

Fargo Public Library Board of Directors  
Agenda for Tuesday December 19, 2023  
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 November 21, 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**
8. Statistical Reports
  - A. November Usage
  - B. November Financials
9. Friends of the Library Report
10. Next Regular Meeting: January 16
11. Adjourn

**Fargo Public Library Board  
Minutes for Tuesday, Nov 21 2023  
Fargo City Commission Chambers and Virtual  
225 4th Street North, Fargo, ND 58102**

**Board Members Present:** Amy Ouren, Hannah James, Paul Jensen, Wanda Mengelkoch, John Rodenbiker, Kristen Schipper,  
**Board Members Absent:** Jenna Reno  
**Staff:** Tim Dirks, Megan Lass, Cindy Haff

Board President Amy Ouren 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; Paul Jensen seconded the motion. The motion carried.

**Minutes of the Oct 17 Regular Meeting**

Hannah James moved to approve the minutes of the Oct 17 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:

- General
  - Staff are busy with end of year activities:
    - Final Book Orders
    - Program planning through May
- Services
  - Community Options visits
    - Carlson Library, 1<sup>st</sup> Tuesday of the month
    - Main Library, 3<sup>rd</sup> Tuesday of the month
- Children & Teens
  - Gingerbread Houses – registration is require
    - Children: Dec 14 (Northport), Dec 16 (Main)
    - Teen: Dec 1 (Main)
- Adult
  - Grinchmas Wreath – Dec 9 (Main)
  - Silent Reading Party – Dec 7 (Sons of Norway)
- Multigenerational
  - Family Puzzle Competition – Nov 25 (Main)

### **Director's Report**

Director Tim Dirks highlighted his visit to the NDSU School of Architecture Presentations in which Juniors gave their opinions and ideas for a new library in Paynesville, MN

### **Unfinished business**

There was no unfinished business

### **New Business**

Director Tim Dirks gave a summary of Goals 4-6 of the Strategic Activity Plan for the Library.

John Rodenbiker has several inquiries:

Q: 4.1 & 6.3 are related...what is your approach to identifying marginalized groups?

A: The Community Engagement Committee is intentional and purposeful in identifying the who, then brainstorming ideas of what and the how to reach them.

Q: Are there specific groups targeted for 2024?

A: Downtown population, with partnership with the Downtown Engagement Center

Kristen Shipper remarked that we should include Nursing Homes and Assisted Living facilities in our report. She shared that her father greatly appreciates our visits. Director Tim Dirks gave praise to Outreach Coordinator Pam Strait and her team for doing an amazing job

Q: Regarding 5.3 and our Endowment fund: Is there a target balance?

A: Formally, no. (Personally, it would be \$1 million. In the past there was discussion of pursuing an annual endowment campaign, but the Board at that time preferred to hold back in case we needed to conduct a capital campaign in the future. Currently the Facilities Master Plan is focused on the future of the Fargo Public Library. Note, When the Main Building project was completed on time and under budget, those funds were put directly into the principle of the Endowment.

Q: Is there anyone currently focused on funds development (either Capital or Endowment)?

A: Not at this time

Q: What's next for the strategic plan and how is it updated/revised?

A: It's lived a longer life than was originally planned. Covid was a big part of that. Currently our Facilities Master Plan has taken priority. In the future, with the FMP in place, we'll do a much better job of strategic planning merging the goals of the FMP with the strategic plan. In lieu of Covid recovery, 2023 is the 1<sup>st</sup> non-epidemic year. We can now move forward with marrying the FMP with a new strategic plan in the future.

### **Statistical Reports**

#### **October Usage**

Director Tim Dirks highlighted our strong Community Engagement numbers last month including Boo at the Zoo and the Red River Market. Our Oct attendance from 2022 to 2023 was up significantly (80%). Our year to year comparison shows a 29% increase. Director Dirks noted we have not yet gotten back to

our 2019 levels, but we are continuing to climb. Our circulation numbers continue to rise as well by just over 8% which is 63,000+ titles.

**October Financials**

Director Tim Dirks reported that with 83 % of the year complete, the budget is at 76.5%. Revenue has surpassed our expectations for 2023 at currently over \$27000. Director Dirks thanked the Friends of the Fargo Public Library for their continued contributions to helping our programming happen. Significant gifts were used to assist in participating in One Book One Community and Northern Narratives again this year in addition to Crafternoons, Staff Development and Children's Collection additons.

**Friends of the Library Report**

No representatives of the Friends group were present for the meeting.

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

The meeting adjourned at 4:41 p.m.

