



West Fargo Public Library Board of
Directors
Regular Meeting Agenda
Thursday, January 13, 2022
West Fargo City Commission Chambers
800 4th Ave. E., Suite 1
West Fargo, ND 58078

Consent Agenda - Approve the Following:

1. Approval of Minutes – December 9th, 2021
2. Approval of financial reports

Regular Agenda

1. New Board Member Application Process
2. Budget Planning Process (Action)
3. Director's Report
4. Other Business
5. Adjourn

West Fargo Public Library Board of Directors

Meeting Date: December 9th, 2021

Time: 5:30 P.M.

Place: West Fargo City Commission Chambers and streamed live on YouTube

Roll Call:

Liann Hanson, Alanna Rerick, Jodie Haring, Tony Stukel. Absent: Commissioner Mandy George. Also attending, Carissa Hansen, Library Director, Maria Kramer, Deputy Director of Public Services, Kirsten Henagin, Adult Services Manager, John Shockley, West Fargo City Attorney, and Alisha Reis, Office Coordinator.

- **Call to order**

Hanson called the meeting to order.

- **Approve order of agenda**

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

- **Consent agenda - approve the following:**

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

- a. Approval of Minutes – November 18th, 2021
- b. Approval of Financial Reports

Regular Agenda:

1. Appointment of interim director – approve pay and updated start date of 12/12/2021

- Rerick moved and Stukel seconded to approve the employment status change form for Maria Kramer, Deputy Director of Public Services to become the interim director effective 12/12/2021. No opposition. Motion carried.

2. Approval of revised 2022 COLA for library staff

- Rerick moved and Haring seconded to approve the revised 2022 4% COLA for library staff. No opposition. Motion carried.

3. Proposed Library Assistant job description update and budget adjustment

- Haring moved and Stukel seconded to approve the Library Assistant job description update and budget adjustment. No opposition. Motion carried.

4. Approval of 2022 – 2027 Lodoen Lease

- Rerick moved and Stukel seconded to approve the 2022 – 2027 Lodoen Lease. No opposition. Motion carried. Next steps: Public needs to be given notice before the

lease can be presented to the City Commission. The lease will be presented to the City Commission during the January 17th meeting for approval.

5. Updates on facility planning

- There are no updates to report.

6. Director's Report

Hansen presented the following items for the Director's Report:

- Hansen's last day with the library is December 22nd, 2021.
- Update on strategic planning goals:
 - Goal 1: Parents have services for their families in close and convenient locations in order to maximize the library resources available to them.
 - The school library card project has had 5,000 6th – 12th grade students register for student ID cards which also function as their public library card.
 - Goal 2: Children birth to age five develop literacy and social skills that ensure they are ready for Kindergarten.
 - 1000 Books Before Kindergarten program was launched in November. 85% of kids registered are not enrolled in informal pre-k. Staff have done direct outreach to home daycares this past month to keep this audience outreach going.
 - Goal 3: Teens develop personal interests, build life skills, build life skills, and gain real – world experiences that ensure they are confident and prepared for their futures.
 - Kramer has been participating in visioning group called the academies of West Fargo. Stakeholders from throughout the community come together to plan transition the school district to having a career academy model. Next steps: recruitment of teen volunteers to work at the library. The library plans to offer SAT/ACT study courses as well as basic career skill courses such interviewing and resume writing.
 - The library has been awarded \$18,000 from the Otto Bremer grant. These funds will help support employment of paid teen interns to work on the Little Red Reading Bus route as well as in the library during summer of 2022.
- Transition meetings have been taking place between Hansen and Kramer regarding budgets, board and long-term planning.
- Kirsten Henagin, Adult Services Manager, gave a programming update.

7. Other Business

- No other business.

8. Adjourn

- Stukel moved to adjourn, Rerick seconded. No opposition. Meeting adjourned.
Next meeting: 5:30 P.M., Thursday, January 13th, 2021.



To: West Fargo Public Library Board of Directors

From: Library Staff

Date: Thursday, January 13, 2022

Subject: Friends of the Library revenue and line item changes throughout 2021

Action: Approval of financial reports

**West Fargo Public Library
Board of Directors**

President

Liann Hanson

Vice President

Jodie Haring

Board member

Mandy George
City Commissioner

Board member

Alanna Rerick

Board member

Tony Stukel

The library has received \$17,288.00 in funds from the Friends of the Library in 2021. The following line items include many expenses covered by Friends of the Library, causing them to appear spent or near spent in the library's expenditure line items.

- Programming (649)
 - \$6,282.91 is covered by Friends revenue
- Promotional Activities (689)
 - \$10,077.37 is covered by Friends revenue
- Furn & Equipment (641)
 - \$227.85 is covered by Friends revenue
- Memberships (667)
 - \$795.00 is covered by Friends revenue

Additionally, the City discontinued use of some expenditure codes during the course of 2021, meaning that some expenditures are routinely coded to new line items. Funds were still appropriately budgeted for these items, but they are coded to the new lines.

- For example, expenditures previously coded to Misc Printing and Mailing (360) are now coded to:
 - Postage, Freight, Shipping (661)
 - Printing (668)

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 11/21 - 11/21

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Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 4673127	Payroll 11/05/2021		/ /	28,838.28	11/21			
JV 4675122	Payroll 11/19/2021		/ /	29,116.92	11/21			
		Object Total:		57,955.20	625,377.99	683,521.00	58,143.01	91%
114 PART TIME SALARIES								
JV 4673128	Payroll 11/05/2021		/ /	3,250.00	11/21			
JV 4675123	Payroll 11/19/2021		/ /	3,079.45	11/21			
		Object Total:		6,329.45	85,747.07	124,365.00	38,617.93	69%
209 CLASSIFIED ADS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 4673129	Payroll 11/05/2021		/ /	2,378.43	11/21			
JV 4675124	Payroll 11/19/2021		/ /	2,386.64	11/21			
		Object Total:		4,765.07	52,740.36	61,803.00	9,062.64	85%
230 RETIREMENT								
JV 4673130	Payroll 11/05/2021		/ /	4,292.18	11/21			
JV 4675125	Payroll 11/19/2021		/ /	4,292.18	11/21			
		Object Total:		8,584.36	93,321.65	96,223.00	2,901.35	97%
240 WORKFORCE SAFETY INSURANCE								
			/ /					
		Object Total:		0.00	1,252.63	1,865.00	612.37	67%
245 CORPORATE EDUCATION								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
250 UNEMPLOYMENT								
			/ /					
		Object Total:		0.00	0.00	1,000.00	1,000.00	%
312 ATTORNEY								
CL 100038 6 100353 library			10/26/21	64.83	11/21	353 OHNSTAD TWICHELL		
CL 100065 11 100353 Library			/ /	544.96	11/21	353 OHNSTAD TWICHELL		
		Object Total:		609.79	3,467.91	1,000.00	-2,467.91	347%
320 HEALTH INSURANCE								
JV 4673131	Payroll 11/05/2021		/ /	3,186.07	11/21			
JV 4675126	Payroll 11/19/2021		/ /	3,186.02	11/21			
		Object Total:		6,372.09	66,298.60	101,995.00	35,696.40	65%
321 PROPERTY INSURANCE								
			/ /					
		Object Total:		0.00	960.00	0.00	-960.00	%
333 BUILDING RENTAL								
CL 100236 1 100568 NOVEMBER BUIDLING RENT		MISC06248	10/25/21	9,740.00	11/21	549 WF PUB SCHOOLS DIST #6		
		Object Total:		9,740.00	97,400.00	117,000.00	19,600.00	83%
340 TRAVEL & EDUCATION								
CL 99890 1 100318 travel reimb			10/14/21	17.50	11/21	2800 LAUREN NEPHEW		
CL 99891 1 100370 TRAVEL REIMB			10/06/21	17.50	11/21	4156 SARAH DAVIS		
CL 99892 1 100313 TRAVEL REIMB			10/14/21	17.50	11/21	4155 KIRSTEN HENAGIN		
CL 99893 1 100331 travel reimb			10/11/21	17.50	11/21	4154 MARIA KRAMER		
CL 99954 1 100315 MILEAGE			10/14/21	15.68	11/21	4114 KRISTIN KRAMER		

