West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, February 13, 2025 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 – January 9, 2025
2. Approval of Financial Reports

Old Business

New Business

Regular Agenda

1. Overview of Proposed Legislation
2. Director's Report
3. Adjourn

Regular Meeting January 9, 2025
5 p.m. via Zoom (YouTube recording)

Board Members Present: Larry Schwartz, Commissioner Roben Anderson, Tony Stukel, Liann Hanson
Board Member Absent: Alanna Rerick
Also Present: Library Director Jenna Kahly

I. Call to Order
Schwartz called the meeting to order at 5 p.m.

II. Order of the Agenda
Stukel moved and Hanson seconded to approve the order of the agenda. No opposition. Motion carried.

III. Public Comment
No public comment.

IV. Consent Agenda
Commissioner Anderson moved and Hanson seconded to approve the consent agenda. No opposition. Motion carried.

- Approval of Minutes – November 14, 2024
- Approval of Financial Reports

Regular Agenda
Old Business

- No old business

New Business

V. Update on Digital Equity Grant
Kahly provided an update on the Digital Equity Grant with NDIA, which was presented to the board in the fall of 2024. At the time of the meeting, staff had recently learned that NDIA and thus the library (a subgrantee) was recommended for the reward. The grant would fund the hiring of Digital Navigators to assist library patrons with a variety of technical services and would offer funding for five years. Kahly requested from the Board a motion of intent to accept the funding. Schwartz made a motion of intent to accept the grant when it is offered. Hanson seconded. No opposition. Motion carried.

VI. Director's Report
Kahly presented a Director's Report with highlights about library activity. Key points included:

- Finances through December were 89% expended year to date.
- Progress has been made at the Satellite Location at City Hall.
    - She thanked 2024 donors, especially First International Bank and Trust who fully funded the outreach vehicle, Sharon Zerr-Pelitner who made a monetary donation to purchase additional books for the collection, and the Friends of the West Fargo Public Library for volunteering and raising funds to support library programs and events.
- Alyssa Ose, Library Assistant, joined the Circulation team.
- Total circulation for 2024 was up by 11% compared to 2023. Total circulation in 2024 was 236,757.
- The door count for December was 4205, with 60,701 total visits in 2024.
- The library created 4,113 new library cards and 14,740 active library cards in 2024.
- Meeting room usage continues with 22.5 hours of reservations in December.

620.75 hours of reservations for 2024.

- Technical Services continue work on the spine label project.
- Outreach Services made a variety of stops with the Library on Wheels this winter including at Rustad Rec Center, Junkyard West Fargo, and The Sandbox Restaurant & Bar. Eastwood Elementary visited the library and participated in STEM activities provided by Youth Services.
- The library's three weekly storytimes and Monday Matinee movies continue to be the most popular events. The library now offers six book clubs and a variety of classes for adults.
- North Dakota State Library is hosting a series of online Trustee Training webinar opportunities, which may be of interest for Board members.

VII. Adjourn

Stukel moved to adjourn the meeting. Hanson seconded. No opposition. Motion carried at 5:16 p.m. The next meeting is scheduled to be held on February 13, 2025, at 5 p.m. via Zoom.

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	5699127	Payroll 12/13/2024		/ /	43,521.62	12/24			
JV	5700125	Payroll 12/27/2024		/ /	43,345.73	12/24			
JV	5712 92	D-SALARIES		/ /	33,266.31	12/24			
			Object Total:		**120,133.66**	**1,098,684.14**	**1,079,955.00**	**-18,729.14**	**102%**
114 PART TIME SALARIES									
JV	5724 3	recode part time Library emp		/ /	6,105.11	12/24			
			Object Total:		**6,105.11**	**67,838.58**	**136,858.00**	**69,019.42**	**50%**
209 CLASSIFIED ADS									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
220 SOCIAL SECURITY									
JV	5699128	Payroll 12/13/2024		/ /	3,221.03	12/24			
JV	5700126	Payroll 12/27/2024		/ /	3,207.57	12/24			
JV	5712 93	D-SSA		/ /	2,458.32	12/24			
JV	5724 4	recode part time Library emp		/ /	467.06	12/24			
			Object Total:		**9,353.98**	**86,682.56**	**83,164.00**	**-3,518.56**	**104%**
230 RETIREMENT									
JV	5699129	Payroll 12/13/2024		/ /	7,054.37	12/24			
JV	5700127	Payroll 12/27/2024		/ /	7,023.86	12/24			
JV	5712 94	D-RETIREMENT		/ /	5,392.09	12/24			
			Object Total:		**19,470.32**	**177,849.32**	**175,722.00**	**-2,127.32**	**101%**
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	5699130	Payroll 12/13/2024		/ /	6,660.21	12/24			
JV	5700128	Payroll 12/27/2024		/ /	6,660.10	12/24			
JV	5712 95	D-HEALTH		/ /	5,085.14	12/24			
			Object Total:		**18,405.45**	**155,452.07**	**205,554.00**	**50,101.93**	**76%**
321 PROPERTY INSURANCE									
				/ /					
			Object Total:		**0.00**	**4,081.37**	**0.00**	**-4,081.37**	**%**

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									
333 BUILDING RENTAL									
				/ /					
			Object Total:		**0.00**	**124,002.00**	**124,002.00**	**0.00**	**100%**
340 TRAVEL & EDUCATION									
CC 1629 1		UW PYLE CONFERENCE CENTERS	999999	12/05/24	324.00	12/24 4576	VISA LIBRARY #3		
			Object Total:		**324.00**	**3,833.20**	**18,060.00**	**14,226.80**	**21%**
348 BUYOUTS									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
356 TELEPHONE									
CL 122518 34	115488	nov 2024-library	6100557868	11/08/24	212.58	12/24 3668	VERIZON WIRELESS		
CL 123049 20	115655	Dec 2024 library		12/02/24	212.58	12/24 3668	VERIZON WIRELESS		
			Object Total:		**425.16**	**2,638.43**	**3,300.00**	**661.57**	**80%**
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 122399 5	-98854	Background Check - Alyssa O	90879	12/01/24	71.00	12/24 5449	ASSUREHIRE		
			Object Total:		**71.00**	**1,656.00**	**3,000.00**	**1,344.00**	**55%**
410 OFFICE SUPPLIES									
CC 1594 2		PURE WATER	999999	11/15/24	199.00	12/24 3162	VISA LIBRARY #2		
CC 1595 5		TAPE; RUBBER BANDS	3490	11/17/24	30.83	12/24 4576	VISA LIBRARY #3		
CC 1595 13		SNOW BRUSH AND SCRAPER	3490	11/26/24	10.39	12/24 4576	VISA LIBRARY #3		
CC 1595 15		OFFICE SUPPLIES	3490	11/29/24	62.92	12/24 4576	VISA LIBRARY #3		
CC 1624 1		BARCODES GROUP INC.	999999	12/04/24	98.92	12/24 3162	VISA LIBRARY #2		
CC 1624 2		MENARDS WEST FARGO	999999	12/04/24	60.74	12/24 3162	VISA LIBRARY #2		
CC 1624 4		SCOTCH TAPE	3490	12/10/24	17.03	12/24 3162	VISA LIBRARY #2		
CC 1624 5		OFFICE SUPPLIES	3490	12/11/24	206.51	12/24 3162	VISA LIBRARY #2		
CC 1624 7		WATER MACHINES RENTAL/ FILTER	999999	12/13/24	199.00	12/24 3162	VISA LIBRARY #2		
CC 1628 4		WASTEBASKETS	3490	12/10/24	66.98	12/24 3161	VISA LIBRARY #1		
CC 1628 5		WASTEBASKETS	3490	12/10/24	88.71	12/24 3161	VISA LIBRARY #1		
CC 1628 6		STORAGE CONTAINERS	3490	12/11/24	134.99	12/24 3161	VISA LIBRARY #1		
CC 1629 7		PLASTIC SHELF MARKERS	4895	12/19/24	68.82	12/24 4576	VISA LIBRARY #3		
CC 1629 10		CLOCK,FURN RISERS	3490	12/19/24	68.98	12/24 4576	VISA LIBRARY #3		
CL 122662 1	-98747	LAMINATOR ROLLS		12/17/24	1,849.95	12/24 5480	NEW PRECISION TECHNOLOGY LLC		
CL 122674 2	115379	BOOK CARTS	7577521	12/09/24	431.72	12/24 77	DEMCO INC		
CL 122675 1	115359	COPY PAPER		12/16/24	258.30	12/24 351	BUSINESS ESSENTIALS		
			Object Total:		**3,853.79**	**12,479.28**	**13,000.00**	**520.72**	**96%**

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 122389 1	115237	LEASE AGREEMENT FOR PRINTERS	37986485	11/27/24	581.95	12/24	5349 MARCO TECHNOLOGIES, LLC		
CL 122391 1	115279	LEASE FOR SHIPPING CUBE	3320055678	12/05/24	231.00	12/24	384 PITNEY BOWES GLOBAL		
CL 122673 1	-98777	LEASE FOR PRINTERS	38212305	12/30/24	640.15	12/24	5349 MARCO TECHNOLOGIES, LLC		
			Object Total:		**1,453.10**	**11,068.62**	**10,260.00**	**-808.62**	**108%**
490 MISC									
				/ /					
			Object Total:		**0.00**	**44.99**	**500.00**	**455.01**	**9%**
497 TECHNOLOGY									
CC 1593 2		CREATIVE CLOUD	999999	11/26/24	29.99	12/24	3161 VISA LIBRARY #1		
CC 1595 14		CHARGING CABLE;HDMI CABLE;USBC	3490	11/26/24	26.97	12/24	4576 VISA LIBRARY #3		
CC 1601 8		Ebay	4437	11/24/24	110.80	12/24	5092 VISA IT 2		
CC 1628 3		BITLY.COM	999999	12/09/24	348.00	12/24	3161 VISA LIBRARY #1		
CL 122221 22	115263	Microsoft 365 Subscriptions	INV224452	12/03/24	489.00	12/24	2261 NETWORK CENTER INCORPORATED		
CL 122540 2	-98767	2 Desktop Computers - Library	6471348312	12/14/24	1,382.10	12/24	4767 LENOVO (UNITED STATES) INC.		
CL 122540 5	-98767	5 Monitors / 2 Docks - Library	6471366743	12/17/24	964.98	12/24	4767 LENOVO (UNITED STATES) INC.		
JV 5691 2		Recode to correct Fund/Account		/ /	249.99	12/24			
			Object Total:		**3,601.83**	**52,162.54**	**48,739.00**	**-3,423.54**	**107%**
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 1624 3		HANDS FREE DOOR OPENERS	556	12/06/24	31.40	12/24	3162 VISA LIBRARY #2		
CC 1624 8		TAPE MEASURE	3490	12/17/24	9.99	12/24	3162 VISA LIBRARY #2		
CC 1629 8		BOOK DISPLAYS	4895	12/19/24	611.03	12/24	4576 VISA LIBRARY #3		
CC 1629 9		SHREDDER, VACUUM	3490	12/19/24	120.68	12/24	4576 VISA LIBRARY #3		
CL 122667 1	115381	SQUARE TABLE		12/13/24	320.84	12/24	5321 DISCOUNT SCHOOL SUPPLY		
CL 122674 1	115379	LABEL PROTECTORS	7577521	12/09/24	1,555.51	12/24	77 DEMCO INC		
CL 122674 3	115379	DOUBLE STUDY CARREL	7582337	12/19/24	930.86	12/24	77 DEMCO INC		
			Object Total:		**3,580.31**	**22,486.95**	**43,178.00**	**20,691.05**	

