

Fargo Public Library Board of Directors  
Agenda for Tuesday May 16, 2023  
4:00p.m.  
Fargo City Commission Chambers  
225 4<sup>th</sup> St North  
Fargo, ND 58102

- |   |               |
|---|---------------|
| 1. Approve Order of the Agenda                    | <b>Action</b> |
| 2. Minutes of the April 18 Meeting                | <b>Action</b> |
| 3. Public Comment                                 |               |
| 4. Staff Report- Megan Lass                       |               |
| 5. Director's Report                              |               |
| 6. Unfinished Business                            |               |
| A. 2024 Staffing Request Salary & Benefits Detail |               |
| 7. New Business                                   |               |
| A. Facilities Master Plan Document                | <b>Action</b> |
| B. Statement of Concern Policy Draft              | <b>Action</b> |
| C. Legislative Update                             |               |
| 8. Statistical Reports                            |               |
| A. April Usage                                    |               |
| B. April Financials                               |               |
| 9. Friends of the Library Report                  |               |
| 10. Next Regular Meeting: June 20                 |               |
| 11. Adjourn                                       |               |

**Fargo Public Library Board**  
**Minutes for Tuesday, April 18, 2023**  
**Fargo City Commission Chambers and Virtual**  
**225 4th Street North, Fargo, ND 58102**

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

**Board Members Absent:** Kristen Schipper Hannah James

**Staff:** Tim Dirks, Megan Lass, Beth Postema

**Others Present:** Michele Anderson, Friends of the Fargo Public Library

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

**Order of the Agenda**

Jenna Reno moved to approve the order of the agenda; Hannah James seconded the motion. The motion carried.

**Minutes of the January 17 Regular Meeting**

Amy Ouren moved to approve the minutes of the January 17 Regular Meeting; Wanda Mendelkoch seconded the motion. The motion carried.

**Public Comment**

There was no public comment

**Staff Report**

Megan Lass presented highlights of staff updates and events including:

- Community Engagement
  - As warmer weather approaches, the library staff are building a calendar of when library staff members will be out at public events throughout the community. These events include:
    - Party for the Planet at the Red River Zoo on April 22
    - World Book Night at Broadway Square
    - National Library Week at NDSU
- Children
  - Little Squirt Earth Science will take place to celebrate Earth Day
    - Recommended for ages 3-5; registration is required
    - Two sessions—April 22 at the Carlson Library and April 25 at the Main Library
  - Preparing for Pollinators: Samuel Devick of the North Dakota 4-H will show kids how to make seed balls to turn any patch into pollinator habitat; registration required
- Teen/Tween
  - Star Wars Day Celebration on May the 4<sup>th</sup>: make your own light saber. All supplies provided, registration required
  - Enola Holmes and the Case of the Bizarre Books
    - April 22, 1pm, Main Library

- Mysteries to solve for ages 11-18; registration required
- Adult
  - The Cropdusters, a group of local musicians, will be providing live music during the Friends booksale on Saturday, May 6
  - Annual Spring plant swap on May 15, 6pm at the Carlson Library
  - Local Author Chris Vondracek will be discussing his book *Dancing with Welk: Music, memory, and Prairie Troubadours* at the Main Library on May 15 at 6:30 p.m.

### **Director's Report**

Director Tim Dirks summarized the written report in the Board Packet. He highlighted progress on the shade replacement process for the Main Library.

### **Unfinished business**

No unfinished business was discussed.

### **New Business**

#### **A. 2024 Library Budget Requests**

Tim Dirks presented the draft budget requests to the board. The staffing requests follow on the recommendations from the City HR department for minimal staffing levels. The capital requests begins to implement the facilities master plan by developing alternate use of the empty coffee shop space at the Main Library. The operational budget calls for an incremental increase, based on increased use and restoration to FY2019 levels. Jenna Reno moved to approve the proposed FY2024 budget; Wanda Mengelkoch seconded the motion. The motion carried.

#### **B. Reference Policy**

Tim Dirks presented the existing Reference Policy for board review. Amy Ouren moved to approve as presented; Jenna Reno seconded the motion. The motion carried.

#### **C. Circulation Policy**

Tim Dirks presented the draft of the updated circulation policy. The significant changes include referring accounts to a collection agency at \$500 owed, rather than \$125 and accounts being blocked at \$30 owed instead of \$15. Jenna Reno asked for clarification regarding fines; Tim Dirks replied that these amounts are from damaged or lost book fees, not overdue fines. Wanda Mengelkoch moved to approve the revised circulation policy as presented; Amy Ouren seconded the motion. The motion carried.

#### **D. Collection Development Policy**

Tim Dirks presented the draft of the revised Collection Development policy. It emphasizes the Fargo Public Library's role as a popular materials center. The facilities master planning process demonstrated how much square footage is needed for collections that will actually be used. This impacts the removal of an adult literacy collection. This policy also reiterates that the reading and viewing of teens is the responsibility of their parents. Jenna Reno moved to approve the revised Collection Development Policy as presented; Wanda Mengelkoch seconded the motion. The motion carried.

#### **E. Programming Policy**

Tim Dirks presented the draft for a new policy on library programming. Coming out of the previous strategic planning process, there was a need for a visioning document regarding library programming. Amber Emery, Lori West, and other staff members developed the draft

programming policy as part of that process. They researched the programming policies of other comparable public libraries. Amy Ouren moved to approve the Programming Policy as presented; Wanda Mengelkoch seconded the motion. Carlos Hawley and Hannah James complimented the organization and the clarity of the layout of the new policy. The motion carried.

F. **Legislative Update**

Tim Dirks reported that both HB125 and SB2360 are still alive in the legislative process. They are being discussed in committee, and there are reports of various amendments. Tim is staying in contact with City Administration, the City Attorney, and the State Library. The tentative last day for the Legislature is May 8.

G. **2022 Impact Report**

All board members have received a copy of the 2022 Impact Report. Tim Dirks commented that Melisa Duncan has done a tremendous job in pulling the information together to tell effectively FPL's story of what we do for the community.

### **Statistical Reports**

#### **March Usage**

Director Tim Dirks noted that the usage statistics continue to outpace the previous year. Even with multiple program cancellations due to severe winter weather, program attendance increased. The circulation total was the second highest March total, only surpassed by that of 2019.

#### **March Financials**

Director Tim Dirks recognized the gifts from the Friends of the Library which were used towards the Red River Valley Kids Read Program, the Seed Library, the Summer Reading program, and the One Book, One Community reading project. Many Thanks to the Friends for their continued support. The library has also received a large number of donations in memory of Donald Lindberg.

In terms of expenditures, at the end of the first quarter, 25.03% of the library's budget has been spent.