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 99955 1	100243 MILEAGE		10/04/21	21.28	11/21	3869 ALISHA REIS		
CL 99955 2	100243 MILEAGE		10/20/21	15.12	11/21	3869 ALISHA REIS		
CL 99964 1	100306 TRAVEL & EDUCATION	INV-INC296	10/12/21	1,000.00	11/21	4131 INNOVATIVE INTERFACES, INC		
CL 99968 1	100321 TRAVEL & EDUCATION	2829	10/12/21	49.00	11/21	4159 LIBRARY WORKS INC		
CL 100237 1	100430 MILEAGE		11/02/21	18.45	11/21	3417 CHELSEA SIMDORN		
CL 100238 1	100477 MILEAGE		11/02/21	12.88	11/21	4114 KRISTIN KRAMER		
Object Total:				1,202.41	2,449.67	7,050.00	4,600.33	35%
348 BUYOUTS								
Object Total:				0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 100375 30	100550 Oct. 2021 library	9892282508	10/08/21	1,595.24	11/21	3668 VERIZON WIRELESS		
Object Total:				1,595.24	4,940.96	6,650.00	1,709.04	74%
360 MISC PRINTING & MAILING								
Object Total:				0.00	1,075.60	7,000.00	5,924.40	15%
387 MEDICAL/VACCINES								
CL 100035 1	100282 library		10/25/21	116.00	11/21	2862 ESSENTIA HEALTH		
Object Total:				116.00	643.00	500.00	-143.00	129%
399 RECRUITMENT/EMPLOYMENT TESTING								
Object Total:				0.00	1,529.00	3,000.00	1,471.00	51%
410 OFFICE SUPPLIES								
CL 99961 1	100260 OFFICE SUPPLIES	WO-1152726	10/20/21	117.98	11/21	351 BUSINESS ESSENTIALS		
CL 100235 1	100423 OFFICE SUPPLIES	W011546091	11/01/21	62.91	11/21	351 BUSINESS ESSENTIALS		
CL 100240 1	100450 OFFICE SUPPLIES	7032419	10/28/21	249.74	11/21	77 DEMCO INC		
CL 100293 1	100518 OFFICE SUPPLIES	8013871021	10/31/21	87.78	11/21	3276 PREMIUM WATERS INC		
Object Total:				518.41	10,285.19	16,000.00	5,714.81	64%
424 GAS AND OIL								
Object Total:				0.00	0.00	500.00	500.00	%
427 VEHICLES MAINTENANCE								
Object Total:				0.00	0.00	1,000.00	1,000.00	%
428 SERVICE AGREEMENTS-CONTRA								
CL 99965 1	100296 SERVICE	30317129	10/20/21	442.89	11/21	2877 GREATAMERICA FINANCIAL		
AGREEMENTS-CONTRACT								
CL 100189 1	100543 SERVICE	29483	11/01/21	2,900.00	11/21	3658 TLC CLEANING LLC		
AGREEMENTS-CONTRACT								
CL 100292 1	100481 SERVICE AGREEMENT - CONTRACT	3869463	11/03/21	651.63	11/21	3418 LOFFLER		
Object Total:				3,994.52	41,008.63	46,755.00	5,746.37	88%
497 TECHNOLOGY								
CL 99895 4	100250 12V lead	P44577112	10/12/21	71.40	11/21	43 BATTERIESPLUS c/o Bat 34 Inc		
CL 99962 1	100295 TECHNOLOGY	9323588426	09/28/21	4.90	11/21	939 GRAYBAR		
CL 100188 1	100419 TECHNOLOGY	922928956	09/30/21	253.00	11/21	26 BORDER STATES INDUSTRIES INC		
CL 100296 1	100517 TECHNOLOGY		11/03/21	650.00	11/21	4171 PLYMOUTH ROCKET INC		
CL 100296 2	100517 TECHNOLOGY		11/03/21	650.00	11/21	4171 PLYMOUTH ROCKET INC		

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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								
		Object Total:		1,629.30	15,714.46	25,699.00	9,984.54	61%
640 FURNITURE & EQUIPMENT			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000								
CL 99959 1	100362 FURN & EQUIP - PAPER CUTTER	23141	10/21/21	17.60	11/21	4157 PREMIER CARBIDE SAW & TOOL		
CL 99960 1	100389 FURN & EQUIP - PAPER CUTTERS	140648	10/15/21	40.70	11/21	500 TWIN CITY SHARPENING		
		Object Total:		58.30	3,660.73	8,762.00	5,101.27	42%
644 POSTAL METER RENT			/ /					
		Object Total:		0.00	729.27	1,200.00	470.73	61%
645 EQUIPMENT REPLACEMENT			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS			/ /					
		Object Total:		0.00	583.64	1,200.00	616.36	49%
649 PROGRAMMING								
CL 99967 2	100244 PROGRAMMING		10/24/21	29.17	11/21	3490 AMAZON CAPITAL SERVICES		
CL 99967 3	100244 PROGRAMMING		10/15/21	52.98	11/21	3490 AMAZON CAPITAL SERVICES		
CL 99967 4	100244 PROGRAMMING		10/14/21	284.62	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100028 2	100244 PROGRAMMING		10/24/21	30.11	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100050 1	100249 PROGRAMMING		10/28/21	200.00	11/21	4164 BASKETS BY EILEEN		
CL 100184 1	100411 PROGRAMMING		11/04/21	61.48	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100297 1	100411 PROGRAMMING		11/04/21	53.72	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100564 1	100596 PROGRAMMING		11/29/21	200.00	11/21	4164 BASKETS BY EILEEN		
		Object Total:		912.08	13,132.20	11,000.00	-2,132.20	119%
650 E RESOURCES								
CL 99958 1	100276 E - RESOURCES	1000168141	10/19/21	2,429.00	11/21	3091 EBSCO INFORMATION SERVICES		
CL 100187 1	100490 E RESOURCES	501210252	10/31/21	1,276.45	11/21	1854 MIDWEST TAPE		
CL 100233 1	100510 E RESOURCES	ADV-000547	10/22/21	1,250.00	11/21	2126 OVERDRIVE, INC		
		Object Total:		4,955.45	28,199.60	36,000.00	7,800.40	78%
653 CAPITAL IMPROVEMENTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CL 100029 1	100359 POSTAGE		10/27/21	500.00	11/21	1483 PITNEY BOWES RESERVE ACCOUNT		
		Object Total:		500.00	3,161.48	0.00	-3,161.48	%
662 BOOKS								
CL 99904 1	100320 BOOKS	203211	09/30/21	41.90	11/21	1668 LEARNING OPPORTUNITIES, INC		
CL 99966 1	100248 BOOKS	2036236957	10/06/21	130.08	11/21	1695 BAKER & TAYLOR		
CL 99967 1	100244 BOOKS		10/22/21	222.65	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100028 1	100244 BOOKS		10/26/21	384.70	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100184 4	100411 BOOKS		10/30/21	154.86	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100184 5	100411 BOOKS		10/31/21	172.86	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100184 6	100411 BOOKS		11/01/21	13.99	11/21	3490 AMAZON CAPITAL SERVICES		

