

Fargo Public Library Board of Directors  
Agenda for Tuesday November 19, 2024  
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 October 15 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. Northport Update
8. Statistical Reports
  - A. October Usage
  - B. October Financials
9. Friends of the Library Report
10. Next Regular Meeting: December 17
11. Adjourn

**Fargo Public Library Board**  
**Minutes for Tuesday, Oct 15, 2024**  
**Fargo City Commission Chambers and Virtual**  
**225 4th Street North, Fargo, ND 58102**

**Board Members Present:** Amy Ouren, John Rodenbiker, Wanda Mengelkoch, Kristen Schipper

**Board Members Absent:** Paul Jensen, Hannah James, Jenna Reno

**Staff:** Tim Dirks, Megan Lass, Cindy Haff, Beth Postema, Lori West

Board President Amy Ouren called the meeting to order at 4:00 p.m. A quorum was met.

**Order of the Agenda**

John Rodenbiker moved to approve the order of the agenda; Kristen Schipper seconded the motion. The motion carried.

**Minutes of the Aug 20 Regular Meeting**

Wanda Mengelkoch moved to approve the minutes of the Sept 17 Regular Meeting; John Rodenbiker seconded the motion. The motion carried.

**Public Comment**

There was no one present for public comment

**Staff Report**

Megan Lass presented highlights of staff updates and events including:

- Services
  - The cost of printing black and white pages has increased for \$.10 to \$.15 per page. Free printing credits per card holder has increased from \$5 to \$6 per month.
  - Hoopla service will be discontinued in 2025. The money previously spent on Hoopla will be put towards Libby to reduce wait times and broaden the collection
- Children
  - Train Days – Red River Modules Model Railroad Club
    - Main Library, Nov 16-17
- Teens
  - Zine Making – ages 11-15, registration opens Oct 31
    - Carlson Library, Nov 12, 4pm
    - Main Library, Nov 14, 5pm
- Adult
  - Warriors in the North: Local Veteran Stories of Healing (1B1C)
    - Main Library, Oct 17, 6pm
  - Scan Day
    - Carlson Library, Oct 28, 2pm
  - Jazz Into Fall (Sponsored by the Friends of the Fargo Public Library)
    - Main Library, Sundays in October, 2pm

## **Director's Report**

Director Tim Dirks highlighted his meeting with JLG Architects regarding the Staff Restroom & Work Area remodel possibilities. Their next meeting is Oct 17 at which potential options and the financial projects will be presented.

## **Unfinished business**

There was no unfinished business

## **New Business**

- Adjustment to Hours of Service
  - The adjustment of library service hours to all locations being closed on Sundays year round and the Main Library opening at 10 am Monday through Thursday starting Jan 1, 2025. The service hours adjustment is to ensure that that the level of service hours is sustainable within our current level of staffing. Direct Tim Dirks listed turnover and absenteeism as a result of the current levels.
  - Deputy Director Beth Postema presented a spreadsheet showing an average 2 week schedule for both exempt and non-exempt employees. She noted the current levels resulted in employees needing to work 7 or 8 days straight and averaging 11 out of 12 days worked. She also explained extra time worked (for example, pre-open or post-close activities) have to be made up somewhere else in the schedule since overtime hours are not allowed by the City. She also showed the impact that the adjustment of service hours would make to both schedules. Director Dirks noted we have had top candidates turn down a position due to the current schedule model.
  - Branch Manager Lori West spoke regarding the hiring process. Lori explained that City of Fargo guidelines require many steps to follow in the hiring process from creation of the requisition to onboarding. Lori has been part of the hiring process for 8 open positions in the last year. She explained each open candidate process requires 12-20 hours of work before onboarding happens.
  - Board Questions
    - John Rodenbiker asked if the employees are allotted breaks.
      - We follow City of Fargo and state/federal employment regulations regarding breaks
    - John Rodenbiker asked what the new hours would be
      - All locations would now open consistently at 10am Monday thru Thursday and Saturdays at 10am. Fridays would continue to be an 11am start.
    - Wanda Mengelkoch asked how long we have had Sunday hours
      - With the exception of the Pandemic, we've been open on Sundays for at least 35 years
      - Director Dirks stated in 2024, Main has averaged 332 visitors per Sunday while Carlson averaged 212 patrons per Sunday. He emphasized the need for us to focus on sustainability as we move forward with our mission.
    - John Rodenbiker agreed we need to have staff sustainability to maintain our superior programming offered at the library.
    - Amy Oden voiced fears that this would be seen as a permanent solution by the City Administration with potential future implications of more closures

- John Rodenbiker affirmed that we have a fantastic library with obvious growth. While it is disappointing, he acknowledged this is the best step to continue our mission.
  - John Rodenbiker moved to accept the item as presented. Kristen Schipper seconded the motion. It passed unanimously.
- Northport Projects update
  - Director Tim Dirks noted the door widening project is scheduled for mid-November.
  - The carpet squares are on order, however, the installers and movers have not yet been scheduled
  - Director Tim Dirks confirmed that the Northport Catalogue holdings can be hidden during the upcoming renovation closure.

### **Statistical Reports**

#### **September Usage**

Director Tim Dirks noted continued increases in Attendance, Volunteer Hours, Electronic activity and Circulation in September. Total circulation has increased year-to-date by 8.27% with September seeing an all time high. He stated we are still on track to exceed 2019 numbers.

#### **September Financials**

Director Tim Dirks highlighted a \$25 donation received for an employee's excellent customer service. He noted continued gifts from the Friends of the Fargo Public Library with our sincere thanks. With 75% of the year lapsed, we are at 71.29% spent on our total annual budget. 2024 Revenue has now exceeded 2024 budget expectations.

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

No representative was in attendance

Next Regular Meeting Tuesday, November 19 at 4pm in the Fargo City Commission Chambers.

The meeting adjourned at 4:31 p.m.

