

Fargo Public Library Board of Directors
Agenda for Tuesday November 15, 2022
4:00p.m.
Fargo City Commission Chambers
225 4th St North
Fargo, ND 58102

- | | |
|---------------------------------------|---------------|
| 1. Approve Order of the Agenda | Action |
| 2. Minutes of the October 18 Meeting | Action |
| 3. Public Comment | |
| 4. Staff Report- Megan Lass | |
| 5. Director's Report | |
| 6. Unfinished Business | |
| A. None | |
| 7. New Business | |
| A. Meeting Room Policy Draft | Action |
| B. Computer Use Policy Draft | Action |
| 8. Statistical Reports | |
| A. October Usage | |
| B. October Financials | |
| 9. Friends of the Library Report | |
| 10. Next Regular Meeting: December 20 | |
| 11. Adjourn | |

Fargo Public Library Board
Minutes for Tuesday, October 18 4:00 p.m.
Fargo City Commission Chambers and Virtual
225 4th Street North, Fargo, ND 58102

Board Members Present: Wanda Mengelkoch, Jenna Reno, Amy Ouren, Carrie Peterson (virtual)
Board Members Absent: Hannah James, Kristen Schipper, Carlos Hawley
Staff: Tim Dirks, Megan Lass, Lori West, Cindy Haff
Others Present:

Vice President Amy Ouren called the meeting to order at 4:00 p.m. and a quorum was declared.

Order of the Agenda Approved

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

Minutes of the August 16 Regular Meeting Approved

Wanda Mengelkoch made a motion to approve the minutes of the Sep 20, 2022 meeting. Second by Jenna Reno; all the members voted aye and the motion carried.

Public Comment

No public comment.

Staff Report

Megan Lass presented highlights of staff updates and events including:

- Children
 - Pumpkin Decorating on Oct 30 for kids ages 3 & up at both Main & Carlson
 - Recognizing Reptiles event Oct 22 10AM at Main
- Teens
 - Creepy Crafts for teens on Oct 20 at 2pm for Teens at the Main Library. Registration is required
- Adults
 - Go and Grow: Peperomias on Nov 9, Main library. Registration opens 1 week prior
- Multigenerational
 - Family Trivia Night: Halloween and Other Spooky Stuff Oct 27, 6pm Main
- One Book One Community
 - Nature printing, Nov 12. Registration opens Oct 24

Director's Report

Director Tim Dirks summarized the written report in the Board Packet. He also noted that the JLG Group submitted more details for the Facilities Master Plan with lots of helpful information. More information will be forthcoming.

Unfinished business

No unfinished business was discussed.

New Business

Service Hours Proposal – Director Tim Dirks presented the proposed new schedule beginning Jan 8
Sunday Summer hours from Memorial Day – Labor Day will continue to be closed

Main:

Mon-Thur 9 am – 8 pm
Friday 11 am – 6 pm
Saturday 9 am – 6 pm
Sunday 1 pm to 6 pm

Carlson:

Mon-Thur 10 am – 8 pm
Friday 11 am – 6 pm
Saturday 9 am – 6 pm
Sunday 1 pm to 6 pm

Northport:

Mon-Tue 10 am – 8 pm
Wed-Thur 10 am – 6 pm
Friday 11 am – 6 pm
Saturday 9 am – 6 pm
Sunday Closed

Jenna Reno made a motion to accept the proposal. Wanda Mengelkoch seconded the motion. All the members voted aye and the proposal was accepted

FPS Student Library Card Collaboration Update – Lori West provided information on the new collaboration between Fargo Public Schools and the Fargo Public Library. This year, students/parents in grades 6-12 were offered the opportunity to sign their student up for a FPL card through Power School during the beginning of year registration process. Using their student ID, these students may now access all services that the FPL offers. Approximately 5200 students took advantage of the opportunity. Registration will need to be repeated yearly. Lori West explained it is our hope to offer this opportunity to all students grades K-12 in future years.

Statistical Reports

September Usage

Director Tim Dirks noted the large increase in registered patrons thanks to our partnership with the FPS. Attendance and circulation are both up and programming is continuing to increase back towards pre-pandemic levels

September Financials

Director Tim Dirks recognized the Friends of the Library with thanks for the donations expended toward One Book One Community and a private donation utilized for new display shelves at Northport. Special thanks also to Prairie Heights church for their generous donation toward the Wiggle Room

Friends of the Library Report

Director Tim Dirks reported that the Friends had another successful book sale. Revenue was up and the Friends of the Library are looking for new members.

Next Regular Meeting November 15.

The meeting adjourned at 4:17 p.m.

Respectfully submitted,
Cindy Haff

Staff Report

November 2022 Library Board Meeting

Staffing Update:

- Currently hiring for the 4 new LAI positions – have had more than 60 applicants. Open until all positions have been filled.

Services:

- **Tech Help, Wednesdays, Main Library.** Do you have difficulty with your phone, laptop, or tablet? Were computer basics just not taught when you were in school? Our librarians are ready to help you with your technology questions on Wednesday afternoons from 3-6 p.m. Call the Information desk at 701.241.1492 for an appointment or just drop in at the Main Library Community Room
- **National Novel Writing Month Write-In, November 26 and December 3, Main Library.** Come to a NaNoWriMo Write-In to focus on your novel or other writing project. Bring your pen, pencil, notebook, laptop, and a snack to the Fercho Conference Room on the first floor of the downtown Library to one or all of the write-in Saturday sessions. Drop in anytime between 10 a.m. – 3 p.m. and stay as long as you like.

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
- **Train Days, November 19 – Main Library.** November is National Model Railroad Month and we're once again celebrating with trains! The Red River Modules Model Railroad Club will return to display and demonstrate model trains at the Main Library on Saturday, Nov. 19 from 10:00am to 5:00pm in the Community Room. A special train-themed storytime will take place at 11:00am on Saturday in the Children's Room, and kids are invited to make a train craft throughout the day. All ages are welcome.
- **Dog Man Unleashed, November 23, 10:00am – Main Library.** Ready to have a supa time bringing Dog Man's adventures to life? Join us for activities, crafts, and snacks. Geared towards kids in grades K-5.
- **Bermuda Triangle Escape Rooms, November 25 – Main Library.** Escape the Bermuda Triangle or get lost trying! Kids ages 8 to 12 are welcome to try their luck and test their wits to escape the infamous Bermuda Triangle located conveniently in the Main Library. Register for one session at 11:00am, 1:00pm, 2:00pm, or 3:00pm.
- **Kindergarten Success Storytime, December 3, 10:00am – Main Library.** Drop in to this special storytime 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.

