

West Fargo Public Library Board of Directors
Regular Meeting Agenda
February 13, 2020 – 5:30 p.m.
West Fargo Public Library, 215 Third St. E.

1. Call to order
2. Approval of agenda

Consent Agenda – Approve the Following:

- a. Approval of the minutes – January 9, 2020
- b. Approval of the financial report and bills

Regular Agenda

1. Presentation of strategic planning framework and timeline **(action)**
2. Presentation of contract with Folkways for public input component of strategic planning **(action)**
3. Discussion of initial building planning meeting with City, Board, and Library staff
4. Director's Report
5. Adjourn

Library Board Minutes

Date: January 9, 2020

Time: 5:30 p.m.

Place: West Fargo Public Library

Lodoen Community Center, 215 3rd St. East, West Fargo, ND

Roll Call:

Alanna Rerick, Jodie Haring, Steve Anglin, and Eric Gjerdevig. Also attending, Carissa Hansen Library Director, Mary Jo Moorhead, library staff, Sara Engler, Circulation Librarian, and Joy Greger, library staff.

Absent: Larry Schwartz

1. Call to Order:

-Rerick called the meeting to order.

2. Introduction of Guests:

- Jim Larson, Finance Director, and Melissa Richard, Communications Director.

3. Approval of Agenda:

-Gjerdevig moved to accept the meeting agenda. Anglin seconded. Meeting agenda approved.

-Anglin motioned to approve the Consent Agenda. Gjerdevig seconded. Consent Agenda approved.

Consent Agenda-Approve the Following:

A. Approval of the December 12, 2019 minutes.

B. Approval of the financial report and bills.

Regular Agenda:

1. Proposed Library reorganization.

-Hansen is seeking Board approval for the elimination of two part-time positions (Technology Assistant and Marketing Assistant) and one full time position (Administrative Assistant).

-Hansen is seeking Board approval for the creation of two full time positions of Office Coordinator and Communication Specialist.

-Funding will come from staff turnover and the elimination of the two part-time positions.

-Hansen has met with all those in the eliminated positions and they have been notified that they can apply for the new positions.

-Board discussed the specifics of the positions and the Board's roll in the library's reorganization.

- Gjerdevig motioned to approve the creation of two new positions and elimination of the three positions. Haring seconded. Motions passed.

2. Review of the library's 10-year staffing plan.

-Hansen provided the Board with her plan for the library's staffing and how she got the numbers for her plan.

-Hansen pointed out important areas of library growth such as programming and patron centered customer service.

- Hansen discussed how she saw the library's future hierarchy with having Library Service Managers and librarians working under these managers. This would allow the library to move towards a more patron centered customer service model.
- Board discussed these ideas with input from Jim Larson.
- Board had some recommendations for Hansen on how to improve upon this idea.

3. Discussion of West Fargo building projects and financing- Jim Larson.

- Larson is present to discuss the landscape of West Fargo building projects.
- Larson discussed the pros and cons of different possibilities of funding such as loans, P3 (Public Private Partnership), TIF (Tax Increment Financing), grants, partnerships, and private donors.
- Gjerdevig asked about whether or not a P3 would work if the library was in a mixed use building. Larson explained that for various reasons it probably would not work.
- Larson stated that the library needs the strategic plan to move forward with its fundraising needs.
- Larson emphasized the importance of the library's ability to pay over its ability to borrow.
- Larson stated that having a location is one of the most critical parts of moving forward with this project.
- Board discussed the pros and cons of using the Beaton Land as a possible location. Zoning issues and the authority to sell land that has been dedicated being cons that need to be addressed.
- Haring brought up that input from the community is essential in moving forward with the building project.
- Larson suggested trying to secure the property, without stating with absolute certainty that the library will build on that site.
- Board discussed the size of the property and whether or not it would be the right size for a new library.
- Hansen and Larson confirmed that the City came up with the idea of using the Beaton Farm land for the library.
- Anglin asked if this could lead to a partnership with the City.
- With the Beaton Farm, Larson said that most likely there would be about two acres of land available and the library would be a standalone structure.
- Rerick suggested it may be a good idea for the City to move forward with book marking the land since the price would be extremely promising.
- Hansen brought up concerns about the feasibility of the library being a part of a mixed use building.
- Larson suggested forming a Building Committee to help with the progression of the project and fundraising.
- Haring asked about a potential timeline for the bonding route and vote. Larson stated that it could take about six months depending whether or not an election is coming up or if the library is calling for a special election.
- Rerick talked about an article in the Board Trustee's Manual entitled Capital Planning: Before you Begin. She asked that the Board members read this so they can discuss it at the next meeting.

-Board thanks Larson for attending the meeting.

4. Discussion of the Library's strategic planning and public input- Melissa Richard
 - Richard had a PowerPoint presentation entitled the West Fargo Public Library Strategic Planning.
 - Hansen met with Folkways, a group founded by Joe Burgum, and several other members of the community.
 - From this meeting they talked about a three pronged approach including a digital survey, in person input sessions and engaging people that attend current programs.
 - This is a plan for moving forward over the next three years, which may or may not include a new library.
 - Richard talked about the main drivers of the plan: internal expertise (staff), community input (Folkways, community members, and stakeholders), Board guidance, and data input (what is available and necessary).
 - Richard stressed that this is an open ended plan and the forgone conclusion is not a new building.
 - Plan development should take 3-6 months. Steps include the following: vision session, develop plan framework and shared vision statement, present vision statement to Library Board, create smart goals to support vision statement, create strategies for goals, present plan to library board, and create tactical plans for implementation.
 - Richard discussed Plan Implementation Best Practices which included talking about the vision and plan frequently.
 - Rerick asked who oversees the Strategic Planning. Hansen will oversee with Richard assisting her.
 - Board thanks Richard for attending the meeting.

5. Director's Report
 - The Adult Services Manager position closes next week.
 - A new library assistant started yesterday. The second library assistant position will be posted.
 - Library will post for the two new full time positions soon.
 - Hansen is looking to move around offices, which may include some light remodeling.
 - The Library will be closed on January 20 for staff development.
 - Programming: 74 attended the New Year's blast party and 339 items were donated for the mitten tree (triple the number from last year and almost all the items were handmade).
 - Upcoming events include the Friends of the Library book sale the weekend of January 18 & 19, STEM story time on January 18, and an all-day pine weaving class.
 - Two of the most popular features of the new computer system are the auto-renewal aspect and the fact that people can place direct holds on items in any library in the consortium.

6. Adjournment: The next meeting is February 13, 2020 at 5:30 p.m. Anglin moved to adjourn the meeting. Gjerdevig seconded. Meeting adjourned.

7000 LIBRARY

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
310000 TAXES					
310001 PROPERTY TAXES	4,950.14	887,667.18	908,850.00	21,182.82	98 %
Account Group Total:	4,950.14	887,667.18	908,850.00	21,182.82	98 %
330000 INTERGOVERNMENTAL REVENUES					
335600 STATE AID	0.00	31,406.97	40,000.00	8,593.03	79 %
Account Group Total:	0.00	31,406.97	40,000.00	8,593.03	79 %
340000 CHARGES FOR SERVICES					
345200 NON-RESIDENT FEE	0.00	374.70	500.00	125.30	75 %
Account Group Total:	0.00	374.70	500.00	125.30	75 %
360000 MISCELLANEOUS REVENUE					
360000 MISCELLANEOUS REVENUE	0.00	3,309.28	1,000.00	-2,309.28	331 %
360400 CARD REPLACEMENT	0.00	200.95	200.00	-0.95	100 %
360500 FINES	0.00	5,220.36	10,000.00	4,779.64	52 %
360600 BOOK & AV REPLACEMENT	0.00	966.49	1,000.00	33.51	97 %
360700 COPIER	0.00	4,234.12	4,000.00	-234.12	106 %
361000 INTEREST ON INVESTMENTS	0.00	0.00	5,000.00	5,000.00	0 %
Account Group Total:	0.00	13,931.20	21,200.00	7,268.80	66 %
370000 PLEDGES					
375000 DONATIONS	0.00	2,352.06	500.00	-1,852.06	470 %
375500 SUMMER READING PROGRAM	0.00	0.00	1,500.00	1,500.00	0 %
Account Group Total:	0.00	2,352.06	2,000.00	-352.06	118 %
Fund Total:	4,950.14	935,732.11	972,550.00	36,817.89	96 %
Grand Total:	4,950.14	935,732.11	972,550.00	36,817.89	96 %

7000 LIBRARY

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
410000 GENERAL GOVERNMENT							
411600 LIBRARY							
	110 PERMANENT EMP SALARIES	84,579.76	613,726.65	511,000.00	607,366.00	-6,360.65	101 %
	114 PART TIME SALARIES	7,630.51	118,534.26	85,000.00	85,000.00	-33,534.26	139 %
	220 SOCIAL SECURITY	6,909.69	54,149.54	46,000.00	53,372.00	-777.54	101 %
	230 RETIREMENT	6,223.41	84,018.88	72,000.00	86,706.00	2,687.12	97 %
	240 WORKFORCE SAFETY INSURANCE	0.00	1,022.28	1,800.00	1,800.00	777.72	57 %
	245 CONTINUING ED	338.00	2,178.63	2,500.00	2,500.00	321.37	87 %
	250 UNEMPLOYMENT	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	312 ATTORNEY	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	320 HEALTH INSURANCE	4,220.57	53,173.01	72,000.00	72,000.00	18,826.99	74 %
	333 BUILDING RENTAL	11,990.00	143,880.00	144,000.00	144,000.00	120.00	100 %
	340 TRAVEL & EDUCATION	2,366.37	5,126.34	5,000.00	5,000.00	-126.34	103 %
	356 TELEPHONE	0.00	0.00	2,500.00	2,500.00	2,500.00	%
	360 MISC PRINTING & MAILING	1,054.08	5,829.99	7,000.00	7,000.00	1,170.01	83 %
	387 MEDICAL/VACCINES	0.00	0.00	500.00	500.00	500.00	%
	399 RECRUITMENT/EMPLOYMENT TESTING	725.00	1,896.97	3,000.00	3,000.00	1,103.03	63 %
	410 OFFICE SUPPLIES	1,720.87	14,821.22	18,000.00	18,000.00	3,178.78	82 %
	428 SERVICE AGREEMENTS-CONTRA	678.20	14,596.82	15,000.00	15,000.00	403.18	97 %
	497 TECHNOLOGY	15,468.57	55,591.62	50,000.00	50,000.00	-5,591.62	111 %
	640 FURNITURE & EQUIPMENT	1,225.80	7,962.03	12,000.00	12,000.00	4,037.97	66 %
	644 POSTAL METER RENT	243.09	1,172.85	1,500.00	1,500.00	327.15	78 %
	648 PROFESSIONAL PUBLICATIONS	1,148.37	1,631.87	1,200.00	1,200.00	-431.87	136 %
	649 PROGRAMMING	1,081.72	8,287.83	11,000.00	11,000.00	2,712.17	75 %
	650 E RESOURCES	4,964.00	27,001.53	32,000.00	32,000.00	4,998.47	84 %
	661 SHIPPING	0.00	1,333.24	0.00	0.00	-1,333.24	%
	662 BOOKS	9,169.69	94,492.47	100,750.00	100,750.00	6,257.53	94 %
	663 MAGAZINES	134.97	5,927.91	6,500.00	6,500.00	572.09	91 %
	664 AUDIO VIDEO	2,809.15	23,040.96	31,500.00	31,500.00	8,459.04	73 %
	667 MEMBERSHIPS	216.00	886.00	1,200.00	1,200.00	314.00	74 %
	669 INSURANCE	0.00	857.58	1,750.00	1,750.00	892.42	49 %
	672 EMERGENCY MEDICAL SUPPLIES	0.00	244.83	250.00	250.00	5.17	98 %
	673 CLEANING SUPPLIES	31.32	348.59	500.00	500.00	151.41	70 %
	689 PROMOTIONAL ACTIVITIES	497.93	9,609.26	12,000.00	12,000.00	2,390.74	80 %
	724 CONSULTING/TESTING FEES	0.00	9,000.00	500.00	500.00	-8,500.00	*** %
	750 MISC.	247.64	703.26	750.00	750.00	46.74	94 %
	901 CATALOGING	191.51	2,064.28	6,000.00	6,000.00	3,935.72	34 %
	903 HISTORY ROOM	188.63	1,817.54	2,500.00	2,500.00	682.46	73 %
	994 ODIN	0.00	7,003.00	5,000.00	5,000.00	-2,003.00	140 %
	Account Total:	166,054.85	1,371,931.24	1,264,200.00	1,382,644.00	10,712.76	99 %
	Account Group Total:	166,054.85	1,371,931.24	1,264,200.00	1,382,644.00	10,712.76	99 %
	Fund Total:	166,054.85	1,371,931.24	1,264,200.00	1,382,644.00	10,712.76	99 %
	Grand Total:	166,054.85	1,371,931.24	1,264,200.00	1,382,644.00	10,712.76	99 %

