

Fargo Public Library Board of Directors  
Agenda for Tuesday June 21, 2022  
4:00p.m.  
Fargo City Commission Chambers  
225 4<sup>th</sup> St North  
Fargo, ND 58102

- |   |               |
|---|---------------|
| 1. Approve Order of the Agenda                                  | <b>Action</b> |
| 2. Minutes of the April 19 Meeting                              | <b>Action</b> |
| 3. Minutes of the May 17 Meeting                                | <b>Action</b> |
| 4. Public Comment   |               |
| 5. Staff Report- Megan Richardson                               |               |
| 6. Director's Report  |               |
| 7. Unfinished Business  |               |
| A. None   |               |
| 8. New Business   |               |
| A. Facilities Master Planning Steering Committee Recommendation | <b>Action</b> |
| B. Rules of Conduct Policy Draft                                | <b>Action</b> |
| 9. Statistical Reports  |               |
| A. May Usage  |               |
| B. May Financials   |               |
| 10. Friends of the Library Report                               |               |
| 11. Next Regular Meeting: July 19                               |               |
| 12. Adjourn   |               |

**Fargo Public Library Board of Directors  
Minutes for Tuesday, April 19, 2022 4 p.m.  
Fargo City Commission Chambers and Virtual  
225 4<sup>th</sup> 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 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.

**Programming:**

Upcoming Featured Events & Programs (for a full list of all upcoming FPL activities, visit [FargoLibrary.org](http://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)
  - 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays, 3:30-5:00pm – Carlson Library
  - 2<sup>nd</sup> and 4<sup>th</sup> 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

**Fargo Public Library Board of Directors  
Minutes for Tuesday, May 17, 2022 4 p.m.  
Fargo City Commission Chambers and Virtual  
225 4<sup>th</sup> St N., Fargo ND 58102**

**Board Members Present:** Rachael Steenholdt, Carrie Peterson, Scott Beaulier

**Board Members Absent:** Carlos Hawley Jr., Kristen Schipper, Amy Ouren, Jenna Reno

**Staff:** Tim Dirks, Megan Richardson, Lori West

**Others Present:**

President Scott Beaulier called the meeting to order at 4:00 PM. As no quorum was present, this was an informational meeting only. All action items will be saved for the next meeting.

**Order of Agenda**

Agenda will be an action item at next meeting.

**Minutes of April 19, 2022 Regular Meeting**

Minutes of April 19, 2022 meeting will be an action item at next meeting.

**Public Comment**

No public comment.

**Staff Report**

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

**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
- Kayla Birkholz promoted to Branch Librarian I

**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](http://FargoLibrary.org)):

#### Children

- Beach Party Bonanza: Summer Reading Challenge Kick-Off Party, June 1, 10:00am – Main Library
- Oceans of Possibilities with Sidewalk Chalk, June 6, 11:00am – Main Library
- Summer Storytime 10:00am. Storytime begins at 10:00 am and runs from June 7 to July 27.
  - 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.
- 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.
- BookBike Picnic Party, June 16, 12:00pm
- Full STEAM Ahead: The Science of the Titanic, June 20, 6:00pm – Main Library

#### Teens

- Teen Garden Club at the Dr. James Carlson Library. Meetings are held every Tuesday at 3:00pm starting June 7.
- Hydro Dip Planters
  - June 7, 11:00am – Dr. James Carlson Library
  - June 8, 11:00am – Main Library
- Stamped Leather Feather's Day Gifts
  - 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
- Beginner Yoga, Thursdays, 6:00pm – Dr. James Carlson Library
- 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
- Friday Family Movies – Dr. James Carlson Library. Movies start at 1:00pm.
  - June 10 – *Finding Nemo*
  - June 17 – *Pirates of the Caribbean: The Curse of the Black Pearl*
- Tiny Art Show

- 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.
- Northern Focus Photography Project. Submissions will be accepted April 4 through May 31.

### **Director's Report**

Director Tim Dirks referred the Board to his written report in the Board Packet. No information yet regarding the Mayor's Preliminary 2023 Budget.

### **Unfinished Business**

No unfinished business.

### **New Business**

Facilities Master Planning Update

Director Tim Dirks gave an update on the facilities master planning set to happen this year with capital funds. Two firms, Williams Architects and JLG Architects, will be presenting their proposals in early June.

Rules of Conduct Policy Draft

The Rules of Conduct Policy Draft will be an action item at the next meeting.

### **Statistical Reports**

Usage

The library had 37,782 registered patrons for the month of April. Attendance numbers are up 49% year to date. Program attendance was 1,836. Internet signups are up 58% year to date. Print circulation was up 23.76% year to date. Nonprint circulation was up 6.45% year to date. Overall circulation year to date is 289,135.

Financials

The year is 33% lapsed while the budget is 34.60% expended. There was \$918 in incoming donations. Expenditures of donations totaled \$696. Revenue is at \$7,526.87 year to date.