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

Michele Anderson, President of the Friends of FPL board, reported that the Friends bookstore generates the revenue used to support the programs of FPL. The sales at the bookstore are strong and continue to rise. On April 30, the Friends will be hosting a read-in as a learning event about the proposed legislation impacting public libraries and as a show of support for the library's work in the community. On May 5 and 6, the Friends will be holding one of their major book sales for the year at the Main Library.

Next Regular Meeting Tuesday, May 16 at 4pm in the Fargo City Commission Chambers.

The meeting adjourned at 4:33 p.m.

Respectfully submitted,  
Beth E. Postema

## Staff Report

### May 2023 Library Board Meeting

#### Staffing:

- Robert Wilkinson has joined FPL as Branch Services Librarian. His first day was May 15.

#### Community Engagement:

- Hello Spring at Rheault Farm, May 20 – 1:00pm
- Redhawks Baseball Game with Pete the Cat, June 2 – 7:00pm
- Midwest Kid Fest at Island Park, June 6 – 11:00am
- North Dakota Job Service Fair Chance Career Expo, June 8 – 11:00am

#### Programming:

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

##### *Children*

- **Library Pen Pals.** Stay connected this summer by being our pen pal! Library Pen Pals is a distance program where kids can write a post card to the library, and one of their favorite Children's Librarians will write back to them with book recommendations, encouraging words, or even a funny joke! To get started, ask at the children's desk for a free stamped postcard, fill it out and mail it to the library.
- **All Together Now at Skate City! June 5, 10:00am.** Kickoff the library Summer Reading Challenge by getting together at Skate City! The library, in partnership with skate city, will provide free admission and skate rentals for children and teens (16 and younger) on Monday, June 5 from 10:00am-2:00pm. All ages are welcome to attend. Skate rental for adults and older teens is \$10 per person.
- **Celebrating 20 years of the Pigeon, June 12, 11:00am – Carlson Branch.** Mo Willems' classic book *Don't Let the Pigeon Drive the Bus* turns 20 years old and we are celebrating with some help from our friends at MAT Bus. Join us at the Carlson Library for an awesome storytelling of the book along with a craft and a tour of a city bus!
- **Namaste, June 15, 11:00am – Main Library.** Join us for a visit from Mojo Fit. Bring your own mat if you have one, but the library does have a limited supply. Wear comfortable clothing to relax, breathe, and find peace. We are planning to hold this event outside in the grassy area between city hall and the library, but will be inside the community room in case of inclement weather.

##### *Teens and Tweens*

- **Teen Book Club, June 6, 1:00pm – Main Library.** Join us for a discussion of the book *Out: How to Be Your Authentic Self* by Miles McKenna. We will also be making pride flag or pronoun keychains and necklaces! Copies of the book are available at the Carlson and Main Library information desks while supplies last.
- **Pop Art Donut Paintings, June 17, 11:00am – Main Library.** Paint your own pop art donut painting. Donuts will be provided. This event is geared towards tweens aged 11-15.
- **Teen Travel Kits, June 19, 11:00am – Carlson Branch.** Come make a magnetic tic-tac-toe game and a travel first aid kit. These crafts are made with repurposed mint tins - perfect for summer travels! Registration is required.

- **Call of the Wild: Outdoor Skills for Kids, June 20.** Learn how to make a survival shelter like Brian in *Hatchet*, set a survival trap like Katniss from *The Hunter Games*, tie Buck's rescue Knot from *Call of the Wild*, and so much more. Sessions are 2 hours in length and registration is required.
  - **Carlson Branch, 10:00am**
  - **Main Library, 2:00pm**
- **Teen Volunteering, Wednesdays, 1:00pm – Main Library.** Come volunteer at the Fargo Public Library! You can help the library, earn volunteer hours for clubs or scholarships, and have fun at the same time! Participants must be 12-18 years old and will need a signed permission slip from a parent or guardian.

#### *Adults*

- **Book Party, June 15, 7:00pm – Facebook.** We love hearing about what our patrons are reading! Share what you've been reading on Facebook on third Thursdays. Our librarians will be on hand to share recommendations as well!
- **Casual Crafters, June 19, 5:00pm – Northport Branch.** Bring a project, drop in any time 5:00-7:30pm and join a friendly group of crafters of all types – from yarn and needles to paper and ink. If you're not working on a craft at the moment, we'll have some supplies on hand.
- **Community Game Night, June 5, 5:00pm – Northport Branch.** Bring your friends and family to our new Community Game Night! A library staff member will introduce one game each session as a feature, however a variety of tabletop games will be provided. Participants are also encouraged to bring a favorite game to share.
- **Watercolor for Beginners.** New to watercolor or just looking for a relaxing evening? Join us at our Northport location and follow along with a video tutorial to create a watercolor painting. All supplies will be provided. Registration is required.
  - **June 6, 6:00pm – Northport Branch**
  - **June 13, 6:00pm – Carlson Branch**
- **Book Clubs**
  - **History Reading Club, May 30 – *South to America* by Imani Perry**
  - **Diverse Perspectives, June 8 – *Hood Feminism* by Mikki Kendall**
  - **Tea Time Book Club, June 12 – *Dear Edward* by Ann Napolitano**

#### *Multigenerational*

- **Planting Day at the Carlson Library Garden, June 1, 10:00am.** It is time to get the seeds and plants in the soil and watered for the growing season! Growing Together, a local community garden group, and the Library are partnering to plant, maintain, and harvest the Library garden plots. No gardening experience is necessary, and all ages are welcome.
- **Fargo History Hunt.** Kids, teens and adults are invited to take part in this informational scavenger hunt that provides a peek into the past. Pick up a map at any Fargo Public Library location and follow the trail to 12 of downtown Fargo's historic buildings. Use the clues provided to find answers to questions about each location, along with a jigsaw puzzle piece. Complete the questions and the puzzle and return to the library to be entered into a grand prize drawing.
- **Puzzle Competition, June 10, 1:00pm – Main Library.** Think you're a speedy puzzler? Test your skills at the FPL puzzle competition and exchange! Teams will have two hours to complete a 500 piece puzzle that they can keep. The top three teams will win a prize! Participants are also welcome to bring a puzzle or two to exchange. Teams can consist of no more than 4 members (please register only one person per team).

