



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, October 10, 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 – September 12, 2024
2. Approval of Financial Reports

Regular Agenda

Old Business

New Business

1. Approve Final Budget for 2025 (**Action**)
2. Approval of Recommended 2025 Operating Hours (**Action**)
3. Strategic Plan Report
4. Director's Report
5. Adjourn

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

Board Member Absent: There were no Board Members absent.

Also Present: Library Director Jenna Kahly, Adult Services Manager Kirsten Henagin, Youth Services Manager Lauren Nephew

I. Call to Order

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

II. Approve Order of the Agenda

Schwartz made a motion to move the Director's Report to agenda item one and Budget Update to agenda item two. Stukel moved and Hanson seconded. No opposition. Motion carried.

III. Public Comment

No members of the public signed up for public comment.

IV. Consent Agenda

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

- Approval of Minutes – August 8, 2024
- Approval of Financial Reports

Regular Agenda

Old Business

- No old business

New Business

V. Director's Report

- Kahly presented the Director's Report, which included updates on a grant opportunity through NDIA to hire Digital Navigators, the relocation of the Eagle Run book drop to the new City Hall, and the carpet project which is being delayed due to difficulties with shelf moving. She also shared continued growth in circulation, door count & programming statistics. She also shared that Notary Public Services have returned to the library and the library website had a design refresh, as did the other City of West Fargo websites.

VI. Budget Update

- The library's preliminary budget was approved and sent to the city for inclusion in their budget. The City has requested all departments continue looking for areas to make cuts. Kahly shared which lines have changed after continued review. These lines included salaries and benefits lines, which Finance updated, slight decreases in Travel & Education and Programming, shifting funds between Books, Audio Video and Library of Things to meet patron demand, an increase in Promotional Activities due to the anticipated opening of the satellite site, updating the Capital Improvements line to reflect the approval of funding construction for the satellite location with those funds.
- Kahly recommended the board make a motion to approve the

updated preliminary budget. Rerick moved and Hanson seconded. No opposed. Motion carried.

VII. Summer Boost Impact Report

- Henagin and Nephew presented a report about the library's summer programming and usage. The 2024 theme was Eras of Adventure. Participation in the reading challenge was up for nearly all age groups. In-library event attendance was up by over 1,000 people. Youth craft and STEM events consistently averaged more people per event than room capacity would allow. Storytime was still a hit in the summer, with nearly 1,500 attendees. Adult event attendance was up 55% from the summer of 2023.
- Nephew shared updates about the Little Red Reading Bus program. The program had less total visitors in 2024 than 2023, but more new library cards were made. Goldenwood was the most heavily attended Little Red Reading Bus stop. This was the first summer with a dedicated full time Outreach Services Coordinator.
- Henagin shared some overall library usage stats from the summer. The library's total visits, total new library cards, and total circulation were up 12 or more percent from 2023.

VIII. Adjourn

Stukel moved and Hanson seconded to adjourn the meeting. Meeting adjourned at 5:45 p.m.

10/01/24
08:42:28

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 113852	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 113957	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		

10/01/24
08:42:28

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	2	113964 JENNA KAHLY NDLA CONF REG	01254	08/21/24	185.00	8/24	1252 NORTH DAKOTA STATE LIBRARY		
CL 120250	3	113964 KAYLA BIRKHOLZ NDLA CONF REG	01248	08/19/24	185.00	8/24	1252 NORTH DAKOTA STATE LIBRARY		
Object Total:					914.04	1,574.59	18,060.00	16,485.41	9%
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	113845 Kayla B - Library		05/14/24	62.00	8/24	2862 ESSENTIA HEALTH		
CL 120344	8	113845 Allison A - Library		06/27/24	62.00	8/24	2862 ESSENTIA HEALTH		
CL 120344	13	113845 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/SPRAY 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	113835 GENRE LABELS/LABEL PROTECTORS	7523203	08/21/24	122.25	8/24	77 DEMCO INC		
CL 120277	1	113806 SANITARY PADS (BOX OF 12)	OEQT804401	08/15/24	160.68	8/24	351 BUSINESS ESSENTIALS		
CL 120277	2	113806 SANITARY PADS (BOX OF 12)	OEQT804402	08/16/24	160.68	8/24	351 BUSINESS ESSENTIALS		
CL 120277	4	113806 11X17 COPY PAPER	W013109541	08/27/24	55.80	8/24	351 BUSINESS ESSENTIALS		
Object Total:					1,423.36	6,255.06	13,000.00	6,744.94	48%

10/01/24
08:42:28

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								
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 11914 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 Subscriptions	INV218542	08/01/24	489.00	8/24	2261 NETWORK CENTER INCORPORATED		
CL 120270 1 113844	ANNAUL MAINTENANCE/SUBSCRIPTIO	INV-US-721	08/27/24	1,305.80	8/24	2089 ENVISIONWARE, INC		
CL 120347 1 113820	CRADDLEPOINT & INSTALL FOR VAN	9785	08/28/24	1,747.45	8/24	1904 CODE 4 SERVICES, INC		
		Object Total:		3,638.24	28,945.43	48,739.00	19,793.57	59%
500 SUPPLIES			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
640 FURNITURE & EQUIPMENT			/ /					
		Object Total:		0.00	0.00	2,000.00	2,000.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000								
CC 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 113853	CHAIR REPAIR	753-1	08/24/24	153.64	8/24	5324 FLUID INTERIORS, LLC		
CL 120277 3 113806	DESK SETUP (AARON)	FRFQ8981	08/15/24	2,372.79	8/24	351 BUSINESS ESSENTIALS		
		Object Total:		2,556.38	15,672.52	43,178.00	27,505.48	36%
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	%

10/01/24
08:42:28

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	113849 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	113844 AUDIOBOOKS		08/12/24	696.26	8/24	2089 ENVISIONWARE, INC		
CL 120270 3	113844 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	83,640.00	83,640.00	%
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		

10/01/24
08:42:28

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	113796 VOX BOOKS	2038481910	08/12/24	331.94	8/24	1695 BAKER & TAYLOR		

10/01/24
08:42:28

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	113866 BOOKS	83186085	08/14/24	14.30	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	2	113866 BOOKS	83186086	08/14/24	14.70	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	3	113866 BOOKS	83186087	08/14/24	19.67	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	4	113866 BOOKS	83204575	08/15/24	15.42	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	5	113866 BOOKS	83204576	08/15/24	33.06	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	6	113866 BOOKS	83224717	08/16/24	21.96	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	7	113866 BOOKS	83251511	08/19/24	15.66	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	8	113866 BOOKS	83251512	08/19/24	40.97	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	9	113866 BOOKS	83251513	08/19/24	35.66	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	10	113866 BOOKS	83251514	08/19/24	22.60	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	11	113866 BOOKS	83251515	08/19/24	13.13	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	12	113866 BOOKS	83271668	08/20/24	17.59	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	13	113866 BOOKS	83271669	08/20/24	19.13	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	14	113866 BOOKS	83320886	08/22/24	15.80	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	15	113866 BOOKS	83320887	08/22/24	17.18	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	16	113866 BOOKS	83320888	08/22/24	15.74	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	17	113866 BOOKS	83343559	08/23/24	13.23	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	18	113866 BOOKS	83343560	08/23/24	38.09	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	19	113866 BOOKS	83343561	08/23/24	10.31	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	20	113866 BOOKS	83343562	08/23/24	13.23	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	21	113866 BOOKS	83343563	08/23/24	188.52	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	22	113866 BOOKS	83354414	08/23/24	34.04	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	23	113866 BOOKS	83354415	08/23/24	18.38	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	24	113866 BOOKS	83410133	08/27/24	1,356.15	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	25	113866 BOOKS	83410132	08/27/24	218.97	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	26	113866 BOOKS	83410131	08/27/24	156.92	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	27	113866 BOOKS	83402158	08/27/24	15.38	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	28	113866 BOOKS	83402157	08/27/24	56.82	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	29	113866 BOOKS	83402156	08/27/24	20.26	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	30	113866 BOOKS	83402155	08/27/24	52.29	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	31	113866 BOOKS	83410134	08/27/24	34.18	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	32	113866 BOOKS	83372861	08/26/24	26.80	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	33	113866 BOOKS	83372862	08/26/24	15.03	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	34	113866 BOOKS	83372863	08/26/24	33.30	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	35	113866 BOOKS	83372864	08/26/24	101.20	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	36	113866 BOOKS	83372865	08/26/24	92.43	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	37	113866 BOOKS	83372866	08/26/24	489.04	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	38	113866 BOOKS	83372867	08/26/24	2,121.48	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	39	113866 BOOKS	83427277	08/28/24	37.62	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	40	113866 BOOKS	83427278	08/28/24	19.30	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	41	113866 BOOKS	83427279	08/28/24	255.43	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	42	113866 BOOKS	83427280	08/28/24	66.71	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	43	113866 BOOKS	83454168	08/29/24	14.48	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	44	113866 BOOKS	83454169	08/29/24	27.75	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	45	113866 BOOKS	83454170	08/29/24	18.17	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	46	113866 BOOKS	83454171	08/29/24	158.02	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	47	113866 BOOKS	83454172	08/29/24	131.04	8/24	4592 INGRAM LIBRARY SERVICES		
CL 120281	48	113866 BOOKS	83454173	08/29/24	50.73	8/24	4592 INGRAM LIBRARY SERVICES		

10/01/24
08:42:28

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	113866 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	113895 BLURAY	505931727	08/20/24	39.15	8/24	1854 MIDWEST TAPE		
CL 120285 2	113895 DVD	505899308	08/13/24	27.72	8/24	1854 MIDWEST TAPE		
CL 120285 3	113895 DVD	505899307	08/13/24	158.13	8/24	1854 MIDWEST TAPE		
CL 120285 4	113895 DVD	505931723	08/20/24	40.44	8/24	1854 MIDWEST TAPE		
CL 120285 5	113895 DVD	505931724	08/20/24	28.47	8/24	1854 MIDWEST TAPE		
CL 120285 6	113895 DVD	505931725	08/20/24	28.78	8/24	1854 MIDWEST TAPE		
CL 120285 7	113895 DVD	505931726	08/20/24	34.03	8/24	1854 MIDWEST TAPE		
CL 120285 8	113895 DVD	505931729	08/20/24	32.22	8/24	1854 MIDWEST TAPE		
CL 120285 9	113895 DVD	505964410	08/27/24	43.44	8/24	1854 MIDWEST TAPE		
CL 120285 10	113895 DVD	505960169	08/27/24	25.47	8/24	1854 MIDWEST TAPE		
CL 120285 11	113895 DVD	505960167	08/27/24	23.97	8/24	1854 MIDWEST TAPE		
CL 120285 12	113895 DVD	505964412	08/27/24	23.97	8/24	1854 MIDWEST TAPE		
CL 120285 13	113895 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	113939 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	%

10/01/24
08:42:28

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 ADVERTISTING		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				/ /					
JV 5634 2		FIBT TSYS/TRANSFIRST AUG 24		/ /	78.00	8/24			
			Object Total:		78.00		624.00	1,750.00	1,126.00 36%
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				/ /					
JV 5637 16		August 2024 Cost Allocation		/ /	3,674.92	8/24			
			Object Total:		3,674.92		29,399.36	46,646.00	17,246.64 63%
890 TRANSFERS OUT				/ /					
			Object Total:		0.00		0.00	10,000.00	10,000.00 %

10/01/24
08:42:28

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							
901 CATALOGING		/ /					
	Object Total:		0.00	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:		172,031.49	1,421,628.66	2,354,762.00	933,133.34	
	Fund Total:		172,031.49	1,421,628.66	2,354,762.00	933,133.34	

