



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, April 10, 2025 5:00 PM
Join the meeting via [Microsoft Teams](#)

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 – February 13, 2025 & March 20, 2025
2. Approval of Financial Reports

Old Business

New Business

Regular Agenda

1. Approval to Sign Partnership Agreement between National Digital Inclusion Alliance and West Fargo Public Library **(Action)**
2. Approval of 2024 Annual Report and Direct Library Staff to Share with City Commission on Board's Behalf **(Action)**
3. Approval of 2025 - 2030 Strategic Plan **(Action)**
4. Budget Timeline Overview
5. Director's Report
6. Adjourn

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

Board Member Absent: No board members were absent

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 members of the public signed up for public comments.

IV. Consent Agenda

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

- Approval of Minutes – January 9, 2025
- Approval of Financial Reports

Regular

Agenda

Old Business

- No old business

New Business

V. Overview of Proposed Legislation

Kahly provided an update on bills that are being proposed in the current Legislative session and their potential impacts on public libraries.

VI. Director's Report

Kahly presented the Director's report. Highlights included:

- Finances were 11% expended through January.
- The satellite library has furniture and shelves in place. Materials will be brought into space soon. March 18 is the anticipated opening date.
- Physical item circulation slowed down in January. However, electronic items are higher than last January. Total circulation is down slightly from last year.
- Door count is up from 2022 and 2023.
- 266 patrons signed up for library cards in January.
- Outreach services circulated 295 items in January with stops at Rustad Recreation Center, the new West Fargo City Hall as well as 7 daycares and 4 senior homes.
- There were over 700 program attendees in January. Attendance to programs include Art Supply Grab & Go, Monday Matinees, Storytimes and Saturday STEM. Commissioner Roben Anderson participated in How to Run for Office program.

- West Fargo Public Library is collaborating with Fargo Public Library and Lake Agassiz Regional Library in promoting libraries around the area.
- Giving Hearts Day is February 13. Marvin will match donations given to the Friends of the Library.
- The library applied for funding through the National Digital Inclusion Alliance as a subgrantee. The grant has been paused awaiting further evaluation, as directed by the executive order that has been put in place. We anticipate having more information about whether or not this is moving forward in March.

The March 13th meeting has been cancelled due to Library Director Kahly being on vacation. Hanson made a motion to cancel March's board meeting, Schwartz seconded. No opposition. Motion carried.

VII. Adjourn

Stukel moved to adjourn the meeting. Commissioner Anderson seconded. No opposition. Motion carried at 5:40 p.m. The next meeting is April 10, 2025.

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

Board Member Absent: Director Jenna Kahly, Adult Services Manager Kirsten Henagin, Technical Services Manager Bree Schmidt, State Librarian Mary Soucie, Executive Director of the National Digital Inclusion Alliance Angela Siefer

Also Present: Alanna Rerick, Commissioner Roben Anderson

Regular Agenda

I. Call to Order

Schwartz called the meeting to order at 5:13pm.

II. Approve Order of Agenda

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

III. Digital Navigator Grant Discussion

- Kahly, Schwartz, Hanson, Stukel, Library Service Managers Bree Schmidt and Kirsten Henagin, National Digital Inclusion Alliance Executive Director Angela Siefer, and State Librarian Mary Soucie discussed whether to move forward with the Board's intention to accept federal funding for a Digital Navigator program.
- In January, the Board approved a motion of intent to accept the grant when it is offered. Following this discussion, the Board expressed their intent to move forward as was previously discussed and the January motion was sustained.

IV. Other Business

- **No other business**

V. Adjourn

Schwartz moved to adjourn the meeting. Stukel seconded. No opposition. Motion carried at 6:17 PM. The next meeting is April 10, 2025.

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09:05:28

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 1/25 - 1/25

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Report ID: B160

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000	LIBRARY								
411600	LIBRARY								
110	PERMANENT EMP SALARIES								
JV	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								
JV	5749 52	2024 Library Prepaid Insur		/ /	1,479.52	1/25			
		Object Total:			1,479.52	1,479.52	0.00	-1,479.52	%
333	BUILDING RENTAL								
CL	123362 1	115797 JANUARY RENT		12/31/24	10,333.50	1/25	549 WF PUB SCHOOLS DIST #6		
CL	123362 2	115797 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%

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Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY							
411600 LIBRARY							
340 EMPLOYEE DEVELOPMENT							
CL 123327 1 115677 MILEAGE		01/24/25	25.01	1/25	3869 ALISHA REIS		
CL 123438 1 115720 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 -98542 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 115712 #8503 HARDWARE		01/17/25	20.55	1/25	1565 FARGO BUMPER		
CL 123421 1 115747 #8503 SHELIVING 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 -98505 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 ZOUBEAN INC		
CL 123349 1 115757 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%

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Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY							
411600 LIBRARY							
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 115766 NUTS & BOLTS		01/27/25	3.60	1/25	276 OSTROMS ACE HARDWARE		
CL 123398 1 115697 ELECTRICAL SUPPLIES		01/23/25	101.93	1/25	4108 CONSOLIDATED ELECTRICAL		
CL 123400 1 -98521 SCREWS - SATELLITE		01/27/25	8.57	1/25	4622 MENARDS (PUBLIC WORKS)		
CL 123401 1 115766 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 115771 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 -98537 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 115682 CONSTRUCTION SATELLITE LIB.		01/27/25	98,300.00	1/25	4759 BARTHOLOMAY CONSTRUCTION INC		
CL 123374 1 -98530 LIBRARY - REKEY LOCK		01/22/25	107.50	1/25	4550 ABC LOCK & KEY INC		
CL 123402 1 115784 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 115725 BOOKS		01/13/25	521.70	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 2 115725 BOOKS		01/13/25	863.12	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366 3 115725 BOOKS		01/13/25	896.66	1/25	4592 INGRAM LIBRARY SERVICES		

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7000 LIBRARY									
411600 LIBRARY									
CL 123366	4	115725 BOOKS		01/14/25	26.39	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	5	115725 BOOKS		01/14/25	43.11	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	6	115725 BOOKS		01/15/25	90.61	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	7	115725 BOOKS		01/15/25	81.63	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	8	115725 BOOKS		01/16/25	120.65	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	9	115725 BOOKS		01/16/25	119.65	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	10	115725 BOOKS		01/16/25	433.66	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	11	115725 BOOKS		01/16/25	14.37	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	12	115725 BOOKS		01/16/25	18.34	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	13	115725 BOOKS		01/16/25	54.92	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	14	115725 BOOKS		01/16/25	20.90	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	15	115725 BOOKS		01/16/25	20.49	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	16	115725 BOOKS		01/17/25	180.27	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	17	115725 BOOKS		01/17/25	164.35	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	18	115725 BOOKS		01/17/25	117.80	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	19	115725 BOOKS		01/17/25	20.13	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	20	115725 BOOKS		01/17/25	13.70	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	21	115725 BOOKS		01/17/25	54.56	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	22	115725 BOOKS		01/17/25	48.70	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	23	115725 BOOKS		01/21/25	21.12	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	24	115725 BOOKS		01/21/25	13.09	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	25	115725 BOOKS		01/21/25	221.75	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	26	115725 BOOKS		01/21/25	286.83	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	27	115725 BOOKS		01/22/25	19.31	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	28	115725 BOOKS		01/22/25	20.49	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	29	115725 BOOKS		01/22/25	37.38	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	30	115725 BOOKS		01/22/25	11.66	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	31	115725 BOOKS		01/22/25	15.59	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	32	115725 BOOKS		01/22/25	12.68	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	33	115725 BOOKS		01/24/25	22.31	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	34	115725 BOOKS		01/24/25	20.69	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	35	115725 BOOKS		01/24/25	15.85	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	36	115725 BOOKS		01/24/25	15.53	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	37	115725 BOOKS		01/23/25	36.85	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	38	115725 BOOKS		01/23/25	96.90	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	39	115725 BOOKS		01/23/25	176.27	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	40	115725 BOOKS		01/23/25	15.45	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	41	115725 BOOKS		01/23/25	12.40	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	42	115725 BOOKS		01/23/25	8.39	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	43	115725 BOOKS		01/27/25	27.00	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	44	115725 BOOKS		01/27/25	35.27	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	45	115725 BOOKS		01/27/25	21.07	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	46	115725 BOOKS		01/27/25	19.52	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	47	115725 BOOKS		01/27/25	11.02	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	48	115725 BOOKS		01/27/25	10.20	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	49	115725 BOOKS		01/27/25	85.41	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	50	115725 BOOKS		01/28/25	43.16	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	51	115725 BOOKS		01/28/25	213.19	1/25	4592 INGRAM LIBRARY SERVICES		

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7000 LIBRARY								
411600 LIBRARY								
CL 123366	52	115725 BOOKS	01/28/25	38.42	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	53	115725 BOOKS	01/28/25	12.74	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	54	115725 BOOKS	01/28/25	16.05	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	55	115725 BOOKS	01/28/25	29.54	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	56	115725 BOOKS	01/28/25	50.54	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	57	115725 BOOKS	01/28/25	115.47	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	58	115725 BOOKS	01/29/25	148.98	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	59	115725 BOOKS	01/29/25	11.87	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	60	115725 BOOKS	01/29/25	27.64	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	61	115725 BOOKS	01/29/25	13.84	1/25	4592 INGRAM LIBRARY SERVICES		
CL 123366	62	115725 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	-98529 DVD	01/14/25	128.88	1/25	1854 MIDWEST TAPE		
CL 123375	2	-98529 DVD	01/14/25	59.91	1/25	1854 MIDWEST TAPE		
CL 123375	3	-98529 DVD	01/21/25	53.19	1/25	1854 MIDWEST TAPE		
CL 123375	4	-98529 DVD	01/21/25	68.16	1/25	1854 MIDWEST TAPE		
CL 123375	5	-98529 DVD	01/21/25	61.31	1/25	1854 MIDWEST TAPE		
CL 123375	6	-98529 DVD	01/28/25	43.74	1/25	1854 MIDWEST TAPE		
CL 123375	7	-98529 DVD	01/28/25	79.42	1/25	1854 MIDWEST TAPE		
CL 123375	8	-98529 DVD	01/28/25	52.78	1/25	1854 MIDWEST TAPE		
CL 123375	9	-98529 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	-98535 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	115779 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%

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CITY OF WEST FARGO, ND
Budget Detail Report
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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
689 PROMOTIONAL ACTIVITIES									
CL 123343	1	115733 TABLE TENT CAMPAIGN		01/24/25	763.00	1/25	3108 LAKE AGASSIZ REGIONAL		
		WEST ACRES							
CL 123403	1	115707 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				/ /					
JV 5733	2	FIBT TSYS/TRANSFIRST		/ /	97.90	1/25			
		JAN 25							
			Object Total:		97.90		97.90	1,750.00	1,652.10 6%
864 FURN & EQUIP DEPRECIATED >\$5,000									
CL 123340	1	115704 DESK FOR SATELLITE		01/09/25	27,684.27	1/25	77 DEMCO INC		
		LIBRARY							
			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		/ /	4,022.08	1/25			
		Allocation							
			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:		289,529.12		289,529.12	2,624,900.00	2,335,370.88
			Fund Total:		289,529.12		289,529.12	2,624,900.00	2,335,370.88

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

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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 5737128		Payroll 02/07/2025		/ /	46,572.81	2/25			
JV 5747122		Payroll 02/21/2025		/ /	46,572.82	2/25			
			Object Total:		93,145.63	156,381.50	1,210,859.00	1,054,477.50	13%
114 PART TIME SALARIES									
JV 5737129		Payroll 02/07/2025		/ /	3,880.85	2/25			
JV 5747123		Payroll 02/21/2025		/ /	3,353.36	2/25			
			Object Total:		7,234.21	7,234.21	102,287.00	95,052.79	7%
220 SOCIAL SECURITY									
JV 5737130		Payroll 02/07/2025		/ /	3,738.53	2/25			
JV 5747124		Payroll 02/21/2025		/ /	3,698.19	2/25			
			Object Total:		7,436.72	12,118.45	100,456.00	88,337.55	12%
230 RETIREMENT									
JV 5737131		Payroll 02/07/2025		/ /	7,548.92	2/25			
JV 5747125		Payroll 02/21/2025		/ /	7,548.92	2/25			
			Object Total:		15,097.84	24,803.59	196,886.00	172,082.41	13%
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 5737132		Payroll 02/07/2025		/ /	7,119.19	2/25			
JV 5747126		Payroll 02/21/2025		/ /	7,118.99	2/25			
			Object Total:		14,238.18	23,391.22	266,649.00	243,257.78	9%
321 PROPERTY INSURANCE				/ /					
			Object Total:		0.00	1,479.52	0.00	-1,479.52	%
333 BUILDING RENTAL				/ /					
			Object Total:		0.00	20,667.00	161,051.00	140,384.00	13%
340 EMPLOYEE DEVELOPMENT									
CC 1637 9		SNACKS FOR STAFF	3701	01/17/25	50.41	2/25	3161 VISA LIBRARY #1		
		TRAINING DAY							
CC 1637 11		LUNCH FOR STAFF	999999	01/21/25	461.55	2/25	3161 VISA LIBRARY #1		
		TRAINING DAY							
CC 1641 6		MENTAL FITNESS GUY	999999	01/09/25	800.00	2/25	3162 VISA LIBRARY #2		
CC 1641 8		BREAKFAST FOR STAFF	999999	01/21/25	126.97	2/25	3162 VISA LIBRARY #2		
		TRAINING							
CC 1641 11		WEBINAR	25	01/30/25	47.40	2/25	3162 VISA LIBRARY #2		
			Object Total:		1,486.33	1,516.70	15,950.00	14,433.30	

10%

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
356 TELEPHONE								
CL 123794 34	-98322 jan 2025 - library		02/08/25	212.58	2/25	3668 VERIZON WIRELESS		
		Object Total:		212.58		212.58	3,060.00	2,847.42 7%
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								
CC 1637 8	LEASE FOR WATER MACHINES	999999	01/16/25	100.00	2/25	3161 VISA LIBRARY #1		
CC 1641 1	OFFICE SUPPLIES	3490	01/05/25	29.46	2/25	3162 VISA LIBRARY #2		
CC 1643 7	OFFICE SUPPLIES	3490	01/30/25	22.11	2/25	4576 VISA LIBRARY #3		
CL 123512 2	-98457 OFFICE SUPPLIES		02/03/25	139.70	2/25	3490 AMAZON CAPITAL SERVICES		
CL 123521 1	115901 ADULT LIBRARY CARDS		02/04/25	1,546.94	2/25	2211 VANGUARD ID SYSTEMS		
CL 123521 2	115901 KIDS LIBRARY CARDS		02/04/25	480.00	2/25	2211 VANGUARD ID SYSTEMS		
		Object Total:		2,318.21		2,560.81	15,000.00	12,439.19 17%
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 123577 1	115905 #8503 SHEET METAL		01/31/25	62.26	2/25	2184 WEST SIDE STEEL		
CL 123875 3	115969 #8501 BATTERY		02/20/25	173.29	2/25	4744 O'REILLY AUTOMOTIVE STORES,		
		Object Total:		235.55		1,735.74	1,200.00	-535.74 145%
428 SERVICE AGREEMENTS-CONTRA			/ /					
		Object Total:		0.00		680.25	11,952.00	11,271.75 6%
490 MISC			/ /					
		Object Total:		0.00		0.00	500.00	500.00 %
497 TECHNOLOGY								
CC 1637 1	ADOBE	999999	01/02/25	29.99	2/25	3161 VISA LIBRARY #1		
CC 1637 12	ADOBE	999999	01/25/25	29.99	2/25	3161 VISA LIBRARY #1		
CC 1643 4	SIGNUPGENIUS	999999	01/09/25	269.89	2/25	4576 VISA LIBRARY #3		
CL 123931 3	NetCloud licenses - Library	INV213941	02/26/25	84.03	2/25	5336 ROK BROTHERS INC		
		Object Total:		413.90		4,161.05	45,199.00	41,037.95 9%
500 SUPPLIES			/ /					
		Object Total:		0.00		0.00	500.00	500.00 %

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
640 FURNITURE & EQUIPMENT									
				/	/				
				Object Total:	0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000									
CC 1641	4	MAGAZINE RACK	3490	01/05/25	59.52	2/25	3162 VISA LIBRARY #2		
CL 123520	1	-98422 STAND FOR LAMINATOR		01/28/25	326.04	2/25	5480 NEW PRECISION TECHNOLOGY LLC		
				Object Total:	385.56	506.46	10,000.00	9,493.54	5%
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									
CC 1637	3	PROGRAM SUPPLIES	4105	01/10/25	24.29	2/25	3161 VISA LIBRARY #1		
CC 1637	4	PROGRAM SUPPLIES	3490	01/10/25	25.49	2/25	3161 VISA LIBRARY #1		
CC 1637	6	PROGRAM SUPPLIES	3490	01/15/25	122.79	2/25	3161 VISA LIBRARY #1		
CC 1641	2	PROGRAM SUPPLIES	3490	01/05/25	37.34	2/25	3162 VISA LIBRARY #2		
CC 1641	7	PROGRAM SUPPLIES	4209	01/15/25	32.89	2/25	3162 VISA LIBRARY #2		
CC 1641	12	PROGRAM SUPPLIES	5177	01/30/25	23.77	2/25	3162 VISA LIBRARY #2		
CC 1643	3	CHILDEN'S LEARNING STATION	5321	01/07/25	547.19	2/25	4576 VISA LIBRARY #3		
CC 1643	6	PROGRAM SUPPLIES	3490	01/30/25	101.21	2/25	4576 VISA LIBRARY #3		
CL 123512	1	-98457 Program supplies		02/03/25	59.99	2/25	3490 AMAZON CAPITAL SERVICES		
CL 123512	3	-98457 CREDIT - KIDS BENCH		01/21/25	-91.58	2/25	3490 AMAZON CAPITAL SERVICES		
				Object Total:	883.38	1,443.87	18,500.00	17,056.13	8%
650 E RESOURCES									
CL 123518	1	115876 WEB DEWEY RNWL 2/2/25 - 2/1/26		02/02/25	391.11	2/25	3416 OCLC, INC.		
CL 123519	1	-98423 RENEWAL 1/3/25 - 1/1/26		02/02/25	3,016.00	2/25	5246 THE NEW YORK TIMES		
CL 123808	1	-98316 EBOOKS & AUDIOBOOKS		02/13/25	809.16	2/25	2126 OVERDRIVE, INC		
				Object Total:	4,216.27	34,831.23	42,261.00	7,429.77	82%
653 CAPITAL IMPROVEMENTS									
CL 123517	1	-98424 CAMERA INSTALL FOR SATELLITE		01/28/25	1,300.00	2/25	2820 HIGH POINT NETWORKS		
CL 123670	1	115910 SATELLITE PLANS & FINISHES		02/06/25	1,250.00	2/25	1484 YHR PARTNERS		
				Object Total:	2,550.00	101,634.11	150,000.00	48,365.89	68%
661 POSTAGE/FREIGHT/SHIPPING									
CL 123807	1	-98317 POSTAGE REFILL #43560960		02/20/25	2,000.00	2/25	1483 PITNEY BOWES BANK INC -		
				Object Total:	2,000.00	2,000.00	11,000.00	9,000.00	18%
662 BOOKS									
CC 1637	7	BOOKS	3490	01/15/25	14.23	2/25	3161 VISA LIBRARY #1		
CC 1641	3	BOOKS	3490	01/05/25	9.99	2/25	3162 VISA LIBRARY #2		
CC 1643	5	BOOKS	3490	01/30/25	69.67	2/25	4576 VISA LIBRARY #3		
CL 123524	1	115843 BOOKS		01/30/25	20.16	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	2	115843 BOOKS		01/30/25	40.77	2/25	4592 INGRAM LIBRARY SERVICES		

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 123524	3	115843 BOOKS		01/30/25	45.00	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	4	115843 BOOKS		01/30/25	27.16	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	5	115843 BOOKS		01/31/25	46.67	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	6	115843 BOOKS		01/31/25	40.74	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	7	115843 BOOKS		02/03/25	44.57	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	8	115843 BOOKS		02/03/25	230.67	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	9	115843 BOOKS		02/03/25	32.54	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	10	115843 BOOKS		02/04/25	24.01	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	11	115843 BOOKS		02/04/25	20.65	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	12	115843 BOOKS		02/04/25	21.26	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	13	115843 BOOKS		02/04/25	28.42	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	14	115843 BOOKS		02/04/25	39.59	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	15	115843 BOOKS		02/04/25	9.28	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	16	115843 BOOKS		02/04/25	11.13	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	17	115843 BOOKS		02/05/25	14.63	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	18	115843 BOOKS		02/05/25	23.32	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	19	115843 BOOKS		02/05/25	15.26	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	20	115843 BOOKS		02/05/25	24.75	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	21	115843 BOOKS		02/05/25	13.31	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	22	115843 BOOKS		02/06/25	30.94	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	23	115843 BOOKS		02/06/25	29.93	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	24	115843 BOOKS		02/06/25	20.09	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	25	115843 BOOKS		02/06/25	39.63	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	26	115843 BOOKS		02/07/25	372.42	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	27	115843 BOOKS		02/07/25	213.03	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	28	115843 BOOKS		02/07/25	159.41	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	29	115843 BOOKS		02/07/25	268.52	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	30	115843 BOOKS		02/07/25	14.03	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	31	115843 BOOKS		02/10/25	25.05	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	32	115843 BOOKS		02/10/25	16.37	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	33	115843 BOOKS		02/10/25	15.34	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123809	1	115948 POLK CITY DIRECTORY		02/04/25	453.00	2/25	2346 INFOUSA MARKETING, INC		
CL 123810	1	115949 BOOKS		02/12/25	57.81	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	2	115949 BOOKS		02/12/25	13.24	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	3	115949 BOOKS		02/12/25	11.42	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	4	115949 BOOKS		02/12/25	41.70	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	5	115949 BOOKS		02/12/25	12.18	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	6	115949 BOOKS		02/12/25	25.89	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	7	115949 BOOKS		02/12/25	113.40	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	8	115949 BOOKS		02/12/25	93.02	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	9	115949 BOOKS		02/12/25	14.21	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	10	115949 BOOKS		02/12/25	24.45	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	11	115949 BOOKS		02/12/25	14.48	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	12	115949 BOOKS		02/12/25	208.51	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	13	115949 BOOKS		02/14/25	15.32	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	14	115949 BOOKS		02/14/25	29.73	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	15	115949 BOOKS		02/14/25	18.30	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	16	115949 BOOKS		02/14/25	16.04	2/25	4592 INGRAM LIBRARY SERVICES		

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 123810	17	115949 BOOKS		02/17/25	26.45	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	18	115949 BOOKS		02/17/25	15.99	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	19	115949 BOOKS		02/17/25	18.96	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	20	115949 BOOKS		02/17/25	26.18	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	21	115949 BOOKS		02/19/25	8.60	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	22	115949 BOOKS		02/19/25	582.42	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	23	115949		/ /		2/25	4592 INGRAM LIBRARY SERVICES		
CL 123811	1	115920 BOOKS		02/07/25	157.34	2/25	1695 BAKER & TAYLOR		
Object Total:					4,071.18	10,356.51	107,245.00	96,888.49	10%
663 MAGAZINES									
Object Total:					0.00	4,115.85	4,700.00	584.15	88%
664 AUDIO VIDEO									
CC 1641	5	DVD	3490	01/06/25	49.96	2/25	3162 VISA LIBRARY #2		
CL 123513	1	115809 VOX BOOKS		01/24/25	734.27	2/25	1695 BAKER & TAYLOR		
CL 123513	2	115809 CREDIT FOR 12% DISC		02/03/25	-83.91	2/25	1695 BAKER & TAYLOR		
CL 123523	1	-98421 DVD		02/04/25	182.75	2/25	1854 MIDWEST TAPE		
CL 123523	2	-98421 DVD		02/04/25	203.41	2/25	1854 MIDWEST TAPE		
CL 123523	3	-98421 DVD		02/04/25	32.40	2/25	1854 MIDWEST TAPE		
CL 123523	4	-98421 DVD		02/11/25	43.47	2/25	1854 MIDWEST TAPE		
CL 123523	5	-98421 DVD		02/11/25	146.81	2/25	1854 MIDWEST TAPE		
CL 123523	6	-98421 DVD		02/11/25	22.47	2/25	1854 MIDWEST TAPE		
Object Total:					1,331.63	1,911.24	16,250.00	14,338.76	12%
667 MEMBERSHIPS									
CC 1637	2	MOUNTAIN PLAINS LIBRARY 999999 ASSOCI		01/02/25	65.00	2/25	3161 VISA LIBRARY #1		
CC 1637	10	DUSTIN MEMBERSHIP RENEWAL	4089	01/18/25	45.00	2/25	3161 VISA LIBRARY #1		
CC 1641	9	BREE MEMBERSHIP	25	01/24/25	280.00	2/25	3162 VISA LIBRARY #2		
CC 1643	2	KIRSTEN MEMEBERSHIP	25	01/08/25	277.00	2/25	4576 VISA LIBRARY #3		
CL 123666	1	115871 ELLEN MEMBERSHIP 1/1/25-1/1/26		02/11/25	35.00	2/25	5459 NORTH DAKOTA PROFESSIONAL		
Object Total:					702.00	702.00	4,050.00	3,348.00	17%
668 PRINTING									
Object Total:					0.00	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									
CL 123669	1	115869 FIRST AID KIT FOR SATELLITE		02/08/25	250.83	2/25	756 NELCO FIRST AID		
Object Total:					250.83	250.83	350.00	99.17	72%

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
680 Library of Things									
CC 1637 5		LAUNCHPAD CASE	4792	01/10/25	38.73	2/25	3161 VISA LIBRARY #1		
CC 1641 10		MOBILE BEACON	999999	01/23/25	66.00	2/25	3162 VISA LIBRARY #2		
CC 1643 1		METERNALLY	999999	01/07/25	62.98	2/25	4576 VISA LIBRARY #3		
			Object Total:		167.71	553.82	4,500.00	3,946.18	12%
689 PROMOTIONAL ACTIVITIES									
CL 123522 1	115907	KID&TEEN VENTURES ADVERTISING		02/03/25	112.50	2/25	549 WF PUB SCHOOLS DIST #6		
			Object Total:		112.50	941.59	13,680.00	12,738.41	7%
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				/ /					
JV 5764 2		FIBT TSYS/TRANSFIRST FEB 25		/ /	97.90	2/25			
			Object Total:		97.90	195.80	1,750.00	1,554.20	11%
864 FURN & EQUIP DEPRECIATED >\$5,000									
CL 123516 1	115834	FURNITURE FOR SATELLITE		12/10/24	7,011.17	2/25	5324 FLUID INTERIORS, LLC		
			Object Total:		7,011.17	34,695.44	0.00	-34,695.44	%
870 CAPITALIZED ASSETS - OVER \$5,000				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
880 COST ALLOCATIONS				/ /					
JV 5755 16		February 2025 Cost Allocation		/ /	4,022.08	2/25			
			Object Total:		4,022.08	8,044.16	47,919.00	39,874.84	17%
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:		169,621.36	459,150.48	2,624,900.00	2,165,749.52	
			Fund Total:		169,621.36	459,150.48	2,624,900.00	2,165,749.52	

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

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Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
Revenue						
310001	PROPERTY TAXES		574,748.19	2,506,278.00	-1,931,529.81	23
310002	DISCOUNT PROPERTY TAXES			-105,264.00	105,264.00	
335600	STATE AID			40,509.00	-40,509.00	
						24
Total Revenue						
		0.00	574,748.19	2,441,523.00	-1,866,774.81	24
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	93,145.63	156,381.50	1,210,859.00	1,054,477.50	13
114	PART TIME SALARIES	7,234.21	7,234.21	102,287.00	95,052.79	7
220	SOCIAL SECURITY	7,436.72	12,118.45	100,456.00	88,337.55	12
230	RETIREMENT	15,097.84	24,803.59	196,886.00	172,082.41	13
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	14,238.18	23,391.22	266,649.00	243,257.78	9
321	PROPERTY INSURANCE		1,479.52		-1,479.52	
333	BUILDING RENTAL		20,667.00	161,051.00	140,384.00	13
340	EMPLOYEE DEVELOPMENT	1,486.33	1,516.70	15,950.00	14,433.30	10
356	TELEPHONE	212.58	212.58	3,060.00	2,847.42	7
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING			3,000.00	3,000.00	
410	OFFICE SUPPLIES	2,318.21	2,560.81	15,000.00	12,439.19	17
424	GAS AND OIL			2,000.00	2,000.00	
427	VEHICLES MAINTENANCE	235.55	1,735.74	1,200.00	-535.74	145
428	SERVICE AGREEMENTS-CONTRA		680.25	11,952.00	11,271.75	6
490	MISC			500.00	500.00	
497	TECHNOLOGY	413.90	4,161.05	45,199.00	41,037.95	9
500	SUPPLIES			500.00	500.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000	385.56	506.46	10,000.00	9,493.54	5
644	POSTAL METER RENT			1,200.00	1,200.00	
648	PROFESSIONAL PUBLICATIONS			1,000.00	1,000.00	
649	PROGRAMMING	883.38	1,443.87	18,500.00	17,056.13	8
650	E RESOURCES	4,216.27	34,831.23	42,261.00	7,429.77	82
653	CAPITAL IMPROVEMENTS	2,550.00	101,634.11	150,000.00	48,365.89	68
661	POSTAGE/FREIGHT/SHIPPING		2,000.00	11,000.00	9,000.00	18
662	BOOKS	4,071.18	10,356.51	107,245.00	96,888.49	10
663	MAGAZINES		4,115.85	4,700.00	584.15	88
664	AUDIO VIDEO	1,331.63	1,911.24	16,250.00	14,338.76	12
667	MEMBERSHIPS	702.00	702.00	4,050.00	3,348.00	17
668	PRINTING		24.95	1,000.00	975.05	2
669	INSURANCE			3,000.00	3,000.00	

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CITY OF WEST FARGO, ND
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Combined Funds

