



West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, June 8, 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 – May 11, 2023
2. Approval of financial reports

Regular Agenda

Old Business

1. 2022 Annual Report
2. Staff Request for 2024 Budget **(Action)**
3. Library Marketing & Communications Specialist Job Description **(Action)**
4. Building Fund Budget Line Item **(Action)**
5. Media Relations Policy **(Action)**
6. Public Posting & Displays Policy **(Action)**
7. Internet & Computer Use Policy **(Action)**
8. Locker Checkout Policy **(Action)**

New Business

1. 2024 Library Budget Draft Review
2. Director's Report
3. Adjourn



West Fargo Public Library Board of Directors Meeting

Thursday, May 11, 2023

5:36 p.m.

City Hall Commission Chambers

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

Also Present: Adult & Patron Services Manager Kirsten Henagin, Communications Specialist Ellen Rossow

I. **Call to Order**

Hanson called the meeting to order at 5:36 p.m.

II. **Approval of Order of the Agenda**

After discussion, it was decided that only items 2. Staff Request for 2024 Budget, 4. Library Marketing & Communications Specialist Job Description and 9. Senior Outreach Report would be included, and all other items tabled until a Library Director was present. Hanson also requested the Board add a Public Comment opportunity following the Staff Request for 2024 Budget item. Schwartz made a motion and George seconded to approve the order of the agenda with the aforementioned changes. No opposition. Motion carried.

III. **Consent Agenda**

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

IV. **Regular Agenda** **Old Business**

1. **FMLA Discussion**

After discussion, the board moved to table the discussion of any changes to FMLA offerings indefinitely and to remove the item from Old Business.

New Business

1. **Staff Request for 2024 Budget (Action)**

Henagin requested approval of an adjustment to the staffing plan for the library's service desk. This request included repurposing existing funds to shift the desk staff from eight part-time Library Assistant positions to two full-time Library Assistant positions and four part-time Library Clerk positions. These changes were recommended in consultation with City Administration and City financial consultants. Henagin cited a better supervisory ratio, a standardized schedule, and better internal communication within the list of reasons for this proposal. Henagin outlined the current cuts that were made to summer 2023 programming and services due to the Adult Services and Youth Services staff covering the desk, which include a 50% reduction in adult programs in the summer and a 25% reduction in Little Red Reading Bus outreach programming. Rerick and Hanson expressed concern with this adjustment's potential impact on the 2024 fiscal year.

The floor was opened for public comment at 6:04 p.m. wherein Lisa Stauffer and Wendy Robinson, both part-time Library Assistants, expressed that they did not feel as though the Board was seeing the full picture, did not feel as though the request was fair for existing part-time staff, and that they did not understand the need for this adjustment. Lyndi Williams, also a part-time Library Assistant, voiced her concerns about the timing of this request, as the library's busiest season is the summer.

Rerick moved and George seconded the tabling of this item until a new Library Director is in place. No opposition. Motion carried. The Board also opted to have Hanson work with Henagin and HR to find the next steps to reprepare this proposal.

2. Library Marketing & Communications Specialist Job Description (Action)

Hanson motioned to table the approval of the Library Marketing & Communications Specialist Job Description until further notice. Schwartz seconded. No opposition. Motion carried.

3. Senior Outreach Report

Henagin provided a report on the positive impact of the library's Senior Outreach programming since its post-pandemic revitalization in March 2021. With the implementation of a new workflow format for delivery and memorandums of understanding with the sites, Senior Outreach, which had been dwindling beforehand, has kept the interest of many patrons, and grown to an average of 34 seniors being served each month. Patrons highlighted three core impacts the service has had on their everyday life:

- convenient access to services they would otherwise be unable to experience due to transportation or mobility issues.
- increased social interaction with their neighbors.
- items delivered often exceeded their expectations because it was exactly what they were looking for or was a new item that pushed them out of their comfort zone and kept them interested in reading.

The floor was again opened for public comment at 6:35 p.m. Wendy Robinson, a part-time Library Assistant, said she and others have expressed that they would be willing to work more than 20 hours per week and not receive benefits if it would help. Henagin explained that that is a Federal requirement that staff working more than 20 hours per week must be paid benefits. Lisa Stauffer, a part-time Library Assistant, thanked the board for listening to their comments.

V. Adjourn

Schwartz moved to adjourn. Rerick seconded. No opposition. Motion carried at 6:37 p.m.

06/01/23
07:47:59

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

Page: 1 of 5
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	107303 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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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		
JV 5267 2	Reclassing Adobe Inv (CC 1088)		/ /	32.24	4/23			
		Object Total:		6,963.86	8,522.13	52,914.00	44,391.87	16%

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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			
RV 7720 2 Reimbursement		/ /	/ /	-147.00	4/23			
		Object Total:	/ /	343.25	5,023.05	16,000.00	10,976.95	31%
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	21,201.45	100,750.00	79,548.55	21%

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Budget Detail Report
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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	4,703.61	31,500.00	26,796.39	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			
JV 5267 1 Reclassing Adobe Inv (CC 1088)			/ /	-32.24	4/23			
		Object Total:		67.66	2,260.95	11,400.00	9,139.05	20%
724 CONSULTING/TESTING FEES			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES								
JV 5270 6 TransFirst April 2023			/ /	339.43	4/23			
JV 5271 4 FIBT TransFirst April 2023			/ /	278.00	4/23			
		Object Total:		617.43	2,017.86	1,750.00	-267.86	115%

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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								
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 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:		128,819.73	517,388.77	1,924,529.00	1,407,140.23	
		Fund Total:		128,819.73	517,388.77	1,924,529.00	1,407,140.23	

***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).

06/01/23
07:50:51

CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 5/23 - 5/23

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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								
110 PERMANENT EMP SALARIES								
JV 5260133	Payroll 05.05.2023		/ /	29,476.09	5/23			
JV 5272119	Payroll 05.19.23		/ /	29,889.61	5/23			
		Object Total:		59,365.70	281,631.82	875,154.00	593,522.18	32%
114 PART TIME SALARIES								
JV 5260134	Payroll 05.05.2023		/ /	3,974.70	5/23			
JV 5272120	Payroll 05.19.23		/ /	4,466.73	5/23			
		Object Total:		8,441.43	43,204.37	146,358.00	103,153.63	30%
209 CLASSIFIED ADS								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
220 SOCIAL SECURITY								
JV 5260135	Payroll 05.05.2023		/ /	2,468.80	5/23			
JV 5272121	Payroll 05.19.23		/ /	2,538.10	5/23			
		Object Total:		5,006.90	23,988.07	78,146.00	54,157.93	31%
230 RETIREMENT								
JV 5260136	Payroll 05.05.2023		/ /	4,489.79	5/23			
JV 5272122	Payroll 05.19.23		/ /	4,561.15	5/23			
		Object Total:		9,050.94	42,706.81	133,548.00	90,841.19	32%
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								
CL 110564 6 107338 LIBRARY			05/09/23	47.00	5/23 353 OHNSTAD TWICHELL			
		Object Total:		47.00	117.50	4,000.00	3,882.50	3%
320 HEALTH INSURANCE								
JV 5260137	Payroll 05.05.2023		/ /	4,080.20	5/23			
JV 5272123	Payroll 05.19.23		/ /	4,080.12	5/23			
		Object Total:		8,160.32	41,239.90	151,290.00	110,050.10	27%
333 BUILDING RENTAL								
CL 110627 1 JUNE RENT		MISC07011	05/18/23	10,032.50	5/23 549 WF PUB SCHOOLS DIST #6			
		Object Total:		10,032.50	60,195.00	120,752.00	60,557.00	50%
340 TRAVEL & EDUCATION								
CL 110197 1 107199 MILEAGE			04/25/23	23.84	5/23 3417 CHELSEA SIMDORN			
CL 110411 1 107350 STAFF TRAINING REIMBURSEMENT			05/08/23	65.33	5/23 3869 ALISHA REIS			
		Object Total:		89.17	1,548.68	17,392.00	15,843.32	9%

06/01/23
07:50:51

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7000 LIBRARY								
411600 LIBRARY								
348 BUYOUTS								
			/ /					
		Object Total:		0.00	0.00	0.00	0.00	%
356 TELEPHONE								
CL 110575 29 107514 april 2023 library		9934306510	04/08/23	127.89	5/23	3668 VERIZON WIRELESS		
		Object Total:		127.89	510.12	3,300.00	2,789.88	15%
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 1109 1	OFFICE SUPPLIES		05/02/23	345.88	5/23	3161 VISA LIBRARY #1		
CC 1109 6	OFFICE SUPPLIES (CREDIT)		/ /	-39.98	5/23	3161 VISA LIBRARY #1		
CC 1110 1	OFFICE SUPPLIES		05/02/23	86.78	5/23	4576 VISA LIBRARY #3		
CL 110198 1 107189	OFFICE SUPPLIES	W012390921	04/18/23	199.35	5/23	351 BUSINESS ESSENTIALS		
CL 110258 1 107213	OFFICE SUPPLIES	7295342	04/18/23	121.62	5/23	77 DEMCO INC		
CL 110425 1 107466	OFFICE SUPPLIES	8013870423	04/30/23	160.98	5/23	3276 PREMIUM WATERS INC		
		Object Total:		874.63	4,949.93	13,000.00	8,050.07	38%
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 110259 1 107231	SERVICE AGREEMENTS/CONTRACTS	33882546	04/19/23	442.89	5/23	2877 GREATAMERICA FINANCIAL		
		Object Total:		442.89	2,800.44	10,260.00	7,459.56	27%
490 MISC			/ /					
		Object Total:		0.00	136.34	0.00	-136.34	%
497 TECHNOLOGY								
CC 1109 2	TECHNOLOGY		/ /	65.87	5/23	3161 VISA LIBRARY #1		
CL 110254 1 107277	LAUNCHPADS AC POWER ADAPTER	427358	04/27/23	222.11	5/23	4792 PLAYAWAY PRODUCTS		
CL 110429 1 107390	TECHNOLOGY	INVUS65496	05/03/23	1,184.40	5/23	2089 ENVISIONWARE, INC		
CL 110443 1 107511	TECHNOLOGY	27823	03/06/23	1,695.00	5/23	3612 ZOOBEAN INC		
JV 5268 2	Reclassing Adobe Inv (CC 1109)		/ /	32.24	5/23			
		Object Total:		3,199.62	11,721.75	52,914.00	41,192.25	22%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 5/23 - 5/23

Page: 3 of 6
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
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								
		Object Total:	/ /	0.00	243.09	1,200.00	956.91	20%
645 EQUIPMENT REPLACEMENT								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
648 PROFESSIONAL PUBLICATIONS								
CC 1110 2	PROFESSIONAL PUBLICATIONS		/ /	45.00	5/23 4576 VISA LIBRARY #3			
		Object Total:		45.00	1,119.74	3,000.00	1,880.26	37%
649 PROGRAMMING								
CC 1109 3	PROGRAMMING		/ /	358.31	5/23 3161 VISA LIBRARY #1			
CC 1110 3	PROGRAMMING		/ /	453.89	5/23 4576 VISA LIBRARY #3			
CL 110256 1	107240 PROGRAMMING		04/24/23	250.00	5/23 2450 JEFFREY SALVESON			
CL 110477 1	107396 PROGRAMMING		05/06/23	50.00	5/23 4870 FRED GAYE			
CL 110685 1	PROGRAMMING	625214	03/23/23	3,816.18	5/23 4895 THE LIBRARY STORE			
		Object Total:		4,928.38	9,951.43	16,000.00	6,048.57	62%
650 E RESOURCES								
CL 110427 1	107389 E RESOURCES	1000202250	03/01/23	2,130.00	5/23 3091 EBSCO INFORMATION SERVICES			
CL 110479 2	107439 E RESOURCES	503721425	04/30/23	1,999.41	5/23 1854 MIDWEST TAPE			
		Object Total:		4,129.41	19,208.85	41,285.00	22,076.15	47%
653 CAPITAL IMPROVEMENTS								
		Object Total:	/ /	0.00	0.00	0.00	0.00	%
661 POSTAGE/FREIGHT/SHIPPING								
CC 1109 4	POSTAGE SUPPLIES		/ /	14.20	5/23 3161 VISA LIBRARY #1			
		Object Total:		14.20	3,148.92	7,000.00	3,851.08	45%
662 BOOKS								
CC 1110 4	BOOKS		/ /	259.95	5/23 4576 VISA LIBRARY #3			
CL 110199 1	107197 BOOKS	81038584	04/12/23	21.00	5/23 1623 CENGAGE GALE			
CL 110262 1	107180 BOOKS	2037416782	04/04/23	164.55	5/23 1695 BAKER & TAYLOR			
CL 110262 2	107180 BOOKS	2037423277	04/05/23	251.84	5/23 1695 BAKER & TAYLOR			
CL 110262 3	107180 BOOKS	2037439930	04/11/23	10.92	5/23 1695 BAKER & TAYLOR			
CL 110262 4	107180 BOOKS	2037436929	04/12/23	278.62	5/23 1695 BAKER & TAYLOR			
CL 110262 5	107180 BOOKS	2037445142	04/14/23	385.77	5/23 1695 BAKER & TAYLOR			
CL 110478 1	107355 BOOKS	2037455975	04/18/23	385.86	5/23 1695 BAKER & TAYLOR			
CL 110478 2	107355 BOOKS	2037470277	04/24/23	28.13	5/23 1695 BAKER & TAYLOR			
CL 110478 3	107355 BOOKS	2037465940	04/24/23	206.28	5/23 1695 BAKER & TAYLOR			
CL 110478 4	107355 BOOKS	2037473609	04/24/23	1,209.34	5/23 1695 BAKER & TAYLOR			
CL 110478 5	107355 BOOKS	2037487781	04/28/23	248.67	5/23 1695 BAKER & TAYLOR			

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 5/23 - 5/23

Page: 4 of 6
Report ID: B160

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

Fund/Account/ Doc/Line # Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY								
411600 LIBRARY								
		Object Total:		3,450.93	24,652.38	100,750.00	76,097.62	24%
663 MAGAZINES			/ /					
		Object Total:		0.00	5,255.38	5,500.00	244.62	96%
664 AUDIO VIDEO								
CC 1110 5	AUDIO VIDEO		/ /	51.03	5/23 4576	VISA LIBRARY #3		
CL 110261 1	107261 DVD	503660990	04/18/23	196.23	5/23 1854	MIDWEST TAPE		
CL 110261 2	107261 DVD	503691218	04/25/23	68.91	5/23 1854	MIDWEST TAPE		
CL 110479 1	107439 AUDIOBOOK	503758426	05/08/23	122.47	5/23 1854	MIDWEST TAPE		
CL 110479 3	107439 DVD	503729826	05/03/23	29.08	5/23 1854	MIDWEST TAPE		
CL 110479 4	107439 DVD	503729828	05/03/23	79.41	5/23 1854	MIDWEST TAPE		
CL 110479 5	107439 DVD	503729827	05/03/23	27.72	5/23 1854	MIDWEST TAPE		
CL 110479 6	107439 DVD	503731960	05/03/23	77.91	5/23 1854	MIDWEST TAPE		
CL 110479 7	107439 DVD	503729829	05/03/23	46.30	5/23 1854	MIDWEST TAPE		
CL 110479 8	107439 DVD	503758428	05/08/23	53.94	5/23 1854	MIDWEST TAPE		
CL 110479 9	107439 DVD	503758425	05/08/23	260.64	5/23 1854	MIDWEST TAPE		
CL 110479 10	107439 DVD	503758424	05/08/23	187.72	5/23 1854	MIDWEST TAPE		
CL 110479 11	107439 DVD	503758423	05/08/23	161.79	5/23 1854	MIDWEST TAPE		
CL 110479 12	107439 DVD	503761127	05/09/23	266.74	5/23 1854	MIDWEST TAPE		
CL 110479 13	107439 DVD	503761128	05/09/23	89.13	5/23 1854	MIDWEST TAPE		
		Object Total:		1,719.02	6,422.63	31,500.00	25,077.37	20%
667 MEMBERSHIPS			/ /					
		Object Total:		0.00	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	%

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CITY OF WEST FARGO, ND
Budget Detail Report
For the Accounting Periods: 5/23 - 5/23

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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								
689 PROMOTIONAL ACTIVITIES								
CC 1109 5	PROMOTIONS		/ /	44.10	5/23	3161 VISA LIBRARY #1		
JV 5268 1	Reclassing Adobe Inv (CC 1088)		/ /	-32.24	5/23			
	Object Total:			11.86	2,272.81	11,400.00	9,127.19	20%
724 CONSULTING/TESTING FEES			/ /					
	Object Total:			0.00	0.00	0.00	0.00	%
740 SERVICE CHARGES			/ /					
	Object Total:			0.00	2,017.86	1,750.00	-267.86	115%
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 5255 16	May 2023 Cost Allocations		/ /	3,501.92	5/23			
	Object Total:			3,501.92	17,509.60	42,023.00	24,513.40	42%
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:			122,639.71	640,028.48	1,924,529.00	1,284,500.52	
	Fund Total:			122,639.71	640,028.48	1,924,529.00	1,284,500.52	

