WEST FARGO PUBLIC LIBRARY

West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, June 9, 2022 5:30 PM
West Fargo City Commission Chambers
800 4th Ave. E., Suite 1
West Fargo, ND 58078

1. Call to Order
2. Approve Order of Agenda

Consent Agenda - Approve the Following:

1. Approval of Minutes – May 12th, 2022
2. Approval of Financial Reports

Regular Agenda

1. MAT Bus Stop Update
2. Draft Agenda for Library Board Orientation - June 27th, 2022
3. Presentation of 2021 Annual Report
4. Library Report
5. Other Business
6. Adjourn

West Fargo Public Library Board of Directors
Meeting Date: May 12, 2022
Time: 5:30 PM
Place: West Fargo City Commission Chambers and streamed live on YouTube

Roll Call:
Alanna Rerick, Liann Hanson, Jodie Haring, Tony Stukel, Commissioner Mandy George. Also attending Kirsten Henagin, Adult Services Manager, Lauren Nephew, Youth Services Manager & Alisha Reis, Office Coordinator.

1. **Call to order**
   Hanson called the meeting to order.

2. **Approve order of agenda**
   Rerick moved and Commissioner George seconded to approve the order of the agenda. No opposition. Motion carried.

3. **Consent agenda - approve the following:**
   Hansen moved and Stukel seconded to approve the consent agenda. No opposition. Motion carried.

   a. Approval of Minutes – April 14th, 2022
   b. Approval of Financial Reports

Regular Agenda:

1. Approval of 2023 Library Budget Draft **(Action)**
   - Stukel moved, Commissioner George seconded to approve the 2023 Library Budget draft. No opposition. Motion carried.
2. Review board orientation guide and schedule board orientation
   - A new and returning library board member orientation will be held on Monday, June 27th from 1-5 pm at the West Fargo Public Library. The orientation guide requires one change, according to the board. With the exception of the update, Hanson moved and Stukel seconded to approve the orientation guide. No opposition. Motion carried. When the orientation date approaches, the library board will receive a calendar meeting invitation as well as the agenda from Library staff.
3. MAT Bus stop discussion
   - Haring spoke with Assistant Transit Director Cole Swingen about locating a bus stop closer to the library. According to Swingen, Route 20, which runs along 3rd Ave E, is currently being updated. This stop will be added at no additional cost. The

stop will be added to the route in the near future. The public will be notified once a confirmed date for the library's addition to the route has been established. Swingen will keep Haring and Hanson informed on developments.

4. Library Report

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

5. Other Business

    - A patron emailed Commissioner George to inquire about how audio books and books are recycled. Henagin described the procedure, saying that the books and audio books are examined collection by collection. The books are scanned into Better World Books to see if the company will accept them, and if they do, Better World Books will send a check to the Friends of the Library.

6. Adjourn

    - Rerick moved to adjourn, Stukel seconded. No opposition. Meeting adjourned. Next meeting: 5:30 P.M., Thursday, June 9th, 2022.

For the Accounting Periods: 4/22 - 4/22

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 4782125	Payroll 4/08/2022		/ /	22,011.42	4/22			
JV 4783124	Payroll 4/22/2022		/ /	21,937.79	4/22			
		Object Total:		**43,949.21**	**196,636.89**	**788,076.00**	**591,439.11**	**25%**
114 PART TIME SALARIES								
JV 4782126	Payroll 4/08/2022		/ /	4,443.34	4/22			
JV 4783125	Payroll 4/22/2022		/ /	4,412.77	4/22			
		Object Total:		**8,856.11**	**32,604.14**	**120,471.00**	**87,866.86**	**27%**
209 CLASSIFIED ADS								
			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
220 SOCIAL SECURITY								
JV 4782127	Payroll 4/08/2022		/ /	1,959.80	4/22			
JV 4783126	Payroll 4/22/2022		/ /	1,951.82	4/22			
		Object Total:		**3,911.62**	**16,915.81**	**69,504.00**	**52,588.19**	**24%**
230 RETIREMENT								
JV 4782128	Payroll 4/08/2022		/ /	3,267.72	4/22			
JV 4783127	Payroll 4/22/2022		/ /	3,267.72	4/22			
		Object Total:		**6,535.44**	**28,287.68**	**118,692.00**	**90,404.32**	**24%**
240 WORKFORCE SAFETY INSURANCE								
			/ /					
		Object Total:		**0.00**	**1,492.89**	**1,470.00**	**-22.89**	**102%**
245 CORPORATE EDUCATION								
			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
250 UNEMPLOYMENT								
			/ /					
		Object Total:		**0.00**	**0.00**	**1,000.00**	**1,000.00**	**%**
312 ATTORNEY								
			/ /					
		Object Total:		**0.00**	**2,418.36**	**4,000.00**	**1,581.64**	**60%**
320 HEALTH INSURANCE								
JV 4782129	Payroll 4/08/2022		/ /	2,632.18	4/22			
JV 4783128	Payroll 4/22/2022		/ /	2,632.12	4/22			
		Object Total:		**5,264.30**	**24,774.38**	**81,079.00**	**56,304.62**	**31%**
333 BUILDING RENTAL								
			/ /					
		Object Total:		**0.00**	**29,220.00**	**120,510.00**	**91,290.00**	**24%**
340 TRAVEL & EDUCATION								
CL 102759 1 102193	TRAVEL REIMBURSEMENT		03/28/22	40.00	4/22	2800 LAUREN NEPHEW		
CL 102774 1 102121	MILEAGE		03/17/22	12.32	4/22	3869 ALISHA REIS		
CL 102778 1 102143	MILEAGE		03/29/22	11.40	4/22	3417 CHELSEA SIMDORN		
CL 103018 1 102426	TRAVEL & EDUCATION		04/03/22	2,500.17	4/22	3162 VISA LIBRARY #2		
		Object Total:		**2,563.89**	**5,321.48**	**17,392.00**	**12,070.52**	**31%**

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
348 BUYOUTS									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
356 TELEPHONE									
CL 103063 30	102415	mar 2022 library	9903576993	03/08/22	127.48	4/22	3668 VERIZON WIRELESS		
			Object Total:		**127.48**	**382.46**	**1,531.00**	**1,148.54**	**25%**
360 MISC PRINTING & MAILING									
CL 102766 15	102255	LIBRARY #12		03/30/22		4/22	374 US POSTAL SERVICE		
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
387 MEDICAL/VACCINES									
				/ /					
			Object Total:		**0.00**	**0.00**	**500.00**	**500.00**	**%**
399 RECRUITMENT/EMPLOYMENT TESTING									
CL 102773 1	102132	RECRUITMENT		03/31/22	1,091.82	4/22	4317 BETTY ADAMS		
CL 103017 4	102425	RECRUITMENT		/ /	47.51	4/22	3161 VISA LIBRARY #1		
			Object Total:		**1,139.33**	**1,395.33**	**3,000.00**	**1,604.67**	**47%**
410 OFFICE SUPPLIES									
CL 102775 1	102155	OFFICE SUPPLIES	7100306	03/22/22	854.17	4/22	77 DEMCO INC		
CL 102779 7	102123	OFFICE SUPPLIES		03/24/22	27.96	4/22	3490 AMAZON CAPITAL SERVICES		
CL 103019 1	102386	OFFICE SUPPLIES	8013870322	03/31/22	89.78	4/22	3276 PREMIUM WATERS INC		
CL 103024 1	102287	OFFICE SUPPLIES	WO11791651	03/31/22	11.82	4/22	351 BUSINESS ESSENTIALS		
CL 103028 1	102279	OFFICE SUPPLIES		03/31/22	59.85	4/22	3490 AMAZON CAPITAL SERVICES		
CL 103028 2	102279	OFFICE SUPPLIES		04/02/22	33.95	4/22	3490 AMAZON CAPITAL SERVICES		
			Object Total:		**1,077.53**	**2,766.49**	**13,000.00**	**10,233.51**	**21%**
424 GAS AND OIL									
				/ /					
			Object Total:		**0.00**	**0.00**	**1,200.00**	**1,200.00**	**%**
427 VEHICLES MAINTENANCE									
				/ /					
			Object Total:		**0.00**	**0.00**	**6,000.00**	**6,000.00**	**%**
428 SERVICE AGREEMENTS-CONTRA									
CL 102636 1	102175	SERVICE AGREEMENTS - CONTRACTS	31289329	03/21/22	442.89	4/22	2877 GREATAMERICA FINANCIAL		
CL 103020 1	102345	SERVICE AGREEMENTS/CONTRACTS	4000921	04/05/22	274.95	4/22	3418 LOFFLER		
			Object Total:		**717.84**	**11,574.68**	**11,100.00**	**-474.68**	**104%**
490 MISC									
				/ /					
			Object Total:		**0.00**	**8.47**	**750.00**	**741.53**	**1%**
497 TECHNOLOGY									
CL 102751 1	102265	PREMIUM LICENSE	25279	03/29/22	1,695.00	4/22	3612 ZOOBEAN INC		
CL 102902 1	102321	tech	58521	03/30/22	725.00	4/22	2089 ENVISIONWARE, INC		
CL 103017 5	102425	TECHNOLOGY		/ /	21.49	4/22	3161 VISA LIBRARY #1		
			Object Total:		**2,441.49**	**2,737.87**	**45,070.00**	**42,332.13**	**6%**

