

Fargo Public Library Board of Directors
Agenda for Tuesday December 20, 2022
4:00p.m.

Fargo City Commission Chambers
225 4th St North
Fargo, ND 58102

1. Approve Order of the Agenda **Action**
2. Minutes of the November 15 Meeting **Action**
3. Public Comment
4. Staff Report- Megan Lass
5. Director's Report
6. Unfinished Business
 - A. None
7. New Business **Action**
 - A. Access To Materials Policy Review
8. Statistical Reports
 - A. November Usage
 - B. November Financials
9. Friends of the Library Report
10. Next Regular Meeting: January 17
11. Adjourn

**Fargo Public Library Board
Minutes for Tuesday, November 15 4:00 p.m.
Fargo City Commission Chambers and Virtual
225 4th Street North, Fargo, ND 58102**

Board Members Present: Carlos Hawley, Kristin Schipper, Wanda Mengelkoch, Jenna Reno, Amy Ouren, Carrie Peterson (virtual), Hannah James (virtual)

Board Members Absent:

Staff: Tim Dirks, Megan Lass, Cindy Haff

Others Present:

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

Order of the Agenda Approved

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

Minutes of the August 16 Regular Meeting Approved

Amy Ouren made a motion to approve the minutes of the October 18 meeting. Second by Jenna Reno; all the members voted aye and the motion carried.

Public Comment

No public comment.

Staff Report

Megan Lass presented highlights of staff updates and events including:

- Staffing
 - Currently hiring for the 4 new LA I positions
- Services
 - Tech Help on Wednesdays at Main
 - National Novel Writing Month Write-In: Nov 26 & Dec 3 at Main
- Children's
 - Train Days: November 19 @ Main
 - Dog Man Unleashed: Nov 23 10AM at Main
 - Bermuda Triangle Escape Rooms Nov 25 at Main (Registration is required)
- Adults
 - Spice Club: Dec 12-17. Registration opens Nov 28. This year's spice is Mace

Director's Report

Director Tim Dirks summarized the written report in the Board Packet. He highlighted the Oct 26 meeting with Gladys Ray Shelter Staff (noting the start of in-house staff Monday through Thursday from 2-5 pm) and the Nov 8 visit by Dr Terry Hogan (Director of Diversity, Equity & Inclusion with the Admin staff).

Unfinished business

No unfinished business was discussed.

New Business

Meeting Room Policy

Additional language was added to the Meeting room policy stating that walk in usage won't have access to technology. President Carlos Hawley suggesting a slight to the updated wording to include "in conference rooms."

Kristen Schipper made a motion to accept the proposal with the proposed wording update. Wanda Mengelkoch seconded the motion. All the members voted aye and the proposal was accepted.

Computer Use Policy

A proposal was submitted to increase the time allowed for public Internet access from one hour to two hours per day for non-cardholders. It was explained that with the current level of public internet use, we are able to increase the time limit.

Amy Ouren made a motion to accept the proposal with the proposed wording update. Kristen Schipper seconded the motion. All the members voted aye and the proposal was accepted.

Statistical Reports

October Usage

Director Tim Dirks noted the increase in attendance, Volunteer hours and internet signups. Programming is down slightly from last year but continuing to grow. Web page hits remains steady.

October Financials

Director Tim Dirks recognized the gifts from Community Members and added thanks for the Friends donations expended towards Northern Narratives, One Book One Community and the Children's Collection. He also explained the end of the year process of budget analysis to ensure we are being fiscally responsible and judicious to fully spend the funds allotted to us for the year's budget while being mindful to leave enough funds for unexpected contingencies as any funding left at the end of the year will be put back into the City's general fund.

Friends of the Library Report

No report this month

Next Regular Meeting December 20.

The meeting adjourned at 4:22 p.m.

Respectfully submitted,
Cindy Haff

Staff Report

December 2022 Library Board Meeting

Services:

- **New Library Hours.** Starting after the first of the year, the Main Library and Dr. James Carlson Branch will be open on Sundays 1:00-6:00pm. To facilitate this, Main will close at 8:00pm Monday-Thursday instead of 9:00 and Northport will close at 6:00pm Wednesday and Thursday instead of 8:00pm.

Programming:

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

Children

- **Stuffed Animal Sleepover, December 27-28 – Main Library.** It's a stuffed animal sleepover at the library! Bring a stuffed animal for a special storytime. The fuzzy friends stay at the library for a night of shenanigans. You come back the next day to pick up your animal to find out what fun they've had at the Library and make a craft to commemorate their night! No pre-registration required and all materials will be provided. All ages welcome.
- **Mary Poppins Sing Along, December 29, 2:00pm – Main Library.** Winds in the east, mist coming in... Like somethin' is brewin' and 'bout to begin. What could it be? Well, it's a Mary Poppins Sing Along of course! Stop by the library and step in time to watch the classic movie Mary Poppins (PG). We'll do crafts and tuck in for some tea and treats while we sing along with Mary Poppins and Bert the Chimney Sweep. We hope you'll be saying supercalifragilisticexpialidocious by the time we're through. This should be an afternoon that is practically perfect in every way.
- **LEGO Design Contest, December 30 2:00-4:00pm—Main Library.** Show off your creativity at our annual LEGO Mania Design Contest! Kids 12 and under are invited to participate. Build an original creation at home, then bring it to the Main Library between 2 and 3 p.m. Winning creations will be announced at 3:45 p.m. Games and other activities will take place in the Children's Area to pass the time while we await the judges' decisions. Pre-registration is required and can be completed by calling 701-241-1495. Before you begin to build, please check out the rules and guidelines on the website. Good luck!
- **Baby Rhyme Time Storytime, PAWS for Reading, Kindergarten Success Storytime, and Going the Distance Bookclub** will continue their usual schedule in the beginning of the New Year.

Teens

- **Teen TikToks and Selfies, January 17, 4:30pm – Carlson Branch.** Come learn a new TikTok dance or teach one to the group. We will have selfie props available too! Bring your own device or borrow our tablet. No registration required.

