

Fargo Public Library Board of Directors
Agenda for Tuesday August 16, 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 July 19 Meeting **Action**
3. Public Comment
4. Staff Report- Megan Lass
5. Director's Report
6. Unfinished Business
 - A. None
7. New Business
 - A. Statement of Concern Policy Draft **Action**
8. Statistical Reports
 - A. July Usage
 - B. July Financials
9. Friends of the Library Report
10. Next Regular Meeting: September 20
11. Adjourn

Fargo Public Library Board
Minutes for Tuesday, July 19, 2022 4:00 p.m.
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 4:03 p.m. and a quorum was declared. He welcomed new members Hannah James and Wanda Mengelkoch.

Order of the Agenda Approved

Kristen Schipper made a motion to approve the Order of the Agenda. Amy Ouren seconded the motion; all the members voted aye and the motion carried.

Minutes of the June 21, 2022 Regular Meeting Approved

Amy Ouren made a motion to approve the minutes of the June 21, 2022 meeting. Second by Kristen Schipper; all the members voted aye and the motion carried.

Public Comment

Whitney Oxendahl said when she has served on the Library Board she realized one of the most important things the Board did was approving policy. She said some things she feels could improve the process would be to include having an advocate from the homeless community give feedback before a policy is passed and bring policy past DEI Director Terry Hogan to be sure policies remain welcoming to people in the community. Also, having someone from circulation or staff at the Library talk about how existing policy looks and how it would look after a policy change. Talking about before and after would help to get all the questions answered.

Staff Report

Megan Richardson presented highlights of staff updates and events including:

Staffing Update:

- Cindy Haff has been selected as Principal Office Associate and will begin next week and the Board members will be able to meet her at next month's Board meeting.

Community Engagement:

- Pride in the Park – August 13, 11:00-4:00 p.m. at Island Park
- Red River Market – August 20, 10:00 a.m. at Broadway Plaza
- Native American Community Picnic – August 20 at MB Johnson Park in Moorhead
- The partnership with Job Service is expanding to have Job Service representatives visit the Carlson Library the second Tuesday and the Main Library the third Thursday of each month.

- The Summer Reading Program is still going strong; the Reading Challenge goes through August 20th.
- School Supply Bingo is happening halfway through August at all three Library locations.
- Crafting programs continue for all ages, adult book clubs continue through the summer and a Silent Reading Party will be held this weekend at Drekker.

Director's Report

Director Tim Dirks summarized the written report in the Board Packet. He said the request for four FTE's has been reduced to two FTE's in the Mayor's Preliminary Budget and, if possible, he will ask for the other two FTE's mid-year. Capital funds for the replacement of the main shades is in the preliminary budget and as far as operating, \$20,000.00 is in the preliminary budget for books and periodicals and there is an increase in the computer line of \$7,500.00. Also, in the preliminary budget is a 3.5 percent cost of living adjustment. As in the past, some of what is requested is granted, not all.

Unfinished business

No unfinished business was discussed.

New Business

Director Tim Dirks said an Impact Report is done as a snapshot annually for elected officials, donors and stakeholders.

Statistical Reports

June Usage – Director Tim Dirks said June attendance up 30% from last June and visits through June are up 42% from last year. Programming has been moderated somewhat due to staffing issues. It is great to have the volunteers are back. Internet usage and webpage hits are about the same as last June. Overall circulation is up 11% over last year.

June Financials

Director Tim Dirks said the Library received \$208.00 from the Women's Club and \$108.00 anonymous. Expenses include \$450.00 for the Traveling Lamp Program and a \$218.00 grant reimbursement. He thanked the Friends of the Library for the staff recognition cards, which would not be possible if they did not fund it. At the halfway point in the year, about 49% of the budget is expended. Revenue through the end of June is at \$11,388.18.

Friends of the Library Report

No report.

Next Regular Meeting August 16, 2022.

The meeting adjourned at 4:18 p.m.

Respectfully submitted,
Shelly Byron

Staff Report

Aug 2022 Library Board Meeting

Community Engagement:

- **Red River Market.** Saturday, August 20, 10am, Broadway Plaza
- **Native American Community Picnic.** Saturday, August 20, at MB Johnson Park
- **Day of Dignity.** Sunday, August 28, at Broadway Square
- **Family History Workshop.** Saturday, September 17, at the Ramada

Programming:

