



West Fargo Public Library Board of Directors
Regular Meeting Agenda
West Fargo City Hall Commission Chambers
2515 6th St E, West Fargo 58078
Thursday, May 8, 2025 5:00 PM
Watch live on YouTube

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 – April 10, 2025
2. Approval of Financial Reports

Old Business

1. Adoption of the 2025-2030 Strategic Plan **(Action)**

New Business

Regular Agenda

1. Approval of Job Description Updates Prior to Salary Study **(Action)**
2. Approval of Addition of Circulation Intern for Summer 2026 **(Action)**
3. Approve 3rd Circulation Supervisor **(Action)**
4. Approve Preliminary Budget **(Action)**
5. Discussion on Library Undesignated Balance
6. Director's Report
7. Adjourn

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

Board Member Absent: Liann Hanson

Also Present: Library Director Jenna Kahly

I. Call to Order

Schwartz called the meeting to order at 5:02 p.m.

II. Order of the Agenda

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

III. Public Comment

No members of the public signed up for public comments.

IV. Consent Agenda

Stukel moved and Commissioner Anderson seconded to approve the Consent Agenda. No opposition. Motion carried.

- Approval of Minutes – February 13, 2025 & March 20, 2025
- Approval of Financial Reports

Regular Agenda

Old Business

- No old business

New Business

V. Approval to Sign Partnership Agreement between National Digital Inclusion Alliance and West Fargo Public Library (Action)

- After discussion of the status of funds and potential risks to the funding at a Federal level, to which Kahly explained no official notice had been given and that the library would not proceed until funds are secured, Schwartz moved and Stukel seconded to approve signing the partnership agreement between the National Digital Inclusion Alliance and the West Fargo Public Library. No opposition. Motion carried.

VI. Approval of 2024 Annual Report and Direct Library Staff to Share with City Commission on Board's Behalf (Action)

- Kahly presented the 2024 Annual Report, which detailed . Schwartz moved and Stukel seconded to direct library staff to share with the City Commission on the board's behalf. No opposition. Motion carried.

VII. Approval of 2025 – 2030 Strategic Plan (Action)

- Kahly presented a summary of the proposed 2025 - 2030 Strategic Plan. The board will take formal action at the next meeting.

VIII. Budget Timeline Overview

- Kahly presented the budget timeline.

IX. Director's Report

- Kahly presented the Director's Report with highlights including,
 - Finances were 24% expended through March.

- The Satellite Location opened in March with nearly 350 visits in the first 8 days.
- Tech Services had been working on a floating collection due to the Satellite opening, and the transition went smoothly.
- February stats took a dip but were back up in March.
- Youth services had been busy with second-grade tours, the expansion of the Teen Dungeons & Dragons programming, and considering further expansion of Teeter Tots Storytime.
- Legislative updates about select bills with potential impacts on the library.

Other Business

X. Schwartz asked if the board members would like to start holding meetings in person at the new City Hall chambers. All board members present agreed to start in-person meetings at the next meeting, May 8 at 5 p.m.

XI. Adjourn

Commissioner Anderson moved to adjourn the meeting. Stukel seconded. No opposition. Motion carried at 5:55 p.m. The next meeting is May 8th, 2025.

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	-97980 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	116248 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%

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

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
356 TELEPHONE									
CL 124328 33	-98029	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	116197	BOOKCART WHEEL;LABELS;TAPE		03/18/25	277.83	3/25 77	DEMCO INC		
			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-CONTRACTS									
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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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	-97979 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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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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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	116226 CITY DIRECTORIES - ND BUSINESS		03/12/25	515.00	3/25	2346 INFOUSA MARKETING, INC		
CL 124481	1	116279 BOOKS		03/21/25	189.64	3/25	3953 SMART APPLE MEDIA		
CL 124491	1	116227 BOOKS		03/14/25	7.82	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	2	116227 BOOKS		03/14/25	33.69	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	3	116227 BOOKS		03/14/25	135.31	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	4	116227 BOOKS		03/14/25	20.91	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	5	116227 BOOKS		03/14/25	117.48	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	6	116227 BOOKS		03/14/25	240.50	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	7	116227 BOOKS		03/14/25	46.62	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	8	116227 BOOKS		03/14/25	172.38	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	9	116227 BOOKS		03/14/25	348.42	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	10	116227 BOOKS		03/14/25	429.65	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	11	116227 BOOKS		03/14/25	199.02	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	12	116227 BOOKS		03/14/25	86.46	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	13	116227 BOOKS		03/17/25	30.95	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	14	116227 BOOKS		03/17/25	27.03	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	15	116227 BOOKS		03/18/25	45.63	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	16	116227 BOOKS		03/18/25	128.76	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	17	116227 BOOKS		03/18/25	11.99	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	18	116227 BOOKS		03/18/25	116.83	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	19	116227 BOOKS		03/18/25	24.25	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	20	116227 BOOKS		03/19/25	17.85	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	21	116227 BOOKS		03/19/25	150.30	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	22	116227 BOOKS		03/19/25	19.77	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	23	116227 BOOKS		03/19/25	11.11	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	24	116227 BOOKS		03/19/25	13.75	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	25	116227 BOOKS		03/19/25	31.18	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	26	116227 BOOKS		03/19/25	13.18	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	27	116227 BOOKS		03/19/25	13.12	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	28	116227 BOOKS		03/20/25	24.29	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	29	116227 BOOKS		03/20/25	5.74	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	30	116227 BOOKS		03/20/25	48.44	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	31	116227 BOOKS		03/20/25	24.28	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	32	116227 BOOKS		03/20/25	11.50	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	33	116227 BOOKS		03/20/25	13.84	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	34	116227 BOOKS		03/20/25	13.43	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	35	116227 BOOKS		03/21/25	20.96	3/25	4592 INGRAM LIBRARY SERVICES		

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

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice	Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 124491	36	116227 BOOKS		03/21/25	92.76	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	37	116227 BOOKS		03/21/25	14.56	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	38	116227 BOOKS		03/21/25	14.07	3/25	4592 INGRAM LIBRARY SERVICES		
CL 124491	39	116227 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	-97976 DVD		03/20/25	83.46	3/25	1854 MIDWEST TAPE		
CL 124487	2	-97976 DVD		03/26/25	68.94	3/25	1854 MIDWEST TAPE		
CL 124487	3	-97976 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	-97981 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	%

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 DAY		03/01/25	500.00	3/25	1118 FM REDHAWKS		
CL 124212	1	116072 REMOVE SUNDAY HOURS MAIN LIB		03/06/25	135.00	3/25	1245 INDIGO SIGNS		
		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	%
720 INTEREST									
		Object Total:		/ /	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 5806	2	FIBT TSYS/TRANSFIRST MAR 25		/ /	97.90	3/25			
		Object Total:			97.90		293.70	1,750.00	1,456.30 17%
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	%
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:			183,888.30		643,038.78	2,624,900.00	1,981,861.22

05/01/25
09:00:30

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

Page: 8 of 8
Report ID: B160

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

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
Fund Total:					183,888.30	643,038.78	2,624,900.00	1,981,861.22	

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

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
110 PERMANENT EMP SALARIES									
JV 5808136		Payroll 04/04/2025		/ /	47,305.61	4/25			
JV 5820129		Payroll 04/18/2025		/ /	44,713.91	4/25			
				Object Total:	92,019.52	341,546.67	1,210,859.00	869,312.33	28%
114 PART TIME SALARIES									
JV 5808137		Payroll 04/04/2025		/ /	3,864.41	4/25			
JV 5820130		Payroll 04/18/2025		/ /	3,749.00	4/25			
				Object Total:	7,613.41	20,693.98	102,287.00	81,593.02	20%
220 SOCIAL SECURITY									
JV 5808138		Payroll 04/04/2025		/ /	3,793.32	4/25			
JV 5820131		Payroll 04/18/2025		/ /	3,586.22	4/25			
				Object Total:	7,379.54	26,828.50	100,456.00	73,627.50	27%
230 RETIREMENT									
JV 5808139		Payroll 04/04/2025		/ /	7,668.07	4/25			
JV 5820132		Payroll 04/18/2025		/ /	7,246.65	4/25			
				Object Total:	14,914.72	54,816.15	196,886.00	142,069.85	28%
240 WORKFORCE SAFETY INSURANCE									
CL 124761 22 -97874 Library				QNY7RRT9CT 02/20/25	2,068.26	4/25	571 ND WORKFORCE SAFETY &		
				Object Total:	2,068.26	2,068.26	2,996.00	927.74	69%
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 5808140		Payroll 04/04/2025		/ /	7,120.72	4/25			
JV 5820133		Payroll 04/18/2025		/ /	7,120.51	4/25			
				Object Total:	14,241.23	51,870.63	266,649.00	214,778.37	19%
321 PROPERTY INSURANCE									
				/ /					
				Object Total:	0.00	1,479.52	0.00	-1,479.52	%
333 BUILDING RENTAL									
CL 124770 2 -98036 Apr 2025 Lease - Satellite Lib				04/01/25	2,777.43	4/25	5229 AMB INVESTMENTS, LLC		
				Object Total:	2,777.43	44,111.43	161,051.00	116,939.57	27%
340 EMPLOYEE DEVELOPMENT									
CC 1705 4		INCLUSIVE CATALOGING BOOK	4445	03/07/25	65.31	4/25	3162 VISA LIBRARY #2		
CC 1705 7		WEBINAR	25	03/11/25	277.29	4/25	3162 VISA LIBRARY #2		
				Object Total:	342.60	2,518.20	15,950.00	13,431.80	16%

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

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
356 TELEPHONE								
CL 125033 34 -97733	march 2025 - library		03/08/25	212.58	4/25	3668 VERIZON WIRELESS		
		Object Total:		212.58		637.74	3,060.00	2,422.26 21%
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 1704 6	OFFICE SUPPLIES	3490	03/12/25	159.33	4/25	3161 VISA LIBRARY #1		
CC 1705 8	ONE-TIME LOCKING KEY	4895	03/14/25	291.04	4/25	3162 VISA LIBRARY #2		
CC 1705 10	PURE WATER	999999	03/14/25	100.00	4/25	3162 VISA LIBRARY #2		
CC 1706 1	DISINFECTING WIPES	3490	03/04/25	75.32	4/25	4576 VISA LIBRARY #3		
CC 1706 3	OFFICE SUPPLIES	3490	03/05/25	217.34	4/25	4576 VISA LIBRARY #3		
CC 1706 10	COAT	3490	03/17/25	84.95	4/25	4576 VISA LIBRARY #3		
	RACK;MARKERS;TISSUES							
CL 124661 1 116197	REPAIR TAPE		03/21/25	98.57	4/25	77 DEMCO INC		
CL 124929 1 -97765	TAPE; STICKY NOTES		04/04/25	102.59	4/25	351 BUSINESS ESSENTIALS		
		Object Total:		1,129.14		4,911.05	15,000.00	10,088.95 33%
420 OPERATION & MAINTENANCE			/ /					
		Object Total:		0.00		0.00	0.00	0.00 %
424 GAS AND OIL			/ /					
JV 5817 11	March fuel usage allocation				4/25			
		Object Total:		0.00		66.66	2,000.00	1,933.34 3%
427 VEHICLES MAINTENANCE			/ /					
RV 9452 1	Vehicle Maintenance Reimburse	4306		-1,262.50	4/25			
		Object Total:		-1,262.50		484.39	1,200.00	715.61 40%
428 SERVICE AGREEMENTS-CONTRACTS								
CL 124670 1 -97852	MONTHLY PRINTER LEASE & USAGE		03/28/25	736.04	4/25	5349 MARCO TECHNOLOGIES, LLC		
		Object Total:		736.04		2,327.54	11,952.00	9,624.46 19%
490 MISC			/ /					
		Object Total:		0.00		0.00	500.00	500.00 %
497 TECHNOLOGY								
CC 1704 2	ADOBE	999999	03/04/25	388.67	4/25	3161 VISA LIBRARY #1		
CC 1704 3	ADOBE	999999	03/04/25	-25.92	4/25	3161 VISA LIBRARY #1		
CC 1704 10	ADOBE	999999	03/27/25	-28.79	4/25	3161 VISA LIBRARY #1		
CC 1706 2	RECEIPT PAPER	3490	03/05/25	199.95	4/25	4576 VISA LIBRARY #3		
CL 124664 1 116200	ANNUAL SUBSCRIPTION 4/25-4/26		04/01/25	3,665.80	4/25	2089 ENVISIONWARE, INC		
CL 124933 1 -97764	LAPTOPS (SARAH, ALISHA, JENNA)		04/10/25	3,881.18	4/25	4767 LENOVO (UNITED STATES) INC.		
CL 124933 2 -97764	LAPTOP (ELLEN)		04/10/25	2,413.41	4/25	4767 LENOVO (UNITED STATES) INC.		

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

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
			Object Total:		10,494.30	16,614.08	45,199.00	28,584.92	37%
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 124931 1	116317	OVAL DISPLAY TABLE - SATELLITE		03/31/25	913.60	4/25	77 DEMCO INC		
			Object Total:		913.60	1,420.06	10,000.00	8,579.94	14%
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 1704 1		CREDIT DUPLICATE CHRG	4105	02/28/24	-30.11	4/25	3161 VISA LIBRARY #1		
CC 1704 4		FILM APPLICATION KIT	4622	03/07/25	12.98	4/25	3161 VISA LIBRARY #1		
CC 1704 5		CREDIT DUPLICATE CHRG	4105	03/06/25	-30.11	4/25	3161 VISA LIBRARY #1		
CC 1704 7		STATIONERY PAPER	3490	03/12/25	8.98	4/25	3161 VISA LIBRARY #1		
CC 1704 8		HOM FURNITURE	999999	03/17/25	419.97	4/25	3161 VISA LIBRARY #1		
CC 1704 11		PROGRAM SUPPLIES	3701	03/31/25	72.74	4/25	3161 VISA LIBRARY #1		
CC 1705 3		WF PARK SHELTER	566	03/07/25	209.00	4/25	3162 VISA LIBRARY #2		
CC 1705 9		SACRED CHAOS ART	999999	03/14/25	100.00	4/25	3162 VISA LIBRARY #2		
CC 1706 5		STICKERS;DICE;SCRAPBOOK SUPPLI	3490	03/05/25	33.01	4/25	4576 VISA LIBRARY #3		
CC 1706 6		PROGRAMMING SUPPLIES	4209	03/05/25	68.91	4/25	4576 VISA LIBRARY #3		
CC 1706 7		PROGRAM SUPPLIES	3701	03/05/25	9.99	4/25	4576 VISA LIBRARY #3		
CC 1706 8		SAVERS	999999	03/05/25	22.95	4/25	4576 VISA LIBRARY #3		
CC 1706 9		PROGRAM SUPPLIES	4209	03/10/25	19.98	4/25	4576 VISA LIBRARY #3		
			Object Total:		918.29	2,767.52	18,500.00	15,732.48	15%
650 E RESOURCES									
CL 124934 1	-97763	EBOOKS & AUDIOBOOKS		04/10/25	898.89	4/25	2126 OVERDRIVE, INC		
			Object Total:		898.89	40,560.33	42,261.00	1,700.67	96%
653 CAPITAL IMPROVEMENTS				/ /					
			Object Total:		0.00	101,634.11	150,000.00	48,365.89	68%
661 POSTAGE/FREIGHT/SHIPPING									
CL 124660 1	-97907	RESERVE ACCT 43560960		04/03/25	1,500.00	4/25	1483 PITNEY BOWES BANK INC -		
			Object Total:		1,500.00	3,515.05	11,000.00	7,484.95	32%
662 BOOKS									
CL 124673 1	116227	BOOKS		03/27/25	19.95	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124673 2	116227	BOOKS		03/27/25	130.38	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124673 3	116227	BOOKS		03/27/25	36.62	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124673 4	116227	BOOKS		03/27/25	60.07	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124673 5	116227	BOOKS		03/27/25	41.69	4/25	4592 INGRAM LIBRARY SERVICES		

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

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice	Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 124673	6	116227 BOOKS		03/27/25	38.20	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124673	7	116227 BOOKS		03/27/25	29.09	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124673	8	116227 BOOKS		03/27/25	38.69	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124673	9	116227 BOOKS		03/27/25	15.80	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124673	10	116227 BOOKS		03/27/25	8.16	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124673	11	116227 BOOKS		03/31/25	37.48	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124673	12	116227 BOOKS		03/31/25	64.33	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124673	13	116227 BOOKS		03/31/25	21.17	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124673	14	116227 BOOKS		03/31/25	14.66	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124673	15	116227 BOOKS		03/31/25	12.79	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124930	1	116309 BOOKS		04/10/25	502.58	4/25	1808 CHERRY LAKE PUBLISHING		
CL 124951	1	116333 BOOKS		04/03/25	21.63	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	2	116333 BOOKS		04/04/25	13.45	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	3	116333 BOOKS		04/04/25	933.98	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	4	116333 BOOKS		04/04/25	12.16	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	5	116333 BOOKS		04/04/25	53.40	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	6	116333 BOOKS		04/04/25	94.90	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	7	116333 BOOKS		04/04/25	52.63	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	8	116333 BOOKS		04/04/25	103.19	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	9	116333 BOOKS		04/04/25	32.46	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	10	116333 BOOKS		04/08/25	32.00	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	11	116333 BOOKS		04/08/25	174.00	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	12	116333 BOOKS		04/07/25	282.12	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	13	116333 BOOKS		04/09/25	36.71	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	14	116333 BOOKS		04/09/25	35.80	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	15	116333 BOOKS		04/09/25	257.90	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	16	116333 BOOKS		04/09/25	111.69	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	17	116333 BOOKS		04/09/25	971.43	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	18	116333 BOOKS		04/09/25	1,489.02	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	19	116333 BOOKS		04/09/25	32.10	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	20	116333 BOOKS		04/13/25	38.63	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	21	116333 BOOKS		04/14/25	46.78	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	22	116333 BOOKS		04/14/25	31.69	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	23	116333 BOOKS		04/14/25	33.05	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	24	116333 BOOKS		04/14/25	32.55	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	25	116333 BOOKS		04/14/25	43.90	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	26	116333 BOOKS		04/14/25	13.08	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	27	116333 BOOKS		04/14/25	13.03	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	28	116333 BOOKS		04/14/25	17.73	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	29	116333 BOOKS		04/14/25	127.81	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	30	116333 BOOKS		04/14/25	114.39	4/25	4592 INGRAM LIBRARY SERVICES		
CL 124951	31	116333 BOOKS		04/14/25	48.66	4/25	4592 INGRAM LIBRARY SERVICES		
Object Total:					6,373.53	25,643.70	107,245.00	81,601.30	24%

