

Fargo Public Library Board of Directors
Agenda for Tuesday July 19, 2022
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 21 Meeting **Action**
3. Public Comment
4. Staff Report- Megan Richardson
5. Director's Report
6. Unfinished Business
 - A. None
7. New Business
 - A. 2021 Impact Report
8. Statistical Reports
 - A. June Usage
 - B. June Financials
9. Friends of the Library Report
10. Next Regular Meeting: August 16
11. Adjourn

**Fargo Public Library Board of Directors
Minutes for Tuesday, June 21, 2022 4 p.m.
Fargo City Commission Chambers and Virtual
225 4th St N., Fargo ND 58102**

Board Members Present: Scott Beaulier, Carlos Hawley Jr., Carrie Peterson, Amy Ouren, Rachael Steenholdt, Jenna Reno

Board Members Absent: Kristen Schipper

Staff: Tim Dirks, Megan Richardson, Beth Postema

Others Present: Whitney Oxendahl

President Scott Beaulier called the meeting to order at 4:00 p.m. and a quorum was declared.

Order of Agenda

A motion was made by Rachael Steenholdt to approve the Order of the Agenda. Jenna Reno seconded the motion; the motion carried.

Minutes of April 19, 2022 Regular Meeting

Rachael Steenholdt made a motion to approve the minutes of the April 19, 2022 meeting. Jenna Reno seconded the motion; the motion carried.

Minutes of May 17, 2022 Regular Meeting

Rachael Steenholdt made a motion to approve the minutes of the May 17, 2022 meeting. Jenna Reno seconded the motion; the motion carried.

Public Comment

Former Library Board Member Whitney Oxendahl thanked Scott Beaulier and Rachael Steenholdt for their service to the Fargo Public Library and the community. She recommended to incoming board members that they follow the American Library Association through social media channels to learn more about library issues and about services and programs being offered by other libraries across the country. Director Tim Dirks informed the board that two new board members have been nominated by the Mayor and approved by the City Commission. Hannah Jones and Wanda Mendelkoch will be joining the board in July.

Staff Report

Megan Richardson presented a few highlights of staff updates and events.

Staffing Update:

- Leslie Klingenstein will be retiring effective July 2, 2022. Staff are reviewing applications to fill this position.
- Principal Office Associate interviews are taking place.

Community Engagement:

- The library will have a presence at the Fargo Police Department Community Picnic at Urban Plains Park on Wednesday, June 29.

Programming:

Children

- The Summer Reading Program has launched; daily visits to the Main Library were around 1,300 for each of the first two days the program.
- Oceans Alive at the MSUM Oceanarium is being hosted by FPL as a program off site; all three sessions are full, with a waiting list.
- Gooseberry Park Players perform a preview of *SpongeBob, The Musical* at Main and at Carlson on July 7.
- Homeward Bound Theatre presents *The Wonder Weavers "Pue the Pirate"* on July 11; kids are encouraged to dress as their favorite pirate.

Teens

- Teen programs are happening every week at Carlson on Tuesday mornings and repeated at Main on Wednesday mornings. This week's program is on creating DIY book totes

Adults

- There will be a Silent Reading Party at Camp Lone Tree, a rooftop bar, on Sunday, June 26.
- *The Farmer's Lawyer* – a Visit with Author Sarah Vogel is happening on Wednesday, July 6 at the Main Library. Vogel is former ND Agriculture Commissioner who argued the case for family farmers against the federal government.

Director's Report

Director Tim Dirks referred the Board to his written report in the Board Packet. He commended the work of the steering committee on selecting the planners for the facilities master-planning project.

Unfinished Business

There was no unfinished business.

New Business

Facilities Master Planning Steering Committee Recommendation

Director Tim Dirks distributed the scope of work statement from JLG Architects. He forwarded the recommendation from the Facilities Master Planning Steering Committee to secure the services of JLG Architects to complete a facilities master plan for the Fargo Public Library. He will meet with the City Finance Committee to secure an additional \$9,500 to cover the costs above the capital budget appropriation. Rachael Steenholdt moved to approve the selection of JLG Architects as planners for the FPL facilities master plan. Amy Ouren seconded the motion; the motion carried.

Rules of Conduct Policy revision

Director Tim Dirks referred the Board to the Rules of Conduct Draft Policy in the Board Packet. A line was added that states, "Bicycles are not allowed within library buildings." There was brief discussion of how this addition affects the loan of bicycle locks and other wheeled devices that might cause difficulties in the future.

Rachael Steenholdt moved to approve the Rules of Conduct Policy as drafted. Carlos Hawley, Jr. seconded the motion; the motion carried.

Statistical Reports

Usage

The Library had 27,704 registered patrons for the month of May. The number of library visits was 33% higher than May of 2021, and year-to-date visits have increased by 46%. Internet use is up 52% over last year. Circulation was 11.37% higher compared to the same month of the previous year and has increased by 13.36% year-to-date. Director Tim Dirks noted the number of volunteer hours, stating that many volunteers were happy to return after the various closures. There was no need to recruit many new volunteers.

Financials

The Fargo Public Library received \$1,000 in a directed gift from the Friends of the Fargo Public Library. Of that donation, \$162 has been spent. With 42% of the fiscal year passed, the library has expended of 42.21% of its total budget. The library has collected \$10,596 in revenue thus far this fiscal year.

Friends of the Library Report

There was no report from the Friends of the Fargo Public Library. Director Tim Dirks reported that the Friends had raised over \$1,000 at their latest book sale.

Next Board Meeting

The next regular Board Meeting is scheduled for Tuesday, July 19 at 4 p.m. The Annual Meeting of the Board, including election of board officers, will also take place on that date, following the regular monthly board meeting.