## FPL DIRECTOR'S REPORT

May 16, 2023

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

4.19.2023 Attended Finance/HR Software Platform Demo  
4.21.2023 Met with Director of Facilities Management  
4.26.2023 Attended Finance/HR Software Platform Demo  
5.1.2023 Attended City Cabinet Meeting  
5.1.2023 Met with City Admin  
5.1.2023 Met with Commission Liaison Arlette Preston  
5.12.2023 Met with City Admin  
5.16.2023 Attended Finance/HR Software Platform Demo

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

4.21.2023 Attended All Staff Meeting  
4.25.2023 Moderated Library Dept. Heads Meeting  
5.2.2023 Moderated Library Dept. Heads Meeting  
5.9.2023 Moderated Library Dept. Heads Meeting  
5.10.2023 Provided Office Hours  
5.16.2023 Moderated Library Dept. Heads Meeting

### **Goal 4 Partnering:**

4.19.2023 Moderated Red River Zoo Executive Committee Meeting  
4.25.2023 Moderated Red River Zoo Board Meeting  
4.27.2023 Attended North Dakota Library Coordinating Council Meeting  
5.2.2023 Attended Friends Board Meeting  
5.11.2023 Met with All of Us in Recovery Staff

### **Goal 6 Marketing:**

4.30.2023 Spoke at Friends Read-In Event  
5.2.2023 Gave Interview to WDAY Radio  
5.5.2023 Gave Phone Interview to NBC National News

**CITY OF FARGO**  
**PERSONNEL BUDGET REQUESTS**

FY 2024

Department

**New FTE Request**

Department	Library - Main Branch (7010)
Position Title	Childrens Librarian (Librarian I)
Grade	11
Number of Requests	1.00
Annual Pay	\$56,368
2022 Mid-year Request	No

Annual Pay	56,368.00	<b>Justification:</b> Per the staffing analysis completed with City HR, the library is currently understaffed. The staffing analysis identified four fte at a minimum to counter the current understaffing. This position is one of the ftes identified. The position was requested for FY 2023 ans wasn't
Health Insurance-Family	17,000.00	
Dental Insurance	550.00	
Disability Insurance	112.74	
FICA (6.2%)	3,494.82	
Medicare Tax (1.45%)	817.34	
NDPERS Pension (8.26%)	4,656.00	
Police & Fire Pension (14.2%)	N/A	
Total cost of salary & benefits	\$ 82,998.88	

Department	
Position Title	Reference Associate (LA III)
Grade	9
Number of Requests	1.00
Annual Pay	\$49,318
2022 Mid-year Request	No

Annual Pay	49,318.00	<b>Justification:</b> Per the staffing analysis completed with City HR, the library is currently understaffed. The staffing analysis identified four fte at a minimum to counter the current understaffing. This position is one of the ftes identified. The position was requested for FY 2023 ans wasn't
Health Insurance-Family	13,342.00	
Dental Insurance	500.00	
Disability Insurance	98.64	
FICA (6.2%)	3,057.72	
Medicare Tax (1.45%)	715.11	
NDPERS Pension (8.26%)	4,073.67	
Police & Fire Pension (14.2%)	N/A	
Total cost of salary & benefits	\$ 71,105.13	

Green cells must be filled in by user

**Instructions:**  
 Please complete the green cells for any new personnel requests.

For new FTE requests, please select your department from the drop down list. Next, please provide the position's title and grade. If position is being evaluated at PEC, please use your best estimate for grade. Then key the number of positions being requested. Next key the annual wage of the position (note: please use the annual wage from step 1 of the position's grade). Then, select if requested position is needed mid-year. Lastly, please provide a short explanation for each budget request. If additional cells are needed, please unhide rows underneath row 40.

For reclassification or market adjustments of FTE's, these requests will be submitted separately through the Annual Compensation Review Process which will be launched by the Human Resources Department.



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

**What:**

Review and approve the facilities master plan

**Explanation:**

The library Admin Team has been working with JLG Architects and Library IQ to develop a facilities master plan for the organization. The included is the culmination of those efforts.

**Director recommendation:**

Approve the facilities master plan

**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**

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

**What:**

Approve the updated draft of the Statement of Concern Policy

**Explanation:**

The Statement of Concern Policy has been updated with language that limits reconsiderations to City of Fargo tax paying residents.

**Director recommendation:**

Approve the updated draft of the Statement of Concern Policy.

**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**

## Statement of Concern

### Procedure: Request for Reconsideration of Library Resources

Patrons who feel that action is necessary to address concerns about an item in the collection, an exhibit, or a program at the Fargo Public Library are asked to follow this procedure.

No more than two reconsideration requests can be submitted by the same individual at one time.

Reconsideration requests may only be submitted by residents and taxpayers of Fargo. If multiple reconsideration requests are submitted, the committee will consider each request consecutively. A resource may not be reviewed if a determination has been recently made made in the last two years.

1. The individual who would like to file a statement may request a form from any of the public service desks or the administrative office. The form is also available on the library's website.

The form must be filled out in its entirety with the individual's name, address, and signature, and returned to the library director. If the form is not fully completed, the library will take no action.

The library director will notify the individual in writing of receipt of the statement and the course of action to be taken.

2. If the statement is about a book or other material, the library director will obtain the resource and locate as many reviews as possible.

3. The item and the reviews will be made available for a committee of appropriate selectors and department staff. In the case of concern about program content or an exhibit, the resource and reviews will be made available to ~~the Programming Team and~~ appropriate department staff. All resources for which a Request for Reconsiderationreconsideration form has been submitted will remain available to the public until the library board completes its voting process.

4. The appropriate committee will meet to discuss the resource and make a determination based on their consideration of the resource as a whole, the reviews, and their knowledge of the library collection and the community.

5. The library director will notify the individual of the committee's recommendation. The patron may request a meeting with the committee to review the recommendation.

6. The library board will vote on the committee recommendation at their next regularly scheduled meeting. The board's vote will be final.

*Approved by the Board of Directors: 12-16-1997;*

*Revised 06-15-2010*

*Revised 9-18-2018*

*Revised 8-20-2019*

*Revised 8-16-2022*

**Sixty-eighth Legislative Assembly of North Dakota  
In Regular Session Commencing Tuesday, January 3, 2023**

HOUSE BILL NO. 1205  
(Representatives Lefor, Steiner)

AN ACT to create and enact a new section to chapter 12.1-27.1 of the North Dakota Century Code, relating to prohibiting public libraries from maintaining explicit sexual material; to provide for a legislative management report; and to provide for application.

