



West Fargo Public Library Board of Directors
Regular Meeting Agenda
West Fargo City Hall Commission Chambers
2515 6th St E, West Fargo
Thursday, July 10, 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 – June 12, 2025
2. Approval of Financial Reports

Regular Agenda

Old Business

1. Adopt Lexipol for Policy Management replacing Employee Handbook **(Action)**
2. Adopt Policy 101 Authorization and Delegation of Policy Approval **(Action)**

New Business

1. Nomination of Officers and Voting **(Action)**
[Library Board Bylaws](#)
2. Discussion of Adult Services Manager Role
3. Budget Update
4. Director's Report
5. Adjourn



West Fargo Public Library Board of Directors Meeting
West Fargo City Hall Commission Chambers
2515 6th St E, West Fargo ND
Thursday, June 12, 2025, 5:00 p.m.
[YouTube](#) recording

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

Board Member Absent: Tony Stukel

Also Present: Library Director Jenna Kahly, Human Resources Director Sarah Gasevic, Jodie Roeder

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. No opposition. Motion carried.

III. Public Comment

No members of the public signed up for public comment.

IV. Consent Agenda

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

- Approval of Minutes – May 8
- Approval of Financial Reports

Regular Agenda

Old Business

- No old business

New Business

V. Library Board Candidate Statement Opportunity

- Candidates who had submitted applications to fill opening Library Board seats were invited to speak about their interest. Sara Westall wrote a statement, which was read by Library Director, Jenna Kahly. Applicant Jodie Roeder spoke about her interest in serving on the Board via Teams.

VI. Appoint Trustees to fill 2 seats on the Library Board (Action)

- The Library Board discussed the candidates for the two open seats on board. Four total applications were received, including Tyler Erickson, Sara Westall, Jodie Roeder, and current Board President Larry Schwartz, although Schwartz had withdrawn his application. Chosen applicants would need to be formally appointed by the City Commission. Rerick made a motion to recommend the appointment of Tyler Erickson and Sara Westall to the West Fargo Public Library Board of Directors. Hanson seconded. No opposition. Motion carried.

VII. Request from HR to close early on Sept. 4 for City Employee Appreciation Event (Action)

- Sarah Gasevic, Human Resources Director, request the Library's

locations close early at 4 p.m. on Sept. 4 to allow staff to attend a City of West Fargo Employee Appreciation Event. Anderson moved and Hanson seconded to close both Library locations at 4 p.m. on Sept. 4. No opposition. Motion carried.

VIII. Update from HR about Lexipol

- Gasevic gave an update on a new system called Lexipol that the City of West Fargo is implementing to manage policies and procedures. Gasevic requested the Library Board agree to use Lexipol in place of an Employee Handbook for Library staff as well. No action was taken on this item.

IX. Recommendation to Adopt Policy 101 Authorization and Delegation of Policy Approval (Action)

- Gasevic explained that in changing policy management to Lexipol, she and other City of West Fargo leadership wrote Policy 101: Authorization and Delegation of Policy Approval, which would essentially grant powers to approve changes to certain policies to the City Administrator, or in the Library's case the Library Director, instead of the changes requiring approval by the City Commission or Library Board. Previously, the Library Board had routinely voted to adopt the City of West Fargo Employee Handbook as a whole, when changes were made. Gasevic explained that adopting this policy, and Lexipol, would allow employee handbook policy changes to be pushed out to staff sooner, as they would not need to be presented to the Board. Policies with significant financial implications or legal obligations would still be brought to the Library Board for approval. Gasevic noted the City Commission had already voted to adopt this policy for their purposes.
- Motion to approve the recommendation to Adopt Policy 101 Authorization and Delegation of Policy failed due to a tie vote: Schwartz and Commissioner Anderson voting aye, Rerick and Hanson voting nay. This agenda item will be brought back to a future board meeting.

X. Director's Report

- Kahly presented the Director's Report with highlights including:
 - Finances were 40% expended through May.
 - Satellite usage continued to grow in May, including Physical Circulation, Door Count & Library cards.
 - Physical Circulation was down slightly in May, but Electronic Circulation was over 1000 compared to 2024.
 - With the school second grade tours in May, the door count was up significantly.
 - There were 234 patrons in attendance for the summer kickoff party.
 - Library on Wheels attended the Red River Spring Market and HeadStart Picnic as well as a successful preview of the route.
 - Technical Services added around 700 new items to the catalog.

XI. Adjourn

Rerick moved to adjourn. Schwartz seconded. No opposition. Motion carried at 5:37 p.m. The next meeting is July 10, 2025, at 5 p.m. 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	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%

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Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
340 EMPLOYEE DEVELOPMENT									
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	-97344 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	-97311 PAPER PLATES		05/12/25	33.27	5/25	351 BUSINESS ESSENTIALS		
CL 125784	6	-97292 INK REFILL FOR PRE-INKED STAMP		05/22/25	16.72	5/25	3490 AMAZON CAPITAL SERVICES		
CL 125785	1	116634 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	%

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Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice	Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
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	116663	MAY CHAIR YOGA		05/16/25	50.00	5/25 5439	METAMOON		
CL 125778 2	116663	CHAIR YOGA		04/10/25	50.00	5/25 5439	METAMOON		
CL 125782 1	116635	CRAYONS AND MARKERS		05/14/25	148.32	5/25 5321	DISCOUNT SCHOOL SUPPLY		
CL 125784 1	-97292	YOUTH/SBP PRIZES/STORYTIME		05/19/25	1,403.40	5/25 3490	AMAZON CAPITAL SERVICES		
CL 125784 3	-97292	PROGRAM SUPPLIES		05/19/25	88.49	5/25 3490	AMAZON CAPITAL SERVICES		
CL 125784 4	-97292	EARLY LIT PRIZES		05/21/25	212.69	5/25 3490	AMAZON CAPITAL SERVICES		
CL 125784 5	-97292	ADULT SUMMER PRIZESL		05/22/25	200.38	5/25 3490	AMAZON CAPITAL SERVICES		
CL 125785 2	116634	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	-97309	EBOOKS		05/14/25	114.99	5/25 2126	OVERDRIVE, INC		
CL 125786 2	-97309	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%

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Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice	Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
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	

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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	116622 BOOKS		05/12/25	218.13	5/25	1695 BAKER & TAYLOR		
CL 125783	1	-97310 BOOKS		05/26/25	265.84	5/25	5564 RED BRICK RESOURCES		
CL 125784	2	-97292 BOOKS		05/19/25	47.10	5/25	3490 AMAZON CAPITAL SERVICES		
CL 125789	1	116647 BOOKS		05/08/25	14.53	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	2	116647 BOOKS		05/08/25	20.14	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	3	116647 BOOKS		05/08/25	11.43	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	4	116647 BOOKS		05/08/25	26.95	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	5	116647 BOOKS		05/08/25	42.23	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	6	116647 BOOKS		05/13/25	23.75	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	7	116647 BOOKS		05/13/25	44.01	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	8	116647 BOOKS		05/13/25	26.06	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	9	116647 BOOKS		05/13/25	37.27	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	10	116647 BOOKS		05/13/25	51.02	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	11	116647 BOOKS		05/13/25	41.22	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	12	116647 BOOKS		05/14/25	21.40	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	13	116647 BOOKS		05/14/25	46.30	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	14	116647 BOOKS		05/15/25	13.73	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	15	116647 BOOKS		05/15/25	13.01	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	16	116647 BOOKS		05/15/25	14.10	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	17	116647 BOOKS		05/15/25	75.27	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	18	116647 BOOKS		05/15/25	101.90	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	19	116647 BOOKS		05/16/25	120.34	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	20	116647 BOOKS		05/16/25	41.47	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	21	116647 BOOKS		05/19/25	29.15	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	22	116647 BOOKS		05/19/25	8.99	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	23	116647 BOOKS		05/19/25	104.00	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	24	116647 BOOKS		05/19/25	12.00	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	25	116647 BOOKS		05/19/25	48.93	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	26	116647 BOOKS		05/19/25	33.28	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	27	116647 BOOKS		05/20/25	53.71	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	28	116647 BOOKS		05/20/25	26.00	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	29	116647 BOOKS		05/20/25	21.11	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	30	116647 BOOKS		05/21/25	36.73	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	31	116647 BOOKS		05/21/25	38.55	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	32	116647 BOOKS		05/21/25	42.14	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	33	116647 BOOKS		05/21/25	334.02	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	34	116647 BOOKS		05/21/25	58.47	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	35	116647 BOOKS		05/21/25	142.20	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	36	116647 BOOKS		05/21/25	149.82	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	37	116647 BOOKS		05/21/25	197.01	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	38	116647 BOOKS		05/22/25	371.31	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	39	116647 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	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 125789	40	116647 BOOKS		05/22/25	42.11	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	41	116647 BOOKS		05/22/25	40.80	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	42	116647 BOOKS		05/22/25	19.35	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	43	116647 BOOKS		05/22/25	90.69	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	44	116647 BOOKS		05/22/25	173.97	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	45	116647 BOOKS		05/22/25	13.61	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	46	116647 BOOKS		05/22/25	21.09	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	47	116647 BOOKS		05/22/25	17.01	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	48	116647 BOOKS		05/22/25	16.06	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	49	116647 BOOKS		05/22/25	13.47	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	50	116647 BOOKS		05/22/25	31.29	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	51	116647 BOOKS		05/22/25	280.68	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	52	116647 BOOKS		05/22/25	359.59	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	53	116647 BOOKS		05/22/25	557.77	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	54	116647 BOOKS		05/23/25	21.16	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	55	116647 BOOKS		05/23/25	58.68	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	56	116647 BOOKS		05/23/25	60.48	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	57	116647 BOOKS		05/23/25	27.44	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	58	116647 BOOKS		05/23/25	16.86	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	59	116647 BOOKS		05/23/25	15.10	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	60	116647 BOOKS		05/23/25	62.42	5/25	4592 INGRAM LIBRARY SERVICES		
CL 125789	61	116647 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	-97308 DVD		05/14/25	31.78	5/25	1854 MIDWEST TAPE		
CL 125787	2	-97308 DVD		05/14/25	107.16	5/25	1854 MIDWEST TAPE		
CL 125787	3	-97308 DVD		05/14/25	32.53	5/25	1854 MIDWEST TAPE		
CL 125787	4	-97308 DVD		05/14/25	23.97	5/25	1854 MIDWEST TAPE		
CL 125787	5	-97308 DVD		05/14/25	304.99	5/25	1854 MIDWEST TAPE		
CL 125787	6	-97308 DVD		05/21/25	37.67	5/25	1854 MIDWEST TAPE		
CL 125787	7	-97308 DVD		05/21/25	206.77	5/25	1854 MIDWEST TAPE		
CL 125787	8	-97308 DVD		05/21/25	197.31	5/25	1854 MIDWEST TAPE		
CL 125787	9	-97308 DVD		05/21/25	210.53	5/25	1854 MIDWEST TAPE		
CL 125787	10	-97308 DVD		05/21/25	49.78	5/25	1854 MIDWEST TAPE		
CL 125787	11	-97308 DVD		05/21/25	39.28	5/25	1854 MIDWEST TAPE		
CL 125787	12	-97308 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 NIGHT	2885	04/29/25	153.83	5/25 3162 VISA LIBRARY #2			
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				/ /					
JV 5851 1		FIBT TSYS/TRANSFIRST MAY		/ /	97.90	5/25			
			Object Total:		97.90	489.50	1,750.00	1,260.50	28%
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%

07/01/25
07:35:27

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 5/25 - 5/25

Page: 8 of 8
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice 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:		225,039.53	1,059,607.24	2,624,900.00	1,565,292.76
		Fund Total:		225,039.53	1,059,607.24	2,624,900.00	1,565,292.76

***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 5866136	D-SALARIES	/ /	45,413.49	6/25			
JV 5884132	Payroll 06/27/2025	/ /	50,480.56	6/25			
	Object Total:		95,894.05	572,686.84	1,210,859.00	638,172.16	47%
114 PART TIME SALARIES							
JV 5866137	D-SALARIES	/ /	4,006.12	6/25			
JV 5884133	Payroll 06/27/2025	/ /	4,384.07	6/25			
	Object Total:		8,390.19	40,366.02	102,287.00	61,920.98	39%
220 SOCIAL SECURITY							
JV 5866138	D-SSA	/ /	3,650.12	6/25			
JV 5884134	Payroll 06/27/2025	/ /	4,081.69	6/25			
	Object Total:		7,731.81	45,517.59	100,456.00	54,938.41	45%
230 RETIREMENT							
JV 5866139	D-RETIREMENT	/ /	7,342.96	6/25			
JV 5884135	Payroll 06/27/2025	/ /	7,267.94	6/25			
	Object Total:		14,610.90	91,335.90	196,886.00	105,550.10	46%
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 5866140	D-HEALTH	/ /	7,356.39	6/25			
JV 5884136	Payroll 06/27/2025	/ /	7,356.18	6/25			
	Object Total:		14,712.57	81,057.97	266,649.00	185,591.03	30%
321 PROPERTY INSURANCE							
	Object Total:	/ /	0.00	1,491.52	0.00	-1,491.52	%
333 BUILDING RENTAL							
CL 125873 2 -97285	June 2025 Lease - Satellite Li	06/01/25	2,777.43	6/25	5229	AMB INVESTMENTS, LLC	
CL 125988 2 -97214	JUNE RENT	05/31/25	10,333.50	6/25	549	WF PUB SCHOOLS DIST #6	
	Object Total:		13,110.93	70,333.29	161,051.00	90,717.71	44%
340 EMPLOYEE DEVELOPMENT							
	Object Total:	/ /	0.00	2,757.31	15,950.00	13,192.69	17%

