

Fargo Public Library Board of Directors
Agenda for Tuesday March 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 February 15 Meeting **Action**
3. Public Comment
4. Staff Report- Megan Richardson
5. Director's Report
6. Unfinished Business
 - A. None
7. New Business
 - A. Library Board Letter to City Admin **Action**
 - B. Computer Use Policy Draft **Action**
8. Statistical Reports
 - A. February Usage
 - B. February Financials
9. Friends of the Library Report
10. Next Regular Meeting: April 19
11. Adjourn

**Fargo Public Library Board of Directors
Minutes for Tuesday, February 15, 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, Amy Ouren, Rachael Steenholdt

Board Members Absent: Carrie Peterson, Jenna Reno

Staff: Tim Dirks, Megan Richardson, Betsy Dauer

Others Present:

President Scott Beaulier called the meeting to order at 4:08 p.m. and a quorum was declared. This meeting was attended virtually and in person. The meeting started a few minutes late as the meeting prior ran long. Rachael Steenholdt joined a few minutes after the meeting started.

Order of Agenda

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

Minutes of January 18, 2021 Regular Meeting

Carlos Hawley Jr. made a motion to approve the minutes of the January 18, 2021 meeting. Kristen Schipper seconded the motion; motion carried.

Staff Report

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

Director's Report

Director Tim Dirks referred the Board to his written report in the Board Packet and gave a library covid update. Currently two staff are impacted by Covid.

Unfinished Business

No unfinished business.

New Business

Adjustment to Sunday Hours

Director Tim Dirks referred the Board to the action item summary sheet in the Board Packet regarding an adjustment to Sunday hours. Supporting the action item summary sheet is a letter from Director Tim Dirks to Michael Redlinger documenting the current understaffing and staff availability issues. Director Tim Dirks recommendation to the Board is to close 11 additional Sunday's in 2022 starting March 6 through the standard summer schedule until September 4, 2022. Library admin staff have worked with City HR to determine a staffing shortage of 4 FTE. Director Tim Dirks has spoken with City Administration about the identified 4 FTE positions.

The Board decided they will write a letter to the City supporting the addition 4 FTE's being requested.

After Board discussion, a motion was made by Kristen Schipper to approve the recommendation by Director Tim Dirks. Amy Ouren seconded the motion; motion carried.

Rules of Conduct Draft Policy

Director Tim Dirks referred the Board to the Rules of Conduct Draft Policy in the Board Packet. Changes were identified to align the policy with City Attorney recommendations regarding temporary and permanent trespasses. All changes are in the last paragraph. The last sentence of the last paragraph was added. It says, "Individuals who have been trespassed may contact the Library Director to appeal their trespassed status."

A motion was made by Amy Ouren to approve the Rules of Conduct Policy as presented. Carlos Hawley Jr. seconded the motion; motion carried.

Zero Tolerance Draft Policy

Director Tim Dirks referred the Board to the Zero Tolerance Policy in the Board Packet. Changes were identified to align the policy with City Attorney recommendations regarding temporary and permanent trespasses. Changes included replacing "permanently barring" with "indefinitely trespassing" and "indefinite trespass" in two sentences and adding the last sentence, "Individuals who have been trespassed may contact the Library Director to appeal their trespassed status."

A motion was made by Kristen Schipper to approve the Zero Tolerance Policy as presented. Carlos Hawley Jr. seconded the motion; motion carried.

Statistical Reports

Usage

The Library had 27,997 registered patrons for the month of January. Program attendance was 1,373. Circulation was up 42.38% compared to January of the previous year. Overall circulation year to date is 71,156.

Financials

There was \$7,435 of incoming donations. There was \$2,287 expenditures of donations. The year is 8% lapsed while the budget is 11.29% expended. The thirteenth period of 2021 ended with \$27,484 remaining of a total \$4,955,257 budget or utilization of 99.45%. Revenue is at \$1,157.13 year to date.

Friends of the Library Report

No Friends report.

Public Comment

Christopher Cohen spoke for the allotted time. He spoke about his experience with the statement of concern process. He would like a citizen on the statement of concern committee and an appeal process.

Next Board Meeting

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

The meeting adjourned at 4:40 p.m.

Respectfully submitted,
Betsy Dauer

Staff Report

March 2022 Library Board Meeting

Staffing Update:

- Kiki Sailsbury joined our staff as of yesterday, March 14, as a Librarian I/Adult and Teen Services.
- Jenilee Kanenwisher will be starting in the position of Collection Development/Technical Services Manager on April 4. Jenilee has been with the Fargo Public Library since 2007.
- The branch LAll position is currently in the interview stage.

Services:

- The Wiggle Room has reopened! New hours will be:
 - Monday –Thursday, 9:00am-8:00pm
 - Friday, 11:00am-5:00pm
 - Saturday, 9:00am – 5:00pm

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.