Respectfully submitted,  
Cindy Haff

## **Staff Report**

### **December 2023 Library Board Meeting**

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

#### ***Children***

- **Summer Sun and Fun Storytime.** Kids ages 2-6 are invited to a special storytime and craft to help us look forward to the sunny summer days!
  - **Dec. 26, 10:00am – Main Library**
  - **Dec. 28, 10:00am – Carlson Library**
- **Lego Mania Design Contest, Dec. 27, 11:00am – Main Library.** Kids 12 and under are invited to participate in the library's Lego design contest. Build an original creation at home, then bring it to the library between 11 and 12. Judging will begin at noon and winners will be announced at 12:45. Games and other activities will take place in the Children's Room to pass the time while we await the judges' decisions. Pre-registration is required.
- **WRAT 2024: Idita-READ, January 2 – March 3.** Beginning in January, kids and families are able to begin their reading journey by registering in Beanstack. Paper logs will be available when the Library opens on Jan. 2. Build a reading habit and discover new stories by reading every day. Log your daily reading online or on paper and earn your free book at 30 days (days do not have to be consecutive to count towards the reading goal).

#### ***Adults***

- **2024 Fargo Public Library Reading Challenge!** The Fargo Public Library is excited to introduce the 2024 Fargo Public Library Reading Challenge. Registration starts January 1 through Beanstack. Throughout the year, complete any of the 12 reading prompts by telling us the title of what you read. Participants who complete 10 of the 12 prompts will be entered to win a prize at the end of the year.
- **Casual Crafters.** Starting in January Casual Crafters, a monthly open house-style craft event will also meet at the Dr. James Carlson Library. Casual Crafters meets the first Sunday of the month at the Dr. James Carlson Library. In addition, Casual Crafters will also continue to meet monthly at the Northport Library on select Monday evenings. No registration is required at either location. Snacks and beverages will be provided or feel free to bring your own.
  - **Sunday, Jan. 7, 1:00-3:30pm – Carlson Library**
  - **Monday, Jan. 22, 5:00-7:30pm – Northport Library**
- **Temperature Scarf Kick-off.** Create a personal and unique project with a temperature scarf! By crocheting one row per day with a color that corresponds to the average or high temperature where you live, you'll have a brilliant display of the year. We'll get you started with a crochet stitch, good places to find your temperatures, and how to organize your colors. Registration is required.
  - **Jan. 13, 10:00am – Carlson Library**
  - **Jan. 16, 6:00pm – Northport Library**
- **Silent Reading Party at Drekker Brewing, Jan. 14, 2:00pm – Drekker Brewing Co.** Bring your own book or check out a librarian selected title. Enjoy a good book and a refreshing beverages along with others. Librarians will be on hand to provide snacks, reading suggestions, and set up library cards. Please note: this is a 21+ event.

## **FPL DIRECTOR'S REPORT**

December 19, 2023

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

11.27.2023 Attended City Cabinet Meeting  
12.11.2023 Attended City Cabinet Meeting  
12.14.23 Attended Main Library Shade Project Meeting

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

11.28.2023 Moderated Library Dept. Heads Meeting  
11.29.2023 Provided Office Hours  
12.5.2023 Moderated Library Dept. Heads Meeting  
12.6.2023 Provided Open Discussion Time at Dr. James Carlson Library  
12.12.2023 Moderated Library Dept. Heads Meeting

### **Goal 4 Partnering:**

12.5.2023 Moderated Red River Zoo Board Meeting  
12.5.2023 Attended Friends Board Meeting  
12.7.2023 Attended and Provided Main Library tour for Wencil Dusek Memorial Event  
12.7.2023 Attended Chamber's Business After Hours Event  
12.13.2023 Moderated Red River Zoo Governance Committee Meeting

### **Goal 6 Marketing:**

11.28.2023 Gave interview with WDAY

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

**What:**

Review and approve the updated Meeting Rooms Policy

**Explanation:**

The additional language in the draft clarifies requirements for requesting and utilizing meeting room technology. There is also additional language clarifying conference room set up.

