

Fargo Public Library Board of Directors
Agenda for Tuesday October 19th, 2021
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 21st Meeting **Action**
3. Staff Report- Megan Richardson
4. Director's Report
5. Unfinished Business
 - A. None
6. New Business
 - A. Staff Identification Policy Review **Action**
 - B. Travel and Continuing Education Policy Review **Action**
 - C. Meeting Room Policy Draft **Action**
7. Statistical Reports
 - A. September Usage
 - B. September Financials
8. Friends of the Library Report
9. Public Comment
10. Next Regular Meeting: November 16th
11. Adjourn

**Fargo Public Library Board of Directors
Minutes for Tuesday, September 21, 2021 4 p.m.
Fargo City Commission Chambers and Virtual
225 4th St N., Fargo ND 58102**

Board Members Present: Scott Beaulier, Carlos Hawley Jr., Rachael Steenholdt, Whitney Oxendahl, Kristen Schipper, Jenna Reno, Carrie Peterson

Board Members Absent:

Staff: Tim Dirks, Megan Richardson, Betsy Dauer

Others Present:

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

Order of Agenda

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

Minutes of August 17, 2021 Regular Meeting

Carlos Hawley Jr. made a motion to approve the minutes of the July 20, 2021 meeting. Scott Beaulier seconded the motion; motion carried.

Staff Report

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

Community Engagement Events:

- Library card sign-up event – September 22, at the Livingston Lord Library at MSUM
- Library staff will be at the Red River Market – October 2, at Broadway Square

Programming:

Upcoming Featured Events & Programs (for a full list of all upcoming FPL activities, visit FargoLibrary.org). All programs are subject to change due to COVID numbers.

Children

- StoryWalk®: Fall 2021— Main Library Sodbuster Plaza
- Festive Fall Farm Storytime & Petting Zoo. October 2, 11am-12:30 pm
- Pumpkin Decorating. Make your pumpkin scary or make it nice.
 - October 20, 6pm – Dr. James Carlson Library
 - October 21, 4pm – Main Library
- Virtual Fall Storytime
 - Session One: October 4 – November 3
 - Main Library – Mondays at 10am, 11am, or 6:30pm
 - Northport Branch – Tuesdays at 10am or 11am
 - Carlson Library – Wednesdays at 10am or 11am
 - Session Two: November 8 – December 8 (this may be virtual as well)
 - Main Library – Mondays at 10am, 11am, or 6:30pm
 - Northport Branch – Tuesdays at 10am or 11am

- Carlson Library – Wednesdays at 10am or 11am

Teens

- Teen Time. Tuesdays, October 5 – December 14, 3:30-5pm.

Adults

- One Book One Community. This year's choice is Everything You Wanted to Know About Indians But Were Afraid to Ask written by Anton Treuer, a professor of Ojibwe at Bemidji State University. Copies of the book are available for checkout in several formats (physical and digital) as well as part of book club kits.
 - Author Event with Anton Treuer. October 26, 7pm. At Concordia College and will be streamed live.
- American Indian Boarding Schools and the Doctrine of Discovery. September 29, 6:30pm.
- Book Clubs.
 - History Book Club, September 28 – The Trouble with Taiwan by Kerry Brown
 - Sense of Place, October 7 – It Would Be Night in Caracas by Karina Sainz Borgo
 - Tea Time Book Club, October 11 – There There by Tommy Orange
 - Diverse Perspectives, October 14 – Everything You Wanted to Know About Indians But Were Afraid to Ask by Anton Treuer
 - Senior Book Club, October 19 – Before We Were Yours by Lisa Wingate
 - Classics Book Club, October 20 – The Pasture of Heaven by John Steinbeck
- Go & Grow: Houseplants – October 11.
- Crochet Pumpkins
 - September 23, 6pm – Northport Library
 - September 25, 2pm – Dr. James Carlson Library
- Jazz into Fall Concerts. Sundays in October, 2pm

Multigenerational

- Design a Bookmark Contest. Entries are due at the end of September.
- Friday Movies at Carlson
 - October 8: Cruella (PG-13)
- ARTober Digital Showcase

Exhibit

- The library is hosting "September 11, 2001: The Day That Changed the World" an educational exhibit that recounts the events of September 11, 2001

Director's Report

Director Tim Dirks referred the Board to his written report in the Board Packet and gave a library covid update.

Currently no staff are out due to covid. Program adjustments are being made as numbers change. Masking is required by staff per city policy.

Unfinished Business

No unfinished business.

New Business

Naming Rights Policy Review

Director Tim Dirks referred the Board to the Naming Rights in the Board Packet. No changes were recommended for this review.

A motion was made by Carlos Hawley Jr. to approve the Meeting Room Policy as is. Jenna Reno seconded the motion; motion carried.

Outreach Policy Review

Director Tim Dirks referred the Board to the Outreach Policy in the Board Packet. No changes were recommended for this review.

A motion was made by Kristen Schipper to approve the Outreach Policy as is. Carlos Hawley Jr. seconded the motion; motion carried.

Statistical Reports**Usage**

The Library had 29,528 registered patrons for the month of August. Program attendance was 2,558. Circulation was up 18.47% compared to August of the previous year. Overall circulation year to date is 567,148.

Financials

There was \$3,095 of incoming donations. There was \$1,720 expenditures of donations. The year is 67% lapsed while the budget is 64.99% expended. Revenue is at \$11,962.22 year to date.

Friends of the Library Report

Friends President, Patrick Sinner, gave a brief overview of recent Friends activity and funding requests from the library. There will be a Friends book sale October 7th-9th.

Public Comment

Christopher Coen spoke about President Scott Beaulier not meeting with him and a records request for reasons why weeded picture books were deselected from the collection. He stated the explanation he got as to why the request couldn't be fulfilled is because thousands of items are deleted each year and a reason isn't selected on each individual item.

Next Board Meeting

The next regular Board Meeting is scheduled for Tuesday, October 19, 2021 at 4 p.m.

The meeting adjourned at 4:23 p.m.

Respectfully submitted,
Betsy Dauer

Staff Report

October 2021 Library Board Meeting

Staffing Update:

- Working on hiring a Processing Clerk for the Technical Services Department. Offer is out pending background check.

Community Engagement Events:

- We now have a partnership with Job Service North Dakota. Once a month, FPL presents on library resources to aid in job searching and career growth such as computer access, resume resources, and training databases such as Knowledge City.

Programming:

Upcoming Featured Events & Programs (for a full list of all upcoming FPL activities, visit FargoLibrary.org). All programs are subject to change due to COVID numbers.

Children

- **Recognizing Reptiles, October 21, 1:30pm, Main Library.** In appreciation of National Reptile Day, kids of all ages are invited to the Main Library to visit some live reptiles. Members of the NDSU Herpetology Club will be on hand to show off some of their scaly sidekicks. A reptile craft and other themed activities will also be available. No registration is required.
- **Spooky Science, October 22, Main Library.** Get ready for the Halloween season by learning some spooky science experiments. Mad Scientist (and Concordia College Chemistry Professor) Dr. Graeme Wyllie and his students from the Concordia Science Academy will be here teaching us some interesting science experiments for a spooky good time. Halloween costumes are encouraged!
 - **11:00 am** – Grades 1-3
 - **1:00 pm** – Grades 4-6
- **Libraries Dance: Spooky Ballet, October 26, 6:30pm.** In collaboration with F-M Ballet and Gasper's School of dance, we will gather for a spooky storytime followed by a ballet lesson or dance session led by zombies! This is a fun interactive program, so attendees are encouraged to wear clothes or costumes they can move in. This program is geared towards children ages 3 and up and registration is required.
- **Pumpkin Decorating.** Make your pumpkin scary or make it nice. Patrons will need to supply the pumpkin and the library will supply the rest to make a porch worthy pumpkin. This program is best suited for ages 3 and up.
 - **October 20, 6pm** – Dr. James Carlson Library
 - **October 21, 4pm** – Main Library