Red River Valley Kids Read series:

- **Remembering the 1997 Red River Valley Flood, April 3, 2:00pm – at City Hall in the City Commission Room.** All ages are invited to look back at the historic 1997 Red River Valley Flood that impacted communities of the Valley 25 years ago. View video from the time and listen to a panel of speakers who experiences the event first hand, including City of Fargo staff, members of the media, flood fighters, and those whose homes were affected. Hear inspiring stories from throughout the region of friends, families, and complete strangers who worked side by side in an attempt to save homes, neighborhoods, and lives. This event will also be streamed on the library's Facebook page.
- **Water, Water Everywhere, April 4, 10:00am – Main Library.** Water is essential to life, but what happens when we have too much water? Find out at this open house event. We'll have hands-on activities and water demonstrations with staff from the U.S. Army Corps of Engineers, the Cass County Soil Conservation District, the U.S. Geological Survey, and the City of Fargo. This event is most appropriate for ages 5 and older.
- **The Raging Red with Meteorologist John Wheeler, April 7, 6:30pm.** What caused the record-breaking flood of 1997? Kids in grades 2 and up are invited to find out at the Main Library. We'll watch *The Raging Red*, a film about the event, and then learn about the weather that led to disaster with WDAY meteorologist John Wheeler.
- **The Flood of the Century: A Retrospective of the 1997 Red River Valley Flood by Forum Communications Photographers.** The Fargo Public Library is partnering with Forum Communications to bring a photo retrospective of the 1997 Red River Valley Flood to the gallery from April 1-30. View scenes from the disaster, and the character and camaraderie displayed by flood fighters, as reflected through the compelling photos of Forum photographers.

Children

- **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.

- **Tech Kids Camp, March 26, 10:00am – Main Library.** Calling all creative problem solvers in 3rd to 6th grades! Learn about the wide world of engineering through hands-on activities that showcase mechanical, civil, and electrical engineering with NDSU's Society of Women Engineers. No pre-registration is required.
- **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!
 - **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**

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

- **Organize Like a Pro!, April 4, 6:30pm – Main Library.** Is your closet a mess? Do you struggle to find the right size lids for your plastic containers? Do you have multiple boxes with random items in them? Professional organizer, Michelle Wittenburg, will present an informational sessions with tips and tricks to organize and simplify your life – just in time for spring cleaning!
- **Royal Icing Decorating for Beginners, April 13, 6:30pm – Main Library.** Try out some basic techniques for using royal icing to decorate cookies! All materials will be provided. Registration is required and opens two weeks before the program. This event is recommended for adults.
- **Book Clubs**
 - Classics Book Club, March 16 - *Man Plus* by Frederik Pohl
 - History Reading Club, March 29 – *This is How They Tell Me the World Ends* by Nicole Perlroth
 - Sense of Place, April 7 – *Palace Walk* by Naguib Mahfouz
 - Tea Time Book Club, April 11 – *Know My Name* by Chanel Miller
 - Diverse Perspectives, April 14 – *Unbound* by Tarana Burke
 - Senior Book Club, April 19 – *Beautiful Little Fools* by Jillian Cantor

Multigenerational

- **Loki Trickster Hunt, April 9 – Main Library.** Will Loki make an April fool out of you? Try to outwit the god of mischief and solve the clues. Costumes are welcome! Geared toward adults and teens (12+). Pre-registration is required. Sessions start at 2:00, 2:15, and 2:30.
- **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.
- **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 March 1 – April 30. 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).
- **Library Card Design Contest.** The library is holding a Library Card Design Contest during the month of April. Artists of all ages are invited to submit a library card design. There are three age categories for the contest: Youth (12 and younger), Teen (13to 18) and Adult (19+). Submissions will be accepted from April 1 – April 30, 2022. Library Staff will select the finalists and the public will get to vote on the final designs. The winning designs will be available as limited edition FPL cards in September during National Library Card Sign-up Month.
- **Northern Focus Photography Project.** The library is hosting the third annual Northern Focus photography project! We are asking amateur photographers from the region to send us their best work to grace our downtown location in a photo exhibit. And one lucky artist will get their photograph on the front cover of Northern Narratives 2022! Submissions will be accepted April 4 through May 31. The program is open to adults and teens 13 years or older.

FPL DIRECTOR'S REPORT

March 15, 2022

Director's Activities:

- 2.16.2022 Attended Second Round Interviews for Librarian I
- 2.16.2022 Met with City Admin Regarding Staffing
- 3.3.2022 Moderated Second Round Interview for Collection Development/Technical Services Manager
- 3.4.2022 Moderated Second Round Interview for Collection Development/Technical Services Manager
- 3.7.2022 Attended City Cabinet Meeting

Goal 1 Professional & Organizational:

- 2.17.2022 Moderated Quarterly Project Meeting with Systems Librarian
- 2.18.2022 Moderated All Staff Meeting
- 2.22.2022 Moderated Library Dept. Heads Meeting
- 2.23.2022 Moderated Quarterly Project Meeting with Outreach/Volunteer Coordinator
- 2.24.2022 Moderated Quarterly Project Meeting with Community Relations Specialist
- 2.24.2022 Moderated Quarterly Project Meeting with Primary Office Associate
- 2.28.2022 Moderated Quarterly Project Meeting with Branch Services Manager
- 3.1.2022 Moderated Library Dept. Heads Meeting
- 3.8.2022 Moderated Library Dept. Heads Meeting
- 3.15.2022 Moderated Library Dept. Heads Meeting

Goal 4 Partnering:

- 2.17.2022 Attended Red River Zoo Executive Committee Meeting
- 2.22.2022 Attended Red River Zoo Board Meeting
- 3.1.2022 Attended FPL & FPS Student Library Card Collaboration
- 3.1.2022 Attended Friends Board Meeting

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

What:

Library Board letter of support for an additional 4FTEs for the library.

Explanation:

Per the discussion at the February Library Board meeting, Scott and Carlos have drafted a letter of support to City Admin for funding the needed 4 FTEs.

Director recommendation:

Approve the draft letter to City Admin stating the Library Board's support for the needed 4FTEs.