**Director recommendation:**

Approve the updated Meeting Rooms Policy 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**  
**12.19.23 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 ~~room~~ 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.)*

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### **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 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*

Library Use 2023

New Registrations: 536  
 Approx. Registered Patrons: 41,927

ATTENDANCE	Nov-23	Nov-22	% CHANGE	2023 YTD	2022 YTD	Diff.	% CHANGE
Door Count Main	16,275	14,579	12%	189,329	170,036	19,293	11%
Door Count Carlson	11,521	9,931	16%	130,855	116,885	13,970	12%
Door Count Northport	4,148	3,955	5%	46,561	45,241	1,320	3%
Outreach	340	384	-11%	3,944	4,913	(969)	-20%
<b>Total</b>	<b>32,284</b>	<b>28,849</b>	<b>12%</b>	<b>370,689</b>	<b>337,075</b>	<b>33,614</b>	<b>10%</b>

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance					
Adult Programs Main	21	167	143	17%	2,640	2,044	596	29%
Adult Programs Carlson	11	90	28	221%	1,307	867	440	51%
Adult Programs Northport	2	9	24	-63%	196	137	59	43%
Teen Programs Main	1	3	-		154	140	14	10%
Teen Programs Carlson	2	15	13	15%	130	224	(94)	-42%
Teen Programs Northport	-	-	-		20	2	18	900%
Childrens Programs Main	18	1,060	593	79%	6,076	4,477	1,599	36%
Childrens Programs Carlson	17	675	515	31%	3,920	3,202	718	22%
Childrens Programs Northport	8	331	275	20%	1,990	1,418	572	40%
Community Engagement	2	259	189	37%	8,602	6,898	1,704	25%
Outreach Department	1	51	-		552	295	257	87%
Virtual Adult	1	118	61	93%	1,282	818	464	57%
Virtual Teen	2	73	-		86	-	86	
Virtual Childrens	3	771	20	3755%	4,262	2,793	1,469	53%
<b>Total</b>	<b>89</b>	<b>3,622</b>	<b>1,861</b>	<b>95%</b>	<b>31,217</b>	<b>23,315</b>	<b>7,902</b>	<b>34%</b>

VOLUNTEER HOURS								
Main		79	72	10%	819	822	(3)	0%
Carlson		28	14	100%	402	244	158	65%
Outreach		54	63	-14%	551	785	(234)	-30%
Northport		-	-		-	-		
<b>Total</b>		<b>161</b>	<b>149</b>	<b>8%</b>	<b>1,772</b>	<b>1,851</b>	<b>(79)</b>	<b>-4%</b>

INTERNET SIGNUP								
Main		2,442	2,263	8%	27,389	24,049	3,340	14%
Carlson		1,797	1,308	37%	19,014	16,997	2,017	12%
Northport		424	354	20%	5,015	4,236	779	18%
<b>Total</b>		<b>4,663</b>	<b>3,925</b>	<b>19%</b>	<b>51,418</b>	<b>45,282</b>	<b>6,136</b>	<b>14%</b>

ELECTRONIC ACTIVITY								
Web page hits		18,627	16,109	16%	205,551	185,357	20,194	11%

## 2023 Circulation

	Nov-23	Nov-22	Increase/ Decrease	% CHANGE	2023 YTD	2022 YTD	Increase/ Decrease	% Change YTD
<b>PRINT</b>								
<b>MAIN</b>								
Adult Nonfiction	2,471	2,304	167	7.25%	30,034	28,716	1,318	4.59%
Youth Nonfiction	1,823	1,843	(20)	-1.09%	21,228	18,873	2,355	12.48%
Adult Fiction	5,374	5,905	(531)	-8.99%	64,443	64,539	(96)	-0.15%
Youth Fiction	3,095	3,230	(135)	-4.18%	43,042	42,611	431	1.01%
Youth Reader	1,145	1,036	109	10.52%	14,159	14,699	(540)	-3.67%
Youth Picture Books	4,033	3,764	269	7.15%	43,915	40,987	2,928	7.14%
Adult Magazines	162	135	27	20.00%	1,249	1,299	(50)	-3.85%
Youth Magazines	19	35	(16)		249	276	(27)	-9.78%
Subtotal	18,122	18,252	(130)	-0.71%	218,319	212,000	6,319	2.98%
<b>OUTREACH</b>								
Deposit	922	941	(19)	-2.02%	9,909	10,472	(563)	-5.38%
<b>CARLSON</b>								
Adult Nonfiction	822	1,447	(625)	-43.19%	10,429	10,416	13	0.12%
Youth Nonfiction	1,097	954	143	14.99%	13,009	12,474	535	4.29%
Adult Fiction	2,795	2,177	618	28.39%	35,711	33,991	1,720	5.06%
Youth Fiction	2,516	2,221	295	13.28%	30,514	29,225	1,289	4.41%
Youth Readers	1,393	1,448	(55)	-3.80%	16,554	16,317	237	1.45%
Youth Picture Books	3,269	3,071	198	6.45%	35,286	35,545	(259)	-0.73%
Adult Magazines	65	68	(3)	-4.41%	814	1,019	(205)	-20.12%
Youth Magazines	40	18	22	122.22%	412	386	26	6.74%
Subtotal	11,997	11,404	593	5.20%	142,729	139,373	3,356	2.41%
<b>NORTHPORT</b>								
Adult Nonfiction	287	290	(3)	-1.03%	3,051	3,195	(144)	-4.51%
Youth Nonfiction	358	344	14	4.07%	3,439	3,090	349	11.29%
Adult Fiction	863	893	(30)	-3.36%	10,388	10,254	134	1.31%
Youth Fiction	316	449	(133)	-29.62%	4,470	4,633	(163)	-3.52%
Youth Readers	299	244	55	22.54%	3,111	3,275	(164)	-5.01%
Youth Picture Books	712	738	(26)	-3.52%	7,838	7,432	406	5.46%
Adult Magazines	12	20	(8)	-40.00%	337	276	61	22.10%
Youth Magazines	8	7	1	14.29%	32	16	16	100.00%
Subtotal	2,855	2,985	(130)	-4.36%	32,666	32,171	495	1.54%
<b>TOTAL PRINT</b>	<b>33,896</b>	<b>33,582</b>	<b>314</b>	<b>0.94%</b>	<b>403,623</b>	<b>394,016</b>	<b>9,607</b>	<b>2.44%</b>

