



West Fargo Public Library Board of
Directors
Regular Meeting Agenda
Thursday, November 18, 2021
West Fargo City Commission Chambers
800 4th Ave. E., Suite 1
West Fargo, ND 58078

1. Call to Order
2. Approve Order of Agenda

Consent Agenda - Approve the Following:

1. Approval of Minutes – October 7th, 2021
2. Approval of financial reports
3. Approval of library closures for 2022

Regular Agenda

1. Director resignation and appointment of interim director
2. Approval of revised 2022 COLA for library staff
3. Proposed Library Assistant job description update and budget adjustment
4. Progress update on building site and facility fundraising
5. Director's Report
6. Other Business
7. Adjourn

West Fargo Public Library Board of Directors
Meeting Date: October 7th, 2021
Time: 5:30 P.M.
Place: West Fargo City Commission Chambers

Roll Call:

Liann Hanson, Tony Stukel, Commissioner Many George, Jodie Haring. Absent: Alanna Rerick. Also attending Carissa Hansen, Library Director, Stephanie Shea, Friends of the Library President and Alisha Reis, Office Coordinator.

1. Call to order

Hanson called the meeting to order.

2. Approve order of agenda

Commissioner George moved and Haring seconded to approve the order of the agenda. No opposition. Motion carried.

3. Consent agenda - approve the following:

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

- a. Approval of Minutes – September 9th, 2021
- b. Approval of Financial Reports
- c. Adjustments to 2021 library closures for Christmas and New Year's

Regular Agenda:

1. Review draft of 2022 – 2027 Lodoen lease

- Hansen presented a draft of the 2022 – 2027 Lodoen lease. Library Board discussed and provided feedback. Next step: verify with the schools what their conditions are to terminate the lease. Another draft will be brought to the board at the November meeting.

2. Follow-up on library site discussion

- Hanson introduced a follow-up discussion of potential sites for a future library facility. After discussion, Hanson made a motion and Commissioner George seconded to approve the Library Board President and Library Director to facilitate a conversation with Bell Bank and the Commission President regarding the Bell Bank site. No opposition. Motion carried.
- Hanson introduced a discussion of planning for funding of a future facility. After discussion, Hanson made a motion and Haring seconded to approve the Library Director to start a capital fundraising in collaboration with the Friends of the Library for the purpose of a future library facility. No opposition. Motion carried.

- Hanson proposed to the Board that the library consider having their own representation in terms of a lawyer. Haring will contact the NDSU Advancement and Foundation to see if they can recommend someone to advise the library in determining how to hire someone who has prior experience in working with nonprofit organizations.

3. Director's Report

Hansen presented the following items for the Director's Report:

- 2022 Budget was approved by the City Commission in September. An update on the Library's cash balance will be presented at the November's meeting.
- Friends of the Library approved to move forward with the fundraising for a replacement for the Little Red Reading Bus & to work collaboratively with library staff.
- Outreach to potential donors for a replacement for the Little Red Reading Bus will begin next week. The total fundraising goal is \$230,000. Additional information will be emailed to the Board that will provide direction for interested donors.
- Vending machine will be decommissioned on October 15th. Information was communicated on the library's website, put in the library's email newsletter to patrons, along with signage on the machine.
- Hansen discussed several grants the library has applied for including Midco, Walmart & Otto Bremer. The Midco and Walmart grant will be used to fund new play equipment. The Otto Bremer grant will support paid teen interns to help out on the Little Red Reading Bus route.
- Library staff are attending the NDLA conference in Grand Forks, ND this week.
- The Library Board are now NDLA members.
- Hansen gave a programming update.

4. Other Business

- No other business.

5. Adjourn

- Commissioner George moved to adjourn, Stukel seconded. No opposition. Meeting adjourned. Next meeting: 5:30 P.M., Thursday, November 18th, 2021.



To: West Fargo Public Library Board of Directors
From: Carissa Hansen, Library Director
Date: Thursday, November 18, 2021
Subject: Friends of the Library revenue and line item changes throughout 2021
Action: Approval of financial reports

**West Fargo Public Library
Board of Directors**

President

Liann Hanson

Vice President

Jodie Haring

Board member

Mandy George
City Commissioner

Board member

Alanna Rerick

Board member

Tony Stukel

Library Director

Carissa Hansen

Deputy Director

Maria Kramer

The library has received \$14,870.00 in funds from the Friends of the Library in 2021. The following line items include many expenses covered by Friends of the Library, causing them to appear spent or near spent in the library's expenditure line items.

- Programming (649)
 - \$3,964.66 is covered by Friends revenue
- Promotional Activities (689)
 - \$6,131.02 is covered by Friends revenue
- Furn & Equipment (641)
 - \$227.85 is covered by Friends revenue
- Memberships (667)
 - \$795.00 is covered by Friends revenue

Additionally, the City discontinued use of some expenditure codes during the course of 2021, meaning that some expenditures are routinely coded to new line items. Funds were still appropriately budgeted for these items, but they are coded to the new lines.

- For example, expenditures previously coded to Misc Printing and Mailing (360) are now coded to:
 - Postage, Freight, Shipping (661)
 - Printing (668)

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/21 - 9/21

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Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 4642121	Payroll 9/10/2021		/ /	28,838.27	9/21			
JV 4643124	Payroll 9/24/2021		/ /	28,859.89	9/21			
		Object Total:		57,698.16	509,740.57	683,521.00	173,780.43	75%
114 PART TIME SALARIES								
JV 4642122	Payroll 9/10/2021		/ /	2,883.27	9/21			
JV 4643125	Payroll 9/24/2021		/ /	2,665.17	9/21			
		Object Total:		5,548.44	72,717.32	124,365.00	51,647.68	58%
209 CLASSIFIED ADS								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 4642123	Payroll 9/10/2021		/ /	2,350.36	9/21			
JV 4643126	Payroll 9/24/2021		/ /	2,335.28	9/21			
		Object Total:		4,685.64	43,202.76	61,803.00	18,600.24	70%
230 RETIREMENT								
JV 4642124	Payroll 9/10/2021		/ /	4,292.18	9/21			
JV 4643127	Payroll 9/24/2021		/ /	4,292.18	9/21			
		Object Total:		8,584.36	76,152.93	96,223.00	20,070.07	79%
240 WORKFORCE SAFETY INSURANCE								
		Object Total:	/ /	0.00	1,252.63	1,865.00	612.37	67%
245 CORPORATE EDUCATION								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
250 UNEMPLOYMENT								
		Object Total:	/ /	0.00	0.00	1,000.00	1,000.00	%
312 ATTORNEY								
CL 99049 7 93004 LIB			09/09/21	1,889.50	9/21 353 OHNSTAD TWICHELL			
		Object Total:		1,889.50	2,858.12	1,000.00	-1,858.12	286%
320 HEALTH INSURANCE								
JV 4642125	Payroll 9/10/2021		/ /	3,186.07	9/21			
JV 4643128	Payroll 9/24/2021		/ /	3,186.02	9/21			
		Object Total:		6,372.09	53,554.42	101,995.00	48,440.58	53%
321 PROPERTY INSURANCE								
CL 98629 7 92750			/ /	960.00	9/21 3347 FIRST INTERNATIONAL			
		Object Total:		960.00	960.00	0.00	-960.00	%
333 BUILDING RENTAL								
CL 98852 1 92877 06187 LIBRARY RENT SEPTEMBER	MISC06187	08/27/21		9,740.00	9/21 549 WF PUB SCHOOLS DIST #6			
		Object Total:		9,740.00	77,920.00	117,000.00	39,080.00	67%
340 TRAVEL & EDUCATION								
CL 98680 1 92682 MILEAGE		08/10/21		12.76	9/21 3869 ALISHA REIS			
CL 98851 1 92682 MILEAGE		08/30/21		14.50	9/21 3869 ALISHA REIS			
CL 98912 1 92808 TRAVEL & EDUCATION NDLA REGIST		08/31/21		160.00	9/21 4089 NDLA			
CL 98912 2 92808 TRAVEL & EDUCATION NDLA		08/31/21		160.00	9/21 4089 NDLA			

