



West Fargo Public Library Board of Directors
Regular Meeting Agenda
West Fargo City Hall Commission Chambers
2515 6th St E, West Fargo
Thursday, October 9, 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 – September 11, 2025
2. Approval of Financial Reports

Regular Agenda

Old Business

1. Final Budget Approval (**Action**)

New Business

1. Director's Report
2. Adjourn



West Fargo Public Library Board of Directors Meeting

West Fargo City Hall Commission Chambers

2515 6th St E, West Fargo ND

September 11, 2025, 5:00 p.m.

[YouTube recording](#)

Board Members Present: Liann Hanson, Tony Stukel, Commissioner Roben Anderson, Sara Westall, Tyler Erickson

Board Member Absent:

Also Present: Library Director Jenna Kahly, Youth Services Manager Lauren Nephew

I. **Call to Order**

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

II. **Order of the Agenda**

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

III. **Public Comment**

No members of the public signed up for public comment.

IV. **Consent Agenda**

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

- Approval of Minutes - August 14, 2025
- Approval of Financial Reports

Regular Agenda

Old Business

V. **Preliminary Budget Update**

- Kahly gave an update on the preliminary budget for 2026. An amount of \$8,079 was reallocated from the expenditure line "641 FURN & EQUIP-NON-DEPRECIATED <\$5000" to the lines "650 E RESOURCES" and "662 BOOKS." The initial sum in line 641 mistakenly included projected expenses from 2025 that were carried over. A total of \$3,000 was reallocated to e-resources, while \$5,079 was redirected to books.

New Business

VI. **Summer Boost Impact Report**

- Nephew presented a report on the library's summer programming and usage. The 2025 theme was "Color Our World." A total of 678 readers participated, accumulating 525,908 minutes of reading. The largest age group was children aged 6 to 11, with 291 participants, followed by adults aged 18 and older, with 179 participants. This summer saw consistent program attendance, with no decrease during July or August. Youth programs featured a weekly craft event, STEM activity, and four storytime sessions, along with numerous events specifically designed for teens. Storytime remained a popular recurring event at the library, attracting 1,431 attendees throughout June, July, and August.

- Nephew provided updates on the Library on Wheels, reporting an average of 22 visitors per stop and a total of 1,231 circulations on the LoW route.
- Nephew shared overall library usage statistics from the summer, reporting 20,580 visits to the library and 72,728 total circulations of library materials during June, July, and August 2025.

VII. Director's Report

Kahly provided a report of highlights and updates, including:

- Finances were 60% expended through August.
- Interviews were being conducted for the Adult Service Manager position.
- The library implemented a new SMS text notification system and upgraded email notices in August enhancing the communication experience and providing added benefits for patrons.
- Strategic planning was ongoing, with the next step involving managers setting goals and developing a reporting plan.
- Usage and statistics for both the satellite and main libraries continued to grow, including increases in physical circulation, door count, and new library cards issued.
- The library issued 2,186 new cards so far in 2025, surpassing the numbers from previous years.
- Circulation numbers continued to show an upward trend compared to previous years.
- In August, door count was down compared to 2024, while meeting room usage continued to trend upward. The process for meeting rooms at the Satellite was changed in August to make them more accessible for walk-in users.
- The Cash Wise book drop usage continued to fluctuate this summer, whereas the 24/7 book drops at the Main Library and City Hall were consistently heavily used.
- Library on Wheels route ended July 30.
- Friends of the Library book sale will be Saturday, Oct. 11.

Kahly shared plans for the carpet replacement project, scheduled to begin on Oct. 2. She said the library intends to remain open as much as possible during the project, shifting as many hours as possible to the Satellite Library to continue serving patrons during necessary closures.

VIII. Adjourn

Westall moved to adjourn, Erickson seconded. No opposition. Motion carried out at 5:36 p.m. The next meeting is Oct. 9, 2025, at 5 p.m. at the West Fargo City Hall Commission Chambers.



Revenues		Note	Revenue/Transfers		
Fund	Description		YTD Actual	Annual Budget	% Received
7000	PROPERTY TAXES		\$ 2,336,468	\$ 2,506,278	93%
7000	DISCOUNT PROPERTY TAXES		-	(105,264)	0%
7000	STATE AID		44,468	40,509	110%
7000	MISCELLANEOUS REVENUE		10,387	5,000	208%
7000	SPONSORSHIPS		16,344	5,000	327%
7000	INTEREST ON INVESTMENTS		157,520	50,000	315%
7000	GRANTS		81	-	0%
7000	DONATIONS		229	-	0%
7000	TRANSFER IN		-	150,000	0%
7010	Library Capital		-	-	0%
	Total Revenues		\$ 2,565,497	\$ 2,651,523	97%
			Expenditure/Transfers		
			YTD Actual	Annual Budget	% Spent
7000	Payroll Expenses		\$ 1,221,675	\$ 1,880,633	65%
7000	Employee Expenses		8,583	24,500	35%
7000	Professional		-	8,000	0%
7000	Building Expenses		114,404	164,051	70%
7000	Operations		59,504	100,511	59%
7000	Vehicle Expenses		37,100	51,119	73%
7000	Programming		7,789	18,500	42%
7000	Public Access		149,891	202,906	74%
7000	Capital Improvements		150,310	160,000	94%
7000	Promotions		9,512	14,680	65%
	Total Expenditures		\$ 1,758,769	\$ 2,624,900	67%
			Cash Balances		
			Beginning Bal	Change in Bal	Ending Bal
7000	Library		2,065,362.68	(194,392.73)	1,870,969.95
7010	Library Equipment & Maintenance		25,000.00	-	25,000.00
	Total Cash		\$ 2,090,363	\$ (194,393)	\$ 1,895,970

Notes to the Financials

Payroll Expenses	Permanent Emp Salaries; PT salaries; Social Security; Retirement; Workforce Safety Insurance; Unemployment; Health Insurance; Cost Allocation
Professional	Attorney; Consulting / Testing Fees
Building	Property Insurance; Building Rental; Insurance
Employee	Employee Development; Medical/Vaccines; Recruitment / Employee Testing; Professional Publications; Memberships
Operations	Telephone; Office Supplies; Service Agreements - Contracts; Misc; Technology; Supplies; Furn & Equip-Non Depreciated <\$5000; Postal Meter Rent
Vehicle	Gas and Oil; Vehicles Maintenance;
Programming	Programming
Public Access	E Resources; Books; Magazines; Audio Video; Library of Things;
CIP	Capital Improvements; Furn & Equip Depreciated >\$5000
Promotions	Printing; Promotional Activities

Fund	Fund Description	Account	Account Description	Received			Revenue to be Received
				Current Month	Received YTD	Estimated Revenue	
7000	LIBRARY	310001	PROPERTY TAXES	1,911.72	2,336,467.53	2,506,278.00	169,810.47
7000	LIBRARY	310002	DISCOUNT PROPERTY TAXES	0.00	0.00	-105,264.00	-105,264.00
7000	LIBRARY	335600	STATE AID	0.00	44,468.47	40,509.00	-3,959.47
7000	LIBRARY	360000	MISCELLANEOUS REVENUE	678.24	10,387.36	5,000.00	-5,387.36
7000	LIBRARY	360100	SPONSORSHIPS	0.00	16,343.61	5,000.00	-11,343.61
7000	LIBRARY	361000	INTEREST ON INVESTMENTS	0.00	157,519.58	50,000.00	-107,519.58
7000	LIBRARY	363400	GRANTS	0.00	80.98	0.00	-80.98
7000	LIBRARY	375000	DONATIONS	0.00	229.00	0.00	-229.00
7000	LIBRARY	383000	TRANSFER IN	0.00	0.00	150,000.00	150,000.00
				2,589.96	2,565,496.53	2,651,523.00	

Statement of Expenditure - Budget vs. Actual Report

For the Accounting Period: 9 / 25

Fund	Account	Object	Committed YTD	Current Appropriation	
7000 LIBRARY	411600 LIBRARY	110 PERMANENT EMP SALARIES	835,402.66	1,210,859.00	Payroll
7000 LIBRARY	411600 LIBRARY	114 PART TIME SALARIES	61,508.21	102,287.00	Payroll
7000 LIBRARY	411600 LIBRARY	220 SOCIAL SECURITY	66,464.76	100,456.00	Payroll
7000 LIBRARY	411600 LIBRARY	230 RETIREMENT	133,412.60	196,886.00	Payroll
7000 LIBRARY	411600 LIBRARY	240 WORKFORCE SAFETY INSURANCE	2,068.26	2,996.00	Payroll
7000 LIBRARY	411600 LIBRARY	250 UNEMPLOYMENT	0.00	500.00	Payroll
7000 LIBRARY	411600 LIBRARY	312 ATTORNEY	0.00	5,000.00	Professional
7000 LIBRARY	411600 LIBRARY	320 HEALTH INSURANCE	122,818.96	266,649.00	Payroll
7000 LIBRARY	411600 LIBRARY	321 PROPERTY INSURANCE	4,428.36	0.00	Building
7000 LIBRARY	411600 LIBRARY	333 BUILDING RENTAL	109,976.13	161,051.00	Building
7000 LIBRARY	411600 LIBRARY	340 EMPLOYEE DEVELOPMENT	6,582.30	15,950.00	Employee
7000 LIBRARY	411600 LIBRARY	356 TELEPHONE	1,716.69	3,060.00	Operations
7000 LIBRARY	411600 LIBRARY	387 MEDICAL/VACCINES	0.00	500.00	Employee
7000 LIBRARY	411600 LIBRARY	399 RECRUITMENT/EMPLOYMENT TESTING	0.00	3,000.00	Employee
7000 LIBRARY	411600 LIBRARY	410 OFFICE SUPPLIES	8,614.36	15,000.00	Operations
7000 LIBRARY	411600 LIBRARY	424 GAS AND OIL	191.01	2,000.00	vehicle
7000 LIBRARY	411600 LIBRARY	427 VEHICLES MAINTENANCE	710.38	1,200.00	vehicle
7000 LIBRARY	411600 LIBRARY	428 SERVICE AGREEMENTS-CONTRACTS	7,828.64	11,952.00	Operations
7000 LIBRARY	411600 LIBRARY	490 MISC	60.99	500.00	Operations
7000 LIBRARY	411600 LIBRARY	497 TECHNOLOGY	28,395.51	45,199.00	Operations
7000 LIBRARY	411600 LIBRARY	500 SUPPLIES	0.00	500.00	Operations
7000 LIBRARY	411600 LIBRARY	641 FURN & EQUIP-NON DEPRECIATED <\$5000	4,160.67	10,000.00	Operations
7000 LIBRARY	411600 LIBRARY	644 POSTAL METER RENT	0.00	1,200.00	Operations
7000 LIBRARY	411600 LIBRARY	648 PROFESSIONAL PUBLICATIONS	0.00	1,000.00	Employee
7000 LIBRARY	411600 LIBRARY	649 PROGRAMMING	7,788.63	18,500.00	Programming
7000 LIBRARY	411600 LIBRARY	650 E RESOURCES	60,927.11	42,261.00	Public Access
7000 LIBRARY	411600 LIBRARY	653 CAPITAL IMPROVEMENTS	101,634.11	150,000.00	CIP
7000 LIBRARY	411600 LIBRARY	661 POSTAGE/FREIGHT/SHIPPING	7,417.10	11,000.00	Operations
7000 LIBRARY	411600 LIBRARY	662 BOOKS	65,945.51	107,245.00	Public Access
7000 LIBRARY	411600 LIBRARY	663 MAGAZINES	4,564.72	4,700.00	Public Access
7000 LIBRARY	411600 LIBRARY	664 AUDIO VIDEO	11,815.21	16,250.00	Public Access
7000 LIBRARY	411600 LIBRARY	667 MEMBERSHIPS	2,001.00	4,050.00	Employee
7000 LIBRARY	411600 LIBRARY	668 PRINTING	394.13	1,000.00	Promotions
7000 LIBRARY	411600 LIBRARY	669 INSURANCE	0.00	3,000.00	Building
7000 LIBRARY	411600 LIBRARY	672 EMERGENCY MEDICAL SUPPLIES	527.29	350.00	Operations
7000 LIBRARY	411600 LIBRARY	680 Library of Things	3,208.81	4,500.00	Public Access
7000 LIBRARY	411600 LIBRARY	689 PROMOTIONAL ACTIVITIES	9,117.94	13,680.00	Promotions
7000 LIBRARY	411600 LIBRARY	724 CONSULTING/TESTING FEES	0.00	3,000.00	Professional
7000 LIBRARY	411600 LIBRARY	740 SERVICE CHARGES	783.20	1,750.00	Operations
7000 LIBRARY	411600 LIBRARY	864 FURN & EQUIP DEPRECIATED >\$5,000	48,675.44	0.00	CIP
7000 LIBRARY	411600 LIBRARY	880 COST ALLOCATIONS	36,198.72	47,919.00	vehicle
7000 LIBRARY	411600 LIBRARY	890 TRANSFERS OUT	0.00	10,000.00	CIP
7000 LIBRARY	411600 LIBRARY	901 CATALOGING	2,768.64	2,950.00	Public Access
7000 LIBRARY	411600 LIBRARY	994 ODIN	660.67	25,000.00	Public Access

1,758,768.72

2,624,900.00

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								
110 PERMANENT EMP SALARIES								
JV 5962136		Payroll 08/08/2025	/ /	44,821.55	8/25			
JV 5967130		Payroll 08/22/2025	/ /	44,086.20	8/25			
		Object Total:		88,907.75	748,659.78	1,210,859.00	462,199.22	62%
114 PART TIME SALARIES								
JV 5962137		Payroll 08/08/2025	/ /	3,770.47	8/25			
JV 5967131		Payroll 08/22/2025	/ /	3,577.59	8/25			
		Object Total:		7,348.06	54,894.89	102,287.00	47,392.11	54%
220 SOCIAL SECURITY								
JV 5962138		Payroll 08/08/2025	/ /	3,594.76	8/25			
JV 5967132		Payroll 08/22/2025	/ /	3,523.70	8/25			
		Object Total:		7,118.46	59,568.11	100,456.00	40,887.89	59%
230 RETIREMENT								
JV 5962139		Payroll 08/08/2025	/ /	6,958.45	8/25			
JV 5967133		Payroll 08/22/2025	/ /	7,074.51	8/25			
		Object Total:		14,032.96	119,355.86	196,886.00	77,530.14	61%
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 5962140		Payroll 08/08/2025	/ /	6,960.26	8/25			
JV 5967134		Payroll 08/22/2025	/ /	6,960.07	8/25			
		Object Total:		13,920.33	108,898.63	266,649.00	157,750.37	41%
321 PROPERTY INSURANCE								
		Object Total:	/ /	0.00	4,428.36	0.00	-4,428.36	%
333 BUILDING RENTAL								
CL 127070 2	-96721	Aug 2025 Lease - Satellite Lib	08/01/25	2,777.43	8/25	5229	AMB INVESTMENTS, LLC	
CL 127462 1	-96362	SEPTEMBER RENT	08/25/25	10,333.50	8/25	549	WF PUB SCHOOLS DIST #6	
		Object Total:		13,110.93	106,888.65	161,051.00	54,162.35	66%
340 EMPLOYEE DEVELOPMENT								
		Object Total:	/ /	0.00	6,582.30	15,950.00	9,367.70	41%

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 127361 31 -96466	July 2025 - library	07/08/25	187.14	8/25	3668 VERIZON WIRELESS		
	Object Total:		187.14		1,462.62	3,060.00	1,597.38 48%
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 1794 3	LEASE FOR WATER MACHINES	999999 07/15/25	100.00	8/25	3161 VISA LIBRARY #1		
CC 1794 6	STORAGE SHELF/CLIPBOARDS	3490 07/27/25	44.10	8/25	3161 VISA LIBRARY #1		
CC 1794 8	EXTENSION CORD	3490 07/30/25	9.69	8/25	3161 VISA LIBRARY #1		
CC 1796 3	BOWLS FOR BREAKROOM	3701 07/28/25	17.67	8/25	3162 VISA LIBRARY #2		
CC 1798 1	PADS ON A ROLL	999999 07/03/25	247.93	8/25	4576 VISA LIBRARY #3		
CL 127458 1 -96365	PAPER TOWELS;TISSUES	08/15/25	54.74	8/25	351 BUSINESS ESSENTIALS		
CL 127459 1 117233	PLASTIC PRINCETON FILE/VOX BKS	08/11/25	82.05	8/25	77 DEMCO INC		
	Object Total:		556.18		7,856.44	15,000.00	7,143.56 52%
420 OPERATION & MAINTENANCE		/ /					
	Object Total:		0.00		0.00	0.00	0.00 %
424 GAS AND OIL							
JV 5957 12	July fuel usage allocation	/ /	53.69	8/25			
	Object Total:		53.69		191.01	2,000.00	1,808.99 10%
427 VEHICLES MAINTENANCE							
CL 127256 1 -96511	FILTERS	07/29/25	6.77	8/25	2931 AUTO VALUE PARTS STORES		
	Object Total:		6.77		710.38	1,200.00	489.62 59%
428 SERVICE AGREEMENTS-CONTRACTS		/ /					
	Object Total:		0.00		6,970.02	11,952.00	4,981.98 58%
490 MISC							
CL 127465 1 117259	DAMAGED BOOK	08/28/25	24.99	8/25	5620 LAKOTA CITY LIBRARY		
	Object Total:		24.99		60.99	500.00	439.01 12%
497 TECHNOLOGY							
CL 127406 4 -96378	1 Antenna - Library	08/20/25	372.24	8/25	5618 RCN TECHNOLOGIES		
CL 127406 8 -96378	1 Cradlepoint subs - Library	08/20/25	880.00	8/25	5618 RCN TECHNOLOGIES		
	Object Total:		1,252.24		19,426.71	45,199.00	25,772.29 43%
500 SUPPLIES		/ /					
	Object Total:		0.00		0.00	500.00	500.00 %

