

Fargo Public Library Board of Directors  
Agenda for Tuesday July 16, 2024  
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 June 18, Meeting **Action**
3. Public Comment
4. Staff Report- Megan Lass
5. Director's Report
6. Unfinished Business
  - A. None
7. New Business
  - A. 2025 Budget Update
8. Statistical Reports
  - A. June Usage
  - B. June Financials
9. Friends of the Library Report
10. Next Regular Meeting: August 20
11. Adjourn

**Fargo Public Library Board  
Minutes for Tuesday, June 18, 2024  
Fargo City Commission Chambers and Virtual  
225 4th Street North, Fargo, ND 58102**

**Board Members Present:** Amy Ouren, Paul Jensen, Kristen Schipper, Hannah James (online), Wanda Mengelkoch (Online)

**Board Members Absent:** Jenna Reno, John Rodenbiker

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

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

**Order of the Agenda**

Paul Jensen moved to approve the order of the agenda; Kristen Schipper seconded the motion. The motion carried.

**Minutes of the May 21 Regular Meeting**

Kristen Schipper moved to approve the minutes of the May 21 Regular Meeting; Paul Jensen seconded the motion. The motion carried.

**Public Comment**

There was no one present for public comment

**Staff Report**

Megan Lass presented highlights of staff updates and events including:

- Staffing
  - Currently hiring for 2 librarian positions, 1 Library Associate PT position
- Children
  - Know My Culture: Japan (Open to all ages)
    - Jun 22, 2pm at Main
  - Gooseberry Park Players preview of *The Little Mermaid*
    - Jun 28, 11:30am at Main
  - Mixed Nuts Comedy Show
    - Jun 28, 1pm at Carlson
- Teens
  - Investigator Adventures
    - Jun 29, 1pm at Main (Registration is required)
- Adult
  - Science Fiction and Fantasy Book Club (inaugural meeting)
    - Jun 26, 5:30pm at Carlson (will meet quarterly)

**Director's Report**

Director Tim Dirks highlighted his Quarterly Check-in meetings with Administrative Staff

### **Unfinished business**

There was no unfinished business

### **New Business**

- Review of Notary Public Policy
  - A motion to approve the draft was made by Paul Jensen. It was seconded by Kristen Schipper. The motion carried unanimously with no further discussion.
- Library Equipment for Virtual Meetings Policy Presentation
  - Deputy Director Beth Postema explained the history of why and how this policy was developed
  - A motion to approve the policy was made by Kristen Schipper. It was seconded by Hannah James. The motion carried unanimously with no discussion

### **Statistical Reports**

#### **May Usage**

Director Tim Dirks noted strong increases in all areas of Library Use over 2024, noting that May was another record breaking month for circulation. Overall, circulation has increased 10.85% or over 43,000 titles.

#### **May Financials**

Director Tim Dirks noted continued gifts from the Friends of the Fargo Public Library with our sincere thanks as well as several memorial gifts last month and our thanks to the FM Rotary for their donation of children's literature. 2024 Revenue to date was \$15,368.30.

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

There was no report from the Friends this month

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

The meeting adjourned at 4:18 p.m.

Respectfully submitted,  
Cindy Haff

## Staff Report

### July 2024 Library Board Meeting

#### Staffing:

- Anna Lynch is the new Teen Librarian/ Adult Services Librarian.
- Dani Leapaldt has been promoted from LAIII to Librarian I at Northport Library

#### Community Engagement:

- Fargo Police Community Picnic, June 26 at Broadway Square
- Fiber Arts Festival, Aug. 3 at Red River Valley Fair Grounds
- Pride in the Park, Aug. 10 at Bluestem in Moorhead

#### Programming:

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

#### *Children*

- **As of 7/10/2024, this event is cancelled.** "Below the Plains" Presentation for kids with Tom Askjem, July 22, 2 p.m. – Main Library. Tom Askjem digs history – literally! The self-taught citizen archeologist makes his living digging for historical treasure on sites where outhouses (which were also used as garbage pits) and homesteads used to sit. There he unearths history and uncovers stories from items that might otherwise be lost forever. Askjem will highlight two digs in spots from the Wild West era – Fort Pembina, ND, and Tackett Station, a former stagecoach stop in South Dakota. He'll share some of his finds and explain how he researches and locates his targets. He'll also explain what led to the unique occupation that has taken him across the Midwest, produced two books, and is subject of the YouTube channel "Below the Plains." No registration is required. This free event is most appropriate for kids and families.
- **Adventures in Science! for Kids, July 23, 1 p.m. – Main Library.** Oh the places you'll go as you get set for an adventure exploring strange new environments! Not everywhere is as safe as the Fargo Public Library, so we need science as we explore. Join Dr. Graeme and his students from Concordia Science Academy in learning how science keeps us safe as we explore the world - and beyond. All materials will be provided. Registration is required.
- **Navy Week Events: Sailors Read to Kids Storytime, July 25, 10 a.m. –Main Library**  
Join us for a storytime featuring special guests, Navy Operational Support Center Sailors, who will share their favorite stories as well as talk to kids about what it's like to serve in the Navy. This event is open to all ages, but is most appropriate for kids ages 3 to 7. No pre-registration is required to attend.
- **Little Squirt Travel Science, July 26, 11 a.m. – Main Library & July 27, 11 a.m. – Dr. James Carlson Library.** How do boats float? How do airplanes stay in the sky? How does a bicycle work? Whether your travel adventure is by boat, plane or bike, it involves science! Explore the science of travel through stories and hands-on activities at this session of Little Squirt Science, for kids ages 3 - 5. Please note: parent/child interaction during these sessions is necessary to foster a child's success. This is best accomplished through undivided attention. Pre-registration is required.
- **Preschool & Toddler Yoga, Aug. 8, 10 a.m. – Main Library.** It's never too soon to learn how to relax, breathe, pose, and find your center all while having fun with a certified yoga instructor from Mojo Fit. Little ones should come dressed to stretch and move. This class is best suited for ages 2-6.

- **School Supply BINGO, Aug. 12, 11 a.m. – Main Library; Aug. 13, 10 a.m. – Northport Library; and Aug. 13, 2 p.m. – Dr. James Carlson Library.** B-I-N-G-O for school supplies. Come play Bingo and win supplies for the up and coming school year. This event is for kids in grades Kindergarten and up.

#### *Teens and tweens*

- **Reverse Glass Painting for Teens, July 19, 1 p.m. – Main Library.** Reverse glass painting is a different style of painting where you build on your design backwards- starting with the finishing touches and ending with the background. Teens are invited to come learn this fun technique! All supplies will be provided. This program is for teens ages 11-18. Registration is required.
- **Adventures in Science! for Teens, July 23, 3 p.m. – Main Library.** Oh the places you'll go as you get set for an adventure exploring strange new environments! Not everywhere is as safe as the Fargo Public Library, so we need science as we explore. Join Dr. Graeme and his students from Concordia Science Academy in learning how science keeps us safe as we explore the world - and beyond. All materials will be provided. Registration is required.
- **Make Your Own Comic for Teens, July 26, 1 p.m. – Main Library.** Comics are as fun to make as they are to read! Don't like to draw? We'll have templates available with the characters already on them, just add words. All materials will be provided. This program is for teens ages 11-18. Registration is required.
- **Cupcake Decorating Contest for Teens, Aug. 1, 1 p.m. – Dr. James Carlson Library.** Come decorate a cupcake and vote on your favorites! Cupcakes, frosting, candy, sprinkles, and other supplies will be provided- just bring your creativity! This program is for teens ages 11-18. Registration is required.
- **Stream Table Workshop, Aug. 15, 2 p.m. – Main Library.** Teens ages 11 and older are invited to join the Fargo-Moorhead Science Museum for hands-on activities exploring the secret work of rivers. This workshop features a mobile EmRiver Stream Table where teens will see and feel geomorphology in action and learn how rivers shape our ever-changing landscapes.

