

Fargo Public Library Board of Directors
Agenda for Tuesday April 19, 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 March 15 Meeting **Action**
3. Public Comment
4. Staff Report- Megan Richardson
5. Director's Report
6. Unfinished Business
 - A. None
7. New Business
 - A. 2023 Library Budget **Action**
 - B. Facilities Master Planning Update
8. Statistical Reports
 - A. March Usage
 - B. March Financials
9. Friends of the Library Report
10. Next Regular Meeting: May 17
11. Adjourn

**Fargo Public Library Board of Directors
Minutes for Tuesday, March 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, Jenna Reno

Board Members Absent: Carrie Peterson

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.

Order of Agenda

Public comment has moved up to the third agenda item due to public request. A motion was made by Carlos Hawley Jr. to approve the Order of the Agenda. Amy Ouren seconded the motion; motion carried.

Minutes of February 15, 2021 Regular Meeting

Carlos Hawley Jr. made a motion to approve the minutes of the February 15, 2021 meeting. Kristen Schipper seconded the motion; motion carried.

Public Comment

Prior Library Board Member Whitney Oxendahl requested public stakeholder input for library policies or sending the policy to the Director of diversity, equity and inclusion for the City of Fargo prior to bringing new or revised policy to the Board.

Christopher Cohen spoke for the allotted time. An item he wanted to check out was removed from the collection. He claims he asked staff to see why it was weeded but there was no record of the item removal reason. Wants to know what happens to weeded items. He also spoke about emailing Director Tim Dirks and Commissioner Tony Gehrig and not hearing back from either of them.

Staff Report

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

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.
- Water, Water Everywhere, April 4, 10:00am – Main Library.
- The Raging Red with Meteorologist John Wheeler, April 7, 6:30pm.
- The Flood of the Century: A Retrospective of the 1997 Red River Valley Flood by Forum Communications Photographers.

Children

- Catch a Leprechaun! March 17, 2:00pm – Main Library.
- Tech Kids Camp, March 26, 10:00am – Main Library.
- 5th Annual Battle of the Books, February 27 – April 24 – Main 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

- Organize Like a Pro!, April 4, 6:30pm – Main Library.
- Royal Icing Decorating for Beginners, April 13, 6:30pm – Main Library.
- 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 Perloth
 - 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. Sessions start at 2:00, 2:15, and 2:30.
- Northern Narratives.
- Northern Narratives Jr
- Library Card Design Contest.
- Northern Focus Photography Project.

Director's Report

Director Tim Dirks referred the Board to his written report in the Board Packet and gave a library covid update. No staff are currently impacted by covid.

Unfinished Business

No unfinished business.

New Business

Library Board Letter to City Admin

Director Tim Dirks referred the Board to the action item summary sheet and letter from the Board in the Board Packet. At the February 15 Board meeting it was decided that the Board would write a letter to City Admin in support of the 4 FTE's that the library is requesting.

A motion was made by Kristen Schipper to approve the draft letter to be sent to City Admin. Jenna Reno seconded the motion; motion carried.

Computer Use Draft Policy

Director Tim Dirks referred the Board to the Computer Use Draft Policy in the Board Packet. A line was added that states, "A guest pass is available to individuals for 60 minutes of computer use per day at no charge." This change is being requested to reduce barriers for patrons needing to use the computer who may not have proper ID to get on the computers.

A motion was made by Carlos Hawley Jr. to approve the Computer Use Policy as drafted. Amy Ouren seconded the motion; motion carried.

Statistical Reports

Usage

The Library had 27,850 registered patrons for the month of February. Program attendance was 1,103. Circulation was up 4.82% compared to the same month of the previous year. Overall circulation year to date is 138,044.

Financials

There was \$35 of incoming donations. There was \$366 expenditures of donations. The year is 17% lapsed while the budget is 19.95% expended. Revenue is at \$2,342.43 year to date.

Friends of the Library Report

No Friends report. Director Tim Dirks reported the Friends are planning a book sale this summer.

Next Board Meeting

The next regular Board Meeting is scheduled for Tuesday, April 19, 2021 at 4 p.m.

The meeting adjourned at 4:20 p.m.

Respectfully submitted,
Betsy Dauer

Staff Report

April 2022 Library Board Meeting

Staffing Update:

- Andy Gustafson has been promoted to branch LAll
- Currently interviewing for two part-time LAl positions at the branches

Services:

- **Tech Drop In Sessions.** Starting May 4, we will begin hosting tech help sessions every Wednesday, 3:00-6:00pm. We can help with your phone, tablet, laptop, kindle or other devices. Ask us how to get started with wireless printing and accessing FPL's digital collections.

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:

- **Storm Warning: An Author Visit with Elizabeth Raum, April 21, 6:30pm – Main Library.** In her middle grade novel, *Storm Warning*, a children's book author, Elizabeth Raum, tells the story of 12-year-old North Olson of Ada, MN who battles floods and the elements to save his sister and great-grandmother. Raum will visit the Main Library to share the experiences that led her to write *Storm Warning*. All ages are invited to this program, though it is most appropriate for kids in grades 3 and up. No pre-registration is required.

Children

- **Virtual Pokemon Trivia for Kids, May 15, 2:00pm.** We know you "gotta catch 'em all," but how well do you know them? Join us online in May for virtual Pokemon trivia for children ages 6-12. Groups and individuals are welcome and pre-registration is required. Prizes will be awarded to the top 3 teams!