## 2023 Circulation

<b>NONPRINT</b>								
OverDrive	22,903	16,596	6,307	38.00%	227,116	180,392	46,724	25.90%
Childrens Devices	9	16	(7)	-43.75%	178	182	(4)	-2.20%
Hoopla	3,214	2,468	746	30.23%	35,384	26,152	9,232	35.30%
Kanopy	638	-	638		2,759	-	2,759	
Subtotal	26,764	19,080	7,684	40.27%	265,437	206,726	58,711	28.40%
<b>MAIN</b>								
Adult DVD's	2,678	2,843	(165)	-5.80%	32,206	33,230	(1,024)	-3.08%
Youth DVD's	421	392	29	7.40%	4,888	4,397	491	11.17%
Video Games	206	244	(38)	-15.57%	3,004	2,715	289	10.64%
Adult CD's	380	577	(197)	-34.14%	5,306	5,372	(66)	-1.23%
Youth CD's	63	85	(22)	-25.88%	820	693	127	18.33%
Adult Books on CD	168	194	(26)	-13.40%	2,019	2,216	(197)	-8.89%
Youth Books on CD	250	212	38	17.92%	2,544	1,939	605	31.20%
Kits	293	274	19	6.93%	3,194	2,667	527	19.76%
Subtotal	4,459	4,821	(362)	-7.51%	53,981	53,229	752	1.41%
<b>CARLSON</b>								
Adult DVD's	1,417	1,393	24	1.72%	16,394	17,224	(830)	-4.82%
Youth DVD's	484	464	20	4.31%	5,114	5,843	(729)	-12.48%
Video Games	208	226	(18)	-7.96%	2,660	2,403	257	10.69%
Adult CD's	261	246	15	6.10%	3,132	2,555	577	22.58%
Youth CD's	64	32	32	100.00%	715	684	31	4.53%
Adult Books on CD	118	129	(11)	-8.53%	1,241	1,530	(289)	-18.89%
Youth Books on CD	237	164	73	44.51%	2,174	2,025	149	7.36%
Kits	168	101	67	66.34%	1,787	1,195	592	49.54%
Subtotal	2,957	2,755	202	7.33%	33,217	33,459	(242)	-0.72%
<b>NORTHPORT</b>								
Adult DVD's	462	684	(222)	-32.46%	7,857	7,966	(109)	-1.37%
Youth DVD's	77	95	(18)	-18.95%	1,219	1,104	115	10.42%
Video Games	70	59	11	18.64%	850	746	104	13.94%
Adult CD's	86	184	(98)	-53.26%	1,243	1,343	(100)	-7.45%
Youth CD's	30	12	18	150.00%	225	137	88	64.23%
Adult Books on CD	22	33	(11)	-33.33%	324	371	(47)	-12.67%
Youth Books on CD	104	51	53	103.92%	618	493	125	25.35%
Kits	30	27	3	11.11%	326	305	21	6.89%
Subtotal	881	1,145	(264)	-23.06%	12,662	12,465	197	1.58%
<b>TOTAL NONPRINT</b>	<b>35,061</b>	<b>27,801</b>	<b>7,260</b>	<b>26.11%</b>	<b>365,297</b>	<b>305,879</b>	<b>59,418</b>	<b>19.43%</b>
<b>INTERLIBRARY LOAN</b>								
Borrowed	184	196	(12)	-6.12%	2,531	2,227	304	13.65%
Loaned	380	340	40	11.76%	4,129	3,863	266	6.89%
Subtotal	564	536	28	5.22%	6,660	6,090	570	9.36%
<b>RENEWALS</b>	<b>12,793</b>	<b>10,344</b>	<b>2,449</b>	<b>23.68%</b>	<b>143,008</b>	<b>139,239</b>	<b>3,769</b>	<b>2.71%</b>
<b>TOTAL CIRCULATION</b>	<b>82,314</b>	<b>72,263</b>	<b>10,051</b>	<b>13.91%</b>	<b>918,588</b>	<b>845,224</b>	<b>73,364</b>	<b>8.68%</b>

