

Fargo Public Library Board of Directors  
Agenda for Tuesday October 18, 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 September 20th Meeting **Action**
3. Public Comment
4. Staff Report- Megan Lass
5. Director's Report
6. Unfinished Business
  - A. None
7. New Business **Action**
  - A. Service Hours Proposal
  - B. FPS Student Library Card Collaboration Update
8. Statistical Reports
  - A. September Usage
  - B. September Financials
9. Friends of the Library Report
10. Next Regular Meeting: November 15
11. Adjourn

**Fargo Public Library Board**  
**Minutes for Tuesday, September 20 4:00 p.m.**  
**Fargo City Commission Chambers and Virtual**  
**225 4th Street North, Fargo, ND 58102**

**Board Members Present:** Carlos Hawley, Wanda Mengelkoch, Jenna Reno, Amy Ouren, Carrie Peterson (virtual)

**Board Members Absent:** Hannah James, Kristen Schipper

**Staff:** Beth Postema, Megan Lass, Cindy Haff

**Others Present:** Whitney Oxendahl

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

**Order of the Agenda Approved**

Wanda Mengelkoch made a motion to approve the Order of the Agenda. Jenna Reno seconded the motion; all the members voted aye and the motion carried.

**Minutes of the August 16 Regular Meeting Approved**

Amy Ouren made a motion to approve the minutes of the August 16, 2022 meeting. Second by Wanda Mengelkoch; all the members voted aye and the motion carried.

**Public Comment**

Former Library Board Member Whitney Oxendahl welcomed the newest board members and thanked everyone for their service. She stated that board members may request items for the agenda that might involve staff reports or discussion of library policies. Ms. Oxendahl also brought to their attention the Code of Conduct in reference to the trespass policy and questioned if there would be a replacement for the homeless liaison. Deputy Director Postema addressed the question by explaining that, while the partnership continues, staffing issues prevent us from having an active advocate on the premises at this time.

**Staff Report**

Megan Lass presented highlights of staff updates and events including:

- New Library Card designs are now available at all libraries
- Crafternoons has resumed at the Carlson & Northport branches.
- Author Alison Pearce Stevens will be visiting Main Library on Sep 28
- Dr. Graeme Wyllie of Concordia will be joining teens at the Great Science for Teens event Oct 6 at the Main Library. Registration opened Sept 19
- Doll expert Carol McDaniel from the Red River Valley Doll Club will be at Carlson on Oct 8 to discuss dolls & their history. Attendees will have an opportunity to have one doll from their own collection appraised.
- Family Trivia Night will be happening on Sept 29 at the Main Library. The theme is Solar System and Space. Registration is required.
- One Book One Community events continue around the community.

- Oct 5, Fargo Commission Chambers: Dr. Erik Gooding will discuss US-Indigenous relations during the Period of Termination in the 1940's – 1960s
- Author Louise Erdrich will present at Concordia College on Oct 27
- The 13<sup>th</sup> Annual Design a Bookmark contest has begun at locations. Entries due before close on September 30

### **Director's Report**

Deputy Director Beth Postema summarized the written report in the Board Packet, highlighting the visit by JLG Architects and Library IQ Consultants on Sept 15 & 16.

### **Unfinished business**

No unfinished business was discussed.

### **New Business**

**Service Hours Update** – Deputy Director Beth Postema explained that the process has been delayed. Because the budget has not yet been finalized (scheduled for Oct 3), the four half-time, or two full-time equivalent, positions have not yet been posted. While the entire staff recognizes the need for Sunday hours, we have struggled with how to do this well in light of our diminished availability of staff hours. Library Administration is carefully auditing library usage hour by hour in relation to staff hours. Taking hiring and training time and upcoming holiday schedules, our best estimated target date for re-opening on Sundays will be January 8. We hope to have a more solid plan by next board meeting.

### **Statistical Reports**

#### **August Usage**

Deputy Director Beth Postema said we have not reached 2019 numbers, but they do continue to climb. Programming numbers may look lower, but Deputy Director Postema explained the numbers may look skewed due to last year's programming was a take-and-go situation so numbers appeared higher than a normal in-attendance program would look.

#### **August Financials**

Deputy Director Beth Postema said the library received \$4779 in donations, with a bulk of that being slated for One Book One Community. The Expenses of \$1392 were also for the One Book One Community Book giveaway. At this point in the year, 66% of the budget has been spent.

President Carlos Hawley inquired why we don't currently have any Grants. Deputy Director Beth Postema explained the answer is multi-fold. First, grants are not available to cover our biggest need which is staffing. Secondly, grants take a large amount of time to both research and write. Given current staffing limitations, we do not have the staff-hours available to devote to grant research and writing at this time.

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

No report.

Next Regular Meeting Oct 18. Note: President Hawley will not be in attendance. Meeting will be moderated by Vice President Amy Ouren.

The meeting adjourned at 4:21 p.m.