52%

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									
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**	**38.01**	**3,000.00**	**2,961.99**	**1%**
649 PROGRAMMING									
CC 1593 1		PROGRAM SUPPLIES	3701	11/14/24	37.62	12/24	3161 VISA LIBRARY #1		
CC 1593 3		PROGRAM SUPPLIES	3495	11/26/24	21.48	12/24	3161 VISA LIBRARY #1		
CC 1593 4		PROGRAM SUPPLIES	4209	11/26/24	26.46	12/24	3161 VISA LIBRARY #1		
CC 1594 1		PLASTIC CHUBBY BRUSHES	5321	11/04/24	19.86	12/24	3162 VISA LIBRARY #2		
CC 1594 4		SHIP RUEBELLA DISPLAY	1900	11/26/24	219.16	12/24	3162 VISA LIBRARY #2		
CC 1595 1		PROGRAM SUPPLIES	3490	11/03/24	51.42	12/24	4576 VISA LIBRARY #3		
CC 1595 4		LEAD LOCAL PROGRAM	4208	11/15/24	481.56	12/24	4576 VISA LIBRARY #3		
CC 1595 9		SP RELISH LONDON	999999	11/19/24	28.26	12/24	4576 VISA LIBRARY #3		
CC 1595 11		BUTCHER PAPER DISPENSER	3490	11/25/24	451.99	12/24	4576 VISA LIBRARY #3		
CC 1595 12		PROGRAM SUPPLIES	3490	11/26/24	181.22	12/24	4576 VISA LIBRARY #3		
CC 1624 6		FURNITURE	999999	12/13/24	1,111.39	12/24	3162 VISA LIBRARY #2		
CC 1628 2		SNACKS FOR PROGRAM	3701	12/06/24	21.06	12/24	3161 VISA LIBRARY #1		
CC 1628 8		SNACKS FOR PROGRAM	3701	12/30/24	104.73	12/24	3161 VISA LIBRARY #1		
CC 1629 2		FOLDING TABLES	3490	12/07/24	312.72	12/24	4576 VISA LIBRARY #3		
CC 1629 3		PROGRM & LIBRY ON WHEELS SUPPL	3490	12/13/24	21.74	12/24	4576 VISA LIBRARY #3		
CC 1629 5		PROGRM & LIBRY ON WHEELS SUPPL	3490	12/15/24	668.74	12/24	4576 VISA LIBRARY #3		
CC 1629 6		CHILDREN'S CORNER FURN.	270	12/17/24	487.65	12/24	4576 VISA LIBRARY #3		
CC 1629 11		SNOW BRUSH ICE SCRAPER	3490	12/23/24	22.99	12/24	4576 VISA LIBRARY #3		
CC 1629 12		JUMPER CABLES	3490	12/27/24	13.27	12/24	4576 VISA LIBRARY #3		
CL 122392 1	115306	COPYRIGHT COMPLIANCE SITE LICE	3810312	12/01/24	560.00	12/24	2187 SWANK MOVIE LICENSING USA		
CL 122658 1	-98789	CHILDREN'S BENCHES		12/30/24	308.70	12/24	3490 AMAZON CAPITAL SERVICES		
CL 122664 1	-98746	SKATE RENTALS	0001289-IN	12/13/24	165.00	12/24	4773 WEST FARGO EVENTS		
			Object Total:		**5,317.02**	**15,376.81**	**21,000.00**	**5,623.19**	**73%**
650 E RESOURCES									
CL 122672 1	115458	EBOOK & AUDTIOBOOK		12/13/24	1,674.09	12/24	2126 OVERDRIVE, INC		
			Object Total:		**1,674.09**	**46,754.21**	**53,161.00**	**6,406.79**	**88%**
653 CAPITAL IMPROVEMENTS									
				/ /					
			Object Total:		**0.00**	**0.00**	**83,640.00**	**83,640.00**	**%**
661 POSTAGE/FREIGHT/SHIPPING									
				/ /					
			Object Total:		**0.00**	**9,526.62**	**10,000.00**	**473.38**	**95%**

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

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7000 LIBRARY									
411600 LIBRARY									
662 BOOKS									
CC 1593 5		BOOK REFUND	3490	11/27/24	-14.96	12/24	3161	VISA LIBRARY #1	
CC 1595 2		BOOKS	3490	11/03/24	8.99	12/24	4576	VISA LIBRARY #3	
CC 1595 7		BOOKS	3490	11/17/24	64.92	12/24	4576	VISA LIBRARY #3	
CC 1595 8		BOOKS	3490	11/19/24	5.16	12/24	4576	VISA LIBRARY #3	
CC 1595 10		BOOK	3490	11/25/24	9.27	12/24	4576	VISA LIBRARY #3	
CC 1595 16		BOOK	3490	11/29/24	11.99	12/24	4576	VISA LIBRARY #3	
CC 1629 4		BOOK	3490	12/13/24	14.99	12/24	4576	VISA LIBRARY #3	
CC 1629 13		BOOK	3490	12/27/24	14.99	12/24	4576	VISA LIBRARY #3	
CL 122395 1	115214	BOOKS	84780109	11/14/24	40.68	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 2	115214	BOOKS	84780110	11/14/24	60.17	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 3	115214	BOOKS	84780111	11/14/24	15.27	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 4	115214	BOOKS	84976898	11/26/24	41.26	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 5	115214	BOOKS	84976899	11/26/24	15.59	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 6	115214	BOOKS	84976900	11/26/24	15.39	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 7	115214	BOOKS	84976901	11/26/24	14.65	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 8	115214	BOOKS	85029449	11/29/24	22.94	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 9	115214	BOOKS	85029448	11/29/24	13.55	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 10	115214	BOOKS	85029447	11/29/24	19.56	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 11	115214	BOOKS	85029446	11/29/24	15.20	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 12	115214	BOOKS	85029445	11/29/24	32.94	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 13	115214	BOOKS	85029444	11/29/24	123.21	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 14	115214	BOOKS	85029443	11/29/24	37.53	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 15	115214	BOOKS	85087777	12/02/24	678.81	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 16	115214	BOOKS	85087776	12/02/24	507.22	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 17	115214	BOOKS	85087781	12/02/24	12.97	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 18	115214	BOOKS	85087780	12/02/24	38.69	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 19	115214	BOOKS	85087779	12/02/24	43.97	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 20	115214	BOOKS	85087778	12/02/24	12.62	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 21	115214	BOOKS	85087775	12/02/24	21.78	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 22	115214	BOOKS	85087774	12/02/24	28.64	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 23	115214	BOOKS	85070413	12/02/24	15.53	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 24	115214	BOOKS	85070412	12/02/24	44.23	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 25	115214	BOOKS	85130926	12/04/24	19.01	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 26	115214	BOOKS	85130927	12/04/24	13.72	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 27	115214	BOOKS	85130928	12/04/24	13.86	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 28	115214	BOOKS	85130929	12/04/24	37.14	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 29	115214	BOOKS	85130930	12/04/24	14.08	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 30	115214	BOOKS	85130931	12/04/24	247.21	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 31	115214	BOOKS	85130932	12/04/24	92.80	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 32	115214	BOOKS	85130933	12/04/24	283.63	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 33	115214	BOOKS	85141424	12/04/24	13.89	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 34	115214	BOOKS	85141425	12/04/24	18.37	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 35	115214	BOOKS	85141426	12/04/24	68.93	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 36	115214	BOOKS	85141427	12/04/24	28.96	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 37	115214	BOOKS	85155608	12/05/24	72.45	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 38	115214	BOOKS	85155609	12/05/24	14.14	12/24	4592	INGRAM LIBRARY SERVICES	
CL 122395 39	115214	BOOKS	85155610	12/05/24	1,673.99	12/24	4592	INGRAM LIBRARY SERVICES	

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 122395 40	115214	BOOKS	85155611	12/05/24	1,686.25	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122395 41	115214	BOOKS	85214596	12/09/24	17.93	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122395 42	115214	BOOKS	85214597	12/09/24	55.82	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122395 43	115214	BOOKS	85214598	12/09/24	116.12	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122395 44	115214	BOOKS	85214599	12/09/24	831.53	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122395 45	115214	BOOKS	85214600	12/09/24	143.62	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122395 46	115214	BOOKS	85214601	12/09/24	73.65	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122395 47	115214	BOOKS	85214602	12/09/24	105.36	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122395 48	115214	BOOKS	85214603	12/09/24	99.88	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122395 49	115214	BOOKS	85214604	12/09/24	20.64	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122395 50	115214	BOOKS	85231335	12/09/24	104.96	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 1	115409	BOOKS	85317371	12/12/24	176.65	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 2	115409	BOOKS	85317372	12/12/24	23.64	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 3	115409	BOOKS	85317373	12/12/24	18.48	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 4	115409	BOOKS	85317374	12/12/24	13.82	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 5	115409	BOOKS	85317375	12/12/24	50.16	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 6	115409	BOOKS	85346375	12/13/24	15.70	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 7	115409	BOOKS	85346376	12/13/24	82.11	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 8	115409	BOOKS	85346377	12/13/24	184.86	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 9	115409	BOOKS	85417464	12/17/24	48.25	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 10	115409	BOOKS	85417465	12/17/24	33.51	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 11	115409	BOOKS	85417466	12/17/24	42.97	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 12	115409	BOOKS	85417467	12/17/24	36.42	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 13	115409	BOOKS	85438125	12/17/24	15.79	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 14	115409	BOOKS	85438126	12/17/24	27.86	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 15	115409	BOOKS	85456469	12/18/24	41.11	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 16	115409	BOOKS	85456470	12/18/24	20.32	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 17	115409	BOOKS	85456471	12/18/24	12.03	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 18	115409	BOOKS	85456472	12/18/24	14.12	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 19	115409	BOOKS	85456473	12/18/24	23.05	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 20	115409	BOOKS	85456474	12/18/24	68.31	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 21	115409	BOOKS	85456475	12/18/24	34.21	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 22	115409	BOOKS	85456476	12/18/24	18.55	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 23	115409	BOOKS	85486782	12/19/24	17.41	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 24	115409	BOOKS	85486783	12/19/24	44.08	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 25	115409	BOOKS	85486784	12/19/24	14.66	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 26	115409	BOOKS	85486785	12/19/24	11.70	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 27	115409	BOOKS	85486786	12/19/24	11.09	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 28	115409	BOOKS	85486787	12/19/24	23.78	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 29	115409	BOOKS	85513277	12/20/24	15.77	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 30	115409	BOOKS	85513278	12/20/24	12.21	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 31	115409	BOOKS	85513279	12/20/24	41.10	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 32	115409	BOOKS	85513280	12/20/24	74.61	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 33	115409	BOOKS	85547552	12/23/24	19.26	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 34	115409	BOOKS	85547553	12/23/24	40.57	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 35	115409	BOOKS	85620755	12/27/24	34.27	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 36	115409	BOOKS	85620756	12/27/24	33.21	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 37	115409	BOOKS	85620757	12/27/24	64.86	12/24	4592 INGRAM LIBRARY SERVICES		