***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).

10/01/24
08:53:08

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/24 - 9/24

Page: 1 of 7
Report ID: B160

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000	LIBRARY								
411600	LIBRARY								
110	PERMANENT EMP SALARIES								
JV	5635139	Payroll 09/06/2024		/ /	43,517.17	9/24			
JV	5645127	Payroll 09/20/2024		/ /	43,188.24	9/24			
			Object Total:		86,705.41	764,534.82	1,079,955.00	315,420.18	71%
114	PART TIME SALARIES								
JV	5635140	Payroll 09/06/2024		/ /	2,524.68	9/24			
JV	5645128	Payroll 09/20/2024		/ /	2,316.37	9/24			
			Object Total:		4,841.05	54,144.67	136,858.00	82,713.33	40%
209	CLASSIFIED ADS			/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
220	SOCIAL SECURITY								
JV	5635141	Payroll 09/06/2024		/ /	3,413.79	9/24			
JV	5645129	Payroll 09/20/2024		/ /	3,372.74	9/24			
			Object Total:		6,786.53	60,809.35	83,164.00	22,354.65	73%
230	RETIREMENT								
JV	5635142	Payroll 09/06/2024		/ /	7,053.65	9/24			
JV	5645130	Payroll 09/20/2024		/ /	7,000.17	9/24			
			Object Total:		14,053.82	123,704.68	175,722.00	52,017.32	70%
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	1,000.00	4,000.00	3,000.00	25%
320	HEALTH INSURANCE								
JV	5635143	Payroll 09/06/2024		/ /	6,660.21	9/24			
JV	5645131	Payroll 09/20/2024		/ /	6,660.10	9/24			
			Object Total:		13,320.31	110,406.00	205,554.00	95,148.00	54%
321	PROPERTY INSURANCE			/ /					
			Object Total:		0.00	4,081.37	0.00	-4,081.37	%
333	BUILDING RENTAL			/ /					
			Object Total:		0.00	93,001.50	124,002.00	31,000.50	75%
340	TRAVEL & EDUCATION								
CC	1514 6	SARAH NDLA ANNUAL CONF		08/16/24	185.00	9/24	3161 VISA LIBRARY #1		
CC	1514 8	CLAIRE NDLA ANNUAL CONF		08/22/24	185.00	9/24	3161 VISA LIBRARY #1		
			Object Total:		370.00	1,944.59	18,060.00	16,115.41	11%

10/01/24
08:53:08

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/24 - 9/24

Page: 2 of 7
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY							
411600 LIBRARY							
348 BUYOUTS							
		/ /					
		Object Total:	0.00	0.00	0.00	0.00	%
356 TELEPHONE							
CL 120707 30 114236 aug 2024 library		9973287471 08/08/24	212.55	9/24 3668	VERIZON WIRELESS		
		Object Total:	212.55	1,788.11	3,300.00	1,511.89	54%
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 120804 5 Katie R - Library		09/23/24	62.00	9/24 2862	ESSENTIA HEALTH		
CL 120806 5 Library Background Check		EI01731742 08/30/24	72.00	9/24 1502	EIDE BAILLY LLP		
		Object Total:	134.00	1,585.00	3,000.00	1,415.00	53%
410 OFFICE SUPPLIES							
CC 1512 3 WATER MACHINES		08/14/24	100.00	9/24 3162	VISA LIBRARY #2		
CC 1513 3 OFFICE SUPPLIES		08/25/24	99.59	9/24 4576	VISA LIBRARY #3		
CC 1513 8 BOOK & PACKING TAPE		08/30/24	82.17	9/24 4576	VISA LIBRARY #3		
CC 1514 4 RECEIPT PAPER		08/14/24	63.99	9/24 3161	VISA LIBRARY #1		
CL 120583 1 113986 TISSUES, PAPER PLATES		W013115541 08/29/24	63.02	9/24 351	BUSINESS ESSENTIALS		
		Object Total:	408.77	6,663.83	13,000.00	6,336.17	51%
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 120586 1 114055 LEASE FOR PRINTERS		37322905 08/28/24	581.95	9/24 5349	MARCO TECHNOLOGIES, LLC		
CL 120589 1 114092 POSTAGE CUBE LEASE		3319607290 09/04/24	231.00	9/24 384	PITNEY BOWES GLOBAL		
		Object Total:	812.95	7,974.23	10,260.00	2,285.77	78%
490 MISC							
		/ /					
		Object Total:	0.00	44.99	500.00	455.01	9%
497 TECHNOLOGY							
CC 1513 6 HOTSPOT RENEWALS		08/28/24	360.00	9/24 4576	VISA LIBRARY #3		
CC 1514 1 GRAMMARLY SUBSCRIPTION		08/09/24	144.00	9/24 3161	VISA LIBRARY #1		
CC 1514 5 DVD PLAYER/KEYBOARD		08/14/24	59.98	9/24 3161	VISA LIBRARY #1		
CC 1514 10 CREATIVE CLOUD		08/26/24	29.99	9/24 3161	VISA LIBRARY #1		
CC 1514 11 HOTSPOT		08/26/24	198.00	9/24 3161	VISA LIBRARY #1		
CL 120379 22 114074 Microsoft 365 Subscriptions		INV220215 09/04/24	489.00	9/24 2261	NETWORK CENTER INCORPORATED		

10/01/24
08:53:09

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/24 - 9/24

Page: 3 of 7
Report ID: B160

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

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 120582	1	113975 ASANA YEARLY SUBSCRIPTION	INV0334199 09/10/24	7,497.00	9/24	5283 ASANA INC		
Object Total:				8,777.97	37,723.40	48,739.00	11,015.60	77%
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 1512	2	RAMP FOR NEW VAN	08/13/24	2,411.00	9/24	3162 VISA LIBRARY #2		
CC 1513	7	VACUUM	08/30/24	165.96	9/24	4576 VISA LIBRARY #3		
Object Total:				2,576.96	18,249.48	43,178.00	24,928.52	42%
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	%
648 PROFESSIONAL PUBLICATIONS								
Object Total:				0.00	0.00	3,000.00	3,000.00	%
649 PROGRAMMING								
CC 1512	1	BOOKS	08/06/24	87.26	9/24	3162 VISA LIBRARY #2		
CC 1513	5	PROGRAM SUPPLIES	08/27/24	50.00	9/24	4576 VISA LIBRARY #3		
CC 1514	2	PROGRAM SUPPLIES	08/14/24	25.96	9/24	3161 VISA LIBRARY #1		
CC 1514	7	PROGRAM SUPPLIES	08/16/24	76.56	9/24	3161 VISA LIBRARY #1		
CC 1514	9	PROGRAM SUPPLIES	08/23/24	51.90	9/24	3161 VISA LIBRARY #1		
CC 1514	13	PROGRAM SUPPLIES	08/27/24	18.46	9/24	3161 VISA LIBRARY #1		
CL 120724	1	114195 CHAIR YOGA CLASS	0000001 09/16/24	50.00	9/24	5439 METAMOON		
Object Total:				360.14	7,199.20	21,000.00	13,800.80	34%
650 E RESOURCES								
CL 120581	1	114087 EBOOK/AUDIOBOOK	08/12/24	696.26	9/24	2126 OVERDRIVE, INC		
CL 120581	2	114087 EBOOK/AUDIOBOOK	08/23/24	691.93	9/24	2126 OVERDRIVE, INC		
CL 120581	3	114087 EBOOK/AUDIOBOOK	09/10/24	597.44	9/24	2126 OVERDRIVE, INC		
CL 120584	1	114009 CONSUMER RPRTS ONLINE RENEWAL	9101100418 09/03/24	2,667.00	9/24	3091 EBSCO INFORMATION SERVICES		
Object Total:				4,652.63	33,095.16	53,161.00	20,065.84	62%
653 CAPITAL IMPROVEMENTS								
Object Total:				0.00	0.00	83,640.00	83,640.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CC 1514	12	POSTAGE	08/27/24	17.89	9/24	3161 VISA LIBRARY #1		
CL 120723	1	114221 POSTAGE - ACCT#43560960	09/19/24	1,000.00	9/24	1483 PITNEY BOWES RESERVE ACCOUNT		
Object Total:				1,017.89	7,526.62	10,000.00	2,473.38	75%

10/01/24
08:53:09

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/24 - 9/24

Page: 4 of 7
Report ID: B160

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

Fund/Account/ Doc/Line # Check			Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY										
411600 LIBRARY										
662 BOOKS										
CC	1513	2	BOOKS		08/25/24	54.70	9/24	4576 VISA LIBRARY #3		
CC	1514	3	BOOKS		08/14/24	14.23	9/24	3161 VISA LIBRARY #1		
CC	1514	14	BOOK REFUND		08/28/24	-14.23	9/24	3161 VISA LIBRARY #1		
CL	120585	1	113981 BOOKS	2038507501	08/23/24	542.27	9/24	1695 BAKER & TAYLOR		
CL	120597	1	114032 BOOKS	83140340	08/12/24	26.74	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	2	114032 BOOKS	83140341	08/12/24	24.29	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	3	114032 BOOKS	83140342	08/12/24	19.87	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	4	114032 BOOKS	83140343	08/12/24	22.01	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	5	114032 BOOKS	83481424	08/30/24	13.15	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	6	114032 BOOKS	83481425	08/30/24	132.15	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	7	114032 BOOKS	83481426	08/30/24	117.94	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	8	114032 BOOKS	83492154	08/30/24	10.52	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	9	114032 BOOKS	83492155	08/30/24	35.01	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	10	114032 BOOKS	83492156	08/30/24	26.66	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	11	114032 BOOKS	83492157	08/30/24	258.48	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	12	114032 BOOKS	83492158	08/30/24	31.17	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	13	114032 BOOKS	83544293	09/04/24	14.63	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	14	114032 BOOKS	83544294	09/04/24	31.63	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	15	114032 BOOKS	83544295	09/04/24	24.90	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	16	114032 BOOKS	83544296	09/04/24	14.30	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	17	114032 BOOKS	83544297	09/04/24	11.65	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	18	114032 BOOKS	83544298	09/04/24	13.70	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	19	114032 BOOKS	83544299	09/04/24	12.52	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	20	114032 BOOKS	83544300	09/04/24	10.55	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	21	114032 BOOKS (CREDIT)	83588445	09/05/24	-53.43	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	22	114032 BOOKS	83567490	09/05/24	22.38	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	23	114032 BOOKS	83567491	09/05/24	40.79	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	24	114032 BOOKS	83567492	09/05/24	26.44	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	25	114032 BOOKS	83567493	09/05/24	13.90	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	26	114032 BOOKS	83567494	09/05/24	33.22	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	27	114032 BOOKS	83595696	09/06/24	14.38	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	28	114032 BOOKS	83595697	09/06/24	125.45	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	29	114032 BOOKS	83595698	09/06/24	14.10	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	30	114032 BOOKS	83607624	09/06/24	40.15	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	31	114032 BOOKS	83607625	09/06/24	35.66	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	32	114032 BOOKS	83627603	09/09/24	26.88	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	33	114032 BOOKS	83627604	09/09/24	38.40	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	34	114032 BOOKS	83627605	09/09/24	32.10	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	35	114032 BOOKS	83627606	09/09/24	14.28	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	36	114032 BOOKS	83627607	09/09/24	12.56	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	37	114032 BOOKS	83661650	09/10/24	14.53	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	38	114032 BOOKS	83661651	09/10/24	25.74	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	39	114032 BOOKS	83661652	09/10/24	15.95	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	40	114032 BOOKS	83661653	09/10/24	15.72	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	41	114032 BOOKS	83684220	09/11/24	13.71	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	42	114032 BOOKS	83684221	09/11/24	13.33	9/24	4592 INGRAM LIBRARY SERVICES		
CL	120597	43	114032 BOOKS	83684222	09/11/24	11.35	9/24	4592 INGRAM LIBRARY SERVICES		

