



West Fargo Public Library Board of Directors
Regular Meeting Agenda
5:30 p.m. Thursday, July 8th, 2021
West Fargo City Commission Chambers
800 4th Ave E
West Fargo, ND 58078

1. Call To Order
2. Approve Order Of Agenda
3. Consent Agenda - Approve The Following:
 - 3.I. Approval Of Minutes - June 17th, 2021

Documents:

[LIBRARY BOARD MINUTES 20210617.PDF](#)

- 3.II. Approval Of Financial Reports

Documents:

[JUNE LIBRARY FINANCIALS.PDF](#)

4. Regular Agenda
 - 4.I. Discuss Findings Related To Question Of Library Mill Cap
 - 4.II. Approval Of 2022 Library Budget Draft (Action)

Documents:

[LIBRARY BUDGET DRAFT 2022.PDF](#)

- 4.III. Update To Board On Facility Funding Options Meeting
 - 4.IV. Discuss Rescheduling Of October And November Regular Board Meetings (Action)
 - 4.V. Election Of Officers
 - 4.VI. Director's Report
 - 4.VII. Other Business
 - 4.VIII. Adjourn

West Fargo Public Library Board of Directors

Meeting Date: June 17th, 2021

Time: 5:30 P.M.

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

Roll Call:

Alanna Rerick, Jodie Haring, Steve Anglin, Larry Schwartz. Absent: Commissioner Mandy George. Also attending: John Shockley, West Fargo City Attorney, Carissa Hansen, Library Director, Maria Kramer, Deputy Director of Public Services, Lauren Nephew, Youth Services Manager, and Alisha Reis, Office Coordinator.

1. Call to order

Rerick called the meeting to order.

2. Approve order of agenda

Schwartz moved and Anglin seconded to approve the order of the agenda. No opposition. Motion carried.

3. Consent agenda - approve the following:

Schwartz moved and Anglin seconded to approve the consent agenda. No opposition. Motion carried.

- a. Approval of Minutes – May 13th, 2021
- b. Approval of Financial Reports

Regular Agenda:

1. Approval of Library Board orientation guide (Action)

- Schwartz moved and Anglin seconded to approve the Library Board orientation guide. No opposition. Motion carried.

2. Review of 2022 library budget draft

- Hansen presented the 2022 library budget draft. An additional mill is needed for the Library to continue to recovery from the 2018 mill reduction. Without receiving the mill, there would be a major impact on operations for the library, including cutting multiple FTE, which would result in a sizeable decrease in the services that the library offers to the public. The library continues to see growth in its usage, even in 2020. The 2022 library budget will be presented to the budget team at a budget review meeting next week. Hansen will request approval from the Library Board for the 2022 budget request at the next board meeting on July 8th, 2021. The Library Board discussed the budget draft including the need for an additional mill to support operations.

3. Discussion of public transit related to library services

- Rerick shared with the Board why she has paused the process of moving the MAT bus stop closer to the library. After researching the issue, Rerick found the schedule for the bus to be very tight. If any changes to the route were to be made, it would affect more than the library's route. There would also be costs involved which could be incurred by the city or the library. The Library Board discussed and provided feedback. Haring made a motion to table the previous motion for 6 months but to revisit advocating for better transportation to and from the library. Schwartz seconded. No opposition. Motion carried.

4. Discuss timing of board officer elections

- Rerick brought to the Board an idea of altering the Board's bylaws to move the July date to elect officers to January so that the board members would be able to get to know each other and their strengths before electing officers. Rerick realized that when board members leave, the term will reset which would result in having two officer elections every year instead of just one. No motion needed on this item.

5. Director's Report

Hansen presented the following items for the Director's Report:

- The Board welcomed new Library Board members Liann Hanson & Tony Stukel.
- WFPL welcomes a new team member, Maria Kramer. Kramer is the new Deputy Director of Public Services.
- The meeting rooms at the library will be available to the public to reserve starting June 21st, 2021.
- Board orientation will take place on June 23rd, 2021. The final agenda & board orientation guide will be sent out to the board members.
- Lauren Nephew, Youth Services Manager gave a programming update.
 - Nephew presented the board with an update on the Summer Boost program and Little Red Reading Bus. In its first two weeks, there have been 859 visitors as well as over 600 items that have circulated through the Little Red Reading Bus. The Little Red Reading Bus also offers fun games for children to play with while visiting the bus, take home kits, and literacy-based play activities.

6. Other Business

- No other business.

7. Adjourn

- Schwartz moved to adjourn, Anglin seconded. No opposition. Meeting adjourned. Next meeting: 5:30 P.M., Thursday July 8th, 2021.

07/01/21
08:17:03

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 5/21 - 5/21

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 4529130	Payroll 5/7/2021		/ /	24,084.34	5/21			
JV 4530127	Payroll 5/21/2021		/ /	24,095.06	5/21			
		Object Total:		48,179.40	259,666.87	683,521.00	423,854.13	38%
114 PART TIME SALARIES								
JV 4529131	Payroll 5/7/2021		/ /	4,056.03	5/21			
JV 4530128	Payroll 5/21/2021		/ /	3,914.31	5/21			
		Object Total:		7,970.34	43,871.09	124,365.00	80,493.91	35%
209 CLASSIFIED ADS								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 4529132	Payroll 5/7/2021		/ /	2,079.90	5/21			
JV 4530129	Payroll 5/21/2021		/ /	2,069.87	5/21			
		Object Total:		4,149.77	22,481.17	61,803.00	39,321.83	36%
230 RETIREMENT								
JV 4529133	Payroll 5/7/2021		/ /	3,669.45	5/21			
JV 4530130	Payroll 5/21/2021		/ /	3,669.45	5/21			
		Object Total:		7,338.90	38,652.96	96,223.00	57,570.04	40%
240 WORKFORCE SAFETY INSURANCE								
		Object Total:	/ /	0.00	1,252.63	1,865.00	612.37	67%
245 CORPORATE EDUCATION								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
250 UNEMPLOYMENT								
		Object Total:	/ /	0.00	0.00	1,000.00	1,000.00	%
312 ATTORNEY								
CL 96697 14 91327 LIB			05/05/21	140.00	5/21	353 OHNSTAD TWICHELL		
		Object Total:		140.00	390.62	1,000.00	609.38	39%
320 HEALTH INSURANCE								
JV 4529134	Payroll 5/7/2021		/ /	2,805.00	5/21			
JV 4530131	Payroll 5/21/2021		/ /	2,804.95	5/21			
		Object Total:		5,609.95	28,725.54	101,995.00	73,269.46	28%
333 BUILDING RENTAL								
CL 96465 3 91188 LIBRARY RENT MAY		05965	04/12/21	9,740.00	5/21	549 WF PUB SCHOOLS DIST #6		
		Object Total:		9,740.00	38,960.00	117,000.00	78,040.00	33%
340 TRAVEL & EDUCATION								
CL 96473 1 91071 Mileage			04/27/21	11.80	5/21	3417 CHELSEA SIMDORN		
CL 96582 1 91210 MILEAGE			04/19/21	10.44	5/21	3869 ALISHA REIS		
CL 96704 1 91210 MILEAGE			05/03/21	6.38	5/21	3869 ALISHA REIS		
CL 96707 2 91261 TRAVEL & EDUCATION			/ /	108.00	5/21	3161 FIRST INTERNATIONAL BANK &		
		Object Total:		136.62	339.19	7,050.00	6,710.81	5%