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

Children

- **Birding for Kids with Audubon Dakota, August 27, 9 a.m. – Main Library.** Kids are invited to search for different bird species with staff from Audubon Dakota as we walk to one of the organization's nearby Urban Woods and Prairies sites. Learn how to properly use binoculars and find out the characteristics used to identify birds that are common to our region. Registration is required. Children ages 10 and younger must be accompanied by an adult.
- **Kindergarten Success Storytime Series – Main Library.** Drop in to one, or all, of these special storytimes focused on preparing your child for Kindergarten success. Library staff will share tips you can use to instill a love of reading in your child and help get them ready to learn – all while having super storytime fun! These are parent/child storytimes geared for your child's success; therefore, we ask one adult per child to keep the learning to the maximum. This event series will be held at the Main Library and is most appropriate for children ages 3 to 5. No pre-registration is required to attend and all materials will be provided. Activities will follow each storytime and every child will leave with a new book!
 - Saturday, Sept. 3 at 10 a.m.
 - Saturday, Oct. 1 at 10 a.m.
 - Saturday, Nov. 5 at 10 a.m.
 - Saturday, Dec. 3 at 10 a.m.
- **Paws for Reading Series – Main Library.** Our furry friends from Pet Partners of the Red River Valley are returning for another season of reading fun at the library. Reading Therapy pets will be available on the second Saturday of each month (September-April) to listen to children practice reading in a relaxed, informal setting. Kids in Kindergarten through 6th grade are invited to register for a 15 minute session with one of our non-judgmental listeners. Sessions are available between 10 and 11 a.m. at the Main Library. Bring your own books to read or choose from a selection of library books. Call 701-241-1495 to register.
- **Fall Storytime Series – All locations.** The Fargo Public Library offers storytime opportunities for families to spend quality time sharing stories, learning school-readiness skills, and preparing for a lifetime love of reading. Through the use of age-appropriate stories, songs, and fingerplays in a group setting, library staff help parents and caregivers learn how to foster early literacy skills – all while having super storytime fun! All storytimes are open to children ages 2 to 6.
 - Mondays at Main - 10 a.m. and 6:30 p.m.
 - Tuesdays at Northport - 10 a.m.
 - Wednesdays at Carlson - 10 a.m. and 11 a.m.

Teens

- **Etched Glass, September 10, 11:00am – Main Library.** Create a unique fall themed decorative etched glass. This event is geared towards kids in grades 6-12. Registration is required and all materials will be provided.
- **Teen Time @ Carlson.** Teens and tweens age 10-18 and invited to come to the Dr. James Carlson Library on **Tuesdays from 3:30-5 p.m. (Sept. 13 – Dec. 13).** Each week will have a different activity to work on. Teens can work independently, with a group or just hang out. Snacks will be provided. No registration is required.
 - First Tuesdays: STEM
 - Second Tuesdays: Games and Open Study
 - Third Tuesdays: Arts and Crafts
 - Fourth Tuesdays: Book talk and Open Study

Adults

- **William Kent Krueger Author Visit, August 27, 1 p.m. Main Library.** Bestselling author William Kent Krueger will visit the Main Library for an author talk and book signing for his latest Cork O'Connor book, *Fox Creek*. Books will be available for purchase from Zandbroz.
- **Plant Swap, September 19, 6 pm – Carlson Branch.** Join us for a Library-hosted houseplant swap at the Carlson Library. Be a part of our local plant-loving community and share your love of plants for the home or garden with others. Participants are asked to bring in houseplants or garden plants to trade or share. This could be divided perennials or houseplants, small started plants, propagated slips, harvested seeds, or leftover produce from your harvest. Don't have anything to bring? That's okay! Everyone will go home with something new. From newbies to old-pros, all are welcome to attend.
- **Casual Crafters, September 19, 5pm – Northport Branch.** Calling all crafters from beginners to experienced! Bring a project and join a friendly group of crafters of all types - from yarn and needles to paper and ink. Not working on a craft at the moment? We'll have some supplies on hand!
- **Silent Reading Party. Sunday, Aug 28, at Wild Terra Cidery.** B.Y.O.Book or check out a librarian-selected title from the BookBike. Enjoy a good book and a refreshing beverage with others who appreciate the like. Librarians will be on hand to provide snacks, reading suggestions, set up library cards, and check out books. This is a 21+ event.
- **Book Clubs**
 - Classics Book Club, August 17 – *The Right Stuff* by Tom Wolfe
 - Senior Book Club, August 23 – *The Love Story of Missy Carmichael* by Beth Morrey
 - Sense of Place, September 8 – *Rules of Civility* by Amor Towles
 - Diverse Perspectives, September 8 – *Nomadland: Surviving American in the Twenty-First Century* by Jessica Bruder
 - Tea Time, September 12 – *The Paper Palace* by Miranda Cowley Heller

Multigenerational

- **Introduction to Dungeons and Dragons, September 8, 6:00pm – Northport Library.** Do you want to explore the magical world of Dungeons and Dragons, but never had a chance to learn? Gear up your inner adventurer with this introductory program about the fantasy tabletop roleplaying game. Join us to learn about creating character sheets, how to run the game, and enjoy a miniature figure painting party. Sessions will be on the first Thursday of the month. Feel free to come to just one session or all three!

- **One Book, One Community – All locations.** This year's One Book, One Community title is Louise Erdrich's Pulitzer Prize-winning novel *The Night Watchman*. This year's One Book, One Community reading project launches in September and features several events including community book discussions, cultural presentations, exhibits, films and other programs. The event series includes an author visit Oct. 27 at the Knutson Campus Center Centrum on the campus of Concordia College. All One Book, One Community events are free and open to the public. Partners on this project are the Fargo, Moorhead and West Fargo public libraries, Concordia College's Carl B. Ylvisaker Library, Minnesota State University Moorhead's Livingston Lord Library, North Dakota State University Libraries, the Indigenous Association, Moorhead Area Public Schools Indian Education and the Historical and Cultural Society of Clay County. This project is made possible in part with funding from the Minnesota Arts and Cultural Heritage Fund through Lake Agassiz Regional Library and supported by Concordia Cultural Events, Friends of the Fargo Public Library, Friends of the West Fargo Public Library, Friends of the Moorhead Library and Moorhead Community Education.
- **13th Annual Design a Bookmark Contest – All locations.** The Fargo Public Library is commemorating creativity with the 13th Annual Design a Bookmark Contest. Stop by anytime starting September 1st and pick up an entry form. Fill the space with your most brilliant creation and return it to any library location before close on September 30th. The top designs (as voted on by library staff) will be made into full color bookmarks that will be printed and distributed throughout the following year at library branches and events. The contest is open to children, teens and adults. For more information, contact Children's Services at 701-241-1495 or visit us at fargolibrary.org.

