



West Fargo Public Library Board of Directors
Regular Meeting Agenda
West Fargo City Hall Commission Chambers
2515 6th St E, West Fargo
Thursday, November 13, 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 – October 9, 2025
2. Approval of Financial Reports
3. Approval of 2026 Library Closures

Regular Agenda

Old Business

New Business

1. Approval of Satellite Library hours change effective January 1, 2026 **(Action)**
2. City of West Fargo Policy Status Update
3. Grade Change Approval **(Action)**
4. Director's Report
5. Adjourn



West Fargo Public Library Board of Directors Meeting
West Fargo City Hall Commission Chambers
2515 6th St E, West Fargo ND
October 9, 2025
[YouTube recording](#)

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

Board Member Absent: All Board members were present; there were no Board members absent from the meeting.

Also Present: Library Director Jenna Kahly

I. Call to Order

Hanson called the meeting to order at 5:05 p.m.

II. Order of the Agenda

Commissioner Anderson moved and Erickson 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

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

- Approval of Minutes – September 11, 2025
- Approval of Financial Reports

Regular Agenda

Old Business

V. Final Budget Approval (Action)

- Erickson made a motion to approve the final budget for 2026. Commissioner Anderson seconded. No opposition. Motion carried.

New Business

VI. Director's Report

- Finances were 67% expended through September.
- The Satellite Library and Main Library continued to see high usage in September.
- Circulation remains high compared to previous years.
- The electronic circulation in September reached an all-time high.
- Foot traffic increased in September compared to previous years.
- In September, our meeting rooms were reserved for more than 95 hours, marking the highest usage we've seen all year.
- The carpet replacement has been completed.

- In September, 255 items were circulated through our Outreach program via special events, senior home deliveries, and daycare deliveries.
- Storytimes continue to soar with great attendance.
- In September, Adult Programming saw a record high attendance at Writing Circle.
- Friends of the West Fargo Library book sale planned for Saturday, Oct. 11, 2025.

VII. Adjourn

Westall moved to adjourn, Stukel seconded. No opposition. Motion carried out at 5:35 p.m. The next meeting is Nov. 13, 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		\$ 2,406,571	\$ 2,506,278	96%
7000	DISCOUNT PROPERTY TAXES		-	(105,264)	0%
7000	STATE AID		44,468	40,509	110%
7000	MISCELLANEOUS REVENUE		11,810	5,000	236%
7000	SPONSORSHIPS		16,344	5,000	327%
7000	INTEREST ON INVESTMENTS		172,225	50,000	344%
7000	GRANTS		81	-	0%
7000	DONATIONS		229	-	0%
7000	TRANSFER IN		-	150,000	0%
7010	Library Capital		-	-	0%
	Total Revenues		\$ 2,651,728	\$ 2,651,523	100%
			Expenditure/Transfers		
			YTD Actual	Annual Budget	% Spent
7000	Payroll Expenses		\$ 1,410,091	\$ 1,880,633	75%
7000	Employee Expenses		8,889	24,500	36%
7000	Professional		-	8,000	0%
7000	Building Expenses		138,469	164,051	84%
7000	Operations		62,672	100,511	62%
7000	Vehicle Expenses		41,149	51,119	80%
7000	Programming		8,100	18,500	44%
7000	Public Access		154,888	202,906	76%
7000	Capital Improvements		207,670	160,000	130%
7000	Promotions		9,687	14,680	66%
	Total Expenditures		\$ 2,041,615	\$ 2,624,900	78%
			Cash Balances		
			Beginning Bal	Change in Bal	Ending Bal
7000	Library		1,886,365.27	(193,378.51)	1,692,986.76
7010	Library Equipment & Maintenance		25,000.00	-	25,000.00
	Total Cash		\$ 1,911,365	\$ (193,379)	\$ 1,717,987

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
Collections	E Resources; Books; Magazines; Audio Video; Library of Things;
CIP	Capital Improvements; Furn & Equip Depreciated >\$5000
Promotions	Printing; Promotional Activities

CITY OF WEST FARGO, ND
 Revenue Budget vs. Actual
 For the Accounting Period: October

Fund	Fund Description	Account	Account Description	Received		Estimated Revenue	Revenue to be Received
				Current Month	Received YTD		
7000	LIBRARY	310001	PROPERTY TAXES	70,103.37	2,406,570.90	2,506,278.00	99,707.10
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	635.18	11,810.24	5,000.00	-6,810.24
7000	LIBRARY	360100	SPONSORSHIPS	0.00	16,343.61	5,000.00	-11,343.61
7000	LIBRARY	361000	INTEREST ON INVESTMENTS	0.00	172,225.10	50,000.00	-122,225.10
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
				70,738.55	2,651,728.30	2,651,523.00	

Statement of Expenditure - Budget vs. Actual Report
 For the Accounting Period: October

Fund	Account	Object	Committed YTD	Current Appropriation	
7000 LIBRARY	411600 LIBRARY	110 PERMANENT EMP SALARIES	966,643.90	1,210,859.00	Payroll
7000 LIBRARY	411600 LIBRARY	114 PART TIME SALARIES	72,633.29	102,287.00	Payroll
7000 LIBRARY	411600 LIBRARY	220 SOCIAL SECURITY	77,110.63	100,456.00	Payroll
7000 LIBRARY	411600 LIBRARY	230 RETIREMENT	154,896.10	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	136,739.29	266,649.00	Payroll
7000 LIBRARY	411600 LIBRARY	321 PROPERTY INSURANCE	4,428.36	0.00	Building
7000 LIBRARY	411600 LIBRARY	333 BUILDING RENTAL	134,040.66	161,051.00	Building
7000 LIBRARY	411600 LIBRARY	340 EMPLOYEE DEVELOPMENT	6,887.75	15,950.00	Employee
7000 LIBRARY	411600 LIBRARY	356 TELEPHONE	1,955.29	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	9,958.83	15,000.00	Operations
7000 LIBRARY	411600 LIBRARY	424 GAS AND OIL	218.23	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	8,579.95	11,952.00	Operations
7000 LIBRARY	411600 LIBRARY	490 MISC	60.99	500.00	Operations
7000 LIBRARY	411600 LIBRARY	497 TECHNOLOGY	29,101.51	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	8,099.63	18,500.00	Programming
7000 LIBRARY	411600 LIBRARY	650 E RESOURCES	35,461.11	42,261.00	Collections
7000 LIBRARY	411600 LIBRARY	653 CAPITAL IMPROVEMENTS	158,994.77	150,000.00	CIP
7000 LIBRARY	411600 LIBRARY	661 POSTAGE/FREIGHT/SHIPPING	7,446.50	11,000.00	Operations
7000 LIBRARY	411600 LIBRARY	662 BOOKS	69,979.29	107,245.00	Collections
7000 LIBRARY	411600 LIBRARY	663 MAGAZINES	4,564.72	4,700.00	Collections
7000 LIBRARY	411600 LIBRARY	664 AUDIO VIDEO	12,768.95	16,250.00	Collections
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	3,218.80	4,500.00	Collections
7000 LIBRARY	411600 LIBRARY	689 PROMOTIONAL ACTIVITIES	9,292.56	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	881.10	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	40,220.80	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	Collections
7000 LIBRARY	411600 LIBRARY	994 ODIN	26,126.67	25,000.00	Collections
			2,041,615.49	2,624,900.00	
			1,911,365.27	(193,378.51)	
			130,250.22	2,818,278.51	

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	6003139	Payroll	09/05/2025	/ /	-745.68	9/25		
JV	6003140	Payroll	09/05/2025	/ /	43,783.22	9/25		
JV	6044130	Payroll	09/19/2025	/ /	-77.95	9/25		
JV	6044131	Payroll	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	Payroll	09/05/2025	/ /	3,436.01	9/25		
JV	6044132	Payroll	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	Payroll	09/05/2025	/ /	3,432.66	9/25		
JV	6044133	Payroll	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	Payroll	09/05/2025	/ /	6,974.08	9/25		
JV	6044134	Payroll	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	Payroll	09/05/2025	/ /	6,960.26	9/25		
JV	6044135	Payroll	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	-95982	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 LIBRARY									
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 VERIZON WIRELESS		
CL 127840	36	-96149	aug 2025 - new CP for lib (1)	08/08/25	55.52	9/25	3668 VERIZON WIRELESS		
			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	-95984	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 MISC									
			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 MONITOR	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 LIBRARY 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		
644 POSTAL METER RENT			Object Total:		63.51	4,160.67	10,000.00	5,839.33	42%
648 PROFESSIONAL PUBLICATIONS			Object Total:	/ /	0.00	0.00	1,200.00	1,200.00	%
649 PROGRAMMING			Object Total:	/ /	0.00	0.00	1,000.00	1,000.00	%
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		
650 E RESOURCES			Object Total:		157.37	7,788.63	18,500.00	10,711.37	42%
CL 127755 1	-96183	CONSUMER REPORTS 10/1/25 - 9/3		09/03/25	2,800.00	9/25 3091	EBSCO INFORMATION SERVICES		
CL 127756 1	-96182	ANNL MANT SBSRP 120125-113026		09/01/25	3,256.49	9/25 2089	ENVISIONWARE, INC		
CL 128116 1	-95983	EBOOKS		09/12/25	249.98	9/25 2126	OVERDRIVE, INC		
CL 128116 2	-95983	AUDIOBOOKS		09/12/25	760.22	9/25 2126	OVERDRIVE, INC		
CL 128116 3	-95983	EBOOKS		09/25/25	327.47	9/25 2126	OVERDRIVE, INC		
CL 128116 4	-95983	AUDIOBOOKS		09/25/25	753.49	9/25 2126	OVERDRIVE, INC		
CL 128116 5	-95983	CREDIT		09/25/25	-50.51	9/25 2126	OVERDRIVE, INC		
653 CAPITAL IMPROVEMENTS			Object Total:		8,097.14	60,927.11	42,261.00	-18,666.11	144%
661 POSTAGE/FREIGHT/SHIPPING			Object Total:	/ /	0.00	101,634.11	150,000.00	48,365.89	68%
CC 1818 6		SHIP GRAPHIC MEDICINE DISPLAY	5589	08/19/25	187.64	9/25 3162	VISA LIBRARY #2		
662 BOOKS			Object Total:		187.64	7,417.10	11,000.00	3,582.90	67%
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 LIBRARY									
411600 LIBRARY									
CL 127766	7	-96175 BOOKS		08/21/25	18.11	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127766	8	-96175 BOOKS		08/21/25	230.34	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127766	9	-96175 BOOKS		08/22/25	21.71	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127766	10	-96175 BOOKS		08/22/25	144.41	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127766	11	-96175 BOOKS		08/22/25	27.59	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127766	12	-96175 BOOKS		08/22/25	22.56	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127766	13	-96175 BOOKS		08/22/25	44.03	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127766	14	-96175 BOOKS		08/22/25	78.66	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127766	15	-96175 BOOKS		08/28/25	15.94	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127766	16	-96175 BOOKS		08/28/25	21.29	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127766	17	-96175 BOOKS		08/28/25	84.96	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127766	18	-96175 BOOKS (CREDIT)		11/30/23	-18.20	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127766	19	-96175 BOOKS (CREDIT)		11/30/23	-17.18	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127766	20	-96175 BOOKS (CREDIT)		06/02/25	-13.86	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127766	21	-96175 BOOKS (CREDIT)		06/02/25	-10.26	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127766	22	-96175 BOOKS(CREDIT)		06/02/25	-12.26	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127766	23	-96175 BOOKS(CREDIT)		06/02/25	-41.44	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127766	24	-96175 BOOKS(CREDIT)		06/02/25	-182.22	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	1	-96071 BOOKS		09/10/25	52.49	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	2	-96071 BOOKS		09/10/25	9.60	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	3	-96071 BOOKS		09/10/25	87.43	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	4	-96071 BOOKS		09/10/25	20.51	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	5	-96071 BOOKS		09/10/25	13.87	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	6	-96071 BOOKS		09/10/25	54.17	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	7	-96071 BOOKS		09/10/25	57.61	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	8	-96071 BOOKS		09/10/25	26.92	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	9	-96071 BOOKS		09/10/25	28.18	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	10	-96071 BOOKS		09/09/25	11.83	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	11	-96071 BOOKS		09/02/25	37.20	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	12	-96071 BOOKS		09/02/25	40.05	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	13	-96071 BOOKS		09/02/25	26.21	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	14	-96071 BOOKS		09/02/25	44.08	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	15	-96071 BOOKS		09/02/25	98.42	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	16	-96071 BOOKS		09/02/25	20.39	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	17	-96071 BOOKS		09/02/25	189.76	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	18	-96071 BOOKS		09/03/25	13.26	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	19	-96071 BOOKS		09/03/25	39.34	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	20	-96071 BOOKS		09/03/25	76.88	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	21	-96071 BOOKS		09/03/25	349.83	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	22	-96071 BOOKS		09/03/25	9.46	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	23	-96071 BOOKS		09/04/25	35.80	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	24	-96071 BOOKS		09/04/25	30.72	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	25	-96071 BOOKS		09/05/25	20.49	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	26	-96071 BOOKS		09/05/25	26.45	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	27	-96071 BOOKS		09/05/25	20.73	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	28	-96071 BOOKS		09/08/25	39.53	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	29	-96071 BOOKS		09/08/25	19.12	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	30	-96071 BOOKS		09/08/25	41.47	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 LIBRARY									
411600 LIBRARY									
CL 127994	31	-96071 BOOKS		09/08/25	15.22	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	32	-96071 BOOKS		09/10/25	52.49	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	33	-96071 BOOKS		09/10/25	9.60	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	34	-96071 BOOKS		09/10/25	87.43	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	35	-96071 BOOKS		09/10/25	20.51	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	36	-96071 BOOKS		09/10/25	13.87	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	37	-96071 BOOKS		09/10/25	54.17	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	38	-96071 BOOKS		09/10/25	57.61	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	39	-96071 BOOKS		09/10/25	26.92	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	40	-96071 BOOKS		09/10/25	28.18	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	41	-96071 BOOKS		09/09/25	53.45	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	42	-96071 BOOKS		09/09/25	46.29	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	43	-96071 BOOKS		09/09/25	30.67	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	44	-96071 BOOKS		09/09/25	25.90	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	45	-96071 BOOKS		09/15/25	27.20	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	46	-96071 BOOKS		09/15/25	89.72	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	47	-96071 BOOKS		09/15/25	89.87	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	48	-96071 BOOKS		09/15/25	12.17	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127994	49	-96071 BOOKS		09/15/25	19.06	9/25	4592 INGRAM LIBRARY SERVICES		
CL 127995	1	-96070 BOOKS		05/02/25	277.12	9/25	5464 KNOWBUDDY RESOURCES		
CL 128119	1	-95980 BOOKS		09/17/25	21.96	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	2	-95980 BOOKS		09/17/25	13.61	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	3	-95980 BOOKS		09/17/25	68.05	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	4	-95980 BOOKS		09/17/25	43.57	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	5	-95980 BOOKS		09/17/25	99.96	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	6	-95980 BOOKS		09/22/25	120.26	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	7	-95980 BOOKS		09/22/25	13.30	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	8	-95980 BOOKS		09/22/25	16.93	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	9	-95980 BOOKS		09/23/25	29.17	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	10	-95980 BOOKS		09/23/25	40.93	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	11	-95980 BOOKS		09/23/25	15.46	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	12	-95980 BOOKS		09/23/25	13.51	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	13	-95980 BOOKS		09/24/25	13.75	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	14	-95980 BOOKS		09/24/25	58.84	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	15	-95980 BOOKS		09/24/25	21.53	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	16	-95980 BOOKS		09/25/25	28.57	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	17	-95980 BOOKS		09/26/25	12.71	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	18	-95980 BOOKS		09/26/25	9.39	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	19	-95980 BOOKS		09/26/25	81.72	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	20	-95980 BOOKS		09/26/25	123.09	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	21	-95980 BOOKS		09/26/25	11.26	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	22	-95980 BOOKS		09/26/25	13.15	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	23	-95980 BOOKS		09/26/25	11.87	9/25	4592 INGRAM LIBRARY SERVICES		
CL 128119	24	-95980 BOOKS		09/26/25	102.98	9/25	4592 INGRAM LIBRARY SERVICES		
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 LIBRARY									
411600 LIBRARY									
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 MIDWEST TAPE		
CL 127764	2	-96176 DVD		09/03/25	32.22	9/25	1854 MIDWEST TAPE		
CL 127764	3	-96176 DVD		09/03/25	276.42	9/25	1854 MIDWEST TAPE		
CL 127764	4	-96176 DVD		09/03/25	288.31	9/25	1854 MIDWEST TAPE		
CL 127764	5	-96176 DVD		09/10/25	20.22	9/25	1854 MIDWEST TAPE		
CL 127764	6	-96176 DVD		09/10/25	47.19	9/25	1854 MIDWEST TAPE		
CL 128114	1	117423 VOX BOOKS		09/18/25	52.88	9/25	1695 BAKER & TAYLOR		
CL 128118	1	-95981 DVD		09/17/25	23.97	9/25	1854 MIDWEST TAPE		
CL 128118	2	-95981 DVD		09/17/25	40.03	9/25	1854 MIDWEST TAPE		
CL 128118	3	-95981 DVD		09/17/25	48.69	9/25	1854 MIDWEST TAPE		
CL 128118	4	-95981 DVD		09/23/25	25.47	9/25	1854 MIDWEST TAPE		
CL 128118	5	-95981 DVD		09/23/25	23.97	9/25	1854 MIDWEST TAPE		
CL 128118	6	-95981 DVD		09/23/25	31.47	9/25	1854 MIDWEST TAPE		
CL 128118	7	-95981 DVD		09/23/25	47.94	9/25	1854 MIDWEST TAPE		
CL 128118	8	-95981 DVD		09/25/25	9.99	9/25	1854 MIDWEST TAPE		
			Object Total:		1,157.85	11,815.21	16,250.00	4,434.79	73%
667 MEMBERSHIPS									
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 LIBRARY								
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								
JV 6064 1		FIBT TSYS/TRANSFIRST SEPT	/ /	97.90	9/25			
			Object Total:	97.90	881.10	1,750.00	868.90	50%
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:	179,388.98	1,758,866.62	2,624,900.00	866,033.38	
			Fund Total:	179,388.98	1,758,866.62	2,624,900.00	866,033.38	

