

Fargo Public Library Board of Directors
Agenda for Tuesday February 15th, 2022
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 January 18th Meeting | Action |
| 3. Staff Report- Megan Richardson | |
| 4. Director's Report | |
| 5. Unfinished Business | |
| A. None | |
| 6. New Business | |
| A. Adjustment to Sunday Hours | Action |
| B. Rules of Conduct Policy Draft | Action |
| C. Zero Tolerance Policy Draft | Action |
| 7. Statistical Reports | |
| A. January Usage | |
| B. January Financials | |
| 8. Friends of the Library Report | |
| 9. Public Comment | |
| 10. Next Regular Meeting: March 15th | |
| 11. Adjourn | |

**Fargo Public Library Board of Directors
Minutes for Tuesday, January 18, 2022 4 p.m.
Fargo City Commission Chambers and Virtual
225 4th St N., Fargo ND 58102**

Board Members Present: Scott Beaulier, Carlos Hawley Jr., Kristen Schipper, Jenna Reno, Amy Ouren

Board Members Absent: Carrie Peterson, Rachael Steenholdt

Staff: Tim Dirks, Megan Richardson, Betsy Dauer

Others Present:

President Scott Beaulier called the meeting to order at 4:00 p.m. and a quorum was declared. This meeting was attended virtually and in person.

Order of Agenda

A motion was made by Carlos Hawley Jr. to approve the Order of the Agenda. Kristen Schipper seconded the motion; motion carried.

Minutes of December 21, 2021 Regular Meeting

Carlos Hawley Jr. made a motion to approve the minutes of the December 21, 2021 meeting. Jenna Reno seconded the motion; motion carried.

Staff Report

Megan Richardson presented a few highlights of staff updates and events.

Staffing Update:

- In the offer phase of hiring the new LAIII. The Collection Development/Technical Services Manager position closed January 12 and the Library I Adult and Teen Services position will close January 19.

Programming:

Upcoming Featured Events & Programs (for a full list of all upcoming FPL activities, visit FargoLibrary.org). All programs are subject to change due to COVID numbers.

Children

- Winter Storytime. Jan. 24-March 31
 - Mondays – Main Library, 10:00am & 6:30pm
 - Tuesdays – Northport Library, 11:00am
 - Wednesdays – Carlson Library, 10:00am
- Crafternoons
 - Carlson Library – Mondays, 3:00-4:45pm
 - Northport Library – Tuesdays, 3:00-4:45pm
- Libraries Dance Series: Hearts on Fire Ballet, February 8, 6:30pm – Main Library
- Emoji Paint Workshop, February 12, 11:00am – Carlson Library
- French Knitting for Kids, February 13, 2:00pm – Carlson Library

Teens

- Teen Time, Tuesdays, Carlson and Main Library (alternating)

- 1st and 3rd Tuesdays, 3:30-5:00pm – Carlson Library
- 2nd and 4th Tuesdays, 3:30-5:00pm – Main Library

Adults

- Needle Felted Heart
 - Carlson Library – February 5, 10:00am
 - Northport Library – February 10, 6:30pm
- February Foreign Language Film Series
 - February 6: Investigation of a Citizen Above Suspicion (Italy – 1970)
 - February 13: Day for Night (France – 1973)
 - February 20: All About My Mother (Spain – 1999)
 - February 27: The Secret in Their Eyes (Argentina – 2009)
- Book Clubs
 - Classics Book Club, January 19 – Dune by Frank Herbert
 - History Reading Club, January 25 – Hero of Two Worlds: the Marquis de Lafayette in the Age of Revolution by Mike Duncan
 - Sense of Place, February 3 – Our Riches by Kaouther Adimi
 - Diverse Perspectives, February 10 – The Fire This Time: a New Generations Speaks About Race edited by Jesmyn Ward
 - Tea Time Book Club, February 14 – The Book of Lost Names by Kristin Harmel
 - Senior Book Club, February 15 – The Good Sister by Sally Hepworth

Multigenerational

- Winter Reading Program. This year's program, Get Smitten with Reading!, started January 3 and runs through March 6.
- Winter Relaxation Kits. Treat yourself to some winter relaxation by creating a zen garden, doing a cross-stitch pattern, and practicing mindfulness with chocolate. This event is open to teens and adults. Registration is required and opens two weeks before each craft. All three locations will have the to-go kits to distribute the week of January 17.
- Northern Narratives. The Fargo Public Library is seeking submissions for our sixth annual Northern Narratives, a writing project that aims to inspire regional writers and serve as a community heirloom. We are accepting submissions February 1 through March 31 in three categories: fiction, nonfiction, and poetry. The program is open to adults and teens 13 years or older.

Director's Report

Director Tim Dirks referred the Board to his written report in the Board Packet and gave a library covid update. The meeting with City Admin to discuss the Library Covid 19 After Action Report was rescheduled to January 19.

One staff member was impacted by covid currently and one staff was out with a daycare closure.

Director Tim Dirks explained the Facilities Master Plan would be happening this year with capital money. The formation of a committee for the project is needed. Jenna Reno offered to be the Board representative for the committee.

Unfinished Business

No unfinished business.

New Business

Material Challenge

Director Tim Dirks referred the Board to the Statement of Concern Committee's recommendation regarding *Gender Queer* by Maia Kobabe in the Board Packet. The committee recommends keeping the item in the current collection, Adult Graphic Novels.

A motion was made by Kristen Schipper to accept the committee recommendation. Carlos Hawley Jr. seconded the motion; motion carried.

Zero Tolerance Policy Review

Director Tim Dirks referred the Board to the Zero Tolerance Policy in the Board Packet. No changes were recommended.

A motion was made by Carlos Hawley Jr. to approve the Zero Tolerance Policy as is. Scott Beaulier seconded the motion; motion carried.

Statistical Reports

Usage

The Library had 28,494 registered patrons for the month of December. Program attendance was 1,206. Circulation was up 44.88% compared to December of the previous year. Overall circulation year to date is 849,325.

Director Tim Dirks presented a 2021 comparison to 2019. Program attendance was down 26 percent compared to 2019. Circulation was down 18.89%. 2019 total circulation was 1,047,165. 2022 total circulation was 849,325. 2019 was a record year for both programming and circulation.

Financials

There was \$1,915 of incoming donations. There was \$142 expenditures of donations. The year is 100% lapsed while the budget is 98.06% expended. The thirteenth period of 2021 will be reported at the February meeting. Revenue is at \$18,684.44 year to date.

Friends of the Library Report

No Friends report.

Public Comment

No public comment.

Next Board Meeting

The next regular Board Meeting is scheduled for Tuesday, February 15, 2021 at 4 p.m.

The meeting adjourned at 4:25 p.m.

Respectfully submitted,
Betsy Dauer

Staff Report

February 2022 Library Board Meeting

Staffing Update:

- Erin Gunderson started as the new LAIII on February 1.
- The Collection Development/Technical Services Manager position and Library I Adult and Teen Services position are both in the interview phase.
- A full-time LAII position at the Dr. James Carlson Library opened last week and closes February 21.

Programming:

Upcoming Featured Events & Programs (for a full list of all upcoming FPL activities, visit FargoLibrary.org). All programs are subject to change due to COVID numbers.

