

Fargo Public Library Board of Directors  
Agenda for Tuesday September 20, 2022  
4:00p.m.

Fargo City Commission Chambers  
225 4<sup>th</sup> St North  
Fargo, ND 58102

1. Approve Order of the Agenda **Action**
2. Minutes of the August 16 Meeting **Action**
3. Public Comment
4. Staff Report- Megan Lass
5. Director's Report
6. Unfinished Business
  - A. None
7. New Business
  - A. Service Hours Update
8. Statistical Reports
  - A. August Usage
  - B. August Financials
9. Friends of the Library Report
10. Next Regular Meeting: October 18th
11. Adjourn

**Fargo Public Library Board  
Minutes for Tuesday, July 19, 2022 4:00 p.m.  
Fargo City Commission Chambers and Virtual  
225 4th Street North, Fargo, ND 58102**

**Board Members Present:** Carlos Hawley Jr., Kristen Schipper, Jenna Reno, Hannah James (virtual)

**Board Members Absent:** Carrie Peterson, Wanda Mengelkoch, and Amy Ouren

**Staff:** Tim Dirks, Megan Lass, Cindy Haff

**Others Present:**

President Carlos Hawley called the meeting to order at 4:00 p.m. and a quorum was declared.

**Order of the Agenda Approved**

Kristen Schipper made a motion to approve the Order of the Agenda. Hannah James seconded the motion; all the members voted aye and the motion carried.

**Minutes of the July 19 Regular Meeting Approved**

Hannah James made a motion to approve the minutes of the July 19, 2022 meeting. Second by Jenna Reno; all the members voted aye and the motion carried.

**Public Comment**

There were no public attendees

**Staff Report**

Megan Lass presented highlights of staff updates and events including:

- One Book One Community – This year’s book, Louise Erdrich’s *The Night Watchman*. Author visit will be Oct 27 at the Knutson Campus Center Centrum on the Concordia College Campus.
- William Kent Krueger Author Visit Aug 27, 1pm at the Main Library (Come early!)
- Birding for Kids with Audubon Dakota, Aug 27, 9am (registration required)
- Fall Storytime Series (Mon – Main, Tue – Northport, Wed, Carlson)
- Teen Time – Tuesdays @ Carlson
- Introduction to Dungeons & Dragons, beginning Sept 8, 6pm at Northport (Multigenerational event)

**Director’s Report**

Director Tim Dirks summarized the written report in the Board Packet. He said there will be a tour of facilities by JLG Representatives on Sept 15/16 to assess functionality and limitations of workspaces in all 3 facilities. Funding will be covered by approved capital expenditure.

**Unfinished business**

No unfinished business was discussed.

### **New Business**

Director Tim Dirks presented the Statement of Concern Policy Draft which was revised to be in line with current best practices of the ALA. Kristen Schipper made a motion to approve Statement. Jenna Reno seconded the motion; all the members voted aye and the motion carried.

### **Statistical Reports**

July Usage – Director Tim Dirks said July attendance up 36% from last July. Programming has been moderated somewhat due to staffing issues. It is great to have the volunteers are back. Internet usage and webpage hits are about the same as last July. Overall circulation is up almost 10% over last year.

### **July Financials**

Director Tim Dirks said the Library received \$4950 in donations. Expenses include \$550.00 for Children's Programming. He thanked the Friends of the Library for their donations toward One Book One Community. At this point in the year, about 59% of the budget is expended. Revenue through the end of July is at \$15,759.33.

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

No report.

Next Regular Meeting Sept 20, 2022.

The meeting adjourned at 4:13 p.m.

Respectfully submitted,  
Cindy Haff

## Staff Report

### Sept 2022 Library Board Meeting

**For events Sept 21 – Oct 18**

### Community Engagement:

- **Business After Hours.** Thursday, September 22, Delta by Marriot, 4pm.
- **Red River Market Fall Festival.** Saturday, October 1, Broadway Square, 10am.

### Programming:

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

#### *Children*

- **Crafternoons** – It's time to get crafty again! Crafternoons is back! Crafternoons at Carlson returns the week of September 26 and runs through December 13. Stop by and get crafty at the library. No registration is required. Please note the same craft will be done at each location.
  - **Dr. James Carlson branch** – Mondays, 3:00-4:30pm
  - **Northport branch** – Tuesdays, 3:00-4:30pm
- **Solving the Mystery of North America's Ancient Past: Author Visit with Alison Pearce Stevens, September 28, 6:30pm – Main Library.** Our continent used to look very different than it does today – but how do we know? What were rhinos doing in the middle of North America? Why did the horses have three toes? Join us when Alison Pearce Stevens, author of the children's book *Rhinos in Nebraska* helps to uncover the scientific mysteries surround the Nebraska Ashfall Fossil Beds. This event is geared towards kids in 4<sup>th</sup> grade and older. Books will be available for purchase. No registration is required
- **Kindergarten Success Storytime, Saturday, Oct. 1 at 10:00am – Main Library.** Drop in to this special storytimes focused on preparing your child for Kindergarten success. Library staff will share tips you can use to instill a love of reading in your child and help get them ready to learn – all while having super storytime fun! This is a parent/child storytime geared for your child's success; therefore, we ask one adult per child to keep the learning to the maximum. This event is most appropriate for children ages 3 to 5. No pre-registration is required to attend and all materials will be provided. Activities will follow each storytime and every child will leave with a new book! This series continues the first Saturday of each month.
- **International Observe the Moon Night, October 1, 6:30pm – Dr. James Carlson Branch.** This worldwide annual event encourages observation, appreciation and understanding of our moon. We'll have a Moon-related craft for kids, along with other themed activities, and members of the FM Astronomy Club will be on hand with telescopes to provide close-up looks at our lunar neighbor.
- **Libraries Dance: Spooky Ballet. Wednesday, Oct. 12 6:30 p.m.—Main Library.** Join us for a night of dance and stories full of movement and fun. Dress in whatever lets you move to the beat. We will have a brief dance lesson from F-M Ballet/Gaspers School of Dance, then share a story and a snack. This program is best suited for ages 3 and up.

