

Fargo Public Library Board of Directors
Agenda for Tuesday October 17, 2023
4:00p.m.
Fargo City Commission Chambers
225 4th St North
Fargo, ND 58102

- | | |
|----------------------------------------------------|---------------|
| 1. Approve Order of the Agenda | Action |
| 2. Minutes of the September 19 Meeting | Action |
| 3. Public Comment | |
| 4. Staff Report- Megan Lass | |
| 5. Director's Report | |
| 6. Unfinished Business | |
| A. None | |
| 7. New Business | |
| A. Review of Strategic Plan Activity (Goals 1 – 3) | |
| 8. Statistical Reports | |
| A. September Usage | |
| B. September Financials | |
| 9. Friends of the Library Report | |
| 10. Next Regular Meeting: November 21 | |
| 11. Adjourn | |

**Fargo Public Library Board
Minutes for Tuesday, August 15, 2023
Fargo City Commission Chambers and Virtual
225 4th Street North, Fargo, ND 58102**

Board Members Present: Amy Ouren, Jenna Reno, Wanda Mengelkoch, Paul Jensen

Board Members Absent: Kristen Schipper, Hannah James

Staff: Tim Dirks, Megan Lass, Cindy Haff

Others in Attendance: Whitney Oxendahl, Michelle Anderson

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

Order of the Agenda

Wanda Mengelkoch moved to approve the order of the agenda; Paul Jensen seconded the motion. The motion carried.

Minutes of the April 18 Regular Meeting

Jenna Reno moved to approve the minutes of the July 18 Regular Meeting; Wanda Mengelkoch seconded the motion. The motion carried.

Public Comment

Whitney Oxendahl highlighted a number of events of interest to the library coming up:

- Banned Books Week is October 1-7 celebrating our freedom to read
 - October 7 is designated as Let Freedom Read Day
- The North Dakota Library Association's Annual Conference is October 11-13
 - Location this year is at the Hilton Garden Inn in Fargo
 - There is a Free Pre-Conference session from 1-4pm on Oct 11
 - Cost and Registration at ndla.info/NDLA-Annual-Conference
- On October 8, there will be a Freedom to Read event in Fargo
 - Author Signing at Zambroz at 1pm
 - 7:30 film showing at Fargo Theater w/panel discussion after (including Tim Dirks)

Staff Report

Megan Lass presented highlights of staff updates and events including:

- Staffing
 - Anna Lynch has been promoted to an LAIII position in the Adult Services Dept
 - Drea Cook (Long time LAIII Circ Lead) has tendered her resignation
- Community Engagement
 - Family History Workshop, Saturday Sept 23 @ Ramada
 - Fall Job Fair, Wed, Sept 27 @ Delta
 - Library card sign up drive – Oct 3, NDSU
 - Red River Market, Oct 7
- Children
 - Namaste: Toddler/Preschool Yoga once a month at Main library
- Teen/Tween

- It's a Mystery Archeology and Fiction w/Author Deb Watley on Sept 24 at 2pm at Main
- Adult
 - Jazz into Fall returns to the Main Library on Sundays in October
- Multigenerational
 - 1 Book 1 Community Events
 - Canoeing Adventures with Rollie Johnson Sept 26, 6:30 (Main)
 - Rivers as a Thread: Considerations from Hudson Bay Bound, Oct 5, 6:30 with Dr Tess Varner (Concordia College) (Main)

Director's Report

Director Tim Dirks discussed a meeting with Ciity Admin and Fargo City Attorney regarding a request from West Fargo to draft a letter to the Attorney General for opinion on recent legislation. The Fargo City Attorney feels our policies are adequate to cover the definitions of the new law and did not advise us to participate. Director Dirks acknowledged the City Administration and Attorney's strong support throughout this entire process.

Paul Jensen asked what precipitated this request from West Fargo. Mr Dirks could only offer speculation that without a director currently, the Board of Directors might have some concerns on next steps for them, but reiterated this was only his personal speculation and that he cannot speak fully on this.

Unfinished business

There was no unfinished business

New Business

A. Rules of Contact Policy

Tim Dirks presented updated Rules of Conduct Policy in which he clarified the library's definition of "Library Property" from "public sidewalk" to "Sodbuster walkway" on the north side of the building as the old language was causing some confusion.

Paul Jensen motioned for the draft to be approved as written. Wanda Mengelkoch seconded the motion. The Draft was approved unanimously

Statistical Reports

August Usage

Director Tim Dirks noted that numbers continue to climb. Attendance is up 11% over last year, despite Carlson's lower numbers due to recent road construction. Program attendance is up 23% and Internet signups and electronic activity are also up over 10%. Volunteer numbers were up 10% this month as well. Circulation is up over 8% at just over 50,000 titles.

August Financials

Director Tim Dirks reported that with 67 % of the year complete, the budget is at 62.3%. Director Dirks will be meeting with the finance team to review end of year estimates and planning. Revenue is just over \$22,500 for the year.

Director Dirks thanked the Friends of the Fargo Public Library for their continued donations which serve to enhance what we are able to provide to the community as well as to our staff. It is greatly appreciated.

Friends of the Library Report

Michelle Anderson, Friends Board President was present to report

- The vacant board seat has been filled and the Board is again full
- The Friends Book Sale will be Friday and Saturday Oct 6-7. Posters were made available to help spread the word.

Next Regular Meeting Tuesday, October 17 at 4pm in the Fargo City Commission Chambers.

The meeting adjourned at 4:16 p.m.

