

Fargo Public Library Board of Directors  
Agenda for Tuesday July 20, 2021  
4:00p.m.  
Fargo City Commission Chambers  
225 4<sup>th</sup> St North  
Fargo, ND 58102

1. Approve Order of the Agenda **Action**
2. Minutes of the June 15 Meeting **Action**
3. Staff Report- Megan Richardson
4. Director's Report
5. Unfinished Business **Action**
  - A. Library Director's Review Committee
6. New Business **Action**
  - A. Notary Public Policy Draft **Action**
  - B. Gifts to the Library Policy Review **Action**
7. Statistical Reports
  - A. June Usage
  - B. June Financials
8. Friends of the Library Report
9. Public Comment
10. Next Regular Meeting: August 17
11. Adjourn

**Fargo Public Library Board of Directors  
Minutes for Tuesday, June 15, 2021 4 p.m.  
Fargo City Commission Chambers and Virtual  
225 4<sup>th</sup> St N., Fargo ND 58102**

**Board Members Present:** Mary Batcheller, Rachael Steenholdt, Whitney Oxendahl, Kristen Schipper  
**Board Members Absent:** Scott Beaulier, Carlos Hawley Jr., Carrie Peterson  
**Staff:** Tim Dirks, Megan Richardson, Betsy Dauer  
**Others Present:**

President Mary Batcheller called the meeting to order at 4:02 p.m. and a quorum was declared. This meeting was attended virtually and in person.

**Order of Agenda**

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

**Correction of Minutes of April 20, 2021 Regular Meeting**

Mary Batcheller made a motion to approve the corrected minutes of the April 20, 2021 meeting. Kristen Schipper seconded the motion; motion carried.

**Minutes of May 18, 2021 Regular Meeting**

Rachael Steenholdt made a motion to approve the minutes of the May 18, 2021 meeting. Kristen Schipper seconded the motion; motion carried.

**Staff Report**

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

**Staff updates and Staff development activities:**

- LAll Position at Branches – Posting is closed. Supervisors will be interviewing the week of June 14.

**Programming:**

*We are still having a mixture of virtual and in-person events. All in-person events are adjusted for social distancing. All outdoor events are weather permitting. For a full list of all upcoming FPL activities visit [FargoLibrary.org](http://FargoLibrary.org)*

*Upcoming Events & Programs (a partial and incomplete list):*

*Children's*

- The Penguin Lady is coming to Fargo ONLINE!
  - June 23 at 11 a.m. – Ages 3 and Up
  - June 23 at 2 p.m. – Ages 6 and Up
- Library Learning Garden Storytime & Craft. Tuesday, June 22 at 6 p.m. & Tuesday, July 6 at 6 p.m..
- BookBike Visit & Storytime @ Hawthorne Elementary. Thursday, June 24: 11 a.m. to 1:30 p.m.
- Continental Crafts To Go For Kids. Week of June 28 and July 12.
- Magical Journey: Storytelling with Origami Animals. Monday, June 28 – Saturday, July 3.

- Gooseberry Park Players: *Beauty and the Beast*.
  - June 30 at 10 a.m. – Main Library
  - June 30 at 11 a.m. – Carlson Library
- The Traveling Lantern Theatre Company Presents *Tale of the Rainbow Lizard* Tuesday, July 6 at 7 p.m. to Sunday, July 11 at 7 p.m.
- Slothy Sloth Messy Art for Kids.
  - July 7 at 11 a.m. – Carlson Library
  - July 8 at 11 a.m. – Main Library

#### *Teens*

- Spray Dye T-shirts: June 22, 11 a.m.
- Crafts to Go for Teens: June 28 – Popsicle Stick Bird feeder.
- Origami in Motion! Monday, June 28 - Saturday, July 3
- Virtual Escape Room: July 8
- Sun Art: July 20

#### *Adult*

- Fresh Air Crafts.
  - June 19: Paint Pour Art
  - July 17: Shibori Bandanas
- Crafts to Go
  - June 28 – July 2: DIY Pet Toys
- Book party: June 17
- Iced Tea Tasting To Go: July 19-23.
- Garden Book Club and Tea Time book club are meeting near the Community Garden at the Dr. James Carlson Library and Diverse Perspectives and Senior Book Clubs are meeting virtually.
  - Senior Book Club, June 22 – *A Well Behaved Woman* by Therese Anne Fowler.
  - Diverse Perspectives Book Club, July 8 – *Our History is the Future* by Nick Estes
  - Tea Time Book Club, July 12 – *The Girl with the Louding Voice* by Abi Daré
  - Summer Garden Book Club, July 20 – *Nature's Best Hope* by Douglas Tallamy

#### *Multigenerational*

- Virtual Trivia: July 12
- Modern Pop Art Experience and Collage Workshop with Artist/Author Michael Albert: June 30.
  - Families with Children (all ages) session: June 30, 3-5 p.m.
  - Teens (11 and older) and Adult session: June 30, 6-8 p.m.

#### **Summer Reading Challenges:**

As of June 8, 2021, these are the statistics regarding how many people have registered in Beanstack for the library's Summer Reading Challenges:

- Adults – 347
- Teens – 82
- School age kids – 552
- Young children – 208
- Total Registered = 1,189

### **Director's Report**

Director Tim Dirks referred the Board to his written report in the Board Packet and gave a library covid update. There are no staff out currently. Pending Board approval of eliminating Face Covering Policy the Conference rooms will open June 16 and Community rooms July 1. Full capacity internet stations will resume July 1.

### **Unfinished Business**

#### **Director's Review Committee**

President Mary Batcheller stated there was no action in May. There will be a meeting later in June and they will bring their final recommendations back to the Board as a whole for review at the July meeting.

### **New Business**

#### **Face Covering Policy Elimination**

Director Tim Dirks referred the Board to the Action Item Summary Sheet and Face Covering Policy in the Board Packet. The recommendation was to approve the elimination of the Face Covering Policy.

A motion was made by Mary Batcheller to approve the elimination of the Face Covering Policy. Rachael Steenholdt seconded the motion; motion carried.

#### **Rules of Conduct Policy Draft**

Director Tim Dirks referred the Board to the Action Item Summary Sheet and Rules of Conduct Policy in the Board Packet. The recommendation was remove the last bullet point regarding social distancing to align with current city policies.

A motion was made by Mary Batcheller to approve the removal of social distancing language from the Rules of Conduct Policy as recommended. Kristen Schipper seconded the motion; motion carried.