- **Little Squirt Christmas Science.** Christmas means candy canes, ornaments, snow...and science! Preschoolers ages 3-5 are invited to join us at our next sessions of Little Squirt Science where we'll explore Christmas science! Preregistration is required.
 - **December 10, 10:00am – Dr. James Carlson Branch**
 - **December 15, 10:00am – Main Library.**
- **Going Places Bookclub: *Ways to Make Sunshine* by Renee Watson, December 13, 4:00pm— Main Library.** Kids in grades 3 to 7 will experience each month's featured book through related activities, discussion, snacks, and crafts. Pick up your book and register for the current month at the Children's Desk or call 701.241.1495.
- **Gingerbread House Decorating, December 17, 10:00am – Main Library.** Run! Run! As fast as you can to help decorate a house for a gingerbread man. A gingerbread house is a house made of sweets adorned with many fabulous treats – join us to decorate a house to keep. All materials will be provided and pre-registration is required. This activity is best suited for children 5 and up.

Teens

- **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

- **Casual Crafters, November 21, 5:00pm, Northport Branch.** Calling all crafters from beginners to experienced! Bring a project, drop in any time from 5-7:30 and join a friendly group of crafters of all types - from yarn and needles to paper and ink. Not working on a craft at the moment? We'll have some supplies on hand! Snacks and beverages will be provided or feel free to bring your own.
- **Buddy the Elf Wreath, December 3, 1:00pm – Main Library.** Join us in Santa's Workshop at the downtown library to make your own "cotton headed ninny mugging" wreath. Watch Buddy in his movie and snack on his favorite foods in the Main Library's Community Room. All materials provided. Pre-registration is required and opens November 19.
- **Spice Club, December 12-17.** Looking to spice up your holiday cooking? Register to pick up a sample spice packet, background info, and suggested resources. There will be a discussion board at discord.com if you'd like to share your cooking experiences and/or gain insight from others. Packet pick-up will start the morning of Monday, Dec. 12, and run through Saturday, Dec. 17. Registration will open on Monday, Nov. 28. When registering, please register for the location where you'd like to pick up your packet.
- **Beginner Yoga, Thursdays, 6:00pm – Dr. James Carlson Library.** This is a class for those who haven't tried yoga before or who want a refresher. The purpose of this class is to provide a relaxing environment to focus on taking care of you! Along with gentle stretching, this class will also teach breathing exercises to provide calmness. Please bring a yoga mat if you have one or a large towel, and wear comfortable clothing that is easy to move in.

- **Book Clubs**

- History Reading Club, November 29 – *Looking for the Good War: American Amnesia and the Violent Pursuit of Happiness* by Elizabeth Samet
- Sense of Place, December 1 – *The Waiting* by Keum Suk Gendry-Kim
- Diverse Perspectives, December 8 – *White Trash: the 400-year Untold History of Class in America* by Nancy Isenberg
- Tea Time Book Club, December 12 – *The Vanishing Half* by Brit Bennett
- Senior Book Club, December 20 – *Dear Edward* by Ann Napolitano

Multigenerational

- **Free Friday Movie, December 9, 1:00pm – Dr. James Carlson Branch.** Join us on the second Friday of the month for a free movie at the Dr. James Carlson Library. Movies start at 1 p.m. and free popcorn is served! In December, we'll be showing *The Lost City*, rated PG-13.

FPL DIRECTOR'S REPORT

November 15, 2022

Director's Activities:

11.10.2022 Attended Meeting w/Human Resources & City Admin Regarding Staff Reclassification Requests

Goal 1 Professional & Organizational:

10.19.2022 Provided Office Hours

10.21.2022 Attended All Staff Meeting

10.25.2022 Moderated Library Dept. Heads Meeting

10.26.2022 Provided Office Hours

11.1.2022 Moderated Library Dept. Heads Meeting

11.8.2022 Moderated Library Dept. Heads Meeting w/Dr. Terry Hogan Director of Diversity, Equity & Inclusion

11.8.2022 Moderated Quarterly Project Meeting with Community Relations Specialist

11.9.2022 Provided Office Hours

11.14.2022 Moderated Quarterly Project Meeting with Deputy Director

11.15.2022 Moderated Library Dept. Heads Meeting

Goal 4 Partnering:

10.19.2022 Moderated Red River Zoo Governance Committee Meeting

10.25.2022 Attended Red River Zoo Board Meeting

10.26.2022 Moderated Meeting with Gladys Ray Shelter Staff

11.1.2022 Attended Friends of the Fargo Public Library Board Meeting

11.2.2022 Met with Madison Windus Shelter Person for Main Coverage

11.9.2022 Moderated Red River Zoo Governance Committee Meeting

11.10.2022 Attended Virtual North Dakota Library Coordinating Council Meeting

Goal 5 Infrastructure:

10.27.2022 Phone meeting with Facilities Master Planning Consultant

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

What:

The addition of language in the Meeting Room Policy stating that that walk in usage won't have access to technology.

Explanation:

Front line staff are not available for unplanned technology support for walk in meeting room use.

Director recommendation:

Approve the additional language per the draft.

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
Meeting Rooms
11.15.22 Draft

The Fargo Public Library provides meeting space for use by the library, by municipal, county and state government, and by the general population for lawful public use.

Meeting spaces are available ONLY during regular library hours. See Fargo Public Library website for details.

Reservations

All scheduling is made through library administration between 9:00 a.m. and 5:00 p.m. Monday through Friday. Reservations are preferred at least two weeks in advance of the meeting date and may be made up to 6 months in advance. Other than the library, municipal, county and state government, no group may reserve the meeting room for more than four four-hour blocks in any month. The library reserves the right to cancel any booking with a six-week notice for its own programming needs.

Fees must be paid at the time of the application. Fees are nonrefundable unless notice of cancellation is received by library administration at least one day in advance of the event, or unless the library cancels the booking. Fees may be paid by cash, check, or credit card. Unclaimed refunds and transfers of reservations over 6 months old will be forfeited.

