Fargo Public Library Board of Directors
Agenda for Tuesday March 17, 2026
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 December 16 Meeting **Action**

3. Staff Report- Megan Lass

4. Director's Report

5. Unfinished Business
   A. None

6. New Business
   A. Dr. James Carlson Library Renovation Project & Funding **Action**
   B. Rules of Conduct Policy Draft **Action**
   C. Library Card Registration Form Draft **Action**
   D. Statement of Concern **Action**
   E. 2025 Security Report

7. Statistical Reports
   A. February Usage
   B. February Financials

8. Friends of the Library Report

9. Next Regular Meeting: April 21

10. Public Comment

11. Adjourn

Fargo Public Library Board
Minutes for Tuesday, December 16, 2025
Fargo City Commission Chambers
101 4th Street North, Fargo, ND 58102

Board Members Present: John Rodenbiker, Paul Jensen, Wanda Mengelkoch, Kristen Schipper(online), & Jenna Reno (online)
Board Members Absent: Amy Ouren, Hanna James
Staff: Tim Dirks, Cindy Haff, Megan Lass, Jenilee Kanenwisher

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

Order of the Agenda
Paul Jensen moved to approve the order of the agenda; Wanda Mengelkoch seconded the motion. The motion carried.

Minutes of the Nov. 18 Regular Meeting
Kristen Schipper moved to approve the minutes of the November 18 Regular Meeting; Paul Jensen seconded the motion. The motion carried.

Public Comment
Christopher Cohen presented concerns regarding the Library's "Top Leadership". He explained he had requested thru Open Records protocol the personnel records of said leadership and found troubling information. He believes the Board should be aware of this and advised the board review the personnel record on their own.

Staff Report
Megan Lass presented highlights of staff updates and events including:

- Staffing
  - We have a two open LAI position a Carlson. Interviewing is underway
  - The Outreach Librarian and Volunteer Coordinator position will be filled next year following Pam Strait's Dec 26 retirement after almost 25 years of service.
- Service Changes (effective Jan 1)
  - New fees for Non-Resident and Meeting Rooms
  - Losing Database access for several sites
  - Libby/Overdrive Access will be limited to City of Fargo residents
- Programming
  - Children
    - Happy Blue Year: A Bluey Noon Year
      - Dec 31, 10:30 AM at Main (with countdown to Noon)
  - Multigenerational
    - Gift Wrapping Session
      - Dec 23, 3-7pm at Carlson
  - 125TH Anniversary Celebration
    - Open House Jan 10, 11a-2p, Main

- Winter Reading Challenge (Happy Birthday, Fargo Public Library!)
    - Jan 5-Feb 28

Director's Report

Director Tim Dirks highlighted the Main Library Coffee Space Repurposing Project. He explained he is still working with Facilities to find ways to cut costs. He will be meeting with City Administration in the next few days concerning the project

Unfinished business

There was no unfinished business

New Business

- Jenilee Kanenwisher, Collections Development Manager gave a presentation on E-Content and how it will be effected by the upcoming budget cuts.

Statistical Reports

November Usage

Director Tim Dirks noted a general decrease in attendance for 2025 which directly corresponds to our closure on Sundays. In all, our circulation statistics were up by about 6% over last year.

November Financials

Director Tim Dirks noted with thanks to the Friends of the Fargo Public Library the programs which made use of their donations in the past month. He also noted with thanks the contributions of local patrons in the past month. With 92% of the year complete, our budget is 87% utilized. Our year-to-date revenue has exceeded 2025 expectations.

Friends of the Library Report

Friends President Marisa Nygord was present to give the following highlights of 2025

- March Read In event was a huge success with over 80 participants on an exceptionally cold day
- Best ever Booksale this fall, with special note to Carlson Library
- FM Area Foundation Grant this summer of $2000

Ms Nygord noted that while final numbers where not yet official, the FFPL was able to fund over $25,000 in funding requests this year. (with many thanks from Director Dirks)

Finally, the Friends President wanted to personally thank the FFPL Board members and BookStore Manager for their diligent work over the past year.

Next Regular Meeting Tuesday, January 20 at 4pm in the Fargo Public Main Library Community Room *(Please note location change)*

The meeting adjourned at 4:25 p.m.

Respectfully submitted,
Cindy Haff

Staff Report
March 2026 Library Board Meeting

Staffing:

- Full Time Outreach LAIII position has been posted and closes March 24.

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

Children

- **Easter Egg Fun!**, March 21, 10:00 – Main Library. We'll be playing games, making crafts and experimenting with plastic Easter eggs between 10 a.m. and noon at this open house event. This program is geared towards kids ages 5-12.
- **Libraries Dance – Snow White Preview**, April 15, 6:30 – Main Library. F-M Ballet and Gasper's School of Dance will be at the Main Library for movement and fun! These events are interactive with a brief dance lesson, followed by stories and snacks, so wear clothes/costumes you can move in! Dance storytimes are geared toward children ages 3 and up.
- **Homeschool Crochet Basics**, April 17, 2:00 – Main Library. Come learn crochet basics with designer, teacher and artist Cari Jehlik. We'll talk slip stitches, chains, and single crochets, then practice making and reading those stitches. If time allows after some practice with these, we'll add a couple bonus stitches. This program is most appropriate for ages 8 and older. Space is limited and pre-registration is required.

Teens

- **K-Pop Demon Hunters Trivia**, March 19, 2:00 – Main Library. Join us for K-Pop Demon Hunter Trivia, where your idol knowledge meets supernatural fun! Test your skills through rounds of trivia, enjoy delicious themed snacks, and compete for prizes. Open to families with tweens and teens ages 11 and up.
- **Volunteer Fair,** Apr. 18: 1 to 4 p.m. – Main Library. Looking to give back to your community? Join us to learn about volunteer opportunities in the FM area. Representatives from a variety of local organizations will be on hand to share how you can get involved.

Adults

- **Social Security: We Earned It! With AARP**, March 18, 1:30 – Dr. James Carlson Library. Social Security has been a stable and popular program since its inception, but the program faces a long-term financial shortfall. In this presentation, we'll review the most common proposals to ensure that Social Security can pay their full payments. Registration preferred at https://events.aarp.org/SS3-18-26
- **Bond, James Bond: Film Series**, Saturdays, 2:00 – Main Library. The iconic James Bond has been played by six actors over the decades. Watch four of those actors put their stamp on the role of Agent 007. Local film critic Matt Olien leads a short discussion after each film. Free popcorn will also be served.
    - March 21: *Goldfinger* (1964, PG)
    - March 28: *For Your Eyes Only* (1981, PG)
    - April 4: *GoldenEye* (1995, PG-13)
    - April 11: *Skyfall* (2012, PG-13)

- **Seed Library**, opening March 23. North Dakota Extension Master Gardeners and the Fargo Public Library are once again excited to offer the Seed Library! Perfect for beginner and seasoned gardeners, a variety of vegetable, herb, and flower seeds will be available for FREE at the Main and Carlson library locations starting Monday, March 23.
- **Monday Night Magic**, Mondays, 5:30 – Main Library. This weekly, casual game night is open to all skill levels – no tournaments, no pressure – all are welcome! Bring your own deck or come to learn with decks provided by FPL, meet fellow players, and enjoy a welcoming space to play and connect. Cards and materials available thanks to MagiKids.
- ***Pioneering Public Libraries in North Dakota* presented by Dr. Ashley Baggatt**, March 24, 6:30 – Main Library. In 1889, industrialist Andrew Carnegie called public libraries "the best gift that can be given to a community;" he believed through hard work and education everyone could improve their lives. North Dakotans overwhelmingly agreed. This talk, presented by Dr. Ashley Baggett, Associate Professor of History at NDSU, focuses on North Dakota's pioneer spirit that shaped the construction of these libraries – most notably the value of community as locals banded together to raise funds, donate books, and train to work in the newly created profession of librarianship. *This event is part of the library's 125th Anniversary event series and is sponsored by the Friends of the Fargo Public Library.*
- **Vigilance Against Cybercrime with AARP**, April 15, 1:30 – Dr. James Carlson Library. In today's fast-paced online environment, protecting your personal information is more crucial than ever. This AARP workshop will cover how to stay safe when using social media, when shopping, and banking. We'll also look at common scams and how to avoid them. Registration preferred at https://events.aarp.org/Cyber4-15-26
- **Spring Craft Series: Mini Book Making Session** – April 18, 1:30 or 3:00 – Dr. James Carlson Library. Get ready to celebrate National Library Week by making mini replicas of your favorite books. All materials will be provided. *Space is limited; pre-registration is required* and opens April 4.
- **Book Clubs**:
    - Science Fiction and Fantasy, March 25 – *The Bear and the Nightingale* by Katherine Arden
    - History, March 31 – *Flight of the WASP* by Michael Gross
    - Sense of Place, April 2 – *If I Survive You* by Jonathan Escoffery
    - Diverse Perspectives, April 9 – *Postcolonial Love Poem* by Natalie Diaz
    - Tea Time, April 13 – *Yellow Wife* by Sadeqa Johnson

Multigenerational

- **Northern Focus Photography Project**, April 1. The library is hosting our seventh annual Northern Focus photography project! We are asking up-and-coming or recreational photographers to send us their best pictures taken in ND and MN to grace our downtown location in a photo exhibit. Photographs selected as honorable mentions will be specially featured, and the winning photo will become the front cover of Northern Narratives 2026! We are accepting submissions April 1 through May 31, 2026. The program is open to adults and teens 13 years or older.
- **Defy Gravi-Tea Party**, April 11, 11:00 – Main Library. Have a Wicked for Good Time with other fans! Enjoy themed snacks and crafts, and test your wicked knowledge. Dressing up as, or inspired by, your favorite character is encouraged!