***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	11,904.24	1,766,328.20	1,947,167.00	-180,838.80	91
310002	DISCOUNT PROPERTY TAXES			-72,045.00	72,045.00	
335600	STATE AID			31,000.00	-31,000.00	
						93
Total Revenue		11,904.24	1,766,328.20	1,906,122.00	-139,793.80	93
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	59,365.70	281,631.82	875,154.00	593,522.18	32
114	PART TIME SALARIES	8,441.43	43,204.37	146,358.00	103,153.63	30
220	SOCIAL SECURITY	5,006.90	23,988.07	78,146.00	54,157.93	31
230	RETIREMENT	9,050.94	42,706.81	133,548.00	90,841.19	32
240	WORKFORCE SAFETY INSURANCE		1,124.45	1,607.00	482.55	70
250	UNEMPLOYMENT			500.00	500.00	
312	ATTORNEY	47.00	117.50	4,000.00	3,882.50	3
320	HEALTH INSURANCE	8,160.32	41,239.90	151,290.00	110,050.10	27
333	BUILDING RENTAL	10,032.50	60,195.00	120,752.00	60,557.00	50
340	TRAVEL & EDUCATION	89.17	1,548.68	17,392.00	15,843.32	9
356	TELEPHONE	127.89	510.12	3,300.00	2,789.88	15
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING		70.00	3,000.00	2,930.00	2
410	OFFICE SUPPLIES	874.63	4,949.93	13,000.00	8,050.07	38
424	GAS AND OIL			1,200.00	1,200.00	
427	VEHICLES MAINTENANCE			1,200.00	1,200.00	
428	SERVICE AGREEMENTS-CONTRA	442.89	2,800.44	10,260.00	7,459.56	27
490	MISC		136.34		-136.34	
497	TECHNOLOGY	3,199.62	11,721.75	52,914.00	41,192.25	22
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	1,200.00	956.91	20
648	PROFESSIONAL PUBLICATIONS	45.00	1,119.74	3,000.00	1,880.26	37
649	PROGRAMMING	4,928.38	9,951.43	16,000.00	6,048.57	62
650	E RESOURCES	4,129.41	19,208.85	41,285.00	22,076.15	47
661	POSTAGE/FREIGHT/SHIPPING	14.20	3,148.92	7,000.00	3,851.08	45
662	BOOKS	3,450.93	24,652.38	100,750.00	76,097.62	24
663	MAGAZINES		5,255.38	5,500.00	244.62	96
664	AUDIO VIDEO	1,719.02	6,422.63	31,500.00	25,077.37	20
667	MEMBERSHIPS		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	11.86	2,272.81	11,400.00	9,127.19	20
740	SERVICE CHARGES		2,017.86	1,750.00	-267.86	115
880	COST ALLOCATIONS	3,501.92	17,509.60	42,023.00	24,513.40	42

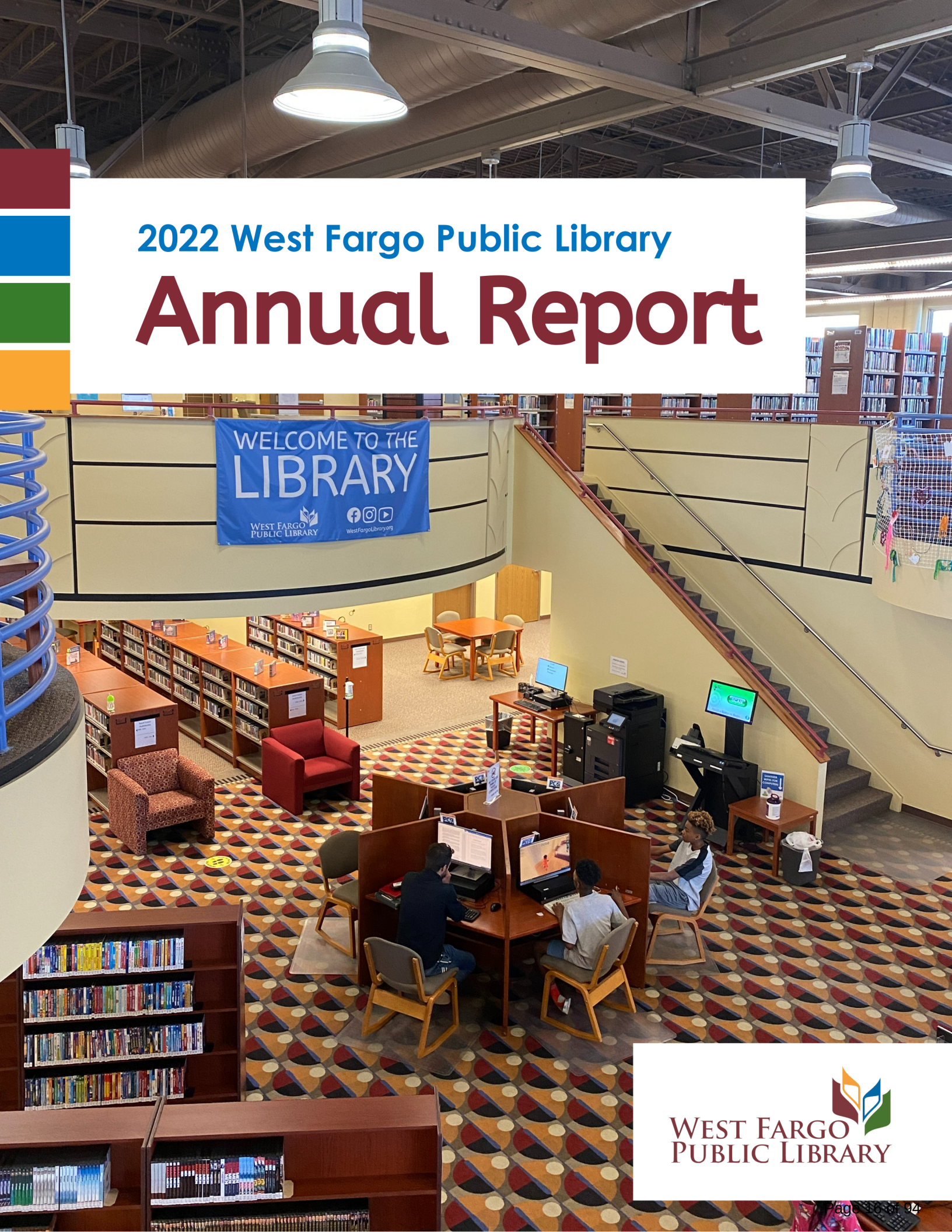
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CITY OF WEST FARGO, ND
Income Statement
For the Accounting Period: 5 / 23

Page: 2 of 2
Report ID: LB170A

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	122,639.71	640,028.48	1,924,529.00	1,284,500.52
						33
		Total Expenses	122,639.71	640,028.48	1,924,529.00	1,284,500.52
						33
		Net Income from Operations	-110,735.47			
				1,126,299.72		
Other Revenue						
	360000	MISCELLANEOUS REVENUE	177.47	2,092.40	5,000.00	-2,907.60
	360100	SPONSORSHIPS	318.32	6,125.52	20,000.00	-13,874.48
	375000	DONATIONS		610.00		610.00
						35
		Total Other Revenue	495.79	8,827.92	25,000.00	-16,172.08
						35
		Net Income	-110,239.68			
				1,135,127.64		



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



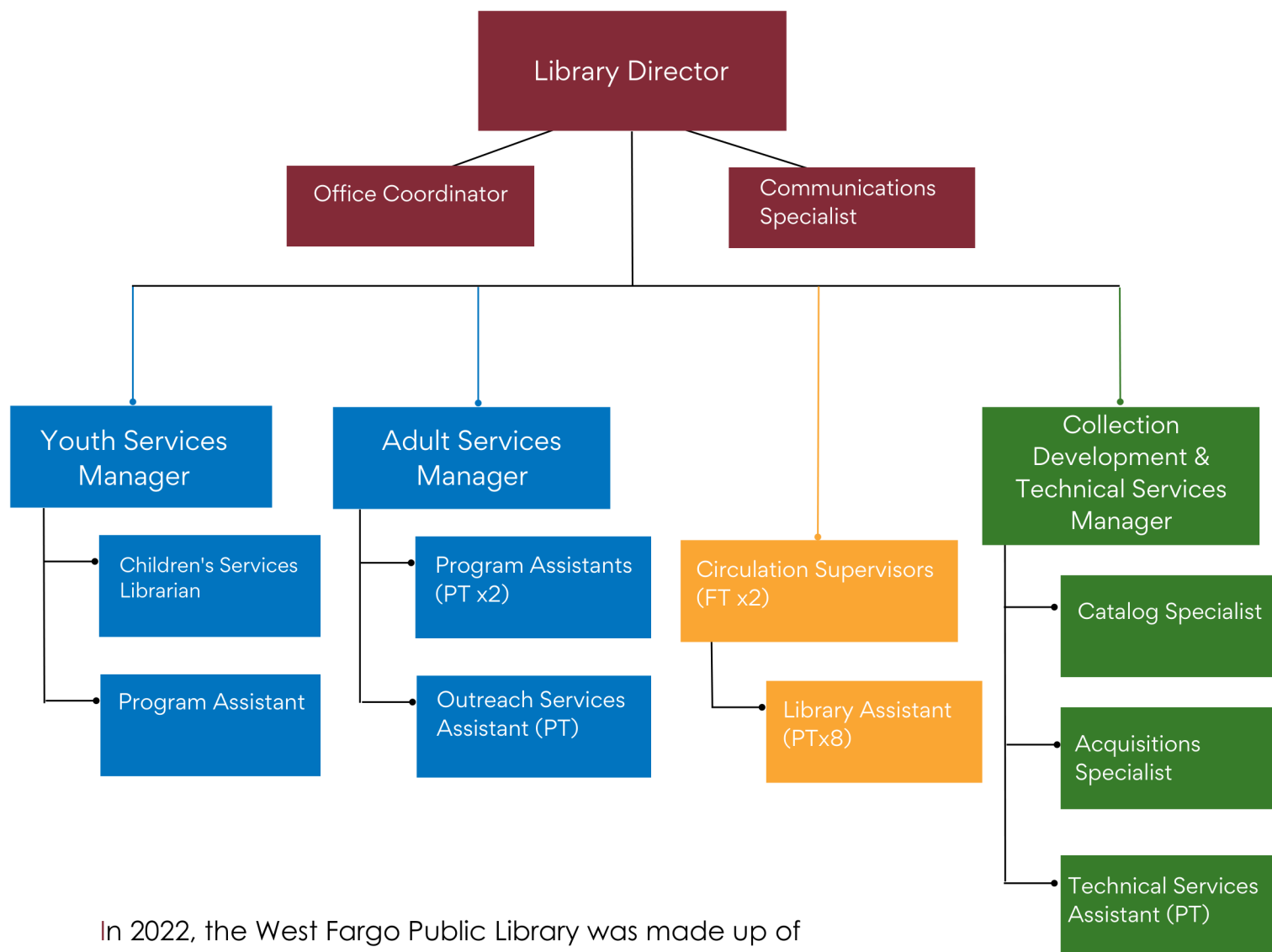
(From Left to Right) Director Betty Adams, Circulation Supervisors Amy Hitch and Nathaniel Craig, and Library Service Managers Molly Flaspohler, Lauren Nephew and Kirsten Henagin pose with the 2022 Star Library Award.

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

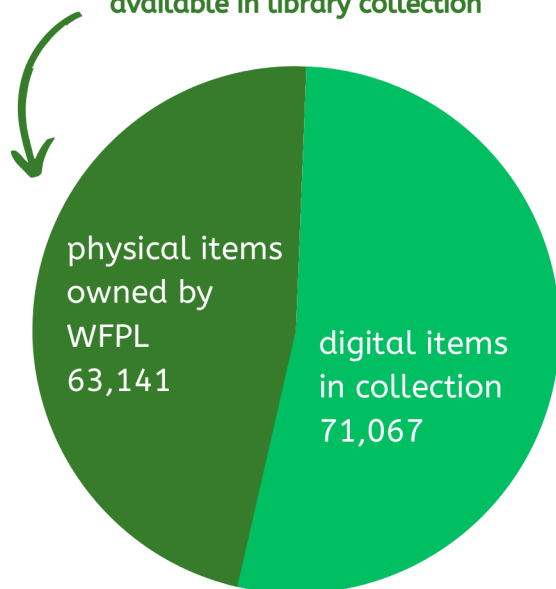
checkouts of
technology
equipment like
hotspots & tablets
in 2022

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.

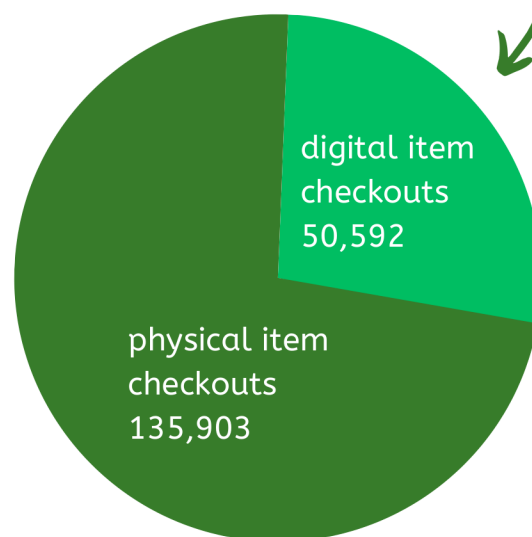
134,208

total physical and electronic materials
available in library collection



186,495

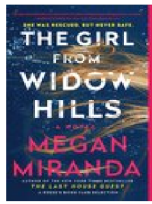
total checkouts of library materials



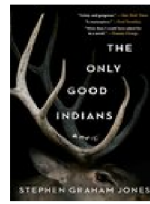
TOP 10 ADULT BOOKS



Greenwich Park
by Katherine Faulkner



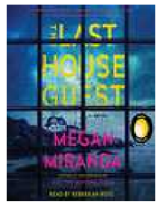
The Girl from the Widow Hills
by Megan Miranda



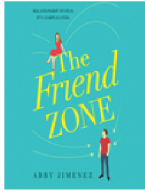
The Only Good Indians
by Stephen Graham Jones



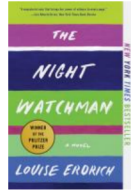
The Recovery Agent
by Janet Evanovich



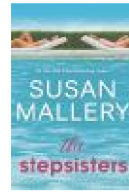
The Last House Guest
by Megan Miranda



The Friend Zone
by Abby Jimenez



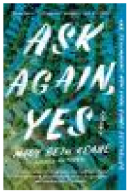
The Night Watchman
by Louise Erdrich



The Stepsisters
by Susan Mallery



We Are All the Same in the Dark
by Julia Heaberlin

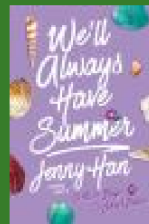


Ask Again, Yes
by Mary Beth Keane

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



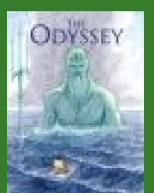
The Boy in the Striped Pajamas
by John Boyne



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



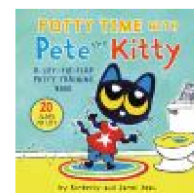
Ponies on Ice
by Ruth Benjamin



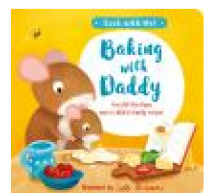
Pinkie Pie Keeps a Secret
by Magnolia Belle



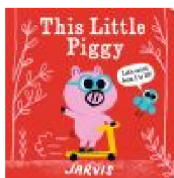
The Babysitters Club
by Chan Chau



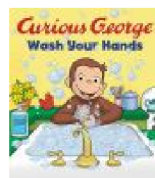
Pete the Kitty and the Groovy Playdate
by James Dean



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



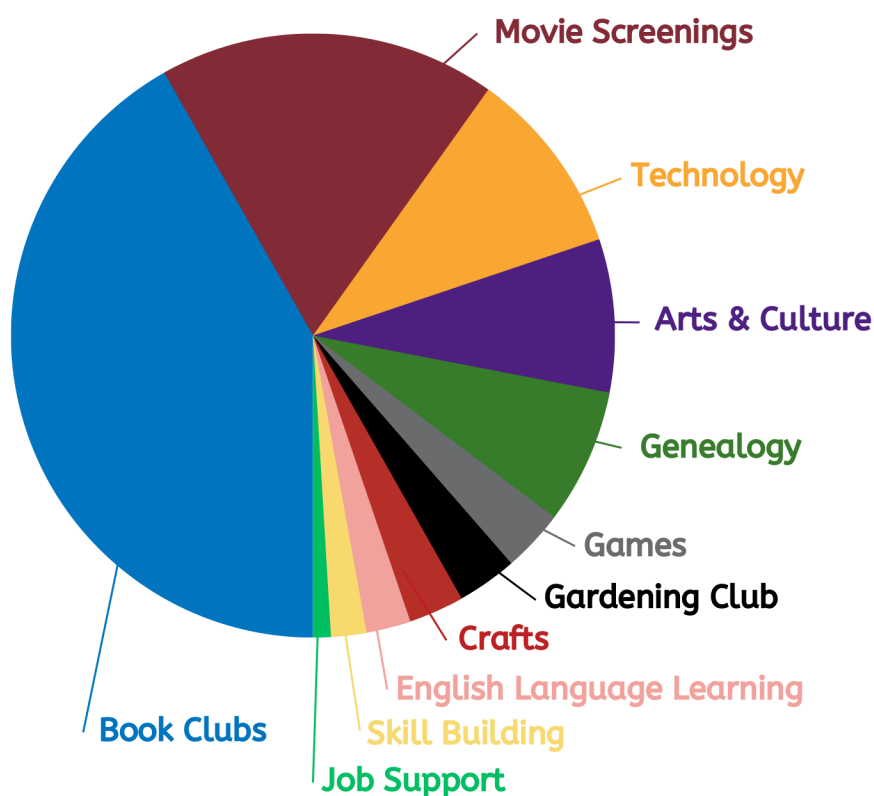
Hello Olaf!
by Andrea Sanchez

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

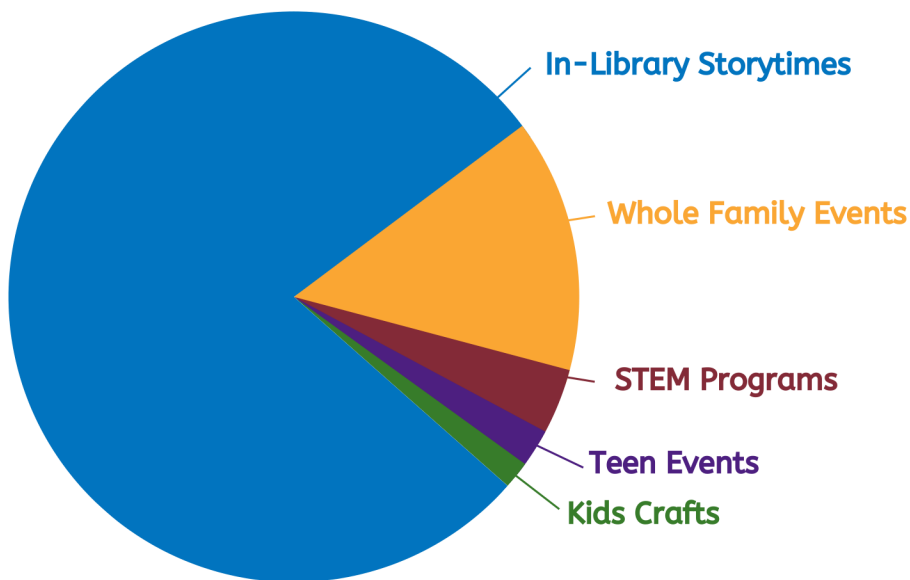
36

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

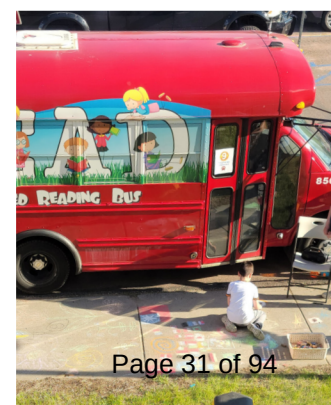
The West Fargo Public Library routinely served children at 12 West Fargo daycares in 2022. Staff visited eight daycares to host monthly storytime sessions, reinforcing vocabulary, social skills, language development, and creativity, while also generating excitement about reading and learning. In addition, 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