10/01/24
08:53:09

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/24 - 9/24

Page: 5 of 7
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 120597 44	114032 BOOKS	83684223	09/11/24	14.05	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 45	114032 BOOKS	83684224	09/11/24	14.08	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 46	114032 BOOKS	83684225	09/11/24	22.02	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 47	114032 BOOKS	83684226	09/11/24	26.33	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 48	114032 BOOKS	83684227	09/11/24	13.58	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 49	114032 BOOKS	83684228	09/11/24	12.95	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120597 50	114032 BOOKS	83684229	09/11/24	42.80	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120726 1	114183 BOOKS	83753615	09/16/24	15.99	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120726 2	114183 BOOKS	83753616	09/16/24	45.16	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120726 3	114183 BOOKS	83782486	09/17/24	70.92	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120726 4	114183 BOOKS	83782487	09/17/24	29.34	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120726 5	114183 BOOKS	83782488	09/17/24	13.28	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120726 6	114183 BOOKS	83782489	09/17/24	13.89	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120726 7	114183 BOOKS	83789807	09/17/24	18.14	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120726 8	114183 BOOKS	83789808	09/17/24	39.18	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120726 9	114183 BOOKS	83806604	09/18/24	17.25	9/24	4592 INGRAM LIBRARY SERVICES		
CL 120726 10	114183 BOOKS	83806605	09/18/24	19.47	9/24	4592 INGRAM LIBRARY SERVICES		
Object Total:				2,424.86	72,179.41	88,950.00	16,770.59	81%
663 MAGAZINES								
CL 120595 1	114099 MAGAZINE SUBSCRIPTION	19224	07/23/24	46.77	9/24	3210 RIVISTAS SUBSCRIPTIONS		
Object Total:				46.77	4,670.50	5,500.00	829.50	85%
664 AUDIO VIDEO								
CL 120599 1	114063 DVD	506000579	09/04/24	41.97	9/24	1854 MIDWEST TAPE		
CL 120599 2	114063 DVD	806000574	09/04/24	47.94	9/24	1854 MIDWEST TAPE		
CL 120599 3	114063 DVD	506000575	09/04/24	64.79	9/24	1854 MIDWEST TAPE		
CL 120599 4	114063 DVD	506000576	09/04/24	57.66	9/24	1854 MIDWEST TAPE		
CL 120599 5	114063 DVD	506000577	09/04/24	111.18	9/24	1854 MIDWEST TAPE		
CL 120599 6	114063 DVD	506000580	09/04/24	32.22	9/24	1854 MIDWEST TAPE		
CL 120599 7	114063 DVD	506000581	09/04/24	99.67	9/24	1854 MIDWEST TAPE		
CL 120599 8	114063 DVD	506000582	09/04/24	23.26	9/24	1854 MIDWEST TAPE		
CL 120599 9	114063 DVD	506005523	09/11/24	20.22	9/24	1854 MIDWEST TAPE		
CL 120599 10	114063 DVD	506005524	09/11/24	30.76	9/24	1854 MIDWEST TAPE		
CL 120599 11	114063 DVD	506005525	09/11/24	25.47	9/24	1854 MIDWEST TAPE		
CL 120725 1	114197 DVD	506061012	09/18/24	43.03	9/24	1854 MIDWEST TAPE		
CL 120725 2	114197 DVD	506061010	09/18/24	31.47	9/24	1854 MIDWEST TAPE		
Object Total:				629.64	13,611.32	25,650.00	12,038.68	53%
667 MEMBERSHIPS								
CC 1513 1	JENNA NDIA MEMBERSHIP		08/22/24	60.00	9/24	4576 VISA LIBRARY #3		
CL 120591 1	114107 KAYLA & CLAIRE NOTARY STAMPS	152545	08/30/24	161.40	9/24	2885 SHORTPRINTER		
Object Total:				221.40	2,145.00	4,039.00	1,894.00	53%
668 PRINTING								
Object Total:				0.00	443.56	1,000.00	556.44	44%

10/01/24
08:53:09

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/24 - 9/24

Page: 6 of 7
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
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	%
672 EMERGENCY MEDICAL SUPPLIES			/ /					
		Object Total:	/ /	0.00	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 1513 4	MAGAZINES		08/26/24	1,092.00	9/24	4576 VISA LIBRARY #3		
CC 1514 15	END OF SUMMER CELEBRATION ADVE		08/31/24	20.00	9/24	3161 VISA LIBRARY #1		
		Object Total:		1,112.00	6,116.84	11,400.00	5,283.16	54%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:	/ /	0.00	9,825.00	0.00	-9,825.00	%
740 SERVICE CHARGES			/ /					
		Object Total:	/ /	0.00	624.00	1,750.00	1,126.00	36%
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	%

10/01/24
08:53:09

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 9/24 - 9/24

Page: 7 of 7
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
880 COST ALLOCATIONS								
JV 5642 16	September 2024 Cost Allocation		/ /	3,674.92	9/24			
		Object Total:		3,674.92	33,074.28	46,646.00	13,571.72	71%
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%
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								
CL 120587 1	114080 POLARIS SUBSCRIPTION	24270	08/30/24	179.00	9/24	832 ODIN		
CL 120587 2	114080 STATEWIDE DATABASE ACCESS	24271	08/30/24	555.00	9/24	832 ODIN		
		Object Total:		734.00	25,491.00	24,200.00	-1,291.00	105%
		Account Total:		153,874.57	1,575,503.23	2,354,762.00	779,258.77	
		Fund Total:		153,874.57	1,575,503.23	2,354,762.00	779,258.77	

***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).

Combined Funds

		----- Current Year -----					
Account	Object	Description	Current Month	Current YTD	Budget	Variance	%
Revenue							
310001	PROPERTY TAXES		3,465.81	1,998,756.53	2,150,618.00	-151,861.47	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			3,465.81	2,043,382.48	2,102,045.00	-58,662.52	97
Expenses							
411600	LIBRARY						
110	PERMANENT EMP SALARIES		86,705.41	764,534.82	1,079,955.00	315,420.18	71
114	PART TIME SALARIES		4,841.05	54,144.67	136,858.00	82,713.33	40
220	SOCIAL SECURITY		6,786.53	60,809.35	83,164.00	22,354.65	73
230	RETIREMENT		14,053.82	123,704.68	175,722.00	52,017.32	70
240	WORKFORCE SAFETY INSURANCE			2,019.43	2,384.00	364.57	85
250	UNEMPLOYMENT				500.00	500.00	
312	ATTORNEY			1,000.00	4,000.00	3,000.00	25
320	HEALTH INSURANCE		13,320.31	110,406.00	205,554.00	95,148.00	54
321	PROPERTY INSURANCE			4,081.37		-4,081.37	
333	BUILDING RENTAL			93,001.50	124,002.00	31,000.50	75
340	TRAVEL & EDUCATION		370.00	1,944.59	18,060.00	16,115.41	11
356	TELEPHONE		212.55	1,788.11	3,300.00	1,511.89	54
387	MEDICAL/VACCINES				500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING		134.00	1,585.00	3,000.00	1,415.00	53
410	OFFICE SUPPLIES		408.77	6,663.83	13,000.00	6,336.17	51
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		812.95	7,974.23	10,260.00	2,285.77	78
490	MISC			44.99	500.00	455.01	9
497	TECHNOLOGY		8,777.97	37,723.40	48,739.00	11,015.60	77
500	SUPPLIES				500.00	500.00	
640	FURNITURE & EQUIPMENT				2,000.00	2,000.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000		2,576.96	18,249.48	43,178.00	24,928.52	42
644	POSTAL METER RENT			-73.69	1,200.00	1,273.69	-6
648	PROFESSIONAL PUBLICATIONS				3,000.00	3,000.00	
649	PROGRAMMING		360.14	7,199.20	21,000.00	13,800.80	34
650	E RESOURCES		4,652.63	33,095.16	53,161.00	20,065.84	62
653	CAPITAL IMPROVEMENTS				83,640.00	83,640.00	
661	POSTAGE/FREIGHT/SHIPPING		1,017.89	7,526.62	10,000.00	2,473.38	75
662	BOOKS		2,424.86	72,179.41	88,950.00	16,770.59	81
663	MAGAZINES		46.77	4,670.50	5,500.00	829.50	85
664	AUDIO VIDEO		629.64	13,611.32	25,650.00	12,038.68	53
667	MEMBERSHIPS		221.40	2,145.00	4,039.00	1,894.00	53
668	PRINTING			443.56	1,000.00	556.44	44

10/01/24
09:10:46

CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 9 / 24

Page: 2 of 2
Report ID: LB170A

Combined Funds

		----- Current Year -----			
Account Object	Description	Current Month	Current YTD	Budget	Variance
669	INSURANCE		617.00	2,750.00	2,133.00
672	EMERGENCY MEDICAL SUPPLIES		124.16	350.00	225.84
689	PROMOTIONAL ACTIVITIES	1,112.00	6,116.84	11,400.00	5,283.16
724	CONSULTING/TESTING FEES		9,825.00		-9,825.00
740	SERVICE CHARGES		624.00	1,750.00	1,126.00
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	3,674.92	33,074.28	46,646.00	13,571.72
890	TRANSFERS OUT			10,000.00	10,000.00
901	CATALOGING		2,668.57	2,950.00	281.43
994	ODIN	734.00	25,491.00	24,200.00	-1,291.00
	Total Account	153,874.57	1,575,503.23	2,354,762.00	779,258.77
					67
Total Expenses		153,874.57	1,575,503.23	2,354,762.00	779,258.77
					67
Net Income from Operations		-150,408.76	467,879.25		
Other Revenue					
360000	MISCELLANEOUS REVENUE	653.66	5,364.89	5,000.00	364.89
360100	SPONSORSHIPS	1,000.00	4,989.41	20,000.00	-15,010.59
361000	INTEREST ON INVESTMENTS		33,813.53		33,813.53
375000	DONATIONS	65,000.00	65,195.00	15,000.00	50,195.00
383000	TRANSFER IN			247,066.00	-247,066.00
					38
Total Other Revenue		66,653.66	109,362.83	287,066.00	-177,703.17
					38
Net Income		-83,755.10	577,242.08		

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

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

Final Draft

Director	Fund	Department	Object	Object Description	2024 Budget	2025 Budget	9/23/24 Change	10/8/24 Changes	Final Budget	YOY Change
Kahly, Jenna	7000	LIBRARY	110	PERMANENT EMP SALARIES	1,079,955.00	1,227,481.00	(17,708.00)	1,086.00	1,210,859.00	130,904.00
Kahly, Jenna	7000	LIBRARY	114	PART TIME SALARIES	136,858.00	102,642.00	(1,481.00)	1,126.00	102,287.00	(34,571.00)
Kahly, Jenna	7000	LIBRARY	220	SOCIAL SECURITY	83,164.00	101,754.41	(1,468.00)	169.59	100,456.00	17,292.00
Kahly, Jenna	7000	LIBRARY	230	RETIREMENT	175,722.00	199,588.41	(2,879.00)	176.59	196,886.00	21,164.00
Kahly, Jenna	7000	LIBRARY	240	WORKFORCE SAFETY INSURANC	2,384.00	3,003.00		(7.00)	2,996.00	612.00
Kahly, Jenna	7000	LIBRARY	245	CORPORATE EDUCATION					-	-
Kahly, Jenna	7000	LIBRARY	250	UNEMPLOYMENT	500.00	500.00			500.00	-
Kahly, Jenna	7000	LIBRARY	312	ATTORNEY	4,000.00	5,000.00			5,000.00	1,000.00
Kahly, Jenna	7000	LIBRARY	320	HEALTH INSURANCE	205,554.00	266,706.00	(57.00)		266,649.00	61,095.00
Kahly, Jenna	7000	LIBRARY	321	PROPERTY INSURANCE	-				-	-
Kahly, Jenna	7000	LIBRARY	333	BUILDING RENTAL	124,002.00	161,051.00			161,051.00	37,049.00
Kahly, Jenna	7000	LIBRARY	340	TRAVEL & EDUCATION	18,060.00	15,950.00			15,950.00	(2,110.00)
Kahly, Jenna	7000	LIBRARY	356	TELEPHONE	3,300.00	3,060.00			3,060.00	(240.00)
Kahly, Jenna	7000	LIBRARY	387	MEDICAL/VACCINES	500.00	500.00			500.00	-
Kahly, Jenna	7000	LIBRARY	399	RECRUITMENT/EMPLOYMENT TE	3,000.00	3,000.00			3,000.00	-
Kahly, Jenna	7000	LIBRARY	410	OFFICE SUPPLIES	13,000.00	15,000.00			15,000.00	2,000.00
Kahly, Jenna	7000	LIBRARY	420	OPERATION & MAINTENANCE					-	-
Kahly, Jenna	7000	LIBRARY	424	GAS AND OIL	1,200.00	2,000.00			2,000.00	800.00
Kahly, Jenna	7000	LIBRARY	427	VEHICLES MAINTENANCE	1,200.00	1,200.00			1,200.00	-
Kahly, Jenna	7000	LIBRARY	428	SERVICE AGREEMENTS-CONTRA	10,260.00	11,952.00			11,952.00	1,692.00
Kahly, Jenna	7000	LIBRARY	490	MISC	500.00	500.00			500.00	-
Kahly, Jenna	7000	LIBRARY	497	TECHNOLOGY	48,739.00	45,199.00			45,199.00	(3,540.00)
Kahly, Jenna	7000	LIBRARY	500	SUPPLIES	500.00	500.00			500.00	-
Kahly, Jenna	7000	LIBRARY	640	FURNITURE & EQUIPMENT	2,000.00				-	(2,000.00)
Kahly, Jenna	7000	LIBRARY	641	FURN & EQUIP-NON DEPRECIA	43,178.00	10,000.00			10,000.00	(33,178.00)
Kahly, Jenna	7000	LIBRARY	644	POSTAL METER RENT	1,200.00	1,200.00			1,200.00	-
Kahly, Jenna	7000	LIBRARY	648	PROFESSIONAL PUBLICATIONS	3,000.00	1,000.00			1,000.00	(2,000.00)
Kahly, Jenna	7000	LIBRARY	649	PROGRAMMING	21,000.00	18,500.00			18,500.00	(2,500.00)
Kahly, Jenna	7000	LIBRARY	650	E RESOURCES	53,161.00	42,261.00			42,261.00	(10,900.00)
Kahly, Jenna	7000	LIBRARY	653	CAPITAL IMPROVEMENTS	83,640.00	150,000.00			150,000.00	66,360.00
Kahly, Jenna	7000	LIBRARY	661	POSTAGE/FREIGHT/SHIPPING	10,000.00	11,000.00			11,000.00	1,000.00
Kahly, Jenna	7000	LIBRARY	662	BOOKS	88,950.00	107,245.00			107,245.00	18,295.00
Kahly, Jenna	7000	LIBRARY	663	MAGAZINES	5,500.00	4,700.00			4,700.00	(800.00)
Kahly, Jenna	7000	LIBRARY	664	AUDIO VIDEO	25,650.00	16,250.00			16,250.00	(9,400.00)
Kahly, Jenna	7000	LIBRARY	667	MEMBERSHIPS	4,039.00	4,050.00			4,050.00	11.00
Kahly, Jenna	7000	LIBRARY	668	PRINTING	1,000.00	1,000.00			1,000.00	-
Kahly, Jenna	7000	LIBRARY	669	INSURANCE	2,750.00	3,000.00			3,000.00	250.00
Kahly, Jenna	7000	LIBRARY	672	EMERGENCY MEDICAL SUPPLIE	350.00	350.00			350.00	-
Kahly, Jenna	7000	LIBRARY	680	LIBRARY OF THINGS		4,500.00			4,500.00	4,500.00
Kahly, Jenna	7000	LIBRARY	689	PROMOTIONAL ACTIVITIES	11,400.00	13,680.00			13,680.00	2,280.00
Kahly, Jenna	7000	LIBRARY	710	PRINCIPAL					-	-

