



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, May 11, 2023 5:30 PM
West Fargo City Commission Chambers
800 4th Ave. E., Suite 1
West Fargo, ND 58078

1. Call to Order
2. Approve Order of Agenda

Consent Agenda - Approve the Following:

1. Approval of Minutes – April 13, 2023
2. Approval of Financial Reports

Regular Agenda

Old Business

1. FMLA Discussion

New Business

1. 2022 Annual Report
2. Staff Request for 2024 Budget **(Action)**
3. Building Fund Budget Line Item **(Action)**
4. Library Marketing & Communications Specialist Job Description **(Action)**
5. Media Relations Policy **(Action)**
6. Public Posting & Displays Policy **(Action)**
7. Internet & Computer Use Policy **(Action)**
8. Locker Checkout Policy **(Action)**
9. Senior Outreach Report
10. Quarterly Impact Report
11. Director's Report
12. Adjourn



West Fargo Public Library Board of Directors Meeting

Thursday, April 13, 2023

5:30 p.m.

City Hall Commission Chambers

Board Member Present: Liann Hanson, Alanna Rerick, Larry Schwartz, Tony Stukel

Also Present: Library Director Betty Adams, Adult & Patron Services Manager Kirsten Henagin,
Communications Specialist Ellen Rossow

Absent: Commissioner Mandy George

I. Call to Order

Hanson called the meeting to order at 5:30 p.m.

II. Approval of Order of the Agenda

Rerick moved and Schwartz seconded to approve the order of the agenda, with the addition of a discussion of Director Betty Adams' resignation to New Business. No opposition. Motion carried.

III. Consent Agenda

Stukel moved to approve the consent agenda. Hanson seconded. No opposition. Motion carried.

IV. Regular Agenda

Old Business

1. Update Vote Language for Legal Representation (Action)

Following up on a conversation from the March 2023 meeting, Adams requested the Board update their motion, as new information was made available and members of library boards cannot be represented by the firm that was willing to represent staff at North Dakota libraries. Hanson moved that West Fargo Public Library staff only seek legal representation with regard to HB1205 and SB2360. Schwartz seconded. No opposition. Motion carried.

New Business

1. Reciprocal Borrowing Policy (Action)

Adams requested approval of an updated Reciprocal Borrowing Policy to be implemented on May 1, 2023. The largest change to the policy was the removal of online resource access from Fargo Public Library and Lake Agassiz Regional Library cardholders who obtained their West Fargo Public Library card through reciprocity. This change mirrors the policies held by Fargo Public Library and Lake Agassiz Regional Library. Hanson moved to approve the updated Reciprocal Borrowing Policy for implementation on May 1. Schwartz seconded. No opposition. Motion carried.

2. Library Cards Policy (Action)

Adams requested approval of the updated Library Cards Policy, which was edited to address additional parental control options as well as granted access for all card types. Schwartz moved to approve the updated Library Cards Policy. Rerick seconded. No opposition. Motion carried.

3. FMLA Discussion

Adams requested a discussion and potential motion to approve an adjustment to the

library's FMLA policy. Rerick made a motion to table the discussion until further information was available from HR. Schwartz seconded. Motion tabled.

4. Director's Report

Adams reported on library news from March 2023, including:

- The success of "March Madness" events
- In March, folks requested music CDs be added back into the collection
- There were issues with circulating mobile hotspots running out of data prematurely. This has been occurring for quite some time.
- There have been continual WiFi connectivity issues within the library
- In March, there were continued frustrations voiced by wheelchair-bound patrons
- A leak was found in the entryway
- Additional LaunchPad tablets have been ordered and received. These additional tablets were funded by a grant from the State Library.
- Public meeting room usage continued to rise in March.
- Staff participated in 36 hours of continuing education in March.
- Full-time Program Assistant and part-time Library Assistant jobs were still open as of the meeting date
- Staff and the public voted to add genre stickers back onto adult fiction materials. Staff will start implementing this in the spring and summer, along with updated, more concise spine labels.
- Regarding SB2360, the wording has been updated to exclude the State Library from the law.
- The library implemented a daily spending cap for Hoopla, to help keep from going over budget
- As of the end of March, the library used only 20% of its total budget
- As of the Board meeting, staff were unsure if the Little Red Reading Bus would be ready for the scheduled April "mini-route" as the bus was trapped in its garage due to a roof collapse at Public Works.

5. Director Resignation (Action)

Adams publicly announced her resignation as Director of the West Fargo Public Library, while stressing that the decision to leave was due to family circumstances, not anything related to the job, workplace or role. She requested the Board accept her resignation. Schwartz motioned to accept Betty Adams' resignation from the Library Director role. Rerick seconded. No opposition. Motion carried. Schwartz also motioned to ask the City of West Fargo to initiate a search for a replacement. Stukel seconded. No opposition. Motion carried. Adams requested the Board appoint Kirsten Henagin, Adult and Patron Services Manager, as Interim Director. Rerick moved to appoint Henagin as Interim Director. Schwartz seconded. No opposition. Motion carried.

V. Adjourn

Rerick moved to adjourn. Stukel seconded. No opposition. Motion carried at 6:02 p.m.



To: West Fargo Public Library Board of Directors
From: Betty Adams, Library Director
Date: Thursday, May 11, 2023
Subject: Explanation of Budget Line Expenditures
Action: Approve Budget

**West Fargo Public Library
Board of Directors**

President

Liann Hanson

**Vice President
& Secretary**

Larry Schwartz

Treasurer

Alanna Rerick

Board Member

Mandy George
City Commissioner

Board member

Anthony Stukel

Library Director

Betty Adams

Summary and Recommendation:

Budget line item 641 – Furniture & Equipment Non-depreciated <\$5000 - is at 223% due to items ordered at the end of 2022 fiscal year that were received and invoiced in 2023.

These items include:

An additional book drop (845.87)
Two ergonomic employee office chairs (721.94)
An additional desk and chair for the new Librarian position (3,523.92)

Total: \$5,091.73

Appropriated funds from 110 – Permanent Employee Salaries – due to vacancies for Technical Services Manager, and the newly budgeted Adult Librarian more than sufficiently cover the over expenditure of line 641. Currently, 110 is at 18% for end of March, (11% end of February,) with an anticipated 2% added for the final payroll of March submitted on April 3 for payroll disbursement on April 7, leaving an estimated 5% or \$43,757.70.

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 3/23 - 3/23

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Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 5193123	Payroll 03/10/2023		/ /	28,902.11	3/23			
JV 5207120	PAYROLL 03/24/2023		/ /	32,224.97	3/23			
		Object Total:		61,127.08	158,061.98	875,154.00	717,092.02	18%
114 PART TIME SALARIES								
JV 5193124	Payroll 03/10/2023		/ /	4,357.95	3/23			
JV 5207121	PAYROLL 03/24/2023		/ /	4,423.02	3/23			
		Object Total:		8,780.97	26,322.28	146,358.00	120,035.72	18%
209 CLASSIFIED ADS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 5193125	Payroll 03/10/2023		/ /	2,454.40	3/23			
JV 5207122	PAYROLL 03/24/2023		/ /	2,713.57	3/23			
		Object Total:		5,167.97	13,611.15	78,146.00	64,534.85	17%
230 RETIREMENT								
JV 5193126	Payroll 03/10/2023		/ /	4,395.12	3/23			
JV 5207123	PAYROLL 03/24/2023		/ /	4,897.36	3/23			
		Object Total:		9,292.48	24,061.99	133,548.00	109,486.01	18%
240 WORKFORCE SAFETY INSURANCE								
CL 109479 21 106697 Library	5YNG2DEPJG 03/10/23			1,124.45	3/23 571 ND WORKFORCE SAFETY &			
		Object Total:		1,124.45	1,124.45	1,607.00	482.55	70%
245 CORPORATE EDUCATION								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
250 UNEMPLOYMENT								
			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
312 ATTORNEY								
CL 109582 21 106789 Library			03/13/23	70.50	3/23 353 OHNSTAD TWICHELL			
		Object Total:		70.50	70.50	4,000.00	3,929.50	2%
320 HEALTH INSURANCE								
JV 5193127	Payroll 03/10/2023		/ /	4,061.14	3/23			
JV 5207124	PAYROLL 03/24/2023		/ /	4,070.53	3/23			
		Object Total:		8,131.67	24,273.23	151,290.00	127,016.77	16%
333 BUILDING RENTAL								
CL 109093 1 106570 MARCH RENT	MISC06884 02/16/23			10,032.50	3/23 549 WF PUB SCHOOLS DIST #6			
CL 109662 1 106923 APRIL RENT	MISC06925 03/16/23			10,032.50	3/23 549 WF PUB SCHOOLS DIST #6			
		Object Total:		20,065.00	40,130.00	120,752.00	80,622.00	33%
340 TRAVEL & EDUCATION								
CC 1059 3	EDUCATION		/ /	81.94	3/23 3162 VISA LIBRARY #2			
CC 1060 1	EDUCATION		03/02/23	96.40	3/23 4576 VISA LIBRARY #3			
CC 1061 5	EDUCATION		/ /	99.00	3/23 3161 VISA LIBRARY #1			
CL 109087 1 106424 GAS REIMBURSEMENT			03/02/23	25.00	3/23 4317 BETTY ADAMS			
CL 109308 1 106576 MILEAGE			03/02/23	11.92	3/23 3417 CHELSEA SIMDORN			
CL 109659 1 106835 MILEAGE			03/03/23	7.84	3/23 3869 ALISHA REIS			
CL 109659 2 106835 MILEAGE			03/29/23	14.00	3/23 3869 ALISHA REIS			
		Object Total:		336.10	827.84	17,392.00	16,564.16	

5%

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7000 LIBRARY								
411600 LIBRARY								
348 BUYOUTS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 109551 29 106741 feb 2023 library		9929507769	02/08/23	127.42	3/23 3668 VERIZON WIRELESS			
		Object Total:		127.42	254.84	3,300.00	3,045.16	8%
360 MISC PRINTING & MAILING								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
387 MEDICAL/VACCINES								
			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
399 RECRUITMENT/EMPLOYMENT TESTING								
CL 109325 2 106589 Library Background Checks EI01455004		02/28/23		70.00	3/23 1502 EIDE BAILLY			
		Object Total:		70.00	70.00	3,000.00	2,930.00	2%
410 OFFICE SUPPLIES								
CC 1061 3	OFFICE SUPPLIES		/ /	275.84	3/23 3161 VISA LIBRARY #1			
CL 109146 1 106434 OFFICE SUPPLIES		W012303881	02/17/23	208.73	3/23 351 BUSINESS ESSENTIALS			
CL 109146 3 106434 OFFICE SUPPLIES		W012314911	02/27/23	180.45	3/23 351 BUSINESS ESSENTIALS			
CL 109306 1 106578 OFFICE SUPPLIES		7268546	02/27/23	169.83	3/23 77 DEMCO INC			
CL 109368 1 106679 OFFICE SUPPLIES		8013870223	02/28/23	152.58	3/23 3276 PREMIUM WATERS INC			
CL 109369 1 106614 OFFICE SUPPLIES		W012326291	03/06/23	76.74	3/23 351 BUSINESS ESSENTIALS			
CL 109666 1 106844 OFFICE SUPPLIES		W012338751	03/14/23	213.01	3/23 351 BUSINESS ESSENTIALS			
CL 109666 2 106844 OFFICE SUPPLIES		W012358801	03/27/23	27.24	3/23 351 BUSINESS ESSENTIALS			
		Object Total:		1,304.42	2,723.38	13,000.00	10,276.62	21%
424 GAS AND OIL								
			/ /					
		Object Total:		0.00	0.00	1,200.00	1,200.00	%
427 VEHICLES MAINTENANCE								
			/ /					
		Object Total:		0.00	0.00	1,200.00	1,200.00	%
428 SERVICE AGREEMENTS-CONTRA								
CL 109100 1 106476 SERVICE AGREEMENTS /		33476207	02/17/23	537.97	3/23 2877 GREATAMERICA FINANCIAL			
	CONTRACTS							
CL 109668 1 106866 SERVICE AGREEMENTS -		33674435	03/20/23	442.89	3/23 2877 GREATAMERICA FINANCIAL			
	CONTRACTS							
JV 5252 14	Reclass LBS, Inc. Inv		/ /	200.85	3/23			
	501983							
		Object Total:		1,181.71	2,357.55	10,260.00	7,902.45	23%
490 MISC								
CL 109661 1 106846 MISC (REPLACEMENT BOOK)			03/21/23	23.98	3/23 4782 CARRINGTON CITY LIBRARY			
		Object Total:		23.98	136.34	0.00	-136.34	%
497 TECHNOLOGY								
CL 109537 1 106725 TECHNOLOGY (CLAIRE		6463789915	03/10/23	336.66	3/23 4767 LENOVO (UNITED STATES) INC.			
	KUHLMAN)							
CL 109669 1 106878 TECHNOLOGY (CLARIE		6463822201	03/14/23	878.00	3/23 4767 LENOVO (UNITED STATES) INC.			
	KUHLMAN)							
		Object Total:		1,214.66	1,484.55	52,914.00	51,429.45	

3%

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7000 LIBRARY 411600 LIBRARY 500 SUPPLIES			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
640 FURNITURE & EQUIPMENT			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000								
CC 1060 4	FURN & EQUIPMENT		/ /	845.87	3/23	4576 VISA LIBRARY #3		
CC 1061 4	FURN & EQUIPMENT		/ /	147.59	3/23	3161 VISA LIBRARY #1		
CL 109146 2	106434 FURN / EQUIP	0EQT710031	02/22/23	1,890.42	3/23	351 BUSINESS ESSENTIALS		
CL 109664 1	106855 FURN & EQUIP (BOOK CART)	7279540	03/20/23	572.88	3/23	77 DEMCO INC		
		Object Total:		3,456.76	7,791.61	3,500.00	-4,291.61	223%
644 POSTAL METER RENT			/ /					
		Object Total:		0.00	0.00	1,200.00	1,200.00	%
645 EQUIPMENT REPLACEMENT			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS			/ /					
		Object Total:		0.00	828.96	3,000.00	2,171.04	28%
649 PROGRAMMING								
CC 1059 2	PROGRAMMING		/ /	135.27	3/23	3162 VISA LIBRARY #2		
CC 1060 3	PROGRAMMING		/ /	468.72	3/23	4576 VISA LIBRARY #3		
CC 1061 2	PROGRAMMING		/ /	95.93	3/23	3161 VISA LIBRARY #1		
CL 109091 1	106459 PROGRAMMING (STOOLS)	7265906	02/22/23	1,598.81	3/23	77 DEMCO INC		
CL 109310 1	106579 PROGRAMMING	23-02	03/06/23	197.00	3/23	4367 FARGO PUBLIC LIBRARY		
CL 109437 1	106691 PROGRAMMING (SNOW SCULPTURE)		03/03/23	500.00	3/23	4773 WEST FARGO EVENTS		
CL 109663 1	106871 PROGRAMMING	0104	03/22/23	150.00	3/23	4674 JOEL JONES		
		Object Total:		3,145.73	4,679.80	16,000.00	11,320.20	29%
650 E RESOURCES								
CL 109136 1	106509 E RESOURCES	503439903	02/28/23	2,767.90	3/23	1854 MIDWEST TAPE		
		Object Total:		2,767.90	12,057.35	41,285.00	29,227.65	29%
653 CAPITAL IMPROVEMENTS			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CL 109309 1	106583 POSTAGE		03/13/23	1,500.00	3/23	1483 PITNEY BOWES RESERVE ACCOUNT		
		Object Total:		1,500.00	3,000.00	7,000.00	4,000.00	43%
662 BOOKS								
CC 1060 2	BOOKS		/ /	238.07	3/23	4576 VISA LIBRARY #3		
CC 1060 5	BOOK (CREDIT)		/ /	-20.95	3/23	4576 VISA LIBRARY #3		
CL 109102 1	106419 BOOKS	2037300230	02/08/23	748.28	3/23	1695 BAKER & TAYLOR		
CL 109102 2	106419 BOOKS	2037302713	02/08/23	2,646.68	3/23	1695 BAKER & TAYLOR		
CL 109102 3	106419 BOOKS	2037304758	02/08/23	12.67	3/23	1695 BAKER & TAYLOR		
CL 109102 4	106419 BOOKS	2037315142	02/15/23	411.67	3/23	1695 BAKER & TAYLOR		
CL 109370 1	106610 BOOKS	2037330779	02/24/23	670.63	3/23	1695 BAKER & TAYLOR		

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7000 LIBRARY								
411600 LIBRARY								
CL 109370 2	106610 BOOKS	2037343329	02/24/23	62.17	3/23	1695 BAKER & TAYLOR		
CL 109370 3	106610 BOOKS	2037333445	02/24/23	506.00	3/23	1695 BAKER & TAYLOR		
CL 109370 4	106610 BOOKS	2037323437	02/21/23	462.05	3/23	1695 BAKER & TAYLOR		
CL 109370 5	106610 BOOKS	2037350938	03/06/23	159.64	3/23	1695 BAKER & TAYLOR		
CL 109370 6	106610 BOOKS	2037343257	03/06/23	469.18	3/23	1695 BAKER & TAYLOR		
CL 109370 7	106610 BOOKS (CREDIT)	0003278159	03/03/23	-33.24	3/23	1695 BAKER & TAYLOR		
CL 109670 1	106839 BOOKS	2037354503	03/07/23	482.99	3/23	1695 BAKER & TAYLOR		
CL 109670 2	106839 BOOKS	2037358268	03/08/23	10.35	3/23	1695 BAKER & TAYLOR		
CL 109670 3	106839 BOOKS	2037361445	03/10/23	519.16	3/23	1695 BAKER & TAYLOR		
CL 109670 4	106839 BOOKS	2037370586	03/14/23	2,664.35	3/23	1695 BAKER & TAYLOR		
CL 109670 5	106839 BOOKS	2037379957	03/16/23	631.85	3/23	1695 BAKER & TAYLOR		
CL 109670 6	106839 BOOKS	2037382314	03/17/23	34.40	3/23	1695 BAKER & TAYLOR		
Object Total:				10,675.95	17,156.45	100,750.00	83,593.55	17%
663 MAGAZINES								
				/	/			
Object Total:				0.00	5,255.38	5,500.00	244.62	96%
664 AUDIO VIDEO								
CL 109139 1	106441 AUDIO VIDEO	80792741	02/27/23	25.89	3/23	1623 CENGAGE GALE		
CL 109154 1	106509 AUDIOBOOK	503398205	02/20/23	209.45	3/23	1854 MIDWEST TAPE		
CL 109154 2	106509 AUDIOBOOK	503398203	02/20/23	302.43	3/23	1854 MIDWEST TAPE		
CL 109154 3	106509 AUDIOBOOK	503410565	02/22/23	29.49	3/23	1854 MIDWEST TAPE		
CL 109154 4	106509 AUDIOBOOK	503432493	02/28/23	179.96	3/23	1854 MIDWEST TAPE		
CL 109154 5	106509 AUDIOBOOK	503432494	02/28/23	302.43	3/23	1854 MIDWEST TAPE		
CL 109154 6	106509 DVD	503398206	02/20/23	753.67	3/23	1854 MIDWEST TAPE		
CL 109154 7	106509 DVD	503398202	02/20/23	962.68	3/23	1854 MIDWEST TAPE		
CL 109154 8	106509 DVD	503432492	02/28/23	185.80	3/23	1854 MIDWEST TAPE		
CL 109154 9	106509 DVD	503432496	02/28/23	281.40	3/23	1854 MIDWEST TAPE		
CL 109305 1	106581 AUDIO VIDEO	96726	02/17/23	540.84	3/23	3109 LIBRARY IDEAS, INC		
CL 109667 1	106888 DVD	503530611	03/21/23	98.97	3/23	1854 MIDWEST TAPE		
CL 109667 2	106888 DVD	503558394	03/27/23	27.72	3/23	1854 MIDWEST TAPE		
CL 109667 3	106888 DVD	503558392	03/27/23	53.79	3/23	1854 MIDWEST TAPE		
Object Total:				3,954.52	4,286.21	31,500.00	27,213.79	14%
667 MEMBERSHIPS								
CC 1059 1	MEMBERSHIPS		03/02/23	60.00	3/23	3162 VISA LIBRARY #2		
CL 109144 1	106412 MEMBERSHIPS		03/02/23	307.00	3/23	2365 AASLH		
Object Total:				367.00	746.00	3,500.00	2,754.00	21%
668 PRINTING								
CL 109660 1	106916 BUSINESS CARDS (BREE & CLAIRE)	134992	03/17/23	51.40	3/23	2885 SHORTPRINTER		
Object Total:				51.40	51.40	1,000.00	948.60	5%
669 INSURANCE								
				/	/			
Object Total:				0.00	0.00	2,750.00	2,750.00	%

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7000 LIBRARY								
411600 LIBRARY								
671 SUMMER READING PROGRAM			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
672 EMERGENCY MEDICAL SUPPLIES								
CL 109099 1 106520 FIRST AID SUPPLIES		062719	02/13/23	16.32	3/23	756 NELCO FIRST AID		
CL 109665 1 106890 EMERGENCY MEDICAL SUPPLIES		062922	03/22/23	20.28	3/23	756 NELCO FIRST AID		
		Object Total:		36.60	36.60	350.00	313.40	10%
673 CLEANING SUPPLIES			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
674 HOMEWORK ROOM			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
682 STRATEGIC PLANNING			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
689 PROMOTIONAL ACTIVITIES								
CC 1061 1 PROMOTIONS			03/02/23	99.67	3/23	3161 VISA LIBRARY #1		
CL 109307 1 106580 PROMOTIONAL ACTIVITIES		224716	02/23/23	1,032.91	3/23	4661 FORUM COMMUNICATIONS		
		Object Total:		1,132.58	2,267.01	11,400.00	9,132.99	20%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES			/ /					
JV 5239 6 TransFirst March 2023			/ /	345.98	3/23			
		Object Total:		345.98	1,400.43	1,750.00	349.57	80%
750 MISC.			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
852 WEBSITE			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
864 FURN & EQUIP DEPRECIATED >\$5,000			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
880 COST ALLOCATIONS			/ /					
JV 5195 16 March 2023 Cost Allocations			/ /	3,501.92	3/23			
		Object Total:		3,501.92	10,505.76	42,023.00	31,517.24	25%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 3/23 - 3/23

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
890 TRANSFERS OUT			/ /					
	Object Total:			0.00	0.00	10,000.00	10,000.00	%
901 CATALOGING			/ /					
	Object Total:			0.00	0.00	3,200.00	3,200.00	%
902 ONLINE DATE BASE (STATE)			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
903 HISTORY ROOM			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
994 ODIN			/ /					
	Object Total:			0.00	22,996.00	24,200.00	1,204.00	95%
	Account Total:			148,954.75	388,569.04	1,924,529.00	1,535,959.96	
	Fund Total:			148,954.75	388,569.04	1,924,529.00	1,535,959.96	

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

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 4/23 - 4/23

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Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
110 PERMANENT EMP SALARIES								
JV 5235129	Payroll 04.07.2023		/ /	31,502.93	4/23			
JV 5251119	Payroll 04.21.23		/ /	32,701.21	4/23			
Object Total:				64,204.14	222,266.12	875,154.00	652,887.88	25%
114 PART TIME SALARIES								
JV 5235130	Payroll 04.07.2023		/ /	4,078.82	4/23			
JV 5251120	Payroll 04.21.23		/ /	4,361.84	4/23			
Object Total:				8,440.66	34,762.94	146,358.00	111,595.06	24%
209 CLASSIFIED ADS								
Object Total:				0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 5235131	Payroll 04.07.2023		/ /	2,628.36	4/23			
JV 5251121	Payroll 04.21.23		/ /	2,741.66	4/23			
Object Total:				5,370.02	18,981.17	78,146.00	59,164.83	24%
230 RETIREMENT								
JV 5235132	Payroll 04.07.2023		/ /	4,805.61	4/23			
JV 5251122	Payroll 04.21.23		/ /	4,788.27	4/23			
Object Total:				9,593.88	33,655.87	133,548.00	99,892.13	25%
240 WORKFORCE SAFETY INSURANCE								
Object Total:				0.00	1,124.45	1,607.00	482.55	70%
245 CORPORATE EDUCATION								
Object Total:				0.00	0.00	0.00	0.00	%
250 UNEMPLOYMENT								
Object Total:				0.00	0.00	500.00	500.00	%
312 ATTORNEY								
Object Total:				0.00	70.50	4,000.00	3,929.50	2%
320 HEALTH INSURANCE								
JV 5235133	Payroll 04.07.2023		/ /	4,403.22	4/23			
JV 5251123	Payroll 04.21.23		/ /	4,403.13	4/23			
Object Total:				8,806.35	33,079.58	151,290.00	118,210.42	22%
333 BUILDING RENTAL								
CL 110115 1	MAY RENT	MISC06965	04/20/23	10,032.50	4/23	549 WF PUB SCHOOLS DIST #6		
Object Total:				10,032.50	50,162.50	120,752.00	70,589.50	42%
340 TRAVEL & EDUCATION								
CC 1088 1	EDUCATION		04/02/23	434.32	4/23	3161 VISA LIBRARY #1		
CC 1089 1	EDUCATION		04/02/23	126.25	4/23	3162 VISA LIBRARY #2		
CC 1090 1	EDUCATION		04/02/23	71.10	4/23	4576 VISA LIBRARY #3		
Object Total:				631.67	1,459.51	17,392.00	15,932.49	8%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 4/23 - 4/23