Teens

- **Teen Time.** Teens and tweens age 10-18 and invited to come to the Dr. James Carlson Library on Tuesdays any time between 3:30 and 5 p.m. Each week will have a new activity or project to work on. Teens can work independently, with a group or just hang out.
 - **Tuesdays, November 2 – December 14** from 3:30-5 p.m. at the Dr. James Carlson Library

Adults

- **Murder and Mayhem Trivia, October 27, 7pm.** Do you love it when things go bump in the night? Are you a Halloween enthusiast? Then join us for a horrific good time as we test your knowledge of all things spooky. Get ready for questions on true crime, horror movies, gothic novels and more at Murder and Mayhem trivia.
- **eBook Help Session, November 4, 6:30pm, Main Library.** Want to download and ebook or listen to audiobooks on your phone? Our librarians can help answer your questions about our ebook services at this help session. No registration required.
- **Beaded Rope Necklace Class, November 6, 1pm, Main Library.** As part of the One Book, One Community event series, come to the library and make a beaded rope necklace using glass seed beads at this hands-on workshop presented by local artist Anna Johnson.
- **Silent Reading Party @ Drekker Brewing Company, November 7, 2pm.** BYOBook or check out a librarian suggested title from the BookBike. Enjoy a good book and a refreshing beverage along with others. Libraries will be on hand to provide snacks, reading suggestions, set up library cards, and check out books. This is a 21+ event.
- **Classic Gangster Film Series, Main Library.** Local film critic Matt Olien will host a classic gangster film series at the downtown library featuring the Warner Brothers bad boys of Bogart, Cagney, and Robinson. A short discussion will follow each screening.
 - **November 7:** *Little Caesar* (1931)
 - **November 14:** *Angels with Dirty Faces* (1938)
 - **November 28:** *Key Largo* (1948)
 - **December 5:** *White Heat* (1949)
- **Book Clubs.**
 - History Book Club, October 26 – *Why did Europe Conquer the World?* By Philip T Hoffman
 - Sense of Place, November 4 – *If I Had Your Face* by Frances Cha
 - Tea Time Book Club, November 8 – *Mexican Gothic* by Silvia Moreno-Garcia
 - Senior Book Club, October 19 – *Before We Were Yours* by Lisa Wingate
 - Classics Book Club, November 17 – *House Made of Dawn* by N. Scott Momaday

Multigenerational

- **One Book, One Community Author visit with Anton Treuer –Oct. 26, 7pm at Knutson Center Centrum at Concordia College.** As part of the One Book, One Community event series, author Anton Treuer will give an author talk and discuss his book *Everything You Wanted to Know About Indians but Were Afraid to Ask* Tuesday. A book signing will follow his presentation. The event is free and open to the public. *Please note: Concordia College does have a mask policy for all indoor events.* The event will also be streamed live to the One Book, One Community Facebook page (<https://www.facebook.com/1book1communityfmwf>) and on Concordia’s site as well.
 - Special thanks to the sponsors of this year's community reading project: the Minnesota Arts & Cultural Heritage Fund and the Lake Agassiz Regional Library (major sponsors), Concordia College Cultural Events, the Friends of the Fargo Public Library, the Friends of the West Fargo Public Library, the Friends of the Moorhead Library, and Moorhead Community Education.
- **Fall Feel Good Kit.** Treat yourself or someone else to some fall pampering with homemade chocolate and pumpkin spice truffles, fall scented lip-balm and bath soaks. Open to teens 11+ and adults. Registration opens November 4
 - **November 18, 7pm** – Main Library

- **November 20, 7pm** – Dr. James Carlson Library
- **Friday Movie at Carlson.** Join us the second Friday of the month for a free movie at the Dr. James Carlson Library. Movies start at 1pm and free popcorn is served. The featured movie for November 12 is *12 Mighty Orphans* (rated PG-13)

Exhibit

- **ARTtober Gallery, November 15-December 31.** Local artists are invited to display their work at the downtown library's gallery (limit one piece per artist). Submitted artwork should be something created during October 2021, which coincides with the library's ARTtober Digital Showcase. Open to all ages. Registration opens October 15 and closes November 10.

FPL DIRECTOR'S REPORT

October 19, 2021

Director's Activities:

9.24.21 Attended Staff Potluck

9.27.21 Attended City Finance Committee Meeting

10.07.21 Gave Presentation at the North Dakota Library Association Conference in Grand Forks

10.11.21 Attended City Cabinet Meeting

Goal 1 Professional & Organizational:

9.24.21 Moderated All Staff Meeting

9.28.21 Moderated Library Dept. Heads Meeting

9.29.21 Moderated COVID After Action Meeting with Staff

10.5.21 Moderated Library Dept. Heads Meeting

10.8.21 Moderated COVID After Action Meeting with Staff

10.12.21 Moderated Library Dept. Heads Meeting

10.12.21 Moderated COVID After Action Meeting with Staff

10.15.21 Moderated All Staff Meeting

10.19.21 Moderated Library Dept. Heads Meeting

10.19.21 Attended Staffing Analysis Meeting with Human Resources and Library Admin Team

Goal 4 Partnering:

9.24.21 Moderated Red River Zoo Executive Committee Meeting

9.28.21 Attended Red River Zoo Board Meeting

10.5.21 Attended Friends Board Meeting

10.13.21 Moderated Red River Zoo Governance Committee Meeting

Goal 6 Marketing:

9.22.21 Moderated Community Reengagement Planning Meeting

9.23.21 Attended Microsoft "Give" Campaign Planning Meeting

9.30.21 Moderated Microsoft "Give" Campaign Planning w/Community Relations Specialist

10.19.21 Attended Microsoft "Give" Campaign Virtual Event

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

What:

Review of the Staff Identification Policy & Travel and Continuing Education Policy

Explanation:

A number of Board Policies haven't been reviewed for three plus years and need to be reviewed. The two policies to be reviewed are the Staff Identification Policy and Travel and Continuing Education Policy. No specific changes have been identified in regards to the policies.

Director recommendation:

Review and approve the Staff Identification Policy & Travel and Continuing Education 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
Staff Identification

While on duty library employees and volunteers are required to wear a visible identification badge which indicates their status. The exact design and specifications of badges shall be determined by the library director.

Approved 08-17-2006

Revised 05-20-2014

Reviewed 07-17-2018

Service Policy
**Travel and Continuing
Education (CE)**

The purpose of continuing education (CE) is to provide a well-trained and qualified workforce so that we can best meet our customers' needs. The Fargo Public Library believes strongly in the importance of CE including attendance at state and national conferences in order to have the best trained and qualified workforce possible. The main focus of this policy pertains to professional librarians attending library conferences. Employees in support functions such as, but not limited to, accounting or public relations, will also have the opportunity to participate in local or regional continuing education offerings, provided that such offerings directly relate to the employees' job duties at the library.

Within budget limitations FPL will strive to provide a wide variety of CE options to its staff and to make attendance at state and national conferences available to full-time employees based on criteria to be outlined below. Priority will be given to full-time employees but part-time employees may be allowed to attend such events as funds permit. Other criteria to be used will include the following:

1. Staff members who are committee members or presenters at state and national conferences will be given priority in terms of attendance. In the event that sufficient funds are not available to allow all such individuals to receive direct financial support an effort will be made to allow them release time to attend the conference, keeping in mind the public service needs of the institution.
2. Employees who are not presenters or committee members will be given opportunities for conference attendance based on full-time status; attendance will be rotated among full-time staff members as funds permit.
3. Preference will be given to those employees who are members of the organization whose conference they wish to attend.
4. An effort will be made to allow individuals from all departments to attend state and national conferences as a matter of fundamental fairness.
5. The value of a particular CE opportunity will be based primarily on the benefit and usefulness to the institution.
6. Service to the public remains our primary responsibility. Under no circumstances will conference attendance be allowed to reduce or compromise our institutional goals.
7. All employees who attend state and national conferences will be expected to file a written report with the library director. In some cases they may also be asked to give an oral report at a staff meeting or to the library board.
8. Requests for funds for CE should be made as far in advance as possible. All such requests should be made in writing and are subject to approval by the director.
9. Employees will be encouraged to apply for grant funding or to seek non-library funds to pay for their attendance whenever possible.
10. Questions regarding this policy should be directed to the appropriate departmental supervisor or to the library director.