**BE IT ENACTED BY THE LEGISLATIVE ASSEMBLY OF NORTH DAKOTA:**

**SECTION 1.** A new section to chapter 12.1-27.1 of the North Dakota Century Code is created and enacted as follows:

**Public libraries prohibited from maintaining explicit sexual material - Report.**

1. As used in this section:
  - a. "Explicit sexual material" means any material which:
    - (1) Taken as a whole, appeals to the prurient interest of minors;
    - (2) Is patently offensive to prevailing standards in the adult community in North Dakota as a whole with respect to what is suitable material for minors; and
    - (3) Taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
  - b. "Public library" means a library established under chapter 40-38.
2. A public library may not maintain in its children's collection inventory books that contain explicit sexual material.
3. By January 1, 2024, each public library shall develop a policy and process for reviewing library collections to ensure conformance with the requirements of this section. The policy must include a procedure:
  - a. For the removal or relocation of explicit sexual material in the public library;
  - b. For the development of a book collection that is appropriate for the age and maturity levels of the individuals who may access the materials, and which is suitable for, and consistent with, the purpose of the library;
  - c. For the public library to receive, evaluate, and respond to a request from an individual regarding the removal or relocation of one or more of the books or other materials in the library collection containing explicit sexual material; and
  - d. To periodically review the library collection to ensure the library collection does not contain explicit sexual material in the children's collection.
4. Each public library shall provide a compliance report to the legislative management before May 1, 2024, on the implementation of collection development and relocation of materials policies as required by this section and to ensure sufficient compliance with this section.

**SECTION 2. APPLICATION.** This Act applies to any children's book inventory maintained by a public library after March 31, 2024.

Library Use 2022

New Registrations: 536  
 Approx. Registered Patrons: 33,887

ATTENDANCE	Apr-23	Apr-22	% CHANGE	2023 YTD	2022 YTD	Diff.	% CHANGE
Door Count Main	16,105	15,747	2%	62,225	55,065	7,160	13%
Door Count Carlson	11,584	9,309	24%	45,279	36,165	9,114	25%
Door Count Northport	3,959	3,957	0%	15,995	15,590	405	3%
Outreach	292	411	-29%	1,474	1,477	(3)	0%
<b>Total</b>	<b>31,940</b>	<b>29,424</b>	<b>9%</b>	<b>124,973</b>	<b>108,297</b>	<b>16,676</b>	<b>15%</b>

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance					
Adult Programs Main	9	373	133	180%	1,176	695	481	69%
Adult Programs Carlson	12	100	43	133%	468	236	232	98%
Adult Programs Northport	2	16	4	3	70	41	29	71%
Teen Programs Main	1	11	12	-8%	25	20	5	25%
Teen Programs Carlson	1	4	27	-85%	31	58	(27)	-47%
Teen Programs Northport	1	-	-		-	-	-	
Childrens Programs Main	15	382	284	35%	1,619	1,130	489	43%
Childrens Programs Carlson	9	511	322	59%	1,679	1,040	639	61%
Childrens Programs Northport	6	252	256	-2%	929	713	216	30%
Community Engagement	7	398	504	-21%	1,006	621	385	62%
Outreach Department	-	-	43	-100%	234	179	55	31%
Virtual Adult	1	75	108	-31%	399	247	152	62%
Virtual Teen	-	-	-		-	-	-	
Virtual Childrens	1	10	100	-90%	170	115	55	48%
<b>Total</b>	<b>65</b>	<b>2,132</b>	<b>1,836</b>	<b>16%</b>	<b>7,806</b>	<b>5,095</b>	<b>2,711</b>	<b>53%</b>

*\*\*6 children's programs cancelled due to inclement weather*

VOLUNTEER HOURS						
Main	52	74	212	285	(73)	
Carlson	24	22	87	97	(10)	
Outreach	27	68	137	236	(99)	
Northport	-	-	-	-		
<b>Total</b>	<b>103</b>	<b>164</b>	<b>436</b>	<b>618</b>	<b>(182)</b>	

INTERNET SIGNUP							
Main	2,318	2,114	10%	9,077	7,589	1,488	20%
Carlson	1,402	1,612	-13%	5,708	5,686	22	0%
Northport	397	401	-1%	1,518	1,431	87	6%
<b>Total</b>	<b>4,117</b>	<b>4,127</b>	<b>0%</b>	<b>16,303</b>	<b>14,706</b>	<b>1,597</b>	<b>11%</b>

ELECTRONIC ACTIVITY							
Web page hits	17,539	16,268	8%	73,167	65,094	8,073	12%

## 2022 Circulation

	Apr-23	Apr-22	Increase/ Decrease	% CHANGE	2023 YTD	2022 YTD	Increase/ Decrease	% Change YTD
<b>PRINT</b>								
<b>MAIN</b>								
Adult Nonfiction	2,660	2,846	(186)	-6.54%	11,235	10,730	505	4.71%
Youth Nonfiction	2,014	1,672	342	20.45%	7,896	6,530	1,366	20.92%
Adult Fiction	5,320	5,647	(327)	-5.79%	22,117	21,330	787	3.69%
Youth Fiction	3,837	3,583	254	7.09%	14,400	13,124	1,276	9.72%
Youth Reader	1,420	1,248	172	13.78%	5,090	4,995	95	1.90%
Youth Picture Books	4,187	4,014	173	4.31%	16,300	13,958	2,342	16.78%
Adult Magazines	114	111	3	2.70%	394	489	(95)	-19.43%
Youth Magazines	11	17	(6)	-35.29%	69	40	29	72.50%
Subtotal	19,563	19,138	425	2.22%	77,501	71,196	6,305	8.86%
<b>OUTREACH</b>								
Deposit	707	982	(275)	-28.00%	3,392	3,824	(432)	-11.30%
<b>CARLSON</b>								
Adult Nonfiction	981	975	6	0.62%	4,019	3,513	506	14.40%
Youth Nonfiction	1,360	1,187	173	14.57%	4,565	4,179	386	9.24%
Adult Fiction	3,164	2,947	217	7.36%	12,576	11,240	1,336	11.89%
Youth Fiction	2,477	2,512	(35)	-1.39%	9,218	8,693	525	6.04%
Youth Readers	1,453	1,500	(47)	-3.13%	5,867	5,577	290	5.20%
Youth Picture Books	3,408	3,062	346	11.30%	12,700	11,584	1,116	9.63%
Adult Magazines	88	115	(27)	-23.48%	266	337	(71)	-21.07%
Youth Magazines	27	50	(23)	-46.00%	148	98	50	51.02%
Subtotal	12,958	12,348	610	4.94%	49,359	45,221	4,138	9.15%
<b>NORTHPORT</b>								
Adult Nonfiction	276	332	(56)	-16.87%	1,148	1,248	(100)	-8.01%
Youth Nonfiction	299	235	64	27.23%	1,116	975	141	14.46%
Adult Fiction	917	827	90	10.88%	3,481	3,417	64	1.87%
Youth Fiction	323	326	(3)	-0.92%	1,370	1,317	53	4.02%
Youth Readers	274	246	28	11.38%	1,045	970	75	7.73%
Youth Picture Books	645	623	22	3.53%	2,741	2,285	456	19.96%
Adult Magazines	29	27	2	7.41%	121	78	43	55.13%
Youth Magazines	-	-	-	#DIV/0!	8	1	7	700.00%
Subtotal	2,763	2,616	147	5.62%	11,030	10,291	739	7.18%
<b>TOTAL PRINT</b>	<b>35,991</b>	<b>35,084</b>	<b>907</b>	<b>2.59%</b>	<b>141,282</b>	<b>130,532</b>	<b>10,750</b>	<b>8.24%</b>

