

Fargo Public Library Board of Directors
Agenda for Tuesday February 27, 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 January 16, Meeting | Action |
| 3. Public Comment | |
| 4. Staff Report- Megan Lass | |
| 5. Director's Report | |
| 6. Unfinished Business | |
| A. None | |
| 7. New Business | |
| A. Confidentiality of Library Records Policy Review | Action |
| B. Inter-Library Loan Policy Review | Action |
| C. Outreach Policy Review | Action |
| 8. Statistical Reports | |
| A. January Usage | |
| B. January Financials | |
| 9. Friends of the Library Report | |
| 10. Next Regular Meeting: March 19 | |
| 11. Adjourn | |

**Fargo Public Library Board
Minutes for Tuesday, Jan 16, 2024
Fargo City Commission Chambers and Virtual
225 4th Street North, Fargo, ND 58102**

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

Board Members Absent: Jenna Reno, Kristen Schipper

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

Amy Ouren noted one change to the Order of the Agenda. Item 7A should read 2022 Children's Summer Reading Challenge Promotional Video instead of 2023. John Rodenbiker moved to approve the order of the agenda; Paul Jensen seconded the motion. The motion carried.

Minutes of the Dec 19 Regular Meeting

Amy Ouren noted one change to the minutes of the Dec 19 Regular Meeting. President Ouren should be recognized as in attendance, online. John Rodenbiker 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:

- Services
 - As of Jan. 1, the circulation limit for Hoopla has been reduced from 8 credits per month to 6. This is due to increased patron usage and cost.
- Children
 - Winter Pop-Up Stem Event
 - Open House Event Feb 17, 10 am – noon at Main
- Teens
 - Edgar Allan Poe's 215th Birthday Party
 - Jan 20, 1 pm at Carlson
- Adult
 - Canyons of the Rio Grande (Berlin Nelson Jr)
 - Jan 21, 2 pm at Main
 - Sci-Fi Film Series (Matt Olien hosts)
 - Sundays in February, 2pm at Main
 - How to Run for Office (League of Women's Voters)
 - Feb 15, 6:30 pm at Main

- Multigenerational
 - Northern Narratives submissions open on Feb 1 for three categories
 - Fiction
 - Non-Fiction
 - Poetry

Director's Report

Director Tim Dirks highlighted the City Commission Legislative Meeting during which he met Karla Hanson with the Juvenile Justice Committee. This committee is responsible to review the reports submitted to the State Legislation by all libraries across the state. Their first meeting will be in March.

Unfinished business

There was no unfinished business

New Business

Sarah Nelson, Children's and Adult Services Librarian, presented the 2022 Children's Summer Reading Program promotional video. The theme that year was Oceans of Possibilities. This video won the 3rd place Savvy Award in the "Use of Humor" category. This contest is held each year by the 3CMA (City-County Communications Marketing Association) nationwide with around 100,000 entries.

Director Tim Dirks present 2 existing Policies for review with no changes.

- Art Display and Acquisition Policy
 - Motion to approve was made by John Rodenbiker, Second by Wanda Mendelkoch. The motion passed unanimously
- Bulletin Board & Brochure Policy
 - Motion to approve was made by John Rodenbiker, Seconded by Paul Jensen. The motion passed unanimously

Statistical Reports

December Usage

Director Tim Dirks noted this month's reports reflects the full 2023 calendar year. Attendance was up 11%, Program attendance saw a record number of participants (33,758) and was up 37%. Circulation was up for the year by almost 9% with a record number for December at just under 79,000.

December Financials

Director Tim Dirks noted a gift in kind by the HERO group of a wheelchair for the Main Library. Revenue for the year was \$32,790.64.

Friends of the Library Report

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

Next Regular Meeting Tuesday, Feb 20 at 4pm in the Fargo City Commission Chambers.

The meeting adjourned at 4:19 p.m.

Respectfully submitted,
Cindy Haff

Staff Report

February 2024 Library Board Meeting

Staffing:

- Avery Erdody started as an LAI with the branches in mid-February.
- We are currently hiring for two page positions, one at the Main Library and one for the branches.

Programming:

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

Children

- **Leap Year Storytime and Craft, February 29, 11:00am – Main Library.** What better way to spend this extra day than by coming to storytime! Children ages 2-6 are welcome to share stories and make a leap-year related craft.
- **Kindergarten Success Storytime, March 2, 2:00pm – Main Library.** Library staff will share tips you can use to instill a love of reading in your child. These are parent/child storytimes geared for your child's success; therefore we ask one adult per child to keep the learning to a maximum. This event series is most appropriate for children ages 3-5. Activities will follow and all children will receive a free book!
- **The Iditarod: What does it take to run the last great race?, March 2, 1:30pm – Main Library.** Mushers and their dog teams have participated in the Iditarod race for the past half century. This grueling race is held each year to commemorate the 1925 Serum Run, when dog sled teams relayed life-saving medicine across Alaska after an outbreak of diphtheria. What does it take to run the 1,000 mile race through some of the harshest winter conditions? What is packed on the sled to help both dogs and their musher survive the many days on the trail. Learn this and more when Jim and Mary Ann Miller of Prairie Bilt Sleds visit the library on March 2 – start day of the Iditarod. This event is open to all ages, but is geared toward kids in grades K-5.