FPL DIRECTOR'S REPORT
March 17, 2026

Director's Activities:
2.18.2026 Interviewed by Forum
2.24.2026 Met w/Downtown Community Partnership Executive Director
2.26.2026 Met with Signal of North Dakota Admin
3.2.2026 Attended Cabinet Meeting
3.3.2026 Met with City Admin

Goal 1 Professional & Organizational:
2.18.2026 Provided Open Door Office Hours
2.19.2026 Moderated Open Discussion with Carlson Staff
2.20.2026 Moderated All Staff Meeting
2.24.2026 Moderated Library Dept. Heads Meeting
3.3.2026 Moderated Library Dept. Heads Meeting
3.4.2026 Provided Open Door Office Hours
3.9.2026 Annual Goal Setting Discussion w/Electronic Resources Librarian
3.10.2026 Moderated Library Dept. Heads Meeting
3.10.2026 Annual Goal Setting Discussion w/Principle Office Associate
3.11.2026 Provided Open Door Office Hours
3.11.2026 Annual Goal Setting Discussion w/Community Relations Specialist
3.12.2026 Annual Goal Setting Discussion w/deputy Director
3.12.2026 Annual Goal Setting Discussion w/Branch Services Manager
3.13.2026 Annual Goal Setting Discussion w/Outreach Librarian
3.13.2026 Moderated Open Discussion with Northport Branch Staff
3.16.2026 Annual Goal Setting Discussion w/Collection Development Manager

Goal 4 Partnering:
2.24.2026 Moderated Red River Zoo Board Meeting
2.25.2026 Met with Moorhead Library Admin Team
2.27.2026 Attended North Dakota Library Coordinating Council Meeting
3.3.2026 Attended Friends Board Meeting

Fargo Public Library Board
Action Item Summary Sheet

What:

Dr. James Carlson Library renovation plan.

Explanation:

The Dr. James Carlson Library has been in service for nearly twenty years. It is an extremely popular location and has been well used. In order to ensure it's continued high level of service to the community, we propose utilizing endowment and donation monies to fund the renovations identified.

Director recommendation:

Approve the renovation plan 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

Created 06/25/2020

Source		Potential Amount
Unrestricted Donations	$	48,001.00
Endowment Distributions	$	29,480.00
Endowment Principle	$	250,000.00
Friends	$	20,000.00
Subtotal	$	347,481.00
Potential Sources		
Limited Capital Campaign	$	100,000.00
Potential Total Revenue	**$**	**447,481.00**

Potential Projects Per FMP & Est Cost		Amount
Service Desks Reconfiguration	$	50,000.00
Self Checkout Desk Replacement	$	8,000.00
Children's Computer Area	$	16,000.00
Interior Painting/Friends & Puzzle Area Rework	$	70,000.00
Carpet Replacement	$	80,000.00
Purchase Additional Shelving	$	25,000.00
Furniture	$	31,000.00
Total Est. Cost	$	280,000.00

Fargo Public Library Board
Action Item Summary Sheet

What:

Draft language prohibiting e-cigarettes, flavored air devices, all vaping devices in the library

Explanation:

We continue to have situations with patrons using their devices in the library and it is difficult for staff to identify what device is what. It is easier to prohibit all the devices identified in the draft language to ensure a welcoming environment for everyone.

Director recommendation:

Approve the draft language 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

Created 06/25/2020

Service Policy

Rules of Conduct

1.20.26 Draft

The Board of Directors believes that patrons of the Fargo Public Library have the right to use library materials and services without being disturbed or impeded by other library users; that patrons and staff have the right to a secure and comfortable environment; and that patrons and staff have the right to materials and facilities that are in good condition.

Rules

- Any behavior which is disruptive or which hinders use of the library is prohibited on library property. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, drunkenness, running, fighting, sleeping, exhibiting offensive personal hygiene and congregating in large groups. Appropriate attire must be worn (i.e. shoes and shirts)

- Use of all tobacco products is strictly prohibited in the library. Use of electronic cigarettes, flavored air devices and all vaping devices is also prohibited.

- The consumption of food within reasonable limits at the discretion of library staff is allowed. Authorized groups, with permission from library administration, may serve refreshments in the meeting room.

- Users of portable electronic devices may be asked to disable sounds so as not to create a disturbance for other customers.

- Telephones located at the public service desks are for business use only. Customers asking to use these phones are to be referred to the nearest courtesy phone. Exceptions to this policy will be made for children needing a ride home and for emergency situations.

- Animals, except those used to aid persons with disabilities or used in conjunction with library programs, are not permitted in the library.
-
- Individuals who return items that are infested and/or damaged by pests will be ineligible to check out items and won't be allowed to visit any library location until the active infestation has been eliminated. The individual will also be responsible for the replacement costs of the infested and/or damaged items.

- Selling products or services and soliciting donations are not permitted on library property.

- Taking surveys, asking people to sign petitions and distributing leaflets, is not permitted on library property except in areas outside of library buildings.

- Parents are responsible for the behavior of their children while they are on library property. Children under the age of 10 must be attended by a parent or other responsible caregiver age 14 or older in the same service area at all times while on library property.

- The violation of federal or state laws or local ordinances will not be permitted on library property. Theft, vandalism, and mutilation of library property are criminal offenses which will be prosecuted. The library reserves the right to inspect all bags, purses, briefcases, backpacks, and other such items when staff members have reason to believe that this rule has been violated. The library is not responsible for personal belongings which are left unattended.

- Photography and video recording within library property is allowed as long as it does not unreasonably interfere with the rights of other patrons or prevent staff from serving patrons and/or performing their job responsibilities. Photography and video recording are prohibited in all restrooms.

- With the exception of law enforcement, the possession of firearms and/or dangerous weapons is prohibited on library property.

- Leaving packages, backpacks, luggage, or any other personal items unattended is not permitted. These unattended items may be disposed of.

- Bicycles, motorized recreational scooters, and shopping carts are not allowed within library buildings. Wheeled vehicles required for mobility are allowed.

- Use of rollerblades, roller skates, skateboards, non-motorized scooters, or other similar items within library buildings is prohibited.

For purposes of these rules of conduct, as to the Main Library, the term "library property" shall mean the public patron areas inside the building (as opposed to library-staff areas, administrative office areas, restricted areas, and the) and "outside the building" shall mean the area between the building and the property boundary on the east, south and west side of the building and the southerly edge of the Sodbuster walkway on the north side of the building. As to the Dr. James Carlson Library in south Fargo, the term "library property" shall mean the public patron areas inside the building (as opposed to staff areas, administrative office restricted areas) and outside the building shall mean the area between the building and the property boundary on all sides surrounding the building. As to the Northport Library in north Fargo, the term "library property" shall mean the public patron areas inside the library building space (as opposed to staff areas and administrative office restricted areas).

People whose actions violate these rules will be asked to stop such actions. The library has the legal right and authority to require anyone violating these Rules of Conduct to leave the library. Violation of these rules may result in temporary or indefinite trespass from the library pursuant to the Board of Directors' authority under Section 40-38-07 of

the North Dakota Century Code. Individuals who have been trespassed may contact the Library Director to appeal their trespassed status.

#007-2001
Approved 11-27-2001
Revised 02-22-2005
Revised 05-20-2008
Revised 02-16-2010
Revised 08-21-2012
Revised 09-18-2012
Revised 09-17-2013
Revised 08-19-2014
Reviewed 07-17-2018
Revised 11-19-2019
Revised 06-16-2020
Revised 06-15-2021
Revised 02-15-2022
Revised 06-21-2022
Revised 09-19-2023
Revised 05-21-2024
Revised 10-21-2025

Fargo Public Library Board
Action Item Summary Sheet

What:

The removal of the "My child(ren) may not checkout DVDs check box on the library card application form.

Explanation:

With the advent of e-content videos and the student ID library card option, the option requesting that children be prevented from checking out DVDs can no longer be enforced. This creates a false expectations and should be removed.

Director recommendation:

Approve the removal of the no DVD checkout option per the library card application form.

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

Created 06/25/2020

LIBRARY CARD APPLICATION

Fargo Public Library

Adult *(Ages 16 and up)*

(Preferred) First Name	Middle Initial	Last Name	Date of Birth (MM-DD-YYYY) Month - Day - Year

Street Address	Apt/Unit #	City	State	Zip Code

Secondary Address	Apt/Unit #	City	State	Zip Code

Cell Phone	Alternate Phone	Driver's License or State ID Number

Email Address	*Optional Authorized Access:* This adult (16+) can use my account

Youth *(Ages 15 and under)*

(Preferred) First Name	Middle Initial	Last Name	Date of Birth (MM-DD-YYYY) Month - Day - Year

Optional:

- ☐ *This parent/guardian shares my responsibility for my child(ren)'s accounts: Name*_____
- ☐ *This adult (16+) can use my child(ren)'s accounts: Name*_____
- ☐ ~~*My child(ren) may **NOT** check out DVDs*~~.

Borrower and Parent/Guardian Agreement:

In return for the privilege of borrowing materials from the Fargo Public Library, I agree:

- To present their card or accepted picture identification when borrowing material(s).
- To be responsible for all materials borrowed on their card and to reimburse the library for lost or damaged materials.
- To return library materials on time.
- To recognize that the library retains the right to suspend borrowing privileges.
- To notify the library promptly of a change in name, mailing address, email address, telephone number, or the loss of their library card.
- To recognize that the library will refer accounts of fees and charges due over $500.00 to a collection agency.