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

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	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 96827 32	91372 April 2021 library	9879247584	04/08/21	127.62	5/21	3668 VERIZON WIRELESS		
		Object Total:		127.62		791.72	6,650.00	5,858.28 12%
360 MISC PRINTING & MAILING								
			/ /					
		Object Total:		0.00	1,075.60	7,000.00	5,924.40	15%
387 MEDICAL/VACCINES								
CL 96886 10	91403 library 82135723		/ /	50.00	5/21	2862 ESSENTIA HEALTH		
CL 96886 12	91403 library 82674643		/ /	58.00	5/21	2862 ESSENTIA HEALTH		
		Object Total:		108.00	369.00	500.00	131.00	74%
399 RECRUITMENT/EMPLOYMENT TESTING								
CL 96608 1	91253 library	01154277	04/30/21	190.00	5/21	1502 EIDE BAILLY		
		Object Total:		190.00	714.00	3,000.00	2,286.00	24%
410 OFFICE SUPPLIES								
CL 96459 1	91054 Label supplies	201005389	04/15/21	1,304.40	5/21	3871 BARCODE LABEL CONSULTANTS,		
CL 96467 1	91066 Office Supplies	WO11232241	04/19/21	287.90	5/21	351 BUSINESS ESSENTIALS		
CL 96474 3	91047 Office Supplies	1VP3JWYJPR	04/27/21	59.99	5/21	3490 AMAZON CAPITAL SERVICES		
CL 96698 1	91227 Supplies	WO11253761	05/03/21	197.95	5/21	351 BUSINESS ESSENTIALS		
CL 96698 2	91227 Supplies	OE5711911	05/05/21	48.49	5/21	351 BUSINESS ESSENTIALS		
CL 96698 3	91227 Credit wrong laminating sheets	CPWO112537	05/07/21	-57.38	5/21	351 BUSINESS ESSENTIALS		
CL 96701 1	91340 Supply - Water	8013870421	04/30/21	87.95	5/21	3276 PREMIUM WATERS INC		
CL 96707 3	91261 OFFICE SUPPLIES		/ /	52.38	5/21	3161 FIRST INTERNATIONAL BANK &		
		Object Total:		1,981.68	5,188.82	16,000.00	10,811.18	32%
424 GAS AND OIL								
			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
427 VEHICLES MAINTENANCE								
			/ /					
		Object Total:		0.00	0.00	1,000.00	1,000.00	%
428 SERVICE AGREEMENTS-CONTRA								
CL 96462 1	91111 copier	29177148	04/20/21	442.89	5/21	2877 GREATAMERICA FINANCIAL		
CL 96575 1	91370 Service Agreements - Contract	23141	05/01/21	2,900.00	5/21	3658 TLC CLEANING LLC		
CL 96705 1	91296 SERVICE AGREEMENTS-CONTRACTS	3716327	05/04/21	642.52	5/21	3418 LOFFLER		
		Object Total:		3,985.41	17,161.29	46,755.00	29,593.71	37%
497 TECHNOLOGY								
CL 96706 1	91273 TECHNOLOGY	9320446172	03/10/21	19.77	5/21	939 GRAYBAR		
		Object Total:		19.77	3,895.42	25,699.00	21,803.58	15%

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

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
640 FURNITURE & EQUIPMENT								
			/ /					
Object Total:				0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000								
CL 96569 1	91249 Furniture - kid chairs	6942544	04/26/21	1,577.46	5/21	77 DEMCO		
CL 96569 2	91249 Furniture - rug	6943419	04/27/21	176.67	5/21	77 DEMCO		
CL 96581 1	91227 Library furniture	OEQT622971	04/28/21	504.25	5/21	351 BUSINESS ESSENTIALS		
CL 96708 2	91212 FURN & EQUIPMENT FOLDING TABLE	1T7XJ414LL	05/11/21	86.24	5/21	3490 AMAZON CAPITAL SERVICES		
Object Total:				2,344.62	2,815.62	8,762.00	5,946.38	32%
644 POSTAL METER RENT								
			/ /					
Object Total:				0.00	243.09	1,200.00	956.91	20%
645 EQUIPMENT REPLACEMENT								
			/ /					
Object Total:				0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS								
			/ /					
Object Total:				0.00	209.79	1,200.00	990.21	17%
649 PROGRAMMING								
CL 96474 1	91047 Programming	17F9X6C3CH	04/20/21	1,220.95	5/21	3490 AMAZON CAPITAL SERVICES		
CL 96474 2	91047 Programming	1XM3D4M7W6	04/20/21	477.75	5/21	3490 AMAZON CAPITAL SERVICES		
CL 96707 1	91261 PROGRAMMING		05/02/21	323.42	5/21	3161 FIRST INTERNATIONAL BANK &		
CL 96708 1	91212 PROGRAMMING	1T7XJ414LL	05/11/21	131.98	5/21	3490 AMAZON CAPITAL SERVICES		
Object Total:				2,154.10	3,672.73	11,000.00	7,327.27	33%
650 E RESOURCES								
CL 96472 1	91180 Subscription	105021	04/29/21	799.00	5/21	1924 TUMBLEWEED PRESS INC		
CL 96572 1	91309 e resources	500378842	04/30/21	1,226.34	5/21	1854 MIDWEST TAPE		
Object Total:				2,025.34	10,350.77	36,000.00	25,649.23	29%
653 CAPITAL IMPROVEMENTS								
			/ /					
Object Total:				0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CL 96480 1	91154 reserve account		04/29/21	1,000.00	5/21	1483 PITNEY BOWES RESERVE ACCOUNT		
Object Total:				1,000.00	1,080.74	0.00	-1,080.74	%
662 BOOKS								
CL 96451 1	91047 Books	D1TG4HCDW	04/22/21	228.66	5/21	3490 AMAZON CAPITAL SERVICES		
CL 96469 1	91053 Books	2035826600	04/09/21	171.36	5/21	1695 BAKER & TAYLOR		
CL 96469 2	91053 Books	2035846638	04/08/21	616.29	5/21	1695 BAKER & TAYLOR		
CL 96469 3	91053 Books	2035873634	04/07/21	129.59	5/21	1695 BAKER & TAYLOR		
CL 96469 4	91053 Books	2035859109	04/12/21	179.03	5/21	1695 BAKER & TAYLOR		
CL 96469 5	91053 Books	2035897153	04/19/21	77.90	5/21	1695 BAKER & TAYLOR		
CL 96570 1	91306 Books	530799	03/12/21	270.99	5/21	2020 MIDAMERICA BOOKS		
CL 96574 1	91219 Books	2035870382	04/26/21	371.96	5/21	1695 BAKER & TAYLOR		
CL 96574 2	91219 Books	2035913299	04/22/21	132.65	5/21	1695 BAKER & TAYLOR		
CL 96574 3	91219 Books	2035916286	04/22/21	86.23	5/21	1695 BAKER & TAYLOR		
CL 96574 4	91219 Books	2035894605	04/21/21	454.44	5/21	1695 BAKER & TAYLOR		
CL 96577 1	91212 Book	19TVN1W9TF	04/29/21	20.40	5/21	3490 AMAZON CAPITAL SERVICES		

