



West Fargo Public Library Board of Directors
Regular Meeting Agenda
West Fargo City Hall Commission Chambers
2515 6th St E, West Fargo
Thursday, September 10, 2026 5:00 PM
Watch live on YouTube

Meeting Items

1. Call to Order
2. Roll Call
3. Approve Order of Agenda
4. 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 – August 12, 2026
2. Approval of Financial Reports

Regular Agenda

Old Business

New Business

1. Recommendation and Selection of New Board Member **(ACTION)**
2. Approval of Updated Bylaws **(ACTION)**
3. Election of Officers **(ACTION)**
4. Meeting Room Policy **(ACTION)**
5. Summer Boost Impact Report
6. Final Budget Draft Update
7. Director's Report
8. Board Member Updates
9. Adjourn



West Fargo Public Library Board of Directors Meeting

West Fargo City Hall Commission Chambers

2515 6th St E, West Fargo ND

August 12, 2026

[YouTube recording](#)

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

Also Present: Library Director Jenna Kahly, Finance Director Willy Galindo, Human Resources Director Bethany Wiegman

I. Call to Order

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

II. Roll Call

III. Approve Order of the Agenda

Commissioner Erickson moved and Hanson seconded to approve the order of the agenda. No opposition. Motion carried.

IV. Public Comment

No members of the public signed up for comment.

V. Consent Agenda

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

- Approval of Minutes – August 12, 2026
- Approval of Financial Reports

Regular

Agenda

Old Business

New Business

VI. Financial Update from Finance Director Willy Galindo

- Galindo provided an update on the 2027 Budget. No action was taken on this item.

VII. Approve Early Closure on September 24, 2026 for Employee Recognition Event (ACTION)

- Westall moved and Commissioner Erickson seconded to close both Library locations at 4 p.m. on September 24, 2026. No opposition. Motion carried.

- VIII. **Tuberculosis (TB) Screening for Partner Facility Access (ACTION)**
- Hanson moved and Commissioner Erickson seconded to approve the policy and the documents related to the Tuberculosis screening for Adult Services staff assigned to work in facilities which require this testing. No opposition. Motion carried.
- IX. **Vehicle Purchase (ACTION)**
- Commissioner Erickson moved and Stukel seconded to approve the purchase of a vehicle for the library. No opposition. Motion carried.
- X. **Discuss Any Potential Changes to the Bylaws**
- Board Members reviewed the proposed amendments to the Bylaws. Hanson directed Kahly to finalize the revisions and present a final draft as an action item at the September Board Meeting. No action was taken on this item.
- XI. **Board Member Updates**
- Westall provided an update on the process and next steps to select a board member.
 - Westall provided an update for the Friends of the Library.
- XII. **Director's Report**
- Kahly provided updates about the library's operation in July. No action was taken on this item.
- XIII. **Adjourn**
- Hanson moved to adjourn. Commissioner Erickson seconded. No opposition. Motion carried at 6:10 p.m. The next meeting is September 10, 2026, at 5 p.m. at the West Fargo City Hall Commission Chambers.



Year To Date As of August

Revenues		Note	Revenue/Transfers		
Fund	Description		YTD Actual	Annual Budget	% Received
7000	PROPERTY TAXES		\$ 2,395,950	\$ 2,544,185	94%
7000	DISCOUNT PROPERTY TAXES		-	(106,856)	0%
7000	STATE AID		44,135	44,626	99%
7000	MISCELLANEOUS REVENUE		10,002	5,000	200%
7000	SPONSORSHIPS		458	3,000	15%
7000	INTEREST ON INVESTMENTS		100,654	142,113	71%
7000	GRANTS		8,415	-	0%
7000	SALE OF EQUIPMENT		1,191	-	0%
7000	DONATIONS		500	-	0%
7010	TRANSFER IN		-	30,000	0%
7010	LIBRARY CAPITAL		-	-	0%
	Total Revenues		\$ 2,561,304	\$ 2,662,068	96%
			Expenditure/Transfers		
			YTD Actual	Annual Budget	% Spent
7000	Payroll Expenses		\$ 1,131,984	\$ 1,972,744	57%
7000	Employee Expenses		19,696	21,305	92%
7000	Professional		825	8,150	10%
7000	Building Expenses		107,757	205,267	52%
7000	Operations		55,160	95,573	58%
7000	Vehicle Expenses		31,320	56,650	55%
7000	Programming		4,794	16,000	30%
7000	Collections		140,364	219,699	64%
7000	Capital Improvements		-	30,000	0%
7000	Promotions		10,266	26,680	38%
	Total Expenditures		\$ 1,502,165	\$ 2,652,068	57%
			Cash Balances		
			Beginning Bal	Change in Bal	Ending Bal
7000	Library		2,870,080.60	(153,716.46)	2,716,364.14
7010	Library Equipment & Maintenance		25,000.00	-	25,000.00
	Total Cash		\$ 2,895,081	\$ (153,716)	\$ 2,741,364

Notes to the Financials

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

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

Fund	Fund Description	Account	Account Description	Received		Estimated Revenue	Revenue to be Received
				Current Month	Received YTD		
7000	LIBRARY	310001	PROPERTY TAXES	8,131.76	2,395,949.64	2,544,185.00	148,235.36
7000	LIBRARY	310002	DISCOUNT PROPERTY TAXES	0.00	0.00	-106,856.00	-106,856.00
7000	LIBRARY	335600	STATE AID	0.00	44,134.69	44,626.00	491.31
7000	LIBRARY	360000	MISCELLANEOUS REVENUE	1,813.41	10,002.02	5,000.00	-5,002.02
7000	LIBRARY	360100	SPONSORSHIPS	0.00	457.60	3,000.00	2,542.40
7000	LIBRARY	361000	INTEREST ON INVESTMENTS	0.00	100,654.18	142,113.00	41,458.82
7000	LIBRARY	363400	GRANTS	0.00	8,415.00	0.00	-8,415.00
7000	LIBRARY	372500	SALE OF EQUIPMENT	0.00	1,191.00	0.00	-1,191.00
7000	LIBRARY	375000	DONATIONS	0.00	500.00	0.00	-500.00
7010	LIBRARY	383000	TRANSFER IN	0.00	0.00	30,000.00	30,000.00
				9,945.17	2,561,304.13	2,662,068.00	100,763.87

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

Fund	Account	Object	Committed YTD	Current Appropriation	
7000 LIBRARY	411600 LIBRARY	110 PERMANENT EMP SALARIES	769,151.01	1,315,880.00	Payroll
7000 LIBRARY	411600 LIBRARY	114 PART TIME SALARIES	54,673.58	134,448.00	Payroll
7000 LIBRARY	411600 LIBRARY	220 SOCIAL SECURITY	60,299.40	110,686.00	Payroll
7000 LIBRARY	411600 LIBRARY	230 RETIREMENT	122,123.74	212,865.00	Payroll
7000 LIBRARY	411600 LIBRARY	240 WORKFORCE SAFETY INSURANCE	676.95	3,124.00	Payroll
7000 LIBRARY	411600 LIBRARY	250 UNEMPLOYMENT	0.00	500.00	Payroll
7000 LIBRARY	411600 LIBRARY	312 ATTORNEY	825.00	5,150.00	Professional
7000 LIBRARY	411600 LIBRARY	320 HEALTH INSURANCE	125,059.49	195,241.00	Payroll
7000 LIBRARY	411600 LIBRARY	PROPERTY INSURANCE	4,093.72	0.00	Operations
7000 LIBRARY	411600 LIBRARY	340 EMPLOYEE DEVELOPMENT	16,890.32	12,950.00	Employee
7000 LIBRARY	411600 LIBRARY	356 TELEPHONE	1,320.01	3,044.00	Operations
7000 LIBRARY	411600 LIBRARY	360 PRINTING & MAILING PROJECTS	7,113.25	13,000.00	Promotions
7000 LIBRARY	411600 LIBRARY	387 MEDICAL/VACCINES	0.00	500.00	Employee
7000 LIBRARY	411600 LIBRARY	389 LEASE/RENTAL	107756.51	199211.00	Building
7000 LIBRARY	411600 LIBRARY	399 RECRUITMENT/EMPLOYMENT TESTING	0.00	3000.00	Employee
7000 LIBRARY	411600 LIBRARY	410 OFFICE SUPPLIES	5,647.24	15,750.00	Operations
7000 LIBRARY	411600 LIBRARY	418 PROFESIONAL SERVICES	0.00	3,000.00	Professional
7000 LIBRARY	411600 LIBRARY	424 GAS AND OIL	135.25	2,000.00	vehicle
7000 LIBRARY	411600 LIBRARY	427 VEHICLES MAINTENANCE	3.35	1,200.00	vehicle
7000 LIBRARY	411600 LIBRARY	428 SERVICE AGREEMENTS-CONTRACTS	8,623.97	22,008.00	Operations
7000 LIBRARY	411600 LIBRARY	490 MISC	54.21	500.00	Operations
7000 LIBRARY	411600 LIBRARY	497 TECHNOLOGY	25,792.24	37,379.00	Operations
7000 LIBRARY	411600 LIBRARY	500 SUPPLIES	0.00	850.00	Operations
7000 LIBRARY	411600 LIBRARY	641 FURN & EQUIP-NON DEPRECIATED <\$5000	8,388.21	11,520.00	Operations
7000 LIBRARY	411600 LIBRARY	644 POSTAL METER RENT	0.00	2,772.00	Operations
7000 LIBRARY	411600 LIBRARY	648 PROFESSIONAL PUBLICATIONS	0.00	535.00	Employee
7000 LIBRARY	411600 LIBRARY	649 PROGRAMMING	4,793.77	16,000.00	Programming
7000 LIBRARY	411600 LIBRARY	650 E RESOURCES	30,212.91	44,065.00	Collections
7000 LIBRARY	411600 LIBRARY	662 BOOKS	61,623.15	112,324.00	Collections
7000 LIBRARY	411600 LIBRARY	663 MAGAZINES	4,949.96	4,850.00	Collections
7000 LIBRARY	411600 LIBRARY	664 AUDIO VIDEO	10,785.69	16,250.00	Collections
7000 LIBRARY	411600 LIBRARY	667 MEMBERSHIPS	2,806.00	4,320.00	Employee
7000 LIBRARY	411600 LIBRARY	669 INSURANCE	0.00	6,056.00	Building
7000 LIBRARY	411600 LIBRARY	672 EMERGENCY MEDICAL SUPPLIES	264.39	0.00	Operations
7000 LIBRARY	411600 LIBRARY	680 Library of Things	259.96	4,500.00	Collections
7000 LIBRARY	411600 LIBRARY	689 PROMOTIONAL ACTIVITIES	3,152.25	13,680.00	Promotions
7000 LIBRARY	411600 LIBRARY	740 SERVICE CHARGES	975.95	1,750.00	Operations
7000 LIBRARY	411600 LIBRARY	880 COST ALLOCATIONS	31,180.94	53,450.00	vehicle
7000 LIBRARY	411600 LIBRARY	890 TRANSFERS OUT	0.00	10,000.00	CIP
7000 LIBRARY	411600 LIBRARY	901 CATALOGING	3,283.37	3,210.00	Collections
7000 LIBRARY	411600 LIBRARY	994 ODIN	29249.20	34,500.00	Collections
			1,502,164.99	2,632,068.00	
			2,895,080.60	(153,716.46)	
			(1,392,915.61)	2,785,784.46	

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 7/26 - 7/26

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Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 6570136	Payroll 07/10/2026		/ /	51,243.32	7/26			
JV 6585133	Payroll 07/24/2026		/ /	50,364.06	7/26			
		Object Total:		101,607.38	666,846.35	1,315,880.00	649,033.65	51%
114 PART TIME SALARIES								
JV 6570137	Payroll 07/10/2026		/ /	3,235.33	7/26			
JV 6585134	Payroll 07/24/2026		/ /	3,361.75	7/26			
		Object Total:		6,597.08	47,722.83	134,448.00	86,725.17	35%
220 SOCIAL SECURITY								
JV 6570138	Payroll 07/10/2026		/ /	3,977.68	7/26			
JV 6585135	Payroll 07/24/2026		/ /	3,920.01	7/26			
		Object Total:		7,897.69	52,321.32	110,686.00	58,364.68	47%
230 RETIREMENT								
JV 6570139	Payroll 07/10/2026		/ /	7,927.12	7/26			
JV 6585136	Payroll 07/24/2026		/ /	7,793.14	7/26			
		Object Total:		15,720.26	106,230.86	212,865.00	106,634.14	50%
240 WORKFORCE SAFETY INSURANCE			/ /					
		Object Total:		0.00	676.95	3,124.00	2,447.05	22%
245 CORPORATE EDUCATION (DO NOT USE)			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
250 UNEMPLOYMENT			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
312 ATTORNEY								
CL 133343 1 -92582 PROFESSIONAL SERVICES			07/08/26	825.00	7/26	353 OHNSTAD TWICHELL		
		Object Total:		825.00	825.00	5,150.00	4,325.00	16%
320 HEALTH INSURANCE								
JV 6570140	Payroll 07/10/2026		/ /	8,985.24	7/26			
JV 6585137	Payroll 07/24/2026		/ /	8,985.02	7/26			
		Object Total:		17,970.26	107,089.23	195,241.00	88,151.77	55%
321 PROPERTY INSURANCE			/ /					
		Object Total:		0.00	4,093.72	0.00	-4,093.72	%
323 LIABILITY INS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
333 BUILDING RENTAL (DO NOT USE)			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
340 EMPLOYEE DEVELOPMENT								
CL 133494 1 -92441 MILEAGE			07/23/26	13.08	7/26	5743 STEPHANIE VENJOHN		
		Object Total:		13.08	16,874.36	12,950.00	-3,924.36	130%

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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								
356 TELEPHONE								
CL 133418 31	-92545 june 2026 - library		06/08/26	188.59	7/26	3668 VERIZON WIRELESS		
Object Total:				188.59	1,131.42	3,044.00	1,912.58	37%
360 PRINTING & MAILING PROJECTS								
CL 133221 1	-92639 POSTAGE REFILL		07/15/26	2,000.00	7/26	1483 PITNEY BOWES BANK INC -		
Object Total:				2,000.00	6,756.45	13,000.00	6,243.55	52%
387 MEDICAL/VACCINES								
Object Total:				0.00	0.00	500.00	500.00	%
389 LEASE/RENTAL								
CL 132992 2	-92887 July 2026 Lease - Satellite Li		07/01/26	2,777.43	7/26	5229 AMB INVESTMENTS, LLC		
CL 133495 1	-92440 JULY RENT		07/01/26	10,643.55	7/26	549 WF PUB SCHOOLS DIST #6		
CL 133495 2	-92440 AUGUST RENT		07/23/26	10,643.55	7/26	549 WF PUB SCHOOLS DIST #6		
Object Total:				24,064.53	104,979.08	199,211.00	94,231.92	53%
399 RECRUITMENT/EMPLOYMENT TESTING								
Object Total:				0.00	0.00	3,000.00	3,000.00	%
410 OFFICE SUPPLIES								
CC 2053 2	PACKING TAPE	3490	06/02/26	11.99	7/26	3161 VISA LIBRARY #1		
CC 2053 3	REFUND (STAPLERS)	3490	06/19/26	-14.46	7/26	3161 VISA LIBRARY #1		
CC 2053 4	WATER MACHINES LEASE	999999	06/24/26	100.00	7/26	3161 VISA LIBRARY #1		
CC 2053 5	DOOR STOPPERS	3490	06/26/26	11.39	7/26	3161 VISA LIBRARY #1		
CC 2065 4	PLANT SUPPLIES	4622	06/24/26	45.32	7/26	3162 VISA LIBRARY #2		
Object Total:				154.24	5,107.15	15,750.00	10,642.85	32%
418 PROFESSIONAL SERVICES								
Object Total:				0.00	0.00	3,000.00	3,000.00	%
420 OPERATION & MAINTENANCE								
Object Total:				0.00	0.00	0.00	0.00	%
424 GAS AND OIL								
JV 6637 12	July fuel usage allocation		/ /	52.02	7/26			
Object Total:				52.02	135.25	2,000.00	1,864.75	7%
427 VEHICLES MAINTENANCE								
Object Total:				0.00	0.00	1,200.00	1,200.00	%
428 SERVICE AGREEMENTS-CONTRACTS								
CL 133217 1	-92641 LEASE FOR PRINTERS		06/27/26	754.15	7/26	5349 MARCO TECHNOLOGIES, LLC		
Object Total:				754.15	7,869.82	22,008.00	14,138.18	36%
490 MISC								
Object Total:				0.00	54.21	500.00	445.79	11%

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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								
497 TECHNOLOGY								
		Object Total:	/ /	0.00	25,792.24	37,379.00	11,586.76	69%
500 SUPPLIES			/ /					
		Object Total:	/ /	0.00	0.00	850.00	850.00	%
640 FURNITURE & EQUIPMENT (DO NOT USE)			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000								
JV 6621 2	Reclass CL 133216		/ /	6,689.02	7/26			
		Object Total:	/ /	6,689.02	8,240.02	11,520.00	3,279.98	72%
644 POSTAL METER RENT			/ /					
		Object Total:	/ /	0.00	0.00	2,772.00	2,772.00	%
648 PROFESSIONAL PUBLICATIONS			/ /					
		Object Total:	/ /	0.00	0.00	535.00	535.00	%
649 PROGRAMMING								
CC 2053 6	AS PROGRAM SUPPLIES	3490	06/26/26	220.83	7/26	3161 VISA LIBRARY #1		
CC 2065 3	AS PROGRAM SUPPLIES	2341	06/23/26	35.96	7/26	3162 VISA LIBRARY #2		
CC 2065 5	SUMMER BOOST GRAND PRIZES	37	06/30/26	237.73	7/26	3162 VISA LIBRARY #2		
CC 2066 1	PROGRAM SUPPLIES	3701	06/04/26	21.82	7/26	4576 VISA LIBRARY #3		
CC 2066 3	PROGRAM SUPPLIES	3701	06/10/26	53.93	7/26	4576 VISA LIBRARY #3		
CC 2066 5	PROGRAM SUPPLIES	4105	06/17/26	47.66	7/26	4576 VISA LIBRARY #3		
CC 2066 6	LEXI MEMBERSHIP	1252	06/18/26	60.00	7/26	4576 VISA LIBRARY #3		
CL 133223 1	118846 YS PROGRAM		06/04/26	140.00	7/26	4492 MICHAEL GALLO		
CL 133663 1	118910 END OF YEAR SBP ENTERTAINMENT		07/26/26	250.00	7/26	5767 D+J MUSIC		
		Object Total:		1,067.93	4,213.19	16,000.00	11,786.81	26%
650 E RESOURCES								
CL 133218 1	-92640 RENEWAL ND DIGITAL CONSORTIUM		07/01/26	4,000.00	7/26	2126 OVERDRIVE, INC		
		Object Total:		4,000.00	28,121.64	44,065.00	15,943.36	64%
653 CAPITAL IMPROVEMENTS			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
662 BOOKS								
CL 133216 1	-92642 TABLES FOR MR2		06/30/26	6,689.02	7/26	5324 FLUID INTERIORS, LLC		
CL 133492 1	-92442 BOOKS		07/10/26	27.88	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 2	-92442 BOOKS		07/10/26	11.38	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 3	-92442 BOOKS		07/10/26	26.90	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 4	-92442 BOOKS		07/10/26	81.97	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 5	-92442 BOOKS		07/10/26	36.90	7/26	4592 INGRAM LIBRARY SERVICES		

