

Fargo Public Library Board of Directors  
Agenda for Tuesday November 21, 2023  
4:00p.m.

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

- |  |               |
|--|---------------|
| 1. Approve Order of the Agenda                     | <b>Action</b> |
| 2. Minutes of the October 17 Meeting               | <b>Action</b> |
| 3. Public Comment                                  |               |
| 4. Staff Report- Megan Lass                        |               |
| 5. Director's Report                               |               |
| 6. Unfinished Business                             |               |
| A. None  |               |
| 7. New Business                                    |               |
| A. Review of Strategic Plan Activity (Goals 4 - 6) |               |
| 8. Statistical Reports                             |               |
| A. October Usage                                   |               |
| B. October Financials                              |               |
| 9. Friends of the Library Report                   |               |
| 10. Next Regular Meeting: December 19              |               |
| 11. Adjourn  |               |

**Fargo Public Library Board**  
**Minutes for Tuesday, Oct 17 2023**  
**Fargo City Commission Chambers and Virtual**  
**225 4th Street North, Fargo, ND 58102**

**Board Members Present:** Jenna Reno, Wanda Mengelkoch, Kristen Schipper, Paul Jensen (online), Hanna James (online)

**Board Members Absent:** Amy Ouren, John Rodenbiker

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

Board Vice President Jenna Reno called the meeting to order at 4:00 p.m. A quorum was met.

**Order of the Agenda**

Kristen Schipper moved to approve the order of the agenda; Wanda Mengelkoch seconded the motion. The motion carried.

**Minutes of the Sept 19 Regular Meeting**

Wanda Mengelkoch moved to approve the minutes of the Sept 19 Regular Meeting; Paul Jensen 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:

- Staffing
  - Approximately 10 Library employees attended last week's NDLA Annual Conference held here in Fargo
  - 2 Employees were presenters during the Conference
- Children
  - Pumpkin Decorating at our Branch Libraries this week
  - Train Day, Nov 18, Main Library
- Teen/Tween
  - Spooky Terrariums, Oct 19 at Main
- Adult
  - Bridgerton Team Party, Carlson Library, Oct 21
  - ChatGPT for All: Nov 16 at Main. A discussion on AI technology
- Multigenerational
  - 1 Book 1 Community Author Event: Natalie Warren: Oct 19, 7pm at Concordia College

### **Director's Report**

Director Tim Dirks discussed several activities during Banned Book week included: Moderating a discussion on Banning and Legislation with Concordia Students, Participating as a Panelist with the Zambrose event on Oct 8 and Presenting at the NDLA Conference. Director Dirks also gave interviews to WDAY Television and The Forum this month.

Paul Jensen highlighted the letter by Lisa DeVille concerning censorship in this week's Forum.

### **Unfinished business**

There was no unfinished business

### **New Business**

Director Tim Dirks gave a summary of Goals 1-3 of the Strategic Activity Plan for the Library. Upon request from Paul Jensen, Director Dirks will send out copies of his slides to members of the Board.

### **Statistical Reports**

#### **September Usage**

Director Tim Dirks noted that numbers continue to climb. Attendance is up 10% over last year. Program attendance is up 20% and Internet signups and electronic activity are also up over 10%. Volunteer numbers were down slightly. Circulation is up almost 8% at just over 55,000 titles. The bulk of this increase is in our electronic resources which are up over 25%.

#### **August Financials**

Director Tim Dirks reported that with 75 % of the year complete, the budget is at 69%. Revenue is just over \$25,000 for the year.

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

While no representatives of the Friends group were present for the meeting, Director Dirks reported their Book Sale had over \$3000 in sales.

Next Regular Meeting Tuesday, October 17 at 4pm in the Fargo City Commission Chambers.

The meeting adjourned at 4:31 p.m.

Respectfully submitted,  
Cindy Haff

## **Staff Report**

### **November 2023 Library Board Meeting**

#### **Staffing:**

- Marcos Garcia has been promoted to a Library Associate III in the Circulation department. We are currently hiring for his replacement.

#### **Services:**

- **Community Options.** Staff from the Fargo office of Community Options visits the library to share about the variety of services they offer including: case management, care coordination, education, housing, and peer support.
  - Carlson Library – 1<sup>st</sup> Tuesdays
  - Main Library – 3<sup>rd</sup> Tuesdays

#### **Community Engagement:**

- **Nutcracker Ballet at NDSU Festival Concert Hall, Dec. 16 & 17.** Library staff will be doing a storytime and craft before the Nutcracker Matinee Performances.

#### **Programming:**

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

#### ***Children***

- **Intro to Engineering, Dec. 2, 10:00am – Northport Library.** Learn about the wide world of engineering through hands-on demonstrations of mechanical, civil, and electrical engineering with NDSU's Society of Women Engineers!
- **Beach Escape Storytime.** Kids ages 2-6 and their adults are invited to move and groove to a beach-themed storytime incorporating creative movement. After storytime, participants can stay for coloring and other calming activities.
  - **Dec. 5, 6:00pm – Carlson Library**
  - **Dec. 7, 6:00pm – Main Library**
- **Gingerbread House Decorating.** Help us decorate houses for gingerbread men! All materials will be provided and you'll take home a house to keep. This activity is best suited for children 5 and up. Registration is required.
  - **Dec. 14, 4:00pm – Northport Library**
  - **Dec. 16, 10:00am – Main Library**

#### ***Teens and Tweens***

- **Christmas Ornament Workshop, Nov. 26, 2:00pm – Carlson Library.** If your Christmas tree is looking a little bare this holiday season, join us at the Dr. James Carlson Library for a Christmas ornament-making workshop. Kids and teens ages 10-16 are invited to make some family keepsakes at this holiday event.
- **Gingerbread Houses, Dec. 2, 1:00pm – Main Library.** Come and decorate a fun, tasty gingerbread house! This program is for teens ages 12-18. Space is limited; pre-registration is required.

