



West Fargo Public Library Board of Directors
Regular Meeting Agenda
West Fargo City Hall Commission Chambers
2515 6th St E, West Fargo
Thursday, June 12, 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 – May 8, 2025
2. Approval of Financial Reports

Regular Agenda

Old Business

New Business

1. Library Board Candidate Statement Opportunity
2. Appoint Trustees to fill 2 seats on the Library Board **(Action)**
3. Request from HR to close early on September 4th for City Employee Appreciation Event **(Action)**
4. Update from HR about Lexipol
5. Recommendation to Adopt Policy 101 Authorization and Delegation of Policy Approval **(Action)**
6. Director's Report
7. Adjourn



West Fargo Public Library Board of Directors Meeting

West Fargo City Hall Commission Chambers

2515 6th St E, West Fargo ND

Thursday, May 8, 2025, 5:00 p.m.

([YouTube](#) recording)

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

Board Member Absent: Alanna Rerick

Also Present: Library Director Jenna Kahly

I. **Call to Order**

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

II. **Order of the Agenda**

Commissioner Anderson moved and Hanson seconded to approve the order of the agenda. Schwartz requested an amendment to the agenda to remove Discussion on Library Undesignated Balance to a future board meeting. Hanson moved and Stukel seconded order of the agenda with the amendment. No opposition. Motion carried.

III. **Public Comment**

No members of the public signed up for public comment.

IV. **Consent Agenda**

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

- Approval of Minutes – April 10, 2025
- Approval of Financial Reports

Regular Agenda

Old Business

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

- Kahly presented the 2025-2030 Strategic Plan. Schwartz moved to adopt the Strategic Plan as presented and Commissioner Anderson seconded. No opposition. Motion carried.

New Business

VI. **Approval of Job Description Updates Prior to Salary Study (Action)**

- Kahly presented revised job descriptions. Upon approval, these will be provided to Human Resources for use in an upcoming salary study. Hanson asked how the study would impact the budget. There has been no data released to make that determination. Schwartz moved and Hanson seconded to approve the job description updates as presented. No opposition. Motion carried.

VII. **Approval of Addition of Circulation Intern for Summer 2026 (Action)**

- Kahly requested the addition of a Circulation Intern for the Summer of 2026. Hanson moved and Stukel seconded to approve the addition of the Circulation Intern for Summer 2026. No opposition. Motion carried.

VIII. **Approve 3rd Circulation Supervisor (Action)**

- Kahly requested the addition of a third Circulation Supervisor for the

remainder of 2025 onward. There would be no financial impact in doing so for 2025, as one Circulation Supervisor was currently taking a personal leave, and the library would not fill the full-time Library Assistant position being vacated by the promoted individual. Stukel moved and Schwartz seconded to approve the addition of a third Circulation Supervisor. No opposition. Motion carried.

IX. Approve the Preliminary Budget (Action)

- Kahly presented the Preliminary Budget for 2026, which included additions based on the previous two agenda items. Hanson moved and Schwartz seconded to approve the Preliminary Budget as presented. No opposition. Motion carried.

X. Discussion on Library Undesignated Balance

- The agenda item was removed and will be discussed at a future board meeting.

XI. Director's Report

- Kahly presented the Director's Report with highlights including:
 - Finances were 31% expended through April.
 - Satellite usage continued to grow in April, as well as Total Item Circulation.
 - Over 900 second graders and staff visited the library for annual school tours.
 - The library plans to expand youth and adult programming to accommodate growth. In recent months, staff had to turn patrons away from Monday Matinees due to room capacity, so they were considering options to make the program available for more people. Storytimes will expand to four sessions a week in the summer.
 - Summer programming reminders, such as the Summer Kickoff Party on May 29, Summer Boost reading challenge starting June 1, the Library on Wheels route plan for June 2 through July 30, and Redhawks Library Night scheduled for June 5.
 - Friends of the Library annual spring book sale was planned for Saturday May 17.

XII. Adjourn

Hanson moved to adjourn. Stukel seconded. No opposition. Motion carried at 5:41 p.m. The next meeting is June 12, 2025, at the West Fargo City Hall Commission Chambers.

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									
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									
CL 125218 1 116505 LIBRARY INSURANCE				04/21/25	12.00	4/25	5528 WORLD INSURANCE ASSOCIATES		
			Object Total:		12.00	1,491.52	0.00	-1,491.52	%
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 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		
CL 125183 1	-97622	COPY PAPER		04/24/25	133.65	4/25 351	BUSINESS ESSENTIALS		
			Object Total:		1,262.79	5,044.70	15,000.00	9,955.30	34%
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 Reimbursen	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		
CL 125208 1	116469	LEASE FOR PRINTERS		04/28/25	714.62	4/25 5349	MARCO TECHNOLOGIES, LLC		
			Object Total:		1,450.66	3,042.16	11,952.00	8,909.84	25%
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		04/10/25	3,881.18	4/25 4767	LENOVO (UNITED STATES) INC.		

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 124933	2	(SARAH,ALISHA,JENNA) -97764 LAPTOP (ELLEN)		04/10/25	2,413.41	4/25	4767 LENOVO (UNITED STATES) INC.		
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	%
CL 124931	1	641 FURN & EQUIP-NON DEPRECIATED <\$5000 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		
CL 125209	1	-97612 EBOOKS & AUDIOBOOKS		04/28/25	507.47	4/25	2126 OVERDRIVE, INC		
Object Total:					1,406.36	41,067.80	42,261.00	1,193.20	97%
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%

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									
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		
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		

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								
CL 125182	1	116416 BOOKS		04/18/25	2,470.52	4/25	3160 APPLE BOOKS		
CL 125211	1	116452 BOOKS		04/14/25	526.39	4/25	5553 FLUTTERBEE EDUCATION GROUP		
CL 125214	1	116458 BOOKS		04/15/25	13.77	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	2	116458 BOOKS		04/15/25	66.36	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	3	116458 BOOKS		04/15/25	117.81	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	4	116458 BOOKS		04/17/25	59.10	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	5	116458 BOOKS		04/17/25	77.45	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	6	116458 BOOKS		04/17/25	32.04	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	7	116458 BOOKS		04/18/25	18.64	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	8	116458 BOOKS		04/18/25	22.94	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	9	116458 BOOKS		04/18/25	19.40	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	10	116458 BOOKS		04/18/25	88.18	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	11	116458 BOOKS		04/18/25	22.95	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	12	116458 BOOKS		04/18/25	109.56	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	13	116458 BOOKS		04/18/25	289.25	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	14	116458 BOOKS		04/21/25	23.22	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	15	116458 BOOKS		04/21/25	62.37	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	16	116458 BOOKS		04/21/25	68.02	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	17	116458 BOOKS		04/21/25	19.29	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	18	116458 BOOKS		04/21/25	37.90	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	19	116458 BOOKS		04/21/25	25.32	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	20	116458 BOOKS		04/22/25	12.01	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	21	116458 BOOKS		04/22/25	12.96	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	22	116458 BOOKS		04/22/25	8.97	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	23	116458 BOOKS		04/22/25	14.19	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	24	116458 BOOKS		04/22/25	21.07	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	25	116458 BOOKS		04/22/25	52.45	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	26	116458 BOOKS		04/22/25	13.19	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	27	116458 BOOKS		04/24/25	12.63	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	28	116458 BOOKS		04/24/25	13.83	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	29	116458 BOOKS		04/24/25	79.38	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	30	116458 BOOKS		04/24/25	34.12	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	31	116458 BOOKS		04/24/25	19.35	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	32	116458 BOOKS		04/24/25	12.63	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	33	116458 BOOKS		04/24/25	315.22	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	34	116458 BOOKS		04/24/25	181.21	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	35	116458 BOOKS		04/24/25	43.25	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	36	116458 BOOKS		04/24/25	374.15	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	37	116458 BOOKS		04/24/25	426.38	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	38	116458 BOOKS		04/24/25	409.21	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	39	116458 BOOKS		04/25/25	22.46	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	40	116458 BOOKS		04/25/25	85.97	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	41	116458 BOOKS		04/25/25	61.83	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	42	116458 BOOKS		04/25/25	16.78	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	43	116458 BOOKS		04/28/25	45.99	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	44	116458 BOOKS		04/28/25	85.42	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	45	116458 BOOKS		04/28/25	230.48	4/25	4592 INGRAM LIBRARY SERVICES		
CL 125214	46	116458 BOOKS CREDIT		04/28/25	-19.57	4/25	4592 INGRAM LIBRARY SERVICES		

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:		13,129.57	32,399.74	107,245.00	74,845.26	30%
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		
CL 125181 1	-97623	DVD		04/23/25	32.22	4/25 1854	MIDWEST TAPE		
CL 125181 2	-97623	DVD		04/29/25	43.47	4/25 1854	MIDWEST TAPE		
CL 125181 3	-97623	DVD		04/29/25	34.03	4/25 1854	MIDWEST TAPE		
CL 125181 4	-97623	DVD		04/29/25	30.72	4/25 1854	MIDWEST TAPE		
CL 125181 5	-97623	DVD		04/29/25	32.53	4/25 1854	MIDWEST TAPE		
CL 125181 6	-97623	DVD		04/29/25	124.35	4/25 1854	MIDWEST TAPE		
CL 125181 7	-97623	DVD		04/29/25	20.22	4/25 1854	MIDWEST TAPE		
			Object Total:		898.74	4,404.10	16,250.00	11,845.90	27%
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		03/11/25	250.00	4/25 3108	LAKE AGASSIZ REGIONAL		

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	KINDERGARTEN AD						
	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	%
720 INTEREST		/ /					
	Object Total:		0.00	0.00	0.00	0.00	%
724 CONSULTING/TESTING FEES		/ /					
	Object Total:		0.00	0.00	3,000.00	3,000.00	%
740 SERVICE CHARGES		/ /					
JV 5833 1	FIBT TSYS/TRANSFIRST APRIL	/ /	97.90	4/25			
	Object Total:		97.90	391.60	1,750.00	1,358.40	22%
864 FURN & EQUIP DEPRECIATED >\$5,000							
CL 124671 1	116162 SHELVING FOR LIBRARY VAN	03/04/25	13,980.00	4/25	5545 ACORE SHELVING		
	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:		191,528.93	834,567.71	2,624,900.00	1,790,332.29	
	Fund Total:		191,528.93	834,567.71	2,624,900.00	1,790,332.29	

***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	5830127	Payroll	05/02/2025	/ /	45,060.14	5/25			
JV	5838135	Payroll	05/16/2025	/ /	45,060.15	5/25			
JV	5841 91	Payroll	05/30/2025	/ /	45,125.83	5/25			
Object Total:					135,246.12	476,792.79	1,210,859.00	734,066.21	39%
114 PART TIME SALARIES									
JV	5830128	Payroll	05/02/2025	/ /	3,666.68	5/25			
JV	5838136	Payroll	05/16/2025	/ /	3,636.04	5/25			
JV	5841 92	Payroll	05/30/2025	/ /	3,979.13	5/25			
Object Total:					11,281.85	31,975.83	102,287.00	70,311.17	31%
220 SOCIAL SECURITY									
JV	5830129	Payroll	05/02/2025	/ /	3,605.96	5/25			
JV	5838137	Payroll	05/16/2025	/ /	3,594.77	5/25			
JV	5841 93	Payroll	05/30/2025	/ /	3,756.55	5/25			
Object Total:					10,957.28	37,785.78	100,456.00	62,670.22	38%
230 RETIREMENT									
JV	5830130	Payroll	05/02/2025	/ /	7,302.95	5/25			
JV	5838138	Payroll	05/16/2025	/ /	7,302.95	5/25			
JV	5841 94	Payroll	05/30/2025	/ /	7,302.95	5/25			
Object Total:					21,908.85	76,725.00	196,886.00	120,161.00	39%
240 WORKFORCE SAFETY INSURANCE									
Object Total:					0.00	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	5830131	Payroll	05/02/2025	/ /	7,120.72	5/25			
JV	5838139	Payroll	05/16/2025	/ /	7,354.05	5/25			
Object Total:					14,474.77	66,345.40	266,649.00	200,303.60	25%
321 PROPERTY INSURANCE									
Object Total:					0.00	1,491.52	0.00	-1,491.52	%
333 BUILDING RENTAL									
CL	125169	2	-97684	May 2025 Lease - Satellite Lib	05/01/25	2,777.43	5/25	5229	AMB INVESTMENTS, LLC
CL	125259	1	-97592	MAY RENT	04/30/25	10,333.50	5/25	549	WF PUB SCHOOLS DIST #6
Object Total:					13,110.93	57,222.36	161,051.00	103,828.64	36%

