



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

1. Call to Order
2. Approve Order of Agenda

Consent Agenda - Approve the Following:

1. Approval of Minutes – June 9th, 2022
2. Approval of Financial Reports

Regular Agenda

1. Old Business
2. New Business
3. Swearing in of new Board Member **(Action)**
4. Election of Officers **(Action)**
5. Discuss general City of West Fargo Board emails **(Action)**
6. Deputy Director of Public Services and fund allocation discussion **(Action)**
7. Discuss All Staff Training half days once each quarter **(Action)**
8. Review Updated Library Card Agreement
9. Director's Report
10. Adjourn

West Fargo Public Library Board of Directors

Meeting Date: June 9th, 2022

Time: 5:30 PM

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

Roll Call:

Liann Hanson, Jodie Haring, Tony Stukel, Commissioner Mandy George. Also attending: Kirsten Henagin, Adult Services Manager, and Ellen Rossow, Communications Specialist.

1. Call to order

Hanson called the meeting order.

2. Approve order of agenda

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

3. Consent agenda - approve the following:

Commissioner George moved and Stukel seconded to approve the consent agenda. No opposition. Motion carried.

- a. Approval of Minutes – May 12, 2022
- b. Approval of Financial Reports

Regular Agenda:

1. MAT Bus Stop Update

- Haring provided an update on the MAT Bus Stop update. The Transit Director for MAT Bus will meet with the West Fargo City Commission to get their feedback. Route 20 will get a new stop at the intersection of Third Street and Third Avenue.

2. Draft Agenda for Library Board Orientation – June 27th, 2022

- Henagin presented a draft of the Library Board Orientation Agenda that will be taking place on June 27th, 2022.

3. Presentation of 2021 Annual Report

- Henagin presented the 2021 annual report to the Library Board.

4. Library Report

- Henagin, Adult Services Manager, gave a programming update.

5. Other Business

- Betty Adams, Library Director, emailed Hanson wondering about signing up for a conference. Henagin will be in contact with Adams to get her registered.

6. Adjourn

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

07/01/22
06:59:50

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 5/22 - 5/22

Page: 1 of 6
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 4848131	Payroll 5/06/2022		/ /	21,912.14	5/22			
JV 4849120	Payroll 05/20/2022		/ /	23,110.07	5/22			
Object Total:				45,022.21	241,659.10	788,076.00	546,416.90	31%
114 PART TIME SALARIES								
JV 4848132	Payroll 5/06/2022		/ /	4,325.73	5/22			
JV 4849121	Payroll 05/20/2022		/ /	4,401.20	5/22			
Object Total:				8,726.93	41,331.07	120,471.00	79,139.93	34%
209 CLASSIFIED ADS								
Object Total:				0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 4848133	Payroll 5/06/2022		/ /	1,943.21	5/22			
JV 4849122	Payroll 05/20/2022		/ /	2,040.60	5/22			
Object Total:				3,983.81	20,899.62	69,504.00	48,604.38	30%
230 RETIREMENT								
JV 4848134	Payroll 5/06/2022		/ /	3,267.72	5/22			
JV 4849123	Payroll 05/20/2022		/ /	3,450.53	5/22			
Object Total:				6,718.25	35,005.93	118,692.00	83,686.07	29%
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								
JV 4848135	Payroll 5/06/2022		/ /	2,632.18	5/22			
JV 4849124	Payroll 05/20/2022		/ /	2,638.95	5/22			
Object Total:				5,271.13	30,045.51	81,079.00	51,033.49	37%
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%

07/01/22
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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								
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%
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		W011846681	05/04/22	273.58	5/22 351 BUSINESS ESSENTIALS			
CL 103481 2 102624 OFFICE SUPPLIES		W011850641	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		31480103	04/19/22	442.89	5/22 2877 GREATAMERICA FINANCIAL			
		AGREEMENTS/CONTRACT						
CL 103489 1 102694 SERVICE		4027260	05/04/22	609.06	5/22 3418 LOFFLER			
		AGREEMENTS-CONTRACT						
		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			/ /	14,643.90	5/22			
		#1056						
		Object Total:		15,410.39	18,148.26	45,070.00	26,921.74	40%

07/01/22
06:59:50

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7000 LIBRARY 411600 LIBRARY 500 SUPPLIES			/ /					
640 FURNITURE & EQUIPMENT		Object Total:		0.00	299.98	500.00	200.02	60%
			/ /					
641 FURN & EQUIP-NON DEPRECIATED <\$5000		Object Total:		0.00	0.00	0.00	0.00	%
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			/ /					
645 EQUIPMENT REPLACEMENT		Object Total:		0.00	243.09	1,200.00	956.91	20%
			/ /					
648 PROFESSIONAL PUBLICATIONS		Object Total:		0.00	0.00	0.00	0.00	%
			/ /					
649 PROGRAMMING		Object Total:		0.00	0.00	2,440.00	2,440.00	%
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			

07/01/22
06:59:50

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Page: 4 of 6
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7000 LIBRARY								
411600 LIBRARY								
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		
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:				/ /				
Object Total:				0.00	909.00	3,176.00	2,267.00	29%
668 PRINTING								
Object Total:				/ /				
Object Total:				0.00	0.00	1,000.00	1,000.00	%
669 INSURANCE								
Object Total:				/ /				
Object Total:				0.00	0.00	2,750.00	2,750.00	%
671 SUMMER READING PROGRAM								
Object Total:				/ /				
Object Total:				0.00	0.00	0.00	0.00	%

07/01/22
06:59:50

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Page: 5 of 6
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7000 LIBRARY								
411600 LIBRARY								
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 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			/ /					
JV 4847 6 TransFirst Libr May 2022			/ /	264.37	5/22			
	Object Total:			264.37	665.70	500.00	-165.70	133%
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%

07/01/22
06:59:50

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7000 LIBRARY								
411600 LIBRARY								
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:		128,171.22	570,144.65	1,725,276.00	1,155,131.35	
		Fund Total:		128,171.22	570,144.65	1,725,276.00	1,155,131.35	