Respectfully submitted,
Cindy Haff

Staff Report

October 2023 Library Board Meeting

Community Engagement:

- **Boo at the Zoo, October 21, 11:00am** – Red River Zoo.
- **Pangea Festival, November 18, 10:00am** – Historical and Cultural Society of Clay County/Hjemkomst Center.

Programming:

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

Children

- **Pumpkin Decorating.** You supply the pumpkin and we'll supply the rest to make your pumpkin porch-worthy. This program is best suited for ages 3 and up.
 - October 19, 10:00am – Northport Library
 - October 20, 11:00am – Carlson Library
- **Recognizing Reptiles, October 28, 10:00am** – Main Library. National Reptile Awareness Day occurs each year in October as a way to promote education, conservation, and appreciation for reptiles. In celebration of these cold-blooded creatures, kids of all ages are invited to the Main Library to visit some live reptiles with members of the NDSU Herpetology Club. A reptile craft and other themed activities will also be available during this open house event.
- **Going Places Book Club, November 14, 4:00pm** – Main Library. Kids in grades 3-7 are invited to join us monthly as we experience each month's featured book through related activities, discussion, snacks, and crafts. The title for November is *The Trail* by Meika Hashimoto.
- **Train Day, November 18** – Main Library. The Red River Modules Model Railroad Club will return to display and demonstrate model trains at the Main Library. A special train-themed storytime will take place at 11:00am in the Children's Area and kids are invited to make a train craft throughout the day.

Teens

- **Spooky Terrariums, October 19, 2:00pm** – Main Library. Headstones, jack-o-lanterns, bats, and all – what will you fill your Spooky Terrarium with? Join us in making terrariums at the Main Library just in time for Halloween! Registration is required and all materials will be provided.
- **DIY Hand Warmers, October 28, 1:00pm** – Carlson Library. Try your hand at making a reusable hand warmer to keep you toasty this fall. We will be learning and practicing sewing with this fun craft! Registration is required.
- **The Ballad of Songbirds and Snacks Pre-Party, November 7, 4:00pm** – Main Library. Get ready for the movie premiere of *The Ballad of Songbirds and Snacks* and brush up on your *Hunger Games* knowledge with related activities, snacks, and crafts. Geared towards ages 11 and up. Participants will have a chance to win a four pack of tickets to see the movie!
- **Make Your Own Pocket Creature, November 18, 1:00pm** – Carlson Library. Make a creature out of clay, then build it a little home so you can take your new friend with you anywhere. Registration is required.

Adults

- **One Book, One Community 2023 Author Event: Natalie Warren, October 19, 7:00pm – Concordia College.** Explore the themes of *Hudson Bay Bound: Two Women, One Dog, Two Thousand Miles to the Arctic* with a free presentation by author Natalie Warren. Doors will open at 6:30pm. Admission is free; books will be available for purchase from Zandbroz. *This event is the finale of the One Book, One Community 2023 reading project.*
- **Bridgerton Tea Party, October 21, 2:00pm – Carlson Library.** Wear your best regency era gown (optional) and join us for an afternoon of tea, treats, trivia, and a craft. Registration is required.
- **Film Series: Katharine the Great, 2:00pm – Main Library.** Local film critic Matt Olien hosts a film series focused on the remarkable Katharine Hepburn.
 - November 5: *Stage Door* (1937)
 - November 12: *Adam's Rib* (1950)
- **Intro to Meal Prep, November 5, 2:00pm – Carlson Library.** From batch cooking, to dump dinners, learn the methods, tools, and tricks that will save you time, money, and energy and share your own tips over a prepped snack provided by the library.
- **ChatGPT for All: How Generative Artificial Intelligence Impacts Our Daily Lives, November 16, 6:00pm – Main Library.** Discover the captivating world of AI where systems like ChatGPT and other chatbots respond to questions using text and images. We'll be discussing the positives and negatives of this cutting-edge technology through a short presentation and an open panel of experts!
- **Book Clubs**
 - **History Reading Club, October 31: *Accessory to War*** by Neil deGrasse Tyson and Avis Lang
 - **Sense of Place, November 2: *Waking Lions*** by Ayelet Gundar-Goshen
 - **Diverse Perspectives, November 9: *Thick*** by Tressie McMillan Cotton
 - **Tea Time Book Club, November 13: *Rebecca*** by Daphne du Maurier

Multigenerational

- **FPL Jigsaw Puzzle Social, 9:00am – Main Library.** Let's work on a puzzle together while chatting and making friends! We'll have puzzles available or bring some to swap. Snacks and beverages will be provided.
 - October 21 and November 18
- **Family Trivia Night, October 26, 6:00pm – Main Library.** Family trivia night is open to individuals, families, or teams of all ages. Families are invited to pre-register at the beginning of the current month. October's theme is: Diary of a Wimpy Kid.
- **NaNoWriMo Write-In Sessions, Sunday Afternoons in November – Main Library.** Are you participating in National Novel Writing Month? Join us for Sunday afternoon write-in sessions to focus on your novel or other writing project. Bring your pen, pencil, notebook, laptop, snacks, and whatever you need to the Fercho Conference Room on the first floor of the downtown Main Library to one or all of the write-in sessions. Drop in any time between 1:00pm and 5:00pm.