#### *Adults*

- **Silent Reading Parties.** Bring your own book or check out a librarian-selected title. Find a cozy spot and a beverage and read with others who appreciate the same. Librarians will be on hand to provide snacks, suggest books, set up library cards, and check out books. Weather permitting, the Book Bike will be on hand.
  - Saturday, Aug. 3 – Bear Creek Winery
- **ScanDay with the North Dakota State Library, July 18, 1 p.m. – Dr James Carlson Library.** Residents can help share and preserve North Dakota history by bringing in personal documents, photos, etc., to be scanned and then displayed online on Digital Horizons website through the ND State Library. All participants will be provided flash drives with digital copies of their items. Registration is required.
- **Paper Cactus Take-and-Make Craft, Aug. 12 – all FPL locations.** For those who have less of a green thumb, we have a 3-D paper cactus craft for you. Pick up a kit at the library and make a pair of crafty cacti that never need watering. Pre-registration is required and opens July 29.
- **Senior Book Club, Aug. 20, 1 p.m. – Dr. James Carlson Library.** For August, we'll be discussion *The Heaven and Earth Grocery Store* by James McBride

#### *Multigenerational*

- **As of 7/10/2024, this event has been cancelled. "Below the Plains" Presentation with Tom Askjem, July 22, 6 p.m. – Main Library.** Tom Askjem digs history – literally! The self-taught citizen archeologist makes his living digging for historical treasure on sites where outhouses (which were also used as garbage pits) and homesteads used to sit. There he unearths history and uncovers stories from items that might otherwise be lost forever. Askjem will highlight two digs in spots from the Wild West era – Fort Pembina, ND, and Tackett Station, a former stagecoach stop in South Dakota. He'll share some of his finds and explain how he researches and locates his targets. He'll also explain what led to the unique occupation that has taken him across the Midwest, produced two books, and is subject of the YouTube channel "Below the Plains." No registration is required. This free event is most appropriate for teens and adults.
- **Summer Movies, 1 p.m. – Dr James Carlson Library.** Join us for free movies and popcorn every other Friday this summer. Suited for all ages, but adults must accompany children age 9 and younger.
  - July 19: *Raya and the Last Dragon (PG)*
  - Aug. 2: *Ice Age (PG)*
- **More Craft Nights for All Ages, 6 p.m. – Dr. James Carlson Library.** Be crafty with us this summer! Kids, teens, and adults are all welcome! At each craft session, we will have a variety of styles to choose from depending on age and skill level. All materials will be provided.
  - July 23 – Hand Sewing Projects
- **Happy Birthday Harry Potter!, July 29, 6 p.m. – Main Library.** Join us at the library for a bewitching evening of Harry Potter-themed crafts and snacks. This open house event is for ages 5 and older.
- **Navy Week Events at the Fargo Public Library:**

The Fargo Public Library is excited to once again host events during Fargo's Navy Week. Navy Weeks are the service's signature outreach program, designed to allow the citizens of Fargo to learn about the Navy, its people, and its importance to national security and prosperity. This will be the third time the Fargo Public Library has hosted Navy Week events. No registration is required and all Navy Week events are free & open to the public.

  - **Navy Week Events: Educational Displays**  
Learn more about the important work and history of the Navy when Sailors visit the library. Personnel from the Navy History and Heritage Command will be on hand to share about the deep ties between ND and the Navy; Sailors from the USS Constitution will talk about the oldest commissioned ship in the Navy, where they currently still serve; and personnel from the US Naval Meteorology and Oceanography Command will inform visitors of the importance of atmospheric and oceanographic science and the overall value of STEM education to the Navy. Educational displays will be set up on the following dates at these library locations:  
Wednesday, July 24 – Dr. James Carlson Library at 11 a.m.  
Thursday, July 25 – Main Library at 10 a.m.
  - **Navy Week Events: Navy Band Great Lakes Brass Quintet**  
The library will host a concert featuring the Navy Band Great Lakes Brass Quintet. The free concert is open to all ages. No pre-registration is required to attend.  
Wednesday, July 24 – Dr. James Carlson Library at 1 p.m.

## FPL DIRECTOR'S REPORT

July 16, 2024

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

- 6.24.2024 Attended City Cabinet Meeting
- 6.26.2024 Attended 2025 Budget Dept. Meeting w/City Budget Team
- 6.26.2024 Attended City Dept. Head Retirement Event
- 7.8.24 – 7.12.24 On Vacation

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

- 6.19.2024 Provided Open Door Office Hours
- 6.25.2024 Moderated Library Dept. Heads Meeting
- 6.26.2024 Provided Open Door Office Hours
- 7.2.2024 Moderated Library Dept. Heads Meeting
- 7.3.2024 Provided Open Door Office Hours
- 7.16.2024 Moderated Library Dept. Heads Meeting

### **Goal 4 Partnering:**

- 6.19.2024 Moderated Red River Zoo Executive Committee Meeting
- 6.25.2024 Moderated Red River Zoo Board Meeting
- 6.26.2024 Attended Police Picnic

Library Use 2024

New Registrations: 894  
 Approx. Registered Patrons: 44,244

| ATTENDANCE           | Jun-24        | Jun-23        | % CHANGE  | 2024 YTD       | 2023 YTD       | Diff.         | % CHANGE   |
|----------------------|---------------|---------------|-----------|----------------|----------------|---------------|------------|
| Door Count Main      | 18,199        | 18,740        | -3%       | 107,836        | 98,783         | 9,053         | 9%         |
| Door Count Carlson   | 15,466        | 14,118        | 10%       | 84,072         | 71,640         | 12,432        | 17%        |
| Door Count Northport | 4,588         | 4,559         | 1%        | 26,337         | 24,548         | 1,789         | 7%         |
| Outreach             | 398           | 358           | 11%       | 2,252          | 2,189          | 63            | 3%         |
| <b>Total</b>         | <b>38,651</b> | <b>37,775</b> | <b>2%</b> | <b>220,497</b> | <b>197,160</b> | <b>23,337</b> | <b>12%</b> |

| PROGRAM ATTENDANCE           | # of Programs | Attendance   | Attendance   |            |               |               |              |            |
|------------------------------|---------------|--------------|--------------|------------|---------------|---------------|--------------|------------|
| Adult Programs Main          | 14            | 213          | 107          | 99%        | 1,485         | 1,445         | 40           | 3%         |
| Adult Programs Carlson       | 20            | 269          | 195          | 38%        | 973           | 770           | 203          | 26%        |
| Adult Programs Northport     | 2             | 27           | 33           | -18%       | 152           | 107           | 45           | 42%        |
| Teen Programs Main           | 6             | 54           | 26           | 108%       | 81            | 70            | 11           | 16%        |
| Teen Programs Carlson        | 3             | 47           | 18           | 161%       | 73            | 69            | 4            | 6%         |
| Teen Programs Northport      | -             | -            | -            |            | 13            | 20            | (7)          | -35%       |
| Childrens Programs Main      | 14            | 1,322        | 816          | 62%        | 3,417         | 2,596         | 821          | 32%        |
| Childrens Programs Carlson   | 10            | 411          | 434          | -5%        | 2,313         | 2,133         | 180          | 8%         |
| Childrens Programs Northport | -             | -            | 98           | -100%      | 1,108         | 1,027         | 81           | 8%         |
| Community Engagement         | 16            | 3,496        | 2,824        | 24%        | 5,906         | 4,511         | 1,395        | 31%        |
| Outreach Department          | 5             | 121          | -            |            | 597           | 265           | 332          | 125%       |
| Virtual/Passive Adult        | 1             | 82           | 87           | -6%        | 758           | 609           | 149          | 24%        |
| Virtual/Passive Teen         | -             | -            | -            |            | 130           | -             | 130          |            |
| Virtual/Passive Childrens    | 3             | 1,369        | 816          | 68%        | 4,272         | 1,017         | 3,255        | 320%       |
| <b>Total</b>                 | <b>94</b>     | <b>7,411</b> | <b>5,454</b> | <b>36%</b> | <b>21,278</b> | <b>14,639</b> | <b>6,639</b> | <b>45%</b> |

| VOLUNTEER HOURS |  |            |            |            |              |            |            |            |
|-----------------|--|------------|------------|------------|--------------|------------|------------|------------|
| Main            |  | 140        | 78         | 79%        | 709          | 358        | 351        | 98%        |
| Carlson         |  | 69         | 83         | -17%       | 241          | 191        | 50         | 26%        |
| Outreach        |  | 84         | 65         | 29%        | 361          | 262        | 99         | 38%        |
| Northport       |  | -          | -          |            | -            | -          | -          |            |
| <b>Total</b>    |  | <b>293</b> | <b>226</b> | <b>30%</b> | <b>1,311</b> | <b>811</b> | <b>500</b> | <b>62%</b> |