### Adults

- **Silent Reading Party @ the Troll Lounge, Dec. 7, 4:30pm.** Join us at the Sons of Norway to find a cozy spot to read and enjoy a beverage. Librarians will be on hand to provide snacks and reading suggestions. This is a 21+ event.
- **Grinchmas Wreath, Dec. 9, 1:00pm – Main Library.** Come down to Whoville and create your very own Grinch wreath while snaking on a Who's feast and watching *How the Grinch Stole Christmas*. All materials provided. Registration is required.
- **Winter Solstice Tea and Art, Dec. 10, 2:00pm – Main Library.** Add some brightness to your winter in a peaceful, candlelit environment to paint watercolor postcards, gift tags or bookmarks. Learn about season teas while you sip and paint. No registration is required.
- **Chunky Crochet Garland.** Learn how to crochet a chunky yarn garland using only two stitches! Pre-registration is required and opens Nov. 27.
  - **Dec. 12, 6:30pm** – Northport Library
  - **Dec. 16, 10:00am** – Carlson Library
- **Book Clubs**
  - History Reading Club, Nov. 28 – *President Garfield* by C.W. Goodyear
  - Sense of Place, Dec. 7 – *A Thousand Ships* by Natalie Haynes
  - Tea Time Book Club, Dec. 11 – *Fountains of Silence* by Ruta Sepetys
  - Diverse Perspectives, Dec. 14 – *The Sum of Us* by Heather McGhee
  - Senior Book Club, Dec. 19 – *The Many Daughters of Afong Moy* by Jamie Ford

### Multigenerational

- **Family Puzzle Competition, Nov. 25, 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! This event is recommended for families with school-aged children.
- **Family Trivia Night, Nov. 30, 6:00pm – Main Library.** Rally your relatives and join us for a family trivia night at the Main Library. This event is open to individuals, families, or teams of all ages. December's theme is: science trivia!

## **FPL DIRECTOR'S REPORT**

November 21, 2023

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

- 10.18.23 Moderated Door Override Meeting with Johnson Controls
- 10.30.23 Attended City Cabinet Meeting
- 11.6.23 Met with Commission Liaison Arlette Preston
- 11.13.23 Attended City Cabinet Meeting

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

- 10.20.23 Attended All Staff Meeting
- 10.24.23 Moderated Library Dept. Heads Meeting
- 10.25.23 Provided Office Hours
- 10.31.23 Moderated Library Dept. Heads Meeting
- 11.1.23 Provided Office Hours
- 11.6.23 Moderated Quarterly Project Meeting with Deputy Director
- 11.7.23 Moderated Library Dept. Heads Meeting
- 11.8.23 Provided Office Hours
- 11.8.23 Moderated Quarterly Project Meeting with Branch Services Manager
- 11.9.23 Moderated Quarterly Project Meeting with Collection Development/Technical Services Manager
- 11.13.23 Moderated Quarterly Project Meeting with Electronic Resources Librarian
- 11.14.23 Moderated Library Dept. Heads Meeting
- 11.14.23 Moderated Quarterly Project Meeting with Community Relations Specialist
- 11.15.23 Provided Office Hours
- 11.16.23 Moderated Quarterly Project Meeting with Outreach Librarian & Volunteer Coordinator
- 11.21.23 Moderated Library Dept. Heads Meeting

### **Goal 4 Partnering:**

- 10.18.23 Moderated Red River Zoo Executive Committee Meeting
- 10.24.23 Moderated Red River Zoo Board Meeting
- 11.7.23 Attended Friends Board Meeting
- 11.15.23 Moderated Red River Zoo Executive Committee Meeting
- 11.16.23 Moderated Red River Zoo Governance Committee Meeting
- 11.17.23 Attended NDSU School of Architecture Presentations

Library Use 2023

New Registrations: 6,724 \*includes FPS students  
 Approx. Registered Patrons: 41,564

	Oct-23	Oct-22	% CHANGE	2023 YTD	2022 YTD	Diff.	% CHANGE
<b>ATTENDANCE</b>							
Door Count Main	18,592	16,722	11%	173,054	155,457	17,597	11%
Door Count Carlson	12,415	12,220	2%	119,334	106,954	12,380	12%
Door Count Northport	4,454	4,217	6%	42,413	41,286	1,127	3%
Outreach	342	433	-21%	3,604	4,529	(925)	-20%
<b>Total</b>	<b>35,803</b>	<b>33,592</b>	<b>7%</b>	<b>338,405</b>	<b>308,226</b>	<b>30,179</b>	<b>10%</b>

