



West Fargo Public Library Board of
Directors
Regular Meeting Agenda
Thursday, April 14, 2022 5:30 PM
West Fargo City Commission Chambers
800 4th Ave. E., Suite 1
West Fargo, ND 58078

1. Call to order
2. Approve order of agenda

Consent Agenda - Approve the Following:

1. Approval of minutes – March 10th, 2022
2. Approval of financial reports

Regular Agenda

1. Review and recommend candidates for Library Board of Directors (**Action**)
2. Analysis of Public Service hours
3. Library Report
4. Other business
5. Adjourn

West Fargo Public Library Board of Directors

Meeting Date: March 10, 2022

Time: 5:30 PM

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

Roll Call:

Liann Hanson, Alanna Rerick, Jodie Haring, Tony Stukel. Absent: Commissioner Mandy George. Also attending Lauren Nephew, Youth Services Manager, Molly Flaspohler, Collection Development/Technical Services Manager, Frank Lenzmeier, President of West Fargo Area Community Program, Marlene Batterberry, Vice President of West Fargo Area Community Program and Alisha Reis, Office Coordinator.

1. Call to order

Hanson called the meeting to order.

2. Approve order of agenda

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

3. Consent agenda - approve the following:

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

- a. Approval of Minutes – February 10th, 2022
- b. Approval of Financial Reports

Regular Agenda:

1. Review and discuss the library space needs assessment

- The board discussed the space needs assessment document. No action is needed.

2. West Fargo Area Community Program presentation

- President, Frank Lenzmeier & Vice President, Marlene Batterberry for the West Fargo Area Community Program spoke on behalf of the group as they are interested in collaborating on a building with the library.

3. Approval of Teen Summer Library Intern Job Description (Action)

- Rerick moved and Stukel seconded to approve the teen summer library intern job description with the addition of including the working environment description to include working on the bus and approval from Human Resources. No opposition. Motion carried.

4. Approval of Circulation Supervisor Job Description and Budget Allocation (Action)

- Rerick motioned and Haring seconded to table the approval of Circulation

Supervisor job description and budget allocation to the April 14th meeting pending meeting with the Finance Department with the City of West Fargo. No opposition. Motion carried.

- Haring moved and Hanson seconded for Haring to contact the City to learn more about what the steps are for reducing library hours due to staffing issues. No opposition. Motion carried.

5. Library Report

- Lauren Nephews, Youth Services Manager, gave a programming update.

6. Other Business

- Haring raised the issue of public transit. Haring would like to learn more about how much it would cost to install a bus stop at the library, as well as information from library personnel about who on staff would take the bus and whether or not users have expressed interest in a bus stop. Haring will also be contacting MatBus to see how long this process will take. Haring would present to the board, the information after it has been compiled.
- Hanson gave an update on the Library Director hiring process.
- Rerick stated she is available to assist with the budget process if the staff feel assistance is needed.

7. Adjourn

- Stukel moved to adjourn, Hansen seconded. No opposition. Meeting adjourned. Next meeting: 5:30 P.M., Thursday, April 14th, 2022.

04/01/22
09:34:19

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 2/22 - 2/22

Page: 1 of 6
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 4741130	Payroll 2/11/2022		/ /	31,683.61	2/22			
JV 4742126	Payroll 02/25/2022		/ /	23,185.22	2/22			
Object Total:				54,868.83	107,070.38	788,076.00	681,005.62	14%
114 PART TIME SALARIES								
JV 4741131	Payroll 2/11/2022		/ /	3,767.25	2/22			
JV 4742127	Payroll 02/25/2022		/ /	4,471.17	2/22			
Object Total:				8,238.42	15,457.70	120,471.00	105,013.30	13%
209 CLASSIFIED ADS								
Object Total:				0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 4741132	Payroll 2/11/2022		/ /	2,582.64	2/22			
JV 4742128	Payroll 02/25/2022		/ /	2,045.94	2/22			
Object Total:				4,628.58	9,017.38	69,504.00	60,486.62	13%
230 RETIREMENT								
JV 4741133	Payroll 2/11/2022		/ /	4,418.93	2/22			
JV 4742129	Payroll 02/25/2022		/ /	3,468.91	2/22			
Object Total:				7,887.84	15,015.61	118,692.00	103,676.39	13%
240 WORKFORCE SAFETY INSURANCE								
CL 102142 22 101723 lib			/ /	1,492.89	2/22 571 ND WORKFORCE SAFETY &			
Object Total:				1,492.89	1,492.89	1,470.00	-22.89	102%
245 CORPORATE EDUCATION								
Object Total:				0.00	0.00	0.00	0.00	%
250 UNEMPLOYMENT								
Object Total:				0.00	0.00	1,000.00	1,000.00	%
312 ATTORNEY								
CL 101806 6 101534 library			/ /	268.08	2/22 353 OHNSTAD TWICHELL			
CL 101829 1 101534 ATTORNEY		180435	02/01/22	1,836.13	2/22 353 OHNSTAD TWICHELL			
Object Total:				2,104.21	2,104.21	4,000.00	1,895.79	53%
320 HEALTH INSURANCE								
JV 4741134	Payroll 2/11/2022		/ /	4,556.70	2/22			
JV 4742130	Payroll 02/25/2022		/ /	2,977.23	2/22			
Object Total:				7,533.93	13,592.17	81,079.00	67,486.83	17%
333 BUILDING RENTAL								
CL 101570 1 101594 FEBRUARY BUILDING RENT	MISC06334	01/12/22		9,740.00	2/22 549 WF PUB SCHOOLS DIST #6			
CL 102051 1 101778 MARCH BUILDING RENT	MISC06374	02/07/22		9,740.00	2/22 549 WF PUB SCHOOLS DIST #6			
Object Total:				19,480.00	19,480.00	120,510.00	101,030.00	16%
340 TRAVEL & EDUCATION								
CL 101603 1 101490 MILEAGE		01/24/22		21.84	2/22 4114 KRISTIN KRAMER			
CL 101812 1 101400 MILEAGE		01/13/22		11.20	2/22 3869 ALISHA REIS			
CL 101812 2 101400 MILEAGE		02/02/22		15.12	2/22 3869 ALISHA REIS			
CL 101833 1 101427 MILEAGE		02/01/22		13.53	2/22 3417 CHELSEA SIMDORN			
CL 102133 1 101623 TRAVEL & EDUCATION		02/02/22		1,791.60	2/22 3162 VISA LIBRARY #2			
CL 102134 3 101624 TRAVEL AND EDUCATION		/ /		249.00	2/22 3161 VISA LIBRARY #1			
Object Total:				2,102.29	2,102.29	17,392.00	15,289.71	

12%

04/01/22
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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 2/22 - 2/22