As a parent or legal guardian of this youth borrower (age 15 or under), I agree: to take responsibility for children's/youths' reading, listening, and viewing. This responsibility rests with their parents/guardians.

Signature: _____ **Date:** _____

Staff Use Only

Adult Barcode: 2311100_____

Initials _____ Proof of Reciprocity Shown (WF/LARL) _____

Mail card _____ Non-Resident ($20 fee) _____

Youth #1 Barcode: 2311100_____

Youth #2 Barcode: 2311100_____

Youth #3 Barcode: 2311100_____

Youth #4 Barcode: 2311100_____

Statement of Concern Committee Recommendation to the Fargo Public Library Board regarding *Otto's Tales: The American Trinity* by PragerU

The Statement of Concern Committee recommends the retention of *Otto's Tales: The American Trinity* by PragerU within the Fargo Public Library children's nonfiction collection. We also recommend that it be cataloged to fall under the Christianity and political affairs section rather than the history section of the collection.

Otto's Tales: The American Trinity is a book about American values as interpreted through the words on United States currency. Acquisition of the item falls within the scope of Fargo Public Library's Collection Development Policy. Similar titles on patriotic values have been popular with Fargo patrons in the past and the addition of the book expands the breadth of the collection.

The Statement of Concern argues that the concept of The American Trinity is not based on facts or history and is instead based on a religious point of view. The patron would like the book moved out of non-fiction, labeled as an opinion, or removed from the collection. Removing the title would be in opposition to Fargo Public Library's Access to Materials Policy which states: "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." Ultimately, we recommend moving the book to the Christianity and political affairs section of children's nonfiction as it is primarily focused on Christian values in America.

The Statement of Concern Committee reaffirms its recommendation to retain *Otto's Tales: The American Trinity* within the Fargo Public Library children's nonfiction collection.

Supporting Factors for Recommendation:

1. Access to Materials Policy
2. Library Bill of Rights and Intellectual Freedom Statement
3. Collection Development Policy – General Selection Criteria
    i. Contribution to diversity or breadth of collection
    ii. Support of Library's mission and roles

Fargo Public Library

Statement of Concern about Library Resources

The Library Board of Directors has authorized the use of this form.

Your Name: Lauren Hoffman

Address: [redacted] Fargo, ND

Phone [redacted] Email: [redacted]

*Do you represent self? ✓ Or an organization? ____ Name of organization: _____

Are you a Fargo resident? ✓ Yes ____ No (indicate city of residence): _____

*I represent myself but will reach out to the Freedom From Religion Foundation with my experience

1. Resource on which you are commenting:

Title Otto's Tales: The American Trinity

Author/Producer PragerU

✓ Book ____ Movie ____ Audio recording ____ Magazine

____ Digital resource ____ Library exhibit ____ Content of library program

____ Other (please describe)

2. Have you examined the entire resource?

✓ Yes ____ No ____ Some (indicate which sections)

The book itself & its glossary are concerning

3. For what age group is this resource intended?

Young children. Apparently gifted from a family & accepted/approved as non-fiction book by FPL.

4. What brought this resource to your attention?

I was browsing with my children in the non-fiction section.

5. Explain the purpose and theme of this resource as you understand it.

This book seems to try appear educational. However, it focuses on a religious term that has nothing to do with an American history or civics lesson.

6. What concerns you most about this resource? Please be specific; cite page numbers if applicable.

The concept of "The American Trinity" is (pg. 6) presented as a foundational fact as opposed to a religious view held by some. "In God We Trust" being on money is not proof of an "American Trinity". (pg. 7)

"Liberty, God, and American unity are what our great nation is all about". (pg 25) * that's NOT FACT

pg 28 The entire definition of American Trinity is presented as fact.

7. What resources of equal literary quality covering the same subject or context would you recommend for library purchase? (Optional)

I believe the FPL already has more accurate & fact-based books regarding history & government, for kids & adults.

8. What action are you requesting the library consider?

This book should be labeled as an "opinion" piece or removed from the non-fiction section. However, I personally wish this book was gone. There are more beliefs than just christianity or Judaism-like atheism!

Date: Feb 5th, 2026 Signature: Lauren Hoffman

ANNUAL SECURITY REPORT 2025

Fargo Public Library

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EXECUTIVE SUMMARY

Timothy S. Dirks, MLIS, MPA
Director
Fargo Public Library

In 2025 the Fargo Public Library continued to identify strategies to improve the security environment at all library locations. The library worked with the City of Fargo Facilities Safety Consultant and City Administration to identify and implement several enhancements at the Main Library.

The library also worked with Transit on an RFP for a new contract security firm. Signal of North Dakota was awarded the contract and began service as of February 1 of 2025. Signal of North Dakota has proved to be a significant improvement over the previous security firm.

While the enhancements and switch to Signal of North Dakota has provided a level of improvement for the security environment at the Main Library significant challenges remain. In a citywide employee survey library staff identified their safety at work as a concern. As this report details, the number of calls for service in 2025 saw a twenty-two percent increase over 2024. The vast majority of those calls were for disturbances at the Main Library. The incidents often involved individuals under the influence of drugs and/or alcohol. There were instances of physical altercations, threats to other patrons and staff, and domestic violence. In 2025 the library in conjunction with the Fargo Police Department trespassed 47 individuals.

Looking forward in 2026, we will be monitoring the potential impacts to the Main Library of the Downtown Engagement Center moving to its new location. In addition, we will be monitoring the service environment at the Dr. James Carlson Library and the potential impacts of ending its contract security coverage due to budget cuts.

The Fargo Public Library will continue to strive to provide a safe and welcoming environment for all citizens and a safe workplace for library employees with the limited resources available to us. It is sincere hope that citizens and City leaders continue to seek innovative strategies to assist the most vulnerable in our community.

STAFF TRAINING

The Fargo Pubic Library provided staff a number of training opportunities in 2025:

- Drug and Drug Paraphernalia Identification
- Signal of North Dakota Service Overview and Q&A
- De-escalation Strategies
- Mental Health Overview
- Ryan Dowd Webinars (Topics Focusing on Homelessness)

SECURITY ENHANCEMENTS 2025

The library worked with the City's Facilities Safety Consultant and City Administration to identify potential security enhancements for the Main Library. The enhancements identified focused on security staffing options, site changes, and procedural changes.

The library also completed the installation of door override functionality for the Main Library and the Dr. James Carlson Library, which allows for facility lockdown capabilities.

Staffing Recommendation:

- Addition of a second Signal of North Dakota guard (Not Added Due to Costs)

Site Recommendations Completed:

- Removal of the tables and chairs in the Breezeway
- Addition of a Signal Security work station/Podium in Breezeway

Procedural Recommendations Completed:

- Continue to utilize Harm Reduction Mobile Outreach (20 Calls for Service in 2025)
- Propped doors open for multi-stall restrooms
- Installation of blue lighting in multi-stall restrooms

Door Override/Lockdown Functionality:

- Installed at the Main Library
- Installed at the Dr. James Carlson Library

2025 INCIDENT OVERVIEW

The vast majority of the over five hundred staff-initiated incident reports involved a wide variety of lower impact situations such as behavior issues with children and juveniles, facility issues, vandalism, drug paraphernalia, Rules of Conduct violations etc. The staff continues to do a great job documenting the wide variety of issues and situations the library experiences on a daily basis.

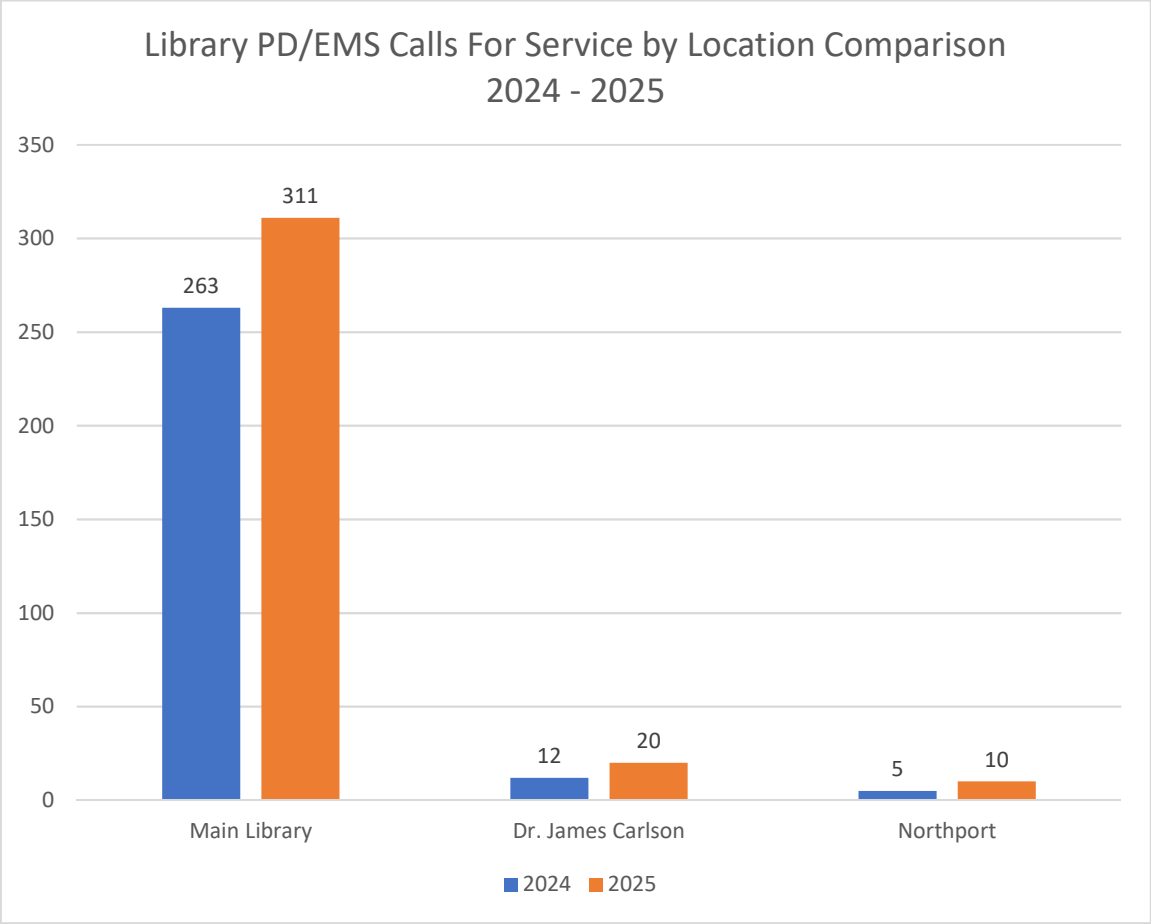
The significant incidents are reflected in the calls for service to the Fargo Police/EMS on the following pages. The majority of the significant incidents involved individuals under the influence of drugs and/or alcohol. The incidents often involved verbal threats towards staff and other patrons. We had incidents of physical altercations and incidents of domestic abuse. Another recurring situation was individuals who became unconscious and ended up needing EMS assistance. In one situation staff had to administer Narcan to an individual in order to prevent an overdose.