#### *Teens*

- **Great Science for Teens, October 6, 6:00pm – Main Library.** We'll be hosting a fun, hands-on science experiment just for teens with help from Dr. Graeme Wyllie of Concordia College and the Concordia Science Academy. Open to teens in grades 6-12. Registration opens September 19.

- **Teen Time @ Carlson.** Teens and tweens age 10-18 and invited to come to the Dr. James Carlson Library on **Tuesdays from 3:30-5 p.m. (Sept. 13 – Dec. 13)**. Each week will have a different activity to work on. Teens can work independently, with a group or just hang out. Snacks will be provided. No registration is required.
  - First Tuesdays: STEM
  - Second Tuesdays: Games and Open Study
  - Third Tuesdays: Arts and Crafts
  - Fourth Tuesdays: Book talk and Open Study

### *Adults*

- **Watercolor for Beginners, October 6, 6:00pm – Northport Branch.** New to watercolor or just looking for a relaxing evening? Join us at our Northport location and follow along with a video tutorial to create a watercolor painting. All supplies will be provided. Recommended for adults and teens.
- **Go and Grow: Assorted Succulents, October 12 – Main Library.** Dig deep into the joy of keeping houseplants with Go and Grow, a program where you can grow a houseplant of your own! All levels of plant experience are welcome to participate. Register to pick up a starter houseplant the Main Library. Supplies are limited; registration opens one week prior to the plant pick-up day.
- **Dolls Through the Generations, October 8, 1:00pm – Dr. James Carlson Branch.** Join us for a presentation by doll expert Carol McDaniel from the Red River Valley Doll Club and learn about dolls and their history. In her presentation, Carol will cover dolls from the 1850s all the way up to the 2000s and include Betsy McCall, Barbie, and American Girl dolls. Attendees will have an opportunity to have one doll from their own collection appraised.
- **Free Friday Movie at Carlson, October 14, 1:00pm – Dr. James Carlson Branch.** Join us on the second Friday of the month for a free movie. Movies start at 1:00pm and free popcorn is served! October's movie is *Dog* (PG-13).
- **Book Clubs**
  - History Reading Club, September 27 – *Sea of Glory: America's Voyage of Discovery* by Nathaniel Philbrick.
  - Sense of Place, October 6 – *Grey Bees* by Andrey Kurkob
  - Tea Time, October 10 – *The Midnight Library* by Matt Haig
  - Diverse Perspectives, October 13 – *Passing* by Nella Larsen
  - Senior Book Club, October 18 – *The Sentence* by Louise Erdrich

### *Multigenerational*

- **Family Trivia Night, September 29, 6:00pm – Main Library.** Rally your relatives and join us for family trivia night at the Main Library. September will focus on the Solar System and Space. Family trivia night is open to individuals, families, or teams of all ages – trivia works best for kids who are reading independently. Registration opens at the beginning of each month. There will be prizes for our top winners and snacks for all!
- **Introduction to Dungeons and Dragons, October 20, 6:00pm – Northport Library.** Do you want to explore the magical world of Dungeons and Dragons, but never had a chance to learn? Gear up your inner adventurer with this introductory program about the fantasy tabletop roleplaying game. Join us to learn about creating character sheets, how to run the game, and enjoy a miniature figure painting party. Sessions will be on the third Thursday of the month. Feel free to come to just one session or all three!

- **One Book, One Community – All locations.** This year's One Book, One Community title is Louise Erdrich's Pulitzer Prize-winning novel *The Night Watchman*. This year's One Book, One Community reading project launches in September and features several events including community book discussions, cultural presentations, exhibits, films and other programs. The event series includes an author visit Oct. 27 at the Knutson Campus Center Centrum on the campus of Concordia College. All One Book, One Community events are free and open to the public.
  - *Partners on this project are the Fargo, Moorhead and West Fargo public libraries, Concordia College's Carl B. Ylvisaker Library, Minnesota State University Moorhead's Livingston Lord Library, North Dakota State University Libraries, the Indigenous Association, Moorhead Area Public Schools Indian Education and the Historical and Cultural Society of Clay County. This project is made possible in part with funding from the Minnesota Arts and Cultural Heritage Fund through Lake Agassiz Regional Library and supported by Concordia Cultural Events, Friends of the Fargo Public Library, Friends of the West Fargo Public Library, Friends of the Moorhead Library and Moorhead Community Education.*
- **13th Annual Design a Bookmark Contest – All locations.** The Fargo Public Library is commemorating creativity with the 13th Annual Design a Bookmark Contest. Stop by anytime starting September 1st and pick up an entry form. Fill the space with your most brilliant creation and return it to any library location before close on September 30th. The top designs (as voted on by library staff) will be made into full color bookmarks that will be printed and distributed throughout the following year at library branches and events. The contest is open to children, teens and adults. For more information, contact Children's Services at 701-241-1495 or visit us at [fargolibrary.org](http://fargolibrary.org).