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
348 BUYOUTS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 110060 30	107130 mar 2023 pw library	9931919931	03/08/23	127.39	4/23	3668 VERIZON WIRELESS		
		Object Total:		127.39	382.23	3,300.00	2,917.77	12%
360 MISC PRINTING & MAILING			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
387 MEDICAL/VACCINES			/ /					
		Object Total:		0.00	0.00	500.00	500.00	%
399 RECRUITMENT/EMPLOYMENT TESTING			/ /					
		Object Total:		0.00	70.00	3,000.00	2,930.00	2%
410 OFFICE SUPPLIES								
CC 1088 2	OFFICE SUPPLIES		/ /	230.82	4/23	3161 VISA LIBRARY #1		
CC 1088 3	OFFICE SUPPLIES (CREDIT)		/ /	-27.49	4/23	3161 VISA LIBRARY #1		
CC 1090 2	OFFICE SUPPLIES		/ /	27.49	4/23	4576 VISA LIBRARY #3		
CL 109906 1	106986 OFFICE SUPPLIES	W012379651	04/10/23	133.74	4/23	351 BUSINESS ESSENTIALS		
CL 109907 1	107095 OFFICE SUPPLIES	8013870323	03/31/23	117.98	4/23	3276 PREMIUM WATERS INC		
CL 109909 1	107129 OFFICE SUPPLIES	I519272	03/23/23	584.00	4/23	2211 VANGUARD ID SYSTEMS		
CL 109917 1	107010 OFFICE SUPPLIES	7283708	03/27/23	82.76	4/23	77 DEMCO INC		
CL 109917 2	107010 OFFICE SUPPLIES	7284289	03/28/23	34.92	4/23	77 DEMCO INC		
CL 110081 1	107144 OFFICE SUPPLIES/ADDRESS STAMPS	R0364	04/18/23	167.70	4/23	3410 ENGRAPHIX		
		Object Total:		1,351.92	4,075.30	13,000.00	8,924.70	31%
424 GAS AND OIL			/ /					
		Object Total:		0.00	0.00	1,200.00	1,200.00	%
427 VEHICLES MAINTENANCE			/ /					
		Object Total:		0.00	0.00	1,200.00	1,200.00	%
428 SERVICE AGREEMENTS-CONTRA			/ /					
		Object Total:		0.00	2,357.55	10,260.00	7,902.45	23%
490 MISC			/ /					
		Object Total:		0.00	136.34	0.00	-136.34	%
497 TECHNOLOGY								
CL 109924 1	107094 TECHNOLOGY (LAUNCHPADS)	424545	03/31/23	2,649.83	4/23	4792 PLAYAWAY PRODUCTS		
CL 109924 2	107094 TECHNOLOGY (LAUNCHPADS)	425283	04/11/23	339.98	4/23	4792 PLAYAWAY PRODUCTS		
CL 109930 1	107016 TECHNOLOGY	INVUS61178	09/01/22	2,757.41	4/23	2089 ENVISIONWARE, INC		
CL 109930 2	107016 TECHNOLOGY	INVUS53238	06/01/21	1,184.40	4/23	2089 ENVISIONWARE, INC		
		Object Total:		6,931.62	8,416.17	52,914.00	44,497.83	16%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 4/23 - 4/23

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
500 SUPPLIES								
		Object Total:	/ /	0.00	0.00	500.00	500.00	%
640 FURNITURE & EQUIPMENT			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
641 FURN & EQUIP-NON DEPRECIATED <\$5000			/ /					
		Object Total:	/ /	0.00	7,791.61	3,500.00	-4,291.61	223%
644 POSTAL METER RENT			/ /					
CC 1089 2 POSTAL METER RENT			/ /	243.09	4/23 3162 VISA LIBRARY #2			
		Object Total:	/ /	243.09	243.09	1,200.00	956.91	20%
645 EQUIPMENT REPLACEMENT			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS			/ /					
CC 1090 3 PROFESSIONAL PUBLICATIONS			/ /	170.14	4/23 4576 VISA LIBRARY #3			
CL 109915 1 106994 PROFESSIONAL PUBLICATIONS 11817277		04/03/23	/ /	75.64	4/23 4445 CHICAGO DISTRIBUTION CENTER			
		Object Total:	/ /	245.78	1,074.74	3,000.00	1,925.26	36%
649 PROGRAMMING			/ /					
CC 1088 4 PROGRAMMING			/ /	380.12	4/23 3161 VISA LIBRARY #1			
CC 1090 4 PROGRAMMING			/ /	110.13	4/23 4576 VISA LIBRARY #3			
		Object Total:	/ /	490.25	5,170.05	16,000.00	10,829.95	32%
650 E RESOURCES			/ /					
CL 109905 1 107062 E RESOURCES		503584294 03/31/23	/ /	3,022.09	4/23 1854 MIDWEST TAPE			
		Object Total:	/ /	3,022.09	15,079.44	41,285.00	26,205.56	37%
653 CAPITAL IMPROVEMENTS			/ /					
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING			/ /					
CC 1088 5 POSTAGE			/ /	22.70	4/23 3161 VISA LIBRARY #1			
CL 109926 1 107093 POSTAGE SHEETS		1022829291 03/29/23	/ /	112.02	4/23 3921 PITNEY BOWES INC			
		Object Total:	/ /	134.72	3,134.72	7,000.00	3,865.28	45%
662 BOOKS			/ /					
CC 1090 5 BOOKS			/ /	379.66	4/23 4576 VISA LIBRARY #3			
CC 1090 6 BOOKS (CREDIT)			/ /	-11.49	4/23 4576 VISA LIBRARY #3			
CL 109920 1 106992 BOOKS		81003124 04/04/23	/ /	49.68	4/23 1623 CENGAGE GALE			
CL 109920 2 106992 BOOKS		80997232 04/03/23	/ /	108.44	4/23 1623 CENGAGE GALE			
CL 109920 3 106992 BOOKS		80978245 03/29/23	/ /	1,743.68	4/23 1623 CENGAGE GALE			
CL 109928 1 106974 BOOKS		2037400833 03/23/23	/ /	62.86	4/23 1695 BAKER & TAYLOR			
CL 109928 2 106974 BOOKS		2037392505 03/27/23	/ /	442.06	4/23 1695 BAKER & TAYLOR			
CL 109928 3 106974 BOOKS		2037407870 03/29/23	/ /	826.61	4/23 1695 BAKER & TAYLOR			
CL 109928 4 106974 BOOKS		2037412860 03/29/23	/ /	417.61	4/23 1695 BAKER & TAYLOR			
		Object Total:	/ /	4,019.11	21,175.56	100,750.00	79,574.44	21%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 4/23 - 4/23

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
663 MAGAZINES			/ /					
		Object Total:		0.00	5,255.38	5,500.00	244.62	96%
664 AUDIO VIDEO								
CL 109905 2 107062 AUDIOBOOK		503626573	04/11/23	42.49	4/23 1854 MIDWEST TAPE			
CL 109905 3 107062 DVD		503626575	04/11/23	400.80	4/23 1854 MIDWEST TAPE			
		Object Total:		443.29	4,729.50	31,500.00	26,770.50	15%
667 MEMBERSHIPS								
CC 1089 3 MEMBERSHIPS			/ /	353.00	4/23 3162 VISA LIBRARY #2			
CC 1090 7 MEMBERSHIPS			/ /	306.00	4/23 4576 VISA LIBRARY #3			
		Object Total:		659.00	1,405.00	3,500.00	2,095.00	40%
668 PRINTING			/ /					
		Object Total:		0.00	51.40	1,000.00	948.60	5%
669 INSURANCE			/ /					
		Object Total:		0.00	0.00	2,750.00	2,750.00	%
671 SUMMER READING PROGRAM			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
672 EMERGENCY MEDICAL SUPPLIES			/ /					
		Object Total:		0.00	36.60	350.00	313.40	10%
673 CLEANING SUPPLIES			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
674 HOMEWORK ROOM			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
682 STRATEGIC PLANNING			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
689 PROMOTIONAL ACTIVITIES			/ /					
CC 1088 6 PROMOTIONS			/ /	32.24	4/23 3161 VISA LIBRARY #1			
CC 1089 4 PROMOTIONS			/ /	67.66	4/23 3162 VISA LIBRARY #2			
		Object Total:		99.90	2,366.91	11,400.00	9,033.09	21%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES			/ /					
		Object Total:		0.00	1,400.43	1,750.00	349.57	80%
750 MISC.			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 4/23 - 4/23

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
852 WEBSITE			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
864 FURN & EQUIP DEPRECIATED >\$5,000			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
870 CAPITALIZED ASSETS - OVER \$5,000			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
880 COST ALLOCATIONS								
JV 5226 16	April 2023 Cost Allocations		/ /	3,501.92	4/23			
		Object Total:		3,501.92	14,007.68	42,023.00	28,015.32	33%
890 TRANSFERS OUT			/ /					
		Object Total:		0.00	0.00	10,000.00	10,000.00	%
901 CATALOGING			/ /					
		Object Total:		0.00	0.00	3,200.00	3,200.00	%
902 ONLINE DATE BASE (STATE)			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
903 HISTORY ROOM			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
994 ODIN			/ /					
		Object Total:		0.00	22,996.00	24,200.00	1,204.00	95%
		Account Total:		128,349.30	516,918.34	1,924,529.00	1,407,610.66	
		Fund Total:		128,349.30	516,918.34	1,924,529.00	1,407,610.66	

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

Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
Revenue						
310001	PROPERTY TAXES	44,024.42	1,754,423.96	1,947,167.00	-192,743.04	90
310002	DISCOUNT PROPERTY TAXES			-72,045.00	72,045.00	
335600	STATE AID			31,000.00	-31,000.00	
						92
Total Revenue		44,024.42	1,754,423.96	1,906,122.00	-151,698.04	92
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	64,204.14	222,266.12	875,154.00	652,887.88	25
114	PART TIME SALARIES	8,440.66	34,762.94	146,358.00	111,595.06	24
220	SOCIAL SECURITY	5,370.02	18,981.17	78,146.00	59,164.83	24
230	RETIREMENT	9,593.88	33,655.87	133,548.00	99,892.13	25
240	WORKFORCE SAFETY INSURANCE		1,124.45	1,607.00	482.55	70
250	UNEMPLOYMENT			500.00	500.00	
312	ATTORNEY		70.50	4,000.00	3,929.50	2
320	HEALTH INSURANCE	8,806.35	33,079.58	151,290.00	118,210.42	22
333	BUILDING RENTAL	10,032.50	50,162.50	120,752.00	70,589.50	42
340	TRAVEL & EDUCATION	631.67	1,459.51	17,392.00	15,932.49	8
356	TELEPHONE	127.39	382.23	3,300.00	2,917.77	12
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING		70.00	3,000.00	2,930.00	2
410	OFFICE SUPPLIES	1,351.92	4,075.30	13,000.00	8,924.70	31
424	GAS AND OIL			1,200.00	1,200.00	
427	VEHICLES MAINTENANCE			1,200.00	1,200.00	
428	SERVICE AGREEMENTS-CONTRA		2,357.55	10,260.00	7,902.45	23
490	MISC		136.34		-136.34	
497	TECHNOLOGY	6,931.62	8,416.17	52,914.00	44,497.83	16
500	SUPPLIES			500.00	500.00	
641	FURN & EQUIP-NON DEPRECIATED <\$5000		7,791.61	3,500.00	-4,291.61	223
644	POSTAL METER RENT	243.09	243.09	1,200.00	956.91	20
648	PROFESSIONAL PUBLICATIONS	245.78	1,074.74	3,000.00	1,925.26	36
649	PROGRAMMING	490.25	5,170.05	16,000.00	10,829.95	32
650	E RESOURCES	3,022.09	15,079.44	41,285.00	26,205.56	37
661	POSTAGE/FREIGHT/SHIPPING	134.72	3,134.72	7,000.00	3,865.28	45
662	BOOKS	4,019.11	21,175.56	100,750.00	79,574.44	21
663	MAGAZINES		5,255.38	5,500.00	244.62	96
664	AUDIO VIDEO	443.29	4,729.50	31,500.00	26,770.50	15
667	MEMBERSHIPS	659.00	1,405.00	3,500.00	2,095.00	40
668	PRINTING		51.40	1,000.00	948.60	5
669	INSURANCE			2,750.00	2,750.00	
672	EMERGENCY MEDICAL SUPPLIES		36.60	350.00	313.40	10
689	PROMOTIONAL ACTIVITIES	99.90	2,366.91	11,400.00	9,033.09	21
740	SERVICE CHARGES		1,400.43	1,750.00	349.57	80
880	COST ALLOCATIONS	3,501.92	14,007.68	42,023.00	28,015.32	33

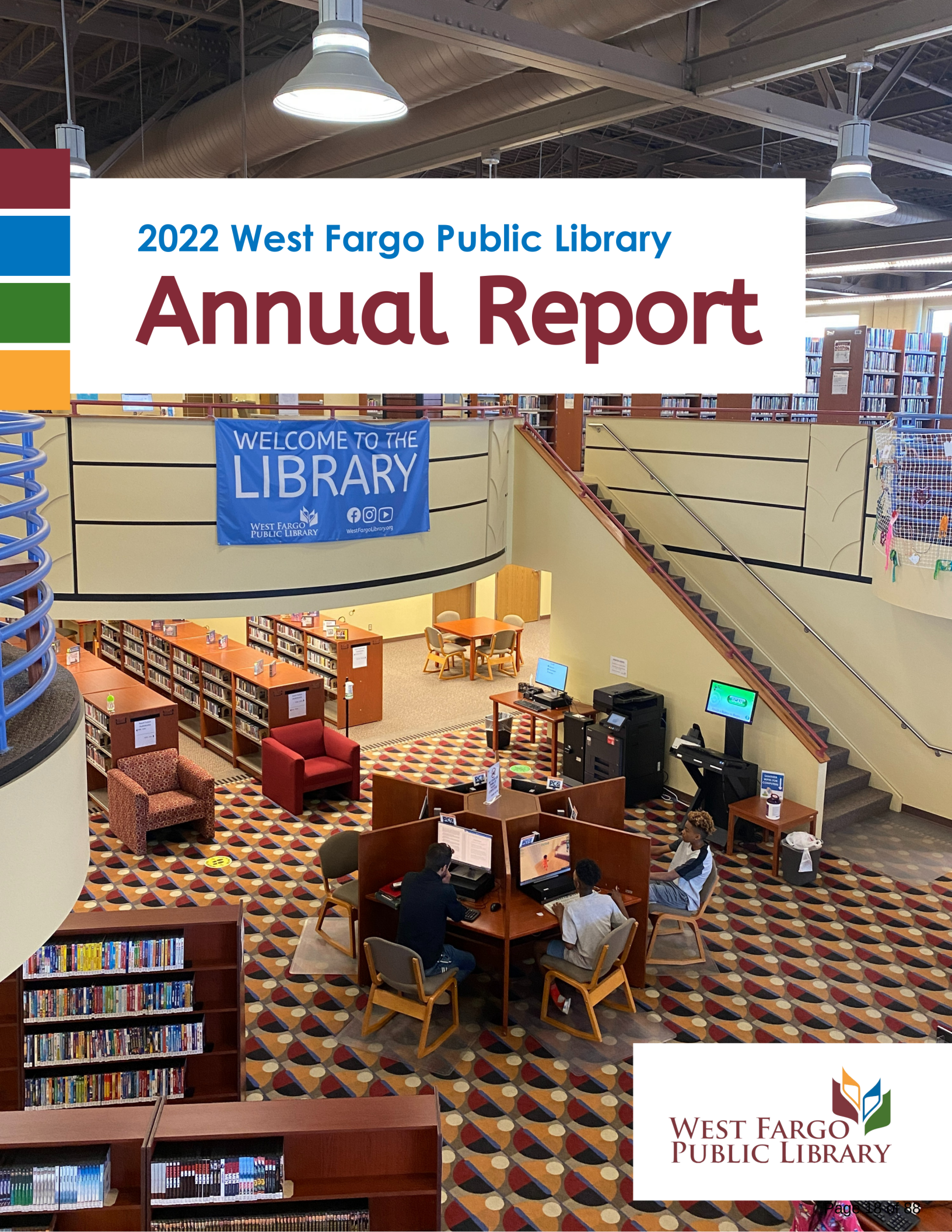
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CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 4 / 23

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Combined Funds

		----- Current Year -----				
Account	Object Description	Current Month	Current YTD	Budget	Variance	%
890	TRANSFERS OUT			10,000.00	10,000.00	
901	CATALOGING			3,200.00	3,200.00	
994	ODIN		22,996.00	24,200.00	1,204.00	95
Total Account		128,349.30	516,918.34	1,924,529.00	1,407,610.66	27
Total Expenses		128,349.30	516,918.34	1,924,529.00	1,407,610.66	27
Net Income from Operations		-84,324.88	1,237,505.62			
Other Revenue						
360000	MISCELLANEOUS REVENUE	460.24	1,914.93	5,000.00	-3,085.07	38
360100	SPONSORSHIPS		5,807.20	20,000.00	-14,192.80	29
375000	DONATIONS	100.00	610.00		610.00	33
Total Other Revenue		560.24	8,332.13	25,000.00	-16,667.87	33
Net Income		-83,764.64	1,245,837.75			



2022 West Fargo Public Library Annual Report

WELCOME TO THE
LIBRARY

WEST FARGO
PUBLIC LIBRARY

WestFargoLibrary.org



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INTRODUCTION

Hello, West Fargo! My name is Betty Adams and I had the pleasure of serving as Director of the West Fargo Public Library in 2022. The library's 51st year of service was another of exciting growth and success, and I am proud to share some of our 2022 highlights with you within this report.

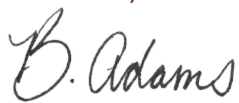
As I reflect on the past year, I am honored to report that the West Fargo Public Library continued to be a vibrant hub of activity and information for our community. All year, besides checking out materials to our over 16,000 active cardholders, we offered programs and services for people of all ages in the library building and beyond. We are particularly proud of the unbelievable growth of our in-library storytimes with nearly 3,100 storytime attendees in 2022. This is a 163% increase from pre-pandemic 2019 numbers where we had only 1,176 storytime attendees. Adult program attendance also hit a record high in 2022 with nearly 2,000 attendees overall. I invite you to flip through these pages to see even more stories of success in 2022.

None of the library's achievements would have been possible without the support of our dedicated staff. I am so grateful for the team's tireless efforts and commitment to making our library a welcoming and inclusive space for all. The library also owes its success to the many volunteers and community partners that support our services in various ways each year.

Although I am nearing the end of my tenure at the West Fargo Public Library, I am confident the West Fargo Public Library team will meet any and all challenges head on and continue to do what they do best — serve our amazing community with a smile. With your support and engagement, I know that the West Fargo Public Library will remain a vital resource for our community for many years to come.

Thank you for your ongoing support and partnership.

Sincerely,



Betty Adams
Director, West Fargo Public Library



BOARD OF DIRECTORS

The West Fargo Public Library Board of Directors holds public monthly meetings on the second Thursday of every month at 5:30 p.m. in the Commission Chambers at West Fargo City Hall. The Board is made up of volunteer members who serve a vital role in advocating for the library and overseeing its finances, policies, operations, collection, and long-term planning. The Board plays a critical role in ensuring the library continues to provide high-quality service to the West Fargo community.



President

Liann Hanson

Vice President

Larry Schwartz

Treasurer

Alanna Rerick

Member

Tony Stukel

City Commissioner

Mandy George

MISSION

As a civic resource, the West Fargo Public Library's mission is to provide equitable access to resources and opportunities so that residents can achieve their goals, explore their passions and develop social connections.

VISION

We envision a library whose services ensure that every person has resources and opportunities to learn, meet, share, read, play and create.

To achieve our goals, the West Fargo Public Library does not charge late fees and offers countless programs and services like skill-building classes, entertainment and cultural events, technology tools, the Little Red Reading Bus, community meeting spaces and the latest in physical and digital books and media.

AWARD-WINNING SERVICE



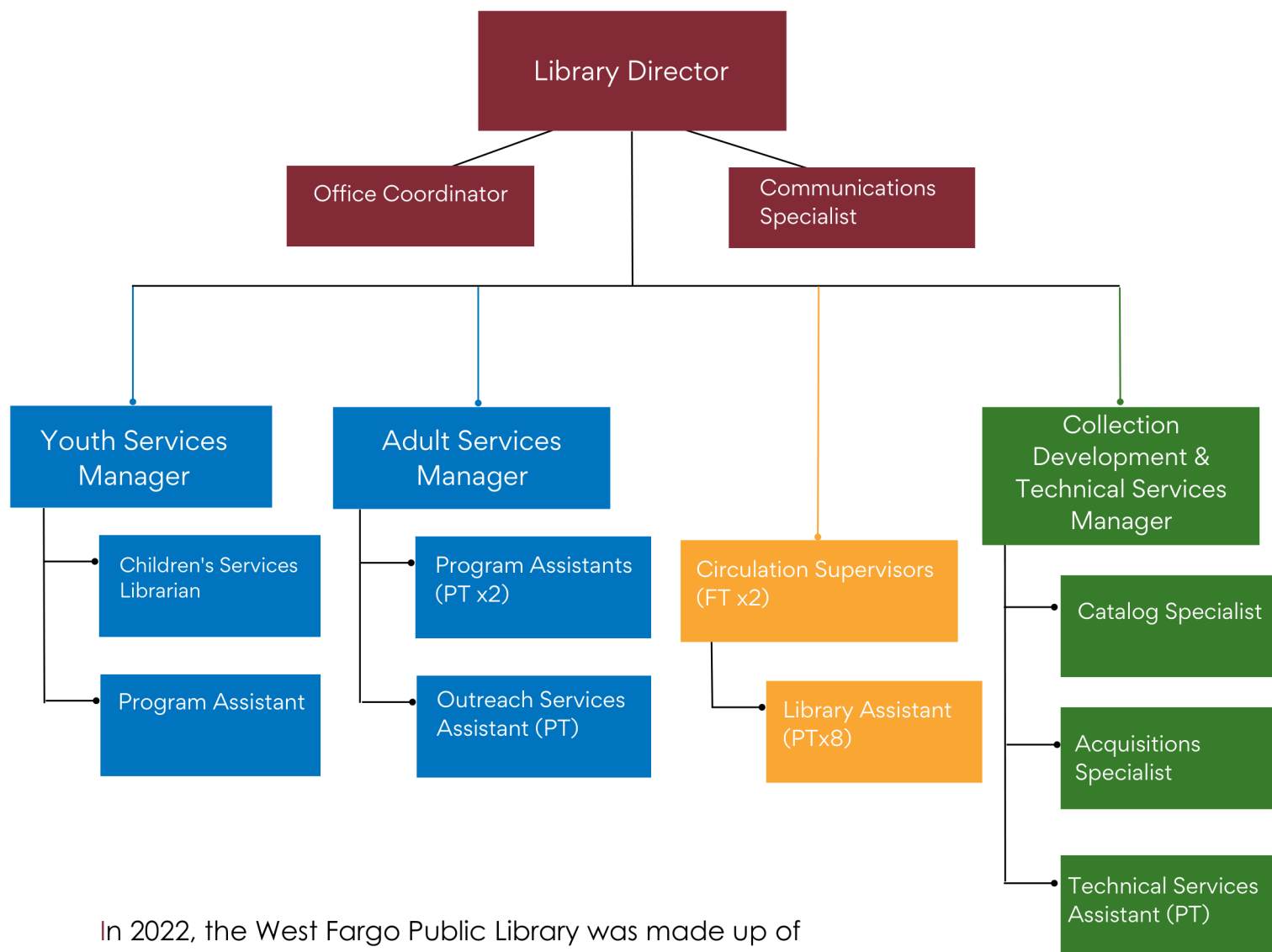
(From Left to Right) Director Betty Adams, Circulation Supervisors Amy Hitch and Nathaniel Craig, and Library Service Managers Molly Flaspohler, Lauren Nephew and Kirsten Henagin pose with the 2022 Star Library Award.

2022 Star Library Award

In late 2022, the North Dakota State Library awarded the West Fargo Public Library the 2022 North Dakota Star Library Award for exemplary service to the community. The award is based on per-capita circulations, service hours, program attendance, computer usage, WiFi usage and the percentage of North Dakota Library Coordinating Council Standards for Public Libraries met by the library in 2021. The award is granted to high-performing libraries within their peer group of libraries with similar operating expenditures.



ORGANIZATIONAL STRUCTURE



In 2022, the West Fargo Public Library was made up of 12 full-time employees and 12 part-time employees that made up four teams: **Administration**, **Programming**, **Patron Services**, and **Technical Services**.

ADMINISTRATION

The West Fargo Public Library's Administration team is made up of the Library Director and two support staff: a full-time Communications Specialist and a full-time Office Coordinator. The Library Director oversees all library operations, especially strategic planning and service development. The Communications Specialist is the voice of the library, responsible for notifying patrons of service changes, promoting the library's many events, and planning and executing library marketing campaigns. The Office Coordinator works to keep the library running smoothly behind the scenes doing a wide range of things from processing bills to coordinating building maintenance, mail, and supplies.