Teens

- **Teen Takis Tasting and Sweets Sampler, February 22, 4:00pm – Main Library.** Get your snack on after school! Sample a variety of Takis and unique sweets, and try to guess their flavors. This event is for ages 11+. Space is limited; registration is required.
- **Leprechaun Pot Craft for Teens, March 2, 2:00pm – Main Library.** St. Patrick's Day is on the way, so we're preparing by crafting cute leprechaun hats! Teens and tweens ages 11-16 are invited to create a clay pot hat container to fill with some edible gold! We will also snack on some Irish treats and listen to traditional tunes. Registration is required.
- **Harry Potter Light Switch Cover Craft, March 15, 2:00pm – Northport Library.** Join us in making a glittery glow in the dark Harry Potter themed light switch cover with the magical spells to turn on and off the light. Registration is recommended, but not required.

Adults

- **Leap Year Movie and Craft, February 24 – Main Library.** Celebrate 2024's extra day by creating a spring wreath while watching the 2010 movie *Leap Year* and sharing some snacks! All materials will be provided, registration is required.

- **Edible Landscaping for the Northern Plains, February 26 – Carlson Library.** Learn how to grow more food with diminishing effort using cold-hardy perennial crops that double as beautiful landscape plants. Presenter April Johnson is the NDSU Extension Pollinator Technician and a graduate student in Natural Resources Management.
- **Tea Tasting, March 9, 10:00am – Carlson Library.** Samples of 4 different teas from around the globe will be provided, along with brewing tips and relevant information on the background of the selections. Bring a friend so you can sip tea and socialize. Registration is required.
- **Book Clubs**
 - **Senior Book Club, February 21, *Carrie Soto is Back* by Taylor Jenkins Reid**
 - **History Reading Club, February 27, *The Wager* by David Grann**
 - **Sense of Place, March 7, *Best of Friends* by Kamila Shamsie**
 - **Diverse Perspectives, March 14, *Dopesick* by Beth Macy**

Multigenerational

- **Designing to Stop Disaster, February 27, 6:30pm – Main Library.** In a world where natural disasters are becoming more frequent and intense, the need for innovative solutions is paramount. This interactive presentation brings together the collaborative minds of landscape architecture and emergency management faculty at NDSU to showcase the power of design to mitigate the impact of disasters. This event is for teens and adults interested in the future of disaster prevention and resilient community planning and design.
- **Free Friday Movies, March 8 – Carlson Library.** Join us for free movies and popcorn on the second Friday of the month at the Carlson Library. All movies start at 1:00pm. Adults must accompany children age 9 and younger. Our featured film for March is *Barbie*.
- **An Opera Sampler with the Young Artists of the Fargo-Moorhead Opera, March 9, 2:00pm – Main Library.** Library visitors of all ages will be able to get a free sample of the rich voices and engaging performances at this family-friendly performance by the Young Artists of the F-M Opera. This free concert provides a great opportunity to enrich the arts education of young people in our community and provides a close-up, live experience of what the human voice can do.
- **Pi/e Day Celebration for all ages! Celebrate 3.14159 and deserts at the Pi/e Day Celebration! All ages are invited: adults and teens can create colorful felt coasters to match your favorite pies. Kids can choose from a selection of pi/e related crafts and activities. Registration is required – to register please call 241.1495 beginning February 29.**
 - March 14, 6:00pm – Main Library
 - March 15, 10:00am – Carlson Library
- **Northern Narratives.** The library's 8th annual Northern Narratives, a writing project that aims to inspire regional writers and serve as a community heirloom, continues. We are accepting submissions through March 31 in three categories: fiction, nonfiction, and poetry. See all rules and information on the library's website.

FPL DIRECTOR'S REPORT

February 27, 2024

Director's Activities:

1.22.2024 Attended City Cabinet Meeting
1.24.2024 Met with City Admin
1.25.2024 Met with Valley Senior Center Admin
1.31.2024 Attended City Finance Committee Meeting
2.5.2024 Attended City Cabinet Meeting
2.6.2024 Attended Meeting with City Communications and Representatives of Zen City
2.7.2024 Met with Assistant City Attorney
2.14.2024 Met with City Admin
2.21.2024 Attended Public Health/Community Meeting Discussing Homelessness

Goal 1 Professional & Organizational:

1.17.2024 Provided Office Hours
1.19.2024 Attended All Staff Meeting
1.23.2024 Moderated Library Dept. Heads Meeting
1.24.2024 Provided Office Hours
1.30.2024 Moderated Library Dept. Heads Meeting
1.31.2024 Provided Office Hours
2.5.2024 Had Quarterly Project Meeting with Outreach and Volunteers Coordinator
2.6.2024 Moderated Library Dept. Heads Meeting
2.7.2024 Provided Office Hours
2.7.2024 Had Quarterly Project Meeting with Branch Services Manager
2.13.2024 Moderated Library Dept. Heads Meeting
2.14.2024 Provided Office Hours
2.14.2024 Had Quarterly Project Meeting with Deputy Director
2.21.2024 Provided Office Hours
2.22.2024 Had Quarterly Project Meeting with Community Relations Specialist
2.22.2024 Had Quarterly Project Meeting with Collection Development/Technical Services Manager
2.23.2024 Attended All Staff Meeting
2.27.2024 Moderated Library Dept. Heads Meeting

Goal 4 Partnering:

1.17.2024 Moderated Red River Zoo Executive Committee Meeting
1.23.2024 Moderated Red River Zoo Board Meeting
2.6.2024 Attended Friends Board Meeting
2.20.2024 Moderated Red River Zoo Board Meeting

Goal 5 Technology and Infrastructure:

2.1.2024 Met with Northport staff regarding potential furniture replacement

Goal 6 Marketing

1.18.2024 Provided Radio Interview

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

What:

Review of the following Policies: Confidentiality of Library Records Policy; Inter-Library Loan Policy; Outreach 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: Confidentiality of Library Records Policy; Inter-Library Loan Policy; Outreach 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
**Confidentiality of
Library Records**

All records, formal and informal, in the Fargo Public Library that relate to borrowers' registrations, materials they check out or consult, or questions users ask are considered confidential.

Such records will not be released to individuals, the public, the media, or any government agency except pursuant to such process, order, or subpoenas as may be authorized under the authority of and pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. Requests for patron records will be handled in accordance with the library's procedure for dealing with law enforcement inquiries.

Individuals will need to provide letters of guardianship in order to access the library records of vulnerable adults under their care. Organizations providing assistance to vulnerable adults regarding library accounts will need to confirm with library administration their guardianship.

Individuals will need to provide proof of durable power of attorney in order to access the library records of the individual(s) of which they are the designated agent.

The exception is parents or legal guardians whose children have overdue materials. Upon the request of the parent or legal guardian, the titles and due dates of overdue materials only will be provided in order that the materials will be returned. Identification will be requested from the parent or guardian.

Approved by the Board of Directors: 12-16-1997

Revised 02-22-2005

Revised 06-18-2013

Revised 07-16-2013

Reviewed 01-16-2018

Revised 05-18-2021

Service Policy **Interlibrary Loan**

The purpose of interlibrary loan (ILL) is to obtain materials, at patron request, that are not available at the Fargo Public Library (FPL).

ELIGIBILITY: Because interlibrary loan is a labor-intensive value-added service, it is limited to Fargo residents or property owners only. Individuals requesting ILL must have an active card in good standing with FPL; all blocked or expired cards must be cleared before submitting a request. Students attending area colleges and universities should submit requests to their institution's ILL department.

MATERIALS AVAILABLE THROUGH ILL: The Fargo Public Library will attempt to borrow almost all types of materials, with the exception of items currently held by FPL. Some types of materials may be more difficult to obtain or may require a significant amount of time to receive.

SUBMITTING REQUESTS: Requests can be made in person at any FPL public service desk, by telephone or online. Individuals should be prepared to provide their card or card number at the time the ILL request is submitted.

LIMITATIONS

- There is a limit of four active (pending or checked out) requests per patron.
- Multiple requests for the same title within the same time period may not be honored.
- Although we attempt to borrow from libraries that do not charge for interlibrary loans, occasionally materials are located only at institutions that impose a fee. If the ILL request form does not indicate that the patron is willing to pay, the item will not be ordered until the patron is informed of the charges.
- The Fargo Public Library is bound by any restrictions imposed by the lending institution. These may include "in-library use only" or "no photocopying."
- Because of copyright restrictions, FPL is limited to five copies of articles from the current five years of a periodical title during the calendar year. Beginning January 1 of the new year, five more requests can be ordered from the same title.

NOTIFICATION: Patrons will be notified by e-mail or regular mail when the requested material is available. A hold pickup expiration date will be included in the notification.

Photocopies will be mailed directly to the patron. However, if there is a charge for the copies, the materials will be held at the service desk requested by the patron and the patron will be contacted.

MATERIAL PICKUP: Most items, including those requiring payment, will be held at the service desk of the library location specified by the patron. Requested items will be delivered to outreach patrons. Micro-formats and "in-library use only" items will be held at the library and are available upon request from the Reference Desk staff.

ILL borrowing privileges may be suspended for repeated unclaimed requests.

LOAN PERIOD: The loan period is four weeks with no renewal. If more time is needed, the item can be re-ordered for one additional time in a 12-month period. Repeated requests for the same item may not be honored.