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									
500 SUPPLIES									
				/ /					
			Object Total:		**0.00**	**299.98**	**500.00**	**200.02**	**60%**
640 FURNITURE & EQUIPMENT									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
641 FURN & EQUIP-NON DEPRECIATED <$5000									
				/ /					
			Object Total:		**0.00**	**824.69**	**2,810.00**	**1,985.31**	**29%**
644 POSTAL METER RENT									
				/ /					
			Object Total:		**0.00**	**243.09**	**1,200.00**	**956.91**	**20%**
645 EQUIPMENT REPLACEMENT									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
648 PROFESSIONAL PUBLICATIONS									
				/ /					
			Object Total:		**0.00**	**0.00**	**2,440.00**	**2,440.00**	**%**
649 PROGRAMMING									
CL 103017 1	102425	PROGRAMMING		04/03/22	107.40	4/22	3161 VISA LIBRARY #1		
CL 103022 1	102405	PROGRAMMING		04/02/22	175.00	4/22	4326 SUZAN J BATES		
CL 103028 4	102279	PROGRAMMING		04/06/22	185.08	4/22	3490 AMAZON CAPITAL SERVICES		
CL 103028 5	102279	PROGRAMMING		04/08/22	244.62	4/22	3490 AMAZON CAPITAL SERVICES		
CL 103028 6	102279	PROGRAMMING		04/08/22	87.38	4/22	3490 AMAZON CAPITAL SERVICES		
CL 103028 7	102279	PROGRAMMING		04/08/22	25.99	4/22	3490 AMAZON CAPITAL SERVICES		
			Object Total:		**825.47**	**2,651.03**	**21,000.00**	**18,348.97**	**13%**
650 E RESOURCES									
CL 103026 1	102353	E RESOURCES	501911141	03/31/22	2,046.94	4/22	1854 MIDWEST TAPE		
			Object Total:		**2,046.94**	**10,485.45**	**36,000.00**	**25,514.55**	**29%**
653 CAPITAL IMPROVEMENTS									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
661 POSTAGE/FREIGHT/SHIPPING									
				/ /					
			Object Total:		**0.00**	**1,009.05**	**6,000.00**	**4,990.95**	**17%**
662 BOOKS									
CL 102776 1	102127	BOOKS	2036557718	03/03/22	401.03	4/22	1695 BAKER & TAYLOR		
CL 102776 2	102127	BOOKS	2036562315	03/07/22	1,800.05	4/22	1695 BAKER & TAYLOR		
CL 102776 3	102127	BOOKS	2036566886	03/07/22	560.61	4/22	1695 BAKER & TAYLOR		
CL 102776 4	102127	BOOKS	2036576081	03/09/22	63.97	4/22	1695 BAKER & TAYLOR		
CL 102776 5	102127	BOOKS	2036576343	03/11/22	373.42	4/22	1695 BAKER & TAYLOR		
CL 102776 6	102127	BOOKS	2036570225	03/11/22	627.57	4/22	1695 BAKER & TAYLOR		
CL 102776 7	102127	BOOKS	2036580106	03/14/22	333.89	4/22	1695 BAKER & TAYLOR		
CL 102776 8	102127	BOOKS	2036598278	03/16/22	50.95	4/22	1695 BAKER & TAYLOR		
CL 102776 9	102127	BOOKS	2036602918	03/18/22	89.99	4/22	1695 BAKER & TAYLOR		
CL 102779 1	102123	BOOKS		03/21/22	303.15	4/22	3490 AMAZON CAPITAL SERVICES		
CL 102779 2	102123	BOOKS		03/21/22	27.60	4/22	3490 AMAZON CAPITAL SERVICES		
CL 102779 3	102123	BOOKS		03/22/22	112.50	4/22	3490 AMAZON CAPITAL SERVICES		

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 102779 4	102123	BOOKS (CREDIT)		03/23/22	-0.45	4/22	3490 AMAZON CAPITAL SERVICES		
CL 102779 5	102123	BOOKS		03/23/22	639.89	4/22	3490 AMAZON CAPITAL SERVICES		
CL 102779 6	102123	BOOKS		03/24/22	98.14	4/22	3490 AMAZON CAPITAL SERVICES		
CL 102779 8	102123	BOOKS		03/26/22	25.19	4/22	3490 AMAZON CAPITAL SERVICES		
CL 102779 9	102123	BOOKS (CREDIT)		03/26/22	-1.20	4/22	3490 AMAZON CAPITAL SERVICES		
CL 102779 10	102123	BOOKS		03/30/22	317.13	4/22	3490 AMAZON CAPITAL SERVICES		
CL 102779 11	102123	BOOKS		03/31/22	39.95	4/22	3490 AMAZON CAPITAL SERVICES		
CL 102780 1	102141	BOOKS	77447727	03/15/22	60.72	4/22	1623 CENGAGE GALE		
CL 102780 2	102141	BOOKS	77447740	03/15/22	279.86	4/22	1623 CENGAGE GALE		
CL 102780 3	102141	BOOKS	77463955	03/17/22	160.92	4/22	1623 CENGAGE GALE		
CL 102780 4	102141	BOOKS	77456669	03/16/22	328.15	4/22	1623 CENGAGE GALE		
CL 102780 5	102141	BOOKS	77469945	03/18/22	20.24	4/22	1623 CENGAGE GALE		
CL 102780 6	102141	BOOKS	77480983	03/21/22	65.08	4/22	1623 CENGAGE GALE		
CL 102780 7	102141	BOOKS	77494385	03/23/22	67.17	4/22	1623 CENGAGE GALE		
CL 102780 8	102141	BOOKS	77494379	03/23/22	23.99	4/22	1623 CENGAGE GALE		
CL 102780 9	102141	BOOKS	77513421	03/27/22	52.48	4/22	1623 CENGAGE GALE		
CL 103021 1	102294	BOOKS	77574185	04/05/22	35.68	4/22	1623 CENGAGE GALE		
CL 103021 2	102294	BOOKS	77579422	04/06/22	44.08	4/22	1623 CENGAGE GALE		
CL 103028 3	102279	BOOKS		04/04/22	122.86	4/22	3490 AMAZON CAPITAL SERVICES		
CL 103028 8	102279	BOOKS		04/12/22	839.94	4/22	3490 AMAZON CAPITAL SERVICES		
CL 103030 1	102282	BOOKS	2036594738	03/22/22	415.63	4/22	1695 BAKER & TAYLOR		
CL 103030 2	102282	BOOKS	2036606371	03/24/22	1,039.02	4/22	1695 BAKER & TAYLOR		
CL 103030 3	102282	BOOKS	2036617445	03/28/22	1,306.36	4/22	1695 BAKER & TAYLOR		
CL 103030 4	102282	BOOKS	2036625814	03/30/22	1,227.77	4/22	1695 BAKER & TAYLOR		
			Object Total:		**11,953.33**	**29,942.60**	**100,750.00**	**70,807.40**	**30%**
663 MAGAZINES									
				/ /					
			Object Total:		**0.00**	**190.00**	**5,260.00**	**5,070.00**	**4%**
664 AUDIO VIDEO									
CL 102777 1	102205	DVD	501828981	03/16/22	42.33	4/22	1854 MIDWEST TAPE		
CL 102777 2	102205	DVD	501828982	03/16/22	489.63	4/22	1854 MIDWEST TAPE		
CL 102777 3	102205	AUDIOBOOK	501858159	03/23/22	32.24	4/22	1854 MIDWEST TAPE		
CL 102777 4	102205	DVD	501858158	03/23/22	153.78	4/22	1854 MIDWEST TAPE		
CL 103031 1	102353	DVD	501926015	04/05/22	122.31	4/22	1854 MIDWEST TAPE		
CL 103031 2	102353	DVD	501959516	04/12/22	22.29	4/22	1854 MIDWEST TAPE		
CL 103031 3	102353	DVD	501959517	04/12/22	250.86	4/22	1854 MIDWEST TAPE		
CL 103031 4	102353	AUDIOBOOK	501959518	04/12/22	74.48	4/22	1854 MIDWEST TAPE		
			Object Total:		**1,187.92**	**2,396.90**	**31,500.00**	**29,103.10**	**8%**
667 MEMBERSHIPS									
CL 103017 3	102425	MEMBERSHIPS		/ /	49.00	4/22	3161 VISA LIBRARY #1		
			Object Total:		**49.00**	**909.00**	**3,176.00**	**2,267.00**	**29%**
668 PRINTING									
				/ /					
			Object Total:		**0.00**	**0.00**	**1,000.00**	**1,000.00**	**%**