Respectfully submitted,  
Cindy Haff

**Staff Report**  
**Oct 2022 Library Board Meeting**

**Programming:**

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

***Children***

- **Crafternoons** –Crafternoons 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
- **Pumpkin Decorating, October 20.** You supply the pumpkin and we supply the rest to make your porch worthy pumpkin your very best! This program is best suited for ages 3 and up.
  - **Main Library** –11:00am
  - **Dr. James Carlson branch** – 2:00pm
- **Bad Kitty vs the Library, October 21.** Join us for an afternoon of Bad Kitty stories, snacks, activities, and crafts. Let's hope the library wins! All ages are welcome, but this program is most appropriate for children in grades K - 4.
  - **Main Library** – 11:00am
  - **Dr. James Carlson branch** – 2:00pm
- **Recognizing Reptiles, October 22, 10am—Main Library.** National Reptile Day occurs each year in October as a way to promote education, conservation and appreciation for reptiles. In honor of these cold-blooded creatures, we're celebrating with a visit from some live reptiles! Kids of all ages are invited to the Main Library on Saturday, October 22nd from 10 to 11 a.m., when members of the NDSU Herpetology Club will be on hand to show off some of their scaly sidekicks. A reptile craft and other themed activities will also be available.
- **Kindergarten Success Storytime, November 5, 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. 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.
- **Going Places Bookclub: *Nightmares!* by Jason Segel, November 8, 4:00 p.m.—Main Library.** Kids in grades 3 to 7 will experience each month's featured book through related activities, discussion, snacks, and crafts. Book Club meets at 4 p.m. each month at the Main Library. Pick up your book and register for the current month at the Children's Desk or call 701.241.1495.

***Teens***

- **Creepy Crafts, October 20, 2:00pm – Main Library.** Feeling spooky? Get in a Halloween mood by making a glowing mummy hand and/or creepy eyeball bouquets. Registration is required for this event
- **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, November 3, 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: Peperomias, November 9 – 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.
- **Nature Printing: Create a Monotype Using Natural Materials, November 12.** Participants will use nature to create beautiful imprints on paper in this workshop led by local printmaker Anna Johnson, an enrolled member of the Turtle Mountain Band of Chippewa. Feel free to bring your own fresh plant materials (leaves, flowers, etc.) to use for your print. Registration is required and opens October 24. There are sessions at 10:00am and 1:30pm. *This is event is part of the 2022 One Book, One Community reading project.*
- **Book Clubs**
  - History Reading Club, October 25 – *Empire of the Scalpel: the History of Surgery* by Ira Rutkow
  - Sense of Place, November 3 – *Speak, Okinawa* by Elizabeth Miki Brina
  - Diverse Perspectives, November 10 – *Boys and Oil: Growing Up Gay in a Fractured Land* by Taylor Brorby
  - Tea Time Book Club, November 14 – *The Seed Keeper* by Diane Wilson

### Multigenerational

- **Family Trivia Night: Halloween and Other Spooky Stuff, October 27, 6pm—Main Library.** Rally your relatives and join us for family trivia night at the Main Library. Each month we will focus on a different theme and see who knows the most! Family trivia night is open to individuals, families, or teams of all ages - trivia works best for kids who are reading independently. Families are invited to pre-register at the beginning of the current month. All materials will be provided including prizes for our top winners and snacks for all.
- **Introduction to Dungeons and Dragons, November 17, 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.*

# FPL DIRECTOR'S REPORT

October 18, 2022

## **Director's Activities:**

10.2.2022 Attended Staff Retirement Event

10.10.2022 Attended City Cabinet Meeting

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

9.30.2022 Attended Main Circulation Staff Meeting

10.4.2022 Moderated Library Dept. Heads Meeting

10.5.2022 Provided Office Hours

10.11.2022 Moderated Library Dept. Heads Meeting

10.18.2022 Moderated Library Dept. Heads Meeting

## **Goal 4 Partnering:**

10.4.2022 Attended Friends Board Meeting

## **Goal 5 Infrastructure:**

10.6.2022 Attended Facilities Master Planning Meeting with JLG Architects



## Fargo Public Library – Proposed Hours of Operation Effective January 8, 2023

### Main:

Monday through Thursday: 9 a.m. to 8 p.m.

Friday: 11 a.m. to 6 p.m.

Saturday: 9 a.m. to 6 p.m.

Sunday: 1 p.m. to 6 p.m.

Sunday requires:

- 10 additional hours staffing at the Information Desk
- 5 additional hours staffing at the Children's Desk
- 20 additional hours staffing in Circulation

Closing one hour earlier on four weeknights would result in:

- 8 fewer hours staffing at the Information Desk
- 4 fewer hours staffing at the Children's Desk
- 12 fewer hours staffing in Circulation

Main as a whole: net increase of 11 personnel hours

### Carlson:

Monday through Thursday: 10 a.m. to 8 p.m.

Friday: 11 a.m. to 6 p.m.

Saturday: 9 a.m. to 6 p.m.

Sunday: 1 p.m. to 6 p.m.

Sunday requires an additional 20 personnel hours (3 circulation staff and 1 Information Desk staff=4 staff members at 5 hours each = 20 staffing hours)

Net increase of 20 personnel hours

### Northport:

Monday and Tuesday: 10 a.m. to 8 p.m.

Wednesday and Thursday 10 a.m. to 6 p.m.

Friday: 11 a.m. to 6 p.m.

Saturday: 9 a.m. to 6 p.m.

