

Fargo Public Library Board of Directors
Agenda for Tuesday July 18, 2023
4:00p.m.
Fargo City Commission Chambers
225 4th St North
Fargo, ND 58102

1. Approve Order of the Agenda **Action**
2. Minutes of the June 20 Meeting **Action**
3. Public Comment
4. Staff Report- Megan Lass
5. Director's Report
6. Unfinished Business
 - A. None
7. New Business
 - A. Library Board Bylaws Draft **Action**
8. Statistical Reports
 - A. June Usage
 - B. June Financials
9. Friends of the Library Report
10. Next Regular Meeting: August 15
11. Adjourn

Fargo Public Library Board
Minutes for Tuesday, June 20, 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, Hannah James, Carrie Peterson (online)

Board Members Absent: Jenna Reno

Staff: Tim Dirks, Megan Lass, Cindy Haff

Others in Attendance: Whitney Oxendahl, Michelle Anderson, Paul Jensen

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 May 16 Regular Meeting; Wanda Mendelkoch seconded the motion. The motion carried.

Public Comment

Whitney Oxendahl recommended a new Facebook resource called "701 Library Advocacy" where anyone can follow events happening in libraries across North Dakota and beyond. Ms Oxendahl also suggested asking the City to post a news event whenever there are board positions opening so that the public can be aware of the opening(s). Whitney Oxendahl closed by thanking the current Board of Directors for their service.

Staff Report

Megan Lass presented highlights of staff updates and events including:

- Children
 - The Summer Reading Program is underway
 - Under the Big Top with Ringmaster Aimee Klein will be on Jun 26 at the Main Library and Jun 29 at the Carlson Library
 - One World. One Sky. Event at MSUM Planetarium is happening over several dates for kids ages 3-8. Registration opens Jun 26 with event dates of Jun 10 (10AM), Jul 13 (6:30PM), and Jul 14 (2PM)
- Teen/Tween
 - Teen Volunteer programming is blossoming. Next meeting is Jun 21 from 1-2 pm. A signed permission slip from a parent or guardian is needed
 - Five Nights at Freddy's Escape Room will be held July 6 at the Main Library
- Adult
 - Community Game Nights continue on July 3 at Northport Library from 5-7 pm
 - Jigsaw Puzzle Social will be on July 15 from 9-12 at the Main.

- Multigenerational
 - Volunteer with River Keepers Event Jun 27, from 5:30 -7:30 pm. Volunteers will learn about River Keepers and enjoy an outdoor walk and pick up trash near the Red River.

Director's Report

Director Tim Dirks summarized the written report in the Board Packet. He highlighted the Main Shad Replacement project which has 2 proposals. Director Dirks is hoping to have a proposal ready to submit to the City Finance office by noon on Thursday.

Unfinished business

There was no unfinished business

New Business

- A. Meeting Room Application
Tim Dirks presented updated Meeting Room Application which added a single line to describe the Nature of the Event. Amy Ouren moved to approve the plan; Kristen Schipper seconded the motion. The motion carried.
- B. Social Media Policy
Tim Dirks presented the updated Social Media Policy for Staff which was due for update. Director Dirks pointed out the document emphasizing employee activities on Social Media while at work and the need to clarify personal posts as not the opinion of the Fargo Public Library. This policy is only for staff. Wanda Mengelkoch moved to approve as presented; Hannah James seconded the motion. The motion carried.

Statistical Reports

May Usage

Director Tim Dirks noted that the programming and circulation numbers are still rising. Volunteer numbers are down slightly as we are short a few volunteers. Program Attendance has risen over last year by 65% and Circulation by 11.26% or over 40,000 titles

April Financials

Director Tim Dirks clarified the difference between *restricted* donations (funds given with a specific designation) and *unrestricted* donations (funds given to be spent as we decide are best needed). Many thanks to the Friends of the Fargo Public Library for their continued contributions towards staff development and Library programming.

Director Dirks then explained that in light of the recent revenue concerns by the City, the effects have not yet fully been determined for this year or next year's budget, but Materials, Programming and Marketing budgets will all be affected.

Friends of the Library Report

Michelle Anderson was available for a Friends of the Library Report

- The Read-In held last month was well attended. Many Kudos were given for Director Tim Dirks for his participation in the event. The Friends are considering adding this as an annual event.
- Annual Booksale – one of the best in recent history. It was held in conjunction with a popular children's event and an afternoon concert which greatly increased foot traffic.

- There has been a resignation of a long-time Library Board Member (Janet Murphy)
- The Friends are considering participation in Giving Hearts Day in the future. If any Board or Staff members know of a local business or community member who might be interested in discussing funding matching funds, please contact Michelle Anderson or any member of the Friends of the Fargo Public Library.

Next Regular Meeting Tuesday, July 18 at 4pm in the Fargo City Commission Chambers.

The meeting adjourned at 4:21 p.m.

Respectfully submitted,
Cindy Haff

Staff Report

July 2023 Library Board Meeting

Summer Reading Challenge Stats (as of June 30):

- Sign-ups: 499 adults, 145 teens, 1230 children
- Days read: 25,681

Services:

- **New resource: Kanopy.** Fargo residents can stream thousands of films for free via Kanopy. Content on Kanopy is always available and each cardholder can check out five movies per month. The collection includes titles from Warner Bros., MGM, BBC, Film Movement, The Criterion Collection, and Great Courses.

Programming:

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

Children

- **Red River Zoo Visit, July 20, 1:00pm – Main Library.** Don't miss your chance to find out which amazing animals the Red River Zoo will bring to the library this year! Stop by the Main Library any time between 1:00 and 3:00pm to see the awesome animals followed by an animal craft.
- **Traveling Lantern Live Performance, July 24, 1:00pm – Main Library.** Traveling Lantern returns with a fun new performance: *Rhonda Appleseed & the Tree That Learned How to Speak*. Rhonda is a descendant of Johnny Appleseed and wants to follow in his footsteps protecting nature and all the creatures on our planet. To learn how, she takes a journey to visit one of the wise old apple trees that Johnny planted so long ago. This performance is best suited for ages 5 and up. Thank you to the Friends of the Fargo Public Library for sponsoring this performance!
- **Hip Hoppin' Downtown, July 25, 12:00pm – Main Library.** Join us on the lawn for a groovy storytime and a moving and shaking hip hop dance lesson from Gasper's School of Dance. This event is open to kids and families of all ages that want to dance to great tunes.