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance					
Adult Programs Main	24	700	671	4%	2,473	1,901	572	30%
Adult Programs Carlson	13	78	87	-10%	1,217	839	378	45%
Adult Programs Northport	3	32	29	10%	187	113	74	65%
Teen Programs Main	1	16	11		151	140	11	8%
Teen Programs Carlson	1	1	23		115	211	(96)	-45%
Teen Programs Northport	-	-	-		20	2	18	900%
Childrens Programs Main	18	796	522	52%	5,016	3,884	1,132	29%
Childrens Programs Carlson	16	628	725	-13%	3,245	2,687	558	21%
Childrens Programs Northport	11	418	209	100%	1,659	1,143	516	45%
Community Engagement	5	2,535	564	349%	8,343	6,709	1,634	24%
Outreach Department	3	65	25	160%	501	295	206	70%
Virtual/Passive Adult	3	142	160	-11%	1,164	757	407	54%
Virtual/Passive Teen	-	-	-		13	-	13	
Virtual/Passive Childrens	4	428	224	91%	3,491	2,773	718	26%
<b>Total</b>	<b>102</b>	<b>5,839</b>	<b>3,250</b>	<b>80%</b>	<b>27,595</b>	<b>21,454</b>	<b>6,141</b>	<b>29%</b>

VOLUNTEER HOURS								
Main		76	68	12%	740	750	(10)	-1%
Carlson		24	20	20%	374	230	144	63%
Outreach		55	84	-35%	497	722	(225)	-31%
Northport			-		-	-		
<b>Total</b>		<b>155</b>	<b>172</b>	<b>-10%</b>	<b>1,611</b>	<b>1,702</b>	<b>(91)</b>	<b>-5%</b>

INTERNET SIGNUP								
Main		2,818	2,475	14%	24,947	21,786	3,161	15%
Carlson		2,039	1,601	27%	17,217	15,689	1,528	10%
Northport		426	382	12%	4,591	3,882	709	18%
<b>Total</b>		<b>5,283</b>	<b>4,458</b>	<b>19%</b>	<b>46,755</b>	<b>41,357</b>	<b>5,398</b>	<b>13%</b>

ELECTRONIC ACTIVITY								
Web page hits		19,353	17,172	13%	186,924	169,248	17,676	10%

## 2023 Circulation

	Oct-23	Oct-22	Increase/ Decrease	% CHANGE	2023 YTD	2022 YTD	Increase/ Decrease	% Change YTD
<b>PRINT</b>								
<b>MAIN</b>								
Adult Nonfiction	2,669	2,448	221	9.03%	27,563	26,412	1,151	4.36%
Youth Nonfiction	2,076	1,774	302	17.02%	19,405	17,030	2,375	13.95%
Adult Fiction	5,811	6,017	(206)	-3.42%	59,069	58,634	435	0.74%
Youth Fiction	3,142	3,183	(41)	-1.29%	39,947	39,381	566	1.44%
Youth Reader	1,147	1,227	(80)	-6.52%	13,014	13,663	(649)	-4.75%
Youth Picture Books	3,510	3,597	(87)	-2.42%	39,882	37,223	2,659	7.14%
Adult Magazines	132	130	2	1.54%	1,087	1,164	(77)	-6.62%
Youth Magazines	18	29	(11)	-37.93%	230	241	(11)	-4.56%
<b>Subtotal</b>	<b>18,505</b>	<b>18,405</b>	<b>100</b>	<b>0.54%</b>	<b>200,197</b>	<b>193,748</b>	<b>6,449</b>	<b>3.33%</b>
<b>OUTREACH</b>								
Deposit	898	905	(7)	-0.77%	8,987	9,531	(544)	-5.71%
<b>CARLSON</b>								
Adult Nonfiction	883	817	66	8.08%	9,607	8,969	638	7.11%
Youth Nonfiction	1,010	1,082	(72)	-6.65%	11,912	11,520	392	3.40%
Adult Fiction	3,014	3,088	(74)	-2.40%	32,916	31,814	1,102	3.46%
Youth Fiction	2,650	2,253	397	17.62%	27,998	27,004	994	3.68%
Youth Readers	1,430	1,355	75	5.54%	15,161	14,869	292	1.96%
Youth Picture Books	3,223	3,099	124	4.00%	32,017	32,474	(457)	-1.41%
Adult Magazines	97	65	32	49.23%	749	951	(202)	-21.24%
Youth Magazines	42	23	19	82.61%	372	368	4	1.09%
<b>Subtotal</b>	<b>12,349</b>	<b>11,782</b>	<b>567</b>	<b>4.81%</b>	<b>130,732</b>	<b>127,969</b>	<b>2,763</b>	<b>2.16%</b>
<b>NORTHPORT</b>								
Adult Nonfiction	279	249	30	12.05%	2,764	2,905	(141)	-4.85%
Youth Nonfiction	380	267	113	42.32%	3,081	2,746	335	12.20%
Adult Fiction	924	901	23	2.55%	9,525	9,361	164	1.75%
Youth Fiction	364	341	23	6.74%	4,154	4,184	(30)	-0.72%
Youth Readers	254	261	(7)	-2.68%	2,812	3,031	(219)	-7.23%
Youth Picture Books	797	675	122	18.07%	7,126	6,694	432	6.45%
Adult Magazines	29	27	2	7.41%	325	256	69	26.95%
Youth Magazines	10	4	6		24	9	15	166.67%
<b>Subtotal</b>	<b>3,037</b>	<b>2,725</b>	<b>312</b>	<b>11.45%</b>	<b>29,811</b>	<b>29,186</b>	<b>625</b>	<b>2.14%</b>
<b>TOTAL PRINT</b>	<b>34,789</b>	<b>33,817</b>	<b>972</b>	<b>2.87%</b>	<b>369,727</b>	<b>360,434</b>	<b>9,293</b>	<b>2.58%</b>