Respectfully submitted,  
Cindy Haff

## Staff Report

### November 2024 Library Board Meeting

#### Programming:

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

#### *Children*

- **Family Thanksgiving STEAM, November 23, 10:00am – Main Library.** In celebration of this heart-warming holiday, families are invited to gather at the Main Library on November 23 for a feast...of food science! We'll be serving up experiments with cranberry sauce and popcorn, along with sides of turkey and butter. This program is best suited to families with kids in grades 1-6. Space is limited and pre-registration is required.
- **Stories after Dark Storytime, November 27, 6:30pm – Carlson Library.** Join us at the Dr. James Carlson library for this special storytime event. Come bundled in your favorite pair of pajamas, and bring your favorite stuffed animal friend too! This program will be best enjoyed by children aged 2-6.
- **Homeschool History Alive Book Club, December 13, 2:00pm – Main Library.** Kids in grades 3-7 are invited to experience history in an entertaining and thought-provoking way at this new book club. Join us as we experience books and history through fun activities, lively discussion, snacks and more! Pick up your book, *The Mountain of Fire* by Rebecca Barone, at the children's desk.
- **Christmas Tree Trimming Storytime and Craft, December 16, 6:00pm – Main Library.** Celebrate the magical Christmas tree decorating tradition at this special storytime and craft event geared towards kids ages 2-6. Catch the spirit of the season as we listen to stories, and then make a dazzling ornament to hang on your own tree.

#### *Teens*

- **Cookie Decorating.** Get into the winter groove by decorating sugar cookies! We'll provide the cookies, frosting, and decorations – you just need to bring your imagination. This event is for ages 11-19 and pre-registration is required.
  - **December 9, 5:00pm – Main Library**
  - **December 10, 5:00pm – Carlson Library**

#### *Adults*

- **A Disastrous Decade, Sundays, 2:00pm – Main Library.** The 1970s were the golden age of disaster movies, a film genre that gave viewers an adrenaline rush from the safety of their seats. Local film critic Matt Olin hosts the film series and leads a short discussion following each screening.
  - **November 24: *The Towering Inferno* – rated PG (1974)**
  - **December 1: *Airport* – rated PG (1974)**

- **NDSU Community Lecture Series: The Architecture of Surrounded by Enemy, November 23, 2:00pm – Main Library.** Join Jennifer Brandel, architect and former NDSU faculty member, and Lisa Eggebraaten, NDSU Librarian to learn about the architecture of Denby M. Deegan, *Surrounded by Enemy*. Deegan had a distinguished career as one of the first Native American architects in North Dakota and the United States. The *Architecture of Surrounded by Enemy, Denby M. Deegan* exhibit showcases just a few of his projects in North Dakota. Each project reflects his dedication to celebrating Native American Heritage.  
\*\*The exhibit will be at the Main Library throughout the month of November.\*\*
- **Book Clubs:**
  - **History Reading Club, November 26** – *The Wide, Wide Sea* by Hampton Sides
  - **Sense of Place, December 5** – *Death by Water* by Kenzaburo Oe
  - **Tea Time Book Club, December 9** – *The People We Keep* by Allison Larkin
  - **Diverse Perspectives, December 12** – *When We Walk By* by Kevin Adler
  - **Senior Book Club, December 17** – *The Collected Regrets of Clover* by Mikki Brammer
  - **Science Fiction and Fantasy Book Club, December 18** – *Annihilation* by Jeff VanderMeer

### *Multigenerational*

- **Family Puzzle Competition, November 30, 10:00am – Main Library.** Do you think your family of puzzlers is the speediest in all the land? Test your skills at our puzzle competition. Teams will have two hours to complete a 300-piece puzzle. Participants are also welcome to bring a puzzle or two to exchange. The competition is recommended for families with school-aged children. Teams can consist of no more than 4 members.
- **Cozy Papercraft Afternoon, December 7, 2:00pm – Main Library.** Join us for a cozy, crafty afternoon! Make ornaments, bows, and more! Cookies and cider will be served. Program is open to adults, teens, and families. Drop in anytime!
- **Author Visit with Christina Soontornvat, Wednesday, December 11, 6:00pm – Carlson Library.** Christina Soontornvat is an award-winning author, engineer, and STEM educator. Her many works for children include *All Thirteen*, *A Wish in the Dark*, *The Tryout*, *The Ramble Shamble Children*, *To Change a Planet*, and many more. She is a three-time Newbery Honor recipient, most recently for *The Last Mapmaker*, which was also named a Best Book of the Year by The New York Times. Books will be available for purchase. All ages are welcome.

## **FPL DIRECTOR'S REPORT**

November 19, 2024

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

10.16.2024 Attended Meeting with the Mayor, City Admin and Liaison Commissioner Michelle Turnberg  
10.18.2024 Met with John Rodenbicker library board member  
10.24.2024 – 10.29.2024 Vacation  
10.31.2024 Attended Northport Carpet Replacement Project Planning Meeting

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

10.16.2024 Provided Open Door Office Hours  
10.18.2024 Attended All Staff Meeting  
10.22.2024 Moderated Library Dept. Heads Meeting  
10.23.2024 Provided Open Door Office Hours  
10.30.2024 Provided Open Door Office Hours  
11.05.2024 Moderated Library Dept. Heads Meeting  
11.06.2024 Provided Open Door Office Hours  
11.06.2024 Provided Quarterly Check-In Meeting with Principle Office Associate  
11.13.2024 Provided Branch Open Door Office Hours  
11.13.2024 Provided Quarterly Check-In Meeting with Community Relations Specialist  
11.14.2024 Provided Quarterly Check-In Meeting with Systems Technology & Electronic Resources Librarian  
11.14.2024 Provided Quarterly Check-In Meeting with Collection Development & Technical Services Manger  
11.15.2024 Provided Quarterly Check-In Meeting with Outreach & Volunteer Coordinator  
11.19.2024 Moderated Library Dept. Heads Meeting

### **Goal 4 Partnering:**

10.22.2024 Moderated Red River Zoo Board Meeting  
11.12.2024 Attended Friends Board Meeting

### **Goal 5 Technology & Infrastructure:**

10.17.2024 Attended Northport concepts options review meeting with JLG Architects.

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

**What:**

**Explanation:**

**Director recommendation:**

**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**  
11.19.2024 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 must request the use of audio or visual technology at least 48 hours in advance of their reservation. Technology fees should be paid at the time of the request. Groups requiring assistance with and/or set up of audiovisual technologies need to specifically request assistance at the time the technology 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. It is advised when making your reservation to build in 30 minutes for A/V set up.

