHONE							
CL 118194 31	112569 april 2024 library	9963531055 04/08/24	323.34	5/24	3668 VERIZON WIRELESS		
		Object Total:	323.34		938.24	3,300.00	2,361.76 28%
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 118200 6	112436 Library Background Check	EI01693096 04/30/24	140.00	5/24	1502 EIDE BAILLY LLP		
		Object Total:	140.00		977.00	3,000.00	2,023.00 33%
410 OFFICE SUPPLIES							
CC 1430 2	AMAZON	04/05/24	42.87	5/24	3162 VISA LIBRARY #2		
CC 1430 4	PURE WATER	04/15/24	100.00	5/24	3162 VISA LIBRARY #2		
CC 1430 7	MENARDS	04/25/24	27.49	5/24	3162 VISA LIBRARY #2		
CC 1430 11	AMAZON	04/30/24	40.12	5/24	3162 VISA LIBRARY #2		
CC 1431 18	AMAZON	04/28/24	72.62	5/24	4576 VISA LIBRARY #3		
CL 118042 1	112405 ENVELOPES	W012950732 05/02/24	40.98	5/24	351 BUSINESS ESSENTIALS		
CL 118042 2	112405 WRITING PADS	W012968591 05/13/24	22.40	5/24	351 BUSINESS ESSENTIALS		
CL 118043 1	112432 REPAIR TAPE;BOOKMARKS	7478218 05/02/24	100.93	5/24	77 DEMCO INC		
CL 118368 1	STICKY NOTES; TISSUES	W012988141 05/28/24	39.80	5/24	351 BUSINESS ESSENTIALS		
		Object Total:	487.21		3,252.70	13,000.00	9,747.30 25%
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							
CC 1429 3	WHALE OF A WASH	04/24/24	6.25	5/24	3161 VISA LIBRARY #1		
		Object Total:	6.25		6.25	1,200.00	1,193.75 1%
428 SERVICE AGREEMENTS-CONTRA							
CL 118041 1	112551 CARPET CLEANING	20894 04/26/24	1,445.00	5/24	2215 STEAM MASTERS		
CL 118045 1	112458 END OF TERM AGREEMENT	2484967 05/09/24	443.23	5/24	4319 GREATAMERICA FINANCIAL SVCS		
CL 118343 1	PRINTERS SERVICE AGREEMENT	36647569 05/27/24	581.95	5/24	5349 MARCO TECHNOLOGIES, LLC		
		Object Total:	2,470.18		5,725.09	10,260.00	4,534.91 56%

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Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
490 MISC									
CL 118044	1	112434 LOST BOOK		05/07/24	15.50	5/24	4563 DICKINSON AREA PUBLIC		
Object Total:					15.50		44.99	500.00	455.01 9%
497 TECHNOLOGY									
CC 1429	6	ADOBE		04/26/24	32.39	5/24	3161 VISA LIBRARY #1		
CC 1430	1	MOBILE BEACON		04/02/24	132.00	5/24	3162 VISA LIBRARY #2		
CC 1430	3	LEVATA		04/16/24	98.00	5/24	3162 VISA LIBRARY #2		
CC 1430	5	AMAZON		04/24/24	185.00	5/24	3162 VISA LIBRARY #2		
CC 1430	9	AMAZON		04/28/24	227.57	5/24	3162 VISA LIBRARY #2		
CL 117899	22	112304 Microsoft 365	INV214425	05/02/24	489.00	5/24	2261 NETWORK CENTER INCORPORATED		
Subscriptions									
JV 5556	2	RCLS TO OBJ CODE 497		/ /	32.39	5/24			
Object Total:					1,196.35		24,106.05	38,979.00	14,872.95 62%
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 1430	10	AMAZON		04/28/24	457.62	5/24	3162 VISA LIBRARY #2		
CL 118335	1	ELECTRICAL PARTS	2348-10558	05/13/24	21.76	5/24	4108 CONSOLIDATED ELECTRICAL		
CL 118338	1	SERVICE DESK	91382	05/22/24	742.79	5/24	5324 FLUID INTERIORS, LLC		
Object Total:					1,222.17		4,485.62	10,166.00	5,680.38 44%
644 POSTAL METER RENT									
CC 1430	6	PITNEY BOWES		04/24/24	231.00	5/24	3162 VISA LIBRARY #2		
Object Total:					231.00		231.00	1,200.00	969.00 19%
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 1429	1	FAMILY FARE		04/03/24	23.66	5/24	3161 VISA LIBRARY #1		
CC 1429	5	FAMILY FARE		04/25/24	37.72	5/24	3161 VISA LIBRARY #1		
CC 1430	8	AMAZON		04/28/24	230.43	5/24	3162 VISA LIBRARY #2		
CC 1431	11	AMAZON		04/14/24	37.96	5/24	4576 VISA LIBRARY #3		
CC 1431	12	AMAZON		04/20/24	24.68	5/24	4576 VISA LIBRARY #3		
CC 1431	16	AMAZON		04/28/24	280.66	5/24	4576 VISA LIBRARY #3		
CL 118326	1	BALLOON TWISTING		05/30/24	260.00	5/24	2450 JEFFREY SALVESON		
CL 118330	1	IMAGINATION THEATER		05/03/24	130.00	5/24	4492 MICHAEL GALLO		
Object Total:					1,025.11		3,024.18	21,000.00	17,975.82 14%

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

Fund/Account/ Doc/Line # Check		Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
650 E RESOURCES									
CL 118052	1	112522 E RESOURCES		05/10/24	642.91	5/24 2126	OVERDRIVE, INC		
Object Total:					642.91	19,356.12	53,161.00	33,804.88	36%
653 CAPITAL IMPROVEMENTS									
Object Total:					0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING									
Object Total:					0.00	4,108.49	10,000.00	5,891.51	41%
662 BOOKS									
CC 1431	1	AMAZON		04/02/24	10.34	5/24	4576 VISA LIBRARY #3		
CC 1431	2	AMAZON		04/02/24	20.90	5/24	4576 VISA LIBRARY #3		
CC 1431	3	AMAZON		04/03/24	14.16	5/24	4576 VISA LIBRARY #3		
CC 1431	4	AMAZON		04/03/24	120.21	5/24	4576 VISA LIBRARY #3		
CC 1431	5	AMAZON CREDIT		04/03/24	-22.27	5/24	4576 VISA LIBRARY #3		
CC 1431	6	AMAZON		04/05/24	45.72	5/24	4576 VISA LIBRARY #3		
CC 1431	7	AMAZON		04/10/24	60.52	5/24	4576 VISA LIBRARY #3		
CC 1431	9	AMAZON		04/11/24	134.97	5/24	4576 VISA LIBRARY #3		
CC 1431	10	AMAZON		04/14/24	12.98	5/24	4576 VISA LIBRARY #3		
CL 118046	1	112465 BOOKS	81725355	05/02/24	12.79	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	2	112465 BOOKS	81725356	05/02/24	18.13	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	3	112465 BOOKS	81725357	05/02/24	11.62	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	4	112465 BOOKS	81725358	05/02/24	19.47	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	5	112465 BOOKS	81725359	05/02/24	19.53	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	6	112465 BOOKS	81725360	05/02/24	91.17	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	7	112465 BOOKS	81725361	05/02/24	27.13	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	8	112465 BOOKS	81744180	05/03/24	27.89	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	9	112465 BOOKS	81744181	05/03/24	14.85	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	10	112465 BOOKS	81744182	05/03/24	20.42	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	11	112465 BOOKS	81744183	05/03/24	23.72	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	12	112465 BOOKS	81785123	05/07/24	14.34	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	13	112465 BOOKS	81785124	05/07/24	29.55	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	14	112465 BOOKS	81785125	05/07/24	28.21	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	15	112465 BOOKS	81785126	05/07/24	21.85	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	16	112465 BOOKS	81785127	05/07/24	21.59	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	17	112465 BOOKS	81785128	05/07/24	11.06	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	18	112465 BOOKS	81785129	05/07/24	24.82	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	19	112465 BOOKS	81793583	05/07/24	6.51	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	20	112465 BOOKS	81793584	05/07/24	34.01	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	21	112465 BOOKS	81852113	05/10/24	39.39	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	22	112465 BOOKS	81852114	05/10/24	112.08	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	23	112465 BOOKS	81852115	05/10/24	19.15	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	24	112465 BOOKS	81852116	05/10/24	42.26	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	25	112465 BOOKS	81860949	05/10/24	59.98	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118046	26	112465 BOOKS	81898305	05/14/24	416.53	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	1	BOOKS	81920274	05/15/24	40.73	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	2	BOOKS	81920273	05/15/24	23.67	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	3	BOOKS	81920272	05/15/24	16.24	5/24	4592 INGRAM LIBRARY SERVICES		

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 118355	4	BOOKS	81920271	05/15/24	12.21	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	5	BOOKS	81920270	05/15/24	49.44	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	6	BOOKS	81920269	05/15/24	12.47	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	7	BOOKS	81920268	05/15/24	264.76	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	8	BOOKS	81946034	05/16/24	56.86	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	9	BOOKS	81959257	05/17/24	34.13	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	10	BOOKS	81959258	05/17/24	23.82	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	11	BOOKS	81983787	05/20/24	16.52	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	12	BOOKS	81983788	05/20/24	20.42	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	13	BOOKS	81983789	05/20/24	16.18	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	14	BOOKS	82001618	05/21/24	15.41	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	15	BOOKS	82001617	05/21/24	14.32	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	16	BOOKS	82001616	05/21/24	23.03	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	17	BOOKS	82001615	05/21/24	15.25	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	18	BOOKS	82030745	05/22/24	173.94	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	19	BOOKS	82042099	05/23/24	360.50	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	20	BOOKS	82062315	05/24/24	30.30	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	21	BOOKS	82062316	05/24/24	47.11	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	22	BOOKS	82062317	05/24/24	27.21	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	23	BOOKS	82086232	05/28/24	69.54	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	24	BOOKS	82086233	05/28/24	313.89	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	25	BOOKS	82086234	05/28/24	172.53	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	26	BOOKS	82086235	05/28/24	1,105.68	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	27	BOOKS	82108361	05/29/24	23.31	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	28	BOOKS	82108362	05/29/24	59.99	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	29	BOOKS	82108364	05/29/24	120.34	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	30	BOOKS	82108363	05/29/24	941.34	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	31	BOOKS	82108365	05/29/24	362.45	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	32	BOOKS	82108366	05/29/24	1,372.86	5/24	4592 INGRAM LIBRARY SERVICES		
Object Total:					7,402.03	37,528.99	88,950.00	51,421.01	42%
663 MAGAZINES									
Object Total:					0.00	4,623.73	5,500.00	876.27	84%
664 AUDIO VIDEO									
CC 1431	8	AMAZON		04/11/24	39.98	5/24	4576 VISA LIBRARY #3		
CC 1431	17	AMAZON		04/28/24	19.43	5/24	4576 VISA LIBRARY #3		
CL 118049	1	112480 PROCESSING FEES FOR INV111818	112938	05/14/24	30.41	5/24	3109 LIBRARY IDEAS, INC		
CL 118049	2	112480 PROCESSING FEES FOR INV112316	112939	05/14/24	10.14	5/24	3109 LIBRARY IDEAS, INC		
CL 118050	1	112497 AUDIOBOOK	505442339	05/07/24	47.49	5/24	1854 MIDWEST TAPE		
CL 118050	2	112497 DVD	505442352	05/07/24	20.22	5/24	1854 MIDWEST TAPE		
CL 118050	3	112497 DVD	505442351	05/07/24	59.19	5/24	1854 MIDWEST TAPE		
CL 118341	1	AUDIO - VOX	112832	05/12/24	956.79	5/24	3109 LIBRARY IDEAS, INC		
CL 118341	2	AUDIO-VOX	112316	04/21/24	92.96	5/24	3109 LIBRARY IDEAS, INC		
CL 118341	3	AUDIO-VOX	111818	03/29/24	277.94	5/24	3109 LIBRARY IDEAS, INC		
CL 118376	1	AUDIOBOOK	505475046	05/15/24	52.49	5/24	1854 MIDWEST TAPE		
CL 118376	2	AUDIOBOOK	505508833	05/22/24	37.49	5/24	1854 MIDWEST TAPE		