Page: 2 of 6
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
348 BUYOUTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 102021 30 101771 Jan 2022 library		9898990918	01/08/22	127.49	2/22	3668 VERIZON WIRELESS		
		Object Total:		127.49	127.49	1,531.00	1,403.51	8%
360 MISC PRINTING & MAILING			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
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								
CL 101540 1 101443 OFFICE SUPPLIES		7063822	01/11/22	315.69	2/22	77 DEMCO INC		
CL 101657 1 101420 OFFICE SUPPLIES		W011678821	01/24/22	177.38	2/22	351 BUSINESS ESSENTIALS		
CL 102052 1 101742 OFFICE SUPPLIES		8013870122	01/31/22	87.78	2/22	3276 PREMIUM WATERS INC		
CL 102055 2 101646 OFFICE SUPPLIES		W011699631	02/04/22	330.89	2/22	351 BUSINESS ESSENTIALS		
CL 102056 1 101668 OFFICE SUPPLIES		7073577	02/01/22	366.37	2/22	77 DEMCO INC		
CL 102056 2 101668 OFFICES SUPPLIES CREDIT			/ /	-90.09	2/22	77 DEMCO INC		
		Object Total:		1,188.02	1,248.01	13,000.00	11,751.99	10%
424 GAS AND OIL			/ /					
		Object Total:		0.00	0.00	1,200.00	1,200.00	%
427 VEHICLES MAINTENANCE			/ /					
		Object Total:		0.00	0.00	6,000.00	6,000.00	%
428 SERVICE AGREEMENTS-CONTRA								
CL 101604 1 101470 SERVICE		30897889	01/20/22	442.89	2/22	2877 GREATAMERICA FINANCIAL		
		AGREEMENTS-CONTRACTS						
CL 101811 1 101580 SERVICE		32598	02/01/22	2,900.00	2/22	3658 TLC CLEANING LLC		
		AGREEMENTS-CONTRACT						
CL 102054 1 101758 SERVICE AGREEMENTS		21361	01/17/22	966.00	2/22	2215 STEAM MASTERS		
CL 102063 1 101705 SERVICE		3950858	02/09/22	92.14	2/22	3418 LOFFLER		
		AGREEMENTS/CONTRACT						
		Object Total:		4,401.03	8,066.86	11,100.00	3,033.14	73%
490 MISC								
CL 102133 2 101623 CREDIT			/ /	-2.48	2/22	3162 VISA LIBRARY #2		
CL 102134 6 101624 MISC			/ /	11.31	2/22	3161 VISA LIBRARY #1		
		Object Total:		8.83	8.83	750.00	741.17	1%
497 TECHNOLOGY								
CC 820 2 SIGNUP GENIUS			01/05/22	269.89	2/22	2439 VISA IT		
		Object Total:		269.89	269.89	45,070.00	44,800.11	1%

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Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
500 SUPPLIES								
CL 101835 4	101403 Proj: 14-MASKS		01/31/22	299.98	2/22	3490 AMAZON CAPITAL SERVICES		
Object Total:				299.98		299.98	500.00	200.02 60%
640 FURNITURE & EQUIPMENT								
Object Total:				0.00		0.00	0.00	0.00 %
641 FURN & EQUIP-NON DEPRECIATED <\$5000								
CL 101569 1	101420 FURN & EQUIPMENT	OE5880741	01/18/22	197.05	2/22	351 BUSINESS ESSENTIALS		
CL 101605 1	101420 FURN & EQUIPMENT (CHAIR)	OE5898501	01/21/22	210.34	2/22	351 BUSINESS ESSENTIALS		
CL 101835 5	101403 FURNITURE/EQUIPMENT		01/31/22	84.99	2/22	3490 AMAZON CAPITAL SERVICES		
CL 101850 1	101420 FURN & EQUIPMENT	OE5907161	02/01/22	165.00	2/22	351 BUSINESS ESSENTIALS		
CL 102055 1	101646 FURN & EQUIP	W011699632	02/07/22	167.31	2/22	351 BUSINESS ESSENTIALS		
Object Total:				824.69		824.69	2,810.00	1,985.31 29%
644 POSTAL METER RENT								
Object Total:				0.00		0.00	1,200.00	1,200.00 %
645 EQUIPMENT REPLACEMENT								
Object Total:				0.00		0.00	0.00	0.00 %
648 PROFESSIONAL PUBLICATIONS								
Object Total:				0.00		0.00	2,440.00	2,440.00 %
649 PROGRAMMING								
CL 101815 1	101394 PROGRAMMING	100	02/01/22	230.00	2/22	4265 CHRISTY GOULET		
CL 101835 1	101403 PROGRAMMING		01/28/22	29.59	2/22	3490 AMAZON CAPITAL SERVICES		
CL 101835 2	101403 PROGRAMMING		01/28/22	113.86	2/22	3490 AMAZON CAPITAL SERVICES		
CL 101835 3	101403 PROGRAMMING		01/28/22	43.13	2/22	3490 AMAZON CAPITAL SERVICES		
CL 101835 6	101403 PROGRAMMING		02/02/22	34.90	2/22	3490 AMAZON CAPITAL SERVICES		
CL 102134 4	101624 PROGRAMMING		/ /	19.35	2/22	3161 VISA LIBRARY #1		
Object Total:				470.83		1,061.79	21,000.00	19,938.21 5%
650 E RESOURCES								
CL 101813 1	101510 E RESOURCES	501629074	01/31/22	1,695.32	2/22	1854 MIDWEST TAPE		
CL 101853 2	101532 E RESOURCES	1000197146	02/02/22	353.63	2/22	3416 OCLC, INC.		
Object Total:				2,048.95		4,634.05	36,000.00	31,365.95 13%
653 CAPITAL IMPROVEMENTS								
Object Total:				0.00		0.00	0.00	0.00 %
661 POSTAGE/FREIGHT/SHIPPING								
CL 102053 1	101741 POSTAGE		02/16/22	1,000.00	2/22	1483 PITNEY BOWES RESERVE ACCOUNT		
CL 102134 1	101624 POSTAGE		02/02/22	9.05	2/22	3161 VISA LIBRARY #1		
Object Total:				1,009.05		1,009.05	6,000.00	4,990.95 17%
662 BOOKS								
CL 101536 1	101403 BOOKS		01/15/22	90.00	2/22	3490 AMAZON CAPITAL SERVICES		
CL 101538 1	101477 BOOKS		01/12/22	453.00	2/22	2346 INFOUSA MARKETING, INC		
CL 101538 2	101477 BOOKS		01/12/22	515.00	2/22	2346 INFOUSA MARKETING, INC		
CL 101539 1	101409 BOOKS	2036449117	01/08/22	31.34	2/22	1695 BAKER & TAYLOR		
CL 101539 2	101409 BOOKS	2036452129	01/10/22	851.60	2/22	1695 BAKER & TAYLOR		
CL 101539 3	101409 BOOKS	2036439811	01/05/22	350.28	2/22	1695 BAKER & TAYLOR		

