



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, August 8, 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 – June 13, 2024 & July 11, 2024
2. Approval of Financial Reports

Regular Agenda

Old Business

New Business

1. Approve Updated Board Bylaws with added Treasurer Role Description **(Action)**
2. Approve Updated Meeting Room Public Policy **(Action)**
3. Approve New Notary Public Policy **(Action)**
4. Approve Updated Exhibit Policy **(Action)**
5. Budget Update
6. Director's Report
7. Adjourn

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

Board Member Absent: Commissioner Mandy George

Also Present: Library Director Jenna Kahly, Shawn King, Rachel Williams, James Wilson

I. Call to Order

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

II. Order of the Agenda

Rerick moved, and Schwartz 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

Schwartz moved and Rerick seconded to approve the consent agenda. No opposition. Motion carried.

- Approval of Minutes – May 9, 2024
- Approval of Financial Reports

Regular Agenda

Old Business

- No old business

New Business

V. Child and Vulnerable Adult Safety Policy (Action)

- Schwartz moved and Rerick seconded to approve the Child and Vulnerable Adult Safety Policy. No opposition. Motion carried.

VI. Collection Development Policy (Action)

- Kahly presented an updated Collection Development and Management Policy for Board approval. Updates to the policy were small grammatical errors and adding information about the Request for Reconsideration process for transparency. Schwartz moved and Rerick seconded to approve the Collection Development Policy. No opposition. Motion carried.

VII. Library Board Applicant Statement Opportunity

- Candidates were invited to express their interest in serving on the Library Board. Five applicants submitted for the two open seats, including Liann Hanson and Tony Stukel, both of whom were returning board members. Shawn King, Rachel Williams, James Wilson, Hanson, and Stukel all spoke to their interest in serving on the Board.

VIII. Selection of Board Members for Terms beginning in July 2024 (Action)

- The Library Board discussed the candidates for the two open seats on the board. The next step is to put the Board's recommended candidates on the agenda at the upcoming City Commission meeting on June 17 to seek their approval of appointment. The candidates will be official members of the

Board at the July 11, 2024, Library Board meeting. President Hanson and Member Tony Stukel recused themselves from any vote that include their names due to lack of quorum. Rerick made a motion to recommend the West Fargo City Commission reappointment Liann Hanson to the West Fargo Public Library Board of Directors. Schwartz seconded. No opposition. Motion carried. Hanson made a motion to recommend the West Fargo City Commission reappoint Tony Stukel to the West Fargo Public Library Board of Directors. No opposition. Motion carried.

IX. Select date for Board Orientation (Action)

- Hanson moved and Schwartz seconded that the board orientation be held July 11, 2024, from 9:00 a.m. to 1:00 p.m. at the West Fargo Public Library. Motion carried. No opposition.

X. Approve Preliminary Budget (Action)

- Kahly presented the preliminary budget, specifically pointing out the Capital Improvements line, which included costs associated with possible carpet replacement at the Library and the potential Library space at the new City Hall location. Kahly explained that the projects could be funded through other means. They were included in the preliminary budget as a placeholder. Rerick moved and Stukel seconded to approve the preliminary budget as presented. Motion carried. No opposition.

XI. Director's Report

- Kahly presented the Director's Report, which included a thank you to Commissioner Mandy George for serving on the Library Board. George's term ended in June 2024.

XII. Adjourn

Schwartz moved to adjourn. Stukel seconded. No opposition. Motion carried at 5:43 p.m.

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

Board Member Absent: n/a

Also Present: Library Director Jenna Kahly, Sarah Gasevic, Sarah Wear, Ellen Rossow

I. Call to Order

Hanson called the meeting to order at 9:03 a.m.

II. Order of the Agenda

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

III. Public Comment

No members of the public signed up for public comment.

IV. Consent Agenda

No Consent Agenda

Regular Agenda

Old Business

- No old business

New Business

V. Salary Survey Recommendations (Action)

- Sarah Gasevic, Human Resources Manager for the City of West Fargo, shared information and requested the Library Board adopt the results of a recent salary survey, which resulted in a handful of staff roles changing grades. The following roles would be affected: Library Service Managers would move down in grade, while Program Assistants, the Office Coordinator, and Library Director would move up in grade. If approved, an increase in pay, including retro pay going back to Jan. 2024, would be reflected for those going up in grade beginning July 26. For those going down, no change would take place until Jan. 2025. Those going down in grade would not see a decrease in pay. They would be moved to the closest pay step on their new grade.
- Rerick motioned to adopt the salary survey as presented with funding coming from City of West Fargo General Reserve Fund. Anderson seconded. Kahly explained that implementing this would mean decreasing the income earning potential for Library Service Managers long term. She also shared their feelings that a reduction in grade feels like a devaluing of the work they've done, particularly over the last few years when they stepped up and filled in with the library didn't have a Director. She emphasized that these staff members had significantly contributed to the library's success and that this adjustment might impact their morale. It was noted that despite these concerns, the adjustment is intended to align with the salary survey findings and ensure equitable compensation across roles. Gasevic explained her intention to have the Human Resources department perform smaller salary studies on a rotating basis going forward.
- Schwartz proposed a friendly amendment to Rerick's motion, resulting in the

final motion to adopt the salary survey as presented with funding coming from City of West Fargo General Reserve Fund and that the Library be included in the first round of future salary studies to take place within the next 18 months. Rerick agreed. Anderson agreed. No opposition. Motion carried.

VI. Voting of Officers (Action)

- Rerick made a motion to request the role of Treasurer be added to the bylaws for discussion and approval at the August meeting. Schwartz seconded. No opposition. Motion carried.
- Rerick nominated Schwartz for President. Hanson seconded. No opposition. Motion carried.
- Rerick nominated Stukel for Vice President. Hanson seconded. No opposition. Motion carried.
- Rerick motioned to have Library staff continue to work with the Vice President to perform the role of Secretary. Staff will continue to take minutes with the Vice President approving them prior to Board approval. Hanson seconded. No opposition. Motion carried.
- Rerick nominated Hanson as Treasurer. Schwartz seconded. No opposition. Motion carried.

VII. North Dakota Library Law and Open Meeting Laws Presentation

- Sarah Wear of Ohnstad Twichell led a brief discussion on North Dakota Open Meeting Law. No action was taken.

VIII. Library Tour and Information

- Kahly led a short tour of the library and provided information on library history and financial status. No action was taken.

IX. Strategic Planning Activity

- Board members provided individual feedback on a set of values to help inform the new Strategic Plan. No action was taken.

X. Adjourn

- Anderson moved to adjourn. Stukel seconded. No opposition. Motion carried at 11:44 a.m.

08/04/24
14:19:07

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 5/24 - 5/24

Page: 1 of 7
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	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%

08/04/24
14:19:07

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Page: 2 of 7
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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		
CL 118565 6	112803 Library Background Checks	EI01701667 05/31/24	320.00	5/24	1502 EIDE BAILLY LLP		
CL 118565 14	112803 10% Discount	EI01701667 05/31/24	-32.00	5/24	1502 EIDE BAILLY LLP		
		Object Total:	428.00		1,265.00	3,000.00	1,735.00 42%
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	112608 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	112684 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%

08/04/24
14:19:07

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Page: 3 of 7
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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	112618 ELECTRICAL PARTS	2348-10558	05/13/24	21.76	5/24	4108 CONSOLIDATED ELECTRICAL		
CL 118338	1	112643 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	112659 BALLOON TWISTING		05/30/24	260.00	5/24	2450 JEFFREY SALVESON		
CL 118330	1	112690 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%

08/04/24
14:19:07

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Page: 4 of 7
Report ID: B160

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

Fund/Account/ Doc/Line # Check		Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
650 E RESOURCES									
CL 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	112655 BOOKS	81920274	05/15/24	40.73	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	2	112655 BOOKS	81920273	05/15/24	23.67	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	3	112655 BOOKS	81920272	05/15/24	16.24	5/24	4592 INGRAM LIBRARY SERVICES		

08/04/24
14:19:08

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Page: 5 of 7
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7000 LIBRARY									
411600 LIBRARY									
CL 118355	4	112655 BOOKS	81920271	05/15/24	12.21	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	5	112655 BOOKS	81920270	05/15/24	49.44	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	6	112655 BOOKS	81920269	05/15/24	12.47	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	7	112655 BOOKS	81920268	05/15/24	264.76	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	8	112655 BOOKS	81946034	05/16/24	56.86	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	9	112655 BOOKS	81959257	05/17/24	34.13	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	10	112655 BOOKS	81959258	05/17/24	23.82	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	11	112655 BOOKS	81983787	05/20/24	16.52	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	12	112655 BOOKS	81983788	05/20/24	20.42	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	13	112655 BOOKS	81983789	05/20/24	16.18	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	14	112655 BOOKS	82001618	05/21/24	15.41	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	15	112655 BOOKS	82001617	05/21/24	14.32	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	16	112655 BOOKS	82001616	05/21/24	23.03	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	17	112655 BOOKS	82001615	05/21/24	15.25	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	18	112655 BOOKS	82030745	05/22/24	173.94	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	19	112655 BOOKS	82042099	05/23/24	360.50	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	20	112655 BOOKS	82062315	05/24/24	30.30	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	21	112655 BOOKS	82062316	05/24/24	47.11	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	22	112655 BOOKS	82062317	05/24/24	27.21	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	23	112655 BOOKS	82086232	05/28/24	69.54	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	24	112655 BOOKS	82086233	05/28/24	313.89	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	25	112655 BOOKS	82086234	05/28/24	172.53	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	26	112655 BOOKS	82086235	05/28/24	1,105.68	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	27	112655 BOOKS	82108361	05/29/24	23.31	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	28	112655 BOOKS	82108362	05/29/24	59.99	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	29	112655 BOOKS	82108364	05/29/24	120.34	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	30	112655 BOOKS	82108363	05/29/24	941.34	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	31	112655 BOOKS	82108365	05/29/24	362.45	5/24	4592 INGRAM LIBRARY SERVICES		
CL 118355	32	112655 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	112673 AUDIO - VOX	112832	05/12/24	956.79	5/24	3109 LIBRARY IDEAS, INC		
CL 118341	2	112673 AUDIO-VOX	112316	04/21/24	92.96	5/24	3109 LIBRARY IDEAS, INC		
CL 118341	3	112673 AUDIO-VOX	111818	03/29/24	277.94	5/24	3109 LIBRARY IDEAS, INC		
CL 118376	1	112694 AUDIOBOOK	505475046	05/15/24	52.49	5/24	1854 MIDWEST TAPE		
CL 118376	2	112694 AUDIOBOOK	505508833	05/22/24	37.49	5/24	1854 MIDWEST TAPE		

08/04/24
14:19:08

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 5/24 - 5/24

Page: 6 of 7
Report ID: B160

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 118376	3	112694 DVD	505475049	05/15/24	40.44	5/24	1854 MIDWEST TAPE		
CL 118376	4	112694 DVD	505475048	05/15/24	69.66	5/24	1854 MIDWEST TAPE		
CL 118376	5	112694 DVD	505508836	05/22/24	70.41	5/24	1854 MIDWEST TAPE		
CL 118376	6	112694 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	112738 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	112592 MAGNETIC BOOKMARKS	12556019	05/20/24	275.29	5/24	2646 4IMPRINT INC		
CL 118374	1	112715 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%

08/04/24
14:19:08

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 5/24 - 5/24

Page: 7 of 7
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							
724 CONSULTING/TESTING FEES		/ /					
		Object Total:	0.00	9,825.00	0.00	-9,825.00	%
740 SERVICE CHARGES							
JV 5583 2	FIBT TSYS/TRANSFIRST MAY 24	/ /	78.00	5/24			
		Object Total:	78.00	390.00	1,750.00	1,360.00	22%
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:	200,735.16	851,511.32	2,228,350.00	1,376,838.68	
		Fund Total:	200,735.16	851,511.32	2,228,350.00	1,376,838.68	

***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).

08/04/24
14:09:03

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/24 - 6/24

Page: 1 of 9
Report ID: B160

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000	LIBRARY								
411600	LIBRARY								
110	PERMANENT EMP SALARIES								
JV	5591139	Payroll 06.14.2024		/ /	43,307.43	6/24			
JV	5602131	Payroll 06/28/2024		/ /	43,344.02	6/24			
			Object Total:		86,651.45	502,197.08	1,079,955.00	577,757.92	47%
114	PART TIME SALARIES								
CL	118751 1 112943	Payroll 06.14.24		06/18/24	173.84	6/24	5407 KAITLYN NEUHARTH		
JV	5590 2	Neuharth, Kaitlyn		/ /	-173.84	6/24			
JV	5591140	Payroll 06.14.2024		/ /	2,969.50	6/24			
JV	5602132	Payroll 06/28/2024		/ /	3,385.36	6/24			
			Object Total:		6,354.86	36,855.38	136,858.00	100,002.62	27%
209	CLASSIFIED ADS			/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
220	SOCIAL SECURITY								
JV	5591141	Payroll 06.14.2024		/ /	3,431.79	6/24			
JV	5602133	Payroll 06/28/2024		/ /	3,466.44	6/24			
			Object Total:		6,898.23	40,068.16	83,164.00	43,095.84	48%
230	RETIREMENT								
JV	5591142	Payroll 06.14.2024		/ /	7,018.21	6/24			
JV	5602134	Payroll 06/28/2024		/ /	7,025.49	6/24			
			Object Total:		14,043.70	81,587.49	175,722.00	94,134.51	46%
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	5591143	Payroll 06.14.2024		/ /	6,662.47	6/24			
JV	5602135	Payroll 06/28/2024		/ /	6,659.73	6/24			
			Object Total:		13,322.20	70,445.21	205,554.00	135,108.79	34%
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%

08/04/24
14:09:03

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/24 - 6/24

Page: 2 of 9
Report ID: B160

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
340 TRAVEL & EDUCATION									
			Object Total:	/ /	0.00	660.55	18,060.00	17,399.45	4%
348 BUYOUTS									
			Object Total:	/ /	0.00	0.00	0.00	0.00	%
356 TELEPHONE									
CL 118791 31	113129 may 2024 library		9966035801	05/08/24	212.40	6/24 3668	VERIZON WIRELESS		
			Object Total:		212.40	1,150.64	3,300.00	2,149.36	35%
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	1,265.00	3,000.00	1,735.00	42%
410 OFFICE SUPPLIES									
CC 1457 2		CALMING/DESTRESSING ITMS STAFF		05/09/24	33.33	6/24 4576	VISA LIBRARY #3		
CC 1457 5		PAPER TOWELS;RECEIPT PAPER		05/11/24	106.41	6/24 4576	VISA LIBRARY #3		
CC 1457 6		SHARPIE MARKERS		05/11/24	24.84	6/24 4576	VISA LIBRARY #3		
CL 118668 1	112801	EASELS & BOOK HOLDERS	7489225	05/28/24	687.85	6/24 77	DEMCO INC		
CL 118969 1	112974	PAPER;ADDRESS LABELS;MARKERS	W013017131	06/17/24	202.78	6/24 351	BUSINESS ESSENTIALS		
			Object Total:		1,055.21	4,307.91	13,000.00	8,692.09	33%
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	6.25	1,200.00	1,193.75	1%
428 SERVICE AGREEMENTS-CONTRA									
CL 118672 1	112896 LEASE AGREEMENT		3319216651	06/04/24	231.00	6/24 384	PITNEY BOWES GLOBAL		
			Object Total:		231.00	5,956.09	10,260.00	4,303.91	58%
490 MISC									
			Object Total:	/ /	0.00	44.99	500.00	455.01	9%

08/04/24
14:09:03

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/24 - 6/24

Page: 3 of 9
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
497 TECHNOLOGY								
CC 1453 3	CREATIVE CLOUD		05/26/24	29.99	6/24	3161 VISA LIBRARY #1		
CC 1457 3	COMPUTER PRIVACY SCREENS		05/09/24	139.96	6/24	4576 VISA LIBRARY #3		
CL 119062 22	Microsoft 365 Subscriptions	INV215846	06/04/24	489.00	6/24	2261 NETWORK CENTER INCORPORATED		
Object Total:				658.95	24,765.00	38,979.00	14,214.00	64%
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 1457 4	MECHANIC'S SEAT		05/09/24	167.87	6/24	4576 VISA LIBRARY #3		
CL 118966 1	ZODY CHAIR FOR SERVICE DESK	552-1	06/25/24	1,760.89	6/24	5324 FLUID INTERIORS, LLC		
CL 118969 2	NEW DESK & LABOR	FRFQ7661	06/19/24	3,169.58	6/24	351 BUSINESS ESSENTIALS		
CL 118969 3	WALL INSTALLATION	FRFQ7681	06/17/24	3,532.18	6/24	351 BUSINESS ESSENTIALS		
Object Total:				8,630.52	13,116.14	10,166.00	-2,950.14	129%
644 POSTAL METER RENT								
Object Total:				0.00	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 1453 4	PROGRAM SUPPLIES		05/30/24	142.68	6/24	3161 VISA LIBRARY #1		
CC 1457 1	PROGRAM SUPPLIES		05/09/24	262.42	6/24	4576 VISA LIBRARY #3		
CC 1457 10	FOAM DRINKING CUPS		05/17/24	39.20	6/24	4576 VISA LIBRARY #3		
CC 1457 11	PROGRAMMING SUPPLIES		05/26/24	213.46	6/24	4576 VISA LIBRARY #3		
CC 1457 12	STORAGE SHELVES		05/30/24	139.49	6/24	4576 VISA LIBRARY #3		
CC 1457 13	PROGRAM SUPPLIES		05/30/24	241.09	6/24	4576 VISA LIBRARY #3		
Object Total:				1,038.34	4,062.52	21,000.00	16,937.48	19%
650 E RESOURCES								
CL 118670 1	EBOOK/AUDIOBOOKS		05/31/24	667.28	6/24	2126 OVERDRIVE, INC		
CL 118670 2	EBOOK/AUDIOBOOKS		06/11/24	686.92	6/24	2126 OVERDRIVE, INC		
CL 118686 1	E RESOURCES	505421266	05/31/24	19.80	6/24	1854 MIDWEST TAPE		
CL 118972 1	ERESOURCES (EBOOK/AUDIOBOOK)		06/25/24	539.16	6/24	2126 OVERDRIVE, INC		
Object Total:				1,913.16	21,269.28	53,161.00	31,891.72	40%

08/04/24
14:09:03

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/24 - 6/24

Page: 4 of 9
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
653 CAPITAL IMPROVEMENTS								