## **FPL DIRECTOR'S REPORT**

September 20, 2022

### **Director's Activities:**

8.17.2022 Met with City Administrator Search Consultant  
9.7.2022 – 9-9-2022 Vacation  
9.13.2022 Provided Tour of Main to Commissioner Arlette Preston  
9.19.2022 Participated in Librarian I Interview

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

8.17.2022 Provided Office Hours  
8.19.2022 Moderated All Staff Meeting  
8.23.2022 Moderated Library Dept. Heads Meeting  
8.24.2022 Provided Office Hours  
8.24.2022 Moderated Goal Setting Meeting with Community Relations Specialist  
8.25.2022 Moderated Goal Setting Meeting with Electronic Resources Librarian  
8.25.2022 Moderated Goal Setting Meeting with Branch Services Manager  
8.26.2022 Moderated Quarterly Project Meeting with Deputy Director  
8.30.2022 Moderated Library Dept. Heads Meeting  
8.31.2022 Provided Office Hours  
8.31.2022 Moderated Quarterly Project Meeting with Collection Development/Technical Services Manager  
9.1.2022 Moderated Quarterly Project Meeting with Outreach Librarian & Volunteer Coordinator  
9.13.2022 Moderated Library Dept. Heads Meeting  
9.14.2022 Provided Office Hours  
9.20.2022 Moderated Library Dept. Heads Meeting

### **Goal 4 Partnering:**

8.18.2022 Attended Red River Zoo Executive Committee Meeting  
8.24.2022 Moderated Red River Zoo Governance Committee Meeting  
8.30.2022 Attended Volunteer Appreciation Event  
9.14.2022 Moderated Red River Zoo Governance Committee Meeting

### **Goal 5 Infrastructure:**

9.15.2022 Provided Tour of Branch Libraries with JLG Architects and Library IQ Consultants  
9.15.2022 Attended Public Input Meeting Related to Facilities Master Planning  
9.16.2022 Provided Tour of Main Library with JLG Architects and Library IQ Consultants

### **Goal 6 Marketing:**

9.7.2022 Gave Interview on WDAY Radio

Library Use 2022

New Registrations: 816  
 Approx. Registered Patrons: 27,875

ATTENDANCE	Aug-22	Aug-21	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Door Count Main	17,735	14,458	23%	123,223	88,233	34,990	40%
Door Count Carlson	12,394	10,105	23%	83,986	64,158	19,828	31%
Door Count Northport	4,542	4,716	-4%	32,934	29,385	3,549	12%
Outreach	410	415	-1%	3,704	1,627	2,077	128%
<b>Total</b>	<b>35,081</b>	<b>29,694</b>	<b>18%</b>	<b>243,847</b>	<b>183,403</b>	<b>60,444</b>	<b>33%</b>

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Adult Programs Main	13	189	207	-9%	1,195	2,154	(959)	-45%
Adult Programs Carlson	9	87	45	93%	646	1,052	(406)	-39%
Adult Programs Northport	2	11	-		77	422	(345)	-82%
Teen Programs Main	1	8	-		115	250	(135)	-54%
Teen Programs Carlson	2	16	-		175	400	(225)	-56%
Teen Programs Northport	-	-	-		2	180	(178)	-99%
Childrens Programs Main	9	174	192	-9%	3,392	4,195	(803)	-19%
Childrens Programs Carlson	3	86	26	231%	1,720	1,556	164	11%
Childrens Programs Northport	1	46	-		813	715	98	14%
Community Engagement	5	1,487	1,935	-23%	5,095	4,503	592	13%
Outreach Department	1	18	55	-67%	270	478	(208)	-44%
Virtual Adult	1	70	46	52%	514	1,154	(640)	-55%
Virtual Teen	-	-	-		-	74	(74)	-100%
Virtual Childrens (passive)	4	2,048	52	3838%	2,184	937	1,247	133%
<b>Total</b>	<b>51</b>	<b>4,240</b>	<b>2,558</b>	<b>66%</b>	<b>16,198</b>	<b>18,070</b>	<b>(1,872)</b>	<b>-10%</b>

VOLUNTEER HOURS	Aug-22	Aug-21	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Main	89	64	39%	608	113	495	438%
Carlson	26	35	-26%	187	54	133	246%
Outreach	81	55	47%	549	142	407	287%
Northport	-	-		-	-	-	
<b>Total</b>	<b>196</b>	<b>154</b>	<b>27%</b>	<b>1,344</b>	<b>309</b>	<b>1,035</b>	<b>335%</b>

INTERNET SIGNUP	Aug-22	Aug-21	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Main	4,975	2,202	126%	19,497	12,102	7,395	61%
Carlson	3,393	1,522	123%	14,150	9,029	5,121	57%
Northport	894	401	123%	3,497	2,655	842	32%
<b>Total</b>	<b>9,262</b>	<b>4,125</b>	<b>125%</b>	<b>37,144</b>	<b>23,786</b>	<b>13,358</b>	<b>56%</b>