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

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice	Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
640 FURNITURE & EQUIPMENT									
			/ /						
Object Total:					0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000									
CL 127458	2	-96365 NEW CIRC DESKS		08/25/25	1,971.61	8/25 351	BUSINESS ESSENTIALS		
CL 127458	3	-96365 NEW CIRC DESKS		08/25/25	645.49	8/25 351	BUSINESS ESSENTIALS		
Object Total:					2,617.10	4,097.16	10,000.00	5,902.84	41%
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 1794	1	PROGRAM SUPPLIES	4105	07/10/25	28.97	8/25 3161	VISA LIBRARY #1		
CC 1794	5	YP SUPPLIES	3490	07/19/25	67.69	8/25 3161	VISA LIBRARY #1		
CC 1794	7	AS D&D ADVENTURE BOOK	3490	07/27/25	37.58	8/25 3161	VISA LIBRARY #1		
Object Total:					134.24	7,631.26	18,500.00	10,868.74	41%
650 E RESOURCES									
CL 127463	1	-96361 EBOOK		08/12/25	454.10	8/25 2126	OVERDRIVE, INC		
CL 127463	2	-96361 AUDIOBOOK		08/12/25	954.22	8/25 2126	OVERDRIVE, INC		
Object Total:					1,408.32	52,829.97	42,261.00	-10,568.97	125%
653 CAPITAL IMPROVEMENTS									
			/ /						
Object Total:					0.00	101,634.11	150,000.00	48,365.89	68%
661 POSTAGE/FREIGHT/SHIPPING									
CL 127457	1	-96366 POSTAGE - ACCT#43560960		08/28/25	1,500.00	8/25 1483	PITNEY BOWES BANK INC -		
Object Total:					1,500.00	7,229.46	11,000.00	3,770.54	66%
662 BOOKS									
CC 1794	4	BOOKS	3490	07/19/25	66.33	8/25 3161	VISA LIBRARY #1		
CL 127334	1	-96472 BOOKS		07/21/25	407.65	8/25 4592	INGRAM LIBRARY SERVICES		
CL 127334	2	-96472 BOOKS		07/21/25	340.28	8/25 4592	INGRAM LIBRARY SERVICES		
CL 127334	3	-96472 BOOKS		07/21/25	18.23	8/25 4592	INGRAM LIBRARY SERVICES		
CL 127334	4	-96472 BOOKS		07/21/25	31.43	8/25 4592	INGRAM LIBRARY SERVICES		
CL 127334	5	-96472 BOOKS		07/21/25	15.40	8/25 4592	INGRAM LIBRARY SERVICES		
CL 127334	6	-96472 BOOKS		07/21/25	16.50	8/25 4592	INGRAM LIBRARY SERVICES		
CL 127334	7	-96472 BOOKS		07/30/25	12.05	8/25 4592	INGRAM LIBRARY SERVICES		
CL 127334	8	-96472 BOOKS		07/30/25	137.95	8/25 4592	INGRAM LIBRARY SERVICES		
CL 127334	9	-96472 BOOKS		07/30/25	1,395.02	8/25 4592	INGRAM LIBRARY SERVICES		
CL 127334	10	-96472 BOOKS		07/30/25	19.62	8/25 4592	INGRAM LIBRARY SERVICES		
CL 127334	11	-96472 BOOKS		07/31/25	25.10	8/25 4592	INGRAM LIBRARY SERVICES		
CL 127334	12	-96472 BOOKS		08/01/25	12.97	8/25 4592	INGRAM LIBRARY SERVICES		
CL 127334	13	-96472 BOOKS		08/01/25	13.51	8/25 4592	INGRAM LIBRARY SERVICES		
CL 127334	14	-96472 BOOKS		08/01/25	13.75	8/25 4592	INGRAM LIBRARY SERVICES		
CL 127334	15	-96472 BOOKS		08/01/25	15.26	8/25 4592	INGRAM LIBRARY SERVICES		
CL 127334	16	-96472 BOOKS		08/01/25	12.91	8/25 4592	INGRAM LIBRARY SERVICES		
CL 127334	17	-96472 BOOKS		08/01/25	12.37	8/25 4592	INGRAM LIBRARY SERVICES		
CL 127334	18	-96472 BOOKS		08/01/25	53.24	8/25 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 127334	19	-96472 BOOKS		08/01/25	19.34	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	20	-96472 BOOKS		08/04/25	47.99	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	21	-96472 BOOKS		08/04/25	39.65	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	22	-96472 BOOKS		08/04/25	12.68	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	23	-96472 BOOKS		08/04/25	10.51	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	24	-96472 BOOKS		08/04/25	33.97	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	25	-96472 BOOKS		08/04/25	42.00	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	26	-96472 BOOKS		08/04/25	37.31	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	27	-96472 BOOKS		08/04/25	33.96	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	28	-96472 BOOKS		08/04/25	27.08	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	29	-96472 BOOKS		08/04/25	42.97	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	30	-96472 BOOKS		08/04/25	29.65	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	31	-96472 BOOKS		08/04/25	20.42	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	32	-96472 BOOKS		08/04/25	14.50	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	33	-96472 BOOKS		08/05/25	28.58	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	34	-96472 BOOKS		08/05/25	95.46	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	35	-96472 BOOKS		08/05/25	37.10	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	36	-96472 BOOKS		08/05/25	15.65	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	37	-96472 BOOKS		08/05/25	31.20	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	38	-96472 BOOKS		08/06/25	18.34	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	39	-96472 BOOKS		08/06/25	27.68	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	40	-96472 BOOKS		08/06/25	20.58	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	41	-96472 BOOKS		08/06/25	26.83	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	42	-96472 BOOKS		08/06/25	20.09	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	43	-96472 BOOKS		08/06/25	39.95	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	44	-96472 BOOKS		08/06/25	29.94	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	45	-96472 BOOKS		08/06/25	30.40	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	46	-96472 BOOKS		08/07/25	17.78	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	47	-96472 BOOKS		08/07/25	111.35	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	48	-96472 BOOKS		08/07/25	12.81	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	49	-96472 BOOKS		08/07/25	19.88	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	50	-96472 BOOKS		08/07/25	10.94	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	51	-96472 BOOKS		08/07/25	46.88	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127334	52	-96472 BOOKS		08/07/25	17.83	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127466	1	-96359 BOOKS		08/11/25	21.83	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127466	2	-96359 BOOKS		08/11/25	14.27	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127466	3	-96359 BOOKS		08/11/25	38.53	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127466	4	-96359 BOOKS		08/12/25	37.32	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127466	5	-96359 BOOKS		08/12/25	28.57	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127466	6	-96359 BOOKS		08/14/25	105.09	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127466	7	-96359 BOOKS		08/14/25	528.59	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127466	8	-96359 BOOKS		08/14/25	18.21	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127466	9	-96359 BOOKS		08/14/25	21.23	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127466	10	-96359 BOOKS		08/15/25	46.04	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127466	11	-96359 BOOKS		08/20/25	153.98	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127466	12	-96359 BOOKS		08/20/25	197.45	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127466	13	-96359 BOOKS		08/20/25	174.69	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127466	14	-96359 BOOKS		08/20/25	397.63	8/25	4592 INGRAM LIBRARY SERVICES		

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

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice Date	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 127466	15	-96359 BOOKS		08/20/25	286.62	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127466	16	-96359 BOOKS		08/26/25	19.44	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127466	17	-96359 BOOKS		08/27/25	12.40	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127466	18	-96359 BOOKS		08/27/25	236.04	8/25	4592 INGRAM LIBRARY SERVICES		
CL 127466	19	-96359 BOOKS		08/27/25	749.89	8/25	4592 INGRAM LIBRARY SERVICES		
		Object Total:			6,778.69		61,756.96	107,245.00	45,488.04 58%
663 MAGAZINES									
		Object Total:		/ /	0.00		4,700.00	4,700.00	135.28 97%
664 AUDIO VIDEO									
CL 127318	1	117122 VOX BOOKS		07/25/25	692.14	8/25	1695 BAKER & TAYLOR		
CL 127319	1	-96482 DVD		07/30/25	14.52	8/25	1854 MIDWEST TAPE		
CL 127319	2	-96482 DVD		07/30/25	232.98	8/25	1854 MIDWEST TAPE		
CL 127319	3	-96482 DVD		08/05/25	121.33	8/25	1854 MIDWEST TAPE		
CL 127319	4	-96482 DVD		08/05/25	120.71	8/25	1854 MIDWEST TAPE		
CL 127464	1	-96360 DVD		08/12/25	107.73	8/25	1854 MIDWEST TAPE		
CL 127464	2	-96360 DVD		08/12/25	74.81	8/25	1854 MIDWEST TAPE		
CL 127464	3	-96360 DVD		08/20/25	104.13	8/25	1854 MIDWEST TAPE		
CL 127464	4	-96360 DVD		08/20/25	108.18	8/25	1854 MIDWEST TAPE		
CL 127464	5	-96360 DVD		08/27/25	52.48	8/25	1854 MIDWEST TAPE		
CL 127464	6	-96360 DVD		08/27/25	195.51	8/25	1854 MIDWEST TAPE		
		Object Total:			1,824.52		10,657.36	16,250.00	5,592.64 66%
667 MEMBERSHIPS									
		Object Total:		/ /	0.00		1,554.00	4,050.00	2,496.00 38%
668 PRINTING									
CL 127461	1	-96363 LETTERHEAD		06/30/25	297.66	8/25	2885 SHORTPRINTER		
		Object Total:			297.66		394.13	1,000.00	605.87 39%
669 INSURANCE									
		Object Total:		/ /	0.00		0.00	3,000.00	3,000.00 %
672 EMERGENCY MEDICAL SUPPLIES									
CL 127460	1	-96364 REFILL FIRST AID KIT		08/17/25	177.62	8/25	756 NELCO FIRST AID		
		Object Total:			177.62		527.29	350.00	-177.29 151%
680 Library of Things									
CC 1796	1	HOTSPOT REPLACEMENT	999999	07/02/25	66.00	8/25	3162 VISA LIBRARY #2		
		Object Total:			66.00		1,156.81	4,500.00	3,343.19 26%
689 PROMOTIONAL ACTIVITIES									
CC 1794	2	SANDWICH FOLDING SIGNS	3490	07/10/25	204.55	8/25	3161 VISA LIBRARY #1		
CC 1796	2	STRETCH TABLE COVERS	999999	07/10/25	320.60	8/25	3162 VISA LIBRARY #2		
CC 1798	2	PROMOTIONS OF EVENTS	999999	07/31/25	141.48	8/25	4576 VISA LIBRARY #3		
		Object Total:			666.63		9,105.80	13,680.00	4,574.20 67%
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							
JV 5980 1	FIBT TSYS/TRANSFIRST AUG	/ /	97.90	8/25			
	Object Total:		97.90	783.20	1,750.00	966.80	45%
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	2,768.64	2,950.00	181.36	94%
994 ODIN		/ /					
	Object Total:		0.00	0.00	25,000.00	25,000.00	%
	Account Total:		162,088.18	1,579,477.64	2,624,900.00	1,045,422.36	
	Fund Total:		162,088.18	1,579,477.64	2,624,900.00	1,045,422.36	

***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 LI BRARY							
411600 LI BRARY							
110 PERMANENT EMP SALARIES							
JV 6003139	Payrol	09/05/2025	-745.68	9/25			
JV 6003140	Payrol	09/05/2025	43,783.22	9/25			
JV 6044130	Payrol	09/19/2025	-77.95	9/25			
JV 6044131	Payrol	09/19/2025	43,783.29	9/25			
	Object Total:		86,742.88	835,402.66	1,210,859.00	375,456.34	69%
114 PART TIME SALARIES							
JV 6003141	Payrol	09/05/2025	3,436.01	9/25			
JV 6044132	Payrol	09/19/2025	3,177.31	9/25			
	Object Total:		6,613.32	61,508.21	102,287.00	40,778.79	60%
220 SOCIAL SECURITY							
JV 6003142	Payrol	09/05/2025	3,432.66	9/25			
JV 6044133	Payrol	09/19/2025	3,463.99	9/25			
	Object Total:		6,896.65	66,464.76	100,456.00	33,991.24	66%
230 RETIREMENT							
JV 6003143	Payrol	09/05/2025	6,974.08	9/25			
JV 6044134	Payrol	09/19/2025	7,082.66	9/25			
	Object Total:		14,056.74	133,412.60	196,886.00	63,473.40	68%
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 6003144	Payrol	09/05/2025	6,960.26	9/25			
JV 6044135	Payrol	09/19/2025	6,960.07	9/25			
	Object Total:		13,920.33	122,818.96	266,649.00	143,830.04	46%
321 PROPERTY INSURANCE							
	Object Total:		0.00	4,428.36	0.00	-4,428.36	%
333 BUILDING RENTAL							
CL 127535 2 -96401	Sept 2025 Lease - Satellite Li	09/01/25	2,777.43	9/25	5229 AMB INVESTMENTS, LLC		
CL 128117 1	9/2025 ADDITIONAL RENT AMOUNT	09/23/25	310.05	9/25	549 WF PUB SCHOOLS DIST #6		
	Object Total:		3,087.48	109,976.13	161,051.00	51,074.87	68%

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

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice Date	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LI BRARY 411600 LIBRARY 340 EMPLOYEE DEVELOPMENT				/ /					
			Object Total:		0.00	6,582.30	15,950.00	9,367.70	41%
356 TELEPHONE									
CL 127840 33	-96149	aug 2025 - library		08/08/25	198.55	9/25	3668 VERI ZON WI RELESS		
CL 127840 36	-96149	aug 2025 - new CP for lib (1)		08/08/25	55.52	9/25	3668 VERI ZON WI RELESS		
			Object Total:		254.07	1,716.69	3,060.00	1,343.31	56%
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 1817 4		EARBUDS	3490	08/17/25	32.99	9/25	3161 VISA LIBRARY #1		
CC 1818 8		BARCODE	999999	08/29/25	153.69	9/25	3162 VISA LIBRARY #2		
CL 127754 1	117343	LABEL PROTECTORS		09/02/25	272.45	9/25	77 DEMCO INC		
CL 127763 1	-96177	COPY PAPER/BIC PENS		09/09/25	152.20	9/25	351 BUSINESS ESSENTIALS		
CL 128115 1		COPY PAPER/CORRECTION TAPE		09/22/25	146.59	9/25	351 BUSINESS ESSENTIALS		
			Object Total:		757.92	8,614.36	15,000.00	6,385.64	57%
420 OPERATION & MAINTENANCE				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
424 GAS AND OIL									
JV 5978 12		August fuel usage allocation		/ /		9/25			
			Object Total:		0.00	191.01	2,000.00	1,808.99	10%
427 VEHICLES MAINTENANCE				/ /					
			Object Total:		0.00	710.38	1,200.00	489.62	59%
428 SERVICE AGREEMENTS-CONTRACTS									
CL 127758 1	117362	LEASE AGREEMENT FOR PRINTERS		08/28/25	627.62	9/25	5349 MARCO TECHNOLOGIES, LLC		
CL 127762 1	-96178	SHIPNG CUBE LEASE 72425-102325		09/01/25	231.00	9/25	384 PITNEY BOWES GLOBAL		
			Object Total:		858.62	7,828.64	11,952.00	4,123.36	66%
490 MI SC				/ /					
			Object Total:		0.00	60.99	500.00	439.01	12%
497 TECHNOLOGY									
CC 1818 2		GRAMMERLY	999999	08/09/25	144.00	9/25	3162 VISA LIBRARY #2		
CL 127757 1	-96181	ADULT SERVICE MANGR LAPTOP		08/30/25	954.00	9/25	4767 LENOVO (UNITED STATES) INC.		
CL 127757 2	-96181	ADULT SERVICE MANGR MONI TOR		08/31/25	373.80	9/25	4767 LENOVO (UNITED STATES) INC.		
CL 127760 1	-96180	ANNUAL RENEWAL		09/10/25	7,497.00	9/25	5283 ASANA INC		