Director Tim Dirks presented plaques to both Scott Beaulier and Rachael Steenholdt on behalf of the City of Fargo Commission in appreciation for their years of service to the library and the citizens of Fargo.

The meeting adjourned at 4:18 p.m.

Respectfully submitted,
Beth E. Postema

Staff Report

July 2022 Library Board Meeting

Staffing Update:

- Cindy Haff is the new Principal Office Associate. She will be starting on Monday, July 25.

Community Engagement:

- **Pride in the Park, August 13, 11-4pm, Island Park.** Get a library card, checkout materials from the book bike, hear about upcoming events, and spin the wheel for a prize.
- **Red River Market, August 20, 10am, Broadway Plaza.** It's Kids Day at the Market! Visit the Library's booth and learn more about what we offer – STEM kits, readalongs, board games, and books of all sorts!

Programming:

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

Children

- **Oceans of Trivia, July 21 – Main Library.** Swim on down to the Main Library for an evening of water-related trivia. We'll troll the depths of your knowledge about water, oceans, lakes, and rivers for prizes. Families and teams are invited to pre-register starting July 1. This event is most appropriate for school-age children and their families – adults and teens are welcome too!
- **Bermuda Triangle Escape Room, July 23 – Main Library.** Escape the Bermuda triangle or get lost trying! Kids ages 8 to 12 are welcome to try their luck and test their wits to escape the infamous Bermuda Triangle located conveniently in the Main Library. Sign up for one of the two sessions at 10 a.m. or 11 a.m.
- **Exploring Coral Reefs, July 25 – Main Library.** Coral reefs may look like just a pile of rocks, but they're really made up of tiny animals. Known as "rainforests of the sea," they're actually a lot more complicated than they seem! Come take a closer look at coral reefs with us at the Main Library. We'll explore reefs through fun activities like making edible coral, sculpting coral reefs, and playing a coral reef game. This event is for kids ages 6-12. Registration is required.
- **Little Squirt Ocean Science.** How does a shark float? What's the difference between ocean water and lake water? These are just a couple of the questions we'll answer through experiments, stories, and discussion as we examine the amazing ocean. This event is geared toward children ages 3-5 and registration is required.
 - **July 28, 10am – Main Library**
 - **July 30, 10am – Carlson Library**
- **School Supply Bingo.** With the school year just around the corner, it's time for school supply bingo! Come and win supplies for the upcoming school year. This event is open to school-aged children in grades Kindergarten and up.
 - **August 16, 11am – Main Library**
 - **August 16, 2pm – Northport Library**
 - **August 18, 11:30am – Carlson Library**

Teens

- **Spray Dye T-shirts.** Get creative with spray fabric paint to make a tie-dye effect on a white t-shirt. All materials will be provided and registration is required.

- **July 26, 11am** – Carlson Library
- **July 27, 11am** – Main Library

Adults

- **Crafts-to-go: DIY Wrap Bracelet, July 25.** Learn how to make a simple beaded wrap bracelet and create a new accessory for summer! All supplies and instructions are provided. This program is recommended for adults. Register online starting July 11, then stop by one of the three library locations the week of July 25 to pick up a craft packet to bring home.
- **Silent Reading Party, July 24, 2-4pm, Drekker Brewing.** Bring your own book or check out a librarian-selected title from the Book Bike. Enjoy a good book and a refreshing beverage with others who appreciate the same. Librarians will be on hand to provide snacks, reading suggestions, set up library cards, and check out books.
- **Decoupage Glass Jars.** Come learn how to decoupage, then use this technique to decorate a glass jar you can use as a vase or luminary. All materials provided, registration is required.
 - **August 8, 6:30pm** – Northport Library
 - **August 10, 6:30pm** – Main Library
- **Book Clubs**
 - Tea Time, August 8 – *The Paris Hours* by Alex George
 - Diverse Perspectives, August 11 – *From Ashes: My Story of Being Métis, Homeless, and Finding My Way* by Jesse Thistle
 - Classics, August 17 – *The Right Stuff* by Tom Wolfe
 - Summer Garden Book Club, August 17 – *Silent Spring* by Rachel Carson

Multigenerational

- **Friday Family Movies.** Join us for free family movies and popcorn on Fridays at the Dr. James Carlson Library. Movies start at 1 p.m. Adults must accompany children aged 9 and younger.
 - **July 22** – *Luca* (2021 - Rated PG)
 - **July 29** – *Finding Dory* (2016 - Rated PG)
 - **August 5** – *The Little Mermaid* (1989 – Rated G)
 - **August 12** – *Free Willy* (1993 – Rated PG)
 - **August 19** – *Flipper* (1963 – Rated G)
- **Oceans of Possibilities Summer Reading Challenge.** The program continues through August 20. Patrons can complete the challenge by reading books or eBooks, or listening to audiobooks. We encourage participants to read every day and log their reading in Beanstack.

FPL DIRECTOR'S REPORT

July 19, 2022

Director's Activities:

- 6.22.2022 Moderated Principal Office Associate Interviews
- 6.23.2022 Provided New Library Board Member Orientation
- 6.24.2022 Attended City Administrator Retirement Event
- 6.27.2022 Attended City Cabinet Meeting
- 6.27.2022 Attended City Finance Committee Meeting
- 6.30.2022 Attended Continuity of Operations Plan Meeting

Goal 1 Professional & Organizational:

- 6.22.2022 Provided walk in Office Hours
- 6.24.2022 Attended All Staff Meeting
- 6.28.2022 Moderated Library Dept. Heads Meeting
- 6.29.2022 Provided walk in Office Hours
- 7.5.2022 Moderated Library Dept. Heads Meeting
- 7.6.2022 Provided walk in Office Hours
- 7.12.2022 Moderated Library Dept. Heads Meeting
- 7.13.2022 Provided walk in Office Hours
- 7.19.2022 Moderated Library Dept. Heads Meeting