## 2023 Circulation

**NONPRINT**

<b>OverDrive</b>	24,058	17,714	6,344	35.81%	204,213	163,796	40,417	24.68%
<b>Childrens Devices</b>	14	12	2	16.67%	169	166	3	1.81%
<b>Hoopla</b>	3,231	2,380	851	35.76%	32,170	23,684	8,486	35.83%
<b>Kanopy</b>	599	-	599		2,121	-	2,121	
<b>Subtotal</b>	<b>27,902</b>	<b>20,106</b>	<b>7,796</b>	<b>38.77%</b>	<b>238,673</b>	<b>187,646</b>	<b>51,027</b>	<b>27.19%</b>

**MAIN**

<b>Adult DVD's</b>	3,097	3,108	(11)	-0.35%	29,528	30,387	(859)	-2.83%
<b>Youth DVD's</b>	423	415	8	1.93%	4,467	4,005	462	11.54%
<b>Video Games</b>	212	237	(25)	-10.55%	2,798	2,471	327	13.23%
<b>Adult CD's</b>	451	478	(27)	-5.65%	4,926	4,795	131	2.73%
<b>Youth CD's</b>	56	44	12	27.27%	757	608	149	24.51%
<b>Adult Books on CD</b>	155	215	(60)	-27.91%	1,851	2,022	(171)	-8.46%
<b>Youth Books on CD</b>	256	166	90	54.22%	2,294	1,727	567	32.83%
<b>Kits</b>	300	232	68	29.31%	2,901	2,393	508	21.23%
<b>Subtotal</b>	<b>4,950</b>	<b>4,895</b>	<b>55</b>	<b>1.12%</b>	<b>49,522</b>	<b>48,408</b>	<b>1,114</b>	<b>2.30%</b>

**CARLSON**

<b>Adult DVD's</b>	1,553	1,540	13	0.84%	14,977	15,831	(854)	-5.39%
<b>Youth DVD's</b>	390	441	(51)	-11.56%	4,630	5,379	(749)	-13.92%
<b>Video Games</b>	229	229	-	0.00%	2,452	2,177	275	12.63%
<b>Adult CD's</b>	200	179	21	11.73%	2,871	2,309	562	24.34%
<b>Youth CD's</b>	54	33	21	63.64%	651	652	(1)	-0.15%
<b>Adult Books on CD</b>	109	164	(55)	-33.54%	1,123	1,401	(278)	-19.84%
<b>Youth Books on CD</b>	249	187	62	33.16%	1,937	1,861	76	4.08%
<b>Kits</b>	154	98	56	57.14%	1,619	1,094	525	47.99%
<b>Subtotal</b>	<b>2,938</b>	<b>2,871</b>	<b>67</b>	<b>2.33%</b>	<b>30,260</b>	<b>30,704</b>	<b>(444)</b>	<b>-1.45%</b>

**NORTHPORT**

<b>Adult DVD's</b>	557	628	(71)	-11.31%	7,395	7,282	113	1.55%
<b>Youth DVD's</b>	75	95	(20)	-21.05%	1,142	1,009	133	13.18%
<b>Video Games</b>	60	70	(10)	-14.29%	780	687	93	13.54%
<b>Adult CD's</b>	98	131	(33)	-25.19%	1,157	1,159	(2)	-0.17%
<b>Youth CD's</b>	12	12	-	0.00%	195	125	70	56.00%
<b>Adult Books on CD</b>	33	48	(15)	-31.25%	302	338	(36)	-10.65%
<b>Youth Books on CD</b>	89	35	54	154.29%	514	442	72	16.29%
<b>Kits</b>	20	19	1	5.26%	296	278	18	6.47%
<b>Subtotal</b>	<b>944</b>	<b>1,038</b>	<b>(94)</b>	<b>-9.06%</b>	<b>11,781</b>	<b>11,320</b>	<b>461</b>	<b>4.07%</b>

**TOTAL NONPRINT**

<b>36,734</b>	<b>28,910</b>	<b>7,824</b>	<b>27.06%</b>	<b>330,236</b>	<b>278,078</b>	<b>52,158</b>	<b>18.76%</b>
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**INTERLIBRARY LOAN**

<b>Borrowed</b>	276	198	78	39.39%	2,347	2,031	316	15.56%
<b>Loaned</b>	408	351	57	16.24%	3,749	3,523	226	6.41%
<b>Subtotal</b>	<b>684</b>	<b>549</b>	<b>135</b>	<b>24.59%</b>	<b>6,096</b>	<b>5,554</b>	<b>542</b>	<b>9.76%</b>

**RENEWALS**

11,821	12,701	(880)	-6.93%	130,215	128,895	1,320	1.02%
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**TOTAL CIRCULATION**

<b>84,028</b>	<b>75,977</b>	<b>8,051</b>	<b>10.60%</b>	<b>836,274</b>	<b>772,961</b>	<b>63,313</b>	<b>8.19%</b>
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**Fargo Public Library 2023 Total Expenses**  
**83% OF YEAR LAPSED**  
**SUMMARY OF EXPENSE VS. AGGREGATE BUDGET**  
**2023**