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
CL 96580 1	91356 Books	ARU0319804	04/29/21	103.70	5/21	3953 SMART APPLE MEDIA		
CL 96708 3	91212 BOOKS	1HF1NGCM41	05/08/21	26.15	5/21	3490 AMAZON CAPITAL SERVICES		
CL 96713 1	91272 BOOK REPLACEMENT		05/04/21	14.99	5/21	2234 GRAND FORKS PUBLIC LIBRARY		
		Object Total:		2,884.34		18,363.14	100,750.00	82,386.86 18%
663 MAGAZINES								
CL 96476 1	91163 Subscription	12564	04/28/21	23.06	5/21	3210 RIVISTAS SUBSCRIPTIONS		
CL 96707 4	91261 MAGAZINES		/ /	285.00	5/21	3161 FIRST INTERNATIONAL BANK &		
		Object Total:		308.06		4,360.12	6,500.00	2,139.88 67%
664 AUDIO VIDEO								
CL 96452 1	91133 Audiobook	500356950	04/26/21	64.48	5/21	1854 MIDWEST TAPE		
CL 96452 2	91133 DVD	500356955	04/26/21	117.59	5/21	1854 MIDWEST TAPE		
CL 96452 3	91133 Audiobook	500356954	04/26/21	42.24	5/21	1854 MIDWEST TAPE		
CL 96452 4	91133 DVD	500363683	04/28/21	50.58	5/21	1854 MIDWEST TAPE		
CL 96452 5	91133 Audiobook	500356951	04/26/21	79.48	5/21	1854 MIDWEST TAPE		
CL 96452 6	91133 DVD	500356953	04/26/21	61.28	5/21	1854 MIDWEST TAPE		
CL 96452 7	91133 Audiobook	500308567	04/14/21	107.48	5/21	1854 MIDWEST TAPE		
CL 96452 8	91133 DVD	500308570	04/14/21	18.54	5/21	1854 MIDWEST TAPE		
CL 96452 9	91133 Audiobook	500308568	04/14/21	84.48	5/21	1854 MIDWEST TAPE		
CL 96452 10	91133 Audiobook	500308566	04/14/21	22.24	5/21	1854 MIDWEST TAPE		
CL 96452 11	91133 DVD	500308565	04/14/21	244.05	5/21	1854 MIDWEST TAPE		
CL 96452 12	91133 Audiobook	500332305	04/21/21	17.24	5/21	1854 MIDWEST TAPE		
CL 96452 13	91133 Audiobook	500332307	04/21/21	314.92	5/21	1854 MIDWEST TAPE		
CL 96452 14	91133 DVD	500332308	04/21/21	38.58	5/21	1854 MIDWEST TAPE		
CL 96452 15	91133 DVD	500332309	04/21/21	99.06	5/21	1854 MIDWEST TAPE		
CL 96710 1	91309 DVD	500397086	05/05/21	65.78	5/21	1854 MIDWEST TAPE		
CL 96710 2	91309 DVD	500397087	05/05/21	22.29	5/21	1854 MIDWEST TAPE		
CL 96710 3	91309 DVD	500429185	05/11/21	25.29	5/21	1854 MIDWEST TAPE		
CL 96710 4	91309 DVD	500429183	05/11/21	18.54	5/21	1854 MIDWEST TAPE		
CL 96710 5	91309 DVD	500431439	05/12/21	246.48	5/21	1854 MIDWEST TAPE		
CL 96710 6	91309 DVD	500431442	05/12/21	119.71	5/21	1854 MIDWEST TAPE		
CL 96710 7	91309 DVD	500431443	05/12/21	48.12	5/21	1854 MIDWEST TAPE		
CL 96710 8	91309 DVD	500431438	05/12/21	26.04	5/21	1854 MIDWEST TAPE		
CL 96710 9	91309 AUDIOBOOK	500397083	05/05/21	59.48	5/21	1854 MIDWEST TAPE		
CL 96710 10	91309 AUDIOBOOK	500397085	05/05/21	79.48	5/21	1854 MIDWEST TAPE		
CL 96710 11	91309 AUDIOBOOK	500431437	05/12/21	32.24	5/21	1854 MIDWEST TAPE		
CL 96710 12	91309 AUDIOBOOK	500431436	05/12/21	42.24	5/21	1854 MIDWEST TAPE		
CL 96710 13	91309 AUDIOBOOK	500431440	05/12/21	32.24	5/21	1854 MIDWEST TAPE		
		Object Total:		2,180.17		7,840.86	31,500.00	23,659.14 25%
667 MEMBERSHIPS								
			/ /					
		Object Total:		0.00		1,562.00	3,218.00	1,656.00 49%
668 PRINTING								
CL 96576 1	91226 Envelopes,Letterhead,Labe ls	50909	04/27/21	423.08	5/21	16 BROKERAGE PRINTING		
		Object Total:		423.08		423.08	0.00	-423.08 %

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
669 INSURANCE								
			/ /					
671 SUMMER READING PROGRAM		Object Total:		0.00	0.00	2,750.00	2,750.00	%
			/ /					
672 EMERGENCY MEDICAL SUPPLIES		Object Total:		0.00	0.00	0.00	0.00	%
CL 96702 1 91359	Emergency medical supplies	12154	04/07/21	113.09	5/21	3419 STELLAR MEDICAL AND		
CL 96702 2 91359	AED emergency medical supplies	12160	05/06/21	113.00	5/21	3419 STELLAR MEDICAL AND		
		Object Total:		226.09	226.09	250.00	23.91	90%
673 CLEANING SUPPLIES		Object Total:	/ /	0.00	0.00	500.00	500.00	%
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		Object Total:	/ /	0.00	0.00	0.00	0.00	%
CL 96573 1 91391	Library Advertisement	06004	05/03/21	112.50	5/21	549 WF PUB SCHOOLS DIST #6		
CL 96707 5 91261	PROMOTIONAL ACTIVITIES		/ /	19.01	5/21	3161 FIRST INTERNATIONAL BANK &		
		Object Total:		131.51		635.72	11,400.00	10,764.28 6%
724 CONSULTING/TESTING FEES		Object Total:	/ /	0.00	1,375.00	0.00	-1,375.00	%
740 SERVICE CHARGES		Object Total:	/ /	253.13	5/21			
JV 4544 6	TransFirst Libr May 2021		/ /	253.13		856.14	0.00	-856.14 %
750 MISC.		Object Total:	/ /	0.00	0.00	750.00	750.00	%
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		Object Total:	/ /	0.00	0.00	0.00	0.00	%
CL 96703 1 91326	Cataloging	1000116695	05/01/21	191.51	5/21	3416 OCLC, INC.		
		Object Total:		191.51		957.55	2,300.00	1,342.45 42%

07/01/21
08:17:03

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 5/21 - 5/21

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	12,000.00	12,000.00	0.00	100%
	Account Total:		103,799.41	530,508.36	1,533,006.00	1,002,497.64	
	Fund Total:		103,799.41	530,508.36	1,533,006.00	1,002,497.64	