Sundays: closed

Closing two hour earlier on two weeknights is a reduction of 8 personnel hours (2 circ staff members at 2 hour each x 2 evenings = 8 staffing hours)

Net decrease of 8 personnel hours

Branches as a whole: net increase of 12 personnel hours

Library Use 2022

New Registrations: 5,911  
 Approx. Registered Patrons: 33,092

ATTENDANCE	Sep-22	Sep-21	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Door Count Main	15,512	13,208	17%	138,735	101,441	37,294	37%
Door Count Carlson	10,748	9,673	11%	94,734	73,831	20,903	28%
Door Count Northport	4,135	4,366	-5%	37,069	33,751	3,318	10%
Outreach	392	363	8%	4,096	1,990	2,106	106%
<b>Total</b>	<b>30,787</b>	<b>27,610</b>	<b>12%</b>	<b>274,634</b>	<b>211,013</b>	<b>63,621</b>	<b>30%</b>

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Adult Programs Main	8	35	381	-91%	1,230	2,535	(1,305)	-51%
Adult Programs Carlson	9	106	54	96%	752	1,106	(354)	-32%
Adult Programs Northport	1	7	12	-42%	84	434	(350)	-81%
Teen Programs Main	1	14	-	-	129	250	(121)	-48%
Teen Programs Carlson	3	13	-	-	188	400	(212)	-53%
Teen Programs Northport	-	-	-	-	2	180	(178)	-99%
Childrens Programs Main	11	178	252	-29%	3,570	4,447	(877)	-20%
Childrens Programs Carlson	9	242	65	272%	1,962	1,621	341	21%
Childrens Programs Northport	4	121	50	142%	934	765	169	22%
Community Engagement	6	1,050	-	-	6,145	4,503	1,642	36%
Outreach Department	-	-	28	-100%	270	506	(236)	-47%
Virtual Adult	1	83	50	66%	597	1,204	(607)	-50%
Virtual Teen	-	-	-	-	-	74	(74)	-100%
Virtual Childrens	3	144	11	1209%	2,328	948	1,380	146%
<b>Total</b>	<b>56</b>	<b>1,993</b>	<b>903</b>	<b>121%</b>	<b>18,191</b>	<b>18,973</b>	<b>(782)</b>	<b>-4%</b>

VOLUNTEER HOURS	Sep-22	Sep-21	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Main	74	72	3%	682	185	497	269%
Carlson	23	49	-53%	210	103	107	104%
Outreach	89	58	53%	638	200	438	219%
Northport	-	-	-	-	-	-	-
<b>Total</b>	<b>186</b>	<b>179</b>	<b>4%</b>	<b>1,530</b>	<b>488</b>	<b>1,042</b>	<b>214%</b>

INTERNET SIGNUP	Sep-22	Sep-21	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Main	2,207	2,163	2%	21,704	14,265	7,439	52%
Carlson	1,542	1,372	12%	15,692	10,401	5,291	51%
Northport	432	359	20%	3,929	3,014	915	30%
<b>Total</b>	<b>4,181</b>	<b>3,894</b>	<b>7%</b>	<b>41,325</b>	<b>27,680</b>	<b>13,645</b>	<b>49%</b>

ELECTRONIC ACTIVITY	Sep-22	Sep-21	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Web page hits	16,749	16,736	0%	152,076	151,357	719	0%

## 2022 Circulation

	Sep-22	Sep-21	Increase/ Decrease	% CHANGE	2022 YTD	2021 YTD	Increase/ Decrease	% Change YTD
<b>PRINT</b>								
<b>MAIN</b>								
Adult Nonfiction	2,558	2,396	162	6.76%	23,964	22,136	1,828	8.26%
Youth Nonfiction	1,731	1,537	194	12.62%	15,256	14,087	1,169	8.30%
Adult Fiction	5,994	5,603	391	6.98%	52,617	41,537	11,080	26.68%
Youth Fiction	3,370	3,073	297	9.66%	36,198	33,086	3,112	9.41%
Youth Reader	1,280	1,120	160	14.29%	12,436	9,878	2,558	25.90%
Youth Picture Books	3,719	3,440	279	8.11%	33,626	28,376	5,250	18.50%
Adult Magazines	103	131	(28)	-21.37%	1,034	1,015	19	1.87%
Youth Magazines	10	24	(14)	-58.33%	212	115	97	84.35%
Subtotal	18,765	17,324	1,441	8.32%	175,343	150,230	25,113	16.72%
<b>OUTREACH</b>								
Deposit	925	1,004	(79)	-7.87%	8,626	6,541	2,085	31.88%
<b>CARLSON</b>								
Adult Nonfiction	860	813	47	5.78%	8,152	7,211	941	13.05%
Youth Nonfiction	1,074	1,061	13	1.23%	10,438	9,555	883	9.24%
Adult Fiction	3,192	3,038	154	5.07%	28,726	25,591	3,135	12.25%
Youth Fiction	2,148	2,075	73	3.52%	24,751	22,446	2,305	10.27%
Youth Readers	1,339	1,524	(185)	-12.14%	13,514	12,550	964	7.68%
Youth Picture Books	3,037	3,383	(346)	-10.23%	29,375	27,248	2,127	7.81%
Adult Magazines	118	92	26	28.26%	886	677	209	30.87%
Youth Magazines	21	25	(4)	-16.00%	345	91	254	279.12%
Subtotal	11,789	12,011	(222)	-1.85%	116,187	105,369	10,818	10.27%
<b>NORTHPORT</b>								
Adult Nonfiction	297	312	(15)	-4.81%	2,656	2,466	190	7.70%
Youth Nonfiction	242	320	(78)	-24.38%	2,479	2,659	(180)	-6.77%
Adult Fiction	978	989	(11)	-1.11%	8,460	8,323	137	1.65%
Youth Fiction	293	401	(108)	-26.93%	3,843	4,415	(572)	-12.96%
Youth Readers	277	238	39	16.39%	2,770	2,725	45	1.65%
Youth Picture Books	668	567	101	17.81%	6,019	4,953	1,066	21.52%
Adult Magazines	21	48	(27)	-56.25%	229	233	(4)	-1.72%
Youth Magazines	-	-	-	#DIV/0!	5	12	(7)	-58.33%
Subtotal	2,776	2,875	(99)	-3.44%	26,461	25,786	675	2.62%
<b>TOTAL PRINT</b>	<b>34,255</b>	<b>33,214</b>	<b>1,041</b>	<b>3.13%</b>	<b>326,617</b>	<b>287,926</b>	<b>38,691</b>	<b>13.44%</b>