Another aspect of our significant incidents where those involving individuals experiencing mental illness. These incidents often involved aggressive/inappropriate interactions with staff and other patrons. Staff time continues to be significantly impacted with the amount of behavioral management that these situations require.

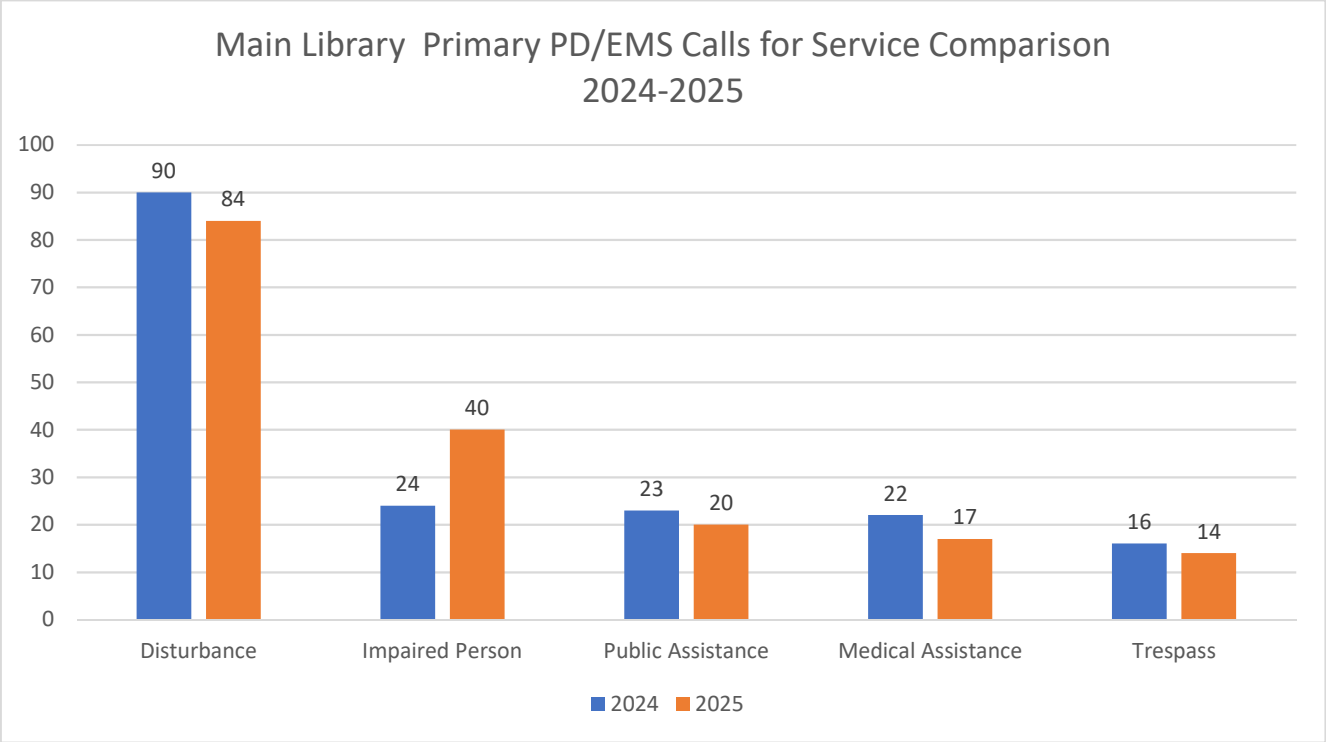
Library patrons were impacted by these challenges. I was contacted by several patrons complaining about the escalating level of behavior they witnessed. We had a situation where a father had to break up a fight between two other males. The situation affected his small child and the other patrons observing the situation. A patron sent a letter to the editor of Forum in March complaining about the environment at the Main Library.

Beyond these incidents themselves, it is important to note the amount of follow-up required by staff and library administration per significant event. The follow-up usually entails contacting Fargo PD to identify individual(s), obtain photos and to coordinate the needed trespass of those involved. Significant incidents also require substantial internal documentation and communication to staff and security. Depending upon the severity, the follow up may require library administration to initiate post incident protocols. Post incident protocols involve interviewing the staff members involved and identifying any additional actions needed. A good example of this was the response to the incident involving staff having to administer Narcan. In the post incident interviews, we identified the importance of additional Narcan training for all staff.

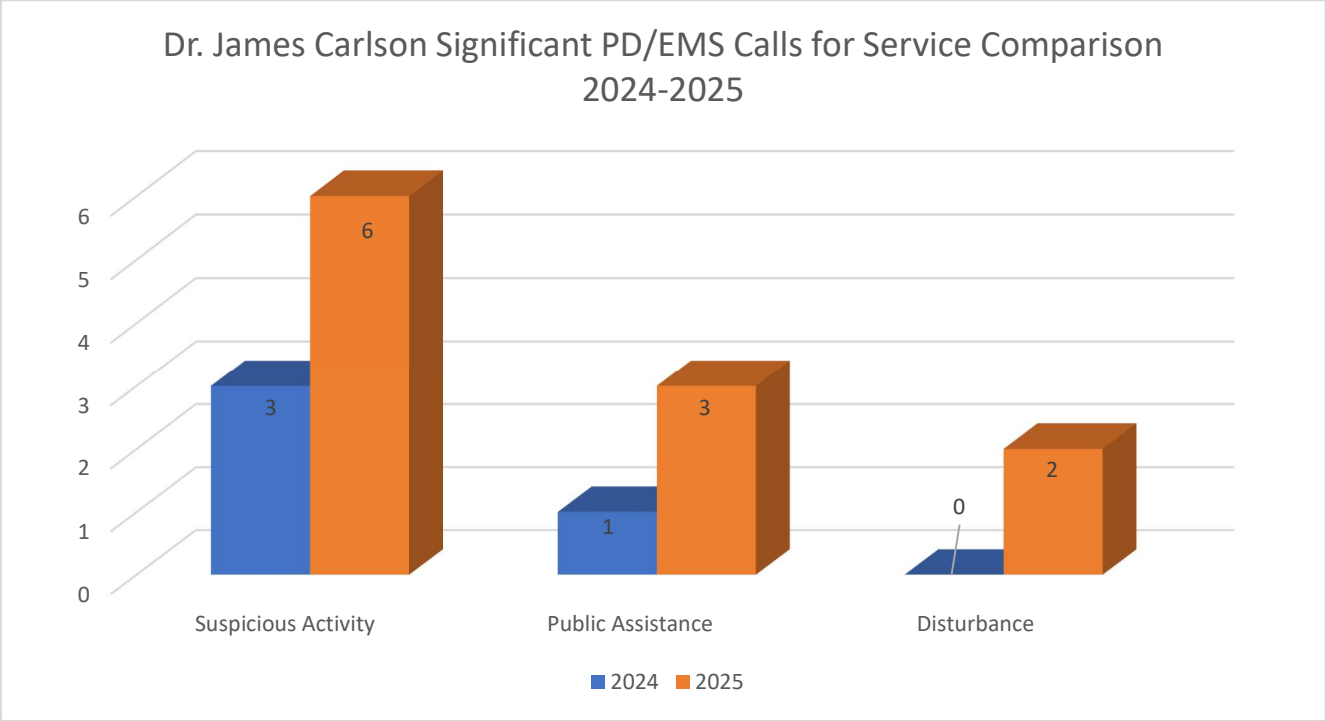
FARGO PD/EMS CALLS FOR SERVICE STATISTICS