RETURNS: ILL materials should be returned to the Fargo Public Library, not to the library that lent the item. Outreach patrons should return their items to the staff person who delivered them. The user is responsible for all charges resulting from damage or loss of materials.

#001-2002

Approved by the Library Board of Directors 01-28-2003

Revision Approved 09-20-2005

Revision Approved 03-16-2010

Revision Approved 06-19-2012

Revision Approved 11-17-2015

Reviewed 02-20-2018

Revised 09-15-2020

Service Policy **Outreach Services**

The purpose of the library's community outreach services is to offer programming and materials for non-users, the underserved and people with special needs within the community.

In addition to providing needed services to community members, community outreach programs within a library provide a unique opportunity to improve public image within a service community and offer excellent collaboration opportunities with community leaders, groups and organizations that will enhance overall library service.

The purpose of the Outreach Department is achieved by a variety of outreach services including, but not limited to:

- Delivery of materials and selected programming to sites such as assisted living facilities, congregate housing, nursing homes and homebound individuals.
- Participation in community events, e.g., set up displays and distribute information at college and career fairs, neighborhood celebrations, special events at parks, the zoo and museums and attend Chamber of Commerce events.

Approved 08-17-2006

Revised 07-15-2014

Revised 04-17-2018

Reviewed 09-21-2021

Library Use 2024

New Registrations: 684
 Approx. Registered Patrons: 42,616

ATTENDANCE	Jan-24	Jan-23	% CHANGE	2024 YTD	2023 YTD	Diff.	% CHANGE
Door Count Main	17,020	15,540	10%	17,020	15,540	1,480	10%
Door Count Carlson	11,583	11,015	5%	11,583	11,015	568	5%
Door Count Northport	4,028	3,541	14%	4,028	3,541	487	14%
Outreach	364	440	-17%	364	440	(76)	-17%
Total	32,995	30,536	8%	32,995	30,536	2,459	8%

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance					
Adult Programs Main	16	244	278	-12%	244	278	(34)	-12%
Adult Programs Carlson	14	105	131	-20%	105	131	(26)	-20%
Adult Programs Northport	2	17	17	0%	17	17	-	0%
Teen Programs Main	-	-	-		-	-	-	
Teen Programs Carlson	1	7	2	250%	7	2	5	250%
Teen Programs Northport	-	-	-		-	-	-	
Childrens Programs Main	10	234	253	-8%	234	253	(19)	-8%
Childrens Programs Carlson	7	224	298	-25%	224	298	(74)	-25%
Childrens Programs Northport	3	112	75	49%	112	75	37	49%
Community Engagement	1	80	480	-83%	80	480	(400)	-83%
Outreach Department	1	37	30	23%	37	30	7	23%
Virtual/Passive Adult	1	148	112	32%	148	112	36	32%
Virtual/Passive Teen	2	20	-		20	-	20	
Virtual/Passive Childrens	4	1,050	14	7400%	1,050	14	1,036	7400%
Total	62	2,278	1,690	35%	2,278	1,690	588	35%

VOLUNTEER HOURS								
Main		68	46	48%	68	46	22	48%
Carlson		14	20	-30%	14	20	(6)	-30%
Outreach		49	44	11%	49	44	5	11%
Northport			-		-	-		
Total		131	110	19%	131	110	21	19%

INTERNET SIGNUP								
Main		2,747	2,336	18%	2,747	2,336	411	18%
Carlson		1,639	1,415	16%	1,639	1,415	224	16%
Northport		435	338	29%	435	338	97	29%
Total		4,821	4,089	18%	4,821	4,089	732	18%

ELECTRONIC ACTIVITY								
Web page hits		23,222	18,554	25%	23,222	18,554	4,668	25%