FPL DIRECTOR'S REPORT

October 17, 2023

Director's Activities:

- 9.20.23 Met with City Finance
- 10.2.23 Attended City Cabinet Meeting
- 10.16.23 Attended City Cabinet Meeting

Goal 1 Professional & Organizational:

- 9.20.23 Provided Office Hours
- 9.22.23 Attended All Staff
- 9.26.23 Moderated Library Dept. Heads Meeting
- 9.27.23 Provided Office Hours
- 9.28.23 Attended City Cabinet Training
- 10.3.23 Moderated Library Dept. Heads Meeting
- 10.4.23 Provided Office Hours
- 10.5.23 Attended City Cabinet Training
- 10.10.23 Moderated Library Dept. Heads Meeting
- 10.11.23 Provided Office Hours
- 10.17.23 Moderated Library Dept. Heads Meeting

Goal 4 Partnering:

- 9.26.23 Moderated Red River Zoo Board Meeting
- 9.27.23 Moderated Discussion Related to Book Banning and Legislation with Concordia Students
- 10.3.23 Attended Friends Board Meeting
- 10.4.23 Attended Community Panel Discussion Planning Meeting
- 10.8.23 Participated as Panelist on the Topic of Book Banning
- 10.13.23 Gave Presentation at the North Dakota Library Association Conference

Goal 5 Infrastructure:

- 10.11.23 Attended Main Shade Replacement Project Meeting

Goal 6 Marketing:

- 10.4.23 Gave Interview to WDAY Television
- 10.5.23 Gave Interview to The Forum

Library Use 2023

New Registrations: 655
 Approx. Registered Patrons: 36,578

ATTENDANCE	Sep-23	Sep-22	% CHANGE	2023 YTD	2022 YTD	Diff.	% CHANGE
Door Count Main	16,361	15,512	5%	154,462	138,735	15,727	11%
Door Count Carlson	12,236	10,748	14%	106,919	94,734	12,185	13%
Door Count Northport	4,073	4,135	-1%	37,959	37,069	890	2%
Outreach	371	392	-5%	3,262	4,096	(834)	-20%
Total	33,041	30,787	7%	302,602	274,634	27,968	10%

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance				
Adult Programs Main	16	137	35	291%	1,773	1,230	543 44%
Adult Programs Carlson	17	108	106	2%	1,139	752	387 51%
Adult Programs Northport	1	7	7	0%	155	84	71 85%
Teen Programs Main	-	-	14	-100%	135	129	6 5%
Teen Programs Carlson	1	10	13	-23%	114	188	(74) -39%
Teen Programs Northport	1	-	-		20	2	18 900%
Childrens Programs Main	12	283	178	59%	4,220	3,362	858 26%
Childrens Programs Carlson	10	261	242	8%	2,617	1,962	655 33%
Childrens Programs Northport	4	123	121	2%	1,241	934	307 33%
Community Engagement	6	359	1,050	-66%	5,808	6,145	(337) -5%
Outreach Department	8	120	-		436	270	166 61%
Virtual/Passive Adult	2	126	83	52%	1,022	597	425 71%
Virtual/Passive Teen	1	13	-		13	-	13
Virtual/Passive Childrens	5	233	144	62%	3,063	2,549	514 20%
Total	84	1,780	1,993	-11%	21,756	18,204	3,552 20%

VOLUNTEER HOURS							
Main	74	74	0%	664	682	(18)	-3%
Carlson	42	23	83%	350	210	140	67%
Outreach	68	89	-24%	442	638	(196)	-31%
Northport							
Total	184	186	-1%	1,456	1,530	(74)	-5%

INTERNET SIGNUP							
Main	2,631	2,207	19%	22,129	19,311	2,818	15%
Carlson	1,768	1,542	15%	15,178	14,088	1,090	8%
Northport	409	432	-5%	4,165	3,500	665	19%
Total	4,808	4,181	15%	41,472	36,899	4,573	12%

ELECTRONIC ACTIVITY							
Web page hits	18,714	16,749	12%	167,571	152,076	15,495	10%

2023 Circulation

	Sep-23	Sep-22	Increase/ Decrease	% CHANGE	2023 YTD	2022 YTD	Increase/ Decrease	% Change YTD
PRINT								
MAIN								
Adult Nonfiction	2,606	2,558	48	1.88%	24,894	23,964	930	3.88%
Youth Nonfiction	1,699	1,731	(32)	-1.85%	17,329	15,256	2,073	13.59%
Adult Fiction	5,672	5,994	(322)	-5.37%	53,258	52,617	641	1.22%
Youth Fiction	2,897	3,370	(473)	-14.04%	36,805	36,198	607	1.68%
Youth Reader	994	1,280	(286)	-22.34%	11,867	12,436	(569)	-4.58%
Youth Picture Books	3,384	3,719	(335)	-9.01%	36,372	33,626	2,746	8.17%
Adult Magazines	110	103	7	6.80%	955	1,034	(79)	-7.64%
Youth Magazines	16	10	6	60.00%	212	212	-	0.00%
Subtotal	17,378	18,765	(1,387)	-7.39%	181,692	175,343	6,349	3.62%
OUTREACH								
Deposit	944	925	19	2.05%	8,089	8,626	(537)	-6.23%
CARLSON								
Adult Nonfiction	895	860	35	4.07%	8,724	8,152	572	7.02%
Youth Nonfiction	1,244	1,074	170	15.83%	10,902	10,438	464	4.45%
Adult Fiction	3,196	3,192	4	0.13%	29,902	28,726	1,176	4.09%
Youth Fiction	2,614	2,148	466	21.69%	25,348	24,751	597	2.41%
Youth Readers	1,445	1,339	106	7.92%	13,731	13,514	217	1.61%
Youth Picture Books	3,252	3,037	215	7.08%	28,794	29,375	(581)	-1.98%
Adult Magazines	82	118	(36)	-30.51%	652	886	(234)	-26.41%
Youth Magazines	34	21	13	61.90%	330	345	(15)	-4.35%
Subtotal	12,762	11,789	973	8.25%	118,383	116,187	2,196	1.89%
NORTHPORT								
Adult Nonfiction	240	297	(57)	-19.19%	2,485	2,656	(171)	-6.44%
Youth Nonfiction	309	242	67	27.69%	2,701	2,479	222	8.96%
Adult Fiction	979	978	1	0.10%	8,601	8,460	141	1.67%
Youth Fiction	384	293	91	31.06%	3,790	3,843	(53)	-1.38%
Youth Readers	273	277	(4)	-1.44%	2,558	2,770	(212)	-7.65%
Youth Picture Books	937	668	269	40.27%	6,329	6,019	310	5.15%
Adult Magazines	25	21	4	19.05%	296	229	67	29.26%
Youth Magazines	2	-	2	180.00%	14	5	9	180.00%
Subtotal	3,149	2,776	373	13.44%	26,774	26,461	313	1.18%
TOTAL PRINT	34,233	34,255	(22)	-0.06%	334,938	326,617	8,321	2.55%