Goal 4 Partnering:

- 6.25.2022 Attended Red River Zoo Board Retreat
- 6.29.2022 Attended Fargo Police Dept. Picnic
- 7.5.2022 Attended Red River Zoo Accreditation Meeting
- 7.13.2022 Attended Red River Zoo Executive Committee Meeting

Goal 5 Infrastructure:

- 7.19.2022 Gave 2023 Library Budget Presentation to City of Fargo Budget Team

Library Use 2022

New Registrations: 861
 Approx. Registered Patrons: 27,659

ATTENDANCE	Jun-22	Jun-21	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Door Count Main	18,651	13,961	34%	88,593	59,206	29,387	50%
Door Count Carlson	13,578	10,138	34%	59,495	42,733	16,762	39%
Door Count Northport	4,456	4,690	-5%	24,030	20,480	3,550	17%
Outreach	976	233	319%	2,852	868	1,984	229%
Total	37,661	29,022	30%	174,970	123,287	51,683	42%

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance				
Adult Programs Main	12	54	154	-65%	799	1,760	(961) -55%
Adult Programs Carlson	12	116	254	-54%	444	802	(358) -45%
Adult Programs Northport	2	14	93	-85%	66	349	(283) -81%
Teen Programs Main	5	43	40	8%	73	210	(137) -65%
Teen Programs Carlson	6	62	84	-26%	120	324	(204) -63%
Teen Programs Northport	1	2	30	-93%	2	150	(148) -99%
Childrens Programs Main	19	1,396	1,518	-8%	2,578	3,589	(1,011) -28%
Childrens Programs Carlson	6	263	235	12%	1,311	1,352	(41) -3%
Childrens Programs Northport	2	37	77	-52%	750	660	90 14%
Community Engagement	8	2,742	2,142	28%	3,567	2,534	1,033 41%
Outreach Department	1	39	45	-13%	252	373	(121) -32%
Virtual Adult	1	69	36	92%	316	1,034	(718) -69%
Virtual Teen			20	-100%	-	45	(45) -100%
Virtual Childrens			267	-100%	136	717	(581) -81%
Total	75	4,837	4,995	-3%	10,414	13,899	(3,485) -25%

VOLUNTEER HOURS							
Main		71	2	3450%	436	11	425 3864%
Carlson		26	4	550%	143	4	139 3475%
Outreach		83	32	159%	398	32	366 1144%
Northport			-		-	-	
Total		180	38	374%	977	47	930 1979%

INTERNET SIGNUP							
Main		2,430	1,844	32%	12,129	7,941	4,188 53%
Carlson		1,814	1,355	34%	9,153	6,083	3,070 50%
Northport		384	329	17%	2,174	1,899	275 14%
Total		4,628	3,528	31%	23,456	15,923	7,533 47%

ELECTRONIC ACTIVITY							
Web page hits		18,311	18,206	1%	100,484	101,310	(826) -1%

2022 Circulation

	Jun-22	Jun-21	Increase/ Decrease	% CHANGE	2022 YTD	2021 YTD	Increase/ Decrease	% Change YTD
PRINT								
MAIN								
Adult Nonfiction	2,727	2,775	(48)	-1.73%	16,057	13,904	2,153	15.48%
Youth Nonfiction	1,932	2,116	(184)	-8.70%	9,814	8,863	951	10.73%
Adult Fiction	6,545	6,081	464	7.63%	33,551	24,325	9,226	37.93%
Youth Fiction	5,885	5,615	270	4.81%	22,703	20,270	2,433	12.00%
Youth Reader	2,027	1,636	391	23.90%	8,218	6,149	2,069	33.65%
Youth Picture Books	4,440	4,077	363	8.90%	21,570	16,908	4,662	27.57%
Adult Magazines	95	110	(15)	-13.64%	637	557	80	14.36%
Youth Magazines	46	14	32		118	53	65	122.64%
Subtotal	23,697	22,424	1,273	5.68%	112,668	91,029	21,639	23.77%
OUTREACH								
Deposit	976	566	410	72.44%	5,747	3,786	1,961	51.80%
CARLSON								
Adult Nonfiction	901	958	(57)	-5.95%	5,298	4,614	684	14.82%
Youth Nonfiction	1,396	1,446	(50)	-3.46%	6,607	5,542	1,065	19.22%
Adult Fiction	3,641	3,657	(16)	-0.44%	18,057	15,614	2,443	15.65%
Youth Fiction	3,962	3,718	244	6.56%	15,440	13,906	1,534	11.03%
Youth Readers	1,987	1,823	164	9.00%	8,951	7,474	1,477	19.76%
Youth Picture Books	4,190	3,962	228	5.75%	18,439	16,362	2,077	12.69%
Adult Magazines	118	88	30	34.09%	557	376	181	48.14%
Youth Magazines	51	13	38	292.31%	193	40	153	382.50%
Subtotal	16,246	15,665	581	3.71%	73,542	63,928	9,614	15.04%
NORTHPORT								
Adult Nonfiction	273	316	(43)	-13.61%	1,762	1,592	170	10.68%
Youth Nonfiction	388	440	(52)	-11.82%	1,635	1,577	58	3.68%
Adult Fiction	1,067	1,141	(74)	-6.49%	5,366	5,164	202	3.91%
Youth Fiction	810	659	151	22.91%	2,514	2,593	(79)	-3.05%
Youth Readers	418	337	81	24.04%	1,587	1,720	(133)	-7.73%
Youth Picture Books	845	681	164	24.08%	3,701	2,911	790	27.14%
Adult Magazines	29	35	(6)	-17.14%	141	120	21	17.50%
Youth Magazines	1	-	1		3	11	(8)	-72.73%
Subtotal	3,831	3,609	222	6.15%	16,709	15,688	1,021	6.51%
TOTAL PRINT	44,750	42,264	2,486	5.88%	208,666	174,431	34,235	19.63%