		----- Current Year -----				
Account Object	Description	Current Month	Current YTD	Budget	Variance	%
672	EMERGENCY MEDICAL SUPPLIES	250.83	250.83	350.00	99.17	72
680	Library of Things	167.71	553.82	4,500.00	3,946.18	12
689	PROMOTIONAL ACTIVITIES	112.50	941.59	13,680.00	12,738.41	7
724	CONSULTING/TESTING FEES			3,000.00	3,000.00	
740	SERVICE CHARGES	97.90	195.80	1,750.00	1,554.20	11
864	FURN & EQUIP DEPRECIATED >\$5,000	7,011.17	34,695.44		-34,695.44	
880	COST ALLOCATIONS	4,022.08	8,044.16	47,919.00	39,874.84	17
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	169,621.36	459,150.48	2,624,900.00	2,165,749.52	17
	Total Expenses	169,621.36	459,150.48	2,624,900.00	2,165,749.52	17
	Net Income from Operations	-169,621.36	115,597.71			
	Other Revenue					
360000	MISCELLANEOUS REVENUE	831.44	3,786.62	5,000.00	-1,213.38	76
360100	SPONSORSHIPS	15,000.00	15,000.00	5,000.00	10,000.00	300
361000	INTEREST ON INVESTMENTS		8,450.28	50,000.00	-41,549.72	17
363400	GRANTS	80.98	80.98		80.98	
375000	DONATIONS	229.00	229.00		229.00	
383000	TRANSFER IN			150,000.00	-150,000.00	13
	Total Other Revenue	16,141.42	27,546.88	210,000.00	-182,453.12	13
	Net Income	-153,479.94	143,144.59			

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

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000	LIBRARY								
411600	LIBRARY								
110	PERMANENT EMP SALARIES								
JV	5737128	Payroll 02/07/2025		/ /	46,572.81	2/25			
JV	5747122	Payroll 02/21/2025		/ /	46,572.82	2/25			
			Object Total:		93,145.63	156,381.50	1,210,859.00	1,054,477.50	13%
114	PART TIME SALARIES								
JV	5737129	Payroll 02/07/2025		/ /	3,880.85	2/25			
JV	5747123	Payroll 02/21/2025		/ /	3,353.36	2/25			
			Object Total:		7,234.21	7,234.21	102,287.00	95,052.79	7%
220	SOCIAL SECURITY								
JV	5737130	Payroll 02/07/2025		/ /	3,738.53	2/25			
JV	5747124	Payroll 02/21/2025		/ /	3,698.19	2/25			
			Object Total:		7,436.72	12,118.45	100,456.00	88,337.55	12%
230	RETIREMENT								
JV	5737131	Payroll 02/07/2025		/ /	7,548.92	2/25			
JV	5747125	Payroll 02/21/2025		/ /	7,548.92	2/25			
			Object Total:		15,097.84	24,803.59	196,886.00	172,082.41	13%
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	5737132	Payroll 02/07/2025		/ /	7,119.19	2/25			
JV	5747126	Payroll 02/21/2025		/ /	7,118.99	2/25			
			Object Total:		14,238.18	23,391.22	266,649.00	243,257.78	9%
321	PROPERTY INSURANCE			/ /					
			Object Total:		0.00	1,479.52	0.00	-1,479.52	%
333	BUILDING RENTAL			/ /					
			Object Total:		0.00	20,667.00	161,051.00	140,384.00	13%
340	EMPLOYEE DEVELOPMENT								
CC	1637 9	SNACKS FOR STAFF	3701	01/17/25	50.41	2/25	3161 VISA LIBRARY #1		
		TRAINING DAY							
CC	1637 11	LUNCH FOR STAFF	999999	01/21/25	461.55	2/25	3161 VISA LIBRARY #1		
		TRAINING DAY							
CC	1641 6	MENTAL FITNESS GUY	999999	01/09/25	800.00	2/25	3162 VISA LIBRARY #2		
CC	1641 8	BREAKFAST FOR STAFF	999999	01/21/25	126.97	2/25	3162 VISA LIBRARY #2		
		TRAINING							
CC	1641 11	WEBINAR	25	01/30/25	47.40	2/25	3162 VISA LIBRARY #2		
			Object Total:		1,486.33	1,516.70	15,950.00	14,433.30	

10%

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
356 TELEPHONE								
CL 123794 34	-98322 jan 2025 - library		02/08/25	212.58	2/25	3668 VERIZON WIRELESS		
		Object Total:		212.58		212.58	3,060.00	2,847.42 7%
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								
CC 1637 8	LEASE FOR WATER MACHINES	999999	01/16/25	100.00	2/25	3161 VISA LIBRARY #1		
CC 1641 1	OFFICE SUPPLIES	3490	01/05/25	29.46	2/25	3162 VISA LIBRARY #2		
CC 1643 7	OFFICE SUPPLIES	3490	01/30/25	22.11	2/25	4576 VISA LIBRARY #3		
CL 123512 2	-98457 OFFICE SUPPLIES		02/03/25	139.70	2/25	3490 AMAZON CAPITAL SERVICES		
CL 123521 1	115901 ADULT LIBRARY CARDS		02/04/25	1,546.94	2/25	2211 VANGUARD ID SYSTEMS		
CL 123521 2	115901 KIDS LIBRARY CARDS		02/04/25	480.00	2/25	2211 VANGUARD ID SYSTEMS		
		Object Total:		2,318.21		2,560.81	15,000.00	12,439.19 17%
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 123577 1	115905 #8503 SHEET METAL		01/31/25	62.26	2/25	2184 WEST SIDE STEEL		
CL 123875 3	115969 #8501 BATTERY		02/20/25	173.29	2/25	4744 O'REILLY AUTOMOTIVE STORES,		
		Object Total:		235.55		1,735.74	1,200.00	-535.74 145%
428 SERVICE AGREEMENTS-CONTRA			/ /					
		Object Total:		0.00		680.25	11,952.00	11,271.75 6%
490 MISC			/ /					
		Object Total:		0.00		0.00	500.00	500.00 %
497 TECHNOLOGY								
CC 1637 1	ADOBE	999999	01/02/25	29.99	2/25	3161 VISA LIBRARY #1		
CC 1637 12	ADOBE	999999	01/25/25	29.99	2/25	3161 VISA LIBRARY #1		
CC 1643 4	SIGNUPGENIUS	999999	01/09/25	269.89	2/25	4576 VISA LIBRARY #3		
CL 123931 3	116019 NetCloud licenses - Library	INV213941	02/26/25	84.03	2/25	5336 ROK BROTHERS INC		
		Object Total:		413.90		4,161.05	45,199.00	41,037.95 9%
500 SUPPLIES			/ /					
		Object Total:		0.00		0.00	500.00	500.00 %

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
640 FURNITURE & EQUIPMENT								
			/ /					
			Object Total:	0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000								
CC 1641 4	MAGAZINE RACK	3490	01/05/25	59.52	2/25	3162 VISA LIBRARY #2		
CL 123520 1	-98422 STAND FOR LAMINATOR		01/28/25	326.04	2/25	5480 NEW PRECISION TECHNOLOGY LLC		
			Object Total:	385.56	506.46	10,000.00	9,493.54	5%
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								
CC 1637 3	PROGRAM SUPPLIES	4105	01/10/25	24.29	2/25	3161 VISA LIBRARY #1		
CC 1637 4	PROGRAM SUPPLIES	3490	01/10/25	25.49	2/25	3161 VISA LIBRARY #1		
CC 1637 6	PROGRAM SUPPLIES	3490	01/15/25	122.79	2/25	3161 VISA LIBRARY #1		
CC 1641 2	PROGRAM SUPPLIES	3490	01/05/25	37.34	2/25	3162 VISA LIBRARY #2		
CC 1641 7	PROGRAM SUPPLIES	4209	01/15/25	32.89	2/25	3162 VISA LIBRARY #2		
CC 1641 12	PROGRAM SUPPLIES	5177	01/30/25	23.77	2/25	3162 VISA LIBRARY #2		
CC 1643 3	CHILDEN'S LEARNING STATION	5321	01/07/25	547.19	2/25	4576 VISA LIBRARY #3		
CC 1643 6	PROGRAM SUPPLIES	3490	01/30/25	101.21	2/25	4576 VISA LIBRARY #3		
CL 123512 1	-98457 Program supplies		02/03/25	59.99	2/25	3490 AMAZON CAPITAL SERVICES		
CL 123512 3	-98457 CREDIT - KIDS BENCH		01/21/25	-91.58	2/25	3490 AMAZON CAPITAL SERVICES		
			Object Total:	883.38	1,443.87	18,500.00	17,056.13	8%
650 E RESOURCES								
CL 123518 1	115876 WEB DEWEY RNWL 2/2/25 - 2/1/26		02/02/25	391.11	2/25	3416 OCLC, INC.		
CL 123519 1	-98423 RENEWAL 1/3/25 - 1/1/26		02/02/25	3,016.00	2/25	5246 THE NEW YORK TIMES		
CL 123808 1	-98316 EBOOKS & AUDIOBOOKS		02/13/25	809.16	2/25	2126 OVERDRIVE, INC		
			Object Total:	4,216.27	34,831.23	42,261.00	7,429.77	82%
653 CAPITAL IMPROVEMENTS								
CL 123517 1	-98424 CAMERA INSTALL FOR SATELLITE		01/28/25	1,300.00	2/25	2820 HIGH POINT NETWORKS		
CL 123670 1	115910 SATELLITE PLANS & FINISHES		02/06/25	1,250.00	2/25	1484 YHR PARTNERS		
			Object Total:	2,550.00	101,634.11	150,000.00	48,365.89	68%
661 POSTAGE/FREIGHT/SHIPPING								
CL 123807 1	-98317 POSTAGE REFILL #43560960		02/20/25	2,000.00	2/25	1483 PITNEY BOWES BANK INC -		
			Object Total:	2,000.00	2,000.00	11,000.00	9,000.00	18%
662 BOOKS								
CC 1637 7	BOOKS	3490	01/15/25	14.23	2/25	3161 VISA LIBRARY #1		
CC 1641 3	BOOKS	3490	01/05/25	9.99	2/25	3162 VISA LIBRARY #2		
CC 1643 5	BOOKS	3490	01/30/25	69.67	2/25	4576 VISA LIBRARY #3		
CL 123524 1	115843 BOOKS		01/30/25	20.16	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524 2	115843 BOOKS		01/30/25	40.77	2/25	4592 INGRAM LIBRARY SERVICES		

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 123524	3	115843 BOOKS		01/30/25	45.00	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	4	115843 BOOKS		01/30/25	27.16	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	5	115843 BOOKS		01/31/25	46.67	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	6	115843 BOOKS		01/31/25	40.74	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	7	115843 BOOKS		02/03/25	44.57	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	8	115843 BOOKS		02/03/25	230.67	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	9	115843 BOOKS		02/03/25	32.54	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	10	115843 BOOKS		02/04/25	24.01	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	11	115843 BOOKS		02/04/25	20.65	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	12	115843 BOOKS		02/04/25	21.26	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	13	115843 BOOKS		02/04/25	28.42	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	14	115843 BOOKS		02/04/25	39.59	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	15	115843 BOOKS		02/04/25	9.28	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	16	115843 BOOKS		02/04/25	11.13	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	17	115843 BOOKS		02/05/25	14.63	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	18	115843 BOOKS		02/05/25	23.32	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	19	115843 BOOKS		02/05/25	15.26	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	20	115843 BOOKS		02/05/25	24.75	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	21	115843 BOOKS		02/05/25	13.31	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	22	115843 BOOKS		02/06/25	30.94	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	23	115843 BOOKS		02/06/25	29.93	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	24	115843 BOOKS		02/06/25	20.09	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	25	115843 BOOKS		02/06/25	39.63	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	26	115843 BOOKS		02/07/25	372.42	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	27	115843 BOOKS		02/07/25	213.03	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	28	115843 BOOKS		02/07/25	159.41	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	29	115843 BOOKS		02/07/25	268.52	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	30	115843 BOOKS		02/07/25	14.03	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	31	115843 BOOKS		02/10/25	25.05	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	32	115843 BOOKS		02/10/25	16.37	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123524	33	115843 BOOKS		02/10/25	15.34	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123809	1	115948 POLK CITY DIRECTORY		02/04/25	453.00	2/25	2346 INFOUSA MARKETING, INC		
CL 123810	1	115949 BOOKS		02/12/25	57.81	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	2	115949 BOOKS		02/12/25	13.24	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	3	115949 BOOKS		02/12/25	11.42	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	4	115949 BOOKS		02/12/25	41.70	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	5	115949 BOOKS		02/12/25	12.18	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	6	115949 BOOKS		02/12/25	25.89	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	7	115949 BOOKS		02/12/25	113.40	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	8	115949 BOOKS		02/12/25	93.02	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	9	115949 BOOKS		02/12/25	14.21	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	10	115949 BOOKS		02/12/25	24.45	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	11	115949 BOOKS		02/12/25	14.48	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	12	115949 BOOKS		02/12/25	208.51	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	13	115949 BOOKS		02/14/25	15.32	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	14	115949 BOOKS		02/14/25	29.73	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	15	115949 BOOKS		02/14/25	18.30	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	16	115949 BOOKS		02/14/25	16.04	2/25	4592 INGRAM LIBRARY SERVICES		

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Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 123810	17	115949 BOOKS		02/17/25	26.45	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	18	115949 BOOKS		02/17/25	15.99	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	19	115949 BOOKS		02/17/25	18.96	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	20	115949 BOOKS		02/17/25	26.18	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	21	115949 BOOKS		02/19/25	8.60	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	22	115949 BOOKS		02/19/25	582.42	2/25	4592 INGRAM LIBRARY SERVICES		
CL 123810	23	115949		/ /		2/25	4592 INGRAM LIBRARY SERVICES		
CL 123811	1	115920 BOOKS		02/07/25	157.34	2/25	1695 BAKER & TAYLOR		
JV 5772	1	Reclass to 7000-411600-664		/ /	-157.34	2/25			
Object Total:					3,913.84	10,199.17	107,245.00	97,045.83	10%
663 MAGAZINES									
					/ /				
Object Total:					0.00	4,115.85	4,700.00	584.15	88%
664 AUDIO VIDEO									
CC 1641	5	DVD	3490	01/06/25	49.96	2/25	3162 VISA LIBRARY #2		
CL 123513	1	115809 VOX BOOKS		01/24/25	734.27	2/25	1695 BAKER & TAYLOR		
CL 123513	2	115809 CREDIT FOR 12% DISC		02/03/25	-83.91	2/25	1695 BAKER & TAYLOR		
CL 123523	1	-98421 DVD		02/04/25	182.75	2/25	1854 MIDWEST TAPE		
CL 123523	2	-98421 DVD		02/04/25	203.41	2/25	1854 MIDWEST TAPE		
CL 123523	3	-98421 DVD		02/04/25	32.40	2/25	1854 MIDWEST TAPE		
CL 123523	4	-98421 DVD		02/11/25	43.47	2/25	1854 MIDWEST TAPE		
CL 123523	5	-98421 DVD		02/11/25	146.81	2/25	1854 MIDWEST TAPE		
CL 123523	6	-98421 DVD		02/11/25	22.47	2/25	1854 MIDWEST TAPE		
JV 5772	2	Reclass to 7000-411600-664		/ /	157.34	2/25			
Object Total:					1,488.97	2,068.58	16,250.00	14,181.42	13%
667 MEMBERSHIPS									
CC 1637	2	MOUNTAIN PLAINS LIBRARY 999999 ASSOCI		01/02/25	65.00	2/25	3161 VISA LIBRARY #1		
CC 1637	10	DUSTIN MEMBERSHIP RENEWAL	4089	01/18/25	45.00	2/25	3161 VISA LIBRARY #1		
CC 1641	9	BREE MEMBERSHIP	25	01/24/25	280.00	2/25	3162 VISA LIBRARY #2		
CC 1643	2	KIRSTEN MEMEBERSHIP	25	01/08/25	277.00	2/25	4576 VISA LIBRARY #3		
CL 123666	1	115871 ELLEN MEMBERSHIP 1/1/25-1/1/26		02/11/25	35.00	2/25	5459 NORTH DAKOTA PROFESSIONAL		
Object Total:					702.00	702.00	4,050.00	3,348.00	17%
668 PRINTING									
					/ /				
Object Total:					0.00	24.95	1,000.00	975.05	2%
669 INSURANCE									
					/ /				
Object Total:					0.00	0.00	3,000.00	3,000.00	%

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

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
Fund Total:					169,621.36	459,150.48	2,624,900.00	2,165,749.52	

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

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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 5767124	Payroll 03/07/2025		/ /	46,572.83	3/25			
JV 5793124	Payroll 03/21/2025		/ /	46,572.82	3/25			
Object Total:				93,145.65	249,527.15	1,210,859.00	961,331.85	21%
114 PART TIME SALARIES								
JV 5767125	Payroll 03/07/2025		/ /	2,771.98	3/25			
JV 5793125	Payroll 03/21/2025		/ /	3,074.38	3/25			
Object Total:				5,846.36	13,080.57	102,287.00	89,206.43	13%
220 SOCIAL SECURITY								
JV 5767126	Payroll 03/07/2025		/ /	3,653.70	3/25			
JV 5793126	Payroll 03/21/2025		/ /	3,676.81	3/25			
Object Total:				7,330.51	19,448.96	100,456.00	81,007.04	19%
230 RETIREMENT								
JV 5767127	Payroll 03/07/2025		/ /	7,548.92	3/25			
JV 5793127	Payroll 03/21/2025		/ /	7,548.92	3/25			
Object Total:				15,097.84	39,901.43	196,886.00	156,984.57	20%
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 5767128	Payroll 03/07/2025		/ /	7,119.19	3/25			
JV 5793128	Payroll 03/21/2025		/ /	7,118.99	3/25			
Object Total:				14,238.18	37,629.40	266,649.00	229,019.60	14%
321 PROPERTY INSURANCE								
Object Total:				0.00	1,479.52	0.00	-1,479.52	%
333 BUILDING RENTAL								
CL 124271 1	-98127 MARCH RENT		02/26/25	10,333.50	3/25	549 WF PUB SCHOOLS DIST #6		
CL 124482 1	APRIL RENT		03/20/25	10,333.50	3/25	549 WF PUB SCHOOLS DIST #6		
Object Total:				20,667.00	41,334.00	161,051.00	119,717.00	26%
340 EMPLOYEE DEVELOPMENT								
CL 124194 1	-98163 MILEAGE		02/20/25	34.90	3/25	3869 ALISHA REIS		
CL 124197 1	116103 REAL COLOR BOOKS		02/18/25	312.00	3/25	4497 NORTH DAKOTA STATE		
CL 124479 1	COLOR TEST - STAFF DAY		03/18/25	312.00	3/25	4497 NORTH DAKOTA STATE		
Object Total:				658.90	2,175.60	15,950.00	13,774.40	14%

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Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY							
411600 LIBRARY							
356 TELEPHONE							
CL 124328 33	feb 2025 - library	02/08/25	212.58	3/25	3668 VERIZON WIRELESS		
		Object Total:	212.58		425.16	3,060.00	2,634.84 14%
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							
CC 1676 2	PURE WATER	999999 02/14/25	100.00	3/25	3162 VISA LIBRARY #2		
CC 1677 3	CASH BOX / PLATES	3490 02/08/25	54.70	3/25	4576 VISA LIBRARY #3		
CC 1677 5	OFFICE SUPPLIES	3490 02/16/25	131.04	3/25	4576 VISA LIBRARY #3		
CC 1677 7	RUBBER BANDS	3490 02/17/25	20.48	3/25	4576 VISA LIBRARY #3		
CC 1677 9	SCISSORS	3490 02/25/25	13.43	3/25	4576 VISA LIBRARY #3		
CC 1677 11	CARDBOARD BOXES;CLOCKS	3490 02/26/25	114.13	3/25	4576 VISA LIBRARY #3		
CC 1677 15	CARDBOARD BOXES	3490 02/26/25	27.13	3/25	4576 VISA LIBRARY #3		
CC 1677 17	SANITIZER CLOTHES	3490 02/26/25	17.03	3/25	4576 VISA LIBRARY #3		
CL 124205 1	-98159 OFFICE SUPPLIES	02/26/25	207.03	3/25	351 BUSINESS ESSENTIALS		
CL 124205 2	-98159 TISSUES	02/28/25	29.75	3/25	351 BUSINESS ESSENTIALS		
CL 124205 3	-98159 BATTERIES	03/05/25	59.98	3/25	351 BUSINESS ESSENTIALS		
CL 124207 1	-98158 SCREEN WIPES	02/25/25	168.57	3/25	133 COLE PAPERS INC		
CL 124477 1	BOOKCART	03/18/25	277.83	3/25	77 DEMCO INC		
	WHEEL;LABELS;TAPE						
		Object Total:	1,221.10		3,781.91	15,000.00	11,218.09 25%
420 OPERATION & MAINTENANCE		/ /					
		Object Total:	0.00		0.00	0.00	0.00 %
424 GAS AND OIL							
JV 5799 11	February fuel usage allocation	/ /	66.66	3/25			
		Object Total:	66.66		66.66	2,000.00	1,933.34 3%
427 VEHICLES MAINTENANCE							
CL 124106 5	116085 #8503 HARDWARE	02/03/25	11.15	3/25	3304 MAC'S HARDWARE		
		Object Total:	11.15		1,746.89	1,200.00	-546.89 146%
428 SERVICE AGREEMENTS-CONTRA							
CL 124215 1	-98071 LEASE FOR PRINTERS	02/25/25	680.25	3/25	5349 MARCO TECHNOLOGIES, LLC		
CL 124224 1	116116 LEASE FOR PITNEYSHIP CUBE	03/05/25	231.00	3/25	384 PITNEY BOWES GLOBAL		
		Object Total:	911.25		1,591.50	11,952.00	10,360.50 13%
490 MISC		/ /					
		Object Total:	0.00		0.00	500.00	500.00 %

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
497 TECHNOLOGY								
CC 1674 4	ADOBE	999999	02/25/25	34.99	3/25	3161 VISA LIBRARY #1		
CC 1677 1	GOOGLE ONE	999999	02/04/25	19.99	3/25	4576 VISA LIBRARY #3		
CL 124209 1 116054	INSTALL OF CARD ACCESS CONTROL		12/16/25	1,300.00	3/25	5354 ENERGY TECH SYSTEMS		
CL 124210 1 116055	RNWL-MOBLE PRNT 6/1/25-5/31/26		03/01/25	603.75	3/25	2089 ENVISIONWARE, INC		
Object Total:				1,958.73	6,119.78	45,199.00	39,079.22	14%
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								
Object Total:				0.00	506.46	10,000.00	9,493.54	5%
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								
CC 1674 1	THE ARCANE LIBRARY	999999	02/05/25	2.99	3/25	3161 VISA LIBRARY #1		
CC 1674 2	CHAIR YOGA CLASS	5439	02/18/25	50.00	3/25	3161 VISA LIBRARY #1		
CC 1674 6	AS PROGRAMMING SUPPLIES	4105	02/28/25	30.11	3/25	3161 VISA LIBRARY #1		
CC 1674 7	AS PROGRAMMING SUPPLIES	4105	02/28/25	30.11	3/25	3161 VISA LIBRARY #1		
CC 1674 8	AS PROGRAMMING SUPPLIES	4105	02/28/25	30.11	3/25	3161 VISA LIBRARY #1		
CC 1674 9	SAVERS	999999	02/28/25	12.38	3/25	3161 VISA LIBRARY #1		
CC 1677 2	AS PROGRAM SUPPLIES	3490	02/08/25	206.18	3/25	4576 VISA LIBRARY #3		
CC 1677 4	AS PROGRAM SUPPLIES	4105	02/11/25	10.05	3/25	4576 VISA LIBRARY #3		
CC 1677 8	AS PROGRAM SUPPLIES	3701	02/21/25	9.98	3/25	4576 VISA LIBRARY #3		
CC 1677 13	STICKERS	3490	02/26/25	23.45	3/25	4576 VISA LIBRARY #3		
Object Total:				405.36	1,849.23	18,500.00	16,650.77	10%
650 E RESOURCES								
CL 124208 1 116053	NOVELIST RENEWL 4/1/25-3/31/26		03/03/25	2,315.00	3/25	3091 EBSCO INFORMATION SERVICES		
CL 124221 1 -98153	EBOOK/AUDIOBOOK		02/26/25	817.71	3/25	2126 OVERDRIVE, INC		
CL 124484 1	E RESOURCES		03/25/25	1,697.50	3/25	2126 OVERDRIVE, INC		
Object Total:				4,830.21	39,661.44	42,261.00	2,599.56	94%
653 CAPITAL IMPROVEMENTS								
Object Total:				0.00	101,634.11	150,000.00	48,365.89	68%

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

Fund/Account/ Doc/Line # Check		Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
661 POSTAGE/FREIGHT/SHIPPING									
CC	1674	5	POSTAGE	374	02/27/25	15.05	3/25 3161 VISA LIBRARY #1		
Object Total:					15.05	2,015.05	11,000.00	8,984.95	18%
662 BOOKS									
CC	1677	6	BOOK	3490	02/16/25	21.45	3/25 4576 VISA LIBRARY #3		
CC	1677	10	BOOKS	3490	02/25/25	7.18	3/25 4576 VISA LIBRARY #3		
CC	1677	12	BOOKS	3490	02/26/25	109.40	3/25 4576 VISA LIBRARY #3		
CC	1677	14	BOOK	3490	02/26/25	16.36	3/25 4576 VISA LIBRARY #3		
CC	1677	16	BOOK	3490	02/26/25	6.48	3/25 4576 VISA LIBRARY #3		
CC	1677	18	BOOK	3490	02/28/25	12.54	3/25 4576 VISA LIBRARY #3		
CL	124272	1	116144 BOOKS		03/06/25	407.44	3/25 5465 WILLOW LANE EDUCATION		
CL	124274	1	116073 BOOKS		02/21/25	7.12	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	2	116073 BOOKS		02/21/25	13.29	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	3	116073 BOOKS		02/21/25	13.35	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	4	116073 BOOKS		02/21/25	180.34	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	5	116073 BOOKS		02/21/25	13.25	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	6	116073 BOOKS		02/21/25	21.70	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	7	116073 BOOKS		02/21/25	13.36	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	8	116073 BOOKS		02/21/25	11.88	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	9	116073 BOOKS		02/23/25	24.90	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	10	116073 BOOKS		02/23/25	15.44	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	11	116073 BOOKS		02/24/25	14.30	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	12	116073 BOOKS		02/24/25	81.48	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	13	116073 BOOKS		02/24/25	15.16	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	14	116073 BOOKS		02/25/25	572.60	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	15	116073 BOOKS		02/25/25	969.07	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	16	116073 BOOKS		02/25/25	151.42	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	17	116073 BOOKS		02/25/25	12.35	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	18	116073 BOOKS		02/25/25	17.86	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	19	116073 BOOKS		02/25/25	114.39	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	20	116073 BOOKS		02/27/25	15.92	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	21	116073 BOOKS		02/27/25	13.97	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	22	116073 BOOKS		02/27/25	20.00	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	23	116073 BOOKS		02/27/25	127.17	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	24	116073 BOOKS		02/28/25	138.78	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	25	116073 BOOKS		02/28/25	46.52	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	26	116073 BOOKS		02/28/25	23.23	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	27	116073 BOOKS		02/28/25	42.09	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	28	116073 BOOKS		03/05/25	73.63	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	29	116073 BOOKS		03/05/25	18.40	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	30	116073 BOOKS		03/05/25	46.64	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	31	116073 BOOKS		03/05/25	163.99	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	32	116073 BOOKS		03/05/25	39.11	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	33	116073 BOOKS		03/05/25	128.90	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	34	116073 BOOKS		03/05/25	281.71	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	35	116073 BOOKS		03/05/25	433.78	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	36	116073 BOOKS		03/05/25	564.85	3/25 4592 INGRAM LIBRARY SERVICES		
CL	124274	37	116073 BOOKS		03/07/25	22.86	3/25 4592 INGRAM LIBRARY SERVICES		

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 3/25 - 3/25

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

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY							
411600 LIBRARY							
CL 124274 38	116073 BOOKS	03/07/25	71.37	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124274 39	116073 BOOKS	03/07/25	62.17	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124274 40	116073 BOOKS	03/07/25	86.05	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124274 41	116073 BOOKS	03/11/25	39.67	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124274 42	116073 BOOKS	03/11/25	82.96	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124274 43	116073 BOOKS	03/11/25	12.03	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124274 44	116073 BOOKS	03/11/25	27.39	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124274 45	116073 BOOKS	03/11/25	16.56	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124274 46	116073 BOOKS	03/11/25	66.12	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124274 47	116073 BOOKS	03/11/25	32.83	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124478 1	CITY DIRECTORIES - ND BUSINESS	03/12/25	515.00	3/25	2346 INFOUSA MARKETING, INC		
CL 124481 1	BOOKS	03/21/25	189.64	3/25	3953 SMART APPLE MEDIA		
CL 124491 1	BOOKS	03/14/25	7.82	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 2	BOOKS	03/14/25	33.69	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 3	BOOKS	03/14/25	135.31	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 4	BOOKS	03/14/25	20.91	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 5	BOOKS	03/14/25	117.48	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 6	BOOKS	03/14/25	240.50	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 7	BOOKS	03/14/25	46.62	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 8	BOOKS	03/14/25	172.38	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 9	BOOKS	03/14/25	348.42	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 10	BOOKS	03/14/25	429.65	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 11	BOOKS	03/14/25	199.02	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 12	BOOKS	03/14/25	86.46	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 13	BOOKS	03/17/25	30.95	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 14	BOOKS	03/17/25	27.03	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 15	BOOKS	03/18/25	45.63	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 16	BOOKS	03/18/25	128.76	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 17	BOOKS	03/18/25	11.99	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 18	BOOKS	03/18/25	116.83	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 19	BOOKS	03/18/25	24.25	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 20	BOOKS	03/19/25	17.85	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 21	BOOKS	03/19/25	150.30	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 22	BOOKS	03/19/25	19.77	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 23	BOOKS	03/19/25	11.11	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 24	BOOKS	03/19/25	13.75	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 25	BOOKS	03/19/25	31.18	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 26	BOOKS	03/19/25	13.18	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 27	BOOKS	03/19/25	13.12	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 28	BOOKS	03/20/25	24.29	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 29	BOOKS	03/20/25	5.74	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 30	BOOKS	03/20/25	48.44	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 31	BOOKS	03/20/25	24.28	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 32	BOOKS	03/20/25	11.50	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 33	BOOKS	03/20/25	13.84	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 34	BOOKS	03/20/25	13.43	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 35	BOOKS	03/21/25	20.96	3/25	4592 INGRAM LIBRARY SERVICES		