Teens and Tweens

- **Learn Double Dutch, July 21, 2:00pm – Carlson Library.** Coaches from "Pros of the Rope" in Minneapolis will be visiting the library to teach kids ages 8-16 years old how to jump rope Double Dutch style. Learn how to enter into the Double Dutch jump rope on the first try! Pre-registration is encouraged.
- **Henna Art Party, July 28, 2:00pm – Main 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.
- **Adopt a Houseplant, July 29, 11:00am – Main Library.** Come adopt a houseplant! You can decorate a plot, plant your new houseplant, and learn how to take care of it.

Adults

- **Rustic Wood Burned Coasters.** Did you know that a Cricut machine can be used to make wood-burned décor? Join us as we show you how to make your own wooden coaster with a burned design. This program is offered at no cost and is open to adults. Registration is required.
 - July 22, 10:00am – Main Library
 - July 24, 6:00pm – Carlson

- **Summer Spice Club.** Looking to spice up your summer cooking? Register to pick up a sample packet of **Nigella seeds**, background information, and suggested resources. Packet pick-up will start the morning of Monday, August 14, and run through Saturday, August 18. Register for the library location where you'd like to pick up your packet: Main, Carlson, or Northport. Registration opens July 31.
- **Book Clubs**
 - Diverse Perspectives, August 10: *Crying in H Mart* by Michelle Zauner
 - Tea Time, August 14: *Take My Hand* by Dolen Perkins-Valdez

Multigenerational

- **Summer Movies at Carlson.** Join us for free movies 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 aged 9 and younger.
 - July 28: *Shrek* (PG – 90 minutes)
 - August 11: *Spider-Man: Into the Spider-Verse* (PG – 117 minutes)

FPL DIRECTOR'S REPORT

July 18, 2023

Director's Activities:

- 6.26.2023 Attended City of Fargo Finance Committee Meeting
- 6.26.2023 Met with the Interim Head of Finance
- 6.30.2023 Attended Meeting with City Admin
- 7.3. 2023 – 7.6.2023 Vacation
- 7.10.2023 Met with Commission Liaison Arlette Preston

Goal 1 Professional & Organizational:

- 6.21.2023 Provided Office Hours
- 6.23.2023 Attended All Staff Meeting
- 6.27.2023 Moderated Library Dept. Heads Meeting
- 6.28.2023 Provided Office Hours
- 7.11.2023 Moderated Library Dept. Heads Meeting

Goal 4 Partnering:

- 6.21.2023 Moderated Red River Zoo Executive Committee Meeting
- 6.21.2023 Attended Police Picnic
- 6.27.2023 Moderated Red River Zoo Board Meeting

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

What:

Review and approve the updated Library Board Bylaws Draft

Explanation:

The updated language clarifies who should lead a library board meeting if the President and Vice President are not present.

Director recommendation:

Approve the updated Library Board Bylaws.

Board Discussion:

Approve as recommended

First motion made by: _____

Second motion made by: _____

Approve with changes

First motion made by: _____

Second motion made by: _____

Vote

In Favor: _____

Opposed: _____

Approved/Denied/Tabled/Postponed

Fargo Public Library Board of Directors Bylaws

Article I.

Section 1. The name of this organization is the Board of Directors of the Fargo Public Library, Fargo, North Dakota.

Section 2. The Board shall have those duties and responsibilities authorized by the North Dakota Century Code (40-38-04). As enumerated below.

1. To make and adopt such bylaws, rules, and regulations relating to the duties of the officers of the board as may be expedient and not inconsistent with the provisions of this chapter.
2. To make and adopt such bylaws, rules, and regulations for the management of the library and reading room as are expedient and not inconsistent with the provisions of this chapter.
3. To control, exclusively, the expenditures of all moneys collected for or contributed to the library fund.
4. To have the supervision, care, and custody of the library property, and of the rooms or buildings constructed, leased, or set apart for use of library purposes.
5. To contract to furnish library services and to receive library service from other counties, school districts, and cities of the state of North Dakota and adjoining states, and the state library.
6. To employ qualified personnel to administer the public library and dispense library services.

Article II.

Section 1. The purpose of the Board of Directors is to provide governance to the Fargo Public Library so that this institution may fulfill its mission and achieve its vision.

Section 2. The vision of the Fargo Public Library is that it will “be a model of excellence in library services and the primary place in the community for people of all ages to fulfill their informational, recreational and lifelong learning needs.

Section 3. The mission of the Fargo Public Library is to “provide effective and efficient library services to meet our customers’ personal, professional, and lifelong learning needs.”

Article III.

Section 1. The Board of Directors is comprised of seven people appointed by the Mayor of the City of Fargo. Appointments are subject to confirmation by the Fargo City Commission.

The term of office is three years. A Director may be appointed for two consecutive terms and is not eligible for reappointment until one year after the expiration of his/her second term.

Directors must be residents of the City of Fargo.

The Fargo City Commission may remove any director for misconduct or neglect of duty. The Board also has the collective power to censure one of its members for misconduct and in extreme cases, to recommend their removal from the board to the City Commission.

Section 2. In case of a vacancy on the Board, said vacancy will be filled by mayoral appointment for the balance of the term. Directors who fill such terms will be eligible for subsequent appointment for up to a maximum of two 3-year terms.

Section 3. Directors serve without compensation except for reimbursement of expenses incurred while conducting library business.

Article IV.

Section 1. The regular meeting of the Board of Directors will be at 4:00 p.m. on the third Tuesday of each month at the main library or in the City Commission Chambers or such other place as the Board may determine, providing at least five days advance notice is given. The Board will abide by all requirements of North Dakota law regarding open meetings.