### **Friends of the Library Report**

No Friends report.

### **Next Board Meeting**

The next regular Board Meeting is scheduled for Tuesday, June 21, 2022 at 4:00 PM.

The meeting adjourned at 4:15 PM.

Respectfully submitted,  
Lori West

## Staff Report

### June 2022 Library Board Meeting

#### Staffing Update:

- Principal Office Associate interviews are happening
- Kayla Birkholz is the new Branch Librarian I at the Northport Library

#### Community Engagement:

- Police Community Picnic, Urban Plains Park (5050 30th Ave. S.) 5 – 8 pm on Wednesday, June 29

#### Programming:

- **Library Card Design Contest results:**
  - 1,795 total votes; voting was online or in person at any Fargo Public Library location from May 10 – May 22.
  - Kids' Winner: Ryan LeClair
  - Teen Winner: Annie Ondracek
  - Adult Winner: Patty Fresonke-Twigg



- **Northern Focus 2022 results: 33 photo entries.**

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

#### *Children*

- **Kids' Watercolor Painting Party, June 24, 1 p.m. – Main Library.** Kids can experiment with watercolors and learn different techniques of using watercolors at this painting party. Things could get messy, so please dress accordingly. Best for ages 3 to 12 years old. All materials will be provided.
- **Oceans Alive at the MSUM Oceanarium, June 27, 10 a.m., 2 p.m. and 6:30 p.m. – MSUM Oceanarium.** Kids can get up close and personal with some ocean dwelling creatures when we visit the MSUM Oceanarium. Three sessions are planned; pre-registration is required.
- **Tide Pool Creature Crafts for Kids, June 28, 2 p.m. – Main Library and June 30, 10 a.m. – Northport Library.** Learn some tidal pool facts and make some common creatures found in these seawater pockets. This event is best suited for ages 6 and up. All materials will be



provided.

- **Gooseberry Park Players perform a preview of *SpongeBob the Musical*, July 7, 10:30 a.m. – Main Library and 11:30 a.m. at the Dr. James Carlson Library.** Cast members from Gooseberry Park Players' production of *SpongeBob the Musical* will perform scenes from their upcoming production and also lead some theatre games and activities for kids.
- **Homeward Bound Theatre Presents *The Wonder Weavers "Pue the Pirate"*, July 11, 11 a.m. – Main Library.** Homeward Bound Theater Company sails to the Fargo Public Library courtesy of the Friends of the Library with a performance of *Pue the Pirate*. It's a high-sea adventure filled with pirate lore, captain's magic tricks, and more. Kids are encouraged to dress as their favorite pirate. All ages are welcome. No registration is required.
- **Pokémon trivia: Deep Dive Edition, July 16, 2 p.m. – Main Library.** Kids ages 6 to 12 are invited to test their knowledge at our water-themed Pokemon trivia contest. All materials will be provided. Pre-registration is required.

### Teens

- **DIY Book Totes.** Join us to decorate a reusable cotton tote. Ages 11-18. All materials provided – registration required.
  - **June 21, 11 a.m. – Dr James Carlson Library**
  - **June 22, 11 a.m. – Main Library**
- **Beachscape Ornaments.** Create a mini beachscape in a clear ornament bulb. Ages 11-18. All materials provided – registration required.
  - **June 28, 11 a.m. – Dr James Carlson Library**
  - **June 29, 11 a.m. – Main Library**
- **Game Days.** Join us for games, snacks, and fun! Board games, card games, and Jack Box games to play. Ages 11-18. All materials provided – registration is NOT required.
  - **July 5, 11 a.m. – Dr James Carlson Library**
  - **July 6, 11 a.m. – Main Library**
- **Ocean Slime.** Make your own colorful fluffy, gooey, fun slime to take home. Ages 11-18. All materials provided – registration required.
  - **July 12, 11:00am – Dr James Carlson Library**
  - **July 13, 11:00am – Main Library**

### Adults

- **Watercolor for Beginners:** View a watercolor painting tutorial from Creativebug, the library's online art and craft resource, and then create your own watercolor painting. This is recommended for adults and teens (13+). All materials provided – registration is required.
  - **June 21, 6 p.m. – Northport Library**
  - **June 22, 6 p.m. – Dr James Carlson Library**
- **Silent Reading Party, June 26, 2:00pm – Camp Lone Tree.** Bring Your Own Book (BYOB) or check out a librarian selected title. Find a cozy spot and a beverage and read with others who appreciate the same. Librarians will be on hand to provide snacks, suggest books, set up library cards, and check out books. This is a 21+ event.
- ***The Farmer's Lawyer – A Visit with Author Sarah Vogel*, July 6, 7 p.m. – Main Library.** Attorney and author Sarah Vogel is a North Dakota farm advocate. As a young lawyer in the 1980s, she brought a national class action lawsuit, pitting her against the Dept. of Justice in her fight for family farmers' Constitutional rights. In her 2021 book, *The Farmer's Lawyer: The North Dakota Nine and the Fight to Save the Family Farm*, Vogel tells the story of this legal battle and the

family farmers she advocated for. Vogel will share her experiences and explain what prompted her to write the story. Books will be available for purchase. No registration is required.