FPL DIRECTOR'S REPORT

August 16, 2022

Director's Activities:

- 7.20.2022 Met with Liaison Commissioner Arlette Preston
- 7.26.2022 Gave Presentation to the Position Control Committee
- 7.27.2022 Met with City Finance Staff with new Library Principal Office Associate Cindy Haff
- 7.28.2022 Attended the Mayor's Preliminary 2023 Budget Presentation
- 8.2.2022 Gave WDAY TV Interview
- 8.3.2022 Gave WDAY Radio Interview
- 8.4.2022 Met with City Admin and Human Resources Regarding Position Reclassification Requests
- 8.8.2022 Attended City Cabinet Meeting

Goal 1 Professional & Organizational:

- 7.20.2022 Provided Office Hours
- 7.26.2022 Moderated Library Dept. Heads Meeting
- 7.27.2022 Provided Office Hours
- 8.2.2022 Moderated Library Dept. Heads Meeting
- 8.9.2022 Moderated Library Dept. Heads Meeting
- 8.10.2022 Provided Office Hours
- 8.16.2022 Moderated Library Dept. Heads Meeting

Goal 4 Partnering:

- 7.26.2022 Attended Red River Zoo Board Meeting
- 8.2.2022 Attended Friends Board Meeting
- 8.10.2022 Met with New Dean of Libraries for NDSU Jolie Graybill

Goal 5 Infrastructure:

- 8.5.2022 Attended Facilities Master Planning Meeting with JLG Representatives

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

What:

The Statement of Concern procedure document and patron form drafts.

Explanation:

The Library Admin Team reviewed and updated the Statement of Concern procedure document and patron form to ensure that it is in keeping with best practices per the American Library Association.

Director recommendation:

Approve the changes to the Statement of Concern procedure document and the patron form.

Board Discussion:

Approve as recommended

First motion made by: _____

Second motion made by: _____

Approve with changes

First motion made by: _____

Second motion made by: _____

Vote

In Favor: _____

Opposed: _____

Approved/Denied/Tabled/Postponed

Statement of Concern

Procedure: Request for Reconsideration of Library Resources~~Statement of Concern~~

People-Patrons who ~~would like to express their concern~~ feel that action is necessary to address concerns about an item in the collection, an exhibit, or a program at the Fargo Public Library are asked to follow this procedure ~~in order that their concerns be duly noted and that the library will respond.~~

No more than two reconsideration requests can be submitted by the same individual at one time. If multiple reconsideration requests are submitted, the committee will consider each request consecutively. A resource may not be reviewed if a determination has been recently made.

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

The form must be filled out in its entirety with the individual's name, address, and signature, and returned to the library director. ~~Delivery in person, by mail or by fax is acceptable; e-mail is not.~~ If the form is not fully completed, the library will take no action.

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

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

3. The item and the reviews will be made available for ~~the Collection Development Team and a~~ committee of appropriate selectors and department staff.

4. In the case of concern about program content or an exhibit, the item resource and reviews will be made available to the Programming Team and appropriate department staff.

5. All ~~materials-resources~~ for which a Statement of Concern Request for Reconsideration form has been submitted will remain available to the public until the library board completes its voting process.

~~46. Discussion of the item will take place at the next regularly scheduled meeting of the Collection Development Team and appropriate department staff. The meeting will be open to the public.~~

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

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

~~6.8.~~ The library board will vote on the committee recommendation at their next regularly scheduled meeting. The board's vote will be final.

*Approved by the Board of Directors: 12-16-1997;
Revised 06-15-2010
Revised 9-18-2018
Revised 8-20-2019*



Fargo Public Library

Statement of Concern about Library Resources

The Library Board of Directors has authorized the use of this form.

Your Name: _____ Date: _____

Address: _____

Phone: _____

Email: _____

Do you represent self? Or an organization? Name of organization: _____

Are you a Fargo resident? Yes No (indicate city of residence): _____

1. Resource on which you are commenting:

Title _____

Author/Producer _____

Book _____ Periodical _____ Video/Movie _____ CD _____ Audio recording _____ Magazine/Audiobook _____

Digital resource _____ Library exhibit _____ Content of library _____

Other (please describe) _____

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2. Have you examined the entire resource?

Yes No Some (indicate which sections)

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3. For what age group is this resource intended?

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_____ program _____ Library exhibit _____

1. Title _____

1. Author/Producer _____

4. What brought this resource to your attention?

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5. Explain the purpose and theme of this resource as you understand it.

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6. What concerns you most about this resource? Please be specific; cite page numbers if applicable.

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7. Please comment on the resource as a whole as well as being specific on those matters that concern you.
(Use the other side if needed) What resources of equal literary quality covering the same subject or context
would you recommend for library purchase? (Optional)

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8. What resources do you suggest to provide additional information on this topic? What action are you requesting the library consider?

