

Fargo Public Library Board of Directors
Agenda for Tuesday April 16, 2024
4:00p.m.
Fargo City Commission Chambers
225 4th St North
Fargo, ND 58102

- | | |
|-------------------------------------|---------------|
| 1. Approve Order of the Agenda | Action |
| 2. Minutes of the March 19, Meeting | Action |
| 3. Public Comment | |
| 4. Staff Report- Megan Lass | |
| 5. Director's Report | |
| 6. Unfinished Business | |
| A. None | |
| 7. New Business | |
| A. Library Programming Overview | |
| B. 2025 Budget | Action |
| C. Unattended Children Policy | Action |
| D. Volunteer Program Policy | Action |
| E. 2023 Impact Report | |
| 8. Statistical Reports | |
| A. March Usage | |
| B. March Financials | |
| 9. Friends of the Library Report | |
| 10. Next Regular Meeting: May 21 | |
| 11. Adjourn | |

Fargo Public Library Board
Minutes for Tuesday, Mar 19, 2024
Fargo City Commission Chambers and Virtual
225 4th Street North, Fargo, ND 58102

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

Board Members Absent:

Staff: Tim Dirks, Megan Lass, Ben Daeuber, Jenilee Kanenwisher, Cindy Haff

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

Order of the Agenda

Kristen Schipper moved to approve the order of the agenda; John Rodenbiker seconded the motion. The motion carried.

Minutes of the Feb 27 Regular Meeting

Paul Jensen moved to approve the minutes of the Dec 19 Regular Meeting; Wanda Mengelkoch 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:

- Winter Reading Program Update
 - 1104 registered readers (513 adults, 96 teens, 495 children)
 - 635 completed challenges
 - 47% increase over last year
 - *Board President Amy Ouren asked if we did anything different this year.
 - *Megan replied there is a greater interest in using Beanstack and also that it has become much more of a family event with teens and adults/parents participating together with children.
- Children
 - Little Squirt Sun and Moon Science –Eclipse events (Pre-registration required)
 - March 28, 10am at Main
 - March 30, 10am at Carlson
 - Eclipse glasses a take & make craft & other eclipse related activities are available at all locations the week of April 1-7
- Adult
 - Seed Library – open Mar 15 while supplies last (5 per visit per household)
 - Seed Starting Workshop
 - March 26, 6pm at Carlson

- Virtual Reality for Beginners
 - March 23, 10am @ Carlson
- Multigenerational
 - Who's Afraid of Big Bad Tech – Dr. Dennis Cooley, NDSU
 - March 26, 6:30pm at Main
 - Volunteer Fair
 - March 23, 1pm at Main
 - 25 vendors
 - Northern Focus Photography Project
 - Submissions accepts April 1 – May 31

Director's Report

Director Tim Dirks highlighted the Library Shade Punch List Walk Through. This project went very well and they did a tremendous job. This result in very few items needed attention.

Unfinished business

There was no unfinished business

New Business

- E-Content Collections Overview (Presenters Ben Daeuber & Jenilee Kanenwisher)
 - Brief overview of history
 - Overdrive
 - 5 check outs, 8 holds per user at a time
 - Librarians in ND Consortium choose the titles
 - Paid per title license
 - Hoopla
 - 6 check outs per month
 - Titles chosen by the platform
 - pay per each use
 - Kanopy
 - 15 tickets per month (5-6 check outs)
 - Titles chosen by platform
 - Per per each use
 - E-Content has been steadily increasing over the past few years
 - Overdrive -66% over last two years
 - Hoopla – 50% over last two years
 - E-Audio is the fastest growing content and has surpassed all other media
- Registration Policy Review
 - Motion to approve as written by John Rodenbiker
 - Seconded by Wanda Mengelkoch
 - Motion Carried
- Staff Identification Policy Review
 - Motion to approve as written by Kristen Schipper
 - Seconded by Wanda Mengelkoch
 - Motion Carried
- Travel and Continuing Education Policy
 - Motion to approve as written by Hannah James

- Seconded by Kristen Schipper
- Motion Carried

Statistical Reports

February Usage

Director Tim Dirks noted continued strong numbers noting an increase over 2023 which was a record breaking year for program attendance. All areas showed a strong increase in library attendance and participation over last year.

February 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. 2024 Revenue to date was \$6248.92.

Friends of the Library Report

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

Next Regular Meeting Tuesday, April 16 at 4pm in the Fargo City Commission Chambers.

The meeting adjourned at 4:34 p.m.

Respectfully submitted,
Cindy Haff

Staff Report

April 2024 Library Board Meeting

Staffing:

- Currently hiring for a part-time Outreach associate; the posting closed on April 11.

Services:

- Starting May 1, we will be reducing the limit of Hoopla checkouts from six to four checkouts per month. We will also be instituting a cost cap on checkouts, setting a maximum cost of 2.88/circ. Titles above that amount will be hidden in Hoopla.

Programming:

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

Children

- **On a Blind Date with a Bat, April 20, 10:00am – Carlson Library.** Bats are mysterious creatures and can seem a bit frightening. If you're curious about bats, join Sam Devick, a North Dakota 4-H Pollinator Habitat Ambassador for a "blind date" with a bat. You'll find out which animal bats really are, if they're actually blind, and how you can become friends with them. A bat-related activity will follow the presentation.
- **Butterfly Garden Adventures Reader's Theater, April 27, 10:00am – Main Library.** Star in the debut production of local playwright Annie Hough's new play! Hough received a 2023 Arts Partnership grant, and the reader's theater performance will be produced and videoed as part of the grant. Open to kids in grades 1-7. There are opportunities for advanced readers/older kids to perform the speaking roles, and pre and early readers/younger kids to play non-speaking roles. If kids are interested in helping to create simple costumes and prop pieces but don't want to perform, please call 241-1495.