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7000 LIBRARY								
411600 LIBRARY								
CL 98912 3	92808 TRAVEL & EDUCATION NDLA		08/31/21	160.00	9/21 4089 NDLA			
	REGIST							
CL 98912 4	92808 TRAVEL & EDUCATION NDLA		08/31/21	160.00	9/21 4089 NDLA			
	REGIST							
CL 99063 1	92913 MILEAGE		09/02/21	14.75	9/21 3417 CHELSEA SIMDORN			
CL 99165 1	93062 TRAVEL & EDUCATION		09/02/21	38.50	9/21 3161 VISA LIBRARY #1			
RV 6324 2	Refund of seminar		/ /	-399.00	9/21			
	Object Total:			321.51	2,061.78	7,050.00	4,988.22	29%
348 BUYOUTS								
			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 99070 32	93052 Aug 2021 library	9887891947	08/08/21	167.56	9/21 3668 VERIZON WIRELESS			
	Object Total:			167.56	3,178.19	6,650.00	3,471.81	48%
360 MISC PRINTING & MAILING								
			/ /					
	Object Total:			0.00	1,075.60	7,000.00	5,924.40	15%
387 MEDICAL/VACCINES								
CL 99154 2	92941 Larsen		/ /	58.00	9/21 3443 ESSENTIA HEALTH			
	Object Total:			58.00	527.00	500.00	-27.00	105%
399 RECRUITMENT/EMPLOYMENT TESTING								
CL 98950 4	92740 lib		/ /	105.00	9/21 1502 EIDE BAILLY			
	Object Total:			105.00	1,529.00	3,000.00	1,471.00	51%
410 OFFICE SUPPLIES								
CL 98683 1	92684 OFFICE SUPPLIES		08/20/21	9.98	9/21 3490 AMAZON CAPITAL SERVICES			
CL 98683 3	92684 OFFICE SUPPLIES		08/20/21	14.25	9/21 3490 AMAZON CAPITAL SERVICES			
CL 99060 1	92902 OFFICE SUPPLIES	W011428651	08/25/21	15.16	9/21 351 BUSINESS ESSENTIALS			
CL 99060 2	92902 OFFICE SUPPLIES	W011441441	08/30/21	38.42	9/21 351 BUSINESS ESSENTIALS			
CL 99066 1	93014 OFFICE SUPPLIES	8013870821	08/31/21	150.76	9/21 3276 PREMIUM WATERS INC			
	Object Total:			228.57	9,223.63	16,000.00	6,776.37	58%
424 GAS AND OIL								
			/ /					
	Object Total:			0.00	0.00	500.00	500.00	%
427 VEHICLES MAINTENANCE								
			/ /					
	Object Total:			0.00	0.00	1,000.00	1,000.00	%
428 SERVICE AGREEMENTS-CONTRA								
CL 98613 1	92785 SERVICE	3791408	08/04/21	266.21	9/21 3418 LOFFLER			
	AGREEMENTS-CONTRACT							
CL 98682 1	92761 SERVICE	29945747	08/23/21	442.89	9/21 2877 GREATAMERICA FINANCIAL			
	AGREEMENTS-CONTRACTS							
CL 98913 1	92857 SERVICE	27301	09/01/21	2,900.00	9/21 3658 TLC CLEANING LLC			
	AGREEMENTS-CONTRACT							
CL 99149 1	92979 SERVICE AGREEMENTS -	3816597	09/03/21	547.39	9/21 3418 LOFFLER			
	CONTRACT							
	Object Total:			4,156.49	32,960.31	46,755.00	13,794.69	70%

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7000 LIBRARY								
411600 LIBRARY								
497 TECHNOLOGY								
CC 753 3	MOBILE BEACON		08/31/21	129.00	9/21 2439 VISA IT			
	Object Total:			129.00	7,213.25	25,699.00	18,485.75	28%
640 FURNITURE & EQUIPMENT			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000			/ /					
	Object Total:			0.00	3,206.48	8,762.00	5,555.52	37%
644 POSTAL METER RENT								
CL 98854 1 92824 POSTAL METER RENT		3314117981	08/26/21	243.09	9/21 384 PITNEY BOWES			
	Object Total:			243.09	729.27	1,200.00	470.73	61%
645 EQUIPMENT REPLACEMENT			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS								
CL 98915 1 92684 PROFESSIONAL PUBLICATIONS			08/30/21	25.32	9/21 3490 AMAZON CAPITAL SERVICES			
	Object Total:			25.32	392.02	1,200.00	807.98	33%
649 PROGRAMMING								
CL 98683 2 92684 PROGRAMMING			08/19/21	31.47	9/21 3490 AMAZON CAPITAL SERVICES			
CL 98915 2 92684 PROGRAMMING			08/29/21	1,100.51	9/21 3490 AMAZON CAPITAL SERVICES			
CL 99060 3 92902 PROGRAMMING		W011441441	08/30/21	115.62	9/21 351 BUSINESS ESSENTIALS			
CL 99065 3 92889 PROGRAMMING			09/05/21	129.00	9/21 3490 AMAZON CAPITAL SERVICES			
CL 99065 4 92889 PROGRAMMING			09/08/21	124.82	9/21 3490 AMAZON CAPITAL SERVICES			
CL 99065 5 92889 PROGRAMMING			09/05/21	154.44	9/21 3490 AMAZON CAPITAL SERVICES			
CL 99150 1 92889 PROGRAMMING			09/14/21	116.93	9/21 3490 AMAZON CAPITAL SERVICES			
CL 99165 2 93062 PROGRAMMING			/ /	210.86	9/21 3161 VISA LIBRARY #1			
	Object Total:			1,983.65	10,787.90	11,000.00	212.10	98%
650 E RESOURCES								
CL 98679 1 92819 E RESOURCES			08/10/21	2,000.00	9/21 2126 OVERDRIVE, INC			
CL 98914 1 92801 E RESOURCES			08/31/21	1,349.45	9/21 1854 MIDWEST TAPE			
CL 99061 1 93003 E RECOURCES		13212	08/18/21	479.00	9/21 832 ODIN			
	Object Total:			3,828.45	22,001.69	36,000.00	13,998.31	61%
653 CAPITAL IMPROVEMENTS			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING			/ /					
	Object Total:			0.00	2,080.74	0.00	-2,080.74	%
662 BOOKS								
CL 98612 1 92693 BOOKS		2036073916	07/30/21	3,117.83	9/21 1695 BAKER & TAYLOR			
CL 98612 2 92693 BOOKS		2036057645	08/02/21	288.34	9/21 1695 BAKER & TAYLOR			
CL 98612 3 92693 BOOKS		2036085547	08/02/21	548.27	9/21 1695 BAKER & TAYLOR			
CL 98612 4 92693 BOOKS		2036044921	08/04/21	442.31	9/21 1695 BAKER & TAYLOR			
CL 98612 5 92693 BOOKS		2036115767	08/05/21	264.77	9/21 1695 BAKER & TAYLOR			
CL 98612 6 92693 BOOKS		2036017051	08/09/21	464.69	9/21 1695 BAKER & TAYLOR			
CL 98681 1 92693 BOOKS		2036052950	08/11/21	70.36	9/21 1695 BAKER & TAYLOR			
CL 98681 2 92693 BOOKS		2036125421	08/12/21	160.72	9/21 1695 BAKER & TAYLOR			