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
340 EMPLOYEE DEVELOPMENT									
CC 1732	1	PANERA BREAD	999999	04/08/25	95.33	5/25	3161 VISA LIBRARY #1		
CC 1732	6	STAFF TRAINING DAY SNACKS	4105	04/24/25	94.78	5/25	3161 VISA LIBRARY #1		
CC 1733	1	WEBINAR	999999	04/03/25	49.00	5/25	3162 VISA LIBRARY #2		
Object Total:					239.11	2,757.31	15,950.00	13,192.69	17%
356 TELEPHONE									
CL 125680	34	april 2025 - library		04/08/25	212.58	5/25	3668 VERIZON WIRELESS		
Object Total:					212.58	850.32	3,060.00	2,209.68	28%
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 1732	3	HAPPY PLANNER	999999	04/14/25	23.56	5/25	3161 VISA LIBRARY #1		
CC 1733	3	PURE WATER	999999	04/15/25	100.00	5/25	3162 VISA LIBRARY #2		
CC 1734	4	TIMERS;CHARGING CABLE	3490	04/04/25	32.35	5/25	4576 VISA LIBRARY #3		
CC 1734	7	GENERAL OFFICE SUPPLIES	3490	04/24/25	163.17	5/25	4576 VISA LIBRARY #3		
CC 1734	10	OFFICE SUPPLIES	3490	04/29/25	16.48	5/25	4576 VISA LIBRARY #3		
CL 125506	2	116533 EASELS/BOOK SUPPORTS		04/28/25	230.98	5/25	77 DEMCO INC		
CL 125781	1	PAPER PLATES		05/12/25	33.27	5/25	351 BUSINESS ESSENTIALS		
CL 125784	6	INK REFILL FOR PRE-INKED STAMP		05/22/25	16.72	5/25	3490 AMAZON CAPITAL SERVICES		
CL 125785	1	BOOK JACKET		05/13/25	121.58	5/25	77 DEMCO INC		
Object Total:					738.11	5,782.81	15,000.00	9,217.19	39%
420 OPERATION & MAINTENANCE									
Object Total:					0.00	0.00	0.00	0.00	%
424 GAS AND OIL									
JV 5837	11	April fuel usage allocation		/ /	24.06	5/25			
Object Total:					24.06	90.72	2,000.00	1,909.28	5%
427 VEHICLES MAINTENANCE									
Object Total:					0.00	484.39	1,200.00	715.61	40%
428 SERVICE AGREEMENTS-CONTRACTS									
CL 125486	1	116599 FURNITURE CLEANING		04/25/25	1,466.00	5/25	2215 STEAM MASTERS		
Object Total:					1,466.00	4,508.16	11,952.00	7,443.84	38%
490 MISC									
Object Total:					0.00	0.00	500.00	500.00	%

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									
497 TECHNOLOGY									
CL 125506	1	116533 POWERCUBE		04/28/25	43.51	5/25 77	DEMCO INC		
			Object Total:		43.51	16,657.59	45,199.00	28,541.41	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									
CC 1732	2	DUPLICATE KEYS	65	04/09/25	60.00	5/25 3161	VISA LIBRARY #1		
			Object Total:		60.00	1,480.06	10,000.00	8,519.94	15%
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 1732	4	ADULT PROGRAMS	3701	04/17/25	32.13	5/25 3161	VISA LIBRARY #1		
CC 1734	1	WAX CRAYONS	3490	04/03/25	29.35	5/25 4576	VISA LIBRARY #3		
CC 1734	2	PROGRAM SUPPLIES	3490	04/05/25	203.02	5/25 4576	VISA LIBRARY #3		
CC 1734	3	CANVAS FOR PAINTING	3490	04/04/25	31.99	5/25 4576	VISA LIBRARY #3		
CC 1734	8	POPCORN SEASONING	3490	04/28/25	9.99	5/25 4576	VISA LIBRARY #3		
CC 1734	9	PROGRAM SUPPLIES	3490	04/29/25	184.64	5/25 4576	VISA LIBRARY #3		
CL 125778	1	MAY CHAIR YOGA		05/16/25	50.00	5/25 5439	METAMOON		
CL 125778	2	CHAIR YOGA		04/10/25	50.00	5/25 5439	METAMOON		
CL 125782	1	CRAYONS AND MARKERS		05/14/25	148.32	5/25 5321	DISCOUNT SCHOOL SUPPLY		
CL 125784	1	YOUTH/SBP PRIZES/STORYTIME		05/19/25	1,403.40	5/25 3490	AMAZON CAPITAL SERVICES		
CL 125784	3	PROGRAM SUPPLIES		05/19/25	88.49	5/25 3490	AMAZON CAPITAL SERVICES		
CL 125784	4	EARLY LIT PRIZES		05/21/25	212.69	5/25 3490	AMAZON CAPITAL SERVICES		
CL 125784	5	ADULT SUMMER PRIZESL		05/22/25	200.38	5/25 3490	AMAZON CAPITAL SERVICES		
CL 125785	2	SUBJECT CLASSIFICATION LABELS		05/13/25	47.15	5/25 77	DEMCO INC		
			Object Total:		2,691.55	5,459.07	18,500.00	13,040.93	30%
650 E RESOURCES									
CL 125786	1	EBOOKS		05/14/25	114.99	5/25 2126	OVERDRIVE, INC		
CL 125786	2	AUDIOBOOKS		05/14/25	1,026.87	5/25 2126	OVERDRIVE, INC		
			Object Total:		1,141.86	42,209.66	42,261.00	51.34	100%
653 CAPITAL IMPROVEMENTS				/ /					
			Object Total:		0.00	101,634.11	150,000.00	48,365.89	68%

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 661 POSTAGE/FREIGHT/SHIPPING								
		Object Total:	/ /	0.00	3,515.05	11,000.00	7,484.95	32%
662 BOOKS								
CC 1734 5	BOOK REFUND	3490	04/23/25	-6.48	5/25	4576 VISA LIBRARY #3		
CC 1734 6	BOOK	3490	04/24/25	34.99	5/25	4576 VISA LIBRARY #3		
CC 1734 11	BOOK	3490	04/29/25	14.99	5/25	4576 VISA LIBRARY #3		
CL 105250 1	BOOKS		08/10/22	-28.90	8/22	4448 CLIFF NAYLOR		
CL 125494 1	116547 BOOKS		04/30/25	33.52	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 2	116547 BOOKS		04/30/25	71.16	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 3	116547 BOOKS		04/30/25	79.18	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 4	116547 BOOKS		04/30/25	13.76	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 5	116547 BOOKS		04/30/25	12.17	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 6	116547 BOOKS		04/30/25	32.77	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 7	116547 BOOKS		04/30/25	12.76	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 8	116547 BOOKS		04/30/25	24.38	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 9	116547 BOOKS		04/30/25	109.95	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 10	116547 BOOKS		04/30/25	12.09	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 11	116547 BOOKS		04/30/25	27.57	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 12	116547 BOOKS		04/30/25	25.95	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 13	116547 BOOKS		04/30/25	26.40	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 14	116547 BOOKS		05/01/25	14.12	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 15	116547 BOOKS		05/01/25	26.96	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 16	116547 BOOKS		05/01/25	42.42	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 17	116547 BOOKS		05/01/25	22.56	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 18	116547 BOOKS		05/01/25	19.34	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 19	116547 BOOKS		05/05/25	182.22	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 20	116547 BOOKS		05/05/25	41.44	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 21	116547 BOOKS		05/05/25	12.26	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 22	116547 BOOKS		05/05/25	10.26	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 23	116547 BOOKS		05/05/25	13.86	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 24	116547 BOOKS		05/05/25	182.22	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 25	116547 BOOKS		05/05/25	41.44	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 26	116547 BOOKS		05/05/25	12.26	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 27	116547 BOOKS		05/05/25	10.26	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 28	116547 BOOKS		05/05/25	13.86	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 29	116547 BOOKS		05/07/25	20.19	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 30	116547 BOOKS		05/07/25	16.33	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 31	116547 BOOKS		05/07/25	23.84	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 32	116547 BOOKS		05/07/25	21.74	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 33	116547 BOOKS		05/07/25	171.48	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 34	116547 BOOKS		05/07/25	167.82	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 35	116547 BOOKS		05/09/25	24.90	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 36	116547 BOOKS		05/09/25	33.79	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 37	116547 BOOKS		05/09/25	21.87	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 38	116547 BOOKS		05/09/25	844.64	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 39	116547 BOOKS		05/09/25	751.75	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494 40	116547 BOOKS		05/09/25	11.12	5/25	4592 INGRAM LIBRARY SERVICES		

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									
CL 125494	41	116547 BOOKS		05/12/25	68.68	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494	42	116547 BOOKS		05/12/25	18.42	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494	43	116547 BOOKS		05/12/25	23.85	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494	44	116547 BOOKS		05/12/25	58.74	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494	45	116547 BOOKS		05/12/25	21.73	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125494	46	116547		/ /		5/25	4592 INGRAM LIBRARY SERVICES		
CL 125780	1	BOOKS		05/12/25	218.13	5/25	1695 BAKER & TAYLOR		
CL 125783	1	BOOKS		05/26/25	265.84	5/25	5564 RED BRICK RESOURCES		
CL 125784	2	BOOKS		05/19/25	47.10	5/25	3490 AMAZON CAPITAL SERVICES		
CL 125789	1	BOOKS		05/08/25	14.53	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	2	BOOKS		05/08/25	20.14	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	3	BOOKS		05/08/25	11.43	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	4	BOOKS		05/08/25	26.95	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	5	BOOKS		05/08/25	42.23	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	6	BOOKS		05/13/25	23.75	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	7	BOOKS		05/13/25	44.01	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	8	BOOKS		05/13/25	26.06	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	9	BOOKS		05/13/25	37.27	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	10	BOOKS		05/13/25	51.02	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	11	BOOKS		05/13/25	41.22	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	12	BOOKS		05/14/25	21.40	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	13	BOOKS		05/14/25	46.30	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	14	BOOKS		05/15/25	13.73	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	15	BOOKS		05/15/25	13.01	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	16	BOOKS		05/15/25	14.10	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	17	BOOKS		05/15/25	75.27	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	18	BOOKS		05/15/25	101.90	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	19	BOOKS		05/16/25	120.34	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	20	BOOKS		05/16/25	41.47	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	21	BOOKS		05/19/25	29.15	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	22	BOOKS		05/19/25	8.99	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	23	BOOKS		05/19/25	104.00	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	24	BOOKS		05/19/25	12.00	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	25	BOOKS		05/19/25	48.93	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	26	BOOKS		05/19/25	33.28	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	27	BOOKS		05/20/25	53.71	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	28	BOOKS		05/20/25	26.00	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	29	BOOKS		05/20/25	21.11	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	30	BOOKS		05/21/25	36.73	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	31	BOOKS		05/21/25	38.55	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	32	BOOKS		05/21/25	42.14	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	33	BOOKS		05/21/25	334.02	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	34	BOOKS		05/21/25	58.47	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	35	BOOKS		05/21/25	142.20	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	36	BOOKS		05/21/25	149.82	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	37	BOOKS		05/21/25	197.01	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	38	BOOKS		05/22/25	371.31	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	39	BOOKS		05/22/25	66.48	5/25	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 125789	40	BOOKS		05/22/25	42.11	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	41	BOOKS		05/22/25	40.80	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	42	BOOKS		05/22/25	19.35	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	43	BOOKS		05/22/25	90.69	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	44	BOOKS		05/22/25	173.97	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	45	BOOKS		05/22/25	13.61	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	46	BOOKS		05/22/25	21.09	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	47	BOOKS		05/22/25	17.01	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	48	BOOKS		05/22/25	16.06	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	49	BOOKS		05/22/25	13.47	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	50	BOOKS		05/22/25	31.29	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	51	BOOKS		05/22/25	280.68	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	52	BOOKS		05/22/25	359.59	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	53	BOOKS		05/22/25	557.77	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	54	BOOKS		05/23/25	21.16	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	55	BOOKS		05/23/25	58.68	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	56	BOOKS		05/23/25	60.48	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	57	BOOKS		05/23/25	27.44	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	58	BOOKS		05/23/25	16.86	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	59	BOOKS		05/23/25	15.10	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	60	BOOKS		05/23/25	62.42	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	61	BOOKS		05/23/25	11.85	5/25	4592 INGRAM LIBRARY SERVICES		
Object Total:					8,485.21	40,884.95	107,245.00	66,360.05	38%
663 MAGAZINES									
CC 1733	2	NEWSPAPER SUBSCRIPTION	104	04/07/25	32.99	5/25	3162 VISA LIBRARY #2		
Object Total:					32.99	4,153.84	4,700.00	546.16	88%
664 AUDIO VIDEO									
CL 125487	1	116511 VOX BOOKS		04/30/25	725.17	5/25	1695 BAKER & TAYLOR		
CL 125508	1	-97482 DVD		05/06/25	43.47	5/25	1854 MIDWEST TAPE		
CL 125508	2	-97482 DVD		05/06/25	28.51	5/25	1854 MIDWEST TAPE		
CL 125508	3	-97482 DVD		05/06/25	28.51	5/25	1854 MIDWEST TAPE		
CL 125508	4	-97482 DVD		05/06/25	210.88	5/25	1854 MIDWEST TAPE		
CL 125508	5	-97482 DVD		05/06/25	132.16	5/25	1854 MIDWEST TAPE		
CL 125508	6	-97482 DVD		05/06/25	30.28	5/25	1854 MIDWEST TAPE		
CL 125787	1	DVD		05/14/25	31.78	5/25	1854 MIDWEST TAPE		
CL 125787	2	DVD		05/14/25	107.16	5/25	1854 MIDWEST TAPE		
CL 125787	3	DVD		05/14/25	32.53	5/25	1854 MIDWEST TAPE		
CL 125787	4	DVD		05/14/25	23.97	5/25	1854 MIDWEST TAPE		
CL 125787	5	DVD		05/14/25	304.99	5/25	1854 MIDWEST TAPE		
CL 125787	6	DVD		05/21/25	37.67	5/25	1854 MIDWEST TAPE		
CL 125787	7	DVD		05/21/25	206.77	5/25	1854 MIDWEST TAPE		
CL 125787	8	DVD		05/21/25	197.31	5/25	1854 MIDWEST TAPE		
CL 125787	9	DVD		05/21/25	210.53	5/25	1854 MIDWEST TAPE		
CL 125787	10	DVD		05/21/25	49.78	5/25	1854 MIDWEST TAPE		
CL 125787	11	DVD		05/21/25	39.28	5/25	1854 MIDWEST TAPE		
CL 125787	12	DVD		05/21/25	143.16	5/25	1854 MIDWEST TAPE		
Object Total:					2,583.91	6,988.01	16,250.00	9,261.99	43%