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Budget Detail Report
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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 118376 3	DVD	505475049	05/15/24	40.44	5/24	1854 MIDWEST TAPE		
CL 118376 4	DVD	505475048	05/15/24	69.66	5/24	1854 MIDWEST TAPE		
CL 118376 5	DVD	505508836	05/22/24	70.41	5/24	1854 MIDWEST TAPE		
CL 118376 6	DVD	505508835	05/22/24	44.98	5/24	1854 MIDWEST TAPE		
Object Total:				1,870.02	10,005.28	25,650.00	15,644.72	39%
667 MEMBERSHIPS								
CC 1429 7	ALA		04/27/24	208.00	5/24	3161 VISA LIBRARY #1		
CC 1431 13	ALA		04/22/24	275.00	5/24	4576 VISA LIBRARY #3		
CC 1431 14	NDLA		04/22/24	60.00	5/24	4576 VISA LIBRARY #3		
CC 1431 15	NDLA		04/22/24	60.00	5/24	4576 VISA LIBRARY #3		
Object Total:				603.00	1,327.00	4,039.00	2,712.00	33%
668 PRINTING								
CL 118347 1	KAYLA & KIRSTEN BUSINESS CARDS	148998	05/14/24	57.40	5/24	2885 SHORTPRINTER		
Object Total:				57.40	57.40	1,000.00	942.60	6%
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 118051 1	112505 RESTOCK MEDICAL SUPPLIES	014536	05/13/24	60.44	5/24	756 NELCO FIRST AID		
Object Total:				60.44	95.84	350.00	254.16	27%
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 1429 2	RUSH ORDER TEES		04/17/24	1,215.00	5/24	3161 VISA LIBRARY #1		
CC 1429 8	FACEBOOK		04/30/24	96.49	5/24	3161 VISA LIBRARY #1		
CL 118054 1	112578 MAY ADVERTISING	MISC07449	05/01/24	112.50	5/24	549 WF PUB SCHOOLS DIST #6		
CL 118333 1	MAGNETIC BOOKMARKS	12556019	05/20/24	275.29	5/24	2646 4IMPRINT INC		
CL 118374 1	WATERBOTTLES	113715217	05/15/24	337.00	5/24	5392 PENS.COM		
JV 5556 1	RCLS TO OBJ CODE 497		/ /	-32.39	5/24			
Object Total:				2,003.89	3,779.91	11,400.00	7,620.09	33%

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Budget Detail Report
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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00	9,825.00	0.00	-9,825.00	%
740 SERVICE CHARGES			/ /					
		Object Total:		0.00	312.00	1,750.00	1,438.00	18%
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 5568 16	May 2024 Cost Allocation		/ /	3,702.83	5/24			
		Object Total:		3,702.83	18,514.15	46,646.00	28,131.85	40%
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:		200,369.16	851,145.32	2,228,350.00	1,377,204.68	
		Fund Total:		200,369.16	851,145.32	2,228,350.00	1,377,204.68	

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

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CITY OF WEST FARGO, ND
Income Statement
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Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
Revenue						
310001	PROPERTY TAXES	19,317.04	1,950,283.35	2,150,618.00	-200,334.65	91
310002	DISCOUNT PROPERTY TAXES			-79,573.00	79,573.00	
335600	STATE AID			31,000.00	-31,000.00	
						93
Total Revenue		19,317.04	1,950,283.35	2,102,045.00	-151,761.65	93
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	125,156.20	415,545.63	1,079,955.00	664,409.37	38
114	PART TIME SALARIES	8,574.15	30,500.52	136,858.00	106,357.48	22
220	SOCIAL SECURITY	10,023.42	33,169.93	83,164.00	49,994.07	40
230	RETIREMENT	20,509.53	67,543.79	175,722.00	108,178.21	38
240	WORKFORCE SAFETY INSURANCE		2,019.43	2,384.00	364.57	85
250	UNEMPLOYMENT			500.00	500.00	
312	ATTORNEY		500.00	4,000.00	3,500.00	13
320	HEALTH INSURANCE	12,576.37	57,123.01	205,554.00	148,430.99	28
321	PROPERTY INSURANCE		1,122.33		-1,122.33	
333	BUILDING RENTAL		51,667.50	124,002.00	72,334.50	42
340	TRAVEL & EDUCATION	69.86	660.55	18,060.00	17,399.45	4
356	TELEPHONE	323.34	938.24	3,300.00	2,361.76	28
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING	140.00	977.00	3,000.00	2,023.00	33
410	OFFICE SUPPLIES	487.21	3,252.70	13,000.00	9,747.30	25
424	GAS AND OIL			1,200.00	1,200.00	
427	VEHICLES MAINTENANCE	6.25	6.25	1,200.00	1,193.75	1
428	SERVICE AGREEMENTS-CONTRA	2,470.18	5,725.09	10,260.00	4,534.91	56
490	MISC	15.50	44.99	500.00	455.01	9
497	TECHNOLOGY	1,196.35	24,106.05	38,979.00	14,872.95	62
500	SUPPLIES			500.00	500.00	
640	FURNITURE & EQUIPMENT			2,000.00	2,000.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000	1,222.17	4,485.62	10,166.00	5,680.38	44
644	POSTAL METER RENT	231.00	231.00	1,200.00	969.00	19
648	PROFESSIONAL PUBLICATIONS			3,000.00	3,000.00	
649	PROGRAMMING	1,025.11	3,024.18	21,000.00	17,975.82	14
650	E RESOURCES	642.91	19,356.12	53,161.00	33,804.88	36
661	POSTAGE/FREIGHT/SHIPPING		4,108.49	10,000.00	5,891.51	41
662	BOOKS	7,402.03	37,528.99	88,950.00	51,421.01	42
663	MAGAZINES		4,623.73	5,500.00	876.27	84
664	AUDIO VIDEO	1,870.02	10,005.28	25,650.00	15,644.72	39
667	MEMBERSHIPS	603.00	1,327.00	4,039.00	2,712.00	33
668	PRINTING	57.40	57.40	1,000.00	942.60	6
669	INSURANCE			2,750.00	2,750.00	
672	EMERGENCY MEDICAL SUPPLIES	60.44	95.84	350.00	254.16	27
689	PROMOTIONAL ACTIVITIES	2,003.89	3,779.91	11,400.00	7,620.09	

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CITY OF WEST FARGO, ND
Income Statement
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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		312.00	1,750.00	1,438.00	18
864	FURN & EQUIP DEPRECIATED >\$5,000		14,210.60		-14,210.60	
880	COST ALLOCATIONS	3,702.83	18,514.15	46,646.00	28,131.85	40
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	200,369.16	851,145.32	2,228,350.00	1,377,204.68	38
	Total Expenses	200,369.16	851,145.32	2,228,350.00	1,377,204.68	38
	Net Income from Operations	-181,052.12	1,099,138.03			
Other Revenue						
360000	MISCELLANEOUS REVENUE	-24.00	2,611.00	5,000.00	-2,389.00	52
360100	SPONSORSHIPS		1,889.25	20,000.00	-18,110.75	9
361000	INTEREST ON INVESTMENTS		13,916.15		13,916.15	
375000	DONATIONS		195.00		195.00	
383000	TRANSFER IN			135,654.00	-135,654.00	12
	Total Other Revenue	-24.00	18,611.40	160,654.00	-142,042.60	12
	Net Income	-181,076.12	1,117,749.43			



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: June 13, 2024
Subject: Child and Vulnerable Adult Safety Policy
Action: Approval of revised Child and Vulnerable Adult Safety Policy.

**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 Unattended Children Policy was approved by the Library Board on September 15, 2022. The policy is recommended to now be referred to as the Child and Vulnerable Adult Safety Policy.

Policy revision was prompted to provide clarity for the responsibilities of library staff and the responsibility of the parents, guardians or caregivers of children or vulnerable adults when using the library. Since the library is not a licensed care provider nor is it equipped to care for children or vulnerable adults for any short or long period of time, it is important to have clear expectations for library users, their caregivers, and for library staff as to ensure the library is safe for its users.

The policy title now reflects an emphasis on the safety of vulnerable adults and children using the library, instead of the negative of being left unattended on library property.

The policy structure is in line with the more recently updated policies approved by the Library Board including clear definitions of what aged children can use the library independently, explicit levels of supervision required, applicable policies for different aged children, and the protocol for library staff if a child or vulnerable adult is left unattended during open hours or at library close.



Unattended Children Policy

Approved: Sept. 15, 2022

I. Purpose

The West Fargo Public Library is a public entity that welcomes people of all ages and aims to provide a consistent, safe environment for all people to explore and learn. The library offers hundreds of programs and services that encourage engagement and foster new opportunities for people at various life stages, including young children. Therefore, for the protection and well-being of children who visit the West Fargo Public Library, the following policy has been established.

II. Policy

It is not the West Fargo Public Library's intention to seek out unattended children, but rather to have a reasoned response prepared when a problem presents itself.

1. Children under the age of five (5) must be accompanied and directly supervised by a parent, guardian, or designated caregiver (aged 13+) at all times in the library. This includes during storytimes and other programs or special events.
2. Parents, guardians, or designated caregivers (aged 13+) are responsible for the conduct of the child(ren) under their supervision while visiting the library. If a child's conduct interferes with another patron's ability to use the library and/or is in violation of posted policies, the child(ren) and their parent, guardian, or designated caregiver (aged 13+) will be asked to leave the building.
3. Parents, guardians, or designated caregivers (aged 13+) may not leave the library premises while their child(ren) younger than ten (10) are attending a library-sponsored program.
4. Children ten (10) and older should be familiar with and adhere to West Fargo Public Library policies and hours of service. A child, old enough to use the library alone, whose conduct interferes with another patron's ability to use the library and/or is in violation of posted policies will be asked to leave the library building. Children should know how to reach a parent, guardian, or caregiver during their visit.
5. West Fargo Public Library staff are not responsible for supervising children left alone when the library is closing. If arrangements have not been made for immediate pick-up, the West Fargo Police Department will be contacted and asked to assume care of the child. Library staff will remain with the child until an officer arrives.

III. Implementation

West Fargo Public Library staff are responsible for enforcing this policy. Parents, guardians, or designated caregivers (aged 13+) or the appropriate authorities may be contacted if any child is left unattended in or on West Fargo Public Library premises.



Child & Vulnerable Adult Safety Policy

Approved: Sept. 15, 2022

Revised: June 13, 2024

I. Purpose

The West Fargo Public Library is a public entity that welcomes people of all ages and aims to provide a consistent, safe environment for all people to explore and learn. The library offers hundreds of programs and services that encourage engagement and foster new opportunities for people at various life stages, including young children and vulnerable adults. Therefore, the following policy has been established for the protection and well-being of children and vulnerable adults who visit the West Fargo Public Library.

II. Definitions

Unattended Child: A child under the age of ten (10) who is not accompanied by a parent, legal guardian, custodian or designated caregiver aged thirteen (13) or older.

Parents, Guardians, or Designated Caregiver (aged 13+) for Children: Responsible for the conduct of the child(ren) under their supervision while visiting the library.

Vulnerable Adult: A person 18 years of age and older who is functionally, mentally, or physically unable to provide self-care or be independent without close supervision, direct care, or protection. This includes adults who need staff help beyond assistance with normal library services and/or cannot manage their behavior without aid.

Parents, Guardians, or Designated Caregivers (aged 18+) for Vulnerable Adults: These individuals are responsible for the conduct of the vulnerable adult under their supervision while visiting the library.

III. Policy

It is not the West Fargo Public Library's intention to seek out unattended children or vulnerable adults but rather to have a reasoned response prepared when a problem presents itself.

- All patrons, including children, must comply with the Library's policies, including its Patron Code of Conduct. Parents, guardians, or designated caregivers shall review and be fully aware of all Library policies governing children, including the Internet and Computer Use Policy.
- Parents, guardians, and designated caregivers are responsible for the behavior and supervision of their children, regardless of age, while in the library.
- Library staff cannot monitor who comes and goes from the library building and cannot report on their whereabouts. Library staff shall not physically detain a child or vulnerable adult who chooses to leave the library.
- The Library is not equipped – nor is it the library's role – to provide long-term or short-term childcare. The responsibility for children's care, safety, and behavior lies with the parents or caregivers, both within the library building and on the grounds.
- Library staff shall not transport an unattended child or vulnerable adult to any location, even at the caregiver's request.

Children

- Children aged five (5) and under must be accompanied and directly supervised by a parent, guardian, or designated caregiver (aged 13+) at all times in the library. This includes during storytimes and other programs or special events.
- Children ages six (6) to ten (10) years of age may enjoy any part of the library while their parent, guardian, or caregiver visits other areas of the library but remain in the building.
- Parents, guardians, or designated caregivers (aged 13+) may not leave the library premises while their child(ren) younger than ten (10) are attending a library-sponsored program.
- Children ten (10) and older should be familiar with and adhere to West Fargo Public Library policies and hours of service. A child old enough to use the library alone, whose conduct interferes with another patron's ability to use the library and/or violates posted policies, will be asked to leave the library building.
- A child old enough to use the library alone who cannot transport themselves must know how to reach a parent, guardian, or responsible caregiver for immediate pick-up in case of an emergency.
- Library staff will not monitor the arrival or departure of any child from a program and cannot report on their whereabouts.

Vulnerable Adults

- Vulnerable adults who are unable or unwilling to care for themselves or who cannot use the library independently may not be left alone in the library and must have adequate supervision while in the library.
- Adults who can understand and follow the Patron Code of Conduct and who can care for themselves are allowed to be in the library unattended. They should have contact information for someone who can assist them in an emergency.
- Any adult who needs help from staff beyond assistance with normal library services should not be left in the library without a responsible caregiver.
- Library staff will not monitor the arrival or departure of any adult from a program and cannot report on their whereabouts.

IV. Protocol for Unattended Children & Vulnerable Adults

West Fargo Public Library staff are responsible for enforcing this policy.