PATRON SERVICES

In 2022, the Patron Services team was made up of eight part-time Library Assistants led by two full-time Circulation Supervisors. This important team offers direct customer service to library patrons who call, email, or visit the library. Patron Services staff check library materials in and out, help patrons find items, organize and shelve materials, maintain library records, issue library cards, manage interlibrary loans, assist with library technology, answer a wide range of questions, and much more.



16,468

active library cards in 2022

6601

total sessions on
public computers
in 2022

4102

new library cards
issued in 2022

53,176

visitors to the library in 2022

438

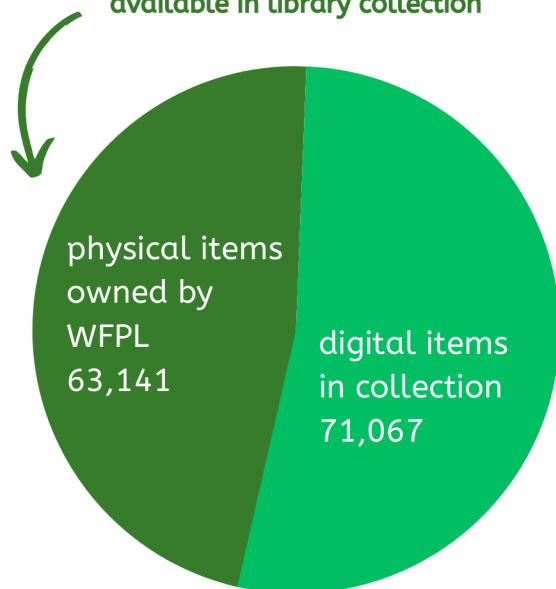
checkouts of
technology
equipment like
hotspots & tablets
in 2022

TECHNICAL SERVICES

In 2022, the Technical Services team was made up of a full-time Cataloging Specialist, a full-time Acquisitions Specialist, and a part-time Acquisitions Assistant all led by the Collection Development and Technical Services Manager. This team is responsible for the acquisition, organization, and management of all library materials. They order and receive new materials, catalog and classify items, and ensure the accuracy and consistency of bibliographic data. Overall, the Technical Services team plays a critical role in ensuring that all of the library's materials and electronic resources are effectively managed and accessible to patrons.

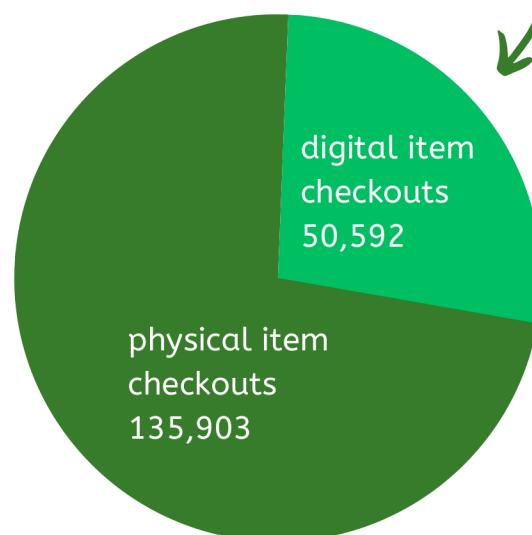
134,208

total physical and electronic materials
available in library collection



186,495

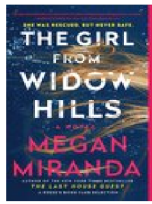
total checkouts of library materials



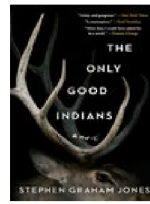
TOP 10 ADULT BOOKS



Greenwich Park
by Katherine Faulkner



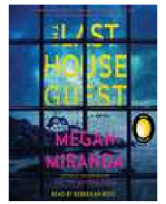
The Girl from the Widow Hills
by Megan Miranda



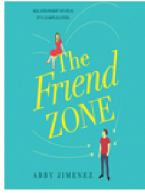
The Only Good Indians
by Stephen Graham Jones



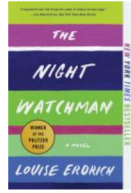
The Recovery Agent
by Janet Evanovich



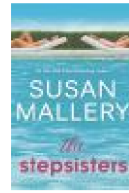
The Last House Guest
by Megan Miranda



The Friend Zone
by Abby Jimenez



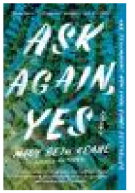
The Night Watchman
by Louise Erdrich



The Stepsisters
by Susan Mallery



We Are All the Same in the Dark
by Julia Heaberlin

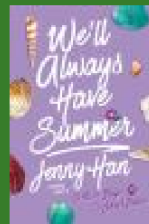


Ask Again, Yes
by Mary Beth Keane

TOP 10 TEEN BOOKS



My Hero Academia Vol. 26
by Kohei Horikoshi



We'll Always Have Summer
by Jenny Han



Fruits Basket Vol. 1
by Natsuki Takaya



My Hero Academia Vol. 3
by Kohei Horikoshi



The Kiss of Deception
by Mary E. Pearson



It's Not Like It's a Secret
by Misa Sugiura



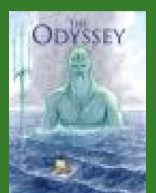
The Boy in the Striped Pajamas
by John Boyne



Maximum Ride Vol. 1
by NaRae Lee



Black Bird Vol. 2
by Kanoko Sakurakoji



The Odyssey: A Graphic Novel
by Gareth Hinds

TOP 10 YOUTH BOOKS



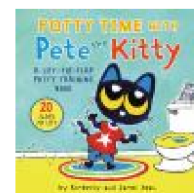
Ponies on Ice
by Ruth Benjamin



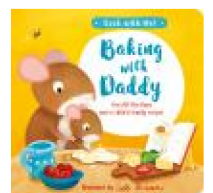
Pinkie Pie Keeps a Secret
by Magnolia Belle



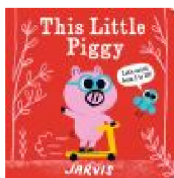
The Babysitters Club
by Chan Chau



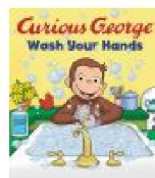
Pete the Kitty and the Groovy Playdate
by James Dean



Baking with Daddy
by Kath Smith



This Little Piggy Let's Count from 1 to 10
by Jarvis



Curious George Wash Your Hands
by Chris Ayala-Kronos



Chameleon's Colors
by Harriet Evans



8 Little Planets
by Chris Ferrie



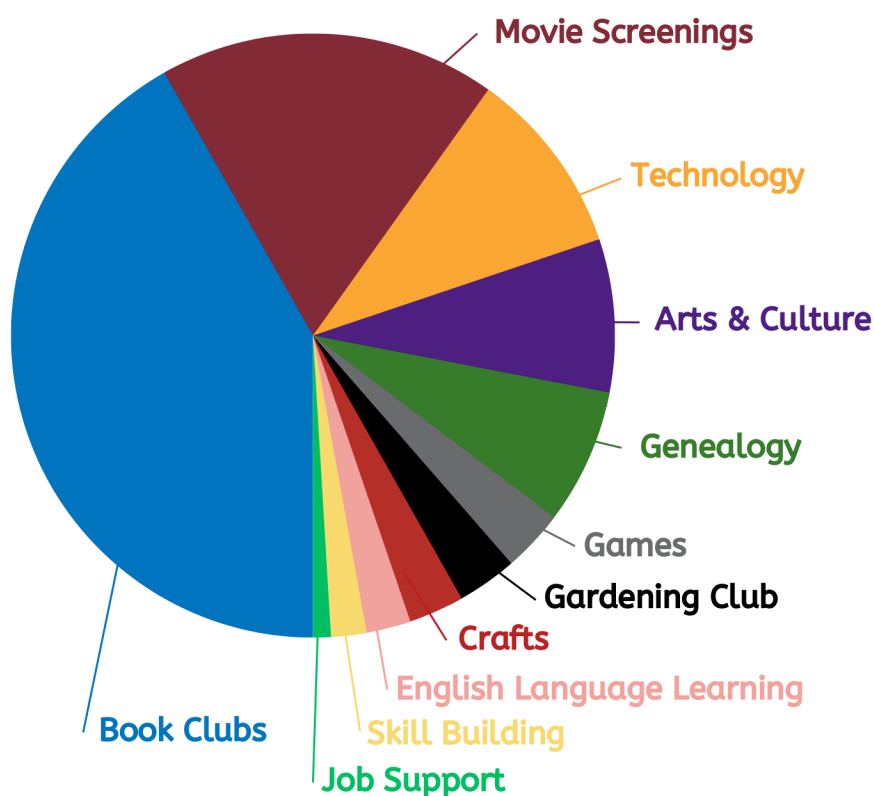
Hello Olaf!
by Andrea Sanchez

PROGRAMMING

ADULT SERVICES

In 2022, the Adult Services team was made up of two part-time Program Assistants and one part-time Outreach Assistant, all led by the Adult Services Manager. This team is primarily responsible for the planning and execution of all adult programming at the library including four popular book clubs, routine deliveries to local senior living facilities, and many other programs for people 18 years of age and older.

Attendance by Program Type



352

total attendance
at four monthly
library book clubs
in 2022

89

participants in
technology
tutoring and
classes in 2022

301

library-hosted
event sessions for
adults in 2022

868

total attendees
at library-hosted
adult programs
in 2022



ADULT OUTREACH DELIVERY SERVICES

In order to promote lifelong learning, create social interaction, and provide access to library services for those who may be unable to visit the library building, the West Fargo Public Library has made monthly deliveries to senior living facilities for the last 10 years. In 2022, the part-time Outreach Assistant served an average of 36 patrons each month at the following six senior living facilities.

Dakota Commons

New Perspectives

Sheyenne Crossings

Monterey & Brighton Place

Serenity Apartments

West Fargo High Rise

In the fall, the West Fargo Public Library added Memory Care Kits and Activity Packets to the growing list of offerings beyond books available for patrons these facilities.

1203

total items
circulated through
senior deliveries
in 2022

100

average books delivered
to seniors each month
in 2022

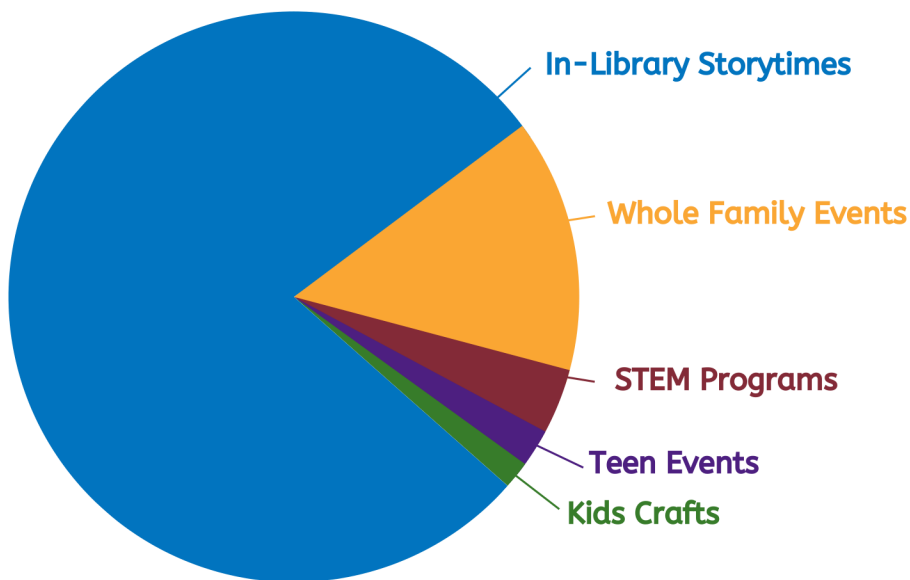
36

average adult outreach
patrons served each
month in 2022

YOUTH SERVICES

In 2022, the Youth Services team was made up of one full-time Program Assistant and one full-time Children's Services Librarian, both led by the Youth Services Manager. This team is primarily responsible for the planning and execution of all youth programs at the library including in-library and off-campus storytimes, the Little Red Reading Bus route and many other programs for youth ages infant to 17 and their families.

Attendance by Program Type



3981

attendance at
library-hosted
youth and family
events in 2022

124

library-hosted
event sessions for
youth and
families in 2022

3115

attendance at
in-library
storytimes in 2022

Summer Boost

Every year the library comes together to facilitate Summer Boost, an all-ages comprehensive summer program that includes the annual summer reading challenge, dozens of events for all ages, the Little Red Reading Bus route and more. In 2022, the theme was "Oceans of Possibilities."

4707

attendees at
Summer Boost
events

13,143

reading hours
tracked by
challenge
participants

Little Red Reading Bus

The Little Red Reading Bus brings books and other activities out to local parks during its annual summer route. In 2022, library staff visited the following eight local parks each week during its 10-week route.

Meadowlark Park **Goldenwood Park** **Rendezvous Park**
Dakota Park **Maplewood Park** **Shadow Wood Park**
Village West Park **Tintes Park**

2542

books checked
out by Little Red
Reading Bus visitors

2697

visits to Little Red
Reading Bus
summer route stops

Youth Outreach

The West Fargo Public Library routinely served children at 12 West Fargo daycares in 2022. Staff visited eight daycares to host monthly storytime sessions, reinforcing vocabulary, social skills, language development, and creativity, while also generating excitement about reading and learning. In addition, five daycares received monthly book deliveries, ensuring that children had a constantly evolving choice of books to explore and enjoy.

2109

total children
served through
daycare storytime
events in 2022

1300

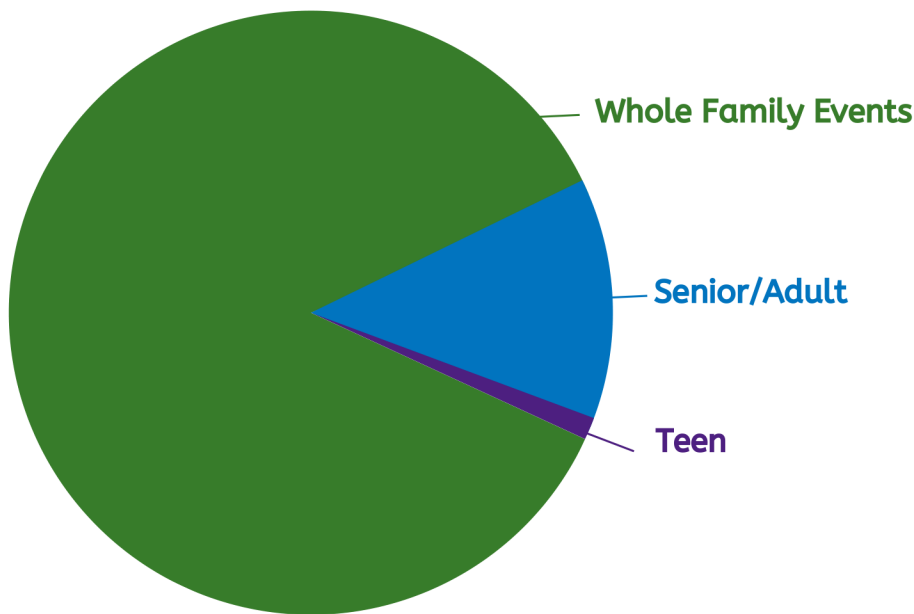
total books
delivered to local
daycares in 2022



COMMUNITY ENGAGEMENT

In 2022, the West Fargo Public Library participated in a wide range of community events and programs, directly engaging with a total of 2326 people throughout the year. Through these events, the library was able to connect with people of all ages, and share information about the services and resources available at their local library.

Attendance by Intended Audience



2326

attendees engaged
with at community
events in 2022

Altrusa Meeting

Artemis Program
Presentation at MSUM

Brooks Harbor Elementary
Family Literacy Night

Dementia Education Group

Family History Conference

Freedom Elementary
Reading Night

Legacy Elementary Back to
School Family Fun Night

North Dakota Autism Center
Family Picnic

Night to Unite

Pride in the Park

West Fargo Area Community
Program Senior
Extravaganza

West Fargo Events Healthy
Kids Lunch

West Fargo Events Summer
Splash

West Fargo Parks Senior
Lifestyle Expo

Workforce Wednesdays

YMCA Community Family
Night

COMMUNITY PARTNERS

The West Fargo Public Library's success can be largely attributed to the support of many partners, local businesses, organizations, and regional libraries. These partners sponsor and collaborate on library programs, donate funds and goods, and volunteer their time and skills to support and promote the library's importance within the community. The contributions of the following entities played a significant role in the library's achievements and impact in 2022.

Abigail's Playhouse	Marvin
Andy's Lil Explorers Childcare	Mojo Fit Yoga
Angie's Playskool	Minnesota State University Moorhead Planetarium
Bank of North Dakota	New Perspective Senior Living
Carl B. Ylvisaker Library	North Dakota State Library
Cass County Housing Authority	North Dakota State University Libraries
Cayden's Clubhouse	Otto Bremer Foundation
Chic-Fil-A West Acres	Prairie Public
City of West Fargo	Redhawks Baseball
Culver's	Red River Rainbow Seniors
Dakota Commons	Rough Cut Social
Eventide	Sandy's Donuts
Fargo Brewing Company	SENDCAA Head Start
Fargo Public Library	Spirit Room
Fargo Public Schools	Thunder Coffee
Friends of the West Fargo Public Library	West Fargo Area Community Program
Gooseberry Park Players	West Fargo Events
Golden Drive Homeless Kids	West Fargo Exchange Club
Historical and Cultural Society of Clay County	West Fargo Fire
InForum West Fargo	West Fargo Parks
Imagination Theatre	West Fargo Police Department
Inspiring Minds Childcare	West Fargo Public Schools
Livingston Lord Library	YMCA Early Learning Center



FRIENDS OF THE LIBRARY VOLUNTEERS

West Fargo Public Library volunteers play an important role at the library. As they share their time and talents, volunteers make a real contribution to the quality of services the library is able to offer the community. Everyone who volunteers at the West Fargo Public Library becomes an automatic member of the Friends of the West Fargo Public Library non-profit group. This organization is dedicated to helping the library make programming and resources more accessible to the communities it serves through volunteering, fundraising and advocating for the library.

95

total active
volunteers

485

total
documented
volunteer hours

2022 Officers

President

Mari Krajewski

Vice President

Abby Larson

Treasurer

Donelle Richmond

Secretary

Sara Westall

Social Media

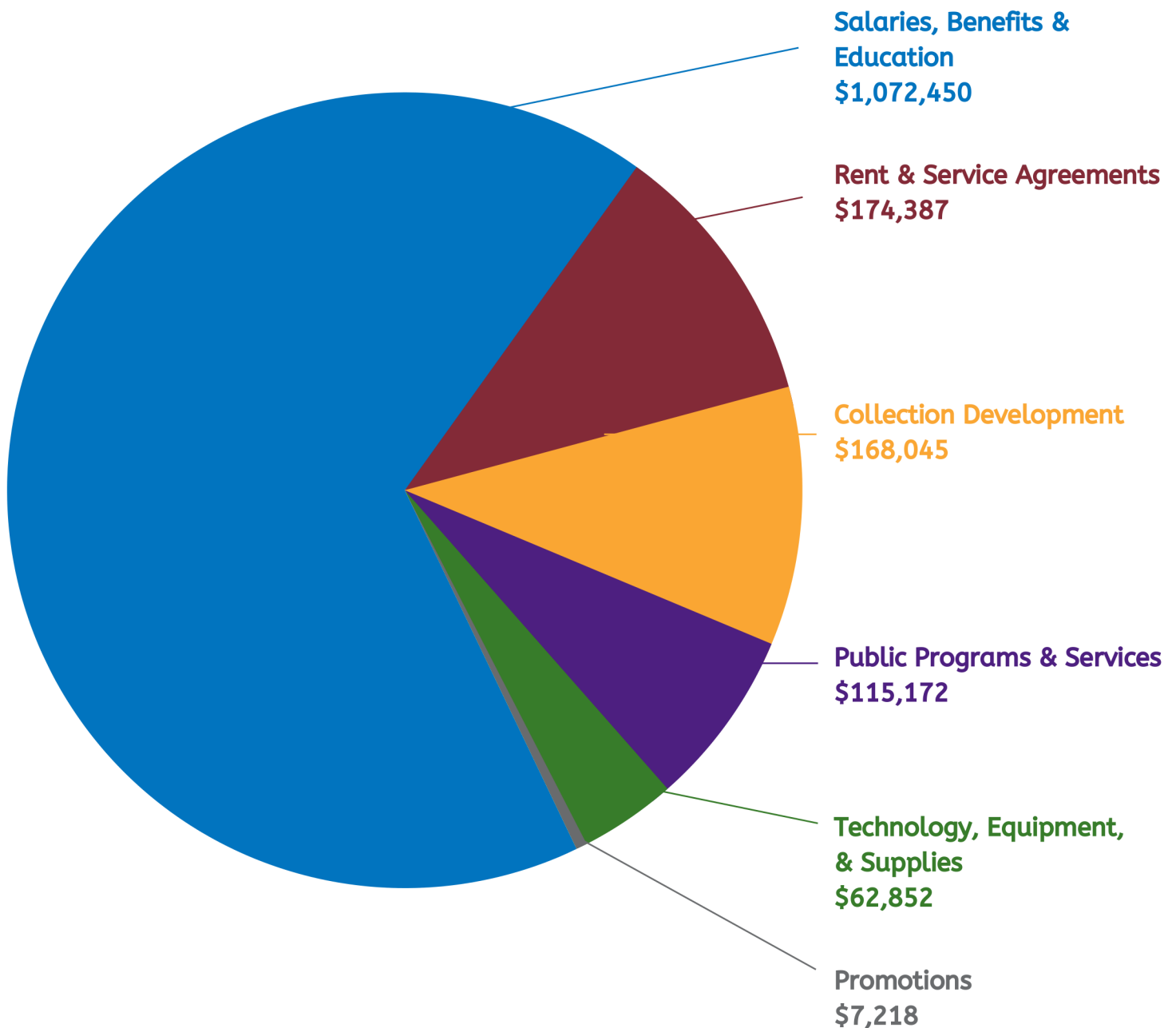
Manager

Jacob Fisher

FINANCIAL OVERVIEW

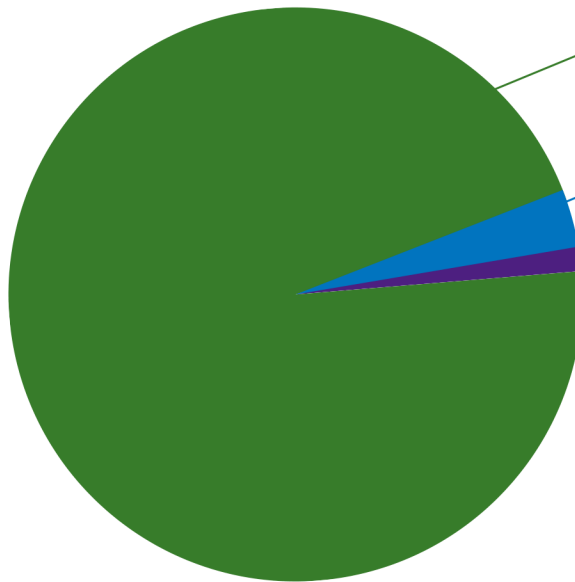
2022 Operating Expenses

Total: \$1,537,651



2022 Revenue

Total: \$1,748,991



Tax Revenue

96.7%

\$1,691,062

State Aid

3.3%

\$57,939

Miscellaneous Revenue & Friends of the Library Reimbursements

1.4%

\$24,208

\$3,037,458

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

\$76

per West Fargo resident

\$184

per active library card

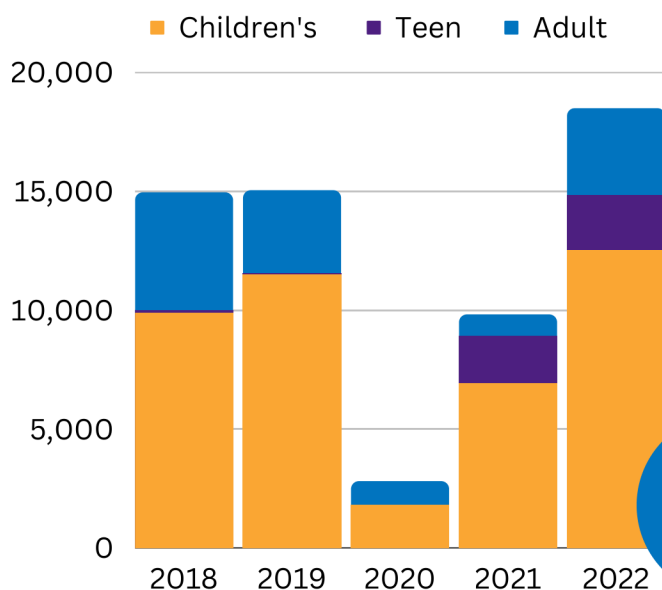
*Value derived from average item costs and number of 2022 checkouts.