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. Special set up requests are not available for the Conference Rooms. Groups may move chairs and tables as they need, but should return the room to its original set up before leaving.

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 in the conference rooms. *(This includes advanced reservations made without technology requests.)*

### **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.
11. **The Main Library Community Room is reserved for library programming only on Saturdays and is not available for non-library events.**

**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 Ins	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*

*Revised 11-15-2022*

*Revised 12-19-2023*

Library Use 2024

New Registrations: 620  
 Approx. Registered Patrons: 44,490

<b>ATTENDANCE</b>	<b>Oct-24</b>	<b>Oct-22</b>	<b>% CHANGE</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>Diff.</b>	<b>% CHANGE</b>
Door Count Main	20,222	16,722	21%	186,125	171,184	14,941	9%
Door Count Carlson	15,400	12,220	26%	142,440	119,139	23,301	20%
Door Count Northport	4,422	4,217	5%	45,165	42,176	2,989	7%
Outreach	397	433	-8%	3,858	3,695	163	4%
<b>Total</b>	<b>40,441</b>	<b>33,592</b>	<b>20%</b>	<b>377,588</b>	<b>336,194</b>	<b>41,394</b>	<b>12%</b>

<b>PROGRAM ATTENDANCE</b>	<b># of Programs</b>	<b>Attendance</b>	<b>Attendance</b>					
Adult Programs Main	29	1,217	671	81%	3,387	2,444	943	39%
Adult Programs Carlson	18	133	87	53%	1,680	1,226	454	37%
Adult Programs Northport	3	33	29	14%	233	184	49	27%
Teen Programs Main	3	24	11	118%	249	146	103	71%
Teen Programs Carlson	1	3	23	-87%	121	137	(16)	-12%
Teen Programs Northport	2	22	-		35	20	15	75%
Childrens Programs Main	21	715	522	37%	5,298	4,742	556	12%
Childrens Programs Carlson	18	696	725	-4%	3,632	3,342	290	9%
Childrens Programs Northport	9	395	209	89%	1,680	1,450	230	16%
Community Engagement	3	1,743	564	209%	10,609	7,548	3,061	41%
Outreach Department	5	57	25	128%	880	461	419	91%
Virtual/Passive Adult	2	185	160	16%	1,408	1,182	226	19%
Virtual/Passive Teen	2	29	-		234	13	221	1700%
Virtual/Passive Childrens	3	1,340	224	498%	7,887	3,287	4,600	140%
<b>Total</b>	<b>119</b>	<b>6,592</b>	<b>3,250</b>	<b>103%</b>	<b>37,333</b>	<b>26,182</b>	<b>11,151</b>	<b>43%</b>

<b>VOLUNTEER HOURS</b>								
Main		127	68	87%	1,326	732	594	81%
Carlson		20	20	0%	463	370	93	25%
Outreach		54	84	-36%	639	526	113	21%
Northport		-	-		-	-		
<b>Total</b>		<b>201</b>	<b>172</b>	<b>17%</b>	<b>2,428</b>	<b>1,628</b>	<b>800</b>	<b>49%</b>

<b>INTERNET SIGNUP</b>								
Main		3,582	2,475	45%	29,982	24,604	5,378	22%
Carlson		2,379	1,601	49%	21,378	16,779	4,599	27%
Northport		533	382	40%	5,002	4,547	455	10%
<b>Total</b>		<b>6,494</b>	<b>4,458</b>	<b>46%</b>	<b>56,362</b>	<b>45,930</b>	<b>10,432</b>	<b>23%</b>

<b>ELECTRONIC ACTIVITY</b>								
Web page hits		15,689	17,172	-9%	202,383	184,743	17,640	10%

2024 Circulation

	Oct-24	Oct-23	Increase/ Decrease	% CHANGE	2024 YTD	2023 YTD	Increase/ Decrease	% Change YTD
<b>PRINT</b>								
<b>MAIN</b>								
Adult Nonfiction	2,546	2,669	(123)	-4.61%	27,576	27,563	13	0.05%
Youth Nonfiction	2,089	2,076	13	0.63%	20,682	19,405	1,277	6.58%
Adult Fiction	5,833	5,811	22	0.38%	60,955	59,069	1,886	3.19%
Youth Fiction	3,306	3,142	164	5.22%	39,249	39,947	(698)	-1.75%
Youth Reader	1,316	1,147	169	14.73%	13,354	13,014	340	2.61%
Youth Picture Books	3,776	3,510	266	7.58%	40,745	39,882	863	2.16%
Adult Magazines	85	132	(47)	-35.61%	1,157	1,087	70	6.44%
Youth Magazines	29	18	11	61.11%	279	230	49	21.30%
Subtotal	18,980	18,505	475	2.57%	203,997	200,197	3,800	1.90%
<b>OUTREACH</b>								
Deposit	1,056	898	158	17.59%	9,516	8,987	529	5.89%
<b>CARLSON</b>								
Adult Nonfiction	870	883	(13)	-1.47%	9,401	9,607	(206)	-2.14%
Youth Nonfiction	1,407	1,010	397	39.31%	13,589	11,912	1,677	14.08%
Adult Fiction	3,308	3,014	294	9.75%	33,894	32,916	978	2.97%
Youth Fiction	2,845	2,650	195	7.36%	31,060	27,998	3,062	10.94%
Youth Readers	1,568	1,430	138	9.65%	17,014	15,161	1,853	12.22%
Youth Picture Books	3,706	3,223	483	14.99%	35,300	32,017	3,283	10.25%
Adult Magazines	117	97	20	20.62%	700	749	(49)	-6.54%
Youth Magazines	29	42	(13)	-30.95%	296	372	(76)	-20.43%
Subtotal	13,850	12,349	1,501	12.15%	141,254	130,732	10,522	8.05%
<b>NORTHPORT</b>								
Adult Nonfiction	303	279	24	8.60%	2,872	2,764	108	3.91%
Youth Nonfiction	299	380	(81)	-21.32%	3,771	3,081	690	22.40%
Adult Fiction	948	924	24	2.60%	10,057	9,525	532	5.59%
Youth Fiction	339	364	(25)	-6.87%	4,441	4,154	287	6.91%
Youth Readers	349	254	95	37.40%	3,370	2,812	558	19.84%
Youth Picture Books	728	797	(69)	-8.66%	6,893	7,126	(233)	-3.27%
Adult Magazines	37	29	8	27.59%	262	325	(63)	-19.38%
Youth Magazines	10	10	-	0.00%	50	24	26	108.33%
Subtotal	3,013	3,037	(24)	-0.79%	31,716	29,811	1,905	6.39%
<b>TOTAL PRINT</b>	<b>36,899</b>	<b>34,789</b>	<b>2,110</b>	<b>6.07%</b>	<b>386,483</b>	<b>369,727</b>	<b>16,756</b>	<b>4.53%</b>