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

March 15, 2022

To: Michael Redlinger

From: Scott Beaulier, Fargo Public Library Board President
Carlos Hawley, Fargo Public Library Board Vice-President
Amy Ouren, Board Member
Carrie Peterson, Board Member
Jenna Reno, Board Member
Rachael Steenholdt, Board Member
Kristen Schipper, Board Member

We are writing to express our support for Fargo Public Library's decision to close on Sundays starting Sunday, March 6th and running through Sunday, September 4th. We see this decision to be our best option from the set of undesirable alternatives before us, and we hope that Director Tim Dirks's suggestions in the memorandum dated February 3, 2022 are heard and acted on as quickly as possible.

Each month, we hear about the excellent programming being supported by our thin Fargo Public Library staff, and we are proud of their work and what they do for our community. Speaking from personal experience, as a working professional, Sunday hours are often the most convenient time for many of us to frequent the library. That being the case, we trust that staffing issues abate and that the long-term solution of four additional FTEs will be acted on as quickly as possible.

Thanks for your work you do for the City of Fargo and for your support of the Fargo Public Library.

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

What:

The Computer Use Policy draft.

Explanation:

The proposed draft allows individuals to get a hour of public Internet access via a guest pass without the need for identification. This removes a barrier to service for patrons who only need an hour of Internet access.

Director recommendation:

Approve the draft of the Computer Use 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
Computer Use
3.15.22 Draft

The Fargo Public Library provides access to the Internet as part of its mission to provide the citizens of Fargo with educational and informational resources.

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the purposes for which they are provided. Users are expected to comply with the following rules:

- Using resources for educational, informational, and recreational purposes only; the resources should not be used for illegal, unauthorized, or unethical acts.
- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
- Further respecting the privacy of others using public access workstations at the Fargo Public Library by not interfering with their use.
- Not sending, receiving, or displaying text or graphics which may reasonably be construed by library staff as creating a hostile, offensive or disruptive environment.
- Not making any changes to the setup or configuration of any software or hardware or using FPL terminals to spread viruses.
- Not exceeding time limits established by library departments.
- ***Any behavior which is disruptive or which hinders use of public Internet stations by others is prohibited. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, drunkenness, and congregating in large groups.***

Failure to comply with these rules will result in the loss of computer and/or library privileges. Free computer use at the library is a privilege not a right.

Children under the age of 18 should have parental permission to use the Internet. The Fargo Public Library assumes no responsibility for the use of the Internet by children. It is not possible for library staff to control specific information children and youth may locate on the Internet. Just as libraries do not vouch for or endorse the viewpoints of written material in their collections, they do not do so for electronic information. Selection policies which serve to govern a library's purchase of written materials may not apply to material accessed electronically. It is the responsibility of the child's parent, guardian, or caregiver to determine what is appropriate. Library staff may direct users to specific terminals based on age.

The amount of time that users spend online each day is limited due to the limited number of terminals available. Advance registration, either for a general or specific workstation, will not be accepted in person or by telephone. Those wishing to use a workstation must have a valid Fargo Public Library card or a Fargo Public Library Computer Access card, and present it upon signing up for a workstation. **A guest pass is available to individuals for 60 minutes of computer use per day at no charge.**

Library staff members are available to assist customers in the use of these resources, but may not be familiar with every program customers may wish to use. Due to the incredible number of online applications, library staff cannot offer technical support for non-library installed applications.

Because the Fargo Public Library has a secure computing environment, software and hardware, including some media players and plug-ins, cannot be installed on the library's computer terminals. The Fargo Public Library staff is unable to install software and hardware that has not been approved or purchased by the library with the purpose of being installed on the public workstations.

The Fargo Public Library is not responsible for data that is corrupted or lost while using the workstations. Customers use the equipment at the Fargo Public Library at their own discretion. This includes data lost when a customer's time runs out or the workstation shuts down.

Internet Use Policy Approved by the Fargo Public Library Board of Directors 01-28-2003

Renamed and Revised Computer Use Policy 07-26-2005

Revised 03-16-2010

Revised 11-19-2013

Revised 01-21-2014

Revised 10-21-2014

Reviewed 01-16-2018

Revised 11-19-2019

Library Use 2022

New Registrations: 482
 Approx. Registered Patrons: 27,850

ATTENDANCE	Feb-22	Feb-21	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Door Count Main	11,893	8,882	34%	22,828	13,946	8,882	64%
Door Count Carlson	8,336	6,572	27%	16,396	8,701	7,695	88%
Door Count Northport	3,751	3,501	7%	7,434	4,366	3,068	70%
Outreach	353	117	202%	697	177	520	294%
Total	24,333	19,072	28%	47,355	27,190	20,165	74%

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Adult Programs Main	10	182	377	-52%	343	715	(372)	-52%
Adult Programs Carlson	8	60	190	-68%	84	333	(249)	-75%
Adult Programs Northport	3	13	88	-85%	15	155	(140)	-90%
Teen Programs Main	2	-	65	-100%	-	85	(85)	-100%
Teen Programs Carlson	2	11	95	-88%	17	125	(108)	-86%
Teen Programs Northport	-	-	45	-100%	-	60	(60)	-100%
Childrens Programs Main	13	243	515	-53%	501	736	(235)	-32%
Childrens Programs Carlson	12	314	331	-5%	400	462	(62)	-13%
Childrens Programs Northport	8	163	175	-7%	203	246	(43)	-17%
Community Engagement	3	50	-	-	50	11	39	355%
Outreach Department	1	47	54	-13%	80	116	(36)	-31%
Virtual Adult	1	5	203	-98%	66	341	(275)	-81%
Virtual Teen	-	-	-	-	-	13	(13)	-100%
Virtual Childrens	1	15	121	-88%	15	234	(219)	-94%
Total	64	1,103	2,259	-51%	1,774	3,632	(1,858)	-51%

