West Fargo Public Library Board of Directors
Regular Meeting Agenda
Thursday, July 13, 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 – June 8, 2023
2. Approval of Financial Reports

Regular Agenda

Old Business

1. Staff Request for 2023 Budget **(Tabled)**
2. Library Marketing & Communications Specialist Job Description **(Tabled)**
3. Building Fund Budget Line Item **(Tabled)**
4. Media Relations Policy **(Tabled)**
5. Public Posting & Displays Policy **(Tabled)**

New Business

1. 2024 Budget Draft Review **(Action)**
2. Q1 & Q2 Programming & Reach Report
3. Director's Report
4. Adjourn

West Fargo Public Library Board of Directors Meeting
Thursday, June 8, 2023
5:30 p.m.
City Hall Commission Chambers

Board Members Present: Liann Hanson, Alanna Rerick, Larry Schwartz, Tony Stukel
Absent: 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 5:30 p.m.

II. Approval of Order of the Agenda
Schwartz moved to approve the order of the agenda. Stukel seconded. After a discussion wherein Hanson asked that the 2022 Annual Report item become an action item and Rerick requested to remove the Financial Report from the Consent Agenda to the Regular Agenda, Rerick made a motion and Schwartz seconded the approval of the order of the agenda with the 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. **2022 Annual Report (Action)**
Rossow presented highlights from the 2022 Annual Report, a report which includes an overview of the library's usage in 2022, detailed usage data from the last five years (2018 – 2022,) and illustrates a continued need for library services in West Fargo. Rossow's presentation specifically pointed out:
    - Library usage exceeded the rate of growth of the city of West Fargo's population from 2018 to 2022.
    - Program participation increased 24% from 2018, with 18,000 participants in library programs and challenges in 2022.
    - Storytime attendance nearly tripled from 2018 numbers with over 3,000 attendees in 2022. This can be attributed to the addition of a Children's Services Librarian in 2021 who performs comprehensive storytimes where children and parents read, play, sing, talk, write, and create together.
    - Over 16,000 people used their library cards in 2022.
    - Physical and digital item checkouts reached record highs in 2022.
    - The library served 53,176 visitors in the library building alone in 2022.
    - The library continued to offer outreach services in 2022, delivering over 5,000 books through routine visits to local senior centers and daycares and to neighborhoods as part of the Little Red Reading Bus route.
    - The library issued 4,102 new cards in 2022.

    Following Rossow's presentation, Schwartz requested that any presentation of this data to the City Commission include the sentiment that the library's usage numbers could only improve with a building that reflects the growth, forward-thinking, and dynamism of the City of West Fargo, perhaps funded in part through donations from local businesses, adding that the library's currently leased space is within a building that is nearly 100 years old and in no way accommodates a modern public library. Hanson motioned to approve the report and allow library staff to present it to the City Commission on the Board's behalf. Schwartz seconded. No opposition. Motion carried.

2. **Staff Request for 2024 Budget (Action)**
Hanson motioned to table the item until a Library Director is hired. Rerick seconded. No opposition. Motion carried.

3. **Library Marketing and Communications Specialist Job Description (Action)**
Hanson motioned to table the item until a Library Director is hired. Rerick seconded. No opposition. Motion carried.

4. **Building Fund Budget Line Item (Action)**
In past meetings, the action requested was the creation of a Building Fund Line Item. Rerick moved to table the item. Schwartz seconded. No opposition. Motion carried.

5. **Media Relations Policy (Action)**
Hanson motioned to table the item until a Library Director is hired. Schwartz seconded. No opposition. Motion carried.

6. **Public Posting and Displays Policy (Action)**
Rerick moved to table the item until a Library Director is hired. Hanson seconded. No opposition. Motion carried.

7. **Internet and Computer Use Policy (Action)**
Henagin requested approval of the updated Internet and Computer Use Policy. Changes included additional information about CIPA compliance and defining expectations for internet use, which was not reflected in the previous version. This was deemed necessary by library leadership due to the addition of public Wi-Fi services throughout the library and the parking lot. Copyright is also more well-defined in the updated policy and the policy was reformatted to follow branding guidelines. Schwartz moved to approve the policy. Rerick seconded. No opposition. Motion carried.

8. **Locker Checkout Policy (Action)**
Henagin requested approval of the updated Locker Checkout Policy. Under this new policy, locker use is not limited to a specific amount of time during the day. Instead, the lockers would be cleaned out at the end of the library's open hours each day. To make locker use more accessible under the new policy, locker use would not be limited to only those with library cards. Schwartz moved to approve the Locker Checkout Policy and Stukel seconded. No opposition. Motion carried.

9. **Financial Report (moved from Consent Agenda)**
Rerick requested more information about the Service Charges (740) line, stating that she noticed the line was maxed out and wanted to know if staff anticipated any more charges to that line. Henagin explained that additional charges to the line would occur in the second half of 2023, as the line is made up of credit card processing fees for payments made at the service desk and online. The reason the line's allocated budget had depleted so quickly is that from Sept. 2022 to April 2023, the library was out of compliance with the Payment Card Industry (PCI) Data Security Standard, so the library was being charged additional fees. This occurred

because the library's licensing with Envisionware, the library's point of sale system, was not renewed due to turnover in the City of West Fargo's IT department. The notification for renewal was sent to the email of an IT professional who no longer works for the City. To avoid similar issues in the future, Henagin explained that notices of this nature will be sent to a team of staff across the City instead of one individual. Rerick also asked what makes up the Other Revenue reflected in the monthly report. Henagin explained that the Misc. Revenue (36000) line is made up of cash payments made at the desk and for printing services. Henagin also explained that the Sponsorships line is where incoming funds from the Friends of the Library go as they reimburse the library for purchases they agree to help pay for, for example, prizes for reading challenges. Rerick moved to approve the Financial Report. Schwartz seconded. No opposition. Motion carried.

New Business

1. **2024 Library Budget Draft Review**
   Henagin provided an update on the status of the 2024 Budget Draft for the West Fargo Public Library. This was not an action item, but an informative presentation and opportunity for discussion. Work on the 2024 Budget Draft was done in collaboration with a Budget Committee made up of Rerick and Commissioner George as well as City of West Fargo staff and a consultant from Ae2s. Henagin reviewed general assumptions being made by the entire city going into this budget cycle, such as a cost-of-living adjustment increase for employee salaries, and increases in the cost of health insurance benefits and workplace safety insurance. The City is also assuming the value of a mill to increase and utility rates may change as well. As reflected in the Budget Draft, the library would continue to ask for the same 8.4 mills going into 2024. Henagin reviewed other remaining variables yet to be finalized, including the final State Aid calculation, which was delayed due to new legislation, and different costs related to the different possible staffing options, which were still under review at the time. Henagin also went over where staff would like to shift funds between lines. Some costs currently allocated to Books (662) would shift to E-Resources (650) in this proposed draft. Some costs currently allocated to Audio/Visual (664) and Technology (497) would move to Furniture (641), Programming (649), Library of Things & Shipping (661.) Henagin reviewed the various staffing model options being considered at the time, which would impact the final Budget Draft. After discussion, the Board asked Henagin to proceed with the Budget Draft with the baseline staffing plan, which includes no adjustments in the staffing of the service desk but would add funding for an Outreach Services Coordinator and two Teen Interns to support the Youth Services Team and outreach efforts of the library.

2. **Director's Report**
   Henagin provided some highlights from May 2023 at the library. Patron feedback included some negative comments about the elevator setup where patrons need to ask a staff person to help them go upstairs to access our meeting rooms and activity space. Regarding future State Aid, the library once again achieved the "developing" status, which opens doors for additional State Aid. Office 365 rolled out City-wide. City IT also began work on auditing and fixing Wi-Fi infrastructure City-wide. The library now has an active Nextdoor account thanks to changes in Nextdoor's policies. At the time of the meeting, the library had expended 33% of the annual budget. Henagin welcomed Teen Intern Breia Freeman, Library Assistant Lexi Bennett, and Circulation Supervisor Stephanie Venjohn to the team and

congratulated Erin Thostenson on their movement from Outreach Services Assistant to Adult Services Program Assistant and Cass Klos for her movement from Technical Services Assistant to Outreach Services Assistant. The Technical Services Assistant and Youth Services Program Assistant positions were accepting applications at the time of the meeting. Henagin informed the Board of the in-progress update to spine labels throughout the library, which removes cutter numbers throughout the library and adds genre stickers for select genres in Adult Fiction. Henagin also provided a programming update including the success of second grade tours and in-library storytimes, updates on Summer Boost registration, and Monday Matinees continuing to be a hit with adults. She also made the Board aware of upcoming summer programming.

3. **Library Director Hiring Process Discussion**
Prior to adjournment, Rerick requested the Board discuss the hiring process for the new Library Director after experiencing some confusion about who is on the hiring committee. Schwartz and Rerick both expressed interest in being a part of the hiring committee. Hanson said she would forward the thoughts to City HR. Hanson also planned to send out a questionnaire for staff seeking their input on what they are looking for in a Library Director. Interviews were set to take place June 26 or 27.

V. Adjourn
Hanson moved to adjourn. Stukel seconded. No opposition. Motion carried at 6:44 p.m.

For the Accounting Periods: 5/23 - 5/23

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 107755	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%**

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 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	WO12390921	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		
JV 5278 4		RCLS LIBRARY EXPENDITURES		/ /	49.00	5/23			
			Object Total:		**49.00**	**49.00**	**0.00**	**-49.00**	**%**
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%**

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	107539	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		

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**	**%**

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								
JV 5282 2	FIBT TSYS/TRANSFIRST MAY 23		/ /	78.00	5/23			
		Object Total:		**78.00**	**2,095.86**	**1,750.00**	**-345.86**	**120%**
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:		**121,892.08**	**635,205.55**	**1,911,529.00**	**1,276,323.45**	
		Fund Total:		**121,892.08**	**635,205.55**	**1,911,529.00**	**1,276,323.45**	

***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).

For the Accounting Periods: 6/23 - 6/23

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 5276124		Payroll 06.02.2023		/ /	26,880.00	6/23			
JV 5283123		Payroll 06.16.23		/ /	27,720.08	6/23			
			Object Total:		**54,600.08**	**336,231.90**	**875,154.00**	**538,922.10**	**38%**
114 PART TIME SALARIES									
JV 5276125		Payroll 06.02.2023		/ /	4,708.59	6/23			
JV 5283124		Payroll 06.16.23		/ /	3,751.24	6/23			
			Object Total:		**8,459.83**	**51,664.20**	**146,358.00**	**94,693.80**	**35%**
209 CLASSIFIED ADS									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
220 SOCIAL SECURITY									
JV 5276126		Payroll 06.02.2023		/ /	2,326.57	6/23			
JV 5283125		Payroll 06.16.23		/ /	2,330.35	6/23			
			Object Total:		**4,656.92**	**28,644.99**	**78,146.00**	**49,501.01**	**37%**
230 RETIREMENT									
JV 5276127		Payroll 06.02.2023		/ /	4,101.88	6/23			
JV 5283126		Payroll 06.16.23		/ /	4,228.62	6/23			
			Object Total:		**8,330.50**	**51,037.31**	**133,548.00**	**82,510.69**	**38%**
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**	**117.50**	**4,000.00**	**3,882.50**	**3%**
320 HEALTH INSURANCE									
JV 5276128		Payroll 06.02.2023		/ /	4,054.25	6/23			
JV 5283127		Payroll 06.16.23		/ /	3,555.47	6/23			
			Object Total:		**7,609.72**	**48,849.62**	**151,290.00**	**102,440.38**	**32%**
333 BUILDING RENTAL									
				/ /					
			Object Total:		**0.00**	**60,195.00**	**120,752.00**	**60,557.00**	**50%**
340 TRAVEL & EDUCATION									
CC 1132 1		EDUCATION		06/02/23	40.99	6/23	3162 VISA LIBRARY #2		
CL 110839 1	107547	MILEAGE		/ /	11.26	6/23	3869 ALISHA REIS		
CL 110839 2	107547	MILEAGE		/ /	13.13	6/23	3869 ALISHA REIS		
			Object Total:		**65.38**	**1,614.06**	**17,392.00**	**15,777.94**	**9%**