*Approved 07-18-2006
Reviewed 02-18-2014
Revised 05-20-2014
Revised 08-21-2018*

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

What:

Approval of the draft Meeting Room Policy.

Explanation:

The Meeting Room policy has been updated to reflect the installation of new technologies in the conference rooms. The fee structure has been streamlined and fees for nonprofits have been eliminated in keeping with our strategic plan goal of removing barriers to service.

Director recommendation:

Approve the draft Meeting Room 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 **Meeting Rooms**

The Fargo Public Library provides meeting space for use by the library, by municipal, county and state government, and by the general population for lawful public use.

Meeting spaces are available ONLY during regular library hours. See Fargo Public Library website for details.

Reservations

All scheduling is made through library administration between 9:00 a.m. and 5:00 p.m. Monday through Friday. Reservations are preferred at least two weeks in advance of the meeting date and may be made up to 6 months in advance. Other than the library, municipal, county and state government, no group may reserve the meeting room for more than four four-hour blocks in any month. The library reserves the right to cancel any booking with a six-week notice for its own programming needs.

Fees must be paid at the time of the application. Fees are nonrefundable unless notice of cancellation is received by library administration at least one day in advance of the event, or unless the library cancels the booking. Fees may be paid by cash, check, or credit card. Unclaimed refunds and transfers of reservations over 6 months old will be forfeited.

Groups are not booked for meeting space until application and payment have been received and confirmed by the library. Confirmation will be made in person, by mail, or email. Groups will be notified either in person, by phone, or email if their application has been rejected.

Groups requiring assistance with and/or set up of audiovisual technologies need to specifically request assistance at the time the room is reserved. Groups should be aware that staff availability is limited and staff may not be available throughout the duration of the event to help with technology troubleshooting.

Chair and table set-up requests for the Community Room at the Main Library must be made at the time the room is reserved; staff will not be available to make adjustments the day of the event.

The Carlson and Northport Libraries do not have staff to assist with chair and table set up.

Statement of Policy and Principles

1. The Fargo Public Library is a public facility built and maintained by the taxpayers of the city and by private contributions. It is used primarily for programs and services of the Public Library.

2. When the meeting rooms are not being used for those purposes, they are available to groups, organizations, and individuals according to the rules of this policy.
3. The library strives to minimize expenses for supervision, security, liability, utilities, etc., so that primary library services are not negatively affected. Fees are charged to offset additional costs to the library.
4. Meeting room use must not disrupt or conflict with regular library operations and services. On this basis, requests for use may be denied or suspended.
5. All meetings must be open to the public. Meetings may not be restricted to any particular group or individuals.
6. The meeting rooms are for meetings and programs of an educational, informational, cultural, or civic nature to enhance the library's role as an institution which connects people with information. The meeting rooms may be used by for-profit organizations but buying/selling, commercial transactions, or other exchange of goods is prohibited. Meeting rooms may not be used for private social gatherings such as showers, birthday parties, etc.
7. Fees or admission/participation charges are not allowed.
8. Use of a meeting room does not constitute endorsement of the beliefs, viewpoints, policies, or affiliations of the user by the library board or staff.
9. All organizations must comply with all relevant state and local ordinances to include all licensing and copyright requirements in regards to program content. Failure to comply with said ordinances and requirements will result in suspension of meeting room privileges.

Rules

1. The room must be left in a neat and orderly condition. Furniture must be returned to its original arrangement. Charges for damage beyond normal wear will be assessed to the group that had the booking at the time of the damage.
2. Adult supervision (18+) must be provided during the entire time of contracted use. Library staff cannot provide childcare services for the children accompanying adults who are using the meeting rooms.
3. The library assumes no responsibility or liability for accidents, injury, or loss of personal property in the library or the meeting room.
4. Smoking, alcohol consumption, open flames, and animals with the exception of service animals on library property are prohibited.

5. Refreshments may be served but cooking is prohibited. Groups serving food are responsible for cleanup.
6. Signs may be posted at the door to the meeting room indicating that the group is meeting there. Signs may not be posted anywhere else throughout the library indicating a meeting is planned or in process.
7. A group may not use the library's address as its address nor may they keep belongings at the library.
8. Library staff will not accept calls or relay messages to people attending meetings except in case of emergencies.
9. Any group with two or more consecutive no show's without notifying the Library may result in suspension of future meeting room use.
10. Failure to abide by these rules may result in suspension of meeting room privileges.

Community Room Fees (Max capacity 50-100 depending on location)

No fee	City of Fargo; Fargo Senior Programs; Fargo Public Library-affiliated groups; book groups; student groups; nonprofit groups
\$100 per use per day	For-profit organizations
Walk in's not permitted	

Conference Room Fees (Max capacity 15-20 depending on location)

No fee	All groups, advance booking & walk in if available
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Equipment Fees (all rooms)

No fee	Use of projection screen, lectern, prep kitchen, folding tables, chairs, wireless internet, whiteboard
\$20 per use per day	Technology utilization (laptop, projector, TV, wireless microphone, etc.)
No fee	Technology utilization for City of Fargo; Fargo Senior Programs; Fargo Public Library-affiliated groups

Dr. James Carlson Library

Community Room (Capacity 70)
Christianson Conference Room (Capacity 15)

Main Library

Community Room (Capacity 100)
Dawson Conference Room (Capacity 15)
Fercho Conference Room (Capacity 20)

Northport Library

Community Room (Capacity 50)

Approved 10-16-2007
Revised 07-28-2009
Revised 04-19-2011
Revised 09-18-2012
Revised 11-18-2014
Revised 11-20-2018
Reviewed 08-17-2021

Library Use 2021

New Registrations: 631
 Approx. Registered Patrons: 29,441

ATTENDANCE	September 2021	September 2020	% CHANGE	2021 YTD	2020 YTD	Diff.	% CHANGE
Door Count Main	13,208	13,684	-3%	101,441	83,979	17,463	21%
Door Count Carlson	9,673	9,261	4%	73,831	56,235	17,596	31%
Door Count Northport	4,366	4,270	2%	33,751	24,253	9,498	39%
Outreach	363	57	537%	1,990	1,228	762	62%
Total	27,610	27,272	1%	211,013	165,695	45,319	27%

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance					
Adult Programs Main	13	381	68	460%	2,535	1,056	1,479	140%
Adult Programs Carlson	7	54	73	-26%	1,106	590	516	87%
Adult Programs Northport	2	12	40	-70%	434	88	346	393%
Teen Programs Main	-	-	20	-100%	250	206	44	21%
Teen Programs Carlson	-	-	30	-100%	400	571	(171)	-30%
Teen Programs Northport	-	-	15	-100%	180	176	4	2%
Childrens Programs Main	6	252	478	-47%	4,447	4,578	(131)	-3%
Childrens Programs Carlson	1	65	243	-73%	1,621	1,918	(297)	-15%
Childrens Programs Northport	1	50	106	-53%	765	1,143	(378)	-33%
Community Engagement	-	-	-		4,503	498	4,005	804%
Outreach Department	1	28	47	-40%	506	412	94	23%
Virtual Adult	1	50	219	-77%	1,204	2,367	(1,163)	-49%
Virtual Teen	-	-	-		74	2	72	3600%
Virtual Childrens	3	11	51	-78%	948	4,989	(4,041)	-81%
Total	35	903	1,390	-35%	18,973	18,594	379	2%