Section 2. The annual meeting of the Board will be held immediately following the regular July meeting. The purpose of the meeting is to elect officers.

Section 3. A quorum of the Board is four members.

Section 4. Robert's Rules of Order, latest revision, will govern proceedings of the board and its committees to the extent practicable.

Section 5. Special meetings may be held at any time when called by the president or at the request of four directors. All directors must be notified at least five days in advance of a special meeting.

Article V.

Section 1. Officers of the Board of Directors will consist of a President and Vice President.

Section 2. The President presides at all meetings of the Board, authorizes calls for special meetings, appoints all committees, serves as an ex-officio voting member of all committees, and generally performs all duties associated with that office. The President will serve as the formally designated representative of the governing body of the city on the Library Board.

Section 3. The Vice President has such powers and duties, as the Board shall designate. In the absence or inability of the President to perform the duties of that office, the Vice-President will assume and perform the duties and functions of the President.

Section 4. The library director will function as treasurer of the Board with ongoing coordination with the fiscal agent for the city. The library director will issue and sign all purchase orders, maintain records of all library monies received and expended, and perform such other duties as are associated with that office.

Section 5. The President may designate a member of the library staff to function as secretary to the Board. The secretary will create and maintain a permanent public record of the proceedings of all regular and special meetings.

Section 6. In the absence of the President and the Vice President, the most senior board member will preside over the monthly Library Board meeting if needed with a quorum of members present.

Article VI.

Section 1. The president will appoint committees for specific purposes, as the business of the Board requires. All committees will make progress reports at each regular meeting. No committee will have other than advisory powers unless granted powers by a majority vote of the Board. Committees will only serve until the completion of the assignment, unless specifically designated by the Board as a standing committee.

Article VII.

Section 1. The Board will employ and supervise a qualified library director. The director will administer policies adopted by the board; recommend policies to the Board; employ, direct, and supervise the library staff within established City of Fargo Personnel and Administrative policies; prepare and present required reports; and otherwise promote effective library services.

Article VIII.

Section 1. These bylaws may be adopted or amended by a majority vote of the members of the Board present at a regular meeting subsequent to notification of the proposed change.

Revised by the Library Board 8.15.2017
Revised by the Library Board 7.17.2018

Library Use 2023

New Registrations: 869
 Approx. Registered Patrons: 35,573

ATTENDANCE	Jun-23	Jun-22	% CHANGE	2023 YTD	2022 YTD	Diff.	% CHANGE
Door Count Main	18,740	18,651	0%	98,783	88,593	10,190	12%
Door Count Carlson	14,118	13,578	4%	71,640	59,495	12,145	20%
Door Count Northport	4,559	4,456	2%	24,548	24,030	518	2%
Outreach	358	976	-63%	2,189	2,852	(663)	-23%
Total	37,775	37,661	0%	197,160	174,970	22,190	13%

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance					
Adult Programs Main	7	107	54	98%	1,445	799	646	81%
Adult Programs Carlson	19	195	116	68%	770	444	326	73%
Adult Programs Northport	3	33	14	136%	107	66	41	62%
Teen Programs Main	6	26	43	-40%	70	73	(3)	-4%
Teen Programs Carlson	2	18	62	-71%	69	120	(51)	-43%
Teen Programs Northport	-	-	2	-100%	20	2	18	900%
Childrens Programs Main	15	816	1,188	-31%	2,596	2,370	226	10%
Childrens Programs Carlson	10	434	263	65%	2,133	1,311	822	63%
Childrens Programs Northport	2	98	37	165%	1,027	750	277	37%
Community Engagement	9	2,824	2,742	3%	4,511	3,567	944	26%
Outreach Department	-	-	39	-100%	265	252	13	5%
Virtual Adult	1	87	69	26%	609	316	293	93%
Virtual Teen	-	-	-		-	-	-	
Virtual Childrens (Passive)	4	816	221	269%	1,017	357	660	185%
Total	78	5,454	4,850	12%	14,639	10,427	4,212	40%

VOLUNTEER HOURS								
Main		78	71	10%	358	436	(78)	-18%
Carlson		83	26	219%	191	143	48	34%
Outreach		65	83	-22%	262	398	(136)	-34%
Northport					-	-		
Total		226	180	26%	811	977	(166)	-17%

INTERNET SIGNUP								
Main		2,615	2,430	8%	14,098	12,129	1,969	16%
Carlson		2,070	1,814	14%	9,657	9,153	504	6%
Northport		518	384	35%	2,475	2,174	301	14%
Total		5,203	4,628	12%	26,230	23,456	2,774	12%

ELECTRONIC ACTIVITY								
Web page hits		18,794	18,311	3%	109,657	100,484	9,173	9%