- **Crafts for Adults: Shibori Bandanas.** Use indigo dye to create uniquely patterned bandana. This event is happening outside. All materials provided – registration is required.
  - **July 9, 10 a.m. & 11 a.m. – Dr James Carlson Library**
- **Book Clubs**
  - Tea Time Book Club, July 11 – *Firekeeper’s Daughter* by Angeline Boulley
  - Summer Garden Book Club, July 13 – *The Well-Gardened Ming: The Restorative Power of Nature* by Sue Stuart-Smith
  - Diverse Perspectives, July 14 – *What Strange Paradise* by Omar El Akkad

#### *Multigenerational*

- **Friday Family Movies.** Join us for free family movies and popcorn on Fridays at the Dr. James Carlson Library. Movies start at 1 p.m. Adults must accompany children aged 9 and younger.
  - **June 24 – Hook**
  - **July 1 – Disney Nature Oceans**
  - **July 8 – The SpongeBob SquarePants Movie**
  - **July 15 – Dolphin Tale**
- **Oceans of Possibilities Summer Reading Challenge.** The program continues through 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.

# FPL DIRECTOR'S REPORT

June 21, 2022

## **Director's Activities:**

- 5.25.22 Met with City Admin
- 5.31.22 Met with City Budget Team
- 6.2.22 Moderate Primary Office Associate Interviews
- 6.3.22 Moderate Primary Office Associate Interviews
- 6.9.22 Attended City Staff Recognition Event
- 6.16.22 Met with City Safety Manager

## **Goal 1 Professional & Organizational:**

- 5.18.22 Provided Walk In Office Hours
- 5.18.22 Moderated Quarterly Project Meeting with Collection Development/Technical Services Manager
- 5.19.22 Moderated Quarterly Project Meeting with Community Relations Specialist
- 5.20.22 Attended All Staff Meeting
- 5.24.22 Moderated Library Dept. Heads Meeting
- 5.25.22 Provided Walk In Office Hours
- 5.25.22 Moderated Quarterly Project Meeting with Volunteer and Outreach Services Manager
- 5.26.22 Moderated Quarterly Project Meeting with Systems Librarian
- 6.1.22 Provided Walk In Office Hours
- 6.7.22 Moderated Library Dept. Heads Meeting
- 6.8.22 Provided Walk In Office Hours
- 6.14.22 Moderated Library Dept. Heads Meeting
- 6.15.22 Provided Walk In Office Hours
- 6.16.22 Moderated Quarterly Project Meeting with Deputy Director
- 6.21.22 Moderated Library Dept. Heads Meeting

## **Goal 4 Partnering:**

- 5.19.22 Attended Red River Zoo Executive Committee Meeting
- 5.24.22 Attended Red River Zoo Board Meeting
- 6.15.22 Spoke to Downtown Rotary Club
- 6.16.22 Attended Red River Zoo Executive Committee Meeting

## **Goal 5 Infrastructure:**

- 6.8.22 Moderated Project Presentation with JLG Architects
- 6.9.22 Moderated Project Presentation with Williams Architects
- 6.9.22 Moderated Facilities Master Planning Steering Committee Meeting
- 6.14.22 Moderated Facilities Master Planning Steering Committee Meeting

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

**What:**

The Facilities Master Planning Steering Committee recommends JLG Architects-Library IQ-Construction Engineers group to the full board for approval as the chosen group to develop a facilities master plan for the Fargo Public Library.

**Explanation:**

the steering committee has come to the recommendation through the evaluation of proposals and firm presentations. JLG posits the project cost at \$69,500.00.

**Director recommendation:**

Approve the recommendation of the Facilities Master Planning Committee of JLG Architects-Library IQ-Construction Engineers group for the development of a facilities master plan for the Fargo Public Library.

**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 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: 673  
 Approx. Registered Patrons: 27,704

ATTENDANCE	May-22	May-21	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Door Count Main	14,877	10,182	46%	69,942	45,245	24,697	55%
Door Count Carlson	9,752	7,667	27%	45,917	32,595	13,322	41%
Door Count Northport	3,984	3,752	6%	19,574	15,790	3,784	24%
Outreach	399	159	151%	1,876	635	1,241	195%
<b>Total</b>	<b>29,012</b>	<b>21,760</b>	<b>33%</b>	<b>137,309</b>	<b>94,265</b>	<b>43,044</b>	<b>46%</b>