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 2/22 - 2/22

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Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 101539 4	101409 BOOKS	2036424796	01/04/22	185.39	2/22	1695 BAKER & TAYLOR		
CL 102058 1	101634 BOOKS		02/05/22	-25.00	2/22	3490 AMAZON CAPITAL SERVICES		
CL 102058 2	101634 BOOKS		02/04/22	67.97	2/22	3490 AMAZON CAPITAL SERVICES		
CL 102058 3	101634 BOOKS		02/05/22	9.70	2/22	3490 AMAZON CAPITAL SERVICES		
CL 102058 4	101634 BOOKS		02/09/22	203.02	2/22	3490 AMAZON CAPITAL SERVICES		
CL 102059 1	101640 BOOKS	2035396204	08/05/20	132.68	2/22	1695 BAKER & TAYLOR		
CL 102059 2	101640 BOOKS	2036469544	01/21/22	24.17	2/22	1695 BAKER & TAYLOR		
CL 102059 3	101640 BOOKS	2036357993	01/11/22	34.71	2/22	1695 BAKER & TAYLOR		
CL 102059 4	101640 BOOKS	2036486668	01/26/22	851.67	2/22	1695 BAKER & TAYLOR		
CL 102059 5	101640 BOOKS	2036478709	01/21/22	402.79	2/22	1695 BAKER & TAYLOR		
CL 102059 6	101640 BOOKS	2036464820	01/17/22	290.28	2/22	1695 BAKER & TAYLOR		
Object Total:				4,468.60	7,130.83	100,750.00	93,619.17	7%
663 MAGAZINES								
Object Total:				0.00	0.00	5,260.00	5,260.00	%
664 AUDIO VIDEO								
CL 101659 1	101510 AUDIOBOOK	501601652	01/26/22	42.24	2/22	1854 MIDWEST TAPE		
CL 101659 2	101510 DVD	501601654	01/26/22	102.13	2/22	1854 MIDWEST TAPE		
CL 101659 3	101510 DVD	501601655	01/26/22	179.94	2/22	1854 MIDWEST TAPE		
CL 101851 1	101510 DVD	501632548	02/02/22	16.29	2/22	1854 MIDWEST TAPE		
CL 102057 1	101717 DVD	501667539	02/09/22	24.89	2/22	1854 MIDWEST TAPE		
Object Total:				365.49	383.28	31,500.00	31,116.72	1%
667 MEMBERSHIPS								
CL 101834 1	101579 MEMERSHIP 2022		02/04/22	60.00	2/22	1419 THE ARTS PARTNERSHIP		
CL 102134 2	101624 MEMBERHIPS		/ /	682.00	2/22	3161 VISA LIBRARY #1		
Object Total:				742.00	742.00	3,176.00	2,434.00	23%
668 PRINTING								
Object Total:				0.00	0.00	1,000.00	1,000.00	%
669 INSURANCE								
Object Total:				0.00	0.00	2,750.00	2,750.00	%
671 SUMMER READING PROGRAM								
Object Total:				0.00	0.00	0.00	0.00	%
672 EMERGENCY MEDICAL SUPPLIES								
Object Total:				0.00	0.00	250.00	250.00	%
673 CLEANING SUPPLIES								
Object Total:				0.00	0.00	0.00	0.00	%
674 HOMEWORK ROOM								
Object Total:				0.00	0.00	0.00	0.00	%

04/01/22
09:34:19

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For the Accounting Periods: 2/22 - 2/22

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
682 STRATEGIC PLANNING			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
689 PROMOTIONAL ACTIVITIES								
CL 102134 5 101624 PROMOTIONAL ACTIVITIES			/ /	102.21	2/22 3161 VISA LIBRARY #1			
		Object Total:		102.21	102.21	11,400.00	11,297.79	1%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES								
JV 4754 6 TransFirst Libr Feb 2022			/ /	118.61	2/22			
		Object Total:		118.61	228.60	500.00	271.40	46%
750 MISC.			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
852 WEBSITE			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
864 FURN & EQUIP DEPRECIATED >\$5,000			/ /					
		Object Total:		0.00	0.00	10,707.00	10,707.00	%
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
880 COST ALLOCATIONS								
JV 4747 23 Feb 2022 cost allocation			/ /	3,436.50	2/22			
		Object Total:		3,436.50	6,873.00	41,238.00	34,365.00	17%
890 TRANSFERS OUT			/ /					
		Object Total:		0.00	0.00	20,000.00	20,000.00	%
901 CATALOGING								
CL 101853 1 101532 CATALOGING		1000192968 02/01/22		195.34	2/22 3416 OCLC, INC.			
		Object Total:		195.34	390.68	2,450.00	2,059.32	16%
902 ONLINE DATE BASE (STATE)			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
903 HISTORY ROOM			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
994 ODIN								
CL 101537 1 101533 ODIN		15064 01/11/22		19,824.00	2/22 832 ODIN			
		Object Total:		19,824.00	19,824.00	20,000.00	176.00	99%
		Account Total:		148,238.50	238,557.87	1,725,276.00	1,486,718.13	
		Fund Total:		148,238.50	238,557.87	1,725,276.00	1,486,718.13	

***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).

04/01/22
09:37:17

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 3/22 - 3/22

Page: 1 of 5
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7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES			/ /					
		Object Total:		0.00	107,070.38	788,076.00	681,005.62	14%
114 PART TIME SALARIES			/ /					
		Object Total:		0.00	15,457.70	120,471.00	105,013.30	13%
209 CLASSIFIED ADS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY			/ /					
		Object Total:		0.00	9,017.38	69,504.00	60,486.62	13%
230 RETIREMENT			/ /					
		Object Total:		0.00	15,015.61	118,692.00	103,676.39	13%
240 WORKFORCE SAFETY INSURANCE			/ /					
		Object Total:		0.00	1,492.89	1,470.00	-22.89	102%
245 CORPORATE EDUCATION			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
250 UNEMPLOYMENT			/ /					
		Object Total:		0.00	0.00	1,000.00	1,000.00	%
312 ATTORNEY			/ /					
CL 102311 6 101885 library			/ /	314.15	3/22 353 OHNSTAD TWICHELL			
		Object Total:		314.15	2,418.36	4,000.00	1,581.64	60%
320 HEALTH INSURANCE			/ /					
		Object Total:		0.00	13,592.17	81,079.00	67,486.83	17%
333 BUILDING RENTAL								
CL 102548 1 102081 APRIL BUILDING RENT		MISC06418	03/09/22	9,740.00	3/22 549 WF PUB SCHOOLS DIST #6			
		Object Total:		9,740.00	29,220.00	120,510.00	91,290.00	24%
340 TRAVEL & EDUCATION								
CL 102206 1 101861 MILEAGE			02/24/22	19.60	3/22 4114 KRISTIN KRAMER			
CL 102528 1 101973 MILEAGE			03/03/22	11.40	3/22 3417 CHELSEA SIMDORN			
CL 102550 1 101936 TRAVEL & EDUCATION			03/02/22	60.00	3/22 3162 VISA LIBRARY #2			
CL 102551 5 101935 TRAVEL & EDUCATION			/ /	564.30	3/22 3161 VISA LIBRARY #1			
		Object Total:		655.30	2,757.59	17,392.00	14,634.41	16%
348 BUYOUTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 102590 30 102076 feb 2022 - library		9901257002	02/08/22	127.49	3/22 3668 VERIZON WIRELESS			
		Object Total:		127.49	254.98	1,531.00	1,276.02	17%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 3/22 - 3/22

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
360 MISC PRINTING & MAILING			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
387 MEDICAL/VACCINES			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
399 RECRUITMENT/EMPLOYMENT TESTING								
CL 102284 1 101842 lib		01262649	01/31/22	165.00	3/22	1502 EIDE BAILLY		
CL 102538 3 101996 lib			/ /	91.00	3/22	2862 ESSENTIA HEALTH		
		Object Total:		256.00	256.00	3,000.00	2,744.00	9%
410 OFFICE SUPPLIES								
CL 102304 1 101817 OFFICE SUPPLIES		W011732461	02/25/22	96.23	3/22	351 BUSINESS ESSENTIALS		
CL 102523 1 102052 OFFICE SUPPLIES		8013870222	02/28/22	79.93	3/22	3276 PREMIUM WATERS INC		
CL 102549 1 101966 OFFICE SUPPLIES		W011750831	03/07/22	172.47	3/22	351 BUSINESS ESSENTIALS		
CL 102549 2 101966 OFFICE SUPPLIES		W011762141	03/14/22	48.03	3/22	351 BUSINESS ESSENTIALS		
CL 102549 3 101966 OFFICE SUPPLIES		W011762142	03/15/22	44.29	3/22	351 BUSINESS ESSENTIALS		
		Object Total:		440.95	1,688.96	13,000.00	11,311.04	13%
424 GAS AND OIL			/ /					
		Object Total:		0.00	0.00	1,200.00	1,200.00	%
427 VEHICLES MAINTENANCE			/ /					
		Object Total:		0.00	0.00	6,000.00	6,000.00	%
428 SERVICE AGREEMENTS-CONTRA								
CL 102209 1 101851 SERVICE		31091659	02/17/22	442.89	3/22	2877 GREATAMERICA FINANCIAL		
		AGREEMENTS/CONTRACTS						
CL 102305 1 101913 SERVICE AGREEMENTS -		33608	03/01/22	1,673.10	3/22	3658 TLC CLEANING LLC		
		CONTRACTS						
CL 102526 1 102021 SERVICE AGREEMENTS -		3971496	03/03/22	673.99	3/22	3418 LOFFLER		
		CONTRACTS						
		Object Total:		2,789.98	10,856.84	11,100.00	243.16	98%
490 MISC								
CL 102551 1 101935 MISC			03/02/22	-0.36	3/22	3161 VISA LIBRARY #1		
		Object Total:		-0.36	8.47	750.00	741.53	1%
497 TECHNOLOGY								
CC 831 4 TECHSOUP			02/18/22	5.00	3/22	2439 VISA IT		
CL 102551 6 101935 TECHNOLOGY			/ /	21.49	3/22	3161 VISA LIBRARY #1		
		Object Total:		26.49	296.38	45,070.00	44,773.62	1%
500 SUPPLIES			/ /					
		Object Total:		0.00	299.98	500.00	200.02	60%
640 FURNITURE & EQUIPMENT			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 3/22 - 3/22