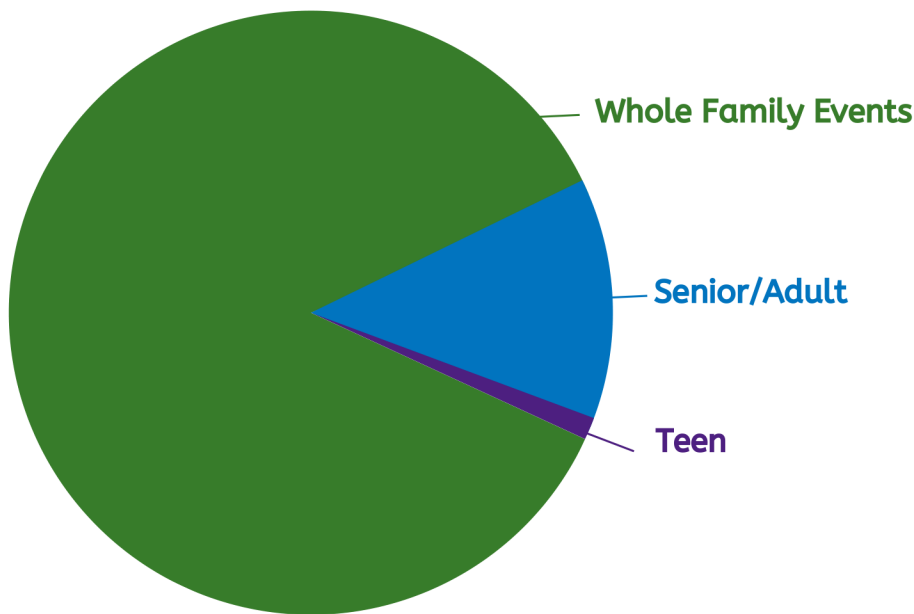
total books
delivered to local
daycares in 2022



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



- | | | |
|--|---|--|
| Altrusa Meeting | Legacy Elementary Back to School Family Fun Night | West Fargo Events Healthy Kids Lunch |
| Artemis Program Presentation at MSUM | North Dakota Autism Center Family Picnic | West Fargo Events Summer Splash |
| Brooks Harbor Elementary Family Literacy Night | Night to Unite | West Fargo Parks Senior Lifestyle Expo |
| Dementia Education Group | Pride in the Park | Workforce Wednesdays |
| Family History Conference | West Fargo Area Community Program Senior Extravaganza | YMCA Community Family Night |
| Freedom Elementary Reading 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

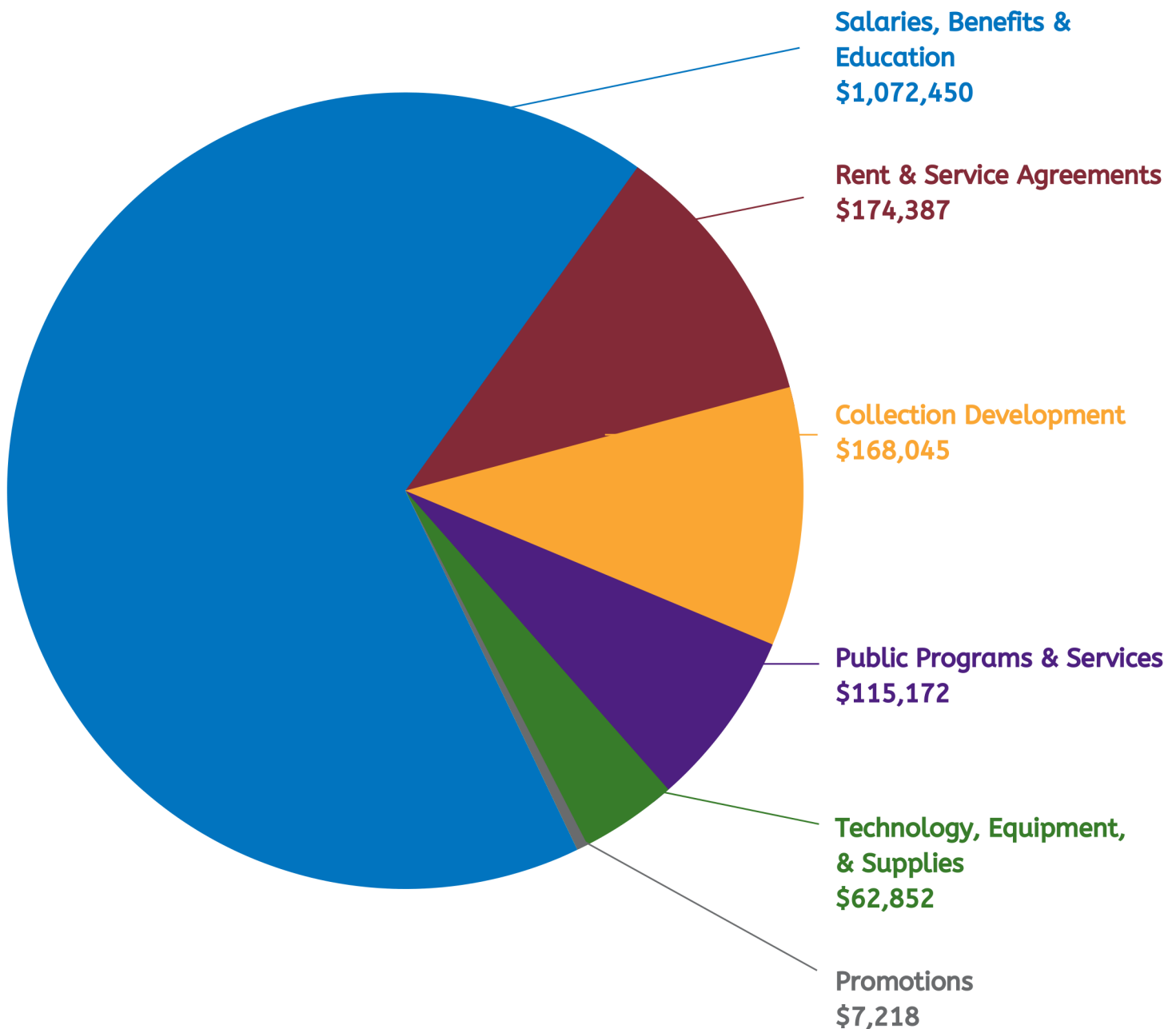
Manager

Jacob Fisher

FINANCIAL OVERVIEW

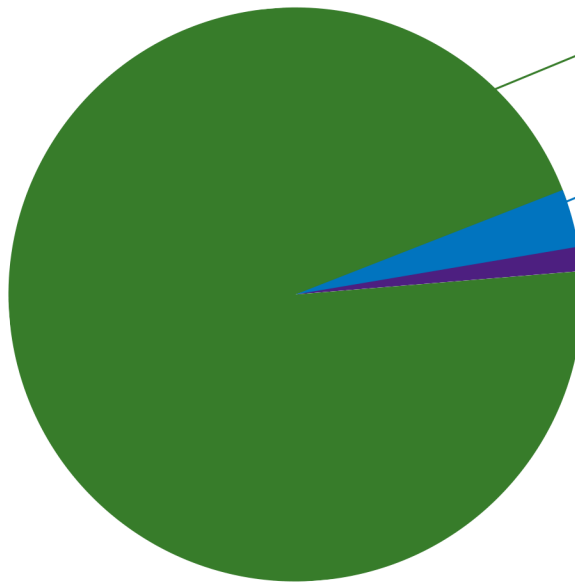
2022 Operating Expenses

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

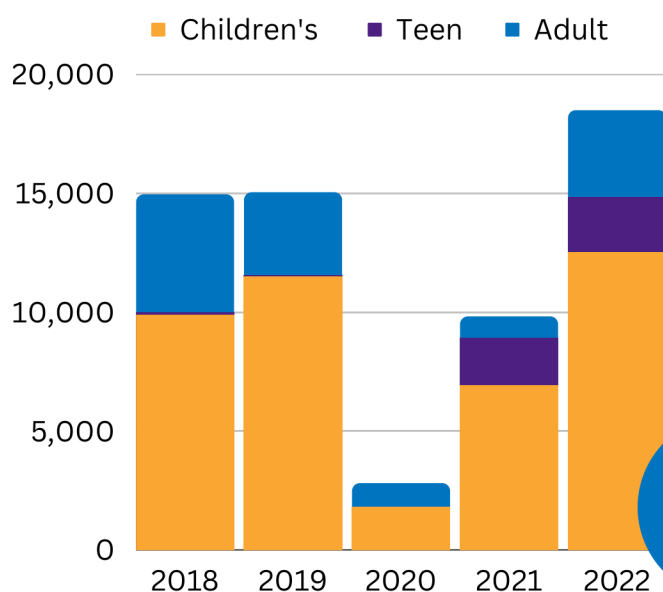
*Value derived from average item costs and number of 2022 checkouts.



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.

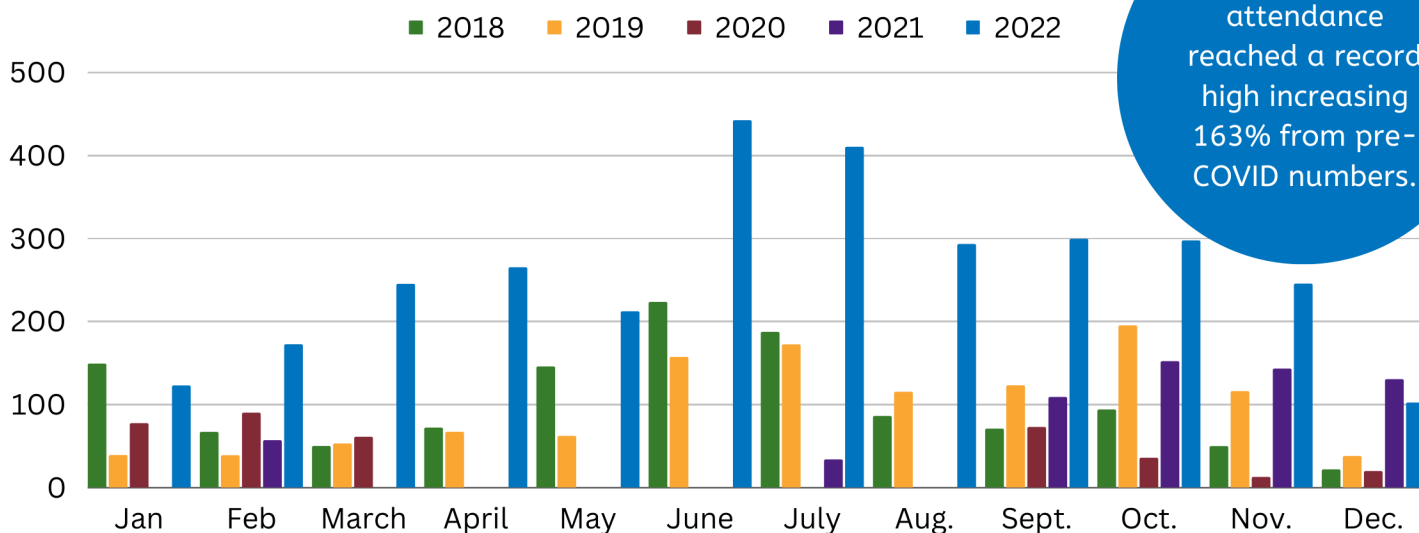
Program Attendance by Intended Audience



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



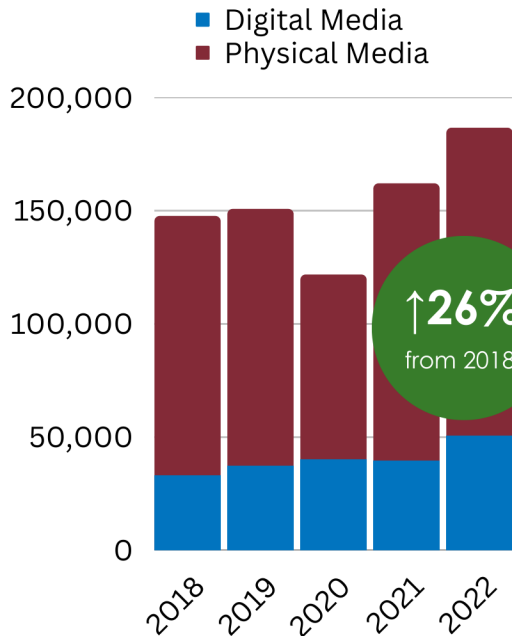
Monthly Storytime Attendance at the West Fargo Public Library



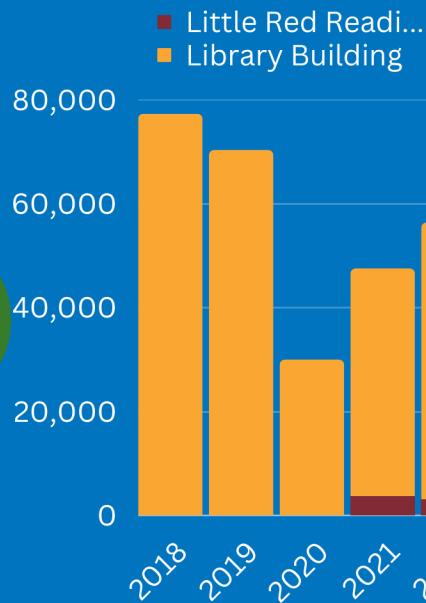
In 2022, Storytime attendance reached a record high increasing 163% from pre-COVID numbers.

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.