2023 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		750	1400	2,425	790	120	4,150	15	50	24	50	1,075			10,849	
LDONSP	Restricted Donations		1,369	2,386	7,041	2,892	1,013	160	3,941	1,800	321	0	2,853			23,776	
	Grants															0	
	<b>Total</b>	0	2,119	3,786	9,466	3,682	1,133	4,310	3,956	1,850	345	50	3,928	0	0	34,625	
	<b>EXPENSE</b>		<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>13th P</b>	<b>TOTAL</b>	<b>BALANCE</b>
101-7019-463.38-99	FM Area Foundation															0	
101-7019-463.38-99	Other Services															0	
101-7019-463.43-21	Computer Equip															0	
101-7019-463.54-11	Marketing											800				800	
101-7019-463.61-40	General Supplies			152							155		1,653			1,960	
101-7019-463.61-43	Programming		123	248	1,211	969	10	2,692	4,326		875	4,027	1,459			15,941	
101-7019-463.61-70	Books & Materials		992	1,692	380	172	789		1,398	1,085	110	472				7,091	
101-7019-463.68-10	Miscellaneous															0	
101-7019-463.68-10	Staff Development			222	60	495		30	30	30	30	30	188			1,116	
	Grant Expenses															0	
	<b>Total</b>		1,115	2,315	1,651	1,636	799	2,722	5,754	1,115	1,171	5,330	3,301	0	0	26,908	7,717

