



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, September 12, 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 – August 8, 2024
2. Approval of Financial Reports

Regular Agenda

Old Business

New Business

1. Budget Update
2. Summer Boost Impact Report
3. Director's Report
4. Adjourn

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

Board Member Absent: Commissioner Roben Anderson

Also Present: Library Director Jenna Kahly

I. Call to Order

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

II. Order of the Agenda

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

III. Public Comment

No members of the public signed up for public comment.

IV. Consent Agenda

Stukel moved and Hanson seconded to approve the consent agenda. No opposition. Motion carried.

- Approval of Minutes – June 13, 2024 & July 11, 2024
- Approval of Financial Reports

Regular Agenda

Old Business

- No old business

New Business

V. Approve Updated Board Bylaws with added Treasurer Role Description (Action)

- Stukel moved and Hanson seconded to approve updated board bylaws with added Treasurer role description. No opposition. Motion carried.

VI. Approve Updated Meeting Room Public Policy (Action)

- Kahly noted that the policy was revised to prioritize West Fargo residents and groups, politically neutral meetings, and gatherings that are free of commercial activities. The continued growth in meeting room reservations prompted this change. This policy's language has been aligned to reflect the recent changes made to the Children and Vulnerable Adult Safety Policy. Rerick moved and Stukel seconded to approve the updated Meeting Room Policy. No opposition. Motion carried.

VII. Approve New Notary Public Policy (Action)

- Kahly requested approval of a new Notary Public Policy. The library will resume notary public services in September. Rerick moved and Stukel seconded to approve the new Notary Public Policy. No opposition. Motion carried.

VIII. Approve Updated Exhibit Policy (Action)

- Kahly noted that the Exhibits Policy hadn't been revised since 2013. The updated policy provides guidelines and principles for exhibits and works of art

being displayed in the library. These changes were prompted by the library's plan to be more intentional about scheduling different artists and their pieces to be shown in the library. Stukel moved and Hanson seconded to approve updated Exhibits Policy. No opposition. Motion carried.

IX. Budget Update

- Kahly gave an update about the library's 2025 budget. The preliminary budget was approved at the City Commission meeting on Aug. 5, 2024, which included an 0.8 mill levy increase for the library.
- The Capital Improvement Plan was also approved, which included \$150,000 for the library's flooring replacement. Floor replacement was included in the capital improvement line of the 2025 preliminary budget, but it will be funded by the City of West Fargo through capital improvement sales tax revenues, not the library's operating budget.
- Kahly shared that City Administrator Dustin Scott requested that the library remove the fit-up and construction costs for the library's satellite location at City Hall from the preliminary 2025 budget and instead present it as a separate request in 2024 at the City Commission meeting on Aug. 19, 2024.. Stukel moved to remove the fit-up and construction cost for the library's satellite location at City Hall from the 2025 preliminary budget, pending the approval of the City Commission to fund with city finances. Hanson seconded. No opposition. Motion carried.
- Kahly shared that the Friends of the Library approved \$15,000 towards the fit-up expenses pending approval of the City Commission. Schwartz thanked the Friends of the Library for their help.

X. Director's Report

- Kahly presented the Director's Report, which included updates about the air conditioning in the activity hallway and staff areas being in need of replacement, continued record-breaking circulation and program attendance, and information about the End-of-Summer Celebration and Little Red Reading Bus Appreciation Program and unveiling the new Library on Wheels outreach vehicle.

XI. Adjourn

Hanson moved and Stukel seconded to adjourn meeting. Meeting adjourned at 5:23 pm.

09/03/24
07:39:20

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 113578 JULY RENT	250005 07/11/24			10,333.50	7/24	549 WF PUB SCHOOLS DIST #6		
CL 119592 2 113578 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%

09/03/24
07:39:20

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	113571	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	113463	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%

09/03/24
07:39:20

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 113367	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 113523	EBOOK/AUDIOBOOK	07/12/24	1,025.66	7/24	2126 OVERDRIVE, INC		
CL 119586 2 113523	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	%

09/03/24
07:39:20

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	113456 BOOKS	82683099	07/10/24	14.35	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 2	113456 BOOKS	82683100	07/10/24	18.13	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 3	113456 BOOKS	82699591	07/11/24	33.17	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 4	113456 BOOKS	82699592	07/11/24	20.38	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 5	113456 BOOKS	82699593	07/11/24	20.99	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 6	113456 BOOKS	82699594	07/11/24	58.38	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 7	113456 BOOKS	82699595	07/11/24	22.29	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 8	113456 BOOKS	82699596	07/11/24	18.17	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 9	113456 BOOKS	82717272	07/12/24	16.01	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 10	113456 BOOKS	82717273	07/12/24	26.84	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 11	113456 BOOKS	82717274	07/12/24	52.88	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 12	113456 BOOKS	82717275	07/12/24	45.94	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 13	113456 BOOKS	82732586	07/14/24	25.88	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 14	113456 BOOKS	82739223	07/15/24	14.52	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 15	113456 BOOKS	82739224	07/15/24	137.12	7/24	4592 INGRAM LIBRARY SERVICES		

09/03/24
07:39:20

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	113456	BOOKS	82767058	07/16/24	36.72	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 17	113456	BOOKS	82767057	07/16/24	10.48	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 18	113456	BOOKS	82755741	07/16/24	574.43	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 19	113456	BOOKS	82755740	07/17/24	13.89	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 20	113456	BOOKS	82780072	07/17/24	118.57	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 21	113456	BOOKS	82780071	07/17/24	14.91	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 22	113456	BOOKS	82792198	07/18/24	28.64	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 23	113456	BOOKS	82792199	07/18/24	14.86	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 24	113456	BOOKS	82792200	07/18/24	44.22	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 25	113456	BOOKS	82809135	07/19/24	11.82	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 26	113456	BOOKS	82809136	07/19/24	19.17	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 27	113456	BOOKS	82809137	07/19/24	27.25	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 28	113456	BOOKS	82809138	07/19/24	19.64	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 29	113456	BOOKS	82809139	07/19/24	19.64	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 30	113456	BOOKS	82809140	07/19/24	683.39	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 31	113456	BOOKS	82833180	07/22/24	33.76	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 32	113456	BOOKS	82851962	07/23/24	22.52	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 33	113456	BOOKS	82851963	07/23/24	16.13	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 34	113456	BOOKS	82851964	07/23/24	22.54	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 35	113456	BOOKS	82860935	07/23/24	13.77	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 36	113456	BOOKS	82860936	07/23/24	347.10	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 37	113456	BOOKS	82874182	07/24/24	20.92	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 38	113456	BOOKS	82874181	07/24/24	21.68	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 39	113456	BOOKS	82874180	07/24/24	14.98	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 40	113456	BOOKS	82874179	07/24/24	30.26	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 41	113456	BOOKS	82895034	07/25/24	457.41	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 42	113456	BOOKS	82895033	07/25/24	266.90	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 43	113456	BOOKS	82895032	07/25/24	41.24	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 44	113456	BOOKS	82895031	07/25/24	38.42	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 45	113456	BOOKS	82895030	07/25/24	110.50	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 46	113456	BOOKS	82895029	07/25/24	194.84	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 47	113456	BOOKS	82895028	07/25/24	19.87	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 48	113456	BOOKS	82895027	07/25/24	14.46	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119594 49	113456	BOOKS	82928089	07/28/24	32.26	7/24	4592 INGRAM LIBRARY SERVICES		
CL 119595 1	113531	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	113493	DVD	505767795	07/16/24	70.78	7/24	1854 MIDWEST TAPE		
CL 119589 2	113493	DVD	505767794	07/16/24	31.47	7/24	1854 MIDWEST TAPE		
CL 119589 3	113493	DVD	505767796	07/16/24	32.26	7/24	1854 MIDWEST TAPE		
CL 119589 4	113493	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%

09/03/24
07:39:20

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	113551	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	113436	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%

09/03/24
07:39:20

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).

09/03/24
07:45:39

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 8/24 - 8/24

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	5613142	Payroll 08/09/2024		/ /	42,991.50	8/24			
JV	5623127	Payroll 8/23/2024		/ /	43,441.72	8/24			
			Object Total:		86,433.22	677,829.41	1,079,955.00	402,125.59	63%
114	PART TIME SALARIES								
JV	5613143	Payroll 08/09/2024		/ /	3,019.89	8/24			
JV	5623128	Payroll 8/23/2024		/ /	2,658.28	8/24			
			Object Total:		5,678.17	49,303.62	136,858.00	87,554.38	36%
209	CLASSIFIED ADS								
				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
220	SOCIAL SECURITY								
JV	5613144	Payroll 08/09/2024		/ /	3,411.48	8/24			
JV	5623129	Payroll 8/23/2024		/ /	3,418.31	8/24			
			Object Total:		6,829.79	54,022.82	83,164.00	29,141.18	65%
230	RETIREMENT								
JV	5613145	Payroll 08/09/2024		/ /	6,968.17	8/24			
JV	5623130	Payroll 8/23/2024		/ /	7,041.38	8/24			
			Object Total:		14,009.55	109,650.86	175,722.00	66,071.14	62%
240	WORKFORCE SAFETY INSURANCE								
				/ /					
			Object Total:		0.00	2,019.43	2,384.00	364.57	85%
245	CORPORATE EDUCATION								
				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
250	UNEMPLOYMENT								
				/ /					
			Object Total:		0.00	0.00	500.00	500.00	%
312	ATTORNEY								
CL 119917	1	113707 FEES LIBRARY BOARD ORIENTATION	197720	08/02/24	500.00	8/24	353 OHNSTAD TWICHELL		
			Object Total:		500.00	1,000.00	4,000.00	3,000.00	25%
320	HEALTH INSURANCE								
JV	5613146	Payroll 08/09/2024		/ /	6,660.21	8/24			
JV	5623131	Payroll 8/23/2024		/ /	6,660.10	8/24			
			Object Total:		13,320.31	97,085.69	205,554.00	108,468.31	47%
321	PROPERTY INSURANCE								
CL 120130	7	Library	483832	06/24/24	2,959.04	8/24	3347 FIRST INTERNATIONAL		
			Object Total:		2,959.04	4,081.37	0.00	-4,081.37	%
333	BUILDING RENTAL								
CL 120274	1	SEPTEMBER RENT	250042	08/26/24	10,333.50	8/24	549 WF PUB SCHOOLS DIST #6		
			Object Total:		10,333.50	93,001.50	124,002.00	31,000.50	75%
340	TRAVEL & EDUCATION								
CC	1502 6	BOARD ORIENTATION		07/11/24	38.84	8/24	3161 VISA LIBRARY #1		
CC	1502 7	WEBINAR		07/25/24	79.00	8/24	3161 VISA LIBRARY #1		
CC	1502 10	NDLA CONFERENCE 2024		08/02/24	185.00	8/24	3161 VISA LIBRARY #1		
CC	1502 11	WEBINAR		08/02/24	71.10	8/24	3161 VISA LIBRARY #1		
CC	1503 4	WEBINAR		07/16/24	170.10	8/24	3162 VISA LIBRARY #2		

