

Fargo Public Library Board of Directors
Agenda for Tuesday March 19, 2024
4:00p.m.
Fargo City Commission Chambers
225 4th St North
Fargo, ND 58102

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| 1. Approve Order of the Agenda | Action |
| 2. Minutes of the February 27, Meeting | Action |
| 3. Public Comment | |
| 4. Staff Report- Megan Lass | |
| 5. Director's Report | |
| 6. Unfinished Business | |
| A. None | |
| 7. New Business | |
| A. E-content Collections Overview | |
| B. Registration Policy Review | Action |
| C. Staff Identification Policy Review | Action |
| D. Travel & Continuing Education Policy Review | Action |
| 8. Statistical Reports | |
| A. February Usage | |
| B. February Financials | |
| 9. Friends of the Library Report | |
| 10. Next Regular Meeting: April 16 | |
| 11. Adjourn | |

Fargo Public Library Board
Minutes for Tuesday, Feb 27, 2024
Fargo City Commission Chambers and Virtual
225 4th Street North, Fargo, ND 58102

Board Members Present: Amy Ouren (Online), Paul Jensen, Wanda Mengelkoch, John Rodenbiker, Hannah James (Online), Kristen Schipper (Online)

Board Members Absent: Jenna Reno

Staff: Tim Dirks, Megan Lass, Cindy Haff, Sarah Nelson

Board President Amy Ouren called the meeting to order at 4:00 p.m. A quorum was met.

Order of the Agenda

John Rodenbiker moved to approve the order of the agenda; Paul Jensen seconded the motion. The motion carried.

Minutes of the Jan 16 Regular Meeting

Wanda Mengelkoch moved to approve the minutes of the Dec 19 Regular Meeting; John Rodenbiker seconded the motion. The motion carried.

Public Comment

There was no one present for public comment

Staff Report

Megan Lass presented highlights of staff updates and events including:

- Children
 - Leap Year Storytime & Craft
 - Feb 29, 11AM at Main
 - The Iditarod
 - March 2, 1:30pm at Main
- Adult
 - Edible Landscaping for the North Plains was held on Feb 26
 - Attendance of over 60
 - President Amy Ouren suggested the possibility of making this a series or offering video next time given the high possibility.
 - This suggestion will be passed on to the Programming Team
- Multigenerational
 - Designing to Stop Disaster
 - Postponed to Apr 2 due to inclement weather
 - An Opera Sampler with Young Artists of the FM Opera
 - March 9, 2pm at Main
 - Northern Narratives
 - Accepting submissions through March 31

Director's Report

Director Tim Dirks highlighted his Quarterly meetings with Library administrative staff

Unfinished business

There was no unfinished business

New Business

- Confidentiality of Library Records
 - Board Member Paul Jensen submitted notes (see attachment to minutes) to argue he is not in favor of the words "or legislative investigative power" and moved the words be struck from the document
 - Director Tim Dirks explained the wording had been in existence since 1997 (pre-dating his term as director). He indicated we have never had a current environment that we do now and agreed the wording should be reviewed and/or eliminated. He will take the changes to the City Attorney for approval
 - Board Member John Rodenbiker reminded the Board that our policy is very important for Patron Privacy. He interpreted the wording as subpoena powers of legislature and, as such, may need to keep the language, while noting that this is different than free investigative powers outside of criminal supoenas
 - Board Member Kristin Schipper reminded the Board that even without the wording, Subpoena power would still override our policy
 - Board Member Paul Jensen agreed with the discussion but reiterated that Legislature should not have the power to randomly investigate patron usage without reason of criminal investigation.
 - The Motion was seconded by Kristin Schipper and carried unanimously.
- Interlibrary Loan
 - Motion to approve as written by John Rodenbiker
 - Seconded by Wanda Mengelkoch
 - Motion Carried
- Outreach Services
 - Motion to approve as written by John Rodenbiker
 - Seconded by Hannah James
 - Motion carried
 - Kudos were given to our Outreach staff and volunteers who were out in today's blizzard to make visits to assisted living and nursing home facilities.

Statistical Reports

January Usage

Director Tim Dirks noted strong January numbers. He highlighted the high Children's passive events total as being a 3 month count of scavenger hunt participants. He also noted our third consecutive month of record growth in E-content. Director Dirks explained how Hoopla is a pay-per-use platform. Efforts to reduce rising costs due to increased growth has led to our reducing the number of borrows allowed to each patron, but the usage and costs continue to rise. Board Member John Rodenbiker inquired on how rates are driven for Overdrive. Tim briefly explained they are set almost exclusively by publishers with very little platform control.

December Financials

Director Tim Dirks noted gifts from a private individual as well as continued gifts from the Friends of the Fargo Public Library with our sincere thanks. Revenue for January was \$3015.37.

Friends of the Library Report

No representatives of the Friends group were present for the meeting.

Next Regular Meeting Tuesday, March 19 at 4pm in the Fargo City Commission Chambers.

The meeting adjourned at 4:28 p.m.

Respectfully submitted,
Cindy Haff

Staff Report

March 2024 Library Board Meeting

Programming:

Upcoming Featured Events & Programs (for a full list of all upcoming activities, visit FargoLibrary.org):

Winter Reading Program has finished!

- 1,104 registered readers – 513 adults, 96 teens, 495 children
- 27,698 days read
- 635 completed challenges

Children

- **Mind Mysteries Live with Dr. Ben Balas, March 24, 2:00pm – Carlson Library.** Join Dr. Ben Balas from NDSU Psychology for Mind Mysteries LIVE! We'll have an experiment to help us learn how kids' brains help them understand what they see. Whether you've already taken some Mind Mysteries home or want to try one out for the first time, come join us to make your mark for science! Mind Mysteries LIVE is for school-age kids in grades 1 through 6.
- **Little Squirt Sun and Moon Science.** On April 8, North America will again experience a total eclipse of the Sun. Kids ages 3-5 are invited to learn more about the Sun and the Moon and what causes an eclipse at this special Little Squirt Science session. Through stories and hands-on activities, we'll explore the fiery star and natural satellite. Pre-registration is required and opens on March 14.
 - March 28, 10:00am – Main Library
 - March 30, 10:00am – Carlson Library

Teens

- **DIY Leather Keychains, April 1, 5:00 pm – Carlson Library.** Come make a fun stamped leather keychain!