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7000 LIBRARY									
411600 LIBRARY									
CL 98681 3	92693 BOOKS	2036134975	08/13/21	153.53	9/21	1695 BAKER & TAYLOR			
CL 98683 4	92684 BOOKS		08/22/21	21.79	9/21	3490 AMAZON CAPITAL SERVICES			
CL 98700 1	92684 BOOKS		08/25/21	64.81	9/21	3490 AMAZON CAPITAL SERVICES			
CL 98855 1	92852 BOOKS	0574536-IN	08/30/21	3,533.57	9/21	3053 THE PENWORTHY COMPANY LLC			
CL 98915 3	92684 BOOKS		08/29/21	14.09	9/21	3490 AMAZON CAPITAL SERVICES			
CL 98915 4	92684 BOOKS		08/30/21	966.77	9/21	3490 AMAZON CAPITAL SERVICES			
CL 98915 5	92684 BOOKS		08/31/21	767.08	9/21	3490 AMAZON CAPITAL SERVICES			
CL 99065 1	92889 BOOKS		09/11/21	26.10	9/21	3490 AMAZON CAPITAL SERVICES			
CL 99065 2	92889 BOOKS		09/06/21	821.86	9/21	3490 AMAZON CAPITAL SERVICES			
CL 99067 1	92894 BOOKS	2036153660	08/30/21	107.58	9/21	1695 BAKER & TAYLOR			
CL 99067 2	92894 BOOKS	2036105846	08/27/21	296.33	9/21	1695 BAKER & TAYLOR			
CL 99067 3	92894 BOOKS	2036115889	08/26/21	447.72	9/21	1695 BAKER & TAYLOR			
CL 99067 4	92894 BOOKS	2036103053	08/25/21	72.89	9/21	1695 BAKER & TAYLOR			
CL 99067 5	92894 BOOKS	2036095983	08/24/21	531.97	9/21	1695 BAKER & TAYLOR			
CL 99067 6	92894 BOOKS	2036069501	08/24/21	946.93	9/21	1695 BAKER & TAYLOR			
CL 99067 7	92894 BOOKS	2036135123	08/31/21	69.31	9/21	1695 BAKER & TAYLOR			
CL 99067 8	92894 BOOKS	2036157039	09/03/21	421.34	9/21	1695 BAKER & TAYLOR			
CL 99067 9	92894 BOOKS	2036143748	08/31/21	184.50	9/21	1695 BAKER & TAYLOR			
CL 99068 1	92887 BOOKS	D2180	09/07/21	167.44	9/21	3870 A KIDS BOOK ABOUT, INC			
Object Total:				14,972.90	56,858.75	100,750.00	43,891.25	56%	
663 MAGAZINES									
				/	/				
Object Total:				0.00	4,399.11	6,500.00	2,100.89	68%	
664 AUDIO VIDEO									
CL 98614 1	92801 AUDIOBOOK	500837624	08/11/21	42.24	9/21	1854 MIDWEST TAPE			
CL 98614 2	92801 DVD	500837003	08/11/21	174.69	9/21	1854 MIDWEST TAPE			
CL 98614 3	92801 DVD	500837621	08/11/21	245.93	9/21	1854 MIDWEST TAPE			
CL 98614 4	92801 DVD	500837622	08/11/21	39.33	9/21	1854 MIDWEST TAPE			
CL 98614 5	92801 DVD	500837623	08/11/21	22.29	9/21	1854 MIDWEST TAPE			
CL 98614 6	92801 DVD	500837626	08/11/21	14.79	9/21	1854 MIDWEST TAPE			
CL 98684 1	92801 AUDIO VIDEO	500868197	08/19/21	32.24	9/21	1854 MIDWEST TAPE			
CL 98684 2	92801 AUDIO VIDEO	500868199	08/19/21	37.24	9/21	1854 MIDWEST TAPE			
CL 98684 3	92801 AUDIO VIDEO	500869461	08/19/21	14.79	9/21	1854 MIDWEST TAPE			
CL 98684 4	92801 AUDIO VIDEO	500868198	08/19/21	135.63	9/21	1854 MIDWEST TAPE			
CL 98684 5	92801 AUDIO VIDEO	500868332	08/19/21	166.44	9/21	1854 MIDWEST TAPE			
CL 98701 1	92801 AUDIO VIDEO	500893004	08/24/21	26.79	9/21	1854 MIDWEST TAPE			
CL 98701 2	92801 AUDIO VIDEO	500893005	08/24/21	165.82	9/21	1854 MIDWEST TAPE			
CL 98701 3	92801 AUDIO VIDEO	500893006	08/24/21	133.11	9/21	1854 MIDWEST TAPE			
CL 98701 4	92801 AUDIO VIDEO	500893007	08/24/21	17.24	9/21	1854 MIDWEST TAPE			
CL 98701 5	92801 AUDIO VIDEO	500893009	08/24/21	205.62	9/21	1854 MIDWEST TAPE			
CL 98701 6	92801 AUDIO VIDEO	500893524	08/24/21	63.73	9/21	1854 MIDWEST TAPE			
CL 98701 7	92801 AUDIO VIDEO	500893660	08/24/21	29.79	9/21	1854 MIDWEST TAPE			
CL 98701 8	92801 AUDIO VIDEO	500893661	08/24/21	18.54	9/21	1854 MIDWEST TAPE			
CL 98853 1	92801 AUDIOBOOK	500904783	08/27/21	9.99	9/21	1854 MIDWEST TAPE			
CL 98916 1	92801 DVD	500924791	09/01/21	526.65	9/21	1854 MIDWEST TAPE			
CL 98916 2	92801 DVD	500924248	09/01/21	22.29	9/21	1854 MIDWEST TAPE			
CL 98916 3	92801 DVD	500924249	09/01/21	203.47	9/21	1854 MIDWEST TAPE			
CL 98916 4	92801 DVD	500924792	09/01/21	22.29	9/21	1854 MIDWEST TAPE			

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7000 LIBRARY									
411600 LIBRARY									
CL 99064	1	92989 DVD	500960720	09/09/21	55.62	9/21 1854	MIDWEST TAPE		
CL 99064	2	92989 DVD	500959796	09/09/21	13.29	9/21 1854	MIDWEST TAPE		
CL 99064	3	92989 DVD	500959798	09/09/21	72.87	9/21 1854	MIDWEST TAPE		
CL 99064	4	92989 AUDIOBOOK	500960724	09/09/21	42.24	9/21 1854	MIDWEST TAPE		
CL 99064	5	92989 AUDIOBOOK	500960723	09/09/21	42.24	9/21 1854	MIDWEST TAPE		
CL 99064	6	92989 DVD	500959799	09/09/21	85.76	9/21 1854	MIDWEST TAPE		
CL 99064	7	92989 AUDIOBOOK	500960721	09/09/21	345.92	9/21 1854	MIDWEST TAPE		
CL 99064	8	92989 DVD	500959797	09/09/21	270.76	9/21 1854	MIDWEST TAPE		
CL 99152	1	92989 DVD	500982514	09/14/21	108.24	9/21 1854	MIDWEST TAPE		
CL 99152	2	92989 AUDIOBOOK	500982512	09/14/21	278.44	9/21 1854	MIDWEST TAPE		
CL 99152	3	92989 AUDIOBOOK	500982511	09/14/21	58.24	9/21 1854	MIDWEST TAPE		
CL 99152	4	92989 DVD	500982510	09/14/21	37.08	9/21 1854	MIDWEST TAPE		
CL 99152	5	92989 DVD	500982515	09/14/21	88.17	9/21 1854	MIDWEST TAPE		
Object Total:					3,869.81	19,044.81	31,500.00	12,455.19	60%
667 MEMBERSHIPS									
CL 99165	4	93062 MEMBERSHIPS		/ /	60.00	9/21 3161	VISA LIBRARY #1		
Object Total:					60.00	1,966.00	3,218.00	1,252.00	61%
668 PRINTING									
Object Total:					0.00	1,117.87	0.00	-1,117.87	%
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	303.99	250.00	-53.99	122%
673 CLEANING SUPPLIES									
Object Total:					0.00	0.00	500.00	500.00	%
674 HOMEWORK ROOM									
Object Total:					0.00	0.00	0.00	0.00	%
682 STRATEGIC PLANNING									
Object Total:					0.00	0.00	0.00	0.00	%
689 PROMOTIONAL ACTIVITIES									
CL 99165	3	93062 PROMOTIONAL ACTIVITIES		/ /	44.67	9/21 3161	VISA LIBRARY #1		
Object Total:					44.67	8,957.56	11,400.00	2,442.44	79%
724 CONSULTING/TESTING FEES									
Object Total:					0.00	1,375.00	0.00	-1,375.00	%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/21 - 9/21

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
740 SERVICE CHARGES								
JV 4636 6	TransFirst Libr Sept 2021		/ /	84.79	9/21			
	Object Total:			84.79	1,224.67	0.00	-1,224.67	%
750 MISC.			/ /					
	Object Total:			0.00	19.99	750.00	730.01	3%
852 WEBSITE			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
901 CATALOGING								
CL 99062 1 93002 CATALOGING	1000158261 09/01/21			195.34	9/21 3416 OCLC, INC.			
	Object Total:			195.34	1,735.08	2,300.00	564.92	75%
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	12,000.00	12,000.00	0.00	100%
	Account Total:			125,952.34	1,044,328.44	1,533,006.00	488,677.56	
	Fund Total:			125,952.34	1,044,328.44	1,533,006.00	488,677.56	

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

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 10/21 - 10/21

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES			/ /					
	Object Total:			0.00	509,740.57	683,521.00	173,780.43	75%
114 PART TIME SALARIES			/ /					
	Object Total:			0.00	72,717.32	124,365.00	51,647.68	58%
209 CLASSIFIED ADS			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY			/ /					
	Object Total:			0.00	43,202.76	61,803.00	18,600.24	70%
230 RETIREMENT			/ /					
	Object Total:			0.00	76,152.93	96,223.00	20,070.07	79%
240 WORKFORCE SAFETY INSURANCE			/ /					
	Object Total:			0.00	1,252.63	1,865.00	612.37	67%
245 CORPORATE EDUCATION			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
250 UNEMPLOYMENT			/ /					
	Object Total:			0.00	0.00	1,000.00	1,000.00	%
312 ATTORNEY			/ /					
	Object Total:			0.00	2,858.12	1,000.00	-1,858.12	286%
320 HEALTH INSURANCE			/ /					
	Object Total:			0.00	53,554.42	101,995.00	48,440.58	53%
321 PROPERTY INSURANCE			/ /					
	Object Total:			0.00	960.00	0.00	-960.00	%
333 BUILDING RENTAL								
CL 99435 1 93237 BUILDING RENTAL	MISC06210	09/15/21		9,740.00	10/21 549 WF PUB SCHOOLS DIST #6			
	Object Total:			9,740.00	87,660.00	117,000.00	29,340.00	75%
340 TRAVEL & EDUCATION								
CL 99323 1 93174 MILEAGE		09/21/21		14.50	10/21 4114 KRISTIN KRAMER			
CL 99436 1 93107 MILEAGE		09/29/21		13.34	10/21 3869 ALISHA REIS			
CL 99460 1 93124 MILEAGE		09/28/21		11.80	10/21 3417 CHELSEA SIMDORN			
CL 99539 1 100086 MILEAGE		10/06/21		7.84	10/21 4114 KRISTIN KRAMER			
CL 99731 5 100186 TRAVEL & EDUCATION		/ /		138.00	10/21 3161 VISA LIBRARY #1			
	Object Total:			185.48	2,247.26	7,050.00	4,802.74	32%