| INTERNET SIGNUP |  |              |              |           |               |               |              |            |
|-----------------|--|--------------|--------------|-----------|---------------|---------------|--------------|------------|
| Main            |  | 2,726        | 2,615        | 4%        | 16,829        | 14,098        | 2,731        | 19%        |
| Carlson         |  | 2,079        | 2,070        | 0%        | 12,052        | 9,657         | 2,395        | 25%        |
| Northport       |  | 523          | 518          | 1%        | 2,742         | 2,475         | 267          | 11%        |
| <b>Total</b>    |  | <b>5,328</b> | <b>5,203</b> | <b>2%</b> | <b>31,623</b> | <b>26,230</b> | <b>5,393</b> | <b>21%</b> |

| ELECTRONIC ACTIVITY |  |        |        |     |         |         |        |     |
|---------------------|--|--------|--------|-----|---------|---------|--------|-----|
| Web page hits       |  | 20,963 | 18,794 | 12% | 128,862 | 109,657 | 19,205 | 18% |



2024 Circulation

|                     | Jun-24        | Jun-23        | Increase/<br>Decrease | % CHANGE      | 2024 YTD       | 2023 YTD       | Increase/<br>Decrease | % Change<br>YTD |
|---------------------|---------------|---------------|-----------------------|---------------|----------------|----------------|-----------------------|-----------------|
| <b>PRINT</b>        |               |               |                       |               |                |                |                       |                 |
| <b>MAIN</b>         |               |               |                       |               |                |                |                       |                 |
| Adult Nonfiction    | 2,751         | 2,718         | 33                    | 1.21%         | 17,062         | 16,567         | 495                   | 2.99%           |
| Youth Nonfiction    | 2,273         | 2,153         | 120                   | 5.57%         | 12,209         | 11,638         | 571                   | 4.91%           |
| Adult Fiction       | 6,369         | 6,807         | (438)                 | -6.43%        | 35,788         | 34,842         | 946                   | 2.72%           |
| Youth Fiction       | 5,446         | 5,793         | (347)                 | -5.99%        | 22,832         | 24,010         | (1,178)               | -4.91%          |
| Youth Reader        | 1,714         | 1,801         | (87)                  | -4.83%        | 8,054          | 8,062          | (8)                   | -0.10%          |
| Youth Picture Books | 4,324         | 4,604         | (280)                 | -6.08%        | 23,964         | 24,243         | (279)                 | -1.15%          |
| Adult Magazines     | 98            | 162           | (64)                  | -39.51%       | 733            | 640            | 93                    | 14.53%          |
| Youth Magazines     | 27            | 51            | (24)                  |               | 144            | 136            | 8                     | 5.88%           |
| <b>Subtotal</b>     | <b>23,002</b> | <b>24,089</b> | <b>(1,087)</b>        | <b>-4.51%</b> | <b>120,786</b> | <b>120,138</b> | <b>648</b>            | <b>0.54%</b>    |
| <b>OUTREACH</b>     |               |               |                       |               |                |                |                       |                 |
| Deposit             | 923           | 899           | 24                    | 2.67%         | 5,396          | 5,199          | 197                   | 3.79%           |
| <b>CARLSON</b>      |               |               |                       |               |                |                |                       |                 |
| Adult Nonfiction    | 916           | 1,092         | (176)                 | -16.12%       | 5,728          | 6,039          | (311)                 | -5.15%          |
| Youth Nonfiction    | 1,743         | 1,506         | 237                   | 15.74%        | 7,929          | 7,155          | 774                   | 10.82%          |
| Adult Fiction       | 3,757         | 3,895         | (138)                 | -3.54%        | 19,791         | 19,668         | 123                   | 0.63%           |
| Youth Fiction       | 4,242         | 4,452         | (210)                 | -4.72%        | 17,884         | 16,105         | 1,779                 | 11.05%          |
| Youth Readers       | 2,141         | 1,877         | 264                   | 14.06%        | 10,202         | 9,246          | 956                   | 10.34%          |
| Youth Picture Books | 3,871         | 4,015         | (144)                 | -3.59%        | 19,969         | 19,288         | 681                   | 3.53%           |
| Adult Magazines     | 51            | 60            | (9)                   | -15.00%       | 386            | 396            | (10)                  | -2.53%          |
| Youth Magazines     | 32            | 54            | (22)                  | -40.74%       | 177            | 232            | (55)                  | -23.71%         |
| <b>Subtotal</b>     | <b>16,753</b> | <b>16,951</b> | <b>(198)</b>          | <b>-1.17%</b> | <b>82,066</b>  | <b>78,129</b>  | <b>3,937</b>          | <b>5.04%</b>    |
| <b>NORTHPORT</b>    |               |               |                       |               |                |                |                       |                 |
| Adult Nonfiction    | 274           | 279           | (5)                   | -1.79%        | 1,711          | 1,706          | 5                     | 0.29%           |
| Youth Nonfiction    | 360           | 391           | (31)                  | -7.93%        | 2,510          | 1,768          | 742                   | 41.97%          |
| Adult Fiction       | 1,094         | 1,144         | (50)                  | -4.37%        | 5,792          | 5,504          | 288                   | 5.23%           |
| Youth Fiction       | 579           | 659           | (80)                  | -12.14%       | 2,732          | 2,397          | 335                   | 13.98%          |
| Youth Readers       | 356           | 444           | (88)                  | -19.82%       | 1,859          | 1,672          | 187                   | 11.18%          |
| Youth Picture Books | 689           | 610           | 79                    | 12.95%        | 4,000          | 3,922          | 78                    | 1.99%           |
| Adult Magazines     | 26            | 50            | (24)                  | -48.00%       | 146            | 192            | (46)                  | -23.96%         |
| Youth Magazines     | 1             | 2             | (1)                   |               | 14             | 11             | 3                     | 27.27%          |
| <b>Subtotal</b>     | <b>3,379</b>  | <b>3,579</b>  | <b>(200)</b>          | <b>-5.59%</b> | <b>18,764</b>  | <b>17,172</b>  | <b>1,592</b>          | <b>9.27%</b>    |
| <b>TOTAL PRINT</b>  | <b>44,057</b> | <b>45,518</b> | <b>(1,461)</b>        | <b>-3.21%</b> | <b>227,012</b> | <b>220,638</b> | <b>6,374</b>          | <b>2.89%</b>    |

## 2024 Circulation

**NONPRINT**

|                          |               |               |              |               |                |                |               |               |
|--------------------------|---------------|---------------|--------------|---------------|----------------|----------------|---------------|---------------|
| <b>OverDrive</b>         | 24,744        | 20,156        | 4,588        | 22.76%        | 150,556        | 116,245        | 34,311        | 29.52%        |
| <b>Childrens Devices</b> | 24            | 31            | (7)          | -22.58%       | 112            | 120            | (8)           | -6.67%        |
| <b>Hoopla</b>            | 2,464         | 2,842         | (378)        | -13.30%       | 17,718         | 16,464         | 1,254         | 7.62%         |
| <b>Kanopy</b>            | 718           | 105           | 613          |               | 5,541          | 105            | 5,436         |               |
| <b>Subtotal</b>          | <b>27,950</b> | <b>23,134</b> | <b>4,816</b> | <b>20.82%</b> | <b>173,927</b> | <b>132,934</b> | <b>40,993</b> | <b>30.84%</b> |