09/03/24
07:45:39

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 8/24 - 8/24

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									
CL 120250	1	CLAIRE KUHLMAN NDLA CONF REG	01182	08/01/24	185.00	8/24	1252 NORTH DAKOTA STATE LIBRARY		
CL 120250	2	JENNA KAHLY NDLA CONF REG	01254	08/21/24	185.00	8/24	1252 NORTH DAKOTA STATE LIBRARY		
CL 120250	3	KAYLA BIRKHOLZ NDLA CONF REG	01248	08/19/24	185.00	8/24	1252 NORTH DAKOTA STATE LIBRARY		
CL 120250	4	KIRSTEN HENAGIN NDLA CONF REG	01255	08/21/24	185.00	8/24	1252 NORTH DAKOTA STATE LIBRARY		
CL 120250	5	SARAH DAVIS NDLA CONF REG	01241	08/15/24	185.00	8/24	1252 NORTH DAKOTA STATE LIBRARY		
Object Total:					1,469.04	2,129.59	18,060.00	15,930.41	12%
348 BUYOUTS									
Object Total:					0.00	0.00	0.00	0.00	%
356 TELEPHONE									
CL 120049	30	113757 july 2024 library	9970887569	07/08/24	212.46	8/24	3668 VERIZON WIRELESS		
Object Total:					212.46	1,575.56	3,300.00	1,724.44	48%
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 120343	6	Kayla B - Library		05/14/24	62.00	8/24	2862 ESSENTIA HEALTH		
CL 120344	8	Allison A - Library		06/27/24	62.00	8/24	2862 ESSENTIA HEALTH		
CL 120344	13	Kaitlyn N - Library		06/27/24	62.00	8/24	2862 ESSENTIA HEALTH		
Object Total:					186.00	1,451.00	3,000.00	1,549.00	48%
410 OFFICE SUPPLIES									
CC 1503	1	TOTE		07/03/24	12.98	8/24	3162 VISA LIBRARY #2		
CC 1503	5	WATER MACHINES		07/15/24	100.00	8/24	3162 VISA LIBRARY #2		
CC 1503	7	LAMINATING MACHINE		07/31/24	199.45	8/24	3162 VISA LIBRARY #2		
CC 1505	1	CHANGING STATION LINERS		07/03/24	179.96	8/24	4576 VISA LIBRARY #3		
CC 1505	2	STORAGE BIN		07/05/24	48.28	8/24	4576 VISA LIBRARY #3		
CC 1505	3	VACUUM/YOGA BLOCK		07/05/24	68.98	8/24	4576 VISA LIBRARY #3		
CC 1505	6	NOTARY PUBLIC JOURNALS		07/07/24	104.72	8/24	4576 VISA LIBRARY #3		
CC 1505	12	ZIPLOC BAGS/PAPER TOWELS		07/25/24	73.34	8/24	4576 VISA LIBRARY #3		
CC 1505	15	ENVELOPES/BATTERIES/SPR AY BOTT		07/28/24	48.45	8/24	4576 VISA LIBRARY #3		
CL 119913	1	113614 SCREEN WIPES	10466213	08/01/24	87.79	8/24	133 COLE PAPERS		
CL 120253	1	GENRE LABELS/LABEL PROTECTORS	7523203	08/21/24	122.25	8/24	77 DEMCO INC		
CL 120277	1	SANITARY PADS (BOX OF 12)	OEQT804401	08/15/24	160.68	8/24	351 BUSINESS ESSENTIALS		
CL 120277	2	SANITARY PADS (BOX OF 12)	OEQT804402	08/16/24	160.68	8/24	351 BUSINESS ESSENTIALS		
CL 120277	4	11X17 COPY PAPER	W013109541	08/27/24	55.80	8/24	351 BUSINESS ESSENTIALS		

09/03/24
07:45:39

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 8/24 - 8/24

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									
			Object Total:		1,423.36	6,255.06	13,000.00	6,744.94	48%
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 119914 1	113674	PRINTERS AGREEMENT	37102066	07/29/24	581.95	8/24 5349	MARCO TECHNOLOGIES, LLC		
			Object Total:		581.95	7,161.28	10,260.00	3,098.72	70%
490 MISC				/ /					
			Object Total:		0.00	44.99	500.00	455.01	9%
497 TECHNOLOGY									
CC 1502 8		CREATIVE CLOUD		07/26/24	29.99	8/24 3161	VISA LIBRARY #1		
CC 1505 14		HOTSPOT		07/26/24	66.00	8/24 4576	VISA LIBRARY #3		
CL 119748 22	113507	Microsoft 365	INV218542	08/01/24	489.00	8/24 2261	NETWORK CENTER INCORPORATED		
		Subscriptions							
CL 120270 1		ANNAUL	INV-US-721	08/27/24	1,305.80	8/24 2089	ENVISIONWARE, INC		
		MAINTENANCE/SUBSCRIPTIO							
CL 120347 1		CRADDLEPOINT & INSTALL	9785	08/28/24	1,747.45	8/24 1904	CODE 4 SERVICES, INC		
		FOR VAN							
			Object Total:		3,638.24	28,945.43	38,979.00	10,033.57	74%
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 1505 8		LOCK NUTS		07/11/24	9.52	8/24 4576	VISA LIBRARY #3		
CC 1505 9		BOLTS		07/12/24	12.34	8/24 4576	VISA LIBRARY #3		
CC 1505 10		WATER KEY		07/22/24	8.09	8/24 4576	VISA LIBRARY #3		
CL 120272 1		CHAIR REPAIR	753-1	08/24/24	153.64	8/24 5324	FLUID INTERIORS, LLC		
CL 120277 3		DESK SETUP (AARON)	FRFQ8981	08/15/24	2,372.79	8/24 351	BUSINESS ESSENTIALS		
			Object Total:		2,556.38	15,672.52	10,166.00	-5,506.52	154%
644 POSTAL METER RENT				/ /					
			Object Total:		0.00	-73.69	1,200.00	1,273.69	-6%
645 EQUIPMENT REPLACEMENT				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%

09/03/24
07:45:39

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 8/24 - 8/24

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								
648 PROFESSIONAL PUBLICATIONS								
			/ /					
Object Total:				0.00	0.00	3,000.00	3,000.00	%
649 PROGRAMMING								
CC 1502 1	PROGRAM SUPPLIES		07/03/24	14.97	8/24	3161 VISA LIBRARY #1		
CC 1502 2	PROGRAM SUPPLIES		07/02/24	19.92	8/24	3161 VISA LIBRARY #1		
CC 1502 3	PROGRAM SUPPLIES		07/03/24	5.99	8/24	3161 VISA LIBRARY #1		
CC 1502 4	PROGRAM SUPPLIES		07/10/24	36.69	8/24	3161 VISA LIBRARY #1		
CC 1502 5	PROGRAM SUPPLIES		07/11/24	18.54	8/24	3161 VISA LIBRARY #1		
CC 1503 6	BOOKS FOR PROGRAMMING		07/19/24	134.95	8/24	3162 VISA LIBRARY #2		
CC 1505 4	PROGRAM SUPPLIES		07/05/24	95.56	8/24	4576 VISA LIBRARY #3		
CC 1505 5	MAGNIFYING GLASS/BUTTONS		07/07/24	14.34	8/24	4576 VISA LIBRARY #3		
CC 1505 11	PROGRAM SUPPLIES		07/25/24	49.06	8/24	4576 VISA LIBRARY #3		
CC 1505 16	PROGRAM SUPPLIES		07/28/24	163.95	8/24	4576 VISA LIBRARY #3		
CL 120271 1	1 BOOK 1 COMMUNITY DONATION	24-04	08/14/24	1,000.00	8/24	4367 FARGO PUBLIC LIBRARY		
Object Total:				1,553.97	6,839.06	21,000.00	14,160.94	33%
650 E RESOURCES								
CL 119915 1	113715 E RESOURCES	H-0105377	07/01/24	4,000.00	8/24	2126 OVERDRIVE, INC		
CL 120270 2	AUDIOBOOKS		08/12/24	696.26	8/24	2089 ENVISIONWARE, INC		
CL 120270 3	EBOOK/AUDIOBOOKS		08/23/24	691.93	8/24	2089 ENVISIONWARE, INC		
Object Total:				5,388.19	28,442.53	53,161.00	24,718.47	54%
653 CAPITAL IMPROVEMENTS								
			/ /					
Object Total:				0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
			/ /					
Object Total:				0.00	6,508.73	10,000.00	3,491.27	65%
662 BOOKS								
CC 1505 7	BOOKS		07/07/24	59.91	8/24	4576 VISA LIBRARY #3		
CC 1505 13	BOOKS		07/26/24	74.26	8/24	4576 VISA LIBRARY #3		
CC 1505 17	BOOKS		07/31/24	17.72	8/24	4576 VISA LIBRARY #3		
CL 120001 1	113655 BOOKS	82936348	07/29/24	20.79	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 2	113655 BOOKS	82936349	07/29/24	12.38	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 3	113655 BOOKS	82936350	07/29/24	320.90	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 4	113655 BOOKS	82936351	07/29/24	826.53	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 5	113655 BOOKS	82936352	07/29/24	210.65	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 6	113655 BOOKS	82936353	07/29/24	13.19	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 7	113655 BOOKS	82936354	07/29/24	59.77	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 8	113655 BOOKS	82936355	07/29/24	12.91	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 9	113655 BOOKS	82936356	07/29/24	21.05	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 10	113655 BOOKS	82936357	07/29/24	18.69	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 11	113655 BOOKS	82936358	07/29/24	20.42	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 12	113655 BOOKS	82936359	07/29/24	14.52	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 13	113655 BOOKS	82936360	07/29/24	26.52	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 14	113655 BOOKS	82959246	07/30/24	21.43	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 15	113655 BOOKS	82959247	07/30/24	18.69	8/24	4592 INGRAM LIBRARY SERVICES		

09/03/24
07:45:39

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 8/24 - 8/24

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 120001 16	113655	BOOKS	82959248	07/30/24	33.34	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 17	113655	BOOKS	82959249	07/30/24	64.59	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 18	113655	BOOKS	82959250	07/30/24	41.56	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 19	113655	BOOKS	82959251	07/30/24	353.16	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 20	113655	BOOKS	82966413	07/30/24	13.92	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 21	113655	BOOKS	82966414	07/30/24	9.73	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 22	113655	BOOKS	82966415	07/30/24	48.22	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 23	113655	BOOKS	82966416	07/30/24	30.87	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 24	113655	BOOKS	82966417	07/30/24	31.88	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 25	113655	BOOKS	82966418	07/30/24	11.10	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 26	113655	BOOKS	82966419	07/30/24	145.13	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 27	113655	BOOKS	82966420	07/30/24	13.55	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 28	113655	BOOKS	82966421	07/30/24	15.46	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 29	113655	BOOKS	82966422	07/30/24	64.18	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 30	113655	BOOKS	82980304	07/31/24	16.04	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 31	113655	BOOKS	82980305	07/31/24	56.13	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 32	113655	BOOKS	82980306	07/31/24	13.08	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 33	113655	BOOKS	82980307	07/31/24	17.40	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 34	113655	BOOKS	82980308	07/31/24	180.23	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 35	113655	BOOKS	82998816	08/01/24	21.65	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 36	113655	BOOKS	82998817	08/01/24	14.31	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 37	113655	BOOKS	82998818	08/01/24	38.97	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 38	113655	BOOKS	82998819	08/01/24	12.63	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 39	113655	BOOKS	82998820	08/01/24	32.37	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 40	113655	BOOKS	82998821	08/01/24	13.70	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 41	113655	BOOKS	83016438	08/02/24	34.07	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 42	113655	BOOKS	83016439	08/02/24	13.27	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 43	113655	BOOKS	83016440	08/02/24	36.50	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 44	113655	BOOKS	83016441	08/02/24	21.80	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 45	113655	BOOKS	83038630	08/05/24	14.20	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 46	113655	BOOKS	83038631	08/05/24	21.94	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 47	113655	BOOKS	83038632	08/05/24	58.80	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 48	113655	BOOKS	83038633	08/05/24	37.14	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 49	113655	BOOKS	83038634	08/05/24	22.92	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 50	113655	BOOKS	83059572	08/06/24	13.27	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 51	113655	BOOKS	83059573	08/06/24	21.29	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 52	113655	BOOKS	83059574	08/06/24	71.51	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 53	113655	BOOKS	83059575	08/06/24	27.52	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 54	113655	BOOKS	83078477	08/07/24	17.95	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 55	113655	BOOKS	83078478	08/07/24	14.52	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 56	113655	BOOKS	83078479	08/07/24	15.51	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 57	113655	BOOKS	83078480	08/07/24	14.41	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 58	113655	BOOKS	83106690	08/08/24	32.04	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 59	113655	BOOKS	83106689	08/08/24	28.97	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 60	113655	BOOKS	83106688	08/08/24	19.57	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 61	113655	BOOKS	83096654	08/08/24	18.69	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120001 62	113655	BOOKS	83096653	08/08/24	12.80	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120252 1		VOX BOOKS	2038481910	08/12/24	331.94	8/24	1695 BAKER & TAYLOR		