Adults

- **Tea Tasting, January 7, 10:00 am – Carlson Branch.** Explore some of the many unique teas available. Samples of 4 different teas from around the globe will be provided each month, along with brewing tips and relevant information on the background of that month's selection. Bring a friend so you can sip tea and socialize. Program is recommended for adults. Registration is required/recommended and opens for the first session on Dec. 24.

- **Silent Reading Party, January 8, 2:00pm – Drekker Brewhalla.** B.Y.O.Book or check out a librarian-selected title. Enjoy a cozy spot to read and a beverage with others who appreciate the same. Librarians will be on hand to provide snacks, suggest books, set up library cards, and check out books. This is a 21+ event.
- **Casual Crafters, January 9, 5:00pm, Northport Branch.** Calling all crafters from beginners to experienced! Bring a project, drop in any time from 5-7:30 and join a friendly group of crafters of all types - from yarn and needles to paper and ink. Not working on a craft at the moment? We'll have some supplies on hand! Snacks and beverages will be provided or feel free to bring your own.
- **Perfectly Pixelated: Mini Perler Beads.** Get nostalgic with mini Perler beads, but with a modern twist. All materials will be provided. Program is recommended for adults. Preregistration is required and opens December 31.
 - January 14, 10:00am – Carlson Branch
 - January 17, 6:00pm – Northport Branch
- **Book Clubs**
 - Sense of Place, January 5 – *The Women in Black* by Madelein St. John
 - Tea Time Book Club, January 9 – *Remarkably Bright Creatures* by Shelby Van Pelt
 - Diverse Perspectives, January 12 – *Good Talk: A Memoir in Conversations* by Mira Jacobs

Multigenerational

- **Family Trivia Night, December 29, 6:00pm—Main Library. Winter Wonderland Theme.** Rally your relatives and join us for family trivia night at the Main Library. Each month we'll feature a different theme and see who knows the most! Family trivia night is open to individuals, families, or teams of all ages – trivia works best for kids who are reading independently. Families are invited to pre-register at the beginning of the current month. Prizes for our top winners and snacks for all!
- **Free Friday Movie, January 13, 1:00pm – Dr. James Carlson Branch.** Join us on the second Friday of the month for a free movie at the Dr. James Carlson Library. Movies start at 1:00pm and free popcorn is served! In January, we'll be showing *Downton Abbey: A New Era*, rated PG.
- **Chess Club, Tuesdays, 5:30pm – Main Library.** All area kids, teens, and adults are invited to be part of the library's Chess Club. Whether you are an expert or are new to the game, chess players of all ages and abilities are welcome. Chess Club meets Tuesday evenings from 5:30 to 8:00pm in the Dawson Conference Room at the downtown Main Library. Local chess expert Joe McNamara will facilitate and lead the sessions. The library's Chess Club is free and registration is not required. Adults must accompany children under 10 years old.

FPL DIRECTOR'S REPORT

December 20, 2022

Director's Activities:

11.17.2022 Gave Interview with local media
11.30.2022 Attended Meeting Human Resources
12.5.2022 Attended City Cabinet Meeting
12.6.2022 Attended Emotional Intelligence Training

Goal 1 Professional & Organizational:

11.16.2022 Provided Office Hours
11.17.2022 Moderated Quarterly Project Meeting with Electronic Resources Librarian
11.18.2022 Attended All Staff Meeting
11.18.2022 Moderated Quarterly Project Meeting with Branch Services Manager
11.22.2022 Moderated Library Dept. Heads Meeting
11.30.2022 Provided Office Hours
12.6.2022 Moderated Library Dept. Heads Meeting
12.7.2022 Provided Office Hours
12.13.2022 Moderated Library Dept. Heads Meeting
12.20.2022 Moderated Library Dept. Heads Meeting

Goal 4 Partnering:

11.22.2022 Attended Red River Zoo Board Meeting
11.30.2022 Attended Red River Zoo Executive Committee Meeting
12.6.2022 Attended Friends Board Meeting

Goal 5 Infrastructure:

11.29.2022 Attended Facilities Master Planning Meeting with Admin Team & Consultants
12.16.2022 Attended Facilities Master Planning Meeting with Admin Team & Consultants

Goal 6 Marketing:

12.1.2022 Attended Chamber After Hours Event

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

What:

Review the Access to Materials Policy

Explanation:

A number of Board Policies haven't been reviewed for three plus years and need to be reviewed. The policy to be reviewed is the Access to Materials Policy. No specific changes have been identified in regards to this policy.

Director recommendation:

Review and approve the Access to Materials Policy as presented.

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
Access to Materials

The Fargo Public Library does not deny or abridge use of the library because of an individual's national origin, age, background, views, gender, or culture.

The Library does not act in loco parentis. Parents/Guardians are responsible for children's and young people's reading, viewing, and listening.

The library will not restrict access to library materials under the assumption that certain materials may be "harmful" to minors or in an effort to avoid controversy with parents. Young people have varied levels of intellectual development and families have differing backgrounds and child-rearing philosophies. Such significant factors are not accommodated by a uniform policy based on age. The library has a responsibility to ensure that young people have access to a wide range of informational and recreational materials and services to meet their diverse needs.

The library will restrict access to certain materials for the express purpose of the preservation of these materials in order to protect them from theft or mutilation.