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 100184 7	100411 BOOKS		11/02/21	23.46	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100184 8	100411 BOOKS		11/03/21	6.99	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100184 9	100411 BOOKS		11/03/21	357.26	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100239 1	100414 BOOKS	2036242523	10/15/21	3,251.16	11/21	1695 BAKER & TAYLOR		
CL 100239 2	100414 BOOKS	2036233934	10/14/21	283.95	11/21	1695 BAKER & TAYLOR		
CL 100239 3	100414 BOOKS	2036246340	10/13/21	882.25	11/21	1695 BAKER & TAYLOR		
CL 100294 1	100414 BOOKS	2036257779	10/21/21	417.99	11/21	1695 BAKER & TAYLOR		
CL 100294 2	100414 BOOKS	2036249830	10/19/21	1,131.56	11/21	1695 BAKER & TAYLOR		
CL 100294 3	100414 BOOKS	2036245834	10/19/21	266.49	11/21	1695 BAKER & TAYLOR		
CL 100294 4	100414 BOOKS	501326948	10/22/21	211.09	11/21	1695 BAKER & TAYLOR		
CL 100297 2	100411 BOOKS		11/08/21	85.20	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100297 3	100411 BOOKS		11/06/21	157.15	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100297 4	100411 BOOKS		11/08/21	486.57	11/21	3490 AMAZON CAPITAL SERVICES		
Object Total:				8,682.16	69,184.29	100,750.00	31,565.71	69%
663 MAGAZINES								
Object Total:				0.00	4,449.11	6,500.00	2,050.89	68%
664 AUDIO VIDEO								
CL 99963 1	100334 DVD	501152358	10/19/21	18.54	11/21	1854 MIDWEST TAPE		
CL 99963 2	100334 DVD	501152357	10/19/21	22.29	11/21	1854 MIDWEST TAPE		
CL 99963 3	100334 DVD	501152359	10/19/21	77.43	11/21	1854 MIDWEST TAPE		
CL 99963 4	100334 AUDIOBOOK	501152700	10/19/21	79.48	11/21	1854 MIDWEST TAPE		
CL 100042 1	100334 DVD	501182788	10/26/21	33.39	11/21	1854 MIDWEST TAPE		
CL 100042 2	100334 DVD	501182787	10/26/21	39.39	11/21	1854 MIDWEST TAPE		
CL 100042 3	100334 AUDIOBOOK	501182785	10/26/21	47.24	11/21	1854 MIDWEST TAPE		
CL 100042 4	100334 AUDIOBOOK	501182784	10/26/21	41.24	11/21	1854 MIDWEST TAPE		
CL 100184 2	100411 AUDIO VIDEO		11/02/21	19.98	11/21	3490 AMAZON CAPITAL SERVICES		
CL 100186 1	100490 DVD	501218959	11/03/21	29.79	11/21	1854 MIDWEST TAPE		
CL 100186 2	100490 DVD	501218957	11/03/21	17.04	11/21	1854 MIDWEST TAPE		
Object Total:				425.81	21,868.80	31,500.00	9,631.20	69%
667 MEMBERSHIPS								
CL 100295 1	100542 MEMBERSHIPS		11/10/21	288.00	11/21	3043 THE FORUM		
Object Total:				288.00	3,174.00	3,218.00	44.00	99%
668 PRINTING								
CL 100027 1	100374 PRINT - OUTSIDE VENDOR	119246	10/18/21	64.92	11/21	2885 SHORTPRINTER		
Object Total:				64.92	1,182.79	0.00	-1,182.79	%
669 INSURANCE								
Object Total:				0.00	0.00	2,750.00	2,750.00	%
671 SUMMER READING PROGRAM								
Object Total:				0.00	0.00	0.00	0.00	%
672 EMERGENCY MEDICAL SUPPLIES								
Object Total:				0.00	303.99	250.00	-53.99	122%

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
673 CLEANING SUPPLIES			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
674 HOMEWORK ROOM			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
682 STRATEGIC PLANNING			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
689 PROMOTIONAL ACTIVITIES								
CL 100184 3 100411 PROMOTIONAL ACTIVITIES			11/03/21	117.95	11/21 3490 AMAZON CAPITAL SERVICES			
		Object Total:		117.95	9,093.71	11,400.00	2,306.29	80%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00	1,375.00	0.00	-1,375.00	%
740 SERVICE CHARGES								
JV 4687 6 TransFirst Libr Nov 2021			/ /	121.45	11/21			
		Object Total:		121.45	1,426.75	0.00	-1,426.75	%
750 MISC.			/ /					
		Object Total:		0.00	101.48	750.00	648.52	14%
852 WEBSITE			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
901 CATALOGING								
CL 100234 1 100505 CATALOGING			11/01/21	195.34	11/21 3416 OCLC, INC.			
		Object Total:		195.34	2,125.76	2,300.00	174.24	92%
902 ONLINE DATE BASE (STATE)			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
903 HISTORY ROOM			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
994 ODIN			/ /					
		Object Total:		0.00	12,000.00	12,000.00	0.00	100%
		Account Total:		119,733.30	1,279,965.32	1,533,006.00	253,040.68	
		Fund Total:		119,733.30	1,279,965.32	1,533,006.00	253,040.68	

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

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CITY OF WEST FARGO, ND
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For the Accounting Periods: 12/21 - 12/21

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 4679125	Payroll 12/03/2021		/ /	40,055.66	12/21			
JV 4680127	Payroll 12/17/2021		/ /	26,259.69	12/21			
JV 4697 90	Payroll 12/30/2021		/ /	29,231.14	12/21			
	Object Total:			95,546.49	720,924.48	683,521.00	-37,403.48	105%
114 PART TIME SALARIES								
JV 4679126	Payroll 12/03/2021		/ /	2,883.23	12/21			
JV 4680128	Payroll 12/17/2021		/ /	3,405.76	12/21			
JV 4697 91	Payroll 12/30/2021		/ /	2,614.59	12/21			
	Object Total:			8,903.58	94,650.65	124,365.00	29,714.35	76%
209 CLASSIFIED ADS								
			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 4679127	Payroll 12/03/2021		/ /	3,208.43	12/21			
JV 4680129	Payroll 12/17/2021		/ /	2,198.69	12/21			
JV 4697 92	Payroll 12/30/2021		/ /	2,436.13	12/21			
	Object Total:			7,843.25	60,583.61	61,803.00	1,219.39	98%
230 RETIREMENT								
JV 4679128	Payroll 12/03/2021		/ /	4,107.17	12/21			
JV 4680130	Payroll 12/17/2021		/ /	3,922.16	12/21			
JV 4697 93	Payroll 12/30/2021		/ /	3,810.53	12/21			
	Object Total:			11,839.86	105,161.51	96,223.00	-8,938.51	109%
240 WORKFORCE SAFETY INSURANCE								
			/ /					
	Object Total:			0.00	1,252.63	1,865.00	612.37	67%
245 CORPORATE EDUCATION								
			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
250 UNEMPLOYMENT								
			/ /					
	Object Total:			0.00	0.00	1,000.00	1,000.00	%
312 ATTORNEY								
CL 100696 7 100772 library			/ /	448.00	12/21	353 OHNSTAD TWICHELL		
	Object Total:			448.00	3,915.91	1,000.00	-2,915.91	392%
320 HEALTH INSURANCE								
JV 4679129	Payroll 12/03/2021		/ /	3,186.07	12/21			
JV 4680131	Payroll 12/17/2021		/ /	2,843.81	12/21			
	Object Total:			6,029.88	72,328.48	101,995.00	29,666.52	71%
321 PROPERTY INSURANCE								
			/ /					
	Object Total:			0.00	960.00	0.00	-960.00	%
333 BUILDING RENTAL								
CL 100678 1 100841 DECEMBER BUILDING RENT	MISC06274	11/24/21		9,740.00	12/21	549 WF PUB SCHOOLS DIST #6		
	Object Total:			9,740.00	107,140.00	117,000.00	9,860.00	92%

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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 TRAVEL & EDUCATION								
CL 100451 1	100738 MILEAGE		11/17/21	22.96	12/21	4114 KRISTIN KRAMER		
CL 100459 1	100829 TRAVEL & EDUCATION		11/02/21	921.20	12/21	3161 VISA LIBRARY #1		
CL 100567 1	100654 MILEAGE		11/30/21	20.72	12/21	3869 ALISHA REIS		
CL 100567 2	100654 MILEAGE		11/30/21	15.68	12/21	3869 ALISHA REIS		
CL 100821 1	100950 MILEAGE		12/01/21	7.28	12/21	4114 KRISTIN KRAMER		
CL 100822 1	100899 MILEAGE		12/03/21	11.40	12/21	3417 CHELSEA SIMDORN		
CL 100940 5	101037 TRAVEL AND EDUCATION		/ /	530.00	12/21	3161 VISA LIBRARY #1		
CL 101154 1	MILEAGE		12/15/21	8.96	12/21	3869 ALISHA REIS		
CL 101189 1	MILEAGE		12/28/21	13.53	12/21	3417 CHELSEA SIMDORN		
RV 6525 2	Carissa	Cash	/ /	-516.40	12/21			
	Hansen/PaidAirplan Tic							
Object Total:				1,035.33	3,485.00	7,050.00	3,565.00	49%
348 BUYOUTS								
				/ /				
Object Total:				0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 101031 30	101027 Nov 2021 library	9894507887	11/08/21	39.52	12/21	3668 VERIZON WIRELESS		
Object Total:				39.52	4,980.48	6,650.00	1,669.52	75%
360 MISC PRINTING & MAILING								
				/ /				
Object Total:				0.00	1,075.60	7,000.00	5,924.40	15%
387 MEDICAL/VACCINES								
				/ /				
Object Total:				0.00	643.00	500.00	-143.00	129%
399 RECRUITMENT/EMPLOYMENT TESTING								
CL 100827 1	101055 RECRUITMENT/EQUIPMENT TESTING	R53856033	11/24/21	324.00	12/21	4203 YOURMEMBERSHIP.COM, INC		
CL 100940 3	101037 RECRUITMENT/EQUIPMENT TESTING		/ /	57.04	12/21	3161 VISA LIBRARY #1		
Object Total:				381.04	1,910.04	3,000.00	1,089.96	64%
410 OFFICE SUPPLIES								
CL 100453 1	100675 OFFICE SUPPLIES	W011556891	11/08/21	137.34	12/21	351 BUSINESS ESSENTIALS		
CL 100459 5	100829 OFFICE SUPPLIES		/ /	6.88	12/21	3161 VISA LIBRARY #1		
CL 100565 1	100822 R2R LIBRARY CARDS	I511577	11/11/21	578.94	12/21	2211 VANGUARD ID SYSTEMS		
CL 100570 1	100699 OFFICE SUPPLIES	7041753	11/15/21	107.60	12/21	77 DEMCO INC		
CL 100826 1	100889 OFFICE SUPPLIES	W011601511	12/06/21	64.22	12/21	351 BUSINESS ESSENTIALS		
CL 100915 1	100995 OFFICE SUPPLIES	8013871121	11/30/21	87.78	12/21	3276 PREMIUM WATERS INC		
CL 100917 1	100934 OFFICE SUPPLIES	V12102744	12/08/21	154.20	12/21	139 FRS WORKS		
CL 100940 1	101037 OFFICE SUPPLIES		12/02/21	41.07	12/21	3161 VISA LIBRARY #1		
CL 101014 1	100889 OFFICE SUPPLIES	W011613781	12/13/21	137.97	12/21	351 BUSINESS ESSENTIALS		
CL 101152 1	OFFICE SUPPLIES	W011625791	12/20/21	147.55	12/21	351 BUSINESS ESSENTIALS		
CL 101152 2	OFFICE SUPPLIES	W011625792	12/21/21	27.49	12/21	351 BUSINESS ESSENTIALS		
CL 101157 1	OFFICE SUPPLIES		12/17/21	124.23	12/21	3490 AMAZON CAPITAL SERVICES		
Object Total:				1,615.27	11,900.46	16,000.00	4,099.54	74%