09/03/24
07:45:39

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 8/24 - 8/24

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 120281 1	BOOKS	83186085	08/14/24	14.30	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 2	BOOKS	83186086	08/14/24	14.70	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 3	BOOKS	83186087	08/14/24	19.67	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 4	BOOKS	83204575	08/15/24	15.42	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 5	BOOKS	83204576	08/15/24	33.06	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 6	BOOKS	83224717	08/16/24	21.96	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 7	BOOKS	83251511	08/19/24	15.66	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 8	BOOKS	83251512	08/19/24	40.97	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 9	BOOKS	83251513	08/19/24	35.66	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 10	BOOKS	83251514	08/19/24	22.60	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 11	BOOKS	83251515	08/19/24	13.13	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 12	BOOKS	83271668	08/20/24	17.59	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 13	BOOKS	83271669	08/20/24	19.13	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 14	BOOKS	83320886	08/22/24	15.80	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 15	BOOKS	83320887	08/22/24	17.18	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 16	BOOKS	83320888	08/22/24	15.74	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 17	BOOKS	83343559	08/23/24	13.23	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 18	BOOKS	83343560	08/23/24	38.09	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 19	BOOKS	83343561	08/23/24	10.31	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 20	BOOKS	83343562	08/23/24	13.23	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 21	BOOKS	83343563	08/23/24	188.52	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 22	BOOKS	83354414	08/23/24	34.04	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 23	BOOKS	83354415	08/23/24	18.38	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 24	BOOKS	83410133	08/27/24	1,356.15	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 25	BOOKS	83410132	08/27/24	218.97	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 26	BOOKS	83410131	08/27/24	156.92	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 27	BOOKS	83402158	08/27/24	15.38	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 28	BOOKS	83402157	08/27/24	56.82	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 29	BOOKS	83402156	08/27/24	20.26	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 30	BOOKS	83402155	08/27/24	52.29	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 31	BOOKS	83410134	08/27/24	34.18	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 32	BOOKS	83372861	08/26/24	26.80	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 33	BOOKS	83372862	08/26/24	15.03	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 34	BOOKS	83372863	08/26/24	33.30	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 35	BOOKS	83372864	08/26/24	101.20	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 36	BOOKS	83372865	08/26/24	92.43	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 37	BOOKS	83372866	08/26/24	489.04	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 38	BOOKS	83372867	08/26/24	2,121.48	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 39	BOOKS	83427277	08/28/24	37.62	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 40	BOOKS	83427278	08/28/24	19.30	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 41	BOOKS	83427279	08/28/24	255.43	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 42	BOOKS	83427280	08/28/24	66.71	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 43	BOOKS	83454168	08/29/24	14.48	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 44	BOOKS	83454169	08/29/24	27.75	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 45	BOOKS	83454170	08/29/24	18.17	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 46	BOOKS	83454171	08/29/24	158.02	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 47	BOOKS	83454172	08/29/24	131.04	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281 48	BOOKS	83454173	08/29/24	50.73	8/24	4592 INGRAM LIBRARY SERVICES		

09/03/24
07:45:39

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 8/24 - 8/24

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 120281	50	BOOKS	83454174	08/29/24	116.74	8/24 4592	INGRAM LIBRARY SERVICES		
			Object Total:		10,298.77	69,754.55	88,950.00	19,195.45	78%
663 MAGAZINES				/ /					
			Object Total:		0.00	4,623.73	5,500.00	876.27	84%
664 AUDIO VIDEO									
CL 119918	1	113684 DVD	505830387	07/30/24	36.01	8/24 1854	MIDWEST TAPE		
CL 119918	2	113684 DVD	505830384	07/30/24	103.07	8/24 1854	MIDWEST TAPE		
CL 119918	3	113684 DVD	505830385	07/30/24	104.88	8/24 1854	MIDWEST TAPE		
CL 119918	4	113684 DVD	505830386	07/30/24	23.97	8/24 1854	MIDWEST TAPE		
CL 119918	5	113684 DVD	505867801	08/06/24	179.04	8/24 1854	MIDWEST TAPE		
CL 119918	6	113684 DVD	505867802	08/06/24	180.64	8/24 1854	MIDWEST TAPE		
CL 119918	7	113684 DVD	505867803	08/06/24	24.76	8/24 1854	MIDWEST TAPE		
CL 119918	8	113684 DVD	505867804	08/06/24	30.72	8/24 1854	MIDWEST TAPE		
CL 120285	1	BLURAY	505931727	08/20/24	39.15	8/24 1854	MIDWEST TAPE		
CL 120285	2	DVD	505899308	08/13/24	27.72	8/24 1854	MIDWEST TAPE		
CL 120285	3	DVD	505899307	08/13/24	158.13	8/24 1854	MIDWEST TAPE		
CL 120285	4	DVD	505931723	08/20/24	40.44	8/24 1854	MIDWEST TAPE		
CL 120285	5	DVD	505931724	08/20/24	28.47	8/24 1854	MIDWEST TAPE		
CL 120285	6	DVD	505931725	08/20/24	28.78	8/24 1854	MIDWEST TAPE		
CL 120285	7	DVD	505931726	08/20/24	34.03	8/24 1854	MIDWEST TAPE		
CL 120285	8	DVD	505931729	08/20/24	32.22	8/24 1854	MIDWEST TAPE		
CL 120285	9	DVD	505964410	08/27/24	43.44	8/24 1854	MIDWEST TAPE		
CL 120285	10	DVD	505960169	08/27/24	25.47	8/24 1854	MIDWEST TAPE		
CL 120285	11	DVD	505960167	08/27/24	23.97	8/24 1854	MIDWEST TAPE		
CL 120285	12	DVD	505964412	08/27/24	23.97	8/24 1854	MIDWEST TAPE		
CL 120285	13	DVD	505964411	08/27/24	63.24	8/24 1854	MIDWEST TAPE		
			Object Total:		1,252.12	12,981.68	25,650.00	12,668.32	51%
667 MEMBERSHIPS									
CC 1503	3	MEMBERSHIP JENNA		07/16/24	81.00	8/24 3162	VISA LIBRARY #2		
CL 120273	1	KIRTEN HENAGIN NOTARY STAMP	152190	08/19/24	62.60	8/24 2885	SHORTPRINTER		
			Object Total:		143.60	1,923.60	4,039.00	2,115.40	48%
668 PRINTING									
CC 1503	2	ADV PUBLIC NOTICE BOARD MEETIN		07/09/24	6.08	8/24 3162	VISA LIBRARY #2		
			Object Total:		6.08	443.56	1,000.00	556.44	44%
669 INSURANCE				/ /					
			Object Total:		0.00	617.00	2,750.00	2,133.00	22%
671 SUMMER READING PROGRAM				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%

09/03/24
07:45:39

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 8/24 - 8/24

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							
672 EMERGENCY MEDICAL SUPPLIES							
CL 119916 1 113694 MEDICAL SUPPLIES		014809 07/29/24	28.32	8/24	756 NELCO FIRST AID		
		Object Total:	28.32		124.16 350.00	225.84	35%
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 1502 9 EVENT ADVERTISING		07/31/24	31.51	8/24	3161 VISA LIBRARY #1		
		Object Total:	31.51		5,004.84 11,400.00	6,395.16	44%
724 CONSULTING/TESTING FEES		/ /					
		Object Total:	0.00		9,825.00 0.00	-9,825.00	%
740 SERVICE CHARGES		/ /					
		Object Total:	0.00		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		/ /					
		Object Total:	0.00		52,273.00 0.00	-52,273.00	%
880 COST ALLOCATIONS		/ /					
		Object Total:	0.00		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		/ /					
		Object Total:	0.00		2,668.57 2,950.00	281.43	90%

09/03/24
07:45:39

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 8/24 - 8/24

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							
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:		168,833.57	1,418,430.74	2,228,350.00	809,919.26	
	Fund Total:		168,833.57	1,418,430.74	2,228,350.00	809,919.26	

***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).

09/03/24
08:07:24

CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 8 / 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	4,070.60	1,995,290.72	2,150,618.00	-155,327.28	93
310002	DISCOUNT PROPERTY TAXES			-79,573.00	79,573.00	
335600	STATE AID		44,625.95	31,000.00	13,625.95	144
						97
Total Revenue		4,070.60	2,039,916.67	2,102,045.00	-62,128.33	97
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	86,433.22	677,829.41	1,079,955.00	402,125.59	63
114	PART TIME SALARIES	5,678.17	49,303.62	136,858.00	87,554.38	36
220	SOCIAL SECURITY	6,829.79	54,022.82	83,164.00	29,141.18	65
230	RETIREMENT	14,009.55	109,650.86	175,722.00	66,071.14	62
240	WORKFORCE SAFETY INSURANCE		2,019.43	2,384.00	364.57	85
250	UNEMPLOYMENT			500.00	500.00	
312	ATTORNEY	500.00	1,000.00	4,000.00	3,000.00	25
320	HEALTH INSURANCE	13,320.31	97,085.69	205,554.00	108,468.31	47
321	PROPERTY INSURANCE	2,959.04	4,081.37		-4,081.37	
333	BUILDING RENTAL	10,333.50	93,001.50	124,002.00	31,000.50	75
340	TRAVEL & EDUCATION	1,469.04	2,129.59	18,060.00	15,930.41	12
356	TELEPHONE	212.46	1,575.56	3,300.00	1,724.44	48
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING	186.00	1,451.00	3,000.00	1,549.00	48
410	OFFICE SUPPLIES	1,423.36	6,255.06	13,000.00	6,744.94	48
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	581.95	7,161.28	10,260.00	3,098.72	70
490	MISC		44.99	500.00	455.01	9
497	TECHNOLOGY	3,638.24	28,945.43	38,979.00	10,033.57	74
500	SUPPLIES			500.00	500.00	
640	FURNITURE & EQUIPMENT			2,000.00	2,000.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000	2,556.38	15,672.52	10,166.00	-5,506.52	154
644	POSTAL METER RENT		-73.69	1,200.00	1,273.69	-6
648	PROFESSIONAL PUBLICATIONS			3,000.00	3,000.00	
649	PROGRAMMING	1,553.97	6,839.06	21,000.00	14,160.94	33
650	E RESOURCES	5,388.19	28,442.53	53,161.00	24,718.47	54
661	POSTAGE/FREIGHT/SHIPPING		6,508.73	10,000.00	3,491.27	65
662	BOOKS	10,298.77	69,754.55	88,950.00	19,195.45	78
663	MAGAZINES		4,623.73	5,500.00	876.27	84
664	AUDIO VIDEO	1,252.12	12,981.68	25,650.00	12,668.32	51
667	MEMBERSHIPS	143.60	1,923.60	4,039.00	2,115.40	48
668	PRINTING	6.08	443.56	1,000.00	556.44	44
669	INSURANCE		617.00	2,750.00	2,133.00	22

09/03/24
08:07:24

CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 8 / 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	28.32	124.16	350.00	225.84	35
689	PROMOTIONAL ACTIVITIES	31.51	5,004.84	11,400.00	6,395.16	44
724	CONSULTING/TESTING FEES		9,825.00		-9,825.00	
740	SERVICE CHARGES		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	
880	COST ALLOCATIONS		25,724.44	46,646.00	20,921.56	55
890	TRANSFERS OUT			10,000.00	10,000.00	
901	CATALOGING		2,668.57	2,950.00	281.43	90
994	ODIN		24,757.00	24,200.00	-557.00	102
	Total Account	168,833.57	1,418,430.74	2,228,350.00	809,919.26	64
Total Expenses		168,833.57	1,418,430.74	2,228,350.00	809,919.26	64
Net Income from Operations		-164,762.97	621,485.93			
Other Revenue						
360000	MISCELLANEOUS REVENUE		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		29,767.02		29,767.02	
375000	DONATIONS		195.00		195.00	
383000	TRANSFER IN			135,654.00	-135,654.00	24
Total Other Revenue		0.00	38,297.05	160,654.00	-122,356.95	24
Net Income		-164,762.97	659,782.98			