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
669 INSURANCE								
			/ /					
		Object Total:		**0.00**	**0.00**	**2,750.00**	**2,750.00**	**%**
671 SUMMER READING PROGRAM								
			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
672 EMERGENCY MEDICAL SUPPLIES								
			/ /					
		Object Total:		**0.00**	**0.00**	**250.00**	**250.00**	**%**
673 CLEANING SUPPLIES								
			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
674 HOMEWORK ROOM								
			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
682 STRATEGIC PLANNING								
			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
689 PROMOTIONAL ACTIVITIES								
CL 103017 2 102425	PROMOTIONAL ACTIVITIES		/ /	1,313.50	4/22	3161 VISA LIBRARY #1		
CL 103025 1 102443	PROMOTIONAL ACTIVITIES	MISC06453	04/01/22	75.00	4/22	549 WF PUB SCHOOLS DIST #6		
		Object Total:		**1,388.50**	**1,732.02**	**11,400.00**	**9,667.98**	**15%**
724 CONSULTING/TESTING FEES								
			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
740 SERVICE CHARGES								
JV 4811 6	TransFirst Libr Apr 2022		/ /	90.39	4/22			
		Object Total:		**90.39**	**401.33**	**500.00**	**98.67**	**80%**
750 MISC.								
			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
852 WEBSITE								
			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
864 FURN & EQUIP DEPRECIATED >$5,000								
			/ /					
		Object Total:		**0.00**	**0.00**	**10,707.00**	**10,707.00**	**%**
870 CAPITALIZED ASSETS - OVER $5,000								
			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
880 COST ALLOCATIONS								
JV 4795 23	Apr 2022 cost allocation		/ /	3,436.50	4/22			
		Object Total:		**3,436.50**	**13,746.00**	**41,238.00**	**27,492.00**	**33%**

For the Accounting Periods: 4/22 - 4/22

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								
890 TRANSFERS OUT			/ /					
		Object Total:		**0.00**	**0.00**	**20,000.00**	**20,000.00**	**%**
901 CATALOGING								
CL 103023 1 102373	CATALOGING	1000204849	04/01/22	195.34	4/22	3416 OCLC, INC.		
		Object Total:		**195.34**	**781.36**	**2,450.00**	**1,668.64**	**32%**
902 ONLINE DATE BASE (STATE)			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
903 HISTORY ROOM			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
994 ODIN			/ /					
		Object Total:		**0.00**	**19,824.00**	**20,000.00**	**176.00**	**99%**
		Account Total:		**97,757.63**	**441,973.43**	**1,725,276.00**	**1,283,302.57**	
		Fund Total:		**97,757.63**	**441,973.43**	**1,725,276.00**	**1,283,302.57**	

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

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
			/ /					
		Object Total:		**0.00**	**196,636.89**	**788,076.00**	**591,439.11**	**25%**
114 PART TIME SALARIES								
			/ /					
		Object Total:		**0.00**	**32,604.14**	**120,471.00**	**87,866.86**	**27%**
209 CLASSIFIED ADS								
			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
220 SOCIAL SECURITY								
			/ /					
		Object Total:		**0.00**	**16,915.81**	**69,504.00**	**52,588.19**	**24%**
230 RETIREMENT								
			/ /					
		Object Total:		**0.00**	**28,287.68**	**118,692.00**	**90,404.32**	**24%**
240 WORKFORCE SAFETY INSURANCE								
CL 103774 2 102832	Hitch		/ /	250.00	5/22	571 ND WORKFORCE SAFETY &		
		Object Total:		**250.00**	**1,742.89**	**1,470.00**	**-272.89**	**119%**
245 CORPORATE EDUCATION								
			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
250 UNEMPLOYMENT								
			/ /					
		Object Total:		**0.00**	**0.00**	**1,000.00**	**1,000.00**	**%**
312 ATTORNEY								
			/ /					
		Object Total:		**0.00**	**2,418.36**	**4,000.00**	**1,581.64**	**60%**
320 HEALTH INSURANCE								
			/ /					
		Object Total:		**0.00**	**24,774.38**	**81,079.00**	**56,304.62**	**31%**
333 BUILDING RENTAL								
CL 103237 1 102600	MAY BUILDING RENT	MISC06462	04/08/22	9,740.00	5/22	549 WF PUB SCHOOLS DIST #6		
CL 103557 1 102799	JUNE BUILDING RENT	MISC06498	05/09/22	9,740.00	5/22	549 WF PUB SCHOOLS DIST #6		
		Object Total:		**19,480.00**	**48,700.00**	**120,510.00**	**71,810.00**	**40%**
340 TRAVEL & EDUCATION								
CL 103484 1 102612	MILEAGE		04/11/22	11.76	5/22	3869 ALISHA REIS		
CL 103484 2 102612	MILEAGE		05/05/22	10.64	5/22	3869 ALISHA REIS		
CL 103485 1 102657	MILEAGE		05/06/22	16.80	5/22	3207 ELLEN ROSSOW		
		Object Total:		**39.20**	**5,360.68**	**17,392.00**	**12,031.32**	**31%**
348 BUYOUTS								
			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
356 TELEPHONE								
CL 103668 31 102804	April 2022 library	9905911765	04/08/22	127.48	5/22	3668 VERIZON WIRELESS		
		Object Total:		**127.48**	**509.94**	**1,531.00**	**1,021.06**	**33%**