Children

- **5th Annual Battle of the Books, February 27 – April 24 – Main Library.** March Madness isn't the only battle going on this spring! Join us for our annual Battle of the Books. Sixteen books will battle, but only one will win! The Battle officially kicks off in March, but kids can get a head start by suggesting possible contenders during the months of January and February. The top eight chapter books will battle with eight books chosen by library staff. Stop by the Main Library every two weeks to vote and make sure that your favorite advances to the next round. You can also cast your vote online through the Library's website. Correctly predict the winner and you could win a prize!
 - **February 27 – March 13: Round 1 voting**
 - **March 14 – March 27: Round 2 voting**
 - **March 28 – April 10: Round 3 voting**
 - **April 11 – April 24: Round 4 voting**
 - **Winning book announced Monday, April 25th**
- **Northern Narratives Jr—**Grab your pencils and paper, kids! The Fargo Public Library is accepting writing and art entries for its kids-only edition of the library's literature publication. Kids in kindergarten through 6th grade are welcome to submit entries in any of the categories including short stories, poetry, comics, nonfiction essays, drawing, or photography. Entries will be judged and prizes awarded for 1st and 2nd place in each category. All submissions will be included in the online literary magazine (provided they meet eligibility requirements and guidelines).
- **Seussday at the Movies. March 5, 11:00am – Main Library.** Celebrate Dr. Seuss's birthday while watching the movie, *Horton Hears a Who*. We will have cake, popcorn, and punch and there will be a craft activity to take home with you. This program will be best enjoyed by children age 4 and up.
- **Catch a Leprechaun! March 17, 2:00pm – Main Library.** The leprechauns are on the loose and we need to trap them before they can steal all the gold! Kids ages 5 and up are invited to make a leprechaun trap at the Main Library. We'll also read a story and learn a thing or two about these mysterious creatures. Pre-registration is required.

Teens

- **Teen Time, Tuesdays, Carlson and Main Library (alternating).** Teens and tweens age 10-18 and invited to come to the library on Tuesdays any time between 3:30 and 5:00pm. Each session will have a new activity or project to work on. Teens can work independent, with a group, or just hang out. No registration is required.
 - **1st and 3rd Tuesdays, 3:30-5:00pm – Carlson Library**
 - **2nd and 4th Tuesdays, 3:30-5:00pm – Main Library.**

Adults

- **Retro TV Trivia, February 23, 7:00pm – Main Library.** Have you been busy binge watching Friends or Seinfeld? 90s TV shows are back in a big way. Join us for a night of “retro” TV trivia covering all the biggest shows from the 1990s.
- **Writing Workshop with Larry Woiwode, February 26, 2:00pm – Carlson Library.** Don’t miss this rare opportunity to join award-winning author Larry Woiwode as he leads a writing workshop for all genres. Whether you write fiction, nonfiction, or poetry, the ND Poet Laureate and National Book Award Finalist will help you take your chosen piece to the next level. Please bring a copy of a final draft to the workshop.
- **Silent Reading Program, March 6, 2:00pm – Wild Terra.** Bring Your Own Book or check out a librarian selected title. Find a cozy spot and a beverage and read with others who appreciate the same. Librarians will be on hand to provide snacks, suggest books, set up library cards, and check out books. This is a 21+ event.
- **Crafts to Go: Confetti Cards, March 21, All locations.** Make a fun shaker card for a birthday or other celebration! All materials will be provided. Registration opens 2 weeks before each craft. After registering online, stop by one of the three FPL locations Monday-Friday to pick up a craft packet to bring home.
- **Book Clubs**
 - Classics Book Club, February 16 – *Man Plus* by Frederik Pohl
 - History Reading Club, February 22 – *After the Fall: Being American in the World We’ve Made* by Ben Rhodes
 - Sense of Place, March 3 – *The Mountains Sing* by Nguyen Phan Que Mai
 - Diverse Perspectives, March 10 – *Real Life* by Brandon Taylor
 - Tea Time Book Club, March 14 – *Fifty Words for Rain* by Asha Lemmie

Multigenerational

- **Winter Reading Program.** This year’s program, *Get Smitten with Reading*, runs through March 6. Library users can participate through Beanstack or pick up a paper log at any of the three locations.
- **Northern Narratives.** The Fargo Public Library is seeking submissions for our sixth annual Northern Narratives, a writing project that aims to inspire regional writers and serve as a community heirloom. We are accepting submissions February 1 through March 31 in three categories: fiction, nonfiction, and poetry. The program is open to adults and teens 13 years or older.
- **Seed Library.** The library is excited to offer the seed library again this spring. Community members are encouraged try out some seeds for free with this program. Keep an eye out for more information about the seed library coming in early March. Perfect for both beginner and seasoned gardeners, the seed library will provide a variety of vegetable, herb, and flower seeds to the public while supplies last.

FPL DIRECTOR'S REPORT

February 15, 2022

Director's Activities:

- 1.19.2022 COVID 19 After Action Report Discussion with City Admin
- 1.21.2022 Attended 2nd Street Pedestrian Bridge Steering Committee
- 1.26.2022 Met with new Facilities Manager Bekki Majerus
- 1.27.2022 Met with Employee Safety Manager

Goal 1 Professional & Organizational:

- 1.25.2022 Moderated Library Dept. Heads Meeting
- 1.28.2022 Moderated All Staff Meeting
- 2.1.2022 Moderated Library Dept. Heads Meeting
- 2.15.22 Moderated Library Dept. Heads Meeting

Goal 4 Partnering:

- 1.19.2022 Attended Red River Zoo Executive Committee Meeting
- 1.25.2022 Attended Red River Zoo Board Meeting
- 2.1.2022 Attended Friends Board Meeting
- 2.11.2022 Attended ND Library Coordinating Council Meeting

Goal 5 Technology & Infrastructure:

- 2.10.2022 Moderated Facilities Master Planning Steering Committee Meeting

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

What:

Due to the current understaffing and other impacts to staff availability I am requesting approval from the Library Board for closing an additional twelve Sundays in 2022 starting on March 6th 2022 through the standard summer schedule till September 4 2022.

Explanation:

The Library Admin team have worked with City Human Resources to analyze current staffing levels and have identified that the library is understaffed by at least 4 fte. Staffing also continues to be impacted by a reduction of availability of part time staff. Staff availability is also impacted by childcare disruption, illness and earned leave.

I will be working with City Admin to alleviate the staffing shortage per the identified 4 fte. It is my intention to resume standard Sunday hours pending sufficient progress related to staffing levels per the 4fte.

Director recommendation:

Approve the closing of an additional twelve Sundays in 2022 starting on March 6th through the standard summer schedule till September 4, 2022.

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



February 3, 2022

To: Michael Redlinger

From: Tim Dirks, MLIS, MPA 
Director
Fargo Public Library

Per our previous discussions, the library wishes to be closed Sundays starting Sunday March 6th through Sunday September 4th. This change has the library being closed an additional twelve Sundays for the year. We wish to be closed those additional Sundays to alleviate the current scheduling impacts due to being understaffed. In order to accommodate sick days and scheduled vacations, staff have had to work multiple weekends a month which then necessitates, in some cases, staff working ten or more consecutive days. Schedule disruptions due to illness or loss of childcare cause continual stress for supervisors who need to cover multiple day, night and weekend shifts.