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

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LI BRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 4537121	Payroll 6/4/2021	/ /		24,246.09	6/21			
JV 4538127	Payroll 6/18/2021	/ /		25,449.18	6/21			
		Object Total:		49,695.27	309,362.14	683,521.00	374,158.86	45%
114 PART TIME SALARIES								
JV 4537122	Payroll 6/4/2021	/ /		3,989.09	6/21			
JV 4538128	Payroll 6/18/2021	/ /		3,588.79	6/21			
		Object Total:		7,577.88	51,448.97	124,365.00	72,916.03	41%
209 CLASSIFIED ADS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 4537123	Payroll 6/4/2021	/ /		2,087.17	6/21			
JV 4538129	Payroll 6/18/2021	/ /		2,145.62	6/21			
		Object Total:		4,232.79	26,713.96	61,803.00	35,089.04	43%
230 RETIREMENT								
JV 4537124	Payroll 6/4/2021	/ /		3,669.45	6/21			
JV 4538130	Payroll 6/18/2021	/ /		3,818.29	6/21			
		Object Total:		7,487.74	46,140.70	96,223.00	50,082.30	48%
240 WORKFORCE SAFETY INSURANCE								
			/ /					
		Object Total:		0.00	1,252.63	1,865.00	612.37	67%
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	390.62	1,000.00	609.38	39%
320 HEALTH INSURANCE								
JV 4537125	Payroll 6/4/2021	/ /		2,805.00	6/21			
JV 4538131	Payroll 6/18/2021	/ /		3,080.47	6/21			
		Object Total:		5,885.47	34,611.01	101,995.00	67,383.99	34%
333 BUILDING RENTAL								
CL 96869 1 91621 LIBRARY RENT JUNE		06014	05/12/21	9,740.00	6/21	549 WF PUB SCHOOLS	DI ST #6	
		Object Total:		9,740.00	48,700.00	117,000.00	68,300.00	42%
340 TRAVEL & EDUCATION								
CL 97050 1 91443 MI LEAGE			06/01/21	7.54	6/21	3869 ALISHA REIS		
CL 97050 2 91443 MI LEAGE			05/17/21	13.34	6/21	3869 ALISHA REIS		
CL 97282 1 91678 MI LEAGE			06/07/21	19.16	6/21	3417 CHELSEA SIMDORN		
CL 97536 1 91780 MI LEAGE			06/21/21	4.06	6/21	3919 MEGAN LYNCH		
		Object Total:		44.10	383.29	7,050.00	6,666.71	5%

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

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	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 97347 34 91861 may 2021 library		9881395722	05/08/21	127.62	6/21	3668 VERI ZON WI RELESS		
		Object Total:		127.62	919.34	6,650.00	5,730.66	14%
360 MISC PRINTING & MAILING			/ /					
		Object Total:		0.00	1,075.60	7,000.00	5,924.40	15%
387 MEDICAL/VACCINES CL 97257 7 91718 library 83700362 CL 97257 8 91718 library 83866496			/ /	50.00	6/21	2862 ESSENTIA HEALTH		
			/ /	50.00	6/21	2862 ESSENTIA HEALTH		
		Object Total:		100.00	469.00	500.00	31.00	94%
399 RECRUITMENT/EMPLOYMENT TESTING CL 97356 1 91723 RECRUITMENT - LINKEDIN CL 97418 3 91710 library			06/02/21	300.00	6/21	3161 FIRST INTERNATIONAL BANK &		
			/ /	125.00	6/21	1502 EIDE BAILLY		
		Object Total:		425.00	1,139.00	3,000.00	1,861.00	38%
410 OFFICE SUPPLIES CL 96872 1 91498 SUPPLIES 6949108 05/10/21 CL 96872 2 91498 SUPPLIES 6949576 05/11/21 CL 97017 1 91468 Office Supplies W011287471 05/24/21 CL 97021 1 91498 OFFICE SUPPLIES - BOOK TAPE 6955394 05/19/21				443.58	6/21	77 DEMCO		
				237.92	6/21	77 DEMCO		
				109.17	6/21	351 BUSINESS ESSENTIALS		
				451.15	6/21	77 DEMCO		
CL 97285 1 91821 OFFICE SUPPLIES - WATER 8013870521 05/31/21 CL 97349 1 91669 OFFICE SUPPLIES W011308301 06/09/21				120.54	6/21	3276 PREMIUM WATERS INC		
				42.99	6/21	351 BUSINESS ESSENTIALS		
		Object Total:		1,405.35	6,594.17	16,000.00	9,405.83	41%
424 GAS AND OIL			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
427 VEHICLES MAINTENANCE			/ /					
		Object Total:		0.00	0.00	1,000.00	1,000.00	%
428 SERVICE AGREEMENTS-CONTRACT CL 97020 1 91518 SERVICE AGREEMENTS-CONTRACT 29367742 05/21/21 CL 97052 1 91607 SERVICE AGREEMENTS-CONTRACT 24131 06/01/21 CL 97284 1 91767 SERVICE AGREEMENTS-CONTRACTS 3739956 06/02/21				442.89	6/21	2877 GREATAMERICA FINANCIAL		
				2,900.00	6/21	3658 TLC CLEANING LLC		
				787.71	6/21	3418 LOFFLER		
		Object Total:		4,130.60	21,291.89	46,755.00	25,463.11	46%
497 TECHNOLOGY CL 97399 3 91723 TECHNOLOGY			06/02/21	179.87	6/21	3161 FIRST INTERNATIONAL BANK &		
		Object Total:		179.87	4,075.29	25,699.00	21,623.71	16%

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								
640 FURNITURE & EQUIPMENT								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000								
CL 97357 1 91712	FURN & EQUIP-HOOKS FOR EXHIBIT		06/07/21	27.18	6/21	3207 ELLEN ROSSOW		
CL 97357 2 91712	FURN & EQUIP-HOOKS FOR EXHIBIT		06/09/21	24.00	6/21	3207 ELLEN ROSSOW		
		Object Total:		51.18	2,866.80	8,762.00	5,895.20	33%
644 POSTAL METER RENT								
CL 97056 1 91574	POSTAL METER RENT	3313555611	05/27/21	243.09	6/21	384 PITNEY BOWES		
		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			/ /					
		Object Total:		0.00	209.79	1,200.00	990.21	17%
649 PROGRAMMING								
CL 96870 1 91447	PROGRAMMING	1T17DH7KHW	05/16/21	504.51	6/21	3490 AMAZON CAPITAL SERVICES		
CL 97016 1 91435	Programmi ng	21157933	05/26/21	347.74	6/21	2646 4IMPRI NT INC		
CL 97053 1 91528	PROGRAMMING		06/03/21	100.00	6/21	2450 JEFFREY SALVESON		
CL 97054 1 91447	PROGRAMMING	1GV66WLMQV	06/01/21	198.00	6/21	3490 AMAZON CAPITAL SERVICES		
CL 97054 2 91447	PROGRAMMING	1FVLVFCVRCH	05/31/21	202.16	6/21	3490 AMAZON CAPITAL SERVICES		
CL 97352 1 91775	PROGRAMMING -ROCK PAINT CLASS		06/08/21	80.00	6/21	4005 MAGGIE CHRISTIE		
CL 97397 1 91653	PROGRAMMING	1XTT3RPX39	06/15/21	29.94	6/21	3490 AMAZON CAPITAL SERVICES		
CL 97399 1 91723	PROGRAMMING		06/02/21	319.36	6/21	3161 FIRST INTERNATIONAL BANK &		
		Object Total:		1,781.71	5,454.44	11,000.00	5,545.56	50%
650 E RESOURCES								
CL 97051 1 91549	E RESOURCES	500518737	05/31/21	1,162.21	6/21	1854 MIDWEST TAPE		
		Object Total:		1,162.21	11,512.98	36,000.00	24,487.02	32%
653 CAPITAL IMPROVEMENTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING			/ /					
		Object Total:		0.00	1,080.74	0.00	-1,080.74	%
662 BOOKS								
CL 96870 2 91447	BOOKS	1QDDX9FWKG	05/19/21	519.68	6/21	3490 AMAZON CAPITAL SERVICES		
CL 96870 3 91447	BOOKS	1749XJRL9M	05/17/21	158.97	6/21	3490 AMAZON CAPITAL SERVICES		
CL 96871 1 91456	BOOKS	2035923877	04/30/21	31.19	6/21	1695 BAKER & TAYLOR		
CL 96871 2 91456	BOOKS	2035910184	05/04/21	524.32	6/21	1695 BAKER & TAYLOR		
CL 96871 3 91456	BOOKS	2035948125	05/10/21	94.88	6/21	1695 BAKER & TAYLOR		
CL 96871 4 91456	BOOKS	2035877255	04/28/21	811.28	6/21	1695 BAKER & TAYLOR		
CL 96871 5 91456	BOOKS	2035885266	04/29/21	419.03	6/21	1695 BAKER & TAYLOR		
CL 96871 6 91456	BOOKS	2035932846	05/01/21	148.02	6/21	1695 BAKER & TAYLOR		
CL 96873 1 91452	BOOKS	113540	05/14/21	631.37	6/21	3160 APPLE BOOKS		