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
641 FURN & EQUIP-NON DEPRECIATED <\$5000								
			/ /					
Object Total:				0.00	824.69	2,810.00	1,985.31	29%
644 POSTAL METER RENT								
CL 102204 1	101890 POSTAL METER RENT	3315251322	02/24/22	243.09	3/22	384 PITNEY BOWES		
Object Total:				243.09	243.09	1,200.00	956.91	20%
645 EQUIPMENT REPLACEMENT								
			/ /					
Object Total:				0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS								
			/ /					
Object Total:				0.00	0.00	2,440.00	2,440.00	%
649 PROGRAMMING								
CL 102207 3	101807 PROGRAMMING		02/21/22	279.12	3/22	3490 AMAZON CAPITAL SERVICES		
CL 102525 1	101934 PROGRAMMING	101	03/10/22	150.00	3/22	4265 CHRISTY GOULET		
CL 102547 1	102069 PROGRAMMING	S09963148	03/16/22	300.00	3/22	4293 THE GREAT COURSES		
CL 102551 3	101935 PROGRAMMING		/ /	34.65	3/22	3161 VISA LIBRARY #1		
Object Total:				763.77	1,825.56	21,000.00	19,174.44	9%
650 E RESOURCES								
CL 102306 1	101841 E RESOURCES	1000177159	03/01/22	2,048.00	3/22	3091 EBSCO INFORMATION SERVICES		
CL 102309 1	101871 E RESOURCES	501757600	02/28/22	1,656.51	3/22	1854 MIDWEST TAPE		
CL 102551 2	101935 E RESOURCES		/ /	99.95	3/22	3161 VISA LIBRARY #1		
Object Total:				3,804.46	8,438.51	36,000.00	27,561.49	23%
653 CAPITAL IMPROVEMENTS								
			/ /					
Object Total:				0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
			/ /					
Object Total:				0.00	1,009.05	6,000.00	4,990.95	17%
662 BOOKS								
CL 102207 1	101807 BOOKS		02/16/22	290.72	3/22	3490 AMAZON CAPITAL SERVICES		
CL 102207 2	101807 BOOKS		02/21/22	13.49	3/22	3490 AMAZON CAPITAL SERVICES		
CL 102211 1	101811 BOOKS	2036478497	02/07/22	32.32	3/22	1695 BAKER & TAYLOR		
CL 102211 2	101811 BOOKS	2036500579	02/04/22	282.40	3/22	1695 BAKER & TAYLOR		
CL 102211 3	101811 BOOKS	2036489851	02/08/22	40.01	3/22	1695 BAKER & TAYLOR		
CL 102211 4	101811 BOOKS	2036510368	02/09/22	56.66	3/22	1695 BAKER & TAYLOR		
CL 102211 5	101811 BOOKS	2036513202	02/11/22	156.17	3/22	1695 BAKER & TAYLOR		
CL 102307 1	101811 BOOKS	2036528216	02/18/22	537.21	3/22	1695 BAKER & TAYLOR		
CL 102308 1	101807 BOOKS		02/26/22	472.47	3/22	3490 AMAZON CAPITAL SERVICES		
CL 102527 1	101970 BOOKS	41599690	03/09/22	3,343.13	3/22	1623 CENGAGE GALE		
CL 102527 2	101970 BOOKS	77419792	03/09/22	1,066.10	3/22	1623 CENGAGE GALE		
CL 102527 3	101970 BOOKS	77419834	03/09/22	1,939.57	3/22	1623 CENGAGE GALE		
CL 102527 4	101970 BOOKS	77425965	03/10/22	134.35	3/22	1623 CENGAGE GALE		
CL 102530 1	101950 BOOKS		03/04/22	281.39	3/22	3490 AMAZON CAPITAL SERVICES		
CL 102530 2	101950 BOOKS		03/04/22	167.33	3/22	3490 AMAZON CAPITAL SERVICES		
CL 102530 3	101950 BOOKS		03/12/22	130.25	3/22	3490 AMAZON CAPITAL SERVICES		
CL 102530 4	101950 BOOKS		03/15/22	999.26	3/22	3490 AMAZON CAPITAL SERVICES		
CL 102530 5	101950 BOOKS		03/13/22	-8.66	3/22	3490 AMAZON CAPITAL SERVICES		

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 3/22 - 3/22

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 102530 6	101950 BOOKS		03/13/22	-0.24	3/22	3490 AMAZON CAPITAL SERVICES		
CL 102531 1	101955 BOOKS	2036548053	02/28/22	233.83	3/22	1695 BAKER & TAYLOR		
CL 102531 2	101955 BOOKS	2036544108	02/25/22	138.54	3/22	1695 BAKER & TAYLOR		
CL 102531 3	101955 BOOKS	2036535232	02/22/22	12.08	3/22	1695 BAKER & TAYLOR		
CL 102633 1	102096 BOOKS	87669	02/07/22	5.54	3/22	3109 LIBRARY IDEAS, INC		
CL 102633 2	102096 BOOKS	87754	02/18/22	534.52	3/22	3109 LIBRARY IDEAS, INC		
	Object Total:			10,858.44	17,989.27	100,750.00	82,760.73	18%
663 MAGAZINES								
CL 102529 1	102058 MAGAZINES	14141	02/24/22	190.00	3/22	3210 RIVISTAS SUBSCRIPTIONS		
	Object Total:			190.00	190.00	5,260.00	5,070.00	4%
664 AUDIO VIDEO								
CL 102205 1	101871 DVD	501734068	02/24/22	191.48	3/22	1854 MIDWEST TAPE		
CL 102205 2	101871 DVD	501701261	02/16/22	280.44	3/22	1854 MIDWEST TAPE		
CL 102205 3	101871 DVD	501701243	02/16/22	44.17	3/22	1854 MIDWEST TAPE		
CL 102532 1	102030 AUDIO VIDEO	501767391	03/03/22	8.04	3/22	1854 MIDWEST TAPE		
CL 102532 2	102030 AUDIO VIDEO	501767339	03/03/22	33.89	3/22	1854 MIDWEST TAPE		
CL 102532 3	102030 AUDIO VIDEO	501795712	03/09/22	23.04	3/22	1854 MIDWEST TAPE		
CL 102532 4	102030 AUDIO VIDEO	501795713	03/09/22	190.16	3/22	1854 MIDWEST TAPE		
CL 102532 5	102030 AUDIO VIDEO	501795710	03/09/22	54.48	3/22	1854 MIDWEST TAPE		
	Object Total:			825.70	1,208.98	31,500.00	30,291.02	4%
667 MEMBERSHIPS								
CL 102203 1	101805 MEMBERSHIP		02/08/22	118.00	3/22	2365 AASLH		
	Object Total:			118.00	860.00	3,176.00	2,316.00	27%
668 PRINTING								
			/ /					
	Object Total:			0.00	0.00	1,000.00	1,000.00	%
669 INSURANCE								
			/ /					
	Object Total:			0.00	0.00	2,750.00	2,750.00	%
671 SUMMER READING PROGRAM								
			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
672 EMERGENCY MEDICAL SUPPLIES								
			/ /					
	Object Total:			0.00	0.00	250.00	250.00	%
673 CLEANING SUPPLIES								
			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
674 HOMEWORK ROOM								
			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
682 STRATEGIC PLANNING								
			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%