02/07/20
11:43:02

CITY OF WEST FARGO, ND
Trial Balance
For the Accounting Period: 12 / 19

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7000 LIBRARY

Account	Beginning	Debit	Credit	Net Change	Ending Balance
ASSETS					
101000 CASH - OPERATING	708,050.27	4,950.14	163,377.14 (158,427.00)	549,623.27
172000 REVENUES(Credit)	(930,781.97)	0.00	4,950.14 (4,950.14)	(935,732.11)
Total ASSETS	(222,731.70)	4,950.14	168,327.28 (163,377.14)	(386,108.84)
LIABILITIES AND FUND EQUITY					
202100 ACCOUNTS PAYABLE	103.13	53,813.20	56,490.91	2,677.71	2,780.84
202200 Credit Card Payable	0.00	21.84	21.84	0.00	0.00
242000 Expenditures (Debit)	(1,205,876.39)	166,054.85	0.00 (166,054.85)	(1,371,931.24)
271000 Unreserved Fund Balance	983,041.56	0.00	0.00	0.00	983,041.56
Total LIABILITIES AND FUND EQUITY	(222,731.70)	219,889.89	56,512.75 (163,377.14)	(386,108.84)

02/07/20
11:43:09

CITY OF WEST FARGO, ND
Revenue Budget Detail Report
For the Accounting Periods: 12/19 - 12/19

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Report ID: B160A

Funds 7000-7000

Fund/Account/ Doc/Line #	Description	Receipt #	End Month/ Amount	Year to Date/ Period	Budget	Remaining to Reach Budget
7000 LIBRARY						
310001 PROPERTY TAXES						
RV 4721 15	COUNTY TAX COLLECTIONS		4,950.14	12/19		
		Account Total:	4,950.14	887,667.18	908,850.00	21,182.82
310002 DISCOUNT PROPERTY TAXES						
		Account Total:	0.00	0.00	0.00	0.00
335600 STATE AID						
		Account Total:	0.00	31,406.97	40,000.00	8,593.03
345200 NON-RESIDENT FEE						
		Account Total:	0.00	374.70	500.00	125.30
360000 MISCELLANEOUS REVENUE						
		Account Total:	0.00	3,309.28	1,000.00	-2,309.28
360300 STATE FUNDING						
		Account Total:	0.00	0.00	0.00	0.00
360400 CARD REPLACEMENT						
		Account Total:	0.00	200.95	200.00	-0.95
360500 FINES						
		Account Total:	0.00	5,220.36	10,000.00	4,779.64
360600 BOOK & AV REPLACEMENT						
		Account Total:	0.00	966.49	1,000.00	33.51
360700 COPIER						
		Account Total:	0.00	4,234.12	4,000.00	-234.12
361000 INTEREST ON INVESTMENTS						
		Account Total:	0.00	0.00	5,000.00	5,000.00
363400 GRANTS						
		Account Total:	0.00	0.00	0.00	0.00
363500 BOOK SALES						
		Account Total:	0.00	0.00	0.00	0.00
363600 LIBRARY PROGRAMMING						
		Account Total:	0.00	0.00	0.00	0.00
375000 DONATIONS						
		Account Total:	0.00	2,352.06	500.00	-1,852.06

02/07/20
11:43:09

CITY OF WEST FARGO, ND
Revenue Budget Detail Report
For the Accounting Periods: 12/19 - 12/19

Page: 2
Report ID: B160A

Funds 7000-7000

Fund/Account/ Doc/Line #	Description	Receipt #	End Month/ Amount	Year to Date/ Period	Budget	Remaining to Reach Budget
7000 LIBRARY						
375500 SUMMER READING PROGRAM						
		Account Total:	0.00	0.00	1,500.00	1,500.00
399255 TRANSFER IN FROM LIBRARY MEMORIALS						
		Account Total:	0.00	0.00	0.00	0.00
		Fund Total:	4,950.14	935,732.11	972,550.00	36,817.89

Funds 7000-7000

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									
PR 191200104		Employer Contributions	/ /		382.50	12/19			
PR 191200105		Payroll Expenditure	/ /		84,197.26	12/19			
		Object Total:			84,579.76	613,726.65	607,366.00	-6,360.65	101%
114 PART TIME SALARIES									
PR 191200106		Payroll Expenditure	/ /		7,630.51	12/19			
		Object Total:			7,630.51	118,534.26	85,000.00	-33,534.26	139%
209 CLASSIFIED ADS									
		Object Total:	/ /		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY									
PR 191200107		Employer Contributions	/ /		6,909.69	12/19			
		Object Total:			6,909.69	54,149.54	53,372.00	-777.54	101%
230 RETIREMENT									
PR 191200108		Employer Contributions	/ /		6,223.41	12/19			
		Object Total:			6,223.41	84,018.88	86,706.00	2,687.12	97%
240 WORKFORCE SAFETY INSURANCE									
		Object Total:	/ /		0.00	1,022.28	1,800.00	777.72	57%
245 CONTINUING ED									
CL 88482 16	85446	ala		11/25/19	169.00	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88482 18	85446	ala		11/25/19	169.00	12/19	3161 FIRST INTERNATIONAL BANK &		
		Object Total:			338.00	2,178.63	2,500.00	321.37	87%
250 UNEMPLOYMENT									
		Object Total:	/ /		0.00	0.00	1,000.00	1,000.00	%
312 ATTORNEY									
		Object Total:	/ /		0.00	0.00	1,000.00	1,000.00	%
320 HEALTH INSURANCE									
PR 191200109		Employer Contributions	/ /		4,220.57	12/19			
		Object Total:			4,220.57	53,173.01	72,000.00	18,826.99	74%
333 BUILDING RENTAL									
CL 88248 2	85425	LIBRARY RENT DEC	05311	11/15/19	11,990.00	12/19	549 WF PUB SCHOOLS DIST #6		
		Object Total:			11,990.00	143,880.00	144,000.00	120.00	100%
340 TRAVEL & EDUCATION									
CL 88229 1	85234	travel & ed		11/22/19	143.50	12/19	3282 CARISSA HANSEN		
CL 88237 1	85241	TRAVEL & ED		11/22/19	84.00	12/19	2800 LAUREN NEPHEW		
CL 88238 1	85242	TRAVEL & ED		11/14/19	59.50	12/19	1747 MARY MURRAY		
CL 88240 2	85244	TRAVEL & ED	/ /		84.00	12/19	3458 MOLLY FLASPOHLER		
CL 88245 1	85248	TRAVEL & ED		11/22/19	84.00	12/19	3354 SARA ENGLER		
CL 88437 1	85256	TRAVEL		11/27/19	8.12	12/19	2929 BARBARA KEYES		
CL 88438 1	85257	TRAVEL		12/02/19	20.88	12/19	3415 BRITTANY ALDAYEL		
CL 88440 1	85259	TRAVEL REIMB		12/03/19	9.28	12/19	3417 CHELSEA SIMDORN		
CL 88445 1	85263	TRAVEL		12/04/19	7.06	12/19	3052 JANICE BOBER		
CL 88446 1	85264	TRAVEL		11/27/19	13.92	12/19	3473 LISA STAUFFER		
CL 88451 1	85269	TRAVEL		11/27/19	18.56	12/19	3354 SARA ENGLER		
CL 88482 4	85446	hilton		11/04/19	218.80	12/19	3161 FIRST INTERNATIONAL BANK &		

Funds 7000-7000

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
CL 88482 5	85446	hilton		11/04/19	229.50	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88482 6	85446	simonson		11/06/19	14.74	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88482 11	85446	holiday		11/21/19	18.54	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88482 12	85446	ramada		11/18/19	236.52	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88482 13	85446	ramada		11/18/19	236.52	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88482 14	85446	petro		11/21/19	32.88	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88482 19	85446	caseys		11/04/19	16.23	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88657 1	85483	REIMB		12/23/19	7.54	12/19	2929 BARBARA KEYES		
CL 88658 1	85488	REIMB		12/31/19	12.18	12/19	3415 BRITTANY ALDAYEL		
CL 88662 1	85498	reimb		12/31/19	18.50	12/19	3417 CHELSEA SIMDORN		
CL 88667 1	85577	reimb		12/31/19	11.60	12/19	3354 SARA ENGLER		
CL 88952 3	85793	macalester		/ /	90.00	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88953 1	85794	pla		01/02/20	690.00	12/19	3162 FIRST INTERNATIONAL BANK &		
		Object Total:			2,366.37	5,126.34	5,000.00	-126.34	103%
356 TELEPHONE									
				/ /					
		Object Total:			0.00	0.00	2,500.00	2,500.00	%
360 MISC PRINTING & MAILING									
CL 88227 1	85232	misc print	48562	11/15/19	364.43	12/19	16 BROKERAGE PRINTING		
CL 88243 1	85246	MISC MAIL		11/15/19	500.00	12/19	1483 PITNEY BOWES RESERVE ACCOUNT		
CL 88439 1	85258	MISC PRINT	48639	11/27/19	114.65	12/19	16 BROKERAGE PRINTING		
CL 88659 1	85489	business cards	48807	12/31/19	75.00	12/19	16 BROKERAGE PRINTING		
		Object Total:			1,054.08	5,829.99	7,000.00	1,170.01	83%
387 MEDICAL/VACCINES									
				/ /					
		Object Total:			0.00	0.00	500.00	500.00	%
399 RECRUITMENT/EMPLOYMENT TESTING									
CL 88668 1	85590	prem job flash	r46200814	12/19/19	650.00	12/19	999999 YOURMEMBERSHIP.COM, INC		
CL 88682 10	85509	library		/ /	75.00	12/19	1502 EIDE BAILLY		
		Object Total:			725.00	1,896.97	3,000.00	1,103.03	63%
410 OFFICE SUPPLIES									
CC 532 1		family fare		10/31/19	21.84	12/19	3212 VISA ADMINISTRATION		
CL 88228 3	85233	office sup		/ /	199.96	12/19	351 BUSINESS ESSENTIALS		
CL 88231 1	85236	office sup	35533	11/13/19	71.16	12/19	2514 DAKOTA MAILING & SHIPPING		
CL 88232 1	85237	office sup	6724371	11/18/19	380.10	12/19	77 DEMCO		
CL 88244 1	85247	OFFICE SUP	351112576	10/31/19	130.00	12/19	3276 PREMIUM WATERS INC		
CL 88442 1	85261	OFFICE SUP	306627	11/27/19	139.48	12/19	999999 FINDAWAY WORLD LLC		
CL 88447 1	85265	OFFICE SUPP	3287063	12/02/19	278.96	12/19	3418 LOFFLER		
CL 88487 1	85450	supply	801387	11/30/19	154.00	12/19	3276 PREMIUM WATERS INC		
CL 88596 6	85544	PAINT/BRACE/SHIMS/SCREWS	17599	12/18/19	38.97	12/19	299 MENARDS		
CL 88654 4	85478	SUPPLIES	9DMLCXLM	12/19/19	16.99	12/19	3490 AMAZON CAPITAL SERVICES		
CL 88660 1	85490	sup	531388-1	12/12/19	15.59	12/19	351 BUSINESS ESSENTIALS		
CL 88660 2	85490	sup	532097-1	12/19/19	11.62	12/19	351 BUSINESS ESSENTIALS		
CL 88660 3	85490	sup	532097-2	12/20/19	7.75	12/19	351 BUSINESS ESSENTIALS		
CL 88663 1	85517	sup	11903309	12/11/19	28.20	12/19	139 FRS WORKS		
CL 88675 1	85536	COPIER	26110880	12/16/19	226.25	12/19	3491 LOFFLER COMPANIES INC		
		Object Total:			1,720.87	14,821.22	18,000.00	3,178.78	82%