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

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

Object	Object Description	2023	2024	2025 UPDATE	Notes/Comments
110	PERMANENT EMP SALARIES	806677.31	1010936.00	1229716.88	1227481.00 plan for a 4% COLA and added \$8,734 anticipated adjustments for Salary Survey implementation
114	PART TIME SALARIES	94628.92	114442.00	97981.73	102642.00 plan for a 4% COLA as historically that's been the high end number the last few years
220	SOCIAL SECURITY	66786.88	84763.00	101568.94	101754.41 7.65% of salaries
230	RETIREMENT	122567.33	169017.00	199951.96	199588.41 16.26% of permanent salary
240	WORKFORCE SAFETY INSURANC	1124.45	2066.00	3365.00	3003.00 From Finance
245	CORPORATE EDUCATION				
250	UNEMPLOYMENT	0.00	500.00	500.00	500.00
312	ATTORNEY	3724.75	4000.00	5000.00	5000.00 increased to our annual average with a 3% increase
320	HEALTH INSURANCE	104398.12	205618.00	266706.00	266706.00 My math: 17 FT * 1671.69 (max for family insurance), adjusted for best guess amount based on current staff
321	PROPERTY INSURANCE	801.67	0.00		Finance asked that this be moved to 669 instead
333	BUILDING RENTAL	121594.00	124002.00	161051.16	161051.16 3% increase annually for main branch, 1770sq ft *\$18.83 amount for Wex space (\$33,329.10)
340	TRAVEL & EDUCATION	4572.95	18060.00	18060.00	15950.00 slight decrease
356	TELEPHONE	1609.98	3300.00	3060.00	3060.00
387	MEDICAL/VACCINES	0.00	500.00	500.00	500.00 flat
399	RECRUITMENT/EMPLOYMENT TE	826.00	3000.00	3000.00	3000.00 flat
410	OFFICE SUPPLIES	14384.24	13000.00	15000.00	15000.00 4.3% increase from FY23 actual to come more in line with actual spending
420	OPERATION & MAINTENANCE				
424	GAS AND OIL	0.00	1200.00	2000.00	2000.00 Expanding outreach year round
427	VEHICLES MAINTENANCE	16.50	1200.00	1200.00	1200.00 flat
428	SERVICE AGREEMENTS-CONTRA	12937.68	10260.00	11952.13	11952.13 (remove KIC\$1550, add Marco \$7000, remove LBS (Liberty/Loeffler, add carpet/furniture cleaning \$1500))
490	MISC	186.84	500.00	500.00	500.00 flat
497	TECHNOLOGY	44562.75	36479.00	45199.00	45199.00 add 3,140 for additional technology at Main branch, add 5,580 for microsoft 365 licenses.
500	SUPPLIES	0.00	500.00	500.00	500.00 flat
640	FURNITURE & EQUIPMENT		2000.00		Library of Things budget, moved to 680 when we created the object code on 4.25.24
641	FURN & EQUIP-NON DEPRECIA	7857.80	7166.00	10000.00	10000.00 increase to replace 3 carts, 2 office chairs, vacuum, and some youth furniture
644	POSTAL METER RENT	729.27	1200.00	1200.00	1200.00 flat
648	PROFESSIONAL PUBLICATIONS	2248.69	3000.00	1000.00	1000.00 reduction to account for eliminated subscriptions
649	PROGRAMMING	17421.48	21000.00	20330.75	18500.00 remove ASCAP \$421.25 and MPLC \$248, plus slight decrease on 8.26.24 of \$1830
650	E RESOURCES	41785.83	53161.00	42261.00	42261.00 Remove Hoopla - reduce \$19900, Increase Overdrive - \$5000, Add NYT - \$5000, Remove Gale Analytics - reduce \$1000
661	POSTAGE/FREIGHT/SHIPPING	9129.66	10000.00	11000.00	11000.00 10% increase to account for postage going up and increased demand
662	BOOKS	86126.18	88950.00	97845.00	107245.00 increase for materials, and increase for processing and shipping costs
663	MAGAZINES	5305.38	5500.00	4700.00	4700.00 reduction to account for eliminated subscriptions
664	AUDIO VIDEO	31995.59	25650.00	25650.00	16250.00 decrease due to purchasing fewer of these materials
667	MEMBERSHIPS	2736.20	3589.00	4050.00	4050.00 increase to account for addition of new staff
668	PRINTING	435.44	1000.00	1000.00	1000.00 flat
669	INSURANCE	0.00	2750.00	3000.00	3000.00 small increase in anticipation of new vehicle added
672	EMERGENCY MEDICAL SUPPLIE	93.00	350.00	350.00	350.00 flat
689	PROMOTIONAL ACTIVITIES	8783.77	11400.00	11400.00	13680.00 20% increase in anticipation of new needs for 2nd site and reduced support from the Friends for marketing needs
710	PRINCIPAL				
720	INTEREST				
724	CONSULTING/TESTING FEES		0.00	3000.00	3000.00 consultant for strategic plan
740	SERVICE CHARGES	2641.86	1750.00	1750.00	1750.00 flat
864	FURN & EQUIP DEPRECIATED	0.00			
870	CAPITALIZED ASSETS - OVER \$5,000				
880	COST ALLOCATIONS	42023.04	46646.00	47578.92	47578.92 2% increase
890	TRANSFERS OUT	10000.00	10000.00	10000.00	10000.00 flat
901	CATALOGING	2559.78	2950.00	2950.00	2950.00 flat
994	ODIN	23543.00	24200.00	25000.00	25000.00 estimated increase
653	CAPITAL IMPROVEMENTS			256412.00	150000.00 carpet replacement project
680	LIBRARY OF THINGS			2000.00	4500.00 moved from 640 to here, new line added for collection items that do not fall into other categories, added 2500 for hotspots 8.26.24
		2125605.00	2749290.48	2645602.03	This includes a 4% COLA and \$150K for carpet
			2492878.48	2495602.03	Total Without Line 653 (9.2 mills)



West Fargo Public Library



2024 Summer Impact Report

Presented by
Kirsten Henagin & Lauren Nephew
Library Service Managers

WEST FARGO
PUBLIC LIBRARY
SUMMER BOOST



**This year's program was all about the adventures you can have
and read about at your local library!**

SUMMER BOOST READING CHALLENGE

June 1 - July 31, 2024

792

total readers in
challenge

10,746

hours tracked as
part of challenge

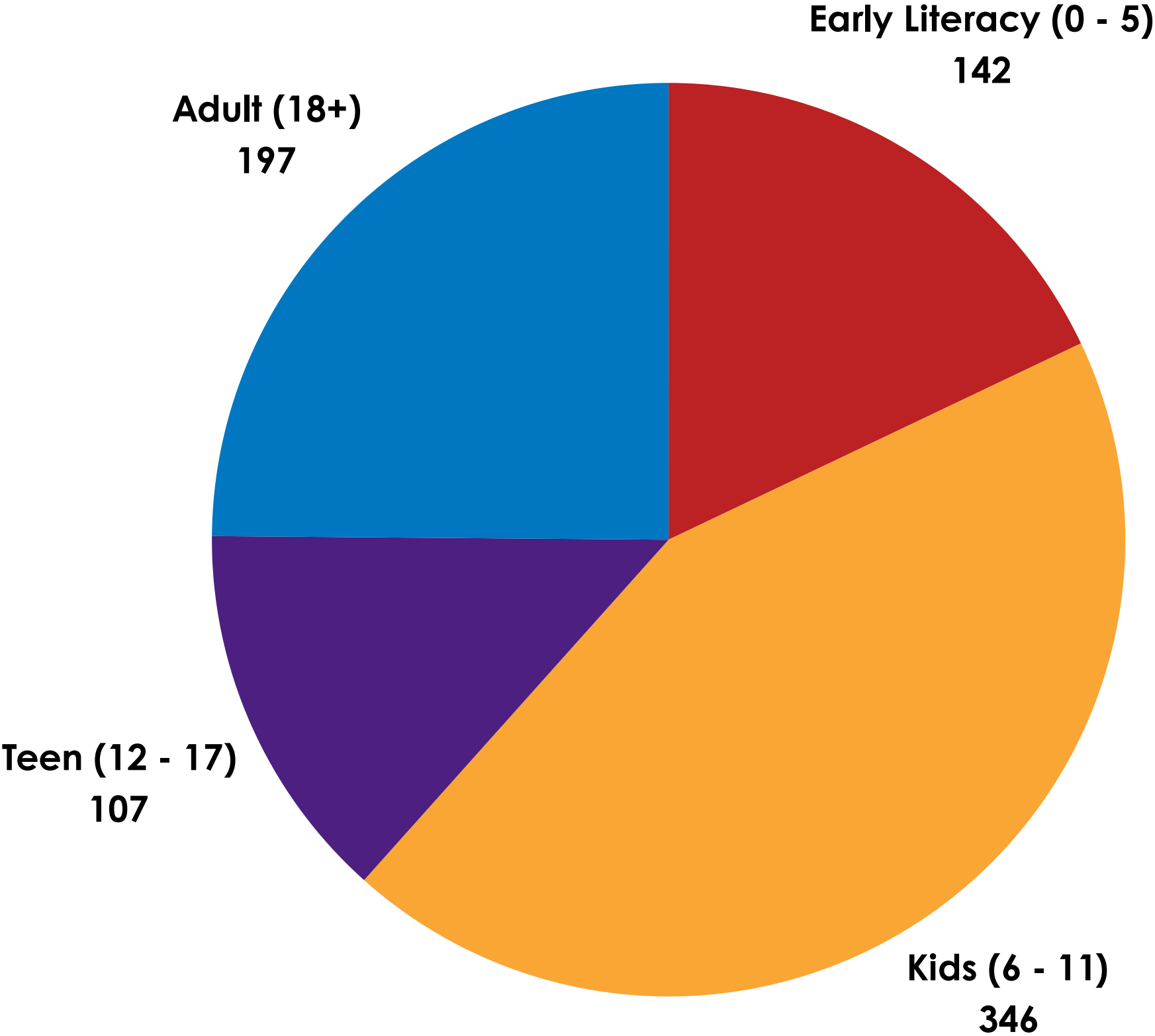
161

challenge
completions

75%

actively
participated

Challenge Participation by Age Group

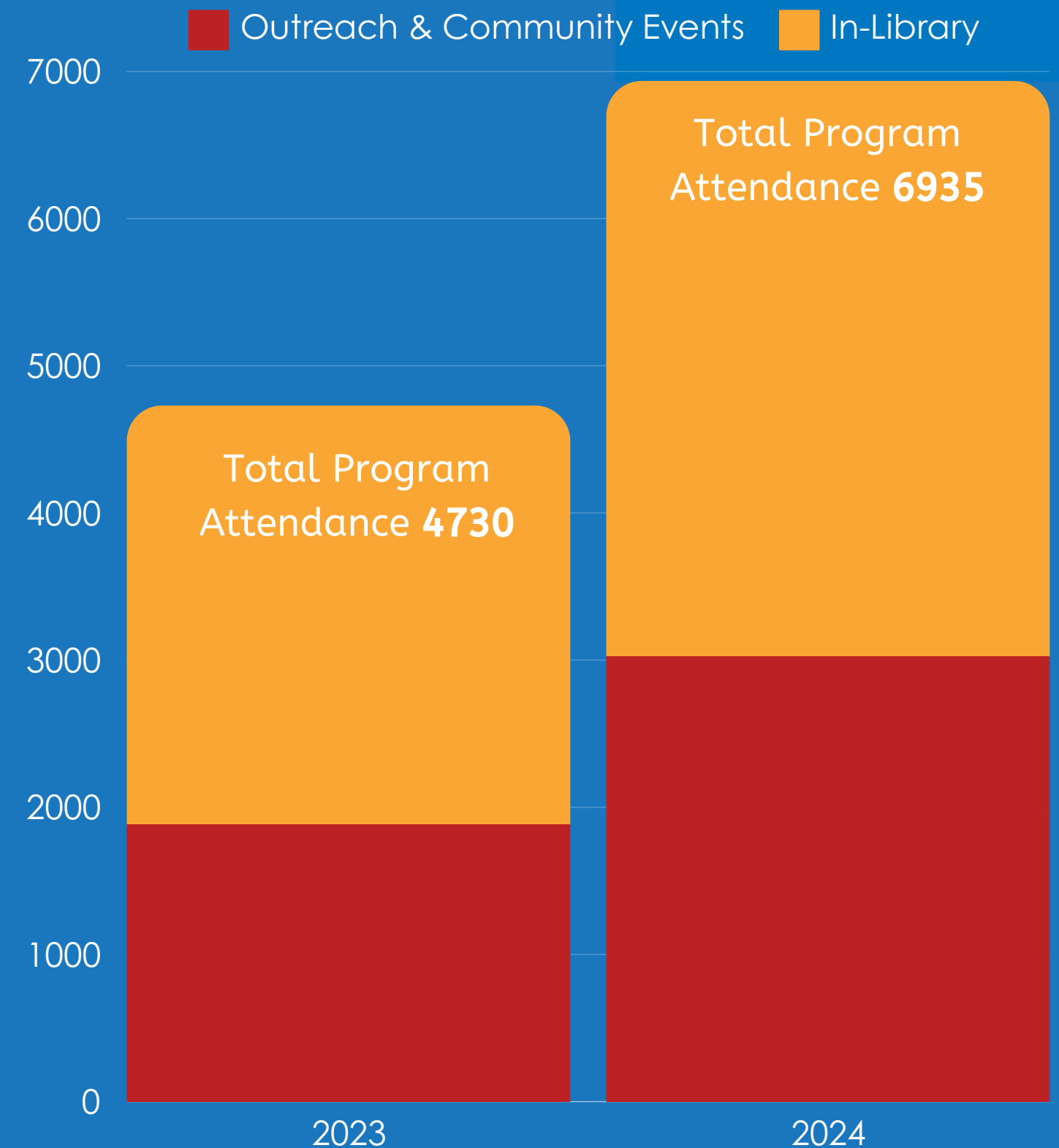




SUMMER PROGRAMS & EVENTS

We saw an overall increase in program attendance this summer.