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Budget Detail Report
For the Accounting Periods: 10/21 - 10/21

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
348 BUYOUTS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 99730 32	100178 Sept 2021 library	9890079373	09/08/21	167.53	10/21 3668	VERIZON WIRELESS		
		Object Total:		167.53	3,345.72	6,650.00	3,304.28	50%
360 MISC PRINTING & MAILING			/ /					
		Object Total:		0.00	1,075.60	7,000.00	5,924.40	15%
387 MEDICAL/VACCINES			/ /					
		Object Total:		0.00	527.00	500.00	-27.00	105%
399 RECRUITMENT/EMPLOYMENT TESTING			/ /					
		Object Total:		0.00	1,529.00	3,000.00	1,471.00	51%
410 OFFICE SUPPLIES								
CL 99315 1	93121 OFFICE SUPPLIES	W011461691	09/15/21	24.19	10/21 351	BUSINESS ESSENTIALS		
CL 99315 3	93121 OFFICE SUPPLIES	W011475561	09/20/21	23.32	10/21 351	BUSINESS ESSENTIALS		
CL 99538 1	100048 OFFICE SUPPLIES	7013211	09/27/21	307.03	10/21 77	DEMCO		
CL 99543 1	100024 OFFICE SUPPLIES	W011498971	10/04/21	89.74	10/21 351	BUSINESS ESSENTIALS		
CL 99679 1	100024 OFFICE SUPPLIES	W011498972	10/05/21	20.14	10/21 351	BUSINESS ESSENTIALS		
CL 99681 1	100138 OFFICE SUPPLIES	8013870921	09/30/21	78.73	10/21 3276	PREMIUM WATERS INC		
		Object Total:		543.15	9,766.78	16,000.00	6,233.22	61%
424 GAS AND OIL			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
427 VEHICLES MAINTENANCE			/ /					
		Object Total:		0.00	0.00	1,000.00	1,000.00	%
428 SERVICE AGREEMENTS-CONTRA								
CL 99317 1	93162 SERVICE	30128468	10/19/21	442.89	10/21 2877	GREATAMERICA FINANCIAL		
	AGREEMENTS-CONTRACT							
CL 99540 1	100172 SERVICE AGREEMENTS -	28445	10/01/21	2,900.00	10/21 3658	TLC CLEANING LLC		
	CONTRACT							
CL 99680 1	100094 SERVICE AGREEMENTS -	3839399	10/01/21	710.91	10/21 3418	LOFFLER		
	CONTRACT							
		Object Total:		4,053.80	37,014.11	46,755.00	9,740.89	79%
497 TECHNOLOGY								
CC 770 1	ASANA.COM		09/09/21	4,498.20	10/21 2439	VISA IT		
CL 99544 1	100020 TECHNOLOGY	922901454	09/27/21	94.24	10/21 26	BORDER STATES INDUSTRIES INC		
CL 99544 2	100020 TECHNOLOGY	922906810	09/28/21	240.47	10/21 26	BORDER STATES INDUSTRIES INC		
CL 99544 3	100020 CREDIT-CONNECTION COVER	922921009	09/29/21	-5.30	10/21 26	BORDER STATES INDUSTRIES INC		
		Object Total:		4,827.61	12,040.86	25,699.00	13,658.14	47%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 10/21 - 10/21

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
640 FURNITURE & EQUIPMENT								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000								
CL 99731 8 100186 FURN & EQUIP			/ /	395.95	10/21 3161 VISA LIBRARY #1			
		Object Total:		395.95	3,602.43	8,762.00	5,159.57	41%
644 POSTAL METER RENT								
			/ /					
		Object Total:		0.00	729.27	1,200.00	470.73	61%
645 EQUIPMENT REPLACEMENT								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS								
CL 99731 3 100186 PROFESSIONAL PUBLICATIONS			/ /	191.62	10/21 3161 VISA LIBRARY #1			
		Object Total:		191.62	583.64	1,200.00	616.36	49%
649 PROGRAMMING								
CL 99315 2 93121 PROGRAMMING		W011461691	09/15/21	91.98	10/21 351 BUSINESS ESSENTIALS			
CL 99319 2 93108 PROGRAMMING		1JQW7CJGPJ	09/21/21	81.42	10/21 3490 AMAZON CAPITAL SERVICES			
CL 99437 2 93108 PROGRAMMING			09/23/21	362.29	10/21 3490 AMAZON CAPITAL SERVICES			
CL 99437 3 93108 PROGRAMMING			09/28/21	27.98	10/21 3490 AMAZON CAPITAL SERVICES			
CL 99545 1 100009 PROGRAMMING			10/01/21	118.93	10/21 3490 AMAZON CAPITAL SERVICES			
CL 99545 2 100009 PROGRAMMING			09/30/21	15.96	10/21 3490 AMAZON CAPITAL SERVICES			
CL 99678 3 100009 PROGRAMMING			10/09/21	152.95	10/21 3490 AMAZON CAPITAL SERVICES			
CL 99731 1 100186 PROGRAMMING			10/03/21	580.71	10/21 3161 VISA LIBRARY #1			
		Object Total:		1,432.22	12,220.12	11,000.00	-1,220.12	111%
650 E RESOURCES								
CL 99541 1 100103 E RESOURCES		501068616	09/30/21	1,242.46	10/21 1854 MIDWEST TAPE			
		Object Total:		1,242.46	23,244.15	36,000.00	12,755.85	65%
653 CAPITAL IMPROVEMENTS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CL 99434 1 93208 Reserve account			09/29/21	500.00	10/21 1483 PITNEY BOWES RESERVE ACCOUNT			
CL 99547 1 100136 LIBRARY INK		1019142771	10/04/21	80.74	10/21 3921 PITNEY BOWES INC			
		CARTRIDGE-POSTAGE						
		Object Total:		580.74	2,661.48	0.00	-2,661.48	%
662 BOOKS								
CL 99319 1 93108 BOOKS		1WGH91MLDM	09/16/21	56.40	10/21 3490 AMAZON CAPITAL SERVICES			
CL 99321 1 93112 BOOKS		2036175416	09/11/21	92.94	10/21 1695 BAKER & TAYLOR			
CL 99321 2 93112 BOOKS		2036163942	09/10/21	530.34	10/21 1695 BAKER & TAYLOR			
CL 99321 3 93112 BOOKS		2036160590	09/10/21	333.94	10/21 1695 BAKER & TAYLOR			
CL 99321 4 93112 BOOKS		2036175320	09/08/21	90.78	10/21 1695 BAKER & TAYLOR			
CL 99437 1 93108 BOOKS			09/23/21	23.98	10/21 3490 AMAZON CAPITAL SERVICES			
CL 99439 1 93112 BOOKS		2036186316	09/17/21	191.68	10/21 1695 BAKER & TAYLOR			
CL 99439 2 93112 BOOKS		2036189012	09/14/21	38.80	10/21 1695 BAKER & TAYLOR			
CL 99546 1 100016 BOOKS		2036207853	09/24/21	205.26	10/21 1695 BAKER & TAYLOR			
CL 99546 2 100016 BOOKS		2036198888	09/24/21	239.08	10/21 1695 BAKER & TAYLOR			
CL 99546 3 100016 BOOKS		2036207877	09/27/21	484.27	10/21 1695 BAKER & TAYLOR			