***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 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 6066135		Payrol	10/03/2025	/ /	43,582.36	10/25		
JV 6078125		Payrol	10/17/2025	/ /	43,875.58	10/25		
JV 6091 88		Payrol	10/31/2025	/ /	43,783.30	10/25		
			Object Total:		131,241.24	966,643.90	1,210,859.00	244,215.10 80%
114 PART TIME SALARIES								
JV 6066136		Payrol	10/03/2025	/ /	3,470.77	10/25		
JV 6078126		Payrol	10/17/2025	/ /	3,964.23	10/25		
JV 6091 89		Payrol	10/31/2025	/ /	3,690.08	10/25		
			Object Total:		11,125.08	72,633.29	102,287.00	29,653.71 71%
220 SOCIAL SECURITY								
JV 6066137		Payrol	10/03/2025	/ /	3,476.93	10/25		
JV 6078127		Payrol	10/17/2025	/ /	3,537.22	10/25		
JV 6091 90		Payrol	10/31/2025	/ /	3,631.72	10/25		
			Object Total:		10,645.87	77,110.63	100,456.00	23,345.37 77%
230 RETIREMENT								
JV 6066138		Payrol	10/03/2025	/ /	7,292.84	10/25		
JV 6078128		Payrol	10/17/2025	/ /	7,095.33	10/25		
JV 6091 91		Payrol	10/31/2025	/ /	7,095.33	10/25		
			Object Total:		21,483.50	154,896.10	196,886.00	41,989.90 79%
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 6066139		Payrol	10/03/2025	/ /	6,960.26	10/25		
JV 6078129		Payrol	10/17/2025	/ /	6,960.07	10/25		
			Object Total:		13,920.33	136,739.29	266,649.00	129,909.71 51%
321 PROPERTY INSURANCE								
			/ /					
			Object Total:		0.00	4,428.36	0.00	-4,428.36 %
333 BUILDING RENTAL								
CL 128165 2	-96018	Oct 2025 Lease - Satellite Lib	10/01/25		2,777.43	10/25	5229 AMB INVESTMENTS, LLC	
CL 128729 1		OCTOBER RENT	10/17/25		10,643.55	10/25	549 WF PUB SCHOOLS DIST #6	
CL 128729 2		NOVEMBER RENT	10/17/25		10,643.55	10/25	549 WF PUB SCHOOLS DIST #6	
			Object Total:		24,064.53	134,040.66	161,051.00	27,010.34 83%

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									
340 EMPLOYEE DEVELOPMENT									
CC 1847 2		PANERA BREAD	999999	09/12/25	64.25	10/25	3162 VISA LIBRARY #2		
CL 128391 1	117510	FOOD REIMBURSEMENT FOR NDLA		10/14/25	22.00	10/25	5638 ALYSSA OSE		
CL 128392 1	117548	FOOD REIMURSEMENT FOR NDLA		10/14/25	22.00	10/25	2800 LAUREN NEPHEW		
CL 128393 1	117549	FOOD REIMBURSEMENT FOR NDLA		10/14/25	22.00	10/25	5635 LEXI BENNETT		
CL 128394 1	117540	FOOD REIMBURSEMENT FOR NDLA		10/14/25	22.00	10/25	5642 GENE JETTA		
CL 128395 1	117517	FOOD & TRAVEL REIMBURSEMENT FO		10/14/25	109.20	10/25	5636 BREE SCHMI DT		
CL 128552 1	117507	MEAL REIMBURSEMENT FOR NDLA		10/15/25	22.00	10/25	5639 AARON THOSTENSON		
CL 128553 1	117509	MEAL REIMBURSEMENT FOR NDLA		10/15/25	22.00	10/25	5637 ALLI SON AAMODT		
		Object Total:			305.45	6,887.75	15,950.00	9,062.25	43%
356 TELEPHONE									
CL 128502 32		Sept 2025 - library		09/08/25	198.58	10/25	3668 VERI ZON WI RELESS		
CL 128502 36		Sept 2025 - new cp router/libr		09/08/25	40.02	10/25	3668 VERI ZON WI RELESS		
		Object Total:			238.60	1,955.29	3,060.00	1,104.71	64%
387 MEDICAL/VACCINES									
		/ /			0.00	0.00	500.00	500.00	%
399 RECRUITMENT/EMPLOYMENT TESTING									
		/ /			0.00	0.00	3,000.00	3,000.00	%
410 OFFICE SUPPLIES									
CC 1846 1		PURE WATER TECH	999999	09/03/25	100.00	10/25	3161 VISA LIBRARY #1		
CC 1846 2		OFFICE SUPPLIES	3490	09/12/25	48.25	10/25	3161 VISA LIBRARY #1		
CC 1846 7		BUG LIQUID TREATMENT FOR PLANT	3490	09/16/25	16.80	10/25	3161 VISA LIBRARY #1		
CC 1846 12		PURE WATER TECH	999999	09/24/25	100.00	10/25	3161 VISA LIBRARY #1		
CL 128554 1	-95763	OFFICE SUPPLIES		10/14/25	436.04	10/25	351 BUSINESS ESSENTIALS		
CL 128727 1		CLEAR GLOSSY LABEL PROTECTORS		10/21/25	643.38	10/25	77 DEMCO INC		
		Object Total:			1,344.47	9,958.83	15,000.00	5,041.17	66%
420 OPERATION & MAINTENANCE									
		/ /			0.00	0.00	0.00	0.00	%
424 GAS AND OIL									
JV 6068 12		Sept fuel usage allocation		/ /	27.22	10/25			
		Object Total:			27.22	218.23	2,000.00	1,781.77	11%

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 427 VEHICLES MAINTENANCE		/ /					
		Object Total:	0.00	710.38	1,200.00	489.62	59%
428 SERVICE AGREEMENTS-CONTRACTS							
CL 128257 1 117470 LEASE FOR PRINTERS		09/29/25	751.31	10/25 5349	MARCO TECHNOLOGIES, LLC		
		Object Total:	751.31	8,579.95	11,952.00	3,372.05	72%
490 MISC		/ /					
		Object Total:	0.00	60.99	500.00	439.01	12%
497 TECHNOLOGY							
CI 44 4 CR for 1 Cradlepoint Lib		6125403586 10/07/25	880.00	10/25 3668	VERIZON WIRELESS		
CL 128388 1 117577 DOOR COUNTERS RNWL 12/25-12/26		10/01/25	456.00	10/25 3485	SENSOURCE		
CL 128728 1 CRADLEPOINT FOR VAN		10/20/25	250.00	10/25 102	MIDSTATES WIRELESS		
		Object Total:	706.00	29,101.51	45,199.00	16,097.49	64%
500 SUPPLIES		/ /					
		Object Total:	0.00	0.00	500.00	500.00	%
640 FURNITURE & EQUIPMENT		/ /					
		Object Total:	0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000		/ /					
		Object Total:	0.00	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 1846 5 COTTON BALLS FOR PROGRAM		3490 09/15/25	13.81	10/25 3161	VISA LIBRARY #1		
CC 1846 6 CONSTRUCTION PAPER		3490 09/16/25	2.42	10/25 3161	VISA LIBRARY #1		
CC 1846 8 PROGRAM SUPPLIES		3490 09/16/25	176.06	10/25 3161	VISA LIBRARY #1		
CC 1846 10 POPCORN/POPCORN OIL		3490 09/19/25	93.36	10/25 3161	VISA LIBRARY #1		
CC 1847 1 FOOD FOR PROGRAM		3701 09/05/25	20.66	10/25 3162	VISA LIBRARY #2		
CC 1848 2 FOOD FOR PROGRAM		3701 09/22/25	4.69	10/25 4576	VISA LIBRARY #3		
		Object Total:	311.00	8,099.63	18,500.00	10,400.37	44%
650 E RESOURCES		/ /					
JV 6061 1 Recode Od in Invoice			-25,466.00	10/25			
		Object Total:	-25,466.00	35,461.11	42,261.00	6,799.89	84%

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									
653 CAPITAL IMPROVEMENTS									
CC 1848 1		CARTS FOR CARPET REPLACEMENT	2341	09/17/25	1,340.14	10/25	4576 VISA LIBRARY #3		
CL 128256 1	117439	CARTS FOR CARPET PROJECT		09/22/25	3,906.02	10/25	77 DEMCO INC		
CL 128386 1	117508	CARPET REPLACEMENT PROJECT		10/13/25	44,475.00	10/25	4791 ALL STATES FLOORING, INC.		
CL 128387 1	117584	CARPET PROJECT - MOVING ITEMS		10/08/25	7,639.50	10/25	4272 THE APARTMENT MOVERS INC		
Object Total:					57,360.66	158,994.77	150,000.00	-8,994.77	106%
661 POSTAGE/FREIGHT/SHIPPING									
CC 1846 3		SHIPPING SUPPLIES	3490	09/12/25	24.69	10/25	3161 VISA LIBRARY #1		
CC 1846 4		CARDBOARD BOXES FOR SHIPPING	3490	09/12/25	29.40	10/25	3161 VISA LIBRARY #1		
CC 1846 11		REFUND(BUBBLE MAILER)	3490	09/24/25	-24.69	10/25	3161 VISA LIBRARY #1		
Object Total:					29.40	7,446.50	11,000.00	3,553.50	68%
662 BOOKS									
CL 98439 1		BOOKS	D2095	08/09/21	-119.63	8/21	3870 A KIDS BOOK ABOUT, INC		
CL 128255 1	-95924	BOOKS		09/29/25	275.26	10/25	5564 RED BRICK RESOURCES		
CL 128390 1	-95835	BOOKS		09/16/25	34.04	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 2	-95835	BOOKS		09/16/25	64.00	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 3	-95835	BOOKS		09/16/25	21.00	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 4	-95835	BOOKS		09/18/25	40.15	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 5	-95835	BOOKS		09/18/25	102.95	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 6	-95835	BOOKS		09/18/25	13.71	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 7	-95835	BOOKS		09/18/25	23.82	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 8	-95835	BOOKS		09/18/25	106.13	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 9	-95835	BOOKS		09/29/25	23.50	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 10	-95835	BOOKS		09/29/25	23.42	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 11	-95835	BOOKS		09/29/25	63.69	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 12	-95835	BOOKS		09/29/25	12.42	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 13	-95835	BOOKS		09/29/25	786.96	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 14	-95835	BOOKS		09/30/25	22.56	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 15	-95835	BOOKS		10/01/25	44.66	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 16	-95835	BOOKS		10/01/25	16.36	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 17	-95835	BOOKS		10/01/25	16.03	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 18	-95835	BOOKS		10/01/25	14.97	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 19	-95835	BOOKS		10/01/25	59.21	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 20	-95835	BOOKS		10/01/25	198.97	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 21	-95835	BOOKS		10/01/25	11.10	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 22	-95835	BOOKS		10/03/25	14.93	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 23	-95835	BOOKS		10/03/25	19.76	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 24	-95835	BOOKS		10/03/25	15.23	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 25	-95835	BOOKS		10/03/25	16.92	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 26	-95835	BOOKS		10/03/25	13.71	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 27	-95835	BOOKS		10/03/25	39.17	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 28	-95835	BOOKS		10/03/25	21.31	10/25	4592 INGRAM LIBRARY SERVICES		
CL 128390 29	-95835	BOOKS		10/03/25	34.58	10/25	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 128390 30	-95835	BOOKS	10/03/25	20.39	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 31	-95835	BOOKS	10/06/25	42.63	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 32	-95835	BOOKS	10/06/25	42.37	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 33	-95835	BOOKS	10/06/25	14.63	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 34	-95835	BOOKS	10/07/25	13.24	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 35	-95835	BOOKS	10/07/25	24.82	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 36	-95835	BOOKS	10/07/25	25.45	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 37	-95835	BOOKS	10/07/25	94.63	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 38	-95835	BOOKS	10/07/25	19.03	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 39	-95835	BOOKS	10/07/25	13.03	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 40	-95835	BOOKS	10/07/25	25.92	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 41	-95835	BOOKS	10/07/25	68.09	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 42	-95835	BOOKS	10/07/25	444.83	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 43	-95835	BOOKS	10/08/25	22.56	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 44	-95835	BOOKS	10/08/25	17.58	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 45	-95835	BOOKS	10/08/25	113.65	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 46	-95835	BOOKS	10/08/25	22.50	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 47	-95835	BOOKS	10/08/25	31.43	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 48	-95835	BOOKS	10/08/25	14.56	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 49	-95835	BOOKS	10/08/25	19.64	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 50	-95835	BOOKS	10/08/25	19.61	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 51	-95835	BOOKS	10/10/25	40.05	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 52	-95835	BOOKS	10/10/25	14.34	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 53	-95835	BOOKS	10/10/25	20.01	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 54	-95835	BOOKS	10/10/25	12.15	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 55	-95835	BOOKS	10/10/25	14.14	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 56	-95835	BOOKS	10/10/25	76.15	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 57	-95835	BOOKS	10/10/25	22.56	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 58	-95835	BOOKS	10/10/25	31.93	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 59	-95835	BOOKS	10/13/25	27.96	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 60	-95835	BOOKS	10/13/25	32.64	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 61	-95835	BOOKS	10/13/25	21.94	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 62	-95835	BOOKS	10/13/25	19.32	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 63	-95835	BOOKS	10/13/25	12.43	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 64	-95835	BOOKS	10/14/25	21.23	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 65	-95835	BOOKS	10/14/25	13.33	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 66	-95835	BOOKS	10/14/25	33.45	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 67	-95835	BOOKS	10/14/25	181.63	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 68	-95835	BOOKS	10/14/25	40.96	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 69	-95835	BOOKS	10/14/25	13.68	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 70	-95835	BOOKS	10/14/25	99.07	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128390 71	-95835	BOOKS	10/14/25	23.70	10/25	4592 INGRAM LI BRARY	SERVI CES	
CL 128615 1	-95698	92448	10/31/25	119.63	10/25	5174 NORTH DAKOTA UNCLAI	MED	
Object Total:				4,033.78	69,979.29	107,245.00	37,265.71	65%