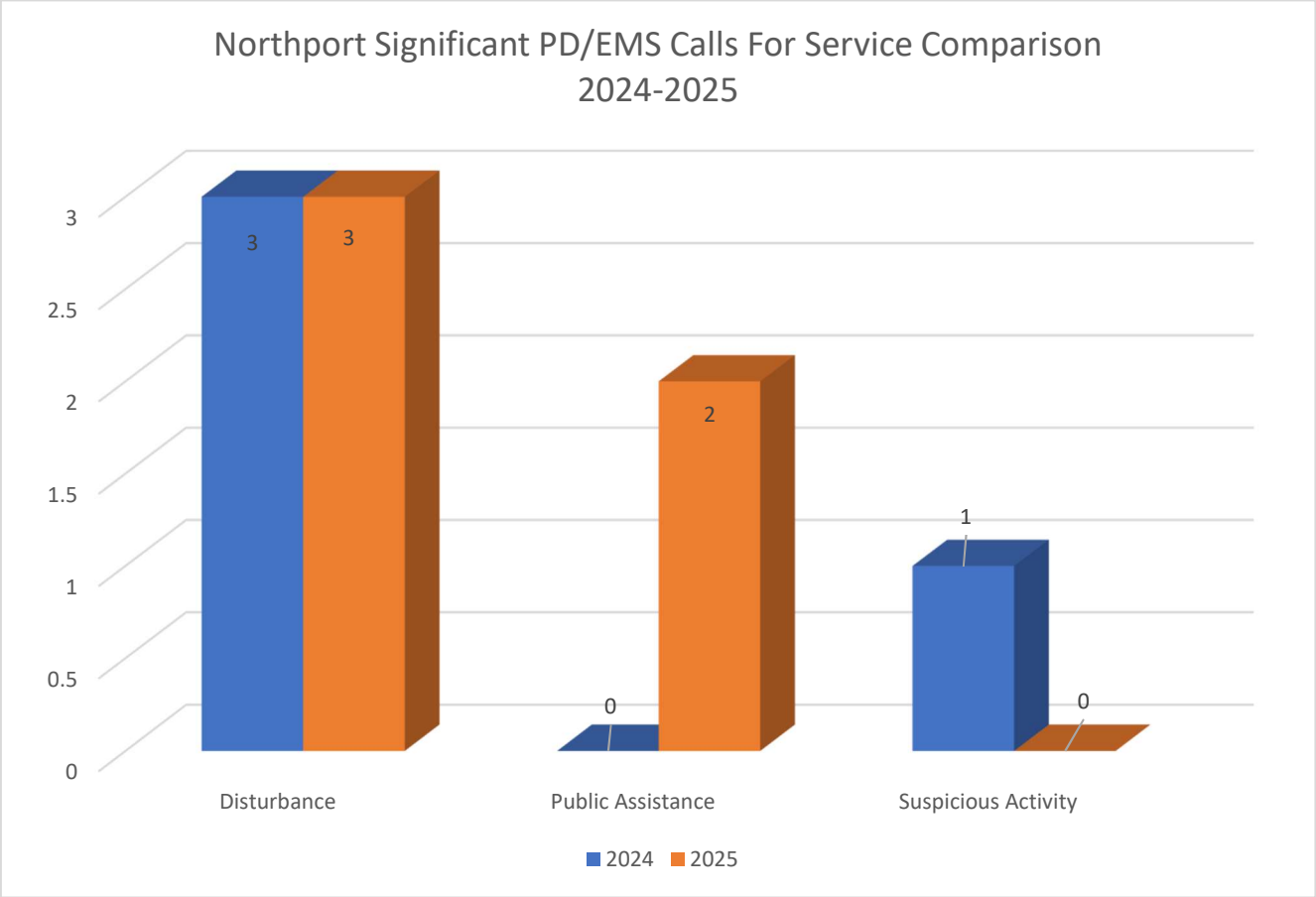
The Main Library had an increase of forty-eight additional calls for service in 2025 in comparison to 2024. The branches experienced small increases as well. The library was open a total of three hundred three days in 2025. In that time the library had three hundred forty one calls for assistance from Fargo PD or EMS.



The majority of calls for service for the Main Library were for disturbances. There was an increase in the number of calls for impaired persons onsite in 2025.



The Dr. James Carlson Library experienced a slight increase in the significant incidents in 2025.



The number of significant incidents at the Northport Library are far fewer than Main and Carlson. The incidents have a greater impact at Northport due to very limited staffing. Northport is staffed at times with only two employees.

Relevant Library Policies

Rules of Conduct:
The Board of Directors believes that patrons of the Fargo Public Library have the right to use library materials and services without being disturbed or impeded by other library users; that patrons and staff have the right to a secure and comfortable environment; and that patrons and staff have the right to materials and facilities that are in good condition.

Rules

- Any behavior which is disruptive or which hinders use of the library is prohibited on library property. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, drunkenness, running, fighting, sleeping, exhibiting offensive personal hygiene and congregating in large groups. Appropriate attire must be worn (i.e. shoes and shirts)

- Use of all tobacco products is strictly prohibited in the library. Use of electronic cigarettes is also prohibited.

- The consumption of food within reasonable limits at the discretion of library staff is allowed. Authorized groups, with permission from library administration, may serve refreshments in the meeting room.

- Users of portable electronic devices may be asked to disable sounds so as not to create a disturbance for other customers.

- Telephones located at the public service desks are for business use only. Customers asking to use these phones are to be referred to the nearest courtesy phone. Exceptions to this policy will be made for children needing a ride home and for emergency situations.

- Animals, except those used to aid persons with disabilities or used in conjunction with library programs, are not permitted in the library.
-
- Individuals who return items that are infested and/or damaged by pests will be ineligible to check out items and won't be allowed to visit any library location until the active infestation has been eliminated. The individual will also be responsible for the replacement costs of the infested and/or damaged items.

- Selling products or services and soliciting donations are not permitted on library property.

- Taking surveys, asking people to sign petitions and distributing leaflets, is not permitted on library property except in areas outside of library buildings.

- Parents are responsible for the behavior of their children while they are on library property. Children under the age of 10 must be attended by a parent or other responsible caregiver age 14 or older in the same service area at all times while on library property.

- The violation of federal or state laws or local ordinances will not be permitted on library property. Theft, vandalism, and mutilation of library property are criminal offenses which

will be prosecuted. The library reserves the right to inspect all bags, purses, briefcases, backpacks, and other such items when staff members have reason to believe that this rule has been violated. The library is not responsible for personal belongings which are left unattended.

- Photography and video recording within library property is allowed as long as it does not unreasonably interfere with the rights of other patrons or prevent staff from serving patrons and/or performing their job responsibilities. Photography and video recording are prohibited in all restrooms.

- With the exception of law enforcement, the possession of firearms and/or dangerous weapons is prohibited on library property.

- Leaving packages, backpacks, luggage, or any other personal items unattended is not permitted. These unattended items may be disposed of.

- Bicycles, motorized recreational scooters, and shopping carts are not allowed within library buildings. Wheeled vehicles required for mobility are allowed.

- Use of rollerblades, roller skates, skateboards, non-motorized scooters, or other similar items within library buildings is prohibited.

For purposes of these rules of conduct, as to the Main Library, the term “library property” shall mean the public patron areas inside the building (as opposed to library-staff areas, administrative office areas, restricted areas, and the) and “outside the building” shall mean the area between the building and the property boundary on the east, south and west side of the building and the southerly edge of the Sodbuster walkway on the north side of the building. As to the Dr. James Carlson Library in south Fargo, the term “library property” shall mean the public patron areas inside the building (as opposed to staff areas, administrative office restricted areas) and outside the building shall mean the area between the building and the property boundary on all sides surrounding the building. As to the Northport Library in north Fargo, the term “library property” shall mean the public patron areas inside the library building space (as opposed to staff areas and administrative office restricted areas).

People whose actions violate these rules will be asked to stop such actions. The library has the legal right and authority to require anyone violating these Rules of Conduct to leave the library. Violation of these rules may result in temporary or indefinite trespass from the library pursuant to the Board of Directors’ authority under Section 40-38-07 of the North Dakota Century Code. Individuals who have been trespassed may contact the Library Director to appeal their trespassed status.

Zero Tolerance Policy Regarding Use of Library Facilities While Under the Influence of Alcohol or Illegal Substances

Fargo Public Library endeavors to provide a safe and welcoming environment for all patrons. The presence of individuals who possess, consume and/or are under the influence of alcohol and/or other unlawful or illegal mood-altering substances on library property is not compatible with the library’s goal of providing a safe and welcoming environment. Individuals who are observed consuming and/or possessing and/or under the influence of such substances will be

subject to an order either temporarily or indefinitely trespassing the individual from entry into all library locations per the discretion of Library Administration. The indefinite trespass from library location will be enforced by a no-trespass order. Individuals who have been trespassed may contact the Library Director to appeal their trespassed status.