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 126176	33	may 2025 - library		05/08/25	212.58	6/25 3668	VERIZON WIRELESS		
			Object Total:		212.58	1,062.90	3,060.00	1,997.10	35%
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 1744	6	PUREWATER TECHNOLOGY	999999	05/15/25	100.00	6/25 3161	VISA LIBRARY #1		
CC 1744	11	PAPER CLIPS	3490	05/18/25	16.99	6/25 3161	VISA LIBRARY #1		
CL 125985	1	-97215 PAPER TOWELS/FOAM CUPS		06/04/25	137.37	6/25 351	BUSINESS ESSENTIALS		
CL 125985	2	-97215 LABEL MAKER TAPE		06/04/25	62.22	6/25 351	BUSINESS ESSENTIALS		
			Object Total:		316.58	6,099.39	15,000.00	8,900.61	41%
420 OPERATION & MAINTENANCE				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
424 GAS AND OIL				/ /					
JV 5871	11	May fuel usage allocation			22.15	6/25			
			Object Total:		22.15	112.87	2,000.00	1,887.13	6%
427 VEHICLES MAINTENANCE				/ /					
			Object Total:		0.00	484.39	1,200.00	715.61	40%
428 SERVICE AGREEMENTS--CONTRACTS									
CL 125990	1	116769 LEASE FOR PRINTERS		05/28/25	743.62	6/25 5349	MARCO TECHNOLOGIES, LLC		
CL 125992	1	116794 LEASE PITNEY CUBE		06/04/25	231.00	6/25 384	PITNEY BOWES GLOBAL		
		4/24-7/23/25							
			Object Total:		974.62	5,482.78	11,952.00	6,469.22	46%
490 MISC									
CL 125986	1	116781 DAMAGED MATERIAL - BOOK KIT		06/02/25	36.00	6/25 1252	NORTH DAKOTA STATE LIBRARY		
			Object Total:		36.00	36.00	500.00	464.00	7%
497 TECHNOLOGY									
CL 125989	1	-97213 YRLY MAINTNANCE		06/01/25	1,371.08	6/25 2089	ENVISIONWARE, INC		
		9/1/25-8/31/26							
			Object Total:		1,371.08	18,028.67	45,199.00	27,170.33	40%
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	%

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									
641		FURN & EQUIP-NON DEPRECIATED <\$5000							
				/ /					
		Object Total:			0.00	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	1744	3	PRIDE IN THE PARK	999999	05/14/25	26.90	6/25	3161 VISA LIBRARY #1	
CC	1744	4	ORIENTAL TRADING	999999	05/14/25	93.86	6/25	3161 VISA LIBRARY #1	
CC	1744	5	KIRSTEN HENAGIN	4024	05/16/25	135.00	6/25	3161 VISA LIBRARY #1	
			MEMEBERSHIP						
CC	1744	7	YOUTH PROGRAMMING	3490	05/16/25	58.34	6/25	3161 VISA LIBRARY #1	
			SUPPLIES						
CC	1744	8	ADULT SERV. PROG	3490	05/16/25	56.91	6/25	3161 VISA LIBRARY #1	
			SUPPLIES						
CC	1744	10	YOUTH PROGRAMMING	3490	05/18/25	243.63	6/25	3161 VISA LIBRARY #1	
			SUPPLIES						
CC	1744	15	ADULT SERVICES PROG	3490	05/29/25	14.97	6/25	3161 VISA LIBRARY #1	
			SUPPLIES						
CC	1744	16	ADULT SERVICES PROG	3490	05/30/25	80.53	6/25	3161 VISA LIBRARY #1	
			SUPPLIES						
CC	1745	5	KICK OFF PARTY SNACKS	3701	05/29/25	99.21	6/25	3162 VISA LIBRARY #2	
CC	1746	1	ADULT SERVICES SUPPLIES	3490	05/09/25	82.58	6/25	4576 VISA LIBRARY #3	
CC	1746	2	STORAGE BOX	3490	05/09/25	20.08	6/25	4576 VISA LIBRARY #3	
CC	1746	3	PUZZLES	3490	05/09/25	169.50	6/25	4576 VISA LIBRARY #3	
CL	125987	1	116801 COMIC WORKSHOP		06/21/25	150.00	6/25	5563 SCARLETT HOUGH	
			INSTRUCTION						
			Object Total:			1,231.51	6,690.58	18,500.00	11,809.42 36%
650		E RESOURCES							
CL	125991	1	-97212 EBOOK		05/28/25	560.12	6/25	2126 OVERDRIVE, INC	
CL	125991	2	-97212 AUDIOBOOK		05/28/25	642.47	6/25	2126 OVERDRIVE, INC	
			Object Total:			1,202.59	43,412.25	42,261.00	-1,151.25 103%
653		CAPITAL IMPROVEMENTS							
				/ /					
		Object Total:			0.00	101,634.11	150,000.00	48,365.89	68%
661		POSTAGE/FREIGHT/SHIPPING							
CC	1745	4	POSTAGE	4436	05/29/25	16.47	6/25	3162 VISA LIBRARY #2	
CL	126027	1	-97193 POSTAGE - ACCT#43560960		06/12/25	2,000.00	6/25	1483 PITNEY BOWES BANK INC -	
			Object Total:			2,016.47	5,531.52	11,000.00	5,468.48 50%
662		BOOKS							
CC	1744	9	BOOKS	3490	05/18/25	20.68	6/25	3161 VISA LIBRARY #1	
CC	1744	12	BOOK	3490	05/19/25	13.36	6/25	3161 VISA LIBRARY #1	
CL	126013	1	-97202 BOOKS		05/27/25	20.10	6/25	4592 INGRAM LIBRARY SERVICES	
CL	126013	2	-97202 BOOKS		05/27/25	40.66	6/25	4592 INGRAM LIBRARY SERVICES	
CL	126013	3	-97202 BOOKS		05/27/25	21.88	6/25	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 126013	4	-97202 BOOKS		05/27/25	30.85	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	5	-97202 BOOKS		05/27/25	16.83	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	6	-97202 BOOKS		05/30/25	15.08	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	7	-97202 BOOKS		05/30/25	21.53	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	8	-97202 BOOKS		05/30/25	13.40	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	9	-97202 BOOKS		05/30/25	13.57	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	10	-97202 BOOKS		05/30/25	12.66	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	11	-97202 BOOKS		05/28/25	83.42	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	12	-97202 BOOKS		05/28/25	41.24	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	13	-97202 BOOKS		05/28/25	23.01	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	14	-97202 BOOKS		05/28/25	12.40	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	15	-97202 BOOKS		05/28/25	12.61	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	16	-97202 BOOKS		05/28/25	240.99	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	17	-97202 BOOKS		05/28/25	153.60	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	18	-97202 BOOKS		05/29/25	87.75	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	19	-97202 BOOKS		05/29/25	60.97	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	20	-97202 BOOKS		05/29/25	83.48	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	21	-97202 BOOKS		05/29/25	15.49	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	22	-97202 BOOKS		05/29/25	13.74	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	23	-97202 BOOKS		05/29/25	12.72	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	24	-97202 BOOKS		06/03/25	22.24	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	25	-97202 BOOKS		06/03/25	13.79	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	26	-97202 BOOKS		06/03/25	17.09	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	27	-97202 BOOKS		06/03/25	11.90	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	28	-97202 BOOKS		06/03/25	13.79	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	29	-97202 BOOKS		06/03/25	27.69	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	30	-97202 BOOKS		06/03/25	16.85	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	31	-97202 BOOKS		06/03/25	26.48	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	32	-97202 BOOKS		06/03/25	846.50	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	33	-97202 BOOKS		06/03/25	646.33	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	34	-97202 BOOKS		06/03/25	29.82	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	35	-97202 BOOKS		06/03/25	8.47	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	36	-97202 BOOKS		06/03/25	155.78	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	37	-97202 BOOKS		06/03/25	9.39	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	38	-97202 BOOKS		06/03/25	16.55	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	39	-97202 BOOKS		06/05/25	85.33	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	40	-97202 BOOKS		06/05/25	8.51	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	41	-97202 BOOKS		06/05/25	8.94	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	42	-97202 BOOKS		06/05/25	12.41	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	43	-97202 BOOKS		06/05/25	203.47	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	44	-97202 BOOKS		06/05/25	266.44	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	45	-97202 BOOKS		06/06/25	14.32	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	46	-97202 BOOKS		06/06/25	19.85	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	47	-97202 BOOKS		06/06/25	28.94	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	48	-97202 BOOKS		06/06/25	13.26	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	49	-97202 BOOKS		06/06/25	19.40	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	50	-97202 BOOKS		06/06/25	38.64	6/25	4592 INGRAM LIBRARY SERVICES		
CL 126013	51	-97202 BOOKS		06/06/25	177.90	6/25	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 126013	52	-97202 BOOKS		06/06/25	183.92	6/25 4592	INGRAM LIBRARY SERVICES		
CL 126013	53	-97202 BOOKS		06/06/25	317.65	6/25 4592	INGRAM LIBRARY SERVICES		
Object Total:					4,343.67	45,228.62	107,245.00	62,016.38	42%
663 MAGAZINES									
CC 1745	1	MONTHLY SUBSCRIPTION	104	05/05/25	32.99	6/25 3162	VISA LIBRARY #2		
Object Total:					32.99	4,186.83	4,700.00	513.17	89%
664 AUDIO VIDEO									
CL 125996	1	-97209 DVD		05/29/25	114.74	6/25 1854	MIDWEST TAPE		
CL 125996	2	-97209 DVD		05/29/25	100.38	6/25 1854	MIDWEST TAPE		
CL 125996	3	-97209 DVD		05/29/25	68.16	6/25 1854	MIDWEST TAPE		
CL 125996	4	-97209 DVD		06/04/25	23.97	6/25 1854	MIDWEST TAPE		
CL 125996	5	-97209 DVD		06/04/25	32.53	6/25 1854	MIDWEST TAPE		
Object Total:					339.78	7,327.79	16,250.00	8,922.21	45%
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									
Object Total:					0.00	1,090.81	4,500.00	3,409.19	24%
689 PROMOTIONAL ACTIVITIES									
CC 1744	1	SUMMER T-SHIRTS FOR STAFF	4887	05/05/25	693.42	6/25 3161	VISA LIBRARY #1		
CC 1744	2	RACK CARDS	2885	05/09/25	153.98	6/25 3161	VISA LIBRARY #1		
CC 1744	13	UPRINTING	999999	05/21/25	132.99	6/25 3161	VISA LIBRARY #1		
CC 1744	14	KEYCHAINS/PENCILS	2646	05/22/25	1,000.53	6/25 3161	VISA LIBRARY #1		
CC 1745	2	JUNE - AUGUST MAGAZINES	999999	05/22/25	1,111.27	6/25 3162	VISA LIBRARY #2		
CC 1745	3	APRIL-MAY SOCIAL MEDIA ADVERT	999999	05/27/25	100.33	6/25 3162	VISA LIBRARY #2		
CC 1746	4	META	999999	05/31/25	12.23	6/25 4576	VISA LIBRARY #3		
CL 125988	1	-97214 ADVERT KID AND TEEN VENTURES		06/02/25	112.50	6/25 549	WF PUB SCHOOLS DIST #6		
Object Total:					3,317.25	7,172.29	13,680.00	6,507.71	52%
710 PRINCIPAL									
Object Total:					0.00	0.00	0.00	0.00	%

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

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY							
411600 LIBRARY							
720 INTEREST		/ /					
	Object Total:		0.00	0.00	0.00	0.00	%
724 CONSULTING/TESTING FEES		/ /					
	Object Total:		0.00	0.00	3,000.00	3,000.00	%
740 SERVICE CHARGES		/ /					
	Object Total:		0.00	489.50	1,750.00	1,260.50	28%
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%
890 TRANSFERS OUT		/ /					
	Object Total:		0.00	0.00	10,000.00	10,000.00	%
901 CATALOGING		/ /					
	Object Total:		0.00	0.00	2,950.00	2,950.00	%
994 ODIN		/ /					
	Object Total:		0.00	0.00	25,000.00	25,000.00	%
	Account Total:		169,867.72	1,229,474.96	2,624,900.00	1,395,425.04	
	Fund Total:		169,867.72	1,229,474.96	2,624,900.00	1,395,425.04	