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
360 MISC PRINTING & MAILING									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
387 MEDICAL/VACCINES									
				/ /					
			Object Total:		**0.00**	**0.00**	**500.00**	**500.00**	**%**
399 RECRUITMENT/EMPLOYMENT TESTING									
CL 103665 1	102724	LIBRARY-BETTY ADAMS	714288650	05/10/22	81.00	5/22	4413 OCCUPATIONAL HEALTH CENTERS		
			Object Total:		**81.00**	**1,476.33**	**3,000.00**	**1,523.67**	**49%**
410 OFFICE SUPPLIES									
CL 103240 2	102477	OFFICE SUPPLIES		04/14/22	91.96	5/22	3490 AMAZON CAPITAL SERVICES		
CL 103481 1	102624	OFFICE SUPPLIES	WO11846681	05/04/22	273.58	5/22	351 BUSINESS ESSENTIALS		
CL 103481 2	102624	OFFICE SUPPLIES	WO11850641	05/05/22	68.24	5/22	351 BUSINESS ESSENTIALS		
CL 103558 1	102735	OFFICE SUPPLIES	8013870422	04/30/22	99.63	5/22	3276 PREMIUM WATERS INC		
			Object Total:		**533.41**	**3,299.90**	**13,000.00**	**9,700.10**	**25%**
424 GAS AND OIL									
				/ /					
			Object Total:		**0.00**	**0.00**	**1,200.00**	**1,200.00**	**%**
427 VEHICLES MAINTENANCE									
				/ /					
			Object Total:		**0.00**	**0.00**	**6,000.00**	**6,000.00**	**%**
428 SERVICE AGREEMENTS-CONTRA									
CL 103236 1	102531	SERVICE AGREEMENTS/CONTRACT	31480103	04/19/22	442.89	5/22	2877 GREATAMERICA FINANCIAL		
CL 103489 1	102694	SERVICE AGREEMENTS-CONTRACT	4027260	05/04/22	609.06	5/22	3418 LOFFLER		
			Object Total:		**1,051.95**	**12,626.63**	**11,100.00**	**-1,526.63**	**114%**
490 MISC									
				/ /					
			Object Total:		**0.00**	**8.47**	**750.00**	**741.53**	**1%**
497 TECHNOLOGY									
CL 103244 1	102525	TECHNOLOGY	386033	04/15/22	20.00	5/22	4355 FINDAWAY WORLD LLC		
CL 103340 1	102519	tech	59030	04/27/22	725.00	5/22	2089 ENVISIONWARE, INC		
CL 103490 4	102779	TECHNOLOGY		/ /	21.49	5/22	3161 VISA LIBRARY #1		
JV 4823 22		1Q 2022 IT equip Lib #1056		/ /	14,643.90	5/22			
			Object Total:		**15,410.39**	**18,148.26**	**45,070.00**	**26,921.74**	**40%**
500 SUPPLIES									
				/ /					
			Object Total:		**0.00**	**299.98**	**500.00**	**200.02**	**60%**
640 FURNITURE & EQUIPMENT									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
641 FURN & EQUIP-NON DEPRECIATED <$5000									
CL 103490 1	102779	FURN & EQUIPMENT		05/02/22	1,352.16	5/22	3161 VISA LIBRARY #1		
			Object Total:		**1,352.16**	**2,176.85**	**2,810.00**	**633.15**	**77%**
644 POSTAL METER RENT									
				/ /					
			Object Total:		**0.00**	**243.09**	**1,200.00**	**956.91**	**20%**
645 EQUIPMENT REPLACEMENT									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
648 PROFESSIONAL PUBLICATIONS									
				/ /					
			Object Total:		**0.00**	**0.00**	**2,440.00**	**2,440.00**	**%**
649 PROGRAMMING									
CL 103240 4	102477	PROGRAMMING		04/23/22	20.98	5/22	3490 AMAZON CAPITAL SERVICES		
CL 103275 1	102593	PROGRAMMING	WFPL_FR818	04/27/22	100.00	5/22	4357 VERTICAL ENTERTAINMENT LLC		
CL 103475 1	102613	PROGRAMMING		04/27/22	100.97	5/22	3490 AMAZON CAPITAL SERVICES		
CL 103475 2	102613	PROGRAMMING		04/27/22	14.98	5/22	3490 AMAZON CAPITAL SERVICES		
CL 103475 8	102613	PROGRAMMING		05/10/22	168.27	5/22	3490 AMAZON CAPITAL SERVICES		
CL 103475 9	102613	PROGRAMMING		05/10/22	233.28	5/22	3490 AMAZON CAPITAL SERVICES		
CL 103490 2	102779	PROGRAMMING		/ /	367.89	5/22	3161 VISA LIBRARY #1		
CL 103497 1	102661	PROGRAMMING	2022-3	04/26/22	312.50	5/22	4367 FARGO PUBLIC LIBRARY		
			Object Total:		**1,318.87**	**3,969.90**	**21,000.00**	**17,030.10**	**19%**
650 E RESOURCES									
CL 103488 1	102708	E RESOURCES	502047697	04/30/22	1,860.30	5/22	1854 MIDWEST TAPE		
			Object Total:		**1,860.30**	**12,345.75**	**36,000.00**	**23,654.25**	**34%**
653 CAPITAL IMPROVEMENTS									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
661 POSTAGE/FREIGHT/SHIPPING									
CL 103234 1	102567	POSTAGE		04/27/22	1,000.00	5/22	1483 PITNEY BOWES RESERVE ACCOUNT		
CL 103550 1	102734	POSTAGE SUPPLIES	1020678357	05/10/22	80.74	5/22	3921 PITNEY BOWES INC		
			Object Total:		**1,080.74**	**2,089.79**	**6,000.00**	**3,910.21**	**35%**
662 BOOKS									
CL 103238 1	102494	BOOKS	77588827	04/08/22	22.39	5/22	1623 CENGAGE GALE		
CL 103238 2	102494	BOOKS	77584318	04/07/22	15.39	5/22	1623 CENGAGE GALE		
CL 103238 3	102494	BOOKS	77602843	04/12/22	46.18	5/22	1623 CENGAGE GALE		
CL 103238 4	102494	BOOKS	77628591	04/18/22	24.00	5/22	1623 CENGAGE GALE		
CL 103238 5	102494	BOOKS	77628635	04/18/22	20.99	5/22	1623 CENGAGE GALE		
CL 103238 6	102494	BOOKS	77635276	04/19/22	38.48	5/22	1623 CENGAGE GALE		
CL 103238 8	102494	BOOKS	77647421	04/21/22	21.69	5/22	1623 CENGAGE GALE		
CL 103240 1	102477	BOOKS		04/14/22	16.42	5/22	3490 AMAZON CAPITAL SERVICES		
CL 103240 3	102477	BOOKS		04/14/22	94.39	5/22	3490 AMAZON CAPITAL SERVICES		
CL 103240 5	102477	BOOK CREDIT		04/26/22	-14.11	5/22	3490 AMAZON CAPITAL SERVICES		
CL 103240 6	102477	BOOKS		04/26/22	455.05	5/22	3490 AMAZON CAPITAL SERVICES		
CL 103241 1	102482	BOOKS	2036643090	04/08/22	354.70	5/22	1695 BAKER & TAYLOR		
CL 103241 2	102482	BOOKS	2036657079	04/11/22	195.69	5/22	1695 BAKER & TAYLOR		
CL 103241 3	102482	BOOKS	2036626118	04/04/22	842.34	5/22	1695 BAKER & TAYLOR		
CL 103241 4	102482	BOOKS	2036628487	04/02/22	1,661.49	5/22	1695 BAKER & TAYLOR		

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 103241 5	102482	BOOKS	2036664410	04/12/22	410.33	5/22	1695 BAKER & TAYLOR		
CL 103475 3	102613	BOOKS		05/02/22	605.10	5/22	3490 AMAZON CAPITAL SERVICES		
CL 103475 4	102613	BOOKS		05/02/22	351.40	5/22	3490 AMAZON CAPITAL SERVICES		
CL 103475 5	102613	BOOKS		05/05/22	56.65	5/22	3490 AMAZON CAPITAL SERVICES		
CL 103475 6	102613	BOOKS		05/07/22	100.38	5/22	3490 AMAZON CAPITAL SERVICES		
CL 103475 10	102613	BOOKS		05/10/22	345.24	5/22	3490 AMAZON CAPITAL SERVICES		
CL 103479 1	102616	BOOKS	2036683142	04/20/22	73.16	5/22	1695 BAKER & TAYLOR		
CL 103479 2	102616	BOOKS (CREDIT)	0003261832	04/22/22	-33.22	5/22	1695 BAKER & TAYLOR		
CL 103486 1	102629	BOOKS	77661543	04/26/22	22.39	5/22	1623 CENGAGE GALE		
CL 103490 5	102779	BOOKS		/ /	46.00	5/22	3161 VISA LIBRARY #1		
			Object Total:		**5,772.52**	**35,715.12**	**100,750.00**	**65,034.88**	**35%**
663 MAGAZINES									
CL 103312 1	102571	MAGAZINE SUBSCRIPTIONS	14026	01/21/22	4,568.72	5/22	3210 RIVISTAS SUBSCRIPTIONS		
			Object Total:		**4,568.72**	**4,758.72**	**5,260.00**	**501.28**	**90%**
664 AUDIO VIDEO									
CL 103242 1	102545	DVD	501990133	04/18/22	22.29	5/22	1854 MIDWEST TAPE		
CL 103242 2	102545	DVD	501990134	04/18/22	204.38	5/22	1854 MIDWEST TAPE		
CL 103242 3	102545	AUDIOBOOK	501990135	04/18/22	42.24	5/22	1854 MIDWEST TAPE		
CL 103242 4	102545	DVD	501990137	04/18/22	22.29	5/22	1854 MIDWEST TAPE		
CL 103242 5	102545	DVD	502024802	04/26/22	22.29	5/22	1854 MIDWEST TAPE		
CL 103242 6	102545	AUDIOBOOK	502024804	04/26/22	79.48	5/22	1854 MIDWEST TAPE		
CL 103242 7	102545	DVD	502024803	04/26/22	19.89	5/22	1854 MIDWEST TAPE		
CL 103480 1	102708	DVD	502061213	05/03/22	40.28	5/22	1854 MIDWEST TAPE		
CL 103480 2	102708	AUDIOBOOK	502061214	05/03/22	60.24	5/22	1854 MIDWEST TAPE		
CL 103483 1	102693	AUDIO VIDEO	89142	04/20/22	683.20	5/22	3109 LIBRARY IDEAS, INC		
			Object Total:		**1,196.58**	**3,593.48**	**31,500.00**	**27,906.52**	**11%**
667 MEMBERSHIPS									
				/ /					
			Object Total:		**0.00**	**909.00**	**3,176.00**	**2,267.00**	**29%**
668 PRINTING									
				/ /					
			Object Total:		**0.00**	**0.00**	**1,000.00**	**1,000.00**	**%**
669 INSURANCE									
				/ /					
			Object Total:		**0.00**	**0.00**	**2,750.00**	**2,750.00**	**%**
671 SUMMER READING PROGRAM									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
672 EMERGENCY MEDICAL SUPPLIES									
				/ /					
			Object Total:		**0.00**	**0.00**	**250.00**	**250.00**	**%**
673 CLEANING SUPPLIES									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**