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 7/26 - 7/26

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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 133492	6	-92442 BOOKS		07/10/26	318.79	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	7	-92442 BOOKS		07/10/26	27.07	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	8	-92442 BOOKS		07/10/26	95.82	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	9	-92442 BOOKS		07/10/26	77.61	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	10	-92442 BOOKS		07/10/26	113.23	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	11	-92442 BOOKS		07/10/26	215.87	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	12	-92442 BOOKS		07/10/26	73.57	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	13	-92442 BOOKS		07/10/26	43.56	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	14	-92442 BOOKS		07/10/26	18.35	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	15	-92442 BOOKS		07/10/26	90.21	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	16	-92442 BOOKS		07/10/26	71.82	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	17	-92442 BOOKS		07/10/26	20.77	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	18	-92442 BOOKS		07/10/26	19.56	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	19	-92442 BOOKS		07/10/26	703.42	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	20	-92442 BOOKS		07/10/26	53.84	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	21	-92442 BOOKS		07/10/26	44.83	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	22	-92442 BOOKS		07/10/26	45.63	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	23	-92442 BOOKS		07/10/26	9.92	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	24	-92442 BOOKS		07/10/26	13.90	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	25	-92442 BOOKS		07/10/26	11.78	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	26	-92442 BOOKS		07/10/26	37.12	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	27	-92442 BOOKS		07/10/26	13.46	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	28	-92442 BOOKS		07/10/26	14.11	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	29	-92442 BOOKS		07/10/26	66.37	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	30	-92442 BOOKS		07/10/26	33.65	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	31	-92442 BOOKS		07/10/26	24.07	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	32	-92442 BOOKS		07/10/26	47.78	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	33	-92442 BOOKS		07/10/26	15.51	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	34	-92442 BOOKS		07/10/26	18.32	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	35	-92442 BOOKS		07/10/26	269.22	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	36	-92442 BOOKS		07/12/26	11.76	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	37	-92442 BOOKS		07/12/26	21.53	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	38	-92442 BOOKS		07/12/26	23.20	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	39	-92442 BOOKS		07/12/26	12.44	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	40	-92442 BOOKS		07/12/26	19.68	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	41	-92442 BOOKS		07/12/26	16.46	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	42	-92442 BOOKS		07/12/26	15.14	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	43	-92442 BOOKS		07/12/26	20.67	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	44	-92442 BOOKS		07/13/26	28.02	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	45	-92442 BOOKS		07/16/26	27.76	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	46	-92442 BOOKS		07/16/26	55.75	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	47	-92442 BOOKS		07/16/26	72.36	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	48	-92442 BOOKS		07/16/26	19.10	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	49	-92442 BOOKS		07/16/26	28.66	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	50	-92442 BOOKS		07/16/26	25.52	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	51	-92442 BOOKS		07/16/26	39.75	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	52	-92442 BOOKS		07/16/26	34.52	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492	53	-92442 BOOKS		07/16/26	21.02	7/26	4592 INGRAM LIBRARY SERVICES		

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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								
CL 133492 54	-92442 BOOKS		07/16/26	32.56	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 55	-92442 BOOKS		07/16/26	13.88	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 56	-92442 BOOKS		07/16/26	18.45	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 57	-92442 BOOKS		07/16/26	50.76	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 58	-92442 BOOKS		07/16/26	16.93	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 59	-92442 BOOKS		07/16/26	26.40	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 60	-92442 BOOKS		07/16/26	9.96	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 61	-92442 BOOKS		07/16/26	253.18	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 62	-92442 BOOKS		07/17/26	42.72	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 63	-92442 BOOKS		07/17/26	47.26	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 64	-92442 BOOKS		07/17/26	53.53	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 65	-92442 BOOKS		07/17/26	16.60	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 66	-92442 BOOKS		07/17/26	12.95	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 67	-92442 BOOKS		07/17/26	1,379.98	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 68	-92442 BOOKS		07/20/26	57.91	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 69	-92442 BOOKS		07/20/26	65.79	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 70	-92442 BOOKS		07/21/26	14.40	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 71	-92442 BOOKS		07/21/26	77.48	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 72	-92442 BOOKS		07/21/26	14.40	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 73	-92442 BOOKS		07/21/26	15.00	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 74	-92442 BOOKS		07/21/26	26.41	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 75	-92442 BOOKS		07/21/26	214.56	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 76	-92442 BOOKS		07/21/26	400.95	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 77	-92442 BOOKS		07/21/26	559.42	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 78	-92442 BOOKS		07/21/26	15.54	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 79	-92442 BOOKS		07/21/26	21.57	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 80	-92442 BOOKS		07/21/26	21.30	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 81	-92442 BOOKS		07/21/26	43.13	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 82	-92442 BOOKS		07/21/26	376.49	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 83	-92442 BOOKS		07/23/26	17.22	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 84	-92442 BOOKS		07/23/26	20.26	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 85	-92442 BOOKS		07/23/26	22.78	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 86	-92442 BOOKS		07/23/26	20.23	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 87	-92442 BOOKS		07/23/26	20.02	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 88	-92442 BOOKS		07/23/26	13.41	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 89	-92442 BOOKS		07/23/26	44.95	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 90	-92442 BOOKS		07/23/26	34.10	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 91	-92442 BOOKS		07/23/26	21.37	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 92	-92442 BOOKS		07/23/26	21.72	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 93	-92442 BOOKS		07/23/26	24.09	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 94	-92442 BOOKS		07/23/26	16.98	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 95	-92442 BOOKS		07/23/26	24.47	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 96	-92442 BOOKS		07/23/26	21.92	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 97	-92442 BOOKS		07/26/26	14.96	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 98	-92442 BOOKS		07/26/26	14.10	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492 99	-92442 BOOKS		07/26/26	26.58	7/26	4592 INGRAM LIBRARY SERVICES		
CL 133492100	-92442 BOOKS		07/26/26	18.67	7/26	4592 INGRAM LIBRARY SERVICES		
JV 6621 1	Reclass CL 133216		/ /	-6,689.02	7/26			

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Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
		Object Total:		7,584.87	51,791.73	112,324.00	60,532.27	46%
663 MAGAZINES								
CC 2065 2	ANNUAL SUBSCRIPTION	104	06/05/26	377.89	7/26 3162	VISA LIBRARY #2		
		Object Total:		377.89	4,949.96	4,850.00	-99.96	102%
664 AUDIO VIDEO								
CL 133493 1	-92313 DVD		07/09/26	22.47	7/26 1854	MIDWEST TAPE		
CL 133493 2	-92313 DVD		07/09/26	28.47	7/26 1854	MIDWEST TAPE		
CL 133493 3	-92313 DVD		07/21/26	117.63	7/26 1854	MIDWEST TAPE		
CL 133493 4	-92313 DVD		07/28/26	237.48	7/26 1854	MIDWEST TAPE		
		Object Total:		406.05	8,395.02	16,250.00	7,854.98	52%
667 MEMBERSHIPS								
CL 133215 1	118880 NOTARY FEE CASSANDRA KLOS		07/08/26	50.00	7/26 4129	WESTERN NATIONAL MUTUAL INS		
CL 133215 2	118880 NOTARY FEE HEATHER NESEMEIER		07/08/26	50.00	7/26 4129	WESTERN NATIONAL MUTUAL INS		
CL 133215 3	118880 NOTARY FEE MARGARET GAG		07/08/26	50.00	7/26 4129	WESTERN NATIONAL MUTUAL INS		
		Object Total:		150.00	2,569.00	4,320.00	1,751.00	59%
668 PRINTING (DO NOT USE)			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
669 INSURANCE			/ /					
		Object Total:		0.00	0.00	6,056.00	6,056.00	%
672 EMERGENCY MEDICAL SUPPLIES			/ /					
		Object Total:		0.00	215.96	0.00	-215.96	%
680 Library of Things								
CC 2066 2	MOBILE BEACON	999999	06/10/26	133.88	7/26 4576	VISA LIBRARY #3		
CC 2066 4	MOBILE BEACON	999999	06/16/26	-3.90	7/26 4576	VISA LIBRARY #3		
		Object Total:		129.98	259.96	4,500.00	4,240.04	6%
689 PROMOTIONAL ACTIVITIES								
CC 2053 1	PRINTIVITY	999999	06/02/26	230.33	7/26 3161	VISA LIBRARY #1		
CC 2065 1	BAGS FOR SBP	5392	06/02/26	256.93	7/26 3162	VISA LIBRARY #2		
CC 2066 7	SOCIAL MEDIA ADVERTISING	999999	06/30/26	97.00	7/26 4576	VISA LIBRARY #3		
		Object Total:		584.26	3,146.45	13,680.00	10,533.55	23%
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 (DO NOT USE)			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%

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Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
740 SERVICE CHARGES								
JV 6615 1	FIBT TSYS/TRANSFIRST JULY		/ /	138.00	7/26			
Object Total:				138.00	975.95	1,750.00	774.05	56%
864 FURN & EQUIP DEPRECIATED >\$5,000			/ /					
Object Total:				0.00	0.00	0.00	0.00	%
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
Object Total:				0.00	0.00	0.00	0.00	%
880 COST ALLOCATIONS								
JV 6622 16	July 2026 Cost Allocation		/ /	4,454.42	7/26			
Object Total:				4,454.42	31,180.94	53,450.00	22,269.06	58%
890 TRANSFERS OUT			/ /					
Object Total:				0.00	0.00	30,000.00	30,000.00	%
901 CATALOGING								
CL 133219 1	118859 WEBDEWEY		07/01/26	410.91	7/26	3416 OCLC, INC.		
CL 133219 2	118859 CATALOGING/METADATA		07/01/26	2,872.46	7/26	3416 OCLC, INC.		
Object Total:				3,283.37	3,283.37	3,210.00	-73.37	102%
994 ODIN			/ /					
Object Total:				0.00	29,249.20	34,500.00	5,250.80	85%
Account Total:				206,710.07	1,331,098.63	2,652,068.00	1,320,969.37	
Fund Total:				206,710.07	1,331,098.63	2,652,068.00	1,320,969.37	

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

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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 6619146	D-SALARIES		/ /	51,213.33	8/26			
JV 6641131	Payroll 8/21/2026		/ /	51,091.33	8/26			
	Object Total:			102,304.66	769,151.01	1,315,880.00	546,728.99	58%
114 PART TIME SALARIES								
JV 6619147	D-SALARIES		/ /	3,444.57	8/26			
JV 6641132	Payroll 8/21/2026		/ /	3,506.18	8/26			
	Object Total:			6,950.75	54,673.58	134,448.00	79,774.42	41%
220 SOCIAL SECURITY								
JV 6619148	D-SSA		/ /	3,991.36	8/26			
JV 6641133	Payroll 8/21/2026		/ /	3,986.72	8/26			
	Object Total:			7,978.08	60,299.40	110,686.00	50,386.60	54%
230 RETIREMENT								
JV 6619149	D-RETIREMENT		/ /	7,828.19	8/26			
JV 6641134	Payroll 8/21/2026		/ /	8,064.69	8/26			
	Object Total:			15,892.88	122,123.74	212,865.00	90,741.26	57%
240 WORKFORCE SAFETY INSURANCE			/ /					
	Object Total:			0.00	676.95	3,124.00	2,447.05	22%
245 CORPORATE EDUCATION (DO NOT USE)			/ /					
	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	825.00	5,150.00	4,325.00	16%
320 HEALTH INSURANCE			/ /					
JV 6619150	D-HEALTH		/ /	8,985.24	8/26			
JV 6641135	Payroll 8/21/2026		/ /	8,985.02	8/26			
	Object Total:			17,970.26	125,059.49	195,241.00	70,181.51	64%
321 PROPERTY INSURANCE			/ /					
	Object Total:			0.00	4,093.72	0.00	-4,093.72	%
323 LIABILITY INS			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
333 BUILDING RENTAL (DO NOT USE)			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
340 EMPLOYEE DEVELOPMENT								
CL 133806 1 -92259 MILEAGE REIMBURSEMENT			07/30/26	15.96	8/26 5743	STEPHANIE VENJOHN		
	Object Total:			15.96	16,890.32	12,950.00	-3,940.32	130%

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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								
356 TELEPHONE								
CL 134008 31	july 2026 - library		07/08/26	188.59	8/26 3668	VERIZON WIRELESS		
		Object Total:		188.59	1,320.01	3,044.00	1,723.99	43%
360 PRINTING & MAILING PROJECTS								
CL 133805 1	-92260 BLANK NOTECARDS & ENVELOPES		08/06/26	140.35	8/26 2885	SHORTPRINTER		
CL 133805 2	-92260 BUSINESS CARDS FOR STAFF		08/06/26	216.45	8/26 2885	SHORTPRINTER		
		Object Total:		356.80	7,113.25	13,000.00	5,886.75	55%
387 MEDICAL/VACCINES								
			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
389 LEASE/RENTAL								
CL 133724 2	-92328 Aug 2026 Lease - Satellite Lib		08/01/26	2,777.43	8/26 5229	AMB INVESTMENTS, LLC		
		Object Total:		2,777.43	107,756.51	199,211.00	91,454.49	54%
399 RECRUITMENT/EMPLOYMENT TESTING								
			/ /					
		Object Total:		0.00	0.00	3,000.00	3,000.00	%
410 OFFICE SUPPLIES								
CC 2082 3	PENCILS/EXPANDING FILE	3490	07/16/26	24.97	8/26 3161	VISA LIBRARY #1		
CC 2082 7	DESK FANS	3490	07/17/26	13.88	8/26 3161	VISA LIBRARY #1		
CC 2082 8	FOAM CUPS	3490	07/27/26	51.82	8/26 3161	VISA LIBRARY #1		
CC 2082 11	TISSUES	3490	07/27/26	57.09	8/26 3161	VISA LIBRARY #1		
CC 2082 15	WATER MACHINES LEASE	999999	07/29/26	100.00	8/26 3161	VISA LIBRARY #1		
CC 2082 16	VACUUM	3490	07/31/26	149.99	8/26 3161	VISA LIBRARY #1		
CL 133789 1	-92270 NAPKINS & FORKS		08/06/26	142.34	8/26 351	BUSINESS ESSENTIALS		
		Object Total:		540.09	5,647.24	15,750.00	10,102.76	36%
418 PROFESSIONAL SERVICES								
			/ /					
		Object Total:		0.00	0.00	3,000.00	3,000.00	%
420 OPERATION & MAINTENANCE								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
424 GAS AND OIL								
			/ /					
		Object Total:		0.00	135.25	2,000.00	1,864.75	7%
427 VEHICLES MAINTENANCE								
CL 133740 5	-92297 FILTERS		08/04/26	3.35	8/26 2931	AUTO VALUE PARTS STORES		
		Object Total:		3.35	3.35	1,200.00	1,196.65	%
428 SERVICE AGREEMENTS-CONTRACTS								
CL 133794 1	-92267 PRINTER LEASES		07/28/26	754.15	8/26 5349	MARCO TECHNOLOGIES, LLC		
		Object Total:		754.15	8,623.97	22,008.00	13,384.03	39%

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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								
490 MISC			/ /					
		Object Total:		0.00	54.21	500.00	445.79	11%
497 TECHNOLOGY			/ /					
		Object Total:		0.00	25,792.24	37,379.00	11,586.76	69%
500 SUPPLIES			/ /					
		Object Total:		0.00	0.00	850.00	850.00	%
640 FURNITURE & EQUIPMENT (DO NOT USE)			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000								
CC 2082 18	CANOPY TENT	3490	07/31/26	148.19	8/26 3161	VISA LIBRARY #1		
		Object Total:		148.19	8,388.21	11,520.00	3,131.79	73%
644 POSTAL METER RENT			/ /					
		Object Total:		0.00	0.00	2,772.00	2,772.00	%
648 PROFESSIONAL PUBLICATIONS			/ /					
		Object Total:		0.00	0.00	535.00	535.00	%
649 PROGRAMMING								
CC 2082 1	PROGRAM SUPPLIES	3932	07/03/26	20.50	8/26 3161	VISA LIBRARY #1		
CC 2082 4	PROGRAM SUPPLIES	3701	07/16/26	12.97	8/26 3161	VISA LIBRARY #1		
CC 2082 5	YS PRIZES	3490	07/16/26	14.84	8/26 3161	VISA LIBRARY #1		
CC 2082 6	YS PRIZES	3490	07/16/26	269.84	8/26 3161	VISA LIBRARY #1		
CC 2082 12	POTTING SOIL	3490	07/27/26	68.84	8/26 3161	VISA LIBRARY #1		
CC 2082 13	PLANTING POTS	3490	07/27/26	26.98	8/26 3161	VISA LIBRARY #1		
CC 2082 14	YS PROGRAMMING	3490	07/27/26	112.38	8/26 3161	VISA LIBRARY #1		
CC 2082 17	PLANTING POTS	3490	07/27/26	18.96	8/26 3161	VISA LIBRARY #1		
CC 2083 1	PROGRAM SUPPLIES	4105	07/02/26	51.14	8/26 3162	VISA LIBRARY #2		
CC 2083 4	PROGRAM SUPPLIES	3701	07/30/26	44.13	8/26 3162	VISA LIBRARY #2		
JV 6638 1	Reclass CL 133342		/ /	-60.00	8/26			
		Object Total:		580.58	4,793.77	16,000.00	11,206.23	30%
650 E RESOURCES								
CL 133804 1	-92261 EB00K		07/30/26	837.17	8/26 2126	OVERDRIVE, INC		
CL 133804 2	-92261 AUDIOBOOK		07/30/26	1,254.10	8/26 2126	OVERDRIVE, INC		
		Object Total:		2,091.27	30,212.91	44,065.00	13,852.09	69%
653 CAPITAL IMPROVEMENTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%