2022 Circulation

NONPRINT

OverDrive	15,844	14,783	1,061	7.18%	94,833	90,502	4,331	4.79%
Zinio		-	-		-	2,813	(2,813)	-100.00%
Childrens Devices	21	15	6	40.00%	90	51	39	76.47%
Hoopla	2,400	2,071	329	15.89%	13,664	12,724	940	7.39%
RB Digital		-	-		-	-	-	
Subtotal	18,265	16,869	1,396	8.28%	108,587	106,090	2,497	2.35%

MAIN

Adult DVD's	2,944	3,184	(240)	-7.54%	18,453	16,167	2,286	14.14%
Youth DVD's	430	455	(25)	-5.49%	2,138	1,852	286	15.44%
Video Games	276	222	54	24.32%	1,427	1,103	324	29.37%
Adult CD's	411	512	(101)	-19.73%	2,947	2,733	214	7.83%
Youth CD's	85	97	(12)	-12.37%	353	324	29	8.95%
Adult Books on CD	232	262	(30)	-11.45%	1,191	1,132	59	5.21%
Youth Books on CD	203	240	(37)	-15.42%	1,006	751	255	33.95%
Kits		107	(107)	-100.00%	1,099	518	581	112.16%
Subtotal	4,581	5,079	(498)	-9.81%	28,614	24,580	4,034	16.41%

CARLSON

Adult DVD's	1,707	1,633	74	4.53%	9,314	8,542	772	9.04%
Youth DVD's	703	698	5	0.72%	3,225	2,522	703	27.87%
Video Games	286	241	45	18.67%	1,246	1,096	150	13.69%
Adult CD's	234	244	(10)	-4.10%	1,322	1,652	(330)	-19.98%
Youth CD's	95	64	31	48.44%	439	388	51	13.14%
Adult Books on CD	148	196	(48)	-24.49%	754	785	(31)	-3.95%
Youth Books on CD	148	236	(88)	-37.29%	1,125	1,006	119	11.83%
Kits	104	127	(23)	-18.11%	652	474	178	37.55%
Subtotal	3,425	3,439	(14)	-0.41%	18,077	16,465	1,612	9.79%

NORTHPORT

Adult DVD's	722	908	(186)	-20.48%	4,191	4,720	(529)	-11.21%
Youth DVD's	115	123	(8)	-6.50%	526	630	(104)	-16.51%
Video Games	86	53	33	62.26%	392	277	115	41.52%
Adult CD's	97	119	(22)	-18.49%	627	860	(233)	-27.09%
Youth CD's	16	13	3	23.08%	78	66	12	18.18%
Adult Books on CD	37	36	1	2.78%	196	151	45	29.80%
Youth Books on CD	59	77	(18)	-23.38%	296	277	19	6.86%
Kits	29	43	(14)	-32.56%	163	122	41	33.61%
Subtotal	1,161	1,372	(211)	-15.38%	6,469	7,103	(634)	-8.93%

TOTAL NONPRINT

27,432	26,759	673	2.52%	161,747	154,238	7,509	4.87%
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INTERLIBRARY LOAN

Borrowed	210	178	32	17.98%	1,189	919	270	29.38%
Loaned	377	321	56	17.45%	2,045	1,840	205	11.14%
Subtotal	587	499	88	17.64%	3,234	2,759	475	17.22%

RENEWALS

13,414	13,876	(462)	-3.33%	74,775	71,519	3,256	4.55%
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TOTAL CIRCULATION

86,183	83,398	2,785	3.34%	448,422	402,947	45,475	11.29%
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Fargo Public Library 2022 Total Expenses
50% OF YEAR LAPSED
SUMMARY OF EXPENSE VS. AGGREGATE BUDGET
2022

