

Fargo Public Library Board of Directors
Agenda for Tuesday May 17, 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 April 19 Meeting **Action**
3. Public Comment
4. Staff Report- Megan Richardson
5. Director's Report
6. Unfinished Business
 - A. None
7. New Business
 - A. Facilities Master Planning Update
 - B. Rules of Conduct Policy Draft **Action**
8. Statistical Reports
 - A. April Usage
 - B. April Financials
9. Friends of the Library Report
10. Next Regular Meeting: June 21
11. Adjourn

**Fargo Public Library Board of Directors
Minutes for Tuesday, April 19, 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, Carrie Peterson

Board Members Absent:

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

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

Minutes of March 15, 2021 Regular Meeting

Rachael Steenholdt made a motion to approve the minutes of the March 15, 2021 meeting. Kristen Schipper seconded the motion; motion carried.

Public Comment

No public comment.

Staff Report

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

Staffing Update:

- Andy Gustafson has been promoted to branch LAII
- Currently interviewing for two part-time LAI 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.

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. I

Children

- Virtual Pokemon Trivia for Kids, May 15, 2:00pm

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

- Mothers Day Gift Craft
 - Carlson Library – April 30, 11:00am
 - Main Library – May 5, 6:00pm

Adults

- Houseplant Swap, April 25, 6:30pm – Main Library
- Basic Birding, April 30, 10:00am – Main Library
- Daisy Spoon Wreath, May 10, 6:30pm – Main Library
 - 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
- 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. One staff is currently impacted by covid.

Unfinished Business

No unfinished business.

New Business

2023 Library Budget

Director Tim Dirks referred the Board to the action item summary sheet regarding the 2023 Library Budget. He presented a few highlights from the budget and recommended the Board approve the budget as presented. This budget officially asks for the four FTE's the Board wrote a letter to support last month.

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

Facilities Master Planning Update

Director Tim Dirks gave an update on the facilities master planning set to happen this year with capital funds. Three firms responded to the RFP however all three were significantly above the budget for this project. Director Tim Dirks modified the scope, removed the public engagement section of this project, and asked the three firms if they would re-evaluate their submissions. Not an action item.

Statistical Reports

Usage

The Library had 27,863 registered patrons for the month of March. Program attendance was 1,485. Circulation was up 1.04% compared to the same month of the previous year. Overall circulation year to date is 213,642.

Financials

There was \$175 of incoming donations. There was \$316 expenditures of donations. The year is 25% lapsed while the budget is 27.26% expended. Revenue is at \$5,235.63 year to date.

Friends of the Library Report

No Friends report.

Next Board Meeting

The next regular Board Meeting is scheduled for Tuesday, May 17, 2021 at 4 p.m.

The meeting adjourned at 4:23 p.m.

Respectfully submitted,
Betsy Dauer

Staff Report

May 2022 Library Board Meeting

Staffing Update:

- Principal Office Associate posting closes May 17
- Anna Lynch, new branch LAI, begins May 10
- Alison (Ali) Ruhland, new branch LAI, begins May 16
- Conditional offer out to Main LAI – moving through pre-employment process
- Second interviews for the Branch Librarian have been scheduled

Community Engagement:

- Midwest Kids Fest, Island Park, 10:00 – 4:00pm on Friday, June 10.

Programming:

- **Library Card Design Contest results: 71 total entries**
 - Kid entries: 49
 - Teen entries: 4
 - Adult entries: 18
 - There are 12 designs selected as finalists from the 71 entries. Voting is online or in person at any Fargo Public Library location from May 10 – May 22.
- **Northern Narratives 2022 results: 76 participants with 112 total qualified entries.**
 - Poetry entries: 72
 - Fiction: 27
 - Nonfiction: 13
 - These numbers are above pre-COVID (2019) entry numbers!

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

Children

- **Beach Party Bonanza: Summer Reading Challenge Kick-Off Party, June 1, 10:00am – Main Library.** It's finally summer! Kick off the Summer Reading Program with a Beach Party Bonanza at the Main Library. Join us for a bounty of beachy activities, crafts, and snacks. While you're enjoying your day at the beach, don't forget to register for the Summer Reading Challenge on Beanstack and get started reading for a treasure trove of prizes! All ages are welcome to attend.
- **Oceans of Possibilities with Sidewalk Chalk, June 6, 11:00am – Main Library.** Come to the east side of the library to chalk up the sidewalk with your favorite under-the-sea creatures. Two local artists, Kristin Ide and Allison Bauers, will be on hand to bring our sidewalk to life! This event is weather permitting and best suited for ages 4 and up.
- **Summer Storytime 10:00am.** Sail the seven seas this summer with storytime! Join us for exciting adventures as we explore the oceans of the earth and the creatures who live in them. Storytime begins at 10:00 am and runs from June 7 to July 27. Families are welcome, storytime is most appropriate for ages 2-6. Some storytimes will be followed by a craft; all materials will be provided.
 - **Tuesdays** – Main Library
 - **Wednesdays** – Dr. James Carlson Library
- **Welcome to Camp Ocean, Little Guppies, June 7, 1:00pm – Main Library.** The Traveling Lantern