Teens

- **Needle Felted Dinosaurs, April 18, 5:00 – Main Library.** Celebrate National Velociraptor day at the library by making a needle felted dinosaur. Needle felting is an easy, quick, and relaxing technique for beginning crafters and experienced artists alike.
- **Canvas Spray Painting, May 5, 1:00pm – Carlson Library.** Come in and try spray painting! We will be practicing on cardboard before making our final pieces on canvas. Wear something comfortable that you're okay with getting permanent paint on!

Adults

- **Craft Supply Swap, April 20, 12:00pm – Main Library.** Free up some space or fresh up your stash at our craft supply swap! Drop off new or gently used craft supplies you no longer use at any FPL branch. The swap will be open to everyone on Saturday, April 20 at noon, but those who donate items in advance will receive an early entry ticket for 10:00am. Any supplies that are left over after the swap will be donated.
- **Gene Hackman Film Series, Sundays – Main Library.** Local film critic Matt Olien hosts the film series and leads a short discussion following each screening.
 - **April 21: Hoosiers** (1986, rated PG)
 - **April 28: Mississippi Burning** (1988, rated R)
 - **May 5: The Royal Tenenbaums** (2001, rated R)

- **Tea Tasting, May 4, 10:00am – Carlson Library.** Samples of four different teas from around the globe will be provided, along with brewing tips and relevant information on the background of that month's selection. Registration is required.
- **Spring Plant Swap, May 20, 6:00pm – Carlson Library.** Participants are asked to bring in houseplants or garden plants to trade or share. These could be leftover garden plants, seed packets, divided perennials, divided houseplants, or propagated plants. Don't have anything to bring? That's okay! Everyone will go home with something new.
- **Book Clubs**
 - **History Reading Group:** April 30 – *Klan War* by Fergus Bordewich
 - **Sense of Place:** May 2 – *This Other Eden* by Paul Harding
 - **Diverse Perspectives:** May 9 – *Stringing Rosaries* by Denise Lajimodiere
 - **Tea Time:** May 13 – *Tom Lake* by Ann Patchett

Multigenerational

- **Northern Focus Photography Project** is still accepting submissions through May 31. Anyone 13 years of age or older is encouraged to send us their best pictures taken in North Dakota and Minnesota.
- **Josie Dances Book Reading, April 29, 6:00pm – Main Library.** Join us as we welcome North Dakota Poet Laureate Denise Lajimodiere for a reading and book signing for *Josie Dances*, which was the children's book selected to represent North Dakota at the 2023 National Book Festival. As an enrolled citizen of the Turtle Mountain Band of Chippewa, Lajimodiere will also include a cultural show and tell. All ages welcome.

FPL DIRECTOR'S REPORT

April 16, 2024

Director's Activities:

4.1.2024 Attended City Cabinet Meeting

4.3.2024 – 4.9.2024 On Vacation

4.12.2024 Met with Human Resources

Goal 1 Professional & Organizational:

3.20.2024 Provided Open Office Hours

3.26.2024 Moderated Library Dept. Heads Meeting

3.27.2024 Provided Open Office Hours

4.2.2024 Moderated Library Dept. Heads Meeting

4.10.2024 Provided Open Branch Office Hours

4.16.2024 Moderated Library Dept. Heads Meeting

Goal 4 Partnering:

3.20.2024 Moderated Red River Zoo Executive Committee Meeting

3.26.2024 Attended Shuttle Member Libraries Meeting

3.26.2024 Moderated Red River Zoo Board Meeting

4.2.2024 Attended Friends Board Meeting

Fargo Public Library
2025 Budget

I. Staffing Request for 2025:

Children's Librarian (Librarian I) (Grade 11 Step 3)

Estimated annual cost of salary and benefits based on 2024 rates is \$59,509.00.

Reference Associate (LAIII) (Grade 9 Step 3)

Estimated annual cost of salary and benefits based on 2024 rates is \$51,002.00.

Library Safety Specialist (Grade 10, Step 3)

Estimated annual cost of salary and benefits based on 2024 rates is \$55,078.00.

II. Capital Outlay 2025:

101-8550-510-77-16 Library Capital

Repurpose Main Coffee Space:

The Facilities Master Plan identified the need to repurpose the vacant coffee space into a gender-neutral restroom, nursing space and a laundry unit to be used for cleaning Wiggle Room items. The coffee space has been vacant for over a year and a half and attempts to identify a tenant have been unsuccessful. The identified repurposing would provide services to library patrons that we do not currently provide and that have been requested by library patrons. Project estimated at \$120,000.00