Kahly, Jenna	7000	LIBRARY	720 INTEREST					-	-
Kahly, Jenna	7000	LIBRARY	724 CONSULTING/TESTING FEES	-	3,000.00			3,000.00	3,000.00
Kahly, Jenna	7000	LIBRARY	740 SERVICE CHARGES	1,750.00	1,750.00			1,750.00	-
Kahly, Jenna	7000	LIBRARY	864 FURN & EQUIP DEPRECIATED	-				-	-
Kahly, Jenna	7000	LIBRARY	870 CAPITALIZED ASSETS - OVER \$5,000	-				-	-
Kahly, Jenna	7000	LIBRARY	880 COST ALLOCATIONS	46,646.00	47,579.00	340.00		47,919.00	1,273.00
Kahly, Jenna	7000	LIBRARY	890 TRANSFERS OUT	10,000.00	10,000.00			10,000.00	-
Kahly, Jenna	7000	LIBRARY	901 CATALOGING	2,950.00	2,950.00			2,950.00	-
Kahly, Jenna	7000	LIBRARY	994 ODIN	24,200.00	25,000.00			25,000.00	800.00
				2,354,762.00	2,645,601.82	(23,253.00)	2,551.18	2,624,900.00	270,138.00



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: October 10, 2024
Subject: Hours of Operation
Action: Recommend approval of elimination of Sunday open hours in 2025

**West Fargo Public Library
Board of Directors**

President

Larry Schwartz

Vice President/Secretary

Tony Stukel

Treasurer

Liann Hanson

Board member

Roben Anderson
City Commissioner

Board member

Alanna Rerick

Library Director

Jenna Kahly

I am recommending the board approve removing Sundays from the Library's open hours effective Jan. 1, 2025.

This request comes after a thorough review of staffing and operational needs as we anticipate the addition of our satellite location, as well as circulation staff concerns, usage trends, and community expectations.

The West Fargo Public Library is currently open from 1 to 5 p.m. Sundays from Labor Day through Memorial Day. Library door count and usage trends show that, on average, Sundays have the least traffic per hour. Being closed on Sundays would have the least amount of public impact while allowing us to mitigate some significant challenges in library operations, scheduling and shift coverage, and employee well-being we are seeing. We anticipate these challenges being more significant as we open the satellite location at City Hall if we do not make this change.

We currently require circulation staff to be available for Sunday shifts on a rotating basis, which results in full-time staff frequently working nine consecutive days before having a day off. We have seen significant burnout and increased illness, and this has continually affected our ability to retain staff.

Being closed on Sundays will align our operating hours with other area businesses, community services, and public libraries that are not open 7 days a week. A 7-days-a-week model is no longer standard, post-COVID. The Fargo Public Library is also considering this change, given staffing demands.

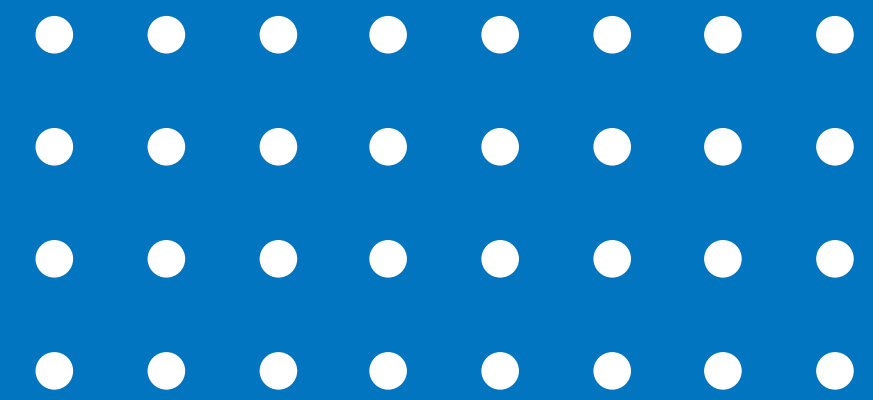
The potential public impact of removing Sundays will be even lesser so when we open the satellite location at City Hall, as we will have a net increase in overall service hours.

In closing, while this change may result in some disappointed patrons, by making this adjustment, we can better support our staff, maintain the high-quality service expected of us during peak times, and move forward toward the opening of our satellite location with confidence. I respectfully recommend the board approve this change, effective January 1, 2025. Thank you for your consideration.

2022 - 2024 Strategic Plan Results

Presented by Jenna Kahly, Library Director





Guiding Principles

Mission

- As a civic resource, the West Fargo Public Library's mission is to provide equitable access to resources and opportunities so that residents can achieve their goals, explore their passions, and develop social connections.

Vision

- We envision a library whose services ensure that every person has resources and opportunities to learn, meet, share, read, play and create.

Values



Development

**Interviewed
and surveyed
stakeholders
and community
members**



**Identified
community
values, needs
and desires**



**Developed
service goals;
chose 4 to
focus on**

GOAL 1

Parents have services for their families in close and convenient locations in order to maximize the library resources available to them.



What We Did

- Brought library resources, books and activities out into the community through Little Red Reading Bus route stops and participation in community events, parent/teacher organization events, and school resource nights
- Secured new Library on Wheels vehicle this summer to continue outreach services thanks to First International Bank





GOAL 2

Children birth to age five develop literacy and social skills that ensure they are ready for Kindergarten.

What We Did

- Redeveloped storytimes to include more multi-dimensional activities beyond reading that support early literacy and social skill development in children and foster continued growth at home
- Implemented a “1000 Books Before Kindergarten” program, which has had 274 participants
- Saw consistent record-breaking attendance at storytimes, averaging 96 attendees per week in 2024



GOAL 3

Teens develop personal interests, build life skills, and gain real-world experiences that ensure they are confident and prepared for their futures.



What We Did

- Implemented a summer internship program, which provides real-world experience to those with an interest in libraries, public service, and working with youth
- Expanded reach and partnership with West Fargo Public Schools by offering student cards to grades 6 and up and offering reading challenges through Beanstack
- Expanded teen program options and offered at least one teen-specific program per month, resulting in more consistent participation in teen programs and summer reading program





GOAL 4

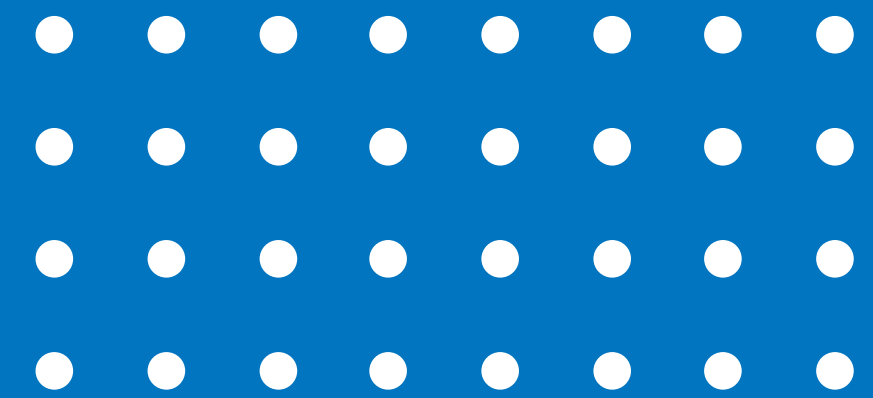
Everyone will have services and resources in which they see themselves represented, in order to feel welcome and take full advantage of what is available at the library.

What We Did

- Technical Services staff performed a diversity audit of a high-priority collection, the framework will be used in newly established on-going review plan
- Implemented monthly English Conversation Circle events
- Staff engaged in trainings focused on improving services to underrepresented communities, (ex. North Dakota Autism Center training, accessibility webinars, implicit bias training)
- Developed and maintained partnerships with community organizations such as Great Plains Food Bank, Job Service ND, Community Options, Inc., and Cass County Housing Authority to provide services to underserved populations



Beyond the Goals



We pushed beyond these four goals to break records, reach objectives and meet patron expectations not included in the Strategic Plan.

Some examples include:

**Highest
Circulation
of all time
June 2024**

Beyond the Goals - Accessibility

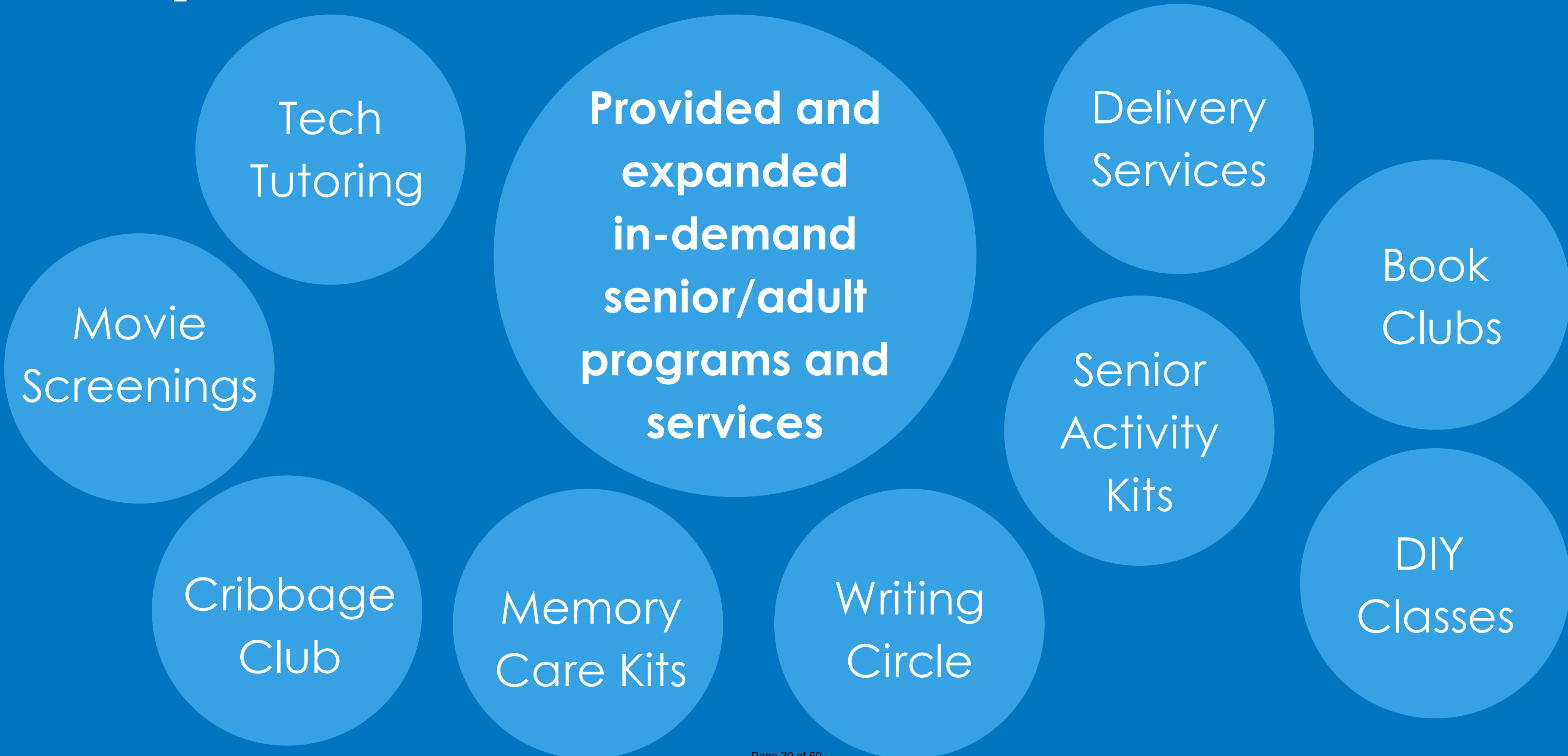
Created an
accessible
public
computer
station

Removed need
for key to use
in-library
elevator

Replaced the
service desk
with a more
ADA compliant
model

Reorganized
collections for
patron
accessibility

Beyond the Goals - Adult Services



Beyond the Goals

Updated
Out-of-Date
Policies

Updated
procedures
for efficiency

Restructured
organizational
chart and
service desk
schedule

Started work to
create a
satellite library
space at WF
City Hall

QUESTIONS?