## 2022 Circulation

**NONPRINT**

<b>OverDrive</b>	19,397	14,979	4,418	29.49%	76,760	63,668	13,092	20.56%
<b>Childrens Devices</b>	14	24	(10)	-41.67%	74	58	16	27.59%
<b>Hoopla</b>	2,605	2,211	394	17.82%	13,998	8,736	5,262	60.24%
<b>Subtotal</b>	22,016	17,214	4,802	27.90%	90,832	72,462	18,370	25.35%

**MAIN**

<b>Adult DVD's</b>	2,971	3,357	(386)	-11.50%	11,876	12,605	(729)	-5.78%
<b>Youth DVD's</b>	402	391	11	2.81%	1,733	1,328	405	30.50%
<b>Video Games</b>	244	232	12	5.17%	1,069	920	149	16.20%
<b>Adult CD's</b>	420	667	(247)	-37.03%	1,947	2,025	(78)	-3.85%
<b>Youth CD's</b>	92	50	42	84.00%	296	203	93	45.81%
<b>Adult Books on CD</b>	154	202	(48)	-23.76%	720	774	(54)	-6.98%
<b>Youth Books on CD</b>	202	161	41	25.47%	759	588	171	29.08%
<b>Kits</b>	285	288	(3)	-1.04%	1,153	874	279	31.92%
<b>Subtotal</b>	4,770	5,348	(578)	-10.81%	19,553	19,317	236	1.22%

**CARLSON**

<b>Adult DVD's</b>	1,553	1,638	(85)	-5.19%	5,984	6,026	(42)	-0.70%
<b>Youth DVD's</b>	482	542	(60)	-11.07%	1,639	2,081	(442)	-21.24%
<b>Video Games</b>	262	225	37	16.44%	927	767	160	20.86%
<b>Adult CD's</b>	271	279	(8)	-2.87%	1,144	916	228	24.89%
<b>Youth CD's</b>	42	58	(16)	-27.59%	206	263	(57)	-21.67%
<b>Adult Books on CD</b>	125	127	(2)	-1.57%	479	456	23	5.04%
<b>Youth Books on CD</b>	151	218	(67)	-30.73%	640	794	(154)	-19.40%
<b>Kits</b>	154	122	32	26.23%	612	437	175	40.05%
<b>Subtotal</b>	3,040	3,209	(169)	-5.27%	11,631	11,740	(109)	-0.93%

**NORTHPORT**

<b>Adult DVD's</b>	857	747	110	14.73%	3,584	2,866	718	25.05%
<b>Youth DVD's</b>	134	75	59	78.67%	532	305	227	74.43%
<b>Video Games</b>	73	78	(5)	-6.41%	284	251	33	13.15%
<b>Adult CD's</b>	72	146	(74)	-50.68%	423	440	(17)	-3.86%
<b>Youth CD's</b>	22	16	6	37.50%	74	51	23	45.10%
<b>Adult Books on CD</b>	25	32	(7)	-21.88%	90	130	(40)	-30.77%
<b>Youth Books on CD</b>	44	38	6	15.79%	181	175	6	3.43%
<b>Kits</b>	40	26	14	53.85%	119	104	15	14.42%
<b>Subtotal</b>	1,267	1,158	109	9.41%	5,287	4,322	965	22.33%

**TOTAL NONPRINT**

<b>TOTAL NONPRINT</b>	31,093	26,929	4,164	15.46%	127,303	107,841	19,462	18.05%
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**INTERLIBRARY LOAN**

<b>Borrowed</b>	222	195	27	13.85%	921	776	145	18.69%
<b>Loaned</b>	332	357	(25)	-7.00%	1,396	1,316	80	6.08%
<b>Subtotal</b>	554	552	2	0.36%	2,317	2,092	225	10.76%

**RENEWALS**

<b>RENEWALS</b>	16,120	12,928	3,192	24.69%	53,388	48,670	4,718	9.69%
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**TOTAL CIRCULATION**

<b>TOTAL CIRCULATION</b>	83,758	75,493	8,265	10.95%	324,290	289,135	35,155	12.16%
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**Fargo Public Library 2023 Total Expenses**  
**33% OF YEAR LAPSED**  
**SUMMARY OF EXPENSE VS. AGGREGATE BUDGET**  
**2023**