#### **2020 Impact Report**

Director Tim Dirks spoke about the 2020 Impact Report that was mailed to all Board members. He gave his thanks to Melisa Duncan and the admin team for their work on this document.

#### **Incident Procedures**

Whitney Oxendahl had previously asked how the library handles incidents. Director Dirks stated there were 35 calls to the police in the past year. Incidents are handled between staff, onsite contract security, Jillian Gould, Mobile Outreach and the Police Department depending on the severity of the incident.

Jillian Gould, Homeless Outreach Coordinator with the Gladys Ray Shelter, spoke about her role at the Library. The relationships Jillian has formed in the past few years have led to decreased calls to the police for incidents at the library. If a patron is trespassed from the library, it is generally a two-year trespass though patrons may work with Jillian to get approval to come back sooner. Library staff have received de-escalation training prior to Covid. There is a mobile outreach service that staff have called frequently. The library subscribed to Ryan Dowd's' training Homeless Academy which has been a great asset for staff.

### **Statistical Reports**

#### **Usage**

The Library had 30,099 registered patrons for the month of May. Program attendance was 643. Circulation was up 88.40% compared to May of the previous year. Overall circulation year to date is 319,150.

**Financials**

There was \$605 of incoming donations. There was \$924 expenditures of donations. The year is 42% lapsed while the budget is 38.23% expended. Revenue is at \$6,113.86 year to date.

**Friends of the Library Report**

No Friends report. Outdoor book sale to happen in July.

**Public Comment**

Christopher Coen spoke about his experience at the April 20<sup>th</sup> Library Board meeting in regards to the Statement of Concern he submitted questioning four Dr. Seuss books that were discontinued by the publisher. He disagrees with the Boards decision to keep the four Dr. Seuss Books from his Statement of Concern. He stated he asked Mary Batcheller to be added to the agenda. Mary Batcheller stated he did not specifically ask to add this topic to the agenda but that his concern could be appropriately heard in the public comment section of a meeting.

There was no action taken. Mary Batcheller thanked him for his input weather the Board agrees or not.

**Next Board Meeting**

The next regular Board Meeting is scheduled for Tuesday, July 20, 2021 at 4 p.m.

The meeting adjourned at 5:05 p.m.

Respectfully submitted,

Betsy Dauer

## **Staff Report**

### **June 2021 Library Board Meeting**

#### **Staff updates and Staff development activities:**

- LAll Position at Branches – Alexa Deschene, previously a library page, started on July 12.
- Interviewing for two Library Page positions – one for the Carlson Library and one for the Main Library

#### **Community Engagement Events:**

- Library staff will be out in the community attending several events in August
  - **Native American Community Picnic**, August 7, at Trollwood Park
  - **Pride in the Park**, August 14, at Island Park
  - **Red River Market – Kids Day**, August 14, at Broadway Square
  - **Red River Market – Senior Day**, August 21, at Broadway Square

#### **Programming:**

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

#### *Children*

- **Baby Rhyme Time Online – July 22 at 10:00 a.m.** Babies ages birth to 18 months are invited to join us online for baby storytimes. Share songs, fingerplays, short books, rhythms, and rhymes with your baby while introducing them to books and the library! *Note: Participants will receive an email with information on how to log into the session; an email address is required.*
- **Paws for Reading.** Furry friends and human volunteers from Pet Partners of the Red River Valley will be visiting two of our branches to help kids practice and polish their reading skills during fifteen minute sessions beginning at 10:00 a.m. Kids in Kindergarten through 6<sup>th</sup> grade are invited to register for a session with one of these non-judgmental listeners. Registration opens the 1<sup>st</sup> of each month.
  - **Main Library – July 24**
  - **Carlson Library – August 14**
- **The Traveling Lantern Theatre Company Presents *The Caterpillar Hunter* – Monday, July 26 7:00 p.m. to Sunday, Aug. 1 7:00 p.m.** Join the Traveling Lantern Theatre Company virtually and meet the Caterpillar Hunter in his exciting backyard adventure where he shrinks himself and sets off to explore the terrain, pursuing elusive bugs and strange herbage in the wild recesses of a vegetable garden! Pre-registration is required. *Note: Participants will receive an email with information on how to log into the session; an email address is required.*
- **All About Animals Outdoor Yoga with MojoFit Studios – July 28.** Join an instructor from MojoFit Studios outside the Main Library to practice beginning poses, listening to an animal yoga story and breathe. Pre-registration is required.
  - **Ages 3-6: 11:00 A.M.**
  - **Ages 7-12: 4:00 P.M.**

#### *Teens*

- **Crafts to Go : Friendship Bracelets – July 26** The final Craft to go of the summer will be take and make friendship bracelets. Pre-registration is required.

### *Adults*

- **Outdoor Yoga.** Outdoor Yoga for Beginners is geared for those who haven't tried yoga before or who want a refresher. Along with gentle stretching, this class will teach breathing exercises to provide calmness. Bring a yoga mat if you have one or a large towel and wear clothing that is easy to move in. Classes are held every Thursday evening at 6:30 P.M., weather permitting.
- **Book party: August 19, 7 p.m.** It's like a book club, but you can read whatever you want! Stop by the Sodbuster Plaza outside the Main Library to chat about the books you've been reading recently. Or check out what our librarians bring to recommend.
- **Spice Club: A Take and Make Cooking Club.** The library provides a packet of a spice, brief background information, and a suggested cookbook list for finding recipes. Then attendees share results with the club through pictures and online discussions about how the recipes turned out and what they thought of the spice. Packets are limited so pre-registration is required. The featured spice for August is Fennel Seed and pickups will be during the week of August 16-20.
- **Book Clubs.** Registration is required for all book clubs. Garden Book Club and Tea Time book club are meeting near the Community Garden at the Dr. James Carlson Library and Diverse Perspectives and Senior Book Clubs are meeting virtually.
  - Diverse Perspectives Book Club, August 12 – *Evicted* by Matthew Desmond
  - Tea Time Book Club, August 9 – *The Henna Artist* by Alka Joshi
  - Summer Garden Book Club, August 17 – *World of Wonders* by Aimee Nezhukumatathil
  - Senior Book Club, August 24 – *Those Who Save Us* by Jenna Blum

### *Multigenerational*

- **Chess Club.** Chess club is back! All area kids, teens, and adults are invited to be part of the library's Chess Club. Whether you're an expert or are new to the game, chess players of all ages and abilities are invited to join – Wednesday evenings at 5:30 P.M. No registration is required, but adults must accompany children under 10 years old.