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

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice Date	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LI BRARY									
411600 LIBRARY									
9/10/25-9/9/26									
500		SUPPLIES	Object Total:		8,968.80	28,395.51	45,199.00	16,803.49	63%
			/ /						
640		FURNITURE & EQUIPMENT	Object Total:		0.00	0.00	500.00	500.00	%
			/ /						
641		FURN & EQUIP-NON DEPRECIATED <\$5000	Object Total:		0.00	0.00	0.00	0.00	%
CC 1817 3		SECURITY MIRROR	3490	08/14/25	63.51	9/25 3161	VISA LIBRARY #1		
			Object Total:		63.51	4,160.67	10,000.00	5,839.33	42%
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 1817 1		KEYCHAIN MAKING KIT	3490	08/05/25	11.98	9/25 3161	VISA LIBRARY #1		
CC 1817 2		PROGRAM SUPPLIES	4105	08/07/25	53.64	9/25 3161	VISA LIBRARY #1		
CC 1817 5		PROGRAM SUPPLIES	3701	08/20/25	35.83	9/25 3161	VISA LIBRARY #1		
CC 1818 1		PROGRAM SUPPLIES	4209	08/05/25	55.92	9/25 3162	VISA LIBRARY #2		
			Object Total:		157.37	7,788.63	18,500.00	10,711.37	42%
650		E RESOURCES	/ /						
CL 127755 1	-96183	CONSUMER REPORTS		09/03/25	2,800.00	9/25 3091	EBSCO INFORMATION SERVICES		
		10/1/25 - 9/3							
CL 127756 1	-96182	ANNL MANT SBSRP		09/01/25	3,256.49	9/25 2089	ENVISIONWARE, INC		
		120125-113026							
CL 128116 1		EBOOKS		09/12/25	249.98	9/25 2126	OVERDRIVE, INC		
CL 128116 2		AUDIOBOOKS		09/12/25	760.22	9/25 2126	OVERDRIVE, INC		
CL 128116 3		EBOOKS		09/25/25	327.47	9/25 2126	OVERDRIVE, INC		
CL 128116 4		AUDIOBOOKS		09/25/25	753.49	9/25 2126	OVERDRIVE, INC		
CL 128116 5		CREDIT		09/25/25	-50.51	9/25 2126	OVERDRIVE, INC		
			Object Total:		8,097.14	60,927.11	42,261.00	-18,666.11	144%
653		CAPITAL IMPROVEMENTS	/ /						
			Object Total:		0.00	101,634.11	150,000.00	48,365.89	68%
661		POSTAGE/FREIGHT/SHIPPING	/ /						
CC 1818 6		SHIP GRAPHIC MEDICINE	5589	08/19/25	187.64	9/25 3162	VISA LIBRARY #2		
		DISPLAY							
			Object Total:		187.64	7,417.10	11,000.00	3,582.90	67%
662		BOOKS	/ /						
CL 127766 1	-96175	BOOKS		08/13/25	18.20	9/25 4592	INGRAM LIBRARY SERVICES		
CL 127766 2	-96175	BOOKS		08/13/25	16.95	9/25 4592	INGRAM LIBRARY SERVICES		
CL 127766 3	-96175	BOOKS		08/13/25	25.99	9/25 4592	INGRAM LIBRARY SERVICES		
CL 127766 4	-96175	BOOKS		08/13/25	27.38	9/25 4592	INGRAM LIBRARY SERVICES		
CL 127766 5	-96175	BOOKS		08/13/25	43.67	9/25 4592	INGRAM LIBRARY SERVICES		
CL 127766 6	-96175	BOOKS		08/13/25	77.36	9/25 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 LI BRARY								
411600 LI BRARY								
CL 127766	7	-96175 BOOKS	08/21/25	18.11	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127766	8	-96175 BOOKS	08/21/25	230.34	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127766	9	-96175 BOOKS	08/22/25	21.71	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127766	10	-96175 BOOKS	08/22/25	144.41	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127766	11	-96175 BOOKS	08/22/25	27.59	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127766	12	-96175 BOOKS	08/22/25	22.56	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127766	13	-96175 BOOKS	08/22/25	44.03	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127766	14	-96175 BOOKS	08/22/25	78.66	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127766	15	-96175 BOOKS	08/28/25	15.94	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127766	16	-96175 BOOKS	08/28/25	21.29	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127766	17	-96175 BOOKS	08/28/25	84.96	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127766	18	-96175 BOOKS (CREDI T)	11/30/23	-18.20	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127766	19	-96175 BOOKS (CREDI T)	11/30/23	-17.18	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127766	20	-96175 BOOKS (CREDI T)	06/02/25	-13.86	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127766	21	-96175 BOOKS (CREDI T)	06/02/25	-10.26	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127766	22	-96175 BOOKS(CREDI T)	06/02/25	-12.26	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127766	23	-96175 BOOKS(CREDI T)	06/02/25	-41.44	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127766	24	-96175 BOOKS(CREDI T)	06/02/25	-182.22	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	1	-96071 BOOKS	09/10/25	52.49	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	2	-96071 BOOKS	09/10/25	9.60	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	3	-96071 BOOKS	09/10/25	87.43	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	4	-96071 BOOKS	09/10/25	20.51	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	5	-96071 BOOKS	09/10/25	13.87	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	6	-96071 BOOKS	09/10/25	54.17	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	7	-96071 BOOKS	09/10/25	57.61	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	8	-96071 BOOKS	09/10/25	26.92	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	9	-96071 BOOKS	09/10/25	28.18	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	10	-96071 BOOKS	09/09/25	11.83	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	11	-96071 BOOKS	09/02/25	37.20	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	12	-96071 BOOKS	09/02/25	40.05	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	13	-96071 BOOKS	09/02/25	26.21	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	14	-96071 BOOKS	09/02/25	44.08	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	15	-96071 BOOKS	09/02/25	98.42	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	16	-96071 BOOKS	09/02/25	20.39	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	17	-96071 BOOKS	09/02/25	189.76	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	18	-96071 BOOKS	09/03/25	13.26	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	19	-96071 BOOKS	09/03/25	39.34	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	20	-96071 BOOKS	09/03/25	76.88	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	21	-96071 BOOKS	09/03/25	349.83	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	22	-96071 BOOKS	09/03/25	9.46	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	23	-96071 BOOKS	09/04/25	35.80	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	24	-96071 BOOKS	09/04/25	30.72	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	25	-96071 BOOKS	09/05/25	20.49	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	26	-96071 BOOKS	09/05/25	26.45	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	27	-96071 BOOKS	09/05/25	20.73	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	28	-96071 BOOKS	09/08/25	39.53	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	29	-96071 BOOKS	09/08/25	19.12	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994	30	-96071 BOOKS	09/08/25	41.47	9/25	4592 INGRAM LI BRARY	SERVI CES	

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

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice Date	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LI BRARY									
411600 LI BRARY									
CL 127994 31	-96071	BOOKS		09/08/25	15.22	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994 32	-96071	BOOKS		09/10/25	52.49	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994 33	-96071	BOOKS		09/10/25	9.60	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994 34	-96071	BOOKS		09/10/25	87.43	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994 35	-96071	BOOKS		09/10/25	20.51	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994 36	-96071	BOOKS		09/10/25	13.87	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994 37	-96071	BOOKS		09/10/25	54.17	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994 38	-96071	BOOKS		09/10/25	57.61	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994 39	-96071	BOOKS		09/10/25	26.92	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994 40	-96071	BOOKS		09/10/25	28.18	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994 41	-96071	BOOKS		09/09/25	53.45	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994 42	-96071	BOOKS		09/09/25	46.29	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994 43	-96071	BOOKS		09/09/25	30.67	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994 44	-96071	BOOKS		09/09/25	25.90	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994 45	-96071	BOOKS		09/15/25	27.20	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994 46	-96071	BOOKS		09/15/25	89.72	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994 47	-96071	BOOKS		09/15/25	89.87	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994 48	-96071	BOOKS		09/15/25	12.17	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127994 49	-96071	BOOKS		09/15/25	19.06	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 127995 1	-96070	BOOKS		05/02/25	277.12	9/25	5464 KNOWBUDDY RESOURCES		
CL 128119 1		BOOKS		09/17/25	21.96	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 2		BOOKS		09/17/25	13.61	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 3		BOOKS		09/17/25	68.05	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 4		BOOKS		09/17/25	43.57	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 5		BOOKS		09/17/25	99.96	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 6		BOOKS		09/22/25	120.26	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 7		BOOKS		09/22/25	13.30	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 8		BOOKS		09/22/25	16.93	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 9		BOOKS		09/23/25	29.17	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 10		BOOKS		09/23/25	40.93	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 11		BOOKS		09/23/25	15.46	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 12		BOOKS		09/23/25	13.51	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 13		BOOKS		09/24/25	13.75	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 14		BOOKS		09/24/25	58.84	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 15		BOOKS		09/24/25	21.53	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 16		BOOKS		09/25/25	28.57	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 17		BOOKS		09/26/25	12.71	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 18		BOOKS		09/26/25	9.39	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 19		BOOKS		09/26/25	81.72	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 20		BOOKS		09/26/25	123.09	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 21		BOOKS		09/26/25	11.26	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 22		BOOKS		09/26/25	13.15	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 23		BOOKS		09/26/25	11.87	9/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128119 24		BOOKS		09/26/25	102.98	9/25	4592 INGRAM LI BRARY	SERVI CES	
Object Total:					4,188.55	65,945.51	107,245.00	41,299.49	61%

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 LI BRARY									
411600 LI BRARY									
663 MAGAZINES									
			/ /						
Object Total:					0.00	4,564.72	4,700.00	135.28	97%
664 AUDIO VIDEO									
CL 127753	1	117324 VOX BOOKS		08/19/25	155.80	9/25	1695 BAKER & TAYLOR		
CL 127764	1	-96176 DVD		09/03/25	33.28	9/25	1854 MI DWEST TAPE		
CL 127764	2	-96176 DVD		09/03/25	32.22	9/25	1854 MI DWEST TAPE		
CL 127764	3	-96176 DVD		09/03/25	276.42	9/25	1854 MI DWEST TAPE		
CL 127764	4	-96176 DVD		09/03/25	288.31	9/25	1854 MI DWEST TAPE		
CL 127764	5	-96176 DVD		09/10/25	20.22	9/25	1854 MI DWEST TAPE		
CL 127764	6	-96176 DVD		09/10/25	47.19	9/25	1854 MI DWEST TAPE		
CL 128114	1	VOX BOOKS		09/18/25	52.88	9/25	1695 BAKER & TAYLOR		
CL 128118	1	DVD		09/17/25	23.97	9/25	1854 MI DWEST TAPE		
CL 128118	2	DVD		09/17/25	40.03	9/25	1854 MI DWEST TAPE		
CL 128118	3	DVD		09/17/25	48.69	9/25	1854 MI DWEST TAPE		
CL 128118	4	DVD		09/23/25	25.47	9/25	1854 MI DWEST TAPE		
CL 128118	5	DVD		09/23/25	23.97	9/25	1854 MI DWEST TAPE		
CL 128118	6	DVD		09/23/25	31.47	9/25	1854 MI DWEST TAPE		
CL 128118	7	DVD		09/23/25	47.94	9/25	1854 MI DWEST TAPE		
CL 128118	8	DVD		09/25/25	9.99	9/25	1854 MI DWEST TAPE		
Object Total:					1,157.85	11,815.21	16,250.00	4,434.79	73%
667 MEMBERSHI PS									
CC 1818	3	LAUREN NEPHEW MEMBERSHIP	25	08/12/25	327.00	9/25	3162 VISA LIBRARY #2		
CC 1818	4	LAUREN NEPHEW MEMBERSHIP	1252	08/13/25	60.00	9/25	3162 VISA LIBRARY #2		
CC 1818	5	JENNA KAHLY MEMBERSHIP	1252	08/15/25	60.00	9/25	3162 VISA LIBRARY #2		
Object Total:					447.00	2,001.00	4,050.00	2,049.00	49%
668 PRINTING									
			/ /						
Object Total:					0.00	394.13	1,000.00	605.87	39%
669 INSURANCE									
			/ /						
Object Total:					0.00	0.00	3,000.00	3,000.00	%
672 EMERGENCY MEDICAL SUPPLIES									
			/ /						
Object Total:					0.00	527.29	350.00	-177.29	151%
680 Library of Things									
CC 1818	7	MOBILE BEACON	999999	08/28/25	1,920.00	9/25	3162 VISA LIBRARY #2		
CC 1820	1	HOTSPOT REPLACEMENT	999999	08/18/25	132.00	9/25	4576 VISA LIBRARY #3		
Object Total:					2,052.00	3,208.81	4,500.00	1,291.19	71%
689 PROMOTIONAL ACTIVITIES									
CC 1820	2	FACEBOOK	999999	08/31/25	12.14	9/25	4576 VISA LIBRARY #3		
Object Total:					12.14	9,117.94	13,680.00	4,562.06	67%

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 LI BRARY 411600 LIBRARY 710 PRINCIPAL		/ /					
	Object Total:		0.00	0.00	0.00	0.00	%
720 INTEREST		/ /					
	Object Total:		0.00	0.00	0.00	0.00	%
724 CONSULTING/TESTING FEES		/ /					
	Object Total:		0.00	0.00	3,000.00	3,000.00	%
740 SERVICE CHARGES		/ /					
	Object Total:		0.00	783.20	1,750.00	966.80	45%
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							
JV 6048 16	May 2025 Cost Allocation	/ /	4,022.08	9/25			
JV 6049 16	June 2025 Cost Allocation	/ /	4,022.08	9/25			
JV 6050 16	July 2025 Cost Allocation	/ /	4,022.08	9/25			
JV 6051 16	August 2025 Cost Allocation	/ /	4,022.08	9/25			
JV 6052 16	September 2025 Cost Allocation	/ /	4,022.08	9/25			
	Object Total:		20,110.40	36,198.72	47,919.00	11,720.28	76%
890 TRANSFERS OUT		/ /					
	Object Total:		0.00	0.00	10,000.00	10,000.00	%
901 CATALOGING		/ /					
	Object Total:		0.00	2,768.64	2,950.00	181.36	94%
994 ODIN CL 127761 1 -96179 STATE DATABASE 7/1/25-6/30/26		09/02/25	660.67	9/25	832 ODIN		
	Object Total:		660.67	660.67	25,000.00	24,339.33	3%
	Account Total:		179,291.08	1,758,768.72	2,624,900.00	866,131.28	
	Fund Total:		179,291.08	1,758,768.72	2,624,900.00	866,131.28	

***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	1,911.72	2,336,467.53	2,506,278.00	-169,810.47	93
310002	DISCOUNT PROPERTY TAXES			-105,264.00	105,264.00	
335600	STATE AID		44,468.47	40,509.00	3,959.47	110
						98
Total Revenue		1,911.72	2,380,936.00	2,441,523.00	-60,587.00	98
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	86,742.88	835,402.66	1,210,859.00	375,456.34	69
114	PART TIME SALARIES	6,613.32	61,508.21	102,287.00	40,778.79	60
220	SOCIAL SECURITY	6,896.65	66,464.76	100,456.00	33,991.24	66
230	RETIREMENT	14,056.74	133,412.60	196,886.00	63,473.40	68
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	13,920.33	122,818.96	266,649.00	143,830.04	46
321	PROPERTY INSURANCE		4,428.36		-4,428.36	
333	BUILDING RENTAL	3,087.48	109,976.13	161,051.00	51,074.87	68
340	EMPLOYEE DEVELOPMENT		6,582.30	15,950.00	9,367.70	41
356	TELEPHONE	254.07	1,716.69	3,060.00	1,343.31	56
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING			3,000.00	3,000.00	
410	OFFICE SUPPLIES	757.92	8,614.36	15,000.00	6,385.64	57
424	GAS AND OIL		191.01	2,000.00	1,808.99	10
427	VEHICLES MAINTENANCE		710.38	1,200.00	489.62	59
428	SERVICE AGREEMENTS-CONTRACTS	858.62	7,828.64	11,952.00	4,123.36	66
490	MISC		60.99	500.00	439.01	12
497	TECHNOLOGY	8,968.80	28,395.51	45,199.00	16,803.49	63
500	SUPPLIES			500.00	500.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000	63.51	4,160.67	10,000.00	5,839.33	42
644	POSTAL METER RENT			1,200.00	1,200.00	
648	PROFESSIONAL PUBLICATIONS			1,000.00	1,000.00	
649	PROGRAMMING	157.37	7,788.63	18,500.00	10,711.37	42
650	E RESOURCES	8,097.14	60,927.11	42,261.00	-18,666.11	144
653	CAPITAL IMPROVEMENTS		101,634.11	150,000.00	48,365.89	68
661	POSTAGE/FREIGHT/SHIPPING	187.64	7,417.10	11,000.00	3,582.90	67
662	BOOKS	4,188.55	65,945.51	107,245.00	41,299.49	61
663	MAGAZINES		4,564.72	4,700.00	135.28	97
664	AUDIO VIDEO	1,157.85	11,815.21	16,250.00	4,434.79	73
667	MEMBERSHIPS	447.00	2,001.00	4,050.00	2,049.00	49
668	PRINTING		394.13	1,000.00	605.87	39
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		527.29	350.00	-177.29	151
680	Library of Things	2,052.00	3,208.81	4,500.00	1,291.19	71
689	PROMOTIONAL ACTIVITIES	12.14	9,117.94	13,680.00	4,562.06	67
724	CONSULTING/TESTING FEES			3,000.00	3,000.00	
740	SERVICE CHARGES		783.20	1,750.00	966.80	45
864	FURN & EQUIP DEPRECIATED >\$5,000		48,675.44		-48,675.44	
880	COST ALLOCATIONS	20,110.40	36,198.72	47,919.00	11,720.28	76
890	TRANSFERS OUT			10,000.00	10,000.00	
901	CATALOGING		2,768.64	2,950.00	181.36	94
994	ODIN	660.67	660.67	25,000.00	24,339.33	3
	Total Account	179,291.08	1,758,768.72	2,624,900.00	866,131.28	67
	Total Expenses	179,291.08	1,758,768.72	2,624,900.00	866,131.28	67
	Net Income from Operations	-177,379.36	622,167.28			
	Other Revenue					
360000	MISCELLANEOUS REVENUE	678.24	10,387.36	5,000.00	5,387.36	208
360100	SPONSORSHIPS		16,343.61	5,000.00	11,343.61	327
361000	INTEREST ON INVESTMENTS		157,519.58	50,000.00	107,519.58	315
363400	GRANTS		80.98		80.98	
375000	DONATIONS		229.00		229.00	
383000	TRANSFER IN			150,000.00	-150,000.00	88
	Total Other Revenue	678.24	184,560.53	210,000.00	-25,439.47	88
	Net Income	-176,701.12	806,727.81			

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



Regular Agenda Item

To: West Fargo Public Library Board of Directors

From: Jenna Kahly, Library Director

Date: Oct. 9, 2025

Subject: 2026 Final Budget

Action: Approval of 2026 Final Budget

President

Liann Hanson

Vice President

Roben Anderson
City Commissioner

Treasurer

Tony Stukel

Board Member

Tyler Erickson

Board Member

Sara Westall

Library Director

Jenna Kahly

New Information and Recommendation:

I am seeking approval of the West Fargo Public Library Final Budget for 2026. The Final Budget reflects the West Fargo Public Library's continued efforts to keep our budget as flat as possible and includes the change shared with the Library Board at September's meeting, where \$8,079 was shifted from expenditure line "641 FURN & EQUIP-NON DEPRECIATED <\$5000" to expenditure lines "650 E RESOURCES" and "662 BOOKS."