2023 Circulation

NONPRINT

OverDrive	21,001	16,527	4,474	27.07%	180,155	146,082	34,073	23.32%
Childrens Devices	11	17	(6)	-35.29%	155	154	1	0.65%
Hoopla	3,021	2,328	693	29.77%	28,939	21,304	7,635	35.84%
Kanopy	428	-	428		1,522	-	1,522	
Subtotal	24,461	18,872	5,589	29.62%	210,771	167,540	43,231	25.80%

MAIN

Adult DVD's	2,879	2,882	(3)	-0.10%	26,431	27,279	(848)	-3.11%
Youth DVD's	420	439	(19)	-4.33%	4,044	3,590	454	12.65%
Video Games	230	252	(22)	-8.73%	2,586	2,234	352	15.76%
Adult CD's	494	499	(5)	-1.00%	4,475	4,317	158	3.66%
Youth CD's	55	61	(6)	-9.84%	701	564	137	24.29%
Adult Books on CD	194	182	12	6.59%	1,696	1,807	(111)	-6.14%
Youth Books on CD	186	154	32	20.78%	2,038	1,561	477	30.56%
Kits	250	236	14	5.93%	2,601	2,161	440	20.36%
Subtotal	4,708	4,705	3	0.06%	44,572	43,513	1,059	2.43%

CARLSON

Adult DVD's	1,409	1,522	(113)	-7.42%	13,424	14,291	(867)	-6.07%
Youth DVD's	428	471	(43)	-9.13%	4,240	4,938	(698)	-14.14%
Video Games	246	206	40	19.42%	2,223	1,948	275	14.12%
Adult CD's	308	195	113	57.95%	2,671	2,130	541	25.40%
Youth CD's	103	30	73	243.33%	597	619	(22)	-3.55%
Adult Books on CD	105	144	(39)	-27.08%	1,014	1,237	(223)	-18.03%
Youth Books on CD	202	164	38	23.17%	1,688	1,674	14	0.84%
Kits	176	103	73	70.87%	1,465	996	469	47.09%
Subtotal	2,977	2,835	142	5.01%	27,322	27,833	(511)	-1.84%

NORTHPORT

Adult DVD's	627	757	(130)	-17.17%	6,838	6,654	184	2.77%
Youth DVD's	109	156	(47)	-30.13%	1,067	914	153	16.74%
Video Games	88	68	20	29.41%	720	617	103	16.69%
Adult CD's	105	117	(12)	-10.26%	1,059	1,028	31	3.02%
Youth CD's	24	15	9	60.00%	183	113	70	61.95%
Adult Books on CD	33	31	2	6.45%	269	290	(21)	-7.24%
Youth Books on CD	53	27	26	96.30%	425	407	18	4.42%
Kits	25	29	(4)	-13.79%	276	259	17	6.56%
Subtotal	1,064	1,200	(136)	-11.33%	10,837	10,282	555	5.40%

TOTAL NONPRINT

33,210	27,612	5,598	20.27%	293,502	249,168	44,334	17.79%
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INTERLIBRARY LOAN

Borrowed	237	239	(2)	-0.84%	2,071	1,833	238	12.98%
Loaned	399	383	16	4.18%	3,341	3,172	169	5.33%
Subtotal	636	622	14	2.25%	5,412	5,005	407	8.13%

RENEWALS

12,076	13,090	(1,014)	-7.75%	118,394	116,194	2,200	1.89%
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TOTAL CIRCULATION

80,155	75,579	4,576	6.05%	752,246	696,984	55,262	7.93%
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2023 Donation Summary

101-0000-365.60-00	REVENUE	Carried Forward	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	13th P	TOTAL	
LPLEDG	Endowment															0	
LDONUN	Unrestricted Donations		750	1400	2,425	790	120	4,150	15	50	24					9,724	
LDONSP	Restricted Donations		1,369	2,386	7,041	2,892	1,013	160	3,941	1,800	321					20,923	
	Grants															0	
	Total	0	2,119	3,786	9,466	3,682	1,133	4,310	3,956	1,850	345	0	0	0	0	30,647	
	EXPENSE		JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	13th P	TOTAL	BALANCE
101-7019-463.38-99	FM Area Foundation															0	
101-7019-463.38-99	Other Services															0	
101-7019-463.43-21	Computer Equip															0	
101-7019-463.54-11	Marketing															0	
101-7019-463.61-40	General Supplies			152							155					307	
101-7019-463.61-43	Programming		123	248	1,211	969	10	2,692	4,326		875					10,454	
101-7019-463.61-70	Books & Materials		992	1,692	380	172	789		1,398	1,085	110					6,618	
101-7019-463.68-10	Miscellaneous															0	
101-7019-463.68-10	Staff Development			222	60	495		30	30	30	30					898	
	Grant Expenses															0	
	Total		1,115	2,315	1,651	1,636	799	2,722	5,754	1,115	1,171	0	0	0	0	18,277	12,369