VOLUNTEER HOURS	Feb-22	Feb-21	2022 YTD	2021 YTD	Diff.
Main	64	-	138	-	138
Carlson	25	-	49	-	49
Outreach	58	-	115	-	115
Northport	-	-	-	-	-
Total	147	-	302	-	302

INTERNET SIGNUP	Feb-22	Feb-21	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Main	1,767	1,346	31%	3,352	1,601	1,751	109%
Carlson	1,223	862	42%	2,388	1,052	1,336	127%
Northport	313	390	-20%	638	462	176	38%
Total	3,303	2,598	27%	6,378	3,115	3,263	105%

ELECTRONIC ACTIVITY	Feb-22	Feb-21	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Web page hits	15,394	16,455	-6%	31,238	34,285	(3,047)	-9%

2022 Circulation

	Feb-22	Feb-21	Increase/ Decrease	% CHANGE	2022 YTD	2021 YTD	Increase/ Decrease	% Change YTD
PRINT								
MAIN								
Adult Nonfiction	2,523	2,173	350	16.11%	5,184	4,151	1,033	24.89%
Youth Nonfiction	1,522	1,462	60	4.10%	2,974	2,599	375	14.43%
Adult Fiction	4,997	3,219	1,778	55.23%	10,281	5,766	4,515	78.30%
Youth Fiction	2,992	3,095	(103)	-3.33%	5,857	5,353	504	9.42%
Youth Reader	1,121	929	192	20.67%	2,185	1,488	697	46.84%
Youth Picture Books	2,927	2,605	322	12.36%	5,937	4,263	1,674	39.27%
Adult Magazines	154	106	48	45.28%	279	180	99	55.00%
Youth Magazines	5	16	(11)	-68.75%	12	19	(7)	-36.84%
Subtotal	16,241	13,605	2,636	19.38%	32,709	23,819	8,890	37.32%
OUTREACH								
Deposit	939	500	439	87.80%	1,859	735	1,124	152.93%
CARLSON								
Adult Nonfiction	818	775	43	5.55%	1,655	1,333	322	24.16%
Youth Nonfiction	845	919	(74)	-8.05%	1,819	1,594	225	14.12%
Adult Fiction	2,595	2,445	150	6.13%	5,429	4,066	1,363	33.52%
Youth Fiction	1,920	2,130	(210)	-9.86%	3,895	3,420	475	13.89%
Youth Readers	1,294	1,156	138	11.94%	2,448	1,812	636	35.10%
Youth Picture Books	2,644	2,655	(11)	-0.41%	5,373	4,110	1,263	30.73%
Adult Magazines	77	83	(6)	-7.23%	158	98	60	61.22%
Youth Magazines	12	3	9	300.00%	30	3	27	900.00%
Subtotal	10,205	10,166	39	0.38%	20,807	16,436	4,371	26.59%
NORTHPORT								
Adult Nonfiction	297	285	12	4.21%	636	501	135	26.95%
Youth Nonfiction	272	265	7	2.64%	484	385	99	25.71%
Adult Fiction	819	847	(28)	-3.31%	1,726	1,368	358	26.17%
Youth Fiction	298	437	(139)	-31.81%	594	715	(121)	-16.92%
Youth Readers	253	356	(103)	-28.93%	483	513	(30)	-5.85%
Youth Picture Books	524	479	45	9.39%	1,107	742	365	49.19%
Adult Magazines	13	16	(3)	-18.75%	25	36	(11)	-30.56%
Youth Magazines	1	3	(2)	-66.67%	1	4	(3)	-75.00%
Subtotal	2,477	2,688	(211)	-7.85%	5,056	4,264	792	18.57%
TOTAL PRINT	29,862	26,959	2,903	10.77%	60,431	45,254	15,177	33.54%

2022 Circulation

NONPRINT**Overdrive/Electronic**

Books	15,049	14,022	1,027	7.32%	32,516	29,605	2,911	9.83%
Zinio Checkouts	-	1,000	(1,000)	-100.00%	-	1,902	(1,902)	-100.00%
Childrens Devices	12	3	9	300.00%	24	6	18	300.00%
Hoopla	2,171	2,258	(87)	-3.85%	4,364	4,646	(282)	-6.07%
RB Digital	-	-	-	#DIV/0!	-	-	-	#DIV/0!
Subtotal	17,232	17,283	(51)	-0.30%	36,904	36,159	745	2.06%

MAIN

Adult DVD's	2,998	2,535	463	18.26%	6,237	3,858	2,379	61.66%
Youth DVD's	290	289	1	0.35%	526	426	100	23.47%
Video Games	225	169	56	33.14%	417	271	146	53.87%
Adult CD's	408	448	(40)	-8.93%	989	793	196	24.72%
Youth CD's	52	43	9	20.93%	102	59	43	72.88%
Adult Books on CD	158	137	21	15.33%	358	289	69	23.88%
Youth Books on CD	111	105	6	5.71%	239	180	59	32.78%
Kits	204	73	131	179.45%	298	139	159	114.39%
Subtotal	4,446	3,799	647	17.03%	9,166	6,015	3,151	52.39%