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									
667 MEMBERSHIPS									
				/ /					
			Object Total:		0.00	1,099.00	4,050.00	2,951.00	27%
668 PRINTING				/ /					
			Object Total:		0.00	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 1732 5		MOBILE BEACON	999999	04/18/25	132.00	5/25 3161 VISA LIBRARY #1			
			Object Total:		132.00	1,090.81	4,500.00	3,409.19	24%
689 PROMOTIONAL ACTIVITIES									
CC 1733 4		RACK CARDS-REDHAWKS LIB	2885	04/29/25	153.83	5/25 3162 VISA LIBRARY #2			
		NIGHT							
CC 1733 5		FACEBOOK	999999	04/30/25	59.11	5/25 3162 VISA LIBRARY #2			
RV 9537 4		Promotional Activities	72465	/ /	-51.00	5/25			
RV 9537 5		Promotional Activities	344490	/ /	-51.00	5/25			
			Object Total:		110.94	3,855.04	13,680.00	9,824.96	28%
710 PRINCIPAL				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
720 INTEREST				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
724 CONSULTING/TESTING FEES				/ /					
			Object Total:		0.00	0.00	3,000.00	3,000.00	%
740 SERVICE CHARGES				/ /					
			Object Total:		0.00	391.60	1,750.00	1,358.40	22%
864 FURN & EQUIP DEPRECIATED >\$5,000				/ /					
			Object Total:		0.00	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				/ /					
			Object Total:		0.00	16,088.32	47,919.00	31,830.68	34%

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							
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:		224,941.63	1,059,509.34	2,624,900.00	1,565,390.66	
	Fund Total:		224,941.63	1,059,509.34	2,624,900.00	1,565,390.66	

***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	14,819.56	2,270,009.81	2,506,278.00	-236,268.19	91
310002	DISCOUNT PROPERTY TAXES			-105,264.00	105,264.00	
335600	STATE AID			40,509.00	-40,509.00	
						93
	Total Revenue	14,819.56	2,270,009.81	2,441,523.00	-171,513.19	93
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	135,246.12	476,792.79	1,210,859.00	734,066.21	39
114	PART TIME SALARIES	11,281.85	31,975.83	102,287.00	70,311.17	31
220	SOCIAL SECURITY	10,957.28	37,785.78	100,456.00	62,670.22	38
230	RETIREMENT	21,908.85	76,725.00	196,886.00	120,161.00	39
240	WORKFORCE SAFETY INSURANCE		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	14,474.77	66,345.40	266,649.00	200,303.60	25
321	PROPERTY INSURANCE		1,491.52		-1,491.52	
333	BUILDING RENTAL	13,110.93	57,222.36	161,051.00	103,828.64	36
340	EMPLOYEE DEVELOPMENT	239.11	2,757.31	15,950.00	13,192.69	17
356	TELEPHONE	212.58	850.32	3,060.00	2,209.68	28
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING			3,000.00	3,000.00	
410	OFFICE SUPPLIES	738.11	5,782.81	15,000.00	9,217.19	39
424	GAS AND OIL	24.06	90.72	2,000.00	1,909.28	5
427	VEHICLES MAINTENANCE		484.39	1,200.00	715.61	40
428	SERVICE AGREEMENTS-CONTRACTS	1,466.00	4,508.16	11,952.00	7,443.84	38
490	MISC			500.00	500.00	
497	TECHNOLOGY	43.51	16,657.59	45,199.00	28,541.41	37
500	SUPPLIES			500.00	500.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000	60.00	1,480.06	10,000.00	8,519.94	15
644	POSTAL METER RENT			1,200.00	1,200.00	
648	PROFESSIONAL PUBLICATIONS			1,000.00	1,000.00	
649	PROGRAMMING	2,691.55	5,459.07	18,500.00	13,040.93	30
650	E RESOURCES	1,141.86	42,209.66	42,261.00	51.34	100
653	CAPITAL IMPROVEMENTS		101,634.11	150,000.00	48,365.89	68
661	POSTAGE/FREIGHT/SHIPPING		3,515.05	11,000.00	7,484.95	32
662	BOOKS	8,485.21	40,884.95	107,245.00	66,360.05	38
663	MAGAZINES	32.99	4,153.84	4,700.00	546.16	88
664	AUDIO VIDEO	2,583.91	6,988.01	16,250.00	9,261.99	43
667	MEMBERSHIPS		1,099.00	4,050.00	2,951.00	27
668	PRINTING		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	132.00	1,090.81	4,500.00	3,409.19	24
689	PROMOTIONAL ACTIVITIES	110.94	3,855.04	13,680.00	9,824.96	28
724	CONSULTING/TESTING FEES			3,000.00	3,000.00	
740	SERVICE CHARGES		391.60	1,750.00	1,358.40	22
864	FURN & EQUIP DEPRECIATED >\$5,000		48,675.44		-48,675.44	
880	COST ALLOCATIONS		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	224,941.63	1,059,509.34	2,624,900.00	1,565,390.66	40
	Total Expenses	224,941.63	1,059,509.34	2,624,900.00	1,565,390.66	40
	Net Income from Operations		-210,122.07			
			1,210,500.47			
	Other Revenue					
360000	MISCELLANEOUS REVENUE	226.04	5,198.04	5,000.00	198.04	104
360100	SPONSORSHIPS		15,000.00	5,000.00	10,000.00	300
361000	INTEREST ON INVESTMENTS		64,633.76	50,000.00	14,633.76	129
363400	GRANTS		80.98		80.98	
375000	DONATIONS		229.00		229.00	
383000	TRANSFER IN			150,000.00	-150,000.00	
	Total Other Revenue	226.04	85,141.78	210,000.00	-124,858.22	41
	Net Income		-209,896.03			
			1,295,642.25			

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



To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: June 12, 2025
Subject: Selection of Two Board Members for 3-Year Terms
Action: Appoint Two Board Members to Serve 3-Year Terms Beginning July 2025

West Fargo Public Library Board of Directors

President

Larry Schwartz

Vice President/Secretary

Tony Stukel

Treasurer

Liann Hanson

Board member

Roben Anderson
City Commissioner

Board member

Alanna Rerick

Library Director

Jenna Kahly

Library Board President Larry Schwartz and Library Board Member Alanna Rerick's terms are expiring June 2025. Larry is eligible to serve a second term if appointed by the board.

Four applications were received. All are eligible for consideration by the board for appointment, as they confirmed West Fargo residency through the application process. The applicants have all been invited to the board meeting to introduce themselves and share a brief statement, if they choose, before discussion and nomination of two candidates to serve on the board.

The applications are attached, and the list of names is as follows:

Tyler Erickson
Jodie Roeder
Larry Schwartz
Sara Westall

Print

Library Board Member Application - Submission #76272

Date Submitted: 4/23/2025



West Fargo Public Library
Library Board of
Directors Application

First Name*

Tyler

Last Name*

Erickson

Address*

1240 Barnes Drive

City*

West Fargo

State*

ND

Zip Code*

58078

Are you a resident of West Fargo?*



Yes.



No.

Phone Number*

[Redacted]

Email Address*

[Redacted]

Employer Name

ND Insurance Department

Job Title

Attorney

Employer Address

600 E. Boulevard Ave. Dept. 401

City

Bismarck

State

ND

Zip Code

58501

Please upload your resume here*

TNEE.Resume.2025.pdf

Although references are not required, the current Board of Directors reserves the right to request them.

Please tell us about yourself. What skills and perspectives would you bring to the Library Board?*

I am a thirty-two-year-old proud husband, father, and resident of the City of West Fargo. My day job is legal counsel for the ND Insurance Department and I also serve in many other leadership roles around the state and city. Particularly, based on my past personal and professional experiences as well as my current civic engagement, I think I can help provide a unique perspective to the Board.

Why do you want to serve on the Library Board of Directors?

Because my family uses the library on a regular basis and I believe in the importance of free, fair, and adequately funded libraries net effect on communities as a whole.

What do you hope to accomplish as a board member?

Provide unique perspective to the Board. Assist the Board in formulating and advocating for its core mission and values. Ensure that the library is adequately funded and continues to remain a place I look forward to bringing my family.

Appointees to the Library Board will be selected without discrimination on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic.

Tyler N.E. Erickson

• 1240 Barnes Dr., West Fargo, N.D. 58078

EDUCATION

University of North Dakota School of Law, Grand Forks, ND

Juris Doctor, May 2017.

Honors: Elected to the Order of the Barristers; 2017 Lillian Elsinga Outstanding Student Leader Award; 2017 Randal J. Bakke Trial Advocacy Scholarship Recipient; 2016-17 Student Articles Editor: North Dakota Law Review Board of Editors; 2016-17 Treasurer: UND Law Moot Court Board; Spring 2016 Carrigan Cup Champion: UND Law Internal Mock-Trial Competition; Spring 2016 Judge Jim and Beverly Carrigan Trial Advocacy Scholarship Recipient; 2015-16 Edson and Margaret Larson Foundation North Dakota Practice Scholarship Recipient; 2015-16 Larson Rural Justice Summer Grant Recipient.

University of North Dakota, Grand Forks, ND

Bachelor of Arts in History, August 2014

Activities: Lions Club; National History Honor Society (Phi Alpha Theta)

Williston State College, Williston, ND

Associate of Arts in Finance, May 2012

Academic Honors: President's Honor Roll, Fall 2010

EXPERIENCE

N.D. Public Employees Retirement System ("NDPERS"), Bismarck, ND

July 1, 2023 – Present

Member, Retirement Board of Trustees

Currently serving a five-year term as an elected active employee-member of the NDPERS Retirement Board of Trustees. The service term commenced in July 1, 2023, and will conclude in June of 2028. Act as one fiduciary of eleven for roughly 60,000 members of NDPERS. Assist in the effective administration of all retirement and insurance plans available to most publicly employed persons in North Dakota. Serve on the agency's investment, audit, and election subcommittees. Attend, on a monthly basis, board meetings to carry out all official business of the NDPERS. Official business includes, but is not limited to, formulating policy for the implementation of all agency-administered plans, serving as a hearing body to ensure benefit determinations are adjudicated in accordance with the law and plan documents, and making decisions in the best interests of all NDPERS members.

North Dakota Insurance Department ("Department"), Bismarck, ND

April 2021 – Present

Staff Attorney

Currently serve as a Special Assistant Attorney General ("SAAG") with the Department practicing insurance regulation. Ensure all individuals and companies engaging in the business of insurance in North Dakota are complying with the state's insurance laws. Appear as a SAAG on behalf of the Department at administrative hearings, court appearances, and legislative hearings. Answer questions from the public regarding Department regulatory policy and assist consumers, private industry, and other state insurance regulators with questions regarding statutory interpretation of insurance laws in North Dakota. Conduct Property and Casualty ("P&C") Insurance Company Examinations, P&C Advisory Organization Market Conduct Examinations, and Government Insurance Pool Market Conduct Examinations, and P&C and Life and Health ("L&H") Market Conduct Analysis. Serve as the Department's NAIC Collaborative Market Conduct Action Designee, Market Analysis Chief alternate, Market Actions Working Group alternate, Advisory Organization Working Group Chair and North Dakota's Multistate Data-Call Coordinator. Draft legislation related to Department P&C law and administrative functions. Secondarily analyze L&H statutes and administrative law. Primary procurement officer for the Department, as well as primary attorney for drafting and overseeing contracts. Lead attorney for answering open records requests.

Bismarck Child Support Unit ("BRCSU"), Bismarck, ND

September 2019 – March 31, 2021

Staff Attorney

Served as a staff attorney with the BRCSU. Attended court appearances on bond hearings, motion hearings, and trials. provide services to our customers based on the law and program policies. Professionally and concisely communicate with customers and the private bar regarding child support services.

Larson Latham Huettl LLP, Bismarck, ND

November 1, 2018 – September 2019

Associate Attorney

Served as an associate attorney, primarily practicing in the fields of family law, criminal defense, and real estate transactions. Draft pleadings in both criminal and family law areas, as well as all motion documents and concluding legal documents. Litigate family law motion hearings and criminal bond hearings. Maintain client relationships.

South Central Judicial District, Bismarck-Mandan, ND

August 2017 – July 31, 2018

Judicial Law Clerk

Served as a law clerk for the nine judges of the South Central Judicial District of North Dakota. Researched and wrote orders concerning civil, criminal, and administrative issues. Prepared jury instructions. Attended all court proceedings. Assisted in organizing and developing legal education presentations to the public.