- **1,142 more** lives touched through outreach and community event participation this year
- **1,063 more** people served through in-library programs this summer



TOP YOUTH PROGRAMS

This summer, we revamped our youth programs to include **one craft event**, **one STEM event**, and **one teen event** each week. This resulted in an astronomical increase in attendance **AND** attendees per session.

- 556 attendees at Youth Crafts
 - 62 average per session (19 average in 2023)
- 309 attendees at Youth STEM
 - 34 average per session (21 average in 2023)
- 100 attendance at Teen Events
 - 8 average per session (7 average in 2023)

TOP YOUTH PROGRAMS

Storytimes continued to be our most popular recurring event at the library.

1,452

storytime attendance
in June, July and
Aug. (115 more than
2023)



TOP ADULT PROGRAMS

Attendance at in-library events for adults was **up 55%** from last summer with **540 attendees.**

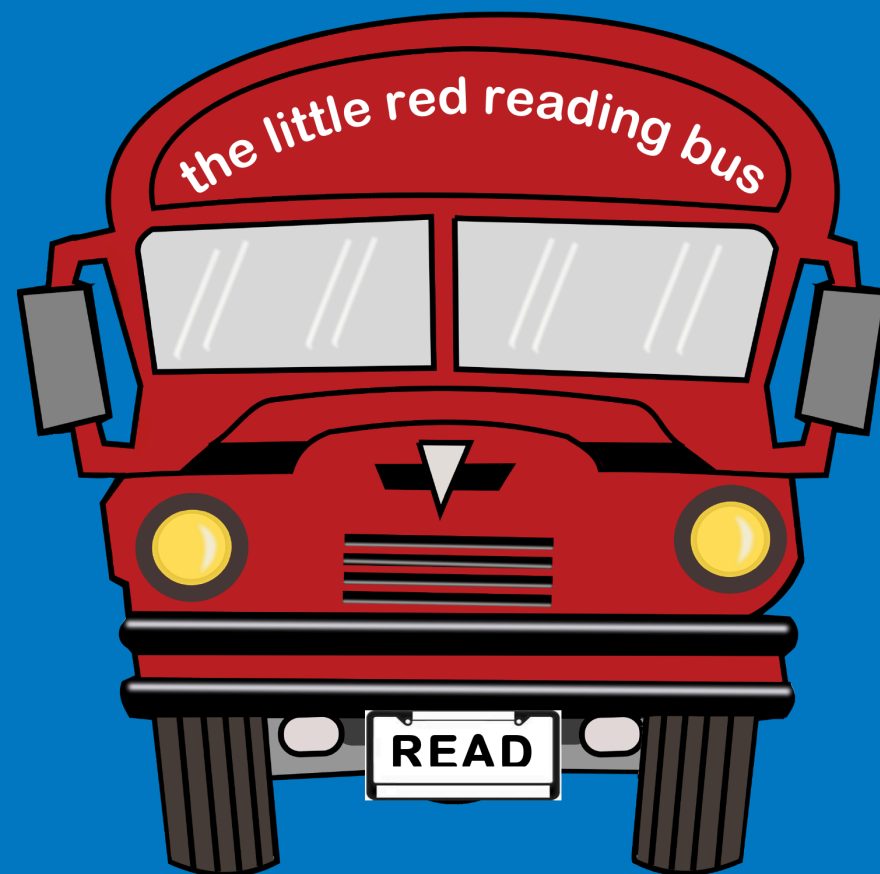
- Monday Matinee movie screenings
- Book Clubs
- Writing Circle
- Puzzle-Off Competition
- Gardening Event Series
- Oregon Trail Escape Room
- West Fargo Scavenger Hunt





LITTLE RED READING BUS ROUTE STOPS

June 3 - Aug. 12



39

average visitors
per stop

35

average books
checked out
per stop

1605

total visitors to the
Little Red Reading
Bus route stops

1415

total circulation on
bus route

PROGRAMS FOR ALL-AGES

We had **898 people** join us for our all-ages events, which included model trains, the Summer Kickoff Party, and the End-of-Summer Celebration and the Little Red Reading Bus Appreciation event, which was a slight increase from last year (2%.)



Traditional Library Services

20,249

visits to the library in June,
July, and Aug. 2024

14% ↑

964

new library cards made in
June, July, and Aug. 2024

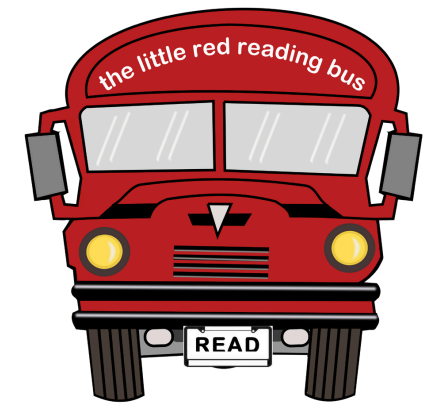
13% ↑

70,940

total circulation of library
materials in June, July
and Aug. 2024

12% ↑

“[Summer Boost] motivated us to read more, especially early in the summer. Now visiting the library is part of our routine, and my kids can’t wait to visit again to stock up on books!”



“My kids love storytime and just being at the library! We truly appreciate the time and effort the library staff puts into the kid area and the kid parties. They’re always so kind and encouraging to my children. They show interest in my oldest child’s creativity and interests. We love the West Fargo Library!!!”

“Great resources to foster love of learning and reading.”

“The Little Red Bus and the different workers made such an impact. They were so kind and helpful.”

THANK YOU!



Questions?

West Fargo Public Library

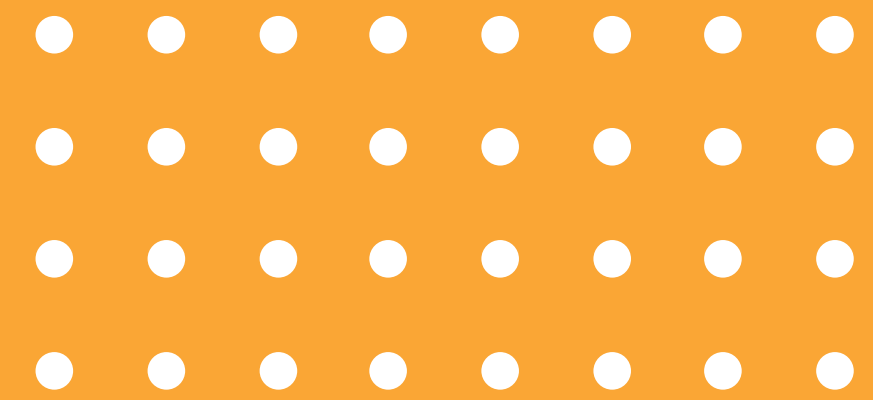


Director's Report

Presented by Jenna Kahly
Library Director



Administration



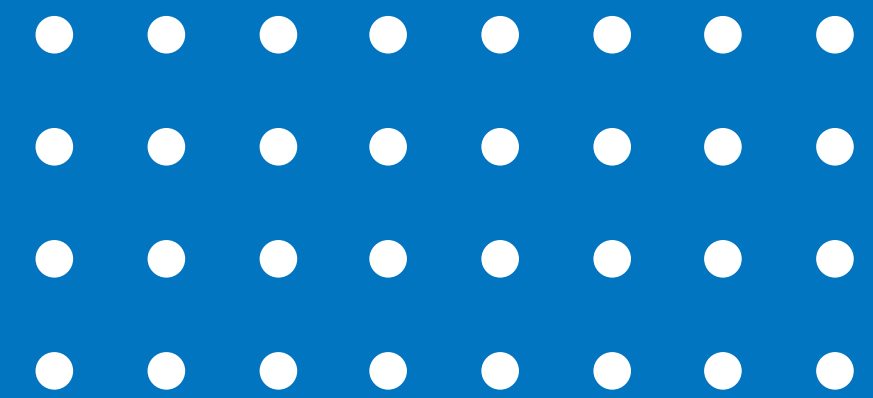
Grant Application

- Subgrantee for Federal Digital Equity Grant to hire “Digital Navigators”
 - Expansion of current Tech Tutoring service
 - Would plan to offer this service at outreach locations like senior living facilities as well as in-library
 - Grant would fund 4 years of FTE to provide the service
- Would like board consensus to continue pursuing this grant and eventually will need board approval to accept funds if awarded.





Administration

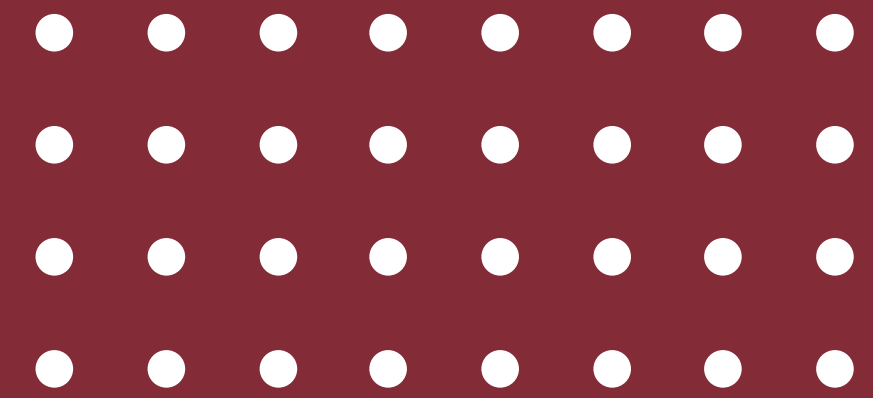


Book Drop Change

- We moved one of our offsite book drops from Eagle Run Plaza to the new WF City Hall.
- We did this for a number of reasons:
 - one being business changes in the area
 - we also saw some issues with the drop being at Eagle Run Plaza with folks mistaking it for a garbage can.
 - We are excited to not have to purchase a book drop for our satellite location at City Hall and for it to be inside the vestibule there.
 - It has already become heavily utilized by our patrons!

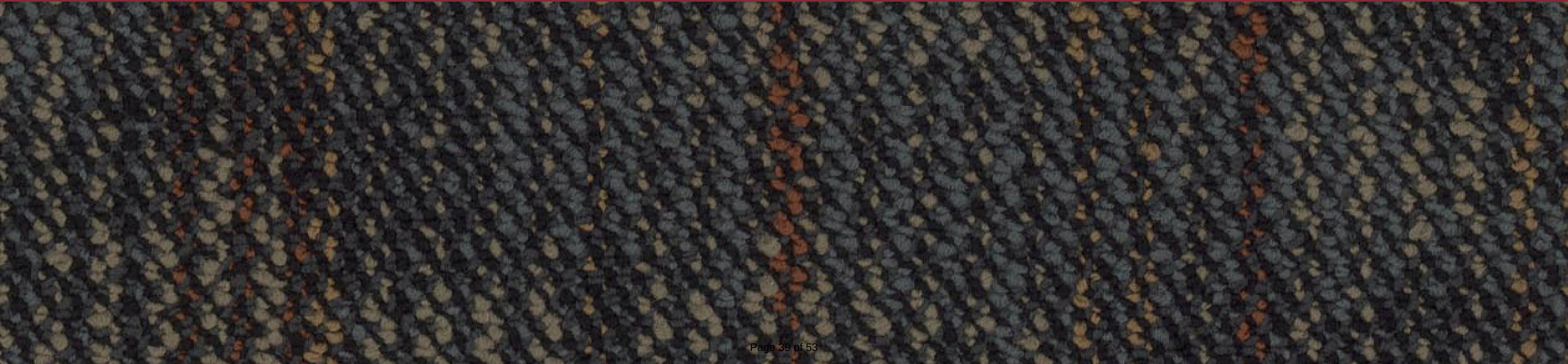


Administration



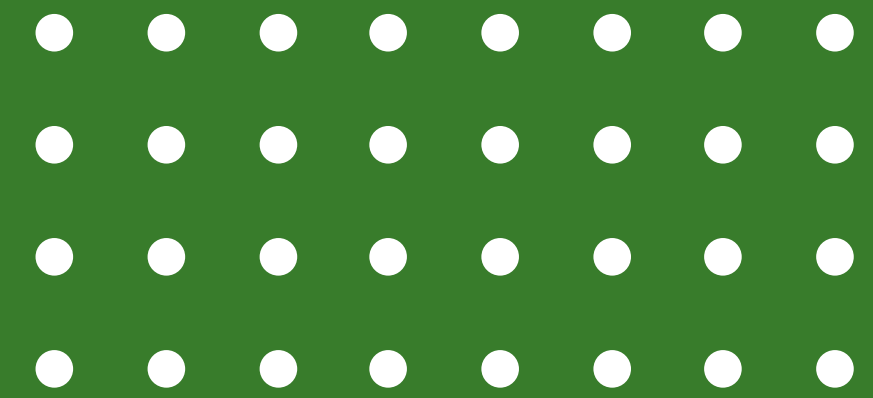
Carpet

We have selected carpet squares for the carpet replacement at our current location. We plan to use the same pattern in a broadloom carpet with a high visibility rubber nosing for the stairs. Once the materials are ordered we will have a better timeline for when that project will begin.