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 3/25 - 3/25

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

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY							
411600 LIBRARY							
CL 124491 36	BOOKS	03/21/25	92.76	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 37	BOOKS	03/21/25	14.56	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 38	BOOKS	03/21/25	14.07	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491 39	BOOKS	03/25/25	45.72	3/25	4592 INGRAM LIBRARY SERVICES		
Object Total:			9,071.00	19,270.17	107,245.00	87,974.83	18%
663 MAGAZINES							
			/ /				
Object Total:			0.00	4,115.85	4,700.00	584.15	88%
664 AUDIO VIDEO							
CL 124204 1	116031 VOX BOOKS	02/24/25	58.75	3/25	1695 BAKER & TAYLOR		
CL 124278 1	-98125 DVD	02/20/25	6.99	3/25	1854 MIDWEST TAPE		
CL 124278 2	-98125 DVD	02/26/25	37.78	3/25	1854 MIDWEST TAPE		
CL 124278 3	-98125 DVD	02/26/25	86.94	3/25	1854 MIDWEST TAPE		
CL 124278 4	-98125 DVD	02/26/25	23.97	3/25	1854 MIDWEST TAPE		
CL 124278 5	-98125 DVD	02/26/25	43.51	3/25	1854 MIDWEST TAPE		
CL 124278 6	-98125 DVD	02/26/25	30.72	3/25	1854 MIDWEST TAPE		
CL 124278 7	-98125 DVD	02/26/25	44.34	3/25	1854 MIDWEST TAPE		
CL 124278 8	-98125 DVD	02/26/25	86.13	3/25	1854 MIDWEST TAPE		
CL 124278 9	-98125 DVD	02/26/25	238.98	3/25	1854 MIDWEST TAPE		
CL 124278 10	-98125 DVD	02/26/25	42.90	3/25	1854 MIDWEST TAPE		
CL 124278 11	-98125 DVD	03/05/25	42.72	3/25	1854 MIDWEST TAPE		
CL 124278 12	-98125 DVD	03/05/25	38.94	3/25	1854 MIDWEST TAPE		
CL 124278 13	-98125 DVD	03/05/25	34.03	3/25	1854 MIDWEST TAPE		
CL 124278 14	-98125 DVD	03/05/25	20.22	3/25	1854 MIDWEST TAPE		
CL 124278 15	-98125 DVD	03/05/25	120.84	3/25	1854 MIDWEST TAPE		
CL 124278 16	-98125 DVD	03/12/25	32.53	3/25	1854 MIDWEST TAPE		
CL 124278 17	-98125 DVD	03/12/25	118.21	3/25	1854 MIDWEST TAPE		
CL 124278 18	-98125 DVD	03/12/25	27.72	3/25	1854 MIDWEST TAPE		
CL 124278 19	-98125 DVD	03/12/25	75.47	3/25	1854 MIDWEST TAPE		
CL 124278 20	-98125 DVD	03/12/25	19.50	3/25	1854 MIDWEST TAPE		
CL 124487 1	DVD	03/20/25	83.46	3/25	1854 MIDWEST TAPE		
CL 124487 2	DVD	03/26/25	68.94	3/25	1854 MIDWEST TAPE		
CL 124487 3	DVD	03/26/25	53.19	3/25	1854 MIDWEST TAPE		
Object Total:			1,436.78	3,505.36	16,250.00	12,744.64	22%
667 MEMBERSHIPS							
CC 1676 3	KIRSTEN H. MEMBERSHIP RENEWAL	4089 02/26/25	60.00	3/25	3162 VISA LIBRARY #2		
Object Total:			60.00	762.00	4,050.00	3,288.00	19%
668 PRINTING							
CL 124480 1	KIRSTEN H - BUSINESS CARDS	03/07/25	24.95	3/25	2885 SHORTPRINTER		
Object Total:			24.95	49.90	1,000.00	950.10	5%
669 INSURANCE							
			/ /				
Object Total:			0.00	0.00	3,000.00	3,000.00	%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 3/25 - 3/25

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
672 EMERGENCY MEDICAL SUPPLIES								
CL 124219 1 -98155	FIRST AID KIT SUPPLIES		03/09/25	98.84	3/25	756 NELCO FIRST AID		
	Object Total:			98.84	349.67	350.00	0.33	100%
680 Library of Things								
CC 1676 1	MOBILE BEACON	999999	02/10/25	330.00	3/25	3162 VISA LIBRARY #2		
	Object Total:			330.00	883.82	4,500.00	3,616.18	20%
689 PROMOTIONAL ACTIVITIES								
CC 1674 3	PRINTIVITY	999999	02/20/25	1,495.22	3/25	3161 VISA LIBRARY #1		
CL 124211 1 116064	GAME DAY CO-SPONSOR LIB		03/01/25	500.00	3/25	1118 FM REDHAWKS		
	DAY							
CL 124212 1 116072	REMOVE SUNDAY HOURS		03/06/25	135.00	3/25	1245 INDIGO SIGNS		
	MAIN LIB							
	Object Total:			2,130.22	3,071.81	13,680.00	10,608.19	22%
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	195.80	1,750.00	1,554.20	11%
864 FURN & EQUIP DEPRECIATED >\$5,000			/ /					
	Object Total:			0.00	34,695.44	0.00	-34,695.44	%
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
880 COST ALLOCATIONS			/ /					
JV 5803 16	March 2025 Cost Allocation		/ /	4,022.08	3/25			
	Object Total:			4,022.08	12,066.24	47,919.00	35,852.76	25%
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:			183,790.40	642,940.88	2,624,900.00	1,981,959.12	

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CITY OF WEST FARGO, ND
Budget Detail Report
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Funds 7000-7000, Accounts 411600-411600, AND ACCOUNT=411600

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
Fund Total:					183,790.40	642,940.88	2,624,900.00	1,981,959.12	

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

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CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 3 / 25

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Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
Revenue						
310001	PROPERTY TAXES	1,509,511.25	2,074,193.29	2,506,278.00	-432,084.71	83
310002	DISCOUNT PROPERTY TAXES			-105,264.00	105,264.00	
335600	STATE AID			40,509.00	-40,509.00	
						85
	Total Revenue	1,509,511.25	2,074,193.29	2,441,523.00	-367,329.71	85
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	93,145.65	249,527.15	1,210,859.00	961,331.85	21
114	PART TIME SALARIES	5,846.36	13,080.57	102,287.00	89,206.43	13
220	SOCIAL SECURITY	7,330.51	19,448.96	100,456.00	81,007.04	19
230	RETIREMENT	15,097.84	39,901.43	196,886.00	156,984.57	20
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	14,238.18	37,629.40	266,649.00	229,019.60	14
321	PROPERTY INSURANCE		1,479.52		-1,479.52	
333	BUILDING RENTAL	20,667.00	41,334.00	161,051.00	119,717.00	26
340	EMPLOYEE DEVELOPMENT	658.90	2,175.60	15,950.00	13,774.40	14
356	TELEPHONE	212.58	425.16	3,060.00	2,634.84	14
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING			3,000.00	3,000.00	
410	OFFICE SUPPLIES	1,221.10	3,781.91	15,000.00	11,218.09	25
424	GAS AND OIL	66.66	66.66	2,000.00	1,933.34	3
427	VEHICLES MAINTENANCE	11.15	1,746.89	1,200.00	-546.89	146
428	SERVICE AGREEMENTS-CONTRA	911.25	1,591.50	11,952.00	10,360.50	13
490	MISC			500.00	500.00	
497	TECHNOLOGY	1,958.73	6,119.78	45,199.00	39,079.22	14
500	SUPPLIES			500.00	500.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000		506.46	10,000.00	9,493.54	5
644	POSTAL METER RENT			1,200.00	1,200.00	
648	PROFESSIONAL PUBLICATIONS			1,000.00	1,000.00	
649	PROGRAMMING	405.36	1,849.23	18,500.00	16,650.77	10
650	E RESOURCES	4,830.21	39,661.44	42,261.00	2,599.56	94
653	CAPITAL IMPROVEMENTS		101,634.11	150,000.00	48,365.89	68
661	POSTAGE/FREIGHT/SHIPPING	15.05	2,015.05	11,000.00	8,984.95	18
662	BOOKS	9,071.00	19,270.17	107,245.00	87,974.83	18
663	MAGAZINES		4,115.85	4,700.00	584.15	88
664	AUDIO VIDEO	1,436.78	3,505.36	16,250.00	12,744.64	22
667	MEMBERSHIPS	60.00	762.00	4,050.00	3,288.00	19
668	PRINTING	24.95	49.90	1,000.00	950.10	5
669	INSURANCE			3,000.00	3,000.00	

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CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 3 / 25

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Combined Funds

		----- Current Year -----				
Account Object	Description	Current Month	Current YTD	Budget	Variance	%
672	EMERGENCY MEDICAL SUPPLIES	98.84	349.67	350.00	0.33	100
680	Library of Things	330.00	883.82	4,500.00	3,616.18	20
689	PROMOTIONAL ACTIVITIES	2,130.22	3,071.81	13,680.00	10,608.19	22
724	CONSULTING/TESTING FEES			3,000.00	3,000.00	
740	SERVICE CHARGES		195.80	1,750.00	1,554.20	11
864	FURN & EQUIP DEPRECIATED >\$5,000		34,695.44		-34,695.44	
880	COST ALLOCATIONS	4,022.08	12,066.24	47,919.00	35,852.76	25
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	183,790.40	642,940.88	2,624,900.00	1,981,959.12	24
	 Total Expenses	 183,790.40	 642,940.88	 2,624,900.00	 1,981,959.12	 24
	 Net Income from Operations	 1,325,720.85	 1,431,252.41			
	 Other Revenue					
360000	MISCELLANEOUS REVENUE		3,786.62	5,000.00	-1,213.38	76
360100	SPONSORSHIPS		15,000.00	5,000.00	10,000.00	300
361000	INTEREST ON INVESTMENTS		21,046.70	50,000.00	-28,953.30	42
363400	GRANTS		80.98		80.98	
375000	DONATIONS		229.00		229.00	
383000	TRANSFER IN			150,000.00	-150,000.00	19
	 Total Other Revenue	 0.00	 40,143.30	 210,000.00	 -169,856.70	 19
	 Net Income	 1,325,720.85	 1,471,395.71			

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



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: April 10, 2025
Subject: Partnership Agreement with NDIA
Action: Approve signing of partnership agreement with NDIA

**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

At our previous board meeting we were joined by Angela Siefer from NDIA and the board approved moving forward with the Digital Navigator grant. We received the partnership agreement from NDIA following that meeting. I have had the city attorney review the agreement and am requesting the board's approval to sign. After signing, we will be able to move ahead and start the process to hire our digital navigators and begin rolling out the program.



Partnership Agreement

between

NATIONAL DIGITAL INCLUSION ALLIANCE

and

WEST FARGO PUBLIC LIBRARY

THIS PARTNERSHIP AGREEMENT serves as a contract between the National Digital Inclusion Alliance, as “NDIA,” and West Fargo Public Library, as “the Subgrantee,” for the Digital Navigator Plus Program, as “DN+,” entered into the date of countersignature, effective immediately.

This agreement describes the agreed-upon responsibilities and expectations between NDIA and the Subgrantee regarding the use of Digital Equity Act Competitive Grant funding received through the National Telecommunication and Information Administration, as “NTIA.” This includes all regulations and requirements described in the [Digital Equity Act Competitive Grant Notice of Funding Opportunity](#) and [2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award](#).

PURPOSE. NDIA will implement a multi-faceted Digital Navigator Plus (DN+) Program. NDIA will equip 13 local DN programs in 11 states (Sites) implemented over five years, with the first four focused on direct service programming to 30,000+ participants and one year of evaluation. Each Site will house one to three DN+ positions to address the meaningful use areas. These are: DN+Civic & Social, DN+Education, DN+Health, DN+Tech, and DN+Work. The DN+ program goals are to (1) Holistically address all aspects of the digital divide for Covered Populations in 13 communities by investing in their existing DN programs; (2) Create



resources for the Sites and equip the growing digital inclusion field to evolve and scale; and (3) Co-create best practices for sustaining local digital inclusion work with the Sites. West Fargo Public Library is one of the DN+ Sites.

1. RESPONSIBILITIES

NDIA is responsible for the following:

- Manage and distribute grant awards for the five-year grant period to the Subgrantee.
- Provide a comprehensive training program, program guidance, and management for digital navigators and the Subgrantee, as well as support for the DN+ Program throughout the grant term.
- All communications and reporting with NTIA regarding the DN+ Program.
- Build the Subgrantee's capacity to track, manage, and use data from their digital navigator programs. This includes training and resources on data collection, analysis, and using data to convey impact to community stakeholders.

In addition, NDIA will provide the following to the Subgrantee:

- Quarterly training sessions each year of the DN+ Program term, focusing on professional development, communities of practice, and sustainability.
- Training, support, and technical assistance on data collection and evaluation methods and data analysis strategies to communicate program efficacy and to encourage policy change. Analysis tools and instruction will emphasize visualizations to make data concepts understandable to those without specialized backgrounds.
- Training, support, and technical assistance to the Subgrantees participating in the Hotspot Distribution project with 35 Mile Foundation.
- Training, support, and technical assistance to digital navigators in gaining expertise in their selected meaningful use areas of DN+Civic and Social, DN+Education, DN+Health, DN+Tech, and DN+Work. NDIA will arrange for expert partners in these fields to ensure that digital navigators can access the most current and relevant information available in each field.



- Guidance and support for attendance at meetings and events with other digital navigators, NDIA staff members, and mentors from the Digital Navigator National Council. These meetings will provide opportunities for digital navigators to network with each other for peer-to-peer support, guidance on resources, and best approaches to doing digital navigator work in the local community as needs evolve.
- Access to additional training and networking opportunities within the digital inclusion field at Net Inclusion each year of the DN+ Program term.
- Guidance and support for opportunities for digital navigators to disseminate their expertise in the meaningful use areas of DN+ Civic and Social, DN+Education, DN+Health, DN+Tech, and DN+Work with the DN+ program cohort and at in-person and virtual conferences at the national and local levels.
- Updates and informational sessions on the latest digital inclusion research, news, and trends.
- Inclusion in the monthly Digital Navigator Working Group meetings to exchange ideas and best practices and troubleshoot challenges.
- Informal opportunities to engage with their peers.

The Subgrantee is responsible for the following:

- Provide program management and oversight for the DN+
 - Assign a .5FTE Program Manager dedicated to the DN+
 - Assign a .3FTE Communications Lead dedicated to the DN+
 - Assign a .3FTE Data Lead dedicated to the DN+
- Staffing of three digital navigators for the DN+.
- Participate in the DN+ Kick-Off meeting of all DN+ Subgrantee Organizations.
- Participation by all relevant organization staff in a combined DN+ Program and Digital Inclusion 101 training session, including support and administrative team members. This is to ensure that organization team members not assigned to the DN+ understand the purpose and goals of the DN+ Program.
- Participate in digital navigator training sessions and additional training focused on the meaningful use areas selected: DN+Tech.



- Attend regular meetings with NDIA staff, including monthly check-in meetings and quarterly training sessions.
- Conduct outreach and manage local messaging of digital navigator services in your community.
- Track, manage, and use data from their digital navigator program following standards and tools provided by NDIA. This includes training and resources on data collection, analysis, and using data to convey impact to community stakeholders.
- Fully participate in meetings and engagement opportunities to support the DN+ Program and its success in your community/region.
- Attendance at the NDIA Net Inclusion Conference and associated pre-conference events each year of the DN+ Program grant term.
- Report on activities and accomplishments to NDIA via interim and final reports.
- Submitting financial projections and invoiced expenditures by their due dates outlined in 6. COMPENSATION below.
- Adherence to the [Letter of Commitment to the DN+](#) signed September 16, 2024.

2. TIME & PERFORMANCE

This Agreement shall be effective as of the date of countersignature and shall continue until February 28, 2030, unless terminated as provided below (the “Term”).

Any extension of the Term will be subject to the mutual written agreement between NDIA and the Subgrantee.

The Subgrantee will adhere to the following timeline of activities:

- Monthly check-in with the NDIA DN+ team to discuss the status of implementing and managing a successful DN+ Program.
- Attend NDIA’s Net Inclusion conference and preconference gathering annually (2025, 2026, 2027, 2028).
- Attendance at local and national conferences and training opportunities to disseminate information in the meaningful use areas of DN+Tech and how they



integrate with digital navigation work.

- Attendance at hotspot distribution and data training.

3. DN+ PROGRAM DATA

3.1 DATA COLLECTION

The Subgrantee will collect data to support (1) assessment and monitoring of progress and outcomes for program participants, (2) tracking and evaluation of the Subgrantee's DN+ program, (3) tracking and evaluation of the overall DN+ program outcomes, and (4) improvements to digital navigator program delivery and resources by NDIA and the Subgrantee.

The Subgrantee will agree to provide staff (as described in Section 1. RESPONSIBILITIES) to execute the data collection, management, stewardship, and custodial responsibilities under this agreement.

NDIA will provide access to and maintain the functionality of the DN+ Data Platform. In order to achieve the purpose of this Agreement, NDIA will also provide training and technical support to the Subgrantee.

3.2 DATA SHARING AND CONFIDENTIALITY AGREEMENT

The subgrantee will enter into a "Data Sharing and Confidentiality Agreement" with NDIA to facilitate the Subgrantee's collection, management, analysis, use, and sharing of individual-level data on program participants in the DN+.

Detailed use, confidentiality, transmission, storage, and security are further detailed in the "Data Sharing and Confidentiality Agreement" template (Appendix A).

4. ALLOWABLE EXPENSES

All allowable expenses must be agreed upon and included in the [Subgrantee's approved five-year budget](#). The Subgrantee may request a budget revision, giving full details supporting the request.



5. MATCH

A match of 10% is required for Digital Equity Act Competitive Grants.

The Subgrantee’s match commitment found in the signed [Letter of Commitment to DN+](#) is listed below:

Cash or In-kind	Source	Year(s) [1, 2, 3, 4, 5]	Amount/Value
In-kind	DN Salary for Data & Comms positions	Years 1, 2, 3, 4, 5	\$240,812

All committed match must be tracked and submitted monthly using the Monthly Match Documentation Form to be provided.

6. COMPENSATION

The total grant for the five-year grant period is \$1,310,601. The agreed-upon [Subgrantee DN+ Budget](#) was negotiated and submitted to NTIA.

NDIA will submit one monthly drawdown request to NTIA. To ensure accurate and timely fund distribution, Subgrantees must use the Airtable submission platform and follow this schedule:

- **Expected Expenses:** Subgrantees must submit their expected expenses for the following month by the 15th of the current month. For example, to request funds for July, the Subgrantee must submit their expected expenses by June 15th.
- **Actual Expenses:** Subgrantees must submit their actual expenses, along with supporting receipts, for the previous month within two business days of the month's end. For example, the Subgrantee must submit actual expenses for July by August 4th.

NDIA will reconcile the actual expenses for the previous month and submit an ACH payment to the Subgrantee. If the actual expenses from the previous month exceed the requested amount, NDIA will increase the current month’s payment.



If the actual expenses from the previous month are less than the requested amount, NDIA will decrease the current month's payment.

This schedule is subject to the timing of federal fund deposits to NDIA. NDIA is not responsible for any delays caused by government funding delays.

7. MARKETING AND SOCIAL MEDIA

The Subgrantee shall forward all media inquiries about the DN+ via email to Kristenn Fortson, NDIA Communications Director, kristenn@digitalinclusion.org. NDIA should be mentioned in all marketing and promotional material for the DN+ as "In Partnership with the National Digital Inclusion Alliance" and include the NDIA logo when appropriate.

8. RELATIONSHIP OF THE PARTIES

Neither the Subgrantee nor the Subgrantee's employees or contract personnel are, or shall be deemed, NDIA employees. This Agreement shall not be construed to create any employee relationship between the Subgrantee and NDIA for any purpose. The Subgrantee has no authority (and shall not hold itself out as having authority) to bind NDIA. It shall not make any agreements or representations on NDIA's behalf without NDIA's prior written consent.

The Subgrantee will not be eligible to participate in any vacation, group medical or life insurance, disability, profit sharing or retirement benefits, or any other fringe benefits or benefit plans offered by NDIA to its employees, and NDIA will not be responsible for withholding or paying any income, payroll, Social Security, or other federal, state, or local taxes, making any insurance contributions, including for unemployment or disability. The Subgrantee shall be responsible for and shall indemnify NDIA against all such taxes or contributions, including penalties and interest.

The Subgrantee shall be fully responsible for any persons employed or engaged by the Subgrantee in connection with the performance of the DN+. The Subgrantee will indemnify NDIA against any claims made by or on behalf of any



such employee or the Subgrantee.

9. TERMINATION

NDIA may terminate this Agreement for failure to perform pursuant to the terms of the Agreement or if the Agreement cannot be completed by either party for any reason.

Either party may terminate the engagement for any reason by 30 days written notice. In the event of termination, the Subgrantee shall be reimbursed as specified in Appendix B for all costs and non-cancellable commitments incurred in connection with the Agreement up to the date of termination notice.

10. SUBGRANTEE WORKERS' COMPENSATION INSURANCE

The Subgrantee shall maintain statutory workers' compensation and employer's liability coverage for the Subgrantee's employees, if any, who will be engaged in the performance of this contract. Employer's liability limits must be, at a minimum, equal to the statutory rates in the home state of the employee.

11. INTELLECTUAL PROPERTY

Any inventions, discoveries, improvements, concepts, ideas, or the like (collectively, "Inventions") made or conceived by the Subgrantee during the performance of the DN+ shall be the property of both the Subgrantee and NDIA. The Subgrantee and NDIA will own all rights, title, and interest in and to such Inventions without any claim or right by the other for additional compensation. Any software or work created, developed, or performed (collectively, "Work") by the Subgrantee during the performance of the DN+ shall be considered a "work made for hire" as that phrase is defined in the UWS Copyright Laws but shall be the property of both NDIA and the Subgrantee. In the event it should be established that such Work does not qualify as a work made for hire, the Subgrantee and NDIA agree that each party will own all of the rights, title, and interest in and to such Work, including, without limitation, all copyrights and



intellectual property rights without any claim or right by the other party for additional compensation. The Subgrantee and NDIA may make any Inventions publicly available under a Creative Commons license BY-NC-SA 4.0 – Attribution-NonCommercial-ShareAlike 4.0 International.

12. REMEDIES

NDIA agrees that it shall not hold the Subgrantee liable or responsible for any claims, liabilities, damages, or expenses arising from the performance of the DN+, except to the extent that such result solely from the Subgrantee’s gross negligence or bad faith conduct. The Subgrantee’s liability for such shall not exceed the amounts agreed upon by the Subgrantee pursuant to this Agreement.

13. ADDRESSES FOR NOTICES AND DELIVERABLE MATERIALS

Any notices to be given hereunder by either party to the other may be effected either by email, personal delivery in writing, or by first class mail. Mailed notices shall be addressed as listed below, but each party may change such address by written notice in accordance with this paragraph. Notices dispatched by email for which delivery is electronically confirmed by said media will be deemed communicated the day such electronic confirmation is received. Notices delivered personally will be deemed communicated as of actual receipt. Mailed notices will be deemed communicated as of four days after mailing.

If to NDIA	If to the Subgrantee
Kristi Zappie-Ferradino, Director of Programs and Initiatives kristi@digitalinclusion.org National Digital Inclusion Alliance 3000 East Main Street, #50 Columbus, OH 43209	Jenna Kahly, Director jenna.kahly@westfargond.gov West Fargo Public Library 215 Third Street East West Fargo, ND 58078



14. GOVERNING LAW

This Agreement is governed by the laws of the State of Ohio, and it is agreed that the jurisdiction and venue for any disputes that arise under this Agreement are in Franklin County unless the Subgrantee is a Tribal Nation or Tribal grantee. For Tribal Subgrantees, this Agreement is governed by the laws of their Tribal Nation, and it is agreed that the jurisdiction and venue for any disputes that arise under this Agreement are the courts of the Tribal Nation. The execution of this Agreement and all provisions contained herein shall not be construed as a waiver of the Tribe's sovereign immunity.

15. SEVERABILITY

The provisions of this Agreement are severable. If any provision of this Agreement is held invalid by any court, that invalidity shall not affect the other provisions of this Agreement, and the invalid provision shall be considered modified to conform to the existing law.

16. ASSIGNMENT, DELEGATION, AND SUBCONTRACTING

This Agreement and the rights and duties under this Agreement must not be assigned, delegated, or subcontracted by the Subgrantee without NDIA's prior written consent, and any purported assignment, delegation, or subcontracting of the Agreement without said consent of NDIA shall be void.

17. TAXES

All fees and expenses are reported to the Internal Revenue Service, as provided by the Internal Revenue Code. If required, a copy of the Subgrantee's Internal Revenue Service Form 1099 will be furnished to NDIA at the end of the calendar year.

IN WITNESS WHEREOF, the parties have executed this Agreement using the respective officers' authorized signatures below.



West Fargo Public Library	National Digital Inclusion Alliance

Jenna Kahly, Director

Date

Angela Siefer, Executive Director

Date



DATA SHARING AND CONFIDENTIALITY AGREEMENT

TEMPLATE

Appendix A



DATA SHARING AND CONFIDENTIALITY AGREEMENT

Between

National Digital Inclusion Alliance

And

[Subgrantee]

THIS DATA SHARING AND CONFIDENTIALITY AGREEMENT ("Agreement"), with an Effective Date of the date that the last party executes this Agreement, is entered into by the National Digital Inclusion Alliance ("NDIA") and _____ ("Subgrantee"), collectively referred to as the "Parties" and individually as a "Party."

1. PURPOSE OF THE DATA SHARING AND CONFIDENTIALITY AGREEMENT

The purpose of this Agreement is to facilitate Parties' collection, management, analysis, use, and sharing of individual-level data (as specified in Section 4 of this Agreement) on program participants in Subgrantee's digital navigator program, which is part of the Digital Navigator Plus Program (DN+). The data will support (1) assessment and monitoring of progress and outcomes for program participants, (2) tracking and evaluation of Subgrantee's digital navigator program, (3) tracking and evaluation of the DN+ outcomes, and (4) improvements to digital navigator program delivery and resources by either Party.

2. DEFINITIONS

- a. “Digital Navigator” means a trusted guide who assists community members in internet adoption and the use of computing devices. Digital navigation services include ongoing assistance with affordable internet access, device acquisition, technical skills, and application support.
- b. “Digital Navigator Program” means a program that delivers digital navigation services to members of the community.
- c. “DN+” is a program administered by NDIA to support the operation of multifaceted digital navigator programs by 13 Subgrantees through a Digital Equity Act Competitive Grant received through the National Telecommunication and Information Administration (NTIA). DN+ is a five-year program with four years of service delivery and a fifth year of evaluation.
- d. “DN+ Data Platform” means the software platform developed by NDIA, using Airtable, to facilitate data collection, storage, analysis, and reporting by digital navigator programs that are grantees of the DN+.
- e. “Personally Identifiable Information” (PII) means information that can be used to distinguish or trace an individual’s identity, such as their name, social security number or other identifying number or code, home address, telephone number, email address, etc., or when combined with other personal or identifying information which is linked or linkable to a specific individual record, such as gender, race, birth date, geographic indicator, etc. Personally Identifiable Information also includes other information that, alone or in combination, would allow a reasonable person, who does not have personal knowledge of the relevant circumstances, to identify an individual with reasonable certainty.

PERIOD OF AGREEMENT

This Agreement shall begin on the Effective Date, and end on [END DATE], unless terminated sooner or extended as provided herein.

DESCRIPTION OF DATA TO BE SHARED

Data shared by the Parties under this Agreement shall be limited to the data elements specifically defined in the DN+ Data Platform, regardless of whether or not Subgrantee makes use of the DN+ Data Platform to collect such data. The data fields to be contributed by Subgrantee, heretofore referred to as primary data set, are listed in Attachment A to this Agreement; the primary data set generally includes program participant contact and demographic data, some of which is PII, as well as data documenting participants’ technology support needs and interactions with the digital navigator program. Subject to applicable laws and provided there is mutual agreement of the Parties, data fields may be added to or subtracted from the primary data set as necessary and appropriate to fulfill the purpose of this Agreement.

ROLES AND RESPONSIBILITIES

The Parties agree to provide appropriate staff support to execute the data collection, management, stewardship, and custodial responsibilities under this Agreement. The following person(s) will serve as primary contact(s) at NDIA and Subgrantee for matters relating to the administration of this Agreement:

Organization	Name, Title	Contact Information
NDIA	Aaron Schill, Director of Research and Programs	Email: aaron@digitalinclusion.org Phone: 614-353-3930
[SUBGRANTEE]		

- 1. DN+ DATA PLATFORM
 - a. NDIA will provide access to the DN+ Data Platform for Subgrantee staff responsible for collecting and using the primary data set. Access will be granted by creating individual secure accounts for each Subgrantee staff person requiring access to the DN+ Data

Platform. Each person to receive access to the DN+ Data Platform shall sign Attachment B acknowledging that they will comply with the restrictions within this Agreement on the use and disclosure of data contained in the platform. Platform access or account credentials shall not be shared between Subgrantee personnel, and no staff person (or contractor) who has not signed Attachment B may access the DN+ Data Platform for any reason.

- b.** NDIA is responsible for maintaining the functionality of the DN+ Data Platform, and for providing training and technical support to Subgrantee staff in order to achieve the purpose of this Agreement.
- c.** NDIA may, at its discretion, at any time revoke access to the DN+ Data Platform for any person. Notice of revocation shall be in writing and shall terminate a disqualified person's access to the DN+ Data Platform pursuant to this Agreement immediately upon delivery of notice to Subgrantee. Revocation of access to the DN+ Data Platform for one or more persons does not affect other persons authorized to use the platform.

2. DATA COLLECTION, STORAGE, AND SECURITY

- a. Data Collection.** Subgrantee is responsible for collection of the primary data set from program participants.
- b. Data Storage.** All data collected by Subgrantee shall be stored in a secure environment with access limited to the least number of staff (and contractors) needed to administer the digital navigator program, and to complete the purpose of this Agreement. Unless otherwise stated or modified in this Agreement, Subgrantee will store the primary data set data using the DN+ Data Platform. Subgrantee will transfer any primary data set data collected using other data collection tools or software stored on local servers, device hard drives, or similar media; remote or backup servers; removable media (e.g. floppies, USB flash drives, portable hard

disks, CDs, DVDs, or similar disks); or paper documents to the DN+ Data Platform within one (1) week of it being collected.