- It may be necessary for a library to close without prior notice due to unexpected or emergency circumstances. Unaccompanied children under the age of 18 who cannot transport themselves must be able to reach a parent, guardian or responsible caregiver for immediate pick-up.
- West Fargo Public Library staff are not responsible for supervising children left alone when the library is closing.
- Library employees will notify the library supervisor on duty of any unattended child or vulnerable adult still present in the library 15 minutes before closing. A first attempt to contact the parent, guardian or designated caregiver will be made by the patron or by library staff.
- If arrangements have not been made for immediate pick-up, or the parent, guardian or designated caregiver cannot be reached, the West Fargo Police Department will be contacted and asked to assume care of the child or vulnerable adult. Library staff will remain with the child or vulnerable adult until an officer arrives.
- Parents, guardians, or designated caregivers (aged 13+) or the appropriate authorities may also be contacted if any child or vulnerable adult is left unattended in or on West Fargo Public Library premises during open hours.

V. Levels of Supervision Required

Age	Support and Supervision
Age 5 and Under	Must be directly supervised by a parent or responsible caregiver age 13+ at all times when in the library.
Ages 6 to 10	May enjoy any part of the library while parents and caregivers visit other areas of the library, but the parent or caregiver must remain in the building.
Ages 10+	May be left unattended, provided they are able to understand and follow library rules, observe proper conduct, and can transport themselves to and from the library or know how to contact their parent, guardian or caregiver in case of emergency. Children are subject to the same rules of behavior as other patrons and the same consequences, including being asked to leave the building and/or premises. Continued inappropriate behavior will result in the requirement that they be attended to by a parent or guardian.
Vulnerable Adults	Must be directly supervised by a parent or responsible caregiver age 13+ at all times when in the library.

VI. Referenced Policies and Resources

This policy is subject to all federal, state, and local laws and policies including, but not limited to:

- WFPL Board. Patron Code of Conduct.
- WFPL Board. Internet and Computer Policy.



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: June 13, 2024
Subject: Collection Development Policy
Action: Approval of revised Collection Development Policy

**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 Library Board approved the most recent Collection Development Policy on October 10, 2022. This is one of our most important policies, and we felt it should be reviewed regularly. We are recommending approval of the policy with a few updates, which better explain some of our processes to the public and correct a few grammatical errors.

Policy revision was prompted by a desire to provide clarity for the public on our request for reconsideration process. We felt it was important to add some timelines and additional information so patrons would know what to expect should they want to initiate the process.

We have also ensured that all the linked policies, forms, and information are still accurate and operational.



Collection Development and Management Policy¹

Approved: Oct. 10, 2022

Revisions approved: June 13, 2024

I. Purpose

The West Fargo Public Library's Collection Development and Management Policy defines the scope and the overarching principles that shape the development and management of the West Fargo Public Library (the Library) collection. This policy guides the Library's responsibility to select, acquire, make accessible, maintain, and preserve the Library's collection.

This policy establishes a process for addressing patron questions and concerns and defines the roles and responsibilities for addressing any questions or concerns.

II. Principles

The collection is one of the Library's major assets. It advances the Library's mission to "provide equitable access to resources and opportunities so that residents can achieve their goals, explore their passions, and develop social connections." It helps generate a future where every person has the opportunity and resources to learn, meet, share, read, play, and create.

- We value intellectual freedom and the importance of an individual's right to read, view, and listen to a broad spectrum of knowledge, ideas, opinions, and creative expression. We uphold the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others.
- We embrace the diverse ways in which people learn and acquire information.
- We believe the Library has a responsibility to be inclusive and not exclude materials solely because of the origin, background, or views of those who created it.
- We recognize the importance of resource sharing with other libraries throughout the region because it broadens access to resources and information for all library patrons.
- We expect the Library to be responsive to changing patron interests and demographics, follow professional standards, and stay abreast of the new and evolving ways information is disseminated, accessed, and used.
- We value having a collection that provides many viewpoints, including those viewpoints that have been historically underrepresented or excluded.

III. Definitions

- The Library's "collection" is the body of materials selected for and made accessible to patrons.
- "Materials" has the widest possible meaning and includes books and other print media; audiovisual, electronic, and digital formats; and other additions to the collection. Materials may be owned or leased by the Library, housed in a physical location, downloaded, or accessed via the Library's website and other online services.
- "Selection" refers to the decision that is made by Library staff to add a specific item to the Library's collection and make it accessible either in a physical location or via the Library's website or other online services.
- "Intellectual freedom" is the right of every individual to both seek and receive information from all points of view without restriction. It allows for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

IV. Collection Scope

The Library's collection is designed to support the cultural, informational, educational, and recreational interests of West Fargo Public Library patrons. It reflects the interests of the general public and supports the demographics and diversity of the community of which it is a part.

The collection has materials on many topics and viewpoints. It has materials in different formats, languages, and levels of difficulty.

The Library emphasizes breadth over depth, unabridged over abridged, and general materials over highly specialized materials. Budget and space restrictions preclude the Library from duplicating specialized and comprehensive collections that exist elsewhere in the region and are reasonably accessible to West Fargo Public Library cardholders. The Library is fully committed to providing access to these specialized materials through referral, cooperative agreements, and resource sharing through interlibrary loans. The Library does not serve as an archive for the City of West Fargo or any organization.

V. Access and Resource Sharing

Access to materials is ensured by the way they are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems. Any labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned.

Patrons can access the collection via the Library's catalog and website, online services, and through interactions with staff. The Library's outreach services enable greater access to the collection. Patrons may access the Library's collection through outreach programming.

Use limitations ensure fair and equitable access to materials. Access to some items may be limited by their value, uniqueness, fragile physical condition, or a combination of these factors. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

Items that are not in the Library's collection may be obtained on behalf of patrons from the Online Dakota Information Network or beyond via established interlibrary loan networks. Conversely, West Fargo Public Library materials may be lent to other organizations that also participate in these networks. Regular evaluation of these exchanges may also influence purchasing and collection development.

VI. Intellectual Freedom

The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. Individuals apply their personal interests and values to the materials they choose for themselves. The values of one may not be imposed on another. Parents and legal guardians are responsible for the use of library materials by their minors or wards, as per the West Fargo Public Library's Library Card Policy.

The Library considers reading, listening, and viewing to be individual, private matters. We believe that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves, their own minor child(ren), or vulnerable adult(s) in their care, the freedom of others to read or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening, and viewing choices of their own minor child(ren) or vulnerable adult(s). The Library does not stand in the place of parents (in loco parentis) or legal guardians.

The Library's selection of materials for the collection does not constitute an endorsement of the content. Library materials are not marked or identified to show approval or disapproval of their contents, nor are they sequestered except for the purpose of protecting them from damage or theft.

The West Fargo Public Library Board acknowledges the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements in support of intellectual freedom. In addition, the American Library Association's [Intellectual Freedom and Censorship Q & A](#) provides additional guidance on this subject.

VII. Roles and Responsibilities

The City of West Fargo Board of Commissioners appropriates Library funding. The West Fargo Public Library Board of Directors (the Library Board) approves the Library's monetary allocations, which include collection development. Additional funding support is provided by the Friends of the West Fargo Public Library, local groups, trusts, and other donations.

The Library Director works under the direction of the Library Board and within the framework of this policy. The Library Director delegates to staff the authority to interpret and apply this policy in daily operation.

Library staff provide continuity for the development and management of the Library's collection. They plan, budget, select, acquire, catalog, process, replace, remove, and generally manage library materials. The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Library staff participate in collection development and management to serve all members of the community.

West Fargo Public Library staff:

- Engage in open, continuous, two-way communication with patrons and other staff.
- Handle all requests equitably.
- Understand and respond to demographic, societal, and technological changes.
- Identify materials of varying educational levels and formats.
- Balance individual patron and local community needs.
- Seek continuous improvement through ongoing data collection and evaluation

Patrons also play a key role in the development of the Library's collection. They make suggestions and provide feedback via the [web form](#) or directly to staff.

VIII. Selection of Collection Materials

Patron interest, both expressed and anticipated, as well as the Library's understanding of current collection and material availability, are the primary influences for the materials and formats that are selected. Collection Development staff use a set of criteria to guide selection decisions such as purchased items and donated materials. Donations are accepted per the West Fargo Public Library's Donation and Gifts Policy. *Not all criteria are applied to each selection decision.*

General criteria for selection:

- Patron requests gathered through the public web form, emails, phone calls, or in-person visits
- Present and potential relevance to community needs
- Format options
- Physical design is suitable for library use
- Subject and style are suitable for the intended audience
- Publicity, critiques, and reviews
- Price of material
- Relevance to current trends and events
- Relation to the existing collection
- Potential appeal
- Relation to other community resources

Content criteria for selection:

- Competence, reputation, and qualifications of the author or publisher
- Consideration of the work as a whole
- Currency of information
- Objectivity and clarity
- Comprehensiveness
- Technical quality
- Represents a diverse point of view
- Representative of movements, subjects, genres, or trends of lasting patron interest
- Sustained interest or demand
- Usefulness of the information

Additional considerations for electronic formats:

- Ease of use
- Available to multiple concurrent users
- Remote access
- Vendor data privacy practices
- Technical requirements and compatibility with existing equipment and systems
- Technical support and training

IX. Reconsideration of Library Materials

Inclusion of an item in the West Fargo Public Library's collection may be reconsidered upon the submission of a "Request for Reconsideration of Materials" form (attached) to the West Fargo Public Library. The form must be completed in full to be considered by library staff.

Individuals who reside within the City of West Fargo limits are eligible to submit a request for reconsideration. Requests for reconsideration are limited to one form per item, and requestors are limited to one active request for reconsideration in progress at any given time. Requestors are required to read, listen, or watch the entirety of the item in full prior to submission.

Each request for reconsideration is reviewed by multiple staff members independently. Each independent staff review is submitted to the Library Director to compile and determine the future of the item. The Library Director will respond to the patron in writing (via email or letter) within 30 days from receipt of the request.

Items under review will remain available until a final decision is reached. Once an item has been reviewed by library staff or Board, it will not be reviewed again for five (5) years.

If a patron is dissatisfied with the result of their request, the Library Board hears appeals of the Library's response upon request. Appeals must be presented in writing (via email or letter) to the Library Board at least ten (10) days in advance of the next regularly scheduled meeting of the Board. The Library Board is allotted 60 days to review the item. The requestor will be notified prior to the regular Library Board meeting where the final decision regarding the item under review will be heard.

X. Collection Maintenance

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be kept, repurchased, re-cataloged, or withdrawn.

Staff rely on a set of criteria to guide their decisions to withdraw items from the collection. While not all criteria are applied to each de-selection decision, multiple factors are considered in most cases. Criteria include:

- Space limitations
- Insufficient use or lack of patron demand
 - Examples include circulation over the item's lifetime, current year, and year-to-date.
- Purchase and item record creation date
- Format or physical condition is no longer suitable for library use
 - Examples include damage, wear and tear, or missing parts.
- Obsolescence
 - Examples include information that is no longer timely, accurate, or relevant.
- Little or no relevance to current trends and events
- Content is available in multiple formats to WFPL patrons
- A sufficient number of copies in the collection
- Ease of availability to WFPL patrons through other regional collections

Withdrawn materials may be sent to third-party vendors, the Friends of the WFPL, or outreach sites, sold, recycled, offered to the public, or discarded.

Materials of longstanding or historical value are donated to the North Dakota State Library and other regional archives.

XI. Referenced Policies and Resources

This policy is subject to all federal, state, and local laws and policies including, but not limited to:

- WFPL Board. [Donation and Gifts Policy](#).
- WFPL Board. [Interlibrary Loan Policy](#)
- WFPL Board. [Library Cards Policy](#).
- WFPL Board. [Reciprocal Borrowing Policy](#)
- American Library Association (ALA). [Library Bill of Rights](#)
- ALA. [Freedom to Read](#)
- ALA. [Freedom to View](#)
- North Dakota Statute [WFPL]. Chapter [40.38](#)

Request for Reconsideration

ITEM INFORMATION

Title of Item

Publication Year

Author

Type of Material:

☐

Book

☐

Magazine / Newspaper

☐

DVD

☐

Audiobook CD

☐

Electronic / Digital Resource

☐

Other (please specify): _____

CONTACT INFORMATION

Name

Representing: ☐ Self

☐ Organization

Organization Name (if applicable)

(_____) _____

Primary Phone Number

Email

Mailing Address

City

State

Zip

☐ I am a patron of West Fargo Public Library.

☐ I reside or own property in the city of West Fargo.

RECONSIDERATION QUESTIONS

Have you read / listened / viewed the entire item? ☐ Yes ☐ No

If no, which parts? _____

What brought this material to your attention?

RECONSIDERATION QUESTIONS CONTINUED

What are your areas of focus in this material? Please provide pages or time stamps of examples.

Suggested Course of Action:

- ☐ Update item ☐ Move to another location / collection
- ☐ Remove item ☐ Other (please specify): _____

Are there any elements of value in this material? Please describe.

Have you read any reviews of this material? If so, please cite.

What material(s) can you suggest that adds supplemental information or counterbalances the view point of this material?