## 2022 Circulation

**NONPRINT**

<b>OverDrive</b>	16,527	14,267	2,260	15.84%	146,082	135,082	11,000	8.14%
Zinio	-	-	-		-	2,813	(2,813)	-100.00%
Childrens Devices	17	5	12	240.00%	154	78	76	97.44%
Hoopla	2,328	2,108	220	10.44%	21,304	19,460	1,844	9.48%
RB Digital	-	-	-		-	-	-	
<b>Subtotal</b>	<b>18,872</b>	<b>16,380</b>	<b>2,492</b>	<b>15.21%</b>	<b>167,540</b>	<b>157,433</b>	<b>10,107</b>	<b>6.42%</b>

**MAIN**

Adult DVD's	2,882	2,832	50	1.77%	27,279	24,978	2,301	9.21%
Youth DVD's	439	311	128	41.16%	3,590	2,908	682	23.45%
Video Games	252	196	56	28.57%	2,234	1,720	514	29.88%
Adult CD's	499	534	(35)	-6.55%	4,317	4,343	(26)	-0.60%
Youth CD's	61	56	5	8.93%	564	532	32	6.02%
Adult Books on CD	182	245	(63)	-25.71%	1,807	1,864	(57)	-3.06%
Youth Books on CD	154	177	(23)	-12.99%	1,561	1,395	166	11.90%
Kits	236	99	137	138.38%	2,161	834	1,327	159.11%
<b>Subtotal</b>	<b>4,705</b>	<b>4,450</b>	<b>255</b>	<b>5.73%</b>	<b>43,513</b>	<b>38,574</b>	<b>4,939</b>	<b>12.80%</b>

**CARLSON**

Adult DVD's	1,522	1,452	70	4.82%	14,291	13,542	749	5.53%
Youth DVD's	471	547	(76)	-13.89%	4,938	4,573	365	7.98%
Video Games	206	177	29	16.38%	1,948	1,746	202	11.57%
Adult CD's	195	290	(95)	-32.76%	2,130	2,460	(330)	-13.41%
Youth CD's	30	75	(45)	-60.00%	619	638	(19)	-2.98%
Adult Books on CD	144	154	(10)	-6.49%	1,237	1,251	(14)	-1.12%
Youth Books on CD	164	201	(37)	-18.41%	1,674	1,644	30	1.82%
Kits	103	120	(17)	-14.17%	996	866	130	15.01%
<b>Subtotal</b>	<b>2,835</b>	<b>3,016</b>	<b>(181)</b>	<b>-6.00%</b>	<b>27,833</b>	<b>26,720</b>	<b>1,113</b>	<b>4.17%</b>

**NORTHPORT**

Adult DVD's	757	808	(51)	-6.31%	6,654	7,073	(419)	-5.92%
Youth DVD's	156	115	41	35.65%	914	1,012	(98)	-9.68%
Video Games	68	52	16	30.77%	617	433	184	42.49%
Adult CD's	117	160	(43)	-26.88%	1,028	1,223	(195)	-15.94%
Youth CD's	15	17	(2)	-11.76%	113	109	4	3.67%
Adult Books on CD	31	71	(40)	-56.34%	290	323	(33)	-10.22%
Youth Books on CD	27	45	(18)	-40.00%	407	449	(42)	-9.35%
Kits	29	34	(5)	-14.71%	259	229	30	13.10%
<b>Subtotal</b>	<b>1,200</b>	<b>1,302</b>	<b>(102)</b>	<b>-7.83%</b>	<b>10,282</b>	<b>10,851</b>	<b>(569)</b>	<b>-5.24%</b>

**TOTAL NONPRINT**

<b>27,612</b>	<b>25,148</b>	<b>2,464</b>	<b>9.80%</b>	<b>249,168</b>	<b>233,578</b>	<b>15,590</b>	<b>6.67%</b>
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**INTERLIBRARY LOAN**