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Budget Detail Report
For the Accounting Periods: 3/22 - 3/22

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
689 PROMOTIONAL ACTIVITIES								
CL 102551 4 101935 PROMOTIONAL ACTIVITIES			/ /	241.31	3/22 3161 VISA LIBRARY #1			
	Object Total:			241.31	343.52	11,400.00	11,056.48	3%
724 CONSULTING/TESTING FEES			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES			/ /					
	Object Total:			0.00	228.60	500.00	271.40	46%
750 MISC.			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
852 WEBSITE			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
864 FURN & EQUIP DEPRECIATED >\$5,000			/ /					
	Object Total:			0.00	0.00	10,707.00	10,707.00	%
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
880 COST ALLOCATIONS			/ /					
JV 4767 23 Mar 2022 cost allocation			/ /	3,436.50	3/22			
	Object Total:			3,436.50	10,309.50	41,238.00	30,928.50	25%
890 TRANSFERS OUT			/ /					
	Object Total:			0.00	0.00	20,000.00	20,000.00	%
901 CATALOGING			/ /					
CL 102310 1 101884 CATALOGING		1000198913 03/01/22		195.34	3/22 3416 OCLC, INC.			
	Object Total:			195.34	586.02	2,450.00	1,863.98	24%
902 ONLINE DATE BASE (STATE)			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
903 HISTORY ROOM			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
994 ODIN			/ /					
	Object Total:			0.00	19,824.00	20,000.00	176.00	99%
	Account Total:			35,026.61	273,584.48	1,725,276.00	1,451,691.52	
	Fund Total:			35,026.61	273,584.48	1,725,276.00	1,451,691.52	

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

CITY OF WEST FARGO, ND
Income Statement - Comparison to Prior Year
For the Accounting Period: 3 / 22

Combined Funds

Account	Object	Description	----- Current Year -----				----- Last Year -----	
			Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Revenue								
	310001	PROPERTY TAXES	512,628.54	1,492,883.28	1,682,739.00	-189,855.72	469,566.58	1,245,052.15
	310002	DISCOUNT PROPERTY TAXES			-62,261.00	62,261.00		
	335600	STATE AID			31,000.00	-31,000.00		
Total Revenue			512,628.54	1,492,883.28	1,651,478.00	-158,594.72	469,566.58	1,245,052.15
Expenses								
411600		LIBRARY						
	110	PERMANENT EMP SALARIES		107,070.38	788,076.00	681,005.62	43,986.16	164,216.85
	114	PART TIME SALARIES		15,457.70	120,471.00	105,013.30	8,287.03	28,532.42
	220	SOCIAL SECURITY		9,017.38	69,504.00	60,486.62	3,853.23	14,297.19
	230	RETIREMENT		15,015.61	118,692.00	103,676.39	6,709.23	24,080.79
	240	WORKFORCE SAFETY INSURANCE		1,492.89	1,470.00	-22.89	1,252.63	1,252.63
	250	UNEMPLOYMENT			1,000.00	1,000.00		
	312	ATTORNEY	314.15	2,418.36	4,000.00	1,581.64	250.62	250.62
	320	HEALTH INSURANCE		13,592.17	81,079.00	67,486.83	5,597.22	17,505.64
	333	BUILDING RENTAL	9,740.00	29,220.00	120,510.00	91,290.00	9,740.00	19,480.00
	340	TRAVEL & EDUCATION	655.30	2,757.59	17,392.00	14,634.41	41.74	85.48
	356	TELEPHONE	127.49	254.98	1,531.00	1,276.02	367.47	735.14
	360	MISC PRINTING & MAILING					539.33	1,075.60
	387	MEDICAL/VACCINES			500.00	500.00	261.00	261.00
	399	RECRUITMENT/EMPLOYMENT TESTING	256.00	256.00	3,000.00	2,744.00		
	410	OFFICE SUPPLIES	440.95	1,688.96	13,000.00	11,311.04	801.62	2,609.95
	424	GAS AND OIL			1,200.00	1,200.00		
	427	VEHICLES MAINTENANCE			6,000.00	6,000.00		
	428	SERVICE AGREEMENTS-CONTRA	2,789.98	10,856.84	11,100.00	243.16	3,342.89	9,585.78
	490	MISC	-0.36	8.47	750.00	741.53		
	497	TECHNOLOGY	26.49	296.38	45,070.00	44,773.62	2,642.69	3,845.68
	500	SUPPLIES		299.98	500.00	200.02		
	641	FURN & EQUIP-NON DEPRECIATED		824.69	2,810.00	1,985.31		471.00
	644	POSTAL METER RENT	243.09	243.09	1,200.00	956.91	243.09	243.09
	648	PROFESSIONAL PUBLICATIONS			2,440.00	2,440.00		209.79
	649	PROGRAMMING	763.77	1,825.56	21,000.00	19,174.44	18.80	263.63
	650	E RESOURCES	3,804.46	8,438.51	36,000.00	27,561.49	1,231.04	5,144.62
	661	POSTAGE/FREIGHT/SHIPPING		1,009.05	6,000.00	4,990.95		
	662	BOOKS	10,858.44	17,989.27	100,750.00	82,760.73	1,296.73	12,979.60
	663	MAGAZINES	190.00	190.00	5,260.00	5,070.00		3,917.09
	664	AUDIO VIDEO	825.70	1,208.98	31,500.00	30,291.02	801.02	3,405.01
	667	MEMBERSHIPS	118.00	860.00	3,176.00	2,316.00	651.00	1,513.00
	668	PRINTING			1,000.00	1,000.00		
	669	INSURANCE			2,750.00	2,750.00		
	672	EMERGENCY MEDICAL SUPPLIES			250.00	250.00		
	689	PROMOTIONAL ACTIVITIES	241.31	343.52	11,400.00	11,056.48	136.32	484.21
	740	SERVICE CHARGES		228.60	500.00	271.40	210.79	395.77

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CITY OF WEST FARGO, ND
Income Statement - Comparison to Prior Year
For the Accounting Period: 3 / 22