The reduction of Sunday hours would provide additional staff hours for the multiple day, night and Saturday shifts. The reduction would also allow for a better balance of days worked and days off for fulltime staff during the week.

The long-term solution for the library is having the needed additional 4fte identified by the staffing analysis done in conjunction with Human Resources. I look forward to working with City Admin in this regard in order to resume the library's standard weekly schedule this coming autumn.

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

What:

The Rules of Conduct Policy has been updated per conversations with the City Attorney's Office

Explanation:

The library has been in discussions with the City Attorney's Office relating to the trespassing of individuals who significantly violate the Rules of Conduct and/or the Zero Tolerance Policy. Adjustment to the language within the policy is identified in the draft policy.

Director recommendation:

Approve the draft Rules of Conduct 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 **Rules of Conduct**

2.15.22 Draft

The Board of Directors believes that patrons of the Fargo Public Library have the right to use library materials and services without being disturbed or impeded by other library users; that patrons and staff have the right to a secure and comfortable environment; and that patrons and staff have the right to materials and facilities that are in good condition.

Rules

- Any behavior which is disruptive or which hinders use of the library is prohibited on library property. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, drunkenness, running, fighting, and congregating in large groups.
- Use of all tobacco products is strictly prohibited in the library. Use of electronic cigarettes is also prohibited.
- The consumption of food within reasonable limits at the discretion of library staff is allowed. Carry in meals are prohibited. Authorized groups, with permission from library administration, may serve refreshments in the meeting room.
- Engaging in any behavior which may unreasonably interfere with the rights of other patrons to use the library is prohibited. This includes, but is not limited to, sleeping and/or exhibiting offensive personal hygiene. Appropriate attire must be worn (i.e. shoes and shirts).
- Users of portable electronic devices may be asked to disable sounds so as not to create a disturbance for other customers. Use of camera phones and other hidden electronic recording devices on library property is prohibited.
- Telephones located at the public service desks are for business use only. Customers asking to use these phones are to be referred to the nearest courtesy phone. Exceptions to this policy will be made for children needing a ride home and for emergency situations.
- Animals, except those used to aid persons with disabilities or used in conjunction with library programs, are not permitted in the library.
- Individuals who return items that are infested and/or damaged by pests will be ineligible to check out items and won't be allowed to visit any library location until the active infestation has been eliminated. The individual will also be responsible for the replacement costs of the infested and/or damaged items.

- Selling products or services and soliciting donations are not permitted on library property.
- Taking surveys, asking people to sign petitions and distributing leaflets, is not permitted on library property except in areas outside of library buildings.
- Parents are responsible for the behavior of their children while they are on library property. Children under the age of 10 must be attended by a parent or other responsible caregiver age 14 or older in the same service area at all times while on library property.
- The violation of federal or state laws or local ordinances will not be permitted on library property. Theft, vandalism, and mutilation of library property are criminal offenses which will be prosecuted. The library reserves the right to inspect all bags, purses, briefcases, backpacks, and other such items when staff members have reason to believe that this rule has been violated. The library is not responsible for personal belongings which are left unattended.
- Photography and video recording within the library without the prior approval of library administration is prohibited. Individuals or businesses may contact the Library Director or Deputy Director to gain permission to photograph and or video within the library.
- With the exception of law enforcement, the possession of firearms and/or dangerous weapons is prohibited on library property.
- Leaving packages, backpacks, luggage, or any other personal items unattended is not permitted. These unattended items are subject to immediate confiscation.

For purposes of these rules of conduct, as to the Main Library, the term "library property" shall mean the public patron areas inside the building (as opposed to library-worker areas, administrative office areas and the conference room areas) and outside the building shall mean the area between the building and the property boundary on the east, south and west side of the building and the southerly edge of the public sidewalk on the north side of the building. As to the Carlson Library in south Fargo, the term "library property" shall mean the public patron areas inside the building (as opposed to library-worker areas, administrative office areas and the conference room areas) and outside the building shall mean the area between the building and the property boundary on all sides surrounding the building. As to the Northport Library in north Fargo, the term "library property" shall mean the public patron areas inside the library building space (as opposed to library-worker areas and administrative office areas).

People whose actions violate these rules will be asked to stop such actions. The library has the legal right and authority to require anyone violating these Rules of Conduct to leave the library. Repeated Violation of these rules may result in ~~long-term expulsion~~ **temporary or indefinite trespass** from the library pursuant to the Board of Directors' authority under Section 40-38-07 of the North Dakota Century Code. **Individuals who have been trespassed may contact the Library Director to appeal their trespassed status.**

#007-2001

Approved 11-27-2001

Revised 02-22-2005

Revised 05-20-2008

Revised 02-16-2010

Revised 08-21-2012

Revised 09-18-2012

Revised 09-17-2013

Revised 08-19-2014

Reviewed 07-17-2018

Revised 11-19-2019

Revised 06-16-2020

Revised 06-15-2021

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

What:

The Zero Tolerance Policy has been updated per conversations with the City Attorney's Office

Explanation:

The library has been in discussions with the City Attorney's Office relating to the trespassing of individuals who significantly violate the Rules of Conduct and/or the Zero Tolerance Policy. Adjustment to the language within the policy is identified in the draft policy.

Director recommendation:

Approve the draft Zero Tolerance 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

Zero Tolerance Policy Regarding Use of Library Facilities
While Under the Influence of Alcohol or Illegal Substances

2.15.22 Draft

Fargo Public Library endeavors to provide a safe and welcoming environment for all patrons. The presence of individuals who possess, consume and/or are under the influence of alcohol and/or other unlawful or illegal mood-altering substances on library property is not compatible with the library's goal of providing a safe and welcoming environment. Individuals who are observed consuming and/or possessing and/or under the influence of such substances will be subject to an order either temporarily or ~~permanently barring~~ **indefinitely trespassing** the individual from entry into all library locations per the discretion of Library Administration. The ~~permanent barring~~ **indefinite trespass** from library location will be enforced by a no-trespass order. **Individuals who have been trespassed may contact the Library Director to appeal their trespassed status.**

Approved 02-21-2012

Revised 04-19-2016

Reviewed 01-18-2022

Library Use 2022

New Registrations: 417
 Approx. Registered Patrons: 27,997

ATTENDANCE	Jan-22	Jan-21	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Door Count Main	10,935	5,064	116%	10,935	5,064	5,871	116%
Door Count Carlson	8,060	2,129	279%	8,060	2,129	5,931	279%
Door Count Northport	3,683	865	326%	3,683	865	2,818	326%
Outreach	344	60	473%	344	60	284	473%
Total	23,022	8,118	184%	23,022	8,118	14,904	184%