CARLSON

Adult DVD's	1,363	1,600	(237)	-14.81%	2,866	2,374	492	20.72%
Youth DVD's	399	308	91	29.55%	892	502	390	77.69%
Video Games	174	181	(7)	-3.87%	346	279	67	24.01%
Adult CD's	156	392	(236)	-60.20%	437	549	(112)	-20.40%
Youth CD's	79	65	14	21.54%	140	102	38	37.25%
Adult Books on CD	78	115	(37)	-32.17%	211	196	15	7.65%
Youth Books on CD	180	197	(17)	-8.63%	376	283	93	32.86%
Kits	84	54	30	55.56%	197	82	115	140.24%
Subtotal	2,513	2,912	(399)	-13.70%	5,465	4,367	1,098	25.14%

NORTHPORT

Adult DVD's	658	928	(270)	-29.09%	1,370	1,354	16	1.18%
Youth DVD's	71	99	(28)	-28.28%	138	155	(17)	-10.97%
Video Games	53	54	(1)	-1.85%	99	82	17	20.73%
Adult CD's	59	140	(81)	-57.86%	185	235	(50)	-21.28%
Youth CD's	11	11	-	0.00%	21	17	4	23.53%
Adult Books on CD	20	26	(6)	-23.08%	51	44	7	15.91%
Youth Books on CD	23	56	(33)	-58.93%	84	109	(25)	-22.94%
Kits	28	1	27	2700.00%	57	5	52	1040.00%
Subtotal	923	1,315	(392)	-29.81%	2,005	2,001	4	0.20%

TOTAL NONPRINT

25,114	25,309	(195)	-0.77%	53,540	48,542	4,998	10.30%
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INTERLIBRARY LOAN

Borrowed	191	143	48	33.57%	385	277	108	38.99%
Loaned	306	316	(10)	-3.16%	626	652	(26)	-3.99%
Subtotal	497	459	38	8.28%	1,011	929	82	8.83%

RENEWALS

11,415	11,085	330	2.98%	23,062	19,062	4,000	20.98%
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TOTAL CIRCULATION

66,888	63,812	3,076	4.82%	138,044	113,787	24,257	21.32%
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2022 Donation Summary

	REVENUE	Carried Forward	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	13th P	TOTAL	
101-0000-365.60-00	LPLEDG	Endowment														0	
	LDONUN	Unrestricted Donations	2,255	35												2,290	
	LDONSP	Restricted Donations	5,180													5,180	
		Grants														0	
	Total		0	7,435	35	0	0	0	0	0	0	0	0	0	0	7,470	
	EXPENSE		JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	13th P	TOTAL	BALANCE
101-7019-463.38-99	FM Area Foundation															0	
101-7019-463.38-99	Other Services															0	
101-7019-463.43-21	Computer Equip															0	
101-7019-463.54-11	Marketing															0	
101-7019-463.61-40	General Supplies															0	
101-7019-463.61-43	Programming		339	185												523	
101-7019-463.61-70	Books & Materials		1,888	151												2,039	
101-7019-463.68-10	Miscellaneous															0	
101-7019-463.68-10	Staff Development		60	30												90	
	Grant Expenses															0	
	Total		2,287	366	0	0	0	0	0	0	0	0	0	0	0	2,652	4,818