III. Revenues 2025

101-0000-351-2501 Library Fines/Fees

Based on expected activity, it is posited at \$25,000.00

101-0000-335-7000 State Library Aid

Based on communication from the State Library, it is estimated at \$110,000.00

101-0000-361-6108 Library Misc. Revenue

Based on the last 12 months of activity, it is posited at \$7,000.00

CITY OF FARGO
OPERATING BUDGET REQUESTS
 FY 2025

Department Library

GL Code	Expense Type	Prior Year Approved Budget	Incremental Request	Reallocation (RA) One Time (OT) or Reoccurring (RO)	Discretionary (D) or Non-discretionary* (N)	Purpose
101-7010-463-1400	Part-Time Seasonal No Benefits	31,408.00	6,000.00	RO	N	Increase based on hourly rate increase due to turnover
101-7010-463-5210	Property Insurance	15,010.00	2,000.00	RO	N	Increase based on increased costs
101-7010-463-5360	Minitex OCLC	20,600.00	1,000.00	RO	N	Increase based on increased costs
101-7010-463-5411	Marketing	37,000.00	9,000.00	RO	D	Increase based on increased costs of increased programming PR and restore previous line total.
101-7010-463-5760	Out of State Travel	7,500.00	500.00	RO	D	Increase based on increased costs
101-7010-463-5910	Dues & Membership Instate	2,100.00	500.00	RO	D	Increase based on increased costs
101-7010-463-5911	Dues & Membership Outstate	2,000.00	500.00	RO	D	Increase based on increased costs
101-7010-463-5920	Seminar & Conference In State	2,500.00	2,000.00	RO	D	Increase needed to ensure employee development
101-7010-463-5921	Seminar & Conference Out of State	2,750.00	1,000.00	RO	D	Increase needed to ensure employee development
101-7010-463-6110	Office Supplies	20,000.00	3,000.00	RO	D	Increase based on increased costs
101-7010-463-6143	Program Materials	41,000.00	5,000.00	RO	D	Increase based on the restoration of previous line amount and in order to meet the increased demand for library programming.
101-7010-463-6170	Books & Periodicals	580,054.00	76,000.00	RO	D	Increase based on the needed growth of e-content collections due to significant increases in demand and the continued price increases of library materials.
101-7010-463-6251	Electricity	57,500.00	15,500.00	RO	N	Increase based on five year actual
101-7012-462-1400	Part-Time Seasonal No Benefits	9,381.00	4,000.00	RO	N	Increase based on hourly rate increase due to turnover
101-7012-463-6110	Office Supplies	8,000.00	500.00	RO	D	Increase based on increased costs
101-7012-463-6170	Books & Periodicals	136,200.00	3,000.00	RO	D	Increase based on the needed growth of e-content collections due to significant increases in demand and the continued price increases of library materials.
101-7016-463-4410	Land and Building Rent	79,000.00	3,662.00	RO	N	Increase per lease and CAM charges
101-7016-463-5210	Property Insurance	350.00	500.00	RO	N	Increase based on increased costs
101-7016-463-6170	Books & Periodicals	58,200.00	1,000.00	RO	D	Increase based on the needed growth of e-content collections due to significant increases in demand and the continued price increases of library materials.
Total Operating Requests		\$ 1,110,593.00	\$ 134,662.00			

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

What:

Review of the following Policies: Unattended Children Policy, Volunteer Program 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: Unattended Children Policy, Volunteer Program 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
**Unattended
Children**

The Fargo Public Library welcomes families and children of all ages. Library staff strive to provide a safe and appropriate environment for all library users. Library staff are committed to helping children find materials, planning programs that inform and entertain, and providing an environment that encourages study and exploration. Sharing this environment with other people requires that everyone abide by the Rules of Conduct established by the Library Board of Directors. Our libraries are public buildings. Any public place may be unsafe for a child who is left unattended even for brief periods of time. In addition, library facilities are neither designed nor licensed to provide childcare and should not be used for this purpose. A child left alone at the library without a responsible caregiver may become bored, fatigued, or frightened, and this may lead to behavior that disrupts library services provided to them and/or others. It is not the library's intention to seek out unattended children or to inhibit children's independence, but rather to have a guideline in place when a problem presents itself. The library encourages parents to consider the safety and well-being of their children as well as the needs of other library users of all ages.

Parents and other caregivers are solely responsible for the welfare and the behavior of children using the library. Library staff cannot assume responsibility for children's safety and comfort when they use the library unattended.

Age Guidelines for Supervision:

(The library acknowledges that the maturity of children at different ages varies. These rules are subject to the discretion of library staff who may apply them to children other than the ages stated below if they deem necessary.)

- Children age five and younger must be in close proximity and within sight and conversation distance of the adult responsible for their safety. Parents using computers are still responsible for the behavior of their children and should remain conscious of where their children are and what they are doing.
- Children age of nine and younger must be supervised by a responsible caregiver age fourteen or older in the same service area at all times while they are in the library unless

they are participating in a library program (see below). Caregivers (age fourteen and older) must be able to effectively supervise young children and be willing and able to provide contact information for a parent or guardian upon request.

- Children age ten and older are free to use the library's resources unattended provided that their behavior is not disruptive to other patrons and they are mature enough to follow library rules and observe proper conduct; otherwise they should be adequately supervised by a parent or responsible caregiver. Parents are still responsible for the actions and the well-being of their children. Children using inappropriate behavior may be asked to leave the library. If a child in this age group is not able to leave the library unaccompanied by an adult, he/she should not be in the library alone.
- Children of any age with mental, physical or emotional disabilities which affect decision-making skills or render supervision necessary must be accompanied by a parent or caregiver at all times.

If a child age nine or younger is found to be unattended in any area of the Library (or an unattended child ten or older is found frightened, crying, or otherwise in distress), staff will attempt to locate the child's caregiver. If library staff cannot find the child's parent or caregiver, the Fargo Police Department will be notified and asked to assume care of the child. All children should carry with them the phone number of a parent or caregiver who can be contacted in case of an emergency.

- Programs – a child may attend a program in the Community Room (or Children's Area) by him/herself; however, the caregiver must be ready to meet that child promptly when the program ends or have made clearly communicated arrangements with the child regarding leaving the library on his/her own or with a designated caregiver. Staff does not monitor the arrival or departure of any child from a program or the building.
 - During toddler storytime sessions, parents/guardians are required to sit with their children in the storytime area.
 - During the preschool storytime sessions, parents/guardians are required to remain in the library building. Parents are not required to sit with their children the entire time and may browse the collection if the children are comfortable with the parent doing so. However, parents are encouraged to participate in the stories and activities with their child(ren) during story time.

- Closing Time – When library staff observes unattended children on library premises at closing time, the staff member will ask the child if prior arrangements have been made with a parent or caregiver. If the caregiver has not arrived at closing, the Fargo Police Department will be called and asked to assume care of the child. Library staff will remain with the child until the police officer arrives.

Approved 06-21-2011

Revised 07-15-2014

Revised 08-21-2018

Reviewed 11-16-2021

Service Policy **Volunteers**

I. Purpose of Volunteer Program and Scope of Policy

The Fargo Public Library volunteer program is designed to expand and enhance public service to the community. Volunteers generally provide support services to regular library staff, work on special projects, or deliver library materials to the offsite locations. Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons. This policy covers volunteers for the Fargo Public Library exclusively and does not include volunteers of auxiliary or affiliated organizations.