Please return this form, completed in its entirety, to the Service Desk or mail to the library (215 3rd St E, West Fargo, ND 58078). Library Administration will review the request. During the review you may be contacted to further determine the reason for reconsideration. After the review is completed, you will be notified by mail or email.

If you wish to appeal the review by Library Administration, appeals must be sent to the Library Board in writing 10 days prior to the next regularly scheduled meeting of the Board. Appeals are heard and finalized at Library Board meetings.

OFFICE USE ONLY: Date Request Received By Staff: _____ Staff Initials: _____

Date Request Responded By Staff: _____ Staff Initials: _____



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: June 13, 2024
Subject: Selection of Two Board Members for 3-Year Terms
Action: Appointment of Two Board Members to Serve 3-Year Terms Beginning July 2024

**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

Library Board President Liann Hanson and Library Board Member Tony Stukel's first terms are expiring in June 2024. They are eligible to serve a second term if appointed by the board.

Five applications were received. All confirmed West Fargo residency by submitting their addresses in the application and are eligible for consideration by the board for appointment. The applicants have all been invited to the board meeting to introduce themselves and share a brief statement if they choose before the discussion and nomination of two candidates to serve on the board.

The applications are attached in tonight's agenda packet, and the list of names is as follows:

Liann Hanson
Shawn King
Tony Stukel
Rachel Williams
James Wilson

Print

Library Board Member Application - Submission #74808

Date Submitted: 4/24/2024



First Name*

Liann

Last Name*

Hanson

Address*

319 Edgewater Drive

City*

West Fargo

State*

ND

Zip Code*

58078

**Are you a
resident of
West Fargo?***



Yes.



No.

Phone Number*

Email Address*

Employer Name

Fargo Public Schools

Job Title

Director of Standards Based Instruction

Employer Address

700 7th Street South

City

Fargo

State

ND

Zip Code

58103

Please upload your resume here*

Although references are not required, the current Board of Directors reserves the right to request them.

Please tell us about yourself. What skills and perspectives would you bring to the Library Board?*

With my background in education and experience on the Library Board for the last few years, I possess a diverse set of skills and perspectives to continue serving on the Library Board: Educational Leadership: I have a strong understanding of educational principles and instructional strategies, allowing me to provide leadership in developing standards-based instruction programs and libraries Pedagogical Expertise: I have knowledge of various teaching methodologies and pedagogical approaches enables you to support library staff in terms of meeting community needs. Data Analysis: I am proficient in analyzing educational or library data to assess performance and inform decision-making. Technology Integration: I also understand the importance of integrating technology into instruction, libraries, and the community to enhance learning experiences and prepare students for the digital age. Collaboration and Communication: I possess strong interpersonal skills and can effectively collaborate with staff, board members, community members, and other stakeholders to promote library services. Continuous Improvement: I am committed to ongoing professional development and continuously seek ways to improve our library and offerings. Advocacy: I will continue to advocate for the importance of library services in promoting equity, excellence, and innovation in our library and community. Community Engagement: I will continue to engage with the community to raise awareness of the library's educational initiatives and foster partnerships with other organizations to support our library.

Why do you want to serve on the Library Board of Directors?

my desire to serve on the West Fargo Library Board is deeply rooted in my commitment to community impact and educational enrichment. Aligning with my professional expertise, libraries serve as invaluable resources for promoting lifelong learning, literacy, and educational equity. By contributing to the Library Board, I can advocate for initiatives that support these goals, leveraging my understanding of standards-based instruction to shape educational programming and resources. Additionally, serving on the board offers collaborative opportunities to work with other community leaders and stakeholders, fostering partnerships that enhance educational opportunities for all. Embracing innovation and growth, I see the library as a dynamic space for exploring new approaches to education, incorporating technology, and expanding access to resources. Ultimately, my involvement on the West Fargo Library Board not only fulfills my commitment to community service but also provides personal fulfillment by making a meaningful impact on the educational landscape of our community.

What do you hope to accomplish as a board member?

I would to continue to support and enhance our library services. I would like to see the library expand in space and building. I hope to accomplish both.

Print

Library Board Member Application - Submission #74896

Date Submitted: 5/9/2024



First Name*

Shawn

Last Name*

King

Address*

544 Lizzie Pl E

City*

West Fargo

State*

ND

Zip Code*

58078

**Are you a
resident of
West Fargo?***



Yes.



No.

Phone Number*

Email Address*

Employer Name

Ethyca

Job Title

Implementation Engineer

Employer Address

City

New York

State

NY

Zip Code

Please upload your resume here*

Although references are not required, the current Board of Directors reserves the right to request them.

Please tell us about yourself. What skills and perspectives would you bring to the Library Board?*

I'm a technology professional and have been working in the data industry for the past 13 years. My career interests mainly concern how data is managed and used. Currently, I work for a data privacy company where we facilitate customers with data privacy and data management tools to allow users to control their data. I'm currently going back to school for a masters degree in analytics and on track to graduate from NDSU in 2026. I have two young boys who love books. The perspective I want to bring to the board is that of a new parent and someone going back to school at the same time. I believe libraries are an important institution for communities and I feel a responsibility to help where I can.

Why do you want to serve on the Library Board of Directors?

I'm an avid reader/listener as every person should be. I've been able to volunteer in the past, but never in a leadership capacity. I want to start learning how to lead people and efforts. There is a lot of opportunity to learn at libraries (both inside them and I hope on their boards). I'd love the opportunity to be in the room.

What do you hope to accomplish as a board member?

Being the tech person that I am, I want to ensure that more people in the West Fargo community are aware of the library. I'd love more people to physically go, but the reality is people want to be able to check out books virtually. Libby is a great tool for this and I want to foster the work that's already been done here. I also want to continue keeping library data private. There are systems already in place to do this for public libraries. I'd love the opportunity to reinforce those systems.

Print

Library Board Member Application - Submission #74994

Date Submitted: 5/25/2024



First Name*

Tony

Last Name*

Stukel

Address*

3838 7th St E

City*

West Fargo

State*

ND

Zip Code*

58078

**Are you a
resident of
West Fargo?***



Yes.



No.

Phone Number*

Email Address*

Employer Name

Job Title

Employer Address

3838 7th St E

City

West Fargo

State

ND

Zip Code

58078

Please upload your resume here*

Although references are not required, the current Board of Directors reserves the right to request them.

Please tell us about yourself. What skills and perspectives would you bring to the Library Board?*

Prior to retirement in 2017, I have been a librarian since 1985. First working as the automation librarian and then assistant director for automation at the University of Wisconsin - Milwaukee. In 1994 I was hired by the University of North Dakota to be the Director of the Online Dakota Information Network (ODIN) where I worked until retirement in 2017. The Milwaukee positions were held during groundbreaking times. Introducing PCs to eventually the entire staff were challenging times. During that time the library also stood up its first online catalog and eventually public access to numerous online databases. It was all pretty new and challenging at that time. I had responsibilities for the planning and budget for all computing within the library. I was also the primary contact with UW-Madison entities involved in the online catalog project. This was primarily through the head of automation of the Madison libraries and with the Madison data center who wrote the code for the catalog system and provided technical support. At Milwaukee I managed a support staff of four individuals who supported the local library staff. When I became Director of ODIN it had just gotten established in the previous couple of years. At that time it was a network of about 15 libraries. I had the responsibility for budget and for personnel supporting the project and for relations with software vendors and for database vendors. I had one staff person doing library support with me and one full time computer center staff doing mainframe support for the software and hardware at the data center. Over the next years this would grow to six staff supporting libraries and to over 60 libraries across the state using the system directly. Also in that time ODIN added many online databases that were at first loaded locally and only available to the libraries using the catalog to being available to all North Dakota libraries.

Why do you want to serve on the Library Board of Directors?

I feel that my experiences working with libraries of all types (academic, public, medical, schools and others) across the state have given me a perspective that can be helpful to this library as it grows with the community.

What do you hope to accomplish as a board member?

I believe that my background may useful in guiding the continuing growth and development of our communities library and library services. The rapid growth West Fargo leads me to believe that the library too has a need to grow to serve the community. I would like to be a part of guiding that effort as well as supporting the programs that library has at this time.

Appointees to the Library Board will be selected without discrimination on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic.

Print

Library Board Member Application - Submission #75023

Date Submitted: 5/31/2024



First Name*

Rachel

Last Name*

Williams

Address*

2824 5th St W Unit F

City*

West Fargo

State*

ND

Zip Code*

58078

**Are you a
resident of
West Fargo?***



Yes.



No.

Phone Number*

Email Address*

Employer Name

Fargo-Moorhead Convention and
Visitors Bureau

Job Title

Director of Operations

Employer Address

2001 44th St S

City

Fargo

State

ND

Zip Code

58103

Please upload your resume here*

Although references are not required, the current Board of Directors reserves the right to request them.

Please tell us about yourself. What skills and perspectives would you bring to the Library Board?*

I have lived in the FMWF community for nearly 14 years, and I currently work at the Fargo-Moorhead Convention and Visitors Bureau as the Director of Operations. In my professional career, a task that I've had in each role is to provide training and guidance to team members, partners, and customers. I am an avid reader, and my love for books and escaping to a fictional universe began when I was very young. I volunteered at my home town library beginning in elementary school. My mom was a teacher, and my parents kept our home filled with books. Our parents took my brother and I to the library at least once a week, and we participated in many community events hosted at the library. This was very influential for me as I have always had a very positive view of the engagement at our library and the staff as well as the encouragement from my parents to read. I want as many people to have this positive influence as possible.

Why do you want to serve on the Library Board of Directors?

I want to serve on the Library Board of Directors because I believe the resources a library provides is beneficial to every individual at all points in their life. A library is a place that everyone is welcome and should be encouraged to utilize resources that can enhance their life.

What do you hope to accomplish as a board member?

I would hope to increase the number of residents that utilize library resources and engagement overall.

Appointees to the Library Board will be selected without discrimination on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic.

Print

Library Board Member Application - Submission #74937

Date Submitted: 5/17/2024



First Name*

James

Last Name*

Wilson

Address*

608 12 1/2 Ave.

City*

West Fargo

State*

ND

Zip Code*

58078

**Are you a
resident of
West Fargo?***



Yes.



No.

Phone Number*

Email Address*

Employer Name

RETIRED

Job Title

Employer Address

608 12 1/2 Ave.

City

West Fargo

State

ND

Zip Code

58078

Please upload your resume here*

Although references are not required, the current Board of Directors reserves the right to request them.

Please tell us about yourself. What skills and perspectives would you bring to the Library Board?*

Have taught course related to academic literacy and research; a keen interest in books that reflect a multitude of cultures, and ethnic communities; have been engaged in the distribution of books to economic disadvantaged communities.; a love of books

Why do you want to serve on the Library Board of Directors?

I believe that I could provide a unique perspective that might be helpful in serving the Board's many stakeholders; keen to hear, discover, and make use of perspectives other than my own.

What do you hope to accomplish as a board member?

Help in the realization of the Board of Directors mission and vision for the library; and when needed- to help in the development of policies and procedures that make the library a user-friendly place for all.

Appointees to the Library Board will be selected without discrimination on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic.



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: June 13, 2024
Subject: Selection of Date for Board Orientation
Action: Select date for Board Orientation

**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

Library Board Orientation for new and mid-term Board of Directors members should take place in July. The orientation should take around four hours, and we will invite City Attorney Shockley or one of his associates to present on open meeting laws and the duties of board members. Other items in the orientation meeting will include some strategic planning work and voting on officers.

I would recommend the afternoon of July 11 as this is our regular meeting date.



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: June 13, 2024
Subject: Approval of Preliminary Budget
Action: Approve Preliminary Budget for Submission to City

**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

At our last board meeting we took a look at a first draft of the preliminary budget. A few lines have been adjusted since as more information has become available.

The Health Insurance line is a more accurate estimate based on the needs of current staff, all expenses related to the construction and fit up of our potential second location have been moved to the Capital Improvements line, and we got an actual quote for the construction costs of that site so the numbers were updated to reflect those values.

The total expense budget for FY25 is \$2,749,290.48. The estimated value of a mill for 2025 is \$271,000 which means our total budget ask is for 10.15 mills. Please note that this is likely to go down later as the budget is assuming a 4% COLA, includes the carpet replacement, and second location costs which the Commission could decide to pay for in another way such as Capital Improvement Tax dollars, City General Fund Reserve, increased lease payments over time, or another method.

If the carpet and second locations costs were paid for with a different method and removed from our expense budget the ask would go down to \$2,492,878.48, which would be a 9.2 mill levy ask. We were allotted 8.4 mills for 2024.