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								
674 HOMEWORK ROOM								
			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
682 STRATEGIC PLANNING								
			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
689 PROMOTIONAL ACTIVITIES								
CL 103475 7 102613	PROMOTIONAL ACTIVITIES		05/08/22	91.84	5/22	3490 AMAZON CAPITAL SERVICES		
CL 103490 3 102779	PROMOTIONAL ACTIVITIES		/ /	337.52	5/22	3161 VISA LIBRARY #1		
		Object Total:		**429.36**	**2,161.38**	**11,400.00**	**9,238.62**	**19%**
724 CONSULTING/TESTING FEES								
			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
740 SERVICE CHARGES								
			/ /					
		Object Total:		**0.00**	**401.33**	**500.00**	**98.67**	**80%**
750 MISC.								
			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
852 WEBSITE								
			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
864 FURN & EQUIP DEPRECIATED >$5,000								
			/ /					
		Object Total:		**0.00**	**0.00**	**10,707.00**	**10,707.00**	**%**
870 CAPITALIZED ASSETS - OVER $5,000								
			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
880 COST ALLOCATIONS								
JV 4796 23	May 2022 cost allocation		/ /	3,436.50	5/22			
		Object Total:		**3,436.50**	**17,182.50**	**41,238.00**	**24,055.50**	**42%**
890 TRANSFERS OUT								
			/ /					
		Object Total:		**0.00**	**0.00**	**20,000.00**	**20,000.00**	**%**
901 CATALOGING								
CL 103487 1 102725	CATALOGING	1000212687	05/01/22	195.34	5/22	3416 OCLC, INC.		
		Object Total:		**195.34**	**976.70**	**2,450.00**	**1,473.30**	**40%**
902 ONLINE DATE BASE (STATE)								
			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
903 HISTORY ROOM								
			/ /					
		Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**

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**	**19,824.00**	**20,000.00**	**176.00**	**99%**
			Account Total:		**58,184.52**	**500,157.95**	**1,725,276.00**	**1,225,118.05**	
			Fund Total:		**58,184.52**	**500,157.95**	**1,725,276.00**	**1,225,118.05**	

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

Combined Funds

Account	Object	Description	Current Year: Current Month	Current Year: Current YTD	Current Year: Budget	Current Year: Variance	Last Year: Prior Year Month	Last Year: Prior Year YTD
Revenue								
310001		PROPERTY TAXES	13,635.60	1,533,971.16	1,682,739.00	-148,767.84	12,819.81	1,281,635.07
310002		DISCOUNT PROPERTY TAXES			-62,261.00	62,261.00		
335600		STATE AID			31,000.00	-31,000.00	31,722.09	31,722.09
		Total Revenue	**13,635.60**	**1,533,971.16**	**1,651,478.00**	**-117,506.84**	**44,541.90**	**1,313,357.16**
Expenses								
411600		LIBRARY						
	110	PERMANENT EMP SALARIES		196,636.89	788,076.00	591,439.11	48,179.40	259,666.87
	114	PART TIME SALARIES		32,604.14	120,471.00	87,866.86	7,970.34	43,871.09
	220	SOCIAL SECURITY		16,915.81	69,504.00	52,588.19	4,149.77	22,481.17
	230	RETIREMENT		28,287.68	118,692.00	90,404.32	7,338.90	38,652.96
	240	WORKFORCE SAFETY INSURANCE	250.00	1,742.89	1,470.00	-272.89		1,252.63
	250	UNEMPLOYMENT			1,000.00	1,000.00		
	312	ATTORNEY		2,418.36	4,000.00	1,581.64	140.00	390.62
	320	HEALTH INSURANCE		24,774.38	81,079.00	56,304.62	5,609.95	28,725.54
	333	BUILDING RENTAL	19,480.00	48,700.00	120,510.00	71,810.00	9,740.00	38,960.00
	340	TRAVEL & EDUCATION	39.20	5,360.68	17,392.00	12,031.32	136.62	339.19
	356	TELEPHONE	127.48	509.94	1,531.00	1,021.06	127.62	791.72
	360	MISC PRINTING & MAILING						1,075.60
	387	MEDICAL/VACCINES			500.00	500.00	108.00	369.00
	399	RECRUITMENT/EMPLOYMENT TESTING	81.00	1,476.33	3,000.00	1,523.67	190.00	714.00
	410	OFFICE SUPPLIES	533.41	3,299.90	13,000.00	9,700.10	1,981.68	5,188.82
	424	GAS AND OIL			1,200.00	1,200.00		
	427	VEHICLES MAINTENANCE			6,000.00	6,000.00		
	428	SERVICE AGREEMENTS-CONTRA	1,051.95	12,626.63	11,100.00	-1,526.63	3,985.41	17,161.29
	490	MISC		8.47	750.00	741.53		
	497	TECHNOLOGY	15,410.39	18,148.26	45,070.00	26,921.74	19.77	3,895.42
	500	SUPPLIES		299.98	500.00	200.02		
	641	FURN & EQUIP-NON DEPRECIATED	1,352.16	2,176.85	2,810.00	633.15	2,344.62	2,815.62
	644	POSTAL METER RENT		243.09	1,200.00	956.91		243.09
	648	PROFESSIONAL PUBLICATIONS			2,440.00	2,440.00		209.79
	649	PROGRAMMING	1,318.87	3,969.90	21,000.00	17,030.10	2,154.10	3,672.73
	650	E RESOURCES	1,860.30	12,345.75	36,000.00	23,654.25	2,025.34	10,350.77
	661	POSTAGE/FREIGHT/SHIPPING	1,080.74	2,089.79	6,000.00	3,910.21	1,000.00	1,080.74
	662	BOOKS	5,772.52	35,715.12	100,750.00	65,034.88	2,884.34	18,363.14
	663	MAGAZINES	4,568.72	4,758.72	5,260.00	501.28	308.06	4,360.12
	664	AUDIO VIDEO	1,196.58	3,593.48	31,500.00	27,906.52	2,180.17	7,840.86
	667	MEMBERSHIPS		909.00	3,176.00	2,267.00		1,562.00
	668	PRINTING			1,000.00	1,000.00	423.08	423.08
	669	INSURANCE			2,750.00	2,750.00		
	672	EMERGENCY MEDICAL SUPPLIES			250.00	250.00	226.09	226.09
	689	PROMOTIONAL ACTIVITIES	429.36	2,161.38	11,400.00	9,238.62	131.51	635.72
	724	CONSULTING/TESTING FEES						1,375.00

Combined Funds

Account	Object	Description	Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
			Current Year				Last Year	
	740	SERVICE CHARGES		401.33	500.00	98.67	253.13	856.14
	864	FURN & EQUIP DEPRECIATED			10,707.00	10,707.00		
	880	COST ALLOCATIONS	3,436.50	17,182.50	41,238.00	24,055.50		
	890	TRANSFERS OUT			20,000.00	20,000.00		
	901	CATALOGING	195.34	976.70	2,450.00	1,473.30	191.51	957.55
	994	ODIN		19,824.00	20,000.00	176.00		12,000.00
		Total Account	**58,184.52**	**500,157.95**	**1,725,276.00**	**1,225,118.05**	**103,799.41**	**530,508.36**
		Total Expenses	**58,184.52**	**500,157.95**	**1,725,276.00**	**1,225,118.05**	**103,799.41**	**530,508.36**
		Net Income from Operations	-44,548.92	1,033,813.21			-59,257.51	782,848.80
Other Revenue								
360000		MISCELLANEOUS REVENUE	374.74	4,958.75	5,000.00	-41.25	459.34	11,465.10
360100		SPONSORSHIPS	120.97	2,063.68	25,000.00	-22,936.32		
		Total Other Revenue	**495.71**	**7,022.43**	**30,000.00**	**-22,977.57**	**459.34**	**11,465.10**
Other Expenses								
521000		TRANSFERS OUT						
	890	TRANSFERS OUT						5,000.00
		Total Account						**5,000.00**
		Total Other Expenses	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**5,000.00**
		Net Income	-44,053.21	1,040,835.64			-58,798.17	789,313.90