VOLUNTEER HOURS

Main	72	-	185	233	(48)	-21%
Carlson	49	-	103	90	13	14%
Outreach	58	-	200	208	(8)	-4%
Northport	-	-	-	-	-	-
Total	179	-	488	531	(43)	-8%

INTERNET SIGNUP

Main	2,163	2,525	-14%	14,265	14,985	(720)	-5%
Carlson	1,372	1,639	-16%	10,401	9,933	468	5%
Northport	359	336	7%	3,014	2,121	893	42%
Total	3,894	4,500	-13%	27,680	27,039	641	2%

ELECTRONIC ACTIVITY

Web page hits	16,736	18,126	-8%	151,357	156,360	(5,003)	-3%
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2021 Circulation

	September 2021	September 2020	Increase/ Decrease	% CHANGE	2021 YTD	2020 YTD	Increase/ Decrease	% Change YTD
PRINT								
MAIN								
Adult Nonfiction	2,396	2,334	62	2.66%	21,955	18,304	3,651	19.95%
Youth Nonfiction	1,537	1,772	(235)	-13.26%	14,281	10,504	3,777	35.96%
Adult Fiction	5,603	3,405	2,198	64.55%	40,416	29,030	11,386	39.22%
Youth Fiction	3,073	3,561	(488)	-13.70%	33,807	23,547	10,260	43.57%
Youth Reader	1,120	1,106	14	1.27%	10,163	7,476	2,687	35.94%
Youth Picture Books	3,440	2,583	857	33.18%	28,448	17,495	10,953	62.61%
Adult Magazines	131	169	(38)	-22.49%	1,042	1,038	4	0.39%
Youth Magazines	24	4	20	500.00%	119	69	50	72.46%
Subtotal	17,324	14,934	2,390	16.00%	150,231	107,463	42,768	39.80%
OUTREACH								
Deposit	1,004	189	815	431.22%	6,257	3,217	3,040	94.50%
CARLSON								
Adult Nonfiction	813	767	46	6.00%	7,328	5,881	1,447	24.60%
Youth Nonfiction	1,061	1,183	(122)	-10.31%	9,661	6,910	2,751	39.81%
Adult Fiction	3,038	2,799	239	8.54%	25,892	19,147	6,745	35.23%
Youth Fiction	2,075	2,588	(513)	-19.82%	22,902	15,852	7,050	44.47%
Youth Readers	1,524	1,151	373	32.41%	12,856	6,580	6,276	95.38%
Youth Picture Books	3,383	2,605	778	29.87%	27,510	15,311	12,199	79.67%
Adult Magazines	92	82	10	12.20%	668	721	(53)	-7.35%
Youth Magazines	25	7	18	257.14%	78	47	31	65.96%
Subtotal	12,011	11,182	829	7.41%	106,895	70,449	36,446	51.73%
NORTHPORT								
Adult Nonfiction	312	285	27	9.47%	2,527	2,124	403	18.97%
Youth Nonfiction	320	323	(3)	-0.93%	2,719	1,720	999	58.08%
Adult Fiction	989	915	74	8.09%	8,347	6,147	2,200	35.79%
Youth Fiction	401	495	(94)	-18.99%	4,522	3,118	1,404	45.03%
Youth Readers	238	412	(174)	-42.23%	2,819	2,439	380	15.58%
Youth Picture Books	567	552	15	2.72%	4,956	3,627	1,329	36.64%
Adult Magazines	48	41	7	17.07%	228	249	(21)	-8.43%
Youth Magazines	-	3	(3)	-100.00%	10	36	(26)	-72.22%
Subtotal	2,875	3,026	(151)	-4.99%	26,128	19,460	6,668	34.27%
TOTAL PRINT	33,214	29,331	3,883	13.24%	289,511	200,589	88,922	44.33%

2021 Circulation

NONPRINT

OverDrive	14,267	13,017	1,250	9.60%	134,542	122,274	12,268	10.03%
Zinio	-	975	(975)	-100.00%	2,813	8,109	(5,296)	-65.31%
Childrens Devices	5	11	(6)	-54.55%	85	55	30	54.55%
Hoopla	2,108	1,838	270	14.69%	19,608	19,823	(215)	-1.08%
RB Digital	-	395	(395)	-100.00%	-	3,942	(3,942)	-100.00%
Subtotal	16,380	16,236	144	0.89%	157,048	154,203	2,845	1.84%

MAIN

Adult DVD's	2,832	3,192	(360)	-11.28%	24,434	24,936	(502)	-2.01%
Youth DVD's	311	429	(118)	-27.51%	2,898	3,156	(258)	-8.17%
Video Games	196	224	(28)	-12.50%	1,712	1,386	326	23.52%
Adult CD's	534	698	(164)	-23.50%	4,185	3,513	672	19.13%
Youth CD's	56	65	(9)	-13.85%	589	387	202	52.20%
Adult Books on CD	245	276	(31)	-11.23%	1,871	1,975	(104)	-5.27%
Youth Books on CD	177	179	(2)	-1.12%	1,443	1,423	20	1.41%
Kits	99	81	18	22.22%	807	718	89	12.40%
Subtotal	4,450	5,144	(694)	-13.49%	37,939	37,494	445	1.19%

CARLSON

Adult DVD's	1,452	1,748	(296)	-16.93%	13,174	13,920	(746)	-5.36%
Youth DVD's	547	385	162	42.08%	4,511	2,910	1,601	55.02%
Video Games	177	168	9	5.36%	1,729	1,299	430	33.10%
Adult CD's	290	280	10	3.57%	2,472	1,911	561	29.36%
Youth CD's	75	73	2	2.74%	660	418	242	57.89%
Adult Books on CD	154	126	28	22.22%	1,295	1,276	19	1.49%
Youth Books on CD	201	225	(24)	-10.67%	1,584	1,386	198	14.29%
Kits	120	44	76	172.73%	880	389	491	126.22%
Subtotal	3,016	3,049	(33)	-1.08%	26,305	23,509	2,796	11.89%

NORTHPORT

Adult DVD's	808	814	(6)	-0.74%	6,931	6,932	(1)	-0.01%
Youth DVD's	115	125	(10)	-8.00%	990	882	108	12.24%
Video Games	52	42	10	23.81%	432	369	63	17.07%
Adult CD's	160	183	(23)	-12.57%	1,161	1,048	113	10.78%
Youth CD's	17	22	(5)	-22.73%	100	99	1	1.01%
Adult Books on CD	71	35	36	102.86%	335	344	(9)	-2.62%
Youth Books on CD	45	77	(32)	-41.56%	458	461	(3)	-0.65%
Kits	34	2	32	1600.00%	220	53	167	315.09%
Subtotal	1,302	1,300	2	0.15%	10,627	10,188	439	4.31%

TOTAL NONPRINT

	25,148	25,729	(581)	-2.26%	231,919	225,394	6,525	2.89%
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INTERLIBRARY LOAN

Borrowed	241	128	113	88.28%	1,572	992	580	58.47%
Loaned	333	233	100	42.92%	2,861	1,875	986	52.59%
Subtotal	574	361	213	59.00%	4,433	2,867	1,566	54.62%

RENEWALS

	14,216	14,662	(446)	-3.04%	114,437	90,644	23,793	26.25%
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TOTAL CIRCULATION

	73,152	70,083	3,069	4.38%	640,300	519,494	120,806	23.25%
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Library Use Comparison 2019 - 2021

New Registrations: 631
 Approx. Registered Patrons: 29,441

ATTENDANCE	September 2021	September 2019	% CHANGE	2021 YTD	2019 YTD	Diff.	% CHANGE
Door Count Main	13,208	19,997	-34%	101,441	181,273	(79,832)	-44%
Door Count Carlson	9,673	14,550	-34%	73,831	134,146	(60,315)	-45%
Door Count Northport	4,366	5,405	-19%	33,751	55,207	(21,456)	-39%
Outreach	363	486	-25%	1,990	4,481	(2,491)	-56%
Total	27,610	40,438	-32%	211,013	375,107	(164,094)	-44%