For the Accounting Periods: 6/23 - 6/23

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 111164 35	107956	may 2023 pw library	9936673876	05/08/23	127.39	6/23	3668 VERIZON WIRELESS		
			Object Total:		**127.39**	**637.51**	**3,300.00**	**2,662.49**	**19%**
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 1131 1		OFFICE SUPPLIES		06/02/23	43.98	6/23	3161 VISA LIBRARY #1		
CL 110840 1	107600	OFFICE SUPPLIES	7306942	05/09/23	211.86	6/23	77 DEMCO INC		
CL 110840 2	107600	OFFICE SUPPLIES	7311168	05/17/23	205.94	6/23	77 DEMCO INC		
CL 110890 1	107571	OFFICE SUPPLIES	WO12434001	05/15/23	79.67	6/23	351 BUSINESS ESSENTIALS		
CL 111064 1	107805	OFFICE SUPPLIES	WO12455831	05/30/23	199.23	6/23	351 BUSINESS ESSENTIALS		
CL 111064 2	107805	OFFICE SUPPLIES	WO12462211	06/02/23	191.85	6/23	351 BUSINESS ESSENTIALS		
			Object Total:		**932.53**	**5,882.46**	**13,000.00**	**7,117.54**	**45%**
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 110891 1	107629	SERVICE AGREEMENTS/CONTRACTS	34095110	08/22/23	442.89	6/23	2877 GREATAMERICA FINANCIAL		
			Object Total:		**442.89**	**3,243.33**	**10,260.00**	**7,016.67**	**32%**
490 MISC									
				/ /					
			Object Total:		**0.00**	**136.34**	**0.00**	**-136.34**	**%**
497 TECHNOLOGY									
CC 1131 2		TECHNOLOGY		/ /	32.24	6/23	3161 VISA LIBRARY #1		
CC 1132 2		TECHNOLOGY		/ /	145.19	6/23	3162 VISA LIBRARY #2		
CL 111070 1	107834	TECHNOLOGY	INVUS65891	06/01/23	1,243.62	6/23	2089 ENVISIONWARE, INC		
			Object Total:		**1,421.05**	**13,142.80**	**52,914.00**	**39,771.20**	**25%**
500 SUPPLIES									
				/ /					
			Object Total:		**0.00**	**0.00**	**500.00**	**500.00**	**%**

For the Accounting Periods: 6/23 - 6/23

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
640 FURNITURE & EQUIPMENT									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
641 FURN & EQUIP-NON DEPRECIATED <$5000									
				/ /					
			Object Total:		**0.00**	**7,791.61**	**3,500.00**	**-4,291.61**	**223%**
644 POSTAL METER RENT									
CL 111061 1	107921	POSTAL METER RENT	3317522567	05/30/23	243.09	6/23	384 PITNEY BOWES GLOBAL		
			Object Total:		**243.09**	**486.18**	**1,200.00**	**713.82**	**41%**
645 EQUIPMENT REPLACEMENT									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
648 PROFESSIONAL PUBLICATIONS									
				/ /					
			Object Total:		**0.00**	**1,119.74**	**3,000.00**	**1,880.26**	**37%**
649 PROGRAMMING									
CC 1131 3		PROGRAMMING		/ /	44.23	6/23	3161 VISA LIBRARY #1		
CC 1132 3		PROGRAMMING		/ /	751.05	6/23	3162 VISA LIBRARY #2		
CC 1133 2		PROGRAMMING		/ /	830.52	6/23	4576 VISA LIBRARY #3		
			Object Total:		**1,625.80**	**11,577.23**	**16,000.00**	**4,422.77**	**72%**
650 E RESOURCES									
CL 111072 1	107893	E RESOURCES	503870775	05/31/23	2,000.54	6/23	1854 MIDWEST TAPE		
			Object Total:		**2,000.54**	**21,209.39**	**41,285.00**	**20,075.61**	**51%**
653 CAPITAL IMPROVEMENTS									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
661 POSTAGE/FREIGHT/SHIPPING									
CC 1133 1		POSTAGE		06/02/23	119.33	6/23	4576 VISA LIBRARY #3		
CL 110755 1	107538	POSTAGE		06/01/23	1,500.00	6/23	1483 PITNEY BOWES RESERVE ACCOUNT		
			Object Total:		**1,619.33**	**4,768.25**	**7,000.00**	**2,231.75**	**68%**
662 BOOKS									
CC 1133 3		BOOKS		/ /	304.35	6/23	4576 VISA LIBRARY #3		
CC 1133 4		BOOKS (CREDIT)		/ /	-33.11	6/23	4576 VISA LIBRARY #3		
CL 110905 1	107557	BOOKS	2037500165	05/05/23	929.00	6/23	1695 BAKER & TAYLOR		
CL 110905 2	107557	BOOKS	2037496579	05/09/23	17.21	6/23	1695 BAKER & TAYLOR		
CL 110905 3	107557	BOOKS	2037500015	05/09/23	202.82	6/23	1695 BAKER & TAYLOR		
CL 110905 4	107557	BOOKS	2037507313	05/10/23	268.01	6/23	1695 BAKER & TAYLOR		
CL 110905 5	107557	BOOKS	2037504561	05/11/23	523.17	6/23	1695 BAKER & TAYLOR		
CL 110905 6	107557	BOOKS	2037507612	05/11/23	672.70	6/23	1695 BAKER & TAYLOR		
CL 110905 7	107557	BOOKS	2037510177	05/12/23	267.48	6/23	1695 BAKER & TAYLOR		
CL 111069 1	107859	BOOKS	76276832	06/05/23	209.90	6/23	4592 INGRAM LIBRARY SERVICES		
CL 111069 2	107859	BOOKS	76240515	06/01/23	34.22	6/23	4592 INGRAM LIBRARY SERVICES		
CL 111071 1	107792	BOOKS	2037537306	05/24/23	12.08	6/23	1695 BAKER & TAYLOR		
CL 111071 2	107792	BOOKS	2037521387	05/22/23	307.64	6/23	1695 BAKER & TAYLOR		
			Object Total:		**3,715.47**	**28,367.85**	**100,750.00**	**72,382.15**	**28%**

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 110837 1	107653	AUDIO VIDEO	98658	05/10/23	536.86	6/23	3109 LIBRARY IDEAS, INC		
CL 110892 1	107673	AUDIOBOOK	503797276	05/16/23	127.47	6/23	1854 MIDWEST TAPE		
CL 110892 2	107673	AUDIOBOOK	503830149	05/23/23	84.98	6/23	1854 MIDWEST TAPE		
CL 110892 3	107673	DVD	503797272	05/16/23	51.69	6/23	1854 MIDWEST TAPE		
CL 110892 4	107673	DVD	503797273	05/16/23	135.39	6/23	1854 MIDWEST TAPE		
CL 110892 5	107673	DVD	503797275	05/16/23	171.54	6/23	1854 MIDWEST TAPE		
CL 110892 6	107673	DVD	503797278	05/16/23	422.64	6/23	1854 MIDWEST TAPE		
CL 110892 7	107673	DVD	503797274	05/16/23	69.86	6/23	1854 MIDWEST TAPE		
CL 110892 8	107673	DVD	503830147	05/23/23	77.94	6/23	1854 MIDWEST TAPE		
CL 110892 9	107673	DVD	503830148	05/23/23	111.19	6/23	1854 MIDWEST TAPE		
CL 111072 2	107893	AUDIOBOOK	503863084	05/31/23	89.98	6/23	1854 MIDWEST TAPE		
CL 111072 3	107893	AUDIOBOOK	503896654	06/07/23	37.49	6/23	1854 MIDWEST TAPE		
CL 111072 4	107893	DVD	503863083	05/31/23	20.22	6/23	1854 MIDWEST TAPE		
CL 111072 5	107893	DVD	503863087	05/31/23	26.22	6/23	1854 MIDWEST TAPE		
CL 111072 6	107893	DVD	503863086	05/31/23	94.72	6/23	1854 MIDWEST TAPE		
CL 111072 7	107893	DVD	503863088	05/31/23	30.28	6/23	1854 MIDWEST TAPE		
CL 111072 8	107893	DVD	503896657	06/07/23	20.22	6/23	1854 MIDWEST TAPE		
CL 111072 9	107893	DVD	503896656	06/07/23	23.97	6/23	1854 MIDWEST TAPE		
CL 111072 10	107893	DVD	503896653	06/07/23	65.06	6/23	1854 MIDWEST TAPE		
CL 111072 11	107893	DVD	503896658	06/07/23	17.97	6/23	1854 MIDWEST TAPE		
			Object Total:		**2,215.69**	**8,638.32**	**31,500.00**	**22,861.68**	**27%**
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									
CL 111048 1	107903	EMERGENCY MEDICAL SUPPLIES	065402	05/30/23	20.40	6/23	756 NELCO FIRST AID		
			Object Total:		**20.40**	**57.00**	**350.00**	**293.00**	**16%**
673 CLEANING SUPPLIES									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**

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

Fund/Account/ Doc/Line #	Check	Description	Invoice	Invoice Date	End Month/ Amount	Year to Date/ Period	Budget/ Vendor	Available Appropriation	%
7000 LIBRARY									
411600 LIBRARY									
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 1131 4		PROMOTIONS		/ /	756.75	6/23	3161 VISA LIBRARY #1		
CC 1132 4		PROMOTIONS		/ /	618.12	6/23	3162 VISA LIBRARY #2		
CL 111046 1	107845	PROMOTIONS (MAGAZINES)	227018	06/05/23	1,105.37	6/23	4661 FORUM COMMUNICATIONS		
CL 111047 1	107961	PROMOTIONS (JUNE ADVERTISE)	MISC07032	06/02/23	75.00	6/23	549 WF PUB SCHOOLS DIST #6		
			Object Total:		**2,555.24**	**4,828.05**	**11,400.00**	**6,571.95**	**42%**
724 CONSULTING/TESTING FEES									
				/ /					
			Object Total:		**0.00**	**0.00**	**0.00**	**0.00**	**%**
740 SERVICE CHARGES									
				/ /					
			Object Total:		**0.00**	**2,095.86**	**1,750.00**	**-345.86**	**120%**
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 5280 16		JUNE 2023 Cost Allocations		/ /	3,501.92	6/23			
			Object Total:		**3,501.92**	**21,011.52**	**42,023.00**	**21,011.48**	**50%**
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**	**%**

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								
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:		**104,143.77**	**744,250.25**	**1,924,529.00**	**1,180,278.75**	
		Fund Total:		**104,143.77**	**744,250.25**	**1,924,529.00**	**1,180,278.75**	

***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

Account Object	Description	Current Month	Current YTD	Budget	Variance	%
		------------------ Current Year			-------------------------	
Revenue						
310001	PROPERTY TAXES	27,962.86	1,794,291.06	1,947,167.00	-152,875.94	92
310002	DISCOUNT PROPERTY TAXES			-72,045.00	72,045.00	
335600	STATE AID			31,000.00	-31,000.00	
						94
	Total Revenue	**27,962.86**	**1,794,291.06**	**1,906,122.00**	**-111,830.94**	**94**
Expenses						
411600	LIBRARY					
110	PERMANENT EMP SALARIES	54,600.08	336,231.90	875,154.00	538,922.10	38
114	PART TIME SALARIES	8,459.83	51,664.20	146,358.00	94,693.80	35
220	SOCIAL SECURITY	4,656.92	28,644.99	78,146.00	49,501.01	37
230	RETIREMENT	8,330.50	51,037.31	133,548.00	82,510.69	38
240	WORKFORCE SAFETY INSURANCE		1,124.45	1,607.00	482.55	70
250	UNEMPLOYMENT			500.00	500.00	
312	ATTORNEY		117.50	4,000.00	3,882.50	3
320	HEALTH INSURANCE	7,609.72	48,849.62	151,290.00	102,440.38	32
333	BUILDING RENTAL		60,195.00	120,752.00	60,557.00	50
340	TRAVEL & EDUCATION	65.38	1,654.06	17,392.00	15,737.94	10
356	TELEPHONE	127.39	637.51	3,300.00	2,662.49	19
387	MEDICAL/VACCINES			500.00	500.00	
399	RECRUITMENT/EMPLOYMENT TESTING		70.00	3,000.00	2,930.00	2
410	OFFICE SUPPLIES	932.53	5,931.46	13,000.00	7,068.54	46
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	3,243.33	10,260.00	7,016.67	32
490	MISC		136.34		-136.34	
497	TECHNOLOGY	1,421.05	13,142.80	52,914.00	39,771.20	25
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	486.18	1,200.00	713.82	41
648	PROFESSIONAL PUBLICATIONS		1,119.74	3,000.00	1,880.26	37
649	PROGRAMMING	1,625.80	11,577.23	16,000.00	4,422.77	72
650	E RESOURCES	2,000.54	21,209.39	41,285.00	20,075.61	51
661	POSTAGE/FREIGHT/SHIPPING	1,619.33	4,768.25	7,000.00	2,231.75	68
662	BOOKS	3,715.47	28,367.85	100,750.00	72,382.15	28
663	MAGAZINES		5,255.38	5,500.00	244.62	96
664	AUDIO VIDEO	2,215.69	8,638.32	31,500.00	22,861.68	27
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	20.40	57.00	350.00	293.00	16
689	PROMOTIONAL ACTIVITIES	2,555.24	4,828.05	11,400.00	6,571.95	42
740	SERVICE CHARGES		2,095.86	1,750.00	-345.86	120
880	COST ALLOCATIONS	3,501.92	21,011.52	42,023.00	21,011.48	
50						