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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								
424 GAS AND OIL								
			/ /					
	Object Total:			0.00	0.00	500.00	500.00	%
427 VEHICLES MAINTENANCE			/ /					
	Object Total:			0.00	0.00	1,000.00	1,000.00	%
428 SERVICE AGREEMENTS-CONTRA								
CL 100573 1 100725 SERVICE		30509914	11/19/21	442.89	12/21	2877 GREATAMERICA FINANCIAL		
	AGREEMENTS-CONTRACT							
CL 100814 1 101005 annual fee		50145	10/05/21	200.00	12/21	3485 SENSOURCE		
CL 100823 1 101021 SERVICE AGREEMENTS -		30517	12/01/21	2,900.00	12/21	3658 TLC CLEANING LLC		
	CONTRACT							
CL 100918 1 100955 SERVICE		3893267	12/02/21	992.71	12/21	3418 LOFFLER		
	AGREEMENTS/CONTRACT							
CL 100939 1 100943 SERVICE		252500	12/09/21	77.50	12/21	781 HOUCHEN BINDERY LTD		
	AGREEMENTS/CONTRACTS							
CL 101072 1 100922 renewal		52403	04/06/21	725.00	12/21	2089 ENVISIONWARE, INC		
CL 101073 1 100922 renewal		55359	09/01/21	2,626.04	12/21	2089 ENVISIONWARE, INC		
	Object Total:			7,964.14	48,972.77	46,755.00	-2,217.77	105%
497 TECHNOLOGY								
CC 799 1 ASANA.COM			11/06/21	1,261.14	12/21	2439 VISA IT		
CL 100569 1 100660 TECHNOLOGY			12/19/19	675.00	12/21	2206 AWE ACQUISITION, INC		
	Object Total:			1,936.14	17,650.60	25,699.00	8,048.40	69%
640 FURNITURE & EQUIPMENT			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000								
CL 100452 1 100816 FURN & EQUIPMENT		60182	11/02/21	2,518.30	12/21	4190 TMC FURNITURE		
CL 100568 1 100816 FURN & EQUIP		60218	11/23/21	2,518.30	12/21	4190 TMC FURNITURE		
	Object Total:			5,036.60	8,697.33	8,762.00	64.67	99%
644 POSTAL METER RENT								
CL 100566 1 100781 POSTAL METER RENT		3314705511	11/25/21	243.09	12/21	384 PITNEY BOWES		
	Object Total:			243.09	972.36	1,200.00	227.64	81%
645 EQUIPMENT REPLACEMENT			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS								
CL 100459 2 100829 PROFESSIONAL PUBLICATIONS			/ /	99.00	12/21	3161 VISA LIBRARY #1		
CL 101157 2 PROFESSIONAL PUBLICATIONS			12/19/21	29.66	12/21	3490 AMAZON CAPITAL SERVICES		
	Object Total:			128.66	712.30	1,200.00	487.70	59%
649 PROGRAMMING								
CL 100459 3 100829 PROGRAMMING			/ /	322.32	12/21	3161 VISA LIBRARY #1		
CL 100459 8 100829 PROGRAMMING REFUND			/ /	-45.00	12/21	3161 VISA LIBRARY #1		
CL 100679 1 100656 PROGRAMMING			11/29/21	101.45	12/21	3490 AMAZON CAPITAL SERVICES		
CL 100679 2 100656 PROGRAMMING			11/29/21	429.24	12/21	3490 AMAZON CAPITAL SERVICES		
CL 100825 1 101016 PROGRAMMING		3117165	12/01/21	533.00	12/21	2187 SWANK MOVIE LICENSING USA		
CL 100831 1 100969 PROGRAMMING		IN00013556	12/01/21	2,318.25	12/21	4204 MORRIS PRESS COOKBOOKS		
CL 100940 2 101037 PROGRAMMING			/ /	222.95	12/21	3161 VISA LIBRARY #1		