## **FPL DIRECTOR'S REPORT**

July 20, 2021

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

- 6.16.21 Attended Integrated Preparedness Meeting
- 6.17.21 Attended Meeting with City Communications Dept.
- 6.28.21 Attended City Cabinet Meeting
- 6.30.21 Attended Director's Review Committee Meeting
- 7.20.21 Attended Introductory Meeting with Director of Diversity, Equity & Inclusion

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

- 6.18.21 Attended All Staff Get Together
- 6.22.21 Moderated Library Dept. Heads Meeting
- 6.29.21 Moderated Library Dept. Heads Meeting
- 7.6.21 Moderated Library Dept. Heads Meeting
- 7.13.21 Moderated Library Dept. Heads Meeting
- 7.20.21 Moderated Library Dept. Heads Meeting

### **Goal 4 Partnering:**

- 6.16.21 Attended Police Picnic
- 6.21.21 Attended North Dakota Library Coordinating Council Meeting
- 6.22.21 Attended Red River Zoo Board Meeting
- 6.30.21 Met with Director of West Fargo Library
- 7.1.21 Attended State Library ARPA Task Force Meeting
- 7.13.21 Attended Friends Board Meeting
- 7.15.21 Attended Red River Zoo Executive Committee Meeting
- 7.17.21 Assisted with Friends Books Sale Event

### **Goal 5 Infrastructure:**

- 6.22.21 Gave 2022 Budget Presentation to City Administration



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

**What:**

Director's Review Committee Report

**Explanation:**

The committee developed the recommendations stated in the submitted report per their discussions with City Administration and City Human Resources.

**Director recommendation:**

To approve the recommendation of the Director's Review Committee.

**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**

## Director's Review Committee Recommendations

Here is what was approved for recommendation to the Library Board:

- 1-2 months prior to Director's review with city administration, Library Board members will be invited to complete the Department Head Performance Review feedback form and submit it to city administration.
- City administration conducts Director's review according to city policies for department heads.
- At the next monthly board meeting, the Director provides a presentation to the Library Board regarding the goals that have been identified and the report of the Director's activities and how they align with the library's work plan and the categories identified on the annual review template. The Board is encouraged to discuss and provide feedback or guidance.
- This year, the City of Fargo is rolling out an employee engagement survey that will include feedback from staff on the effectiveness of department leadership. When the process is completed, the Library Board will receive a copy of the report, and/or HR can provide an oral report at a monthly board meeting.

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

**What:**

Approval of the Notary Public draft policy

**Explanation:**

The library would like to provide Notary Public services due to public demand. The draft policy has been developed in conjunction with the City Attorney's Office to guide said service.

**Director recommendation:**

Approve the Notary Public Policy.

**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**

*Service Policy*  
**Notary Public**  
-DRAFT POLICY-

**Notary Public Policy**

Notary Public service is provided at no charge by authorized library staff. Please call the library at 701-241-1492 to confirm a notary public is available before you visit or to make an appointment. Availability of a notary public is dependent on staff availability and is not guaranteed.

**What to bring:**

- Unsigned documents - documents must be signed in the notary public's presence.
- A valid photo ID with a signature
- Any witnesses required - the library will not provide witnesses and witnesses may not be solicited from other patrons using the library. Witnesses must also bring a valid photo ID.

Notaries Public are governed by North Dakota law with commissions issued by the North Dakota Secretary of State and are required to obey all laws and guidance governing notaries public in North Dakota.

- Notaries public are not authorized to prepare or complete documents for others.
- Notaries public cannot pre-date or post-date any action, prepare a legal document, give advice on legal matters, or Notarize documents in which they have a personal interest.
- The person who will sign the document must be sure that the document is completely filled out, leaving no blanks other than where the customer will sign the document, before appearing before the notary. Notaries public may not notarize any document with blank spaces.
- Notaries public will not provide service if the patron's document or circumstances of the request for notary public service raise any issues of authenticity, ambiguity, doubt, or uncertainty for the library or the notary public. In this event, the library notary public may at their sole discretion, decline to provide notary service.
- If a document is in a foreign language, an accurate written English translation must be permanently affixed to the document prior to notarization.

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

**What:**

Review of Gifts to the Library Policy Review

**Explanation:**

A number of Board Policies haven't been reviewed for three plus years and need to be reviewed. The Gifts to the Library Policy needs review. No specific changes have been identified in regards to the policy.

**Director recommendation:**

Review and approve the Gifts to the Library Policy.

**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**

## *Service Policy* **Gifts to the Library**

The Fargo Public Library welcomes and gratefully accepts monetary donations to purchase library materials, furniture and fixtures, and for program support. The library accepts equipment and artifacts at its discretion. Gifts of materials or money to support the library's collection development efforts are discussed in the Collection Development Policy. Donations become library property.

- Donations of equipment, furniture, and other artifacts will be accepted provided they meet the needs of the institution and are in accordance with the library's strategic plan. Donations that do not meet the library's selection criteria will be disposed of as the library deems appropriate.
- The Library Director will acknowledge monetary gifts. Donated equipment or artifacts will be acknowledged if the donor provides a name and address. Notice of memorial contributions will be made to the family or designated representative and a description of the benefit received by the library will be included in the acknowledgement letter.
- The library, as an interested party, cannot appraise equipment, furniture, or any other donated items. Reasonably detailed receipts will be issued stating the number and type of items contributed. In accordance with federal law the library will file IRS form 8282 for items valued at more than \$250 which are disposed of within two years of the donation. Form 8282 need not be filed if the item is valued at less than \$500 and is distributed to another charitable organization. Appraisal is the donor's responsibility.
- The Library recognizes that in-kind or non-cash contributions may be received in the form of services, real estate, or marketable securities. Non-cash contributions over a fair market value of \$250.00 will be documented by donor name, address, date of contribution, market value, and description. Fair market value shall be determined by the donor by such means as receipt, manufacturer's list price, or appraisal. Gifts that are difficult to value, illiquid, or cannot be used by the Library will not be accepted unless an exception is granted. Marketable securities and real estate will be sold at the earliest opportunity with proceeds to be received to the appropriate Library donations fund. Exceptions to the gift policy may be allowed with approval of the Library Board of Directors.
- Any assets donated to the Fargo Public Library become property of the Library and may be disposed of as deemed necessary or useful, pursuant to the restrictions listed below.