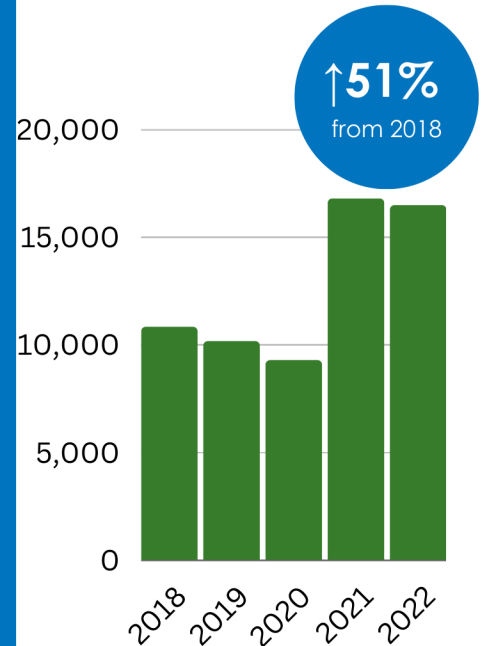
Item Checkouts



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: Kirsten Henagin, Interim Director, Adult & Patron Services Manager
Date: June 8th, 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

Vacant

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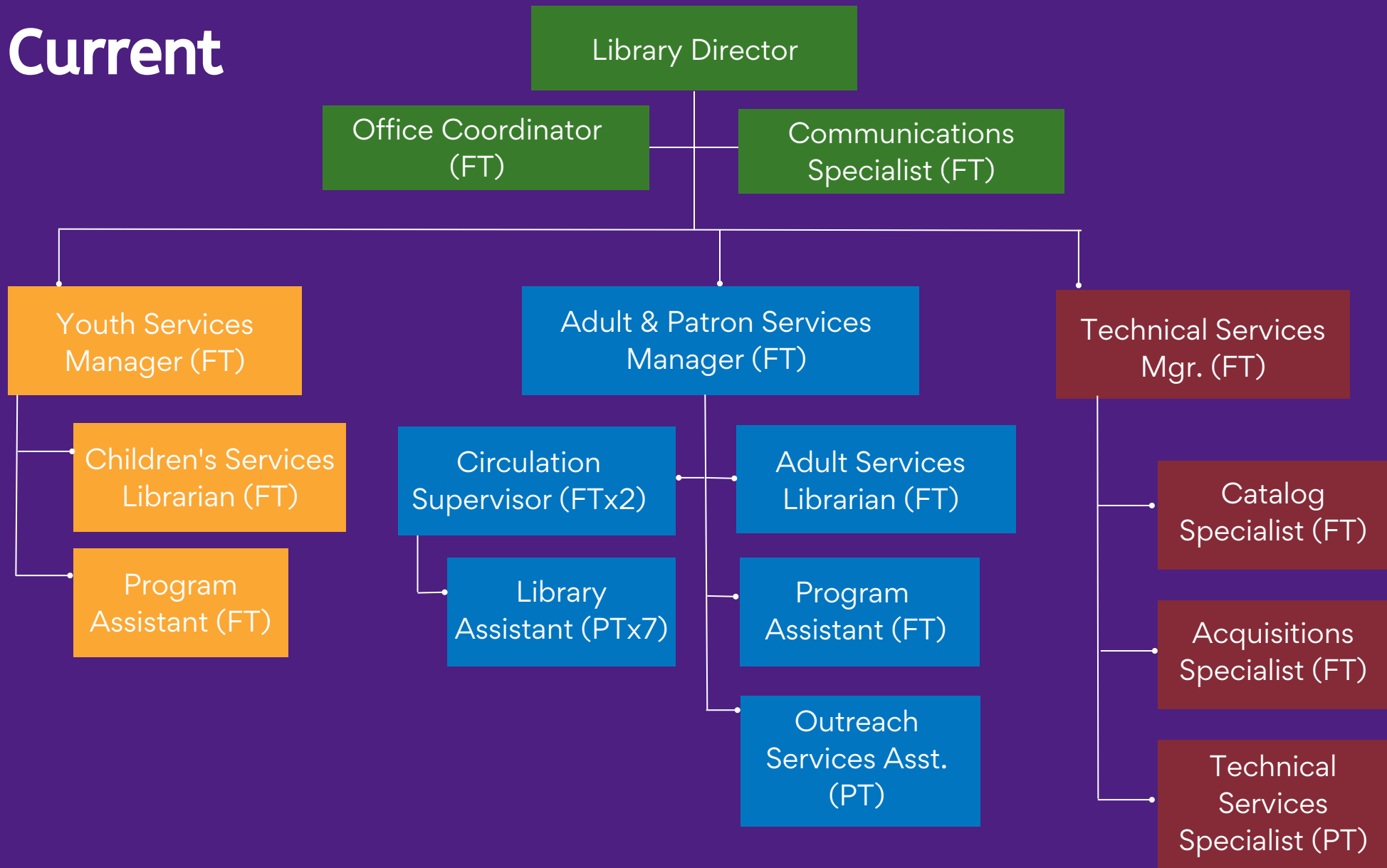
I have read and understand the duties, responsibilities, and requirements for this position. *

Employee's Name (please print)
Date

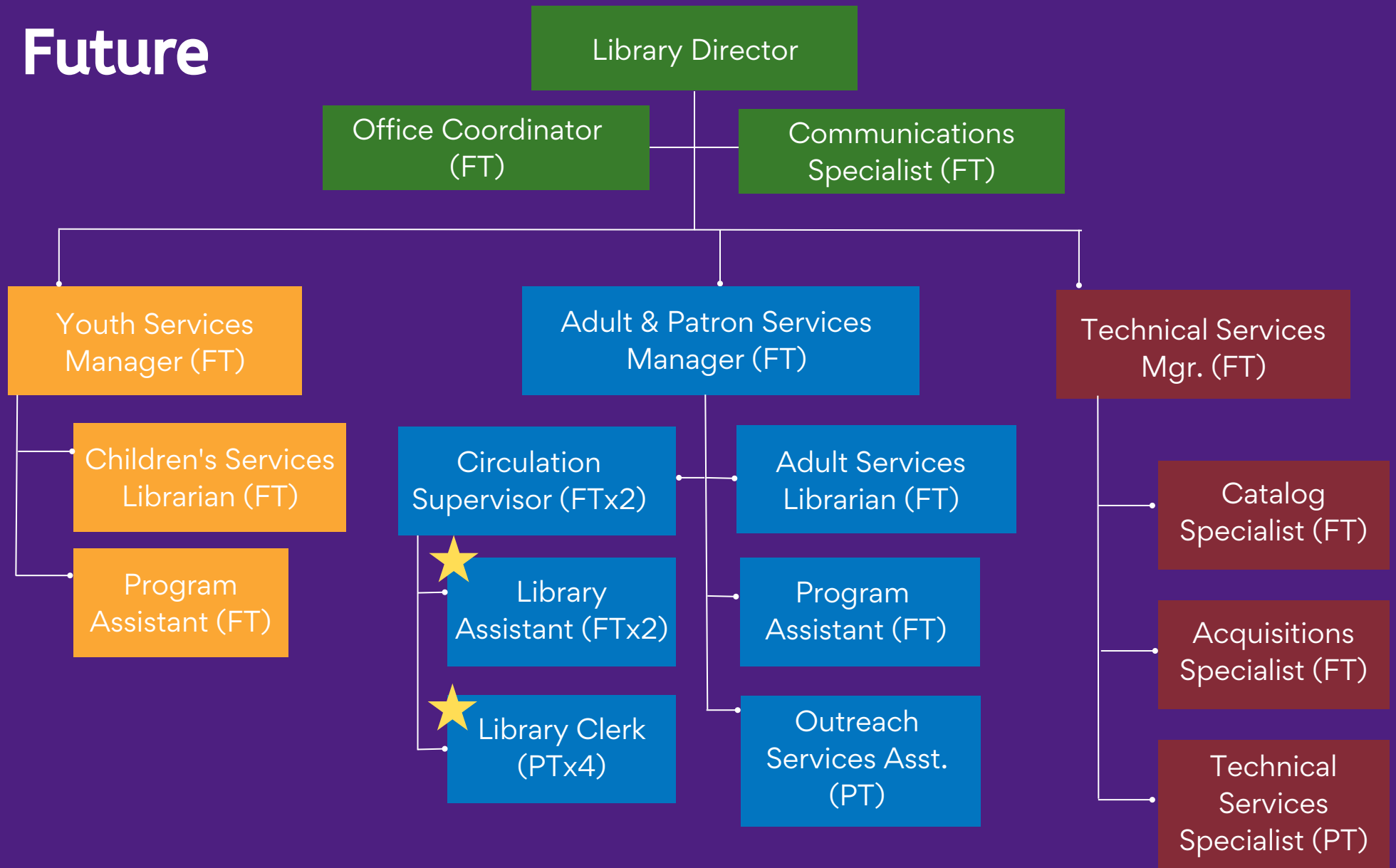
Employee Signature

*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.

Current



Future



	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 9-5:30 pm	Lib Asst A 10-1 pm	AM Circ Supervisor 9-5:30 pm	Lib Asst A 10-2 pm	AM Circ Supervisor 9-5:30 pm
	12:00 PM		Lib Asst B 10-5 pm	Lib Asst A 10-1 pm	Lib Asst A 10-1:30 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	1:00 PM			Lib Asst E 10-2 pm	Lib Asst C 10-5 pm	Lib Asst C 10-5 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 E 10-5 pm
	3:00 PM		Children's Librarian 12-5 pm					Lib Asst G 10-5 pm
	4:00 PM							AM Circ Sup 40-1
	5:00 PM			PM Circ Supervisor 12:30-9 pm	PM Circ Supervisor 12:30-9 pm	PM Circ Supervisor 12:30-9 pm	Lib Asst C 2-6 pm	PM Circ Sup 40-1
	6:00 PM		Lib Asst D 5-9 pm	Lib Asst E 5-9 pm	Lib Asst G 5-9 pm	Lib Asst F 5-9 pm		Librarian / LSM 8-1
	7:00 PM							
	8:00 PM							
	9:00 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	0.8
	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 / LSM	8	1

	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 2	9:00 AM							
	10:00 AM							
	11:00 AM		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	AM Circ Supervisor 9-5:30 pm
	12:00 PM		Lib Asst B 10-5 pm	Lib Asst A 10-1 pm	Lib Asst A 10-1:30 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	1:00 PM			Lib Asst E 10-2 pm	Lib Asst C 10-5 pm	Lib Asst C 10-5 pm		Lib Asst E 10-5 pm
	2:00 PM	Lib Asst E 1-5	Lib Asst G 5-9 pm	Lib Asst B 10-5 pm				Lib Asst E 10-5 pm
	3:00 PM							Lib Asst G 10-5 pm
	4:00 PM							AM Circ Sup 40-1
	5:00 PM			PM Circ Supervisor 12:30-9 pm	PM Circ Supervisor 12:30-9 pm	PM Circ Supervisor 12:30-9 pm	Lib Asst C 2-6 pm	PM Circ Sup 40-1
	6:00 PM		Lib Asst D 5-9 pm	Lib Asst E 5-9 pm	Lib Asst G 5-9 pm	Lib Asst F 5-9 pm		Librarian / LSM 0-1
	7:00 PM							
	8:00 PM							
	9:00 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	0.8
	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 / LSM	0	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 9-5:30 pm	Lib Asst A 10-1 pm	AM Circ Supervisor 9-5:30 pm	Lib Asst A 10-2 pm	AM Circ Supervisor 9-5:30 pm
	12:00 PM		Lib Asst B 10-5 pm	Lib Asst A 10-1 pm	Lib Asst A 10-1:30 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	1:00 PM			Lib Asst E 10-2 pm	Lib Asst C 10-5 pm	Lib Asst C 10-5 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 E 10-5 pm
	3:00 PM							Lib Asst G 10-5 pm
	4:00 PM							AM Circ Sup 40-1
	5:00 PM			PM Circ Supervisor 12:30-9 pm	PM Circ Supervisor 12:30-9 pm	PM Circ Supervisor 12:30-9 pm	Lib Asst C 2-6 pm	PM Circ Sup 40-1
	6:00 PM		Lib Asst D 5-9 pm	Lib Asst E 5-9 pm	Lib Asst G 5-9 pm	Lib Asst F 5-9 pm		Librarian / LSM 8-1
	7:00 PM							
	8:00 PM							
	9:00 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	0.8
	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 / LSM	8	1

	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 4	9:00 AM							
	10:00 AM							
	11:00 AM		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	AM Circ Supervisor 9-5:30 pm
	12:00 PM		Lib Asst B 10-5 pm	Lib Asst A 10-1 pm	Lib Asst A 10-1:30 pm	Lib Asst B 10-5 pm	Lib Asst A 10-2 pm	Lib Asst E 10-5 pm
	1:00 PM			Lib Asst E 10-2 pm	Lib Asst C 10-5 pm	Lib Asst C 10-5 pm		Lib Asst E 10-5 pm
	2:00 PM	Lib Asst D 1-5	Lib Asst G 5-9 pm	Lib Asst B 10-5 pm				Lib Asst E 10-5 pm
	3:00 PM							Lib Asst G 10-5 pm
	4:00 PM							AM Circ Sup 40-1
	5:00 PM			PM Circ Supervisor 12:30-9 pm	PM Circ Supervisor 12:30-9 pm	PM Circ Supervisor 12:30-9 pm	Lib Asst C 2-6 pm	PM Circ Sup 40-1
	6:00 PM		Lib Asst D 5-9 pm	Lib Asst E 5-9 pm	Lib Asst G 5-9 pm	Lib Asst F 5-9 pm		Librarian / LSM 18-1
	7:00 PM							
	8:00 PM							
	9:00 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	0.8
	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 / LSM	18	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 10-1 pm	Lib Asst F 10-1 pm
	12:00 PM							
	1:00 PM							
	2:00 PM							
	3:00 PM	Lib Asst D 1-5	Lib Asst E 1-5	Children's Librarian 12-5 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							
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WEEK 3	9:00 AM							
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	2:00 PM							
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WEEK 4	9:00 AM							
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	6:00 PM							

Color	Position	Hours per Week	FTE
Lib Asst A	Lib Asst A	14.5	0.4
Vacant	Vacant	14.5	0.4
Vacant	Vacant	17	0.4
Lib Asst D	Lib Asst D	12	0.4
Lib Asst E	Lib Asst E	12	0.4
Lib Asst F	Lib Asst F	18.5	0.4
Vacant	Vacant	14.5	0.4
AS Manager	AS Manager	2-6 pm	1
PM Circ Sup	PM Circ Sup	0	1
Librarian / LHM	Librarian / LHM	20	1

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

Color	Position	Hours per Week	FTE
Lib Asst A	Lib Asst A	14.5	0.4
Vacant	Vacant	14.5	0.4
Vacant	Vacant	17	0.4
Lib Asst D	Lib Asst D	18.5	0.4
Lib Asst E	Lib Asst E	14.5	0.4
Lib Asst F	Lib Asst F	18	0.4
Vacant	Vacant	14.5	0.4
AM Circ Sup	AM Circ Sup	40	1
PM Circ Sup	PM Circ Sup	0	1
Librarian / LHM	Librarian / LHM	31	1

	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 9	9:00 AM							
	10:00 AM							
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WEEK 10	9:00 AM							
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WEEK 11	9:00 AM							
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Color	Position	Hours per Week	FTE
Lib Asst A	Lib Asst A	14.5	0.4
Vacant	Vacant	14.5	0.4
Vacant	Vacant	17	0.4
Lib Asst D	Lib Asst D	18.5	0.4
Lib Asst E	Lib Asst E	14.5	0.4
Lib Asst F	Lib Asst F	18	0.4
Vacant	Vacant	14.5	0.4
AM Circ Sup	AM Circ Sup	40	1
PM Circ Sup	PM Circ Sup	0	1
Librarian / LHM	Librarian / LHM	20	1

	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 13	9:00 AM							
	10:00 AM							
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WEEK 14	9:00 AM							
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WEEK 15	9:00 AM							
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WEEK 16	9:00 AM							
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Color	Position	Hours per Week	FTE
Lib Asst A	Lib Asst A	14.5	0.4
Vacant	Vacant	14.5	0.4
Vacant	Vacant	17	0.4
Lib Asst D	Lib Asst D	18.5	0.4
Lib Asst E	Lib Asst E	14.5	0.4
Lib Asst F	Lib Asst F	18	0.4
Vacant	Vacant	14.5	0.4
AM Circ Sup	AM Circ Sup	40	1
PM Circ Sup	PM Circ Sup	0	1
Librarian / LHM	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							
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WEEK 2	9:00 AM							
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WEEK 3	9:00 AM							
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WEEK 4	9:00 AM							
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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	16	0.4
Light Blue	Clerk B	16	0.4
Light Green	Clerk C	16	0.4
Light Orange	Clerk D	16	0.4
Light Purple	AM Circ Sup	40	1
Light Yellow	PM Circ Sup	40	1
Light Blue	Librarian / LSM	8	1

	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 5	9:00 AM							
	10:00 AM							
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WEEK 6	9:00 AM							
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WEEK 7	9:00 AM							
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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	16	0.4
Light Blue	Clerk B	16	0.4
Light Green	Clerk C	16	0.4
Light Orange	Clerk D	16	0.4
Light Purple	AM Circ Sup	40	1
Light Yellow	PM Circ Sup	40	1
Light Blue	Librarian / LSM	8	1

	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 9	9:00 AM							
	10:00 AM							
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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	16	0.4
Light Blue	Clerk B	16	0.4
Light Green	Clerk C	16	0.4
Light Orange	Clerk D	16	0.4
Light Purple	AM Circ Sup	40	1
Light Yellow	PM Circ Sup	40	1
Light Blue	Librarian / LSM	8	1

	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 13	9:00 AM							
	10:00 AM							
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WEEK 14	9:00 AM							
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WEEK 15	9:00 AM							
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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	16	0.4
Light Blue	Clerk B	16	0.4
Light Green	Clerk C	16	0.4
Light Orange	Clerk D	16	0.4
Light Purple	AM Circ Sup	40	1
Light Yellow	PM Circ Sup	40	1
Light Blue	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 I 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.

Board Policy: Media Relations

Approved: November 8, 2010

Revisions approved: July 9, 2015

The purpose of this Media Relations Policy is to ensure accurate and orderly communication between the West Fargo Public Library and the media.

Media Requests:

Questions from the news media relating to a particular program or service of the library should be referred to the staff member responsible for that area, (for example, questions relating to the Summer Reading Program may be referred to the responsible librarian). Media inquiries related to other areas, such as policy interpretation, budget, etc will be referred to the library director or to the director's designee. In the case of emergencies or in particularly sensitive matters staff members should contact the director or designee at home and these individuals will coordinate a response with the Library Board Chair. In the event that neither individual can be contacted the matter will be referred to the designated person-in-charge.

Photography/Film:

All photographers and videographers must obtain permission from the library administration before taking photos/filming in the library. They must show official ID. Photographs of patrons may be taken only with their written permission (or the permission of a parent or guardian, in the case of a child).

Library staff is happy to arrange photo shoots and/or provide photos from our archives. With prior notice, we may also be able to arrange for media to attend a program, conduct interviews, or tape a live event.



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.

West Fargo Public Library

Board Policy : Public Posting and Displays

Approved: Sept. 9, 2010

Revisions approved 9/14/2017

The public posting area and brochure racks are services provided by the library for promoting library, city, community, educational and informational events and materials. Commercial announcements will not be accepted.

Posted materials will be displayed while information remains valid if space permits.

All materials must be approved by the staff member responsible for the areas. The Library reserves the right to refuse displays. Display of materials in no way implies endorsement by the Library.



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](#)

West Fargo Public Library

Board Policy: Computer Use Policy

Approved: March 8, 2007; revised April 12, 2009; revised February 14, 2013; revised March 10, 2016; revised June 13, 2019

This policy governs use of the Library's public computers and laptops, and all associated equipment, including all computer components (mouse, keyboard, monitor, computer), printers, scanners, and other devices.