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

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
663 MAGAZINES									
CC 1705 1		MAGAZINE SUBSCRIPTION	104	03/04/25	5.00	4/25 3162	VISA LIBRARY #2		
Object Total:					5.00	4,120.85	4,700.00	579.15	88%
664 AUDIO VIDEO									
CL 124928 1	116303	VOX BOOKS		04/04/25	129.05	4/25 1695	BAKER & TAYLOR		
CL 124949 1	-97757	DVD		04/01/25	55.74	4/25 1854	MIDWEST TAPE		
CL 124949 2	-97757	DVD		04/08/25	20.22	4/25 1854	MIDWEST TAPE		
CL 124949 3	-97757	DVD		04/08/25	44.19	4/25 1854	MIDWEST TAPE		
CL 124949 4	-97757	DVD		04/08/25	90.63	4/25 1854	MIDWEST TAPE		
CL 124949 5	-97757	DVD		04/08/25	30.72	4/25 1854	MIDWEST TAPE		
CL 124949 6	-97757	DVD		04/08/25	23.97	4/25 1854	MIDWEST TAPE		
CL 124949 7	-97757	DVD		04/14/25	100.44	4/25 1854	MIDWEST TAPE		
CL 124949 8	-97757	DVD		04/14/25	23.97	4/25 1854	MIDWEST TAPE		
CL 124949 9	-97757	DVD		04/14/25	62.27	4/25 1854	MIDWEST TAPE		
Object Total:					581.20	4,086.56	16,250.00	12,163.44	25%
667 MEMBERSHIPS									
CC 1705 2		CLAIRE MEMBERSHIP DUES	25	03/08/25	277.00	4/25 3162	VISA LIBRARY #2		
CC 1705 5		CLAIRE MEMBERSHIP	4089	03/08/25	60.00	4/25 3162	VISA LIBRARY #2		
Object Total:					337.00	1,099.00	4,050.00	2,951.00	27%
668 PRINTING									
CC 1704 9		ADV FOR SPECIAL BOARD MEETING	5293	03/27/25	9.12	4/25 3161	VISA LIBRARY #1		
CL 124935 1	-97762	CASS BUSINESS CARDS		04/10/25	37.45	4/25 2885	SHORTPRINTER		
Object Total:					46.57	96.47	1,000.00	903.53	10%
669 INSURANCE									
Object Total:					0.00	0.00	3,000.00	3,000.00	%
672 EMERGENCY MEDICAL SUPPLIES									
Object Total:					0.00	349.67	350.00	0.33	100%
680 Library of Things									
CC 1705 6		LAUNCHPAD REPLACEMENT CHARGER	4792	03/10/25	74.99	4/25 3162	VISA LIBRARY #2		
Object Total:					74.99	958.81	4,500.00	3,541.19	21%
689 PROMOTIONAL ACTIVITIES									
CC 1705 11		META	999999	03/31/25	12.70	4/25 3162	VISA LIBRARY #2		
CC 1706 4		MAGNETIC SIGN HOLDERS	3490	03/05/25	9.59	4/25 4576	VISA LIBRARY #3		
CL 124669 1	116207	LIBRARY NIGHT AT REDHAWKS		03/10/25	400.00	4/25 4367	FARGO PUBLIC LIBRARY		
CL 124932 1	116339	1000 BOOKS FOR KINDERGARTEN AD		03/11/25	250.00	4/25 3108	LAKE AGASSIZ REGIONAL		
Object Total:					672.29	3,744.10	13,680.00	9,935.90	27%
710 PRINCIPAL									
Object Total:					0.00	0.00	0.00	0.00	%

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							
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	293.70	1,750.00	1,456.30	17%
864 FURN & EQUIP DEPRECIATED >\$5,000							
CL 124671 1 116162 SHELIVING FOR LIBRARY VAN		03/04/25	13,980.00	4/25	5545 ACORE SHELIVING		
		Object Total:	13,980.00	48,675.44	0.00	-48,675.44	%
870 CAPITALIZED ASSETS - OVER \$5,000							
		Object Total:	0.00	0.00	0.00	0.00	%
880 COST ALLOCATIONS							
JV 5824 16 April 2025 Cost Allocation			4,022.08	4/25			
		Object Total:	4,022.08	16,088.32	47,919.00	31,830.68	34%
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:	182,989.71	826,028.49	2,624,900.00	1,798,871.51	
		Fund Total:	182,989.71	826,028.49	2,624,900.00	1,798,871.51	

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

Combined Funds

Account Object	Description	----- Current Year -----				%
		Current Month	Current YTD	Budget	Variance	
Revenue						
310001	PROPERTY TAXES	180,996.96	2,255,190.25	2,506,278.00	-251,087.75	90
310002	DISCOUNT PROPERTY TAXES			-105,264.00	105,264.00	
335600	STATE AID			40,509.00	-40,509.00	92
Total Revenue		180,996.96	2,255,190.25	2,441,523.00	-186,332.75	92
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	92,019.52	341,546.67	1,210,859.00	869,312.33	28
114	PART TIME SALARIES	7,613.41	20,693.98	102,287.00	81,593.02	20
220	SOCIAL SECURITY	7,379.54	26,828.50	100,456.00	73,627.50	27
230	RETIREMENT	14,914.72	54,816.15	196,886.00	142,069.85	28
240	WORKFORCE SAFETY INSURANCE	2,068.26	2,068.26	2,996.00	927.74	69
250	UNEMPLOYMENT			500.00	500.00	
312	ATTORNEY			5,000.00	5,000.00	
320	HEALTH INSURANCE	14,241.23	51,870.63	266,649.00	214,778.37	19
321	PROPERTY INSURANCE		1,479.52		-1,479.52	
333	BUILDING RENTAL	2,777.43	44,111.43	161,051.00	116,939.57	27
340	EMPLOYEE DEVELOPMENT	342.60	2,518.20	15,950.00	13,431.80	16
356	TELEPHONE	212.58	637.74	3,060.00	2,422.26	21
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING			3,000.00	3,000.00	
410	OFFICE SUPPLIES	1,129.14	4,911.05	15,000.00	10,088.95	33
424	GAS AND OIL		66.66	2,000.00	1,933.34	3
427	VEHICLES MAINTENANCE	-1,262.50	484.39	1,200.00	715.61	40
428	SERVICE AGREEMENTS-CONTRACTS	736.04	2,327.54	11,952.00	9,624.46	19
490	MISC			500.00	500.00	
497	TECHNOLOGY	10,494.30	16,614.08	45,199.00	28,584.92	37
500	SUPPLIES			500.00	500.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000	913.60	1,420.06	10,000.00	8,579.94	14
644	POSTAL METER RENT			1,200.00	1,200.00	
648	PROFESSIONAL PUBLICATIONS			1,000.00	1,000.00	
649	PROGRAMMING	918.29	2,767.52	18,500.00	15,732.48	15
650	E RESOURCES	898.89	40,560.33	42,261.00	1,700.67	96
653	CAPITAL IMPROVEMENTS		101,634.11	150,000.00	48,365.89	68
661	POSTAGE/FREIGHT/SHIPPING	1,500.00	3,515.05	11,000.00	7,484.95	32
662	BOOKS	6,373.53	25,643.70	107,245.00	81,601.30	24
663	MAGAZINES	5.00	4,120.85	4,700.00	579.15	88
664	AUDIO VIDEO	581.20	4,086.56	16,250.00	12,163.44	25
667	MEMBERSHIPS	337.00	1,099.00	4,050.00	2,951.00	27
668	PRINTING	46.57	96.47	1,000.00	903.53	10
669	INSURANCE			3,000.00	3,000.00	

Combined Funds

Account Object	Description	----- Current Year -----				%
		Current Month	Current YTD	Budget	Variance	
672	EMERGENCY MEDICAL SUPPLIES		349.67	350.00	0.33	100
680	Library of Things	74.99	958.81	4,500.00	3,541.19	21
689	PROMOTIONAL ACTIVITIES	672.29	3,744.10	13,680.00	9,935.90	27
724	CONSULTING/TESTING FEES			3,000.00	3,000.00	
740	SERVICE CHARGES		293.70	1,750.00	1,456.30	17
864	FURN & EQUIP DEPRECIATED >\$5,000	13,980.00	48,675.44		-48,675.44	
880	COST ALLOCATIONS	4,022.08	16,088.32	47,919.00	31,830.68	34
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	182,989.71	826,028.49	2,624,900.00	1,798,871.51	31
	Total Expenses	182,989.71	826,028.49	2,624,900.00	1,798,871.51	31
	Net Income from Operations		-1,992.75			
			1,429,161.76			
	Other Revenue					
360000	MISCELLANEOUS REVENUE	387.96	4,520.37	5,000.00	-479.63	90
360100	SPONSORSHIPS		15,000.00	5,000.00	10,000.00	300
361000	INTEREST ON INVESTMENTS		42,713.02	50,000.00	-7,286.98	85
363400	GRANTS		80.98		80.98	
375000	DONATIONS		229.00		229.00	
383000	TRANSFER IN			150,000.00	-150,000.00	
	Total Other Revenue	387.96	62,543.37	210,000.00	-147,456.63	30
	Net Income		-1,604.79			
			1,491,705.13			

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

Funds 7000-7000

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
7000 LIBRARY						
101000 CASH - OPERATING	2,555,316.92	182,647.42	114.93	140,190.50	60,768.78	2,537,119.99
101050 MARKET VALUE	15,040.01	0.00	0.00	0.00	0.00	15,040.01
Total Fund	2,570,356.93	182,647.42	114.93	140,190.50	60,768.78	2,552,160.00
Totals	2,570,356.93	182,647.42	114.93	140,190.50	60,768.78	2,552,160.00

*** Transfers In and Transfers Out columns should match, with the following exceptions:

- 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: May 8, 2025
Subject: 2025 – 2030 Strategic Plan
Action: Adopt the 2025 – 2030 Strategic Plan

West Fargo Public Library Board of Directors

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Library Director

Jenna Kahly

An overview of the 2025 – 2030 Strategic Plan was presented at the April Library Board Meeting, and the complete document was included in the board documents.

The plan is based on three core values: Compassion, Growth & Learning, and Community & Connection. Two focus areas are assigned to each core value.

Compassion- Access to the Library and Representative Services
Growth & Learning- Lifelong Learning and Growth of the Library
Community & Connection- Fostering Social Connections and
Community Partnerships

With these core values and areas of focus, we aim to ensure we can remain responsive to the community's needs, and representative of their interests and goals in our programming, collection, and services. This format will also help us be accountable to carrying out the plan by providing a clear format for reporting back on how we are accomplishing the goals of each focus area.

We are recommending the adoption of the strategic plan as presented.



WEST FARGO PUBLIC LIBRARY

2025 - 2030 Strategic Plan



Table of Contents

Introduction	3
Creating the Plan	4
• What We Did	4
• What We Learned	5
The Plan	6
• Mission and Vision	6
• Core Values	7
• Areas of Focus	8



Introduction

Since its founding in 1971, the West Fargo Public Library has been a community-driven organization dedicated to supporting local residents. Over the decades, our library has slowly evolved in attempts to meet the needs of our rapidly growing population while considering technological advancements, shifting user expectations, funding and fiscal responsibility, and the ever-changing ways people connect with information.

What began as a small, volunteer-led operation circulating donated books has now become a substantial, in-demand public service for West Fargo's 40,000 residents. More people are using the library than ever before, and that would not be the case if not for shifts in service, innovation, organizational change, creativity, and dedication to the community over the years.

In the early 2000s, changes looked like connecting to the internet, transitioning from a physical card catalog to an automated system, moving into the Lodoen Community Center, and adding off-site book drops. As technology advanced, the library expanded access to digital materials through platforms like OverDrive and added services like public faxing and remote printing.

In 2020, the library met the challenges of pandemic lock-downs with creative virtual programming, curbside pickup, take-home kits, expanding Wi-Fi access into the parking lot, and eliminating overdue fines to reduce barriers. That same year, the Little Red Reading

Bus became a library service, expanding access to the library out into local neighborhoods. The library's evolution has continued over the last five years. Highly attended programs like storytimes and book clubs have multiplied to accommodate large groups. The library also secured funding to hire additional staff, replace the Service Desk, implement a summer intern program, repair carpeting, and purchase a new outreach vehicle to replace the aging Little Red Reading Bus. In early 2025, we opened our first Satellite Library location at the new West Fargo City Hall, bringing convenient access to library services south of the interstate, where residents have long asked for a library location.

These are just a handful of examples of how the West Fargo Public Library has had to pivot to address the dynamic needs of our community. As we look ahead, we understand that the key to effectively serving our community lies in our ability to quickly adapt to change. It is essential that the library not only meets the current needs of West Fargo but also anticipates future demands. To achieve this, we have crafted a comprehensive Strategic Plan that will guide us through 2030.

Our 2025–2030 Strategic Plan is designed to keep our community's values top-of-mind so they are deeply ingrained in library services. Focusing on Core Values, as defined by our community, and Areas of Focus that support those values, will ensure that we remain responsive and adaptable, allowing us to refine our programs and services responsibly.

What We Did

In developing the West Fargo Public Library's 2025 – 2030 Strategic Plan, we set out to create a plan that reflects the values and needs of our community.

To gain a deeper understanding of how the library can best serve West Fargo, we

- Surveyed library users, non-users, stakeholders like the Board of Directors and Friends of the Library group, and staff
- Engaged directly with patrons at the Service Desk, gathering real-time feedback on their experiences and expectations
- Reviewed insights from our previous 2022–2024 planning process
- Analyzed statistical data from the last five years to identify trends in library use, circulation, and program attendance
- Analyzed anecdotal data and feedback collected from patrons in recent years
- Conducted a Space Needs Assessment with Library Planning Associates
- Considered the values and needs identified by other entities, such as West Fargo Public Schools, to ensure our services align with broader community goals

We Heard From

library users
non-users
Library Board of Directors
Friends of the Library
library staff
professional consultants

Through

face-to-face discussions
feedback
passive activities
surveys
past strategic planning process
Space Needs Assessment

What We Learned

Through our research, we gathered a wealth of feedback from community members. While this summary does not represent every comment or idea shared, it offers a balanced overview of the most common themes.

West Fargo is a community of readers that values their local library. People rely on the library as a place to learn, explore, and connect, and they see the library as a vital partner in their personal and academic growth.

Community members expressed appreciation for staff friendliness, great customer service, and the library's impact on their lives and the lives of their children. Patrons consistently praised the welcoming atmosphere created by library staff, highlighting how approachable and knowledgeable they are, and how important high-quality service is.



Our community expressed a strong appreciation for existing programs and services for all ages while also emphasizing the need for flexibility and adaptability. Parents and caregivers praised children's storytimes and the Little Red Reading Bus service, with many users requesting more options or offering suggestions to make the programs more convenient for their specific family. Adult library users also praised the library's programs, clubs, and classes, while expressing similar desires for more programs tailored to their unique interests or to support their individual goals.

We learned that users want the library's services, collection, and facilities to evolve with their changing needs.

Patrons frequently request specific items for the collection and share feedback about the need for more study spaces, larger event spaces, and more accessible and convenient services. Our Space Needs Assessment further confirmed that the West Fargo Public Library is undersized for the population it serves, in both collection size and square footage, even with the addition of the Satellite Library location.

Finally, we learned through our survey process that our community strongly values **Growth & Learning**, **Compassion**, and **Community & Connection**. These Core Values will serve as the foundation for our Strategic Plan.

"If there are ways to increase technological aspects of the library so more visitors can access information resources, I wholeheartedly support finding ways to fund these resources."

"The convenience of having access to a satellite location will be a fantastic improvement and much appreciated!"

"We take our two children to the library as often as we can. We absolutely love the library!"

"The friendliness, warmth and welcoming spirit of the library staff makes it a great place to be. The materials are so well organized. Jobs well done!!!"

"The library needs a more central location with more handicap accessibility. Too many stairs."

"I think the West Fargo Library is a treasure."

Mission and 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

The 2025 - 2030 Strategic Plan is built around three Core Values. These three Core Values form the foundation of our Strategic Plan and guide our priorities over the next five years.

Compassion

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

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.

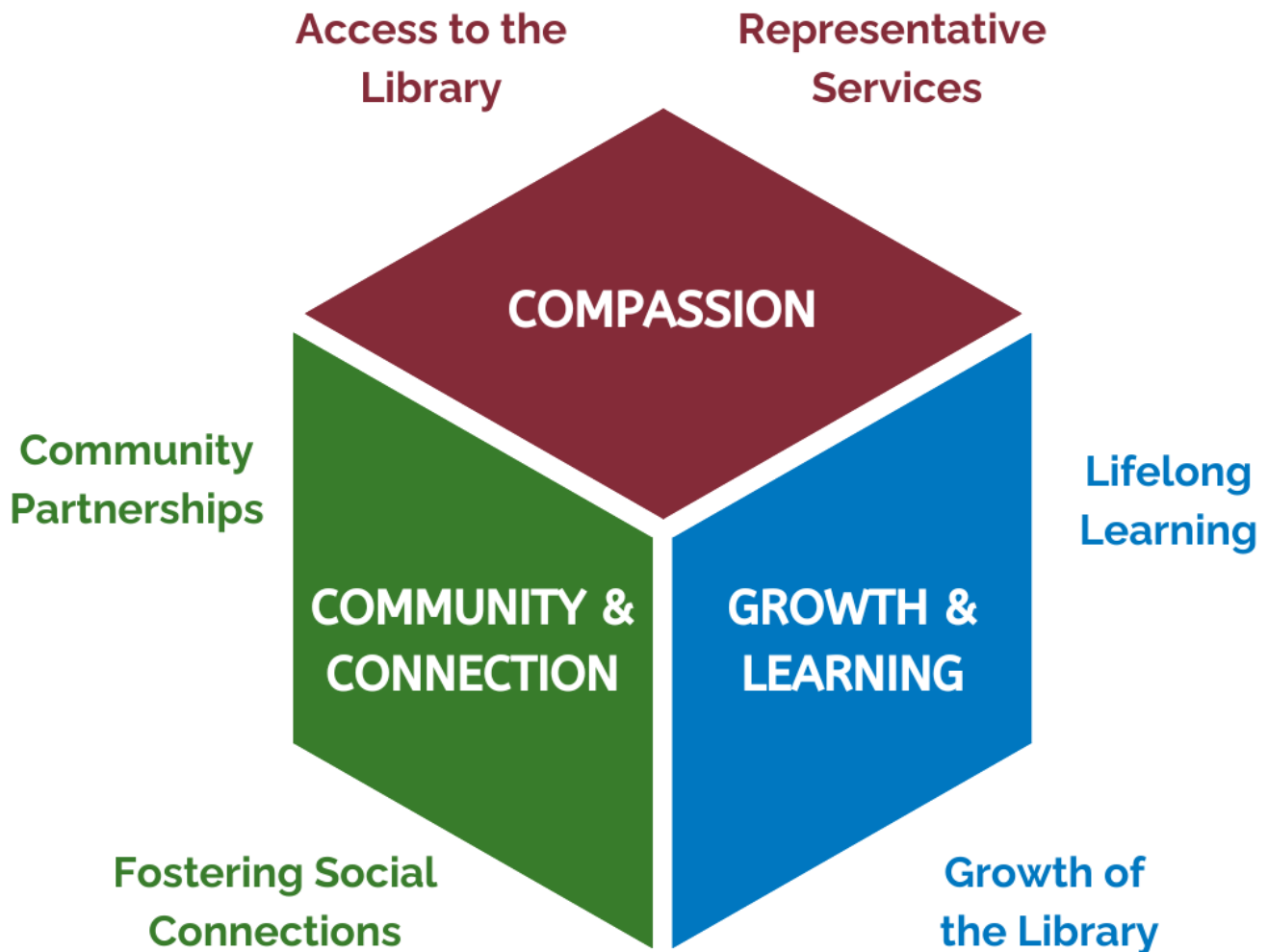
Community & Connection

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

Applying insights from our research and aligning them with the Core Values, we developed six strategic Areas of Focus. These priorities will guide decision-making and inform day-to-day service at the West Fargo Public Library, while allowing us to remain flexible and responsive to evolving community and organizational needs. Each Area of Focus includes examples of steps the library could take or efforts the library could continue prioritizing to support the Area 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.