## 2024 Circulation

**NONPRINT**

<b>OverDrive</b>	25,840	24,058	1,782	7.41%	251,546	204,213	47,333	23.18%
<b>Childrens Devices</b>	30	14	16	114.29%	207	169	38	22.49%
<b>Hoopla</b>	2,184	3,231	(1,047)	-32.40%	27,002	28,819	(1,817)	-6.30%
<b>Kanopy</b>	521	599	(78)	-13.02%	7,778	2,121	5,657	266.71%
<b>Subtotal</b>	<b>28,575</b>	<b>27,902</b>	<b>673</b>	<b>2.41%</b>	<b>286,533</b>	<b>235,322</b>	<b>51,211</b>	<b>21.76%</b>

**MAIN**

Adult DVD's	2711	3,097	(386)	-12.46%	28,321	29,528	(1,207)	-4.09%
Youth DVD's	429	423	6	1.42%	4,117	4,467	(350)	-7.84%
Video Games	259	212	47	22.17%	2,504	2,798	(294)	-10.51%
Adult CD's	723	451	272	60.31%	5,431	4,926	505	10.25%
Youth CD's	48	56	(8)	-14.29%	662	757	(95)	-12.55%
Adult Books on CD	148	155	(7)	-4.52%	1,690	1,851	(161)	-8.70%
Youth Books on CD	227	256	(29)	-11.33%	2,798	2,294	504	21.97%
Kits	291	300	(9)	-3.00%	3,088	2,901	187	6.45%
<b>Subtotal</b>	<b>4,836</b>	<b>4,950</b>	<b>(114)</b>	<b>-2.30%</b>	<b>48,611</b>	<b>49,522</b>	<b>(911)</b>	<b>-1.84%</b>

**CARLSON**

Adult DVD's	1145	1,553	(408)	-26.27%	14,555	14,977	(422)	-2.82%
Youth DVD's	533	390	143	36.67%	5,237	4,630	607	13.11%
Video Games	267	229	38	16.59%	2,586	2,452	134	5.46%
Adult CD's	139	200	(61)	-30.50%	2,322	2,871	(549)	-19.12%
Youth CD's	76	54	22	40.74%	759	651	108	16.59%
Adult Books on CD	86	109	(23)	-21.10%	1,013	1,123	(110)	-9.80%
Youth Books on CD	258	249	9	3.61%	2,633	1,937	696	35.93%
Kits	207	154	53	34.42%	1,960	1,619	341	21.06%
<b>Subtotal</b>	<b>2,711</b>	<b>2,938</b>	<b>(227)</b>	<b>-7.73%</b>	<b>31,065</b>	<b>30,260</b>	<b>805</b>	<b>2.66%</b>

**NORTHPORT**

Adult DVD's	466	557	(91)	-16.34%	5,840	7,395	(1,555)	-21.03%
Youth DVD's	84	75	9	12.00%	848	1,142	(294)	-25.74%
Video Games	80	60	20	33.33%	788	780	8	1.03%
Adult CD's	115	98	17	17.35%	1,052	1,157	(105)	-9.08%
Youth CD's	21	12	9	75.00%	158	195	(37)	-18.97%
Adult Books on CD	130	33	97	293.94%	455	302	153	50.66%
Youth Books on CD	152	89	63	70.79%	1,485	514	971	188.91%
Kits	34	20	14	70.00%	346	296	50	16.89%
<b>Subtotal</b>	<b>1,082</b>	<b>944</b>	<b>138</b>	<b>14.62%</b>	<b>10,972</b>	<b>11,781</b>	<b>(809)</b>	<b>-6.87%</b>

**TOTAL NONPRINT**

<b>37,204</b>	<b>36,734</b>	<b>470</b>	<b>1.28%</b>	<b>377,181</b>	<b>326,885</b>	<b>50,296</b>	<b>15.39%</b>
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**INTERLIBRARY LOAN**

Borrowed	271	276	(5)	-1.81%	2,477	2,347	130	5.54%
Loaned	453	408	45	11.03%	3,867	3,749	118	3.15%
<b>Subtotal</b>	<b>724</b>	<b>684</b>	<b>40</b>	<b>5.85%</b>	<b>6,344</b>	<b>6,096</b>	<b>248</b>	<b>4.07%</b>

**RENEWALS**

12,691	11,821	870	7.36%	128,303	130,215	(1,912)	-1.47%
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**TOTAL CIRCULATION**

<b>87,518</b>	<b>84,028</b>	<b>3,490</b>	<b>4.15%</b>	<b>898,311</b>	<b>832,923</b>	<b>65,388</b>	<b>7.85%</b>
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2024 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	35,007	34	23,02	486	2,052	100		100		25	25				37,851
LDONSP	Restricted Donations	27,445	2,842	25	3,488	7,600	6,982	25	3,000	3,100	1,800	737				57,043
	Grants															0
	<b>Total</b>	<b>62,452</b>	<b>2,876</b>	<b>48</b>	<b>3,973</b>	<b>9,652</b>	<b>7,082</b>	<b>25</b>	<b>3,100</b>	<b>3,100</b>	<b>1,825</b>	<b>762</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>94,895</b>