Theatre Company returns to the Fargo Public Library courtesy of the Friends of the Library. This summer's performance is *Camp Ocean*. Mr. Sharky, the snaggletoothed camp counselor, has planned a fish-fact-filled voyage to the bottom of the sea. Learn the ropes: how to puff like a puffer fish, flop like a flounder and fence with a swordfish. You'll search for buried treasure and dive into the mysteries of the ocean. This show is best suited for ages 5 and up.

- **Going Places Book Club, June 15, 2:00pm – Main Library.** Kids in grades 3-7 are invited to join us as we experience *The True Confessions of Charlotte Doyle* by Avi through related activities, discussion, snacks and crafts.
- **BookBike Picnic Party, June 16, 12:00pm.** Pack a lunch and meet up with the BookBike by the Lindenwood playground! A brief storytime will start at noon, with a reading party after. You can bring a book to read or check one out from the book bike. We'll bring dessert to share!
- **Full STEAM Ahead: The Science of the Titanic, June 20, 6:00pm – Main Library.** We will be exploring all the inner workings of the great doomed ship, Titanic. We will conduct experience with science, technology, engineering, art, and math and an attempt to understand the mysteries of the Titanic! Open to children ages 6-12, registration is required.

Teens

- **Teen Garden Club.** Interested in learning about gardening and earning volunteer hours? Teens age 11-18 can join the Teen Garden Club at the Dr James Carlson Library this summer. Meetings are held every Tuesday at 3:00pm starting June 7.
- **Hydro Dip Planters.** Start the summer planting season by creating your own marbled planter using a hydro dip method. Ages 11-18. All materials provided – registration required.
 - **June 7, 11:00am – Dr James Carlson Library**
 - **June 8, 11:00am – Main Library**
- **Stamped Leather Feather's Day Gifts.** Join us for a special Father's Day themed stamped leather craft to give as a gift. Ages 11-18. All materials provided – registration required.
 - **June 14, 11:00am – Dr James Carlson Library**
 - **June 15, 11:00am – Main Library**

Adults

- **Author Dawn Quigley: Native Representation in Children's Literature, May 21, 1:00pm – Main Library.** Author and citizen of the Turtle Mountain Band of Ojibwe, is an assistant professor of Education at St. Catherin University. She has written a number of children's books, such as the coming-of-age young adult novel, *Apple in the Midwest*, the chapter book series *Jo Jo Makoons*, and *Native American Heroes*. Dawn will discuss her books, writing, and her work to amplify Native voices in literature and education. Books will be available to purchase. NEA Big Read is a program of the National Endowment for the Arts in partnership with Arts Midwest.
- **Beginner Yoga, Thursdays, 6:00pm – Dr. James Carlson Library.** Beginner Yoga is geared for those who haven't tried yoga before or who want a refresher. Along with gentle stretching, this class will teach breathing exercises to provide calmness. Bring a yoga mat if you have one or a large towel and wear comfortable clothing that is easy to move in.
- **Book Clubs**
 - History Reading Club, May 31 – *Americana: A 400-Year History of American Capitalism* by Bhu Srinivasan
 - Diverse Perspectives, June 9 – *Nomadland: Surviving America in the Twenty-First Century* by Jessica Bruder
 - Tea Time Book Club, June 14 – *The Dictionary of Lost Words* by Pip Williams

- Summer Garden Book Club, June 15 – *The Triumph of Seeds: How Grains, Nuts, Kernels, Pulses, and Pips Conquered the Plant Kingdom and Shaped Human History* by Thor Hanson
- Senior Book Club, June 21 – *The Underground Railroad* by Colson Whitehead