Some examples could include,

- *Fostering an inclusive environment for patrons*
- *Interacting with patrons in ways that are compassionate, flexible and understanding*
- *Approaching policies and procedures with the goal of enabling library access*
- *Offering robust outreach efforts and delivery services that meet people where they are*
- *Providing user-centered digital tools and technology that reduce barriers*
- *Continually evaluating our physical spaces and service offerings for accessibility*
- *Providing materials, resources and services in multiple languages and/or accessible formats*
- *Offering on-going staff training about disabilities, mental health and other topics to support our diverse community*
- *Protecting every patron's right to privacy, understanding that confidentiality is a fundamental part of a welcoming library experience*

Representative Services

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

Some examples could include,

- *Offering programs and collection materials that reflect a wide range of voices, cultures, identities, and experiences*
- *Designing patron-focused programs that respond directly to expressed community needs, interests, and feedback*
- *Regularly evaluating our programs and collections based on data, usage, and community input*
- *Creating opportunities for lifelong learning, personal growth, and connection for people of all ages*
- *Ensuring representation across services*
- *Striving to make every community member feel seen, heard, and supported through our offerings*

Lifelong Learning

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

Some examples could include

- *Offering early literacy programs that build essential early literacy skills and promote school readiness*
- *Hosting STEM programs that encourage critical thinking and exploration for children and teens*
- *Teaching life skills classes for adults*
- *Offering hobby and interest-based programs for adults that help library users explore their passions and learn something new*
- *Developing senior programs focused on connection, enrichment, and learning*
- *Maintaining a nonfiction collection supporting self-directed learning about a broad scope of topics and interests*
- *Having study rooms and quiet spaces for individual work, tutoring or group learning*
- *Maintaining access to newspapers, magazines, and online databases*



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.

Some examples could include

- *Implementing space needs assessment recommendations in a phased, cost-conscious way*
- *Evaluating and prioritizing services based on community input and usage data*
- *Maintaining high-quality facilities that reflect community expectations*
- *Preparing for and integrating emerging technologies to stay relevant*
- *Exploring ways to expand access without overextending resources*
- *Ensuring any physical or service growth supports long-term sustainability and equity*

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.

Some examples could include

- *Hosting recurring clubs and programs where patrons connect over shared interests*
- *Offering public meeting rooms for community use, collaboration, and conversation*
- *Providing outreach services, like senior deliveries, that support connection and reduce isolation for homebound patrons*
- *Creating intergenerational opportunities where families, neighbors, and friends can learn and play together*
- *Supporting informal gathering and conversation through welcoming library spaces*
- *Facilitating events that encourage dialogue, cultural exchange, and relationship-building*

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.

Some examples could include

- *Collaborating with organizations to offer voter education and civic engagement programs*
- *Bringing in experts from local organizations to teach topical classes*
- *Hosting community forums, info sessions, and resource fairs on local topics and services*
- *Referring patrons to expert partners for support in areas like housing, healthcare, education and legal resources*
- *Partnering with local entities to expand outreach and programming*
- *Empowering patrons to make an impact by providing tools, connections, and*

In Conclusion

The 2025 – 2030 Strategic Plan is a reflection of the West Fargo Public Library's commitment to serving our ever-changing community. By identifying Core Values and Areas of Focus we aim to ensure West Fargo's local library can be responsive and representative of the community we serve for years to come. Stay connected and follow our progress at westfargolibrary.org



westfargolibrary.org



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: May 8, 2025
Subject: Job Description Updates
Action: Approve updates to Job Descriptions

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 July 2024 meeting, Sarah Gasevic, City HR, presented the Salary Survey results, and the Library Board adopted the city's recommendations but requested that the city do a new salary survey in 2025. In preparation for that, we have updated all of our job descriptions for consistency and clarity.

Many job descriptions like the Library Service Managers and Technical Services Specialists which were tied together with the same base description and then a special assignment were separated after much discussion and evaluation. The thought process was that a Cataloger or a Youth Services Manager for example are specialized roles, and a future candidate seeking one of these positions would be more drawn to an individualized job description than a general one with a special assignment.

We have also removed some outdated software and coding names while keeping the language about working with software to avoid needing to update the job descriptions each time our technology changes.



Adult Services Manager Job Description

Department: Library
Reports To: Library Director
Pay Grade: 14
FLSA Classification: Exempt
Approved by: Library Board
Revision Date: April 2025

SUMMARY

Under limited supervision, the Adult Services Manager provides leadership and supervision to library staff, while overseeing functions in assigned service areas of adult services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contributes to an internal culture of positivity, excitement for continuous organizational change, and a customer focus, through communication and action that reflects the City of West Fargo's values (teamwork, respect, integrity, communication, and service).
- Communicates courteously and professionally. Develops working relationships with others in carrying out job functions.
- Works with the Library Director to provide leadership to the library as a whole and to develop and implement a strategic vision for the library.
- Assists with the development of the annual operating budget.
- Administers the budget, identifies future needs, and assists with preparing budget requests in assigned areas of responsibility.
- Reviews, revises, and develops library policies and procedures as determined by the Library Director regarding library operations and the delivery of services.
- Pursues funding support opportunities; identifies and applies for grants and other funding sources; prepares for and administers funding opportunities such as grants, donations, and gifts as directed by the Library Director.
- Collaborates with the Library Director to establish adult services standards, guidelines, and procedures to ensure the delivery of consistent and high-quality library services.
- Provides library-wide leadership, advocacy, and expertise in the areas of adult services and readers' advisory.
- Evaluates library services to ensure continuous improvement, and alignment with the library's strategic plan.
- Analyzes statistics on events, attendance, and services.
- Identifies and analyzes emerging community issues and needs, library trends, and technologies in relation to adult services to determine directions for related library programs, services, and collections.
- Fosters an adult services culture that embraces change, innovation, and continuous

learning.

- Provides leadership and oversees staff in the planning and implementation of recreational and educational library events for adults.
- Works collaboratively with the Youth Services Manager to develop and execute programs and services for shared target audiences.
- Develops, plans, and delivers recreational and educational library events for adults.
- Collaborates with staff to ensure timely publicity for events.
- Provides leadership in outreach activities to area institutions and oversees library staff participation in outreach activities.
- Oversees and coordinates materials delivery services.
- Oversees planning and mounting of exhibits and displays.
- Establishes contacts with organizations and businesses in the West Fargo community, plans the library's participation in community events, and works with library staff to establish offsite programming.
- Communicates with stakeholders and prepares presentations about the services, outcomes, and impact of the library.
- Collaborates with regional libraries and other organizations to provide joint library programs.
- Within assigned areas of responsibility, supervises, develops schedules, approves timesheets, participates in hiring and termination procedures, disciplinary actions, and performance reviews.
- Provides direction, coaching, and training to assigned staff.
- Ensures that direct reports are trained in safe work practices and that safety procedures are followed.
- Oversees the collection development and management for specific areas of the collection and delegates collection assignments within team.
- Responds to patron purchase requests and reviews donated items for possible inclusion in the library's collection.
- Serves on library teams and committees as assigned.
- Performs shifts at the service desk including advanced reference services.
- Act as Librarian in Charge when assigned.
- Addresses and resolves difficult customer service interactions and incidents as they arise.
- Works independently or with other staff to create and edit documents.
- Performs other duties as required or assigned.

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

MINIMUM QUALIFICATIONS

- Master's degree in library science or a closely related field.
- Two years of customer service experience in a library.
- Two years of previous supervisory experience.

- Equivalent combination of education and experience is acceptable.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.
- Valid driver's license.

PHYSICAL AND MENTAL DEMANDS

- Must be able to work in a deadline-driven environment
- May spend prolonged periods of time working at a desk, on a computer, and standing
- May be required to perform a full range of motion with lifting and/or carrying items weighing up to 40 pounds.

WORKING ENVIRONMENT

- Work is performed in a variety of indoor and outdoor settings including, but not limited to:
 - Standard office building
 - Public parks and facilities
 - Assisted living facilities
- Work environments may involve:
 - A moderate level of noise
 - Inclement weather conditions

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

Employee's Name (please print)	Employee Signature	Date
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Youth Services Manager Job Description

Department: Library
Reports To: Library Director
Pay Grade: 14
FLSA Classification: Exempt
Approved by: Library Board
Revision Date: April 2025

SUMMARY

Under limited supervision, the Youth Services Manager provides leadership and supervision to library staff, while overseeing functions in assigned service areas of youth services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contributes to an internal culture of positivity, excitement for continuous organizational change, and a customer focus, through communication and action that reflects the City of West Fargo's values (teamwork, respect, integrity, communication, and service).
- Communicates courteously and professionally. Develops working relationships with others in carrying out job functions.
- Works with the Library Director to provide leadership to the library as a whole and to develop and implement a strategic vision for the library.
- Assists with the development of the annual operating budget.
- Administers the budget, identifies future needs, and assists with preparing budget requests in assigned areas of responsibility.
- Reviews, revises, and develops library policies and procedures as determined by the Library Director regarding library operations and the delivery of services.
- Pursues funding support opportunities. Identifies and applies for grants and other funding sources. Prepares for and administers funding opportunities such as grants, donations, and gifts as directed by the Library Director.
- Collaborates with the Library Director to establish youth services standards, guidelines, and procedures to ensure the delivery of consistent and high-quality library services to youth and families.
- Provides library-wide leadership, advocacy, and expertise in the areas of youth services, readers' advisory, and early literacy skills.
- Evaluates library services to ensure continuous improvement, and alignment with the library's strategic plan.
- Analyzes statistics on events, attendance, and services.
- Identifies and analyzes emerging community issues and needs, library trends, and technologies in relation to youth services to determine directions for related library

programs, services, and collections.

- Fosters a youth services culture that embraces change, innovation, and continuous learning.
- Provides leadership and oversees staff in the planning and implementation of recreational and educational library events for youth.
- Works collaboratively with the Adult Services Manager to develop and execute programs and services for shared target audiences.
- Develops, plans, and delivers recreational and educational library events for youth.
- Collaborates with staff to ensure timely publicity for events.
- Provides leadership in outreach activities to area institutions and oversees library staff participation in outreach activities.
- Establishes contacts with organizations and businesses in the West Fargo community, plans the library's participation in community events, and works with library staff to establish off-site programming.
- Communicates with stakeholders and prepares presentations about the services, outcomes, and impact of the library.
- Collaborates with regional libraries and other organizations to provide joint library programs.
- Within assigned areas of responsibility, supervises, develops schedules, approves timesheets, participates in hiring and termination procedures, disciplinary actions, and performance reviews.
- Provides direction, coaching, and training to assigned staff.
- Ensures that direct reports are trained in safe work practices and that safety procedures are followed.
- Oversees the collection development and management for specific areas of the collection and delegates collection assignments within team.
- Responds to patron purchase requests and reviews donated items for possible inclusion in the library's collection.
- Serves on library teams and committees as assigned.
- Performs shifts at the service desk including advanced reference services.
- Act as Librarian in Charge when assigned.
- Addresses and resolves difficult customer service interactions and incidents as they arise.
- Works independently or with other staff to create and edit documents.
- Performs other duties as required or assigned.

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

MINIMUM QUALIFICATIONS

- Master's degree in library science or a closely related field.
- Two years of customer service experience in a library.
- Two years of previous supervisory experience.

- Equivalent combination of education and experience is acceptable.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.
- Valid driver's license.

PHYSICAL AND MENTAL DEMANDS

- Must be able to work in a deadline-driven environment
- May spend prolonged periods of time working at a desk, on a computer, and standing
- May be required to perform a full range of motion with lifting and/or carrying items weighing up to 40 pounds.

WORKING ENVIRONMENT

- Work is performed in a variety of indoor and outdoor settings including, but not limited to:
 - Standard office building
 - Public parks
 - Assisted living facilities
 - School and childcare facilities
- Work environments may involve:
 - A moderate level of noise
 - Inclement weather conditions

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

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Librarian Job Description

Department: Library
Reports To: Library Services Manager
Pay Grade: 12
FLSA Classification: Non Exempt
Approved by: Library Board
Revision Date: April 2025

SUMMARY

Under limited supervision, the Librarian delivers and evaluates library events, programs, and services based on community needs. The Librarian is also responsible for providing direct customer service and connecting patrons to resources that meet their needs and goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contributes to an internal culture of positivity, excitement for continuous organizational change, and a customer focus, through communication and action that reflects the City of West Fargo's values (teamwork, respect, integrity, communication, and service).
- Communicates courteously and professionally. Develops working relationships with others in carrying out job functions.
- Develops, plans, and delivers recreational and educational library events for youth or adults. Arranges outside presenters as needed. Collaborates with staff to ensure timely publicity for events.
- Analyzes statistics on events, attendance, and services for continuous improvement.
- Collaborates with regional libraries and other organizations to provide joint literacy and library programs.
- Participates in off-site programming activities and represents the library at community events.
- Maintains knowledge of current trends, development, and best practices in library services.
- Performs collection management in and selection in assigned areas.
- Performs shifts at the service desk including advanced reference services.
- Act as Librarian in Charge when assigned.
- Addresses and resolves difficult customer service interactions and incidents as they arise.
- Works independently or with other staff to create and edit documents.
- Serves on library teams and committees as assigned.
- Participates in planning and mounting exhibits and displays.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

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

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a related field.
- Two years of customer service experience in a library.
- Equivalent combination of education and experience is acceptable.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.
- Valid driver’s license.

PREFERRED QUALIFICATIONS

- Master’s degree in Library Science from an ALA-accredited institution.

PHYSICAL AND MENTAL DEMANDS

- Must be able to work in a deadline-driven environment.
- May spend prolonged periods of time working at a desk, on a computer, and standing.
- May be required to perform a full range of motion with lifting and/or carrying items weighing up to 40 pounds.

WORKING ENVIRONMENT

- Work is performed in a variety of indoor and outdoor settings including, but not limited to:
 - Standard office building
 - Public parks
 - Assisted living facilities
 - School and childcare facilities
- Work environments may involve:
 - A moderate level of noise
 - Inclement weather conditions

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

Employee’s Name (please print)

Employee Signature

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Program Assistant Job Description

Department: Library
Reports To: Library Services Manager
Pay Grade: 6
FLSA Classification: Non Exempt
Approved by: Library Board
Revision Date: April 2025

SUMMARY

Under general supervision, the Program Assistant assists in planning, organizing and administering library programs for youth or adults.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contributes to an internal culture of positivity, excitement for continuous organizational change, and a customer focus, through communication and action that reflects the City of West Fargo's values (teamwork, respect, integrity, communication, and service).
- Communicates courteously and professionally; develops working relationships with others in carrying out job functions.
- Assists in planning, organizing and delivering recreational and educational library events for youth or adults.
- Prepares materials for events. Helps with set-up and clean-up for programs. Works with presenters, including outside presenters, as needed.
- Provides direct customer service to patrons and performs shifts at the service desk.
- Instructs customers on the use of library resources, including online resources and devices used to access them.
- Troubleshoots issues with the library's online resources.
- Provides exceptional service when interacting with patrons and promotes library services to the public.
- Actively represents the library and participates in offsite programs and community events.
- Works collaboratively with volunteers on programs and projects as needed.
- Collects and records statistics on events, attendance, services, and data related to internal and external program evaluation.
- Participates in planning and mounting of exhibits and displays
- Learns new library trends, adapts to emerging technologies, and executes tasks independently.
- Assists with library tours for patrons, community partners and class visits.
- Serves on library teams and committees as assigned.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

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

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- One year of experience in customer service and/or event planning.
- Strong technology skills, including familiarity with the Microsoft Office suite and conferencing technology.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.
- Valid driver’s license.

PHYSICAL AND MENTAL DEMANDS

- Must be able to work in a deadline-driven environment
- May spend prolonged periods of time working at a desk, on a computer, and standing
- May be required to perform a full range of motion with lifting and/or carrying items weighing up to 40 pounds.

WORKING ENVIRONMENT

- Work is performed in a variety of indoor and outdoor settings including, but not limited to:
 - Standard office building
 - Public parks
 - Assisted living facilities
 - School and childcare facilities
- Work environments may involve:
 - A moderate level of noise
 - Inclement weather conditions

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Outreach Services Coordinator Job Description

Department: Library
Reports To: Library Services Manager
Pay Grade: 8
FLSA Classification: Non Exempt
Approved by: Library Board
Revision Date: April 2025

SUMMARY

Under general supervision, the Outreach Services Coordinator administers outreach deliveries, programming, and pop-up library services within the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contributes to an internal culture of positivity, excitement for continuous organizational change, and a customer focus, through communication and action that reflects the City of West Fargo's values (teamwork, respect, integrity, communication, and service).
- Communicates courteously and professionally. Develops working relationships with others in carrying out job functions.
- Operates outreach service vehicle(s) to deliver library materials to off-site patrons and collect off-site materials.
- Coordinates and executes outreach vehicle routes year-round in collaboration with Youth and Adult Library Service Managers.
- Monitors the condition of the outreach vehicle(s) and escalates issues to Office Manager.
- Provides direct customer service to patrons and performs circulation tasks within the library management software.
- Actively represents the library, promotes library services to the public and participates in off-site programs and promotional events.
- Fosters positive relationships with individuals, site managers, and community partners to understand and meet the unique needs of each.
- Assists in planning, organizing, and administering library events.
- Performs specialized circulation operations related to outreach within library management software.
- Curates items for off-site deliveries for individuals and partner organizations.
- Assists with library tours for patrons, community partners and class visits.
- Works collaboratively with volunteers and other library staff on programs and projects as needed.
- Collects and records statistics on events, attendance, services, and data related to internal and external program evaluation.
- Serves on library teams and committees as assigned.
- Learns new library trends, adapts to emerging technologies, and executes tasks independently.

- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

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

MINIMUM QUALIFICATIONS

- Associate degree in a related field.
- Two years or more of experience in customer service.
- Strong technology skills, including familiarity with the Microsoft Office suite and Windows operating systems.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.
- Valid driver’s license.

PHYSICAL AND MENTAL DEMANDS

- Must be able to work in a deadline-driven environment.
- May spend prolonged periods of time working at a desk, on a computer, and standing.
- May be required to perform a full range of motion with lifting and/or carrying items weighing up to 40 pounds.

WORKING ENVIRONMENT

- Work is performed in a variety of indoor and outdoor settings including, but not limited to:
 - Standard office building
 - Public parks
 - Assisted living facilities
 - School and childcare facilities
- Work environments may involve:
 - A moderate level of noise
 - Inclement weather conditions

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

Employee’s Name (please print) Employee Signature Date _____

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Collection Development & Technical Services Manager Job Description

Department: Library
Reports To: Library Director
Pay Grade: 14
FLSA Classification: Exempt
Approved by: Library Board
Revision Date: April 2025

SUMMARY

Under limited supervision, the Collection Development & Technical Services Manager provides leadership and supervision to library staff, while overseeing functions in assigned service areas of technical services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contributes to an internal culture of positivity, excitement for continuous organizational change, and a customer focus, through communication and action that reflects the City of West Fargo's values (teamwork, respect, integrity, communication, and service).
- Communicates courteously and professionally; develops working relationships with others in carrying out job functions.
- Works with the Library Director to provide leadership to the library as a whole and to develop and implement a strategic vision for the library.
- Assists with the development of the annual operating budget.
- Administers the budget, identifies future needs, and assists with preparing budget requests in assigned areas of responsibility.
- Reviews, revises, and develops library policies and procedures as determined by the Library Director regarding library operations and the delivery of services.
- Pursues funding support opportunities; identifies and applies for grants and other funding sources; prepares for and administers funding opportunities such as grants, donations, and gifts as directed by the Library Director.
- Provides library-wide leadership, advocacy, and expertise in the areas of collection development and technical services
- Evaluates library services to ensure continuous improvement, alignment with the library's strategic plan.
- Analyzes statistics and community needs to determine budget allocation for assigned areas.
- Produces reports to analyze collection usage statistics and community needs to determine materials budget allocation
- Maintains and analyzes physical and electronic materials budget for the library
- Develops and maintains collection management plan for the library

- Selects library materials for specific areas of collection development.
- Responds to patron purchase requests for new materials.
- Oversees system wide collection development of materials and works with selectors to keep the library's collections in line with the community's needs.
- Plans and implements all technical services operations, including ordering, receiving, cataloging, processing, and preservation of materials to prepare items for patron use.
- Ensures proper delivery and receipt of library materials
- Performs copy and original descriptive cataloging as needed for library materials
- Acts as the Library's liaison to the Online Dakota Information Network (ODIN)
- Manages the Library's 3rd party vendor integrations, system issues, and configuration changes within the library management software.
- Analyzes and performs maintenance of bibliographic data and collections.
- Oversees and implements special projects in technical services
- Fosters a technical services culture that embraces change, innovation, and continuous learning.
- Within assigned areas of responsibility, supervises, approves timesheets, participates in hiring and termination procedures, disciplinary actions, and performance reviews.
- Provides direction, coaching, and training to assigned staff.
- Ensures that reports are trained in safe work practices and that safety procedures are followed.
- Serves on library teams and committees as assigned.
- Performs shifts at the service desk including advanced reference services.
- Act as Librarian in Charge when assigned
- Address and resolve difficult customer service interactions and address incidents as they arise.
- Maintains knowledge of current trends, development, and best practices in library services.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

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

MINIMUM QUALIFICATIONS

- Master's degree in Library Science or a closely related field.
- Two years of customer service experience in a library.
- Two years of previous supervisory experience.
- Equivalent combination of education and experience is acceptable.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.
- Valid driver's license

PHYSICAL AND MENTAL DEMANDS

- Must be able to work in a deadline-driven environment
- May spend prolonged periods of time working at a desk, on a computer, and standing
- May be required to perform a full range of motion with lifting and/or carrying items weighing up to 40 pounds.

WORKING ENVIRONMENT

- Work is performed in a standard office environment
- Work environment may include a moderate noise level

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

Employee's Name (please print)

Employee Signature

Date

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Acquisitions Specialist Job Description

Department: Library
Reports To: Collection Development & Technical Services Manager
Pay Grade: 11
FLSA Classification: Non Exempt
Approved by: Library Board
Revision Date: April 2025

SUMMARY

Under limited supervision, the Acquisitions Specialist performs oversight and specialized technical work in connection with ordering, receiving, and processing of library materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contributes to an internal culture of positivity, excitement for continuous organizational change, and a customer focus, through communication and action that reflects the City of West Fargo's values (teamwork, respect, integrity, communication, and service).
- Communicates courteously and professionally. Develops working relationships with others in carrying out job functions.
- Monitors materials ordering, creates and uploads item records, generates purchase orders, finalizes invoicing, receives materials, and oversees physical processing of all library material types.
- Completes assigned areas of technical services operations to ensure efficient internal workflows and public accessibility of materials.
- Assists the Collection Development & Technical Services Manager in reviewing, recommending, and implementing new strategies and technologies that improve departmental effectiveness.
- Provides work direction and training in technical services functions to staff as directed.
- Performs collection maintenance duties in the library management software.
- Contributes to a shared database to maintain consistency within collections and assist selectors in collection development.
- Assists Collection Development & Technical Services Manager in coordinating and carrying out activities of special projects.
- Maintains knowledge of current trends, development, and best practices in technical services.
- Serves on library teams and committees as assigned.
- Performs any substantial mending of physical items.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

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

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a related field.
- Two years or more years of library experience, including clerical or technical duties.
- Equivalent combination of education and experience is acceptable.
- Knowledge of library acquisitions, serials, or cataloging methods and procedures.
- Exceptional technology skills, including fluency with integrated library systems and the Microsoft Office suite.
- Ability to manage multiple priorities and to organize and prioritize work assignments.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.

PHYSICAL AND MENTAL DEMANDS

- Must be able to work in a deadline-driven environment
- May spend prolonged periods of time working at a desk, on a computer, and standing
- May be required to perform a full range of motion with lifting and/or carrying items weighing up to 40 pounds.

WORKING ENVIRONMENT

- Work is performed in a standard office environment
- Work environment may include a moderate noise level

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

Employee’s Name (please print)

Employee Signature

Date

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Cataloging Specialist Job Description

Department: Library
Reports To: Collection Development & Technical Services Manager
Pay Grade: 11
FLSA Classification: Non-Exempt
Approved by: Library Board
Revision Date: April 2025

SUMMARY

Under limited supervision, the Cataloging Specialist creates and maintains accurate and accessible bibliographic records for all library materials. This role involves applying national and local cataloging standards and ensuring the integrity of the library's online catalog to facilitate effective discovery and access for library users.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contributes to an internal culture of positivity, excitement for continuous organizational change, and a customer focus, through communication and action that reflects the City of West Fargo's values (teamwork, respect, integrity, communication, and service).
- Communicates courteously and professionally. Develops working relationships with others in carrying out job functions.
- Completes assigned areas of technical services operations to ensure efficient internal workflows and expedient public accessibility of materials.
- Create, edit, and import coded bibliographic and authority records.
- Ensures accuracy of institutional holding information.
- Performs collection maintenance duties in the library management software according to established procedures for vendor and bibliographic record maintenance.
- Adheres to appropriate cataloging standards.
- Resolves advanced inquiries and issues with catalog records, accessibility and display of materials in online public access catalog as assigned.
- Provides work direction and training in technical services functions to staff as directed.
- Assists the Collection Development & Technical Services Manager in reviewing, recommending, and implementing new strategies and technologies that improve departmental effectiveness.
- Assists Collection Development & Technical Services Manager in coordinating and carrying out activities of special projects.
- Serves on library teams and committees as assigned.
- Contributes to a shared database to maintain consistency within collections and assist selectors in collection development.
- Works independently or with other staff to create and edit documents.
- Performs any substantial mending of physical items.
- Maintains proficiency and knowledge of current trends, developments, and best practices.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.

- Performs other duties as required or assigned.

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

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a related field.
- Two years or more years of library experience, including clerical or technical duties.
- Equivalent education and experience is acceptable.
- Knowledge of library acquisitions, serials, or cataloging methods and procedures.
- Knowledge of integrated library systems.
- Ability to manage multiple priorities and to organize and prioritize work assignments.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong attention to detail.
- Strong communication skills, both orally and in writing.

PHYSICAL AND MENTAL DEMANDS

- Must be able to work in a deadline-driven environment.
- May spend prolonged periods of time working at a desk, on a computer, and standing.
- May be required to perform a full range of motion with lifting and/or carrying items weighing up to 40 pounds.

WORKING ENVIRONMENT

- Work is performed in a standard office environment
- Work environment may include a moderate noise level

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

Employee’s Name (please print)

Employee Signature

Date

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Technical Services Assistant Job Description

Department: Library
Reports To: Collection Development & Technical Services Manager
Pay Grade: 5
FLSA Classification: Non Exempt
Approved by: Library Board
Revision Date: April 2025

SUMMARY

Under supervision, the Technical Services Assistant performs technical and clerical work in connection with library acquisitions and processing, serials maintenance, and upkeep of library materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contributes to an internal culture of positivity, excitement for continuous organizational change, and a customer focus, through communication and action that reflects the City of West Fargo's values (teamwork, respect, integrity, communication, and service).
- Communicates courteously and professionally. Develops working relationships with others in carrying out job functions.
- Assists in coordinating and performing activities related to collection maintenance in the library management software and processing of library materials, such as:
 - Unpacking, organizing, and processing new materials
 - Processing of donated materials as directed by selector
 - Mending of damaged items, including both print and AV
 - Creating and maintaining serial publications records in the library management software
 - Withdrawal of item records from library management software according to established procedures
 - Physical management of withdrawn items
- Contributes to a shared database to maintain consistency within collections and assist selectors in collection development.
- Performs any substantial mending of physical items.
- Assists Collection Development & Technical Services Manager in coordinating and carrying out activities of special projects.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

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

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.

- Two or more years of library experience, including clerical or technical duties.
- Equivalent combination of education and experience is acceptable.
- Strong technology skills, including familiarity with integrated library systems and the Microsoft Office suite.
- Ability to manage multiple priorities and to organize and prioritize work assignments.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both oral and written.

PHYSICAL AND MENTAL DEMANDS

- Must be able to work in a deadline-driven environment.
- May spend prolonged periods of time working at a desk, on a computer, and standing.
- May be required to perform a full range of motion with lifting and/or carrying items weighing up to 40 pounds.

WORKING ENVIRONMENT

- Work is performed in a standard office environment.
- Work environment may include a moderate noise level.

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

Employee's Name (please print)

Employee Signature

Date

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Circulation Manager Job Description

Department: Library
Reports To: Library Director
Pay Grade: 14
FLSA Classification: Exempt
Approved by: Library Board
Revision Date: April 2025

SUMMARY

Under limited supervision, the Circulation Manager provides leadership and supervision to circulation staff, while overseeing functions in assigned service areas of patron services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contributes to an internal culture of positivity, excitement for continuous organizational change, and a customer focus, through communication and action that reflects the City of West Fargo's values (teamwork, respect, integrity, communication, and service).
- Communicates courteously and professionally; develops working relationships with others in carrying out job functions.
- Works with the Library Director to provide leadership to the library as a whole and to develop and implement a strategic vision for the library.
- Assists with the development of the annual operating budget.
- Administers the budget, identifies future needs, and assists with preparing budget requests in assigned areas of responsibility.
- Reviews, revises, and develops library policies and procedures as determined by the Library Director regarding library operations and the delivery of services.
- Pursues funding support opportunities; identifies and applies for grants and other funding sources; prepares for and administers funding opportunities such as grants, donations, and gifts as directed by the Library Director.
- Collaborate with the Library Director to establish patron services standards, guidelines, and procedures to ensure the delivery of consistent and high-quality library services.
- Provides library-wide leadership, advocacy, and expertise in the areas of patron services
- Evaluates library services to ensure continuous improvement, and alignment with the library's strategic plan.
- Identifies and analyzes emerging community issues and needs, library trends, and technologies in relation to patron services.
- Fosters a patron services culture that embraces change, innovation, and continuous learning.
- Provides leadership and oversees circulation and materials handling operations.
- Performs routine record maintenance to maintain the patron database.
- Plans and implements improvements to patron services operations and the customer experience.
- Analyzes data, both quantitative and qualitative in nature, related to patron behavior patterns, service and collection usage statistics, and local and national trends.
- Oversees inventory of the library's physical collection. Works with Collection Development staff regarding collection layout, shifting and any collection movement plans.

- Responsible for cash handling and deposits.
- Collaborates with the Friends of the West Fargo Public Library to help facilitate volunteer recruitment and item donation drives.
- Manages and maintains the in-library technology vendor contracts for patron-facing technology
- Troubleshoots issues with in-library technology with vendors and City IT.
- Analyzes technology use in the library and stays abreast of current and future trends regarding library technology to make recommendations.
- Collaborates with ODIN on system updates and changes and creating reports or solutions in relation to the library management software. Participates regularly in ODIN User Group meetings and trainings.
- Fosters a patron services culture that embraces change, innovation, and continuous learning.
- Within assigned areas of responsibility, supervises, approves timesheets, participates in hiring and termination procedures, disciplinary actions, and performance reviews.
- Provides direction, coaching, and training to assigned staff, and volunteers.
- Works with Circulation Supervisors to ensure proper staffing, scheduling and training of circulation staff in all patron services operations.
- Works independently or with other staff to create and edit documents.
- Performs shifts at the service desk including advanced reference services.
- Ensures that direct reports are trained in safe work practices and that safety procedures are followed.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

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

MINIMUM QUALIFICATIONS

- Master's Degree in Library Science or a closely related field.
- Two years of customer service experience in a library.
- Two years of previous supervisory experience.
- Equivalent combination of education and experience is acceptable.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.
- Valid driver's license.

PHYSICAL AND MENTAL DEMANDS

- Must be able to work in a deadline-driven environment
- May spend prolonged periods of time working at a desk, on a computer, and standing
- May be required to perform a full range of motion with lifting and/or carrying items weighing up to 40 pounds.

WORKING ENVIRONMENT

- Work is performed in a standard office environment
- Work environment may include a moderate noise level

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

Employee's Name (please print)

Employee Signature

Date

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Circulation Supervisor Job Description

Department: Library
Reports To: Circulation Manager
Pay Grade: 12
FLSA Classification: Non Exempt
Approved by: Library Board
Revision Date: April 2025

SUMMARY

Under limited supervision, the Circulation Supervisor oversees all aspects of circulation and patron interaction in person, over the phone, and online. This includes providing direct supervision and work direction to circulation staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contributes to an internal culture of positivity, excitement for continuous organizational change, and a customer focus, through communication and action that reflects the City of West Fargo's values (teamwork, respect, integrity, communication, and service).
- Communicates courteously and professionally. Develops working relationships with others in carrying out job functions.
- Provides direct oversight of circulation staff to ensure quality in customer service in person, over the phone, and online.
- Supervises, approves timesheets, participates in hiring and termination procedures, disciplinary actions, and performance reviews.
- Provides direction, coaching, and training to assigned staff and volunteers. Ensures that reports are trained in safe work practices and that safety procedures are followed.
- Schedules circulation staff and assigns duties, including maintenance of off-site book drops.
- In coordination with the Circulation Manager, provides training to circulation staff in customer service, service to diverse populations, library policy, circulation procedures, online resources, technology, reference skills, and safety.
- Oversees circulation operations, including item check-in and check-out, holds, interlibrary loans, patron notices, fees and fines, library cards, shelving, shelf-reading, cleaning, and safety.
- Responsible for cash handling and deposits.
- Provides circulation, basic and advanced reference services and readers' advisory, basic assistance with technology, and other services provided by circulation staff. Analyzes customer questions to determine which sources will meet a customer's informational needs and goals.
- Instructs customers on use of library resources, including online resources and devices used to access them. Troubleshoots issues.

- Resolves advanced patron inquiries related to library policies and patron accounts using independent judgement.
- Monitors the library facilities. Tidies and maintains the good condition of the library and upholds library policies and procedures.
- Delegates responsibilities related to book displays and merchandising throughout the library. Maintains literature racks, service desk literature, and public postings.
- Recommends procedure and/or policy improvements related to patron behavior, services and other library operations to library management.
- Provides leadership in the absence of senior staff. Performs opening and closing duties.
- Maintains knowledge of current trends, development, and best practices in library services.
- Serves on library teams and committees as assigned.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

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

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field.
- Two years of customer service experience in a library.
- Two years of supervisory experience.
- Equivalent education and experience is acceptable.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.
- Valid driver's license.

PREFERRED QUALIFICATIONS

- Master's Degree in Library Science from an ALA-accredited institution.

PHYSICAL AND MENTAL DEMANDS

- Must be able to work in a deadline-driven environment
- May spend prolonged periods of time working at a desk, on a computer, and standing
- May be required to perform a full range of motion with lifting and/or carrying items weighing up to 40 pounds.