Groups are not booked for meeting space until application and payment have been received and confirmed by the library. Confirmation will be made in person, by mail, or email. Groups will be notified either in person, by phone, or email if their application has been rejected.

Groups requiring assistance with and/or set up of audiovisual technologies need to specifically request assistance at the time the room is reserved. Groups should be aware that staff availability is limited and staff may not be available throughout the duration of the event to help with technology troubleshooting.

Chair and table set-up requests for the Community Room at the Main Library must be made at the time the room is reserved; staff will not be available to make adjustments the day of the event.

The Carlson and Northport Libraries do not have staff to assist with chair and table set up.

Walk-In Usage

Walk in use is allowed in the conference rooms when available. The community rooms are not available for walk in use. Technology assistance and or access is not available for walk in use.

Statement of Policy and Principles

1. The Fargo Public Library is a public facility built and maintained by the taxpayers of the city and by private contributions. It is used primarily for programs and services of the Public Library.
2. When the meeting rooms are not being used for those purposes, they are available to groups, organizations, and individuals according to the rules of this policy.
3. The library strives to minimize expenses for supervision, security, liability, utilities, etc., so that primary library services are not negatively affected. Fees are charged to offset additional costs to the library.
4. Meeting room use must not disrupt or conflict with regular library operations and services. On this basis, requests for use may be denied or suspended.
5. All meetings must be open to the public. Meetings may not be restricted to any particular group or individuals.
6. The meeting rooms are for meetings and programs of an educational, informational, cultural, or civic nature to enhance the library's role as an institution which connects people with information. The meeting rooms may be used by for-profit organizations but buying/selling, commercial transactions, or other exchange of goods is prohibited. Meeting rooms may not be used for private social gatherings such as showers, birthday parties, etc.
7. Fees or admission/participation charges are not allowed.
8. Use of a meeting room does not constitute endorsement of the beliefs, viewpoints, policies, or affiliations of the user by the library board or staff.
9. All organizations must comply with all relevant state and local ordinances to include all licensing and copyright requirements in regards to program content. Failure to comply with said ordinances and requirements will result in suspension of meeting room privileges.

Rules

1. The room must be left in a neat and orderly condition. Furniture must be returned to its original arrangement. Charges for damage beyond normal wear will be assessed to the group that had the booking at the time of the damage.
2. Adult supervision (18+) must be provided during the entire time of contracted use. Library staff cannot provide childcare services for the children accompanying adults who are using the meeting rooms.

3. The library assumes no responsibility or liability for accidents, injury, or loss of personal property in the library or the meeting room.
4. Smoking, alcohol consumption, open flames, and animals with the exception of service animals on library property are prohibited.
5. Refreshments may be served but cooking is prohibited. Groups serving food are responsible for cleanup.
6. Signs may be posted at the door to the meeting room indicating that the group is meeting there. Signs may not be posted anywhere else throughout the library indicating a meeting is planned or in process.
7. A group may not use the library's address as its address nor may they keep belongings at the library.
8. Library staff will not accept calls or relay messages to people attending meetings except in case of emergencies.
9. Any group with two or more consecutive no show's without notifying the Library may result in suspension of future meeting room use.
10. Failure to abide by these rules may result in suspension of meeting room privileges.

Community Room Fees (Max capacity 50-100 depending on location)

No fee	City of Fargo; Fargo Senior Programs; Fargo Public Library-affiliated groups; book groups; student groups; nonprofit groups
\$100 per use per day	For-profit organizations
Walk in's not permitted	

Conference Room Fees (Max capacity 15-20 depending on location)

No fee	All groups, advance booking & walk in if available
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Equipment Fees (all rooms)

No fee	Use of projection screen, lectern, prep kitchen, folding tables, chairs, wireless internet, whiteboard
\$20 per use per day	Technology utilization (laptop, projector, TV, wireless microphone, etc.)
No fee	Technology utilization for City of Fargo; Fargo Senior Programs; Fargo Public Library-affiliated groups
Walk in's	No Technology Available

Dr. James Carlson Library

Community Room (Capacity 70)

Christianson Conference Room (Capacity 15)

Main Library

Community Room (Capacity 100)

Dawson Conference Room (Capacity 15)

Fercho Conference Room (Capacity 20)

Northport Library

Community Room (Capacity 50)

Approved 10-16-2007

Revised 07-28-2009

Revised 04-19-2011

Revised 09-18-2012

Revised 11-18-2014

Revised 11-20-2018

Reviewed 08-17-2021

Revised 10-19-2021

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

What:

Increasing the time allowed for public Internet access from one hour to two hours per day for non cardholders.

Explanation:

With the current level of public Internet use, we are able to increase the time for non-cardholders from one to two hours daily.

Director recommendation:

Approve the change from one hour to two hours daily for non-cardholders in the Computer use 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 **Computer Use**

11.15.2022 Draft

The Fargo Public Library provides access to the Internet as part of its mission to provide the citizens of Fargo with educational and informational resources.

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the purposes for which they are provided. Users are expected to comply with the following rules:

- Using resources for educational, informational, and recreational purposes only; the resources should not be used for illegal, unauthorized, or unethical acts.
- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
- Further respecting the privacy of others using public access workstations at the Fargo Public Library by not interfering with their use.
- Not sending, receiving, or displaying text or graphics which may reasonably be construed by library staff as creating a hostile, offensive or disruptive environment.
- Not making any changes to the setup or configuration of any software or hardware or using FPL terminals to spread viruses.
- Not exceeding time limits established by library departments.
- ***Any behavior which is disruptive or which hinders use of public Internet stations by others is prohibited. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, drunkenness, and congregating in large groups.***

Failure to comply with these rules will result in the loss of computer and/or library privileges. Free computer use at the library is a privilege not a right.

Children under the age of 18 should have parental permission to use the Internet. The Fargo Public Library assumes no responsibility for the use of the Internet by children. It is not possible for library staff to control specific information children and youth may locate on the Internet. Just as libraries do not vouch for or endorse the viewpoints of written material in their collections, they do not do so for electronic information. Selection policies which serve to govern a library's purchase of written materials may not apply to material accessed electronically. It is the responsibility of the child's parent, guardian, or caregiver to determine what is appropriate. Library staff may direct users to specific terminals based on age.