Approved 12-10-1997

Reviewed 02-18-2014

Revised 01-16-2018

Library Use 2022

New Registrations: 503
 Approx. Registered Patrons: 32,850

ATTENDANCE	Nov-22	November 2021	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Door Count Main	14,579	12,325	18%	170,036	127,649	42,387	33%
Door Count Carlson	9,931	8,705	14%	116,885	92,440	24,445	26%
Door Count Northport	3,955	3,963	0%	45,241	42,160	3,081	7%
Outreach	384	363	6%	4,913	2,712	2,201	81%
Total	28,849	25,356	14%	337,075	264,961	72,114	27%

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Adult Programs Main	10	143	240	-40%	2,044	3,822	(1,778)	-47%
Adult Programs Carlson	3	28	35	-20%	867	1,247	(380)	-30%
Adult Programs Northport	2	24	2	1100%	137	480	(343)	-71%
Teen Programs Main	-	-	4	-100%	140	254	(114)	-45%
Teen Programs Carlson	4	13	27	-52%	224	427	(203)	-48%
Teen Programs Northport	-	-	-	-	2	180	(178)	-99%
Childrens Programs Main	18	593	467	27%	4,685	5,309	(624)	-12%
Childrens Programs Carlson	12	515	307	68%	3,202	2,206	996	45%
Childrens Programs Northport	8	275	243	13%	1,418	1,217	201	17%
Community Engagement	7	189	-	-	6,898	5,033	1,865	37%
Outreach Department	-	-	26	-100%	295	570	(275)	-48%
Virtual Adult	1	61	47	30%	818	1,663	(845)	-51%
Virtual Teen	-	-	-	-	-	74	(74)	-100%
Virtual Childrens	2	20	180	-89%	2,572	1,278	1,294	101%
Total	67	1,861	1,578	18%	23,302	23,760	(458)	-2%

VOLUNTEER HOURS								
Main		72	57	26%	822	304	518	170%
Carlson		14	25	-44%	244	170	74	44%
Outreach		63	61	3%	785	348	437	126%
Northport		-	-	-	-	-	-	-
Total		149	143	4%	1,851	822	1,029	125%

INTERNET SIGNUP								
Main		2,263	1,952	16%	26,442	18,577	7,865	42%
Carlson		1,308	1,301	1%	18,601	13,230	5,371	41%
Northport		354	350	1%	4,665	3,809	856	22%
Total		3,925	3,603	9%	49,708	35,616	14,092	40%

ELECTRONIC ACTIVITY								
Web page hits		16,109	14,097	14%	185,357	182,453	2,904	2%

2022 Circulation

	Nov-22	November 2021	Increase/ Decrease	% CHANGE	2022 YTD	2021 YTD	Increase/ Decrease	% Change YTD
PRINT								
MAIN								
Adult Nonfiction	2,304	2,416	(112)	-4.64%	28,716	27,088	1,628	6.01%
Youth Nonfiction	1,843	1,519	324	21.33%	18,873	17,219	1,654	9.61%
Adult Fiction	5,905	5,015	890	17.75%	64,539	51,814	12,725	24.56%
Youth Fiction	3,230	3,086	144	4.67%	42,611	39,609	3,002	7.58%
Youth Reader	1,036	984	52	5.28%	14,699	12,182	2,517	20.66%
Youth Picture Books	3,764	3,307	457	13.82%	40,987	35,094	5,893	16.79%
Adult Magazines	135	115	20	17.39%	1,299	1,255	44	3.51%
Youth Magazines	35	6	29		276	145	131	90.34%
Subtotal	18,252	16,448	1,804	10.97%	212,000	184,406	27,594	14.96%
OUTREACH								
Deposit	941	1,007	(66)	-6.55%	10,472	8,473	1,999	23.59%
CARLSON								
Adult Nonfiction	1,447	685	762	111.24%	10,416	8,671	1,745	20.12%
Youth Nonfiction	954	919	35	3.81%	12,474	11,504	970	8.43%
Adult Fiction	2,177	2,567	(390)	-15.19%	33,991	31,027	2,964	9.55%
Youth Fiction	2,221	1,937	284	14.66%	29,225	26,733	2,492	9.32%
Youth Readers	1,448	1,212	236	19.47%	16,317	15,148	1,169	7.72%
Youth Picture Books	3,071	2,869	202	7.04%	35,545	33,141	2,404	7.25%
Adult Magazines	68	97	(29)	-29.90%	1,019	853	166	19.46%
Youth Magazines	18	20	(2)	-10.00%	386	141	245	173.76%
Subtotal	11,404	10,306	1,098	10.65%	139,373	127,218	12,155	9.55%
NORTHPORT								
Adult Nonfiction	290	222	68	30.63%	3,195	2,983	212	7.11%
Youth Nonfiction	344	248	96	38.71%	3,090	3,193	(103)	-3.23%
Adult Fiction	893	857	36	4.20%	10,254	10,085	169	1.68%
Youth Fiction	449	308	141	45.78%	4,633	5,129	(496)	-9.67%
Youth Readers	244	206	38	18.45%	3,275	3,211	64	1.99%
Youth Picture Books	738	586	152	25.94%	7,432	6,168	1,264	20.49%
Adult Magazines	20	24	(4)	-16.67%	276	281	(5)	-1.78%
Youth Magazines	7	-	7		16	12	4	33.33%
Subtotal	2,985	2,451	534	21.79%	32,171	31,062	1,109	3.57%
TOTAL PRINT	33,582	30,212	3,370	11.15%	394,016	351,159	42,857	12.20%