Grand Forks Public Schools, Grand Forks, ND

January 2017 – May 2017

Substitute Teacher

Worked in the absence of a regular teacher to aid students in the understanding of a subject matter. Also, provided skills to students, which were required for programmed lessons and purposeful training within the classroom.

Public Defender's Office, Williston, ND

May 2016 – August 2016

Student Attorney

Researched and drafted memos. Interviewed incarcerated clients. Attended juvenile, criminal, and bond hearings. Assisted senior attorney with case preparation and client consultations. With assistance from senior attorney, provided legal counsel to clients with criminal DUI charges.

Northeast Central Judicial District, Grand Forks, ND

August 2015-December 2015

Judicial Law Clerk

Assisted Judges and other law clerks in researching and drafting bench memos. Attended juvenile, civil, criminal, and bond hearings. Attended dispositions and trials.

OTHER ACTIVITIES

State Bar Association of North Dakota ("SBAND") Activities: Served as a presiding judge on numerous occasions for the State High School Mock Trial Competition, as well as an attorney speaker for Bismarck Public Schools/Big Muddy Bar Association's Law Day between 2017 and 2023. Most recently I served as an attorney coach for Sheyenne High School's State High School Mock Trial Competition for the 23'-24' and 24'-25' academic years.

Moot Court: Spring 2017 External Moot Court Competitor: Las Vegas Frank A. Schreck Gaming Law Competition; Spring 2016 External Moot Court Competitor: West Virginia Energy and Sustainability Competition; Fall 2015 Best Appellee Brief: UND School of Law Moot Court Internal Competition.

Leadership Roles/Organizations: Member of the Big Muddy Bar Association and the Bruce M. Van Sickle American Inn of Court; 2015-16 President: Phi Alpha Delta Law Fraternity; 2015-16 Vice President: Criminal Law Association; 2016-17 Pupil: Randy H. Lee American Inn of Court; Completed 40 hours of Sustainable Solution Services' Family Mediation Seminar; 2017 Fall graduate of the Bismarck Citizens' Police Academy. Currently serve on Prairie Public Broadcasting's Community Advisory Board as well as Civic West's Steering Committee.

Interests/Unique Achievements: I enjoy cooking, riding motorcycle, snowboarding, and hunting. I also enjoy spending time with my family. I dedicate at least five days a week to personal fitness. In high-school I was elected Chair of the Nationalist Party at the 2009 North Dakota Boys State Convention. I also won the 155 lb. North Dakota State Golden Gloves boxing title in 2010.

Publications: *Legalization of Gay Marriage—United States Supreme Court Declares it Unconstitutional for States to Deny Same Sex Couples the Right to Marry: Immediate Impact of Gay Marriage in North Dakota*, 91 N.D. L. REV. 219 (2015).

Bar Admissions: *North Dakota* – Bar I.D.: 08961.

Print

Library Board Member Application - Submission #76362

Date Submitted: 5/27/2025



West Fargo Public Library
Library Board of
Directors Application

First Name*

JODIE

Last Name*

ROEDER

Address*

1365 7 1/2 STREET EAST

City*

WEST FARGO

State*

ND

Zip Code*

58078

Are you a resident of West Fargo?*



Yes.



No.

Phone Number*

[REDACTED]

Email Address*

[REDACTED]

Employer Name

CRARY INDUSTRIES

Job Title

PURCHASING ASSOCIATE

Employer Address

237 12TH STREET NW

City

WEST FARGO

State

ND

Zip Code

58078

Please upload your resume here*

Resume - Board of Directors WF Public Library.docx

Although references are not required, the current Board of Directors reserves the right to request them.

Please tell us about yourself. What skills and perspectives would you bring to the Library Board?*

I feel like I would be a good fit on the Board of Directors for the West Fargo Public Library. As a long-standing Library Patron, one of my passions is Reading. As a reader, I enjoy almost every genre and challenge myself each year to read more books. I like pushing myself into categories of books I wouldn't normally read to become a more well-rounded reader. I also lead my own book club. I enjoy challenging their boundaries with book recommendations that push them out of their comfort zones which in turn create great discussion topics especially with banned/challenged books. I currently work at a manufacturing facility in West Fargo that serves the Agricultural industry. I work with a wide variety of people every day and I feel that I work well in a Team environment. Working with our diverse work force, also reflects on the diverse community that resides in West Fargo and the needs that arise here. I have also worked in Accounting and Finance related positions. This experience has helped me to maintain and execute budgets to make the most out of every dollar. Currently, I am the Co-Chair of Crary Industries' Fun Committee where we strive to make our company a better place. We work with a very limited budget but still manage to create a sense of community and involvement. The Library is a place of welcoming, education and imagination. I would enjoy the chance to be apart of it's future in our community.

Why do you want to serve on the Library Board of Directors?

I would like to serve on the Board of Directors to help better serve the community. Also to gain experience in a leadership role outside of my professional career.

What do you hope to accomplish as a board member?

I hope to use my personal and professional skills along with my love of reading to further the mission of the Library.

Jodie Roeder

1365 7 ½ Street East
West Fargo, ND 58078

- Objective** Seeking a position on the Board of Directors to use my business experience and education to support the growth of the West Fargo Public Library
- Education** **North Dakota State University** Fargo, ND
Bachelor of Science in Business Administration December 2004
Concentration in Marketing
Minor in Sociology
- Dean's List (Fall 2002, Fall 2004)
- Experience** **Purchasing Associate** *Crary Industries, Inc.* West Fargo, ND
March 2022-Present
- Purchasing a broad variety of items requiring extensive and specialized knowledge
 - Working with Suppliers/Vendors to gain a competitive pricing, on time delivery and accommodating production/scheduling changes
 - Coordinating with Engineering and Sales Teams regarding production and availability concerns
 - Resolving quality issues with the Quality Team along with facilitating the return of non-conforming components
- Accounts Receivable Associate** *Crary Industries, Inc.* West Fargo, ND
November 2014-March 2022
- Prepare and sent customer invoices in a timely and accurate manner
 - Perform regular aging analysis and generate reports for management
 - End of Month closing and statements
 - Processing of credits, warranties, deposits, cash, refunds, UCC filings
 - Provided backup for Accounts Payable
- Manufacturing Coordinator** *Crary Industries, Inc.* West Fargo, ND
June 2013-November 2014
- Releasing of manufacturing orders to shop floor as directed by MRP messages
 - Develop, maintain and schedule production schedules for all service parts
 - Monitoring of MRP messages to alert Supervisors when action is needed
 - Coordination with Purchasing Dept to ensure the availability of purchased components to meet the production schedule
- Sales Coordinator, Ag** *Crary Industries, Inc.* West Fargo, ND
June 2010-June 2013
- Serve as the primary point of contact for incoming sales inquiries and handling of calls from customers, dealers and OEM accounts.

- Enter and process customer and dealer orders accurately and efficiently
- Provide customer support, tracking and expediting customer and dealer orders

Inside Sales Representative (Recruitment Specialist) *The Forum of Fargo-Moorhead* Fargo, ND

March 2005-May 2010

- Receive and solicit orders, specifically for recruitment, over the telephone, fax, email, website or mail for both The Forum and The Farmer's Forum
- Inform customer of various rate packages including, but not limited to, multiple run discounts, MN and ND state-wide classified ad programs
- Maintain and service selected accounts

Customer Service Representative *Western State Bank* Fargo, ND

August 2003-March 2005

- Handle deposits, withdrawals, payments, and check cashing
- Cross-sell and make referrals for other bank products/services
- Ordering and depositing currency to the Federal Reserve Bank
- ATM and vault balancing

Administrative Assistant *Western State Bank* West Fargo, ND

Summer 2003

- Maintained proper insurance documents for consumer and real estate files
- Ensured follow up documentation was obtained for consumer and real estate files
- Assisted in preparing and packaging real estate mortgages to be sold on the secondary market

References Upon Request

Print

Library Board Member Application - Submission #76354

Date Submitted: 5/23/2025



West Fargo Public Library
Library Board of
Directors Application

First Name*

Lawrence

Last Name*

Schwartz

Address*

609 17th St. E.

City*

West Fargo

State*

ND

Zip Code*

58078-2191

Are you a resident of West Fargo?*



Yes.



No.

Phone Number*

[Redacted]

Email Address*

[Redacted]

Employer Name

Retired

Job Title

Employer Address

City

State

Zip Code

Please upload your resume here*

resume.txt

Although references are not required, the current Board of Directors reserves the right to request them.

Please tell us about yourself. What skills and perspectives would you bring to the Library Board?*

I have served on the board for a number of years and am currently the board president. I bring 33 years of experience as an academic librarian and a lifetime's experience as a library user.

Why do you want to serve on the Library Board of Directors?

I consider it my civic duty to be involved in the community in which I live.

What do you hope to accomplish as a board member?

I will continue to advocate for a new library building and I will continue to advocate against outside agitators who seek to subvert the the purpose of a public library.

Appointees to the Library Board will be selected without discrimination on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic.

Minnesota State University Moorhead Librarian/Assistant Professor
Jul 1999 - Jun 2023

Maintain the general and reference collections; provide reference service; consult with students and faculty on assignments; teach instruction sessions; provide service to the university and to the community as a member of the university faculty; maintain web pages associated with the library's service to the university. Served as department chair. Served on university senate since its creation.

North Dakota State University Humanities Librarian
Oct 1992 - Jul 1999

Provide general reference service; develop the monographic collections in the humanities; serve on university committees; teach instruction sessions. Provide general reference service; develop the monographic collections in the humanities; serve on university committees; teach instruction sessions.

Southern Methodist University Theatre, film, & dance librarian
Oct 1990 - Oct 1992

Maintain the monographic and periodical collections associated with theatre, film, and dance; provide reference service in art, theatre, film, and dance.

Print

Library Board Member Application - Submission #76271

Date Submitted: 4/23/2025



West Fargo Public Library
Library Board of
Directors Application

First Name*

Sara

Last Name*

Westall

Address*

5266 10th st W

City*

West Fargo

State*

North Dakota

Zip Code*

58078

Are you a resident of West Fargo?*



Yes.



No.

Phone Number*

[Redacted]

Email Address*

[Redacted]

Employer Name

University of North Dakota School of
Medicine and Health Sciences

Job Title

NE/SE Clinical Campus Librarian

Employer Address

1301 Columbia Road S

City

Grand Forks

State

ND

Zip Code

58202

Please upload your resume here*

SaraWestallResume1.docx

Although references are not required, the current Board of Directors reserves the right to request them.

Please tell us about yourself. What skills and perspectives would you bring to the Library Board?*

As a librarian with a background in public librarianship, I bring a deep understanding of how libraries serve as essential hubs for community connection, learning, and equity. My professional experience has equipped me with skills in collection development, community outreach, and programming, as well as a strong commitment to intellectual freedom and access to information. I'm especially passionate about ensuring that library materials and services are accessible to all—regardless of age, background, ability, or socioeconomic status. I believe libraries must continue to evolve in inclusive ways, whether that means diversifying collections, removing barriers to access, or enhancing digital literacy. Serving on the Library Board would allow me to advocate for the values I've always held as a librarian: equity, access, and responsiveness to community needs. I'd bring both a practical and principled perspective to board discussions, grounded in real-world experience and a deep love for the role libraries play in people's lives.

Why do you want to serve on the Library Board of Directors?

As a librarian with hands-on experience in community outreach and programming across all age groups, I've seen just how essential libraries are in creating inclusive, engaged, and informed communities. I'm seeking to serve on the Board of Library Directors because I want to bring my practical knowledge and deep passion for public service to a leadership role that helps shape the future of our library. Throughout my career, I've been dedicated to developing and supporting programs for children, teens, and adults—each with unique needs and opportunities for growth. Whether it's early literacy initiatives, teen engagement through creative learning, or adult programs that promote lifelong education and connection, I understand the power of thoughtful programming to bring people together and enrich lives. I've also worked closely on community outreach efforts, building relationships with local organizations, schools, and underserved populations to ensure the library is truly a resource for everyone. I believe that perspective can be valuable at the board level, helping to guide decisions that reflect both the practical realities of library work and the diverse voices of the community we serve. I'm excited about the opportunity to help strengthen the library's mission, support innovation, and advocate for resources that expand access and impact. Serving on the board would be both a continuation and an expansion of my commitment to public libraries and the people who rely on them.

What do you hope to accomplish as a board member?

As a member of the West Fargo Library Board, my goal is to help strengthen and support the library as a vital, welcoming, and forward-thinking resource for the West Fargo community. I'm committed to advancing the library's mission by advocating for equitable access to information, fostering a love of learning, and helping the library continue to evolve to meet the needs of our growing and inclusive community. Specifically, I hope to: Support programs that promote literacy, digital access, and educational opportunities for all ages and backgrounds in the West Fargo community. Encourage community engagement by uplifting a wide range of voices and ensuring the library reflects and serves the full spectrum of people who call West Fargo home. Help secure sustainable funding and advocate for policies that allow the West Fargo Public Library to grow and thrive. Uphold transparency, accountability, and collaboration in board decision-making, always keeping the best interests of the West Fargo community in mind. Ultimately, I want to be a strong advocate for the people of West Fargo—helping ensure the library continues to be a place of connection, discovery, and opportunity for everyone.