**Fargo Public Library 2023 Total Expenses**  
**92% 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	\$ 2,003,284	\$ -	\$ 2,003,284	\$ 2,247,034	89.15%	\$ (243,749.79)
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	\$ 488,602	\$ -	\$ 488,602	\$ 530,198	92.15%	\$ (41,595.92)
Part time w/benefits overtime		\$ 14	\$ -	\$ 14	\$ -		\$ 13.69
Part time banked sick		\$ -	\$ -	\$ -	\$ 256		\$ (256.00)
Part time seasonal no benefits	14-00	\$ 44,594	\$ -	\$ 44,594	\$ 40,000	111.48%	\$ 4,593.70
Health Insurance	20-01	\$ 285,205	\$ -	\$ 285,205	\$ 354,942	80.35%	\$ (69,736.84)
Dental Insurance	20-03	\$ 19,131	\$ -	\$ 19,131	\$ 22,888	83.59%	\$ (3,757.04)
Long Term Disability	20-04	\$ 5,100	\$ -	\$ 5,100	\$ 5,448	93.61%	\$ (348.27)
Auto Allowance	20-05	\$ 781	\$ -	\$ 781	\$ 900	86.82%	\$ (118.58)
FICA 6.2%	21-01	\$ 149,444	\$ -	\$ 149,444	\$ 182,599	81.84%	\$ (33,155.17)
Medicare 1.45%	21-02	\$ 34,951	\$ -	\$ 34,951	\$ 42,932	81.41%	\$ (7,981.49)
City Pension	22-01	\$ 27,094	\$ -	\$ 27,094	\$ 41,001	66.08%	\$ (13,906.78)
NDPERS Pension	22-04	\$ 174,969	\$ -	\$ 174,969	\$ 198,362	88.21%	\$ (23,392.96)
NDPERS & City Pension	22-05	\$ 5,455	\$ -	\$ 5,455	\$ 6,281	86.85%	\$ (826.26)
Actuarial Contributions	22-06	\$ 91,036	\$ -	\$ 91,036	\$ 72,823	125.01%	\$ 18,213.00
Workers Comp	25-00	\$ 250	\$ -	\$ 250	\$ -		\$ 250.00
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	\$ 114,494	\$ 40,147	\$ 154,641	\$ 134,329	115.12%	\$ 20,311.50
Other Services	38-99	\$ 13,063	\$ 4,435	\$ 17,498	\$ 16,500	106.05%	\$ 998.45
Water Sewer	41-05	\$ 4,771	\$ -	\$ 4,771	\$ 6,500	73.39%	\$ (1,729.40)
General equip repair	43-20	\$ 1,175	\$ -	\$ 1,175	\$ 3,000	39.16%	\$ (1,825.21)
General equip repair (computer)	43-21	\$ 28,262	\$ 12,900	\$ 41,162	\$ 39,266	104.83%	\$ 1,896.12
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 49,298	\$ 1,064	\$ 50,362	\$ 53,600	93.96%	\$ (3,238.26)
Land and building rent	44-10	\$ 70,846	\$ 8,154	\$ 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	\$ 40,863	\$ 600	\$ 41,463	\$ 46,000	90.14%	\$ (4,537.00)
In state travel	56-60	\$ 1,683	\$ 26	\$ 1,708	\$ 3,500	48.81%	\$ (1,791.64)
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	\$ 29,000	\$ -	\$ 29,000	\$ 30,000	96.67%	\$ (999.87)
Medical supplies	61-20	\$ 352	\$ -	\$ 352	\$ 600	58.71%	\$ (247.77)
General supplies	61-40	\$ 28,077	\$ -	\$ 28,077	\$ 36,000	77.99%	\$ (7,923.07)
Program materials	61-43	\$ 34,248	\$ 399	\$ 34,647	\$ 46,000	75.32%	\$ (11,353.00)
Materials Processing	61-44	\$ 54,231	\$ 183	\$ 54,414	\$ 64,569	84.27%	\$ (10,154.96)
Postage	61-50	\$ 8,272	\$ -	\$ 8,272	\$ 12,300	67.25%	\$ (4,027.97)
Books & periodicals	61-70	\$ 613,836	\$ 1,741	\$ 615,577	\$ 774,454	79.49%	\$ (158,877.49)
Gasoline		\$ 288	\$ -	\$ 288	\$ 550	52.34%	\$ (262.14)
Natural gas	62-50	\$ 44,339	\$ -	\$ 44,339	\$ 76,300	58.11%	\$ (31,961.11)
Electricity	62-51	\$ 101,272	\$ -	\$ 101,272	\$ 122,528	82.65%	\$ (21,256.22)
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	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 4,671,863	\$ 69,648	\$ 4,741,511	\$ 5,422,125	87.45%	\$ (680,614)



**Fargo Public Library 2023 Total Expenses**  
**92% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**  
**2023**  
**MAIN**