Funds 7000-7000

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
428 SERVICE AGREEMENTS-CONTRA									
CL 88230	1	85235 serv agree	2929	11/12/19	20.00	12/19	3457 CERTIRESTORE		
CL 88236	1	85240 SERV AGREE	S199840	11/12/19	159.00	12/19	3481 HOME & HEARTH		
CL 88444	1	85262 SERV AGREE		11/30/19	60.00	12/19	687 INFORMATION TECHNOLOGY DEPT		
CL 88453	1	85270 SERV AGREE	43172	11/21/19	180.00	12/19	3485 SENSOURCE		
CL 88455	1	85272 SERV AGREE	9841640054	11/07/19	129.60	12/19	1267 VERIZON WIRELESS		
CL 88471	1	85588 SERV AGREE	9843706304	12/07/19	129.60	12/19	1267 VERIZON WIRELESS		
Object Total:					678.20	14,596.82	15,000.00	403.18	97%
497 TECHNOLOGY									
CL 88234	1	85239 tech	25955422	11/20/19	442.89	12/19	2877 GREATAMERICA FINANCIAL		
CL 88441	1	85260 TECH	6727887	11/22/19	3,396.44	12/19	77 DEMCO		
CL 88485	1	85445 tech		11/14/19	10,202.05	12/19	2089 ENVISIONWARE, INC		
CL 88538	1	85558 SOFTWARE UPDATES	175174	12/19/19	830.72	12/19	271 NETCENTER TECHNOLOGIES		
CL 88664	1	85523 copier	26149762	12/23/19	442.89	12/19	2877 GREATAMERICA FINANCIAL		
CL 88951	1	85795 wiring devices	9312980132	10/30/19	153.58	12/19	939 GRAYBAR		
Object Total:					15,468.57	55,591.62	50,000.00	-5,591.62	111%
640 FURNITURE & EQUIPMENT									
CL 88228	4	85233 furn & equip		/ /	656.96	12/19	351 BUSINESS ESSENTIALS		
CL 88232	2	85237 furn & equip		/ /	344.10	12/19	77 DEMCO		
CL 88653	1	85478 FURN EQUIP	6NVGY1QM	12/14/19	224.74	12/19	3490 AMAZON CAPITAL SERVICES		
Object Total:					1,225.80	7,962.03	12,000.00	4,037.97	66%
644 POSTAL METER RENT									
CL 88450	1	85268 POSTAL METER	3310176994	11/29/19	243.09	12/19	384 PITNEY BOWES		
Object Total:					243.09	1,172.85	1,500.00	327.15	78%
645 EQUIPMENT REPLACEMENT									
Object Total:					0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS									
CL 88226	1	85231 prof		11/04/19	594.00	12/19	1695 BAKER & TAYLOR		
CL 88482	7	85446 ala		11/04/19	70.00	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88654	2	85478		/ /	36.09	12/19	3490 AMAZON CAPITAL SERVICES		
CL 88654	3	85478		/ /	14.99	12/19	3490 AMAZON CAPITAL SERVICES		
CL 88952	2	85793 american lib		/ /	266.21	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88952	4	85793 ala		/ /	144.59	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88952	5	85793 ala		/ /	22.49	12/19	3161 FIRST INTERNATIONAL BANK &		
Object Total:					1,148.37	1,631.87	1,200.00	-431.87	136%
649 PROGRAMMING									
CL 88228	1	85233 prog		11/26/19	35.78	12/19	351 BUSINESS ESSENTIALS		
CL 88240	1	85244 PROG		11/22/19	56.33	12/19	3458 MOLLY FLASPOHLER		
CL 88454	1	85271 PROG	2791122	12/01/19	533.00	12/19	2187 SWANK MOVIE LICENSING USA		
CL 88482	15	85446 hornbachers		11/26/19	6.43	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88482	17	85446 costco		11/26/19	87.89	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88653	2	85478 PROG		/ /	207.67	12/19	3490 AMAZON CAPITAL SERVICES		
CL 88666	1	85548 reimb		12/09/19	20.00	12/19	3458 MOLLY FLASPOHLER		
CL 88952	1	85793 family fare		01/02/20	33.23	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88952	6	85793 walmart		/ /	75.57	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88952	8	85793 walmart		/ /	25.82	12/19	3161 FIRST INTERNATIONAL BANK &		
Object Total:					1,081.72	8,287.83	11,000.00	2,712.17	

Funds 7000-7000

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
650 E RESOURCES									
CL 88241	1	85245 E RESOURCES	919173923	09/15/19	3,000.00	12/19	2126 OVERDRIVE, INC		
CL 88443	1	85266 E RESOURCES	98284471	11/30/19	1,057.65	12/19	1854 MIDWEST TAPE		
CL 89210	1	E RESOURCES	98419414	12/31/19	906.35	12/19	1854 MIDWEST TAPE		
Object Total:					4,964.00	27,001.53	32,000.00	4,998.47	84%
653 CAPITAL IMPROVEMENTS									
					/ /				
Object Total:					0.00	0.00	0.00	0.00	%
661 SHIPPING									
					/ /				
Object Total:					0.00	1,333.24	0.00	-1,333.24	%
662 BOOKS									
CL 88226	2	85231 books		/ /	2,275.69	12/19	1695 BAKER & TAYLOR		
CL 88242	1	85250 BOOKS	0557506	11/06/19	139.62	12/19	3053 THE PENWORTHY COMPANY LLC		
CL 88436	1	85255 BOOKS	2034952786	11/25/19	420.73	12/19	1695 BAKER & TAYLOR		
CL 88456	1	85273 BOOKS	1603095	11/25/19	999.00	12/19	2517 WORLD BOOK, INC		
CL 88482	1	85446 amazon		11/05/19	133.99	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88482	2	85446 amazon		11/05/19	33.41	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88482	3	85446 amazon		11/05/19	98.36	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88482	8	85446 amazon		11/05/19	127.90	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88482	10	85446 amazon		11/18/19	65.97	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88483	1	85448 nd century code	14812819	11/14/19	65.07	12/19	308 MATTHEW BENDER & CO., INC		
CL 88654	1	85478 BOOKS	RN63GKQC	12/16/19	15.99	12/19	3490 AMAZON CAPITAL SERVICES		
CL 88655	1	85482 BOOKS	2034928303	12/18/19	214.79	12/19	1695 BAKER & TAYLOR		
CL 88655	2	85482 BOOKS	2034931787	11/27/19	708.88	12/19	1695 BAKER & TAYLOR		
CL 88655	3	85482 BOOKS	2034972232	12/04/19	1,115.01	12/19	1695 BAKER & TAYLOR		
CL 88656	1	85482 BOOKS	2034919177	12/10/19	562.31	12/19	1695 BAKER & TAYLOR		
CL 88656	2	85482 BOOKS	2034978665	12/13/19	434.79	12/19	1695 BAKER & TAYLOR		
CL 88656	3	85482 BOOKS	2034980519	12/13/19	395.41	12/19	1695 BAKER & TAYLOR		
CL 88656	4	85482 BOOKS	2034985286	12/16/19	784.34	12/19	1695 BAKER & TAYLOR		
CL 88656	5	85482 BOOKS	2034988097	12/11/19	180.47	12/19	1695 BAKER & TAYLOR		
CL 88656	6	85482 BOOKS	2035000200	12/17/19	292.87	12/19	1695 BAKER & TAYLOR		
CL 88661	1	85496 book	1748043	12/03/19	17.99	12/19	1669 CENTER POINT LARGE PRINT		
CL 88679	1	85543 ND CENTURY CODE	15703436	12/12/19	65.07	12/19	308 MATTHEW BENDER & CO., INC		
CL 88952	7	85793 amazon		/ /	22.03	12/19	3161 FIRST INTERNATIONAL BANK &		
Object Total:					9,169.69	94,492.47	100,750.00	6,257.53	94%
663 MAGAZINES									
CL 88953	3	85794 wall journal		/ /	134.97	12/19	3162 FIRST INTERNATIONAL BANK &		
Object Total:					134.97	5,927.91	6,500.00	572.09	91%
664 AUDIO VIDEO									
CL 88226	3	85231 a-v		/ /	10.70	12/19	1695 BAKER & TAYLOR		
CL 88239	1	85243 A-V		11/26/19	364.88	12/19	1854 MIDWEST TAPE		
CL 88448	1	85266 A-V		11/22/19	546.22	12/19	1854 MIDWEST TAPE		
CL 88484	1	85449 book	98301901	12/06/19	9.99	12/19	1854 MIDWEST TAPE		
CL 88484	2	85449 book	98301902	12/06/19	14.99	12/19	1854 MIDWEST TAPE		
CL 88484	3	85449 book	98303330	12/06/19	71.97	12/19	1854 MIDWEST TAPE		
CL 88484	4	85449 book	98303331	12/06/19	191.72	12/19	1854 MIDWEST TAPE		
CL 88484	5	85449 book	98303333	12/06/19	113.72	12/19	1854 MIDWEST TAPE		

