

Fargo Public Library Board of Directors  
Agenda for Tuesday June 20, 2023  
4:00p.m.  
Fargo City Commission Chambers  
225 4<sup>th</sup> St North  
Fargo, ND 58102

1. Approve Order of the Agenda **Action**
2. Minutes of the May 16 Meeting **Action**
3. Public Comment
4. Staff Report- Megan Lass
5. Director's Report
6. Unfinished Business
  - A. None
7. New Business
  - A. Meeting Room Application Form Draft **Action**
  - B. Social Media Policy For Staff Draft **Action**
8. Statistical Reports
  - A. May Usage
  - B. May Financials
9. Friends of the Library Report
10. Next Regular Meeting: July 18
11. Adjourn

**Fargo Public Library Board**  
**Minutes for Tuesday, May 16, 2023**  
**Fargo City Commission Chambers and Virtual**  
**225 4th Street North, Fargo, ND 58102**

**Board Members Present:** Carlos Hawley, Amy Ouren, Wanda Mengelkoch, Kristen Schipper

**Board Members Absent:** Jenna Reno, Carrie Peterson Hannah James

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

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

**Order of the Agenda**

Kristen Schipper moved to approve the order of the agenda; Amy Ouren seconded the motion. The motion carried.

**Minutes of the April 18 Regular Meeting**

Amy Ouren moved to approve the minutes of the April 18 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:

- Staffing
  - Robert Wilkinson has joined the FPL as Branch Services Librarian this week (May 15).
- Children
  - The Summer Reading Program (Theme: All Together Now) begins with a Jun 5 Kickoff event at Skate City from 10 am – 2pm with free admission and skate rentals for anyone ages 16 and under. Skate rentals for adults is \$10 per person.
  - SRP Pre-Registration begins May 22
  - The Namaste program – kid’s yoga – is Jun 15<sup>th</sup> at 11 am.
- Teen/Tween
  - Teen Book Club begins Jun 6 at 1pm. Book discussion is on *Out: How to be your Authentic Self* by Miles McKenna. They will also be making pride flag or pronoun keychains & necklaces. Copies of the book are available at Carlson and Main information desks.
  - Call of the Wild: Outdoor Skills for Kids is being held Jun 20. Registration is required
- Adult
  - Community Game Nights – begin June 5 – Staff will introduce one game each session. A variety of tabletop games will be provided. Community is encouraged to bring a favorite game to share
  - Puzzle Competition – June 10, 1pm. Teams of up to 4. Teams will have 2 hours to complete a 500 piece puzzle that than can keep. Top 3 teams will win a prize.

### **Director's Report**

Director Tim Dirks summarized the written report in the Board Packet. He highlighted the Read-in Event hosted by the Friends of the Fargo Public Library which was attended by approximately 65-70 people.

### **Unfinished business**

Salary & Benefit Details for the 2024 Staffing Request were provided and reviewed. If approved by the City, these hires will be done early in 2024.

### **New Business**

#### **A. Facilities Master Plan Document**

Tim Dirks presented the Facilities Master Plan Document developed in conjunction with JLG Architects and Library IQ. Amy Ouren moved to approve the plan; Kristen Schipper seconded the motion. The motion carried.

#### **B. Statement of Concern Policy**

Tim Dirks presented the updated Statement of Concern Policy reworded to limit reconsiderations to City of Fargo tax paying residents. Kristin Schipper moved to approve as presented; Wanda Mengelkoch seconded the motion. The motion carried.

#### **C. Legislative Update**

Tim Dirks reported that HB 1205 was passed into law by the Legislature. After several meetings with the City Attorney's office and City Administration, it was decided our current policies and procedures already existing are in compliance and no changes are needed by the Fargo Public Library. We will consider only the Children's Collection (as the specific wording of 1205 indicates) in challenges referencing this law. Tim Dirks explained that we will submit our current policies to the specific legislative management team when directed as per item #4 of Section 1 of the bill.

### **Statistical Reports**

#### **April Usage**

Director Tim Dirks noted that the usage statistics continue to outpace the previous year. Even with several program cancellations due to continued severe winter weather, program attendance increased. Program attendance has increased by 53% and library visits are up 15%

#### **April Financials**

Director Tim Dirks recognized the gifts from the Friends of the Library which were donated towards the Children's Summer Reading Program and funds used for programming and Library Workers Appreciation. Many Thanks to the Friends for their continued support.

In terms of expenditures, 32% of the library's budget has been spent.

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

No Friends report this month

Next Regular Meeting Tuesday, June 20 at 4pm in the Fargo City Commission Chambers.

The meeting adjourned at 4:31 p.m.