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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									
662 BOOKS									
CC 2082 2		BOOKS	3490	07/09/26	29.94	8/26	3161 VISA LIBRARY #1		
CL 133790 1	-92269	BOOKS		07/30/26	1,190.92	8/26	3109 LIBRARY IDEAS, LLC		
CL 133807 1	-92258	BOOKS		07/29/26	34.16	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 2	-92258	BOOKS		07/29/26	45.38	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 3	-92258	BOOKS		07/29/26	26.29	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 4	-92258	BOOKS		07/29/26	21.44	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 5	-92258	BOOKS		07/29/26	21.86	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 6	-92258	BOOKS		07/29/26	16.88	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 7	-92258	BOOKS		07/29/26	25.49	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 8	-92258	BOOKS		07/30/26	57.13	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 9	-92258	BOOKS		07/30/26	23.95	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 10	-92258	BOOKS		07/30/26	61.85	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 11	-92258	BOOKS		07/30/26	42.64	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 12	-92258	BOOKS		07/31/26	28.52	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 13	-92258	BOOKS		07/31/26	10.42	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 14	-92258	BOOKS		07/31/26	32.89	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 15	-92258	BOOKS		07/31/26	44.76	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 16	-92258	BOOKS		07/31/26	42.57	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 17	-92258	BOOKS		08/02/26	20.63	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 18	-92258	BOOKS		08/03/26	25.84	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 19	-92258	BOOKS		08/03/26	42.81	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 20	-92258	BOOKS		08/03/26	35.19	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 21	-92258	BOOKS		08/03/26	42.75	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 22	-92258	BOOKS		08/03/26	20.91	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 23	-92258	BOOKS		08/03/26	18.88	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 24	-92258	BOOKS		08/05/26	22.48	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 25	-92258	BOOKS		08/05/26	14.06	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 26	-92258	BOOKS		08/05/26	13.82	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 27	-92258	BOOKS		08/05/26	15.62	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 28	-92258	BOOKS		08/05/26	58.89	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 29	-92258	BOOKS		08/05/26	55.09	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 30	-92258	BOOKS		08/05/26	237.30	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 31	-92258	BOOKS		08/05/26	157.96	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 32	-92258	BOOKS		08/05/26	101.80	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 33	-92258	BOOKS		08/05/26	548.61	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 34	-92258	BOOKS		08/05/26	28.53	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 35	-92258	BOOKS		08/07/26	27.93	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 36	-92258	BOOKS		08/09/26	39.96	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 37	-92258	BOOKS		08/09/26	114.99	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 38	-92258	BOOKS		08/09/26	188.26	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 39	-92258	BOOKS		08/09/26	339.37	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 40	-92258	BOOK CREDIT		07/22/26	-16.52	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 41	-92258	BOOKS		08/10/26	170.96	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 42	-92258	BOOKS		08/10/26	68.38	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 43	-92258	BOOKS		08/10/26	12.48	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 44	-92258	BOOKS		08/10/26	25.41	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 45	-92258	BOOKS		08/10/26	12.46	8/26	4592 INGRAM LIBRARY SERVICES		

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 133807 46	-92258 BOOKS		08/10/26	39.43	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 47	-92258 BOOKS		08/10/26	16.85	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 48	-92258 BOOKS		08/10/26	13.99	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 49	-92258 BOOKS		08/10/26	104.42	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 50	-92258 BOOKS		08/10/26	9.67	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 51	-92258 BOOKS		08/10/26	15.96	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 52	-92258 BOOKS		08/10/26	25.54	8/26	4592 INGRAM LIBRARY SERVICES		
CL 133807 53	-92258 BOOKS		08/11/26	24.57	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134055 1	BOOKS		08/20/26	48.64	8/26	4497 NORTH DAKOTA STATE		
CL 134057 1	BOOKS		08/12/26	25.98	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 2	BOOKS		08/12/26	12.63	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 3	BOOKS		08/12/26	19.85	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 4	BOOKS		08/12/26	24.32	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 5	BOOKS		08/12/26	151.01	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 6	BOOKS		08/12/26	93.50	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 7	BOOKS		08/12/26	121.40	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 8	BOOKS		08/12/26	228.23	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 9	BOOKS		08/12/26	66.86	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 10	BOOKS		08/13/26	79.13	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 11	BOOKS		08/13/26	107.40	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 12	BOOKS		08/13/26	81.54	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 13	BOOKS		08/13/26	15.74	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 14	BOOKS		08/14/26	42.00	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 15	BOOKS		08/14/26	62.43	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 16	BOOKS		08/14/26	27.67	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 17	BOOKS		08/14/26	27.12	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 18	BOOKS		08/14/26	191.94	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 19	BOOKS		08/17/26	77.71	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 20	BOOKS		08/17/26	73.99	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 21	BOOKS		08/17/26	138.08	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 22	BOOKS		08/17/26	55.20	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 23	BOOKS		08/17/26	9.93	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 24	BOOKS		08/17/26	12.33	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 25	BOOKS		08/17/26	563.12	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 26	BOOKS		08/18/26	42.12	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 27	BOOKS		08/18/26	38.24	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 28	BOOKS		08/18/26	66.80	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 29	BOOKS		08/18/26	27.78	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 30	BOOKS		08/19/26	17.38	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 31	BOOKS		08/19/26	42.34	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 32	BOOKS		08/19/26	22.10	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 33	BOOKS		08/19/26	28.02	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 34	BOOKS		08/19/26	44.89	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 35	BOOKS		08/20/26	58.26	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 36	BOOKS		08/20/26	68.45	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 37	BOOKS		08/20/26	13.81	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 38	BOOKS		08/20/26	313.91	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 39	BOOKS		08/20/26	120.51	8/26	4592 INGRAM LIBRARY SERVICES		

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 134057 40	BOOKS		08/20/26	504.86	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 41	BOOKS		08/20/26	157.27	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 42	BOOKS		08/21/26	20.54	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 43	BOOKS		08/21/26	23.20	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 44	BOOKS		08/21/26	145.58	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 45	BOOKS		08/21/26	111.87	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 46	BOOKS		08/21/26	33.04	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 47	BOOKS		08/21/26	309.44	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 48	BOOKS		08/21/26	40.88	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 49	BOOKS		08/21/26	503.16	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 50	BOOKS		08/21/26	19.66	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 51	BOOKS		08/21/26	20.48	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 52	BOOKS		08/21/26	18.61	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 53	BOOKS		08/21/26	56.67	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 54	BOOKS		08/24/26	18.28	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 55	BOOKS		08/24/26	40.87	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 56	BOOKS		08/24/26	19.27	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 57	BOOKS		08/24/26	34.54	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 58	BOOKS		08/24/26	13.81	8/26	4592 INGRAM LIBRARY SERVICES		
CL 134057 59	BOOKS		08/24/26	24.66	8/26	4592 INGRAM LIBRARY SERVICES		
Object Total:				9,831.42	61,623.15	112,324.00	50,700.85	55%
663 MAGAZINES								
				/	/			
Object Total:				0.00	4,949.96	4,850.00	-99.96	102%
664 AUDIO VIDEO								
CL 133800 1	-92263 DVD		08/04/26	59.23	8/26	1854 MIDWEST TAPE		
CL 133800 2	-92263 DVD		08/04/26	193.30	8/26	1854 MIDWEST TAPE		
CL 134053 1	VOX		05/06/26	1,153.00	8/26	3109 LIBRARY IDEAS, LLC		
CL 134056 1	DVD		08/12/26	73.41	8/26	1854 MIDWEST TAPE		
CL 134056 2	DVD		08/12/26	307.85	8/26	1854 MIDWEST TAPE		
CL 134056 3	DVD		08/12/26	30.72	8/26	1854 MIDWEST TAPE		
CL 134056 4	DVD		08/19/26	42.69	8/26	1854 MIDWEST TAPE		
CL 134056 5	DVD		08/19/26	69.66	8/26	1854 MIDWEST TAPE		
CL 134056 6	DVD		08/25/26	20.22	8/26	1854 MIDWEST TAPE		
CL 134056 7	DVD		08/25/26	382.90	8/26	1854 MIDWEST TAPE		
CL 134056 8	DVD		08/25/26	29.97	8/26	1854 MIDWEST TAPE		
CL 134056 9	DVD		08/25/26	27.72	8/26	1854 MIDWEST TAPE		
Object Total:				2,390.67	10,785.69	16,250.00	5,464.31	66%
667 MEMBERSHIPS								
CC 2083 2	HEATHER NESEMEIER	1771	07/17/26	36.00	8/26	3162 VISA LIBRARY #2		
CC 2083 3	CASSANDRA KLOS	1771	07/21/26	36.00	8/26	3162 VISA LIBRARY #2		
CL 134054 1	H.NESEMEIER & M.GAG NTRY STAMP		08/18/26	105.00	8/26	2885 SHORTPRINTER		
JV 6638 2	Reclass CL 133342		/	60.00	8/26			
Object Total:				237.00	2,806.00	4,320.00	1,514.00	65%

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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								
668 PRINTING (DO NOT USE)			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
669 INSURANCE			/ /					
		Object Total:		0.00	0.00	6,056.00	6,056.00	%
672 EMERGENCY MEDICAL SUPPLIES								
CC 2082 9	MASKS/FIRT AID KIT	3490	07/27/26	29.45	8/26	3161 VISA LIBRARY #1		
CC 2082 10	MASKS/SCISSORS	3490	07/27/26	18.98	8/26	3161 VISA LIBRARY #1		
		Object Total:		48.43	264.39	0.00	-264.39	%
680 Library of Things			/ /					
		Object Total:		0.00	259.96	4,500.00	4,240.04	6%
689 PROMOTIONAL ACTIVITIES								
CC 2084 1	META	999999	07/31/26	5.80	8/26	4576 VISA LIBRARY #3		
		Object Total:		5.80	3,152.25	13,680.00	10,527.75	23%
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 (DO NOT USE)			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES			/ /					
		Object Total:		0.00	975.95	1,750.00	774.05	56%
864 FURN & EQUIP DEPRECIATED >\$5,000			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
880 COST ALLOCATIONS			/ /					
		Object Total:		0.00	31,180.94	53,450.00	22,269.06	58%
890 TRANSFERS OUT			/ /					
		Object Total:		0.00	0.00	30,000.00	30,000.00	%
901 CATALOGING			/ /					
		Object Total:		0.00	3,283.37	3,210.00	-73.37	102%

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										
994 ODIN										
				Object Total:	/ /	0.00	29,249.20	34,500.00	5,250.80	85%
				Account Total:		171,066.36	1,502,164.99	2,652,068.00	1,149,903.01	
				Fund Total:		171,066.36	1,502,164.99	2,652,068.00	1,149,903.01	

***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	8,131.76	2,395,949.64	2,544,185.00	-148,235.36	94
310002	DISCOUNT PROPERTY TAXES			-106,856.00	106,856.00	
335600	STATE AID		44,134.69	44,626.00	-491.31	99
						98
Total Revenue		8,131.76	2,440,084.33	2,481,955.00	-41,870.67	98
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	102,304.66	769,151.01	1,315,880.00	546,728.99	58
114	PART TIME SALARIES	6,950.75	54,673.58	134,448.00	79,774.42	41
220	SOCIAL SECURITY	7,978.08	60,299.40	110,686.00	50,386.60	54
230	RETIREMENT	15,892.88	122,123.74	212,865.00	90,741.26	57
240	WORKFORCE SAFETY INSURANCE		676.95	3,124.00	2,447.05	22
250	UNEMPLOYMENT			500.00	500.00	
312	ATTORNEY		825.00	5,150.00	4,325.00	16
320	HEALTH INSURANCE	17,970.26	125,059.49	195,241.00	70,181.51	64
321	PROPERTY INSURANCE		4,093.72		-4,093.72	
340	EMPLOYEE DEVELOPMENT	15.96	16,890.32	12,950.00	-3,940.32	130
356	TELEPHONE	188.59	1,320.01	3,044.00	1,723.99	43
360	PRINTING & MAILING PROJECTS	356.80	7,113.25	13,000.00	5,886.75	55
387	MEDICAL/VACCINES			500.00	500.00	
389	LEASE/RENTAL	2,777.43	107,756.51	199,211.00	91,454.49	54
399	RECRUITMENT/EMPLOYMENT TESTING			3,000.00	3,000.00	
410	OFFICE SUPPLIES	540.09	5,647.24	15,750.00	10,102.76	36
418	PROFESSIONAL SERVICES			3,000.00	3,000.00	
424	GAS AND OIL		135.25	2,000.00	1,864.75	7
427	VEHICLES MAINTENANCE	3.35	3.35	1,200.00	1,196.65	
428	SERVICE AGREEMENTS-CONTRACTS	754.15	8,623.97	22,008.00	13,384.03	39
490	MISC		54.21	500.00	445.79	11
497	TECHNOLOGY		25,792.24	37,379.00	11,586.76	69
500	SUPPLIES			850.00	850.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000	148.19	8,388.21	11,520.00	3,131.79	73
644	POSTAL METER RENT			2,772.00	2,772.00	
648	PROFESSIONAL PUBLICATIONS			535.00	535.00	
649	PROGRAMMING	580.58	4,793.77	16,000.00	11,206.23	30
650	E RESOURCES	2,091.27	30,212.91	44,065.00	13,852.09	69
662	BOOKS	9,831.42	61,623.15	112,324.00	50,700.85	55
663	MAGAZINES		4,949.96	4,850.00	-99.96	102
664	AUDIO VIDEO	2,390.67	10,785.69	16,250.00	5,464.31	66
667	MEMBERSHIPS	237.00	2,806.00	4,320.00	1,514.00	65
669	INSURANCE			6,056.00	6,056.00	
672	EMERGENCY MEDICAL SUPPLIES	48.43	264.39		-264.39	

Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
680	Library of Things		259.96	4,500.00	4,240.04	6
689	PROMOTIONAL ACTIVITIES	5.80	3,152.25	13,680.00	10,527.75	23
740	SERVICE CHARGES		975.95	1,750.00	774.05	56
880	COST ALLOCATIONS		31,180.94	53,450.00	22,269.06	58
890	TRANSFERS OUT			30,000.00	30,000.00	
901	CATALOGING		3,283.37	3,210.00	-73.37	102
994	ODIN		29,249.20	34,500.00	5,250.80	85
	Total Account	171,066.36	1,502,164.99	2,652,068.00	1,149,903.01	57
	Total Expenses	171,066.36	1,502,164.99	2,652,068.00	1,149,903.01	57
	Net Income from Operations	-162,934.60	937,919.34			
Other Revenue						
360000	MISCELLANEOUS REVENUE	1,813.41	10,002.02	5,000.00	5,002.02	200
360100	SPONSORSHIPS		457.60	3,000.00	-2,542.40	15
361000	INTEREST ON INVESTMENTS		100,654.18	142,113.00	-41,458.82	71
363400	GRANTS		8,415.00		8,415.00	
372500	SALE OF EQUIPMENT		1,191.00		1,191.00	
375000	DONATIONS		500.00		500.00	
383000	TRANSFER IN			30,000.00	-30,000.00	
	Total Other Revenue	1,813.41	121,219.80	180,113.00	-58,893.20	67
	Net Income	-161,121.19	1,059,139.14			

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

Item Title: Recommendation and Selection of New Board Member (Action)

Presented By: Jenna Kahly, Library Director & Sara Westall, Board Member

Requested Action/Staff Recommendation: Approve Kim Carter for the open Library Board member seat

New Information:

Four well-qualified candidates applied and were interviewed by Board member Sara Westall and Library Director Jenna Kahly. Discussion topics included why they were interested in serving on the board and what they hoped to bring from their personal experience to benefit this board and serve the community.

After much consideration, we recommend appointing Kim Carter to the West Fargo Public Library Board. During our conversation, Kim shared more about how her professional experience and volunteerism in our community will support the Board's work. She is a regular library user and attends many of our programs. During her interview, she also spoke about wanting to personally invest her energy into making a difference in the community, something that she knows impacts the common good.

Each candidate was excellent, and we sincerely hope they all join and/or assume leadership roles with the Friends of the WFPL 501c3, another critically important arm of the Library. We will also have two seats on the Library Board opening up in June 2027, which we would love to have them apply again to fill.

Following the Board's action, we will forward the recommendation to the City Commission for approval and the formal appointment of Kim to the Library Board. [Click or tap here to enter text.](#)

Attached Supporting Documents:

- Board Member applications

Print

Library Board Member Application - Submission #76536

Date Submitted: 7/29/2026



West Fargo Public Library

**Library Board of
Directors Application**

First Name*

Kim

Last Name*

Carter

Address*

City*

West Fargo

State*

ND

Zip Code*

58078

**Are you a
resident of
West Fargo?***

☒

Yes.

☐

No.

Phone Number*

Email Address*

Employer Name

(Retired)

Job Title

Employer Address

City

State

Zip Code

Please upload your resume here*

Kim Retired Volunteer.doc

Although references are not required, the current Board of Directors reserves the right to request them.

Please tell us about yourself. What skills and perspectives would you bring to the Library Board?*

I bring a variety of skills in finance and budgeting. I am able to keep things simple. My perspective is that of a regular reader who wants to continue to learn from books.

Why do you want to serve on the Library Board of Directors?

Personally, as an avid reader, I feel that I have a stake in ensuring that libraries remain relevant and supported. The more I know about the inner workings of the library, the more I may be able to help achieve the necessary support.