Library Use 2026

New Registrations:	551
Approx. Registered Patrons:	52,934

ATTENDANCE		**Feb-26**	**Feb-25**	**% CHANGE**	**2026 YTD**	**2025 YTD**	**Diff.**	**% CHANGE**
Door Count Main		13,294	17,148	-22%	27,856	32,027	(4,171)	-13%
Door Count Carlson		12,738	13,153	-3%	23,709	25,375	(1,666)	-7%
Door Count Northport		4,044	4,165	-3%	8,126	8,661	(535)	-6%
Outreach		386	357	8%	756	755	1	0%
Total		30,462	34,823	-13%	60,447	66,818	(6,371)	-10%
PROGRAM ATTENDANCE	**# of Programs**	**Attendance**	**Attendance**					
Adult Programs Main	19	339	193	76%	768	436	332	76%
Adult Programs Carlson	16	127	184	-31%	253	415	(162)	-39%
Adult Programs Northport	3	32	58	-45%	67	94	(27)	-29%
Teen Programs Main	1	11	6	83%	32	18	14	78%
Teen Programs Carlson	7	67	-		116	51	65	127%
Teen Programs Northport	1	6	-		13	-	13	
Childrens Programs Main	22	507	518	-2%	769	758	11	1%
Childrens Programs Carlson	15	493	456	8%	685	670	15	2%
Childrens Programs Northport	6	156	250	-38%	255	316	(61)	-19%
Community Engagement	1	14	757	-98%	261	791	(530)	-67%
Outreach Department (Passive)	1	30	34	-12%	60	185	(125)	-68%
Virtual/Passive Adult	1	139	158	-12%	266	321	(55)	-17%
Virtual/Passive Teen	2	35	39	-10%	60	85	(25)	
Virtual/Passive Childrens	5	1,138	16	7013%	2,199	27	2,172	8044%
Total	100	3,094	2,669	16%	5,804	4,167	1,637	39%
VOLUNTEER HOURS								
Main		325	179	82%	358	341	17	5%
Carlson		25	30	-17%	52	55	(3)	-5%
Outreach		18	51	-65%	43	93	(50)	-54%
Northport		-	-		-	-		
Total		368	260	42%	453	489	(36)	-7%
INTERNET SIGNUP								
Main		2,152	2,908	-26%	4,325	5,038	(713)	-14%
Carlson		1,548	1,769	-12%	2,932	3,492	(560)	-16%
Northport		350	405	-14%	755	879	(124)	-14%
Total		4,050	5,082	-20%	8,012	9,409	(1,397)	-15%
ELECTRONIC ACTIVITY								
Web page hits		14,045	20,043	-30%	37,266	37,565	(299)	-1%

2026 Circulation

	Feb-26	Feb-25	Increase/ Decrease	% CHANGE	2026 YTD	2025 YTD	Increase/ Decrease	% Change YTD
PRINT								
MAIN								
Adult Nonfiction	2,235	2,360	(125)	-5.30%	4,497	5,241	(744)	-14.20%
Youth Nonfiction	1,759	1,835	(76)	-4.14%	3,704	3,779	(75)	-1.98%
Adult Fiction	5,125	5,058	67	1.32%	10,612	10,308	304	2.95%
Youth Fiction	2,654	2,679	(25)	-0.93%	5,905	5,574	331	5.94%
Youth Reader	1,134	982	152	15.48%	2,416	1,939	477	24.60%
Youth Picture Books	3,043	3,318	(275)	-8.29%	6,371	6,603	(232)	-3.51%
Adult Magazines	91	54	37	68.52%	179	168	11	6.55%
Youth Magazines	39	24	15	62.50%	75	36	39	108.33%
Subtotal	16,080	16,310	(230)	-1.41%	33,759	33,648	111	0.33%
OUTREACH								
Deposit	948	993	(45)	-4.53%	1,802	2,008	(206)	-10.26%
CARLSON								
Adult Nonfiction	743	784	(41)	-5.23%	1,475	1,733	(258)	-14.89%
Youth Nonfiction	1,176	1,004	172	17.13%	2,292	2,171	121	5.57%
Adult Fiction	2,646	2,684	(38)	-1.42%	5,652	5,616	36	0.64%
Youth Fiction	2,404	2,298	106	4.61%	4,524	5,015	(491)	-9.79%
Youth Readers	1356	1,332	24	1.80%	2,805	2,726	79	2.90%
Youth Picture Books	2,845	2,913	(68)	-2.33%	5,792	5,910	(118)	-2.00%
Adult Magazines	50	52	(2)	-3.85%	101	98	3	3.06%
Youth Magazines	31	20	11	55.00%	58	32	26	81.25%
Subtotal	11,251	11,087	164	1.48%	22,699	23,301	(602)	-2.58%
NORTHPORT								
Adult Nonfiction	182	263	(81)	-30.80%	436	542	(106)	-19.56%
Youth Nonfiction	318	243	75	30.86%	577	489	88	18.00%
Adult Fiction	792	835	(43)	-5.15%	1,718	1,703	15	0.88%
Youth Fiction	328	274	54	19.71%	670	591	79	13.37%
Youth Readers	317	221	96	43.44%	609	472	137	29.03%
Youth Picture Books	551	462	89	19.26%	1,113	943	170	18.03%
Adult Magazines	13	14	(1)	-7.14%	20	29	(9)	-31.03%
Youth Magazines	-	2	(2)	-100.00%	-	10	(10)	-100.00%
Subtotal	2,501	2,314	187	8.08%	5,143	4,779	364	7.62%
TOTAL PRINT	30,780	30,704	76	0.25%	63,403	63,736	(333)	-0.52%

2026 Circulation

NONPRINT								
Overdrive	22,112	27,503	(5,391)	-19.60%	47,969	57,755	(9,786)	-16.94%
Childrens Devices	10	16	(6)	-37.50%	18	30	(12)	-40.00%
Kanopy	854	830	24	2.89%	2,025	1,697	328	19.33%
Subtotal	22,976	28,349	(5,373)	-18.95%	50,012	59,482	(9,470)	-15.92%
MAIN								
Adult DVD's	1992	2252	(260)	-11.55%	4,384	4,980	(596)	-11.97%
Youth DVD's	222	373	(151)	-40.48%	449	741	(292)	-39.41%
Video Games	216	209	7	3.35%	472	433	39	9.01%
Adult CD's	392	465	(73)	-15.70%	810	856	(46)	-5.37%
Youth CD's	48	53	(5)	-9.43%	121	93	28	30.11%
Adult Books on CD	83	128	(45)	-35.16%	191	286	(95)	-33.22%
Youth Books on CD	319	295	24	8.14%	660	564	96	17.02%
Kits	214	246	(32)	-13.01%	471	535	(64)	-11.96%
Subtotal	3,486	4,021	(535)	-13.31%	7,558	8,488	(930)	-10.96%
CARLSON								
Adult DVD's	1161	1455	(294)	-20.21%	2,419	2,824	(405)	-14.34%
Youth DVD's	342	398	(56)	-14.07%	781	804	(23)	-2.86%
Video Games	254	253	1	0.40%	523	542	(19)	-3.51%
Adult CD's	264	208	56	26.92%	494	432	62	14.35%
Youth CD's	46	52	(6)	-11.54%	112	96	16	16.67%
Adult Books on CD	44	46	(2)	-4.35%	94	130	(36)	-27.69%
Youth Books on CD	270	248	22	8.87%	553	504	49	9.72%
Kits	176	187	(11)	-5.88%	337	372	(35)	-9.41%
Subtotal	2,557	2,847	(290)	-10.19%	5,313	5,704	(391)	-6.85%
NORTHPORT								
Adult DVD's	552	704	(152)	-21.59%	1,039	1,302	(263)	-20.20%
Youth DVD's	80	61	19	31.15%	131	111	20	18.02%
Video Games	83	86	(3)	-3.49%	165	199	(34)	-17.09%
Adult CD's	0	56	(56)	-100.00%	-	136	(136)	-100.00%
Youth CD's	-	-	-	#DIV/0!	-	-	-	#DIV/0!
Adult Books on CD	0	16	(16)	-100.00%	-	28	(28)	-100.00%
Youth Books on CD	132	113	19	16.81%	295	219	76	34.70%
Kits	30	33	(3)	-9.09%	58	74	(16)	-21.62%
Subtotal	877	1,069	(192)	-17.96%	1,688	2,069	(381)	-18.41%
TOTAL NONPRINT	29,896	36,286	(6,390)	-17.61%	64,571	75,743	(11,172)	-14.75%
INTERLIBRARY LOAN								
Borrowed	199	221	(22)	-9.95%	371	441	(70)	-15.87%
Loaned	315	377	(62)	-16.45%	623	812	(189)	-23.28%
Subtotal	514	598	(84)	-14.05%	994	1,253	(259)	-20.67%
RENEWALS	28,727	9,988	18,739	187.62%	59,947	20,793	39,154	188.30%
TOTAL CIRCULATION	**89,917**	**77,576**	**12,341**	**15.91%**	**188,915**	**161,525**	**27,390**	**16.96%**

2026 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	26,205														26,205
LDONUN	Unrestricted Donations	33,969	55	12,436	1,541											48,001
LDONSP	Restricted Donations	29,789	4,092	3,850	5,500											43,230
	Grants	0														0
	Total	**89,962**	**4,147**	**16,286**	**7,041**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**117,436**

	EXPENSE		JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	13th P	TOTAL	BALANCE
101-7019-463.38-99	FM Area Foundation															0	
101-7019-463.38-99	Other Services															0	
101-7019-463.43-21	Computer Equip															0	
101-7019-463.54-11	Marketing			220												220	
101-7019-463.61-40	General Supplies															0	
101-7019-463.61-43	Programming		2,728	(474)												2,255	
101-7019-463.61-70	Books & Materials		2,190	244												2,434	
101-7019-463.68-10	Miscellaneous															0	
101-7019-463.68-10	Staff Development															0	
	Grant Expenses		30	201												231	
	Total		**4,948**	**191**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**5,140**	**112,296**

Fargo Public Library 2026 Total Expenses
17% OF YEAR LAPSED
SUMMARY OF EXPENSE VS. AGGREGATE BUDGET
2026