***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).

07/01/22
07:03:58

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Page: 1 of 6
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7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES			/ /					
	Object Total:			0.00	241,659.10	788,076.00	546,416.90	31%
114 PART TIME SALARIES			/ /					
	Object Total:			0.00	41,331.07	120,471.00	79,139.93	34%
209 CLASSIFIED ADS			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY			/ /					
	Object Total:			0.00	20,899.62	69,504.00	48,604.38	30%
230 RETIREMENT			/ /					
	Object Total:			0.00	35,005.93	118,692.00	83,686.07	29%
240 WORKFORCE SAFETY INSURANCE			/ /					
	Object Total:			0.00	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	30,045.51	81,079.00	51,033.49	37%
333 BUILDING RENTAL			/ /					
	Object Total:			0.00	48,700.00	120,510.00	71,810.00	40%
340 TRAVEL & EDUCATION			/ /					
	Object Total:			0.00	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 104206 30 103224 May 2022 library		9908248918	05/08/22	127.48	6/22	3668 VERIZON WIRELESS		
	Object Total:			127.48	637.42	1,531.00	893.58	42%
360 MISC PRINTING & MAILING			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%

07/01/22
07:03:58

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/22 - 6/22

Page: 2 of 6
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
387 MEDICAL/VACCINES			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
399 RECRUITMENT/EMPLOYMENT TESTING								
CL 104283 1 103042 REIMBURSEMENT			06/16/22	2,500.00	6/22 4317 BETTY ADAMS			
CL 104318 3 103106 lib			/ /	58.00	6/22 2862 ESSENTIA HEALTH			
		Object Total:		2,558.00	4,034.33	3,000.00	-1,034.33	134%
410 OFFICE SUPPLIES								
CL 103853 1 102865 OFFICE SUPPLIES		W011865951	05/16/22	534.10	6/22 351 BUSINESS ESSENTIALS			
CL 103856 1 102908 OFFICE SUPPLIES		V12201268	05/23/22	84.45	6/22 139 FRS WORKS			
CL 103880 8 102851 OFFICE SUPPLIES			05/20/22	161.76	6/22 3490 AMAZON CAPITAL SERVICES			
CL 103880 12 102851 OFFICE SUPPLIES			05/27/22	43.74	6/22 3490 AMAZON CAPITAL SERVICES			
CL 104239 1 103052 OFFICE SUPPLIES			06/01/22	45.90	6/22 3490 AMAZON CAPITAL SERVICES			
CL 104248 1 103069 OFFICE SUPPLIES		W011897761	06/07/22	136.11	6/22 351 BUSINESS ESSENTIALS			
CL 104257 1 103095 OFFICE SUPPLIES		7136001	05/27/22	113.39	6/22 77 DEMCO INC			
CL 104263 1 103186 OFFICE SUPPLIES		8013870522	05/31/22	99.63	6/22 3276 PREMIUM WATERS INC			
		Object Total:		1,219.08	4,518.98	13,000.00	8,481.02	35%
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 103773 1 102917 SERVICE AGREEMENTS - CONTRACT		31675925	05/20/22	442.89	6/22 2877 GREATAMERICA FINANCIAL			
CL 104259 1 103141 SERVICE AGREEMENTS/CONTRACTS			06/02/22	697.43	6/22 3418 LOFFLER			
		Object Total:		1,140.32	13,766.95	11,100.00	-2,666.95	124%
490 MISC								
CL 103772 1 102916 MISC - LOST ITEM FEE			05/18/22	17.00	6/22 2234 GRAND FORKS PUBLIC LIBRARY			
		Object Total:		17.00	25.47	750.00	724.53	3%
497 TECHNOLOGY								
CL 103746 1 102904 TECHNOLOGY		389448	05/17/22	669.96	6/22 4355 FINDAWAY WORLD LLC			
CL 104246 3 103235 TECHNOLOGY			/ /	201.36	6/22 3161 VISA LIBRARY #1			
		Object Total:		871.32	19,019.58	45,070.00	26,050.42	42%
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								
CL 104248 2 103069 FURN & EQUIPMENT		0EQT678621	06/03/22	2,676.04	6/22 351 BUSINESS ESSENTIALS			
		Object Total:		2,676.04	4,852.89	2,810.00	-2,042.89	173%