	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														0	
101-7019-463.54-11	Marketing				538	515	300	727		525	949				3,553	
101-7019-463.61-40	General Supplies								173						173	
101-7019-463.61-43	Programming				2,593	321	783	1,505	2,427	849	4,339				13,445	
101-7019-463.61-70	Books & Materials	1,842	197	210				22	2,140						4,412	
101-7019-463.68-10	Miscellaneous														0	
101-7019-463.68-10	Staff Development	47	30	30	559	30	628	80	30	30	30				1,494	
	Grant Expenses														0	
	<b>Total</b>	<b>1,889</b>	<b>359</b>	<b>735</b>	<b>3,689</b>	<b>866</b>	<b>1,711</b>	<b>2,334</b>	<b>4,770</b>	<b>1,404</b>	<b>5,318</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,076</b>	<b>71,819</b>



**Fargo Public Library 2024 Total Expenses**  
**83% OF YEAR LAPSED**  
**SUMMARY OF EXPENSE VS. AGGREGATE BUDGET**  
**2024**

Account	Budget Line	Total YTD	Total Encumbrances	Total YTD Expenses + Encumbrances	Total Budget	%	Over/(Under)
Full time staff	11-00	\$ 1,873,317	\$ -	\$ 1,873,317	\$ 2,407,122	77.82%	\$ (533,805.41)
Full time overtime	11-01	\$ 304	\$ -	\$ 304	\$ -		\$ 303.63
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 17,284	0.00%	\$ (17,284.00)
Part time w/benefits	13-00	\$ 457,080	\$ -	\$ 457,080	\$ 531,967	85.92%	\$ (74,887.37)
Part time w/benefits overtime		\$ 13	\$ -	\$ 13	\$ -		\$ 12.87
Part time banked sick		\$ -	\$ -	\$ -	\$ 250	0.00%	\$ (250.00)
Part time seasonal no benefits	14-00	\$ 28,358	\$ -	\$ 28,358	\$ 40,789	69.52%	\$ (12,431.50)
Health insurance	20-01	\$ 247,309	\$ -	\$ 247,309	\$ 335,068	73.81%	\$ (87,759.36)
Dental insurance	20-03	\$ 18,437	\$ -	\$ 18,437	\$ 21,595	85.38%	\$ (3,157.71)
Long Term Disability	20-04	\$ 5,347	\$ -	\$ 5,347	\$ 6,597	81.05%	\$ (1,249.91)
Auto Allowance	20-05	\$ 710	\$ -	\$ 710	\$ 900	78.86%	\$ (190.29)
FICA 6.2%	21-01	\$ 140,102	\$ -	\$ 140,102	\$ 183,195	76.48%	\$ (43,092.78)
Medicare 1.45%	21-02	\$ 32,765	\$ -	\$ 32,765	\$ 42,924	76.33%	\$ (10,158.56)
City Pension	22-01	\$ 25,170	\$ -	\$ 25,170	\$ 31,811	79.12%	\$ (6,641.43)
NDPERS Pension	22-04	\$ 184,413	\$ -	\$ 184,413	\$ 233,366	79.02%	\$ (48,952.68)
NDPERS & City Pension	22-05	\$ 5,071	\$ -	\$ 5,071	\$ 6,406	79.15%	\$ (1,335.42)
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ -		\$ -
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -		\$ -
Life insurance	26-00	\$ -	\$ -	\$ -	\$ 800	0.00%	\$ (800.00)
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Security Services	38-61	\$ 85,721	\$ 48,608	\$ 134,329	\$ 134,329	100.00%	\$ -
Other Services	38-99	\$ 14,357	\$ 7,146	\$ 21,502	\$ 16,500	130.32%	\$ 5,002.38
Water Sewer	41-05	\$ 4,735	\$ -	\$ 4,735	\$ 6,500	72.84%	\$ (1,765.29)
General equip repair	43-20	\$ -	\$ -	\$ -	\$ 3,000	0.00%	\$ (3,000.00)
General equip repair (computer)	43-21	\$ 15,878	\$ 682	\$ 16,560	\$ 39,266	42.17%	\$ (22,706.11)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 71,112	\$ 1,648	\$ 72,760	\$ 55,960	130.02%	\$ 16,800.05
Land and building rent	44-10	\$ 68,121	\$ 10,879	\$ 79,000	\$ 79,000	100.00%	\$ -
Property insurance	52-10	\$ 24,351	\$ -	\$ 24,351	\$ 20,065	121.36%	\$ 4,286.00
Automobile liability	52-20	\$ 325	\$ -	\$ 325	\$ 265	122.64%	\$ 60.00
General liability	52-30	\$ 10,500	\$ -	\$ 10,500	\$ 12,225	85.89%	\$ (1,725.15)
Cellular phone service	53-20	\$ 4,428	\$ -	\$ 4,428	\$ 5,400	82.01%	\$ (971.66)
Other communications	53-60	\$ 1,157	\$ -	\$ 1,157	\$ 2,600	44.51%	\$ (1,442.70)
ILS Development	53-61	\$ 18,025	\$ -	\$ 18,025	\$ 46,150	39.06%	\$ (28,125.00)
Minitex/OCLC	53-62	\$ 21,452	\$ -	\$ 21,452	\$ 20,600	104.13%	\$ 851.72
Marketing	54-11	\$ 28,839	\$ -	\$ 28,839	\$ 37,000	77.94%	\$ (8,161.42)
In state travel	56-60	\$ 4,393	\$ -	\$ 4,393	\$ 3,500	125.51%	\$ 892.98
Out of state travel	57-60	\$ 4,131	\$ -	\$ 4,131	\$ 7,500	55.08%	\$ (3,369.04)
Due & membership in state	59-10	\$ 2,533	\$ -	\$ 2,533	\$ 2,100	120.62%	\$ 433.00
Dues/membership out state	59-11	\$ 2,144	\$ -	\$ 2,144	\$ 2,000	107.20%	\$ 144.00
Seminar & conf in state	59-20	\$ 3,325	\$ -	\$ 3,325	\$ 2,500	133.01%	\$ 825.18
Seminar & conf out state	59-21	\$ 1,395	\$ -	\$ 1,395	\$ 2,750	50.73%	\$ (1,355.00)
Office supplies	61-10	\$ 34,002	\$ -	\$ 34,002	\$ 31,000	109.68%	\$ 3,002.14
Medical supplies	61-20	\$ 487	\$ -	\$ 487	\$ 600	81.15%	\$ (113.12)
General supplies	61-40	\$ 37,377	\$ -	\$ 37,377	\$ 36,000	103.83%	\$ 1,377.17
Program materials	61-43	\$ 30,159	\$ -	\$ 30,159	\$ 41,000	73.56%	\$ (10,840.94)
Materials Processing	61-44	\$ 44,238	\$ -	\$ 44,238	\$ 64,569	68.51%	\$ (20,330.89)
Postage	61-50	\$ 10,447	\$ -	\$ 10,447	\$ 15,300	68.28%	\$ (4,853.50)
Books & periodicals	61-70	\$ 558,642	\$ 811	\$ 559,453	\$ 774,454	72.24%	\$ (215,000.82)
Gasoline		\$ 353	\$ -	\$ 353	\$ 550	64.18%	\$ (197.00)
Natural gas	62-50	\$ 18,901	\$ -	\$ 18,901	\$ 76,300	24.77%	\$ (57,398.97)
Electricity	62-51	\$ 90,741	\$ -	\$ 90,741	\$ 89,500	101.39%	\$ 1,240.64
Miscellaneous	68-10	\$ 1,964	\$ -	\$ 1,964	\$ 2,000	98.18%	\$ (36.37)
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ 100	0.00%	\$ (100.00)
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ 14,082	\$ -	\$ 14,082	\$ 14,082	100.00%	\$ -
Capital Outlay - Computer Software	74-10	\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 4,246,707	\$ 69,774	\$ 4,316,481	\$ 5,506,739	78.39%	\$ (1,190,258)