08/04/24
14:09:03

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/24 - 6/24

Page: 5 of 9
Report ID: B160

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 118687 36	112831	BOOKS	81620076	04/25/24	13.61	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 37	112831	BOOKS	81620077	04/25/24	1,045.78	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 38	112831	BOOKS	81627312	04/25/24	13.10	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 39	112831	BOOKS	81627313	04/25/24	1,269.06	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 40	112831	BOOKS	81627314	04/25/24	109.00	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 41	112831	BOOKS	81638647	04/26/24	22.86	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 42	112831	BOOKS	81638648	04/26/24	2,075.59	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 43	112831	BOOKS	81638649	04/26/24	111.53	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 44	112831	BOOKS	81638650	04/26/24	328.87	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 45	112831	BOOKS	81648830	04/26/24	15.44	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 46	112831	BOOKS	81648831	04/26/24	19.61	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 47	112831	BOOKS	81648832	04/26/24	41.71	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 48	112831	BOOKS	82150430	05/31/24	13.23	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 49	112831	BOOKS	82150431	05/31/24	32.44	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 50	112831	BOOKS	82154032	05/31/24	39.67	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 51	112831	BOOKS	82150433	05/31/24	18.64	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 52	112831	BOOKS	82150434	05/31/24	248.10	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 53	112831	BOOKS	82150435	05/31/24	379.22	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 54	112831	BOOKS	82150436	05/31/24	37.78	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 55	112831	BOOKS	82150437	05/31/24	165.55	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 56	112831	BOOKS	82150438	05/31/24	69.66	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 57	112831	BOOKS	82150439	05/31/24	323.98	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 58	112831	BOOKS	82150440	05/31/24	203.92	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 59	112831	BOOKS	82150441	05/31/24	182.95	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 60	112831	BOOKS	82150442	05/31/24	54.19	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 61	112831	BOOKS	82150443	05/31/24	191.43	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 62	112831	BOOKS	82150444	05/31/24	258.49	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 63	112831	BOOKS	82127500	05/31/24	41.39	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 64	112831	BOOKS	82135660	05/30/24	32.48	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 65	112831	BOOKS	82135661	05/30/24	59.94	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 66	112831	BOOKS	82135662	05/30/24	16.76	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 67	112831	BOOKS	82135663	05/30/24	15.27	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 68	112831	BOOKS	82135664	05/30/24	808.41	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 69	112831	BOOKS	82135665	05/30/24	24.37	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 70	112831	BOOKS	82135666	05/30/24	16.24	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 71	112831	BOOKS	82135667	05/30/24	73.53	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 72	112831	BOOKS	82135668	05/30/24	105.44	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 73	112831	BOOKS	82135669	05/30/24	34.12	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 74	112831	BOOKS	82135670	05/30/24	18.55	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 75	112831	BOOKS	82135671	05/30/24	6.39	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 76	112831	BOOKS	82135672	05/30/24	22.58	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 77	112831	BOOKS	82135673	05/30/24	66.09	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 78	112831	BOOKS	82135674	05/30/24	109.89	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 79	112831	BOOKS	82135675	05/30/24	40.04	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 80	112831	BOOKS	82135676	05/30/24	37.14	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 81	112831	BOOKS	82135677	05/30/24	32.01	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 82	112831	BOOKS	82176291	06/03/24	40.35	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 83	112831	BOOKS	82176292	06/03/24	13.42	6/24	4592 INGRAM LIBRARY SERVICES		

08/04/24
14:09:03

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/24 - 6/24

Page: 6 of 9
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 118687 84	112831 BOOKS	82176293	06/03/24	13.49	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 85	112831 BOOKS	82176294	06/03/24	12.39	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 86	112831 BOOKS	82227337	06/05/24	22.10	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 87	112831 BOOKS	82227338	06/05/24	26.92	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 88	112831 BOOKS	82227339	06/05/24	15.57	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 89	112831 BOOKS	82242157	06/06/24	54.80	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 90	112831 BOOKS	82242158	06/06/24	21.30	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 91	112831 BOOKS	82242159	06/06/24	190.80	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 92	112831 BOOKS	82242160	06/06/24	14.10	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 93	112831 BOOKS	82242161	06/06/24	11.81	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 94	112831 BOOKS	82242162	06/06/24	12.44	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 95	112831 BOOKS	82242163	06/06/24	13.50	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 96	112831 BOOKS	82242164	06/06/24	21.42	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 97	112831 BOOKS	82242165	06/06/24	41.67	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 98	112831 BOOKS	82242166	06/06/24	25.08	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 99	112831 BOOKS	82242167	06/06/24	61.65	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687100	112831 BOOKS	82261354	06/07/24	23.33	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687101	112831 BOOKS	82261355	06/07/24	20.59	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687102	112831 BOOKS	82261356	06/07/24	14.01	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687103	112831 BOOKS	82261357	06/07/24	19.68	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687104	112831 BOOKS	82261358	06/07/24	14.80	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687105	112831 BOOKS	82261359	06/07/24	12.60	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687106	112831 BOOKS	82305785	06/11/24	15.89	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687107	112831 BOOKS	82305786	06/11/24	49.51	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687108	112831 BOOKS	82305787	06/11/24	13.97	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687109	112831 BOOKS	82305788	06/11/24	13.39	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687110	112831 BOOKS	82305789	06/11/24	11.89	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687111	112831 BOOKS	82286456	06/10/24	37.88	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687112	112831 BOOKS	82286457	06/10/24	19.17	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687113	112831 BOOKS	82286458	06/10/24	11.88	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687114	112831 BOOKS	82286459	06/10/24	13.68	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687115	112831 BOOKS	82286460	06/10/24	13.68	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687116	112831 BOOKS	82286461	06/10/24	18.93	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687117	112831 BOOKS	82286462	06/10/24	37.98	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687118	112831 BOOKS	82286463	06/10/24	13.36	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687119	112831 BOOKS	82286464	06/10/24	12.09	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687120	112831 BOOKS	82330414	06/12/24	13.88	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687121	112831 BOOKS	82330415	06/12/24	68.22	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687122	112831 BOOKS	82330416	06/12/24	18.52	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687123	112831 BOOKS	82330417	06/12/24	19.92	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687124	112831 BOOKS	82330418	06/12/24	13.05	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687125	112831 BOOKS	82330419	06/12/24	17.50	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687126	112831 BOOKS	82330420	06/12/24	17.93	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687127	112831 BOOKS	82330421	06/12/24	19.29	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687128	112831 BOOKS	82330422	06/12/24	10.72	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687129	112831 BOOKS	82336109	06/12/24	15.78	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687130	112831 BOOKS	82336110	06/12/24	26.38	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687131	112831 BOOKS	82336111	06/12/24	53.42	6/24	4592 INGRAM LIBRARY SERVICES		

08/04/24
14:09:03

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/24 - 6/24

Page: 7 of 9
Report ID: B160

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 118687132	112831	BOOKS	82336112	06/12/24	29.13	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687133	112831	BOOKS	82336113	06/12/24	13.15	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118974	1	113041 BOOKS		/ /	306.06	6/24	5197 LAKEVIEW BOOKS		
CL 118982	1	113028 BOOKS	82370607	06/14/24	15.34	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	2	113028 BOOKS	82370608	06/14/24	21.80	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	3	113028 BOOKS	82370609	06/14/24	15.26	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	4	113028 BOOKS	82370610	06/14/24	14.00	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	5	113028 BOOKS	82370611	06/14/24	14.79	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	6	113028 BOOKS	82370612	06/14/24	14.64	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	7	113028 BOOKS	82370613	06/14/24	12.90	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	8	113028 BOOKS	82350865	06/13/24	58.93	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	9	113028 BOOKS	82350866	06/13/24	18.79	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	10	113028 BOOKS	82350867	06/13/24	12.40	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	11	113028 BOOKS	82350868	06/13/24	13.55	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	12	113028 BOOKS	82350869	06/13/24	12.91	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	13	113028 BOOKS	82350870	06/13/24	18.54	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	14	113028 BOOKS	82350871	06/13/24	15.52	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	15	113028 BOOKS	82350872	06/13/24	14.43	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	16	113028 BOOKS	82350873	06/13/24	20.13	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	17	113028 BOOKS	82392873	06/17/24	18.37	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	18	113028 BOOKS	82392874	06/17/24	12.92	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	19	113028 BOOKS	82392875	06/17/24	15.06	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	20	113028 BOOKS	82392876	06/17/24	11.01	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	21	113028 BOOKS	82392877	06/17/24	51.16	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	22	113028 BOOKS	82392878	06/17/24	14.74	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	23	113028 BOOKS	82451597	06/21/24	13.19	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	24	113028 BOOKS	82451596	06/21/24	13.80	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	25	113028 BOOKS	82451595	06/21/24	19.64	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	26	113028 BOOKS	82451594	06/21/24	39.96	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	27	113028 BOOKS	82451593	06/21/24	34.90	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	28	113028 BOOKS	82436212	06/20/24	24.35	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	29	113028 BOOKS	82436213	06/20/24	11.88	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	30	113028 BOOKS	82436214	06/20/24	60.90	6/24	4592 INGRAM LIBRARY SERVICES		
Object Total:					12,335.37	49,864.36	88,950.00	39,085.64	56%
663 MAGAZINES									
					/ /				
Object Total:					0.00	4,623.73	5,500.00	876.27	84%
664 AUDIO VIDEO									
CL 118686	2	112871 AUDIOBOOK	505545925	05/30/24	37.49	6/24	1854 MIDWEST TAPE		
CL 118686	3	112871 DVD	505545923	05/30/24	30.72	6/24	1854 MIDWEST TAPE		
CL 118686	4	112871 DVD	505545927	05/30/24	49.44	6/24	1854 MIDWEST TAPE		
CL 118686	5	112871 DVD	505545928	05/30/24	86.73	6/24	1854 MIDWEST TAPE		
CL 118686	6	112871 DVD	505545924	05/30/24	161.75	6/24	1854 MIDWEST TAPE		
CL 118686	7	112871 DVD	505576217	06/04/24	147.11	6/24	1854 MIDWEST TAPE		
CL 118686	8	112871 DVD	505576333	06/04/24	24.72	6/24	1854 MIDWEST TAPE		
CL 118686	9	112871 DVD	505576219	06/04/24	28.47	6/24	1854 MIDWEST TAPE		
CL 118686	10	112871 DVD	505576330	06/04/24	88.38	6/24	1854 MIDWEST TAPE		
CL 118686	11	112871 DVD	505576332	06/04/24	71.24	6/24	1854 MIDWEST TAPE		

08/04/24
14:09:03

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/24 - 6/24

Page: 8 of 9
Report ID: B160

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 118686	12	112871 DVD	505598147	06/11/24	24.31	6/24	1854 MIDWEST TAPE		
CL 118686	13	112871 DVD	505598145	06/11/24	20.97	6/24	1854 MIDWEST TAPE		
CL 118686	14	112871 DVD	505598148	06/11/24	63.69	6/24	1854 MIDWEST TAPE		
CL 118686	15	112871 DVD	505598146	06/11/24	139.60	6/24	1854 MIDWEST TAPE		
CL 118988	1	113060 DVD	505643337	06/18/24	115.29	6/24	1854 MIDWEST TAPE		
CL 118988	2	113060 DVD	505643333	06/18/24	46.44	6/24	1854 MIDWEST TAPE		
CL 118988	3	113060 DVD	505643336	06/18/24	76.41	6/24	1854 MIDWEST TAPE		
CL 118988	4	113060 DVD	505643334	06/18/24	31.47	6/24	1854 MIDWEST TAPE		
CL 118988	5	113060 DVD	505671839	06/25/24	20.22	6/24	1854 MIDWEST TAPE		
CL 118988	6	113060 DVD	505671850	06/25/24	25.47	6/24	1854 MIDWEST TAPE		
Object Total:					1,289.92	11,295.20	25,650.00	14,354.80	44%
667 MEMBERSHIPS									
CC 1453	1	MEMBERSHIP RENEWAL		05/21/24	135.00	6/24	3161 VISA LIBRARY #1		
Object Total:					135.00	1,462.00	4,039.00	2,577.00	36%
668 PRINTING									
Object Total:					0.00	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									
Object Total:					0.00	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 1453	2	QUARTERLY MAGAZINES		05/24/24	1,050.91	6/24	3161 VISA LIBRARY #1		
CC 1453	6	ADVER SUMMER KICKOFF PARTY		05/31/24	49.18	6/24	3161 VISA LIBRARY #1		
CL 118669	1	112849 REDHAKWS LIBRARY NIGHT M215		06/04/24	75.00	6/24	3108 LAKE AGASSIZ REGIONAL		
Object Total:					1,175.09	4,955.00	11,400.00	6,445.00	43%

08/04/24
14:09:03

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/24 - 6/24

Page: 9 of 9
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00	9,825.00	0.00	-9,825.00	%
740 SERVICE CHARGES								
JV 5597 2	FIBT TSYS/TRANSFIRST JUN 24		/ /	78.00	6/24			
		Object Total:		78.00	468.00	1,750.00	1,282.00	27%
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 5592 16	June 2024 Cost Allocation		/ /	3,674.92	6/24			
		Object Total:		3,674.92	22,189.07	46,646.00	24,456.93	48%
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:		159,897.47	1,011,408.79	2,228,350.00	1,216,941.21	
		Fund Total:		159,897.47	1,011,408.79	2,228,350.00	1,216,941.21	

***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).

08/04/24
14:22:52

CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 6 / 24

Page: 1 of 2
Report ID: LB170A

Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
Revenue						
310001	PROPERTY TAXES	49,169.62	1,988,840.72	2,150,618.00	-161,777.28	92
310002	DISCOUNT PROPERTY TAXES			-79,573.00	79,573.00	
335600	STATE AID			31,000.00	-31,000.00	
						95
Total Revenue						
		49,169.62	1,988,840.72	2,102,045.00	-113,204.28	95
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	86,651.45	502,197.08	1,079,955.00	577,757.92	47
114	PART TIME SALARIES	6,354.86	36,855.38	136,858.00	100,002.62	27
220	SOCIAL SECURITY	6,898.23	40,068.16	83,164.00	43,095.84	48
230	RETIREMENT	14,043.70	81,587.49	175,722.00	94,134.51	46
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	13,322.20	70,445.21	205,554.00	135,108.79	34
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		660.55	18,060.00	17,399.45	4
356	TELEPHONE	212.40	1,150.64	3,300.00	2,149.36	35
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING		1,265.00	3,000.00	1,735.00	42
410	OFFICE SUPPLIES	1,055.21	4,307.91	13,000.00	8,692.09	33
424	GAS AND OIL			1,200.00	1,200.00	
427	VEHICLES MAINTENANCE		6.25	1,200.00	1,193.75	1
428	SERVICE AGREEMENTS-CONTRA	231.00	5,956.09	10,260.00	4,303.91	58
490	MISC		44.99	500.00	455.01	9
497	TECHNOLOGY	658.95	24,765.00	38,979.00	14,214.00	64
500	SUPPLIES			500.00	500.00	
640	FURNITURE & EQUIPMENT			2,000.00	2,000.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000	8,630.52	13,116.14	10,166.00	-2,950.14	129
644	POSTAL METER RENT		231.00	1,200.00	969.00	19
648	PROFESSIONAL PUBLICATIONS			3,000.00	3,000.00	
649	PROGRAMMING	1,038.34	4,062.52	21,000.00	16,937.48	19
650	E RESOURCES	1,913.16	21,269.28	53,161.00	31,891.72	40
661	POSTAGE/FREIGHT/SHIPPING	199.15	4,307.64	10,000.00	5,692.36	43
662	BOOKS	12,335.37	49,864.36	88,950.00	39,085.64	56
663	MAGAZINES		4,623.73	5,500.00	876.27	84
664	AUDIO VIDEO	1,289.92	11,295.20	25,650.00	14,354.80	44
667	MEMBERSHIPS	135.00	1,462.00	4,039.00	2,577.00	36
668	PRINTING		57.40	1,000.00	942.60	6
669	INSURANCE			2,750.00	2,750.00	

08/04/24
14:22:52

CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 6 / 24

Page: 2 of 2
Report ID: LB170A

Combined Funds

		----- Current Year -----				
Account Object	Description	Current Month	Current YTD	Budget	Variance	%
672	EMERGENCY MEDICAL SUPPLIES		95.84	350.00	254.16	27
689	PROMOTIONAL ACTIVITIES	1,175.09	4,955.00	11,400.00	6,445.00	43
724	CONSULTING/TESTING FEES		9,825.00		-9,825.00	
740	SERVICE CHARGES	78.00	468.00	1,750.00	1,282.00	27
864	FURN & EQUIP DEPRECIATED >\$5,000		14,210.60		-14,210.60	
880	COST ALLOCATIONS	3,674.92	22,189.07	46,646.00	24,456.93	48
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	159,897.47	1,011,408.79	2,228,350.00	1,216,941.21	45
	Total Expenses	159,897.47	1,011,408.79	2,228,350.00	1,216,941.21	45
	Net Income from Operations	-110,727.85	977,431.93			
	Other Revenue					
360000	MISCELLANEOUS REVENUE	988.27	3,762.75	5,000.00	-1,237.25	75
360100	SPONSORSHIPS	2,100.16	3,989.41	20,000.00	-16,010.59	20
361000	INTEREST ON INVESTMENTS	4,131.19	25,566.22		25,566.22	
375000	DONATIONS		195.00		195.00	
383000	TRANSFER IN			135,654.00	-135,654.00	21
	Total Other Revenue	7,219.62	33,513.38	160,654.00	-127,140.62	21
	Net Income	-103,508.23	1,010,945.31			

Note: Formula for % columns = revenue*100/total expense for Fund.