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance				
Adult Programs Main	9	161	338	-52%	161	338	(177) -52%
Adult Programs Carlson	4	24	143	-83%	24	143	(119) -83%
Adult Programs Northport	1	2	67	-97%	2	67	(65) -97%
Teen Programs Main			20	-100%	-	20	(20) -100%
Teen Programs Carlson	2	6	30	-80%	6	30	(24) -80%
Teen Programs Northport			15	-100%	-	15	(15) -100%
Childrens Programs Main	14	258	221	17%	258	221	37 17%
Childrens Programs Carlson	5	86	131	-34%	86	131	(45) -34%
Childrens Programs Northport	2	40	71	-44%	40	71	(31) -44%
Community Engagement			11	-100%	-	11	(11) -100%
Outreach Department	1	33	62	-47%	33	62	(29) -47%
Virtual Adult	1	61	138	-56%	61	138	(77) -56%
Virtual Teen			13	-100%	-	13	(13) -100%
Virtual Childrens			113	-100%	-	113	(113) -100%
Total	39	671	1,373	-51%	671	1,373	(702) -51%

VOLUNTEER HOURS

Main	74	-	74	-	74
Carlson	24	-	24	-	24
Outreach	57	-	57	-	57
Northport	-	-	-	-	-
Total	155	-	155	-	155

INTERNET SIGNUP

Main	1,585	255	522%	1,585	255	1,330	522%
Carlson	1,165	190	513%	1,165	190	975	513%
Northport	325	72	351%	325	72	253	351%
Total	3,075	517	495%	3,075	517	2,558	495%

ELECTRONIC ACTIVITY

Web page hits	15,844	17,830	-11%	15,844	17,830	(1,986)	-11%
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2022 Circulation

	Jan-22	Jan-21	Increase/ Decrease	% CHANGE	2022 YTD	2021 YTD	Increase/ Decrease	% Change YTD
PRINT								
MAIN								
Adult Nonfiction	2,661	1,978	683	34.53%	2,661	1,978	683	34.53%
Youth Nonfiction	1,452	1,137	315	27.70%	1,452	1,137	315	27.70%
Adult Fiction	5,284	2,547	2,737	107.46%	5,284	2,547	2,737	107.46%
Youth Fiction	2,865	2,258	607	26.88%	2,865	2,258	607	26.88%
Youth Reader	1,064	559	505	90.34%	1,064	559	505	90.34%
Youth Picture Books	3,010	1,658	1,352	81.54%	3,010	1,658	1,352	81.54%
Adult Magazines	125	74	51	68.92%	125	74	51	68.92%
Youth Magazines	7	3	4	133.33%	7	3	4	133.33%
Subtotal	16,468	10,214	6,254	61.23%	16,468	10,214	6,254	61.23%
OUTREACH								
Deposit	920	235	685	291.49%	920	235	685	291.49%
CARLSON								
Adult Nonfiction	837	558	279	50.00%	837	558	279	50.00%
Youth Nonfiction	974	675	299	44.30%	974	675	299	44.30%
Adult Fiction	2,834	1,621	1,213	74.83%	2,834	1,621	1,213	74.83%
Youth Fiction	1,975	1,290	685	53.10%	1,975	1,290	685	53.10%
Youth Readers	1,154	656	498	75.91%	1,154	656	498	75.91%
Youth Picture Books	2,729	1,455	1,274	87.56%	2,729	1,455	1,274	87.56%
Adult Magazines	81	15	66	440.00%	81	15	66	440.00%
Youth Magazines	18	-	18		18	-	18	
Subtotal	10,602	6,270	4,332	69.09%	10,602	6,270	4,332	69.09%
NORTHPORT								
Adult Nonfiction	339	216	123	56.94%	339	216	123	56.94%
Youth Nonfiction	212	120	92	76.67%	212	120	92	76.67%
Adult Fiction	907	521	386	74.09%	907	521	386	74.09%
Youth Fiction	296	278	18	6.47%	296	278	18	6.47%
Youth Readers	230	157	73	46.50%	230	157	73	46.50%
Youth Picture Books	583	263	320	121.67%	583	263	320	121.67%
Adult Magazines	12	20	(8)	-40.00%	12	20	(8)	-40.00%
Youth Magazines	-	1	(1)	-100.00%	-	1	(1)	-100.00%
Subtotal	2,579	1,576	1,003	63.64%	2,579	1,576	1,003	63.64%
TOTAL PRINT	30,569	18,295	12,274	67.09%	30,569	18,295	12,274	67.09%

2022 Circulation

NONPRINT

Overdrive/Electronic

Books	17,467	15,583		0.00%	17,467	15,583	1,884	12.09%
Zinio Checkouts		902		0.00%	-	902	(902)	-100.00%
Childrens Devices	12	3		0.00%	12	3	9	300.00%
Hoopla	2,193	2,388		0.00%	2,193	2,388	(195)	-8.17%
RB Digital		-			-	-	-	
Subtotal	19,672	18,876	-	0.00%	19,672	18,876	796	4.22%

MAIN

Adult DVD's	3,239	1,323	1,916	144.82%	3,239	1,323	1,916	144.82%
Youth DVD's	236	137	99	72.26%	236	137	99	72.26%
Video Games	192	102	90	88.24%	192	102	90	88.24%
Adult CD's	581	345	236	68.41%	581	345	236	68.41%
Youth CD's	50	16	34	212.50%	50	16	34	212.50%
Adult Books on CD	200	152	48	31.58%	200	152	48	31.58%
Youth Books on CD	128	75	53	70.67%	128	75	53	70.67%
Kits	94	66	28	42.42%	94	66	28	42.42%
Subtotal	4,720	2,216	2,504	113.00%	4,720	2,216	2,504	113.00%

CARLSON

Adult DVD's	1,503	774	729	94.19%	1,503	774	729	94.19%
Youth DVD's	493	194	299	154.12%	493	194	299	154.12%
Video Games	172	98	74	75.51%	172	98	74	75.51%
Adult CD's	281	157	124	78.98%	281	157	124	78.98%
Youth CD's	61	37	24	64.86%	61	37	24	64.86%
Adult Books on CD	133	81	52	64.20%	133	81	52	64.20%
Youth Books on CD	196	86	110	127.91%	196	86	110	127.91%
Kits	113	28	85	303.57%	113	28	85	303.57%
Subtotal	2,952	1,455	1,497	102.89%	2,952	1,455	1,497	102.89%

NORTHPORT

Adult DVD's	712	426	286	67.14%	712	426	286	67.14%
Youth DVD's	67	56	11	19.64%	67	56	11	19.64%
Video Games	46	28	18	64.29%	46	28	18	64.29%
Adult CD's	126	95	31	32.63%	126	95	31	32.63%
Youth CD's	10	6	4	66.67%	10	6	4	66.67%
Adult Books on CD	31	18	13	72.22%	31	18	13	72.22%
Youth Books on CD	61	53	8	15.09%	61	53	8	15.09%
Kits	29	4	25	625.00%	29	4	25	625.00%
Subtotal	1,082	686	396	57.73%	1,082	686	396	57.73%

TOTAL NONPRINT

28,426	23,233	5,193	22.35%	28,426	23,233	5,193	22.35%
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INTERLIBRARY LOAN

Borrowed	194	134	60	44.78%	194	134	60	44.78%
Loaned	320	336	(16)	-4.76%	320	336	(16)	-4.76%
Subtotal	514	470	44	9.36%	514	470	44	9.36%

RENEWALS

11,647	7,977	3,670	46.01%	11,647	7,977	3,670	46.01%
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TOTAL CIRCULATION

71,156	49,975	21,181	42.38%	71,156	49,975	21,181	42.38%
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2022 Donation Summary

[illegible]