Library 2025 Preliminary Budget for Approval

Object	Object Description	YTD 2023	2024 Budget	2025 Budget	Comments/Notes
110	PERMANENT EMP SALARIES	806,677.31	1,010,936.00	1,229,716.88	plan for a 4% COLA and added \$8,734 anticipated adjustments for Salary Survey implementation
114	PART TIME SALARIES	94,628.92	114,442.00	97,981.73	plan for a 4% COLA as historically that's been the high end number the last few years
220	SOCIAL SECURITY	66,786.88	84,763.00	101,568.94	7.65% of salaries
230	RETIREMENT	122,567.33	169,017.00	199,951.96	16.26% of permanent salary
240	WORKFORCE SAFETY INSURANC	1,124.45	2,066.00	3,365.00	From Finance
245	CORPORATE EDUCATION				
250	UNEMPLOYMENT	-	500.00	500.00	
312	ATTORNEY	3,724.75	4,000.00	5,000.00	increased to our annual average with a 3% increase
320	HEALTH INSURANCE	104,398.12	205,618.00	266,706.00	My math: 17 FT * 1671.69 (max for family insurance), adjusted for best guess amount based on current staff
321	PROPERTY INSURANCE	801.67	-		Finance asked that this be moved to 669 instead
333	BUILDING RENTAL	121,594.00	124,002.00	161,051.16	3% increase annually for main branch, 1770sq ft *\$18.83 amount for Wex space (\$33,329.10)
340	TRAVEL & EDUCATION	4,572.95	18,060.00	18,060.00	flat
356	TELEPHONE	1,609.98	3,300.00	3,060.00	
387	MEDICAL/VACCINES	-	500.00	500.00	flat
399	RECRUITMENT/EMPLOYMENT TE	826.00	3,000.00	3,000.00	flat
410	OFFICE SUPPLIES	14,384.24	13,000.00	15,000.00	4.3% increase from FY23 actual to come more in line with actual spending
420	OPERATION & MAINTENANCE				
424	GAS AND OIL	-	1,200.00	2,000.00	Expanding outreach year round
427	VEHICLES MAINTENANCE	16.50	1,200.00	1,200.00	flat
428	SERVICE AGREEMENTS-CONTRA	12,937.68	10,260.00	11,952.13	(remove KIC\$1550, add Marco \$7000, remove LBS (Liberty/Loeffler, add carpet/furniture cleaning \$1500))
490	MISC	186.84	500.00	500.00	flat
497	TECHNOLOGY	44,562.75	36,479.00	45,199.00	add 3,140 for additional technology at Main branch, add 5,580 for microsoft 365 licenses.
500	SUPPLIES	-	500.00	500.00	flat
640	FURNITURE & EQUIPMENT		2,000.00		Library of Things budget, moved to 680 when we created the object code on 4.25.24
641	FURN & EQUIP-NON DEPRECIA	7,857.80	7,166.00	10,000.00	increase to replace 3 carts, 2 office chairs, vacuum, and some youth furniture
644	POSTAL METER RENT	729.27	1,200.00	1,200.00	flat
648	PROFESSIONAL PUBLICATIONS	2,248.69	3,000.00	1,000.00	reduction to account for eliminated subscriptions
649	PROGRAMMING	17,421.48	21,000.00	20,330.75	remove ASCAP \$421.25 and MPLC \$248
650	E RESOURCES	41,785.83	53,161.00	42,261.00	Remove Hoopla - reduce \$19900, Increase Overdrive - \$5000, Add NYT - \$5000, Remove Gale Analytics -
661	POSTAGE/FREIGHT/SHIPPING	9,129.66	10,000.00	11,000.00	10% increase to account for postage going up and increased demand
662	BOOKS	86,126.18	88,950.00	97,845.00	10% increase for materials, and increase for processing and shipping costs
663	MAGAZINES	5,305.38	5,500.00	4,700.00	reduction to account for eliminated subscriptions
664	AUDIO VIDEO	31,995.59	25,650.00	25,650.00	flat
667	MEMBERSHIPS	2,736.20	3,589.00	4,050.00	increase to account for addition of new staff
668	PRINTING	435.44	1,000.00	1,000.00	flat
669	INSURANCE	-	2,750.00	3,000.00	small increase in anticipation of new vehicle added
672	EMERGENCY MEDICAL SUPPLIE	93.00	350.00	350.00	flat
689	PROMOTIONAL ACTIVITIES	8,783.77	11,400.00	11,400.00	flat
710	PRINCIPAL				
720	INTEREST				
724	CONSULTING/TESTING FEES		-	3,000.00	consultant for strategic plan
740	SERVICE CHARGES	2,641.86	1,750.00	1,750.00	flat
864	FURN & EQUIP DEPRECIATED	-			
870	CAPITALIZED ASSETS - OVER \$5,000				
880	COST ALLOCATIONS	42,023.04	46,646.00	47,578.92	2% increase
890	TRANSFERS OUT	10,000.00	10,000.00	10,000.00	flat
901	CATALOGING	2,559.78	2,950.00	2,950.00	flat
994	ODIN	23,543.00	24,200.00	25,000.00	estimated increase
653	CAPITAL IMPROVEMENTS			256,412.00	carpet project scoped at \$130K by YHR*, \$83640* Construction, \$33012* furnishings, and \$9760* for technology in the new City Hall* *These could be removed if included in CIP
680	LIBRARY OF THINGS			2,000.00	moved from 640 to here, new line added for collection items that do not fall into other categories
			2,125,605.00	2,749,290.48	This includes a 4% COLA and \$130K for carpet and construction and fit up for 2nd location which could be included in CIP. (10.15 mills)

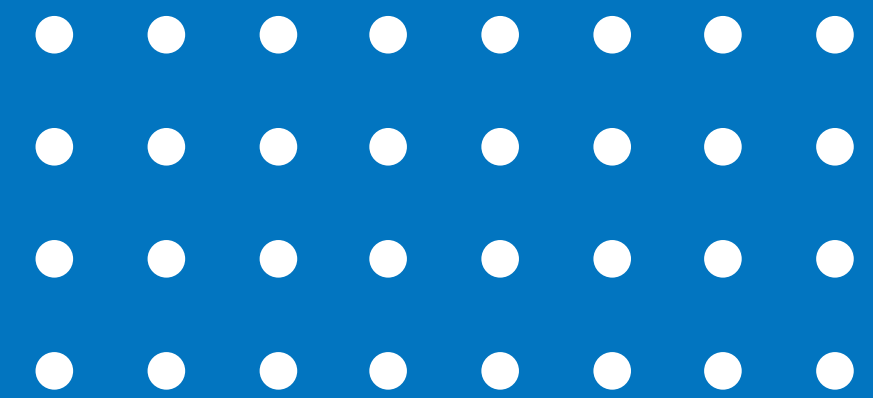
2,276,400 for 8.4 mills at 271K
2,492,878.48 Total Without Line 653 (9.2 mills)

West Fargo Public Library



Director's Report

Presented by Jenna Kahly
Library Director



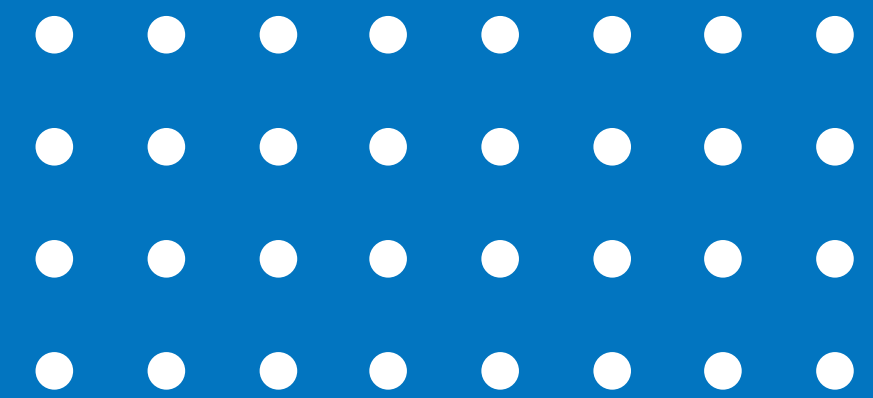
From Our Patrons

"I told my brother and sister-in-law to come here; the staff is always so helpful, especially with technology. After they visited they said you weren't kidding! You're doing something right here."

We love story time with Sarah! My kids are always excited to find new books and the staff is super helpful. This library does an amazing job of hosting fun events for kids and adults alike. - Facebook comment

Positive comments about our book display topics and selections.





From Our Patrons

“Wow, the foot traffic here is really telling!” - patron remarking on how wonderfully busy the library was.

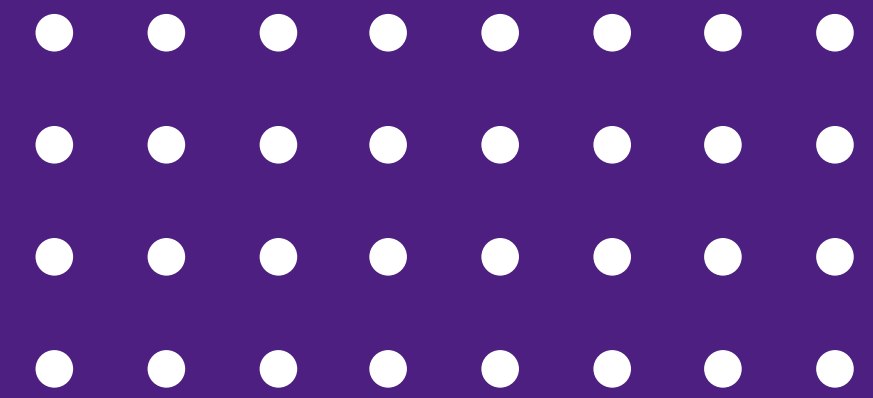
A handful of negative comments/emails about Hoopla being cut.

A few people made negative comments about the move of the self-checkout and "always moving things around."





Administration



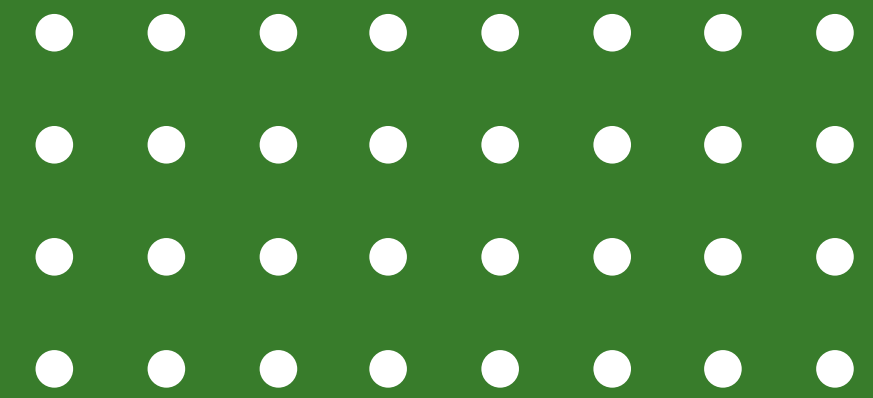
Building

Roof Leaks

We've have a few leaks with the recent rains. The school is working to address the issues. There will be a contractor in towards the end of summer to do some major repair work above our south window area. This may cause some inconvenience in accessibility for a few days in that area while work is being completed.