Account	Budget Line	Total YTD	Total Encumbrances	Total YTD Expenses + Encumbrances	Total Budget	%	Over/(Under)
Full time staff	11-00	\$ 956,988	\$ -	\$ 956,988	\$ 2,263,893	42.27%	\$ (1,306,904.63)
Full time overtime	11-01	\$ 469	\$ -	\$ 469	\$ -		\$ 468.62
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 18,432	0.00%	\$ (18,432.00)
Part time w/benefits	13-00	\$ 217,470	\$ -	\$ 217,470	\$ 440,615	49.36%	\$ (223,145.35)
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -		\$ -
Part time banked sick		\$ -	\$ -	\$ -	\$ 246		\$ (246.00)
Part time seasonal no benefits	14-00	\$ 22,041	\$ -	\$ 22,041	\$ 56,000	39.36%	\$ (33,958.82)
Health insurance	20-01	\$ 171,848	\$ -	\$ 171,848	\$ 381,757	45.02%	\$ (209,909.07)
Dental insurance	20-03	\$ 9,958	\$ -	\$ 9,958	\$ 21,411	46.51%	\$ (11,453.46)
Long Term Disability	20-04	\$ 2,539	\$ -	\$ 2,539	\$ 5,543	45.80%	\$ (3,004.21)
Auto Allowance	20-05	\$ 402	\$ -	\$ 402	\$ 900	44.71%	\$ (497.64)
FICA 6.2%	21-01	\$ 69,091	\$ -	\$ 69,091	\$ 168,898	40.91%	\$ (99,806.51)
Medicare 1.45%	21-02	\$ 16,160	\$ -	\$ 16,160	\$ 39,704	40.70%	\$ (23,544.13)
City Pension	22-01	\$ 18,352	\$ -	\$ 18,352	\$ 43,443	42.24%	\$ (25,091.19)
NDPERS Pension	22-04	\$ 76,194	\$ -	\$ 76,194	\$ 176,871	43.08%	\$ (100,676.57)
NDPERS & City Pension	22-05	\$ 2,715	\$ -	\$ 2,715	\$ 6,071	44.72%	\$ (3,356.30)
Actuarial Contributions	22-06	\$ 72,823	\$ -	\$ 72,823	\$ 72,823	100.00%	\$ -
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	\$ 49,886	\$ 106,056	\$ 155,942	\$ 134,329	116.09%	\$ 21,613.00
Other Services	38-99	\$ 15,904	\$ 7,400	\$ 23,304	\$ 16,500	141.23%	\$ 6,803.61
Water Sewer	41-05	\$ 2,031	\$ -	\$ 2,031	\$ 5,000	40.62%	\$ (2,969.01)
General equip repair	43-20	\$ -	\$ -	\$ -	\$ 3,000	0.00%	\$ (3,000.00)
General equip repair (computer)	43-21	\$ 13,672	\$ -	\$ 13,672	\$ 31,766	43.04%	\$ (18,094.41)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 46,396	\$ 15,763	\$ 62,158	\$ 47,600	130.58%	\$ 14,558.36
Land and building rent	44-10	\$ 40,012	\$ 56,136	\$ 96,148	\$ 79,000	121.71%	\$ 17,148.00
Property insurance	52-10	\$ 4,820	\$ -	\$ 4,820	\$ 12,065	39.95%	\$ (7,245.00)
Automobile liability	52-20	\$ -	\$ -	\$ -	\$ 265	0.00%	\$ (265.00)
General liability	52-30	\$ -	\$ -	\$ -	\$ 9,225	0.00%	\$ (9,225.00)
Cellular phone service	53-20	\$ 1,795	\$ -	\$ 1,795	\$ 5,400	33.23%	\$ (3,605.40)
Other communications	53-60	\$ 1,000	\$ -	\$ 1,000	\$ 2,100	47.63%	\$ (1,099.76)
ILS Development	53-61	\$ 17,500	\$ -	\$ 17,500	\$ 46,150	37.92%	\$ (28,650.00)
Minitex/OCLC	53-62	\$ 10,015	\$ -	\$ 10,015	\$ 19,400	51.62%	\$ (9,385.35)
Marketing	54-11	\$ 14,996	\$ -	\$ 14,996	\$ 46,000	32.60%	\$ (31,004.34)
In state travel	56-60	\$ 990	\$ -	\$ 990	\$ 3,500	28.27%	\$ (2,510.43)
Out of state travel	57-60	\$ 5,333	\$ -	\$ 5,333	\$ 5,000	106.66%	\$ 332.79
Due & membership in state	59-10	\$ 1,215	\$ -	\$ 1,215	\$ 2,100	57.86%	\$ (885.00)
Dues/membership out state	59-11	\$ 1,564	\$ -	\$ 1,564	\$ 1,500	104.27%	\$ 64.00
Seminar & conf in state	59-20	\$ 422	\$ -	\$ 422	\$ 2,500	16.88%	\$ (2,078.00)
Seminar & conf out state	59-21	\$ 3,061	\$ -	\$ 3,061	\$ 2,500	122.44%	\$ 561.10
Office supplies	61-10	\$ 12,434	\$ -	\$ 12,434	\$ 30,000	41.45%	\$ (17,565.77)
Medical supplies	61-20	\$ 14	\$ -	\$ 14	\$ 600	2.32%	\$ (586.06)
General supplies	61-40	\$ 24,827	\$ -	\$ 24,827	\$ 16,000	155.17%	\$ 8,827.18
Program materials	61-43	\$ 17,681	\$ -	\$ 17,681	\$ 46,000	38.44%	\$ (28,319.46)
Materials Processing	61-44	\$ 22,153	\$ 1,192	\$ 23,345	\$ 64,569	36.16%	\$ (41,223.77)
Postage	61-50	\$ 10,794	\$ -	\$ 10,794	\$ 12,300	87.76%	\$ (1,505.66)
Books & periodicals	61-70	\$ 341,368	\$ 1,501	\$ 342,869	\$ 724,454	47.33%	\$ (381,584.55)
Gasoline		\$ 151	\$ -	\$ 151	\$ 439	34.44%	\$ (287.82)
Natural gas	62-50	\$ 37,381	\$ -	\$ 37,381	\$ 40,900	91.39%	\$ (3,519.46)
Electricity	62-51	\$ 47,446	\$ -	\$ 47,446	\$ 128,325	36.97%	\$ (80,879.27)
Miscellaneous	68-10	\$ 399	\$ -	\$ 399	\$ 2,000	19.96%	\$ (1,600.77)
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ 100	0.00%	\$ (100.00)
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 2,382,308	\$ 188,048	\$ 2,570,355	\$ 5,239,994	49.05%	\$ (2,669,639)