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 10/21 - 10/21

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 99678 1	100009 BOOKS		10/06/21	29.99	10/21	3490 AMAZON CAPITAL SERVICES		
CL 99678 2	100009 BOOKS		10/06/21	681.49	10/21	3490 AMAZON CAPITAL SERVICES		
CL 99678 4	100009 BOOKS		10/11/21	283.63	10/21	3490 AMAZON CAPITAL SERVICES		
CL 99732 1	100016 BOOKS	2036220606	09/30/21	105.71	10/21	1695 BAKER & TAYLOR		
CL 99732 2	100016 BOOKS	2036220751	09/30/21	255.09	10/21	1695 BAKER & TAYLOR		
Object Total:				3,643.38	60,502.13	100,750.00	40,247.87	60%
663 MAGAZINES								
CL 99731 4	100186 MAGAZINES		/ /	50.00	10/21	3161 VISA LIBRARY #1		
Object Total:				50.00	4,449.11	6,500.00	2,050.89	68%
664 AUDIO VIDEO								
CL 99440 1	93189 AUDIOBOOK	501022104	09/22/21	37.24	10/21	1854 MIDWEST TAPE		
CL 99440 2	93189 AUDIOBOOK	501022102	09/22/21	333.92	10/21	1854 MIDWEST TAPE		
CL 99440 3	93189 DVDS	501022103	09/22/21	23.79	10/21	1854 MIDWEST TAPE		
CL 99440 4	93189 DVDS	501022101	09/22/21	49.83	10/21	1854 MIDWEST TAPE		
CL 99440 5	93189 DVDS	501022100	09/22/21	45.54	10/21	1854 MIDWEST TAPE		
CL 99440 6	93189 DVDS	501022099	09/22/21	35.58	10/21	1854 MIDWEST TAPE		
CL 99440 7	93189 DVDS	501022106	09/22/21	129.25	10/21	1854 MIDWEST TAPE		
CL 99548 1	100103 DVD	501055803	09/29/21	19.29	10/21	1854 MIDWEST TAPE		
CL 99548 2	100103 DVD	501055805	09/29/21	83.16	10/21	1854 MIDWEST TAPE		
CL 99548 3	100103 DVD	501055808	09/29/21	24.54	10/21	1854 MIDWEST TAPE		
CL 99548 4	100103 DVD	501055809	09/29/21	32.58	10/21	1854 MIDWEST TAPE		
CL 99548 5	100103 DVD	501087106	10/05/21	8.04	10/21	1854 MIDWEST TAPE		
CL 99548 6	100103 DVD	501087165	10/05/21	44.23	10/21	1854 MIDWEST TAPE		
CL 99548 7	100103 DVD	501087382	10/05/21	18.54	10/21	1854 MIDWEST TAPE		
CL 99548 8	100103 DVD	501087380	10/05/21	22.29	10/21	1854 MIDWEST TAPE		
CL 99548 9	100103 DVD	501055804	09/29/21	352.22	10/21	1854 MIDWEST TAPE		
CL 99548 10	100103 DVD	501087107	10/05/21	382.92	10/21	1854 MIDWEST TAPE		
CL 99548 11	100103 AUDIOBOOK	501087381	10/05/21	74.48	10/21	1854 MIDWEST TAPE		
CL 99548 12	100103 AUDIOBOOK	501055806	09/29/21	173.96	10/21	1854 MIDWEST TAPE		
CL 99548 13	100103 AUDIBOOK	501087108	10/05/21	141.44	10/21	1854 MIDWEST TAPE		
CL 99682 1	100103 DVD	501109737	10/11/21	14.79	10/21	1854 MIDWEST TAPE		
CL 99682 2	100103 DVD	501109739	10/11/21	40.08	10/21	1854 MIDWEST TAPE		
CL 99682 3	100103 DVD	501113930	10/11/21	57.39	10/21	1854 MIDWEST TAPE		
CL 99682 4	100103 DVD	501113931	10/11/21	99.54	10/21	1854 MIDWEST TAPE		
CL 99682 5	100103 DVD	501109738	10/11/21	111.30	10/21	1854 MIDWEST TAPE		
CL 99682 6	100103 AUDIOBOOK	501113932	10/11/21	42.24	10/21	1854 MIDWEST TAPE		
Object Total:				2,398.18	21,442.99	31,500.00	10,057.01	68%
667 MEMBERSHIPS								
CL 99731 2	100186 MEMBERSHIPS		/ /	920.00	10/21	3161 VISA LIBRARY #1		
Object Total:				920.00	2,886.00	3,218.00	332.00	90%
668 PRINTING								
Object Total:				0.00	1,117.87	0.00	-1,117.87	%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 10/21 - 10/21

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
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	303.99	250.00	-53.99	122%
673 CLEANING SUPPLIES			/ /					
		Object Total:	/ /	0.00	0.00	500.00	500.00	%
674 HOMEWORK ROOM			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
682 STRATEGIC PLANNING			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
689 PROMOTIONAL ACTIVITIES			/ /					
CL 99731 7 100186 PROMOTIONAL ACTIVITIES			/ /	18.20	10/21 3161 VISA LIBRARY #1			
		Object Total:	/ /	18.20	8,975.76	11,400.00	2,424.24	79%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:	/ /	0.00	1,375.00	0.00	-1,375.00	%
740 SERVICE CHARGES			/ /					
		Object Total:	/ /	0.00	1,224.67	0.00	-1,224.67	%
750 MISC.			/ /					
CL 99731 6 100186 MISC			/ /	81.49	10/21 3161 VISA LIBRARY #1			
		Object Total:	/ /	81.49	101.48	750.00	648.52	14%
852 WEBSITE			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
901 CATALOGING			/ /					
CL 99542 1 100126 CATALOGING			1000164740 10/01/21	195.34	10/21 3416 OCLC, INC.			
		Object Total:	/ /	195.34	1,930.42	2,300.00	369.58	84%
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	%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 10/21 - 10/21

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

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
994 ODIN								
			/ /					
		Object Total:		0.00	12,000.00	12,000.00	0.00	100%
		Account Total:		30,667.15	1,074,995.59	1,533,006.00	458,010.41	
		Fund Total:		30,667.15	1,074,995.59	1,533,006.00	458,010.41	

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

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CITY OF WEST FARGO, ND
Income Statement - Comparison to Prior Year
For the Accounting Period: 10 / 21

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7000 LIBRARY

Account	Object	Description	----- Current Year -----				----- Last Year -----	
			Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Revenue								
	310001	PROPERTY TAXES	10,482.29	1,319,319.25	1,395,020.00	-75,700.75	7,096.24	1,063,716.67
	310002	DISCOUNT PROPERTY TAXES			-51,616.00	51,616.00		
	322100	POLICE DEPT. FEE FOR		110.00		110.00		
	335600	STATE AID		31,722.09	31,000.00	722.09		
	345200	NON-RESIDENT FEE			500.00	-500.00		19.30
Total Revenue			10,482.29	1,351,151.34	1,374,904.00	-23,752.66	7,096.24	1,063,735.97
Expenses								
411600		LIBRARY						
	110	PERMANENT EMP SALARIES		509,740.57	683,521.00	173,780.43	65,531.73	574,696.56
	114	PART TIME SALARIES		72,717.32	124,365.00	51,647.68	7,315.86	36,544.11
	220	SOCIAL SECURITY		43,202.76	61,803.00	18,600.24	5,437.66	45,678.68
	230	RETIREMENT		76,152.93	96,223.00	20,070.07	6,832.82	75,279.58
	240	WORKFORCE SAFETY INSURANCE		1,252.63	1,865.00	612.37		10,164.02
	245	CORPORATE EDUCATION					158.00	1,235.82
	250	UNEMPLOYMENT			1,000.00	1,000.00	513.70	2,265.06
	312	ATTORNEY		2,858.12	1,000.00	-1,858.12	282.00	282.00
	320	HEALTH INSURANCE		53,554.42	101,995.00	48,440.58	5,432.88	53,292.03
	321	PROPERTY INSURANCE		960.00		-960.00		
	333	BUILDING RENTAL	9,740.00	87,660.00	117,000.00	29,340.00	9,740.00	110,900.00
	340	TRAVEL & EDUCATION	185.48	2,247.26	7,050.00	4,802.74	19.00	2,848.25
	356	TELEPHONE	167.53	3,345.72	6,650.00	3,304.28	127.56	2,228.42
	360	MISC PRINTING & MAILING		1,075.60	7,000.00	5,924.40	220.85	2,062.38
	387	MEDICAL/VACCINES		527.00	500.00	-27.00		
	399	RECRUITMENT/EMPLOYMENT TESTING		1,529.00	3,000.00	1,471.00	135.00	1,137.13
	410	OFFICE SUPPLIES	543.15	9,766.78	16,000.00	6,233.22	760.95	6,294.94
	424	GAS AND OIL			500.00	500.00		
	427	VEHICLES MAINTENANCE			1,000.00	1,000.00		
	428	SERVICE AGREEMENTS-CONTRA	4,053.80	37,014.11	46,755.00	9,740.89	6,295.00	32,326.25
	497	TECHNOLOGY	4,827.61	12,040.86	25,699.00	13,658.14	1,768.65	14,007.33
	640	FURNITURE & EQUIPMENT					803.01	20,195.40
	641	FURN & EQUIP-NON DEPRECIATED	395.95	3,602.43	8,762.00	5,159.57		
	644	POSTAL METER RENT		729.27	1,200.00	470.73		729.27
	648	PROFESSIONAL PUBLICATIONS	191.62	583.64	1,200.00	616.36		276.36
	649	PROGRAMMING	1,432.22	12,220.12	11,000.00	-1,220.12	555.55	6,049.05
	650	E RESOURCES	1,242.46	23,244.15	36,000.00	12,755.85	1,038.72	22,865.92
	661	POSTAGE/FREIGHT/SHIPPING	580.74	2,661.48		-2,661.48		10.30
	662	BOOKS	3,643.38	60,502.13	100,750.00	40,247.87	5,788.58	30,829.74
	663	MAGAZINES	50.00	4,449.11	6,500.00	2,050.89	455.77	5,026.04
	664	AUDIO VIDEO	2,398.18	21,442.99	31,500.00	10,057.01	729.12	4,383.41
	667	MEMBERSHIPS	920.00	2,886.00	3,218.00	332.00	100.00	1,651.00
	668	PRINTING		1,117.87		-1,117.87		
	669	INSURANCE			2,750.00	2,750.00		743.00