- c. Safeguards Against Unauthorized Access and Disclosure.** Both parties shall take appropriate measures to protect the primary data set from unauthorized physical and electronic access. Parties shall establish and implement the following minimum physical, electronic and managerial safeguards for maintaining the confidentiality of information provided by program participants:
- i. Access to the primary data set will be restricted to only those staff (and contractors) who need it to perform their official duties in the performance of the work necessary to achieve the purpose of this Agreement.
 - ii. Any information stored outside of the DN+ Data Platform will be stored in an area that is safe from access by unauthorized persons during duty hours as well as non-duty hours or when not in use.
 - iii. Parties will protect the primary data set in a manner that prevents unauthorized persons from retrieving the information by means of computer, remote terminal, or other means.
 - iv. Parties shall take precautions to ensure that only authorized personnel are given access to online files containing the primary data set.
 - v. Parties shall take due care and take reasonable precautions to protect the primary data set from unauthorized physical and electronic access.
- d. Data Segregation.** NDIA will take care to segregate data containing PII from Subgrantee's primary data set from that of other digital navigator programs that are part of the DN+. This is to ensure that when no longer needed by NDIA, all individual-level data containing PII can be identified for return or destruction. It also aids in determining whether Subgrantee's primary data set has or may have been compromised in the event of a security breach.

If either party detects a compromise or potential compromise in the IT security for this data such that PII may have been accessed or disclosed without proper authorization, they shall give written notice to the other party within one (1) business day of discovering the compromise of potential compromise. The parties shall take corrective action as soon as practicable to eliminate the cause of the breach and shall be responsible for ensuring that appropriate notice is made to those individuals whose personal information may have been improperly accessed or disclosed.

3. DATA TRANSMISSION

To protect the confidentiality of the data, no individual-level data containing PII shall be transmitted from the DN+ Data Platform. Data transfers outside of the DN+ Data Platform (e.g., via email, remote server, FTP service, removable media, or paper copies) should be avoided if possible. If data is transferred outside of the DN+ Data Platform, at a minimum, data fields containing program participants' name, email address, phone number, and demographic information shall be removed; the "AnonID" field shall remain as the sole individual-level unique identifier.

4. DATA CONFIDENTIALITY

The Parties acknowledge the personal or confidential nature of the information and agree that their staff (and contractors) with access shall comply with all laws, regulations, and policies that apply to protection of the confidentiality of the data.

- a. Non-Disclosure of Data.** Individuals will access data gained by reason of this Agreement only for the purpose of this Agreement.
- b. Requests to Review Information.** The Parties agree to fully cooperate with one another in the event that a program participant requests the opportunity to review their information that was disclosed to Subgrantee. Each Party also agrees to timely

notify the other party in the event that a program participant submits a request to review their information.

- c. Consequences of Unauthorized Use or Disclosure.** Unauthorized use or disclosure of the primary data set by either party is the basis for the other party immediately terminating the Agreement.

5. USE OF DATA

- a.** All data collected as part of this Agreement, including primary data set input into the DN+ Data Platform, by the Subgrantee remains the property of the Subgrantee.
- b.** NDIA shall have access to the primary data set via the DN+ Data Platform throughout the period of this Agreement. Subgrantee shall, upon request, provide any primary data set data stored outside of the DN+ Data Platform to NDIA. NDIA retains ownership of transformed data sets that it produces from the primary data set during the course of data analysis and report production.
- c.** This Agreement represents and warrants that the primary data set will only be used to achieve the purpose of this Agreement and in a manner consistent with the data disclosure statement provided to program participants. This Agreement represents and warrants further that data covered under this Agreement shall not be disclosed, released, revealed, showed, sold, rented, leased, or loaned to any person or organization except as: (1) specified herein; (2) approved in an executed Data Use Agreement; (3) otherwise authorized in writing by both Parties; or (4) required by law. Notwithstanding these exceptions, Parties understand and agree that they will not, under any circumstances, disclose PII from the primary data set to any other party without the prior written consent of program participants, and Parties understand and agree that information will not be used for any purpose other than the purpose for which the disclosure was made. Subgrantee also agrees and understands that NDIA shall receive written notice of any use or disclosure made with such consent.

6. NO WARRANTY FOR DATA OR PLATFORM QUALITY

The accuracy and utility of the primary data set for the purposes described in Section 1 of this Agreement are dependent on both the quality and consistency of data collection and management by Subgrantee, and the functionality and usability of the DN+ Data Platform.

- a. Data Collection and Management.** Although Subgrantee will make reasonable efforts to promote accurate data collection and management and the creation of appropriate data sets for analysis, no warranty is made as to the ultimate accuracy or utility of any data contributed under this Agreement.
- b. DN+ Data Platform Functionality and Usability.** Although NDIA will make reasonable efforts to facilitate ease of use and make ongoing improvements to the DN+ Data Platform, no warranty is made as to the ultimate functionality and usability of the DN+ Data Platform.

7. DISPOSITION OF DATA

- a.** Upon termination of the Agreement, Subgrantee's access to the DN+ Data Platform and all data contained therein will be terminated. Prior to terminating Subgrantee's access, NDIA will facilitate transfer of the primary data set from the DN+ Data Platform to Subgrantee in a mutually agreed upon record and file format.
- b.** NDIA will maintain a copy of the primary data set in the DN+ Data Platform for a period of up to one (1) year from the termination of the Agreement for the purpose of DN+ program evaluation and reporting. At such time that the data is no longer needed for this purpose or one (1) year from the termination of the Agreement, whichever occurs first, NDIA will permanently erase or destroy all primary data set data containing personally identifiable information stored on local servers, device hard drives, or similar media; remote or backup servers; removable media (e.g. floppies,

USB flash drives, portable hard disks, CDs, DVDs, or similar disks); or paper documents.

8. INDEMNIFICATION

Each party to this Agreement shall be responsible for any and all acts and omissions of its officers, directors, committee members, employees, and authorized representatives. Each party furthermore agrees to indemnify, defend, save, and hold harmless the other party, its officers, directors, committee members, employee,s and authorized representatives from and against any and all claims, demands, damages, liabilities, costs, or expenses (including attorneys' or other professionals' fees) resulting from or caused by the actions or omission of the Parties hereto.

9. DISPUTE RESOLUTION

In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties.

10. AMENDMENTS AND ALTERATIONS TO THIS AGREEMENT

With mutual consent, NDIA and Subgrantee may amend this Agreement at any time, provided that the amendment is in writing and signed by authorized staff.

11. ORDER OF PRECEDENCE

In the event of an inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

- a.** Applicable Federal, Tribal, and State laws;

- b.** Any other provisions of this Agreement, whether by reference or otherwise.

12. TERMINATION

- a. For Convenience.** Either party may terminate this Agreement with thirty (30) days' written notice. In case of termination, Subgrantee's access to the DN+ Data Platform will be terminated, and all data will be transferred and disposed of as specified in Section 12 of this Agreement.
- b. For Cause.** NDIA may terminate this Agreement at any time prior to the date of completion if and when it is determined that Subgrantee has failed to comply with the conditions of this Agreement. NDIA shall promptly notify Subgrantee in writing of the termination, the reasons for termination, and the effective date of termination. In case of termination, Subgrantee's access to the DN+ Data Platform will be terminated, and all data will be transferred and disposed of as specified in Section 12 of this Agreement.

13. GOVERNING LAW

This Agreement is governed by the laws of the State of Ohio, and it is agreed that the jurisdiction and venue for any disputes which arise under this Agreement is in Franklin County, unless the Subgrantee is a Tribal Nation or Tribal grantee. For Tribal grantees, this agreement is governed by the laws of their Tribal Nation, and it is agreed that the jurisdiction and venue for any disputes which arise under this Agreement are the courts of the Tribal Nation. The execution of this Agreement and all provisions contained herein shall not be construed as a waiver of the Tribe's sovereign immunity.

14. SEVERABILITY

The provisions of this Agreement are severable. If any provision of this Agreement is held invalid by any court, that invalidity shall not affect the

other provisions of this Agreement, and the invalid provision shall be considered modified to conform to the existing law.

SIGNATURES. By the signatures of their duly authorized representatives below, NDIA and Subgrantee agree to all of the provisions of this Data Sharing and Confidentiality Agreement and execute this Agreement effective with this signing for the period set forth in Section 3.

For NDIA:	For [SUBGRANTEE]:
Name: Angela Siefer	Name: Jenna Kahly
Title: Executive Director	Title: Director
Date:	Date:

Attachment A
Primary Data Set Fields

Table Name	Field Name	Field Type
Clients	AnonID	formula
Clients	Full Name	formula
Clients	First Name	singleLineText
Clients	Last Name	singleLineText
Clients	Phone	phoneNumber
Clients	Email	email
Clients	Best way to contact	singleSelect
Clients	Languages	multipleSelect s
Clients	Outreach	multipleSelect s
Clients	Preferred day(s) to meet	multipleSelect s
Clients	Preferred time(s) to meet	multipleSelect s
Clients	General Client Notes	multilineText
Clients	Assigned Digital Navigator(s)	multipleRecord Links
Clients	Specific Need or Outcome	multipleSelect s
Clients	Type of Support	multipleSelect s
Clients	Type of Device	multipleSelect s

Clients	Goals	multipleRecord Links
Clients	All Session Notes	rollup
Clients	Date client added (auto-generated)	createdTime
Clients	Age	number
Clients	Schooling	singleSelect
Clients	Hispanic, Latino, or Spanish descent	singleSelect
Clients	Race	multipleSelect s
Clients	Other Race	singleLineText
Clients	Tribe(s)	multilineText
Clients	US Armed Forces	singleSelect
Clients	Disability	singleSelect
Clients	Income	singleSelect
Table Name	Field Name	Field Type
Goals	Goal ID	formula
Goals	Goal Name	singleLineText
Goals	Client	multipleRecord Links
Goals	Status	singleSelect
Goals	Specific Need or Outcome	multipleSelect s
Goals	Notes	multilineText
Goals	Session Tracking	multipleRecord Links
Goals	Created	createdTime

Table Name	Field Name	Field Type
Session Tracking	Meeting ID	formula
Session Tracking	Client	multipleRecord Links
Session Tracking	Date of Meeting	dateTime
Session Tracking	Created	createdTime
Session Tracking	Goals worked on	multipleRecord Links
Session Tracking	Type of Support	multipleSelect s
Session Tracking	Type of Device	multipleSelect s
Session Tracking	Location of Session	singleLineText
Session Tracking	Approximate Length of Session	singleSelect
Session Tracking	Session outcome	singleSelect
Session Tracking	Satisfaction	singleSelect
Session Tracking	Session Notes	singleLineText
Session Tracking	Digital Navigator	multipleRecord Links

Session Tracking	Date and Note	formula
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Table Name	Field Name	Field Type
Digital Navigators	Name	singleLineText
Digital Navigators	Clients	multipleRecord Links
Digital Navigators	Progress Tracking	multipleRecord Links
Digital Navigators	Device Distribution	multipleRecord Links
Digital Navigators	Skills Assessment	multipleRecord Links
Digital Navigators	Follow up	multipleRecord Links
Table Name	Field Name	Field Type
Skills Assessment	Skills Assessment ID	formula
Skills Assessment	Client	multipleRecord Links
Skills Assessment	Digital Navigator	multipleRecord Links
Skills Assessment	Date Taken	dateTime
Skills Assessment	On average, how often do you use the internet (for any purpose)?	singleSelect
Skills	On average, how frequently do you check your	singleSelect

Assessment	email?	
Skills Assessment	On average, how often do you use social media such as Facebook, Twitter, or Instagram?	singleSelect
Skills Assessment	Confidence searching for information on the Internet	singleSelect
Skills Assessment	Confidence searching for and applying for jobs, including creating and submitting a resume	singleSelect
Skills Assessment	Confidence finding reliable information about a health or medical condition	singleSelect
Skills Assessment	Confidence taking a course or training materials to improve your job skills	singleSelect
Skills Assessment	Confidence accessing online banking or financial services	singleSelect
Skills Assessment	Confidence accessing or applying for government services	singleSelect
Skills Assessment	Confidence finding educational content and information	singleSelect
Skills Assessment	Confidence using a video application, such as Zoom	singleSelect
Skills Assessment	Confidence using a word processing application, such as Google Docs or Microsoft Word, to create a document	singleSelect
Skills Assessment	Confidence shopping online	singleSelect
Skills Assessment	Finding tools to keep my information safe and secure online	singleSelect
Skills Assessment	What else do you use the Internet for?	singleLineText

Skills Assessment	Would you like to learn more about any of the previously mentioned topics?	singleSelect
Skills Assessment	Which topics?	multipleSelects
Skills Assessment	Other topic	singleLineText
Skills Assessment	What device(s) do you use to connect to the internet?	multipleSelects
Skills Assessment	Other device	singleLineText
Table Name	Field Name	Field Type
Device Distribution	Device ID	formula
Device Distribution	Client	multipleRecordLinks
Device Distribution	Digital Navigator	multipleRecordLinks
Device Distribution	Date of Distribution	dateTime
Device Distribution	Location of Distribution	singleLineText
Device Distribution	Device Type	singleSelect
Device Distribution	Other Device	singleLineText
Device Distribution	Manufacturer	singleLineText
Device	Model	singleLineText

Distribution		
Device Distribution	Serial number	singleLineText
Device Distribution	Accessories and peripherals	singleLineText
Device Distribution	Notes	multilineText

Table Name	Field Name	Field Type
Follow up	AnonID	formula
Follow up	Clients	multipleRecord Links
Follow up	Full Name	formula
Follow up	First Name	singleLineText
Follow up	Last Name	singleLineText
Follow up	Phone (auto-completed)	multipleLookup Values
Follow up	Email (auto-completed)	multipleLookup Values
Follow up	Overall progress	singleSelect
Follow up	Do you have any new digital skills goals you would like to work toward?	multilineText
Follow up	How confident are you in your ability to find resources for future training and technology needs on your own?	singleSelect
Follow up	During your interactions with the Digital Navigator Program, were services delivered in a way that met your needs and that made you	singleSelect

	feel comfortable and respected?	
Follow up	If no, what could have been done differently?	multilineText
Follow up	How likely are you to recommend this program to a friend?	singleSelect
Follow up	May we contact you to follow-up on your experience with this program?	singleSelect
Follow up	If yes, please include the best way to contact you	singleSelect
Follow up	Digital Navigator	multipleRecord Links
Follow up	Date	dateTime
Follow up	Created (auto-generated)	createdTime

Attachment B
Individual Confidentiality Agreement

I _____, employed by
Name

Organization Name

Understand that as an employee of this organization, I will have access to confidential information on digital navigator (DN) program participants.

I understand, for the purpose of this Agreement, “Confidential Information”, whether disclosed prior to, concurrent with, or subsequent to this Agreement and whether acquired directly or indirectly, means any of the following:

- Information collected by the above organization in order to provide services to DN program participants;
- Information provided by a partner organization disclosed in order to provide services to DN program participants.

I agree:

- a. To take all possible steps to preserve strict confidentiality regarding any information to which I have access through my work;
- b. To never pass any information obtained as part of my job to anyone outside the organization, unless I have been directed to do so by my supervisor, and the reasons for doing so are clearly understood;
- c. To keep all names, contact details, and personal information secure;
- d. To use confidential information only for legitimate purposes related to services being provided as an employee of the above organization;
- e. If given access to the DN+ Data Platform, to only search for confidential information about program participants who have been assigned to me in connection with my job responsibilities;

- f. That I will not share any password that might give access to confidential information to an unauthorized person;
- g. That I will not remove any confidential information from work sites;
- h. That when my employment with above organization ends, (a) to not copy or remove any confidential information related to the DN program from, or keep any confidential information related to the DN program of, the above organization and (b) to return any confidential information related to the DN program in my possession to above agency and delete any confidential information that I may be storing; and
- i. That should I receive information that could constitute a threat or harm, I will promptly inform the appropriate authorities.

I understand that any breach of the above will result in disciplinary action and/or may expose me to a suit for damages in a court of law. I further understand that NDIA may terminate my access to confidential information at any time.

Signed_____

Date_____



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: April 10, 2025
Subject: Annual Report Presentation
Action: Approve the Annual Report and Direct Jenna to Present to the Commission

**West Fargo Public Library
Board of Directors**

President

Larry Schwartz

Vice President/Secretary

Tony Stukel

Treasurer

Liann Hanson

Board member

Roben Anderson
City Commissioner

Board member

Alanna Rerick

Library Director

Jenna Kahly

Following the presentation of our Annual Report, I am requesting a motion to accept the report and to direct me or another representative to present the report to the City Commission to comply with Century Code.



2024 West Fargo Public Library Annual Report

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2024 Highlights

January

Staff Training Day included the team coming together to repaint parts of the library, shift materials to make things more efficient for patrons

February

Installed a new Service Desk to increase staff efficiency and accessibility for library users

March

Hosted "Dinotopia" event with over 400 attendees
Started lease negotiations for space for Satellite Library at City Hall

April

May

Hosted Library Night at FM Redhawks with other metro libraries

June

Repurposed AV equipment to ensure all public meeting rooms had access to technology

July

Library Board adopted HR Salary Survey recommendations

August

Installed handicap accessible computer station
Reorganized shelving to add space for more Large Print materials, additional study tables in Adult Fiction

September

October

Added fifth book club, Civic Minds Roundtable
Hosted popular "Trick or Sweet" Party with nearly 350 attendees

November

Board approved reduction of Service Area to prioritize services for West Fargo taxpayers effective June 1, 2025

December

Added sixth book club, Page Turners Book Club

Implemented new peer-nominated Annual Staff Awards

Presented Space Needs Assessment findings to Library Board. West Fargo Public Library deemed undersized for the population it serves.

Secured funding for full-time Outreach Services Coordinator and Circulation Manager roles to support expansion of library services

Worked with West Fargo Public Schools to increase accessibility by removing key-only access for elevator and adding public access to downstairs bathrooms

Discontinued Hoopla service to save taxpayer dollars, prioritizing purchasing on Libby

Kicked off summer reading with annual Summer Boost Kickoff Party

Summer Boost reading program began including the annual reading challenge for all ages, weekly crafts, STEM, and teen programs, and the Little Red Reading Bus route

Library use reached record highs as Summer Boost continued

Celebrated the Little Red Reading Bus and unveiled First International Bank donation of Library on Wheels vehicle

WFPS installed new safer stair covering and carpeting were installed on bottom stairs

Secured capital improvement funds to replace library carpet

Began offering Notary Public services. The service had been removed in 2020.

Library Board approved final budget for 2025 and changes to hours of operation for 2025 to remove Sundays

Partnered with metro libraries to host William Kent Krueger One Book, One Community Author Talk

Library on Wheels popped up at Rustad Recreation Center and local businesses for a winter route

Hosted 16th Annual Mitten Tree Drive, collecting 289 items for West Fargo students.



BOARD OF DIRECTORS

The West Fargo Public Library Board of Directors holds public monthly meetings on the second Thursday of every month at 5 p.m. via Zoom. The Board is made up of volunteer members who serve a vital role in advocating for the library and overseeing its finances, policies, operations, collection, and long-term planning. The Board plays a critical role in ensuring the library continues to provide high-quality service to the West Fargo community.



President

Larry Schwartz

Vice President

Tony Stukel

Treasurer

Liann Hanson

Member

Alanna Rerick

City Commissioner

Roben Anderson

INTRODUCTION

Greetings, West Fargo neighbors!

I'm Jenna Kahly, Director of the West Fargo Public Library. I've said many times that West Fargo is a community of readers who value their library and the programs and resources we provide. I am proud to share some of our 2024 highlights in this report to demonstrate how residents are using the library to save money and add value to their lives.

These statistics within this report are just numbers, but the truths behind the numbers include stories about new moms who became friends at a baby storytime and supported each other through different developmental stages of their children's growth, residents who have spent years working on genealogy research using our free resources, adults who look forward to attending our weekly matinees with their friends, and students who have used our internet and study spaces to acquire nursing credentials.

As we celebrate the impact the library has had on our community over the last year, I extend my heartfelt gratitude to our dedicated staff, whose hard work and commitment have been instrumental in realizing these successes. I also want to thank our many volunteers, library board, and community partners whose support continue to enrich our programs and services.

In 2024, the West Fargo Public Library remained true to its mission to provide equitable access to resources and opportunities for all to explore their interests, make social connections, and work toward achieving their goals. I look forward to building upon these accomplishments and working together to create an even brighter future for our beloved library and the community it serves.

Please explore more about the library's continued growth and achievements in the pages of this report. I am proud to serve West Fargo, a community of lifelong learners who love their local library.



Library Director Jenna Kahly



MISSION

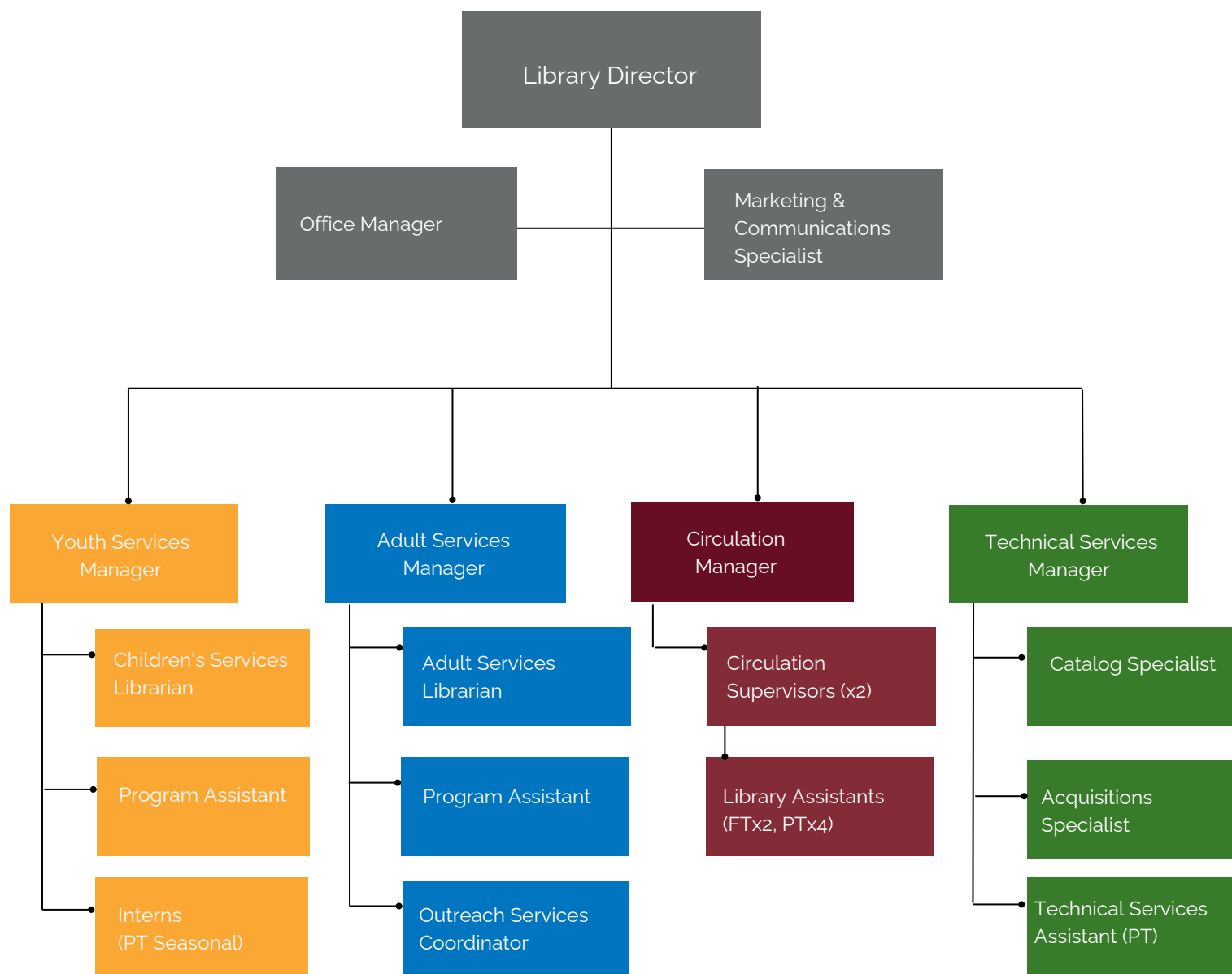
As a civic resource, the West Fargo Public Library's mission is to provide equitable access to resources and opportunities so that residents can achieve their goals, explore their passions and develop social connections.

VISION

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

To achieve our goals, the West Fargo Public Library does not charge late fees and offers countless programs and services like skill-building classes, entertainment and cultural events, technology tools, the Little Red Reading Bus, community meeting spaces and the latest in physical and digital books and media.

ORGANIZATIONAL STRUCTURE



In 2024, the West Fargo Public Library staff consisted of 18 full-time employees and 7 part-time employees that made up five teams: **Administration**, **Youth Services**, **Adult Services**, **Circulation**, and **Technical Services**.

ADMINISTRATION

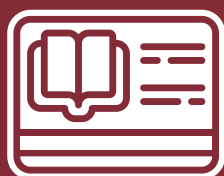
The West Fargo Public Library's Administration team is made up of the Library Director and two support staff: a full-time Marketing & Communications Specialist and a full-time Office Manager. The Library Director oversees all library operations, especially strategic planning and service development. The Marketing & Communications Specialist is the voice of the library, responsible for notifying patrons of service changes, promoting the library's many events, and planning and executing library marketing campaigns. The Office Manager works to keep the library running smoothly behind the scenes doing a wide range of things from processing bills to coordinating building maintenance, mail, and supplies.

CIRCULATION

In 2024, the Patron Services team was made up of two full-time and four part-time Library Assistants led by two full-time Circulation Supervisors under the oversight of the Circulation Manager. This important team offers direct customer service to library patrons who call, email, or visit the library. Circulation team members check library materials in and out, help patrons find items, organize and shelve materials, maintain library records, issue library cards, manage interlibrary loans, assist with library technology, answer a wide range of questions, and much more.

4113

new library cards
issued in 2024



18,502

active library cards in 2024

6734

total sessions on
public computers in
2024

60,701

visitors to the library in 2024*

*door count machine was broken and
under-reported visits January - April

Non-Traditional Items for Checkout

The West Fargo Public Library offers a variety of items for checkout in addition to traditional library books. In 2024, the library's Memory Care Kits became available for the general public to check out. Patrons can also check out Launchpads for all ages, WiFi hotspots, Ozobots, and State Park passes.

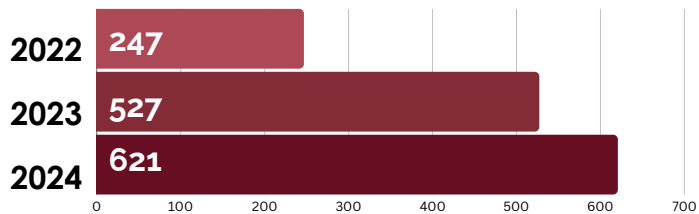
764

checkouts of non-traditional items (kits, technology, etc.) in 2024

Public Meeting & Study Spaces

The West Fargo Public Library has two meeting rooms and one small study space available for the public to reserve. In 2024, patrons reserved our spaces for over 621 hours. People and organizations reserve these rooms for a variety of reasons, from study groups and clubs to interviews and auditions.

Total Hours Reserved



Below are a few of the dozens of organizations that used our meeting rooms in 2024.

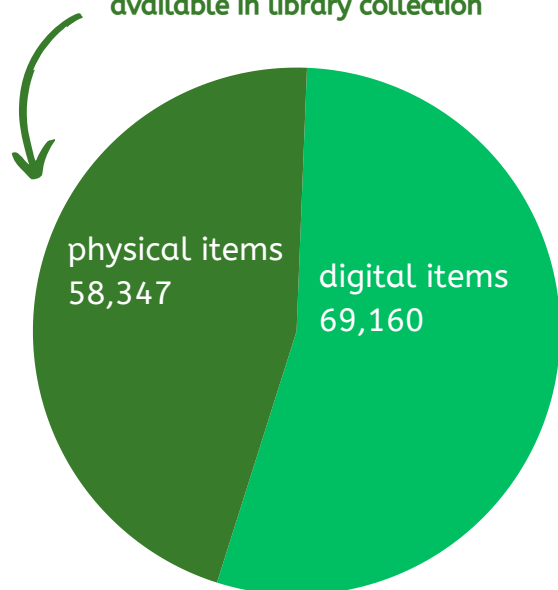
- Bolton & Menk, Inc.
- Civic West
- Classical Conversations Homeschool Community
- Early Childhood Education
- FirstLink
- FM Homeschool Community
- Folkways
- Great Plains Food Bank
- Guardians of Tomorrow
- McElroy Global
- Mind Shift
- ND Department of Health and Human Services, Behavioral Health Division
- Early Childhood Professional Development Unit
- North Dakota Mensa
- North Dakota School for the Blind
- Oxford Nanopore Technologies
- PharmaMed
- RCIS Crop Insurance
- REACH (Resources and Encouragement for Area Christian Homeschoolers)
- SGI-USA Buddhist Organization
- USAF

TECHNICAL SERVICES

In 2024, the Technical Services team was made up of a full-time Cataloging Specialist, a full-time Acquisitions Specialist, and a part-time Technical Services Assistant all led by the Technical Services Manager. This team is responsible for the acquisition, organization, and management of all library materials. They order and receive new materials, catalog and classify items, and ensure the accuracy and consistency of bibliographic data. Overall, the Technical Services team plays a critical role in ensuring that all of the library's materials and electronic resources are effectively managed and accessible to patrons.