WORKING ENVIRONMENT

- Work is performed in a standard office environment
- Work environment may include a moderate noise level

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

Employee's Name (please print)

Employee Signature

Date

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Library Assistant Job Description

Department: Library
Reports To: Circulation Supervisor
Pay Grade: 5
FLSA Classification: Non Exempt
Approved by: Library Board
Revision Date: April 2025

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contributes to an internal culture of positivity, excitement for continuous organizational change, and a customer focus, through communication and action that reflects the City of West Fargo's values (teamwork, respect, integrity, communication, and service).
- Communicates courteously and professionally. Develops working relationships with others in carrying out job functions.
- Provides direct customer service to patrons, including reference, readers' advisory, and technology assistance.
- Works within library management software to issue library cards, patron notices, process fees and fines, assist with hold and interlibrary loan requests, and check items in and out.
- Provides exceptional service when interacting with patrons and promotes library services to the public. Actively represents the library and may participate in off-site programs and events.
- Instructs customers on use of library resources, including online resources and devices used to access them. Troubleshoots issues.
- Shelves items. Performs shelf reading.
- Resolves customer inquiries related to library policies and patron accounts using independent judgement.
- Monitors the library facilities. Tidies and maintains the good condition of the library and upholds library policies and procedures.
- Performs library opening and closing procedures.
- Conducts special projects as assigned, including display setup and maintenance, collection management and related activities such as shifting, weeding, and inventorying collections.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

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

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- One year of experience in customer service.
- Strong technology skills, including familiarity with the Microsoft Office suite and Windows operating systems.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.

PREFERRED QUALIFICATIONS

- Valid driver's license

PHYSICAL AND MENTAL DEMANDS

- Must be able to work in a deadline-driven environment
- May spend prolonged periods of time working at a desk, on a computer, and standing
- May be required to perform a full range of motion with lifting and/or carrying items weighing up to 40 pounds.

WORKING ENVIRONMENT

- Work is performed in a standard office environment
- Work environment may include a moderate noise level

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

Employee's Name (please print)

Employee Signature

Date

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Library Marketing & Communications Specialist Job Description

Department: Library
Reports To: Library Director
Pay Grade: 12
FLSA Classification: Non-Exempt
Approved by: Library Board
Revision Date: April 2025

SUMMARY

Under limited supervision, the Library Marketing & Communications Specialist coordinates, develops, and implements effective strategies to promote library services, communicate library impact, manage public messaging, and advance organizational initiatives. This position works closely with Library leadership to execute internal and external communication needs as well as provide guidance and support in media situations, community engagement, legislative testimony, and stakeholder engagement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contributes to an internal culture of positivity, excitement for continuous organizational change, and a customer focus, through communication and action that reflects the City of West Fargo's values (teamwork, respect, integrity, communication, and service).
- Communicates courteously and professionally; develops working relationships with others in carrying out job functions.
- Works closely with the Library Director to establish priorities, goals, and objectives for providing communication services in accordance with Library and City values and mission statements.
- Coordinates, develops, and implements effective solutions to promote library services, resources, collections, events, programs, and service or policy updates, while elevating the library's brand visibility and community awareness.
- Implements communications strategies for external communications, media relations, public outreach, service promotion, and community engagement.
- Performs and/or directs project management tasks for the completion of communication projects for the library.
- Assists Library Director and Library Board with legislative testimony to support the needs and goals of the Library.
- Provides guidance and recommendations for communicating complex and technical matters to audience groups, particularly for strategic initiatives or if the matters are a source of community strife.
- Evaluates and recommends new technologies, equipment, and software to achieve communication objectives for the library.
- Serves as on-call PIO for the Library during evening and weekend hours.

- Assists the Library Director with the budget by preparing, forecasting, recommending, and monitoring operating expenses for communication and marketing needs.
- Works with the Library Director and Library Service Managers to develop and implement a strategic vision for the library.
- Evaluates marketing campaign performance and library usage statistics to inform future strategies.
- Analyzes and interprets library-wide statistics and usage data to communicate the library's impact and support organizational decision-making.
- Develops, enforces and advances library branding
- Develops, advances, and leverages relationships with local media, marketing partners, and community organizations to further library goals.
- Routinely monitors and updates West Fargo Public Library webpages to ensure accurate content and adherence to website best practices (SEO) and public library standards and collaborates with City staff regarding website redesigns and updates.
- Serves as a critical asset to Library leadership in planning and decision-making processes for the Library with regard to information gathering, public communications, and the marketing budget.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

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

MINIMUM QUALIFICATIONS

- Bachelor's degree in marketing, mass communications, advertising, public relations, or a closely related field.
- Three or more years of previous experience in advertising, marketing, and/or public relations.
- Equivalent education and experience is acceptable.
- Ability to communicate information in a manner easily understood by the general public and use sound judgment.
- Training or experience in utilizing modern graphic design techniques and software, social media strategies, and website optimization.
- Experience with photography and videography.
- Excellent writing skills with knowledge of AP style and methods, principles, and practices of journalistic writing and editing as applied to public relations.
- Ability to manage multiple priorities and to organize and prioritize tasks.
- Ability to work a flexible schedule, which will include some evening and weekend hours.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, media, vendors, contractors, external government agencies, and organizations.

PREFERRED QUALIFICATIONS

- Previous experience in library data reporting.
- Previous experience in analyzing communication metrics, such as website and social media analytics.
- Previous experience in marketing and communications roles in a library setting.
- Valid driver’s license.

PHYSICAL AND MENTAL DEMANDS

- Must be able to work in a deadline-driven environment
- May spend prolonged periods of time working at a desk, on a computer, and standing
- May be required to perform a full range of motion with lifting and/or carrying items weighing up to 40 pounds.

WORKING ENVIRONMENT

- Work is performed in a standard office environment
- Work environment may include a moderate noise level

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

Employee’s Name (please print)
Date

Employee Signature

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To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: May 8, 2025
Subject: Add a Circulation Summer Intern in June 2026
Action: Approve the addition of an intern to work in circulation for the summer of 2026

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

Since the Summer of 2022 we have had summer interns. That first year it was grant-funded through Otto Bremer by the Friends of the Library. Since then, we have funded these positions in our annual budget as we have seen the value they bring during our busiest season. In the past, the interns have worked primarily with outreach and the summer boost program. I would like to add an intern for the summer of 2026 to assist with our circulation team to help us keep up with checking items in, shelving, and other basic circulation tasks.

Total compensation costs: **\$3,086.36**



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: May 8, 2025
Subject: Add 1 Circulation Supervisor, Eliminate 1 Assistant
Action: Approve Assistant Serving Out-of-Grade Assignment as a Circulation Supervisor a Permanent Position

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

One of our two Circulation Supervisors is currently out on planned leave and we have a FT Library Assistant serving in an out-of-grade assignment to cover that necessary role. With the opening of the Satellite and what we have learned about our scheduling flows, I am requesting that at the end of the leave, we make that assignment a permanent position for this staff member. I have included this 3rd Circulation Supervisor in our preliminary budget figures as well. I am not asking to backfill the assistant position, just to promote.

Unspent hourly wages for a FT Library Assistant during the 12 week leave period: **\$9024**

Wage increase for FT Library Assistant moving to a Circulation Supervisor for remainder of the year following the 12 week leave period: **\$8793.60**



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: May 8, 2025
Subject: Preliminary Budget
Action: Approve the Preliminary Budget for Submission to City

**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 City of West Fargo intends present the Preliminary Budget to the City Commission on June 16. We need to have our Preliminary Budget approved for inclusion. I have been working with Library and City staff for several months preparing the draft included in the packet.

This budget was prepared keeping a lot of our collection and programming numbers as tight as possible, knowing that the 3% property tax cap would impact us. City Finance has been doing some work to consolidate object codes between departments, so a few of our lines have shifted like Building Rental (333) to Lease Rental (389), for example.

The Library Preliminary Budget as presented includes the proposed Summer Circulation Intern position and promotion of one of the FT Library Assistant positions to a Circulation Supervisor from previous agenda items.

CITY OF WEST FARGO, ND
 Expenditure Budget - Library
 For the Year: 2026
 Director:

Department Description	Object	Object Description	2022		2023		2024		2025 YTD	2025	2026	YOY
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget	Change
LIBRARY	110	PERMANENT EMP SALARIES	670,623.03	788,076.00	806,677.31	875,154.00	1,098,684.14	1,079,955.00	341,546.67	1,210,859.00	1,318,804.00	107,945.00
LIBRARY	114	PART TIME SALARIES	130,473.62	120,471.00	94,628.92	146,358.00	67,838.58	136,858.00	20,693.98	102,287.00	135,106.00	32,819.00
LIBRARY	220	SOCIAL SECURITY	60,397.68	69,504.00	66,786.88	78,146.00	86,682.56	83,164.00	26,828.50	100,456.00	111,225.00	10,769.00
LIBRARY	230	RETIREMENT	103,676.20	118,692.00	122,567.33	133,548.00	177,849.32	175,722.00	54,816.15	196,886.00	213,904.00	17,018.00
LIBRARY	240	WORKFORCE SAFETY INSURANCE	1,742.89	1,470.00	1,124.45	1,607.00	2,019.43	2,384.00	2,068.26	2,996.00	3,127.00	131.00
LIBRARY	245	CORPORATE EDUCATION	19.50	-	-	-	-	-	0.00	-	0.00	0.00
LIBRARY	250	UNEMPLOYMENT	-	1,000.00	-	500.00	-	500.00	0.00	500.00	500.00	0.00
LIBRARY	312	ATTORNEY	6,791.08	4,000.00	3,724.75	4,000.00	1,000.00	4,000.00	0.00	5,000.00	5,150.00	150.00
LIBRARY	320	HEALTH INSURANCE	79,973.06	81,079.00	104,398.12	151,290.00	155,452.07	205,554.00	51,870.63	266,649.00	206,411.00	(60,238.00)
LIBRARY	321	PROPERTY INSURANCE	1,043.00	-	801.67	-	4,081.37	-	1,479.52	-	0.00	0.00
LIBRARY	333	BUILDING RENTAL	68,765.00	120,510.00	121,594.00	120,752.00	124,002.00	124,002.00	44,111.43	161,051.00	0.00	(161,051.00)
LIBRARY	340	EMPLOYEE DEVELOPMENT	9,733.21	17,392.00	4,572.95	17,392.00	3,833.20	18,060.00	2,518.20	15,950.00	12,950.00	(3,000.00)
LIBRARY	356	TELEPHONE	1,529.32	1,531.00	1,609.98	3,300.00	2,638.43	3,300.00	637.74	3,060.00	3,044.00	(16.00)
LIBRARY	360	PRINTING & MAILING PROJECTS*	-	-	-	-	-	-	-	-	13,000.00	-
LIBRARY	387	MEDICAL/VACCINES	-	500.00	-	500.00	-	500.00	0.00	500.00	500.00	0.00
LIBRARY	389	LEASE/RENTAL	-	-	-	-	-	-	-	-	199,211.00	-
LIBRARY	399	RECRUITMENT/EMPLOYMENT TESTING	5,536.83	3,000.00	826.00	3,000.00	1,656.00	3,000.00	0.00	3,000.00	3,000.00	0.00
LIBRARY	410	OFFICE SUPPLIES	10,530.69	13,000.00	14,384.24	13,000.00	12,479.28	13,000.00	4,911.05	15,000.00	15,750.00	750.00
LIBRARY	418	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	3,000.00	-
LIBRARY	420	OPERATION & MAINTENANCE	575.00	-	-	-	-	-	0.00	-	0.00	0.00
LIBRARY	424	GAS AND OIL	-	1,200.00	-	1,200.00	-	1,200.00	66.66	2,000.00	2,000.00	0.00
LIBRARY	427	VEHICLES MAINTENANCE	-	6,000.00	16.50	1,200.00	6.25	1,200.00	1,746.89	1,200.00	1,200.00	0.00
LIBRARY	428	SERVICE AGREEMENTS-CONTRACTS	21,604.81	11,100.00	12,937.68	10,260.00	11,068.62	10,260.00	2,327.54	11,952.00	22,008.00	10,056.00
LIBRARY	490	MISC	378.19	750.00	186.84	-	44.99	500.00	0.00	500.00	500.00	0.00
LIBRARY	497	TECHNOLOGY	34,639.41	45,070.00	44,562.75	52,914.00	52,162.54	48,739.00	16,614.08	45,199.00	37,379.49	(7,819.51)
LIBRARY	500	SUPPLIES	299.98	500.00	-	500.00	-	500.00	0.00	500.00	850.00	350.00
LIBRARY	640	FURNITURE & EQUIPMENT	-	-	-	-	-	2,000.00	0.00	-	0.00	0.00
LIBRARY	641	FURN & EQUIP-NON DEPRECIATED <\$5000	7,944.21	2,810.00	7,857.80	3,500.00	22,486.95	43,178.00	1,420.06	10,000.00	19,599.00	9,599.00
LIBRARY	644	POSTAL METER RENT	972.36	1,200.00	729.27	1,200.00	(73.69)	1,200.00	0.00	1,200.00	2,772.00	1,572.00
LIBRARY	648	PROFESSIONAL PUBLICATIONS	442.37	2,440.00	2,248.69	3,000.00	38.01	3,000.00	0.00	1,000.00	535.00	(465.00)
LIBRARY	649	PROGRAMMING	16,128.07	21,000.00	17,421.48	16,000.00	15,376.81	21,000.00	2,767.52	18,500.00	16,000.00	(2,500.00)
LIBRARY	650	E RESOURCES	36,192.09	36,000.00	41,785.83	41,285.00	46,754.21	53,161.00	40,560.33	42,261.00	41,065.00	(1,196.00)
LIBRARY	653	CAPITAL IMPROVEMENTS	-	-	-	-	-	83,640.00	101,634.11	150,000.00	150,000.00	0.00
LIBRARY	661	POSTAGE/FREIGHT/SHIPPING	5,761.74	6,000.00	9,129.66	7,000.00	9,526.62	10,000.00	3,515.05	11,000.00	0.00	(11,000.00)
LIBRARY	662	BOOKS	108,998.91	100,750.00	86,126.18	100,750.00	98,955.64	88,950.00	25,643.70	107,245.00	107,245.00	0.00
LIBRARY	663	MAGAZINES	4,848.72	5,260.00	5,305.38	5,500.00	5,062.39	5,500.00	4,120.85	4,700.00	4,850.00	150.00
LIBRARY	664	AUDIO VIDEO	30,758.06	31,500.00	31,995.59	31,500.00	17,538.47	25,650.00	4,086.56	16,250.00	16,250.00	0.00
LIBRARY	667	MEMBERSHIPS	3,042.00	3,176.00	2,736.20	3,500.00	3,734.60	4,039.00	1,099.00	4,050.00	4,320.00	270.00
LIBRARY	668	PRINTING	453.24	1,000.00	435.44	1,000.00	443.56	1,000.00	96.47	1,000.00	0.00	(1,000.00)
LIBRARY	669	INSURANCE	-	2,750.00	-	2,750.00	617.00	2,750.00	0.00	3,000.00	6,056.00	3,056.00
LIBRARY	672	EMERGENCY MEDICAL SUPPLIES	145.47	250.00	93.00	350.00	175.24	350.00	349.67	350.00	0.00	(350.00)
LIBRARY	680	LIBRARY OF THINGS	-	-	-	-	-	958.81	4,500.00	4,500.00	4,500.00	0.00
LIBRARY	689	PROMOTIONAL ACTIVITIES	7,218.15	11,400.00	8,783.77	11,400.00	7,998.32	11,400.00	3,744.10	13,680.00	13,680.00	0.00
LIBRARY	710	PRINCIPAL	36,455.00	-	-	-	-	0.00	0.00	0.00	0.00	0.00
LIBRARY	720	INTEREST	3,675.00	-	-	-	-	0.00	0.00	0.00	0.00	0.00
LIBRARY	724	CONSULTING/TESTING FEES	-	-	-	-	9,825.00	-	0.00	3,000.00	0.00	(3,000.00)
LIBRARY	740	SERVICE CHARGES	1,606.30	500.00	2,641.86	1,750.00	975.80	1,750.00	293.70	1,750.00	1,750.00	0.00
LIBRARY	864	FURN & EQUIP DEPRECIATED >\$5,000	-	10,707.00	-	-	14,210.60	-	48,675.44	-	0.00	0.00
LIBRARY	870	CAPITALIZED ASSETS - OVER \$5,000	-	-	-	-	52,273.00	-	0.00	-	0.00	0.00
LIBRARY	880	COST ALLOCATIONS	41,238.00	41,238.00	42,023.04	42,023.00	44,099.04	46,646.00	12,066.24	47,919.00	53,618.00	5,699.00
LIBRARY	890	TRANSFERS OUT	-	20,000.00	10,000.00	10,000.00	-	10,000.00	0.00	10,000.00	10,000.00	0.00
LIBRARY	901	CATALOGING	3,615.19	2,450.00	2,559.78	3,200.00	2,668.57	2,950.00	0.00	2,950.00	3,210.00	260.00
LIBRARY	994	ODIN	19,824.00	20,000.00	23,543.00	24,200.00	25,491.00	24,200.00	0.00	25,000.00	34,500.00	9,500.00
											0.00	0.00
		TOTALS	1,537,651.38	1,725,276.00	1,696,816.34	1,924,529.00	2,179,675.92	2,354,762.00	823,268.91	2,624,900.00	2,798,569.49	(41,541.51)