General Use:

The West Fargo Public Library requires that any user of the Library's public computers or laptops agree to the following:

- Using resources for educational, information and recreational purposes only: not for unauthorized, illegal or unethical purposes.
- Respecting 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.
- Further respecting the privacy of others using the Library computers by not interfering with their use.
- Not sending, receiving, or displaying text or graphics which may reasonably be construed as obscene, or which disturb or disrupt the Library use of other patrons. Viewing or sending child pornography is a federal offense and police will be called.
- Not making any permanent changes to software. Patrons may use flash drives or other personal storage devices; however, the Library is not responsible for any damage that may result from their use.
- Not physically damaging, disconnecting, or otherwise modifying computers or associated equipment.
- Respecting copyright law, which governs the reproduction, including digital copies, of copyrighted materials.
- Acknowledging that the Library is not responsible for any consequences of the patron providing personal, financial, or other confidential information on Library computers.

Use by Children:

The West Fargo Public Library recognizes the right and the responsibility of parents/legal guardians to determine their child's use of computers. Library staff will not deny access to public computers on the basis of age, nor will they monitor children's access to the Internet. Although the Library's access to the Internet is filtered, no filter is foolproof, and parents/guardians are strongly encouraged to monitor their children's activities.

Specific Guidelines:

- Computer patrons are required to use headphones to listen to music, view videos, or play games with sound. Volume should be set as low as possible to avoid disturbing others. Conversations among patrons at the computers should be quiet and brief. Computer users will observe the same standards of acceptable library behavior as other patrons.

Because of the many different computer applications available, Library staff can provide only limited assistance.

- In order to ensure fair use of computers, a patron's ability to extend the length of a session may be limited.
- Beverages and food are not permitted near the library's public computers or laptops.
- Fees for any damage to the workstations or other equipment will be assessed to the individual using that computer.
- Violations of this policy may result in suspension of privileges and prosecution.

Use of a computer constitutes the patron's acceptance of the above policies.



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>

West Fargo Public Library
Board Policy : Locker Check-Out Policy

Approved: January 13, 2011

Revisions approved : 05/14/2015

This policy governs patron use of the Library's public lockers.

General Use:

Lockers are available for the convenience of library patrons while they are in the Library and during regular hours of service. This service is subject to availability, and lockers may not be placed on hold. Lockers will remain locked at all times. Patrons wishing to use a locker may check out a key at the Service Desk.

- Patrons will be assigned a specific locker.
- Lockers will be lent for a period of 4 hours. Late fees will be charged for keys that are returned late, as noted in the Library's fee schedule. A clear-out fee will be charged if the key is not returned before library closing time.
- Locker keys are the responsibility of the borrower; the borrower is responsible for all costs associated with damage or theft of the lock or key or damage to the locker.
- Staff will clear lockers on a regular basis. Items left in the lockers will be placed in the Lost and Found and may be discarded if they are not picked up promptly.
- 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 material must be checked out before being stored in a locker. Non-circulating library material is not allowed in the lockers.
- Failure to comply with these policies will result in loss of privileges and may lead to prosecution.
- The library shall not be held responsible for loss or damage to items which results from the use of a public locker.

The Library Director reserves the right to limit or restrict library equipment usage.



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](#)

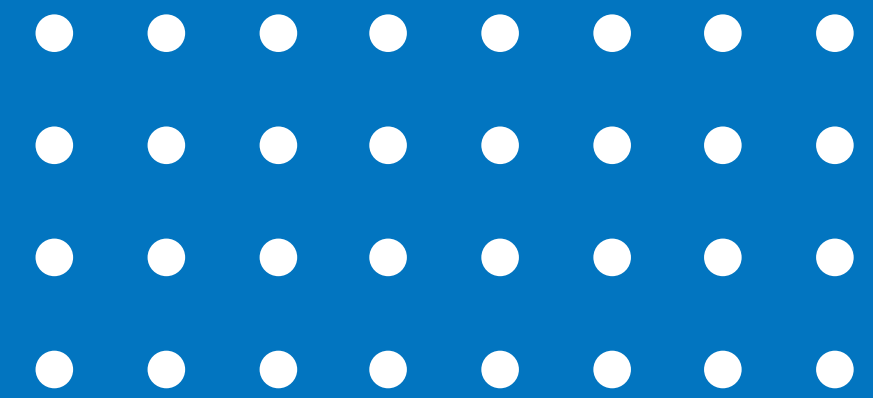
2023 BUDGET DRAFT REVIEW



Presented by Kirsten Henagin,
Interim Library Director
Adult & Patron Services Manager



2024 Budget Process



General Assumptions

COSTS

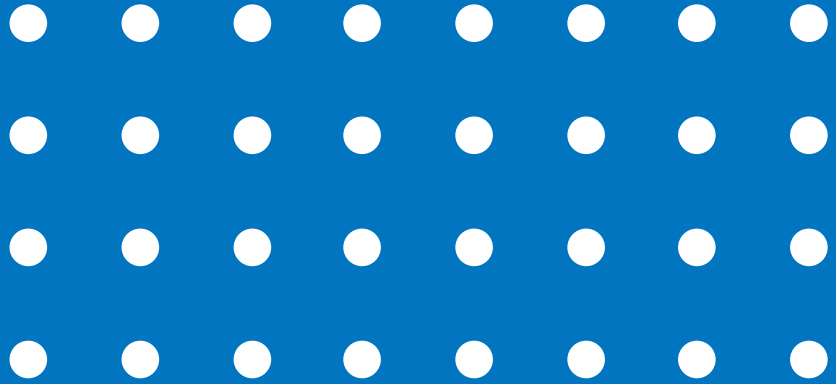
- Preliminary 5% COLA for staffing
- Preliminary 11% increase to Health Insurance / Benefits
- Preliminary WSI is set to increase 10%

REVENUES

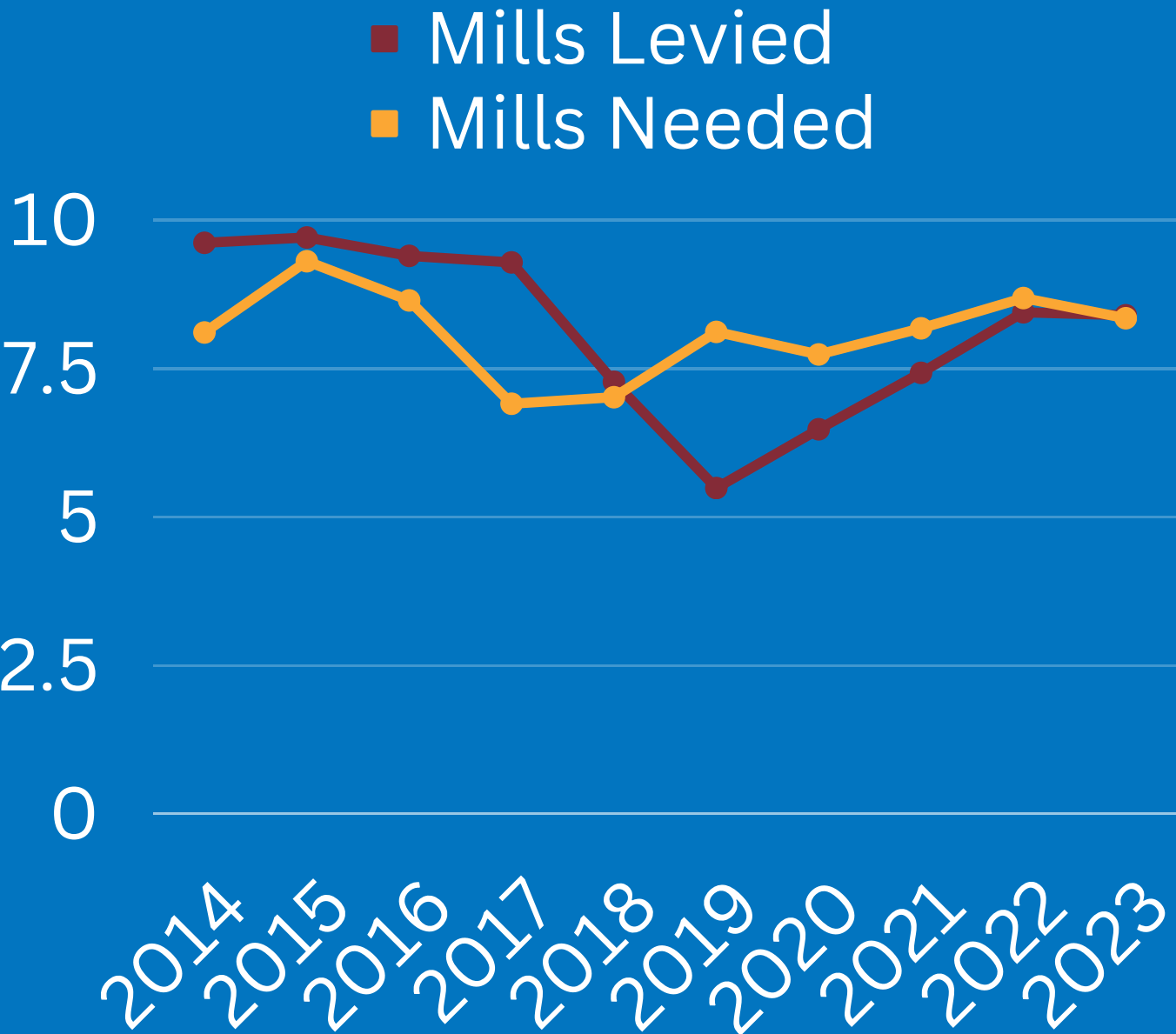
- Value of a mill increased by 10.32%
 - \$232,083 in 2023 to \$256,026 in 2024
- Utility rate increases to be included later



Mill Levy Trends

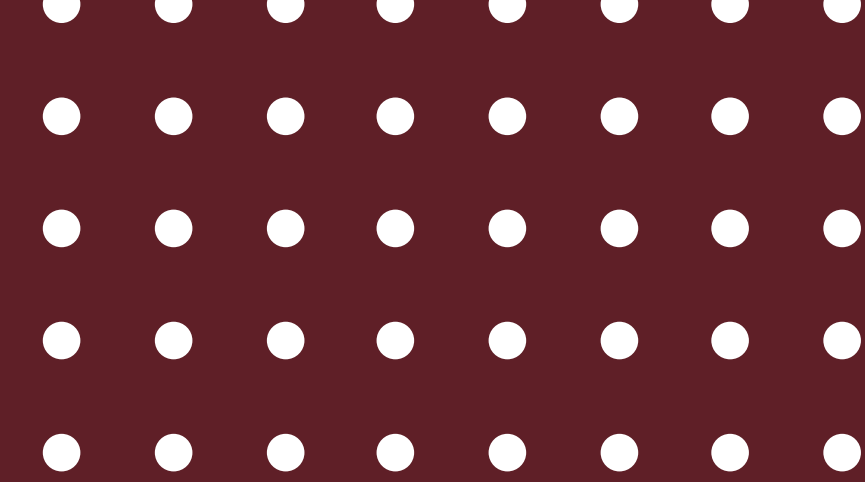


	2023	2024
Mills	8.40	8.40
Mill Value	\$232,083	\$256,026
Total Revenue	\$1,947,177	\$2,150,618





Budget Highlights



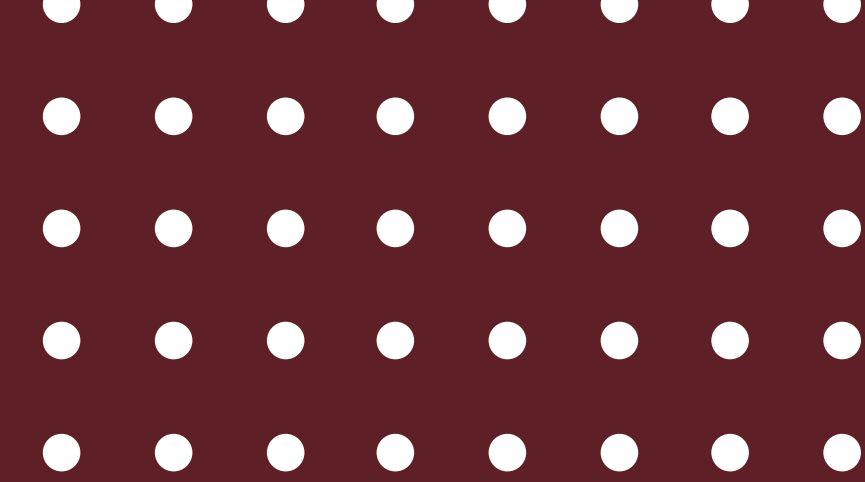
	2023	2024
Expenses	\$1,924,529	\$2,144,563
Revenues	\$1,931,122	\$2,195,563
Balance	\$6,593	\$89,530

REMAINING VARIABLES

- Levy Discounts
- State Aid Calculation
- Staffing Proposal Variations



Budget Highlights



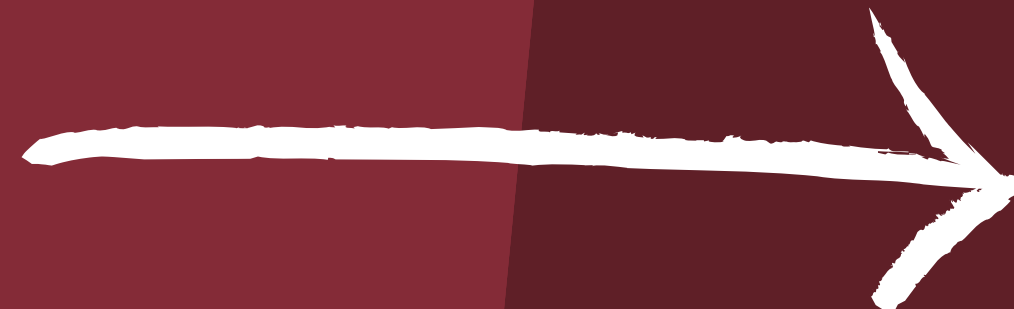
Changes from 2023 to 2024

BOOKS (662)
(\$11,800)



E-RESOURCES (650)
(\$11,876)

AUDIO/VIDEO (664)
(\$5,850)



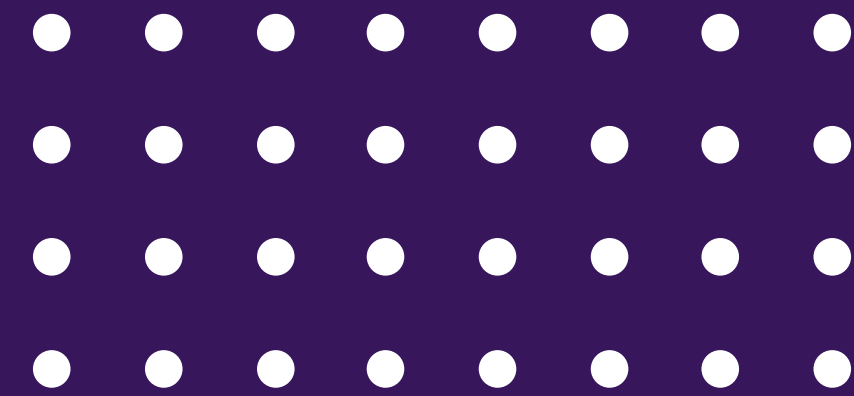
TECHNOLOGY (497)
(\$20,195)

**FURNITURE (641),
PROGRAMMING (649),
LIBRARY OF THINGS &
SHIPPING (661)**
(\$13,666)

Note: Remaining Changes Primarily in Staffing



Staffing Models



BASELINE

All Current Positions Stay As-Is

Budget Addition

Two Teen Summer Interns

New Position(s)

Outreach Services
Coordinator (FT)

OPTION A

Service Desk Restructure

Budget Addition

Two Teen Summer Interns

New Position(s)

Outreach Services Coordinator (FT)
Two Library Assistants (FT)
Four Library Clerks (PT)