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Date: _____ Signature: _____

Library Use 2022

New Registrations: 778
 Approx. Registered Patrons: 27673

ATTENDANCE	Jul-22	Jul-21	% CHANGE	2022 YTD	2021 YTD	Diff.	% CHANGE
Door Count Main	16,895	14,569	16%	105,488	73,775	31,713	43%
Door Count Carlson	12,097	11,320	7%	71,592	54,053	17,539	32%
Door Count Northport	4,362	4,189	4%	28,392	24,669	3,723	15%
Outreach	442	344	28%	3,294	1,212	2,082	172%
Total	33,796	30,422	11%	208,766	153,709	55,057	36%

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance					
Adult Programs Main	1	127	187	-32%	926	1,947	(1,021)	-52%
Adult Programs Carlson	12	155	205	-24%	599	1,007	(408)	-41%
Adult Programs Northport	1	20	73	-73%	86	422	(336)	-80%
Teen Programs Main	4	34	40	-15%	107	250	(143)	-57%
Teen Programs Carlson	7	39	76	-49%	159	400	(241)	-60%
Teen Programs Northport			30	-100%	2	180	(178)	-99%
Childrens Programs Main	20	640	414	55%	3,218	4,003	(785)	-20%
Childrens Programs Carlson	9	323	178	81%	1,634	1,530	104	7%
Childrens Programs Northport	1	17	55	-69%	767	715	52	7%
Community Engagement	1	41	34	21%	3,608	2,568	1,040	40%
Outreach Department			50	-100%	252	423	(171)	-40%
Virtual Adult	1	128	74	73%	444	1,108	(664)	-60%
Virtual Teen			29	-100%	-	74	(74)	-100%
Virtual Childrens			168	-100%	136	885	(749)	-85%
Total	57	1,524	1,613	-6%	11,938	15,512	(3,574)	-23%

VOLUNTEER HOURS								
Main		83	38	118%	519	49	470	959%
Carlson		18	15	20%	161	19	142	747%
Outreach		70	55	27%	468	87	381	438%
Northport		-	-		-	-		
Total		171	108	58%	1,148	155	993	641%

INTERNET SIGNUP								
Main		2,393	1,959	22%	14,522	9,900	4,622	47%
Carlson		1,604	1,424	13%	10,757	7,507	3,250	43%
Northport		429	355	21%	2,603	2,254	349	15%
Total		4,426	3,738	18%	27,882	19,661	8,221	42%

ELECTRONIC ACTIVITY								
Web page hits		16,698	16,903	-1%	117,182	118,213	(1,031)	-1%

2022 Circulation

	Jul-22	Jul-21	Increase/ Decrease	% CHANGE	2022 YTD	2021 YTD	Increase/ Decrease	% Change YTD
PRINT								
MAIN								
Adult Nonfiction	2,553	2,892	(339)	-11.72%	18,610	16,796	1,814	10.80%
Youth Nonfiction	1,734	1,938	(204)	-10.53%	11,548	10,801	747	6.92%
Adult Fiction	6,374	5,862	512	8.73%	39,925	30,187	9,738	32.26%
Youth Fiction	5,328	4,883	445	9.11%	28,031	25,153	2,878	11.44%
Youth Reader	1,464	1,466	(2)	-0.14%	9,682	7,615	2,067	27.14%
Youth Picture Books	4,071	4,182	(111)	-2.65%	25,641	21,090	4,551	21.58%
Adult Magazines	129	172	(43)	-25.00%	766	729	37	5.08%
Youth Magazines	41	22	19		159	75	84	112.00%
Subtotal	21,694	21,417	277	1.29%	134,362	112,446	21,916	19.49%
OUTREACH								
Deposit	910	760	150	19.74%	6,657	4,546	2,111	46.44%
CARLSON								
Adult Nonfiction	1,013	1,004	9	0.90%	6,311	5,618	693	12.34%
Youth Nonfiction	1,416	1,725	(309)	-17.91%	8,023	7,267	756	10.40%
Adult Fiction	3,636	3,594	42	1.17%	21,693	19,208	2,485	12.94%
Youth Fiction	3,818	3,687	131	3.55%	19,258	17,593	1,665	9.46%
Youth Readers	1,621	2,049	(428)	-20.89%	10,572	9,523	1,049	11.02%
Youth Picture Books	4,127	4,028	99	2.46%	22,566	20,390	2,176	10.67%
Adult Magazines	105	83	22	26.51%	662	459	203	44.23%
Youth Magazines	78	16	62	387.50%	271	56	215	383.93%
Subtotal	15,814	16,186	(372)	-2.30%	89,356	80,114	9,242	11.54%
NORTHPORT								
Adult Nonfiction	306	281	25	8.90%	2,068	1,873	195	10.41%
Youth Nonfiction	333	403	(70)	-17.37%	1,968	1,980	(12)	-0.61%
Adult Fiction	1,080	1,111	(31)	-2.79%	6,446	6,275	171	2.73%
Youth Fiction	609	750	(141)	-18.80%	3,123	3,343	(220)	-6.58%
Youth Readers	511	383	128	33.42%	2,098	2,103	(5)	-0.24%
Youth Picture Books	893	772	121	15.67%	4,594	3,683	911	24.74%
Adult Magazines	31	39	(8)	-20.51%	172	159	13	8.18%
Youth Magazines	-	-	-		3	11	(8)	-72.73%
Subtotal	3,763	3,739	24	0.64%	20,472	19,427	1,045	5.38%
TOTAL PRINT	42,181	42,102	79	0.19%	250,847	216,533	34,314	15.85%