Thank you for your time!

West Fargo Public Library

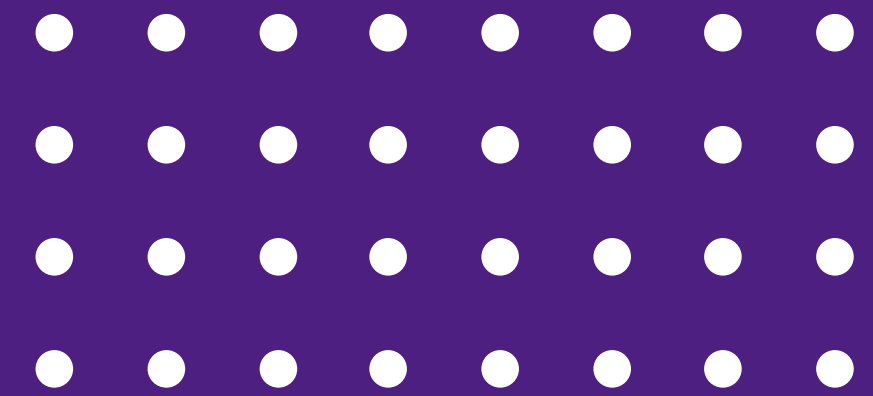


Director's Report

Presented by Jenna Kahly
Library Director



Administration

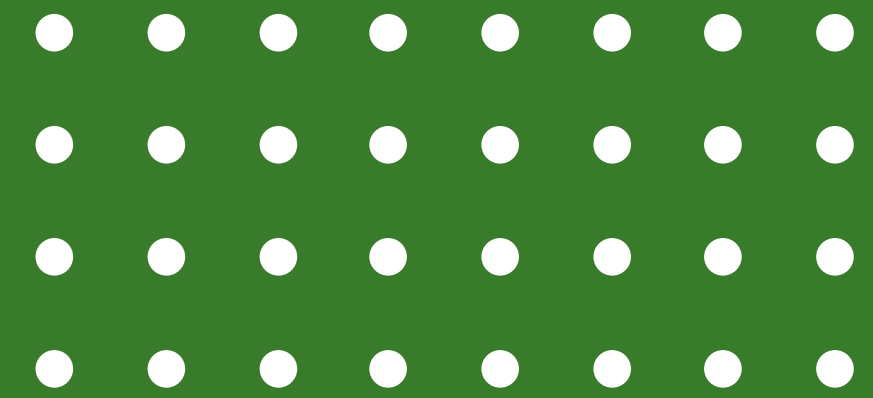


Building

- Air Conditioning is now fixed.
- Installed “pads on a roll” in the lady’s restrooms.
- Carpet replacement project will likely occur in 2025 early fall.
- Demolition and construction has begun for our 2nd location in City Hall.
- We now have screens available in all library meeting rooms to increase the AV capacity for those spaces.



Finances



Expenditures through September

Month to Date

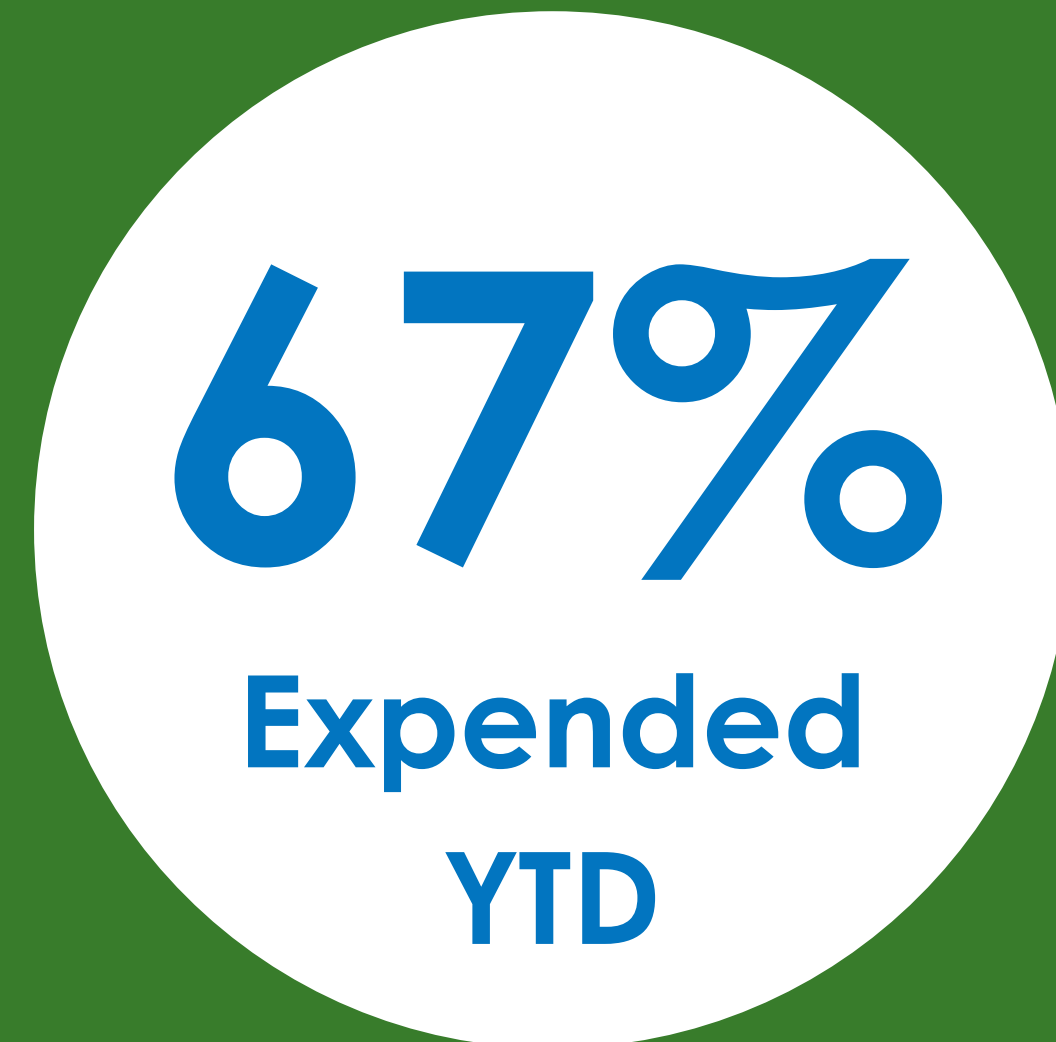
\$153,847.57

Year to Date

\$1,575,503.23

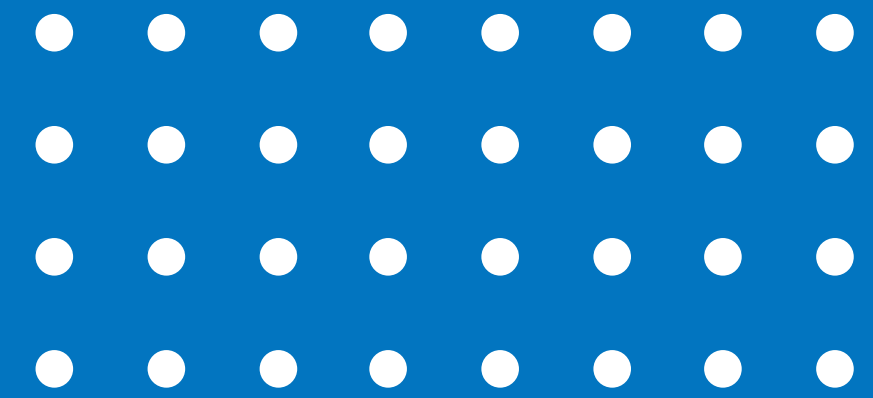
Available Appropriation

\$779,258.28

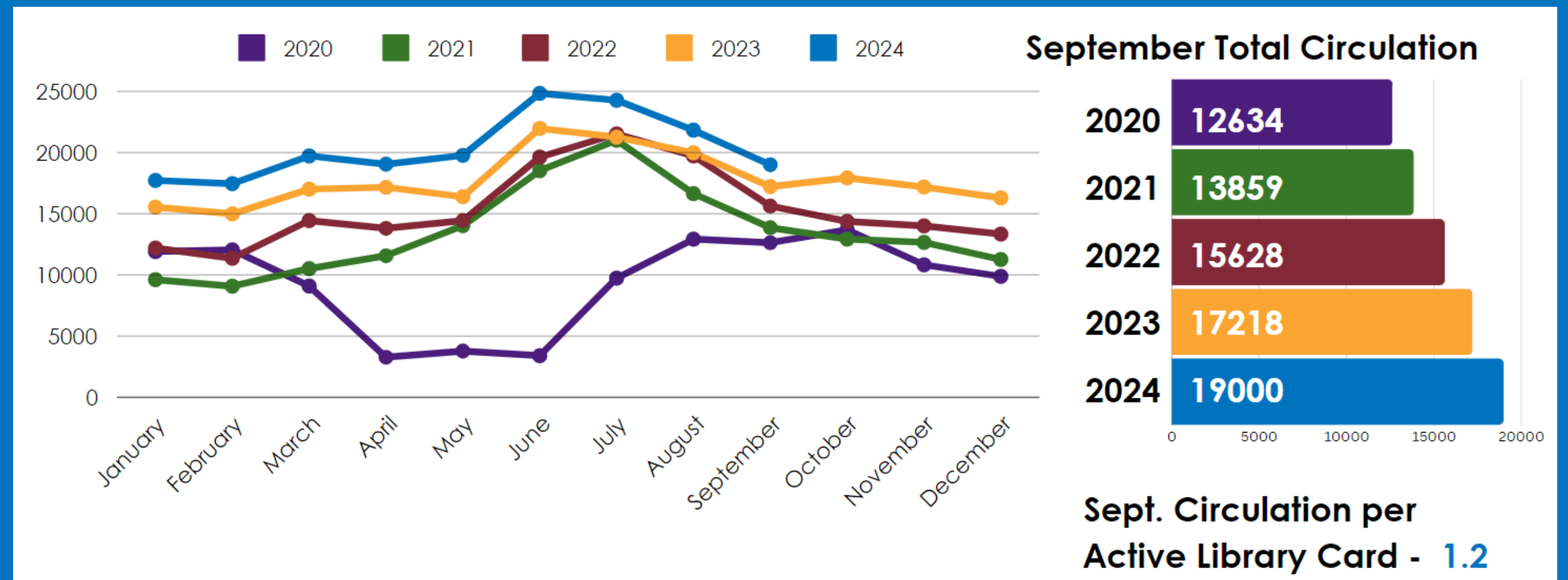




Circulation

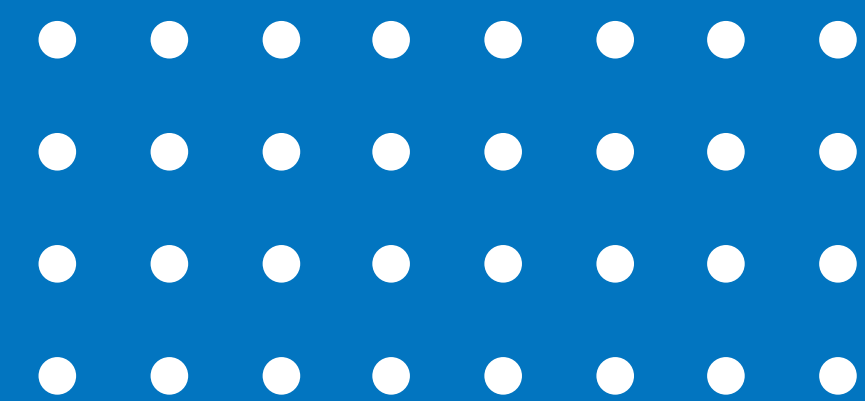


Physical and electronic circulation continues to trend higher than 2023.