2023 Circulation

	Jun-23	Jun-22	Increase/ Decrease	% CHANGE	2023 YTD	2022 YTD	Increase/ Decrease	% Change YTD
PRINT								
MAIN								
Adult Nonfiction	2,718	2,727	(9)	-0.33%	16,567	16,057	510	3.18%
Youth Nonfiction	2,153	1,932	221	11.44%	11,638	9,814	1,824	18.59%
Adult Fiction	6,807	6,545	262	4.00%	34,842	33,551	1,291	3.85%
Youth Fiction	5,793	5,885	(92)	-1.56%	24,010	22,703	1,307	5.76%
Youth Reader	1,801	2,027	(226)	-11.15%	8,062	8,218	(156)	-1.90%
Youth Picture Books	4,604	4,440	164	3.69%	24,243	21,570	2,673	12.39%
Adult Magazines	162	95	67	70.53%	640	637	3	0.47%
Youth Magazines	51	46	5		136	118	18	15.25%
Subtotal	24,089	23,697	392	1.65%	120,138	112,668	7,470	6.63%
OUTREACH								
Deposit	899	976	(77)	-7.89%	5,199	5,747	(548)	-9.54%
CARLSON								
Adult Nonfiction	1,092	901	191	21.20%	6,039	5,298	741	13.99%
Youth Nonfiction	1,506	1,396	110	7.88%	7,155	6,607	548	8.29%
Adult Fiction	3,895	3,641	254	6.98%	19,668	18,057	1,611	8.92%
Youth Fiction	4,452	3,962	490	12.37%	16,105	15,440	665	4.31%
Youth Readers	1,877	1,987	(110)	-5.54%	9,246	8,951	295	3.30%
Youth Picture Books	4,015	4,190	(175)	-4.18%	19,288	18,439	849	4.60%
Adult Magazines	60	118	(58)	-49.15%	396	557	(161)	-28.90%
Youth Magazines	54	51	3	5.88%	232	193	39	20.21%
Subtotal	16,951	16,246	705	4.34%	78,129	73,542	4,587	6.24%
NORTHPORT								
Adult Nonfiction	279	273	6	2.20%	1,706	1,762	(56)	-3.18%
Youth Nonfiction	391	388	3	0.77%	1,768	1,635	133	8.13%
Adult Fiction	1,144	1,067	77	7.22%	5,504	5,366	138	2.57%
Youth Fiction	659	810	(151)	-18.64%	2,397	2,514	(117)	-4.65%
Youth Readers	444	418	26	6.22%	1,672	1,587	85	5.36%
Youth Picture Books	610	845	(235)	-27.81%	3,922	3,701	221	5.97%
Adult Magazines	50	29	21	72.41%	192	141	51	36.17%
Youth Magazines	2	1	1		11	3	8	266.67%
Subtotal	3,579	3,831	(252)	-6.58%	17,172	16,709	463	2.77%
TOTAL PRINT	45,518	44,750	768	1.72%	220,638	208,666	11,972	5.74%

2023 Circulation

NONPRINT

OverDrive	20,156	15,844	4,312	27.22%	116,245	94,833	21,412	22.58%
Childrens Devices	31	21	10	47.62%	120	90	30	33.33%
Hoopla	2,842	2,400	442	18.42%	19,815	13,664	6,151	45.02%
Subtotal	23,029	18,265	4,764	26.08%	136,180	108,587	27,593	25.41%

MAIN

Adult DVD's	2,938	2,944	(6)	-0.20%	17,457	18,453	(996)	-5.40%
Youth DVD's	508	430	78	18.14%	2,630	2,138	492	23.01%
Video Games	367	276	91	32.97%	1,699	1,427	272	19.06%
Adult CD's	418	411	7	1.70%	2,741	2,947	(206)	-6.99%
Youth CD's	129	85	44	51.76%	485	353	132	37.39%
Adult Books on CD	225	232	(7)	-3.02%	1,135	1,191	(56)	-4.70%
Youth Books on CD	375	203	172	84.73%	1,307	1,006	301	29.92%
Kits	351	271	80	29.52%	1,762	1,370	392	28.61%
Subtotal	5,311	4,852	459	9.46%	29,216	28,885	331	1.15%

CARLSON

Adult DVD's	1,564	1,707	(143)	-8.38%	8,963	9,314	(351)	-3.77%
Youth DVD's	664	703	(39)	-5.55%	2,800	3,225	(425)	-13.18%
Video Games	327	286	41	14.34%	1,463	1,246	217	17.42%
Adult CD's	288	234	54	23.08%	1,732	1,322	410	31.01%
Youth CD's	88	95	(7)	-7.37%	355	439	(84)	-19.13%
Adult Books on CD	115	148	(33)	-22.30%	705	754	(49)	-6.50%
Youth Books on CD	278	148	130	87.84%	1,085	1,125	(40)	-3.56%
Kits	171	104	67	64.42%	963	652	311	47.70%
Subtotal	3,495	3,425	70	2.04%	18,066	18,077	(11)	-0.06%

NORTHPORT

Adult DVD's	689	722	(33)	-4.57%	5,008	4,191	817	19.49%
Youth DVD's	124	115	9	7.83%	743	526	217	41.25%
Video Games	85	86	(1)	-1.16%	433	392	41	10.46%
Adult CD's	128	97	31	31.96%	672	627	45	7.18%
Youth CD's	13	16	(3)	-18.75%	110	78	32	41.03%
Adult Books on CD	36	37	(1)	-2.70%	173	196	(23)	-11.73%
Youth Books on CD	52	59	(7)	-11.86%	273	296	(23)	-7.77%
Kits	45	29	16	55.17%	192	163	29	17.79%
Subtotal	1,172	1,161	11	0.95%	7,604	6,469	1,135	17.55%

TOTAL NONPRINT

TOTAL NONPRINT	33,007	27,703	5,304	19.15%	191,066	162,018	29,048	17.93%
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INTERLIBRARY LOAN

Borrowed	222	210	12	5.71%	1,364	1,189	175	14.72%
Loaned	364	377	(13)	-3.45%	2,138	2,045	93	4.55%
Subtotal	586	587	(1)	-0.17%	3,502	3,234	268	8.29%

RENEWALS

RENEWALS	12,385	13,414	(1,029)	-7.67%	79,329	74,775	4,554	6.09%
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TOTAL CIRCULATION