Adults

- **The Seed Library for Spring 2024 is now open as of March 15 at the Main Library and Dr. James Carlson Library locations.** Try out some seeds for free. A variety of vegetable, herb & flower seeds are available to the public while supplies last (limit of 5 seed packets per visit per household). Remember to show us what you grow this year. Tag us on Instagram, Facebook & Twitter using #FPLSeeds.
- **Virtual Reality for Beginners, March 23, 10:00am – Carlson Library.** Virtual Reality (VR) has become a rapidly growing field in technology in the last decade. Now with several devices on the market you might be curious to experience this technology. Come to the Carlson Library to learn more through hands-on experience with a Meta Quest headset and experience virtual reality.
- **Seed Starting Workshop, March 26, 6:00pm – Carlson Library.** In this hands-on workshop, beginner gardeners will learn the benefits and basics of starting seeds at home. Participants will also learn how to create their own seed starting pots with recycled newspaper. All supplies and seeds will be provided. Registration is required.
- **Community Game Night, April 1, 5:00pm – Northport Library.** A variety of tabletop games will be provided, and participants are also encouraged to bring a favorite game they would like to share. All tabletop gaming experience levels are welcome!

- **Library Art Talk & Tour, April 7, 2:00pm – Main Library.** Over the years, the Fargo Public Library has acquired artwork from regional artists, such as Charles Beck, Cyrus Running, and George Pfeiffer. After a brief presentation of the artist biographies and the provenance of the pieces, join Librarian Steve Hubbard for a walking tour of the art at the Main Library, both in the public and staff areas.
- **Library Week Watercolor Bookmarks, April 10, 6:30 – Carlson Library.** Celebrate Library Week with us by creating watercolor bookmarks! Program is aimed at beginners or anyone who loves to watercolor.
- **Gene Hackman Film Series April 14.** Few actors are quite as beloved as Gene Hackman, a two-time Oscar winner who appeared in almost every movie genre under the sun, from the early 1960s until his retirement from acting in 2004. Local film critic Matt Olien hosts the film series and leads a short discussion following each screening.
 - **April 14 – *The French Connection* (1971) rated R – 103 minutes**
- **Book Clubs**
 - **History Reading Club, March 26 – *In the Shadow of Fear* by Nick Brunner**
 - **Sense of Place, April 4 – *Eva and Eve* by Julie Metz**
 - **Tea Time Book Club, April 8 – *The Bandit Queens* by Parini Shroff**
 - **Diverse Perspectives, April 11 – *We Are Not Like Them* by Christine Pride**
 - **Senior Book Club, April 16 – *A Life without Water* by Marci Bolden**

Multigenerational

- **Volunteer Fair, March 23, 1:00pm – Main Library.** Come and learn about different volunteering opportunities in the FM area. Representatives from local organizations will be set up in the Community Room at the Main Library.
- **Who's Afraid of the Big, Bad Tech, March 26, 6:30pm – Main Library.** Deep fakes, ChatGPT, and other AI are scaring a lot of people. "Helper" devices, such as Alexa, are secretly listening all the time to what is being said, even when we really would not want others to know that information. Dr. Dennis Cooley, Professor of Philosophy and Ethics at NDSU, will discuss technology's ethical challenges and how we can harness AI for our benefit. This event is for teens and adults interested in the future of technology, ethics, and philosophy.
- **FPL's Fifth Annual Northern Focus Photography Project.** We are asking up-and-coming or recreational photographers to send us their best pictures taken in ND and MN to grace our downtown location in a photo exhibit. Photographs selected as honorable mentions will be specially featured, and the winning photo will become the front cover of Northern Narratives 2024! We are accepting submissions April 1 through May 31, 2024. The program is open to adults and teens 13 years or older.
- **Here Comes Another Eclipse!** On April 8th, a total eclipse (69% visibility projected for Fargo) will provide us with another chance to see the moon hide the sun. Stop by any Fargo Public Library location during the week of **April 1-7** to get eclipse glasses to safely view this phenomenon, while supplies last. A take and make craft for kids and other eclipse-related activities will also be available to help prepare for the big event!
- **Dreaming Big: Dog Sled Racing with Eva Robinson, April 6, 1:30 – Main Library.** At 17-years-old, Eva Robinson of Cavalier, ND is already a veteran competitive musher. She and her dogs have participated in numerous races, including the Jr. Iditarod and the Jr. Beargrease where she took first place in 2021. All ages are invited to hear Eva's inspiring story of dreaming big, persevering to fulfill a 10-year dream of racing in the Alaska wilderness, staying humble, and never quitting. She'll also introduce us to one of her team dogs!

FPL DIRECTOR'S REPORT

March 19, 2024

Director's Activities:

- 3.4.2024 Attended City Cabinet Meeting
- 3.4.2024 Attended Main Library Shade Punch List Walk Through
- 4.12.2024 Attended Tyler Technologies Kick Off Meeting
- 3.18.2024 Attended City Cabinet Meeting

Goal 1 Professional & Organizational:

- 2.28.2024 Provided Office Hours
- 2.29.2024 Moderated Quarterly Project Meeting with Electronic Resources Librarian
- 3.5.2024 Moderated Library Dept. Heads Meeting
- 3.6.2024 Provided Office Hours
- 4.12.2024 Moderated Quarterly Check-In Meeting with Principle Office Associated
- 3.13.2024 Provided Branch Open Discussion Session at Northport Branch
- 3.19.2024 Moderated Library Dept. Heads Meeting

Goal 4 Partnering:

- 3.5.2024 Attended Friends Board Meeting
- 4.8.2024 Moderated Red River Zoo Governance Committee Meeting

**Fargo Public Library Board
Action Item Summary Sheet**

What:

Review of the following Policies: Registration Policy, Staff Identification Policy and Travel & Continuing Education Policy

Explanation:

A number of Board Policies haven't been reviewed for three years and need to be reviewed. No specific changes have been identified in regards to the policies.

Director recommendation:

Review and approve the following policies: Registration Policy, Staff Identification Policy and Travel & Continuing Education Policy

Board Discussion:

Approve as recommended

First motion made by: _____

Second motion made by: _____

Approve with changes

First motion made by: _____

Second motion made by: _____

Vote

In Favor: _____

Opposed: _____

Approved/Denied/Tabled/Postponed

Service Policy **Registration**

A Fargo Public Library card account gives borrowing and usage privileges at all Fargo Public Library locations and provides remote access to the Library's online resources. Library cards expire after five years, with the exception of Organizational cards which expire after three years, and Computer Access cards and paid non-resident cards, which expire after one year.

Who can get a free Fargo Public Library card?

Library cards are available for free to residents and taxpayers of Fargo. K—12 students in Fargo public and private schools whose residences may be outside the city limits also qualify for a free Fargo Public Library card.