2022 Circulation

NONPRINT

OverDrive	17,389	15,170	2,219	14.63%	112,222	105,672	6,550	6.20%
Zinio		-	-		-	2,813	(2,813)	-100.00%
Childrens Devices	24	11	13	118.18%	114	62	52	83.87%
Hoopla	2,498	2,178	320	14.69%	16,162	14,902	1,260	8.46%
RB Digital		-	-		-	-	-	
Subtotal	19,911	17,359	2,552	14.70%	128,498	123,449	5,049	4.09%

MAIN

Adult DVD's	2,846	2,999	(153)	-5.10%	21,299	19,166	2,133	11.13%
Youth DVD's	485	349	136	38.97%	2,623	2,201	422	19.17%
Video Games	268	206	62	30.10%	1,695	1,309	386	29.49%
Adult CD's	383	510	(127)	-24.90%	3,330	3,243	87	2.68%
Youth CD's	61	73	(12)	-16.44%	414	397	17	4.28%
Adult Books on CD	209	253	(44)	-17.39%	1,400	1,385	15	1.08%
Youth Books on CD	209	227	(18)	-7.93%	1,215	978	237	24.23%
Kits	261	106	155	146.23%	1,631	624	1,007	161.38%
Subtotal	4,722	4,723	(1)	-0.02%	33,607	29,303	4,304	14.69%

CARLSON

Adult DVD's	1,681	1,837	(156)	-8.49%	10,995	10,379	616	5.94%
Youth DVD's	570	854	(284)	-33.26%	3,795	3,376	419	12.41%
Video Games	235	251	(16)	-6.37%	1,481	1,347	134	9.95%
Adult CD's	293	277	16	5.78%	1,615	1,929	(314)	-16.28%
Youth CD's	63	84	(21)	-25.00%	502	472	30	6.36%
Adult Books on CD	174	169	5	2.96%	928	954	(26)	-2.73%
Youth Books on CD	213	264	(51)	-19.32%	1,338	1,270	68	5.35%
Kits	126	139	(13)	-9.35%	778	613	165	26.92%
Subtotal	3,355	3,875	(520)	-13.42%	21,432	20,340	1,092	5.37%

NORTHPORT

Adult DVD's	822	811	11	1.36%	5,013	5,531	(518)	-9.37%
Youth DVD's	123	134	(11)	-8.21%	649	764	(115)	-15.05%
Video Games	88	59	29	49.15%	480	336	144	42.86%
Adult CD's	153	116	37	31.90%	780	976	(196)	-20.08%
Youth CD's	13	17	(4)	-23.53%	91	83	8	9.64%
Adult Books on CD	32	51	(19)	-37.25%	228	202	26	12.87%
Youth Books on CD	61	62	(1)	-1.61%	357	339	18	5.31%
Kits	37	33	4	12.12%	200	155	45	29.03%
Subtotal	1,329	1,283	46	3.59%	7,798	8,386	(588)	-7.01%

TOTAL NONPRINT

29,317	27,240	2,077	7.62%	191,335	181,478	9,857	5.43%
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INTERLIBRARY LOAN

Borrowed	196	207	(11)	-5.31%	1,385	1,126	259	23.00%
Loaned	342	310	32	10.32%	2,387	2,150	237	11.02%
Subtotal	538	517	21	4.06%	3,772	3,276	496	15.14%

RENEWALS

13,977	15,239	(1,262)	-8.28%	88,752	86,758	1,994	2.30%
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TOTAL CIRCULATION