II. Historical Benefit of Volunteer Program

The Fargo Public Library itself was started by the effort of volunteers working together to establish and provide library service to the citizens of Fargo. Over the past century, volunteers have provided countless hours of service which has allowed the library to go beyond core services in its efforts to serve the community. The volunteer program was formalized and authorized by the Library Board of Directors in 1995.

III. The Volunteer's Role

The role of volunteers is to supplement paid staff in order to provide additional services. Volunteers are not to be used as substitutes for paid staff and are not to be solely responsible for core library functions. Volunteers do not have the authority to make decisions that are properly the responsibility of professional librarians. Volunteers will fulfill some basic clerical roles, but not those tasks involving confidential patron information.

IV. Management of Volunteers

The volunteer coordinator is responsible for the recruitment, orientation, and placement of volunteers. Volunteers will be trained and supervised by the library staff member(s) of the particular department in which the volunteer is placed. The hours worked by volunteers are to be determined by the departmental supervisors. Volunteers will follow the standards of conduct expected of library employees as outlined in the City of Fargo Personnel Policy.

V. Length of Volunteer Placement

The duration of the volunteer commitment can be either short-term for specific projects or programs, or long-term. If a volunteer does not contribute four hours of work for a three-month period, that volunteer will be considered to have resigned from the volunteer program and the placement can be transferred to another volunteer. While the volunteer relationship can be terminated at any time by either party, some volunteer positions require a minimum length of service commitment.

VI. Volunteer Security Issues

Persons applying for the volunteer library program may be asked to provide references and/or provide information so that a background check can be performed. In the event a background check is performed, acceptance into the volunteer program is contingent upon library staff receiving a satisfactory report on a background check. With respect to volunteers assigned to a specific library facility, those volunteers may only perform volunteer duties when supervisory library staff members are present in the department. Access to City of Fargo networks and computers will be subject to the security policies of the City's Information Technology department. Upon resignation, volunteers must return any city property issued to them including badges and fobs.

VII. Requisite Skills and Abilities of Volunteers

Positions where volunteers can be of use to the library will have position descriptions including the required knowledge, skills and abilities. Potential volunteers will be evaluated for acceptance into the volunteer program based on their abilities to fulfill the needed requirements in the volunteer position descriptions.

VIII. Coordination with External Agencies

The library cannot accept the services of individuals ordered by the courts to perform community service. Other volunteer placement program applicants will be evaluated on a case by case basis by the volunteer coordinator in conjunction with library administration.

Appendix

Library/Volunteer Agreement Form

Approved 08-21-2007

Revised 09-17-2013

Reviewed 11-16-2021

Library Use 2024

New Registrations: 862
 Approx. Registered Patrons: 43,759

ATTENDANCE	Mar-24	Mar-23	% CHANGE	2024 YTD	2023 YTD	Diff.	% CHANGE
Door Count Main	18,310	15,828	16%	52,478	46,120	6,358	14%
Door Count Carlson	14,681	11,715	25%	39,417	33,695	5,722	17%
Door Count Northport	4,608	4,422	4%	12,801	12,036	765	6%
Outreach	382	347	10%	1,103	1,182	(79)	-7%
Total	37,981	32,312	18%	105,799	93,033	12,766	14%

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance					
Adult Programs Main	17	328	208	58%	765	803	(38)	-5%
Adult Programs Carlson	15	151	108	40%	440	368	72	20%
Adult Programs Northport	1	13	19	-32%	88	54	34	63%
Teen Programs Main	2	10	5	100%	16	14	2	14%
Teen Programs Carlson	-	-	5	-100%	7	27	(20)	-74%
Teen Programs Northport	1	13	-		13	-	13	
Childrens Programs Main	19	522	562	-7%	1,274	1,237	37	3%
Childrens Programs Carlson	18	609	438	39%	1,289	1,168	121	10%
Childrens Programs Northport	9	348	346	1%	710	677	33	5%
Community Engagement	9	187	29	545%	1,024	608	416	68%
Outreach Department	10	183	169	8%	254	234	20	9%
Virtual/Passive Adult	1	136	73	86%	442	324	118	36%
Virtual/Passive Teen	2	28	-		87	-	87	
Virtual/Passive Childrens	3	540	129	319%	1,606	160	1,446	904%
Total	107	3,068	2,091	47%	8,015	5,674	2,341	41%

VOLUNTEER HOURS							
Main	108	68	59%	355	160	195	122%
Carlson	25	26	-4%	69	63	6	10%
Outreach	43	38	13%	143	110	33	30%
Northport	-	-		-	-	-	
Total	176	132	33%	567	333	234	70%

INTERNET SIGNUP							
Main	2,750	2,344	17%	8,405	6,759	1,646	24%
Carlson	1,980	1,559	27%	5,388	4,306	1,082	25%
Northport	433	437	-1%	1,273	1,121	152	14%
Total	5,163	4,340	19%	15,066	12,186	2,880	24%

ELECTRONIC ACTIVITY							
Web page hits	21,309	18,935	13%	64,574	55,628	8,946	16%