2025 Account	Budget Line	Total YTD	Total YTD Expenses + Encumbrances	Total Budget	%
Full time staff	11-00	$ 325,500	$ 325,500	$ 2,655,784	12.26%
Full time overtime	11-01	$ 59	$ 59	$ -	
Full time banked sick	11-02	$ -	$ -	$ 24,915	0.00%
Part time w/benefits	13-00	$ 73,273	$ 73,273	$ 569,159	12.87%
Part time w/benefits overtime		$ -	$ -	$ -	
Part time banked sick		$ -	$ -	$ -	
Part time seasonal no benefits	14-00	$ 4,795	$ 4,795	$ 55,202	8.69%
Health insurance	20-01	$ 52,650	$ 52,650	$ 379,363	13.88%
Dental insurance	20-03	$ 3,279	$ 3,279	$ 24,892	13.17%
Long Term Disability	20-04	$ 906	$ 906	$ 7,277	12.46%
Auto Allowance	20-05	$ 114	$ 114	$ 900	12.64%
HSA City Contribution	20-08	$ 33	$ 33	$ -	
FICA 6.2%	21-01	$ 23,839	$ 23,839	$ 196,717	12.12%
Medicare 1.45%	21-02	$ 5,575	$ 5,575	$ 46,006	12.12%
City Pension	22-01	$ 3,521	$ 3,521	$ 34,423	10.23%
NDPERS Pension	22-04	$ 31,400	$ 31,400	$ 253,326	12.39%
NDPERS & City Pension	22-05	$ 878	$ 878	$ 6,941	12.66%
Actuarial Contributions	22-06	$ -	$ -	$ -	
NDPERS DC Required Cont.	22-10	$ 489	$ 489	$ 1,895	
NDPERS DC Addlt Contrib	22-11	$ 134	$ 134	$ 541	
Workers Comp	25-00	$ -	$ -	$ -	
Life insurance	26-00	$ -	$ -	$ 800	0.00%
Interpreters/ADA Compliance	33-29	$ -	$ -	$ 1,000	0.00%
Security Services	38-61	$ 9,605	$ 9,605	$ 106,479	9.02%
Other Services	38-99	$ 4,953	$ 15,795	$ 15,750	100.29%
Water Sewer	41-05	$ 519	$ 519	$ 6,500	7.99%
General equip repair	43-20	$ -	$ -	$ 3,000	0.00%
General equip repair (computer)	43-21	$ -	$ -	$ 29,266	0.00%
General equip repair (vehicle)	43-22	$ -	$ -	$ -	
Maintenance service	43-50	$ 40,355	$ 56,414	$ 74,124	76.11%
Land and building rent	44-10	$ 19,215	$ 91,362	$ 84,270	108.42%
Property insurance	52-10	$ 7,894	$ 7,894	$ 28,009	28.18%
Automobile liability	52-20	$ -	$ -	$ 392	0.00%
General liability	52-30	$ -	$ -	$ 12,468	0.00%
Cellular phone service	53-20	$ 472	$ 472	$ 6,400	7.37%
Other communications	53-60	$ 40	$ 40	$ 2,600	1.54%
ILS Development	53-61	$ -	$ -	$ 28,150	0.00%
Minitex/OCLC	53-62	$ 22,991	$ 22,991	$ 21,600	106.44%
Marketing	54-11	$ 6,599	$ 6,599	$ 41,500	15.90%
In state travel	56-60	$ 333	$ 333	$ 3,500	9.53%
Out of state travel	57-60	$ -	$ -	$ 7,500	0.00%
Due & membership in state	59-10	$ 1,860	$ 1,860	$ 2,600	71.54%
Dues/membership out state	59-11	$ 1,749	$ 1,749	$ 2,500	69.96%
Seminar & conf in state	59-20	$ 550	$ 550	$ 2,500	21.99%
Seminar & conf out state	59-21	$ 2,653	$ 2,653	$ 2,750	96.47%
Office supplies	61-10	$ 9,328	$ 9,328	$ 32,500	28.70%
Medical supplies	61-20	$ 32	$ 32	600	5.26%
General supplies	61-40	$ 2,325	$ 2,325	$ 35,000	6.64%
Program materials	61-43	$ 8,403	$ 11,403	$ 41,000	27.81%
Materials Processing	61-44	$ 2,734	$ 2,734	$ 59,569	4.59%
Postage	61-50	$ 31	$ 31	$ 15,300	0.20%
Books & periodicals	61-70	$ 79,496	$ 81,468	$ 668,013	12.20%
Gasoline		$ 34	$ 34	$ 550	6.18%
Natural gas	62-50	$ 3,714	$ 3,714	$ 50,153	7.40%
Electricity	62-51	$ 6,738	$ 6,738	$ 118,265	5.70%
Miscellaneous	68-10	$ 498	$ 498	$ 2,000	24.90%
Safety compliance	68-50	$ -	$ -	$ 100	0.00%
Bad Debt		$ -	$ -	$ -	
Capital Outlay - Equipment		$ -	$ -	$ -	
Capital Outlay - Computer Software	74-10	$ -	$ -	$ -	
Capital Outlay - Vehicles	74-20	$ -	$ -	$ -	
		$ 759,564	**$ 863,584**	**$ 5,764,049**	**14.98%**

Fargo Public Library 2026 Total Expenses

17% OF YEAR LAPSED

EXPENSE VS. BUDGET

2026

MAIN

Account	Budget Line	January	February	March	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	$ 98,536	$ 149,420		$ 247,956		$ 2,113,354	12%
Full time overtime	11-01	$ 25	$ 34		$ 59		$ -	
Full Time banked sick	11-02	$ -	$ -		$ -		$ 21,495	0%
Part time w/benefits	13-00	$ 19,580	$ 29,325		$ 48,904		$ 393,059	12%
Part time w/benefits overtime			$ -		$ -		$ -	
Part Time Banked Sick	13-02	$ -	$ -		$ -		$ -	
Part time seasonal no benefits	14-00	$ 1,344	$ 1,974		$ 3,318		$ 40,056	8%
Health insurance	20-01	$ 13,242	$ 20,235		$ 33,477		$ 282,412	12%
Dental insurance	20-03	$ 958	$ 1,465		$ 2,423		$ 18,478	13%
Long Term Disability	20-04	$ 269	$ 413		$ 682		$ 5,666	12%
Auto Allowance	20-05	$ 45	$ 69		$ 114		$ 900	13%
HSA City Contribution	20-08	$ 13	$ 20		$ 33		$ -	
FICA 6.2%	21-01	$ 7,067	$ 10,740		$ 17,807		$ 152,906	12%
Medicare 1.45%	21-02	$ 1,653	$ 2,512		$ 4,165		$ 35,760	12%
City Pension	22-01	$ 899	$ 1,339		$ 2,238		$ 24,288	9%
NDPERS Pension	22-04	$ 9,235	$ 14,297		$ 23,532		$ 198,522	12%
NDPERS & City Pension	22-05	$ 344	$ 535		$ 878		$ 6,941	13%
Actuarial Contributions	22-06		$ -		$ -		$ -	
NDPERS DC Required Cont.	22-10	$ 185	$ 282		$ 467		$ 1,895	25%
NDPERS DC Addlt Contrib	22-11	$ 52	$ 79		$ 132		$ 541	24%
Workers Comp	25-00	$ -	$ -		$ -		$ -	
Life insurance	26-00	$ -	$ -		$ -		$ 800	0%
Interpreters/ADA Compliance	33-29	$ -	$ -		$ -		$ 500	0%
Security Services	38-61	$ -	$ 9,605		$ 9,605		$ 106,479	9%
Other Services	38-99	$ 3,177	$ 921		$ 4,098	$ 10,842	$ 15,000	100%
Water Sewer	41-05	$ -	$ -		$ -		$ -	
General equip repair	43-20	$ -	$ -		$ -		$ 3,000	0%
General equip repair (computer)	43-21	$ -	$ -		$ -		$ 28,266	0%
General equip repair (vehicle)	43-22	$ -	$ -		$ -		$ -	
Maintenance service	43-50	$ 34,857	$ 5,499		$ 40,355	$ 16,059	$ 72,324	78%
Land and building rent	44-10	$ -	$ -		$ -		$ -	
Property insurance	52-10	$ -	$ 5,378		$ 5,378		$ 21,007	26%
Automobile liability	52-20	$ -	$ -		$ -		$ 392	0%
General liability	52-30	$ -	$ -		$ -		$ 12,468	0%
Cellular phone service	53-20	$ -	$ 472		$ 472		$ 6,400	7%
Other communications	53-60	$ -	$ 40		$ 40		$ 2,600	2%
ILS Development	53-61	$ -	$ -		$ -		$ 28,150	0%
Minitex/OCLC	53-62	$ 22,991	$ -		$ 22,991		$ 21,600	106%
Marketing	54-11	$ 3,100	$ 3,499		$ 6,599		$ 41,500	16%
In state travel	56-60	$ -	$ 333		$ 333		$ 3,500	10%
Out of state travel	57-60	$ -	$ -		$ -		$ 7,500	0%
Due & membership in state	59-10	$ 1,860	$ -		$ 1,860		$ 2,600	72%
Dues/membership out state	59-11	$ 1,749	$ -		$ 1,749		$ 2,500	70%
Seminar & conf in state	59-20	$ 129	$ 421		$ 550		$ 2,500	22%
Seminar & conf out state	59-21	$ 2,653	$ -		$ 2,653		$ 2,750	96%
Office supplies	61-10	$ 4,378	$ 765		$ 5,143		$ 21,000	24%
Medical supplies	61-20	$ -	$ 32		$ 32		$ 600	5%
General supplies	61-40	$ 263	$ 1,508		$ 1,771		$ 25,000	7%
Program materials	61-43	$ 4,117	$ 4,285		$ 8,403	$ 3,000	$ 41,000	28%
Materials Processing	61-44	$ 3,273	$ (539)		$ 2,734		$ 59,569	5%
Postage	61-50	$ 20	$ 11		$ 31		$ 11,000	0%
Books & periodicals	61-70	$ 33,747	$ 27,609		$ 61,357	$ 1,973	$ 508,838	12%
Gasoline	62-10	$ -	$ 34		$ 34		$ 550	6%
Natural gas	62-50	$ -	$ 37		$ 37		$ 27,500	0%
Electricity	62-51	$ -	$ 4,282		$ 4,282		$ 83,000	5%
Miscellaneous	68-10	$ 498	$ -		$ 498		$ 2,000	25%
Safety compliance	68-50	$ -	$ -		$ -		$ 100	0%
Bad Debt		$ -	$ -		$ -		$ -	
Capital Outlay - Machinery & Equipment		$ -	$ -		$ -		$ -	
Capital Outlay - Computer Software	74-10	$ -	$ -		$ -		$ -	
Capital Outlay - Vehicles	74-20	$ -	$ -		$ -		$ -	
		$ 270,258	**$ 296,930**	**$ -**	**$ 567,188**	**$ 31,873**	**$ 4,458,266**	**13%**