Respectfully submitted,  
Cindy Haff

## Staff Report

### June 2023 Library Board Meeting

#### Programming:

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

#### *Children*

- **Celebrate the Longest Day, June 21, 2:00-4:00pm – Main Library.** June 21 marks the summer solstice in our hemisphere, when the North Pole tilts closest to the sun, giving us our longest day. Let's celebrate the occasion along with people around the world! Kids ages 6-12 are invited to join us for an open house event including sun-related crafts, activities, and snacks.
- **Little Squirt Science Creature Features Open House, June 24, 10:00-12:00pm – Northport Library.** We share our world with millions of amazing creatures! Take a peek at the unique features that allow them to eat, stay warm, and survive the outdoors. Preschoolers ages 3-5 are invited to join us at an open house event anytime between 10:00am and 12:00pm for hands-on science activities.
- **Under the Big Top with Ringmaster Aimee Klein.** Run away to the circus with actor, musician, and former ringmaster Aimee Klein as she shares her circus adventures through interactive stories, songs, activities, crafts, and snacks. Geared towards preschoolers and school-age kids, but open to all ages with an imagination!
  - **June 26, 11:00-12:00pm – Main Library**
  - **June 29, 2:00-3:00pm – Carlson Library**
- **Gooseberry Park Players presents *Disney's Descendants*, July 6, 11:00-12:00pm – Main Library.** Cast members from the Gooseberry Park Players' production of *Disney's Descendants* will show you all the ways to be wicked with songs from the show and theater games for kids of all ages!
- **Better Together: Friendship Crafternoons, July 8, 3:00-4:30pm – Northport Library.** Get together with some new friends this summer at the library! The special summer session of Crafternoons will feature friendship crafts. Stop by and get crafty!
- **One World. One Sky at the MSUM Planetarium.** Discover the wonders of the sky with Big Bird, Elmo, and Hu Hu Zhu at the MSUM Planetarium! Watch as the friends learn about the Sun, Moon, and stars and how everyone is connected under one sky. Activities will follow an interactive film. This event is most appropriate for kids ages 3-8. Due to space limitations we ask that all attendees (adults and children) register beginning June 26.
  - **June 10 – 10:00am**
  - **July 13 – 6:30pm**
  - **July 14 – 2:00pm**
- **Chemistry Connections, July 11, 1:00-2:00pm – Main Library.** Join Dr. Graeme Wyllie from Concordia College's Science Academy as he returns for an afternoon of hands-on science activities. Register beginning June 27.

#### *Teens and Tweens*

- **Teen Volunteer, June 21, 1:00-2:00pm – Main Library.** Come volunteer at the Fargo Public Library! You can help make the library great, 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.
- **Pop Art Donut Paintings, June 23, 1:00-2:00pm – Carlson Library.** Paint your own pop art donut painting. Donuts will be provided. Ages 11-18 are welcome to attend.

- **Five Nights at Freddy's Escape Room, July 6 – Main Library.** Can you survive your night shift as a security guard at Freddy Fazbear's and get your check? Registration is required for this event; there are sessions starting at 1:00, 2:00, and 3:00pm.
- **Henna Art Party, July 17, 11:00-12:00pm – Carlson Library.** Try your hand at a henna tattoo! Bring a friend to experiment together with different designs and styles. Ages 11-18 are welcome to attend.

#### *Adults*

- **Community Game Night, July 3, 5:00-7:30pm – Northport Library.** A library staff member will introduce one game each session as a feature and a variety of other tabletop games will be provided. Participants are also encouraged to bring a favorite game they would like to share. All tabletop gaming experience levels are welcome!
- **Boba Tea Tasting, July 12, 6:00-7:00pm – Main Library.** Explore Boba/bubble tea with us. Sample different kinds of this cool drink and learn how to make bubble tea. Bring a friend so you can sip tea and socialize. Registration is recommended and opens two weeks before the event.
- **FPL Jigsaw Puzzle Social, July 15, 9:00-12:00pm – Main Library.** Calling all puzzle lovers! Do you have lots of puzzles just taking up space in your closet? Want to meet other jigsaw enthusiasts? Let's work on a puzzle together while chatting and making friends! We'll have puzzles available or bring some to swap!
- **Book Clubs**
  - **Tea Time, July 10:** *Once There Were Wolves* by Charlotte McConaghy
  - **Diverse Perspectives, July 13:** *Girl, Woman, Other* by Bernardine Evaristo

#### *Multigenerational*

- **Library Learning Garden Volunteer Sessions, Thursdays 10:00-12:00 – Carlson Library.** For the 2023 growing season, the Fargo Public library is partnering with the local community garden group, Growing Together to plant, maintain, and harvest the Library's garden plots at the Dr. James Carlson Library. All ages are welcome to volunteer and no gardening experience is necessary.
- **Friendship Bracelets for All Ages.** Come make friendship bracelets with us! We will have a variety of styles to choose from depending on age and skill level. All materials will be provided.
  - **June 24, 10:00-11:00am – Main Library**
  - **June 26, 6:00-7:00pm – Carlson Library**
- **Volunteer with the River Keepers, June 27, 5:30-7:30pm – Main Library.** Volunteer and help out with the River Keepers! Learn about the River Keepers, what they do, and how to get involved. Then head outside for a hands-on service project. Volunteers will enjoy an outdoor walk and pick up trash near the Red River. Pre-registration is required for this all-ages program.
- **Summer Movies at Carlson.** Join us for free movie and popcorn every other Friday this summer at the Dr. James Carlson Library. All Free Friday Movies start at 1:00pm. Adults must accompany children age 9 and younger.
  - **June 30 – *The Fox and the Hound* (rated G)**
  - **July 14 – *Lilo & Stitch* (rated PG)**

## **FPL DIRECTOR'S REPORT**

June 20, 2023

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

5.26.2023 Met with City Administrator  
5.30.2023 Attended City Cabinet Meeting  
5.31.2023 Met with City Emergency Manager  
6.5.2023 Met with Commission Liaison Arlette Preston  
6.14.2023 Gave Prairie Pulse Interview  
6.15.2023 Attended City of Fargo Recognition Event

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

5.17.2023 Provided Office Hours  
5.17.2023 Quarterly Project Meeting with Branch Services Manager  
5.19.2023 Moderated All Staff Meeting  
5.19.2023 Quarterly Project Meeting with Outreach and Volunteer Manager  
5.23.2023 Moderated Library Dept. Heads Meeting  
5.24.2023 Provided Office Hours  
5.24.2023 Quarterly Project Meeting with Electronic Resources Librarian  
5.31.2023 Provided Office Hours  
5.31.2023 Provided Office Hours  
6.13.2023 Moderated Library Dept. Heads  
6.14.2023 Provided Office Hours  
6.20.2023 Moderated Library Dept. Heads

### **Goal 4 Partnering:**

5.17.2023 Attended Red River Zoo Executive Committee Meeting  
5.25.2023 Moderated meeting with Ethos Hospice Staff  
5.30.2023 Attended Pride of the Prairie Event at Red River Zoo  
6.6.2023 Attended Friends Board Meeting

### **Goal 5 Infrastructure:**

5.24.2023 Attended Main Shade Replacement pre bid meeting  
5.31.2023 Attended Main Shade Replacement meeting  
6.8.2023 Attended Main Shade Replacement bid opening

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

**What:**

Review and approve the updated Meeting Room Application

**Explanation:**

the form has been updated to include a request for a brief description of the meeting/event.