You may also qualify for a free Fargo Public Library card if you live in the following areas:

- The West Fargo Public Library service area
- The 7-county area served by the Lake Agassiz Regional Library (LARL)

Users from these reciprocal libraries must present a valid library card from their home library. These library systems also extend the same benefit to cardholders from the Fargo Public Library. If residents of the LARL system and West Fargo choose not to have cards from their local library system, they will be charged the non-resident fee.

Other residents of North Dakota may also get a free non-resident Fargo Public Library card.

For users who do not qualify for a free Fargo Public Library card, paid non-resident cards are available. Non-resident cards are valid for one year for a fee of \$20 per year. The non-resident fee is set by the Library Board of Directors based on the library's per-household revenue from property taxes.

How to Get a Library Card

Applicants who are age sixteen and older must present a current picture ID and proof of current residence, and complete the application form. If a person applied for a library card online, the applicant must present a current picture ID and proof of current residence when picking up the card.

For applicants who are fifteen and younger, the parent or legal guardian of the child must present his or her current picture ID and proof of current residence and complete the application form. If the application is submitted online, the parent/legal guardian

must present a current picture ID and proof of current residence when picking up the card.

Acceptable picture ID (must present one):

- Driver's license or non-driver's state ID
- Passport
- School photo ID
- College or university photo ID
- Tribal ID (with or without photo)
- Armed services photo ID
- Permanent resident photo ID (Green Card)
- State or Federal government-issued photo ID

Photocopied IDs or pictures of IDs are not accepted.

If the address on the photo ID is not current, additional address verification is required. Acceptable proof of address/residence includes, but is not limited to:

- Mail postmarked and addressed to the applicant
- Utility bill
- Rent receipt

If proof of residence is not available, the library card will be mailed to the residence address to verify current address. Library services will remain limited until the address is verified.

Student Digital Resources Card (K—12)

This card is available for free to K—12 students in Fargo public and private schools, including those whose residences may be outside the city limits, to access online library resources such as Overdrive/Libby, Mango Languages, Rosetta Stone, Tumblebooks, or others. Hoopla access is not included in the Student Digital Resources card. This card does not allow borrowing of physical items. To gain full access to library materials and borrowing privileges, see How to Get a Library Card above.

A teacher, librarian, or other school official may complete the Student Digital Resources card application form in lieu of parent or guardian, either at a library location or school. Contact the Children's Department directly for more information.

Computer Access Cards

Computer Access cards are issued to individuals to use the library's public computer services. This card has no borrowing privileges. A Computer Access card is available to individuals age sixteen and older. The card is valid for one year, and provides up to four hours of computer access per day. Most forms of ID are accepted, including temporary

State ID, organizational and corporate ID, shelter ID, bus passes, photocopied ID and pictures of ID, as well as the acceptable picture IDs noted above.

Organizational Library Cards

To register for an organizational library card, an organization must submit a brief letter of request on organizational letterhead, along with the completed application form. The authorized person who signs the application form is responsible for all materials checked out on that organizational library card. If the authorized person who signs the application leaves the organization, the organization will continue to be responsible for all materials borrowed. Organizational cards are valid for three years.

Homebound Library Card Service

To be eligible for homebound service, individuals must reside within Fargo city limits and meet the qualifications for service. If the individual does not already have a Fargo Public Library card, an application for a card can be filled out during the first homebound visit from a member of the Outreach Department.

To Renew Your Library Card

Library services may be limited until renewal is completed.

- Patrons age sixteen and older must come into the library and show acceptable picture ID to renew the account. For patrons fifteen and younger, the child's parent or legal guardian must complete the process.
- To renew an organizational library card, the authorized person must come into the library and show acceptable picture ID to update the account. If the authorized person for the organization has changed, a brief letter on organizational letterhead of the authorization change must be submitted.
- Renewal of homebound library cards is coordinated through the Outreach Department.

If You Lose Your Card

Please contact the Library immediately if your library card is lost or stolen as you are responsible for any borrowed items. There is a \$1.00 replacement fee for lost or missing library cards.

Approved 07-16-2002
Revised 01-28-2003
Revised 12-13-2005
Revised 04-16-2013
Revised 07-15-2014
Reviewed 06-19-2018
Revised 07-17-2018
Revised 02-19-2019
Revised 12-21-2021

Service Policy
Staff Identification

While on duty library employees and volunteers are required to wear a visible identification badge which indicates their status. The exact design and specifications of badges shall be determined by the library director.

Approved 08-17-2006

Revised 05-20-2014

Reviewed 07-17-2018

Reviewed 10-19-2021

Service Policy
**Travel and Continuing
Education (CE)**

The purpose of continuing education (CE) is to provide a well-trained and qualified workforce so that we can best meet our customers' needs. The Fargo Public Library believes strongly in the importance of CE including attendance at state and national conferences in order to have the best trained and qualified workforce possible. The main focus of this policy pertains to professional librarians attending library conferences. Employees in support functions such as, but not limited to, accounting or public relations, will also have the opportunity to participate in local or regional continuing education offerings, provided that such offerings directly relate to the employees' job duties at the library.

Within budget limitations FPL will strive to provide a wide variety of CE options to its staff and to make attendance at state and national conferences available to full-time employees based on criteria to be outlined below. Priority will be given to full-time employees but part-time employees may be allowed to attend such events as funds permit. Other criteria to be used will include the following:

1. Staff members who are committee members or presenters at state and national conferences will be given priority in terms of attendance. In the event that sufficient funds are not available to allow all such individuals to receive direct financial support an effort will be made to allow them release time to attend the conference, keeping in mind the public service needs of the institution.
2. Employees who are not presenters or committee members will be given opportunities for conference attendance based on full-time status; attendance will be rotated among full-time staff members as funds permit.
3. Preference will be given to those employees who are members of the organization whose conference they wish to attend.
4. An effort will be made to allow individuals from all departments to attend state and national conferences as a matter of fundamental fairness.
5. The value of a particular CE opportunity will be based primarily on the benefit and usefulness to the institution.
6. Service to the public remains our primary responsibility. Under no circumstances will conference attendance be allowed to reduce or compromise our institutional goals.
7. All employees who attend state and national conferences will be expected to file a written report with the library director. In some cases they may also be asked to give an oral report at a staff meeting or to the library board.
8. Requests for funds for CE should be made as far in advance as possible. All such requests should be made in writing and are subject to approval by the director.
9. Employees will be encouraged to apply for grant funding or to seek non-library funds to pay for their attendance whenever possible.
10. Questions regarding this policy should be directed to the appropriate departmental supervisor or to the library director.