TOTAL CIRCULATION	91,496	86,454	5,042	5.83%	494,535	448,693	45,842	10.22%
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Fargo Public Library 2023 Total Expenses
50% 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	\$ 1,112,169	\$ -	\$ 1,112,169	\$ 2,404,676	46.25%	\$ (1,292,507.38)
Full time overtime	11-01	\$ 203	\$ -	\$ 203	\$ -		\$ 202.53
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 17,860	0.00%	\$ (17,860.00)
Part time w/benefits	13-00	\$ 267,086	\$ -	\$ 267,086	\$ 530,198	50.37%	\$ (263,111.99)
Part time w/benefits overtime		\$ 6	\$ -	\$ 6	\$ -		\$ 5.74
Part time banked sick		\$ -	\$ -	\$ -	\$ 256		\$ (256.00)
Part time seasonal no benefits	14-00	\$ 24,035	\$ -	\$ 24,035	\$ 40,000	60.09%	\$ (15,965.30)
Health insurance	20-01	\$ 152,117	\$ -	\$ 152,117	\$ 474,859	32.03%	\$ (322,741.96)
Dental insurance	20-03	\$ 10,198	\$ -	\$ 10,198	\$ 22,888	44.55%	\$ (12,690.30)
Long Term Disability	20-04	\$ 2,538	\$ -	\$ 2,538	\$ 5,448	46.58%	\$ (2,910.13)
Auto Allowance	20-05	\$ 435	\$ -	\$ 435	\$ 900	48.36%	\$ (464.78)
FICA 6.2%	21-01	\$ 82,724	\$ -	\$ 82,724	\$ 182,599	45.30%	\$ (99,874.86)
Medicare 1.45%	21-02	\$ 19,347	\$ -	\$ 19,347	\$ 42,932	45.06%	\$ (23,585.26)
City Pension	22-01	\$ 15,083	\$ -	\$ 15,083	\$ 41,001	36.79%	\$ (25,918.08)
NDPERS Pension	22-04	\$ 96,932	\$ -	\$ 96,932	\$ 198,362	48.87%	\$ (101,429.97)
NDPERS & City Pension	22-05	\$ 3,037	\$ -	\$ 3,037	\$ 6,281	48.35%	\$ (3,244.16)
Actuarial Contributions	22-06	\$ 91,036	\$ -	\$ 91,036	\$ 72,823	125.01%	\$ 18,213.00
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	\$ 59,836	\$ 74,493	\$ 134,329	\$ 134,329	100.00%	\$ -
Other Services	38-99	\$ 6,600	\$ 4,801	\$ 11,401	\$ 16,500	69.10%	\$ (5,098.90)
Water Sewer	41-05	\$ 2,327	\$ -	\$ 2,327	\$ 6,500	35.80%	\$ (4,172.70)
General equip repair	43-20	\$ 458	\$ -	\$ 458	\$ 3,000	15.26%	\$ (2,542.17)
General equip repair (computer)	43-21	\$ 19,722	\$ -	\$ 19,722	\$ 39,266	50.23%	\$ (19,543.66)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 39,098	\$ 7,568	\$ 46,667	\$ 53,600	87.06%	\$ (6,933.20)
Land and building rent	44-10	\$ 41,227	\$ 37,773	\$ 79,000	\$ 79,000	100.00%	\$ -
Property insurance	52-10	\$ 16,270	\$ -	\$ 16,270	\$ 12,065	134.85%	\$ 4,205.00
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	\$ 2,402	\$ -	\$ 2,402	\$ 5,400	44.49%	\$ (2,997.78)
Other communications	53-60	\$ 1,201	\$ -	\$ 1,201	\$ 2,100	57.18%	\$ (899.29)
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	\$ 21,018	\$ -	\$ 21,018	\$ 46,000	45.69%	\$ (24,981.97)
In state travel	56-60	\$ 911	\$ 14	\$ 925	\$ 3,500	26.43%	\$ (2,575.02)
Out of state travel	57-60	\$ 1,819	\$ -	\$ 1,819	\$ 5,000	36.38%	\$ (3,180.80)
Due & membership in state	59-10	\$ 2,358	\$ -	\$ 2,358	\$ 2,100	112.29%	\$ 257.99
Dues/membership out state	59-11	\$ 1,857	\$ -	\$ 1,857	\$ 2,000	92.85%	\$ (143.00)
Seminar & conf in state	59-20	\$ 2,366	\$ -	\$ 2,366	\$ 2,500	94.63%	\$ (134.27)
Seminar & conf out state	59-21	\$ 1,567	\$ -	\$ 1,567	\$ 2,500	62.67%	\$ (933.22)
Office supplies	61-10	\$ 11,935	\$ -	\$ 11,935	\$ 30,000	39.78%	\$ (18,065.39)
Medical supplies	61-20	\$ 36	\$ -	\$ 36	\$ 600	6.02%	\$ (563.91)
General supplies	61-40	\$ 10,888	\$ 5,942	\$ 16,830	\$ 36,000	46.75%	\$ (19,170.00)
Program materials	61-43	\$ 15,026	\$ -	\$ 15,026	\$ 46,000	32.67%	\$ (30,974.08)
Materials Processing	61-44	\$ 30,052	\$ -	\$ 30,052	\$ 64,569	46.54%	\$ (34,517.38)
Postage	61-50	\$ 8,126	\$ -	\$ 8,126	\$ 12,300	66.06%	\$ (4,174.26)
Books & periodicals	61-70	\$ 344,274	\$ -	\$ 344,274	\$ 774,454	44.45%	\$ (430,179.65)
Gasoline		\$ -	\$ -	\$ -	\$ 550	0.00%	\$ (550.00)
Natural gas	62-50	\$ 35,021	\$ -	\$ 35,021	\$ 76,300	45.90%	\$ (41,279.19)
Electricity	62-51	\$ 40,142	\$ -	\$ 40,142	\$ 122,528	32.76%	\$ (82,385.99)
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	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 2,624,774	\$ 130,592	\$ 2,755,366	\$ 5,699,684	48.34%	\$ (2,944,318)