2024 Circulation

	Mar-24	Mar-23	Increase/ Decrease	% CHANGE	2024 YTD	2023 YTD	Increase/ Decrease	% Change YTD
PRINT								
MAIN								
Adult Nonfiction	2,822	2,959	(137)	-4.63%	8,675	8,575	100	1.17%
Youth Nonfiction	2,251	2,187	64	2.93%	6,012	5,882	130	2.21%
Adult Fiction	5,874	5,833	41	0.70%	17,327	16,797	530	3.16%
Youth Fiction	3,834	3,917	(83)	-2.12%	9,806	10,563	(757)	-7.17%
Youth Reader	1,434	1,466	(32)	-2.18%	3,864	3,670	194	5.29%
Youth Picture Books	4,292	4,472	(180)	-4.03%	12,045	12,113	(68)	-0.56%
Adult Magazines	155	132	23	17.42%	377	280	97	34.64%
Youth Magazines	20	18	2	11.11%	66	58	8	13.79%
Subtotal	20,682	20,984	(302)	-1.44%	58,172	57,938	234	0.40%
OUTREACH								
Deposit	920	904	16	1.77%	2,686	2,685	1	0.04%
CARLSON								
Adult Nonfiction	1,019	1,054	(35)	-3.32%	2,965	3,038	(73)	-2.40%
Youth Nonfiction	1,371	1,332	39	2.93%	3,606	3,205	401	12.51%
Adult Fiction	3,320	3,337	(17)	-0.51%	9,385	9,412	(27)	-0.29%
Youth Fiction	2,728	2,456	272	11.07%	7,428	6,741	687	10.19%
Youth Readers	1,761	1,705	56	3.28%	4,738	4,414	324	7.34%
Youth Picture Books	3,362	3,149	213	6.76%	9,462	9,292	170	1.83%
Adult Magazines	56	72	(16)	-22.22%	189	178	11	6.18%
Youth Magazines	23	34	(11)	-32.35%	80	121	(41)	-33.88%
Subtotal	13,640	13,139	501	3.81%	37,853	36,401	1,452	3.99%
NORTHPORT								
Adult Nonfiction	310	341	(31)	-9.09%	869	872	(3)	-0.34%
Youth Nonfiction	524	303	221	72.94%	1,306	817	489	59.85%
Adult Fiction	1,063	858	205	23.89%	2,771	2,564	207	8.07%
Youth Fiction	477	385	92	23.90%	1,275	1,047	228	21.78%
Youth Readers	280	257	23	8.95%	853	771	82	10.64%
Youth Picture Books	572	780	(208)	-26.67%	1,856	2,096	(240)	-11.45%
Adult Magazines	14	34	(20)	-58.82%	45	92	(47)	-51.09%
Youth Magazines	3	6	(3)	-50.00%	8	8	-	0.00%
Subtotal	3,243	2,964	279	9.41%	8,983	8,267	716	8.66%
TOTAL PRINT	38,485	37,991	494	1.30%	107,694	105,291	2,403	2.28%

2024 Circulation

NONPRINT

Overdrive	25,610	19,631	5,979	30.46%	77,464	57,363	20,101	35.04%
Childrens Devices	15	19	(4)	-21.05%	43	60	(17)	-28.33%
Hoopla	3,241	2,680	561	20.93%	9,548	8,042	1,506	18.73%
Kanopy	967		967		2,964	-	2,964	
Subtotal	29,833	22,330	7,503	33.60%	90,019	65,465	24,554	37.51%

MAIN

Adult DVD's	3,163	3,046	117	3.84%	9,312	8,905	407	4.57%
Youth DVD's	381	422	(41)	-9.72%	1,289	1,331	(42)	-3.16%
Video Games	283	269	14	5.20%	791	825	(34)	-4.12%
Adult CD's	580	550	30	5.45%	1,738	1,527	211	13.82%
Youth CD's	58	60	(2)	-3.33%	229	204	25	12.25%
Adult Books on CD	204	191	13	6.81%	508	566	(58)	-10.25%
Youth Books on CD	317	195	122	62.56%	795	557	238	42.73%
Kits	316	313	3	0.96%	930	868	62	7.14%
Subtotal	5,302	5,046	256	5.07%	15,592	14,783	809	5.47%

CARLSON

Adult DVD's	1,645	1,472	173	11.75%	4,739	4,431	308	6.95%
Youth DVD's	579	414	165	39.86%	1,449	1,157	292	25.24%
Video Games	286	205	81	39.51%	818	665	153	23.01%
Adult CD's	239	295	(56)	-18.98%	839	873	(34)	-3.89%
Youth CD's	54	69	(15)	-21.74%	228	164	64	39.02%
Adult Books on CD	108	111	(3)	-2.70%	275	354	(79)	-22.32%
Youth Books on CD	270	204	66	32.35%	757	489	268	54.81%
Kits	209	157	52	33.12%	577	458	119	25.98%
Subtotal	3,390	2,927	463	15.82%	9,682	8,591	1,091	12.70%

NORTHPORT

Adult DVD's	766	1,019	(253)	-24.83%	1,994	2,727	(733)	-26.88%
Youth DVD's	104	184	(80)	-43.48%	262	398	(136)	-34.17%
Video Games	81	81	-	0.00%	255	211	44	20.85%
Adult CD's	141	102	39	38.24%	349	351	(2)	-0.57%
Youth CD's	20	11	9	81.82%	55	52	3	5.77%
Adult Books on CD	33	32	1	3.13%	94	65	29	44.62%
Youth Books on CD	141	46	95	206.52%	376	137	239	174.45%
Kits	32	25	7	28.00%	89	79	10	12.66%
Subtotal	1,318	1,500	(182)	-12.13%	3,474	4,020	(546)	-13.58%

TOTAL NONPRINT

	39,843	31,803	8,040	25.28%	118,767	92,859	25,908	27.90%
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INTERLIBRARY LOAN

Borrowed	241	221	20	9.05%	757	699	58	8.30%
Loaned	371	418	(47)	-11.24%	1,202	1,064	138	12.97%
Subtotal	612	639	(27)	-4.23%	1,959	1,763	196	11.12%

RENEWALS

	13,241	14,252	(1,011)	-7.09%	37,658	37,268	390	1.05%
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TOTAL CIRCULATION