Combined Funds

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	**104,143.77**	**744,339.25**	**1,924,529.00**	**1,180,189.75**	**39**
	Total Expenses	**104,143.77**	**744,339.25**	**1,924,529.00**	**1,180,189.75**	**39**
	Net Income from Operations	-76,180.91	1,049,951.81			
Other Revenue						
360000	MISCELLANEOUS REVENUE	358.83	2,985.18	5,000.00	-2,014.82	60
360100	SPONSORSHIPS	3,615.45	9,740.97	20,000.00	-10,259.03	49
375000	DONATIONS		610.00		610.00	
						53
	Total Other Revenue	**3,974.28**	**13,336.15**	**25,000.00**	**-11,663.85**	**53**
	Net Income	-72,206.63	1,063,287.96			

To:	West Fargo Public Library Board of Directors
From:	**Kirsten Henagin, Interim Director; Adult & Patron Services Manager**
Date:	**July 13th, 2023**
Subject:	**Service Desk Staff Restructuring**
Action:	**Approval of Job Descriptions and Allocation of Funds**

Summary and Recommendation

A consistent staff presence at the Library's Service Desk is vital because it is the primary service point for 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 of full-time staff and the high turnover of part-time positions. Both challenges result in a lack of 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 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 three vacancies.

The Service Desk now has sufficient supervisory staff with the addition of the Evening Circulation Supervisor in 2022, but it requires steady, knowledgeable full-time Library Assistant staff to support Library operations and the 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 existing part-time Library Assistant positions would be eliminated and the funding for those roles would be repurposed into the new structure. All current staff would be provided with 30-day notice from the date of approval of the proposed staffing structure. All current staff are encouraged to apply for the proposed positions as they are new job descriptions with different job duties from the existing positions.

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. As the primary service point to the public, the department would have 5.6 FTE, with four (4) full-time roles with 4.0 FTE, and 1.6 FTE split amongst four (4) part-time positions.

The proposed staffing distributes tasks amongst the staff with clear definition and appropriate expectations for full and part-time staffing. The schedule proposed also allows for more opportunities for training for the entire team because there is more crossover with team members. With this level of staffing at the Service Desk, members of the Adult and Youth Services team would be empowered to focus on program and service development and delivery, collection development, and growing outreach services.

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.

The following sections of the City West Fargo Employee Handbook, were referenced in development of this proposal:

- Schedules and Workweek: 2.05 Workweek and Hours of Work
- Compensation for Transfers: 6.04 Promotions, 6.05 Lateral Transfers, 6.06 Demotions
- Position Elimination: 6.08 Elimination of Position/Lay Off/Reduction in Force (RIF)

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 at least ~ $19,444.

These changes are proposed in consultation with City Administration and supporting financial 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) 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.

Library Clerk
Job Description

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

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

MINIMUM QUALIFICATIONS

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

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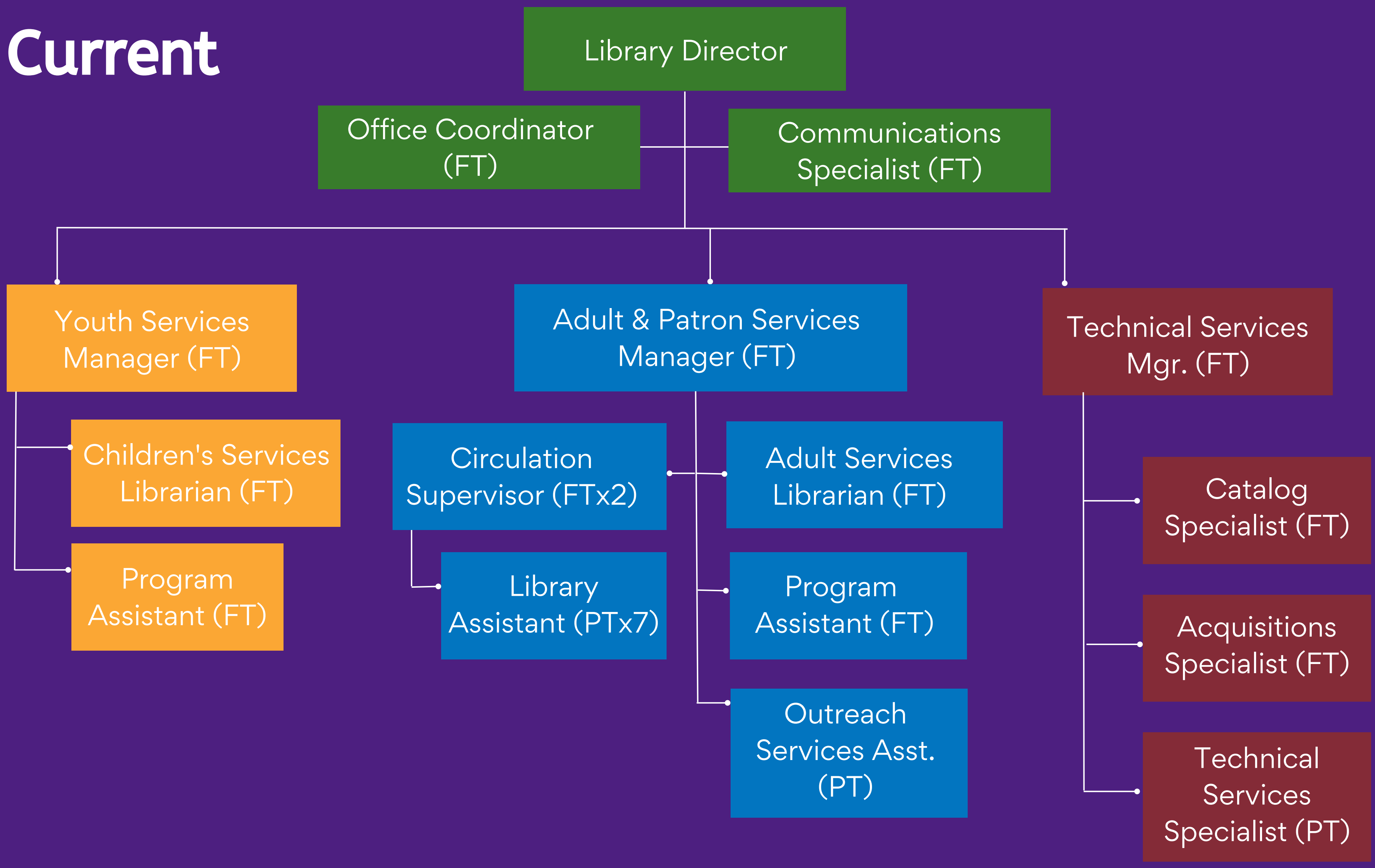
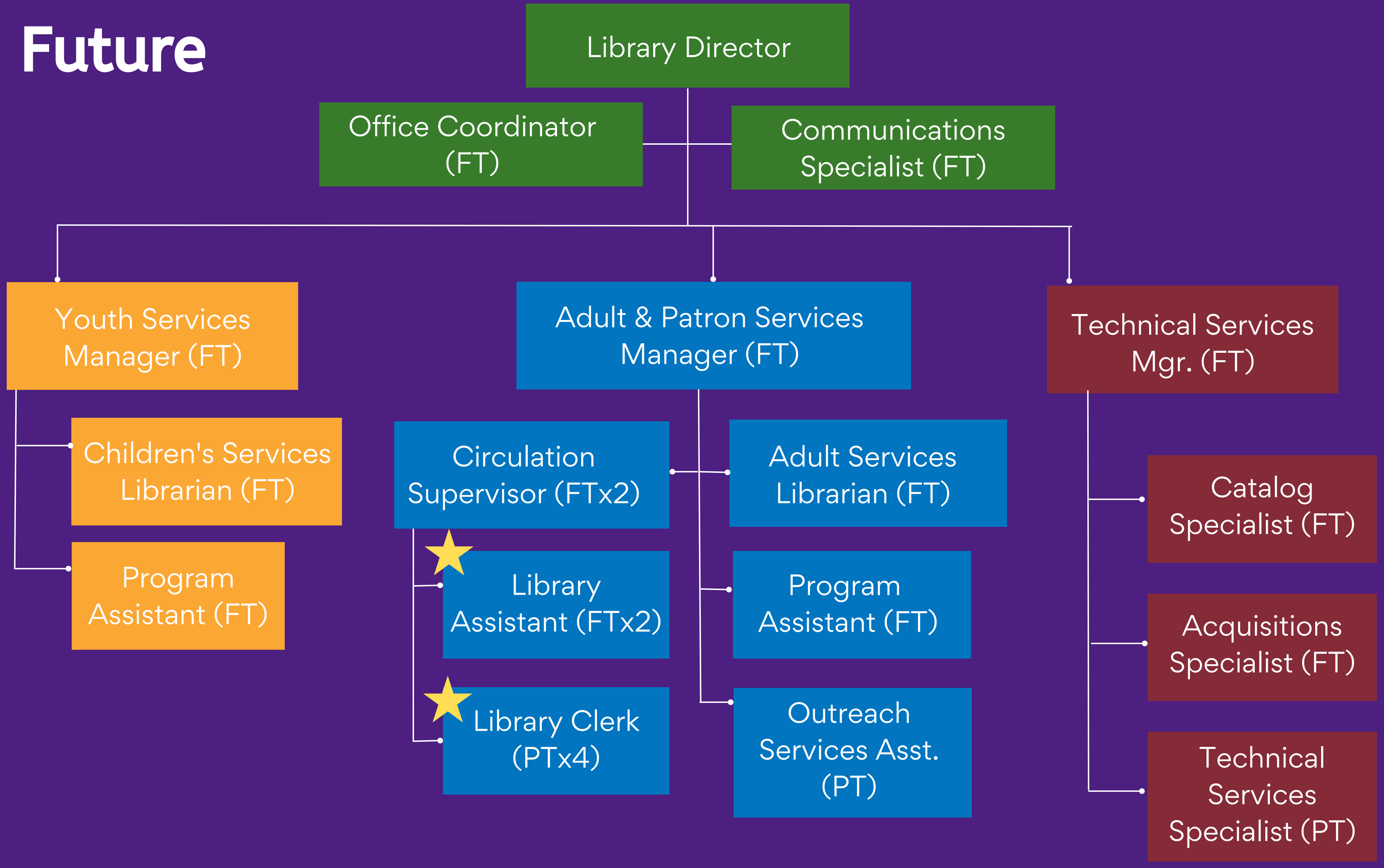
Current


Library Director
Office Coordinator (FT)
Communications Specialist (FT)
Youth Services Manager (FT)
Children's Services Librarian (FT)
Program Assistant (FT)
Adult & Patron Services Manager (FT)
Circulation Supervisor (FTx2)
Library Assistant (PTx7)
Adult Services Librarian (FT)
Program Assistant (FT)
Outreach Services Asst. (PT)
Technical Services Mgr. (FT)
Catalog Specialist (FT)
Acquisitions Specialist (FT)
Technical Services Specialist (PT)