***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	53,840.43	2,323,850.24	2,506,278.00	-182,427.76	93
310002	DISCOUNT PROPERTY TAXES			-105,264.00	105,264.00	
335600	STATE AID	44,468.47	44,468.47	40,509.00	3,959.47	110
						97
Total Revenue		98,308.90	2,368,318.71	2,441,523.00	-73,204.29	97
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	95,894.05	572,686.84	1,210,859.00	638,172.16	47
114	PART TIME SALARIES	8,390.19	40,366.02	102,287.00	61,920.98	39
220	SOCIAL SECURITY	7,731.81	45,517.59	100,456.00	54,938.41	45
230	RETIREMENT	14,610.90	91,335.90	196,886.00	105,550.10	46
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	14,712.57	81,057.97	266,649.00	185,591.03	30
321	PROPERTY INSURANCE		1,491.52		-1,491.52	
333	BUILDING RENTAL	13,110.93	70,333.29	161,051.00	90,717.71	44
340	EMPLOYEE DEVELOPMENT		2,757.31	15,950.00	13,192.69	17
356	TELEPHONE	212.58	1,062.90	3,060.00	1,997.10	35
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING			3,000.00	3,000.00	
410	OFFICE SUPPLIES	316.58	6,099.39	15,000.00	8,900.61	41
424	GAS AND OIL	22.15	112.87	2,000.00	1,887.13	6
427	VEHICLES MAINTENANCE		484.39	1,200.00	715.61	40
428	SERVICE AGREEMENTS-CONTRACTS	974.62	5,482.78	11,952.00	6,469.22	46
490	MISC	36.00	36.00	500.00	464.00	7
497	TECHNOLOGY	1,371.08	18,028.67	45,199.00	27,170.33	40
500	SUPPLIES			500.00	500.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000		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	1,231.51	6,690.58	18,500.00	11,809.42	36
650	E RESOURCES	1,202.59	43,412.25	42,261.00	-1,151.25	103
653	CAPITAL IMPROVEMENTS		101,634.11	150,000.00	48,365.89	68
661	POSTAGE/FREIGHT/SHIPPING	2,016.47	5,531.52	11,000.00	5,468.48	50
662	BOOKS	4,343.67	45,228.62	107,245.00	62,016.38	42
663	MAGAZINES	32.99	4,186.83	4,700.00	513.17	89
664	AUDIO VIDEO	339.78	7,327.79	16,250.00	8,922.21	45
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		1,090.81	4,500.00	3,409.19	24
689	PROMOTIONAL ACTIVITIES	3,317.25	7,172.29	13,680.00	6,507.71	52
724	CONSULTING/TESTING FEES			3,000.00	3,000.00	
740	SERVICE CHARGES		489.50	1,750.00	1,260.50	28
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	169,867.72	1,229,474.96	2,624,900.00	1,395,425.04	47
	Total Expenses	169,867.72	1,229,474.96	2,624,900.00	1,395,425.04	47
	Net Income from Operations		-71,558.82	1,138,843.75		
	Other Revenue					
360000	MISCELLANEOUS REVENUE	1,095.24	6,733.23	5,000.00	1,733.23	135
360100	SPONSORSHIPS		15,000.00	5,000.00	10,000.00	300
361000	INTEREST ON INVESTMENTS		103,383.94	50,000.00	53,383.94	207
363400	GRANTS		80.98		80.98	
375000	DONATIONS		229.00		229.00	
383000	TRANSFER IN			150,000.00	-150,000.00	60
	Total Other Revenue	1,095.24	125,427.15	210,000.00	-84,572.85	60
	Net Income		-70,463.58	1,264,270.90		

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



To: West Fargo Public Library Board of Directors
From: Sarah Gasevic, Human Resources
Date: July 10 2025
Subject: Lexipol
Action: Adopt Lexipol for Employee Handbook policy management

**West Fargo Public Library
Board of Directors**

President

Larry Schwartz

Vice President/Secretary

Tony Stukel

Treasurer

Liann Hanson

Board member

Roben Anderson
City Commissioner

Board member

Alanna Rerick

Library Director

Jenna Kahly

The City of West Fargo is working to transition all policies and procedures to a platform called Lexipol, which has been used by the Police Department for a few years already. The intention is for Lexipol to replace the employee handbook entirely by the end of the year and any edited policies will be issued to employees to acknowledge as they are updated rather than annually 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. Lexipol will be primarily used for city-generated employee handbook policies. This will not include state or other regulatory body policies. Library policy and procedure will remain on the Library website and managed by the Library Board. My request today is for the Library Board to adopt Lexipol as it's new handbook platform for employment/HR policies.



To: West Fargo Public Library Board of Directors
From: Sarah Gasevic, Human Resources
Date: July 10 2025
Subject: HR Policy 101
Action: Adopt Policy 101: Authorization and Delegation of Policy Approval

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

In transitioning to Lexipol for policies, the City Commission approved Policy 101: Authorization and Delegation of Policy Approval, which gives the City Administrator authority to approve some policy changes without needing the item to be approved by the Commission. My request today is for the Library Board to approve an updated version of this policy that grants the Library Director authority similar to the City Administrator's for policy approval. The reason for this distinction is to improve the efficiencies of policy updates and adoption. The intention is for this to apply to city-generated HR policies that would be housed in Lexipol. The Library Board would still retain authority over current and future Library-specific policies, for example the ones housed on the West Fargo Public Library website, such as:

- Child and Vulnerable Adult Safety Policy
- Circulation Policy
- Collection Development Management Policy
- Donations and Gifts Policy
- Exhibits Policy
- Interlibrary Loan and Consortia Holds Policy
- Internet and Computer Use Policy
- Library Cards Policy
- Locker Checkout Policy
- Media Relations
- Meeting Room Policy
- Notary Public Policy
- Patron Code of Conduct
- Patron Confidentiality
- Public Comment at Library Board Meetings Policy
- Public Posting and Displays
- Reciprocal Borrowing Policy
- Severe Weather Policy

I request the Library Board approve Policy 101 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.

Department Description	Fund	Account	Object	Object Description	2022		2023		2024		2025 YTD	2025	2026	YOY	Comments/Notes
					Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget	Change	
LIBRARY	7000	411600	110	PERMANENT EMP SALARIES	670,623.03	788,076.00	806,677.31	875,154.00	1,098,684.14	1,079,955.00	341,546.67	1,210,859.00	1,315,345.00	104,486.00	
LIBRARY	7000	411600	114	PART TIME SALARIES	130,473.62	120,471.00	94,628.92	146,358.00	67,838.58	136,858.00	20,693.98	102,287.00	134,448.00	32,161.00	
LIBRARY	7000	411600	220	SOCIAL SECURITY	60,397.68	69,504.00	66,786.88	78,146.00	86,682.56	83,164.00	26,828.50	100,456.00	110,686.00	10,230.00	
LIBRARY	7000	411600	230	RETIREMENT	103,676.20	118,692.00	122,567.33	133,548.00	177,849.32	175,722.00	54,816.15	196,886.00	212,865.00	15,979.00	
LIBRARY	7000	411600	240	WORKFORCE SAFETY INSURANCE	1,742.89	1,470.00	1,124.45	1,607.00	2,019.43	2,384.00	2,068.26	2,996.00	3,124.00	128.00	
LIBRARY	7000	411600	245	CORPORATE EDUCATION	19.50	-	-	-	-	-	0.00	-	0.00	0.00	
LIBRARY	7000	411600	250	UNEMPLOYMENT	-	1,000.00	-	500.00	-	500.00	0.00	500.00	500.00	0.00	
LIBRARY	7000	411600	312	ATTORNEY	6,791.08	4,000.00	3,724.75	4,000.00	1,000.00	4,000.00	0.00	5,000.00	5,150.00	150.00	
LIBRARY	7000	411600	320	HEALTH INSURANCE	79,973.06	81,079.00	104,398.12	151,290.00	155,452.07	205,554.00	51,870.63	266,649.00	195,776.00	(70,873.00)	
LIBRARY	7000	411600	321	PROPERTY INSURANCE	1,043.00	-	801.67	-	4,081.37	-	1,479.52	-	0.00	0.00	
LIBRARY	7000	411600	333	BUILDING RENTAL	68,765.00	120,510.00	121,594.00	120,752.00	124,002.00	124,002.00	44,111.43	161,051.00	0.00	(161,051.00)	Obsoleted Object Code-Moved to 389: Lease/Rental
LIBRARY	7000	411600	340	EMPLOYEE DEVELOPMENT*	9,733.21	17,392.00	4,572.95	17,392.00	3,833.20	18,060.00	2,518.20	15,950.00	12,950.00	(3,000.00)	
LIBRARY	7000	411600	356	TELEPHONE	1,529.32	1,531.00	1,609.98	3,300.00	2,638.43	3,300.00	637.74	3,060.00	3,044.00	(16.00)	
LIBRARY	7000	411600	360	PRINTING & MAILING PROJECTS*	-	-	-	-	-	-	-	-	13,000.00	13,000.00	11k from 661: Postage/mailing/printing?
LIBRARY	7000	411600	387	MEDICAL/VACCINES	-	500.00	-	500.00	-	500.00	0.00	500.00	500.00	0.00	
LIBRARY	7000	411600	389	LEASE/RENTAL	-	-	-	-	-	-	-	-	199,211.00	199,211.00	Moved from 333- Building Rental
LIBRARY	7000	411600	399	RECRUITMENT/EMPLOYMENT TESTING	5,536.83	3,000.00	826.00	3,000.00	1,656.00	3,000.00	0.00	3,000.00	3,000.00	0.00	
LIBRARY	7000	411600	410	OFFICE SUPPLIES	10,530.69	13,000.00	14,384.24	13,000.00	12,479.28	13,000.00	4,911.05	15,000.00	15,750.00	750.00	
LIBRARY	7000	411600	418	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	3,000.00	3,000.00	Moved from 724- Consulting/Testing fees
LIBRARY	7000	411600	420	OPERATION & MAINTENANCE	575.00	-	-	-	-	-	0.00	-	0.00	0.00	
LIBRARY	7000	411600	424	GAS AND OIL	-	1,200.00	-	1,200.00	-	1,200.00	66.66	2,000.00	2,000.00	0.00	
LIBRARY	7000	411600	427	VEHICLES MAINTENANCE	-	6,000.00	16.50	1,200.00	6.25	1,200.00	1,746.89	1,200.00	1,200.00	0.00	
LIBRARY	7000	411600	428	SERVICE AGREEMENTS-CONTRACTS	21,604.81	11,100.00	12,937.68	10,260.00	11,068.62	10,260.00	2,327.54	11,952.00	22,008.00	10,056.00	
LIBRARY	7000	411600	490	MISC	378.19	750.00	186.84	-	44.99	500.00	0.00	500.00	500.00	0.00	Must recode
LIBRARY	7000	411600	497	TECHNOLOGY	34,639.41	45,070.00	44,562.75	52,914.00	52,162.54	48,739.00	16,614.08	45,199.00	37,379.49	(7,819.51)	
LIBRARY	7000	411600	500	SUPPLIES	299.98	500.00	-	500.00	-	500.00	0.00	500.00	850.00	350.00	
LIBRARY	7000	411600	640	FURNITURE & EQUIPMENT	-	-	-	-	-	2,000.00	0.00	-	0.00	0.00	
LIBRARY	7000	411600	641	FURN & EQUIP-NON DEPRECIATED <\$5000	7,944.21	2,810.00	7,857.80	3,500.00	22,486.95	43,178.00	1,420.06	10,000.00	19,599.00	9,599.00	
LIBRARY	7000	411600	644	POSTAL METER RENT	972.36	1,200.00	729.27	1,200.00	(73.69)	1,200.00	0.00	1,200.00	2,772.00	1,572.00	
LIBRARY	7000	411600	648	PROFESSIONAL PUBLICATIONS	442.37	2,440.00	2,248.69	3,000.00	38.01	3,000.00	0.00	1,000.00	535.00	(465.00)	
LIBRARY	7000	411600	649	PROGRAMMING	16,128.07	21,000.00	17,421.48	16,000.00	15,376.81	21,000.00	2,767.52	18,500.00	16,000.00	(2,500.00)	
LIBRARY	7000	411600	650	E RESOURCES	36,192.09	36,000.00	41,785.83	41,285.00	46,754.21	53,161.00	40,560.33	42,261.00	41,065.00	(1,196.00)	
LIBRARY	7000	411600	653	CAPITAL IMPROVEMENTS	-	-	-	-	-	83,640.00	101,634.11	150,000.00	0.00	(150,000.00)	
LIBRARY	7000	411600	661	POSTAGE/FREIGHT/SHIPPING	5,761.74	6,000.00	9,129.66	7,000.00	9,526.62	10,000.00	3,515.05	11,000.00	0.00	(11,000.00)	
LIBRARY	7000	411600	662	BOOKS	108,998.91	100,750.00	86,126.18	100,750.00	98,955.64	88,950.00	25,643.70	107,245.00	107,245.00	0.00	
LIBRARY	7000	411600	663	MAGAZINES	4,848.72	5,260.00	5,305.38	5,500.00	5,062.39	5,500.00	4,120.85	4,700.00	4,850.00	150.00	
LIBRARY	7000	411600	664	AUDIO VIDEO	30,758.06	31,500.00	31,995.59	31,500.00	17,538.47	25,650.00	4,086.56	16,250.00	16,250.00	0.00	
LIBRARY	7000	411600	667	MEMBERSHIPS	3,042.00	3,176.00	2,736.20	3,500.00	3,734.60	4,039.00	1,099.00	4,050.00	4,320.00	270.00	
LIBRARY	7000	411600	668	PRINTING	453.24	1,000.00	435.44	1,000.00	443.56	1,000.00	96.47	1,000.00	0.00	(1,000.00)	Obsoleted Object Code
LIBRARY	7000	411600	669	INSURANCE	-	2,750.00	-	2,750.00	617.00	2,750.00	0.00	3,000.00	6,056.00	3,056.00	
LIBRARY	7000	411600	672	EMERGENCY MEDICAL SUPPLIES	145.47	250.00	93.00	350.00	175.24	350.00	349.67	350.00	0.00	(350.00)	
LIBRARY	7000	411600	680	LIBRARY OF THINGS	-	-	-	-	-	-	958.81	4,500.00	4,500.00	0.00	
LIBRARY	7000	411600	689	PROMOTIONAL ACTIVITIES	7,218.15	11,400.00	8,783.77	11,400.00	7,998.32	11,400.00	3,744.10	13,680.00	13,680.00	0.00	
LIBRARY	7000	411600	710	PRINCIPAL	36,455.00	-	-	-	-	-	0.00	-	0.00	0.00	
LIBRARY	7000	411600	720	INTEREST	3,675.00	-	-	-	-	-	0.00	-	0.00	0.00	
LIBRARY	7000	411600	724	CONSULTING/TESTING FEES	-	-	-	-	9,825.00	-	0.00	3,000.00	0.00	(3,000.00)	Moved to 418: Professional Services
LIBRARY	7000	411600	740	SERVICE CHARGES	1,606.30	500.00	2,641.86	1,750.00	975.80	1,750.00	293.70	1,750.00	1,750.00	0.00	
LIBRARY	7000	411600	864	FURN & EQUIP DEPRECIATED >\$5,000	-	10,707.00	-	-	14,210.60	-	48,675.44	-	0.00	0.00	
LIBRARY	7000	411600	870	CAPITALIZED ASSETS - OVER \$5,000	-	-	-	-	52,273.00	-	0.00	-	0.00	0.00	
LIBRARY	7000	411600	880	COST ALLOCATIONS	41,238.00	41,238.00	42,023.04	42,023.00	44,099.04	46,646.00	12,066.24	47,919.00	53,450.00	5,531.00	
LIBRARY	7000	411600	890	TRANSFERS OUT	-	20,000.00	10,000.00	10,000.00	-	10,000.00	0.00	10,000.00	10,000.00	0.00	
LIBRARY	7000	411600	901	CATALOGING	3,615.19	2,450.00	2,559.78	3,200.00	2,668.57	2,950.00	0.00	2,950.00	3,210.00	260.00	
LIBRARY	7000	411600	994	ODIN	19,824.00	20,000.00	23,543.00	24,200.00	25,491.00	24,200.00	0.00	25,000.00	34,500.00	9,500.00	
												0.00	0.00		
				TOTALS	1,537,651.38	1,725,276.00	1,696,816.34	1,924,529.00	2,179,675.92	2,354,762.00	823,268.91	2,624,900.00	2,632,068.49	7,168.49	