2022 Circulation

NONPRINT								
OverDrive	16,596	14,673	1,923	13.11%	180,392	164,639	15,753	9.57%
Zinio	-	-	-		-	2,813	(2,813)	-100.00%
Childrens Devices	16	13	3	23.08%	182	106	76	71.70%
Hoopla	2,468	2,204	264	11.98%	26,152	23,707	2,445	10.31%
RB Digital	-	-	-		-	-	-	
Subtotal	19,080	16,890	2,190	12.97%	206,726	191,265	15,461	8.08%
MAIN								
Adult DVD's	2,843	3,030	(187)	-6.17%	33,230	30,788	2,442	7.93%
Youth DVD's	392	294	98	33.33%	4,397	3,523	874	24.81%
Video Games	244	195	49	25.13%	2,715	2,131	584	27.40%
Adult CD's	577	538	39	7.25%	5,372	5,533	(161)	-2.91%
Youth CD's	85	63	22	34.92%	693	652	41	6.29%
Adult Books on CD	194	225	(31)	-13.78%	2,216	2,330	(114)	-4.89%
Youth Books on CD	212	187	25	13.37%	1,939	1,779	160	8.99%
Kits	274	147	127	86.39%	2,667	1,105	1,562	141.36%
Subtotal	4,821	4,679	142	3.03%	53,229	47,841	5,388	11.26%
CARLSON								
Adult DVD's	1,393	1,455	(62)	-4.26%	17,224	16,512	712	4.31%
Youth DVD's	464	565	(101)	-17.88%	5,843	5,659	184	3.25%
Video Games	226	173	53	30.64%	2,403	2,155	248	11.51%
Adult CD's	246	295	(49)	-16.61%	2,555	3,013	(458)	-15.20%
Youth CD's	32	78	(46)	-58.97%	684	777	(93)	-11.97%
Adult Books on CD	129	158	(29)	-18.35%	1,530	1,587	(57)	-3.59%
Youth Books on CD	164	221	(57)	-25.79%	2,025	2,046	(21)	-1.03%
Kits	101	124	(23)	-18.55%	1,195	1,100	95	8.64%
Subtotal	2,755	3,069	(314)	-10.23%	33,459	32,849	610	1.86%
NORTHPORT								
Adult DVD's	684	910	(226)	-24.84%	7,966	8,988	(1,022)	-11.37%
Youth DVD's	95	85	10	11.76%	1,104	1,185	(81)	-6.84%
Video Games	59	53	6	11.32%	746	543	203	37.38%
Adult CD's	184	162	22	13.58%	1,343	1,540	(197)	-12.79%
Youth CD's	12	12	-	0.00%	137	138	(1)	-0.72%
Adult Books on CD	33	52	(19)	-36.54%	371	412	(41)	-9.95%
Youth Books on CD	51	56	(5)	-8.93%	493	560	(67)	-11.96%
Kits	27	33	(6)	-18.18%	305	292	13	4.45%
Subtotal	1,145	1,363	(218)	-15.99%	12,465	13,658	(1,193)	-8.73%
TOTAL NONPRINT	27,801	26,001	1,800	6.92%	305,879	285,613	20,266	7.10%
INTERLIBRARY LOAN								
Borrowed	196	199	(3)	-1.51%	2,227	1,946	281	14.44%
Loaned	340	299	41	13.71%	3,863	3,463	400	11.55%
Subtotal	536	498	38	7.63%	6,090	5,409	681	12.59%
RENEWALS	10,344	13,383	(3,039)	-22.71%	139,239	141,902	(2,663)	-1.88%
TOTAL CIRCULATION	72,263	70,094	2,169	3.09%	845,224	784,083	61,141	7.80%

Fargo Public Library 2022 Total Expenses
92% OF YEAR LAPSED
SUMMARY OF EXPENSE VS. AGGREGATE BUDGET
2022