*Approved 07-18-2006
Reviewed 02-18-2014
Revised 05-20-2014
Revised 08-21-2018*

Reviewed 10-19-2021

Library Use 2021

New Registrations: 1,001
 Approx. Registered Patrons: 43,245

ATTENDANCE	Feb-24	Feb-23	% CHANGE	2024 YTD	2023 YTD	Diff.	% CHANGE
Door Count Main	17,148	14,752	16%	34,168	30,292	3,876	13%
Door Count Carlson	13,153	10,965	20%	24,736	21,980	2,756	13%
Door Count Northport	4,165	4,073	2%	8,193	7,614	579	8%
Outreach	357	395	-10%	721	835	(114)	-14%
Total	34,823	30,185	15%	67,818	60,721	7,097	12%

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance	% CHANGE	2024 YTD	2023 YTD	Diff.	% CHANGE
Adult Programs Main	18	193	317	-39%	437	595	(158)	-27%
Adult Programs Carlson	15	184	129	43%	289	260	29	11%
Adult Programs Northport	5	58	18	222%	75	35	40	114%
Teen Programs Main	2	6	9	-33%	6	9	(3)	-33%
Teen Programs Carlson	-	-	20	-100%	7	22	(15)	-68%
Teen Programs Northport	-	-	-	-	-	-	-	-
Childrens Programs Main	15	518	422	23%	752	675	77	11%
Childrens Programs Carlson	13	456	432	6%	680	730	(50)	-7%
Childrens Programs Northport	6	250	256	-2%	362	331	31	9%
Community Engagement	8	757	99	665%	837	579	258	45%
Outreach Department	1	34	35	-3%	71	65	6	9%
Virtual/Passive Adult	1	158	139	14%	306	251	55	22%
Virtual/Passive Teen	2	39	-	-	59	-	59	-
Virtual/Passive Childrens	2	16	17	-6%	1,066	31	1,035	3339%
Total	88	2,669	1,893	41%	4,947	3,583	1,364	38%

VOLUNTEER HOURS								
Main		179	46	289%	247	92	155	168%
Carlson		30	17	76%	44	37	7	19%
Outreach		51	28	82%	100	72	28	39%
Northport		-	-	-	-	-	-	-
Total		260	91	186%	391	201	190	95%

INTERNET SIGNUP								
Main		2,908	2,079	40%	5,655	4,415	1,240	28%
Carlson		1,769	1,332	33%	3,408	2,747	661	24%
Northport		405	346	17%	840	684	156	23%
Total		5,082	3,757	35%	9,903	7,846	2,057	26%

ELECTRONIC ACTIVITY								
Web page hits		20,043	18,139	10%	43,265	36,693	6,572	18%

2021 Circulation

	Feb-24	Feb-23	Increase/ Decrease	% CHANGE	2024 YTD	2023 YTD	Increase/ Decrease	% Change YTD
PRINT								
MAIN								
Adult Nonfiction	2,732	2,674	58	2.17%	5,853	5,616	237	4.22%
Youth Nonfiction	1,884	1,723	161	9.34%	3,761	3,695	66	1.79%
Adult Fiction	5,645	5,229	416	7.96%	11,453	10,964	489	4.46%
Youth Fiction	2,996	3,390	(394)	-11.62%	5,972	6,646	(674)	-10.14%
Youth Reader	1,262	1,069	193	18.05%	2,430	2,204	226	10.25%
Youth Picture Books	3,821	3,865	(44)	-1.14%	7,753	7,641	112	1.47%
Adult Magazines	127	78	49	62.82%	222	148	74	50.00%
Youth Magazines	22	20	2	10.00%	46	40	6	15.00%
Subtotal	18,489	18,048	441	2.44%	37,490	36,954	536	1.45%
OUTREACH								
Deposit	870	837	33	3.94%	1,766	1,781	(15)	-0.84%
CARLSON								
Adult Nonfiction	926	951	(25)	-2.63%	1,946	1,984	(38)	-1.92%
Youth Nonfiction	1,130	921	209	22.69%	2,235	1,873	362	19.33%
Adult Fiction	3,018	3,055	(37)	-1.21%	6,065	6,075	(10)	-0.16%
Youth Fiction	2,490	2,152	338	15.71%	4,700	4,285	415	9.68%
Youth Readers	1,437	1,281	156	12.18%	2,977	2,709	268	9.89%
Youth Picture Books	3,096	2,919	177	6.06%	6,100	6,143	(43)	-0.70%
Adult Magazines	74	54	20	37.04%	133	106	27	25.47%
Youth Magazines	28	48	(20)	-41.67%	57	87	(30)	-34.48%
Subtotal	12,199	11,381	818	7.19%	24,213	23,262	951	4.09%
NORTHPORT								
Adult Nonfiction	260	266	(6)	-2.26%	559	531	28	5.27%
Youth Nonfiction	380	298	82	27.52%	782	514	268	52.14%
Adult Fiction	814	853	(39)	-4.57%	1,708	1,706	2	0.12%
Youth Fiction	393	373	20	5.36%	798	662	136	20.54%
Youth Readers	342	327	15	4.59%	573	514	59	11.48%
Youth Picture Books	642	725	(83)	-11.45%	1,284	1,316	(32)	-2.43%
Adult Magazines	6	34	(28)	-82.35%	31	58	(27)	-46.55%
Youth Magazines	2	1	1	100.00%	5	2	3	150.00%
Subtotal	2,839	2,877	(38)	-1.32%	5,740	5,303	437	8.24%
TOTAL PRINT	34,397	33,143	1,254	3.78%	69,209	67,300	1,909	2.84%

2021 Circulation

NONPRINT

Overdrive	24,869	17,767	7,102	39.97%	51,854	37,732	14,122	37.43%
Childrens Devices	14	25	(11)	-44.00%	28	41	(13)	-31.71%
Hoopla	3,073	2,720	353	12.98%	6,307	5,362	945	17.62%
Kanopy	864		864		1,997	-	1,997	
Subtotal	28,820	20,512	8,308	40.50%	60,186	43,135	17,051	39.53%

MAIN

Adult DVD's	3,159	2,898	261	9.01%	6,149	5,859	290	4.95%
Youth DVD's	476	408	68	16.67%	908	909	(1)	-0.11%
Video Games	231	254	(23)	-9.06%	508	556	(48)	-8.63%
Adult CD's	542	432	110	25.46%	1,158	977	181	18.53%
Youth CD's	66	67	(1)	-1.49%	171	144	27	18.75%
Adult Books on CD	137	171	(34)	-19.88%	304	375	(71)	-18.93%
Youth Books on CD	254	178	76	42.70%	478	362	116	32.04%
Kits	281	265	16	6.04%	614	555	59	10.63%
Subtotal	5,146	4,673	473	10.12%	10,290	9,737	553	5.68%