Future


Library Director
Office Coordinator (FT)
Communications Specialist (FT)
Youth Services Manager (FT)
Children's Services Librarian (FT)
Program Assistant (FT)
Adult & Patron Services Manager (FT)
Circulation Supervisor (FTx2)
Library Assistant (FTx2)
Library Clerk (PTx4)
Adult Services Librarian (FT)
Program Assistant (FT)
Outreach Services Asst. (PT)
Technical Services Mgr. (FT)
Catalog Specialist (FT)
Acquisitions Specialist (FT)
Technical Services Specialist (PT)

WEEK 1

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

Color	Position	Hours per Week	FTE
	Lib Asst A	13.5	0.4
	Lib Asst B	14.5	0.4
	Lib Asst C	17	0.4
	Lib Asst D	12	0.4
	Lib Asst E	12	0.4
	Lib Asst F	18.5	0.4
	Lib Asst G	14.5	0.4
	AM Circ Sup	40	1
	PM Circ Sup	40	1
	Librarian / LSM	8	1

WEEK 2

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

Color	Position	Hours per Week	FTE
	Lib Asst A	13.5	0.4
	Lib Asst B	14.5	0.4
	Lib Asst C	17	0.4
	Lib Asst D	18.5	0.4
	Lib Asst E	14.5	0.4
	Lib Asst F	16	0.4
	Lib Asst G	14.5	0.4
	AM Circ Sup	40	1
	PM Circ Sup	40	1
	Librarian / LSM	0	1

WEEK 3

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

Color	Position	Hours per Week	FTE
	Lib Asst A	13.5	0.4
	Lib Asst B	14.5	0.4
	Lib Asst C	17	0.4
	Lib Asst D	12	0.4
	Lib Asst E	12	0.4
	Lib Asst F	18.5	0.4
	Lib Asst G	14.5	0.4
	AM Circ Sup	40	1
	PM Circ Sup	40	1
	Librarian / LSM	8	1

WEEK 4

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

Color	Position	Hours per Week	FTE
	Lib Asst A	13.5	0.4
	Lib Asst B	14.5	0.4
	Lib Asst C	17	0.4
	Lib Asst D	18.5	0.4
	Lib Asst E	14.5	0.4
	Lib Asst F	16	0.4
	Lib Asst G	14.5	0.4
	AM Circ Sup	40	1
	PM Circ Sup	40	1
	Librarian / LSM	13	1

SUMMARY

In 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.

WEEK 1

Sunday	Lib Asst D 1-5; Lib Asst E 1-5; Children's Librarian 12-5pm
Monday	Lib Asst A 10-1 pm; Vacant 10-5 pm; AM Circ Supervisor 9-5:30 pm; Lib Asst D 5-9 pm; Lib Asst F 5-9 pm; AS Librarian 5-9 pm
Tuesday	Lib Asst A 10-1 pm; Vacant 12-5 pm; Lib Asst F 10-2 pm; AM Circ Supervisor 9-5:30 pm; Lib Asst D 5-9 pm; Lib Asst E 5-9 pm; AS Librarian 5-9 pm
Wednesday	Lib Asst A 10-1:30 pm; Vacant 10-5 pm; AM Circ Supervisor 9-5:30 pm; Lib Asst E 5-9 pm; Vacant 5-9 pm; AS Librarian 5-9 pm
Thursday	Vacant 10-1pm; Vacant 10-5 pm; AM Circ Supervisor 9-5:30 pm; Lib Asst D 5-9 pm; Vacant 5-9 pm; AS Manager 5-9 pm
Friday	Lib Asst A 10-2 pm; Lib Asst F 10-2 pm; Vacant 2-6 pm; AS Manager 10-2 pm; YS Manager 2-6 pm
Saturday	Lib Asst F 10-5 pm; Vacant 10-5 pm; AM Circ Supervisor 9-5:30 pm

Color	Position	Hours per Week	FTE
	Lib Asst A	13.5	0.4
	Vacant	14.5	0.4
	Vacant	17	0.4
	Lib Asst D	12	0.4
	Lib Asst D	12	0.4
	Lib Asst E	18.5	0.4
	Vacant	14.5	0.4
	AM Circ Sup	40	1
	PM Circ Sup	0	1
	Librarian / LSM	29	1

WEEK 2

Sunday	Lib Asst F 1-5; Vacant 1-5; AM Circ Supervisor 12-5 pm
Monday	Lib Asst A 10-1 pm; Vacant 10-5 pm; AM Circ Supervisor 9-5:30 pm; Lib Asst D 5-9 pm; Lib Asst F 5-9 pm; AS Librarian 5-9 pm
Tuesday	Lib Asst A 10-1 pm; Vacant 12-5 pm; Lib Asst F 10-2 pm; AM Circ Supervisor 9-5:30 pm; Lib Asst D 5-9 pm; Lib Asst E 5-9 pm; AS Librarian 5-9 pm
Wednesday	Lib Asst A 10-1:30 pm; Vacant 10-5 pm; AM Circ Supervisor 9-5:30 pm; Lib Asst E 5-9 pm; Vacant 5-9 pm; AS Manager 5-9 pm
Thursday	Vacant 10-1pm; Vacant 10-5 pm; AS Manager 9-1 pm; AM Circ Supervisor 12:30-9 pm; Lib Asst D 5-9 pm; Vacant 5-9 pm
Friday	Lib Asst A 10-2 pm; Lib Asst F 10-2 pm; Vacant 2-6 pm; Youth Services Manager 9:30-6 pm
Saturday	Lib Asst D 10-5 pm; Lib Asst E 10-5 pm; Adult Services Manager 9-5:30 pm

Color	Position	Hours per Week	FTE
	Lib Asst A	13.5	0.4
	Vacant	14.5	0.4
	Vacant	17	0.4
	Lib Asst D	18.5	0.4
	Lib Asst D	14.5	0.4
	Lib Asst E	16	0.4
	Vacant	14.5	0.4
	AM Circ Sup	40	1
	PM Circ Sup	0	1
	Librarian / LSM	31	1

WEEK 3

Sunday	Lib Asst D 1-5; Lib Asst E 1-5; Children's Librarian 12-5 pm
Monday	Lib Asst A 10-1 pm; Vacant 10-5 pm; AM Circ Supervisor 9-5:30 pm; Lib Asst D 5-9 pm; Lib Asst F 5-9 pm; YS Manager 5-9 pm
Tuesday	Lib Asst A 10-1 pm; Vacant 12-5 pm; Lib Asst F 10-2 pm; AM Circ Supervisor 9-5:30 pm; Lib Asst D 5-9 pm; Lib Asst E 5-9 pm; AS Librarian 5-9 pm
Wednesday	Lib Asst A 10-1:30 pm; Vacant 10-5 pm; AM Circ Supervisor 9-5:30 pm; Lib Asst E 5-9 pm; Vacant 5-9 pm; YS Manager 5-9 pm
Thursday	Vacant 10-1pm; Vacant 10-5 pm; AM Circ Supervisor 9-5:30 pm; Lib Asst D 5-9 pm; Vacant 5-9 pm; AS Librarian 5-9 pm
Friday	Lib Asst A 10-2 pm; Lib Asst F 10-2 pm; Vacant 2-6 pm; AM Circ Supervisor 9:30-6 pm
Saturday	Lib Asst F 10-5 pm; Vacant 10-5 pm; Adult Services Manager 9-5:30 pm

Color	Position	Hours per Week	FTE
	Lib Asst A	13.5	0.4
	Vacant	14.5	0.4
	Vacant	17	0.4
	Lib Asst D	12	0.4
	Lib Asst E	12	0.4
	Lib Asst F	18.5	0.4
	Vacant	14.5	0.4
	AM Circ Sup	40	1
	PM Circ Sup	0	1
	Librarian / LSM	29	1

WEEK 4

Sunday	Lib Asst F 1-5; Vacant 1-5; Adult Services Manager 12-5 pm
Monday	Lib Asst A 10-1 pm; Vacant 10-5 pm; AM Circ Supervisor 9-5:30 pm; Lib Asst D 5-9 pm; Lib Asst F 5-9 pm; AS Librarian 5-9 pm
Tuesday	Lib Asst A 10-1 pm; Vacant 12-5 pm; Lib Asst F 10-2 pm; AM Circ Supervisor 9-5:30 pm; Lib Asst D 5-9 pm; Lib Asst E 5-9 pm; AS Librarian 5-9 pm
Wednesday	Lib Asst A 10-1:30 pm; Vacant 10-5 pm; AM Circ Supervisor 9-5:30 pm; Lib Asst E 5-9 pm; Vacant 5-9 pm; AS Librarian 5-9 pm
Thursday	Vacant 10-1pm; Vacant 10-5 pm; AM Circ Supervisor 9-5:30 pm; Lib Asst D 5-9 pm; Vacant 5-9 pm; AS Manager 5-9 pm
Friday	Lib Asst A 10-2 pm; Lib Asst F 10-2 pm; Vacant 2-6 pm; AM Circ Supervisor 9:30-6 pm
Saturday	Lib Asst D 10-5 pm; Lib Asst E 10-5 pm; Youth Services Manager 9-5:30 pm

Color	Position	Hours per Week	FTE
	Lib Asst A	13.5	0.4
	Vacant	14.5	0.4
	Vacant	17	0.4
	Lib Asst D	18.5	0.4
	Lib Asst D	14.5	0.4
	Lib Asst E	16	0.4
	Vacant	14.5	0.4
	AM Circ Sup	40	1
	PM Circ Sup	0	1
	Librarian / LSM	29	1

SUMMARY

In 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.

WEEK 1

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

Color	Position	Hours per Week	FTE
	AM Lib Asst	40	1
	PM Lib Asst	40	1
	Clerk A	16	0.4
	Clerk B	16	0.4
	Clerk C	12	0.4
	Clerk D	12	0.4
	AM Circ Sup	40	1
	PM Circ Sup	40	1
	Librarian / LSM	5	1

WEEK 2

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

Color	Position	Hours per Week	FTE
	AM Lib Asst	40	1
	PM Lib Asst	40	1
	Clerk A	12	0.4
	Clerk B	12	0.4
	Clerk C	16	0.4
	Clerk D	16	0.4
	AM Circ Sup	40	1
	PM Circ Sup	40	1
	Librarian / LSM	8	1

WEEK 3

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

Color	Position	Hours per Week	FTE
	AM Lib Asst	40	1
	PM Lib Asst	40	1
	Clerk A	16	0.4
	Clerk B	16	0.4
	Clerk C	12	0.4
	Clerk D	12	0.4
	AM Circ Sup	40	1
	PM Circ Sup	40	1
	Librarian / LSM	8	1

WEEK 4

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

Color	Position	Hours per Week	FTE
	AM Lib Asst	40	1
	PM Lib Asst	40	1
	Clerk A	12	0.4
	Clerk B	12	0.4
	Clerk C	16	0.4
	Clerk D	16	0.4
	AM Circ Sup	40	1
	PM Circ Sup	40	1
	Librarian / LSM	13	1

SUMMARY

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

In this schedule, the FT Lib Asst II work every other weekend. Each PT 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 (this "Policy") outlines procedures for news media inquiries, journalistic photography, and recording at the West Fargo Public Library (the "Library"). This Policy is intended to protect Library customers who may be endangered or inconvenienced by having their photo or video taken in the Library, while still encouraging media and others to use cameras in a way which helps communicate the Library's mission and promote its facilities. This Policy also addresses critical incidents and open records requests in collaboration with the City of West Fargo's policies and procedures.

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 must be submitted to the Library Marketing and Communications Specialist via email, text, or phone call. The Library Marketing and Communications Specialist will then address the request 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. Members of the media should not attempt to contact any other Library staff.

III. Photography and Recording

If members of the media desire 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 by members of the news media 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 customer 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.

Those photographing or videotaping children must have both the verbal permission of the acting agency supervisor and a written release signed in advance by each child's legal guardian. Those photographing or videotaping adults must have verbal permission from the subject as well as from the acting agency supervisor. Those not following this Policy may be asked to put away their equipment or leave the facility.