07/01/22
07:03:58

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/22 - 6/22

Page: 3 of 6
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
644 POSTAL METER RENT								
CL 103910 1	103001 POSTAL METER RENT	3315737592	05/27/22	243.09	6/22	384 PITNEY BOWES GLOBAL		
	Object Total:			243.09		486.18	1,200.00	713.82 41%
645 EQUIPMENT REPLACEMENT								
			/ /					
	Object Total:			0.00		0.00	0.00	0.00 %
648 PROFESSIONAL PUBLICATIONS								
CL 104266 1	103075 PROFESSIONAL PUBLICATIONS	11430084	05/25/22	45.00	6/22	4445 CHICAGO DISTRIBUTION CENTER		
	Object Total:			45.00		45.00	2,440.00	2,395.00 2%
649 PROGRAMMING								
CL 103877 1	102839 PROGRAMMING		06/01/22	700.00	6/22	4424 DAVE HERZOG		
CL 103880 2	102851 PROGRAMMING		05/13/22	484.76	6/22	3490 AMAZON CAPITAL SERVICES		
CL 103880 11	102851 PROGRAMMING		05/27/22	25.99	6/22	3490 AMAZON CAPITAL SERVICES		
CL 103880 13	102851 PROGRAMMING		05/28/22	116.93	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104239 18	103052 PROGRAMMING		05/16/22	13.99	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104239 19	103052 PROGRAMMING (CREDIT)		06/03/22	-13.99	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104246 2	103235 PROGRAMMING		/ /	376.82	6/22	3161 VISA LIBRARY #1		
	Object Total:			1,704.50		5,674.40	21,000.00	15,325.60 27%
650 E RESOURCES								
CL 103909 1	102962 E RESOURCES	502191671	05/31/22	1,850.19	6/22	1854 MIDWEST TAPE		
	Object Total:			1,850.19		14,195.94	36,000.00	21,804.06 39%
653 CAPITAL IMPROVEMENTS								
			/ /					
	Object Total:			0.00		0.00	0.00	0.00 %
661 POSTAGE/FREIGHT/SHIPPING								
CL 104254 1	103184 POSTAGE		06/16/22	1,000.00	6/22	1483 PITNEY BOWES RESERVE ACCOUNT		
	Object Total:			1,000.00		3,089.79	6,000.00	2,910.21 51%
662 BOOKS								
CL 103855 1	102873 BOOKS	77728176	05/11/22	22.39	6/22	1623 CENGAGE GALE		
CL 103855 2	102873 BOOKS (CREDIT)	77763876	05/17/22	-16.00	6/22	1623 CENGAGE GALE		
CL 103855 3	102873 BOOKS	76250845	12/01/21	23.09	6/22	1623 CENGAGE GALE		
CL 103855 4	102873 BOOKS	76312232	12/20/21	23.79	6/22	1623 CENGAGE GALE		
CL 103855 5	102873 BOOKS	76385417	01/05/22	23.79	6/22	1623 CENGAGE GALE		
CL 103879 1	102855 BOOKS	2036683196	04/27/22	320.63	6/22	1695 BAKER & TAYLOR		
CL 103879 2	102855 BOOKS	2036701223	04/28/22	295.73	6/22	1695 BAKER & TAYLOR		
CL 103879 3	102855 BOOKS	2036694674	05/02/22	885.66	6/22	1695 BAKER & TAYLOR		
CL 103879 4	102855 BOOKS	2036701652	05/04/22	446.92	6/22	1695 BAKER & TAYLOR		
CL 103879 5	102855 BOOKS	2036705386	05/04/22	171.84	6/22	1695 BAKER & TAYLOR		
CL 103879 6	102855 BOOKS (CREDIT)	0003262740	05/05/22	-44.20	6/22	1695 BAKER & TAYLOR		
CL 103879 7	102855 BOOKS	2036704886	05/06/22	1,433.04	6/22	1695 BAKER & TAYLOR		
CL 103879 8	102855 BOOKS	2036716184	05/11/22	974.72	6/22	1695 BAKER & TAYLOR		
CL 103879 9	102855 BOOKS	2036744298	05/16/22	112.50	6/22	1695 BAKER & TAYLOR		
CL 103879 10	102855 BOOKS	2036727566	05/16/22	367.24	6/22	1695 BAKER & TAYLOR		
CL 103879 11	102855 BOOKS	2036740523	05/18/22	409.57	6/22	1695 BAKER & TAYLOR		
CL 103879 12	102855 BOOKS	2036756529	05/23/22	440.22	6/22	1695 BAKER & TAYLOR		
CL 103879 13	102855 BOOKS	2036748001	05/23/22	318.29	6/22	1695 BAKER & TAYLOR		
CL 103880 1	102851 BOOKS		05/11/22	19.60	6/22	3490 AMAZON CAPITAL SERVICES		
CL 103880 3	102851 BOOKS		05/13/22	406.90	6/22	3490 AMAZON CAPITAL SERVICES		

07/01/22
07:03:58

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/22 - 6/22

Page: 4 of 6
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 103880 4	102851 BOOKS		05/14/22	620.58	6/22	3490 AMAZON CAPITAL SERVICES		
CL 103880 5	102851 BOOKS		05/16/22	18.25	6/22	3490 AMAZON CAPITAL SERVICES		
CL 103880 7	102851 BOOKS		05/18/22	511.47	6/22	3490 AMAZON CAPITAL SERVICES		
CL 103880 9	102851 BOOKS		05/23/22	68.56	6/22	3490 AMAZON CAPITAL SERVICES		
CL 103880 10	102851 BOOKS (CREDIT)		05/24/22	-9.59	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104239 2	103052 BOOKS		06/05/22	17.99	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104239 3	103052 BOOKS		06/05/22	468.78	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104239 4	103052 BOOKS		06/07/22	49.04	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104239 5	103052 BOOKS (CREDIT)		06/09/22	-9.99	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104239 6	103052 BOOKS		06/10/22	15.61	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104239 7	103052 BOOKS		06/15/22	650.79	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104239 8	103052 BOOKS (CREDIT)		06/15/22	-3.16	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104239 9	103052 BOOKS (CREDIT)		06/15/22	-0.18	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104239 10	103052 BOOKS (CREDIT)		06/15/22	-0.18	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104239 11	103052 BOOKS (CREDIT)		06/15/22	-1.32	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104239 12	103052 BOOKS (CREDIT)		06/15/22	-0.13	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104239 13	103052 BOOKS (CREDIT)		06/15/22	-0.18	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104239 14	103052 BOOKS (CREDIT)		06/15/22	-0.41	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104239 15	103052 BOOKS (CREDIT)		06/15/22	-0.16	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104239 16	103052 BOOKS (CREDIT)		06/15/22	-0.28	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104239 17	103052 BOOKS (CREDIT)		06/15/22	-23.38	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104247 1	103057 BOOKS	2036769545	05/25/22	88.60	6/22	1695 BAKER & TAYLOR		
CL 104247 2	103057 BOOKS	2036792895	06/04/22	51.85	6/22	1695 BAKER & TAYLOR		
CL 104247 3	103057 BOOKS	2036769708	05/31/22	414.80	6/22	1695 BAKER & TAYLOR		
Object Total:				9,563.08	45,278.20	100,750.00	55,471.80	45%
663 MAGAZINES								
Object Total:				0.00	4,758.72	5,260.00	501.28	90%
664 AUDIO VIDEO								
CL 103854 1	102962 AUDIOBOOK	502122356	05/17/22	42.24	6/22	1854 MIDWEST TAPE		
CL 104265 1	103154 DVD	502189482	06/01/22	22.29	6/22	1854 MIDWEST TAPE		
Object Total:				64.53	3,658.01	31,500.00	27,841.99	12%
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	%