86,013	85,098	915	1.08%	534,706	488,045	46,661	9.56%
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Fargo Public Library 2022 Total Expenses
58% 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	\$ 1,200,048	\$ -	\$ 1,200,048	\$ 2,263,893	53.01%	\$ (1,063,844.75)
Full time overtime	11-01	\$ 489	\$ -	\$ 489	\$ -		\$ 488.56
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 18,432	0.00%	\$ (18,432.00)
Part time w/benefits	13-00	\$ 274,922	\$ -	\$ 274,922	\$ 440,615	62.40%	\$ (165,692.65)
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -		\$ -
Part time banked sick		\$ -	\$ -	\$ -	\$ 246		\$ (246.00)
Part time seasonal no benefits	14-00	\$ 27,069	\$ -	\$ 27,069	\$ 56,000	48.34%	\$ (28,930.82)
Health insurance	20-01	\$ 200,218	\$ -	\$ 200,218	\$ 381,757	52.45%	\$ (181,538.52)
Dental insurance	20-03	\$ 11,638	\$ -	\$ 11,638	\$ 21,411	54.35%	\$ (9,773.48)
Long Term Disability	20-04	\$ 3,164	\$ -	\$ 3,164	\$ 5,543	57.07%	\$ (2,379.38)
Auto Allowance	20-05	\$ 506	\$ -	\$ 506	\$ 900	56.25%	\$ (393.78)
FICA 6.2%	21-01	\$ 87,224	\$ -	\$ 87,224	\$ 168,898	51.64%	\$ (81,674.48)
Medicare 1.45%	21-02	\$ 20,400	\$ -	\$ 20,400	\$ 39,704	51.38%	\$ (19,303.59)
City Pension	22-01	\$ 22,906	\$ -	\$ 22,906	\$ 43,443	52.73%	\$ (20,537.23)
NOPERS Pension	22-04	\$ 96,016	\$ -	\$ 96,016	\$ 176,871	54.29%	\$ (80,855.29)
NOPERS & City Pension	22-05	\$ 3,413	\$ -	\$ 3,413	\$ 6,071	56.22%	\$ (2,657.97)
Actuarial Contributions	22-06	\$ 72,823	\$ -	\$ 72,823	\$ 72,823	100.00%	\$ -
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -		\$ -
Life insurance	26-00	\$ (80)	\$ -	\$ (80)	\$ 800	-10.00%	\$ (879.98)
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Security Services	38-61	\$ 62,169	\$ 106,056	\$ 168,225	\$ 134,329	125.23%	\$ 33,896.16
Other Services	38-99	\$ 20,603	\$ 7,400	\$ 28,003	\$ 16,500	169.72%	\$ 11,503.17
Water Sewer	41-05	\$ 2,487	\$ -	\$ 2,487	\$ 5,000	49.73%	\$ (2,513.37)
General equip repair	43-20	\$ -	\$ -	\$ -	\$ 3,000	0.00%	\$ (3,000.00)
General equip repair (computer)	43-21	\$ 14,588	\$ -	\$ 14,588	\$ 31,766	45.92%	\$ (17,177.52)
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	\$ 15,822	\$ -	\$ 15,822	\$ 12,065	131.14%	\$ 3,756.50
Automobile liability	52-20	\$ -	\$ -	\$ -	\$ 265	0.00%	\$ (265.00)
General liability	52-30	\$ 9,440	\$ -	\$ 9,440	\$ 9,225	102.33%	\$ 214.60
Cellular phone service	53-20	\$ 2,513	\$ -	\$ 2,513	\$ 5,400	46.53%	\$ (2,887.38)
Other communications	53-60	\$ 1,401	\$ -	\$ 1,401	\$ 2,100	66.70%	\$ (699.39)
ILS Development	53-61	\$ 17,500	\$ -	\$ 17,500	\$ 46,150	37.92%	\$ (28,650.00)
Minutex/OCLC	53-62	\$ 10,015	\$ -	\$ 10,015	\$ 19,400	51.62%	\$ (9,385.35)
Marketing	54-11	\$ 21,327	\$ -	\$ 21,327	\$ 46,000	46.36%	\$ (24,672.65)
In state travel	56-60	\$ 1,120	\$ -	\$ 1,120	\$ 3,500	32.00%	\$ (2,379.97)
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	\$ 1,792	\$ -	\$ 1,792	\$ 1,500	119.47%	\$ 292.00
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	\$ 15,976	\$ -	\$ 15,976	\$ 30,000	53.25%	\$ (14,024.25)
Medical supplies	61-20	\$ 14	\$ -	\$ 14	\$ 600	2.32%	\$ (586.06)
General supplies	61-40	\$ 26,376	\$ -	\$ 26,376	\$ 16,000	164.85%	\$ 10,375.75
Program materials	61-43	\$ 24,008	\$ -	\$ 24,008	\$ 46,000	52.19%	\$ (21,992.21)
Materials Processing	61-44	\$ 24,406	\$ 1,192	\$ 25,598	\$ 64,569	39.65%	\$ (38,970.56)
Postage	61-50	\$ 10,809	\$ -	\$ 10,809	\$ 12,300	87.88%	\$ (1,490.52)
Books & periodicals	61-70	\$ 392,182	\$ 1,501	\$ 393,683	\$ 724,454	54.34%	\$ (330,771.00)
Gasoline		\$ 237	\$ -	\$ 237	\$ 439	53.94%	\$ (202.19)
Natural gas	62-50	\$ 41,834	\$ -	\$ 41,834	\$ 40,900	102.28%	\$ 934.06
Electricity	62-51	\$ 61,550	\$ -	\$ 61,550	\$ 128,325	47.96%	\$ (66,775.03)
Miscellaneous	68-10	\$ 712	\$ -	\$ 712	\$ 2,000	35.59%	\$ (1,288.27)
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ 100	0.00%	\$ (100.00)
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 2,896,074	\$ 188,048	\$ 3,084,121	\$ 5,239,994	58.86%	\$ (2,155,873)