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance					
Adult Programs Main	11	50	20	150%	745	1,606	(861)	-54%
Adult Programs Carlson	6	92	40	130%	328	548	(220)	-40%
Adult Programs Northport	2	11	10	10%	52	256	(204)	-80%
Teen Programs Main	1	10	-		30	170	(140)	-82%
Teen Programs Carlson	-	-	-		58	240	(182)	-76%
Teen Programs Northport	-	-	-		-	120	(120)	-100%
Childrens Programs Main	6	52	318	-84%	1,182	2,071	(889)	-43%
Childrens Programs Carlson	2	8	12	-33%	1,048	1,117	(69)	-6%
Childrens Programs Northport	-	-	-		713	583	130	22%
Community Engagement	4	204	-		825	392	433	110%
Outreach Department	1	34	76	-55%	213	328	(115)	-35%
Virtual Adult			159	-100%	247	998	(751)	-75%
Virtual Teen			-		-	25	(25)	-100%
Virtual Childrens	1	21	8	163%	136	450	(314)	-70%
<b>Total</b>	<b>34</b>	<b>482</b>	<b>643</b>	<b>-25%</b>	<b>5,577</b>	<b>8,904</b>	<b>(3,327)</b>	<b>-37%</b>

VOLUNTEER HOURS								
Main		80	9	789%	365	9	356	3956%
Carlson		20	-		117	-	117	
Outreach		79	-		315	-	315	
Northport		-	-		-	-	-	
<b>Total</b>		<b>179</b>	<b>9</b>	<b>1889%</b>	<b>797</b>	<b>9</b>	<b>788</b>	<b>8756%</b>

INTERNET SIGNUP								
Main		2,110	1,518	39%	9,699	6,097	3,602	59%
Carlson		1,653	1,221	35%	7,339	4,728	2,611	55%
Northport		359	323	11%	1,790	1,570	220	14%
<b>Total</b>		<b>4,122</b>	<b>3,062</b>	<b>35%</b>	<b>18,828</b>	<b>12,395</b>	<b>6,433</b>	<b>52%</b>

ELECTRONIC ACTIVITY								
Web page hits		17,079	15,332	11%	82,173	83,104	(931)	-1%

## 2022 Circulation

	May-22	May-21	Increase/ Decrease	% CHANGE	2022 YTD	2021 YTD	Increase/ Decrease	% Change YTD
<b>PRINT</b>								
<b>MAIN</b>								
Adult Nonfiction	2,600	2,309	291	12.60%	13,330	11,129	2,201	19.78%
Youth Nonfiction	1,352	1,060	292	27.55%	7,882	6,747	1,135	16.82%
Adult Fiction	5,676	4,987	689	13.82%	27,006	18,244	8,762	48.03%
Youth Fiction	3,694	2,617	1,077	41.15%	16,818	14,655	2,163	14.76%
Youth Reader	1,196	790	406	51.39%	6,191	4,513	1,678	37.18%
Youth Picture Books	3,172	2,549	623	24.44%	17,130	12,831	4,299	33.50%
Adult Magazines	53	81	(28)	-34.57%	542	447	95	21.25%
Youth Magazines	32	6	26		72	39	33	84.62%
Subtotal	17,775	14,399	3,376	23.45%	88,971	68,605	20,366	29.69%
<b>OUTREACH</b>								
Deposit	947	1,066	(119)	-11.16%	4,771	3,220	1,551	48.17%
<b>CARLSON</b>								
Adult Nonfiction	884	612	272	44.44%	4,397	3,656	741	20.27%
Youth Nonfiction	1,032	652	380	58.28%	5,211	4,096	1,115	27.22%
Adult Fiction	3,176	2,420	756	31.24%	14,416	11,957	2,459	20.57%
Youth Fiction	2,785	1,993	792	39.74%	11,478	10,188	1,290	12.66%
Youth Readers	1,387	932	455	48.82%	6,964	5,651	1,313	23.23%
Youth Picture Books	2,665	2,459	206	8.38%	14,249	12,400	1,849	14.91%
Adult Magazines	102	74	28	37.84%	439	288	151	52.43%
Youth Magazines	44	17	27		142	27	115	425.93%
Subtotal	12,075	9,159	2,916	31.84%	57,296	48,263	9,033	18.72%
<b>NORTHPORT</b>								
Adult Nonfiction	241	207	34	16.43%	1,489	1,276	213	16.69%
Youth Nonfiction	272	170	102	60.00%	1,247	1,137	110	9.67%
Adult Fiction	882	809	73	9.02%	4,299	4,023	276	6.86%
Youth Fiction	387	254	133	52.36%	1,704	1,934	(230)	-11.89%
Youth Readers	199	149	50	33.56%	1,169	1,383	(214)	-15.47%
Youth Picture Books	571	465	106	22.80%	2,856	2,230	626	28.07%
Adult Magazines	34	13	21	161.54%	112	85	27	31.76%
Youth Magazines	1	3	(2)		2	11	(9)	-81.82%
Subtotal	2,587	2,070	517	24.98%	12,878	12,079	799	6.61%
<b>TOTAL PRINT</b>	<b>33,384</b>	<b>26,694</b>	<b>6,690</b>	<b>25.06%</b>	<b>163,916</b>	<b>132,167</b>	<b>31,749</b>	<b>24.02%</b>