07/01/22
07:03:58

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/22 - 6/22

Page: 5 of 6
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
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 103747 1 103034 PROMOTIONAL - ADVERTISING MISC06510		06/01/22		112.50	6/22	549 WF PUB SCHOOLS DIST #6		
CL 103880 6 102851 PROMOTIONAL ACTIVITIES		05/14/22		356.58	6/22	3490 AMAZON CAPITAL SERVICES		
CL 104246 1 103235 PROMOTIONAL ACTIVITIES		06/02/22		719.14	6/22	3161 VISA LIBRARY #1		
CL 104252 1 103112 PROMOTIONAL ACTIVITIES MP18036052		05/31/22		598.33	6/22	104 FORUM COMMUNICATIONS		
	Object Total:			1,786.55	3,947.93	11,400.00	7,452.07	35%
724 CONSULTING/TESTING FEES			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES			/ /					
	Object Total:			0.00	665.70	500.00	-165.70	133%
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 4851 23 June 2022 cost allocation		/ /		3,436.50	6/22			
	Object Total:			3,436.50	20,619.00	41,238.00	20,619.00	50%
890 TRANSFERS OUT			/ /					
	Object Total:			0.00	0.00	20,000.00	20,000.00	%
901 CATALOGING								
CL 104256 1 103174 CATALOGING		1000218279 06/01/22		195.34	6/22	3416 OCLC, INC.		
	Object Total:			195.34	1,172.04	2,450.00	1,277.96	48%

07/01/22
07:03:58

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 6/22 - 6/22

Page: 6 of 6
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
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:			28,498.02	598,642.67	1,725,276.00	1,126,633.33	
	Fund Total:			28,498.02	598,642.67	1,725,276.00	1,126,633.33	

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

CITY OF WEST FARGO, ND
Income Statement - Comparison to Prior Year
For the Accounting Period: 6 / 22

Combined Funds

Account	Object	Description	----- Current Year -----				----- Last Year -----	
			Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Revenue								
	310001	PROPERTY TAXES	8,030.14	1,542,001.30	1,682,739.00	-140,737.70	17,463.07	1,299,098.14
	310002	DISCOUNT PROPERTY TAXES			-62,261.00	62,261.00		
	335600	STATE AID			31,000.00	-31,000.00		31,722.09
Total Revenue			8,030.14	1,542,001.30	1,651,478.00	-109,476.70	17,463.07	1,330,820.23
Expenses								
411600		LIBRARY						
	110	PERMANENT EMP SALARIES		241,659.10	788,076.00	546,416.90	49,695.27	309,362.14
	114	PART TIME SALARIES		41,331.07	120,471.00	79,139.93	7,577.88	51,448.97
	220	SOCIAL SECURITY		20,899.62	69,504.00	48,604.38	4,232.79	26,713.96
	230	RETIREMENT		35,005.93	118,692.00	83,686.07	7,487.74	46,140.70
	240	WORKFORCE SAFETY INSURANCE		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		390.62
	320	HEALTH INSURANCE		30,045.51	81,079.00	51,033.49	5,885.47	34,611.01
	333	BUILDING RENTAL		48,700.00	120,510.00	71,810.00	9,740.00	48,700.00
	340	TRAVEL & EDUCATION		5,360.68	17,392.00	12,031.32	44.10	383.29
	356	TELEPHONE	127.48	637.42	1,531.00	893.58	127.62	919.34
	360	MISC PRINTING & MAILING						1,075.60
	387	MEDICAL/VACCINES			500.00	500.00	100.00	469.00
	399	RECRUITMENT/EMPLOYMENT TESTING	2,558.00	4,034.33	3,000.00	-1,034.33	425.00	1,139.00
	410	OFFICE SUPPLIES	1,219.08	4,518.98	13,000.00	8,481.02	1,405.35	6,594.17
	424	GAS AND OIL			1,200.00	1,200.00		
	427	VEHICLES MAINTENANCE			6,000.00	6,000.00		
	428	SERVICE AGREEMENTS-CONTRA	1,140.32	13,766.95	11,100.00	-2,666.95	4,130.60	21,291.89
	490	MISC	17.00	25.47	750.00	724.53		
	497	TECHNOLOGY	871.32	19,019.58	45,070.00	26,050.42	179.87	4,075.29
	500	SUPPLIES		299.98	500.00	200.02		
	641	FURN & EQUIP-NON DEPRECIATED	2,676.04	4,852.89	2,810.00	-2,042.89	51.18	2,866.80
	644	POSTAL METER RENT	243.09	486.18	1,200.00	713.82	243.09	486.18
	648	PROFESSIONAL PUBLICATIONS	45.00	45.00	2,440.00	2,395.00		209.79
	649	PROGRAMMING	1,704.50	5,674.40	21,000.00	15,325.60	1,781.71	5,454.44
	650	E RESOURCES	1,850.19	14,195.94	36,000.00	21,804.06	1,162.21	11,512.98
	661	POSTAGE/FREIGHT/SHIPPING	1,000.00	3,089.79	6,000.00	2,910.21		1,080.74
	662	BOOKS	9,563.08	45,278.20	100,750.00	55,471.80	11,143.40	29,506.54
	663	MAGAZINES		4,758.72	5,260.00	501.28		4,360.12
	664	AUDIO VIDEO	64.53	3,658.01	31,500.00	27,841.99	2,300.56	10,141.42
	667	MEMBERSHIPS		909.00	3,176.00	2,267.00		1,562.00
	668	PRINTING			1,000.00	1,000.00	219.50	642.58
	669	INSURANCE			2,750.00	2,750.00		
	672	EMERGENCY MEDICAL SUPPLIES			250.00	250.00	77.90	303.99
	689	PROMOTIONAL ACTIVITIES	1,786.55	3,947.93	11,400.00	7,452.07	5,214.91	5,850.63
	724	CONSULTING/TESTING FEES						1,375.00

07/01/22
07:10:50

CITY OF WEST FARGO, ND
Income Statement - Comparison to Prior Year
For the Accounting Period: 6 / 22