Account	Budget Line	August	September	October	November	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 136,684	\$ 137,591	\$ 135,929	\$ 135,439	\$ 1,586,261		\$ 1,751,086	91%
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	\$ 28,986	\$ 333,528		\$ 419,540	79%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ 8	\$ 14		\$ -	
Part Time Banked Sick	13-02	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 256	0%
Part time seasonal no benefits	14-00	\$ 3,282	\$ 3,036	\$ 3,420	\$ 2,970	\$ 33,029		\$ 30,800	107%
Health insurance	20-01	\$ 18,350	\$ 18,076	\$ 18,190	\$ 18,623	\$ 206,931		\$ 250,030	83%
Dental insurance	20-03	\$ 1,334	\$ 1,309	\$ 1,264	\$ 1,277	\$ 14,684		\$ 17,198	85%
Long Term Disability	20-04	\$ 387	\$ 387	\$ 380	\$ 385	\$ 3,926		\$ 4,446	88%
Auto Allowance	20-05	\$ 69	\$ 69	\$ 69	\$ 69	\$ 781		\$ 900	87%
FICA 6.2%	21-01	\$ 10,440	\$ 9,928	\$ 9,995	\$ 9,859	\$ 115,131		\$ 146,137	79%
Medicare 1.45%	21-02	\$ 2,442	\$ 2,322	\$ 2,337	\$ 2,306	\$ 26,926		\$ 34,404	78%
City Pension	22-01	\$ 1,694	\$ 1,694	\$ 1,694	\$ 1,694	\$ 19,103		\$ 27,836	69%
NDPERS Pension	22-04	\$ 11,739	\$ 11,761	\$ 11,786	\$ 11,694	\$ 136,540		\$ 163,973	83%
NDPERS & City Pension	22-05	\$ 484	\$ 484	\$ 484	\$ 484	\$ 5,455		\$ 6,281	87%
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ -	\$ 61,805		\$ 45,106	137%
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ 250	\$ 250		\$ -	
Life insurance	26-00	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 800	0%
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 500	0%
Security Services	38-61	\$ 7,379	\$ 10,540	\$ 8,099	\$ 8,137	\$ 85,254	\$ 12,175	\$ 97,429	100%
Other Services	38-99	\$ 918	\$ 1,533	\$ 177	\$ 838	\$ 12,391	\$ 1,820	\$ 15,000	95%
Water Sewer	41-05	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
General equip repair	43-20	\$ -	\$ -	\$ -	\$ 717	\$ 1,175		\$ 3,000	39%
General equip repair (computer)	43-21	\$ 155	\$ 231	\$ 6,409	\$ 25	\$ 27,180	\$ 6,450	\$ 33,266	101%
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 1,543	\$ 2,021	\$ 1,856	\$ 2,179	\$ 48,767		\$ 47,200	103%
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%
Minltx/OCLC	53-62	\$ 817	\$ -	\$ -	\$ -	\$ 21,709		\$ 19,400	112%
Marketing	54-11	\$ 6,740	\$ 2,210	\$ 2,951	\$ 4,441	\$ 40,863	\$ 600	\$ 46,000	90%
In state travel	56-60	\$ 215	\$ 133	\$ 112	\$ 264	\$ 1,683		\$ 3,500	48%
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	\$ 619	\$ 17,283		\$ 20,000	86%
Medical supplies	61-20	\$ -	\$ 122	\$ -	\$ 195	\$ 352		\$ 600	59%
General supplies	61-40	\$ 1,240	\$ 2,325	\$ 484	\$ 151	\$ 18,906		\$ 25,000	76%
Program materials	61-43	\$ 4,387	\$ 3,265	\$ 3,381	\$ 4,218	\$ 34,248	\$ 200	\$ 46,000	75%
Materials Processing	61-44	\$ 5,319	\$ 5,603	\$ 4,589	\$ 4,804	\$ 54,231	\$ 183	\$ 64,569	84%
Postage	61-50	\$ -	\$ 70	\$ 53	\$ 23	\$ 8,272		\$ 10,000	83%
Books & periodicals	61-70	\$ 34,090	\$ 41,060	\$ 34,136	\$ 44,775	\$ 461,164	\$ 870	\$ 574,679	80%
Gasoline	62-10	\$ 43	\$ 84	\$ 39	\$ 42	\$ 288		\$ 550	52%
Natural gas	62-50	\$ 972	\$ 848	\$ 1,000	\$ 1,466	\$ 26,109		\$ 45,000	58%
Electricity	62-51	\$ 9,170	\$ 8,984	\$ 7,653	\$ 5,858	\$ 66,875		\$ 82,500	81%
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	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
		\$ 316,636	\$ 301,717	\$ 294,547	\$ 292,796	\$ 3,547,540	\$ 22,298	\$ 4,136,759	86.30%