2022 Circulation

**NONPRINT**

OverDrive	15,321	15,428	(107)	-0.69%	78,989	75,719	3,270	4.32%
Zinio		-	-		-	2,813	(2,813)	-100.00%
Childrens Devices	11	9	2	22.22%	69	36	33	91.67%
Hoopla	2,528	2,021	507	25.09%	11,264	10,653	611	5.74%
RB Digital		-	-		-	-	-	
Subtotal	17,860	17,458	402	2.30%	90,322	89,221	1,101	1.23%

**MAIN**

Adult DVD's	2,904	3,338	(434)	-13.00%	15,509	12,983	2,526	19.46%
Youth DVD's	380	304	76	25.00%	1,708	1,397	311	22.26%
Video Games	231	207	24	11.59%	1,151	881	270	30.65%
Adult CD's	511	469	42	8.96%	2,536	2,221	315	14.18%
Youth CD's	65	52	13	25.00%	268	227	41	18.06%
Adult Books on CD	185	204	(19)	-9.31%	959	870	89	10.23%
Youth Books on CD	215	94	121	128.72%	803	511	292	57.14%
Kits	225	116	109	93.97%	1,099	411	688	167.40%
Subtotal	4,716	4,784	(68)	-1.42%	24,033	19,501	4,532	23.24%

**CARLSON**

Adult DVD's	1,581	1,516	65	4.29%	7,607	6,909	698	10.10%
Youth DVD's	441	420	21	5.00%	2,522	1,824	698	38.27%
Video Games	193	174	19	10.92%	960	855	105	12.28%
Adult CD's	172	200	(28)	-14.00%	1,088	1,408	(320)	-22.73%
Youth CD's	81	46	35	76.09%	344	324	20	6.17%
Adult Books on CD	150	117	33	28.21%	606	589	17	2.89%
Youth Books on CD	183	167	16	9.58%	977	770	207	26.88%
Kits	111	96	15	15.63%	548	347	201	57.93%
Subtotal	2,912	2,736	176	6.43%	14,652	13,026	1,626	12.48%

**NORTHPORT**

Adult DVD's	603	794	(191)	-24.06%	3,469	3,812	(343)	-9.00%
Youth DVD's	106	101	5	4.95%	411	507	(96)	-18.93%
Video Games	55	46	9	19.57%	306	224	82	36.61%
Adult CD's	90	150	(60)	-40.00%	530	741	(211)	-28.48%
Youth CD's	11	19	(8)	-42.11%	62	53	9	16.98%
Adult Books on CD	29	16	13	81.25%	159	115	44	38.26%
Youth Books on CD	62	24	38	158.33%	237	200	37	18.50%
Kits	30	47	(17)	-36.17%	134	79	55	69.62%
Subtotal	986	1,197	(211)	-17.63%	5,308	5,731	(423)	-7.38%

**TOTAL NONPRINT**

	26,474	26,175	299	1.14%	134,315	127,479	6,836	5.36%
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**INTERLIBRARY LOAN**

Borrowed	203	150	53	35.33%	979	741	238	32.12%
Loaned	352	264	88	33.33%	1,668	1,519	149	9.81%
Subtotal	555	414	141	34.06%	2,647	2,260	387	17.12%

**RENEWALS**

	12,691	12,358	333	2.69%	61,361	57,643	3,718	6.45%
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**TOTAL CIRCULATION**