Page: 2 of 2
Report ID: LB170

Combined Funds

		----- Current Year -----				----- Last Year -----	
Account	Object Description	Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
	740 SERVICE CHARGES		665.70	500.00	-165.70	79.69	935.83
	864 FURN & EQUIP DEPRECIATED			10,707.00	10,707.00		
	880 COST ALLOCATIONS	3,436.50	20,619.00	41,238.00	20,619.00		
	890 TRANSFERS OUT			20,000.00	20,000.00		
	901 CATALOGING	195.34	1,172.04	2,450.00	1,277.96	191.51	1,149.06
	994 ODIN		19,824.00	20,000.00	176.00		12,000.00
	Total Account	28,498.02	598,642.67	1,725,276.00	1,126,633.33	113,497.35	644,005.71
	Total Expenses	28,498.02	598,642.67	1,725,276.00	1,126,633.33	113,497.35	644,005.71
	Net Income from Operations	-20,467.88	943,358.63			-96,034.28	686,814.52
	Other Revenue						
	360000 MISCELLANEOUS REVENUE	174.55	5,327.31	5,000.00	327.31	536.44	12,001.54
	360100 SPONSORSHIPS	1,300.00	3,363.68	25,000.00	-21,636.32		
	Total Other Revenue	1,474.55	8,690.99	30,000.00	-21,309.01	536.44	12,001.54
	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	-18,993.33	952,049.62			-95,497.84	693,816.06

CITY OF WEST FARGO, ND
Expenditure Budget - Library
For the Year: 2023

Object	Account	Object Description	2021	Feb YTD 2022	2022 Budget	2023 Budget	Comments/Notes
110	411600	PERMANENT EMP SALARIES	720,924.00	107,070.00	788,076.00	871,394.00	
114	411600	PART TIME SALARIES	94,651.00	15,458.00	120,471.00	139,943.00	
220	411600	SOCIAL SECURITY	60,584.00	9,017.00	69,504.00	77,367.26	
230	411600	RETIREMENT	105,162.00	15,016.00	118,692.00	132,974.74	
240	411600	WORKFORCE SAFETY INSURANC	1,253.00	1,493.00	1,470.00	1,587.75	
250	411600	UNEMPLOYMENT			1,000.00	500.00	
312	411600	ATTORNEY	4,054.00	2,418.00	4,000.00	4,000.00	
320	411600	HEALTH INSURANCE	72,328.00	13,592.00	81,079.00	147,838.73	
321	411600	PROPERTY INSURANCE	960.00		-		
333	411600	BUILDING RENTAL	107,140.00	29,220.00	120,510.00	120,390.00	
340	411600	TRAVEL & EDUCATION	4,145.00	2,758.00	17,392.00	17,392.00	[Per schedule provided]
356	411600	TELEPHONE	5,108.00	255.00	1,531.00	4,831.00	[Includes LRRB WiFi; Mobile Beacon and TechSoup Hotspots; plus Ellen's phone and staff hotspot] 5.2.22 Added \$3300 per IT schedule TAJ
387	411600	MEDICAL/VACCINES	643.00		500.00	500.00	[Includes drug testing for new employees;]
399	411600	RECRUITMENT/EMPLOYMENT TE	2,015.00	256.00	3,000.00	3,000.00	
410	411600	OFFICE SUPPLIES	11,996.00	1,689.00	13,000.00	13,000.00	
424	411600	GAS AND OIL			1,200.00	1,200.00	
427	411600	VEHICLES MAINTENANCE			6,000.00	1,200.00	[Oil changes, and misc. repairs]
428	411600	SERVICE AGREEMENTS-CONTRA	49,781.00	11,300.00	11,100.00	18,660.00	[TLC-old, Loffler, Great American Financial, Steam Masters] 5.2.22 Added \$7,560 from IT schedule TAJ
490	411600	MISC		8.00	750.00	-	5.2.22 Move to obj 740 TAJ [Finance charges on our credit card]
497	411600	TECHNOLOGY	23,476.00	296.00	45,070.00	33,106.00	5.2.22 Per IT schedule TAJ
500	411600	SUPPLIES		300.00	500.00	500.00	[Face Masks - public facing supplies]
641	411600	FURN & EQUIP-NON DEPRECIA	8,697.00	825.00	2,810.00	-	
644	411600	POSTAL METER RENT	972.00	243.00	1,200.00	1,200.00	
648	411600	PROFESSIONAL PUBLICATIONS	723.00		2,440.00	3,000.00	[collection development subscriptions and ALA books]
649	411600	PROGRAMMING	17,155.00	1,826.00	21,000.00	16,000.00	[anticipated \$5000 Friends of the Library contribution]
650	411600	E RESOURCES	30,918.00	8,439.00	36,000.00	37,000.00	[Consumer Reports, Novelist Plus & Select, Gale: Peterson's Test and Career Prep, Udemy, Hoopla, OverDrive Advantage Account]
661	411600	POSTAGE/FREIGHT/SHIPPING	4,196.00	1,009.00	6,000.00	7,000.00	[increase to keep up with shipping of ILLs]
662	411600	BOOKS	99,464.00	17,989.00	100,750.00	100,750.00	
663	411600	MAGAZINES	5,148.00	190.00	5,260.00	5,500.00	[public periodicals]
664	411600	AUDIO VIDEO	32,661.00	1,209.00	31,500.00	31,500.00	[Increase due to cost of VOX books for read-along books for kids]
667	411600	MEMBERSHIPS	3,472.00	860.00	3,176.00	3,500.00	[Per schedule provided]
668	411600	PRINTING	1,183.00		1,000.00	1,000.00	
669	411600	INSURANCE			2,750.00	2,750.00	[Provided by Finance]
672	411600	EMERGENCY MEDICAL SUPPLIE	304.00		250.00	350.00	
689	411600	PROMOTIONAL ACTIVITIES	13,510.00	344.00	11,400.00	11,400.00	
740	411600	SERVICE CHARGES	1,510.00	229.00	500.00	1,750.00	[credit card fees associated with patron purchases] 5.2.22 Added \$750 from obj 750 TAJ
864	411600	FURN & EQUIP DEPRECIATED >\$5,000			10,707.00	47,944.38	[Per schedule provided]
880	411600	COST ALLOCATIONS		6,873.00	41,238.00	42,000.00	[Provided by Finance] 5.2.22 estimated TAJ
890	411600	TRANSFERS OUT			20,000.00		[TBD]
901	411600	CATALOGING	2,321.00	586.00	2,450.00	3,200.00	[OCLC Connexion, and OCLC WebDewey]
994	411600	ODIN	12,000.00	19,824.00	20,000.00	24,200.00	[ODIN Operating Costs] [add ODIN Database cost here] 2023 will be free through State Library/ARPA funds; 2024 will be 1200
			1,498,454.00	270,592.00	1,725,276.00	1,929,428.86	
Revenues							
	310001	Taxes	1,342,496.00	1,520,336.00	1,682,739.00	1,947,167.00	
	310002	Levy Discounts			(62,261.00)	(72,045.00)	
	335600	Intergovernmental	31,722.00		31,000.00	31,000.00	
	345200	Charges for Services					
	360000	Miscellaneous	23,871.00	4,346.00	5,000.00	5,000.00	
	360100	Sponsorships		1,943.00	25,000.00	25,000.00	
	375000	Pledges	-	-	-	-	
			1,398,089.00	1,526,625.00	1,681,478.00	1,936,122.00	
Net Surplus/(Deficit)			(100,365.00)		(43,798.00)	6,693.14	