West Fargo Public Library

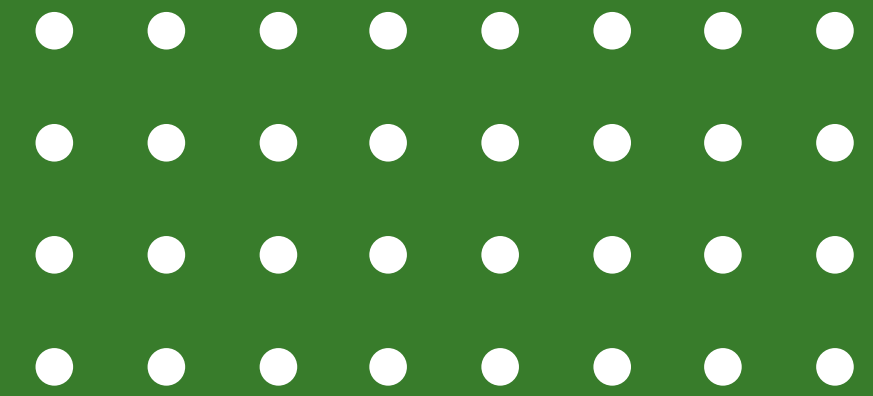


Director's Report

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



Finances



Expenditures through March

Month to Date

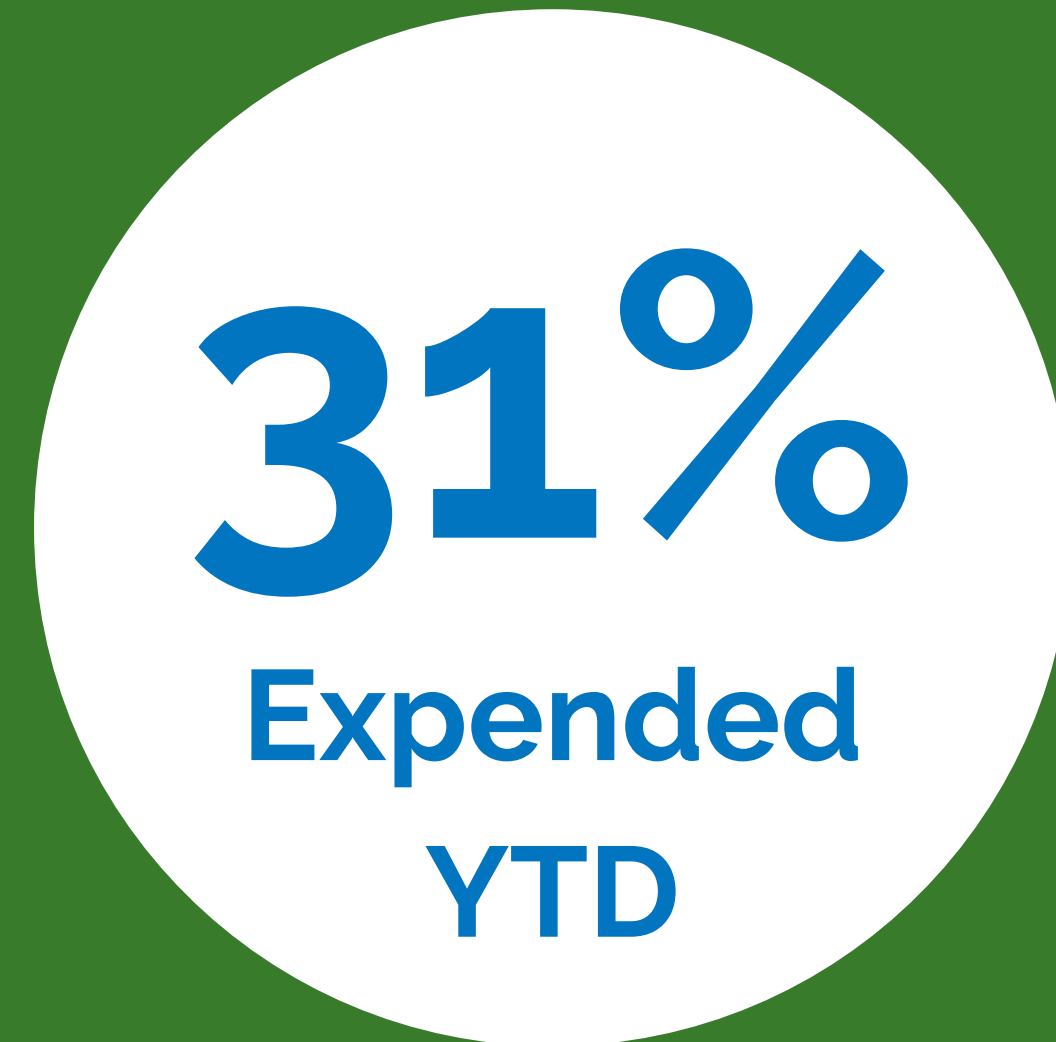
\$182,989.71

Year to Date

\$826,028.49

Available Appropriation

\$1,798,871.51





Administration

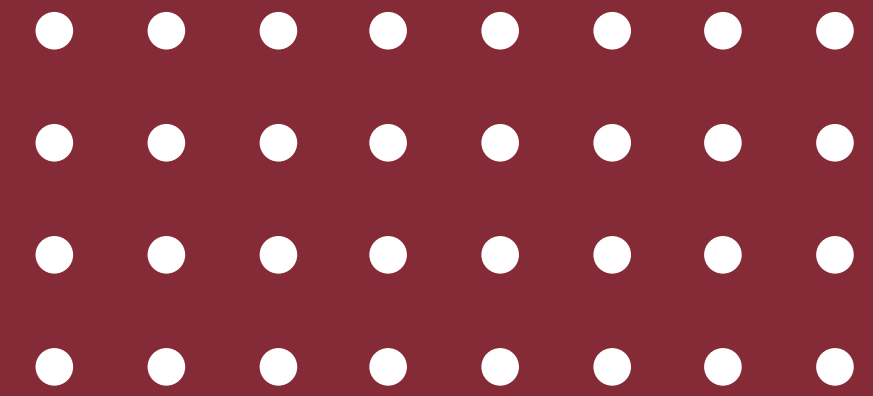
April Satellite Usage

- Physical Circulation - 461
- Door Count - 390
- Library Cards Made - 8



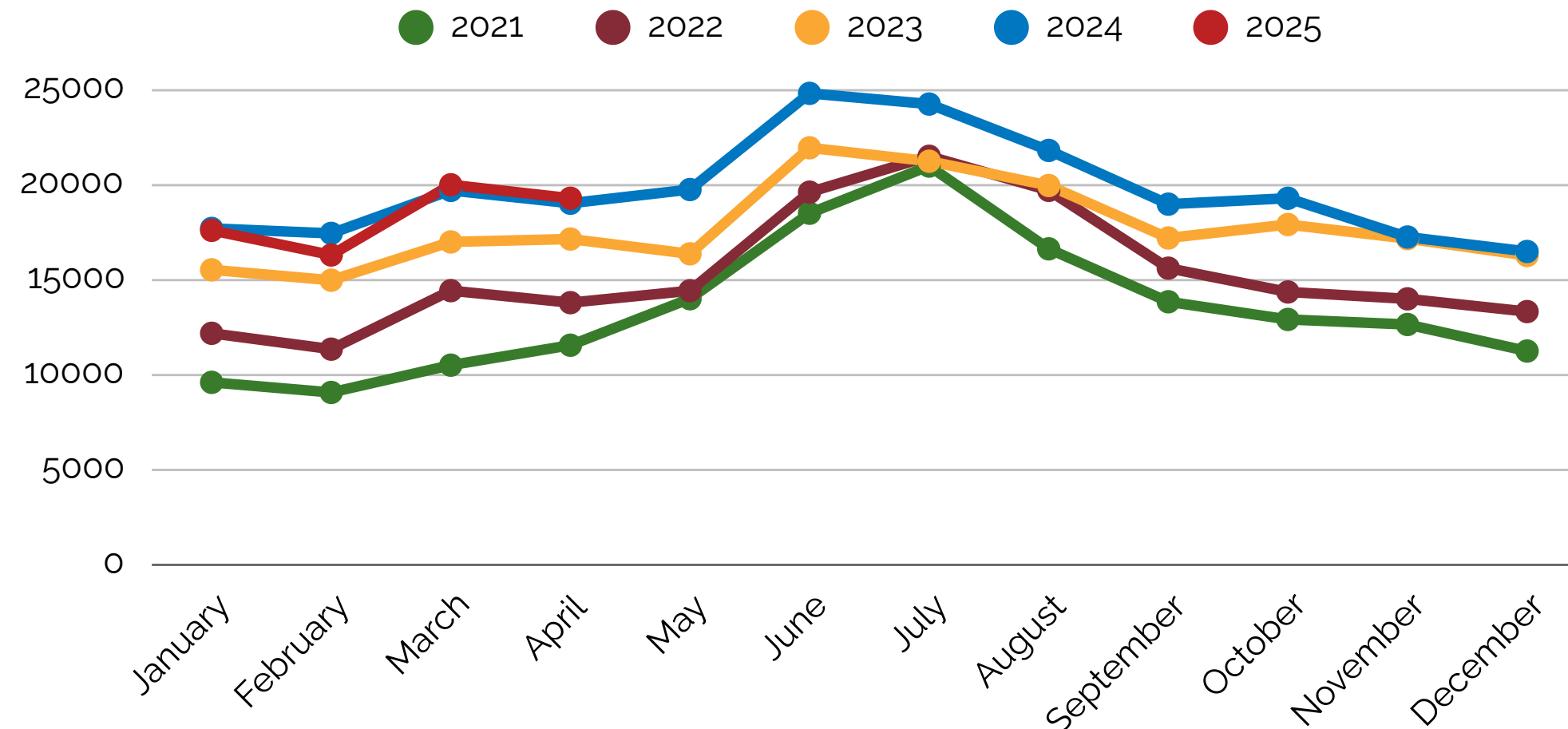


Circulation

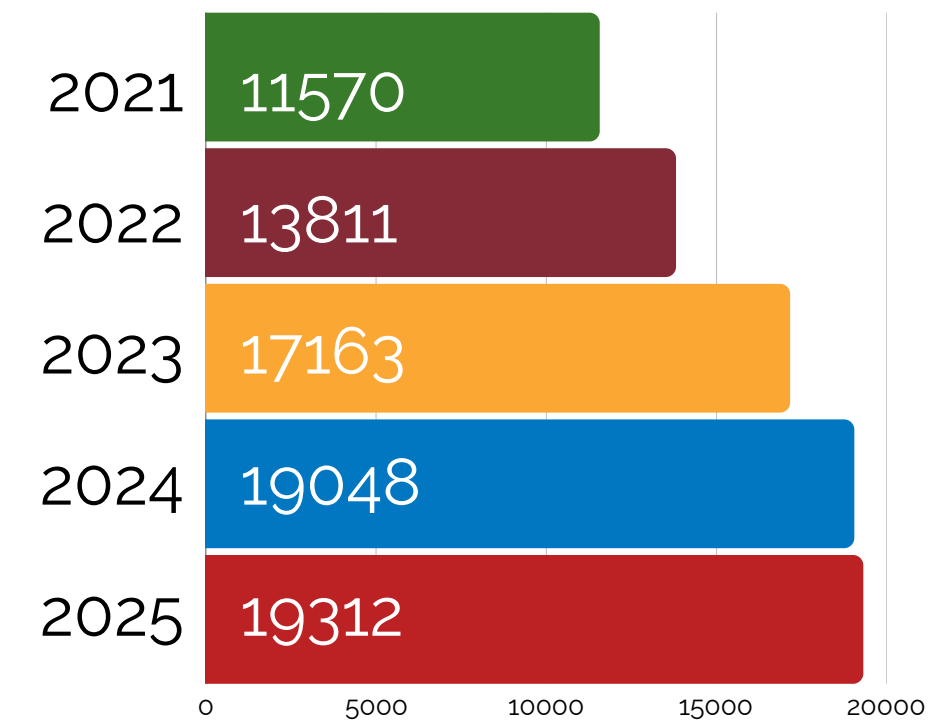


- Physical item circulation was down in April just a bit from last year, but digital was higher by a good margin leaving us with overall higher circulation numbers.

Total Circulation



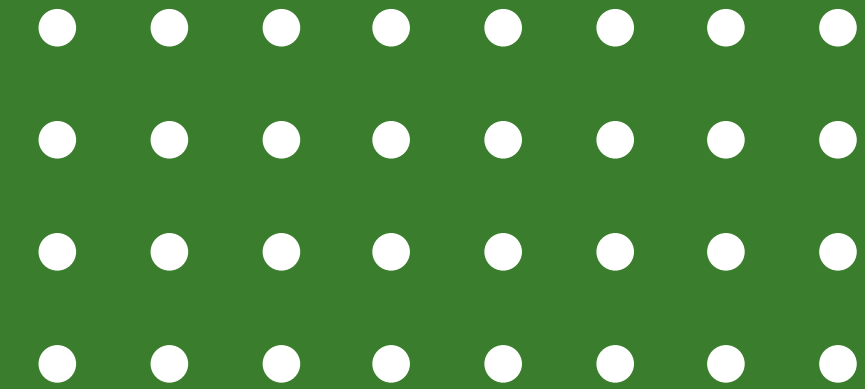
April Total Circulation



**April Circulation per
Active Library Card - 1.3 items**

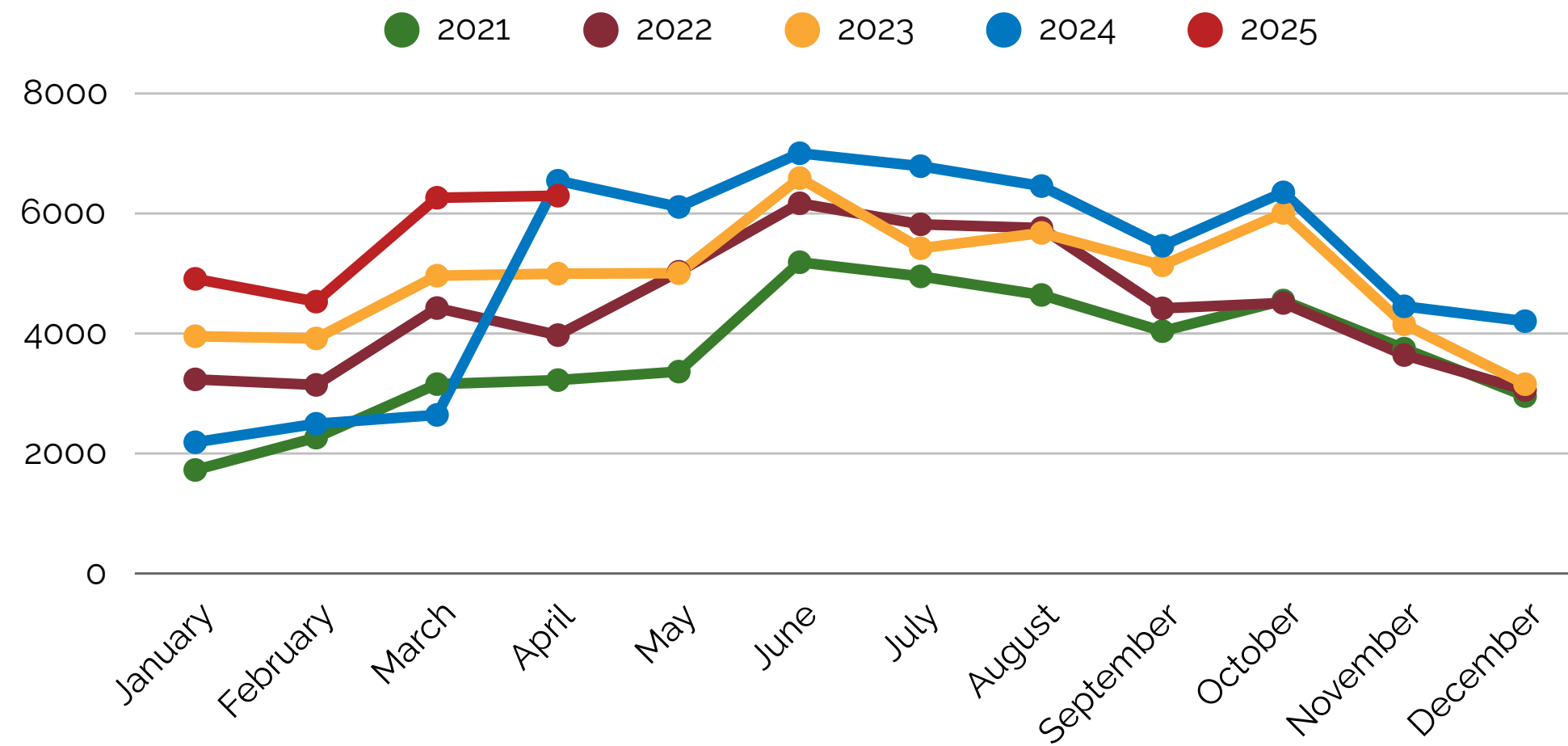


Door Count

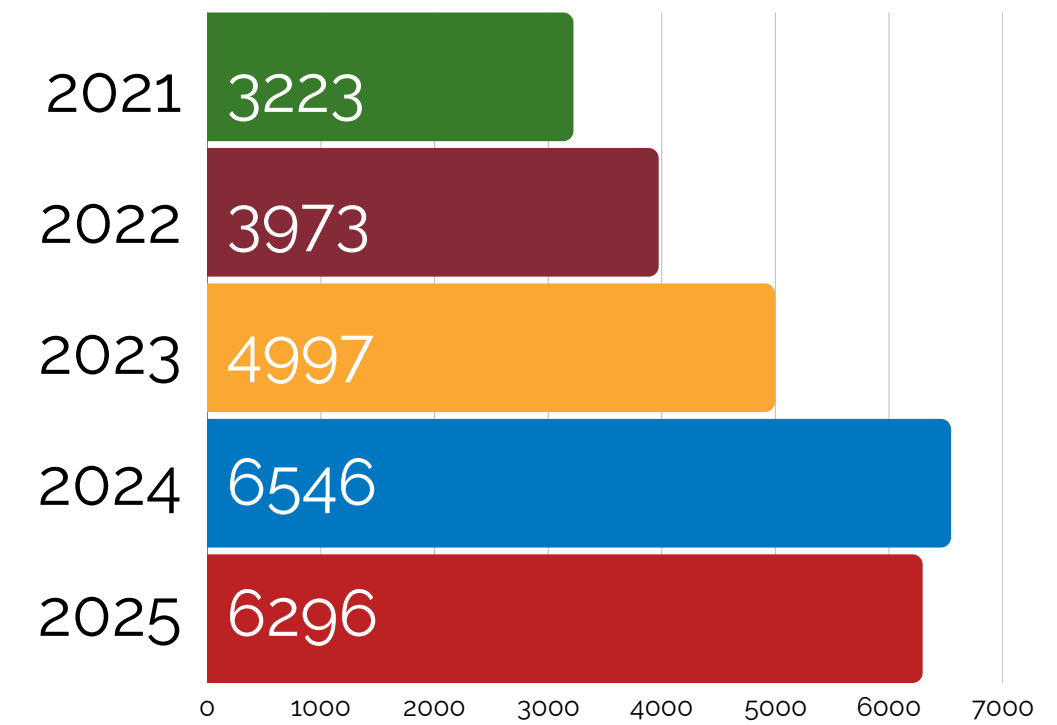


- Our traffic was down a bit in April as well
 - Changes in schedule of school tours may have impacted this.