Fargo Public Library 2022 Total Expenses
8% OF YEAR LAPSED
SUMMARY OF EXPENSE VS. AGGREGATE BUDGET
2022

Account	Budget Line	Total YTD	Total Encumbrances	Total YTD Expenses + Encumbrances	Total Budget	%	Over/(Under)
Full time staff	11-00	\$ 136,998	\$ -	\$ 136,998	\$ 2,263,893	6.05%	\$ (2,126,895.40)
Full time overtime	11-01	\$ 8	\$ -	\$ 8	\$ -		\$ 8.18
Full time banked sick	11-02	\$ 4,072	\$ -	\$ 4,072	\$ 18,432	22.09%	\$ (14,359.71)
Part time w/benefits	13-00	\$ 25,767	\$ -	\$ 25,767	\$ 440,615	5.85%	\$ (414,847.60)
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -		\$ -
Part time banked sick		\$ 624	\$ -	\$ 624	\$ 246		\$ 377.98
Part time seasonal no benefits	14-00	\$ 2,061	\$ -	\$ 2,061	\$ 56,000	3.68%	\$ (53,938.80)
Health Insurance	20-01	\$ 24,900	\$ -	\$ 24,900	\$ 381,757	6.52%	\$ (356,857.27)
Dental Insurance	20-03	\$ 1,423	\$ -	\$ 1,423	\$ 21,411	6.65%	\$ (19,987.98)
Long Term Disability	20-04	\$ 350	\$ -	\$ 350	\$ 5,543	6.32%	\$ (5,192.74)
Auto Allowance	20-05	\$ 57	\$ -	\$ 57	\$ 900	6.32%	\$ (843.12)
FICA 6.2%	21-01	\$ 9,750	\$ -	\$ 9,750	\$ 168,898	5.77%	\$ (159,148.26)
Medicare 1.45%	21-02	\$ 2,280	\$ -	\$ 2,280	\$ 39,704	5.74%	\$ (37,423.76)
City Pension	22-01	\$ 2,729	\$ -	\$ 2,729	\$ 43,443	6.28%	\$ (40,714.07)
NDPERS Pension	22-04	\$ 10,417	\$ -	\$ 10,417	\$ 176,871	5.89%	\$ (166,454.19)
NDPERS & City Pension	22-05	\$ 381	\$ -	\$ 381	\$ 6,071	6.27%	\$ (5,690.30)
Actuarial Contributions	22-06	\$ 72,823	\$ -	\$ 72,823	\$ 72,823	100.00%	\$ -
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	0.00%	\$ (134,329.00)
Other Services	38-99	\$ 629	\$ -	\$ 629	\$ 16,500	3.81%	\$ (15,871.01)
Water Sewer	41-05	\$ -	\$ -	\$ -	\$ 5,000	0.00%	\$ (5,000.00)
General equip repair	43-20	\$ -	\$ -	\$ -	\$ 3,000	0.00%	\$ (3,000.00)
General equip repair (computer)	43-21	\$ 6,357	\$ -	\$ 6,357	\$ 31,766	20.01%	\$ (25,409.46)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 21,462	\$ 17,149	\$ 38,611	\$ 47,600	81.12%	\$ (8,988.71)
Land and building rent	44-10	\$ 11,432	\$ 67,568	\$ 79,000	\$ 79,000	100.00%	\$ -
Property Insurance	52-10	\$ -	\$ -	\$ -	\$ 12,065	0.00%	\$ (12,065.00)
Automobile liability	52-20	\$ -	\$ -	\$ -	\$ 265	0.00%	\$ (265.00)
General liability	52-30	\$ -	\$ -	\$ -	\$ 9,225	0.00%	\$ (9,225.00)
Cellular phone service	53-20	\$ 359	\$ -	\$ 359	\$ 5,400	6.64%	\$ (5,041.20)
Other communications	53-60	\$ 200	\$ -	\$ 200	\$ 2,100	9.53%	\$ (1,899.89)
ILS Development	53-61	\$ 17,500	\$ -	\$ 17,500	\$ 46,150	37.92%	\$ (28,650.00)
Minitex/OCLC	53-62	\$ 9,457	\$ -	\$ 9,457	\$ 19,400	48.75%	\$ (9,943.35)
Marketing	54-11	\$ 1,392	\$ -	\$ 1,392	\$ 46,000	3.03%	\$ (44,608.13)
In state travel	56-60	\$ -	\$ -	\$ -	\$ 3,500	0.00%	\$ (3,500.00)
Out of state travel	57-60	\$ 354	\$ -	\$ 354	\$ 5,000	7.08%	\$ (4,645.80)
Due & membership in state	59-10	\$ 1,275	\$ -	\$ 1,275	\$ 2,100	60.71%	\$ (825.00)
Dues/membership out state	59-11	\$ 859	\$ -	\$ 859	\$ 1,500	57.27%	\$ (641.00)
Seminar & conf in state	59-20	\$ 165	\$ -	\$ 165	\$ 2,500	6.60%	\$ (2,335.00)
Seminar & conf out state	59-21	\$ 2,455	\$ -	\$ 2,455	\$ 2,500	98.20%	\$ (45.00)
Office supplies	61-10	\$ 1,780	\$ -	\$ 1,780	\$ 30,000	5.93%	\$ (28,220.23)
Medical supplies	61-20	\$ -	\$ -	\$ -	\$ 600	0.00%	\$ (600.00)
General supplies	61-40	\$ 3,641	\$ -	\$ 3,641	\$ 16,000	22.75%	\$ (12,359.37)
Program materials	61-43	\$ 2,954	\$ -	\$ 2,954	\$ 46,000	6.42%	\$ (43,045.73)
Materials Processing	61-44	\$ 4,087	\$ -	\$ 4,087	\$ 64,569	6.33%	\$ (60,482.31)
Postage	61-50	\$ 22	\$ -	\$ 22	\$ 12,300	0.17%	\$ (12,278.50)
Books & periodicals	61-70	\$ 105,867	\$ 1,027	\$ 106,894	\$ 724,454	14.76%	\$ (617,559.54)
Gasoline		\$ -	\$ -	\$ -	\$ 439	0.00%	\$ (439.00)
Natural gas	62-50	\$ 11,271	\$ -	\$ 11,271	\$ 40,900	27.56%	\$ (29,629.38)
Electricity	62-51	\$ 7,246	\$ -	\$ 7,246	\$ 128,325	5.65%	\$ (121,078.55)
Miscellaneous	68-10	\$ 355	\$ -	\$ 355	\$ 2,000	17.73%	\$ (1,645.37)
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ 100	0.00%	\$ (100.00)
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 505,757	\$ 85,744	\$ 591,501	\$ 5,239,994	11.29%	\$ (4,648,493)