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance	% CHANGE	2021 YTD	2019 YTD	Diff.	% CHANGE
Adult Programs Main	13	381	562	-32%	2,535	4,563	(2,028)	-44%
Adult Programs Carlson	7	54	-		1,106	-	1,106	
Adult Programs Northport	2	12	-		434	-	434	
Teen Programs Main	-	-	-		250	142	108	76%
Teen Programs Carlson	-	-	27	-100%	400	171	229	134%
Teen Programs Northport	-	-	12	-100%	180	93	87	94%
Childrens Programs Main	6	252	686	-63%	4,447	10,370	(5,923)	-57%
Childrens Programs Carlson	1	65	494	-87%	1,621	4,513	(2,892)	-64%
Childrens Programs Northport	1	50	155	-68%	765	2,284	(1,519)	-67%
Community Engagement	-	-	-		4,503	-	4,503	
Outreach Department	1	28	193	-85%	506	824	(318)	-39%
Virtual Adult	1	50	-		1,204	-	1,204	
Virtual Teen	-	-	-		74	-	74	
Virtual Childrens	3	11	-		948	-	948	
Total	35	903	2,129	-58%	18,973	22,960	(3,987)	-17%

VOLUNTEER HOURS	September 2021	September 2019	% CHANGE	2021 YTD	2019 YTD	Diff.	% CHANGE
Main	72	97	-26%	185	935	(750)	-80%
Carlson	49	36	36%	103	325	(222)	-68%
Outreach	58	98	-41%	200	794	(594)	-75%
Northport	-	-		-	-		
Total	179	231	-23%	488	2,054	(1,566)	-76%

INTERNET SIGNUP	September 2021	September 2019	% CHANGE	2021 YTD	2019 YTD	Diff.	% CHANGE
Main	2,163	3,614	-40%	14,265	33,604	(19,339)	-58%
Carlson	1,372	2,491	-45%	10,401	22,860	(12,459)	-55%
Northport	359	582	-38%	3,014	7,124	(4,110)	-58%
Total	3,894	6,687	-42%	27,680	63,588	(35,908)	-56%

ELECTRONIC ACTIVITY	September 2021	September 2019	% CHANGE	2021 YTD	2019 YTD	Diff.	% CHANGE
Web page hits	16,736	20,737	-19%	151,357	182,592	(31,235)	-17%

Circulation Comparison 2019 - 2021

	September 2021	September 2019	Increase/ Decrease	% CHANGE	2021 YTD	2019 YTD	Increase/ Decrease	% Change YTD
PRINT								
MAIN								
Adult Nonfiction	2,396	3,586	(1,190)	-33.18%	21,955	32,493	(10,538)	-32.43%
Youth Nonfiction	1,537	1,513	24	1.59%	14,281	17,048	(2,767)	-16.23%
Adult Fiction	5,603	6,134	(531)	-8.66%	40,416	54,564	(14,148)	-25.93%
Youth Fiction	3,073	3,162	(89)	-2.81%	33,807	36,353	(2,546)	-7.00%
Youth Reader	1,120	1,318	(198)	-15.02%	10,163	14,054	(3,891)	-27.69%
Youth Picture Books	3,440	2,912	528	18.13%	28,448	31,136	(2,688)	-8.63%
Adult Magazines	131	208	(77)	-37.02%	1,042	1,549	(507)	-32.73%
Youth Magazines	24	13	11	84.62%	119	167	(48)	-28.74%
Adult Paperbacks		265	(265)	-100.00%	-	953	(953)	-100.00%
Subtotal	17,324	19,111	(1,787)	-9.35%	150,231	188,317	(38,086)	-20.22%
OUTREACH								
Deposit	1,004	1,335	(331)	-24.79%	6,257	11,828	(5,571)	-47.10%
CARLSON								
Adult Nonfiction	813	1,084	(271)	-25.00%	7,328	10,457	(3,129)	-29.92%
Youth Nonfiction	1,061	1,084	(23)	-2.12%	9,661	11,305	(1,644)	-14.54%
Adult Fiction	3,038	3,768	(730)	-19.37%	25,892	34,086	(8,194)	-24.04%
Youth Fiction	2,075	3,448	(1,373)	-39.82%	22,902	27,595	(4,693)	-17.01%
Youth Readers	1,524	1,122	402	35.83%	12,856	12,491	365	2.92%
Youth Picture Books	3,383	2,954	429	14.52%	27,510	28,333	(823)	-2.90%
Adult Magazines	92	187	(95)	-50.80%	668	1,692	(1,024)	-60.52%
Youth Magazines	25	21	4	19.05%	78	245	(167)	-68.16%
Adult Paperbacks		636	(636)	-100.00%	-	4,680	(4,680)	-100.00%
Subtotal	12,011	14,304	(2,293)	-16.03%	106,895	130,884	(23,989)	-18.33%
NORTHPORT								
Adult Nonfiction	312	419	(107)	-25.54%	2,527	3,544	(1,017)	-28.70%
Youth Nonfiction	320	315	5	1.59%	2,719	3,314	(595)	-17.95%
Adult Fiction	989	1,184	(195)	-16.47%	8,347	10,617	(2,270)	-21.38%
Youth Fiction	401	590	(189)	-32.03%	4,522	6,133	(1,611)	-26.27%
Youth Readers	238	354	(116)	-32.77%	2,819	4,484	(1,665)	-37.13%
Youth Picture Books	567	772	(205)	-26.55%	4,956	8,728	(3,772)	-43.22%
Adult Magazines	48	44	4	9.09%	228	359	(131)	-36.49%
Youth Magazines	-	3	(3)	-100.00%	918	32	886	2768.75%
Adult Paperbacks		181	(181)	-100.00%	-	1,595	(1,595)	-100.00%
Subtotal	2,875	3,862	(987)	-25.56%	27,036	38,806	(11,770)	-30.33%
TOTAL PRINT	33,214	38,612	(5,398)	-13.98%	290,419	369,835	(79,416)	-21.47%