**Director recommendation:**

Approve the updated Meeting Room Application.

**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**

# Application for Use of Fargo Public Library Meeting Room

**Select Location:**

**Main Library**  
102 3<sup>rd</sup> Street North  
**Community Room**  
seats 90  
**Conference Room (x2)**  
seats up to 20

**Carlson Library**  
2801 32<sup>nd</sup> Avenue South  
**Community Room**  
seats 70  
**Conference Room**  
seats 15

**Northport Library**  
2714 North Broadway  
**Community Room**  
seats 50

**Type/Nature of Event** \_\_\_\_\_

**Meeting Date(s):** \_\_\_\_\_

**Time requested:** \_\_\_\_\_ to \_\_\_\_\_ (Please include time for set up and tear down)

**Attendance expected:** \_\_\_\_\_

**Name of person booking room:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address of person or organization:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Select Option:**

**Community Room** (Large Rooms - available at Main, Carlson and Northport)

- For-Profit Organization** – \$100 per four hours
- City of Fargo; Fargo Senior Programs; Fargo Public Library-affiliated groups; book groups; student groups; nonprofit groups and individuals** – No Fee

**Conference Room** (Small Rooms - available at Main and Carlson only)

- Advance booking** – No fee
- Walk In** – No fee

**Equipment** – \$20 fee per booking per day (Not available for Walk In)

- Laptop**
- Projector** (not available in all locations)
- TV** (not available in all locations)
- Wireless Microphone** (Large rooms only)

By submitting this form I agree that *I have read and agree to abide by the Meeting Room Policy. I agree to use the room only for the purposes of the above organization and with the stated date, hours, and attendance. Failure to abide by this agreement may result in the suspension of meeting room privileges.*

**Signature** \_\_\_\_\_ **Date submitted:** \_\_\_\_\_

Return this form to any Fargo Public Library  
location attention Meeting Rooms or email to  
libraryoffice@fargolibrary.org

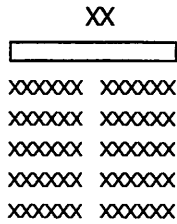


**-Main Library Community Room Use Only-**

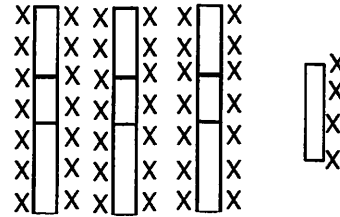
**Room set up to be completed by organizer at Carlson and Northport locations.**

Please make your selection by checking the box next to your choice

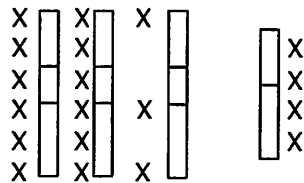
**Standard configuration**  
1 Table, 60 Chairs



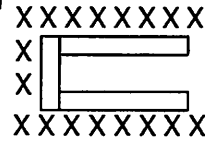
**Luncheon**



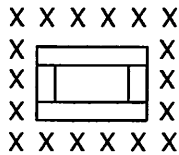
**Classroom**



**Open Cube**



**Closed Cube**



**Custom Configuration**

Please draw what you would like

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

**What:**

Review and approve the updated Social Media Policy for Staff Draft

**Explanation:**

The Social Media Policy for Staff has been updated to reflect current social media platforms.

**Director recommendation:**

Approve the updated Social Media Policy for Staff.

**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 Social Media Policy for Staff

The Fargo Public Library [FPL] recognizes that in order for its staff to be connected to the world of information and to participate in technologies used by our customers, library staff will be engaged in various forms of social media. The Fargo Public Library also recognizes and appreciates that library staff members do make use of personal social media accounts to promote the work of FPL and to raise the profile of the library among employees' networks of contacts.

For purposes of this policy, "social media" is understood to be content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Examples of social media include Facebook, Blogs, MySpace, RSS, YouTube, Second Life (virtual world), Twitter, LinkedIn, Delicious (social bookmarking service), and Flickr (photo sharing through Facebook, Twitter, or email). For purposes of this policy, "social media" is defined as a form of electronic communication (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (such as photos and videos). (Merriam-Webster, 2023). Examples of social media include (but are not limited to): Facebook, Instagram, Twitter, blogs, RSS feeds, Discord, Reddit, LinkedIn, Flickr, and TikTok.

In order to ensure the highest level of professional library service to the citizens-residents of Fargo/members of the public of Fargo and maintain a the maintenance of a positive work environment for all staff, the following policy is provided regarding staff use of personal social media sites:

### Accessing and Participating in Social Media While at Work

1. Social media activity must not interfere with work commitments.
2. Accessing personal social media sites for personal use/non-work-related use, not position-related use, during work hours via city technology is prohibited (-Please see the City's Electronic Communications Policy (200-016)). Accessing social media sites during work hours via city technology for work-related purposes is acceptable.
3. Accessing personal social media sites for non-work-related purposes via personal technologies and/or city technologies while at work in staff areas is permitted during breaks and meal breaks only. Use of City technologies while on a personal break is contingent upon the technology not being needed for Library business. Use of city technologies is authorized unless it is currently unavailable due to library business.
3. Social media activity must not interfere with work commitments.

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Personal Responsibility When Participating in Social Media for Personal or Work-Related Use

1. Employees are responsible for the content of their postings.

—Any non-work-related posting pertaining to FPL/FPL business must clearly state that any comments are the opinions of the employee only. Employees' personal social media accounts and posts do not represent the FPL. To avoid misunderstandings, it is advised that employees use a disclaimer (ex: "opinions are my own"), and not that of the Fargo Public Library.