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

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LI BRARY								
411600 LIBRARY								
CL 97022 1	91447 BOOKS	137H7RXYXP	05/23/21	26.77	6/21	3490 AMAZON CAPI TAL	SERVI CES	
CL 97023 1	91456 BOOKS	2035923749	05/14/21	327.36	6/21	1695 BAKER & TAYLOR		
CL 97055 1	91456 BOOKS	2035804812	05/21/21	101.96	6/21	1695 BAKER & TAYLOR		
CL 97055 2	91456 BOOKS	2035965999	05/19/21	160.62	6/21	1695 BAKER & TAYLOR		
CL 97055 3	91456 BOOKS	2035973928	05/20/21	953.30	6/21	1695 BAKER & TAYLOR		
CL 97055 4	91456 BOOKS	2035807593	05/20/21	461.84	6/21	1695 BAKER & TAYLOR		
CL 97055 5	91456 BOOKS	2035810865	05/21/21	150.60	6/21	1695 BAKER & TAYLOR		
CL 97055 6	91456 BOOKS	2035933003	05/21/21	2,074.74	6/21	1695 BAKER & TAYLOR		
CL 97286 1	91658 BOOKS	2035984437	05/25/21	111.57	6/21	1695 BAKER & TAYLOR		
CL 97286 2	91658 BOOKS	2035959836	05/27/21	252.46	6/21	1695 BAKER & TAYLOR		
CL 97286 3	91658 BOOKS	2035977626	05/26/21	709.82	6/21	1695 BAKER & TAYLOR		
CL 97355 1	91658 BOOKS	2035867010	06/02/21	61.73	6/21	1695 BAKER & TAYLOR		
CL 97395 1	91658 CREDIT -PROCESSING ERROR	0003236304	06/02/21	-102.25	6/21	1695 BAKER & TAYLOR		
CL 97395 2	91658 BOOKS	2036004320	06/04/21	300.57	6/21	1695 BAKER & TAYLOR		
CL 97395 3	91658 BOOKS	2035843558	06/02/21	1,854.25	6/21	1695 BAKER & TAYLOR		
CL 97395 4	91658 BOOKS	2035948213	06/01/21	359.32	6/21	1695 BAKER & TAYLOR		
Object Total:				11,143.40	29,506.54	100,750.00	71,243.46	29%
663 MAGAZINES								
				/ /				
Object Total:				0.00	4,360.12	6,500.00	2,139.88	67%
664 AUDIO VIDEO								
CL 96874 1	91549 DVD	500461464	05/19/21	23.64	6/21	1854 MI DWEST TAPE		
CL 96874 2	91549 AUDIO OBOOK	500461462	05/19/21	42.24	6/21	1854 MI DWEST TAPE		
CL 96874 3	91549 DVD	500461465	05/19/21	106.20	6/21	1854 MI DWEST TAPE		
CL 96874 4	91549 DVD	500461466	05/19/21	46.41	6/21	1854 MI DWEST TAPE		
CL 97019 1	91549 Audi obook	500487582	05/24/21	117.48	6/21	1854 MI DWEST TAPE		
CL 97019 2	91549 DVD	500487581	05/24/21	193.06	6/21	1854 MI DWEST TAPE		
CL 97019 3	91549 DVD	500487584	05/24/21	104.50	6/21	1854 MI DWEST TAPE		
CL 97057 1	91549 DVD	500522589	06/02/21	273.75	6/21	1854 MI DWEST TAPE		
CL 97057 2	91549 AUDIO OBOOK	500522810	06/02/21	40.24	6/21	1854 MI DWEST TAPE		
CL 97057 3	91549 DVD	500522812	06/02/21	139.48	6/21	1854 MI DWEST TAPE		
CL 97057 4	91549 AUDIO OBOOK	500522813	06/02/21	332.16	6/21	1854 MI DWEST TAPE		
CL 97057 5	91549 DVD	500522814	06/02/21	19.43	6/21	1854 MI DWEST TAPE		
CL 97348 1	91785 DVD	500576208	06/14/21	17.04	6/21	1854 MI DWEST TAPE		
CL 97348 2	91785 AUDIO OBOOK	500576209	06/14/21	27.24	6/21	1854 MI DWEST TAPE		
CL 97348 3	91785 AUDIO OBOOK	500576320	06/14/21	42.24	6/21	1854 MI DWEST TAPE		
CL 97348 4	91785 DVD	500576322	06/14/21	26.04	6/21	1854 MI DWEST TAPE		
CL 97348 5	91785 DVD	500576321	06/14/21	102.66	6/21	1854 MI DWEST TAPE		
CL 97348 6	91785 DVD	500576205	06/14/21	296.59	6/21	1854 MI DWEST TAPE		
CL 97348 7	91785 AUDIO OBOOK	500576206	06/14/21	350.16	6/21	1854 MI DWEST TAPE		
Object Total:				2,300.56	10,141.42	31,500.00	21,358.58	32%
667 MEMBERSHI PS								
				/ /				
Object Total:				0.00	1,562.00	3,218.00	1,656.00	49%