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 128389	1	-95836 DVD	09/30/25	310.17	10/25	1854 MI D WEST TAPE		
CL 128389	2	-95836 DVD	09/30/25	64.79	10/25	1854 MI D WEST TAPE		
CL 128389	3	-95836 DVD	09/30/25	27.72	10/25	1854 MI D WEST TAPE		
CL 128389	4	-95836 DVD	10/07/25	137.03	10/25	1854 MI D WEST TAPE		
CL 128389	5	-95836 DVD	10/07/25	76.94	10/25	1854 MI D WEST TAPE		
CL 128389	6	-95836 DVD	10/07/25	115.35	10/25	1854 MI D WEST TAPE		
CL 128389	7	-95836 DVD	10/07/25	103.38	10/25	1854 MI D WEST TAPE		
CL 128389	8	-95836 DVD	10/14/25	28.47	10/25	1854 MI D WEST TAPE		
CL 128389	9	-95836 DVD	10/14/25	89.89	10/25	1854 MI D WEST TAPE		
		Object Total:		953.74	12,768.95	16,250.00	3,481.05	79%
667 MEMBERSHI PS								
		Object Total:	/ /	0.00	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 1846	9	CHARGING CABLE	3490 09/19/25	9.99	10/25	3161 VISA LIBRARY #1		
		Object Total:		9.99	3,218.80	4,500.00	1,281.20	72%
689 PROMOTIONAL ACTIVITIES								
CC 1848	3	FACEBOOK	999999 09/30/25	174.62	10/25	4576 VISA LIBRARY #3		
		Object Total:		174.62	9,292.56	13,680.00	4,387.44	68%
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	881.10	1,750.00	868.90	50%

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							
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 6105 16	October 2025 Cost Allocation	/ /	4,022.08	10/25			
		Object Total:	4,022.08	40,220.80	47,919.00	7,698.20	84%
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							
JV 6061 2	Recode Odin Invoice	/ /	25,466.00	10/25			
		Object Total:	25,466.00	26,126.67	25,000.00	-1,126.67	105%
		Account Total:	282,748.87	2,041,615.49	2,624,900.00	583,284.51	
		Fund Total:	282,748.87	2,041,615.49	2,624,900.00	583,284.51	

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

Combined Funds

		----- Current Year -----				
Account Object	Description	Current Month	Current YTD	Budget	Variance	%
Revenue						
310001	PROPERTY TAXES	70,103.37	2,406,570.90	2,506,278.00	-99,707.10	96
310002	DISCOUNT PROPERTY TAXES			-105,264.00	105,264.00	
335600	STATE AID		44,468.47	40,509.00	3,959.47	110
						100
	Total Revenue	70,103.37	2,451,039.37	2,441,523.00	9,516.37	100
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	131,241.24	966,643.90	1,210,859.00	244,215.10	80
114	PART TIME SALARIES	11,125.08	72,633.29	102,287.00	29,653.71	71
220	SOCIAL SECURITY	10,645.87	77,110.63	100,456.00	23,345.37	77
230	RETIREMENT	21,483.50	154,896.10	196,886.00	41,989.90	79
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	136,739.29	266,649.00	129,909.71	51
321	PROPERTY INSURANCE		4,428.36		-4,428.36	
333	BUILDING RENTAL	24,064.53	134,040.66	161,051.00	27,010.34	83
340	EMPLOYEE DEVELOPMENT	305.45	6,887.75	15,950.00	9,062.25	43
356	TELEPHONE	238.60	1,955.29	3,060.00	1,104.71	64
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING			3,000.00	3,000.00	
410	OFFICE SUPPLIES	1,344.47	9,958.83	15,000.00	5,041.17	66
424	GAS AND OIL	27.22	218.23	2,000.00	1,781.77	11
427	VEHICLES MAINTENANCE		710.38	1,200.00	489.62	59
428	SERVICE AGREEMENTS-CONTRACTS	751.31	8,579.95	11,952.00	3,372.05	72
490	MISC		60.99	500.00	439.01	12
497	TECHNOLOGY	706.00	29,101.51	45,199.00	16,097.49	64
500	SUPPLIES			500.00	500.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000		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	311.00	8,099.63	18,500.00	10,400.37	44
650	E RESOURCES	-25,466.00	35,461.11	42,261.00	6,799.89	84
653	CAPITAL IMPROVEMENTS	57,360.66	158,994.77	150,000.00	-8,994.77	106
661	POSTAGE/FREIGHT/SHIPPING	29.40	7,446.50	11,000.00	3,553.50	68
662	BOOKS	4,033.78	69,979.29	107,245.00	37,265.71	65
663	MAGAZINES		4,564.72	4,700.00	135.28	97
664	AUDIO VIDEO	953.74	12,768.95	16,250.00	3,481.05	79
667	MEMBERSHIPS		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

		----- Current Year -----				
Account Object	Description	Current Month	Current YTD	Budget	Variance	%
672	EMERGENCY MEDICAL SUPPLIES		527.29	350.00	-177.29	151
680	Library of Things	9.99	3,218.80	4,500.00	1,281.20	72
689	PROMOTIONAL ACTIVITIES	174.62	9,292.56	13,680.00	4,387.44	68
724	CONSULTING/TESTING FEES			3,000.00	3,000.00	
740	SERVICE CHARGES		881.10	1,750.00	868.90	50
864	FURN & EQUIP DEPRECIATED >\$5,000		48,675.44		-48,675.44	
880	COST ALLOCATIONS	4,022.08	40,220.80	47,919.00	7,698.20	84
890	TRANSFERS OUT			10,000.00	10,000.00	
901	CATALOGING		2,768.64	2,950.00	181.36	94
994	ODIN	25,466.00	26,126.67	25,000.00	-1,126.67	105
	Total Account	282,748.87	2,041,615.49	2,624,900.00	583,284.51	78
	Total Expenses	282,748.87	2,041,615.49	2,624,900.00	583,284.51	78
	Net Income from Operations	-212,645.50	409,423.88			
Other Revenue						
360000	MISCELLANEOUS REVENUE	635.18	11,810.24	5,000.00	6,810.24	236
360100	SPONSORSHIPS		16,343.61	5,000.00	11,343.61	327
361000	INTEREST ON INVESTMENTS		172,225.10	50,000.00	122,225.10	344
363400	GRANTS		80.98		80.98	
375000	DONATIONS		229.00		229.00	
383000	TRANSFER IN			150,000.00	-150,000.00	96
	Total Other Revenue	635.18	200,688.93	210,000.00	-9,311.07	96
	Net Income	-212,010.32	610,112.81			

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

Proposed library closings for 2026

New Year's Day	Thursday, January 1
Martin Luther King, Jr. Day	Monday, January 19** (staff training)
Presidents' Day	Monday, February 16
Staff training day	Friday, April 24 th **2pm – 6pm Early closing (1:00pm)
Memorial Day	Monday, May 25
Independence Day	Saturday, July 4***
Labor Day	Monday, September 7
Staff training day	Monday, October 12**
Veterans Day	Wednesday, November 11
Thanksgiving Day	Thursday, November 26
Day after Thanksgiving	Friday, November 27
Christmas Eve Day	Thursday, December 24
Christmas Day	Friday, December 25
New Year's Eve	Thursday, December 31* Early closing (6:00pm)

*Not paid holiday

**Library is closed, but staff reports for duty

***City of West Fargo Offices are closed Friday, July 3, in observance of Independence Day. The Library will remain open on Friday, and close on Saturday, July 4 instead.



Regular Agenda Item

To: West Fargo Public Library Board of Directors
From: Jenna Kahly, Library Director
Date: Nov. 13, 2025
Subject: Satellite Library Branch Hours
Action: Approval of adjustment to Satellite Library hours effective Jan. 1, 2026

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:

In an effort to increase access to library services, align hours with usage trends, and accommodate the growth of a popular library program, I am requesting your approval of changes to the Satellite Library's open hours, effective Jan. 1.

This request comes after patron requests for evening hours at the Satellite and consistent demand for additional space in our popular Monday Matinee movie screenings. Staff often have had to turn away patrons from Monday Matinees, which are primarily attended by seniors and adults with disabilities and their caretakers. After a successful film screening in the Commission Chambers during our carpet project, we intend to use this space for Monday Matinees in the new year. We are excited to have more seating and easier access for those with mobility issues and would love to have the Satellite Library open while people are visiting the space for a library program. Therefore, the proposal is that we add open hours on Mondays.

Usage trends from March through September revealed that Fridays consistently have the least foot traffic at the Satellite. Therefore, the proposal is to be closed on Fridays to allow us to add Monday hours. The Monday hours would start and end later than other days of the week to accommodate movie attendees and patrons seeking evening hours. Residents, Commissioners, and staff attending City Commission meetings, which take place on Monday evenings, would also have a new opportunity to visit the Satellite Library.

	Previous Hours	Proposed Hours
Monday	Closed	12 p.m. – 6:30 p.m.
Tuesday	10 a.m. – 4:30 p.m.	10 a.m. – 4:30 p.m.
Wednesday	10 a.m. – 4:30 p.m.	10 a.m. – 4:30 p.m.
Thursday	10 a.m. – 4:30 p.m.	10 a.m. – 4:30 p.m.
Friday	10 a.m. – 4:30 p.m.	Closed
Saturday	Closed	Closed



Regular Agenda Item

To: West Fargo Public Library Board of Directors

From: Jenna Kahly, Library Director

Date: Nov. 13, 2025

Subject: Grade Change Approval

Action: Approval of grade change for Marketing and Communications Specialist with backpay

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:

At the beginning of the year, we completed a project to update all our job descriptions ensuring accuracy ahead of the next salary survey which the library board requested at the July 2024 meeting. While working on the project, I asked HR to regrade several of the job descriptions that had significant changes to check that we were still paying those positions appropriately with the changes that were made. The only position which had a grade change indicated in the results on November 3rd was the Marketing and Communications Specialist. The recommendation was to move this position from a grade 12 to a grade 13.

Last year when we approved grade changes, the commission and the library board both approved back pay through the beginning of the year. Below is the estimated budget impact for this year if the board decides to approve the grade change and backpay through the beginning of this year.

- Back pay of \$2273.95
 - Tax \$173.96
 - ND PERS \$369.75
- Increase in pay for remainder of the year \$412.80
 - Tax \$31.58
 - ND PERS \$67.12
- TOTAL: \$3,329.16



West Fargo Public Library

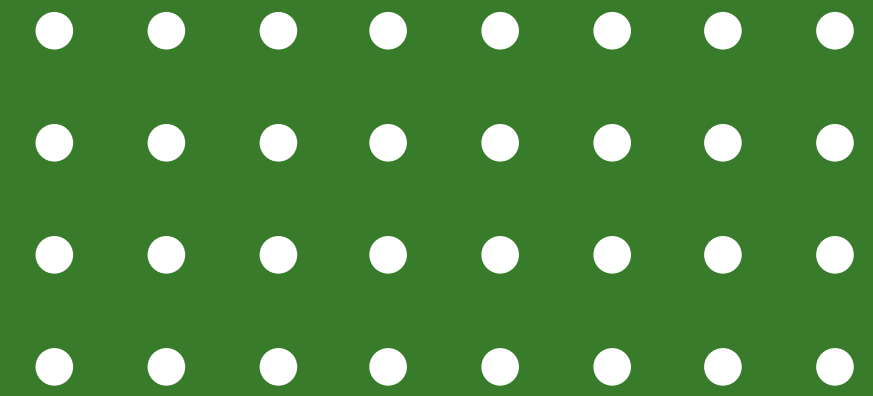


Director's Report

For Nov. 13, 2025 Library Board Meeting
Presented by Jenna Kahly, Library Director



Finances



Expenditures through October

Month to Date

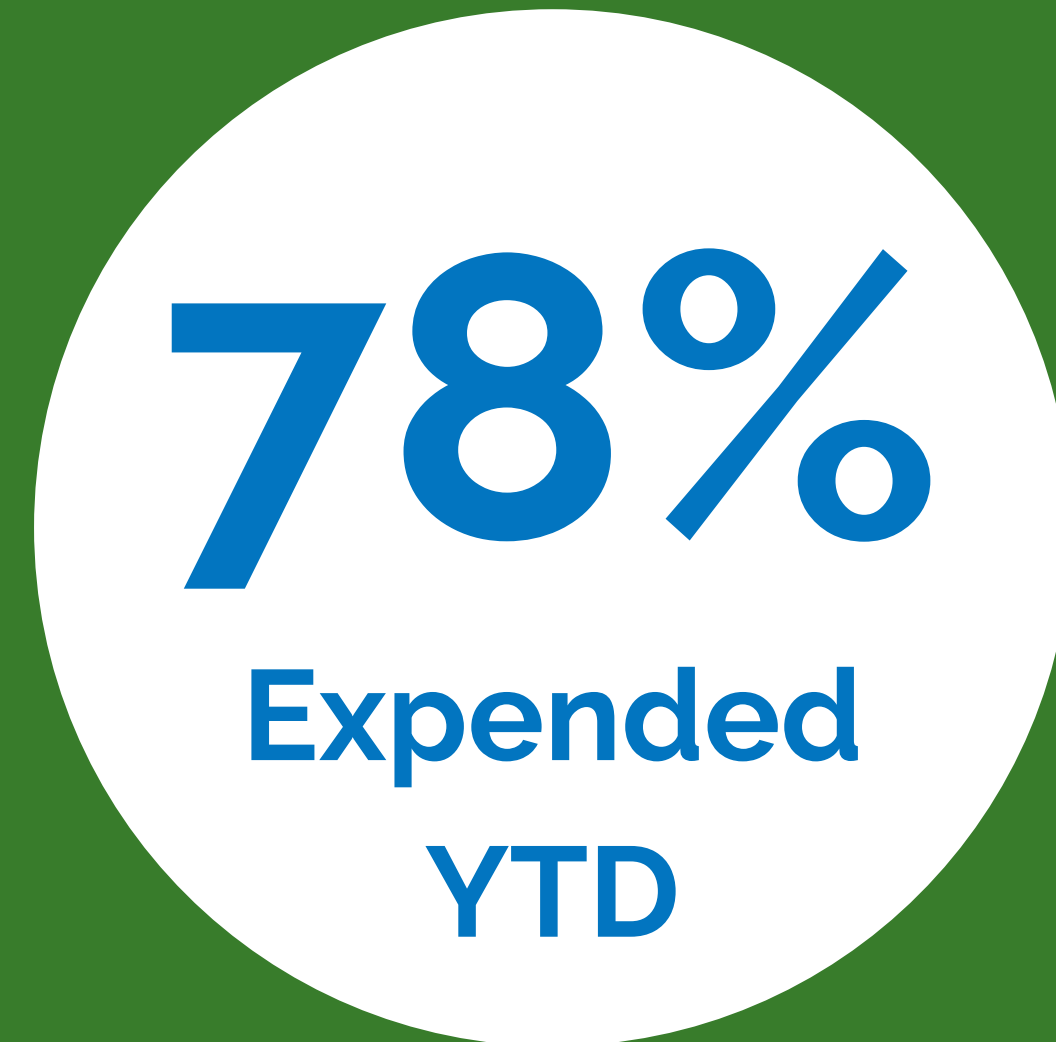
\$282,748.87

Year to Date

\$2,041,615.49

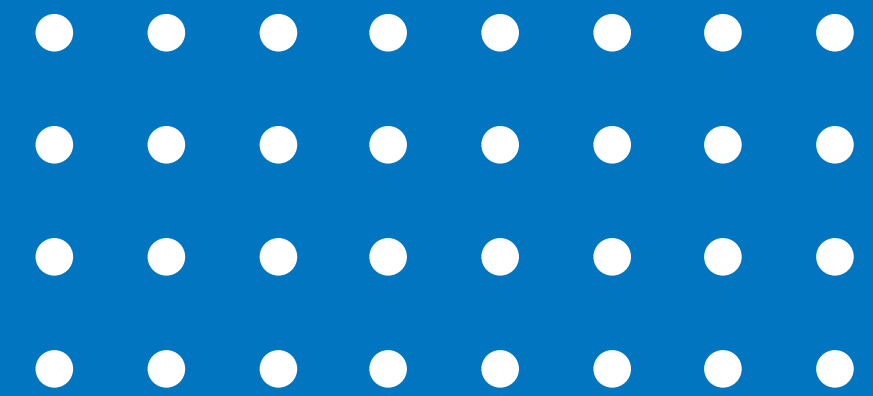
Available Appropriation

\$583,284.51





Patron Feedback



New carpet comments:

Love the new carpet, now you need to paint.