Account	Budget Line	Total YTD	Total Encumbrances	Total YTD Expenses + Encumbrances	Total Budget	%	Over/(Under)
Full time staff	11-00	\$ 669,723	\$ -	\$ 669,723	\$ 2,404,676	27.85%	\$ (1,734,952.78)
Full time overtime	11-01	\$ 86	\$ -	\$ 86	\$ -		\$ 86.35
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 17,860	0.00%	\$ (17,860.00)
Part time w/benefits	13-00	\$ 160,587	\$ -	\$ 160,587	\$ 530,198	30.29%	\$ (369,610.96)
Part time w/benefits overtime		\$ 6	\$ -	\$ 6	\$ -		\$ 5.74
Part time banked sick		\$ -	\$ -	\$ -	\$ 256		\$ (256.00)
Part time seasonal no benefits	14-00	\$ 14,213	\$ -	\$ 14,213	\$ 40,000	35.53%	\$ (25,787.30)
Health insurance	20-01	\$ 98,518	\$ -	\$ 98,518	\$ 474,859	20.75%	\$ (376,341.46)
Dental insurance	20-03	\$ 6,642	\$ -	\$ 6,642	\$ 22,888	29.02%	\$ (16,246.36)
Long Term Disability	20-04	\$ 1,253	\$ -	\$ 1,253	\$ 5,448	23.00%	\$ (4,194.71)
Auto Allowance	20-05	\$ 262	\$ -	\$ 262	\$ 900	29.12%	\$ (637.88)
FICA 6.2%	21-01	\$ 49,579	\$ -	\$ 49,579	\$ 182,599	27.15%	\$ (133,020.14)
Medicare 1.45%	21-02	\$ 11,595	\$ -	\$ 11,595	\$ 42,932	27.01%	\$ (31,336.97)
City Pension	22-01	\$ 9,094	\$ -	\$ 9,094	\$ 41,001	22.18%	\$ (31,906.73)
NDPERS Pension	22-04	\$ 58,109	\$ -	\$ 58,109	\$ 198,362	29.29%	\$ (140,253.39)
NDPERS & City Pension	22-05	\$ 1,831	\$ -	\$ 1,831	\$ 6,281	29.15%	\$ (4,450.30)
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ 72,823	0.00%	\$ (72,823.00)
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -		\$ -
Life insurance	26-00	\$ -	\$ -	\$ -	\$ 800	0.00%	\$ (800.00)
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Security Services	38-61	\$ 35,790	\$ 135,846	\$ 171,636	\$ 134,329	127.77%	\$ 37,307.03
Other Services	38-99	\$ 4,868	\$ 6,309	\$ 11,177	\$ 16,500	67.74%	\$ (5,322.90)
Water Sewer	41-05	\$ 1,318	\$ -	\$ 1,318	\$ 6,500	20.28%	\$ (5,181.98)
General equip repair	43-20	\$ 35	\$ -	\$ 35	\$ 3,000	1.18%	\$ (2,964.67)
General equip repair (computer)	43-21	\$ 18,574	\$ -	\$ 18,574	\$ 39,266	47.30%	\$ (20,691.69)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 35,872	\$ 13,718	\$ 49,590	\$ 53,600	92.52%	\$ (4,010.20)
Land and building rent	44-10	\$ 29,448	\$ 49,552	\$ 79,000	\$ 79,000	100.00%	\$ -
Property Insurance	52-10	\$ 5,660	\$ -	\$ 5,660	\$ 12,065	46.91%	\$ (6,405.00)
Automobile liability	52-20	\$ -	\$ -	\$ -	\$ 265	0.00%	\$ (265.00)
General liability	52-30	\$ -	\$ -	\$ -	\$ 9,225	0.00%	\$ (9,225.00)
Cellular phone service	53-20	\$ 1,602	\$ -	\$ 1,602	\$ 5,400	29.66%	\$ (3,798.10)
Other communications	53-60	\$ 800	\$ -	\$ 800	\$ 2,100	38.11%	\$ (1,299.74)
ILS Development	53-61	\$ 19,525	\$ -	\$ 19,525	\$ 46,150	42.31%	\$ (26,625.00)
Mintex/OCLC	53-62	\$ 10,587	\$ -	\$ 10,587	\$ 19,400	54.57%	\$ (8,813.10)
Marketing	54-11	\$ 13,759	\$ -	\$ 13,759	\$ 46,000	29.91%	\$ (32,240.73)
In state travel	56-60	\$ 491	\$ -	\$ 491	\$ 3,500	14.04%	\$ (3,008.61)
Out of state travel	57-60	\$ -	\$ -	\$ -	\$ 5,000	0.00%	\$ (5,000.00)
Due & membership in state	59-10	\$ 2,358	\$ -	\$ 2,358	\$ 2,100	112.29%	\$ 257.99
Dues/membership out state	59-11	\$ 1,250	\$ -	\$ 1,250	\$ 2,000	62.50%	\$ (750.00)
Seminar & conf in state	59-20	\$ 1,488	\$ -	\$ 1,488	\$ 2,500	59.50%	\$ (1,012.50)
Seminar & conf out state	59-21	\$ -	\$ -	\$ -	\$ 2,500	0.00%	\$ (2,500.00)
Office supplies	61-10	\$ 7,277	\$ -	\$ 7,277	\$ 30,000	24.26%	\$ (22,723.07)
Medical supplies	61-20	\$ 12	\$ -	\$ 12	\$ 600	1.97%	\$ (588.21)
General supplies	61-40	\$ 6,988	\$ -	\$ 6,988	\$ 36,000	19.41%	\$ (29,012.29)
Program materials	61-43	\$ 8,025	\$ 275	\$ 8,300	\$ 46,000	18.04%	\$ (37,699.72)
Materials Processing	61-44	\$ 19,460	\$ -	\$ 19,460	\$ 64,569	30.14%	\$ (45,109.50)
Postage	61-50	\$ 105	\$ -	\$ 105	\$ 12,300	0.86%	\$ (12,194.61)
Books & periodicals	61-70	\$ 230,150	\$ 2,478	\$ 232,628	\$ 774,454	30.04%	\$ (541,825.74)
Gasoline		\$ -	\$ -	\$ -	\$ 550	0.00%	\$ (550.00)
Natural gas	62-50	\$ 29,522	\$ -	\$ 29,522	\$ 76,300	38.69%	\$ (46,777.79)
Electricity	62-51	\$ 21,544	\$ -	\$ 21,544	\$ 122,528	17.58%	\$ (100,984.09)
Miscellaneous	68-10	\$ 637	\$ -	\$ 637	\$ 2,000	31.83%	\$ (1,363.35)
Safety compliance	68-50	\$ 165	\$ -	\$ 165	\$ 100	165.00%	\$ 65.00
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 1,588,808	\$ 208,178	\$ 1,796,986	\$ 5,699,684	31.53%	\$ (3,902,698)