Fargo Public Library 2022 Total Expenses
50% OF YEAR LAPSED

EXPENSE VS. BUDGET
2022
MAIN

Account	Budget Line	March	April	May	June	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 127,312	\$ 130,472	\$ 131,505	\$ 126,407	\$ 747,803		\$ 1,783,637	42%
Full time overtime	11-01	\$ 50	\$ 352	\$ 41	\$ 11	\$ 469			
Full Time banked sick	11-02					\$ -		\$ 15,122	0%
Part time w/benefits	13-00	\$ 25,331	\$ 25,024	\$ 27,503	\$ 25,586	\$ 150,537		\$ 316,716	48%
Part time w/benefits overtime						\$ -			
Part Time Banked Sick	13-02					\$ -		\$ 246	0%
Part time seasonal no benefits	14-00	\$ 2,838	\$ 3,405	\$ 3,186	\$ 2,748	\$ 17,106		\$ 43,680	39%
Health insurance	20-01	\$ 20,838	\$ 21,013	\$ 20,810	\$ 19,625	\$ 120,558		\$ 274,286	44%
Dental insurance	20-03	\$ 1,280	\$ 1,300	\$ 1,293	\$ 1,266	\$ 7,474		\$ 16,156	46%
Long Term Disability	20-04	\$ 329	\$ 330	\$ 323	\$ 324	\$ 1,901		\$ 4,301	44%
Auto Allowance	20-05	\$ 69	\$ 69	\$ 69	\$ 69	\$ 402		\$ 900	45%
FICA 6.2%	21-01	\$ 8,949	\$ 9,200	\$ 9,416	\$ 9,001	\$ 52,911		\$ 130,879	40%
Medicare 1.45%	21-02	\$ 2,093	\$ 2,152	\$ 2,202	\$ 2,105	\$ 12,375		\$ 30,812	40%
City Pension	22-01	\$ 2,071	\$ 2,071	\$ 2,071	\$ 2,072	\$ 12,045		\$ 26,909	45%
NDPERS Pension	22-04	\$ 10,323	\$ 10,544	\$ 10,456	\$ 10,303	\$ 60,092		\$ 144,040	42%
NDPERS & City Pension	22-05	\$ 467	\$ 467	\$ 467	\$ 467	\$ 2,715		\$ 6,071	45%
Actuarial Contributions	22-06					\$ 45,106		\$ 45,106	100%
Workers Comp	25-00					\$ -			
Life insurance	26-00					\$ -		\$ 800	0%
Interpreters/ADA Compliance	33-29					\$ -		\$ 500	0%
Security Services	38-61	\$ 6,637	\$ 9,336	\$ 6,982	\$ 6,632	\$ 36,690	\$ 76,260	\$ 97,429	116%
Other Services	38-99	\$ 1,133	\$ 2,031	\$ 2,231	\$ 8,568	\$ 15,402	\$ 7,400	\$ 15,000	152%
Water Sewer	41-05					\$ -			
General equip repair	43-20					\$ -		\$ 3,000	0%
General equip repair (computer)	43-21	\$ 3,577	\$ 1,700	\$ 132	\$ 109	\$ 13,672		\$ 25,766	53%
General equip repair (vehicle)	43-22					\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 16,540		\$ 3,822	\$ 1,982	\$ 44,584	\$ 9,913	\$ 41,200	132%
Land and building rent	44-10					\$ -			
Property insurance	52-10					\$ 4,820		\$ 9,010	53%
Automobile liability	52-20					\$ -		\$ 265	0%
General liability	52-30					\$ -		\$ 9,225	0%
Cellular phone service	53-20	\$ 359	\$ 718	\$ 359		\$ 1,795		\$ 5,400	33%
Other communications	53-60	\$ 200	\$ 400	\$ 200		\$ 1,000		\$ 2,100	48%
ILS Development	53-61					\$ 17,500		\$ 46,150	38%
Minitex/OCLC	53-62			\$ 558		\$ 10,015		\$ 19,400	52%
Marketing	54-11	\$ 1,486	\$ 2,638	\$ 2,676	\$ 4,722	\$ 14,996		\$ 46,000	33%
In state travel	56-60	\$ 355	\$ 109	\$ 334	\$ 112	\$ 990		\$ 3,500	28%
Out of state travel	57-60	\$ 105	\$ 3,126			\$ 5,333		\$ 5,000	107%
Due & membership in state	59-10					\$ 1,215		\$ 2,100	58%
Dues/membership out state	59-11	\$ 428		\$ 277		\$ 1,564		\$ 1,500	104%
Seminar & conf in state	59-20			\$ 159		\$ 422		\$ 2,500	17%
Seminar & conf out state	59-21	\$ 397	\$ 209			\$ 3,061		\$ 2,500	122%
Office supplies	61-10	\$ 1,762	\$ 1,130	\$ 1,794	\$ 518	\$ 8,357		\$ 20,000	42%
Medical supplies	61-20					\$ 14		\$ 600	2%
General supplies	61-40	\$ 727	\$ 3,544		\$ 3,590	\$ 15,929		\$ 10,000	159%
Program materials	61-43	\$ 1,930	\$ 4,836	\$ 3,542	\$ 2,684	\$ 17,681		\$ 46,000	38%
Materials Processing	61-44	\$ 2,879	\$ 4,500	\$ 3,124	\$ 2,025	\$ 22,153	\$ 1,192	\$ 64,569	36%
Postage	61-50	\$ 30	\$ 66	\$ 8,000	\$ 177	\$ 8,794		\$ 10,000	88%
Books & periodicals	61-70	\$ 32,491	\$ 37,546	\$ 43,617	\$ 23,049	\$ 266,042	\$ 1,164	\$ 529,429	50%
Gasoline	62-10		\$ 73	\$ 44		\$ 151		\$ 439	34%
Natural gas	62-50	\$ 13,603	\$ 4,087		\$ 3,335	\$ 21,025		\$ 24,000	88%
Electricity	62-51	\$ 9,022	\$ 4,457	\$ 7,757	\$ 6,424	\$ 27,660		\$ 90,000	31%
Miscellaneous	68-10	\$ 255	\$ 13	\$ (249)	\$ 26	\$ 399		\$ 2,000	20%
Safety compliance	68-50					\$ -		\$ 100	0%
Bad Debt						\$ -			
Capital Outlay - Machinery & Equipment						\$ -			
Capital Outlay - Computer Software						\$ -			
Capital Outlay - Vehicles	74-20					\$ -			
		\$ 295,867	\$ 286,918	\$ 294,701	\$ 263,937	\$ 1,792,755	\$ 95,929	\$ 3,975,343	47.51%