West Fargo Public Library

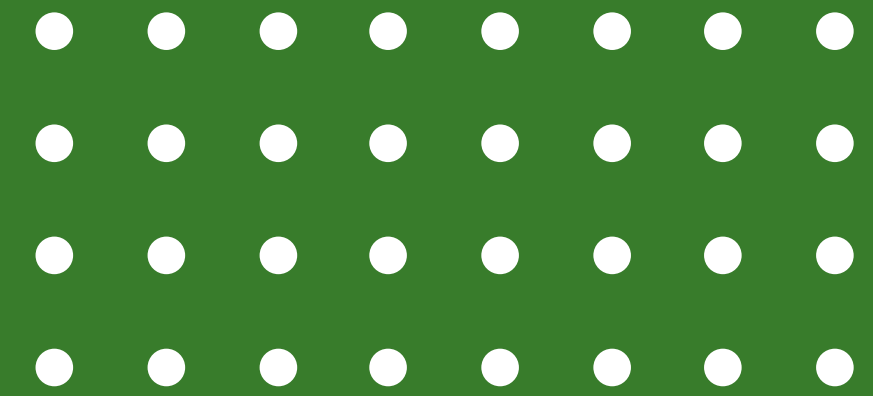


Director's Report

For July 10, 2025 Library Board Meeting
Presented by Jenna Kahly, Library Director



Finances



Expenditures through June

Month to Date

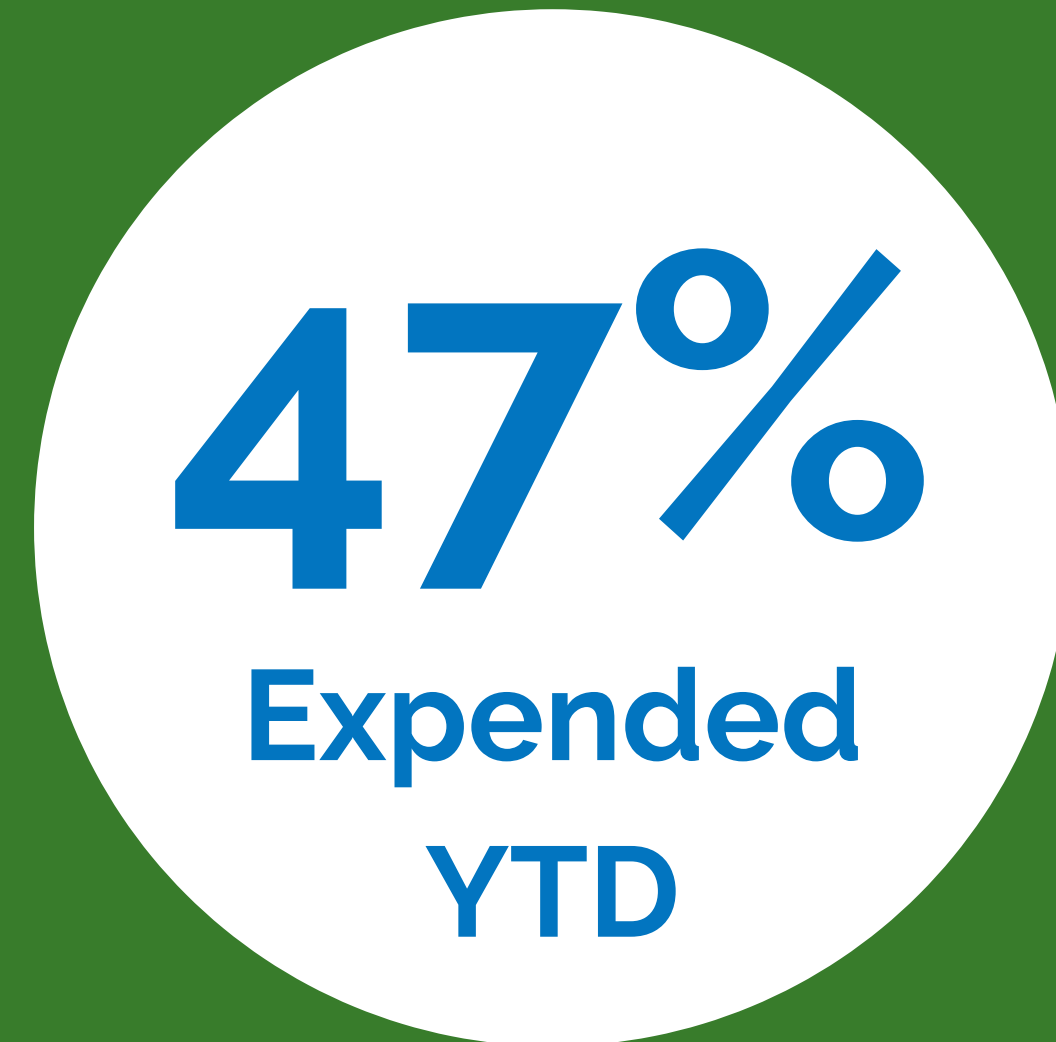
\$169,867.72

Year to Date

\$1,229,474.96

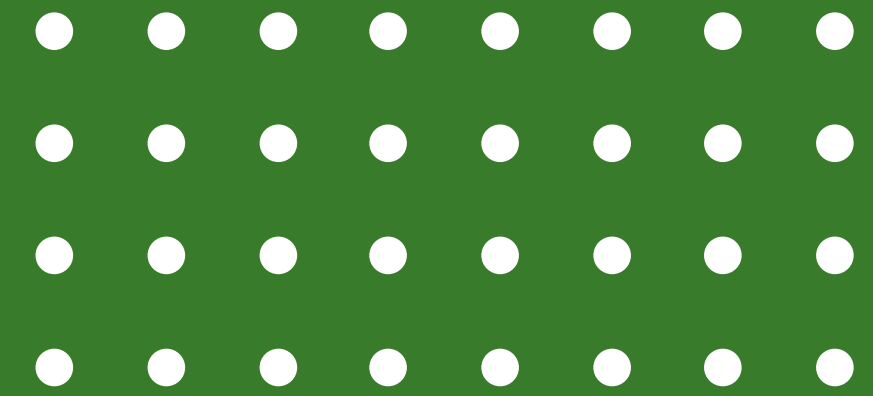
Available Appropriation

\$1,395,425.04





Finances

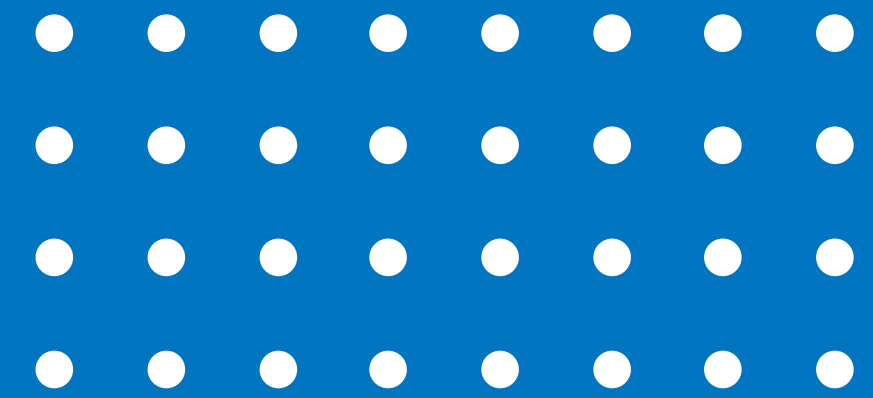


**State Aid payments were issued June 20, 2025
according to N.D.C.C. § 54-24.2.**

WEST FARGO PUBLIC LIBRARY received \$44,468.47



Administration



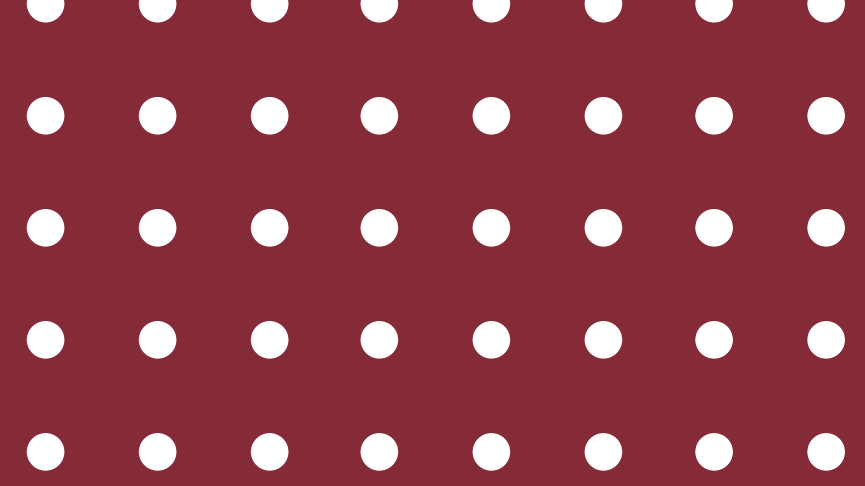
Patron Story

A mom was checking out a large stack of books with her wagon-full of small children at the desk. She reached her check-out limit and we quickly had to check-in a few of the books they had just returned to finish checking out all the books they had selected. While we were chatting, the mom noted that it is so fun to see how much money she has saved by coming to the library regularly with her children. When she looked at the bottom of her receipt this time she noted that she has now saved over **\$21,000** by using the library instead of buying all those books!