Finances



Expenditures through May

Month to Date

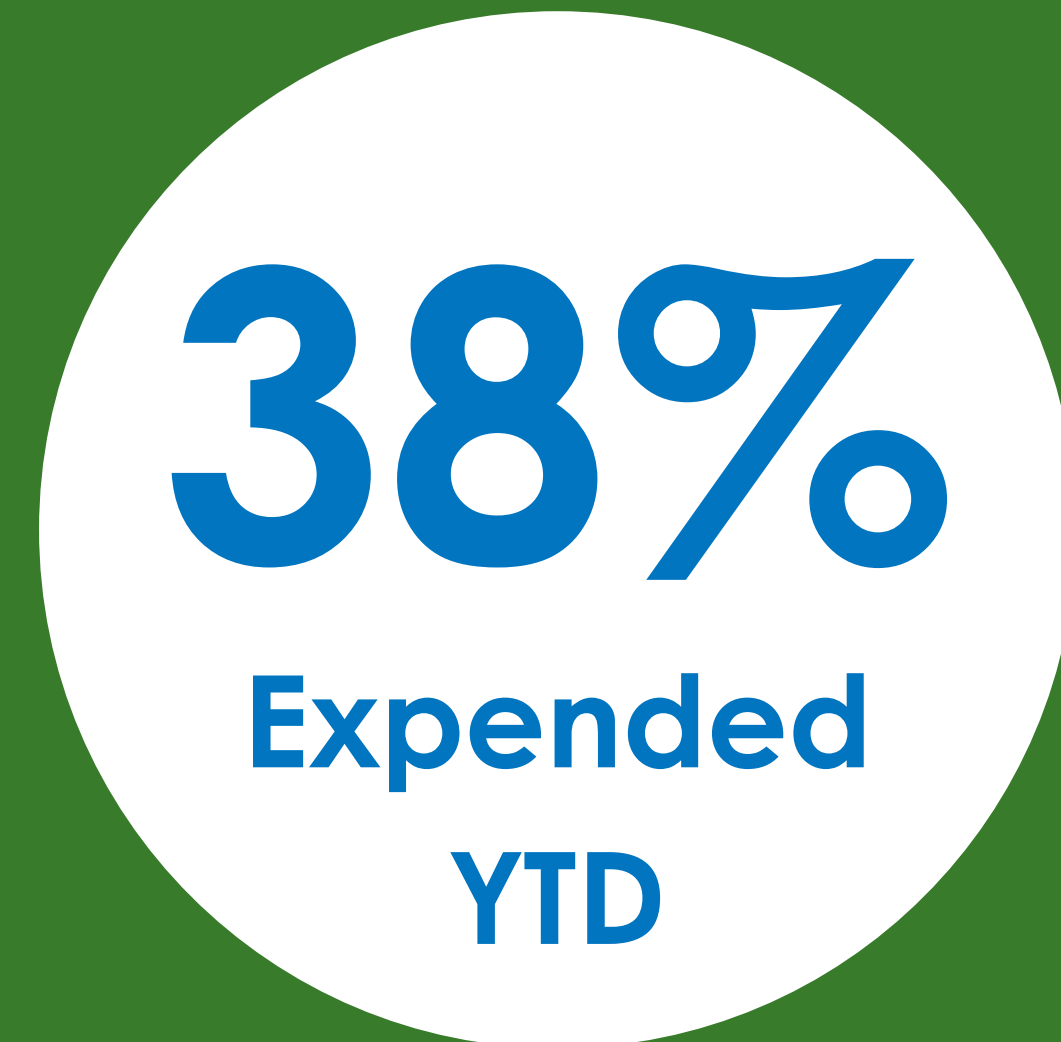
\$200,369.16

Year to Date

\$851,145.32

Available Appropriation

\$1,377,204.68



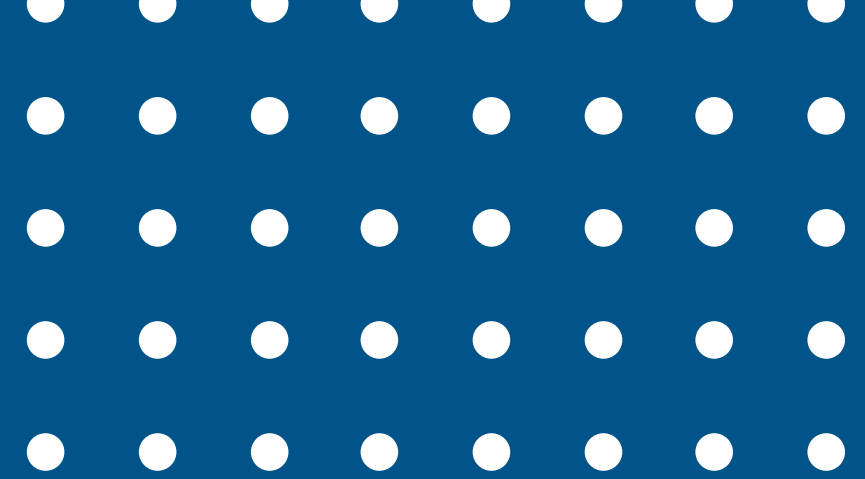


Staffing

WELCOME TO 3 NEW TEAM MEMBERS!

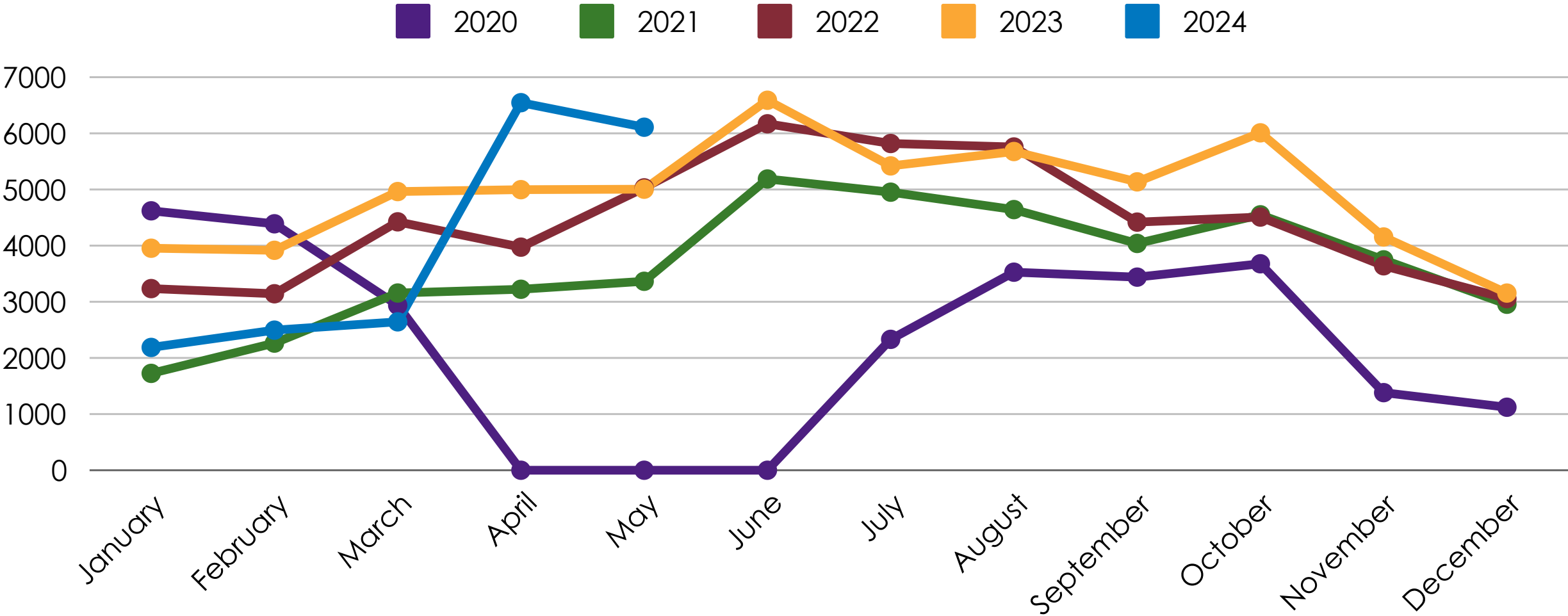
Al Aamodt has joined our team as a PT Library Assistant.

Two Summer Interns started this week in Youth Services.
They will help primarily on the Little Red Reading Bus

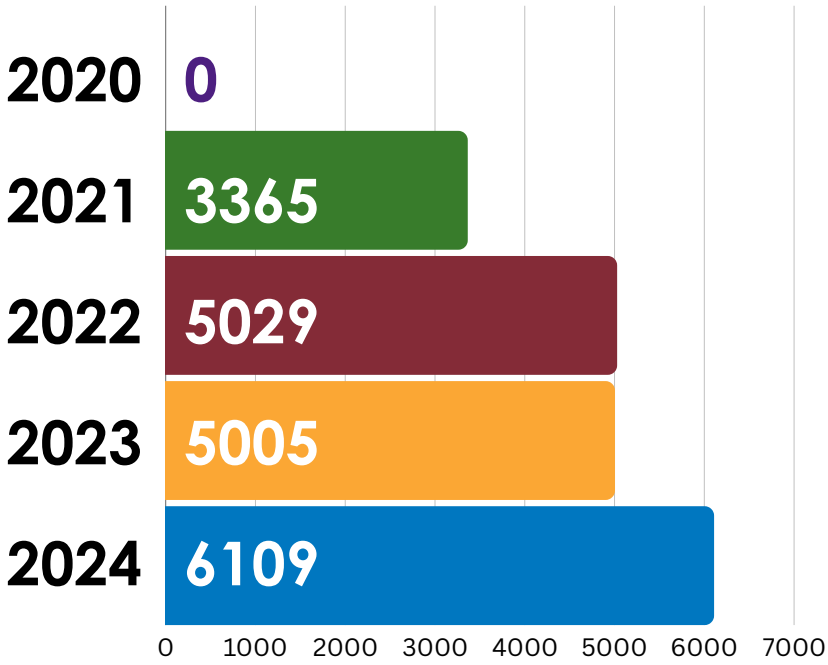


Door Count

Door count is impressively high now that the counter has been fixed and adjusted.



May Door Count

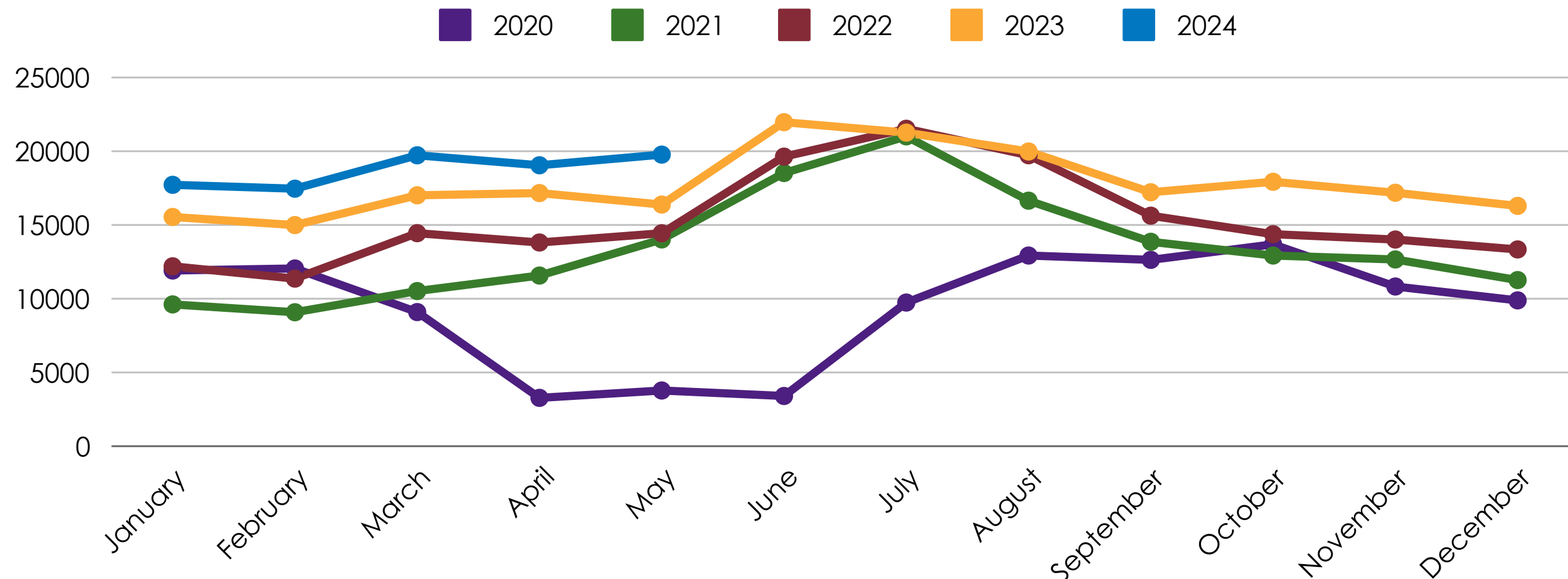


*after a fix to the tracking system in April, numbers are more accurate

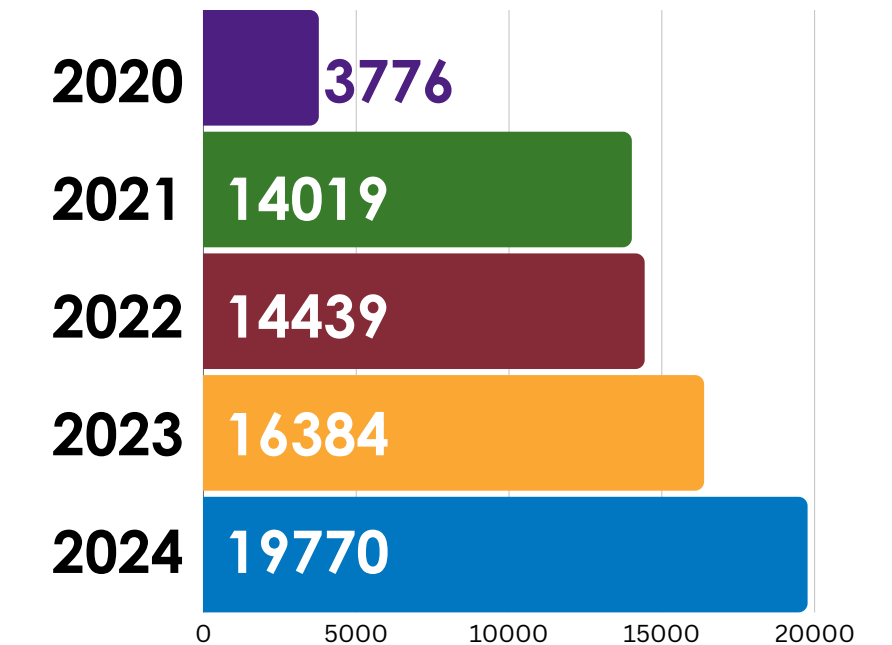


Total Circulation

Despite discontinuing Hoopla in May, our Total Circulation for May was the highest so far this year at almost 20,000 checkouts.



May Total Circulation



Circulation per
Active Library Card - **1.38**



Library Cards and Meeting Room Usage

- We had 346 Library Card Signups in May, which is really high for May
- We had record-high meeting room usage in May, the highest recorded since we started tracking it.