Account	Budget Line	Total YTD	Total Encumbrances	Total YTD Expenses + Encumbrances	Total Budget	%	Over/(Under)
Full time staff	11-00	\$ 1,827,377	\$ -	\$ 1,827,377	\$ 2,404,676	75.99%	\$ (577,299.30)
Full time overtime	11-01	\$ 241	\$ -	\$ 241	\$ -		\$ 240.58
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 17,860	0.00%	\$ (17,860.00)
Part time w/benefits	13-00	\$ 445,349	\$ -	\$ 445,349	\$ 530,198	84.00%	\$ (84,849.31)
Part time w/benefits overtime		\$ 6	\$ -	\$ 6	\$ -		\$ 5.74
Part time banked sick		\$ -	\$ -	\$ -	\$ 256		\$ (256.00)
Part time seasonal no benefits	14-00	\$ 40,553	\$ -	\$ 40,553	\$ 40,000	101.38%	\$ 552.70
Health insurance	20-01	\$ 258,806	\$ -	\$ 258,806	\$ 474,859	54.50%	\$ (216,052.60)
Dental insurance	20-03	\$ 17,374	\$ -	\$ 17,374	\$ 22,888	75.91%	\$ (5,513.52)
Long Term Disability	20-04	\$ 4,591	\$ -	\$ 4,591	\$ 5,448	84.27%	\$ (856.88)
Auto Allowance	20-05	\$ 712	\$ -	\$ 712	\$ 900	79.13%	\$ (187.82)
FICA 6.2%	21-01	\$ 136,295	\$ -	\$ 136,295	\$ 182,599	74.64%	\$ (46,304.31)
Medicare 1.45%	21-02	\$ 31,875	\$ -	\$ 31,875	\$ 42,932	74.25%	\$ (11,056.70)
City Pension	22-01	\$ 24,692	\$ -	\$ 24,692	\$ 41,001	60.22%	\$ (16,309.04)
NDPERS Pension	22-04	\$ 159,485	\$ -	\$ 159,485	\$ 198,362	80.40%	\$ (38,876.52)
NDPERS & City Pension	22-05	\$ 4,971	\$ -	\$ 4,971	\$ 6,281	79.15%	\$ (1,309.84)
Actuarial Contributions	22-06	\$ 91,036	\$ -	\$ 91,036	\$ 72,823	125.01%	\$ 18,213.00
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -		\$ -
Life Insurance	26-00	\$ -	\$ -	\$ -	\$ 800	0.00%	\$ (800.00)
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Security Services	38-61	\$ 103,545	\$ 51,096	\$ 154,641	\$ 134,329	115.12%	\$ 20,311.50
Other Services	38-99	\$ 12,193	\$ 5,230	\$ 17,423	\$ 16,500	105.60%	\$ 923.25
Water Sewer	41-05	\$ 4,309	\$ -	\$ 4,309	\$ 6,500	66.30%	\$ (2,190.64)
General equip repair	43-20	\$ 458	\$ -	\$ 458	\$ 3,000	15.26%	\$ (2,542.17)
General equip repair (computer)	43-21	\$ 28,237	\$ 12,900	\$ 41,137	\$ 39,266	104.76%	\$ 1,870.98
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 47,119	\$ 2,127	\$ 49,246	\$ 53,600	91.88%	\$ (4,354.06)
Land and building rent	44-10	\$ 64,871	\$ 14,129	\$ 79,000	\$ 79,000	100.00%	\$ -
Property insurance	52-10	\$ 22,768	\$ -	\$ 22,768	\$ 12,065	188.71%	\$ 10,702.50
Automobile liability	52-20	\$ 289	\$ -	\$ 289	\$ 265	109.06%	\$ 24.00
General liability	52-30	\$ 11,812	\$ -	\$ 11,812	\$ 9,225	128.04%	\$ 2,587.09
Cellular phone service	53-20	\$ 4,004	\$ -	\$ 4,004	\$ 5,400	74.15%	\$ (1,395.68)
Other communications	53-60	\$ 2,001	\$ -	\$ 2,001	\$ 2,100	95.31%	\$ (98.54)
ILS Development	53-61	\$ 19,525	\$ -	\$ 19,525	\$ 46,150	42.31%	\$ (26,625.00)
Minitex/OCLC	53-62	\$ 21,709	\$ -	\$ 21,709	\$ 19,400	111.90%	\$ 2,309.00
Marketing	54-11	\$ 36,422	\$ -	\$ 36,422	\$ 46,000	79.18%	\$ (9,578.25)
In state travel	56-60	\$ 1,419	\$ 51	\$ 1,470	\$ 3,500	42.00%	\$ (2,030.05)
Out of state travel	57-60	\$ 7,189	\$ -	\$ 7,189	\$ 5,000	143.79%	\$ 2,189.34
Due & membership in state	59-10	\$ 2,718	\$ -	\$ 2,718	\$ 2,100	129.43%	\$ 617.99
Dues/membership out state	59-11	\$ 2,418	\$ -	\$ 2,418	\$ 2,000	120.90%	\$ 418.00
Seminar & conf in state	59-20	\$ 4,968	\$ -	\$ 4,968	\$ 2,500	198.71%	\$ 2,467.83
Seminar & conf out state	59-21	\$ 2,337	\$ -	\$ 2,337	\$ 2,500	93.46%	\$ (163.46)
Office supplies	61-10	\$ 27,861	\$ -	\$ 27,861	\$ 30,000	92.87%	\$ (2,138.70)
Medical supplies	61-20	\$ 158	\$ -	\$ 158	\$ 600	26.27%	\$ (442.37)
General supplies	61-40	\$ 24,132	\$ -	\$ 24,132	\$ 36,000	67.03%	\$ (11,868.50)
Program materials	61-43	\$ 30,030	\$ 398	\$ 30,428	\$ 46,000	66.15%	\$ (15,571.80)
Materials Processing	61-44	\$ 49,427	\$ -	\$ 49,427	\$ 64,569	76.55%	\$ (15,141.97)
Postage	61-50	\$ 8,249	\$ -	\$ 8,249	\$ 12,300	67.06%	\$ (4,051.37)
Books & periodicals	61-70	\$ 554,458	\$ 1,741	\$ 556,199	\$ 774,454	71.82%	\$ (218,255.45)
Gasoline		\$ 246	\$ -	\$ 246	\$ 550	44.77%	\$ (303.74)
Natural gas	62-50	\$ 41,591	\$ -	\$ 41,591	\$ 76,300	54.51%	\$ (34,709.17)
Electricity	62-51	\$ 92,729	\$ -	\$ 92,729	\$ 122,528	75.68%	\$ (29,798.80)
Miscellaneous	68-10	\$ 1,441	\$ -	\$ 1,441	\$ 2,000	72.05%	\$ (558.95)
Safety compliance	68-50	\$ 165	\$ -	\$ 165	\$ 100	165.00%	\$ 65.00
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 4,274,160	\$ 87,672	\$ 4,361,832	\$ 5,699,684	76.53%	\$ (1,337,852)