City of West Fargo
Compensation Schedule

Elected Position	New Position	Hold Position
Open Position	Internship/Other	
Overtime		

Emp #	Last Name	First Name	Job Title	Department	FLSA	New Curr	FTE Curr	Acct Curr	Grade Curr	Step Curr
			Circulation Supervisor	Library	Non Exempt	N	1.00	7000-411600		
OPEN	OPEN		Circulation Supervisor	Library	Non Exempt	N	1.00	7000-411600	12	2
HOLD	HOLD		Deputy Director of Public Services	Library	Exempt	N	1.00	7000-411600	17	1
			Librarian	Library	Non Exempt	N	1.00	7000-411600		
			Library Assistant	Library	Non Exempt	N	0.40	7000-411600-114		
			Library Assistant	Library	Non Exempt	N	0.40	7000-411600-114		
			Library Assistant	Library	Non Exempt	N	0.40	7000-411600-114		
			Library Assistant	Library	Non Exempt	N	0.40	7000-411600-114		
			Library Assistant	Library	Non Exempt	N	0.30	7000-411600-114		
			Library Assistant	Library	Non Exempt	N	0.30	7000-411600-114		
			Library Assistant	Library	Non Exempt	N	0.30	7000-411600-114		
			Library Assistant	Library	Non Exempt	N	0.30	7000-411600-114		
			Library Communications Specialist	Library	Non Exempt	N	1.00	7000-411600		
			Library Director	Library	Exempt	N	1.00	7000-411600		
			Library Office Coordinator	Library	Non Exempt	N	1.00	7000-411600		
			Library Services Manager	Library	Exempt	N	1.00	7000-411600		
			Library Services Manager	Library	Exempt	N	1.00	7000-411600		
			Library Services Manager	Library	Exempt	N	1.00	7000-411600		
			Outreach Services Assistant	Library	Non Exempt	N	0.40	7000-411600-114		
OPEN	OPEN		Program Assistant	Library	Non Exempt	N	1.00	7000-411600	5	1
			Program Assistant PT	Library	Non Exempt	N	0.25	7000-411600-114		
			Program Assistant PT	Library	Non Exempt	N	0.10	7000-411600-114		
			Technical Library Specialist	Library	Non Exempt	N	1.00	7000-411600		
			Technical Library Specialist	Library	Non Exempt	N	1.00	7000-411600		
			Technical Services Assistant	Library	Non Exempt	N	0.30	7000-411600-114		

WEST FARGO PUBLIC LIBRARY BORROWER'S APPLICATION

☐ **ADULT: Ages 17 and up** ☐ **YOUTH: Ages 14-16 with photo I.D.**

I am registering:

☐ Myself for a card ☐ ONLY my child(ren) ☐ Myself and my child(ren)

Name _____
Last First Middle Initial

Mailing Address _____
Apt. #

City State Zip Code

Residence Address (if different) _____
Apt. #

City State Zip Code

Home Phone (____) _____ Cell Phone (____) _____

Email Address _____

Birth date for Youth (14-16) only _____

(Optional) I authorize the following individual(s) to access this account:

For office use only: Barcode # _____

Processed by: _____ Form of I.D. _____

Fargo Public Library or LARL # _____

Non Resident ☐ Amount paid _____

Borrower's Agreement:

Please sign after reading the requirements below:

I agree:

- **To show my Library card when material is borrowed.**
- To be responsible for all materials borrowed on this card and to reimburse the Library for any lost or damaged materials.
- To return Library materials on time and to pay late fees for materials returned overdue.
- To notify the Library about any damaged or defective library materials.
- To recognize that the Library retains the right to suspend borrowing privileges.
- To notify the Library promptly of a change in name, address or telephone number, or if my Library card is lost or stolen.
- To recognize that the Library has the right to refer delinquent accounts or fees and charges to a collection agency.

Applications completed offsite must be signed in the presence of a Library staff member.

I certify that the above information is true and correct to the best of my knowledge.

Signature of Applicant

Date

No card can be issued without proof of current address.

☐ Youth (Ages 14-16) or ☐ Child (Ages 13 and under)

Name _____
Last First Middle Initial

Birth date _____

(Optional) Other individual(s) authorized to access this account:
Name: Relationship:

Barcode # _____ FPL/LARL # _____

☐ Youth (Ages 14-16) or ☐ Child (Ages 13 and under)

Name _____
Last First Middle Initial

Birth date _____

(Optional) Other individual(s) authorized to access this account:
Name: Relationship:

Barcode # _____ FPL/LARL # _____

☐ Youth (Ages 14-16) or ☐ Child (Ages 13 and under)

Name _____
Last First Middle Initial

Birth date _____

(Optional) Other individual(s) authorized to access this account:
Name: Relationship:

Barcode # _____ FPL/LARL # _____

☐ Youth (Ages 14-16) or ☐ Child (Ages 13 and under)

Name _____
Last First Middle Initial

Birth date _____

(Optional) Other individual(s) authorized to access this account:
Name: Relationship:

Barcode # _____ FPL/LARL # _____

Note: Parent or legal guardian must also complete and sign the Adult portion on the reverse side ***and*** sign below.

_____ Parent _____ Legal Guardian _____ Foster/Host Parent

By signing this application, parents, guardians, or foster parents accept responsibility for library materials borrowed.