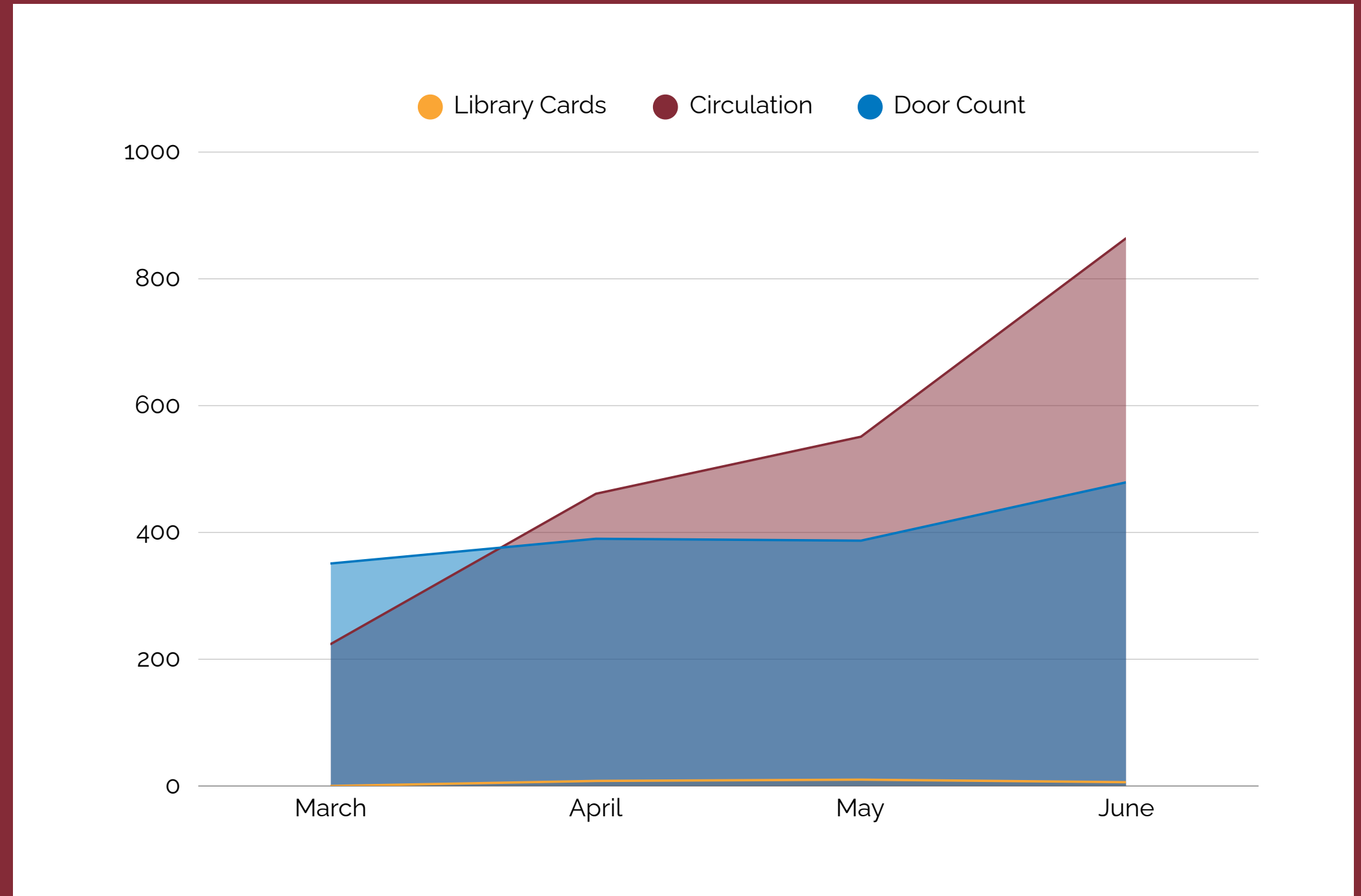


Satellite Library



June Satellite Usage

- Physical Circulation - 864
- Door Count - 479
- Library Cards Made - 6

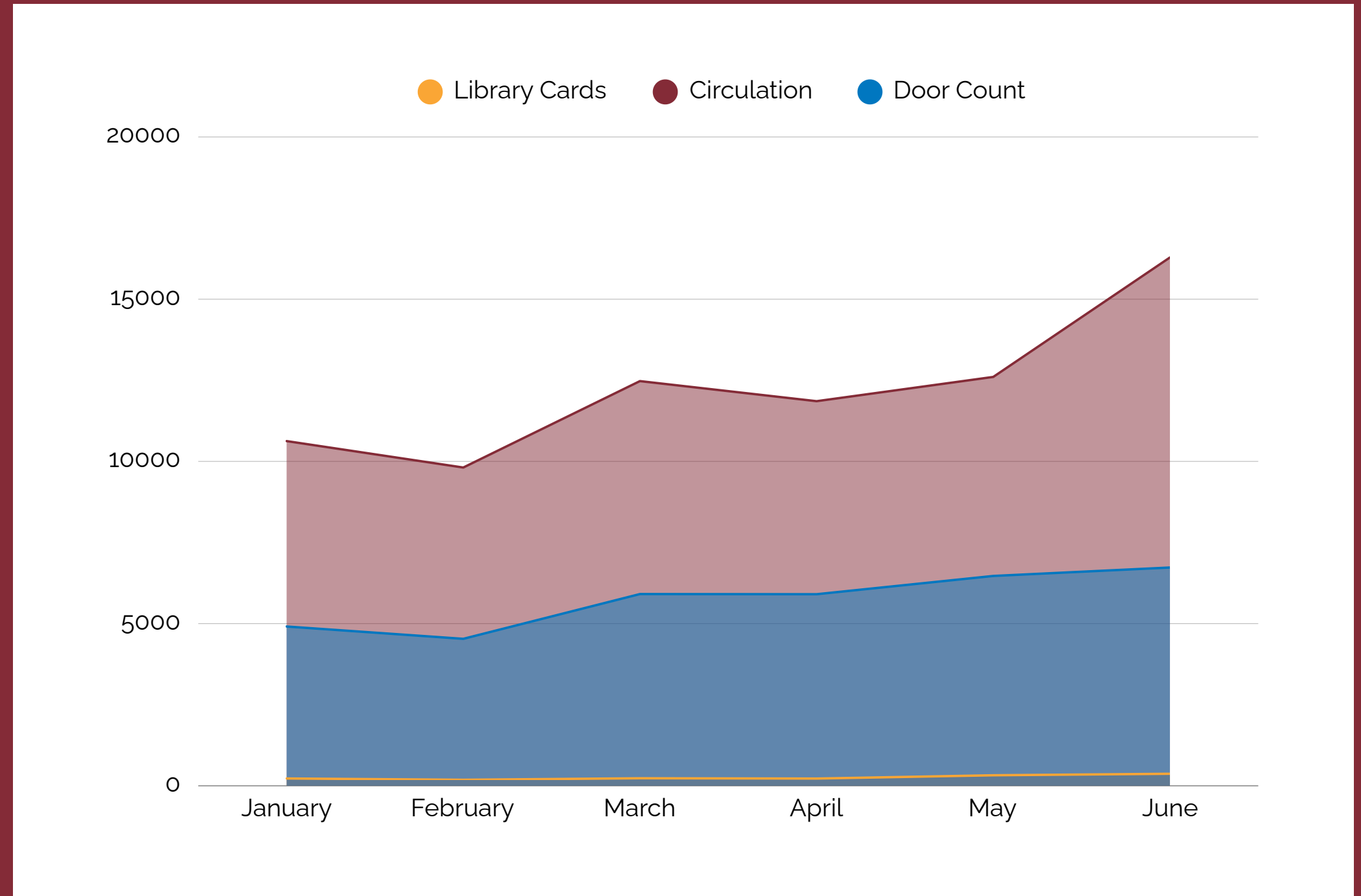




Main Library

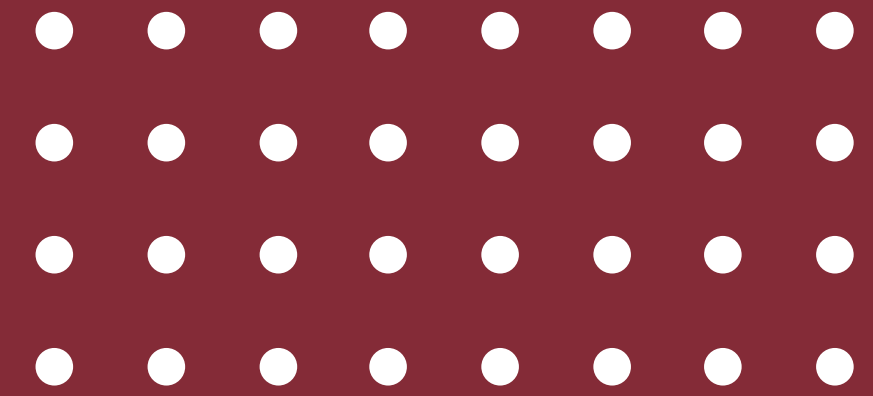
June Main Library Usage

- Physical Circulation - 16,286
- Door Count - 6729
- Library Cards Made - 371



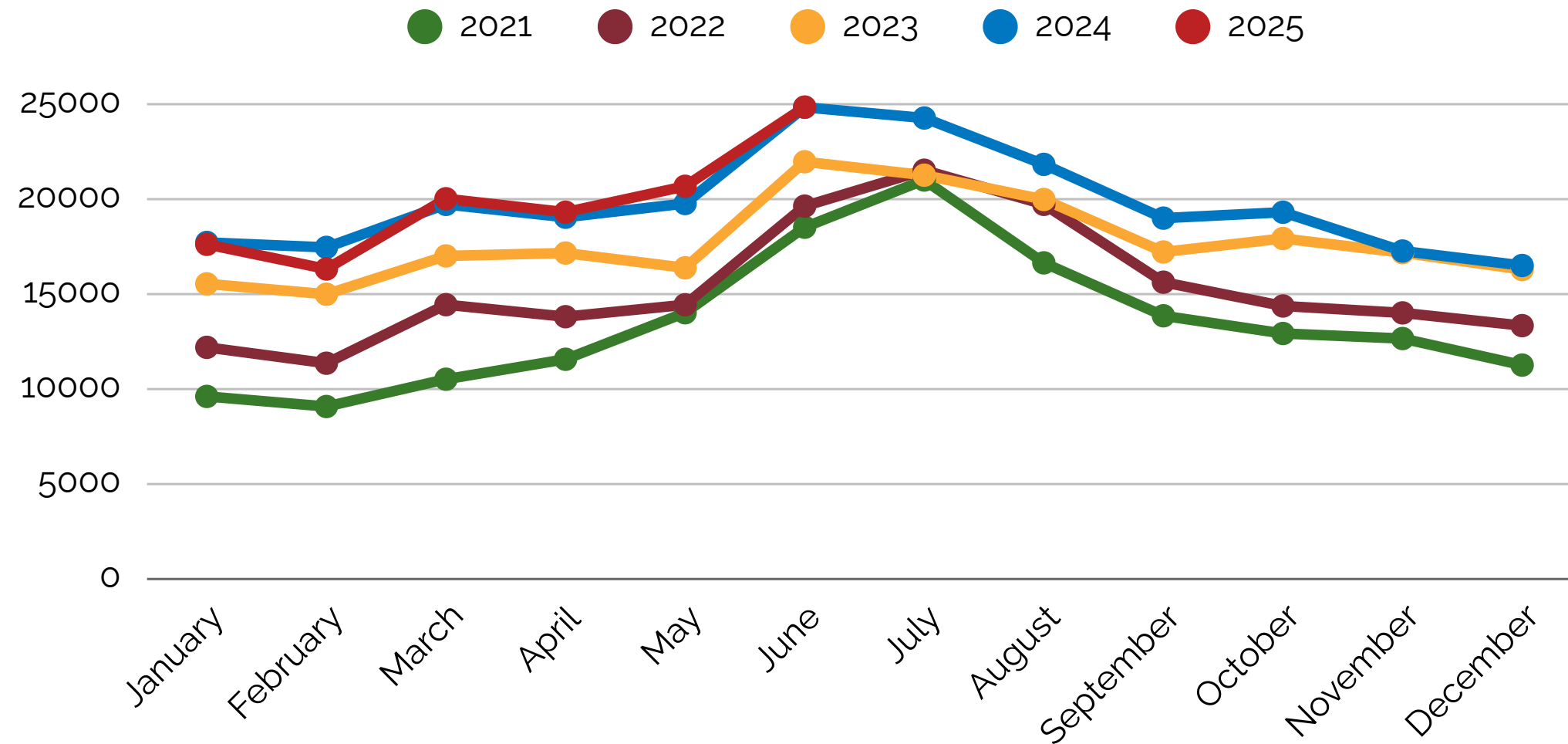


Circulation

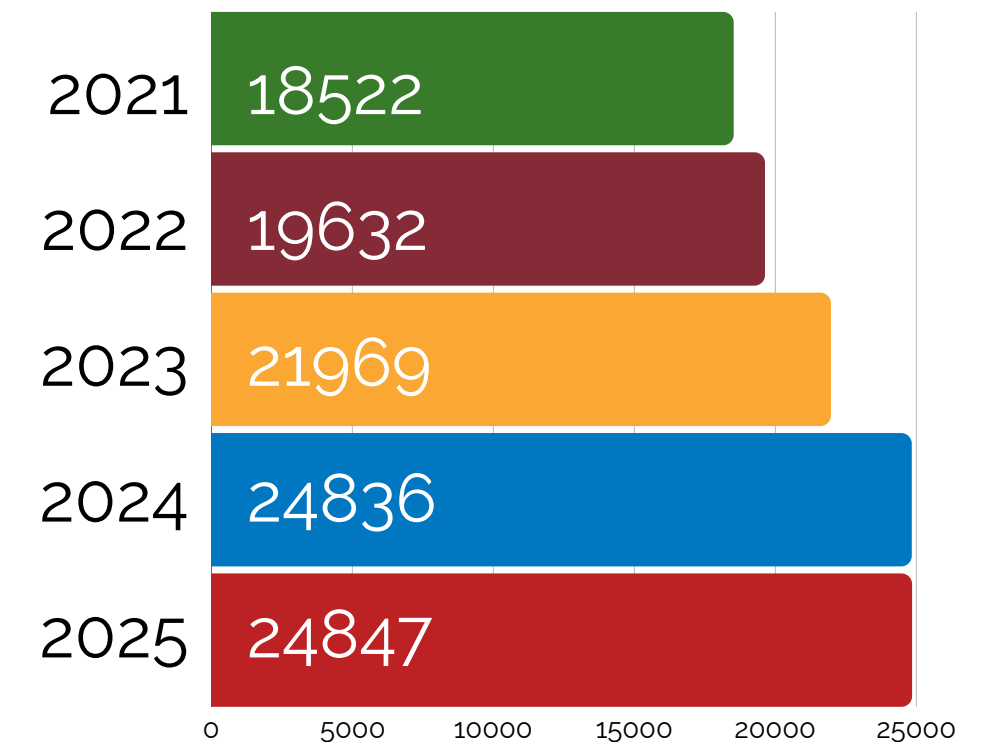


- Highest total circulation to date, beating last June's record. Nearly 25,000.