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**
- **Mothers Day Gift Craft,** Area teens and tweens (grades 5-12) are invited to make a special gift for Mother's Day! All materials will be provided, registration is required.
 - **Carlson Library – April 30, 11:00am**
 - **Main Library – May 5, 6:00pm**

Adults

- **Houseplant Swap, April 25, 6:30pm – Main Library.** Be a part of our local plant-loving community and share your love of houseplants with others. Participants are asked to bring in houseplants to trade or share, which could be divided houseplants, small started plants, or propagated slips. Don't have anything to bring? That's okay! Everyone will go home with something new.
- **Basic Birding, April 30, 10:00am – Main Library.** With spring on its way, the birds are coming back for the summer. We're hosting a birding program for adults and teens. Megan Carter with Audubon Dakota will present a short talk about the different birds that can be found in our region. The presentation will be followed by a walk to the Red River for observing birds. Participants are encouraged to bring binoculars if they have them.
- **Daisy Spoon Wreath, May 10, 6:30pm – Main Library.** Create a fun flower from plastic spoons! All materials will be provided and registration is required. This crafting event is recommended for adults.
 - **Main Library – May 10, 6:30pm**
 - **Northport Library – May 12, 6:30pm**
- **Book Clubs**
 - History Reading Club, April 26 – *Fallen Idols: Twelve Statues that Made History* by Alex von Tunzelmann
 - Sense of Place, May 5 – *The Great Believers* by Rebecca Makkai
 - Diverse Perspectives, May 12 – *The Office of Historical Corrections* by Danielle Evans
 - Tea Time Book Club, May 16 – *The Invisible Life of Addie LaRue* by V.E. Schwab
 - Classics Book Club, May 18 - *Persuasion* by Jane Austen

Multigenerational

- **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

April 19, 2022

Director's Activities:

Director's Vacation April 7th – April 12th

Goal 1 Professional & Organizational:

3.22.22 Moderated Library Dept. Heads Meeting

3.29.22 Moderated Library Dept. Heads Meeting

4.1.22 Moderated Meeting Related to Staff Reclassification

4.4.22 Moderated Meeting Related to Staff Reclassification

4.5.22 Moderated Library Dept. Heads Meeting

4.5.22 Moderated Meetings Related to Staff Reclassification

4.6.22 Moderated Meeting Related to Staff Reclassification

4.19.22 Moderated Library Dept. Heads Meeting

Goal 4 Partnering:

3.22.22 Attended Red River Zoo Board Meeting

4.5.22 Attended Friends Board Meeting

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

What:

2023 Library budget submitted to City Budget Team on April 1st.

Explanation:

Due to significant turnover in the City Finance Dept. budget proposals for 2023 had to be submitted on April 1st. Significant information related to the 2023 capital budget request wasn't available at the time of the March Library Board meeting. A vendor was in the process of identifying a cost estimate for the shade replacement for the Main Library.

Director recommendation:

Approve the submitted 2023 library budget as presented.

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

Fargo Public Library 2023 Budget

I. Background

The Fargo Public Library continues to rebound from the impacts of the pandemic and reengage with the community. The Library's 2023 budget proposal was developed to ensure that operating budget lines keep pace with increased costs. The budget proposal also identifies four FTEs that will eliminate the deficit in the number of available staff hours and provide sufficient staffing levels for us to resume Sunday hours. The replacement of the Main Library's shades has also been identified. The shade control system is no longer supported and the mechanical hardware is no longer available.

II. Staffing Request for Midyear 2022:

The Library Admin team worked with Human Resources to analyze current staffing levels of the library. The analysis identified a deficit in the number of available staff hours of just under 6,900. We need the positions funded midyear in order to ensure adequate staffing to provide Sunday hours this coming autumn. The Library Admin team identified additional positions that are essential to ensure the needed staffing at library's public service points. The positions:

Children's Librarian (Librarian I) (Grade 11 Step 1)

The addition of this position will greatly assist the Children's Department to staff the multiple service points and provide programming to the community. Estimated annual cost of salary and benefits based on 2022 rates is **\$79,184.00.00**

(4) Part-time Library Associate I (Grade 4 Step 1)

Library Associate I positions provide coverage at Circulation service points and perform a significant number of essential tasks related to materials workflows. The positions will be divided between the Main Library and the branches to ensure there is sufficient coverage for day and evening shifts on weekdays and weekends. The estimated annual cost of salary and benefits based on 2022 rates is **\$24,938.00.00 X 4 = \$99,752.00.**

Reference Associate (LAIII) (Grade 9 Step 1)

The Reference Associate position will staff the Reference service points at Main and the Dr. James Carlson Library for the many day, evening weekday and weekend shifts. The estimated annual cost of salary and benefits based on 2022 rates is **\$66,804.00.**

III. Capital Outlay 2023:

101-8550-510-77-16 Library Capital

Main Library Shade Replacement:

\$210,000.00

The shades at the Main Library will need replacement due to the continued wear to shades and motors. The current motor hardware and control software are no longer available and several shades in the Children's area had to be removed due to structural issues and shade damage.