OPTION B

Service Desk Restructure

Budget Addition

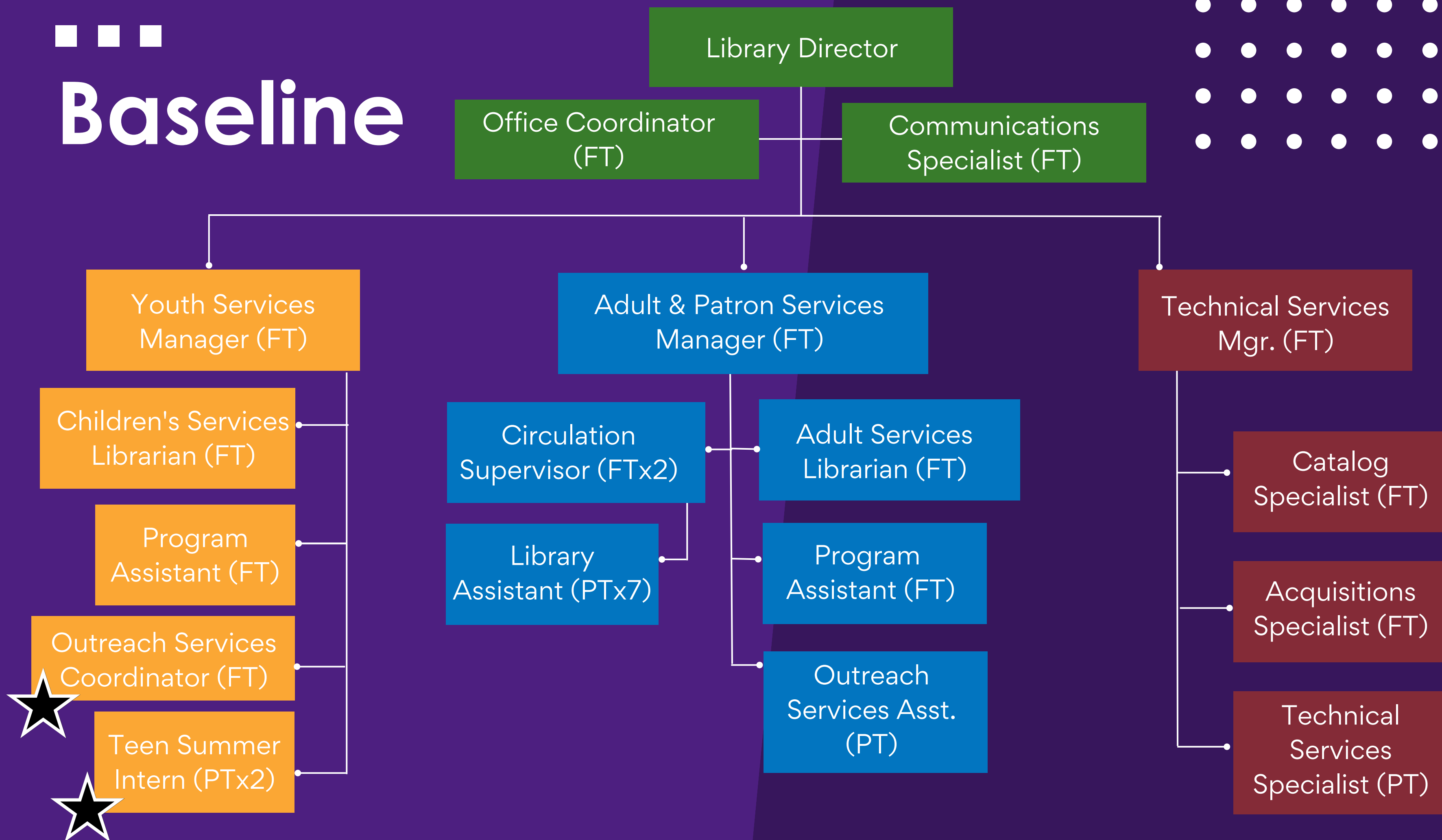
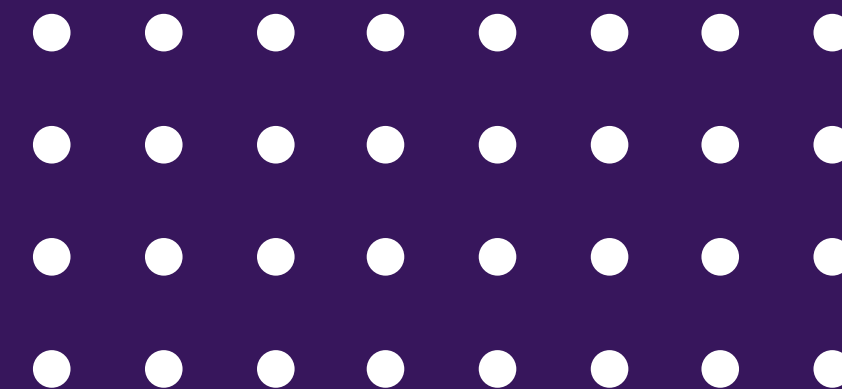
Two Teen Summer Interns

New Position(s)

Two Library Assistants (FT)
Four Library Clerks (PT)

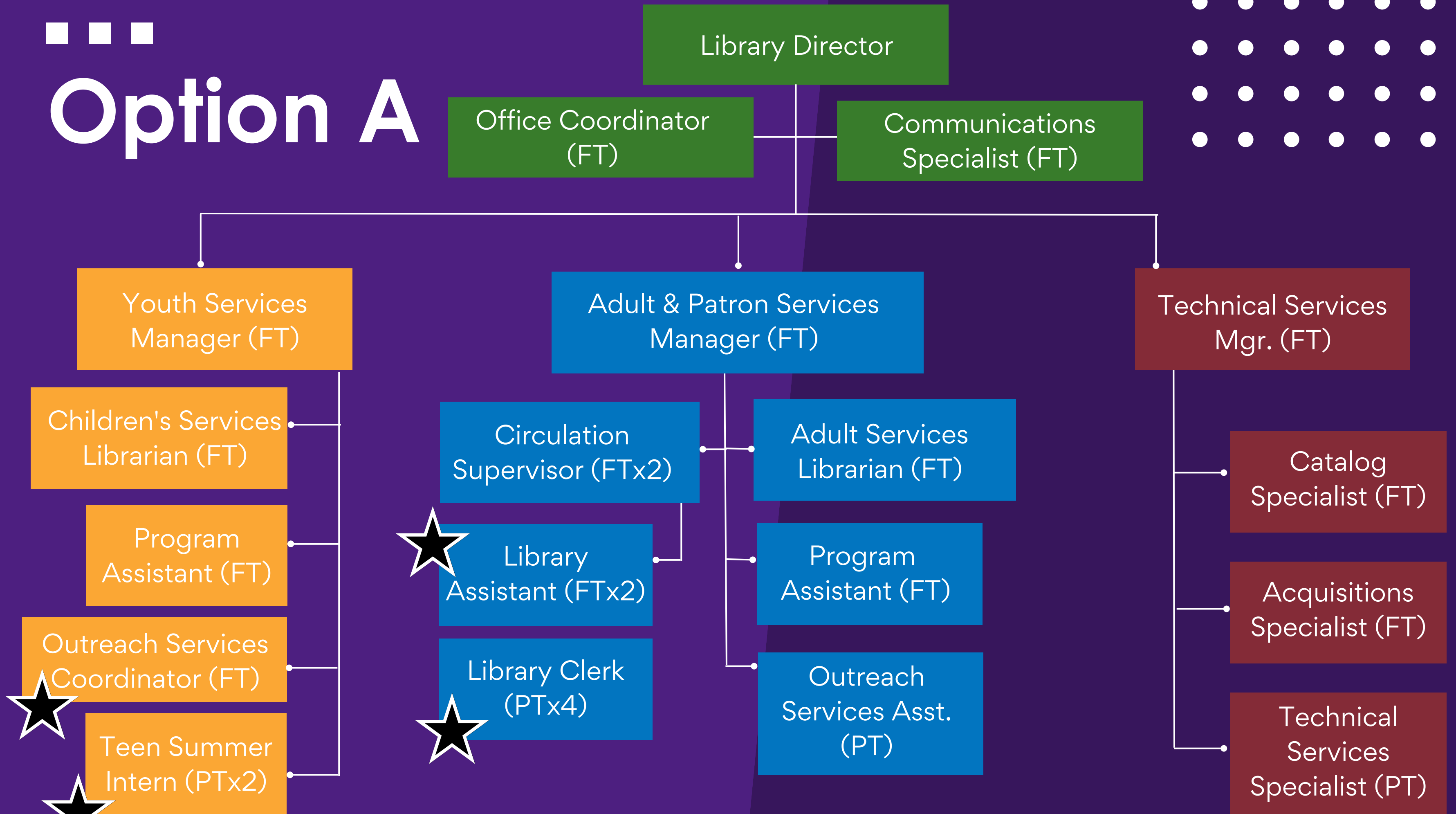
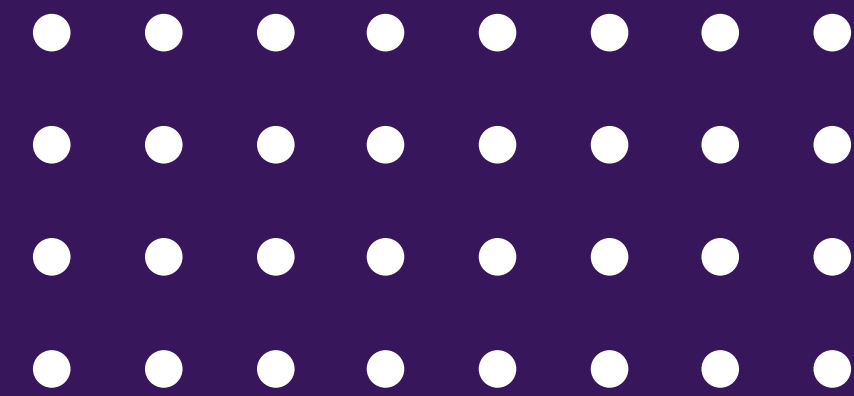


Baseline



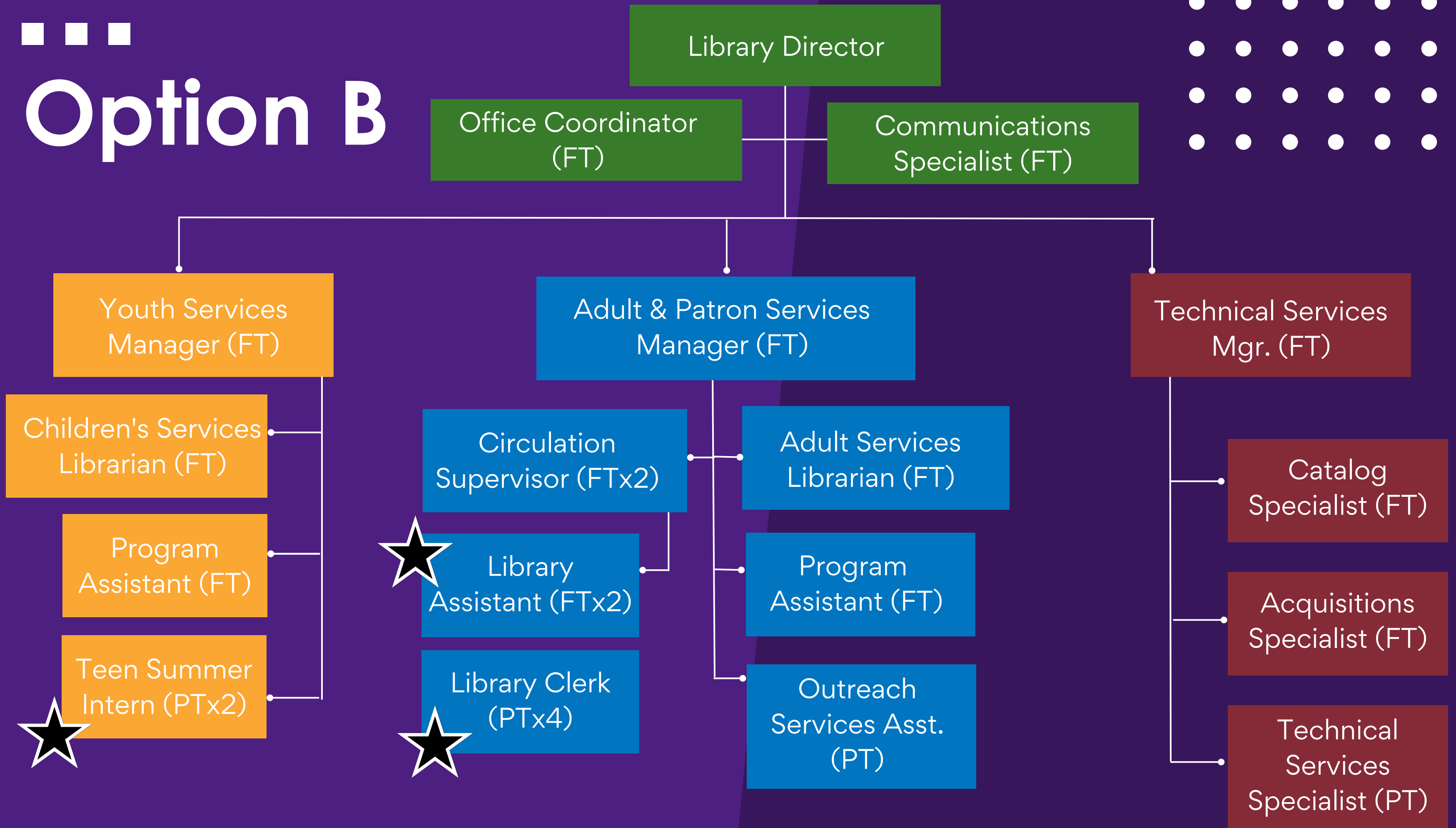
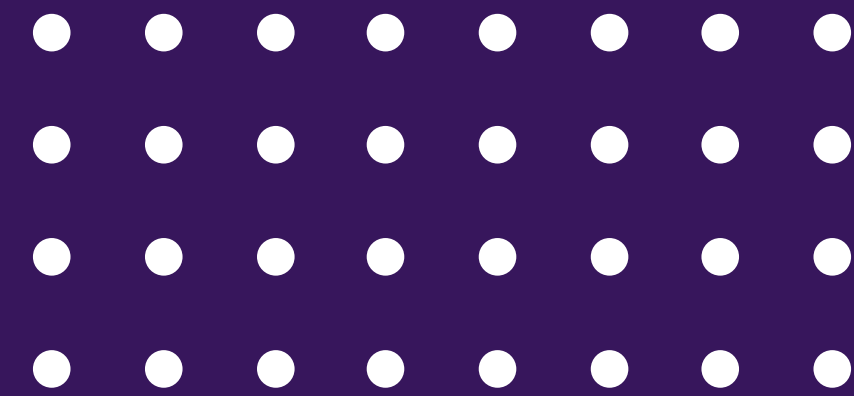


Option A





Option B



QUESTIONS? ■ ■ ■

Thank you for your time!

CITY OF WEST FARGO, ND
Expenditure Budget
For the Year: 2024

Account	Object	Object Description	2020	2021	2022	2023 Budget	2024 Budget	% Change
411600	110	PERMANENT EMP SALARIES	\$662,834	\$720,924	\$670,623	\$875,154	\$931,919	117%
411600	114	PART TIME SALARIES	\$51,204	\$94,651	\$130,474	\$146,358	\$179,155	122%
411600	220	SOCIAL SECURITY	\$53,198	\$60,584	\$60,398	\$78,146	\$84,997	118%
411600	230	RETIREMENT	\$88,619	\$105,162	\$103,676	\$133,548	\$169,017	139%
411600	240	WORKFORCE SAFETY INSURANC	\$10,164	\$1,253	\$1,743	\$1,607	\$1,947	129%
411600	250	UNEMPLOYMENT	\$2,265			\$500	\$500	100%
411600	312	ATTORNEY	\$3,486	\$4,054	\$6,791	\$4,000	\$4,000	100%
411600	320	HEALTH INSURANCE	\$65,904	\$72,328	\$79,973	\$151,290	\$205,618	157%
411600	321	PROPERTY INSURANCE	\$142	\$960	\$1,043	\$0	\$0	0%
411600	333	BUILDING RENTAL	\$140,120	\$107,140	\$108,895	\$120,752	\$124,002	103%
411600	340	TRAVEL & EDUCATION	\$2,894	\$4,145	\$9,733	\$17,392	\$18,060	104%
411600	356	TELEPHONE	\$5,667	\$5,108	\$1,529	\$3,300	\$3,300	100%
411600	387	MEDICAL/VACCINES		\$643		\$500	\$500	100%
411600	399	RECRUITMENT/EMPLOYMENT TE	\$1,612	\$2,015	\$5,537	\$3,000	\$3,000	100%
411600	410	OFFICE SUPPLIES	\$9,798	\$11,996	\$10,531	\$13,000	\$13,000	100%
411600	424	GAS AND OIL				\$1,200	\$1,200	100%
411600	427	VEHICLES MAINTENANCE				\$1,200	\$1,200	100%
411600	428	SERVICE AGREEMENTS-CONTRA	\$40,088	\$49,781	\$21,605	\$10,260	\$10,260	100%
411600	490	MISC			\$378	\$0	\$500	100%
411600	497	TECHNOLOGY	\$20,755	\$23,476	\$34,639	\$52,914	\$35,719	57%
411600	500	SUPPLIES			\$300	\$500	\$500	100%
411600	641	FURN & EQUIP-NON DEPRECIA		\$8,697	\$7,944	\$3,500	\$7,166	26%
411600	644	POSTAL METER RENT	\$972	\$972	\$972	\$1,200	\$1,200	100%
411600	648	PROFESSIONAL PUBLICATIONS	\$594	\$723	\$442	\$3,000	\$3,000	100%
411600	649	PROGRAMMING	\$8,056	\$17,155	\$16,128	\$16,000	\$21,000	131%
411600	650	E RESOURCES	\$26,035	\$30,918	\$36,192	\$41,285	\$53,161	129%
411600	661	POSTAGE/FREIGHT/SHIPPING	\$10	\$4,196	\$5,762	\$7,000	\$10,000	143%
411600	662	BOOKS	\$51,724	\$99,464	\$108,999	\$100,750	\$88,950	88%
411600	663	MAGAZINES	\$6,312	\$5,148	\$4,849	\$5,500	\$5,500	100%
411600	664	AUDIO VIDEO	\$11,236	\$32,661	\$30,758	\$31,500	\$25,650	81%
		LIBRARY OF THINGS					\$2,000	100%
411600	667	MEMBERSHIPS	\$2,090	\$3,472	\$3,042	\$3,500	\$3,589	103%
411600	668	PRINTING		\$1,183	\$453	\$1,000	\$1,000	100%

411600 669	INSURANCE	\$743			\$2,750	\$2,750	100%
411600 672	EMERGENCY MEDICAL SUPPLIE		\$304	\$145	\$350	\$350	100%
411600 689	PROMOTIONAL ACTIVITIES	\$2,740	\$13,510	\$7,218	\$11,400	\$11,400	100%
411600 740	SERVICE CHARGES	\$133	\$1,510	\$1,606	\$1,750	\$1,750	100%
411600 864	FURN & EQUIP DEPRECIATED				\$0	\$0	0%
411600 880	COST ALLOCATIONS			\$41,238	\$42,023	\$42,023	100%
411600 890	TRANSFERS OUT				\$10,000	\$10,000	100%
411600 901	CATALOGING	\$2,490	\$2,321	\$3,615	\$3,200	\$2,950	92%
411600 994	ODIN	\$7,731	\$12,000	\$19,824	\$24,200	\$24,200	100%
				\$1,537,650	\$1,924,529	\$2,106,033	

Revenues

310001 Taxes	\$ 1,682,739.00	\$ 1,947,167.00	\$ 2,144,563.00
310002 Levy Discounts	\$ (62,261.00)	\$ (72,045.00)	
335600 Intergovernmental	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00
345200 Charges for Services			
360000 Miscellaneous	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
360100 Sponsorships	\$ 25,000.00	\$ 20,000.00	\$ 15,000.00
375000 Pledges			
	\$ 1,681,478.00	\$ 1,931,122.00	\$ 2,195,563.00
Net Surplus/Deficit	\$143,828	\$6,593	\$89,530

INTERIM DIRECTOR'S REPORT



Presented by Kirsten Henagin,
Interim Library Director
Adult & Patron Services Manager



From Our Patrons

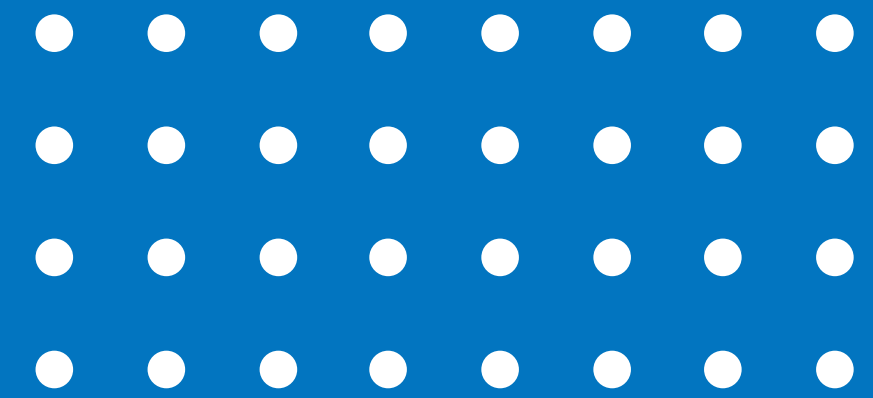
A patron expressed frustration with the distance between the two elevators within the library to access the second floor meeting rooms.