What do you hope to accomplish as a board member?

I want to learn more about how the library uses its money as well as the sources for

I want to learn more about how the library uses its money, as well as the sources for funds. I hope to be an advocate for the community in supporting the library as the community sees fit. I would welcome the opportunity to be involved in plans for a new library.

Appointees to the Library Board will be selected without discrimination on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic.

NOTICE: Information submitted on this form may be shared with the West Fargo Public Library Board during an open meeting and is subject to North Dakota open records laws.

Print

Library Board Member Application - Submission #76534

Date Submitted: 7/27/2026



West Fargo Public Library

**Library Board of
Directors Application**

First Name*

Tori

Last Name*

Schmidt

Address*

City*

West Fargo

State*

ND

Zip Code*

58078

**Are you a
resident of
West Fargo?***

☒

Yes.

☐

No.

Phone Number*

Email Address*

Employer Name

Livewire

Job Title

Project Manager

Employer Address

City

Fargo

State

ND

Zip Code

58102

Please upload your resume here*

resume (1).pdf

Although references are not required, the current Board of Directors reserves the right to request them.

Please tell us about yourself. What skills and perspectives would you bring to the Library Board?*

I am an event and project management professional with experience working alongside local businesses, nonprofits, and community organizations. As a local resident, small business owner, and parent, I also feel passionate about the value of accessible, welcoming spaces for individuals and families. My daughter just turned 6 and will be a 1st grader at Westside this fall. The library is one of our favorite places to spend time!

Why do you want to serve on the Library Board of Directors?

I believe libraries are an essential community resource. I would love to become more involved in my community while supporting a resource that benefits people of all ages and backgrounds.

What do you hope to accomplish as a board member?

I hope to help the library continue to evolve with our community's changing needs. I would bring ideas related to community engagement, partnerships, events, and outreach while supporting thoughtful planning and decision-making.

Appointees to the Library Board will be selected without discrimination on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic.

NOTICE: Information submitted on this form may be shared with the West Fargo Public Library Board during an open meeting and is subject to North Dakota open records laws.

Print

Library Board Member Application - Submission #76535

Date Submitted: 7/29/2026



West Fargo Public Library

**Library Board of
Directors Application**

First Name*

Emily

Last Name*

Rouse

Address*

City*

West Fargo

State*

ND

Zip Code*

58078

**Are you a
resident of
West Fargo?***

☒

Yes.

☐

No.

Phone Number*

Email Address*

Employer Name

Oster Law Office

Job Title

Associate Attorney

Employer Address

3501 45th Street South

City

Fargo

State

ND

Zip Code

58104

Please upload your resume here*

Emily Rouse. Resume.pdf

Although references are not required, the current Board of Directors reserves the right to request them.

Please tell us about yourself. What skills and perspectives would you bring to the Library Board?*

I would bring a combination of legal, analytical, and community-focused perspectives to the Library Board. As an attorney, I regularly evaluate complex issues, and make thoughtful, balanced decisions while considering multiple viewpoints. My professional experience has strengthened my skills in problem-solving, communication, strategic planning, and governance. Beyond my professional background, I value the important role that public libraries play in strengthening communities. Libraries provide equitable access to information, educational resources, technology, and lifelong learning opportunities for people of all ages and backgrounds. I believe in fostering an environment that is welcoming, inclusive, and responsive to the evolving needs of the community.

Why do you want to serve on the Library Board of Directors?

I want to serve on the Library Board of Directors because I believe public libraries are essential to strong, connected communities. Libraries are more than places to

are essential to strong, connected communities. Libraries are more than places to borrow books—they provide access to information, technology, educational programs, and community resources that benefit people of all ages and backgrounds. I am interested in contributing my professional skills and experience in governance, policy, and decision-making to help ensure the library continues to meet the needs of our community both now and in the future. Serving on the Library Board would also allow me to give back to my community in a meaningful way. I appreciate the important role libraries play in today's society and I wish to help guide and advocate for an institution that has such a positive impact on the lives of so many people.

What do you hope to accomplish as a board member?

As a member of the Library Board of Directors, I hope to help ensure the library remains a strong, accessible, and valued resource for our community. I would like to contribute to thoughtful long-term planning that allows the library to adapt to changing community needs while remaining a responsible steward of public resources. I also hope to support initiatives that promote literacy, lifelong learning, and equitable access to information and technology. Libraries serve people at every stage of life, and I believe it is important to continue expanding programs and services that engage children, families, students, and adults. Ultimately, I hope to be a collaborative and dependable board member who listens to the community, works well with fellow board members and library staff, and helps make decisions that strengthen the library's impact.

Appointees to the Library Board will be selected without discrimination on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic.

NOTICE: Information submitted on this form may be shared with the West Fargo Public Library Board during an open meeting and is subject to North Dakota open records laws.

Print

Library Board Member Application - Submission #76539

Date Submitted: 7/30/2026



West Fargo Public Library

**Library Board of
Directors Application**

First Name*

Mary

Last Name*

Townsend

Address*

City*

West Fargo

State*

ND

Zip Code*

58078

**Are you a
resident of
West Fargo?***

☒

Yes.

☐

No.

Phone Number*

Email Address*

Employer Name

Mayville State University

Job Title

Associate Professor of Mathematics

Employer Address

330 3rd Street

City

Mayville

State

ND

Zip Code

58257

Please upload your resume here*

Resume 2026 Townsend.docx

Although references are not required, the current Board of Directors reserves the right to request them.

Please tell us about yourself. What skills and perspectives would you bring to the Library Board?*

I am a professor of mathematics at Mayville State University. I have worked at Marvin Windows and Doors on production and later as a communication specialist and cochair of their museum project from 2000 - 2005. I have been an avid reader since elementary school. I have used the West Fargo library to proctor exams, to do research, and to promote reading to young people.

Why do you want to serve on the Library Board of Directors?

The West Fargo Library is my favorite library! When I first started working at Mayville State, I paid to be a member of the West Fargo library and brought my sister's young twins to the library almost every Sunday. I have enjoyed watching DVDs, listening to audio books on CDs and on Libby, and reading physical books. I care about the community of West Fargo, and I want to help the library to grow as a resource to people who love to read, to those who struggle to read, and to those who want to expand their knowledge of diverse topics

expand their knowledge of diverse topics.

What do you hope to accomplish as a board member?

I want more people to use the services the library provides, and I want to help provide more opportunities for people to read, learn new things, and enjoy our community in West Fargo.

Appointees to the Library Board will be selected without discrimination on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic.

NOTICE: Information submitted on this form may be shared with the West Fargo Public Library Board during an open meeting and is subject to North Dakota open records laws.

Item Title: Approval of Updated Bylaws (Action)

Presented By: Jenna Kahly, Library Director

Requested Action/Staff Recommendation: Approve updated West Fargo Public Library Board Bylaws

New Information:

At the previous meeting, we shared the current bylaws with minor changes based on board discussion. This month, we are presenting a final draft of the same document for your approval. Changes made include:

- Changing "shall" to "may" under Article IX regarding NDLA membership
- Rewording portions of Article XIII regarding the timeline of election of officers
- Rewording portions of Article XIV to align with discussed duties of officers
- Minor grammatical fixes

Attached Supporting Documents:

- Final WFPL Board Bylaws document



WEST FARGO PUBLIC LIBRARY BYLAWS

Dated as of Sept. 10, 2026

Relating to:

Bylaws regulating the duties of the Board of Directors and its officers
and for the management and operation of the library.

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WEST FARGO PUBLIC LIBRARY BYLAWS

Article I. DEFINITIONS

The following words shall have the meaning provided in this section:

1. **“Board”** or **“Board of Directors”** means the West Fargo Public Library Board of Directors, consisting of five (5) members, which is responsible for creating policies and procedures for the West Fargo Public Library and supervision of the Library Director.
2. **“Executive Session”** means all or part of a meeting that is closed or confidential.
3. **“Library”** means the West Fargo Public Library.
4. **“Library Director”** means the Director of the West Fargo Public Library responsible for day-to-day operations and administering policies adopted by the West Fargo Public Library Board of Directors.
5. **“Meeting”** means a formal or informal gathering or a work session, whether in person or through electronic means such as telephone or videoconference, of a quorum of the West Fargo Public Library Board of Directors; or as established under State statute.
6. **“President”** means the President of the West Fargo Public Library Board of Directors.
7. **“Quorum”** means one-half or more of the West Fargo Public Library Board of Directors.
8. **“Secretary”** means the Secretary of the West Fargo Public Library Board of Directors.
9. **“Treasurer”** means the Treasurer of the West Fargo Public Library Board of Directors.
10. **“Vice President”** means the Vice President of the West Fargo Public Library Board of Directors.

Article II. GENERAL POWERS – DUTIES OF LIBRARY BOARD OF DIRECTORS

Under North Dakota Century Code § 40-38-04, the West Fargo Public Library Board of Directors (the “Board”) shall have the following duties and responsibilities:

1. To make and adopt such bylaws, rules, and regulations relating to the duties of the officers of the Board.
2. To make and adopt such bylaws, rules, and regulations for the management of the Library.

3. To control, exclusively, the expenditures of all moneys collected for or contributed to the Library.
4. To ensure supervision, care, and custody of Library property, and of the rooms or buildings constructed, leased, or set apart for use of Library purposes.
5. To contract to furnish library service and to receive library service from other counties, school districts, and cities of the State of North Dakota and adjoining states, and the State Library.
6. To employ qualified personnel to administer the Library and dispense library services.

Article III. APPOINTMENT – TERMS OF OFFICE

The West Fargo Board of City Commissioners (the “Commission”) shall appoint five (5) members who serve as the Board. The Board members must be residents of the City of West Fargo (the “City”) and one (1) Board member must serve on the Commission or be a designated representative of the Commission. The term of office for each Board member is three (3) years, beginning the first day of July. Midterm resignations of Board members shall be submitted in writing to the Commission with a copy given to the President of the Board to be kept on file at the Library. An appointment to fill an unexpired term may be for the remainder of the term only. A Board member cannot serve more than two (2) consecutive terms to which they have been appointed. An interval of one (1) year must elapse after the end of the second term before the same member can be reappointed to serve another term. If a Board member is absent for more than three (3) consecutive meetings without due cause, he/she may be asked to resign.

Article IV. TIME – LOCATION OF MEETINGS

Regular meeting times of the Board will be set by the members and posted for public information. The Board may vote to hold a regular and/or special meeting at locations within the City other than the Library. All regular and special meetings shall be open to the public. If the regular meeting date is changed, each Board member shall be notified and a “Meeting Notice” shall be posted for public viewing at the main office of the Library, or if held somewhere other than the Library, posted at the location of the meeting.

Article V. OFFICIAL ACTIONS

Official actions may only be taken at a regular or special meeting of the Board. A Board member or group of Board members, acting as individuals, cannot give a decision on matters affecting the operation of the Library to residents, patrons, librarians, employees, or persons having business

with the Board, when they are not acting in a regular or special meeting of the Board, unless authorized to act by the Board.

Article VI.
LIBRARY DIRECTOR – EMPLOYMENT

The Board shall serve as supervisor of the Library Director who shall serve as supervisor of the Library and its employees, agents, and representatives. The Library Director shall attend all Board meetings, unless excused upon his/her request. The Library Director shall be excused from meetings in which his/her salary is being negotiated pursuant to North Dakota statute.

Article VII.
LIBRARY BOARD – COMPENSATION

The Commission shall establish the rate of compensation for Board members and actual expenses incurred by Board members may be reimbursed at the official reimbursement rates of the Commission.

Article VIII.
PARLIAMENTARY PROCEDURE

The last revised edition of Roberts Rules of Order shall be used to govern meetings of the Board.

Article IX.
NORTH DAKOTA LIBRARY ASSOCIATION - MEMBERSHIP

Members of the Board may be members of the North Dakota Library Association. Membership dues will be paid by the Library.

Article X.
CITY ORDINANCES – STATE STATUTES

These Bylaws of the Board shall comply with the Revised Ordinances of 1990 of the City of West Fargo, North Dakota and the North Dakota Century Code. In cases where these Bylaws do not comply or are in conflict with City ordinances or State statutes, these Bylaws are considered subservient to the applicable City ordinance or State statute.

Article XI. QUORUM

Three (3) members of the Board present at any regular or special Board meeting shall constitute a quorum.

Article XII. EXECUTIVE SESSION

The Board may hold executive sessions as permitted under North Dakota statute.

Article XIII. ORGANIZATION

Immediately after the appointment of its members, typically at the regular July meeting, one (1) Board member shall be elected President, one (1) Board member elected Vice President, and one (1) Board member elected Treasurer. A Secretary may be appointed, either from Board members or from Library staff. If a Secretary is not appointed, Library staff shall be responsible for the duties of the Secretary.

Article XIV. DUTIES OF OFFICERS

President – Duties include:

1. Call meeting;
2. Assist Library Director with preparing meeting agenda;
3. Review materials before meeting;
4. Call meeting to order;
5. Preside over meeting;
6. Appoint committees with confirmation from the Board;
7. Lead performance review of Library Director.

Vice President – Duties include:

1. Review draft of meeting minutes;
2. Act in the absence of the President as described above.

Treasurer – Duties include:

1. Assist Library and City staff in budget preparation through participation in called meetings;
2. Advocate for Library funding needs.

Secretary – Duties include:

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

**Article XV.
COMMITTEES**

The President of the Board shall appoint committees as deemed necessary or as directed by the Board. The Board shall confirm the President's committee appointment.

**Article XVI.
OPERATIONAL DUTIES**

The Board shall employ and supervise the Library Director, who will administer policies adopted by the Board.

**Article XVII.
LIST OF BOARD OF DIRECTORS**

A list of the current Board members, their terms, and contact information will be kept on file by the Library Director.

**Article XVIII.
BYLAW REVISIONS/UPDATES**

Adopted Nov. 10, 1994; Revised Sept. 23, 1995; Nov.10, 2001; Nov. 11, 2012; Aug. 3, 2017; Sept. 14, 2017; Aug. 8, 2024; Sept. 10, 2026

Item Title: Election of Officers (Action)

Presented By: Jenna Kahly, Library Director

Requested Action/Staff Recommendation: Board should nominate and elect positions outlined in the bylaws.

New Information:

The positions and duties outlined in the bylaws as presented in the meeting today are as follows:

President

Duties include: Call meeting; Assist Library Director with preparing meeting agenda; Review materials before meeting; Call meeting to order; Preside over meeting; Appoint committees with confirmation from the Board; Lead performance review of Library Director.

Vice President

Duties include: Review draft of meeting minutes; Act in the absence of the President as described above.

Treasurer

Duties include: Assist Library and City staff in budget preparation through participation in called meetings; Advocate for Library funding needs.

Secretary

Duties include: Maintain accurate minutes of all meetings of the Board; Provide minutes for Board approval; Assure that minutes are filed appropriately.

Item Title: Meeting Room Policy Update (Action)

Presented By: Jenna Kahly, Library Director

Requested Action/Staff Recommendation: Approve updated Meeting Room Policy

New Information:

We are recommending the approval of an updated Meeting Room Policy. The policy was revised to accurately represent current procedures and what is available for public reservation at both locations. We also reorganized parts of the policy for clarity and readability. We have eliminated the restriction of study rooms being available for 2-hour intervals in order to better align with community needs and our strategic plan.

Attached Supporting Documents:

- Meeting Room Policy draft



Meeting and Study Room Policy

Approved: 03/08/2001

Revised: 07/10/2008, 09/09/2010, 05/14/2015, 06/13/2019, 08/19/2021, 01/12/2023, 08/08/2024

I. Purpose

The West Fargo Public Library (WFPL) has ~~three~~ meeting spaces available for public reservation. ~~One is a space for small gatherings that seats five people or less. The other two spaces can accommodate medium-sized groups of five to 30 people each.~~ This West Fargo Public Library policy guides the reservations and use of meeting and study rooms.

The meeting rooms are intended for medium-sized groups of 5 to 30 people for educational, cultural, intellectual, or charitable activities. The study rooms are intended for the purposes of quiet study and discussion for individuals or small groups of no more than 5 people.

The [Meeting and Study Room Application Form](#) is available on the Library's website and in paper format at the Library.

II. Principles

The primary purpose of the WFPL meeting and study rooms is to provide facilities for library-related activities. However, they are also available for lawful public use by the general population.

The public meeting rooms are available at no charge for educational, cultural, intellectual, or charitable activities in accordance with the library's mission. The following principles apply:

- Public gathering spaces are intended to be politically neutral and commercial-free environments where groups may come together to learn and exchange information and ideas.
- Civic organizations, including political organizations, may use the meeting rooms for internal meetings and discussions but not for political rallies, events, or activities aimed at promoting specific candidates or causes. Political rallies or events that promote a particular candidate or cause are prohibited.
- Public gathering places are available to the public regardless of the beliefs or affiliations of groups requesting their use.
- Permission to use a public gathering place does not constitute an endorsement by the library of the program or point of view expressed. (See section VII. Non-Endorsement)
- ~~Groups and events that do not meet the above criteria may not use Library meeting rooms.~~

~~III. Definitions~~

~~The following definitions apply to spaces that may be reserved by the public. Use regulations may vary depending on the type of space that is reserved.~~

~~**Study Rooms:** Study rooms have fixed configurations and are designed for small group conversations and study. An external monitor and Wi-Fi access is available. The maximum room capacity is 5 people.~~

~~**Meeting Rooms:** Meeting rooms can be configured in different ways to meet the needs of different~~

types of groups. Best suited for programs and medium events. The maximum room capacity is 30 people per room.

- Library AV Meeting Room (Meeting Room 1) — Projector and screen, DVD player, television, and Wi-Fi access available; five (5) rectangle tables, 25 chairs, and one (1) podium
- Library Meeting Room (Meeting Room 2) — Wi-Fi access only; seven (7) rectangle tables and 24+ chairs

IV.III. Rules of Use

WFPL staff are responsible for interpreting and applying this and the associated library administrative policy in daily practice. The Library Director (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of West Fargo Public Library spaces.

Library staff reserve the right to enter any library space at any time.