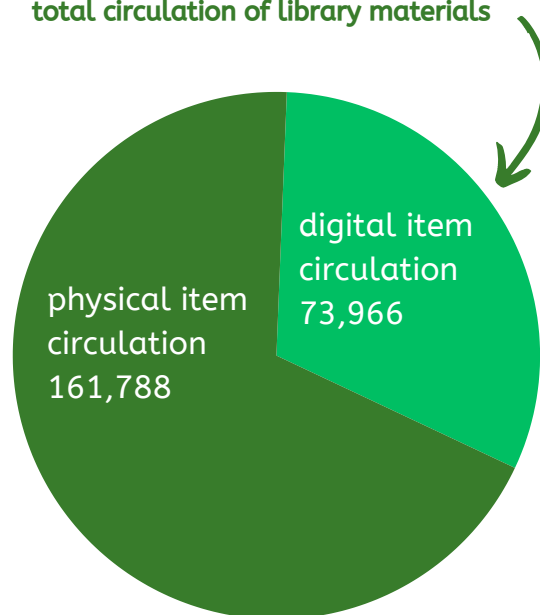
127,537

total physical and electronic materials
available in library collection



235,754

total circulation of library materials

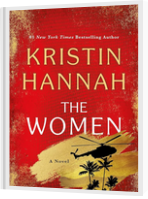


In 2024, the Technical Services team worked hard to make browsing and finding items easier for library users. They did this through large projects, like

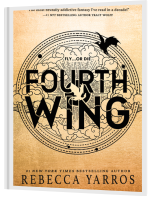
- adding series labels to all Junior Fiction titles to make it easier to find the next book in a series
- cleaning up Junior Nonfiction call numbers for better browsing results
- integrating Little Red Reading Bus books into the main collection so the items are more accessible to patrons

ADULT

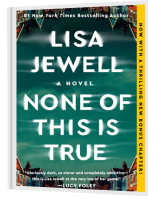
TOP 10 ITEMS



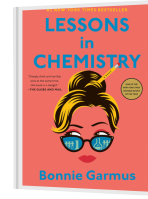
The Women: A Novel
by Kristin Hannah



Fourth Wing
by Rebecca Yarros



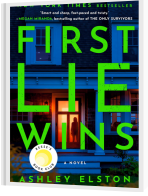
None of This is True
by Lisa Jewell



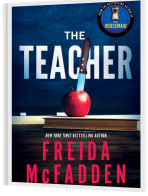
Lessons in Chemistry
by Bonnie Garmus



Iron Flame
by Rebecca Yarros



First Lie Wins
by Ashley Elston



The Teacher
by Freida McFadden



I'm Glad my Mom Died
by Jennette McCurdy



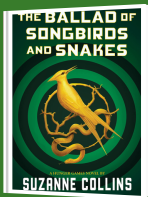
Funny Story
by Emily Henry



The Woman in Me
by Britney Spears

TEEN & YOUNG ADULT

TOP 10 ITEMS



The Ballad of Songbirds and Snakes
by Suzanne Collins



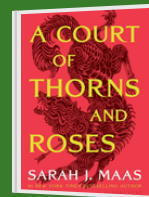
The Summer I Turned Pretty
by Jenny Han



Check & Mate
by Ali Hazelwood



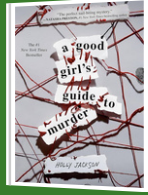
Throne of Glass
by Sarah J. Mass



A Court of Thorns and Roses
by Sarah J. Mass



Divine Rivals
by Rebecca Ross



A Good Girl's Guide to Murder
by Holly Jackson



It's Not Summer Without You
by Jenny Han



The Assassin's Blade
by Sarah J. Mass



Heir of Fire
by Sarah J. Mass

YOUTH

TOP 10 ITEMS



Ghosts
by Raina Telgemeier



The Baby-Sitters Club: Mary Anne Saves the Day
by Raina Telgemeier



Don't Let the Pigeon Drive the Bus
by Mo Willems



The Baby-Sitters Club: The Truth About Stacy
by Raina Telgemeier



Cat Kid Comic Club Collaborations
by Dav Pilkey



Baby-Sitters Little Sister: Karen's Birthday
by Katy Farina



Baby-Sitters Little Sister: Karen's Haircut
by Katy Farina



The Baby-Sitters Club: Kristy and the Snobs
by Chan Chau



Wings of Fire: The Hidden Kingdom
by Barry Deutsch



The Baby-Sitters Club: Boy-Crazy Stacey
by Gale Galligan

ADULT SERVICES

In 2024, the Adult Services team was made up of a full-time Adult Services Librarian, a full-time Program Assistant and a newly added full-time Outreach Services Coordinator, all led by the Adult Services Manager. This team is primarily responsible for the planning and execution of adult programming at the library including six popular book clubs, technology tutoring, entertaining and educational classes for adults, routine deliveries to local senior living facilities, and more. They also assist with the development and maintenance of the library's adult collections.

This year, the Adult Services team worked hard to offer and expand in-demand services to help library users explore their passions and achieve their various goals.

Some highlights include:

- spearheaded the return of free Notary Public services
- added two additional book clubs, for a total of 6 per month
- expanded technology tutoring to include off-site help at senior locations
- hosted health and wellness programs for seniors, such as free balance screenings and chair yoga, in collaboration with local partners
- hosted opportunities for adults to explore different art mediums, such as watercolor, crochet, and hand sewing
- partnered with local groups to offer programs encouraging civic engagement, such as Lead Local West Fargo, How to Vote, and How to Run for Office

358

total attendance at
four monthly
library book clubs
in 2024

85

one-on-one
technology
tutoring sessions
in 2024

1434

total attendees at
in-library adult
programs in 2023

ADULT OUTREACH DELIVERY SERVICES

In order to promote lifelong learning, create social interaction, and provide access to library services for those who may be unable to visit the library building, the West Fargo Public Library has made monthly deliveries to senior living facilities for over a decade. In 2024, the West Fargo Public Library served an average of 18 patrons each month at the following four senior living facilities.

Dakota Commons

Monterey & Brighton Place

Serenity Apartments

Sheyenne Crossings

625

total items
circulated through
senior deliveries
in 2024

52

average books delivered to
seniors each month
in 2024

18

average senior outreach
patrons served each
month in 2024

ADULT OUTREACH TECHNOLOGY TUTORING

In the fall of 2024, the Adult Services team started bringing the popular Technology Tutoring program out into area senior living facilities, providing one-on-one help to participating patrons.



YOUTH SERVICES

In 2024, the Youth Services team was made up of one full-time Program Assistant and one full-time Children's Services Librarian, both led by the Youth Services Manager. This team is responsible for youth programs at the library, including storytimes, Saturday STEM, and many other programs for youth and their families. They also assist in the development and maintenance of the library's youth collections. The Outreach Services Coordinator also supports the Youth Services team as they facilitate outreach services to daycares, host offsite events, and Little Red Reading Bus route stops for people of all ages.

Some Youth Services highlights for 2024 include:

- offered 3 weekly storytime sessions to accommodate rapid growth in attendance
- prioritized year-round STEM programming for elementary students
- offered programs for kids on no-school days
- expanded teen programs like the Teen Dungeons & Dragons club, giving middle school and high school students a positive space to explore creativity and make connections
- offered all-ages events, allowing families to participate in projects and activities together
- partnered with West Fargo middle schools to offer reading challenges during the school year

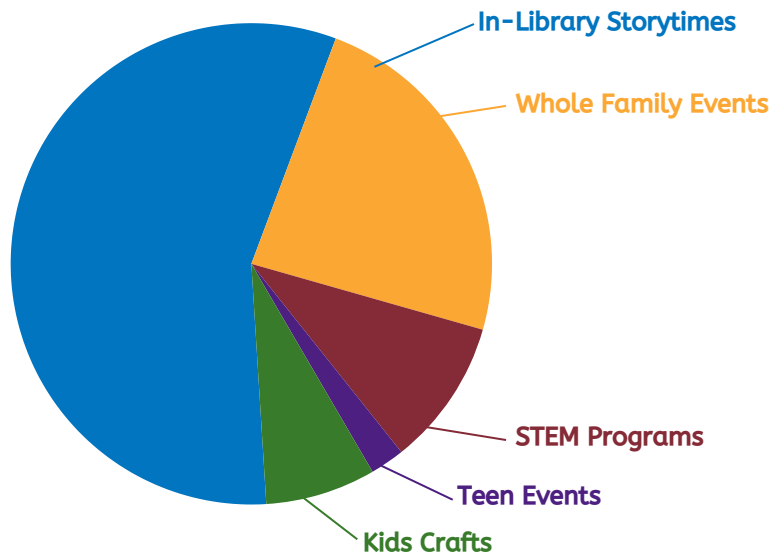
8844

attendance at in-library youth and family events in 2024

4742

attendance at storytimes in 2024

In-Library Program Attendance by Program Type



Summer Boost

Every year the library comes together to facilitate Summer Boost, an all-ages comprehensive summer program that includes the annual summer reading challenge, dozens of events for all ages, the Little Red Reading Bus route and more. In 2024, the theme was "Eras of Adventure" exploring the different adventures readers can find within books and in their own backyards.

4628

attendees at
Summer Boost
events

10,746

reading hours
tracked by
challenge
participants

Youth Outreach

The West Fargo Public Library routinely serves children at West Fargo daycares, ensuring that children have a constantly evolving choice of books to explore and enjoy.

1940

total books
delivered to local
daycares in 2024

Little Red Reading Bus (Library on Wheels)

The Little Red Reading Bus brings books and other activities out to local parks during its annual summer route. In 2024, library staff visited the following five local parks each week during its 9-week route.

In 2024, the library was able to purchase a new vehicle, the **Library on Wheels**, to replace the aging Little Red Reading Bus, thanks to a donation from First International Bank and Trust.

1605

visits to Little Red
Reading Bus
summer route stops
in 2024

1410

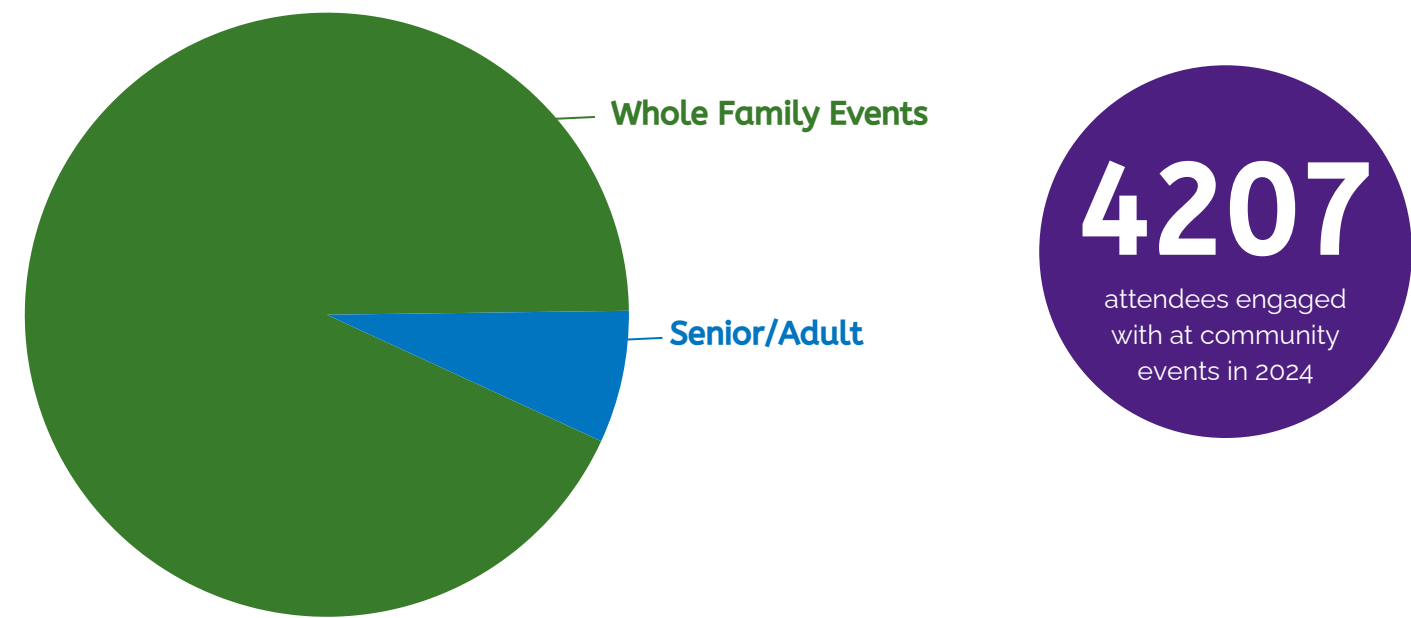
books checked out
by summer Little
Red Reading Bus
visitors in 2024



COMMUNITY ENGAGEMENT

In 2024, the West Fargo Public Library participated in a wide range of community events and programs, directly engaging with a total of over 4,000 people throughout the year. Through these events, the library was able to connect with people of all ages, and share information about the services and resources available at their local library.

Attendance by Intended Audience



Examples of Community Events Attended

Senior Expos	L.E. Berger Wellness Expo	Family History Workshop
PCAND Family Walk	West Fargo Street Fair	West Fest Family Fun
Osgood Elementary Family Literacy Night	West Fargo Events STEM Night	Treat Street
Redhawks Library Night	Night to Unite	West Fargo Tree Lighting
Red River Market West Fargo	Pride in the Park	Senior Extravaganza
	North Dakota Autism Center events	West Fargo Public Schools Family Resource Night



COMMUNITY PARTNERS

The West Fargo Public Library's success can be largely attributed to the support of many partners, local businesses, organizations, and regional libraries. These partners sponsor and collaborate on library programs, donate funds and goods, and volunteer their time and skills to support and promote the library's importance within the community. The contributions of the following entities played a significant role in the library's achievements and impact in 2023.

AARP	Livingston Lord Library
Alzheimer's Association	Marvin
Apex Physical Therapy & Wellness	Metamoon Yoga
Bank of North Dakota	MSUM Planetarium
Bonanzaville	MSCTC
Carl B. Ylvisaker Library	North Dakota Autism Center
Cash Wise	North Dakota State Library
Cass County Housing Authority	NDSU Extension Program
Community Options, Inc.	NDSU Libraries
City of West Fargo	Northern Lights Library Network
Civic West	Ohnstad Twichell
Dakota Commons	Prevent Child Abuse North Dakota
Eventide	Prairie Public
Fargo Cass Public Health	Project Linus
Fargo Public Library	Sandy's Donuts
FM Children's Museum	Sanford Health
FM Redhawks	SENDCAA Head Start
Friends of the West Fargo Public Library	SheyWest
Folkways	Stage West
Great Plains Food Bank	The Sandbox Restaurant & Bar
Gooseberry Park Players	Thrivent
Golden Drive Homeless Kids	West Fargo Area Community Program
Historical and Cultural Society of Clay County	West Fargo Events
House to Home	West Fargo Exchange Club
Humanities ND	West Fargo Fire Department
Job Service ND	West Fargo Parks
Junkyard West Fargo	West Fargo Police Department
Lake Agassiz Regional Library	West Fargo Public Schools
League of Women Voters of the Red River Valley	West Funeral Homes



FRIENDS OF THE LIBRARY VOLUNTEERS

West Fargo Public Library volunteers play an important role at the library. As they share their time and talents, volunteers make a real contribution to the quality of services the library is able to offer the community.

Everyone who volunteers at the West Fargo Public Library becomes an automatic member of the Friends of the West Fargo Public Library non-profit group. This organization is dedicated to helping the library make programming and resources more accessible to the community through volunteering, fundraising, and advocating for the library.

In 2024, Friends donations helped get the new Library on Wheels vehicle ready to go, bought prizes for Summer Boost readers, contributed to furnishings for the Satellite Library, which would open in 2025, and more.

70

total active
volunteers

300

total documented
volunteer hours

2024 Officers

President

Mari Krajewski

Vice President

Scott Heidrich

Treasurer

Donelle Richmond

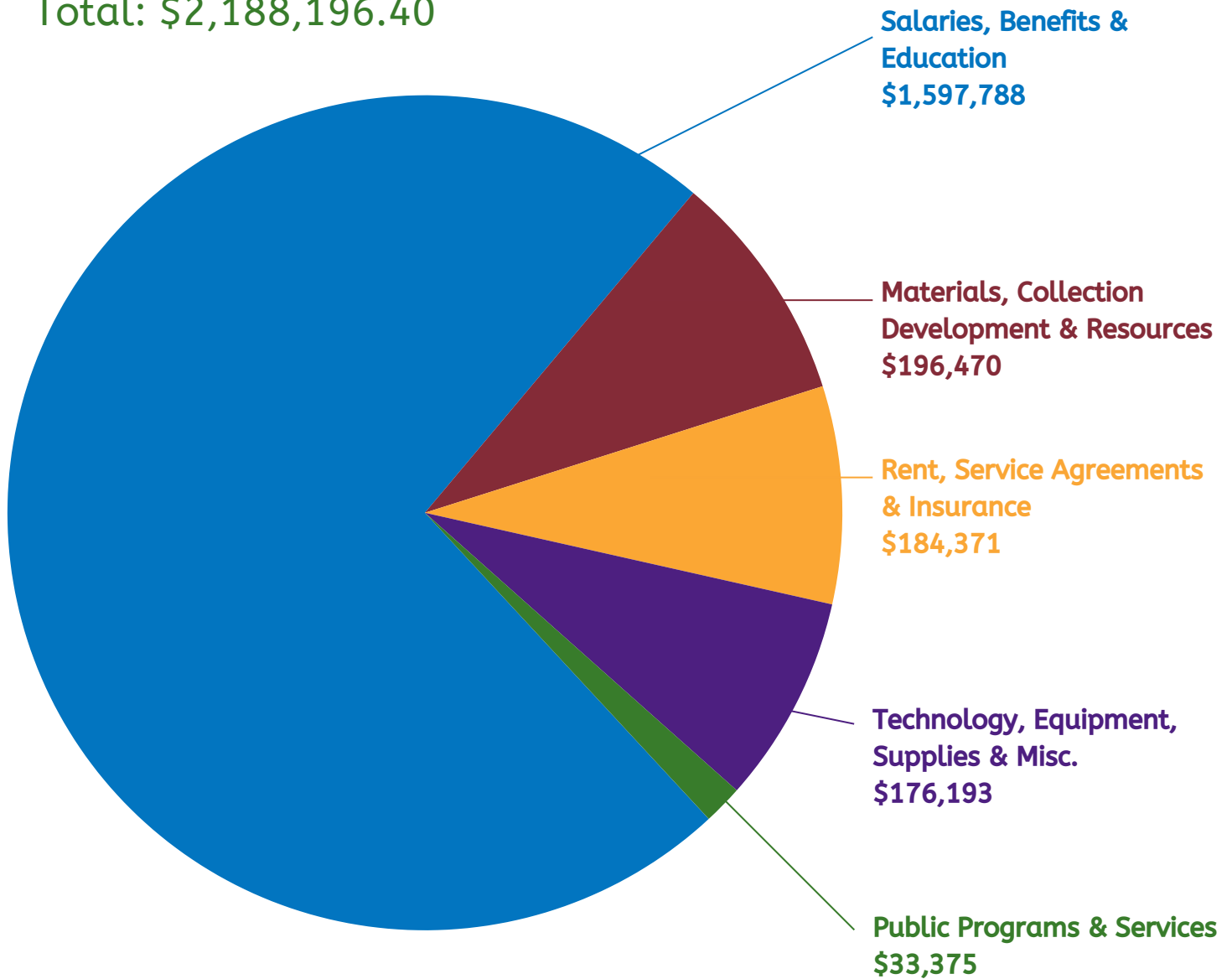
Secretary

Sara Westall

FINANCIAL OVERVIEW

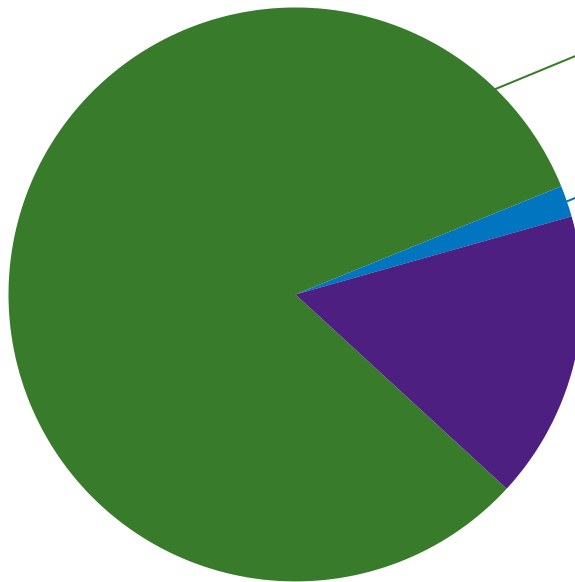
2024 Operating Expenses

Total: \$2,188,196.40



2024 Revenue

Total: \$2,552,481.24



Tax Revenue
\$2,068,598.72

State Aid
\$44,625.95

Miscellaneous Revenue & Friends of the Library Reimbursements
\$409,256.57*

*Funds recieved to support Capital Improvement Plan-funded large projects such as the Satellite Library are reflected here.

\$3,570,262

estimated amount West Fargo residents saved by borrowing library materials instead of purchasing copies of books or media**

\$87

per West Fargo resident

\$193

per active library card

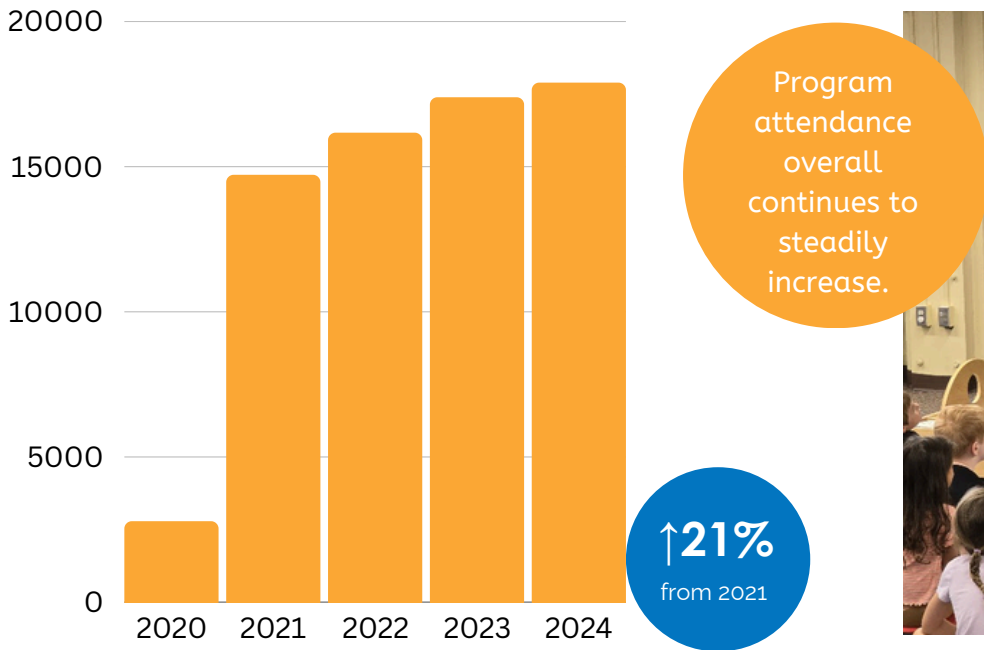
**Value derived from average item costs and number of 2024 checkouts.



LIBRARY USAGE SINCE 2020

West Fargo's population has increased by 7% percent since 2020, reaching nearly 41,000 residents in 2024. The West Fargo Public Library has grown alongside our city, with more people using library services than ever before. In recent years library visits, usage statistics, and program attendance numbers have soared, surpassing expectations for a library of our size.

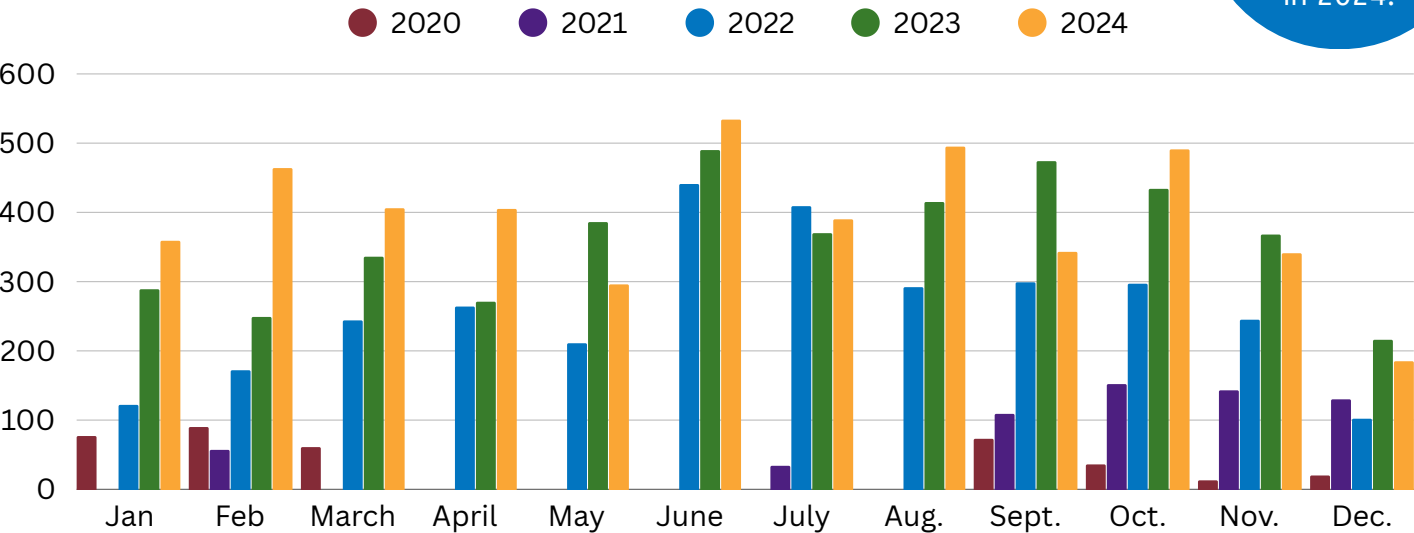
Total Program Attendance*

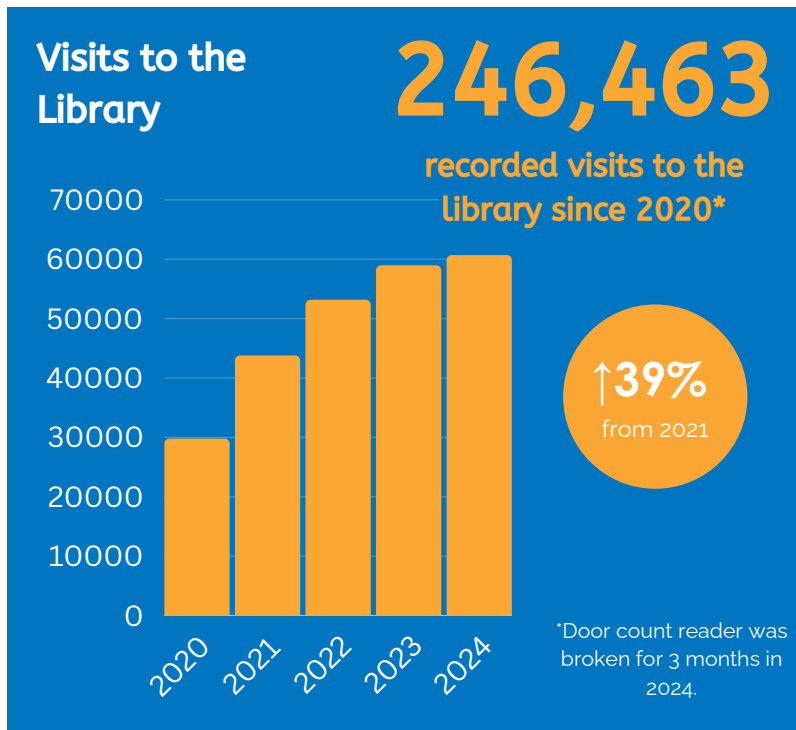


Storytime attendance continued to grow in 2024.

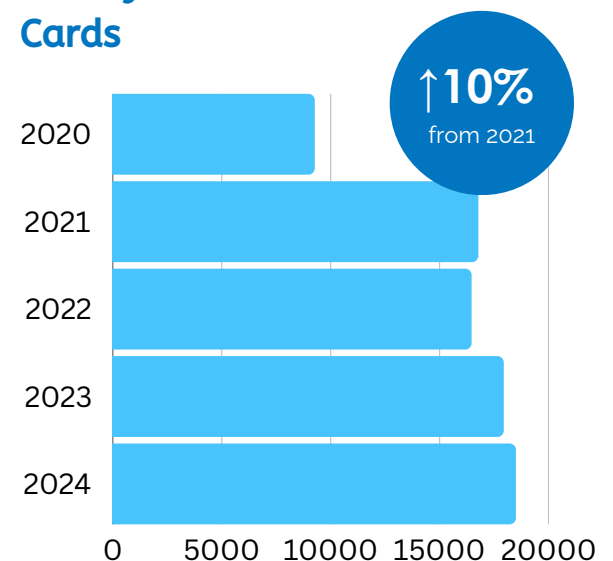
*As reported in PLS. Does not include Beanstack reading challenge participation.

Monthly Storytime Attendance at the West Fargo Public Library

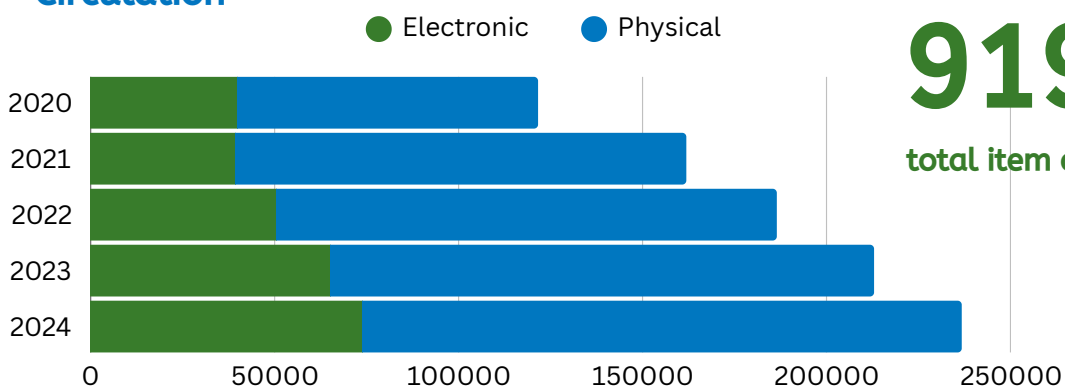




Active Library Cards



Circulation



919,683

total item circulation since 2020

\$8,216,735

amount West Fargo residents saved by borrowing library materials instead of purchasing copies of books or media in the last three years *

*Value derived annually from average item costs at the time and number of checkouts.

21,205

new library cards issued since 2020



THANK YOU!

Thank you for taking the time to read our 2024 Annual Report and for your continued support of the West Fargo Public Library.