As was shared at the Library Board's last meeting, the amount originally shown for line 641 included predicted expenses from 2025, which were carried over by mistake. The reallocation to the collection-related lines (\$3,000 for e-resources and \$5,079 for books) will help the library keep up with the increasing costs of materials. The amounts were chosen in proportion to the circulation statistics of each collection.

Expenditure Budget - Library

For the Year: 2026

Director: Jenna Kahly

Finance will provide salar

Department Description	Fund	Account	Object	Object Description	2022		2023		2024		2025 YTD	2025	2026	YOY	Comment
					Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget	Change	
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	1,480.06	10,000.00	11,520.00	1,520.00	
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	7,631.26	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	51,421.65	42,261.00	44,065.00	1,804.00	
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	5,729.46	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	58,669.14	107,245.00	112,324.00	5,079.00	
LIBRARY	7000	411600	663	MAGAZINES	4,848.72	5,260.00	5,305.38	5,500.00	5,062.39	5,500.00	4,564.72	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	10,014.52	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	1,554.00	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							1,156.81	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	9,105.80	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: Professioni
LIBRARY	7000	411600	740	SERVICE CHARGES	1,606.30	500.00	2,641.86	1,750.00	975.80	1,750.00	685.30	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	16,088.32	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	2,768.64	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	
				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	1,492,678.79	2,624,900.00	2,632,068.49	7,168.49	



West Fargo Public Library

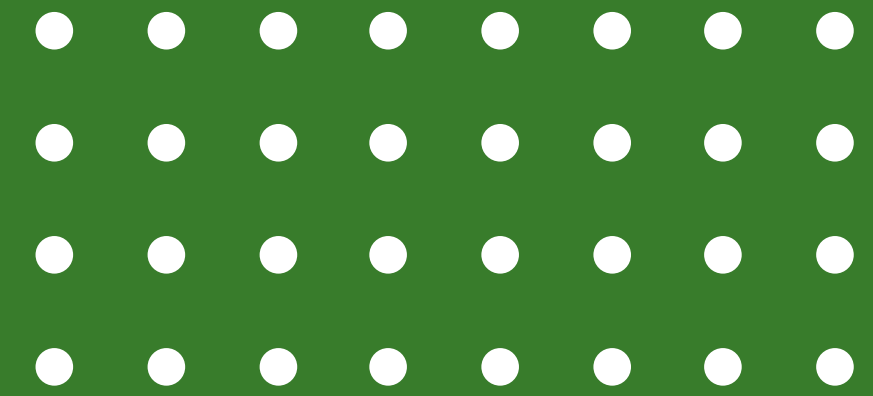


Director's Report

For Oct. 9, 2025 Library Board Meeting
Presented by Jenna Kahly, Library Director