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Patron Responsibilities

- All patrons and community members utilizing West Fargo Public Library spaces must adhere to all WFPL policies, specifically the Patron Code of Conduct and Child and Vulnerable Adult Safety Policy.
- Groups and individuals using WFPL facilities are responsible for room set-up and take-down (if needed), and for clean-up. Cleaning materials are provided within the rooms.
- Users must comply with all relevant state and local ordinances including all licensing and copyright requirements regarding program content. Failure to comply with said ordinances and requirements will result in suspension of WFPL space reservation privileges.
- The West Fargo Public Library assumes no responsibility for injury to individuals attending meeting room events, or for lost, stolen or damage to personal property.
- Failure to follow this policy may result in the loss of future reservation and use privileges.

Prohibited Activities

- Library spaces may not be used for private social gatherings such as bridal or baby showers, birthday parties, retirements, weddings, etc.
- Buying/selling, commercial transactions, or other exchange of goods is prohibited. Exceptions include:
 - The Library, the Friends of West Fargo Public Library, and library cosponsors may sell books and other related products if the activity supplements the meeting and is not a requirement for attendance. Co-sponsorship must be confirmed in writing with the West Fargo Public Library.
 - Direct fundraising activities may be conducted only by the WFPL and the Friends of the West Fargo Public Library.
- No soliciting, selling, or external distribution of promotional materials is permitted.
- No admission may be charged for entry.
- No gambling, games of chance, bingo, casinos or wagering of any kind may be part of any program, meeting or event.
- No use of candles or open flames of any kind is permitted.
- The WFPL does not provide storage for patrons using reservable public spaces.
- The use of reservable WFPL space to conduct regular business or hold office hours is prohibited.
- WFPL staff will not accept calls or relay messages to people attending meetings except in the case of emergencies.
- Refreshments may be served but cooking is prohibited. Groups serving food are responsible for clean-up. No alcoholic beverages are permitted.
- WFPL staff will not accept calls or relay messages to people attending meetings except in the case of emergencies.

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Equipment and Furniture

- Groups will be charged for any damage to the room or its equipment which results from vandalism, carelessness, or misuse.
- Furniture may not be brought into or removed from meeting or study rooms without prior approval from West Fargo Public Library staff.
- The contact person for the reservation is liable for any damages to facilities and furnishings. The contact person shall indemnify, defend, and hold harmless West Fargo Public Library, its officers, agents, and employees from and against any and all claims, suits, or actions of any kind arising and resulting and accruing from a negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the groups' use of the library.

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Meeting information and publicity

- Signs may be posted at the door to the meeting room indicating that the group is meeting there. Signs may not be posted anywhere else throughout the library indicating a meeting is planned or in process.
- The West Fargo Public Library phone number shall not be used as a contact number, nor shall groups or individuals use the WFPL as a mailing address.

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- Patrons must be at least 10 years of age to occupy a study room or meeting room. Patrons younger than 10 must have a parent or caregiver 13 years of age or older present in the library at all times during use. A parent or guardian must accept responsibility for the study room on behalf of the minor using the space by completing the reservation in person or online or via verbal confirmation over the phone for those aged 10 to 17 to use the room on their own.
- Library spaces may not be used for private social gatherings such as bridal or baby showers, birthday parties, retirements, weddings, etc.
- Buying/selling, commercial transactions, or other exchange of goods is prohibited. Exceptions include:
 - The Library, the Friends of West Fargo Public Library, and library cosponsors may sell books and other related products if the activity supplements the meeting and is not a requirement for attendance. Co-sponsorship must be confirmed in writing with the West Fargo Public Library.
 - Direct fundraising activities may be conducted only by the WFPL and the Friends of the West Fargo Public Library.
- No soliciting, selling, or external distribution of promotional materials is permitted.
- No admission may be charged for entry.
- No gambling, games of chance, bingo, casinos or wagering of any kind may be part of any program, meeting or event.
- No use of candles or open flames of any kind is permitted.
- Civic organizations, including political organizations, may use the meeting rooms only for informational programs that provide all points of view. Political rallies or events that promote a particular candidate or cause are prohibited.
- Library staff reserve the right to enter any library space at any time.
- All patrons and community members utilizing West Fargo Public Library spaces must adhere to all WFPL policies, specifically the Patron Code of Conduct and Child and Vulnerable Adult Safety Policy.
- Groups and individuals using WFPL facilities are responsible for room set up and take down (if

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needed), and for clean-up. Cleaning materials are provided within the rooms.

- Groups will be charged for any damage to the room or its equipment which results from vandalism, carelessness, or misuse.
 - Furniture may not be brought into or removed from meeting or study rooms without prior approval from West Fargo Public Library staff.
 - The West Fargo Public Library assumes no responsibility for injury to individuals attending meeting room events, or for lost, stolen or damage to personal property.
 - The WFPL does not provide storage for patrons using reservable public spaces.
 - Materials and equipment brought into reservable WFPL spaces for use by the group or individual are the responsibility of those utilizing the room. Items left behind will be placed in the lost and found for 30 days.
 - Refreshments may be served but cooking is prohibited. Groups serving food are responsible for clean-up. No alcoholic beverages are permitted.
-

- ~~Signs may be posted at the door to the meeting room indicating that the group is meeting there. Signs may not be posted anywhere else throughout the library indicating a meeting is planned or in process.~~
- ~~The West Fargo Public Library phone number shall not be used as a contact number, nor shall groups or individuals use the WFPL as a mailing address.~~
- ~~the use of reservable WFPL space to conduct regular business or hold office hours is prohibited.~~
- ~~WFPL staff will not accept calls or relay messages to people attending meetings except in the case of emergencies.~~
- ~~Users must comply with all relevant state and local ordinances including all licensing and copyright requirements regarding program content. Failure to comply with said ordinances and requirements will result in suspension of WFPL space reservation privileges.~~
- ~~The contact person for the reservation is liable for any damages to facilities and furnishings. The contact person shall indemnify, defend, and hold harmless West Fargo Public Library, its officers, agents, and employees from and against any and all claims, suits, or actions of any kind arising and resulting and accruing from a negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the groups' use of the library.~~
- ~~Failure to follow this policy may result in the loss of future reservation and use privileges.~~
- ~~WFPL staff are responsible for interpreting and applying this and the associated library administrative policy in daily practice. The Library Director (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of West Fargo Public Library spaces.~~
- ~~The study rooms are intended for the purposes of quiet study and discussion for individuals or small groups of no more than 5 people.~~
- ~~The meeting rooms are intended for medium-sized groups of 5 to 30 people for educational, cultural, intellectual, or charitable activities.~~
- ~~Patrons must be at least 10 years of age to occupy a study room or meeting room. Patrons younger than 10 must have an adult 18 years of age or older present in the library at all times during use. A parent or guardian must accept responsibility for the study room on behalf of the minor using the space by completing the reservation in person or online or via verbal confirmation over the phone for those aged 10 to 17 to use the room on their own.~~
- ~~Patrons who leave the room unattended for more than 15 minutes may forfeit their reservation.~~

V-IV. Reservations, Walk-ins, and Scheduling

Priority for reserving rooms will be given in the following order:

- Library-sponsored and co-sponsored programs and activities
- City of West Fargo departments and units
- West Fargo residents or West Fargo-affiliated groups hosting non-political and non-partisan meetings
- General public

All West Fargo Public Library public space reservations must complete a [Meeting and Study Room Reservation Application](#) either online or in person. Walk-in reservations are acceptable.

Field Code Changed

Reservations are preferred at least two weeks in advance of the meeting date and may be made up to six (6) months in advance. Walk-ins are permitted when spaces are available.

The West Fargo Public Library does not accept standing reservations beyond three (3) consecutive months.

For a room reservation to be valid, it must be confirmed by WFPL staff with an authorized representative of the group who takes responsibility for the condition of the room after the meeting and for orderly conduct of participants.

Meeting and study rooms are only available during the West Fargo Public Library's open hours, which can be found on the library website. No access is possible outside of scheduled library hours. All must vacate the room at least thirty (30) minutes prior to closing.

If the patron does not arrive within 15 minutes of the scheduled time, the time will be made available to other patrons. If the room is vacated prior to the reservation's end time, the room will be made available for other users. Patrons who leave the room unattended for more than 15 minutes may forfeit their reservation.

Rooms may be available for one hour extensions based on room availability.

Except for the West Fargo Public Library, municipal, county and state government, and the West Fargo Public Schools, no group may place more than four (4) reservations in a month or exceed ~~the maximum~~the maximum usage of 16 hours a month.

The West Fargo Public Library reserves the right to revoke an entity's permission to use a ~~space~~space if the room is needed for Library or City of West Fargo use. The Library will provide four (4) weeks' notice of room reservation cancellation. In the case of an unplanned closure due to weather conditions or another emergency, the West Fargo Public Library reserves the right to cancel all room reservations.

Due to the volume of requests, the WFPL may limit the number of confirmed reservations for any individual or group to provide access to a wide audience. The WFPL does not automatically book recurring usage of library spaces.

Failure to notify WFPL staff of a cancellation may result in loss of meeting room and study room privileges.

Study Rooms

- ~~Study rooms are available in two-hour intervals, with one-hour extensions based on room availability.~~
- ~~The reservation start time is firm. If the patron does not arrive within 15 minutes of the~~

~~scheduled time, the time will be made available to other patrons.~~

- ~~• If the room is vacated prior to the reservation's end time, the room will be made available for other users.~~

Meeting Rooms

- ~~• Meeting rooms may be available for one-hour extensions based on room availability.~~

VI.V. Equipment and Media

There is no charge for the use of WFPL equipment ~~outlined in this policy.~~ Available equipment can be found on the library website. Equipment should be reserved at the time the room is requested. The library cannot provide operators for the equipment. ~~(See Definitions for equipment provided in each room.)~~

If instruction is required for equipment operation, it is suggested that a representative of the group set up an appointment prior to their reservation date.

The WFPL reserves the right to deny use of audio-visual equipment to anyone who cannot demonstrate due competence and proper care in the use of the equipment.

At the time of booking, patrons planning to bring in their own equipment must inform WFPL staff of the nature of the equipment that will be brought in. WFPL staff will not assist patrons with the operation of personal equipment.

Materials and equipment brought into reservable WFPL spaces for use by the group or individual are the responsibility of those utilizing the room. Items left behind will be placed in the lost and found for 30 days.

VII.VI. Non-Endorsement

Permission to reserve and use a space does not constitute an endorsement by the West Fargo Public Library of the group, program or point of view expressed. The West Fargo Public Library name may not be used in any publicity for non-library sponsored or co-sponsored meeting except to designate the meeting location. The West Fargo Public Library may not be identified as a co-sponsor of a meeting without prior written approval.

VIII.VII. Referenced Policies and Resources

This policy is subject to all federal, state, and local laws and policies including, but not limited to:

- [Patron Code of Conduct \[LINK\]](#)
- [Child and Vulnerable Adult Safety Policy \[LINK\]](#)
- [Meeting and Study Room Application Form \[LINK\]](#)
- [Severe Weather Policy \[LINK\]](#)



Meeting and Study Room Policy

Approved: 03/08/2001

Revised: 07/10/2008, 09/09/2010, 05/14/2015, 06/13/2019, 08/19/2021, 01/12/2023, 08/08/2024

I. Purpose

The West Fargo Public Library (WFPL) has meeting spaces available for public reservation. This West Fargo Public Library policy guides the reservations and use of meeting and study rooms.

The meeting rooms are intended for medium-sized groups of 5 to 30 people for educational, cultural, intellectual, or charitable activities. The study rooms are intended for the purposes of quiet study and discussion for individuals or small groups of no more than 5 people.

The [Meeting and Study Room Application Form](#) is available on the Library's website and in paper format at the Library.

II. Principles

The primary purpose of the WFPL meeting and study rooms is to provide facilities for library-related activities. However, they are also available for lawful public use by the general population.

The public meeting rooms are available at no charge for educational, cultural, intellectual, or charitable activities in accordance with the library's mission. The following principles apply:

- Public gathering spaces are intended to be politically neutral and commercial-free environments where groups may come together to learn and exchange information and ideas.
- Civic organizations, including political organizations, may use the meeting rooms for internal meetings and discussions but not for political rallies, events, or activities aimed at promoting specific candidates or causes. Political rallies or events that promote a particular candidate or cause are prohibited.
- Public gathering places are available to the public regardless of the beliefs or affiliations of groups requesting their use.
- Permission to use a public gathering place does not constitute an endorsement by the library of the program or point of view expressed. (See section VII. Non-Endorsement)
- Groups and events that do not meet the above criteria may not use Library meeting rooms.

III. Rules of Use

WFPL staff are responsible for interpreting and applying this and the associated library administrative policy in daily practice. The Library Director (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of West Fargo Public Library spaces.

Library staff reserve the right to enter any library space at any time.

Patron Responsibilities

- All patrons and community members utilizing West Fargo Public Library spaces must adhere to

all WFPL policies, specifically the Patron Code of Conduct and Child and Vulnerable Adult Safety Policy.

- Groups and individuals using WFPL facilities are responsible for room set-up and take-down (if needed), and for clean-up. Cleaning materials are provided within the rooms.
- Users must comply with all relevant state and local ordinances including all licensing and copyright requirements regarding program content. Failure to comply with said ordinances and requirements will result in suspension of WFPL space reservation privileges.
- The West Fargo Public Library assumes no responsibility for injury to individuals attending meeting room events, or for lost, stolen or damage to personal property.
- Failure to follow this policy may result in the loss of future reservation and use privileges.

Prohibited Activities

- Library spaces may not be used for private social gatherings such as bridal or baby showers, birthday parties, retirements, weddings, etc.
- Buying/selling, commercial transactions, or other exchange of goods is prohibited. Exceptions include:
 - The Library, the Friends of West Fargo Public Library, and library cosponsors may sell books and other related products if the activity supplements the meeting and is not a requirement for attendance. Co-sponsorship must be confirmed in writing with the West Fargo Public Library.
 - Direct fundraising activities may be conducted only by the WFPL and the Friends of the West Fargo Public Library.
- No soliciting, selling, or external distribution of promotional materials is permitted.
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- No use of candles or open flames of any kind is permitted.
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- Refreshments may be served but cooking is prohibited. Groups serving food are responsible for clean-up. No alcoholic beverages are permitted.
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Equipment and Furniture

- Groups will be charged for any damage to the room or its equipment which results from vandalism, carelessness, or misuse.
- Furniture may not be brought into or removed from meeting or study rooms without prior approval from West Fargo Public Library staff.
- The contact person for the reservation is liable for any damages to facilities and furnishings. The contact person shall indemnify, defend, and hold harmless West Fargo Public Library, its officers, agents, and employees from and against any and all claims, suits, or actions of any kind arising and resulting and accruing from a negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the groups' use of the library.

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- Signs may be posted at the door to the meeting room indicating that the group is meeting there. Signs may not be posted anywhere else throughout the library indicating a meeting is planned or in process.

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All West Fargo Public Library public space reservations must complete a [Meeting and Study Room Reservation Application](#) either online or in person. Walk-in reservations are acceptable.

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Due to the volume of requests, the WFPL may limit the number of confirmed reservations for any

individual or group to provide access to a wide audience. The WFPL does not automatically book recurring usage of library spaces.

Failure to notify WFPL staff of a cancellation may result in loss of meeting room and study room privileges.

V. Equipment and Media

There is no charge for the use of WFPL equipment. Available equipment can be found on the [library website](#). Equipment should be reserved at the time the room is requested. The library cannot provide operators for the equipment.