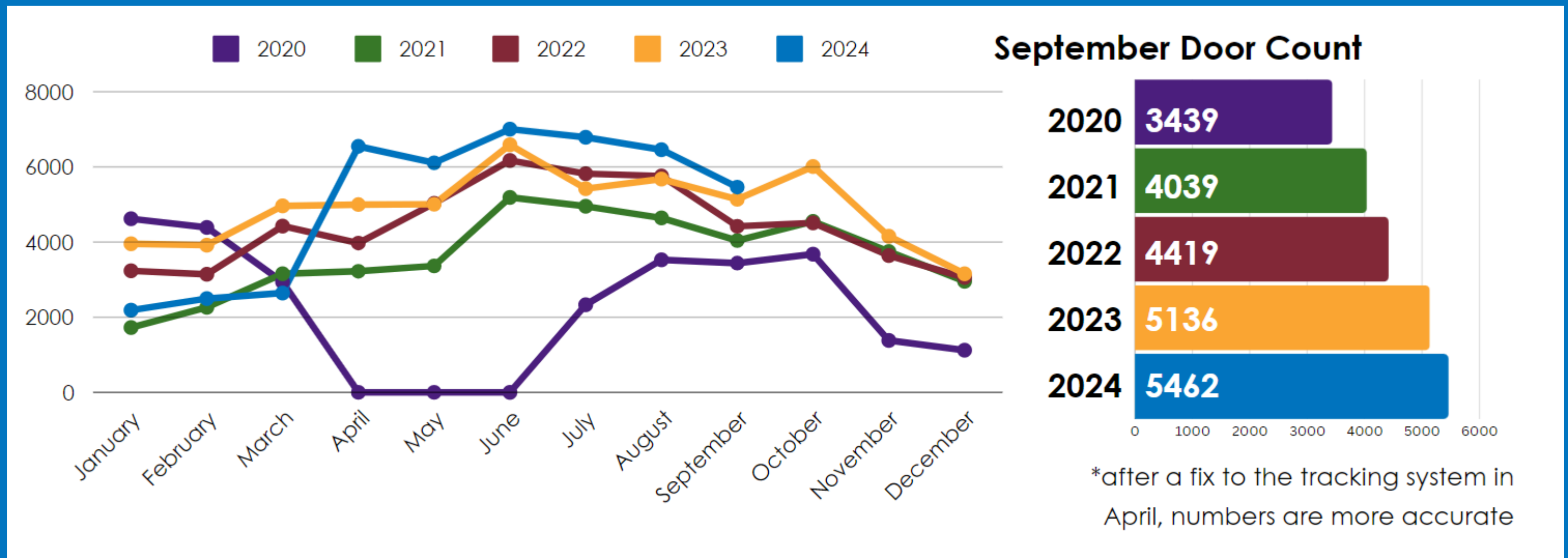




Door Count

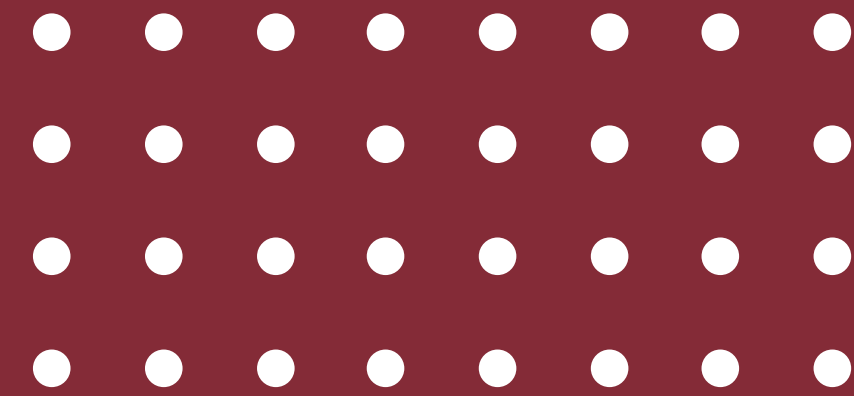


Our Door Count also continues to be the highest it's been in the last 5 years.





Notary Public Services



- This service went live in September.
- We have had a handful of appointments and walk-ins so far, and expect that to increase as the public becomes more aware of this additional service offered.
- We've also heard interest from other City of West Fargo departments in using our notary services for their needs.



Technical Services

Working with ODIN on moving to a floating collection model as we look forward to opening our second site in 2025.

A floating collection will allow us to seamlessly move items between our main location, satellite location at City Hall, and outreach services to meet the needs and interests of these different service populations.





Outreach Services

- Attended a variety of events in September, making 21 library cards and engaging with over 800 people:
 - North Dakota Autism Center events
 - Children and Family Wellness Fair
 - West Fest Parade and West Fest Family Fun
 - Senior Expo
 - Family History Workshop
 - West Fargo Public Schools Family Resource Night



Adult Services team members at Senior Expo at Rustad Rec Center.



Outreach Services

- Upcoming Library-hosted Outreach Events in October:
 - **Library on Wheels at The Lights** 3 - 6 p.m. Monday, Oct. 21
 - **Library on Wheels at Junkyard Brewing West Fargo** 6 - 8 p.m. Thursday, Oct. 24 (alongside Books & Brews Book Club also held there)

Outreach will be attending other community events as well, but we are excited about these library-hosted ones, which will be more like a summer route stop.





Youth/All Ages Services

- Celebrating YALSA "TeenTober" with Series of Teen Halloween Events every Thursday.
- Trick or Sweet Halloween Party 11 - 1 Saturday, Oct. 26
- Partnered with Sanford and MNSCTC for a FREE Influenza Vaccine Clinic for ages 6 months and up 10:30 a.m. - 4:30 p.m. Wednesday, Oct. 30.

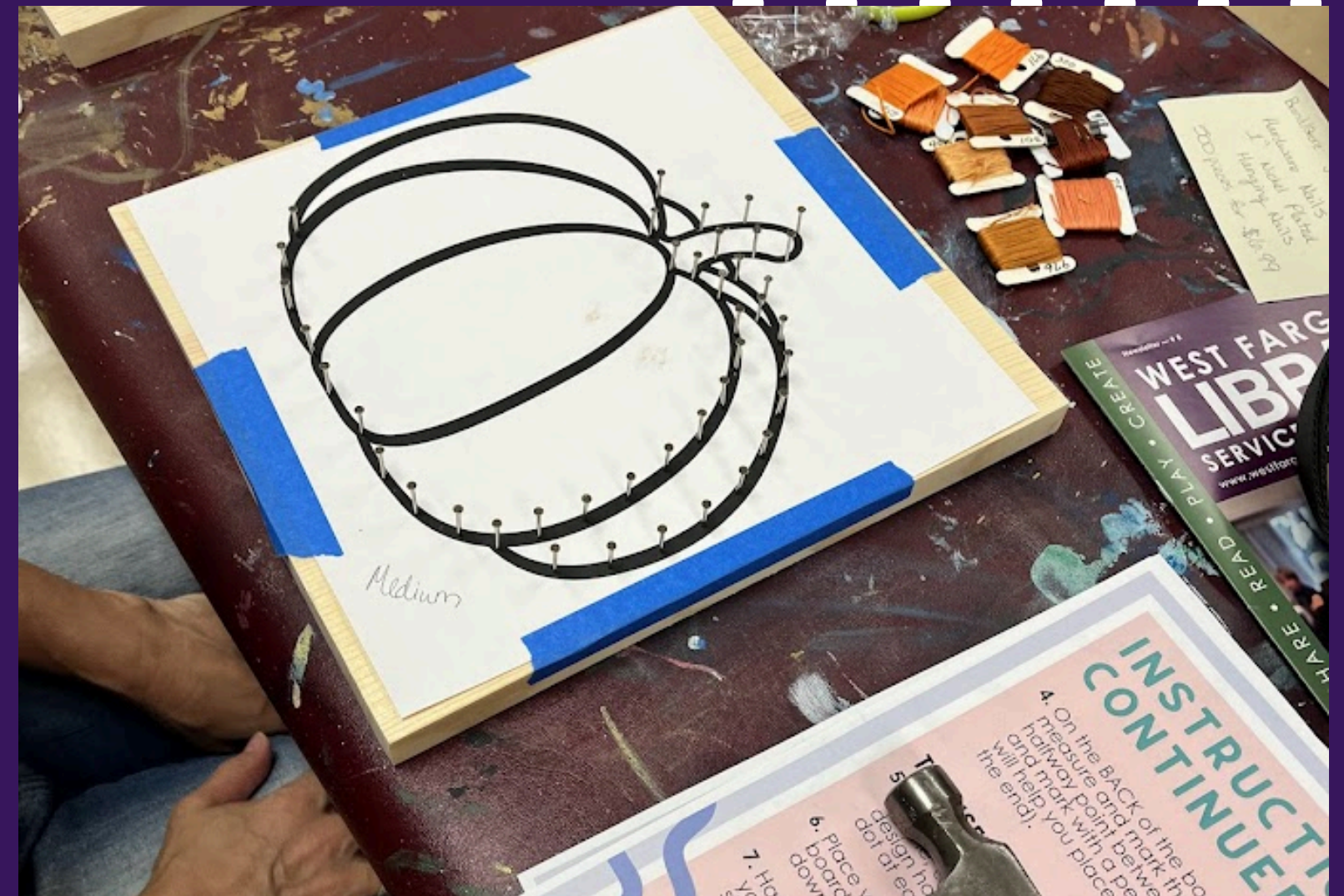


The first LEGO Day saw nearly 60 attendees. We will host these monthly through the year.



Adult Services

- Cribbage Club returned Oct. 1
- Looking forward to "How to Vote" event hosted by League of Women Voters 6:30 p.m. Tuesday, Oct. 15
- New Book Club starting in Oct :
 - **Civic Minds Roundtable** 6:30 p.m. Monday, Oct. 21 in partnership with NDSU Extension Office and Civic West.

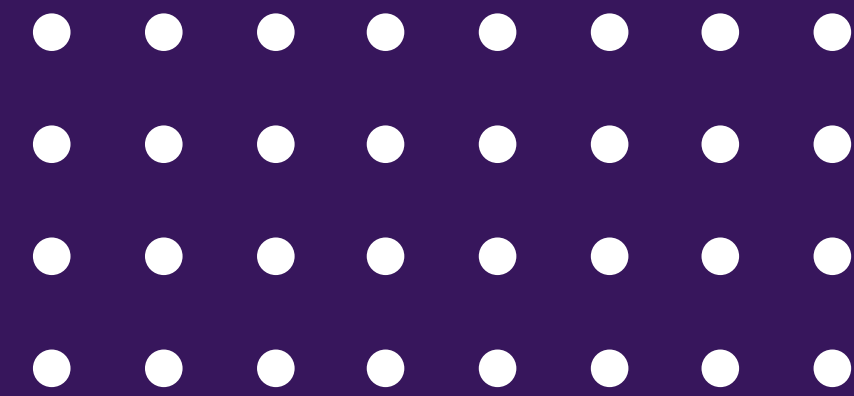


Adult Services staff hosted a well-attended String Art craft class in Sept.





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 logo and book cover, 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, the website "WWW.1BOOK1COMMUNITY.ORG" is displayed in white.