ELECTRONIC ACTIVITY	Aug-22	Aug-21	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Web page hits	18,145	16,408	11%	135,327	134,621	706	1%



2022 Circulation

	Aug-22	Aug-21	Increase/ Decrease	% CHANGE	2022 YTD	2021 YTD	Increase/ Decrease	% Change YTD
<b>PRINT</b>								
<b>MAIN</b>								
Adult Nonfiction	2,796	2,944	(148)	-5.03%	21,406	19,740	1,666	8.44%
Youth Nonfiction	1,977	1,749	228	13.04%	13,525	12,550	975	7.77%
Adult Fiction	6,698	5,747	951	16.55%	46,623	35,934	10,689	29.75%
Youth Fiction	4,797	4,860	(63)	-1.30%	32,828	30,013	2,815	9.38%
Youth Reader	1,474	1,143	331	28.96%	11,156	8,758	2,398	27.38%
Youth Picture Books	4,266	3,846	420	10.92%	29,907	24,936	4,971	19.94%
Adult Magazines	165	155	10	6.45%	931	884	47	5.32%
Youth Magazines	43	16	27		202	91	111	121.98%
Subtotal	22,216	20,460	1,756	8.58%	156,578	132,906	23,672	17.81%
<b>OUTREACH</b>								
Deposit	1,044	991	53	5.35%	7,701	5,537	2,164	39.08%
<b>CARLSON</b>								
Adult Nonfiction	981	780	201	25.77%	7,292	6,398	894	13.97%
Youth Nonfiction	1,341	1,227	114	9.29%	9,364	8,494	870	10.24%
Adult Fiction	3,841	3,345	496	14.83%	25,534	22,553	2,981	13.22%
Youth Fiction	3,345	2,778	567	20.41%	22,603	20,371	2,232	10.96%
Youth Readers	1,603	1,503	100	6.65%	12,175	11,026	1,149	10.42%
Youth Picture Books	3,772	3,475	297	8.55%	26,338	23,865	2,473	10.36%
Adult Magazines	106	126	(20)	-15.87%	768	585	183	31.28%
Youth Magazines	53	10	43		324	66	258	390.91%
Subtotal	15,042	13,244	1,798	13.58%	104,398	93,358	11,040	11.83%
<b>NORTHPORT</b>								
Adult Nonfiction	291	281	10	3.56%	2,359	2,154	205	9.52%
Youth Nonfiction	269	359	(90)	-25.07%	2,237	2,339	(102)	-4.36%
Adult Fiction	1,036	1,059	(23)	-2.17%	7,482	7,334	148	2.02%
Youth Fiction	427	671	(244)	-36.36%	3,550	4,014	(464)	-11.56%
Youth Readers	395	384	11	2.86%	2,493	2,487	6	0.24%
Youth Picture Books	757	703	54	7.68%	5,351	4,386	965	22.00%
Adult Magazines	36	26	10	38.46%	208	185	23	12.43%
Youth Magazines	2	1	1		5	12	(7)	-58.33%
Subtotal	3,213	3,484	(271)	-7.78%	23,685	22,911	774	3.38%
<b>TOTAL PRINT</b>	<b>41,515</b>	<b>38,179</b>	<b>3,336</b>	<b>8.74%</b>	<b>292,362</b>	<b>254,712</b>	<b>37,650</b>	<b>14.78%</b>

2022 Circulation

<b>NONPRINT</b>								
OverDrive	17,333	15,143	2,190	14.46%	129,555	120,815	8,740	7.23%