11/02/21
09:35:07

CITY OF WEST FARGO, ND
Income Statement - Comparison to Prior Year
For the Accounting Period: 10 / 21

Page: 2 of 3
Report ID: LB170

7000 LIBRARY

		----- Current Year -----				----- Last Year -----	
Account	Object Description	Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
	672 EMERGENCY MEDICAL SUPPLIES		303.99	250.00	-53.99		
	673 CLEANING SUPPLIES			500.00	500.00		148.03
	689 PROMOTIONAL ACTIVITIES	18.20	8,975.76	11,400.00	2,424.24	393.48	2,605.24
	724 CONSULTING/TESTING FEES		1,375.00		-1,375.00		1,000.00
	740 SERVICE CHARGES		1,224.67		-1,224.67		132.88
	750 MISC.	81.49	101.48	750.00	648.52		2.89
	901 CATALOGING	195.34	1,930.42	2,300.00	369.58	191.51	2,106.61
	903 HISTORY ROOM						7.93
	994 ODIN		12,000.00	12,000.00			7,731.00
	Total Account	30,667.15	1,074,995.59	1,533,006.00	458,010.41	120,627.40	1,077,736.63
414100	FINANCE						
	740 SERVICE CHARGES					24.11	270.42
	Total Account					24.11	270.42
416000	BUILDING INSPECTIONS						
	497 TECHNOLOGY						725.00
	Total Account						725.00
	Total Expenses	30,667.15	1,074,995.59	1,533,006.00	458,010.41	120,651.51	1,078,732.05
	Net Income from Operations	-20,184.86	276,155.75			-113,555.27	-14,996.08
	Other Revenue						
	360000 MISCELLANEOUS REVENUE	166.65	14,831.57	16,000.00	-1,168.43	308.98	4,635.59
	360400 CARD REPLACEMENT						5.00
	360500 FINES						326.75
	360600 BOOK & AV REPLACEMENT						12.99
	360700 COPIER						837.69
	375000 DONATIONS		1,000.00	2,000.00	-1,000.00		369.83
	Total Other Revenue	166.65	15,831.57	18,000.00	-2,168.43	308.98	6,187.85

7000 LIBRARY

			----- Current Year -----				----- Last Year -----	
Account	Object	Description	Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Other Expenses								
521000		TRANSFERS OUT						
	890	TRANSFERS OUT		5,000.00		-5,000.00		
		Total Account		5,000.00		-5,000.00		
		Total Other Expenses	0.00	5,000.00	0.00	-5,000.00	0.00	0.00
		Net Income	-20,018.21	286,987.32			-113,246.29	-8,808.23

Proposed library closings for 2022	
New Year's Day	Saturday, January 1*
Martin Luther King, Jr. Day	Monday, January 17** (staff training)
Presidents' Day	Monday, February 21
Easter Sunday	Sunday, April 17*
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
West Fest	Saturday, September 17**
Veterans Day	Friday, November 11
Thanksgiving Day	Thursday, November 24
Day after Thanksgiving	Friday, November 25
Christmas Eve Day	Friday December 23 (observed)
Christmas Eve Day	Saturday, December 24*
Christmas Day	Sunday, December 25*
Christmas Day	Monday, December 26 (observed)
New Year's Eve	Saturday, December 31 Open regular hours 10am-5pm

* not paid holiday

** library is closed, but staff reports for duty

Summer schedule: Closed Sundays May 29 through September 4.



To: West Fargo Public Library Board of Directors
From: Carissa Hansen, Library Director
Date: Thursday, November 18, 2021
Subject: Approval of revised 2022 COLA for library staff
Action: Approve 4% 2022 COLA for library staff to match COLA of other City of West Fargo employees

**West Fargo Public Library
Board of Directors**

President

Liann Hanson

Vice President

Jodie Haring

Board member

Mandy George
City Commissioner

Board member

Alanna Rerick

Board member

Tony Stukel

Library Director

Carissa Hansen

Deputy Director

Maria Kramer

Summary and Recommendation:

At the November 1, 2021 City Commission meeting, the Commission approved a 4% cost of living adjustment (COLA) for City of West Fargo employees in 2022, up from 1% as originally approved in the 2022 city budget (including the library).

This increase is now being brought to the Library Board for their approval of the increase for library staff, as the Library Board has authority over the library's finances. My recommendation is that the Library Board make this approval. It is crucial for equitable pay among library staff and other city staff, and supports our employees as inflation continues to rise. Our staff are always the library's greatest asset – they make the services provided to the public in accordance with our strategic plan possible.

Financial Analysis:

The following is a summary of the library's cash balance, and expected revenues, expenses, and deficits for 2021 and 2022 to aid the Library Board in decision-making.

Also see attached balance sheet showing current unreserved cash balance (listed under "Equity").

Cash balance (reserve fund)

- Current cash balance: \$304,795
- Estimate end of year 2021 cash balance after draw for 2021 deficit: \$150,000-\$250,000

2021 Revenues & Expenditures

- Year to date expenditures as of 11/8/2021: \$1,189,825
- Year to date revenue as of 11/8/2021: \$1,351,151
- Estimate net deficit in 2021: \$50,000-\$150,000

2022 Revenues & Expenditures

- Budgeted expenditures with 4% COLA: \$1,725,276
- Budgeted revenues: \$1,681,478
- Estimate net deficit in 2022 with 4% COLA: \$44,000
 - [If Library Assistant position grade change approved, approximate net deficit would be \$58,000.]

Process/Timeline:

The Library Board could consider a few options in moving forward to address the COLA and cash deficit:

- The Board could seek approval from the City Commission for a transfer of funds from other city sources this fall 2021 to cover the anticipated deficit due to the COLA increase. With this option, the Board could choose to move forward with approval of the 2022 COLA increase now or defer approval until obtaining approval from the City Commission for the transfer of funds. The COLA would need to be in effect on January 1, 2022.
 - Or, because it is likely that the library's budget will be underspent in 2021 due to staff vacancies and other savings, the Board could move forward with an approval of the 2022 COLA increase now, and monitor the library's financial status into spring 2022. A request to the City Commission to cover the 2022 COLA increase could be made later in 2022, depending on the library's financial position at year end 2021 and in early 2022.
-

7000 LIBRARY

Assets

Current Assets

CASH - OPERATING	546,308.49
TAXES RECEIVABLE	13,453.31
DUE FROM COUNTY	1,811.34

Total Current Assets	-----	561,573.14
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Total Assets	-----	561,573.14
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7000 LIBRARY

Liabilities and Equity		
Current Liabilities		
ACCOUNTS PAYABLE	21,351.79	

Total Current Liabilities		21,351.79
Long-Term Liabilities		
SALARIES & BENEFITS PAYABLE	34,085.50	

Total Long-Term Liabilities		34,085.50

Total Liabilities		55,437.29
Equity		
Unreserved Fund Balance	304,795.27	
AMOUNT TO BE PROVIDED	3,783.31	
CURRENT YEAR INCOME/(LOSS)	197,557.27	

Total Equity		506,135.85

Total Liabilities & Equity		561,573.14



To: West Fargo Public Library Board of Directors
From: Carissa Hansen, Library Director
Date: Thursday, November 18, 2021
Subject: Proposed Library Assistant job description update and 2022 budget adjustment
Action: Approve update to Library Assistant job description and corresponding 2022 budget adjustment

**West Fargo Public Library
Board of Directors**

President

Liann Hanson

Vice President

Jodie Haring

Board member

Mandy George
City Commissioner

Board member

Alanna Rerick

Board member

Tony Stukel

Library Director

Carissa Hansen

Deputy Director

Maria Kramer

Summary and Recommendation:

The library employs 8 part-time Library Assistants who provide customer service and promote the library's services to the public onsite, offsite, and online. The Library Assistant position is one of several assistant positions within the library's organizational structure. (see attached)

Over the course of 2020 and 2021, the Library Director and supervisors have reviewed the library's assistant job descriptions as time and vacancies have allowed.