Account	Budget Line	Total YTD	Total Encumbrances	Total YTD Expenses + Encumbrances	Total Budget	%	Over/(Under)
Full time staff	11-00	\$ 1,898,141	\$ -	\$ 1,898,141	\$ 2,263,893	83.84%	\$ (365,751.98)
Full time overtime	11-01	\$ 506	\$ -	\$ 506	\$ -		\$ 505.62
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 18,432	0.00%	\$ (18,432.00)
Part time w/benefits	13-00	\$ 427,159	\$ -	\$ 427,159	\$ 440,615	96.95%	\$ (13,455.75)
Part time w/benefits overtime		\$ 10	\$ -	\$ 10	\$ -		\$ 9.70
Part time banked sick		\$ -	\$ -	\$ -	\$ 246		\$ (246.00)
Part time seasonal no benefits	14-00	\$ 40,923	\$ -	\$ 40,923	\$ 56,000	73.08%	\$ (15,076.82)
Health insurance	20-01	\$ 315,644	\$ -	\$ 315,644	\$ 381,757	82.68%	\$ (66,113.48)
Dental insurance	20-03	\$ 18,535	\$ -	\$ 18,535	\$ 21,411	86.57%	\$ (2,875.56)
Long Term Disability	20-04	\$ 4,862	\$ -	\$ 4,862	\$ 5,543	87.72%	\$ (680.79)
Auto Allowance	20-05	\$ 783	\$ -	\$ 783	\$ 900	87.02%	\$ (116.82)
FICA 6.2%	21-01	\$ 137,596	\$ -	\$ 137,596	\$ 168,898	81.47%	\$ (31,302.12)
Medicare 1.45%	21-02	\$ 32,181	\$ -	\$ 32,181	\$ 39,704	81.05%	\$ (7,523.00)
City Pension	22-01	\$ 34,174	\$ -	\$ 34,174	\$ 43,443	78.66%	\$ (9,269.43)
NDPERS Pension	22-04	\$ 150,954	\$ -	\$ 150,954	\$ 176,871	85.35%	\$ (25,916.56)
NDPERS & City Pension	22-05	\$ 5,283	\$ -	\$ 5,283	\$ 6,071	87.02%	\$ (788.21)
Actuarial Contributions	22-06	\$ 72,823	\$ -	\$ 72,823	\$ 72,823	100.00%	\$ -
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -		\$ -
Life insurance	26-00	\$ (80)	\$ -	\$ (80)	\$ 800	-10.00%	\$ (879.96)
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Security Services	38-61	\$ 100,736	\$ 24,265	\$ 125,001	\$ 134,329	93.06%	\$ (9,328.00)
Other Services	38-99	\$ 26,529	\$ 798	\$ 27,327	\$ 16,500	165.62%	\$ 10,827.33
Water Sewer	41-05	\$ 4,375	\$ -	\$ 4,375	\$ 5,000	87.50%	\$ (624.81)
General equip repair	43-20	\$ (108)	\$ -	\$ (108)	\$ 3,000	-3.60%	\$ (3,107.99)
General equip repair (computer)	43-21	\$ 19,945	\$ -	\$ 19,945	\$ 31,766	62.79%	\$ (11,821.26)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 57,702	\$ 2,132	\$ 59,834	\$ 47,600	125.70%	\$ 12,233.61
Land and building rent	44-10	\$ 69,235	\$ 9,765	\$ 79,000	\$ 79,000	100.00%	\$ -
Property insurance	52-10	\$ 20,366	\$ -	\$ 20,366	\$ 12,065	168.80%	\$ 8,300.50
Automobile liability	52-20	\$ -	\$ -	\$ -	\$ 265	0.00%	\$ (265.00)
General liability	52-30	\$ 11,456	\$ -	\$ 11,456	\$ 9,225	124.18%	\$ 2,230.73
Cellular phone service	53-20	\$ 4,182	\$ -	\$ 4,182	\$ 5,400	77.45%	\$ (1,217.81)
Other communications	53-60	\$ 2,201	\$ -	\$ 2,201	\$ 2,100	104.82%	\$ 101.18
ILS Development	53-61	\$ 17,500	\$ -	\$ 17,500	\$ 46,150	37.92%	\$ (28,650.00)
Minitex/OCLC	53-62	\$ 20,683	\$ -	\$ 20,683	\$ 19,400	106.62%	\$ 1,283.32
Marketing	54-11	\$ 40,315	\$ 805	\$ 41,120	\$ 46,000	89.39%	\$ (4,879.78)
In state travel	56-60	\$ 2,668	\$ -	\$ 2,668	\$ 3,500	76.22%	\$ (832.16)
Out of state travel	57-60	\$ 5,333	\$ -	\$ 5,333	\$ 5,000	106.66%	\$ 332.79
Due & membership in state	59-10	\$ 1,646	\$ -	\$ 1,646	\$ 2,100	78.38%	\$ (454.00)
Dues/membership out state	59-11	\$ 2,527	\$ -	\$ 2,527	\$ 1,500	168.47%	\$ 1,027.00
Seminar & conf in state	59-20	\$ 1,679	\$ -	\$ 1,679	\$ 2,500	67.18%	\$ (820.60)
Seminar & conf out state	59-21	\$ 3,061	\$ -	\$ 3,061	\$ 2,500	122.44%	\$ 561.10
Office supplies	61-10	\$ 23,683	\$ 216	\$ 23,899	\$ 30,000	79.66%	\$ (6,101.01)
Medical supplies	61-20	\$ 52	\$ -	\$ 52	\$ 600	8.69%	\$ (547.84)
General supplies	61-40	\$ 39,302	\$ -	\$ 39,302	\$ 16,000	245.63%	\$ 23,301.52
Program materials	61-43	\$ 40,102	\$ -	\$ 40,102	\$ 46,000	87.18%	\$ (5,897.74)
Materials Processing	61-44	\$ 44,135	\$ -	\$ 44,135	\$ 64,569	68.35%	\$ (20,433.68)
Postage	61-50	\$ 14,866	\$ -	\$ 14,866	\$ 12,300	120.86%	\$ 2,566.17
Books & periodicals	61-70	\$ 611,126	\$ 3,178	\$ 614,305	\$ 724,454	84.80%	\$ (110,149.50)
Gasoline		\$ 449	\$ -	\$ 449	\$ 439	102.17%	\$ 9.53
Natural gas	62-50	\$ 62,597	\$ -	\$ 62,597	\$ 40,900	153.05%	\$ 21,696.93
Electricity	62-51	\$ 117,119	\$ -	\$ 117,119	\$ 128,325	91.27%	\$ (11,206.49)
Miscellaneous	68-10	\$ 1,527	\$ -	\$ 1,527	\$ 2,000	76.37%	\$ (472.63)
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ 100	0.00%	\$ (100.00)
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 4,506,483	\$ 41,160	\$ 4,547,642	\$ 5,239,994	86.79%	\$ (692,352)