The amount of time that users spend online each day is limited due to the limited number of terminals available. Advance registration, either for a general or specific workstation, will not be accepted in person or by telephone. Those wishing to use a workstation must have a valid Fargo Public Library card or a Fargo Public Library Computer Access card, and present it upon signing up for a workstation. A guest pass is available to individuals for ~~60~~ 120 minutes of computer use per day at no charge.

Library staff members are available to assist customers in the use of these resources, but may not be familiar with every program customers may wish to use. Due to the incredible number of online applications, library staff cannot offer technical support for non-library installed applications.

Because the Fargo Public Library has a secure computing environment, software and hardware, including some media players and plug-ins, cannot be installed on the library's computer terminals. The Fargo Public Library staff is unable to install software and hardware that has not been approved or purchased by the library with the purpose of being installed on the public workstations.

The Fargo Public Library is not responsible for data that is corrupted or lost while using the workstations. Customers use the equipment at the Fargo Public Library at their own discretion. This includes data lost when a customer's time runs out or the workstation shuts down.

Internet Use Policy Approved by the Fargo Public Library Board of Directors 01-28-2003

Renamed and Revised Computer Use Policy 07-26-2005

Revised 03-16-2010

Revised 11-19-2013

Revised 01-21-2014

Revised 10-21-2014

Reviewed 01-16-2018

Revised 11-19-2019

Revised 03-15-2022

Library Use 2022

New Registrations: 655
 Approx. Registered Patrons: 33,007

ATTENDANCE	Oct-22	Oct-21	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Door Count Main	16,722	13,883	20%	155,457	115,324	40,133	35%
Door Count Carlson	12,220	9,904	23%	106,954	83,735	23,219	28%
Door Count Northport	4,217	4,446	-5%	41,286	38,197	3,089	8%
Outreach	433	359	21%	4,529	2,349	2,180	93%
Total	33,592	28,592	17%	308,226	239,605	68,621	29%

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Adult Programs Main	12	671	1,047	-36%	1,901	3,582	(1,681)	-47%
Adult Programs Carlson	8	87	106	-18%	839	1,212	(373)	-31%
Adult Programs Northport	3	29	44	-34%	113	478	(365)	-76%
Teen Programs Main	2	11	-	-	140	250	(110)	-44%
Teen Programs Carlson	4	23	-	-	211	400	(189)	-47%
Teen Programs Northport	-	-	-	-	2	180	(178)	-99%
Childrens Programs Main	24	522	395	32%	4,092	4,842	(750)	-15%
Childrens Programs Carlson	18	725	278	161%	2,687	1,899	788	41%
Childrens Programs Northport	8	209	209	0%	1,143	974	169	17%
Community Engagement	9	564	530	6%	6,709	5,033	1,676	33%
Outreach Department	1	25	38	-34%	295	544	(249)	-46%
Virtual Adult	3	160	412	-61%	757	1,616	(859)	-53%
Virtual Teen	-	-	-	-	-	74	(74)	-100%
Virtual Childrens	3	224	150	49%	2,552	1,098	1,454	132%
Total	95	3,250	3,205	1%	21,441	22,182	(741)	-3%

VOLUNTEER HOURS	Oct-22	Oct-21	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Main	68	62	10%	750	247	503	204%
Carlson	20	42	-52%	230	145	85	59%
Outreach	84	87	-3%	722	287	435	152%
Northport	-	-	-	-	-	-	-
Total	172	191	-10%	1,702	679	1,023	151%

INTERNET SIGNUP	Oct-22	Oct-21	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Main	2,475	2,360	5%	24,179	16,625	7,554	45%
Carlson	1,601	1,528	5%	17,293	11,929	5,364	45%
Northport	382	445	-14%	4,311	3,459	852	25%
Total	4,458	4,333	3%	45,783	32,013	13,770	43%

ELECTRONIC ACTIVITY	Oct-22	Oct-21	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Web page hits	17,172	16,999	1%	169,248	168,356	892	1%

2022 Circulation

	Oct-22	Oct-21	Increase/ Decrease	% CHANGE	2022 YTD	2021 YTD	Increase/ Decrease	% Change YTD
PRINT								
MAIN								
Adult Nonfiction	2,448	2,536	(88)	-3.47%	26,412	24,672	1,740	7.05%
Youth Nonfiction	1,774	1,613	161	9.98%	17,030	15,700	1,330	8.47%
Adult Fiction	6,017	5,262	755	14.35%	58,634	46,799	11,835	25.29%
Youth Fiction	3,183	3,437	(254)	-7.39%	39,381	36,523	2,858	7.83%
Youth Reader	1,227	1,320	(93)	-7.05%	13,663	11,198	2,465	22.01%
Youth Picture Books	3,597	3,411	186	5.45%	37,223	31,787	5,436	17.10%
Adult Magazines	130	125	5	4.00%	1,164	1,140	24	2.11%
Youth Magazines	29	24	5	20.83%	241	139	102	73.38%
Subtotal	18,405	17,728	677	3.82%	193,748	167,958	25,790	15.36%
OUTREACH								
Deposit	905	925	(20)	-2.16%	9,531	7,466	2,065	27.66%
CARLSON								
Adult Nonfiction	817	775	42	5.42%	8,969	7,986	983	12.31%
Youth Nonfiction	1,082	1,030	52	5.05%	11,520	10,585	935	8.83%
Adult Fiction	3,088	2,869	219	7.63%	31,814	28,460	3,354	11.78%
Youth Fiction	2,253	2,350	(97)	-4.13%	27,004	24,796	2,208	8.90%
Youth Readers	1,355	1,386	(31)	-2.24%	14,869	13,936	933	6.69%
Youth Picture Books	3,099	3,024	75	2.48%	32,474	30,272	2,202	7.27%
Adult Magazines	65	79	(14)	-17.72%	951	756	195	25.79%
Youth Magazines	23	30	(7)	-23.33%	368	121	247	204.13%
Subtotal	11,782	11,543	239	2.07%	127,969	116,912	11,057	9.46%
NORTHPORT								
Adult Nonfiction	249	295	(46)	-15.59%	2,905	2,761	144	5.22%
Youth Nonfiction	267	286	(19)	-6.64%	2,746	2,945	(199)	-6.76%
Adult Fiction	901	905	(4)	-0.44%	9,361	9,228	133	1.44%
Youth Fiction	341	406	(65)	-16.01%	4,184	4,821	(637)	-13.21%
Youth Readers	261	280	(19)	-6.79%	3,031	3,005	26	0.87%
Youth Picture Books	675	629	46	7.31%	6,694	5,582	1,112	19.92%
Adult Magazines	27	24	3	12.50%	256	257	(1)	-0.39%
Youth Magazines	4	-	4		9	12	(3)	-25.00%
Subtotal	2,725	2,825	(100)	-3.54%	29,186	28,611	575	2.01%
TOTAL PRINT	33,817	33,021	796	2.41%	360,434	320,947	39,487	12.30%