**Fargo Public Library 2024 Total Expenses**

**83% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**

**2024**

**MAIN**

<b>Account</b>	<b>Budget Line</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>YTD</b>	<b>Encumbrances</b>	<b>Budget</b>	<b>% Budget Used</b>
Full time staff	11-00	\$ 140,350	\$ 142,897	\$ 141,071	\$ 1,443,249		\$ 1,917,891	75%
Full time overtime	11-01	\$ -	\$ 60	\$ 9	\$ 244		\$ -	
Full Time banked sick	11-02	\$ -	\$ -	\$ -	\$ -		\$ 13,790	0%
Part time w/benefits	13-00	\$ 27,695	\$ 29,397	\$ 28,994	\$ 298,528		\$ 365,534	82%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ 13		\$ -	
Part Time Banked Sick	13-02	\$ -	\$ -	\$ -	\$ -		\$ 250	0%
Part time seasonal no benefits	14-00	\$ 2,202	\$ 2,256	\$ 1,965	\$ 19,547		\$ 31,408	62%
Health insurance	20-01	\$ 17,257	\$ 17,373	\$ 17,016	\$ 170,268		\$ 238,921	71%
Dental insurance	20-03	\$ 1,353	\$ 1,367	\$ 1,356	\$ 13,308		\$ 16,422	81%
Long Term Disability	20-04	\$ 394	\$ 403	\$ 397	\$ 4,067		\$ 5,234	78%
Auto Allowance	20-05	\$ 69	\$ 69	\$ 69	\$ 710		\$ 900	79%
FICA 6.2%	21-01	\$ 10,103	\$ 10,437	\$ 10,228	\$ 104,898		\$ 142,472	74%
Medicare 1.45%	21-02	\$ 2,363	\$ 2,441	\$ 2,392	\$ 24,532		\$ 33,400	73%
City Pension	22-01	\$ 1,733	\$ 1,733	\$ 1,733	\$ 17,750		\$ 22,429	79%
NDPERS Pension	22-04	\$ 13,403	\$ 13,797	\$ 13,583	\$ 139,396		\$ 183,512	76%
NDPERS & City Pension	22-05	\$ 495	\$ 495	\$ 495	\$ 5,071		\$ 6,406	79%
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ -			
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -			
Life insurance	26-00	\$ -	\$ -	\$ -	\$ -		\$ 800	0%
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ -		\$ 500	0%
Security Services	38-61	\$ 7,448	\$ 6,113	\$ -	\$ 60,228	\$ 37,201	\$ 97,429	100%
Other Services	38-99	\$ 1,032	\$ 1,032	\$ 1,026	\$ 11,807	\$ 2,826	\$ 15,000	98%
Water Sewer	41-05	\$ -	\$ -	\$ -	\$ -			
General equip repair	43-20	\$ -	\$ -	\$ -	\$ -		\$ 3,000	0%
General equip repair (computer)	43-21	\$ 10	\$ 259	\$ 1,197	\$ 12,363		\$ 33,266	37%
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 1,478	\$ 1,783	\$ 2,124	\$ 70,581	\$ 1,648	\$ 49,560	146%
Land and building rent	44-10	\$ -	\$ -	\$ -	\$ -			
Property insurance	52-10	\$ -	\$ -	\$ -	\$ 18,429		\$ 15,010	123%
Automobile liability	52-20	\$ 325	\$ -	\$ -	\$ 325		\$ 265	123%
General liability	52-30	\$ -	\$ 10,500	\$ -	\$ 10,500		\$ 12,225	86%
Cellular phone service	53-20	\$ 544	\$ 544	\$ -	\$ 4,428		\$ 5,400	82%
Other communications	53-60	\$ 80	\$ 81	\$ -	\$ 1,157		\$ 2,600	45%
ILS Development	53-61	\$ -	\$ 18,025	\$ -	\$ 18,025		\$ 46,150	39%
Minitex/OCLC	53-62	\$ 841	\$ -	\$ -	\$ 21,452		\$ 20,600	104%
Marketing	54-11	\$ 4,230	\$ 863	\$ 2,478	\$ 28,839		\$ 37,000	78%
In state travel	56-60	\$ 272	\$ 72	\$ 2,745	\$ 4,393		\$ 3,500	126%
Out of state travel	57-60	\$ -	\$ -	\$ -	\$ 4,131		\$ 7,500	55%
Due & membership in state	59-10	\$ 60	\$ 36	\$ 300	\$ 2,533		\$ 2,100	121%
Dues/membership out state	59-11	\$ 247	\$ -	\$ -	\$ 2,144		\$ 2,000	107%
Seminar & conf in state	59-20	\$ 855	\$ -	\$ 71	\$ 3,325		\$ 2,500	133%
Seminar & conf out state	59-21	\$ -	\$ -	\$ -	\$ 1,395		\$ 2,750	51%
Office supplies	61-10	\$ 1,040	\$ 1,288	\$ 446	\$ 19,500		\$ 20,000	97%
Medical supplies	61-20	\$ 7	\$ 33	\$ 80	\$ 471		\$ 600	78%
General supplies	61-40	\$ 7,507	\$ 2,342	\$ 202	\$ 16,415		\$ 25,000	66%
Program materials	61-43	\$ 2,556	\$ 2,631	\$ 5,051	\$ 30,159	\$ -	\$ 41,000	74%
Materials Processing	61-44	\$ 3,470	\$ 4,211	\$ 4,486	\$ 44,238		\$ 64,569	69%
Postage	61-50	\$ -	\$ 58	\$ -	\$ 8,447		\$ 11,000	77%
Books & periodicals	61-70	\$ 46,097	\$ 38,286	\$ 28,983	\$ 421,657	\$ 811	\$ 580,054	73%
Gasoline	62-10	\$ 40	\$ 38	\$ 45	\$ 353		\$ 550	64%
Natural gas	62-50	\$ 56	\$ 189	\$ 1,286	\$ 8,193		\$ 45,000	18%
Electricity	62-51	\$ 8,250	\$ 8,788	\$ 8,834	\$ 58,074		\$ 57,500	101%
Miscellaneous	68-10	\$ 184	\$ 467		\$ 1,964		\$ 2,000	98%
Safety compliance	68-50		\$ -		\$ -		\$ 100	0%
Bad Debt					\$ -			
Capital Outlay - Machinery & Equipment		\$ -			\$ 8,338		\$ 8,338	100%
Capital Outlay - Computer Software	74-10				\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		<b>\$ 304,046</b>	<b>\$ 320,363</b>	<b>\$ 278,664</b>	<b>\$ 3,135,442</b>	<b>\$ 42,487</b>	<b>\$ 4,194,435</b>	<b>75.77%</b>