New carpet is much calmer.

The carpet is gorgeous. It will be practical too.

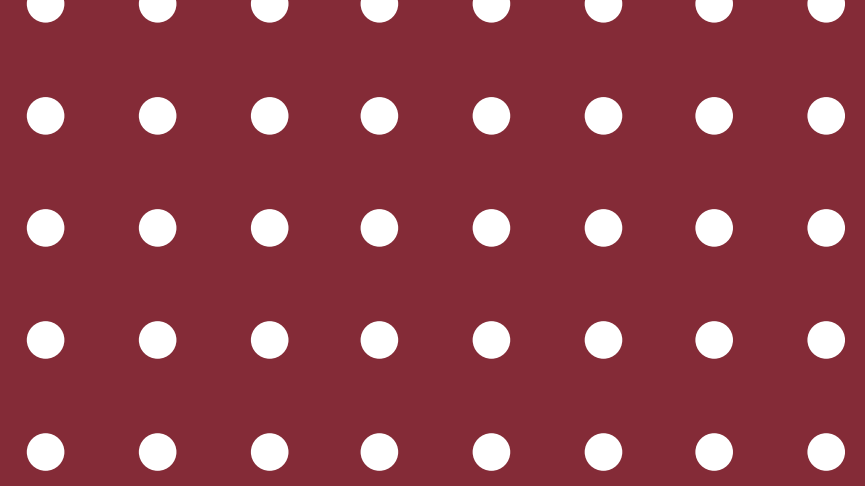
Patrons were also excited to have programs at the satellite library.

New carpet somehow makes the space look larger.

Also had some nice compliments on our Genre Reading Challenge and community puzzle table.

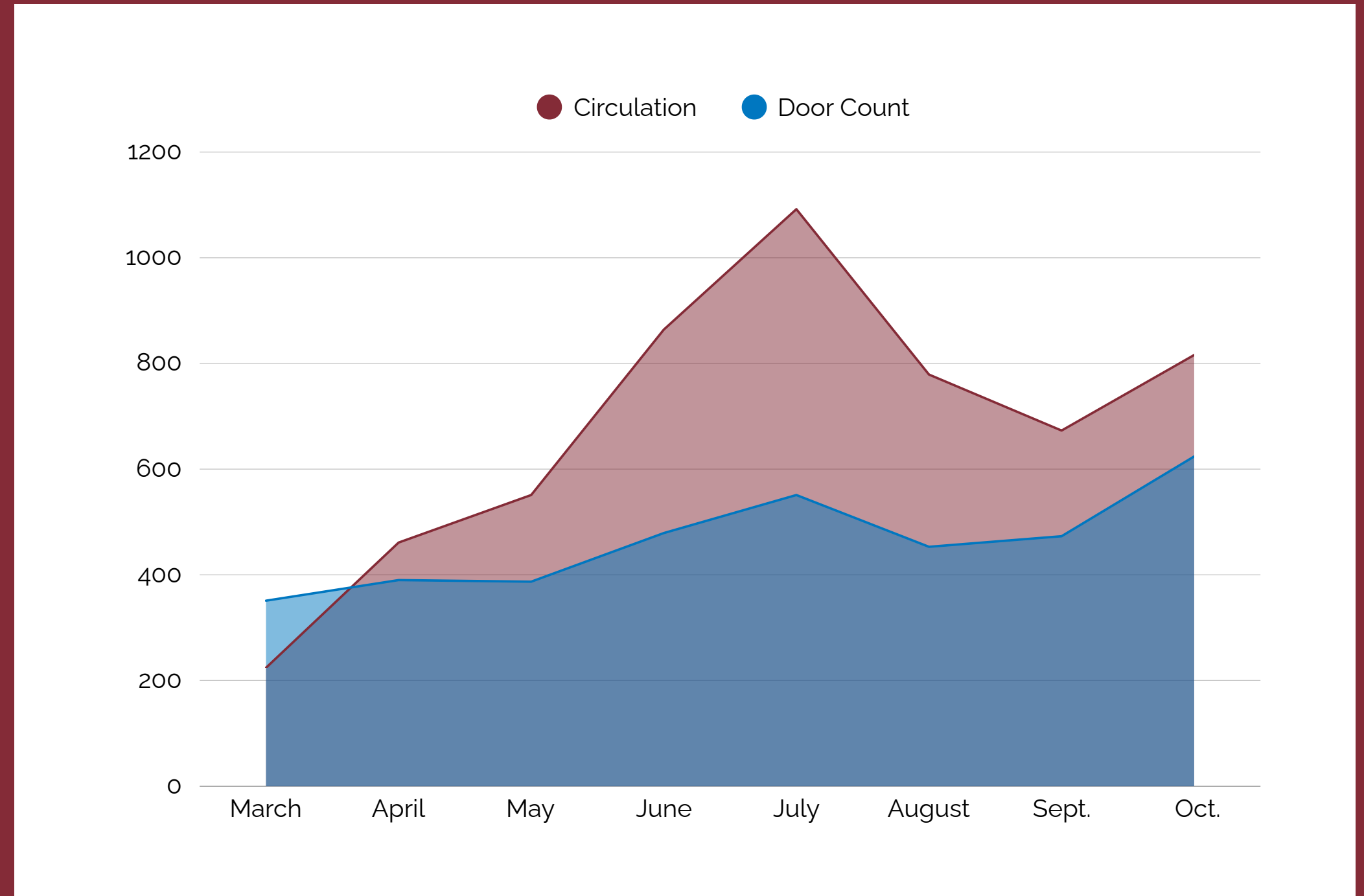


Satellite Library



Oct. Satellite Usage

- Physical Circulation - 816
- Door Count - 624
- Library Cards Made - 16*

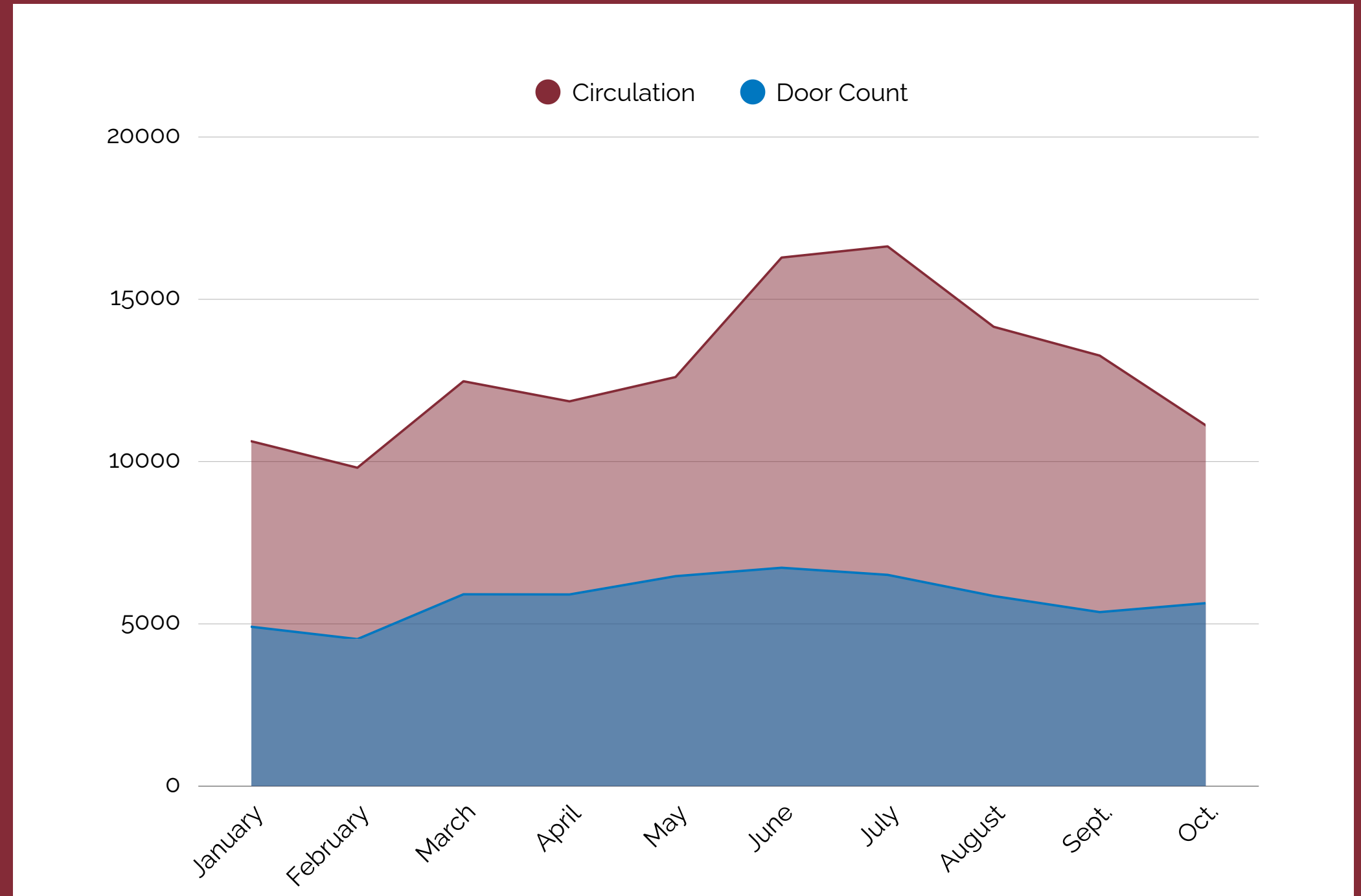




Main Library

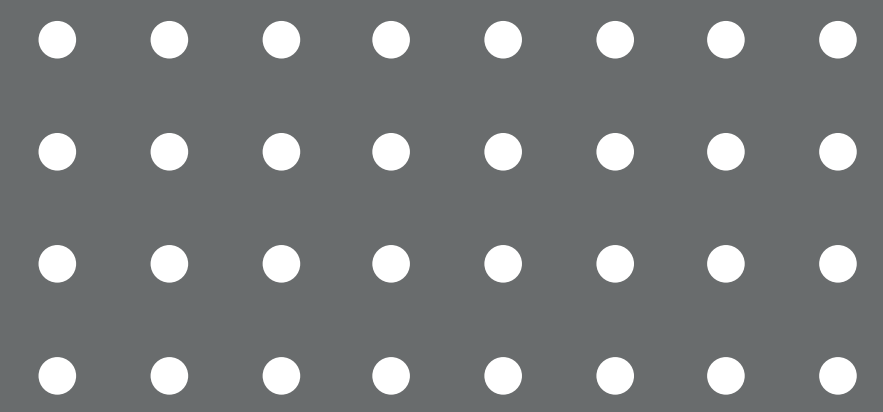
Oct. Main Library Usage

- Physical Circulation - 11,116
- Door Count - 5,638
- Library Cards Made - 1258
 - 1064 WFPS Student Cards
 - 194 regular

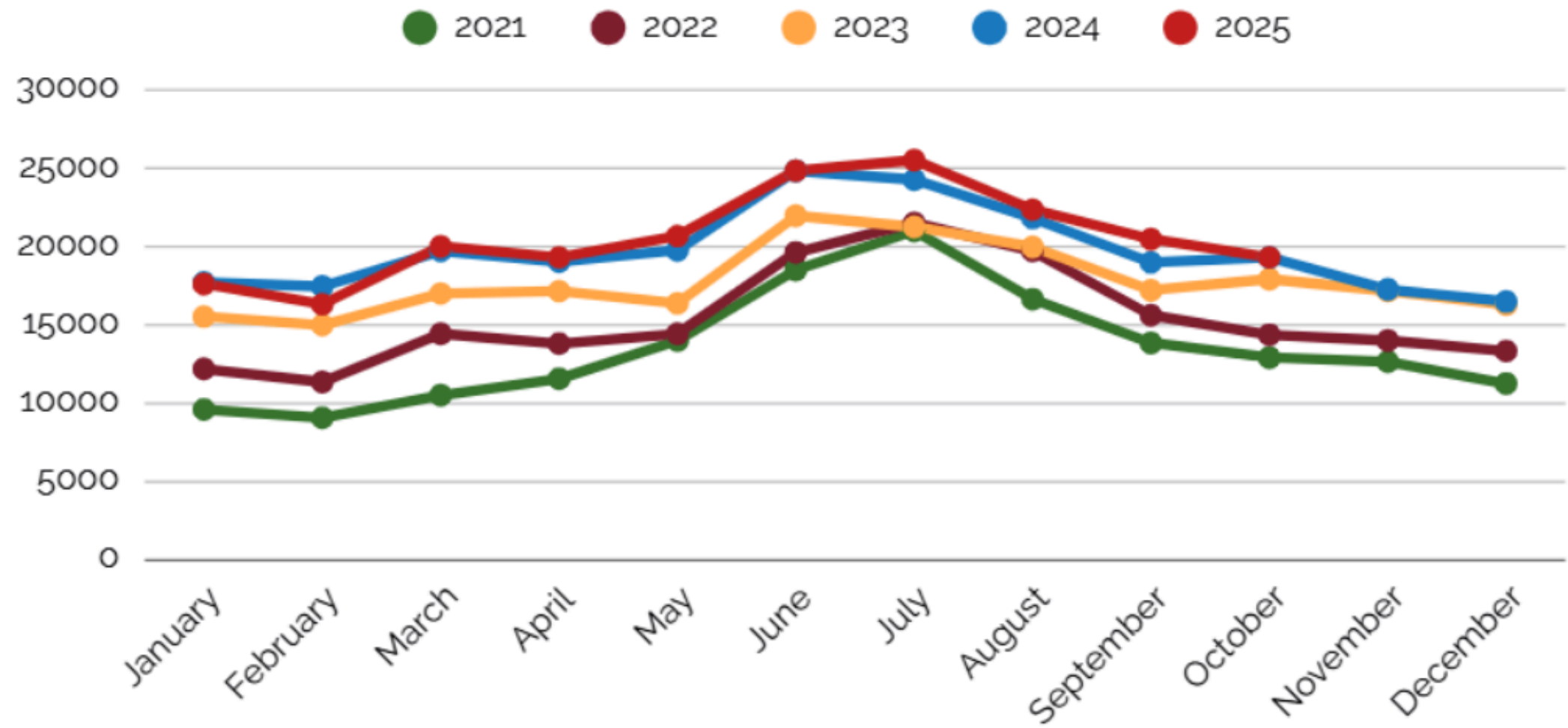




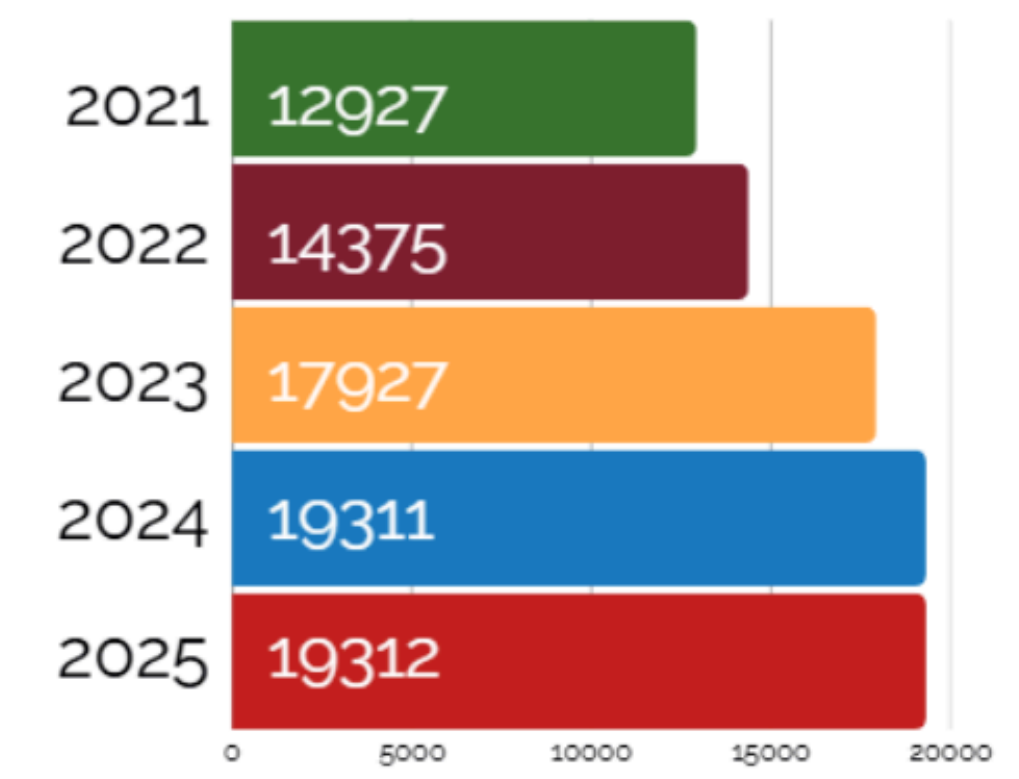
Circulation



- Circulation numbers continue to grow. We have had more than 200,000 circs so far this year.