Line # 101-7010-463	2022 Original	Proposed	Amount	Reason
	Budget	Increase/Decrease		
4321 General Equip Repair (Computer)	\$ 25,766.00	\$ 15,000.00	\$ 40,766.00	Increase Based on Increased Costs
4350 Maintenance Service Contracts	\$ 41,200.00	\$ 6,000.00	\$ 47,200.00	Increase Based on Increased Contract Costs
5911 Dues/Membership Outstate	\$ 1,500.00	\$ 500.00	\$ 2,000.00	Increase Based on Increased Costs
6140 General Supplies	\$ 10,000.00	\$ 15,000.00	\$ 25,000.00	Increase Based on Increased Costs
6170 Books & Periodicals	\$ 529,429.00	\$ 61,500.00	\$ 590,929.00	Increase Based on Demand for E-Content & collection Growth
6250 Natural Gas	\$ 24,000.00	\$ 19,000.00	\$ 43,000.00	Per Finance Dept.
6251 Electricity	\$ 90,000.00	\$ (10,000.00)	\$ 80,000.00	Per Finance Dept.
7010 Increase:		\$ 107,000.00		

General Operating Line Item Amount Adjustments for Library Division 7012

Line # 101-7012-463	2022 Original	Proposed	2023 Amount	Reason
	Budget	Increase/Decrease		
4105 Water and Sewer	\$ 3,000.00	\$ 500.00	\$ 3,500.00	Increase Based on Increased Costs
6140 General Supplies	\$ 2,500.00	\$ 5,000.00	\$ 7,500.00	Increase Based on Increased Costs
6250 Natural Gas	\$ 15,000.00	\$ 10,000.00	\$ 25,000.00	Per Finance Dept.
7012 Increase:		\$ 15,500.00		

General Operating Line Item Amount Adjustments for Library Division 7016

Line # 101-7016-463	2022 Original	Proposed	2023	Reason
	Budget	Increase/Decrease	Amount	
4105 Water and Sewer	\$ 2,000.00	\$ 1,000.00	\$ 3,000.00	Increase Based on Increased Costs
6250 Natural Gas	\$ 1,900.00	\$ 1,900.00	\$ 3,800.00	Per Finance Dept.
7016 Increase:		\$ 2,900.00		
Aggregate Net:		\$ 125,400.00		

V. Revenues 2023

101-0000-351-2001 Library Fines/Fees

Based on expected activity, it is posited at \$20,000.00

101-0000-335-7000 State Library Aid

Based on communication from the State Library, it is estimated at \$140,000.00*

*Estimate based on a three year average. Current amount not currently available.

101-0000-361-6108 Library Misc. Revenue

Based on the last 12 months of activity, it is posited at \$4,000.00

VI. Attachments

Letter from the Library Board supporting the funding of the 4 FTEs

Letter from the Friends of the Fargo Public Library supporting the funding of the 4 FTEs

Library Use 2022

New Registrations: 618
 Approx. Registered Patrons: 27,863

ATTENDANCE	Mar-22	Mar-21	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Door Count Main	16,490	11,262	46%	39,318	25,208	14,110	56%
Door Count Carlson	10,460	8,584	22%	26,856	17,285	9,571	55%
Door Count Northport	4,199	4,091	3%	11,633	8,457	3,176	38%
Outreach	369	168	120%	1,066	345	721	209%
Total	31,518	24,105	31%	78,873	51,295	27,578	54%

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance				
Adult Programs Main	10	219	404	-46%	562	1,119	(557) -50%
Adult Programs Carlson	8	109	60	82%	193	393	(200) -51%
Adult Programs Northport	2	22	31	-29%	37	186	(149) -80%
Teen Programs Main	2	8	45	-82%	8	130	(122) -94%
Teen Programs Carlson	2	14	50	-72%	31	175	(144) -82%
Teen Programs Northport	-	-	25	-100%	-	85	(85) -100%
Childrens Programs Main	17	345	560	-38%	846	1,296	(450) -35%
Childrens Programs Carlson	19	318	371	-14%	718	833	(115) -14%
Childrens Programs Northport	18	254	196	30%	457	442	15 3%
Community Engagement	2	67			117	11	106 964%
Outreach Department	1	56	50	12%	136	166	(30) -18%
Virtual Adult	1	73	168	-57%	139	509	(370) -73%
Virtual Teen	-	-	12	-100%	-	25	(25) -100%
Virtual Childrens	-	-	84	-100%	15	318	(303) -95%
Total	82	1,485	2,056	-28%	3,259	5,688	(2,429) -43%

VOLUNTEER HOURS				
Main	73	-	211	211
Carlson	26	-	75	75
Outreach	53	-	168	168
Northport		-	-	-
Total	152	-	454	454

INTERNET SIGNUP							
Main	2,123	1,643	29%	5,475	3,244	2,231	69%
Carlson	1,686	1,300	30%	4,074	2,352	1,722	73%
Northport	392	428	-8%	1,030	890	140	16%
Total	4,201	3,371	25%	10,579	6,486	4,093	63%

ELECTRONIC ACTIVITY							
Web page hits	17,588	18,158	-3%	48,826	52,443	(3,617)	-7%