Circulation Comparison 2019 - 2021

NONPRINT								
Overdrive/Electronic								
Books	14,267	10,512	3,755	35.72%	134,542	95,508	39,034	40.87%
Zinio Checkouts	-	1,000	(1,000)	-100.00%	2,813	8,183	(5,370)	-65.62%
Childrens Devices	5	21	(16)	-76.19%	85	180	(95)	-52.78%
Hoopla	2,108	1,307	801	61.29%	19,608	12,211	7,397	60.58%
RB Digital	-	130	(130)	-100.00%	-	1,190	(1,190)	-100.00%
Subtotal	16,380	12,970	3,410	26.29%	157,048	117,272	39,776	33.92%
MAIN								
Adult DVD's	2,832	5,016	(2,184)	-43.54%	24,434	48,320	(23,886)	-49.43%
Youth DVD's	311	865	(554)	-64.05%	2,898	8,666	(5,768)	-66.56%
Video Games	196	282	(86)	-30.50%	1,712	2,512	(800)	-31.85%
Adult CD's	534	1,012	(478)	-47.23%	4,185	8,287	(4,102)	-49.50%
Youth CD's	56	70	(14)	-20.00%	589	1,025	(436)	-42.54%
Adult Books on CD	245	437	(192)	-43.94%	1,871	4,083	(2,212)	-54.18%
Youth Books on CD	177	232	(55)	-23.71%	1,443	2,718	(1,275)	-46.91%
Kits	99	188	(89)	-47.34%	807	1,675	(868)	-51.82%
Subtotal	4,450	8,102	(3,652)	-45.08%	37,939	77,286	(39,347)	-50.91%
CARLSON								
Adult DVD's	1,452	2,821	(1,369)	-48.53%	13,174	26,314	(13,140)	-49.94%
Youth DVD's	547	780	(233)	-29.87%	4,511	8,272	(3,761)	-45.47%
Video Games	177	266	(89)	-33.46%	1,729	2,452	(723)	-29.49%
Adult CD's	290	535	(245)	-45.79%	2,472	4,481	(2,009)	-44.83%
Youth CD's	75	84	(9)	-10.71%	660	956	(296)	-30.96%
Adult Books on CD	154	356	(202)	-56.74%	1,295	2,960	(1,665)	-56.25%
Youth Books on CD	201	302	(101)	-33.44%	1,584	2,535	(951)	-37.51%
Kits	120	48	72	150.00%	880	484	396	81.82%
Subtotal	3,016	5,192	(2,176)	-41.91%	26,305	48,454	(22,149)	-45.71%
NORTHPORT								
Adult DVD's	808	1,690	(882)	-52.19%	6,931	15,109	(8,178)	-54.13%
Youth DVD's	115	252	(137)	-54.37%	990	2,543	(1,553)	-61.07%
Video Games	52	76	(24)	-31.58%	432	637	(205)	-32.18%
Adult CD's	160	293	(133)	-45.39%	1,161	2,483	(1,322)	-53.24%
Youth CD's	17	30	(13)	-43.33%	100	285	(185)	-64.91%
Adult Books on CD	71	110	(39)	-35.45%	335	825	(490)	-59.39%
Youth Books on CD	45	59	(14)	-23.73%	458	752	(294)	-39.10%
Kits	34	15	19	126.67%	220	144	76	52.78%
Subtotal	1,302	2,525	(1,223)	-48.44%	10,627	22,778	(12,151)	-53.35%
TOTAL NONPRINT	25,148	28,789	(3,641)	-12.65%	231,919	265,790	(33,871)	-12.74%
INTERLIBRARY LOAN								
Borrowed	241	255	(14)	-5.49%	1,572	2,285	(713)	-31.20%
Loaned	333	348	(15)	-4.31%	2,861	3,533	(672)	-19.02%
Subtotal	574	603	(29)	-4.81%	4,433	5,818	(1,385)	-23.81%
RENEWALS	14,216	17,258	(3,042)	-17.63%	114,437	162,539	(48,102)	-29.59%
TOTAL CIRCULATION	73,152	85,262	(12,110)	-14.20%	641,208	803,982	(162,774)	-20.25%

Fargo Public Library 2021 Total Expenses
75% 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	\$ 1,504,536	\$ -	\$ 1,504,536	\$ 2,085,578	72.14%	\$ (581,042.18)
Full time overtime	11-01	\$ 123	\$ -	\$ 123	\$ -		\$ 123.02
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 15,000	0.00%	\$ (15,000.00)
Part time w/benefits	13-00	\$ 334,910	\$ -	\$ 334,910	\$ 453,334	73.88%	\$ (118,423.91)
Part time w/benefits overtime		\$ 18	\$ -	\$ 18	\$ -		\$ 18.30
Part time banked sick		\$ -	\$ -	\$ -	\$ 1,000		\$ (1,000.00)
Part time seasonal no benefits	14-00	\$ 35,565	\$ -	\$ 35,565	\$ 40,000	88.91%	\$ (4,435.48)
Health insurance	20-01	\$ 216,151	\$ -	\$ 216,151	\$ 282,117	76.62%	\$ (65,965.68)
Dental insurance	20-03	\$ 14,153	\$ -	\$ 14,153	\$ 20,678	68.45%	\$ (6,524.86)
Long Term Disability	20-04	\$ 3,878	\$ -	\$ 3,878	\$ 5,375	72.15%	\$ (1,496.68)
Auto Allowance	20-05	\$ 648	\$ -	\$ 648	\$ 900	71.99%	\$ (252.11)
FICA 6.2%	21-01	\$ 109,327	\$ -	\$ 109,327	\$ 151,204	72.30%	\$ (41,877.15)
Medicare 1.45%	21-02	\$ 25,568	\$ -	\$ 25,568	\$ 35,489	72.05%	\$ (9,920.89)
City Pension	22-01	\$ 30,189	\$ -	\$ 30,189	\$ 41,975	71.92%	\$ (11,786.46)
NDPERS Pension	22-04	\$ 119,562	\$ -	\$ 119,562	\$ 164,789	72.55%	\$ (45,226.92)
NDPERS & City Pension	22-05	\$ 4,216	\$ -	\$ 4,216	\$ 5,857	71.98%	\$ (1,641.08)
Actuarial Contributions	22-06	\$ 112,576	\$ -	\$ 112,576	\$ 112,576	100.00%	\$ -
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -		\$ -
Life insurance	26-00	\$ 773	\$ 151	\$ 925	\$ 800	115.58%	\$ 124.60
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Security Services	38-61	\$ 70,696	\$ -	\$ 70,696	\$ 130,229	54.29%	\$ (59,532.51)
Other Services	38-99	\$ 10,359	\$ 4,515	\$ 14,874	\$ 16,500	90.14%	\$ (1,626.19)
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	\$ 20,528	\$ -	\$ 20,528	\$ 31,766	64.62%	\$ (11,238.31)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 49,895	\$ 9,246	\$ 59,141	\$ 40,100	147.48%	\$ 19,040.99
Land and building rent	44-10	\$ 57,336	\$ 10,272	\$ 67,608	\$ 74,000	91.36%	\$ (6,392.00)
Property insurance	52-10	\$ 12,605	\$ -	\$ 12,605	\$ 12,065	104.48%	\$ 540.27
Automobile liability	52-20	\$ -	\$ -	\$ -	\$ 265	0.00%	\$ (265.00)
General liability	52-30	\$ 9,853	\$ -	\$ 9,853	\$ 9,225	106.80%	\$ 627.58
Cellular phone service	53-20	\$ 2,858	\$ -	\$ 2,858	\$ 4,300	66.46%	\$ (1,442.42)
Other communications	53-60	\$ 1,393	\$ -	\$ 1,393	\$ 1,000	139.29%	\$ 392.93
ILS Development	53-61	\$ 17,500	\$ -	\$ 17,500	\$ 46,150	37.92%	\$ (28,650.00)
Minitex/OCLC	53-62	\$ 19,484	\$ -	\$ 19,484	\$ 19,000	102.55%	\$ 483.69
Marketing	54-11	\$ 14,811	\$ -	\$ 14,811	\$ 27,000	54.86%	\$ (12,188.94)
In state travel	56-60	\$ 1,150	\$ -	\$ 1,150	\$ 3,500	32.86%	\$ (2,349.76)
Out of state travel	57-60	\$ -	\$ -	\$ -	\$ 5,000	0.00%	\$ (5,000.00)
Due & membership in state	59-10	\$ 1,636	\$ -	\$ 1,636	\$ 1,700	96.25%	\$ (63.75)
Dues/membership out state	59-11	\$ 1,847	\$ -	\$ 1,847	\$ 1,500	123.13%	\$ 347.00
Seminar & conf in state	59-20	\$ 2,010	\$ -	\$ 2,010	\$ 2,500	80.41%	\$ (489.85)
Seminar & conf out state	59-21	\$ 169	\$ -	\$ 169	\$ 2,500	6.76%	\$ (2,331.00)
Office supplies	61-10	\$ 17,857	\$ -	\$ 17,857	\$ 30,000	59.52%	\$ (12,142.80)
Medical supplies	61-20	\$ 33	\$ -	\$ 33	\$ 600	5.45%	\$ (567.31)
General supplies	61-40	\$ 12,460	\$ -	\$ 12,460	\$ 13,500	92.30%	\$ (1,039.60)
Program materials	61-43	\$ 21,979	\$ -	\$ 21,979	\$ 36,000	61.05%	\$ (14,020.78)
Materials Processing	61-44	\$ 40,876	\$ -	\$ 40,876	\$ 64,569	63.31%	\$ (23,692.79)
Postage	61-50	\$ 136	\$ -	\$ 136	\$ 12,300	1.10%	\$ (12,164.25)
Books & periodicals	61-70	\$ 502,713	\$ -	\$ 502,713	\$ 724,454	69.39%	\$ (221,740.88)
Gasoline		\$ 242	\$ -	\$ 242	\$ 439	55.08%	\$ (197.19)
Natural gas	62-50	\$ 24,974	\$ -	\$ 24,974	\$ 40,900	61.06%	\$ (15,926.18)
Electricity	62-51	\$ 86,060	\$ -	\$ 86,060	\$ 128,325	67.06%	\$ (42,265.39)
Miscellaneous	68-10	\$ 1,447	\$ -	\$ 1,447	\$ 2,000	72.37%	\$ (552.67)
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ 100	0.00%	\$ (100.00)
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 3,515,100	\$ 24,184	\$ 3,539,283	\$ 4,908,159	72.11%	\$ (1,368,876)