Appointees to the Library Board will be selected without discrimination on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic.

Sara Westall

NE/SE Clinical Campus Librarian

University of North Dakota School of Medicine and Health Sciences



Professional Summary

Experienced clinical campus librarian with a strong background in information literacy, evidence-based practice, critical appraisal, and academic support in the health sciences. Skilled in developing instructional materials, collaborating with faculty, and supporting research projects. Adept in managing library resources, promoting access to information, and engaging in data management initiatives. Passionate about advancing research, equity in publishing, and improving accessibility within healthcare.

Areas of Expertise

- Information Literacy & Evidence-Based Practice
- Critical Appraisal & Graphic Medicine
- Data Management & Publishing
- Citational Justice & Research Ethics
- Accessibility & Social Determinants of Health
- Journal Clubs & Curriculum Integration
- Instructional Design & Research Support
- Research Methodologies & Scoping Reviews

Education

MS in Special Education

University of North Dakota, 2020

Master of Library and Information Science (MLIS)

Kent State University, 2018

Internship: Fargo Public Library

BS in Speech-Language and Hearing Sciences

Minnesota State University Moorhead, 2006

Professional Experience

NE/SE Clinical Campus Librarian

University of North Dakota School of Medicine and Health Sciences (UND SMHS) | 2022 - Present

- Serve as embedded liaison librarian to assigned departments or programs within SMHS.
- Provide reference and research guidance to faculty, staff, and students.
- Collaborate with faculty to design research-related learning goals and assignments.
- Offer curriculum-integrated instructional support in the use of information resources.
- Design instructional materials, including PowerPoint presentations, LibGuides, assignments, and test questions.
- Lead training on best practices for information gathering, evaluation, and critical appraisal.
- Conduct assessments during and after instructional sessions.
- Assist in scoping reviews and other research projects, with specific expertise in medical, social, and health sciences topics.

Reference Librarian / Teen Programming Librarian

Fargo Public Library | 2018 - 2022

- Developed and delivered workshops on various library services, including Ancestry.com usage.
- Provided reference services to patrons, identified sources, and helped with library collection management.
- Created instructional materials to support bibliographic instruction and technology education.
- Participated in community outreach events to promote library services.

Acquisitions Associate

North Dakota State University Library | 2014 - 2018

- Managed and processed library acquisitions, including ordering materials, maintaining vendor relations, and tracking budgets.
- Assisted in evaluating and recommending materials for the library's collection in line with academic and research needs.
- Coordinated the receipt, invoicing, and cataloging of new acquisitions for the library.
- Worked with faculty and staff to ensure access to needed resources, offering recommendations for procurement.
- Ensured that all materials were processed and available for use in a timely manner, adhering to NDSU's standards.
- Provided support for library users regarding resources, cataloging, and availability of materials.

Circulation Manager

North Dakota State Library | 2010 - 2014

- Managed day-to-day circulation desk operations, including checking in and checking out materials, handling fines, and assisting library patrons.
- Supervised and trained circulation staff to ensure efficient library services and customer support.
- Implemented and maintained circulation policies to ensure accurate tracking and availability of materials.
- Coordinated the shelving and organization of library materials, ensuring a well-maintained and accessible collection.
- Assisted with library outreach programs and collaborated with library staff on improving user experiences.
- Handled interlibrary loans, renewals, and the processing of returns in a timely manner.

Volunteer Coordinator

Girl Scouts Dakota Horizons | 2008 - 2010

- Recruited, trained, and managed a large team of volunteers to support local Girl Scouts troops and events.
- Developed volunteer schedules and maintained effective communication with volunteers to ensure smooth program execution.

- Coordinated volunteer recognition and retention programs to encourage engagement and long-term commitment.
 - Assisted with event planning and logistics for Girl Scouts activities, ensuring successful execution.
 - Collaborated with community organizations to promote Girl Scouts programming and expand community involvement.
-

Volunteer Experience

Secretary

Friends of the West Fargo Library | [2023] – Present

- Documented meeting minutes and communicated essential updates to members.
- Assisted with organizing fundraising events and outreach activities to support library services and programming.
- Managed correspondence between the Friends of the Library group and library staff, ensuring effective communication.
- Helped plan and execute events to increase community engagement with the library.

Steering Committee Member

Right To Read Group | [2025] – Present

- Contribute to the planning and implementation of advocacy initiatives for literacy and library access in North Dakota per legislative bills
 - Collaborate with local organizations, educators, and community leaders to promote literacy and library resources and understanding of how SB2307 would impact libraries.
-

Publications

- Dietz JA, Halver A, Hammer KD, Petry NJ, Westall S, Lo TS. *A Narrative Review of Placebo and Nocebo Effects on Itch. J Explor Res Pharmacol.* 2023;8(4):286-294. doi: 10.14218/JERP.2022.00090.
- Olson, D., Bates, S. L., Yarbrough, S., Westall, S., Denis, M. K. C., & Barnett, M. (2023). *Information Literacy Curriculum Mapping in the Health Sciences: A Scoping Review. Journal of Information Literacy*, 17(1), 65-. <https://doi.org/10.11645/17.1.3319>

- *In Progress - Scoping Review on Elder Abuse in Indigenous Populations and Restorative Justice (2024)*
 - *In Progress - Scoping Review on Social Media Use and Depression/Anxiety in Adolescents and Children (2024)*
 - *In Progress - Scoping Review TRHE Project (2024)*
-

Presentations & Invited Lectures

- *Neurology Grand Rounds: Research Collaboration Tools, 2024*
 - *Neurology Grand Rounds: Comparing Drug References, 2024*
 - *Pediatrics Grand Rounds: UND SMHS Library Resources, 2023*
 - *Internal Medicine Grand Rounds: Comparing Drug References, 2023*
 - *Grand Forks Public Library: For the Health of It, 2023*
-

Professional Training & Certifications

- **Critical Appraisal Institute for Librarians (CAIFL) – NIH/NLM (2024)**
 - **Evidence-Based Practice for Health Sciences Librarians Workshop (2023)**
 - **MLA Data Services Specialization Certification – NNLM (2023)**
 - **Everyday Statistics for Librarians – Library Juice Academy (2022)**
 - **MLA Disaster Health Specialization Certification – NNLM (2022)**
 - **Fundamentals of Health Sciences Research Data Management Workshop (2022)**
 - **MLA Consumer Health Specialization Certification – NNLM (2022)**
-

Technical Skills

- Library Management Systems (e.g., LibGuides, Alma, etc.)
- Research Databases (PubMed, Cochrane, Scopus, etc.)
- Reference Management Software (Zotero, EndNote)
- Instructional Design (PowerPoint, Canvas, Google Workspace)
- Statistical Software (SPSS, R)



To: West Fargo Public Library Board of Directors
From: Sarah Gasevic, Human Resources Director
Date: June 12, 2025
Subject: City Employee Appreciation Event
Action: Approve early closure on September 4th, 2025, for Employee Recognition Event

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 Employee Engagement Committee kindly asks permission to allow the library to close at 4pm on September 4th, 2025. The reason for the request is to allow staff to attend the Employee Recognition event taking place at the Lights Plaza. With some departments, such as police, fire, public works, and the library having evening or even 24-hour shifts, it is hard to find a time when everyone can attend an event such as this. So, our request comes to you to allow for the greatest possibility of staff attending the event. This will allow them to build relationships with fellow colleagues from other departments in the City, and to be recognized for their years of service.



To: West Fargo Public Library Board of Directors
From: Sarah Gasevic, Human Resources Director
Date: June 12, 2025
Subject: Lexipol
Action:

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

A recent change the City of West Fargo has made is to move all policies and procedures into a single platform called Lexipol. This system has been used by our police department for a few years already. Key pieces to this implementation include Lexipol will replace the current employee handbook by the end of the year, and edited policies will now be reissued to employees as they are updated, rather than in one big chunk. It is the hope of the city that by doing this, it will improve employees' understanding and familiarity with the policies and make them much more manageable for necessary updates.

What this means for the library and its employees is pretty much the same. For this reason, we are asking the Library Board to adopt Lexipol as its new handbook platform going forward. This will primarily to "city generated" policies and will not include state or other regulatory body policies. For example, the state library policies, featured on the website, will not be included in Lexipol. Policies will still be brought to the board as applicable for approval and adoption.

The screenshot shows the KMS (Lexipol) interface. At the top, there is a navigation bar with 'KMS' in a blue box, a 'Home' button with a house icon, and a 'Manuals' button with a book icon. Below this is a search bar labeled 'City of West Fargo Policy Manual' with a search icon. A yellow banner reads 'Welcome from HR'. Below the banner is a table of contents with three sections: '1. ORGANIZATION AND ADMINISTRATION', '2. HEALTH & SAFETY', and '3. FINANCIAL'.



To: West Fargo Public Library Board of Directors
From: Sarah Gasevic, Human Resources Director
Date: June 12, 2025
Subject: Policy 101 Authorization and Delegation of Policy
Action: Approval to adopt Policy 101 Authorization and Delegation of Policy

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

Policy 101

Lovingly referred to as the “one policy to rule them all”, this policy’s intent is to outline which policies can be approved by the Library Director and City Administrator, and which policies must come before the Library Board. The reason for this distinction is to improve the efficiencies of policy updates and adoption. Already approved by the City Commission, this policy gives the same authority level to the Library Director from the Board as City Commission gave to the City Administrator. It should be noted that it also gives authority to make grammatical or reference corrections to all policies without the need to bring them to the board. We ask that the Library Board adopt this policy as presented.

101.1

PURPOSE AND SCOPE

The purpose of this policy is to establish clear guidelines for determining which policies require approval by the City Commission and which may be authorized by the City Administrator. This policy ensures proper oversight, transparency, and efficient management of city operations while maintaining appropriate governance controls.

[For departments or staff governed by independent boards or statutory authorities, references to the “City Commission” shall be interpreted as the appropriate governing body \(e.g., Library Board, Airport Authority\), and references to the “City Administrator” shall be interpreted as the applicable position designated by that governing body \(e.g., Library Director, Airport Manager\), where applicable and consistent with state law.](#)

101.1.1

DEFINITIONS

Strategic Direction- the long-term vision, priorities, and goals that guide the city's policies, programs, budgeting, and services.

Regulatory Responsibilities- the duties our City holds to establish, interpret, and enforce local laws, ordinances, and codes that protect public health, safety, welfare, and the overall quality of life for its residents.

Daily operations - the routine tasks, services, and internal processes that city departments and staff perform on an ongoing basis to ensure the effective and efficient delivery of public services and administrative functions.

Internal controls - the systems implemented to ensure the integrity of operations, safeguard assets, prevent fraud and errors, ensure compliance with laws and policies, and support accurate financial reporting and efficient service delivery.

Personnel Governance - the set of rules, processes, and decision-making structures that guide the management and oversight of an organization's personnel.

Procedural matters - the standardized methods, steps, and workflows used by city departments to carry out tasks and ensure consistency in service delivery and internal operations.

101.2

POLICY

The City recognizes that certain policies have broad governance, financial, or legal implications and therefore require formal approval by the City Commission. Other policies, primarily related to internal administration and operations, may be more efficiently authorized by the City Administrator.

While the City Administrator is authorized to determine the appropriate level of approval for each proposed policy, all policies will be made immediately available to the City Commission for review. The City Commission maintains the authority to place any policy on a meeting agenda for consideration and formal vote at their discretion. Any policy individually brought forward for City Commission approval, regardless of content, may not be amended or repealed without additional action by the Commission.

101.3

POLICIES REQUIRING CITY COMMISSION AUTHORIZATION

Policies requiring City Commission approval are those that impact the City's governance, financial commitments, public welfare, or legal obligations.

Policies that shall be approved by Commission include:

Governance and Legislative Policies - Policies that define the City's strategic direction, public services, and regulatory responsibilities.

Budgetary and Financial Policies - Policies related to taxation, fee structures, major procurement, and multi-year capital investments. (Any policy that has financial implications, that are not specifically addressed in existing Purchasing, Budgeting & Spending, or Procurement policies, must be approved by the Commission.)

Legal and Regulatory Policy - Policies that involve legal enactment such as ordinances, intergovernmental agreements, or adherence to state and federal laws.

101.4

POLICIES AUTHORIZED BY THE CITY ADMINISTRATOR

The City Administrator is authorized to approve policies related to internal operations, administrative processes, and routine management of city resources.

Policies that may be approved by the City Administrator include:

Operational and Administrative Policies - Policies governing daily operations, internal controls, personnel governance, and procedural matters.

Procurement and Contracting Policies - Policies governing routine purchasing and vendor management within pre-approved financial limits, in line with the City's existing purchasing, spending & budgeting, or procurement policies.

Facility and Infrastructure Policies - Internal policies regarding the maintenance and use of City-owned facilities and assets.

101.5

POLICY IMPLEMENTATION AND REVIEW

The City Administrator shall ensure that all policies are documented, reviewed periodically, and communicated appropriately. Any question regarding a specific policy's level of required authorization, shall be presented to the City Commission for determination.