**Fargo Public Library 2023 Total Expenses
75% OF YEAR LAPSED
SUMMARY OF EXPENSE VS. AGGREGATE BUDGET
2023**

Account	Budget Line	Total YTD	Total Encumbrances	Total YTD Expenses + Encumbrances	Total Budget	%	Over/(Under)
Full time staff	11-00	\$ 1,649,088	\$ -	\$ 1,649,088	\$ 2,404,676	68.58%	\$ (755,587.56)
Full time overtime	11-01	\$ 241	\$ -	\$ 241	\$ -		\$ 240.58
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 17,860	0.00%	\$ (17,860.00)
Part time w/benefits	13-00	\$ 401,637	\$ -	\$ 401,637	\$ 530,198	75.75%	\$ (128,561.26)
Part time w/benefits overtime		\$ 6	\$ -	\$ 6	\$ -		\$ 5.74
Part time banked sick		\$ -	\$ -	\$ -	\$ 256		\$ (256.00)
Part time seasonal no benefits	14-00	\$ 36,077	\$ -	\$ 36,077	\$ 40,000	90.19%	\$ (3,923.30)
Health insurance	20-01	\$ 232,408	\$ -	\$ 232,408	\$ 474,859	48.94%	\$ (242,451.36)
Dental Insurance	20-03	\$ 15,618	\$ -	\$ 15,618	\$ 22,888	68.24%	\$ (7,270.00)
Long Term Disability	20-04	\$ 4,085	\$ -	\$ 4,085	\$ 5,448	74.98%	\$ (1,363.34)
Auto Allowance	20-05	\$ 643	\$ -	\$ 643	\$ 900	71.44%	\$ (257.06)
FICA 6.2%	21-01	\$ 122,943	\$ -	\$ 122,943	\$ 182,599	67.33%	\$ (59,655.92)
Medicare 1.45%	21-02	\$ 28,753	\$ -	\$ 28,753	\$ 42,932	66.97%	\$ (14,179.25)
City Pension	22-01	\$ 22,290	\$ -	\$ 22,290	\$ 41,001	54.36%	\$ (18,711.30)
NDPERS Pension	22-04	\$ 143,809	\$ -	\$ 143,809	\$ 198,362	72.50%	\$ (54,553.37)
NDPERS & City Pension	22-05	\$ 4,488	\$ -	\$ 4,488	\$ 6,281	71.45%	\$ (1,793.42)
Actuarial Contributions	22-06	\$ 91,036	\$ -	\$ 91,036	\$ 72,823	125.01%	\$ 18,213.00
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -		\$ -
Life Insurance	26-00	\$ -	\$ -	\$ -	\$ 800	0.00%	\$ (800.00)
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Security Services	38-61	\$ 92,808	\$ 41,521	\$ 134,329	\$ 134,329	100.00%	\$ -
Other Services	38-99	\$ 12,016	\$ 2,664	\$ 14,680	\$ 16,500	88.97%	\$ (1,819.90)
Water Sewer	41-05	\$ 3,812	\$ -	\$ 3,812	\$ 6,500	58.65%	\$ (2,687.98)
General equip repair	43-20	\$ 458	\$ -	\$ 458	\$ 3,000	15.26%	\$ (2,542.17)
General equip repair (computer)	43-21	\$ 21,828	\$ -	\$ 21,828	\$ 39,266	55.59%	\$ (17,438.02)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 45,086	\$ 2,628	\$ 47,714	\$ 53,600	89.02%	\$ (5,885.57)
Land and building rent	44-10	\$ 58,896	\$ 20,104	\$ 79,000	\$ 79,000	100.00%	\$ -
Property insurance	52-10	\$ 22,768	\$ -	\$ 22,768	\$ 12,065	188.71%	\$ 10,702.50
Automobile liability	52-20	\$ 289	\$ -	\$ 289	\$ 265	109.06%	\$ 24.00
General liability	52-30	\$ 11,812	\$ -	\$ 11,812	\$ 9,225	128.04%	\$ 2,587.09
Cellular phone service	53-20	\$ 3,603	\$ -	\$ 3,603	\$ 5,400	66.73%	\$ (1,796.81)
Other communications	53-60	\$ 1,801	\$ -	\$ 1,801	\$ 2,100	85.77%	\$ (298.77)
ILS Development	53-61	\$ 19,525	\$ -	\$ 19,525	\$ 46,150	42.31%	\$ (26,625.00)
Minitex/OCLC	53-62	\$ 21,709	\$ -	\$ 21,709	\$ 19,400	111.90%	\$ 2,309.00
Marketing	54-11	\$ 33,471	\$ -	\$ 33,471	\$ 46,000	72.76%	\$ (12,529.13)
In state travel	56-60	\$ 1,307	\$ -	\$ 1,307	\$ 3,500	37.34%	\$ (2,193.15)
Out of state travel	57-60	\$ 4,187	\$ -	\$ 4,187	\$ 5,000	83.74%	\$ (812.80)
Due & membership in state	59-10	\$ 2,418	\$ -	\$ 2,418	\$ 2,100	115.14%	\$ 317.99
Dues/membership out state	59-11	\$ 2,418	\$ -	\$ 2,418	\$ 2,000	120.90%	\$ 418.00
Seminar & conf in state	59-20	\$ 4,318	\$ -	\$ 4,318	\$ 2,500	172.71%	\$ 1,817.83
Seminar & conf out state	59-21	\$ 2,052	\$ -	\$ 2,052	\$ 2,500	82.07%	\$ (448.22)
Office supplies	61-10	\$ 23,374	\$ -	\$ 23,374	\$ 30,000	77.91%	\$ (6,626.40)
Medical supplies	61-20	\$ 158	\$ -	\$ 158	\$ 600	26.27%	\$ (442.37)
General supplies	61-40	\$ 22,525	\$ -	\$ 22,525	\$ 36,000	62.57%	\$ (13,475.20)
Program materials	61-43	\$ 26,649	\$ 240	\$ 26,889	\$ 46,000	58.46%	\$ (19,110.70)
Materials Processing	61-44	\$ 44,838	\$ -	\$ 44,838	\$ 64,569	69.44%	\$ (19,730.77)
Postage	61-50	\$ 8,196	\$ -	\$ 8,196	\$ 12,300	66.63%	\$ (4,104.44)
Books & periodicals	61-70	\$ 503,096	\$ 418	\$ 503,514	\$ 774,454	65.02%	\$ (270,939.93)
Gasoline		\$ 207	\$ -	\$ 207	\$ 550	37.66%	\$ (342.87)
Natural gas	62-50	\$ 39,849	\$ -	\$ 39,849	\$ 76,300	52.23%	\$ (36,450.52)
Electricity	62-51	\$ 81,458	\$ -	\$ 81,458	\$ 122,528	66.48%	\$ (41,070.34)
Miscellaneous	68-10	\$ 1,441	\$ -	\$ 1,441	\$ 2,000	72.05%	\$ (558.95)
Safety compliance	68-50	\$ 165	\$ -	\$ 165	\$ 100	165.00%	\$ 65.00
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 3,871,657	\$ 67,575	\$ 3,939,232	\$ 5,699,684	69.11%	\$ (1,760,452)