Finances



Expenditures through August

Month to Date

\$168,833.57

Year to Date

\$1,418,430.74

Available Appropriation

\$809,919.26

64%

Expended
YTD



Staffing

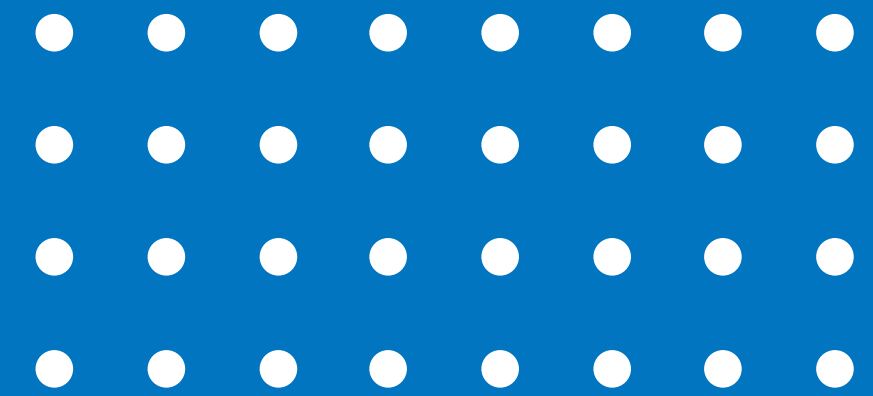
SERVICE DESK

Welcome to **Katie Rinehart** who has joined us as a Library Assistant on our Circulation team.





Circulation



Highest recorded circulation number for us in the month of August.

- August went down if you compare it to the July circulation.
- This is a normal circulation trend as families transition to fall schedules.

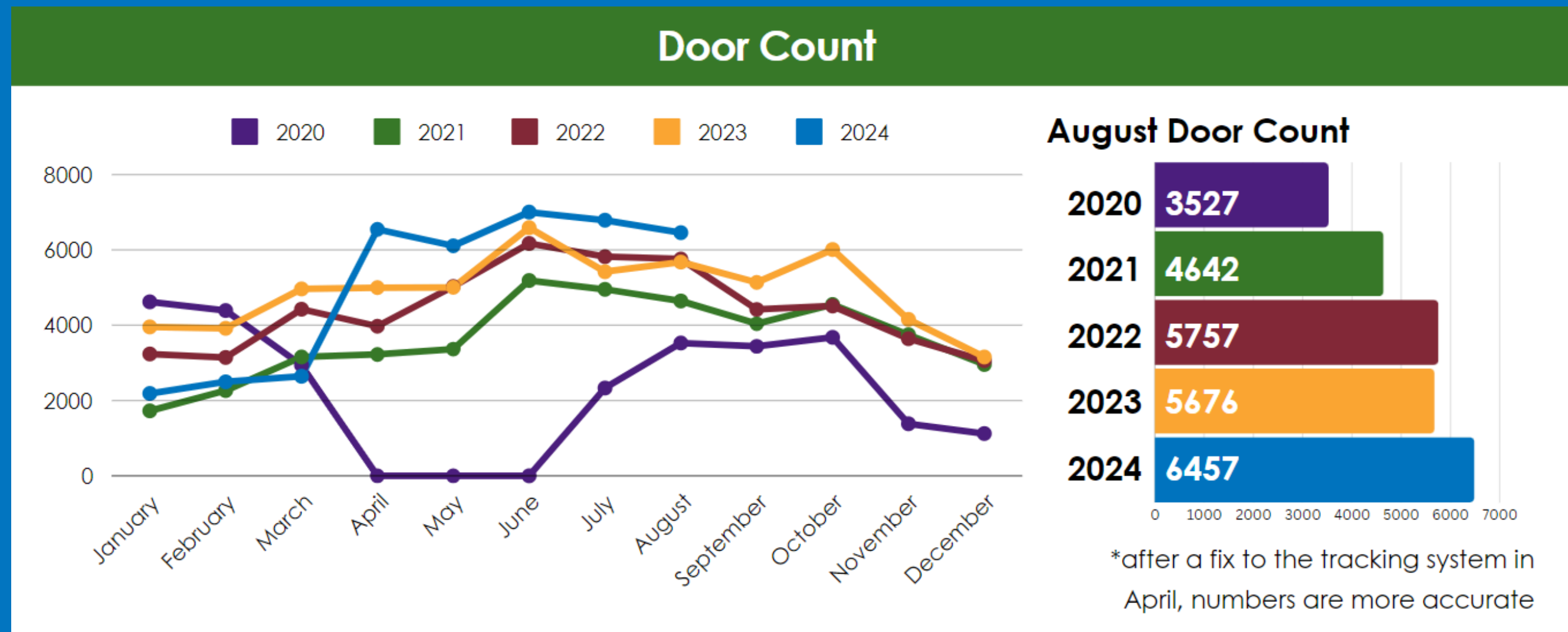
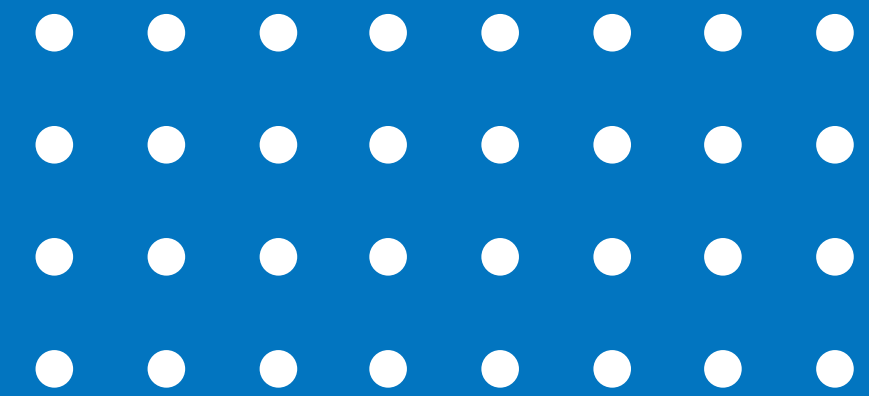
+8%

**Compared to
Aug. 2023**



Door Count

Our Door Count continues to be the highest it's been in the last 5 years.





Adult Services

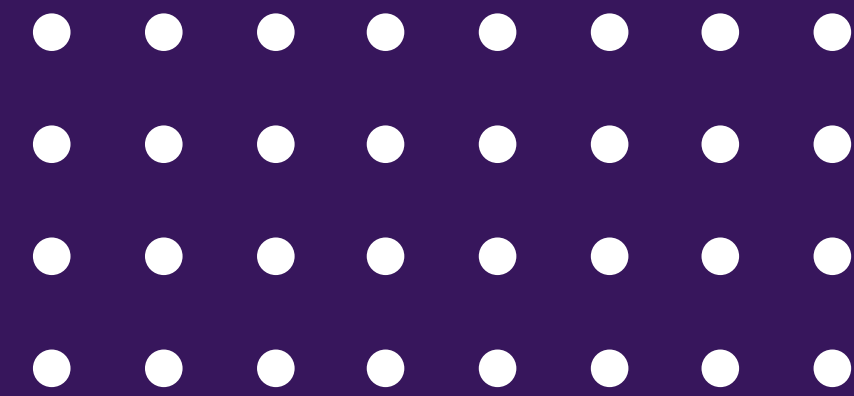
Adult Fall Reading Challenge
has begun!

Recent water plant class was
very well attended!





Adult Services



The banner features a teal background with a white logo on the left consisting of a stylized figure reading a book. To the right of the logo, the text 'one book' is in a sans-serif font, and 'one community' is in a larger, bold, italicized sans-serif font. Below this, 'FARGO • MOORHEAD • WEST FARGO' is written in a smaller font. On the right side of the banner, there is a book cover for 'THE RIVER WE REMEMBER' by William Kent Krueger. The cover shows a person on a riverbank at sunset. To the right of the book cover is a portrait of William Kent Krueger wearing a cowboy hat and a leather jacket. Below the book cover and portrait, the text 'FREE AUTHOR PRESENTATION by William Kent Krueger' is written in white, followed by 'October 29 at 7 PM' and 'The Centrum • Concordia College'. At the bottom of the banner, the website 'WWW.1BOOK1COMMUNITY.ORG' is displayed in white.

one book
one community
FARGO • MOORHEAD • WEST FARGO

FREE AUTHOR PRESENTATION
by William Kent Krueger
October 29 at 7 PM
The Centrum • Concordia College

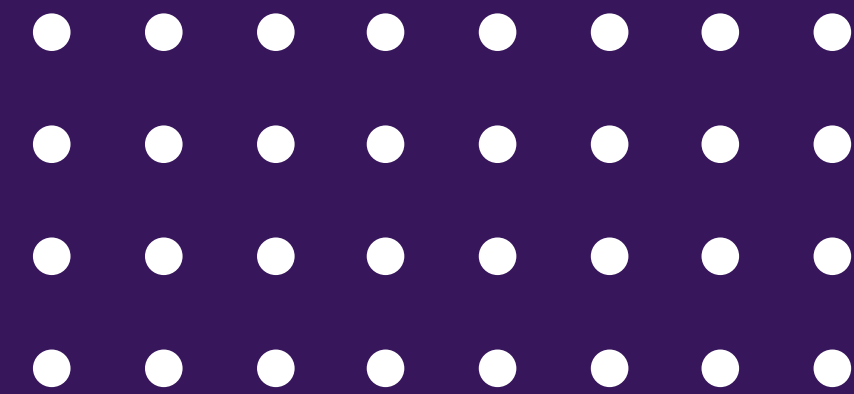
WWW.1BOOK1COMMUNITY.ORG

THE RIVER WE REMEMBER
A Novel
WILLIAM KENT KRUEGER
AUTHOR OF THIS TENDER LAND

The annual One Book, One Community program started Sept. 1. Find information about events and this year's novel at **1book1community.org**.