Fargo Public Library 2022 Total Expenses

92% OF YEAR LAPSED

EXPENSE VS. BUDGET

2022

MAIN

Account	Budget Line	August	September	October	November	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 129,786	\$ 138,531	\$ 124,124	\$ 144,212	\$ 1,471,927		\$ 1,783,637	83%
Full time overtime	11-01	\$ -	\$ -	\$ -	\$ -	\$ 489		\$ 15,122	0%
Full Time banked sick	11-02	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 316,716	92%
Part time w/benefits	13-00	\$ 23,733	\$ 25,458	\$ 25,792	\$ 27,916	\$ 290,952		\$ 246	0%
Part time w/benefits overtime			\$ 10	\$ -	\$ -	\$ 10		\$ 43,680	71%
Part Time Banked Sick	13-02				\$ -	\$ -		\$ 274,286	78%
Part time seasonal no benefits	14-00	\$ 2,667	\$ 2,760	\$ 2,451	\$ 2,289	\$ 31,041		\$ 16,156	85%
Health insurance	20-01	\$ 19,714	\$ 19,063	\$ 17,618	\$ 18,570	\$ 215,067		\$ 4,301	85%
Dental insurance	20-03	\$ 1,282	\$ 1,259	\$ 1,212	\$ 1,316	\$ 13,808		\$ 900	87%
Long Term Disability	20-04	\$ 330	\$ 316	\$ 316	\$ 329	\$ 3,665		\$ 130,879	80%
Auto Allowance	20-05	\$ 69	\$ 69	\$ 69	\$ 69	\$ 783		\$ 30,812	79%
FICA 6.2%	21-01	\$ 9,116	\$ 9,780	\$ 8,910	\$ 10,268	\$ 104,584		\$ 26,909	84%
Medicare 1.45%	21-02	\$ 2,132	\$ 2,287	\$ 2,084	\$ 2,401	\$ 24,459		\$ 144,040	82%
City Pension	22-01	\$ 2,073	\$ 2,073	\$ 1,637	\$ 1,637	\$ 22,556		\$ 6,071	87%
NDPERS Pension	22-04	\$ 10,400	\$ 10,315	\$ 10,560	\$ 11,000	\$ 117,459		\$ 45,106	100%
NDPERS & City Pension	22-05	\$ 467	\$ 467	\$ 467	\$ 467	\$ 5,283		\$ -	
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ -	\$ 45,106		\$ 800	-10%
Workers Comp	25-00					\$ -		\$ 500	0%
Life insurance	26-00	\$ (355)		\$ 355	\$ -	\$ (80)		\$ 97,429	92%
Interpreters/ADA Compliance	33-29				\$ -	\$ -	\$ 16,010	\$ 15,000	176%
Security Services	38-61	\$ 5,972	\$ 7,695	\$ 6,219	\$ 8,131	\$ 73,990	\$ 798	\$ 41,200	141%
Other Services	38-99	\$ 2,012	\$ 940	\$ 988	\$ 1,484	\$ 25,550		\$ -	
Water Sewer	41-05					\$ -		\$ 3,000	-4%
General equip repair	43-20		\$ (233)	\$ 125	\$ -	\$ (108)		\$ 25,766	77%
General equip repair (computer)	43-21	\$ 583	\$ 180	\$ 3,318	\$ 1,275	\$ 19,945		\$ 1,000	0%
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 41,200	141%
Maintenance service	43-50	\$ 3,151	\$ 1,673	\$ 1,743	\$ 4,605	\$ 55,755	\$ 2,132	\$ 9,010	171%
Land and building rent	44-10	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 265	0%
Property insurance	52-10	\$ -	\$ -	\$ 3,087	\$ -	\$ 15,416		\$ 9,225	124%
Automobile liability	52-20	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 5,400	77%
General liability	52-30	\$ -	\$ -	\$ 2,016	\$ -	\$ 11,456		\$ 2,100	105%
Cellular phone service	53-20	\$ -	\$ 467	\$ 802	\$ 401	\$ 4,182		\$ 46,150	38%
Other communications	53-60	\$ -	\$ 200	\$ 400	\$ 200	\$ 2,201		\$ 19,400	107%
ILS Development	53-61	\$ -	\$ -	\$ -	\$ -	\$ 17,500		\$ 46,000	89%
Minitex/OCLC	53-62	\$ 10,669				\$ 20,683		\$ 20,000	79%
Marketing	54-11	\$ 4,607	\$ 1,976	\$ 3,380	\$ 9,025	\$ 40,315	\$ 805	\$ 3,500	76%
In state travel	56-60	\$ 178	\$ 374	\$ 654	\$ 341	\$ 2,668		\$ 5,000	107%
Out of state travel	57-60			\$ -	\$ -	\$ 5,333		\$ 2,100	78%
Due & membership in state	59-10		\$ 300	\$ 36	\$ 95	\$ 1,646		\$ 1,500	168%
Dues/membership out state	59-11		\$ 735	\$ -	\$ -	\$ 2,527		\$ 2,500	67%
Seminar & conf in state	59-20		\$ 385	\$ 825	\$ 47	\$ 1,679		\$ 2,500	122%
Seminar & conf out state	59-21			\$ -		\$ 3,061		\$ 20,000	79%
Office supplies	61-10	\$ 1,721	\$ 363	\$ 1,765	\$ 483	\$ 15,605	\$ 216	\$ 600	9%
Medical supplies	61-20		\$ 36	\$ 3	\$ -	\$ 52		\$ 10,000	245%
General supplies	61-40	\$ 2,464	\$ 584	\$ 2,771	\$ 2,085	\$ 24,524		\$ 46,000	87%
Program materials	61-43	\$ 1,786	\$ 1,963	\$ 5,654	\$ 6,576	\$ 39,986		\$ 64,569	68%
Materials Processing	61-44	\$ 4,092	\$ 6,390	\$ 4,402	\$ 4,844	\$ 44,135		\$ 10,000	109%
Postage	61-50	\$ 22	\$ 2,000	\$ 17	\$ 17	\$ 10,866		\$ 529,429	88%
Books & periodicals	61-70	\$ 33,307	\$ 43,239	\$ 41,876	\$ 40,080	\$ 461,925	\$ 2,957	\$ 439	102%
Gasoline	62-10	\$ 46	\$ 102	\$ -	\$ 63	\$ 449		\$ 24,000	149%
Natural gas	62-50	\$ 2,486	\$ 3,165	\$ 3,408	\$ 3,157	\$ 35,724		\$ 90,000	80%
Electricity	62-51	\$ 10,793	\$ 11,075	\$ 8,912	\$ 5,497	\$ 71,998		\$ 2,000	76%
Miscellaneous	68-10	\$ 732	\$ 28	\$ 56	\$ -	\$ 1,527		\$ 100	0%
Safety compliance	68-50					\$ -		\$ -	
Bad Debt						\$ -		\$ -	
Capital Outlay - Machinery & Equipment						\$ -		\$ -	
Capital Outlay - Computer Software						\$ -		\$ -	
Capital Outlay - Vehicles	74-20					\$ -		\$ -	
		\$ 286,032	\$ 296,027	\$ 288,054	\$ 308,881	\$ 3,357,703	\$ 22,918	\$ 3,975,343	85.04%