Fargo Public Library 2023 Total Expenses

33% OF YEAR LAPSED

EXPENSE VS. BUDGET

2023

MAIN

Account	Budget Line	February	March	April	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 150,811	\$ 151,193	\$ 138,702	\$ 559,942		\$ 1,934,432	29%
Full time overtime	11-01	\$ 18	\$ 9	\$ 27	\$ 86			
Full Time banked sick	11-02	\$ -	\$ -	\$ -	\$ -		\$ 14,423	0%
Part time w/benefits	13-00	\$ 29,235	\$ 27,761	\$ 28,188	\$ 108,708		\$ 419,540	26%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ 6			
Part Time Banked Sick	13-02	\$ -	\$ -	\$ -	\$ -		\$ 256	0%
Part time seasonal no benefits	14-00	\$ 2,373	\$ 2,043	\$ 3,255	\$ 9,464		\$ 30,800	31%
Health insurance	20-01	\$ 21,233	\$ 21,316	\$ 18,843	\$ 77,930		\$ 344,078	23%
Dental insurance	20-03	\$ 1,496	\$ 1,496	\$ 1,350	\$ 5,512		\$ 17,198	32%
Long Term Disability	20-04	\$ 253	\$ 254	\$ 314	\$ 1,020		\$ 4,446	23%
Auto Allowance	20-05	\$ 69	\$ 69	\$ 69	\$ 262		\$ 900	29%
FICA 6.2%	21-01	\$ 10,704	\$ 10,614	\$ 9,988	\$ 39,812		\$ 146,137	27%
Medicare 1.45%	21-02	\$ 2,503	\$ 2,482	\$ 2,336	\$ 9,311		\$ 34,404	27%
City Pension	22-01	\$ 1,694	\$ 1,694	\$ 1,694	\$ 6,412		\$ 27,836	23%
NDPERS Pension	22-04	\$ 12,977	\$ 12,899	\$ 11,902	\$ 48,064		\$ 163,973	29%
NDPERS & City Pension	22-05	\$ 484	\$ 484	\$ 484	\$ 1,831		\$ 6,281	29%
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ -		\$ 45,106	0%
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -			
Life insurance	26-00	\$ -	\$ -	\$ -	\$ -		\$ 800	0%
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ -		\$ 500	0%
Security Services	38-61	\$ 8,273	\$ -	\$ 10,023	\$ 26,416	\$ 71,013	\$ 97,429	100%
Other Services	38-99	\$ 818	\$ 2,341	\$ 762	\$ 4,708	\$ 6,309	\$ 15,000	73%
Water Sewer	41-05	\$ -	\$ -	\$ -	\$ -			
General equip repair	43-20	\$ -	\$ -	\$ -	\$ 35		\$ 3,000	1%
General equip repair (computer)	43-21	\$ 3,012	\$ 349	\$ 27	\$ 17,945		\$ 33,266	54%
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 1,605	\$ 6,546	\$ 1,874	\$ 35,695	\$ 13,718	\$ 47,200	105%
Land and building rent	44-10	\$ -	\$ -	\$ -	\$ -			
Property insurance	52-10	\$ -	\$ 5,660	\$ -	\$ 5,660		\$ 9,010	63%
Automobile liability	52-20	\$ -	\$ -	\$ -	\$ -		\$ 265	0%
General liability	52-30	\$ -	\$ -	\$ -	\$ -		\$ 9,225	0%
Cellular phone service	53-20	\$ -	\$ 401	\$ 801	\$ 1,602		\$ 5,400	30%
Other communications	53-60	\$ -	\$ 200	\$ 400	\$ 800		\$ 2,100	38%
ILS Development	53-61	\$ -	\$ 1,500	\$ -	\$ 19,525		\$ 46,150	42%
Minitex/OCLC	53-62	\$ -	\$ -	\$ -	\$ 10,587		\$ 19,400	55%
Marketing	54-11	\$ 1,433	\$ 3,281	\$ 4,436	\$ 13,759		\$ 46,000	30%
In state travel	56-60	\$ 78	\$ 105	\$ 305	\$ 491		\$ 3,500	14%
Out of state travel	57-60	\$ -	\$ -	\$ -	\$ -		\$ 5,000	0%
Due & membership in state	59-10	\$ 538	\$ -	\$ 45	\$ 2,358		\$ 2,100	112%
Dues/membership out state	59-11	\$ -	\$ -	\$ 155	\$ 1,250		\$ 2,000	63%
Seminar & conf in state	59-20	\$ 905	\$ -	\$ 200	\$ 1,488		\$ 2,500	60%
Seminar & conf out state	59-21	\$ -	\$ -	\$ -	\$ -		\$ 2,500	0%
Office supplies	61-10	\$ 1,304	\$ 899	\$ 316	\$ 3,426		\$ 20,000	17%
Medical supplies	61-20	\$ 12	\$ -	\$ -	\$ 12		\$ 600	2%
General supplies	61-40	\$ 1,826	\$ 1,601	\$ 845	\$ 5,332		\$ 25,000	21%
Program materials	61-43	\$ 2,222	\$ 1,441	\$ 3,265	\$ 8,025	\$ 275	\$ 46,000	18%
Materials Processing	61-44	\$ (67)	\$ 7,421	\$ 8,736	\$ 19,460		\$ 64,569	30%
Postage	61-50	\$ 22	\$ 84	\$ -	\$ 105		\$ 10,000	1%
Books & periodicals	61-70	\$ (38,374)	\$ 49,251	\$ 29,586	\$ 178,840	\$ 2,478	\$ 580,054	31%
Gasoline	62-10	\$ -	\$ -	\$ -	\$ -		\$ 550	0%
Natural gas	62-50	\$ (8,475)	\$ 13,436	\$ 4,258	\$ 17,694		\$ 45,000	39%
Electricity	62-51	\$ (4,915)	\$ 8,585	\$ 6,569	\$ 15,154		\$ 82,500	18%
Miscellaneous	68-10	\$ 216	\$ 47	\$ 257	\$ 637		\$ 2,000	32%
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ 165		\$ 100	165%
Bad Debt					\$ -			
Capital Outlay - Machinery & Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 204,284	\$ 335,459	\$ 290,012	\$ 1,259,529	\$ 93,793	\$ 4,419,528	30.62%