FIVE YEARS OF GROWTH

In the past five years, the population of West Fargo has grown by approximately 11%, reaching almost 40,000 individuals in 2022 from about 36,000 in 2018. Meanwhile, the West Fargo Public Library has experienced even more significant growth, evident in usage statistics during the same period, shown here.

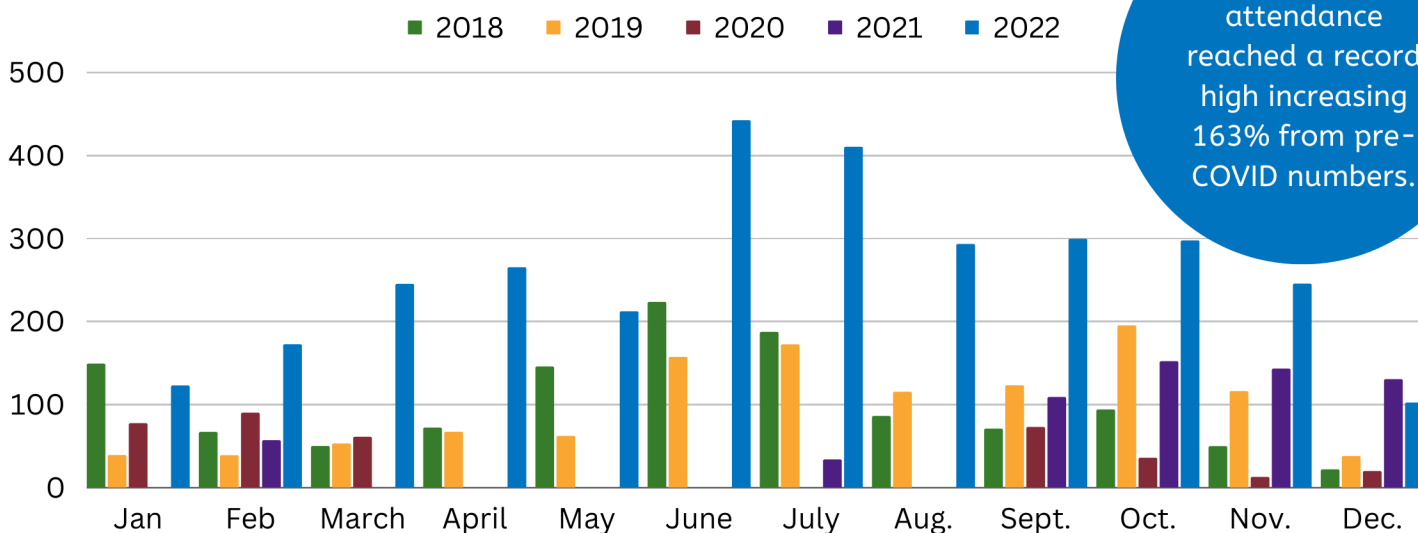
Program Attendance by Intended Audience



In 2022, library events had more participants than before COVID, especially in the teen category.



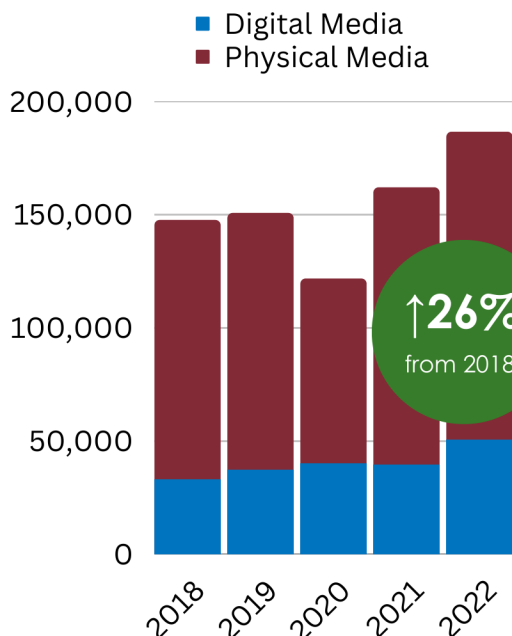
Monthly Storytime Attendance at the West Fargo Public Library



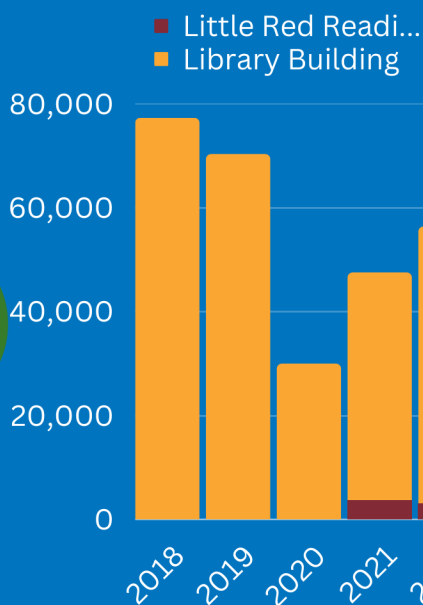
In 2022, Storytime attendance reached a record high increasing 163% from pre-COVID numbers.

Both physical and digital media checkouts have steadily increased over the last five years (with the exception of 2020) despite decreased visits to the library from pre-COVID numbers and a slight decline active library cards from 2021 to 2022.

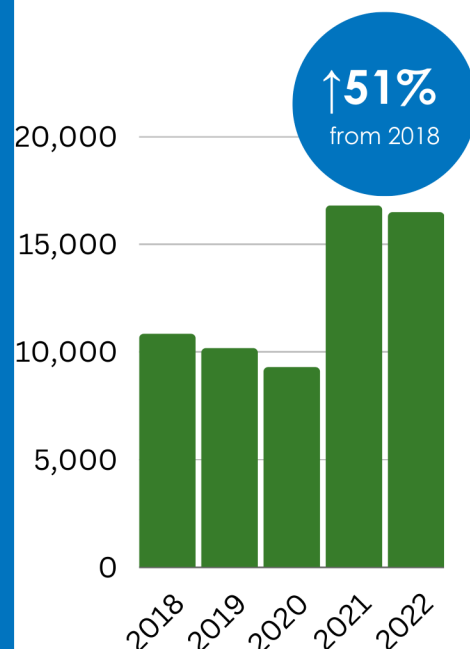
Item Checkouts



Visits to the Library



Active Library Cards



274,027

visits to the library building since 2018

719,379

items checked out from the West Fargo Public Library since 2018

\$6,541,943

estimated amount West Fargo residents saved by borrowing library materials instead of purchasing copies of books or media in the last three years *

17,433

new library cards issued since 2018

*Value derived annually from average item costs at the time and number of checkouts.



THANK YOU!

Thank you for taking the time to read our 2022 Annual Report and for your continued support of the West Fargo Public Library.

CONNECT WITH US

www.westfargolibrary.org



@WestFargoLibrary
@TheLittleRedReadingBus



@WFLibrary



To: West Fargo Public Library Board of Directors
From: **Betty Adams, Library Director & Kirsten Henagin, Adult & Patron Services Manager**
Date: **May 11th, 2023**
Subject: **Service Desk Staff Restructuring**
Action: **Approval of Job Descriptions and Allocation of Funds**

**West Fargo Public Library
Board of Directors**

President

Liann Hanson

Vice President/Secretary

Lawrence Schwartz

Board Member

Mandy George
City Commissioner

Treasurer

Alanna Rerick

Board Member

Tony Stukel

Library Director

Betty Adams

Summary and Recommendation

Consistent staff presence at the Library's Service Desk is vital because it is the primary service point to the public. The services provided at the Service Desk are the core services the public expects of the library including material circulation, card-creation, technology support, reader's advisory, and promoting all other library services.

The Library Service Desk is currently supported by two (2) Circulation Supervisors, and seven (7) part-time Library Assistants. The Service Desk often has only one assistant and one supervisor on-duty occasionally two assistants and one supervisor.

The primary challenges of the staffing levels of the Service Desk are due to the lack full-time staff and the high turnover of part-time positions. Both of these challenges result in a lack an in-depth knowledge of library procedures, repeated hiring and onboarding time by supervisors, limited ongoing training for part-time staff due to the scarcity of hours off of the service desk and insufficient coverage. As a result, patron service suffers from inconsistencies in procedure and patron experience varies in each interaction.

Due to turnover in part-time and limited full-time roles, Library Service Managers and Librarians are pulled into the Service Desk schedule. These individuals are then unable to prioritize the primary work they were hired to perform such as service, program, and collection development and staff management.

The Service Desk prior to 2015 was supported by two (2) part-time lead Library Assistant staff members (20 hrs/week) (evening and weekend only) with five (5) part-time Library Assistants. In 2015, a full-time Circulation Supervisor position was created. In 2022, a full-time evening Circulation Supervisor position was added. The Service Desk has grown from five (5) to eight (8) in the same span of time, and the Library is currently operating with seven (7) Library Assistant positions. The part-time Library Assistant positions were added to have service desk responsibilities be their primary work tasks. From 2015 to present, staff outside of the Circulation team work the Service Desk detracting from their primary duties.

Historically all of the Library Assistant positions have a varying number of hours from eight (8) hours to 17 hours a week. There was little standardization of the scheduling of the Library Assistants for weekend, daytime, and evening hours. When a position was opened it required the new hire to fill the exact hours of that departing staff member. Over the duration of the vacancy, it is a challenge to cover those hours with existing staff because of the limited availability of part-time staff. While the number of positions has increased, the role has experienced significant turnover in the most recent three (3) years. The Library has onboarded eleven (11) Library Assistants since 2020, and currently there are two vacancies.

The Service Desk now has sufficient supervisory staff with the addition of the Evening Circulation Supervisor, but it requires steady, knowledgeable full-time Library Assistant staff to support Library operations and needs of the public.

The proposed changes would create a daytime and evening full-time Library Assistant (1.0 FTE each), each would report to their respective Circulation Supervisor. In addition, four (4) part-time Library Clerks (0.4 FTE each) would be split between the Circulation Supervisors, resulting in a 3:1 staff to supervisor ratio. The part-time Library Assistant positions would be repurposed.

The distribution of duties between the Library Assistants and Library Clerks would place higher responsibility on the full-time staff who would have training and development time built into their schedules. Library Assistants would be expected to have all the same knowledge as the Library Clerks, but would be expected to complete projects and tasks such as inventory, higher caliber patron interactions, reader's advisory, e-resource troubleshooting, and assist with system maintenance. Library Clerks would be responsible for check-in of items, processing holds and interlibrary loan items, and general assistance to the public. More advanced inquiries would be routed to Library Assistants, Circulation Supervisors, Librarians and Library Service Managers where necessary.

Each Library Clerk would have equal expectations between the daytime and evening shifts. All Library Clerks would be expected to work one full weekend a month. Each Library Clerk would work 12 hrs/week when it is not their weekend, and 15.5 hrs/week when it is their weekend on. Each Library Clerk would have overlapped time with additional staff for training to be completed within their shift.

Library Assistants would work the same shift as their respective Circulation Supervisor (9 a.m. to 5:30 p.m. or 12:30 p.m. to 9 p.m.) and work every other weekend.

With all six (6) of these positions, the Service Desk would always have two (2) Clerk or Assistant staff and a supervisor on at all times. As the primary service point to the public, the department would have 5.6 FTE, with four (4) full-time roles, and 1.6 FTE split amongst four (4) part-time positions.

The positions proposed would provide consistent desk coverage with two (2) full-time Library Assistants and would redistribute tasks with appropriate responsibility level for four (4) part-time Library Clerks.

Policy Analysis

The proposed position changes represent an organizational structure that is standard in the public library field and that will provide needed efficiency now and as we continue to scale up our operations to fit the community. The addition of more full-time circulation staff was noted as an immediate need in the [2020 version](#) of the Library's staffing plan.

The positions would increase the total FTE from 17.6 to 18.4.

Financial Analysis

Due to the staff vacancies of the Technical Services Manager (G15), Evening Circulation Supervisor (G12), Youth Services Program Assistant (G6), estimated hiring timeline of a new Director, and vacancies in part-time roles the library will be underspent in both full-time and part-time salaries to fully fund the proposed positions through FY2023. We recommend the utilization of the salary lines to fund these roles. The original budgeted amount for PT Library Assistant roles for June through December is ~\$61,250. Of that amount, ~\$32,666 would be utilized for the proposed PT Library Clerk roles starting in June resulting in an underspent amount of \$28,584 in 114 Part-Time Salaries. The 110 Permanent Emp Salaries is currently underspent by ~8% or ~\$69,452. The FT Library Assistant roles would cost ~\$73,500 starting in June resulting in potentially overspending line 110 by ~\$4,048. Between the two salary lines, the Library budget would remain underspent by ~\$24,536.

These changes are proposed in consultation with City Administration and supporting consulting services, who has reviewed the proposed staffing changes and financing.

Library Assistant Job Description

Department: Library
Reports To: Circulation Supervisor
Pay Grade: 5
FLSA Classification: Non Exempt
Approved by: Library Board
Revision Date: 04/19/2023

SUMMARY

Under general supervision, the Library Assistant provides an exceptional customer experience for all library users, promotes the library's resources and programs to the public, and ensures expedient circulation of materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides direct customer service to patrons, including reference, readers' advisory, technology assistance, issuing library cards, patron notices, processing fees and fines, assisting with hold and interlibrary loan requests, and item check-in/check-out.
- Provides exceptional service when interacting with patrons and promotes library services to the public. Actively represents the library when in-building and at offsite programs and events.
- Instructs customers on use of library resources, including online resources and devices used to access them. Troubleshoots issues with the library's online resources.
- Shelves items; performs shelf reading.
- Resolves customer inquiries related to library policies and patron accounts using independent judgement.
- Monitors the library facilities; tidies and maintains the good condition of the library and upholds library policies and procedures.
- Performs library opening and closing procedures.
- Conducts special projects as assigned, including display setup and maintenance, programming, minor mending of materials, collection management and related activities such as shifting, weeding, and inventorying collections.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- One year of experience in customer service.
- Strong technology skills, including familiarity with the Microsoft Office suite and Windows operating systems.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this job, the incumbent must regularly sit and talk or hear. The incumbent is frequently required to use hands to touch, handle or feel. The incumbent is occasionally required to stand and walk. The incumbent may be required to occasionally perform a full range of motion with lifting and/or carrying items weighing up to 50 pounds. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

WORKING ENVIRONMENT

Work is performed in a standard office environment. The noise level in the work environment is usually moderate. This position may require the incumbent to occasionally drive to alternative locations. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.

I have read and understand the duties, responsibilities, and requirements for this position. *

Employee's Name (please print)
Date

Employee Signature

*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. The City of West Fargo retains the discretion to add duties or change the duties of this position at any time.



Library Clerk Job Description

Department: Library
Reports To: Circulation Supervisor
Pay Grade: 4
FLSA Classification: Non Exempt
Approved by: Not Approved
Revision Date: 04/19/2023

SUMMARY

Under general supervision, the Library Clerk ensures expedient circulation of materials and performs various clerical support duties to assist in the operation of the library.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides general patron assistance with library card sign-up, checkouts, and general library services.
- Retrieves and checks-in returned circulating materials from book drop locations on and off-site.
- Processes hold and interlibrary loan requests.
- Shelves items; performs shelf reading.
- Monitors the library facilities; tidies and maintains the good condition of the library and upholds library policies and procedures.
- Conducts special projects as assigned, such as shifting, weeding, and inventorying collections.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- One year of experience in customer service.
- Strong technology skills, including familiarity with the Microsoft Office suite and Windows operating systems.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this job, the incumbent must regularly sit and talk or hear. The incumbent is frequently required to use hands to touch, handle or feel. The incumbent is occasionally required to stand and walk. The incumbent may be required to occasionally perform a full range of motion with lifting and/or carrying items weighing up to 50 pounds. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

WORKING ENVIRONMENT

Work is performed in a standard office environment. The noise level in the work environment is usually moderate. This position may require the incumbent to occasionally drive to alternative locations. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.

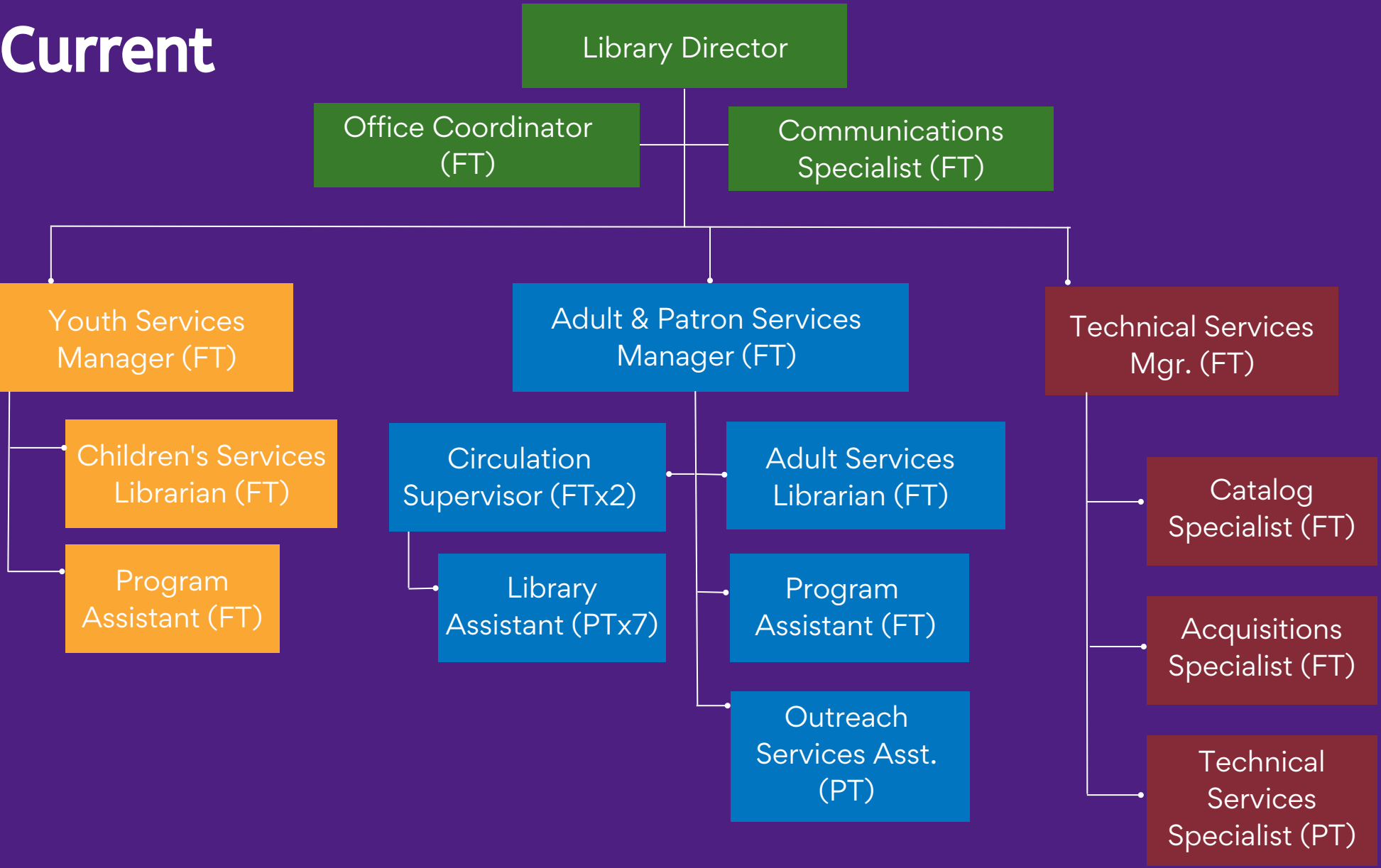
I have read and understand the duties, responsibilities, and requirements for this position. *

Employee's Name (please print)
Date

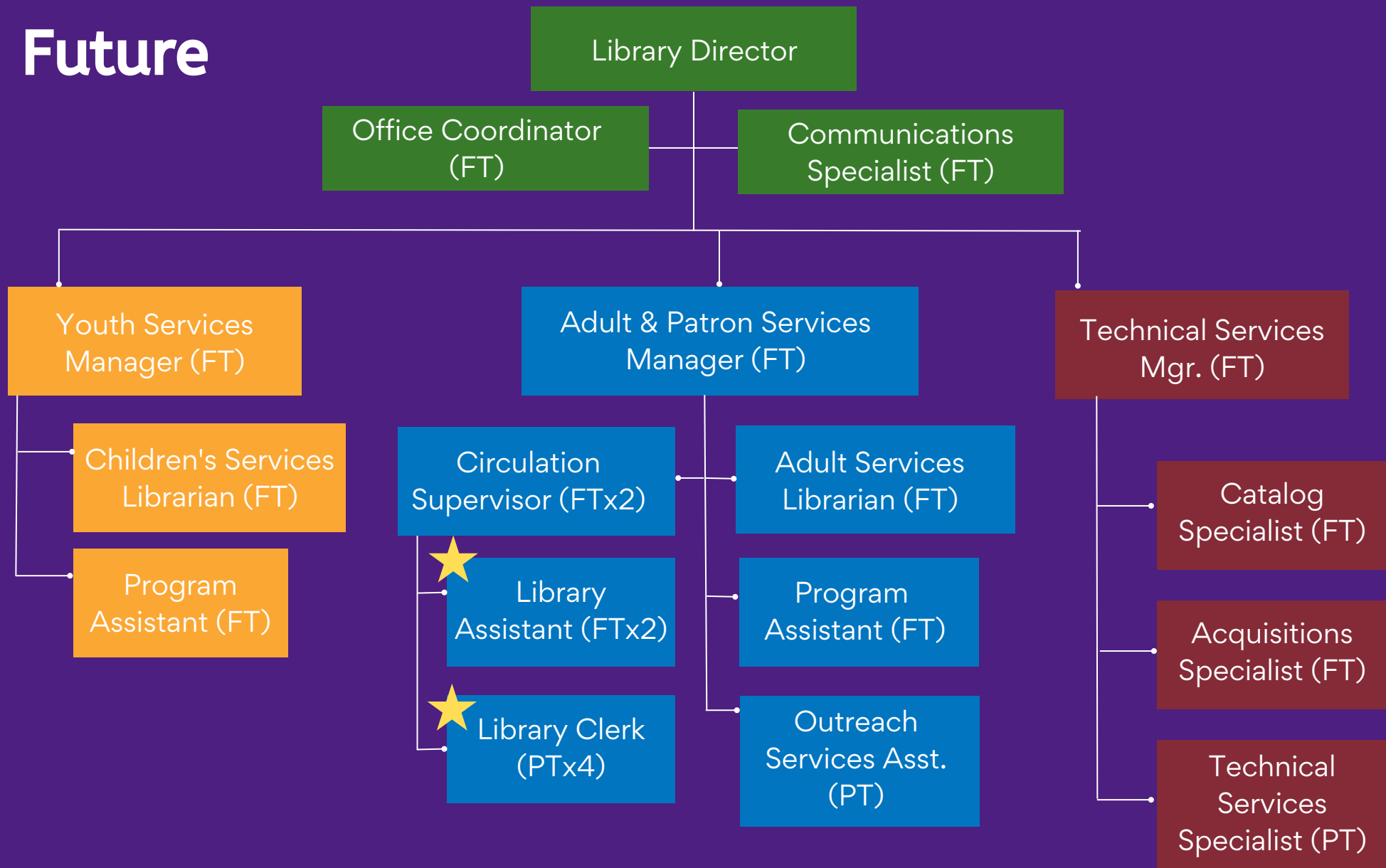
Employee Signature

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Current



Future



	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 1	9:00 AM							
	10:00 AM							
	11:00 AM							
	12:00 PM		Lib Asst A 10-1 pm	AM Circ Supervisor 9-5:30 pm	Lib Asst A 10-1 pm	AM Circ Supervisor 9-5:30 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	1:00 PM		Lib Asst B 10-5 pm	Lib Asst A 10-1 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	2:00 PM	Lib Asst D 1-5	Lib Asst F 1-5	Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	3:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	4:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	5:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	6:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
WEEK 2	9:00 AM							
	10:00 AM							
	11:00 AM							
	12:00 PM		Lib Asst A 10-1 pm	AM Circ Supervisor 9-5:30 pm	Lib Asst A 10-1 pm	AM Circ Supervisor 9-5:30 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	1:00 PM		Lib Asst B 10-5 pm	Lib Asst A 10-1 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	2:00 PM	Lib Asst D 1-5	Lib Asst F 1-5	Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	3:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	4:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	5:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	6:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm

Color	Position	Hours per Week	FTE
	Lib Asst A	16.5	0.6
	Lib Asst B	16.5	0.6
	Lib Asst C	17	0.6
	Lib Asst D	12	0.4
	Lib Asst E	32	0.6
	Lib Asst F	16.5	0.6
	Lib Asst G	16.5	0.6
	AM Circ Sup	40	1
	PM Circ Sup	40	1
	Librarian / LDM	8	1