A patron visiting the library, who is a retired teacher, was thrilled to see the many and varied programs that the library offers to engage and educate children.





Administration



North Dakota State Library

Achieved the "Developing" Status from the North Dakota Library Coordinating Council (again)

- Eligible for Grants from the NDLC & State Library

State Aid Application is currently live
To be submitted by June 15th

Technology Projects

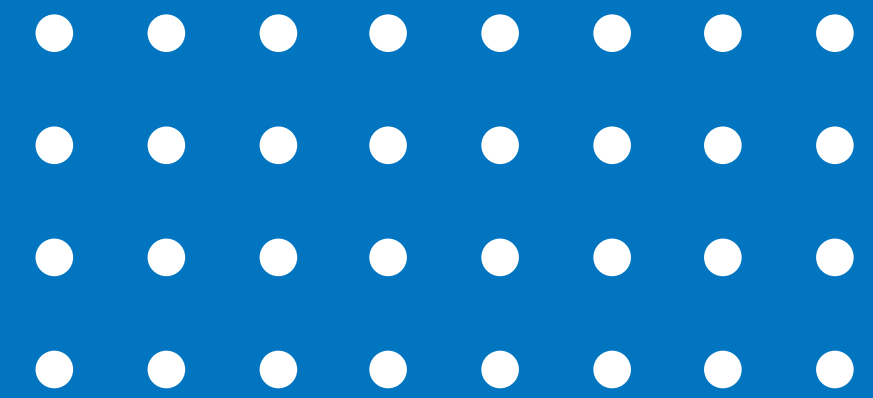
Office365 Roll-Out City-wide
Wi-Fi Assessment City-wide

With adding
Nextdoor as a
channel

7,000
Captive
Followers
approx.



Finances



Expenditures through May

Month to Date

\$122,640

Year to Date

\$640,028

Available Appropriation

\$1,284,501

Underspent

~9%

YTD

33%

Expended

YTD



Staffing & Continuing Education

NEW HIRES



Stephanie Venjohn
Evening Circulation
Supervisor



Lexi Bennett
Library Assistant



Briea Freeman
Teen Summer Intern



Staffing & Continuing Education

PROMOTIONS & POSITION CHANGES



Erin Thostenson

Outreach Services
Assistant



Adult Services
Program Assistant



Cass Klos

Technical Services
Assistant



Outreach Services
Assistant



Staffing & Continuing Education

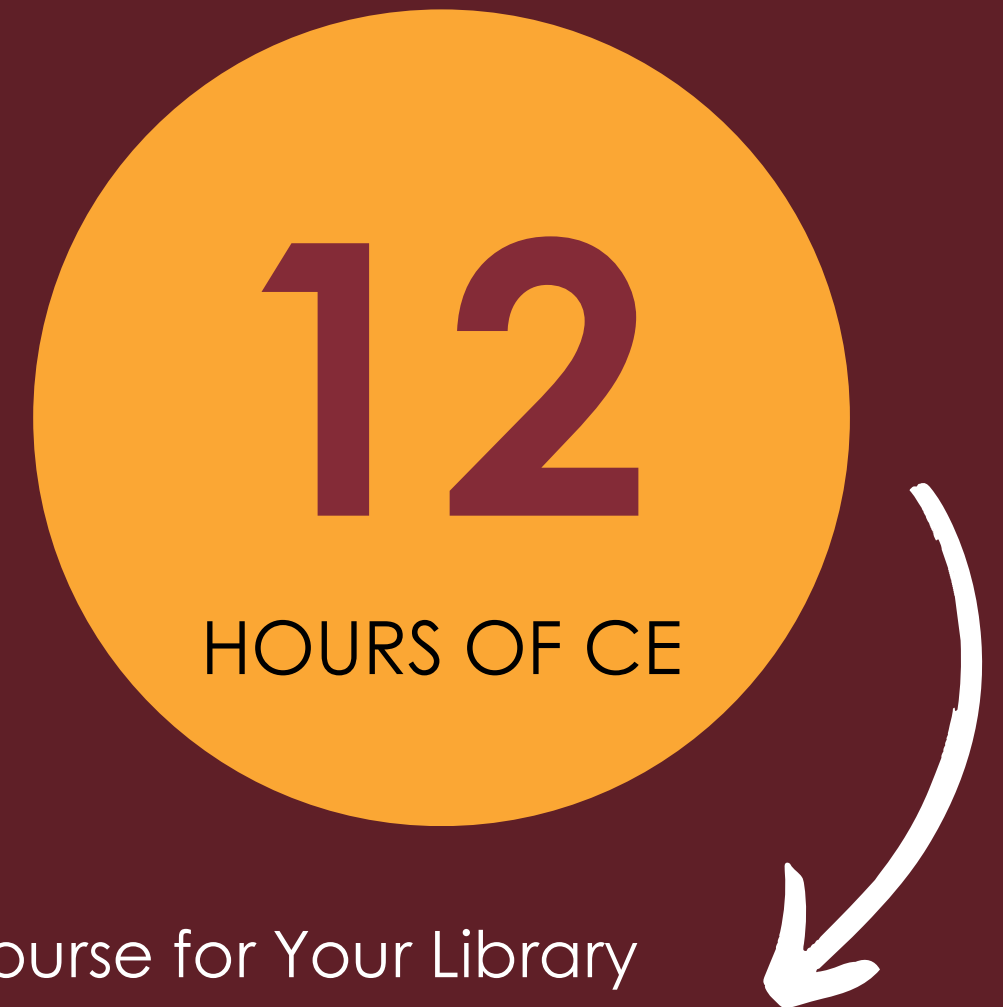
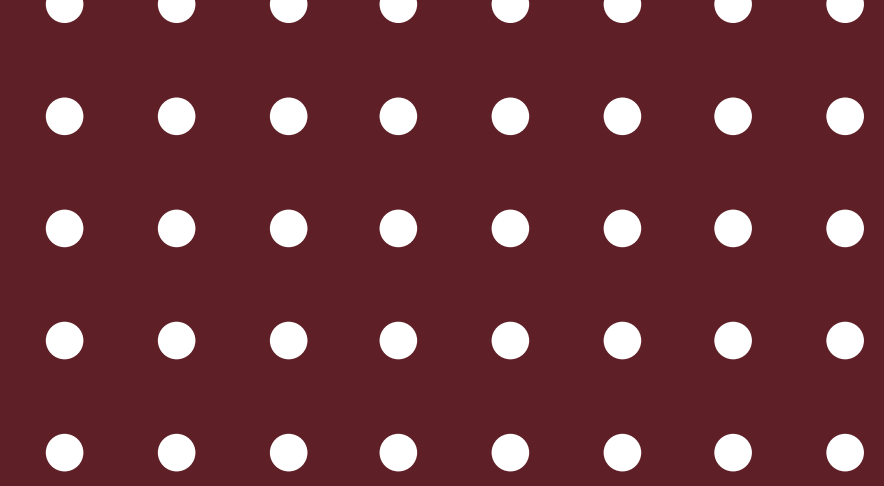
OPEN POSITIONS

Technical Services Assistant

- Part-Time (Internal-posting)

Youth Services Program Assistant

- Full-Time (External-posting)



- Manga Crash Course for Your Library
- Library Safety and Security: a Holistic Approach
- Disability Accommodation in Libraries



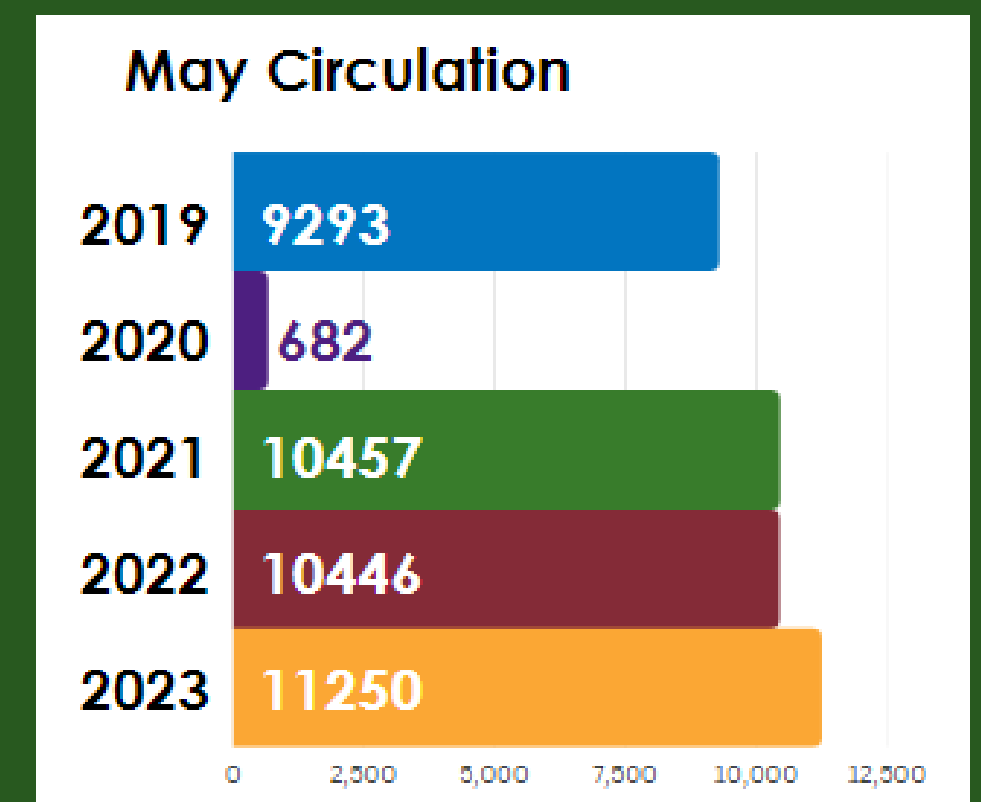
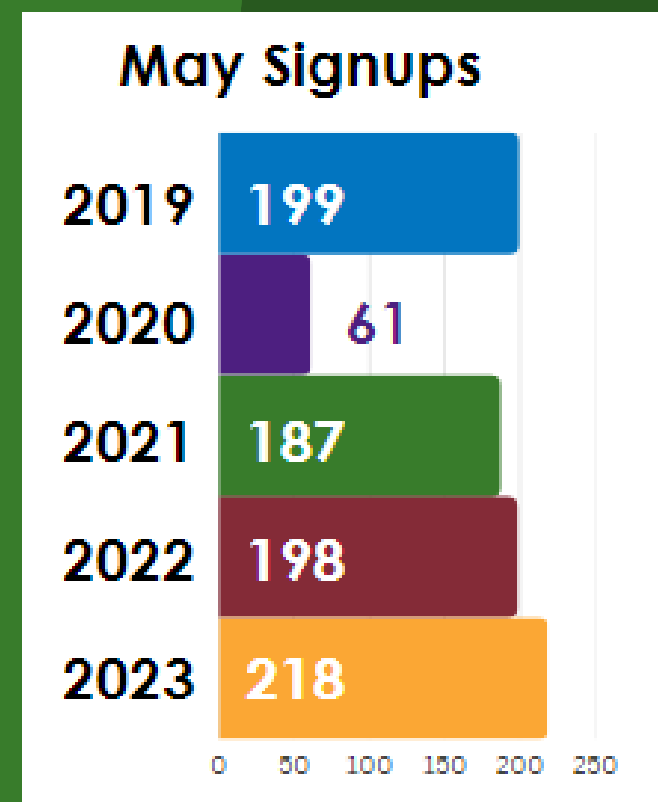
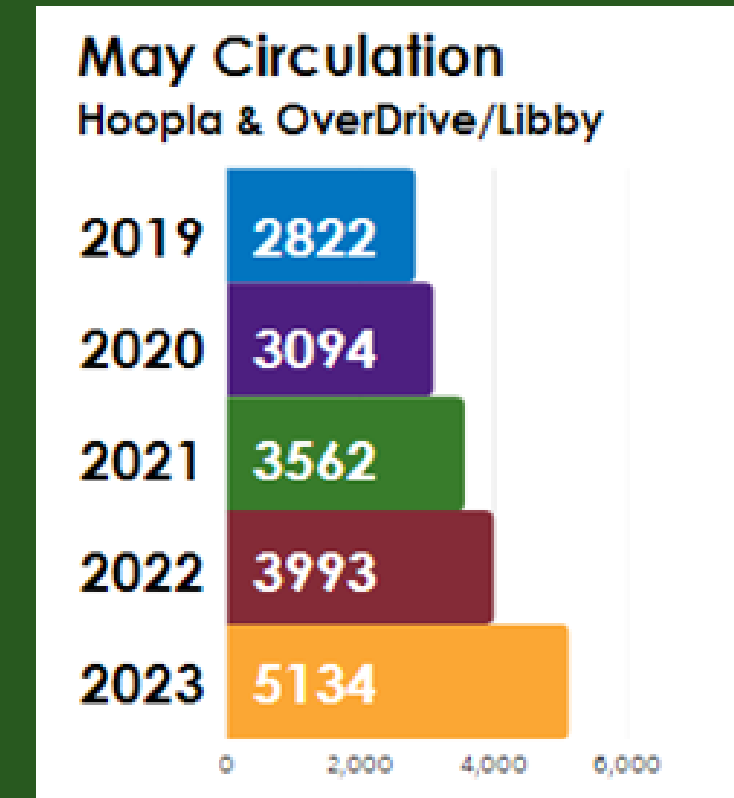
Patron Services & Collection Highlights

Continued 5-Year Growth

- Library Card Signups
- Digital Circulation
- Physical Circulation

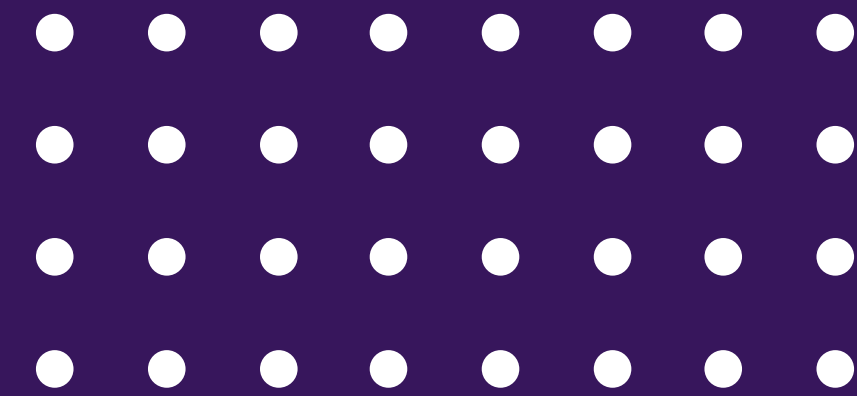
Spine Label Project

- Adult Fiction
- Large Print Fiction
- Teen Fiction





Recent Programming & Outreach



79
MONDAY MATINEE
ATTENDANCE
MAY

998
2ND GRADERS
APRIL - MAY

264
SUMMER READING
REGISTRANTS
BEFORE JUNE



Future Programming & Outreach

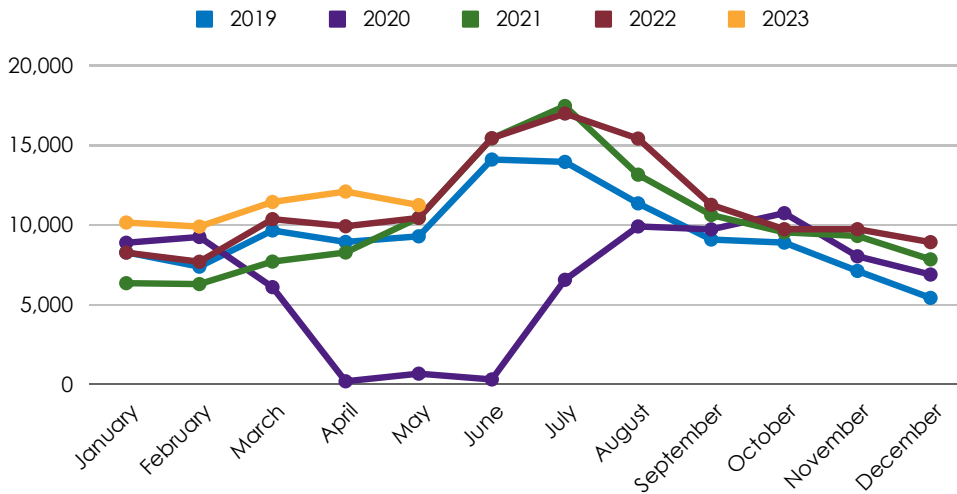
- **Personal Hygiene Item Drive** - June through July
- **Project Linus - Make-in Day** - Saturday, June 10th
- **DIY Self-Care & Spa Kit for Teens** - Tuesday, June 6th
- **Babysitting 101 Class** - Tuesday, June 27th
- **Flowers and Pollinators for Kids** - Thursday, June 8th
- **STEM Week** - June 20th through 22nd
- **Introduction to Camping** - Thursday, June 29th
- **Monday Matinee** - Theme: Coming Together



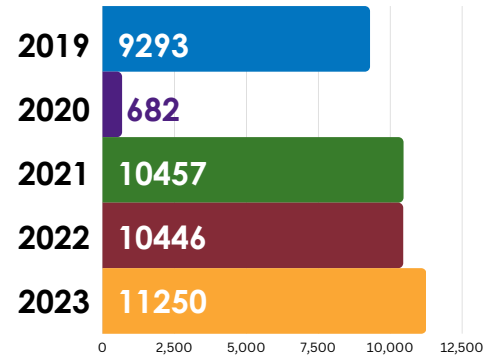
QUESTIONS? ■ ■ ■

Thank you for your time!