**MAIN**

|                          |              |              |              |                |               |               |            |              |
|--------------------------|--------------|--------------|--------------|----------------|---------------|---------------|------------|--------------|
| <b>Adult DVD's</b>       | 2,557        | 2,938        | (381)        | -12.97%        | 17,537        | 17,457        | 80         | 0.46%        |
| <b>Youth DVD's</b>       | 402          | 508          | (106)        | -20.87%        | 2,415         | 2,630         | (215)      | -8.17%       |
| <b>Video Games</b>       | 220          | 367          | (147)        | -40.05%        | 1,483         | 1,699         | (216)      | -12.71%      |
| <b>Adult CD's</b>        | 506          | 418          | 88           | 21.05%         | 3,196         | 2,741         | 455        | 16.60%       |
| <b>Youth CD's</b>        | 46           | 129          | (83)         | -64.34%        | 386           | 485           | (99)       | -20.41%      |
| <b>Adult Books on CD</b> | 183          | 225          | (42)         | -18.67%        | 1,088         | 1,135         | (47)       | -4.14%       |
| <b>Youth Books on CD</b> | 350          | 375          | (25)         | -6.67%         | 1,709         | 1,307         | 402        | 30.76%       |
| <b>Kits</b>              | 350          | 351          | (1)          | -0.28%         | 1,870         | 1,762         | 108        | 6.13%        |
| <b>Subtotal</b>          | <b>4,614</b> | <b>5,311</b> | <b>(697)</b> | <b>-13.12%</b> | <b>29,684</b> | <b>29,216</b> | <b>468</b> | <b>1.60%</b> |

**CARLSON**

|                          |              |              |              |               |               |               |              |              |
|--------------------------|--------------|--------------|--------------|---------------|---------------|---------------|--------------|--------------|
| <b>Adult DVD's</b>       | 1,533        | 1,564        | (31)         | -1.98%        | 9,377         | 8,963         | 414          | 4.62%        |
| <b>Youth DVD's</b>       | 601          | 664          | (63)         | -9.49%        | 3,061         | 2,800         | 261          | 9.32%        |
| <b>Video Games</b>       | 254          | 327          | (73)         | -22.32%       | 1,531         | 1,463         | 68           | 4.65%        |
| <b>Adult CD's</b>        | 271          | 288          | (17)         | -5.90%        | 1,519         | 1,732         | (213)        | -12.30%      |
| <b>Youth CD's</b>        | 66           | 88           | (22)         | -25.00%       | 442           | 355           | 87           | 24.51%       |
| <b>Adult Books on CD</b> | 142          | 115          | 27           | 23.48%        | 649           | 705           | (56)         | -7.94%       |
| <b>Youth Books on CD</b> | 264          | 278          | (14)         | -5.04%        | 1,535         | 1,085         | 450          | 41.47%       |
| <b>Kits</b>              | 201          | 171          | 30           | 17.54%        | 1,152         | 963           | 189          | 19.63%       |
| <b>Subtotal</b>          | <b>3,332</b> | <b>3,495</b> | <b>(163)</b> | <b>-4.66%</b> | <b>19,266</b> | <b>18,066</b> | <b>1,200</b> | <b>6.64%</b> |

**NORTHPORT**

|                          |            |              |              |                |              |              |              |                |
|--------------------------|------------|--------------|--------------|----------------|--------------|--------------|--------------|----------------|
| <b>Adult DVD's</b>       | 517        | 689          | (172)        | -24.96%        | 3,775        | 5,008        | (1,233)      | -24.62%        |
| <b>Youth DVD's</b>       | 99         | 124          | (25)         | -20.16%        | 507          | 743          | (236)        | -31.76%        |
| <b>Video Games</b>       | 80         | 85           | (5)          | -5.88%         | 440          | 433          | 7            | 1.62%          |
| <b>Adult CD's</b>        | 62         | 128          | (66)         | -51.56%        | 658          | 672          | (14)         | -2.08%         |
| <b>Youth CD's</b>        | 5          | 13           | (8)          | -61.54%        | 107          | 110          | (3)          | -2.73%         |
| <b>Adult Books on CD</b> | 51         | 36           | 15           | 41.67%         | 212          | 173          | 39           | 22.54%         |
| <b>Youth Books on CD</b> | 148        | 52           | 96           | 184.62%        | 820          | 273          | 547          | 200.37%        |
| <b>Kits</b>              | 37         | 45           | (8)          | -17.78%        | 199          | 192          | 7            | 3.65%          |
| <b>Subtotal</b>          | <b>999</b> | <b>1,172</b> | <b>(173)</b> | <b>-14.76%</b> | <b>6,718</b> | <b>7,604</b> | <b>(886)</b> | <b>-11.65%</b> |

**TOTAL NONPRINT**

|               |               |              |               |                |                |               |               |
|---------------|---------------|--------------|---------------|----------------|----------------|---------------|---------------|
| <b>36,895</b> | <b>33,112</b> | <b>3,783</b> | <b>11.42%</b> | <b>229,595</b> | <b>187,820</b> | <b>41,775</b> | <b>22.24%</b> |
|---------------|---------------|--------------|---------------|----------------|----------------|---------------|---------------|

**INTERLIBRARY LOAN**

|                 |            |            |             |               |              |              |            |              |
|-----------------|------------|------------|-------------|---------------|--------------|--------------|------------|--------------|
| <b>Borrowed</b> | 216        | 222        | (6)         | -2.70%        | 1,464        | 1,364        | 100        | 7.33%        |
| <b>Loaned</b>   | 329        | 364        | (35)        | -9.62%        | 2,268        | 2,138        | 130        | 6.08%        |
| <b>Subtotal</b> | <b>545</b> | <b>586</b> | <b>(41)</b> | <b>-7.00%</b> | <b>3,732</b> | <b>3,502</b> | <b>230</b> | <b>6.57%</b> |

**RENEWALS**

|        |        |       |        |        |        |         |        |
|--------|--------|-------|--------|--------|--------|---------|--------|
| 11,995 | 12,385 | (390) | -3.15% | 76,207 | 79,329 | (3,122) | -3.94% |
|--------|--------|-------|--------|--------|--------|---------|--------|

**TOTAL CIRCULATION**

|               |               |              |              |                |                |               |              |
|---------------|---------------|--------------|--------------|----------------|----------------|---------------|--------------|
| <b>93,492</b> | <b>91,601</b> | <b>1,891</b> | <b>2.06%</b> | <b>536,546</b> | <b>491,289</b> | <b>45,257</b> | <b>9.21%</b> |
|---------------|---------------|--------------|--------------|----------------|----------------|---------------|--------------|

2024 Donation Summary

| 101-0000-365.60-00 | REVENUE            | Carried Forward        | JAN           | FEB          | MAR        | APR          | MAY          | JUNE         | JULY      | AUG      | SEPT     | OCT      | NOV      | DEC      | 13th P   | TOTAL         |               |
|--------------------|--------------------|------------------------|---------------|--------------|------------|--------------|--------------|--------------|-----------|----------|----------|----------|----------|----------|----------|---------------|---------------|
|                    | LPLEDG             | Endowment              |               |              |            |              |              |              |           |          |          |          |          |          |          | 0             |               |
|                    | LDONUN             | Unrestricted Donations | 35,007        | 34           | 23,02      | 486          | 2,052        | 100          |           |          |          |          |          |          |          | 37,701        |               |
|                    | LDONSP             | Restricted Donations   | 27,445        | 2,842        | 25         | 3,488        | 7,600        | 6,982        | 25        |          |          |          |          |          |          | 48,407        |               |
|                    |                    | Grants                 |               |              |            |              |              |              |           |          |          |          |          |          |          | 0             |               |
|                    | <b>Total</b>       |                        | <b>62,452</b> | <b>2,876</b> | <b>48</b>  | <b>3,973</b> | <b>9,652</b> | <b>7,082</b> | <b>25</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>86,108</b> |               |
| <br>               |                    |                        |               |              |            |              |              |              |           |          |          |          |          |          |          |               |               |
|                    | 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              |               |              |            | 598          | 515          | 300          |           |          |          |          |          |          |          | 1,353         |               |
|                    | 101-7019-463.61-40 | General Supplies       |               |              |            |              |              |              |           |          |          |          |          |          |          | 0             |               |
|                    | 101-7019-463.61-43 | Programming            |               | 132          | 495        | 2,593        | 321          | 783          |           |          |          |          |          |          |          | 4,324         |               |
|                    | 101-7019-463.61-70 | Books & Materials      | 1,842         | 197          | 210        |              |              |              |           |          |          |          |          |          |          | 2,249         |               |
|                    | 101-7019-463.68-10 | Miscellaneous          |               |              |            |              |              |              |           |          |          |          |          |          |          | 0             |               |
|                    | 101-7019-463.68-10 | Staff Development      | 47            | 30           | 30         | 559          | 30           | 628          |           |          |          |          |          |          | 1,324    |               |               |
|                    |                    | Grant Expenses         |               |              |            |              |              |              |           |          |          |          |          |          |          | 0             |               |
|                    | <b>Total</b>       |                        | <b>1,889</b>  | <b>359</b>   | <b>735</b> | <b>3,689</b> | <b>866</b>   | <b>1,711</b> | <b>0</b>  | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>9,250</b>  | <b>76,858</b> |