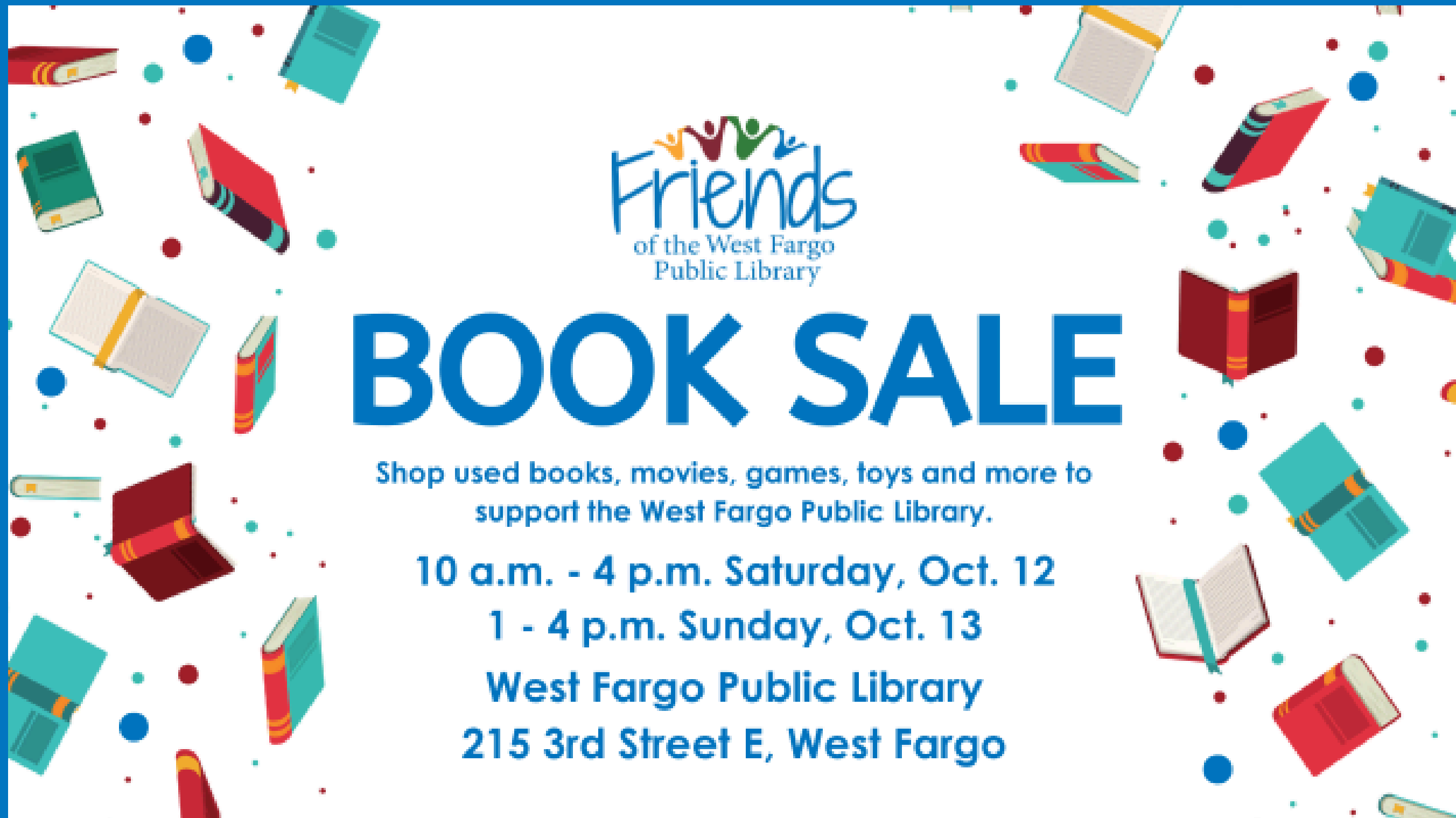
one book
one community
FARGO • MOORHEAD • WEST FARGO

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**.



- All proceeds go to the Friends of the Library non-profit group, who support the library's programs and services, specifically Library on Wheels and shelving/furniture for satellite location.

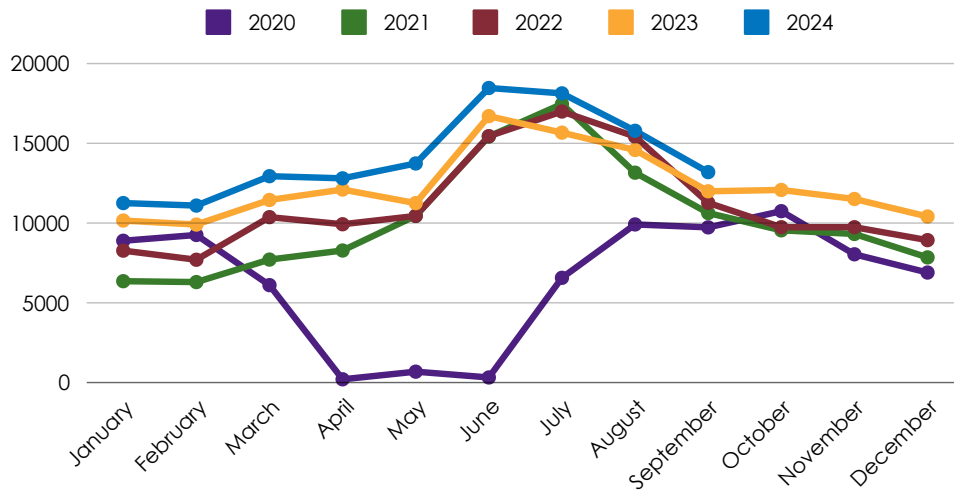


Five staff members attended the North Dakota Library Association Conference last week. Youth Services Librarian Sarah Davis, presented a poster on Storytime best practices. Adult Services Librarian Claire Kuhlman presented on creating a Writing Circle, and Adult Services Manager Kirsten Henagin served as conference co-chair.

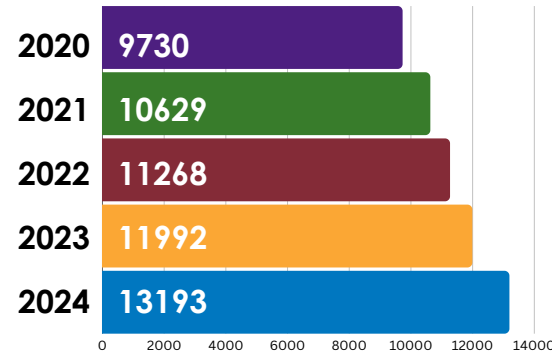
QUESTIONS? ■ ■ ■

Thank you for your time!

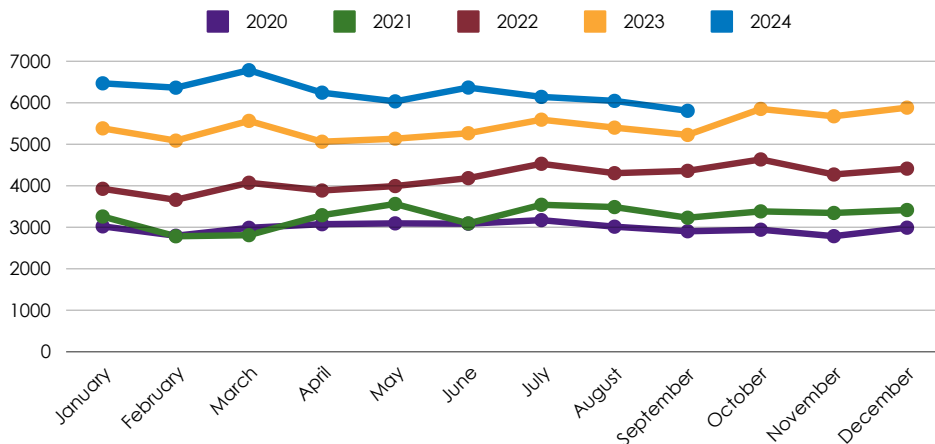
Physical Item Circulation



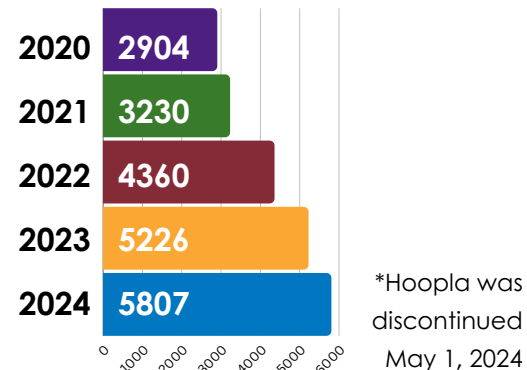
September Circulation



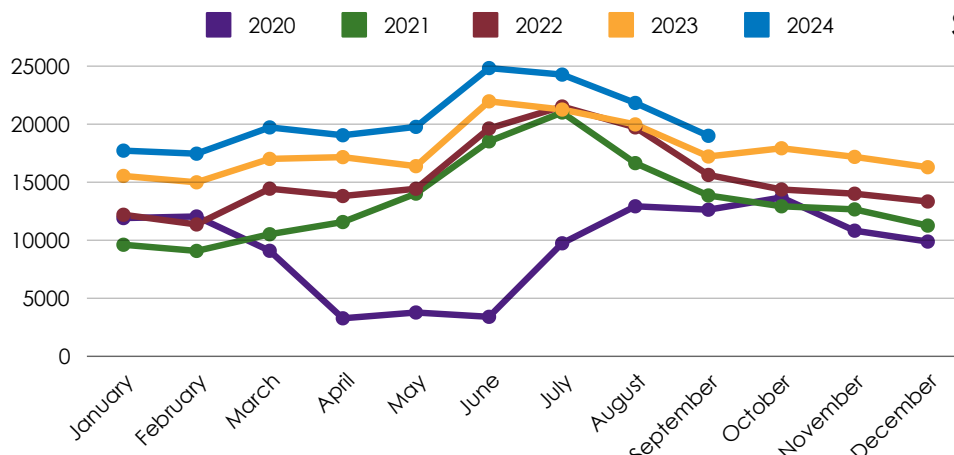
Electronic Materials Circulation



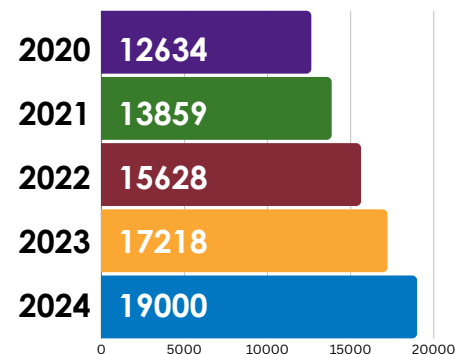
September Circulation OverDrive/Libby & Hoopla*



Total Circulation

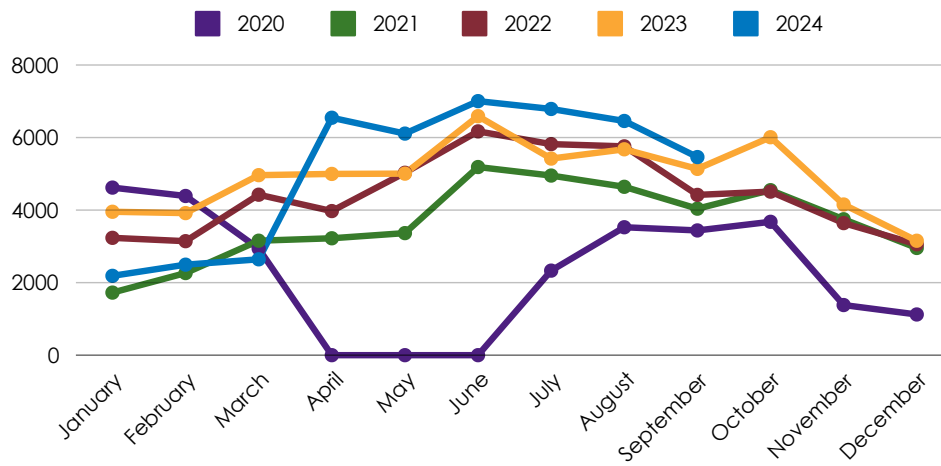


September Total Circulation

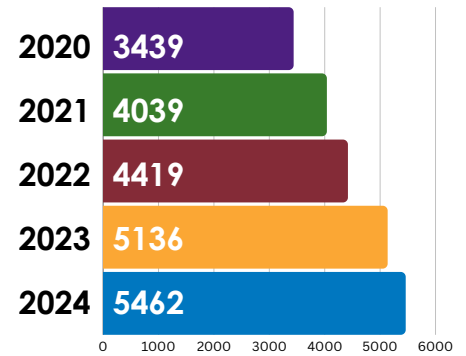


Circulation per
Active Library Card - **1.2**

Door Count

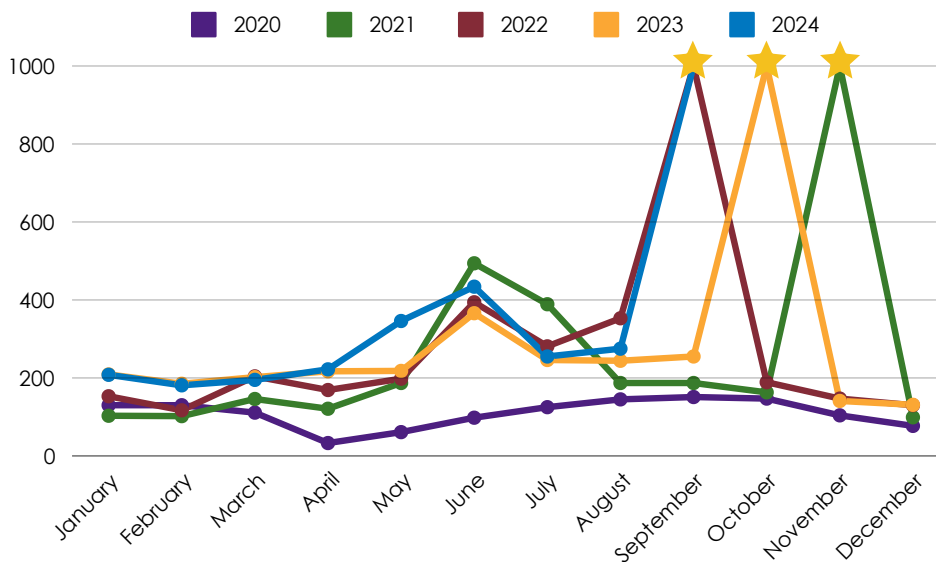


September Door Count



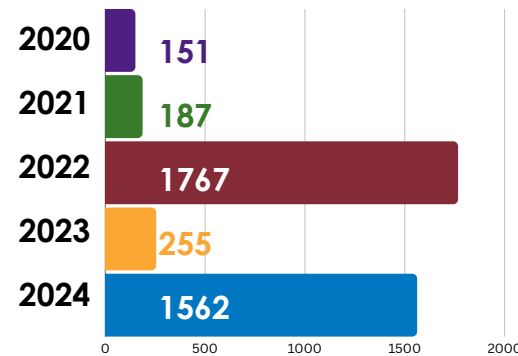
*after a fix to the tracking system in April, numbers are more accurate

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 and Sept. 2024.