Multigenerational

- **Intro to Jo Jo Makoons with author Dawn Quigley, May 21, 10:00am – Main Library.** Children’s book author Dawn Quigley will read from and discuss her new book, *Jo Jo Makoons: The Used-to-be- Best Friend*, the first volume of a chapter book series. A citizen of the Turtle Mountain Band of Ojibwe in North Dakota, Dawn will discuss her childhood experiences growing up and not seeing books that represented her Native community. Geared toward adults and children ages 5 and up. Books will be available for purchase. NEA Big Read is a program of the National Endowment of the Arts in partnership with Arts Midwest
- **Friday Family Movies.** Join us for free family movies and popcorn on Fridays at the Dr. James Carlson Library. Movies start at 1:00pm. Adults must accompany children aged 9 and younger.
 - **June 10** – *Finding Nemo*
 - **June 17** – *Pirates of the Caribbean: The Curse of the Black Pearl*
- **Tiny Art Show.** Artists of all ages are invited to be part of the Fargo Public Library’s Tiny Art Show. To participate, come to one of three events to make a painting at the library OR pick up a mini canvas at any Fargo Public Library location to paint at home beginning June 13 and return it by July 5. Finished paintings will be on display at all three Fargo Public Library Locations in July.
 - **June 11, 10:30am** – Dr James Carlson Library
 - **June 14, 6:00pm** – Main Library
 - **June 16, 6:00pm** – Northport Library
- **Oceans of Possibilities Summer Reading Challenge.** The program runs June 1 – August 20. Patrons can complete the challenge by reading books or ebooks, or listening to audiobooks. We encourage participants to read every day and log their reading in Beanstack. Adults can also request a printed reading log at any Fargo Public Library location starting June 1.
- **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

May 17, 2022

Director's Activities:

- 4.22.22 Attended 2nd St. Pedestrian Bridge Planning Meeting
- 4.25.22 Attended City Fargo Finance Committee Meeting
- 4.27.22 Met with HR Staff Regarding Training
- 5.11.22 Met with City Admin

Goal 1 Professional & Organizational:

- 4.22.22 Attended All Staff Meeting
- 4.26.22 Moderated Library Dept. Heads Meeting
- 5.3.22 Moderated Library Dept. Heads Meeting
- 5.12.22 Provided Open Dialog time at Carlson
- 5.12.22 Moderated Quarterly Project Meeting with Branch Services Manager
- 5.17.22 Moderated Library Dept. Heads Meeting

Goal 4 Partnering:

- 4.21.22 Attended Red River Zoo Finance Committee Meeting
- 4.26.22 Attended Red River Zoo Board Meeting
- 4.27.22 Attended Chamber After Hours Event
- 4.28-29.22 Attended North Dakota Library Coordinating Council Meeting and Library Tours

Goal 5 Infrastructure:

- 5.9.22 Moderated Facilities Master Planning Steering Committee Meeting

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

What:

The Rules of Conduct Policy draft includes language prohibiting patrons from bringing bicycles into library buildings.

Explanation:

In order to ensure a welcoming environment, staff have requested specific language in the Rules of Conduct Policy relating to patrons bringing bicycles into library building.

Director recommendation:

Approve the draft of the 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**

5.17.22

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.
- **Bicycles are not allowed within library buildings.**

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. Violation of these rules may result in 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

Revised 02-15-2022

Library Use 2022

New Registrations: 600
 Approx. Registered Patrons: 27,782

ATTENDANCE	Apr-22	Apr-21	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Door Count Main	15,747	9,855	60%	55,065	35,063	20,002	57%
Door Count Carlson	9,309	7,643	22%	36,165	24,928	11,237	45%
Door Count Northport	3,957	3,581	10%	15,590	12,038	3,552	30%
Outreach	411	131	214%	1,477	476	1,001	210%
Total	29,424	21,210	39%	108,297	72,505	35,792	49%

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance				
Adult Programs Main	11	133	467	-72%	695	1,586	(891) -56%
Adult Programs Carlson	6	43	115	-63%	236	508	(272) -54%
Adult Programs Northport	1	4	60	-0.9333333	41	246	(205) -83%
Teen Programs Main	2	12	40	-70%	20	170	(150) -88%
Teen Programs Carlson	3	27	65	-58%	58	240	(182) -76%
Teen Programs Northport	-	-	35	-100%	-	120	(120) -100%
Childrens Programs Main	16	284	457	-38%	1,130	1,753	(623) -36%
Childrens Programs Carlson	15	322	272	18%	1,040	1,105	(65) -6%
Childrens Programs Northport	14	256	141	82%	713	583	130 22%
Community Engagement	8	504	381	32%	621	392	229 58%
Outreach Department	1	43	86	-50%	179	252	(73) -29%
Virtual Adult	1	108	330	-67%	247	839	(592) -71%
Virtual Teen	-	-	-		-	25	(25) -100%
Virtual Childrens	2	100	124	-19%	115	442	(327) -74%
Total	80	1,836	2,573	-29%	5,095	8,261	(3,166) -38%