**Fargo Public Library 2024 Total Expenses**  
**50% OF YEAR LAPSED**  
**SUMMARY OF EXPENSE VS. AGGREGATE BUDGET**  
**2024**

| Account                            | Budget Line | Total YTD    | Total Encumbrances | Total YTD Expenses + Encumbrances | Total Budget | %       | Over/(Under)      |
|------------------------------------|-------------|--------------|--------------------|-----------------------------------|--------------|---------|-------------------|
| Full time staff                    | 11-00       | \$ 1,147,772 | \$ -               | \$ 1,147,772                      | \$ 2,407,122 | 47.68%  | \$ (1,259,349.92) |
| Full time overtime                 | 11-01       | \$ 166       | \$ -               | \$ 166                            | \$ -         |         | \$ 166.19         |
| Full time banked sick              | 11-02       | \$ -         | \$ -               | \$ -                              | \$ 17,284    | 0.00%   | \$ (17,284.00)    |
| Part time w/benefits               | 13-00       | \$ 282,066   | \$ -               | \$ 282,066                        | \$ 531,967   | 53.02%  | \$ (249,901.09)   |
| Part time w/benefits overtime      |             | \$ 13        | \$ -               | \$ 13                             | \$ -         |         | \$ 12.87          |
| Part time banked sick              |             | \$ -         | \$ -               | \$ -                              | \$ 250       | 0.00%   | \$ (250.00)       |
| Part time seasonal no benefits     | 14-00       | \$ 16,535    | \$ -               | \$ 16,535                         | \$ 40,789    | 40.54%  | \$ (24,254.50)    |
| Health insurance                   | 20-01       | \$ 148,440   | \$ -               | \$ 148,440                        | \$ 335,068   | 44.30%  | \$ (186,627.65)   |
| Dental insurance                   | 20-03       | \$ 11,020    | \$ -               | \$ 11,020                         | \$ 21,595    | 51.03%  | \$ (10,574.87)    |
| Long Term Disability               | 20-04       | \$ 3,275     | \$ -               | \$ 3,275                          | \$ 6,597     | 49.64%  | \$ (3,322.34)     |
| Auto Allowance                     | 20-05       | \$ 433       | \$ -               | \$ 433                            | \$ 900       | 48.08%  | \$ (467.25)       |
| FICA 6.2%                          | 21-01       | \$ 85,914    | \$ -               | \$ 85,914                         | \$ 183,195   | 46.90%  | \$ (97,281.12)    |
| Medicare 1.45%                     | 21-02       | \$ 20,092    | \$ -               | \$ 20,092                         | \$ 42,924    | 46.81%  | \$ (22,831.63)    |
| City Pension                       | 22-01       | \$ 15,339    | \$ -               | \$ 15,339                         | \$ 31,811    | 48.22%  | \$ (16,471.91)    |
| NDPERS Pension                     | 22-04       | \$ 113,045   | \$ -               | \$ 113,045                        | \$ 233,366   | 48.44%  | \$ (120,321.29)   |
| NDPERS & City Pension              | 22-05       | \$ 3,090     | \$ -               | \$ 3,090                          | \$ 6,406     | 48.24%  | \$ (3,315.66)     |
| Actuarial Contributions            | 22-06       | \$ -         | \$ -               | \$ -                              | \$ -         |         | \$ -              |
| 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       | \$ 57,552    | \$ 76,777          | \$ 134,329                        | \$ 134,329   | 100.00% | \$ -              |
| Other Services                     | 38-99       | \$ 5,393     | \$ 4,989           | \$ 10,382                         | \$ 16,500    | 62.92%  | \$ (6,118.02)     |
| Water Sewer                        | 41-05       | \$ 2,534     | \$ -               | \$ 2,534                          | \$ 6,500     | 38.99%  | \$ (3,965.85)     |
| General equip repair               | 43-20       | \$ -         | \$ -               | \$ -                              | \$ 3,000     | 0.00%   | \$ (3,000.00)     |
| General equip repair (computer)    | 43-21       | \$ 11,338    | \$ -               | \$ 11,338                         | \$ 39,266    | 28.87%  | \$ (27,928.13)    |
| General equip repair (vehicle)     | 43-22       | \$ -         | \$ -               | \$ -                              | \$ 1,000     | 0.00%   | \$ (1,000.00)     |
| Maintenance service                | 43-50       | \$ 62,981    | \$ 7,806           | \$ 70,786                         | \$ 55,960    | 126.49% | \$ 14,826.17      |
| Land and building rent             | 44-10       | \$ 43,295    | \$ 35,705          | \$ 79,000                         | \$ 79,000    | 100.00% | \$ -              |
| Property Insurance                 | 52-10       | \$ 16,436    | \$ -               | \$ 16,436                         | \$ 20,065    | 81.91%  | \$ (3,629.50)     |
| Automobile liability               | 52-20       | \$ -         | \$ -               | \$ -                              | \$ 265       | 0.00%   | \$ (265.00)       |
| General liability                  | 52-30       | \$ -         | \$ -               | \$ -                              | \$ 12,225    | 0.00%   | \$ (12,225.00)    |
| Cellular phone service             | 53-20       | \$ 2,270     | \$ -               | \$ 2,270                          | \$ 5,400     | 42.04%  | \$ (3,129.64)     |
| Other communications               | 53-60       | \$ 800       | \$ -               | \$ 800                            | \$ 2,600     | 30.78%  | \$ (1,799.83)     |
| ILS Development                    | 53-61       | \$ -         | \$ -               | \$ -                              | \$ 46,150    | 0.00%   | \$ (46,150.00)    |
| Minitex/OCLC                       | 53-62       | \$ 20,610    | \$ -               | \$ 20,610                         | \$ 20,600    | 100.05% | \$ 10.24          |
| Marketing                          | 54-11       | \$ 17,710    | \$ -               | \$ 17,710                         | \$ 37,000    | 47.86%  | \$ (19,290.17)    |
| In state travel                    | 56-60       | \$ 1,304     | \$ 107             | \$ 1,412                          | \$ 3,500     | 40.33%  | \$ (2,088.31)     |
| Out of state travel                | 57-60       | \$ 4,131     | \$ -               | \$ 4,131                          | \$ 7,500     | 55.08%  | \$ (3,369.04)     |
| Due & membership in state          | 59-10       | \$ 2,137     | \$ -               | \$ 2,137                          | \$ 2,100     | 101.76% | \$ 37.00          |
| Dues/membership out state          | 59-11       | \$ 1,897     | \$ -               | \$ 1,897                          | \$ 2,000     | 94.85%  | \$ (103.00)       |
| Seminar & conf in state            | 59-20       | \$ 1,120     | \$ 1,384           | \$ 2,504                          | \$ 2,500     | 100.17% | \$ 4.26           |
| Seminar & conf out state           | 59-21       | \$ 1,395     | \$ -               | \$ 1,395                          | \$ 2,750     | 50.73%  | \$ (1,355.00)     |
| Office supplies                    | 61-10       | \$ 24,683    | \$ -               | \$ 24,683                         | \$ 31,000    | 79.62%  | \$ (6,316.70)     |
| Medical supplies                   | 61-20       | \$ 367       | \$ -               | \$ 367                            | \$ 600       | 61.17%  | \$ (232.98)       |
| General supplies                   | 61-40       | \$ 14,213    | \$ 9,639           | \$ 23,852                         | \$ 36,000    | 66.26%  | \$ (12,147.56)    |
| Program materials                  | 61-43       | \$ 16,350    | \$ 200             | \$ 16,550                         | \$ 41,000    | 40.37%  | \$ (24,450.22)    |
| Materials Processing               | 61-44       | \$ 29,704    | \$ -               | \$ 29,704                         | \$ 64,569    | 46.00%  | \$ (34,865.50)    |
| Postage                            | 61-50       | \$ 10,323    | \$ -               | \$ 10,323                         | \$ 15,300    | 67.47%  | \$ (4,977.45)     |
| Books & periodicals                | 61-70       | \$ 356,191   | \$ 783             | \$ 356,974                        | \$ 774,454   | 46.09%  | \$ (417,479.93)   |
| Gasoline                           |             | \$ 187       | \$ -               | \$ 187                            | \$ 550       | 33.97%  | \$ (363.19)       |
| Natural gas                        | 62-50       | \$ 13,801    | \$ -               | \$ 13,801                         | \$ 76,300    | 18.09%  | \$ (62,499.03)    |
| Electricity                        | 62-51       | \$ 37,902    | \$ -               | \$ 37,902                         | \$ 89,500    | 42.35%  | \$ (51,598.38)    |
| Miscellaneous                      | 68-10       | \$ 1,006     | \$ -               | \$ 1,006                          | \$ 2,000     | 50.31%  | \$ (993.83)       |
| Safety compliance                  | 68-50       | \$ -         | \$ -               | \$ -                              | \$ 100       | 0.00%   | \$ (100.00)       |
| Bad Debt                           |             | \$ -         | \$ -               | \$ -                              | \$ -         |         | \$ -              |
| Capital Outlay - Equipment         |             | \$ 13,435    | \$ 647             | \$ 14,082                         | \$ 14,082    | 100.00% | \$ -              |
| Capital Outlay - Computer Software | 74-10       | \$ -         | \$ -               | \$ -                              | \$ -         |         | \$ -              |
| Capital Outlay - Vehicles          | 74-20       | \$ -         | \$ -               | \$ -                              | \$ -         |         | \$ -              |
|                                    |             | \$ 2,618,263 | \$ 138,038         | \$ 2,756,301                      | \$ 5,506,739 | 50.05%  | \$ (2,750,438)    |