2.

1. ~~Employees are responsible for the legal content of their postings.~~

2. Each employee utilizing social media sites for both personal and work-related use has the responsibility to treat co-workers and citizens members of the public with respect. Posting verbiage, graphics, or images on personal social media sites that denigrate members of the public or other city employees will be considered harassment per the City's Harassment Policy (200-002-A) and will be considered a violation of the ~~violates~~ the City's Conduct / Ethics Policy (300-005) as well. ~~Employees who violate these policies will be subject to disciplinary action.~~

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\*This policy is not intended to restrict rights under Section 7 of the National Labor Relations Act (NLRA)

Library Use 2023

New Registrations: 601  
 Approx. Registered Patrons: 34,702

ATTENDANCE	May-23	May-22	% CHANGE	2023 YTD	2022 YTD	Diff.	% CHANGE
Door Count Main	17,818	14,877	20%	80,043	69,942	10,101	14%
Door Count Carlson	12,243	9,752	26%	57,522	45,917	11,605	25%
Door Count Northport	3,994	3,984	0%	19,989	19,574	415	2%
Outreach	357	399	-11%	1,831	1,876	(45)	-2%
<b>Total</b>	<b>34,412</b>	<b>29,012</b>	<b>19%</b>	<b>159,385</b>	<b>137,309</b>	<b>22,076</b>	<b>16%</b>

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance					
Adult Programs Main	15	162	50	224%	1,338	745	593	80%
Adult Programs Carlson	11	107	92	16%	575	328	247	75%
Adult Programs Northport	1	4	11	-64%	74	52	22	42%
Teen Programs Main	2	19	10	90%	44	30	14	47%
Teen Programs Carlson	1	20	-		51	58	(7)	-12%
Teen Programs Northport	1	20	-		20	-	20	
Childrens Programs Main	6	161	52	210%	1,780	1,182	598	51%
Childrens Programs Carlson	2	20	8	150%	1,699	1,048	651	62%
Childrens Programs Northport	-	-	-		929	713	216	30%
Community Engagement	11	681	204	234%	1,687	825	862	104%
Outreach Department	1	31	34	-9%	265	213	52	24%
Virtual Adult	1	123	-		522	247	275	111%
Virtual Teen	-	-	-		-	-	-	
Virtual Childrens	2	31	21	48%	201	136	65	48%
<b>Total</b>	<b>54</b>	<b>1,379</b>	<b>482</b>	<b>186%</b>	<b>9,185</b>	<b>5,577</b>	<b>3,608</b>	<b>65%</b>

VOLUNTEER HOURS								
Main		68	80	-15%	280	365	(85)	-23%
Carlson		21	20	5%	108	117	(9)	-8%
Outreach		60	79	-24%	197	315	(118)	-37%
Northport		-	-		-	-		
<b>Total</b>		<b>149</b>	<b>179</b>	<b>-17%</b>	<b>585</b>	<b>797</b>	<b>(212)</b>	<b>-27%</b>

INTERNET SIGNUP								
Main		2,406	2,110	14%	11,483	9,699	1,784	18%
Carlson		1,879	1,653	14%	7,587	7,339	248	3%
Northport		439	359	22%	1,957	1,790	167	9%
<b>Total</b>		<b>4,724</b>	<b>4,122</b>	<b>15%</b>	<b>21,027</b>	<b>18,828</b>	<b>2,199</b>	<b>12%</b>

ELECTRONIC ACTIVITY								
Web page hits		17,696	17,079	4%	90,863	82,173	8,690	11%

## 2023 Circulation

	May-23	May-22	Increase/ Decrease	% CHANGE	2023 YTD	2022 YTD	Increase/ Decrease	% Change YTD
<b>PRINT</b>								
<b>MAIN</b>								
Adult Nonfiction	2,614	2,600	14	0.54%	13,849	13,330	519	3.89%
Youth Nonfiction	1,589	1,352	237	17.53%	9,485	7,882	1,603	20.34%
Adult Fiction	5,918	5,676	242	4.26%	28,035	27,006	1,029	3.81%
Youth Fiction	3,817	3,694	123	3.33%	18,217	16,818	1,399	8.32%
Youth Reader	1,171	1,196	(25)	-2.09%	6,261	6,191	70	1.13%
Youth Picture Books	3,339	3,172	167	5.26%	19,639	17,130	2,509	14.65%
Adult Magazines	84	53	31	58.49%	478	542	(64)	-11.81%
Youth Magazines	16	32	(16)		85	72	13	18.06%
Subtotal	18,548	17,775	773	4.35%	96,049	88,971	7,078	7.96%
<b>OUTREACH</b>								
Deposit	908	947	(39)	-4.12%	4,300	4,771	(471)	-9.87%
<b>CARLSON</b>								
Adult Nonfiction	928	884	44	4.98%	4,947	4,397	550	12.51%
Youth Nonfiction	1,084	1,032	52	5.04%	5,649	5,211	438	8.41%
Adult Fiction	3,197	3,176	21	0.66%	15,773	14,416	1,357	9.41%
Youth Fiction	2,435	2,785	(350)	-12.57%	11,653	11,478	175	1.52%
Youth Readers	1,502	1,387	115	8.29%	7,369	6,964	405	5.82%
Youth Picture Books	2,573	2,665	(92)	-3.45%	15,273	14,249	1,024	7.19%
Adult Magazines	70	102	(32)	-31.37%	336	439	(103)	-23.46%
Youth Magazines	30	44	(14)		178	142	36	25.35%
Subtotal	11,819	12,075	(256)	-2.12%	61,178	57,296	3,882	6.78%
<b>NORTHPORT</b>								
Adult Nonfiction	279	241	38	15.77%	1,427	1,489	(62)	-4.16%
Youth Nonfiction	261	272	(11)	-4.04%	1,377	1,247	130	10.43%
Adult Fiction	879	882	(3)	-0.34%	4,360	4,299	61	1.42%
Youth Fiction	368	387	(19)	-4.91%	1,738	1,704	34	2.00%
Youth Readers	183	199	(16)	-8.04%	1,228	1,169	59	5.05%
Youth Picture Books	571	571	-	0.00%	3,312	2,856	456	15.97%
Adult Magazines	21	34	(13)	-38.24%	142	112	30	26.79%
Youth Magazines	1	1	-		9	2	7	350.00%
Subtotal	2,563	2,587	(24)	-0.93%	13,593	12,878	715	5.55%
<b>TOTAL PRINT</b>	<b>33,838</b>	<b>33,384</b>	<b>454</b>	<b>1.36%</b>	<b>175,120</b>	<b>163,916</b>	<b>11,204</b>	<b>6.84%</b>