Finances



Expenditures through September

Month to Date

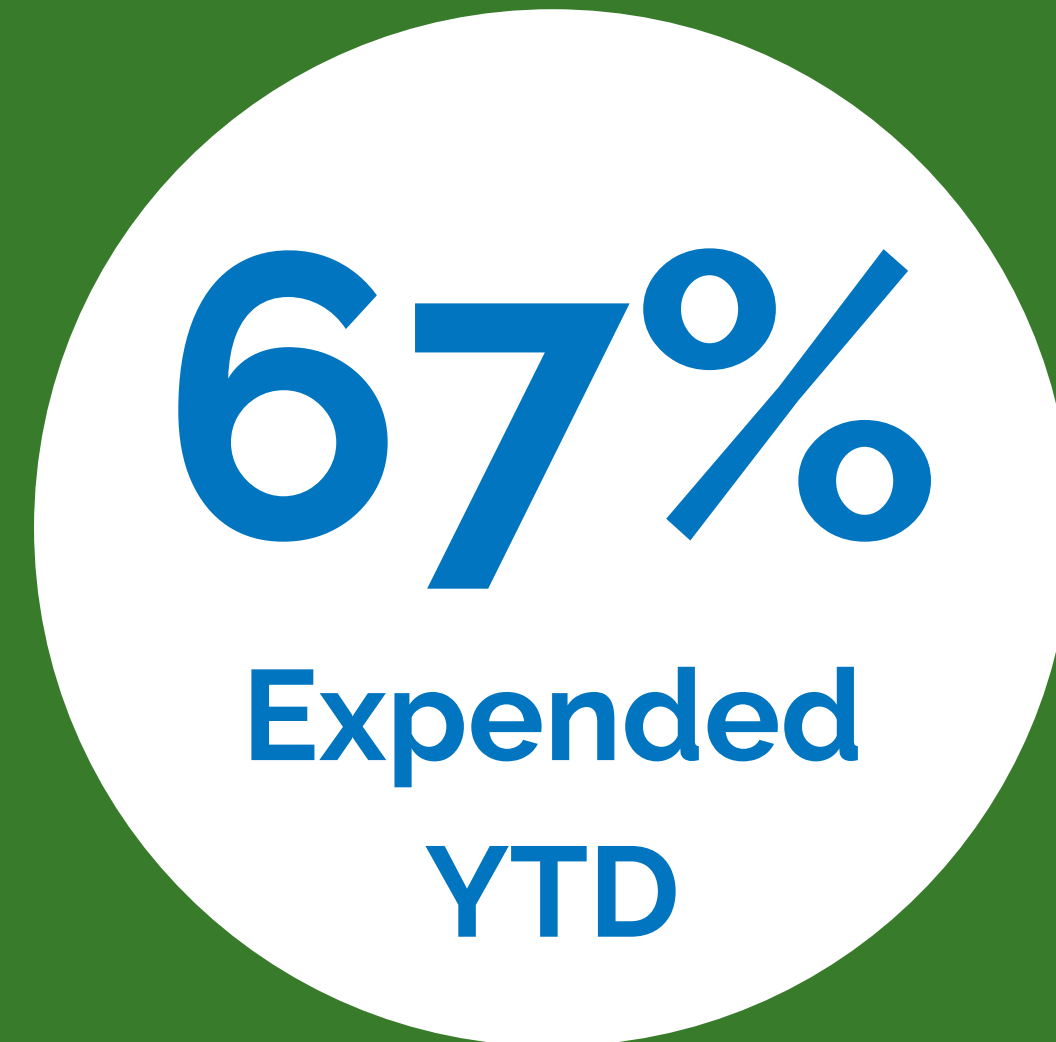
\$179,291.08

Year to Date

\$1,758,768.72

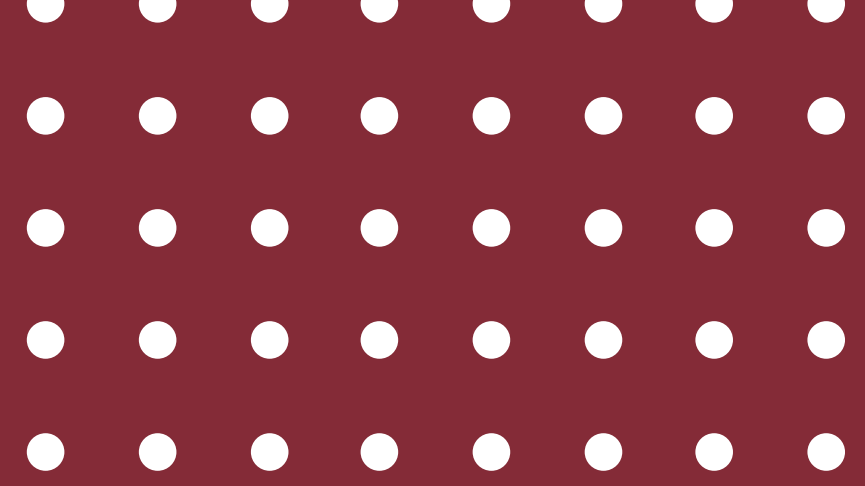
Available Appropriation

\$866,131.28



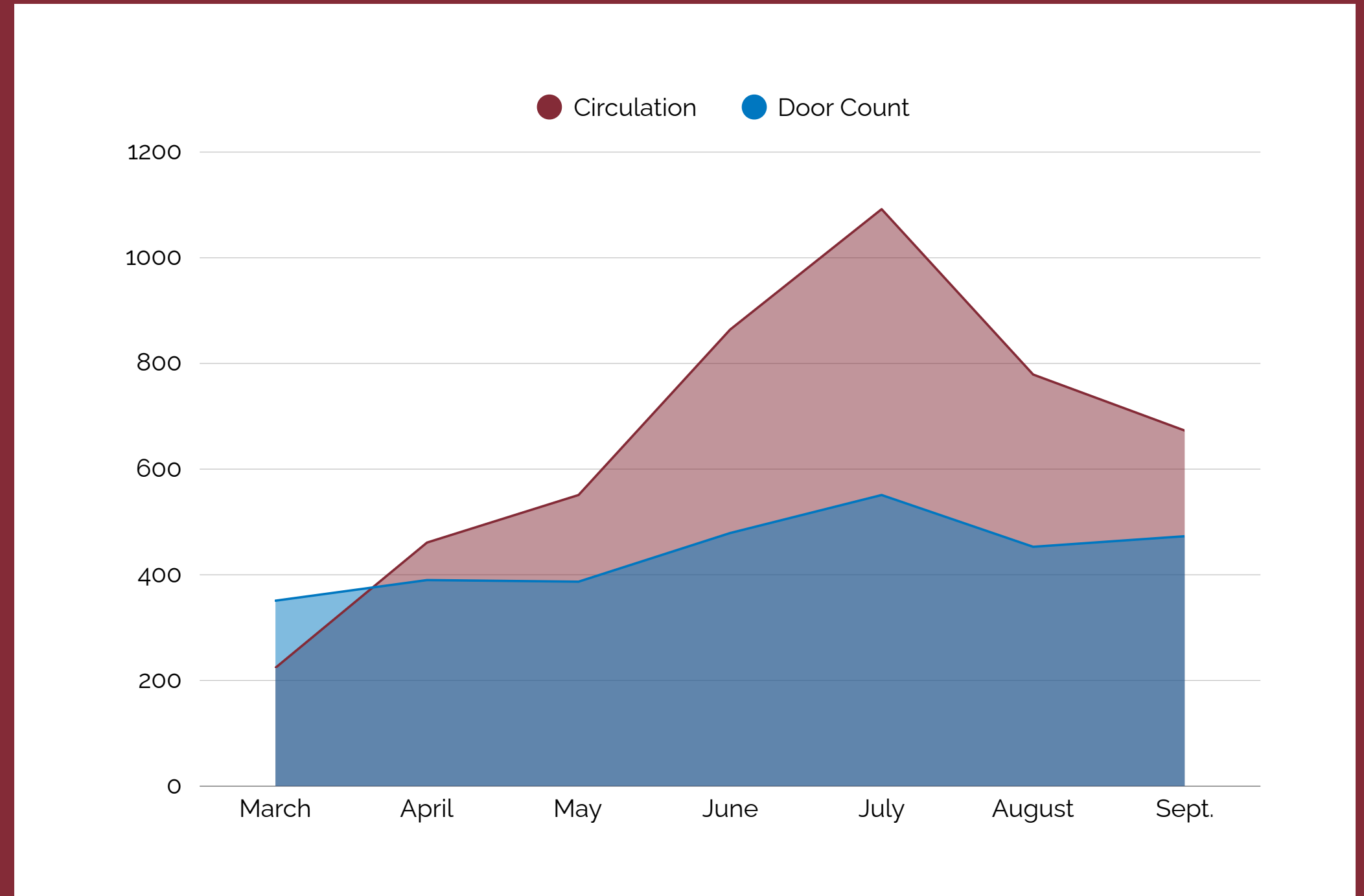


Satellite Library



Sept. Satellite Usage

- Physical Circulation - 673
- Door Count - 473
- Library Cards Made - 5

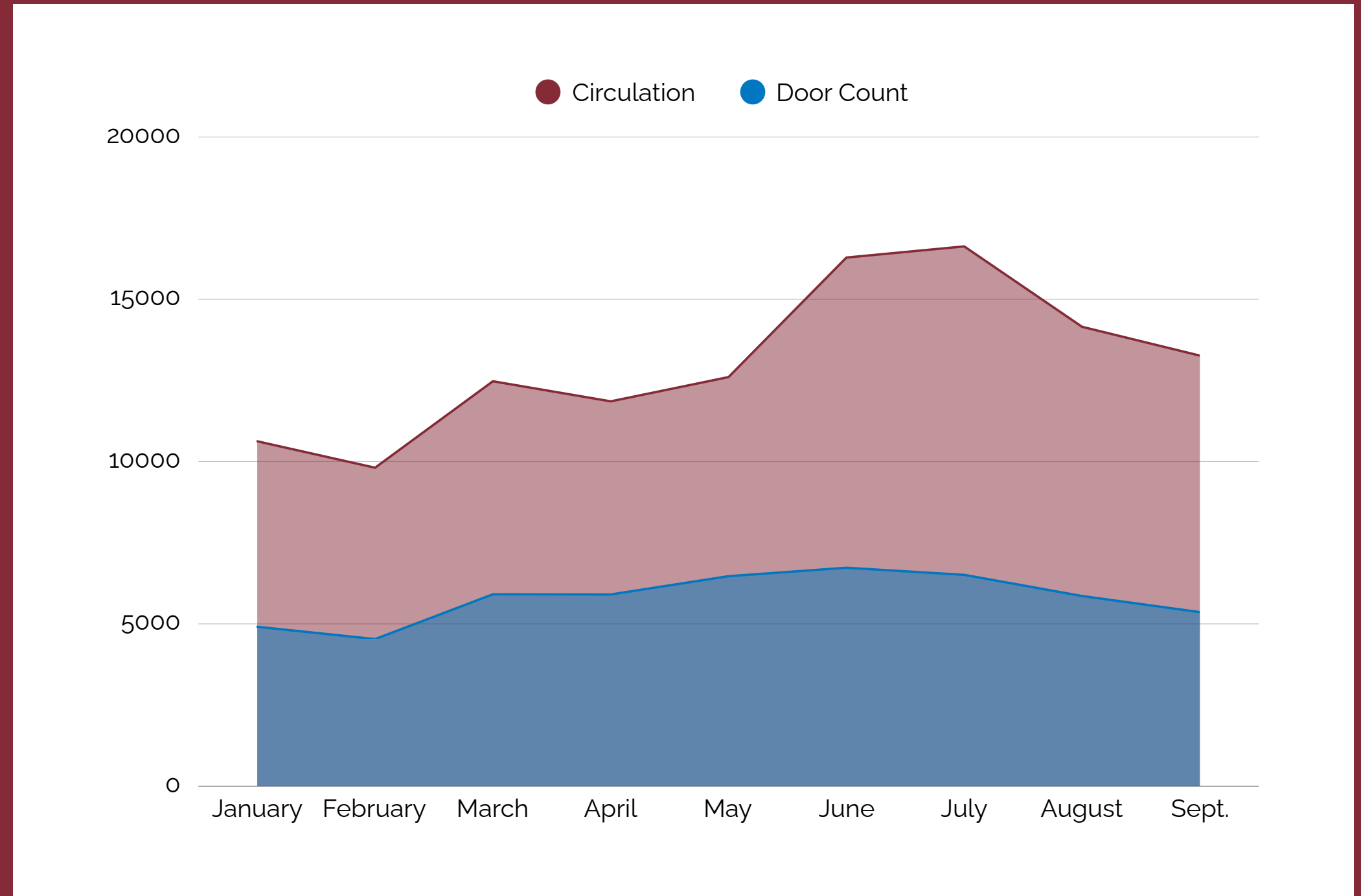




Main Library

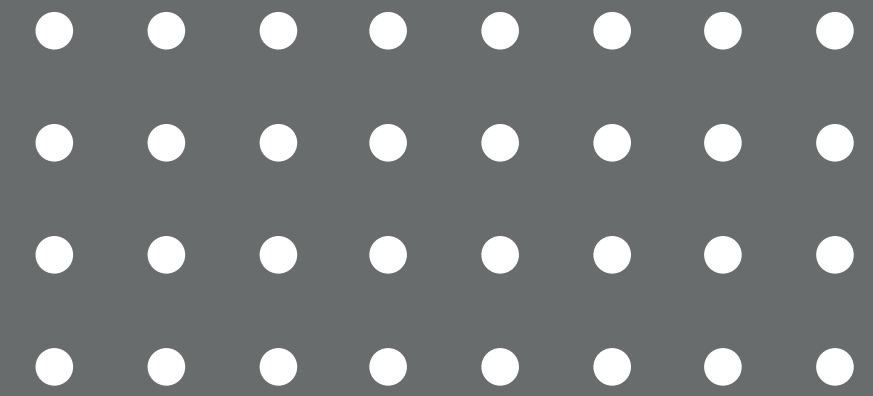
Sept. Main Library Usage

- Physical Circulation - 13,265
- Door Count - 5,362
- Library Cards Made - 213



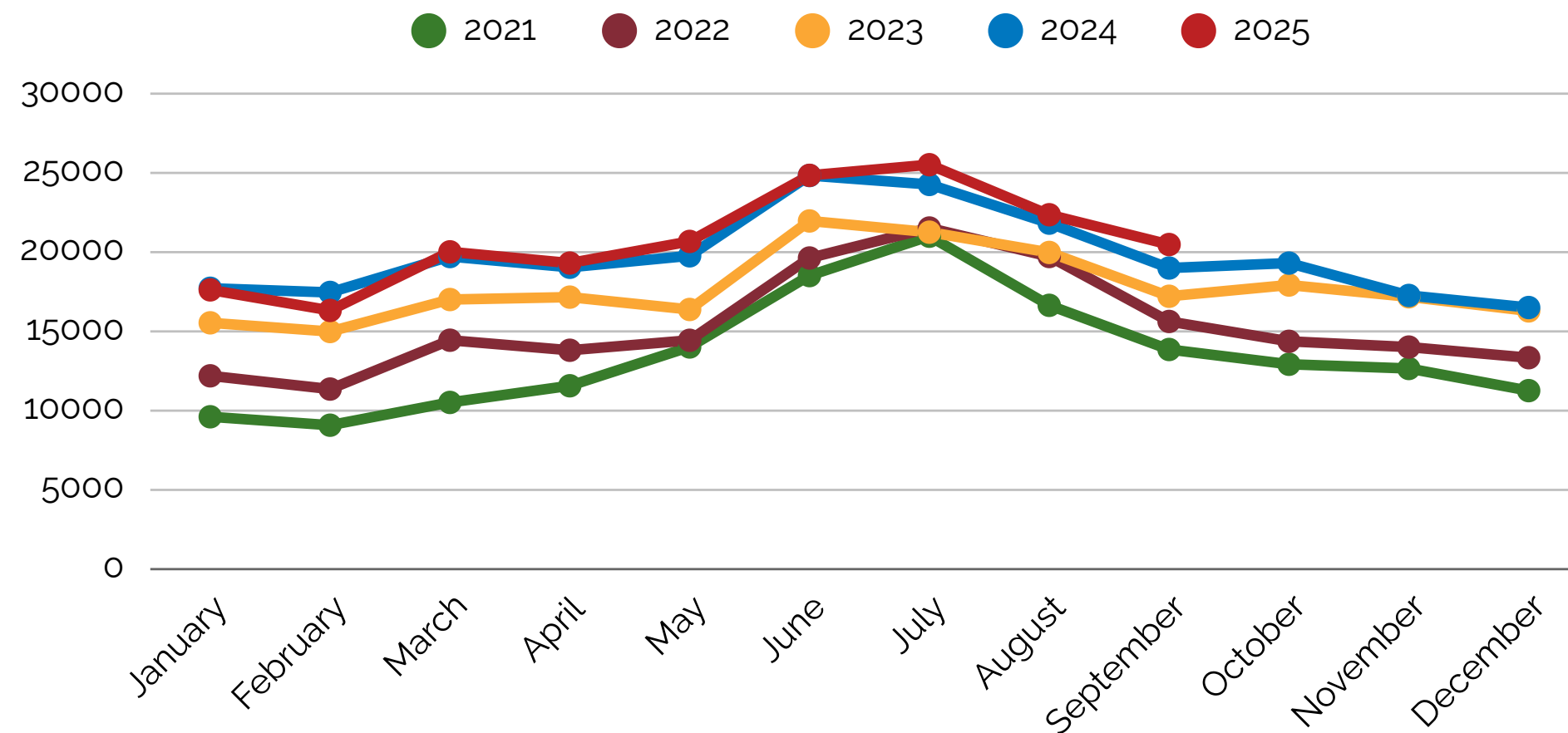


Circulation

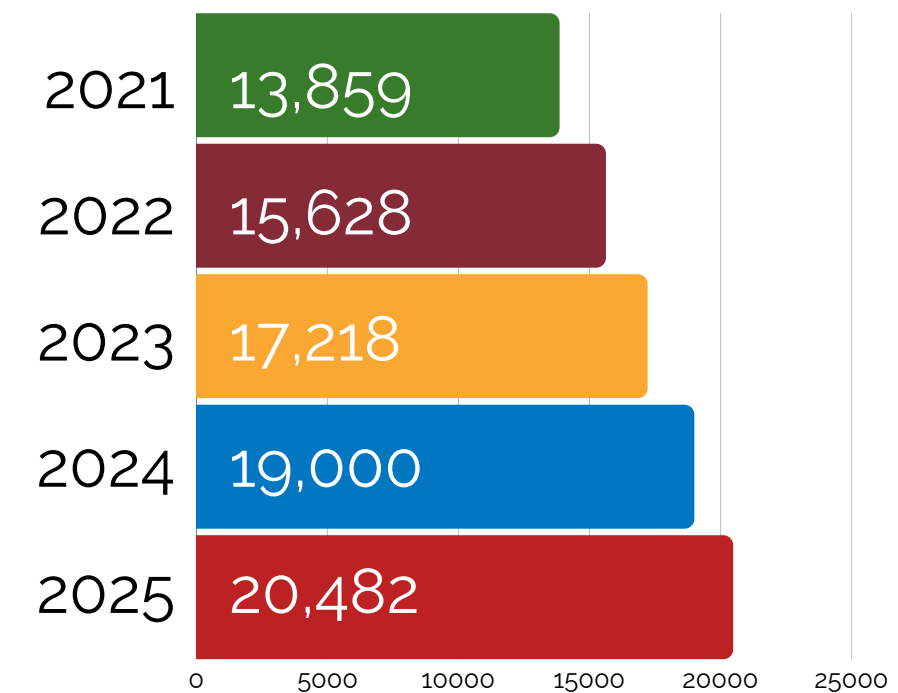


- Total circulation numbers continue to be high compared to previous years.

Total Circulation



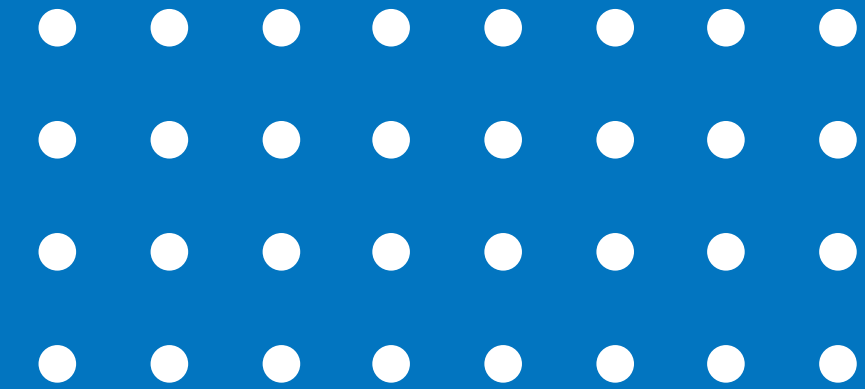
Sept. Total Circulation



**Sept. Circulation per
Active Library Card - 1.4 items**

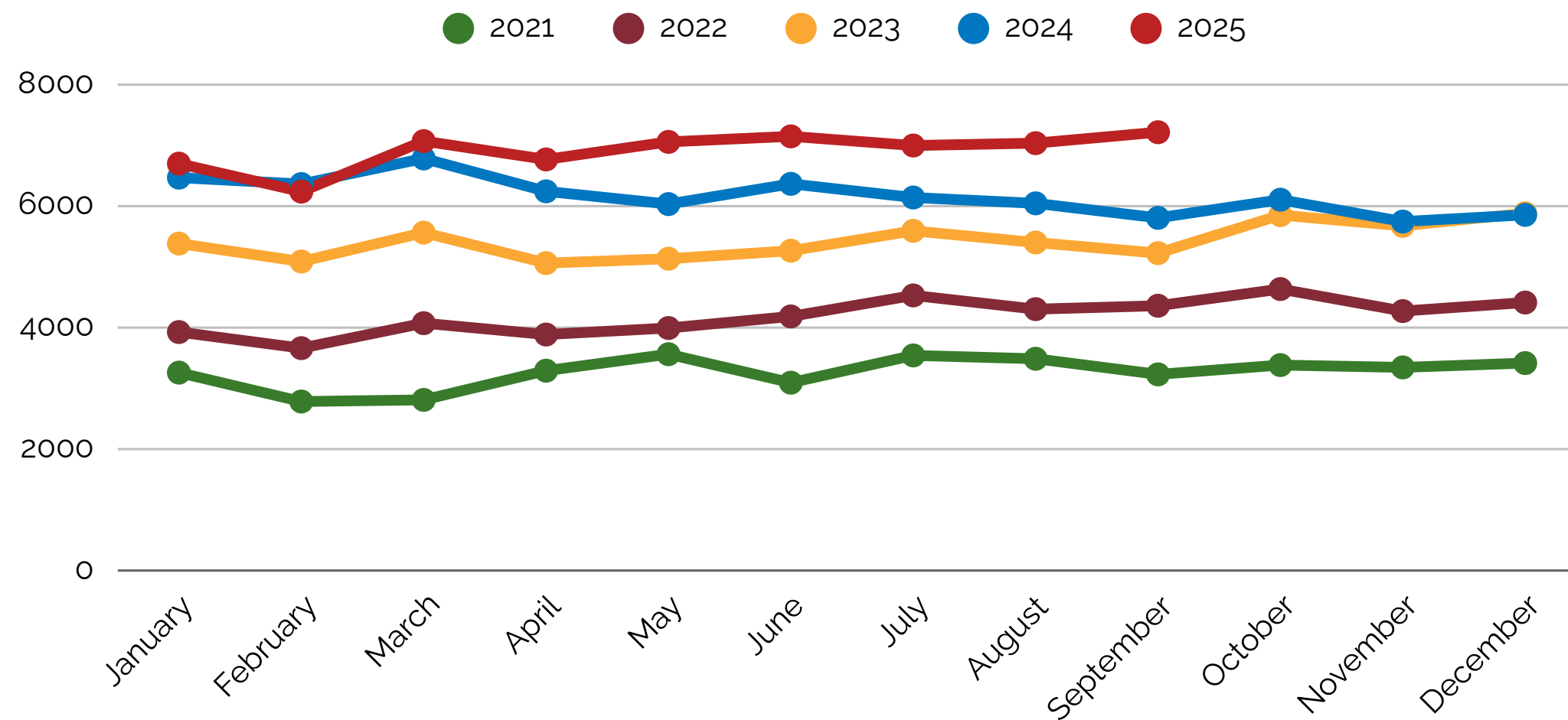


Electronic Circulation



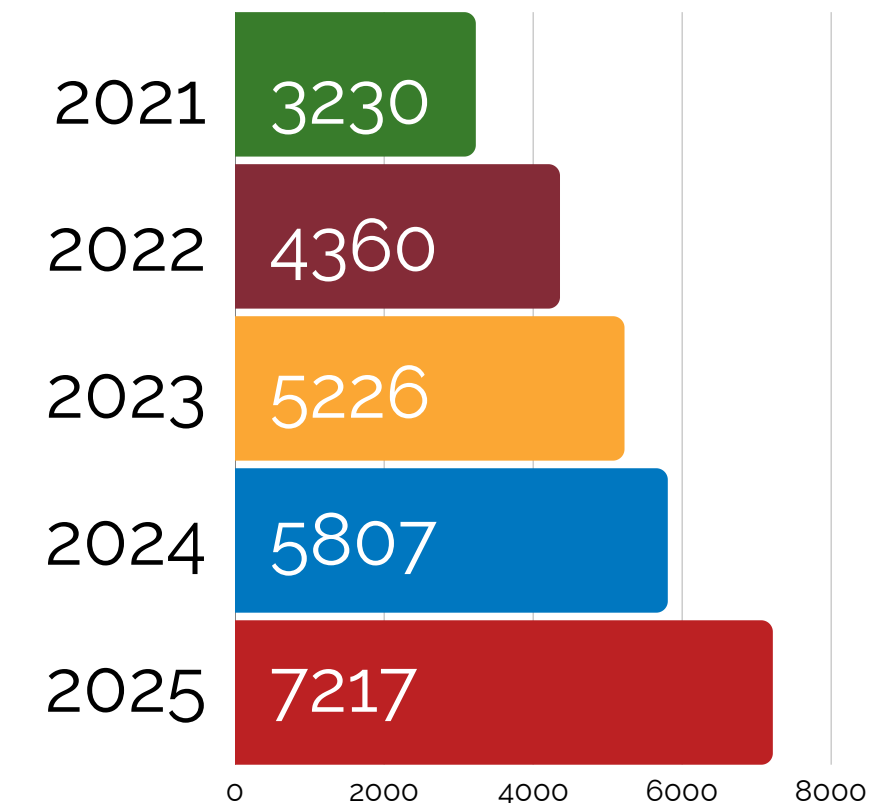
- Electronic circulation (Libby) in September was the highest of all time.