Zinio			-		-	2,813	(2,813)	-100.00%
Childrens Devices	23	11	12		137	73	64	87.67%
Hoopla	2,814	2,450	364	14.86%	18,976	17,352	1,624	9.36%
RB Digital			-		-	-	-	
Subtotal	20,170	17,604	2,566	14.58%	148,668	141,053	7,615	5.40%
<b>MAIN</b>								
Adult DVD's	3,098	2,980	118	3.96%	24,397	22,146	2,251	10.16%
Youth DVD's	528	396	132	33.33%	3,151	2,597	554	21.33%
Video Games	287	215	72	33.49%	1,982	1,524	458	30.05%
Adult CD's	488	566	(78)	-13.78%	3,818	3,809	9	0.24%
Youth CD's	89	79	10	12.66%	503	476	27	5.67%
Adult Books on CD	225	234	(9)	-3.85%	1,625	1,619	6	0.37%
Youth Books on CD	192	240	(48)	-20.00%	1,407	1,218	189	15.52%
Kits	294	111	183	164.86%	1,925	735	1,190	161.90%
Subtotal	5,201	4,821	380	7.88%	38,808	34,124	4,684	13.73%
<b>CARLSON</b>								
Adult DVD's	1,774	1,711	63	3.68%	12,769	12,090	679	5.62%
Youth DVD's	672	650	22	3.38%	4,467	4,026	441	10.95%
Video Games	261	222	39	17.57%	1,742	1,569	173	11.03%
Adult CD's	320	241	79	32.78%	1,935	2,170	(235)	-10.83%
Youth CD's	87	91	(4)	-4.40%	589	563	26	4.62%
Adult Books on CD	165	143	22	15.38%	1,093	1,097	(4)	-0.36%
Youth Books on CD	172	173	(1)	-0.58%	1,510	1,443	67	4.64%
Kits	115	133	(18)	-13.53%	893	746	147	19.71%
Subtotal	3,566	3,364	202	6.00%	24,998	23,704	1,294	5.46%
<b>NORTHPORT</b>								
Adult DVD's	884	734	150	20.44%	5,897	6,265	(368)	-5.87%
Youth DVD's	109	133	(24)	-18.05%	758	897	(139)	-15.50%
Video Games	69	45	24	53.33%	549	381	168	44.09%
Adult CD's	131	87	44	50.57%	911	1,063	(152)	-14.30%
Youth CD's	7	9	(2)	-22.22%	98	92	6	6.52%
Adult Books on CD	31	50	(19)	-38.00%	259	252	7	2.78%
Youth Books on CD	23	65	(42)	-64.62%	380	404	(24)	-5.94%
Kits	30	40	(10)	-25.00%	230	195	35	17.95%
Subtotal	1,284	1,163	121	10.40%	9,082	9,549	(467)	-4.89%
<b>TOTAL NONPRINT</b>	<b>30,221</b>	<b>26,952</b>	<b>3,269</b>	<b>12.13%</b>	<b>221,556</b>	<b>208,430</b>	<b>13,126</b>	<b>6.30%</b>
<b>INTERLIBRARY LOAN</b>								
Borrowed	209	202	7	3.47%	1,594	1,328	266	20.03%
Loaned	402	356	46	12.92%	2,789	2,506	283	11.29%
Subtotal	611	558	53	9.50%	4,383	3,834	549	14.32%
<b>RENEWALS</b>	<b>14,352</b>	<b>13,813</b>	<b>539</b>	<b>3.90%</b>	<b>103,104</b>	<b>100,571</b>	<b>2,533</b>	<b>2.52%</b>
<b>TOTAL CIRCULATION</b>	<b>86,699</b>	<b>79,502</b>	<b>7,197</b>	<b>9.05%</b>	<b>621,405</b>	<b>567,547</b>	<b>53,858</b>	<b>9.49%</b>