**Fargo Public Library 2022 Total Expenses
58% OF YEAR LAPSED**

EXPENSE VS. BUDGET

2022

MAIN

Account	Budget Line	May	June	July	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 131,505	\$ 126,407	\$ 187,472	\$ 935,275		\$ 1,783,637	52%
Full time overtime	11-01	\$ 41	\$ 11	\$ 20	\$ 489			
Full Time banked sick	11-02				\$ -		\$ 15,122	0%
Part time w/benefits	13-00	\$ 27,503	\$ 25,586	\$ 37,518	\$ 188,055		\$ 316,716	59%
Part time w/benefits overtime					\$ -			
Part Time Banked Sick	13-02				\$ -		\$ 246	0%
Part time seasonal no benefits	14-00	\$ 3,186	\$ 2,748	\$ 3,768	\$ 20,874		\$ 43,680	48%
Health insurance	20-01	\$ 20,810	\$ 19,625	\$ 19,544	\$ 140,103		\$ 274,286	51%
Dental insurance	20-03	\$ 1,293	\$ 1,266	\$ 1,266	\$ 8,740		\$ 16,156	54%
Long Term Disability	20-04	\$ 323	\$ 324	\$ 474	\$ 2,375		\$ 4,301	55%
Auto Allowance	20-05	\$ 69	\$ 69	\$ 104	\$ 506		\$ 900	56%
FICA 6.2%	21-01	\$ 9,416	\$ 9,001	\$ 13,598	\$ 66,509		\$ 130,879	51%
Medicare 1.45%	21-02	\$ 2,202	\$ 2,105	\$ 3,180	\$ 15,555		\$ 30,812	50%
City Pension	22-01	\$ 2,071	\$ 2,072	\$ 3,092	\$ 15,137		\$ 26,909	56%
NDPERS Pension	22-04	\$ 10,456	\$ 10,303	\$ 15,093	\$ 75,185		\$ 144,040	52%
NDPERS & City Pension	22-05	\$ 467	\$ 467	\$ 698	\$ 3,413		\$ 6,071	56%
Actuarial Contributions	22-06				\$ 45,106		\$ 45,106	100%
Workers Comp	25-00				\$ -			
Life Insurance	26-00			\$ (80)	\$ (80)		\$ 800	-10%
Interpreters/ADA Compliance	33-29				\$ -		\$ 500	0%
Security Services	38-61	\$ 6,982	\$ 6,632	\$ 9,283	\$ 45,972	\$ 76,260	\$ 97,429	125%
Other Services	38-99	\$ 2,231	\$ 8,568	\$ 4,724	\$ 20,125	\$ 7,400	\$ 15,000	184%
Water Sewer	41-05				\$ -			
General equip repair	43-20				\$ -		\$ 3,000	0%
General equip repair (computer)	43-21	\$ 132	\$ 109	\$ 917	\$ 14,588		\$ 25,766	57%
General equip repair (vehicle)	43-22				\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 3,822	\$ 1,982		\$ 44,584	\$ 9,913	\$ 41,200	132%
Land and building rent	44-10				\$ -			
Property insurance	52-10			\$ 7,509	\$ 12,329		\$ 9,010	137%
Automobile liability	52-20				\$ -		\$ 265	0%
General liability	52-30			\$ 9,440	\$ 9,440		\$ 9,225	102%
Cellular phone service	53-20	\$ 359		\$ 718	\$ 2,513		\$ 5,400	47%
Other communications	53-60	\$ 200		\$ 400	\$ 1,401		\$ 2,100	67%
ILS Development	53-61				\$ 17,500		\$ 46,150	38%
Minitex/OCLC	53-62	\$ 558			\$ 10,015		\$ 19,400	52%
Marketing	54-11	\$ 2,676	\$ 4,722	\$ 6,332	\$ 21,327		\$ 46,000	46%
In state travel	56-60	\$ 334	\$ 112	\$ 130	\$ 1,120		\$ 3,500	32%
Out of state travel	57-60				\$ 5,333		\$ 5,000	107%
Due & membership in state	59-10				\$ 1,215		\$ 2,100	58%
Dues/membership out state	59-11	\$ 277		\$ 228	\$ 1,792		\$ 1,500	119%
Seminar & conf in state	59-20	\$ 159			\$ 422		\$ 2,500	17%
Seminar & conf out state	59-21				\$ 3,061		\$ 2,500	122%
Office supplies	61-10	\$ 1,794	\$ 518	\$ 2,916	\$ 11,273		\$ 20,000	56%
Medical supplies	61-20				\$ 14		\$ 600	2%
General supplies	61-40		\$ 3,590	\$ 691	\$ 16,620		\$ 10,000	166%
Program materials	61-43	\$ 3,542	\$ 2,684	\$ 6,327	\$ 24,008		\$ 46,000	52%
Materials Processing	61-44	\$ 3,124	\$ 2,025	\$ 2,253	\$ 24,406	\$ 1,192	\$ 64,569	40%
Postage	61-50	\$ 8,000	\$ 177	\$ 15	\$ 8,809		\$ 10,000	88%
Books & periodicals	61-70	\$ 43,617	\$ 23,049	\$ 37,382	\$ 303,424	\$ 1,164	\$ 529,429	58%
Gasoline	62-10	\$ 44		\$ 86	\$ 237		\$ 439	54%
Natural gas	62-50		\$ 3,335	\$ 2,484	\$ 23,509		\$ 24,000	98%
Electricity	62-51	\$ 7,757	\$ 6,424	\$ 8,061	\$ 35,721		\$ 90,000	40%
Miscellaneous	68-10	\$ (249)	\$ 26	\$ 313	\$ 712		\$ 2,000	36%
Safety compliance	68-50				\$ -		\$ 100	0%
Bad Debt					\$ -			
Capital Outlay - Machinery & Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 294,701	\$ 263,937	\$ 385,955	\$ 2,178,709	\$ 95,929	\$ 3,975,343	57.22%