Fargo Public Library 2022 Total Expenses
17% 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	\$ 298,714	\$ -	\$ 298,714	\$ 2,263,893	13.19%	\$ (1,965,178.99)
Full time overtime	11-01	\$ 15	\$ -	\$ 15	\$ -		\$ 14.71
Full time banked sick	11-02	\$ 8,941	\$ -	\$ 8,941	\$ 18,432	48.51%	\$ (9,491.44)
Part time w/benefits	13-00	\$ 59,099	\$ -	\$ 59,099	\$ 440,615	13.41%	\$ (381,515.79)
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -		\$ -
Part time banked sick		\$ -	\$ -	\$ -	\$ 246		\$ (246.00)
Part time seasonal no benefits	14-00	\$ 6,429	\$ -	\$ 6,429	\$ 56,000	11.48%	\$ (49,570.82)
Health insurance	20-01	\$ 54,747	\$ -	\$ 54,747	\$ 381,757	14.34%	\$ (327,010.35)
Dental insurance	20-03	\$ 3,148	\$ -	\$ 3,148	\$ 21,411	14.70%	\$ (18,263.46)
Long Term Disability	20-04	\$ 773	\$ -	\$ 773	\$ 5,543	13.95%	\$ (4,769.86)
Auto Allowance	20-05	\$ 126	\$ -	\$ 126	\$ 900	14.01%	\$ (773.88)
FICA 6.2%	21-01	\$ 21,464	\$ -	\$ 21,464	\$ 168,898	12.71%	\$ (147,434.35)
Medicare 1.45%	21-02	\$ 5,020	\$ -	\$ 5,020	\$ 39,704	12.64%	\$ (34,684.22)
City Pension	22-01	\$ 6,073	\$ -	\$ 6,073	\$ 43,443	13.98%	\$ (37,370.15)
NDPERS Pension	22-04	\$ 23,310	\$ -	\$ 23,310	\$ 176,871	13.18%	\$ (153,560.65)
NDPERS & City Pension	22-05	\$ 847	\$ -	\$ 847	\$ 6,071	13.95%	\$ (5,223.80)
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	\$ 9,783	\$ 115,217	\$ 125,000	\$ 134,329	93.06%	\$ (9,329.00)
Other Services	38-99	\$ 1,511	\$ 8,084	\$ 9,595	\$ 16,500	58.15%	\$ (6,905.02)
Water Sewer	41-05	\$ 380	\$ -	\$ 380	\$ 5,000	7.60%	\$ (4,620.01)
General equip repair	43-20	\$ -	\$ -	\$ -	\$ 3,000	0.00%	\$ (3,000.00)
General equip repair (computer)	43-21	\$ 8,154	\$ -	\$ 8,154	\$ 31,766	25.67%	\$ (23,612.37)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 23,164	\$ 17,447	\$ 40,611	\$ 47,600	85.32%	\$ (6,988.71)
Land and building rent	44-10	\$ 17,148	\$ 61,852	\$ 79,000	\$ 79,000	100.00%	\$ -
Property Insurance	52-10	\$ 4,820	\$ -	\$ 4,820	\$ 12,065	39.95%	\$ (7,245.00)
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	\$ 3,473	\$ -	\$ 3,473	\$ 46,000	7.55%	\$ (42,526.68)
In state travel	56-60	\$ 80	\$ -	\$ 80	\$ 3,500	2.27%	\$ (3,420.44)
Out of state travel	57-60	\$ 2,102	\$ -	\$ 2,102	\$ 5,000	42.04%	\$ (2,898.21)
Due & membership in state	59-10	\$ 1,215	\$ -	\$ 1,215	\$ 2,100	57.86%	\$ (885.00)
Dues/membership out state	59-11	\$ 859	\$ -	\$ 859	\$ 1,500	57.27%	\$ (641.00)
Seminar & conf in state	59-20	\$ 263	\$ -	\$ 263	\$ 2,500	10.52%	\$ (2,237.00)
Seminar & conf out state	59-21	\$ 2,455	\$ -	\$ 2,455	\$ 2,500	98.20%	\$ (45.00)
Office supplies	61-10	\$ 4,058	\$ -	\$ 4,058	\$ 30,000	13.53%	\$ (25,941.93)
Medical supplies	61-20	\$ 14	\$ -	\$ 14	\$ 600	2.32%	\$ (586.06)
General supplies	61-40	\$ 10,478	\$ -	\$ 10,478	\$ 16,000	65.49%	\$ (5,521.97)
Program materials	61-43	\$ 4,689	\$ -	\$ 4,689	\$ 46,000	10.19%	\$ (41,311.17)
Materials Processing	61-44	\$ 9,625	\$ -	\$ 9,625	\$ 64,569	14.91%	\$ (54,943.89)
Postage	61-50	\$ 522	\$ -	\$ 522	\$ 12,300	4.24%	\$ (11,778.50)
Books & periodicals	61-70	\$ 147,738	\$ 1,027	\$ 148,766	\$ 724,454	20.53%	\$ (575,688.25)
Gasoline		\$ 34	\$ -	\$ 34	\$ 439	7.79%	\$ (404.82)
Natural gas	62-50	\$ -	\$ -	\$ -	\$ 40,900	0.00%	\$ (40,900.00)
Electricity	62-51	\$ -	\$ -	\$ -	\$ 128,325	0.00%	\$ (128,325.00)
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	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 841,962	\$ 203,628	\$ 1,045,590	\$ 5,239,994	19.95%	\$ (4,194,404)

Fargo Public Library 2022 Total Expenses

17% 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	\$ 124,929		\$ 232,106		\$ 1,783,637	13%
Full time overtime	11-01	\$ 8	\$ 7		\$ 15			
Full Time banked sick	11-02				\$ -		\$ 15,122	0%
Part time w/benefits	13-00	\$ 20,936	\$ 26,157		\$ 47,093		\$ 316,716	15%
Part time w/benefits overtime					\$ -			
Part Time Banked Sick	13-02				\$ -		\$ 246	0%
Part time seasonal no benefits	14-00	\$ 2,061	\$ 2,868		\$ 4,929		\$ 43,680	11%
Health insurance	20-01	\$ 17,490	\$ 20,782		\$ 38,272		\$ 274,286	14%
Dental insurance	20-03	\$ 1,057	\$ 1,277		\$ 2,335		\$ 16,156	14%
Long Term Disability	20-04	\$ 272	\$ 323		\$ 595		\$ 4,301	14%
Auto Allowance	20-05	\$ 57	\$ 69		\$ 126		\$ 900	14%
FICA 6.2%	21-01	\$ 7,491	\$ 8,853		\$ 16,345		\$ 130,879	12%
Medicare 1.45%	21-02	\$ 1,752	\$ 2,071		\$ 3,823		\$ 30,812	12%
City Pension	22-01	\$ 1,690	\$ 2,071		\$ 3,760		\$ 26,909	14%
NDPERS Pension	22-04	\$ 8,291	\$ 10,175		\$ 18,466		\$ 144,040	13%
NDPERS & City Pension	22-05	\$ 381	\$ 467		\$ 847		\$ 6,071	14%
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		\$ 7,103		\$ 7,103	\$ 82,897	\$ 97,429	92%
Other Services	38-99	\$ 605	\$ 834		\$ 1,439	\$ 8,084	\$ 15,000	63%
Water Sewer	41-05				\$ -			
General equip repair	43-20				\$ -		\$ 3,000	0%
General equip repair (computer)	43-21	\$ 6,357	\$ 1,797		\$ 8,154		\$ 25,766	32%
General equip repair (vehicle)	43-22				\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 21,073	\$ 1,167		\$ 22,240	\$ 11,072	\$ 41,200	81%
Land and building rent	44-10				\$ -			
Property insurance	52-10		\$ 4,820		\$ 4,820		\$ 9,010	53%
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	\$ 2,081		\$ 3,473		\$ 46,000	8%
In state travel	56-60		\$ 80		\$ 80		\$ 3,500	2%
Out of state travel	57-60	\$ 354	\$ 1,748		\$ 2,102		\$ 5,000	42%
Due & membership in state	59-10	\$ 1,275	\$ (60)		\$ 1,215		\$ 2,100	58%
Dues/membership out state	59-11	\$ 859			\$ 859		\$ 1,500	57%
Seminar & conf in state	59-20	\$ 165	\$ 98		\$ 263		\$ 2,500	11%
Seminar & conf out state	59-21	\$ 2,455			\$ 2,455		\$ 2,500	98%
Office supplies	61-10	\$ 1,780	\$ 1,373		\$ 3,152		\$ 20,000	16%
Medical supplies	61-20		\$ 14		\$ 14		\$ 600	2%
General supplies	61-40	\$ 2,766	\$ 5,301		\$ 8,067		\$ 10,000	81%
Program materials	61-43	\$ 2,954	\$ 1,735		\$ 4,689		\$ 46,000	10%
Materials Processing	61-44	\$ 4,087	\$ 5,538		\$ 9,625		\$ 64,569	15%
Postage	61-50	\$ 22	\$ 500		\$ 522		\$ 10,000	5%
Books & periodicals	61-70	\$ 98,949	\$ 30,391		\$ 129,339	\$ 1,027	\$ 529,429	25%
Gasoline	62-10		\$ 34		\$ 34		\$ 439	8%
Natural gas	62-50	\$ 5,714	\$ (5,714)		\$ -		\$ 24,000	0%
Electricity	62-51	\$ 4,233	\$ (4,233)		\$ -		\$ 90,000	0%
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	\$ 254,654	\$ -	\$ 651,332	\$ 103,080	\$ 3,975,343	18.98%