	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 3	9:00 AM							
	10:00 AM							
	11:00 AM							
	12:00 PM		Lib Asst A 10-1 pm	AM Circ Supervisor 9-5:30 pm	Lib Asst A 10-1 pm	AM Circ Supervisor 9-5:30 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	1:00 PM		Lib Asst B 10-5 pm	Lib Asst A 10-1 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	2:00 PM	Lib Asst D 1-5	Lib Asst F 1-5	Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	3:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	4:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	5:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	6:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
WEEK 4	9:00 AM							
	10:00 AM							
	11:00 AM							
	12:00 PM		Lib Asst A 10-1 pm	AM Circ Supervisor 9-5:30 pm	Lib Asst A 10-1 pm	AM Circ Supervisor 9-5:30 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	1:00 PM		Lib Asst B 10-5 pm	Lib Asst A 10-1 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	2:00 PM	Lib Asst D 1-5	Lib Asst F 1-5	Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	3:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	4:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	5:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	6:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm

Color	Position	Hours per Week	FTE
	Lib Asst A	16.5	0.6
	Lib Asst B	16.5	0.6
	Lib Asst C	17	0.6
	Lib Asst D	12	0.4
	Lib Asst E	32	0.6
	Lib Asst F	16.5	0.6
	Lib Asst G	16.5	0.6
	AM Circ Sup	40	1
	PM Circ Sup	40	1
	Librarian / LDM	8	1

	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 5	9:00 AM							
	10:00 AM							
	11:00 AM							
	12:00 PM		Lib Asst A 10-1 pm	AM Circ Supervisor 9-5:30 pm	Lib Asst A 10-1 pm	AM Circ Supervisor 9-5:30 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	1:00 PM		Lib Asst B 10-5 pm	Lib Asst A 10-1 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	2:00 PM	Lib Asst D 1-5	Lib Asst F 1-5	Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	3:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	4:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	5:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	6:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
WEEK 6	9:00 AM							
	10:00 AM							
	11:00 AM							
	12:00 PM		Lib Asst A 10-1 pm	AM Circ Supervisor 9-5:30 pm	Lib Asst A 10-1 pm	AM Circ Supervisor 9-5:30 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	1:00 PM		Lib Asst B 10-5 pm	Lib Asst A 10-1 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	2:00 PM	Lib Asst D 1-5	Lib Asst F 1-5	Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	3:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	4:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	5:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	6:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm

Color	Position	Hours per Week	FTE
	Lib Asst A	16.5	0.6
	Lib Asst B	16.5	0.6
	Lib Asst C	17	0.6
	Lib Asst D	12	0.4
	Lib Asst E	32	0.6
	Lib Asst F	16.5	0.6
	Lib Asst G	16.5	0.6
	AM Circ Sup	40	1
	PM Circ Sup	40	1
	Librarian / LDM	8	1

	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 7	9:00 AM							
	10:00 AM							
	11:00 AM							
	12:00 PM		Lib Asst A 10-1 pm	AM Circ Supervisor 9-5:30 pm	Lib Asst A 10-1 pm	AM Circ Supervisor 9-5:30 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	1:00 PM		Lib Asst B 10-5 pm	Lib Asst A 10-1 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	2:00 PM	Lib Asst D 1-5	Lib Asst F 1-5	Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	3:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	4:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	5:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	6:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
WEEK 8	9:00 AM							
	10:00 AM							
	11:00 AM							
	12:00 PM		Lib Asst A 10-1 pm	AM Circ Supervisor 9-5:30 pm	Lib Asst A 10-1 pm	AM Circ Supervisor 9-5:30 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	1:00 PM		Lib Asst B 10-5 pm	Lib Asst A 10-1 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	2:00 PM	Lib Asst D 1-5	Lib Asst F 1-5	Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	3:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	4:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	5:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	6:00 PM			Lib Asst B 10-5 pm	Lib Asst C 10-5 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm

Color	Position	Hours per Week	FTE
	Lib Asst A	16.5	0.6
	Lib Asst B	16.5	0.6
	Lib Asst C	17	0.6
	Lib Asst D	12	0.4
	Lib Asst E	32	0.6
	Lib Asst F	16.5	0.6
	Lib Asst G	16.5	0.6
	AM Circ Sup	40	1
	PM Circ Sup	40	1
	Librarian / LDM	8	1

SUMMARY

is this schedule there are seven (7) part-time Library Assistants that range in hours from 13.5 to 18.5 when it is their weekend on. Four of the seven roles work weekend shifts. The current schedule often has where only one assistant staff is working with a full-time Circulation Supervisor.

The service desk is currently budgeted for 112 part-time hours per week of which we utilize 108.5 hours. Prior to recent changes, we did not have a minimum number of hours required at the service desk. It was a recent implementation of at least 12 hrs/wk are required by part-time staff to keep up with library happenings and serve the public more efficiently.

With the number of part-time roles outnumbering full-time roles, it causes strain on the entire staff to fill and cover vacancies, planned vacation or sick time.

The Supervisor On Duty schedule includes the Adult and Patron Services Manager, Youth Services Manager, Children's Services Librarian and Adult Services Librarian for weekend supervisory responsibilities and for Friday coverage. In the following month of this schedule, the AS and YS Manager would be swapped with the Children's Services Librarian and Adult Services Librarian.

	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 1	9:00 AM							
	10:00 AM							
	11:00 AM		Lib Asst A 10-1 pm	AM Circ Supervisor 9-10:30 pm	Lib Asst A 10-1 pm	Lib Asst F 10-1 pm	AS Manager 10-12 pm	Lib Asst F 10-1 pm
	12:00 PM		Vacant 10-5 pm	Vacant 12-5 pm	Vacant 10-5 pm	Vacant 10-5 pm	Vacant 10-5 pm	Vacant 10-5 pm
	1:00 PM							
	2:00 PM	Lib Asst D 1-5	Lib Asst E 1-5	Children's Librarian 12-5 pm				
	3:00 PM							
	4:00 PM							
	5:00 PM							
	6:00 PM							
WEEK 2	9:00 AM							
	10:00 AM							
	11:00 AM		Lib Asst A 10-1 pm	AM Circ Supervisor 9-10:30 pm	Lib Asst A 10-1 pm	Lib Asst F 10-1 pm	AS Manager 10-12 pm	Lib Asst F 10-1 pm
	12:00 PM		Vacant 10-5 pm	Vacant 12-5 pm	Vacant 10-5 pm	Vacant 10-5 pm	Vacant 10-5 pm	Vacant 10-5 pm
	1:00 PM							
	2:00 PM	Lib Asst D 1-5	Lib Asst E 1-5	Children's Librarian 12-5 pm				
	3:00 PM							
	4:00 PM							
	5:00 PM							
	6:00 PM							

Color	Position	Hours per Week	FTE
Blue	Lib Asst A	14.5	0.4
Blue	Vacant	14.5	0.4
Blue	Lib Asst D	12	0.4
Blue	Lib Asst E	12	0.4
Blue	Lib Asst F	18.5	0.4
Blue	Vacant	14.5	0.4
Green	AM Circ Sup	40	1
Green	PM Circ Sup	0	1
Green	Librarian / LHM	20	1

	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 3	9:00 AM							
	10:00 AM							
	11:00 AM		Lib Asst A 10-1 pm	AM Circ Supervisor 9-10:30 pm	Lib Asst A 10-1 pm	Lib Asst F 10-1 pm	AS Manager 10-12 pm	Lib Asst F 10-1 pm
	12:00 PM		Vacant 10-5 pm	Vacant 12-5 pm	Vacant 10-5 pm	Vacant 10-5 pm	Vacant 10-5 pm	Vacant 10-5 pm
	1:00 PM							
	2:00 PM	Lib Asst D 1-5	Lib Asst E 1-5	Children's Librarian 12-5 pm				
	3:00 PM							
	4:00 PM							
	5:00 PM							
	6:00 PM							
WEEK 4	9:00 AM							
	10:00 AM							
	11:00 AM		Lib Asst A 10-1 pm	AM Circ Supervisor 9-10:30 pm	Lib Asst A 10-1 pm	Lib Asst F 10-1 pm	AS Manager 10-12 pm	Lib Asst F 10-1 pm
	12:00 PM		Vacant 10-5 pm	Vacant 12-5 pm	Vacant 10-5 pm	Vacant 10-5 pm	Vacant 10-5 pm	Vacant 10-5 pm
	1:00 PM							
	2:00 PM	Lib Asst D 1-5	Lib Asst E 1-5	Children's Librarian 12-5 pm				
	3:00 PM							
	4:00 PM							
	5:00 PM							
	6:00 PM							

Color	Position	Hours per Week	FTE
Blue	Lib Asst A	14.5	0.4
Blue	Vacant	14.5	0.4
Blue	Lib Asst D	12	0.4
Blue	Lib Asst E	12	0.4
Blue	Lib Asst F	18.5	0.4
Blue	Vacant	14.5	0.4
Green	AM Circ Sup	40	1
Green	PM Circ Sup	0	1
Green	Librarian / LHM	20	1

	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 5	9:00 AM							
	10:00 AM							
	11:00 AM		Lib Asst A 10-1 pm	AM Circ Supervisor 9-10:30 pm	Lib Asst A 10-1 pm	Lib Asst F 10-1 pm	AS Manager 10-12 pm	Lib Asst F 10-1 pm
	12:00 PM		Vacant 10-5 pm	Vacant 12-5 pm	Vacant 10-5 pm	Vacant 10-5 pm	Vacant 10-5 pm	Vacant 10-5 pm
	1:00 PM							
	2:00 PM	Lib Asst D 1-5	Lib Asst E 1-5	Children's Librarian 12-5 pm				
	3:00 PM							
	4:00 PM							
	5:00 PM							
	6:00 PM							
WEEK 6	9:00 AM							
	10:00 AM							
	11:00 AM		Lib Asst A 10-1 pm	AM Circ Supervisor 9-10:30 pm	Lib Asst A 10-1 pm	Lib Asst F 10-1 pm	AS Manager 10-12 pm	Lib Asst F 10-1 pm
	12:00 PM		Vacant 10-5 pm	Vacant 12-5 pm	Vacant 10-5 pm	Vacant 10-5 pm	Vacant 10-5 pm	Vacant 10-5 pm
	1:00 PM							
	2:00 PM	Lib Asst D 1-5	Lib Asst E 1-5	Children's Librarian 12-5 pm				
	3:00 PM							
	4:00 PM							
	5:00 PM							
	6:00 PM							

Color	Position	Hours per Week	FTE
Blue	Lib Asst A	14.5	0.4
Blue	Vacant	14.5	0.4
Blue	Lib Asst D	12	0.4
Blue	Lib Asst E	12	0.4
Blue	Lib Asst F	18.5	0.4
Blue	Vacant	14.5	0.4
Green	AM Circ Sup	40	1
Green	PM Circ Sup	0	1
Green	Librarian / LHM	20	1

	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 7	9:00 AM							
	10:00 AM							
	11:00 AM		Lib Asst A 10-1 pm	AM Circ Supervisor 9-10:30 pm	Lib Asst A 10-1 pm	Lib Asst F 10-1 pm	AS Manager 10-12 pm	Lib Asst F 10-1 pm
	12:00 PM		Vacant 10-5 pm	Vacant 12-5 pm	Vacant 10-5 pm	Vacant 10-5 pm	Vacant 10-5 pm	Vacant 10-5 pm
	1:00 PM							
	2:00 PM	Lib Asst D 1-5	Lib Asst E 1-5	Children's Librarian 12-5 pm				
	3:00 PM							
	4:00 PM							
	5:00 PM							
	6:00 PM							
WEEK 8	9:00 AM							
	10:00 AM							
	11:00 AM		Lib Asst A 10-1 pm	AM Circ Supervisor 9-10:30 pm	Lib Asst A 10-1 pm	Lib Asst F 10-1 pm	AS Manager 10-12 pm	Lib Asst F 10-1 pm
	12:00 PM		Vacant 10-5 pm	Vacant 12-5 pm	Vacant 10-5 pm	Vacant 10-5 pm	Vacant 10-5 pm	Vacant 10-5 pm
	1:00 PM							
	2:00 PM	Lib Asst D 1-5	Lib Asst E 1-5	Children's Librarian 12-5 pm				
	3:00 PM							
	4:00 PM							
	5:00 PM							
	6:00 PM							

Color	Position	Hours per Week	FTE
Blue	Lib Asst A	14.5	0.4
Blue	Vacant	14.5	0.4
Blue	Lib Asst D	12	0.4
Blue	Lib Asst E	12	0.4
Blue	Lib Asst F	18.5	0.4
Blue	Vacant	14.5	0.4
Green	AM Circ Sup	40	1
Green	PM Circ Sup	0	1
Green	Librarian / LHM	20	1

SUMMARY

is this schedule there are seven (7) part-time Library Assistants that range in hours from 13.5 to 18.5 when it is their weekend on. Four of the seven roles work weekend shifts. In this view of the schedule, this is the reality of the number of vacancies both full-time and part-time.

With the number of part-time roles outnumbering full-time roles, it causes strain on the entire staff to fill and cover vacancies, planned vacation or sick time. The Adult Services staff have reduced the number of planned programs and services to the public due to the strain caused on their schedules leading into summer to ensure the main service point is unaffected as much as possible.

The Supervisor On Duty schedule includes the Adult and Patron Services Manager, Youth Services Manager, Children's Services Librarian and Adult Services Librarian for weekend supervisory responsibilities and for Friday coverage. In the following month of this schedule, the AS and YS Manager would be swapped with the Children's Services Librarian and Adult Services Librarian.

	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 1	9:00 AM							
	10:00 AM							
	11:00 AM							
	12:00 PM							
	1:00 PM							
	2:00 PM							
	3:00 PM							
	4:00 PM							
	5:00 PM							
	6:00 PM							
WEEK 2	9:00 AM							
	10:00 AM							
	11:00 AM							
	12:00 PM							
	1:00 PM							
	2:00 PM							
	3:00 PM							
	4:00 PM							
	5:00 PM							
	6:00 PM							
WEEK 3	9:00 AM							
	10:00 AM							
	11:00 AM							
	12:00 PM							
	1:00 PM							
	2:00 PM							
	3:00 PM							
	4:00 PM							
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WEEK 4	9:00 AM							
	10:00 AM							
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	5:00 PM							
	6:00 PM							

Color	Position	Hours per Week	FTE
Orange	AM Lib Asst	40	1
Blue	PM Lib Asst	40	1
Green	AM Circ Supervisor	16	0.4
Yellow	Clerk A	12	0.4
Light Blue	Clerk B	12	0.4
Light Green	Clerk C	12	0.4
Light Orange	Clerk D	12	0.4
Light Purple	AM Circ Sup	40	1
Light Blue	PM Circ Sup	40	1
Light Green	Librarian / LSM	8	1

	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 5	9:00 AM							
	10:00 AM							
	11:00 AM							
	12:00 PM							
	1:00 PM							
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WEEK 6	9:00 AM							
	10:00 AM							
	11:00 AM							
	12:00 PM							
	1:00 PM							
	2:00 PM							
	3:00 PM							
	4:00 PM							
	5:00 PM							
	6:00 PM							
WEEK 7	9:00 AM							
	10:00 AM							
	11:00 AM							
	12:00 PM							
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	2:00 PM							
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WEEK 8	9:00 AM							
	10:00 AM							
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	5:00 PM							
	6:00 PM							

Color	Position	Hours per Week	FTE
Orange	AM Lib Asst	40	1
Blue	PM Lib Asst	40	1
Green	AM Circ Supervisor	16	0.4
Yellow	Clerk A	12	0.4
Light Blue	Clerk B	12	0.4
Light Green	Clerk C	12	0.4
Light Orange	Clerk D	12	0.4
Light Purple	AM Circ Sup	40	1
Light Blue	PM Circ Sup	40	1
Light Green	Librarian / LSM	8	1

	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 9	9:00 AM							
	10:00 AM							
	11:00 AM							
	12:00 PM							
	1:00 PM							
	2:00 PM							
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	6:00 PM							
WEEK 10	9:00 AM							
	10:00 AM							
	11:00 AM							
	12:00 PM							
	1:00 PM							
	2:00 PM							
	3:00 PM							
	4:00 PM							
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	6:00 PM							
WEEK 11	9:00 AM							
	10:00 AM							
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	1:00 PM							
	2:00 PM							
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WEEK 12	9:00 AM							
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	5:00 PM							
	6:00 PM							

Color	Position	Hours per Week	FTE
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Blue	PM Lib Asst	40	1
Green	AM Circ Supervisor	16	0.4
Yellow	Clerk A	12	0.4
Light Blue	Clerk B	12	0.4
Light Green	Clerk C	12	0.4
Light Orange	Clerk D	12	0.4
Light Purple	AM Circ Sup	40	1
Light Blue	PM Circ Sup	40	1
Light Green	Librarian / LSM	8	1

	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 13	9:00 AM							
	10:00 AM							
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	12:00 PM							
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WEEK 14	9:00 AM							
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	1:00 PM							
	2:00 PM							
	3:00 PM							
	4:00 PM							
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WEEK 15	9:00 AM							
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	6:00 PM							

Color	Position	Hours per Week	FTE
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Light Blue	Clerk B	12	0.4
Light Green	Clerk C	12	0.4
Light Orange	Clerk D	12	0.4
Light Purple	AM Circ Sup	40	1
Light Blue	PM Circ Sup	40	1
Light Green	Librarian / LSM	8	1

SUMMARY

We would add two (2) full-time Library Assistant I, and reduce the part-time Library Assistant I positions from seven (7) to four (4). The part-time Library Assistant I positions would be 0.4 FTE each or 1.6 FTE total. A total of 64 part-time hours weekly.

In this schedule, the FT Lib Asst II would work one weekend a month and have three shifts a week. Of the allotted 64 hours, Library Asst I utilize 56. There would be additional hours in the schedule to account for staff training days and staff meetings. All AM shifts begin at 9 am or 9:30 am to allow for library clean-up, getting the book drop, reading email, completing training, etc. before the library opens. With having two Library Assistants on at all times, there is more flexibility for staff to have off-desk time to complete trainings.

FT Lib Assistants would provide consistency of service from weekdays to the weekends. This schedule keeps all Library Clerks equal for number of shifts / hours per role.

For planned and unplanned coverage needs, the Service Desk would have depth to the roster to first pull from their department, before leveraging outside departments.

The Supervisor On-Duty schedule would continue to include the Adult and Patron Services Manager, Youth Services Manager, Children's Services Librarian and Adult Services Librarian. In the following month of this schedule, the AS and YS Manager would be swapped with the Children's Services Librarian and Adult Services Librarian.



Library Marketing and Communications Specialist Job Description

Department: Library
Reports To: Library Director
Pay Grade: 13
FLSA Classification: Exempt
Approved by: Library Board
Revision Date: January 23, 2023

SUMMARY

Under limited supervision, the Library Marketing and Communications Specialist develops, analyzes, and executes communications plans to best promote and advertise library programs and services based on strategic initiatives of the West Fargo Public Library. This position functions as a critical asset to library leadership in planning and decision-making processes for the Library, with regard to information gathering and public communication. This includes critical thinking, creative writing and design, planning, analysis, and dissemination of digital and print media content while developing and nurturing relationships with local media, marketing partners, and community organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Designs and writes visually appealing and impactful marketing collateral that promotes and advocates for library services, programs, and initiatives.
- Identifies and utilizes appropriate channels to promote the library events and services based on advertising needs, intended target audiences, and other measurements based on strategic initiatives set forth by the library.
- Coordinates with library leadership and Board to create reports, public notices, future planning initiatives, and presentations for public meetings, Library Board meetings, and City Commission meetings that foster staff and community awareness of library strategies and impact.
- Serves as a swift and versatile communicator to the public and staff during unplanned library closures, program changes, or other unexpected service interruptions. Coordinates major emergency communications with the City Communications Department for swift and accurate coverage.
- Serves as social media editor, primary content contributor, and monitor for all library social media channels while following latest and applicable trends and technologies, ALA Code of Ethics, and ensuring compliance with City policies.
- Manages the library's online presence, including content development, curation, and optimization, with consideration of new technologies and platforms.
- Monitors campaign analytics to determine the success of strategies and adjusts future marketing plans according to findings.
- Translates complex topics and information into comprehensive, concise, and easy-to-read messages.
- Develops educational, informative, and persuasive messaging for dissemination to the public with sensitivities towards diversities of culture, race, ability and socioeconomic status in the community.
- Responds to and reports feedback generated from the library's followers across social media platforms to the appropriate parties.

- Develops, nurtures, and enforces library branding and creates best practice documentation for all areas of Library communications, while following City standards.
- Serves as primary media relations contact for the library by writing, editing, and distributing news releases and media advisories, preparing talking points and supporting staff during media interviews, and actively monitoring media coverage to verify accuracy.
- Develops, nurtures, advances, and leverages relationships with local media, marketing partners, and community organizations to further library goals.
- Educates designated library staff on the proper use of and standards for posting to the website and social media when necessary.
- Routinely monitors and updates West Fargo Public Library webpages to ensure accurate content and adherence to website best practices (SEO) and public library standards, (for example, ADA and ALA codes,) and collaborates with City staff regarding website redesigns and updates.
- Provides input to the Library Director related to use of advertising funds and assists in planning for advertising funding for the annual operating budget.
- Serves as a critical asset to library leadership (Library Director, Library Service Managers, Circulation Supervisors, Library Board) in planning and decision-making processes for the Library, with regard to information gathering and public communication.
- Primary merchandising and wayfinding designer of library-related materials.
- Photographs and films library events.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

MINIMUM QUALIFICATIONS

- Bachelor's degree in marketing, mass communications, advertising, public relations, or a closely related field.
- Three or more years of previous experience in advertising, marketing, and/or public relations.
- Equivalent education and experience is acceptable.
- Ability to communicate information in a manner easily understood by the general public and use sound judgment.
- Training or experience in utilizing modern graphic design techniques and software, social media strategies, and website optimization.
- Experience with photography and videography.
- Excellent writing skills with knowledge of AP style and methods, principles, and practices of journalistic writing and editing as applied to public relations.
- Previous experience in analyzing communication metrics, such as website and social media analytics.
- Ability to work a flexible schedule, which will include some evening and weekend hours.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, media, vendors, contractors, external government agencies, and organizations.
- Valid driver's license.

PREFERRED QUALIFICATIONS

- Previous experience in library data reporting.
- Previous experience in marketing and communications roles in a library setting.

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this job, the incumbent must regularly sit and talk or hear. The incumbent is frequently required to use their hands to touch, handle or feel. The incumbent is occasionally required to stand and walk. The incumbent may be required to occasionally perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

WORKING ENVIRONMENT

Work is performed in a standard office environment. The noise level in the work environment is usually moderate. This position may require the incumbent to occasionally drive to alternative locations. The work environment characteristics described here are representative of those individual encounters while performing the essential functions of this position.

I have read and understand the duties, responsibilities, and requirements for this position. *

Employee's Name (please print)

Employee Signature

Date

*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. The City of West Fargo retains the discretion to add duties or change the duties of this position at any time.



Media Relations Policy

Approved:

Revisions approved: Nov. 8, 2010; July 9, 2015

I. Purpose

The West Fargo Public Library's Media Relations Policy outlines procedures for news media inquiries, journalistic photography and recording at the library, and collaboration with the City of West Fargo's Communications staff for critical incidents and records requests.

II. Media Requests

In order to provide the most current, accurate, and consistent information about the library, all requests from news media for information, statistics, and/or interviews need to be submitted to the Library Marketing and Communications Specialist via email, text, or phone call. This person will then either handle the request themselves or forward it to the appropriate individual. Media inquiries are taken on a case-by-case basis. Information will be provided when it is available.

If the Library Marketing and Communications Specialist is unavailable at the time of contact, members of the media are asked to leave a message, text or email and wait for a response from the Library Marketing and Communications Specialist. Members of the media should not attempt to reach out to any other library staff. Members of the media that contact any other library staff than the Library Marketing and Communications Specialist will be directed back to the Library Marketing and Communications Specialist.

III. Photography and Recording

If members of the media wish to conduct newsgathering, photographing, or filming in the library or at a library-sponsored event, they must first get approval from the Library Marketing and Communications Specialist. Any requests to use a library facility as a setting for photography, video, or audio recording should be directed to the Library Marketing and Communications Specialist.

This individual is responsible for evaluating requests and monitoring the recording to ensure they do not adversely affect library operations and services, or patron confidentiality. If necessary, the Library Marketing and Communications Specialist will coordinate with specific library departments and personnel in advance of the approved photography or recording.

In the event that the Library Marketing and Communications Specialist is unavailable, the Library Director, if available, or the Library Service Manager on duty, may approve the media's request and inform the Library Marketing and Communications Specialist accordingly.

IV. Collaboration with City of West Fargo Communications

As a department of the City of West Fargo (COWF), West Fargo Public Library staff may collaborate with the COWF Communications staff when necessary or refer to COWF policies and procedures.

Critical Incidents

Information on any critical incidents involving the West Fargo Police Department or West Fargo Fire Department, even if they take place at the West Fargo Public Library or a library-sponsored event, should be obtained through COWF Communications staff procedures as outlined in the City of West Fargo Media Guide. The Library Marketing and Communications Specialist will refer any media to the COWF Communications staff in these cases. If there is an incident at the library that does not count as a critical incident but does have public impact, for example, an unplanned library closure or service interruption, the Library Marketing and Communications Specialist will release this information.

Open Records Requests

The West Fargo Public Library will refer to COWF policies and procedures with regard to Freedom of Information Act Open Records Requests. Open Records Requests for West Fargo Public Library information can be made to the Library Marketing and Communications Specialist.