## 2023 Circulation

**NONPRINT**

<b>OverDrive</b>	19,329	15,321	4,008	26.16%	96,089	78,989	17,100	21.65%
<b>Childrens Devices</b>	15	11	4	36.36%	89	69	20	28.99%
<b>Hoopla</b>	2,975	2,528	447	17.68%	16,973	11,264	5,709	50.69%
<b>Subtotal</b>	<b>22,319</b>	<b>17,860</b>	<b>4,459</b>	<b>24.97%</b>	<b>113,151</b>	<b>90,322</b>	<b>22,829</b>	<b>25.28%</b>

**MAIN**

Adult DVD's	2,643	2,904	(261)	-8.99%	14,519	15,509	(990)	-6.38%
Youth DVD's	389	380	9	2.37%	2,122	1,708	414	24.24%
Video Games	263	231	32	13.85%	1,332	1,151	181	15.73%
Adult CD's	376	511	(135)	-26.42%	2,323	2,536	(213)	-8.40%
Youth CD's	60	65	(5)	-7.69%	356	268	88	32.84%
Adult Books on CD	190	185	5	2.70%	910	959	(49)	-5.11%
Youth Books on CD	173	215	(42)	-19.53%	932	803	129	16.06%
Kits	258	225	33	14.67%	1,411	1,099	312	28.39%
<b>Subtotal</b>	<b>4,352</b>	<b>4,716</b>	<b>(364)</b>	<b>-7.72%</b>	<b>23,905</b>	<b>24,033</b>	<b>(128)</b>	<b>-0.53%</b>

**CARLSON**

Adult DVD's	1,415	1,581	(166)	-10.50%	7,399	7,607	(208)	-2.73%
Youth DVD's	497	441	56	12.70%	2,136	2,522	(386)	-15.31%
Video Games	209	193	16	8.29%	1,136	960	176	18.33%
Adult CD's	300	172	128	74.42%	1,444	1,088	356	32.72%
Youth CD's	61	81	(20)	-24.69%	267	344	(77)	-22.38%
Adult Books on CD	111	150	(39)	-26.00%	590	606	(16)	-2.64%
Youth Books on CD	167	183	(16)	-8.74%	807	977	(170)	-17.40%
Kits	180	111	69	62.16%	792	548	244	44.53%
<b>Subtotal</b>	<b>2,940</b>	<b>2,912</b>	<b>28</b>	<b>0.96%</b>	<b>14,571</b>	<b>14,652</b>	<b>(81)</b>	<b>-0.55%</b>

**NORTHPORT**

Adult DVD's	735	603	132	21.89%	4,319	3,469	850	24.50%
Youth DVD's	87	106	(19)	-17.92%	619	411	208	50.61%
Video Games	64	55	9	16.36%	348	306	42	13.73%
Adult CD's	121	90	31	34.44%	544	530	14	2.64%
Youth CD's	23	11	12	109.09%	97	62	35	56.45%
Adult Books on CD	47	29	18	62.07%	137	159	(22)	-13.84%
Youth Books on CD	40	62	(22)	-35.48%	221	237	(16)	-6.75%
Kits	28	30	(2)	-6.67%	147	134	13	9.70%
<b>Subtotal</b>	<b>1,145</b>	<b>986</b>	<b>159</b>	<b>16.13%</b>	<b>6,432</b>	<b>5,308</b>	<b>1,124</b>	<b>21.18%</b>

<b>TOTAL NONPRINT</b>	<b>30,756</b>	<b>26,474</b>	<b>4,282</b>	<b>16.17%</b>	<b>158,059</b>	<b>134,315</b>	<b>23,744</b>	<b>17.68%</b>
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**INTERLIBRARY LOAN**

Borrowed	221	203	18	8.87%	1,142	979	163	16.65%
Loaned	378	352	26	7.39%	1,774	1,668	106	6.35%
<b>Subtotal</b>	<b>599</b>	<b>555</b>	<b>44</b>	<b>7.93%</b>	<b>2,916</b>	<b>2,647</b>	<b>269</b>	<b>10.16%</b>