Fargo Public Library 2026 Total Expenses

17% OF YEAR LAPSED

EXPENSE VS. BUDGET

2026

CARLSON

Account	Budget Line	January	February	March	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	$ 20,313	$ 31,913		$ 52,226		$ 424,626	12%
Full time overtime	11-01	$ -	$ -		$ -		$ -	
full Time Banked Sick	11-02	$ -	$ -		$ -		$ 3,420	0%
Part time w/benefits	13-00	$ 5,725	$ 10,243		$ 15,967		$ 120,194	13%
Part time w/benefits overtime		$ -	$ -		$ -		$ -	
Part Time Banked Sick	13-02	$ -	$ -		$ -		$ -	
Part time seasonal no benefits	14-00	$ 504	$ 973		$ 1,477		$ 15,146	10%
Health insurance	20-01	$ 5,504	$ 8,761		$ 14,265		$ 87,645	16%
Dental insurance	20-03	$ 222	$ 349		$ 571		$ 4,887	12%
Long Term Disability	20-04	$ 57	$ 92		$ 149		$ 1,227	12%
Auto Allowance	20-05	$ -	$ -		$ -		$ -	
HSA City Contribution	20-08	$ -	$ -		$ -		$ -	
FICA 6.2%	21-01	$ 1,525	$ 2,517		$ 4,042		$ 33,216	12%
Medicare 1.45%	21-02	$ 357	$ 589		$ 945		$ 7,768	12%
City Pension	22-01	$ 502	$ 781		$ 1,283		$ 10,135	13%
NDPERS Pension	22-04	$ 1,808	$ 2,945		$ 4,753		$ 38,719	12%
NDPERS & City Pension	22-05	$ -	$ -		$ -		$ -	
Actuarial Contributions	22-06	$ -	$ -		$ -		$ -	
NDPERS DC Required Cont.	22-10	$ 4	$ 18		$ 21		$ -	
NDPERS DC Addlt Contrib	22-11	$ 2	$ -		$ 2		$ -	
Workers Comp	25-00	$ -	$ -		$ -		$ -	
Life insurance	26-00	$ -	$ -		$ -		$ -	
Interpreters/ADA Compliance	33-29	$ -	$ -		$ -		$ 500	0%
Security Services	38-61	$ -	$ -		$ -		$ -	
Other Services	38-99	$ 34	$ 34		$ 68		$ 250	27%
Water Sewer	41-05	$ -	$ 242		$ 242		$ 3,500	7%
General equip repair	43-20	$ -	$ -		$ -		$ -	
General equip repair (computer)	43-21	$ -	$ -		$ -		$ 1,000	0%
General equip repair (vehicle)	43-22	$ -	$ -		$ -		$ -	
Maintenance service	43-50	$ -	$ -		$ -		$ 1,800	0%
Land and building rent	44-10	$ -	$ -		$ -		$ -	
Property insurance	52-10	$ -	$ 2,223		$ 2,223		$ 6,185	36%
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	$ 1,186	$ 983		$ 2,168		$ 8,500	26%
Medical supplies	61-20	$ -	$ -		$ -		$ -	
General supplies	61-40	$ 146	$ 282		$ 428		$ 7,500	6%
Program materials	61-43	$ -	$ -		$ -		$ -	
Materials Processing	61-44	$ -	$ -		$ -		$ -	
Postage	61-50	$ -	$ -		$ -		$ 4,300	0%
Books & periodicals	61-70	$ 11,691	$ (634)		$ 11,057		$ 104,100	11%
Gasoline	62-10	$ -	$ -		$ -		$ -	
Natural gas	62-50	$ -	$ 3,322		$ 3,322		$ 19,853	17%
Electricity	62-51	$ -	$ 1,933		$ 1,933		$ 27,265	7%
Miscellaneous	68-10	$ -	$ -		$ -		$ -	
Safety compliance	68-50	$ -	$ -		$ -		$ -	
Bad Debt		$ -	$ -		$ -		$ -	
Capital Outlay - Equipment		$ -	$ -		$ -		$ -	
Capital Outlay - Computer Software	74-10	$ -	$ -		$ -		$ -	
Capital Outlay - Vehicles	74-20	$ -	$ -		$ -		$ -	
		$ 49,578	**$ 67,564**	**$ -**	**$ 117,143**	**$ -**	**$ 931,736**	**13%**

Fargo Public Library 2026 Total Expenses

17% OF YEAR LAPSED

EXPENSE VS. BUDGET

2026

NORTHPORT

Account	Budget Line	January	February	March	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	$ 10,123	$ 15,194		$ 25,318		$ 117,804	21%
Full time overtime	11-01	$ -	$ -		$ -		$ -	
Full time banked sick	11-02	$ -	$ -		$ -		$ -	
Part time w/benefits	13-00	$ 3,339	$ 5,062		$ 8,401		$ 55,906	15%
Part time w/benefits overtime		$ -	$ -		$ -		$ -	
Part time banked sick		$ -	$ -		$ -		$ -	
Part time seasonal no benefits	14-00	$ -	$ -		$ -		$ -	
Health insurance	20-01	$ 2,033	$ 2,875		$ 4,908		$ 9,306	53%
Dental insurance	20-03	$ 113	$ 173		$ 285		$ 1,527	19%
Long Term Disability	20-04	$ 30	$ 45		$ 75		$ 384	20%
Auto Allowance	20-05	$ -	$ -		$ -		$ -	
HSA City Contribution	20-08	$ -	$ -		$ -		$ -	
FICA 6.2%	21-01	$ 789	$ 1,201		$ 1,990		$ 10,595	19%
Medicare 1.45%	21-02	$ 185	$ 281		$ 465		$ 2,478	19%
City Pension	22-01	$ -	$ -		$ -		$ -	
NDPERS Pension	22-04	$ 1,247	$ 1,868		$ 3,115		$ 16,085	19%
NDPERS & City Pension	22-05	$ -	$ -		$ -		$ -	
Actuarial Contributions	22-06	$ -	$ -		$ -		$ -	
NDPERS DC Required Cont.	22-10	$ -	$ 4		$ -		$ -	
NDPERS DC Addlt Contrib	22-11	$ -	$ 3		$ -		$ -	
Workers Comp	25-00	$ -	$ -		$ -		$ -	
Life insurance	26-00	$ -	$ -		$ -		$ -	
Interpreters/ADA Compliance	33-29	$ -	$ -		$ -		$ -	
Security Services	38-61	$ -	$ -		$ -		$ -	
Other Services	38-99	$ -	$ 787		$ 787		$ 500	157%
Water Sewer	41-05	$ -	$ 278		$ 278		$ 3,000	9%
General equip repair	43-20	$ -	$ -		$ -		$ -	
General equip repair (computer)	43-21	$ -	$ -		$ -		$ -	
General equip repair (vehicle)	43-22	$ -	$ -		$ -		$ -	
Maintenance service	43-50	$ -	$ -		$ -		$ -	
Land and building rent	44-10	$ 12,810	$ 6,405		$ 19,215	$ 72,147	$ 84,270	108%
Property insurance	52-10	$ -	$ 293		$ 293		$ 817	36%
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	$ 247	$ 1,770		$ 2,017		$ 3,000	67%
Medical supplies	61-20	$ -			$ -		$ -	
General supplies	61-40	$ 83	$ 42		$ 125		$ 2,500	5%
Program materials	61-43	$ -	$ -		$ -		$ -	
Materials Processing	61-44	$ -	$ -		$ -		$ -	
Postage	61-50	$ -	$ -		$ -		$ -	
Books & periodicals	61-70	$ 5,223	$ 1,859		$ 7,082		$ 55,075	13%
Gasoline	62-10	$ -	$ -		$ -			
Natural gas	62-50	$ -	$ 355		$ 355		$ 2,800	13%
Electricity	62-51	$ -	$ 523		$ 523		$ 8,000	7%
Miscellaneous	68-10	$ -	$ -		$ -		$ -	
Safety compliance	68-50	$ -	$ -		$ -		$ -	
Bad Debt		$ -	$ -		$ -		$ -	
Capital Outlay - Equipment		$ -	$ -		$ -		$ -	
Capital Outlay - Computer Software		$ -	$ -		$ -		$ -	
Capital Outlay - Vehicles	74-20	$ -	$ -		$ -		$ -	
		$ 36,222	**$ 39,018**	**$ -**	**$ 75,233**	**$ 72,147**	**$ 374,047**	**39%**

Revenue 2026		
	Fees & Copies 101-0000-351.25-01	**Misc. Revenue** 101-0000-361.61-08
January	$ 1,836.32	$ 810.89
February	$ 2,627.42	$ 656.94
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
	$ 4,463.74	$ 1,467.83

Total $ 5,931.57