- Property valued at less than \$500.00 may be disposed of by the director of the Fargo Public Library, as he or she determines. The director is responsible for keeping yearly records of property disposal including the estimated value, how such value is determined, if relevant, the recipient of the property, and the value of any assets received in exchange.
- Property valued at over \$500.00 shall be disposed of through public auction or through appropriate third parties such as brokers, real estate agents, etc., if the property warrants such disposal. The disposal of such property and the means of disposal, including the selection of sales agents, shall be made only with the knowledge and approval of the Fargo Public Library Board.
- No disposal of donated property shall be made to related parties of the director, library staff, or the Fargo Public Library Board regardless of the value of the property. All members of the library staff and board are responsible for proactively notifying the director or the other members of the board of any known conflicts of interest whether actual or in appearance that might affect the disposal of donated property.
- Contributions in the form of real estate or marketable securities may be held by the library for future liquidation at more favorable prices or as part of the library's endowment portfolio if they produce income. Any such decisions must include an explicit rationale for holding the assets including projected future revenues and the market conditions under which a sale is anticipated. The decision to hold such assets rather than liquidate them shall be made only with the approval of the Library Board. The Board shall also periodically review whether such assets should still be retained.

*#001-2002*

*Approved by the Library Board of Directors 08-20-2002*

*Revised 07-26-2005*

*Revised 11-19-2013*

*Revised 01-21-2014*

*Revised 02-18-2014*

*Reviewed 02-20-2018*

Library Use 2021

New Registrations: 677  
 Approx. Registered Patrons: 29,823

ATTENDANCE	June 2021	June 2020	% CHANGE	2021 YTD	2020 YTD	Diff.	% CHANGE
Door Count Main	13,961	-	#DIV/0!	59,206	47,497	11,709	25%
Door Count Carlson	10,138	-	#DIV/0!	42,733	33,044	9,689	29%
Door Count Northport	4,690	-	#DIV/0!	20,480	14,049	6,431	46%
Outreach	233	-	#DIV/0!	868	1,144	(276)	-24%
<b>Total</b>	<b>29,022</b>	<b>-</b>	<b>#DIV/0!</b>	<b>123,287</b>	<b>95,734</b>	<b>27,553</b>	<b>29%</b>

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance				
Adult Programs Main	4	154	213	-28%	1,760	676	1,084 160%
Adult Programs Carlson	9	254			802	517	285 55%
Adult Programs Northport	3	93			349	48	301 627%
Teen Programs Main	2	40	115	-65%	210	134	76 57%
Teen Programs Carlson	4	84	218	-61%	324	384	(60) -16%
Teen Programs Northport	2	30	111	-73%	150	119	31 26%
Childrens Programs Main	16	1,518	622	144%	3,589	3,056	533 17%
Childrens Programs Carlson	6	235	103	128%	1,352	1,369	(17) -1%
Childrens Programs Northport	2	77	57	35%	660	888	(228) -26%
Community Engagement	4	2,142			2,534	498	2,036 409%
Outreach Department	2	45	110	-59%	373	279	94 34%
Virtual Adult	6	36	250	-86%	1,034	1,768	(734) -42%
Virtual Teen	2	20			45	-	45
Virtual Childrens	9	267	408	-35%	717	4,308	(3,591) -83%
<b>Total</b>	<b>71</b>	<b>4,995</b>	<b>2,207</b>	<b>126%</b>	<b>13,899</b>	<b>14,044</b>	<b>(145) -1%</b>

VOLUNTEER HOURS							
Main		2	-		11	233	(222) -95%
Carlson		4	-		4	90	(86) -96%
Outreach		32	-		32	208	(176) -85%
Northport		-	-		-	-	
<b>Total</b>		<b>38</b>	<b>-</b>		<b>47</b>	<b>531</b>	<b>(484) -91%</b>

INTERNET SIGNUP							
Main		1,844	-		7,941	8,804	(863) -10%
Carlson		1,355	-		6,083	6,043	40 1%
Northport		329	-		1,899	1,287	612 48%
<b>Total</b>		<b>3,528</b>	<b>-</b>		<b>15,923</b>	<b>16,134</b>	<b>(211) -1%</b>

ELECTRONIC ACTIVITY							
Web page hits		18,206	17,311	5%	101,310	104,860	(3,550) -3%



2021 Circulation

	June 2021	June 2020	Increase/ Decrease	% CHANGE	2021 YTD	2020 YTD	Increase/ Decrease	% Change YTD
<b>PRINT</b>								
<b>MAIN</b>								
Adult Nonfiction	2,775	1,320	1,455	110.23%	13,723	11,606	2,117	18.24%
Youth Nonfiction	2,116	487	1,629	334.50%	9,057	6,054	3,003	49.60%
Adult Fiction	6,081	1,914	4,167	217.71%	23,204	18,957	4,247	22.40%
Youth Fiction	5,615	1,462	4,153	284.06%	20,991	13,181	7,810	59.25%
Youth Reader	1,636	264	1,372	519.70%	6,434	4,610	1,824	39.57%
Youth Picture Books	4,077	588	3,489	593.37%	16,980	11,062	5,918	53.50%
Adult Magazines	110	42	68	161.90%	584	554	30	5.42%
Youth Magazines	14	6	8		57	63	(6)	-9.52%
<b>Subtotal</b>	<b>22,424</b>	<b>6,083</b>	<b>16,341</b>	<b>268.63%</b>	<b>91,030</b>	<b>66,087</b>	<b>24,943</b>	<b>37.74%</b>
<b>OUTREACH</b>								
Deposit	566	-	566		3,502	2,941	561	19.08%
<b>CARLSON</b>								
Adult Nonfiction	958	337	621	184.27%	4,731	3,624	1,107	30.55%
Youth Nonfiction	1,446	306	1,140	372.55%	5,648	3,696	1,952	52.81%
Adult Fiction	3,657	1,218	2,439	200.25%	15,915	11,000	4,915	44.68%
Youth Fiction	3,718	755	2,963	392.45%	14,362	7,978	6,384	80.02%
Youth Readers	1,823	173	1,650	953.76%	7,780	3,396	4,384	129.09%
Youth Picture Books	3,962	403	3,559	883.13%	16,624	8,555	8,069	94.32%
Adult Magazines	88	32	56	175.00%	367	391	(24)	-6.14%
Youth Magazines	13	-	13		27	33	(6)	-18.18%
<b>Subtotal</b>	<b>15,665</b>	<b>3,224</b>	<b>12,441</b>	<b>385.89%</b>	<b>65,454</b>	<b>38,673</b>	<b>26,781</b>	<b>69.25%</b>
<b>NORTHPORT</b>								
Adult Nonfiction	316	142	174	122.54%	1,653	1,318	335	25.42%
Youth Nonfiction	440	88	352	400.00%	1,637	1,025	612	59.71%
Adult Fiction	1,141	489	652	133.33%	5,188	3,588	1,600	44.59%
Youth Fiction	659	270	389	144.07%	2,700	1,676	1,024	61.10%
Youth Readers	337	98	239	243.88%	1,814	1,446	368	25.45%
Youth Picture Books	681	121	560	462.81%	2,914	2,341	573	24.48%
Adult Magazines	35	12	23	191.67%	115	97	18	18.56%
Youth Magazines	908	1	907		917	13	904	6953.85%
<b>Subtotal</b>	<b>4,517</b>	<b>1,221</b>	<b>3,296</b>	<b>269.94%</b>	<b>16,938</b>	<b>11,504</b>	<b>5,434</b>	<b>47.24%</b>
<b>TOTAL PRINT</b>	<b>43,172</b>	<b>10,528</b>	<b>32,644</b>	<b>310.07%</b>	<b>176,924</b>	<b>119,205</b>	<b>57,719</b>	<b>48.42%</b>