2022 Circulation

NONPRINT								
OverDrive	17,714	14,884	2,830	19.01%	163,796	149,966	13,830	9.22%
Zinio	-	-	-	-	-	2,813	(2,813)	-100.00%
Childrens Devices	12	15	(3)	-20.00%	166	93	73	78.49%
Hoopla	2,380	2,043	337	16.50%	23,684	21,503	2,181	10.14%
RB Digital	-	-	-	-	-	-	-	-
Subtotal	20,106	16,942	3,164	18.68%	187,646	174,375	13,271	7.61%
MAIN								
Adult DVD's	3,108	2,780	328	11.80%	30,387	27,758	2,629	9.47%
Youth DVD's	415	321	94	29.28%	4,005	3,229	776	24.03%
Video Games	237	216	21	9.72%	2,471	1,936	535	27.63%
Adult CD's	478	652	(174)	-26.69%	4,795	4,995	(200)	-4.00%
Youth CD's	44	57	(13)	-22.81%	608	589	19	3.23%
Adult Books on CD	215	241	(26)	-10.79%	2,022	2,105	(83)	-3.94%
Youth Books on CD	166	197	(31)	-15.74%	1,727	1,592	135	8.48%
Kits	232	124	108	87.10%	2,393	958	1,435	149.79%
Subtotal	4,895	4,588	307	6.69%	48,408	43,162	5,246	12.15%
CARLSON								
Adult DVD's	1,540	1,515	25	1.65%	15,831	15,057	774	5.14%
Youth DVD's	441	521	(80)	-15.36%	5,379	5,094	285	5.59%
Video Games	229	236	(7)	-2.97%	2,177	1,982	195	9.84%
Adult CD's	179	258	(79)	-30.62%	2,309	2,718	(409)	-15.05%
Youth CD's	33	61	(28)	-45.90%	652	699	(47)	-6.72%
Adult Books on CD	164	178	(14)	-7.87%	1,401	1,429	(28)	-1.96%
Youth Books on CD	187	181	6	3.31%	1,861	1,825	36	1.97%
Kits	98	110	(12)	-10.91%	1,094	976	118	12.09%
Subtotal	2,871	3,060	(189)	-6.18%	30,704	29,780	924	3.10%
NORTHPORT								
Adult DVD's	628	1,005	(377)	-37.51%	7,282	8,078	(796)	-9.85%
Youth DVD's	95	88	7	7.95%	1,009	1,100	(91)	-8.27%
Video Games	70	57	13	22.81%	687	490	197	40.20%
Adult CD's	131	155	(24)	-15.48%	1,159	1,378	(219)	-15.89%
Youth CD's	12	17	(5)	-29.41%	125	126	(1)	-0.79%
Adult Books on CD	48	37	11	29.73%	338	360	(22)	-6.11%
Youth Books on CD	35	55	(20)	-36.36%	442	504	(62)	-12.30%
Kits	19	30	(11)	-36.67%	278	259	19	7.34%
Subtotal	1,038	1,444	(406)	-28.12%	11,320	12,295	(975)	-7.93%
TOTAL NONPRINT	28,910	26,034	2,876	11.05%	278,078	259,612	18,466	7.11%
INTERLIBRARY LOAN								
Borrowed	198	178	20	11.24%	2,031	1,747	284	16.26%
Loaned	351	325	26	8.00%	3,523	3,164	359	11.35%
Subtotal	549	503	46	9.15%	5,554	4,911	643	13.09%
RENEWALS	12,701	13,732	(1,031)	-7.51%	128,895	128,519	376	0.29%
TOTAL CIRCULATION	75,977	73,290	2,687	3.67%	772,961	713,989	58,972	8.26%

2022 Donation Summary

101-0000-365.60-00	REVENUE	Carried Forward	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	13th P	TOTAL	
	LPLEDG	Endowment														0	
	LDONUN	Unrestricted Donations	2,255	35	25	36	10	208	300	8	5	1,050				3,932	
	LDONSP	Restricted Donations	5,180		150	882	1,100		3,650	4,771	1,000	300				17,033	
		Grants														0	
	Total		0	7,435	35	175	918	1,110	208	3,950	4,779	1,005	1,350	0	0	0	20,965
	EXPENSE		JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	13th P	TOTAL	BALANCE
	101-7019-463.38-99	FM Area Foundation														0	
	101-7019-463.38-99	Other Services														0	
	101-7019-463.43-21	Computer Equip										200	100			300	
	101-7019-463.54-11	Marketing										1,430				1,430	
	101-7019-463.61-40	General Supplies										1,430				5,145	
	101-7019-463.61-43	Programming	339	185	316	99	162	450	550	1,392	229	1,424				3,032	
	101-7019-463.61-70	Books & Materials	1,888	151				(218)			629	582				0	
	101-7019-463.68-10	Miscellaneous											30			747	
	101-7019-463.68-10	Staff Development	60	30		597		30								0	
		Grant Expenses															
	Total		2,287	366	316	696	162	262	550	1,392	2,488	2,135	0	0	0	10,654	10,312