Borrowed	239	241	(2)	-0.83%	1,833	1,569	264	16.83%
Loaned	383	333	50	15.02%	3,172	2,839	333	11.73%
<b>Subtotal</b>	<b>622</b>	<b>574</b>	<b>48</b>	<b>8.36%</b>	<b>5,005</b>	<b>4,408</b>	<b>597</b>	<b>13.54%</b>

**RENEWALS**

13,090	14,216	(1,126)	-7.92%	116,194	114,787	1,407	1.23%
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**TOTAL CIRCULATION**

<b>75,579</b>	<b>73,152</b>	<b>2,427</b>	<b>3.32%</b>	<b>696,984</b>	<b>640,699</b>	<b>56,285</b>	<b>8.78%</b>
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2022 Donation Summary

101-0000-365.60-00 LPLEDG	REVENUE Endowment	Carried Forward	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	13th P	TOTAL	
LDONUN	Unrestricted Donations		2,255	35	25	36	10	208	300	8	5					0	
LDONSP	Restricted Donations		5,180		150	882	1,100		4,650	4,771	1,000					2,882	
	Grants															17,733	
	<b>Total</b>	<b>0</b>	<b>7,435</b>	<b>35</b>	<b>175</b>	<b>918</b>	<b>1,110</b>	<b>208</b>	<b>4,950</b>	<b>4,779</b>	<b>1,005</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,615</b>	
	<b>EXPENSE</b>		<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>13th P</b>	<b>TOTAL</b>	<b>BALANCE</b>
101-7019-463.38-99	FM Area Foundation															0	
101-7019-463.38-99	Other Services															0	
101-7019-463.43-21	Computer Equip															0	
101-7019-463.54-11	Marketing										200					200	
101-7019-463.61-40	General Supplies										1,430					1,430	
101-7019-463.61-43	Programming		339	185	316	99	162	450	550	1,392	229					3,721	
101-7019-463.61-70	Books & Materials		1,888	151				(218)			629					2,450	
101-7019-463.68-10	Miscellaneous															0	
101-7019-463.68-10	Staff Development		60	30		597		30								717	
	Grant Expenses															0	
	<b>Total</b>		<b>2,287</b>	<b>366</b>	<b>316</b>	<b>696</b>	<b>162</b>	<b>262</b>	<b>550</b>	<b>1,392</b>	<b>2,488</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,518</b>	<b>12,097</b>