2022 Circulation

	Mar-22	Mar-21	Increase/ Decrease	% CHANGE	2022 YTD	2021 YTD	Increase/ Decrease	% Change YTD
PRINT								
MAIN								
Adult Nonfiction	2,700	2,519	181	7.19%	7,884	6,670	1,214	18.20%
Youth Nonfiction	1,884	1,712	172	10.05%	4,858	4,311	547	12.69%
Adult Fiction	5,402	3,897	1,505	38.62%	15,683	9,663	6,020	62.30%
Youth Fiction	3,684	3,576	108	3.02%	9,541	8,929	612	6.85%
Youth Reader	1,562	1,195	367	30.71%	3,747	2,683	1,064	39.66%
Youth Picture Books	4,007	3,237	770	23.79%	9,944	7,500	2,444	32.59%
Adult Magazines	99	110	(11)	-10.00%	378	290	88	30.34%
Youth Magazines	11	11	-	0.00%	23	30	(7)	-23.33%
Subtotal	19,349	16,257	3,092	19.02%	52,058	40,076	11,982	29.90%
OUTREACH								
Deposit	983	867	116	13.38%	2,842	1,602	1,240	77.40%
CARLSON								
Adult Nonfiction	883	926	(43)	-4.64%	2,538	2,259	279	12.35%
Youth Nonfiction	1,173	1,040	133	12.79%	2,992	2,634	358	13.59%
Adult Fiction	2,864	2,797	67	2.40%	8,293	6,863	1,430	20.84%
Youth Fiction	2,286	2,693	(407)	-15.11%	6,181	6,113	68	1.11%
Youth Readers	1,629	1,456	173	11.88%	4,077	3,268	809	24.76%
Youth Picture Books	3,149	3,279	(130)	-3.96%	8,522	7,389	1,133	15.33%
Adult Magazines	64	54	10	18.52%	222	152	70	46.05%
Youth Magazines	18	4	14	350.00%	48	7	41	585.71%
Subtotal	12,066	12,249	(183)	-1.49%	32,873	28,685	4,188	14.60%
NORTHPORT								
Adult Nonfiction	280	309	(29)	-9.39%	916	810	106	13.09%
Youth Nonfiction	256	273	(17)	-6.23%	740	658	82	12.46%
Adult Fiction	864	940	(76)	-8.09%	2,590	2,308	282	12.22%
Youth Fiction	397	520	(123)	-23.65%	991	1,235	(244)	-19.76%
Youth Readers	241	401	(160)	-39.90%	724	914	(190)	-20.79%
Youth Picture Books	555	513	42	8.19%	1,662	1,255	407	32.43%
Adult Magazines	26	13	13	100.00%	51	49	2	4.08%
Youth Magazines	-	3	(3)	-100.00%	1	7	(6)	-85.71%
Subtotal	2,619	2,972	(353)	-11.88%	7,675	7,236	439	6.07%
TOTAL PRINT	35,017	32,345	2,672	8.26%	95,448	77,599	17,849	23.00%

2022 Circulation

NONPRINT**Overdrive/Electronic**

Books	16,173	15,804	369	2.33%	48,689	45,409	3,280	7.22%
Zinio Checkouts	-	911	(911)	-100.00%	-	2,813	(2,813)	-100.00%
Childrens Devices	10	9	1	11.11%	34	15	19	126.67%
Hoopla	2,161	2,037	124	6.09%	6,525	6,683	(158)	-2.36%
RB Digital	-	-	-	#DIV/0!	-	-	-	#DIV/0!
Subtotal	18,344	18,761	(417)	-2.22%	55,248	54,920	328	0.60%

MAIN

Adult DVD's	3,011	3,194	(183)	-5.73%	9,248	7,052	2,196	31.14%
Youth DVD's	411	379	32	8.44%	937	805	132	16.40%
Video Games	271	233	38	16.31%	688	504	184	36.51%
Adult CD's	369	538	(169)	-31.41%	1,358	1,331	27	2.03%
Youth CD's	51	57	(6)	-10.53%	153	116	37	31.90%
Adult Books on CD	214	191	23	12.04%	572	480	92	19.17%
Youth Books on CD	188	144	44	30.56%	427	324	103	31.79%
Kits	288	82	206	251.22%	586	221	365	165.16%
Subtotal	4,803	4,818	(15)	-0.31%	13,969	10,833	3,136	28.95%

CARLSON

Adult DVD's	1,522	1,666	(144)	-8.64%	4,388	4,040	348	8.61%
Youth DVD's	647	464	183	39.44%	1,539	966	573	59.32%
Video Games	196	227	(31)	-13.66%	542	506	36	7.11%
Adult CD's	200	412	(212)	-51.46%	637	961	(324)	-33.71%
Youth CD's	65	105	(40)	-38.10%	205	207	(2)	-0.97%
Adult Books on CD	118	142	(24)	-16.90%	329	338	(9)	-2.66%
Youth Books on CD	200	161	39	24.22%	576	444	132	29.73%
Kits	118	73	45	61.64%	315	155	160	103.23%
Subtotal	3,066	3,250	(184)	-5.66%	8,531	7,617	914	12.00%