**Fargo Public Library 2024 Total Expenses**

**50% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**

**2024**

**MAIN**

| Account                                | Budget Line | April      | May        | June       | YTD          | Encumbrances | Budget       | % Budget Used |
|--|-------------|------------|------------|------------|--------------|--------------|--------------|---------------|
| Full time staff                        | 11-00       | \$ 140,837 | \$ 211,830 | \$ 136,481 | \$ 878,322   |              | \$ 1,917,891 | 46%           |
| Full time overtime                     | 11-01       | \$ 18      | \$ 20      | \$ 74      | \$ 166       |              | \$ -         |               |
| Full Time banked sick                  | 11-02       | \$ -       | \$ -       | \$ -       | \$ -         |              | \$ 13,790    | 0%            |
| Part time w/benefits                   | 13-00       | \$ 29,758  | \$ 42,094  | \$ 31,109  | \$ 183,565   |              | \$ 365,534   | 50%           |
| Part time w/benefits overtime          |             | \$ -       | \$ -       | \$ 8       | \$ 13        |              | \$ -         |               |
| Part Time Banked Sick                  | 13-02       | \$ -       | \$ -       | \$ -       | \$ -         |              | \$ 250       | 0%            |
| Part time seasonal no benefits         | 14-00       | \$ 1,488   | \$ 2,856   | \$ 1,908   | \$ 11,120    |              | \$ 31,408    | 35%           |
| Health insurance                       | 20-01       | \$ 17,818  | \$ 17,016  | \$ 16,747  | \$ 101,174   |              | \$ 238,921   | 42%           |
| Dental insurance                       | 20-03       | \$ 1,380   | \$ 1,358   | \$ 1,332   | \$ 7,885     |              | \$ 16,422    | 48%           |
| Long Term Disability                   | 20-04       | \$ 399     | \$ 595     | \$ 388     | \$ 2,479     |              | \$ 5,234     | 47%           |
| Auto Allowance                         | 20-05       | \$ 69      | \$ 104     | \$ 69      | \$ 433       |              | \$ 900       | 48%           |
| FICA 6.2%                              | 21-01       | \$ 10,215  | \$ 15,492  | \$ 10,065  | \$ 63,938    |              | \$ 142,472   | 45%           |
| Medicare 1.45%                         | 21-02       | \$ 2,389   | \$ 3,623   | \$ 2,354   | \$ 14,953    |              | \$ 33,400    | 45%           |
| City Pension                           | 22-01       | \$ 1,733   | \$ 2,585   | \$ 1,733   | \$ 10,817    |              | \$ 22,429    | 48%           |
| NDPERS Pension                         | 22-04       | \$ 13,589  | \$ 20,232  | \$ 13,361  | \$ 85,091    |              | \$ 183,512   | 46%           |
| NDPERS & City Pension                  | 22-05       | \$ 495     | \$ 739     | \$ 495     | \$ 3,090     |              | \$ 6,406     | 48%           |
| Actuarial Contributions                | 22-06       | \$ -       | \$ -       | \$ -       | \$ -         |              |              |               |
| Workers Comp                           | 25-00       | \$ -       | \$ -       | \$ -       | \$ -         |              |              |               |
| Life insurance                         | 26-00       | \$ -       | \$ -       | \$ -       | \$ -         |              | \$ 800       | 0%            |
| Interpreters/ADA Compliance            | 33-29       | \$ -       | \$ -       | \$ -       | \$ -         |              | \$ 500       | 0%            |
| Security Services                      | 38-61       | \$ 13,138  | \$ -       | \$ 7,999   | \$ 40,591    | \$ 56,838    | \$ 97,429    | 100%          |
| Other Services                         | 38-99       | \$ 750     | \$ 879     | \$ 812     | \$ 5,197     | \$ 4,989     | \$ 15,000    | 68%           |
| Water Sewer                            | 41-05       | \$ -       | \$ -       | \$ -       | \$ -         |              |              |               |
| General equip repair                   | 43-20       | \$ -       | \$ -       | \$ -       | \$ -         |              | \$ 3,000     | 0%            |
| General equip repair (computer)        | 43-21       | \$ 527     | \$ 62      | \$ 68      | \$ 10,631    |              | \$ 33,266    | 32%           |
| General equip repair (vehicle)         | 43-22       | \$ -       | \$ -       | \$ -       | \$ -         |              | \$ 1,000     | 0%            |
| Maintenance service                    | 43-50       | \$ 1,741   | \$ 8,288   | \$ 2,106   | \$ 62,627    | \$ 7,806     | \$ 49,560    | 142%          |
| Land and building rent                 | 44-10       | \$ -       | \$ -       | \$ -       | \$ -         |              |              |               |
| Property insurance                     | 52-10       | \$ -       | \$ 7,262   | \$ -       | \$ 13,029    |              | \$ 15,010    | 87%           |
| Automobile liability                   | 52-20       | \$ -       | \$ -       | \$ -       | \$ -         |              | \$ 265       | 0%            |
| General liability                      | 52-30       | \$ -       | \$ -       | \$ -       | \$ -         |              | \$ 12,225    | 0%            |
| Cellular phone service                 | 53-20       | \$ 972     | \$ -       | \$ 496     | \$ 2,270     |              | \$ 5,400     | 42%           |
| Other communications                   | 53-60       | \$ 279     | \$ -       | \$ 121     | \$ 800       |              | \$ 2,600     | 31%           |
| ILS Development                        | 53-61       | \$ -       | \$ -       | \$ -       | \$ -         |              | \$ 46,150    | 0%            |
| Minitex/OCLC                           | 53-62       | \$ -       | \$ -       | \$ -       | \$ 20,610    |              | \$ 20,600    | 100%          |
| Marketing                              | 54-11       | \$ 4,527   | \$ 2,151   | \$ 3,870   | \$ 17,710    |              | \$ 37,000    | 48%           |
| In state travel                        | 56-60       | \$ 304     | \$ 165     | \$ 481     | \$ 1,304     | \$ 107       | \$ 3,500     | 40%           |
| Out of state travel                    | 57-60       | \$ 2,606   | \$ -       | \$ -       | \$ 4,131     |              | \$ 7,500     | 55%           |
| Due & membership in state              | 59-10       | \$ -       | \$ -       | \$ -       | \$ 2,137     |              | \$ 2,100     | 102%          |
| Dues/membership out state              | 59-11       | \$ -       | \$ -       | \$ 382     | \$ 1,897     |              | \$ 2,000     | 95%           |
| Seminar & conf in state                | 59-20       | \$ -       | \$ -       | \$ 920     | \$ 1,120     | \$ 1,384     | \$ 2,500     | 100%          |
| Seminar & conf out state               | 59-21       | \$ -       | \$ -       | \$ -       | \$ 1,395     |              | \$ 2,750     | 51%           |
| Office supplies                        | 61-10       | \$ 3,001   | \$ (4,821) | \$ 1,799   | \$ 15,920    |              | \$ 20,000    | 80%           |
| Medical supplies                       | 61-20       | \$ -       | \$ -       | \$ 190     | \$ 351       |              | \$ 600       | 59%           |
| General supplies                       | 61-40       | \$ 2,147   | \$ 1,106   | \$ 132     | \$ 5,649     | \$ 7,424     | \$ 25,000    | 52%           |
| Program materials                      | 61-43       | \$ 1,687   | \$ 2,629   | \$ 4,311   | \$ 16,350    | \$ 200       | \$ 41,000    | 40%           |
| Materials Processing                   | 61-44       | \$ 5,684   | \$ 6,799   | \$ 4,320   | \$ 29,704    |              | \$ 64,569    | 46%           |
| Postage                                | 61-50       | \$ 50      | \$ 50      | \$ 50      | \$ 8,323     |              | \$ 11,000    | 76%           |
| Books & periodicals                    | 61-70       | \$ 47,204  | \$ 39,521  | \$ 43,979  | \$ 277,770   | \$ 783       | \$ 580,054   | 48%           |
| Gasoline                               | 62-10       | \$ 40      | \$ 42      | \$ 42      | \$ 187       |              | \$ 550       | 34%           |
| Natural gas                            | 62-50       | \$ 677     | \$ 50      | \$ 47      | \$ 6,615     |              | \$ 45,000    | 15%           |
| Electricity                            | 62-51       | \$ 4,015   | \$ 5,303   | \$ 5,622   | \$ 23,524    |              | \$ 57,500    | 41%           |
| Miscellaneous                          | 68-10       | \$ -       | \$ 710     | \$ 50      | \$ 1,006     |              | \$ 2,000     | 50%           |
| Safety compliance                      | 68-50       | \$ -       | \$ -       | \$ -       | \$ -         |              | \$ 100       | 0%            |
| Bad Debt                               |             | \$ -       | \$ -       | \$ -       | \$ -         |              |              |               |
| Capital Outlay - Machinery & Equipment |             | \$ 4,169   | \$ 3,846   | \$ -       | \$ 8,015     | \$ 323       | \$ 8,338     | 100%          |
| Capital Outlay - Computer Software     | 74-10       |            |            |            | \$ -         |              |              |               |
| Capital Outlay - Vehicles              | 74-20       |            |            |            | \$ -         |              |              |               |
|  |             | \$ 313,708 | \$ 392,584 | \$ 293,922 | \$ 1,941,908 | \$ 79,855    | \$ 4,194,435 | 48.20%        |