2024 Circulation

	Jan-24	Jan-23	Increase/ Decrease	% CHANGE	2024 YTD	2023 YTD	Increase/ Decrease	% Change YTD
PRINT								
MAIN								
Adult Nonfiction	3,121	2,942	179	6.08%	3,121	2,942	179	6.08%
Youth Nonfiction	1,877	1,972	(95)	-4.82%	1,877	1,972	(95)	-4.82%
Adult Fiction	5,808	5,735	73	1.27%	5,808	5,735	73	1.27%
Youth Fiction	2,976	3,256	(280)	-8.60%	2,976	3,256	(280)	-8.60%
Youth Reader	1,168	1,135	33	2.91%	1,168	1,135	33	2.91%
Youth Picture Books	3,932	3,776	156	4.13%	3,932	3,776	156	4.13%
Adult Magazines	95	70	25	35.71%	95	70	25	35.71%
Youth Magazines	24	20	4	20.00%	24	20	4	20.00%
Subtotal	19,001	18,906	95	0.50%	19,001	18,906	95	0.50%
OUTREACH								
Deposit	896	944	(48)	-5.08%	896	944	(48)	-5.08%
CARLSON								
Adult Nonfiction	1,020	1,033	(13)	-1.26%	1,020	1,033	(13)	-1.26%
Youth Nonfiction	1,105	952	153	16.07%	1,105	952	153	16.07%
Adult Fiction	3,047	3,020	27	0.89%	3,047	3,020	27	0.89%
Youth Fiction	2,210	2,133	77	3.61%	2,210	2,133	77	3.61%
Youth Readers	1,540	1,428	112	7.84%	1,540	1,428	112	7.84%
Youth Picture Books	3,004	3,224	(220)	-6.82%	3,004	3,224	(220)	-6.82%
Adult Magazines	59	52	7	13.46%	59	52	7	13.46%
Youth Magazines	29	39	(10)	-25.64%	29	39	(10)	-25.64%
Subtotal	12,014	11,881	133	1.12%	12,014	11,881	133	1.12%
NORTHPORT								
Adult Nonfiction	299	265	34	12.83%	299	265	34	12.83%
Youth Nonfiction	402	216	186	86.11%	402	216	186	86.11%
Adult Fiction	894	853	41	4.81%	894	853	41	4.81%
Youth Fiction	405	289	116	40.14%	405	289	116	40.14%
Youth Readers	231	187	44	23.53%	231	187	44	23.53%
Youth Picture Books	642	591	51	8.63%	642	591	51	8.63%
Adult Magazines	25	24	1	4.17%	25	24	1	4.17%
Youth Magazines	3	1	2	200.00%	3	1	2	200.00%
Subtotal	2,901	2,426	475	19.58%	2,901	2,426	475	19.58%
TOTAL PRINT	34,812	34,157	655	1.92%	34,812	34,157	655	1.92%

2024 Circulation

NONPRINT

Overdrive	26,985	19,965	7,020	35.16%	26,985	19,965	7,020	35.16%
Childrens Devices	14	16	(2)	-12.50%	14	16	(2)	-12.50%
Hoopla	3,234	2,642	592	22.41%	3,234	2,642	592	22.41%
Kanopy	1,133		1,133		1,133	-	1,133	
Subtotal	31,366	22,623	8,743	38.65%	31,366	22,623	8,743	38.65%

MAIN

Adult DVD's	2,990	2,961	29	0.98%	2,990	2,961	29	0.98%
Youth DVD's	432	501	(69)	-13.77%	432	501	(69)	-13.77%
Video Games	277	302	(25)	-8.28%	277	302	(25)	-8.28%
Adult CD's	616	545	71	13.03%	616	545	71	13.03%
Youth CD's	105	77	28	36.36%	105	77	28	36.36%
Adult Books on CD	167	204	(37)	-18.14%	167	204	(37)	-18.14%
Youth Books on CD	224	184	40	21.74%	224	184	40	21.74%
Kits	333	290	43	14.83%	333	290	43	14.83%
Subtotal	5,144	5,064	80	1.58%	5,144	5,064	80	1.58%

CARLSON

Adult DVD's	1,567	1,456	111	7.62%	1,567	1,456	111	7.62%
Youth DVD's	374	349	25	7.16%	374	349	25	7.16%
Video Games	251	243	8	3.29%	251	243	8	3.29%
Adult CD's	361	280	81	28.93%	361	280	81	28.93%
Youth CD's	75	50	25	50.00%	75	50	25	50.00%
Adult Books on CD	72	122	(50)	-40.98%	72	122	(50)	-40.98%
Youth Books on CD	251	134	117	87.31%	251	134	117	87.31%
Kits	157	156	1	0.64%	157	156	1	0.64%
Subtotal	3,108	2,790	318	11.40%	3,108	2,790	318	11.40%

NORTHPORT

Adult DVD's	635	814	(179)	-21.99%	635	814	(179)	-21.99%
Youth DVD's	56	86	(30)	-34.88%	56	86	(30)	-34.88%
Video Games	97	72	25	34.72%	97	72	25	34.72%
Adult CD's	96	133	(37)	-27.82%	96	133	(37)	-27.82%
Youth CD's	15	19	(4)	-21.05%	15	19	(4)	-21.05%
Adult Books on CD	36	20	16	80.00%	36	20	16	80.00%
Youth Books on CD	117	41	76	185.37%	117	41	76	185.37%
Kits	31	25	6	24.00%	31	25	6	24.00%
Subtotal	1,083	1,210	(127)	-10.50%	1,083	1,210	(127)	-10.50%

TOTAL NONPRINT

	40,701	31,687	9,014	28.45%	40,701	31,687	9,014	28.45%
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INTERLIBRARY LOAN

Borrowed	285	245	40	16.33%	285	245	40	16.33%
Loaned	412	332	80	24.10%	412	332	80	24.10%
Subtotal	697	577	120	20.80%	697	577	120	20.80%