NORTHPORT

Adult DVD's	749	918	(169)	-18.41%	2,119	2,272	(153)	-6.73%
Youth DVD's	92	138	(46)	-33.33%	230	293	(63)	-21.50%
Video Games	74	42	32	76.19%	173	124	49	39.52%
Adult CD's	109	218	(109)	-50.00%	294	453	(159)	-35.10%
Youth CD's	14	11	3	27.27%	35	28	7	25.00%
Adult Books on CD	47	29	18	62.07%	98	73	25	34.25%
Youth Books on CD	53	43	10	23.26%	137	152	(15)	-9.87%
Kits	21	7	14	200.00%	78	12	66	550.00%
Subtotal	1,159	1,406	(247)	-17.57%	3,164	3,407	(243)	-7.13%

TOTAL NONPRINT

	27,372	28,235	(863)	-3.06%	80,912	76,777	4,135	5.39%
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INTERLIBRARY LOAN

Borrowed	196	171	25	14.62%	581	448	133	29.69%
Loaned	333	335	(2)	-0.60%	959	987	(28)	-2.84%
Subtotal	529	506	23	4.55%	1,540	1,435	105	7.32%

RENEWALS

	12,680	13,735	(1,055)	-7.68%	35,742	32,797	2,945	8.98%
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TOTAL CIRCULATION

	75,598	74,821	777	1.04%	213,642	188,608	25,034	13.27%
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Fargo Public Library 2022 Total Expenses
25% 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	\$ 461,381	\$ -	\$ 461,381	\$ 2,263,893	20.38%	\$ (1,802,511.63)
Full time overtime	11-01	\$ 65	\$ -	\$ 65	\$ -		\$ 64.62
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 18,432	0.00%	\$ (18,432.00)
Part time w/benefits	13-00	\$ 105,359	\$ -	\$ 105,359	\$ 440,615	23.91%	\$ (335,256.35)
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -		\$ -
Part time banked sick		\$ -	\$ -	\$ -	\$ 246		\$ (246.00)
Part time seasonal no benefits	14-00	\$ 10,071	\$ -	\$ 10,071	\$ 56,000	17.98%	\$ (45,928.82)
Health insurance	20-01	\$ 83,982	\$ -	\$ 83,982	\$ 381,757	22.00%	\$ (297,775.07)
Dental insurance	20-03	\$ 4,828	\$ -	\$ 4,828	\$ 21,411	22.55%	\$ (16,583.46)
Long Term Disability	20-04	\$ 1,192	\$ -	\$ 1,192	\$ 5,543	21.50%	\$ (4,351.21)
Auto Allowance	20-05	\$ 195	\$ -	\$ 195	\$ 900	21.71%	\$ (704.64)
FICA 6.2%	21-01	\$ 33,184	\$ -	\$ 33,184	\$ 168,898	19.65%	\$ (135,713.51)
Medicare 1.45%	21-02	\$ 7,761	\$ -	\$ 7,761	\$ 39,704	19.55%	\$ (31,943.13)
City Pension	22-01	\$ 9,198	\$ -	\$ 9,198	\$ 43,443	21.17%	\$ (34,245.19)
NDPERS Pension	22-04	\$ 36,328	\$ -	\$ 36,328	\$ 176,871	20.54%	\$ (140,542.57)
NDPERS & City Pension	22-05	\$ 1,314	\$ -	\$ 1,314	\$ 6,071	21.64%	\$ (4,757.30)
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	\$ 18,944	\$ 106,056	\$ 125,000	\$ 134,329	93.06%	\$ (9,329.00)
Other Services	38-99	\$ 2,644	\$ 7,400	\$ 10,044	\$ 16,500	60.87%	\$ (6,456.39)
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	\$ 11,731	\$ -	\$ 11,731	\$ 31,766	36.93%	\$ (20,035.41)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 40,366	\$ 15,763	\$ 56,128	\$ 47,600	117.92%	\$ 8,528.36
Land and building rent	44-10	\$ 22,864	\$ 56,136	\$ 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	\$ 718	\$ -	\$ 718	\$ 5,400	13.29%	\$ (4,682.40)
Other communications	53-60	\$ 400	\$ -	\$ 400	\$ 2,100	19.06%	\$ (1,699.76)
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	\$ 4,960	\$ -	\$ 4,960	\$ 46,000	10.78%	\$ (41,040.34)
In state travel	56-60	\$ 435	\$ -	\$ 435	\$ 3,500	12.42%	\$ (3,065.43)
Out of state travel	57-60	\$ 2,207	\$ -	\$ 2,207	\$ 5,000	44.14%	\$ (2,793.21)
Due & membership in state	59-10	\$ 1,215	\$ -	\$ 1,215	\$ 2,100	57.86%	\$ (885.00)
Dues/membership out state	59-11	\$ 1,287	\$ -	\$ 1,287	\$ 1,500	85.80%	\$ (213.00)
Seminar & conf in state	59-20	\$ 263	\$ -	\$ 263	\$ 2,500	10.52%	\$ (2,237.00)
Seminar & conf out state	59-21	\$ 2,852	\$ -	\$ 2,852	\$ 2,500	114.08%	\$ 352.10
Office supplies	61-10	\$ 7,237	\$ -	\$ 7,237	\$ 30,000	24.12%	\$ (22,762.77)
Medical supplies	61-20	\$ 14	\$ -	\$ 14	\$ 600	2.32%	\$ (586.06)
General supplies	61-40	\$ 11,746	\$ -	\$ 11,746	\$ 16,000	73.41%	\$ (4,253.82)
Program materials	61-43	\$ 6,619	\$ -	\$ 6,619	\$ 46,000	14.39%	\$ (39,381.46)
Materials Processing	61-44	\$ 12,504	\$ 1,192	\$ 13,696	\$ 64,569	21.21%	\$ (50,872.77)
Postage	61-50	\$ 551	\$ -	\$ 551	\$ 12,300	4.48%	\$ (11,748.66)
Books & periodicals	61-70	\$ 191,503	\$ 1,501	\$ 193,004	\$ 724,454	26.64%	\$ (531,449.55)
Gasoline		\$ 34	\$ -	\$ 34	\$ 439	7.79%	\$ (404.82)
Natural gas	62-50	\$ 23,671	\$ -	\$ 23,671	\$ 40,900	57.87%	\$ (17,229.46)
Electricity	62-51	\$ 15,218	\$ -	\$ 15,218	\$ 128,325	11.86%	\$ (113,107.27)
Miscellaneous	68-10	\$ 609	\$ -	\$ 609	\$ 2,000	30.46%	\$ (1,390.77)
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ 100	0.00%	\$ (100.00)
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 1,240,428	\$ 188,048	\$ 1,428,475	\$ 5,239,994	27.26%	\$ (3,811,519)