**Fargo Public Library 2024 Total Expenses**

**50% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**

**2024**

**CARLSON**

| Account                            | Budget Line | April     | May       | June      | YTD        | Encumbrances | Budget     | % Budget Used |
|------------------------------------|-------------|-----------|-----------|-----------|------------|--------------|------------|---------------|
| Full time staff                    | 11-00       | \$ 28,725 | \$ 41,621 | \$ 27,330 | \$ 174,982 |              | \$ 379,225 | 46%           |
| Full time overtime                 | 11-01       | \$ -      | \$ -      | \$ -      | \$ -       |              | \$ -       |               |
| full Time Banked Sick              | 11-02       | \$ -      | \$ -      | \$ -      | \$ -       |              | \$ 3,494   | 0%            |
| Part time w/benefits               | 13-00       | \$ 10,304 | \$ 14,669 | \$ 9,922  | \$ 61,658  |              | \$ 110,666 | 56%           |
| Part time w/benefits overtime      |             | \$ -      | \$ -      | \$ -      | \$ -       |              | \$ -       |               |
| Part Time Banked Sick              | 13-02       | \$ -      | \$ -      | \$ -      | \$ -       |              | \$ -       |               |
| Part time seasonal no benefits     | 14-00       | \$ 768    | \$ 1,464  | \$ 852    | \$ 5,415   |              | \$ 9,381   | 58%           |
| Health insurance                   | 20-01       | \$ 5,869  | \$ 5,698  | \$ 5,418  | \$ 32,305  |              | \$ 83,980  | 38%           |
| Dental insurance                   | 20-03       | \$ 364    | \$ 358    | \$ 349    | \$ 2,037   |              | \$ 3,621   | 56%           |
| Long Term Disability               | 20-04       | \$ 88     | \$ 128    | \$ 82     | \$ 533     |              | \$ 989     | 54%           |
| Auto Allowance                     | 20-05       | \$ -      | \$ -      | \$ -      | \$ -       |              | \$ -       |               |
| FICA 6.2%                          | 21-01       | \$ 2,328  | \$ 3,448  | \$ 2,245  | \$ 14,300  |              | \$ 30,787  | 46%           |
| Medicare 1.45%                     | 21-02       | \$ 544    | \$ 807    | \$ 525    | \$ 3,344   |              | \$ 7,200   | 46%           |
| City Pension                       | 22-01       | \$ 724    | \$ 1,081  | \$ 724    | \$ 4,522   |              | \$ 9,382   | 48%           |
| NDPERS Pension                     | 22-04       | \$ 2,776  | \$ 3,962  | \$ 2,611  | \$ 16,748  |              | \$ 34,504  | 49%           |
| NDPERS & City Pension              | 22-05       | \$ -      | \$ -      | \$ -      | \$ -       |              | \$ -       |               |
| Actuarial Contributions            | 22-06       | \$ -      | \$ -      | \$ -      | \$ -       |              | \$ -       |               |
| Workers Comp                       | 25-00       | \$ -      | \$ -      | \$ -      | \$ -       |              | \$ -       |               |
| Life insurance                     | 26-00       | \$ -      | \$ -      | \$ -      | \$ -       |              | \$ -       |               |
| Interpreters/ADA Compliance        | 33-29       | \$ -      | \$ -      | \$ -      | \$ -       |              | \$ 500     | 0%            |
| Security Services                  | 38-61       | \$ 5,947  | \$ -      | \$ 3,675  | \$ 16,961  | \$ 19,939    | \$ 36,900  | 100%          |
| Other Services                     | 38-99       | \$ 32     | \$ -      | \$ 34     | \$ 130     |              | \$ 1,000   | 13%           |
| Water Sewer                        | 41-05       | \$ 287    | \$ 251    | \$ 316    | \$ 1,378   |              | \$ 3,500   | 39%           |
| General equip repair               | 43-20       | \$ -      | \$ -      | \$ -      | \$ -       |              | \$ -       |               |
| General equip repair (computer)    | 43-21       | \$ -      | \$ -      | \$ 484    | \$ 707     |              | \$ 6,000   | 12%           |
| General equip repair (vehicle)     | 43-22       | \$ -      | \$ -      | \$ -      | \$ -       |              | \$ -       |               |
| Maintenance service                | 43-50       | \$ -      | \$ -      | \$ 177    | \$ 354     |              | \$ 4,300   | 8%            |
| Land and building rent             | 44-10       | \$ -      | \$ -      | \$ -      | \$ -       |              | \$ -       |               |
| Property insurance                 | 52-10       | \$ -      | \$ 3,010  | \$ -      | \$ 3,010   |              | \$ 4,705   | 64%           |
| 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       | \$ 1,616  | \$ 1,466  | \$ 711    | \$ 7,195   |              | \$ 8,000   | 90%           |
| Medical supplies                   | 61-20       | \$ -      | \$ -      | \$ -      | \$ -       |              | \$ -       |               |
| General supplies                   | 61-40       | \$ 563    | \$ 136    | \$ 355    | \$ 5,708   |              | \$ 7,500   | 76%           |
| Program materials                  | 61-43       | \$ -      | \$ -      | \$ -      | \$ -       |              | \$ -       |               |
| Materials Processing               | 61-44       | \$ -      | \$ -      | \$ -      | \$ -       |              | \$ -       |               |
| Postage                            | 61-50       | \$ -      | \$ -      | \$ -      | \$ 2,000   |              | \$ 4,300   | 47%           |
| Books & periodicals                | 61-70       | \$ 10,527 | \$ 8,758  | \$ 12,019 | \$ 51,801  |              | \$ 136,200 | 38%           |
| Gasoline                           | 62-10       | \$ -      | \$ -      | \$ -      | \$ -       |              | \$ -       |               |
| Natural gas                        | 62-50       | \$ 1,160  | \$ 827    | \$ 773    | \$ 6,523   |              | \$ 27,500  | 24%           |
| Electricity                        | 62-51       | \$ 2,047  | \$ 2,327  | \$ 3,151  | \$ 11,550  |              | \$ 25,000  | 46%           |
| Miscellaneous                      | 68-10       | \$ -      | \$ -      | \$ -      | \$ -       |              | \$ -       |               |
| Safety compliance                  | 68-50       | \$ -      | \$ -      | \$ -      | \$ -       |              | \$ -       |               |
| Bad Debt                           |             | \$ -      | \$ -      | \$ -      | \$ -       |              | \$ -       |               |
| Capital Outlay - Equipment         |             | \$ 2,872  | \$ 2,549  | \$ -      | \$ 5,421   | \$ 323       | \$ 5,744   | 100%          |
| Capital Outlay - Computer Software | 74-10       |           |           | \$ -      | \$ -       |              |            |               |
| Capital Outlay - Vehicles          | 74-20       |           |           | \$ -      | \$ -       |              |            |               |
|                                    |             | \$ 77,541 | \$ 92,557 | \$ 71,752 | \$ 428,579 | \$ 20,263    | \$ 944,378 | 47.5%         |