Fargo Public Library 2022 Total Expenses
83% 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	\$ 1,709,038	\$ -	\$ 1,709,038	\$ 2,263,893	75.49%	\$ (554,854.85)
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	\$ 386,245	\$ -	\$ 386,245	\$ 440,615	87.66%	\$ (54,370.23)
Part time w/benefits overtime		\$ 10	\$ -	\$ 10	\$ -		\$ 9.70
Part time banked sick		\$ -	\$ -	\$ -	\$ 246		\$ (246.00)
Part time seasonal no benefits	14-00	\$ 37,749	\$ -	\$ 37,749	\$ 56,000	67.41%	\$ (18,250.82)
Health Insurance	20-01	\$ 287,017	\$ -	\$ 287,017	\$ 381,757	75.18%	\$ (94,740.04)
Dental Insurance	20-03	\$ 16,766	\$ -	\$ 16,766	\$ 21,411	78.31%	\$ (4,644.54)
Long Term Disability	20-04	\$ 4,434	\$ -	\$ 4,434	\$ 5,543	79.99%	\$ (1,109.19)
Auto Allowance	20-05	\$ 714	\$ -	\$ 714	\$ 900	79.33%	\$ (186.06)
FICA 6.2%	21-01	\$ 123,935	\$ -	\$ 123,935	\$ 168,898	73.38%	\$ (44,963.38)
Medicare 1.45%	21-02	\$ 28,986	\$ -	\$ 28,986	\$ 39,704	73.01%	\$ (10,717.98)
City Pension	22-01	\$ 31,628	\$ -	\$ 31,628	\$ 43,443	72.80%	\$ (11,814.53)
NDPERS Pension	22-04	\$ 136,863	\$ -	\$ 136,863	\$ 176,871	77.38%	\$ (40,008.38)
NDPERS & City Pension	22-05	\$ 4,815	\$ -	\$ 4,815	\$ 6,071	79.32%	\$ (1,255.65)
Actuarial Contributions	22-06	\$ 72,823	\$ -	\$ 72,823	\$ 72,823	100.00%	\$ -
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -		\$ -
Life Insurance	26-00	\$ (80)	\$ -	\$ (80)	\$ 800	-10.00%	\$ (879.96)
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Security Services	38-61	\$ 89,814	\$ 35,187	\$ 125,001	\$ 134,329	93.06%	\$ (9,328.00)
Other Services	38-99	\$ 25,045	\$ 2,142	\$ 27,187	\$ 16,500	164.77%	\$ 10,687.34
Water Sewer	41-05	\$ 4,185	\$ -	\$ 4,185	\$ 5,000	83.70%	\$ (815.02)
General equip repair	43-20	\$ (108)	\$ -	\$ (108)	\$ 3,000	-3.60%	\$ (3,107.99)
General equip repair (computer)	43-21	\$ 18,670	\$ -	\$ 18,670	\$ 31,766	58.77%	\$ (13,096.35)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 53,097	\$ 3,569	\$ 56,666	\$ 47,600	119.05%	\$ 9,065.61
Land and building rent	44-10	\$ 63,435	\$ 15,565	\$ 79,000	\$ 79,000	100.00%	\$ -
Property Insurance	52-10	\$ 20,366	\$ -	\$ 20,366	\$ 12,065	168.80%	\$ 8,300.50
Automobile liability	52-20	\$ -	\$ -	\$ -	\$ 265	0.00%	\$ (265.00)
General liability	52-30	\$ 11,456	\$ -	\$ 11,456	\$ 9,225	124.18%	\$ 2,230.73
Cellular phone service	53-20	\$ 3,781	\$ -	\$ 3,781	\$ 5,400	70.03%	\$ (1,618.54)
Other communications	53-60	\$ 2,001	\$ -	\$ 2,001	\$ 2,100	95.29%	\$ (98.93)
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	\$ 31,291	\$ 1,625	\$ 32,916	\$ 46,000	71.56%	\$ (13,084.34)
In state travel	56-60	\$ 2,327	\$ 57	\$ 2,384	\$ 3,500	68.12%	\$ (1,115.78)
Out of state travel	57-60	\$ 5,333	\$ -	\$ 5,333	\$ 5,000	106.66%	\$ 332.79
Due & membership in state	59-10	\$ 1,551	\$ -	\$ 1,551	\$ 2,100	73.86%	\$ (549.00)
Dues/membership out state	59-11	\$ 2,527	\$ -	\$ 2,527	\$ 1,500	168.47%	\$ 1,027.00
Seminar & conf in state	59-20	\$ 1,632	\$ -	\$ 1,632	\$ 2,500	65.28%	\$ (868.00)
Seminar & conf out state	59-21	\$ 3,061	\$ -	\$ 3,061	\$ 2,500	122.44%	\$ 561.10
Office supplies	61-10	\$ 22,911	\$ -	\$ 22,911	\$ 30,000	76.37%	\$ (7,089.16)
Medical supplies	61-20	\$ 52	\$ -	\$ 52	\$ 600	8.69%	\$ (547.84)
General supplies	61-40	\$ 36,326	\$ -	\$ 36,326	\$ 16,000	227.04%	\$ 20,325.81
Program materials	61-43	\$ 33,526	\$ -	\$ 33,526	\$ 46,000	72.88%	\$ (12,473.54)
Materials Processing	61-44	\$ 39,291	\$ -	\$ 39,291	\$ 64,569	60.85%	\$ (25,277.91)
Postage	61-50	\$ 14,849	\$ -	\$ 14,849	\$ 12,300	120.72%	\$ 2,548.98
Books & periodicals	61-70	\$ 554,807	\$ 2,924	\$ 557,731	\$ 724,454	76.99%	\$ (166,722.72)
Gasoline		\$ 385	\$ -	\$ 385	\$ 439	87.74%	\$ (53.80)
Natural gas	62-50	\$ 56,740	\$ -	\$ 56,740	\$ 40,900	138.73%	\$ 15,840.10
Electricity	62-51	\$ 108,399	\$ -	\$ 108,399	\$ 128,325	84.47%	\$ (19,926.41)
Miscellaneous	68-10	\$ 1,527	\$ -	\$ 1,527	\$ 2,000	76.37%	\$ (472.63)
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ 100	0.00%	\$ (100.00)
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 4,087,909	\$ 61,069	\$ 4,148,978	\$ 5,239,994	79.18%	\$ (1,091,016)