Library access by photographers/videographers may be limited either by time constraints or to specific areas depending upon such impact or effect such sessions could have upon other Library users. While the Library is a public place, it is considered a “limited public forum” under federal law. Public libraries may reasonably restrict the exercise of free speech rights in their buildings, particularly when the conduct would be disruptive to, or interfere with, the other customers or staff or be inconsistent with the Library’s mission.

Library staff have the right to photograph, film, and record Library events and customers for promotional use only in print, online, and video. Visitors to the Library, or anyone participating in any Library event being captured on film or by photograph, will be advised verbally or through signage that their participation acts as consent to being photographed, filmed, or recorded, unless they indicate otherwise to Library staff.

The above policy applies only to open, public events. Closed events such as class visits require releases and/or permissions from the supervisor of the visiting organization.

IV. Collaboration with City of West Fargo Communications

As a department of the City of West Fargo (the “City”), Library staff may collaborate with City staff when necessary or refer to City 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 Library or a Library-sponsored event, should be obtained through City procedures as outlined in the City of West Fargo Media Guide. The Library Marketing and Communications Specialist will refer any media to City 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 Library will refer to City policies and procedures with regard to North Dakota Open Records Requests. Open Records Requests for Library information can be made to the Library Marketing and Communications Specialist.

Personnel Issues

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

Job Candidates

Under North Dakota Century Code, the City, including the Library, 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.

Proposed

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

2024 BUDGET DRAFT REVIEW

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

2024 Budget Process

General Assumptions

COSTS

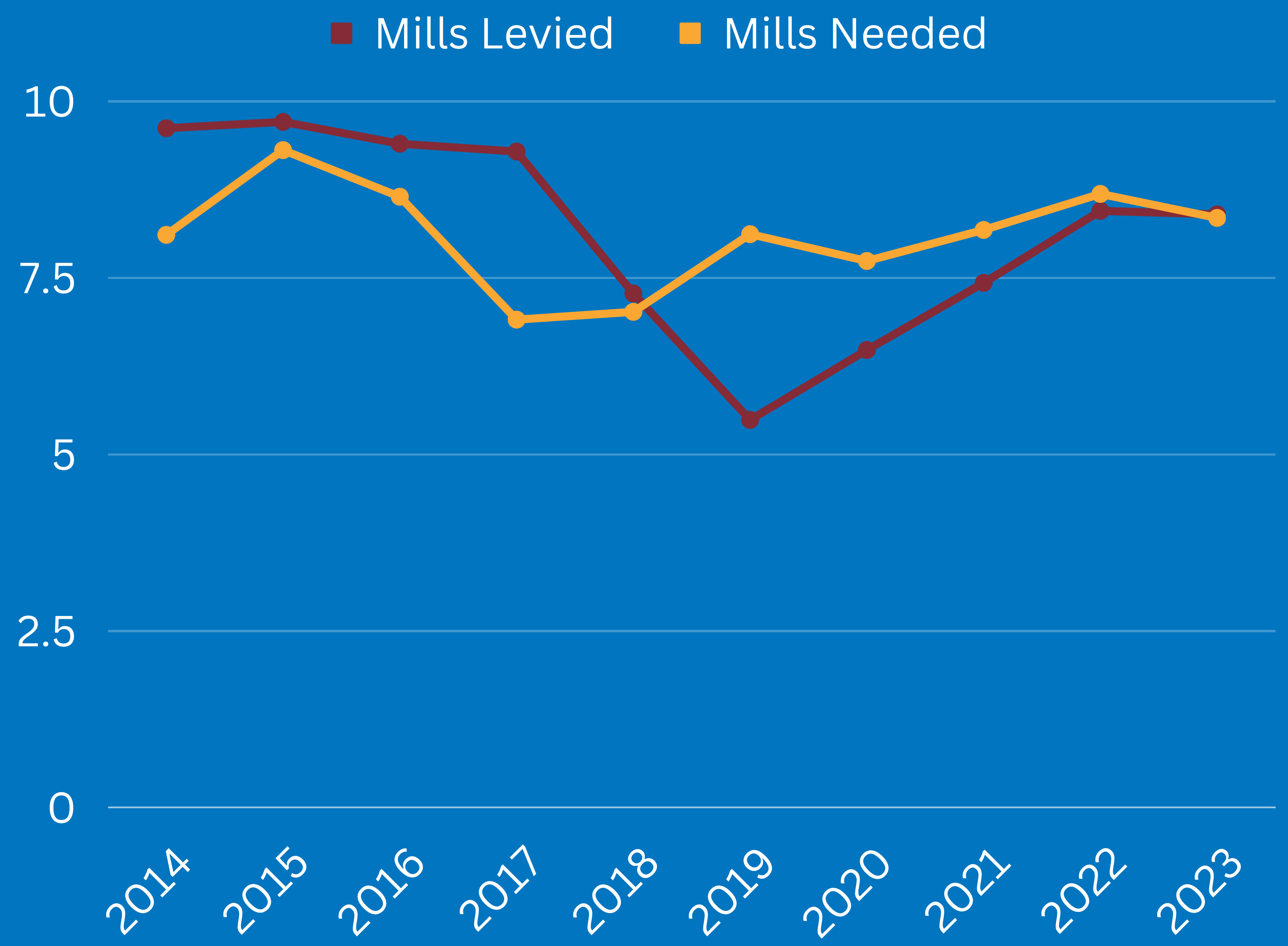
- Preliminary 5% COLA for staffing
- Preliminary 11% increase to Health Insurance / Benefits
- Preliminary WSI is set to increase 10%

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	$2,108,236
Revenues	$1,931,122	$2,129,573
Balance	$6,593	$21,337

REMAINING VARIABLES*

- Levy Discounts (estimated)
- State Aid Calculation (estimated)

Budget Highlights

Changes from 2023 to 2024

BOOKS (662)

2023	$100,750
2024	$88,950
DECREASE	($11,800)

E-RESOURCES (650)

2023	$41,285
2024	$53,161
INCREASE	$11,876

The Collection Development Team (Library Service Managers and Librarian staff) reviewed historically underspent collections, recently weeded and updated collections, and circulation trends to reduce the budget allocation for the physical **Books (662)** line.

The Collection Development Team reviewed the utilization and costs of Hoopla in contrast with opportunities with investment in an OverDrive Advantage account, and determined shifting funding from **Books (662)** to **E-Resources (650)** to an OverDrive Advantage account provide library staff with:

- greater control over the budgeting for the online service,
- more interaction with active collection development, and
- allows patrons to receive newer materials, faster.

Within **E-Resources (650)**, funds will also be shifted from Hoopla to the OverDrive Advantage account. The Hoopla daily spend will continue with the service going forward and borrows will be reduced to 5 items to match the number of loans available in Libby.

Budget Highlights

Changes from 2023 to 2024

AUDIO/VIDEO (664)

2023	$31,500
2024	$25,650
DECREASE	($5,850)

TECHNOLOGY (497)

2023	$52,914
2024	$36,479
DECREASE	($16,336)

The Collection Development Team (Library Service Managers and Librarian staff) reviewed historically underspent collections, recently weeded and updated collections, and circulation trends to reduce the budget allocation for the physical **Audio/Video (664)** line.

Technology (497) reflects a reduction due to the Office365 project being completed in 2023. In FY24, the Technology line is primarily in maintenance mode. Historically this line does ebb and flow due to when different devices reach their replacement cycle. In this budget there are six workstations to be replaced, and the costs related to a new workstation for the Outreach Services Coordinator position are included.

Budget Highlights

Changes from 2023 to 2024

Furniture Non-Depreciated (641) line reflects an increase for the purchase of furniture in the Children's Corner. With the completion of the collection movement project, the space has greatly expanded. The Youth Services team has identified play interactives, more appropriate tables for the height and use of the primary audience of younger children, and shelving and storage for the materials used for activities and programming.

Programming (649) budget has an increased amount to accommodate for the increase in programming for adults with the additional staffing dedicated to the Adult Services team.

Shipping (661) includes additional budget for the increase in In-Transit holds with the ODIN Consortium and for increased activity in Interlibrary Loan with the State Library.

Library of Things (new line) provides a dedicated fund for replacement and replenishment of the soon to be launched Memory Care Kits, and future budget for Storytime Kits and other non-traditional circulating materials.

FURNITURE (641)

2023	$3,500
2024	$7,166

PROGRAMMING (649)

2023	$16,000
2024	$21,000

SHIPPING (661)

2023	$7,000
2024	$10,000

LIBRARY OF THINGS

2023	$0
2024	$2,000
INCREASE	$13,666

Staffing Proposal

BASELINE

All Current Positions Stay As-Is

Budget Addition

Two Teen Summer Interns

New Position(s)

Outreach Services Coordinator (FT)

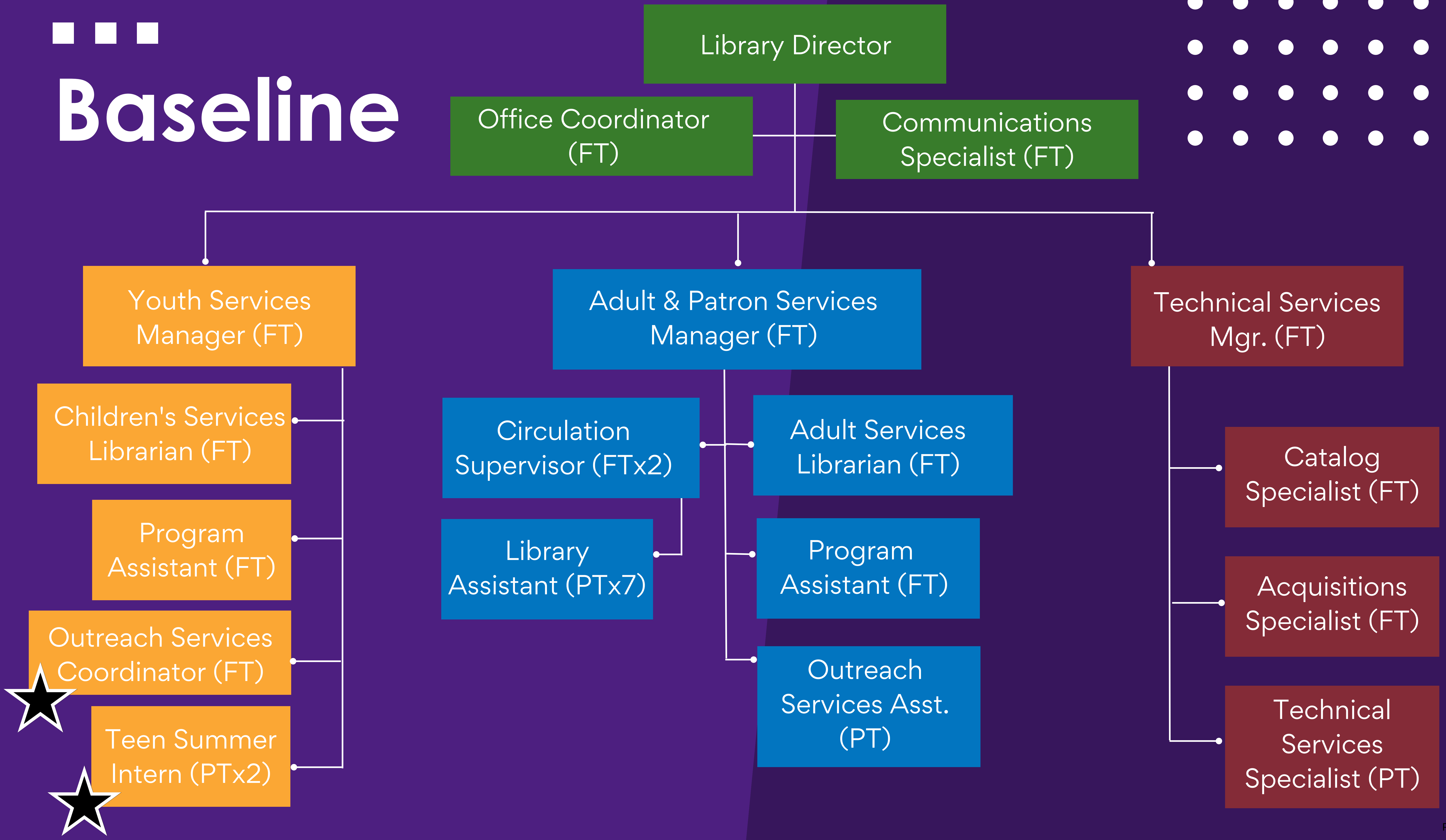
In the FY24 Budget, the **Permanent Salaries (110)**, **Part-Time Salaries (114)**, with the supporting lines of **Social Security (220)**, **Retirement, (230)**, and **Heath Insurance (320)** reflect maintaining the current staffing positions, adding funding to support two Teen Summer Interns, and creating a new full-time position of Outreach Services Coordinator.