**Fargo Public Library 2022 Total Expenses**  
**68% 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	\$ 1,366,930	\$ -	\$ 1,366,930	\$ 2,263,893	60.38%	\$ (896,963.29)
Full time overtime	11-01	\$ 506	\$ -	\$ 506	\$ -		\$ 505.62
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 18,432	0.00%	\$ (18,432.00)
Part time w/benefits	13-00	\$ 310,331	\$ -	\$ 310,331	\$ 440,615	70.43%	\$ (130,283.65)
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -		\$ -
Part time banked sick		\$ -	\$ -	\$ -	\$ 246		\$ (246.00)
Part time seasonal no benefits	14-00	\$ 30,582	\$ -	\$ 30,582	\$ 56,000	54.61%	\$ (25,417.82)
Health insurance	20-01	\$ 229,610	\$ -	\$ 229,610	\$ 381,757	60.15%	\$ (152,146.76)
Dental insurance	20-03	\$ 13,362	\$ -	\$ 13,362	\$ 21,411	62.41%	\$ (8,049.00)
Long Term Disability	20-04	\$ 3,590	\$ -	\$ 3,590	\$ 5,543	64.77%	\$ (1,952.54)
Auto Allowance	20-05	\$ 575	\$ -	\$ 575	\$ 900	63.94%	\$ (324.54)
FICA 6.2%	21-01	\$ 99,174	\$ -	\$ 99,174	\$ 168,898	58.72%	\$ (69,723.86)
Medicare 1.45%	21-02	\$ 23,195	\$ -	\$ 23,195	\$ 39,704	58.42%	\$ (16,508.72)
City Pension	22-01	\$ 25,958	\$ -	\$ 25,958	\$ 43,443	59.75%	\$ (17,484.59)
NDPERS Pension	22-04	\$ 109,412	\$ -	\$ 109,412	\$ 176,871	61.86%	\$ (67,459.19)
NDPERS & City Pension	22-05	\$ 3,880	\$ -	\$ 3,880	\$ 6,071	63.92%	\$ (2,190.53)
Actuarial Contributions	22-06	\$ 72,823	\$ -	\$ 72,823	\$ 72,823	100.00%	\$ -
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -		\$ -
Life Insurance	26-00	\$ (435)	\$ -	\$ (435)	\$ 800	-54.40%	\$ (1,235.18)
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Security Services	38-61	\$ 70,520	\$ 106,056	\$ 176,576	\$ 134,329	131.45%	\$ 42,246.81
Other Services	38-99	\$ 22,647	\$ 7,400	\$ 30,047	\$ 16,500	182.10%	\$ 13,547.26
Water Sewer	41-05	\$ 2,969	\$ -	\$ 2,969	\$ 5,000	59.37%	\$ (2,031.33)
General equip repair	43-20	\$ -	\$ -	\$ -	\$ 3,000	0.00%	\$ (3,000.00)
General equip repair (computer)	43-21	\$ 15,171	\$ -	\$ 15,171	\$ 31,766	47.76%	\$ (16,594.53)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 49,547	\$ 15,763	\$ 65,309	\$ 47,600	137.20%	\$ 17,709.21
Land and building rent	44-10	\$ 46,204	\$ 56,136	\$ 102,340	\$ 79,000	129.54%	\$ 23,339.66
Property insurance	52-10	\$ 15,822	\$ -	\$ 15,822	\$ 12,065	131.14%	\$ 3,756.50
Automobile liability	52-20	\$ -	\$ -	\$ -	\$ 265	0.00%	\$ (265.00)
General liability	52-30	\$ 9,440	\$ -	\$ 9,440	\$ 9,225	102.33%	\$ 214.60
Cellular phone service	53-20	\$ 2,513	\$ -	\$ 2,513	\$ 5,400	46.53%	\$ (2,887.38)
Other communications	53-60	\$ 1,401	\$ -	\$ 1,401	\$ 2,100	66.70%	\$ (699.39)
ILS Development	53-61	\$ 17,500	\$ -	\$ 17,500	\$ 46,150	37.92%	\$ (28,650.00)
Minitex/OCLC	53-62	\$ 20,683	\$ -	\$ 20,683	\$ 19,400	106.62%	\$ 1,283.32
Marketing	54-11	\$ 25,934	\$ -	\$ 25,934	\$ 46,000	56.38%	\$ (20,066.02)
In state travel	56-60	\$ 1,298	\$ -	\$ 1,298	\$ 3,500	37.10%	\$ (2,201.55)
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	\$ 1,792	\$ -	\$ 1,792	\$ 1,500	119.47%	\$ 292.00
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	\$ 19,484	\$ -	\$ 19,484	\$ 30,000	64.95%	\$ (10,516.42)
Medical supplies	61-20	\$ 14	\$ -	\$ 14	\$ 600	2.32%	\$ (586.06)
General supplies	61-40	\$ 29,528	\$ -	\$ 29,528	\$ 16,000	184.55%	\$ 13,527.83
Program materials	61-43	\$ 25,910	\$ -	\$ 25,910	\$ 46,000	56.33%	\$ (20,090.46)
Materials Processing	61-44	\$ 28,499	\$ 1,192	\$ 29,691	\$ 64,569	45.98%	\$ (34,878.43)
Postage	61-50	\$ 10,832	\$ -	\$ 10,832	\$ 12,300	88.06%	\$ (1,468.42)
Books & periodicals	61-70	\$ 435,269	\$ 1,501	\$ 436,770	\$ 724,454	60.29%	\$ (287,683.91)
Gasoline		\$ 283	\$ -	\$ 283	\$ 439	64.50%	\$ (155.83)
Natural gas	62-50	\$ 45,949	\$ -	\$ 45,949	\$ 40,900	112.34%	\$ 5,049.02
Electricity	62-51	\$ 78,292	\$ -	\$ 78,292	\$ 128,325	61.01%	\$ (50,033.35)
Miscellaneous	68-10	\$ 1,443	\$ -	\$ 1,443	\$ 2,000	72.17%	\$ (556.54)
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ 100	0.00%	\$ (100.00)
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 3,278,467	\$ 188,048	\$ 3,466,514	\$ 5,239,994	66.15%	\$ (1,773,480)