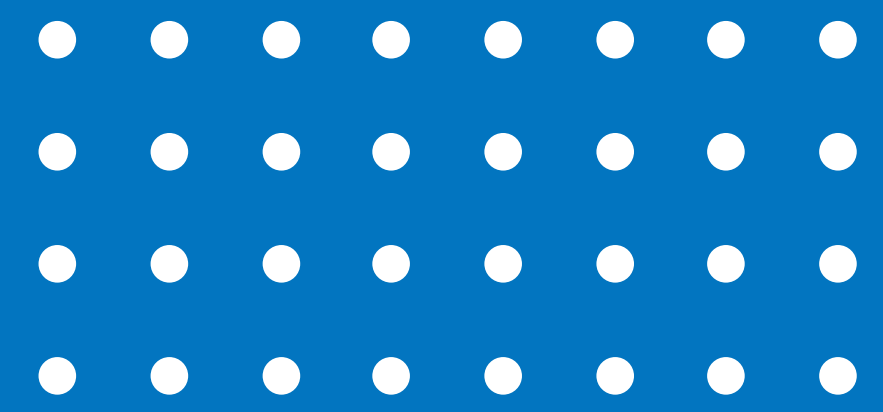
Oct. Total Circulation



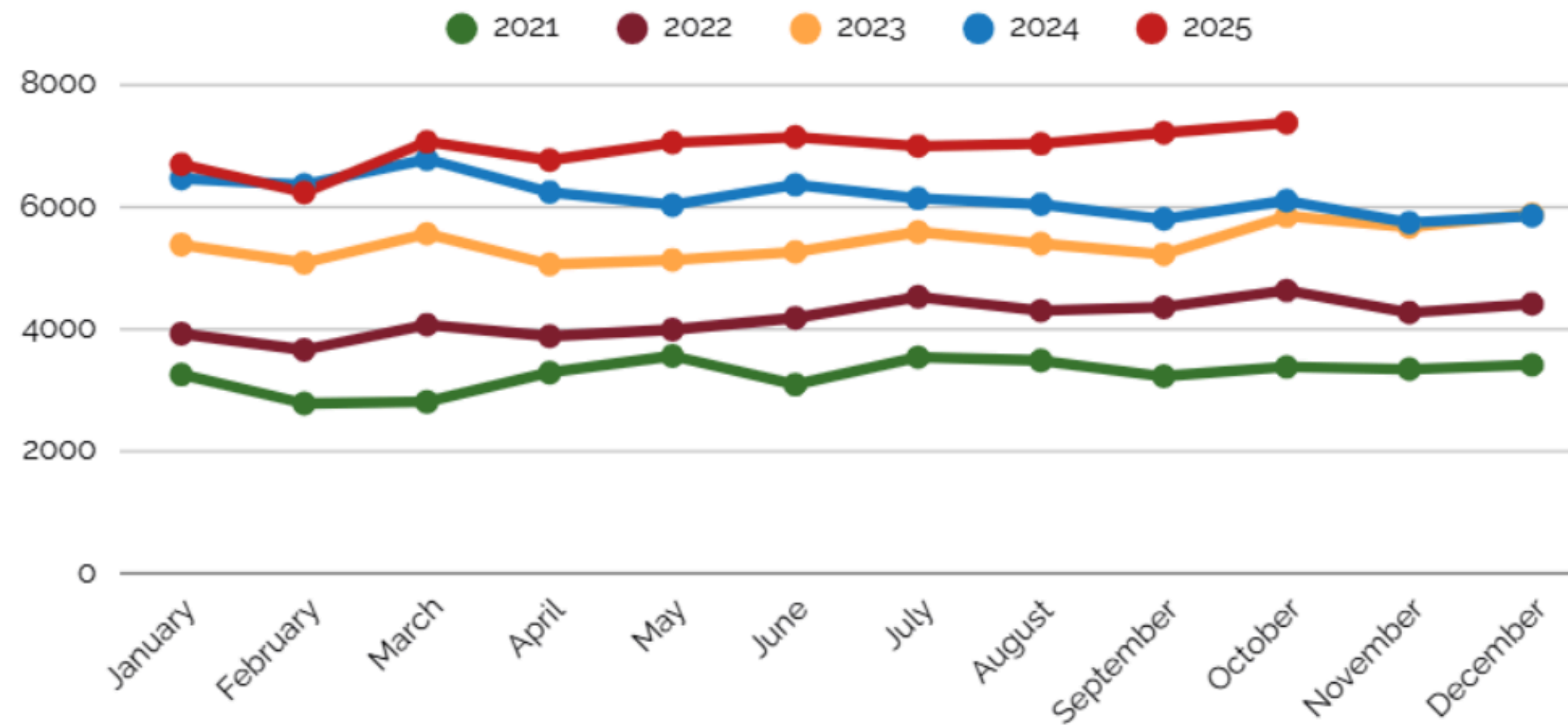
Oct. Circulation per Active Library Card - 1.2 items



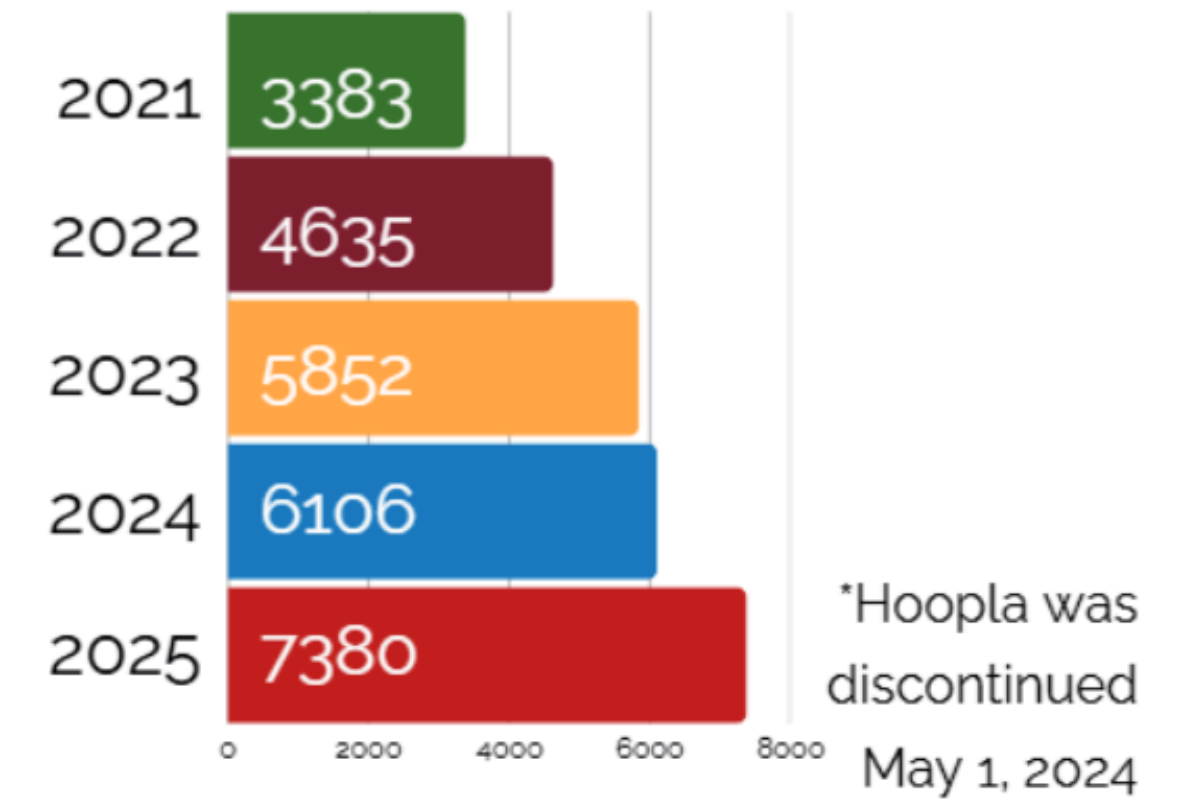
Electronic Circulation



- Another record-breaking month for Libby usage



Oct. Circulation
OverDrive/Libby & Hoopla*

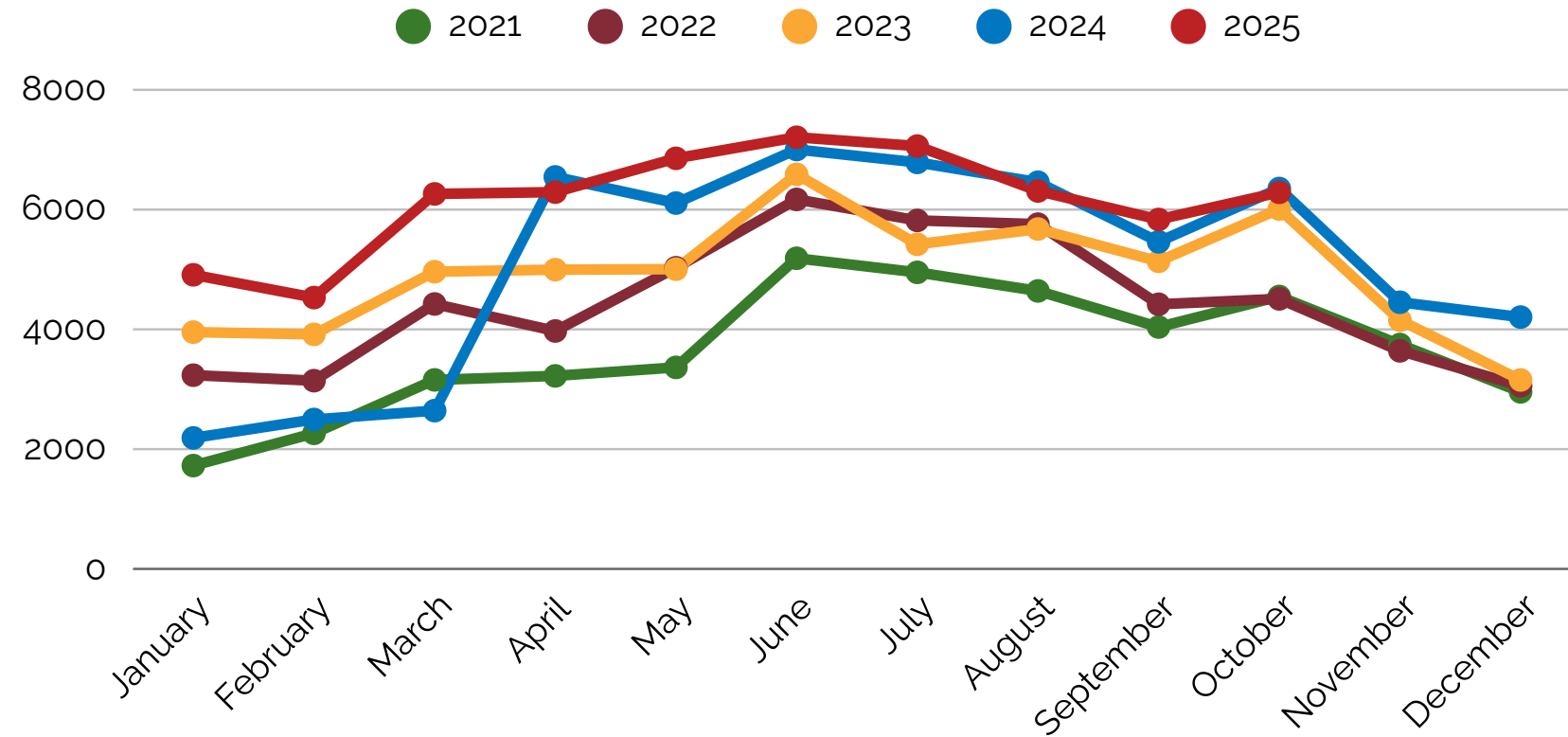




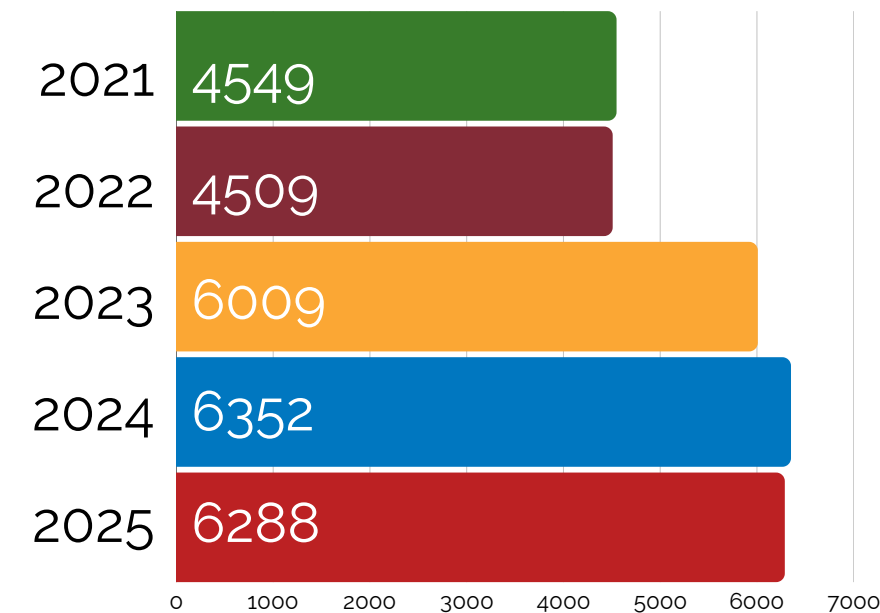
Door Count

- Slightly down in door count this month, but that can be attributed to not hosting our own Halloween party this year, and our carpet replacement project.