Fargo Public Library 2023 Total Expenses

50% OF YEAR LAPSED

EXPENSE VS. BUDGET

2023

MAIN

Account	Budget Line	April	May	June	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 138,702	\$ 136,491	\$ 206,527	\$ 902,960		\$ 1,934,432	47%
Full time overtime	11-01	\$ 27	\$ 9	\$ 108	\$ 203			
Full Time banked sick	11-02	\$ -	\$ -	\$ -	\$ -		\$ 14,423	0%
Part time w/benefits	13-00	\$ 28,188	\$ 28,745	\$ 43,530	\$ 180,983		\$ 419,540	43%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ 6			
Part Time Banked Sick	13-02	\$ -	\$ -	\$ -	\$ -		\$ 256	0%
Part time seasonal no benefits	14-00	\$ 3,255	\$ 3,171	\$ 4,695	\$ 17,330		\$ 30,800	56%
Health insurance	20-01	\$ 18,843	\$ 18,467	\$ 18,611	\$ 115,008		\$ 344,078	33%
Dental insurance	20-03	\$ 1,350	\$ 1,325	\$ 1,330	\$ 8,167		\$ 17,198	47%
Long Term Disability	20-04	\$ 314	\$ 388	\$ 588	\$ 1,996		\$ 4,446	45%
Auto Allowance	20-05	\$ 69	\$ 69	\$ 104	\$ 435		\$ 900	48%
FICA 6.2%	21-01	\$ 9,988	\$ 9,886	\$ 15,245	\$ 64,942		\$ 146,137	44%
Medicare 1.45%	21-02	\$ 2,336	\$ 2,312	\$ 3,565	\$ 15,188		\$ 34,404	44%
City Pension	22-01	\$ 1,694	\$ 1,694	\$ 2,529	\$ 10,634		\$ 27,836	38%
NDPERS Pension	22-04	\$ 11,902	\$ 11,763	\$ 17,845	\$ 77,672		\$ 163,973	47%
NDPERS & City Pension	22-05	\$ 484	\$ 484	\$ 723	\$ 3,037		\$ 6,281	48%
Actuarial Contributions	22-06	\$ -	\$ -	\$ 61,805	\$ 61,805		\$ 45,106	137%
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	\$ 10,121	\$ 43,704	\$ 53,725	\$ 97,429	100%
Other Services	38-99	\$ 762	\$ 104	\$ 1,595	\$ 6,408	\$ 4,801	\$ 15,000	75%
Water Sewer	41-05	\$ -	\$ -	\$ -	\$ -			
General equip repair	43-20	\$ -	\$ 200	\$ 223	\$ 458		\$ 3,000	15%
General equip repair (computer)	43-21	\$ 27	\$ 132	\$ 1,016	\$ 19,093		\$ 33,266	57%
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 1,874	\$ 1,452	\$ 1,774	\$ 38,921	\$ 7,568	\$ 47,200	98%
Land and building rent	44-10	\$ -	\$ -	\$ -	\$ -			
Property insurance	52-10	\$ -	\$ 3,918	\$ 3,329	\$ 12,907		\$ 9,010	143%
Automobile liability	52-20	\$ -	\$ -	\$ -	\$ -		\$ 265	0%
General liability	52-30	\$ -	\$ -	\$ -	\$ -		\$ 9,225	0%
Cellular phone service	53-20	\$ 801	\$ -	\$ 800	\$ 2,402		\$ 5,400	44%
Other communications	53-60	\$ 400	\$ -	\$ 400	\$ 1,201		\$ 2,100	57%
ILS Development	53-61	\$ -	\$ -	\$ -	\$ 19,525		\$ 46,150	42%
Minitex/OCLC	53-62	\$ -	\$ -	\$ -	\$ 10,587		\$ 19,400	55%
Marketing	54-11	\$ 4,436	\$ 1,739	\$ 5,519	\$ 21,018		\$ 46,000	46%
In state travel	56-60	\$ 305	\$ 156	\$ 263	\$ 911	\$ 14	\$ 3,500	26%
Out of state travel	57-60	\$ -	\$ -	\$ 1,819	\$ 1,819		\$ 5,000	36%
Due & membership in state	59-10	\$ 45	\$ -	\$ -	\$ 2,358		\$ 2,100	112%
Dues/membership out state	59-11	\$ 155	\$ -	\$ 607	\$ 1,857		\$ 2,000	93%
Seminar & conf in state	59-20	\$ 200	\$ 189	\$ 689	\$ 2,366		\$ 2,500	95%
Seminar & conf out state	59-21	\$ -	\$ -	\$ 1,567	\$ 1,567		\$ 2,500	63%
Office supplies	61-10	\$ 316	\$ 692	\$ 2,105	\$ 6,223		\$ 20,000	31%
Medical supplies	61-20	\$ -	\$ -	\$ 24	\$ 36		\$ 600	6%
General supplies	61-40	\$ 845	\$ 1,320	\$ 2,400	\$ 9,052	\$ 5,942	\$ 25,000	60%
Program materials	61-43	\$ 3,265	\$ 1,936	\$ 5,064	\$ 15,026		\$ 46,000	33%
Materials Processing	61-44	\$ 8,736	\$ 5,776	\$ 4,816	\$ 30,052		\$ 64,569	47%
Postage	61-50	\$ -	\$ 8,000	\$ 20	\$ 8,126		\$ 10,000	81%
Books & periodicals	61-70	\$ 29,586	\$ 29,881	\$ 57,693	\$ 266,413	\$ -	\$ 574,679	46%
Gasoline	62-10	\$ -	\$ -	\$ -	\$ -		\$ 550	0%
Natural gas	62-50	\$ 4,258	\$ 2,383	\$ 943	\$ 21,019		\$ 45,000	47%
Electricity	62-51	\$ 6,569	\$ 4,406	\$ 6,683	\$ 26,244		\$ 82,500	32%
Miscellaneous	68-10	\$ 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				\$ -			
		\$ 290,012	\$ 284,634	\$ 486,675	\$ 2,030,838	\$ 72,051	\$ 4,414,153	47.64%