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 122714 38	115409	BOOKS	85620758	12/27/24	151.99	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 39	115409	BOOKS	85620759	12/27/24	63.72	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 40	115409	BOOKS	85620760	12/27/24	13.97	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 41	115409	BOOKS	85620761	12/27/24	12.06	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 42	115409	BOOKS	85620762	12/27/24	96.10	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 43	115409	BOOKS	85620763	12/27/24	13.19	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 44	115409	BOOKS	85636327	12/27/24	27.96	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 45	115409	BOOKS	85658813	12/30/24	15.37	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 46	115409	BOOKS	85658814	12/30/24	38.97	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 47	115409	BOOKS	85268277	12/10/24	60.47	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 48	115409	BOOKS	85245570	12/10/24	43.31	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 49	115409	BOOKS	85245571	12/10/24	51.79	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 50	115409	BOOKS	85245572	12/10/24	13.00	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 51	115409	BOOKS	85245573	12/10/24	93.45	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 52	115409	BOOKS	85245574	12/10/24	40.57	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 53	115409	BOOKS	85286610	12/11/24	55.86	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 54	115409	BOOKS	85286611	12/11/24	84.00	12/24	4592 INGRAM LIBRARY SERVICES		
CL 122714 55	115409	BOOKS	85286612	12/11/24	55.24	12/24	4592 INGRAM LIBRARY SERVICES		
			Object Total:		**10,247.21**	**98,955.64**	**88,950.00**	**-10,005.64**	**111%**
663 MAGAZINES									
CC 1594 5		ANNUAL SUBSCRIPTION	104	11/27/24	341.89	12/24	3162 VISA LIBRARY #2		
			Object Total:		**341.89**	**5,062.39**	**5,500.00**	**437.61**	**92%**
664 AUDIO VIDEO									
CC 1595 3		AUDIO VISUAL	3490	11/03/24	16.51	12/24	4576 VISA LIBRARY #3		
CC 1595 6		AUDIO VISUAL	3490	11/17/24	56.71	12/24	4576 VISA LIBRARY #3		
CL 122388 1	115156	VOX BOOKS	2038723946	11/25/24	184.63	12/24	1695 BAKER & TAYLOR		
CL 122481 1	115246	BLU RAY	506434367	12/05/24	64.83	12/24	1854 MIDWEST TAPE		
CL 122481 2	115246	DVD	506394924	11/26/24	39.72	12/24	1854 MIDWEST TAPE		
CL 122481 3	115246	DVD	506394923	11/26/24	20.22	12/24	1854 MIDWEST TAPE		
CL 122481 4	115246	DVD	506394926	11/26/24	121.95	12/24	1854 MIDWEST TAPE		
CL 122481 5	115246	DVD	506394927	11/26/24	55.41	12/24	1854 MIDWEST TAPE		
CL 122481 6	115246	DVD	506394928	11/26/24	31.47	12/24	1854 MIDWEST TAPE		
CL 122481 7	115246	DVD	506434362	12/05/24	20.22	12/24	1854 MIDWEST TAPE		
CL 122481 8	115246	DVD	506434363	12/05/24	128.07	12/24	1854 MIDWEST TAPE		
CL 122481 9	115246	DVD	506434364	12/05/24	32.22	12/24	1854 MIDWEST TAPE		
CL 122481 10	115246	DVD	506434365	12/05/24	36.70	12/24	1854 MIDWEST TAPE		
CL 122481 11	115246	DVD	506434366	12/05/24	16.47	12/24	1854 MIDWEST TAPE		
CL 122481 12	115246	DVD	506460140	12/11/24	27.72	12/24	1854 MIDWEST TAPE		
CL 122481 13	115246	DVD	506460142	12/11/24	57.69	12/24	1854 MIDWEST TAPE		
CL 122481 14	115246	DVD	506460143	12/11/24	30.01	12/24	1854 MIDWEST TAPE		
CL 122481 15	115246	DVD	506459818	12/11/24	83.16	12/24	1854 MIDWEST TAPE		
CL 122481 16	115246	DVD	506459819	12/11/24	29.53	12/24	1854 MIDWEST TAPE		
CL 122660 1	115346	VOX BOOK	2038758553	12/17/24	46.16	12/24	1695 BAKER & TAYLOR		
CL 122676 1	-98744	DVD	506493935	12/18/24	20.22	12/24	1854 MIDWEST TAPE		
CL 122676 2	-98744	DVD	506493938	12/18/24	9.27	12/24	1854 MIDWEST TAPE		
CL 122676 3	-98744	DVD	506493939	12/18/24	20.52	12/24	1854 MIDWEST TAPE		
CL 122676 4	-98744	DVD	506493936	12/18/24	348.07	12/24	1854 MIDWEST TAPE		
CL 122676 5	-98744	DVD	506529791	12/26/24	20.22	12/24	1854 MIDWEST TAPE		

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 122676 6	-98744	DVD	506529792	12/26/24	58.40	12/24	1854 MIDWEST TAPE		
			Object Total:		**1,576.10**	**17,538.47**	**25,650.00**	**8,111.53**	**68%**
667 MEMBERSHIPS									
CC 1624 9		KAYLA BIRKHOLZ MEMBERSHIP	25	12/17/24	210.00	12/24	3162 VISA LIBRARY #2		
CC 1624 10		KAYLA BIRHOLZ MEMBERSHIP	4089	12/17/24	45.00	12/24	3162 VISA LIBRARY #2		
CC 1624 11		AMY HITCH MEMBERSHIP	4089	12/18/24	60.00	12/24	3162 VISA LIBRARY #2		
CC 1624 12		OLIVIA PETERSON	4089	12/18/24	45.00	12/24	3162 VISA LIBRARY #2		
CC 1624 13		BRIANNE SCHMIDT MEMBERSHIP	4089	12/18/24	60.00	12/24	3162 VISA LIBRARY #2		
CC 1624 15		AMY HITCH MEMBERSHIP	4089	12/20/24	210.00	12/24	3162 VISA LIBRARY #2		
CC 1624 18		SARAH DAVIS MEMBERSHIPS	25	12/31/24	327.00	12/24	3162 VISA LIBRARY #2		
CC 1624 19		SARAH DAVIS MEMBERSHIP	4089	12/31/24	45.00	12/24	3162 VISA LIBRARY #2		
CC 1628 7		CASSANDRA KLOS MEMBERSHIP	4089	12/31/24	35.00	12/24	3161 VISA LIBRARY #1		
			Object Total:		**1,037.00**	**3,734.60**	**4,039.00**	**304.40**	**92%**
668 PRINTING									
				/ /					
			Object Total:		**0.00**	**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**	**%**
672 EMERGENCY MEDICAL SUPPLIES									
				/ /					
			Object Total:		**0.00**	**175.24**	**350.00**	**174.76**	**50%**
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 1593 6		PROGRAM ADVERTISING	999999	11/30/24	68.91	12/24	3161 VISA LIBRARY #1		
CC 1594 3		MAILERLITE	999999	11/21/24	876.36	12/24	3162 VISA LIBRARY #2		
CC 1624 14		MAGAZINE RACK	3490	12/18/24	61.26	12/24	3162 VISA LIBRARY #2		
CC 1624 16		DRY ERASE BOARD	3490	12/23/24	67.59	12/24	3162 VISA LIBRARY #2		
CC 1624 17		REFUND	3490	12/24/24	-61.26	12/24	3162 VISA LIBRARY #2		
CC 1628 1		PROMOTIONAL PENS	5392	12/03/24	465.40	12/24	3161 VISA LIBRARY #1		

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
			Object Total:		**1,478.26**	**7,998.32**	**11,400.00**	**3,401.68**	**70%**
724 CONSULTING/TESTING FEES									
				/ /					
			Object Total:		**0.00**	**9,825.00**	**0.00**	**-9,825.00**	**%**
740 SERVICE CHARGES									
JV 5705 2		FIBT TSYS/TRANSFIRST DEC 24		/ /	97.90	12/24			
			Object Total:		**97.90**	**975.80**	**1,750.00**	**774.20**	**56%**
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 5703 16		December 2024 Cost Allocation		/ /	3,674.92	12/24			
			Object Total:		**3,674.92**	**44,099.04**	**46,646.00**	**2,546.96**	**95%**
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									
				/ /					
			Object Total:		**0.00**	**25,491.00**	**24,200.00**	**-1,291.00**	**105%**
			Account Total:		**212,222.10**	**2,179,675.92**	**2,354,762.00**	**175,086.08**	
			Fund Total:		**212,222.10**	**2,179,675.92**	**2,354,762.00**	**175,086.08**	

***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).

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	5708123	Payroll 01/10/2025		/ /	46,572.83	1/25			
JV	5710 35	Sick PO 01/17/2025		/ /	3,282.09	1/25			
JV	5713 92	D-SALARIES		/ /	-33,266.31	1/25			
JV	5715120	Payroll 01/24/2025		/ /	46,647.26	1/25			
			Object Total:		**63,235.87**	**63,235.87**	**1,210,859.00**	**1,147,623.13**	**5%**
114 PART TIME SALARIES									
				/ /					
			Object Total:		**0.00**	**0.00**	**102,287.00**	**102,287.00**	**%**
220 SOCIAL SECURITY									
JV	5708124	Payroll 01/10/2025		/ /	3,441.65	1/25			
JV	5710 36	Sick PO 01/17/2025		/ /	251.08	1/25			
JV	5713 93	D-SSA		/ /	-2,458.32	1/25			
JV	5715121	Payroll 01/24/2025		/ /	3,447.32	1/25			
			Object Total:		**4,681.73**	**4,681.73**	**100,456.00**	**95,774.27**	**5%**
230 RETIREMENT									
JV	5708125	Payroll 01/10/2025		/ /	7,548.92	1/25			
JV	5713 94	D-RETIREMENT		/ /	-5,392.09	1/25			
JV	5715122	Payroll 01/24/2025		/ /	7,548.92	1/25			
			Object Total:		**9,705.75**	**9,705.75**	**196,886.00**	**187,180.25**	**5%**
240 WORKFORCE SAFETY INSURANCE									
				/ /					
			Object Total:		**0.00**	**0.00**	**2,996.00**	**2,996.00**	**%**
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**	**0.00**	**5,000.00**	**5,000.00**	**%**
320 HEALTH INSURANCE									
JV	5708126	Payroll 01/10/2025		/ /	7,119.19	1/25			
JV	5713 95	D-HEALTH		/ /	-5,085.14	1/25			
JV	5715123	Payroll 01/24/2025		/ /	7,118.99	1/25			
			Object Total:		**9,153.04**	**9,153.04**	**266,649.00**	**257,495.96**	**3%**
321 PROPERTY INSURANCE									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
333 BUILDING RENTAL									
CL	123362 1	JANUARY RENT		12/31/24	10,333.50	1/25	549 WF PUB SCHOOLS DIST #6		
CL	123362 2	FEBRUARY RENT		12/20/24	10,333.50	1/25	549 WF PUB SCHOOLS DIST #6		
			Object Total:		**20,667.00**	**20,667.00**	**161,051.00**	**140,384.00**	**13%**