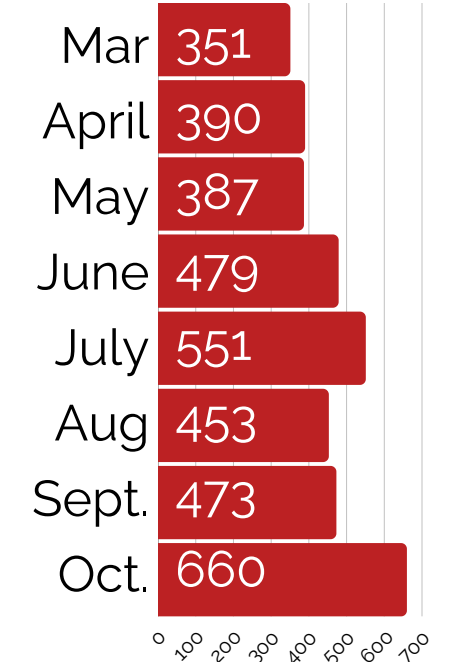
Total Door Count



Oct. Total Door Count

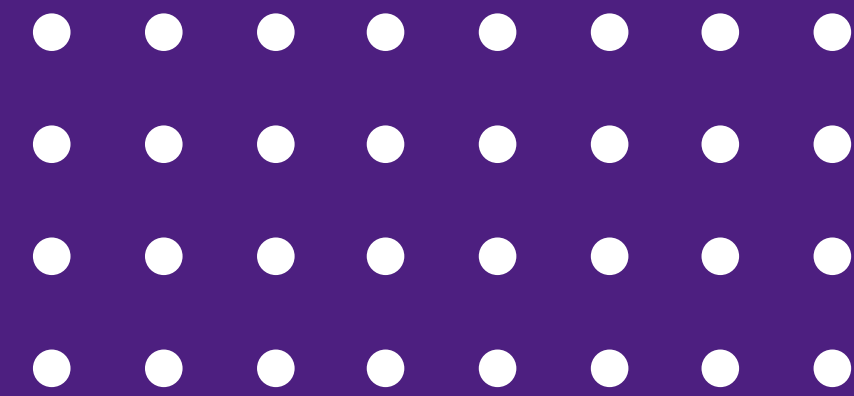


2025 Satellite Door Count





Social Media Attention



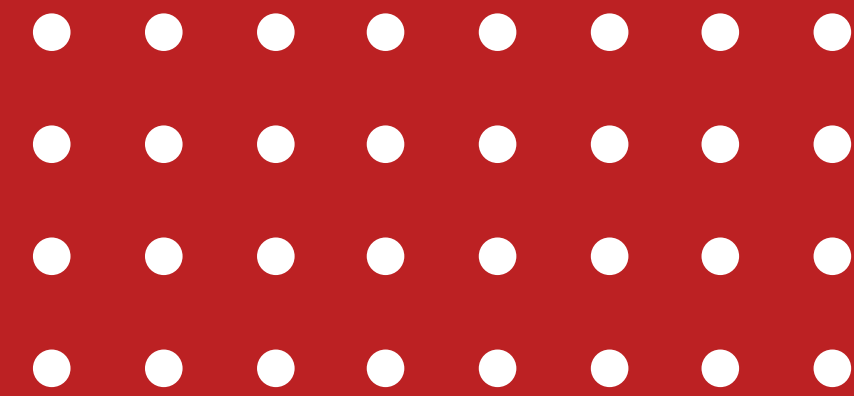
Our social media has had really great engagement and viewership recently with around 62,000 views in October alone.

Top posts for October:

- Oct. 1 Carpet Update
- Oct. 7 Carpet Update
- Oct. 10 Libby Record Broken Announcement
- Oct. 28 Puzzle Exchange!
- Oct. 3 Carpet Update



Outreach Services



Outreach circulation has been growing and was really high last month. Some comments from Patrons were:

- "One thing I know for sure is that West Fargo librarians are efficient."
- About Cass our Outreach Services Coordinator who carefully selects books for our patrons, "She knows what I like!"
- Patron expressed gratitude that the service comes to them as they cannot drive.

Monthly Outreach Circulation

Total Monthly Circulation*	2021	210
	2022	196
	2023	234
	2024	200
	2025	340

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

■ ■ ■ Youth Programs

Recent Highlights

- Escape Room - Teens made friends, which is what we hear from a lot of them is their intention of coming to library programs!
- Next Chapters started in Oct., with 8 kids at the first session. We had 11 at the second one last weekend.
- Spooky Crafternoon had 52 attendees.

We've also started adding more engagement in our teen area upstairs with coloring and interactive activities on the wall.



Spooky Crafternoon



Next Chapters Storytime

■ ■ ■ Adult Programming

Recent Highlights

- **Writing Circle** has been going particularly well with lots of work bring brought for peer review.
- **Happy Houseplants** got great reviews.
- Book Clubs have been voting on titles for the next round of discussions.
- The Genre Reading Challenge was popular again with 72 people participating.

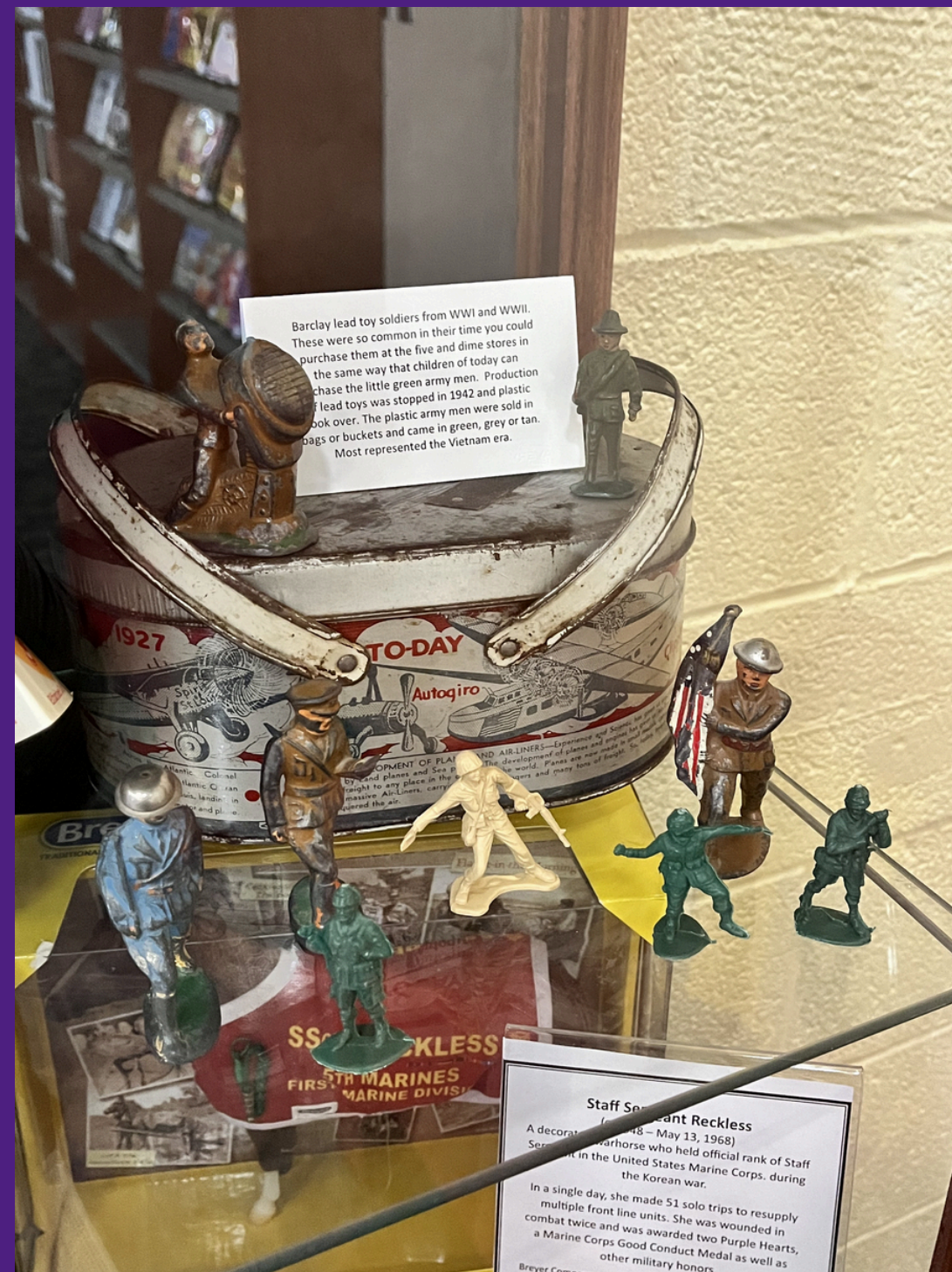
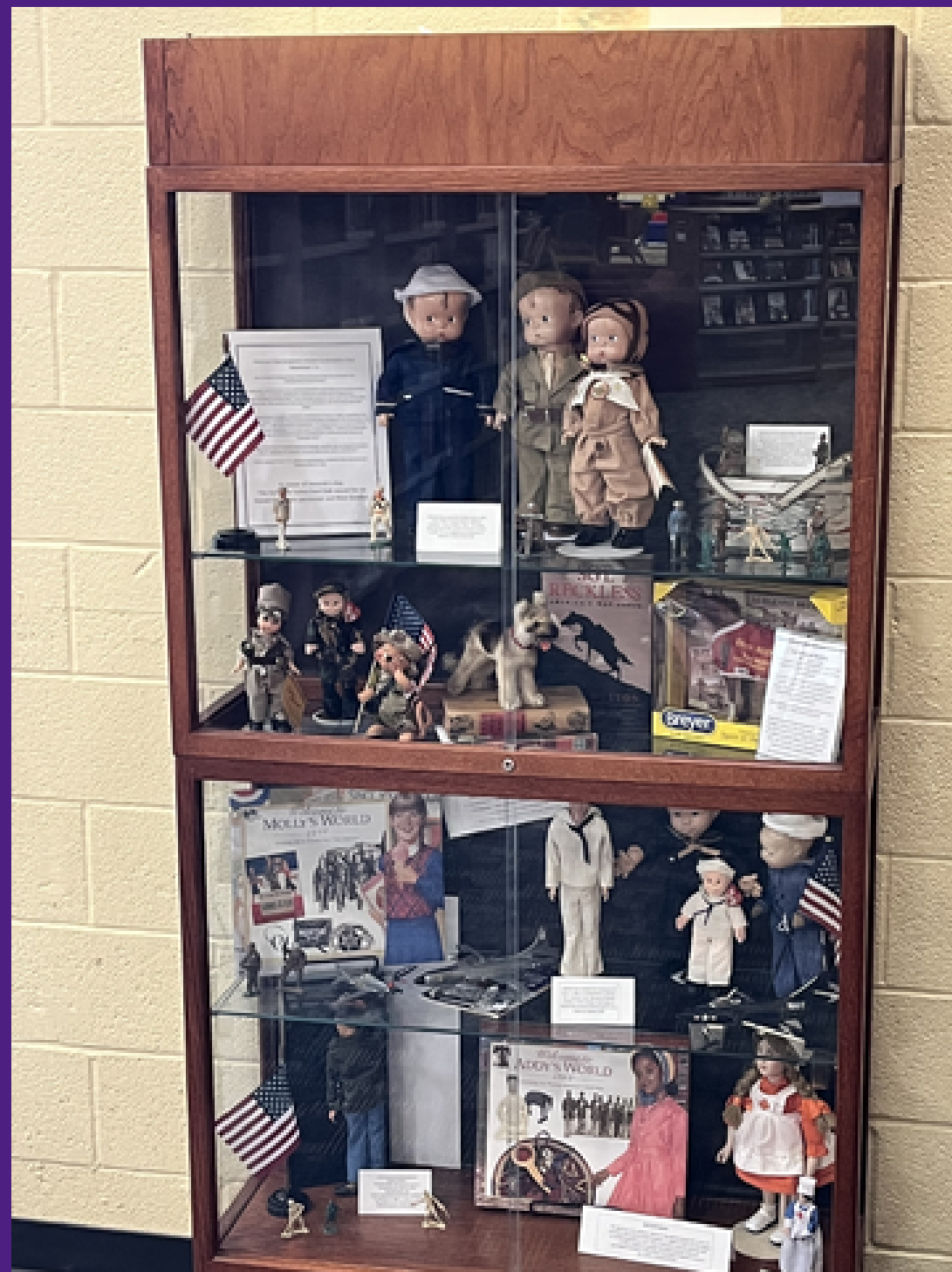
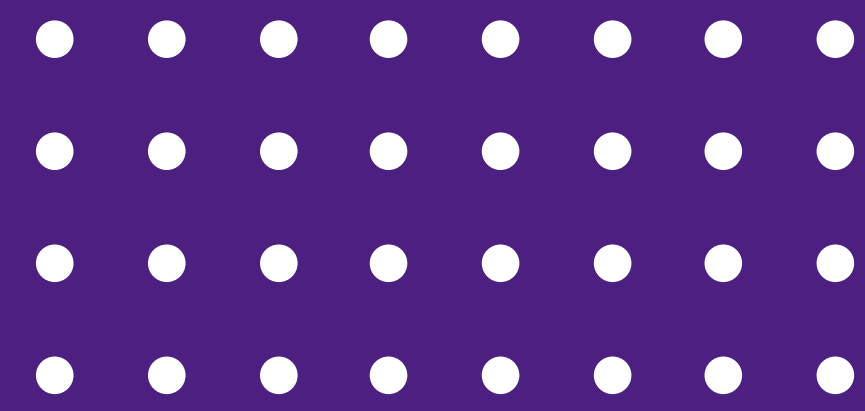
Upcoming Events

- **Trends in Fraud and Scams with AARP** 10:30 a.m. Nov. 6



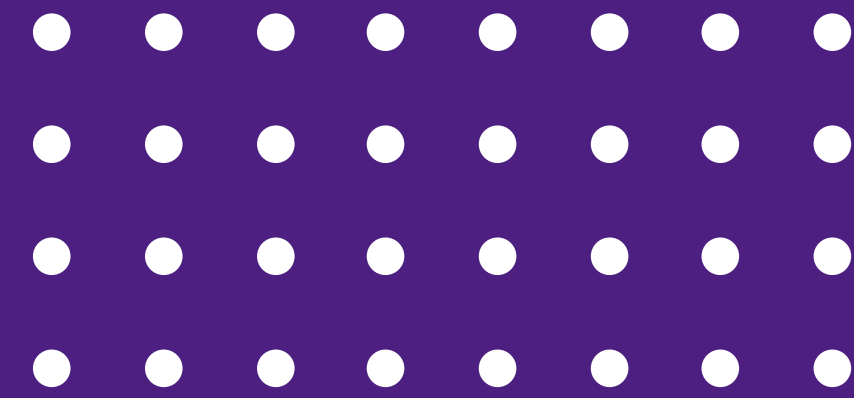
Happy Houseplants with
Tristin Vall

Special Exhibits



The Red River Doll Club has a display of toys, dolls, and books highlighting how we have tried to honor the work and sacrifices of servicemembers, nurses, and others throughout history with these kinds of objects.

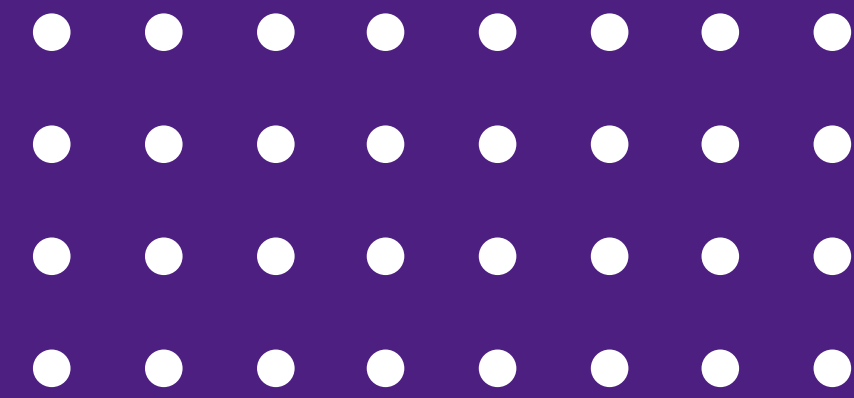
Special Exhibits



New artwork is on display from local artist Brandi Malarkey from her Color² series.