**Fargo Public Library 2023 Total Expenses**  
**92% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**

**2023**

**CARLSON**

Account	Budget Line	August	September	October	November	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 27,515	\$ 27,251	\$ 28,070	\$ 28,280	\$ 273,754		\$ 350,226	78%
Full time overtime	11-01	\$ -	\$ -	\$ -	\$ -	\$ -			
full Time Banked Sick	11-02	\$ -	\$ -	\$ -	\$ -	\$ -			
Part time w/benefits	13-00	\$ 8,845	\$ 8,508	\$ 8,647	\$ 8,421	\$ 99,074		\$ 73,480	135%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -	\$ -			
Part Time Banked Sick	13-02	\$ -	\$ -	\$ -	\$ -	\$ -			
Part time seasonal no benefits	14-00	\$ 813	\$ 876	\$ 1,056	\$ 1,071	\$ 11,565		\$ 9,200	126%
Health insurance	20-01	\$ 5,940	\$ 5,779	\$ 5,938	\$ 5,788	\$ 51,696		\$ 63,255	82%
Dental insurance	20-03	\$ 324	\$ 324	\$ 332	\$ 317	\$ 2,858		\$ 4,914	58%
Long Term Disability	20-04	\$ 84	\$ 83	\$ 84	\$ 84	\$ 766		\$ 832	92%
Auto Allowance	20-05	\$ -	\$ -	\$ -	\$ -	\$ -			
FICA 6.2%	21-01	\$ 2,170	\$ 2,145	\$ 2,212	\$ 2,226	\$ 22,607		\$ 31,566	72%
Medicare 1.45%	21-02	\$ 508	\$ 502	\$ 517	\$ 521	\$ 5,287		\$ 7,383	72%
City Pension	22-01	\$ 709	\$ 709	\$ 709	\$ 709	\$ 7,991		\$ 13,165	61%
NDPERS Pension	22-04	\$ 2,272	\$ 2,222	\$ 2,301	\$ 2,300	\$ 21,969		\$ 27,482	80%
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	\$ 2,812	\$ 29,239	\$ 7,661	\$ 36,900	100%
Other Services	38-99	\$ 32	\$ 32	\$ -	\$ 32	\$ 256		\$ 1,000	26%
Water Sewer	41-05	\$ 295	\$ 317	\$ 302	\$ 266	\$ 2,819		\$ 3,500	81%
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	\$ 520	\$ 8,335		\$ 7,000	119%
Medical supplies	61-20	\$ -	\$ -	\$ -	\$ -	\$ -			
General supplies	61-40	\$ 2,228	\$ 18	\$ 81	\$ 3,712	\$ 7,754		\$ 7,500	103%
Program materials	61-43	\$ -	\$ -	\$ -	\$ -	\$ -			
Materials Processing	61-44	\$ -	\$ -	\$ -	\$ -	\$ -			
Postage	61-50	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,300	0%
Books & periodicals	61-70	\$ 8,027	\$ 12,842	\$ 10,312	\$ 9,503	\$ 101,353		\$ 131,700	77%
Gasoline	62-10	\$ -	\$ -	\$ -	\$ -	\$ -			
Natural gas	62-50	\$ 675	\$ 642	\$ 704	\$ 1,180	\$ 16,373		\$ 27,500	60%
Electricity	62-51	\$ 4,132	\$ 3,724	\$ 3,011	\$ 2,220	\$ 28,322		\$ 30,450	93%
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	\$ 69,960	\$ 727,677	\$ 7,661	\$ 874,012	84.1%

Fargo Public Library 2023 Total Expenses  
92% OF YEAR LAPSED

EXPENSE VS. BUDGET  
2023  
NORTHPORT

Account	Budget Line	August	September	October	November	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 14,067	\$ 14,632	\$ 14,289	\$ 12,189	\$ 143,269		\$ 145,722	98%
Full time overtime	11-01	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Part time w/benefits	13-00	\$ 5,069	\$ 5,090	\$ 4,957	\$ 5,846	\$ 56,000		\$ 37,178	151%
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	\$ 1,988	\$ 26,578		\$ 41,657	64%
Dental Insurance	20-03	\$ 162	\$ 167	\$ 160	\$ 162	\$ 1,589		\$ 776	205%
Long Term Disability	20-04	\$ 44	\$ 45	\$ 43	\$ 40	\$ 408		\$ 170	240%
Auto Allowance	20-05	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
FICA 6.2%	21-01	\$ 1,124	\$ 1,161	\$ 1,145	\$ 1,064	\$ 11,707		\$ 4,896	239%
Medicare 1.45%	21-02	\$ 263	\$ 271	\$ 268	\$ 249	\$ 2,738		\$ 1,145	239%
City Pension	22-01	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
NIDERS Pension	22-04	\$ 1,581	\$ 1,629	\$ 1,590	\$ 1,490	\$ 16,460		\$ 6,907	238%
NIDERS & 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	\$ -	\$ 32	\$ -	\$ -	\$ 416		\$ 500	83%
Other Services	38-99	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Water Sewer	41-05	\$ 195	\$ 195	\$ 195	\$ 195	\$ 1,952		\$ 3,000	65%
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	\$ 5,975	\$ 70,846	\$ 8,154	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Mintley/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	\$ 82	\$ 1,417		\$ 3,500	40%
Program materials	61-43	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Materials Processing	61-44	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Postage	61-50	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Books & periodicals	61-70	\$ 3,969	\$ 5,983	\$ 6,914	\$ 5,101	\$ 51,319		\$ 68,075	75%
Gasoline	62-10	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Natural gas	62-50	\$ 36	\$ 36	\$ 38	\$ 102	\$ 1,856		\$ 3,800	49%
Electricity	62-51	\$ 730	\$ 686	\$ 608	\$ 465	\$ 6,075		\$ 9,578	63%
Miscellaneous	68-10	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Bad Debt		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
		\$ 36,316	\$ 38,592	\$ 39,493	\$ 34,947	\$ 396,646	\$ 8,154	\$ 411,354	98.41%

<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>	\$ 1,698.02	\$ 394.90
<b>December</b>		
	\$ 24,033.28	\$ 5,626.27

**Total \$**

**29,659.55**