	92,181	84,685	7,496	8.85%	266,078	237,181	28,897	12.18%
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Fargo Public Library 2024 Total Expenses
25% 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	\$ 505,747	\$ -	\$ 505,747	\$ 2,407,122	21.01%	\$ (1,901,375.35)
Full time overtime	11-01	\$ 54	\$ -	\$ 54	\$ -		\$ 54.21
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 17,284	0.00%	\$ (17,284.00)
Part time w/benefits	13-00	\$ 121,695	\$ -	\$ 121,695	\$ 531,967	22.88%	\$ (410,271.52)
Part time w/benefits overtime		\$ 5	\$ -	\$ 5	\$ -		\$ 4.52
Part time banked sick		\$ -	\$ -	\$ -	\$ 250	0.00%	\$ (250.00)
Part time seasonal no benefits	14-00	\$ 7,199	\$ -	\$ 7,199	\$ 40,789	17.65%	\$ (33,590.50)
Health insurance	20-01	\$ 71,944	\$ -	\$ 71,944	\$ 335,068	21.47%	\$ (263,124.07)
Dental insurance	20-03	\$ 5,309	\$ -	\$ 5,309	\$ 21,595	24.59%	\$ (16,285.63)
Long Term Disability	20-04	\$ 1,451	\$ -	\$ 1,451	\$ 6,597	21.99%	\$ (5,146.29)
Auto Allowance	20-05	\$ 190	\$ -	\$ 190	\$ 900	21.16%	\$ (709.59)
FICA 6.2%	21-01	\$ 37,552	\$ -	\$ 37,552	\$ 183,195	20.50%	\$ (145,642.65)
Medicare 1.45%	21-02	\$ 8,782	\$ -	\$ 8,782	\$ 42,924	20.46%	\$ (34,141.94)
City Pension	22-01	\$ 6,758	\$ -	\$ 6,758	\$ 31,811	21.25%	\$ (25,052.58)
NDPERS Pension	22-04	\$ 50,297	\$ -	\$ 50,297	\$ 233,366	21.55%	\$ (183,069.37)
NDPERS & City Pension	22-05	\$ 1,361	\$ -	\$ 1,361	\$ 6,406	21.25%	\$ (5,044.62)
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ -		\$ -
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	\$ 26,792	\$ 107,537	\$ 134,329	\$ 134,329	100.00%	\$ 0.09
Other Services	38-99	\$ 2,851	\$ 6,991	\$ 9,842	\$ 16,500	59.65%	\$ (6,658.00)
Water Sewer	41-05	\$ 967	\$ -	\$ 967	\$ 6,500	14.88%	\$ (5,533.12)
General equip repair	43-20	\$ -	\$ -	\$ -	\$ 3,000	0.00%	\$ (3,000.00)
General equip repair (computer)	43-21	\$ 10,196	\$ -	\$ 10,196	\$ 39,266	25.97%	\$ (29,069.67)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 50,669	\$ 12,637	\$ 63,305	\$ 55,960	113.13%	\$ 7,345.49
Land and building rent	44-10	\$ 24,740	\$ 58,003	\$ 82,743	\$ 79,000	104.74%	\$ 3,743.19
Property insurance	52-10	\$ 5,767	\$ -	\$ 5,767	\$ 20,065	28.74%	\$ (14,298.00)
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	\$ 802	\$ -	\$ 802	\$ 5,400	14.86%	\$ (4,597.62)
Other communications	53-60	\$ 400	\$ -	\$ 400	\$ 2,600	15.40%	\$ (2,199.64)
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	\$ 7,162	\$ -	\$ 7,162	\$ 37,000	19.36%	\$ (29,838.40)
In state travel	56-60	\$ 354	\$ -	\$ 354	\$ 3,500	10.13%	\$ (3,145.57)
Out of state travel	57-60	\$ 1,525	\$ -	\$ 1,525	\$ 7,500	20.34%	\$ (5,974.84)
Due & membership in state	59-10	\$ 2,137	\$ -	\$ 2,137	\$ 2,100	101.76%	\$ 37.00
Dues/membership out state	59-11	\$ 1,515	\$ -	\$ 1,515	\$ 2,000	75.75%	\$ (485.00)
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	\$ 20,312	\$ -	\$ 20,312	\$ 31,000	65.52%	\$ (10,687.54)
Medical supplies	61-20	\$ 177	\$ -	\$ 177	\$ 600	29.55%	\$ (422.70)
General supplies	61-40	\$ 9,634	\$ 7,424	\$ 17,058	\$ 36,000	47.38%	\$ (18,941.71)
Program materials	61-43	\$ 7,722	\$ -	\$ 7,722	\$ 41,000	18.83%	\$ (33,278.17)
Materials Processing	61-44	\$ 12,900	\$ -	\$ 12,900	\$ 64,569	19.98%	\$ (51,668.67)
Postage	61-50	\$ 10,174	\$ -	\$ 10,174	\$ 15,300	66.50%	\$ (5,126.25)
Books & periodicals	61-70	\$ 178,862	\$ 1,323	\$ 180,184	\$ 774,454	23.27%	\$ (594,269.56)
Gasoline		\$ 62	\$ -	\$ 62	\$ 550	11.34%	\$ (487.64)
Natural gas	62-50	\$ 9,996	\$ -	\$ 9,996	\$ 76,300	13.10%	\$ (66,303.81)
Electricity	62-51	\$ 13,806	\$ -	\$ 13,806	\$ 89,500	15.43%	\$ (75,693.71)
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		\$ -	\$ 14,082	\$ 14,082	\$ 14,082	100.00%	\$ -
Capital Outlay - Computer Software	74-10	\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 1,240,320	\$ 207,997	\$ 1,448,317	\$ 5,506,739	26.30%	\$ (4,058,422)