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VII. Referenced Policies and Resources

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- [Patron Code of Conduct \[LINK\]](#)
- [Child and Vulnerable Adult Safety Policy \[LINK\]](#)
- [Meeting and Study Room Application Form \[LINK\]](#)
- [Severe Weather Policy \[LINK\]](#)

Expenditure Budget - Library
For the Year: 2027
Director: Jenna Kahly

Department Description	Fund	Object	Object Description	24 Budget	25 Budget	2026	2027	YOY Change	Comments/Notes
						PY Budget	Budget		
LIBRARY	7000	110	PERMANENT EMP SALARIES	1,079,955.00	1,210,859.00	1,315,880.00	1,390,012.00	74,132.00	
LIBRARY	7000	114	PART TIME SALARIES	136,858.00	102,287.00	134,448.00	132,962.00	(1,486.00)	
LIBRARY	7000	220	SOCIAL SECURITY	83,164.00	100,456.00	110,686.00	116,507.14	5,821.14	
LIBRARY	7000	230	RETIREMENT	175,722.00	196,886.00	212,865.00	223,368.19	10,503.19	
LIBRARY	7000	240	WORKFORCE SAFETY INSURANCE	2,384.00	2,996.00	3,124.00	3,300.13	176.13	
LIBRARY	7000	250	DO NOT USE-UNEMPLOYMENT	500.00	500.00	500.00	0.00	(500.00)	
LIBRARY	7000	312	ATTORNEY	4,000.00	5,000.00	5,150.00	5,150.00	0.00	
LIBRARY	7000	320	HEALTH INSURANCE	205,554.00	266,649.00	195,241.00	258,879.46	63,638.46	
LIBRARY	7000	321	PROPERTY INSURANCE	-	-	-	6,156.00	6,156.00	
LIBRARY	7000	333	DO NOT USE-BUILDING RENTAL	124,002.00	161,051.00	-	0.00	0.00	Obsolete beginning 2026
LIBRARY	7000	340	EMPLOYEE DEVELOPMENT*	18,060.00	15,950.00	12,950.00	10,950.00	(2,000.00)	
LIBRARY	7000	356	TELEPHONE	3,300.00	3,060.00	3,044.00	3,044.00	0.00	
LIBRARY	7000	360	PRINTING & MAILING PROJECTS*	-	-	13,000.00	15,000.00	2,000.00	11k from 661: Postage/mailling/printing?
LIBRARY	7000	387	MEDICAL/VACCINES	500.00	500.00	500.00	500.00	0.00	
LIBRARY	7000	389	LEASE/RENTAL	-	-	199,211.00	165,884.00	(33,327.00)	Moved from 333- Building Rental, cost correction
LIBRARY	7000	399	RECRUITMENT	3,000.00	3,000.00	3,000.00	3,000.00	0.00	
LIBRARY	7000	410	OFFICE SUPPLIES	13,000.00	15,000.00	15,750.00	15,750.00	0.00	
LIBRARY	7000	418	PROFESSIONAL SERVICES	-	-	3,000.00	3,000.00	0.00	Moved from 724- Consulting/Testing fees
LIBRARY	7000	424	GAS AND OIL	1,200.00	2,000.00	2,000.00	1,000.00	(1,000.00)	
LIBRARY	7000	427	VEHICLE REPAIRS	1,200.00	1,200.00	1,200.00	1,200.00	0.00	
LIBRARY	7000	428	SERVICE AGREEMENTS-CONTRACT	10,260.00	11,952.00	22,008.00	24,008.00	2,000.00	
LIBRARY	7000	490	DO NOT USE-MISC	500.00	500.00	500.00	0.00	(500.00)	OBSELETE FY27 Must recode / MOVED TO 662
LIBRARY	7000	497	TECHNOLOGY	48,739.00	45,199.00	37,379.00	43,423.24	6,044.24	
LIBRARY	7000	500	SUPPLIES	500.00	500.00	850.00	500.00	(350.00)	
LIBRARY	7000	640	DO NOT USE-FURNITURE & EQUIPMENT	2,000.00	-	-	0.00	0.00	Obsolete beginning 2026
LIBRARY	7000	641	FURN & EQUIP-NON DEPRECIATED <\$5000	43,178.00	10,000.00	11,520.00	26,100.00	14,580.00	Replace aging furniture, fabric tears, increase pest resisten
LIBRARY	7000	644	DO NOT USE-POSTAL METER RENT	1,200.00	1,200.00	2,772.00	0.00	(2,772.00)	
LIBRARY	7000	648	PROFESSIONAL PUBLICATIONS	3,000.00	1,000.00	535.00	555.00	20.00	
LIBRARY	7000	649	PROGRAMMING	21,000.00	18,500.00	16,000.00	16,000.00	0.00	
LIBRARY	7000	650	E RESOURCES	53,161.00	42,261.00	44,065.00	55,770.00	11,705.00	MOVED \$10,000 FROM 662
LIBRARY	7000	653	CAPITAL IMPROVEMENTS	83,640.00	150,000.00	-	0.00	0.00	
LIBRARY	7000	661	POSTAGE/FREIGHT/SHIPPING	10,000.00	11,000.00	-	0.00	0.00	
LIBRARY	7000	662	BOOKS	88,950.00	107,245.00	112,324.00	139,211.76	26,887.76	MOVED \$500 FROM 490 / MOVE \$10,000 TO 650 / Combir
LIBRARY	7000	663	MAGAZINES	5,500.00	4,700.00	4,850.00	0.00	(4,850.00)	COMBINED TO 662
LIBRARY	7000	664	AUDIO VIDEO	25,650.00	16,250.00	16,250.00	0.00	(16,250.00)	COMBINED TO 662
LIBRARY	7000	667	MEMBERSHIPS	4,039.00	4,050.00	4,320.00	4,700.00	380.00	
LIBRARY	7000	668	DO NOT USE- PRINTING	1,000.00	1,000.00	-	0.00	0.00	Obsolete beginning 2026
LIBRARY	7000	669	DO NOT USE-INSURANCE	2,750.00	3,000.00	6,056.00	0.00	(6,056.00)	
LIBRARY	7000	672	DO NOT USE-EMERGENCY MEDICAL SUPPLIES	350.00	350.00	-	0.00	0.00	
LIBRARY	7000	680	LIBRARY OF THINGS	-	4,500.00	4,500.00	4,500.00	0.00	
LIBRARY	7000	689	DO NOT USE-PROMOTIONAL ACTIVITIES	11,400.00	13,680.00	13,680.00	0.00	(13,680.00)	MOVED TO 602 MARKETING
LIBRARY	7000	724	DO NOT USE-CONSULTING/TESTING FEES	-	3,000.00	-	0.00	0.00	Obsolete beginning 2026
LIBRARY	7000	740	SERVICE CHARGES	1,750.00	1,750.00	1,750.00	1,750.00	0.00	
LIBRARY	7000	864	FURN & EQUIP DEPRECIATED > \$5,000	-	-	-	0.00	0.00	
LIBRARY	7000	870	CAPITALIZED ASSETS - OVER \$5,000	-	-	-	0.00	0.00	
LIBRARY	7000	880	COST ALLOCATIONS	46,646.00	47,919.00	53,450.00	46,602.00	(6,848.00)	Renegotiated with PW
LIBRARY	7000	890	TRANSFERS OUT	10,000.00	10,000.00	10,000.00	10,000.00	0.00	
LIBRARY	7000	901	CATALOGING	2,950.00	2,950.00	3,210.00	3,477.00	267.00	
LIBRARY	7000	994	ODIN	24,200.00	25,000.00	34,500.00	35,000.00	500.00	
LIBRARY	7000	602	MARKETING	-	-	-	13,680.00		MOVED FROM 689 PROMOTIONAL ACTIVITIES
Total				2,354,762.00	2,624,900.00	2,632,068.00	2,780,939.92	135,191.92	

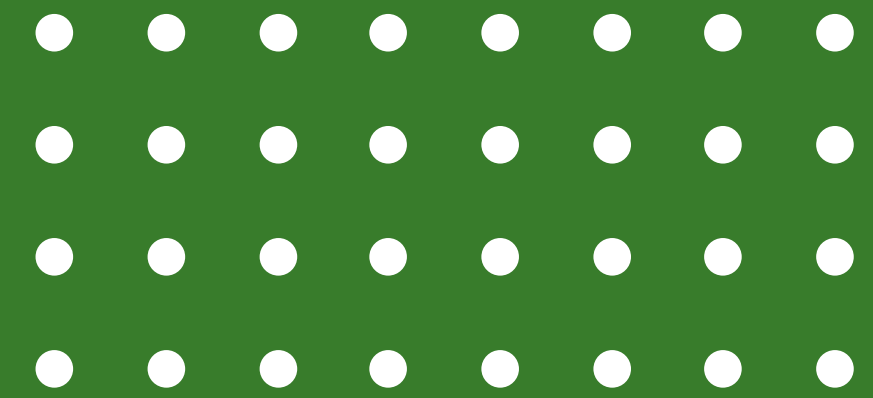


West Fargo Public Library ■ ■ ■
DIRECTOR'S REPORT

For Sept. 10, 2026 Library Board Meeting
Presented by Jenna Kahly, Library Director



2026 Finances



Expenditures through August

Month to Date

\$171,066.36

Year to Date

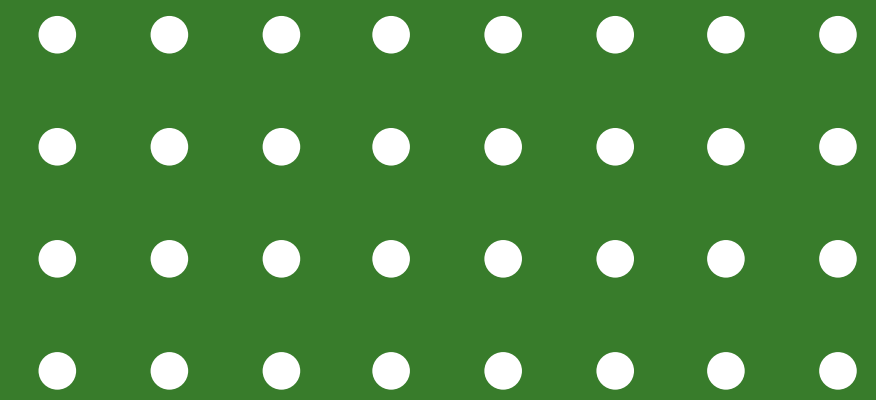
\$1,502,164.99

Available Appropriation

\$1,149,903.01

57%

**Expended
YTD**



FY 2027 Budget Timeline

April

First draft of Preliminary Budget shared with Library Board

May

Approval of Preliminary Budget by Library Board, shared with City

June

First draft of City Preliminary Budget shared with Commission

July

City Preliminary Budget work continues

August

City Preliminary Budget must be approved on or before **Aug. 10** (NDCC 40-40-04)

September

Library Final Budget Draft presented to Board
City has Public Hearing on budget

October

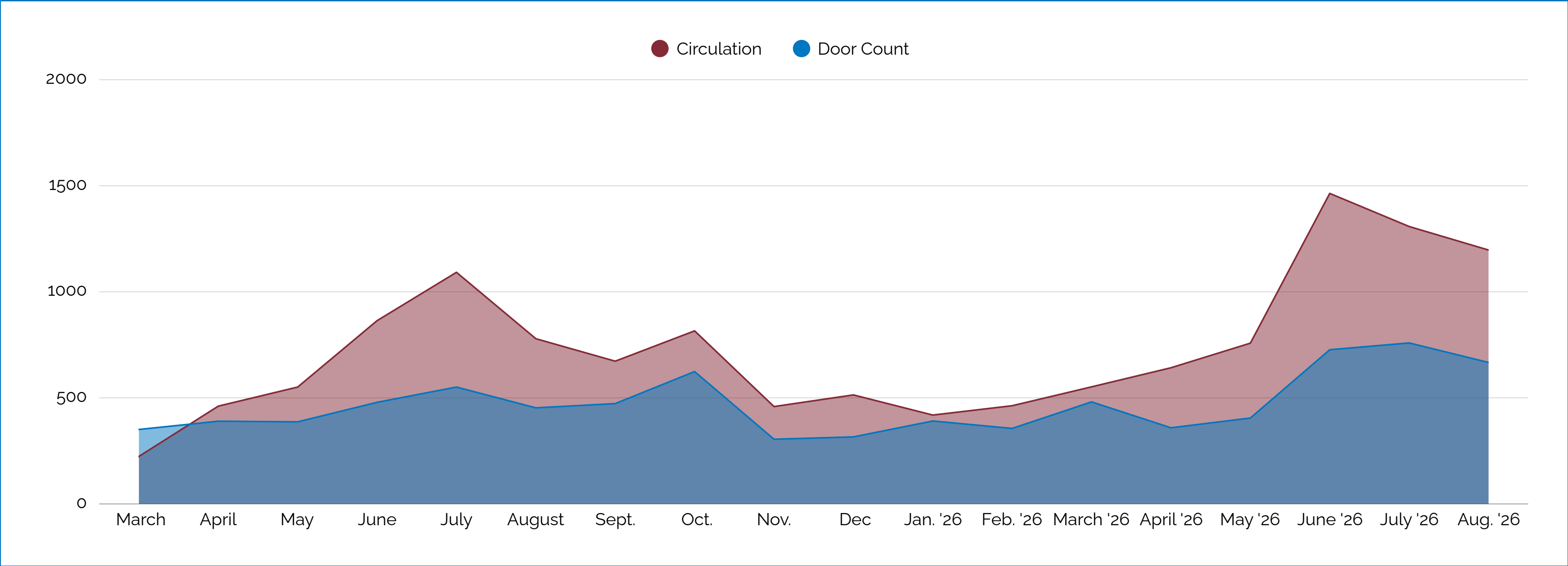
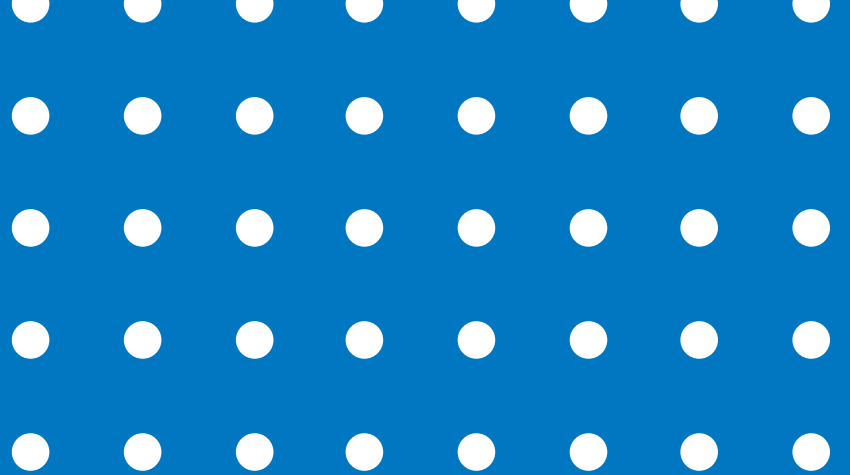
City Final Budget due to County Auditor on or before **October 10**.
Library Budget finalized at Oct. meeting after our levy has been set by the Final City Budget

Satellite Library

August Satellite Usage

Physical Circulation - **1197**

Door Count - **667**

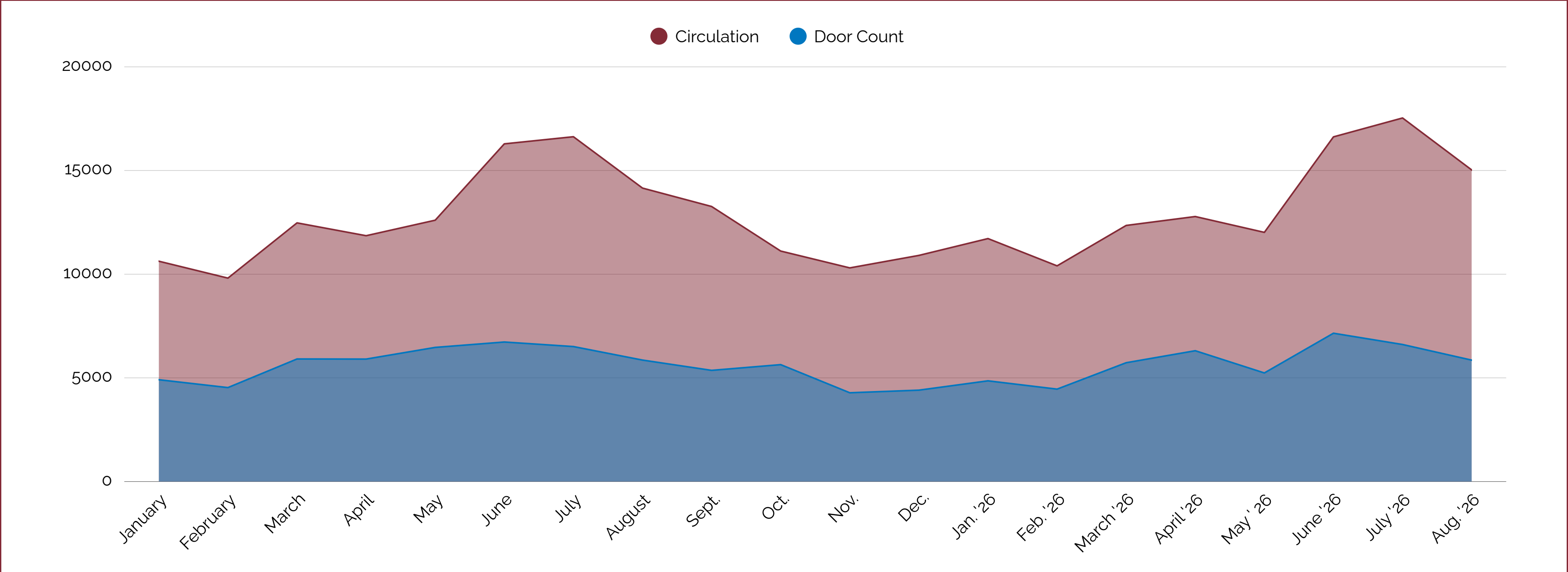
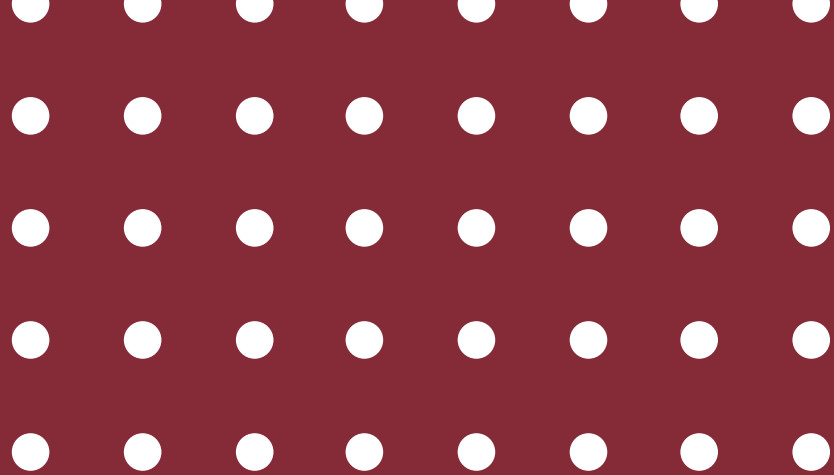