Funds 7000-7000

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 88484 6	85449	book	98303334	12/06/19	189.33	12/19	1854 MIDWEST TAPE		
CL 88484 7	85449	book	98327901	12/11/19	89.48	12/19	1854 MIDWEST TAPE		
CL 88484 8	85449	book	98327903	12/11/19	44.58	12/19	1854 MIDWEST TAPE		
CL 88484 9	85449	book	98327904	12/11/19	32.24	12/19	1854 MIDWEST TAPE		
CL 88484 10	85449	book	98329757	12/13/19	49.97	12/19	1854 MIDWEST TAPE		
CL 88484 11	85449	books	98329758	12/13/19	339.39	12/19	1854 MIDWEST TAPE		
CL 88484 12	85449	book	98331960	12/13/19	156.84	12/19	1854 MIDWEST TAPE		
CL 88484 13	85449	book	98333525	12/13/19	39.99	12/19	1854 MIDWEST TAPE		
CL 88665 1	85546	audio video	98354030	12/17/19	37.24	12/19	1854 MIDWEST TAPE		
CL 88665 2	85546		98354032	12/17/19	74.37	12/19	1854 MIDWEST TAPE		
CL 88665 3	85546		98354033	12/17/19	27.39	12/19	1854 MIDWEST TAPE		
CL 88665 4	85546		98356186	12/18/19	26.04	12/19	1854 MIDWEST TAPE		
CL 88665 5	85546		98360860	12/19/19	14.79	12/19	1854 MIDWEST TAPE		
CL 88665 6	85546		98360861	12/19/19	212.07	12/19	1854 MIDWEST TAPE		
CL 88665 7	85546		98364022	12/20/19	11.99	12/19	1854 MIDWEST TAPE		
CL 88665 8	85546		98365866	12/23/19	27.24	12/19	1854 MIDWEST TAPE		
CL 88665 9	85546		98365868	12/23/19	25.64	12/19	1854 MIDWEST TAPE		
CL 88665 10	85546		98411390	12/30/19	41.79	12/19	1854 MIDWEST TAPE		
CL 88665 11	85546		98415782	12/31/19	44.58	12/19	1854 MIDWEST TAPE		
			Object Total:		2,809.15	23,040.96	31,500.00	8,459.04	73%
667 MEMBERSHIPS									
CL 88953 2	85794	amerlibassoc		/ /	216.00	12/19	3162 FIRST INTERNATIONAL BANK &		
			Object Total:		216.00	886.00	1,200.00	314.00	74%
668 BINDING									
				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
669 INSURANCE									
				/ /					
			Object Total:		0.00	857.58	1,750.00	892.42	49%
671 SUMMER READING PROGRAM									
				/ /					
			Object Total:		0.00	0.00	0.00	0.00	%
672 EMERGENCY MEDICAL SUPPLIES									
				/ /					
			Object Total:		0.00	244.83	250.00	5.17	98%
673 CLEANING SUPPLIES									
CL 88228 2	85233	clean sup		/ /	31.32	12/19	351 BUSINESS ESSENTIALS		
			Object Total:		31.32	348.59	500.00	151.41	70%
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	%

Funds 7000-7000

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
689 PROMOTIONAL ACTIVITIES									
CL 88246	1 85249	PROMO	2	11/30/19	90.00	12/19	2620 SHEYENNE HIGH SCHOOL		
CL 88482	9 85446	facebook		11/14/19	25.00	12/19	3161 FIRST INTERNATIONAL BANK &		
CL 88486	1 85451	library ad	05314	12/04/19	103.13	12/19	549 WF PUB SCHOOLS DIST #6		
CL 88488	1 85447	ad	2160721	11/30/19	120.20	12/19	104 FORUM COMMUNICATIONS		
CL 88489	1 85447	ad	2158468	11/30/19	159.60	12/19	104 FORUM COMMUNICATIONS		
			Object Total:		497.93		9,609.26	12,000.00	2,390.74 80%
724 CONSULTING/TESTING FEES									
				/ /					
			Object Total:		0.00		9,000.00	500.00	-8,500.00 ***%
750 MISC.									
CL 88232	3 85237	misc		/ /	247.64	12/19	77 DEMCO		
			Object Total:		247.64		703.26	750.00	46.74 94%
852 WEBSITE									
				/ /					
			Object Total:		0.00		0.00	0.00	0.00 %
870 CAPITALIZED ASSETS - OVER \$5,000									
				/ /					
			Object Total:		0.00		0.00	0.00	0.00 %
901 CATALOGING									
CL 88449	1 85267	CATALOGING	697446	11/30/19	191.51	12/19	3416 OCLC, INC.		
			Object Total:		191.51		2,064.28	6,000.00	3,935.72 34%
902 ONLINE DATE BASE (STATE)									
				/ /					
			Object Total:		0.00		0.00	0.00	0.00 %
903 HISTORY ROOM									
CL 88233	1 85238	hist center	2631075	11/06/19	188.63	12/19	2054 GAYLORD BROS., INC		
			Object Total:		188.63		1,817.54	2,500.00	682.46 73%
994 ODIN									
				/ /					
			Object Total:		0.00		7,003.00	5,000.00	-2,003.00 140%
			Account Total:		166,054.85		1,371,931.24	1,382,644.00	10,712.76
521000 TRANSFERS OUT									
890 TRANSFERS OUT									
				/ /					
			Object Total:		0.00		0.00	0.00	0.00 %
			Account Total:		0.00		0.00	0.00	0.00
			Fund Total:		166,054.85		1,371,931.24	1,382,644.00	10,712.76

***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).

7000 LIBRARY

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
310000 TAXES					
310001 PROPERTY TAXES	213,129.15	213,129.15	1,123,173.00	910,043.85	19 %
310002 DISCOUNT PROPERTY TAXES	0.00	0.00	-41,557.00	-41,557.00	0 %
Account Group Total:	213,129.15	213,129.15	1,081,616.00	868,486.85	20 %
340000 CHARGES FOR SERVICES					
345200 NON-RESIDENT FEE	19.30	19.30	500.00	480.70	4 %
Account Group Total:	19.30	19.30	500.00	480.70	4 %
360000 MISCELLANEOUS REVENUE					
360000 MISCELLANEOUS REVENUE	727.89	727.89	21,200.00	20,472.11	3 %
360400 CARD REPLACEMENT	5.00	5.00	0.00	-5.00	** %
360500 FINES	316.25	316.25	0.00	-316.25	** %
360600 BOOK & AV REPLACEMENT	12.99	12.99	0.00	-12.99	** %
360700 COPIER	575.24	575.24	0.00	-575.24	** %
Account Group Total:	1,637.37	1,637.37	21,200.00	19,562.63	8 %
370000 PLEDGES					
375000 DONATIONS	245.32	245.32	2,000.00	1,754.68	12 %
Account Group Total:	245.32	245.32	2,000.00	1,754.68	12 %
Fund Total:	215,031.14	215,031.14	1,105,316.00	890,284.86	19 %
Grand Total:	215,031.14	215,031.14	1,105,316.00	890,284.86	19 %

7000 LIBRARY

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
410000 GENERAL GOVERNMENT							
411600 LIBRARY							
	110 PERMANENT EMP SALARIES	0.00	0.00	608,944.00	608,944.00	608,944.00	%
	114 PART TIME SALARIES	0.00	0.00	121,413.00	121,413.00	121,413.00	%
	220 SOCIAL SECURITY	0.00	0.00	55,872.00	55,872.00	55,872.00	%
	230 RETIREMENT	0.00	0.00	91,727.00	91,727.00	91,727.00	%
	240 WORKFORCE SAFETY INSURANCE	0.00	0.00	3,360.00	3,360.00	3,360.00	%
	245 CONTINUING ED	0.00	0.00	3,000.00	3,000.00	3,000.00	%
	250 UNEMPLOYMENT	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	312 ATTORNEY	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	320 HEALTH INSURANCE	0.00	0.00	76,888.00	76,888.00	76,888.00	%
	333 BUILDING RENTAL	11,990.00	11,990.00	144,000.00	144,000.00	132,010.00	8 %
	340 TRAVEL & EDUCATION	13.92	13.92	2,980.00	2,980.00	2,966.08	%
	356 TELEPHONE	0.00	0.00	2,400.00	2,400.00	2,400.00	%
	360 MISCELLANEOUS PRINTING & MAILING	0.00	0.00	9,245.00	9,245.00	9,245.00	%
	387 MEDICAL/VACCINES	0.00	0.00	500.00	500.00	500.00	%
	399 RECRUITMENT/EMPLOYMENT TESTING	58.00	58.00	3,000.00	3,000.00	2,942.00	2 %
	410 OFFICE SUPPLIES	289.39	289.39	18,000.00	18,000.00	17,710.61	2 %
	428 SERVICE AGREEMENTS-CONTRACT	60.00	60.00	17,500.00	17,500.00	17,440.00	%
	497 TECHNOLOGY	214.91	214.91	51,962.00	51,962.00	51,747.09	%
	640 FURNITURE & EQUIPMENT	0.00	0.00	17,500.00	17,500.00	17,500.00	%
	644 POSTAL METER RENT	0.00	0.00	1,500.00	1,500.00	1,500.00	%
	648 PROFESSIONAL PUBLICATIONS	0.00	0.00	1,200.00	1,200.00	1,200.00	%
	649 PROGRAMMING	363.26	363.26	11,000.00	11,000.00	10,636.74	3 %
	650 E RESOURCES	1,000.00	1,000.00	30,250.00	30,250.00	29,250.00	3 %
	662 BOOKS	353.29	353.29	100,750.00	100,750.00	100,396.71	%
	663 MAGAZINES	3,992.84	3,992.84	6,500.00	6,500.00	2,507.16	61 %
	664 AUDIO VIDEO	111.51	111.51	31,500.00	31,500.00	31,388.49	%
	667 MEMBERSHIPS	390.00	390.00	1,247.00	1,247.00	857.00	31 %
	669 INSURANCE	0.00	0.00	1,750.00	1,750.00	1,750.00	%
	672 EMERGENCY MEDICAL SUPPLIES	0.00	0.00	250.00	250.00	250.00	%
	673 CLEANING SUPPLIES	17.40	17.40	500.00	500.00	482.60	3 %
	689 PROMOTIONAL ACTIVITIES	243.98	243.98	11,400.00	11,400.00	11,156.02	2 %
	750 MISCELLANEOUS	0.00	0.00	750.00	750.00	750.00	%
	901 CATALOGING	0.00	0.00	2,300.00	2,300.00	2,300.00	%
	903 HISTORY ROOM	0.00	0.00	2,500.00	2,500.00	2,500.00	%
	994 ODIN	0.00	0.00	7,000.00	7,000.00	7,000.00	%
	Account Total:	19,098.50	19,098.50	1,440,688.00	1,440,688.00	1,421,589.50	1 %
	Account Group Total:	19,098.50	19,098.50	1,440,688.00	1,440,688.00	1,421,589.50	1 %
	Fund Total:	19,098.50	19,098.50	1,440,688.00	1,440,688.00	1,421,589.50	1 %
	Grand Total:	19,098.50	19,098.50	1,440,688.00	1,440,688.00	1,421,589.50	1 %

7000 LIBRARY

Account	Beginning	Debit	Credit	Net Change	Ending Balance
ASSETS					
101000 CASH - OPERATING	549,623.27	215,073.47	21,015.32	194,058.15	743,681.42
172000 REVENUES(Credit)	0.00	0.00	215,031.14 (215,031.14) (215,031.14)
Total ASSETS	549,623.27	215,073.47	236,046.46 (20,972.99)	528,650.28
LIABILITIES AND FUND EQUITY					
202100 ACCOUNTS PAYABLE	1,874.49	21,057.65	19,183.16 (1,874.49)	0.00
242000 Expenditures (Debit)	0.00	19,140.83	42.33 (19,098.50) (19,098.50)
271000 Unreserved Fund Balance	547,748.78	0.00	0.00	0.00	547,748.78
Total LIABILITIES AND FUND EQUITY	549,623.27	40,198.48	19,225.49 (20,972.99)	528,650.28