101.6

ADMINISTRATIVE AUTHORITY TO CORRECT NON-SUBSTANTIVE ERRORS

The City Administrator is authorized to make non-substantive corrections to adopted policies without returning them to the City Commission for approval. These corrections may include, but are not limited to, typographical errors, misspellings, incorrect word usage, punctuation, numbering, formatting, extraneous or redundant wording, and other similar clerical or grammatical errors that do not affect the meaning, intent, or application of the policy. The intent of this authorization is to ensure that approved policies are properly written and free of minor errors, without altering their meaning or affecting their original intent.



West Fargo Public Library

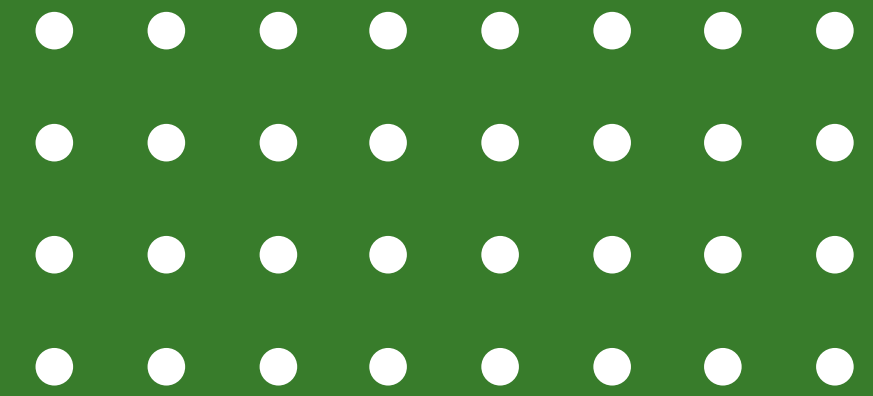


Director's Report

For June 12, 2025 Library Board Meeting
Presented by Jenna Kahly, Library Director



Finances



Expenditures through May

Month to Date

\$224,941.63

Year to Date

\$1,059,509.34

Available Appropriation

\$1,565,390.66





Satellite Library

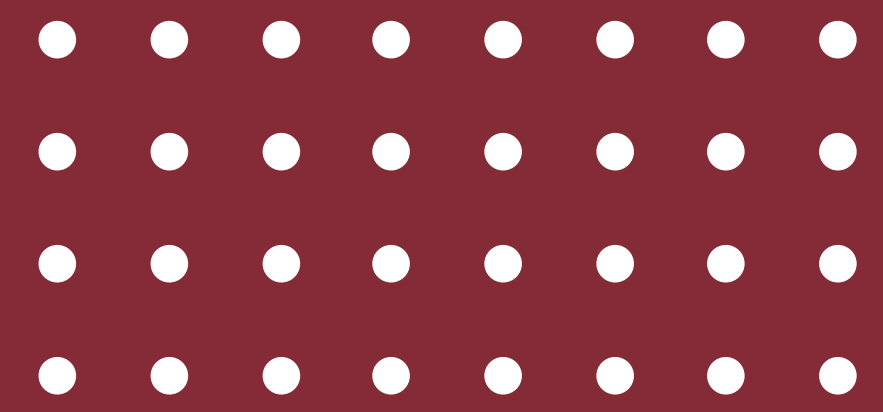
May Satellite Usage

- Physical Circulation - 551
- Door Count - 387
- Library Cards Made - 10



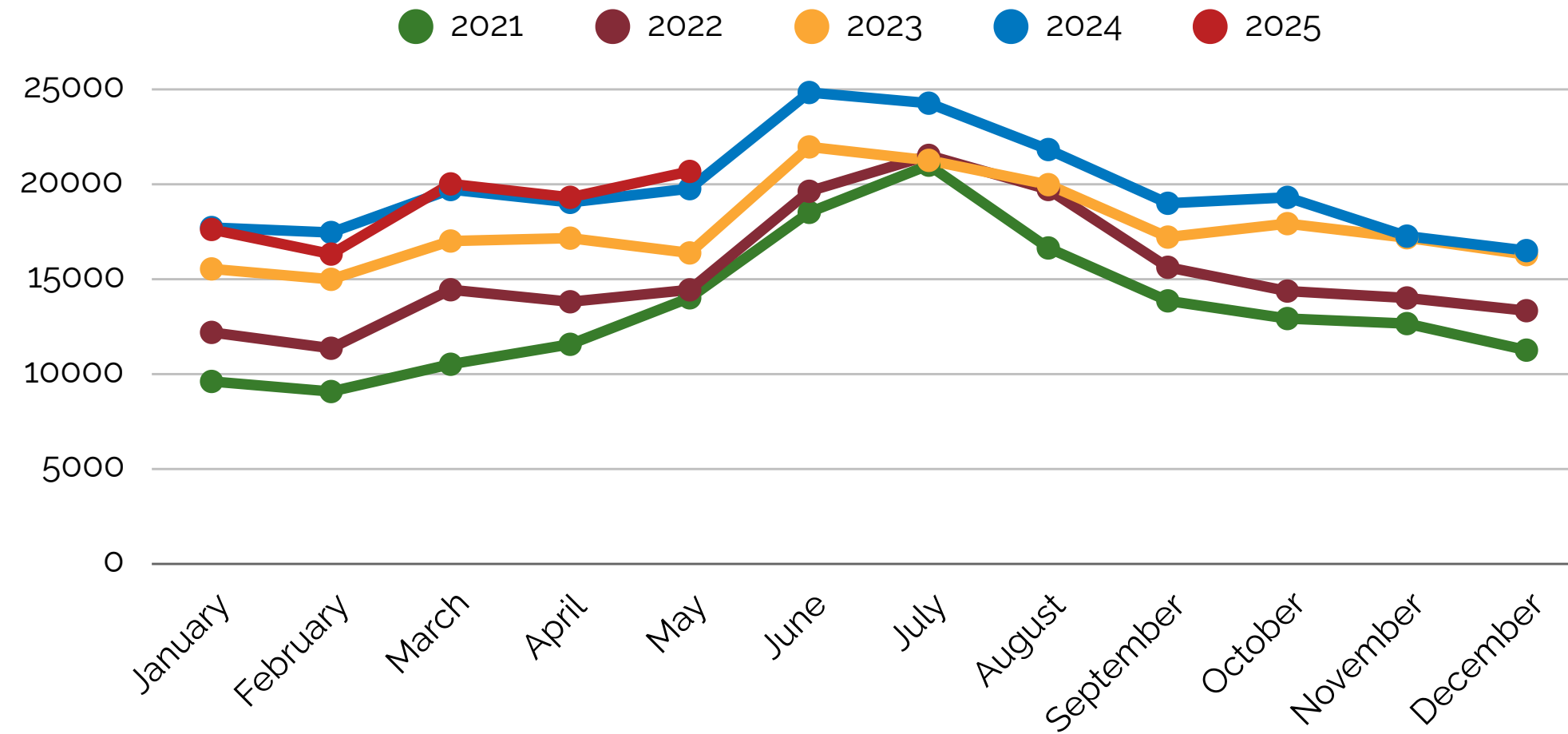


Circulation

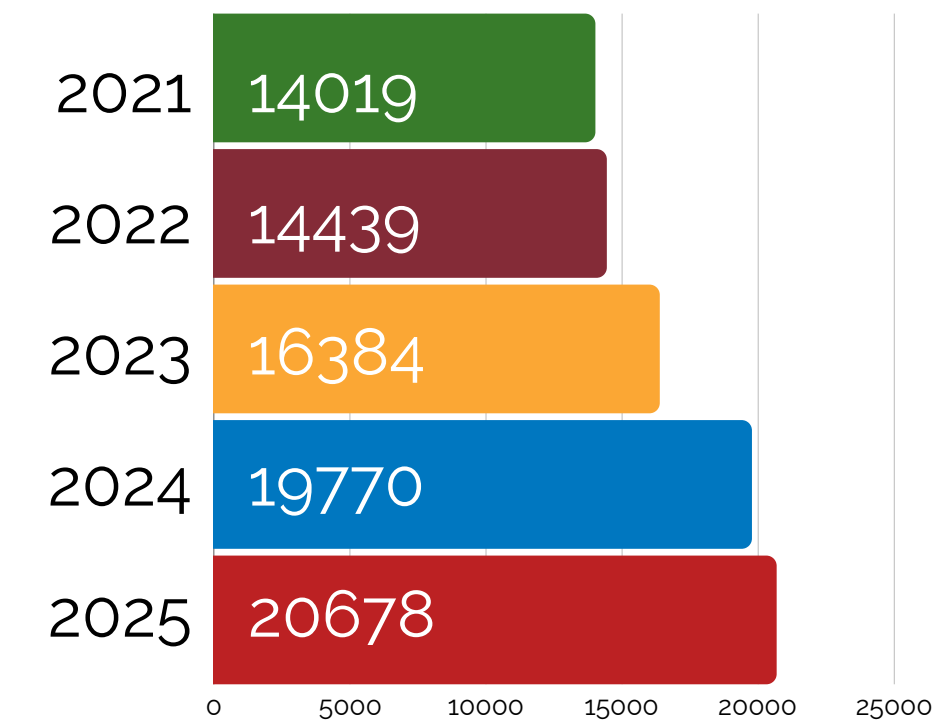


We were slightly down in physical circulation in May, but saw over 1000 more electronic circs than last year. **Over 20,000 total circulation in May.**

Total Circulation



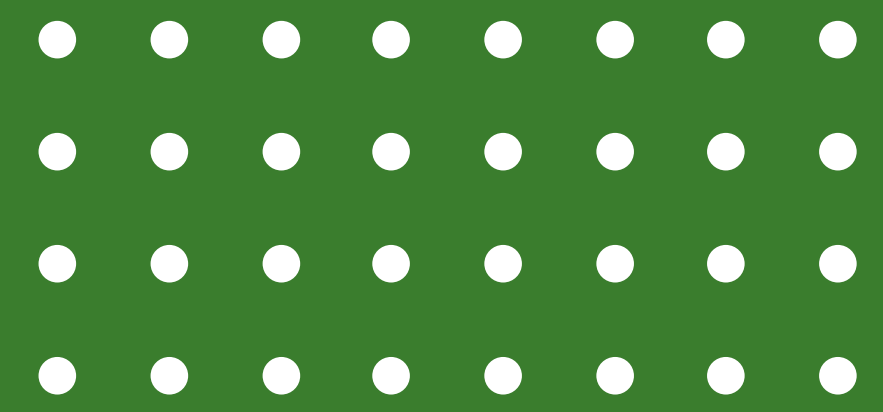
May Total Circulation



May Circulation per Active Library Card - 1.4 items

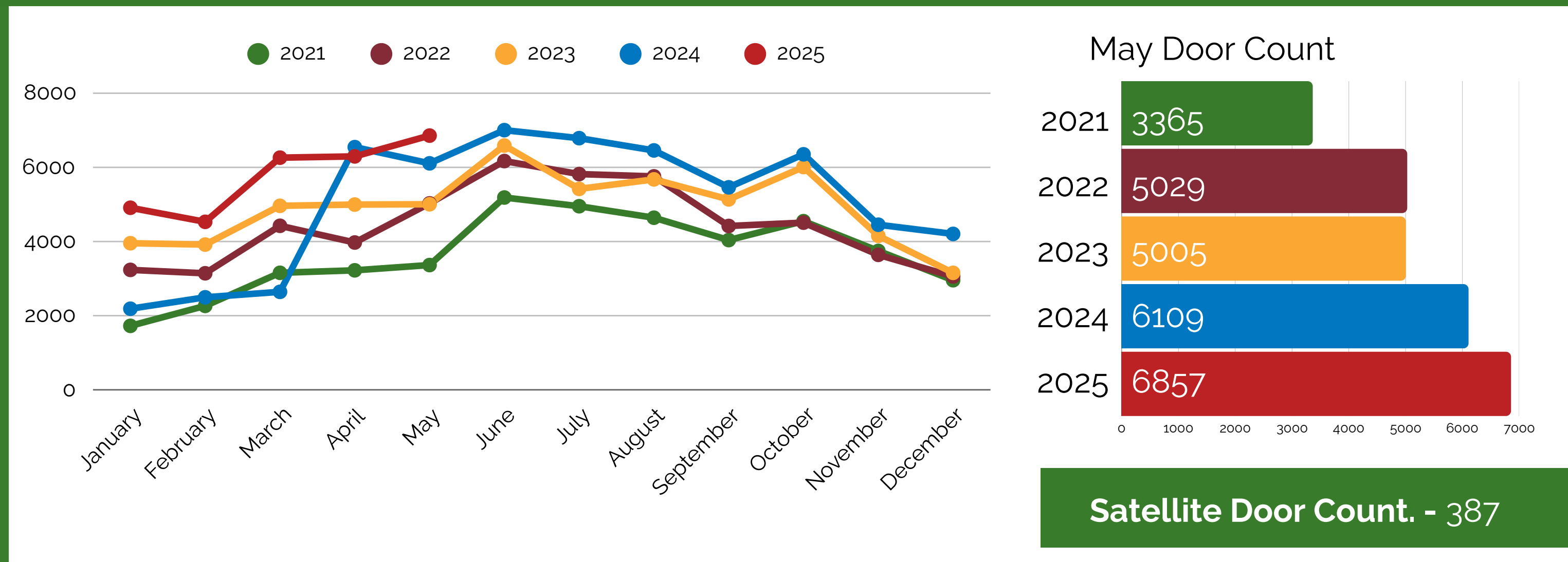


Door Count



- As we predicted, partially due to school tours, we were up significantly in door count in May. We had the highest foot traffic since last year's peak summer reading usage.