**Fargo Public Library 2022 Total Expenses**  
**75% 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	\$ 1,544,693	\$ -	\$ 1,544,693	\$ 2,263,893	68.23%	\$ (719,199.66)
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	\$ 348,363	\$ -	\$ 348,363	\$ 440,615	79.06%	\$ (92,252.28)
Part time w/benefits overtime		\$ 10	\$ -	\$ 10	\$ -		\$ 9.70
Part time banked sick		\$ -	\$ -	\$ -	\$ 246		\$ (246.00)
Part time seasonal no benefits	14-00	\$ 34,308	\$ -	\$ 34,308	\$ 56,000	61.26%	\$ (21,691.82)
Health insurance	20-01	\$ 259,002	\$ -	\$ 259,002	\$ 381,757	67.84%	\$ (122,755.00)
Dental insurance	20-03	\$ 15,086	\$ -	\$ 15,086	\$ 21,411	70.46%	\$ (6,324.52)
Long Term Disability	20-04	\$ 4,011	\$ -	\$ 4,011	\$ 5,543	72.37%	\$ (1,531.71)
Auto Allowance	20-05	\$ 645	\$ -	\$ 645	\$ 900	71.63%	\$ (255.30)
FICA 6.2%	21-01	\$ 111,974	\$ -	\$ 111,974	\$ 168,898	66.30%	\$ (56,924.37)
Medicare 1.45%	21-02	\$ 26,189	\$ -	\$ 26,189	\$ 39,704	65.96%	\$ (13,515.28)
City Pension	22-01	\$ 29,011	\$ -	\$ 29,011	\$ 43,443	66.78%	\$ (14,431.95)
NDPERS Pension	22-04	\$ 122,994	\$ -	\$ 122,994	\$ 176,871	69.54%	\$ (53,876.89)
NDPERS & City Pension	22-05	\$ 4,348	\$ -	\$ 4,348	\$ 6,071	71.62%	\$ (1,723.09)
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	\$ 81,216	\$ 43,785	\$ 125,001	\$ 134,329	93.06%	\$ (9,328.00)
Other Services	38-99	\$ 23,620	\$ 2,903	\$ 26,522	\$ 16,500	160.74%	\$ 10,022.34
Water Sewer	41-05	\$ 3,431	\$ -	\$ 3,431	\$ 5,000	68.62%	\$ (1,569.09)
General equip repair	43-20	\$ (233)	\$ -	\$ (233)	\$ 3,000	-7.77%	\$ (3,232.99)
General equip repair (computer)	43-21	\$ 15,351	\$ -	\$ 15,351	\$ 31,766	48.33%	\$ (16,414.68)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 51,354	\$ 6,311	\$ 57,666	\$ 47,600	121.15%	\$ 10,065.61
Land and building rent	44-10	\$ 57,636	\$ 21,364	\$ 79,000	\$ 79,000	100.00%	\$ -
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	\$ 2,980	\$ -	\$ 2,980	\$ 5,400	55.18%	\$ (2,420.32)
Other communications	53-60	\$ 1,601	\$ -	\$ 1,601	\$ 2,100	76.23%	\$ (499.11)
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	\$ 27,910	\$ 805	\$ 28,715	\$ 46,000	62.42%	\$ (17,284.68)
In state travel	56-60	\$ 1,673	\$ 57	\$ 1,730	\$ 3,500	49.43%	\$ (1,769.95)
Out of state travel	57-60	\$ 5,333	\$ -	\$ 5,333	\$ 5,000	106.66%	\$ 332.79
Due & membership in state	59-10	\$ 1,515	\$ -	\$ 1,515	\$ 2,100	72.14%	\$ (585.00)
Dues/membership out state	59-11	\$ 2,527	\$ -	\$ 2,527	\$ 1,500	168.47%	\$ 1,027.00
Seminar & conf in state	59-20	\$ 807	\$ 725	\$ 1,532	\$ 2,500	61.28%	\$ (968.00)
Seminar & conf out state	59-21	\$ 3,061	\$ -	\$ 3,061	\$ 2,500	122.44%	\$ 561.10
Office supplies	61-10	\$ 20,378	\$ -	\$ 20,378	\$ 30,000	67.93%	\$ (9,622.26)
Medical supplies	61-20	\$ 49	\$ -	\$ 49	\$ 600	8.25%	\$ (550.51)
General supplies	61-40	\$ 30,588	\$ -	\$ 30,588	\$ 16,000	191.18%	\$ 14,588.09
Program materials	61-43	\$ 27,873	\$ -	\$ 27,873	\$ 46,000	60.59%	\$ (18,127.21)
Materials Processing	61-44	\$ 34,889	\$ -	\$ 34,889	\$ 64,569	54.03%	\$ (29,680.21)
Postage	61-50	\$ 14,832	\$ -	\$ 14,832	\$ 12,300	120.58%	\$ 2,531.58
Books & periodicals	61-70	\$ 494,908	\$ 3,815	\$ 498,723	\$ 724,454	68.84%	\$ (225,731.08)
Gasoline		\$ 385	\$ -	\$ 385	\$ 439	87.74%	\$ (53.80)
Natural gas	62-50	\$ 50,940	\$ -	\$ 50,940	\$ 40,900	124.55%	\$ 10,040.21
Electricity	62-51	\$ 95,025	\$ -	\$ 95,025	\$ 128,325	74.05%	\$ (33,299.79)
Miscellaneous	68-10	\$ 1,471	\$ -	\$ 1,471	\$ 2,000	73.57%	\$ (528.56)
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ 100	0.00%	\$ (100.00)
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 3,688,091	\$ 79,766	\$ 3,767,857	\$ 5,239,994	71.91%	\$ (1,472,137)