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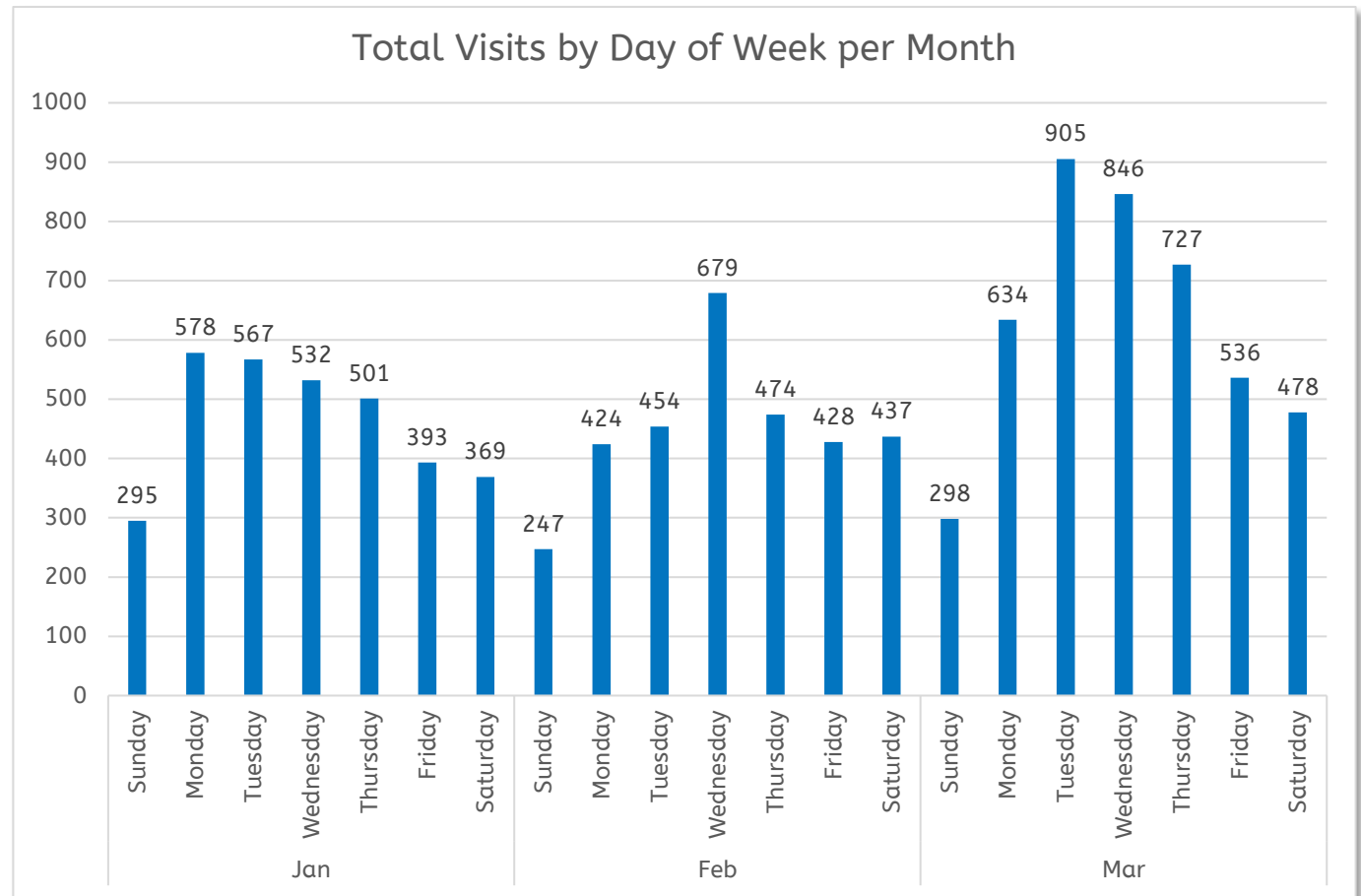
Combined Funds

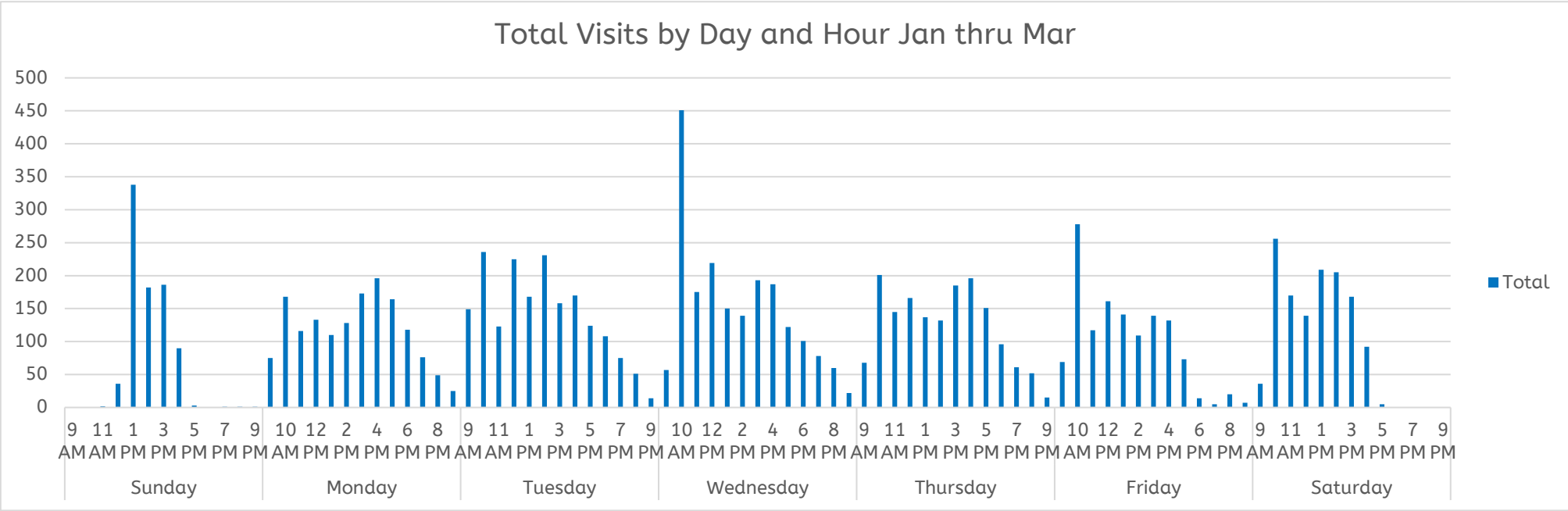
		----- Current Year -----				----- Last Year -----	
Account	Object Description	Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
	864 FURN & EQUIP DEPRECIATED			10,707.00	10,707.00		
	880 COST ALLOCATIONS	3,436.50	10,309.50	41,238.00	30,928.50		
	890 TRANSFERS OUT			20,000.00	20,000.00		
	901 CATALOGING	195.34	586.02	2,450.00	1,863.98	191.51	574.53
	994 ODIN		19,824.00	20,000.00	176.00		12,000.00
	Total Account	35,026.61	273,584.48	1,725,276.00	1,451,691.52	92,453.16	329,416.11
	Total Expenses	35,026.61	273,584.48	1,725,276.00	1,451,691.52	92,453.16	329,416.11
	Net Income from Operations	477,601.93	1,219,298.80			377,113.42	915,636.04
	Other Revenue						
	360000 MISCELLANEOUS REVENUE	734.40	3,901.33	5,000.00	-1,098.67	614.00	1,039.58
	360100 SPONSORSHIPS			25,000.00	-25,000.00		
	Total Other Revenue	734.40	3,901.33	30,000.00	-26,098.67	614.00	1,039.58
	Other Expenses						
521000	TRANSFERS OUT						
	890 TRANSFERS OUT						5,000.00
	Total Account						5,000.00
	Total Other Expenses	0.00	0.00	0.00	0.00	0.00	5,000.00
	Net Income	478,336.33	1,223,200.13			377,727.42	911,675.62