Personnel Issues

It is the protocol of all City of West Fargo departments to not comment on personnel issues.

Job Candidates

Under North Dakota Century Code, the City of West Fargo does not release the names of candidates for jobs until they are considered final candidates.



Public Posting and Displays Policy

Approved:

Revisions approved: Sept. 9, 2010; Sept. 17, 2017

I. Purpose

The purpose of the Public Posting and Displays Policy is to establish guidelines and procedures for the use of the West Fargo Public Library's Community Events Bulletin Board and literature rack, and the displaying of other non-library informational or promotional materials at the West Fargo Public Library.

II. Community Bulletin Board

West Fargo Public Library staff maintain a Community Events Bulletin Board intended for the promotion of public community events and meetings.

Members of the public can submit a flyer, poster or other display material to be potentially included on the Community Bulletin Board by leaving it with a staff person at the West Fargo Public Library Service Desk. A Circulation Supervisor or on-duty Library Service Manager will evaluate the material, approve or deny it, and post it if approved. Circulation Supervisors, Library Service Managers, the Library Marketing and Communications Specialist, or the Library Director reserve the right to approve or refuse displays.

Items promoting events that are free, open to the public, take place in West Fargo, and/or are of an educational, informational, cultural, intellectual, or charitable nature take precedence over any ticketed events, commercial announcements, or events taking place outside of West Fargo.

Posted materials will be displayed while the information remains valid if space permits. Display of materials on the Community Events Bulletin Board in no way implies endorsement by the West Fargo Public Library.

Items posted without the approval of library staff will be removed.

III. Literature or Other Displays

The West Fargo Public Library displays library promotional and informational materials throughout the library. On occasion, the library may display literature, brochures, flyers or other documents provided by outside entities provided the materials are of an educational or informational nature, support the library's mission and vision, and space is available.

Members of the public can submit their materials to be displayed in the library by leaving them with a staff person at the West Fargo Public Library Service Desk or inquiring with the Library Marketing and Communications Specialist via phone or email.

The Library Marketing and Communications Specialist reserves the right to approve or refuse the display of non-library materials within the library outside of the Community Bulletin Board.

This policy governs informational materials, signage, and literature (brochures and flyers), not exhibits at the library. Coordination of exhibits at the West Fargo Public Library is done by Library Programming staff pursuant to the Exhibits Policy.

IV. Referenced Policies

WFPL Board. [Exhibits Policy](#)



Internet & Computer Use Policy

Approved:

I. Purpose

The West Fargo Public Library (the Library) provides Wi-Fi Internet, computers, printer, copier, scanner, and other devices to the public. These services are designed to acknowledge the fundamental importance of equal access to the internet, technology, and other equipment in modern society.

II. Principles

- In accordance with the West Fargo Public Library's mission, the equipment, and services provided by the West Fargo Public Library are intended to help patrons achieve their goals, explore their passions, and develop social connections.
- Violation of the policies and regulations that govern the use of the Library's internet resources may result in suspension or loss of the privilege to use these resources. Any illegal activity involving the Library's internet resources or equipment will be subject to prosecution by the appropriate authorities. The Library reserves the right to take appropriate action to ensure compliance with this policy.

III. Eligibility

- Any West Fargo Public Library patron may access the public computers with their library card.
- Guest passes are available as a courtesy to patrons who do not have a library card.
- The Library does not deny access to public computers on the basis of age, nor will library staff monitor children's access to the internet.
 - Youth patrons must adhere to the [Unattended Children Policy](#) when using the Library.

IV. CIPA Compliance

The Library complies with the federal Children's Internet Protection Act (CIPA) which requires the use of filtering software on public computers to limit children's access to material that is (a) obscene; (b) child pornography; or (c) harmful to minors.

Filtering software may not block all material users might find offensive.

Adults, defined by the law as over 17, may choose to use unfiltered computers for bona fide research or other lawful purposes. An authorized City of West Fargo staff member may disable the filtering software if the above criteria are met.

V. Copyright

As a patron, the ability to post or link to copyrighted material is governed by United States copyright law. The Library reserves the right to delete or disable any post or link that, in the judgment of library staff, violates copyright law. In accordance with 17 USC S 512 (i)(1)(A), the library may terminate a patron's access to the system or network for disrespect of the intellectual property rights of others, or for repeat infringements of copyright. The Library has adopted this policy and will make all reasonable efforts to enforce it in appropriate circumstances

VI. Terms of Use

Any use of a Library computer or internet constitutes the acceptance of the Terms of Use.

The Library requires that any user of the Library's public computers or Internet agree to the following:

- Use resources for educational, information, and recreational purposes only: not for unauthorized, illegal, or unethical purposes.
- Respect the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system or damaging or altering software components of any network or database.
- Respect the privacy of others using the Library's computers by not interfering with their use.
- Respect copyright law, which governs the reproduction, including digital copies, of copyrighted materials.
- Acknowledge that the Library is not responsible for any consequences of the patron providing personal, financial, or other confidential information on Library computers.
- Recognize Library staff can only provide limited computer assistance. Library staff cannot fill out online forms for patrons. Library staff do not provide financial, legal, or medical advice.
- Adhere to the Patron Code of Conduct Policy.
- Utilize headphones to listen to music, view videos, or play video games with sound.
- Internet and computer users may not:
 - Send, receive, or display text or graphics which may reasonably be construed as obscene, or which disturb or disrupt the library experience of other patrons. Viewing or sending child pornography is a federal offense and police will be called.
 - Make any permanent changes to software or hardware. Patrons may use flash drives or other personal storage devices; however, the Library is not responsible for any damage or loss of information that may result from their use.
 - Physically damage, vandalize, disconnect, or otherwise modify computers or associated equipment.
 - Exceed time limits established by the Library nor make any attempt to bypass time management software on the Library's computers to gain additional computer time or access.
 - Consume beverages or food near the Library's public computers or equipment.
 - Make any attempt to bypass software on Public Access Catalog computers to gain full computer access.
- Acknowledge a violation of this policy may result in suspension of privileges, prosecution, and/or fees for any damage to the workstation or other equipment.

VII. Public Printing

Printing is available from all public computers and through wireless printing services for a fee.

The Library will only issue refunds for printing if the machine produced a blurred, black, or otherwise unreadable copy or if the coin bill machine consumes cash or change without producing the printed items.

Reference the [Circulation Policy](#) for all costs associated with public printing.

VIII. Referenced Policies and Resources

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

- WFPL Board. [Circulation Policy](#)
- WFPL Board. [Library Cards Policy](#)
- WFPL Board. [Patron Code of Conduct Policy](#)
- WFPL Board. [Unattended Children Policy](#)
- U.S. Copyright Office. "Fair Use - FL-102." copyright.gov. <http://www.copyright.gov/fls/fl102.html>
Accessed January 3, 2011. Page inactive April 2015
- United States v. American Library Ass'n, Inc. No. 02-361 (June 23, 2003)
- Federal Communications Commission – Children's Internet Protection Act (CIPA).
<https://transition.fcc.gov/cgb/consumerfacts/cipa.pdf>



Locker Check-Out Policy

Approved:

I. Purpose

The West Fargo Public Library (WFPL) provides lockers for the convenience of library patrons while they are in the Library during regular hours of service.

II. Principles

- In accordance with the West Fargo Public Library's mission, the services provided by the Library are intended to help patrons achieve their goals, explore their passions, and develop social connections.

III. Eligibility

- Any West Fargo Public Library patron may check out a locker with their library card.
- Lockers are subject to availability on a first-come, first-serve basis.

IV. Terms of Use

West Fargo Public Library requires that any user of the Library's lockers agree to the following:

- Lockers are lent during regular Library hours only. Items must be removed from lockers within regular Library hours.
- Locker keys must be returned to the service desk while the locker is in use.
- Items left in lockers at the time of closing will be removed and placed in Lost and Found. Forgotten items may be discarded if not picked up by the patron.
- Patrons should have no expectation of privacy. Lockers may be inspected at any time. Illegal substances or suspicious items will be referred to the police at the discretion of the Library Director or assigned staff.
- Library materials must be checked-out before being stored in a locker. Noncirculating library materials are not allowed in the lockers.
- The Library shall not be held responsible for loss or damage which results from the use of a public locker.
- Acknowledge a violation of this policy may result in suspension of privileges, prosecution, and/or fees for any damage to Library property.

V. Referenced Policies and Resources

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

- WFPL Board. [Library Cards Policy](#)
- WFPL Board. [Patron Code of Conduct Policy](#)

Senior Outreach **2023 Impact Report**

West Fargo Public Library senior outreach services began in 2013 to the Sheyenne Crossing Eventide assisted living facility and has now expanded to six (6) locations across West Fargo.

The goals of outreach delivery services to senior facilities include:



PROMOTE LIFELONG LEARNING THROUGH READING



PROVIDE ACCESSIBLE SERVICES OUTSIDE OF OUR BUILDING



CREATE SOCIAL INTERACTION WITHIN SENIOR LIVING COMMUNITIES

Evolving Community Needs

Senior outreach services have been supported with a combination of library staff and volunteers over the years. In December 2020, the library hired the first Outreach Services Assistant, Erin Thostenson, who works 15 hours a week selecting and delivering items to senior sites and daycare facilities.

During the library's COVID-19 building closure, delivery services were paused until the facilities were prepared for deliveries. The library was challenged to develop a service different from previous lobby stops to COVID-safe deliveries. A few of our sites opted for a contactless drop-off delivery and pick-up to keep their residents reading. The services provided were revered as a huge contributor to lessen the toll of isolation our senior residents endured during COVID-19.

When in-building services resumed in March 2021, senior outreach services shifted from staff and volunteers bringing 30-50 items to each lobby stop to offering a patron-tailored selection of books for each individual with bonus browsable items. Each patron completes an intake form to inform library staff on the number of items, format, genres, authors and even specific titles they want to read. The Outreach Services Assistant then captures feedback from patrons to continue improving the items selected for the next delivery.

After this change in the model of the service, library staff recognized inconsistencies of services delivered across the senior outreach locations with communication from the site contacts and with the patrons, mismatched expectations around responsibility for the loaned items, and lack of clarity on who issues should be escalated to within the library.

Reaching an Understanding

To create a standard set of expectations, library staff introduced a Memorandum of Understanding (MOU) to all outreach locations, in October 2022. The goal of the MOU was to standardize and set appropriate expectations across all facilities with regard to communication, lost items, replacement fees, and cancellations or rescheduling of the route.

Since the implementation of MOUs, library staff have seen:

- a decrease in overdue, long overdue, and lost items on patron accounts
- an increase in patron engagement at each site taking ownership over their library account
- an increase in site responsiveness and communication

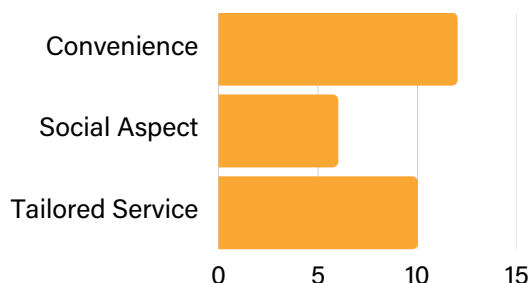
In this same timeframe, additional services were launched with our outreach sites including Memory Care Kits and Activity Packets. Memory Care Kits were funded through a donation from the Friends of the West Fargo Public Library. Both services have been successful with patrons and site staff. There are 10 available Memory Care Kits that vary in topic and are suited for varying levels of cognitive decline. The Activity Packets change monthly and site staff are able to reproduce the consumable activities for the number of patrons interested at their location.

Patron Feedback

To measure the impact of the West Fargo Public Library's delivery service since the MOUs were implemented, library staff conducted in-person focus groups with patrons at four of the six sites with a total of 12 interviewees. Patrons highlighted three core impacts the service has on their everyday life:

- Services are convenient to access services they would not otherwise be able to experience due to transportation or mobility issues.
- Service promotes social interaction with their neighbors and with library staff.
- Items delivered often exceed their expectations either by being the exact book for them or pushing them out of their comfort zone and keeping them interested in reading.

Patron Impact of Outreach



“ I cannot imagine life without the library visiting. ”

“ Reading keeps me sharp. ”

“ The library visit gets me out of my room and socializing with neighbors. ”

Service Reach

Each month, an average of 34 senior residents receive item delivery from the West Fargo Public Library.

Each location that library staff visit is slightly different due to the nature of the facility, as well as, the community developed by its residents. Library staff setup the lobby stop in atriums, community rooms, and conference rooms dependent on the facility.

The library visits two locations south of Interstate 94 and four sites along Sheyenne Street from 13th Avenue to Seventh Avenue.

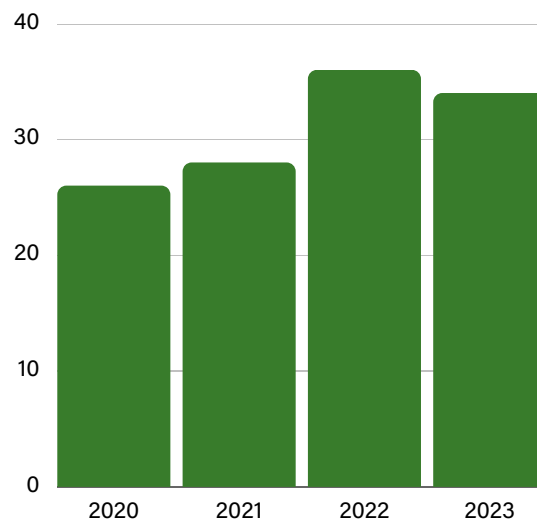
The services are split into two route days:

- Third Monday of each month
 - Dakota Commons from 10 to 11 a.m.
 - New Perspectives from 11 a.m. to 12 p.m.
- Third Thursday of each month
 - Sheyenne Crossings from 1 to 2 p.m.
 - Monterey & Brighton Place from 2 to 3 p.m.
 - Serenity Apartments from 3 to 3:30 p.m.

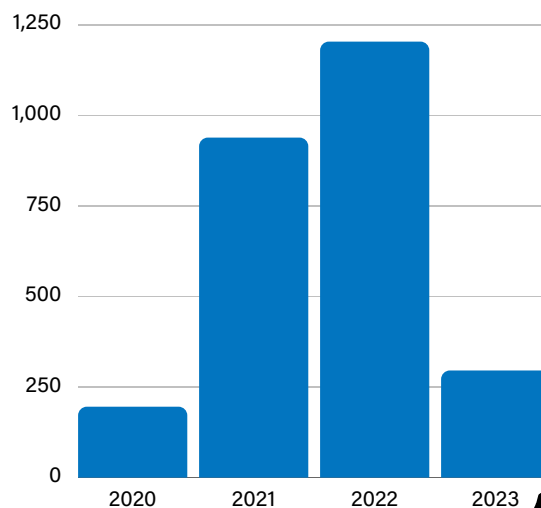
The sixth location of the West Fargo Highrise receives a 20-item deposit library on the first Monday of the month. The deposit library services replaced a waning attendance to a lobby stop. Deposit library services began in 2023. The Housing Authority of Cass County has its own library card and is responsible for the items loaned to the facility.

As West Fargo Public Library senior outreach services continue to grow and evolve, the library continually receives feedback from patrons and site staff about the desires and needs of library patrons. A popular request is for onsite reference services such as technology tutoring to help improve senior resident technology literacy.

Average Patrons Served per Month



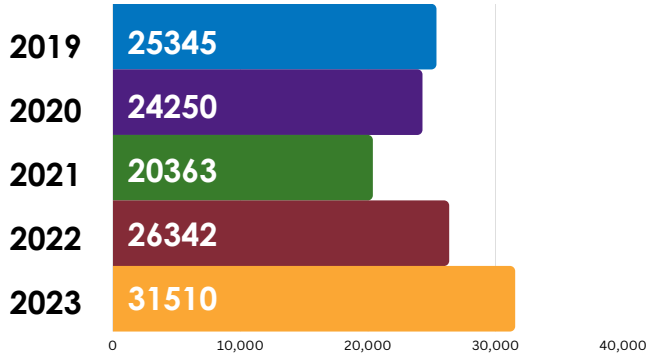
Total Circulation per Year



- 2021 data begins in March
- 2023 is on pace to match or exceed 2022 circulation

Physical Item Circulation

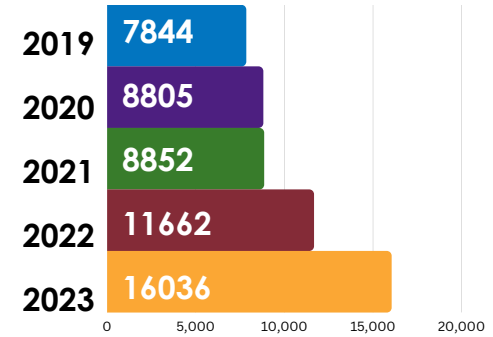
Q1 Physical Item Circulation



Electronic Materials Circulation

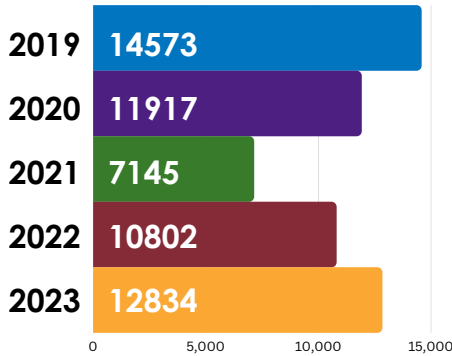
Q1 Electronic Circulation

Hoopla & OverDrive/Libby



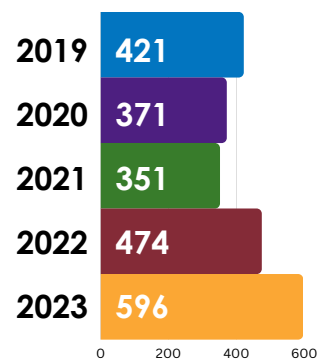
Door Count

Q1 Door Count



Library Card Signups

Q1 Signups



Programming

Q1 Program Attendance

3028

Special Collections

Free Book Friday

888

Puzzle Exchange

40

Collection Management

Weeded Materials (non-magazine)

1357

Weeded Old Magazines

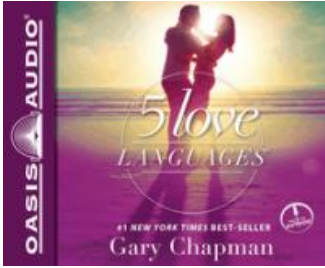
1120

New Materials

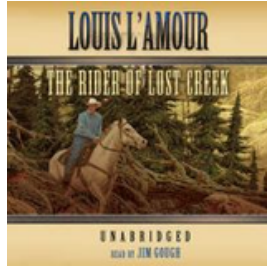
1753

Top Circulating Physical Items Q1 2023

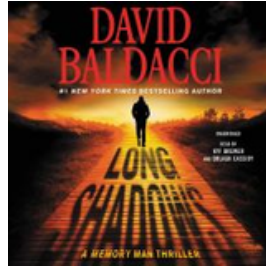
Audiobooks



"Five Love Languages"
Gary Chapman



"The Rider of Lost Creek"
Louis L'Amour



"Long Shadows"
David Baldacci

DVDs



"Paw Patrol"



"Paw Patrol:
The Movie"



"Top Gun:
Maverick"



"Peppa Pig:
Peppa's Club"



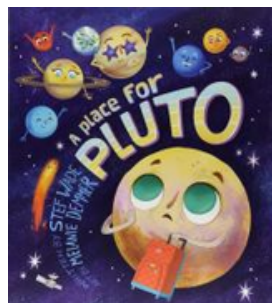
"Bluey Season 1"

Magazines

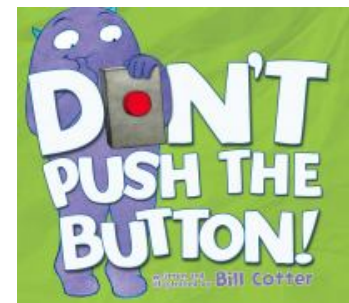
Southern Living
REAL SIMPLE
Better Homes & Gardens



VoxBooks

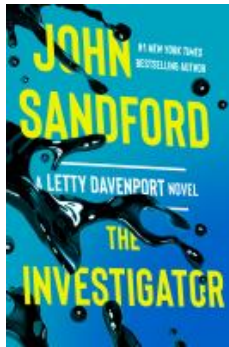


"A Place for Pluto"
Stef Wade

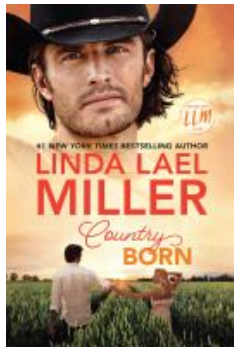


"Don't Push the Button"
Bill Cotter

Large Print



"The Investigator"
John Sandford



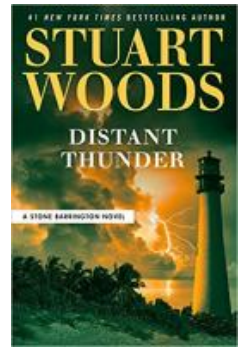
"Country Born"
Linda Lael Miller



"Sugar and Salt: A Novel"
Susan Wiggs



"Overkill"
Sandra Brown



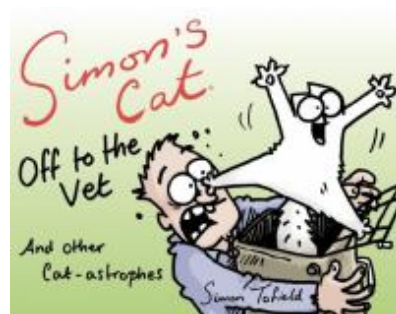
"Distant Thunder"
Stuart Woods

Graphic Novels

Adult



"Lore Olympus"
Rachel Smythe



"Simon's Cat: Off to the Vet"
Simon Tofield



"The Beatles: Yellow Submarine"
Bill Morrison



"Critical Role: Vox Machina Origins"
Matthew Colville

Teen



"Demon Slayer: Kimetsu no Yaiba Volume 1"
Koyoharu Gotouge



"Komi Can't Communicate Volume 1"
Tomohito Oda

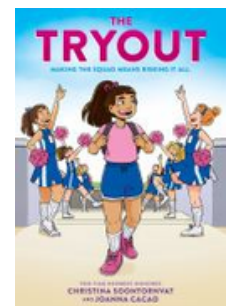
Junior



"Wings of Fire Book 2: The Lost Heir"
Tui Sutherland



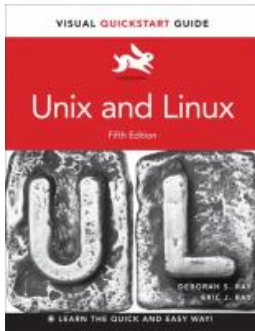
"Cat Kid Comic Club Collaborations"
Dav Pilkey



"The Tryout"
Christina Soontornvat

Nonfiction

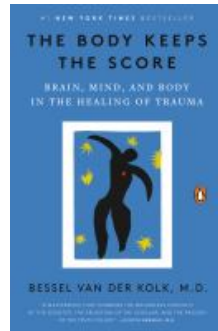
Adult



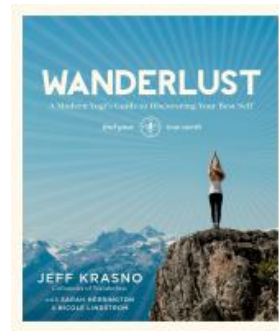
"Unix and Linux"
Deborah Ray



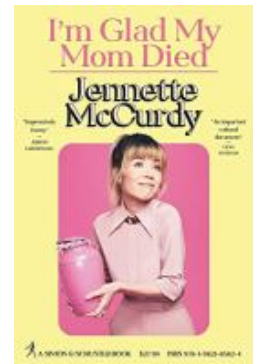
"I Want to Die
But I Want to
Eat Tteokbokki"
Se-hui Paek



"The Body Keeps
the Score"
Bessel Van der Kolk



"Wanderlust"
Jeff Krasno

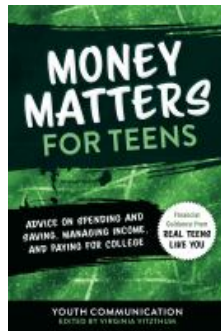


"I'm Glad My
Mom Died"
Jennette McCurdy

Teen



"Brave Face:
A Memoir"
Shaun David
Hutchinson



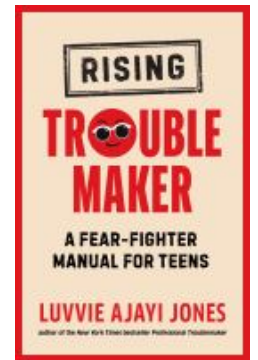
"Money Matters
For Teens"
Virginia Vitzthum