Outreach Highlights

The library was out and about at a number of community events in May including:

- the Red River Spring Market
- Osgood Elementary Family Literacy Night
- L.E. Berger Summer Wellness Expo
- Library Night at the FM RedHawks





Programming Highlights

Summer Boost programming started this week which includes:

- four storytime sessions each week
- weekly Craft Hour and STEM Hour events for kids
- weekly events for teens
- the Little Red Reading Bus route (5 stops per week)
- adult events



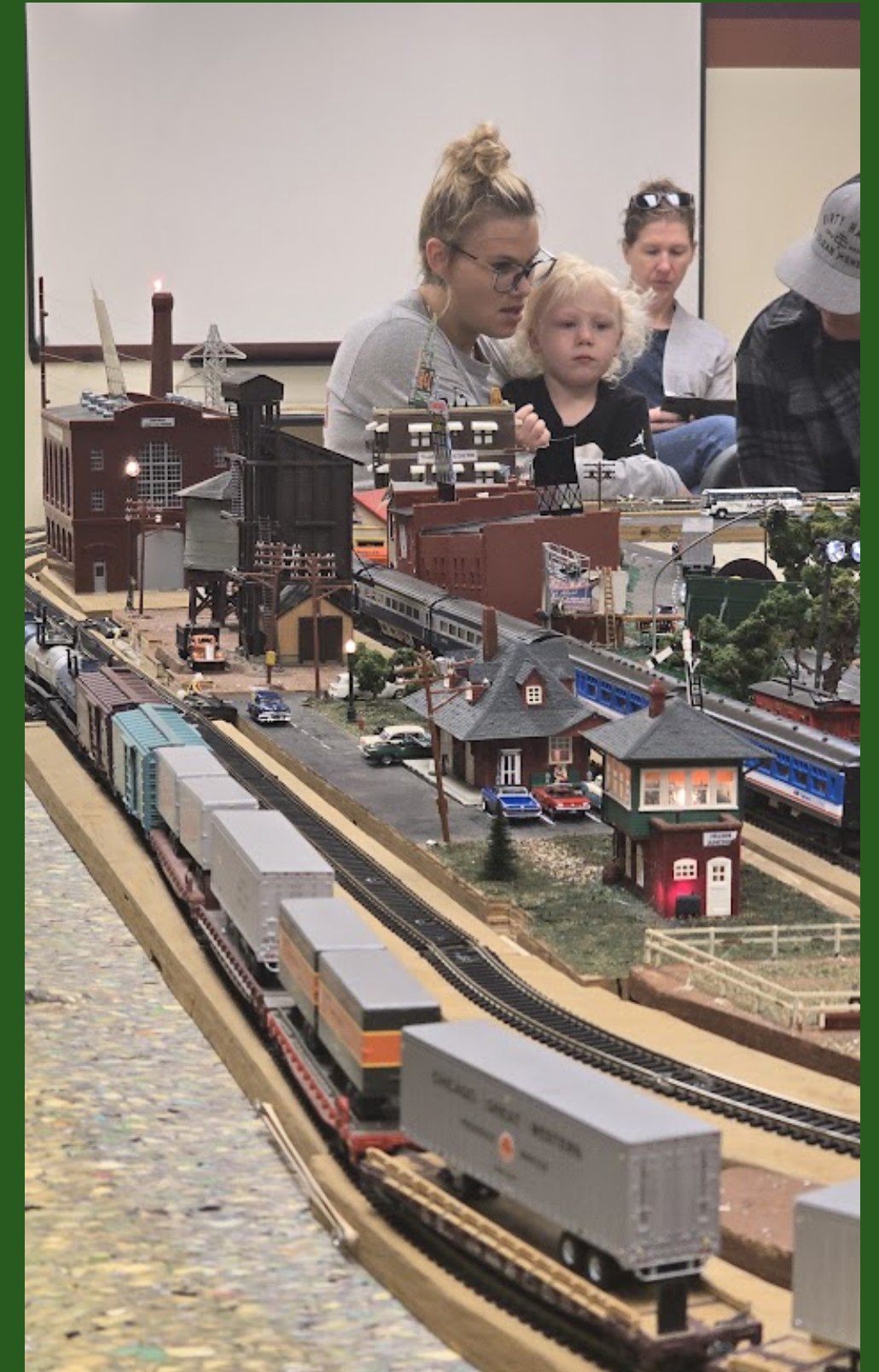
94 people came to our first Summer Boost Craft Hour session on Tuesday! We had to open both meeting rooms and had folks crafting in the hallway too.

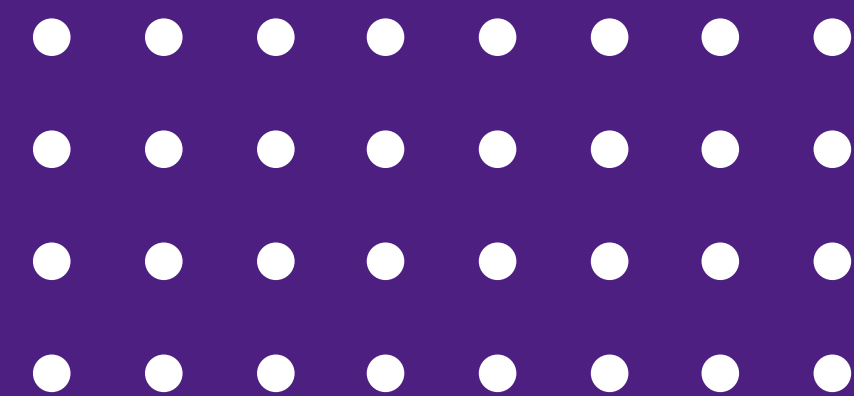


Programming Highlights

Nearly 300 people came to the Summer Kickoff Party!

Even with a thunderstorm raging outside, families had fun playing games, building with blocks, creating craft projects, grabbing treats, and experiencing the model railroad trains.



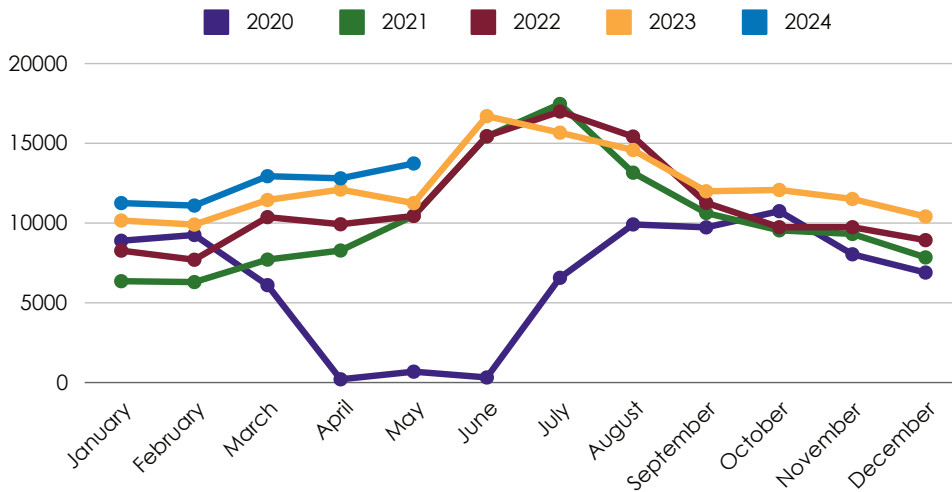


**Thank You
Commissioner
Mandy George!**

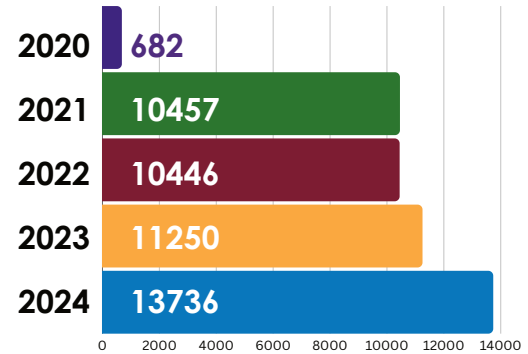
QUESTIONS?

Thank you for your time!