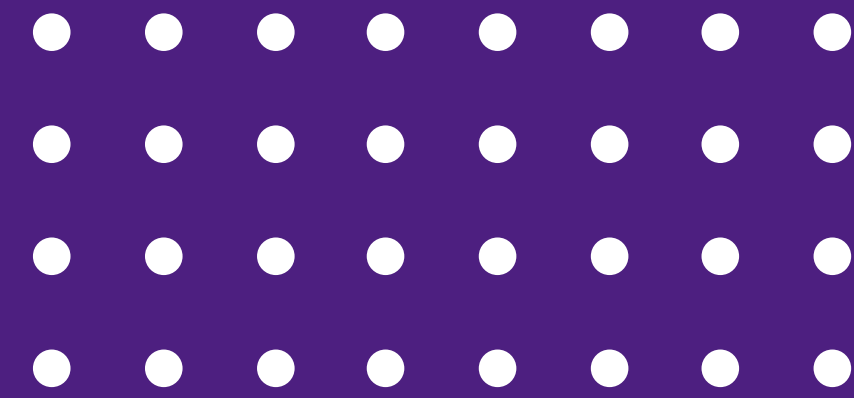


■ ■ ■ New Carpet



Children's area with the new carpet.

■ ■ ■ Costume Fun

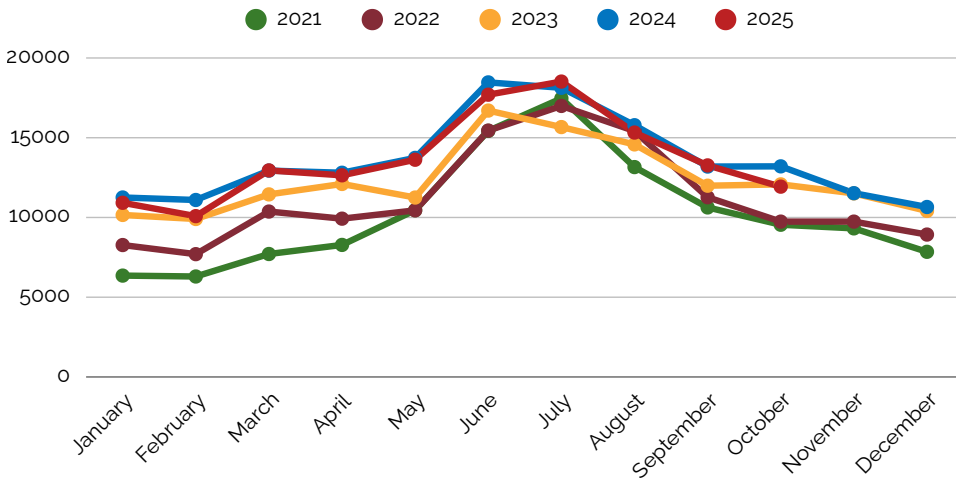


Some of our staff dressed up on Halloween. Many of the classes from the Y stopped by to Trick or Treat and the Storytime crowd enjoyed our costumes as well.

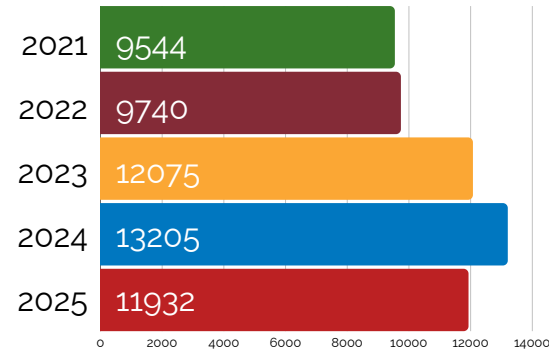
QUESTIONS?

Thank you for your time!

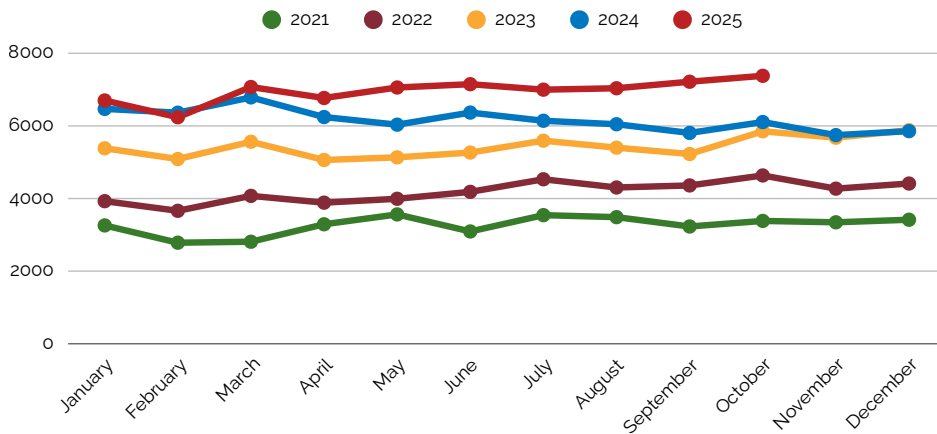
Physical Item Circulation - All Locations



Oct. Circulation

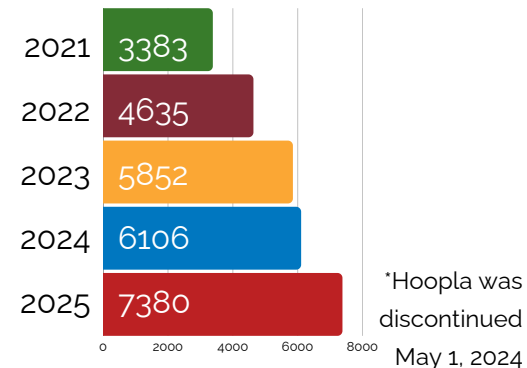


Electronic Materials Circulation

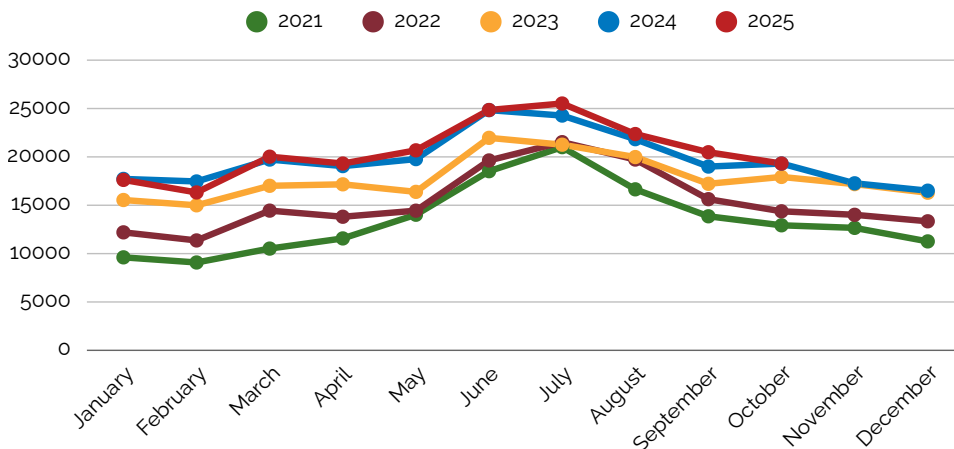


Oct. Circulation

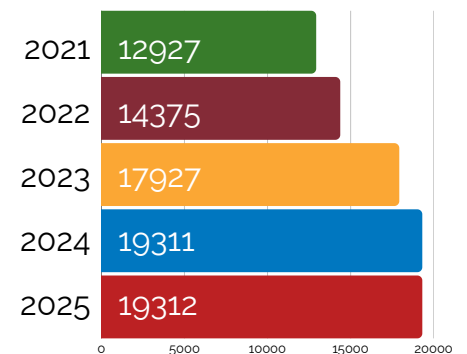
OverDrive/Libby & Hoopla*



Total Circulation



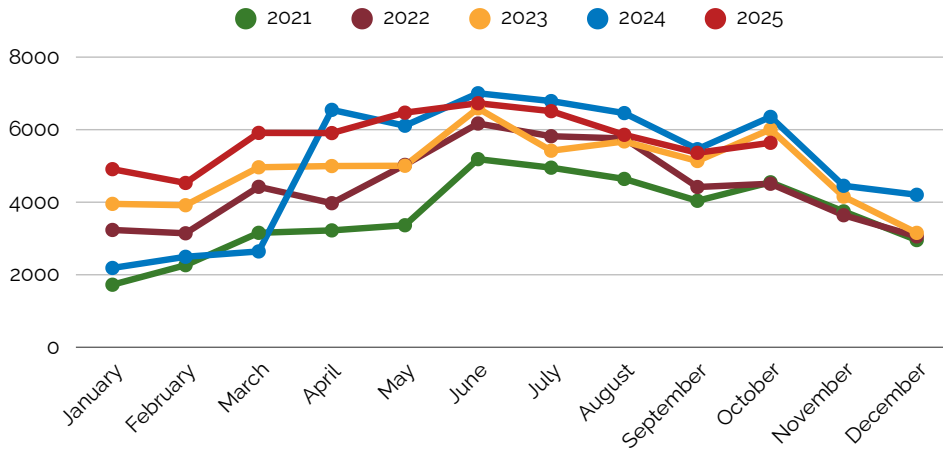
Oct. Total Circulation



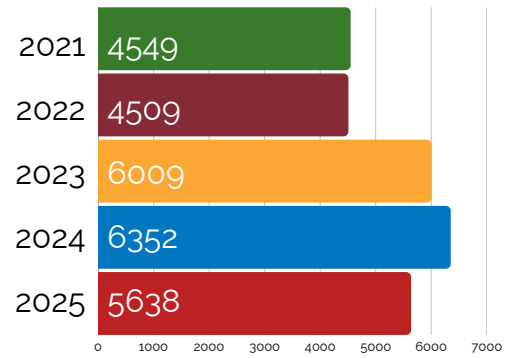
Oct. Circulation per Active Library Card - 1.2 items

Door Count

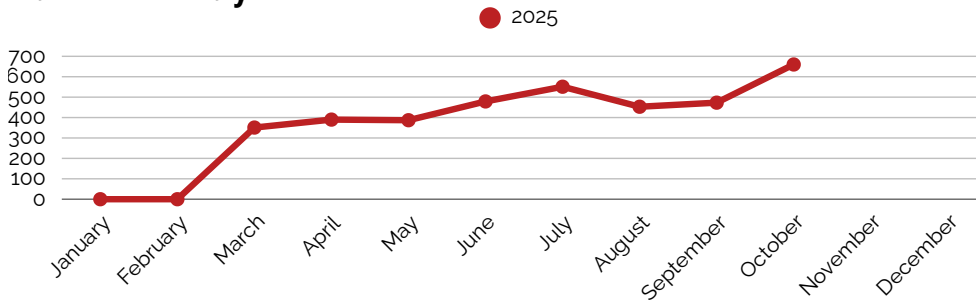
Main Library



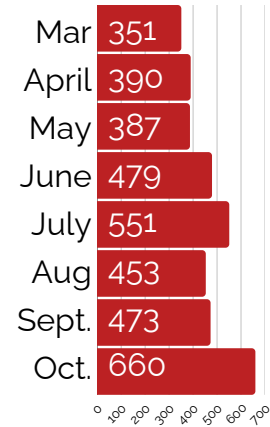
Oct. Main Door Count



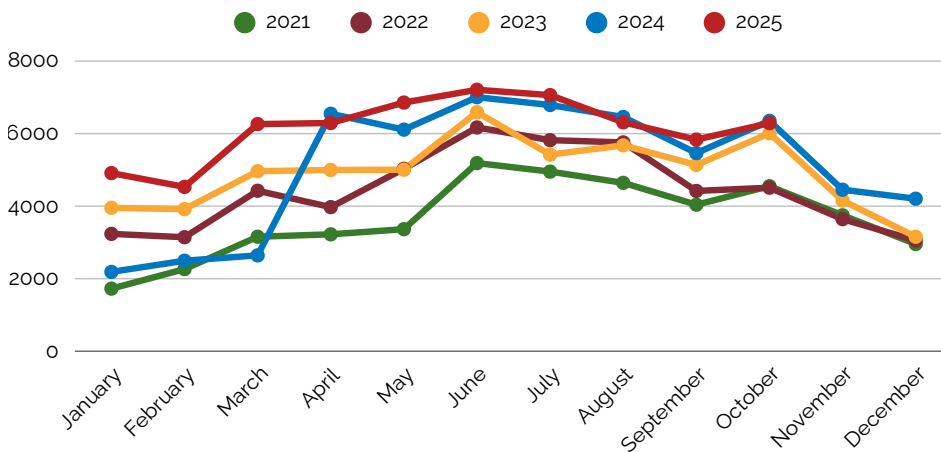
Satellite Library



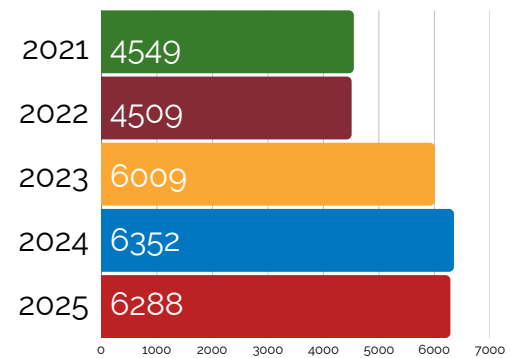
2025 Satellite Door Count



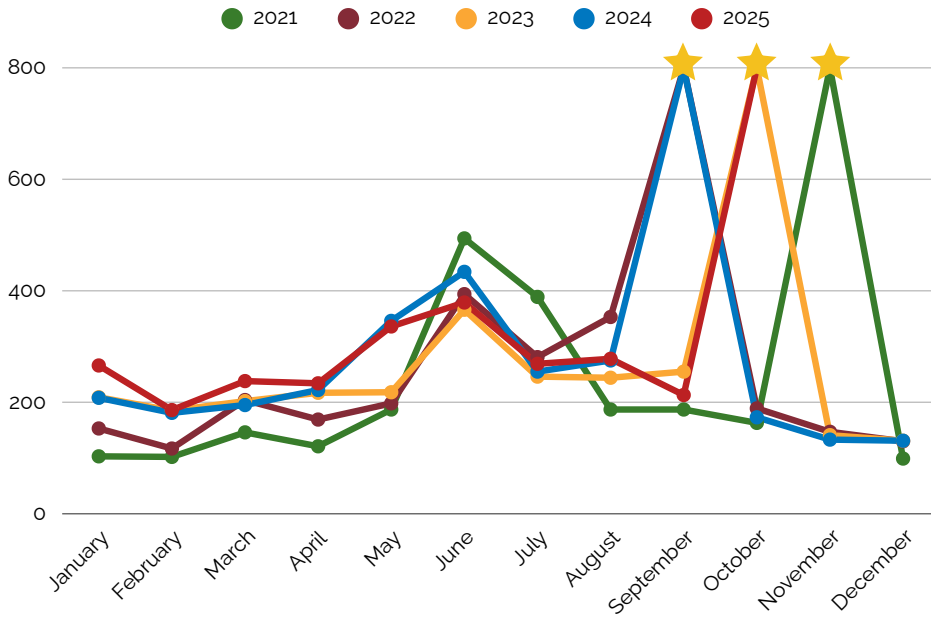
Total Door Count



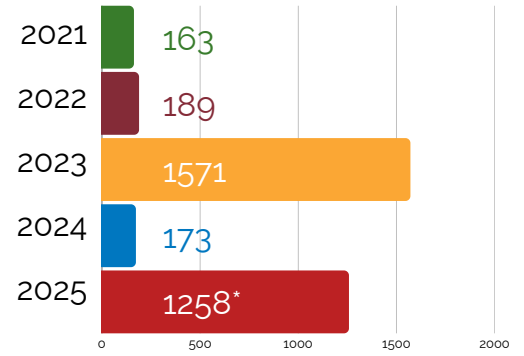
Oct. Total Door Count



Library Card Signups



Oct. Card Signups



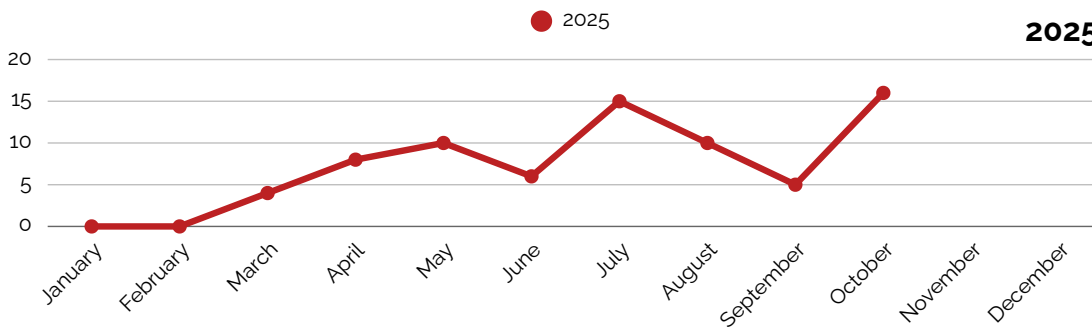
* 1064 Student Cards, 194 regular

Oct. Active Library Cards - 15,883

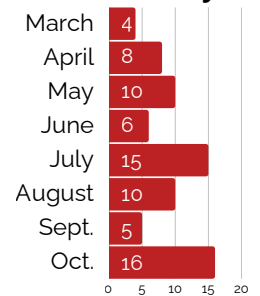


In Nov. 2021, the WFPL added over 5000 library cards through a partnership with West Fargo Public Schools. This partnership continues, with additions occurring in Sept. 2022, Oct. 2023, Sept. 2024, and Oct. 2025.