Door Count



April Door Counts

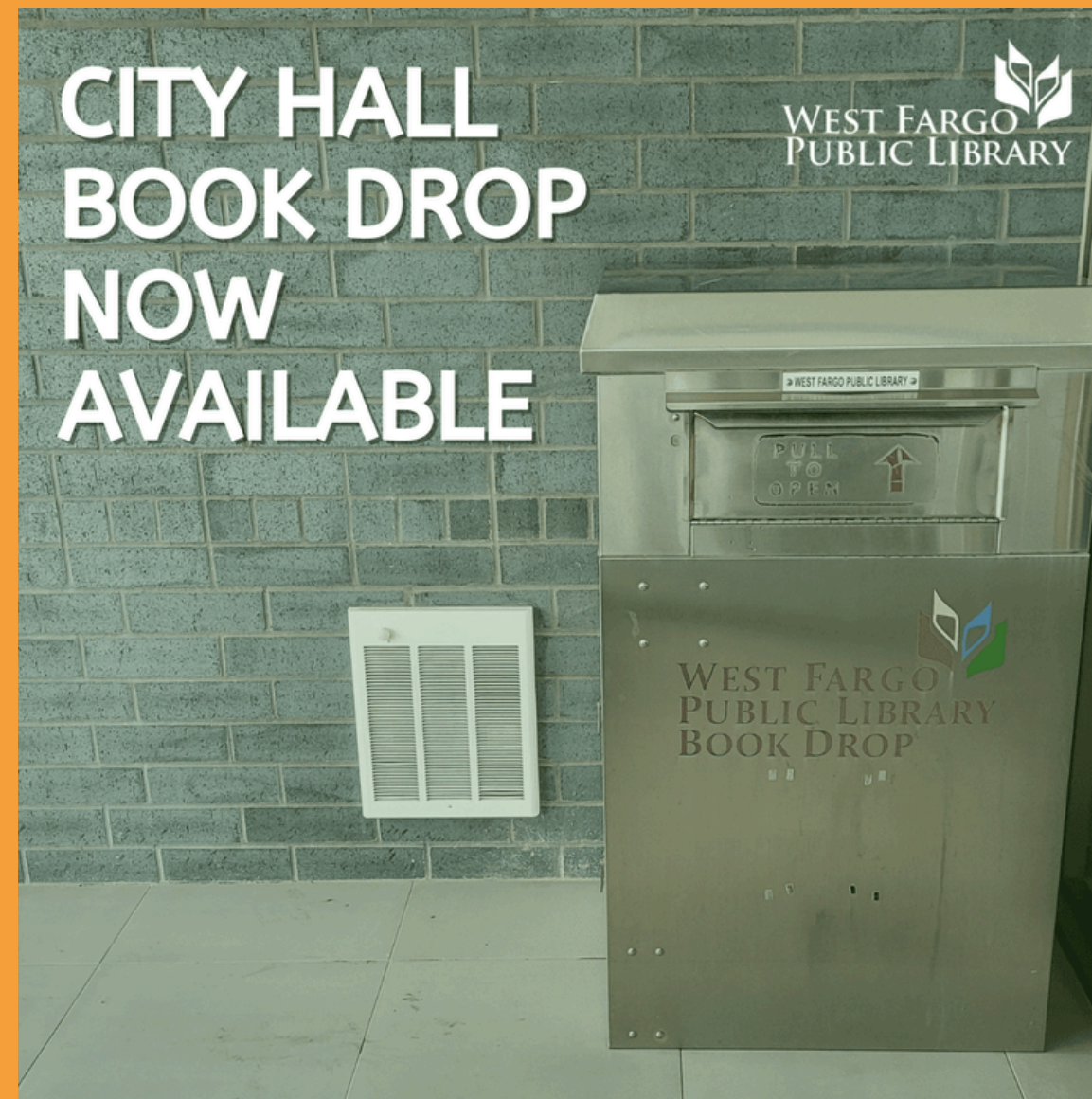


Satellite Door Count. - 390



Offsite Bookdrop Usage

- In March, we moved one of the drops to City Hall.
- The remaining drop at Cashwise has seen a drop in usage since the Satellite opened as well.
- Patrons seem to be returning their materials to the Satellite instead.



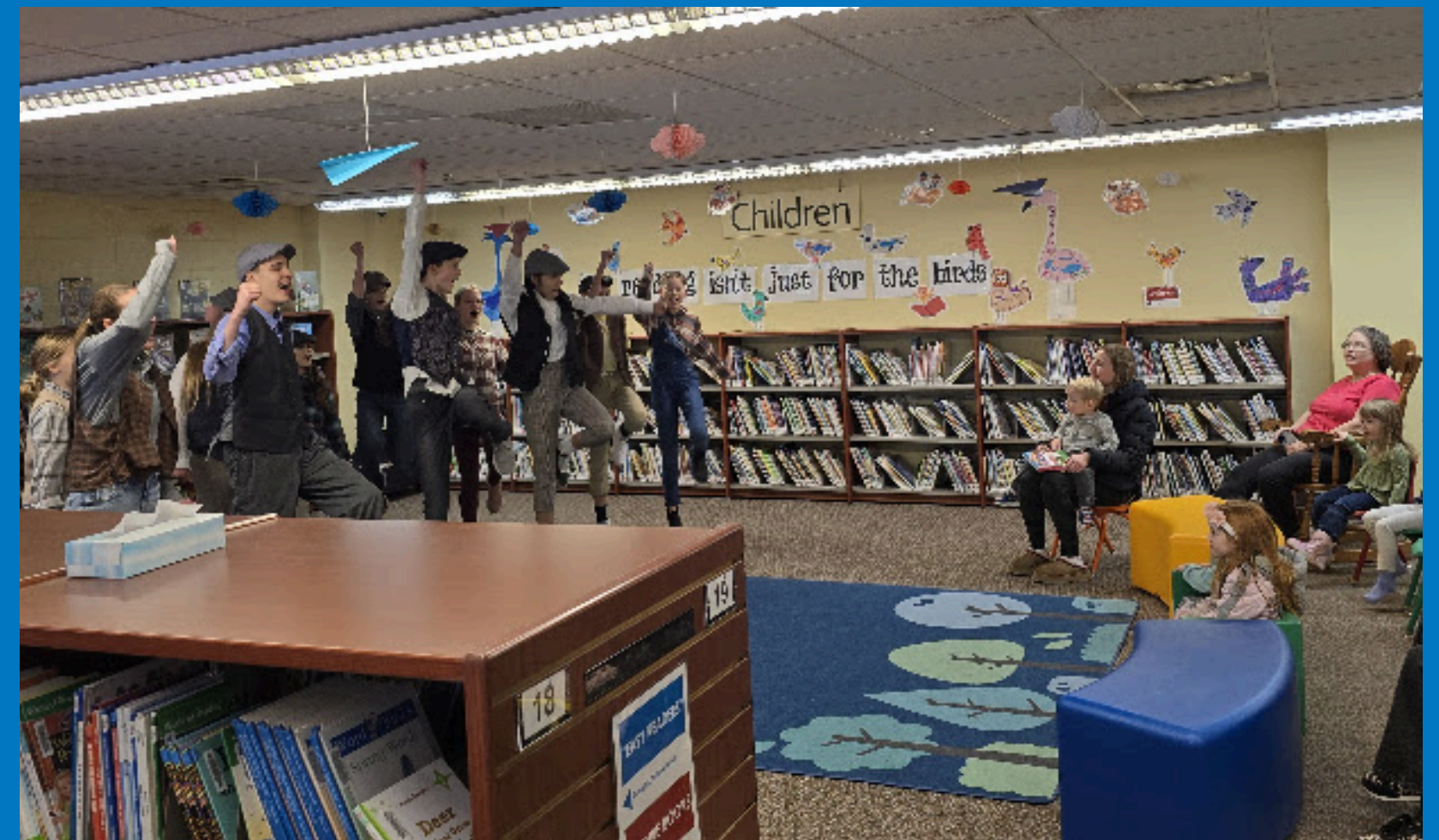
■ ■ ■ Youth Programming

- 2nd Grade Tours – We are nearly completed with the 2nd grade tours. Over 900 kids and staff have visited so far, we have even had a bus driver come in to get signed up for a card!
- Family Craft Night: 90s Themed – Kids and grownups made fuse bead creations, friendship bracelets, sand art and more throw back crafts.
- Mine-Crafts – Huge turnout for our Minecraft-themed craft event! Families were able to create many different pixel-based craft projects. We had to use both meeting rooms and the hallway to accomodate everyone.



■ ■ ■ Youth Programming

- Storytimes – numbers are steady with high attendance which included a special visit this month of Shiloh Christian Academy bringing a preview of their show Newsies Jr.
- Added a second monthly Teen DnD due to this event's popularity.



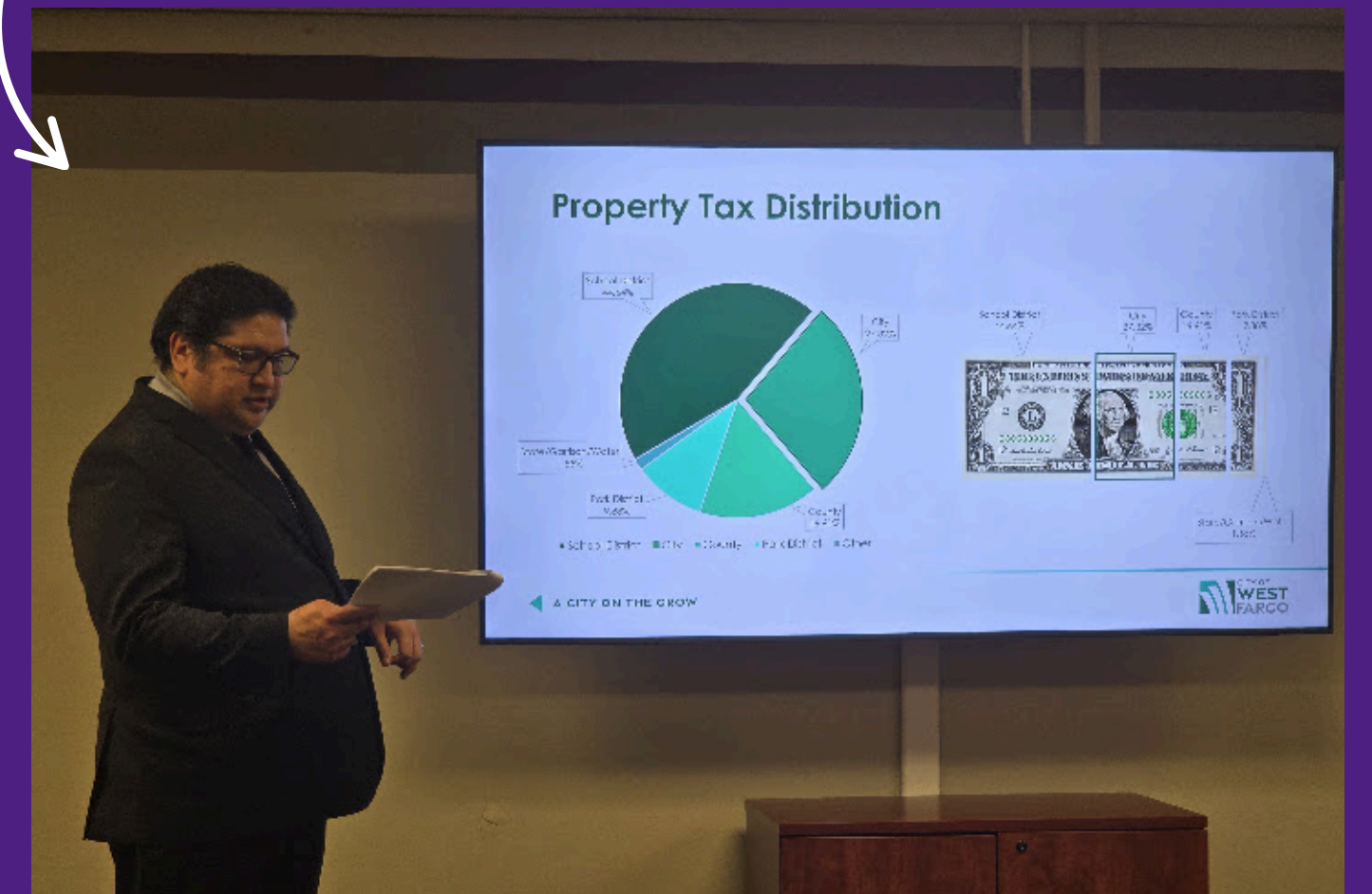
■ ■ ■ Adult Programming

- Movie Matinees are so popular that weekly we are having to turn folks away because the room is over capacity.
 - We are exploring a second showing or opening a room with an alternative activity for those who are unable to attend due to space limitations.
- Book Clubs are going strong and Tech Tutoring and Notary Services were very popular this month.

Free Balance Screenings with Apex Physical Therapy



City of West Fargo Budget Process Presentation





Outreach Services

Outreach circulation is really up!

In April, we joined other area libraries for events at NDSU and MSUM as part of National Library Week.

In May, we are popping up at our summer route locations for a **spring preview**:

- Monday, May 12 5:30 - 7 p.m. @ Maplewood Park
- Tuesday, May 13 5:30 - 7 p.m. @ Dakota Park
- Wednesday, May 14 5:30 - 7 p.m. @ Goldenwood Park



SUMMER ROUTE
JUNE 2 - JULY 30

MONDAY

5:30 - 7 p.m.

Maplewood Park

(1504 17th Ave E, West Fargo)

TUESDAY

5:30 - 7 p.m.

Dakota Park

(5600 Ninth St. W., West Fargo)

WEDNESDAY

5:30 - 7 p.m.

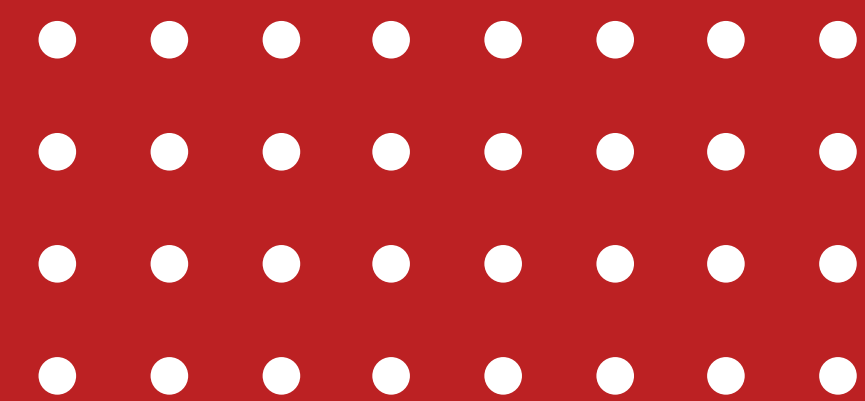
Goldenwood Park

(1330 Fifth St. NW., West Fargo)



Communications

Social media engagement has been trending upward, with lots of new faces sharing Library news and events with their friends. Largely positive interactions and excitement from library users about what is happening at WFPL.



139
earned media
placements in local
print, TV, radio news



Month 1
at the
Satellite
Library!

20
open days

538
visitors

465
items checked out

16
new library cards made

WEST FARGO
PUBLIC LIBRARY



Upcoming Events



USED BOOKS & MEDIA SALE

10 a.m. - 4 p.m. Saturday, May 17

West Fargo Public Library - Main Location

215 3rd Street E, West Fargo

WEST FARGO
PUBLIC LIBRARY
SUMMER BOOST

KICKING OFF A
COLORFUL
SUMMER AT THE
WEST FARGO
LIBRARY AND
BEYOND!

SUMMER KICKOFF PARTY!

5 - 7 p.m. Thursday, May 29
at the West Fargo Public Library

This year's summer reading theme is **Color Our World**,
celebrating creativity, artistic expression and colors!

CRAFTS **SNACKS** **GAMES** **CHALLENGE SIGN-UP** **FUN FOR ALL AGES**



SUMMER ROUTE JUNE 2 - JULY 30

MONDAY

5:30 - 7 p.m.

Maplewood Park
(1504 17th Ave E, West Fargo)

TUESDAY

5:30 - 7 p.m.

Dakota Park
(5600 Ninth St. W., West Fargo)

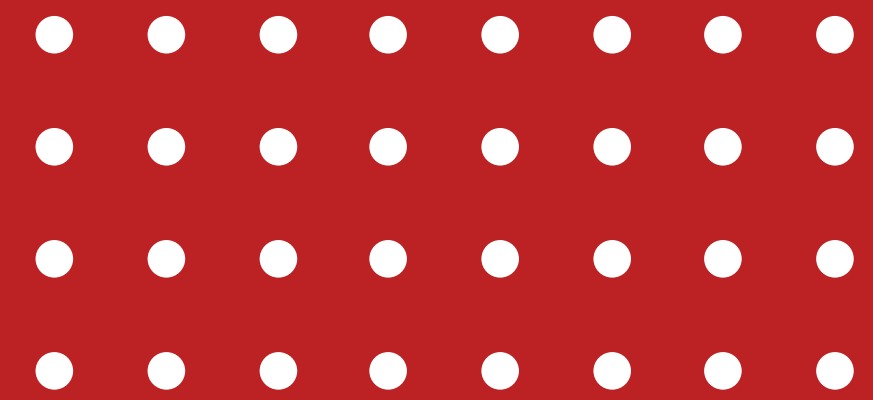
WEDNESDAY

5:30 - 7 p.m.

Goldenwood Park
(1330 Fifth St. NW., West Fargo)



- Will also be popping up at various elementary schools and community events throughout the summer!



Redhawks Library Night

7:02 p.m. Thursday, June 5

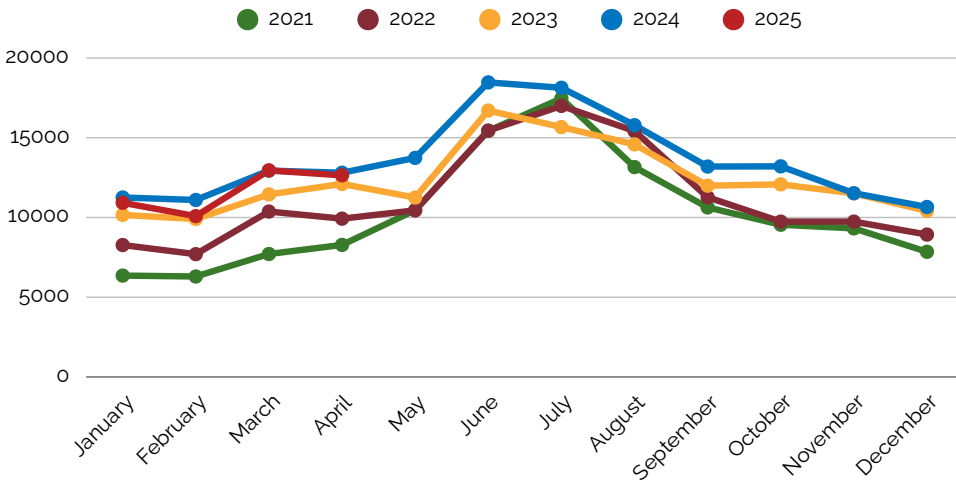
Collaboration between Fargo, Moorhead and West Fargo public libraries.

- First 500 kids get free book stuffed with information about Summer Programs!
- Daniel Tiger meet and greet!
- Inflatable games!