Fargo Public Library 2022 Total Expenses

25% 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	\$ 127,312	\$ 359,419		\$ 1,783,637	20%
Full time overtime	11-01	\$ 8	\$ 7	\$ 50	\$ 65			
Full Time banked sick	11-02				\$ -		\$ 15,122	0%
Part time w/benefits	13-00	\$ 20,936	\$ 26,157	\$ 25,331	\$ 72,424		\$ 316,716	23%
Part time w/benefits overtime					\$ -			
Part Time Banked Sick	13-02				\$ -		\$ 246	0%
Part time seasonal no benefits	14-00	\$ 2,061	\$ 2,868	\$ 2,838	\$ 7,767		\$ 43,680	18%
Health insurance	20-01	\$ 17,490	\$ 20,782	\$ 20,838	\$ 59,110		\$ 274,286	22%
Dental insurance	20-03	\$ 1,057	\$ 1,277	\$ 1,280	\$ 3,615		\$ 16,156	22%
Long Term Disability	20-04	\$ 272	\$ 323	\$ 329	\$ 924		\$ 4,301	21%
Auto Allowance	20-05	\$ 57	\$ 69	\$ 69	\$ 195		\$ 900	22%
FICA 6.2%	21-01	\$ 7,491	\$ 8,853	\$ 8,949	\$ 25,294		\$ 130,879	19%
Medicare 1.45%	21-02	\$ 1,752	\$ 2,071	\$ 2,093	\$ 5,916		\$ 30,812	19%
City Pension	22-01	\$ 1,690	\$ 2,071	\$ 2,071	\$ 5,831		\$ 26,909	22%
NDPERS Pension	22-04	\$ 8,291	\$ 10,175	\$ 10,323	\$ 28,789		\$ 144,040	20%
NDPERS & City Pension	22-05	\$ 381	\$ 467	\$ 467	\$ 1,314		\$ 6,071	22%
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	\$ 6,637	\$ 13,740	\$ 76,260	\$ 97,429	92%
Other Services	38-99	\$ 605	\$ 834	\$ 1,133	\$ 2,572	\$ 7,400	\$ 15,000	66%
Water Sewer	41-05				\$ -			
General equip repair	43-20				\$ -		\$ 3,000	0%
General equip repair (computer)	43-21	\$ 6,357	\$ 1,797	\$ 3,577	\$ 11,731		\$ 25,766	46%
General equip repair (vehicle)	43-22				\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 21,073	\$ 1,167	\$ 16,540	\$ 38,780	\$ 9,913	\$ 41,200	118%
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	\$ 718		\$ 5,400	13%
Other communications	53-60	\$ 200		\$ 200	\$ 400		\$ 2,100	19%
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	\$ 1,486	\$ 4,960		\$ 46,000	11%
In state travel	56-60		\$ 80	\$ 355	\$ 435		\$ 3,500	12%
Out of state travel	57-60	\$ 354	\$ 1,748	\$ 105	\$ 2,207		\$ 5,000	44%
Due & membership in state	59-10	\$ 1,275	\$ (60)		\$ 1,215		\$ 2,100	58%
Dues/membership out state	59-11	\$ 859		\$ 428	\$ 1,287		\$ 1,500	86%
Seminar & conf in state	59-20	\$ 165	\$ 98		\$ 263		\$ 2,500	11%
Seminar & conf out state	59-21	\$ 2,455		\$ 397	\$ 2,852		\$ 2,500	114%
Office supplies	61-10	\$ 1,780	\$ 1,373	\$ 1,762	\$ 4,915		\$ 20,000	25%
Medical supplies	61-20		\$ 14		\$ 14		\$ 600	2%
General supplies	61-40	\$ 2,766	\$ 5,301	\$ 727	\$ 8,795		\$ 10,000	88%
Program materials	61-43	\$ 2,954	\$ 1,735	\$ 1,930	\$ 6,619		\$ 46,000	14%
Materials Processing	61-44	\$ 4,087	\$ 5,538	\$ 2,879	\$ 12,504	\$ 1,192	\$ 64,569	21%
Postage	61-50	\$ 22	\$ 500	\$ 30	\$ 551		\$ 10,000	6%
Books & periodicals	61-70	\$ 98,949	\$ 30,391	\$ 32,491	\$ 161,830	\$ 1,164	\$ 529,429	31%
Gasoline	62-10		\$ 34		\$ 34		\$ 439	8%
Natural gas	62-50	\$ 5,714	\$ (5,714)	\$ 13,603	\$ 13,603		\$ 24,000	57%
Electricity	62-51	\$ 4,233	\$ (4,233)	\$ 9,022	\$ 9,022		\$ 90,000	10%
Miscellaneous	68-10	\$ 355		\$ 255	\$ 609		\$ 2,000	30%
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	\$ 295,867	\$ 947,199	\$ 95,929	\$ 3,975,343	26.24%