Fargo Public Library 2023 Total Expenses

75% OF YEAR LAPSED

EXPENSE VS. BUDGET

2023

MAIN

Account	Budget Line	July	August	September	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 137,658	\$ 136,684	\$ 137,591	\$ 1,314,893		\$ 1,934,432	68%
Full time overtime	11-01	\$ -	\$ 9	\$ 29	\$ 241			
Full Time banked sick	11-02	\$ -	\$ -	\$ -	\$ -		\$ 14,423	0%
Part time w/benefits	13-00	\$ 29,126	\$ 36,758	\$ 27,567	\$ 274,434		\$ 419,540	65%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ 6			
Part Time Banked Sick	13-02	\$ -	\$ -	\$ -	\$ -		\$ 256	0%
Part time seasonal no benefits	14-00	\$ 2,991	\$ 3,282	\$ 3,036	\$ 26,639		\$ 30,800	86%
Health insurance	20-01	\$ 18,683	\$ 18,350	\$ 18,076	\$ 170,117		\$ 344,078	49%
Dental insurance	20-03	\$ 1,332	\$ 1,334	\$ 1,309	\$ 12,143		\$ 17,198	71%
Long Term Disability	20-04	\$ 391	\$ 387	\$ 387	\$ 3,161		\$ 4,446	71%
Auto Allowance	20-05	\$ 69	\$ 69	\$ 69	\$ 643		\$ 900	71%
FICA 6.2%	21-01	\$ 9,966	\$ 10,440	\$ 9,928	\$ 95,277		\$ 146,137	65%
Medicare 1.45%	21-02	\$ 2,331	\$ 2,442	\$ 2,322	\$ 22,283		\$ 34,404	65%
City Pension	22-01	\$ 1,694	\$ 1,694	\$ 1,694	\$ 15,716		\$ 27,836	56%
NDPERS Pension	22-04	\$ 11,889	\$ 11,739	\$ 11,761	\$ 113,061		\$ 163,973	69%
NDPERS & City Pension	22-05	\$ 484	\$ 484	\$ 484	\$ 4,488		\$ 6,281	71%
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ 61,805		\$ 45,106	137%
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -			
Life insurance	26-00	\$ -	\$ -	\$ -	\$ -		\$ 800	0%
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ -		\$ 500	0%
Security Services	38-61	\$ 7,396	\$ 7,379	\$ 10,540	\$ 69,019	\$ 28,410	\$ 97,429	100%
Other Services	38-99	\$ 2,517	\$ 918	\$ 1,533	\$ 11,376	\$ 2,664	\$ 15,000	94%
Water Sewer	41-05	\$ -	\$ -	\$ -	\$ -			
General equip repair	43-20	\$ -	\$ -	\$ -	\$ 458		\$ 3,000	15%
General equip repair (computer)	43-21	\$ 1,266	\$ 155	\$ 231	\$ 20,746		\$ 33,266	62%
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 2,247	\$ 1,543	\$ 2,021	\$ 44,732	\$ 2,628	\$ 47,200	100%
Land and building rent	44-10	\$ -	\$ -	\$ -	\$ -			
Property insurance	52-10	\$ -	\$ 4,411	\$ -	\$ 17,318		\$ 9,010	192%
Automobile liability	52-20	\$ -	\$ 289	\$ -	\$ 289		\$ 265	109%
General liability	52-30	\$ -	\$ 11,812	\$ -	\$ 11,812		\$ 9,225	128%
Cellular phone service	53-20	\$ 400	\$ 400	\$ 401	\$ 3,603		\$ 5,400	67%
Other communications	53-60	\$ 200	\$ 200	\$ 200	\$ 1,801		\$ 2,100	86%
ILS Development	53-61	\$ -	\$ -	\$ -	\$ 19,525		\$ 46,150	42%
Minitex/OCLC	53-62	\$ 10,305	\$ 817	\$ -	\$ 21,709		\$ 19,400	112%
Marketing	54-11	\$ 3,503	\$ 6,740	\$ 2,210	\$ 33,471	\$ -	\$ 46,000	73%
In state travel	56-60	\$ 48	\$ 215	\$ 133	\$ 1,307		\$ 3,500	37%
Out of state travel	57-60	\$ -	\$ 577	\$ 1,791	\$ 4,187		\$ 5,000	84%
Due & membership in state	59-10	\$ -	\$ -	\$ 60	\$ 2,418		\$ 2,100	115%
Dues/membership out state	59-11	\$ -	\$ 261	\$ 300	\$ 2,418		\$ 2,000	121%
Seminar & conf in state	59-20	\$ 437	\$ 200	\$ 1,315	\$ 4,318		\$ 2,500	173%
Seminar & conf out state	59-21	\$ -	\$ -	\$ 485	\$ 2,052		\$ 2,500	82%
Office supplies	61-10	\$ 1,783	\$ 1,823	\$ 3,720	\$ 13,549		\$ 20,000	68%
Medical supplies	61-20	\$ -	\$ -	\$ 122	\$ 158		\$ 600	26%
General supplies	61-40	\$ 5,653	\$ 1,240	\$ 2,325	\$ 18,271		\$ 25,000	73%
Program materials	61-43	\$ 3,971	\$ 4,387	\$ 3,265	\$ 26,649	\$ 240	\$ 46,000	58%
Materials Processing	61-44	\$ 3,865	\$ 5,319	\$ 5,603	\$ 44,838		\$ 64,569	69%
Postage	61-50	\$ -	\$ -	\$ 70	\$ 8,196		\$ 10,000	82%
Books & periodicals	61-70	\$ 40,690	\$ 34,090	\$ 41,060	\$ 382,253	\$ 418	\$ 574,679	67%
Gasoline	62-10	\$ 81	\$ 43	\$ 84	\$ 207		\$ 550	38%
Natural gas	62-50	\$ 803	\$ 972	\$ 848	\$ 23,643		\$ 45,000	53%
Electricity	62-51	\$ 8,967	\$ 9,170	\$ 8,984	\$ 53,364		\$ 82,500	65%
Miscellaneous	68-10	\$ 261		\$ 164	\$ 1,441		\$ 2,000	72%
Safety compliance	68-50	\$ -			\$ 165		\$ 100	165%
Bad Debt		\$ -			\$ -			
Capital Outlay - Machinery & Equipment		\$ -			\$ -			
Capital Outlay - Computer Software		\$ -			\$ -			
Capital Outlay - Vehicles	74-20	\$ -			\$ -			
		\$ 311,007	\$ 316,636	\$ 301,717	\$ 2,960,197	\$ 34,361	\$ 4,414,153	67.84%