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
340 TRAVEL & EDUCATION									
CL 123327 1		MILEAGE		01/24/25	25.01	1/25 3869	ALISHA REIS		
CL 123438 1		MILEAGE		01/22/25	5.36	1/25 5512	GENEVIEVE JUNKERT		
			Object Total:		**30.37**	**30.37**	**15,950.00**	**15,919.63**	**%**
356 TELEPHONE									
				/ /					
			Object Total:		**0.00**	**0.00**	**3,060.00**	**3,060.00**	**%**
387 MEDICAL/VACCINES									
				/ /					
			Object Total:		**0.00**	**0.00**	**500.00**	**500.00**	**%**
399 RECRUITMENT/EMPLOYMENT TESTING									
				/ /					
			Object Total:		**0.00**	**0.00**	**3,000.00**	**3,000.00**	**%**
410 OFFICE SUPPLIES									
CL 122933 1	115543	OFFICE SUPPLIES		01/06/25	108.30	1/25 77	DEMCO INC		
CL 122935 1	-98673	TISSUES, FORKS		01/06/25	59.52	1/25 351	BUSINESS ESSENTIALS		
CL 123337 1		SPOONS,PAPER PLATES,NAPKINS		01/15/25	74.78	1/25 351	BUSINESS ESSENTIALS		
			Object Total:		**242.60**	**242.60**	**15,000.00**	**14,757.40**	**2%**
420 OPERATION & MAINTENANCE									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
424 GAS AND OIL									
				/ /					
			Object Total:		**0.00**	**0.00**	**2,000.00**	**2,000.00**	**%**
427 VEHICLES MAINTENANCE									
CL 123056 3	115610	8503 BATTERY		01/15/25	217.14	1/25 4744	O'REILLY AUTOMOTIVE STORES,		
CL 123313 1		8503 HARDWARE		01/17/25	20.55	1/25 1565	FARGO BUMPER		
CL 123421 1		8503 SHELVING UNITS INSTALL		01/21/25	1,262.50	1/25 304	METZ CO., INC.		
			Object Total:		**1,500.19**	**1,500.19**	**1,200.00**	**-300.19**	**125%**
428 SERVICE AGREEMENTS-CONTRA									
CL 123350 1		LIBRARY PRINTER LEASE		01/28/25	680.25	1/25 5349	MARCO TECHNOLOGIES, LLC		
			Object Total:		**680.25**	**680.25**	**11,952.00**	**11,271.75**	**6%**
490 MISC									
				/ /					
			Object Total:		**0.00**	**0.00**	**500.00**	**500.00**	**%**
497 TECHNOLOGY									
CL 122934 1	115663	SUBSCRIPTION 4/3/25 - 4/2/26		03/03/25	1,547.15	1/25 3612	ZOOBEAN INC		
CL 123349 1		ELECTRICAL WIRING SATELLITE		01/23/25	2,200.00	1/25 4765	NETWORK CABLING SERVICES,		
			Object Total:		**3,747.15**	**3,747.15**	**45,199.00**	**41,451.85**	**8%**

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									
500 SUPPLIES									
				/ /					
			Object Total:		**0.00**	**0.00**	**500.00**	**500.00**	**%**
640 FURNITURE & EQUIPMENT									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
641 FURN & EQUIP-NON DEPRECIATED <$5000									
CL 123354 1		NUTS & BOLTS		01/27/25	3.60	1/25 276	OSTROMS ACE HARDWARE		
CL 123398 1		ELECTRICAL SUPPLIES SATELLITE		01/23/25	101.93	1/25 4108	CONSOLIDATED ELECTRICAL		
CL 123400 1		SCREWS - SATELLITE		01/27/25	8.57	1/25 4622	MENARDS (PUBLIC WORKS)		
CL 123401 1		SHELVING SCREWS - SATELLITE		01/27/25	6.80	1/25 276	OSTROMS ACE HARDWARE		
			Object Total:		**120.90**	**120.90**	**10,000.00**	**9,879.10**	**1%**
644 POSTAL METER RENT									
				/ /					
			Object Total:		**0.00**	**0.00**	**1,200.00**	**1,200.00**	**%**
648 PROFESSIONAL PUBLICATIONS									
				/ /					
			Object Total:		**0.00**	**0.00**	**1,000.00**	**1,000.00**	**%**
649 PROGRAMMING									
CL 123356 1		BOARD BOOK BIN		01/08/25	560.49	1/25 5483	PLAYSCAPES		
			Object Total:		**560.49**	**560.49**	**18,500.00**	**17,939.51**	**3%**
650 E RESOURCES									
CL 122936 1	115644	SUBSCRIPTION 1/3/25 - 1/1/26		01/05/25	3,016.00	1/25 5246	THE NEW YORK TIMES		
CL 122937 1	115611	POLARIS SUB 1/1/25-12/31/26		01/07/25	25,466.00	1/25 832	ODIN		
CL 122940 1	115618	EBOOKS & AUDIOBOOKS		01/10/25	898.02	1/25 2126	OVERDRIVE, INC		
CL 123355 1		EBOOKS/AUDIOBOOK		01/24/25	1,234.94	1/25 2126	OVERDRIVE, INC		
			Object Total:		**30,614.96**	**30,614.96**	**42,261.00**	**11,646.04**	**72%**
653 CAPITAL IMPROVEMENTS									
CL 123331 1		CONSTRUCTION SATELLITE LIB.		01/27/25	98,300.00	1/25 4759	BARTHOLOMAY CONSTRUCTION INC		
CL 123374 1		LIBRARY - REKEY LOCK		01/22/25	107.50	1/25 4550	ABC LOCK & KEY INC		
CL 123402 1		SIGNAGE FOR SATELLITE		01/28/25	676.61	1/25 5199	SIGN BADGERS		
			Object Total:		**99,084.11**	**99,084.11**	**150,000.00**	**50,915.89**	**66%**
661 POSTAGE/FREIGHT/SHIPPING									
				/ /					
			Object Total:		**0.00**	**0.00**	**11,000.00**	**11,000.00**	**%**
662 BOOKS									
CL 122943 1	115570	BOOKS		01/02/25	119.88	1/25 4592	INGRAM LIBRARY SERVICES		
CL 122943 2	115570	BOOKS		01/02/25	9.01	1/25 4592	INGRAM LIBRARY SERVICES		
CL 122943 3	115570	BOOKS		01/08/25	14.70	1/25 4592	INGRAM LIBRARY SERVICES		
CL 122943 4	115570	BOOKS		01/08/25	187.07	1/25 4592	INGRAM LIBRARY SERVICES		
CL 123366 1		BOOKS		01/13/25	521.70	1/25 4592	INGRAM LIBRARY SERVICES		
CL 123366 2		BOOKS		01/13/25	863.12	1/25 4592	INGRAM LIBRARY SERVICES		
CL 123366 3		BOOKS		01/13/25	896.66	1/25 4592	INGRAM LIBRARY SERVICES		

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 123366 4		BOOKS		01/14/25	26.39	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 5		BOOKS		01/14/25	43.11	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 6		BOOKS		01/15/25	90.61	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 7		BOOKS		01/15/25	81.63	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 8		BOOKS		01/16/25	120.65	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 9		BOOKS		01/16/25	119.65	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 10		BOOKS		01/16/25	433.66	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 11		BOOKS		01/16/25	14.37	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 12		BOOKS		01/16/25	18.34	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 13		BOOKS		01/16/25	54.92	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 14		BOOKS		01/16/25	20.90	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 15		BOOKS		01/16/25	20.49	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 16		BOOKS		01/17/25	180.27	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 17		BOOKS		01/17/25	164.35	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 18		BOOKS		01/17/25	117.80	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 19		BOOKS		01/17/25	20.13	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 20		BOOKS		01/17/25	13.70	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 21		BOOKS		01/17/25	54.56	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 22		BOOKS		01/17/25	48.70	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 23		BOOKS		01/21/25	21.12	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 24		BOOKS		01/21/25	13.09	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 25		BOOKS		01/21/25	221.75	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 26		BOOKS		01/21/25	286.83	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 27		BOOKS		01/22/25	19.31	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 28		BOOKS		01/22/25	20.49	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 29		BOOKS		01/22/25	37.38	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 30		BOOKS		01/22/25	11.66	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 31		BOOKS		01/22/25	15.59	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 32		BOOKS		01/22/25	12.68	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 33		BOOKS		01/24/25	22.31	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 34		BOOKS		01/24/25	20.69	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 35		BOOKS		01/24/25	15.85	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 36		BOOKS		01/24/25	15.53	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 37		BOOKS		01/23/25	36.85	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 38		BOOKS		01/23/25	96.90	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 39		BOOKS		01/23/25	176.27	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 40		BOOKS		01/23/25	15.45	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 41		BOOKS		01/23/25	12.40	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 42		BOOKS		01/23/25	8.39	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 43		BOOKS		01/27/25	27.00	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 44		BOOKS		01/27/25	35.27	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 45		BOOKS		01/27/25	21.07	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 46		BOOKS		01/27/25	19.52	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 47		BOOKS		01/27/25	11.02	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 48		BOOKS		01/27/25	10.20	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 49		BOOKS		01/27/25	85.41	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 50		BOOKS		01/28/25	43.16	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 51		BOOKS		01/28/25	213.19	1/25	4592 INGRAM LIBRARY SERVICES		