Notary Public Services

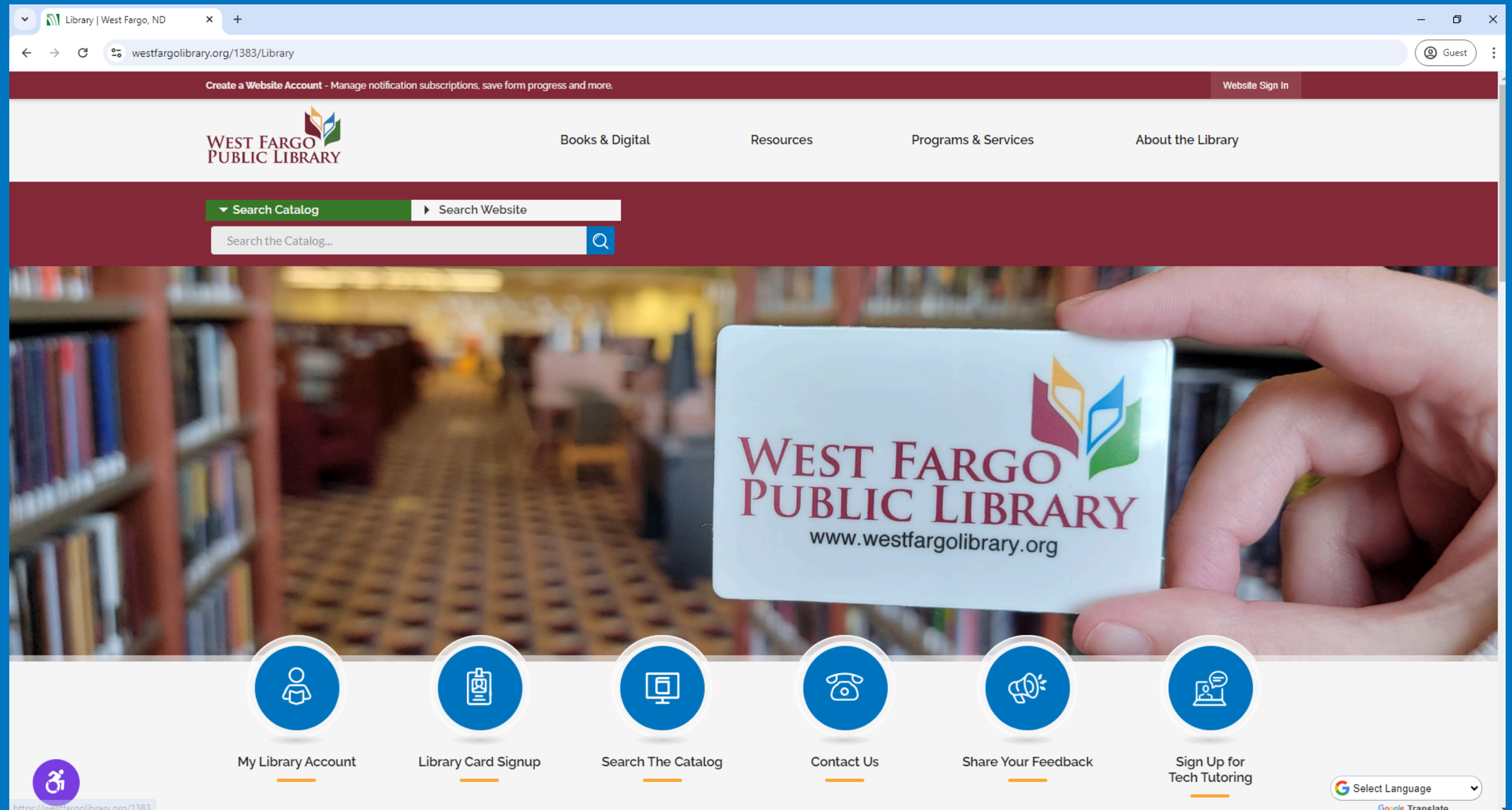


How It Works

1. Schedule Your Appointment: We recommend booking an appointment in advance to ensure prompt service. You can quickly sign up online through our [Notary Public Service Appointment Scheduler](#).
2. Prepare Your Documents: Bring the documents that need notarization and a valid government-issued photo ID
3. Review our Policy: Read through the library's [Notary Public Policy](#) to ensure you have everything you need and that your document can be notarized through our services. NOTE: Patrons must bring their own witnesses and cannot solicit witnesses at the library, including library staff or other patrons.
4. Visit the Library: Arrive at your scheduled time, and a certified notary will assist you.



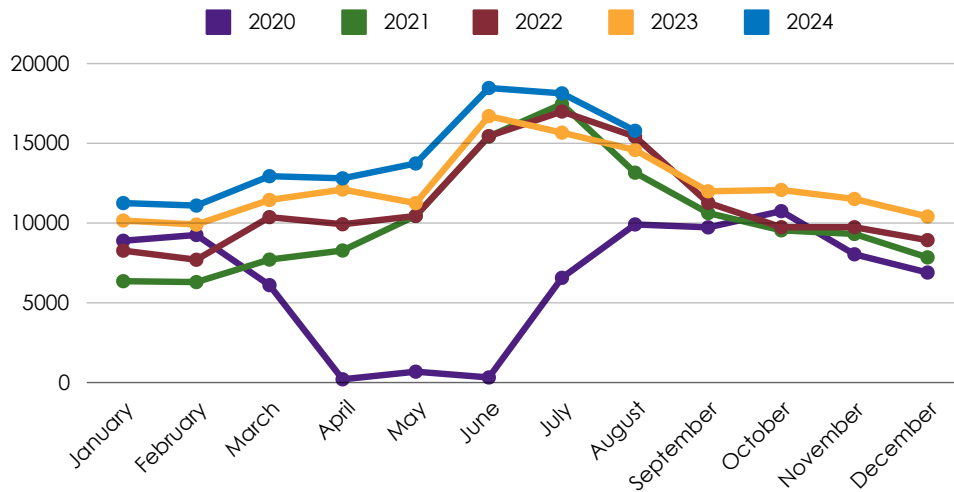
Website Refresh



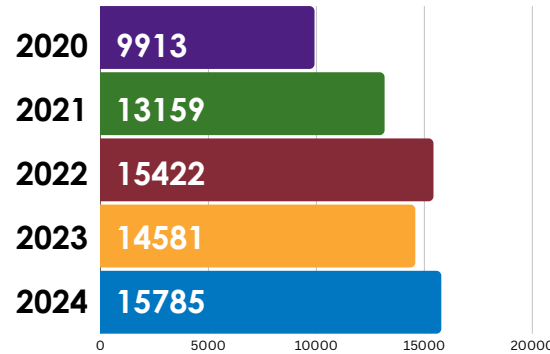
QUESTIONS? ■ ■ ■

Thank you for your time!