VOLUNTEER HOURS				
Main	74	-	285	285
Carlson	22	-	97	97
Outreach	68	-	236	236
Northport	-	-	-	-
Total	164	-	618	618

INTERNET SIGNUP							
Main	2,114	1,335	58%	7,589	4,579	3,010	66%
Carlson	1,612	1,155	40%	5,686	3,507	2,179	62%
Northport	401	357	12%	1,431	1,247	184	15%
Total	4,127	2,847	45%	14,706	9,333	5,373	58%

ELECTRONIC ACTIVITY							
Web page hits	16,268	15,329	6%	65,094	67,772	(2,678)	-4%

2022 Circulation

	Apr-22	Apr-21	Increase/ Decrease	% CHANGE	2022 YTD	2021 YTD	Increase/ Decrease	% Change YTD
PRINT								
MAIN								
Adult Nonfiction	2,846	2,150	696	32.37%	10,730	8,820	1,910	21.66%
Youth Nonfiction	1,672	1,376	296	21.51%	6,530	5,687	843	14.82%
Adult Fiction	5,647	3,594	2,053	57.12%	21,330	13,257	8,073	60.90%
Youth Fiction	3,583	3,109	474	15.25%	13,124	12,038	1,086	9.02%
Youth Reader	1,248	1,040	208	20.00%	4,995	3,723	1,272	34.17%
Youth Picture Books	4,014	2,782	1,232	44.28%	13,958	10,282	3,676	35.75%
Adult Magazines	111	76	35	46.05%	489	366	123	33.61%
Youth Magazines	17	3	14	466.67%	40	33	7	21.21%
Subtotal	19,138	14,130	5,008	35.44%	71,196	54,206	16,990	31.34%
OUTREACH								
Deposit	982	552	430	77.90%	3,824	2,154	1,670	77.53%
CARLSON								
Adult Nonfiction	975	785	190	24.20%	3,513	3,044	469	15.41%
Youth Nonfiction	1,187	810	377	46.54%	4,179	3,444	735	21.34%
Adult Fiction	2,947	2,674	273	10.21%	11,240	9,537	1,703	17.86%
Youth Fiction	2,512	2,082	430	20.65%	8,693	8,195	498	6.08%
Youth Readers	1,500	1,451	49	3.38%	5,577	4,719	858	18.18%
Youth Picture Books	3,062	2,552	510	19.98%	11,584	9,941	1,643	16.53%
Adult Magazines	115	62	53	85.48%	337	214	123	57.48%
Youth Magazines	50	3	47	1566.67%	98	10	88	880.00%
Subtotal	12,348	10,419	1,929	18.51%	45,221	39,104	6,117	15.64%
NORTHPORT								
Adult Nonfiction	332	259	73	28.19%	1,248	1,069	179	16.74%
Youth Nonfiction	235	309	(74)	-23.95%	975	967	8	0.83%
Adult Fiction	827	906	(79)	-8.72%	3,417	3,214	203	6.32%
Youth Fiction	326	445	(119)	-26.74%	1,317	1,680	(363)	-21.61%
Youth Readers	246	320	(74)	-23.13%	970	1,234	(264)	-21.39%
Youth Picture Books	623	510	113	22.16%	2,285	1,765	520	29.46%
Adult Magazines	27	23	4	17.39%	78	72	6	8.33%
Youth Magazines	-	1	(1)	-100.00%	1	8	(7)	-87.50%
Subtotal	2,616	2,773	(157)	-5.66%	10,291	10,009	282	2.82%
TOTAL PRINT	35,084	27,874	7,210	25.87%	130,532	105,473	25,059	23.76%

2022 Circulation

NONPRINT

OverDrive	14,979	14,882	97	0.65%	63,668	60,291	3,377	5.60%
Zinio	-	-	-		-	2,813	(2,813)	-100.00%
Childrens Devices	24	12	12	100.00%	58	27	31	114.81%
Hoopla	2,211	1,949	262	13.44%	8,736	8,632	104	1.20%
RB Digital	-	-	-		-	-	-	
Subtotal	17,214	16,843	371	2.20%	72,462	71,763	699	0.97%