	73,104	65,641	7,463	11.37%	362,239	319,549	42,690	13.36%
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**Fargo Public Library 2022 Total Expenses**  
**42% 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	\$ 794,681	\$ -	\$ 794,681	\$ 2,263,893	35.10%	\$ (1,469,211.63)
Full time overtime	11-01	\$ 458	\$ -	\$ 458	\$ -		\$ 457.62
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 18,432	0.00%	\$ (18,432.00)
Part time w/benefits	13-00	\$ 179,056	\$ -	\$ 179,056	\$ 440,615	40.64%	\$ (261,559.35)
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -		\$ -
Part time banked sick		\$ -	\$ -	\$ -	\$ 246		\$ (246.00)
Part time seasonal no benefits	14-00	\$ 18,501	\$ -	\$ 18,501	\$ 56,000	33.04%	\$ (37,498.82)
Health insurance	20-01	\$ 143,478	\$ -	\$ 143,478	\$ 381,757	37.58%	\$ (238,279.07)
Dental insurance	20-03	\$ 8,278	\$ -	\$ 8,278	\$ 21,411	38.66%	\$ (13,133.46)
Long Term Disability	20-04	\$ 2,118	\$ -	\$ 2,118	\$ 5,543	38.21%	\$ (3,425.21)
Auto Allowance	20-05	\$ 333	\$ -	\$ 333	\$ 900	37.04%	\$ (566.64)
FICA 6.2%	21-01	\$ 57,238	\$ -	\$ 57,238	\$ 168,898	33.89%	\$ (111,659.51)
Medicare 1.45%	21-02	\$ 13,388	\$ -	\$ 13,388	\$ 39,704	33.72%	\$ (26,316.13)
City Pension	22-01	\$ 15,300	\$ -	\$ 15,300	\$ 43,443	35.22%	\$ (28,143.19)
NDPERS Pension	22-04	\$ 62,878	\$ -	\$ 62,878	\$ 176,871	35.55%	\$ (113,992.57)
NDPERS & City Pension	22-05	\$ 2,248	\$ -	\$ 2,248	\$ 6,071	37.02%	\$ (3,823.30)
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	\$ 40,768	\$ 106,056	\$ 146,824	\$ 134,329	109.30%	\$ 12,495.00
Other Services	38-99	\$ 7,312	\$ 7,400	\$ 14,712	\$ 16,500	89.16%	\$ (1,788.39)
Water Sewer	41-05	\$ 1,601	\$ -	\$ 1,601	\$ 5,000	32.02%	\$ (3,399.01)
General equip repair	43-20	\$ -	\$ -	\$ -	\$ 3,000	0.00%	\$ (3,000.00)
General equip repair (computer)	43-21	\$ 13,563	\$ -	\$ 13,563	\$ 31,766	42.70%	\$ (18,203.41)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 44,279	\$ 15,763	\$ 60,041	\$ 47,600	126.14%	\$ 12,441.36
Land and building rent	44-10	\$ 34,296	\$ 56,136	\$ 90,432	\$ 79,000	114.47%	\$ 11,432.00
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	\$ 1,795	\$ -	\$ 1,795	\$ 5,400	33.23%	\$ (3,605.40)
Other communications	53-60	\$ 1,000	\$ -	\$ 1,000	\$ 2,100	47.63%	\$ (1,099.76)
ILS Development	53-61	\$ 17,500	\$ -	\$ 17,500	\$ 46,150	37.92%	\$ (28,650.00)
Minitex/OCLC	53-62	\$ 10,015	\$ -	\$ 10,015	\$ 19,400	51.62%	\$ (9,385.35)
Marketing	54-11	\$ 10,274	\$ -	\$ 10,274	\$ 46,000	22.33%	\$ (35,726.34)
In state travel	56-60	\$ 878	\$ -	\$ 878	\$ 3,500	25.07%	\$ (2,622.43)
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	\$ 1,564	\$ -	\$ 1,564	\$ 1,500	104.27%	\$ 64.00
Seminar & conf in state	59-20	\$ 422	\$ -	\$ 422	\$ 2,500	16.88%	\$ (2,078.00)
Seminar & conf out state	59-21	\$ 3,061	\$ -	\$ 3,061	\$ 2,500	122.44%	\$ 561.10
Office supplies	61-10	\$ 11,685	\$ -	\$ 11,685	\$ 30,000	38.95%	\$ (18,314.77)
Medical supplies	61-20	\$ 14	\$ -	\$ 14	\$ 600	2.32%	\$ (586.06)
General supplies	61-40	\$ 21,237	\$ -	\$ 21,237	\$ 16,000	132.73%	\$ 5,237.18
Program materials	61-43	\$ 14,997	\$ -	\$ 14,997	\$ 46,000	32.60%	\$ (31,003.46)
Materials Processing	61-44	\$ 20,128	\$ 1,192	\$ 21,320	\$ 64,569	33.02%	\$ (43,248.77)
Postage	61-50	\$ 10,617	\$ -	\$ 10,617	\$ 12,300	86.32%	\$ (1,682.66)
Books & periodicals	61-70	\$ 306,628	\$ 1,501	\$ 308,129	\$ 724,454	42.53%	\$ (416,324.55)
Gasoline		\$ 151	\$ -	\$ 151	\$ 439	34.44%	\$ (287.82)
Natural gas	62-50	\$ 30,954	\$ -	\$ 30,954	\$ 40,900	75.68%	\$ (9,946.46)
Electricity	62-51	\$ 36,616	\$ -	\$ 36,616	\$ 128,325	28.53%	\$ (91,709.27)
Miscellaneous	68-10	\$ 373	\$ -	\$ 373	\$ 2,000	18.66%	\$ (1,626.77)
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ 100	0.00%	\$ (100.00)
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 2,023,872	\$ 188,048	\$ 2,211,919	\$ 5,239,994	42.21%	\$ (3,028,075)

**Fargo Public Library 2022 Total Expenses**  
**42% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**  
**2022**  
**MAIN**