"The Art of Drawing
Manga"
Talia Horsburgh

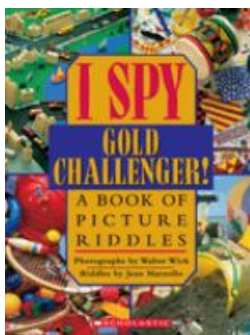


"What Do You
Really Want?"
Beverly K. Bachel

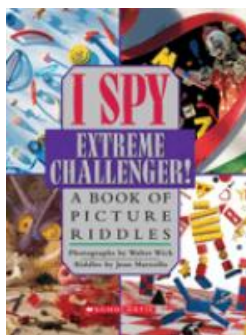


"Rising
Troublemaker"
Luvvie Ajayi Jones

Junior



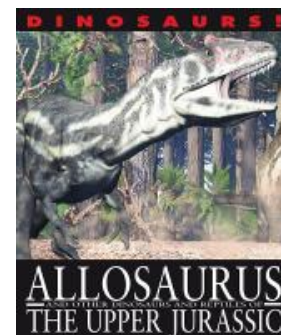
"I Spy Gold
Challenger"
Walter Wick & Jean
Marzollo



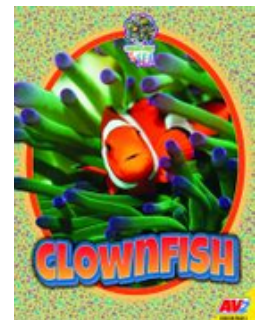
"I Spy Extreme
Challenger"
Walter Wick & Jean
Marzollo



"Parties"
Nichole Hill Gerulat



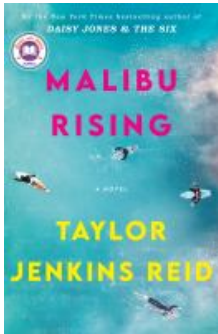
"Allosaurus...The
Upper Jurassic"
David West



"Clownfish"
Pieper Whelan

Fiction

Adult



"Malibu Rising"
Taylor Jenkins Reid



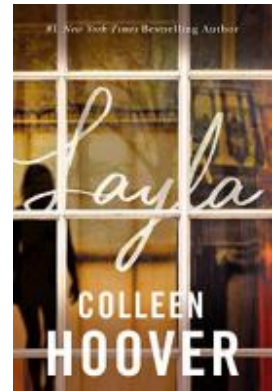
"The Unhoneymooners"
Christina Lauren



"The Wife Between Us"
Greer Hendricks



"The Guest List"
Lucy Foley

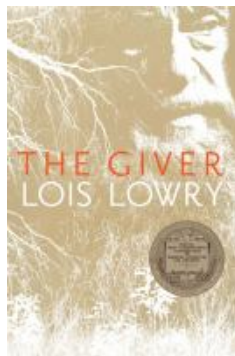


"Layla"
Colleen Hoover

Teen



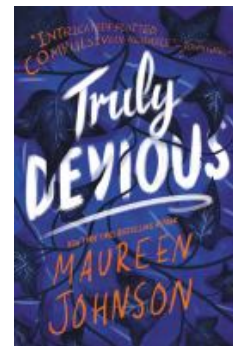
"A Good Girl's Guide to Murder"
Holly Jackson



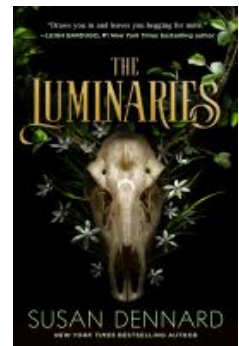
"The Giver"
Lois Lowry



"The Summer I Turned Pretty"
Jenny Han

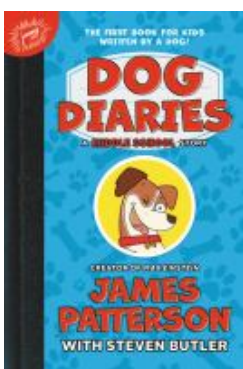


"Truly Devious"
Maureen Johnson

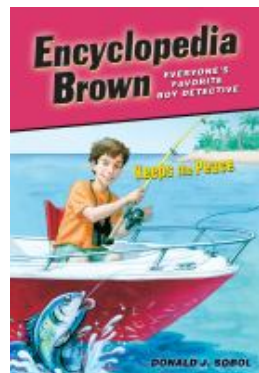


"The Luminaries"
Susan Dennard

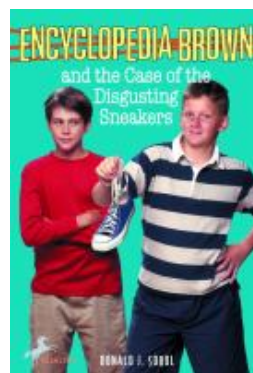
Junior



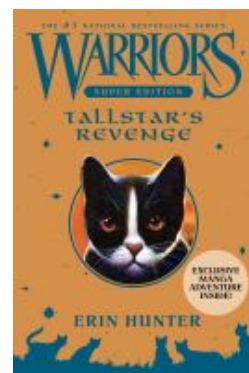
"Dog Diaries"
James Patterson



"Encyclopedia Brown Keeps the Peace"
Donald Sobol



"Encyclopedia Brown... Disgusting Sneakers"
Donald Sobol



"Warriors: Tallstar's Revenge"
Erin Hunter

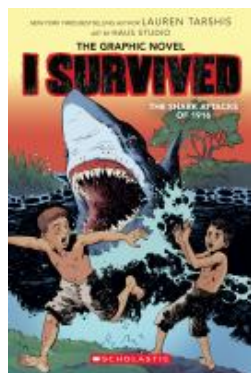


"The Cloud Castle"
Thea Stilton

Chapter Books



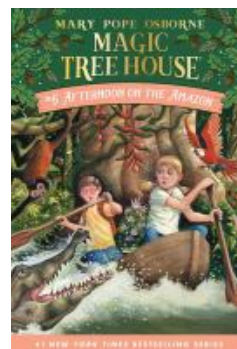
"I Survived: The Bombing of Pearl Harbor"
Lauren Tarshis



"I Survived: The Shark Attacks of 1916"
Lauren Tarshis



"I Survived: The Battle of D Day"
Lauren Tarshis

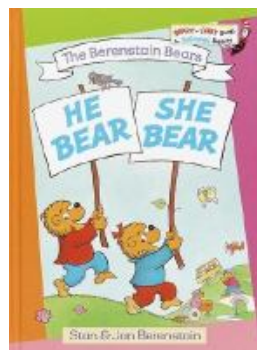


"The Magic Treehouse: Afternoon in the Amazon"
Mary Pope Osborne

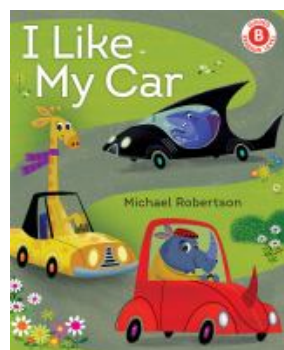


"Outfield Outcast"
Jake Maddox

Easy Reader



"The Berenstain Bears: He Bear, She Bear"
Stan Berenstain



"I Like My Car"
Michael Robertson



"Marvel Spider-Man: This is Miles Morales"
Alexandra West

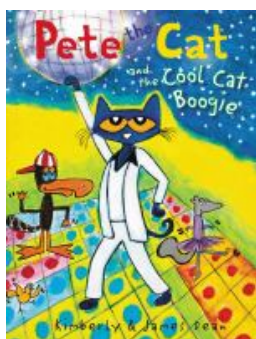


"Scooby Doo & The Pizza Place Ghost"
Class 1-208

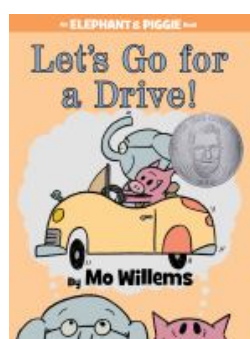


"Barbie: The Great Cake Race"
Kristen Depken

Picture Books & Board Books



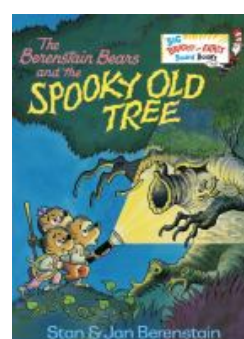
"Pete the Cat & The Cool Cat Boogie"
Kim Dean



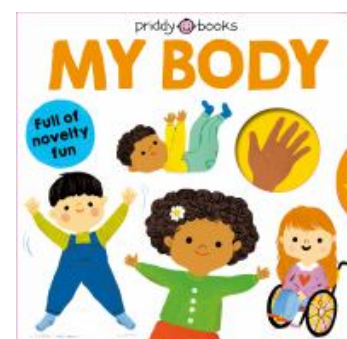
"Let's Go for a Drive"
Mo Willems



"Moving to Mars"
Stef Wade



"The Berenstain Bears & the Spooky Old Tree"
Stan & Jan Berenstain



"My Body"
Roger Priddy

Top Circulating Digital Items Q1 2023

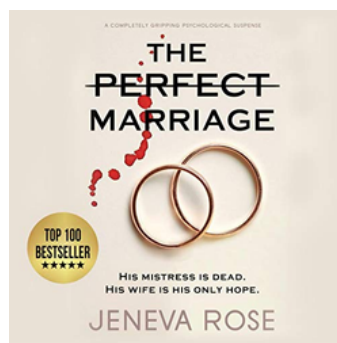
Hoopla



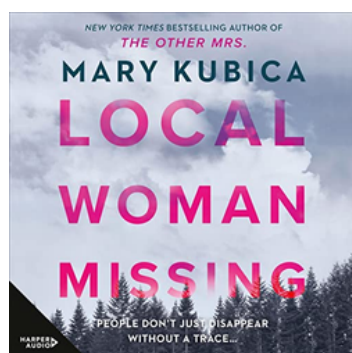
"Just the Nicest Couple" (Audiobook)
Mary Kubica



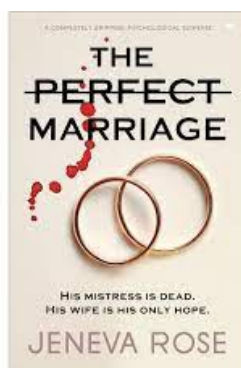
"A Court of Thorns and Roses" (Audiobook)
Sarah J. Maas



"The Perfect Marriage" (Audiobook)
Geneva Rose

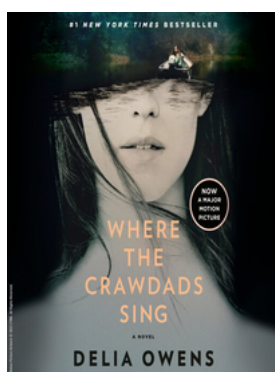


"Local Woman Missing" (Audiobook)
Mary Kubica



"The Perfect Marriage" (eBook)
Geneva Rose

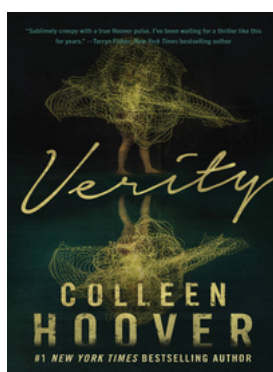
OverDrive/Libby



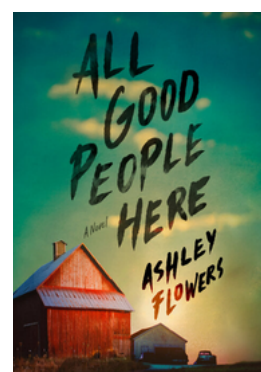
"Where the Crawdads Sing" (Audiobook)
Delia Owens



"The Last Thing He Told Me" (eBook)
Laura Dave



"Verity" (eBook)
Colleen Hoover



"All Good People Here" (Audiobook)
Ashley Flowers



"Book Lovers" (eBook)
Emily Henry

Highest Reach



West Fargo Public Library

Published by Hootsuite · March 14 at 4:00 PM ·

Public

The Friends of the West Fargo Public Library is hosting a Used Book Sale THIS WEEKEND to raise money for library services! Visit the library March 18 and 19 to score books, DVDs, games and more at great prices while supporting the hundreds of programs and services the library provides to the community.

Learn more at <http://ow.ly/cfXH50NimLp>



West Fargo Public Library

Published by Hootsuite · January 20 ·

ch-ch-ch-changes

We had a busy week at the #WestFargo Public Library. We spent a few days taking apart and reassembling shelving and shuffling thousands of books to help make the library more user-friendly. We are incredibly excited to have Large Print books on our main level now, instead of requiring two elevator rides for those with mobility issues. We also have opened up the Children's Corner to allow even more room for visitors at our popular storytimes. (It was getti... See more



West Fargo Public Library

Published by Hootsuite · March 7 ·

✨We're all mad here✨

We had nearly 200 friends join us for our Mad Hatter Tea Party on Saturday. It was a blast! We played giant twister and pool noodle croquet and made potions out of baking soda and vinegar. We dressed up as our favorite characters, enjoyed special treats, and had tons of fun kicking off a month of March "Madness!"

Other March Madness activities:

🎬 Free Screening of "Alice in Wonderland" (1951) at 1:30 p.m. Friday, March 17

🎬 "A Little Re... See more



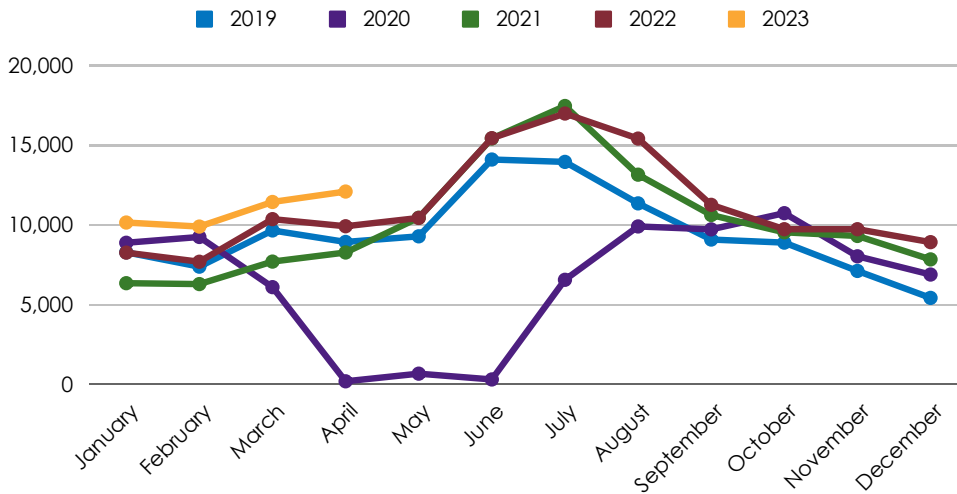
West Fargo Public Library

Published by Hootsuite · March 29 at 1:03 PM ·

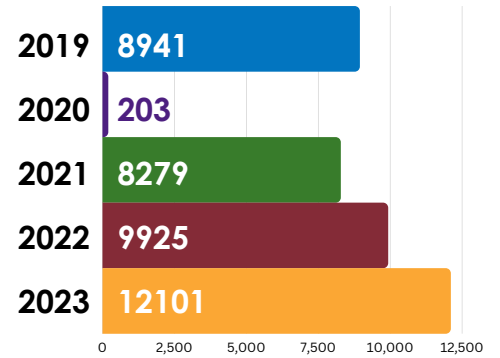
Last Sunday, our friend Michelle Wittenburg from [Organize It with Michelle](#) led an AWESOME class all about decluttering and organizing the stuff in our homes. She shared her professional organizer expertise with us, and we had the chance to practice the tips we learned! Special thanks to Michelle and everyone who came out for another fun and educational #WestFargoLibrary event!



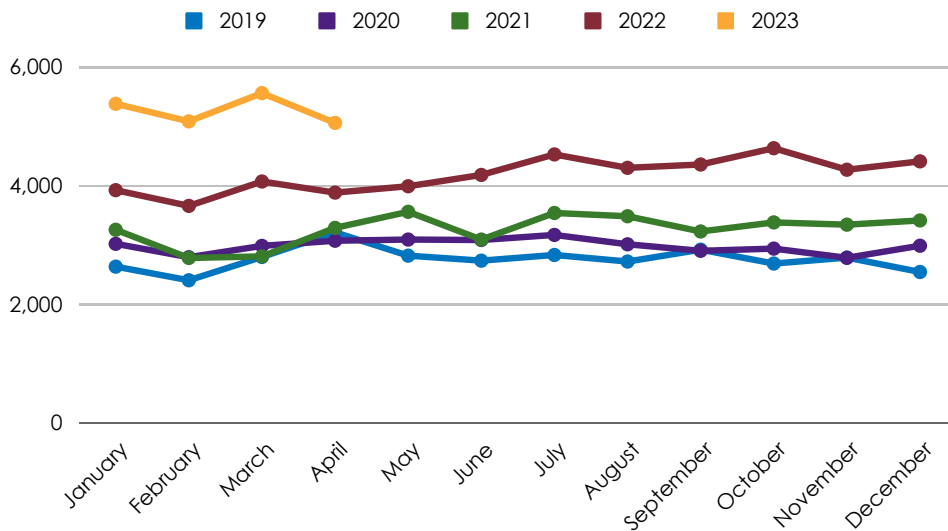
Physical Item Circulation



April Circulation

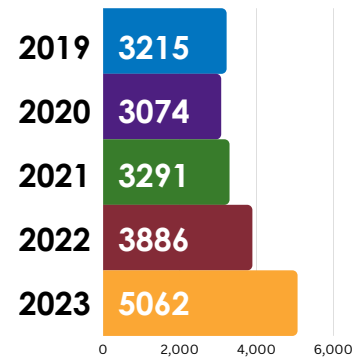


Electronic Materials Circulation

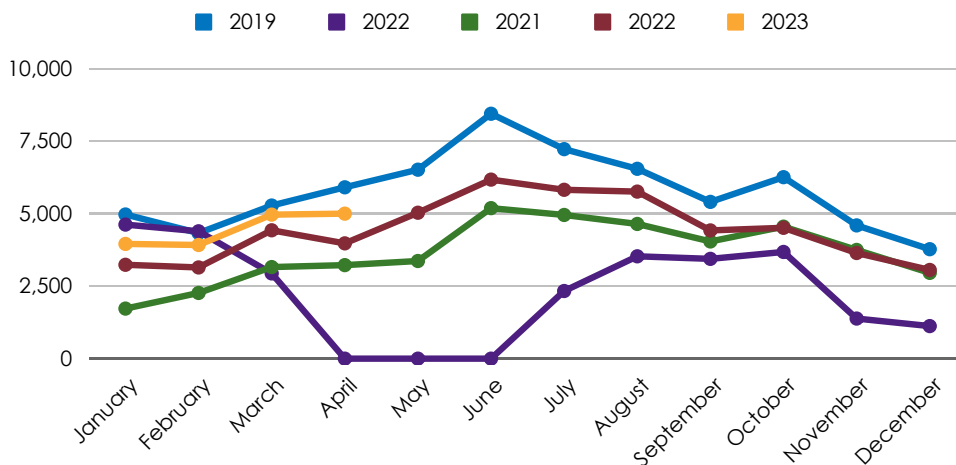


April Circulation

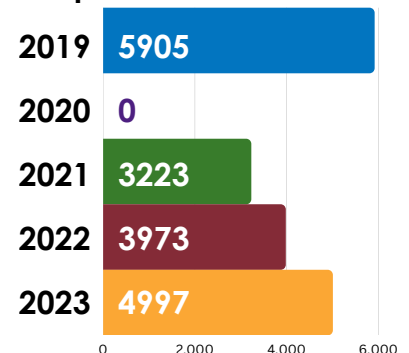
Hoopla & OverDrive/Libby



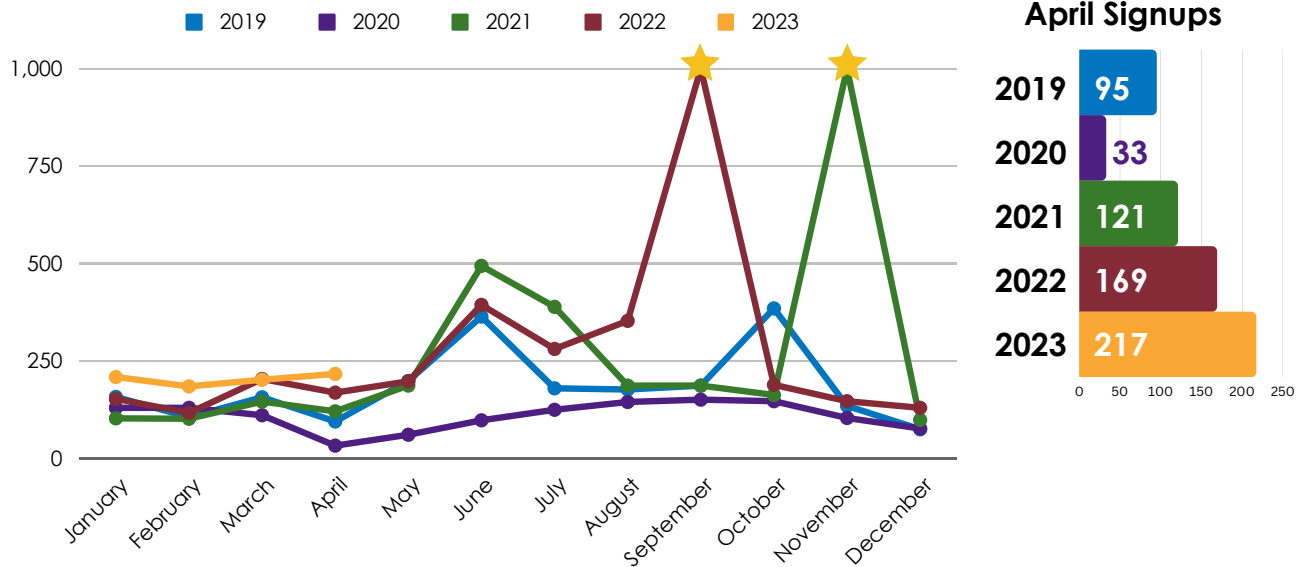
Door Count



April Door Count

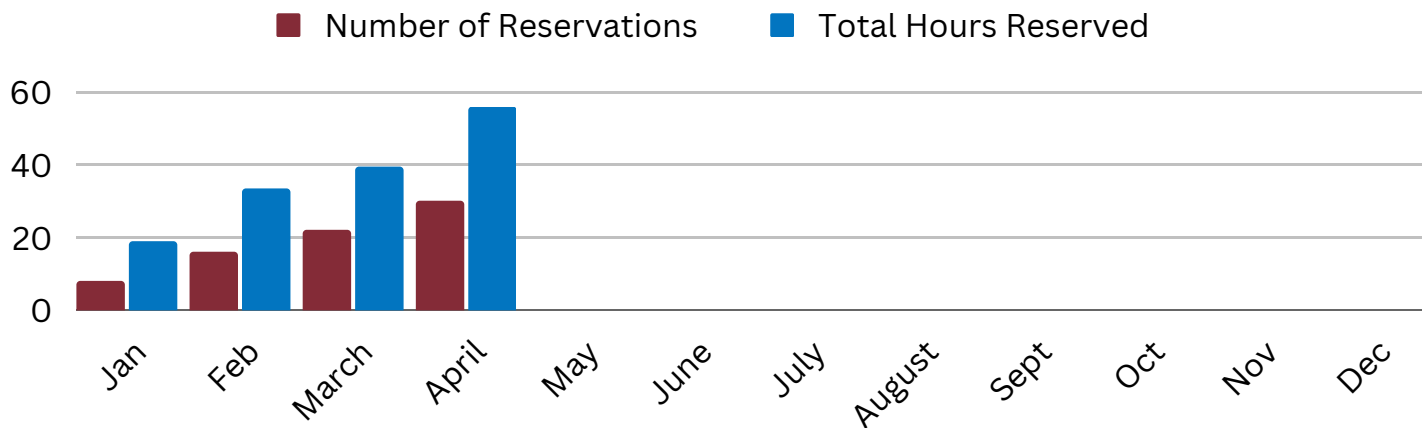


Library Card Signups



★ In Nov. 2021, the WFPL added over 5000 library cards through partnership with West Fargo Public Schools. This partnership continues. In Sept. 2022, roughly 1200 cards were added through this partnership on top of the 500 cards added through our Library Card Signup Month campaign.