Fargo Public Library 2022 Total Expenses

8% OF YEAR LAPSED

EXPENSE VS. BUDGET

2022

MAIN

Account	Budget Line	January	February	March	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 107,177			\$ 107,177		\$ 1,783,637	6%
Full time overtime	11-01	\$ 8			\$ 8			
Full Time banked sick	11-02				\$ -		\$ 15,122	0%
Part time w/benefits	13-00	\$ 20,936			\$ 20,936		\$ 316,716	7%
Part time w/benefits overtime					\$ -			
Part Time Banked Sick	13-02				\$ -		\$ 246	0%
Part time seasonal no benefits	14-00	\$ 2,061			\$ 2,061		\$ 43,680	5%
Health insurance	20-01	\$ 17,490			\$ 17,490		\$ 274,286	6%
Dental insurance	20-03	\$ 1,057			\$ 1,057		\$ 16,156	7%
Long Term Disability	20-04	\$ 272			\$ 272		\$ 4,301	6%
Auto Allowance	20-05	\$ 57			\$ 57		\$ 900	6%
FICA 6.2%	21-01	\$ 7,491			\$ 7,491		\$ 130,879	6%
Medicare 1.45%	21-02	\$ 1,752			\$ 1,752		\$ 30,812	6%
City Pension	22-01	\$ 1,690			\$ 1,690		\$ 26,909	6%
NDPERS Pension	22-04	\$ 8,291			\$ 8,291		\$ 144,040	6%
NDPERS & City Pension	22-05	\$ 381			\$ 381		\$ 6,071	6%
Actuarial Contributions	22-06	\$ 45,106			\$ 45,106		\$ 45,106	100%
Workers Comp	25-00				\$ -			
Life insurance	26-00				\$ -		\$ 800	0%
Interpreters/ADA Compliance	33-29				\$ -		\$ 500	0%
Security Services	38-61				\$ -		\$ 97,429	0%
Other Services	38-99	\$ 605			\$ 605		\$ 15,000	4%
Water Sewer	41-05				\$ -			
General equip repair	43-20				\$ -		\$ 3,000	0%
General equip repair (computer)	43-21	\$ 6,357			\$ 6,357		\$ 25,766	25%
General equip repair (vehicle)	43-22				\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 21,073			\$ 21,073	\$ 12,238	\$ 41,200	81%
Land and building rent	44-10				\$ -			
Property insurance	52-10				\$ -		\$ 9,010	0%
Automobile liability	52-20				\$ -		\$ 265	0%
General liability	52-30				\$ -		\$ 9,225	0%
Cellular phone service	53-20	\$ 359			\$ 359		\$ 5,400	7%
Other communications	53-60	\$ 200			\$ 200		\$ 2,100	10%
ILS Development	53-61	\$ 17,500			\$ 17,500		\$ 46,150	38%
Minitex/OCLC	53-62	\$ 9,457			\$ 9,457		\$ 19,400	49%
Marketing	54-11	\$ 1,392			\$ 1,392		\$ 46,000	3%
In state travel	56-60				\$ -		\$ 3,500	0%
Out of state travel	57-60	\$ 354			\$ 354		\$ 5,000	7%
Due & membership in state	59-10	\$ 1,275			\$ 1,275		\$ 2,100	61%
Dues/membership out state	59-11	\$ 859			\$ 859		\$ 1,500	57%
Seminar & conf in state	59-20	\$ 165			\$ 165		\$ 2,500	7%
Seminar & conf out state	59-21	\$ 2,455			\$ 2,455		\$ 2,500	98%
Office supplies	61-10	\$ 1,780			\$ 1,780		\$ 20,000	9%
Medical supplies	61-20				\$ -		\$ 600	0%
General supplies	61-40	\$ 2,766			\$ 2,766		\$ 10,000	28%
Program materials	61-43	\$ 2,954			\$ 2,954		\$ 46,000	6%
Materials Processing	61-44	\$ 4,087			\$ 4,087		\$ 64,569	6%
Postage	61-50	\$ 22			\$ 22		\$ 10,000	0%
Books & periodicals	61-70	\$ 98,949			\$ 98,949	\$ 1,027	\$ 529,429	19%
Gasoline	62-10				\$ -		\$ 439	0%
Natural gas	62-50	\$ 5,714			\$ 5,714		\$ 24,000	24%
Electricity	62-51	\$ 4,233			\$ 4,233		\$ 90,000	5%
Miscellaneous	68-10	\$ 355			\$ 355		\$ 2,000	18%
Safety compliance	68-50				\$ -		\$ 100	0%
Bad Debt					\$ -			
Capital Outlay - Machinery & Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 396,678	\$ -	\$ -	\$ 396,678	\$ 13,266	\$ 3,975,343	10.31%

<div>Fargo Public Library 2022 Total Expenses</div> <div>8% OF YEAR LAPSED</div> <div>EXPENSE VS. BUDGET</div> <div>2022</div> <div>CARLSON</div>								
Account	Budget Line	January	February	March	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 22,502			\$ 22,502		\$ 367,054	6%
Full time overtime	11-01				\$ -			
full Time Banked Sick	11-02				\$ -		\$ 3,310	0%
Part time w/benefits	13-00	\$ 4,832			\$ 4,832		\$ 88,949	5%
Part time w/benefits overtime					\$ -			
Part Time Banked Sick	13-02	\$ 624			\$ 624			
Part time seasonal no benefits	14-00				\$ -		\$ 12,320	0%
Health insurance	20-01	\$ 5,332			\$ 5,332		\$ 79,544	7%
Dental insurance	20-03	\$ 264			\$ 264		\$ 3,941	7%
Long Term Disability	20-04	\$ 56			\$ 56		\$ 940	6%
Auto Allowance	20-05				\$ -			
FICA 6.2%	21-01	\$ 1,606			\$ 1,606		\$ 29,062	6%
Medicare 1.45%	21-02	\$ 376			\$ 376		\$ 6,797	6%
City Pension	22-01	\$ 1,039			\$ 1,039		\$ 16,534	6%
NDPERS Pension	22-04	\$ 1,185			\$ 1,185		\$ 20,594	6%
NDPERS & City Pension	22-05				\$ -			
Actuarial Contributions	22-06	\$ 27,717			\$ 27,717		\$ 27,717	100%
Workers Comp	25-00				\$ -			
Life insurance	26-00				\$ -			
Interpreters/ADA Compliance	33-29				\$ -		\$ 500	0%
Security Services	38-61				\$ -		\$ 36,900	0%
Other Services	38-99	\$ 24			\$ 24		\$ 1,000	2%
Water Sewer	41-05				\$ -		\$ 3,000	0%
General equip repair	43-20				\$ -			
General equip repair (computer)	43-21				\$ -		\$ 6,000	0%
General equip repair (vehicle)	43-22				\$ -			
Maintenance service	43-50	\$ 202			\$ 202	\$ 3,298	\$ 4,300	81%
Land and building rent	44-10				\$ -			
Property insurance	52-10				\$ -		\$ 2,705	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				\$ -		\$ 7,000	0%
Medical supplies	61-20				\$ -			
General supplies	61-40	\$ 875			\$ 875		\$ 2,500	35%
Program materials	61-43				\$ -			
Materials Processing	61-44				\$ -			
Postage	61-50				\$ -		\$ 2,300	0%
Books & periodicals	61-70	\$ 4,809			\$ 4,809		\$ 128,950	4%
Gasoline	62-10				\$ -			
Natural gas	62-50	\$ 5,154			\$ 5,154		\$ 15,000	34%
Electricity	62-51	\$ 2,506			\$ 2,506		\$ 30,450	8%
Miscellaneous	68-10				\$ -			
Safety compliance	68-50				\$ -			
Bad Debt					\$ -			
Capital Outlay - Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 79,102	\$ -	\$ -	\$ 79,102	\$ 3,298	\$ 897,367	9.2%