RENEWALS

	12,306	11,519	787	6.83%	12,306	11,519	787	6.83%
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TOTAL CIRCULATION

	88,516	77,940	10,576	13.57%	88,516	77,940	10,576	13.57%
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Fargo Public Library 2024 Total Expenses
8% 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	\$ 137,492	\$ -	\$ 137,492	\$ 2,407,122	5.71%	\$ (2,269,629.96)
Full time overtime	11-01	\$ 27	\$ -	\$ 27	\$ -		\$ 26.81
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 17,284	0.00%	\$ (17,284.00)
Part time w/benefits	13-00	\$ 32,124	\$ -	\$ 32,124	\$ 531,967	6.04%	\$ (499,843.30)
Part time w/benefits overtime		\$ 5	\$ -	\$ 5	\$ -		\$ 4.52
Part time banked sick		\$ -	\$ -	\$ -	\$ 250		\$ (250.00)
Part time seasonal no benefits	14-00	\$ 2,306	\$ -	\$ 2,306	\$ 40,789	5.65%	\$ (38,483.50)
Health Insurance	20-01	\$ 19,519	\$ -	\$ 19,519	\$ 335,068	5.83%	\$ (315,548.83)
Dental Insurance	20-03	\$ 1,442	\$ -	\$ 1,442	\$ 21,595	6.68%	\$ (20,153.47)
Long Term Disability	20-04	\$ 392	\$ -	\$ 392	\$ 6,597	5.95%	\$ (6,204.57)
Auto Allowance	20-05	\$ 52	\$ -	\$ 52	\$ 900	5.77%	\$ (848.07)
FICA 6.2%	21-01	\$ 10,179	\$ -	\$ 10,179	\$ 183,195	5.56%	\$ (173,016.11)
Medicare 1.45%	21-02	\$ 2,380	\$ -	\$ 2,380	\$ 42,924	5.55%	\$ (40,543.82)
City Pension	22-01	\$ 1,843	\$ -	\$ 1,843	\$ 31,811	5.79%	\$ (29,967.82)
NDPERS Pension	22-04	\$ 12,963	\$ -	\$ 12,963	\$ 233,366	5.55%	\$ (220,402.76)
NDPERS & City Pension	22-05	\$ 371	\$ -	\$ 371	\$ 6,406	5.80%	\$ (6,034.74)
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	\$ -	\$ 134,329	\$ 134,329	\$ 134,329	100.00%	\$ 0.09
Other Services	38-99	\$ 911	\$ 7,572	\$ 8,483	\$ 16,500	51.41%	\$ (8,017.00)
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	\$ 1,253	\$ 6,450	\$ 7,703	\$ 39,266	19.62%	\$ (31,563.01)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 33,432	\$ 15,906	\$ 49,338	\$ 55,960	88.17%	\$ (6,621.94)
Land and building rent	44-10	\$ 12,370	\$ -	\$ 12,370	\$ 79,000	15.66%	\$ (66,630.10)
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	\$ -	\$ -	\$ -	\$ 5,400	0.00%	\$ (5,400.00)
Other communications	53-60	\$ -	\$ -	\$ -	\$ 2,600	0.00%	\$ (2,600.00)
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	\$ 3,342	\$ -	\$ 3,342	\$ 37,000	9.03%	\$ (33,658.37)
In state travel	56-60	\$ -	\$ -	\$ -	\$ 3,500	0.00%	\$ (3,500.00)
Out of state travel	57-60	\$ -	\$ -	\$ -	\$ 7,500	0.00%	\$ (7,500.00)
Due & membership in state	59-10	\$ 1,820	\$ -	\$ 1,820	\$ 2,100	86.67%	\$ (280.00)
Dues/membership out state	59-11	\$ 859	\$ -	\$ 859	\$ 2,000	42.95%	\$ (1,141.00)
Seminar & conf in state	59-20	\$ -	\$ -	\$ -	\$ 2,500	0.00%	\$ (2,500.00)
Seminar & conf out state	59-21	\$ 1,395	\$ -	\$ 1,395	\$ 2,750	50.73%	\$ (1,355.00)
Office supplies	61-10	\$ 2,521	\$ -	\$ 2,521	\$ 31,000	8.13%	\$ (28,479.14)
Medical supplies	61-20	\$ 44	\$ -	\$ 44	\$ 600	7.34%	\$ (555.99)
General supplies	61-40	\$ 762	\$ 3,393	\$ 4,155	\$ 36,000	11.54%	\$ (31,845.30)
Program materials	61-43	\$ 411	\$ -	\$ 411	\$ 41,000	1.00%	\$ (40,588.54)
Materials Processing	61-44	\$ 1,627	\$ -	\$ 1,627	\$ 64,569	2.52%	\$ (62,942.50)
Postage	61-50	\$ 10,020	\$ -	\$ 10,020	\$ 15,300	65.49%	\$ (5,280.50)
Books & periodicals	61-70	\$ 95,707	\$ -	\$ 95,707	\$ 774,454	12.36%	\$ (678,746.69)
Gasoline		\$ -	\$ -	\$ -	\$ 550	0.00%	\$ (550.00)
Natural gas	62-50	\$ 5,457	\$ -	\$ 5,457	\$ 76,300	7.15%	\$ (70,843.40)
Electricity	62-51	\$ 7,063	\$ -	\$ 7,063	\$ 89,500	7.89%	\$ (82,437.49)
Miscellaneous	68-10	\$ -	\$ -	\$ -	\$ 2,000	0.00%	\$ (2,000.00)
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	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 421,146	\$ 167,650	\$ 588,796	\$ 5,506,739	10.69%	\$ (4,917,943)