MAIN

Adult DVD's	3,357	2,593	764	29.46%	12,605	9,645	2,960	30.69%
Youth DVD's	391	288	103	35.76%	1,328	1,093	235	21.50%
Video Games	232	170	62	36.47%	920	674	246	36.50%
Adult CD's	667	421	246	58.43%	2,025	1,752	273	15.58%
Youth CD's	50	59	(9)	-15.25%	203	175	28	16.00%
Adult Books on CD	202	186	16	8.60%	774	666	108	16.22%
Youth Books on CD	161	93	68	73.12%	588	417	171	41.01%
Kits	288	74	214	289.19%	874	295	579	196.27%
Subtotal	5,348	3,884	1,464	37.69%	19,317	14,717	4,600	31.26%

CARLSON

Adult DVD's	1,638	1,353	285	21.06%	6,026	5,393	633	11.74%
Youth DVD's	542	438	104	23.74%	2,081	1,404	677	48.22%
Video Games	225	175	50	28.57%	767	681	86	12.63%
Adult CD's	279	247	32	12.96%	916	1,208	(292)	-24.17%
Youth CD's	58	71	(13)	-18.31%	263	278	(15)	-5.40%
Adult Books on CD	127	134	(7)	-5.22%	456	472	(16)	-3.39%
Youth Books on CD	218	159	59	37.11%	794	603	191	31.67%
Kits	122	96	26	27.08%	437	251	186	74.10%
Subtotal	3,209	2,673	536	20.05%	11,740	10,290	1,450	14.09%

NORTHPORT

Adult DVD's	747	746	1	0.13%	2,866	3,018	(152)	-5.04%
Youth DVD's	75	113	(38)	-33.63%	305	406	(101)	-24.88%
Video Games	78	54	24	44.44%	251	178	73	41.01%
Adult CD's	146	138	8	5.80%	440	591	(151)	-25.55%
Youth CD's	16	6	10	166.67%	51	34	17	50.00%
Adult Books on CD	32	26	6	23.08%	130	99	31	31.31%
Youth Books on CD	38	24	14	58.33%	175	176	(1)	-0.57%
Kits	26	20	6	30.00%	104	32	72	225.00%
Subtotal	1,158	1,127	31	2.75%	4,322	4,534	(212)	-4.68%

TOTAL NONPRINT

26,929	24,527	2,402	9.79%	107,841	101,304	6,537	6.45%
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INTERLIBRARY LOAN

Borrowed	195	143	52	36.36%	776	591	185	31.30%
Loaned	357	268	89	33.21%	1,316	1,255	61	4.86%
Subtotal	552	411	141	34.31%	2,092	1,846	246	13.33%

RENEWALS

12,928	12,488	440	3.52%	48,670	45,285	3,385	7.47%
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TOTAL CIRCULATION