Fargo Public Library 2021 Total Expenses									
75% OF YEAR LAPSED									
EXPENSE VS. BUDGET									
2021									
MAIN									
Account	Budget Line	June	July	August	September	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 127,556	\$ 190,358	\$ 126,513	\$ 127,509	\$ 1,184,236		\$ 1,665,812	71%
Full time overtime	11-01		\$ 13	\$ 32	\$ (25)	\$ 123			
Full Time banked sick	11-02					\$ -		\$ 12,000	0%
Part time w/benefits	13-00	\$ 25,382	\$ 37,313	\$ 25,921	\$ 23,677	\$ 227,860		\$ 301,693	76%
Part time w/benefits overtime					\$ 9	\$ 18			
Part Time Banked Sick	13-02					\$ -		\$ 1,000	0%
Part time seasonal no benefits	14-00	\$ 3,123	\$ 4,062	\$ 2,721	\$ 2,676	\$ 28,534		\$ 30,800	93%
Health insurance	20-01	\$ 17,681	\$ 17,663	\$ 17,670	\$ 17,622	\$ 151,002		\$ 187,851	80%
Dental insurance	20-03	\$ 1,222	\$ 1,219	\$ 1,221	\$ 1,218	\$ 10,630		\$ 15,243	70%
Long Term Disability	20-04	\$ 325	\$ 487	\$ 326	\$ 334	\$ 3,023		\$ 4,162	73%
Auto Allowance	20-05	\$ 69	\$ 104	\$ 69	\$ 69	\$ 648		\$ 900	72%
FICA 6.2%	21-01	\$ 9,086	\$ 13,781	\$ 9,031	\$ 8,953	\$ 84,307		\$ 117,699	72%
Medicare 1.45%	21-02	\$ 2,125	\$ 3,223	\$ 2,112	\$ 2,094	\$ 19,717		\$ 27,653	71%
City Pension	22-01	\$ 2,000	\$ 2,984	\$ 2,000	\$ 2,000	\$ 18,710		\$ 25,990	72%
NDPERS Pension	22-04	\$ 10,439	\$ 15,510	\$ 10,384	\$ 10,271	\$ 96,080		\$ 134,095	72%
NDPERS & City Pension	22-05	\$ 451	\$ 674	\$ 451	\$ 451	\$ 4,216		\$ 5,857	72%
Actuarial Contributions	22-06			\$ 69,960		\$ 69,960		\$ 69,960	100%
Workers Comp	25-00					\$ -			
Life insurance	26-00	\$ 77		\$ 154	\$ 80	\$ 773	\$ 151	\$ 800	116%
Interpreters/ADA Compliance	33-29					\$ -		\$ 500	0%
Security Services	38-61	\$ 6,625	\$ 8,790		\$ 13,686	\$ 54,939		\$ 94,429	58%
Other Services	38-99	\$ 797	\$ 3,004	\$ 882	\$ 936	\$ 9,693	\$ 4,515	\$ 15,000	95%
Water Sewer	41-05					\$ -			
General equip repair	43-20					\$ (1)		\$ 3,000	0%
General equip repair (computer)	43-21	\$ 2,238	\$ 657	\$ 4,449	\$ 810	\$ 19,959		\$ 25,766	77%
General equip repair (vehicle)	43-22					\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 1,428	\$ 1,780	\$ 1,211	\$ 1,884	\$ 45,728	\$ 5,216	\$ 35,000	146%
Land and building rent	44-10					\$ -			
Property insurance	52-10		\$ 3,139	\$ 71	\$ 2,517	\$ 9,955		\$ 9,010	110%
Automobile liability	52-20					\$ -		\$ 265	0%
General liability	52-30			\$ 9,853		\$ 9,853		\$ 9,225	107%
Cellular phone service	53-20	\$ 355	\$ 364	\$ 360	\$ 360	\$ 2,858		\$ 4,300	66%
Other communications	53-60	\$ 160	\$ 160	\$ 231	\$ 200	\$ 1,393		\$ 1,000	139%
ILS Development	53-61					\$ 17,500		\$ 46,150	38%
Minitex/OCLC	53-62		\$ 9,446		\$ 776	\$ 19,484		\$ 19,000	103%
Marketing	54-11	\$ 2,378	\$ 2,001	\$ 3,676	\$ 2,096	\$ 14,811		\$ 27,000	55%
In state travel	56-60	\$ 102	\$ 262	\$ 174	\$ 156	\$ 1,150		\$ 3,500	33%
Out of state travel	57-60					\$ -		\$ 5,000	0%
Due & membership in state	59-10	\$ 26			\$ 330	\$ 1,636		\$ 1,700	96%
Dues/membership out state	59-11	\$ 40	\$ 225		\$ 228	\$ 1,847		\$ 1,500	123%
Seminar & conf in state	59-20	\$ 79	\$ 407	\$ 200	\$ 280	\$ 2,010		\$ 2,500	80%
Seminar & conf out state	59-21					\$ 169		\$ 2,500	7%
Office supplies	61-10	\$ 1,260	\$ 1,620	\$ 1,715	\$ 1,198	\$ 12,334		\$ 20,000	62%
Medical supplies	61-20		\$ 33			\$ 33		\$ 600	5%
General supplies	61-40	\$ 572	\$ 888	\$ 746	\$ 608	\$ 5,393		\$ 7,500	72%
Program materials	61-43	\$ 2,981	\$ 1,653	\$ 932	\$ 949	\$ 21,979		\$ 36,000	61%
Materials Processing	61-44	\$ 3,214	\$ 2,645	\$ 3,431	\$ 3,597	\$ 40,876		\$ 64,569	63%
Postage	61-50		\$ 43		\$ 24	\$ 136		\$ 10,000	1%
Books & periodicals	61-70	\$ 41,612	\$ 31,543	\$ 43,543	\$ 31,907	\$ 378,477		\$ 526,939	72%
Gasoline	62-10	\$ 35	\$ 45	\$ 38	\$ 30	\$ 242		\$ 439	55%
Natural gas	62-50			\$ 3,714	\$ 1,697	\$ 13,947		\$ 24,000	58%
Electricity	62-51			\$ 23,379	\$ 8,603	\$ 51,403		\$ 90,000	57%
Miscellaneous	68-10	\$ 250	\$ 1,155	\$ 22	\$ 4	\$ 1,447		\$ 2,000	72%
Safety compliance	68-50					\$ -		\$ 100	0%
Bad Debt						\$ -			
Capital Outlay - Machinery & Equipment						\$ -			
Capital Outlay - Computer Software						\$ -			
Capital Outlay - Vehicles	74-20					\$ -			
		\$ 263,690	\$ 357,249	\$ 367,192	\$ 269,810	\$ 2,639,088	\$ 9,882	\$ 3,691,007	71.77%