Signature of Parent/Guardian Date



(Revised 08/04/15)

Library Card Application

I am eligible for a West Fargo Library Card without an out-of-area fee because (choose one):

- ☐ I reside or own property in the city of West Fargo
- ☐ I live within the West Fargo Public School District boundary
- ☐ I am a City of West Fargo or West Fargo Public Schools employee
- ☐ I live in Fargo or the Lake Agassiz region and have presented my Fargo Public Library or Lake Agassiz Regional Library card.

I am ☐ an adult (17+) with photo ID and proof of address OR
☐ a child (14 - 17) with photo ID and proof of address.

NOTE: Children under 14 or without their own photo ID must have a parent/guardian present with proof of address and photo ID when applying.

I am obtaining a card for ☐ myself only,
☐ my child(ren) only, OR
☐ myself AND my child(ren)

PRIMARY APPLICANT INFORMATION

Date of Birth (Month/Day/Year): ____/____/____

 First Name Middle Initial Last Name

(_____)_____

Primary Phone Number

Email By providing your email address above you are agreeing to receive electronic communications from the West Fargo Public Library and our library management system.

I prefer to be contacted about my library items via: ☐ Text* ☐ E-mail ☐ Both

*If you chose Text above, please provide the following for SMS text formatting purposes:

Mobile Carrier _____ Mobile Phone Number (if different from Primary Number) _____

 Mailing Address City State Zip

 Residential Address (if different) City State Zip

(Optional) I authorize the following individual(s) to access to my library account(s)

(ex. spouse, nanny, etc.): _____

I grant them access to ☐ my account only ☐ my child(ren)'s account(s) ☐ all

CHILDREN'S INFORMATION

_____	_____	_____	_____/_____/_____
First Name	Middle Initial	Last Name	Date of Birth (Month/Day/Year)
_____	_____	_____	_____/_____/_____
First Name	Middle Initial	Last Name	Date of Birth (Month/Day/Year)
_____	_____	_____	_____/_____/_____
First Name	Middle Initial	Last Name	Date of Birth (Month/Day/Year)
_____	_____	_____	_____/_____/_____
First Name	Middle Initial	Last Name	Date of Birth (Month/Day/Year)

.....

PRIMARY APPLICANT AGREEMENT

Please sign below after reading the requirements below.

I agree to:

- present my library card or acceptable ID when material is borrowed
- be responsible for all materials borrowed on my (or my child's card) and to reimburse the West Fargo Public Library for any lost or damaged materials
- return library materials on time and to pay late fees on technology returned overdue
- notify the West Fargo Public Library about any damaged or defective materials
- recognize that the West Fargo Public Library retains the right to suspend borrowing privileges
- notify the West Fargo Public Library promptly of a change in name, address or telephone number or if my library card is lost or stolen

I certify that the recorded information is true and correct to the best of my knowledge.

_____	_____
Signature of Applicant	Date

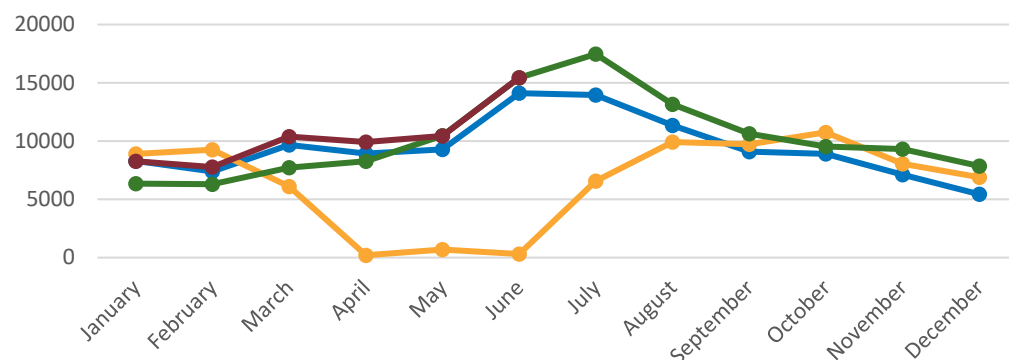
Applications completed offsite must be signed in the presence of a West Fargo Public Library staff member.
No card can be issued without proof of current address.

OFFICE USE ONLY:	Adult Barcode _____	Proof of Reciprocity: Yes No
	Child Barcode #1 _____	
	Child Barcode #2 _____	Staff Initials: _____
	Child Barcode #3 _____	
	Child Barcode #4 _____	

West Fargo Public Library

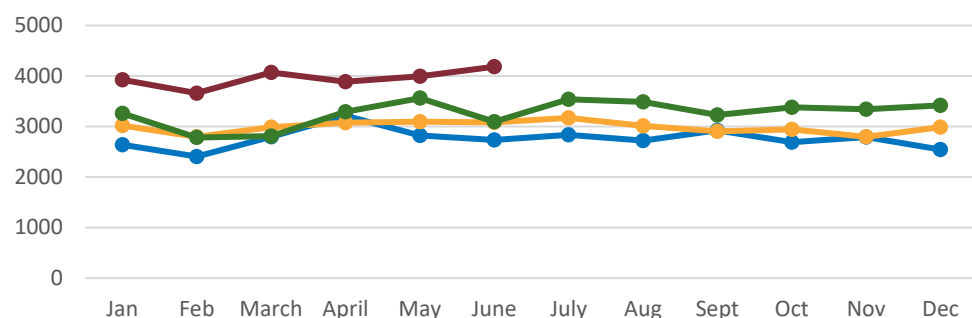
Monthly Impact Report May 2022

Physical Item Circulation



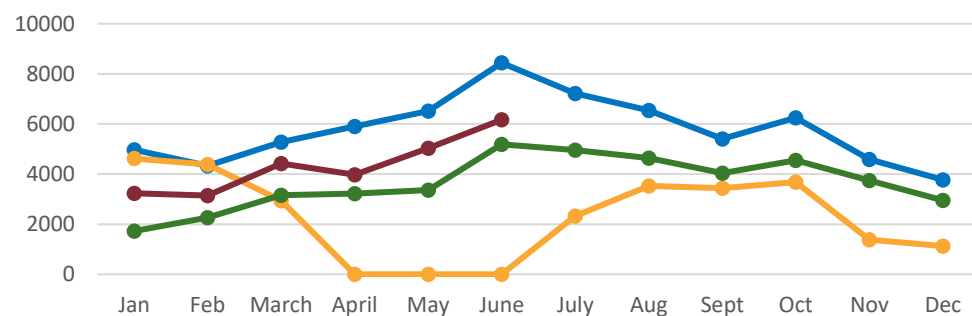
	2019	2020	2021	2022
Jan	8292	8890	6355	8271
Feb	7391	9253	6299	7770
March	9662	6107	7709	10371
April	8941	203	8279	9925
May	9293	682	10457	10446
June	14109	319	15429	15448
July	13960	6567	17465	
Aug	11359	9913	13159	
Sept	9092	9730	10629	
Oct	8899	10745	9544	
Nov	7123	8041	9316	
Dec	5433	6897	7847	
Total	113554	77347	122488	