Fargo Public Library 2022 Total Expenses

8% OF YEAR LAPSED

EXPENSE VS. BUDGET

2022

NORTHPORT

Account	Budget Line	January	February	March	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 7,319			\$ 7,319		\$ 113,202	6%
Full time overtime	11-01				\$ -			
Full time banked sick	11-02	\$ 4,072			\$ 4,072			
Part time w/benefits	13-00				\$ -		\$ 34,950	0%
Part time w/benefits overtime					\$ -			
Part time banked sick					\$ -			
Part time seasonal no benefits	14-00				\$ -			
Health insurance	20-01	\$ 2,077			\$ 2,077		\$ 27,927	7%
Dental insurance	20-03	\$ 101			\$ 101		\$ 1,314	8%
Long Term Disability	20-04	\$ 23			\$ 23		\$ 302	7%
Auto Allowance	20-05				\$ -			
FICA 6.2%	21-01	\$ 652			\$ 652		\$ 8,957	7%
Medicare 1.45%	21-02	\$ 153			\$ 153		\$ 2,095	7%
City Pension	22-01				\$ -			
NDPERS Pension	22-04	\$ 941			\$ 941		\$ 12,237	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				\$ -		\$ 2,000	0%
General equip repair	43-20				\$ -			
General equip repair (computer)	43-21				\$ -			
General equip repair (vehicle)	43-22				\$ -			
Maintenance service	43-50	\$ 187			\$ 187	\$ 1,613	\$ 2,100	86%
Land and building rent	44-10	\$ 11,432			\$ 11,432	\$ 67,568	\$ 79,000	100%
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				\$ -		\$ 3,000	0%
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	\$ 2,109			\$ 2,109		\$ 66,075	3%
Gasoline	62-10				\$ -			
Natural gas	62-50	\$ 403			\$ 403		\$ 1,900	21%
Electricity	62-51	\$ 507			\$ 507		\$ 7,875	6%
Miscellaneous	68-10				\$ -			
Safety compliance	68-50				\$ -			
Bad Debt					\$ -			
Capital Outlay - Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 29,977	\$ -	\$ -	\$ 29,977	\$ 69,181	\$ 367,284	27.00%

Revenue
Jan-22

Date	Main										Carlson										Northport									
	Tkt #	Fees	Lost	Rtd	NonRes	MtgRm	Copies	PP Fees	Total	Tkt #	Fees	Lost	Rtd	NonRes	MtgRm	Copies	PP Fees	Total	Tkt #	Fees	Lost	Rtd	NonRes	MtgRm	Copies	PP Fees	Total			
1/1/2022	m0b		37.00						37.00	c0b						8.90		8.90												
	m0c		31.99					2.10	29.89																					
1/2/2022	m0a	2.00	9.99				3.00		14.99	c0a	1.00							1.00		n0a	-									
									-									-												
1/3/2022	m1a	2.00					0.10		2.10	c1a	1.00					0.40		1.40		n1a	-									
	m1b		15.00						15.00									-												
1/4/2022	m2a	2.00							2.00	c2a	-							-		n2a	1.00							1.00		
									-									-												
1/5/2022	m2a2nd	1.00							1.00	c3a						16.00		16.00		c3a	-									
									-									-												
1/6/2022	m3a	1.00							1.00	c4a	1.00					0.50		1.50		n4a	-									
									-									-												
1/7/2022									-									-												
1/8/2022	m6b		28.00						28.00									-												
1/9/2022	m7a	2.00	57.90		20.00		2.05		81.95	c5a	2.00		23.95			0.50		(21.45)		n5a	-									
									-									-												
1/10/2022	m8a	1.00							1.00	c6a	2.00		17.00			0.01		(14.99)		n6a	-									
									-	c6b						4.40		4.40												
1/11/2022	m9a	1.00							1.00	c7a	-							-		c7a	-									
	m9b	7.00							7.00									-												
1/12/2022	m9c		18.00					1.12	16.88	c8a			5.00					5.00		n8b			12.80					12.80		
	m10a		164.95				0.50		0.50	c8b			10.99					10.99												
1/13/2022	m11a			8.99					(8.99)	c9a	2.00					2.50		4.50		n9a	-									
	m11b		22.95						22.95	c9b						16.40		16.40												
1/14/2022	m11c		31.22					2.07	29.15									-												
									-									-												
1/15/2022	m12a	1.00					(1.00)		-	c10b			8.99					8.99												
	m12c	2.00						0.56	1.44	c11a	1.00	21.99				1.00		23.99		n10a	-									
1/16/2022									-									-												
1/17/2022									-									-												
1/18/2022	m13a						0.50		0.50	c12a	1.00		0.20					0.80		n11b						11.50	11.50			
									-	c12b						5.80		5.80												
1/19/2022	m7a	2.00							2.00	c13a	1.00		0.85			0.10		0.25		n12a						1.00	1.00			
									-									-												
1/20/2022	m14a	1.00					2.20		3.20	c14b			13.99			12.00		25.99		n13b	-									
	m14c		20.09					1.68	18.41									-												
1/21/2022	m15b		24.00						24.00									-												
1/22/2022									-									-												
1/23/2022	m16b		44.94						44.94	c15b			28.99					28.99												
1/23/2022	m17a	1.00		0.30			3.20		3.90	c16a	1.00					2.90		3.90		n14a	2.00							2.00		
									-	c16b			74.94					74.94												
1/24/2022	m18a	2.00					4.90		6.90	c17b			6.99					6.99		n15a	-									
									-									-												
1/25/2022	m19a	4.00	27.90				2.00		31.90	c18b			11.99					11.99		n16a	1.00							1.00		
									-									-												
1/26/2022	m20a	1.00							1.00	c19a	1.00							1.00		n17a						0.05	0.05			
									-									-												
1/27/2022	m21b						3.00		3.00	c20a			9.99			3.00		12.99		n18a	-									
	m21c		12.99					0.94	12.05									-												
1/28/2022									-	c21b			16.99					16.99												
1/29/2022									-									-												
1/30/2022	m23a	1.00	18.99				1.01		21.00	c22a			5.00			50.00		55.00		n19a	1.00					0.05	1.05			
	m23b		19.95						19.95									-												
	m23c		40.99					1.92	39.07									-												
1/31/2022	m24a	1.00					60.45		61.45	c23a			28.00					28.00		n20a	-									
	ma24b		32.00						32.00									-												
		35.00	658.85	9.29	20.00	-	81.91	10.39	776.08		14.00	243.85	42.00	-	-	124.41	-	340.26		5.00	12.80	-	-	-	-	12.80	-	30.40		

Monthly		YTD	
Fees	\$ 54.00	Fees	\$ 54.00
Lost	\$ 915.50	Lost	\$ 915.50
Rtd	\$ 51.29	Rtd	\$ 51.29
NonRes	\$ 20.00	NonRes	\$ 20.00
MtgRm	\$ -	MtgRm	\$ -
Copier	\$ 218.92	Copier	\$ 218.92
PP Fees	\$ 10.39	PP Fees	\$ 10.39
Misc		Misc	\$ -
Total	\$ 1,157.13	Total	\$ 1,157.13