CONNECT WITH US

www.westfargolibrary.org



@WestFargoLibrary



West Fargo Public Library

2025 - 2030 ■ ■ ■

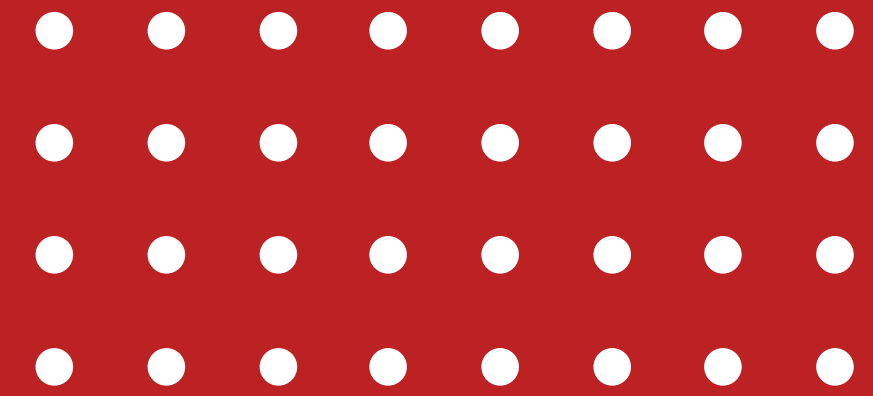
Strategic Plan

Core Values & Areas of Focus

Presented by
Jenna Kahly, Library Director



Mission & Vision



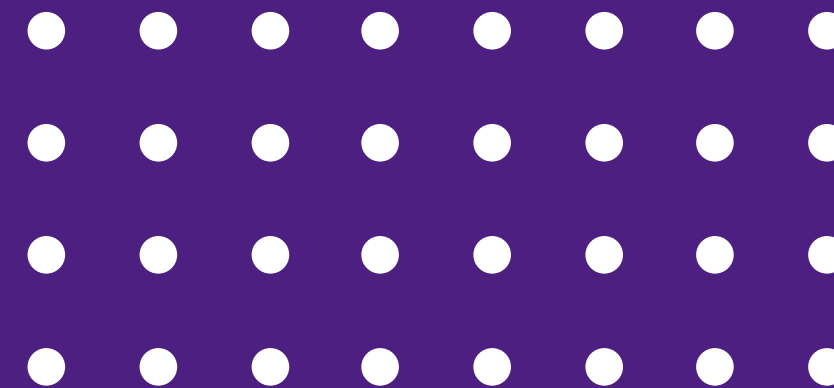
Under the 2025 - 2030 Strategic Plan, our mission and vision for the library will remain the same, as they continue to align with the needs and values of the West Fargo community.

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.”



Core Values



Compassion

at the West Fargo Public Library means ensuring equitable access to resources, services, and programs by reducing barriers, meeting people where they are, and fostering an inclusive, welcoming environment that respects privacy, and adapts to meet the needs and values of our diverse community with thoughtfulness and care.



Growth & Learning

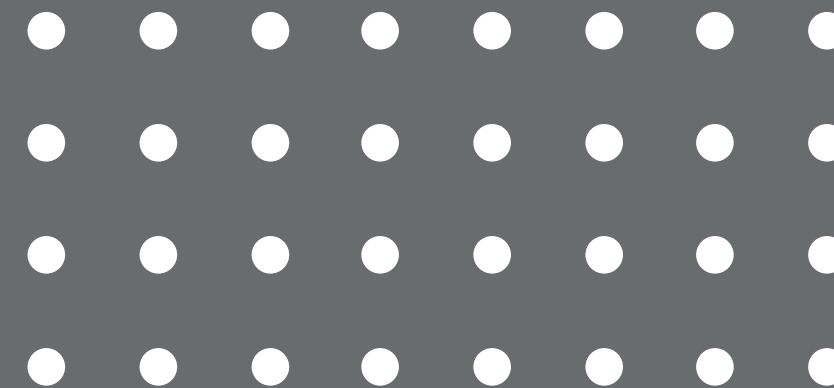
at the West Fargo Public Library means fostering lifelong learning for all ages through diverse programs, resources, and spaces while ensuring the library grows sustainably to meet the evolving needs of the community.



Community & Connection

at the West Fargo Public Library means serving as a hub for community engagement by fostering partnerships, connecting people to resources and opportunities, and providing spaces and programs that encourage social connections, civic involvement, and meaningful interactions that strengthen our community.





Areas of Focus

Access to the Library

Focusing on Access to the Library means ensuring every member of our community can use, benefit from, and feel welcome at the West Fargo Public Library.



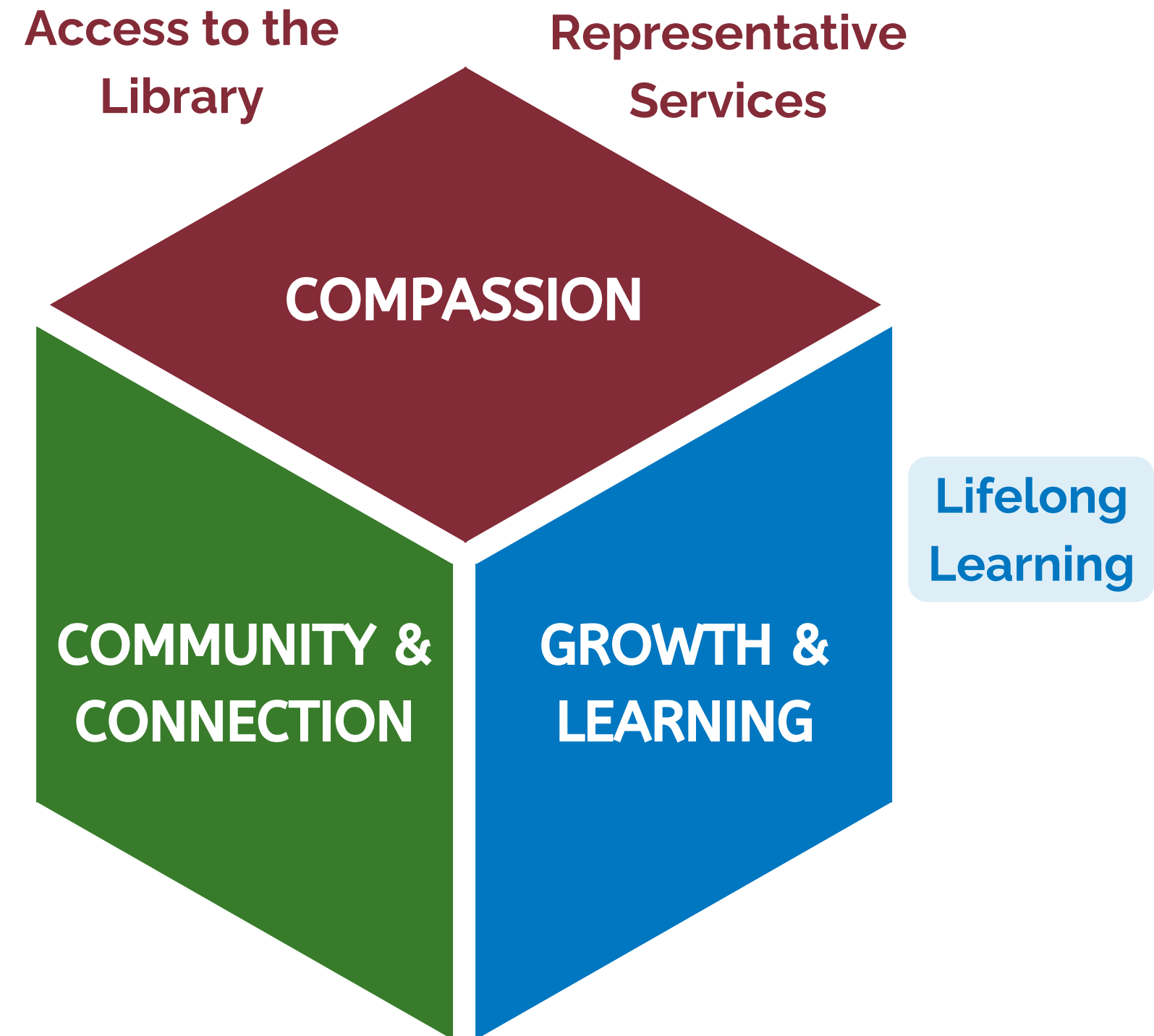
Representative Services

Focusing on Representative Services means offering programming and materials that reflect and serve the people of West Fargo.



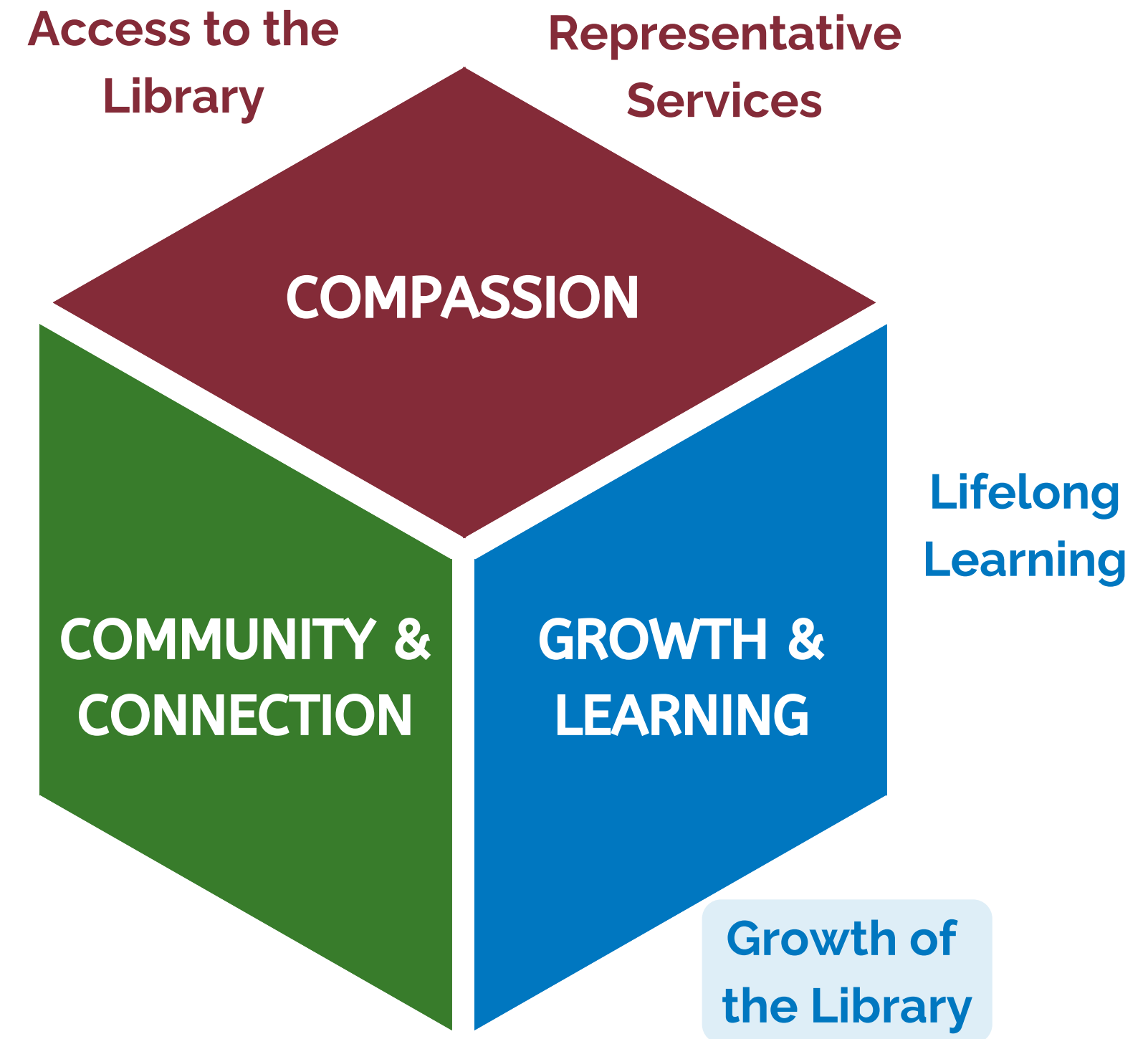
Lifelong Learning

Focusing on Lifelong Learning means providing programs, resources, and spaces that support learning at every age and stage of life.



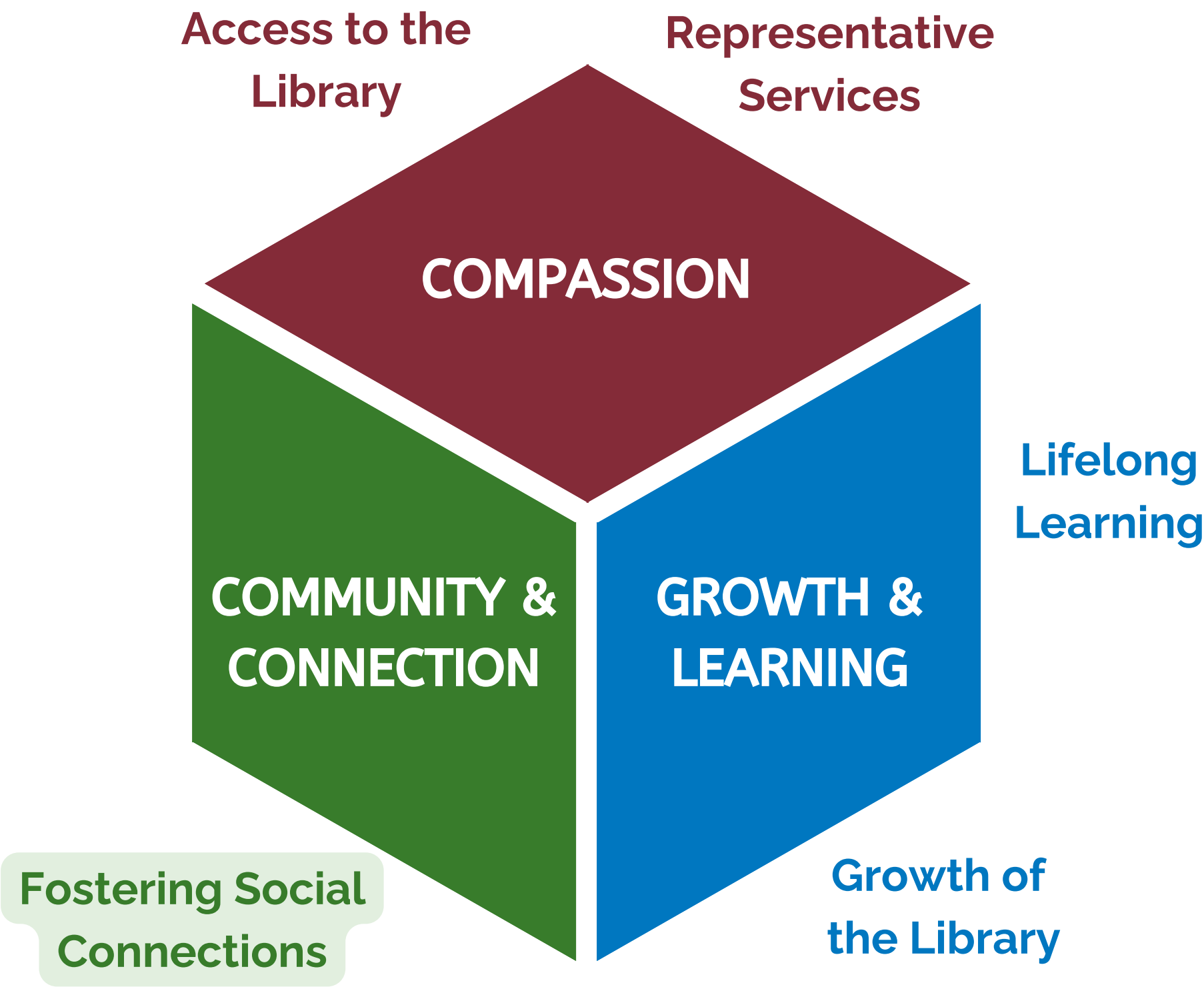
Growth of the Library

Focusing on Growth of the Library means planning for sustainable, community-aligned expansion of library services that balances evolving needs with fiscal responsibility and long-term impact.



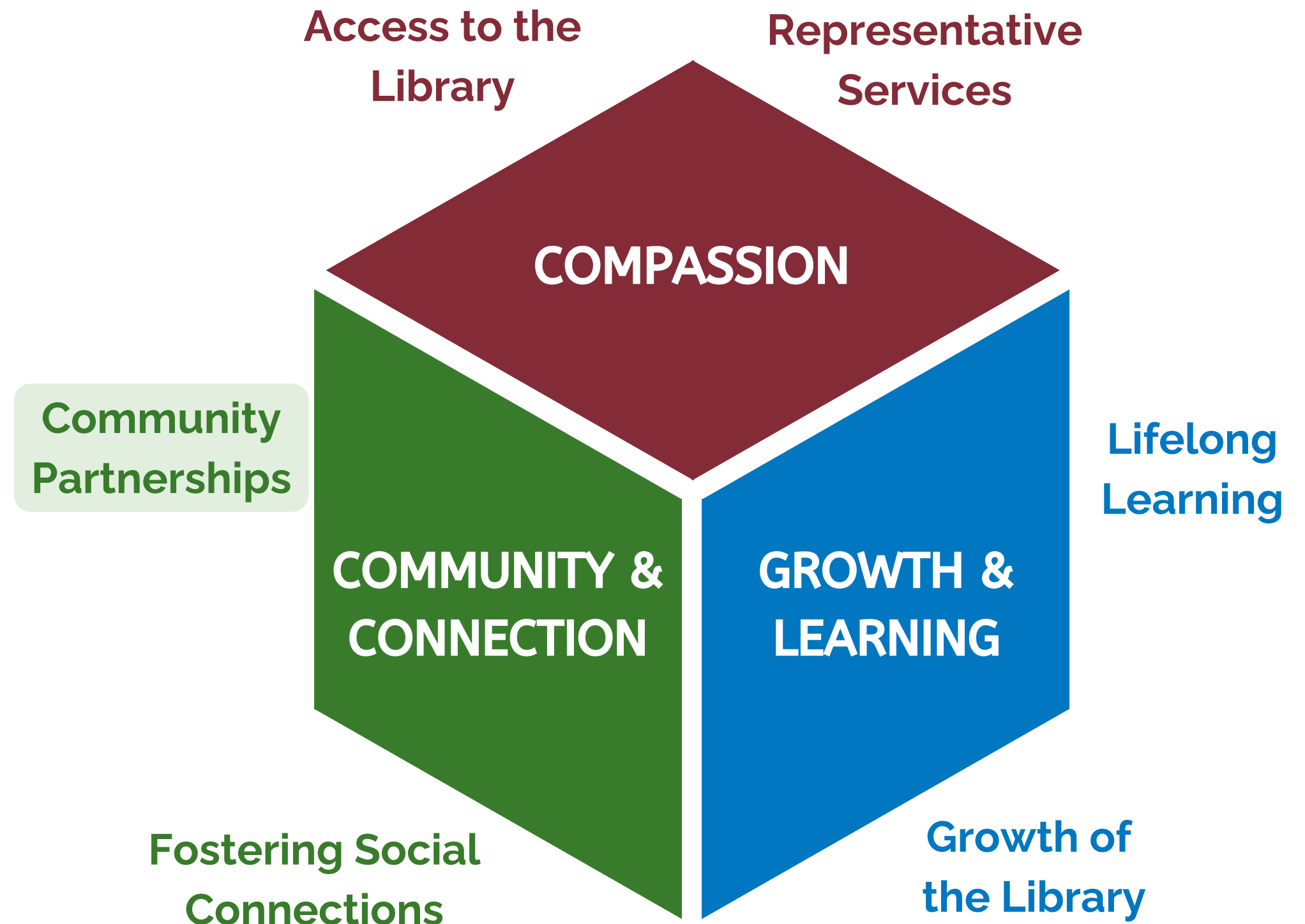
Fostering Social Connections

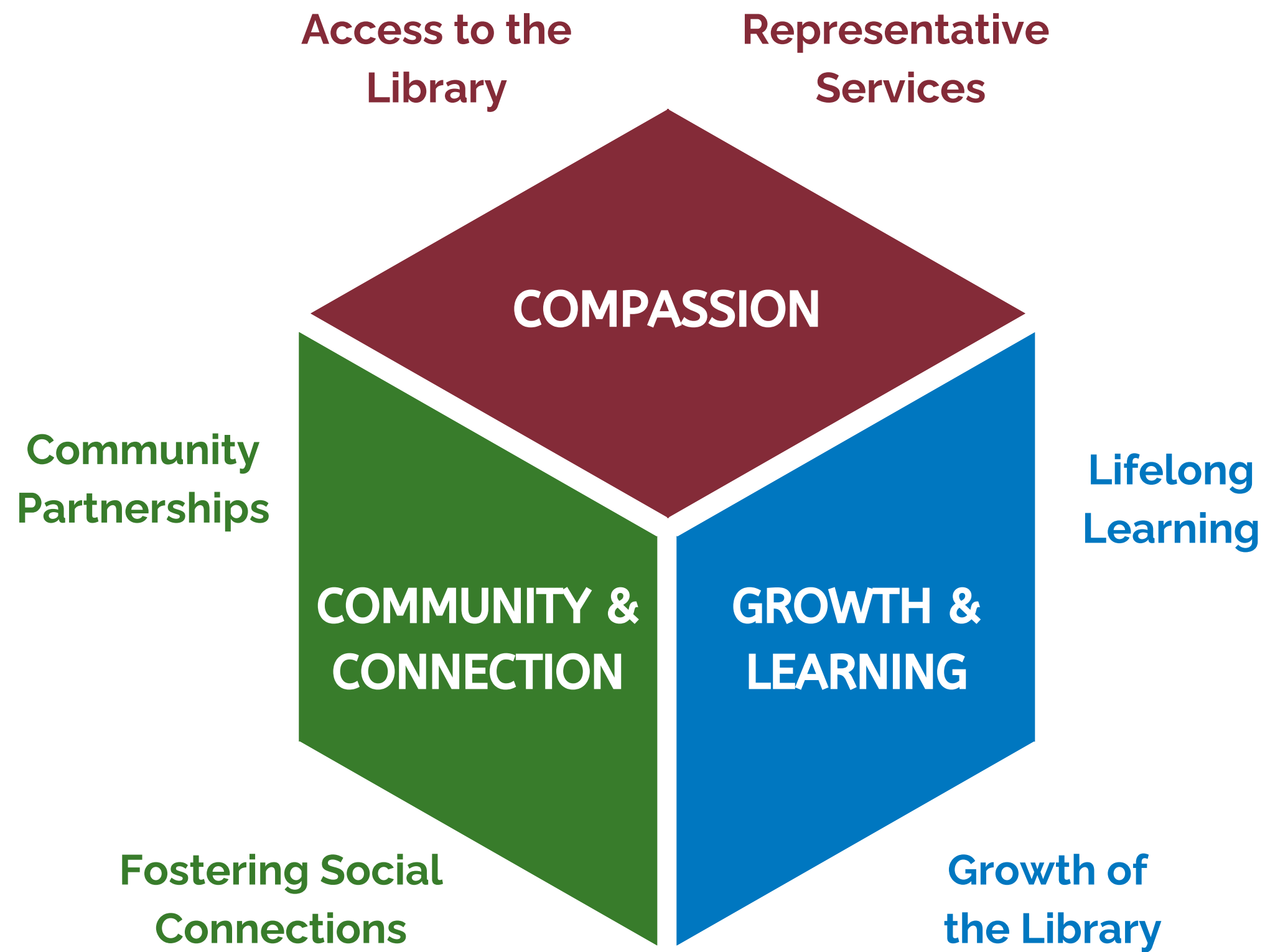
Focusing on Fostering Social Connections means strengthening our community by creating opportunities for people to meet, share, and engage with one another.



Community Partnerships

Focusing on Community Partnerships means embracing the library's role in linking people to local organizations, resources, and opportunities that support their goals.





THANK YOU!



Questions?



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: April 10, 2025
Subject: Budget timeline
Action: none

**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

The following is an overview of the budget timeline shared with us by the city:

April 18 – Due date to submit department budgets AND FTE Requests

April 21 thru May 2 – Finance compiles departmental budgets and initial work on other budget sections

April 21 thru May 15 – HR reviews all FTE requests for step/grade calcs

May 5 thru 16 – Departmental budget review meetings with City Administrator & Finance Director

May 19 thru June 6 – Administrative review of draft-v1 with Commissioners

June 16 – City Commission Meeting

-Present v1_Preliminary Budget

-Finance to save v1 and start draft-v2

Sept 22 – City Commission Meeting

-Present v4 Final Budget

October 6 – City Commission Meeting

-Last regular meeting to approve Final Budget and set tax levy

For us, this means we need our preliminary budget ready for approval at our meeting in May, or June at the latest.

West Fargo Public Library

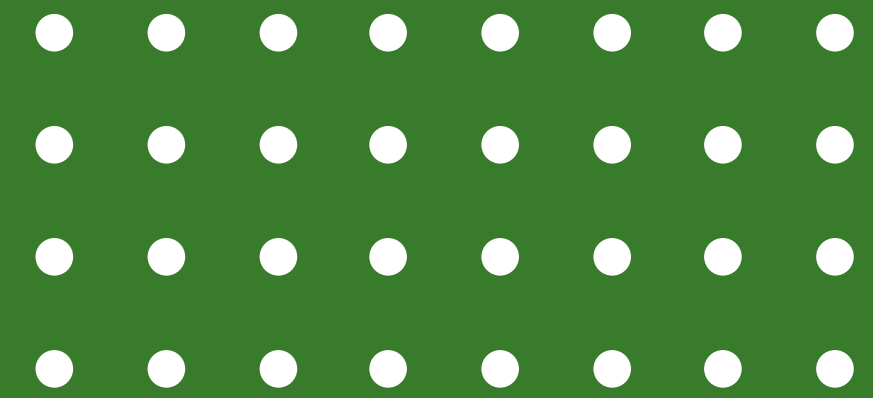


Director's Report

For April 2025 Library Board Meeting
Presented by Jenna Kahly, Library Director



Finances



Expenditures through March

Month to Date

\$183,790.40

Year to Date

\$642,940.88

Available Appropriation

\$1,981,959.12

24%
Expended
YTD

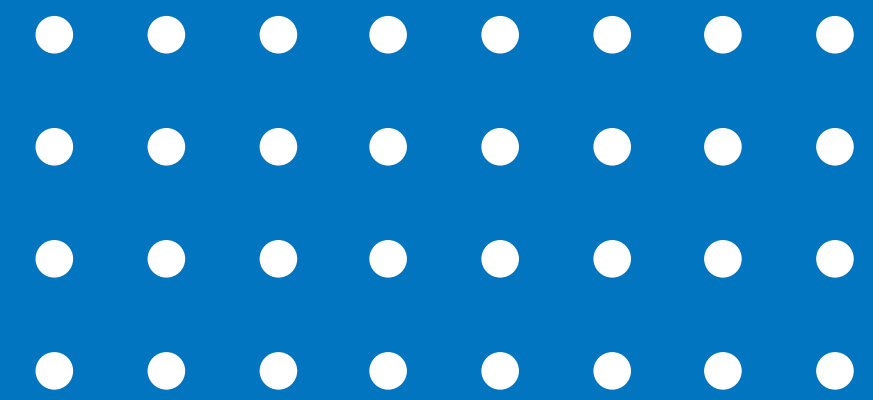


Administration

Satellite Open!

Everything is running smoothly
at our new location.





Administration

Satellite Feedback

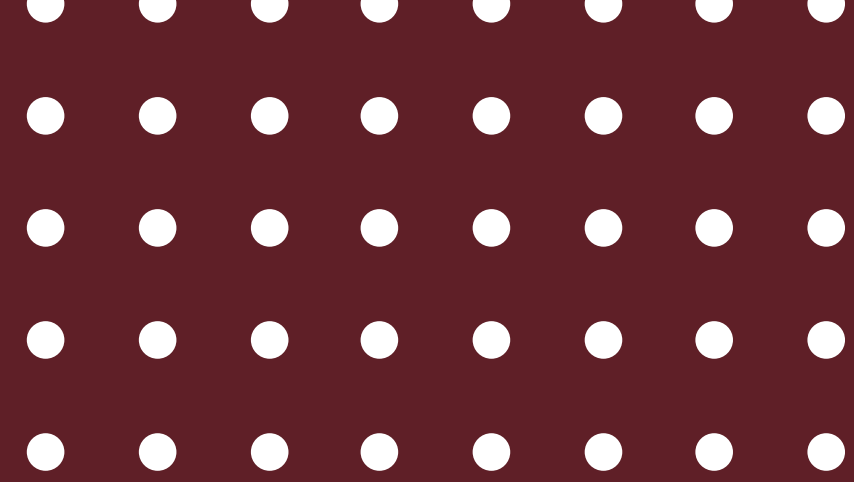
- “This is going to be dangerously helpful.” -city staff member remarking on how easy it will be to pick up books frequently for their children.
- Patron came in with her family, complimented the location and said she is excited and thinks it will be a great success in the south part of town.
- Elderly patron praised the satellite for its accessibility, clear signage, and no need to use the elevator.
- Patron commented that they liked how it was easier to find books with the smaller selection and it wasn't as overwhelming with so many books to look at.
- Gentleman came in to check and see if this was a place he could work on his computer and read the paper as the coffee shops get too noisy. We told him “Absolutely!” He said he expects to be a regular.