DOOR COUNT ANALYSIS JANUARY THROUGH MARCH, 2022

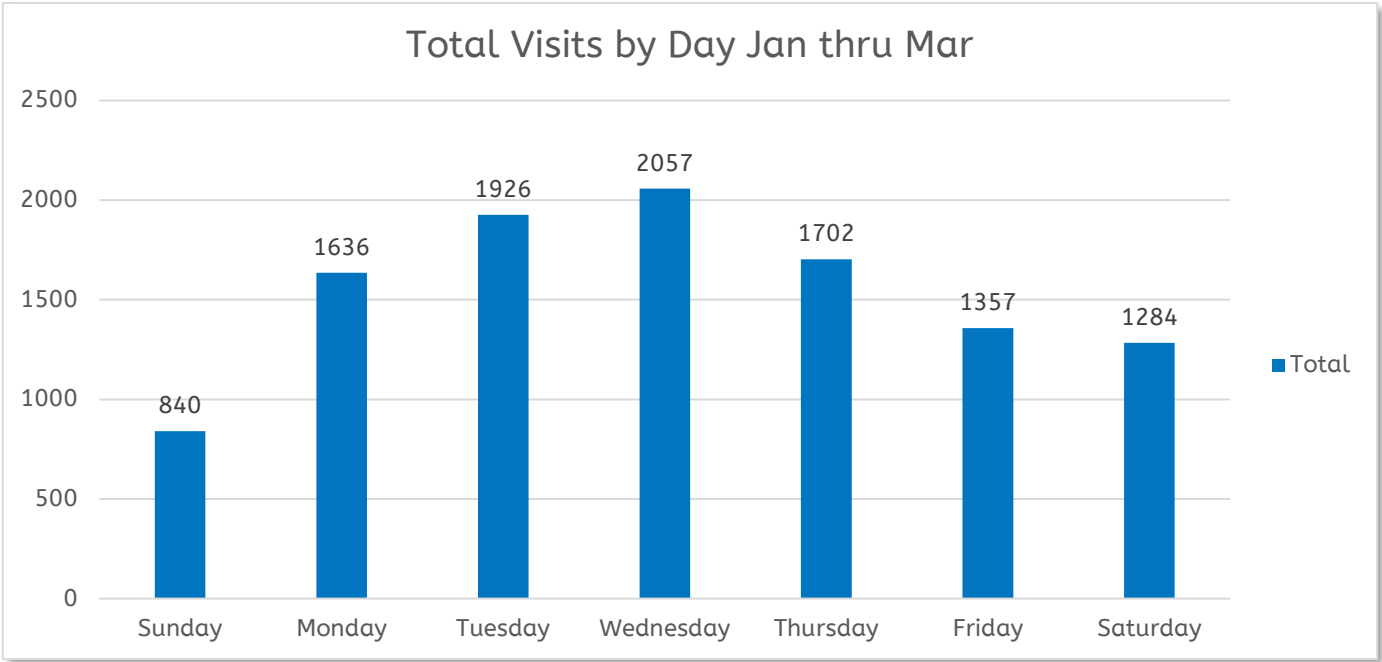
The data below includes our main entrance door count compiled by month, day of the week and by hour per day in aggregate for the months of January through March of 2022. Additional door count information can be found in the Library Board Report.

Months	Day of Week	Sum of Ins
Jan	Sunday	295
Jan	Monday	578
Jan	Tuesday	567
Jan	Wednesday	532
Jan	Thursday	501
Jan	Friday	393
Jan	Saturday	369
Jan Total		3235
Feb	Sunday	247
Feb	Monday	424
Feb	Tuesday	454
Feb	Wednesday	679
Feb	Thursday	474
Feb	Friday	428
Feb	Saturday	437
Feb Total		3143
Mar	Sunday	298
Mar	Monday	634
Mar	Tuesday	905
Mar	Wednesday	846
Mar	Thursday	727
Mar	Friday	536
Mar	Saturday	478
Mar Total		4424





Data for above chart on subsequent page.



Row Labels	Sum of Ins
Sunday	840
Monday	1636
Tuesday	1926
Wednesday	2057
Thursday	1702
Friday	1357
Saturday	1284
Grand Total	10802

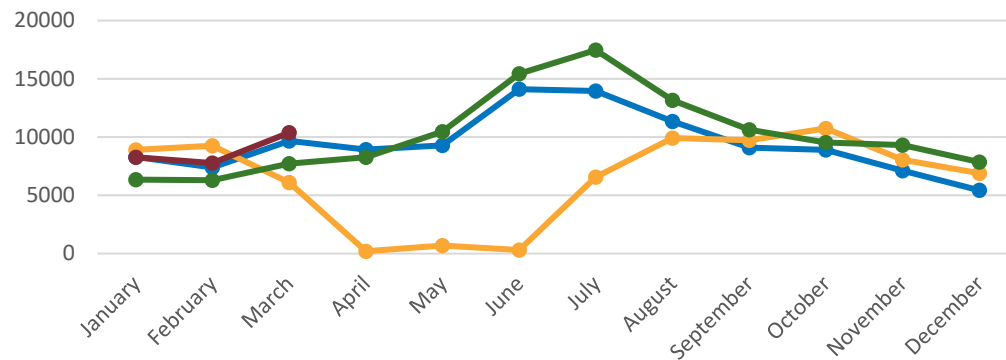
Row Labels	Sum of Ins
Sunday	840
9 AM	0
10 AM	0
11 AM	2
12 PM	36
1 PM	338
2 PM	182
3 PM	186
4 PM	90
5 PM	3
6 PM	0
7 PM	1
8 PM	1
9 PM	1
Monday	1531
9 AM	75
10 AM	168
11 AM	116
12 PM	133
1 PM	110
2 PM	128
3 PM	173
4 PM	196
5 PM	164
6 PM	118
7 PM	76
8 PM	49
9 PM	25
Tuesday	1832
9 AM	149
10 AM	236
11 AM	123
12 PM	225
1 PM	168
2 PM	231
3 PM	158
4 PM	170
5 PM	124
6 PM	108
7 PM	75
8 PM	51
9 PM	14
Wednesday	1954
9 AM	57
10 AM	451
11 AM	175
12 PM	219
1 PM	150
2 PM	139
3 PM	193
4 PM	187
5 PM	122
6 PM	101
7 PM	78
8 PM	60
9 PM	22

Thursday	1605
9 AM	68
10 AM	201
11 AM	145
12 PM	166
1 PM	137
2 PM	132
3 PM	185
4 PM	196
5 PM	151
6 PM	96
7 PM	61
8 PM	52
9 PM	15
Friday	1265
9 AM	69
10 AM	278
11 AM	117
12 PM	161
1 PM	141
2 PM	109
3 PM	139
4 PM	132
5 PM	73
6 PM	14
7 PM	5
8 PM	20
9 PM	7
Saturday	1280
9 AM	36
10 AM	256
11 AM	170
12 PM	139
1 PM	209
2 PM	205
3 PM	168
4 PM	92
5 PM	5
6 PM	0
7 PM	0
8 PM	0
9 PM	0
Grand Total	10307