Fargo Public Library 2024 Total Expenses

25% 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	\$ 142,259	\$ 389,174		\$ 1,917,891	20%
Full time overtime	11-01	\$ 27	\$ 18	\$ 9	\$ 54		\$ -	
Full Time banked sick	11-02	\$ -	\$ -	\$ -	\$ -		\$ 13,790	0%
Part time w/benefits	13-00	\$ 21,644	\$ 29,072	\$ 29,888	\$ 80,604		\$ 365,534	22%
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	\$ 1,296	\$ 4,868		\$ 31,408	15%
Health insurance	20-01	\$ 13,525	\$ 17,890	\$ 18,178	\$ 49,593		\$ 238,921	21%
Dental insurance	20-03	\$ 1,040	\$ 1,382	\$ 1,393	\$ 3,815		\$ 16,422	23%
Long Term Disability	20-04	\$ 297	\$ 397	\$ 402	\$ 1,097		\$ 5,234	21%
Auto Allowance	20-05	\$ 52	\$ 69	\$ 69	\$ 190		\$ 900	21%
FICA 6.2%	21-01	\$ 7,675	\$ 10,201	\$ 10,291	\$ 28,167		\$ 142,472	20%
Medicare 1.45%	21-02	\$ 1,795	\$ 2,386	\$ 2,407	\$ 6,587		\$ 33,400	20%
City Pension	22-01	\$ 1,300	\$ 1,733	\$ 1,733	\$ 4,766		\$ 22,429	21%
NDPERS Pension	22-04	\$ 9,822	\$ 13,571	\$ 14,515	\$ 37,908		\$ 183,512	21%
NDPERS & City Pension	22-05	\$ 371	\$ 495	\$ 495	\$ 1,361		\$ 6,406	21%
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ -			
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -		\$ 800	0%
Life insurance	26-00	\$ -	\$ -	\$ -	\$ -		\$ 500	0%
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ -			
Security Services	38-61	\$ -	\$ 10,180	\$ 9,273	\$ 19,453	\$ 77,976	\$ 97,429	100%
Other Services	38-99	\$ 911	\$ 1,094	\$ 750	\$ 2,755	\$ 6,991	\$ 15,000	65%
Water Sewer	41-05	\$ -	\$ -	\$ -	\$ -		\$ 3,000	0%
General equip repair	43-20	\$ -	\$ -	\$ -	\$ -		\$ 33,266	30%
General equip repair (computer)	43-21	\$ 1,253	\$ 6,142	\$ 2,579	\$ 9,974		\$ 1,000	0%
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ -		\$ 49,560	127%
Maintenance service	43-50	\$ 33,432	\$ 7,651	\$ 9,408	\$ 50,492	\$ 12,637		
Land and building rent	44-10	\$ -	\$ -	\$ -	\$ -		\$ 15,010	38%
Property insurance	52-10	\$ -	\$ -	\$ 5,767	\$ 5,767		\$ 265	0%
Automobile liability	52-20	\$ -	\$ -	\$ -	\$ -		\$ 12,225	0%
General liability	52-30	\$ -	\$ -	\$ -	\$ -		\$ 5,400	15%
Cellular phone service	53-20	\$ -	\$ 401	\$ 401	\$ 802		\$ 2,600	15%
Other communications	53-60	\$ -	\$ 200	\$ 200	\$ 400		\$ 46,150	0%
ILS Development	53-61	\$ -	\$ -	\$ -	\$ -		\$ 20,600	100%
Minitex/OCLC	53-62	\$ 20,610	\$ -	\$ -	\$ 20,610		\$ 37,000	19%
Marketing	54-11	\$ 3,342	\$ 1,683	\$ 2,137	\$ 7,162		\$ 3,500	10%
In state travel	56-60	\$ -	\$ 125	\$ 229	\$ 354		\$ 7,500	20%
Out of state travel	57-60	\$ -	\$ 1,525	\$ -	\$ 1,525		\$ 2,100	102%
Due & membership in state	59-10	\$ 1,820	\$ -	\$ 317	\$ 2,137		\$ 2,000	76%
Dues/membership out state	59-11	\$ 859	\$ 247	\$ 409	\$ 1,515		\$ 2,500	8%
Seminar & conf in state	59-20	\$ -	\$ 200	\$ -	\$ 200		\$ 2,750	51%
Seminar & conf out state	59-21	\$ 1,395	\$ -	\$ -	\$ 1,395		\$ 20,000	80%
Office supplies	61-10	\$ 1,115	\$ 8,628	\$ 6,197	\$ 15,940		\$ 600	27%
Medical supplies	61-20	\$ 44	\$ 104	\$ 13	\$ 161	\$ 7,424	\$ 25,000	39%
General supplies	61-40	\$ 281	\$ 473	\$ 1,511	\$ 2,265		\$ 41,000	19%
Program materials	61-43	\$ 411	\$ 1,881	\$ 5,429	\$ 7,722		\$ 64,569	20%
Materials Processing	61-44	\$ 1,627	\$ 4,307	\$ 6,967	\$ 12,900		\$ 11,000	74%
Postage	61-50	\$ 8,020	\$ -	\$ 154	\$ 8,174		\$ 580,054	26%
Books & periodicals	61-70	\$ 84,867	\$ 18,402	\$ 43,798	\$ 147,067	\$ 1,323	\$ 550	11%
Gasoline	62-10	\$ -	\$ -	\$ 62	\$ 62		\$ 45,000	13%
Natural gas	62-50	\$ 3,037	\$ 233	\$ 2,571	\$ 5,841		\$ 57,500	15%
Electricity	62-51	\$ 4,502	\$ (459)	\$ 4,540	\$ 8,584		\$ 2,000	12%
Miscellaneous	68-10	\$ -	\$ 246	\$ -	\$ 246		\$ 100	0%
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ -			
Bad Debt		\$ -	\$ -	\$ -	\$ -	\$ 8,338	\$ 8,338	100%
Capital Outlay - Machinery & Equipment		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Computer Software	74-10	\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -			
		\$ 332,758	\$ 283,286	\$ 325,650	\$ 941,694	\$ 114,688	\$ 4,194,435	25.19%