CARLSON

Adult DVD's	1,527	1,503	24	1.60%	3,094	2,959	135	4.56%
Youth DVD's	496	394	102	25.89%	870	743	127	17.09%
Video Games	281	217	64	29.49%	532	460	72	15.65%
Adult CD's	239	298	(59)	-19.80%	600	578	22	3.81%
Youth CD's	99	45	54	120.00%	174	95	79	83.16%
Adult Books on CD	95	121	(26)	-21.49%	167	243	(76)	-31.28%
Youth Books on CD	236	151	85	56.29%	487	285	202	70.88%
Kits	211	145	66	45.52%	368	301	67	22.26%
Subtotal	3,184	2,874	310	10.79%	6,292	5,664	628	11.09%

NORTHPORT

Adult DVD's	593	894	(301)	-33.67%	1,228	1,708	(480)	-28.10%
Youth DVD's	102	128	(26)	-20.31%	158	214	(56)	-26.17%
Video Games	77	58	19	32.76%	174	130	44	33.85%
Adult CD's	112	116	(4)	-3.45%	208	249	(41)	-16.47%
Youth CD's	20	22	(2)	-9.09%	35	41	(6)	-14.63%
Adult Books on CD	25	13	12	92.31%	61	33	28	84.85%
Youth Books on CD	118	50	68	136.00%	235	91	144	158.24%
Kits	26	29	(3)	-10.34%	57	54	3	5.56%
Subtotal	1,073	1,310	(237)	-18.09%	2,156	2,520	(364)	-14.44%

TOTAL NONPRINT

38,223	29,369	8,854	30.15%	78,924	61,056	17,868	29.26%
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INTERLIBRARY LOAN

Borrowed	231	233	(2)	-0.86%	516	478	38	7.95%
Loaned	419	314	105	33.44%	831	646	185	28.64%
Subtotal	650	547	103	18.83%	1,347	1,124	223	19.84%

RENEWALS

12,111	11,497	614	5.34%	24,417	23,016	1,401	6.09%
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TOTAL CIRCULATION

85,381	74,556	10,825	14.52%	173,897	152,496	21,401	14.03%
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Fargo Public Library 2024 Total Expenses
17% OF YEAR LAPSED
SUMMARY OF EXPENSE VS. AGGREGATE BUDGET
2024

Account	Budget Line	Total YTD	Total Encumbrances	Total YTD Expenses + Encumbrances	Total Budget	%	Over/(Under)
Full time staff	11-00	\$ 321,456	\$ -	\$ 321,456	\$ 2,407,122	13.35%	\$ (2,085,665.63)
Full time overtime	11-01	\$ 45	\$ -	\$ 45	\$ -		\$ 45.27
Full time banked sick	11-02	\$ -	\$ 18	\$ 18	\$ 17,284	0.11%	\$ (17,265.54)
Part time w/benefits	13-00	\$ 76,618	\$ -	\$ 76,618	\$ 531,967	14.40%	\$ (455,349.09)
Part time w/benefits overtime		\$ 5	\$ 29,072	\$ 29,077	\$ -		\$ 29,076.63
Part time banked sick		\$ -	\$ -	\$ -	\$ 250		\$ (250.00)
Part time seasonal no benefits	14-00	\$ 5,135	\$ -	\$ 5,135	\$ 40,789	12.59%	\$ (35,654.50)
Health insurance	20-01	\$ 45,545	\$ 1,917	\$ 47,462	\$ 335,068	14.16%	\$ (287,605.83)
Dental insurance	20-03	\$ 3,364	\$ 17,890	\$ 21,254	\$ 21,595	98.42%	\$ (341.20)
Long Term Disability	20-04	\$ 919	\$ 1,382	\$ 2,302	\$ 6,597	34.89%	\$ (4,295.43)
Auto Allowance	20-05	\$ 121	\$ 397	\$ 518	\$ 900	57.56%	\$ (381.92)
FICA 6.2%	21-01	\$ 23,877	\$ 69	\$ 23,947	\$ 183,195	13.07%	\$ (159,248.36)
Medicare 1.45%	21-02	\$ 5,584	\$ 10,201	\$ 15,785	\$ 42,924	36.77%	\$ (27,139.41)
City Pension	22-01	\$ 4,301	\$ 2,386	\$ 6,686	\$ 31,811	21.02%	\$ (25,124.55)
NDPERS Pension	22-04	\$ 31,113	\$ 1,733	\$ 32,846	\$ 233,366	14.07%	\$ (200,520.21)
NDPERS & City Pension	22-05	\$ 866	\$ 13,571	\$ 14,437	\$ 6,406	225.37%	\$ 8,031.45
Actuarial Contributions	22-06	\$ -	\$ 496	\$ 496	\$ -		\$ 496.06
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -		\$ -
Life Insurance	26-00	\$ -	\$ -	\$ -	\$ 800	0.00%	\$ (800.00)
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Security Services	38-61	\$ 13,991	\$ 120,339	\$ 134,329	\$ 134,329	100.00%	\$ 0.09
Other Services	38-99	\$ 2,037	\$ 7,572	\$ 9,609	\$ 16,500	58.24%	\$ (6,891.00)
Water Sewer	41-05	\$ 449	\$ -	\$ 449	\$ 6,500	6.91%	\$ (6,050.81)
General equip repair	43-20	\$ -	\$ -	\$ -	\$ 3,000	0.00%	\$ (3,000.00)
General equip repair (computer)	43-21	\$ 7,709	\$ 735	\$ 8,444	\$ 39,266	21.50%	\$ (30,822.07)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 47,923	\$ 14,189	\$ 62,111	\$ 55,960	110.99%	\$ 6,151.48
Land and building rent	44-10	\$ 18,555	\$ 64,188	\$ 82,743	\$ 79,000	104.74%	\$ 3,743.19
Property insurance	52-10	\$ -	\$ -	\$ -	\$ 20,065	0.00%	\$ (20,065.00)
Automobile liability	52-20	\$ -	\$ -	\$ -	\$ 265	0.00%	\$ (265.00)
General liability	52-30	\$ -	\$ -	\$ -	\$ 12,225	0.00%	\$ (12,225.00)
Cellular phone service	53-20	\$ 401	\$ -	\$ 401	\$ 5,400	7.43%	\$ (4,998.81)
Other communications	53-60	\$ 200	\$ -	\$ 200	\$ 2,600	7.70%	\$ (2,399.77)
ILS Development	53-61	\$ -	\$ -	\$ -	\$ 46,150	0.00%	\$ (46,150.00)
Minitex/OCLC	53-62	\$ 20,610	\$ -	\$ 20,610	\$ 20,600	100.05%	\$ 10.24
Marketing	54-11	\$ 5,025	\$ -	\$ 5,025	\$ 37,000	13.58%	\$ (31,975.37)
In state travel	56-60	\$ 125	\$ -	\$ 125	\$ 3,500	3.58%	\$ (3,374.71)
Out of state travel	57-60	\$ 1,525	\$ -	\$ 1,525	\$ 7,500	20.34%	\$ (5,974.84)
Due & membership in state	59-10	\$ 1,820	\$ -	\$ 1,820	\$ 2,100	86.67%	\$ (280.00)
Dues/membership out state	59-11	\$ 1,106	\$ -	\$ 1,106	\$ 2,000	55.30%	\$ (894.00)
Seminar & conf in state	59-20	\$ 200	\$ -	\$ 200	\$ 2,500	8.00%	\$ (2,300.00)
Seminar & conf out state	59-21	\$ 1,395	\$ -	\$ 1,395	\$ 2,750	50.73%	\$ (1,355.00)
Office supplies	61-10	\$ 5,768	\$ -	\$ 5,768	\$ 31,000	18.60%	\$ (25,232.48)
Medical supplies	61-20	\$ 164	\$ -	\$ 164	\$ 600	27.31%	\$ (436.13)
General supplies	61-40	\$ 4,775	\$ 3,393	\$ 8,168	\$ 36,000	22.69%	\$ (27,831.86)
Program materials	61-43	\$ 2,293	\$ -	\$ 2,293	\$ 41,000	5.59%	\$ (38,707.09)
Materials Processing	61-44	\$ 5,933	\$ -	\$ 5,933	\$ 64,569	9.19%	\$ (58,635.97)
Postage	61-50	\$ 10,020	\$ -	\$ 10,020	\$ 15,300	65.49%	\$ (5,280.50)
Books & periodicals	61-70	\$ 121,148	\$ -	\$ 121,148	\$ 774,454	15.64%	\$ (653,306.30)
Gasoline		\$ -	\$ -	\$ -	\$ 550	0.00%	\$ (550.00)
Natural gas	62-50	\$ 5,432	\$ -	\$ 5,432	\$ 76,300	7.12%	\$ (70,867.73)
Electricity	62-51	\$ 6,466	\$ -	\$ 6,466	\$ 89,500	7.22%	\$ (83,034.03)
Miscellaneous	68-10	\$ 246	\$ -	\$ 246	\$ 2,000	12.32%	\$ (1,753.64)
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ 100	0.00%	\$ (100.00)
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software	74-10	\$ -	\$ -	\$ -	\$ 14,082		\$ (14,082.00)
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 804,265	\$ 289,548	\$ 1,093,813	\$ 5,506,739	19.86%	\$ (4,412,926)