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 123366 52		BOOKS		01/28/25	38.42	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 53		BOOKS		01/28/25	12.74	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 54		BOOKS		01/28/25	16.05	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 55		BOOKS		01/28/25	29.54	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 56		BOOKS		01/28/25	50.54	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 57		BOOKS		01/28/25	115.47	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 58		BOOKS		01/29/25	148.98	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 59		BOOKS		01/29/25	11.87	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 60		BOOKS		01/29/25	27.64	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 61		BOOKS		01/29/25	13.84	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 62		BOOKS		01/29/25	17.49	1/25	4592 INGRAM LIBRARY SERVICES		
			Object Total:		**6,285.33**	**6,285.33**	**107,245.00**	**100,959.67**	**6%**
663 MAGAZINES									
CL 122941 1	115626	SUBSCRIPTION 1/1/25 - 12/31/25		01/02/25	4,115.85	1/25	3210 RIVISTAS SUBSCRIPTIONS		
			Object Total:		**4,115.85**	**4,115.85**	**4,700.00**	**584.15**	**88%**
664 AUDIO VIDEO									
CL 123375 1		DVD		01/14/25	128.88	1/25	1854 MIDWEST TAPE		
CL 123375 2		DVD		01/14/25	59.91	1/25	1854 MIDWEST TAPE		
CL 123375 3		DVD		01/21/25	53.19	1/25	1854 MIDWEST TAPE		
CL 123375 4		DVD		01/21/25	68.16	1/25	1854 MIDWEST TAPE		
CL 123375 5		DVD		01/21/25	61.31	1/25	1854 MIDWEST TAPE		
CL 123375 6		DVD		01/28/25	43.74	1/25	1854 MIDWEST TAPE		
CL 123375 7		DVD		01/28/25	79.42	1/25	1854 MIDWEST TAPE		
CL 123375 8		DVD		01/28/25	52.78	1/25	1854 MIDWEST TAPE		
CL 123375 9		DVD		01/28/25	32.22	1/25	1854 MIDWEST TAPE		
			Object Total:		**579.61**	**579.61**	**16,250.00**	**15,670.39**	**4%**
667 MEMBERSHIPS									
				/ /					
			Object Total:		**0.00**	**0.00**	**4,050.00**	**4,050.00**	**%**
668 PRINTING									
CL 123359 1		JENNA KAHLY BUSINESS CARDS		01/08/25	24.95	1/25	2885 SHORTPRINTER		
			Object Total:		**24.95**	**24.95**	**1,000.00**	**975.05**	**2%**
669 INSURANCE									
				/ /					
			Object Total:		**0.00**	**0.00**	**3,000.00**	**3,000.00**	**%**
672 EMERGENCY MEDICAL SUPPLIES									
				/ /					
			Object Total:		**0.00**	**0.00**	**350.00**	**350.00**	**%**
680 Library of Things									
CL 123357 1		TOTES/SCREEN RESET CHARGE		01/13/25	386.11	1/25	1071 S & S PROMOTIONAL GROUP		
			Object Total:		**386.11**	**386.11**	**4,500.00**	**4,113.89**	**9%**

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									
689 PROMOTIONAL ACTIVITIES									
CL 123343 1		TABLE TENT CAMPAIGN WEST ACRES		01/24/25	763.00	1/25	3108 LAKE AGASSIZ REGIONAL		
CL 123403 1		LIBRARY FB AD PAYMENT		01/30/25	66.09	1/25	3207 ELLEN ROSSOW		
			Object Total:		**829.09**	**829.09**	**13,680.00**	**12,850.91**	**6%**
710 PRINCIPAL									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
720 INTEREST									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
724 CONSULTING/TESTING FEES									
				/ /					
			Object Total:		**0.00**	**0.00**	**3,000.00**	**3,000.00**	**%**
740 SERVICE CHARGES									
				/ /					
			Object Total:		**0.00**	**0.00**	**1,750.00**	**1,750.00**	**%**
864 FURN & EQUIP DEPRECIATED >$5,000									
CL 123340 1		DESK FOR SATELLITE LIBRARY		01/09/25	27,684.27	1/25	77 DEMCO INC		
			Object Total:		**27,684.27**	**27,684.27**	**0.00**	**-27,684.27**	**%**
870 CAPITALIZED ASSETS - OVER $5,000									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
880 COST ALLOCATIONS									
JV 5727 16		January 2025 Cost Allocation		/ /	4,022.08	1/25			
			Object Total:		**4,022.08**	**4,022.08**	**47,919.00**	**43,896.92**	**8%**
890 TRANSFERS OUT									
				/ /					
			Object Total:		**0.00**	**0.00**	**10,000.00**	**10,000.00**	**%**
901 CATALOGING									
				/ /					
			Object Total:		**0.00**	**0.00**	**2,950.00**	**2,950.00**	**%**
994 ODIN									
				/ /					
			Object Total:		**0.00**	**0.00**	**25,000.00**	**25,000.00**	**%**
			Account Total:		**287,951.70**	**287,951.70**	**2,624,900.00**	**2,336,948.30**	
			Fund Total:		**287,951.70**	**287,951.70**	**2,624,900.00**	**2,336,948.30**	

***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

Account Object	Description	Current Year Current Month	Current Year Current YTD	Current Year Budget	Current Year Variance	Current Year %
Revenue						
310001	PROPERTY TAXES			2,506,278.00	-2,506,278.00	
310002	DISCOUNT PROPERTY TAXES			-105,264.00	105,264.00	
335600	STATE AID			40,509.00	-40,509.00	
	Total Revenue	0.00	0.00	2,441,523.00	-2,441,523.00	
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	63,235.87	63,235.87	1,210,859.00	1,147,623.13	5
114	PART TIME SALARIES			102,287.00	102,287.00	
220	SOCIAL SECURITY	4,681.73	4,681.73	100,456.00	95,774.27	5
230	RETIREMENT	9,705.75	9,705.75	196,886.00	187,180.25	5
240	WORKFORCE SAFETY INSURANCE			2,996.00	2,996.00	
250	UNEMPLOYMENT			500.00	500.00	
312	ATTORNEY			5,000.00	5,000.00	
320	HEALTH INSURANCE	9,153.04	9,153.04	266,649.00	257,495.96	3
333	BUILDING RENTAL	20,667.00	20,667.00	161,051.00	140,384.00	13
340	TRAVEL & EDUCATION	30.37	30.37	15,950.00	15,919.63	
356	TELEPHONE			3,060.00	3,060.00	
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING			3,000.00	3,000.00	
410	OFFICE SUPPLIES	242.60	242.60	15,000.00	14,757.40	2
424	GAS AND OIL			2,000.00	2,000.00	
427	VEHICLES MAINTENANCE	1,500.19	1,500.19	1,200.00	-300.19	125
428	SERVICE AGREEMENTS-CONTRA	680.25	680.25	11,952.00	11,271.75	6
490	MISC			500.00	500.00	
497	TECHNOLOGY	3,747.15	3,747.15	45,199.00	41,451.85	8
500	SUPPLIES			500.00	500.00	
641	FURN & EQUIP-NON DEPRECIATED <$5000	120.90	120.90	10,000.00	9,879.10	1
644	POSTAL METER RENT			1,200.00	1,200.00	
648	PROFESSIONAL PUBLICATIONS			1,000.00	1,000.00	
649	PROGRAMMING	560.49	560.49	18,500.00	17,939.51	3
650	E RESOURCES	30,614.96	30,614.96	42,261.00	11,646.04	72
653	CAPITAL IMPROVEMENTS	99,084.11	99,084.11	150,000.00	50,915.89	66
661	POSTAGE/FREIGHT/SHIPPING			11,000.00	11,000.00	
662	BOOKS	6,285.33	6,285.33	107,245.00	100,959.67	6
663	MAGAZINES	4,115.85	4,115.85	4,700.00	584.15	88
664	AUDIO VIDEO	579.61	579.61	16,250.00	15,670.39	4
667	MEMBERSHIPS			4,050.00	4,050.00	
668	PRINTING	24.95	24.95	1,000.00	975.05	2
669	INSURANCE			3,000.00	3,000.00	
672	EMERGENCY MEDICAL SUPPLIES			350.00	350.00	

Combined Funds

Account Object	Description	Current Year Current Month	Current YTD	Budget	Variance	%
680	Library of Things	386.11	386.11	4,500.00	4,113.89	9
689	PROMOTIONAL ACTIVITIES	829.09	829.09	13,680.00	12,850.91	6
724	CONSULTING/TESTING FEES			3,000.00	3,000.00	
740	SERVICE CHARGES			1,750.00	1,750.00	
864	FURN & EQUIP DEPRECIATED >$5,000	27,684.27	27,684.27		-27,684.27	
880	COST ALLOCATIONS	4,022.08	4,022.08	47,919.00	43,896.92	8
890	TRANSFERS OUT			10,000.00	10,000.00	
901	CATALOGING			2,950.00	2,950.00	
994	ODIN			25,000.00	25,000.00	
	Total Account	**287,951.70**	**287,951.70**	**2,624,900.00**	**2,336,948.30**	**11**
	Total Expenses	287,951.70	287,951.70	2,624,900.00	2,336,948.30	11
	Net Income from Operations	-287,951.70	-287,951.70			
	Other Revenue					
360000	MISCELLANEOUS REVENUE	2,647.45	2,647.45	5,000.00	-2,352.55	53
360100	SPONSORSHIPS			5,000.00	-5,000.00	
361000	INTEREST ON INVESTMENTS			50,000.00	-50,000.00	
383000	TRANSFER IN			150,000.00	-150,000.00	
						1
	Total Other Revenue	2,647.45	2,647.45	210,000.00	-207,352.55	1
	Net Income	-285,304.25	-285,304.25			

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

West Fargo Public Library

Director's Report

For Feb. 2025 Library Board Meeting

Presented by Jenna Kahly, Library Director

Finances

Expenditures through January

Month to Date

$287,951.70

Year to Date

$287,951.70

Available Appropriation

$2,336,948.30

11%

Expended YTD

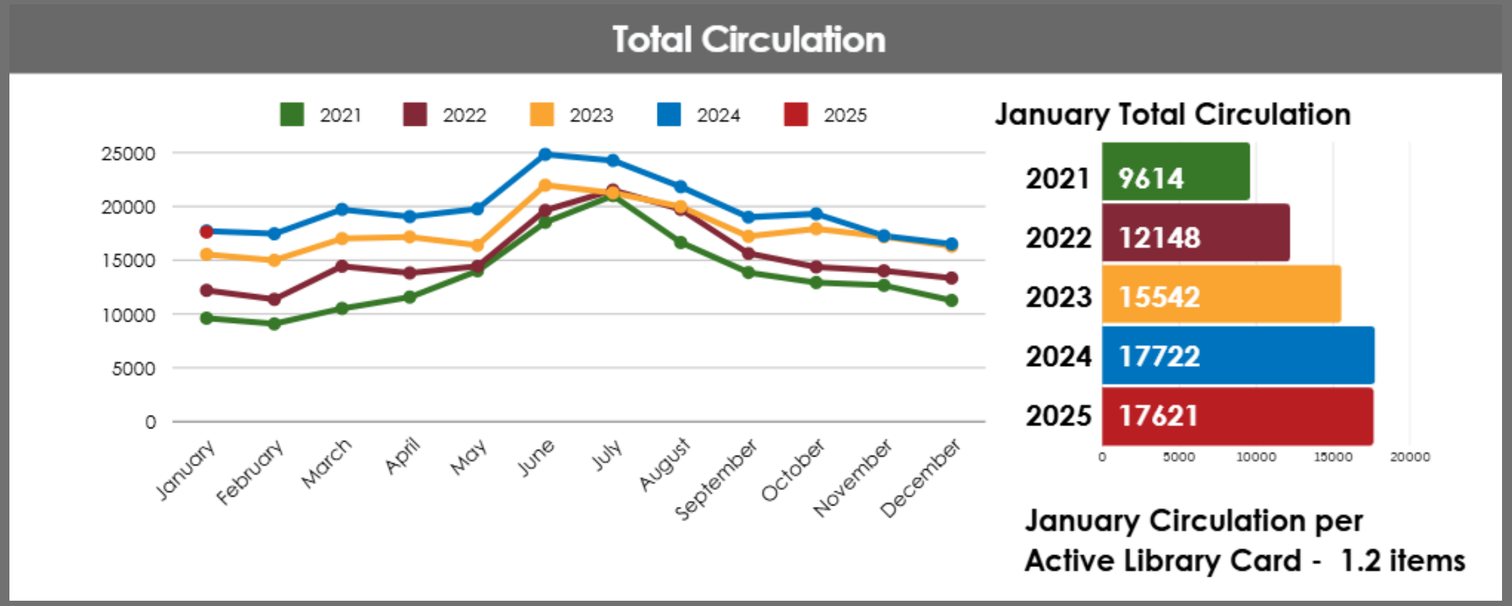
Administration

Satellite Progress

Furniture and shelves are in place. Technology set up is in progress. Will start bringing materials to the space soon. Anticipated open date March 18.