Total Circulation

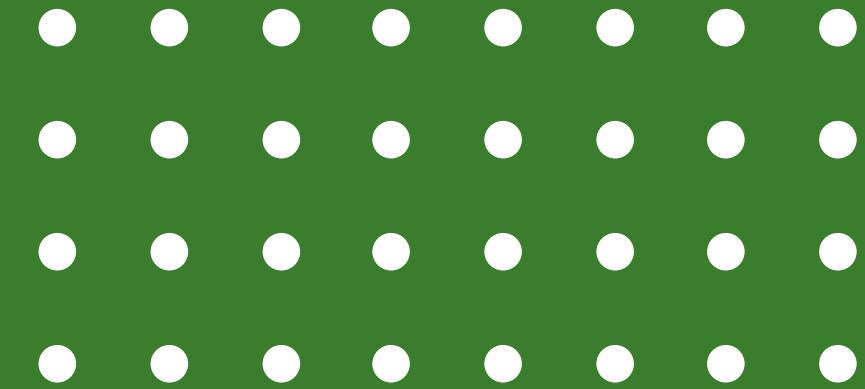


June Total Circulation



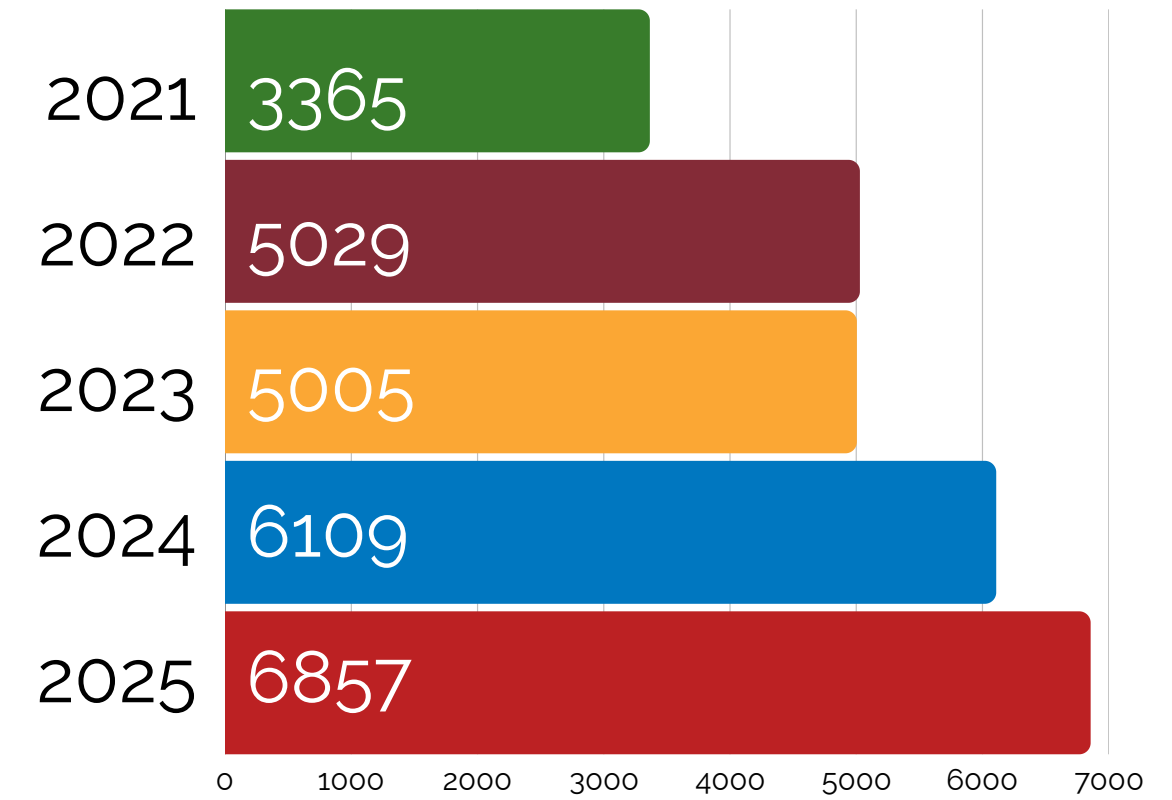
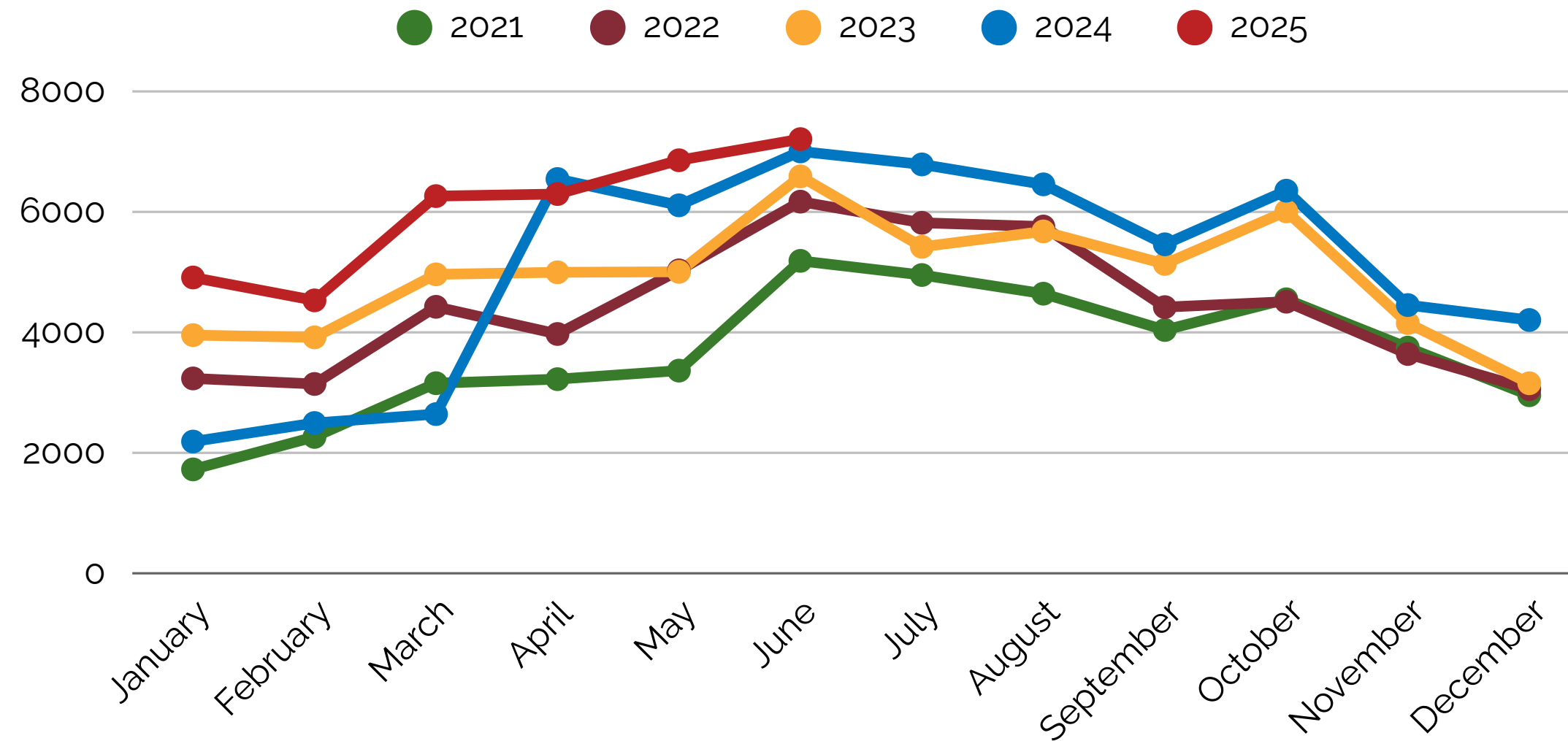


Door Count



- Overall door count is up in June, due in part to Satellite usage increase.

Total Door Count

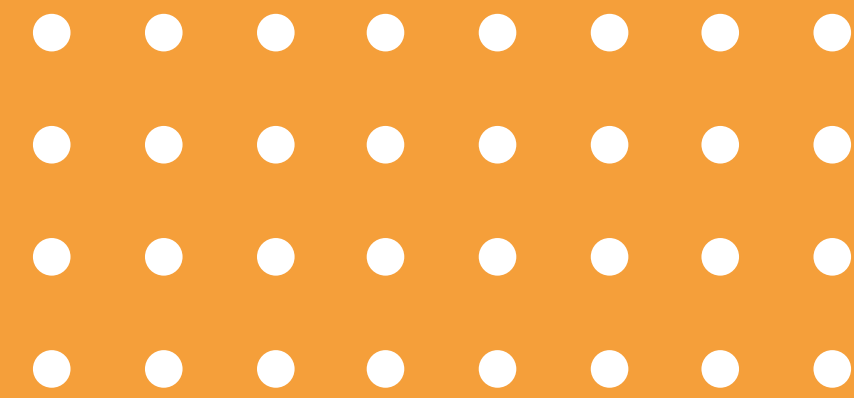




Offsite Bookdrop Usage

Cashwise is our only offsite bookdrop.

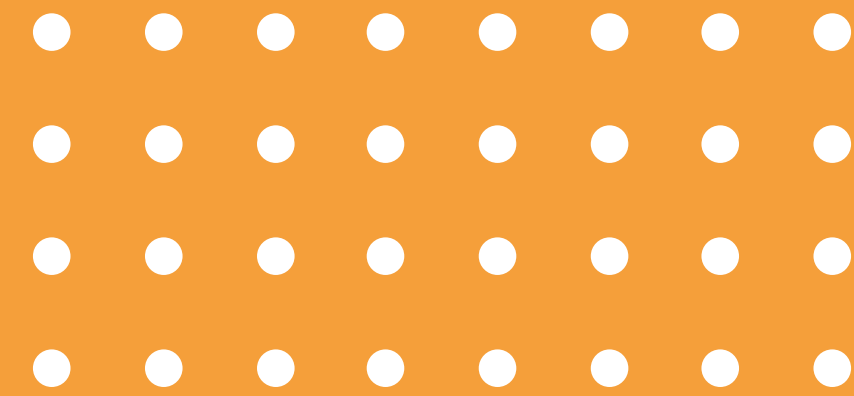
After a slow decrease for a few months, usage suddenly increased significantly in June.



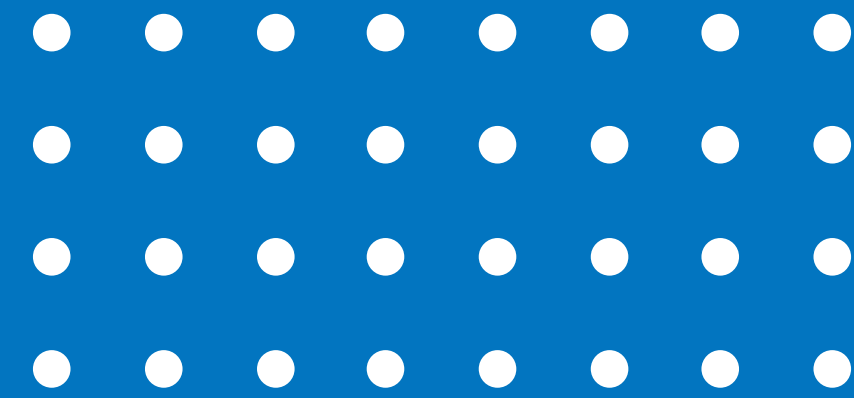


Circulation

- Popular nontraditional items being checked out heavily this summer include Hotspots, Launchpads, and State Park Passes.



■ ■ ■ Youth Programming



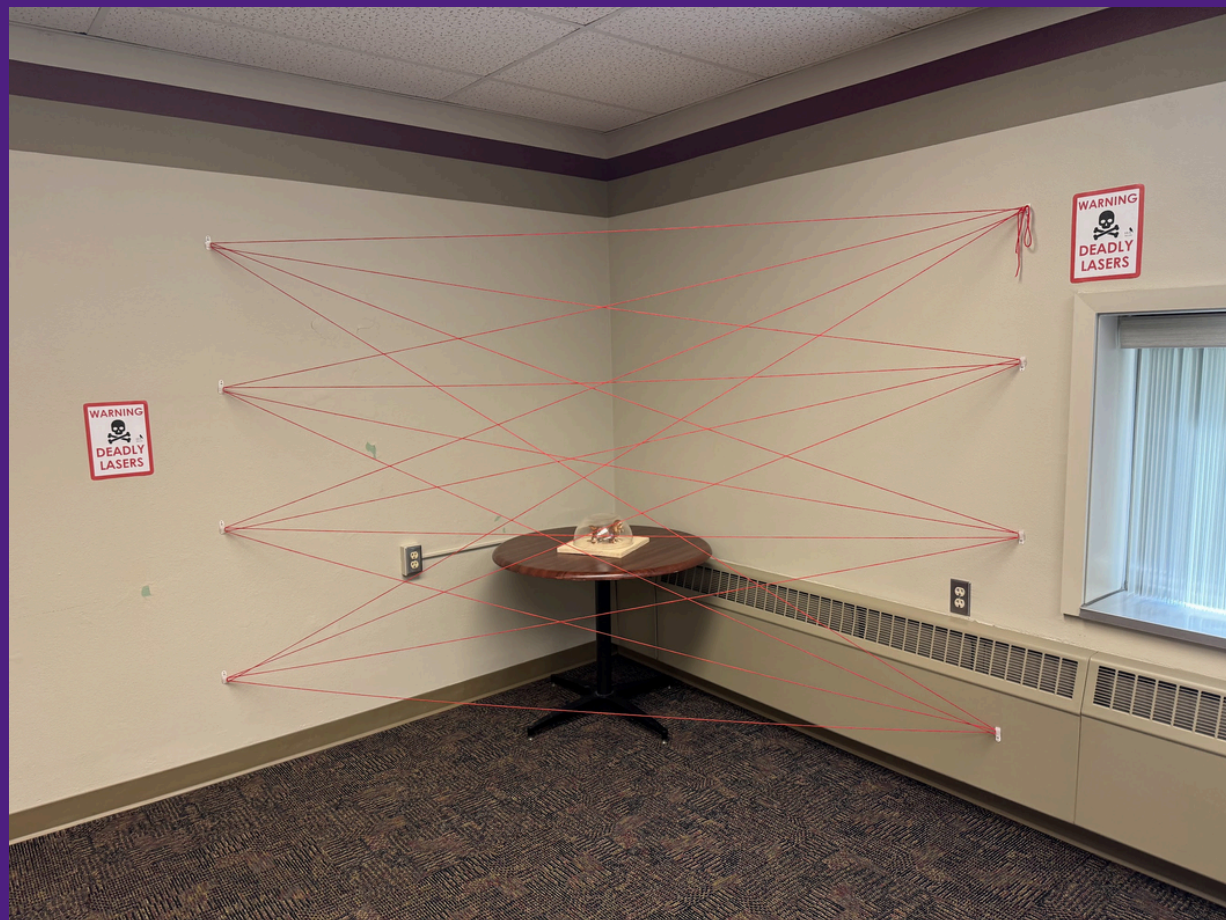
We continue to see crowds for our Tuesday Crafts for Kids at 2:30. No longer using the gym for this. Program has returned to the meeting rooms.

Pokemon Crafts for Teens was a big hit. These artists turned their favorite Pokemon characters into adorable pots for plants.

Thursday STEM continues to see a great turnout as well. Families do different stations at 2:30 p.m. on Thursdays in the Meeting Rooms.