**Fargo Public Library 2024 Total Expenses**

**50% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**

**2024**

**NORTHPORT**

| Account                            | Budget Line | April     | May       | June      | YTD        | Encumbrances | Budget     | % Budget Used |
|------------------------------------|-------------|-----------|-----------|-----------|------------|--------------|------------|---------------|
| Full time staff                    | 11-00       | \$ 15,037 | \$ 28,134 | \$ 12,030 | \$ 94,468  |              | \$ 110,006 | 86%           |
| Full time overtime                 | 11-01       | \$ -      | \$ -      | \$ -      | \$ -       |              |            |               |
| Full time banked sick              | 11-02       | \$ -      | \$ -      | \$ -      | \$ -       |              |            |               |
| Part time w/benefits               | 13-00       | \$ 5,552  | \$ 8,875  | \$ 8,087  | \$ 36,843  |              | \$ 55,767  | 66%           |
| Part time w/benefits overtime      |             | \$ -      | \$ -      | \$ -      | \$ -       |              |            |               |
| Part time banked sick              |             | \$ -      | \$ -      | \$ -      | \$ -       |              |            |               |
| Part time seasonal no benefits     | 14-00       | \$ -      | \$ -      | \$ -      | \$ -       |              |            |               |
| Health insurance                   | 20-01       | \$ 2,712  | \$ 2,884  | \$ 2,335  | \$ 14,961  |              | \$ 12,167  | 123%          |
| Dental insurance                   | 20-03       | \$ 201    | \$ 208    | \$ 162    | \$ 1,099   |              | \$ 1,552   | 71%           |
| Long Term Disability               | 20-04       | \$ 46     | \$ 61     | \$ 38     | \$ 263     |              | \$ 374     | 70%           |
| Auto Allowance                     | 20-05       | \$ -      | \$ -      | \$ -      | \$ -       |              |            |               |
| FICA 6.2%                          | 21-01       | \$ 1,197  | \$ 2,207  | \$ 1,164  | \$ 7,675   |              | \$ 9,936   | 77%           |
| Medicare 1.45%                     | 21-02       | \$ 280    | \$ 516    | \$ 272    | \$ 1,795   |              | \$ 2,324   | 77%           |
| City Pension                       | 22-01       | \$ -      | \$ -      | \$ -      | \$ -       |              |            |               |
| NDPERS Pension                     | 22-04       | \$ 1,907  | \$ 2,702  | \$ 1,609  | \$ 11,206  |              | \$ 15,350  | 73%           |
| 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       | \$ -      | \$ -      | \$ 34     | \$ 66      |              | \$ 500     | 13%           |
| Water Sewer                        | 41-05       | \$ 238    | \$ 238    | \$ 238    | \$ 1,157   |              | \$ 3,000   | 39%           |
| 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       | \$ 6,185  | \$ 6,185  | \$ 6,185  | \$ 43,295  | \$ 35,705    | \$ 79,000  | 100%          |
| Property insurance                 | 52-10       | \$ -      | \$ 397    | \$ -      | \$ 397     |              | \$ 350     | 113%          |
| 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       | \$ 421    | \$ 46     | \$ 132    | \$ 1,568   |              | \$ 3,000   | 52%           |
| Medical supplies                   | 61-20       | \$ -      | \$ -      | \$ -      | \$ 16      |              |            |               |
| General supplies                   | 61-40       | \$ 129    | \$ 12     | \$ -      | \$ 2,857   | \$ 2,215     | \$ 3,500   | 145%          |
| Program materials                  | 61-43       | \$ -      | \$ -      | \$ -      | \$ -       |              |            |               |
| Materials Processing               | 61-44       | \$ -      | \$ -      | \$ -      | \$ -       |              |            |               |
| Postage                            | 61-50       | \$ -      | \$ -      | \$ -      | \$ -       |              |            |               |
| Books & periodicals                | 61-70       | \$ 4,732  | \$ 4,323  | \$ 6,268  | \$ 26,620  |              | \$ 58,200  | 46%           |
| Gasoline                           | 62-10       | \$ -      | \$ -      | \$ -      | \$ -       |              |            |               |
| Natural gas                        | 62-50       | \$ 159    | \$ 65     | \$ 46     | \$ 663     |              | \$ 3,800   | 17%           |
| Electricity                        | 62-51       | \$ 590    | \$ 524    | \$ 515    | \$ 2,828   |              | \$ 7,000   | 40%           |
| Miscellaneous                      | 68-10       | \$ -      | \$ -      | \$ -      | \$ -       |              |            |               |
| Safety compliance                  | 68-50       | \$ -      | \$ -      | \$ -      | \$ -       |              |            |               |
| Bad Debt                           |             | \$ -      | \$ -      | \$ -      | \$ -       |              |            |               |
| Capital Outlay - Equipment         |             | \$ -      | \$ -      | \$ -      | \$ -       |              |            |               |
| Capital Outlay - Computer Software |             | \$ -      | \$ -      | \$ -      | \$ -       |              |            |               |
| Capital Outlay - Vehicles          | 74-20       | \$ -      | \$ -      | \$ -      | \$ -       |              |            |               |
|                                    |             | \$ 39,386 | \$ 57,377 | \$ 39,116 | \$ 247,776 | \$ 37,921    | \$ 367,926 | 77.65%        |

| <b>Revenue 2024</b> |  |  |
|---------------------|--|--|
|                     | <b>Fees &amp; Copies 101-0000-<br/>351.25-01</b> | <b>Misc. Revenue 101-0000-<br/>361.61-08</b> |
| <b>January</b>      | \$ 2,242.62                                      | \$ 772.75                                    |
| <b>February</b>     | \$ 2,763.68                                      | \$ 469.87                                    |
| <b>March</b>        | \$ 2,543.64                                      | \$ 300.00                                    |
| <b>April</b>        | \$ 2,985.69                                      | \$ 397.13                                    |
| <b>May</b>          | \$ 2,508.06                                      | \$ 384.86                                    |
| <b>June</b>         | \$ 1,401.79                                      | \$ 57.03                                     |
| <b>July</b>         |  |  |
| <b>August</b>       |  |  |
| <b>September</b>    |  |  |
| <b>October</b>      |  |  |
| <b>November</b>     |  |  |
| <b>December</b>     |  |  |
|                     | \$ 14,445.48                                     | \$ 2,381.64                                  |

**Total \$ 16,827.12**