Fargo Public Library 2022 Total Expenses

68% OF YEAR LAPSED

EXPENSE VS. BUDGET

2022

MAIN

Account	Budget Line	June	July	August	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 126,407	\$ 187,472	\$ 129,786	\$ 1,065,061		\$ 1,783,637	60%
Full time overtime	11-01	\$ 11	\$ 20	\$ -	\$ 489			
Full Time banked sick	11-02			\$ -	\$ -		\$ 15,122	0%
Part time w/benefits	13-00	\$ 25,586	\$ 37,518	\$ 23,733	\$ 211,787		\$ 316,716	67%
Part time w/benefits overtime					\$ -			
Part Time Banked Sick	13-02				\$ -		\$ 246	0%
Part time seasonal no benefits	14-00	\$ 2,748	\$ 3,768	\$ 2,667	\$ 23,541		\$ 43,680	54%
Health insurance	20-01	\$ 19,625	\$ 19,544	\$ 19,714	\$ 159,816		\$ 274,286	58%
Dental insurance	20-03	\$ 1,266	\$ 1,266	\$ 1,282	\$ 10,021		\$ 16,156	62%
Long Term Disability	20-04	\$ 324	\$ 474	\$ 330	\$ 2,705		\$ 4,301	63%
Auto Allowance	20-05	\$ 69	\$ 104	\$ 69	\$ 575		\$ 900	64%
FICA 6.2%	21-01	\$ 9,001	\$ 13,598	\$ 9,116	\$ 75,625		\$ 130,879	58%
Medicare 1.45%	21-02	\$ 2,105	\$ 3,180	\$ 2,132	\$ 17,687		\$ 30,812	57%
City Pension	22-01	\$ 2,072	\$ 3,092	\$ 2,073	\$ 17,209		\$ 26,909	64%
NDPERS Pension	22-04	\$ 10,303	\$ 15,093	\$ 10,400	\$ 85,585		\$ 144,040	59%
NDPERS & City Pension	22-05	\$ 467	\$ 698	\$ 467	\$ 3,880		\$ 6,071	64%
Actuarial Contributions	22-06			\$ -	\$ 45,106		\$ 45,106	100%
Workers Comp	25-00				\$ -			
Life insurance	26-00		\$ (80)	\$ (355)	\$ (435)		\$ 800	-54%
Interpreters/ADA Compliance	33-29				\$ -		\$ 500	0%
Security Services	38-61	\$ 6,632	\$ 9,283	\$ 5,972	\$ 51,944	\$ 76,260	\$ 97,429	132%
Other Services	38-99	\$ 8,568	\$ 4,724	\$ 2,012	\$ 22,137	\$ 7,400	\$ 15,000	197%
Water Sewer	41-05				\$ -			
General equip repair	43-20				\$ -		\$ 3,000	0%
General equip repair (computer)	43-21	\$ 109	\$ 917	\$ 583	\$ 15,171		\$ 25,766	59%
General equip repair (vehicle)	43-22				\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 1,982		\$ 3,151	\$ 47,735	\$ 9,913	\$ 41,200	140%
Land and building rent	44-10			\$ -	\$ -			
Property insurance	52-10		\$ 7,509	\$ -	\$ 12,329		\$ 9,010	137%
Automobile liability	52-20			\$ -	\$ -		\$ 265	0%
General liability	52-30		\$ 9,440	\$ -	\$ 9,440		\$ 9,225	102%
Cellular phone service	53-20		\$ 718	\$ -	\$ 2,513		\$ 5,400	47%
Other communications	53-60		\$ 400	\$ -	\$ 1,401		\$ 2,100	67%
ILS Development	53-61			\$ -	\$ 17,500		\$ 46,150	38%
Minitex/OCLC	53-62			\$ 10,669	\$ 20,683		\$ 19,400	107%
Marketing	54-11	\$ 4,722	\$ 6,332	\$ 4,607	\$ 25,934		\$ 46,000	56%
In state travel	56-60	\$ 112	\$ 130	\$ 178	\$ 1,298		\$ 3,500	37%
Out of state travel	57-60				\$ 5,333		\$ 5,000	107%
Due & membership in state	59-10				\$ 1,215		\$ 2,100	58%
Dues/membership out state	59-11		\$ 228		\$ 1,792		\$ 1,500	119%
Seminar & conf in state	59-20				\$ 422		\$ 2,500	17%
Seminar & conf out state	59-21				\$ 3,061		\$ 2,500	122%
Office supplies	61-10	\$ 518	\$ 2,916	\$ 1,721	\$ 12,994		\$ 20,000	65%
Medical supplies	61-20				\$ 14		\$ 600	2%
General supplies	61-40	\$ 3,590	\$ 691	\$ 2,464	\$ 19,084		\$ 10,000	191%
Program materials	61-43	\$ 2,684	\$ 6,327	\$ 1,786	\$ 25,794		\$ 46,000	56%
Materials Processing	61-44	\$ 2,025	\$ 2,253	\$ 4,092	\$ 28,499	\$ 1,192	\$ 64,569	46%
Postage	61-50	\$ 177	\$ 15	\$ 22	\$ 8,832		\$ 10,000	88%
Books & periodicals	61-70	\$ 23,049	\$ 37,382	\$ 33,307	\$ 336,730	\$ 1,164	\$ 529,429	64%
Gasoline	62-10		\$ 86	\$ 46	\$ 283		\$ 439	65%
Natural gas	62-50	\$ 3,335	\$ 2,484	\$ 2,486	\$ 25,994		\$ 24,000	108%
Electricity	62-51	\$ 6,424	\$ 8,061	\$ 10,793	\$ 46,513		\$ 90,000	52%
Miscellaneous	68-10	\$ 26	\$ 313	\$ 732	\$ 1,443		\$ 2,000	72%
Safety compliance	68-50				\$ -		\$ 100	0%
Bad Debt					\$ -			
Capital Outlay - Machinery & Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 263,937	\$ 385,955	\$ 286,032	\$ 2,464,741	\$ 95,929	\$ 3,975,343	64.41%