Fargo Public Library 2024 Total Expenses

8% 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			\$ 106,026		\$ 1,917,891	6%
Full time overtime	11-01	\$ 27			\$ 27		\$ -	
Full Time banked sick	11-02	\$ -			\$ -		\$ 13,790	0%
Part time w/benefits	13-00	\$ 21,644			\$ 21,644		\$ 365,534	6%
Part time w/benefits overtime		\$ 5			\$ 5		\$ -	
Part Time Banked Sick	13-02	\$ -			\$ -		\$ 250	0%
Part time seasonal no benefits	14-00	\$ 1,655			\$ 1,655		\$ 31,408	5%
Health insurance	20-01	\$ 13,525			\$ 13,525		\$ 238,921	6%
Dental insurance	20-03	\$ 1,040			\$ 1,040		\$ 16,422	6%
Long Term Disability	20-04	\$ 297			\$ 297		\$ 5,234	6%
Auto Allowance	20-05	\$ 52			\$ 52		\$ 900	6%
FICA 6.2%	21-01	\$ 7,675			\$ 7,675		\$ 142,472	5%
Medicare 1.45%	21-02	\$ 1,795			\$ 1,795		\$ 33,400	5%
City Pension	22-01	\$ 1,300			\$ 1,300		\$ 22,429	6%
NDPERS Pension	22-04	\$ 9,822			\$ 9,822		\$ 183,512	5%
NDPERS & City Pension	22-05	\$ 371			\$ 371		\$ 6,406	6%
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	\$ -			\$ -	\$ 97,429	\$ 97,429	100%
Other Services	38-99	\$ 911			\$ 911	\$ 7,572	\$ 15,000	57%
Water Sewer	41-05	\$ -			\$ -			
General equip repair	43-20	\$ -			\$ -		\$ 3,000	0%
General equip repair (computer)	43-21	\$ 1,253			\$ 1,253	\$ 6,450	\$ 33,266	23%
General equip repair (vehicle)	43-22	\$ -			\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 33,432			\$ 33,432	\$ 15,906	\$ 49,560	100%
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	\$ -			\$ -		\$ 5,400	0%
Other communications	53-60	\$ -			\$ -		\$ 2,600	0%
ILS Development	53-61	\$ -			\$ -		\$ 46,150	0%
Minitex/OCLC	53-62	\$ 20,610			\$ 20,610		\$ 20,600	100%
Marketing	54-11	\$ 3,342			\$ 3,342		\$ 37,000	9%
In state travel	56-60	\$ -			\$ -		\$ 3,500	0%
Out of state travel	57-60	\$ -			\$ -		\$ 7,500	0%
Due & membership in state	59-10	\$ 1,820			\$ 1,820		\$ 2,100	87%
Dues/membership out state	59-11	\$ 859			\$ 859		\$ 2,000	43%
Seminar & conf in state	59-20	\$ -			\$ -		\$ 2,500	0%
Seminar & conf out state	59-21	\$ 1,395			\$ 1,395		\$ 2,750	51%
Office supplies	61-10	\$ 1,115			\$ 1,115		\$ 20,000	6%
Medical supplies	61-20	\$ 44			\$ 44		\$ 600	7%
General supplies	61-40	\$ 281			\$ 281		\$ 25,000	1%
Program materials	61-43	\$ 411			\$ 411		\$ 41,000	1%
Materials Processing	61-44	\$ 1,627			\$ 1,627		\$ 64,569	3%
Postage	61-50	\$ 8,020			\$ 8,020		\$ 11,000	73%
Books & periodicals	61-70	\$ 84,867			\$ 84,867		\$ 580,054	15%
Gasoline	62-10	\$ -			\$ -		\$ 550	0%
Natural gas	62-50	\$ 3,037			\$ 3,037		\$ 45,000	7%
Electricity	62-51	\$ 4,502			\$ 4,502		\$ 57,500	8%
Miscellaneous	68-10	\$ -			\$ -		\$ 2,000	0%
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	\$ -	\$ -	\$ 332,758	\$ 127,357	\$ 4,194,435	10.97%