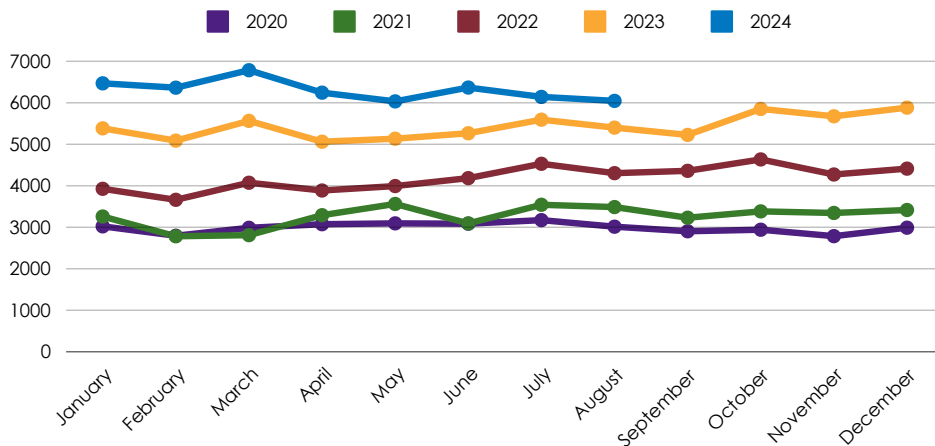
Physical Item Circulation



August Circulation

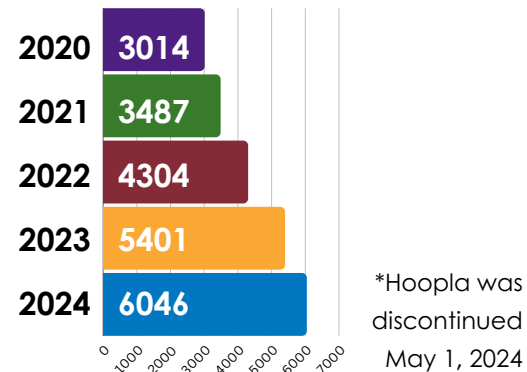


Electronic Materials Circulation

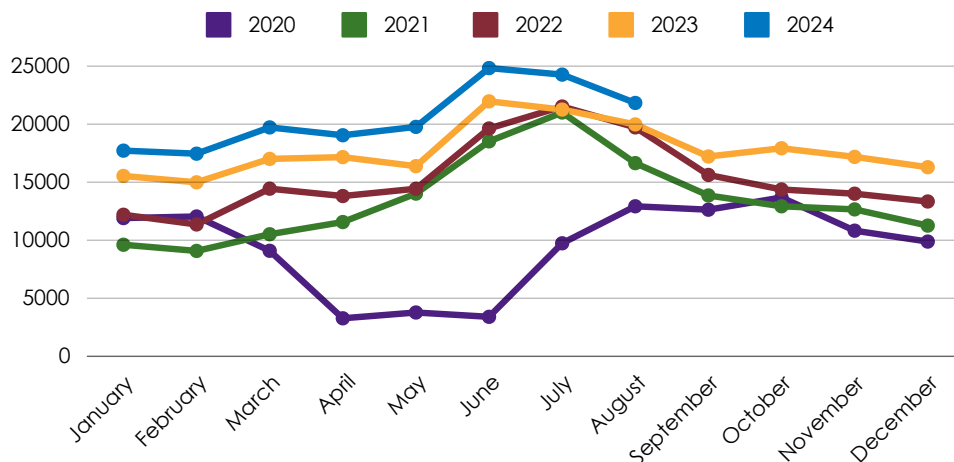


August Circulation

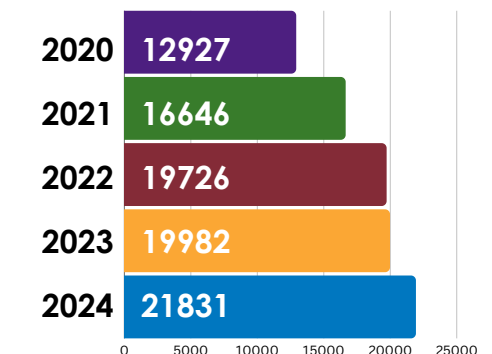
OverDrive/Libby & Hoopla*



Total Circulation

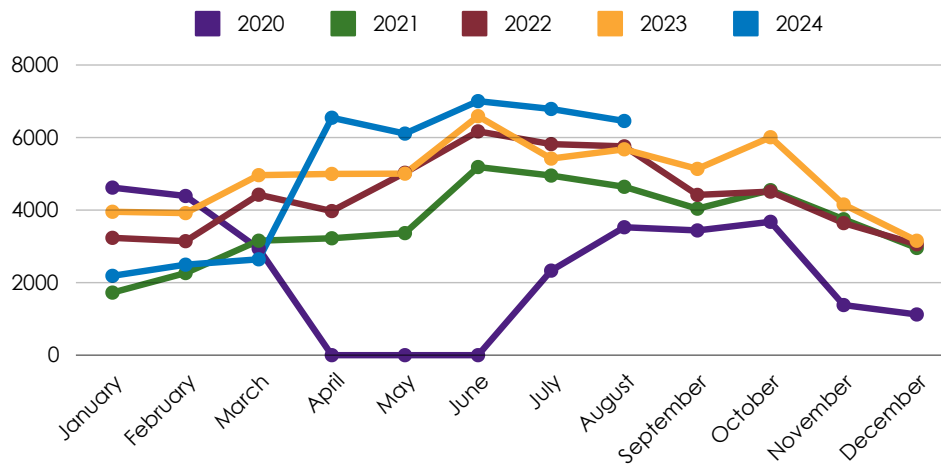


August Total Circulation

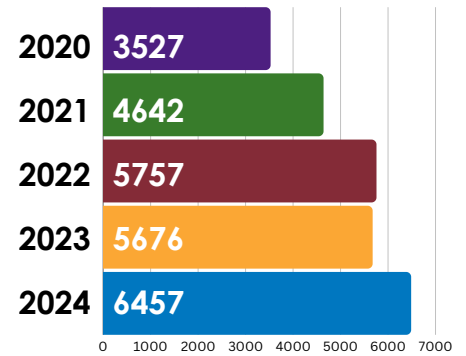


Circulation per
Active Library Card - 1.5

Door Count

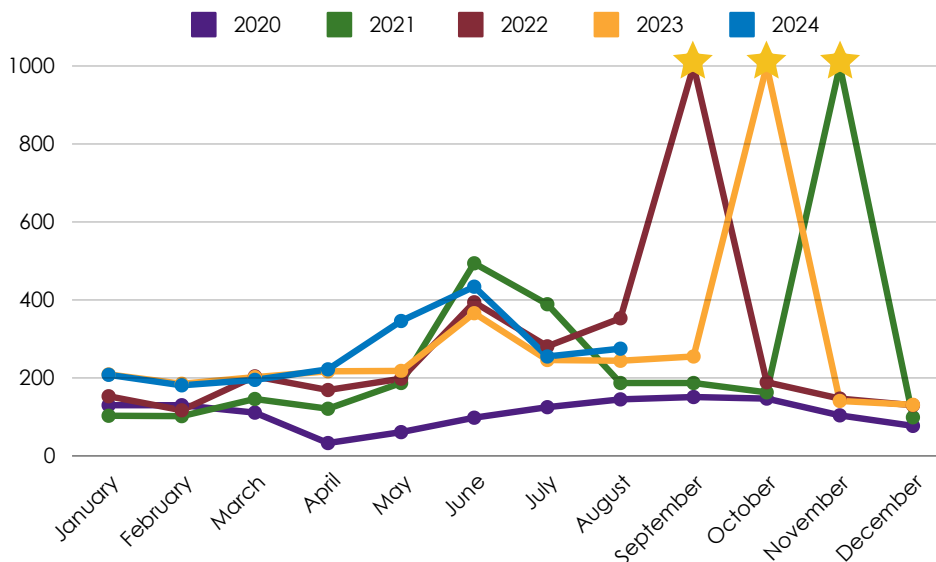


August Door Count



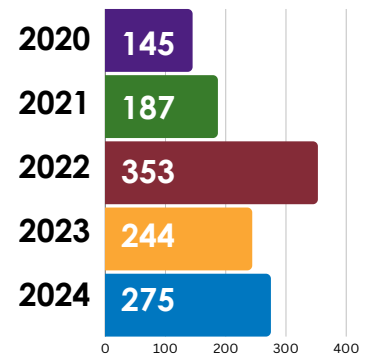
*after a fix to the tracking system in April, numbers are more accurate

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.

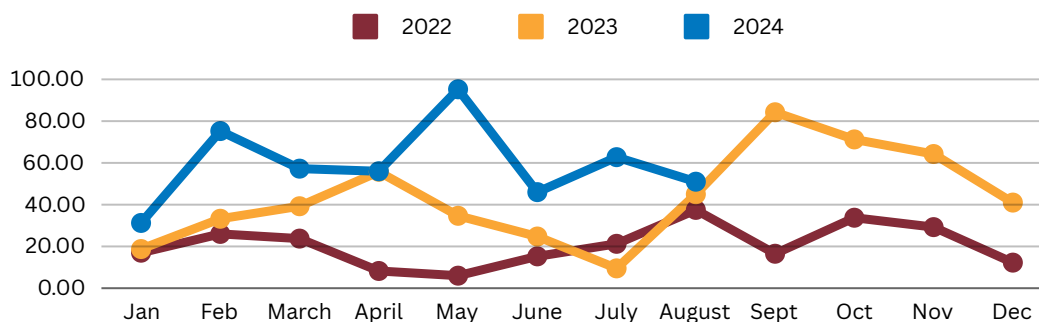
August Signups



July Active Library Cards - 14461

Meeting Room Usage

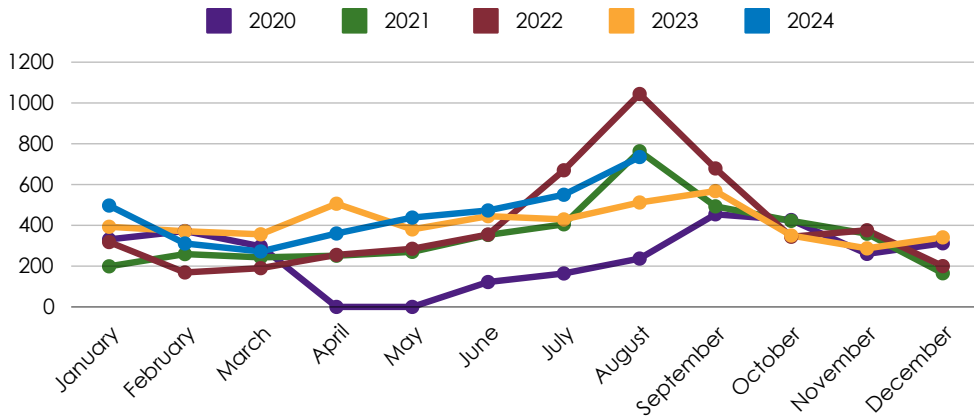
Meeting Room Hours Reserved



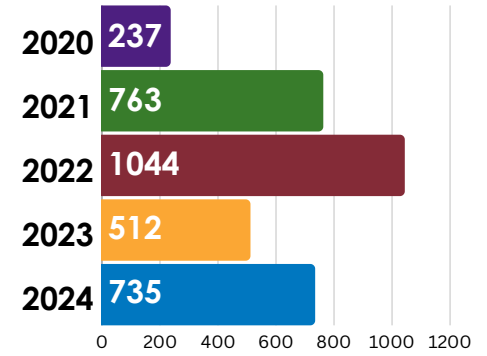
July Meeting Room Use

August Hours Reserved 51
 Hours Reserved YTD 474.75
 August Reservations 23
 Reservations YTD 225

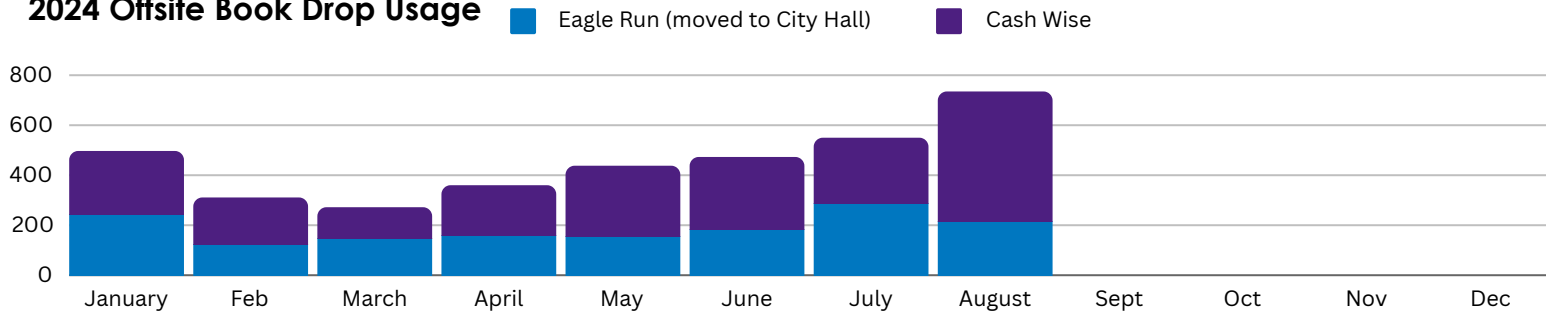
Offsite Book Drop Usage



August Offsite Book Drop Usage



2024 Offsite Book Drop Usage



Outreach Services

Monthly Outreach Circulation

Total Monthly Circulation*

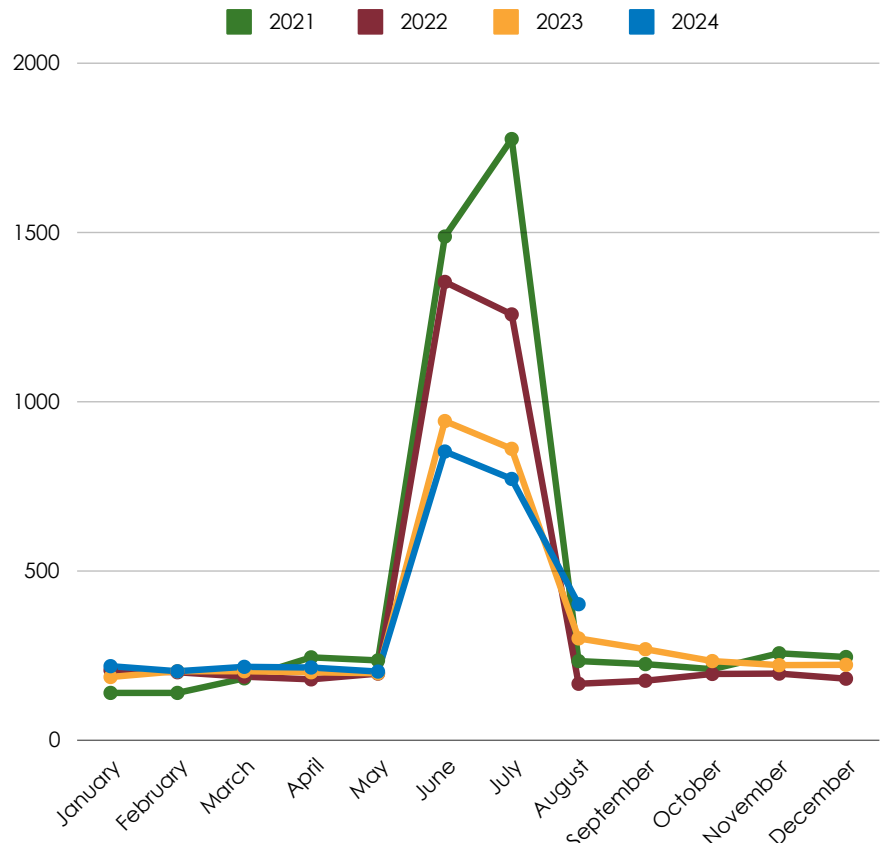
*This number includes senior book deliveries, daycare book deliveries and any books checked out from outreach pop-up libraries

2021 **234**
 2022 **167**
 2023 **301**
 2024 **402**

Senior Living Locations Served 4
 Senior Outreach Circ. 47
 Daycare Locations Served 7
 Daycare Circ. 160
 Little Red Reading Bus Stops 5
 Little Red Reading Bus Circ. 195

Outreach & Community Event Attendance

Little Red Reading Bus (5 stops) 119
 Other Outreach Events 779
 Total Attendance 898



In August, programming and outreach staff made 5 Little Red Reading Bus route stops and popped up at Night to Unite at Elmwood Park, Prairie Public's Be My Neighbor Day, and Pride in the Park in Downtown Fargo.

Programs

Program Attendance

Youth

Ready to Read Storytime	151
Baby Boost Storytime	155
Teeter Tots Storytime	189
Teen Events	12
STEM	37
Other Youth Events	58
Total Attendance	590

Adult

Book Clubs	37
Movie Screenings	104
English Conversation Circle	2
Writing Circle	9
Other Events	32
Total Attendance	190

All-Ages

End-of-Summer Party & Little Red Reading Bus Appreciation	241
Total Attendance	241

Reference Programs

Technology Tutoring	4
Total Attendance	4

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

Monthly New Registrations	2
YTD Registrations	19
Lifetime Registrations	56

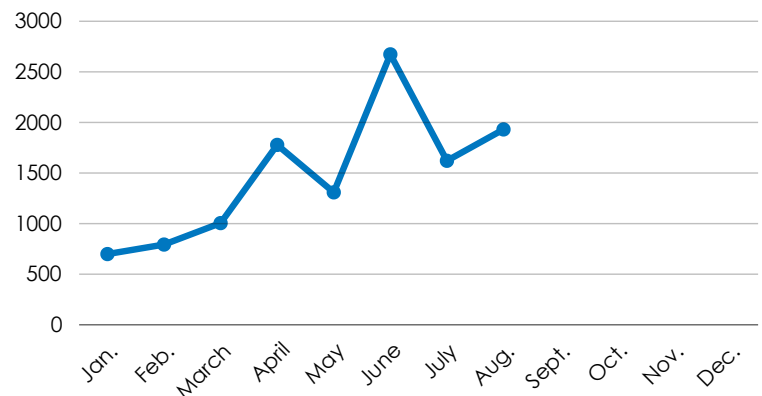
1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	9
YTD Registrations	118
Lifetime Registrations	631

Fall Adult 5-Genre Reading Challenge (Tracking is Sept. 1 - Oct. 31, 2024)

Monthly New Registration	25
Total Program Registration YTD	25

Total program attendees
(in-library & outreach events
August 2024) **1931**



Writing Circle continued through the summer months. The library has seen an average of 6 writers per session stop by to share and better their work.

Funding for the new Library on Wheels vehicle was generously donated by First International Bank and Trust.