Fargo Public Library 2022 Total Expenses
50% OF YEAR LAPSED

EXPENSE VS. BUDGET
2022
CARLSON

Account	Budget Line	March	April	May	June	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 26,545	\$ 25,524	\$ 27,079	\$ 25,861	\$ 155,177		\$ 367,054	42%
Full time overtime	11-01					\$ -			
full Time Banked Sick	11-02					\$ -		\$ 3,310	0%
Part time w/benefits	13-00	\$ 6,508	\$ 5,921	\$ 6,518	\$ 7,591	\$ 38,544		\$ 88,949	43%
Part time w/benefits overtime						\$ -			
Part Time Banked Sick	13-02					\$ -			
Part time seasonal no benefits	14-00	\$ 804	\$ 927	\$ 912	\$ 792	\$ 4,935		\$ 12,320	40%
Health insurance	20-01	\$ 5,955	\$ 6,283	\$ 6,540	\$ 6,306	\$ 36,980		\$ 79,544	46%
Dental insurance	20-03	\$ 280	\$ 302	\$ 315	\$ 289	\$ 1,775		\$ 3,941	45%
Long Term Disability	20-04	\$ 62	\$ 63	\$ 69	\$ 68	\$ 390		\$ 940	42%
Auto Allowance	20-05					\$ -			
FICA 6.2%	21-01	\$ 1,947	\$ 1,864	\$ 1,982	\$ 1,966	\$ 11,421		\$ 29,062	39%
Medicare 1.45%	21-02	\$ 455	\$ 436	\$ 464	\$ 460	\$ 2,672		\$ 6,797	39%
City Pension	22-01	\$ 1,054	\$ 980	\$ 980	\$ 980	\$ 6,307		\$ 16,534	38%
NDPERS Pension	22-04	\$ 1,515	\$ 1,533	\$ 1,750	\$ 1,751	\$ 9,296		\$ 20,594	45%
NDPERS & City Pension	22-05					\$ -			
Actuarial Contributions	22-06					\$ 27,717		\$ 27,717	100%
Workers Comp	25-00					\$ -			
Life insurance	26-00					\$ -			
Interpreters/ADA Compliance	33-29					\$ -		\$ 500	0%
Security Services	38-61	\$ 2,525	\$ 3,117	\$ 2,389	\$ 2,486	\$ 13,197	\$ 29,795	\$ 36,900	117%
Other Services	38-99		\$ 406		\$ 24	\$ 478		\$ 1,000	48%
Water Sewer	41-05			\$ 650	\$ 239	\$ 1,079		\$ 3,000	36%
General equip repair	43-20					\$ -			
General equip repair (computer)	43-21					\$ -		\$ 6,000	0%
General equip repair (vehicle)	43-22					\$ -			
Maintenance service	43-50	\$ 472	\$ 91		\$ 135	\$ 1,248	\$ 4,613	\$ 4,300	136%
Land and building rent	44-10					\$ -			
Property insurance	52-10					\$ -		\$ 2,705	0%
Automobile liability	52-20					\$ -			
General liability	52-30					\$ -			
Cellular phone service	53-20					\$ -			
Other communications	53-60					\$ -			
ILS Development	53-61					\$ -			
Minitex/OCLC	53-62					\$ -			
Marketing	54-11					\$ -			
In state travel	56-60					\$ -			
Out of state travel	57-60					\$ -			
Due & membership in state	59-10					\$ -			
Dues/membership out state	59-11					\$ -			
Seminar & conf in state	59-20					\$ -			
Seminar & conf out state	59-21					\$ -			
Office supplies	61-10	\$ 1,417	\$ 510	\$ 303	\$ 231	\$ 3,121		\$ 7,000	45%
Medical supplies	61-20					\$ -			
General supplies	61-40	\$ 541	\$ 4	\$ 5,943		\$ 8,899		\$ 2,500	356%
Program materials	61-43					\$ -			
Materials Processing	61-44					\$ -			
Postage	61-50			\$ 2,000		\$ 2,000		\$ 2,300	87%
Books & periodicals	61-70	\$ 7,833	\$ 13,468	\$ 9,336	\$ 7,836	\$ 50,489	\$ 338	\$ 128,950	39%
Gasoline	62-10					\$ -			
Natural gas	62-50	\$ 9,431	\$ 3,024		\$ 3,001	\$ 15,456		\$ 15,000	103%
Electricity	62-51	\$ 4,986	\$ 2,351	\$ 5,677	\$ 3,891	\$ 16,905		\$ 30,450	56%
Miscellaneous	68-10					\$ -			
Safety compliance	68-50					\$ -			
Bad Debt						\$ -			
Capital Outlay - Equipment						\$ -			
Capital Outlay - Computer Software						\$ -			
Capital Outlay - Vehicles	74-20					\$ -			
		\$ 72,331	\$ 66,804	\$ 72,907	\$ 63,907	\$ 408,087	\$ 34,746	\$ 897,367	49.3%