Fargo Public Library 2022 Total Expenses

83% OF YEAR LAPSED

EXPENSE VS. BUDGET

2022

MAIN

Account	Budget Line	July	August	September	October	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 187,472	\$ 129,786	\$ 138,531	\$ 124,124	\$ 1,327,716		\$ 1,783,637	74%
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	\$ 25,792	\$ 263,036		\$ 316,716	83%
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	\$ 2,451	\$ 28,752		\$ 43,680	66%
Health insurance	20-01	\$ 19,544	\$ 19,714	\$ 19,063	\$ 17,618	\$ 196,497		\$ 274,286	72%
Dental insurance	20-03	\$ 1,266	\$ 1,282	\$ 1,259	\$ 1,212	\$ 12,493		\$ 16,156	77%
Long Term Disability	20-04	\$ 474	\$ 330	\$ 316	\$ 316	\$ 3,336		\$ 4,301	78%
Auto Allowance	20-05	\$ 104	\$ 69	\$ 69	\$ 69	\$ 714		\$ 900	79%
FICA 6.2%	21-01	\$ 13,598	\$ 9,116	\$ 9,780	\$ 8,910	\$ 94,316		\$ 130,879	72%
Medicare 1.45%	21-02	\$ 3,180	\$ 2,132	\$ 2,287	\$ 2,084	\$ 22,058		\$ 30,812	72%
City Pension	22-01	\$ 3,092	\$ 2,073	\$ 2,073	\$ 1,637	\$ 20,919		\$ 26,909	78%
NDPERS Pension	22-04	\$ 15,093	\$ 10,400	\$ 10,315	\$ 10,560	\$ 106,459		\$ 144,040	74%
NDPERS & City Pension	22-05	\$ 698	\$ 467	\$ 467	\$ 467	\$ 4,815		\$ 6,071	79%
Actuarial Contributions	22-06		\$ -	\$ -	\$ -	\$ 45,106		\$ 45,106	100%
Workers Comp	25-00					\$ -			
Life insurance	26-00	\$ (80)	\$ (355)		\$ 355	\$ (80)		\$ 800	-10%
Interpreters/ADA Compliance	33-29					\$ -		\$ 500	0%
Security Services	38-61	\$ 9,283	\$ 5,972	\$ 7,695	\$ 6,219	\$ 65,859	\$ 24,142	\$ 97,429	92%
Other Services	38-99	\$ 4,724	\$ 2,012	\$ 940	\$ 988	\$ 24,066	\$ 2,142	\$ 15,000	175%
Water Sewer	41-05					\$ -			
General equip repair	43-20			\$ (233)	\$ 125	\$ (108)		\$ 3,000	-4%
General equip repair (computer)	43-21	\$ 917	\$ 583	\$ 180	\$ 3,318	\$ 18,670		\$ 25,766	72%
General equip repair (vehicle)	43-22					\$ -		\$ 1,000	0%
Maintenance service	43-50		\$ 3,151	\$ 1,673	\$ 1,743	\$ 51,151	\$ 3,569	\$ 41,200	133%
Land and building rent	44-10		\$ -	\$ -	\$ -	\$ -			
Property insurance	52-10	\$ 7,509	\$ -	\$ -	\$ 3,087	\$ 15,416		\$ 9,010	171%
Automobile liability	52-20		\$ -	\$ -	\$ -	\$ -		\$ 265	0%
General liability	52-30	\$ 9,440	\$ -	\$ -	\$ 2,016	\$ 11,456		\$ 9,225	124%
Cellular phone service	53-20	\$ 718	\$ -	\$ 467	\$ 802	\$ 3,781		\$ 5,400	70%
Other communications	53-60	\$ 400	\$ -	\$ 200	\$ 400	\$ 2,001		\$ 2,100	95%
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	\$ 3,380	\$ 31,291	\$ 1,625	\$ 46,000	72%
In state travel	56-60	\$ 130	\$ 178	\$ 374	\$ 654	\$ 2,327	\$ 57	\$ 3,500	68%
Out of state travel	57-60				\$ -	\$ 5,333		\$ 5,000	107%
Due & membership in state	59-10			\$ 300	\$ 36	\$ 1,551		\$ 2,100	74%
Dues/membership out state	59-11	\$ 228		\$ 735	\$ -	\$ 2,527		\$ 1,500	168%
Seminar & conf in state	59-20			\$ 385	\$ 825	\$ 1,632		\$ 2,500	65%
Seminar & conf out state	59-21				\$ -	\$ 3,061		\$ 2,500	122%
Office supplies	61-10	\$ 2,916	\$ 1,721	\$ 363	\$ 1,765	\$ 15,122		\$ 20,000	76%
Medical supplies	61-20			\$ 36	\$ 3	\$ 52		\$ 600	9%
General supplies	61-40	\$ 691	\$ 2,464	\$ 584	\$ 2,771	\$ 22,439		\$ 10,000	224%
Program materials	61-43	\$ 6,327	\$ 1,786	\$ 1,963	\$ 5,654	\$ 33,411		\$ 46,000	73%
Materials Processing	61-44	\$ 2,253	\$ 4,092	\$ 6,390	\$ 4,402	\$ 39,291		\$ 64,569	61%
Postage	61-50	\$ 15	\$ 22	\$ 2,000	\$ 17	\$ 10,849		\$ 10,000	108%
Books & periodicals	61-70	\$ 37,382	\$ 33,307	\$ 43,239	\$ 41,876	\$ 421,845	\$ 2,703	\$ 529,429	80%
Gasoline	62-10	\$ 86	\$ 46	\$ 102	\$ -	\$ 385		\$ 439	88%
Natural gas	62-50	\$ 2,484	\$ 2,486	\$ 3,165	\$ 3,408	\$ 32,568		\$ 24,000	136%
Electricity	62-51	\$ 8,061	\$ 10,793	\$ 11,075	\$ 8,912	\$ 66,501		\$ 90,000	74%
Miscellaneous	68-10	\$ 313	\$ 732	\$ 28	\$ 56	\$ 1,527		\$ 2,000	76%
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	\$ 288,054	\$ 3,048,822	\$ 34,238	\$ 3,975,343	77.55%