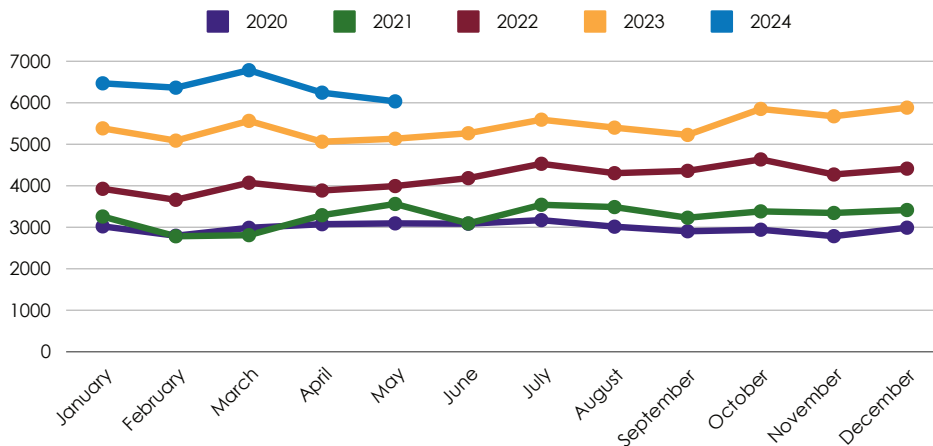
Physical Item Circulation



May Circulation

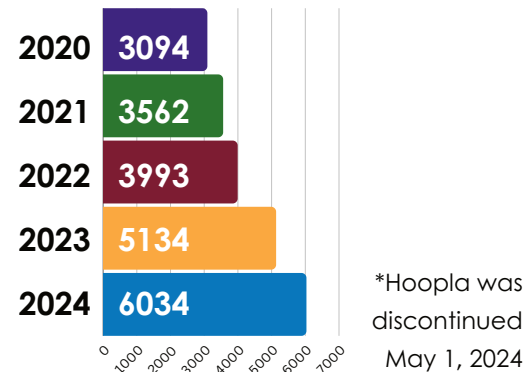


Electronic Materials Circulation

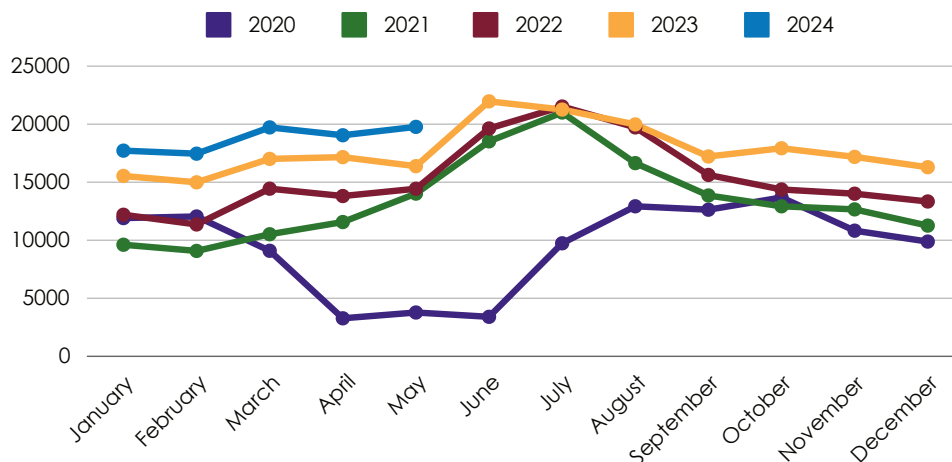


May Circulation

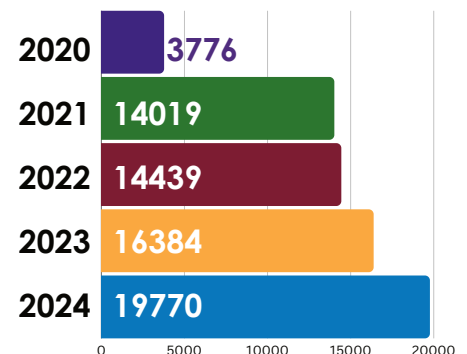
OverDrive/Libby & Hoopla*



Total Circulation

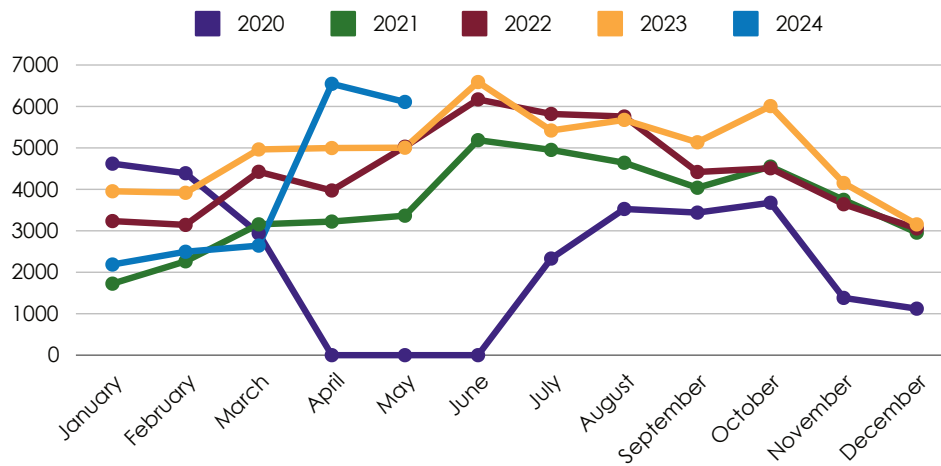


May Total Circulation

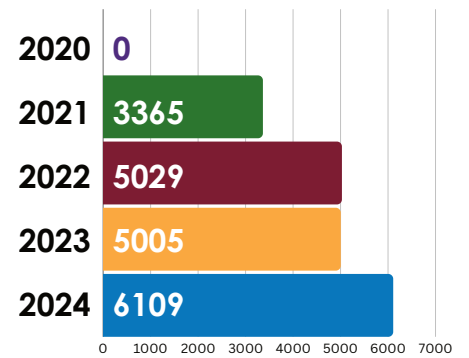


Circulation per
Active Library Card - 1.38

Door Count

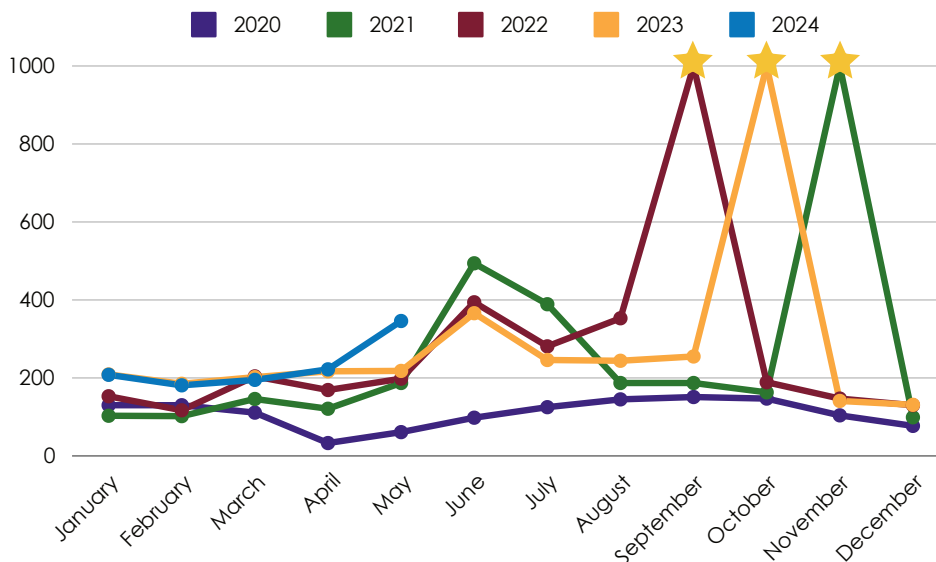


May Door Count



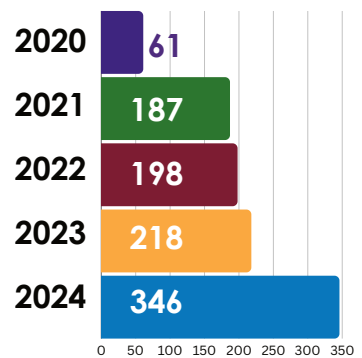
*after a fix to the tracking system in April, numbers are more accurate

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.

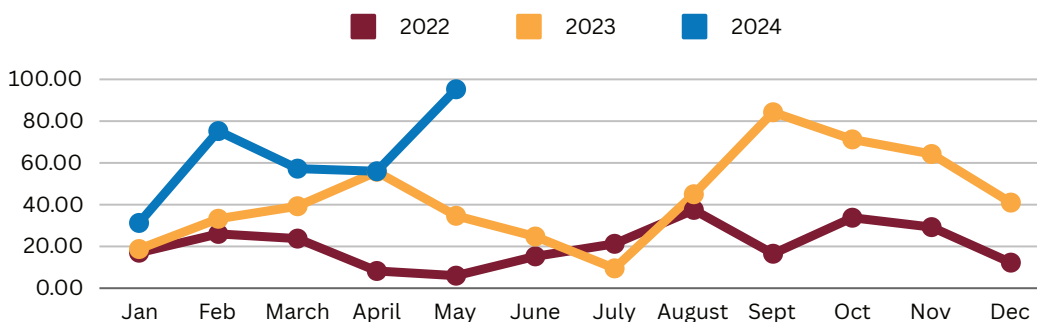
May Signups



May Active Library Cards - 14331

Meeting Room Usage

Meeting Room Hours Reserved



May Meeting Room Use

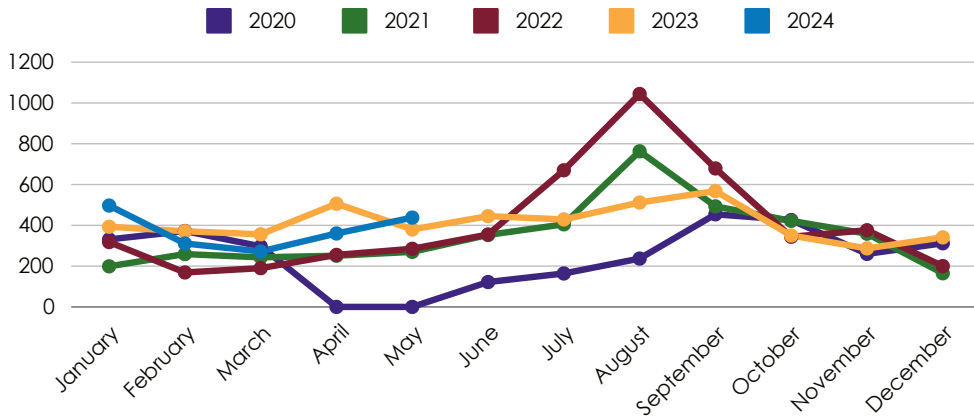
May Hours Reserved 95.25

Hours Reserved YTD 315

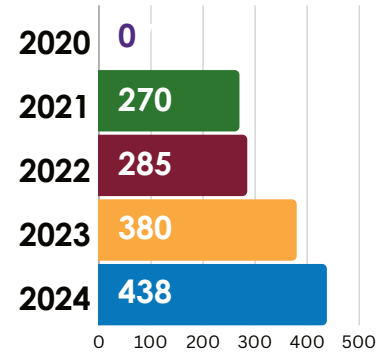
May Reservations 35

Reservations YTD 131

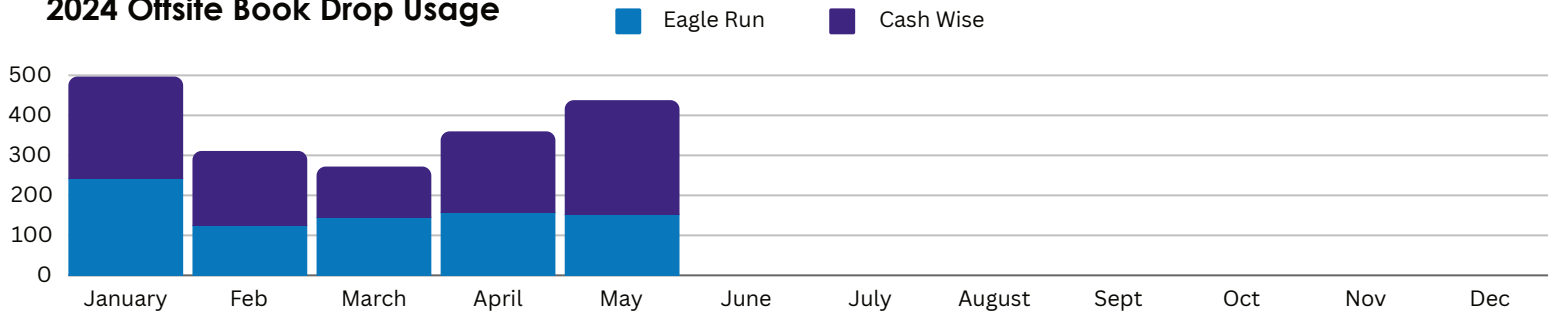
Offsite Book Drop Usage



May Offsite Book Drop Usage



2024 Offsite Book Drop Usage



Outreach Services

Monthly Outreach Circulation

Total Monthly Circulation*

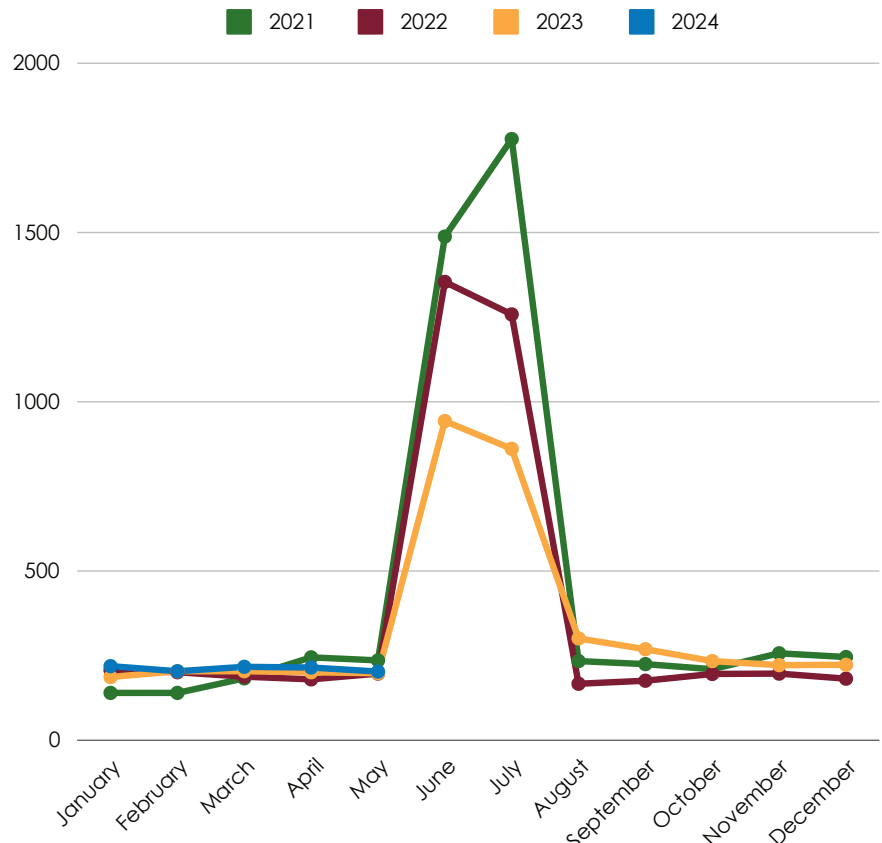
*This number includes senior book deliveries, daycare book deliveries and any books checked out from outreach pop-up libraries

2021 **236**
 2022 **197**
 2023 **198**
 2024 **203**

Senior Living Locations Served 4
 Senior Outreach Circ. 43
 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 186
 Total Attendance 186



A few classes of students finished out the annual **Second Grade Tours** in May. Our Outreach team also attended **Osgood Elementary Family Literacy Night**, **Library Night at the FM Redhawks**, **SENDCAA Family Picnic**, **Red River Market**, and the **L.E. Berger Summer Wellness Expo**.

Programs

Program Attendance

Youth

Ready to Read Storytime	81
Baby Boost Storytime	80
Teeter Tots Storytime	135
Teen Events	6
STEM	25
Other Youth Events	19
Total Attendance	346

Adult

Book Clubs	29
Movie Screenings	73
English Conversation Circle	4
Writing Circle	8
Other Events	4
Total Attendance	118

All-Ages

Summer Kickoff Party	283
Model Trains	374
Total Attendance	657

Reference Programs

Technology Tutoring	2
Total Attendance	2

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

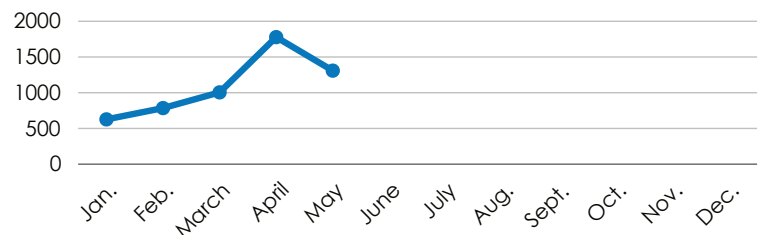
Monthly New Registrations	0
YTD Registrations	5
Lifetime Registrations	44

1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	7
YTD Registrations	19
Lifetime Registrations	532

The West Fargo Public Library hosted a Spring Reading Challenge for **Cheney Middle School** that began in mid-Feb and ended May 3.

Total program attendees
(in-library & outreach events
May 2024) **1,309**



Library Night at the FM Redhawks was a fun collaboration between metro area public libraries.



The annual Model Trains at the Library event was a hit again this year! Over 370 people joined the fun during the two-day event.



Our full-time Outreach Coordinator Cass has hit the ground running attending numerous events like the Red River Market.