Administration

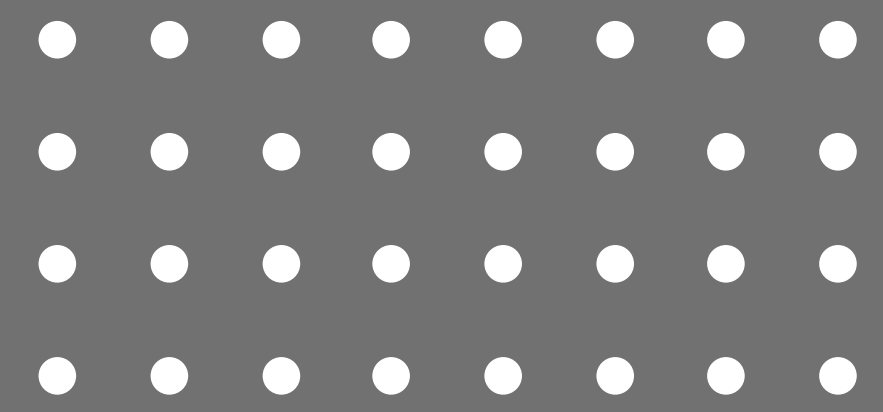
Satellite: The first 8 days

- Days open to the public - 8
- Physical Circ - 224
- Door Count - 351
- Library Cards Made - 4
- Study Room Reservations - 1
- Study Room Hours Reserved - 0.17

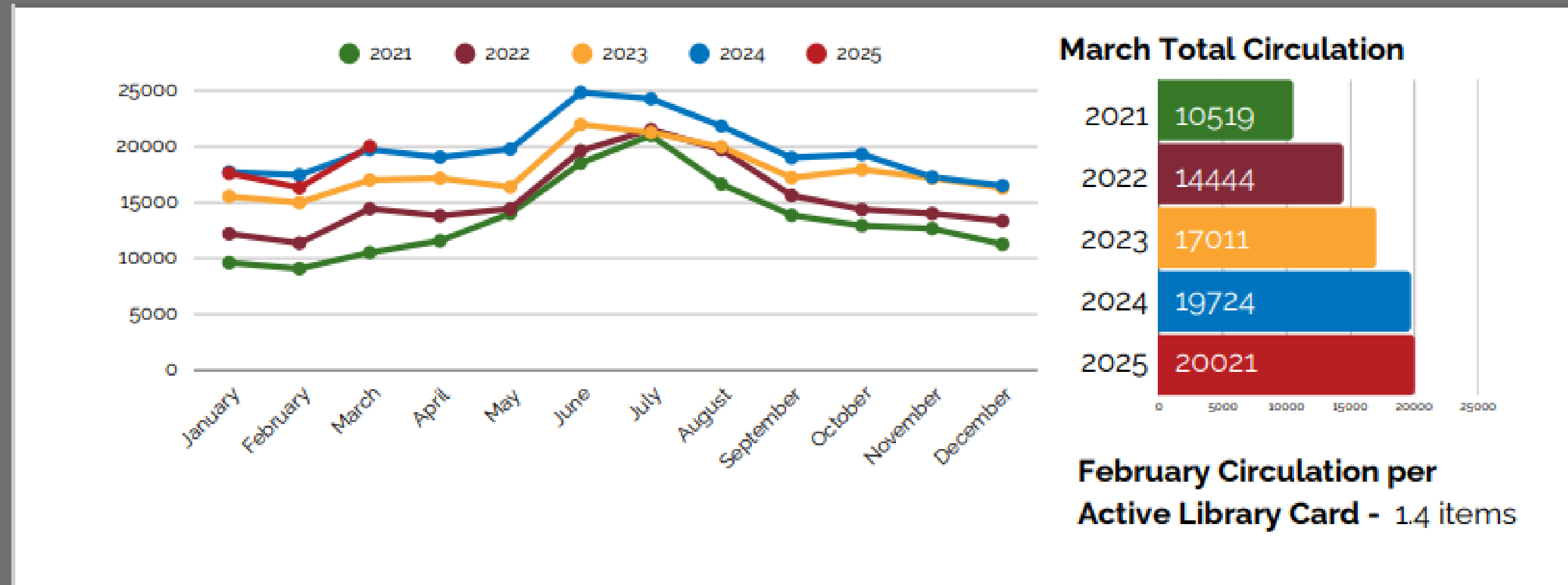




Circulation

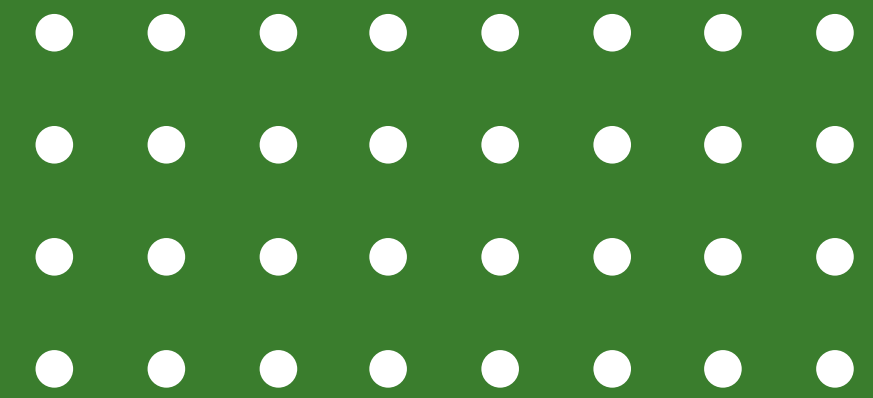


- February saw a little dip in circulation, but March is back up and higher than previous years.

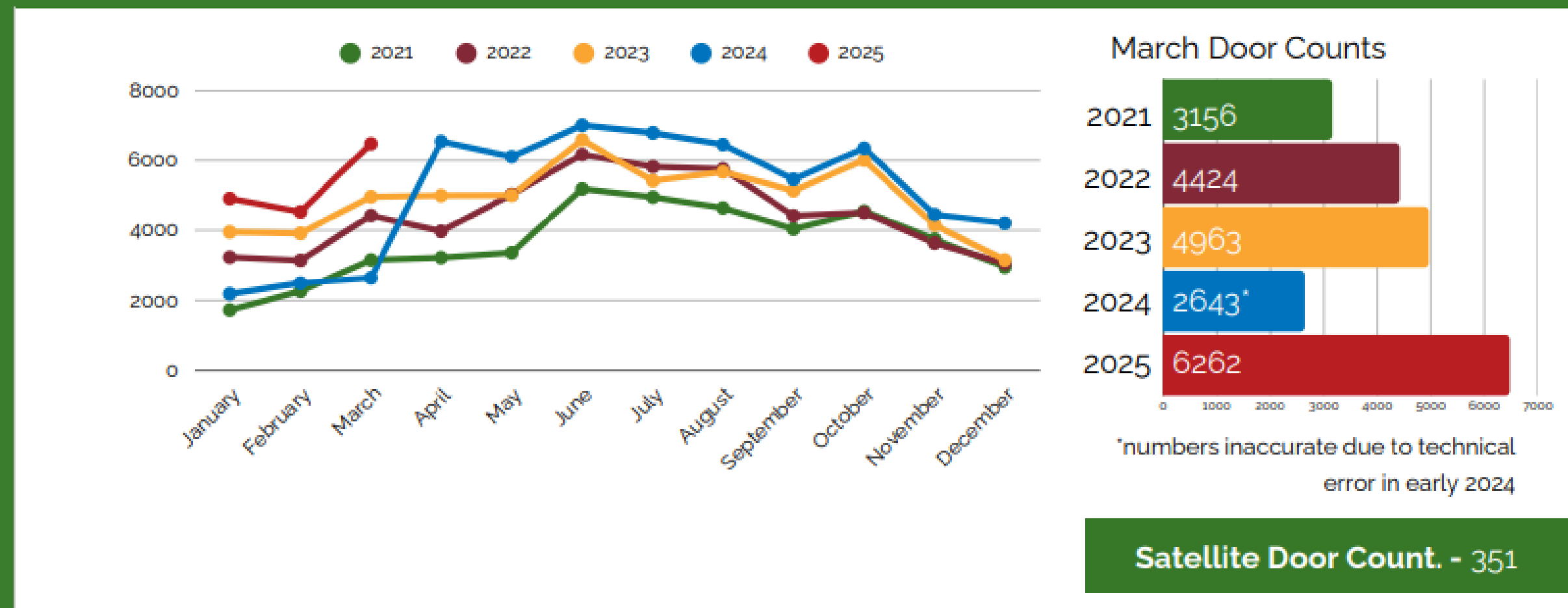




Door Count



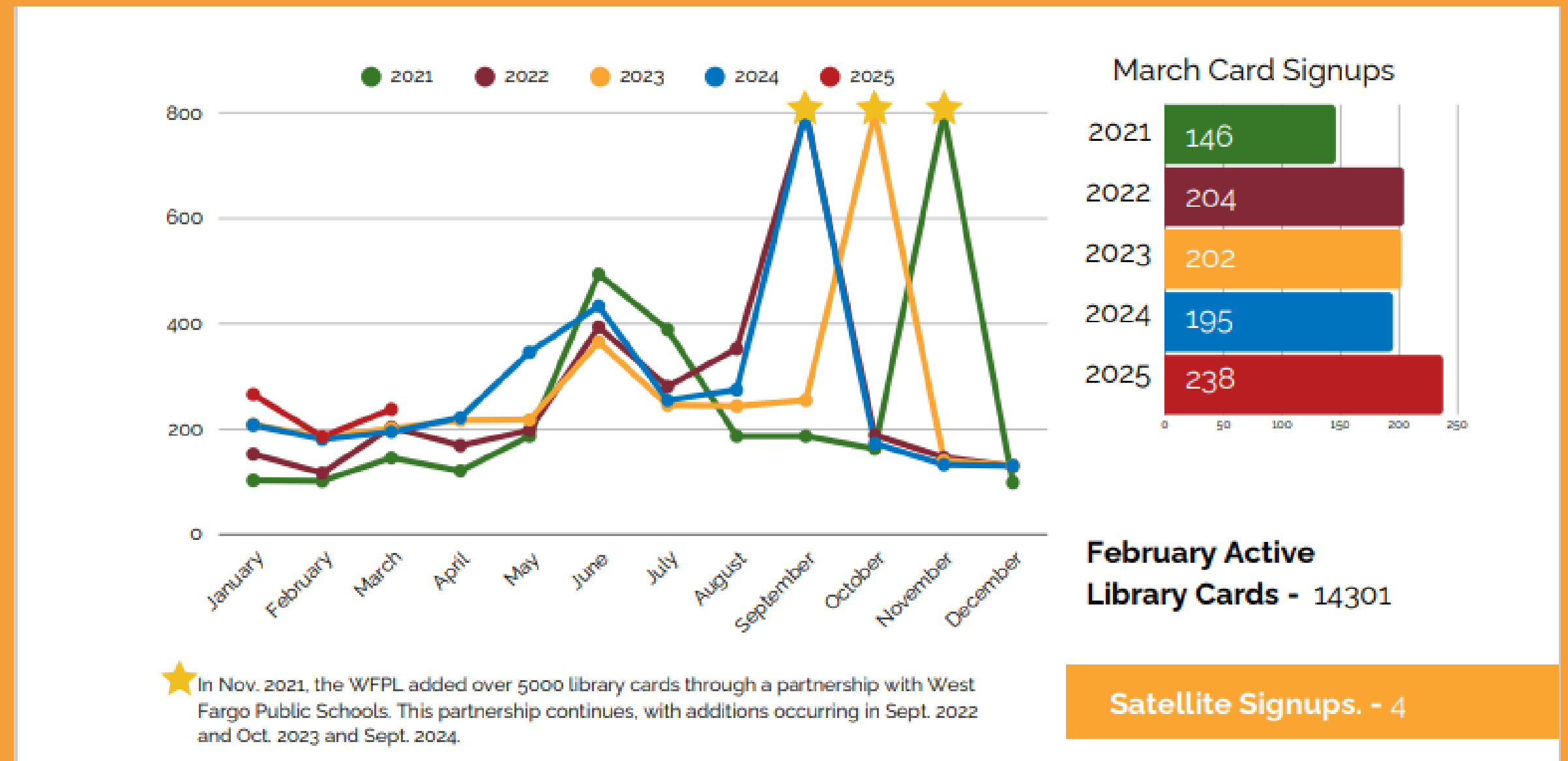
- Door count is way up from 2022 and 2023 numbers.
- The satellite number does reflect the traffic of the FMWF Chamber tours at opening in addition to regular library patrons.





Library Cards

- Sign-ups for library cards are back up in March.
- Highest rate in the last 5 years.



■ ■ ■ Youth Programming

- **Teen DnD-** Expanding due to popularity!
- **2nd Grade Tours-** All WFPS 2nd grade classes are getting a behind-the-scenes tour, with an activity and time to explore this month.
- **No School Days Events-** In March we hosted Spring Crafts, LEGO Day, and Storytimes when school was not in session and saw an overflow of families and children participating!
- **Teeter Tots-** currently our most popular storytime seeing 60-70+ attendees



■ ■ ■ Adult Programming

- **DnD One-Shot and the Murder Mystery Escape Room-** both were popular and went very well.
- **Tech Tutoring-** Patron feedback: "I was here last week too and A+ to both of them! They are so personable and they help with any question. It is just great!"





Outreach Services

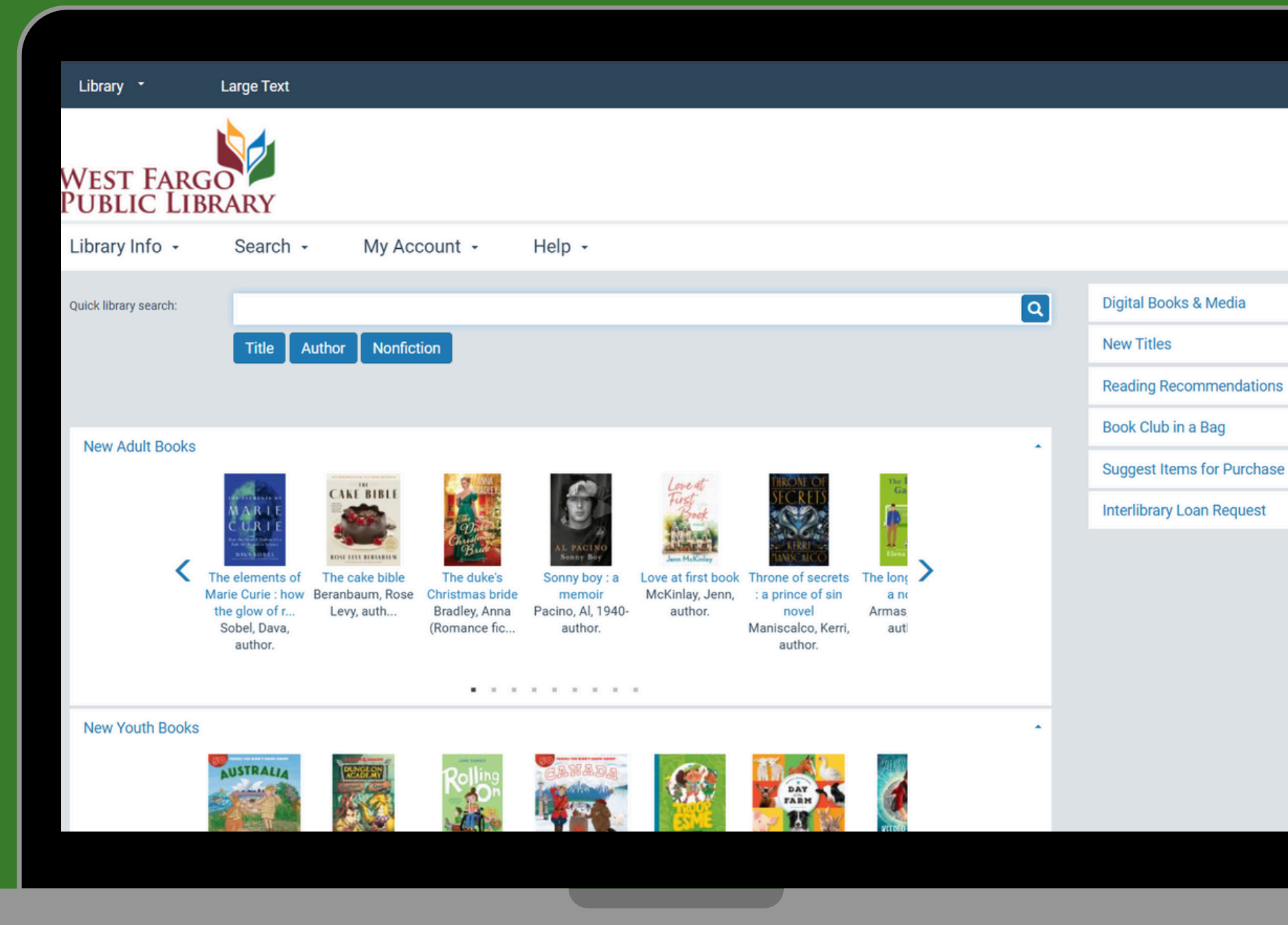
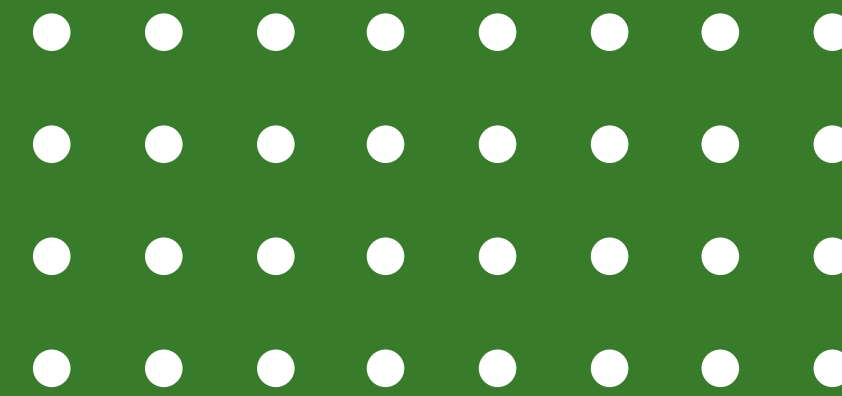
ACORE shelving is now installed in the Library on Wheels. We can now bring more items, it is easier to browse for patrons, and we are expecting less staff injuries loading and unloading!





Technical Services

- Currently working on replacing faded Lg Print labels.
- The transition to a floating collection has gone smoothly
- Merging the Little Red Reading Bus collection is done.



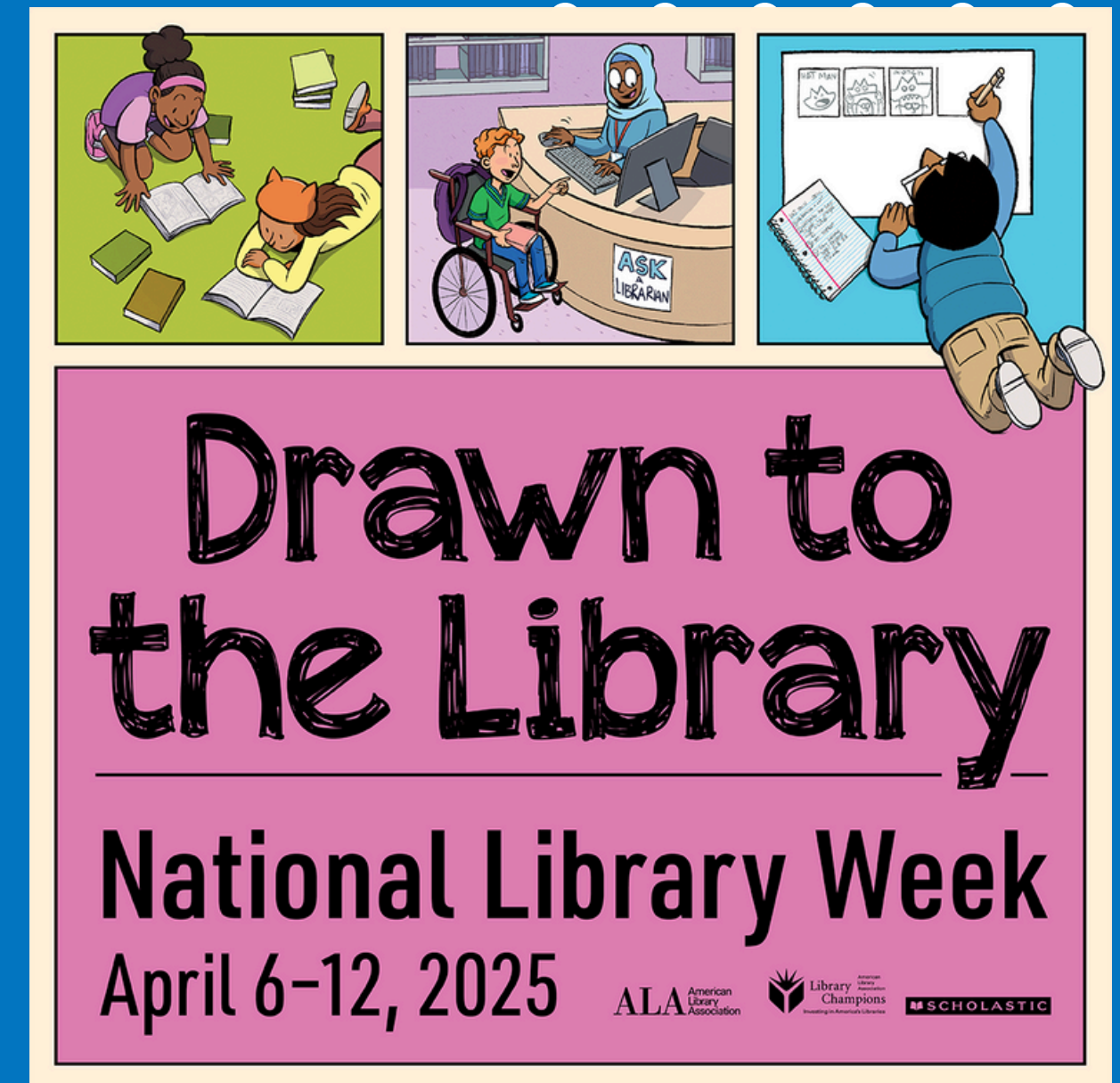


National Library Week

National Library Week is a celebration highlighting the valuable role libraries, librarians, and library workers play in transforming lives and strengthening our communities.



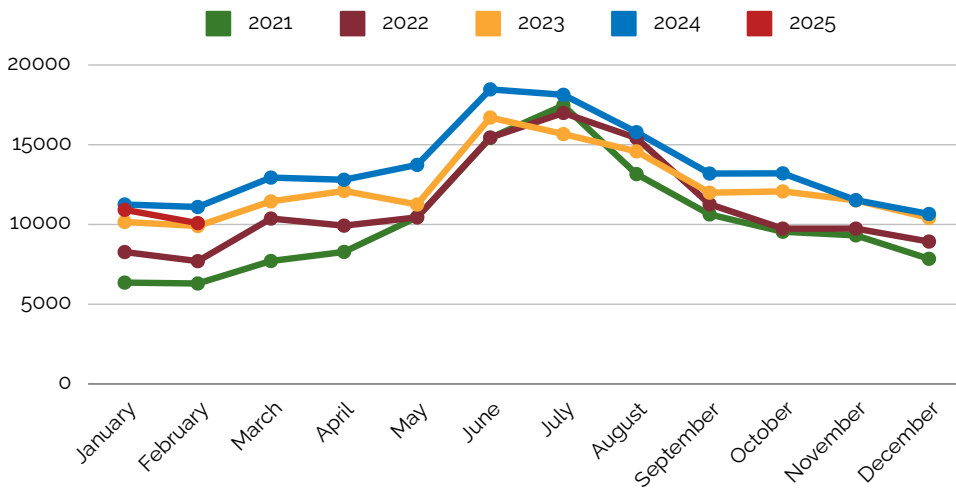
Tuesday, April 8, 2025 is National Library Workers Day (NLWD), a time to recognize library professionals for their expertise and leadership skills in transforming lives and communities through education and lifelong learning. The day also reminds the public that library workers serve as community compasses that lead users to endless opportunities for engagement, enrichment, and development.



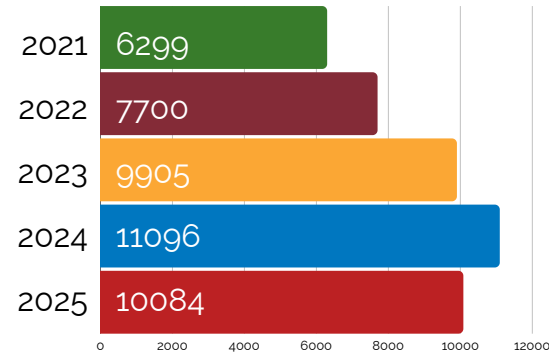
QUESTIONS? ■ ■ ■

Thank you for your time!

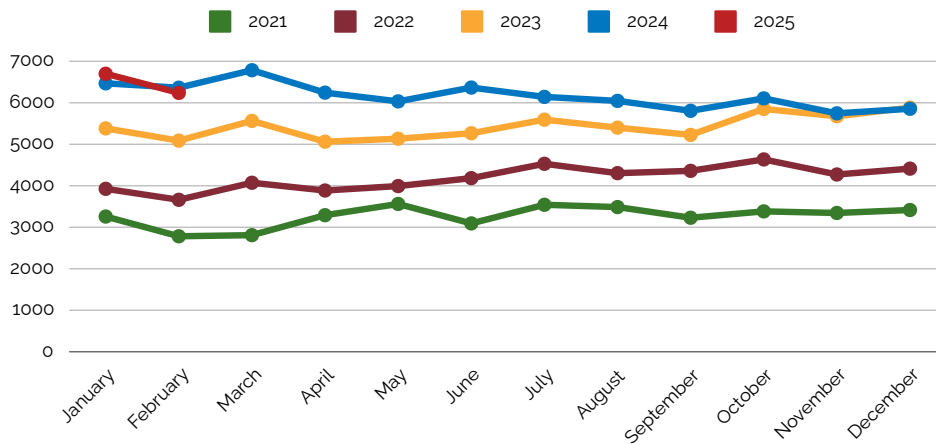
Physical Item Circulation



February Circulation

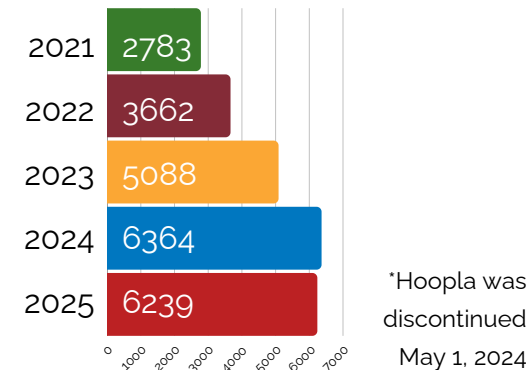


Electronic Materials Circulation

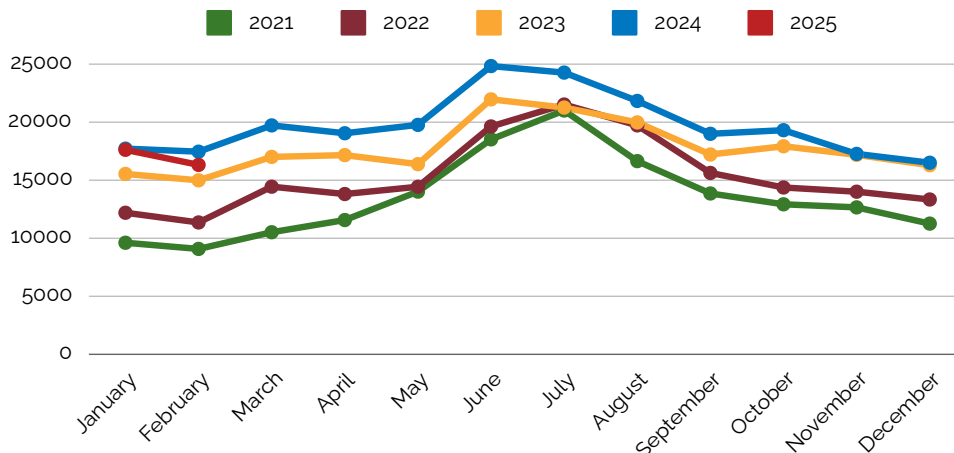


February Circulation

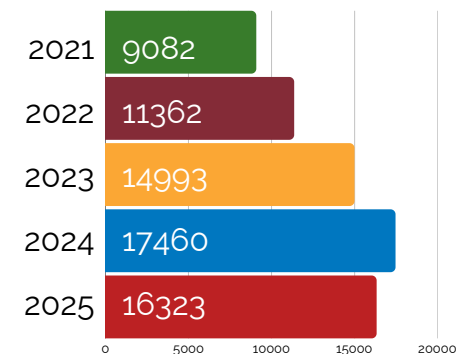
OverDrive/Libby & Hoopla*



Total Circulation

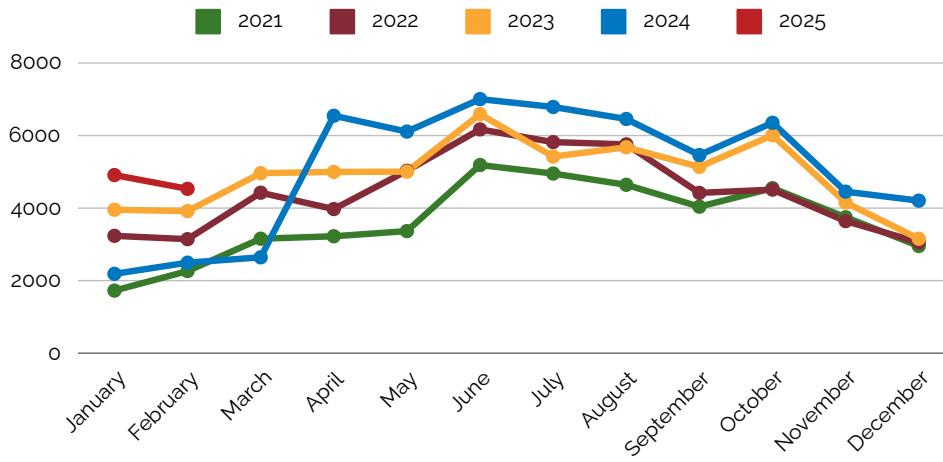


February Total Circulation

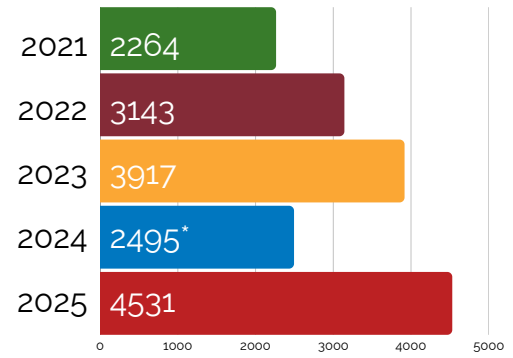


February Circulation per
Active Library Card - 1.1 items

Door Count

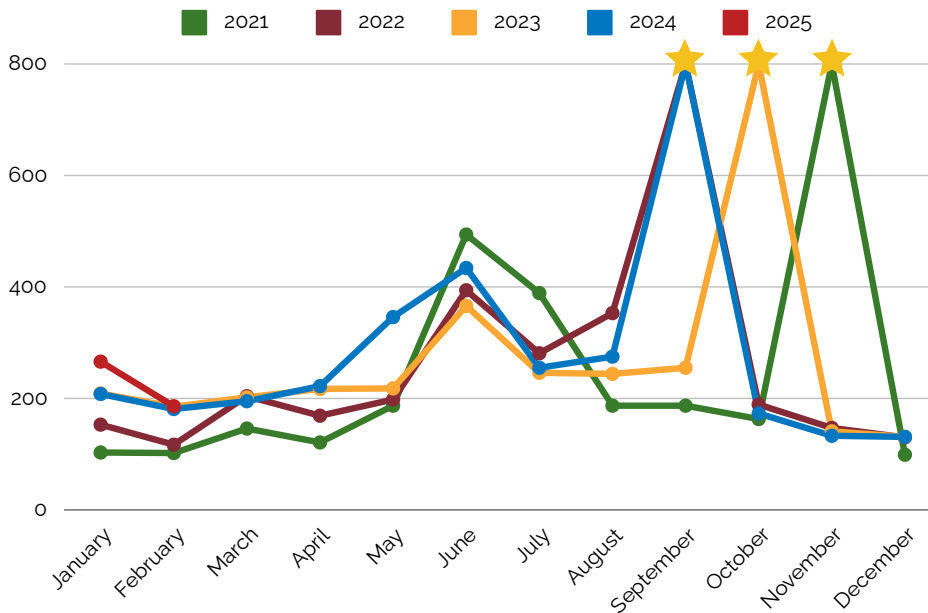


February Door Count

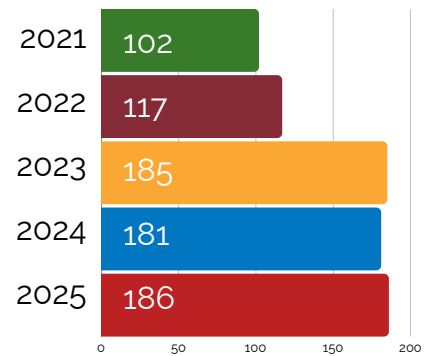


*numbers inaccurate due to technical error in early 2024

Library Card Signups



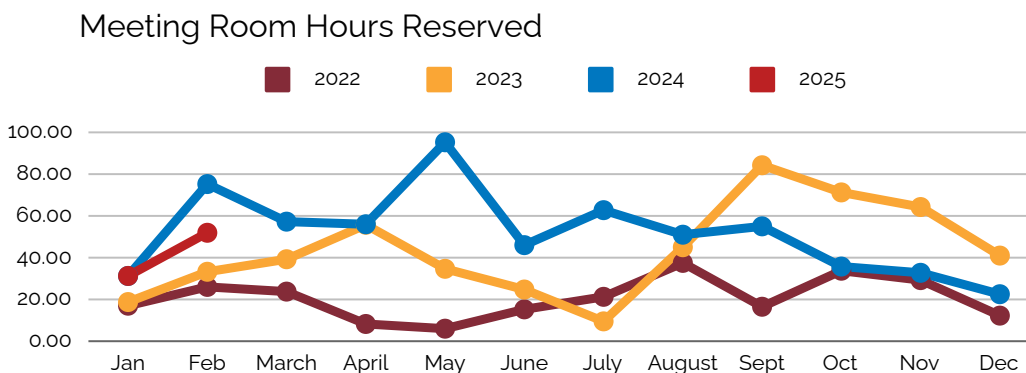
February Card Signups



★ 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.