<b>RENEWALS</b>	<b>13,556</b>	<b>12,691</b>	<b>865</b>	<b>6.82%</b>	<b>66,944</b>	<b>61,361</b>	<b>5,583</b>	<b>9.10%</b>
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<b>TOTAL CIRCULATION</b>	<b>78,749</b>	<b>73,104</b>	<b>5,645</b>	<b>7.72%</b>	<b>403,039</b>	<b>362,239</b>	<b>40,800</b>	<b>11.26%</b>
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**Fargo Public Library 2023 Total Expenses**  
**42% 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	\$ 844,282	\$ -	\$ 844,282	\$ 2,404,676	35.11%	\$ (1,560,394.24)
Full time overtime	11-01	\$ 95	\$ -	\$ 95	\$ -		\$ 94.87
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 17,860	0.00%	\$ (17,860.00)
Part time w/benefits	13-00	\$ 203,158	\$ -	\$ 203,158	\$ 530,198	38.32%	\$ (327,039.79)
Part time w/benefits overtime		\$ 6	\$ -	\$ 6	\$ -		\$ 5.74
Part time banked sick		\$ -	\$ -	\$ -	\$ 256		\$ (256.00)
Part time seasonal no benefits	14-00	\$ 18,344	\$ -	\$ 18,344	\$ 40,000	45.86%	\$ (21,656.30)
Health insurance	20-01	\$ 124,997	\$ -	\$ 124,997	\$ 474,859	26.32%	\$ (349,862.28)
Dental Insurance	20-03	\$ 8,398	\$ -	\$ 8,398	\$ 22,888	36.69%	\$ (14,489.88)
Long Term Disability	20-04	\$ 1,761	\$ -	\$ 1,761	\$ 5,448	32.32%	\$ (3,687.25)
Auto Allowance	20-05	\$ 331	\$ -	\$ 331	\$ 900	36.82%	\$ (568.64)
FICA 6.2%	21-01	\$ 62,547	\$ -	\$ 62,547	\$ 182,599	34.25%	\$ (120,051.98)
Medicare 1.45%	21-02	\$ 14,628	\$ -	\$ 14,628	\$ 42,932	34.07%	\$ (28,304.11)
City Pension	22-01	\$ 11,497	\$ -	\$ 11,497	\$ 41,001	28.04%	\$ (29,504.47)
NDPERS Pension	22-04	\$ 73,426	\$ -	\$ 73,426	\$ 198,362	37.02%	\$ (124,935.98)
NDPERS & City Pension	22-05	\$ 2,314	\$ -	\$ 2,314	\$ 6,281	36.85%	\$ (3,966.72)
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	\$ 45,824	\$ 125,812	\$ 171,636	\$ 134,329	127.77%	\$ 37,307.03
Other Services	38-99	\$ 5,005	\$ 6,269	\$ 11,273	\$ 16,500	68.32%	\$ (5,226.90)
Water Sewer	41-05	\$ 1,318	\$ -	\$ 1,318	\$ 6,500	20.28%	\$ (5,181.98)
General equip repair	43-20	\$ 235	\$ -	\$ 235	\$ 3,000	7.84%	\$ (2,764.67)
General equip repair (computer)	43-21	\$ 18,706	\$ -	\$ 18,706	\$ 39,266	47.64%	\$ (20,559.70)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 37,324	\$ 12,266	\$ 49,590	\$ 53,600	92.52%	\$ (4,010.20)
Land and building rent	44-10	\$ 35,338	\$ 43,662	\$ 79,000	\$ 79,000	100.00%	\$ -
Property insurance	52-10	\$ 11,404	\$ -	\$ 11,404	\$ 12,065	94.52%	\$ (661.00)
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)
Minitex/OCLC	53-62	\$ 10,587	\$ -	\$ 10,587	\$ 19,400	54.57%	\$ (8,813.10)
Marketing	54-11	\$ 15,499	\$ -	\$ 15,499	\$ 46,000	33.69%	\$ (30,501.31)
In state travel	56-60	\$ 647	\$ -	\$ 647	\$ 3,500	18.49%	\$ (2,852.73)
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	\$ 1,676	\$ -	\$ 1,676	\$ 2,500	67.06%	\$ (823.56)
Seminar & conf out state	59-21	\$ -	\$ -	\$ -	\$ 2,500	0.00%	\$ (2,500.00)
Office supplies	61-10	\$ 8,768	\$ -	\$ 8,768	\$ 30,000	29.23%	\$ (21,231.54)
Medical supplies	61-20	\$ 12	\$ -	\$ 12	\$ 600	1.97%	\$ (588.21)
General supplies	61-40	\$ 8,360	\$ 5,942	\$ 14,301	\$ 36,000	39.73%	\$ (21,698.70)
Program materials	61-43	\$ 9,962	\$ -	\$ 9,962	\$ 46,000	21.66%	\$ (36,038.30)
Materials Processing	61-44	\$ 25,235	\$ -	\$ 25,235	\$ 64,569	39.08%	\$ (39,333.58)
Postage	61-50	\$ 8,105	\$ -	\$ 8,105	\$ 12,300	65.90%	\$ (4,194.61)
Books & periodicals	61-70	\$ 271,437	\$ 1,212	\$ 272,649	\$ 774,454	35.21%	\$ (501,804.94)
Gasoline		\$ -	\$ -	\$ -	\$ 550	0.00%	\$ (550.00)
Natural gas	62-50	\$ 33,341	\$ -	\$ 33,341	\$ 76,300	43.70%	\$ (42,959.17)
Electricity	62-51	\$ 29,158	\$ -	\$ 29,158	\$ 122,528	23.80%	\$ (93,370.05)
Miscellaneous	68-10	\$ 1,017	\$ -	\$ 1,017	\$ 2,000	50.83%	\$ (983.47)
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	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 1,970,441	\$ 195,163	\$ 2,165,603	\$ 5,699,684	38.00%	\$ (3,534,081)