**Fargo Public Library 2022 Total Expenses
58% OF YEAR LAPSED**

**EXPENSE VS. BUDGET
2022
CARLSON**

Account	Budget Line	May	June	July	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 27,079	\$ 25,861	\$ 39,039	\$ 194,216		\$ 367,054	53%
Full time overtime	11-01				\$ -			
full Time Banked Sick	11-02				\$ -		\$ 3,310	0%
Part time w/benefits	13-00	\$ 6,518	\$ 7,591	\$ 13,063	\$ 51,608		\$ 88,949	58%
Part time w/benefits overtime					\$ -			
Part Time Banked Sick	13-02				\$ -			
Part time seasonal no benefits	14-00	\$ 912	\$ 792	\$ 1,260	\$ 6,195		\$ 12,320	50%
Health insurance	20-01	\$ 6,540	\$ 6,306	\$ 6,516	\$ 43,496		\$ 79,544	55%
Dental insurance	20-03	\$ 315	\$ 289	\$ 303	\$ 2,079		\$ 3,941	53%
Long Term Disability	20-04	\$ 69	\$ 68	\$ 105	\$ 496		\$ 940	53%
Auto Allowance	20-05				\$ -			
FICA 6.2%	21-01	\$ 1,982	\$ 1,966	\$ 3,138	\$ 14,559		\$ 29,062	50%
Medicare 1.45%	21-02	\$ 464	\$ 460	\$ 734	\$ 3,406		\$ 6,797	50%
City Pension	22-01	\$ 980	\$ 980	\$ 1,462	\$ 7,769		\$ 16,534	47%
NDPERS Pension	22-04	\$ 1,750	\$ 1,751	\$ 2,794	\$ 12,090		\$ 20,594	59%
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	\$ 2,389	\$ 2,486	\$ 3,000	\$ 16,197	\$ 29,795	\$ 36,900	125%
Other Services	38-99		\$ 24	\$ (24)	\$ 454		\$ 1,000	45%
Water Sewer	41-05	\$ 650	\$ 239	\$ 265	\$ 1,345		\$ 3,000	45%
General equip repair	43-20				\$ -			
General equip repair (computer)	43-21				\$ -		\$ 6,000	0%
General equip repair (vehicle)	43-22				\$ -			
Maintenance service	43-50		\$ 135		\$ 1,248	\$ 4,613	\$ 4,300	136%
Land and building rent	44-10				\$ -			
Property insurance	52-10			\$ 3,086	\$ 3,086		\$ 2,705	114%
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	\$ 303	\$ 231	\$ 433	\$ 3,554		\$ 7,000	51%
Medical supplies	61-20				\$ -			
General supplies	61-40	\$ 5,943		\$ 163	\$ 9,062		\$ 2,500	362%
Program materials	61-43				\$ -			
Materials Processing	61-44				\$ -			
Postage	61-50	\$ 2,000			\$ 2,000		\$ 2,300	87%
Books & periodicals	61-70	\$ 9,336	\$ 7,836	\$ 9,078	\$ 59,567	\$ 338	\$ 128,950	46%
Gasoline	62-10				\$ -			
Natural gas	62-50		\$ 3,001	\$ 1,925	\$ 17,381		\$ 15,000	116%
Electricity	62-51	\$ 5,677	\$ 3,891	\$ 5,318	\$ 22,224		\$ 30,450	73%
Miscellaneous	68-10				\$ -			
Safety compliance	68-50				\$ -			
Bad Debt					\$ -			
Capital Outlay - Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 72,907	\$ 63,907	\$ 91,661	\$ 499,748	\$ 34,746	\$ 897,367	59.6%

**Fargo Public Library 2022 Total Expenses
58% OF YEAR LAPSED**

**EXPENSE VS. BUDGET
2022
NORTHPORT**

Account	Budget Line	May	June	July	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	9,644	10,039	\$ 16,548	\$ 70,557		\$ 113,202	62%
Full time overtime	11-01				\$ -			
Full time banked sick	11-02				\$ -			
Part time w/benefits	13-00	3,927	5,237	\$ 6,872	\$ 35,260		\$ 34,950	101%
Part time w/benefits overtime					\$ -			
Part time banked sick					\$ -			
Part time seasonal no benefits	14-00				\$ -			
Health insurance	20-01	2,399	2,439	\$ 2,310	\$ 16,619		\$ 27,927	60%
Dental insurance	20-03	117	125	\$ 111	\$ 819		\$ 1,314	62%
Long Term Disability	20-04	27	29	\$ 45	\$ 293		\$ 302	97%
Auto Allowance	20-05				\$ -			
FICA 6.2%	21-01	786	886	\$ 1,396	\$ 6,155		\$ 8,957	69%
Medicare 1.45%	21-02	184	207	\$ 326	\$ 1,440		\$ 2,095	69%
City Pension	22-01				\$ -			
NDPERS Pension	22-04	1,121	1,262	\$ 1,934	\$ 8,740		\$ 12,237	71%
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	\$ 190	\$ 1,142		\$ 2,000	57%
General equip repair	43-20				\$ -			
General equip repair (computer)	43-21				\$ -			
General equip repair (vehicle)	43-22				\$ -			
Maintenance service	43-50				\$ 563	\$ 1,237	\$ 2,100	86%
Land and building rent	44-10	5,716	5,716		\$ 40,012	\$ 56,136	\$ 79,000	122%
Property insurance	52-10			\$ 407	\$ 407		\$ 350	116%
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	424		\$ 192	\$ 1,149		\$ 3,000	38%
Medical supplies	61-20				\$ -			
General supplies	61-40			\$ 694	\$ 694		\$ 3,500	20%
Program materials	61-43				\$ -			
Materials Processing	61-44				\$ -			
Postage	61-50				\$ -			
Books & periodicals	61-70	5,511	3,855	\$ 4,354	\$ 29,191		\$ 66,075	44%
Gasoline	62-10				\$ -			
Natural gas	62-50		91	\$ 45	\$ 944		\$ 1,900	50%
Electricity	62-51	642	515	\$ 725	\$ 3,606		\$ 7,875	46%
Miscellaneous	68-10				\$ -			
Safety compliance	68-50				\$ -			
Bad Debt					\$ -			
Capital Outlay - Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 31,069	\$ 30,592	\$ 36,150	\$ 217,616	\$ 57,373	\$ 367,284	74.87%

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	\$ 3,863.54	\$ 507.61
August		
September		
October		
November		
December		
	\$ 12,736.09	\$ 3,023.24

Total \$ 15,759.33