75,493	65,300	10,193	15.61%	289,135	253,908	35,227	13.87%
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Fargo Public Library 2022 Total Expenses
33% 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	\$ 626,453	\$ -	\$ 626,453	\$ 2,263,893	27.67%	\$ (1,637,439.63)
Full time overtime	11-01	\$ 417	\$ -	\$ 417	\$ -		\$ 416.62
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 18,432	0.00%	\$ (18,432.00)
Part time w/benefits	13-00	\$ 141,108	\$ -	\$ 141,108	\$ 440,615	32.03%	\$ (299,507.35)
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -		\$ -
Part time banked sick		\$ -	\$ -	\$ -	\$ 246		\$ (246.00)
Part time seasonal no benefits	14-00	\$ 14,403	\$ -	\$ 14,403	\$ 56,000	25.72%	\$ (41,596.82)
Health insurance	20-01	\$ 113,729	\$ -	\$ 113,729	\$ 381,757	29.79%	\$ (268,028.07)
Dental insurance	20-03	\$ 6,553	\$ -	\$ 6,553	\$ 21,411	30.60%	\$ (14,858.46)
Long Term Disability	20-04	\$ 1,699	\$ -	\$ 1,699	\$ 5,543	30.65%	\$ (3,844.21)
Auto Allowance	20-05	\$ 264	\$ -	\$ 264	\$ 900	29.37%	\$ (635.64)
FICA 6.2%	21-01	\$ 45,054	\$ -	\$ 45,054	\$ 168,898	26.68%	\$ (123,843.51)
Medicare 1.45%	21-02	\$ 10,538	\$ -	\$ 10,538	\$ 39,704	26.54%	\$ (29,166.13)
City Pension	22-01	\$ 12,249	\$ -	\$ 12,249	\$ 43,443	28.20%	\$ (31,194.19)
NDPERS Pension	22-04	\$ 49,551	\$ -	\$ 49,551	\$ 176,871	28.02%	\$ (127,319.57)
NDPERS & City Pension	22-05	\$ 1,781	\$ -	\$ 1,781	\$ 6,071	29.33%	\$ (4,290.30)
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	\$ 31,397	\$ 106,056	\$ 137,453	\$ 134,329	102.33%	\$ 3,124.00
Other Services	38-99	\$ 5,081	\$ 7,400	\$ 12,481	\$ 16,500	75.64%	\$ (4,019.39)
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	\$ 13,431	\$ -	\$ 13,431	\$ 31,766	42.28%	\$ (18,335.41)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 40,457	\$ 15,763	\$ 56,219	\$ 47,600	118.11%	\$ 8,619.36
Land and building rent	44-10	\$ 28,580	\$ 56,136	\$ 84,716	\$ 79,000	107.24%	\$ 5,716.00
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	\$ 1,436	\$ -	\$ 1,436	\$ 5,400	26.59%	\$ (3,964.40)
Other communications	53-60	\$ 800	\$ -	\$ 800	\$ 2,100	38.11%	\$ (1,299.76)
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	\$ 7,598	\$ -	\$ 7,598	\$ 46,000	16.52%	\$ (38,402.34)
In state travel	56-60	\$ 544	\$ -	\$ 544	\$ 3,500	15.53%	\$ (2,956.43)
Out of state travel	57-60	\$ 5,333	\$ -	\$ 5,333	\$ 5,000	106.66%	\$ 332.79
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	\$ 3,061	\$ -	\$ 3,061	\$ 2,500	122.44%	\$ 561.10
Office supplies	61-10	\$ 9,164	\$ -	\$ 9,164	\$ 30,000	30.55%	\$ (20,835.77)
Medical supplies	61-20	\$ 14	\$ -	\$ 14	\$ 600	2.32%	\$ (586.06)
General supplies	61-40	\$ 15,294	\$ -	\$ 15,294	\$ 16,000	95.59%	\$ (705.82)
Program materials	61-43	\$ 11,455	\$ -	\$ 11,455	\$ 46,000	24.90%	\$ (34,545.46)
Materials Processing	61-44	\$ 17,004	\$ 1,192	\$ 18,196	\$ 64,569	28.18%	\$ (46,372.77)
Postage	61-50	\$ 617	\$ -	\$ 617	\$ 12,300	5.02%	\$ (11,682.65)
Books & periodicals	61-70	\$ 248,164	\$ 1,501	\$ 249,665	\$ 724,454	34.46%	\$ (474,788.55)
Gasoline		\$ 107	\$ -	\$ 107	\$ 439	24.41%	\$ (331.82)
Natural gas	62-50	\$ 30,954	\$ -	\$ 30,954	\$ 40,900	75.68%	\$ (9,946.46)
Electricity	62-51	\$ 22,540	\$ -	\$ 22,540	\$ 128,325	17.56%	\$ (105,785.27)
Miscellaneous	68-10	\$ 622	\$ -	\$ 622	\$ 2,000	31.11%	\$ (1,377.77)
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ 100	0.00%	\$ (100.00)
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 1,625,195	\$ 188,048	\$ 1,813,242	\$ 5,239,994	34.60%	\$ (3,426,752)