**Fargo Public Library 2023 Total Expenses**

**83% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**

**2023**

**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	\$ 136,684	\$ 137,591	\$ 135,929	\$ 1,450,822		\$ 1,934,432	75%
Full time overtime	11-01	\$ 9	\$ 29	\$ -	\$ 241			
Full Time banked sick	11-02		\$ -	\$ -	\$ -		\$ 14,423	0%
Part time w/benefits	13-00	\$ 36,758	\$ 27,567	\$ 30,108	\$ 304,542		\$ 419,540	73%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ 6			
Part Time Banked Sick	13-02	\$ -	\$ -	\$ -	\$ -		\$ 256	0%
Part time seasonal no benefits	14-00	\$ 3,282	\$ 3,036	\$ 3,420	\$ 30,059		\$ 30,800	98%
Health insurance	20-01	\$ 18,350	\$ 18,076	\$ 18,190	\$ 188,308		\$ 344,078	55%
Dental insurance	20-03	\$ 1,334	\$ 1,309	\$ 1,264	\$ 13,407		\$ 17,198	78%
Long Term Disability	20-04	\$ 387	\$ 387	\$ 380	\$ 3,541		\$ 4,446	80%
Auto Allowance	20-05	\$ 69	\$ 69	\$ 69	\$ 712		\$ 900	79%
FICA 6.2%	21-01	\$ 10,440	\$ 9,928	\$ 9,995	\$ 105,271		\$ 146,137	72%
Medicare 1.45%	21-02	\$ 2,442	\$ 2,322	\$ 2,337	\$ 24,620		\$ 34,404	72%
City Pension	22-01	\$ 1,694	\$ 1,694	\$ 1,694	\$ 17,410		\$ 27,836	63%
NDPERS Pension	22-04	\$ 11,739	\$ 11,761	\$ 11,786	\$ 124,846		\$ 163,973	76%
NDPERS & City Pension	22-05	\$ 484	\$ 484	\$ 484	\$ 4,971		\$ 6,281	79%
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ 61,805		\$ 45,106	137%
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -			
Life insurance	26-00	\$ -	\$ -	\$ -	\$ -		\$ 800	0%
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ -		\$ 500	0%
Security Services	38-61	\$ 7,379	\$ 10,540	\$ 8,099	\$ 77,118	\$ 20,312	\$ 97,429	100%
Other Services	38-99	\$ 918	\$ 1,533	\$ 177	\$ 11,553	\$ 2,615	\$ 15,000	94%
Water Sewer	41-05	\$ -	\$ -	\$ -	\$ -			
General equip repair	43-20	\$ -	\$ -	\$ -	\$ 458		\$ 3,000	15%
General equip repair (computer)	43-21	\$ 155	\$ 231	\$ 6,409	\$ 27,155	\$ 6,450	\$ 33,266	101%
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 1,543	\$ 2,021	\$ 1,856	\$ 46,588	\$ 1,064	\$ 47,200	101%
Land and building rent	44-10	\$ -	\$ -	\$ -	\$ -			
Property insurance	52-10	\$ 4,411	\$ -	\$ -	\$ 17,318		\$ 9,010	192%
Automobile liability	52-20	\$ 289	\$ -	\$ -	\$ 289		\$ 265	109%
General liability	52-30	\$ 11,812	\$ -	\$ -	\$ 11,812		\$ 9,225	128%
Cellular phone service	53-20	\$ 400	\$ 401	\$ 401	\$ 4,004		\$ 5,400	74%
Other communications	53-60	\$ 200	\$ 200	\$ 200	\$ 2,001		\$ 2,100	95%
ILS Development	53-61	\$ -	\$ -	\$ -	\$ 19,525		\$ 46,150	42%
Minitex/OCLC	53-62	\$ 817	\$ -	\$ -	\$ 21,709		\$ 19,400	112%
Marketing	54-11	\$ 6,740	\$ 2,210	\$ 2,951	\$ 36,422	\$ -	\$ 46,000	79%
In state travel	56-60	\$ 215	\$ 133	\$ 112	\$ 1,419	\$ 26	\$ 3,500	41%
Out of state travel	57-60	\$ 577	\$ 1,791	\$ 3,002	\$ 7,189		\$ 5,000	144%
Due & membership in state	59-10		\$ 60	\$ 300	\$ 2,718		\$ 2,100	129%
Dues/membership out state	59-11	\$ 261	\$ 300	\$ -	\$ 2,418		\$ 2,000	121%
Seminar & conf in state	59-20	\$ 200	\$ 1,315	\$ 650	\$ 4,968		\$ 2,500	199%
Seminar & conf out state	59-21	\$ -	\$ 485	\$ 285	\$ 2,337		\$ 2,500	93%
Office supplies	61-10	\$ 1,823	\$ 3,720	\$ 3,115	\$ 16,664		\$ 20,000	83%
Medical supplies	61-20	\$ -	\$ 122	\$ -	\$ 158		\$ 600	26%
General supplies	61-40	\$ 1,240	\$ 2,325	\$ 484	\$ 18,755		\$ 25,000	75%
Program materials	61-43	\$ 4,387	\$ 3,265	\$ 3,381	\$ 30,030	\$ 199	\$ 46,000	66%
Materials Processing	61-44	\$ 5,319	\$ 5,603	\$ 4,589	\$ 49,427		\$ 64,569	77%
Postage	61-50	\$ -	\$ 70	\$ 53	\$ 8,249		\$ 10,000	82%
Books & periodicals	61-70	\$ 34,090	\$ 41,060	\$ 34,136	\$ 416,389	\$ 870	\$ 574,679	73%
Gasoline	62-10	\$ 43	\$ 84	\$ 39	\$ 246		\$ 550	45%
Natural gas	62-50	\$ 972	\$ 848	\$ 1,000	\$ 24,643		\$ 45,000	55%
Electricity	62-51	\$ 9,170	\$ 8,984	\$ 7,653	\$ 61,017		\$ 82,500	74%
Miscellaneous	68-10		\$ 164	\$ -	\$ 1,441		\$ 2,000	72%
Safety compliance	68-50			\$ -	\$ 165		\$ 100	165%
Bad Debt				\$ -	\$ -			
Capital Outlay - Machinery & Equipment				\$ -	\$ -			
Capital Outlay - Computer Software				\$ -	\$ -			
Capital Outlay - Vehicles	74-20			\$ -	\$ -			
		<b>\$ 316,636</b>	<b>\$ 301,717</b>	<b>\$ 294,547</b>	<b>\$ 3,254,744</b>	<b>\$ 31,535</b>	<b>\$ 4,414,153</b>	<b>74.45%</b>