**Fargo Public Library 2022 Total Expenses**

**75% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**

**2022**

**MAIN**

Account	Budget Line	July	August	September	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 187,472	\$ 129,786	\$ 138,531	\$ 1,203,592		\$ 1,783,637	67%
Full time overtime	11-01	\$ 20	\$ -	\$ -	\$ 489			
Full Time banked sick	11-02		\$ -	\$ -	\$ -		\$ 15,122	0%
Part time w/benefits	13-00	\$ 37,518	\$ 23,733	\$ 25,458	\$ 237,245		\$ 316,716	75%
Part time w/benefits overtime				\$ 10	\$ 10			
Part Time Banked Sick	13-02				\$ -		\$ 246	0%
Part time seasonal no benefits	14-00	\$ 3,768	\$ 2,667	\$ 2,760	\$ 26,301		\$ 43,680	60%
Health insurance	20-01	\$ 19,544	\$ 19,714	\$ 19,063	\$ 178,880		\$ 274,286	65%
Dental insurance	20-03	\$ 1,266	\$ 1,282	\$ 1,259	\$ 11,281		\$ 16,156	70%
Long Term Disability	20-04	\$ 474	\$ 330	\$ 316	\$ 3,021		\$ 4,301	70%
Auto Allowance	20-05	\$ 104	\$ 69	\$ 69	\$ 645		\$ 900	72%
FICA 6.2%	21-01	\$ 13,598	\$ 9,116	\$ 9,780	\$ 85,405		\$ 130,879	65%
Medicare 1.45%	21-02	\$ 3,180	\$ 2,132	\$ 2,287	\$ 19,974		\$ 30,812	65%
City Pension	22-01	\$ 3,092	\$ 2,073	\$ 2,073	\$ 19,282		\$ 26,909	72%
NDPERS Pension	22-04	\$ 15,093	\$ 10,400	\$ 10,315	\$ 95,900		\$ 144,040	67%
NDPERS & City Pension	22-05	\$ 698	\$ 467	\$ 467	\$ 4,348		\$ 6,071	72%
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	\$ 9,283	\$ 5,972	\$ 7,695	\$ 59,639	\$ 30,361	\$ 97,429	92%
Other Services	38-99	\$ 4,724	\$ 2,012	\$ 940	\$ 23,078	\$ 2,903	\$ 15,000	173%
Water Sewer	41-05				\$ -			
General equip repair	43-20			\$ (233)	\$ (233)		\$ 3,000	-8%
General equip repair (computer)	43-21	\$ 917	\$ 583	\$ 180	\$ 15,351		\$ 25,766	60%
General equip repair (vehicle)	43-22				\$ -		\$ 1,000	0%
Maintenance service	43-50		\$ 3,151	\$ 1,673	\$ 49,408	\$ 6,311	\$ 41,200	135%
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	\$ -	\$ 467	\$ 2,980		\$ 5,400	55%
Other communications	53-60	\$ 400	\$ -	\$ 200	\$ 1,601		\$ 2,100	76%
ILS Development	53-61		\$ -		\$ 17,500		\$ 46,150	38%
Minitex/OCLC	53-62		\$ 10,669		\$ 20,683		\$ 19,400	107%
Marketing	54-11	\$ 6,332	\$ 4,607	\$ 1,976	\$ 27,910	\$ 805	\$ 46,000	62%
In state travel	56-60	\$ 130	\$ 178	\$ 374	\$ 1,673	\$ 57	\$ 3,500	49%
Out of state travel	57-60				\$ 5,333		\$ 5,000	107%
Due & membership in state	59-10			\$ 300	\$ 1,515		\$ 2,100	72%
Dues/membership out state	59-11	\$ 228		\$ 735	\$ 2,527		\$ 1,500	168%
Seminar & conf in state	59-20			\$ 385	\$ 807	\$ 725	\$ 2,500	61%
Seminar & conf out state	59-21				\$ 3,061		\$ 2,500	122%
Office supplies	61-10	\$ 2,916	\$ 1,721	\$ 363	\$ 13,357		\$ 20,000	67%
Medical supplies	61-20			\$ 36	\$ 49		\$ 600	8%
General supplies	61-40	\$ 691	\$ 2,464	\$ 584	\$ 19,668		\$ 10,000	197%
Program materials	61-43	\$ 6,327	\$ 1,786	\$ 1,963	\$ 27,757		\$ 46,000	60%
Materials Processing	61-44	\$ 2,253	\$ 4,092	\$ 6,390	\$ 34,889		\$ 64,569	54%
Postage	61-50	\$ 15	\$ 22	\$ 2,000	\$ 10,832		\$ 10,000	108%
Books & periodicals	61-70	\$ 37,382	\$ 33,307	\$ 43,239	\$ 379,969	\$ 3,123	\$ 529,429	72%
Gasoline	62-10	\$ 86	\$ 46	\$ 102	\$ 385		\$ 439	88%
Natural gas	62-50	\$ 2,484	\$ 2,486	\$ 3,165	\$ 29,159		\$ 24,000	121%
Electricity	62-51	\$ 8,061	\$ 10,793	\$ 11,075	\$ 57,589		\$ 90,000	64%
Miscellaneous	68-10	\$ 313	\$ 732	\$ 28	\$ 1,471		\$ 2,000	74%
Safety compliance	68-50				\$ -		\$ 100	0%
Bad Debt					\$ -			
Capital Outlay - Machinery & Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 385,955	\$ 286,032	\$ 296,027	\$ 2,760,769	\$ 44,285	\$ 3,975,343	70.56%

**Fargo Public Library 2022 Total Expenses**  
**75% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**

**2022**

**CARLSON**

Account	Budget Line	July	August	September	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 39,039	\$ 26,924	\$ 26,628	\$ 247,769		\$ 367,054	68%
Full time overtime	11-01		\$ 17	\$ -	\$ 17			
full Time Banked Sick	11-02			\$ -	\$ -		\$ 3,310	0%
Part time w/benefits	13-00	\$ 13,063	\$ 6,879	\$ 7,376	\$ 65,863		\$ 88,949	74%
Part time w/benefits overtime				\$ -	\$ -			
Part Time Banked Sick	13-02			\$ -	\$ -			
Part time seasonal no benefits	14-00	\$ 1,260	\$ 846	\$ 966	\$ 8,007		\$ 12,320	65%
Health insurance	20-01	\$ 6,516	\$ 6,624	\$ 6,469	\$ 56,590		\$ 79,544	71%
Dental insurance	20-03	\$ 303	\$ 306	\$ 306	\$ 2,691		\$ 3,941	68%
Long Term Disability	20-04	\$ 105	\$ 69	\$ 69	\$ 633		\$ 940	67%
Auto Allowance	20-05			\$ -	\$ -			
FICA 6.2%	21-01	\$ 3,138	\$ 1,979	\$ 2,007	\$ 18,546		\$ 29,062	64%
Medicare 1.45%	21-02	\$ 734	\$ 463	\$ 469	\$ 4,338		\$ 6,797	64%
City Pension	22-01	\$ 1,462	\$ 980	\$ 980	\$ 9,729		\$ 16,534	59%
NDPERS Pension	22-04	\$ 2,794	\$ 1,760	\$ 1,797	\$ 15,647		\$ 20,594	76%
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	\$ 3,000	\$ 2,379	\$ 3,000	\$ 21,576	\$ 13,424	\$ 36,900	95%
Other Services	38-99	\$ (24)	\$ 32	\$ 32	\$ 518		\$ 1,000	52%
Water Sewer	41-05	\$ 265	\$ 292	\$ 272	\$ 1,909		\$ 3,000	64%
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	\$ 1,383		\$ 4,300	32%
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	\$ 433	\$ 1,271	\$ 251	\$ 5,076		\$ 7,000	73%
Medical supplies	61-20			\$ -	\$ -			
General supplies	61-40	\$ 163	\$ 598	\$ 466	\$ 10,125		\$ 2,500	405%
Program materials	61-43		\$ 116	\$ -	\$ 116			
Materials Processing	61-44			\$ -	\$ -			
Postage	61-50			\$ 2,000	\$ 4,000		\$ 2,300	174%
Books & periodicals	61-70	\$ 9,078	\$ 6,355	\$ 11,141	\$ 77,063	\$ 457	\$ 128,950	60%
Gasoline	62-10			\$ -	\$ -			
Natural gas	62-50	\$ 1,925	\$ 1,590	\$ 1,787	\$ 20,757		\$ 15,000	138%
Electricity	62-51	\$ 5,318	\$ 5,085	\$ 4,857	\$ 32,166		\$ 30,450	106%
Miscellaneous	68-10				\$ -			
Safety compliance	68-50				\$ -			
Bad Debt					\$ -			
Capital Outlay - Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 91,661	\$ 64,565	\$ 71,009	\$ 635,322	\$ 13,881	\$ 897,367	72.3%