WEST FARGO PUBLIC LIBRARY

West Fargo Public Library Board of Directors
Orientation Agenda
1-5 pm Monday, June 27, 2022
West Fargo Public Library, Library AV Meeting Room/Meeting Room 1

1-1:15 pm - Welcome and Introductions (Library Service Managers)

1:15-1:30 pm - About West Fargo Public Library (Library Service Managers)

- Service area and population
- Services
- Departments
- Accomplishments and challenges

1:30-2 pm - Overview of Relationships and Roles (Library Service Managers, Tina Fisk, City Administrator & John Shockley, City Attorney)

- Library Board, City Commission, City Staff, Friends of the Library, Library Director and Library Staff

2-2:30 pm - Overview of North Dakota Laws, Open Records and Open Meetings (John Shockley, City Attorney)

- General powers and duties (NDCC 40-38-04)
- Library records (NDCC 40-38-12)
- Duties, Records and Meetings (NDCC 40-44-04)
- Fundraising Limitations

2:30-2:45 pm – Break

2:45-3 pm - Overview of City of West Fargo (Tina Fisk, City Administrator)

- Departments, services provided and administrator's role

3-3:45 pm - Library Finances (Jim Larson, Finance Director & Kirsten Henagin, Adult Services Manager)

- Overall City Budget
- Overview of mill levies and types of funding sources within the City
- Library specific – overview of library's historic financials, library's active funds, interpreting library financial report
- 2021 expense breakdown, state aid, FOL funding
- Annual budget planning process

4-4:30 pm – Board Responsibilities (Library Service Managers)

- Policy creation & adoption, long-term planning, and advocacy

2021 Annual Report

West Fargo Public Library

49,448

total visits to the library, including 5,643 visits to pop-up library bookmobile stops

7693

total new library cards issued in 2021[1]

16,779

total active library card holders in 2021

↑ 60% from 2019

↑ 81% from 2020[2]

74.25

total hours meeting rooms were reserved by the public[3]

147,182

total item checkouts (physical and digital)

↑ 9.7% from 2019

↑ 32% from 2020[1]

123,317

total items in library collection (physical and digital)

446,756

total sessions of the library's public WiFi

5,289

total sessions on public computers in the library

371

total checkouts of technology equipment like hotspots and tablets

15,086

total attendance at library events

364

total library events offered

6,714

total attendance at summer programs (June 1 - Aug. 12)

14,644

total reading hours tracked during Summer Boost

1,530

total children served by daycare storytimes

522

total attendance at public in-library storytimes[4]

9,273

total attendance at offsite events

33,163

total reading hours tracked by patrons

39

total active volunteers

839

total volunteer hours

6

total senior living communities served through outreach book deliveries

938

total items delivered to senior living communities

8

total daycares served through outreach book deliveries

1639

total items delivered to daycare providers

[1] Through partnership with the West Fargo Public Schools, over 5000 students obtained library cards in 2021.

[2] The library was closed or operated under reduced hours for much of 2020.

[3] Public meeting room reservations resumed in July.

[4] The library resumed in-library storytimes in Sept. 2021.

$1,501,036

total 2021 operating expendatures

$1,425,748

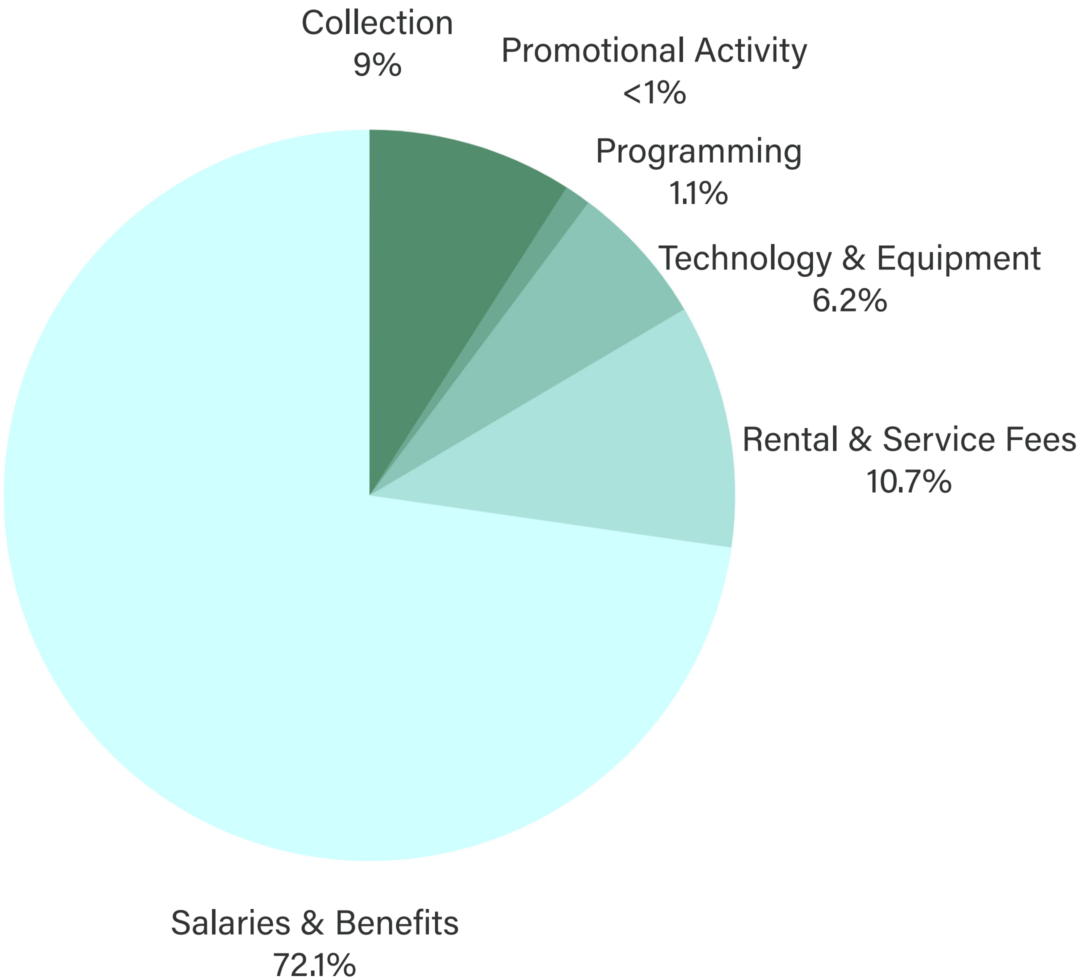
total 2021 revenue

Tax Revenue - 96%
State Aid - 2%
Donations - 1.2%
Other - less than 1%

$1,957,380

estimated amount
West Fargo residents saved by borrowing library materials instead of purchasing copies of books or media[5]

[5] Value derived from average item costs and number of 2021 checkouts.



Board of Directors

Liann Hanson, President
Jodie Haring, Vice President
Alanna Rerick
Mandy George, City Commissioner
Tony Stukel

Thank you for taking the time to view our 2021 Annual Report and for your continued support of the West Fargo Public Library.

www.WestFargoLibrary.org
Facebook & Instagram - @WestFargoLibrary
Twitter - @WFLibrary

West Fargo Public Library 2021 Timeline

JANUARY

A new, friendly face at the library
Sarah Davis joined the staff as the library's first Children's Services Librarian. Sarah quickly became popular with youth under the age of 5 through her "Storytime with Sarah" videos and Snowpants Storytime outdoor event.

No appointments necessary
On January 19, the West Fargo Public Library stopped requiring appointments to access the library after months of access by appointment only due to the COVID-19 pandemic.

FEBRUARY

Giving Hearts Day
Library staff and Friends of the West Fargo Library volunteers participated in Giving Hearts Day, raising nearly $15,000 to support the Little Red Reading Bus program. The Little Red Reading Bus became a service of the West Fargo Public Library in late 2020. *Pictured: Library staff visited first graders at Willow Park Elementary who made thank you cards for Giving Hearts Day donors on behalf of the library.*

MARCH

Visiting senior friends again
The West Fargo Public Library resumed outreach services to 6 senior living communities in March. Library staff delivered a total of 938 items to seniors in 2021.

Return to regular hours
In March, vaccines for COVID-19 started becoming available in the United States and abroad. Around that same time, the West Fargo Public Library returned to its normal hours of operation after being open modified hours since July 2020.

APRIL

"If we don't have it, we will find it for you."
In April, the library resumed interlibrary loan service, which had been halted due to the pandemic. Interlibrary loan allows patrons to access books that the West Fargo Library doesn't have in their collection, but can borrow from other libraries in North Dakota and beyond.