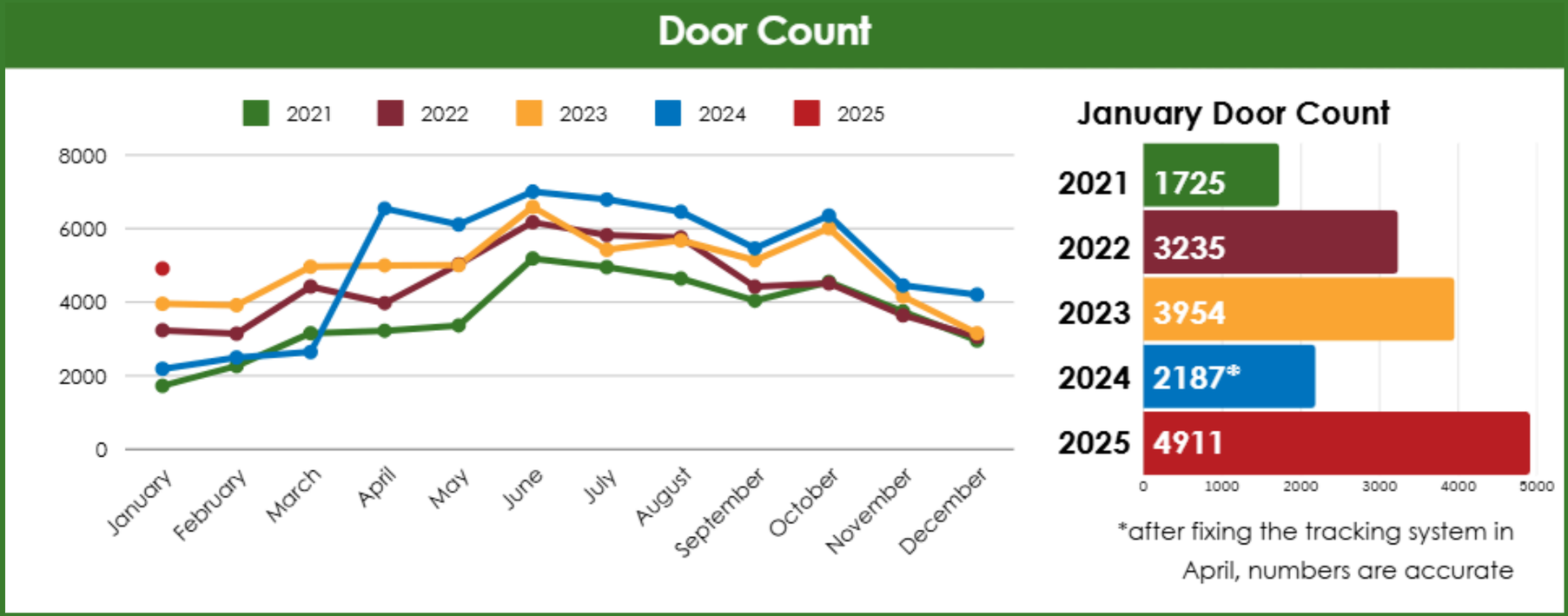
Circulation

- Physical item circulation slowed down in January, actually less than January of last year.
- Electronic item circulation, however, is higher than last January, despite us only having the one app option now. Last year, we had Libby and Hoopla.
- Total circulation is slightly down from last year



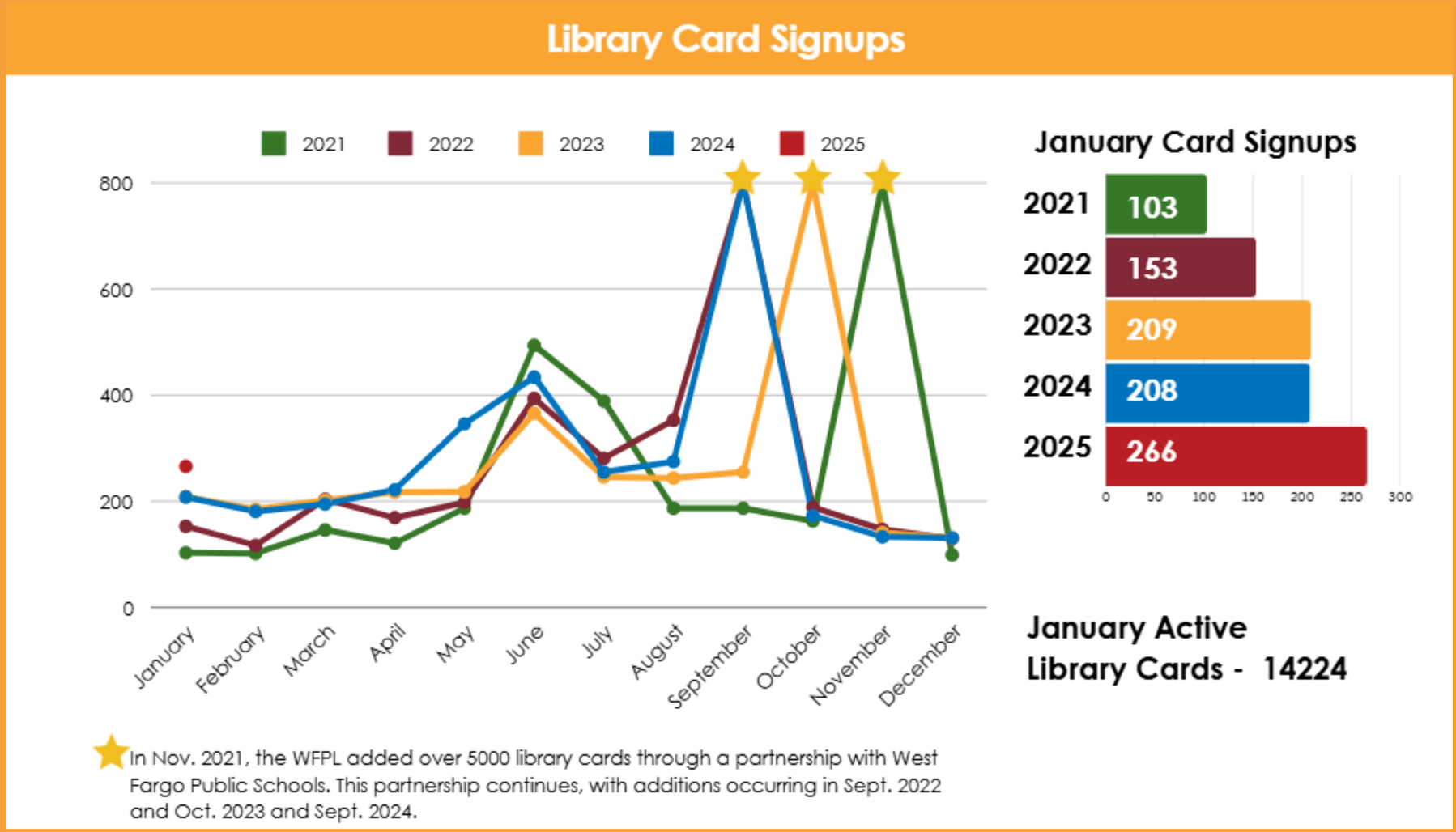
Door Count

- Door count is way up from 2022 and 2023 numbers. (Count was inaccurate in 2024.)



Library Cards

- **266 people** got a library card in January, which is higher than usual for this time of year.



Outreach Services

Outreach material circulation was **295** in January, which includes senior facility residents, daycare deliveries, and Library on Wheels.

In January, the Library on Wheels visited Rustad Recreation Center and the new West Fargo City Hall with stops, as well as 7 daycares and 4 senior homes.

Programming

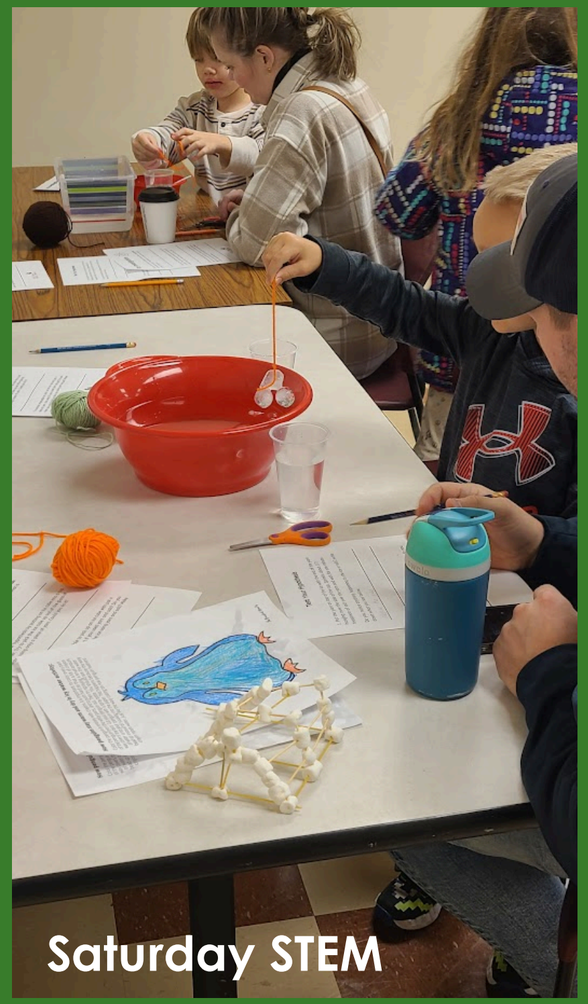
Over 700 program attendees in January!