Main Library

August Main Library Usage

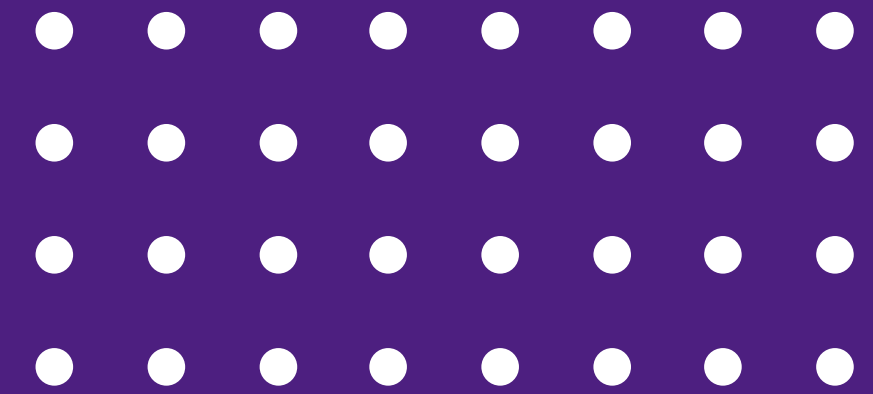
Physical Circulation - **15,029**

Door Count - **5856**

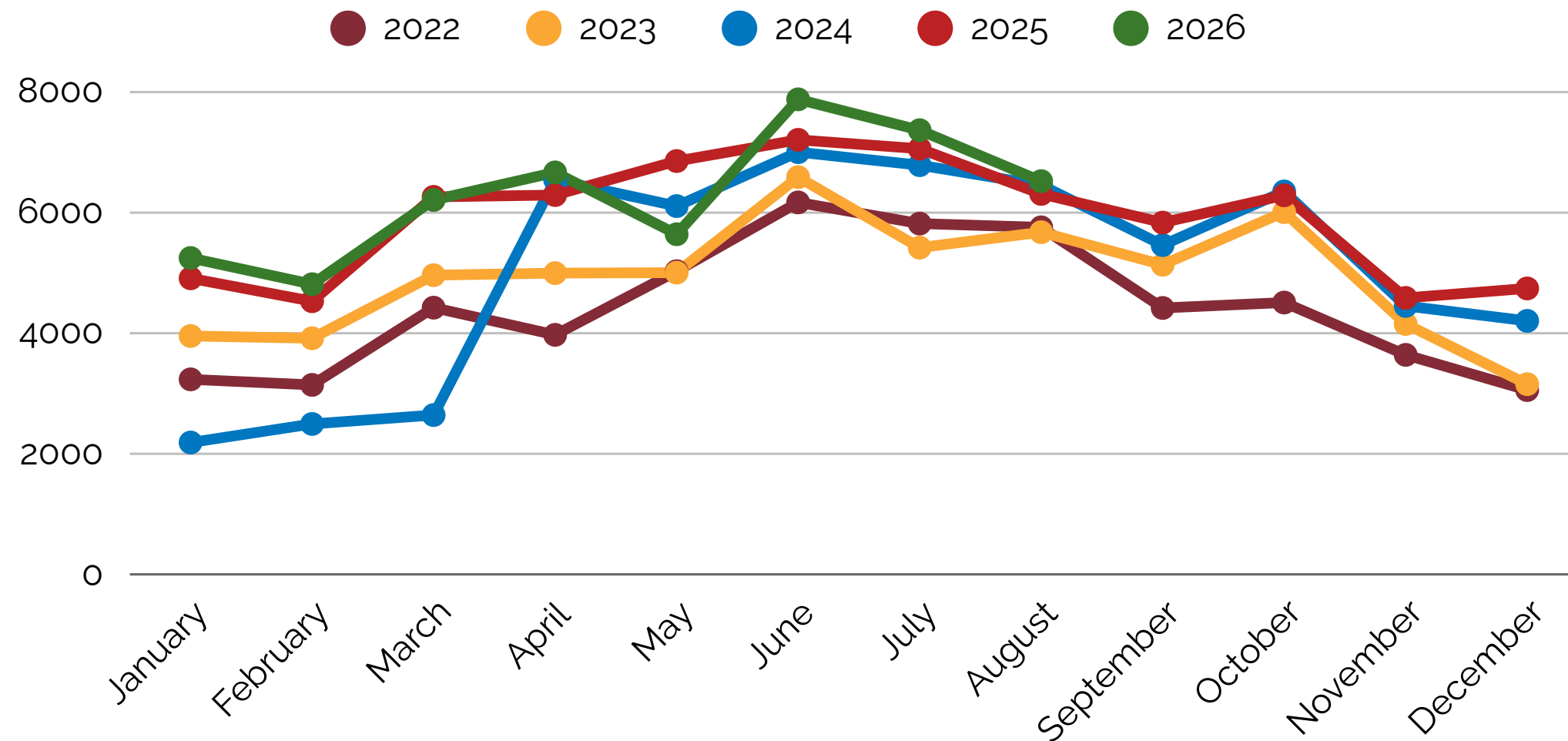




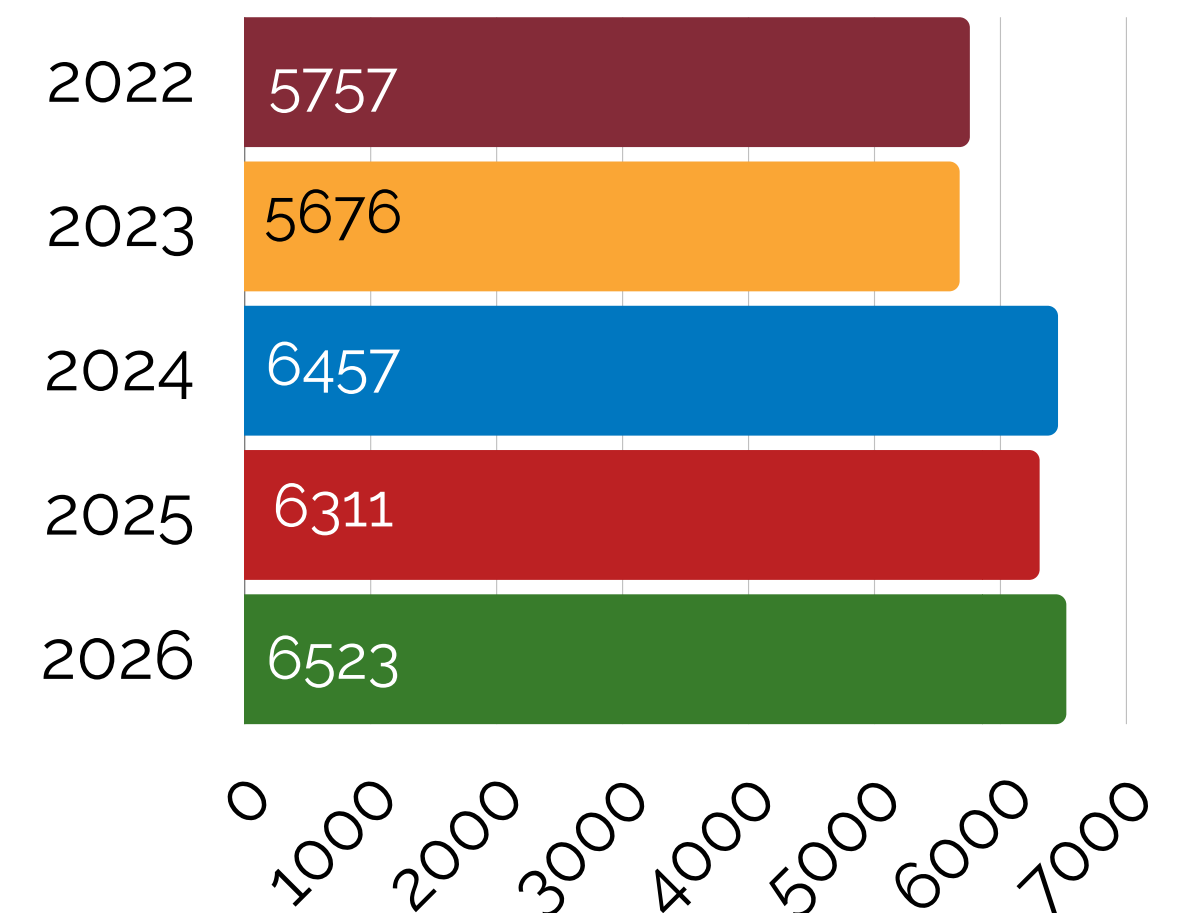
Door Count



Total Door Count

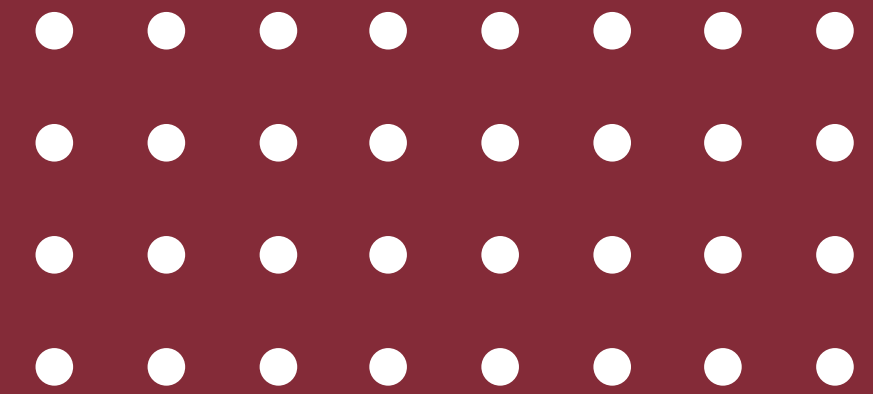


Monthly Visits: Aug.

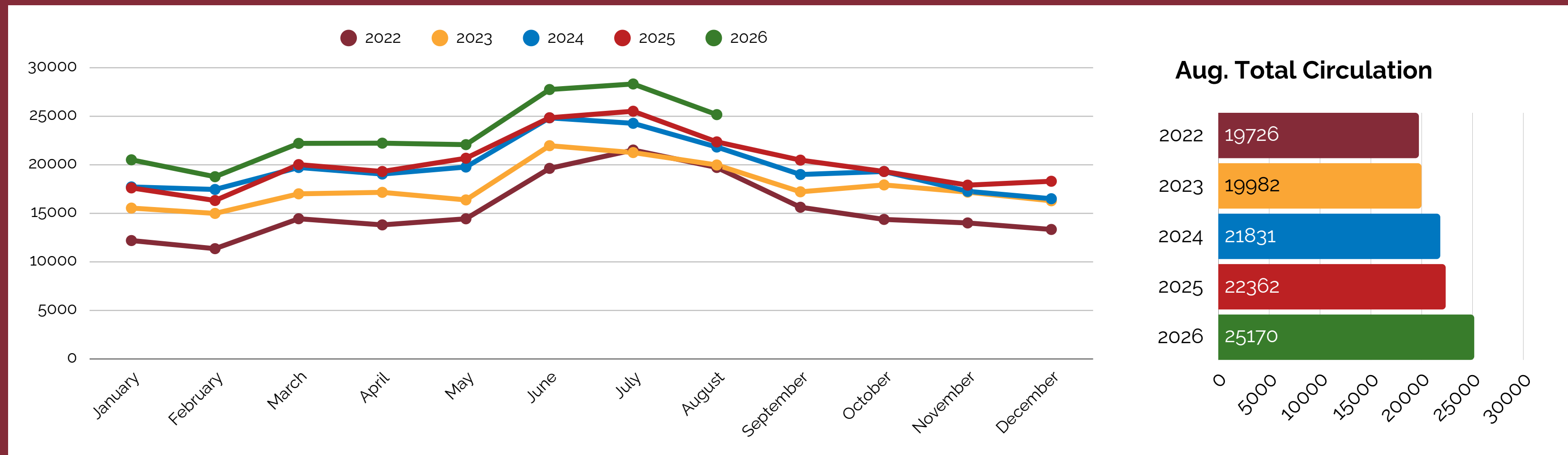




Circulation



Following usual trends, checkouts slowed down in August, but both physical and digital checkout numbers continue to increase year over year.





Youth & Family Programs

Recent Updates

- Wrapped up Summer Boost programming in August with one more Crafts for Kids session and one STEM program.
- Team was busy with four Library on Wheels stops and three other community events, like Be My Neighbor Day and a Back to School event near Eastwood Elementary
- Annual special Storytime session with “Imagination Theatre” was a hit
- Back to routine “school-year” programming in September:
 - Saturday STEM - first Saturdays of the month
 - Teen D&D will continue on second Saturdays
 - Storytimes (3 per week)
 - NEW: Teen Reading Club (third Saturdays)
 - NEW: Pokemon Club (second Saturdays)
 - Lots of programs coming up on no-school days for WFPS



Imagination Theatre at Storytime

■ ■ ■ End of Summer Celebration

Annual last-hurrah of Summer Boost brought 176 people of all ages out to the POW/MIA Plaza



■ ■ ■ Adult & Senior Programs

Recent Updates

- Monday Matinees back to primarily adult audience in August.
 - Moving these to 1 p.m. starting Sept. 14
 - All films this fall are related to music for 1 Book 1 Community
- Also related to 1b1c, Mark Berntson visited Book Clubs with guitars
- In August, recurring programs like movies, Golden Gathering, Book Clubs, Writing Circle, continued to be well-attended and appreciated.
- Team has also continued to visit 5 senior living facilities each month, delivering books & social opportunities.
- Adult Services event calendar is packed this fall:
 - Partnerships with AARP, Alzheimer's Association, Essentia Health, NDSU Extension, CAPLP, West Fargo Forestry, and others



Mark Berntson at Book Club



Cassie and Donelle (Friends volunteer) at Senior Outreach stop

BRING US YOUR BOOKS!

Bring donations to the
West Fargo Public Library
in September

Donated items will be sold at
Used Books & More Sale
Oct. 23 & 24



Library Card
DESIGN CONTEST

**NOW
AVAILABLE!**

Sign up for a library
card or renew your
existing account to
choose a new design!



Cyrus H.

Lily B.

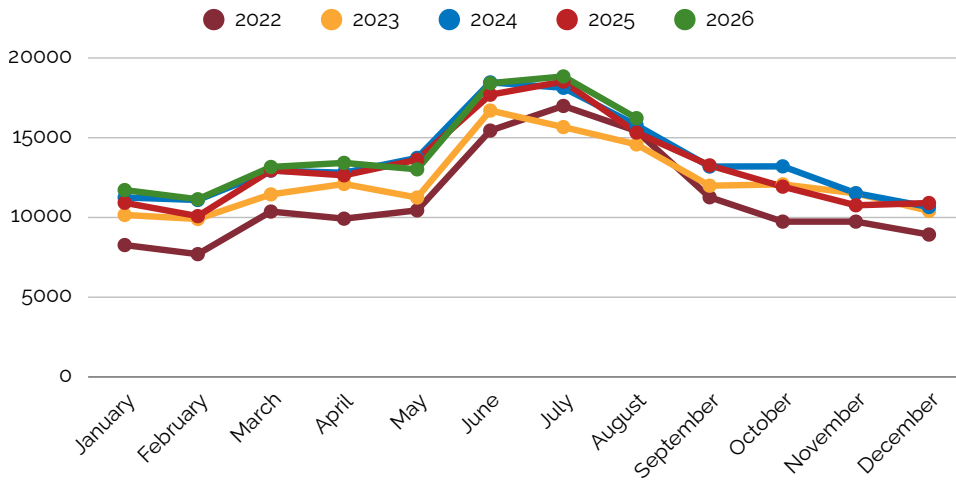


Leah L.

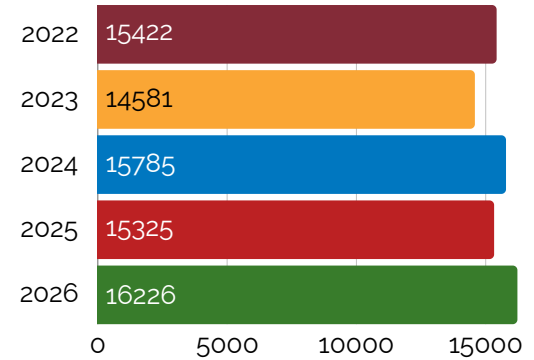
QUESTIONS? ■ ■ ■

Thank you for your time!

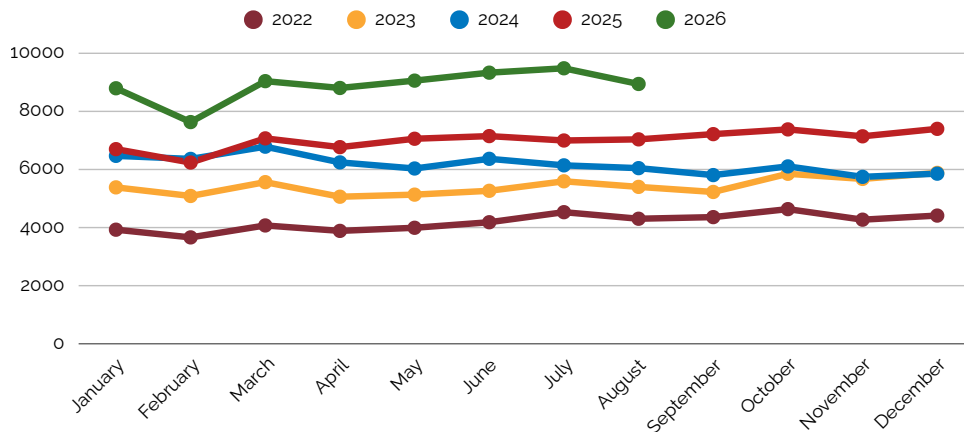
Physical Item Circulation - All Locations