**Fargo Public Library 2024 Total Expenses**  
**83% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**

**2024**

**CARLSON**

<b>Account</b>	<b>Budget Line</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>YTD</b>	<b>Encumbrances</b>	<b>Budget</b>	<b>% Budget Used</b>
Full time staff	11-00	\$ 25,442	\$ 29,055	\$ 28,818	\$ 285,562		\$ 379,225	75%
Full time overtime	11-01	\$ 50	\$ -	\$ -	\$ 60		\$ -	
full Time Banked Sick	11-02	\$ -	\$ -	\$ -	\$ -		\$ 3,494	0%
Part time w/benefits	13-00	\$ 10,791	\$ 10,034	\$ 9,822	\$ 102,815		\$ 110,666	93%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -		\$ -	
Part Time Banked Sick	13-02	\$ -	\$ -	\$ -	\$ -		\$ -	
Part time seasonal no benefits	14-00	\$ 804	\$ 912	\$ 816	\$ 8,811		\$ 9,381	94%
Health insurance	20-01	\$ 4,838	\$ 5,832	\$ 5,670	\$ 53,935		\$ 83,980	64%
Dental insurance	20-03	\$ 304	\$ 361	\$ 352	\$ 3,393		\$ 3,621	94%
Long Term Disability	20-04	\$ 78	\$ 88	\$ 87	\$ 868		\$ 989	88%
Auto Allowance	20-05	\$ -	\$ -	\$ -	\$ -		\$ -	
FICA 6.2%	21-01	\$ 2,194	\$ 2,377	\$ 2,328	\$ 23,480		\$ 30,787	76%
Medicare 1.45%	21-02	\$ 513	\$ 556	\$ 544	\$ 5,491		\$ 7,200	76%
City Pension	22-01	\$ 724	\$ 724	\$ 724	\$ 7,420		\$ 9,382	79%
NDPERS Pension	22-04	\$ 2,500	\$ 2,781	\$ 2,739	\$ 27,428		\$ 34,504	79%
NDPERS & City Pension	22-05	\$ -	\$ -	\$ -	\$ -		\$ -	
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ -		\$ -	
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -		\$ -	
Life insurance	26-00	\$ -	\$ -	\$ -	\$ -		\$ -	
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ -		\$ 500	0%
Security Services	38-61	\$ 3,210	\$ 2,634	\$ -	\$ 25,493	\$ 11,407	\$ 36,900	100%
Other Services	38-99	\$ 34	\$ -	\$ 34	\$ 232		\$ 1,000	23%
Water Sewer	41-05	\$ 280	\$ 331	\$ 316	\$ 2,627		\$ 3,500	75%
General equip repair	43-20	\$ -	\$ -	\$ -	\$ -		\$ -	
General equip repair (computer)	43-21	\$ 72	\$ -	\$ -	\$ 3,515	\$ 682	\$ 6,000	70%
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ -		\$ -	
Maintenance service	43-50	\$ -	\$ 177	\$ -	\$ 531		\$ 4,300	12%
Land and building rent	44-10	\$ -	\$ -	\$ -	\$ -		\$ -	
Property insurance	52-10	\$ -	\$ -	\$ -	\$ 5,233		\$ 4,705	111%
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	\$ 2,102	\$ 721	\$ 719	\$ 12,018		\$ 8,000	150%
Medical supplies	61-20	\$ -	\$ -	\$ -	\$ -		\$ -	
General supplies	61-40	\$ 93	\$ 14	\$ 267	\$ 6,248		\$ 7,500	83%
Program materials	61-43	\$ -	\$ -	\$ -	\$ -		\$ -	
Materials Processing	61-44	\$ -	\$ -	\$ -	\$ -		\$ -	
Postage	61-50	\$ -	\$ -	\$ -	\$ 2,000		\$ 4,300	47%
Books & periodicals	61-70	\$ 8,290	\$ 10,734	\$ 11,238	\$ 89,891		\$ 136,200	66%
Gasoline	62-10	\$ -	\$ -	\$ -	\$ -		\$ -	
Natural gas	62-50	\$ 694	\$ 778	\$ 1,016	\$ 9,859		\$ 27,500	36%
Electricity	62-51	\$ 4,066	\$ 3,880	\$ 3,615	\$ 27,288		\$ 25,000	109%
Miscellaneous	68-10	\$ -	\$ -	\$ -	\$ -		\$ -	
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ -		\$ -	
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -	
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ 5,744	\$ -	\$ 5,744	100%
Capital Outlay - Computer Software	74-10	\$ -	\$ -	\$ -	\$ -		\$ -	
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -	
		<b>\$ 67,080</b>	<b>\$ 71,989</b>	<b>\$ 69,107</b>	<b>\$ 709,940</b>	<b>\$ 12,089</b>	<b>\$ 944,378</b>	<b>76.5%</b>