Electronic Materials Circulation



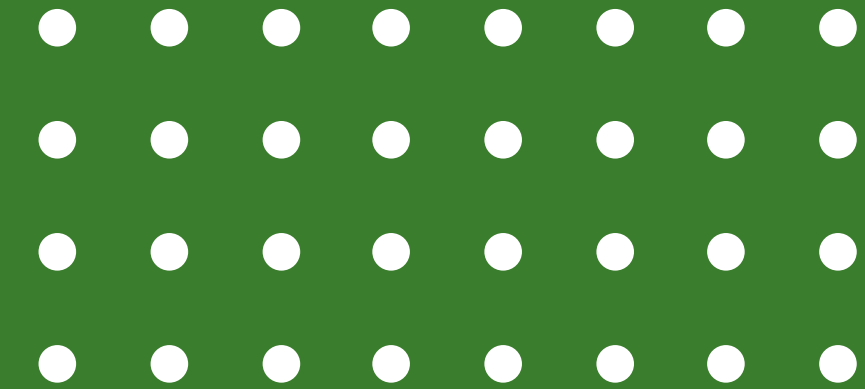
Sept. Circulation

OverDrive/Libby & Hoopla*





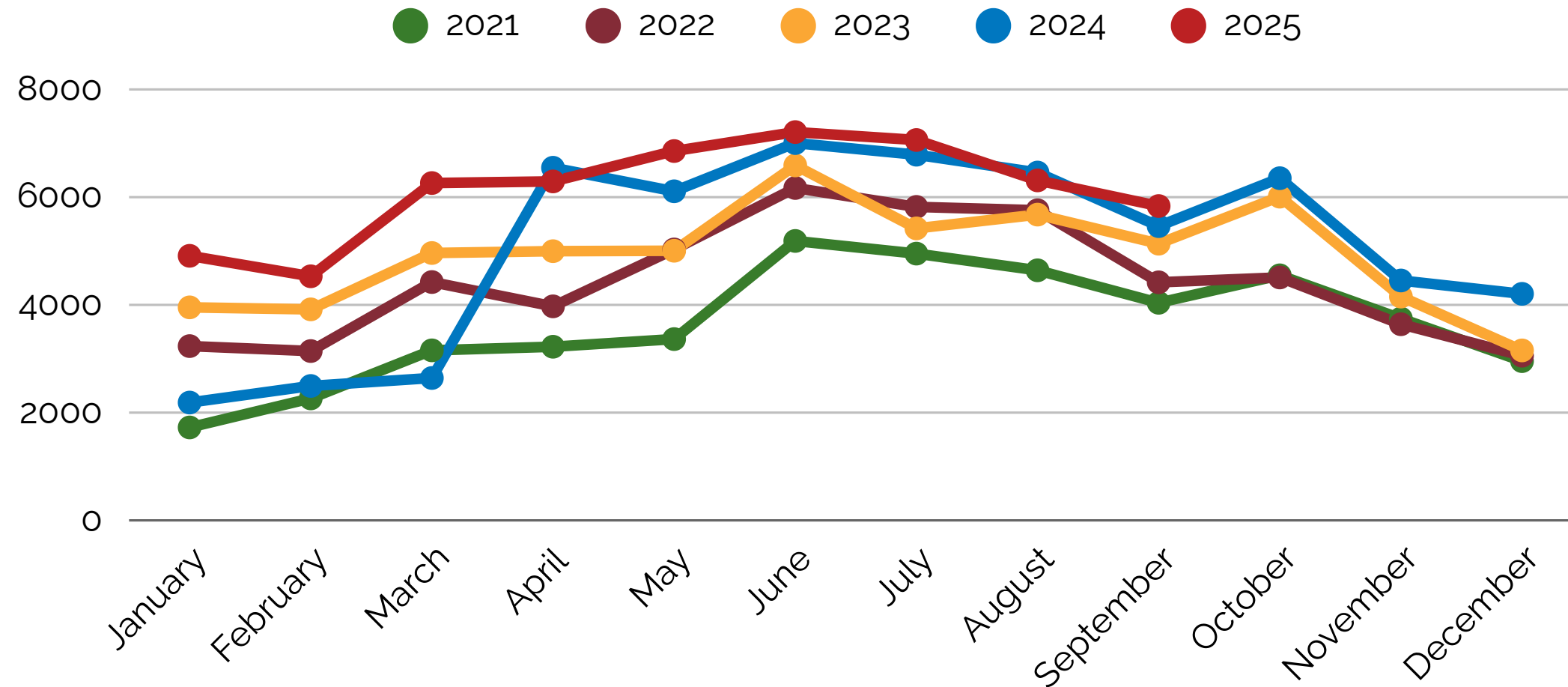
Door Count



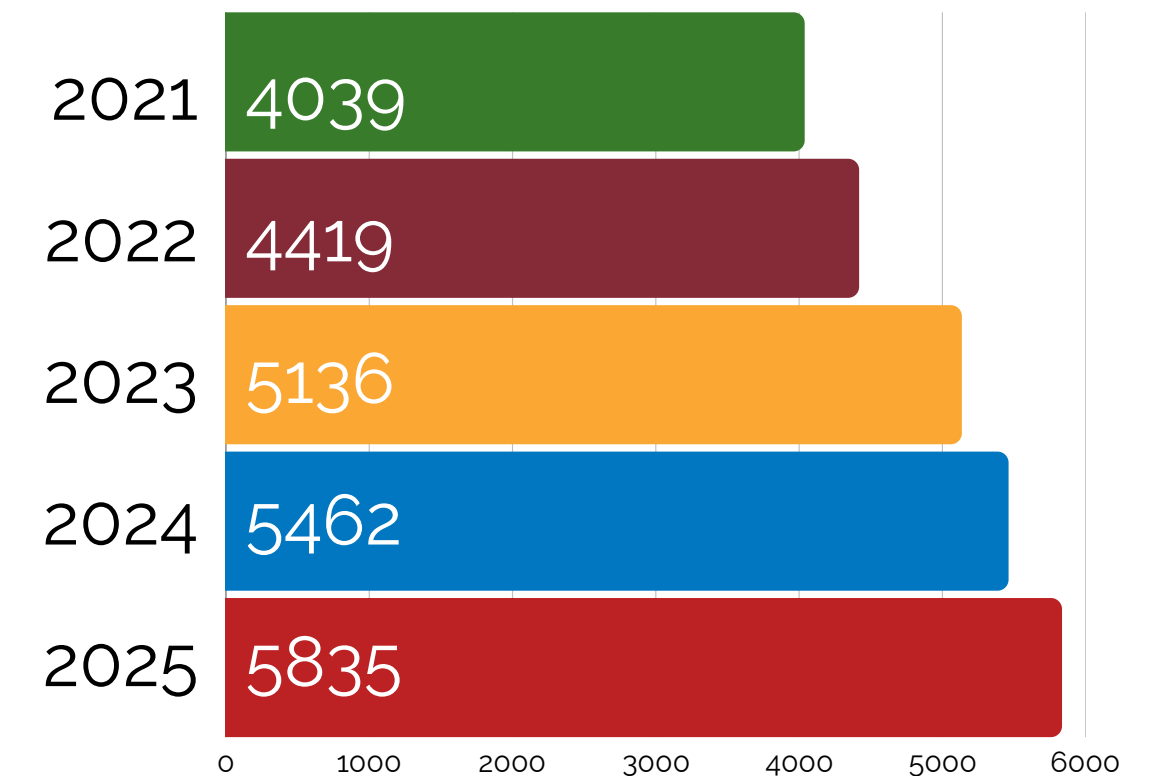
- Foot traffic was up in Sept. compared to previous years.

Total Door Count

Total Door Count

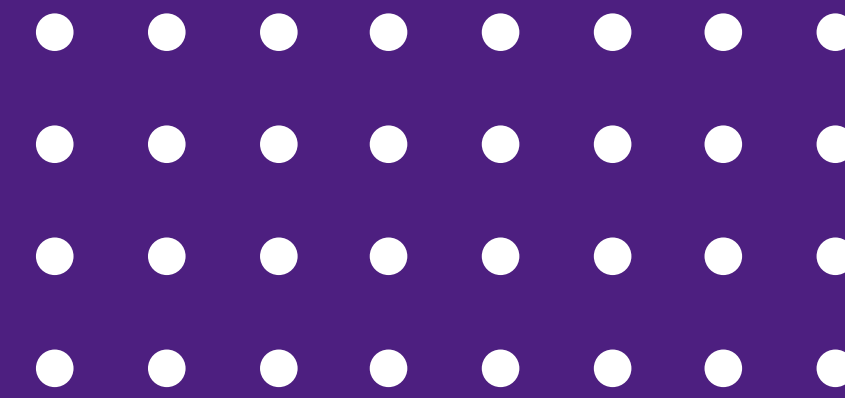


Sept. Total Door Count



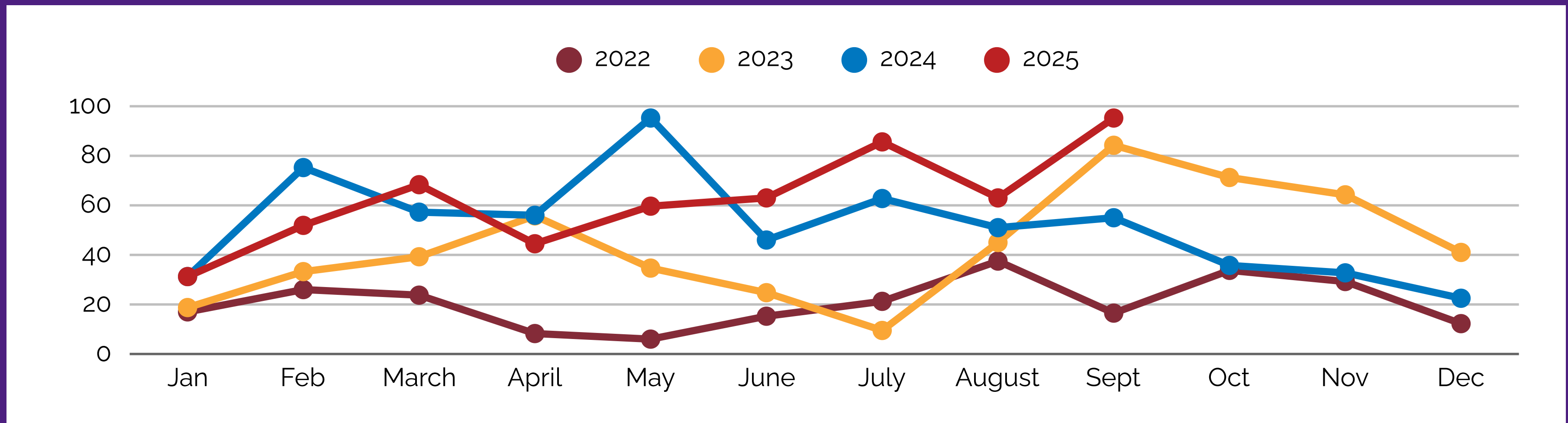


Meeting Room Usage



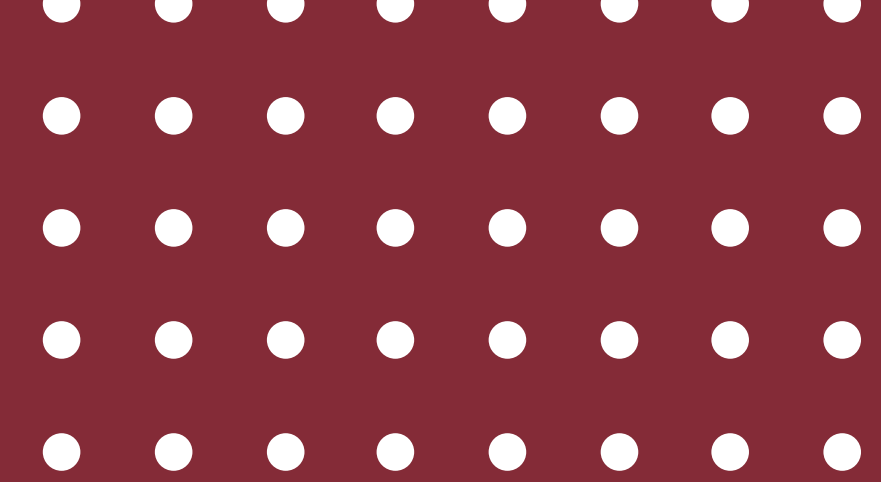
- In September, our Meeting Rooms were reserved for over 95 hours. The highest usage we have seen all year.

Total Meeting Room Hours Reserved





Carpet Project Updates



Patrons read a picture book together in the Activity Hallway, while books were removed for carpet project.

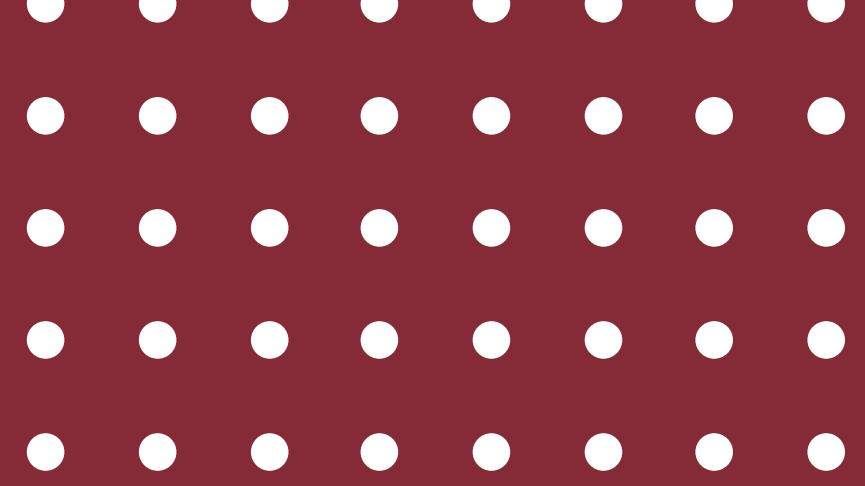


Staff worked hard throughout the week to move books off shelves so they could be shifted for the carpet project.





Carpet Project Updates

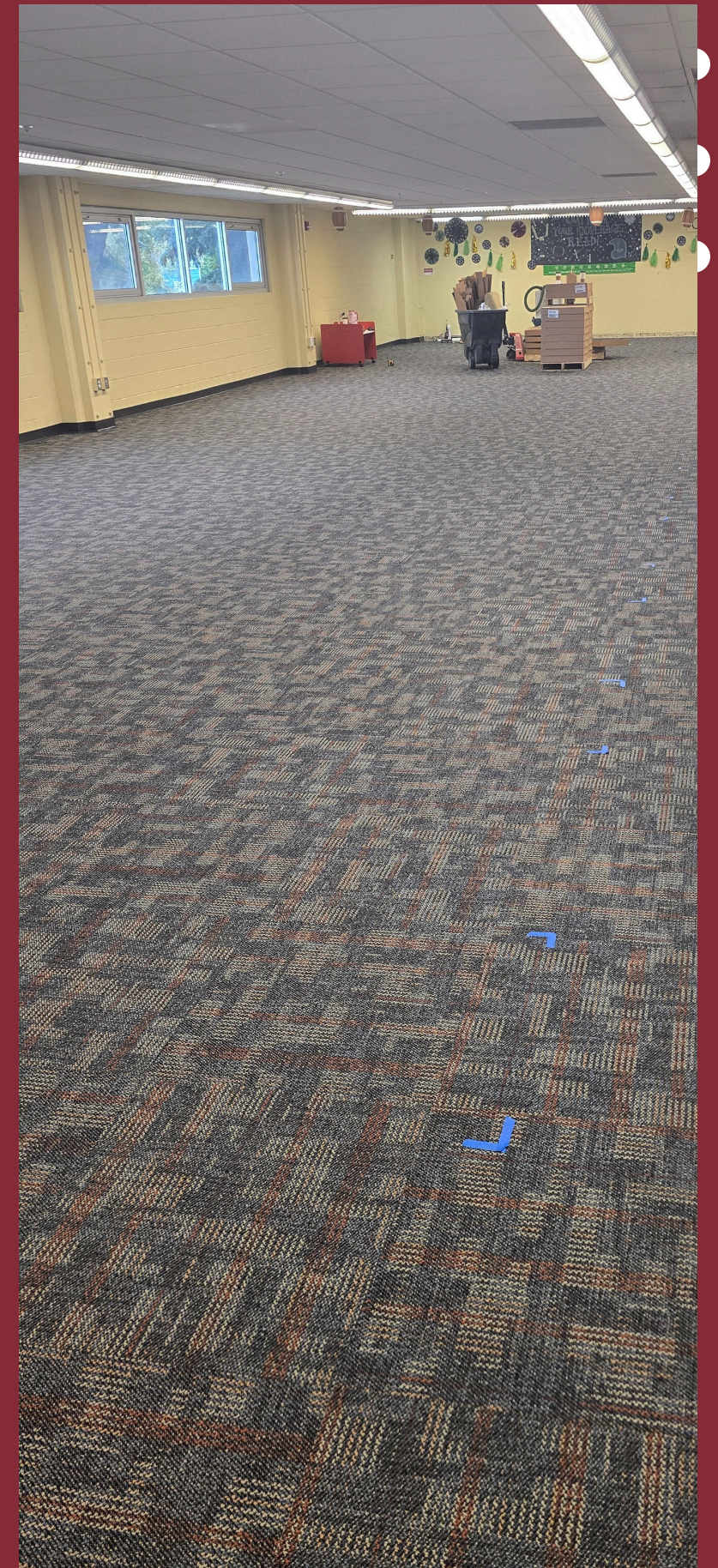


Removal of the shelves highlighted the wear and tear the carpet had seen in its 20+ years.



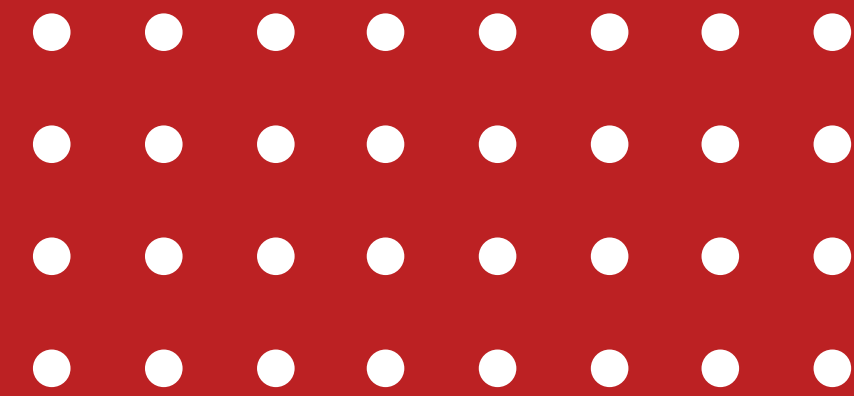


Carpet Project Updates





Outreach Programs



We circulated 255 items through our Outreach program in September through special events, senior home deliveries, and daycare deliveries.

Recent Programs

- Library Card Signup Event at MSUM
- Senior Expo
- Honkin' Haulin' Hands on Trucks

Upcoming Programs

- **Blue at the Zoo** on Oct. 21. A sensory-friendly version of the Red River Zoo's Boo at the Zoo event.

■ ■ ■ Youth Programs

Recent Highlights

- Storytimes are back with great attendance numbers
- We are partnering with the Media Specialists at Heritage Middle School again this fall for a Fall Reading Challenge for students

Upcoming Events

- Celebrating “Teentober” again this year with two programs specifically for teens:
 - Masquerade Masks Craft Night
 - Five Nights at Freddy’s Escape Room
- Monthly events: Saturday STEM and Teen Dungeons & Dragons return in Oct.
- A new monthly “next-level storytime” for kids in K - Third Grade called Next Chapters: Book Explorers starts in October.