Door Count



■ ■ ■ Youth Programming

- Able to utilize school gym for craft programs
- Summer kickoff party was May 29- 234 attended!



Children were able to help conduct the model railroad during our Summer Boost kickoff party and during the day on Thursday and Friday.



Kids participated in a variety of craft projects during the Summer Boost Kickoff Party.



Our Imagination Playground blocks were a big hit during the Summer Boost Kickoff Party.

■ ■ ■ Adult Programming

- Arts and hobby classes remain very popular.
- Adult Services Team is adding financial literacy classes with local educators to our offerings.
- Adults are invited to participate in the Summer Reading Challenge sign up on Beanstack or in the library.



Attendees enjoyed learning more about building a pollinator garden during our May 5 class.



Outreach Services

In May, we went to the Red River Spring Market and Headstart Picnic in addition to a successful preview of the Summer Library on Wheels route.

The Library on Wheels route started June 2. In addition to three park stops each week we are also making monthly stops at three elementary schools.

The next elementary pop-ups are:

- 2:30 - 3:30 p.m. Monday, June 16 @ Willow Park
- 12 - 1 p.m. Monday, June 23 @ Aurora
- 12 - 1 p.m. Monday, July 14 @ Eastwood



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)



Technical Services

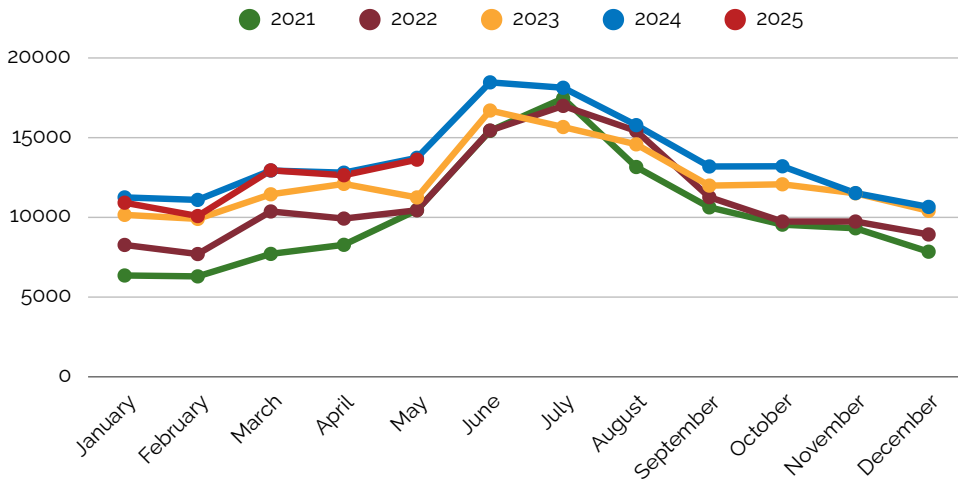
- Added around 700 new items to the catalog this month.
- Three new Storytime Kits are being created.
- This summer we will begin adding series information to children's chapter book spine labels.



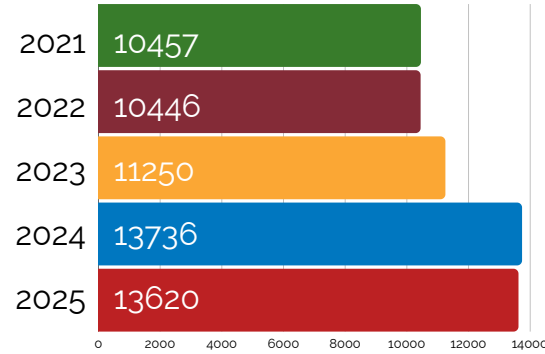
QUESTIONS?

Thank you for your time!

Physical Item Circulation - All Locations

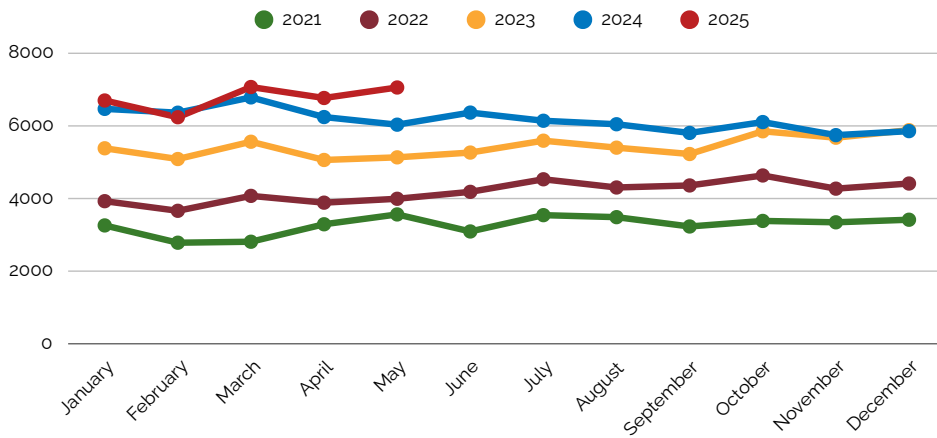


May Circulation



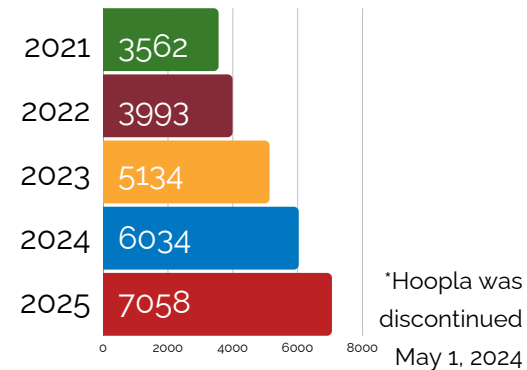
Satellite Physical Circ. - 551

Electronic Materials Circulation

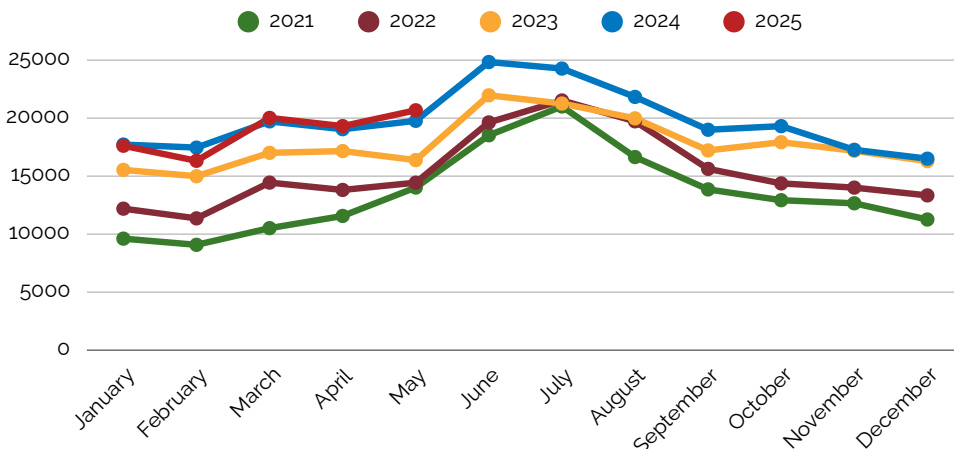


May Circulation

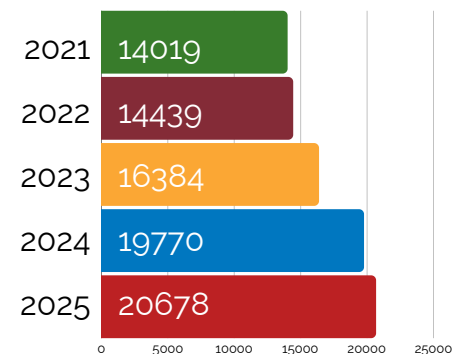
OverDrive/Libby & Hoopla*



Total Circulation

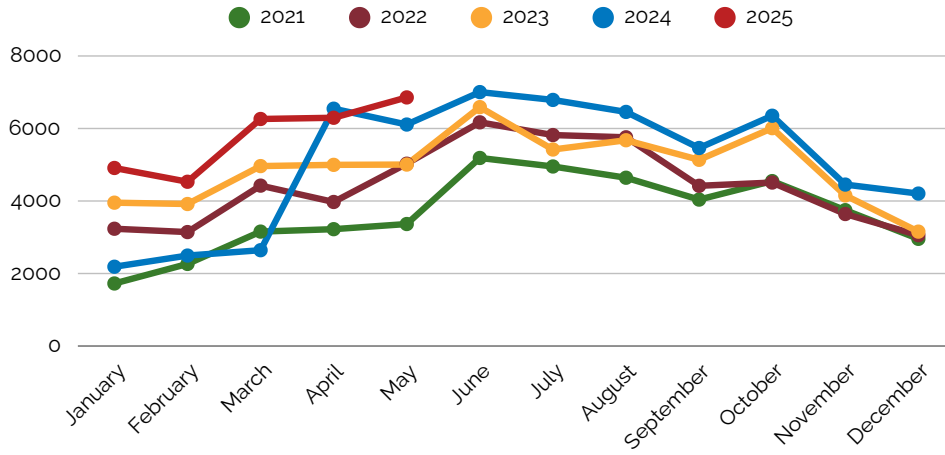


May Total Circulation

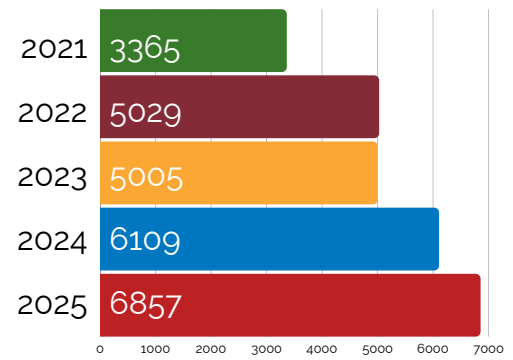


May Circulation per Active Library Card - 1.4 items

Door Count

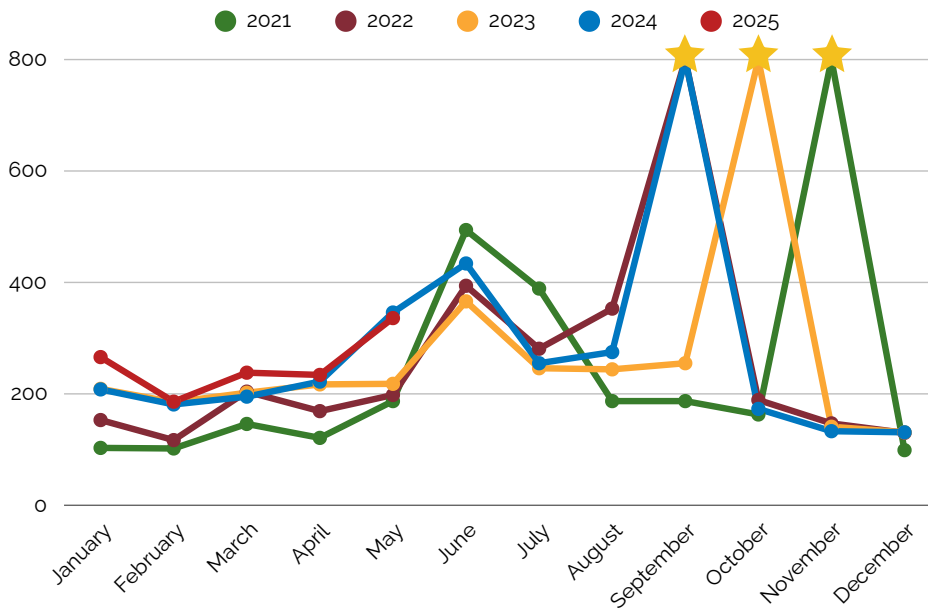


May Door Count

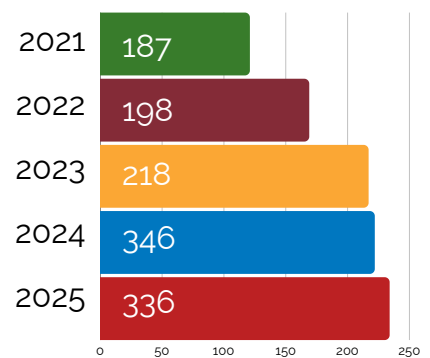


Satellite Door Count. - 387

Library Card Signups



May Card Signups



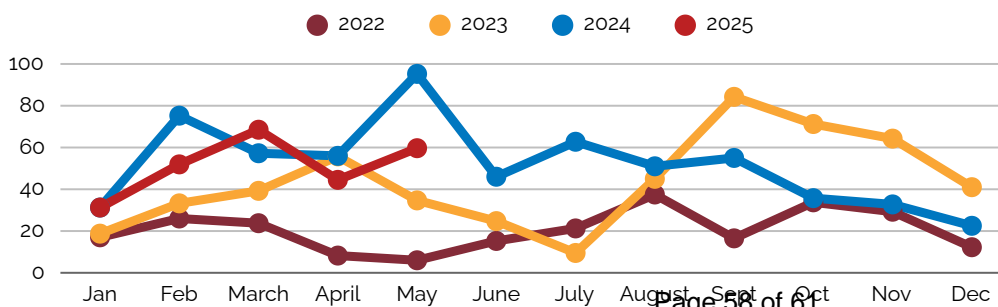
May Active Library Cards - 14489

Satellite Signups. - 10

★ 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

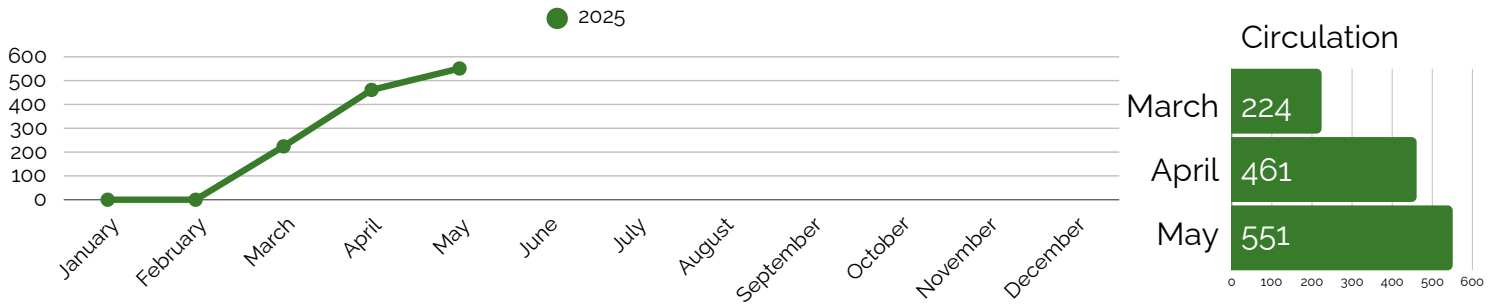
Hours Reserved 59.67
Hours Reserved YTD 255.85
 Reservations 25
Reservations YTD 127