**Fargo Public Library 2023 Total Expenses**

**42% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**

**2023**

**MAIN**

Account	Budget Line	March	April	May	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 151,193	\$ 138,702	\$ 136,491	\$ 696,432		\$ 1,934,432	36%
Full time overtime	11-01	\$ 9	\$ 27	\$ 9	\$ 95			
Full Time banked sick	11-02	\$ -	\$ -	\$ -	\$ -		\$ 14,423	0%
Part time w/benefits	13-00	\$ 27,761	\$ 28,188	\$ 28,745	\$ 137,453		\$ 419,540	33%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ 6			
Part Time Banked Sick	13-02	\$ -	\$ -	\$ -	\$ -		\$ 256	0%
Part time seasonal no benefits	14-00	\$ 2,043	\$ 3,255	\$ 3,171	\$ 12,635		\$ 30,800	41%
Health insurance	20-01	\$ 21,316	\$ 18,843	\$ 18,467	\$ 96,396		\$ 344,078	28%
Dental insurance	20-03	\$ 1,496	\$ 1,350	\$ 1,325	\$ 6,838		\$ 17,198	40%
Long Term Disability	20-04	\$ 254	\$ 314	\$ 388	\$ 1,408		\$ 4,446	32%
Auto Allowance	20-05	\$ 69	\$ 69	\$ 69	\$ 331		\$ 900	37%
FICA 6.2%	21-01	\$ 10,614	\$ 9,988	\$ 9,886	\$ 49,697		\$ 146,137	34%
Medicare 1.45%	21-02	\$ 2,482	\$ 2,336	\$ 2,312	\$ 11,623		\$ 34,404	34%
City Pension	22-01	\$ 1,694	\$ 1,694	\$ 1,694	\$ 8,106		\$ 27,836	29%
NDPERS Pension	22-04	\$ 12,899	\$ 11,902	\$ 11,763	\$ 59,827		\$ 163,973	36%
NDPERS & City Pension	22-05	\$ 484	\$ 484	\$ 484	\$ 2,314		\$ 6,281	37%
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	\$ -	\$ 10,023	\$ 7,167	\$ 33,583	\$ 63,846	\$ 97,429	100%
Other Services	38-99	\$ 2,341	\$ 762	\$ 104	\$ 4,813	\$ 6,269	\$ 15,000	74%
Water Sewer	41-05	\$ -	\$ -	\$ -	\$ -			
General equip repair	43-20	\$ -	\$ -	\$ 200	\$ 235		\$ 3,000	8%
General equip repair (computer)	43-21	\$ 349	\$ 27	\$ 132	\$ 18,077		\$ 33,266	54%
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 6,546	\$ 1,874	\$ 1,452	\$ 37,147	\$ 12,266	\$ 47,200	105%
Land and building rent	44-10	\$ -	\$ -	\$ -	\$ -			
Property insurance	52-10	\$ 5,660	\$ -	\$ 3,918	\$ 9,578		\$ 9,010	106%
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	\$ 3,281	\$ 4,436	\$ 1,739	\$ 15,499		\$ 46,000	34%
In state travel	56-60	\$ 105	\$ 305	\$ 156	\$ 647		\$ 3,500	18%
Out of state travel	57-60	\$ -	\$ -	\$ -	\$ -		\$ 5,000	0%
Due & membership in state	59-10	\$ -	\$ 45	\$ -	\$ 2,358		\$ 2,100	112%
Dues/membership out state	59-11	\$ -	\$ 155	\$ -	\$ 1,250		\$ 2,000	63%
Seminar & conf in state	59-20	\$ -	\$ 200	\$ 189	\$ 1,676		\$ 2,500	67%
Seminar & conf out state	59-21	\$ -	\$ -	\$ -	\$ -		\$ 2,500	0%
Office supplies	61-10	\$ 899	\$ 316	\$ 692	\$ 4,118		\$ 20,000	21%
Medical supplies	61-20	\$ -	\$ -	\$ -	\$ 12		\$ 600	2%
General supplies	61-40	\$ 1,601	\$ 845	\$ 1,320	\$ 6,652	\$ 5,942	\$ 25,000	50%
Program materials	61-43	\$ 1,441	\$ 3,265	\$ 1,936	\$ 9,962		\$ 46,000	22%
Materials Processing	61-44	\$ 7,421	\$ 8,736	\$ 5,776	\$ 25,235		\$ 64,569	39%
Postage	61-50	\$ 84	\$ -	\$ 8,000	\$ 8,105		\$ 10,000	81%
Books & periodicals	61-70	\$ 49,251	\$ 29,586	\$ 29,881	\$ 208,721	\$ 1,212	\$ 580,054	36%
Gasoline	62-10		\$ -	\$ -	\$ -		\$ 550	0%
Natural gas	62-50	\$ 13,436	\$ 4,258	\$ 2,383	\$ 20,076		\$ 45,000	45%
Electricity	62-51	\$ 8,585	\$ 6,569	\$ 4,406	\$ 19,560		\$ 82,500	24%
Miscellaneous	68-10	\$ 47	\$ 257	\$ 380	\$ 1,017		\$ 2,000	51%
Safety compliance	68-50		\$ -		\$ 165		\$ 100	165%
Bad Debt					\$ -			
Capital Outlay - Machinery & Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 335,459	\$ 290,012	\$ 284,634	\$ 1,544,163	\$ 89,534	\$ 4,419,528	36.97%