Ready to Read Storytime

■ ■ ■ Adult Programming

Recent Highlights

- Record high number of attendees at Writing Circle in September
- Well-attended Medicare 2026 class, got great feedback
- Debt Management class with an expert from BMO Bank
- Routine programs continue to see consistent attendance

Upcoming Events

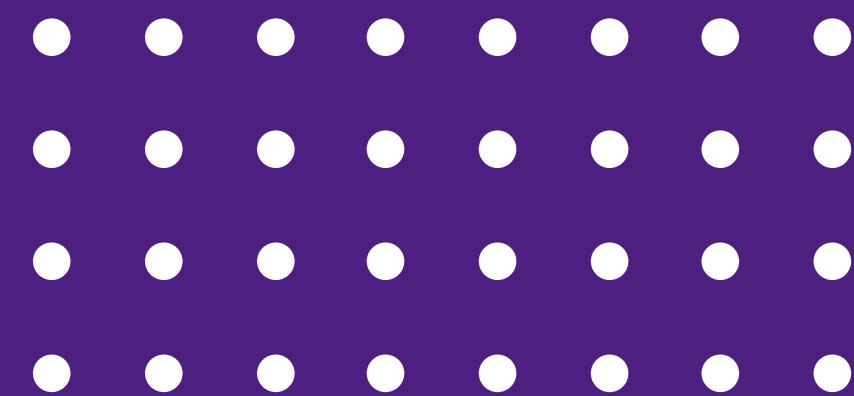
- **Let's Talk about Astrology** event with Metamoon Yoga + Wellness 6:30 p.m. Oct. 21
- **Trends in Fraud and Scams with AARP** 10:30 a.m. Nov. 6



Medicare Overview for 2026
Class with Kim Baker

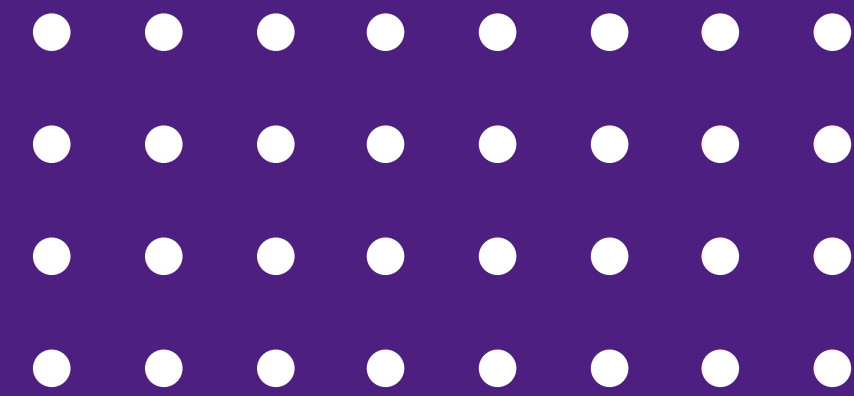


One Book, One Community



- One Book, One Community Author Talk at Concordia had a great turnout again this year.
- Pictured is the One Book, One Community Committee with the author Lars Mytting, including Claire Kuhlman our Adult Services Librarian.

■ ■ ■ Adult Programming



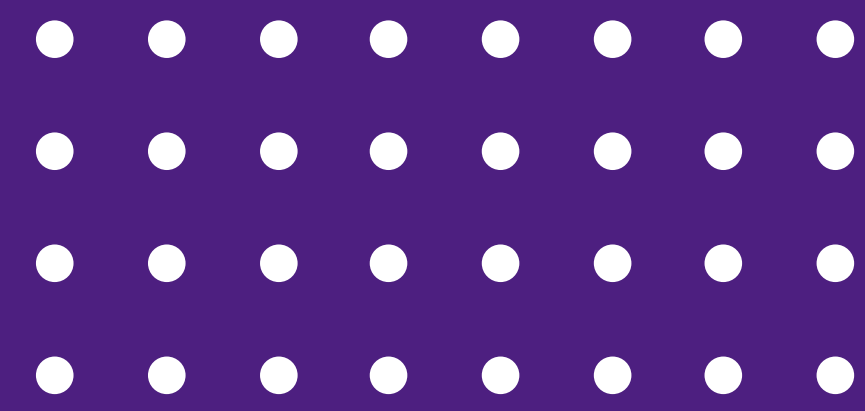
5-Genre Reading Challenge
Sept. 1 - Oct. 31, 2025

WEST FARGO PUBLIC LIBRARY

To complete the challenge, read books from this year's five genres: true crime, historical fiction, western, dystopian, and biography.

- Available on Beanstack. Readers also get a sticker for a bookmark for each book they read. Complete the challenge to be entered into a grand prize drawing.
- Currently have 67 readers participating. Last year, we had 65 total readers.

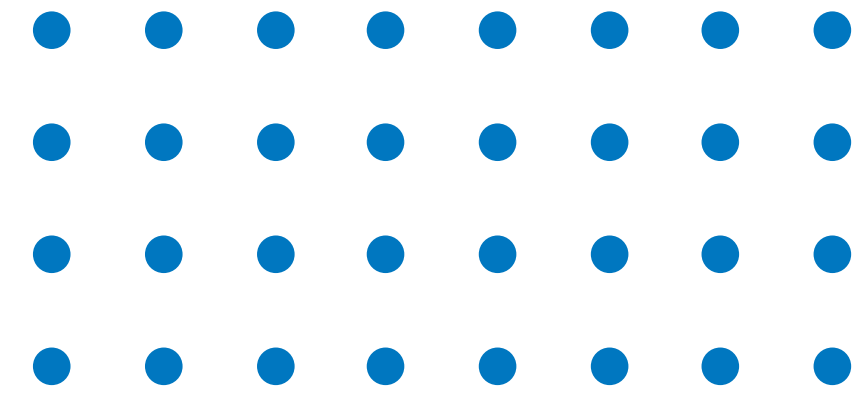
Special Exhibit



- An exhibit of artifacts from Norwegian immigrants can be found in our display case upstairs during the month of October. Provided by James Roth.



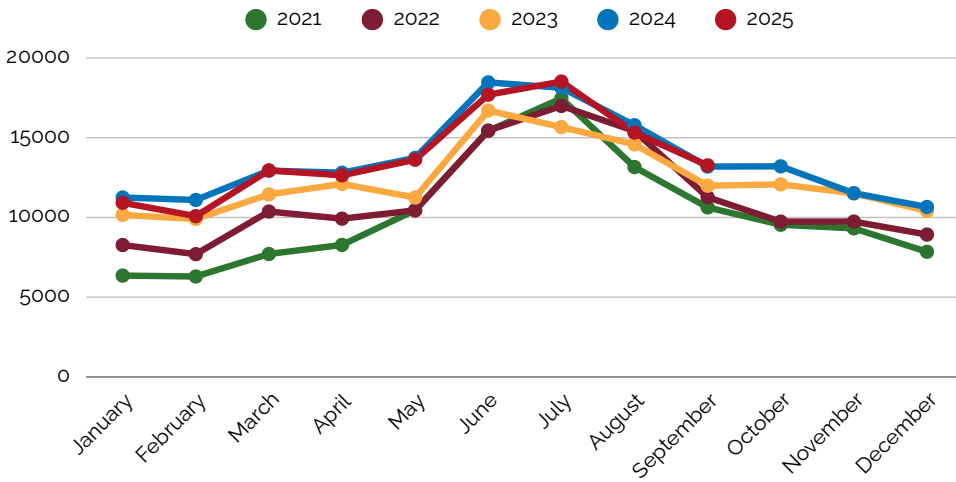
Friends of the West Fargo Public Library



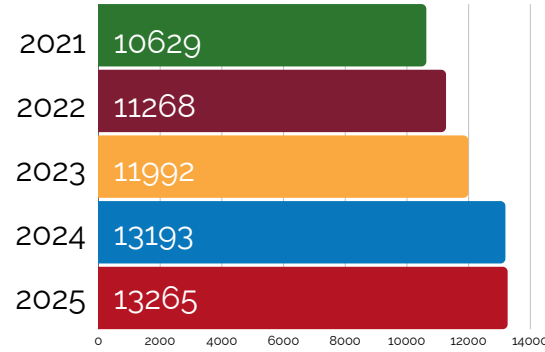
QUESTIONS?

Thank you for your time!

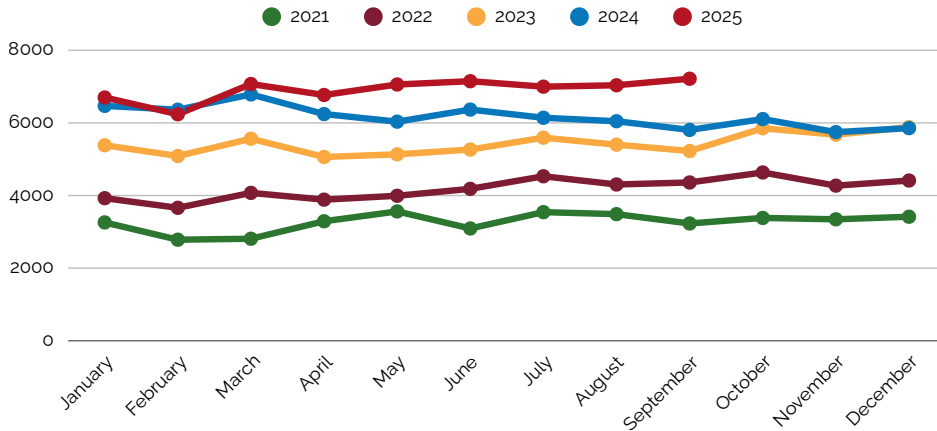
Physical Item Circulation - All Locations



Sept. Circulation

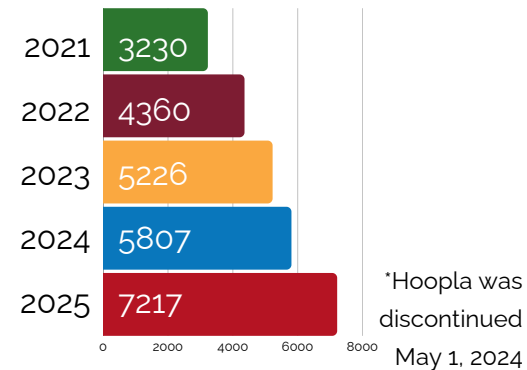


Electronic Materials Circulation

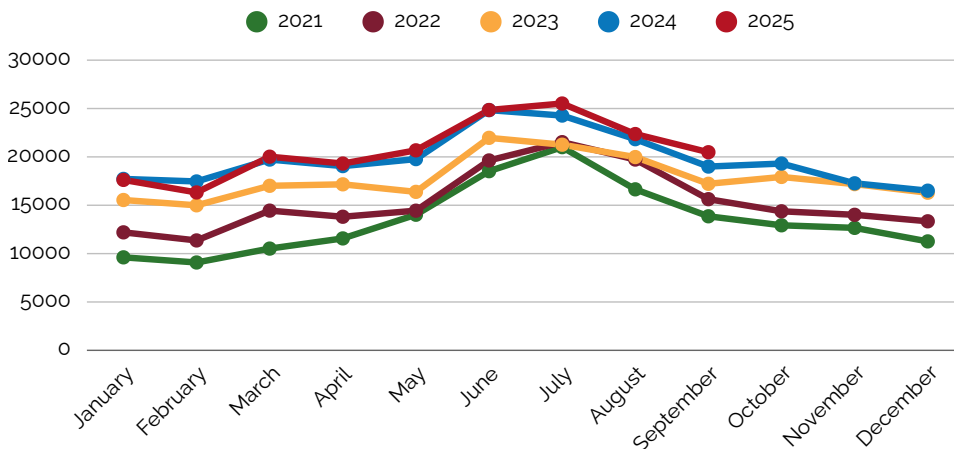


Sept. Circulation

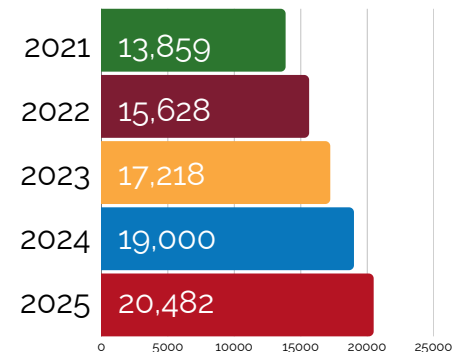
OverDrive/Libby & Hoopla*



Total Circulation



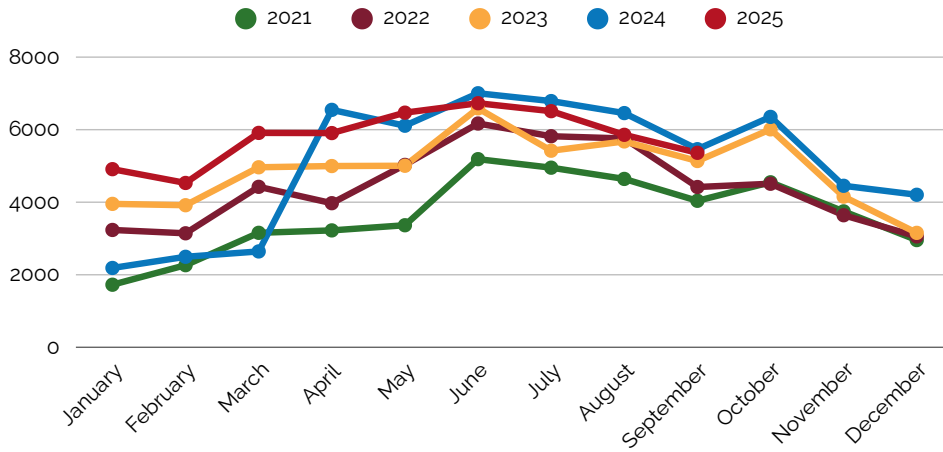
Sept. Total Circulation



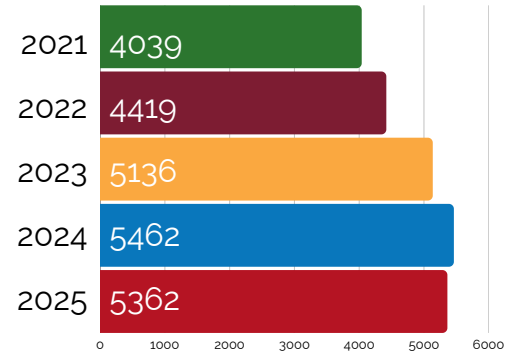
Sept. Circulation per Active Library Card - 1.4 items