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

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
668 PRINTING								
CL 97354 1	91836 BUSINESS CARDS	115158	06/11/21	219.50	6/21	2885 SHORTPRINTER		
		Object Total:		219.50		642.58	0.00	-642.58 %
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	%
672 EMERGENCY MEDICAL SUPPLIES								
CL 97287 1	91653 EMERGENCY MEDICAL SUPPLIES	1YQKH464X	06/03/21	77.90	6/21	3490 AMAZON CAPITAL SERVICES		
		Object Total:		77.90		303.99	250.00	-53.99 122%
673 CLEANING SUPPLIES			/ /					
		Object Total:		0.00		0.00	500.00	500.00 %
674 HOMEWORK ROOM			/ /					
		Object Total:		0.00		0.00	0.00	%
682 STRATEGIC PLANNING			/ /					
		Object Total:		0.00		0.00	0.00	%
689 PROMOTIONAL ACTIVITIES								
CC 725 12	LIBRARY TOTE BAGS		06/01/21	929.07	6/21	3212 VISA ADMINISTRATION		
CL 96875 1	91522 PROMOTIONAL ACTIVITIES	4031	05/17/21	250.00	6/21	3981 HPR, LLC		
CL 97288 1	91757 PROMOTIONAL ACTIVITIES	4774221	05/30/21	255.00	6/21	2484 KMJO-FM		
CL 97353 1	91838 PROMOTIONAL ACTIVITIES	INV14430	06/08/21	288.38	6/21	2256 SIGN A RAMA		
CL 97396 1	91736 PROMOTIONAL ACTIVITIES	4038	06/16/21	250.00	6/21	3981 HPR, LLC		
CL 97398 1	91838 PROMOTIONAL ACTIVITIES	INV14373	06/01/21	1,559.50	6/21	2256 SIGN A RAMA		
CL 97399 2	91723 PROMOTIONAL ACTIVITIES		06/02/21	1,682.96	6/21	3161 FIRST INTERNATIONAL BANK &		
		Object Total:		5,214.91		5,850.63	11,400.00	5,549.37 51%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00		1,375.00	0.00	-1,375.00 %
740 SERVICE CHARGES			/ /					
		Object Total:		0.00		856.14	0.00	-856.14 %
750 MISC.			/ /					
		Object Total:		0.00		0.00	750.00	750.00 %
852 WEBSITE			/ /					
		Object Total:		0.00		0.00	0.00	%

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

Fund/Account/ Doc/Line # Check	Description	Invoice Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY							
411600 LIBRARY							
870 CAPITALIZED ASSETS - OVER \$5,000		/ /					
	Object Total:		0.00	0.00	0.00	0.00	%
901 CATALOGING							
CL 97283 1 91808 SUBSCRIPTION		1000125026 06/01/21	191.51	6/21 3416 OCLC, INC.			
	Object Total:		191.51	1,149.06	2,300.00	1,150.94	50%
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	12,000.00	12,000.00	0.00	100%
	Account Total:		113,417.66	643,926.02	1,533,006.00	889,079.98	
	Fund Total:		113,417.66	643,926.02	1,533,006.00	889,079.98	

***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).

Combi ned Funds

Account Object	Description	----- Current Year -----				----- Last Year -----	
		Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Revenue							
310001	PROPERTY TAXES		1,281,635.07	1,395,020.00	-113,384.93	17,757.30	1,043,983.33
310002	DISCOUNT PROPERTY TAXES			-51,616.00	51,616.00		
335600	STATE AID		31,722.09	31,000.00	722.09		
345200	NON-RESIDENT FEE			500.00	-500.00		19.30
	Total Revenue	0.00	1,313,357.16	1,374,904.00	-61,546.84	17,757.30	1,044,002.63
Expenses							
411600	LIBRARY						
110	PERMANENT EMP SALARIES	49,695.27	309,362.14	683,521.00	374,158.86	45,037.65	343,531.60
114	PART TIME SALARIES	7,577.88	51,448.97	124,365.00	72,916.03	4,831.45	10,251.31
220	SOCIAL SECURITY	4,232.79	26,713.96	61,803.00	35,089.04	3,717.36	26,462.65
230	RETIREMENT	7,487.74	46,140.70	96,223.00	50,082.30	6,820.14	42,948.95
240	WORKFORCE SAFETY INSURANCE		1,252.63	1,865.00	612.37		10,164.02
245	CORPORATE EDUCATION					49.50	603.60
250	UNEMPLOYMENT			1,000.00	1,000.00		205.48
312	ATTORNEY		390.62	1,000.00	609.38		
320	HEALTH INSURANCE	5,885.47	34,611.01	101,995.00	67,383.99	5,623.91	30,723.34
333	BUILDING RENTAL	9,740.00	48,700.00	117,000.00	68,300.00	11,990.00	71,940.00
340	TRAVEL & EDUCATION	44.10	383.29	7,050.00	6,666.71		2,814.50
356	TELEPHONE	127.62	919.34	6,650.00	5,730.66		641.66
360	MISC PRINTING & MAILING		1,075.60	7,000.00	5,924.40		1,199.23
387	MEDICAL/VACCINES	100.00	469.00	500.00	31.00		
399	RECRUITMENT/EMPLOYMENT TESTING	425.00	1,139.00	3,000.00	1,861.00		458.13
410	OFFICE SUPPLIES	1,405.35	6,594.17	16,000.00	9,405.83	654.93	2,930.26
424	GAS AND OIL			500.00	500.00		
427	VEHICLES MAINTENANCE			1,000.00	1,000.00		
428	SERVICE AGREEMENTS-CONTRA	4,130.60	21,291.89	46,755.00	25,463.11	11,686.25	11,986.25
497	TECHNOLOGY	179.87	4,075.29	25,699.00	21,623.71	442.89	5,915.93
640	FURNITURE & EQUIPMENT						950.13
641	FURN & EQUIP-NON DEPRECIATED	51.18	2,866.80	8,762.00	5,895.20		
644	POSTAL METER RENT	243.09	486.18	1,200.00	713.82		243.09
648	PROFESSIONAL PUBLICATIONS		209.79	1,200.00	990.21		276.36
649	PROGRAMMING	1,781.71	5,454.44	11,000.00	5,545.56	997.29	1,884.57
650	E RESOURCES	1,162.21	11,512.98	36,000.00	24,487.02	985.24	12,372.91
661	POSTAGE/FREIGHT/SHIPPING		1,080.74		-1,080.74		
662	BOOKS	11,143.40	29,506.54	100,750.00	71,243.46	1,769.21	12,493.27
663	MAGAZINES		4,360.12	6,500.00	2,139.88	18.00	4,435.30
664	AUDIO VIDEO	2,300.56	10,141.42	31,500.00	21,358.58	424.48	2,533.62
667	MEMBERSHIPS		1,562.00	3,218.00	1,656.00		1,251.00
668	PRINTING	219.50	642.58		-642.58		
669	INSURANCE			2,750.00	2,750.00		
672	EMERGENCY MEDICAL SUPPLIES	77.90	303.99	250.00	-53.99		
673	CLEANING SUPPLIES			500.00	500.00	48.01	148.03

Combined Funds

Account Object	Description	----- Current Year -----				----- Last Year -----	
		Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
689	PROMOTIONAL ACTIVITIES	5,214.91	5,850.63	11,400.00	5,549.37	1,000.00	1,911.49
724	CONSULTING/TESTING FEES		1,375.00		-1,375.00		
740	SERVICE CHARGES		856.14		-856.14		132.88
750	MISC.			750.00	750.00		2.89
901	CATALOGING	191.51	1,149.06	2,300.00	1,150.94	191.51	1,149.06
903	HISTORY ROOM						7.93
994	ODIN		12,000.00	12,000.00			
	Total Account	113,417.66	643,926.02	1,533,006.00	889,079.98	96,287.82	602,569.44
414100	FINANCE						
740	SERVICE CHARGES					20.56	128.89
	Total Account					20.56	128.89
416000	BUILDING INSPECTIONS						
497	TECHNOLOGY						725.00
	Total Account						725.00
	Total Expenses	113,417.66	643,926.02	1,533,006.00	889,079.98	96,308.38	603,423.33
	Net Income from Operations	-113,417.66	669,431.14			-78,551.08	440,579.30
Other Revenue							
360000	MISCELLANEOUS REVENUE	454.34	11,919.44	16,000.00	-4,080.56	104.58	1,736.07
360400	CARD REPLACEMENT						5.00
360500	FINES						316.25
360600	BOOK & AV REPLACEMENT						12.99
360700	COPIER						837.69
375000	DONATIONS			2,000.00	-2,000.00		249.83
	Total Other Revenue	454.34	11,919.44	18,000.00	-6,080.56	104.58	3,157.83
Other Expenses							
521000	TRANSFERS OUT						
890	TRANSFERS OUT		5,000.00		-5,000.00		
	Total Account		5,000.00		-5,000.00		
	Total Other Expenses	0.00	5,000.00	0.00	-5,000.00	0.00	0.00