The Library Assistant position description has now been reviewed and revised by the Library Director, Deputy Director, Circulation Supervisor and Human Resources to align the position's minimum qualifications with the other assistant positions at the library. These minimum qualifications include a high school diploma and 1 year of customer experience. Currently, no customer service experience is required for Library Assistants. This experience is essential to maintain quality service to the public (in multiple formats – onsite, offsite, online, phone, etc.) and to recruit people with interest and motivation in public service. The current and revised descriptions are attached.

This change in minimum qualifications would result in a job grade change (grade 4 to 5) and would increase expenses for Library Assistant salary, which is why this item is being brought to the Board for approval. I recommend that the Board approve this update to the Library Assistant position description and corresponding budget adjustment, prior to library staff posting for a new round of applicants to fill vacancies this fall 2021.

Financial Analysis:

The increase in part-time salary expenses for the Library Assistant grade change would be paid for from the library's cash (reserve fund) or through unspent dollars in 2022. The increase in 2022 expenses would total \$10,946 or \$14,021, depending on the 2022 COLA approved by the Library Board for library employees.

- Current 2022 salary and benefits for Library Assistants: \$92,763
- Revised 2022 salary and benefits for Library Assistants (1% COLA): \$103,710
 - 2022 cost increase: \$10,946
- Revised 2022 salary and benefits for Library Assistants (4% COLA): \$106,784
 - 2022 cost increase: \$14,021
- Cash balance (reserve fund)
 - Current cash balance: \$304,795
 - Estimate end of year 2021 cash balance after draw for 2021 deficit: \$150,000-\$250,000

Process/Timeline:

Approval for this change is sought at the Board's November 18, 2021 meeting to be effective immediately.

This request constitutes a minor adjustment, but I recommend and anticipate that additional review and updates to the library's job descriptions will be needed in the coming years to maintain competitive salaries and to continue to align the library's staffing with its strategic plan. The City last completed a citywide salary survey in 2018. Planning for completion of another salary survey and updating the library's long-term staffing plan will allow for a long-range view of needs and changes to be considered during the annual budget request cycle each year.

West Fargo Public Library Organizational Chart





Library Assistant Job Description

Department: Library
Reports To: Librarian/Circulation Coordinator
Pay Grade: 4
FLSA Classification: Non Exempt
Approved by: Library Board
Revision Date: November 8, 2018

SUMMARY

Under general supervision, the Library Assistant provides various patron services in the use of the Library's resources and/or technical services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides basic patron services; checks items in/out; issues library cards; responds to basic reference questions in person, by phone or e-mail; answers basic readers advisory and/or general questions; processes fees and fines, interlibrary loans, holds, and purchase requests; places items on hold for patrons; answers the phone. Collects mail and book return items.
- Answers basic technology questions; assists patrons with library technology including computers, scanners, and devices for check-out. Answers basic questions about use of online resources.
- Shelves items; performs shelf reading.
- Enforces patron compliance with library policies and procedures.
- Performs regular library patrols to ensure library safety and cleanliness.
- Performs library opening and closing procedures.
- Performs light cleaning around the library.
- Conducts special projects as assigned, including display setup and maintenance, recording receipt of newspapers, programming, collection management and related activities (sorting donations), processing of inter-library loan requests, processing of new materials, cataloging (copy cataloging of new materials, deleting withdrawn items from catalog, correcting/revising catalog entries), and preparing bills for damaged items as directed by a librarian.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Knowledge of cataloging methods and procedures, including the Dewey Decimal system.

- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.

PREFERRED QUALIFICATIONS

- Previous library experience.

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this job, the incumbent must regularly sit and talk or hear. The incumbent is frequently required to use hands to touch, handle or feel. The incumbent is occasionally required to stand and walk. The incumbent may be required to occasionally perform a full range of motion with lifting and/or carrying items weighing up to 50 pounds. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

WORKING ENVIRONMENT

Work is performed in a standard office environment. The noise level in the work environment is usually moderate. This position may require the incumbent to occasionally drive to alternative locations. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.

I have read and understand the duties, responsibilities, and requirements for this position. *

Employee's Name (please print)

Employee Signature

Date

*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. The City of West Fargo retains the discretion to add duties or change the duties of this position at any time.



Library Assistant Job Description

Department: Library
Reports To: Circulation Supervisor
Pay Grade:
FLSA Classification: Non Exempt
Approved by: Library Board
Revision Date: November 18, 2021

SUMMARY

Under general supervision, the Library Assistant provides an exceptional customer experience for all library users, promotes the library's resources and programs to the public, and ensures expedient circulation of materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides direct customer service to patrons, including reference, readers' advisory, technology assistance, issuing library cards, patron notices, processing fees and fines, assisting with hold and interlibrary loan requests, and item check-in/check-out.
- Provides exceptional service when interacting with patrons and promotes library services to the public. Actively represents the library and regularly participates in offsite programs and events.
- Instructs customers on use of library resources, including online resources and devices used to access them. Troubleshoots issues with the library's online resources.
- Shelves items; performs shelf reading.
- Resolves customer inquiries related to library policies and patron accounts using independent judgement.
- Monitors the library facilities; tidies and maintains the good condition of the library and upholds library policies and procedures.
- Performs library opening and closing procedures.
- Conducts special projects as assigned, including display setup and maintenance, programming, collection management and related activities such as shifting, weeding, and inventorying collections.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- One year of experience in customer service.

- Strong technology skills, including familiarity with the Microsoft Office suite and Windows operating systems.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this job, the incumbent must regularly sit and talk or hear. The incumbent is frequently required to use hands to touch, handle or feel. The incumbent is occasionally required to stand and walk. The incumbent may be required to occasionally perform a full range of motion with lifting and/or carrying items weighing up to 50 pounds. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

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Employee's Name (please print)

Employee Signature

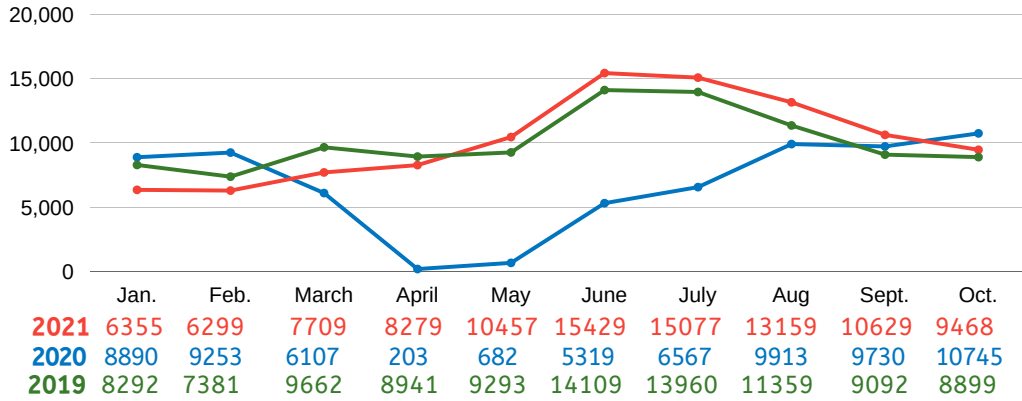
Date

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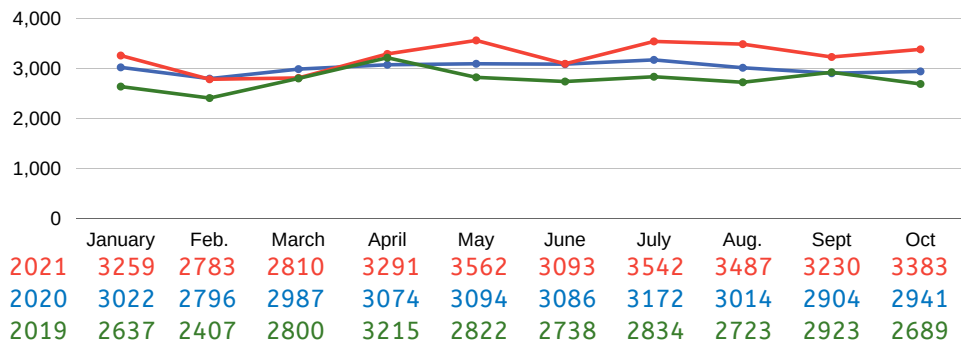
WEST FARGO PUBLIC LIBRARY