Fargo Public Library 2022 Total Expenses

25% 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	\$ 26,545	\$ 76,713		\$ 367,054	21%
Full time overtime	11-01				\$ -			
full Time Banked Sick	11-02				\$ -		\$ 3,310	0%
Part time w/benefits	13-00	\$ 4,832	\$ 7,174	\$ 6,508	\$ 18,514		\$ 88,949	21%
Part time w/benefits overtime					\$ -			
Part Time Banked Sick	13-02				\$ -			
Part time seasonal no benefits	14-00	\$ 624	\$ 876	\$ 804	\$ 2,304		\$ 12,320	19%
Health insurance	20-01	\$ 5,332	\$ 6,564	\$ 5,955	\$ 17,851		\$ 79,544	22%
Dental insurance	20-03	\$ 264	\$ 325	\$ 280	\$ 869		\$ 3,941	22%
Long Term Disability	20-04	\$ 56	\$ 72	\$ 62	\$ 190		\$ 940	20%
Auto Allowance	20-05				\$ -			
FICA 6.2%	21-01	\$ 1,606	\$ 2,056	\$ 1,947	\$ 5,609		\$ 29,062	19%
Medicare 1.45%	21-02	\$ 376	\$ 481	\$ 455	\$ 1,312		\$ 6,797	19%
City Pension	22-01	\$ 1,039	\$ 1,273	\$ 1,054	\$ 3,367		\$ 16,534	20%
NDPERS Pension	22-04	\$ 1,185	\$ 1,563	\$ 1,515	\$ 4,262		\$ 20,594	21%
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	\$ 2,525	\$ 5,205	\$ 29,795	\$ 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	\$ 472	\$ 1,022	\$ 4,613	\$ 4,300	131%
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	\$ 1,417	\$ 2,077		\$ 7,000	30%
Medical supplies	61-20				\$ -			
General supplies	61-40	\$ 875	\$ 1,536	\$ 541	\$ 2,952		\$ 2,500	118%
Program materials	61-43				\$ -			
Materials Processing	61-44				\$ -			
Postage	61-50				\$ -		\$ 2,300	0%
Books & periodicals	61-70	\$ 4,809	\$ 7,207	\$ 7,833	\$ 19,849	\$ 338	\$ 128,950	16%
Gasoline	62-10				\$ -			
Natural gas	62-50	\$ 5,154	\$ (5,154)	\$ 9,431	\$ 9,431		\$ 15,000	63%
Electricity	62-51	\$ 2,506	\$ (2,506)	\$ 4,986	\$ 4,986		\$ 30,450	16%
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	\$ 72,331	\$ 204,469	\$ 34,746	\$ 897,367	26.7%

Fargo Public Library 2022 Total Expenses

25% 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	\$ 8,810	\$ 25,250		\$ 113,202	22%
Full time overtime	11-01				\$ -			
Full time banked sick	11-02				\$ -			
Part time w/benefits	13-00	\$ 4,072	\$ 4,868	\$ 5,480	\$ 14,421		\$ 34,950	41%
Part time w/benefits overtime					\$ -			
Part time banked sick					\$ -			
Part time seasonal no benefits	14-00				\$ -			
Health insurance	20-01	\$ 2,077	\$ 2,501	\$ 2,442	\$ 7,021		\$ 27,927	25%
Dental insurance	20-03	\$ 101	\$ 122	\$ 120	\$ 343		\$ 1,314	26%
Long Term Disability	20-04	\$ 23	\$ 28	\$ 28	\$ 78		\$ 302	26%
Auto Allowance	20-05				\$ -			
FICA 6.2%	21-01	\$ 652	\$ 805	\$ 824	\$ 2,282		\$ 8,957	25%
Medicare 1.45%	21-02	\$ 153	\$ 188	\$ 193	\$ 534		\$ 2,095	25%
City Pension	22-01				\$ -			
NDPERS Pension	22-04	\$ 941	\$ 1,155	\$ 1,180	\$ 3,277		\$ 12,237	27%
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	\$ 189	\$ 563	\$ 1,237	\$ 2,100	86%
Land and building rent	44-10	\$ 11,432	\$ 5,716	\$ 5,716	\$ 22,864	\$ 56,136	\$ 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	\$ 3,441	\$ 9,824		\$ 66,075	15%
Gasoline	62-10				\$ -			
Natural gas	62-50	\$ 403	\$ (403)	\$ 636	\$ 636		\$ 1,900	33%
Electricity	62-51	\$ 507	\$ (507)	\$ 1,209	\$ 1,209		\$ 7,875	15%
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	\$ 30,269	\$ 88,760	\$ 57,373	\$ 367,284	39.79%