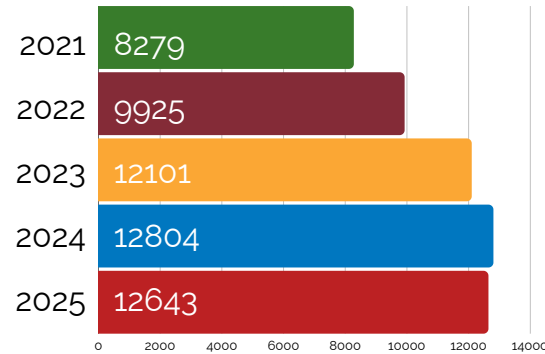
QUESTIONS?

Thank you for your time!

Physical Item Circulation - All Locations

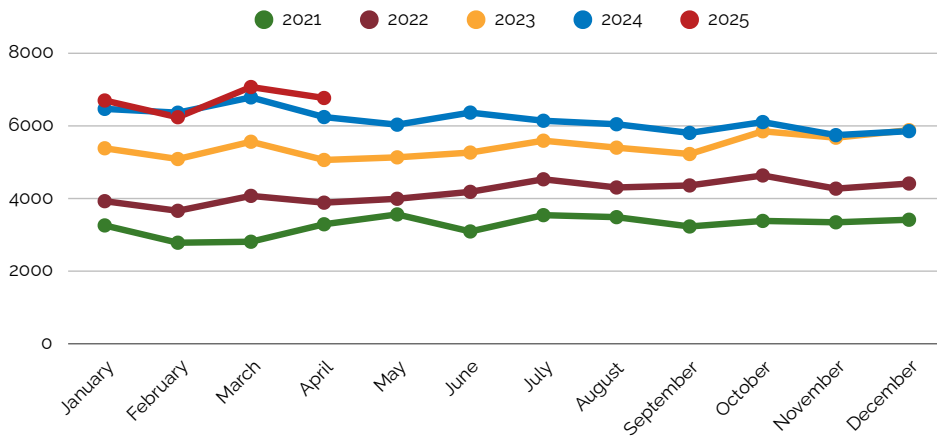


April Circulation



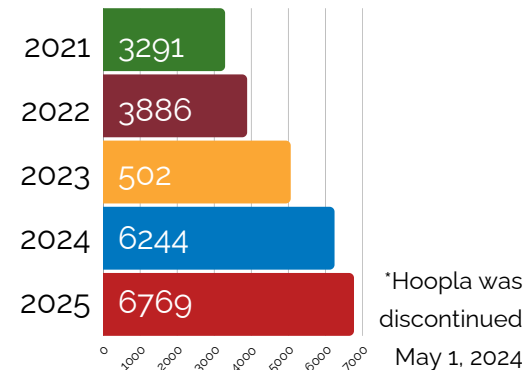
Satellite Physical Circ. - 461

Electronic Materials Circulation

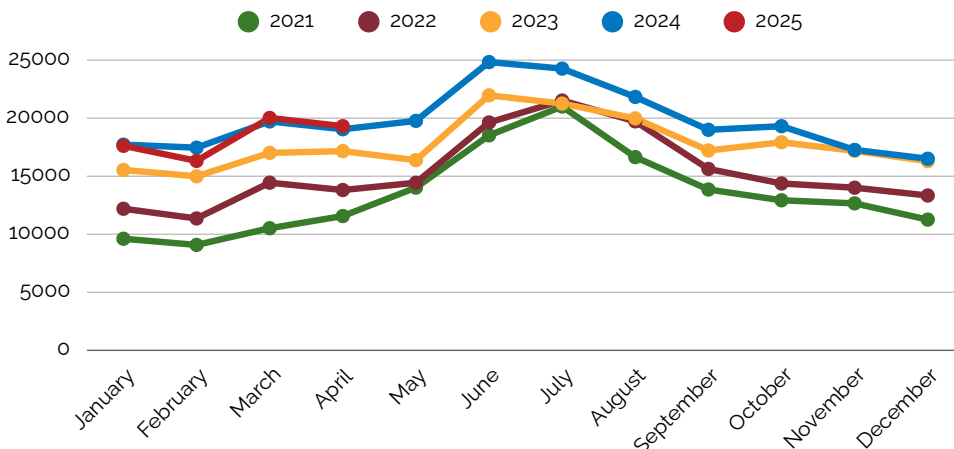


April Circulation

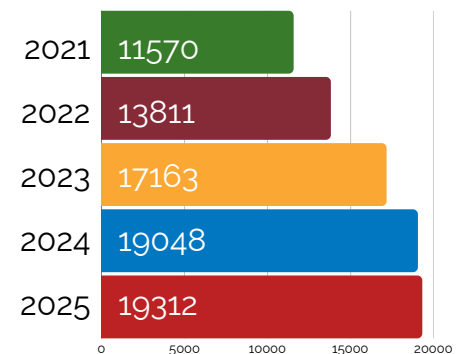
OverDrive/Libby & Hoopla*



Total Circulation

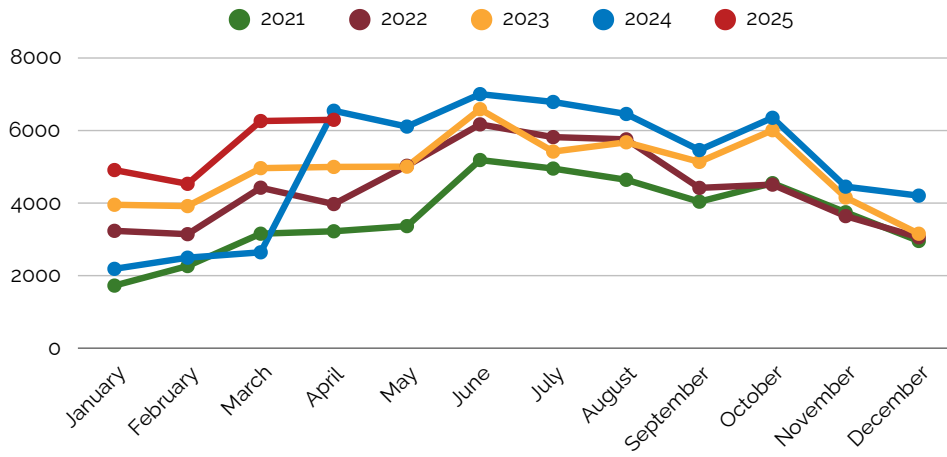


April Total Circulation

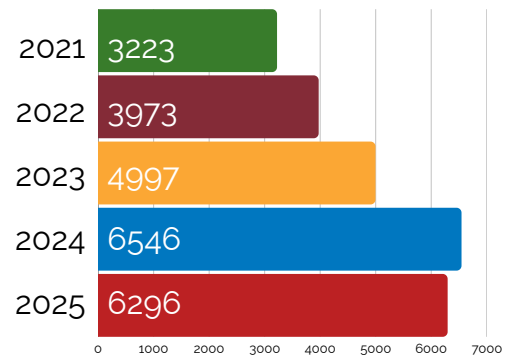


April Circulation per Active Library Card - 1.3 items

Door Count

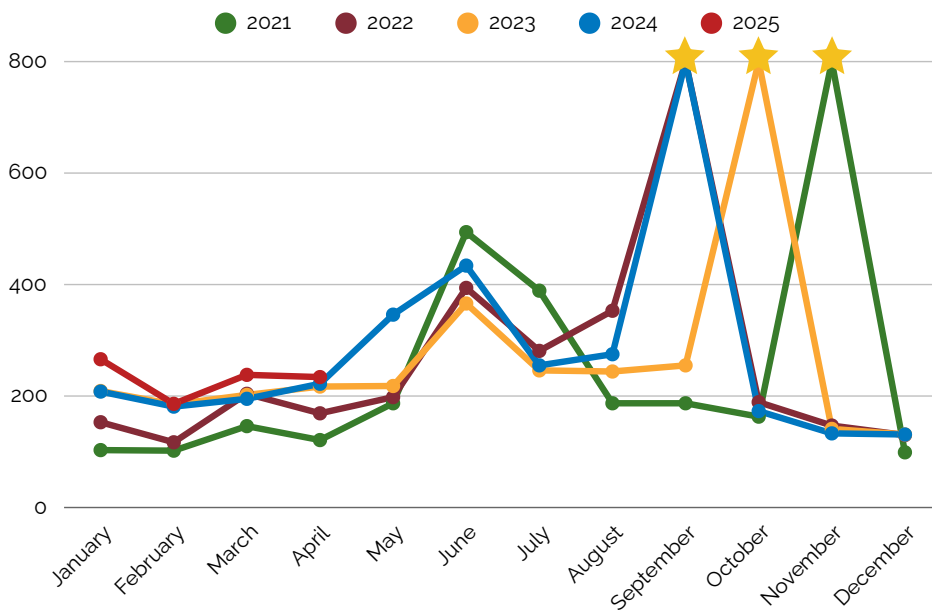


April Door Counts

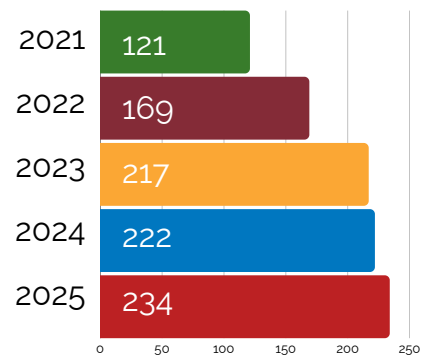


Satellite Door Count. - 390

Library Card Signups



April Card Signups



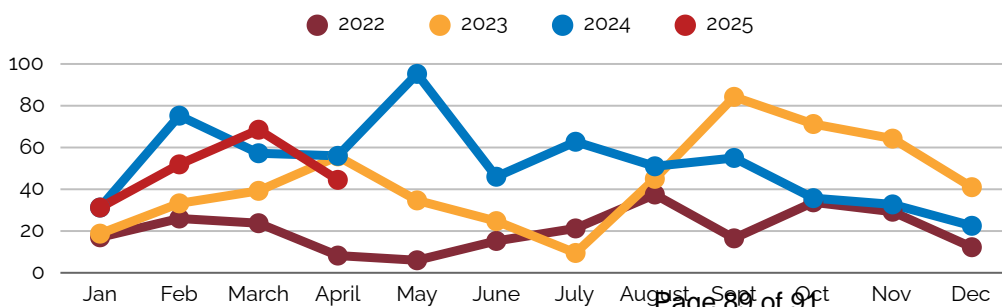
April Active Library Cards - 14326

Satellite Signups. - 8

★ In Nov. 2021, the WFPL added over 5000 library cards through a partnership with West Fargo Public Schools. This partnership continues, with additions occurring in Sept. 2022 and Oct. 2023 and Sept. 2024.

Meeting Room Usage

Meeting Room Hours Reserved

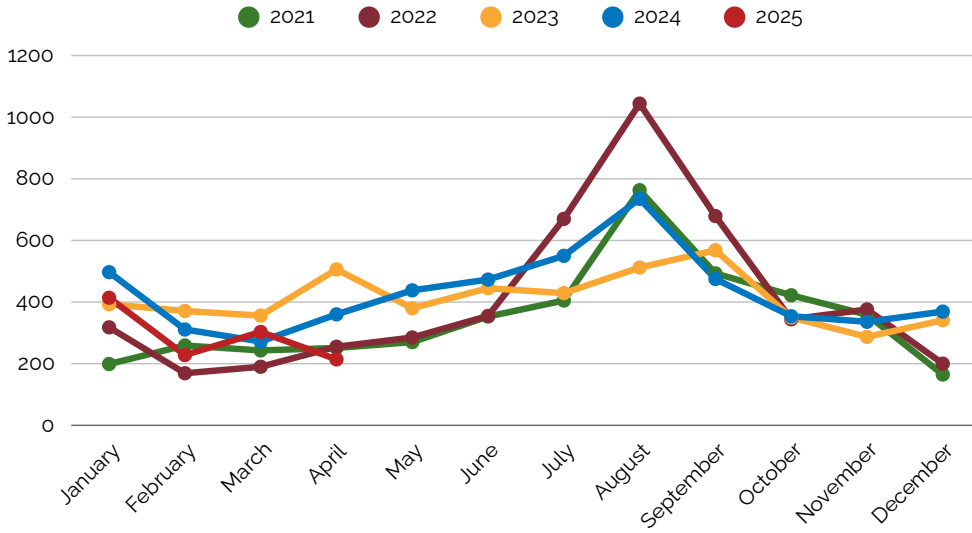


Meeting Room Use

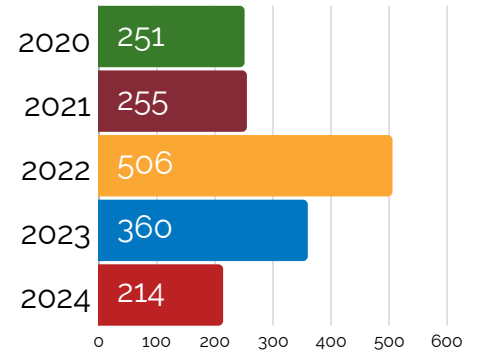
April Hours Reserved 44.5
Hours Reserved YTD 196.18
 March Reservations 23
Reservations YTD 102

Satellite Reservations - 0

Offsite Book Drop Usage



April 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	2022	2023	2024	2025
	245	180	201	215	326

*This number includes senior book deliveries, daycare book deliveries and any books checked out from outreach pop-up libraries, (not Satellite).

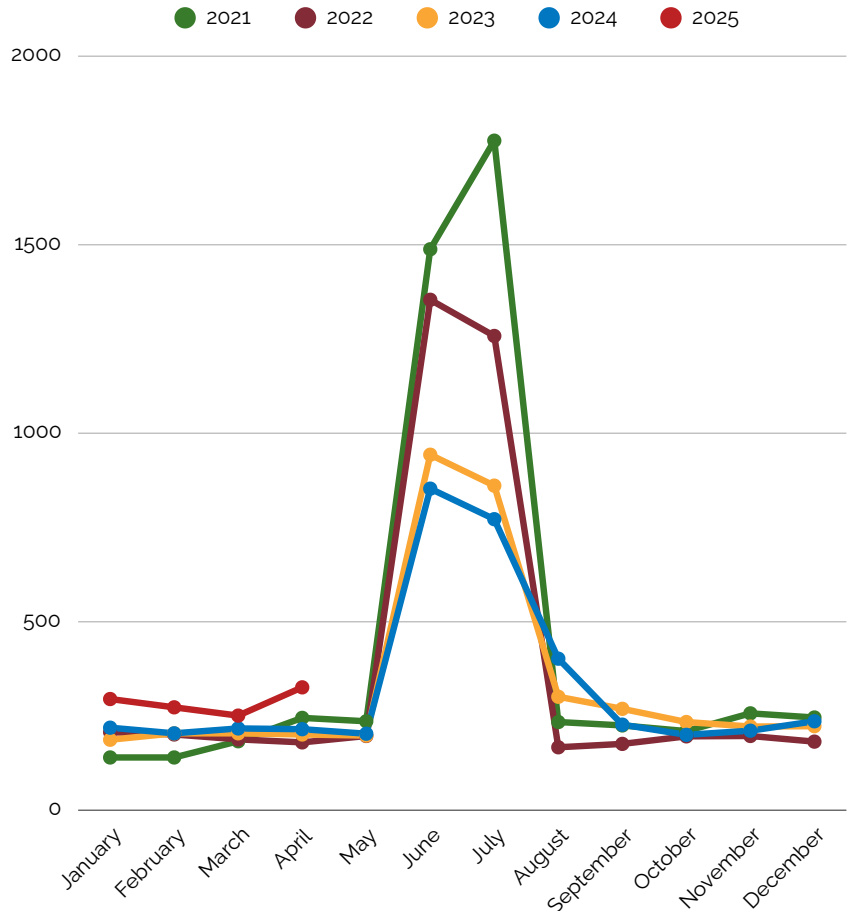
Outreach Deliveries and Item Circulation

Senior Living Locations Served	5
Senior Outreach Participants	17
Daycare Locations Served	7
Total Outreach Circulation	326

Outreach & Community Events Attendance

Library on Wheels (0 stops)	0
Other Outreach Events	65
Total Attendance	65

In April, the Outreach services team brought the pop-up library program to MSUM and NDSU as part of National Library Week celebrations being held there.



Programs

Program Attendance

Youth

Ready to Read Storytime	148
Baby Boost Storytime	120
Teeter Tots Storytime	127
Teen Events	9
STEM	11
Other Youth Events	624
Total Attendance	1039

Adult

Book Clubs	44
Movie Screenings	118
Writing Circle	6
Other Clubs (Cribbage, D&D)	11
Other Events	18
Total Attendance	197

All-Ages

Family Craft Night	19
Total Attendance	62

Reference/Services

Technology Tutoring	7
Notary Public	8
Total Attendance	15

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

Monthly New Registrations	0
YTD Registrations	12
Lifetime Registrations	71

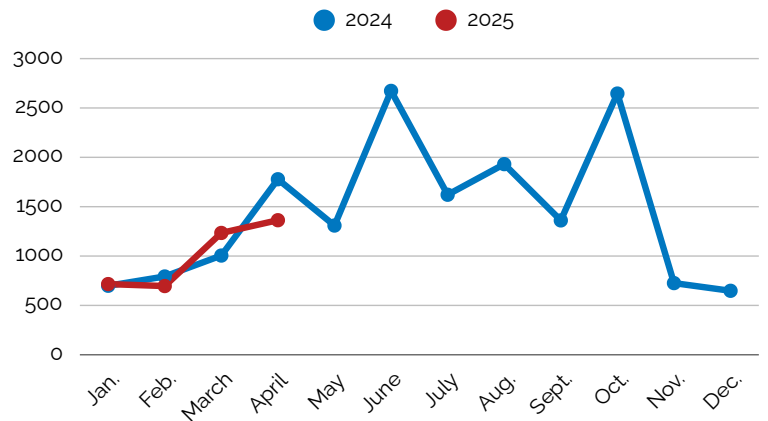
1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	7
YTD Registrations	15
Lifetime Registrations	664

Spring Color Reading Challenge (April 1 - May 31)

Monthly New Registrations	110
Total Challenge Registrations	110
Challenge Completions	20

Total program attendees
(in-library & outreach event attendance,
not reference April 2025) **1363**



Satellite Library



We opened the **Satellite Library** at City Hall on March 18. Below are our usage statistics for April.



Physical Item Circulation	461
Door Count	390
Library Cards Made	8
Study Room Reservations	0
Study Room Hours Reserved	0



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