Fargo Public Library 2023 Total Expenses

50% OF YEAR LAPSED

EXPENSE VS. BUDGET

2023

CARLSON

Account	Budget Line	April	May	June	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 24,753	\$ 23,856	\$ 40,318	\$ 135,157		\$ 423,798	32%
Full time overtime	11-01	\$ -	\$ -	\$ -	\$ -			
full Time Banked Sick	11-02	\$ -	\$ -	\$ -	\$ -		\$ 3,437	0%
Part time w/benefits	13-00	\$ 8,710	\$ 8,723	\$ 12,748	\$ 56,037		\$ 73,480	76%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -			
Part Time Banked Sick	13-02	\$ -	\$ -	\$ -	\$ -			
Part time seasonal no benefits	14-00	\$ 897	\$ 960	\$ 996	\$ 6,705		\$ 9,200	73%
Health insurance	20-01	\$ 6,293	\$ 5,152	\$ 5,598	\$ 22,203		\$ 118,614	19%
Dental insurance	20-03	\$ 321	\$ 271	\$ 292	\$ 1,253		\$ 4,914	25%
Long Term Disability	20-04	\$ 64	\$ 75	\$ 124	\$ 349		\$ 832	42%
Auto Allowance	20-05	\$ -	\$ -	\$ -	\$ -			
FICA 6.2%	21-01	\$ 1,982	\$ 1,953	\$ 3,233	\$ 11,687		\$ 31,566	37%
Medicare 1.45%	21-02	\$ 463	\$ 457	\$ 756	\$ 2,733		\$ 7,383	37%
City Pension	22-01	\$ 709	\$ 709	\$ 1,058	\$ 4,448		\$ 13,165	34%
NDPERS Pension	22-04	\$ 2,033	\$ 1,959	\$ 3,291	\$ 10,660		\$ 27,482	39%
NDPERS & City Pension	22-05	\$ -	\$ -	\$ -	\$ -			
Actuarial Contributions	22-06	\$ -	\$ -	\$ 29,231	\$ 29,231		\$ 27,717	105%
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -			
Life insurance	26-00	\$ -	\$ -	\$ -	\$ -			
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ -		\$ 500	0%
Security Services	38-61	\$ 3,575	\$ 2,867	\$ 3,891	\$ 16,132	\$ 20,768	\$ 36,900	100%
Other Services	38-99	\$ 32	\$ 32	\$ -	\$ 128		\$ 1,000	13%
Water Sewer	41-05	\$ 474	\$ -	\$ 619	\$ 1,351		\$ 3,500	39%
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	\$ 1,358	\$ 2,972		\$ 2,705	110%
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	\$ 264	\$ 238	\$ 785	\$ 3,584		\$ 7,000	51%
Medical supplies	61-20	\$ -	\$ -	\$ -	\$ -			
General supplies	61-40	\$ 211	\$ 51	\$ 120	\$ 1,703		\$ 7,500	23%
Program materials	61-43	\$ -	\$ -	\$ -	\$ -			
Materials Processing	61-44	\$ -	\$ -	\$ -	\$ -			
Postage	61-50	\$ -	\$ -	\$ -	\$ -		\$ 2,300	0%
Books & periodicals	61-70	\$ 13,176	\$ 7,689	\$ 10,328	\$ 52,513		\$ 131,700	40%
Gasoline	62-10	\$ -	\$ -	\$ -	\$ -			
Natural gas	62-50	\$ 2,618	\$ 1,279	\$ 698	\$ 12,392		\$ 27,500	45%
Electricity	62-51	\$ -	\$ 2,688	\$ 3,698	\$ 11,066		\$ 30,450	36%
Miscellaneous	68-10	\$ -	\$ -	\$ -	\$ -			
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ -			
Bad Debt		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -			
		\$ 66,751	\$ 60,571	\$ 119,143	\$ 383,109	\$ 20,768	\$ 1,002,943	40.3%

**Fargo Public Library 2023 Total Expenses
50% OF YEAR LAPSED**

**EXPENSE VS. BUDGET
2023
NORTHPORT**

Account	Budget Line	April	May	June	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 11,034	\$ 14,212	21,042	\$ 74,052		\$ 46,446	159%
Full time overtime	11-01	\$ -	\$ -	0	\$ -			
Full time banked sick	11-02	\$ -	\$ -	0	\$ -			
Part time w/benefits	13-00	\$ 4,522	\$ 5,103	7,650	\$ 30,066		\$ 37,178	81%
Part time w/benefits overtime		\$ -	\$ -	0	\$ -			
Part time banked sick		\$ -	\$ -	0	\$ -			
Part time seasonal no benefits	14-00	\$ -	\$ -	0	\$ -			
Health insurance	20-01	\$ 2,787	\$ 2,860	2,912	\$ 14,906		\$ 12,167	123%
Dental insurance	20-03	\$ 128	\$ 160	178	\$ 778		\$ 776	100%
Long Term Disability	20-04	\$ 28	\$ 44	66	\$ 193		\$ 170	114%
Auto Allowance	20-05	\$ -	\$ -	0	\$ -			
FICA 6.2%	21-01	\$ 900	\$ 1,130	1,699	\$ 6,095		\$ 4,896	124%
Medicare 1.45%	21-02	\$ 211	\$ 264	397	\$ 1,425		\$ 1,145	124%
City Pension	22-01	\$ -	\$ -	0	\$ -			
NDPERS Pension	22-04	\$ 1,285	\$ 1,595	2,370	\$ 8,600		\$ 6,907	125%
NDPERS & City Pension	22-05	\$ -	\$ -	0	\$ -			
Actuarial Contributions	22-06	\$ -	\$ -	0	\$ -			
Workers Comp	25-00	\$ -	\$ -	0	\$ -			
Life insurance	26-00	\$ -	\$ -	0	\$ -			
Interpreters/ADA Compliance	33-29	\$ -	\$ -	0	\$ -			
Security Services	38-61	\$ -	\$ -	0	\$ -			
Other Services	38-99	\$ 32	\$ -	0	\$ 64		\$ 500	13%
Water Sewer	41-05	\$ 390	\$ -	390	\$ 976		\$ 3,000	33%
General equip repair	43-20	\$ -	\$ -	0	\$ -			
General equip repair (computer)	43-21	\$ -	\$ -	0	\$ -			
General equip repair (vehicle)	43-22	\$ -	\$ -	0	\$ -			
Maintenance service	43-50	\$ -	\$ -	0	\$ -		\$ 2,100	0%
Land and building rent	44-10	\$ 5,890	\$ 5,890	5,890	\$ 41,227	\$ 37,773	\$ 79,000	100%
Property insurance	52-10	\$ -	\$ 213	179	\$ 392		\$ 350	112%
Automobile liability	52-20	\$ -	\$ -	0	\$ -			
General liability	52-30	\$ -	\$ -	0	\$ -			
Cellular phone service	53-20	\$ -	\$ -	0	\$ -			
Other communications	53-60	\$ -	\$ -	0	\$ -			
ILS Development	53-61	\$ -	\$ -	0	\$ -			
Minitex/OCLC	53-62	\$ -	\$ -	0	\$ -			
Marketing	54-11	\$ -	\$ -	0	\$ -			
In state travel	56-60	\$ -	\$ -	0	\$ -			
Out of state travel	57-60	\$ -	\$ -	0	\$ -			
Due & membership in state	59-10	\$ -	\$ -	0	\$ -			
Dues/membership out state	59-11	\$ -	\$ -	0	\$ -			
Seminar & conf in state	59-20	\$ -	\$ -	0	\$ -			
Seminar & conf out state	59-21	\$ -	\$ -	0	\$ -			
Office supplies	61-10	\$ 201	\$ 562	276	\$ 2,128		\$ 3,000	71%
Medical supplies	61-20	\$ -	\$ -	0	\$ -			
General supplies	61-40	\$ -	\$ -	8	\$ 133		\$ 3,500	4%
Program materials	61-43	\$ -	\$ -	0	\$ -			
Materials Processing	61-44	\$ -	\$ -	0	\$ -			
Postage	61-50	\$ -	\$ -	0	\$ -			
Books & periodicals	61-70	\$ 6,515	\$ 3,717	4,816	\$ 25,348		\$ 68,075	37%
Gasoline	62-10	\$ -	\$ -	0	\$ -			
Natural gas	62-50	\$ 333	\$ 158	39	\$ 1,610		\$ 3,800	42%
Electricity	62-51	\$ 555	\$ 519	603	\$ 2,832		\$ 9,578	30%
Miscellaneous	68-10	\$ -	\$ -	0	\$ -			
Safety compliance	68-50	\$ -	\$ -	0	\$ -			
Bad Debt		\$ -	\$ -	0	\$ -			
Capital Outlay - Equipment		\$ -	\$ -	0	\$ -			
Capital Outlay - Computer Software		\$ -	\$ -	0	\$ -			
Capital Outlay - Vehicles	74-20	\$ -	\$ -	0	\$ -			
		\$ 34,811	\$ 36,428	\$ 48,515	\$ 210,828	\$ 37,773	\$ 282,588	87.97%