08/04/24
14:09:03

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/24 - 6/24

Page: 1 of 9
Report ID: B160

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000	LIBRARY								
411600	LIBRARY								
110	PERMANENT EMP SALARIES								
JV	5591139	Payroll 06.14.2024		/ /	43,307.43	6/24			
JV	5602131	Payroll 06/28/2024		/ /	43,344.02	6/24			
			Object Total:		86,651.45	502,197.08	1,079,955.00	577,757.92	47%
114	PART TIME SALARIES								
CL	118751 1 112943	Payroll 06.14.24		06/18/24	173.84	6/24 5407 KAITLYN NEUHARTH			
JV	5590 2	Neuharth, Kaitlyn		/ /	-173.84	6/24			
JV	5591140	Payroll 06.14.2024		/ /	2,969.50	6/24			
JV	5602132	Payroll 06/28/2024		/ /	3,385.36	6/24			
			Object Total:		6,354.86	36,855.38	136,858.00	100,002.62	27%
209	CLASSIFIED ADS			/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
220	SOCIAL SECURITY								
JV	5591141	Payroll 06.14.2024		/ /	3,431.79	6/24			
JV	5602133	Payroll 06/28/2024		/ /	3,466.44	6/24			
			Object Total:		6,898.23	40,068.16	83,164.00	43,095.84	48%
230	RETIREMENT								
JV	5591142	Payroll 06.14.2024		/ /	7,018.21	6/24			
JV	5602134	Payroll 06/28/2024		/ /	7,025.49	6/24			
			Object Total:		14,043.70	81,587.49	175,722.00	94,134.51	46%
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	5591143	Payroll 06.14.2024		/ /	6,662.47	6/24			
JV	5602135	Payroll 06/28/2024		/ /	6,659.73	6/24			
			Object Total:		13,322.20	70,445.21	205,554.00	135,108.79	34%
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%

08/04/24
14:09:03

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/24 - 6/24

Page: 2 of 9
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY							
411600 LIBRARY							
340 TRAVEL & EDUCATION							
		/ /					
	Object Total:		0.00	660.55	18,060.00	17,399.45	4%
348 BUYOUTS		/ /					
	Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE							
CL 118791 31 113129 may 2024 library	9966035801 05/08/24	212.40	6/24	3668 VERIZON WIRELESS			
	Object Total:	212.40	1,150.64	3,300.00	2,149.36	35%	
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	1,265.00	3,000.00	1,735.00	42%
410 OFFICE SUPPLIES							
CC 1457 2 CALMING/DESTRESSING	05/09/24	33.33	6/24	4576 VISA LIBRARY #3			
ITMS STAFF							
CC 1457 5 PAPER TOWELS;RECEIPT	05/11/24	106.41	6/24	4576 VISA LIBRARY #3			
PAPER							
CC 1457 6 SHARPIE MARKERS	05/11/24	24.84	6/24	4576 VISA LIBRARY #3			
CL 118668 1 112801 EASELS & BOOK HOLDERS	7489225 05/28/24	687.85	6/24	77 DEMCO INC			
CL 118969 1 112974 PAPER;ADDRESS	W013017131 06/17/24	202.78	6/24	351 BUSINESS ESSENTIALS			
LABELS;MARKERS							
	Object Total:	1,055.21	4,307.91	13,000.00	8,692.09	33%	
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	6.25	1,200.00	1,193.75	1%
428 SERVICE AGREEMENTS-CONTRA							
CL 118672 1 112896 LEASE AGREEMENT	3319216651 06/04/24	231.00	6/24	384 PITNEY BOWES GLOBAL			
	Object Total:	231.00	5,956.09	10,260.00	4,303.91	58%	
490 MISC		/ /					
	Object Total:		0.00	44.99	500.00	455.01	9%

08/04/24
14:09:03

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/24 - 6/24

Page: 3 of 9
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
497 TECHNOLOGY								
CC 1453 3	CREATIVE CLOUD		05/26/24	29.99	6/24	3161 VISA LIBRARY #1		
CC 1457 3	COMPUTER PRIVACY SCREENS		05/09/24	139.96	6/24	4576 VISA LIBRARY #3		
CL 119062 22	Microsoft 365 Subscriptions	INV215846	06/04/24	489.00	6/24	2261 NETWORK CENTER INCORPORATED		
Object Total:				658.95	24,765.00	38,979.00	14,214.00	64%
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 1457 4	MECHANIC'S SEAT		05/09/24	167.87	6/24	4576 VISA LIBRARY #3		
CL 118966 1	ZODY CHAIR FOR SERVICE DESK	552-1	06/25/24	1,760.89	6/24	5324 FLUID INTERIORS, LLC		
CL 118969 2	NEW DESK & LABOR	FRFQ7661	06/19/24	3,169.58	6/24	351 BUSINESS ESSENTIALS		
CL 118969 3	WALL INSTALLATION	FRFQ7681	06/17/24	3,532.18	6/24	351 BUSINESS ESSENTIALS		
Object Total:				8,630.52	13,116.14	10,166.00	-2,950.14	129%
644 POSTAL METER RENT								
Object Total:				0.00	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 1453 4	PROGRAM SUPPLIES		05/30/24	142.68	6/24	3161 VISA LIBRARY #1		
CC 1457 1	PROGRAM SUPPLIES		05/09/24	262.42	6/24	4576 VISA LIBRARY #3		
CC 1457 10	FOAM DRINKING CUPS		05/17/24	39.20	6/24	4576 VISA LIBRARY #3		
CC 1457 11	PROGRAMMING SUPPLIES		05/26/24	213.46	6/24	4576 VISA LIBRARY #3		
CC 1457 12	STORAGE SHELVES		05/30/24	139.49	6/24	4576 VISA LIBRARY #3		
CC 1457 13	PROGRAM SUPPLIES		05/30/24	241.09	6/24	4576 VISA LIBRARY #3		
Object Total:				1,038.34	4,062.52	21,000.00	16,937.48	19%
650 E RESOURCES								
CL 118670 1	EBOOK/AUDIOBOOKS		05/31/24	667.28	6/24	2126 OVERDRIVE, INC		
CL 118670 2	EBOOK/AUDIOBOOKS		06/11/24	686.92	6/24	2126 OVERDRIVE, INC		
CL 118686 1	E RESOURCES	505421266	05/31/24	19.80	6/24	1854 MIDWEST TAPE		
CL 118972 1	ERESOURCES (EBOOK/AUDIOBOOK)		06/25/24	539.16	6/24	2126 OVERDRIVE, INC		
Object Total:				1,913.16	21,269.28	53,161.00	31,891.72	40%

08/04/24
14:09:03

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/24 - 6/24

Page: 4 of 9
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY							
411600 LIBRARY							
653 CAPITAL IMPROVEMENTS							
			/ /				
661 POSTAGE/FREIGHT/SHIPPING			Object Total:	0.00	0.00	0.00	0.00 %
CC 1453 5	POSTAGE	05/30/24	19.21	6/24	3161 VISA LIBRARY #1		
CL 118671 1	112897 LABEL ROLL	1025425346 05/29/24	179.94	6/24	3921 PITNEY BOWES INC		
662 BOOKS			Object Total:	199.15	4,307.64	10,000.00	5,692.36 43%
CC 1457 7	BOOKS	05/10/24	60.58	6/24	4576 VISA LIBRARY #3		
CC 1457 8	BOOKS	05/18/24	24.07	6/24	4576 VISA LIBRARY #3		
CC 1457 9	BOOKS	05/18/24	10.52	6/24	4576 VISA LIBRARY #3		
CC 1457 14	BOOKS	05/30/24	7.41	6/24	4576 VISA LIBRARY #3		
CC 1457 15	BOOKS	06/01/24	102.26	6/24	4576 VISA LIBRARY #3		
CL 118687 1	112831 BOOKS	81471150 04/16/24	11.57	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 2	112831 BOOKS	81471151 04/16/24	17.49	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 3	112831 BOOKS	81471152 04/16/24	15.45	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 4	112831 BOOKS	81471153 04/16/24	25.90	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 5	112831 BOOKS	81471154 04/16/24	19.21	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 6	112831 BOOKS	81471155 04/16/24	17.23	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 7	112831 BOOKS	81471156 04/16/24	27.38	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 8	112831 BOOKS	81471157 04/16/24	12.83	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 9	112831 BOOKS	81471158 04/16/24	33.28	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 10	112831 BOOKS	81471159 04/16/24	24.17	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 11	112831 BOOKS	81492925 04/17/24	6.50	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 12	112831 BOOKS	81492926 04/17/24	29.21	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 13	112831 BOOKS	81492927 04/17/24	25.55	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 14	112831 BOOKS	81492928 04/17/24	19.67	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 15	112831 BOOKS	81492929 04/17/24	12.31	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 16	112831 BOOKS	81492930 04/17/24	12.10	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 17	112831 BOOKS	81498960 04/17/24	15.55	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 18	112831 BOOKS	81498961 04/17/24	109.57	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 19	112831 BOOKS	81498962 04/17/24	9.21	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 20	112831 BOOKS	81513454 04/18/24	22.59	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 21	112831 BOOKS	81513455 04/18/24	19.53	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 22	112831 BOOKS	81532066 04/19/24	30.53	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 23	112831 BOOKS	81532067 04/19/24	12.47	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 24	112831 BOOKS	81532068 04/19/24	17.55	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 25	112831 BOOKS	81532069 04/19/24	15.66	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 26	112831 BOOKS	81532070 04/19/24	13.57	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 27	112831 BOOKS	81575986 04/23/24	25.83	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 28	112831 BOOKS	81575987 04/23/24	9.51	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 29	112831 BOOKS	81575988 04/23/24	34.32	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 30	112831 BOOKS	81598438 04/24/24	15.20	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 31	112831 BOOKS	81598439 04/24/24	15.33	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 32	112831 BOOKS	81598440 04/24/24	21.56	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 33	112831 BOOKS	81609189 04/24/24	277.78	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 34	112831 BOOKS	81620074 04/25/24	13.84	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 35	112831 BOOKS	81620075 04/25/24	15.15	6/24	4592 INGRAM LIBRARY SERVICES		

08/04/24
14:09:03

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/24 - 6/24

Page: 5 of 9
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 118687 36	112831 BOOKS	81620076	04/25/24	13.61	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 37	112831 BOOKS	81620077	04/25/24	1,045.78	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 38	112831 BOOKS	81627312	04/25/24	13.10	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 39	112831 BOOKS	81627313	04/25/24	1,269.06	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 40	112831 BOOKS	81627314	04/25/24	109.00	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 41	112831 BOOKS	81638647	04/26/24	22.86	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 42	112831 BOOKS	81638648	04/26/24	2,075.59	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 43	112831 BOOKS	81638649	04/26/24	111.53	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 44	112831 BOOKS	81638650	04/26/24	328.87	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 45	112831 BOOKS	81648830	04/26/24	15.44	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 46	112831 BOOKS	81648831	04/26/24	19.61	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 47	112831 BOOKS	81648832	04/26/24	41.71	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 48	112831 BOOKS	82150430	05/31/24	13.23	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 49	112831 BOOKS	82150431	05/31/24	32.44	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 50	112831 BOOKS	82154032	05/31/24	39.67	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 51	112831 BOOKS	82150433	05/31/24	18.64	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 52	112831 BOOKS	82150434	05/31/24	248.10	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 53	112831 BOOKS	82150435	05/31/24	379.22	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 54	112831 BOOKS	82150436	05/31/24	37.78	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 55	112831 BOOKS	82150437	05/31/24	165.55	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 56	112831 BOOKS	82150438	05/31/24	69.66	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 57	112831 BOOKS	82150439	05/31/24	323.98	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 58	112831 BOOKS	82150440	05/31/24	203.92	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 59	112831 BOOKS	82150441	05/31/24	182.95	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 60	112831 BOOKS	82150442	05/31/24	54.19	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 61	112831 BOOKS	82150443	05/31/24	191.43	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 62	112831 BOOKS	82150444	05/31/24	258.49	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 63	112831 BOOKS	82127500	05/31/24	41.39	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 64	112831 BOOKS	82135660	05/30/24	32.48	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 65	112831 BOOKS	82135661	05/30/24	59.94	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 66	112831 BOOKS	82135662	05/30/24	16.76	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 67	112831 BOOKS	82135663	05/30/24	15.27	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 68	112831 BOOKS	82135664	05/30/24	808.41	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 69	112831 BOOKS	82135665	05/30/24	24.37	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 70	112831 BOOKS	82135666	05/30/24	16.24	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 71	112831 BOOKS	82135667	05/30/24	73.53	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 72	112831 BOOKS	82135668	05/30/24	105.44	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 73	112831 BOOKS	82135669	05/30/24	34.12	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 74	112831 BOOKS	82135670	05/30/24	18.55	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 75	112831 BOOKS	82135671	05/30/24	6.39	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 76	112831 BOOKS	82135672	05/30/24	22.58	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 77	112831 BOOKS	82135673	05/30/24	66.09	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 78	112831 BOOKS	82135674	05/30/24	109.89	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 79	112831 BOOKS	82135675	05/30/24	40.04	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 80	112831 BOOKS	82135676	05/30/24	37.14	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 81	112831 BOOKS	82135677	05/30/24	32.01	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 82	112831 BOOKS	82176291	06/03/24	40.35	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 83	112831 BOOKS	82176292	06/03/24	13.42	6/24	4592 INGRAM LIBRARY SERVICES		

08/04/24
14:09:03

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/24 - 6/24

Page: 6 of 9
Report ID: B160

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 118687 84	112831	BOOKS	82176293	06/03/24	13.49	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 85	112831	BOOKS	82176294	06/03/24	12.39	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 86	112831	BOOKS	82227337	06/05/24	22.10	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 87	112831	BOOKS	82227338	06/05/24	26.92	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 88	112831	BOOKS	82227339	06/05/24	15.57	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 89	112831	BOOKS	82242157	06/06/24	54.80	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 90	112831	BOOKS	82242158	06/06/24	21.30	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 91	112831	BOOKS	82242159	06/06/24	190.80	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 92	112831	BOOKS	82242160	06/06/24	14.10	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 93	112831	BOOKS	82242161	06/06/24	11.81	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 94	112831	BOOKS	82242162	06/06/24	12.44	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 95	112831	BOOKS	82242163	06/06/24	13.50	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 96	112831	BOOKS	82242164	06/06/24	21.42	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 97	112831	BOOKS	82242165	06/06/24	41.67	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 98	112831	BOOKS	82242166	06/06/24	25.08	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687 99	112831	BOOKS	82242167	06/06/24	61.65	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687100	112831	BOOKS	82261354	06/07/24	23.33	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687101	112831	BOOKS	82261355	06/07/24	20.59	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687102	112831	BOOKS	82261356	06/07/24	14.01	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687103	112831	BOOKS	82261357	06/07/24	19.68	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687104	112831	BOOKS	82261358	06/07/24	14.80	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687105	112831	BOOKS	82261359	06/07/24	12.60	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687106	112831	BOOKS	82305785	06/11/24	15.89	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687107	112831	BOOKS	82305786	06/11/24	49.51	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687108	112831	BOOKS	82305787	06/11/24	13.97	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687109	112831	BOOKS	82305788	06/11/24	13.39	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687110	112831	BOOKS	82305789	06/11/24	11.89	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687111	112831	BOOKS	82286456	06/10/24	37.88	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687112	112831	BOOKS	82286457	06/10/24	19.17	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687113	112831	BOOKS	82286458	06/10/24	11.88	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687114	112831	BOOKS	82286459	06/10/24	13.68	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687115	112831	BOOKS	82286460	06/10/24	13.68	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687116	112831	BOOKS	82286461	06/10/24	18.93	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687117	112831	BOOKS	82286462	06/10/24	37.98	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687118	112831	BOOKS	82286463	06/10/24	13.36	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687119	112831	BOOKS	82286464	06/10/24	12.09	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687120	112831	BOOKS	82330414	06/12/24	13.88	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687121	112831	BOOKS	82330415	06/12/24	68.22	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687122	112831	BOOKS	82330416	06/12/24	18.52	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687123	112831	BOOKS	82330417	06/12/24	19.92	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687124	112831	BOOKS	82330418	06/12/24	13.05	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687125	112831	BOOKS	82330419	06/12/24	17.50	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687126	112831	BOOKS	82330420	06/12/24	17.93	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687127	112831	BOOKS	82330421	06/12/24	19.29	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687128	112831	BOOKS	82330422	06/12/24	10.72	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687129	112831	BOOKS	82336109	06/12/24	15.78	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687130	112831	BOOKS	82336110	06/12/24	26.38	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687131	112831	BOOKS	82336111	06/12/24	53.42	6/24	4592 INGRAM LIBRARY SERVICES		

08/04/24
14:09:03

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/24 - 6/24

Page: 7 of 9
Report ID: B160

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 118687132	112831	BOOKS	82336112	06/12/24	29.13	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118687133	112831	BOOKS	82336113	06/12/24	13.15	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118974	1	113041 BOOKS		/ /	306.06	6/24	5197 LAKEVIEW BOOKS		
CL 118982	1	113028 BOOKS	82370607	06/14/24	15.34	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	2	113028 BOOKS	82370608	06/14/24	21.80	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	3	113028 BOOKS	82370609	06/14/24	15.26	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	4	113028 BOOKS	82370610	06/14/24	14.00	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	5	113028 BOOKS	82370611	06/14/24	14.79	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	6	113028 BOOKS	82370612	06/14/24	14.64	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	7	113028 BOOKS	82370613	06/14/24	12.90	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	8	113028 BOOKS	82350865	06/13/24	58.93	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	9	113028 BOOKS	82350866	06/13/24	18.79	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	10	113028 BOOKS	82350867	06/13/24	12.40	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	11	113028 BOOKS	82350868	06/13/24	13.55	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	12	113028 BOOKS	82350869	06/13/24	12.91	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	13	113028 BOOKS	82350870	06/13/24	18.54	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	14	113028 BOOKS	82350871	06/13/24	15.52	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	15	113028 BOOKS	82350872	06/13/24	14.43	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	16	113028 BOOKS	82350873	06/13/24	20.13	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	17	113028 BOOKS	82392873	06/17/24	18.37	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	18	113028 BOOKS	82392874	06/17/24	12.92	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	19	113028 BOOKS	82392875	06/17/24	15.06	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	20	113028 BOOKS	82392876	06/17/24	11.01	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	21	113028 BOOKS	82392877	06/17/24	51.16	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	22	113028 BOOKS	82392878	06/17/24	14.74	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	23	113028 BOOKS	82451597	06/21/24	13.19	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	24	113028 BOOKS	82451596	06/21/24	13.80	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	25	113028 BOOKS	82451595	06/21/24	19.64	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	26	113028 BOOKS	82451594	06/21/24	39.96	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	27	113028 BOOKS	82451593	06/21/24	34.90	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	28	113028 BOOKS	82436212	06/20/24	24.35	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	29	113028 BOOKS	82436213	06/20/24	11.88	6/24	4592 INGRAM LIBRARY SERVICES		
CL 118982	30	113028 BOOKS	82436214	06/20/24	60.90	6/24	4592 INGRAM LIBRARY SERVICES		
Object Total:					12,335.37	49,864.36	88,950.00	39,085.64	56%
663 MAGAZINES									
					/ /				
Object Total:					0.00	4,623.73	5,500.00	876.27	84%
664 AUDIO VIDEO									
CL 118686	2	112871 AUDIOBOOK	505545925	05/30/24	37.49	6/24	1854 MIDWEST TAPE		
CL 118686	3	112871 DVD	505545923	05/30/24	30.72	6/24	1854 MIDWEST TAPE		
CL 118686	4	112871 DVD	505545927	05/30/24	49.44	6/24	1854 MIDWEST TAPE		
CL 118686	5	112871 DVD	505545928	05/30/24	86.73	6/24	1854 MIDWEST TAPE		
CL 118686	6	112871 DVD	505545924	05/30/24	161.75	6/24	1854 MIDWEST TAPE		
CL 118686	7	112871 DVD	505576217	06/04/24	147.11	6/24	1854 MIDWEST TAPE		
CL 118686	8	112871 DVD	505576333	06/04/24	24.72	6/24	1854 MIDWEST TAPE		
CL 118686	9	112871 DVD	505576219	06/04/24	28.47	6/24	1854 MIDWEST TAPE		
CL 118686	10	112871 DVD	505576330	06/04/24	88.38	6/24	1854 MIDWEST TAPE		
CL 118686	11	112871 DVD	505576332	06/04/24	71.24	6/24	1854 MIDWEST TAPE		