Door Count

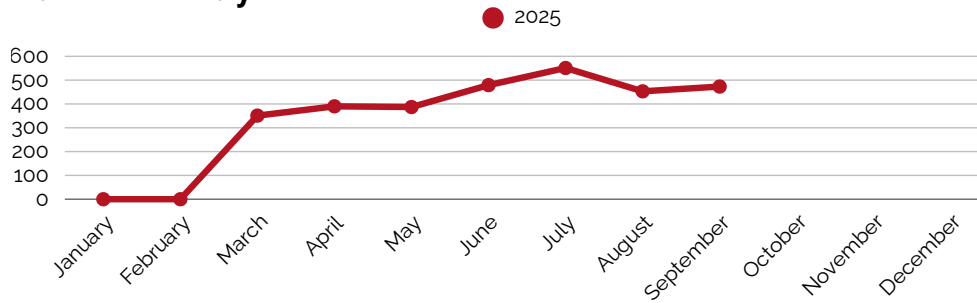
Main Library



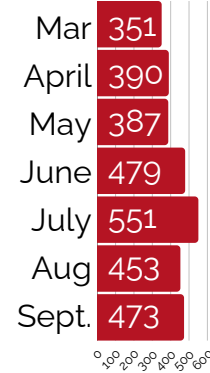
Sept. Main Door Count



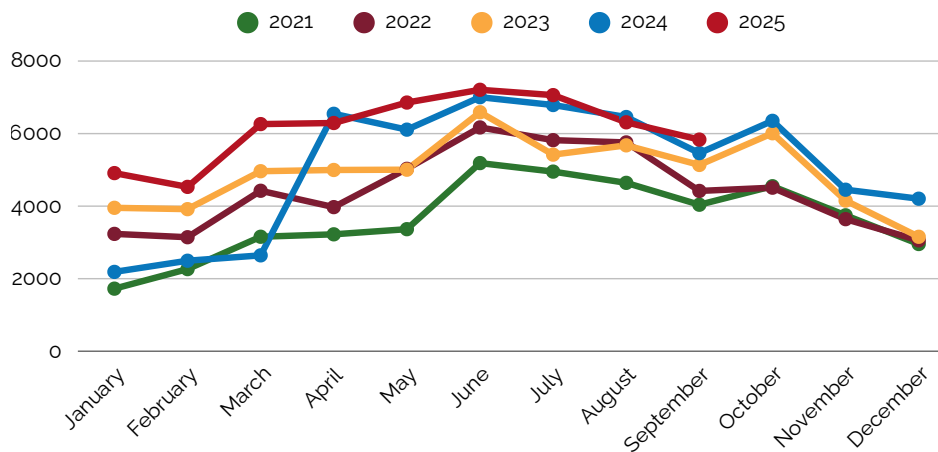
Satellite Library



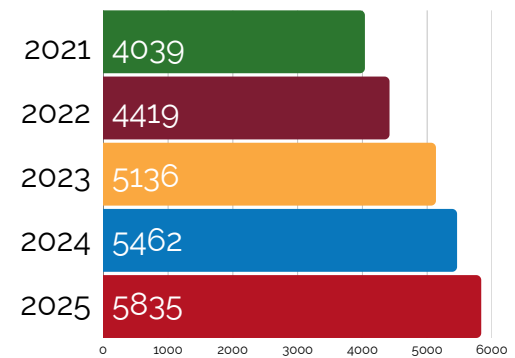
2025 Satellite Door Count



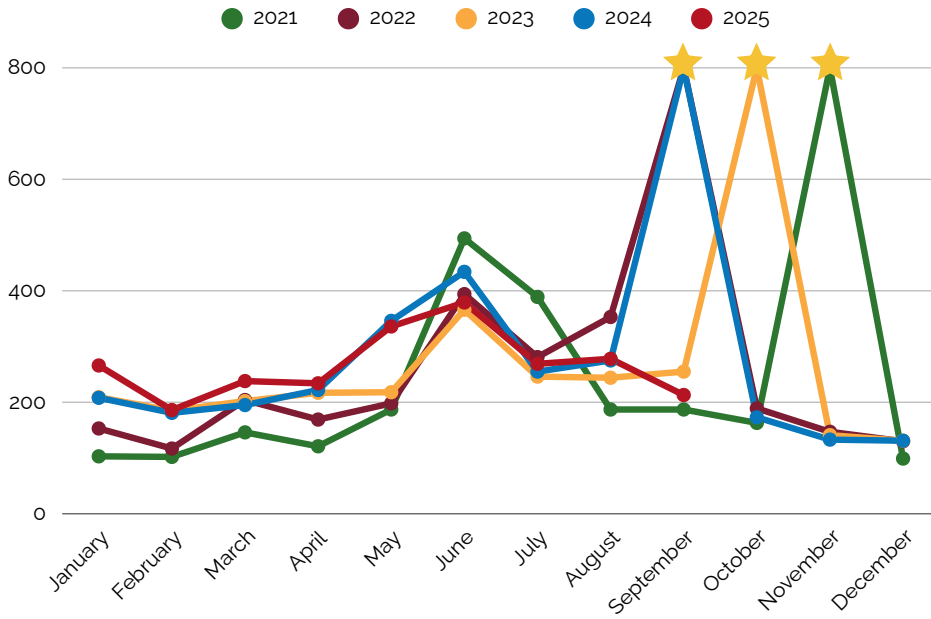
Total Door Count



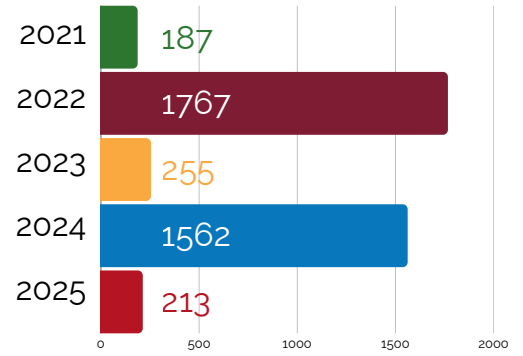
Sept. Total Door Count



Library Card Signups



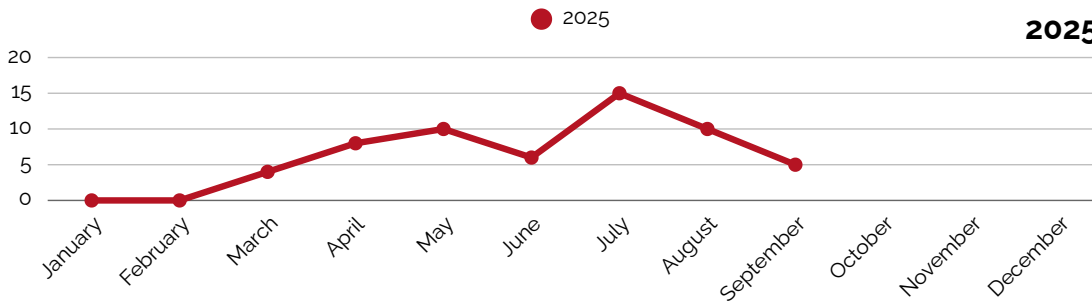
Sept. Card Signups



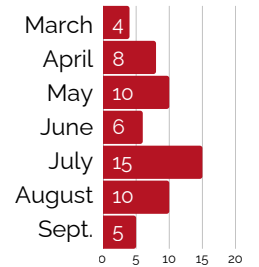
Sept. Active Library Cards - 14,620

★ 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.

Library Card Signups at Satellite

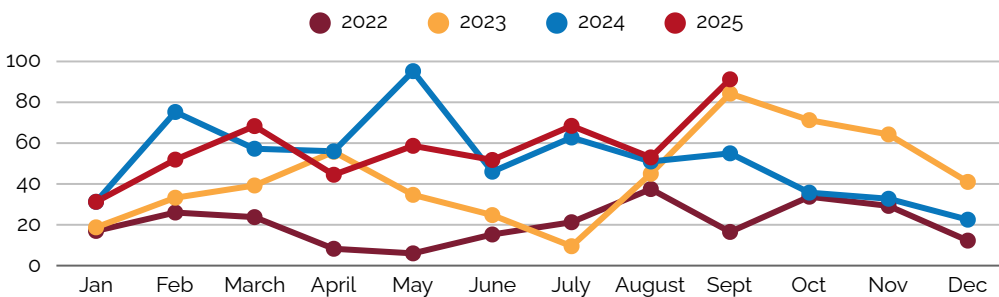


2025 Satellite Library Cards



Meeting Room Usage - Both Locations

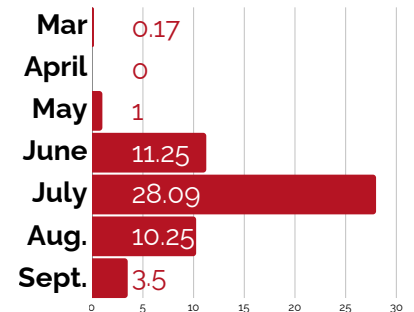
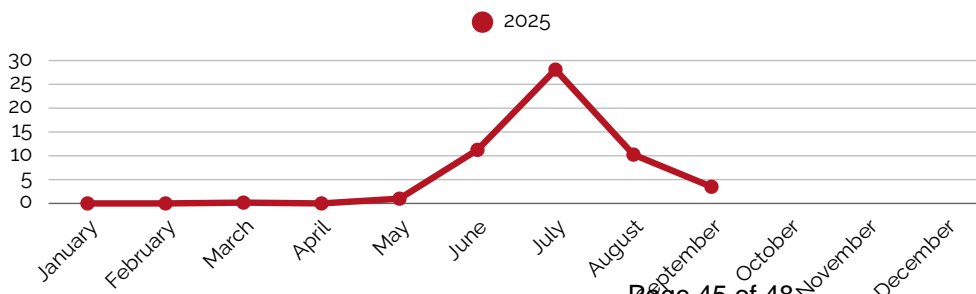
Meeting Room Hours Reserved - Main Library



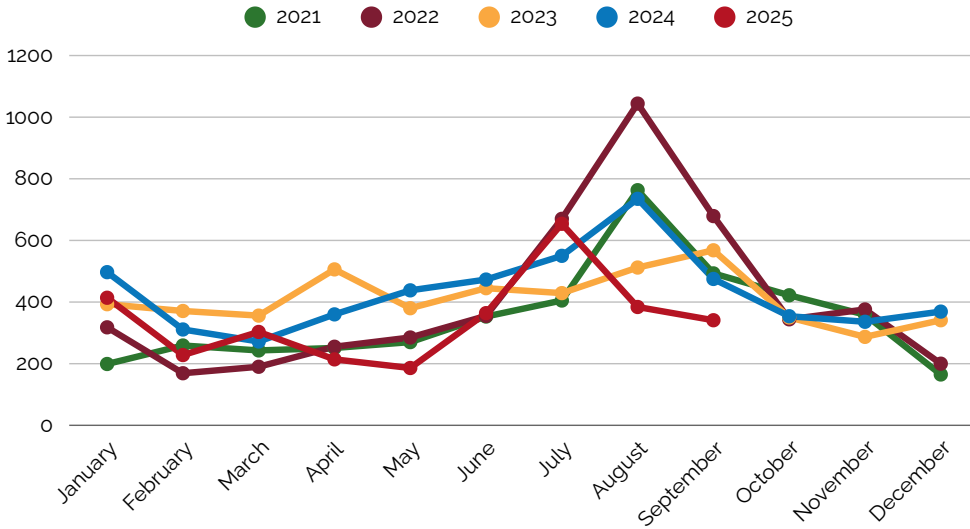
Total Meeting Room Use

Hours Reserved 94.75
Hours Reserved YTD 559.97
 Total Reservations 51
 Satellite Reservations 1
Reservations YTD 300

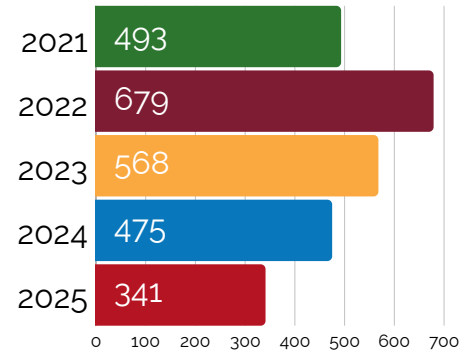
Meeting Room Hours Reserved - Satellite



Offsite Book Drop Usage



Sept. 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
	225	176	269	227	255

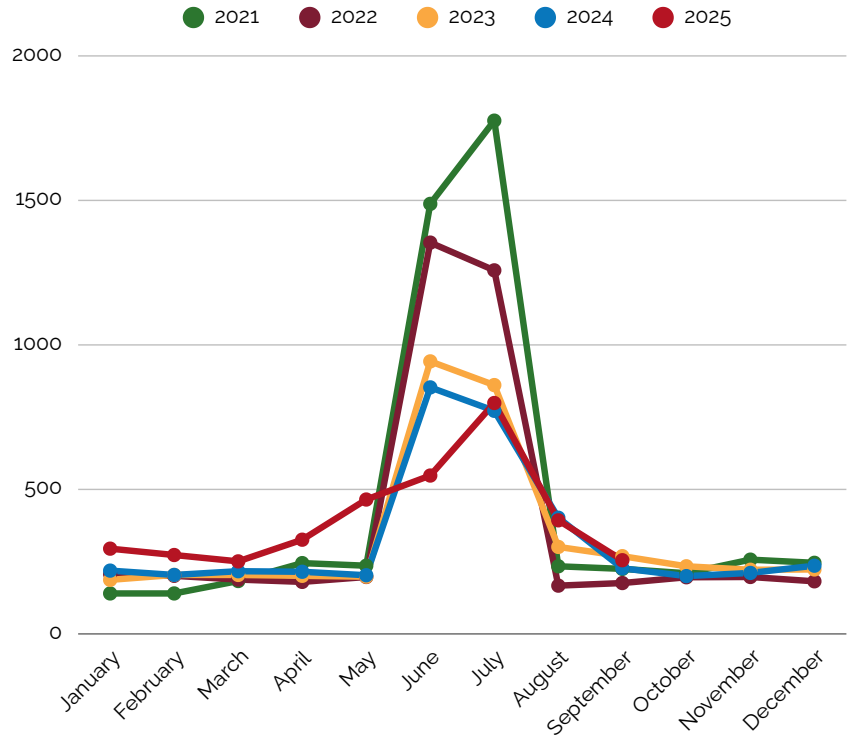
*This number includes senior book deliveries, daycare book deliveries and any books checked out from outreach pop-up libraries, (not Satellite).

Outreach Deliveries and Item Circulation

Senior Living Locations Served	5
Senior Outreach Participants	12
Daycare Locations Served	6
Total Outreach Circulation	255

Outreach & Community Events Attendance

Library on Wheels stops (0 stops)	0
Other Outreach Events	256
Total Attendance	256



In Sept., Programming and Outreach staff brought information about library services to:

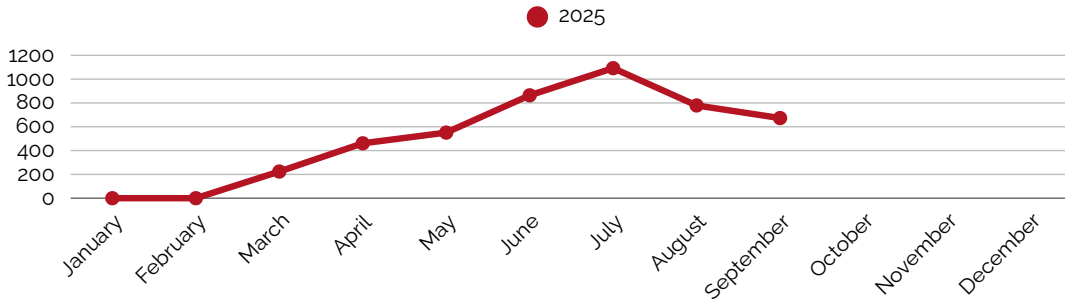
- Senior Expo
- Library Card Signup event at MSUM
- Honkin' Haulin' Hands on Trucks



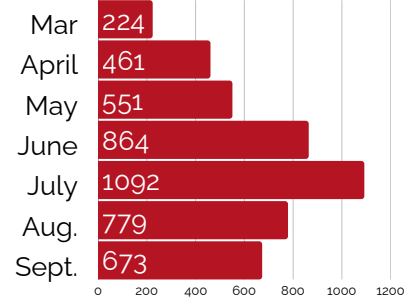
Other Satellite Library Stats

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

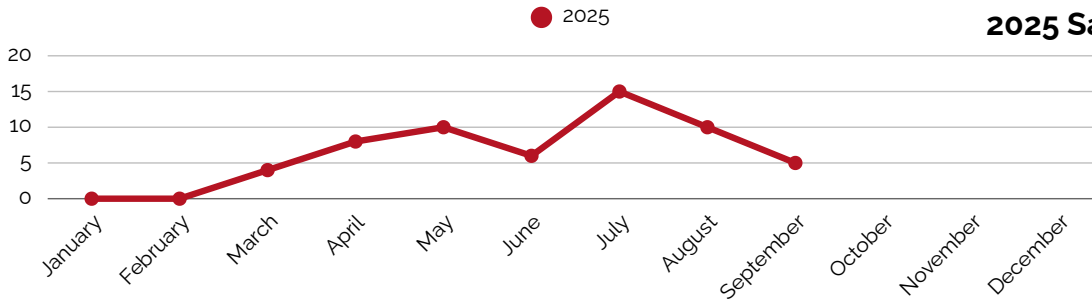
Physical Item Circulation at Satellite



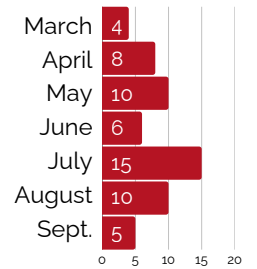
2025 Satellite Circulation



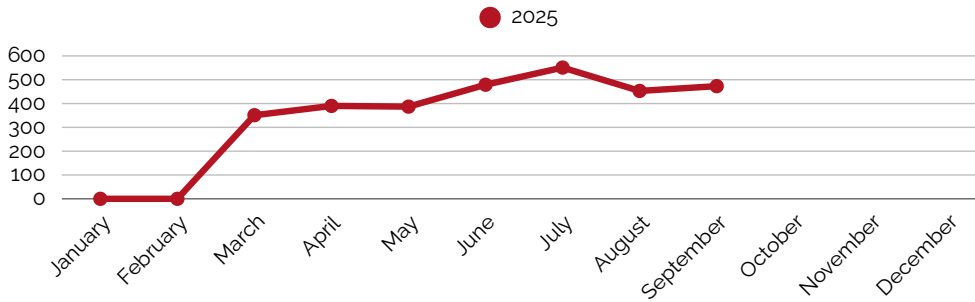
Library Card Signups at Satellite



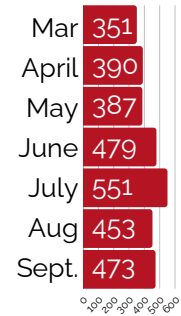
2025 Satellite New Library Cards



Door Count at Satellite



2025 Satellite Door Count



Programs

Program Attendance

Youth

Ready to Read Storytime	109
Baby Boost Storytime	175
Teeter Tots Storytime	144
Teen Events	0
STEM	0
Other Youth Events	0
Total Attendance	428

Adult

Book Clubs	32
Movie Screenings	70
Writing Circle	15
Other Clubs (Cribbage, D&D)	16
Other Events	38
Total Attendance	117

All-Ages

LEGO Party	42
Total Attendance	42

Reference/Services

Technology Tutoring	10
Notary Public	9
Total Attendance	19

Reading & Activity Challenges

Five Genre Reading Challenge

Registrations	67
Badges Earned	217
Full Challenge Completions	1

Career Readiness Challenge (Ongoing)

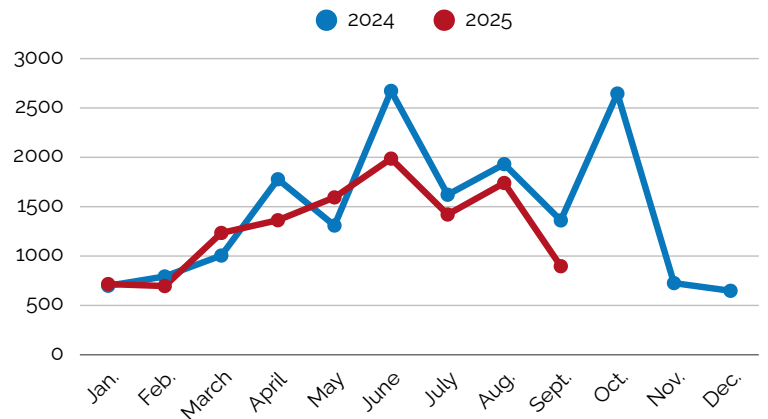
Monthly New Registrations	0
YTD Registrations	25
Lifetime Registrations	77

1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	5
YTD Registrations	77
Lifetime Registrations	798

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

897



Pages & Pastries Book Tasting and Five-Genre Reading Challenge Kickoff event



Storytimes continued to be popular in Sept. Patrons were excited to have Storytimes back after our brief hiatus.



Medicare Changes program with Kim Baker was well attended and had news coverage.