Copies paid at desks	218.92
Copies paid at coin op	218.92

Fargo Public Library 2021 Total Expenses
100% OF YEAR LAPSED
SUMMARY OF EXPENSE VS. AGGREGATE BUDGET
2021

Account	Budget Line	Total YTD	Total Encumbrances	Total YTD Expenses + Encumbrances	Total Budget	%	Over/(Under)
Full time staff	11-00	\$ 2,140,412	\$ -	\$ 2,140,412	\$ 2,118,578	101.03%	\$ 21,834.31
Full time overtime	11-01	\$ 128	\$ -	\$ 128	\$ -		\$ 127.56
Full time banked sick	11-02	\$ 17,604	\$ -	\$ 17,604	\$ 15,000	117.36%	\$ 2,604.29
Part time w/benefits	13-00	\$ 475,133	\$ -	\$ 475,133	\$ 464,084	102.38%	\$ 11,048.64
Part time w/benefits overtime		\$ 26	\$ -	\$ 26	\$ -		\$ 26.14
Part time banked sick		\$ 256	\$ -	\$ 256	\$ 1,000		\$ (744.10)
Part time seasonal no benefits	14-00	\$ 49,163	\$ -	\$ 49,163	\$ 40,000	122.91%	\$ 9,163.34
Health Insurance	20-01	\$ 297,966	\$ -	\$ 297,966	\$ 282,117	105.62%	\$ 15,849.13
Dental Insurance	20-03	\$ 19,408	\$ -	\$ 19,408	\$ 20,678	93.86%	\$ (1,269.78)
Long Term Disability	20-04	\$ 5,520	\$ -	\$ 5,520	\$ 5,375	102.70%	\$ 145.15
Auto Allowance	20-05	\$ 902	\$ -	\$ 902	\$ 900	100.27%	\$ 2.47
FICA 6.2%	21-01	\$ 156,351	\$ -	\$ 156,351	\$ 153,917	101.58%	\$ 2,433.80
Medicare 1.45%	21-02	\$ 36,686	\$ -	\$ 36,686	\$ 36,124	101.56%	\$ 562.31
City Pension	22-01	\$ 42,064	\$ -	\$ 42,064	\$ 41,975	100.21%	\$ 88.61
NDPERS Pension	22-04	\$ 167,079	\$ -	\$ 167,079	\$ 164,789	101.39%	\$ 2,289.88
NDPERS & City Pension	22-05	\$ 5,873	\$ -	\$ 5,873	\$ 5,857	100.28%	\$ 16.49
Actuarial Contributions	22-06	\$ 112,576	\$ -	\$ 112,576	\$ 112,576	100.00%	\$ -
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -		\$ -
Life Insurance	26-00	\$ 933	\$ -	\$ 933	\$ 800	116.67%	\$ 133.39
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Security Services	38-61	\$ 113,181	\$ -	\$ 113,181	\$ 130,229	86.91%	\$ (17,047.63)
Other Services	38-99	\$ 16,196	\$ -	\$ 16,196	\$ 16,500	98.15%	\$ (304.45)
Water Sewer	41-05	\$ 6,497	\$ -	\$ 6,497	\$ 5,000	129.93%	\$ 1,496.53
General equip repair	43-20	\$ (1)	\$ -	\$ (1)	\$ 3,000	-0.05%	\$ (3,001.39)
General equip repair (computer)	43-21	\$ 23,068	\$ -	\$ 23,068	\$ 31,766	72.62%	\$ (8,697.95)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 61,120	\$ -	\$ 61,120	\$ 40,100	152.42%	\$ 21,020.40
Land and building rent	44-10	\$ 68,768	\$ -	\$ 68,768	\$ 74,000	92.93%	\$ (5,232.25)
Property Insurance	52-10	\$ 17,793	\$ -	\$ 17,793	\$ 12,065	147.47%	\$ 5,727.77
Automobile liability	52-20	\$ 274	\$ -	\$ 274	\$ 265	103.40%	\$ 9.00
General liability	52-30	\$ 11,741	\$ -	\$ 11,741	\$ 9,225	127.27%	\$ 2,515.50
Cellular phone service	53-20	\$ 4,294	\$ -	\$ 4,294	\$ 4,300	99.86%	\$ (6.23)
Other communications	53-60	\$ 2,194	\$ -	\$ 2,194	\$ 1,000	219.37%	\$ 1,193.70
ILS Development	53-61	\$ 18,500	\$ -	\$ 18,500	\$ 46,150	40.09%	\$ (27,650.00)
Minitex/OCLC	53-62	\$ 19,484	\$ -	\$ 19,484	\$ 19,000	102.55%	\$ 483.69
Marketing	54-11	\$ 25,859	\$ -	\$ 25,859	\$ 27,000	95.77%	\$ (1,141.03)
In state travel	56-60	\$ 2,267	\$ -	\$ 2,267	\$ 3,500	64.78%	\$ (1,232.67)
Out of state travel	57-60	\$ -	\$ -	\$ -	\$ 5,000	0.00%	\$ (5,000.00)
Due & membership in state	59-10	\$ 1,636	\$ -	\$ 1,636	\$ 1,700	96.25%	\$ (63.75)
Dues/membership out state	59-11	\$ 2,075	\$ -	\$ 2,075	\$ 1,500	138.33%	\$ 575.00
Seminar & conf in state	59-20	\$ 2,170	\$ -	\$ 2,170	\$ 2,500	86.81%	\$ (329.85)
Seminar & conf out state	59-21	\$ 219	\$ -	\$ 219	\$ 2,500	8.76%	\$ (2,281.00)
Office supplies	61-10	\$ 23,957	\$ -	\$ 23,957	\$ 30,000	79.86%	\$ (6,042.95)
Medical supplies	61-20	\$ 301	\$ -	\$ 301	\$ 600	50.18%	\$ (298.91)
General supplies	61-40	\$ 35,417	\$ -	\$ 35,417	\$ 13,500	262.35%	\$ 21,917.25
Program materials	61-43	\$ 32,429	\$ -	\$ 32,429	\$ 36,000	90.08%	\$ (3,571.13)
Materials Processing	61-44	\$ 56,251	\$ -	\$ 56,251	\$ 64,569	87.12%	\$ (8,318.44)
Postage	61-50	\$ 5,174	\$ -	\$ 5,174	\$ 12,300	42.07%	\$ (7,125.74)
Books & periodicals	61-70	\$ 710,776	\$ -	\$ 710,776	\$ 724,454	98.11%	\$ (13,678.34)
Gasoline		\$ 389	\$ -	\$ 389	\$ 439	88.65%	\$ (49.83)
Natural gas	62-50	\$ 36,671	\$ -	\$ 36,671	\$ 40,900	89.66%	\$ (4,229.08)
Electricity	62-51	\$ 99,308	\$ -	\$ 99,308	\$ 128,325	77.39%	\$ (29,016.60)
Miscellaneous	68-10	\$ 1,685	\$ -	\$ 1,685	\$ 2,000	84.24%	\$ (315.24)
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ 100	0.00%	\$ (100.00)
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 4,927,773	\$ -	\$ 4,927,773	\$ 4,955,257	99.45%	\$ (27,484)