Fargo Public Library 2023 Total Expenses

75% OF YEAR LAPSED

EXPENSE VS. BUDGET

2023

CARLSON

Account	Budget Line	July	August	September	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 27,482	\$ 27,515	\$ 27,251	\$ 217,405		\$ 423,798	51%
Full time overtime	11-01	\$ -	\$ -	\$ -	\$ -			
full Time Banked Sick	11-02	\$ -	\$ -	\$ -	\$ -		\$ 3,437	0%
Part time w/benefits	13-00	\$ 8,616	\$ 8,845	\$ 8,508	\$ 82,005		\$ 73,480	112%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -			
Part Time Banked Sick	13-02	\$ -	\$ -	\$ -	\$ -			
Part time seasonal no benefits	14-00	\$ 1,044	\$ 813	\$ 876	\$ 9,438		\$ 9,200	103%
Health insurance	20-01	\$ 6,048	\$ 5,940	\$ 5,779	\$ 39,970		\$ 118,614	34%
Dental insurance	20-03	\$ 309	\$ 324	\$ 324	\$ 2,209		\$ 4,914	45%
Long Term Disability	20-04	\$ 82	\$ 84	\$ 83	\$ 598		\$ 832	72%
Auto Allowance	20-05	\$ -	\$ -	\$ -	\$ -			
FICA 6.2%	21-01	\$ 2,166	\$ 2,170	\$ 2,145	\$ 18,169		\$ 31,566	58%
Medicare 1.45%	21-02	\$ 507	\$ 508	\$ 502	\$ 4,249		\$ 7,383	58%
City Pension	22-01	\$ 709	\$ 709	\$ 709	\$ 6,574		\$ 13,165	50%
NDPERS Pension	22-04	\$ 2,214	\$ 2,272	\$ 2,222	\$ 17,368		\$ 27,482	63%
NDPERS & City Pension	22-05	\$ -	\$ -	\$ -	\$ -			
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ 29,231		\$ 27,717	105%
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -			
Life insurance	26-00	\$ -	\$ -	\$ -	\$ -			
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ -		\$ 500	0%
Security Services	38-61	\$ 1,989	\$ 2,529	\$ 3,139	\$ 23,789	\$ 13,111	\$ 36,900	100%
Other Services	38-99	\$ 32	\$ 32	\$ 32	\$ 224		\$ 1,000	22%
Water Sewer	41-05	\$ 288	\$ 295	\$ 317	\$ 2,250		\$ 3,500	64%
General equip repair	43-20	\$ -	\$ -	\$ -	\$ -			
General equip repair (computer)	43-21	\$ 219	\$ -	\$ 234	\$ 1,082		\$ 6,000	18%
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ -			
Maintenance service	43-50	\$ 177	\$ -	\$ -	\$ 354		\$ 4,300	8%
Land and building rent	44-10	\$ -	\$ -	\$ -	\$ -			
Property insurance	52-10	\$ -	\$ 1,844	\$ -	\$ 4,816		\$ 2,705	178%
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	\$ 1,258	\$ 1,180	\$ 421	\$ 6,443		\$ 7,000	92%
Medical supplies	61-20	\$ -	\$ -	\$ -	\$ -			
General supplies	61-40	\$ 13	\$ 2,228	\$ 18	\$ 3,962		\$ 7,500	53%
Program materials	61-43	\$ -	\$ -	\$ -	\$ -			
Materials Processing	61-44	\$ -	\$ -	\$ -	\$ -			
Postage	61-50	\$ -	\$ -	\$ -	\$ -		\$ 2,300	0%
Books & periodicals	61-70	\$ 8,156	\$ 8,027	\$ 12,842	\$ 81,538		\$ 131,700	62%
Gasoline	62-10	\$ -	\$ -	\$ -	\$ -			
Natural gas	62-50	\$ 781	\$ 675	\$ 642	\$ 14,489		\$ 27,500	53%
Electricity	62-51	\$ 4,169	\$ 4,132	\$ 3,724	\$ 23,091		\$ 30,450	76%
Miscellaneous	68-10	\$ -	\$ -	\$ -	\$ -			
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ -			
Bad Debt		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -			
		\$ 66,257	\$ 70,120	\$ 69,767	\$ 589,253	\$ 13,111	\$ 1,002,943	60.1%