08/04/24
14:09:03

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/24 - 6/24

Page: 8 of 9
Report ID: B160

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 118686	12	112871 DVD	505598147	06/11/24	24.31	6/24	1854 MIDWEST TAPE		
CL 118686	13	112871 DVD	505598145	06/11/24	20.97	6/24	1854 MIDWEST TAPE		
CL 118686	14	112871 DVD	505598148	06/11/24	63.69	6/24	1854 MIDWEST TAPE		
CL 118686	15	112871 DVD	505598146	06/11/24	139.60	6/24	1854 MIDWEST TAPE		
CL 118988	1	113060 DVD	505643337	06/18/24	115.29	6/24	1854 MIDWEST TAPE		
CL 118988	2	113060 DVD	505643333	06/18/24	46.44	6/24	1854 MIDWEST TAPE		
CL 118988	3	113060 DVD	505643336	06/18/24	76.41	6/24	1854 MIDWEST TAPE		
CL 118988	4	113060 DVD	505643334	06/18/24	31.47	6/24	1854 MIDWEST TAPE		
CL 118988	5	113060 DVD	505671839	06/25/24	20.22	6/24	1854 MIDWEST TAPE		
CL 118988	6	113060 DVD	505671850	06/25/24	25.47	6/24	1854 MIDWEST TAPE		
Object Total:					1,289.92	11,295.20	25,650.00	14,354.80	44%
667 MEMBERSHIPS									
CC 1453	1	MEMBERSHIP RENEWAL		05/21/24	135.00	6/24	3161 VISA LIBRARY #1		
Object Total:					135.00	1,462.00	4,039.00	2,577.00	36%
668 PRINTING									
Object Total:					0.00	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									
Object Total:					0.00	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 1453	2	QUARTERLY MAGAZINES		05/24/24	1,050.91	6/24	3161 VISA LIBRARY #1		
CC 1453	6	ADVER SUMMER KICKOFF PARTY		05/31/24	49.18	6/24	3161 VISA LIBRARY #1		
CL 118669	1	112849 REDHAKWS LIBRARY NIGHT M215		06/04/24	75.00	6/24	3108 LAKE AGASSIZ REGIONAL		
Object Total:					1,175.09	4,955.00	11,400.00	6,445.00	43%

08/04/24
14:09:03

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/24 - 6/24

Page: 9 of 9
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00	9,825.00	0.00	-9,825.00	%
740 SERVICE CHARGES								
JV 5597 2	FIBT TSYS/TRANSFIRST JUN 24		/ /	78.00	6/24			
		Object Total:		78.00	468.00	1,750.00	1,282.00	27%
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 5592 16	June 2024 Cost Allocation		/ /	3,674.92	6/24			
		Object Total:		3,674.92	22,189.07	46,646.00	24,456.93	48%
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:		159,897.47	1,011,408.79	2,228,350.00	1,216,941.21	
		Fund Total:		159,897.47	1,011,408.79	2,228,350.00	1,216,941.21	

***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).

08/04/24
14:12:10

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 7/24 - 7/24

Page: 1 of 8
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 5604129	Payroll 07/12/2024		/ /	43,191.09	7/24			
JV 5609129	Payroll 07/26/2024		/ /	46,008.02	7/24			
		Object Total:		89,199.11	591,396.19	1,079,955.00	488,558.81	55%
114 PART TIME SALARIES								
JV 5604130	Payroll 07/12/2024		/ /	3,218.20	7/24			
JV 5609130	Payroll 07/26/2024		/ /	3,551.87	7/24			
		Object Total:		6,770.07	43,625.45	136,858.00	93,232.55	32%
209 CLASSIFIED ADS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 5604131	Payroll 07/12/2024		/ /	3,441.90	7/24			
JV 5609131	Payroll 07/26/2024		/ /	3,682.97	7/24			
		Object Total:		7,124.87	47,193.03	83,164.00	35,970.97	57%
230 RETIREMENT								
JV 5604132	Payroll 07/12/2024		/ /	7,000.63	7/24			
JV 5609132	Payroll 07/26/2024		/ /	7,053.19	7/24			
		Object Total:		14,053.82	95,641.31	175,722.00	80,080.69	54%
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 5604133	Payroll 07/12/2024		/ /	6,660.07	7/24			
JV 5609133	Payroll 07/26/2024		/ /	6,660.10	7/24			
		Object Total:		13,320.17	83,765.38	205,554.00	121,788.62	41%
321 PROPERTY INSURANCE								
			/ /					
		Object Total:		0.00	1,122.33	0.00	-1,122.33	%
333 BUILDING RENTAL								
CL 119239 1 113337	JUNE RENT	MISC07487	05/21/24	10,333.50	7/24	549 WF PUB SCHOOLS DIST #6		
CL 119592 1	JULY RENT	250005	07/11/24	10,333.50	7/24	549 WF PUB SCHOOLS DIST #6		
CL 119592 2	AUGUST RENT	250008	07/17/24	10,333.50	7/24	549 WF PUB SCHOOLS DIST #6		
		Object Total:		31,000.50	82,668.00	124,002.00	41,334.00	67%

08/04/24
14:12:10

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 7/24 - 7/24

Page: 2 of 8
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
340 TRAVEL & EDUCATION								
			/ /					
		Object Total:		0.00	660.55	18,060.00	17,399.45	4%
348 BUYOUTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 119433 30	june 2024 library	9968470006	06/08/24	212.46	7/24 3668	VERIZON WIRELESS		
		Object Total:		212.46	1,363.10	3,300.00	1,936.90	41%
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	1,265.00	3,000.00	1,735.00	42%
410 OFFICE SUPPLIES								
CC 1466 6	WATER MACHINES		06/03/24	100.00	7/24 3162	VISA LIBRARY #2		
CC 1466 11	OFFICE SUPPLIES		06/14/24	223.85	7/24 3162	VISA LIBRARY #2		
CC 1466 12	WATER MACHINES		06/14/24	100.00	7/24 3162	VISA LIBRARY #2		
CC 1467 1	LIGHT FOR POPCORN MACHINE		06/26/24	18.99	7/24 4576	VISA LIBRARY #3		
CC 1467 2	EARBUDS FOR SERVICE DESK		06/26/24	35.95	7/24 4576	VISA LIBRARY #3		
CL 119593 1	BOOK EASELS		07/12/24	45.00	7/24 5359	JENNA KAHLY		
		Object Total:		523.79	4,831.70	13,000.00	8,168.30	37%
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	6.25	1,200.00	1,193.75	1%
428 SERVICE AGREEMENTS-CONTRA								
CL 119095 1 113243	SERVICE CONTRACT FOR PRINTERS	36884143	06/27/24	581.95	7/24 5349	MARCO TECHNOLOGIES, LLC		
JV 5608 14	Reclass LBS, Inc. Inv		/ /	41.29	7/24			
		Object Total:		623.24	6,579.33	10,260.00	3,680.67	64%
490 MISC			/ /					
		Object Total:		0.00	44.99	500.00	455.01	9%

08/04/24
14:12:10

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 7/24 - 7/24

Page: 3 of 8
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY							
411600 LIBRARY							
497 TECHNOLOGY							
CC 1465 4	CREATIVE CLOUD	06/26/24	29.99	7/24	3161 VISA LIBRARY #1		
CC 1466 2	MEMBERSHIP RENEWAL	05/15/24	23.20	7/24	3162 VISA LIBRARY #2		
CL 119063 22 113270	Microsoft 365 Subscriptions	INV217256 07/02/24	489.00	7/24	2261 NETWORK CENTER INCORPORATED		
Object Total:			542.19	25,307.19	38,979.00	13,671.81	65%
500 SUPPLIES							
Object Total:			0.00	0.00	500.00	500.00	%
640 FURNITURE & EQUIPMENT							
Object Total:			0.00	0.00	2,000.00	2,000.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000							
Object Total:			0.00	13,116.14	10,166.00	-2,950.14	129%
644 POSTAL METER RENT							
CC 1466 4	CREDIT POSTAL METER RENT	05/30/24	-61.60	7/24	3162 VISA LIBRARY #2		
CC 1466 5	CREDIT POSTAL METER RENT	05/30/24	-243.09	7/24	3162 VISA LIBRARY #2		
Object Total:			-304.69	-73.69	1,200.00	1,273.69	-6%
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 1465 1	PROGRAM SUPPLIES	06/06/24	207.16	7/24	3161 VISA LIBRARY #1		
CC 1465 2	PROGRAM SUPPLIES	06/06/24	22.56	7/24	3161 VISA LIBRARY #1		
CC 1465 3	PRIDE IN THE PARK	06/17/24	81.88	7/24	3161 VISA LIBRARY #1		
CC 1466 1	PROGRAM SUPPLIES	05/11/24	49.98	7/24	3162 VISA LIBRARY #2		
CC 1466 3	PROGRAM SUPPLIES	05/17/24	148.77	7/24	3162 VISA LIBRARY #2		
CC 1466 9	PROGRAM SUPPLIES	06/12/24	118.37	7/24	3162 VISA LIBRARY #2		
CC 1467 3	PROGRAM SUPPLIES	06/26/24	125.83	7/24	4576 VISA LIBRARY #3		
CL 119588 1	MUSIC LICENSE	2000116742 07/20/24	468.02	7/24	3494 ASCAP		
Object Total:			1,222.57	5,285.09	21,000.00	15,714.91	25%
650 E RESOURCES							
CL 119586 1	EBOOK/AUDIOBOOK	07/12/24	1,025.66	7/24	2126 OVERDRIVE, INC		
CL 119586 2	EBOOK/AUDIOBOOK	07/25/24	759.40	7/24	2126 OVERDRIVE, INC		
Object Total:			1,785.06	23,054.34	53,161.00	30,106.66	43%
653 CAPITAL IMPROVEMENTS							
Object Total:			0.00	0.00	0.00	0.00	%

08/04/24
14:12:10

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 7/24 - 7/24

Page: 4 of 8
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
661 POSTAGE/FREIGHT/SHIPPING								
CC 1466 10	SHIPPING SUPPLIES		06/14/24	26.09	7/24	3162 VISA LIBRARY #2		
CL 119127 1	113242 RETURN FEE	INV1256313	05/30/24	675.00	7/24	5416 MARCO TECHNOLOGIES LLC NW		
CL 119237 1	113294 POSTAGE		07/11/24	1,500.00	7/24	1483 PITNEY BOWES RESERVE ACCOUNT		
Object Total:				2,201.09	6,508.73	10,000.00	3,491.27	65%
662 BOOKS								
CL 119096 1	113218 BOOKS	82532172	06/27/24	12.73	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 2	113218 BOOKS	82532166	06/27/24	25.99	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 3	113218 BOOKS	82532167	06/27/24	24.97	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 4	113218 BOOKS	82532168	06/27/24	16.81	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 5	113218 BOOKS	82532169	06/27/24	37.77	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 6	113218 BOOKS	82532170	06/27/24	16.72	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 7	113218 BOOKS	82532171	06/27/24	93.35	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 8	113218 BOOKS	82589942	07/02/24	104.42	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 9	113218 BOOKS	82589943	07/02/24	26.77	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 10	113218 BOOKS	82589944	07/02/24	63.02	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 11	113218 BOOKS	82589945	07/02/24	35.87	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 12	113218 BOOKS	82589946	07/02/24	34.48	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 13	113218 BOOKS	82589947	07/02/24	13.66	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 14	113218 BOOKS	82589948	07/02/24	70.84	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 15	113218 BOOKS	82589949	07/02/24	115.68	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 16	113218 BOOKS	82609643	07/03/24	10.92	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 17	113218 BOOKS	82609644	07/03/24	13.72	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 18	113218 BOOKS	82609645	07/03/24	936.36	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 19	113218 BOOKS	82609646	07/03/24	2,824.25	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 20	113218 BOOKS	82614291	07/03/24	13.27	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 21	113218 BOOKS	82614292	07/03/24	12.70	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 22	113218 BOOKS	82614293	07/03/24	113.37	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 23	113218 BOOKS	82614294	07/03/24	937.24	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 24	113218 BOOKS	82624878	07/05/24	27.73	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 25	113218 BOOKS	82624879	07/05/24	13.73	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 26	113218 BOOKS	82624880	07/05/24	23.56	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119096 27	113218 BOOKS	82624881	07/05/24	14.26	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 1	BOOKS	82683099	07/10/24	14.35	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 2	BOOKS	82683100	07/10/24	18.13	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 3	BOOKS	82699591	07/11/24	33.17	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 4	BOOKS	82699592	07/11/24	20.38	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 5	BOOKS	82699593	07/11/24	20.99	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 6	BOOKS	82699594	07/11/24	58.38	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 7	BOOKS	82699595	07/11/24	22.29	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 8	BOOKS	82699596	07/11/24	18.17	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 9	BOOKS	82717272	07/12/24	16.01	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 10	BOOKS	82717273	07/12/24	26.84	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 11	BOOKS	82717274	07/12/24	52.88	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 12	BOOKS	82717275	07/12/24	45.94	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 13	BOOKS	82732586	07/14/24	25.88	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 14	BOOKS	82739223	07/15/24	14.52	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 15	BOOKS	82739224	07/15/24	137.12	7/24	4592 INGRAM LIBRARY SERVICES		

08/04/24
14:12:10

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 7/24 - 7/24

Page: 5 of 8
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 119594 16	BOOKS	82767058	07/16/24	36.72	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 17	BOOKS	82767057	07/16/24	10.48	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 18	BOOKS	82755741	07/16/24	574.43	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 19	BOOKS	82755740	07/17/24	13.89	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 20	BOOKS	82780072	07/17/24	118.57	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 21	BOOKS	82780071	07/17/24	14.91	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 22	BOOKS	82792198	07/18/24	28.64	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 23	BOOKS	82792199	07/18/24	14.86	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 24	BOOKS	82792200	07/18/24	44.22	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 25	BOOKS	82809135	07/19/24	11.82	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 26	BOOKS	82809136	07/19/24	19.17	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 27	BOOKS	82809137	07/19/24	27.25	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 28	BOOKS	82809138	07/19/24	19.64	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 29	BOOKS	82809139	07/19/24	19.64	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 30	BOOKS	82809140	07/19/24	683.39	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 31	BOOKS	82833180	07/22/24	33.76	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 32	BOOKS	82851962	07/23/24	22.52	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 33	BOOKS	82851963	07/23/24	16.13	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 34	BOOKS	82851964	07/23/24	22.54	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 35	BOOKS	82860935	07/23/24	13.77	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 36	BOOKS	82860936	07/23/24	347.10	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 37	BOOKS	82874182	07/24/24	20.92	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 38	BOOKS	82874181	07/24/24	21.68	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 39	BOOKS	82874180	07/24/24	14.98	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 40	BOOKS	82874179	07/24/24	30.26	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 41	BOOKS	82895034	07/25/24	457.41	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 42	BOOKS	82895033	07/25/24	266.90	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 43	BOOKS	82895032	07/25/24	41.24	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 44	BOOKS	82895031	07/25/24	38.42	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 45	BOOKS	82895030	07/25/24	110.50	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 46	BOOKS	82895029	07/25/24	194.84	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 47	BOOKS	82895028	07/25/24	19.87	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 48	BOOKS	82895027	07/25/24	14.46	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 49	BOOKS	82928089	07/28/24	32.26	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119595 1	BOOKS	469883	07/25/24	74.99	7/24	4792 PLAYAWAY PRODUCTS		
Object Total:				9,591.42	59,455.78	88,950.00	29,494.22	67%
663 MAGAZINES								
				/ /				
Object Total:				0.00	4,623.73	5,500.00	876.27	84%
664 AUDIO VIDEO								
CL 119097 1	113252 DVD	505704188	07/02/24	39.76	7/24	1854 MIDWEST TAPE		
CL 119097 2	113252 DVD	505704186	07/02/24	116.13	7/24	1854 MIDWEST TAPE		
CL 119589 1	DVD	505767795	07/16/24	70.78	7/24	1854 MIDWEST TAPE		
CL 119589 2	DVD	505767794	07/16/24	31.47	7/24	1854 MIDWEST TAPE		
CL 119589 3	DVD	505767796	07/16/24	32.26	7/24	1854 MIDWEST TAPE		
CL 119589 4	DVD	505798974	07/23/24	143.96	7/24	1854 MIDWEST TAPE		
Object Total:				434.36	11,729.56	25,650.00	13,920.44	46%

08/04/24
14:12:10

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 7/24 - 7/24

Page: 6 of 8
Report ID: B160

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
667 MEMBERSHIPS									
CC 1466 7		MEMBERSHIP RENEWAL		06/06/24	60.00	7/24	3162 VISA LIBRARY #2		
CL 119093 1	113263	NOTARY FEE - CLAIRE KUHLMAN		07/09/24	36.00	7/24	1771 ND SECRETARY OF STATE		
CL 119093 2	113263	NOTARY FEE - KAYLA BIRKHOLZ		07/09/24	36.00	7/24	1771 ND SECRETARY OF STATE		
CL 119093 3	113263	NOTARY FEE - KIRSTEN HENAGIN		07/09/24	36.00	7/24	1771 ND SECRETARY OF STATE		
CL 119116 1	113334	NOTARY FEE CLAIRE KUHLMAN		07/02/24	50.00	7/24	4129 WESTERN NATIONAL MUTUAL INS		
CL 119116 2	113334	NOTARY FEE KAYLA BIRKHOLZ		07/02/24	50.00	7/24	4129 WESTERN NATIONAL MUTUAL INS		
CL 119116 3	113334	NOTARY FEE KIRSTEN HENAGIN		07/02/24	50.00	7/24	4129 WESTERN NATIONAL MUTUAL INS		
		Object Total:			318.00	1,780.00	4,039.00	2,259.00	44%
668 PRINTING									
CC 1466 8		FOAM BOARD SIGN		06/12/24	82.42	7/24	3162 VISA LIBRARY #2		
CL 119591 1		LETTERHEAD	151195	07/11/24	297.66	7/24	2885 SHORTPRINTER		
		Object Total:			380.08	437.48	1,000.00	562.52	44%
669 INSURANCE									
CL 119507 2		LIBRARY VAN - INSURANCE	487944	07/17/24	617.00	7/24	3347 FIRST INTERNATIONAL		
		Object Total:			617.00	617.00	2,750.00	2,133.00	22%
671 SUMMER READING PROGRAM									
		Object Total:	/ /		0.00	0.00	0.00	0.00	%
672 EMERGENCY MEDICAL SUPPLIES									
		Object Total:	/ /		0.00	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 1465 5		ADVERTISING		06/30/24	18.33	7/24	3161 VISA LIBRARY #1		
		Object Total:			18.33	4,973.33	11,400.00	6,426.67	44%