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7000 LIBRARY								
411600 LIBRARY								
Object Total:				3,882.21	17,014.41	11,000.00	-6,014.41	155%
650 E RESOURCES								
CL 100820 1 100966 E RESOURCES		501352949	11/30/21	1,220.39	12/21 1854	MIDWEST TAPE		
Object Total:				1,220.39	29,419.99	36,000.00	6,580.01	82%
653 CAPITAL IMPROVEMENTS								
Object Total:				0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CL 100459 7 100829 POSTAGE			/ /	10.35	12/21 3161	VISA LIBRARY #1		
CL 100937 1 100994 POSTAGE			12/14/21	1,000.00	12/21 1483	PITNEY BOWES RESERVE ACCOUNT		
Object Total:				1,010.35	4,171.83	0.00	-4,171.83	%
662 BOOKS								
CL 100456 1 100656 BOOKS			11/17/21	36.13	12/21 3490	AMAZON CAPITAL SERVICES		
CL 100456 2 100656 BOOKS			11/14/21	933.76	12/21 3490	AMAZON CAPITAL SERVICES		
CL 100456 3 100656 BOOKS			11/14/21	161.60	12/21 3490	AMAZON CAPITAL SERVICES		
CL 100456 4 100656 BOOKS			11/16/21	356.91	12/21 3490	AMAZON CAPITAL SERVICES		
CL 100456 5 100656 BOOKS			11/11/21	192.12	12/21 3490	AMAZON CAPITAL SERVICES		
CL 100456 6 100656 BOOKS			11/10/21	509.68	12/21 3490	AMAZON CAPITAL SERVICES		
CL 100457 1 100661 BOOKS		2036311785	11/08/21	190.97	12/21 1695	BAKER & TAYLOR		
CL 100457 2 100661 BOOKS		2036285372	11/02/21	357.58	12/21 1695	BAKER & TAYLOR		
CL 100457 3 100661 BOOKS		2036290640	10/28/21	294.98	12/21 1695	BAKER & TAYLOR		
CL 100457 4 100661 BOOKS		2036271590	10/27/21	399.57	12/21 1695	BAKER & TAYLOR		
CL 100457 5 100661 BOOKS		2036274113	10/27/21	712.64	12/21 1695	BAKER & TAYLOR		
CL 100459 6 100829 BOOKS			/ /	42.89	12/21 3161	VISA LIBRARY #1		
CL 100571 1 100661 BOOKS		2036288045	11/12/21	327.84	12/21 1695	BAKER & TAYLOR		
CL 100571 2 100661 BOOKS		2036306285	11/12/21	450.05	12/21 1695	BAKER & TAYLOR		
CL 100571 3 100661 BOOKS		2036294768	11/10/21	592.69	12/21 1695	BAKER & TAYLOR		
CL 100575 1 100696 BOOKS		7656873	11/19/21	453.00	12/21 4194	DATA AXLE CITY DIRECTORIES		
CL 100575 2 100696 BOOKS		7656874	11/19/21	515.00	12/21 4194	DATA AXLE CITY DIRECTORIES		
CL 100679 3 100656 BOOKS			11/19/21	1,123.19	12/21 3490	AMAZON CAPITAL SERVICES		
CL 100679 4 100656 BOOKS			11/19/21	174.09	12/21 3490	AMAZON CAPITAL SERVICES		
CL 100679 5 100656 BOOKS			11/23/21	48.96	12/21 3490	AMAZON CAPITAL SERVICES		
CL 100679 6 100656 BOOKS			11/29/21	145.51	12/21 3490	AMAZON CAPITAL SERVICES		
CL 100679 7 100656 BOOKS			11/30/21	46.68	12/21 3490	AMAZON CAPITAL SERVICES		
CL 100818 1 100873 BOOKS			12/03/21	587.42	12/21 3490	AMAZON CAPITAL SERVICES		
CL 100818 2 100873 BOOKS			12/05/21	106.13	12/21 3490	AMAZON CAPITAL SERVICES		
CL 100818 3 100873 BOOKS			12/07/21	415.15	12/21 3490	AMAZON CAPITAL SERVICES		
CL 100818 4 100873 BOOKS			12/07/21	232.58	12/21 3490	AMAZON CAPITAL SERVICES		
CL 100830 1 100895 BOOKS		76138075	11/03/21	200.74	12/21 1623	CENGAGE GALE		
CL 100830 2 100895 BOOKS		76110858	10/28/21	1,799.66	12/21 1623	CENGAGE GALE		
CL 100920 1 101019 BOOKS		0577638IN	12/13/21	1,005.56	12/21 3053	THE PENWORTHY COMPANY LLC		
CL 100921 1 100873 BOOKS			12/13/21	278.10	12/21 3490	AMAZON CAPITAL SERVICES		
CL 100921 2 100873 BOOKS			12/14/21	876.26	12/21 3490	AMAZON CAPITAL SERVICES		
CL 100923 1 100879 BOOKS		2036329013	11/16/21	63.84	12/21 1695	BAKER & TAYLOR		
CL 100923 2 100879 BOOKS		2036319748	11/18/21	525.26	12/21 1695	BAKER & TAYLOR		
CL 100923 3 100879 BOOKS		2036352851	11/29/21	2,296.52	12/21 1695	BAKER & TAYLOR		
CL 100923 4 100879 BOOKS		2036333409	11/29/21	357.23	12/21 1695	BAKER & TAYLOR		
CL 100923 5 100879 BOOKS		2036345216	11/23/21	426.40	12/21 1695	BAKER & TAYLOR		

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7000 LIBRARY										
411600 LIBRARY										
CL 100923	6	100879 BOOKS	2036336761	11/22/21	659.80	12/21	1695 BAKER & TAYLOR			
CL 100987	1	100886 BOOKS	105286	12/02/21	769.00	12/21	4220 BRAINSTORM INC			
CL 101015	1	100873 BOOKS		12/14/21	612.63	12/21	3490 AMAZON CAPITAL SERVICES			
CL 101155	1	BOOKS	86648	12/21/21	480.76	12/21	3109 LIBRARY IDEAS, INC			
CL 101157	3	BOOKS		12/19/21	23.99	12/21	3490 AMAZON CAPITAL SERVICES			
CL 101157	4	BOOKS		12/19/21	9.99	12/21	3490 AMAZON CAPITAL SERVICES			
CL 101157	5	BOOKS		12/20/21	56.82	12/21	3490 AMAZON CAPITAL SERVICES			
CL 101157	6	BOOKS		12/27/21	171.24	12/21	3490 AMAZON CAPITAL SERVICES			
CL 101157	7	BOOKS		12/25/21	23.49	12/21	3490 AMAZON CAPITAL SERVICES			
CL 101158	1	BOOKS	2036336778	12/01/21	2,124.36	12/21	1695 BAKER & TAYLOR			
CL 101158	2	BOOKS	2036349670	11/30/21	595.17	12/21	1695 BAKER & TAYLOR			
CL 101158	3	BOOKS	2036361907	11/30/21	155.31	12/21	1695 BAKER & TAYLOR			
CL 101158	4	BOOKS	2036383652	12/09/21	629.25	12/21	1695 BAKER & TAYLOR			
CL 101158	5	BOOKS	2036265465	12/08/21	129.25	12/21	1695 BAKER & TAYLOR			
CL 101158	6	BOOKS	2036365490	12/07/21	500.31	12/21	1695 BAKER & TAYLOR			
CL 101158	7	BOOKS	2036380635	12/07/21	237.53	12/21	1695 BAKER & TAYLOR			
Object Total:					24,415.59	93,599.88	100,750.00	7,150.12	93%	
663 MAGAZINES										
CL 100572	1	100805 MAGAZINES		11/18/21	40.00	12/21	2372 STATE HISTORICAL CENTER			
CL 100940	4	101037 MAGAZINES		/ /	119.00	12/21	3161 VISA LIBRARY #1			
Object Total:					159.00	4,608.11	6,500.00	1,891.89	71%	
664 AUDIO VIDEO										
CL 100455	1	100752 AUDIOBOOK	501290368	11/17/21	42.24	12/21	1854 MIDWEST TAPE			
CL 100455	2	100752 AUDIOBOOK	501290650	11/17/21	52.24	12/21	1854 MIDWEST TAPE			
CL 100455	3	100752 AUDIOBOOK	501254117	11/10/21	37.24	12/21	1854 MIDWEST TAPE			
CL 100455	4	100752 AUDIOBOOK	501254119	11/10/21	47.24	12/21	1854 MIDWEST TAPE			
CL 100455	5	100752 AUDIOBOOK	501254118	11/10/21	42.24	12/21	1854 MIDWEST TAPE			
CL 100455	6	100752 DVD	501290635	11/17/21	316.40	12/21	1854 MIDWEST TAPE			
CL 100455	7	100752 DVD	501290636	11/17/21	524.90	12/21	1854 MIDWEST TAPE			
CL 100455	8	100752 DVD	501290652	11/17/21	41.38	12/21	1854 MIDWEST TAPE			
CL 100455	9	100752 DVD	501290369	11/17/21	38.64	12/21	1854 MIDWEST TAPE			
CL 100455	10	100752 DVD	501290367	11/17/21	31.08	12/21	1854 MIDWEST TAPE			
CL 100574	1	100740 AUDIO VIDEO		/ /	8,573.90	12/21	3109 LIBRARY IDEAS, INC			
CL 100829	1	100966 DVD	501360097	12/02/21	18.54	12/21	1854 MIDWEST TAPE			
CL 100829	2	100966 DVD	501360096	12/02/21	81.48	12/21	1854 MIDWEST TAPE			
CL 100829	3	100966 DVD	501360560	12/02/21	21.89	12/21	1854 MIDWEST TAPE			
CL 100829	4	100966 DVD	501360562	12/02/21	37.44	12/21	1854 MIDWEST TAPE			
CL 100829	5	100966 AUDIOBOOK	501360099	12/02/21	84.48	12/21	1854 MIDWEST TAPE			
CL 100829	6	100966 AUDIOBOOK	501360098	12/02/21	549.12	12/21	1854 MIDWEST TAPE			
CL 100922	1	100966 DVD	501390231	12/09/21	75.64	12/21	1854 MIDWEST TAPE			
CL 100922	2	100966 DVD	501393607	12/09/21	64.48	12/21	1854 MIDWEST TAPE			
CL 100922	3	100966 AUDIOBOOK	501390232	12/09/21	17.24	12/21	1854 MIDWEST TAPE			
CL 101156	1	AUDIOBOOKS	501448774	12/22/21	42.24	12/21	1854 MIDWEST TAPE			
CL 101156	2	AUDIOBOOKS	501448772	12/22/21	17.24	12/21	1854 MIDWEST TAPE			
CL 101156	3	DVD	501448775	12/22/21	34.89	12/21	1854 MIDWEST TAPE			
Object Total:					10,792.18	32,660.98	31,500.00	-1,160.98	104%	