Fargo Public Library 2024 Total Expenses
8% 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			\$ 21,066		\$ 379,225	6%
Full time overtime	11-01	\$ -			\$ -		\$ -	
full Time Banked Sick	11-02	\$ -			\$ -		\$ 3,494	0%
Part time w/benefits	13-00	\$ 6,686			\$ 6,686		\$ 110,666	6%
Part time w/benefits overtime		\$ -			\$ -		\$ -	
Part Time Banked Sick	13-02	\$ -			\$ -		\$ -	
Part time seasonal no benefits	14-00	\$ 651			\$ 651		\$ 9,381	7%
Health insurance	20-01	\$ 4,196			\$ 4,196		\$ 83,980	5%
Dental insurance	20-03	\$ 266			\$ 266		\$ 3,621	7%
Long Term Disability	20-04	\$ 64			\$ 64		\$ 989	6%
Auto Allowance	20-05	\$ -			\$ -		\$ -	
FICA 6.2%	21-01	\$ 1,677			\$ 1,677		\$ 30,787	5%
Medicare 1.45%	21-02	\$ 392			\$ 392		\$ 7,200	5%
City Pension	22-01	\$ 543			\$ 543		\$ 9,382	6%
NDPERS Pension	22-04	\$ 1,870			\$ 1,870		\$ 34,504	5%
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	\$ -			\$ -	\$ 36,900	\$ 36,900	100%
Other Services	38-99	\$ -			\$ -		\$ 1,000	0%
Water Sewer	41-05	\$ 243			\$ 243		\$ 3,500	7%
General equip repair	43-20	\$ -			\$ -		\$ -	
General equip repair (computer)	43-21	\$ -			\$ -		\$ 6,000	0%
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			\$ 1,078		\$ 8,000	13%
Medical supplies	61-20	\$ -			\$ -		\$ -	
General supplies	61-40	\$ 481			\$ 481	\$ 3,393	\$ 7,500	52%
Program materials	61-43	\$ -			\$ -		\$ -	
Materials Processing	61-44	\$ -			\$ -		\$ -	
Postage	61-50	\$ 2,000			\$ 2,000		\$ 4,300	47%
Books & periodicals	61-70	\$ 6,951			\$ 6,951		\$ 136,200	5%
Gasoline	62-10	\$ -			\$ -		\$ -	
Natural gas	62-50	\$ 2,160			\$ 2,160		\$ 27,500	8%
Electricity	62-51	\$ 2,012			\$ 2,012		\$ 25,000	8%
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	\$ -	\$ -	\$ 52,337	\$ 40,293	\$ 944,378	9.8%

Fargo Public Library 2024 Total Expenses

8% 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			\$ 10,401		\$ 110,006	9%
Full time overtime	11-01	\$ -			\$ -			
Full time banked sick	11-02	\$ -			\$ -			
Part time w/benefits	13-00	\$ 3,793			\$ 3,793		\$ 55,767	7%
Part time w/benefits overtime		\$ -			\$ -			
Part time banked sick		\$ -			\$ -			
Part time seasonal no benefits	14-00	\$ -			\$ -			
Health insurance	20-01	\$ 1,798			\$ 1,798		\$ 12,167	15%
Dental insurance	20-03	\$ 136			\$ 136		\$ 1,552	9%
Long Term Disability	20-04	\$ 31			\$ 31		\$ 374	8%
Auto Allowance	20-05	\$ -			\$ -			
FICA 6.2%	21-01	\$ 827			\$ 827		\$ 9,936	8%
Medicare 1.45%	21-02	\$ 193			\$ 193		\$ 2,324	8%
City Pension	22-01	\$ -			\$ -			
NDPERS Pension	22-04	\$ 1,271			\$ 1,271		\$ 15,350	8%
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			\$ 12,370		\$ 79,000	16%
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			\$ 328		\$ 3,000	11%
Medical supplies	61-20	\$ -			\$ -			
General supplies	61-40	\$ -			\$ -		\$ 3,500	0%
Program materials	61-43	\$ -			\$ -			
Materials Processing	61-44	\$ -			\$ -			
Postage	61-50	\$ -			\$ -			
Books & periodicals	61-70	\$ 3,889			\$ 3,889		\$ 58,200	7%
Gasoline	62-10	0			\$ -			
Natural gas	62-50	\$ 259			\$ 259		\$ 3,800	7%
Electricity	62-51	\$ 549			\$ 549		\$ 7,000	8%
Miscellaneous	68-10				\$ -			
Safety compliance	68-50				\$ -			
Bad Debt					\$ -			
Capital Outlay - Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 36,051	\$ -	\$ -	\$ 36,051	\$ -	\$ 367,926	9.80%

2024 Donation Summary

[illegible]

Revenue 2024		
	Fees & Copies 101-0000- 351.25-01	Misc. Revenue 101-0000- 361.61-08
January	\$ 2,242.62	\$ 772.75
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
	\$ 2,242.62	\$ 772.75

Total \$ 3,015.37