Fargo Public Library 2023 Total Expenses

75% OF YEAR LAPSED

EXPENSE VS. BUDGET

2023

NORTHPORT

Account	Budget Line	July	August	September	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 14,039	\$ 14,067	\$ 14,632	\$ 116,791		\$ 46,446	251%
Full time overtime	11-01	\$ -	\$ -	\$ -	\$ -			
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ -			
Part time w/benefits	13-00	\$ 4,972	\$ 5,069	\$ 5,090	\$ 45,197		\$ 37,178	122%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -			
Part time banked sick		\$ -	\$ -	\$ -	\$ -			
Part time seasonal no benefits	14-00	\$ -	\$ -	\$ -	\$ -			
Health insurance	20-01	\$ 2,389	\$ 2,481	\$ 2,544	\$ 22,321		\$ 12,167	183%
Dental insurance	20-03	\$ 159	\$ 162	\$ 167	\$ 1,266		\$ 776	163%
Long Term Disability	20-04	\$ 44	\$ 44	\$ 45	\$ 325		\$ 170	191%
Auto Allowance	20-05	\$ -	\$ -	\$ -	\$ -			
FICA 6.2%	21-01	\$ 1,118	\$ 1,124	\$ 1,161	\$ 9,498		\$ 4,896	194%
Medicare 1.45%	21-02	\$ 262	\$ 263	\$ 271	\$ 2,221		\$ 1,145	194%
City Pension	22-01	\$ -	\$ -	\$ -	\$ -			
NDPERS Pension	22-04	\$ 1,570	\$ 1,581	\$ 1,629	\$ 13,380		\$ 6,907	194%
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	\$ 320	\$ -	\$ 32	\$ 416		\$ 500	83%
Water Sewer	41-05	\$ 195	\$ 195	\$ 195	\$ 1,562		\$ 3,000	52%
General equip repair	43-20	\$ -	\$ -	\$ -	\$ -			
General equip repair (computer)	43-21	\$ -	\$ -	\$ -	\$ -			
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ -			
Maintenance service	43-50	\$ -	\$ -	\$ -	\$ -		\$ 2,100	0%
Land and building rent	44-10	\$ 5,890	\$ 5,890	\$ 5,890	\$ 58,896	\$ 20,104	\$ 79,000	100%
Property insurance	52-10	\$ -	\$ 243	\$ -	\$ 635		\$ 350	181%
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	\$ 651	\$ 372	\$ 231	\$ 3,382		\$ 3,000	113%
Medical supplies	61-20	\$ -	\$ -	\$ -	\$ -			
General supplies	61-40	\$ 69	\$ 90	\$ -	\$ 292		\$ 3,500	8%
Program materials	61-43	\$ -	\$ -	\$ -	\$ -			
Materials Processing	61-44	\$ -	\$ -	\$ -	\$ -			
Postage	61-50	\$ -	\$ -	\$ -	\$ -			
Books & periodicals	61-70	\$ 4,004	\$ 3,969	\$ 5,983	\$ 39,305		\$ 68,075	58%
Gasoline	62-10	\$ -	\$ -	\$ -	\$ -			
Natural gas	62-50	\$ 36	\$ 36	\$ 36	\$ 1,717		\$ 3,800	45%
Electricity	62-51	\$ 753	\$ 730	\$ 686	\$ 5,002		\$ 9,578	52%
Miscellaneous	68-10	\$ -	\$ -	\$ -	\$ -			
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ -			
Bad Debt		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -			
		\$ 36,471	\$ 36,316	\$ 38,592	\$ 322,206	\$ 20,104	\$ 282,588	121.13%

Revenue 2023		
	Fees & Copies 101-0000- 351.25-01	Misc. Revenue 101-0000- 361.61-08
January	\$ 1,701.56	\$ 857.02
February	\$ 1,981.54	\$ 332.09
March	\$ 1,734.45	\$ 213.80
April	\$ 3,079.96	\$ 1,088.52
May	\$ 1,481.31	\$ 1,780.21
June	\$ 1,757.21	\$ 181.60
July	\$ 3,701.08	\$ 115.46
August	\$ 2,399.34	\$ 179.13
September	\$ 2,309.72	\$ 152.01
October		
November		
December		
	\$ 20,146.17	\$ 4,899.84

Total \$

25,046.01