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7000 LIBRARY								
411600 LIBRARY								
667 MEMBERSHIPS								
CL 100458 1 100830 MEMBERSHIPS			11/02/21	298.00	12/21 3162 VISA LIBRARY #2			
	Object Total:			298.00	3,472.00	3,218.00	-254.00	108%
668 PRINTING			/ /					
	Object Total:			0.00	1,182.79	0.00	-1,182.79	%
669 INSURANCE			/ /					
	Object Total:			0.00	0.00	2,750.00	2,750.00	%
671 SUMMER READING PROGRAM			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
672 EMERGENCY MEDICAL SUPPLIES			/ /					
	Object Total:			0.00	303.99	250.00	-53.99	122%
673 CLEANING SUPPLIES			/ /					
	Object Total:			0.00	0.00	500.00	500.00	%
674 HOMEWORK ROOM			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
682 STRATEGIC PLANNING			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
689 PROMOTIONAL ACTIVITIES								
CL 100454 1 100790 PROMOTIONAL ACTIVITIES 186639			11/10/21	3,946.35	12/21 1071 S & S PROMOTIONAL GROUP			
CL 100459 4 100829 PROMOTIONAL ACTIVITIES			/ /	208.66	12/21 3161 VISA LIBRARY #1			
CL 100938 1 101038 PROMOTIONAL ACTIVITIES			12/02/21	76.33	12/21 3162 VISA LIBRARY #2			
CL 100940 6 101037 PROMOTIONAL ACTIVITIES			/ /	164.79	12/21 3161 VISA LIBRARY #1			
	Object Total:			4,396.13	13,489.84	11,400.00	-2,089.84	118%
724 CONSULTING/TESTING FEES			/ /					
	Object Total:			0.00	1,375.00	0.00	-1,375.00	%
740 SERVICE CHARGES			/ /					
	Object Total:			0.00	1,426.75	0.00	-1,426.75	%
750 MISC.								
CL 100938 2 101038 MISC - INTEREST CHARGES			/ /	2.48	12/21 3162 VISA LIBRARY #2			
CL 100940 7 101037 MISC - INTEREST CHARGES			/ /	13.04	12/21 3161 VISA LIBRARY #1			
CL 101153 1 MISC - BOOK REPLACEMENT			12/14/21	25.00	12/21 1252 NORTH DAKOTA STATE LIBRARY			
	Object Total:			40.52	142.00	750.00	608.00	19%
852 WEBSITE			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%

01/03/22
10:15:00

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 12/21 - 12/21

Page: 7 of 7
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								
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
901 CATALOGING								
CL 100819 1 100985 CATALOGING			12/01/21	195.34	12/21 3416 OCLC, INC.			
		Object Total:		195.34	2,321.10	2,300.00	-21.10	101%
902 ONLINE DATE BASE (STATE)			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
903 HISTORY ROOM			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
994 ODIN			/ /					
		Object Total:		0.00	12,000.00	12,000.00	0.00	100%
		Account Total:		205,140.56	1,485,105.88	1,533,006.00	47,900.12	
		Fund Total:		205,140.56	1,485,105.88	1,533,006.00	47,900.12	

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

CITY OF WEST FARGO, ND
Income Statement - Comparison to Prior Year
For the Accounting Period: 12 / 21

Combined Funds

Account	Object	Description	----- Current Year -----				----- Last Year -----	
			Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Revenue								
	310001	PROPERTY TAXES	3,638.85	1,342,495.81	1,395,020.00	-52,524.19	2,644.88	1,092,097.44
	310002	DISCOUNT PROPERTY TAXES			-51,616.00	51,616.00		
	322100	POLICE DEPT. FEE FOR		110.00		110.00		
	335600	STATE AID		31,722.09	31,000.00	722.09		
	345200	NON-RESIDENT FEE			500.00	-500.00		19.30
Total Revenue			3,638.85	1,374,327.90	1,374,904.00	-576.10	2,644.88	1,092,116.74
Expenses								
411600		LIBRARY						
	110	PERMANENT EMP SALARIES	95,546.49	720,924.48	683,521.00	-37,403.48	43,781.23	662,833.71
	114	PART TIME SALARIES	8,903.58	94,650.65	124,365.00	29,714.35	7,473.05	51,203.99
	220	SOCIAL SECURITY	7,843.25	60,583.61	61,803.00	1,219.39	3,777.91	53,198.42
	230	RETIREMENT	11,839.86	105,161.51	96,223.00	-8,938.51	6,669.48	88,618.54
	240	WORKFORCE SAFETY INSURANCE		1,252.63	1,865.00	612.37		10,164.02
	245	CORPORATE EDUCATION					49.00	1,499.82
	250	UNEMPLOYMENT			1,000.00	1,000.00		2,265.06
	312	ATTORNEY	448.00	3,915.91	1,000.00	-2,915.91	1,096.50	3,485.50
	320	HEALTH INSURANCE	6,029.88	72,328.48	101,995.00	29,666.52	5,605.09	65,904.17
	321	PROPERTY INSURANCE		960.00		-960.00	142.00	142.00
	333	BUILDING RENTAL	9,740.00	107,140.00	117,000.00	9,860.00	19,480.00	140,120.00
	340	TRAVEL & EDUCATION	1,035.33	3,485.00	7,050.00	3,565.00		2,894.15
	356	TELEPHONE	39.52	4,980.48	6,650.00	1,669.52	3,311.09	5,667.07
	360	MISC PRINTING & MAILING		1,075.60	7,000.00	5,924.40	523.74	3,615.72
	387	MEDICAL/VACCINES		643.00	500.00	-143.00		
	399	RECRUITMENT/EMPLOYMENT TESTING	381.04	1,910.04	3,000.00	1,089.96	150.00	1,612.13
	410	OFFICE SUPPLIES	1,615.27	11,900.46	16,000.00	4,099.54	3,078.51	9,797.57
	424	GAS AND OIL			500.00	500.00		
	427	VEHICLES MAINTENANCE			1,000.00	1,000.00		
	428	SERVICE AGREEMENTS-CONTRA	7,964.14	48,972.77	46,755.00	-2,217.77	2,900.00	40,088.25
	497	TECHNOLOGY	1,936.14	17,650.60	25,699.00	8,048.40	2,700.83	20,755.05
	640	FURNITURE & EQUIPMENT					7,175.32	27,370.72
	641	FURN & EQUIP-NON DEPRECIATED	5,036.60	8,697.33	8,762.00	64.67		
	644	POSTAL METER RENT	243.09	972.36	1,200.00	227.64	243.09	972.36
	648	PROFESSIONAL PUBLICATIONS	128.66	712.30	1,200.00	487.70	210.00	594.23
	649	PROGRAMMING	3,882.21	17,014.41	11,000.00	-6,014.41	1,469.82	8,056.18
	650	E RESOURCES	1,220.39	29,419.99	36,000.00	6,580.01	2,107.24	26,034.77
	661	POSTAGE/FREIGHT/SHIPPING	1,010.35	4,171.83		-4,171.83		10.30
	662	BOOKS	24,415.59	93,599.88	100,750.00	7,150.12	17,886.79	51,724.43
	663	MAGAZINES	159.00	4,608.11	6,500.00	1,891.89	1,285.46	6,311.50
	664	AUDIO VIDEO	10,792.18	32,660.98	31,500.00	-1,160.98	4,945.12	11,235.56
	667	MEMBERSHIPS	298.00	3,472.00	3,218.00	-254.00	439.00	2,090.00
	668	PRINTING		1,182.79		-1,182.79		
	669	INSURANCE			2,750.00	2,750.00		743.00

01/03/22
10:18:26

CITY OF WEST FARGO, ND
Income Statement - Comparison to Prior Year
For the Accounting Period: 12 / 21