2022 Donation Summary

101-0000-365.60-00	REVENUE	Carried Forward	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	13th P	TOTAL	
	Endowment															0	
	LDONUN Unrestricted Donations		2,255	35	25											2,315	
	LDONSP Restricted Donations		5,180		150											5,330	
	Grants															0	
	Total	0	7,435	35	175	0	0	0	0	0	0	0	0	0	0	7,645	
	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	316											839	
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	316	0	0	0	0	0	0	0	0	0	0	2,968	4,677

Revenue
Mar-22

Date	Main										Carlson										Northport									
	Tkt #	Fees	Lost	Rtd	NonRes	MtgRm	Copier	PP Fees	Total		Tkt #	Fees	Lost	Rtd	NonRes	MtgRm	Copier	PP Fees	Total		Tkt #	Fees	Lost	Rtd	NonRes	MtgRm	Copier	PP Fees	Total	
3/1/2022	m48a	34.95	-	-	-	-	-	-	34.95	c48a	1.00	28.00	-	-	-	-	-	-	29.00	n39a	5.00	-	-	-	-	-	-	-	5.00	
	c		25.99	-	-	-	1.40	-	24.59	b									24.59	-	-								-	
3/2/2022	m49a	3.00	53.97	-	-	-	-	-	55.97	c48a									0.25	0.25	n40a								1.00	
	b		24.00	-	-	-	-	-	24.00	b									7.60	7.60	-									
3/3/2022	m50a	1.00	-	-	-	-	-	-	1.00	c49a									0.50	0.50	n41a									
3/4/2022																														
3/5/2022																														
3/6/2022	m51a								1.00	c51a	9.00								13.55	22.55	n42a									
3/7/2022	m52a	2.00							0.40	c52a	1.00									1.00	n43a									
	m52b								9.60	c52b		16.68								16.68	-									
3/8/2022	m53a		8.00						0.50	c53a		47.00								47.00	n44a									
	m53c		49.99						2.23	c54a	1.00	14.99								(13.99)	n45a									
3/9/2022	m54a	1.00							1.00	c55a	1.00									1.00	n46a	2.00								
	m54b	1.00	26.91							c55b										6.60	-									
3/10/2022	m55a	1.00							1.00											1.00	-									
	m55b					20.00			(20.00)												-									
3/11/2022																														
3/12/2022																														
3/13/2022										c57a	6.00								(5.00)	1.00	n47a									
	m56c		6.90						0.73	c56b		82.81								82.81	-									
3/14/2022	m57a								3.00	c58a	1.00	2.00								28.60	n48a									
	m57b		19.24							c58b										2.00	-									
3/15/2022	m58a	2.00								c59a	2.00									2.00	n49a									
3/16/2022	m59b		56.98							c60a										0.25	np50a			28.00					28.00	
3/17/2022	m60a								1.00	c61a		28.50								5.00	np51a									
										c61b										27.00	-									
3/18/2022	m61b	34.94																												
3/19/2022																														
3/20/2022	m62b		16.95							c62a	3.00									3.00	n52a								1.00	
3/21/2022	m63a	3.00	25.99							c63a	1.00									3.90	4.90	n53b			20.00				20.00	
	m63c								5.40											27.50	-									
3/22/2022	m64a	1.00	29.00						7.90	c64a	3.00									13.00	16.00	n54a								
	m64b								5.50												-									
3/23/2022	m65a		1.00						1.99	c65b											50.50	n55a								
	m65b		23.95																											
3/24/2022	m66a	1.00							0.30	c66a	2.00										2.00	np56a							0.70	
	m66b					20.00			20.00	c66b		20.00									20.00	-							0.70	
3/25/2022																														
3/26/2022										c67b										43.80	43.80									
3/27/2022	m67b		68.93																	10.30	10.30	n57a								
3/28/2022	m68a	1.00	5.00						2.00	c69a	1.00										1.00	n58a								
	m68b								4.80																					
3/29/2022	m69a	1.80	44.99							c70a	1.00										3.00	n59a							0.70	
3/30/2022	m70a																													
										c71a										9.70	9.70	n60a							0.10	
										c71b		7.00									7.00	-								
3/31/2022	m71a								1.10	c71a		101.96	16.99								34.47	119.44	n61a						1.01	
	m71b									c71b		14.58										14.58	n61b						25.99	
	m71c		21.99						1.26																					
		53.74	638.67						43.49																					

Monthly		YTD	
Fees	\$ 93.74	Fees	\$ 191.04
Lost	\$ 997.08	Lost	\$ 2,520.33
Rtd	\$ 62.68	Rtd	\$ 115.12
NonRes	\$ 40.00	NonRes	\$ 140.00
MtgRm	\$ -	MtgRm	\$ 220.00
Copier	\$ 1,825.06	Copier	\$ 2,279.38
PP Fees	\$ 7.12	PP Fees	\$ 21.84
Misc	\$ -	Misc	\$ -
Total	\$ 2,893.20	Total	\$ 5,235.63

Copies paid at desks	305.52
Copies paid at coin op	1,519.54
	1,825.06