08/04/24
14:12:10

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 7/24 - 7/24

Page: 7 of 8
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00	9,825.00	0.00	-9,825.00	%
740 SERVICE CHARGES								
JV 5611 2	FIBT TSYS/TRANSFIRST JULY 24		/ /	78.00	7/24			
		Object Total:		78.00	546.00	1,750.00	1,204.00	31%
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								
CL 119092 1 113267 2024 FORD VAN		FR201	05/20/24	52,273.00	7/24 1600	NELSON AUTO CENTER FLEET		
		Object Total:		52,273.00	52,273.00	0.00	-52,273.00	%
880 COST ALLOCATIONS								
JV 5601 16	Cost Allocation Adjustment		/ /	-139.55	7/24			
JV 5607 16	July 2024 Cost Allocation		/ /	3,674.92	7/24			
		Object Total:		3,535.37	25,724.44	46,646.00	20,921.56	55%
890 TRANSFERS OUT			/ /					
		Object Total:		0.00	0.00	10,000.00	10,000.00	%
901 CATALOGING								
CL 119094 1 113280 CATALOGING		1000387390	07/01/24	2,668.57	7/24 3416	OCLC, INC.		
		Object Total:		2,668.57	2,668.57	2,950.00	281.43	90%
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:		238,188.38	1,249,597.17	2,228,350.00	978,752.83	
		Fund Total:		238,188.38	1,249,597.17	2,228,350.00	978,752.83	

***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).

08/04/24
14:13:33

CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 7 / 24

Page: 1 of 2
Report ID: LB170A

Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
Revenue						
310001	PROPERTY TAXES	2,379.40	1,991,220.12	2,150,618.00	-159,397.88	93
310002	DISCOUNT PROPERTY TAXES			-79,573.00	79,573.00	
335600	STATE AID	44,625.95	44,625.95	31,000.00	13,625.95	144
						97
Total Revenue						
		47,005.35	2,035,846.07	2,102,045.00	-66,198.93	97
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	89,199.11	591,396.19	1,079,955.00	488,558.81	55
114	PART TIME SALARIES	6,770.07	43,625.45	136,858.00	93,232.55	32
220	SOCIAL SECURITY	7,124.87	47,193.03	83,164.00	35,970.97	57
230	RETIREMENT	14,053.82	95,641.31	175,722.00	80,080.69	54
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	13,320.17	83,765.38	205,554.00	121,788.62	41
321	PROPERTY INSURANCE		1,122.33		-1,122.33	
333	BUILDING RENTAL	31,000.50	82,668.00	124,002.00	41,334.00	67
340	TRAVEL & EDUCATION		660.55	18,060.00	17,399.45	4
356	TELEPHONE	212.46	1,363.10	3,300.00	1,936.90	41
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING		1,265.00	3,000.00	1,735.00	42
410	OFFICE SUPPLIES	523.79	4,831.70	13,000.00	8,168.30	37
424	GAS AND OIL			1,200.00	1,200.00	
427	VEHICLES MAINTENANCE		6.25	1,200.00	1,193.75	1
428	SERVICE AGREEMENTS-CONTRA	623.24	6,579.33	10,260.00	3,680.67	64
490	MISC		44.99	500.00	455.01	9
497	TECHNOLOGY	542.19	25,307.19	38,979.00	13,671.81	65
500	SUPPLIES			500.00	500.00	
640	FURNITURE & EQUIPMENT			2,000.00	2,000.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000		13,116.14	10,166.00	-2,950.14	129
644	POSTAL METER RENT	-304.69	-73.69	1,200.00	1,273.69	-6
648	PROFESSIONAL PUBLICATIONS			3,000.00	3,000.00	
649	PROGRAMMING	1,222.57	5,285.09	21,000.00	15,714.91	25
650	E RESOURCES	1,785.06	23,054.34	53,161.00	30,106.66	43
661	POSTAGE/FREIGHT/SHIPPING	2,201.09	6,508.73	10,000.00	3,491.27	65
662	BOOKS	9,591.42	59,455.78	88,950.00	29,494.22	67
663	MAGAZINES		4,623.73	5,500.00	876.27	84
664	AUDIO VIDEO	434.36	11,729.56	25,650.00	13,920.44	46
667	MEMBERSHIPS	318.00	1,780.00	4,039.00	2,259.00	44
668	PRINTING	380.08	437.48	1,000.00	562.52	44
669	INSURANCE	617.00	617.00	2,750.00	2,133.00	22

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CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 7 / 24

Page: 2 of 2
Report ID: LB170A

Combined Funds

		----- Current Year -----				
Account Object	Description	Current Month	Current YTD	Budget	Variance	%
672	EMERGENCY MEDICAL SUPPLIES		95.84	350.00	254.16	27
689	PROMOTIONAL ACTIVITIES	18.33	4,973.33	11,400.00	6,426.67	44
724	CONSULTING/TESTING FEES		9,825.00		-9,825.00	
740	SERVICE CHARGES	78.00	546.00	1,750.00	1,204.00	31
864	FURN & EQUIP DEPRECIATED >\$5,000		14,210.60		-14,210.60	
870	CAPITALIZED ASSETS - OVER \$5,000	52,273.00	52,273.00		-52,273.00	
880	COST ALLOCATIONS	3,535.37	25,724.44	46,646.00	20,921.56	55
890	TRANSFERS OUT			10,000.00	10,000.00	
901	CATALOGING	2,668.57	2,668.57	2,950.00	281.43	90
994	ODIN		24,757.00	24,200.00	-557.00	102
	Total Account	238,188.38	1,249,597.17	2,228,350.00	978,752.83	56
Total Expenses		238,188.38	1,249,597.17	2,228,350.00	978,752.83	56
Net Income from Operations		-191,183.03	786,248.90			
Other Revenue						
360000	MISCELLANEOUS REVENUE	582.87	4,345.62	5,000.00	-654.38	87
360100	SPONSORSHIPS		3,989.41	20,000.00	-16,010.59	20
361000	INTEREST ON INVESTMENTS		25,566.22		25,566.22	
375000	DONATIONS		195.00		195.00	
383000	TRANSFER IN			135,654.00	-135,654.00	21
Total Other Revenue		582.87	34,096.25	160,654.00	-126,557.75	21
Net Income		-190,600.16	820,345.15			

Note: Formula for % columns = revenue*100/total expense for Fund.



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: August 8, 2024
Subject: Library Board Bylaws
Action: Approval of updated Library Board Bylaws

**West Fargo Public Library
Board of Directors**

President

Larry Schwartz

Vice President/Secretary

Tony Stukel

Treasurer

Liann Hanson

Board member

Roben Anderson
City Commissioner

Board member

Alanna Rerick

Library Director

Jenna Kahly

Following discussion at the last Library Board meeting, staff were directed to draft updated bylaws for the Library Board inclusive of the Treasurer role.

The attached bylaws were drafted to include the Treasurer role with their primary duties being to "assist Library and City staff in budget preparation through participation in called meetings," and "advocating for Library funding needs."



**WEST FARGO PUBLIC LIBRARY
BYLAWS**

Dated as of ~~Aug. 8, 2024~~~~September 14,~~

~~2017~~

Relating to:

Bylaws regulating the duties of the Board of Directors and its officers
and for the management and operation of the library.

TABLE OF CONTENTS

Article I.	DEFINITIONS.....	1
Article II.	GENERAL POWERS – DUTIES OF LIBRARY BOARD OF DIRECTORS.....	1
Article III.	APPOINTMENT – TERMS OF OFFICE.....	2
Article IV.	TIME AND LOCATION OF MEETINGS	2
Article V.	OFFICIAL ACTIONS	2
Article VI.	LIBRARY DIRECTOR – EMPLOYMENT.....	3
Article VII.	LIBRARY BOARD – COMPENSATION	3
Article VIII.	PARLIAMENTARY PROCEDURE	3
Article IX.	NORTH DAKOTA LIBRARY ASSOCIATION - MEMBERSHIP	3
Article X.	CITY ORDINANCES – STATE STATUTES.....	3
Article XI.	QUORUM.....	4
Article XII.	EXECUTIVE SESSION	4
Article XIII.	ORGANIZATION	4
Article XIV.	DUTIES OF OFFICERS.....	4
Article XV.	COMMITTEES.....	5
Article XVI.	OPERATIONAL DUTIES.....	5
Article XVII.	LIST OF BOARD OF DIRECTORS	5
Article XVIII.	BYLAW REVISIONS/UPDATES	5

WEST FARGO PUBLIC LIBRARY BYLAWS

Article I. DEFINITIONS

The following words shall have the meaning provided in this section:

1. **“Board”** or **“Board of Directors”** means the West Fargo Public Library Board of Directors, consisting of five (5) members, which is responsible for creating policies and procedures for the West Fargo Public Library and supervision of the Library Director.
2. **“Executive Session”** means all or part of a meeting that is closed or confidential.
3. **“Library”** means the West Fargo Public Library.
4. **“Library Director”** means the Director of the West Fargo Public Library responsible for day-to-day operations and administering policies adopted by the West Fargo Public Library Board of Directors.
5. **“Meeting”** means a formal or informal gathering or a work session, whether in person or through electronic means such as telephone or videoconference, of a quorum of the West Fargo Public Library Board of Directors; or as established under State statute.
6. **“President”** means the President of the West Fargo Public Library Board of Directors.
7. **“Quorum”** means one-half or more of the West Fargo Public Library Board of Directors.
8. **“Secretary”** means the Secretary of the West Fargo Public Library Board of Directors.
- ~~8-9.~~ **“Treasurer”** means the Treasurer of the West Fargo Public Library Board of Directors.
- ~~9-10.~~ **“Vice President”** means the Vice President of the West Fargo Public Library Board of Directors.

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Article II. GENERAL POWERS – DUTIES OF LIBRARY BOARD OF DIRECTORS

Under North Dakota Century Code § 40-38-04, the West Fargo Public Library Board of Directors (the “Board”) shall have the following duties and responsibilities:

1. To make and adopt such bylaws, rules, and regulations relating to the duties of the officers of the Board.
2. To make and adopt such bylaws, rules, and regulations for the management of the Library.

3. To control, exclusively, the expenditures of all moneys collected for or contributed to the Library.
4. To ensure supervision, care, and custody of Library property, and of the rooms or buildings constructed, leased, or set apart for use of Library purposes.
5. To contract to furnish library service and to receive library service from other counties, school districts, and cities of the State of North Dakota and adjoining states, and the State Library.
6. To employ qualified personnel to administer the Library and dispense library services.

**Article III.
APPOINTMENT – TERMS OF OFFICE**

The West Fargo Board of City Commissioners (the “Commission”) shall appoint five (5) members who serve as the Board. The Board members must be residents of the City of West Fargo (the “City”) and one (1) Board member must serve on the Commission or be a designated representative of the Commission. The term of office for each Board member is three (3) years, beginning the first day of July. Midterm resignations of Board members shall be submitted in writing to the Commission with a copy given to the President of the Board to be kept on file at the Library. An appointment to fill an unexpired term may be for the remainder of the term only. A Board member cannot serve more than two (2) consecutive terms to which they have been appointed. An interval of one (1) year must elapse after the end of the second term before the same member can be reappointed to serve another term. If a Board member is absent for more than three (3) consecutive meetings without due cause, he/she may be asked to resign.

**Article IV.
TIME – LOCATION OF MEETINGS**

Regular meeting times of the Board will be set by the members and posted for public information. The Board may vote to hold a regular and/or special meeting at locations within the City other than the Library. All regular and special meetings shall be open to the public. If the regular meeting date is changed, each Board member shall be notified and a “Meeting Notice” shall be posted for public viewing at the main office of the Library, or if held somewhere other than the Library, posted at the location of the meeting.

**Article V.
OFFICIAL ACTIONS**

Official actions may only be taken at a regular or special meeting of the Board. A Board member or group of Board members, acting as individuals, cannot give a decision on matters affecting the operation of the Library to residents, patrons, librarians, employees, or persons having business

with the Board, when they are not acting in a regular or special meeting of the Board, unless authorized to act by the Board.

**Article VI.
LIBRARY DIRECTOR – EMPLOYMENT**

The Board shall serve as supervisor of the Library Director who shall serve as supervisor of the Library and its employees, agents, and representatives. The Library Director shall attend all Board meetings, unless excused upon his/her request. The Library Director shall be excused from meetings in which his/her salary is being negotiated pursuant to North Dakota statute.

**Article VII.
LIBRARY BOARD – COMPENSATION**

The Commission shall establish the rate of compensation for Board members and actual expenses incurred by Board members may be reimbursed at the official reimbursement rates of the Commission.

**Article VIII.
PARLIAMENTARY PROCEDURE**

The last revised edition of Roberts Rules of Order shall be used to govern meetings of the Board.

**Article IX.
NORTH DAKOTA LIBRARY ASSOCIATION - MEMBERSHIP**

Members of the Board shall be members of the North Dakota Library Association. Membership dues will be paid by the Library.

**Article X.
CITY ORDINANCES – STATE STATUTES**

These Bylaws of the Board shall comply with the Revised Ordinances of 1990 of the City of West Fargo, North Dakota and the North Dakota Century Code. In cases where these Bylaws do not comply or are in conflict with City ordinances or State statutes, these Bylaws are considered subservient to the applicable City ordinance or State statute.

Article XI. QUORUM

Three (3) members of the Board present at any regular or special Board meeting shall constitute a quorum.

Article XII. EXECUTIVE SESSION

The Board may hold executive sessions as permitted under North Dakota statute.

Article XIII. ORGANIZATION

At the regular July meeting, one (1) Board member shall be elected President, ~~and~~ one (1) Board member elected Vice President, and one (1) Board member elected Treasurer. A Secretary shall be appointed either from Board members or from Library staff. If a Secretary is not appointed, Library staff shall be responsible for the duties of the Secretary.

Article XIV. DUTIES OF OFFICERS

President – Duties include:

1. Call meeting;
2. Assist Library Director with preparing meeting agenda;
3. Review materials before meeting;
4. Call meeting to order;
5. Preside over meeting;
6. Appoint committees with confirmation from the Board;
7. Review draft of meeting minutes;
8. Lead performance review of Library Director;
9. Other duties as described in the Library Policy Manual.

Vice President – Duties include:

1. Act in the absence of the President as described above.

Treasurer – Duties include:

1. Assist Library and City staff in budget preparation through participation in called meetings;
2. Advocate for Library funding needs.

Secretary – Duties include:

1. Maintain accurate minutes of all meetings of the Board;
2. Provide minutes for Board approval;
3. Assure that minutes are filed appropriately.

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**Article XV.
COMMITTEES**

The President of the Board shall appoint committees as deemed necessary or as directed by the Board. The Board shall confirm the President's committee appointment.

**Article XVI.
OPERATIONAL DUTIES**

The Board shall employ and supervise the Library Director, who will administrate policies adopted by the Board.

**Article XVII.
LIST OF BOARD OF DIRECTORS**

A list of the current Board members, their terms, and contact information will be kept on file by the Library Director.

**Article XVIII.
BYLAW REVISIONS/UPDATES**

Adopted Nov. 10, 1994; Revised Sept. 23, 1995; Nov.10, 2001; Nov. 11, 2012; Aug. 3, 2017; Sept. 14, 2017; Aug. 8, 2024

~~_Adopted 11/10/94 Revised 9/23/95 Adopted 10/10/01 Revised 10/11/12 Adopted 10/11/12 Revised 8/3/17 Revised 9/14/17~~

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To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: August 8, 2024
Subject: Meeting Room and Study Room Policy
Action: Approval of updated Meeting Room and Study Room Policy

**West Fargo Public Library
Board of Directors**

President

Larry Schwartz

Vice President/Secretary

Tony Stukel

Treasurer

Liann Hanson

Board member

Roben Anderson
City Commissioner

Board member

Alanna Rerick

Library Director

Jenna Kahly

We are requesting the approval of the updated Meeting Room and Study Room Policy.

The Meeting Room and Study Room Policy was updated for clarity and to give reservation priority to West Fargo residents and West Fargo-affiliated groups. The updated policy also clarifies that the public meeting spaces at the library, when reserved by outside groups, are intended to be used for internal meetings or discussions of those groups. Any meetings open to the public should be politically neutral and free of any commercial activities. The policy was also updated to align with our recently updated Child and Vulnerable Adult Safety Policy.



Meeting and Study Room Policy

Approved: 03/08/2001

Revised: 07/10/2008, 09/09/2010, 05/14/2015, 06/13/2019, 08/19/2021, 01/12/2023

I. Purpose

The West Fargo Public Library (WFPL) provides space for small discussion in one study room that seats five (5) people or less, and can accommodate medium-sized groups in two meeting rooms intended for groups of five to 30 people. This West Fargo Public Library policy guides the reservations and use of meeting and study rooms. The [Meeting and Study Room Application Form](#) is available on the Library's website and in paper format at the Library.

II. Principles

The primary purpose of WFPL meeting and study rooms is to provide facilities for library-related activities. However, they are also available for lawful public use by the general population.

In accordance with WFPL's educational, social, and informational mission, the public meeting rooms are available at no charge for educational, cultural, intellectual, or charitable activities.

- Public gathering spaces are intended to be commercial-free environments where groups may come together to learn and exchange information and ideas.
- Public gathering places are available to the public regardless of the beliefs or affiliations or groups requesting their use.
- Permission to use a public gathering place does not constitute an endorsement by the library of the program or point of view expressed. (See section VII. Non-Endorsement)
- Groups and events that do not meet the above criteria may not use Library meeting rooms.

III. Definitions

The following definitions are applied to the spaces that may be reserved by the public. Use regulations may vary depending on the type of space that is reserved.

Study Rooms: Study rooms have fixed room configurations and are designed for small group conversations and study. External monitor and Wi-Fi access available. Maximum room capacity is 5 people.

Meeting Rooms: Meeting rooms can be configured in different ways to meet the needs of different types of groups. Best suited for programs and medium events. Maximum room capacity is 30 people per room.