Top attended Adult Programs were:

- Art Supply Grab & Go
- Monday Matinees
- Beginner Crochet Workshop

Top attended Youth Programs were:

- Storytimes (average of 31 attendees at each session)
- Paddington Bear Party
- Saturday STEM


Saturday STEM

Beginner Crochet Workshop

How to Run for Office

Communications

Tri-Library Campaigns - General Library Advocacy

Also 1000 Books Before Kindergarten in Forum this month and upcoming Redhawks, Summer Reading joint campaigns to support library use metro-wide.

Friends of the Library

Feb. 13 is Giving Hearts Day!

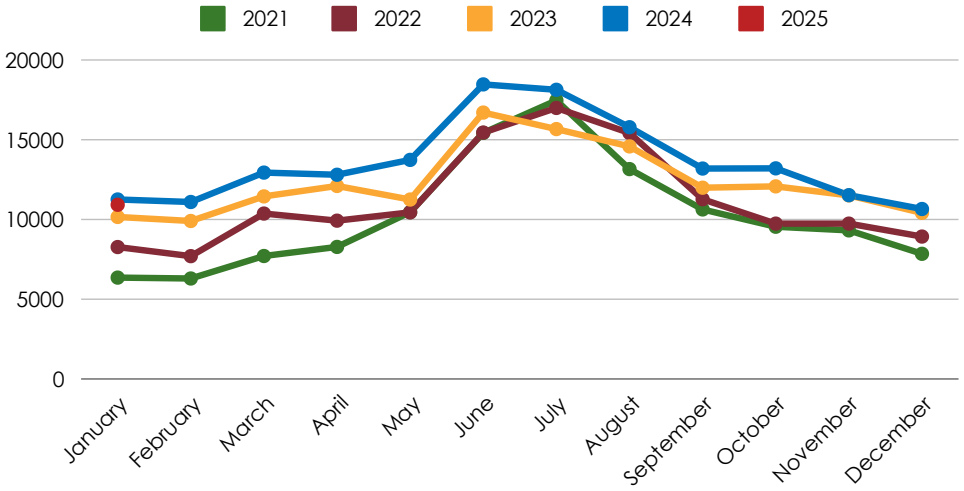
QUESTIONS?

Thank you for your time!