**Fargo Public Library 2022 Total Expenses
33% OF YEAR LAPSED**

**EXPENSE VS. BUDGET
2022
MAIN**

Account	Budget Line	January	February	March	April	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 107,177	\$ 124,929	\$ 127,312	\$ 130,472	\$ 489,891		\$ 1,783,637	27%
Full time overtime	11-01	\$ 8	\$ 7	\$ 50	\$ 352	\$ 417			
Full Time banked sick	11-02					\$ -		\$ 15,122	0%
Part time w/benefits	13-00	\$ 20,936	\$ 26,157	\$ 25,331	\$ 25,024	\$ 97,448		\$ 316,716	31%
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	\$ 3,405	\$ 11,172		\$ 43,680	26%
Health insurance	20-01	\$ 17,490	\$ 20,782	\$ 20,838	\$ 21,013	\$ 80,123		\$ 274,286	29%
Dental insurance	20-03	\$ 1,057	\$ 1,277	\$ 1,280	\$ 1,300	\$ 4,915		\$ 16,156	30%
Long Term Disability	20-04	\$ 272	\$ 323	\$ 329	\$ 330	\$ 1,254		\$ 4,301	29%
Auto Allowance	20-05	\$ 57	\$ 69	\$ 69	\$ 69	\$ 264		\$ 900	29%
FICA 6.2%	21-01	\$ 7,491	\$ 8,853	\$ 8,949	\$ 9,200	\$ 34,494		\$ 130,879	26%
Medicare 1.45%	21-02	\$ 1,752	\$ 2,071	\$ 2,093	\$ 2,152	\$ 8,068		\$ 30,812	26%
City Pension	22-01	\$ 1,690	\$ 2,071	\$ 2,071	\$ 2,071	\$ 7,902		\$ 26,909	29%
NDPERS Pension	22-04	\$ 8,291	\$ 10,175	\$ 10,323	\$ 10,544	\$ 39,333		\$ 144,040	27%
NDPERS & City Pension	22-05	\$ 381	\$ 467	\$ 467	\$ 467	\$ 1,781		\$ 6,071	29%
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	\$ 9,336	\$ 23,076	\$ 76,260	\$ 97,429	102%
Other Services	38-99	\$ 605	\$ 834	\$ 1,133	\$ 2,031	\$ 4,603	\$ 7,400	\$ 15,000	80%
Water Sewer	41-05					\$ -			
General equip repair	43-20					\$ -		\$ 3,000	0%
General equip repair (computer)	43-21	\$ 6,357	\$ 1,797	\$ 3,577	\$ 1,700	\$ 13,431		\$ 25,766	52%
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	\$ 1,436		\$ 5,400	27%
Other communications	53-60	\$ 200		\$ 200	\$ 400	\$ 800		\$ 2,100	38%
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	\$ 2,638	\$ 7,598		\$ 46,000	17%
In state travel	56-60		\$ 80	\$ 355	\$ 109	\$ 544		\$ 3,500	16%
Out of state travel	57-60	\$ 354	\$ 1,748	\$ 105	\$ 3,126	\$ 5,333		\$ 5,000	107%
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	\$ 209	\$ 3,061		\$ 2,500	122%
Office supplies	61-10	\$ 1,780	\$ 1,373	\$ 1,762	\$ 1,130	\$ 6,045		\$ 20,000	30%
Medical supplies	61-20		\$ 14			\$ 14		\$ 600	2%
General supplies	61-40	\$ 2,766	\$ 5,301	\$ 727	\$ 3,544	\$ 12,339		\$ 10,000	123%
Program materials	61-43	\$ 2,954	\$ 1,735	\$ 1,930	\$ 4,836	\$ 11,455		\$ 46,000	25%
Materials Processing	61-44	\$ 4,087	\$ 5,538	\$ 2,879	\$ 4,500	\$ 17,004	\$ 1,192	\$ 64,569	28%
Postage	61-50	\$ 22	\$ 500	\$ 30	\$ 66	\$ 617		\$ 10,000	6%
Books & periodicals	61-70	\$ 98,949	\$ 30,391	\$ 32,491	\$ 37,546	\$ 199,376	\$ 1,164	\$ 529,429	38%
Gasoline	62-10		\$ 34		\$ 73	\$ 107		\$ 439	24%
Natural gas	62-50	\$ 5,714	(5,714)	\$ 13,603	\$ 4,087	\$ 17,690		\$ 24,000	74%
Electricity	62-51	\$ 4,233	(4,233)	\$ 9,022	\$ 4,457	\$ 13,479		\$ 90,000	15%
Miscellaneous	68-10	\$ 355		\$ 255	\$ 13	\$ 622		\$ 2,000	31%
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	\$ 286,918	\$ 1,234,117	\$ 95,929	\$ 3,975,343	33.46%