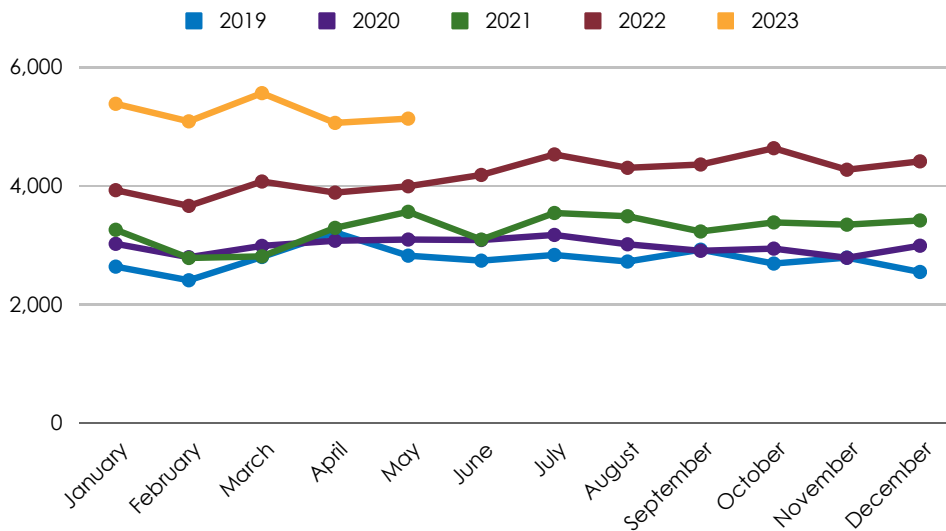
Physical Item Circulation



May Circulation

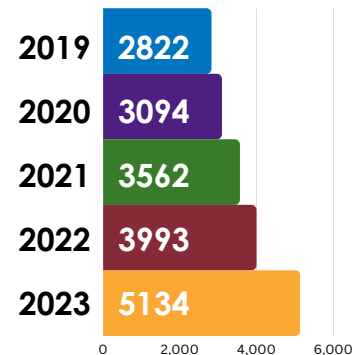


Electronic Materials Circulation

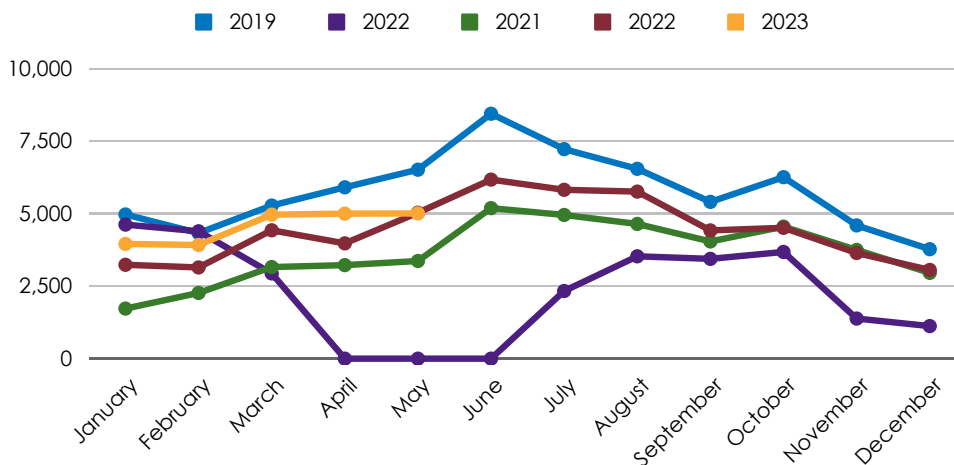


May Circulation

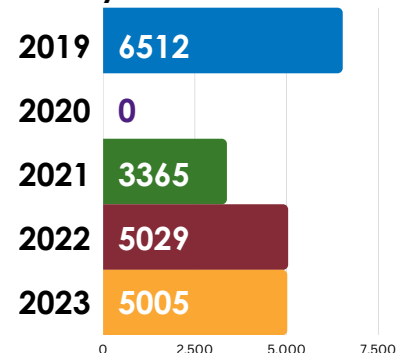
Hoopla & OverDrive/Libby



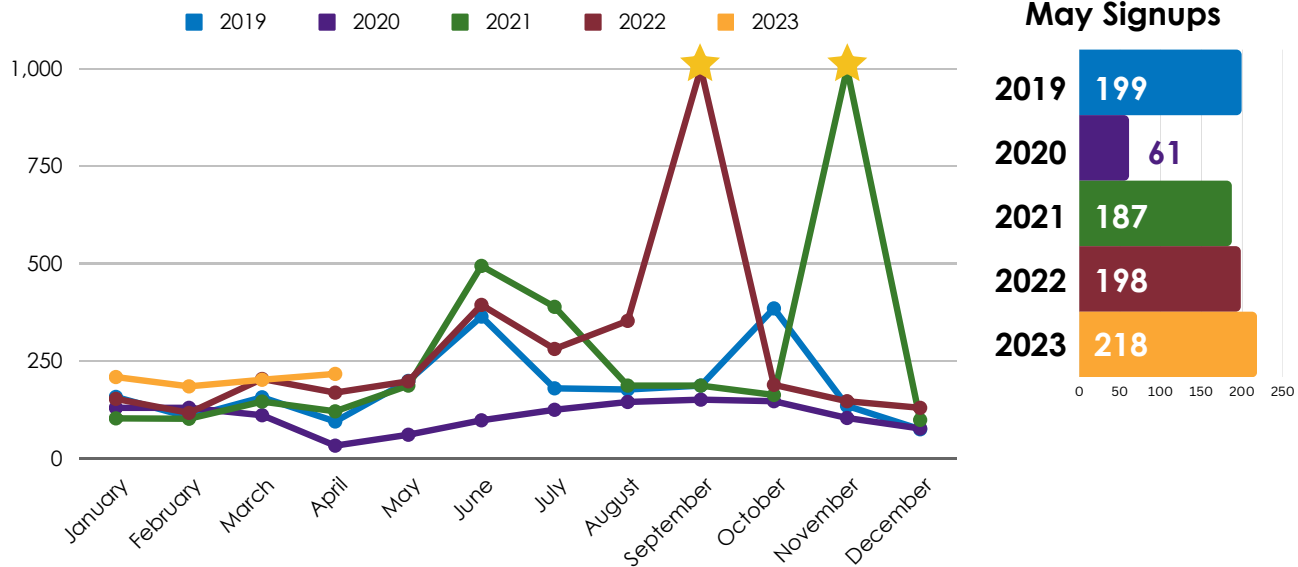
Door Count



May Door Count

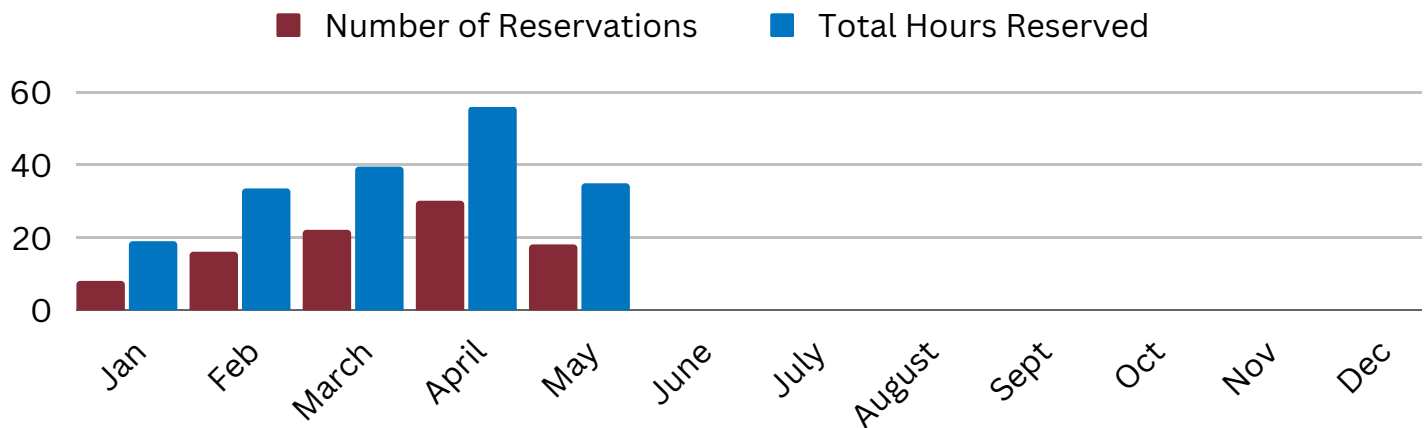


Library Card Signups



★ 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



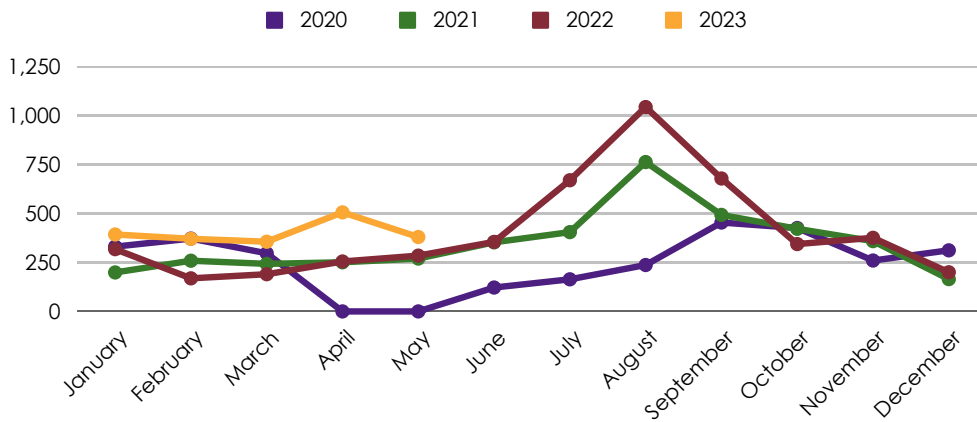
This month, West Fargo Public Library public meeting rooms were reserved for:

- patrons studying for exams
- patrons joining zoom calls for work
- interviews
- Red River Radio Amateurs
- Cass County Human Services
- Defense Counterintelligence and Security Agency
- WF Downtown Yards Business Association

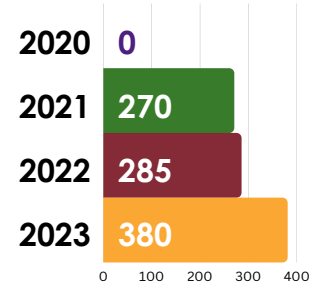
May 2023 Meeting Room Use

Monthly Hours Reserved 34.67
Hours Reserved YTD 181.67
Monthly Reservations 18
Reservations YTD 94

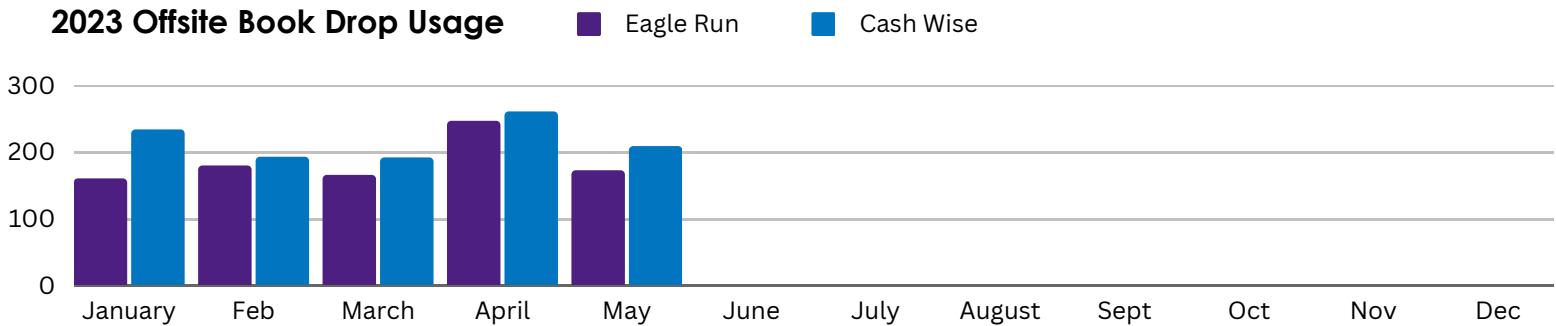
Offsite Book Drop Usage



May Offsite Book Drop Usage



2023 Offsite Book Drop Usage



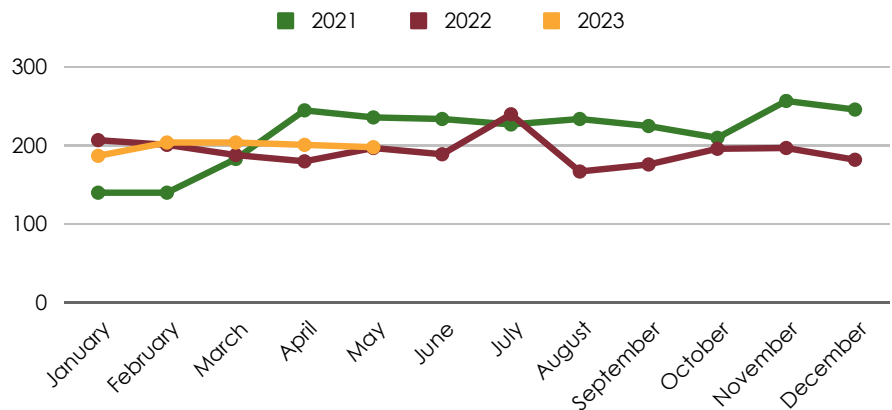
Outreach Services

Monthly Outreach Circulation

Total Monthly Circulation

2021	236
2022	197
2023	198

Senior Living Locations Served 6
Senior Outreach Circ. 99
Daycare Locations Served 4
Daycare Circ. 100
Little Red Reading Bus Stops 1
Little Red Reading Bus Circ. 0*



Outreach & Community Event Attendance

Daycare Outreach Storytimes (16 sessions) 210
Little Red Reading Bus Route (1 stops) 84
Other Outreach Events 2
Total Attendance 296

*May 2023 Little Red Reading Bus stop at Brooks Harbor Family Fun Night 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	245
Baby Boost Storytime	141
Teen Events	3
Other Youth Events	492
Total Attendance	881
	(↓ 33)

Adult

Onsite Book Clubs	21
Adult Movie Screenings	79
English Conversation Circle	3
Other Events	13
Total Attendance	116
	(↓ 20)

All-Ages

n/a

Reference Programs

Technology Tutoring	8
ND Job Service	0
Total Attendance	11
	(↑ 8)

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)

Monthly New Registrations	4
YTD Registrations	14
Lifetime Registrations	24

1000 Books Before Kindergarten (Ongoing)

Monthly New Registrations	6
YTD Registrations	32
Lifetime Registrations	444

Summer Boost Reading Challenge

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

Monthly New Registrations	264
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Kids helped duckies float during our monthly STEM event.



Total program attendees **1304** (↓ 238)
(in-library & outreach, April 2023)

Students at Liberty and Cheney middle schools also had challenges available through Beanstack in April with 251 readers tracking 780.4 reading hours since February.

Communications

Public communications highlights referencing the library in May 2023 included:

- Local news coverage of last board meeting (TV, Web)
- Local news coverage of hours changing (TV, Radio, Print, Web)
- Local news articles about City of West Fargo staffing issues (TV, Radio, Print, Web)
- Continued coverage of legislation (TV, Radio, Print, Web)

6856
new social
media
followers

Public libraries are now allowed to have Nextdoor agency pages, which means we can send out messages directly to West Fargo Nextdoor users.

**Your Local
Library is on
Nextdoor!**



LEARN
MEET
SHARE
READ
PLAY
CREATE

107
new email
subscribers