- Library AV Meeting Room (Meeting Room 1) – Projector and screen, DVD player, television, and Wi-Fi access available; five (5) rectangle tables, 25 chairs, and one (1) podium
- Library Meeting Room (Meeting Room 2) – Wi-Fi access only; seven (7) rectangle tables and 24+ chairs

IV. Rules of Use

All Library Spaces

- Library spaces may not be used for private social gatherings such as bridal or baby showers, birthday parties, retirements, weddings, etc.
- Buying/selling, commercial transactions, or other exchange of goods is prohibited. Exceptions include:
 - The Library, the Friends of West Fargo Public Library, and library cosponsors may sell books and other related products if the activity supplements the meeting and is not a requirement for attendance. Co-sponsorship must be confirmed in writing with the West Fargo Public Library.
 - Direct fundraising activities may be conducted only by the WFPL and the Friends of the West Fargo Public Library.
- No soliciting, selling, or external distribution of promotional materials is permitted.
- No gambling, games of chance, bingo, casinos or wagering of any kind may be part of any program, meeting or event.
- No use of candles or open flames of any kind are permitted.
- Civic organizations, including political organizations, may use the meeting rooms for informational programs that provide all points of view. Political rallies or events that promote a particular candidate are prohibited.
- Library staff reserve the right to enter any library space at any time.
- All patrons and community members utilizing West Fargo Public Library spaces must adhere to all WFPL policies, specifically the [Patron Code of Conduct](#) and [Unattended Children Policy](#).
- Groups and individuals using WFPL facilities are responsible for room set-up and take-down (if needed), and for clean-up. Cleaning materials are provided within the rooms.
- Groups will be charged for any damage to the room or its equipment which results from vandalism, carelessness, or misuse.
- Furniture may not be brought into or removed from meeting or study rooms without prior approval from West Fargo Public Library staff.
- The West Fargo Public Library assumes no responsibility for injury to individuals attending meeting room events, or for lost, stolen or damage to personal property.
- The WFPL does not provide storage for patrons using reservable public spaces.
- Materials and equipment brought into reservable WFPL spaces for use by the group or individual are the responsibility of those utilizing the room. Items left behind will be placed in the lost and found for 30 days.
- Refreshments may be served but cooking is prohibited. Groups serving food are responsible for clean-up. No alcoholic beverages are permitted.

- Signs may be posted at the door to the meeting room indicating that the group is meeting there. Signs may not be posted anywhere else throughout the library indicating a meeting is planned or in process.
- The West Fargo Public Library phone number shall not be used as a contact number, nor shall groups or individuals use the WFPL as a mailing address.
- Use of reservable WFPL space as a place to conduct regular business or as a place to hold office hours is prohibited.
- WFPL staff will not accept calls or relay messages to people attending meetings except in the case of emergencies.
- Users must comply with all relevant state and local ordinances including all licensing and copyright requirements with regard to program content. Failure to comply with said ordinances and requirements will result in suspension of WFPL space reservation privileges.
- The contact person for the reservation is liable for any damages to facilities and furnishings. The contact person shall indemnify, defend and hold harmless West Fargo Public Library, its officers, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from a negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the groups' use of the library.
- Failure to follow this policy may result in the loss of future reservation and use privileges.
- WFPL staff are responsible for interpreting and applying this and the associated library administrative policy in daily practice. The Library Director (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of West Fargo Public Library spaces.

Study Rooms

- The study rooms are intended for the purposes of quiet study and discussion for individuals or small groups.
- Patrons must be at least 13 years of age to occupy a study room. Patrons younger than 13 must have an adult 18 years of age or older present in the library at all times during use. A parent or guardian must accept responsibility of the study room on behalf of the minor using the space by completing the reservation in-person or online or via verbal confirmation over the phone for those aged 13 to 17 to use the room on their own.
- Patrons who leave the room unattended for more than 15 minutes will forfeit their reservation.
- Patrons who need to leave the library during their reserved time can reschedule a reservation.
- Due to the small size of the study rooms, gatherings shall not be open to the public.

Meeting Rooms

- The meeting rooms are intended for medium-sized groups between 5 and 30 people for the purposes educational, cultural, intellectual, or charitable activities.
- Patrons must be 18 years of age to occupy a meeting room. Any minors occupying a meeting room must have adequate adult supervision.
- Meeting room gatherings may be private or open to the public.

V. Reservations, Walk-ins, and Scheduling

Priority for reserving rooms will be given in the following order:

- Library-sponsored and co-sponsored programs and activities
- City of West Fargo departments and units
- General public

All West Fargo Public Library public space reservations must complete a [Meeting and Study Room Reservation Application](#) either online or in-person. Walk-in reservations are acceptable.

Reservations are preferred at least two weeks in advance of the meeting date and may be made up to six (6) months in advance. Walk-ins are permitted when spaces are available.

The West Fargo Public Library does not accept standing reservations beyond three (3) consecutive months.

In order for a room reservation to be valid, reservations must be confirmed by WFPL staff with an authorized representative of the group who takes responsibility for the condition of the room after the meeting and for orderly conduct of participants.

Meeting and study rooms are only available during the West Fargo Public Library's open hours, which can be found on the library website. No access is possible outside of scheduled library hours. All must vacate the room at least thirty (30) minutes prior to closing.

Other than the West Fargo Public Library, municipal, county and state government, and the West Fargo Public Schools, no group may place more than four (4) reservations in a month, with a maximum usage of 16 hours a month.

The West Fargo Public Library reserves the right to revoke permissions to use a space by other entities if the room is needed for Library or City of West Fargo use. The Library will provide four (4) weeks' notice of room reservation cancellation. In the case of an unplanned closure due to weather conditions or other emergency, the West Fargo Public Library reserves the right to cancel all room reservations.

In order to provide access to a wide audience of users, the WFPL may limit the number of confirmed reservations for any individual or group due to the volume of requests. The WFPL does not automatically book recurring usage of library spaces.

Failure to notify WFPL staff of a cancellation may result in loss of meeting room and study room privileges.

Study Rooms

- Study rooms are available in two-hour intervals, with one-hour extensions based on room availability.
- The reservation start time is firm. If the patron does not arrive within 15 minutes of the scheduled time, the time will be made available to other patrons.
- If the room is vacated prior to the reservation's end time, the room will be made available for other users.

Meeting Rooms

- Meeting rooms may be available for one-hour extensions based on room availability.

VI. Equipment and Media

There is no charge for the use of WFPL equipment outlined in this policy. Equipment should be reserved at the time the room is requested. The library cannot provide operators for the equipment. (See *Definitions* for equipment provided in each room.)

If instruction is required for equipment operation, it is suggested that a representative of the group set up an appointment prior to their reservation date.

The WFPL reserves the right to deny use of audio-visual equipment to anyone who cannot demonstrate due competence and proper care in the use of the equipment.

At the time of booking, patrons planning to bring in their own equipment must inform WFPL staff of the nature of the equipment that will be brought in. WFPL staff will not assist patrons with the operation of personal equipment.

VII. Non-Endorsement

Permission to reserve and use a space does not constitute an endorsement by the West Fargo Public Library of the group, program or point of view expressed. The West Fargo Public Library name may not be used in any publicity for non-library sponsored or co-sponsored meeting except to designate the meeting location. The West Fargo Public Library may not be identified as a co-sponsor of a meeting without prior written approval.

VIII. Referenced Policies and Resources

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

- [Patron Code of Conduct \[LINK\]](#)
- [Unattended Children \[LINK\]](#)
- [Meeting and Study Room Application Form \[LINK\]](#)
- [Severe Weather Policy \[LINK\]](#)



Meeting and Study Room Policy

Approved: 03/08/2001

Revised: 07/10/2008, 09/09/2010, 05/14/2015, 06/13/2019, 08/19/2021, 01/12/2023, 08/08/2024

I. Purpose

The West Fargo Public Library (WFPL) has three meeting spaces available for public reservation. One is a space for small gatherings that seats five people or less. The other two spaces provides space for small discussion in one study room that seats five (5) people or less, and can accommodate medium-sized groups in two meeting rooms intended for groups of five to 30 people each. This West Fargo Public Library policy guides the reservations and use of meeting and study rooms. The [Meeting and Study Room Application Form](#) is available on the Library's website and in paper format at the Library.

II. Principles

The primary purpose of the WFPL meeting and study rooms is to provide facilities for library-related activities. However, they are also available for lawful public use by the general population.

In accordance with WFPL's educational, social, and informational mission, The public meeting rooms are available at no charge for educational, cultural, intellectual, or charitable activities in accordance with the library's mission.- The following principles apply:

- Public gathering spaces are intended to be politically neutral and commercial-free environments where groups may come together to learn and exchange information and ideas.
- Civic organizations, including political organizations, may use the meeting rooms for internal meetings and discussions but not for political rallies, events, or activities aimed at promoting specific candidates or causes.
- Public gathering places are available to the public regardless of the beliefs or affiliations of rgroups requesting their use.
- Permission to use a public gathering place does not constitute an endorsement by the library of the program or point of view expressed. (See section VII. Non-Endorsement)
- Groups and events that do not meet the above criteria may not use Library meeting rooms.

III. Definitions

The following definitions apply to are applied to the spaces that may be reserved by the public. Use regulations may vary depending on the type of space that is reserved.

Study Rooms: Study rooms have fixed ~~room~~ configurations and are designed for small group conversations and study. An eExternal monitor and Wi-Fi access is available. ~~Maximum~~The maximum room capacity is 5 people.

Meeting Rooms: Meeting rooms can be configured in different ways to meet the needs of different types of groups. Best suited for programs and medium events. ~~Maximum~~The maximum room capacity is 30 people per room.

- Library AV Meeting Room (Meeting Room 1) – Projector and screen, DVD player, television, and Wi-Fi access available; five (5) rectangle tables, 25 chairs, and one (1) podium
- Library Meeting Room (Meeting Room 2) – Wi-Fi access only; seven (7) rectangle tables and 24+ chairs

IV. Rules of Use

All Library Spaces

- Library spaces may not be used for private social gatherings such as bridal or baby showers, birthday parties, retirements, weddings, etc.
- Buying/selling, commercial transactions, or other exchange of goods is prohibited. Exceptions include:
 - The Library, the Friends of West Fargo Public Library, and library cosponsors may sell books and other related products if the activity supplements the meeting and is not a requirement for attendance. Co-sponsorship must be confirmed in writing with the West Fargo Public Library.
 - Direct fundraising activities may be conducted only by the WFPL and the Friends of the West Fargo Public Library.
- No soliciting, selling, or external distribution of promotional materials is permitted.
- No admission may be charged for entry.
- No gambling, games of chance, bingo, casinos or wagering of any kind may be part of any program, meeting or event.
- No use of candles or open flames of any kind are-is permitted.
- Civic organizations, including political organizations, may use the meeting rooms only for informational programs that provide all points of view. Political rallies or events that promote a particular candidate or cause are prohibited.
- Library staff reserve the right to enter any library space at any time.
- All patrons and community members utilizing West Fargo Public Library spaces must adhere to all WFPL policies, specifically the Patron Code of Conduct and Child and Vulnerable Adult Safety Policy. Unattended Children Policy.
- Groups and individuals using WFPL facilities are responsible for room set-up and take-down (if needed), and for clean-up. Cleaning materials are provided within the rooms.
- Groups will be charged for any damage to the room or its equipment which results from vandalism, carelessness, or misuse.
- Furniture may not be brought into or removed from meeting or study rooms without prior approval from West Fargo Public Library staff.
- The West Fargo Public Library assumes no responsibility for injury to individuals attending meeting room events, or for lost, stolen or damage to personal property.
- The WFPL does not provide storage for patrons using reservable public spaces.
- Materials and equipment brought into reservable WFPL spaces for use by the group or individual are the responsibility of those utilizing the room. Items left behind will be placed in the lost and found for 30 days.
- Refreshments may be served but cooking is prohibited. Groups serving food are responsible for clean-up. No alcoholic beverages are permitted.

- Signs may be posted at the door to the meeting room indicating that the group is meeting there. Signs may not be posted anywhere else throughout the library indicating a meeting is planned or in process.
- The West Fargo Public Library phone number shall not be used as a contact number, nor shall groups or individuals use the WFPL as a mailing address.
- ~~U~~the use of reservable WFPL space ~~as a place~~ to conduct regular business or ~~as a place to~~ hold office hours is prohibited.
- WFPL staff will not accept calls or relay messages to people attending meetings except in the case of emergencies.
- Users must comply with all relevant state and local ordinances including all licensing and copyright requirements ~~regarding with regard to~~ program content. Failure to comply with said ordinances and requirements will result in suspension of WFPL space reservation privileges.
- The contact person for the reservation is liable for any damages to facilities and furnishings. The contact person shall indemnify, defend, and hold harmless West Fargo Public Library, its officers, agents, and employees from and against any and all claims, suits, or actions of any kind, arising and resulting and accruing from a negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the groups' use of the library.
- Failure to follow this policy may result in the loss of future reservation and use privileges.
- ~~WFPL staff are responsible for interpreting and applying this and the associated library administrative policy in daily practice. The Library Director (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of West Fargo Public Library spaces.~~

•

~~Study Rooms~~

- ~~The study rooms are intended for the purposes of quiet study and discussion for individuals or small groups of no more than 5 people.~~
- ~~The meeting rooms are intended for medium-sized groups of 5 to 30 people for educational, cultural, intellectual, or charitable activities.~~
- Patrons must be at least ~~10~~3 years of age to occupy a study room or meeting room. Patrons younger than ~~13~~10 must have an adult 18 years of age or older present in the library at all times during use. A parent or guardian must accept responsibility ~~of for~~ the study room on behalf of the minor using the space by completing the reservation in -person or online or via verbal confirmation over the phone for those aged ~~13~~10 to 17 to use the room on their own.
- Patrons who leave the room unattended for more than 15 minutes ~~may will~~ forfeit their reservation.
- ~~Patrons who need to leave the library during their reserved time can reschedule a reservation.~~
- ~~Due to the small size of the study rooms, gatherings shall not be open to the public.~~

~~Meeting Rooms~~

- ~~The meeting rooms are intended for medium-sized groups between 5 and 30 people for the purposes educational, cultural, intellectual, or charitable activities.~~
- ~~Patrons must be 18 years of age to occupy a meeting room. Any minors occupying a meeting room must have adequate adult supervision.~~
- ~~Meeting room gatherings may be private or open to the public.~~

V. Reservations, Walk-ins, and Scheduling

Priority for reserving rooms will be given in the following order:

- Library-sponsored and co-sponsored programs and activities
- City of West Fargo departments and units
- West Fargo residents or West Fargo-affiliated groups hosting non-political and non-partisan meetings
- General public

All West Fargo Public Library public space reservations must complete a [Meeting and Study Room Reservation Application](#) either online or in-person. Walk-in reservations are acceptable.

Reservations are preferred at least two weeks in advance of the meeting date and may be made up to six (6) months in advance. Walk-ins are permitted when spaces are available.

The West Fargo Public Library does not accept standing reservations beyond three (3) consecutive months.

~~In order for~~For a room reservation to be valid, ~~it~~reservations must be confirmed by WFPL staff with an authorized representative of the group who takes responsibility for the condition of the room after the meeting and for orderly conduct of participants.

Meeting and study rooms are only available during the West Fargo Public Library's open hours, which can be found on the library website. No access is possible outside of scheduled library hours. All must vacate the room at least thirty (30) minutes prior to closing.

~~Except for~~Other than the West Fargo Public Library, municipal, county and state government, and the West Fargo Public Schools, no group may place more than four (4) reservations in a month or exceed the ,with a maximum usage of 16 hours a month.

The West Fargo Public Library reserves the right to revoke ~~an entity's~~ permissions to use a space ~~by other entities~~ if the room is needed for Library or City of West Fargo use. The Library will provide four (4) weeks' notice of room reservation cancellation. In the case of an unplanned closure due to weather conditions or ~~other emergency~~another emergency, the West Fargo Public Library reserves the right to cancel all room reservations.

~~In order to provide access to a wide audience of users, the WFPL may limit the number of confirmed reservations for any individual or group due to the volume of requests~~Due to the volume of requests, the WFPL may limit the number of confirmed reservations for any individual or group to provide access to a wide audience. The WFPL does not automatically book recurring usage of library spaces.

Failure to notify WFPL staff of a cancellation may result in loss of meeting room and study room privileges.

Study Rooms

- Study rooms are available in two-hour intervals, with one-hour extensions based on room availability.
- The reservation start time is firm. If the patron does not arrive within 15 minutes of the scheduled time, the time will be made available to other patrons.
- If the room is vacated prior to the reservation's end time, the room will be made available for other users.

Meeting Rooms

- Meeting rooms may be available for one-hour extensions based on room availability.

VI. Equipment and Media

There is no charge for the use of WFPL equipment outlined in this policy. Equipment should be reserved at the time the room is requested. The library cannot provide operators for the equipment. (See *Definitions* for equipment provided in each room.)

If instruction is required for equipment operation, it is suggested that a representative of the group set up an appointment prior to their reservation date.

The WFPL reserves the right to deny use of audio-visual equipment to anyone who cannot demonstrate due competence and proper care in the use of the equipment.

At the time of booking, patrons planning to bring in their own equipment must inform WFPL staff of the nature of the equipment that will be brought in. WFPL staff will not assist patrons with the operation of personal equipment.

VII. Non-Endorsement

Permission to reserve and use a space does not constitute an endorsement by the West Fargo Public Library of the group, program or point of view expressed. The West Fargo Public Library name may not be used in any publicity for non-library sponsored or co-sponsored meeting except to designate the meeting location. The West Fargo Public Library may not be identified as a co-sponsor of a meeting without prior written approval.

VIII. Referenced Policies and Resources

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

- [Patron Code of Conduct \[LINK\]](#)
- [Child and Vulnerable Adult Safety Policy \[LINK\]](#)
- ~~[Unattended Children \[LINK\]](#)~~
- [Meeting and Study Room Application Form \[LINK\]](#)
- [Severe Weather Policy \[LINK\]](#)



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: August 8, 2024
Subject: Notary Public Policy
Action: Approval of new Notary Public Policy

**West Fargo Public Library
Board of Directors**

President

Larry Schwartz

Vice President/Secretary

Tony Stukel

Treasurer

Liann Hanson

Board member

Roben Anderson
City Commissioner

Board member

Alanna Rerick

Library Director

Jenna Kahly

We are requesting the approval of the new Notary Public Policy.

The Notary Public Policy was drafted in preparation for the West Fargo Public Library adding Notary Public services in September. This policy was written considering applicable North Dakota law and guidelines on Notary Public Services as outlined by the North Dakota Secretary of State.



Notary Public Policy

Approved:

I. Purpose

The West Fargo Public Library provides Notary Public Services as a convenient way for patrons to have items notarized. Notaries Public are governed by North Dakota law, commissioned by the North Dakota Secretary of State, and are required to obey all laws and guidance governing Notaries Public in North Dakota.