## 2021 Circulation

**NONPRINT**

OverDrive	14,783	14,195	588	4.14%	89,962	80,753	9,209	11.40%
Zinio	-	998	(998)	-100.00%	2,813	5,870	(3,057)	-52.08%
Childrens Devices	15	3	12	400.00%	58	39	19	48.72%
Hoopla	2,071	2,673	(602)	-22.52%	12,872	13,576	(704)	-5.19%
RB Digital	-	327	(327)	-100.00%	-	1,745	(1,745)	-100.00%
Subtotal	16,869	18,196	(1,327)	-7.29%	105,705	101,983	3,722	3.65%

**MAIN**

Adult DVD's	3,184	683	2,501	366.18%	15,623	16,670	(1,047)	-6.28%
Youth DVD's	455	58	397	684.48%	1,842	2,063	(221)	-10.71%
Video Games	222	49	173	353.06%	1,095	835	260	31.14%
Adult CD's	512	95	417	438.95%	2,575	2,044	531	25.98%
Youth CD's	97	7	90	1285.71%	381	213	168	78.87%
Adult Books on CD	262	139	123	88.49%	1,139	1,153	(14)	-1.21%
Youth Books on CD	240	79	161	203.80%	799	863	(64)	-7.42%
Kits	107	15	92	613.33%	491	527	(36)	-6.83%
Subtotal	5,079	1,125	3,954	351.47%	23,945	24,368	(423)	-1.74%

**CARLSON**

Adult DVD's	1,633	584	1,049	179.62%	8,174	9,093	(919)	-10.11%
Youth DVD's	698	53	645	1216.98%	2,460	1,689	771	45.65%
Video Games	241	36	205	569.44%	1,079	784	295	37.63%
Adult CD's	244	48	196	408.33%	1,664	1,138	526	46.22%
Youth CD's	64	5	59	1180.00%	410	230	180	78.26%
Adult Books on CD	196	88	108	122.73%	829	855	(26)	-3.04%
Youth Books on CD	236	71	165	232.39%	946	735	211	28.71%
Kits	127	11	116	1054.55%	488	285	203	71.23%
Subtotal	3,439	896	2,543	283.82%	16,050	14,809	1,241	8.38%

**NORTHPORT**

Adult DVD's	908	312	596	191.03%	4,578	4,658	(80)	-1.72%
Youth DVD's	123	35	88	251.43%	608	571	37	6.48%
Video Games	53	25	28	112.00%	276	232	44	18.97%
Adult CD's	119	23	96	417.39%	798	644	154	23.91%
Youth CD's	13	8	5	62.50%	57	58	(1)	-1.72%
Adult Books on CD	36	37	(1)	-2.70%	163	216	(53)	-24.54%
Youth Books on CD	77	18	59	327.78%	286	288	(2)	-0.69%
Kits	43	2	41	2050.00%	113	37	76	205.41%
Subtotal	1,372	460	912	198.26%	6,879	6,704	175	2.61%

**TOTAL NONPRINT**

	26,759	20,677	6,082	29.41%	152,579	147,864	4,715	3.19%
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**INTERLIBRARY LOAN**

Borrowed	178	15	163	1086.67%	922	747	175	23.43%
Loaned	321	197	124	62.94%	1,862	1,169	693	59.28%
Subtotal	499	212	287	135.38%	2,784	1,916	868	45.30%

**RENEWALS**

	13,876	4,735	9,141	193.05%	71,169	59,030	12,139	20.56%
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**TOTAL CIRCULATION**

	84,306	36,152	48,154	133.20%	403,456	328,015	75,441	23.00%
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**Fargo Public Library 2021 Total Expenses**  
**50% OF YEAR LAPSED**  
**SUMMARY OF EXPENSE VS. AGGREGATE BUDGET**  
**2021**