Funds 7000-7000

Fund/Account/ Doc/Line #	Description	Receipt #	End Month/ Amount	Year to Date/ Period	Budget	Remaining to Reach Budget
7000 LIBRARY						
310001 PROPERTY TAXES						
RV 4825 32	COUNTY TAX COLLECTIONS		213,129.15	1/20		
		Account Total:	213,129.15	213,129.15	1,123,173.00	910,043.85
310002 DISCOUNT PROPERTY TAXES						
		Account Total:	0.00	0.00	-41,557.00	-41,557.00
335600 STATE AID						
		Account Total:	0.00	0.00	0.00	0.00
345200 NON-RESIDENT FEE						
RV 4752 6	Library 12-19 non-res fees	dec19	19.30	1/20		
		Account Total:	19.30	19.30	500.00	480.70
360000 MISCELLANEOUS REVENUE						
RV 4752 4	Library 12-19 misc. & tech	dec19	43.48	1/20		
RV 4790 1	Library deposit-misc.	jan2020	217.69	1/20		
RV 4791 1	Library Credit Card Payments	electronic	226.74	1/20		
RV 4799 1	Library deposit 01-2020	jan20	161.69	1/20		
RV 4816 1	General library jan 2020	deposit	77.29	1/20		
RV 4816 3	self-check jan 2020	deposit	1.00	1/20		
		Account Total:	727.89	727.89	21,200.00	20,472.11
360300 STATE FUNDING						
		Account Total:	0.00	0.00	0.00	0.00
360400 CARD REPLACEMENT						
RV 4752 1	Library 12-19 Cards	dec19	5.00	1/20		
		Account Total:	5.00	5.00	0.00	-5.00
360500 FINES						
RV 4752 2	Library 12-19 Fines	dec19	316.25	1/20		
		Account Total:	316.25	316.25	0.00	-316.25
360600 BOOK & AV REPLACEMENT						
RV 4752 3	Library 12-19 replacement fees	dec19	12.99	1/20		
		Account Total:	12.99	12.99	0.00	-12.99
360700 COPIER						
RV 4752 7	Library 12-19 copies/prints/fa	dec19	476.69	1/20		
RV 4799 2	Library dep 01-2020-printer	jan20	67.55	1/20		
RV 4816 2	printer library jan 2020	deposit	31.00	1/20		
		Account Total:	575.24	575.24	0.00	-575.24

Funds 7000-7000

Fund/Account/ Doc/Line #	Description	Receipt #	End Month/ Amount	Year to Date/ Period	Budget	Remaining to Reach Budget
7000 LIBRARY						
361000 INTEREST ON INVESTMENTS						
		Account Total:	0.00	0.00	0.00	0.00
363400 GRANTS						
		Account Total:	0.00	0.00	0.00	0.00
363500 BOOK SALES						
		Account Total:	0.00	0.00	0.00	0.00
363600 LIBRARY PROGRAMMING						
		Account Total:	0.00	0.00	0.00	0.00
375000 DONATIONS						
RV 4752 5	Library 12-19 donations	dec19	245.32	1/20		
		Account Total:	245.32	245.32	2,000.00	1,754.68
375500 SUMMER READING PROGRAM						
		Account Total:	0.00	0.00	0.00	0.00
399255 TRANSFER IN FROM LIBRARY MEMORIALS						
		Account Total:	0.00	0.00	0.00	0.00
		Fund Total:	215,031.14	215,031.14	1,105,316.00	890,284.86

Funds 7000-7000

Fund/Account/ Doc/Line # Check	Description	Invoice 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	0.00	608,944.00	608,944.00	%
114 PART TIME SALARIES			/ /					
		Object Total:		0.00	0.00	121,413.00	121,413.00	%
209 CLASSIFIED ADS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY			/ /					
		Object Total:		0.00	0.00	55,872.00	55,872.00	%
230 RETIREMENT			/ /					
		Object Total:		0.00	0.00	91,727.00	91,727.00	%
240 WORKFORCE SAFETY INSURANCE			/ /					
		Object Total:		0.00	0.00	3,360.00	3,360.00	%
245 CONTINUING ED			/ /					
		Object Total:		0.00	0.00	3,000.00	3,000.00	%
250 UNEMPLOYMENT			/ /					
		Object Total:		0.00	0.00	1,000.00	1,000.00	%
312 ATTORNEY			/ /					
		Object Total:		0.00	0.00	1,000.00	1,000.00	%
320 HEALTH INSURANCE			/ /					
		Object Total:		0.00	0.00	76,888.00	76,888.00	%
333 BUILDING RENTAL								
CL 88618 2 85615 LIBRARY RENT JAN		05356	12/27/19	11,990.00	1/20 549 WF PUB SCHOOLS DIST #6			
		Object Total:		11,990.00	11,990.00	144,000.00	132,010.00	8%
340 TRAVEL & EDUCATION								
CL 88835 1 85708 REIMB			01/03/20	13.92	1/20 3473 LISA STAUFFER			
		Object Total:		13.92	13.92	2,980.00	2,966.08	%
348 BUYOUTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE			/ /					
		Object Total:		0.00	0.00	2,400.00	2,400.00	%
360 MISC PRINTING & MAILING			/ /					
		Object Total:		0.00	0.00	9,245.00	9,245.00	%

Funds 7000-7000

Fund/Account/ Doc/Line #	Check	Description	Invoice 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 88859	14	85666	Library #69900257	/ /	58.00	1/20	2862 ESSENTIA HEALTH		
			Object Total:		58.00	58.00	3,000.00	2,942.00	2%
410 OFFICE SUPPLIES									
CL 88816	1	85629	desk organization	lrdmyddl 01/09/20	22.46	1/20	3490 AMAZON CAPITAL SERVICES		
CL 88828	1	85641	SUPPLIES	533288-1 01/07/20	36.93	1/20	351 BUSINESS ESSENTIALS		
CL 88836	1	85709	SERV	3314456 01/02/20	230.00	1/20	3418 LOFFLER		
			Object Total:		289.39	289.39	18,000.00	17,710.61	2%
428 SERVICE AGREEMENTS-CONTRA									
CL 88832	1	85690	SERVICE	2019.849.4 12/31/19	60.00	1/20	687 INFORMATION TECHNOLOGY DEPT		
			Object Total:		60.00	60.00	17,500.00	17,440.00	%
497 TECHNOLOGY									
CL 88819	1	85684	tech	9313920053 01/02/20	2.02	1/20	939 GRAYBAR		
CL 88827	1	85637	TECH	919205607 01/02/20	212.89	1/20	26 BORDER STATES INDUSTRIES INC		
			Object Total:		214.91	214.91	51,962.00	51,747.09	%
640 FURNITURE & EQUIPMENT									
			Object Total:	/ /	0.00	0.00	17,500.00	17,500.00	%
644 POSTAL METER RENT									
			Object Total:	/ /	0.00	0.00	1,500.00	1,500.00	%
645 EQUIPMENT REPLACEMENT									
			Object Total:	/ /	0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS									
			Object Total:	/ /	0.00	0.00	1,200.00	1,200.00	%
649 PROGRAMMING									
CL 88824	1	85631	LICENSE	500781214 12/20/19	363.26	1/20	3494 ASCAP		
			Object Total:		363.26	363.26	11,000.00	10,636.74	3%
650 E RESOURCES									
CL 88830	1	85697	SUB	A20-364 01/01/20	1,000.00	1/20	3495 JOANN STORES, LLC		
			Object Total:		1,000.00	1,000.00	30,250.00	29,250.00	3%
653 CAPITAL IMPROVEMENTS									
			Object Total:	/ /	0.00	0.00	0.00	0.00	%
661 SHIPPING									
			Object Total:	/ /	0.00	0.00	0.00	0.00	%
662 BOOKS									
CL 88826	1	85633	BOOKS	2035011340 12/27/19	288.22	1/20	1695 BAKER & TAYLOR		
CL 88834	1	85717	nd century code	0099792949 12/31/19	65.07	1/20	308 MATTHEW BENDER & CO., INC		
			Object Total:		353.29	353.29	100,750.00	100,396.71	%

Funds 7000-7000

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
663 MAGAZINES									
CL 88845	1	85750	BOOKS	33264	01/09/20	3,992.84	1/20 3210 RIVISTAS SUBSCRIPTIONS		
Object Total:						3,992.84	3,992.84	6,500.00	2,507.16 61%
664 AUDIO VIDEO									
CL 88837	1	85722	BOOKS	98292087	12/27/19	-42.33	1/20 1854 MIDWEST TAPE		
CL 88837	2	85722	BOOKS	98428274	01/03/20	67.47	1/20 1854 MIDWEST TAPE		
CL 88837	3	85722	BOOKS	98445091	01/08/20	86.37	1/20 1854 MIDWEST TAPE		
Object Total:						111.51	111.51	31,500.00	31,388.49 %
667 MEMBERSHIP									
CL 88838	1	85732	MEMBERSHIP		01/14/20	390.00	1/20 2463 ND LIBRARY ASSOCIATION		
Object Total:						390.00	390.00	1,247.00	857.00 31%
668 BINDING									
					/ /				
Object Total:						0.00	0.00	0.00	0.00 %
669 INSURANCE									
					/ /				
Object Total:						0.00	0.00	1,750.00	1,750.00 %
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									
CL 88828	2	85641	CLEANING		/ /	17.40	1/20 351 BUSINESS ESSENTIALS		
Object Total:						17.40	17.40	500.00	482.60 3%
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 88831	1	85678	ADS	2165789	12/31/19	159.60	1/20 104 FORUM COMMUNICATIONS		
CL 88844	1	85790	ADV	05367	01/01/20	84.38	1/20 549 WF PUB SCHOOLS DIST #6		
Object Total:						243.98	243.98	11,400.00	11,156.02 2%
724 CONSULTING/TESTING FEES									
					/ /				
Object Total:						0.00	0.00	0.00	0.00 %
750 MISC.									
					/ /				
Object Total:						0.00	0.00	750.00	750.00 %
852 WEBSITE									
					/ /				
Object Total:						0.00	0.00	0.00	0.00 %

Funds 7000-7000

Fund/Account/ Doc/Line #	Check	Description	Invoice Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000		LIBRARY							
411600		LIBRARY							
870		CAPITALIZED ASSETS - OVER \$5,000		/ /					
		Object Total:			0.00	0.00	0.00	0.00	%
901		CATALOGING		/ /					
		Object Total:			0.00	0.00	2,300.00	2,300.00	%
902		ONLINE DATE BASE (STATE)		/ /					
		Object Total:			0.00	0.00	0.00	0.00	%
903		HISTORY ROOM		/ /					
		Object Total:			0.00	0.00	2,500.00	2,500.00	%
994		ODIN		/ /					
		Object Total:			0.00	0.00	7,000.00	7,000.00	%
		Account Total:			19,098.50	19,098.50	1,440,688.00	1,421,589.50	
521000		TRANSFERS OUT							
890		TRANSFERS OUT		/ /					
		Object Total:			0.00	0.00	0.00	0.00	%
		Account Total:			0.00	0.00	0.00	0.00	
		Fund Total:			19,098.50	19,098.50	1,440,688.00	1,421,589.50	