Fargo Public Library 2022 Total Expenses

92% OF YEAR LAPSED

EXPENSE VS. BUDGET

2022

CARLSON

Account	Budget Line	August	September	October	November	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 26,924	\$ 26,628	\$ 27,043	\$ 32,993	\$ 307,805		\$ 367,054	84%
Full time overtime	11-01	\$ 17	\$ -	\$ -	\$ -	\$ 17			
full Time Banked Sick	11-02		\$ -	\$ -	\$ -	\$ -		\$ 3,310	0%
Part time w/benefits	13-00	\$ 6,879	\$ 7,376	\$ 7,207	\$ 7,125	\$ 80,195		\$ 88,949	90%
Part time w/benefits overtime			\$ -	\$ -	\$ -	\$ -			
Part Time Banked Sick	13-02		\$ -	\$ -	\$ -	\$ -			
Part time seasonal no benefits	14-00	\$ 846	\$ 966	\$ 990	\$ 885	\$ 9,882		\$ 12,320	80%
Health insurance	20-01	\$ 6,624	\$ 6,469	\$ 6,700	\$ 6,554	\$ 69,845		\$ 79,544	88%
Dental insurance	20-03	\$ 306	\$ 306	\$ 311	\$ 301	\$ 3,303		\$ 3,941	84%
Long Term Disability	20-04	\$ 69	\$ 69	\$ 71	\$ 65	\$ 769		\$ 940	82%
Auto Allowance	20-05		\$ -	\$ -	\$ -	\$ -			
FICA 6.2%	21-01	\$ 1,979	\$ 2,007	\$ 2,012	\$ 2,383	\$ 22,941		\$ 29,062	79%
Medicare 1.45%	21-02	\$ 463	\$ 469	\$ 471	\$ 557	\$ 5,366		\$ 6,797	79%
City Pension	22-01	\$ 980	\$ 980	\$ 980	\$ 908	\$ 11,617		\$ 16,534	70%
NDPERS Pension	22-04	\$ 1,760	\$ 1,797	\$ 1,817	\$ 1,707	\$ 19,171		\$ 20,594	93%
NDPERS & City Pension	22-05		\$ -	\$ -	\$ -	\$ -			
Actuarial Contributions	22-06		\$ -	\$ -	\$ -	\$ 27,717		\$ 27,717	100%
Workers Comp	25-00		\$ -	\$ -	\$ -	\$ -			
Life insurance	26-00		\$ -	\$ -	\$ -	\$ -			
Interpreters/ADA Compliance	33-29		\$ -	\$ -	\$ -	\$ -		\$ 500	0%
Security Services	38-61	\$ 2,379	\$ 3,000	\$ 2,379	\$ 2,790	\$ 26,746	\$ 8,255	\$ 36,900	95%
Other Services	38-99	\$ 32	\$ 32	\$ 373	\$ -	\$ 891		\$ 1,000	89%
Water Sewer	41-05	\$ 292	\$ 272	\$ 564	\$ -	\$ 2,472		\$ 3,000	82%
General equip repair	43-20		\$ -	\$ -	\$ -	\$ -			
General equip repair (computer)	43-21		\$ -	\$ -	\$ -	\$ -		\$ 6,000	0%
General equip repair (vehicle)	43-22		\$ -	\$ -	\$ -	\$ -			
Maintenance service	43-50		\$ 135	\$ -	\$ -	\$ 1,383		\$ 4,300	32%
Land and building rent	44-10		\$ -	\$ -	\$ -	\$ -			
Property insurance	52-10		\$ -	\$ 1,287	\$ -	\$ 4,373		\$ 2,705	162%
Automobile liability	52-20		\$ -	\$ -	\$ -	\$ -			
General liability	52-30		\$ -	\$ -	\$ -	\$ -			
Cellular phone service	53-20		\$ -	\$ -	\$ -	\$ -			
Other communications	53-60		\$ -	\$ -	\$ -	\$ -			
ILS Development	53-61		\$ -	\$ -	\$ -	\$ -			
Minitex/OCLC	53-62		\$ -	\$ -	\$ -	\$ -			
Marketing	54-11		\$ -	\$ -	\$ -	\$ -			
In state travel	56-60		\$ -	\$ -	\$ -	\$ -			
Out of state travel	57-60		\$ -	\$ -	\$ -	\$ -			
Due & membership in state	59-10		\$ -	\$ -	\$ -	\$ -			
Dues/membership out state	59-11		\$ -	\$ -	\$ -	\$ -			
Seminar & conf in state	59-20		\$ -	\$ -	\$ -	\$ -			
Seminar & conf out state	59-21		\$ -	\$ -	\$ -	\$ -			
Office supplies	61-10	\$ 1,271	\$ 251	\$ 768	\$ 289	\$ 6,133		\$ 7,000	88%
Medical supplies	61-20		\$ -	\$ -	\$ -	\$ -			
General supplies	61-40	\$ 598	\$ 466	\$ 2,907	\$ 839	\$ 13,871		\$ 2,500	555%
Program materials	61-43	\$ 116	\$ -	\$ -	\$ -	\$ 116			
Materials Processing	61-44		\$ -	\$ -	\$ -	\$ -			
Postage	61-50		\$ 2,000	\$ -	\$ -	\$ 4,000		\$ 2,300	174%
Books & periodicals	61-70	\$ 6,355	\$ 11,141	\$ 12,076	\$ 10,301	\$ 99,440	\$ 221	\$ 128,950	77%
Gasoline	62-10		\$ -	\$ -	\$ -	\$ -			
Natural gas	62-50	\$ 1,590	\$ 1,787	\$ 2,342	\$ 2,558	\$ 25,658		\$ 15,000	171%
Electricity	62-51	\$ 5,085	\$ 4,857	\$ 3,739	\$ 2,710	\$ 38,616		\$ 30,450	127%
Miscellaneous	68-10			\$ -	\$ -	\$ -			
Safety compliance	68-50			\$ -	\$ -	\$ -			
Bad Debt				\$ -	\$ -	\$ -			
Capital Outlay - Equipment				\$ -	\$ -	\$ -			
Capital Outlay - Computer Software				\$ -	\$ -	\$ -			
Capital Outlay - Vehicles	74-20			\$ -	\$ -	\$ -			
		\$ 64,565	\$ 71,009	\$ 74,039	\$ 72,967	\$ 782,329	\$ 8,477	\$ 897,367	88.1%