Account	Budget Line	Total YTD	Total Encumbrances	Total YTD Expenses + Encumbrances	Total Budget	%	Over/(Under)
Full time staff	11-00	\$ 940,072	\$ -	\$ 940,072	\$ 2,085,578	45.07%	\$ (1,145,505.92)
Full time overtime	11-01	\$ 104	\$ -	\$ 104	\$ -		\$ 104.00
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 15,000	0.00%	\$ (15,000.00)
Part time w/benefits	13-00	\$ 206,292	\$ -	\$ 206,292	\$ 453,334	45.51%	\$ (247,042.19)
Part time w/benefits overtime		\$ 9	\$ -	\$ 9	\$ -		\$ 9.15
Part time banked sick		\$ -	\$ -	\$ -	\$ 1,000		\$ (1,000.00)
Part time seasonal no benefits	14-00	\$ 23,862	\$ -	\$ 23,862	\$ 40,000	59.65%	\$ (16,138.48)
Health insurance	20-01	\$ 140,924	\$ -	\$ 140,924	\$ 282,117	49.95%	\$ (141,193.42)
Dental insurance	20-03	\$ 9,284	\$ -	\$ 9,284	\$ 20,678	44.90%	\$ (11,393.68)
Long Term Disability	20-04	\$ 2,408	\$ -	\$ 2,408	\$ 5,375	44.80%	\$ (2,967.10)
Auto Allowance	20-05	\$ 406	\$ -	\$ 406	\$ 900	45.06%	\$ (494.45)
FICA 6.2%	21-01	\$ 68,043	\$ -	\$ 68,043	\$ 151,204	45.00%	\$ (83,161.34)
Medicare 1.45%	21-02	\$ 15,913	\$ -	\$ 15,913	\$ 35,489	44.84%	\$ (19,575.95)
City Pension	22-01	\$ 18,912	\$ -	\$ 18,912	\$ 41,975	45.05%	\$ (23,063.33)
NDPERS Pension	22-04	\$ 74,478	\$ -	\$ 74,478	\$ 164,789	45.20%	\$ (90,311.01)
NDPERS & City Pension	22-05	\$ 2,640	\$ -	\$ 2,640	\$ 5,857	45.08%	\$ (3,216.75)
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ 112,576	0.00%	\$ (112,576.00)
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -		\$ -
Life insurance	26-00	\$ 539	\$ 385	\$ 925	\$ 800	115.58%	\$ 124.60
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Security Services	38-61	\$ 41,169	\$ -	\$ 41,169	\$ 130,229	31.61%	\$ (89,060.33)
Other Services	38-99	\$ 5,466	\$ 5,374	\$ 10,840	\$ 16,500	65.70%	\$ (5,660.06)
Water Sewer	41-05	\$ -	\$ -	\$ -	\$ 5,000	0.00%	\$ (5,000.00)
General equip repair	43-20	\$ (1)	\$ -	\$ (1)	\$ 3,000	-0.05%	\$ (3,001.39)
General equip repair (computer)	43-21	\$ 14,210	\$ -	\$ 14,210	\$ 31,766	44.73%	\$ (17,556.29)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 43,353	\$ 14,884	\$ 58,237	\$ 40,100	145.23%	\$ 18,136.99
Land and building rent	44-10	\$ 40,434	\$ 27,174	\$ 67,608	\$ 74,000	91.36%	\$ (6,392.00)
Property insurance	52-10	\$ 4,228	\$ -	\$ 4,228	\$ 12,065	35.04%	\$ (7,837.00)
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	\$ 1,774	\$ -	\$ 1,774	\$ 4,300	41.25%	\$ (2,526.10)
Other communications	53-60	\$ 802	\$ -	\$ 802	\$ 1,000	80.18%	\$ (198.23)
ILS Development	53-61	\$ 17,500	\$ -	\$ 17,500	\$ 46,150	37.92%	\$ (28,650.00)
Minitex/OCLC	53-62	\$ 9,261	\$ -	\$ 9,261	\$ 19,000	48.74%	\$ (9,738.82)
Marketing	54-11	\$ 7,039	\$ -	\$ 7,039	\$ 27,000	26.07%	\$ (19,961.50)
In state travel	56-60	\$ 559	\$ 6	\$ 564	\$ 3,500	16.13%	\$ (2,935.52)
Out of state travel	57-60	\$ -	\$ -	\$ -	\$ 5,000	0.00%	\$ (5,000.00)
Due & membership in state	59-10	\$ 1,306	\$ -	\$ 1,306	\$ 1,700	76.84%	\$ (393.75)
Dues/membership out state	59-11	\$ 1,394	\$ -	\$ 1,394	\$ 1,500	92.93%	\$ (106.00)
Seminar & conf in state	59-20	\$ 1,123	\$ -	\$ 1,123	\$ 2,500	44.92%	\$ (1,376.95)
Seminar & conf out state	59-21	\$ 169	\$ -	\$ 169	\$ 2,500	6.76%	\$ (2,331.00)
Office supplies	61-10	\$ 11,448	\$ -	\$ 11,448	\$ 30,000	38.16%	\$ (18,552.22)
Medical supplies	61-20	\$ -	\$ -	\$ -	\$ 600	0.00%	\$ (600.00)
General supplies	61-40	\$ 7,255	\$ 1,830	\$ 9,085	\$ 13,500	67.29%	\$ (4,415.22)
Program materials	61-43	\$ 18,445	\$ 341	\$ 18,787	\$ 36,000	52.18%	\$ (17,213.43)
Materials Processing	61-44	\$ 31,204	\$ -	\$ 31,204	\$ 64,569	48.33%	\$ (33,365.31)
Postage	61-50	\$ 70	\$ -	\$ 70	\$ 12,300	0.57%	\$ (12,230.25)
Books & periodicals	61-70	\$ 357,013	\$ 120	\$ 357,133	\$ 724,454	49.30%	\$ (367,320.71)
Gasoline		\$ 129	\$ -	\$ 129	\$ 439	29.43%	\$ (309.80)
Natural gas	62-50	\$ 14,612	\$ -	\$ 14,612	\$ 40,900	35.73%	\$ (26,288.00)
Electricity	62-51	\$ 36,532	\$ -	\$ 36,532	\$ 128,325	28.47%	\$ (91,792.70)
Miscellaneous	68-10	\$ 267	\$ -	\$ 267	\$ 2,000	13.36%	\$ (1,732.83)
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ 100	0.00%	\$ (100.00)
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 2,170,644	\$ 50,115	\$ 2,220,759	\$ 4,908,159	45.25%	\$ (2,687,400)