***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).

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
7000 LIBRARY	202200 Credit Card Payable	3212 VISA ADMINISTRATION	family fare	21.84
7000 LIBRARY	411600 LIBRARY	1695 BAKER & TAYLOR	prof	594.00
7000 LIBRARY	411600 LIBRARY	1695 BAKER & TAYLOR	books	2,275.69
7000 LIBRARY	411600 LIBRARY	1695 BAKER & TAYLOR	a-v	10.70
7000 LIBRARY	411600 LIBRARY	16 BROKERAGE PRINTING	misc print	364.43
7000 LIBRARY	411600 LIBRARY	351 BUSINESS ESSENTIALS	prog	35.78
7000 LIBRARY	411600 LIBRARY	351 BUSINESS ESSENTIALS	clean sup	31.32
7000 LIBRARY	411600 LIBRARY	351 BUSINESS ESSENTIALS	office sup	199.96
7000 LIBRARY	411600 LIBRARY	351 BUSINESS ESSENTIALS	furn & equip	656.96
7000 LIBRARY	411600 LIBRARY	3282 CARISSA HANSEN	travel & ed	143.50
7000 LIBRARY	411600 LIBRARY	3457 CERTIRESTORE	serv agree	20.00
7000 LIBRARY	411600 LIBRARY	2514 DAKOTA MAILING & SHIPPING	office sup	71.16
7000 LIBRARY	411600 LIBRARY	77 DEMCO	office sup	380.10
7000 LIBRARY	411600 LIBRARY	77 DEMCO	furn & equip	344.10
7000 LIBRARY	411600 LIBRARY	77 DEMCO	misc	247.64
7000 LIBRARY	411600 LIBRARY	2054 GAYLORD BROS., INC	hist center	188.63
7000 LIBRARY	411600 LIBRARY	2877 GREATAMERICA FINANCIAL	tech	442.89
7000 LIBRARY	411600 LIBRARY	3481 HOME & HEARTH	SERV AGREE	159.00
7000 LIBRARY	411600 LIBRARY	2800 LAUREN NEPHEW	TRAVEL & ED	84.00
7000 LIBRARY	411600 LIBRARY	1747 MARY MURRAY	TRAVEL & ED	59.50
7000 LIBRARY	411600 LIBRARY	1854 MIDWEST TAPE	A-V	364.88
7000 LIBRARY	411600 LIBRARY	3458 MOLLY FLASPOHLER	PROG	56.33
7000 LIBRARY	411600 LIBRARY	3458 MOLLY FLASPOHLER	TRAVEL & ED	84.00
7000 LIBRARY	411600 LIBRARY	2126 OVERDRIVE, INC	E RESOURCES	3,000.00
7000 LIBRARY	411600 LIBRARY	3053 THE PENWORTHY COMPANY LLC	BOOKS	139.62
7000 LIBRARY	411600 LIBRARY	1483 PITNEY BOWES RESERVE	MISC MAIL	500.00
7000 LIBRARY	411600 LIBRARY	3276 PREMIUM WATERS INC	OFFICE SUP	130.00
7000 LIBRARY	411600 LIBRARY	3354 SARA ENGLER	TRAVEL & ED	84.00
7000 LIBRARY	411600 LIBRARY	2620 SHEYENNE HIGH SCHOOL	PROMO	90.00
7000 LIBRARY	411600 LIBRARY	549 WF PUB SCHOOLS DIST #6	LIBRARY RENT DEC	11,990.00
7000 LIBRARY	411600 LIBRARY	1695 BAKER & TAYLOR	BOOKS	420.73
7000 LIBRARY	411600 LIBRARY	2929 BARBARA KEYES	TRAVEL	8.12
7000 LIBRARY	411600 LIBRARY	3415 BRITTANY ALDAYEL	TRAVEL	20.88
7000 LIBRARY	411600 LIBRARY	16 BROKERAGE PRINTING	MISC PRINT	114.65
7000 LIBRARY	411600 LIBRARY	3417 CHELSEA SIMDORN	TRAVEL REIMB	9.28
7000 LIBRARY	411600 LIBRARY	77 DEMCO	TECH	3,396.44
7000 LIBRARY	411600 LIBRARY	999999 FINDAWAY WORLD LLC	OFFICE SUP	139.48
7000 LIBRARY	411600 LIBRARY	1854 MIDWEST TAPE	E RESOURCES	1,057.65
7000 LIBRARY	411600 LIBRARY	687 INFORMATION TECHNOLOGY	SERV AGREE	60.00
7000 LIBRARY	411600 LIBRARY	3052 JANICE BOBER	TRAVEL	7.06
7000 LIBRARY	411600 LIBRARY	3473 LISA STAUFFER	TRAVEL	13.92
7000 LIBRARY	411600 LIBRARY	3418 LOFFLER	OFFICE SUPP	278.96
7000 LIBRARY	411600 LIBRARY	1854 MIDWEST TAPE	A-V	546.22
7000 LIBRARY	411600 LIBRARY	3416 OCLC, INC.	CATALOGING	191.51
7000 LIBRARY	411600 LIBRARY	384 PITNEY BOWES	POSTAL METER	243.09
7000 LIBRARY	411600 LIBRARY	3354 SARA ENGLER	TRAVEL	18.56
7000 LIBRARY	411600 LIBRARY	3485 SENSOURCE	SERV AGREE	180.00
7000 LIBRARY	411600 LIBRARY	2187 SWANK MOVIE LICENSING USA	PROG	533.00
7000 LIBRARY	411600 LIBRARY	1267 VERIZON WIRELESS	SERV AGREE	129.60
7000 LIBRARY	411600 LIBRARY	2517 WORLD BOOK, INC	BOOKS	999.00
7000 LIBRARY	411600 LIBRARY	1267 VERIZON WIRELESS	SERV AGREE	129.60
7000 LIBRARY	411600 LIBRARY	3161 FIRST INTERNATIONAL BANK	amazon	133.99

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	amazon	33.41
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	amazon	98.36
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	hilton	218.80
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	hilton	229.50
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	simonson	14.74
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	ala	70.00
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	amazon	127.90
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	facebook	25.00
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	amazon	65.97
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	holiday	18.54
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	ramada	236.52
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	ramada	236.52
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	petro	32.88
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	hornbachers	6.43
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	ala	169.00
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	costco	87.89
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	ala	169.00
7000 LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	caseys	16.23
7000 LI BRARY	411600 LI BRARY	308 MATTHEW BENDER & CO., INC	nd century code	65.07
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	book	9.99
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	book	14.99
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	book	71.97
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	book	191.72
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	book	113.72
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	book	189.33
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	book	89.48
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	book	44.58
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	book	32.24
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	book	49.97
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	books	339.39
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	book	156.84
7000 LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	book	39.99
7000 LI BRARY	411600 LI BRARY	2089 ENVI SI ONWARE, INC	tech	10,202.05
7000 LI BRARY	411600 LI BRARY	549 WF PUB SCHOOLS DIST #6	li brary ad	103.13
7000 LI BRARY	411600 LI BRARY	3276 PREMIUM WATERS INC	supply	154.00
7000 LI BRARY	411600 LI BRARY	104 FORUM COMMUNI CATIONS	ad	120.20
7000 LI BRARY	411600 LI BRARY	104 FORUM COMMUNI CATIONS	ad	159.60
7000 LI BRARY	411600 LI BRARY	271 NETCENTER TECHNOLOGI ES	SOFTWARE UPDATES	830.72
7000 LI BRARY	411600 LI BRARY	299 MENARDS	PAI NT/BRACE/SHI MS/SC	38.97
7000 LI BRARY	411600 LI BRARY	3490 AMAZON CAPI TAL SERVI CES	FURN EQUI P	224.74
7000 LI BRARY	411600 LI BRARY	3490 AMAZON CAPI TAL SERVI CES	PROG	207.67
7000 LI BRARY	411600 LI BRARY	3490 AMAZON CAPI TAL SERVI CES	BOOKS	15.99
7000 LI BRARY	411600 LI BRARY	3490 AMAZON CAPI TAL SERVI CES		36.09
7000 LI BRARY	411600 LI BRARY	3490 AMAZON CAPI TAL SERVI CES		14.99
7000 LI BRARY	411600 LI BRARY	3490 AMAZON CAPI TAL SERVI CES	SUPPLI ES	16.99
7000 LI BRARY	411600 LI BRARY	1695 BAKER & TAYLOR	BOOKS	214.79
7000 LI BRARY	411600 LI BRARY	1695 BAKER & TAYLOR	BOOKS	708.88
7000 LI BRARY	411600 LI BRARY	1695 BAKER & TAYLOR	BOOKS	1,115.01
7000 LI BRARY	411600 LI BRARY	1695 BAKER & TAYLOR	BOOKS	562.31
7000 LI BRARY	411600 LI BRARY	1695 BAKER & TAYLOR	BOOKS	434.79
7000 LI BRARY	411600 LI BRARY	1695 BAKER & TAYLOR	BOOKS	395.41
7000 LI BRARY	411600 LI BRARY	1695 BAKER & TAYLOR	BOOKS	784.34