MONTHLY IMPACT REPORT OCT 2021

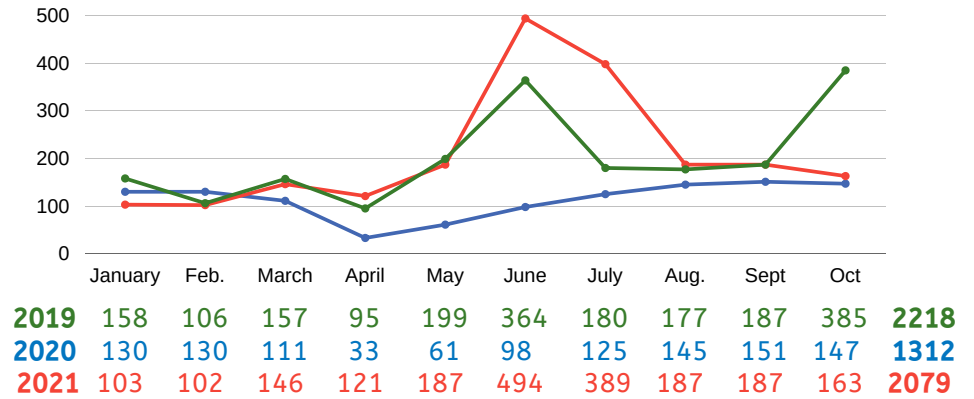
PHYSICAL ITEM CIRCULATION



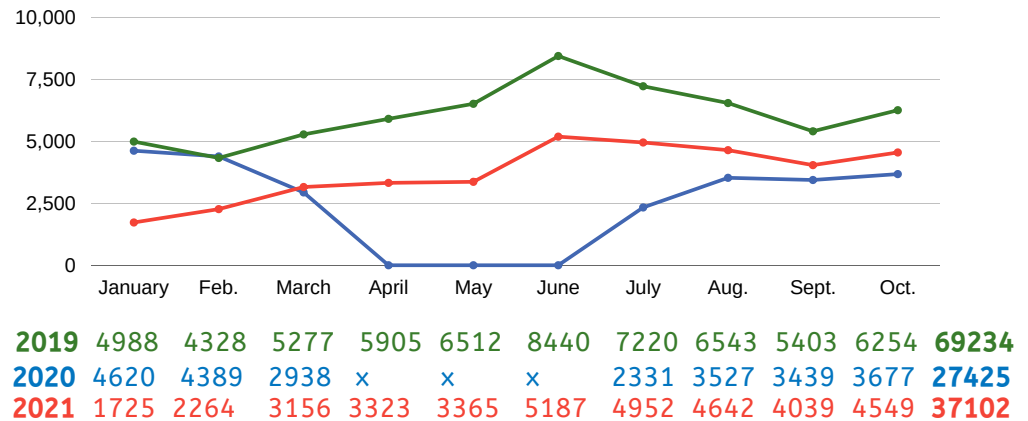
ELECTRONIC MATERIALS CIRCULATION



LIBRARY CARD APPLICATIONS



DOOR COUNT



PATRON QUESTIONS ANSWERED 833

Every day, library staff answer dozens of patron questions on everything from technology and job search support to library account questions or finding their next read.

ONLINE ENGAGEMENT

Social Media

West Fargo Public Library

Facebook Posts Reach: 8549 people (+ 93.9%)

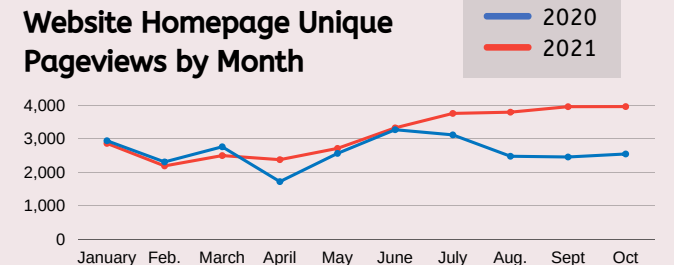
Instagram Posts Reach: 163 people (+1.9%)

Little Red Reading Bus

Facebook Posts Reach: 756 people (- 64.9%)

Instagram Posts Reach: 84 people (-18.4%)

Website Homepage Unique Pageviews by Month



PROGRAMS

ADULT PROGRAMS

	Medium	Attendance
Monday Night Readers	In-Person Onsite	11 (+4)
Third Thursday Book Club	In-Person Onsite	6 (-2)
Novel Afternoons Book Club	In-Person Onsite	14 (+1)
Books & Brews Book Club	In-Person Offsite	13
One Book One Community Film Screenings	In-Person Onsite	2 (-1)
Genealogy One-on-one Assistance	In-Person Onsite	1
Technology Tutoring (Recurring)	In-Person Onsite	12
Financial Literacy Class	In-Person Onsite	3
Total		62

YOUTH PROGRAMS

	Medium	Attendance
Teen Pop-Up Programs (Recurring)	In-Person Onsite	17 (+7)
Early Literacy Storytime (Recurring)	In-Person Onsite	97 (+17)
Baby Boost Storytime (Recurring)	In-Person Onsite	55 (+27)
Halloween Makeup Class	In-Person Onsite	10
Total		179

FAMILY & COMMUNITY EVENTS

	Medium	Attendance
WF Farmers Market & Beyond	In-Person Offsite	137
Parent Teacher Conferences	In-Person Offsite	57
Halloween Treat Street	In-Person Offsite	646
Harvest Festival	In-Person Offsite	136
Total		1076

LITTLE RED READING BUS ROUTE

Tuesdays at Tintes Park (Recurring)	In-Person Offsite	47
Total		47

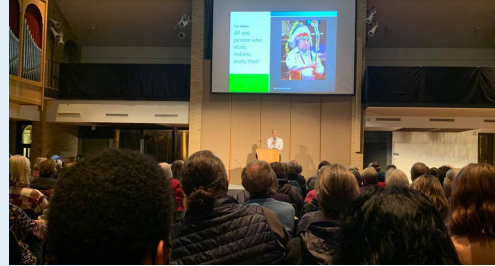
BEANSTACK

Overall	Total Registered YTD	Active this Month
West Fargo Public Library Overall Beanstack Service	2716 (+484)	1733 (+1396)

Active Challenges

	Total Registered
One Book One Community Reading Challenge	51
Cheney Middle School Reading Challenge	134
Liberty Middle School Reading Challenge	634
Heritage Middle School Reading Challenge	407
Total	1175

October marked the end of this year's One Book, One Community program. This year's book was "Everything You Wanted to Know About Indians but Were Afraid to Ask" by Anton Treuer. **315** people attended this year's author talk event at Concordia College, with **167** tuning into the event's live stream



The West Fargo Fire Department joined us for storytime this month! They even brought their fire dog, Mika!



OUTREACH

ADULT OUTREACH

Locations Served 5

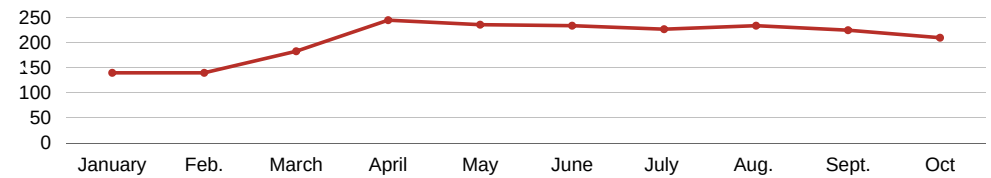
Patrons Served 30

DAYCARE OUTREACH & STORYTIME

Daycares Served 8

Daycare storytime attendance 323

OUTREACH MATERIALS CIRCULATION



	Jan.	Feb.	March	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.
Daycares	140	140	140	159	110	140	140	140	140	120		
Adults	n/a	n/a	43	86	96	94	87	94	85	90		
2021 Total	140	140	183	245	236	234	227	234	225	210		

Total outreach material circulation was not tracked monthly in 2019 or 2020.

STORIES OF LIBRARY IMPACT, OCT. 2021

After Baby Boost a parent asked Kiki if we offer any other baby programs, adding "Liam's learning how to make friends!" which is one of the program goals - to help babies develop their social skills.

Quotes from patrons who used **technology tutoring**, which was reintroduced at the library this month:

"Thank you! [The tutor] was very patient and knowledgeable and I really appreciate the help."

"Most excellent! Very helpful to fix issues on my phone!"

"Excellent! Learning a great deal"

"Jamet did a great job. Well informed and VERY patient"