**Fargo Public Library 2022 Total Expenses**  
**75% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**

**2022**

**NORTHPORT**

<b>Account</b>	<b>Budget Line</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>YTD</b>	<b>Encumbrances</b>	<b>Budget</b>	<b>% Budget Used</b>
Full time staff	11-00	\$ 16,548	\$ 10,171	\$ 12,605	\$ 93,333		\$ 113,202	82%
Full time overtime	11-01			\$ -	\$ -			
Full time banked sick	11-02			\$ -	\$ -			
Part time w/benefits	13-00	\$ 6,872	\$ 4,798	\$ 5,197	\$ 45,255		\$ 34,950	129%
Part time w/benefits overtime				\$ -	\$ -			
Part time banked sick				\$ -	\$ -			
Part time seasonal no benefits	14-00			\$ -	\$ -			
Health insurance	20-01	\$ 2,310	\$ 3,054	\$ 3,859	\$ 23,532		\$ 27,927	84%
Dental insurance	20-03	\$ 111	\$ 136	\$ 159	\$ 1,115		\$ 1,314	85%
Long Term Disability	20-04	\$ 45	\$ 29	\$ 36	\$ 357		\$ 302	118%
Auto Allowance	20-05			\$ -	\$ -			
FICA 6.2%	21-01	\$ 1,396	\$ 855	\$ 1,012	\$ 8,022		\$ 8,957	90%
Medicare 1.45%	21-02	\$ 326	\$ 200	\$ 237	\$ 1,877		\$ 2,095	90%
City Pension	22-01			\$ -	\$ -			
NDPERS Pension	22-04	\$ 1,934	\$ 1,236	\$ 1,470	\$ 11,447		\$ 12,237	94%
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	\$ 190	\$ 190	\$ 190	\$ 1,522		\$ 2,000	76%
General equip repair	43-20			\$ -	\$ -			
General equip repair (computer)	43-21			\$ -	\$ -			
General equip repair (vehicle)	43-22			\$ -	\$ -			
Maintenance service	43-50			\$ -	\$ 563		\$ 2,100	27%
Land and building rent	44-10		\$ 6,192	\$ 11,432	\$ 57,636	\$ 21,364	\$ 79,000	100%
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	\$ 280	\$ 1,945		\$ 3,000	65%
Medical supplies	61-20			\$ -	\$ -			
General supplies	61-40	\$ 694	\$ 90	\$ 11	\$ 795		\$ 3,500	23%
Program materials	61-43			\$ -	\$ -			
Materials Processing	61-44			\$ -	\$ -			
Postage	61-50			\$ -	\$ -			
Books & periodicals	61-70	\$ 4,354	\$ 3,425	\$ 5,260	\$ 37,877	\$ 235	\$ 66,075	58%
Gasoline	62-10			\$ -	\$ -			
Natural gas	62-50	\$ 45	\$ 40	\$ 40	\$ 1,023		\$ 1,900	54%
Electricity	62-51	\$ 725	\$ 864	\$ 801	\$ 5,270		\$ 7,875	67%
Miscellaneous	68-10			\$ -	\$ -			
Safety compliance	68-50			\$ -	\$ -			
Bad Debt				\$ -	\$ -			
Capital Outlay - Equipment				\$ -	\$ -			
Capital Outlay - Computer Software				\$ -	\$ -			
Capital Outlay - Vehicles	74-20			\$ -	\$ -			
		\$ 36,150	\$ 31,796	\$ 42,588	\$ 292,000	\$ 21,599	\$ 367,284	85.38%

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	\$ 1,160.58	\$ 197.73
October		
November		
December		
	\$ 16,024.43	\$ 3,596.83

**Total \$**

**19,621.26**