Combined Funds

Account Object	Description	----- Current Year -----				----- Last Year -----	
		Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
	Net Income	-112,963.32	676,350.58			-78,446.50	443,737.13

Regular Agenda Item 4.II: 2022 library budget draft

LIBRARY (7000-411600)	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
<i>Expenses</i>						
110 Salaries	\$ 429,373	\$ 613,727	\$ 662,834	\$ 683,521	\$ 683,521	\$ 765,356
114 Part-time Salaries	91,332	118,534	51,204	124,365	124,365	117,716
220 Social Security	37,860	54,150	53,198	61,803	61,803	67,555
230 Retirement	62,845	84,019	88,619	96,223	96,223	106,718
240 Workforce Safety Insurance	692	1,022	10,164	1,865	1,865	1,460
245 Corporate Education	2,953	2,179	1,500	-	-	-
250 Unemployment	-	-	2,265	1,000	1,000	1,000
312 Attorney	-	-	3,486	1,000	1,000	4,000
320 Health Insurance	49,746	53,173	65,904	101,995	101,995	84,676
321 Property Insurance	-	-	142	-	-	-
333 Building Rental	143,880	143,880	140,120	117,000	117,000	120,510
340 Travel & Education	4,246	5,126	2,894	7,050	7,050	17,392
356 Telephone	1,194	-	5,667	6,650	6,650	1,531
360 Miscellaneous Printing & Mailing	3,971	5,842	3,616	7,000	7,000	-
387 Medical and Vaccines	-	-	-	500	500	500
399 Recruitment	2,093	1,897	1,612	3,000	3,000	3,000
410 Office Supplies	19,030	14,821	9,798	16,000	15,000	13,000
424 Gas & Oil	-	-	-	500	-	1,200
427 Repairs	-	-	-	1,000	-	6,000
428 Service Agreement Contracts	26,897	14,597	40,088	46,755	46,755	11,100
490 Misc	-	-	-	-	-	750
497 Technology	40,084	55,592	21,480	25,699	25,199	45,070
500 Supplies	-	-	-	-	-	500
640 Furniture & Equipment	26,676	7,962	27,371	8,762	7,762	-
641 Furn & Equip Non Depreciated <\$5,000	-	-	-	-	-	2,810
644 Postal Meter Rent	887	1,173	972	1,200	1,200	1,200
648 Professional Publications	1,122	1,632	594	1,200	1,200	2,440
649 Programming	7,583	8,587	8,056	11,000	11,000	21,000
650 Electronic Resources	25,211	27,002	26,035	36,000	36,000	36,000
661 Shipping	6,472	1,333	10	-	-	6,000
662 Books	90,884	94,492	51,724	100,750	100,750	100,750
663 Magazines	5,684	5,928	6,312	6,500	6,500	5,260
664 Audio and Video	24,402	23,041	11,236	31,500	31,500	31,500
667 Memberships	648	886	2,090	3,218	3,218	3,176
668 Printing	-	-	-	-	-	1,000
669 Insurance	729	858	743	2,750	1,750	2,750
672 Emergency Medical Supplies	137	245	-	250	250	250
673 Cleaning Supplies	434	349	148	500	500	-
689 Promotional Activities	9,197	9,609	2,740	11,400	11,400	11,400
724 Consulting/Testing Fees	1,125	9,000	4,625	-	-	-

LIBRARY (7000-411600)	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
740 Service Charges		157	490			500
750 Miscellaneous	490	703	3	750	750	-
852 Website	650	-	-	-	-	
864 Furn & Equip Depreciated >\$5,000						10,707
880 Cost Allocation						41,238
890 Transfer out				5,000	5,000	20,000
901 Cataloguing	6,727	2,064	2,490	2,300	2,300	2,450
903 History Room	856	1,818	8			
994 ODIN	4,003	7,003	7,731	12,000	12,000	20,000
	<u>\$ 1,130,113</u>	<u>\$ 1,372,400</u>	<u>\$ 1,317,968</u>	<u>\$ 1,538,006</u>	<u>\$ 1,533,006</u>	<u>\$ 1,689,465</u>
<i>Revenue</i>						
310001 Taxes	\$ 1,093,593	\$ 1,093,593	\$ 1,092,117	\$ 1,395,020	\$ 1,395,020	\$ 1,465,738
310002 Levy Discounts				\$ (51,616)	\$ (51,616)	\$ (54,232)
335600 Intergovernmental	35,154	35,154	-	31,000	31,000	31,000
345200 Charges for Services	471	471	-	500	500	
360000 Miscellaneous	35,505	35,505	6,577	16,000	16,000	5,000
360100 Sponsorships						25,000
375000 Pledges	2,823	2,823	-	2,000	2,000	
	<u>\$ 1,167,546</u>	<u>\$ 1,167,546</u>	<u>\$ 1,098,694</u>	<u>\$ 1,392,904</u>	<u>\$ 1,392,904</u>	<u>\$ 1,472,506</u>
Net Surplus/(Deficit)			<u>\$ (219,274)</u>	<u>\$ (145,102)</u>	<u>\$ (140,102)</u>	<u>\$ (216,959)</u>

2022 Library Budget Request Summary

Budget overview

The 2022 draft request represents maintenance of the library's current level of service for both in-library and outreach services.

The needed mill levy to support operations in 2021 was 8.18. The needed mill levy to support operations reflected in the 2022 draft request is 8.54. The 2021 amount levied for the library was 7.43.

The library's budget request for 2022 would need to include an additional mill to continue recovery from the mill reduction that began in 2018.

The library's reserve fund account totaled \$314,300 at the end of 2020. With expected net deficit of \$140,102 at the end of 2021, the library cannot support operations from its reserve funds in 2022 and maintain its current level of service.

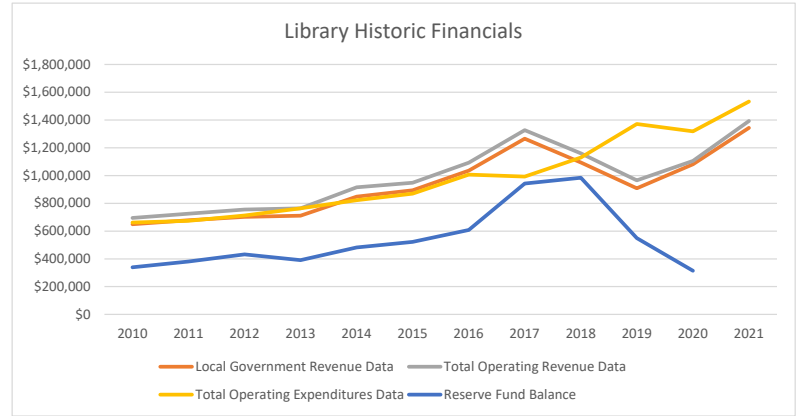
Revenue

Taxes (310001)

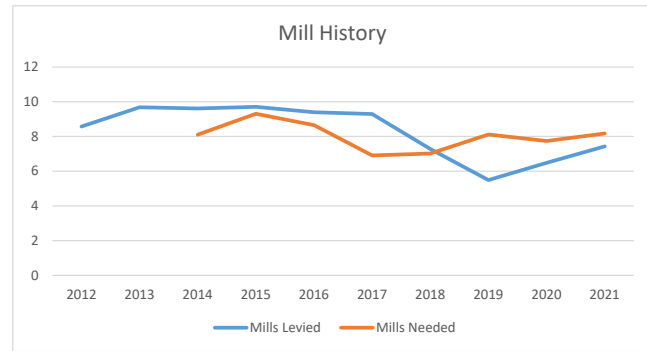
In 2021, the library levied 7.43 mills. The library would levy \$1,465,738 in property taxes in 2022 at 7.43 mills. The amount needed to support operations within the 2022 budget draft totals \$1,685,391 or 8.54 mills.