Fargo Public Library 2021 Total Expenses									
75% OF YEAR LAPSED									
EXPENSE VS. BUDGET									
2021									
CARLSON									
Account	Budget Line	June	July	August	September	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 24,243	\$ 37,995	\$ 27,572	\$ 27,226	\$ 245,110		\$ 312,605	78%
Full time overtime	11-01					\$ -			
full Time Banked Sick	11-02					\$ -		\$ 3,000	0%
Part time w/benefits	13-00	\$ 7,684	\$ 11,216	\$ 6,421	\$ 7,219	\$ 65,584		\$ 118,755	55%
Part time w/benefits overtime						\$ -			
Part Time Banked Sick	13-02					\$ -			
Part time seasonal no benefits	14-00	\$ 828	\$ 1,008	\$ 405	\$ 831	\$ 7,030		\$ 9,200	76%
Health insurance	20-01	\$ 5,020	\$ 5,097	\$ 5,674	\$ 5,574	\$ 47,174		\$ 70,375	67%
Dental insurance	20-03	\$ 266	\$ 275	\$ 315	\$ 310	\$ 2,575		\$ 4,109	63%
Long Term Disability	20-04	\$ 64	\$ 98	\$ 70	\$ 71	\$ 625		\$ 919	68%
Auto Allowance	20-05					\$ -			
FICA 6.2%	21-01	\$ 1,875	\$ 2,955	\$ 1,968	\$ 2,024	\$ 18,278		\$ 25,455	72%
Medicare 1.45%	21-02	\$ 439	\$ 691	\$ 460	\$ 473	\$ 4,275		\$ 5,953	72%
City Pension	22-01	\$ 1,229	\$ 1,835	\$ 1,229	\$ 1,229	\$ 11,478		\$ 15,985	72%
NDPERS Pension	22-04	\$ 1,368	\$ 2,170	\$ 1,539	\$ 1,564	\$ 13,826		\$ 19,126	72%
NDPERS & City Pension	22-05					\$ -			
Actuarial Contributions	22-06			\$ 42,616		\$ 42,616		\$ 42,616	100%
Workers Comp	25-00					\$ -			
Life insurance	26-00					\$ -			
Interpreters/ADA Compliance	33-29					\$ -		\$ 500	0%
Security Services	38-61	\$ 1,996	\$ 2,704		\$ 4,348	\$ 15,757		\$ 35,800	44%
Other Services	38-99	\$ 24	\$ 24		\$ 24	\$ 594		\$ 1,000	59%
Water Sewer	41-05					\$ -		\$ 3,000	0%
General equip repair	43-20					\$ -			
General equip repair (computer)	43-21		\$ 402			\$ 568		\$ 6,000	9%
General equip repair (vehicle)	43-22					\$ -			
Maintenance service	43-50	\$ 420	\$ 313	\$ 417	\$ 377	\$ 2,674	\$ 3,282	\$ 3,000	199%
Land and building rent	44-10					\$ -			
Property insurance	52-10		\$ 1,291		\$ 1,050	\$ 2,341		\$ 2,705	87%
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	\$ 430	\$ 557	\$ 477	\$ 178	\$ 3,992		\$ 7,000	57%
Medical supplies	61-20					\$ -			
General supplies	61-40	\$ 133	\$ 34	\$ 2,265	\$ 420	\$ 3,847		\$ 2,500	154%
Program materials	61-43					\$ -			
Materials Processing	61-44					\$ -			
Postage	61-50					\$ -		\$ 2,300	0%
Books & periodicals	61-70	\$ 9,013	\$ 7,350	\$ 8,450	\$ 9,957	\$ 84,324		\$ 132,890	63%
Gasoline						\$ -			
Natural gas	62-50	\$ 886	\$ 1,231	\$ 1,587	\$ 1,897	\$ 10,014		\$ 15,000	67%
Electricity	62-51	\$ 4,267	\$ 5,003	\$ 4,950	\$ 5,056	\$ 28,691		\$ 30,450	94%
Miscellaneous	68-10					\$ -			
Safety compliance	68-50					\$ -			
Bad Debt						\$ -			
Capital Outlay - Equipment						\$ -			
Capital Outlay - Computer Software						\$ -			
Capital Outlay - Vehicles	74-20					\$ -			
		\$ 60,183	\$ 82,250	\$ 106,414	\$ 69,827	\$ 611,372	\$ 3,282	\$ 870,243	70.6%

Fargo Public Library 2021 Total Expenses

75% OF YEAR LAPSED

EXPENSE VS. BUDGET

2021

NORTHPORT

Account	Budget Line	June	July	August	September	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	7,997	\$ 11,817	\$ 7,516	\$ 7,959	\$ 75,190		\$ 107,161	70%
Full time overtime	11-01					\$ -			
Full time banked sick	11-02								
Part time w/benefits	13-00	4,436	\$ 6,935	\$ 5,124	\$ 4,792	\$ 41,467		\$ 32,886	126%
Part time w/benefits overtime						\$ -			
Part time banked sick						\$ -			
Part time seasonal no benefits	14-00					\$ -			
Health insurance	20-01	2,016	\$ 1,957	\$ 1,911	\$ 2,059	\$ 17,975		\$ 23,891	75%
Dental insurance	20-03	108	\$ 101	\$ 101	\$ 109	\$ 949		\$ 1,326	72%
Long Term Disability	20-04	24	\$ 36	\$ 25	\$ 25	\$ 230		\$ 294	78%
Auto Allowance	20-05					\$ -			
FICA 6.2%	21-01	716	\$ 1,109	\$ 731	\$ 732	\$ 6,741		\$ 8,050	84%
Medicare 1.45%	21-02	167	\$ 259	\$ 171	\$ 171	\$ 1,577		\$ 1,883	84%
City Pension	22-01					\$ -			
NDPERS Pension	22-04	1,027	\$ 1,549	\$ 1,044	\$ 1,053	\$ 9,657		\$ 11,568	83%
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		\$ 24		\$ 72		\$ 500	14%
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	\$ 187	\$ 1,493	\$ 748	\$ 2,100	107%
Land and building rent	44-10	5,634	\$ 5,634	\$ 5,634	\$ 5,634	\$ 57,336	\$ 10,272	\$ 74,000	91%
Property insurance	52-10		\$ 170		\$ 139	\$ 309		\$ 350	88%
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	83	\$ 223	\$ 227	\$ 215	\$ 1,532		\$ 3,000	51%
Medical supplies	61-20					\$ -			
General supplies	61-40			\$ 3	\$ 103	\$ 632		\$ 3,500	18%
Program materials	61-43					\$ -			
Materials Processing	61-44					\$ -			
Postage	61-50					\$ -			
Books & periodicals	61-70	4,164	\$ 5,442	\$ 3,434	\$ 4,073	\$ 39,912		\$ 64,625	62%
Gasoline						\$ -			
Natural gas	62-50	219	\$ 110	\$ 95	\$ 31	\$ 1,014		\$ 1,900	53%
Electricity	62-51	906	\$ 981	\$ 854	\$ 702	\$ 5,966		\$ 7,875	76%
Miscellaneous	68-10					\$ -			
Safety compliance	68-50					\$ -			
Bad Debt						\$ -			
Capital Outlay - Equipment						\$ -			
Capital Outlay - Computer Software						\$ -			
Capital Outlay - Vehicles	74-20					\$ -			
		\$ 27,710	\$ 36,512	\$ 27,079	\$ 27,985	\$ 262,051	\$ 11,020	\$ 346,909	78.72%

Fargo Public Library 2021 Total Expenses

75% OF YEAR LAPSED

EXPENSE VS. BUDGET

2021

GRANT

Account	Budget Line	June	July	August	September	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	29	\$ 110			\$ 2,588		\$ -	
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					\$ -		\$ -	
		\$ 29	\$ 110	\$ -	\$ -	\$ 2,588	\$ -	\$ -	