"We want to hear from YOU"
In April, the West Fargo Public Library launched a public input campaign to learn how the library could best serve West Fargo. The library, together with Folkways, a community engagement consultant, gathered **856 total responses** to the community survey. All manner of responses would be be used to inform a new strategic plan for the library.

Heritage Middle School book drive
Students from Heritage Middle School in Horace, ND held a book drive and donated nearly 1000 books to the library for use on the Little Red Reading Bus.

MAY

ColorFest
The library participated in the City of West Fargo's first ever ColorFest event on Sheyenne Street. *Pictured: Event attendees help paint Sheyenne Street.*

So many books, so little time!
Library staff, volunteers and community groups worked hard all spring to catalog and prepare books for use on the Little Red Reading Bus route.

JUNE

Summer Reading reimagined
June marked the beginning of the library's redesigned summer reading program, now called Summer Boost! This new program offered expanded opportunities for all ages and was developed through interviews with community members and staff at West Fargo Public Schools. *Pictured: A child chooses books at an outdoor library event.*

Summer Boost 2021 included the Little Red Reading Bus route, which made **124 total stops during the summer of 2021** with weekly stops at twelve local parks, where **over 3,000 books were checked out.** Five of the 12 stops were chosen to help reach underserved families, who may not have easy access to books or activities. The library also partnered with the Great Plains Food Bank to provide free meals to families who visited these stops.

In 2021, the library saw **6,741 attendees** at Summer Boost events. Summer Boost reading challenge participants tracked a total of **14,644 total reading hours.**

Pictured: Through partnership with NDSU, the library was able to have cows, sheep and a miniature horse visit the library.

Cheers to 50 years!
The West Fargo Public Library celebrated their 50th year in service in 2021 with a 50th anniversary celebration on June 10. **238 people** attended the party which included special activities, refreshments, speeches from special guests, door prizes, freebies and a library history exhibit which remained up through the end of the year. *Pictured: Board President at the time, Alanna Rerick speaks at the 50th Anniversary Celebration.*

JULY

Survey says...
In July, results of the community-wide survey were released and staff began drafting a new strategic plan for the library based on the findings.

Welcoming special guests on the bus route
A number of special guests stopped by the Little Red Reading Bus during summer, including Navy sailors visiting the metro for Navy Week, State Librarian Mary Stoucie, State Senator Judy Lee, Representative Austen Schauer, West Fargo Commissioner Eric Gjerdevig and many others who took the time to read, play and create with bus visitors. *Pictured: Rep. Austen Schauer plays a matching game with bus visitors; Police officers pose with Navy sailors visiting the bus route.*

AUGUST

One Book, One Community begins
One Book One Community is an annual metro-wide program hosted by area libraries where patrons are encouraged to read the same book and participate in numerous special events related to the book's theme. The chosen book for 2021 was "Everything You Wanted to Know about Indians but Were Afraid to Ask" by Anton Treuer. *Pictured: Treuer rounded out the series of events with a visit to Concordia College in October where he spoke about his work to hundreds of One Book, One Community participants.*

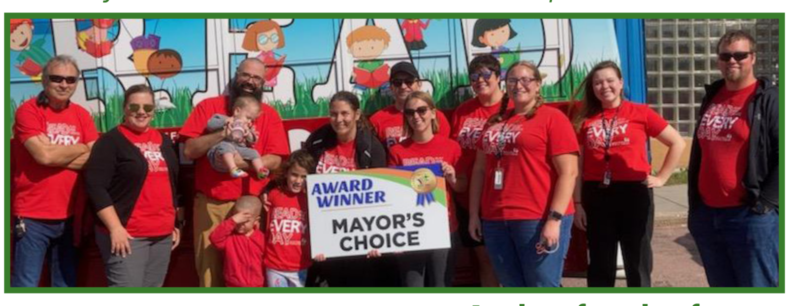
Binge Boxes
In August, the library added Binge Boxes to the collection. Each Binge Box contains 6 movies grouped together by theme which is checked out as one item.

R.E.D. Day
August 12 is R.E.D. (Read Every Day) Day in West Fargo. To celebrate the occasion and the end of the Little Red Reading Bus route and Summer Boost program, the library joined up with West Fargo Parks to host a RED Day Celebration at Rendezvous Park. The event included food, music, storytimes, inflatables, facepainting and more. Over 500 people joined the fun! *Pictured: Commission President Dardis reads to children on RED Day.*

Underwear Drive
In August 2021, the West Fargo Public Library held an Underwear (& More) Donation Drive. Library patrons donated **1221 items**, which were distributed to The Indigenous Association during a special Q&A event. *Pictured: Panelists from the Q&A event pose with the donated items.*

SEPTEMBER

Mayor's Choice Award
The Little Red Reading Bus won the Mayor's Choice Award at the City of West Fargo's West Fest Parade in September. *Pictured: Library staff, board members and volunteers pose with the award.*



A plan for the future
A new strategic plan for the library was approved.

Storytimes return
In September, the library began inviting preschool aged children, young babies and their parents and guardians to the library for in-person storytime again. *Pictured: Children do a craft activity and dance and sing during library storytime.*

OCTOBER

Expanding senior outreach
In efforts to better serve West Fargo seniors, the library expanded senior outreach service to include the new Monterrey and Brighton Senior Housing Community, bringing the total number of outreach delivery locations (daycares and senior living communities) to 14.

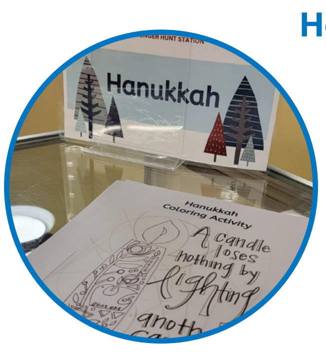
Technology tutoring
The library began offering technology tutoring in October. Facilitated by library staff and volunteers, this program allows patrons to make an appointment to meet with someone to learn or strengthen their basic technology skills like smartphone use, basic internet and browser skills, email and social media account use, streaming and downloading library media and more.

NOVEMBER

Mary Murray Retirement
In November, long-time cataloging specialist Mary Murray retired after 21 years of service at the West Fargo Public Library. *Pictured: Current and former library staff pose with Mary during her retirement celebration.*

Ready to Read
After many months of planning and work with community partners like West Fargo Public Schools, the library launched the Ready to Read Early Literacy Program for ages 0 to 5 and their parents in November. The program is made up of a handful of services like the 1000 Books Before Kindergarten challenge, Ready to Read Storytime and Baby Boost Storytime, daycare outreach and more. All of the Ready to Read services share one common goal - to help children in West Fargo be ready to read and succeed in school before they head to Kindergarten.

DECEMBER



Holidays of the World Program
During the winter months, the library offered a unique program that featured different exhibits where people could learn about and take part in activities from different winter holidays, like Winter Solstice, St. Lucia's Day, Bohdi Day, Hannukkah, Kwanzaa and more.

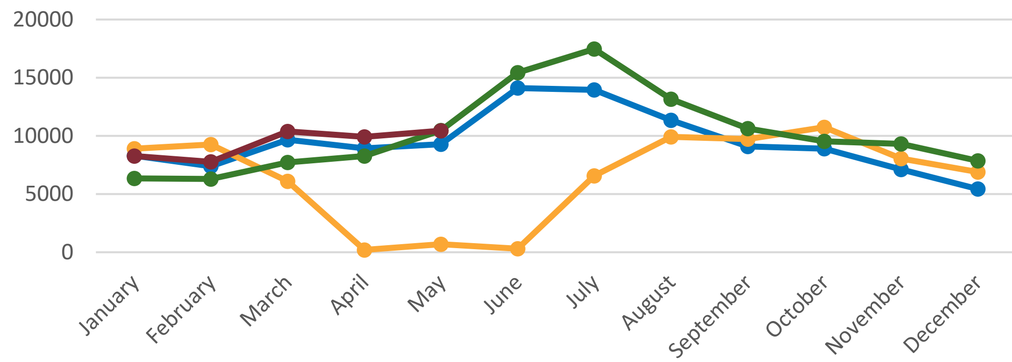
Carissa Hansen departure
In December, Library Director Carissa Hansen departed from her position to explore new opportunities.

Middle & High School Reading Programs
In the fall and winter, the library worked with Cheney and Liberty Middle Schools and Horace High School to run special reading programs on Beanstack. By the end of the year, **800 students** tracked a total of **6713 hours** through this program.