Fargo Public Library 2022 Total Expenses

83% OF YEAR LAPSED

EXPENSE VS. BUDGET

2022

CARLSON

Account	Budget Line	July	August	September	October	YTD	Encumbrances	Budget	% Budget Used
						\$ 274,812		\$ 367,054	75%
Full time staff	11-00	\$ 39,039	\$ 26,924	\$ 26,628	\$ 27,043	\$ 274,812			
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	\$ 7,207	\$ 73,070		\$ 88,949	82%
Part time w/benefits overtime				\$ -	\$ -	\$ -			
Part Time Banked Sick	13-02			\$ -	\$ -	\$ -			
Part time seasonal no benefits	14-00	\$ 1,260	\$ 846	\$ 966	\$ 990	\$ 8,997		\$ 12,320	73%
Health insurance	20-01	\$ 6,516	\$ 6,624	\$ 6,469	\$ 6,700	\$ 63,290		\$ 79,544	80%
Dental insurance	20-03	\$ 303	\$ 306	\$ 306	\$ 311	\$ 3,002		\$ 3,941	76%
Long Term Disability	20-04	\$ 105	\$ 69	\$ 69	\$ 71	\$ 704		\$ 940	75%
Auto Allowance	20-05			\$ -	\$ -	\$ -			
FICA 6.2%	21-01	\$ 3,138	\$ 1,979	\$ 2,007	\$ 2,012	\$ 20,558		\$ 29,062	71%
Medicare 1.45%	21-02	\$ 734	\$ 463	\$ 469	\$ 471	\$ 4,809		\$ 6,797	71%
City Pension	22-01	\$ 1,462	\$ 980	\$ 980	\$ 980	\$ 10,709		\$ 16,534	65%
NDPERS Pension	22-04	\$ 2,794	\$ 1,760	\$ 1,797	\$ 1,817	\$ 17,464		\$ 20,594	85%
NDPERS & City Pension	22-05			\$ -	\$ -	\$ -			
Actuarial Contributions	22-06			\$ -	\$ -	\$ 27,717		\$ 27,717	100%
Workers Comp	25-00			\$ -	\$ -	\$ -			
Life insurance	26-00			\$ -	\$ -	\$ -		\$ 500	0%
Interpreters/ADA Compliance	33-29			\$ -	\$ -	\$ -			
Security Services	38-61	\$ 3,000	\$ 2,379	\$ 3,000	\$ 2,379	\$ 23,955	\$ 11,045	\$ 36,900	95%
Other Services	38-99	\$ (24)	\$ 32	\$ 32	\$ 373	\$ 891		\$ 1,000	89%
Water Sewer	41-05	\$ 265	\$ 292	\$ 272	\$ 564	\$ 2,472		\$ 3,000	82%
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		\$ -	\$ 1,287	\$ 4,373		\$ 2,705	162%
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	\$ 768	\$ 5,844		\$ 7,000	83%
Medical supplies	61-20			\$ -	\$ -	\$ -			
General supplies	61-40	\$ 163	\$ 598	\$ 466	\$ 2,907	\$ 13,033		\$ 2,500	521%
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	\$ 12,076	\$ 89,139	\$ 221	\$ 128,950	69%
Gasoline	62-10			\$ -	\$ -	\$ -			
Natural gas	62-50	\$ 1,925	\$ 1,590	\$ 1,787	\$ 2,342	\$ 23,100		\$ 15,000	154%
Electricity	62-51	\$ 5,318	\$ 5,085	\$ 4,857	\$ 3,739	\$ 35,906		\$ 30,450	118%
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	\$ 74,039	\$ 709,362	\$ 11,267	\$ 897,367	80.3%

Fargo Public Library 2022 Total Expenses

83% OF YEAR LAPSED

EXPENSE VS. BUDGET

2022

NORTHPORT

Account	Budget Line	July	August	September	October	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 16,548	\$ 10,171	\$ 12,605	\$ 13,178	\$ 106,511		\$ 113,202	94%
Full time overtime	11-01			\$ -	\$ -	\$ -			
Full time banked sick	11-02			\$ -	\$ -	\$ -			
Part time w/benefits	13-00	\$ 6,872	\$ 4,798	\$ 5,197	\$ 4,883	\$ 50,138		\$ 34,950	143%
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	\$ 3,697	\$ 27,229		\$ 27,927	98%
Dental insurance	20-03	\$ 111	\$ 136	\$ 159	\$ 157	\$ 1,272		\$ 1,314	97%
Long Term Disability	20-04	\$ 45	\$ 29	\$ 36	\$ 36	\$ 393		\$ 302	130%
Auto Allowance	20-05			\$ -	\$ -	\$ -			
FICA 6.2%	21-01	\$ 1,396	\$ 855	\$ 1,012	\$ 1,039	\$ 9,061		\$ 8,957	101%
Medicare 1.45%	21-02	\$ 326	\$ 200	\$ 237	\$ 243	\$ 2,120		\$ 2,095	101%
City Pension	22-01			\$ -	\$ -	\$ -			
NDPERS Pension	22-04	\$ 1,934	\$ 1,236	\$ 1,470	\$ 1,492	\$ 12,939		\$ 12,237	106%
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			\$ -	\$ 64	\$ 88		\$ 500	18%
Water Sewer	41-05	\$ 190	\$ 190	\$ 190	\$ 190	\$ 1,713		\$ 2,000	86%
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	\$ 5,800	\$ 63,435	\$ 15,565	\$ 79,000	100%
Property insurance	52-10	\$ 407	\$ -	\$ -	\$ 170	\$ 577		\$ 350	165%
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	\$ 59	\$ 854		\$ 3,500	24%
Program materials	61-43			\$ -	\$ -	\$ -			
Materials Processing	61-44			\$ -	\$ -	\$ -			
Postage	61-50			\$ -	\$ -	\$ -			
Books & periodicals	61-70	\$ 4,354	\$ 3,425	\$ 5,260	\$ 5,946	\$ 43,823		\$ 66,075	66%
Gasoline	62-10			\$ -	\$ -	\$ -			
Natural gas	62-50	\$ 45	\$ 40	\$ 40	\$ 49	\$ 1,073		\$ 1,900	56%
Electricity	62-51	\$ 725	\$ 864	\$ 801	\$ 722	\$ 5,992		\$ 7,875	76%
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	\$ 37,724	\$ 329,725	\$ 15,565	\$ 367,284	94.01%

Revenue 2022		
	Fees & Copies 101-0000-351.25-01	Misc. Revenue 101-0000-361.61-08
January	\$ 935.12	\$ 152.53
February	\$ 1,119.42	\$ 506.63
March	\$ 2,681.40	\$ 147.87
April	\$ 1,074.05	\$ 909.85
May	\$ 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	\$ 2,056.75	\$ 645.12
November		
December		
	\$ 18,081.18	\$ 4,241.95

Total \$

22,323.13