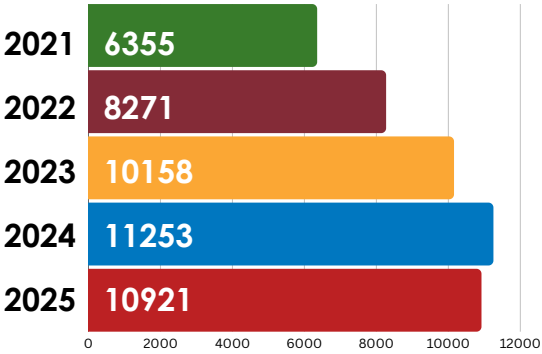
West Fargo Public Library

Monthly Impact Report January 2025

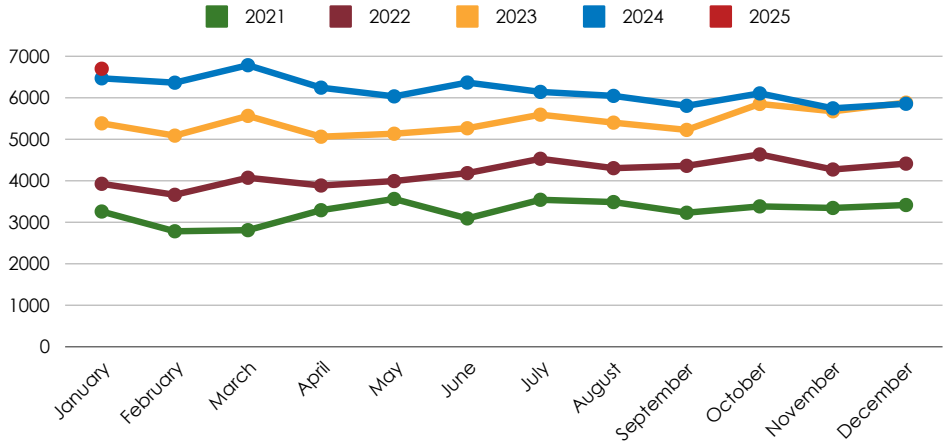
Physical Item Circulation



January Circulation

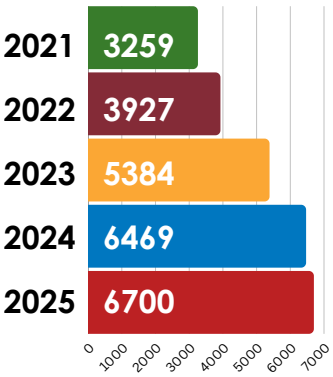


Electronic Materials Circulation



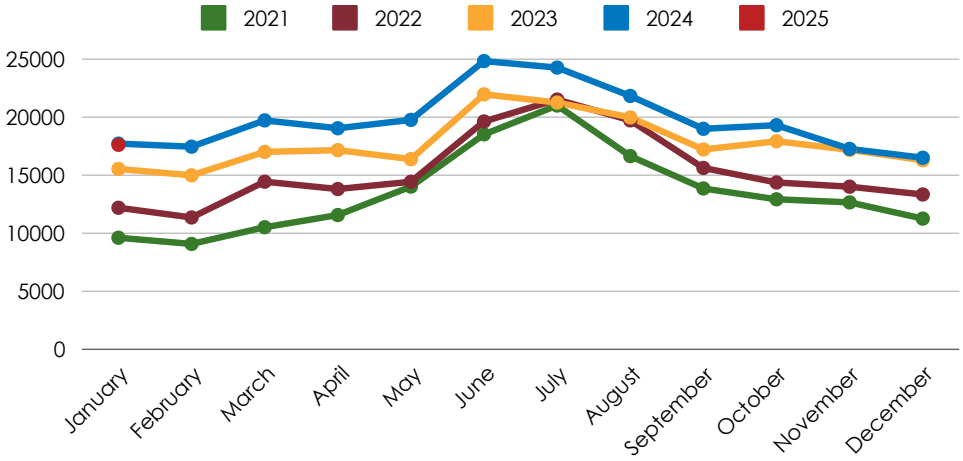
January Circulation

OverDrive/Libby & Hoopla*

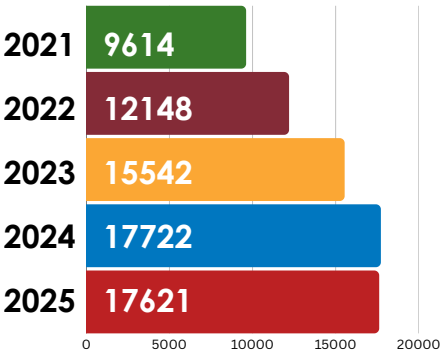


*Hoopla was discontinued May 1, 2024

Total Circulation

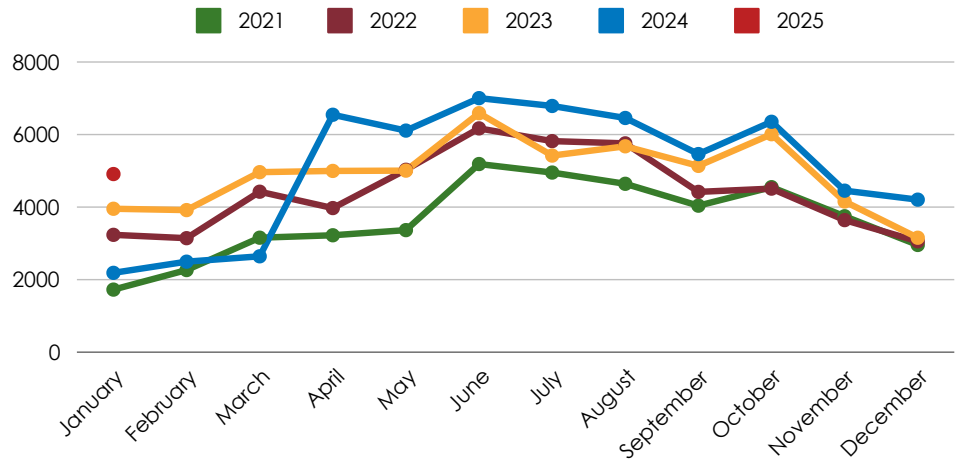


January Total Circulation

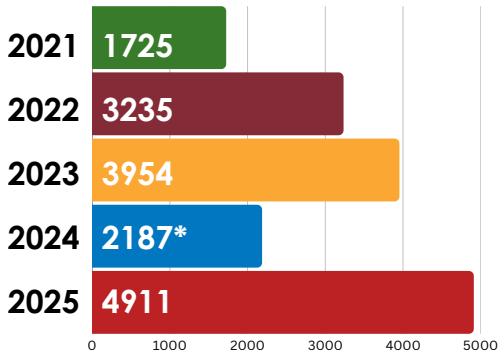


January Circulation per Active Library Card - 1.2 items

Door Count

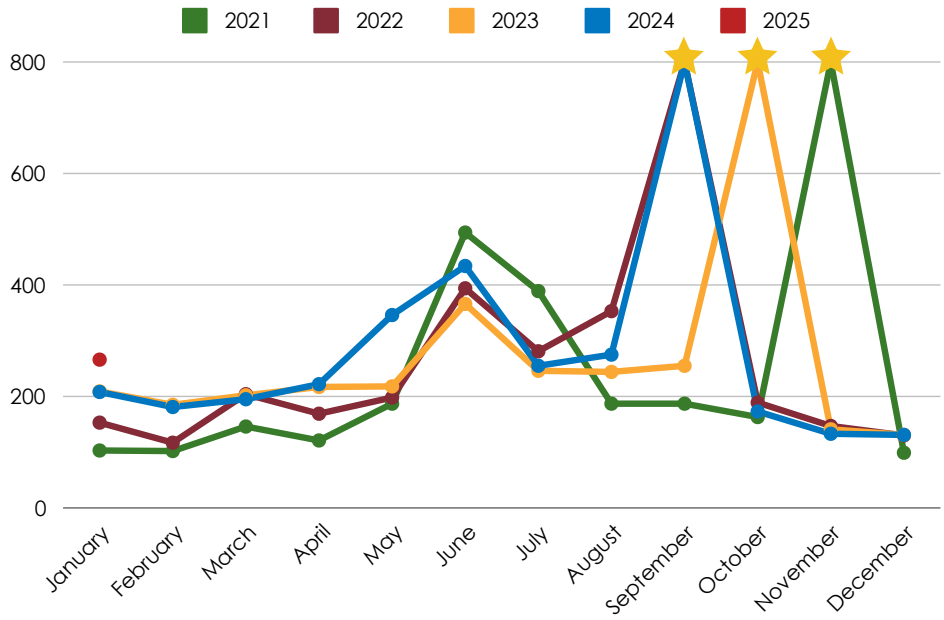


January Door Count

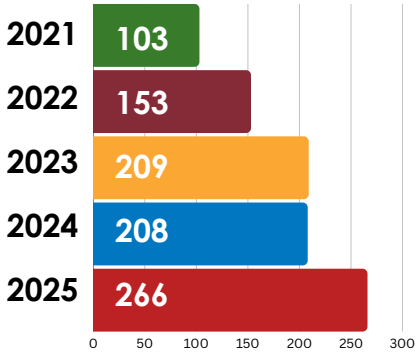


*after fixing the tracking system in April, numbers are accurate

Library Card Signups



January Card Signups

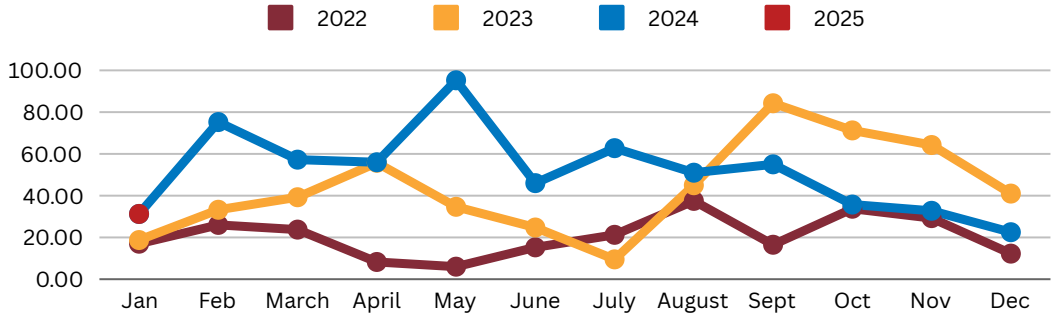


January Active Library Cards - 14224

★ 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.

Meeting Room Usage

Meeting Room Hours Reserved



Meeting Room Use

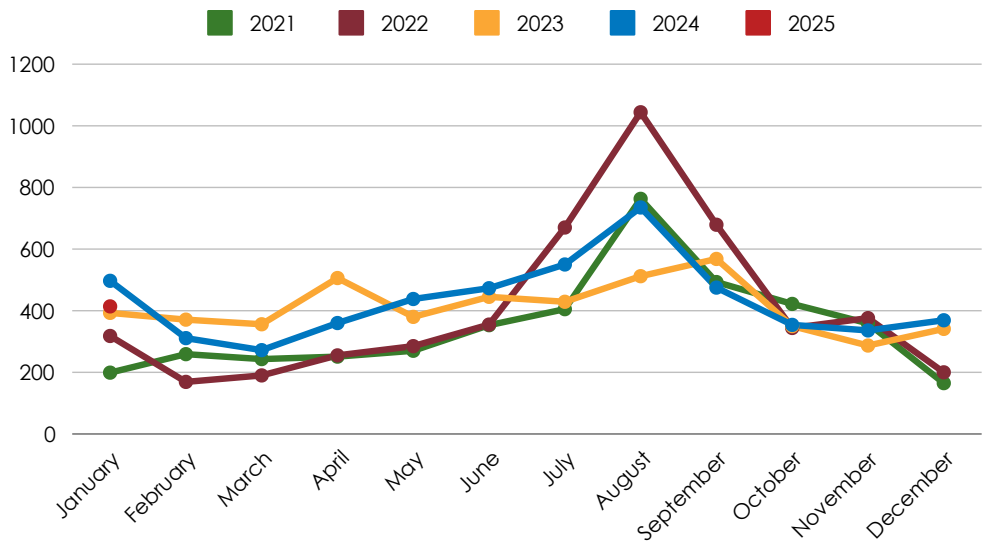
January Hours Reserved 31.25

Hours Reserved YTD 31.25

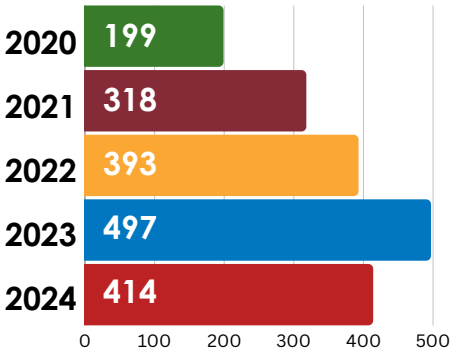
January Reservations 19

Reservations YTD 19

Offsite Book Drop Usage



Jan. Offsite Book Drop Usage



When we open our satellite library location in March, this number will only reflect the book drop at Cash Wise.

Outreach Services

Monthly Outreach Circulation

Total Monthly Circulation*

2021	246
2022	182
2023	223
2024	236
2025	295

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

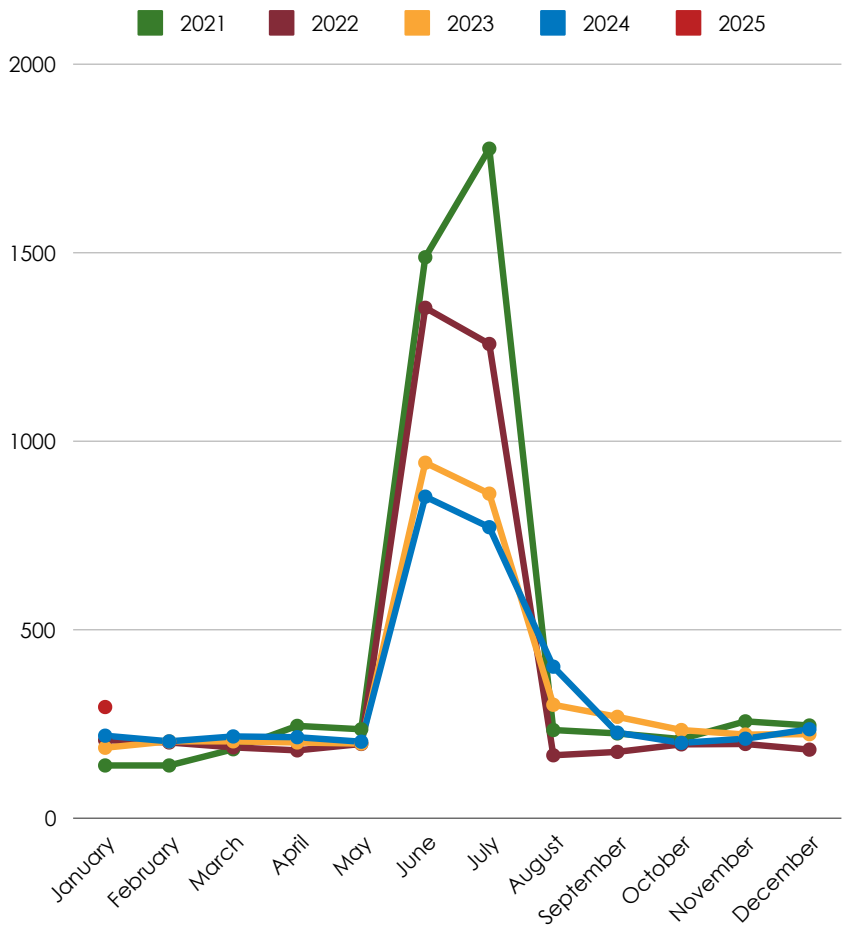
Outreach Deliveries and Item Circulation

Senior Living Locations Served	4
Senior Outreach Participants	16
Daycare Locations Served	7
Total Outreach Circulation	295

Outreach & Community Events Attendance

Library on Wheels (2 stops)	34
Other Outreach Events	90
Total Attendance	124

In January, the Library on Wheels made stops at the Rustad Rec. Center and new West Fargo City Hall. Staff also participated in the Senior Expo at Rustad. We served 124 people with library services at these events.



Program Attendance

Youth

Ready to Read Storytime	98
Baby Boost Storytime	102
Teeter Tots Storytime	139
Teen Events	12
STEM	15
Other Youth Events	32
Total Attendance	398

Adult

Book Clubs	53
Movie Screenings	50
Writing Circle	9
Other Clubs (Cribbage, D&D)	16
Other Events	64
Total Attendance	192

All-Ages

LEGO Day	2
Total Attendance	2

Reference/Services

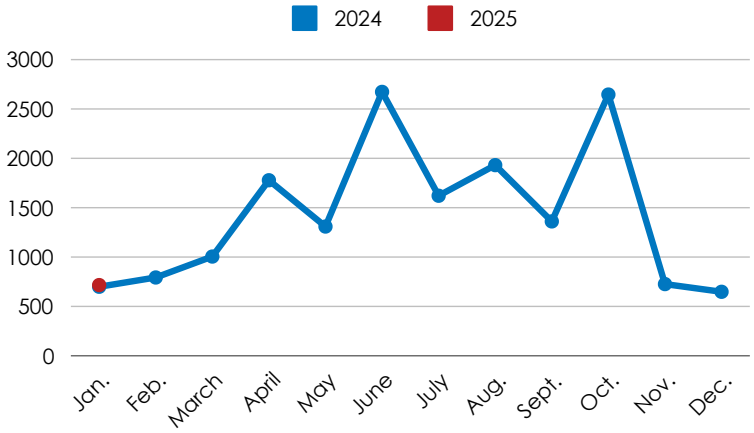
Technology Tutoring	9
Notary Public	5
Total Attendance	14

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)	
Monthly New Registrations	0
YTD Registrations	0
Lifetime Registrations	59
1000 Books Before Kindergarten (Ongoing)	
Monthly New Registrations	0
YTD Registrations	0
Lifetime Registrations	650

Youth Services is partnering with Cheney and Heritage Middle Schools for Beanstack challenges this winter. At time of reporting 920 students were registered and had tracked an average of 10.8 hours per student.

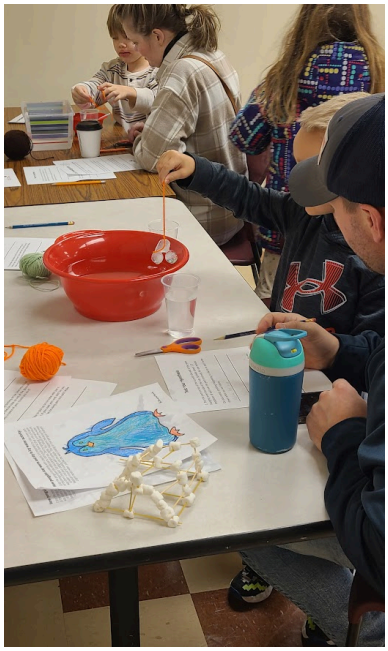
Total program attendees (in-library & outreach event attendance, not reference Jan. 2025) **716**



We saw a great turnout at our Beginner Crochet course. Had to turn some interested folks away due to space constraints and need for 1-on-1 instruction.

Eight engaged citizens joined us for the "How to Run for Office" event with League of Women Voters, City Commissioner Robin Anderson and Parks Board Member Dan Seymour. This was a smaller turnout than last year, but no local seats are up this year.

Outreach staff have been popping up at West Fargo City Hall and Rustad.



Saturday STEM continues to be popular among youth and parents on the first Saturday of each month.