The staffing model does not include additional staffing dedicated to the Circulation team. The current staffing level provides two full-time Circulation Supervisors (1.0) FTE each, and seven (7) part-time Library Assistants with a (0.40) FTE allocation each. A total (4.80) FTE allocation to the service desk.

As we continue assessing the Service Desk schedule and staffing levels, it will require an additional investment of at least (0.80) FTE to support having two support staff and two full-time supervisory staff (1.0) FTE each for all open hours of the library. The proposed FY24 budget does not support this level of staffing.

A total (5.60) FTE allocation is required to achieve those staffing levels with the library's 59 open hours a week in the summer months, and 63 hours a week in the non-summer months.

Baseline



Library Director
Office Coordinator (FT)
Communications Specialist (FT)
Youth Services Manager (FT)
Children's Services Librarian (FT)
Program Assistant (FT)
Outreach Services Coordinator (FT)
Teen Summer Intern (PTx2)
Adult & Patron Services Manager (FT)
Circulation Supervisor (FTx2)
Library Assistant (PTx7)
Adult Services Librarian (FT)
Program Assistant (FT)
Outreach Services Asst. (PT)
Technical Services Mgr. (FT)
Catalog Specialist (FT)
Acquisitions Specialist (FT)
Technical Services Specialist (PT)

West Fargo Public Library

City of West Fargo
A City on the Grow

QUESTIONS?

Thank you for your time!

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

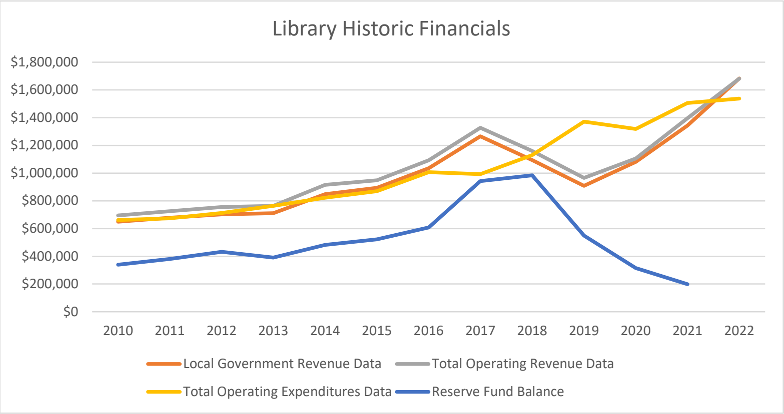
Account	Object	Object Description	2020	2021	2022	2023 Budget	2024 Budget	% Change
411600	110	PERMANENT EMP SALARIES	$662,834	$720,924	$670,623	$875,154	$964,230	110%
411600	114	PART TIME SALARIES	$51,204	$94,651	$130,474	$146,358	$143,779	98%
411600	220	SOCIAL SECURITY	$53,198	$60,584	$60,398	$78,146	$84,763	108%
411600	230	RETIREMENT	$88,619	$105,162	$103,676	$133,548	$169,017	127%
411600	240	WORKFORCE SAFETY INSURANC	$10,164	$1,253	$1,743	$1,607	$2,066	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	136%
411600	321	PROPERTY INSURANCE	$142	$960	$1,043	$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	
411600	497	TECHNOLOGY	$20,755	$23,476	$34,639	$52,914	$36,479	69%
411600	500	SUPPLIES			$300	$500	$500	100%
411600	641	FURN & EQUIP-NON DEPRECIA		$8,697	$7,944	$3,500	$7,166	205%
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	
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	
411600	880	COST ALLOCATIONS			$41,238	$42,023	$46,646	111%
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**	**$2,108,236**	

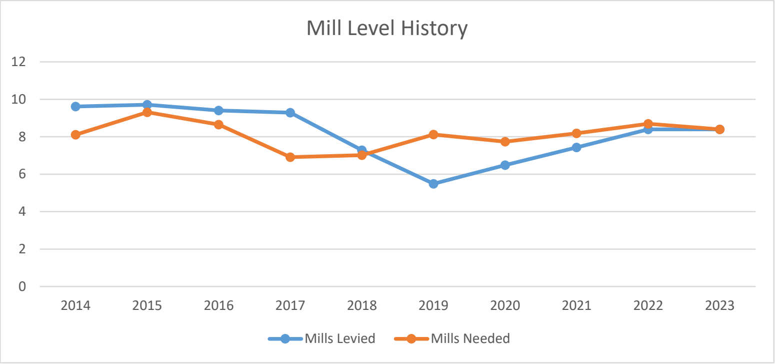
Revenues				
310001	Taxes	$ 1,682,739.00	$ 1,947,167.00	$ 2,150,618.00
310002	Levy Discounts	$ (62,261.00)	$ (72,045.00)	$ (72,045.00)
335600	Intergovernmental	$ 31,000.00	$ 31,000.00	$ 31,000.00
345200	Charges for Services			
360000	Miscellaneous	$ 5,000.00	$ 5,000.00	$ 5,000.00
360100	Sponsorships	$ 25,000.00	$ 20,000.00	$ 15,000.00
375000	Pledges			
		$ 1,681,478.00	**$ 1,931,122.00**	**$ 2,129,573.00**

Net Surplus/Deficit	**$143,828**	**$6,593**	**$21,337**

Year Data	Local Government Revenue Data	Total Operating Revenue Data	Total Operating Expenditures Data	Reserve Fund Balance
2010	$649,330	$694,662	$661,585	$339,192
2011	$677,375	$725,105	$674,251	$380,086
2012	$702,409	$754,729	$712,642	$432,172
2013	$710,763	$763,527	$763,527	$391,371
2014	$848,790	$914,781	$822,194	$482,847
2015	$893,457	$948,481	$869,232	$522,753
2016	$1,036,043	$1,091,981	$1,006,610	$608,124
2017	$1,265,430	$1,326,456	$992,807	$941,773
2018	$1,093,593	$1,159,988	$1,130,113	$984,144
2019	$908,850	$965,507	$1,371,931	$549,453
2020	$1,081,616	$1,105,316	$1,317,968	$314,300
2021	$1,342,496	$1,395,150	$1,505,412	$198,650
2022	$1,682,739	$1,681,478	$1,537,651	
2023	$1,947,167	$1,906,122	$1,924,529	



Year Data	Mills Levied	Mills Needed
2012	8.58	
2013	9.69	
2014	9.62	8.11
2015	9.71	9.31
2016	9.4	8.65
2017	9.29	6.91
2018	7.28	7.02
2019	5.49	8.12
2020	6.48	7.74
2021	7.43	8.18
2022	8.4	8.69
2023	8.4	8.4



Outreach Services Coordinator
Job Description

Department: Library
Reports To: Library Services Manager
Pay Grade: **Not Graded**
FLSA Classification: Non Exempt
Approved by: Not Approved
Revision Date: 05/01/2023

SUMMARY

Under general supervision, the Outreach Services Coordinator administers outreach deliveries, programming, and pop-up library services within the community for youth and adults.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates outreach service vehicle(s) to deliver library materials to offsite patrons and collect offsite book drop materials.
- Coordinates and executes outreach vehicle routes year-round in collaboration with Youth and Adult Library Service Managers.
- Provides exceptional, direct customer service to patrons, including reference, readers' advisory, technology assistance, issuing library cards, assisting with hold and interlibrary loan requests, and item check-in/check-out. Actively represents the library, promotes library services to the public and participates in offsite programs.
- Fosters positive relationships with individuals and site managers to understand and meet the unique needs of each person or site that the library serves.
- Assists in planning, organizing, and administering promotional library events for youth or adults. Helps with set-up and clean-up for outreach programs. Locates and prepares materials for delivery and events. Performs circulation operations related to outreach within library management software.
- Works collaboratively with volunteers on programs and projects as needed.
- Collects and records statistics on events, attendance, services, and data related to internal and external program evaluation.
- Learns new library trends, adapts to emerging technologies, and executes tasks independently.
- 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
- Associate's degree in a related field.
- Two years or more 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.
- Valid driver's license.

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. *

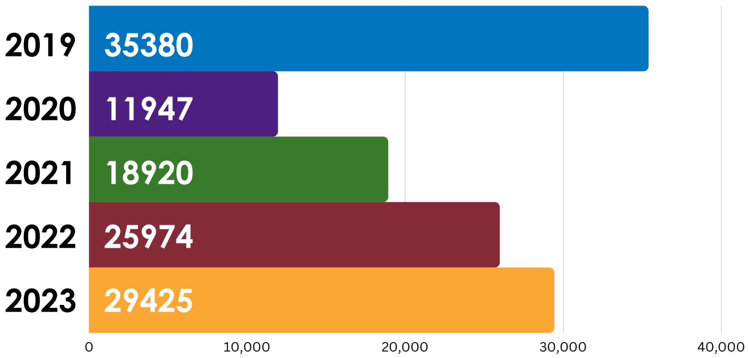
______________________________ ______________________________ ____________
Employee's Name (please print) Employee Signature
Date

*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.

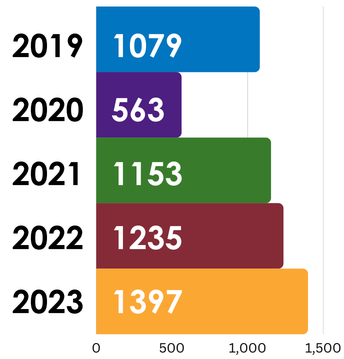
West Fargo Public Library

West Fargo Public Library
Quarter 1 & 2 Programming & Reach Report 2023

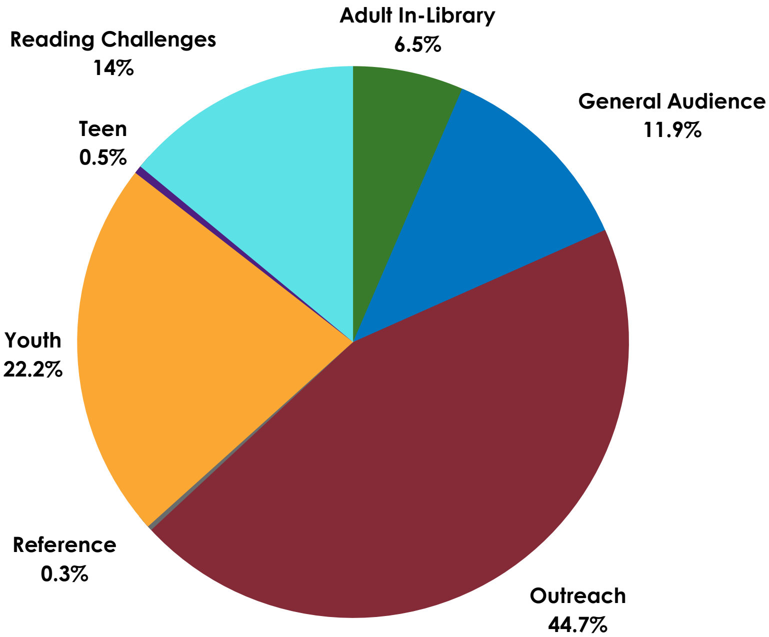
Door Count

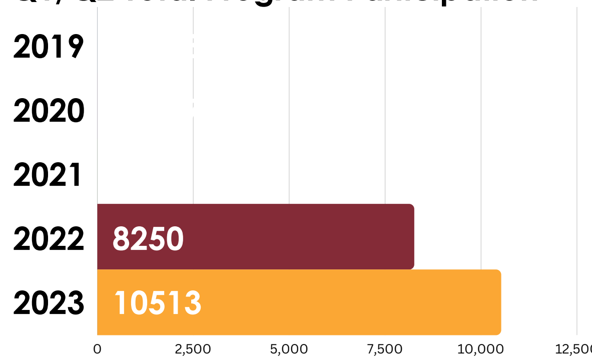
Q1/Q2 Door Count


Library Card Signups

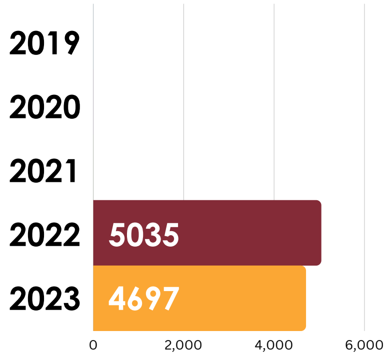
Q1/Q2 Signups


Total Program Attendance

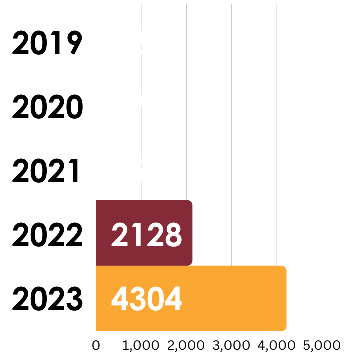


Q1/Q2 Total Program Participation


Outreach Participation

Q1/Q2 Outreach Participation


In-Library Non-Outreach Participation

Q1/Q2 In-Library Event Participation


Public Communications

Social Media

Total Online Audience

16338
June 2023*

*This number includes followers on Instagram, Facebook, Twitter, and non-muted audience members on Nextdoor.