Fargo Public Library 2024 Total Expenses

17% OF YEAR LAPSED

EXPENSE VS. BUDGET

2024

MAIN

Account	Budget Line	January	February	March	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 106,026	\$ 140,890		\$ 246,915		\$ 1,917,891	13%
Full time overtime	11-01	\$ 27	\$ 18		\$ 45		\$ -	
Full Time banked sick	11-02	\$ -	\$ -		\$ -		\$ 13,790	0%
Part time w/benefits	13-00	\$ 21,644	\$ 29,072		\$ 50,716		\$ 365,534	14%
Part time w/benefits overtime		\$ 5	\$ -		\$ 5		\$ -	
Part Time Banked Sick	13-02	\$ -	\$ -		\$ -		\$ 250	0%
Part time seasonal no benefits	14-00	\$ 1,655	\$ 1,917		\$ 3,572		\$ 31,408	11%
Health insurance	20-01	\$ 13,525	\$ 17,890		\$ 31,415		\$ 238,921	13%
Dental insurance	20-03	\$ 1,040	\$ 1,382		\$ 2,422		\$ 16,422	15%
Long Term Disability	20-04	\$ 297	\$ 397		\$ 694		\$ 5,234	13%
Auto Allowance	20-05	\$ 52	\$ 69		\$ 121		\$ 900	13%
FICA 6.2%	21-01	\$ 7,675	\$ 10,201		\$ 17,876		\$ 142,472	13%
Medicare 1.45%	21-02	\$ 1,795	\$ 2,386		\$ 4,180		\$ 33,400	13%
City Pension	22-01	\$ 1,300	\$ 1,733		\$ 3,033		\$ 22,429	14%
NDPERS Pension	22-04	\$ 9,822	\$ 13,571		\$ 23,393		\$ 183,512	13%
NDPERS & City Pension	22-05	\$ 371	\$ 495		\$ 866		\$ 6,406	14%
Actuarial Contributions	22-06	\$ -	\$ -		\$ -			
Workers Comp	25-00	\$ -	\$ -		\$ -			
Life Insurance	26-00	\$ -	\$ -		\$ -		\$ 800	0%
Interpreters/ADA Compliance	33-29	\$ -	\$ -		\$ -		\$ 500	0%
Security Services	38-61	\$ -	\$ 10,180		\$ 10,180	\$ 87,249	\$ 97,429	100%
Other Services	38-99	\$ 911	\$ 1,094		\$ 2,005	\$ 7,572	\$ 15,000	64%
Water Sewer	41-05	\$ -	\$ -		\$ -			
General equip repair	43-20	\$ -	\$ -		\$ -		\$ 3,000	0%
General equip repair (computer)	43-21	\$ 1,253	\$ 6,142		\$ 7,395	\$ 735	\$ 33,266	24%
General equip repair (vehicle)	43-22	\$ -	\$ -		\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 33,432	\$ 14,490		\$ 47,923	\$ 14,189	\$ 49,560	125%
Land and building rent	44-10	\$ -	\$ -		\$ -			
Property insurance	52-10	\$ -	\$ -		\$ -		\$ 15,010	0%
Automobile liability	52-20	\$ -	\$ -		\$ -		\$ 265	0%
General liability	52-30	\$ -	\$ -		\$ -		\$ 12,225	0%
Cellular phone service	53-20	\$ -	\$ 401		\$ 401		\$ 5,400	7%
Other communications	53-60	\$ -	\$ 200		\$ 200		\$ 2,600	8%
ILS Development	53-61	\$ -	\$ -		\$ -		\$ 46,150	0%
Minitex/OCLC	53-62	\$ 20,610	\$ -		\$ 20,610		\$ 20,600	100%
Marketing	54-11	\$ 3,342	\$ 1,683		\$ 5,025		\$ 37,000	14%
In state travel	56-60	\$ -	\$ 125		\$ 125		\$ 3,500	4%
Out of state travel	57-60	\$ -	\$ 1,525		\$ 1,525		\$ 7,500	20%
Due & membership in state	59-10	\$ 1,820	\$ -		\$ 1,820		\$ 2,100	87%
Dues/membership out state	59-11	\$ 859	\$ 247		\$ 1,106		\$ 2,000	55%
Seminar & conf in state	59-20	\$ -	\$ 200		\$ 200		\$ 2,500	8%
Seminar & conf out state	59-21	\$ 1,395	\$ -		\$ 1,395		\$ 2,750	51%
Office supplies	61-10	\$ 1,115	\$ 1,789		\$ 2,904		\$ 20,000	15%
Medical supplies	61-20	\$ 44	\$ 104		\$ 148		\$ 600	25%
General supplies	61-40	\$ 281	\$ 473		\$ 754		\$ 25,000	3%
Program materials	61-43	\$ 411	\$ 1,881		\$ 2,293		\$ 41,000	6%
Materials Processing	61-44	\$ 1,627	\$ 4,307		\$ 5,933		\$ 64,569	9%
Postage	61-50	\$ 8,020	\$ -		\$ 8,020		\$ 11,000	73%
Books & periodicals	61-70	\$ 84,867	\$ 18,402		\$ 103,269		\$ 580,054	18%
Gasoline	62-10	\$ -	\$ -		\$ -		\$ 550	0%
Natural gas	62-50	\$ 3,037	\$ 233		\$ 3,270		\$ 45,000	7%
Electricity	62-51	\$ 4,502	\$ (459)		\$ 4,044		\$ 57,500	7%
Miscellaneous	68-10	\$ -	\$ 246		\$ 246		\$ 2,000	12%
Safety compliance	68-50	\$ -	\$ -		\$ -		\$ 100	0%
Bad Debt		\$ -	\$ -		\$ -			
Capital Outlay - Machinery & Equipment		\$ -	\$ -		\$ -			
Capital Outlay - Computer Software	74-10	\$ -	\$ -		\$ -		\$ 8,338	0%
Capital Outlay - Vehicles	74-20	\$ -	\$ -		\$ -			
		\$ 332,758	\$ 283,286	\$ -	\$ 616,044	\$ 109,745	\$ 4,194,435	17.30%