II. Notary Services

- Notary Services are provided free of charge by authorized West Fargo Public Library staff.
- Notary Services are provided on library property only.
- Notary Services are subject to staff availability and are not guaranteed.
- Notary Services can be refused or declined at the discretion of the library staff.
- All West Fargo Public Library staff authorized to perform Notary Services must retain a notary journal.
- If a document requires witnesses, the person requesting the service must provide their own witnesses. Library staff cannot act as witnesses, nor can patrons solicit other library patrons to be their witnesses.
- West Fargo Public Library Notaries Public are able to complete the following Notarial Acts per the North Dakota Secretary of State:
 - Acknowledgement in an individual capacity
 - Acknowledgement in a representative capacity
 - Verification on oath or affirmation
 - Witnessing or attesting a signature
 - Certifying a copy of a record
- West Fargo Public Library Notaries Public cannot:
 - Certify a copy of a “recordable document,” such as birth or death certificates, recorded titles to property, college transcripts, or anything bearing an official government seal.
 - Notarize a document that is pre-signed. All documents must be signed in the presence of the Notary and cannot include any pre-dated or post-dated signatures.
 - Notarize documents that are missing pages or have unfilled blanks. Documents missing pages or containing blanks must be filled in prior to the notarial act. If the missing pages cannot be presented to the notary, or if the signer is unable to fill in blanks in the document, the notary cannot proceed.
 - Prepare or complete documents for others.
 - Prepare a legal document, give advice on legal or immigration matters, nor notarize documents in which they have a personal interest.
 - Notarize documents in any language other than English. If the document is in a foreign language, an accurate written English translation must be permanently affixed to the document prior to notarization.

- Accepted forms of ID:
 - Federal, state, military, or tribal-issued ID with signature

III. Referenced Policies and Resources

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

- North Dakota Secretary of State. [Notary and Apostille](#).
- WFPL Board. [Patron Code of Conduct](#).



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: August 8, 2024
Subject: Exhibits Policy
Action: Approval of updated Exhibits Policy and Liability Waiver

**West Fargo Public Library
Board of Directors**

President

Larry Schwartz

Vice President/Secretary

Tony Stukel

Treasurer

Liann Hanson

Board member

Roben Anderson
City Commissioner

Board member

Alanna Rerick

Library Director

Jenna Kahly

We are requesting the approval of the updated Exhibits Policy and Liability Waiver.

The Exhibits Policy and its related Waiver of Liability were updated to better align with other policy formatting, clarify guidelines and expectations for exhibitors, and to express the library's goals in allowing outside exhibits. This policy had not been reviewed since 2013.

West Fargo Public Library
Board Policy: Exhibits Policy and Waiver of Liability
Approved: 2/14/2013

As a cultural and educational institution, the West Fargo Public Library hosts exhibits of general interest and enrichment to the community. Exhibits may be cultural, educational, historical, or civic in nature, and must be approved by the Library Director. The Library reserves the right to reject any part of an exhibit or display, and to limit the size and placement of items. The duration and location of the display are completely at the discretion of the Library. The exhibitor is responsible for proper, safe, and timely installation and removal of the display. The Library does not provide porter service, storage space, or special furnishings. Exhibits may contain information about the exhibit and/or the exhibitor. Buying/selling and other commercial transactions are not allowed in the library.

The Library assumes no responsibility for the preservation or protection of items displayed, and no liability for possible damage or theft of any item exhibited. All items displayed in the Library are placed there at the owner's risk. Items may be placed in an unattended area. The Library does not carry insurance on artwork/items loaned to the Library for exhibit. The exhibitor shall be responsible for obtaining insurance coverage, if any, concerning loss or damage to the property. Exhibitors must sign a release (Exhibit Waiver of Liability, below) before any artifact can be displayed.

Unless the Library is notified in writing to the contrary, it is understood that objects on display may be photographed and reproduced in library publications and for publicity and documentary purposes.

The Library Director reserves the right to make exceptions.

Exhibit Waiver of Liability Form

I, the undersigned, have read and accept the above policy, and I hereby lend the described items to the West Fargo Public Library for exhibit purposes.

Description of items for display:

In consideration of the privilege of exhibiting them in the Library, and in addition to holding the Library, its employees and the Library Board of Directors harmless from any and all claims arising out of or related to the display and storage of the above items, I agree to indemnify and defend the Library, its employees, and the Library Board of Directors from any and all actions brought against the City relating to or arising out of the Library, its employees, and the Library Board of Directors displaying and storing the above described items. Said indemnification shall include, *inter alia*, attorneys' fees, damages, whether punitive, economic or compensatory, and costs and disbursements. However, this paragraph shall not apply to suits against the Library arising out of its negligence or intentional acts, or those of its employees, agents or designees. I specifically agree and acknowledge that this indemnification provision shall survive the termination of this agreement.

Exhibitor Signature: _____ Date: _____

Exhibitor address: _____

Exhibitor phone: _____ Email: _____

Witness Signature: _____ Date: _____



Exhibits Policy & Waiver of Liability

Approved: Feb. ~~ruary~~ 14, 2013

Revised: ~~ions approved: February 14, 2013~~

I. Purpose

As a cultural and educational institution, the West Fargo Public Library hosts exhibits of general interest and enrichment to the community. The West Fargo Public Library celebrates art and exhibits as a source of learning, discovery, growth, and connection. This policy outlines the Library's principles of exhibits, and the guidelines which dictate the acquisition and/or borrowing of works of art and/or exhibitions. The policy ensures that art, collections, displays, and other exhibits are integrated with the library's regular programs and advance its strategic priorities.

II. Principles

- To support community cultural and artistic activities
- To encourage individuals to contribute to the appreciation of the arts
- To broaden horizons by presenting a wide range of art, collections or displays
- To be a source of learning, discovery, growth, and connection for the public

III. Guidelines

- Materials must be submitted to the proper library personnel for approval prior to posting/display. The Library will review all materials before being displayed.
- The exhibitor is responsible for proper, safe, and timely installation and removal of the display within normal library hours.
- The Library reserves the right to remove any item from an exhibition on the above grounds or if the exhibition is a possible safety hazard, is too large or otherwise inappropriate for the display space or case, creates a maintenance problem, exceeds acceptable noise and light levels, or interferes with the public service or other activities in adjacent library areas.
- The duration and location of the display are completely at the discretion of the library.
- The exhibitor is responsible for proper, safe, and timely installation and removal of the display. The materials must fit the physical space available and can be hung or displayed with the hooks, picture rail or cabinetry provided. The art should be appropriate in scale, material, form and content for the library environment. Exhibit / display spaces may also be passageways for employees and for members of the public of all ages to reach library services. Accordingly, the Library discourages material containing images that include significant elements of sexually explicit imagery, nudity or graphic depictions of violence.
- The Library does not provide porter service, storage space, or special furnishings.
- Exhibits may contain information about the exhibit and/or the exhibitor.

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- Buying/selling and other commercial transactions are not allowed in the Library. Prices cannot be listed on items displayed at the library. The Library permits referrals to the exhibitor for the sale of materials outside of the Library.
- The Library assumes no responsibility for the preservation or protection of items displayed, and no liability for possible damage or theft of any item exhibited. All items displayed in the library are placed there at the owner’s risk. Items may be placed in an unattended area.
- The Library does not carry insurance on artwork or for items loaned to the library for exhibits. The exhibitor shall be responsible for obtaining insurance coverage, if any, concerning loss or damage to the property.
- Exhibitors must sign a release (Exhibit Waiver of Liability, attached) before any artifact can be displayed.
- Unless the Library is notified in writing to the contrary, it is understood that objects on display may be photographed ~~for promotional use and reproduced in library publications, for publicity,~~ and documentation purposes.
- The Library Director reserves the right to make exceptions.

IV. 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 Policy](#)

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Exhibitor Waiver of Liability

ITEMS ON DISPLAY

Description of Items:

Total Number of items

INDEMNITY

- In consideration of the privilege of exhibiting them in the Library, and in addition to holding the Library, its employees and the Library Board of Directors harmless from any and all claims arising out of or related to the display and storage of the above items, I agree to indemnify and defend the Library, its employees, and the Library Board of Directors from any and all actions brought against the City relating to or arising out of the Library, its employees, and the Library Board of Directors displaying and storing the above described items.
- Said indemnification shall include, inter alia, attorneys' fees, damages, whether punitive, economic or compensatory, and costs and disbursements.
- However, this paragraph shall not apply to suits against the Library arising out of its negligence or intentional acts, or those of its employees, agents or designees. I specifically agree and acknowledge that this indemnification provision shall survive the termination of this agreement.

SIGNATURE & LIABILITY

I, the undersigned have read and accept West Fargo Public Library's policies, and I hereby lend the described items to West Fargo Public Library for exhibit purposes.

Signature

Date

Printed Name

OFFICE USE ONLY:

☐

Reviewed Items for Display

Staff Initials: _____

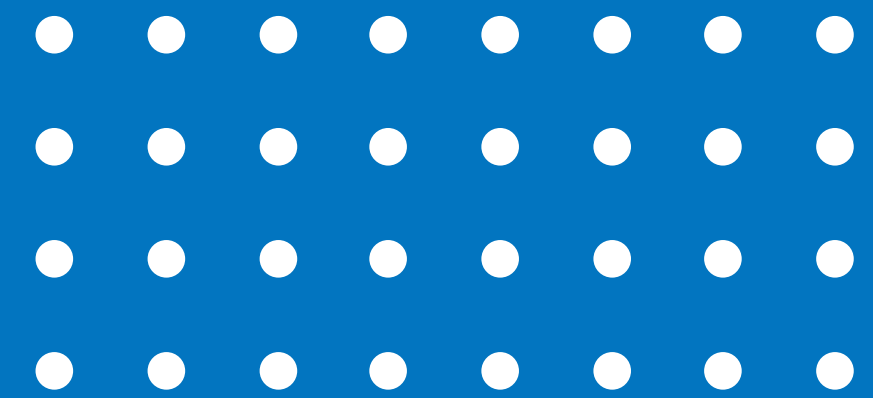


West Fargo Public Library



Director's Report

Presented by Jenna Kahly
Library Director



Administration

Building

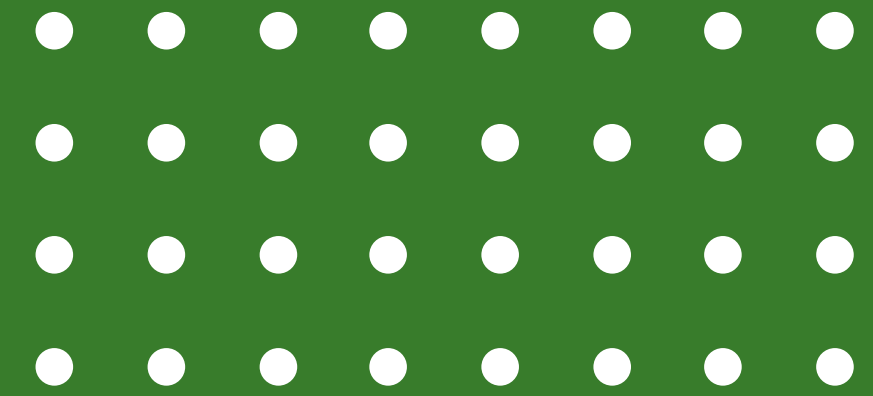
The AC unit for the 3rd floor Activity Hallway is completely dead.

The school has contracted someone to replace it, but they are waiting on the unit to arrive and we do not have a timeline yet as to when it will be installed.

The week of August 19th there will be unrelated HVAC work being done in the south window area of the library. They will be bringing in a lift to work on the pipes on the ceiling. We will remain open and minimize the disruption to our patron to the best of our ability.



Finances



Expenditures through July

Month to Date

\$238,188.38

Year to Date

\$1,249,597.17

Available Appropriation

\$978,752.83

56%

**Expended
YTD**

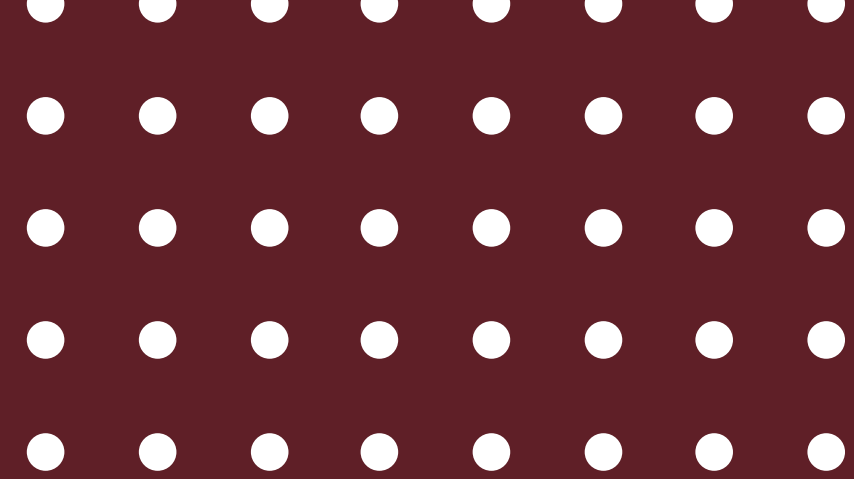


Staffing

SERVICE DESK

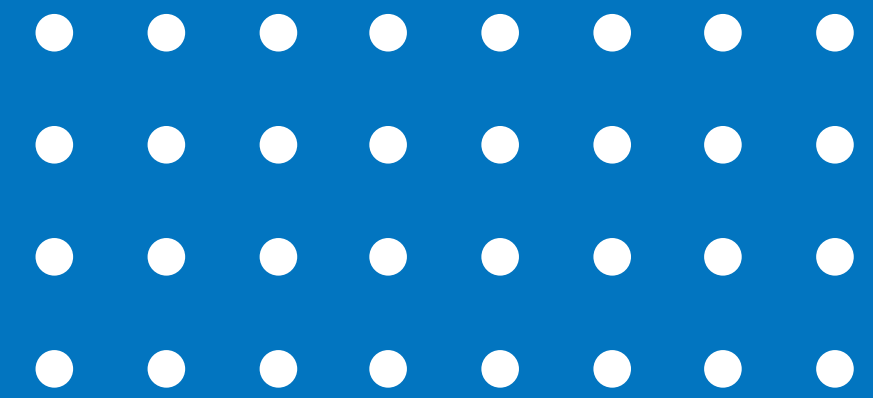
Lauren Branch, a PT Library Assistant has left for an exciting life change.

We have just finished the interview process to replace her and expect the position to be filled very soon.





Circulation



Circulation Year-to-Date

- Total Physical and Electronic
Circulation so far this year : 142,833
- This is up 15% from this time last year
- Up 51% from this time in 2021



Adult Services

- So far this year, adult program attendance in the library is up 22% from last year.
- Most popular adult events continue to be movie screenings and clubs.
- We hosted another Puzzle Off in June and have a lot of interest to keep hosting those. Next one will be in December.





Youth Services

- So far this year, we have had 4,041 participants in youth and teen programs in the library.
- This is a 43.9% increase in attendance from last year.
- Teen Program attendance has more than doubled since last year.
- Storytime continues to be outstanding!
- Summer Boost Reading Challenges ended July 31. We will have stats about that at next meeting, but we had twice as many littles (0 - 5) participate this year!





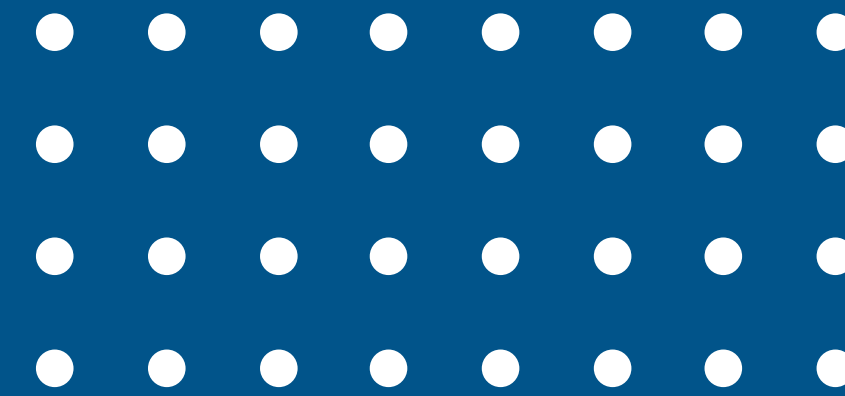
Technical Services

- Cross-Training Team members on specialty skills and workflows.
- Magazines moved to new rotating shelving to create additional space for growing collections.
- Junior level biographies have all be moved to the 920's in nonfiction to make them easier to find.
- Adult Fiction has been shifted in preparation for the expansion of seating to mirror the Nonfiction side and making space in Large Print.





Recent Programming & Outreach



Escape Room experiences for teens and adults were something unique and fun in July.



Weekly Kids Crafts and STEM programs continue to fill our meeting rooms and spill out into the hallway.



Tonight is the last stop of the Little Red Reading Bus for the season. We are excited to see the program expand in the future with the addition of our new Library on Wheels vehicle.





END-OF-SUMMER CELEBRATION

& Little Red Reading Bus Appreciation Program

5 - 7 p.m. Tuesday, Aug. 13

at the POW/MIA Plaza

(400 Sheyenne St.)



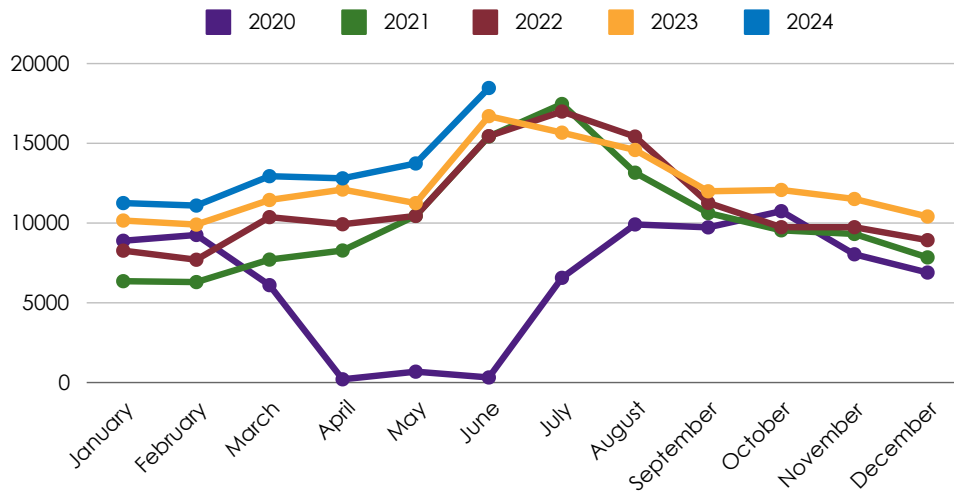
SNACKS **BALLOON ANIMALS** **BOOKS** **GAMES** **NEW LIBRARY VAN**
TEMPORARY TATTOOS **FIRE & POLICE DOGS** **WINDSOR WAFFLES***

*All activities are free, with the exception of the Windsor Waffles food truck, who will donate a portion of their proceeds to the Friends of the West Fargo Public Library nonprofit group.