Fargo Public Library 2022 Total Expenses

17% OF YEAR LAPSED

EXPENSE VS. BUDGET

2022

CARLSON

Account	Budget Line	January	February	March	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 22,502	\$ 27,667		\$ 50,168		\$ 367,054	14%
Full time overtime	11-01				\$ -			
full Time Banked Sick	11-02				\$ -		\$ 3,310	0%
Part time w/benefits	13-00	\$ 4,832	\$ 7,174		\$ 12,006		\$ 88,949	13%
Part time w/benefits overtime					\$ -			
Part Time Banked Sick	13-02				\$ -			
Part time seasonal no benefits	14-00	\$ 624	\$ 876		\$ 1,500		\$ 12,320	12%
Health insurance	20-01	\$ 5,332	\$ 6,564		\$ 11,896		\$ 79,544	15%
Dental insurance	20-03	\$ 264	\$ 325		\$ 589		\$ 3,941	15%
Long Term Disability	20-04	\$ 56	\$ 72		\$ 128		\$ 940	14%
Auto Allowance	20-05				\$ -			
FICA 6.2%	21-01	\$ 1,606	\$ 2,056		\$ 3,662		\$ 29,062	13%
Medicare 1.45%	21-02	\$ 376	\$ 481		\$ 856		\$ 6,797	13%
City Pension	22-01	\$ 1,039	\$ 1,273		\$ 2,313		\$ 16,534	14%
NDPERS Pension	22-04	\$ 1,185	\$ 1,563		\$ 2,748		\$ 20,594	13%
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		\$ 2,680		\$ 2,680	\$ 32,320	\$ 36,900	95%
Other Services	38-99	\$ 24	\$ 24		\$ 48		\$ 1,000	5%
Water Sewer	41-05		\$ 190		\$ 190		\$ 3,000	6%
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	\$ 348		\$ 550	\$ 4,950	\$ 4,300	128%
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		\$ 660		\$ 660		\$ 7,000	9%
Medical supplies	61-20				\$ -			
General supplies	61-40	\$ 875	\$ 1,536		\$ 2,411		\$ 2,500	96%
Program materials	61-43				\$ -			
Materials Processing	61-44				\$ -			
Postage	61-50				\$ -		\$ 2,300	0%
Books & periodicals	61-70	\$ 4,809	\$ 7,207		\$ 12,016		\$ 128,950	9%
Gasoline	62-10				\$ -			
Natural gas	62-50	\$ 5,154	\$ (5,154)		\$ -		\$ 15,000	0%
Electricity	62-51	\$ 2,506	\$ (2,506)		\$ -		\$ 30,450	0%
Miscellaneous	68-10				\$ -			
Safety compliance	68-50				\$ -			
Bad Debt					\$ -			
Capital Outlay - Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 79,102	\$ 53,036	\$ -	\$ 132,138	\$ 37,270	\$ 897,367	18.9%