**Fargo Public Library 2021 Total Expenses**

**50% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**

**2021**

**MAIN**

Account	Budget Line	April	May	June	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 124,851	\$ 124,841	\$ 127,556	\$ 739,857		\$ 1,665,812	44%
Full time overtime	11-01	\$ 40	\$ 8		\$ 104			
Full Time banked sick	11-02				\$ -		\$ 12,000	0%
Part time w/benefits	13-00	\$ 24,554	\$ 25,875	\$ 25,382	\$ 140,948		\$ 301,693	47%
Part time w/benefits overtime					\$ 9			
Part Time Banked Sick	13-02				\$ -		\$ 1,000	0%
Part time seasonal no benefits	14-00	\$ 3,171	\$ 3,738	\$ 3,123	\$ 19,075		\$ 30,800	62%
Health insurance	20-01	\$ 16,284	\$ 16,583	\$ 17,681	\$ 98,046		\$ 187,851	52%
Dental insurance	20-03	\$ 1,163	\$ 1,181	\$ 1,222	\$ 6,972		\$ 15,243	46%
Long Term Disability	20-04	\$ 317	\$ 319	\$ 325	\$ 1,876		\$ 4,162	45%
Auto Allowance	20-05	\$ 69	\$ 69	\$ 69	\$ 406		\$ 900	45%
FICA 6.2%	21-01	\$ 8,916	\$ 9,013	\$ 9,086	\$ 52,542		\$ 117,699	45%
Medicare 1.45%	21-02	\$ 2,085	\$ 2,108	\$ 2,125	\$ 12,288		\$ 27,653	44%
City Pension	22-01	\$ 2,014	\$ 2,000	\$ 2,000	\$ 11,726		\$ 25,990	45%
NDPERS Pension	22-04	\$ 10,129	\$ 10,263	\$ 10,439	\$ 59,915		\$ 134,095	45%
NDPERS & City Pension	22-05	\$ 451	\$ 451	\$ 451	\$ 2,640		\$ 5,857	45%
Actuarial Contributions	22-06				\$ -		\$ 69,960	0%
Workers Comp	25-00				\$ -			
Life insurance	26-00	\$ 77	\$ 77	\$ 77	\$ 539	\$ 385	\$ 800	116%
Interpreters/ADA Compliance	33-29				\$ -		\$ 500	0%
Security Services	38-61	\$ 8,001	\$ 6,620	\$ 6,625	\$ 32,464		\$ 94,429	34%
Other Services	38-99	\$ 1,343	\$ 962	\$ 797	\$ 4,872	\$ 5,374	\$ 15,000	68%
Water Sewer	41-05				\$ -			
General equip repair	43-20		\$ (1)		\$ (1)		\$ 3,000	0%
General equip repair (computer)	43-21	\$ 1,890	\$ 270	\$ 2,238	\$ 14,044		\$ 25,766	55%
General equip repair (vehicle)	43-22				\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 10,222	\$ 151	\$ 1,428	\$ 40,853	\$ 9,323	\$ 35,000	143%
Land and building rent	44-10				\$ -			
Property insurance	52-10				\$ 4,228		\$ 9,010	47%
Automobile liability	52-20				\$ -		\$ 265	0%
General liability	52-30				\$ -		\$ 9,225	0%
Cellular phone service	53-20	\$ 710		\$ 355	\$ 1,774		\$ 4,300	41%
Other communications	53-60	\$ 321		\$ 160	\$ 802		\$ 1,000	80%
ILS Development	53-61				\$ 17,500		\$ 46,150	38%
Minitex/OCLC	53-62				\$ 9,261		\$ 19,000	49%
Marketing	54-11	\$ 606	\$ 1,720	\$ 2,378	\$ 7,039		\$ 27,000	26%
In state travel	56-60	\$ 76	\$ 105	\$ 102	\$ 559	\$ 6	\$ 3,500	16%
Out of state travel	57-60				\$ -		\$ 5,000	0%
Due & membership in state	59-10			\$ 26	\$ 1,306		\$ 1,700	77%
Dues/membership out state	59-11	\$ 198	\$ 197	\$ 40	\$ 1,394		\$ 1,500	93%
Seminar & conf in state	59-20	\$ 79	\$ 867	\$ 79	\$ 1,123		\$ 2,500	45%
Seminar & conf out state	59-21				\$ 169		\$ 2,500	7%
Office supplies	61-10	\$ 1,725	\$ 2,102	\$ 1,260	\$ 7,801		\$ 20,000	39%
Medical supplies	61-20				\$ -		\$ 600	0%
General supplies	61-40	\$ 63	\$ 1,936	\$ 572	\$ 3,151		\$ 7,500	42%
Program materials	61-43	\$ 4,719	\$ 2,505	\$ 2,981	\$ 18,445	\$ 341	\$ 36,000	52%
Materials Processing	61-44	\$ 4,778	\$ 5,332	\$ 3,214	\$ 31,204		\$ 64,569	48%
Postage	61-50	\$ 42			\$ 70		\$ 10,000	1%
Books & periodicals	61-70	\$ 32,690	\$ 33,334	\$ 41,612	\$ 271,484	\$ 85	\$ 526,939	52%
Gasoline	62-10	\$ 32	\$ 29	\$ 35	\$ 129		\$ 439	29%
Natural gas	62-50	\$ 1,772	\$ 1,252		\$ 8,536		\$ 24,000	36%
Electricity	62-51	\$ 4,515	\$ 4,062		\$ 19,421		\$ 90,000	22%
Miscellaneous	68-10	\$ 14	\$ 0	\$ 250	\$ 267		\$ 2,000	13%
Safety compliance	68-50				\$ -		\$ 100	0%
Bad Debt					\$ -			
Capital Outlay - Machinery & Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 267,914	\$ 257,969	\$ 263,690	\$ 1,644,837	\$ 15,514	\$ 3,691,007	44.98%

Fargo Public Library 2021 Total Expenses

50% OF YEAR LAPSED

EXPENSE VS. BUDGET

2021

CARLSON

Account	Budget Line	April	May	June	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 26,675	\$ 30,541	\$ 24,243	\$ 152,317		\$ 312,605	49%
Full time overtime	11-01				\$ -			
full Time Banked Sick	11-02				\$ -		\$ 3,000	0%
Part time w/benefits	13-00	\$ 6,205	\$ 6,874	\$ 7,684	\$ 40,728		\$ 118,755	34%
Part time w/benefits overtime					\$ -			
Part Time Banked Sick	13-02				\$ -			
Part time seasonal no benefits	14-00	\$ 756	\$ 876	\$ 828	\$ 4,786		\$ 9,200	52%
Health insurance	20-01	\$ 5,390	\$ 5,485	\$ 5,020	\$ 30,829		\$ 70,375	44%
Dental insurance	20-03	\$ 297	\$ 303	\$ 266	\$ 1,675		\$ 4,109	41%
Long Term Disability	20-04	\$ 69	\$ 67	\$ 64	\$ 387		\$ 919	42%
Auto Allowance	20-05				\$ -			
FICA 6.2%	21-01	\$ 1,929	\$ 2,215	\$ 1,875	\$ 11,332		\$ 25,455	45%
Medicare 1.45%	21-02	\$ 451	\$ 518	\$ 439	\$ 2,650		\$ 5,953	45%
City Pension	22-01	\$ 1,215	\$ 1,229	\$ 1,229	\$ 7,185		\$ 15,985	45%
NDPERS Pension	22-04	\$ 1,711	\$ 1,533	\$ 1,368	\$ 8,553		\$ 19,126	45%
NDPERS & City Pension	22-05				\$ -			
Actuarial Contributions	22-06				\$ -		\$ 42,616	0%
Workers Comp	25-00				\$ -			
Life insurance	26-00				\$ -			
Interpreters/ADA Compliance	33-29				\$ -		\$ 500	0%
Security Services	38-61	\$ 2,432	\$ 1,880	\$ 1,996	\$ 8,705		\$ 35,800	24%
Other Services	38-99	\$ 24		\$ 24	\$ 546		\$ 1,000	55%
Water Sewer	41-05				\$ -		\$ 3,000	0%
General equip repair	43-20				\$ -			
General equip repair (computer)	43-21				\$ 166		\$ 6,000	3%
General equip repair (vehicle)	43-22				\$ -			
Maintenance service	43-50	\$ 449	\$ 593	\$ 420	\$ 1,568	\$ 4,253	\$ 3,000	194%
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	\$ 464	\$ 729	\$ 430	\$ 2,780		\$ 7,000	40%
Medical supplies	61-20				\$ -			
General supplies	61-40	\$ 6	\$ 340	\$ 133	\$ 1,128	\$ 1,830	\$ 2,500	118%
Program materials	61-43				\$ -			
Materials Processing	61-44				\$ -			
Postage	61-50				\$ -		\$ 2,300	0%
Books & periodicals	61-70	\$ 11,216	\$ 11,878	\$ 9,013	\$ 58,566	\$ 35	\$ 132,890	44%
Gasoline					\$ -			
Natural gas	62-50	\$ 760	\$ 652	\$ 886	\$ 5,298		\$ 15,000	35%
Electricity	62-51	\$ 2,342	\$ 2,284	\$ 4,267	\$ 13,682		\$ 30,450	45%
Miscellaneous	68-10				\$ -			
Safety compliance	68-50				\$ -			
Bad Debt					\$ -			
Capital Outlay - Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 62,391	\$ 67,997	\$ 60,183	\$ 352,882	\$ 6,118	\$ 870,243	41.3%