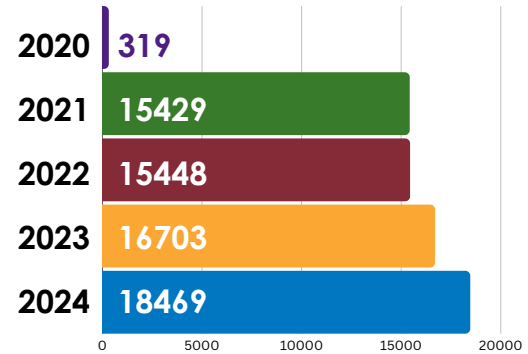
QUESTIONS? ■ ■ ■

Thank you for your time!

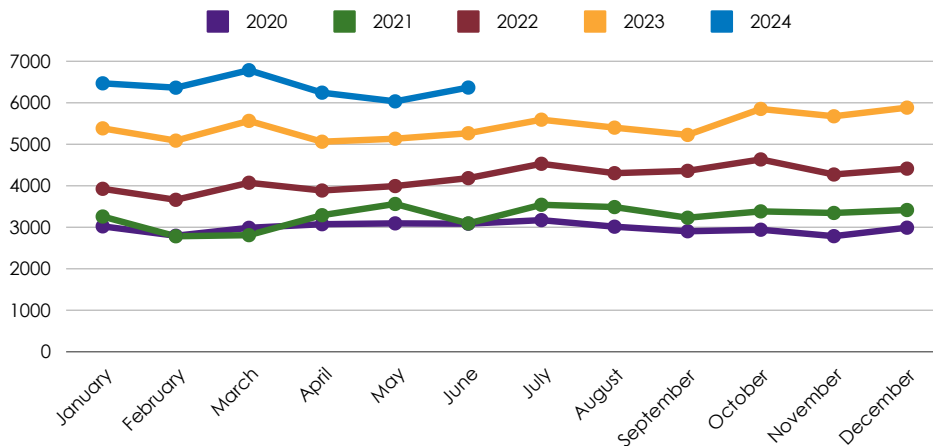
Physical Item Circulation



June Circulation

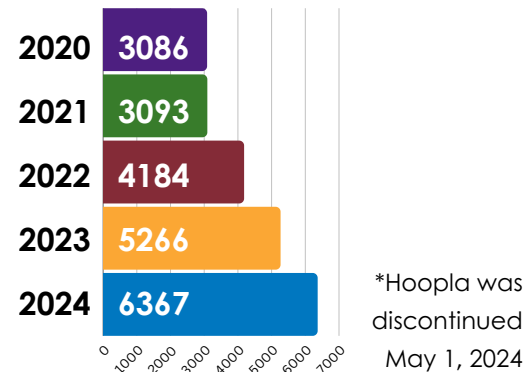


Electronic Materials Circulation

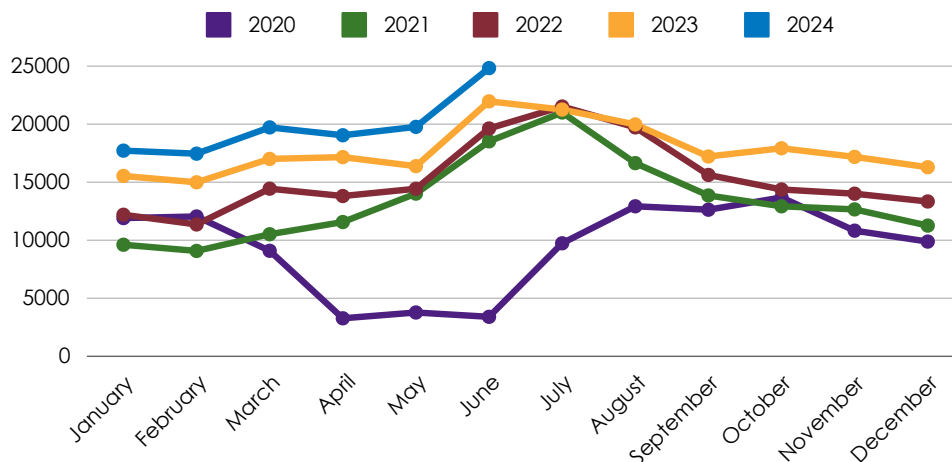


June Circulation

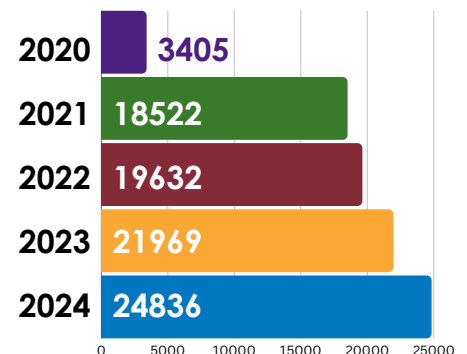
OverDrive/Libby & Hoopla*



Total Circulation

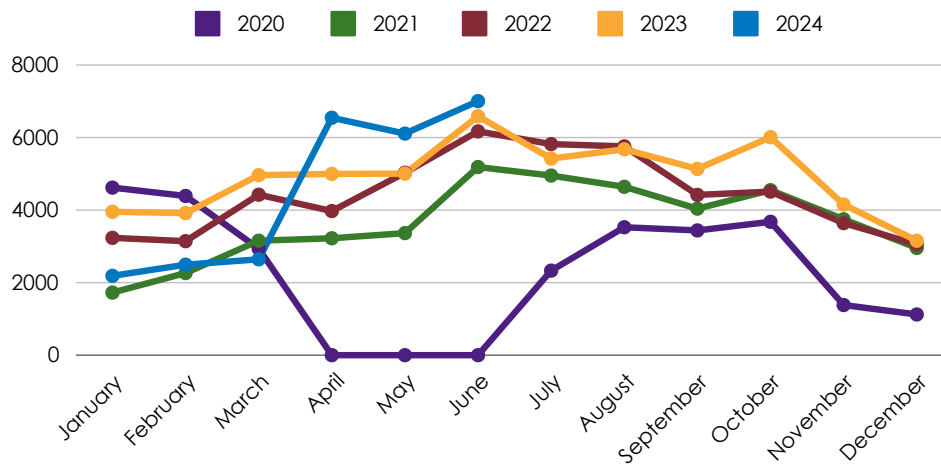


June Total Circulation

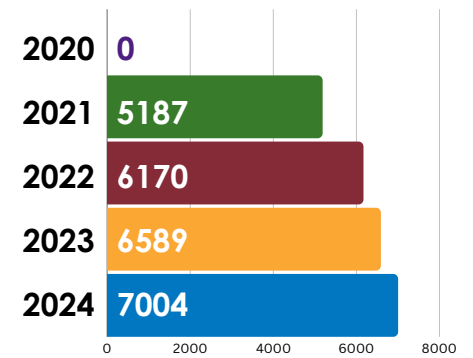


Circulation per
Active Library Card - 1.7

Door Count

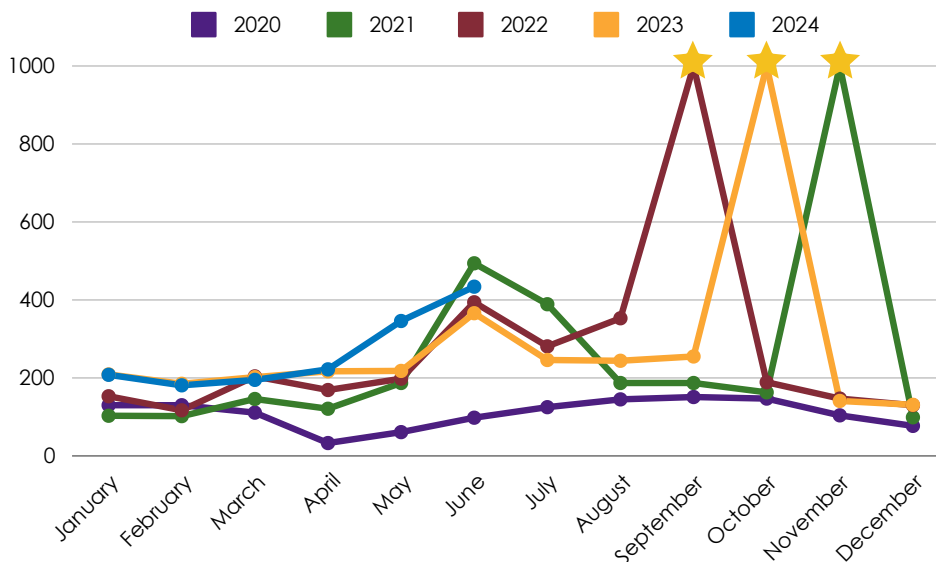


June Door Count



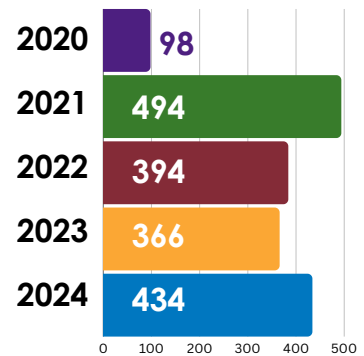
*after a fix to the tracking system in April, numbers are more accurate

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.

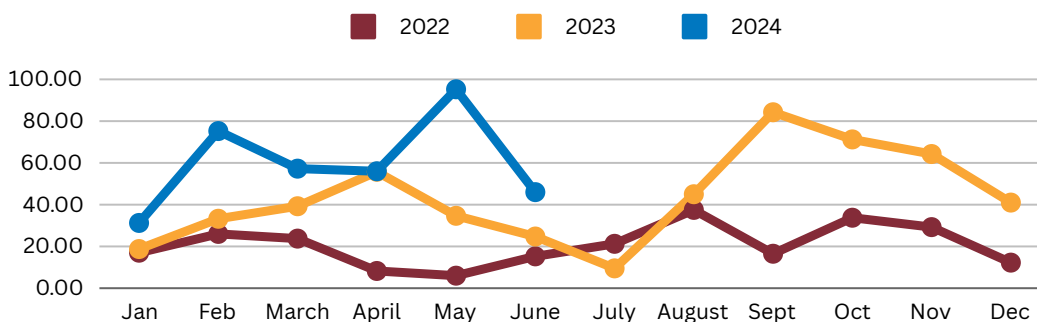
June Signups



June Active Library Cards - 14582

Meeting Room Usage

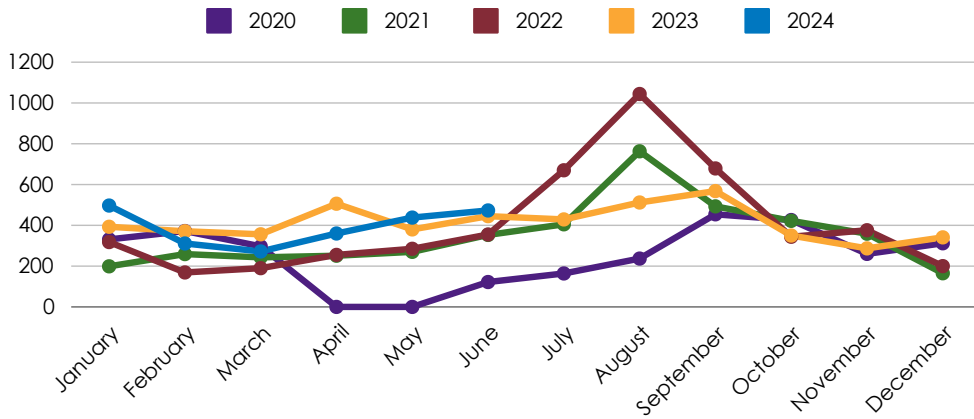
Meeting Room Hours Reserved



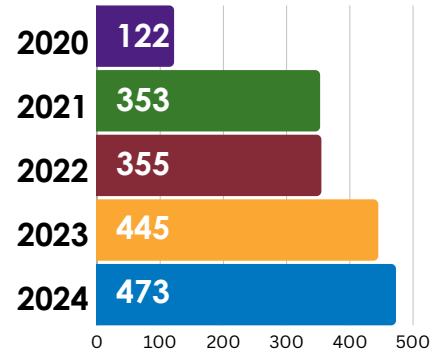
June Meeting Room Use

June Hours Reserved 46
 Hours Reserved YTD 361
 May Reservations 31
 Reservations YTD 162

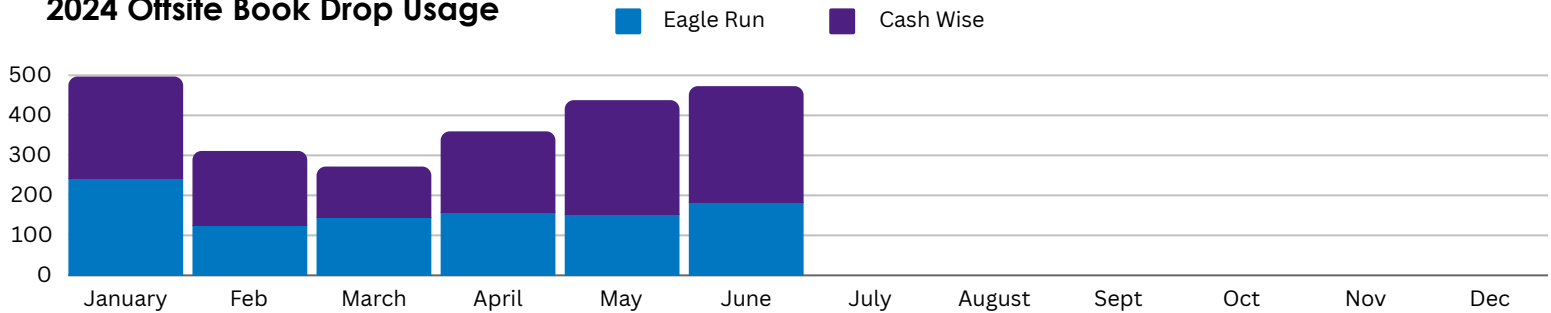
Offsite Book Drop Usage



June Offsite Book Drop Usage



2024 Offsite Book Drop Usage



Outreach Services

Monthly Outreach Circulation

Total Monthly Circulation*

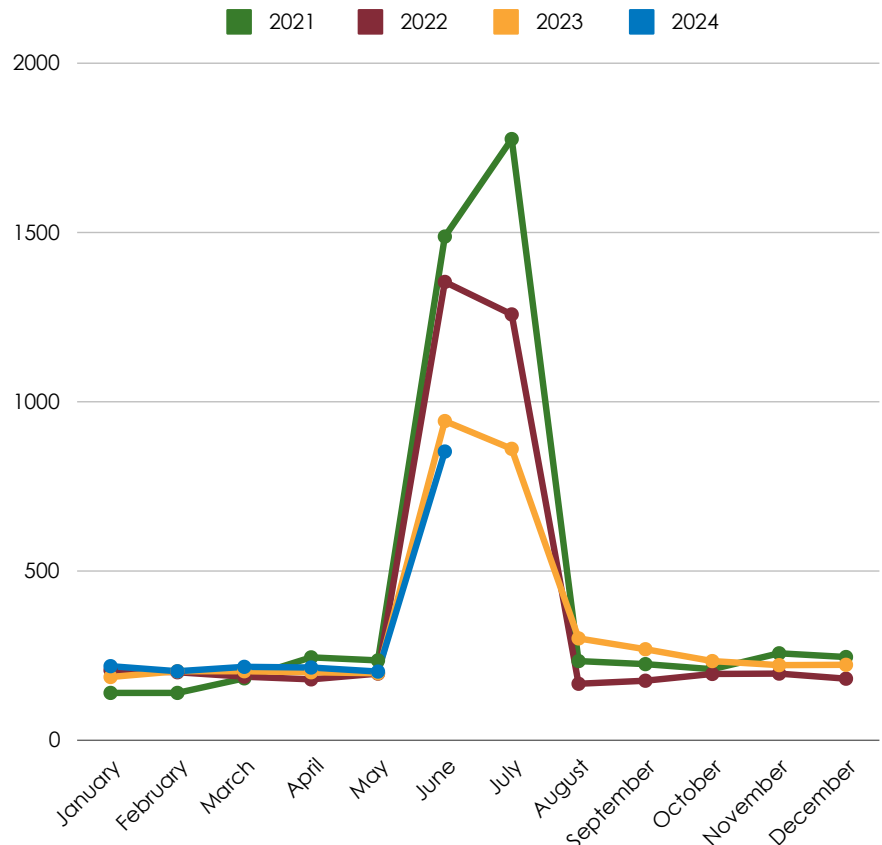
*This number includes senior book deliveries, daycare book deliveries and any books checked out from outreach pop-up libraries

2021 **1488**
 2022 **1354**
 2023 **943**
 2024 **853**

Senior Living Locations Served 4
 Senior Outreach Circ. 57
 Daycare Locations Served 8
 Daycare Circ. 180
 Little Red Reading Bus Stops 18
 Little Red Reading Bus Circ. 598

Outreach & Community Event Attendance

Little Red Reading Bus (18 stops) 872
 Other Outreach Events 512
 Total Attendance 1384



In June, our outreach team made 18 Little Red Reading Bus route stops, attended the West Fargo Street Fair (with the bus), and participated in the Senior 60+ Extravaganza.

Programs

Program Attendance

Youth

Ready to Read Storytime	196
Baby Boost Storytime	174
Teeter Tots Storytime	197
Teen Events	61
STEM	203
Other Youth Events	297
Total Attendance	1128

Adult

Book Clubs	31
Movie Screenings	56
English Conversation Circle	3
Writing Circle	13
Other Events	51
Total Attendance	154

All-Ages

n/a

Reference Programs

Technology Tutoring	7
Total Attendance	7

Reading & Activity Challenges

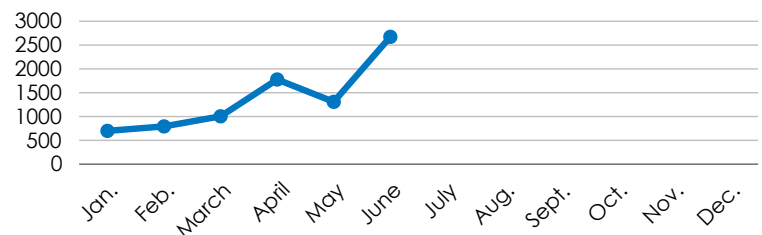
Career Readiness Challenge (Ongoing)

Monthly New Registrations	0
YTD Registrations	5
Lifetime Registrations	44

1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	7
YTD Registrations	19
Lifetime Registrations	532

Total program attendees
(in-library & outreach events
June 2024) **2,673**



Members of the Adult Services team had a blast at the WFACP Senior 60+ Extravaganza.



Weekly Crafts and STEM programs for Kids have filled both meeting rooms and spilled into the hallway every week so far this summer.



Storytimes continue to be well attended. This year, we have twice as many 0 - 5 kids participating in Summer Reading than last year.