Fargo Public Library 2024 Total Expenses

25% 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	\$ 28,113	\$ 77,306		\$ 379,225	20%
Full time overtime	11-01	\$ -	\$ -	\$ -	\$ -		\$ -	
full Time Banked Sick	11-02	\$ -	\$ -	\$ -	\$ -		\$ 3,494	0%
Part time w/benefits	13-00	\$ 6,686	\$ 9,946	\$ 10,131	\$ 26,763		\$ 110,666	24%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -		\$ -	
Part Time Banked Sick	13-02	\$ -	\$ -	\$ -	\$ -		\$ -	
Part time seasonal no benefits	14-00	\$ 651	\$ 912	\$ 768	\$ 2,331		\$ 9,381	25%
Health insurance	20-01	\$ 4,196	\$ 5,380	\$ 5,744	\$ 15,321		\$ 83,980	18%
Dental insurance	20-03	\$ 266	\$ 338	\$ 363	\$ 966		\$ 3,621	27%
Long Term Disability	20-04	\$ 64	\$ 85	\$ 87	\$ 236		\$ 989	24%
Auto Allowance	20-05	\$ -	\$ -	\$ -	\$ -		\$ -	
FICA 6.2%	21-01	\$ 1,677	\$ 2,317	\$ 2,285	\$ 6,279		\$ 30,787	20%
Medicare 1.45%	21-02	\$ 392	\$ 542	\$ 535	\$ 1,468		\$ 7,200	20%
City Pension	22-01	\$ 543	\$ 724	\$ 724	\$ 1,992		\$ 9,382	21%
NDPERS Pension	22-04	\$ 1,870	\$ 2,687	\$ 2,842	\$ 7,399		\$ 34,504	21%
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	\$ 3,528	\$ 7,338	\$ 29,562	\$ 36,900	100%
Other Services	38-99	\$ -	\$ 32	\$ 32	\$ 64		\$ 1,000	6%
Water Sewer	41-05	\$ 243	\$ -	\$ 280	\$ 523		\$ 3,500	15%
General equip repair	43-20	\$ -	\$ -	\$ -	\$ -		\$ -	
General equip repair (computer)	43-21	\$ -	\$ 314	\$ (91)	\$ 223		\$ 6,000	4%
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ -		\$ -	
Maintenance service	43-50	\$ -	\$ -	\$ 177	\$ 177		\$ 4,300	4%
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	\$ 1,330	\$ 3,404		\$ 8,000	43%
Medical supplies	61-20	\$ -	\$ -	\$ -	\$ -		\$ -	
General supplies	61-40	\$ 481	\$ 3,493	\$ 680	\$ 4,654		\$ 7,500	62%
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	\$ 9,392	\$ 20,498		\$ 136,200	15%
Gasoline	62-10	\$ -	\$ -	\$ -	\$ -		\$ -	
Natural gas	62-50	\$ 2,160	\$ (221)	\$ 1,823	\$ 3,762		\$ 27,500	14%
Electricity	62-51	\$ 2,012	\$ (190)	\$ 2,203	\$ 4,024		\$ 25,000	16%
Miscellaneous	68-10	\$ -	\$ -	\$ -	\$ -		\$ -	
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ -		\$ -	
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -	
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -	\$ 5,744	\$ 5,744	100%
Capital Outlay - Computer Software	74-10	\$ -	\$ -	\$ -	\$ -		\$ -	
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -	
		\$ 52,337	\$ 63,445	\$ 70,947	\$ 186,729	\$ 35,306	\$ 944,378	23.5%

Fargo Public Library 2024 Total Expenses
25% 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	\$ 13,918	\$ 39,267		\$ 110,006	36%
Full time overtime	11-01	\$ -	\$ -	\$ -	\$ -			
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ -			
Part time w/benefits	13-00	\$ 3,793	\$ 5,476	\$ 5,059	\$ 14,328		\$ 55,767	26%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -			
Part time banked sick		\$ -	\$ -	\$ -	\$ -			
Part time seasonal no benefits	14-00	\$ -	\$ -	\$ -	\$ -			
Health insurance	20-01	\$ 1,798	\$ 2,756	\$ 2,476	\$ 7,030		\$ 12,167	58%
Dental insurance	20-03	\$ 136	\$ 203	\$ 190	\$ 528		\$ 1,552	34%
Long Term Disability	20-04	\$ 31	\$ 46	\$ 42	\$ 119		\$ 374	32%
Auto Allowance	20-05	\$ -	\$ -	\$ -	\$ -			
FICA 6.2%	21-01	\$ 827	\$ 1,181	\$ 1,099	\$ 3,107		\$ 9,936	31%
Medicare 1.45%	21-02	\$ 193	\$ 276	\$ 257	\$ 727		\$ 2,324	31%
City Pension	22-01	\$ -	\$ -	\$ -	\$ -			
NDPERS Pension	22-04	\$ 1,271	\$ 1,891	\$ 1,827	\$ 4,989		\$ 15,350	33%
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	\$ -	\$ -	\$ 32	\$ 32		\$ 500	6%
Water Sewer	41-05	\$ 206	\$ -	\$ 238	\$ 443		\$ 3,000	15%
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	\$ 6,185	\$ 24,740	\$ 58,003	\$ 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	\$ 178	\$ 968		\$ 3,000	32%
Medical supplies	61-20	\$ -	\$ 16	\$ -	\$ 16			
General supplies	61-40	\$ -	\$ 48	\$ 2,668	\$ 2,716		\$ 3,500	78%
Program materials	61-43	\$ -	\$ -	\$ -	\$ -			
Materials Processing	61-44	\$ -	\$ -	\$ -	\$ -			
Postage	61-50	\$ -	\$ -	\$ -	\$ -			
Books & periodicals	61-70	\$ 3,889	\$ 2,885	\$ 4,523	\$ 11,297		\$ 58,200	19%
Gasoline	62-10	0	\$ -	\$ -	\$ -			
Natural gas	62-50	\$ 259	\$ (36)	\$ 170	\$ 393		\$ 3,800	10%
Electricity	62-51	\$ 549	\$ 52	\$ 598	\$ 1,198		\$ 7,000	17%
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	\$ 39,459	\$ 111,898	\$ 58,003	\$ 367,926	46.18%

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	\$ 2,543.64	\$ 300.00
April		
May		
June		
July		
August		
September		
October		
November		
December		
	\$ 7,549.94	\$ 1,542.62

Total \$ 9,092.56