Page: 2 of 3
Report ID: LB170

Combined Funds

		----- Current Year -----				----- Last Year -----	
Account	Object Description	Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
	672 EMERGENCY MEDICAL SUPPLIES		303.99	250.00	-53.99		
	673 CLEANING SUPPLIES			500.00	500.00		148.03
	689 PROMOTIONAL ACTIVITIES	4,396.13	13,489.84	11,400.00	-2,089.84	89.24	2,740.22
	724 CONSULTING/TESTING FEES		1,375.00		-1,375.00	3,625.00	4,625.00
	740 SERVICE CHARGES		1,426.75		-1,426.75		132.88
	750 MISC.	40.52	142.00	750.00	608.00		2.89
	901 CATALOGING	195.34	2,321.10	2,300.00	-21.10	191.51	2,489.63
	903 HISTORY ROOM						7.93
	994 ODIN		12,000.00	12,000.00			7,731.00
	Total Account	205,140.56	1,485,105.88	1,533,006.00	47,900.12	140,406.02	1,316,885.80
414100	FINANCE						
	740 SERVICE CHARGES					24.00	356.74
	Total Account					24.00	356.74
416000	BUILDING INSPECTIONS						
	497 TECHNOLOGY						725.00
	Total Account						725.00
	Total Expenses	205,140.56	1,485,105.88	1,533,006.00	47,900.12	140,430.02	1,317,967.54
	Net Income from Operations	-201,501.71	-110,777.98			-137,785.14	-225,850.80
Other Revenue							
	360000 MISCELLANEOUS REVENUE	2,819.48	23,861.20	16,000.00	7,861.20	154.15	5,025.13
	360400 CARD REPLACEMENT						5.00
	360500 FINES						326.75
	360600 BOOK & AV REPLACEMENT						12.99
	360700 COPIER						837.69
	375000 DONATIONS		1,000.00	2,000.00	-1,000.00		369.83
	Total Other Revenue	2,819.48	24,861.20	18,000.00	6,861.20	154.15	6,577.39

Combined Funds

			----- Current Year -----				----- Last Year -----	
Account	Object	Description	Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Other Expenses								
521000		TRANSFERS OUT						
	890	TRANSFERS OUT		5,000.00		-5,000.00		
		Total Account		5,000.00		-5,000.00		
		Total Other Expenses	0.00	5,000.00	0.00	-5,000.00	0.00	0.00
		Net Income	-198,682.23	-90,916.78			-137,630.99	-219,273.41



To: West Fargo Public Library Board of Directors
From: Library Staff
Date: Thursday, January 13, 2022
Subject: New Board Member Application Process
Action: No action requested

**West Fargo Public Library
Board of Directors**

President

Liann Hanson

Vice President

Jodie Haring

Board member

Mandy George
City Commissioner

Board member

Alanna Rerick

Board member

Tony Stukel

Summary:

The Library Board has a very important role in the Governance of the West Fargo Library. In order to have sufficient time to recruit a strong pool of applicants, the former Library Director, the Interim Director and the Communications Specialist have planned the following timeline for recruiting new Board officers:

- January 1-15: Prepare marketing campaign
- February 1: Post openings, begin marketing campaign
- February 1-March 31: applications accepted
- April 1: Board members review the applicants and select their top 3 candidates. Board President and Director select an overall top three from Board member recommendations.
- April Board meeting: Board reviews top candidates and votes to recommend candidates to the City Commission for appointment.
- May Commission meeting: Library Director forwards recommendations to City Commission for approval at one of the May Commission meetings.
- May Board meeting: Library Director brings any updates to the Library Board.
- June Board meeting: Newly appointed members are invited to attend the June Board meeting as guests.
- June 1-30: Library Board orientation hosted for full Board by Library Director with support from other library administration staff.
- July Board meeting: First meeting where new Board members are in place. Election of President, Vice President, and Secretary. See Board bylaws, Article XIV.

Article XIV. DUTIES OF OFFICERS

President – Duties include:

1. Call meeting;
2. Assist Library Director with preparing meeting agenda;
3. Review materials before meeting;
4. Call meeting to order;
5. Preside over meeting;
6. Appoint committees with confirmation from the Board;
7. Review draft of meeting minutes;
8. Lead performance review of Library Director;
9. Other duties as described in the Library Policy Manual.

Vice President – Duties include:

1. Act in the absence of the President as described above.

Secretary – Duties include:

1. Maintain accurate minutes of all meetings of the Board;
2. Provide minutes for Board approval;
3. Assure that minutes are filed appropriately.



To: West Fargo Public Library Board of Directors
From: Library Staff
Date: Thursday, January 13, 2022
Subject: 2023 Budget Planning Process
Action: Select a Board Member to serve as the Library representative on the Budget Team

**West Fargo Public Library
Board of Directors**

President

Liann Hanson

Vice President

Jodie Haring

Board member

Mandy George
City Commissioner

Board member

Alanna Rerick

Board member

Tony Stukel

Summary and Recommendation:

Developing and managing the Library budget is one of the most important duties of the Library Board and the Library Director. The Library is one of many City Departments. While the Library has a unique mission, it also serves the City's overall goals. In 2021, a joint team of City and Library representatives worked together to develop the 2022 budget.

This team consisted of:

- Commissioners Dardis and George – the holders of the finance portfolio and the library portfolio, respectively.
- Library Board President Alanna Rerick - the Board President is not obligated to serve as Board Representative in 2022.
- Library Director Carissa Hansen
- City Administrator Tina Fisk
- Finance Director Jim Larson

In order to start the 2023 budget planning process in a timely manner, the Budget Team needs to be formed during the next month.

Timeline:

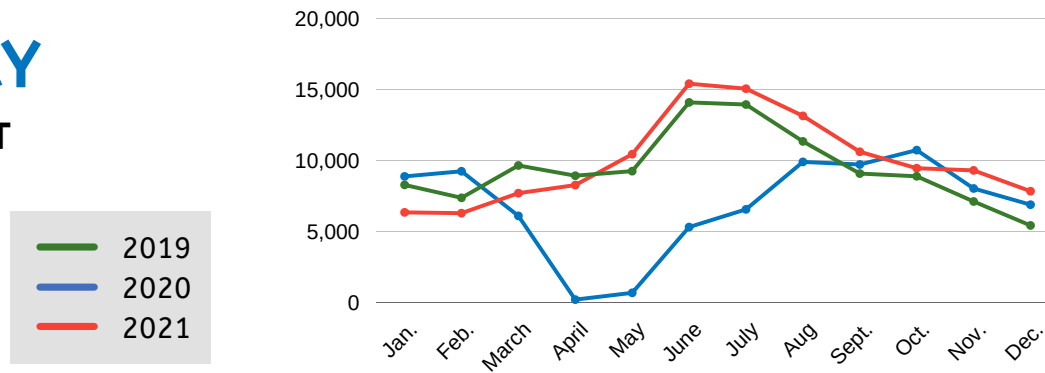
1. February 1-15: Library Budget Team meeting
 - a. Review 5-year needs projection for staffing, capital, and other operational impacts
 - b. Review revenue projection, including mill value projection
2. February 15-March 15: Library Director, Deputy Director, and Managers draft the budget request
3. March 15-31: Library Budget Team reviews draft budget request
4. April 15: Library Director submits budget request worksheet to Finance Department
5. May: Library Director presents draft budget to full Library Board

-
6. May 15-June 1: (Optional) Library Budget Team reviews draft budget request again after Board revisions
 7. June: Library Director presents revised budget to full Library Board for approval
 8. July: Library budget request included in proposed City budget presented to City Commission

WEST FARGO PUBLIC LIBRARY

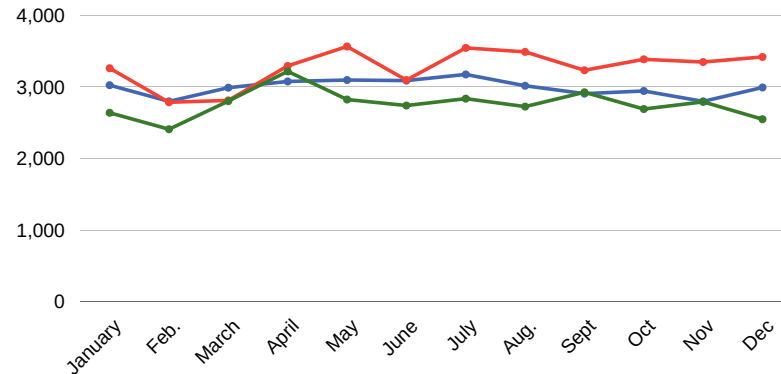
MONTHLY IMPACT REPORT DEC. 2021

PHYSICAL ITEM CIRCULATION



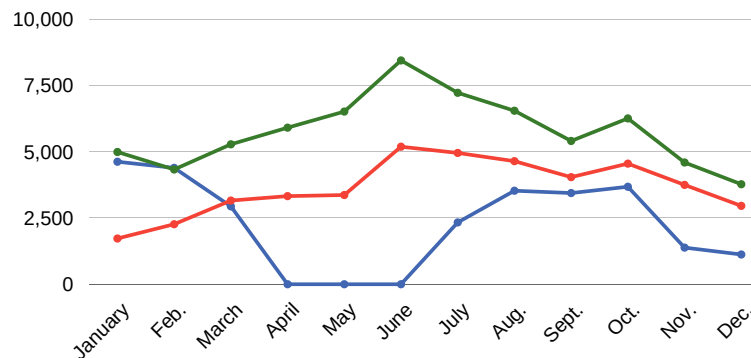
2021	2020	2019
6355	8890	8292
6299	9253	7391
7709	6107	9662
8279	203	8941
10457	682	9293
15429	5319	14109
17465	6567	13960
13159	9913	11359
10629	9730	9092
9544	10745	8899
9316	8041	7123
7847	6897	5433
122488	82347	113544