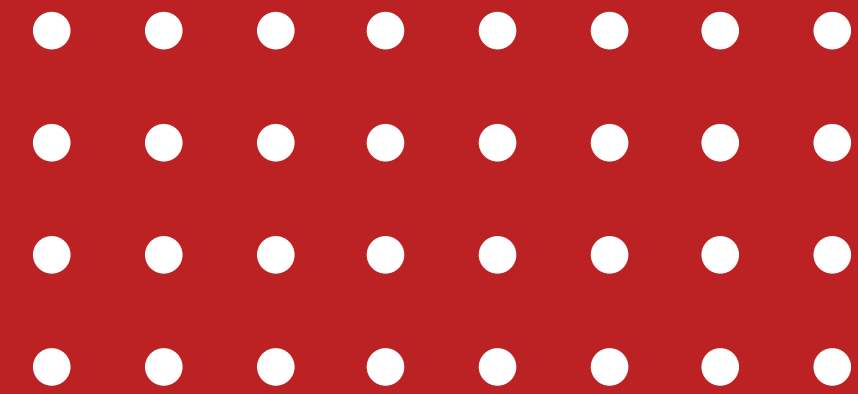
■ ■ ■ Adult Programming

- Escape Room experiences have been popular with adult patrons and very fun for library staff to put together and host.





Outreach Services



WEST FARGO PUBLIC LIBRARY on wheels

Weekly Route

5:30 - 7 p.m. Mondays
@ Maplewood Park

5:30 - 7 p.m. Tuesdays
@ Dakota Park

5:30 - 7 p.m. Wednesdays
@ Goldenwood Park

All June & July!

This summer's theme is **COLOR OUR WORLD.**
celebrating colors, creativity, and artistic expression.

WEST FARGO PUBLIC LIBRARY SUMMER BOOST 

@ Aurora Elementary 

12 - 1 p.m. Monday, June 23
12 - 1 p.m. Monday, July 28

@ Willow Park Elementary 

2:30 - 3:30 p.m.
Monday, June 16
2:30 - 3:30 p.m.
Monday, July 21

@ Eastwood Elementary 

12 - 1 p.m. Monday, June 9
12 - 1 p.m. Monday, July 14
12 - 1 p.m. Monday, Aug. 11



Technical Services

- We are adding series information to children's chapter book spine labels currently.
- Evaluating Nonfiction to see if there are any gaps in the collection.

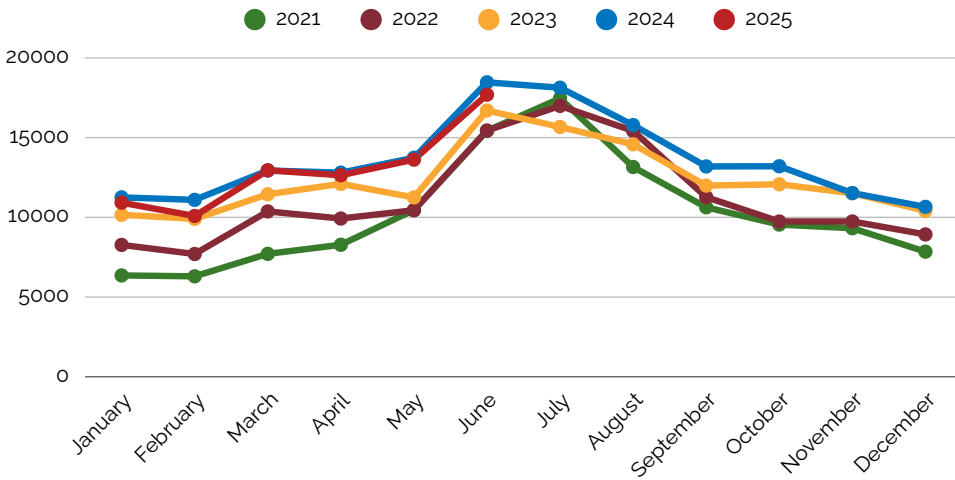




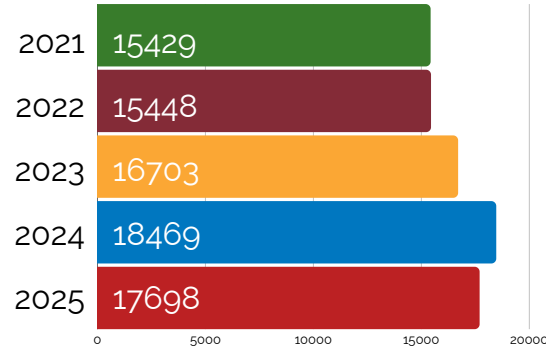
QUESTIONS? ■ ■ ■

Thank you for your time!

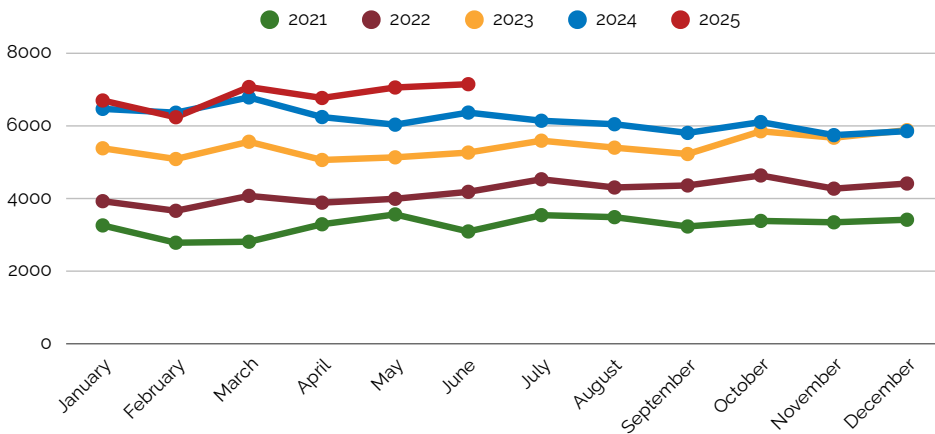
Physical Item Circulation - All Locations



June Circulation

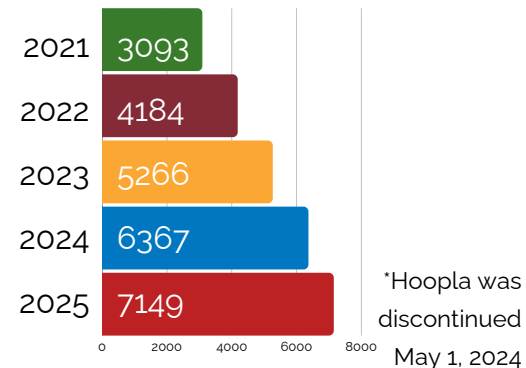


Electronic Materials Circulation

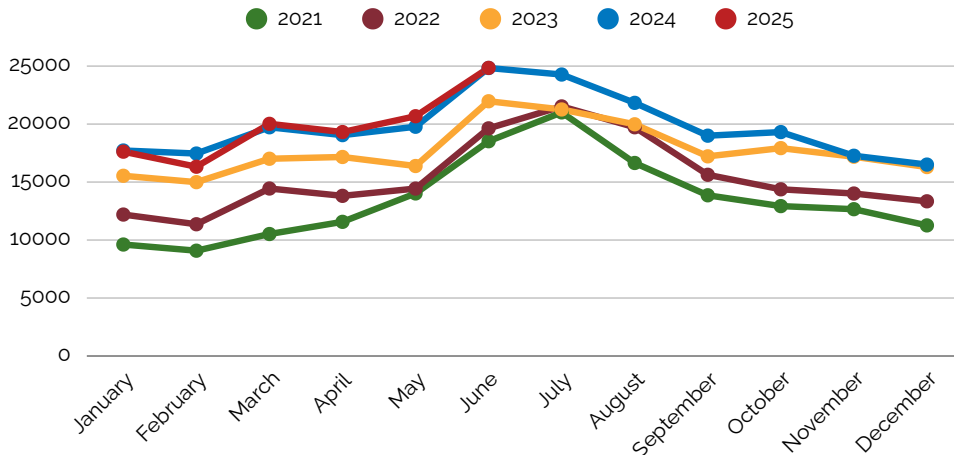


June Circulation

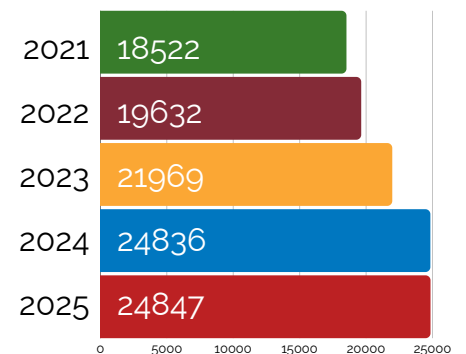
OverDrive/Libby & Hoopla*



Total Circulation



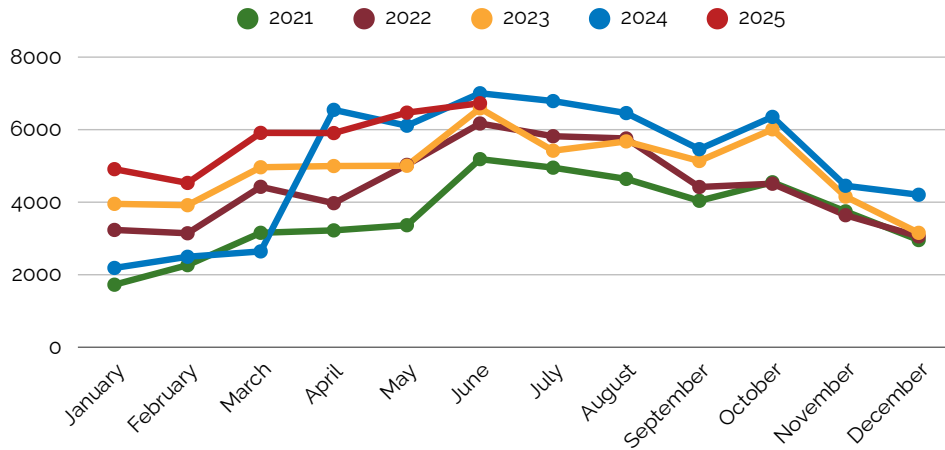
June Total Circulation



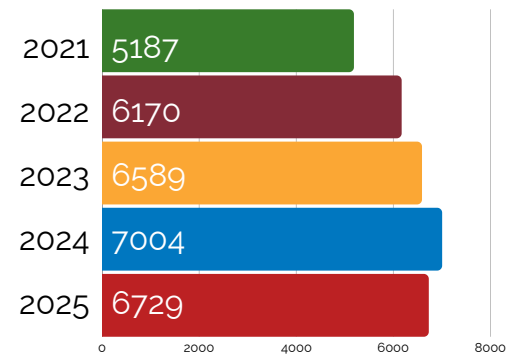
June Circulation per Active Library Card - 1.7 items