Fargo Public Library 2021 Total Expenses

50% OF YEAR LAPSED

EXPENSE VS. BUDGET

2021

NORTHPORT

Account	Budget Line	April	May	June	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 8,562	8,364	7,997	\$ 47,898		\$ 107,161	45%
Full time overtime	11-01				\$ -			
Full time banked sick	11-02							
Part time w/benefits	13-00	\$ 3,928	4,077	4,436	\$ 24,615		\$ 32,886	75%
Part time w/benefits overtime					\$ -			
Part time banked sick					\$ -			
Part time seasonal no benefits	14-00				\$ -			
Health insurance	20-01	\$ 2,131	2,076	2,016	\$ 12,048		\$ 23,891	50%
Dental insurance	20-03	\$ 114	111	108	\$ 637		\$ 1,326	48%
Long Term Disability	20-04	\$ 26	24	24	\$ 145		\$ 294	49%
Auto Allowance	20-05				\$ -			
FICA 6.2%	21-01	\$ 718	716	716	\$ 4,169		\$ 8,050	52%
Medicare 1.45%	21-02	\$ 168	167	167	\$ 975		\$ 1,883	52%
City Pension	22-01				\$ -			
NDPERS Pension	22-04	\$ 1,052	1,028	1,027	\$ 6,010		\$ 11,568	52%
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	\$ 48		\$ 500	10%
Water Sewer	41-05				\$ -		\$ 2,000	0%
General equip repair	43-20				\$ -			
General equip repair (computer)	43-21				\$ -			
General equip repair (vehicle)	43-22				\$ -			
Maintenance service	43-50	\$ 187	187	187	\$ 932	\$ 1,309	\$ 2,100	107%
Land and building rent	44-10	\$ 5,634	5,634	5,634	\$ 40,434	\$ 27,174	\$ 74,000	91%
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	\$ 222	68	83	\$ 866		\$ 3,000	29%
Medical supplies	61-20				\$ -			
General supplies	61-40		187		\$ 527		\$ 3,500	15%
Program materials	61-43				\$ -			
Materials Processing	61-44				\$ -			
Postage	61-50				\$ -			
Books & periodicals	61-70	\$ 4,600	6,304	4,164	\$ 26,963		\$ 64,625	42%
Gasoline					\$ -			
Natural gas	62-50	\$ 77	210	219	\$ 778		\$ 1,900	41%
Electricity	62-51	\$ 596	726	906	\$ 3,429		\$ 7,875	44%
Miscellaneous	68-10				\$ -			
Safety compliance	68-50				\$ -			
Bad Debt					\$ -			
Capital Outlay - Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 28,014	\$ 29,880	\$ 27,710	\$ 170,476	\$ 28,483	\$ 346,909	57.35%

Fargo Public Library 2021 Total Expenses  
50% OF YEAR LAPSED

EXPENSE VS. BUDGET  
2021  
GRANT

Account	Budget Line	January	February	March	April	May	June	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00							\$ -		\$ -	
Full time overtime	11-01							\$ -		\$ -	
Full time banked sick	11-02							\$ -		\$ -	
Part time w/benefits	13-00							\$ -		\$ -	
Part time w/benefits overtime								\$ -		\$ -	
Part time banked sick								\$ -		\$ -	
Part time seasonal no benefits	14-00							\$ -		\$ -	
Health insurance	20-01							\$ -		\$ -	
Dental insurance	20-03							\$ -		\$ -	
Long Term Disability	20-04							\$ -		\$ -	
Auto Allowance	20-05							\$ -		\$ -	
FICA 6.2%	21-01							\$ -		\$ -	
Medicare 1.45%	21-02							\$ -		\$ -	
City Pension	22-01							\$ -		\$ -	
NDPERS Pension	22-04							\$ -		\$ -	
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							\$ -		\$ -	
Water Sewer	41-05							\$ -		\$ -	
General equip repair	43-20							\$ -		\$ -	
General equip repair (computer)	43-21							\$ -		\$ -	
General equip repair (vehicle)	43-22							\$ -		\$ -	
Maintenance service	43-50							\$ -		\$ -	
Land and building rent	44-10							\$ -		\$ -	
Property insurance	52-10							\$ -		\$ -	
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							\$ -		\$ -	
Medical supplies	61-20							\$ -		\$ -	
General supplies	61-40		\$ 92		\$ 835	\$ 1,522		\$ 2,449		\$ -	
Program materials	61-43							\$ -		\$ -	
Materials Processing	61-44							\$ -		\$ -	
Postage	61-50							\$ -		\$ -	
Books & periodicals	61-70							\$ -		\$ -	
Gasoline								\$ -		\$ -	
Natural gas	62-50							\$ -		\$ -	
Electricity	62-51							\$ -		\$ -	
Miscellaneous	68-10							\$ -		\$ -	
Safety compliance	68-50							\$ -		\$ -	
Bad Debt								\$ -		\$ -	
Capital Outlay - Equipment								\$ -		\$ -	
Capital Outlay - Computer Software								\$ -		\$ -	
Capital Outlay - Vehicles	74-20							\$ -		\$ -	
		\$ -	\$ 92	\$ -	\$ 835	\$ 1,522	\$ -	\$ 2,449	\$ -	\$ -	