Account	Budget Line	January	February	March	April	May	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 107,177	\$ 124,929	\$ 127,312	\$ 130,472	\$ 131,505	\$ 621,396		\$ 1,783,637	35%
Full time overtime	11-01	\$ 8	\$ 7	\$ 50	\$ 352	\$ 41	\$ 458			
Full Time banked sick	11-02						\$ -		\$ 15,122	0%
Part time w/benefits	13-00	\$ 20,936	\$ 26,157	\$ 25,331	\$ 25,024	\$ 27,503	\$ 124,951		\$ 316,716	39%
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	\$ 3,186	\$ 14,358		\$ 43,680	33%
Health insurance	20-01	\$ 17,490	\$ 20,782	\$ 20,838	\$ 21,013	\$ 20,810	\$ 100,933		\$ 274,286	37%
Dental insurance	20-03	\$ 1,057	\$ 1,277	\$ 1,280	\$ 1,300	\$ 1,293	\$ 6,208		\$ 16,156	38%
Long Term Disability	20-04	\$ 272	\$ 323	\$ 329	\$ 330	\$ 323	\$ 1,577		\$ 4,301	37%
Auto Allowance	20-05	\$ 57	\$ 69	\$ 69	\$ 69	\$ 69	\$ 333		\$ 900	37%
FICA 6.2%	21-01	\$ 7,491	\$ 8,853	\$ 8,949	\$ 9,200	\$ 9,416	\$ 43,910		\$ 130,879	34%
Medicare 1.45%	21-02	\$ 1,752	\$ 2,071	\$ 2,093	\$ 2,152	\$ 2,202	\$ 10,270		\$ 30,812	33%
City Pension	22-01	\$ 1,690	\$ 2,071	\$ 2,071	\$ 2,071	\$ 2,071	\$ 9,973		\$ 26,909	37%
NDPERS Pension	22-04	\$ 8,291	\$ 10,175	\$ 10,323	\$ 10,544	\$ 10,456	\$ 49,789		\$ 144,040	35%
NDPERS & City Pension	22-05	\$ 381	\$ 467	\$ 467	\$ 467	\$ 467	\$ 2,248		\$ 6,071	37%
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	\$ 6,982	\$ 30,058	\$ 76,260	\$ 97,429	109%
Other Services	38-99	\$ 605	\$ 834	\$ 1,133	\$ 2,031	\$ 2,231	\$ 6,834	\$ 7,400	\$ 15,000	95%
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	\$ 132	\$ 13,563		\$ 25,766	53%
General equip repair (vehicle)	43-22						\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 21,073	\$ 1,167	\$ 16,540		\$ 3,822	\$ 42,602	\$ 9,913	\$ 41,200	127%
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	\$ 359	\$ 1,795		\$ 5,400	33%
Other communications	53-60	\$ 200		\$ 200	\$ 400	\$ 200	\$ 1,000		\$ 2,100	48%
ILS Development	53-61	\$ 17,500					\$ 17,500		\$ 46,150	38%
Minitex/OCLC	53-62	\$ 9,457				\$ 558	\$ 10,015		\$ 19,400	52%
Marketing	54-11	\$ 1,392	\$ 2,081	\$ 1,486	\$ 2,638	\$ 2,676	\$ 10,274		\$ 46,000	22%
In state travel	56-60		\$ 80	\$ 355	\$ 109	\$ 334	\$ 878		\$ 3,500	25%
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		\$ 277	\$ 1,564		\$ 1,500	104%
Seminar & conf in state	59-20	\$ 165	\$ 98			\$ 159	\$ 422		\$ 2,500	17%
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	\$ 1,794	\$ 7,839		\$ 20,000	39%
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	\$ 3,542	\$ 14,997		\$ 46,000	33%
Materials Processing	61-44	\$ 4,087	\$ 5,538	\$ 2,879	\$ 4,500	\$ 3,124	\$ 20,128	\$ 1,192	\$ 64,569	33%
Postage	61-50	\$ 22	\$ 500	\$ 30	\$ 66	\$ 8,000	\$ 8,617		\$ 10,000	86%
Books & periodicals	61-70	\$ 98,949	\$ 30,391	\$ 32,491	\$ 37,546	\$ 43,617	\$ 242,993	\$ 1,164	\$ 529,429	46%
Gasoline	62-10		\$ 34		\$ 73	\$ 44	\$ 151		\$ 439	34%
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	\$ 7,757	\$ 21,236		\$ 90,000	24%
Miscellaneous	68-10	\$ 355		\$ 255	\$ 13	\$ (249)	\$ 373		\$ 2,000	19%
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	\$ 294,701	\$ 1,528,818	\$ 95,929	\$ 3,975,343	40.87%

**Fargo Public Library 2022 Total Expenses**  
**42% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**  
**2022**  
**CARLSON**