Total Facebook, Instagram, Twitter

6439
June 2023

5732
June 2022

334
New Followers
Jan - June 2023

510
New Followers
Jan - June 2022

Subscribers

Total Email and Website Subscribers

11872
June 2023

8268
June 2022

Average Email Open Rate

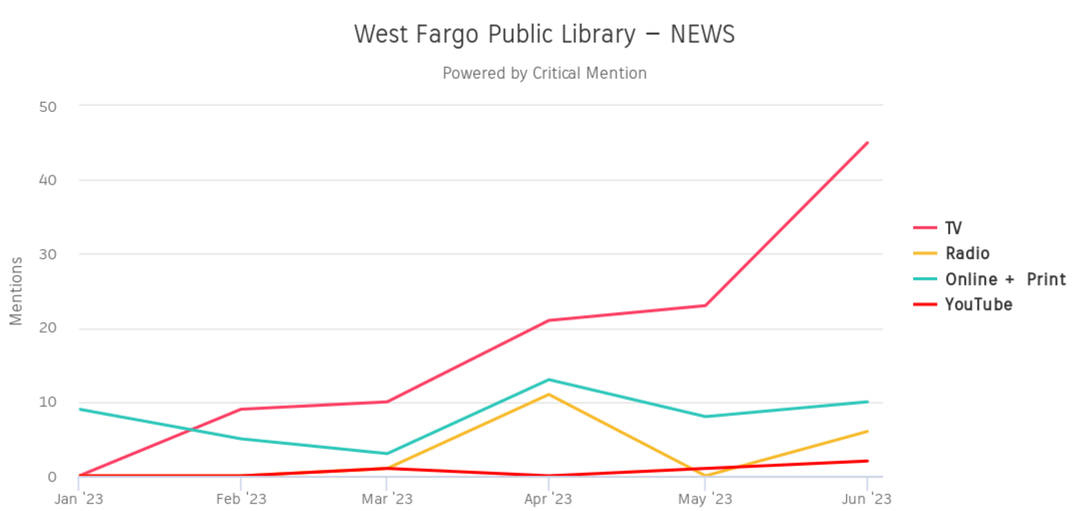
28.76%
Jan - June 2023

13%
Jan - June 2022

Earned Media

173
mentions
Jan - June 2023

53
mentions
Jan - June 2022



INTERIM DIRECTOR'S REPORT

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

From Our Patrons

"That was awesome... I got SO many books!"

from a young patron leaving our LRRB stop at Dakota Park

"Thank you so much for having these! This one was a really fun one to do."

from a patron returning a puzzle from the Puzzle Exchange

"I used to live around here, but then moved. I visit my home library, but I think this one is the best in the whole area."

from a reciprocity patron in the area

Administration

Technology Projects

Wi-Fi Assessment City-wide

- Disruptions in service will continue until infrastructure is stress tested and updated

Human Resources

New HR Manager starts with the City in August

ProResources consulting paused

Finances

Expenditures through June

Month to Date
$104,143

Year to Date
$744,250

Available Appropriation
$1,180,278

Underspent
~11%
YTD

39%
Expended
YTD

Staffing & Continuing Education

PROMOTIONS & POSITION CHANGES

Chelsea Simdorn

Library Assistant → Technical Services Assistant

OPEN POSITIONS

Youth Services Program Assistant

- Full-Time (External-posting)
- Position Closed & Interviews underway

Recent Programming & Outreach

124
CIRCLE ART PARTICIPANTS

346
KICKOFF PARTY ATTENDEES

Future Programming & Outreach

- **Winnie-the-Pooh Performance -** Wednesday, July 12th
- **Family Game Night** - Thursday, July 27th

- **Friendship Bracelets (Teens)** - Thursday, July 18th
- **Harry Potter Escape Room** - Thursday, July 27th

- **Friendship Bracelets (Kids)** - Thursday, July 13th
- **DIY Puzzles** - Thursday, July 17th

- **Introduction to Grilling & Smoker Grills** - Saturday, July 15th
- **Monday Matinee** - Theme: Friendship

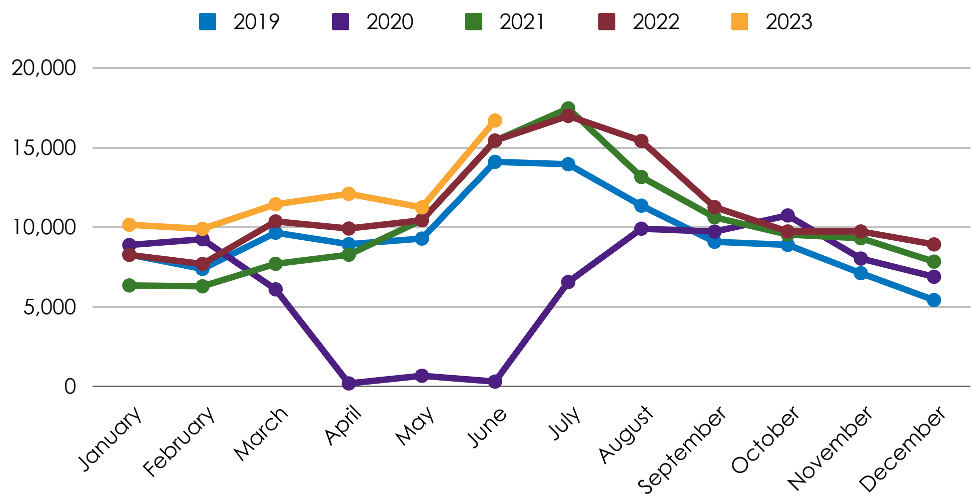
QUESTIONS?

Thank you for your time!