Fargo Public Library 2022 Total Expenses
17% 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	\$ 9,120		\$ 16,440		\$ 113,202	15%
Full time overtime	11-01				\$ -			
Full time banked sick	11-02	\$ 4,072	\$ 4,868		\$ 8,941			
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	\$ 2,501		\$ 4,579		\$ 27,927	16%
Dental insurance	20-03	\$ 101	\$ 122		\$ 224		\$ 1,314	17%
Long Term Disability	20-04	\$ 23	\$ 28		\$ 50		\$ 302	17%
Auto Allowance	20-05				\$ -			
FICA 6.2%	21-01	\$ 652	\$ 805		\$ 1,457		\$ 8,957	16%
Medicare 1.45%	21-02	\$ 153	\$ 188		\$ 341		\$ 2,095	16%
City Pension	22-01				\$ -			
NDPERS Pension	22-04	\$ 941	\$ 1,155		\$ 2,096		\$ 12,237	17%
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		\$ 24		\$ 24		\$ 500	5%
Water Sewer	41-05		\$ 190		\$ 190		\$ 2,000	9%
General equip repair	43-20				\$ -			
General equip repair (computer)	43-21				\$ -			
General equip repair (vehicle)	43-22				\$ -			
Maintenance service	43-50	\$ 187	\$ 187		\$ 374	\$ 1,426	\$ 2,100	86%
Land and building rent	44-10	\$ 11,432	\$ 5,716		\$ 17,148	\$ 61,852	\$ 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		\$ 246		\$ 246		\$ 3,000	8%
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	\$ 4,274		\$ 6,383		\$ 66,075	10%
Gasoline	62-10				\$ -			
Natural gas	62-50	\$ 403	\$ (403)		\$ -		\$ 1,900	0%
Electricity	62-51	\$ 507	\$ (507)		\$ -		\$ 7,875	0%
Miscellaneous	68-10				\$ -			
Safety compliance	68-50				\$ -			
Bad Debt					\$ -			
Capital Outlay - Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 29,977	\$ 28,514	\$ -	\$ 58,491	\$ 63,278	\$ 367,284	33.15%

Revenue
Feb-22

Date	Main										Carlton										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	
2/1/2022	m25a	1.00						1.00		c24a											n21a									
2/2/2022	m26a									c25b							18.00		18.00		n22b									
2/3/2022	m27a	1.00						1.00		c26a											n23a									
2/4/2022	m27a					16.10		16.10		c27b	1.00						9.00		10.00											
2/5/2022																														
2/6/2022	m28c		15.99					1.05	14.94	c28a	1.00		0.50				1.10		1.60		n24a									
2/6/2022	m29a	1.00	18.95				1.00		20.95	c29a	10.30								10.30		n25a									
2/7/2022	m30a	1.00				32.99			33.99	c30a			10.00						10.00		n26a									
2/7/2022	m30b		24.99						24.99	c31a											n27a				0.90		0.90			
2/8/2022	m31a	2.00			20.00				2.00	c32a											n28a	1.00						1.00		
2/8/2022	m31b								20.00	c33b								11.70		11.70										
2/9/2022	m32a		21.95						21.95																					
2/9/2022	m32b					220.00		5.00	225.00																					
2/10/2022	m33a		28.00					3.00	31.00																					
2/10/2022	m33b		55.95						55.95																					
2/11/2022																														
2/11/2022	m42c		98.95						98.95																					
2/12/2022	m35b							1.90	1.90																					
2/13/2022	m36a	3.00						3.00	6.00	c34a	1.00							1.00		n29a										
2/13/2022										c34b		17.99							17.99		n30a									
2/14/2022	m37a	3.00							3.00	c35a								4.00		4.00										
2/15/2022	m37c				20.00			1.19	18.81	c36a	1.00								1.00		n31a									
2/15/2022	m38a	1.00							1.00																					
2/16/2022	m39a							0.40	0.40	c37a								44.80		44.80	n32a	1.00				15.00	16.00			
2/16/2022	m39b	2.00	17.95		20.00				39.95	c37b			20.00						20.00											
2/16/2022	m39c		16.95					1.08	15.87																					
2/17/2022	m40a							1.00	1.00	c38b								3.00		3.00	n33a				0.65	6.75	6.10			
2/17/2022	m40b		38.97						38.97																					
2/18/2022																														
2/18/2022	m41b		44.99						44.99																					
2/19/2022										c39b			7.00					20.80		27.80										
2/20/2022	m42a							2.00	2.00	c40a	4.00							5.00		9.00	n34a	3.00				5.15	8.15			
2/21/2022	HOLIDAY									HOLIDAY											HOLIDAY									
2/22/2022	m43a									c41b			16.99					9.40		26.39	n35a									
2/23/2022	m44a		24.00						24.00	c42a			10.00					5.00		15.00	n35a dupe #									
2/24/2022	m45a		28.23						28.23	c43a	1.00									1.00	n36a									
2/25/2022																														
2/26/2022																														
2/27/2022	m46a		64.91					2.20	67.11	m44a	1.00							6.30		7.30	n37a					0.90	0.90			
2/27/2022	m46b		27.00						27.00																					
2/27/2022	m46c		14.99					1.01	13.98																					
2/28/2022	m47a	3.00							3.00	c45a											n38a					0.01	0.01			
2/28/2022	m47b		3.00						3.00																					
18.00 545.77 - 60.00 220.00 68.99 4.33 908.03																														
20.30 61.98 0.50 20.00 - 138.10 - 239.88																														
5.00 - 0.65 - - 28.71 - 33.06																														

Monthly		YTD	
Fees	\$ 43.30	Fees	\$ 97.30
Lost	\$ 607.75	Lost	\$ 1,523.25
Rtd	\$ 1.15	Rtd	\$ 52.44
NonRes	\$ 80.00	NonRes	\$ 100.00
MtgRm	\$ 220.00	MtgRm	\$ 220.00
Copier	\$ 235.40	Copier	\$ 454.32
PP Fees	\$ 4.33	PP Fees	\$ 14.72
Misc		Misc	\$ -
Total	\$ 1,185.30	Total	\$ 2,342.43

Copies paid at desks	235.40
Copies paid at coin op	288.60