Aug. Physical Circulation

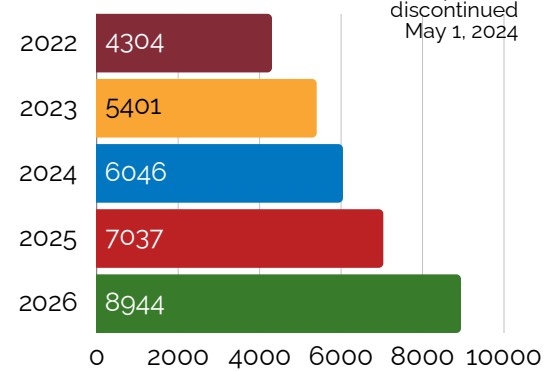


Electronic Materials Circulation

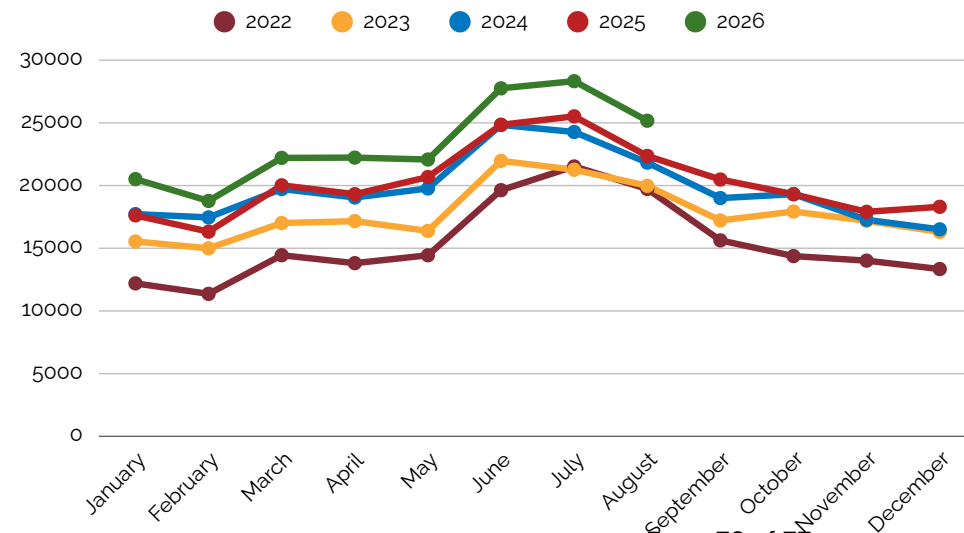


Aug. Digital Circulation

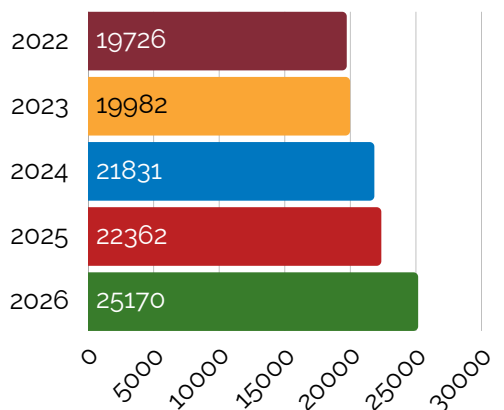
OverDrive/Libby & Hoopla*



Total Circulation

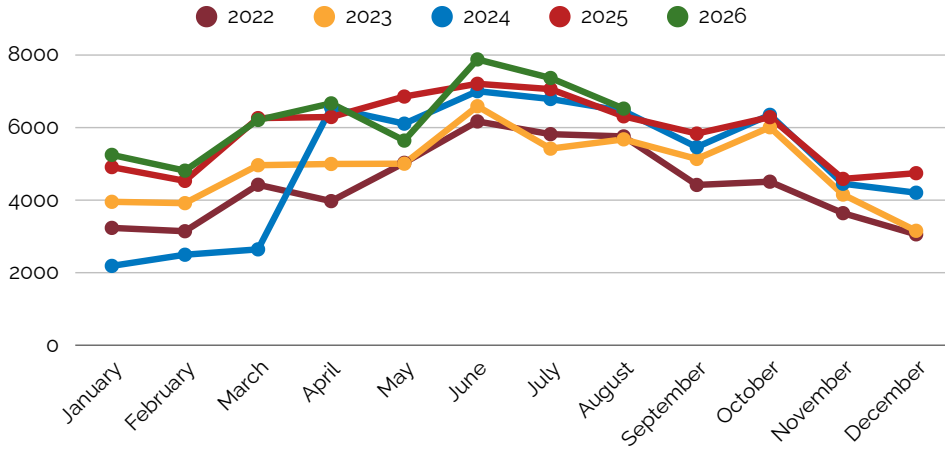


Aug. Total Circulation

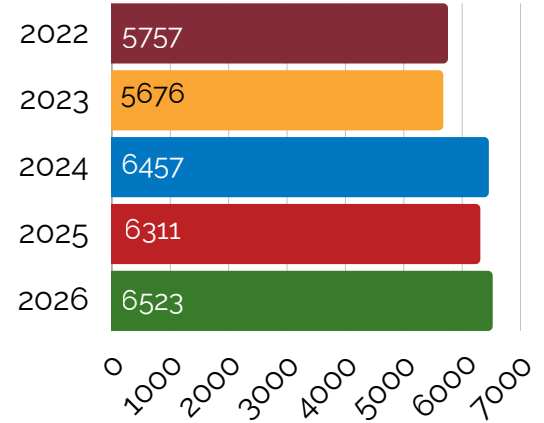


Door Count

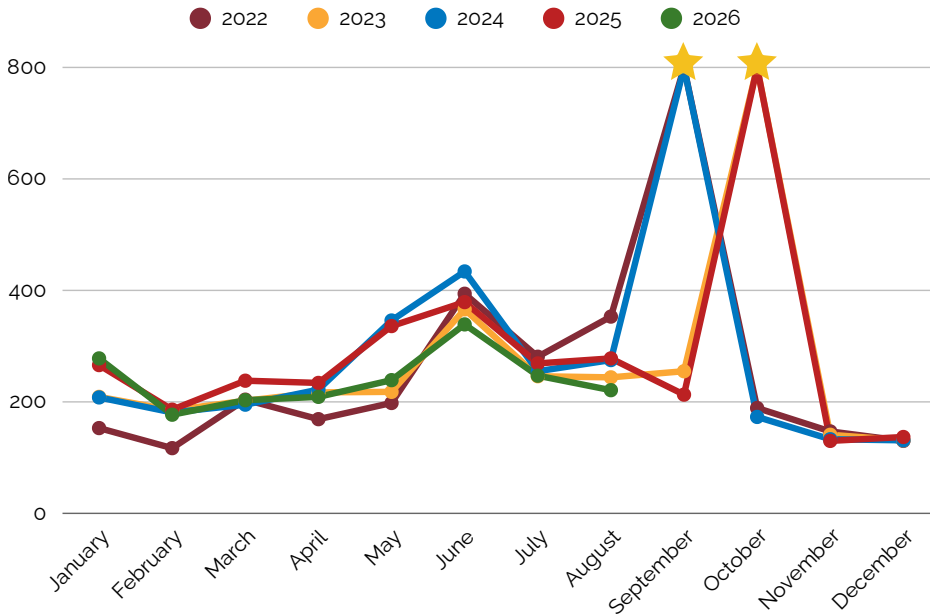
Total Door Count



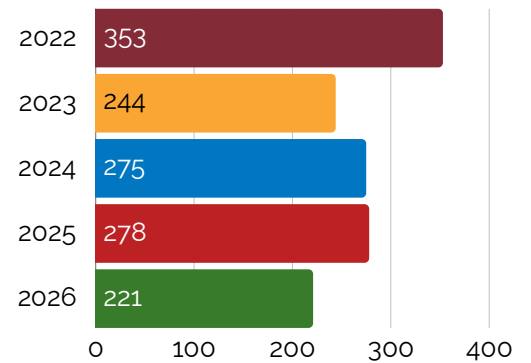
Monthly Visits: Aug.



Library Card Signups



Monthly Library Card Signups: Aug.

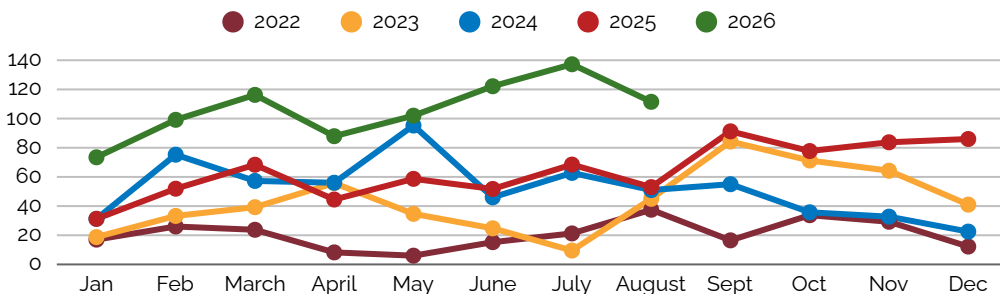


Monthly Active Library Cards - 12,842

★ 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.

Meeting Room Usage

Recorded Meeting Room Hours Used



Total Meeting Room Use

Month Hours Reserved 85.5

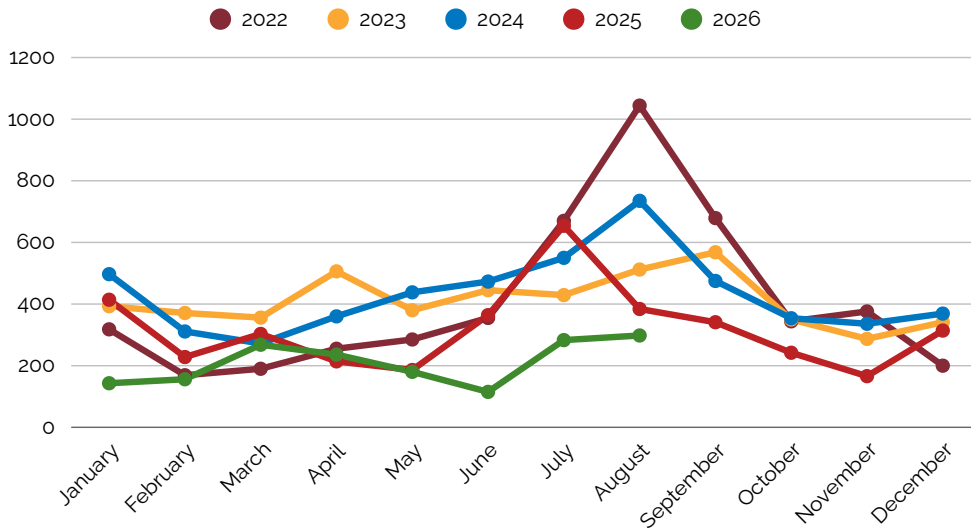
Walk-ins at Satellite 26

Hours Reserved YTD 839

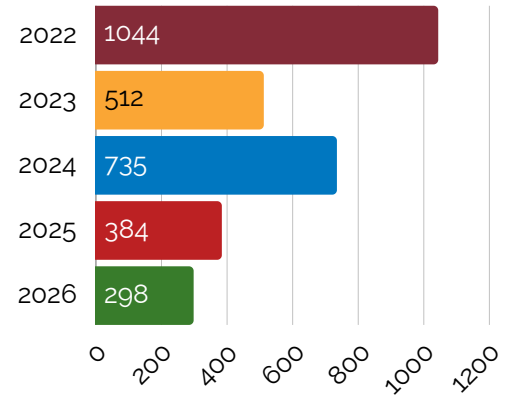
Month Total Reservations 38

Reservations YTD 374

Offsite Book Drop Usage



Offsite Book Drop Usage



Discontinued use of Eagle Run book drop in March 2025.

1,080 items were returned at the Satellite Library in August.

Outreach Services

Monthly Outreach Circulation

Total Monthly Circulation*	2022	167
	2023	301
	2024	402
	2025	393
	2026	288

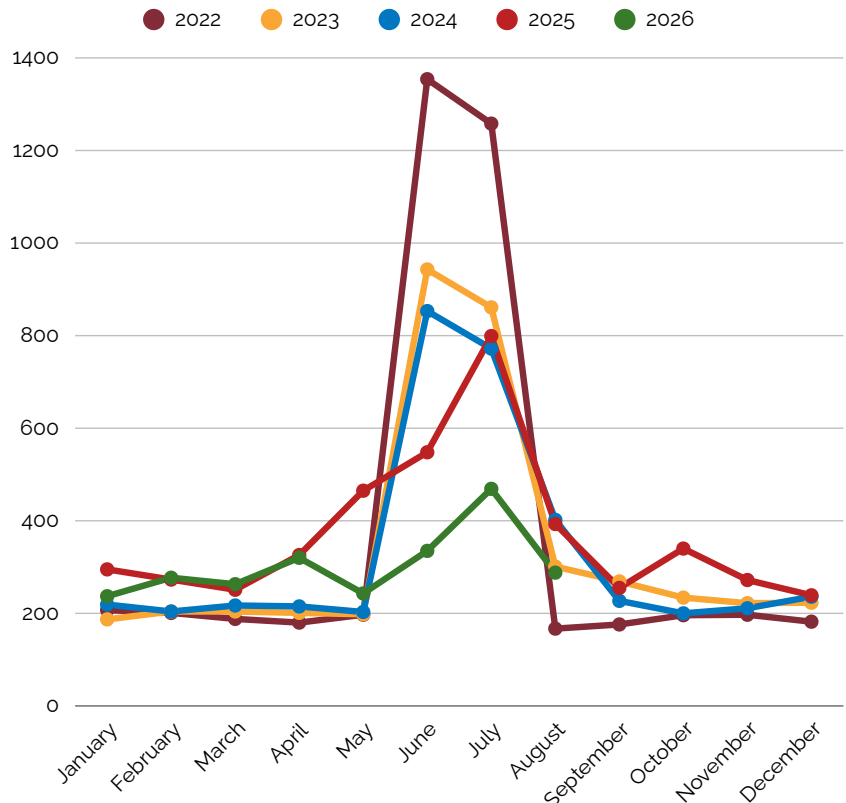
*This number includes senior book deliveries, daycare book deliveries, and any books checked out from outreach pop-up libraries.

Outreach Deliveries and Item Circulation

Senior Living Locations Served	5
Senior Outreach Participants	16
Daycare Locations Served	5
Total Outreach Circulation	288

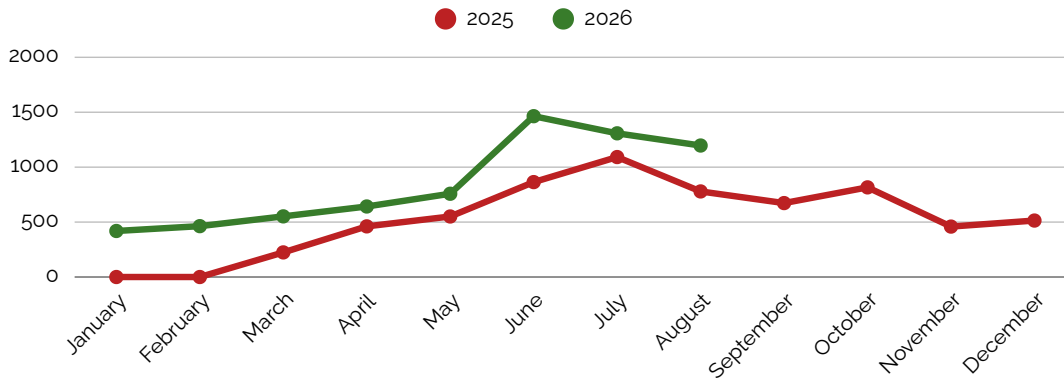
Outreach & Community Events Attendance

Library on Wheels stops (3)	179
Back to School Bash	70
Be My Neighbor Day	518
Littles Day at Plains Art Museum	162
Total	929

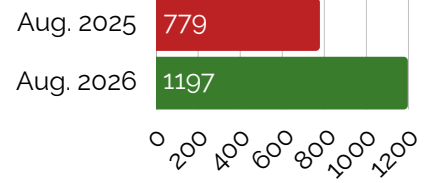


Other Satellite Library Stats

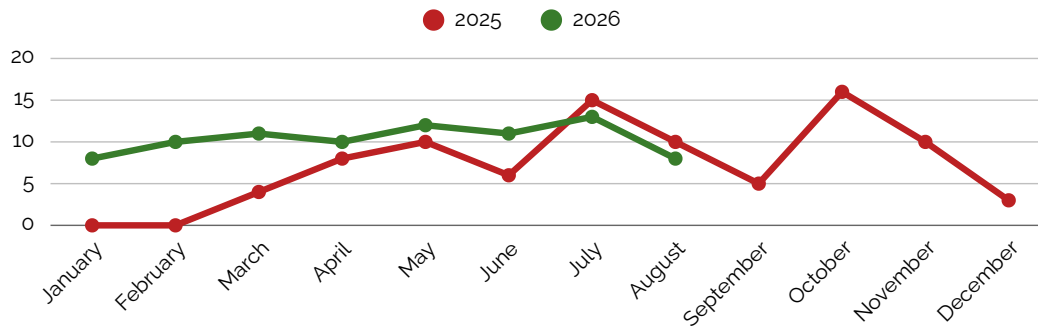
Physical Item Circulation at Satellite



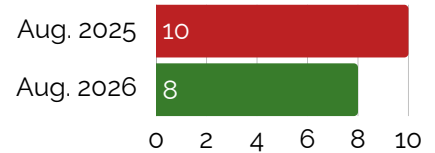
Monthly Satellite Circulation



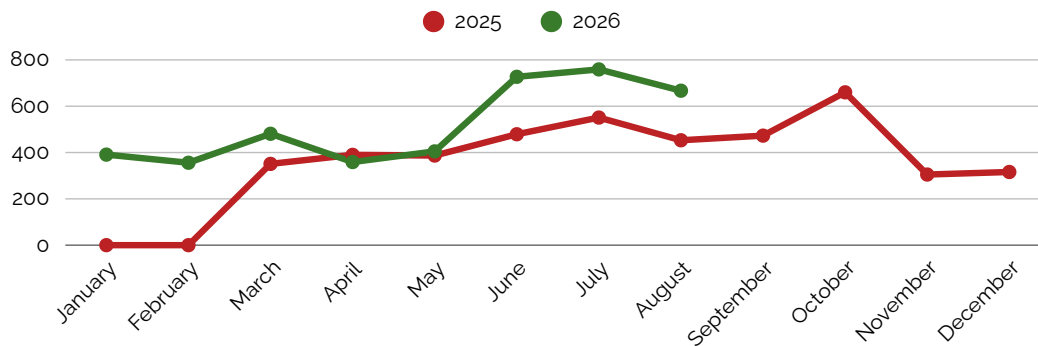
Library Card Signups at Satellite



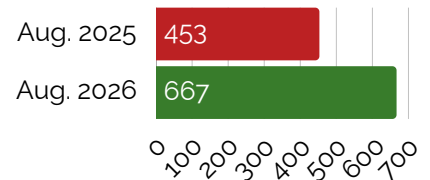
Satellite New Library Cards



Door Count at Satellite



Satellite Door Count



Programs

Program Attendance

Youth

Ready to Read Storytime	120
Baby Boost Storytime	63
Teeter Tots Storytime	150
Teen Events	4
STEM	19
Other Youth Events	25
Total Attendance	381

Adult

Book Clubs	33
Movie Screenings	220
Writing Circle	12
Senior Events (55+)	13
Other Clubs	n/a
Other Events	36
Total Attendance	314

All-Ages

End of Summer Party	176
Total Attendance	176

Reference Services

Technology Tutoring	5
Notary Public	Paused
Total Attendance	5

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

Monthly New Registrations	0
YTD Registrations	14
Lifetime Registrations	92

1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	8
YTD Registrations	98
Lifetime Registrations	831

Total program attendees
(in-library & outreach event attendance in Aug. 2026.
This count does not include reference services.)

1800