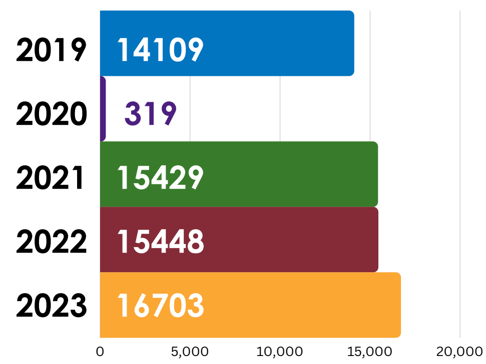
West Fargo Public Library

Monthly Impact Report June 2023

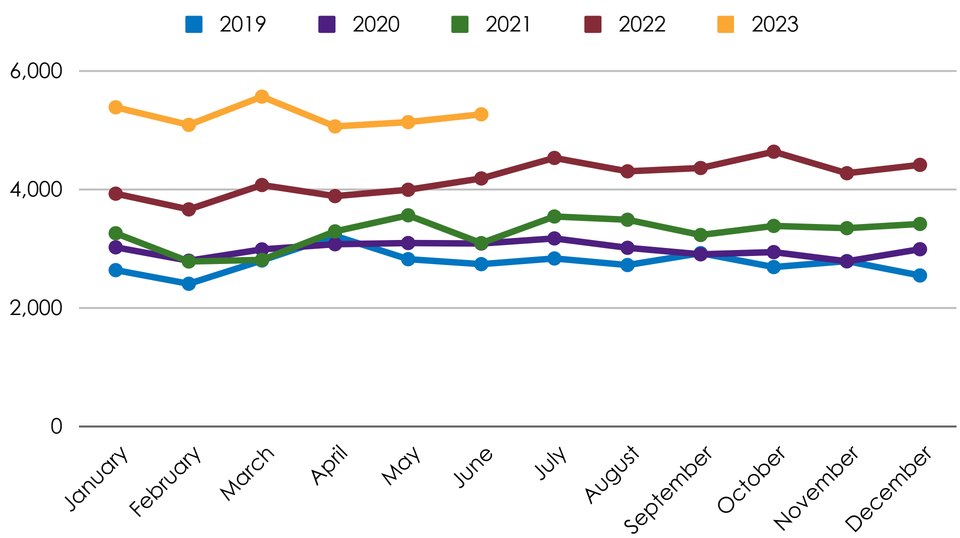
Physical Item Circulation



June Circulation

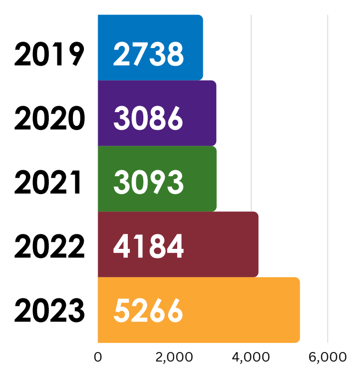


Electronic Materials Circulation

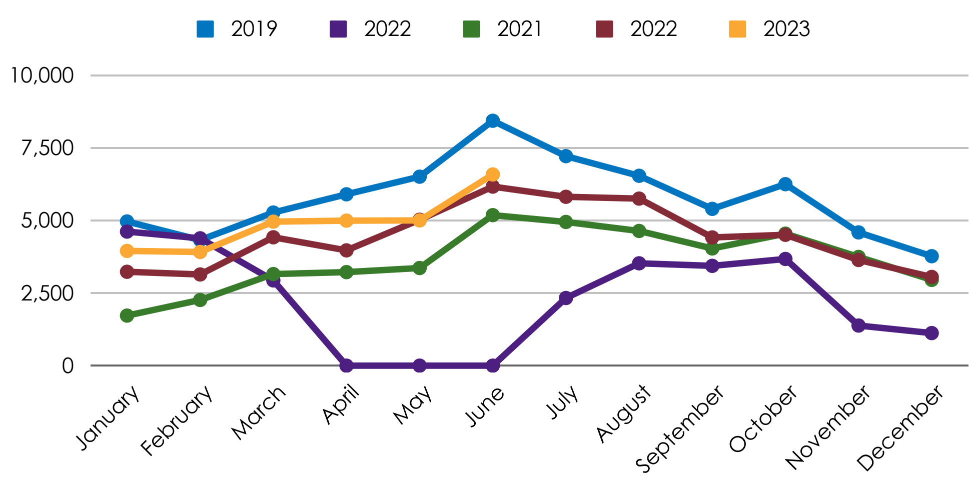


June Circulation

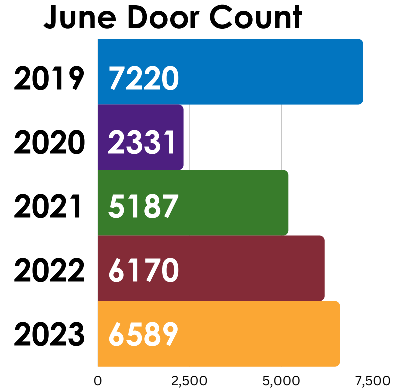
Hoopla & OverDrive/Libby



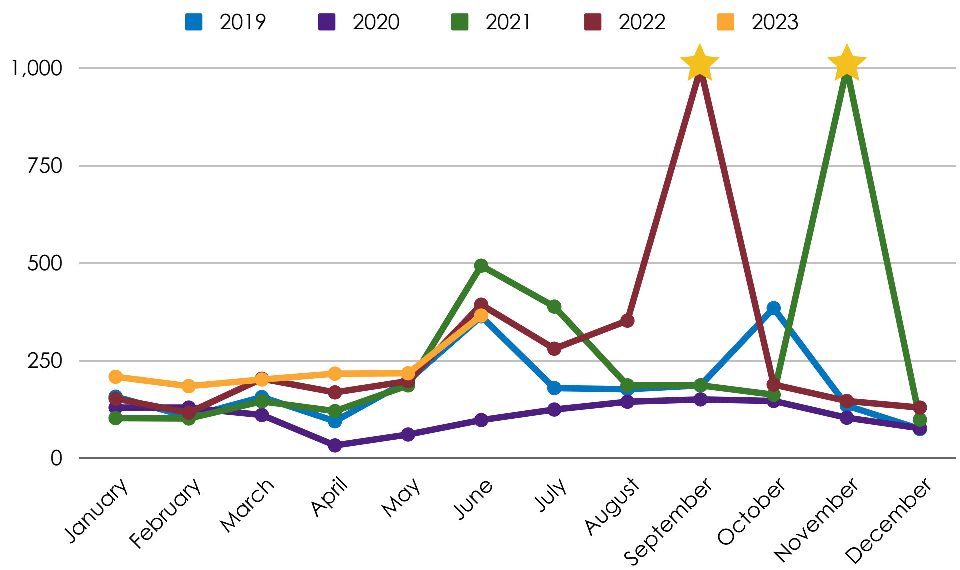
Door Count

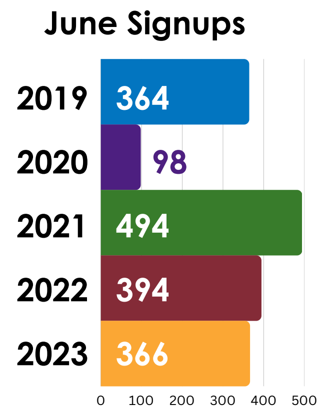


June Door Count



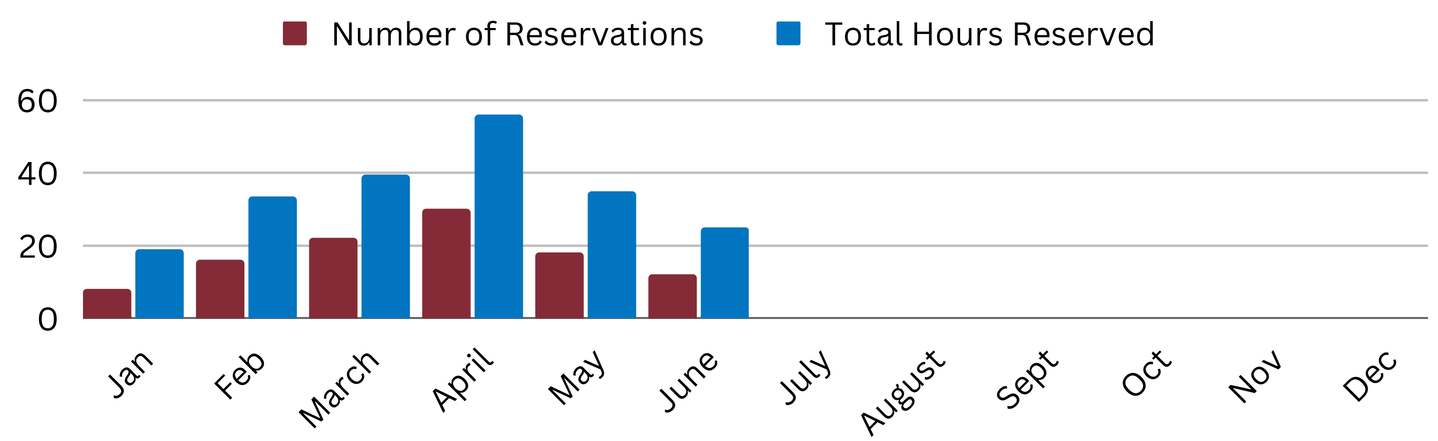
Library Card Signups





★ 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.

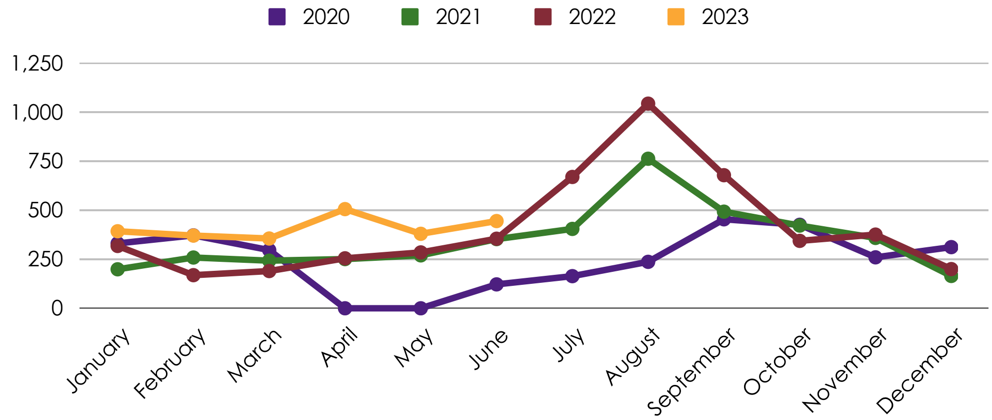
Meeting Room Usage



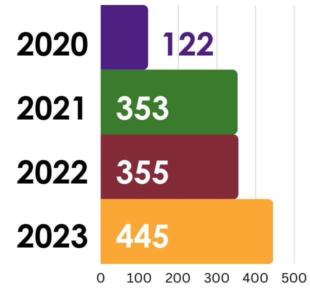
June 2023 Meeting Room Use

Monthly Hours Reserved	24.75
Hours Reserved YTD	**206.42**
Monthly Reservations	12
Reservations YTD	**106**

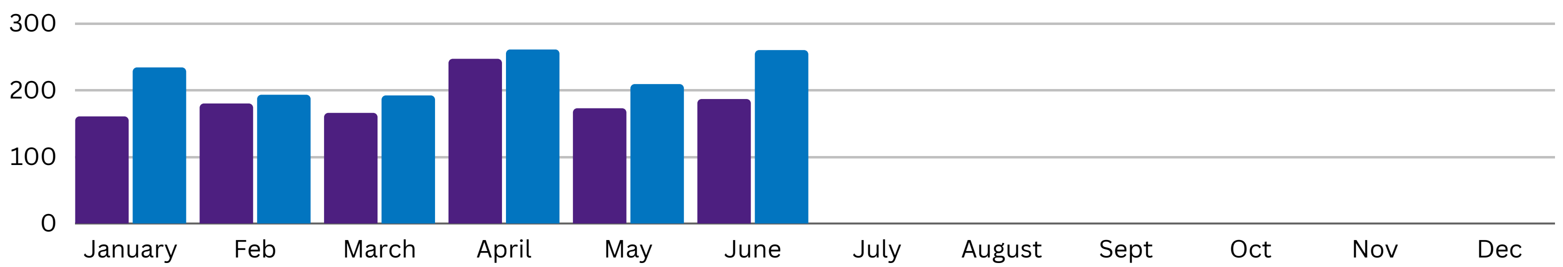
Offsite Book Drop Usage



June Offsite Book Drop Usage



2023 Offsite Book Drop Usage



Outreach Services

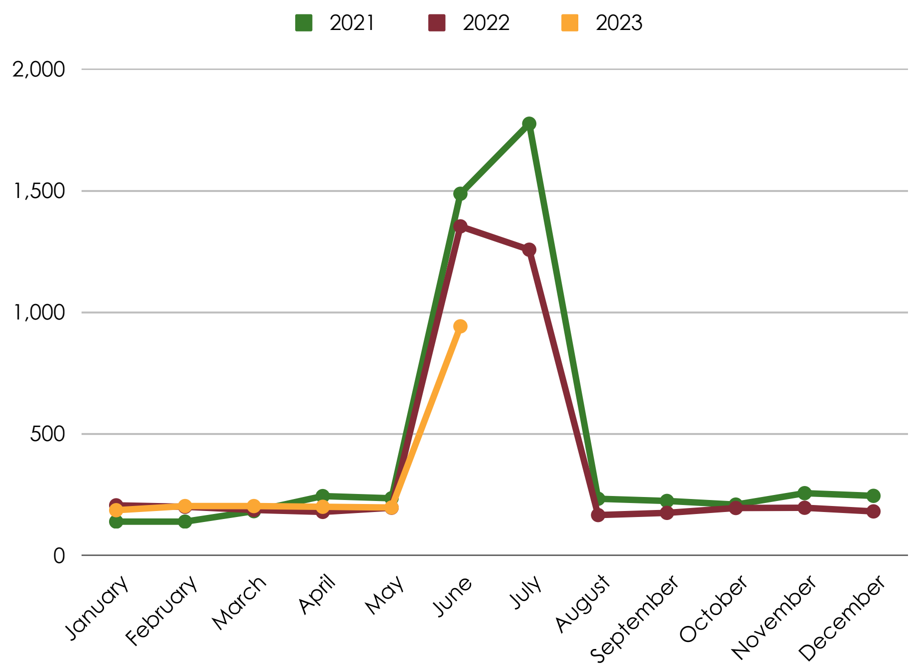
Monthly Outreach Circulation

Total Monthly Circulation*

2021 **236**
2022 **197**
2023 **198**

*The Total Monthly Outreach Circulation statistic has been modified to include Little Red Reading Bus circulation in 2021, 2022 and 2023 and these numbers will be reflected in any outreach reporting going forward. This number includes senior book deliveries, daycare book deliveries and any books checked out from the Little Red Reading Bus.

Senior Living Locations Served	6
Senior Outreach Circ.	112
Daycare Locations Served	4
Daycare Circ.	100
Little Red Reading Bus Stops	20
Little Red Reading Bus Circ.	731



Outreach & Community Event Attendance

Daycare Outreach Storytimes (0 sessions)	service ended May 2023
Little Red Reading Bus Route (20 stops)	851
Other Outreach Events	370
Total Attendance	**1221**

Programs

Onsite Program Attendance

Youth

Ready to Read Storytime	256
Baby Boost Storytime	234
Teen Events	29
Other Youth Events	161
Total Attendance	**680**
	(↓ 201)

Adult

Onsite Book Clubs	23
Adult Movie Screenings	53
English Conversation Circle	0
Other Events	22
Total Attendance	**98**
	(↓ 18)

All-Ages

Summer Kickoff Party	356
Model Trains	371
Family Movies	41
Blanket Event	12
Circle Art Passive Program	124
	904

Reference Programs

Technology Tutoring	paused for summer due to staffing
ND Job Service	0
Total Attendance	**0**
	(↓ 11)

STEM Week registration filled up quickly with a handful of people having to be turned away due to spatial limitations.

Teens made their own bath bombs and sugar scrub during a self care event.

Reading & Activity Challenges

Career Readiness Challenge (Ongoing)	
Monthly New Registrations	5
YTD Registrations	19
Lifetime Registrations	29
1000 Books Before Kindergarten (Ongoing)	
Monthly New Registrations	48
YTD Registrations	78
Lifetime Registrations	478
Summer Boost Reading Challenge	
(Registration open now. Challenge runs July 1 - July 31)	
Monthly New Registrations	402
YTD Registrations	662

Total program attendees (in-library & outreach, June 2023) **2903** *(↑ 1599)*

Communications

Public communications highlights referencing the library in June 2023 included local news coverage of:

- Hygiene Product Drive
- WFPL Annual Report and usage data
- 1 Book 1 Community announcements
- Little Red Reading Bus route
- Blanket Drive for Project Linus
- Summer Reading Program
- Kids Pollinator Class
- City of West Fargo hiring and staffing issues

Social Media Audience **16538**
Facebook, Instagram, Twitter followers + unmuted Nextdoor community members