**Fargo Public Library 2024 Total Expenses**

**83% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**

**2024**

**NORTHPORT**

<b>Account</b>	<b>Budget Line</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>YTD</b>	<b>Encumbrances</b>	<b>Budget</b>	<b>% Budget Used</b>
Full time staff	11-00	\$ 12,024	\$ 12,833	\$ 14,745	\$ 144,506		\$ 110,006	131%
Full time overtime	11-01	\$ -	\$ -	\$ -	\$ -			
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ -			
Part time w/benefits	13-00	\$ 5,732	\$ 3,710	\$ 4,152	\$ 55,737		\$ 55,767	100%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -			
Part time banked sick		\$ -	\$ -	\$ -	\$ -			
Part time seasonal no benefits	14-00	\$ -	\$ -	\$ -	\$ -			
Health insurance	20-01	\$ 2,220	\$ 1,915	\$ 2,165	\$ 23,105		\$ 12,167	190%
Dental insurance	20-03	\$ 152	\$ 171	\$ 169	\$ 1,737		\$ 1,552	112%
Long Term Disability	20-04	\$ 38	\$ 37	\$ 42	\$ 413		\$ 374	110%
Auto Allowance	20-05	\$ -	\$ -	\$ -	\$ -			
FICA 6.2%	21-01	\$ 1,023	\$ 989	\$ 1,124	\$ 11,724		\$ 9,936	118%
Medicare 1.45%	21-02	\$ 239	\$ 231	\$ 263	\$ 2,742		\$ 2,324	118%
City Pension	22-01	\$ -	\$ -	\$ -	\$ -			
NDPERS Pension	22-04	\$ 1,644	\$ 1,532	\$ 1,750	\$ 17,589		\$ 15,350	115%
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	\$ 34	\$ -	\$ 2,217	\$ 2,317	\$ 4,320	\$ 500	1327%
Water Sewer	41-05	\$ 238	\$ 238	\$ 238	\$ 2,107	\$ -	\$ 3,000	70%
General equip repair	43-20	\$ -	\$ -	\$ -	\$ -			
General equip repair (computer)	43-21	\$ -	\$ -	\$ -	\$ -			
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ -			
Maintenance service	43-50	\$ -	\$ -	\$ -	\$ -		\$ 2,100	0%
Land and building rent	44-10	\$ 6,185	\$ 6,185	\$ 6,272	\$ 68,121	\$ 10,879	\$ 79,000	100%
Property insurance	52-10	\$ -	\$ -	\$ -	\$ 690		\$ 350	197%
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	\$ 179	\$ -	\$ 737	\$ 2,484		\$ 3,000	83%
Medical supplies	61-20	\$ -	\$ -	\$ -	\$ 16			
General supplies	61-40	\$ 30	\$ -	\$ 7,228	\$ 14,714		\$ 3,500	420%
Program materials	61-43	\$ -	\$ -	\$ -	\$ -			
Materials Processing	61-44	\$ -	\$ -	\$ -	\$ -			
Postage	61-50	\$ -	\$ -	\$ -	\$ -			
Books & periodicals	61-70	\$ 5,286	\$ 4,658	\$ 5,264	\$ 47,094		\$ 58,200	81%
Gasoline	62-10		\$ -	\$ -	\$ -			
Natural gas	62-50	\$ 46	\$ 46	\$ 48	\$ 849		\$ 3,800	22%
Electricity	62-51	\$ 688	\$ 587	\$ 592	\$ 5,379		\$ 7,000	77%
Miscellaneous	68-10		\$ -		\$ -			
Safety compliance	68-50		\$ -		\$ -			
Bad Debt			\$ -		\$ -			
Capital Outlay - Equipment			\$ -		\$ -			
Capital Outlay - Computer Software			\$ -		\$ -			
Capital Outlay - Vehicles	74-20		\$ -		\$ -			
		<b>\$ 35,759</b>	<b>\$ 33,131</b>	<b>\$ 47,007</b>	<b>\$ 401,325</b>	<b>\$ 15,199</b>	<b>\$ 367,926</b>	<b>113.21%</b>

<b>Revenue 2024</b>		
	<b>Fees &amp; Copies 101-0000- 351.25-01</b>	<b>Misc. Revenue 101-0000- 361.61-08</b>
<b>January</b>	\$ 2,242.62	\$ 772.75
<b>February</b>	\$ 2,763.68	\$ 469.87
<b>March</b>	\$ 2,543.64	\$ 300.00
<b>April</b>	\$ 2,985.69	\$ 397.13
<b>May</b>	\$ 2,508.06	\$ 384.86
<b>June</b>	\$ 1,401.79	\$ 57.03
<b>July</b>	\$ 2,781.74	\$ 364.57
<b>August</b>	\$ 1,896.38	\$ 350.30
<b>September</b>	\$ 3,167.35	\$ 419.68
<b>October</b>	\$ 3,097.38	\$ 925.81
<b>November</b>		
<b>December</b>		
	\$ 25,388.33	\$ 4,442.00

**Total \$**

**29,830.33**