Fargo Public Library 2024 Total Expenses

17% OF YEAR LAPSED

EXPENSE VS. BUDGET

2024

CARLSON

Account	Budget Line	January	February	March	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 21,066	\$ 28,127		\$ 49,193		\$ 379,225	13%
Full time overtime	11-01	\$ -	\$ -		\$ -		\$ -	
full Time Banked Sick	11-02	\$ -	\$ -		\$ -		\$ 3,494	0%
Part time w/benefits	13-00	\$ 6,686	\$ 9,946		\$ 16,632		\$ 110,666	15%
Part time w/benefits overtime		\$ -	\$ -		\$ -		\$ -	
Part Time Banked Sick	13-02	\$ -	\$ -		\$ -		\$ -	
Part time seasonal no benefits	14-00	\$ 651	\$ 912		\$ 1,563		\$ 9,381	17%
Health insurance	20-01	\$ 4,196	\$ 5,380		\$ 9,577		\$ 83,980	11%
Dental insurance	20-03	\$ 266	\$ 338		\$ 603		\$ 3,621	17%
Long Term Disability	20-04	\$ 64	\$ 85		\$ 148		\$ 989	15%
Auto Allowance	20-05	\$ -	\$ -		\$ -		\$ -	
FICA 6.2%	21-01	\$ 1,677	\$ 2,317		\$ 3,993		\$ 30,787	13%
Medicare 1.45%	21-02	\$ 392	\$ 542		\$ 934		\$ 7,200	13%
City Pension	22-01	\$ 543	\$ 724		\$ 1,268		\$ 9,382	14%
NDPERS Pension	22-04	\$ 1,870	\$ 2,687		\$ 4,557		\$ 34,504	13%
NDPERS & City Pension	22-05	\$ -	\$ -		\$ -		\$ -	
Actuarial Contributions	22-06	\$ -	\$ -		\$ -		\$ -	
Workers Comp	25-00	\$ -	\$ -		\$ -		\$ -	
Life insurance	26-00	\$ -	\$ -		\$ -		\$ -	
Interpreters/ADA Compliance	33-29	\$ -	\$ -		\$ -		\$ 500	0%
Security Services	38-61	\$ -	\$ 3,810		\$ 3,810	\$ 33,090	\$ 36,900	100%
Other Services	38-99	\$ -	\$ 32		\$ 32		\$ 1,000	3%
Water Sewer	41-05	\$ 243	\$ -		\$ 243		\$ 3,500	7%
General equip repair	43-20	\$ -	\$ -		\$ -		\$ -	
General equip repair (computer)	43-21	\$ -	\$ 314		\$ 314		\$ 6,000	5%
General equip repair (vehicle)	43-22	\$ -	\$ -		\$ -		\$ -	
Maintenance service	43-50	\$ -	\$ -		\$ -		\$ 4,300	0%
Land and building rent	44-10	\$ -	\$ -		\$ -		\$ -	
Property insurance	52-10	\$ -	\$ -		\$ -		\$ 4,705	0%
Automobile liability	52-20	\$ -	\$ -		\$ -		\$ -	
General liability	52-30	\$ -	\$ -		\$ -		\$ -	
Cellular phone service	53-20	\$ -	\$ -		\$ -		\$ -	
Other communications	53-60	\$ -	\$ -		\$ -		\$ -	
ILS Development	53-61	\$ -	\$ -		\$ -		\$ -	
Minitex/OCLC	53-62	\$ -	\$ -		\$ -		\$ -	
Marketing	54-11	\$ -	\$ -		\$ -		\$ -	
In state travel	56-60	\$ -	\$ -		\$ -		\$ -	
Out of state travel	57-60	\$ -	\$ -		\$ -		\$ -	
Due & membership in state	59-10	\$ -	\$ -		\$ -		\$ -	
Dues/membership out state	59-11	\$ -	\$ -		\$ -		\$ -	
Seminar & conf in state	59-20	\$ -	\$ -		\$ -		\$ -	
Seminar & conf out state	59-21	\$ -	\$ -		\$ -		\$ -	
Office supplies	61-10	\$ 1,078	\$ 995		\$ 2,073		\$ 8,000	26%
Medical supplies	61-20	\$ -	\$ -		\$ -		\$ -	
General supplies	61-40	\$ 481	\$ 3,493		\$ 3,974	\$ 3,393	\$ 7,500	98%
Program materials	61-43	\$ -	\$ -		\$ -		\$ -	
Materials Processing	61-44	\$ -	\$ -		\$ -		\$ -	
Postage	61-50	\$ 2,000	\$ -		\$ 2,000		\$ 4,300	47%
Books & periodicals	61-70	\$ 6,951	\$ 4,154		\$ 11,105		\$ 136,200	8%
Gasoline	62-10	\$ -	\$ -		\$ -		\$ -	
Natural gas	62-50	\$ 2,160	\$ (221)		\$ 1,939		\$ 27,500	7%
Electricity	62-51	\$ 2,012	\$ (190)		\$ 1,822		\$ 25,000	7%
Miscellaneous	68-10	\$ -	\$ -		\$ -		\$ -	
Safety compliance	68-50	\$ -	\$ -		\$ -		\$ -	
Bad Debt		\$ -	\$ -		\$ -		\$ -	
Capital Outlay - Equipment		\$ -	\$ -		\$ -		\$ -	
Capital Outlay - Computer Software	74-10	\$ -	\$ -		\$ -		\$ 5,744	0%
Capital Outlay - Vehicles	74-20	\$ -	\$ -		\$ -		\$ -	
		\$ 52,337	\$ 63,445	\$ -	\$ 115,782	\$ 36,482	\$ 944,378	16.1%