**Fargo Public Library 2022 Total Expenses**  
**68% OF YEAR LAPSED**

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

Account	Budget Line	June	July	August	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 25,861	\$ 39,039	\$ 26,924	\$ 221,141		\$ 367,054	60%
Full time overtime	11-01			\$ 17	\$ 17			
full Time Banked Sick	11-02				\$ -		\$ 3,310	0%
Part time w/benefits	13-00	\$ 7,591	\$ 13,063	\$ 6,879	\$ 58,486		\$ 88,949	66%
Part time w/benefits overtime					\$ -			
Part Time Banked Sick	13-02				\$ -			
Part time seasonal no benefits	14-00	\$ 792	\$ 1,260	\$ 846	\$ 7,041		\$ 12,320	57%
Health insurance	20-01	\$ 6,306	\$ 6,516	\$ 6,624	\$ 50,121		\$ 79,544	63%
Dental insurance	20-03	\$ 289	\$ 303	\$ 306	\$ 2,385		\$ 3,941	61%
Long Term Disability	20-04	\$ 68	\$ 105	\$ 69	\$ 564		\$ 940	60%
Auto Allowance	20-05				\$ -			
FICA 6.2%	21-01	\$ 1,966	\$ 3,138	\$ 1,979	\$ 16,538		\$ 29,062	57%
Medicare 1.45%	21-02	\$ 460	\$ 734	\$ 463	\$ 3,868		\$ 6,797	57%
City Pension	22-01	\$ 980	\$ 1,462	\$ 980	\$ 8,749		\$ 16,534	53%
NDPERS Pension	22-04	\$ 1,751	\$ 2,794	\$ 1,760	\$ 13,850		\$ 20,594	67%
NDPERS & City Pension	22-05				\$ -			
Actuarial Contributions	22-06				\$ 27,717		\$ 27,717	100%
Workers Comp	25-00				\$ -			
Life insurance	26-00				\$ -			
Interpreters/ADA Compliance	33-29				\$ -		\$ 500	0%
Security Services	38-61	\$ 2,486	\$ 3,000	\$ 2,379	\$ 18,576	\$ 29,795	\$ 36,900	131%
Other Services	38-99	\$ 24	\$ (24)	\$ 32	\$ 486		\$ 1,000	49%
Water Sewer	41-05	\$ 239	\$ 265	\$ 292	\$ 1,637		\$ 3,000	55%
General equip repair	43-20				\$ -			
General equip repair (computer)	43-21				\$ -		\$ 6,000	0%
General equip repair (vehicle)	43-22				\$ -			
Maintenance service	43-50	\$ 135			\$ 1,248	\$ 4,613	\$ 4,300	136%
Land and building rent	44-10				\$ -			
Property insurance	52-10		\$ 3,086		\$ 3,086		\$ 2,705	114%
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	\$ 231	\$ 433	\$ 1,271	\$ 4,825		\$ 7,000	69%
Medical supplies	61-20				\$ -			
General supplies	61-40		\$ 163	\$ 598	\$ 9,660		\$ 2,500	386%
Program materials	61-43			\$ 116	\$ 116			
Materials Processing	61-44				\$ -			
Postage	61-50				\$ 2,000		\$ 2,300	87%
Books & periodicals	61-70	\$ 7,836	\$ 9,078	\$ 6,355	\$ 65,922	\$ 338	\$ 128,950	51%
Gasoline	62-10				\$ -			
Natural gas	62-50	\$ 3,001	\$ 1,925	\$ 1,590	\$ 18,971		\$ 15,000	126%
Electricity	62-51	\$ 3,891	\$ 5,318	\$ 5,085	\$ 27,309		\$ 30,450	90%
Miscellaneous	68-10				\$ -			
Safety compliance	68-50				\$ -			
Bad Debt					\$ -			
Capital Outlay - Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 63,907	\$ 91,661	\$ 64,565	\$ 564,313	\$ 34,746	\$ 897,367	66.8%

**Fargo Public Library 2022 Total Expenses**

**68% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**

**2022**

**NORTHPORT**

Account	Budget Line	June	July	August	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	10,039	\$ 16,548	\$ 10,171	\$ 80,728		\$ 113,202	71%
Full time overtime	11-01				\$ -			
Full time banked sick	11-02				\$ -			
Part time w/benefits	13-00	5,237	\$ 6,872	\$ 4,798	\$ 40,058		\$ 34,950	115%
Part time w/benefits overtime					\$ -			
Part time banked sick					\$ -			
Part time seasonal no benefits	14-00				\$ -			
Health insurance	20-01	2,439	\$ 2,310	\$ 3,054	\$ 19,673		\$ 27,927	70%
Dental insurance	20-03	125	\$ 111	\$ 136	\$ 956		\$ 1,314	73%
Long Term Disability	20-04	29	\$ 45	\$ 29	\$ 322		\$ 302	107%
Auto Allowance	20-05				\$ -			
FICA 6.2%	21-01	886	\$ 1,396	\$ 855	\$ 7,011		\$ 8,957	78%
Medicare 1.45%	21-02	207	\$ 326	\$ 200	\$ 1,640		\$ 2,095	78%
City Pension	22-01				\$ -			
NDPERS Pension	22-04	1,262	\$ 1,934	\$ 1,236	\$ 9,977		\$ 12,237	82%
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		\$ 500	5%
Water Sewer	41-05	191	\$ 190	\$ 190	\$ 1,332		\$ 2,000	67%
General equip repair	43-20				\$ -			
General equip repair (computer)	43-21				\$ -			
General equip repair (vehicle)	43-22				\$ -			
Maintenance service	43-50				\$ 563	\$ 1,237	\$ 2,100	86%
Land and building rent	44-10	5,716		\$ 6,192	\$ 46,204	\$ 56,136	\$ 79,000	130%
Property insurance	52-10		\$ 407		\$ 407		\$ 350	116%
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		\$ 192	\$ 516	\$ 1,665		\$ 3,000	55%
Medical supplies	61-20				\$ -			
General supplies	61-40		\$ 694	\$ 90	\$ 784		\$ 3,500	22%
Program materials	61-43				\$ -			
Materials Processing	61-44				\$ -			
Postage	61-50				\$ -			
Books & periodicals	61-70	3,855	\$ 4,354	\$ 3,425	\$ 32,616		\$ 66,075	49%
Gasoline	62-10				\$ -			
Natural gas	62-50	91	\$ 45	\$ 40	\$ 984		\$ 1,900	52%
Electricity	62-51	515	\$ 725	\$ 864	\$ 4,469		\$ 7,875	57%
Miscellaneous	68-10				\$ -			
Safety compliance	68-50				\$ -			
Bad Debt					\$ -			
Capital Outlay - Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 30,592	\$ 36,150	\$ 31,796	\$ 249,412	\$ 57,373	\$ 367,284	83.53%



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	\$ 613.56	\$ 178.62
July	\$ 3,863.54	\$ 507.61
August	\$ 2,127.76	\$ 375.86
September		
October		
November		
December		
	\$ 14,863.85	\$ 3,399.10

**Total \$**

**18,262.95**