Satellite Reservations - 1

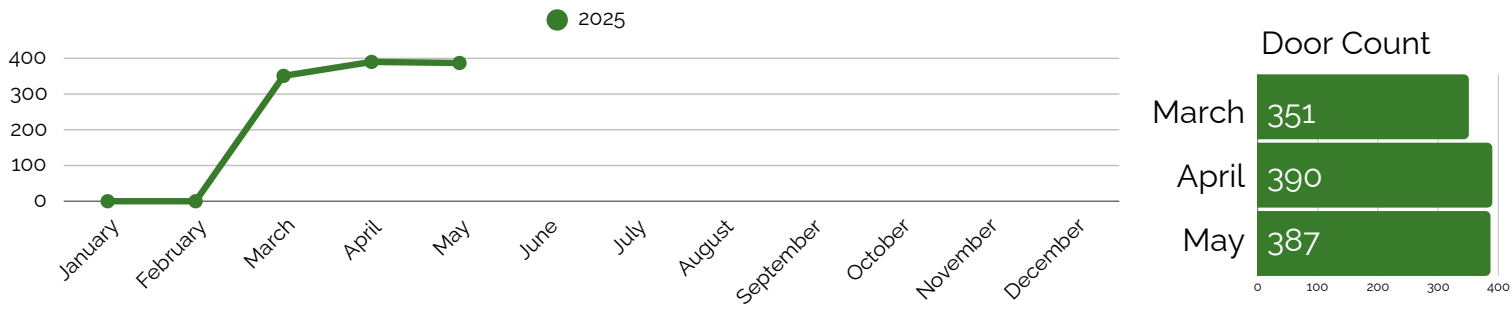
Satellite Library Stats

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

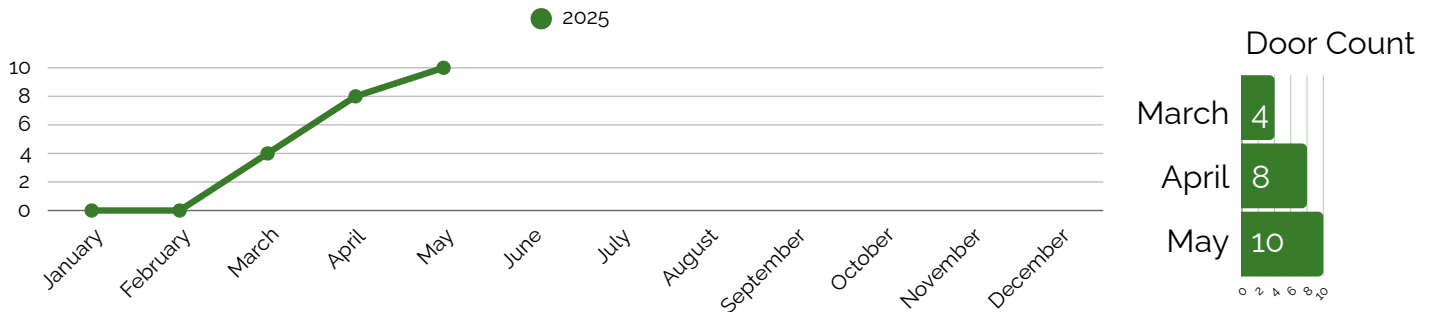
Physical Item Circulation at Satellite



Door Count at Satellite

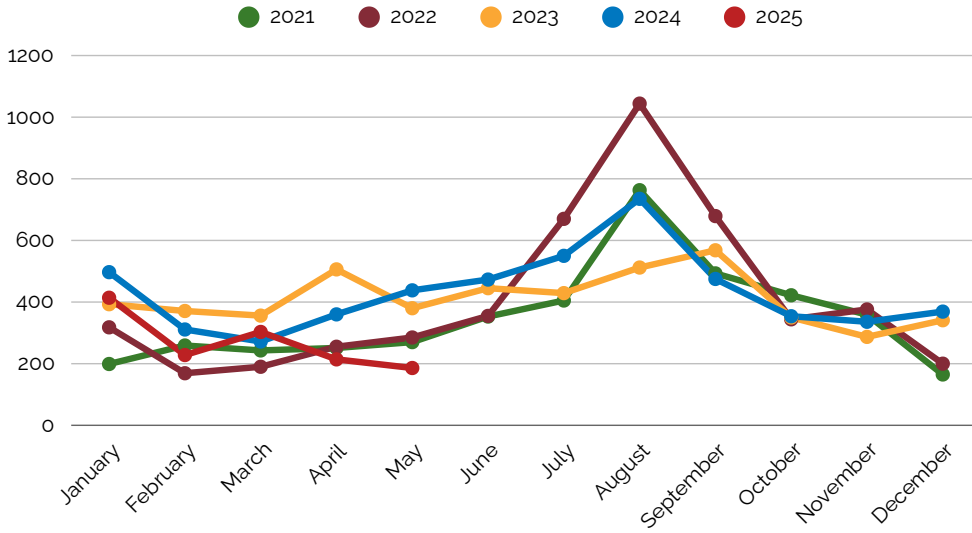


Library Card Signups at Satellite

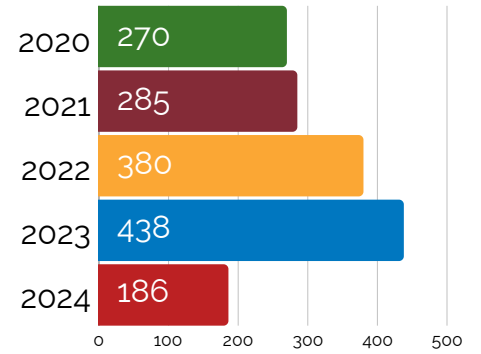


This section will be built out to better reflect usage trends when more comparison data is available.

Offsite Book Drop Usage



May Offsite Book Drop Usage



Only reflects Cash Wise book drop as of March 2025.

Outreach Services

Monthly Outreach Circulation

Total Monthly Circulation*

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

2021	245
2022	180
2023	201
2024	215
2025	326

Outreach Deliveries and Item Circulation

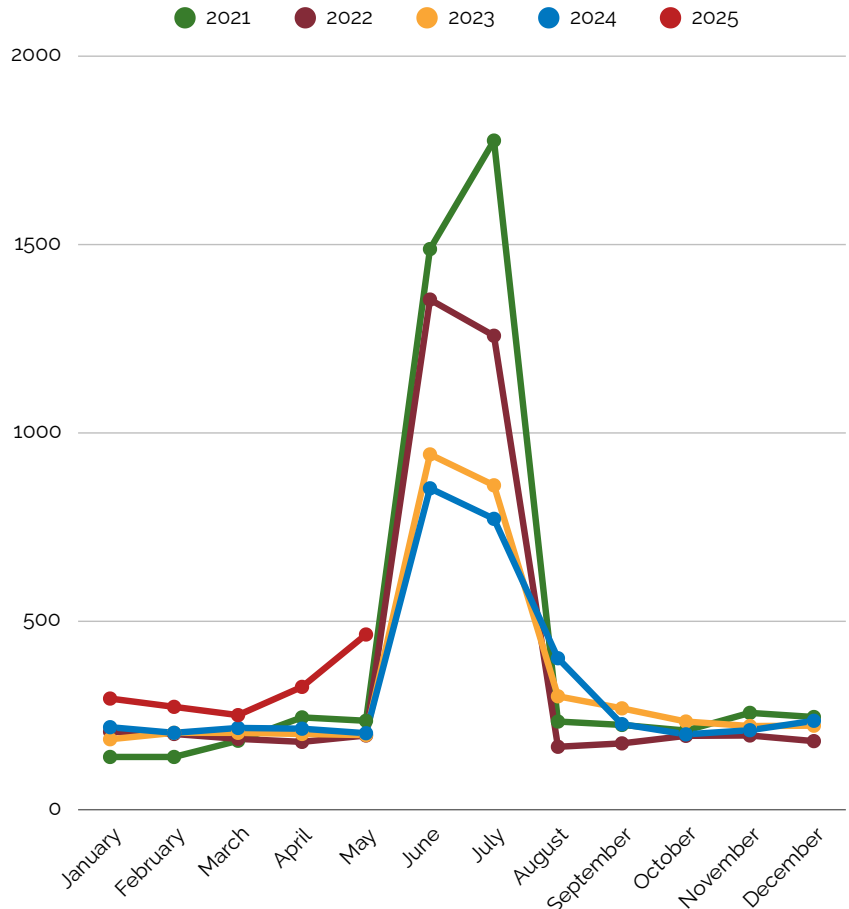
Senior Living Locations Served	5
Senior Outreach Participants	15
Daycare Locations Served	7
Total Outreach Circulation	465

Outreach & Community Events Attendance

Library on Wheels (3 stops)	54
Other Outreach Events	158
Total Attendance	212

In May, the Outreach services team brought the pop-up library program to

- Maplewood Park (summer preview)
- Dakota Park (summer preview)
- Goldenwood Park (summer preview)
- West Fargo Red River Spring Market
- Headstart Family Picnic



Programs

Program Attendance

Youth

Ready to Read Storytime	64
Baby Boost Storytime	108
Teeter Tots Storytime	147
Teen Events	6
STEM	16
Other Youth Events	245
Total Attendance	586

Adult

Book Clubs	26
Movie Screenings	81
Writing Circle	10
Other Clubs (Cribbage, D&D)	9
Other Events	33
Total Attendance	159

All-Ages

Model Trains	403
Summer Boost Kickoff	234
Total Attendance	637

Reference/Services

Technology Tutoring	3
Notary Public	11
Total Attendance	14

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

Monthly New Registrations	3
YTD Registrations	15
Lifetime Registrations	74

1000 Books Before Kindergarten (Ongoing)

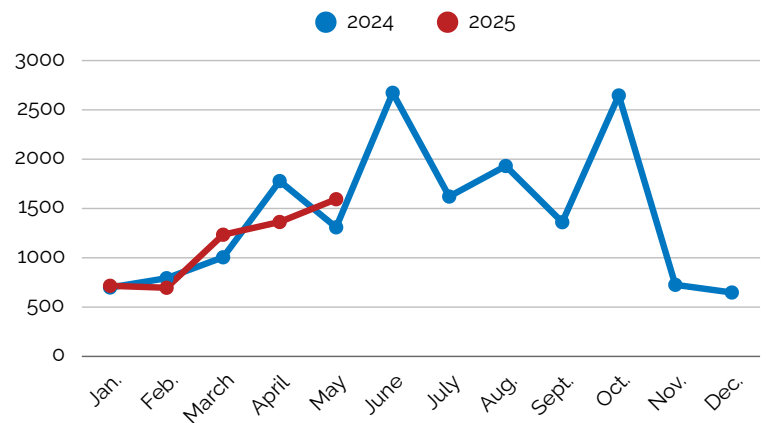
Monthly New Registrations	23
YTD Registrations	38
Lifetime Registrations	687

Spring Color Reading Challenge (April 1 - May 31)

Monthly New Registrations	74
Total Challenge Registrations	184
Challenge Completions	52

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

1594



Children were able to help conduct the model railroad during our Summer Boost kickoff party and during the day on Thursday and Friday.



Kids participated in a variety of craft projects during the Summer Boost Kickoff Party.



Our Imagination Playground blocks were a big hit during the Summer Boost Kickoff Party.