Fargo Public Library 2023 Total Expenses

42% OF YEAR LAPSED

EXPENSE VS. BUDGET

2023

CARLSON

Account	Budget Line	March	April	May	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 20,372	\$ 24,753	\$ 23,856	\$ 94,839		\$ 423,798	22%
Full time overtime	11-01	\$ -	\$ -	\$ -	\$ -			
full Time Banked Sick	11-02	\$ -	\$ -	\$ -	\$ -		\$ 3,437	0%
Part time w/benefits	13-00	\$ 9,189	\$ 8,710	\$ 8,723	\$ 43,288		\$ 73,480	59%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -			
Part Time Banked Sick	13-02	\$ -	\$ -	\$ -	\$ -			
Part time seasonal no benefits	14-00	\$ 1,392	\$ 897	\$ 960	\$ 5,709		\$ 9,200	62%
Health insurance	20-01	\$ 1,436	\$ 6,293	\$ 5,152	\$ 16,606		\$ 118,614	14%
Dental insurance	20-03	\$ 106	\$ 321	\$ 271	\$ 961		\$ 4,914	20%
Long Term Disability	20-04	\$ 30	\$ 64	\$ 75	\$ 225		\$ 832	27%
Auto Allowance	20-05	\$ -	\$ -	\$ -	\$ -			
FICA 6.2%	21-01	\$ 1,856	\$ 1,982	\$ 1,953	\$ 8,454		\$ 31,566	27%
Medicare 1.45%	21-02	\$ 434	\$ 463	\$ 457	\$ 1,977		\$ 7,383	27%
City Pension	22-01	\$ 709	\$ 709	\$ 709	\$ 3,391		\$ 13,165	26%
NDPERS Pension	22-04	\$ 1,171	\$ 2,033	\$ 1,959	\$ 7,369		\$ 27,482	27%
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	\$ -	\$ 3,575	\$ 2,867	\$ 12,241	\$ 24,659	\$ 36,900	100%
Other Services	38-99	\$ -	\$ 32	\$ 32	\$ 128		\$ 1,000	13%
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	\$ -	\$ -	\$ 1,614	\$ 1,614		\$ 2,705	60%
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	\$ 348	\$ 264	\$ 238	\$ 2,798		\$ 7,000	40%
Medical supplies	61-20	\$ -	\$ -	\$ -	\$ -			
General supplies	61-40	\$ 500	\$ 211	\$ 51	\$ 1,582		\$ 7,500	21%
Program materials	61-43	\$ -	\$ -	\$ -	\$ -			
Materials Processing	61-44	\$ -	\$ -	\$ -	\$ -			
Postage	61-50	\$ -	\$ -	\$ -	\$ -		\$ 2,300	0%
Books & periodicals	61-70	\$ 9,623	\$ 13,176	\$ 7,689	\$ 42,184		\$ 136,200	31%
Gasoline	62-10	\$ -	\$ -	\$ -	\$ -			
Natural gas	62-50	\$ 7,798	\$ 2,618	\$ 1,279	\$ 11,694		\$ 27,500	43%
Electricity	62-51	\$ 4,680	\$ -	\$ 2,688	\$ 7,368		\$ 30,450	24%
Miscellaneous	68-10	\$ -	\$ -	\$ -	\$ -			
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ -			
Bad Debt		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -			
		\$ 59,902	\$ 66,751	\$ 60,571	\$ 263,966	\$ 24,659	\$ 1,007,443	28.6%

**Fargo Public Library 2023 Total Expenses**

**42% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**

**2023**

**NORTHPORT**

<b>Account</b>	<b>Budget Line</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>YTD</b>	<b>Encumbrances</b>	<b>Budget</b>	<b>% Budget Used</b>
Full time staff	11-00	\$ 10,013	\$ 11,034	\$ 14,212	\$ 53,011		\$ 46,446	114%
Full time overtime	11-01	\$ -	\$ -	\$ -	\$ -			
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ -			
Part time w/benefits	13-00	\$ 4,595	\$ 4,522	\$ 5,103	\$ 22,417		\$ 37,178	60%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -			
Part time banked sick		\$ -	\$ -	\$ -	\$ -			
Part time seasonal no benefits	14-00	\$ -	\$ -	\$ -	\$ -			
Health insurance	20-01	\$ 2,284	\$ 2,787	\$ 2,860	\$ 11,995		\$ 12,167	99%
Dental insurance	20-03	\$ 112	\$ 128	\$ 160	\$ 600		\$ 776	77%
Long Term Disability	20-04	\$ 20	\$ 28	\$ 44	\$ 127		\$ 170	75%
Auto Allowance	20-05	\$ -	\$ -	\$ -	\$ -			
FICA 6.2%	21-01	\$ 853	\$ 900	\$ 1,130	\$ 4,396		\$ 4,896	90%
Medicare 1.45%	21-02	\$ 199	\$ 211	\$ 264	\$ 1,028		\$ 1,145	90%
City Pension	22-01	\$ -	\$ -	\$ -	\$ -			
NDPERS Pension	22-04	\$ 1,207	\$ 1,285	\$ 1,595	\$ 6,230		\$ 6,907	90%
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	\$ 35,338	\$ 43,662	\$ 79,000	100%
Property insurance	52-10	\$ -	\$ -	\$ 213	\$ 213		\$ 350	61%
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	\$ 31	\$ 201	\$ 562	\$ 1,852		\$ 3,000	62%
Medical supplies	61-20	\$ -	\$ -	\$ -	\$ -			
General supplies	61-40	\$ 70	\$ -	\$ -	\$ 125		\$ 3,500	4%
Program materials	61-43	\$ -	\$ -	\$ -	\$ -			
Materials Processing	61-44	\$ -	\$ -	\$ -	\$ -			
Postage	61-50	\$ -	\$ -	\$ -	\$ -			
Books & periodicals	61-70	\$ 4,468	\$ 6,515	\$ 3,717	\$ 20,532		\$ 58,200	35%
Gasoline	62-10	\$ -	\$ -	\$ -	\$ -			
Natural gas	62-50	\$ 1,081	\$ 333	\$ 158	\$ 1,571		\$ 3,800	41%
Electricity	62-51	\$ 1,155	\$ 555	\$ 519	\$ 2,229		\$ 9,578	23%
Miscellaneous	68-10	\$ -	\$ -	\$ -	\$ -			
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ -			
Bad Debt		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -			
		\$ 32,171	\$ 34,811	\$ 36,428	\$ 162,313	\$ 43,662	\$ 272,713	75.53%

<b>Revenue 2023</b>		
	<b>Fees &amp; Copies 101-0000-351.25-01</b>	<b>Misc. Revenue 101-0000-361.61-08</b>
<b>January</b>	\$ 1,701.56	\$ 857.02
<b>February</b>	\$ 1,981.54	\$ 332.09
<b>March</b>	\$ 1,734.45	\$ 213.80
<b>April</b>	\$ 3,079.96	\$ 1,088.52
<b>May</b>	\$ 1,481.31	\$ 1,780.21
<b>June</b>		
<b>July</b>		
<b>August</b>		
<b>September</b>		
<b>October</b>		
<b>November</b>		
<b>December</b>		
	\$ 9,978.82	\$ 4,271.64

**Total \$ 14,250.46**