Fargo Public Library 2022 Total Expenses

92% OF YEAR LAPSED

EXPENSE VS. BUDGET

2022

NORTHPORT

Account	Budget Line	August	September	October	November	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 10,171	\$ 12,605	\$ 13,178	\$ 11,898	\$ 118,409		\$ 113,202	105%
Full time overtime	11-01		\$ -	\$ -	\$ -	\$ -			
Full time banked sick	11-02		\$ -	\$ -	\$ -	\$ -			
Part time w/benefits	13-00	\$ 4,798	\$ 5,197	\$ 4,883	\$ 5,874	\$ 56,012		\$ 34,950	160%
Part time w/benefits overtime			\$ -	\$ -	\$ -	\$ -			
Part time banked sick			\$ -	\$ -	\$ -	\$ -			
Part time seasonal no benefits	14-00		\$ -	\$ -	\$ -	\$ -			
Health insurance	20-01	\$ 3,054	\$ 3,859	\$ 3,697	\$ 3,502	\$ 30,732		\$ 27,927	110%
Dental insurance	20-03	\$ 136	\$ 159	\$ 157	\$ 152	\$ 1,424		\$ 1,314	108%
Long Term Disability	20-04	\$ 29	\$ 36	\$ 36	\$ 34	\$ 427		\$ 302	141%
Auto Allowance	20-05		\$ -	\$ -	\$ -	\$ -			
FICA 6.2%	21-01	\$ 855	\$ 1,012	\$ 1,039	\$ 1,010	\$ 10,071		\$ 8,957	112%
Medicare 1.45%	21-02	\$ 200	\$ 237	\$ 243	\$ 236	\$ 2,356		\$ 2,095	112%
City Pension	22-01		\$ -	\$ -	\$ -	\$ -			
NDPERS Pension	22-04	\$ 1,236	\$ 1,470	\$ 1,492	\$ 1,385	\$ 14,324		\$ 12,237	117%
NDPERS & City Pension	22-05		\$ -	\$ -	\$ -	\$ -			
Actuarial Contributions	22-06		\$ -	\$ -	\$ -	\$ -			
Workers Comp	25-00		\$ -	\$ -	\$ -	\$ -			
Life insurance	26-00		\$ -	\$ -	\$ -	\$ -			
Interpreters/ADA Compliance	33-29		\$ -	\$ -	\$ -	\$ -			
Security Services	38-61		\$ -	\$ -	\$ -	\$ -			
Other Services	38-99		\$ -	\$ 64	\$ -	\$ 88		\$ 500	18%
Water Sewer	41-05	\$ 190	\$ 190	\$ 190	\$ 190	\$ 1,903		\$ 2,000	95%
General equip repair	43-20		\$ -	\$ -	\$ -	\$ -			
General equip repair (computer)	43-21		\$ -	\$ -	\$ -	\$ -			
General equip repair (vehicle)	43-22		\$ -	\$ -	\$ -	\$ -			
Maintenance service	43-50		\$ -	\$ -	\$ -	\$ 563		\$ 2,100	27%
Land and building rent	44-10	\$ 6,192	\$ 11,432	\$ 5,800	\$ 5,800	\$ 69,235	\$ 9,765	\$ 79,000	100%
Property insurance	52-10	\$ -	\$ -	\$ 170	\$ -	\$ 577		\$ 350	165%
Automobile liability	52-20		\$ -	\$ -	\$ -	\$ -			
General liability	52-30		\$ -	\$ -	\$ -	\$ -			
Cellular phone service	53-20		\$ -	\$ -	\$ -	\$ -			
Other communications	53-60		\$ -	\$ -	\$ -	\$ -			
ILS Development	53-61		\$ -	\$ -	\$ -	\$ -			
Minitex/OCLC	53-62		\$ -	\$ -	\$ -	\$ -			
Marketing	54-11		\$ -	\$ -	\$ -	\$ -			
In state travel	56-60		\$ -	\$ -	\$ -	\$ -			
Out of state travel	57-60		\$ -	\$ -	\$ -	\$ -			
Due & membership in state	59-10		\$ -	\$ -	\$ -	\$ -			
Dues/membership out state	59-11		\$ -	\$ -	\$ -	\$ -			
Seminar & conf in state	59-20		\$ -	\$ -	\$ -	\$ -			
Seminar & conf out state	59-21		\$ -	\$ -	\$ -	\$ -			
Office supplies	61-10	\$ 516	\$ 280	\$ -	\$ -	\$ 1,945		\$ 3,000	65%
Medical supplies	61-20		\$ -	\$ -	\$ -	\$ -			
General supplies	61-40	\$ 90	\$ 11	\$ 59	\$ 52	\$ 906		\$ 3,500	26%
Program materials	61-43		\$ -	\$ -	\$ -	\$ -			
Materials Processing	61-44		\$ -	\$ -	\$ -	\$ -			
Postage	61-50		\$ -	\$ -	\$ -	\$ -			
Books & periodicals	61-70	\$ 3,425	\$ 5,260	\$ 5,946	\$ 5,939	\$ 49,762		\$ 66,075	75%
Gasoline	62-10		\$ -	\$ -	\$ -	\$ -			
Natural gas	62-50	\$ 40	\$ 40	\$ 49	\$ 142	\$ 1,215		\$ 1,900	64%
Electricity	62-51	\$ 864	\$ 801	\$ 722	\$ 513	\$ 6,505		\$ 7,875	83%
Miscellaneous	68-10		\$ -	\$ -	\$ -	\$ -			
Safety compliance	68-50		\$ -	\$ -	\$ -	\$ -			
Bad Debt			\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Equipment			\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Computer Software			\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Vehicles	74-20		\$ -	\$ -	\$ -	\$ -			
		\$ 31,796	\$ 42,588	\$ 37,724	\$ 36,726	\$ 366,451	\$ 9,765	\$ 367,284	102.43%

Revenue 2022		
	Fees & Copies 101-0000-351.25-01	Misc. Revenue 101-0000-361.61-08
January	\$ 935.12	\$ 152.53
February	\$ 1,119.42	\$ 506.63
March	\$ 2,681.40	\$ 147.87
April	\$ 1,074.05	\$ 909.85
May	\$ 2,449.00	\$ 620.13
June	\$ 613.56	\$ 178.62
July	\$ 3,863.54	\$ 507.61
August	\$ 2,127.76	\$ 375.86
September	\$ 1,160.58	\$ 197.73
October	\$ 2,056.75	\$ 645.12
November	\$ 2,650.77	\$ 167.06
December		
	\$ 20,731.95	\$ 4,409.01

Total \$

25,140.96