**Fargo Public Library 2023 Total Expenses**

**83% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**

**2023**

**CARLSON**

Account	Budget Line	August	September	October	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 27,515	\$ 27,251	\$ 28,070	\$ 245,474		\$ 423,798	58%
Full time overtime	11-01	\$ -	\$ -	\$ -	\$ -			
full Time Banked Sick	11-02	\$ -	\$ -	\$ -	\$ -		\$ 3,437	0%
Part time w/benefits	13-00	\$ 8,845	\$ 8,508	\$ 8,647	\$ 90,653		\$ 73,480	123%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -			
Part Time Banked Sick	13-02	\$ -	\$ -	\$ -	\$ -			
Part time seasonal no benefits	14-00	\$ 813	\$ 876	\$ 1,056	\$ 10,494		\$ 9,200	114%
Health insurance	20-01	\$ 5,940	\$ 5,779	\$ 5,938	\$ 45,908		\$ 118,614	39%
Dental insurance	20-03	\$ 324	\$ 324	\$ 332	\$ 2,541		\$ 4,914	52%
Long Term Disability	20-04	\$ 84	\$ 83	\$ 84	\$ 682		\$ 832	82%
Auto Allowance	20-05	\$ -	\$ -	\$ -	\$ -			
FICA 6.2%	21-01	\$ 2,170	\$ 2,145	\$ 2,212	\$ 20,381		\$ 31,566	65%
Medicare 1.45%	21-02	\$ 508	\$ 502	\$ 517	\$ 4,766		\$ 7,383	65%
City Pension	22-01	\$ 709	\$ 709	\$ 709	\$ 7,282		\$ 13,165	55%
NDPERS Pension	22-04	\$ 2,272	\$ 2,222	\$ 2,301	\$ 19,669		\$ 27,482	72%
NDPERS & City Pension	22-05	\$ -	\$ -	\$ -	\$ -			
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ 29,231		\$ 27,717	105%
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -			
Life insurance	26-00	\$ -	\$ -	\$ -	\$ -			
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ -		\$ 500	0%
Security Services	38-61	\$ 2,529	\$ 3,139	\$ 2,638	\$ 26,427	\$ 10,473	\$ 36,900	100%
Other Services	38-99	\$ 32	\$ 32	\$ -	\$ 224		\$ 1,000	22%
Water Sewer	41-05	\$ 295	\$ 317	\$ 302	\$ 2,552		\$ 3,500	73%
General equip repair	43-20	\$ -	\$ -	\$ -	\$ -			
General equip repair (computer)	43-21	\$ -	\$ 234	\$ -	\$ 1,082		\$ 6,000	18%
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	\$ 1,844	\$ -	\$ -	\$ 4,816		\$ 2,705	178%
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	\$ 1,180	\$ 421	\$ 1,372	\$ 7,815		\$ 7,000	112%
Medical supplies	61-20	\$ -	\$ -	\$ -	\$ -			
General supplies	61-40	\$ 2,228	\$ 18	\$ 81	\$ 4,043		\$ 7,500	54%
Program materials	61-43	\$ -	\$ -	\$ -	\$ -			
Materials Processing	61-44	\$ -	\$ -	\$ -	\$ -			
Postage	61-50	\$ -	\$ -	\$ -	\$ -		\$ 2,300	0%
Books & periodicals	61-70	\$ 8,027	\$ 12,842	\$ 10,312	\$ 91,850		\$ 131,700	70%
Gasoline	62-10	\$ -	\$ -	\$ -	\$ -			
Natural gas	62-50	\$ 675	\$ 642	\$ 704	\$ 15,193		\$ 27,500	55%
Electricity	62-51	\$ 4,132	\$ 3,724	\$ 3,011	\$ 26,102		\$ 30,450	86%
Miscellaneous	68-10	\$ -	\$ -	\$ -	\$ -			
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ -			
Bad Debt				\$ -	\$ -			
Capital Outlay - Equipment				\$ -	\$ -			
Capital Outlay - Computer Software				\$ -	\$ -			
Capital Outlay - Vehicles	74-20			\$ -	\$ -			
		\$ 70,120	\$ 69,767	\$ 68,463	\$ 657,717	\$ 10,473	\$ 1,002,943	66.6%