West Fargo Public Library

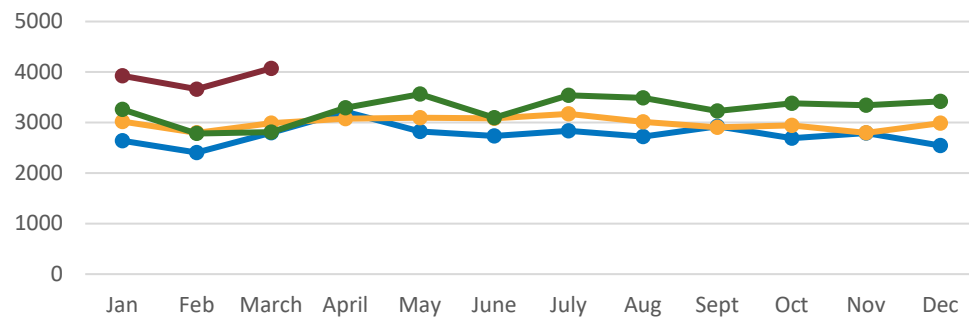
Monthly Impact Report March 2022

Physical Item Circulation



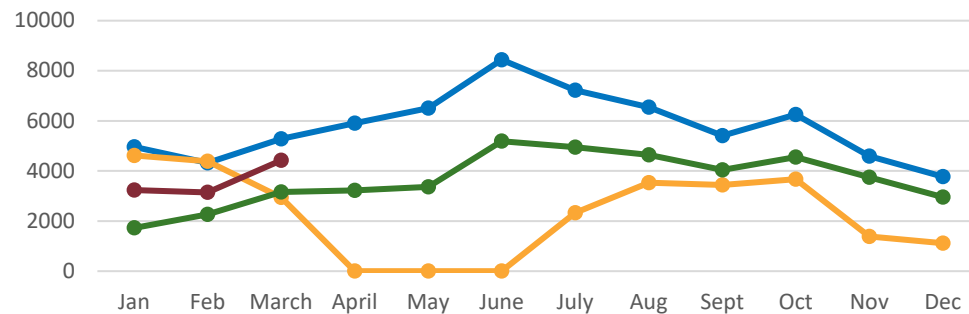
	2019	2020	2021	2022
Jan	8292	8890	6355	8271
Feb	7391	9253	6299	7770
March	9662	6107	7709	10371
April	8941	203	8279	
May	9293	682	10457	
June	14109	319	15429	
July	13960	6567	17465	
Aug	11359	9913	13159	
Sept	9092	9730	10629	
Oct	8899	10745	9544	
Nov	7123	8041	9316	
Dec	5433	6897	7847	
Total	113554	77347	122488	

Electronic Materials Circulation



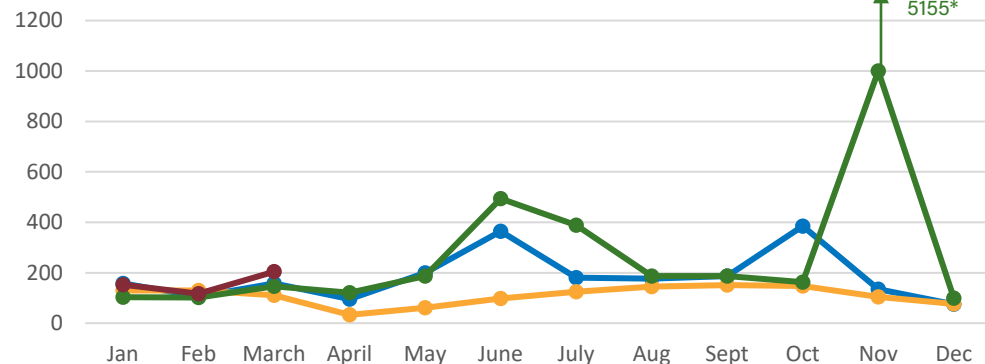
	2019	2020	2021	2022
Jan	2637	3022	3259	3927
Feb	2407	2796	2783	3662
March	2800	2987	2810	4073
April	3215	3074	3291	
May	2822	3094	3562	
June	2738	3086	3093	
July	2834	3172	3542	
Aug	2723	3014	3487	
Sept	2923	2904	3230	
Oct	2689	2941	3383	
Nov	2789	2796	3345	
Dec	2547	2990	3416	
Total	33124	35876	39201	

Door Count



	2019	2020	2021	2022
Jan	4968	4620	1725	3235
Feb	4328	4389	2264	3143
March	5277	2938	3156	4424
April	5905	0	3223	
May	6512	0	3365	
June	8440	0	5187	
July	7220	2331	4952	
Aug	6543	3527	4642	
Sept	5403	3439	4039	
Oct	6254	3677	4549	
Nov	4592	1382	3747	
Dec	3772	1122	2956	
Total	69214	27425	43805	

Library Card Applications



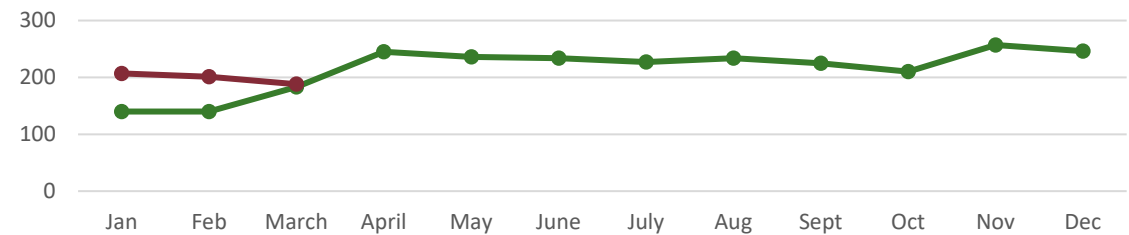
	2019	2020	2021	2022
Jan	158	130	103	153
Feb	106	130	102	117
March	157	111	146	204
April	95	33	121	
May	199	61	187	
June	364	98	494	
July	180	125	389	
Aug	177	145	187	
Sept	187	151	187	
Oct	385	147	163	
Nov	135	104	5155	
Dec	75	77	99	
Total	2218	1312	7333	

*The library added over 5000 cardholders in November 2021 due to partnership with WFPS.

Outreach Services

	2021	2022
Jan	140	207
Feb	140	201
March	183	188
April	245	
May	236	
June	234	
July	227	
Aug	234	
Sept	225	
Oct	210	
Nov	257	
Dec	246	
Total	2577	

Outreach Materials Circulation



Adult Book Deliveries

Locations Served	6
Patrons Served	26
Total Items Circulated	68

Daycare Book Deliveries

Locations Served	5
Total Items Circulated	120

Daycare Storytimes

Locations Served	7
Storytime Sessions	24
Total Attendees	294

Programming

Adult Programs

Program	Attendance
Technology Tutoring (3x/week)	17 (↑12)
Genealogy Assistance	3 (↓2)
Monday Night Readers	10 (↑1)
Novel Afternoons Book Club	15 (↑3)
Third Thursday Book Club	7 (↑3)
Books & Brews Book Club	7 (↓3)
Laura Youngbird Curator Talk	4
Total	63

Youth Programs

Program	Attendance
Teen Tiny Art Program	1
Early Literacy Storytime (Weekly)	156 (↑40)
Baby Boost Storytime (Weekly)	88 (↑32)
Total	244

1000 Books Before Kindergarten

Total Registered This Month	21
Total Registered YTD	117
Total Registered All Time	210

Family Programs & Community Events

Program	Attendance
Parent Book Study (WFPS)	8
Total	8

Beanstack

Total Active Users This Month	522 (↑108)
Total New Users This Month	254
Total New Users YTD	883

Active Challenge	Total Readers YTD
Horace High School Reading Challenge (3/13 – 4/4)	15
Liberty Middle School Reading Challenge (3/1 – 5/6)	80
Cheney Middle School Reading Challenge (2/28 – 5/9)	239
Heritage Middle School Reading Challenge (1/24 – 3/25)	408
1000 Books Before Kindergarten (ongoing)	117
Total	859

Story of Patron Impact

From a patron's Instagram video:

"I think one of the most undervalued free activities for children is a public library. At our library, they offer a dedicated children's section complete with interactive games and audiobooks. Not only that but they offer free events, clubs, classes, teen programs, technology tutors, storytime and much more for free... I haven't looked at our receipts before last night, but it was such an eye opener to see how much we are saving by going to the library instead of buying new. This is a sign to check out your public library!"