**Fargo Public Library 2022 Total Expenses
50% OF YEAR LAPSED**

**EXPENSE VS. BUDGET
2022**

NORTHPORT

Account	Budget Line	March	April	May	June	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 8,810	\$ 9,076	9,644	10,039	\$ 54,009		\$ 113,202	48%
Full time overtime	11-01					\$ -			
Full time banked sick	11-02					\$ -			
Part time w/benefits	13-00	\$ 5,480	\$ 4,804	3,927	5,237	\$ 28,389		\$ 34,950	81%
Part time w/benefits overtime						\$ -			
Part time banked sick						\$ -			
Part time seasonal no benefits	14-00					\$ -			
Health insurance	20-01	\$ 2,442	\$ 2,451	2,399	2,439	\$ 14,310		\$ 27,927	51%
Dental insurance	20-03	\$ 120	\$ 123	117	125	\$ 708		\$ 1,314	54%
Long Term Disability	20-04	\$ 28	\$ 114	27	29	\$ 248		\$ 302	82%
Auto Allowance	20-05					\$ -			
FICA 6.2%	21-01	\$ 824	\$ 806	786	886	\$ 4,760		\$ 8,957	53%
Medicare 1.45%	21-02	\$ 193	\$ 189	184	207	\$ 1,114		\$ 2,095	53%
City Pension	22-01					\$ -			
NDPERS Pension	22-04	\$ 1,180	\$ 1,146	1,121	1,262	\$ 6,806		\$ 12,237	56%
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					\$ 24		\$ 500	5%
Water Sewer	41-05			571	191	\$ 952		\$ 2,000	48%
General equip repair	43-20					\$ -			
General equip repair (computer)	43-21					\$ -			
General equip repair (vehicle)	43-22					\$ -			
Maintenance service	43-50	\$ 189				\$ 563	\$ 1,237	\$ 2,100	86%
Land and building rent	44-10	\$ 5,716	\$ 5,716	5,716	5,716	\$ 40,012	\$ 56,136	\$ 79,000	122%
Property insurance	52-10					\$ -		\$ 350	0%
Automobile liability	52-20					\$ -			
General liability	52-30					\$ -			
Cellular phone service	53-20					\$ -			
Other communications	53-60					\$ -			
ILS Development	53-61					\$ -			
Minitex/OCLC	53-62					\$ -			
Marketing	54-11					\$ -			
In state travel	56-60					\$ -			
Out of state travel	57-60					\$ -			
Due & membership in state	59-10					\$ -			
Dues/membership out state	59-11					\$ -			
Seminar & conf in state	59-20					\$ -			
Seminar & conf out state	59-21					\$ -			
Office supplies	61-10		\$ 287	424		\$ 957		\$ 3,000	32%
Medical supplies	61-20					\$ -			
General supplies	61-40					\$ -		\$ 3,500	0%
Program materials	61-43					\$ -			
Materials Processing	61-44					\$ -			
Postage	61-50					\$ -			
Books & periodicals	61-70	\$ 3,441	\$ 5,647	5,511	3,855	\$ 24,837		\$ 66,075	38%
Gasoline	62-10					\$ -			
Natural gas	62-50	\$ 636	\$ 172		91	\$ 899		\$ 1,900	47%
Electricity	62-51	\$ 1,209	\$ 514	642	515	\$ 2,880		\$ 7,875	37%
Miscellaneous	68-10					\$ -			
Safety compliance	68-50					\$ -			
Bad Debt						\$ -			
Capital Outlay - Equipment						\$ -			
Capital Outlay - Computer Software						\$ -			
Capital Outlay - Vehicles	74-20					\$ -			
		\$ 30,269	\$ 31,045	\$ 31,069	\$ 30,592	\$ 181,466	\$ 57,373	\$ 367,284	65.03%

Revenue 2022		
	Fees & Copies 101-0000- 351.25-01	Misc. Revenue 101-0000- 361.61-08
January	\$ 935.12	\$ 152.53
February	\$ 1,119.42	\$ 506.63
March	\$ 2,681.40	\$ 147.87
April	\$ 1,074.05	\$ 909.85
May	\$ 2,449.00	\$ 620.13
June	\$ 613.56	\$ 178.62
July		
August		
September		
October		
November		
December		
	\$ 8,872.55	\$ 2,515.63

Total \$ 11,388.18

Fargo Public Library Board of Directors
Annual Meeting
Immediately following July 19th 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 20 th 2021 Annual Meeting | Action |
| 3. Affirmation of Library Board Ethics Statement | Action |
| 4. Election of Officers for 2022-2023 | Action |
| 5. Adjourn | |

**Fargo Public Library Board of Directors
Annual Meeting
July 20, 2021
Immediately following July Monthly Meeting
Fargo City Commission Chambers and Virtual
225 4th St N, Fargo ND 58102**

Board Members Present: Rachael Steenholdt, Carlos Hawley Jr., Scott Beaulier, Whitney Oxendahl

Board Members Absent: Kristen Schipper

Staff: Tim Dirks, Megan Richardson, Betsy Dauer

Others Present:

The meeting was called to order by Vice President, Rachael Steenholdt at 4:30 pm.

Order of the Agenda

A motion was made by Carlos Hawley Jr. to approve the Order of the Agenda. Scott Beaulier seconded the motion; motion carried.

Minutes of 2020 Annual Meeting

A motion was made by Carlos Hawley Jr. to approve the minutes of the 2020 annual meeting. Scott Beaulier seconded the motion; motion carried.

Affirmation of Library Board Ethics Statement

Director Tim Dirks presented the Library Board Ethics Statement for annual review.

A motion was made by Scott Beaulier to approve the reaffirmation of the Library Board Ethics Statement. Carlos Hawley Jr. seconded the motion; motion carried.

Election of Officers for 2021-202

Rachael Steenholdt called for nominations for President. Carlos Hawley Jr. nominated Scott Beaulier for President. No other nominations were received. A motion was made by Rachael Steenholdt to approve Scott Beaulier for President. Carlos Hawley Jr. seconded the motion; motion carried.

Rachael Steenholdt called for nominations for Vice President. Scott Beaulier nominated Carlos Hawley Jr. for Vice President. No other nominations were received. A motion was made by Rachael Steenholdt to approve Carlos Hawley Jr. for Vice President. Scott Beaulier seconded the motion; motion carried.

The annual meeting adjourned at 4:37 pm.

Respectfully submitted,
Betsy Dauer

**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