Fargo Public Library 2022 Total Expenses
33% OF YEAR LAPSED

EXPENSE VS. BUDGET
2022
CARLSON

Account	Budget Line	January	February	March	April	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 22,502	\$ 27,667	\$ 26,545	\$ 25,524	\$ 102,237		\$ 367,054	28%
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	\$ 5,921	\$ 24,435		\$ 88,949	27%
Part time w/benefits overtime						\$ -			
Part Time Banked Sick	13-02					\$ -			
Part time seasonal no benefits	14-00	\$ 624	\$ 876	\$ 804	\$ 927	\$ 3,231		\$ 12,320	26%
Health insurance	20-01	\$ 5,332	\$ 6,564	\$ 5,955	\$ 6,283	\$ 24,134		\$ 79,544	30%
Dental insurance	20-03	\$ 264	\$ 325	\$ 280	\$ 302	\$ 1,171		\$ 3,941	30%
Long Term Disability	20-04	\$ 56	\$ 72	\$ 62	\$ 63	\$ 253		\$ 940	27%
Auto Allowance	20-05					\$ -			
FICA 6.2%	21-01	\$ 1,606	\$ 2,056	\$ 1,947	\$ 1,864	\$ 7,473		\$ 29,062	26%
Medicare 1.45%	21-02	\$ 376	\$ 481	\$ 455	\$ 436	\$ 1,748		\$ 6,797	26%
City Pension	22-01	\$ 1,039	\$ 1,273	\$ 1,054	\$ 980	\$ 4,347		\$ 16,534	26%
NDPERS Pension	22-04	\$ 1,185	\$ 1,563	\$ 1,515	\$ 1,533	\$ 5,795		\$ 20,594	28%
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	\$ 3,117	\$ 8,322	\$ 29,795	\$ 36,900	103%
Other Services	38-99	\$ 24	\$ 24		\$ 406	\$ 454		\$ 1,000	45%
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	\$ 91	\$ 1,113	\$ 4,613	\$ 4,300	133%
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	\$ 510	\$ 2,587		\$ 7,000	37%
Medical supplies	61-20					\$ -			
General supplies	61-40	\$ 875	\$ 1,536	\$ 541	\$ 4	\$ 2,956		\$ 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	\$ 13,468	\$ 33,317	\$ 338	\$ 128,950	26%
Gasoline	62-10					\$ -			
Natural gas	62-50	\$ 5,154	\$ (5,154)	\$ 9,431	\$ 3,024	\$ 12,455		\$ 15,000	83%
Electricity	62-51	\$ 2,506	\$ (2,506)	\$ 4,986	\$ 2,351	\$ 7,337		\$ 30,450	24%
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	\$ 66,804	\$ 271,273	\$ 34,746	\$ 897,367	34.1%

Fargo Public Library 2022 Total Expenses
33% OF YEAR LAPSED

EXPENSE VS. BUDGET
2022
NORTHPORT

Account	Budget Line	January	February	March	April	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 7,319	\$ 9,120	\$ 8,810	\$ 9,076	\$ 34,326		\$ 113,202	30%
Full time overtime	11-01					\$ -			
Full time banked sick	11-02					\$ -			
Part time w/benefits	13-00	\$ 4,072	\$ 4,868	\$ 5,480	\$ 4,804	\$ 19,225		\$ 34,950	55%
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	\$ 2,451	\$ 9,472		\$ 27,927	34%
Dental insurance	20-03	\$ 101	\$ 122	\$ 120	\$ 123	\$ 466		\$ 1,314	35%
Long Term Disability	20-04	\$ 23	\$ 28	\$ 28	\$ 114	\$ 192		\$ 302	63%
Auto Allowance	20-05					\$ -			
FICA 6.2%	21-01	\$ 652	\$ 805	\$ 824	\$ 806	\$ 3,088		\$ 8,957	34%
Medicare 1.45%	21-02	\$ 153	\$ 188	\$ 193	\$ 189	\$ 723		\$ 2,095	34%
City Pension	22-01					\$ -			
NDPERS Pension	22-04	\$ 941	\$ 1,155	\$ 1,180	\$ 1,146	\$ 4,423		\$ 12,237	36%
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	\$ 5,716	\$ 28,580	\$ 56,136	\$ 79,000	107%
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		\$ 287	\$ 533		\$ 3,000	18%
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	\$ 5,647	\$ 15,471		\$ 66,075	23%
Gasoline	62-10					\$ -			
Natural gas	62-50	\$ 403	\$ (403)	\$ 636	\$ 172	\$ 808		\$ 1,900	43%
Electricity	62-51	\$ 507	\$ (507)	\$ 1,209	\$ 514	\$ 1,723		\$ 7,875	22%
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	\$ 31,045	\$ 119,805	\$ 57,373	\$ 367,284	48.24%

Revenue 2022

	Fees & Copies 101-0000- 351.25-01	Misc. Revenue 101-0000- 361.61-08
January	\$ 935.12	\$ 152.53
February	\$ 1,119.42	\$ 506.63
March	\$ 2,681.40	\$ 147.87
April	\$ 1,074.05	\$ 909.85
May		
June		
July		
August		
September		
October		
November		
December		
	\$ 5,809.99	\$ 1,716.88

Total \$

7,526.87