Revenue 2023

	Fees & Copies 101-0000- 351.25-01	Misc. Revenue 101-0000- 361.61-08
January	\$ 1,701.56	\$ 857.02
February	\$ 1,981.54	\$ 332.09
March	\$ 1,734.45	\$ 213.80
April	\$ 3,079.96	\$ 1,088.52
May	\$ 1,481.31	\$ 1,780.21
June	\$ 1,757.21	\$ 181.60
July		
August		
September		
October		
November		
December		
	\$ 11,736.03	\$ 4,453.24

Total \$

16,189.27

Fargo Public Library Board of Directors
Annual Meeting
Immediately following July 18th Monthly Meeting
Fargo City Commission Chambers
225 4th St North
Fargo, ND 58102

1. Approve Order of the Agenda **Action**
2. Approve Minutes of July 19, 2022 Annual Meeting **Action**
3. Affirmation of Library Board Ethics Statement **Action**
4. Election of Officers for 2023-2024 **Action**
5. Adjourn

**Fargo Public Library Board of Directors
Minutes for Annual Meeting
Tuesday, July 19, 2022
Immediately following July Monthly Meeting
Fargo City Commission Chambers and Virtual
225 4th Street North, Fargo, ND 58102**

Board Members Present: Carlos Hawley Jr., Kristen Schipper, Wanda Mengelkoch, Hannah James (virtual) and Amy Ouren (virtual)

Board Members Absent: Carrie Peterson, Jenna Reno

Staff: Tim Dirks, Megan Richardson

Others Present: Shelly Byron, Commissioner Arlette Preston, Whitney Oxendahl

Interim President Carlos Hawley called the meeting to order at 4:18 p.m. and a quorum was declared.

Order of the Agenda Approved

A motion was made by Kristen Schipper to approve the Order of Agenda. Hannah James seconded the motion; all the members voted aye and the motion carried.

Minutes of July 20, 2021 Annual Meeting Approved

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

Affirmation of Library Boards Ethics Statement

Director Tim Dirks said an ad hoc committee worked on updating the Board Orientation information and determined there should be a reaffirmation of the Trustee Ethics Statement as part of the Annual Meeting, so members remain familiar with it.

A motion was made by Wanda Mengelkoch to reaffirm. Kristen Schipper seconded the motion; all the members voted aye and the motion carried.

Election of officers 22-23

Carlos Hawley called for nominations for Vice President. Kristen Schipper nominated Amy Ouren for Vice President. No other nominations were received. A motion was made by Kristen Schipper to approve Amy Ouren for Vice President. Wanda Mengelkoch seconded the motion. All the members voted aye and the motion carried.

Kristen Schipper nominated Carlos Hawley for President. No other nominations were received. A motion was made by Kristen Schipper to approve Carlos Hawley as President. Hannah James seconded the motion. All the members voted aye and the motion carried.

The meeting adjourned at 4:23 p.m.

Respectfully submitted,
Shelly Byron

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

What:

The reaffirmation of the Trustee Ethics Statement by the action of the Library Board.

Explanation:

The Board Orientation Committee identified the Trustee Ethics Statement as needing reaffirmation on annual basis by the full Library Board as part of its annual meeting.

Director recommendation:

Approve the reaffirmation of the Trustee Ethics Statement.

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

United for Libraries



Association of Library Trustees,
Advocates, Friends and Foundations
A division of the American Library Association

PUBLIC LIBRARY TRUSTEE **ETHICS STATEMENT**

Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature _____ Date _____

Approved by the United for Libraries Board in January 2012