West Fargo Public Library

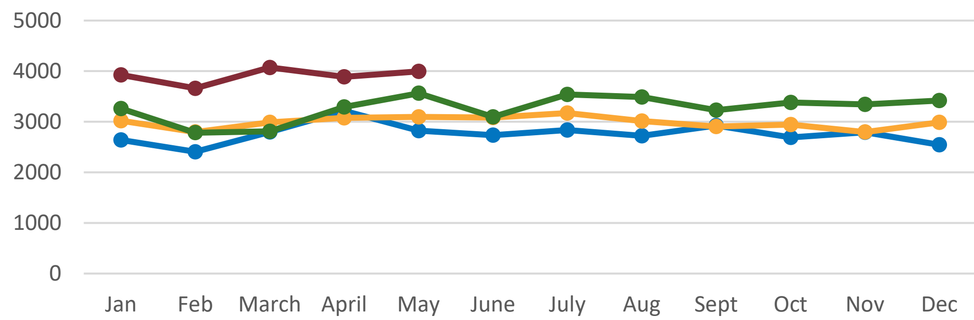
Monthly Impact Report May 2022

Physical Item Circulation



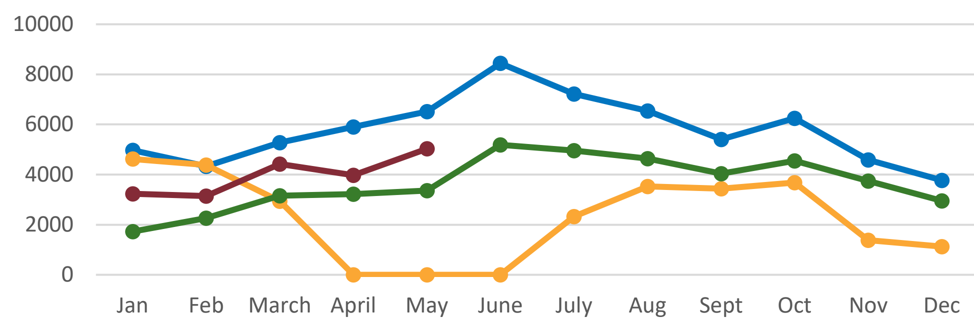
	2019	2020	2021	2022
Jan	8292	8890	6355	8271
Feb	7391	9253	6299	7770
March	9662	6107	7709	10371
April	8941	203	8279	9925
May	9293	682	10457	10446
June	14109	319	15429	
July	13960	6567	17465	
Aug	11359	9913	13159	
Sept	9092	9730	10629	
Oct	8899	10745	9544	
Nov	7123	8041	9316	
Dec	5433	6897	7847	
Total	**113554**	**77347**	**122488**	

Electronic Materials Circulation



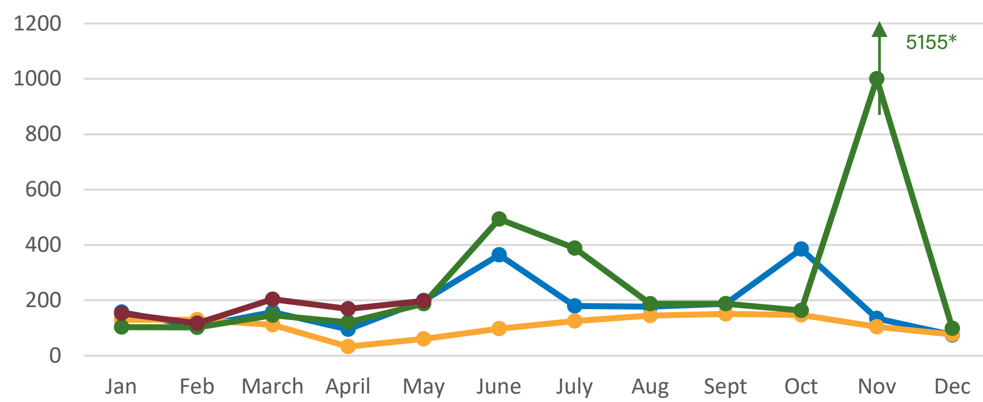
	2019	2020	2021	2022
Jan	2637	3022	3259	3927
Feb	2407	2796	2783	3662
March	2800	2987	2810	4073
April	3215	3074	3291	3886
May	2822	3094	3562	3993
June	2738	3086	3093	
July	2834	3172	3542	
Aug	2723	3014	3487	
Sept	2923	2904	3230	
Oct	2689	2941	3383	
Nov	2789	2796	3345	
Dec	2547	2990	3416	
Total	**33124**	**35876**	**39201**	

Door Count



	2019	2020	2021	2022
Jan	4968	4620	1725	3235
Feb	4328	4389	2264	3143
March	5277	2938	3156	4424
April	5905	0	3223	3973
May	6512	0	3365	5029
June	8440	0	5187	
July	7220	2331	4952	
Aug	6543	3527	4642	
Sept	5403	3439	4039	
Oct	6254	3677	4549	
Nov	4592	1382	3747	
Dec	3772	1122	2956	
Total	**69214**	**27425**	**43805**	

Library Card Applications



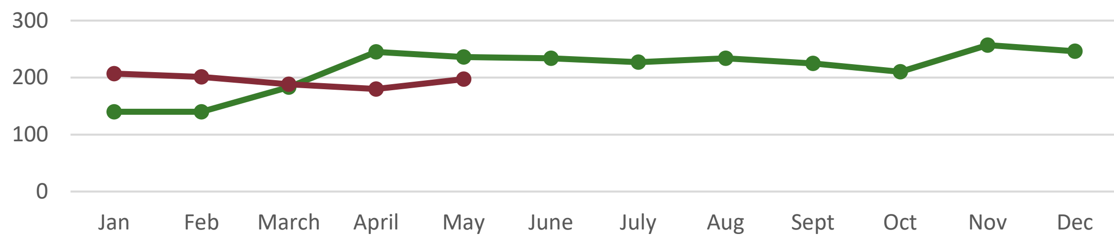
	2019	2020	2021	2022
Jan	158	130	103	153
Feb	106	130	102	117
March	157	111	146	204
April	95	33	121	169
May	199	61	187	198
June	364	98	494	
July	180	125	389	
Aug	177	145	187	
Sept	187	151	187	
Oct	385	147	163	
Nov	135	104	5155	
Dec	75	77	99	
Total	**2218**	**1312**	**7333**	

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

Outreach Services

	2021	2022
Jan	140	207
Feb	140	201
March	183	188
April	245	180
May	236	197
June	234	
July	227	
Aug	234	
Sept	225	
Oct	210	
Nov	257	
Dec	246	
Total	**2577**	

Outreach Materials Circulation



Adult Book Deliveries

Locations Served	6
Patrons Served	39
Total Items Circulated	97

Daycare Book Deliveries

Locations Served	4
Total Items Circulated	100

Daycare Storytimes

Locations Served	7
Storytime Sessions	15
Total Attendees	248

Programming

Adult Programs

Program	**Attendance**
Technology Tutoring (3x/week)	5 (↓8)
Genealogy Assistance	0 (↓4)
Monday Night Readers	8 (↓1)
Novel Afternoons Book Club	13 (↑1)
Third Thursday Book Club	6 (↓1)
Books & Brews Book Club	3 (↓6)
Gardening Meetup Series	4
Intro to Ancestry Library Edition	5
English Conversation Circle	4(↑3)
Altrusa Meeting Presentation	14
Total	**62 (↓12)**

Youth Programs

Program	**Attendance**
Early Literacy Storytime (Weekly)	134 (↓17)
Baby Boost Storytime (Weekly)	77 (↓36)
Total	**211 (↓56)**

1000 Books Before Kindergarten

Total Registered This Month	49
Total Registered YTD	180
Total Registered All Time	273

Family Programs & Community Events

Program	**Attendance**
Brooks Harbor Family Literacy Night	195
Red River Spring Market	232
Total	**427**

Beanstack

Total Active Users This Month	180 (↓18)
Total New Users This Month	304 (↑199)
Total New Users YTD	1229 (↑260)

Active Challenge	**Total Readers YTD**
Liberty Middle School Reading Challenge (3/1 – 5/6)	76
Cheney Middle School Reading Challenge (2/28 – 5/9)	244
1000 Books Before Kindergarten (ongoing)	273
Total	**593 (↑39)**

Stories of Patron Impact

Nearly 1200 second grade students toured the library over the month of May. Since then we have seen dozens of super excited second graders bring their parents back to the library to get library cards for their family, check out books and sign up for Summer Boost.