Meeting Room Usage



This month, West Fargo Public Library public meeting rooms were reserved for:

- patrons studying for exams
- patrons joining zoom calls for work
- interviews
- bible study
- AARP Age Friendly Cities meeting
- Red River Radio Amateurs
- Boy Scouts
- Cass County Human Services
- Defense Counterintelligence and Security Agency
- HED Consulting
- WF Downtown Yards Business Association

April 2023 Meeting Room Use

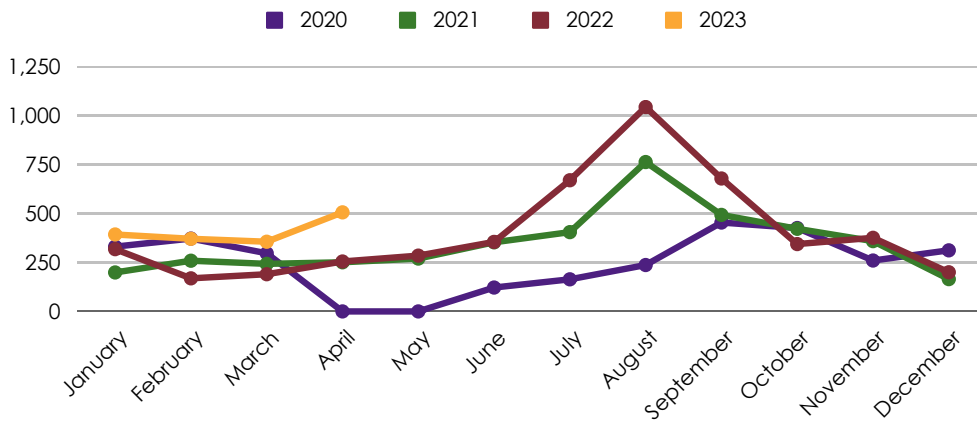
Monthly Hours Reserved 55.75

Hours Reserved YTD 147

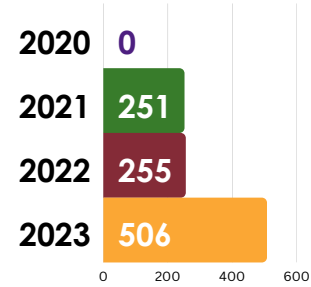
Monthly Reservations 30

Reservations YTD 76

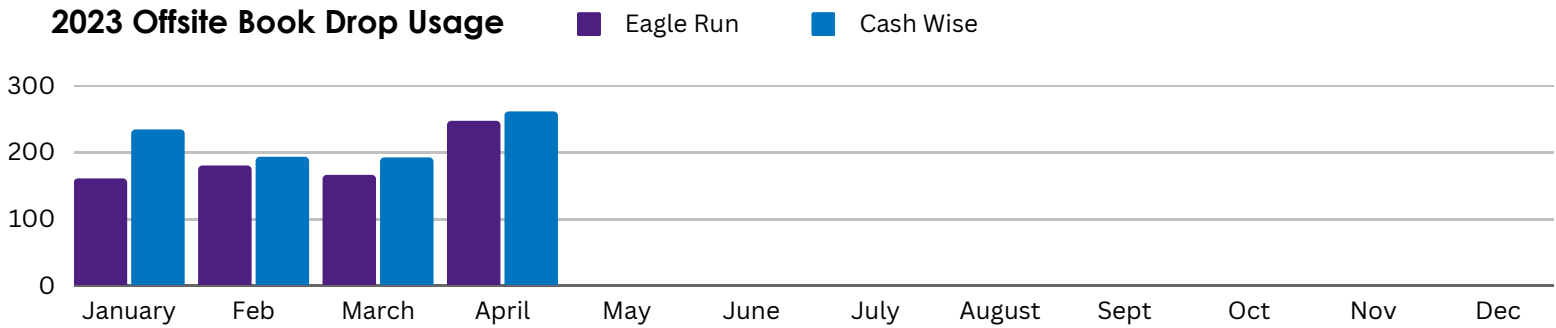
Offsite Book Drop Usage



April Offsite Book Drop Usage



2023 Offsite Book Drop Usage



Outreach Services

Monthly Outreach Circulation

Total Monthly Circulation

2021 245
2022 180
2023 201

Senior Living Locations Served 6

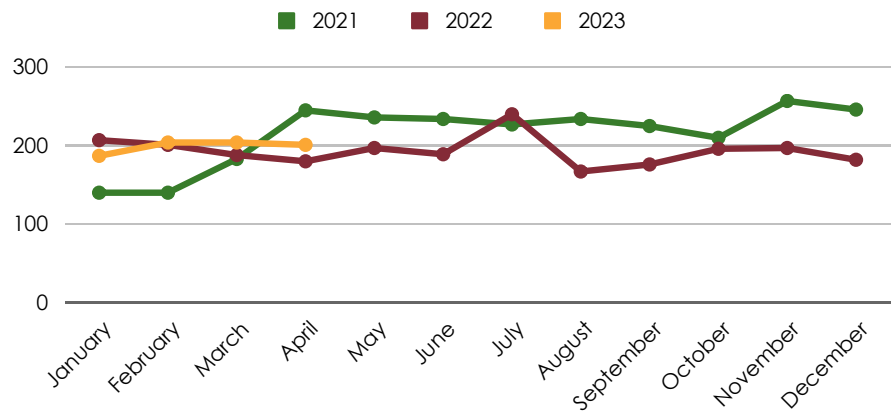
Senior Outreach Circ. 101

Daycare Locations Served 4

Daycare Circ. 100

Little Red Reading Bus Stops 2

Little Red Reading Bus Circ. 0*



Outreach & Community Event Attendance

Daycare Outreach Storytimes (16 sessions) 231

Little Red Reading Bus Route (2 stops) 47

Other Outreach Events 176

Total Attendance 454

*April 2023 Little Red Reading Bus stops did not include books for checkout. Instead, we brought donated paperback books to give away to visitors.

Programs

Onsite Program Attendance

Youth

Ready to Read Storytime	93
Baby Boost Storytime	178
Teen Events	14
Other Youth Events	631
Total Attendance	916
	(↑ 519)

Adult

Onsite Book Clubs	24
Cribbage	14
Adult Movie Screenings	50
English Conversation Circle	0
Genealogy Class	4
Other Events	44
Total Attendance	136
	(↑ 7)

All-Ages

Family Movie	12
Music in the Library	24
Other All Ages Events	0
Total Attendance	36
	(↓ 180)

Reference Programs

Technology Tutoring	3
ND Job Service	0
Total Attendance	3
	(↓ 4)

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

Monthly New Registrations	3
YTD Registrations	10
Lifetime Registrations	20

1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	13
YTD Registrations	26
Lifetime Registrations	438

Summer Boost Reading Challenge

(Registration open now. Challenge runs July 1 - July 31)

Monthly New Registrations	34
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Total program attendees
(in-library & outreach, April 2023)

1542 (↑ 523)

Students at Liberty and Cheney middle schools also had challenges available through Beanstack in April with 251 readers tracking an average of 840 reading hours per person since February.

Communications

Public communications highlights for April 2023 included:

- Local news promotion of PCAND Walk event (Radio, Web)
- Local news promotion of Little Red Reading Bus mini route (TV, Radio, Web)
- Local news articles about HB1205 and SB2360 (TV, Radio, Print, Web)
- Local news coverage of City of West Fargo department head resignations (TV, Radio, Print, Web)

64
new social
media
followers

146
new email
subscribers



WEST FARGO PUBLIC LIBRARY

BOARD MEETING

DIRECTOR REPORT



Presented on Thursday, May 11, 2023
by Betty Adams,
Library Director



Trustee Notes

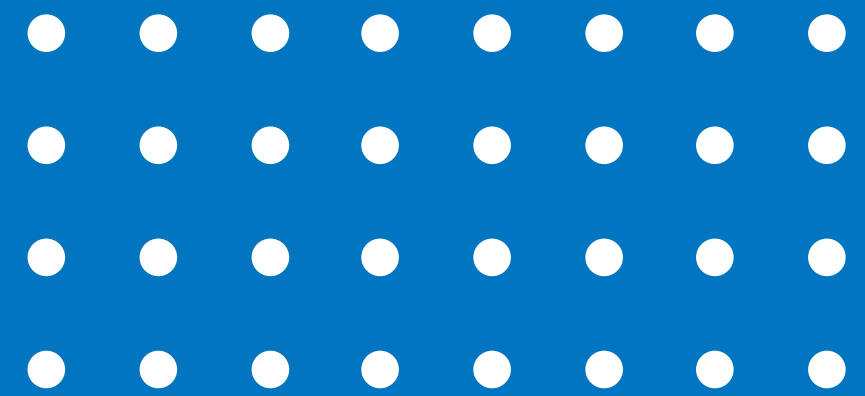
Community Feedback

1. A second grader after class library tour was heard saying, "That was a fun time at the W.F.P. Library!"
2. "Your staff is so good about getting books in for us. It's just a wonderful service, thank you so much."
3. A patron had come in to use the study room for a meeting. As she left, she stopped by the Desk and dropped off a check as a donation. She said it's the least she can do to help support services like this being available to the community.

"I DIDN'T KNOW HOOPLA CHARGED. I ALWAYS LOOK AT LIBBY FIRST! THE MORE YOU KNOW. THANKS FOR MAKING IT ACCESSIBLE TO PEOPLE. I'LL MAKE SURE TO FINISH THE WHOLE USE OF WHATEVER I GET ON HOOPLA!"

FACEBOOK

**"THAT WAS A FUN
TIME AT THE
W.F.P. LIBRARY!"
2ND GRADER
AFTER CLASS VISIT**





Building & Technology

- New launchpads
- Staff access to HotSpot Dashboard
- Staff access to Envisionware
 - Contracts up-to-date

April 2023 Meeting Room Use

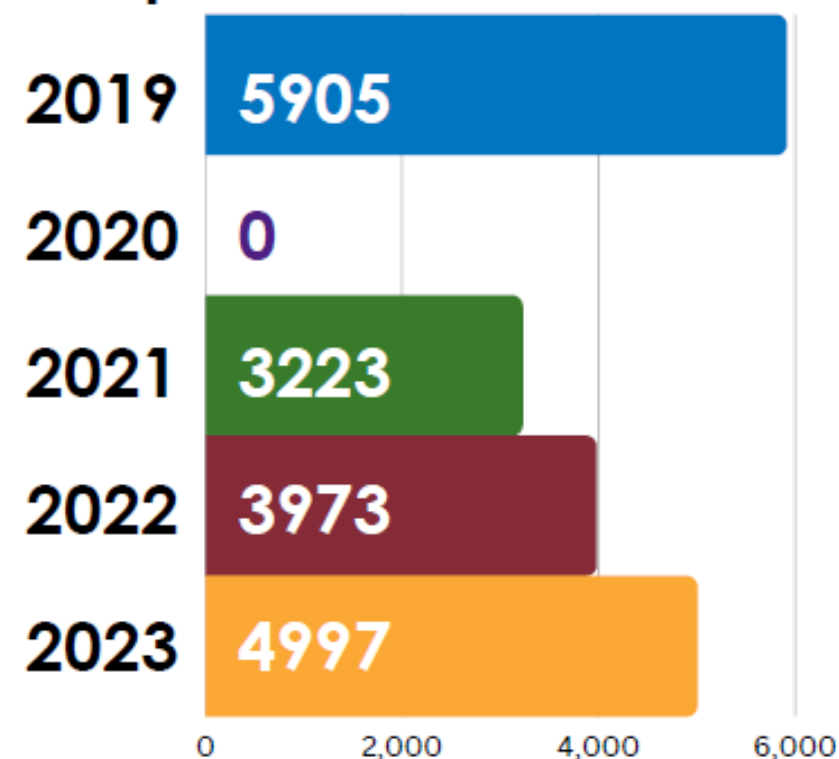
Monthly Hours Reserved 55.75

Hours Reserved YTD 147

Monthly Reservations 30

Reservations YTD 76

April Door Count





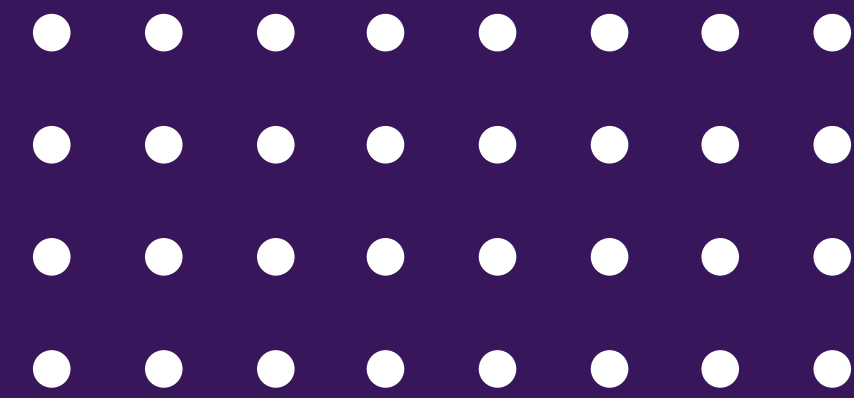
Staff & Continuing Education

5

Open Positions

25.5

Hours of CE

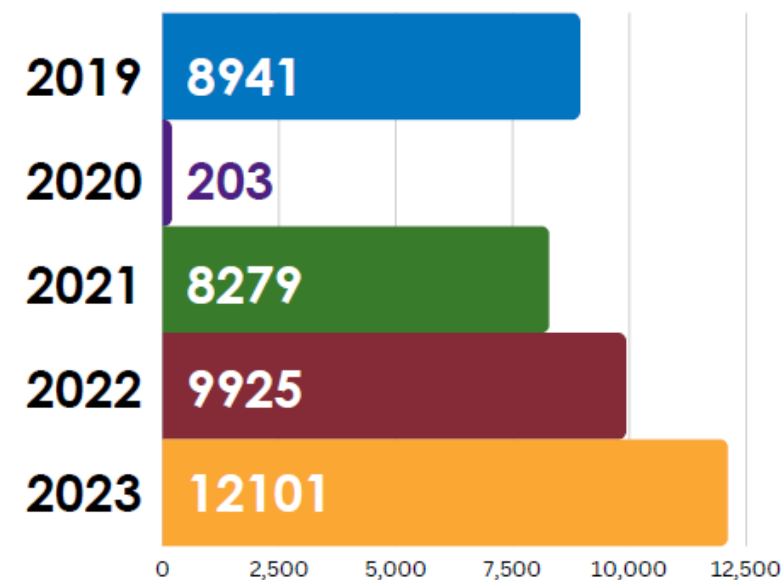


- Open Positions
 - Library Director
 - Evening Circulation Supervisor
 - Program Assistant (2)
 - Closed, interviews
 - Library Assistant (2)
 - Teen Intern
- AI and Libraries
- Knowledge Management

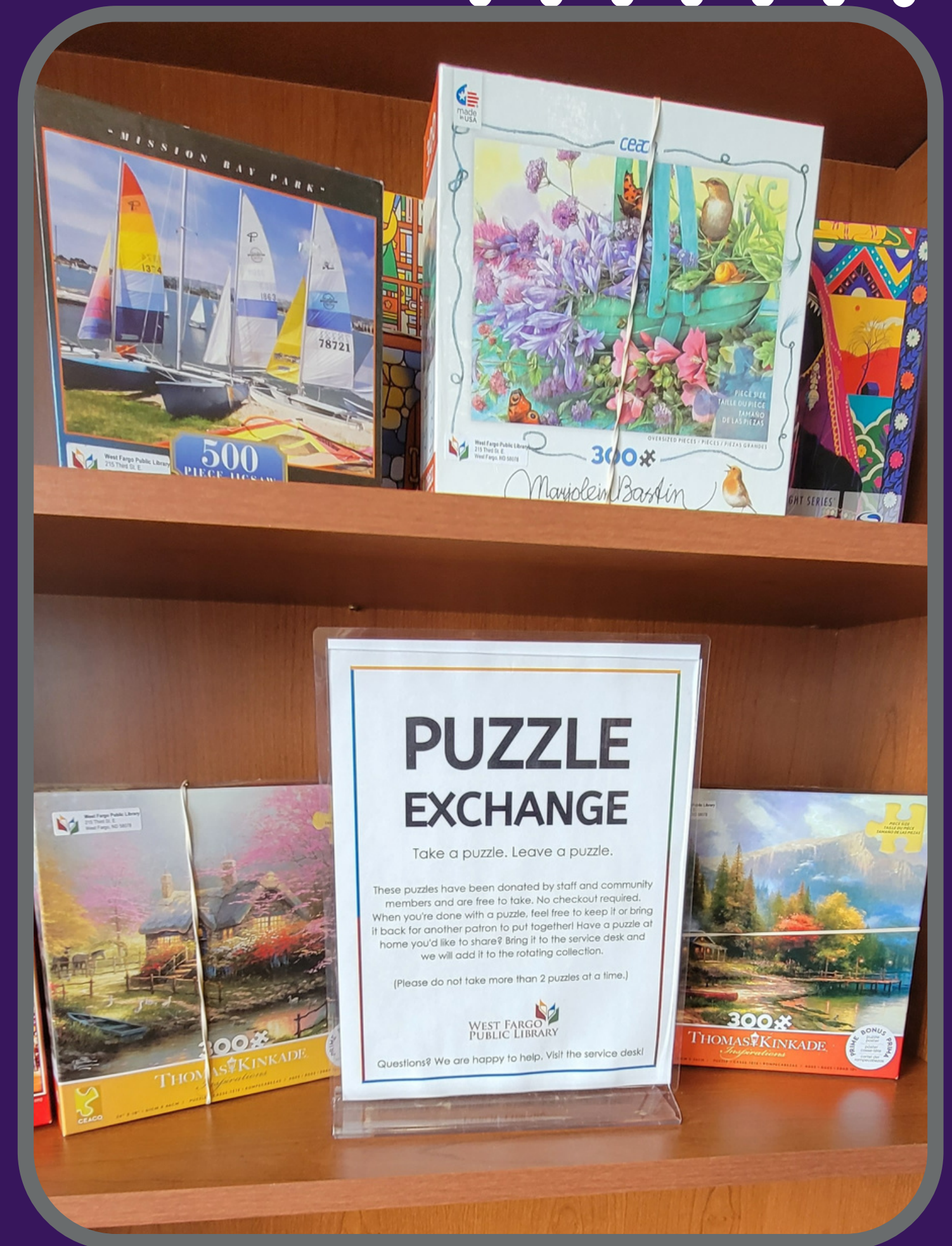
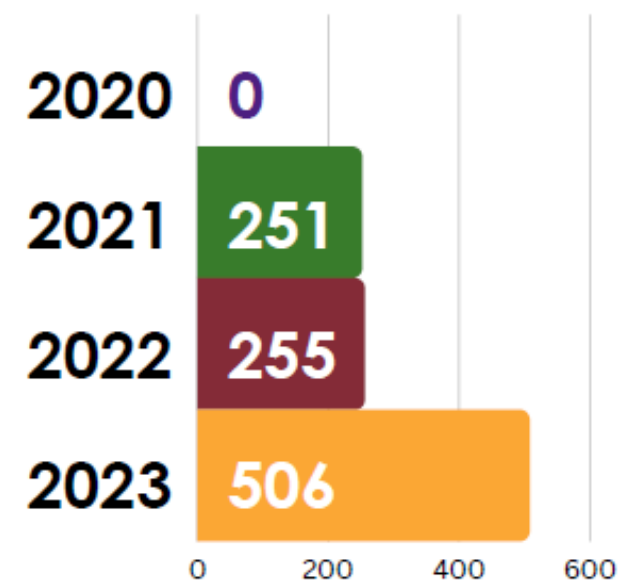
Collection Development

- Puzzle Exchange Donations
- Spine Label Project
- Budget Evaluation
 - Library of Things
- Storytime Kits

April Circulation



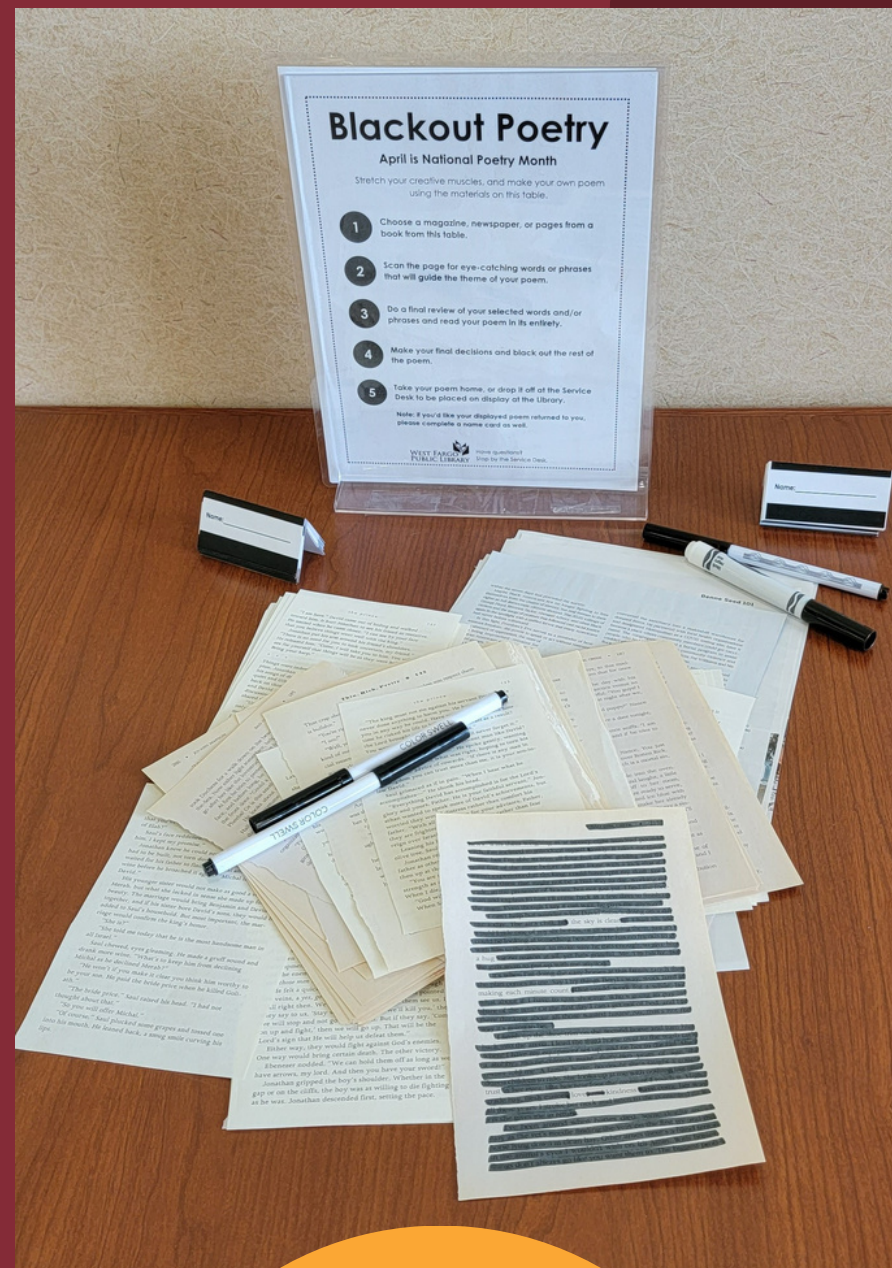
April Offsite Book Drop





Finance

- Financial Memo Included



128,349.30

MTD

27%

YTD

516,918.34

YTD



Adult

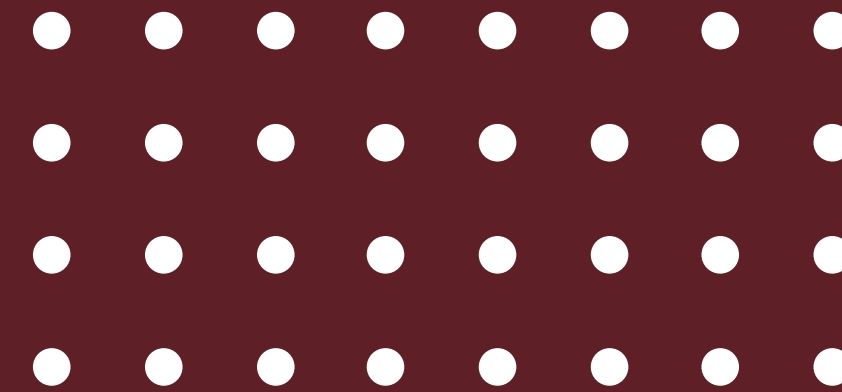
April in Review

- AARP Safe Drivers Class
- Beginner Bachata
- Welcome Sign class
- Cribbage Club

May Programs

Book Clubs

- May 8 – Monday Night Readers at library at 7 pm
 - Dangerous Women by Hope Adams
- May 17 – Novel Afternoons at library at 1 pm
 - Lincoln Highway by Amor Towles
- May 18 – Third Thursday at library at 1:30 pm
 - One Summer, America 1927 by Bill Bryson
- May 25 - Books and Brews at Caribou Coffee in Hornbachers at 6 pm
 - Finding Me by Viola Davis



Monday Matinees

- May Theme: Book to Screen
 - May 1 – Where the Crawdads Sing
 - May 8 – Mrs. Harris Goes to Paris
 - May 15 – Crazy Rich Asians
 - May 22 – News of the World

May Outreach

- Hoopla 101
- Demystifying Death
 - panel discussion with Ohnstad & Twichel, Thrivent Financial and West Funeral Homes

Update

- Technology Tutoring will be paused for the summer due to staffing



Youth

April Review

- Pop Tart Pillows
- Spring Crafts
- 2nd Grade Tours
- LRRB Pop Ups
 - National Library Week
 - Maplewood Park and Cash Wise Food
 - two sites were cancelled due to rain
 - PCAND Walk at Bonanzaville
 - Aurora Elementary Family Night
- Storytimes
 - 35-55 attendees regularly
- Middle School Spring Beanstack challenges
 - 432 students reading over 358,000 minutes!



May Programs

- Spring STEM Class
- Anime Drawing Class
- 2nd Grade Tours
- Summer Reading
 - reading challenges are open for registration
 - schedule is live on the website
 - Kickoff Party will be on June 1st
- LRRB Pop Ups
 - Brooks Harbor Elementary Family Fun Night
 - May 4th
- Red River Spring Market at POW/MIA Plaza
 - Saturday May 13th





QUESTIONS? ■ ■ ■

Thank you for your time!