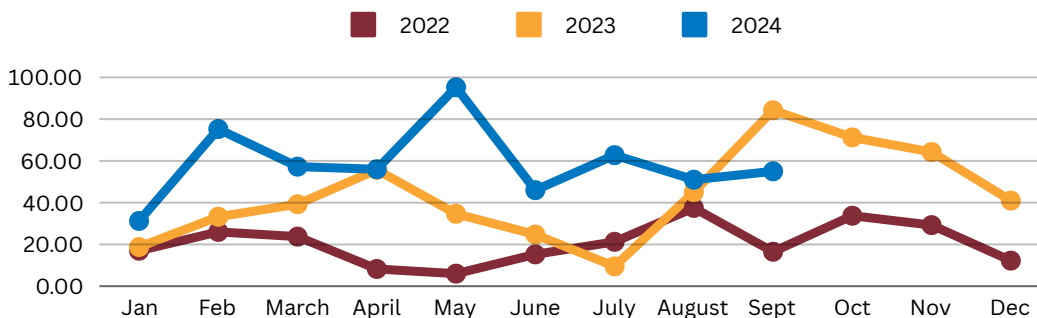
September Signups



September Active Library Cards - 15918

Meeting Room Usage

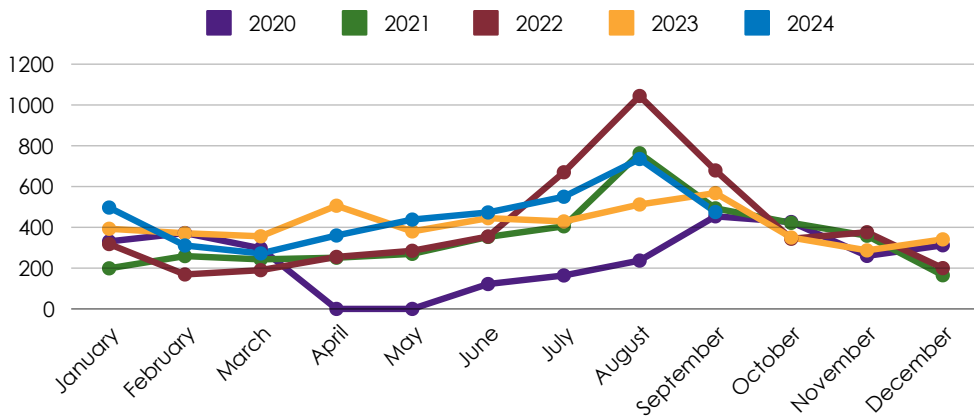
Meeting Room Hours Reserved



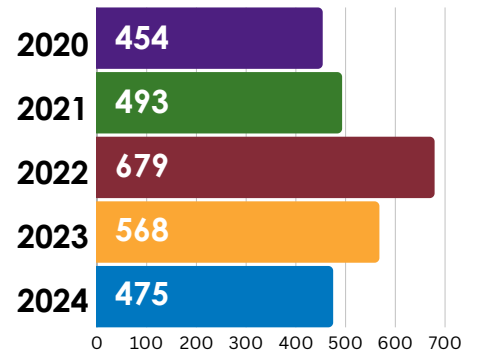
September Meeting Room Use

Sept. Hours Reserved 55
 Hours Reserved YTD 529.75
 Sept. Reservations 26
 Reservations YTD 251

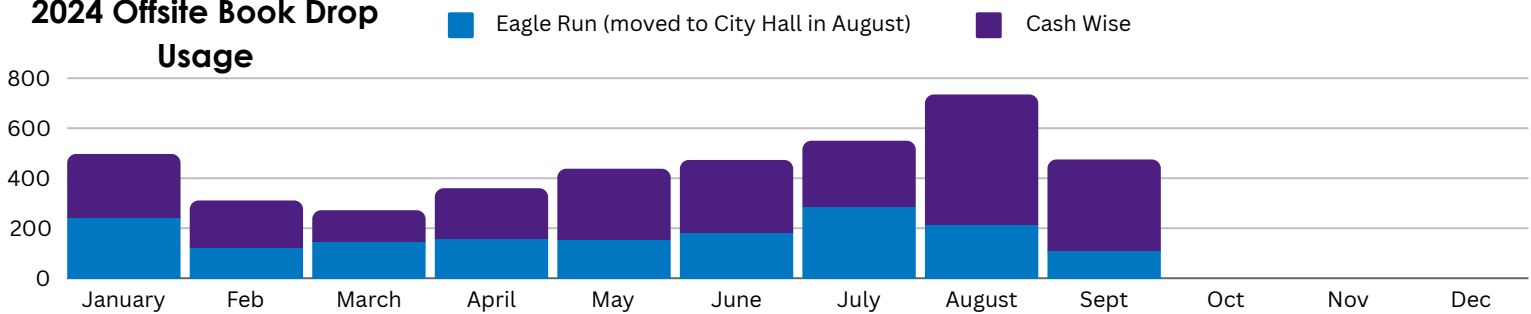
Offsite Book Drop Usage



Sept. Offsite Book Drop Usage



2024 Offsite Book Drop Usage



Outreach Services

Monthly Outreach Circulation

Total Monthly Circulation*

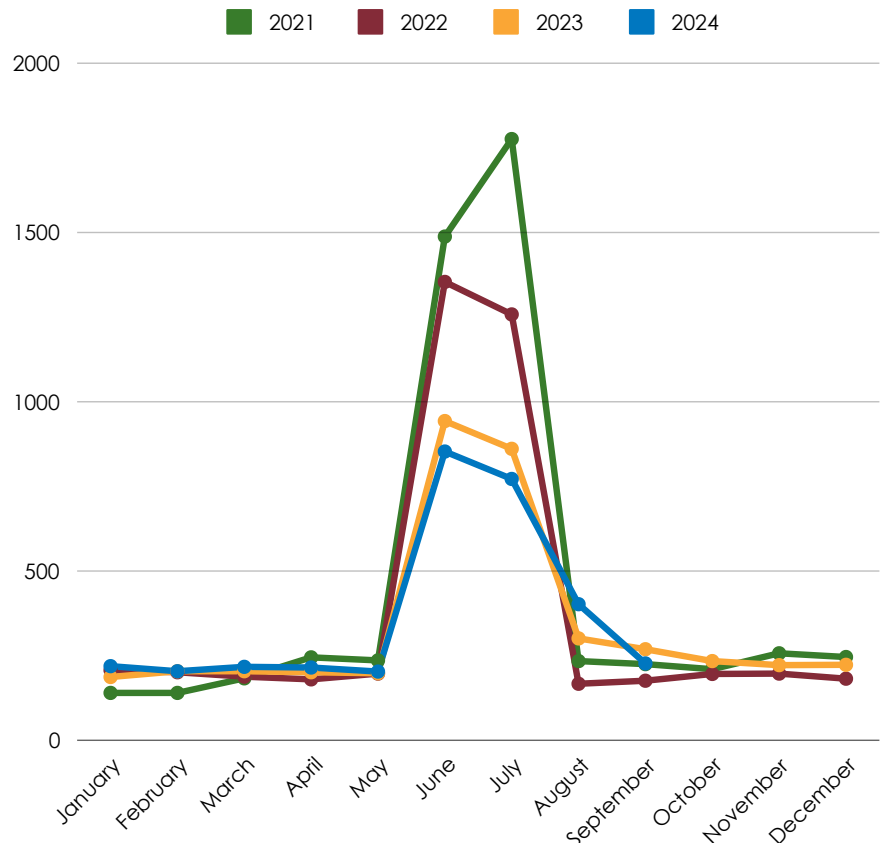
*This number includes senior book deliveries, daycare book deliveries and any books checked out from outreach pop-up libraries

2021 225
2022 176
2023 269
2024 227

Senior Living Locations Served 4
Senior Outreach Circ. 45
Daycare Locations Served 7
Daycare Circ. 160
Little Red Reading Bus Stops 0
Little Red Reading Bus Circ. 22

Outreach & Community Event Attendance

Little Red Reading Bus (0 route stops) 0
Other Outreach Events 809
Total Attendance 809



In Sept., programming and outreach staff made 21 library cards and interacted with over 800 people while participating in two North Dakota Autism Center events, the Children and Family Wellness Fair at The Lights, West Fest Family Fun, the Senior Expo at Rustad Rec. Center, Family History Workshop, and West Fargo Public Schools Family Resource Night at West Fargo High.

Programs

Program Attendance

Youth

Ready to Read Storytime	97
Baby Boost Storytime	90
Teeter Tots Storytime	156
Teen Events	4
STEM	15
Other Youth Events	0
Total Attendance	362

Adult

Book Clubs	32
Movie Screenings	60
English Conversation Circle	4
Writing Circle	9
Other Events	29
Total Attendance	134

All-Ages

LEGO Sunday	56
Total Attendance	56

Reference/Services

Technology Tutoring	9
NEW: Notary Public	4
Total Attendance	13

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

Monthly New Registrations	2
YTD Registrations	19
Lifetime Registrations	56

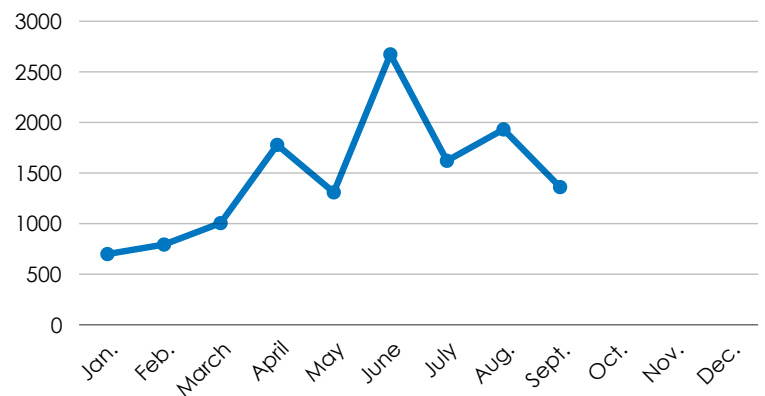
1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	10
YTD Registrations	128
Lifetime Registrations	641

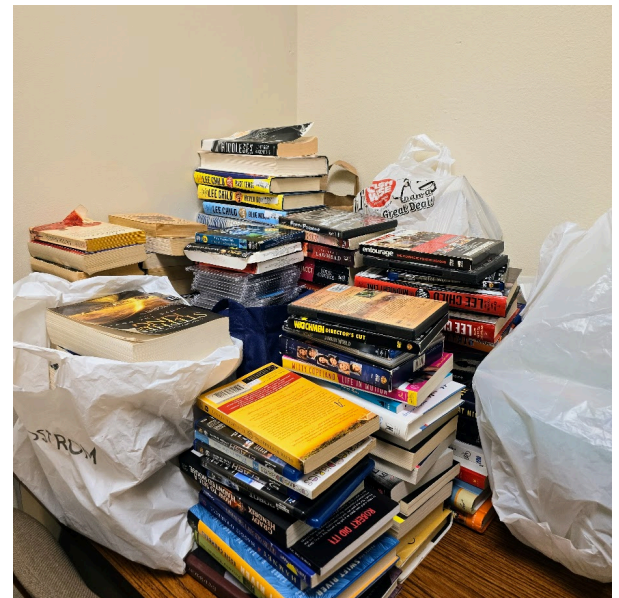
Fall Adult 5-Genre Reading Challenge (Tracking is Sept. 1 - Oct. 31, 2024)

Monthly New Registration	38
Total Program Registration YTD	63

Total program attendees
(in-library & outreach events
September 2024) **1361**



Storytimes returned at the library on Sept. 11 after a brief post-summer break.



Patrons donated hundreds of items in September to be sold at the Friends of the Library's Book Sale on Oct. 12 and 13.