**Fargo Public Library 2023 Total Expenses**

**83% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**

**2023**

**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	\$ 14,067	\$ 14,632	\$ 14,289	\$ 131,080		\$ 46,446	282%
Full time overtime	11-01	\$ -	\$ -	\$ -	\$ -			
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ -			
Part time w/benefits	13-00	\$ 5,069	\$ 5,090	\$ 4,957	\$ 50,154		\$ 37,178	135%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -			
Part time banked sick		\$ -	\$ -	\$ -	\$ -			
Part time seasonal no benefits	14-00	\$ -	\$ -	\$ -	\$ -			
Health insurance	20-01	\$ 2,481	\$ 2,544	\$ 2,270	\$ 24,591		\$ 12,167	202%
Dental insurance	20-03	\$ 162	\$ 167	\$ 160	\$ 1,427		\$ 776	184%
Long Term Disability	20-04	\$ 44	\$ 45	\$ 43	\$ 368		\$ 170	216%
Auto Allowance	20-05	\$ -	\$ -	\$ -	\$ -			
FICA 6.2%	21-01	\$ 1,124	\$ 1,161	\$ 1,145	\$ 10,643		\$ 4,896	217%
Medicare 1.45%	21-02	\$ 263	\$ 271	\$ 268	\$ 2,489		\$ 1,145	217%
City Pension	22-01	\$ -	\$ -	\$ -	\$ -			
NDPERS Pension	22-04	\$ 1,581	\$ 1,629	\$ 1,590	\$ 14,970		\$ 6,907	217%
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	\$ -	\$ 32	\$ -	\$ 416		\$ 500	83%
Water Sewer	41-05	\$ 195	\$ 195	\$ 195	\$ 1,757		\$ 3,000	59%
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	\$ 5,890	\$ 5,890	\$ 5,975	\$ 64,871	\$ 14,129	\$ 79,000	100%
Property insurance	52-10	\$ 243	\$ -	\$ -	\$ 635		\$ 350	181%
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	\$ 372	\$ 231	\$ -	\$ 3,382		\$ 3,000	113%
Medical supplies	61-20	\$ -	\$ -	\$ -	\$ -			
General supplies	61-40	\$ 90	\$ -	\$ 1,042	\$ 1,334		\$ 3,500	38%
Program materials	61-43	\$ -	\$ -	\$ -	\$ -			
Materials Processing	61-44	\$ -	\$ -	\$ -	\$ -			
Postage	61-50	\$ -	\$ -	\$ -	\$ -			
Books & periodicals	61-70	\$ 3,969	\$ 5,983	\$ 6,914	\$ 46,218		\$ 68,075	68%
Gasoline	62-10	\$ -	\$ -	\$ -	\$ -			
Natural gas	62-50	\$ 36	\$ 36	\$ 38	\$ 1,755		\$ 3,800	46%
Electricity	62-51	\$ 730	\$ 686	\$ 608	\$ 5,610		\$ 9,578	59%
Miscellaneous	68-10	\$ -	\$ -	\$ -	\$ -			
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ -			
Bad Debt		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -			
		<b>\$ 36,316</b>	<b>\$ 38,592</b>	<b>\$ 39,493</b>	<b>\$ 361,699</b>	<b>\$ 14,129</b>	<b>\$ 282,588</b>	<b>133.00%</b>

<b>Revenue 2023</b>		
	<b>Fees &amp; Copies 101-0000- 351.25-01</b>	<b>Misc. Revenue 101-0000- 361.61-08</b>
<b>January</b>	\$ 1,701.56	\$ 857.02
<b>February</b>	\$ 1,981.54	\$ 332.09
<b>March</b>	\$ 1,734.45	\$ 213.80
<b>April</b>	\$ 3,079.96	\$ 1,088.52
<b>May</b>	\$ 1,481.31	\$ 1,780.21
<b>June</b>	\$ 1,757.21	\$ 181.60
<b>July</b>	\$ 3,701.08	\$ 115.46
<b>August</b>	\$ 2,399.34	\$ 179.13
<b>September</b>	\$ 2,309.72	\$ 152.01
<b>October</b>	\$ 2,189.09	\$ 331.53
<b>November</b>		
<b>December</b>		
	\$ 22,335.26	\$ 5,231.37

**Total \$**

**27,566.63**