Electronic Materials Circulation



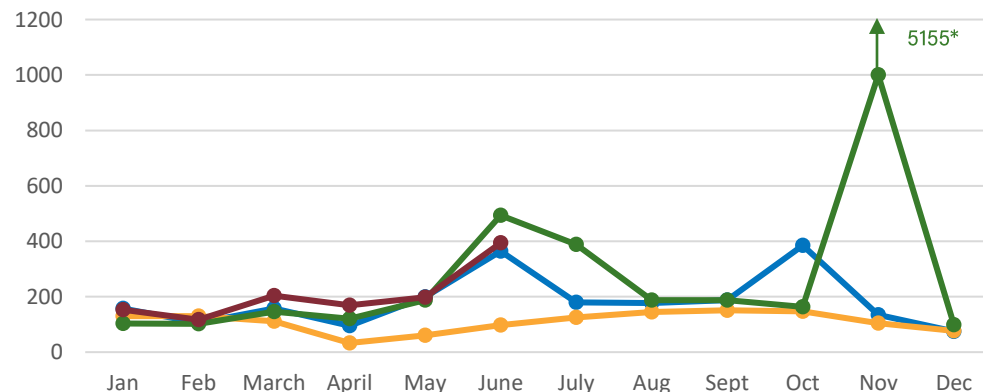
	2019	2020	2021	2022
Jan	2637	3022	3259	3927
Feb	2407	2796	2783	3662
March	2800	2987	2810	4073
April	3215	3074	3291	3886
May	2822	3094	3562	3993
June	2738	3086	3093	4184
July	2834	3172	3542	
Aug	2723	3014	3487	
Sept	2923	2904	3230	
Oct	2689	2941	3383	
Nov	2789	2796	3345	
Dec	2547	2990	3416	
Total	33124	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	6170
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



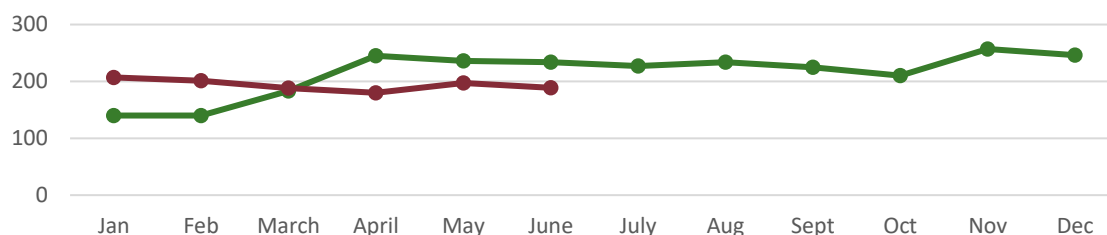
	2019	2020	2021	2022
Jan	158	130	103	153
Feb	106	130	102	117
March	157	111	146	204
April	95	33	121	169
May	199	61	187	198
June	364	98	494	394
July	180	125	389	
Aug	177	145	187	
Sept	187	151	187	
Oct	385	147	163	
Nov	135	104	5155	
Dec	75	77	99	
Total	2218	1312	7333	

*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	189
July	227	
Aug	234	
Sept	225	
Oct	210	
Nov	257	
Dec	246	
Total	2577	

Outreach Materials Circulation



Adult Book Deliveries

Locations Served	5
Patrons Served	24
Total Items Circulated	69

Daycare Book Deliveries

Locations Served	3
Total Items Circulated	120

Daycare Storytimes

Locations Served	2
Storytime Sessions	4
Total Attendees	31

Programming

Adult Programs

Program	Attendance
Technology Tutoring (3x/week)	8 (↑3)
Genealogy Assistance	0
Monday Night Readers	8
Novel Afternoons Book Club	10 (↓3)
Third Thursday Book Club	4 (↓2)
Books & Brews Book Club	4 (↑1)
Gardening Meetup Series	6 (↑2)
English Conversation Circle	0 (↓4)
Gmail 101 Class	1
Hjemkomst History Talk	0
Discovering Your Roots #1	15
Total	56 (↓6)

Family Programs & Community Events

Program	Attendance
Kickoff Party	369
Little Red Reading Bus Route Stops	1255
West Fargo Events: Healthy Kids Lunch	66
West Fargo Street Fair Booth	302
Total	1992 (↑1565)

Beanstack

Total Active Users This Month	536 (↑356)
Total New Users This Month	459 (↑155)
Total New Users YTD	1667 (↑438)

Youth Programs

Program	Attendance
Early Literacy Storytime (Weekly)	282 (↑148)
Baby Boost Storytime (Weekly)	159 (↑82)
Candy Sushi (Teen)	16
Escape Room (Teen)	23
Ocean Terrariums (Teen)	2
Total	482 (↑211)

Active Challenge	Total Readers YTD
Summer Boost (6 - 11)	386
Summer Boost Middle School (12 - 14)	76
Summer Boost High School (15 - 17)	30
Summer Boost Adult	204
1000 Books Before Kindergarten (ongoing)	246
Total	942 (↑349)

1000 Books Before Kindergarten

Total Registered This Month	66
Total Registered YTD	246
Total Registered All Time	335
Summer Challenge Supplement	128

Stories of Patron Impact

We will begin offering a second session of Ready to Read Storytime each week due to its popularity. Sarah got a few nice notes from attendees. They said things like: "I really like the excitement storytime brings for my kids." "Sarah is amazing. She is so engaging and my girls love her! She makes storytime the best!"