February Active Library Cards - 14228

Meeting Room Usage



Meeting Room Use

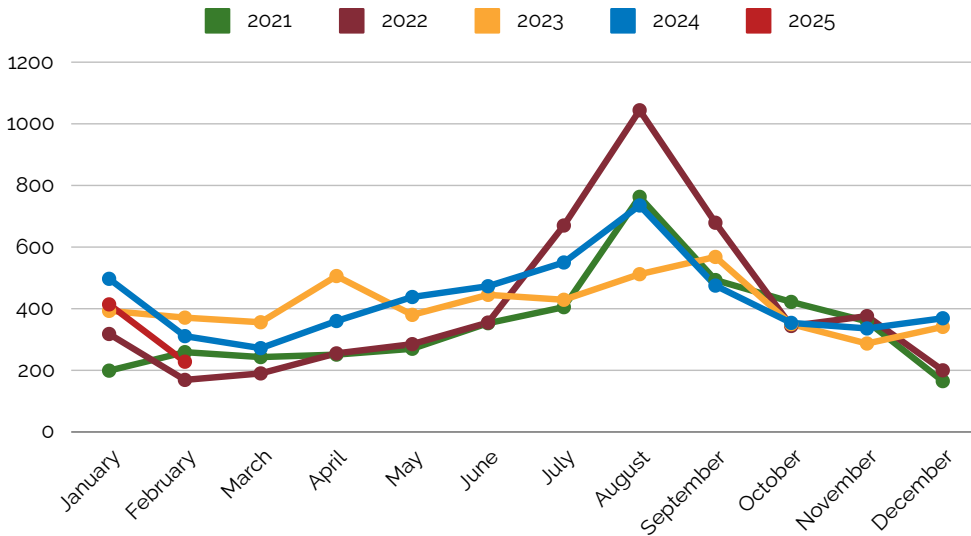
February Hours Reserved 51.92

Hours Reserved YTD 83.17

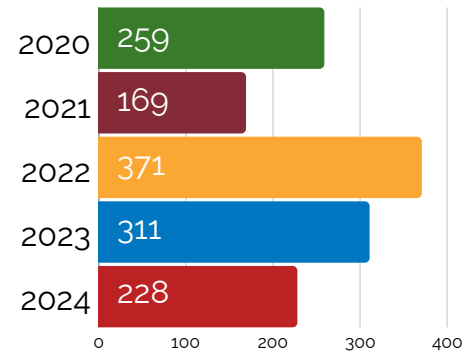
February Reservations 21

Reservations YTD 40

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	140
	2022	201
	2023	204
	2024	204
	2025	273

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

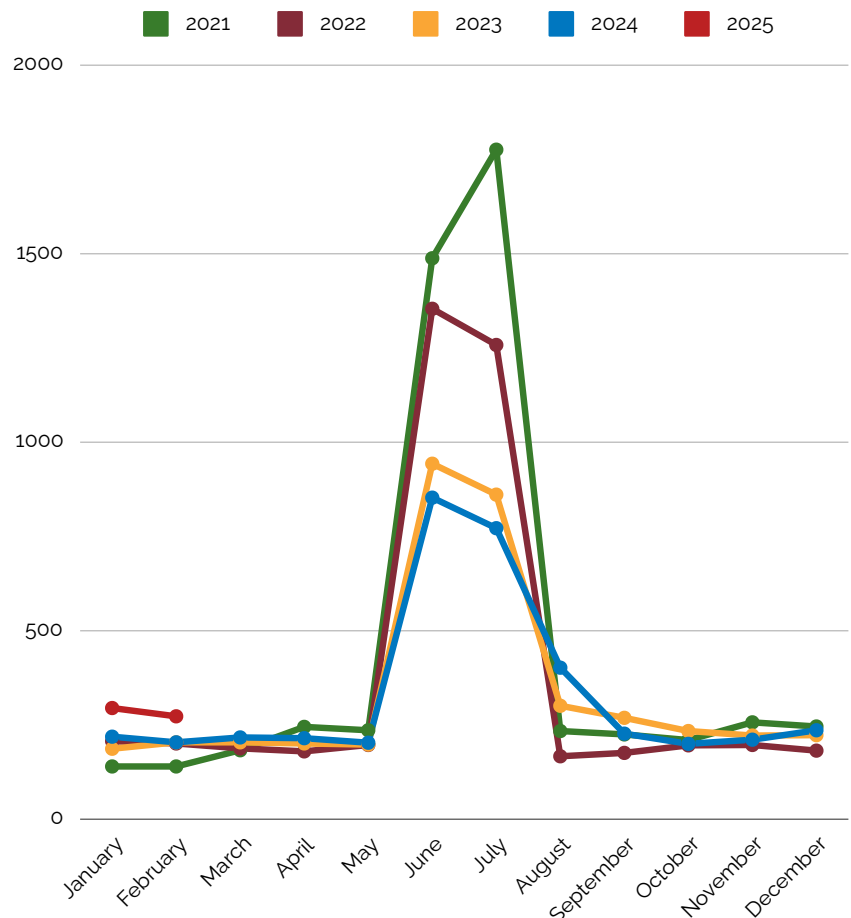
Outreach Deliveries and Item Circulation

Senior Living Locations Served	4
Senior Outreach Participants	13
Daycare Locations Served	7
Total Outreach Circulation	273

Outreach & Community Events Attendance

Library on Wheels (2 stops)	30
Other Outreach Events	20
Total Attendance	50

In February, the Library on Wheels made stops at Rustad Rec. Center, City Hall, and joined the fun at the Friends of the Library's Silent Reading Party at Junkyard West Fargo. Around 50 individuals accessed library services through these events.



Programs

Program Attendance

Youth

Ready to Read Storytime	91
Baby Boost Storytime	73
Teeter Tots Storytime	200
Teen Events	19
STEM	12
Other Youth Events	29
Total Attendance	424

Adult

Book Clubs	75
Movie Screenings	48
Writing Circle	8
Other Clubs (Cribbage, D&D)	12
Other Events	38
Total Attendance	181

All-Ages

Family BINGO	17
Empowered Parents Expo	24
Total Attendance	41

Reference/Services

Technology Tutoring	3
Notary Public	6
Total Attendance	9

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

Monthly New Registrations	8
YTD Registrations	8
Lifetime Registrations	67

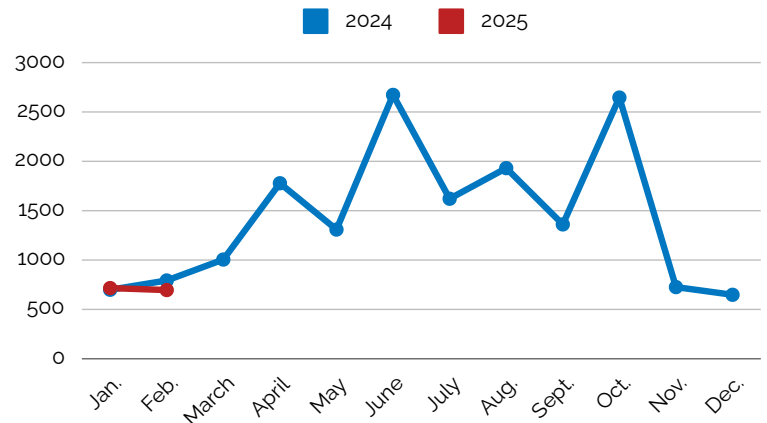
1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	5
YTD Registrations	6
Lifetime Registrations	655

Youth Services is partnering with Liberty Middle School for a Beanstack challenge this winter. At time of reporting 122 students were registered and had tracked an average of 7.4 hours per student.

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

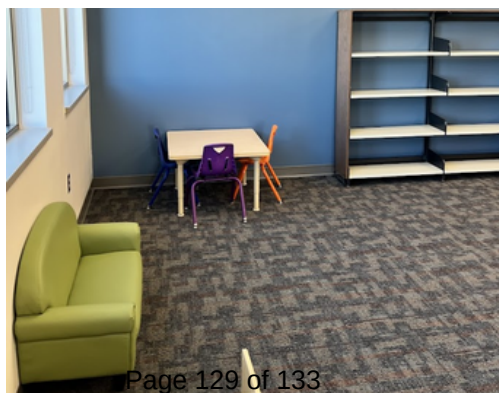
696



Adult Services hosted an Art Party where crafters could make whatever they want using leftover library supplies.

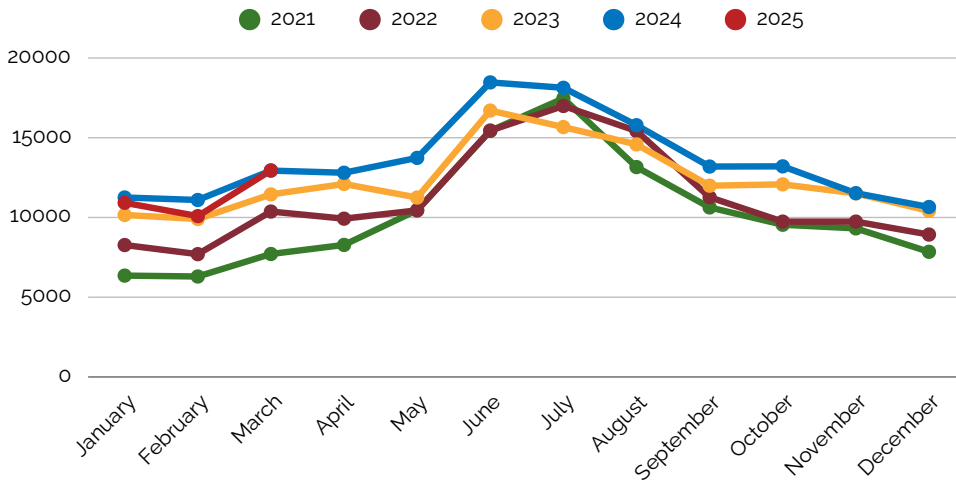


Storytimes continue to be incredibly popular with over 350 attendees in February.

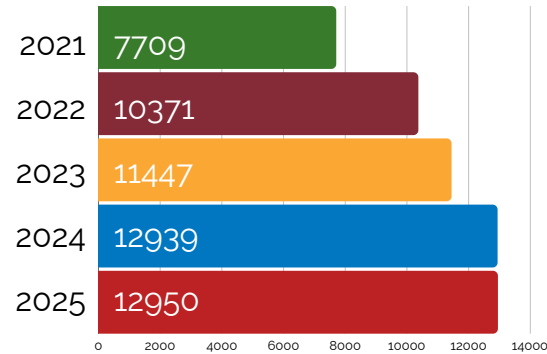


Library and City staff worked hard in February to put together the Satellite Library at City Hall.

Physical Item Circulation - All Locations

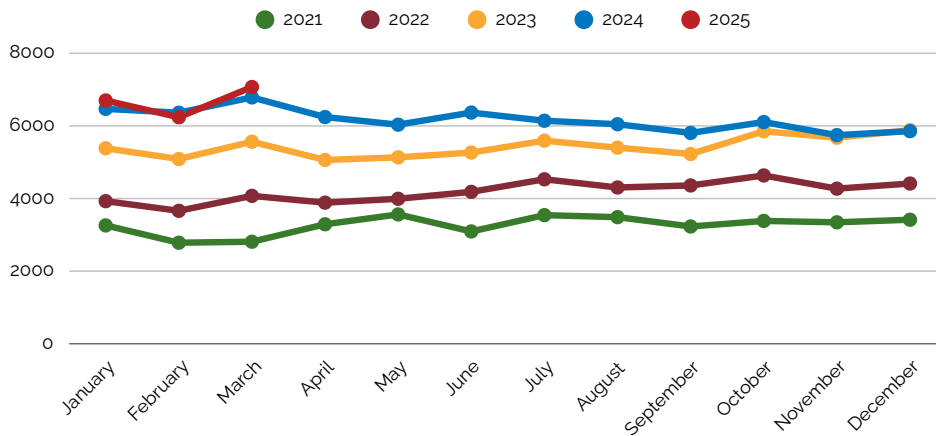


March Circulation



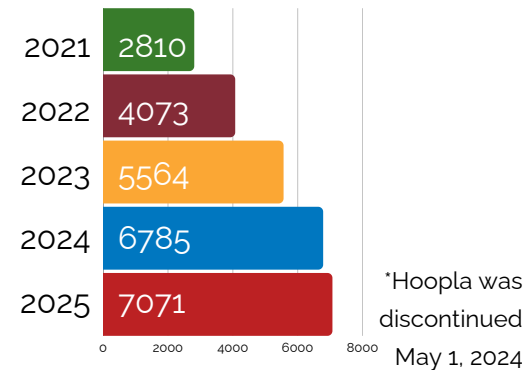
Satellite Physical Circ. - 224

Electronic Materials Circulation

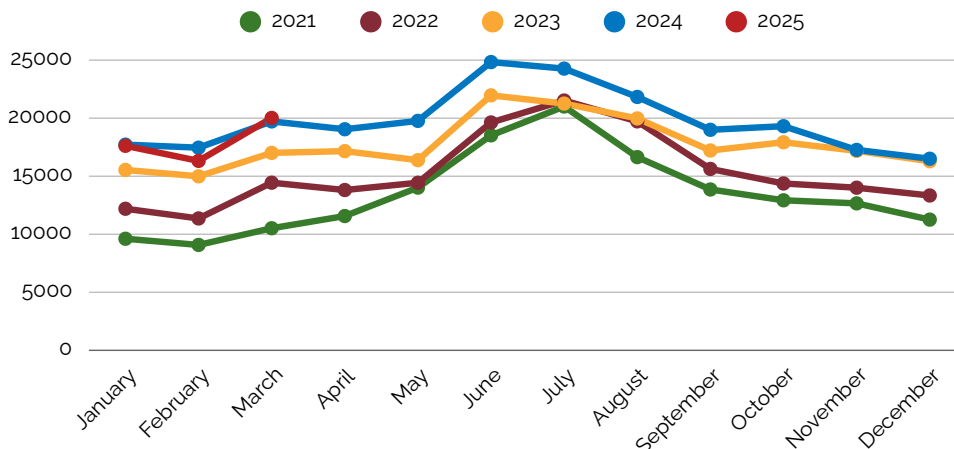


March Circulation

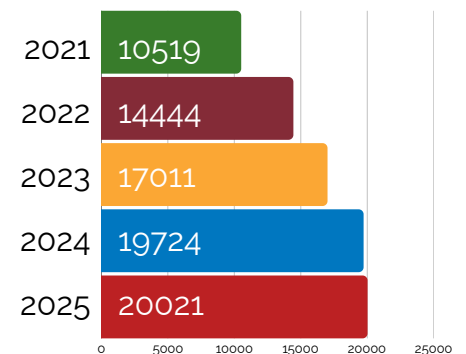
OverDrive/Libby & Hoopla*



Total Circulation

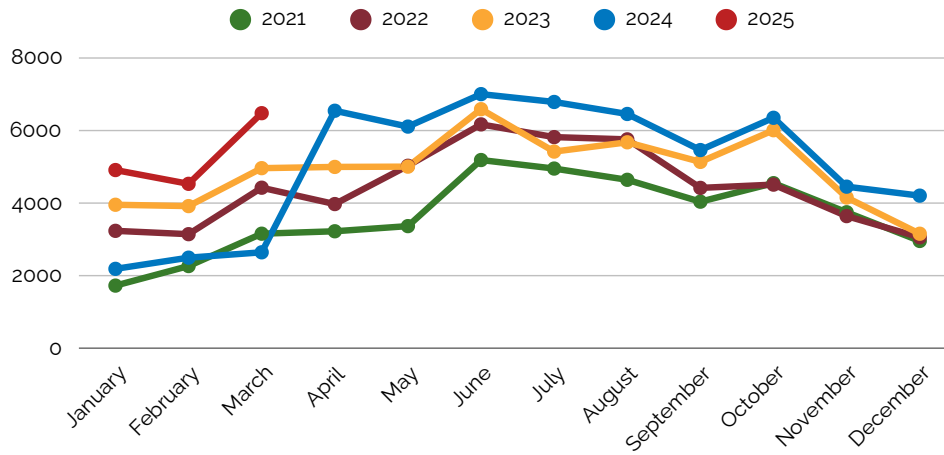


March Total Circulation

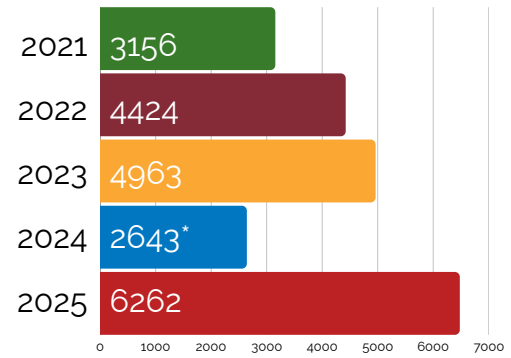


February Circulation per
Active Library Card - 1.4 items

Door Count



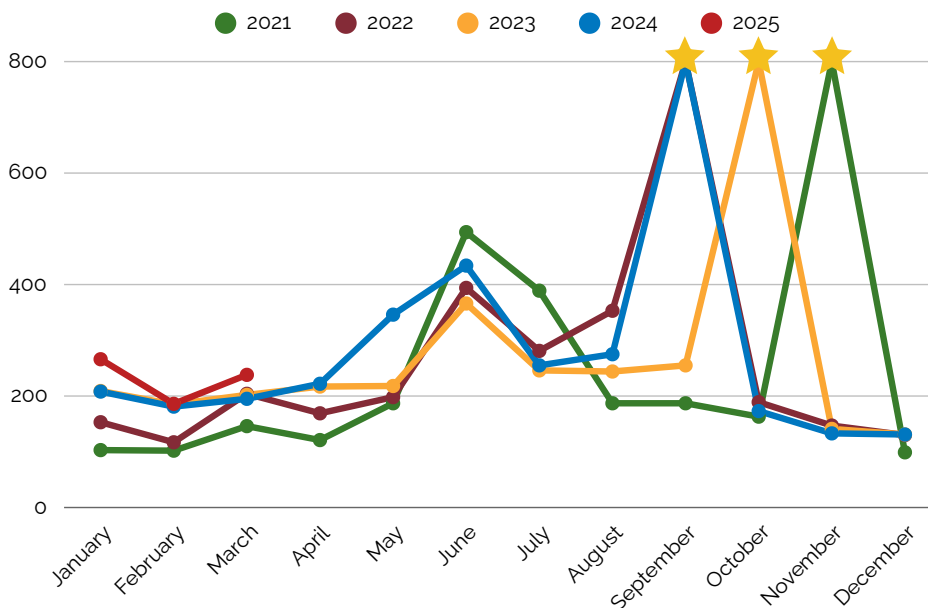
March Door Counts



*numbers inaccurate due to technical error in early 2024

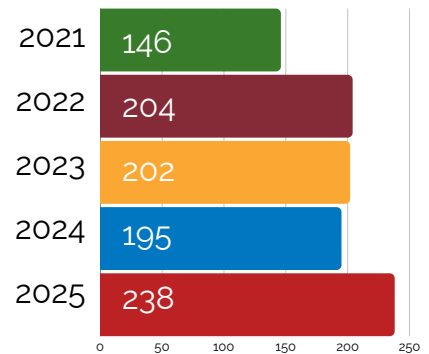
Satellite Door Count. - 351

Library Card Signups



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March Card Signups

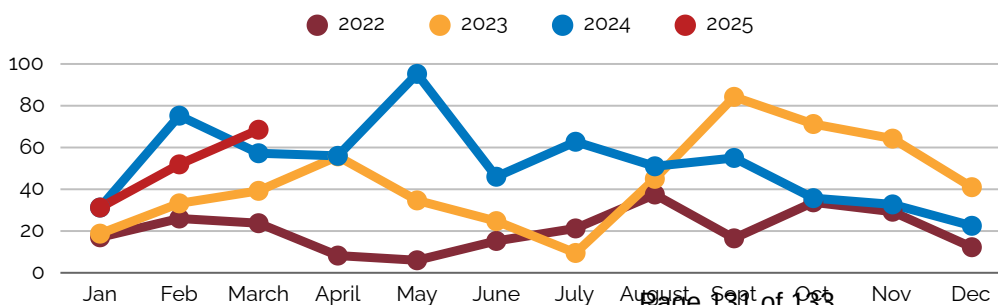


February Active Library Cards - 14301

Satellite Signups. - 4

Meeting Room Usage

Meeting Room Hours Reserved

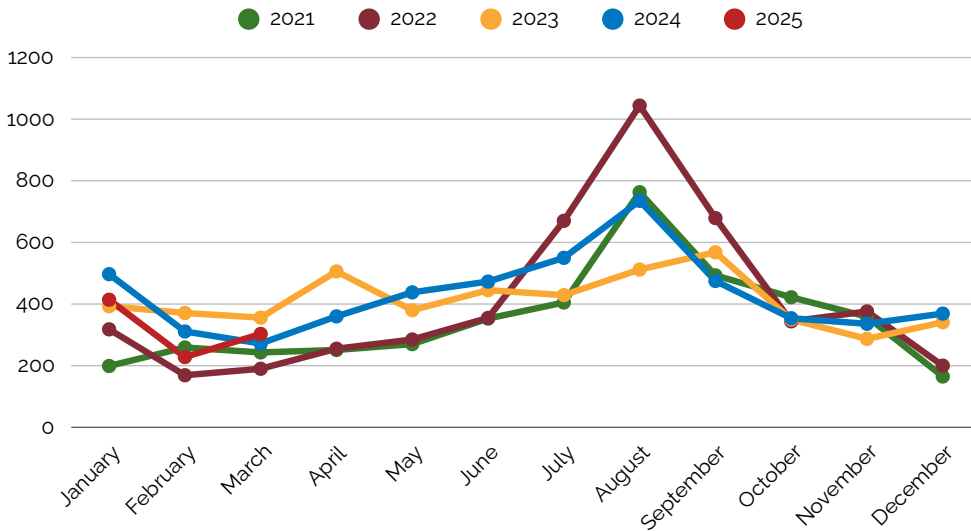


Meeting Room Use

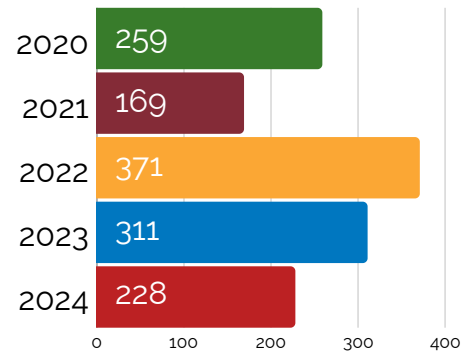
March Hours Reserved 68.51
 Hours Reserved YTD 151.68
 March Reservations 39
 Reservations YTD 79

Satellite Reservations - 1

Offsite Book Drop Usage



March Offsite Book Drop Usage



Starting March 18, this number will only reflects the book drop at Cash Wise.

Outreach Services

Monthly Outreach Circulation

Total Monthly Circulation*	2021	140
	2022	201
	2023	204
	2024	204
	2025	273

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

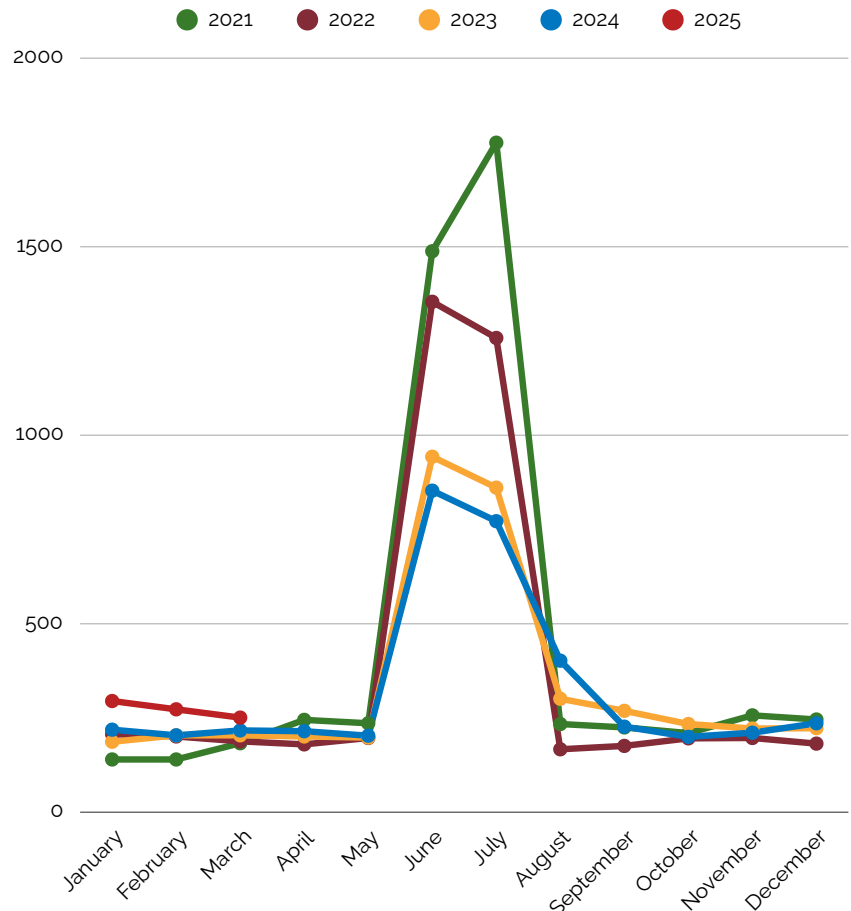
Outreach Deliveries and Item Circulation

Senior Living Locations Served	4
Senior Outreach Participants	15
Daycare Locations Served	7
Total Outreach Circulation	251

Outreach & Community Events Attendance

Library on Wheels (0 stops)	0
Other Outreach Events	47
Total Attendance	47

In March, the Library's Outreach team visited a YMCA Pre-K Class and participated in Osgood Elementary Family Literacy Night. Around 50 individuals accessed library services through these events. The team made a conscious effort to pull back on services in March to support the Circulation staff in opening the Satellite Library.



Programs

Program Attendance

Youth

Ready to Read Storytime	78
Baby Boost Storytime	132
Teeter Tots Storytime	232
Teen Events	10
STEM	22
Other Youth Events	408
Total Attendance	882

Adult

Book Clubs	41
Movie Screenings	139
Writing Circle	9
Other Clubs (Cribbage, D&D)	22
Other Events	32
Total Attendance	243

All-Ages

LEGO Day	62
Total Attendance	62

Reference/Services

Technology Tutoring	8
Notary Public	7
Total Attendance	15

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

Monthly New Registrations	4
YTD Registrations	12
Lifetime Registrations	71

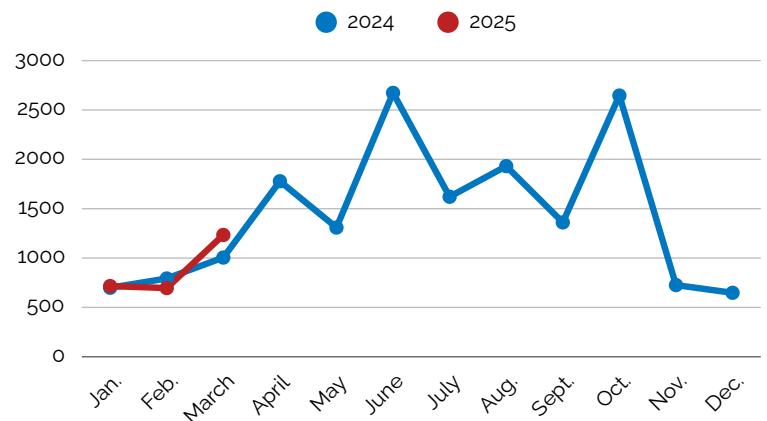
1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	2
YTD Registrations	8
Lifetime Registrations	657

Youth Services is partnering with Liberty Middle School for a Beanstack challenge this winter. At time of reporting 121 students were registered and had tracked an average of 12.6 hours per student.

Total program attendees
(in-library & outreach event attendance,
not reference March 2025)

1234



Satellite Library



We opened the
Satellite Library at City
Hall on March 18.



Days Open	8
Physical Item Circulation	224
Door Count	351
Library Cards Made	4
Study Room Reservations	1
Study Room Hours Reserved	0.17



This section will be built out to better reflect
usage trends when more comparison data is
available.