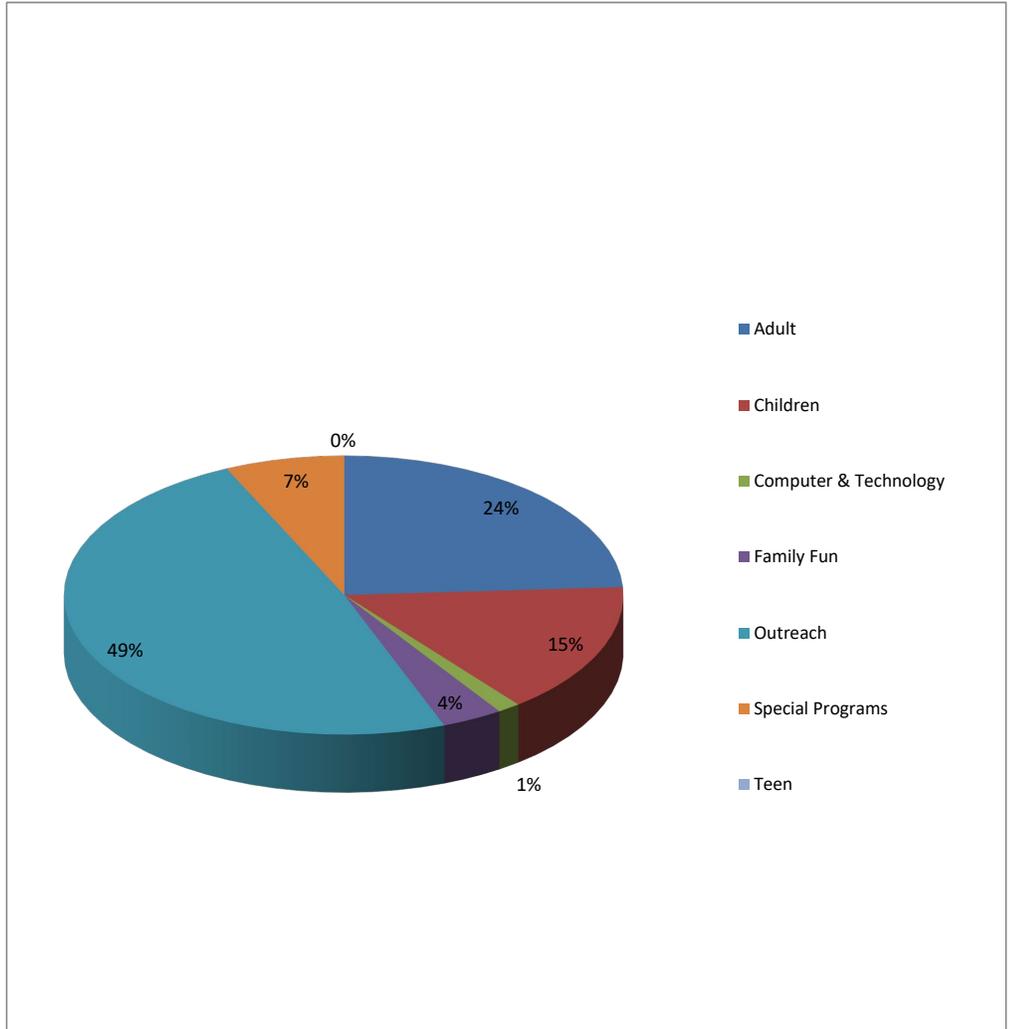
Fund	Department Name (Account)	Vendor #/Name	Description	Amount	
7000	LI BRARY	411600 LI BRARY	1695 BAKER & TAYLOR	BOOKS	180.47
7000	LI BRARY	411600 LI BRARY	1695 BAKER & TAYLOR	BOOKS	292.87
7000	LI BRARY	411600 LI BRARY	2929 BARBARA KEYES	REIMB	7.54
7000	LI BRARY	411600 LI BRARY	3415 BRITTANY ALDAYEL	REIMB	12.18
7000	LI BRARY	411600 LI BRARY	16 BROKERAGE PRINTING	business cards	75.00
7000	LI BRARY	411600 LI BRARY	351 BUSINESS ESSENTIALS	sup	15.59
7000	LI BRARY	411600 LI BRARY	351 BUSINESS ESSENTIALS	sup	11.62
7000	LI BRARY	411600 LI BRARY	351 BUSINESS ESSENTIALS	sup	7.75
7000	LI BRARY	411600 LI BRARY	1669 CENTER POINT LARGE PRINT	book	17.99
7000	LI BRARY	411600 LI BRARY	3417 CHELSEA SIMDORN	reimb	18.50
7000	LI BRARY	411600 LI BRARY	139 FRS WORKS	sup	28.20
7000	LI BRARY	411600 LI BRARY	2877 GREATAMERICA FINANCIAL	copier	442.89
7000	LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	audio video	37.24
7000	LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE		74.37
7000	LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE		27.39
7000	LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE		26.04
7000	LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE		14.79
7000	LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE		212.07
7000	LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE		11.99
7000	LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE		27.24
7000	LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE		25.64
7000	LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE		41.79
7000	LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE		44.58
7000	LI BRARY	411600 LI BRARY	3458 MOLLY FLASPOHLER	reimb	20.00
7000	LI BRARY	411600 LI BRARY	3354 SARA ENGLER	reimb	11.60
7000	LI BRARY	411600 LI BRARY	999999 YOURMEMBERSHIP.COM, INC	prem job flash	650.00
7000	LI BRARY	411600 LI BRARY	3491 LOFFLER COMPANIES INC	COPIER	226.25
7000	LI BRARY	411600 LI BRARY	308 MATTHEW BENDER & CO., INC	ND CENTURY CODE	65.07
7000	LI BRARY	411600 LI BRARY	1502 EIDE BAILLY	library	75.00
7000	LI BRARY	411600 LI BRARY	939 GRAYBAR	wiring devices	153.58
7000	LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	family fare	33.23
7000	LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	american lib	266.21
7000	LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	macal ester	90.00
7000	LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	ala	144.59
7000	LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	ala	22.49
7000	LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	walmart	75.57
7000	LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	amazon	22.03
7000	LI BRARY	411600 LI BRARY	3161 FIRST INTERNATIONAL BANK	walmart	25.82
7000	LI BRARY	411600 LI BRARY	3162 FIRST INTERNATIONAL BANK	pta	690.00
7000	LI BRARY	411600 LI BRARY	3162 FIRST INTERNATIONAL BANK	amerlibassoc	216.00
7000	LI BRARY	411600 LI BRARY	3162 FIRST INTERNATIONAL BANK	wall journal	134.97
7000	LI BRARY	411600 LI BRARY	1854 MIDWEST TAPE	E RESOURCES	906.35
Total for Fund:				56,490.91	
Total:				56,490.91	

Fund	Department Name (Account)	Vendor #/Name	Description	Amount	
7000	LIBRARY	411600 LIBRARY	549 WF PUB SCHOOLS DIST #6	LIBRARY RENT JAN	11,990.00
7000	LIBRARY	411600 LIBRARY	3490 AMAZON CAPITAL SERVICES	desk organization	22.46
7000	LIBRARY	411600 LIBRARY	939 GRAYBAR	tech	2.02
7000	LIBRARY	411600 LIBRARY	3494 ASCAP	LI CENSE	363.26
7000	LIBRARY	411600 LIBRARY	1695 BAKER & TAYLOR	BOOKS	288.22
7000	LIBRARY	411600 LIBRARY	26 BORDER STATES INDUSTRIES	TECH	212.89
7000	LIBRARY	411600 LIBRARY	351 BUSINESS ESSENTIALS	SUPPLIES	36.93
7000	LIBRARY	411600 LIBRARY	351 BUSINESS ESSENTIALS	CLEANING	17.40
7000	LIBRARY	411600 LIBRARY	3495 JOANN STORES, LLC	SUB	1,000.00
7000	LIBRARY	411600 LIBRARY	104 FORUM COMMUNICATIONS	ADS	159.60
7000	LIBRARY	411600 LIBRARY	687 INFORMATION TECHNOLOGY	SERVICE	60.00
7000	LIBRARY	411600 LIBRARY	308 MATTHEW BENDER & CO., INC	nd century code	65.07
7000	LIBRARY	411600 LIBRARY	3473 LISA STAUFFER	REIMB	13.92
7000	LIBRARY	411600 LIBRARY	3418 LOFFLER	SERV	230.00
7000	LIBRARY	411600 LIBRARY	1854 MIDWEST TAPE	BOOKS	-42.33
7000	LIBRARY	411600 LIBRARY	1854 MIDWEST TAPE	BOOKS	67.47
7000	LIBRARY	411600 LIBRARY	1854 MIDWEST TAPE	BOOKS	86.37
7000	LIBRARY	411600 LIBRARY	2463 ND LIBRARY ASSOCIATION	MEMBERSHIPS	390.00
7000	LIBRARY	411600 LIBRARY	549 WF PUB SCHOOLS DIST #6	ADV	84.38
7000	LIBRARY	411600 LIBRARY	3210 RIVISTAS SUBSCRIPTIONS	BOOKS	3,992.84
7000	LIBRARY	411600 LIBRARY	2862 ESSENTIA HEALTH	library #69900257	58.00
Total for Fund:					19,098.50
Total:					19,098.50

WEST FARGO PUBLIC LIBRARY JANUARY 2020 ATTENDANCE

JANUARY 2020 PROGRAMS

Adult	164
Genealogy	4
Twisted Stitchers	31
Next Chapter Book Club/(Day)	12
Next Chapter Book Club/(Evening)	13
Third Thursday Book Club	6
Very Busy People Book Club	1
Mah Jong (Tues.)	50
Mah Jong (Wed.)	26
Ham Radio	21
Children	104
Wiggle Worms Storytime (4)	38
Preschool Explorers Storytime(4)	39
Afterschool Art	11
STEM Explorers	5
Lego and Game Club	3
STEM Storytime	8
Technology	9
Technology Tutoring	9
Family Fun	24
Friday Morning Movie	13
Winter Craft Night	11
Outreach	333
Sheyenne Crossings	5
West Fargo High Rise	5
Dakota Commons	4
New Perspectives	7
Legacy PTO Meeting	13
Daycare Storytimes (21)	299
Special Programs	47
Movie: Goldfinch	24
Pine Needle Sew & Chat	9
Pine Needle Class	14
Teen	0
TAG Meeting	0
Teen movie night	0
TOTAL	681



JANUARY 2020 ATTENDANCE	2019	2020
Adult	215	164
Children	129	104
Computer & Technology	0	9
Family Fun	86	24
Outreach	325	333
Special Programs	114	47
Teen	0	0
TOTAL	869	681

Mitten Tree total for Dec. 2019 = 339

**WEST FARGO PUBLIC LIBRARY
MONTHLY STATISTICAL DATA
JANUARY 2020**

Attendance	Monthly Totals	Monthly Totals	Year to Date	Year to Date
	Jan. '19	Jan. '20	2019	2020
Attendance at the Afterschool Programs	62	19	62	19
Attendance at Story Times	350	384	350	384
Attendance at other Events	457	278	457	278
Attendance at Summer Reading Program	0	0	0	0
Total	869	681	869	681

Circulation	Monthly Totals	Monthly Totals	Year to Date	Year to Date
	Jan. '19	Jan. '20	2019	2020
Items checked out	8,162	8,890	8,162	8,890
Interlibrary loan received	62		62	
Interlibrary loan sent out*	96		96	
Total ILL	158		158	
Total In house Circ.	8,224	8,890	8,224	8,890
Vending Machine	68	99	68	99
Total items circulated	8,292	8,989	8,292	8,989
Manual checkout of Book Club bks./2020				
Read & Return Books/2020				

*ILL sent out is not included in total items circulated (NDSL Annual Report) as of Feb. 2012

Computer Use	Monthly Totals	Monthly Totals	Year to Date	Year to Date
	Jan. '19	Jan. '20	2019	2020
Computer users	693	690	693	690
Laptop usage	0	7	0	7
Wi-fi sessions	8,684	11,521	8,684	11,521

Hoopla	Monthly Totals	Monthly Totals	Year to Date	Year to Date
	Jan. '19	Jan. '20	2019	2020
eBooks (ebooks & comics)	110	178	110	178
eAudiobooks	127	236	127	236
eVideos (movies & television)	62	71	62	71
Music	24	25	24	25
Total Downloaded	323	510	323	510

Library2Go (Overdrive)	Monthly Totals	Monthly Totals	Year to Date	Year to Date
	Jan. '19	Jan. '20	2019	2020
eBooks	1,329	1,348	1,329	1,348
eAudiobooks	771	828	771	828
eVideos	3	4	3	4
Total Downloaded	2,103	2,180	2,103	2,180

New library card applications	Monthly Totals	Monthly Totals	Year to Date	Year to Date
	Jan. '19	Jan. '20	2019	2020
	158	130	158	130
Yearly Total			158	130

Proctoring Tests	Monthly Totals	Monthly Totals	Year to Date	Year to Date
	Jan. '19	Jan. '20	2019	2020
Tests taken	14	0	14	0

Remote Bookdrops	Monthly Totals	Monthly Totals	Year to Date	Year to Date
	Jan. '19	Jan. '20	2019	2020
Eagle Run	189	102	189	102
Cash Wise	234	229	234	229

Website Visitors	Monthly Totals	Monthly Totals	Year to Date	Year to Date
	Jan. '19	Jan. '20	2019	2020
Website hits	4,776	5,502	4,776	5,502



West Fargo Public Library Strategic Plan Specifications and Timeline

Planning Timeframe: January-August 2020

Plan Coverage: 2020-2023

Strategic Planning Committee (SPC):

Carissa Hansen, Library Director (Planning Lead)

Melissa Richard, Communications Director (Planning Facilitator)