ELECTRONIC MATERIALS CIRCULATION



2021	2020	2019
3,259	3022	2637
2,783	2796	2407
2,810	2987	2800
3,291	3074	3215
3,562	3094	2822
3,093	3086	2738
3,542	3172	2834
3,487	3014	2723
3,230	2904	2923
3,383	2941	2689
3,345	2796	2789
3,416	2990	2547
39412	35876	33124

DOOR COUNT

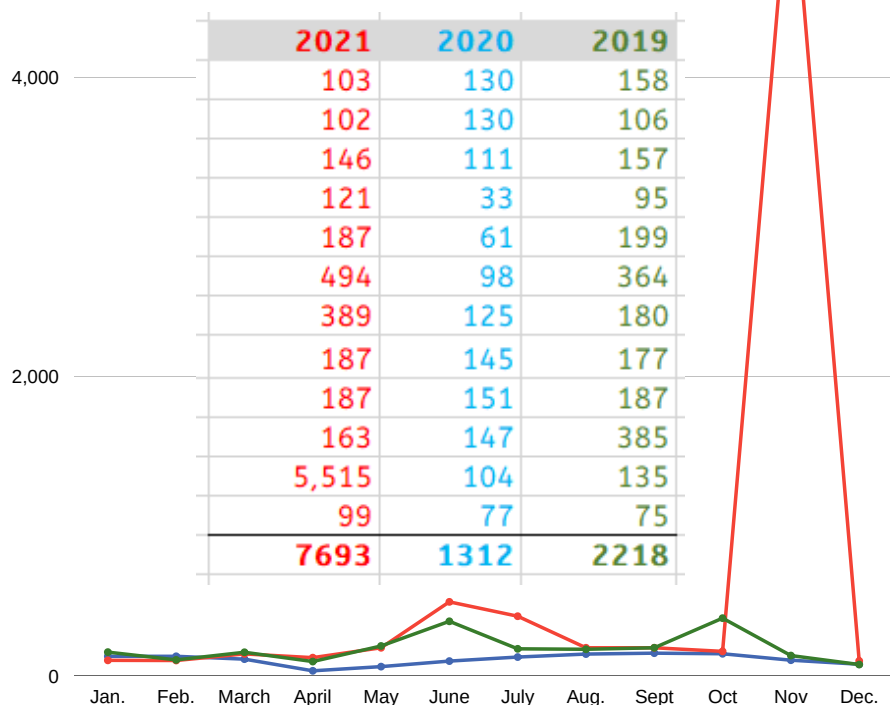


2021	2020	2019
1,725	4620	4988
2,264	4389	4328
3,156	2938	5277
3,223	0	5905
3,365	0	6512
5,187	0	8440
4,952	2331	7220
4,642	3527	6543
4,039	3439	5403
4,549	3677	6254
3,747	1382	4592
2,956	1122	3772
43805	27425	69234

LIBRARY CARD APPLICATIONS

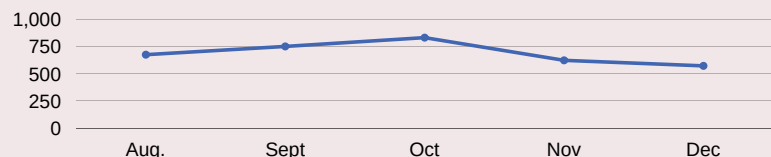
6,000

**The library saw a significant spike in cardholders in Nov. due to over 5000 WFPS students gaining access to WFPL services through a partnership with West Fargo Public Schools. Going forward, West Fargo Public Schools students are now able to opt into using their student ID number to access WFPL services multiple times a year.*



PATRON QUESTIONS

573



Every day, library staff answer dozens of patron questions on everything from technology and job search support to library account questions or finding their next read.

OUTREACH

ADULT OUTREACH

Locations Served 6

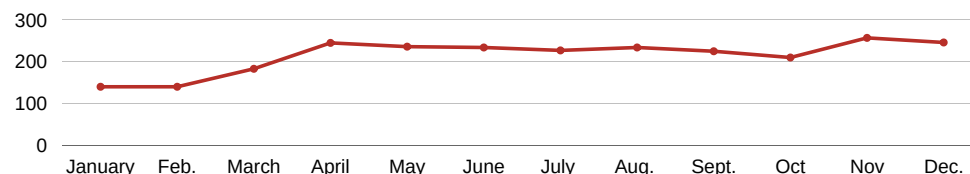
Patrons Served 40

DAYCARE OUTREACH & STORYTIME

Daycares Groups Served 21 (16 storytime groups, 5 book delivery locations)

Daycare storytime attendance 250

OUTREACH MATERIALS CIRCULATION



	Jan.	Feb.	March	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.
Daycares	140	140	140	159	110	140	140	140	140	120	120	120
Adults	n/a	n/a	43	86	96	94	87	94	85	90	137	126
2021 Total	140	140	183	245	236	234	227	234	225	210	257	246

Total outreach material circulation was not tracked monthly in 2019 or 2020.

STORIES OF PATRON IMPACT, DEC. 2021

A patron called and requested two DVDs. Amy told him that we would try to find both in our system or through interlibrary loan. He was worried about the cost of that service and she explained to him that this is one of the services that we provide and it would be free, which was shocking to him! We were able to get both movies for him and when he came in to pick them up, he said "I can't believe you were able to get them! You guys rock! I was in here another time and a lady helped me with printing and now you helped me get these and I didn't have to go out and buy them. I'm very impressed."

After getting help from Lyndi with some online job applications, a patron said "This is why I love this place. You girls are so helpful and understanding." He then went on to explain that he chooses to come to WFPL over other places that offer job resources because of this.

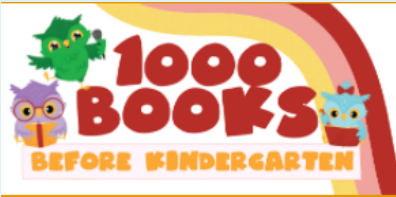
PROGRAMS

ADULT PROGRAMS

	Medium	Attendance
Technology Tutoring (Recurring)	Reference	4
Beginner Pine Needle Class	In-Person Onsite	8
Monday Night Readers Book Club	In-Person Onsite	9
Movie Screening: Scrooged	In-Person Onsite	2
Genealogy Assistance	Reference	2
Novel Afternoons Book Club	In-Person Onsite	12
Third Thursday Book Club	In-Person Onsite	6
Books & Brews Book Club	In-Person Offsite	6
Total		49

YOUTH PROGRAMS

	Medium	Attendance
Teen Pop-Up Programs (Recurring)	In-Person Onsite	0
Early Literacy Storytime (Recurring)	In-Person Onsite	69
Baby Boost Storytime (Recurring)	In-Person Onsite	49
Teen Craft Event	In-Person Onsite	12
Total		130



FAMILY & COMMUNITY EVENTS

	Medium	Attendance
West Fargo Events Tree Lighting	In-Person Offsite	82
Planetarium Event	In-Person Onsite	23
Holidays of the World Scavenger Hunt	Passive Program	42
Total		147



Making new friends is easy at Baby Boost Storytime!



12 middle school and high school students joined the fun at our DIY Gift Making Party, complete with snacks!



Dozens of families joined the celebration at the city's annual Tree Lighting at the POW/MIA Plaza.

BEANSTACK

Overall

West Fargo Public Library Overall Beanstack Service	Total Registered YTD 2818 (+9)	Active this Month 1797 (+10)
---	--	--

Active Challenges

	Total Registered
Cheney Middle School Reading Challenge	152
Liberty Middle School Reading Challenge	650
1000 Books Before Kindergarten Challenge	84
Horace High Hawks Reading Challenge	19
Total	905

Total Patron Book Reviews Submitted on Beanstack this month

6

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