Door Count

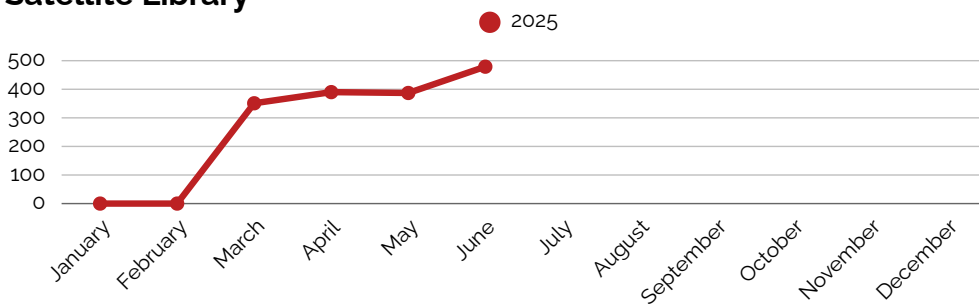
Main Library



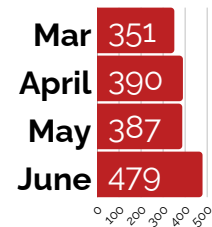
June Main Door Count



Satellite Library



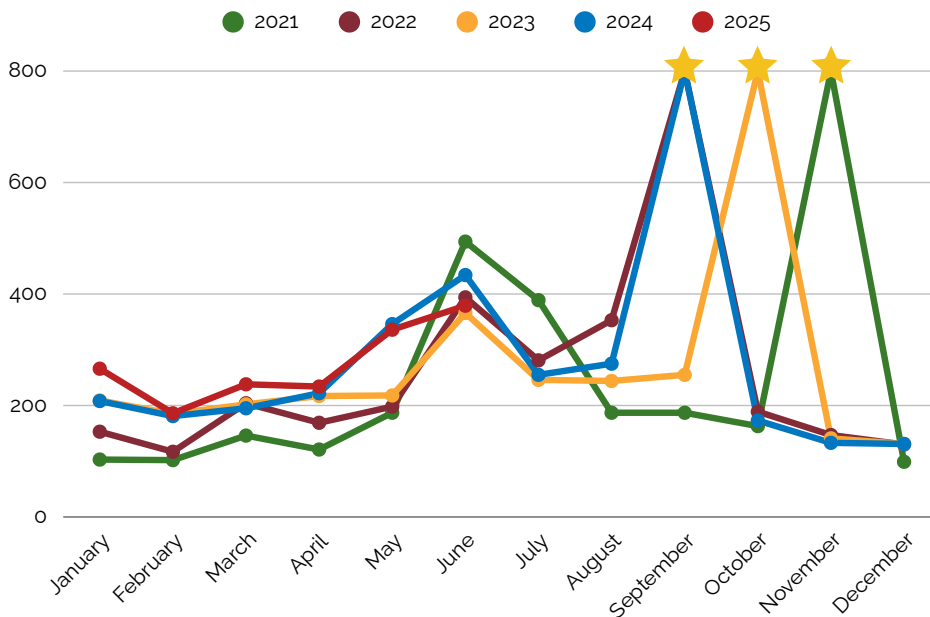
Satellite Door Count



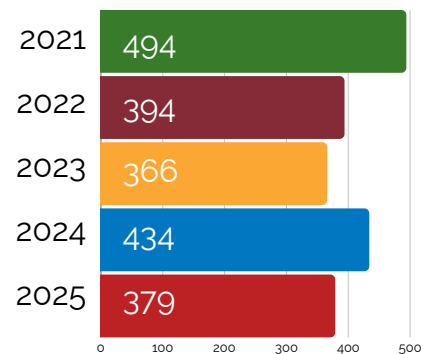
Total Door Count

7208

Library Card Signups



June Card Signups

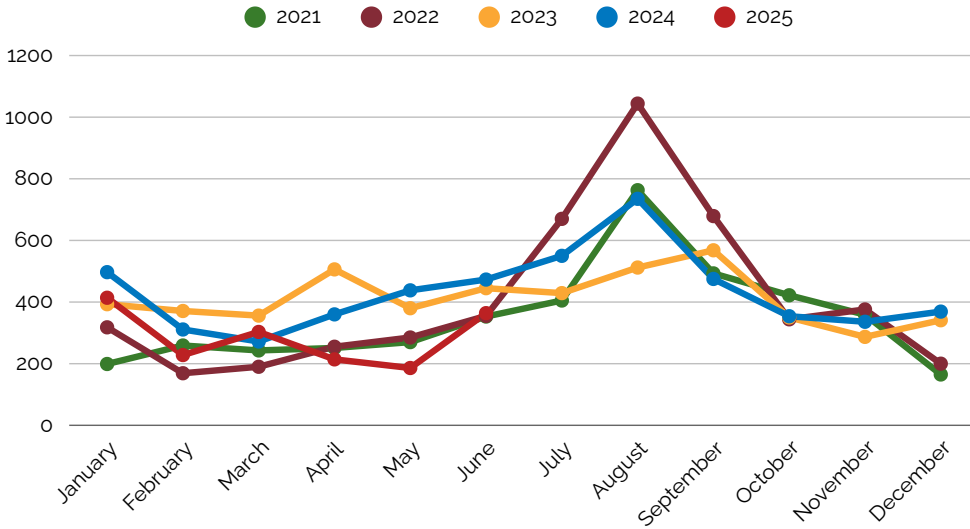


June Active Library Cards - 14700

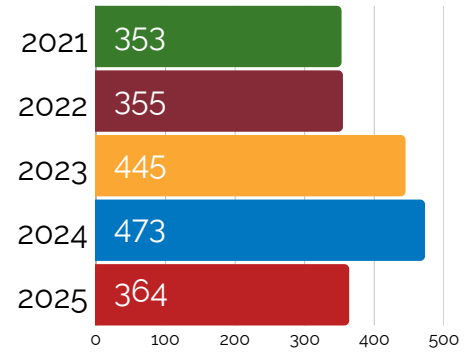
★ In Nov. 2021, the WFPL added over 5000 library cards through a partnership with West Fargo Public Schools. This partnership continues, with additions occurring in Sept. 2022 and Oct. 2023 and Sept. 2024.

Satellite Signups - 6

Offsite Book Drop Usage



June Offsite Book Drop Usage



Only reflects Cash Wise book drop as of March 2025.

Outreach Services

Monthly Outreach Circulation

Total Monthly Circulation*	2021	2022	2023	2024	2025
	1488	1354	943	853	548

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

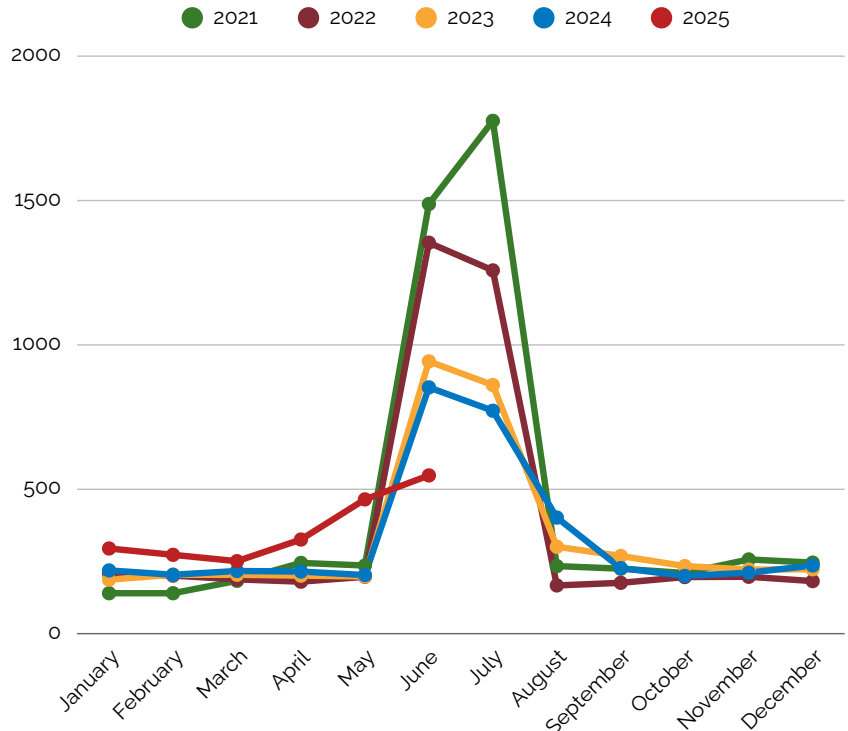
Outreach Deliveries and Item Circulation

Senior Living Locations Served	5*
Senior Outreach Participants	15*
Daycare Locations Served	7*
Total Outreach Circulation	548

Outreach & Community Events Attendance

Library on Wheels park route (12 stops)	408
Library on Wheels at WF schools (2 stops)	13
Other Outreach Events	412
Total Attendance	833

*Number estimated based on past data. True numbers unavailable due to staff changes and illness.



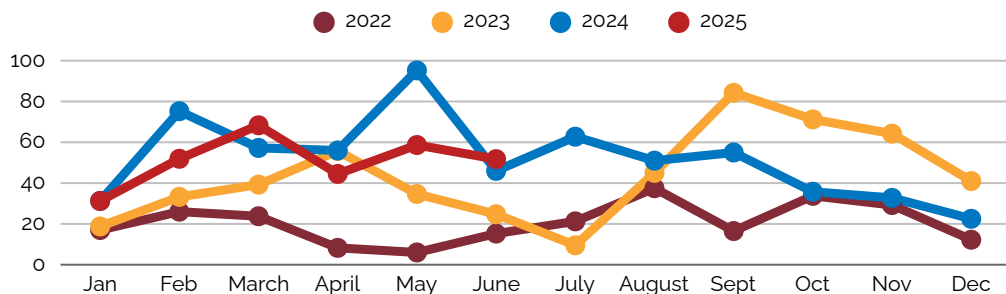
In June, the Outreach services team brought the pop-up library program to

- Maplewood Park, Dakota Park, and Goldenwood Park
- Eastwood Elementary and Aurora Elementary
- West Fargo Street Fair
- The Chamber Women Connect event

NOTE: Our first route stop at Maplewood Park was cancelled due to air quality, and our stop at Willow Park Elementary due to rain.

Meeting Room Usage - Both Locations

Meeting Room Hours Reserved - Main Library



Total Meeting Room Use

Hours Reserved 63

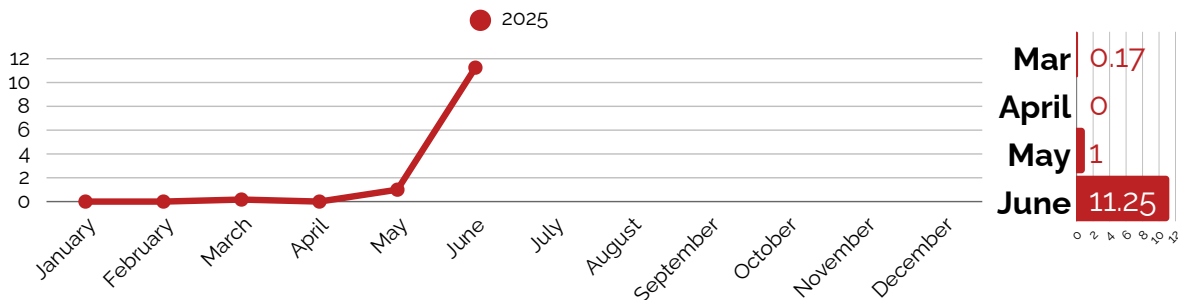
Hours Reserved YTD 318.85

Total Reservations 35

Satellite Reservations 6

Reservations YTD 162

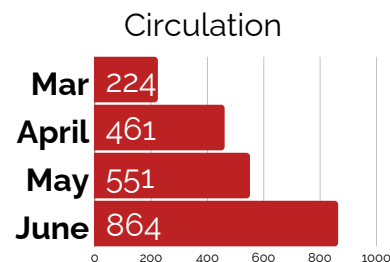
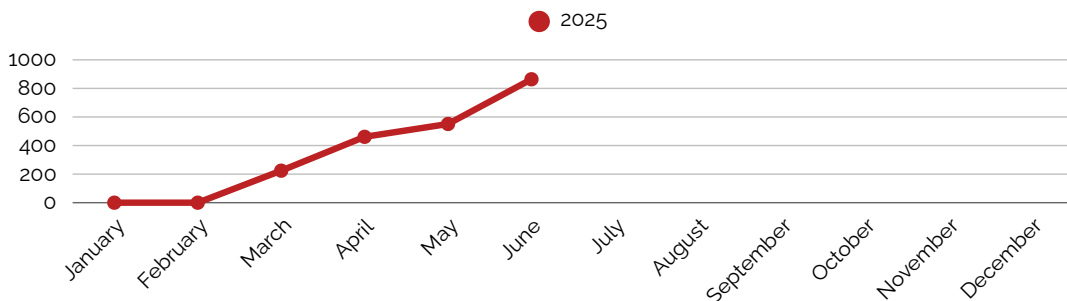
Meeting Room Hours Reserved - Satellite



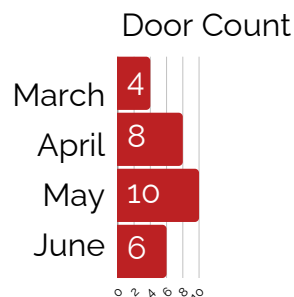
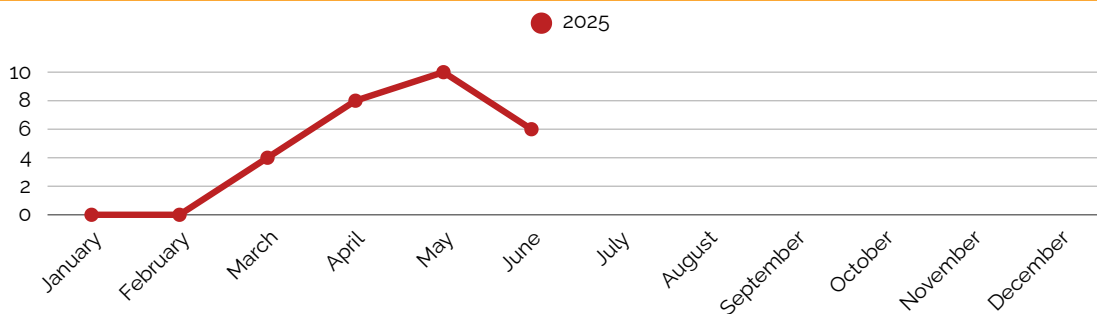
Other Satellite Library Stats

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

Physical Item Circulation at Satellite



Library Card Signups at Satellite



Programs

Program Attendance

Youth

Ready to Read Storytime	178
Baby Boost Storytime	127
Teeter Tots Storytime	220
Teen Events	22
STEM	164
Other Youth Events	243
Total Attendance	954

Adult

Book Clubs	38
Movie Screenings	92
Writing Circle	11
Other Clubs (Cribbage, D&D)	6
Other Events	53
Total Attendance	200

All-Ages

n/a

Reference/Services

Technology Tutoring	3
Notary Public	4
Total Attendance	7

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

Monthly New Registrations	3
YTD Registrations	15
Lifetime Registrations	74

1000 Books Before Kindergarten (Ongoing)

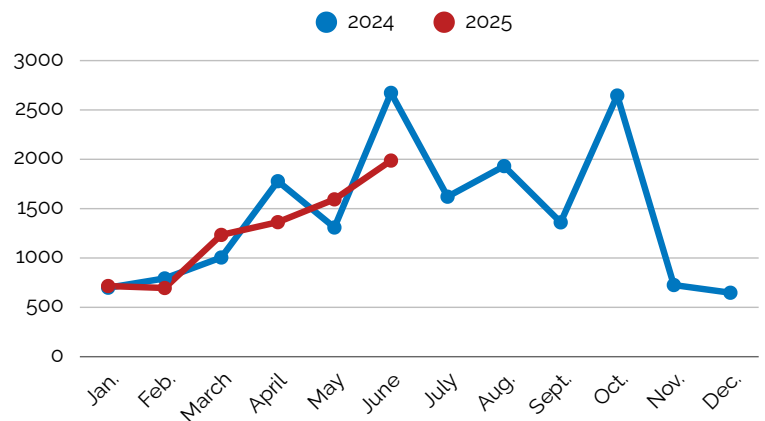
Monthly New Registrations	29
YTD Registrations	67
Lifetime Registrations	716

Summer Boost Challenges (June 1 - July 31)

Monthly New Registrations	365
Total Challenge Registrations	607
Challenge Completions	30

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

1987



For a couple of weeks, we were able to use part of the Lodoen Center Gym for our Tuesday craft events, which can be difficult to manage in our 30-capacity meeting rooms, with an average of more than 60 people an hour coming through.

RIGHT: Adult programs had 200 attendees this month. D&D continues to be popular.

The Library on Wheels continues to truck along. Outreach staff are very grateful for the more efficient furniture, especially the book carts.