Tina Fisk, City Administrator

Tim Solberg, Director of Planning & Zoning

Malachi Peterson, Planner

Alanna Rerick, Library Board President

Eric Gjerdevig, City Commissioner and Library Board member

Major Contributors:

Library Board of Directors

Library staff

Library Service Managers (LSM)

Folkways, community input consultant

Communication leads:

Board communications – Alanna Rerick

Public communications – Melissa Richard

Staff communications – Carissa Hansen

Plan Drivers:

- Internal Expertise
 - Build a shared vision for staff
 - Draw on staffs' experience with planning to create a workable plan
 - Build on strength of staff and successes
 - Leverage industry best practices
 - Empower managers to make independent decisions

- Community Input
 - Utilize Folkways to complete a community needs assessment
 - Inform the development of the plan
 - Match services needed and/or desired to capabilities available
 - Work with stakeholders to determine opportunities to differentiate, partner or add value

- Board Guidance
 - Contribute to the shared vision
 - Participate in community input
 - Check goals to ensure they contribute to the shared vision
 - Hold staff accountable to the plan

- Data Input
 - Review current data available
 - Integrate space needs assessment
 - Determine data needs
 - Measure frequently throughout plan implementation

Plan Framework¹:

1. **SWOT analysis (preliminary):** Identification Strengths, Weaknesses, Opportunities, and Threats in relation to the library's current operations.
2. **Service responses:** What the library offers to meet a specific community need.
 - a. **SWOT analysis (post-input):** Consideration of Strengths, Weaknesses, Opportunities, and Threats in relation to selected service responses to identify gaps between needs, best practices, and current resources.
3. **Vision statement:** Statement that answers the questions: What does the West Fargo Public Library of the future look like? How do people describe the Library?
4. **Unique Value Proposition:** Statement that describes the benefit the library offers, how we meet customers' needs and what distinguishes us from the competition.
5. **Goals:** Benefits the community receives because the library provides a specific service response. Goals will be SMART (Specific, Measureable, Attainable, Relevant, and Timely) to measure progress toward reaching the goal.

Additional plan components:

- **Critical Resources:**
 - a. **Staffing Plan 2020-2030:** Analysis and recommendations for staffing necessary to accomplish strategic plan goals.
 - b. **Facilities Plan 2020-2030:** Analysis and recommendations for facilities necessary to accomplish strategic plan goals.
- **Activities:** Tactical plans that will allow the library to meet its goals. The Library Service Managers will devise the tactical plans after the planning process is complete.
- **Organizational Competencies:** Capacities (policies, staff training, organizational structure, etc.) that allow the library to achieve its goals. The Library Director and Library Service Managers will map competencies to address throughout the planning.

¹ Framework definitions based on the following text: Nelson, Sandra S. (2008.). *Strategic planning for results*. Chicago: American Library Association.

Timeline Detail January-July 2020:

January

- Design of planning process
- Identification of consultant for public input process
- Initial “plan for the plan” and visioning session with all-staff
- Review of internal data and service inventory

Key dates:

Jan. 9 – **Library Board meeting** - present plan design (Carissa, Melissa)

Jan. 20 – Visioning session with all-staff (Carissa, Melissa, library staff)

Jan. 20-Feb. 7 – Review of internal statistics, perform service inventory, and data synthesis (Carissa, LSMs)

February

- Review of internal data and service inventory
- Preliminary SWOT analysis

Key dates:

Feb. 12 – Review plan framework and preliminary SWOT analysis (Carissa, Melissa, LSMs)

Feb. 13 – **Library Board meeting** – Folkways contract, plan timeline and framework for approval (Carissa) **(action)**

February 25-29 – Carissa out of office for Public Library Association Conference

March

- Community input
 - Initial strategy sessions with Folkways & SPC
 - Stakeholder interviews
 - Event audits (framing for community engagement gatherings and survey, action plan and recommendations to amplify engagement at events)
 - Creation of overall marketing plan & stakeholder list for community engagement

Key dates:

Mar. 2 – **City Commission meeting** - Folkways contract and plan purpose and timeline for approval (Carissa, Tina) (**action**)

Mar. 5 – **All-staff meeting** – review plan framework and preliminary SWOT analysis (Carissa, Melissa, LSMs)

Mar. 12 – **Library Board meeting** – strategic planning update (Carissa, Alanna)

Mar. 16 – **City Commission meeting** (hold)

Mar. 12-16 – Melissa out of office for vacation

Mar. TBD – Folkways strategy sessions (2) (SPC)

April

- Community input
 - Stakeholder interviews
 - Event audits (framing for community engagement gatherings and survey, action plan and recommendations to amplify engagement at events)
 - Creation of marketing plan for community engagement gatherings

Key dates:

April 2 – **All-staff meeting** (hold)

April 9 – **Library Board meeting** – strategic planning update (Carissa, Alanna)

April 13 – **City Commission meeting** – invite Commission and public to community engagement gatherings (Carissa)

April 25-26 – Friends of the Library Book Sale

April TBD – Folkways strategy sessions (3) (SPC)

May

- Community input
 - Event audits (framing for community engagement gatherings and survey, action plan and recommendations to amplify engagement at events)
 - Community engagement gatherings
 - Creation of community survey based on engagement sessions
 - Creation of marketing plan for community survey

Key dates:

May 2 – Free Comic Book Day event

May 12 (rescheduled) – **All-staff meeting** (hold)

May 14 – **Library Board meeting** – strategic planning update (Carissa, Alanna)

May 18 – **City Commission meeting** – reminder about community engagement gatherings and upcoming community survey (Carissa)

May TBD – Folkways community engagement gatherings (SPC)

May TBD – Folkways strategy sessions (3) (SPC)

May TBD – Review findings from community engagement gatherings to provide input on community survey questions (SPC, LSMs)

June

- Community input
 - Community survey
 - Folkways present summary of findings from community engagement gatherings to Library Board
- Review community needs based on engagement gatherings and survey. Consider “fit” between identified needs, potential service responses of the Library, and West Fargo 2.0 Comprehensive Plan.
- Match needs to service responses. Conduct SWOT analysis on services responses to articulate the gap between needs, best practices, and current resources.

Key dates:

June 1 – Summer Reading Program Kickoff Party

June 4 – **All-staff meeting** (hold)

June 11 – **Library Board meeting** – present summary of findings from community engagement gatherings (Folkways, Carissa)

June 15 – **City Commission meeting** (hold)

June TBD – Folkways community survey

June TBD – Folkways strategy sessions (2) (SPC)

June TBD – Review findings from community engagement gatherings and survey; SWOT analysis (SPC, LSMs)

July

- Community input
 - Folkways present summary of findings from community survey to Library Board
 - Folkways participate in presentation of results of community input work to City Commission
- Draft vision statement, unique value proposition, and SMART goals with evaluation measures
- Library staff & Library Board provide input on vision, unique value proposition, and goals
- Write, edit, and design the final plan
- Write and include staffing and facilities plans

Key dates:

June 24 – Review draft vision, unique value proposition, and goals (Carissa, Melissa, LSMs)

July 7 (rescheduled) – **All-staff meeting** – review draft vision, unique value proposition, and goals (Carissa, Melissa, LSMs)

July 9 – **Library Board meeting** – present summary of findings from community survey; present results of post-input SWOT analysis; review and input on draft vision, unique value proposition, and goals (Folkways, Carissa, Melissa)

July 13 – **City Commission meeting** - present results of community input work (Folkways, Carissa, Melissa, Alanna)

August

- Presentation to Library Board for final approval and rollout of plan.

Key dates:

August 6 – **All-staff meeting** (hold)

August 13 – **Library Board meeting** – present final plan for approval (Carissa, Melissa) **(action)**

August 17 – **City Commission meeting** – present final plan (Carissa)

FOLKWAYS

West Fargo Library Public Engagement Scope

The City of West Fargo is engaging Folkways in a defined pilot project for the West Fargo Public Library. This project centers around community engagement as a part of the West Fargo Public Library strategic plan with a specific focus on establishing the library as a public space and defining their approach to delivering library services.

Our Approach

Folkways strives to engage with community members in an authentic and thoughtful way. Through this process, we see the ability to engage with a wide range of West Fargo citizens: youth, seniors, new Americans, families, and long-time residents.

Through a process of effective public engagement, we believe that we can elevate and bring awareness to the existing services and offerings which the West Fargo Library provides. Through better awareness of existing services, a richer understanding of new services can be discovered.

Folkways' engagement and research will take a holistic approach, working alongside City and Library staff to understand the goals and objectives of the library systems to create survey data and engagement with community members. We will look outside of the physical walls of the library to understand how, why, and when residents choose to engage with the services of the library.

Folkways will conduct a library user experience study with a focus on the users' ability to provide engaging feedback through their library journey. This process will include 8-12 interviews with library users and development of user personas for overall library use. A broad list of ideas and strategies accompanied by an incremental implementation plan for library staff will be provided.

Deliverables:

The preliminary scope includes the following deliverables to be implemented and completed in a three to six month time period:

- 4-6 Stakeholder Interviews: Folkways will interview the library director, employees, and targeted user groups. Information gathered from interviews will be used to help define a direction for public engagement. A summary of the interviews will be presented proceeding with further engagement steps.
- 8-12 interviews with library users: Interviewees will be identified with the help of the library staff and strategy committee. These interviews will be more closely focused on individuals that are using the library on a regular basis. Learnings from these

conversations will inform the creation of the personas and help discover pain points as it relates to providing feedback.

- Developed personas of users for strategic planning and ongoing study: These personas will be derived from the user interviews and will lay the foundation of problem-solving around how to increase user engagement and enhance ongoing feedback efforts of the Library Staff.
- Review of 2020 Calendar of Events: Folkways will assess West Fargo Public Library's current calendar of events to create an action plan and a list of recommendations to amplify engagement within these experiences and bolster the library's narrative of value and service.
- 3 Community Engagement Gatherings: Further details on these gatherings will be defined in the road map strategic session. A summary of findings from these gatherings will be provided. Folkways will provide marketing strategy support, along with the production of event graphics, poster printing, and distribution.
- Community Survey: Folkways will work with the City of West Fargo and West Fargo Public Library to determine the information that will assist these entities in achieving their goals and build consensus for the strategic planning process. The survey will be delivered online and in-person with an outlined marketing plan carried out jointly between West Fargo Public Library and Folkways. Survey results will be analyzed by Folkways and summarized for a presentation to West Fargo Public Library.
- List of generated ideas for strengthening library user engagement.
- Implementation and Recommendation Plan for a refined list of engagement solutions. The focus of this plan will gear toward ways in which the staff can better learn from Library users on an ongoing basis.
- 10 strategy session meetings with Folkways throughout the process will include presentations of findings from deliverables.

Timeline, Roadmap, and Next Steps

Once the core of the scope has been agreed upon, Folkway will draft a timeline and action plan for the work outlined above. This road map will act as the driving document for collaboration between Folkways and West Fargo. This timeline will determine when the following occur: strategy meetings, interviews, and public engagement events. This timeline will be added as an appendix to this scope agreement.

Scope estimate*: \$11,875

**scope will be finalized with the approval of the timeline and road map*

Name:

City of West Fargo

Date:

Joe Burgum

Folkways

Date:

Please provide a signed copy of the scope agreement and \$1,000 deposit to commence the project. Fifty percent of the remaining balance will be billed halfway through the agreed upon timeline, with final payment at the delivery of finalized work.