The following page outlines a history of needed mills, actual mills levied, operating revenue, and operating expenses. The library's mills were reduced and the library's reserve fund began supporting the library's operations in 2018.

Year Data	Local Government Revenue Data	Total Operating Revenue Data	Total Operating Expenditures Data	Reserve Fund Balance
2010	\$649,330	\$694,662	\$661,585	\$339,192
2011	\$677,375	\$725,105	\$674,251	\$380,086
2012	\$702,409	\$754,729	\$712,642	\$432,172
2013	\$710,763	\$763,527	\$763,527	\$391,371
2014	\$848,790	\$914,781	\$822,194	\$482,847
2015	\$893,457	\$948,481	\$869,232	\$522,753
2016	\$1,036,043	\$1,091,981	\$1,006,610	\$608,124
2017	\$1,265,430	\$1,326,456	\$992,807	\$941,773
2018	\$1,093,593	\$1,159,988	\$1,130,113	\$984,144
2019	\$908,850	\$965,507	\$1,371,931	\$549,453
2020	\$1,081,616	\$1,105,316	\$1,317,968	\$314,300
2021	\$1,343,404	\$1,392,904	\$1,533,006	



Year Data	Mills Levied	Mills Needed
2012	8.58	
2013	9.69	
2014	9.62	8.11
2015	9.71	9.31
2016	9.4	8.65
2017	9.29	6.91
2018	7.28	7.02
2019	5.49	8.12
2020	6.48	7.74
2021	7.43	8.18



Sponsorships (360100)

Friends of the West Fargo Public Library

The 2022 draft budget expenses include \$25,000 of funding from the Friends of the West Fargo Public Library, which is anticipated to be raised and requested from the Friends throughout 2021 and 2022.

Supporting:

- Special programs like the Ready to Read early literacy program
- Much needed new furniture for the children's area of the library
- \$10,000 contribution to the library's equipment fund for a future replacement of the Little Red Reading Bus

The expense lines that reflect this revenue are as follows:

- 649 Programming (\$10,000 FOL contribution)
- 864 Furn & Equip Depreciated >\$5,000 (\$5,000 FOL contribution)
- 890 Transfer Out (\$10,000 FOL contribution)

Intergovernmental (335600)

State Aid to Public Libraries

The Library will qualify for approximately \$31,000 in state aid in 2022. Qualification for fiscal year 2022 is based on the amount levied in 2021 being greater than the Library's 3-year average of funds levied.

Expenses

Each year, personnel, collections, rent and other service agreements comprise approximately 90% of the library's budgeted expenses.

The following is a summary of these components in the library's 2022 draft budget request, including information and justification for what the requested amount supports.

Staffing (110-240 & 320)

- The draft budget request reflects no increase in FTE from 2021 to 2022.
- The 2022 rates for full and part-time salaries reflect an annual step increase and a 1% cost of living adjustment.
- The full-time salary line also reflects adjustments made to position vacancies in 2021, including the Deputy Director of Public Services position. The Library Board approved the repurposing of a vacant Library Services Manager position instead of requesting an additional position in 2022 to fulfill the need for a Deputy Director.

Building Rental (333)

- The City's current lease with West Fargo Public Schools expires on August 31, 2022. In planning for renewal of the lease, the City/Library should estimate 3% annual increase as is typical with other WFPS lease agreements.

Collections (650, 662-664)

- Library staff analyzed collection circulation data and reevaluated amounts within lines while keeping the overall requests flat. For example, within Books (662), staff reallocated funds from collections with lower turnover rates to those with higher turnover rates and to developing areas such as collections for the Little Red Reading Bus bookmobile. The library will continue to develop circulation data analysis practices to find efficiencies and align requests with developing areas and usage patterns.

Cost Allocation (880)

- This amount supports custodial services and supplies for the library. In 2021, the City began transitioning to centralized, City-staffed custodial services. This amount is the library's share of City-wide costs for these custodial operations, and it replaces the amount budgeted for a custodial contract in previous years.

Other expenses:

Travel & Education (340)

- In order to continuously improve services, the budget request includes professional development funds for attendance at 1 regional or national conference and attendance at the North Dakota Library Association conference for half of the library's full-time staff. Staff will attend these

conferences on a rotating basis and supplement with online coursework to keep annual costs down. This request also includes certification coursework for the Technical Services department (3.5 FTE), which was officially formed in 2019-2020. The Technical Services department is responsible for developing the library's collections and making materials accessible to the public.

- The request includes conference registration, food, lodging, and transportation expenses. These costs were not included in the library's 2021 budget request due to the pandemic, which is the reason for the increase in this line item.

Outreach operations (424-427 & 890)

- The requested amount in these lines reflects utilization of the Little Red Reading Bus for outreach operations 12 months out of the year to make the library more accessible across the West Fargo community. It does not reflect an increase in outreach stops or sites served but allows for gas and maintenance for staff to provide service with the bus at the library's current level of outreach service (monthly stops at 18 daycares and 5 adult living communities; summer route service; and community events). This is in step with the 3-year outreach operations plan presented to the Library Board on October 8, 2020, when the Board voted to assume operational responsibility for the Little Red Reading Bus.
- In keeping with replacement practices of other City fleet vehicles and equipment, the library is requesting funds (\$10,000) to be added to 7010 Library Equipment & Maintenance Fund (noted as Transfer Out 890 in the draft budget) each year to incrementally contribute funding for a replacement outreach vehicle. Final budget for a replacement vehicle is not yet determined, but a starting estimate of \$50,000 for a van-style vehicle could be used for the time being. In 2021, the library also plans to begin fundraising with the Friends of the West Fargo Public Library for a portion of a vehicle replacement cost. The 2022 budget draft reflects \$10,000 requested through levied funds and \$10,000 to be fundraised in coordination with the Friends of the Library.

Technology (497)

- Though the amount requested in Technology (497) has increased from 2021 to 2022, the 2022 requested amount is similar to the amount requested in recent years. The 2021 requested amount was decreased by partnering with IT to create shared programming laptops and remove those from the library's specific replacement cycle.

ODIN (994)

- This budget item is for membership in the statewide consortium that manages the Library's integrated library system and resource sharing (Online Dakota Information Network or "ODIN"). The Library has been undercharged by ODIN for several years and the amount will be incrementally increased over time. The Library should be paying approximately \$20,000 per year, and the requested

amount for 2022 reflects a final adjustment to correct WFPL's rate. Membership fees are based on a library's number of items and registered patrons.