Fargo Public Library 2023 Total Expenses

33% OF YEAR LAPSED

EXPENSE VS. BUDGET

2023

CARLSON

Account	Budget Line	February	March	April	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 14,558	\$ 20,372	\$ 24,753	\$ 70,983		\$ 423,798	17%
Full time overtime	11-01		\$ -	\$ -	\$ -			
full Time Banked Sick	11-02		\$ -	\$ -	\$ -		\$ 3,437	0%
Part time w/benefits	13-00	\$ 9,829	\$ 9,189	\$ 8,710	\$ 34,566		\$ 73,480	47%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -			
Part Time Banked Sick	13-02	\$ -	\$ -	\$ -	\$ -			
Part time seasonal no benefits	14-00	\$ 1,410	\$ 1,392	\$ 897	\$ 4,749		\$ 9,200	52%
Health insurance	20-01	\$ 2,117	\$ 1,436	\$ 6,293	\$ 11,454		\$ 118,614	10%
Dental insurance	20-03	\$ 149	\$ 106	\$ 321	\$ 690		\$ 4,914	14%
Long Term Disability	20-04	\$ 33	\$ 30	\$ 64	\$ 150		\$ 832	18%
Auto Allowance	20-05	\$ -	\$ -	\$ -	\$ -			
FICA 6.2%	21-01	\$ 1,527	\$ 1,856	\$ 1,982	\$ 6,501		\$ 31,566	21%
Medicare 1.45%	21-02	\$ 357	\$ 434	\$ 463	\$ 1,520		\$ 7,383	21%
City Pension	22-01	\$ 709	\$ 709	\$ 709	\$ 2,682		\$ 13,165	20%
NDPERS Pension	22-04	\$ 1,283	\$ 1,171	\$ 2,033	\$ 5,410		\$ 27,482	20%
NDPERS & City Pension	22-05	\$ -	\$ -	\$ -	\$ -			
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ -		\$ 27,717	0%
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -			
Life insurance	26-00	\$ -	\$ -	\$ -	\$ -			
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ -		\$ 500	0%
Security Services	38-61	\$ 3,216	\$ -	\$ 3,575	\$ 9,374	\$ 27,526	\$ 36,900	100%
Other Services	38-99	\$ 32	\$ -	\$ 32	\$ 96		\$ 1,000	10%
Water Sewer	41-05	\$ -	\$ 259	\$ 474	\$ 732		\$ 3,500	21%
General equip repair	43-20	\$ -	\$ -	\$ -	\$ -			
General equip repair (computer)	43-21	\$ -	\$ -	\$ -	\$ 629		\$ 6,000	10%
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ -			
Maintenance service	43-50	\$ -	\$ -	\$ 177	\$ 177		\$ 4,300	4%
Land and building rent	44-10	\$ -	\$ -	\$ -	\$ -			
Property insurance	52-10	\$ -	\$ -	\$ -	\$ -		\$ 2,705	0%
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	\$ 1,502	\$ 348	\$ 264	\$ 2,560		\$ 7,000	37%
Medical supplies	61-20	\$ -	\$ -	\$ -	\$ -			
General supplies	61-40	\$ (2,932)	\$ 500	\$ 211	\$ 1,531		\$ 7,500	20%
Program materials	61-43	\$ -	\$ -	\$ -	\$ -			
Materials Processing	61-44	\$ -	\$ -	\$ -	\$ -			
Postage	61-50	\$ -	\$ -	\$ -	\$ -		\$ 2,300	0%
Books & periodicals	61-70	\$ 1,400	\$ 9,623	\$ 13,176	\$ 34,496		\$ 136,200	25%
Gasoline	62-10	\$ -	\$ -	\$ -	\$ -			
Natural gas	62-50	\$ (5,391)	\$ 7,798	\$ 2,618	\$ 10,415		\$ 27,500	38%
Electricity	62-51	\$ (2,695)	\$ 4,680	\$ -	\$ 4,680		\$ 30,450	15%
Miscellaneous	68-10	\$ -	\$ -	\$ -	\$ -			
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ -			
Bad Debt		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -			
		\$ 27,103	\$ 59,902	\$ 66,751	\$ 203,394	\$ 27,526	\$ 1,007,443	22.9%

**Fargo Public Library 2023 Total Expenses**  
**33% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**  
**2023**  
**NORTHPORT**

Account	Budget Line	February	March	April	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 10,360	\$ 10,013	\$ 11,034	\$ 38,799		\$ 46,446	84%
Full time overtime	11-01	\$ -	\$ -	\$ -	\$ -			
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ -			
Part time w/benefits	13-00	\$ 4,143	\$ 4,595	\$ 4,522	\$ 17,314		\$ 37,178	47%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -			
Part time banked sick		\$ -	\$ -	\$ -	\$ -			
Part time seasonal no benefits	14-00	\$ -	\$ -	\$ -	\$ -			
Health insurance	20-01	\$ 2,326	\$ 2,284	\$ 2,787	\$ 9,134		\$ 12,167	75%
Dental insurance	20-03	\$ 112	\$ 112	\$ 128	\$ 439		\$ 776	57%
Long Term Disability	20-04	\$ 20	\$ 20	\$ 28	\$ 83		\$ 170	49%
Auto Allowance	20-05	\$ -	\$ -	\$ -	\$ -			
FICA 6.2%	21-01	\$ 847	\$ 853	\$ 900	\$ 3,266		\$ 4,896	67%
Medicare 1.45%	21-02	\$ 198	\$ 199	\$ 211	\$ 764		\$ 1,145	67%
City Pension	22-01	\$ -	\$ -	\$ -	\$ -			
NDPERS Pension	22-04	\$ 1,198	\$ 1,207	\$ 1,285	\$ 4,635		\$ 6,907	67%
NDPERS & City Pension	22-05	\$ -	\$ -	\$ -	\$ -			
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ -			
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -			
Life insurance	26-00	\$ -	\$ -	\$ -	\$ -			
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ -			
Security Services	38-61	\$ -	\$ -	\$ -	\$ -			
Other Services	38-99	\$ -	\$ -	\$ 32	\$ 64		\$ 500	13%
Water Sewer	41-05	\$ -	\$ 195	\$ 390	\$ 586		\$ 3,000	20%
General equip repair	43-20	\$ -	\$ -	\$ -	\$ -			
General equip repair (computer)	43-21	\$ -	\$ -	\$ -	\$ -			
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ -			
Maintenance service	43-50	\$ -	\$ -	\$ -	\$ -		\$ 2,100	0%
Land and building rent	44-10	\$ 5,890	\$ 5,890	\$ 5,890	\$ 29,448	\$ 49,552	\$ 79,000	100%
Property insurance	52-10	\$ -	\$ -	\$ -	\$ -		\$ 350	0%
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	\$ 826	\$ 31	\$ 201	\$ 1,290		\$ 3,000	43%
Medical supplies	61-20	\$ -	\$ -	\$ -	\$ -			
General supplies	61-40	\$ 50	\$ 70	\$ -	\$ 125		\$ 3,500	4%
Program materials	61-43	\$ -	\$ -	\$ -	\$ -			
Materials Processing	61-44	\$ -	\$ -	\$ -	\$ -			
Postage	61-50	\$ -	\$ -	\$ -	\$ -			
Books & periodicals	61-70	\$ 725	\$ 4,468	\$ 6,515	\$ 16,815		\$ 58,200	29%
Gasoline	62-10	\$ -	\$ -	\$ -	\$ -			
Natural gas	62-50	\$ (646)	\$ 1,081	\$ 333	\$ 1,413		\$ 3,800	37%
Electricity	62-51	\$ (615)	\$ 1,155	\$ 555	\$ 1,710		\$ 9,578	18%
Miscellaneous	68-10	\$ -	\$ -	\$ -	\$ -			
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ -			
Bad Debt		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -			
		\$ 25,434	\$ 32,171	\$ 34,811	\$ 125,885	\$ 49,552	\$ 272,713	64.33%

**Revenue 2023**

	<b>Fees &amp; Copies 101-0000- 351.25-01</b>	<b>Misc. Revenue 101-0000- 361.61-08</b>
<b>January</b>	\$ 1,701.56	\$ 857.02
<b>February</b>	\$ 1,981.54	\$ 332.09
<b>March</b>	\$ 1,734.45	\$ 213.80
<b>April</b>	\$ 3,079.96	\$ 1,088.52
<b>May</b>		
<b>June</b>		
<b>July</b>		
<b>August</b>		
<b>September</b>		
<b>October</b>		
<b>November</b>		
<b>December</b>		
	\$ 8,497.51	\$ 2,491.43

**Total \$**

**10,988.94**