Account	Budget Line	January	February	March	April	May	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 22,502	\$ 27,667	\$ 26,545	\$ 25,524	\$ 27,079	\$ 129,316		\$ 367,054	35%
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	\$ 6,518	\$ 30,953		\$ 88,949	35%
Part time w/benefits overtime							\$ -			
Part Time Banked Sick	13-02						\$ -			
Part time seasonal no benefits	14-00	\$ 624	\$ 876	\$ 804	\$ 927	\$ 912	\$ 4,143		\$ 12,320	34%
Health insurance	20-01	\$ 5,332	\$ 6,564	\$ 5,955	\$ 6,283	\$ 6,540	\$ 30,674		\$ 79,544	39%
Dental insurance	20-03	\$ 264	\$ 325	\$ 280	\$ 302	\$ 315	\$ 1,486		\$ 3,941	38%
Long Term Disability	20-04	\$ 56	\$ 72	\$ 62	\$ 63	\$ 69	\$ 322		\$ 940	34%
Auto Allowance	20-05						\$ -			
FICA 6.2%	21-01	\$ 1,606	\$ 2,056	\$ 1,947	\$ 1,864	\$ 1,982	\$ 9,455		\$ 29,062	33%
Medicare 1.45%	21-02	\$ 376	\$ 481	\$ 455	\$ 436	\$ 464	\$ 2,212		\$ 6,797	33%
City Pension	22-01	\$ 1,039	\$ 1,273	\$ 1,054	\$ 980	\$ 980	\$ 5,327		\$ 16,534	32%
NDPERS Pension	22-04	\$ 1,185	\$ 1,563	\$ 1,515	\$ 1,533	\$ 1,750	\$ 7,545		\$ 20,594	37%
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	\$ 2,389	\$ 10,711	\$ 29,795	\$ 36,900	110%
Other Services	38-99	\$ 24	\$ 24		\$ 406		\$ 454		\$ 1,000	45%
Water Sewer	41-05		\$ 190			\$ 650	\$ 840		\$ 3,000	28%
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	\$ 303	\$ 2,890		\$ 7,000	41%
Medical supplies	61-20						\$ -			
General supplies	61-40	\$ 875	\$ 1,536	\$ 541	\$ 4	\$ 5,943	\$ 8,899		\$ 2,500	356%
Program materials	61-43						\$ -			
Materials Processing	61-44						\$ -			
Postage	61-50					\$ 2,000	\$ 2,000		\$ 2,300	87%
Books & periodicals	61-70	\$ 4,809	\$ 7,207	\$ 7,833	\$ 13,468	\$ 9,336	\$ 42,653	\$ 338	\$ 128,950	33%
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	\$ 5,677	\$ 13,014		\$ 30,450	43%
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	\$ 72,907	\$ 344,180	\$ 34,746	\$ 897,367	42.2%

Fargo Public Library 2022 Total Expenses  
42% OF YEAR LAPSED

EXPENSE VS. BUDGET  
2022  
NORTHPORT

Account	Budget Line	January	February	March	April	May	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 7,319	\$ 9,120	\$ 8,810	\$ 9,076	9,644	\$ 43,970		\$ 113,202	39%
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	3,927	\$ 23,152		\$ 34,950	66%
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	2,399	\$ 11,871		\$ 27,927	43%
Dental insurance	20-03	\$ 101	\$ 122	\$ 120	\$ 123	117	\$ 583		\$ 1,314	44%
Long Term Disability	20-04	\$ 23	\$ 28	\$ 28	\$ 114	27	\$ 219		\$ 302	72%
Auto Allowance	20-05						\$ -			
FICA 6.2%	21-01	\$ 652	\$ 805	\$ 824	\$ 806	786	\$ 3,874		\$ 8,957	43%
Medicare 1.45%	21-02	\$ 153	\$ 188	\$ 193	\$ 189	184	\$ 907		\$ 2,095	43%
City Pension	22-01						\$ -			
NDPERS Pension	22-04	\$ 941	\$ 1,155	\$ 1,180	\$ 1,146	1,121	\$ 5,544		\$ 12,237	45%
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			571	\$ 761		\$ 2,000	38%
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	5,716	\$ 34,296	\$ 56,136	\$ 79,000	114%
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	424	\$ 957		\$ 3,000	32%
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	5,511	\$ 20,982		\$ 66,075	32%
Gasoline	62-10						\$ -			
Natural gas	62-50	\$ 403	\$ (403)	\$ 636	\$ 172		\$ 808		\$ 1,900	43%
Electricity	62-51	\$ 507	\$ (507)	\$ 1,209	\$ 514	642	\$ 2,365		\$ 7,875	30%
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	\$ 31,069	\$ 150,874	\$ 57,373	\$ 367,284	56.70%



Revenue 2022		
	<b>Fees &amp; Copies 101-0000- 351.25-01</b>	<b>Misc. Revenue 101-0000- 361.61-08</b>
January	\$ 935.12	\$ 152.53
February	\$ 1,119.42	\$ 506.63
March	\$ 2,681.40	\$ 147.87
April	\$ 1,074.05	\$ 909.85
May	\$ 2,449.00	\$ 620.13
June		
July		
August		
September		
October		
November		
December		
	\$ 8,258.99	\$ 2,337.01

Total \$ **10,596.00**