Fargo Public Library 2024 Total Expenses

17% OF YEAR LAPSED

EXPENSE VS. BUDGET

2024

NORTHPORT

Account	Budget Line	January	February	March	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 10,401	\$ 14,948		\$ 25,349		\$ 110,006	23%
Full time overtime	11-01	\$ -	\$ -		\$ -			
Full time banked sick	11-02	\$ -	\$ -		\$ -			
Part time w/benefits	13-00	\$ 3,793	\$ 5,476		\$ 9,270		\$ 55,767	17%
Part time w/benefits overtime		\$ -	\$ -		\$ -			
Part time banked sick		\$ -	\$ -		\$ -			
Part time seasonal no benefits	14-00	\$ -	\$ -		\$ -			
Health insurance	20-01	\$ 1,798	\$ 2,756		\$ 4,554		\$ 12,167	37%
Dental insurance	20-03	\$ 136	\$ 203		\$ 339		\$ 1,552	22%
Long Term Disability	20-04	\$ 31	\$ 46		\$ 77		\$ 374	21%
Auto Allowance	20-05	\$ -	\$ -		\$ -			
FICA 6.2%	21-01	\$ 827	\$ 1,181		\$ 2,008		\$ 9,936	20%
Medicare 1.45%	21-02	\$ 193	\$ 276		\$ 470		\$ 2,324	20%
City Pension	22-01	\$ -	\$ -		\$ -			
NDPERS Pension	22-04	\$ 1,271	\$ 1,891		\$ 3,162		\$ 15,350	21%
NDPERS & City Pension	22-05	\$ -	\$ -		\$ -			
Actuarial Contributions	22-06	\$ -	\$ -		\$ -			
Workers Comp	25-00	\$ -	\$ -		\$ -			
Life insurance	26-00	\$ -	\$ -		\$ -			
Interpreters/ADA Compliance	33-29	\$ -	\$ -		\$ -			
Security Services	38-61	\$ -	\$ -		\$ -			
Other Services	38-99	\$ -	\$ -		\$ -		\$ 500	0%
Water Sewer	41-05	\$ 206	\$ -		\$ 206		\$ 3,000	7%
General equip repair	43-20	\$ -	\$ -		\$ -			
General equip repair (computer)	43-21	\$ -	\$ -		\$ -			
General equip repair (vehicle)	43-22	\$ -	\$ -		\$ -			
Maintenance service	43-50	\$ -	\$ -		\$ -		\$ 2,100	0%
Land and building rent	44-10	\$ 12,370	\$ 6,185		\$ 18,555	\$ 64,188	\$ 79,000	105%
Property insurance	52-10	\$ -	\$ -		\$ -		\$ 350	0%
Automobile liability	52-20	\$ -	\$ -		\$ -			
General liability	52-30	\$ -	\$ -		\$ -			
Cellular phone service	53-20	\$ -	\$ -		\$ -			
Other communications	53-60	\$ -	\$ -		\$ -			
ILS Development	53-61	\$ -	\$ -		\$ -			
Minitex/OCLC	53-62	\$ -	\$ -		\$ -			
Marketing	54-11	\$ -	\$ -		\$ -			
In state travel	56-60	\$ -	\$ -		\$ -			
Out of state travel	57-60	\$ -	\$ -		\$ -			
Due & membership in state	59-10	\$ -	\$ -		\$ -			
Dues/membership out state	59-11	\$ -	\$ -		\$ -			
Seminar & conf in state	59-20	\$ -	\$ -		\$ -			
Seminar & conf out state	59-21	\$ -	\$ -		\$ -			
Office supplies	61-10	\$ 328	\$ 462		\$ 791		\$ 3,000	26%
Medical supplies	61-20	\$ -	\$ 16		\$ 16			
General supplies	61-40	\$ -	\$ 48		\$ 48		\$ 3,500	1%
Program materials	61-43	\$ -	\$ -		\$ -			
Materials Processing	61-44	\$ -	\$ -		\$ -			
Postage	61-50	\$ -	\$ -		\$ -			
Books & periodicals	61-70	\$ 3,889	\$ 2,885		\$ 6,774		\$ 58,200	12%
Gasoline	62-10	0	\$ -		\$ -			
Natural gas	62-50	\$ 259	\$ (36)		\$ 223		\$ 3,800	6%
Electricity	62-51	\$ 549	\$ 52		\$ 601		\$ 7,000	9%
Miscellaneous	68-10		\$ -		\$ -			
Safety compliance	68-50		\$ -		\$ -			
Bad Debt			\$ -		\$ -			
Capital Outlay - Equipment			\$ -		\$ -			
Capital Outlay - Computer Software			\$ -		\$ -			
Capital Outlay - Vehicles	74-20		\$ -		\$ -			
		\$ 36,051	\$ 36,388	\$ -	\$ 72,439	\$ 64,188	\$ 367,926	37.13%

Revenue 2024

	Fees & Copies 101-0000- 351.25-01	Misc. Revenue 101-0000- 361.61-08
January	\$ 2,242.62	\$ 772.75
February	\$ 2,763.68	\$ 469.87
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
	\$ 5,006.30	\$ 1,242.62

Total \$

6,248.92