Library Card Signups at Satellite

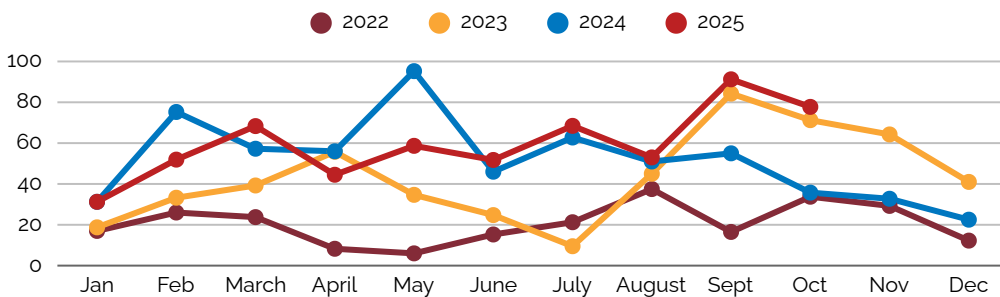


2025 Satellite Library Cards



Meeting Room Usage - Both Locations

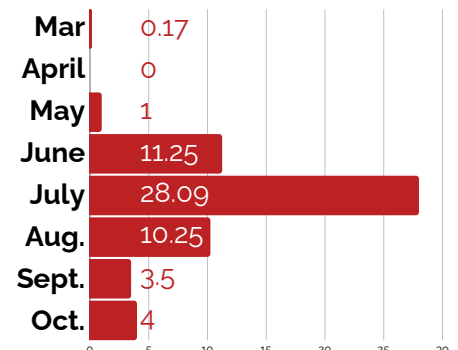
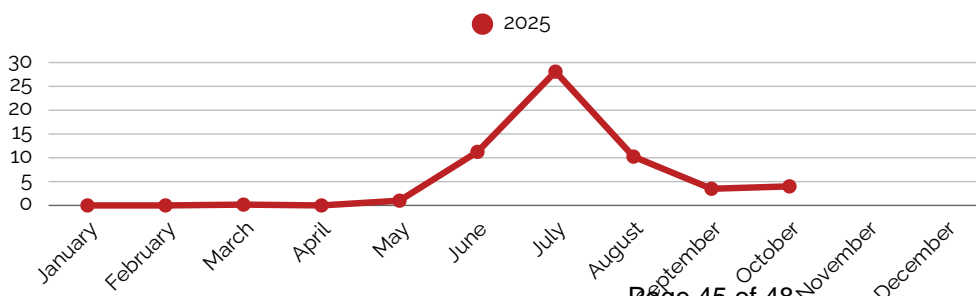
Meeting Room Hours Reserved - Main Library



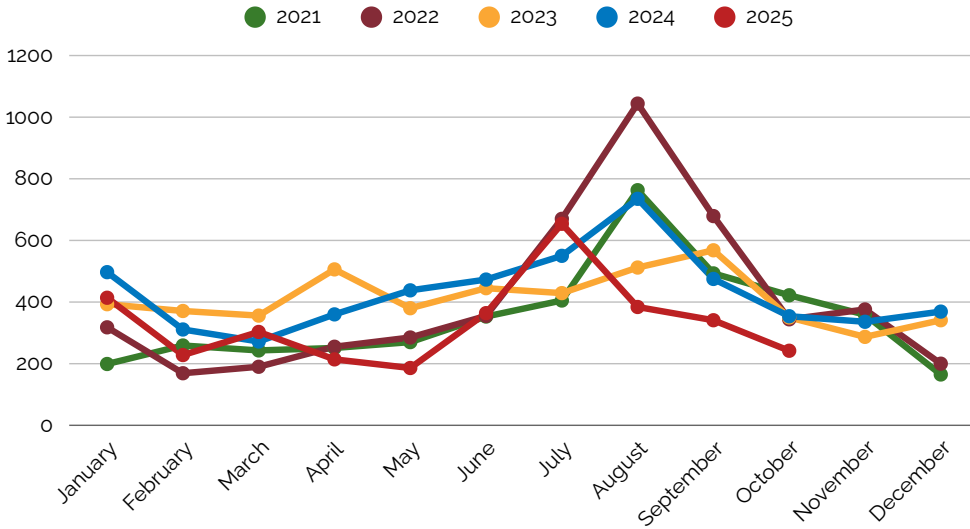
Total Meeting Room Use

Hours Reserved 81.75
 Hours Reserved YTD 641.72
 Total Reservations 39
 Satellite Reservations 2
 Reservations YTD 339

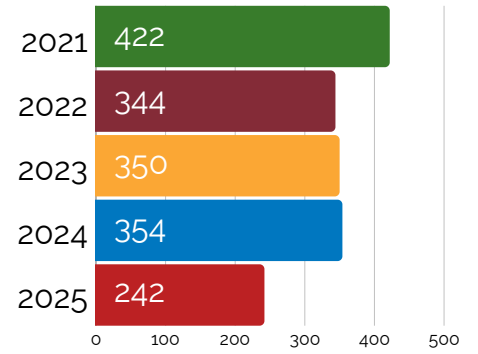
Meeting Room Hours Reserved - Satellite



Offsite Book Drop Usage



Oct. 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
	210	196	234	200	340

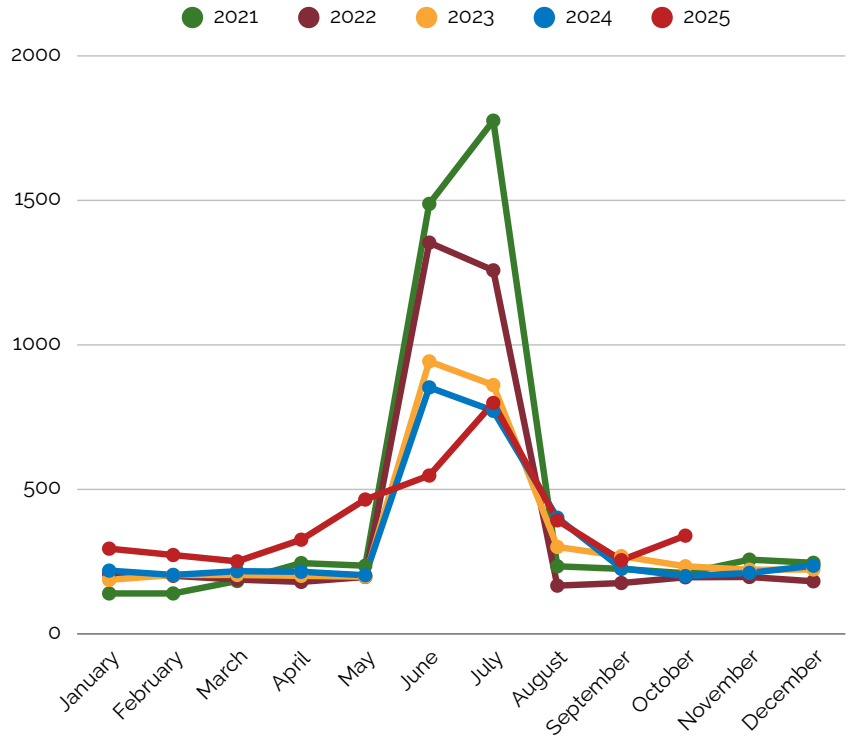
*This number includes senior book deliveries, daycare book deliveries and any books checked out from outreach pop-up libraries, (not Satellite).

Outreach Deliveries and Item Circulation

Senior Living Locations Served	5
Senior Outreach Participants	19
Daycare Locations Served	6
Total Outreach Circulation	340

Outreach & Community Events Attendance

Library on Wheels stops (0 stops)	0
Other Outreach Events	70
Total Attendance	70



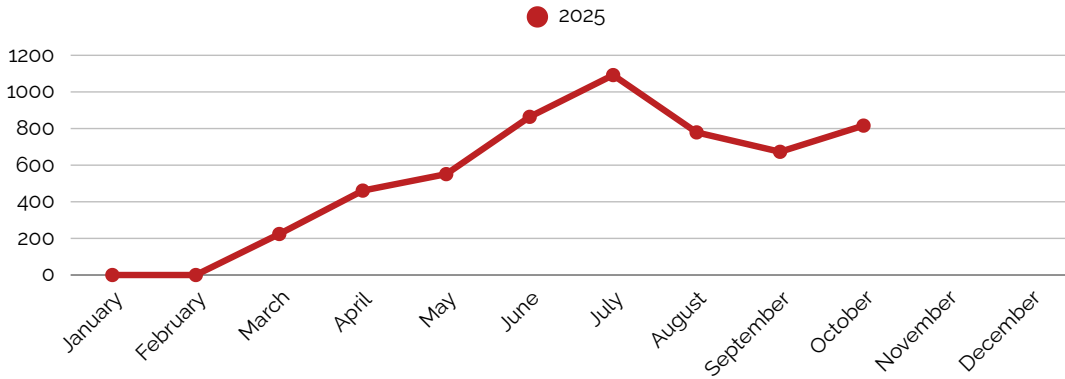
In Oct., Programming and Outreach staff brought information about library services to:

- Blue Boo at the Zoo

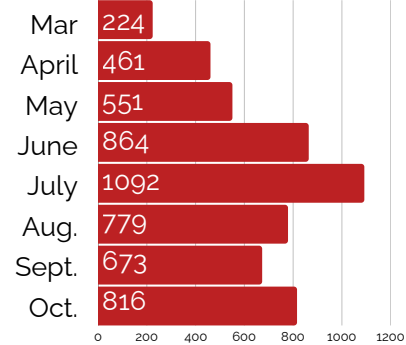
Other Satellite Library Stats

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

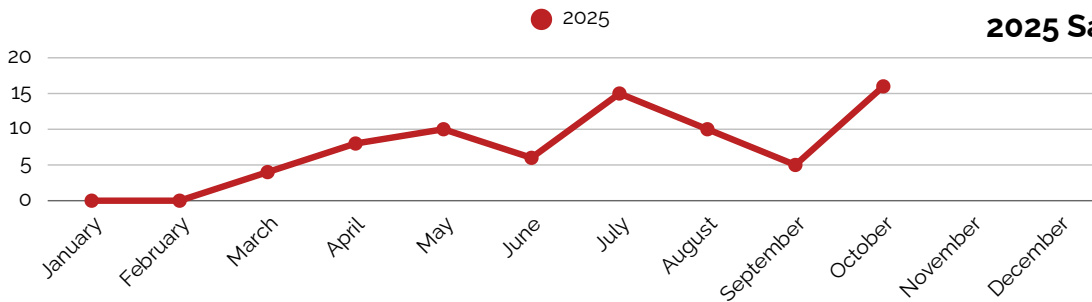
Physical Item Circulation at Satellite



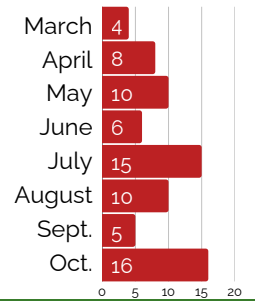
2025 Satellite Circulation



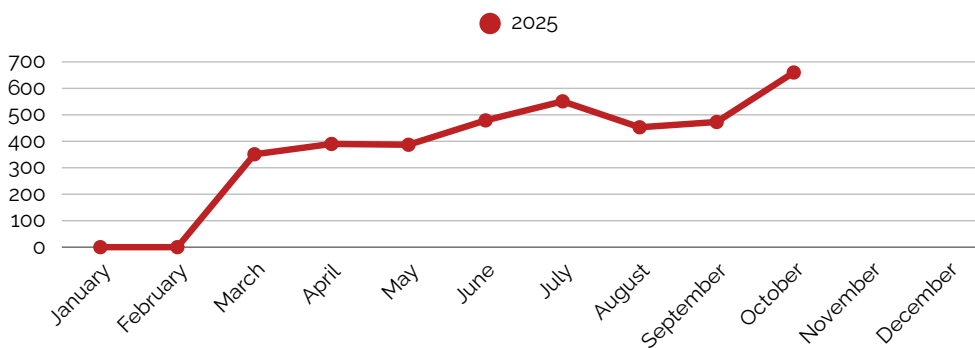
Library Card Signups at Satellite



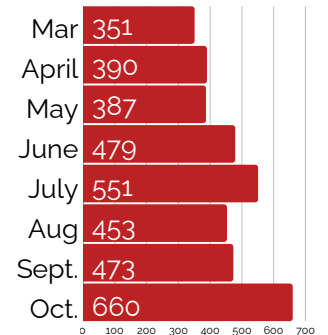
2025 Satellite New Library Cards



Door Count at Satellite



2025 Satellite Door Count



Programs

Program Attendance

Youth

Ready to Read Storytime	94
Baby Boost Storytime	152
Teeter Tots Storytime	132
Teen Events	21
STEM	12
Other Youth Events	60
Total Attendance	471

Adult

Book Clubs	36
Movie Screenings	73
Writing Circle	7
Other Clubs (Cribbage, D&D)	16
Other Events	14
Total Attendance	146

All-Ages

n/a

Reference/Services

Technology Tutoring	10
Notary Public	9
Total Attendance	19

Reading & Activity Challenges

Five Genre Reading Challenge

Registrations	72
Badges Earned	302
Full Challenge Completions	14

Career Readiness Challenge (Ongoing)

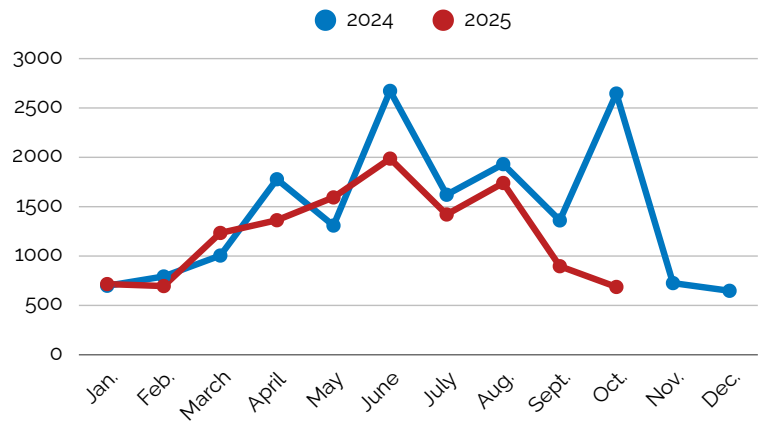
Monthly New Registrations	1
YTD Registrations	26
Lifetime Registrations	78

1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	3
YTD Registrations	79
Lifetime Registrations	801

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

897



Youth Services had to open up both meeting rooms to accommodate the 52 crafters that stopped by for Spooky Crafternoon.



Experiments with hosting programs in the Commission Chambers at City Hall were successful. We had good turnouts for both Saturday STEM and a Monday Matinee held at City Hall.

