

Fargo Public Library Board of Directors
Agenda for Tuesday November 16th, 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 October 19 Meeting **Action**
3. Staff Report- Megan Richardson
4. Director's Report
5. Unfinished Business
 A. None
6. New Business
 A. Unattended Children Policy Review **Action**
 B. Volunteer Program Policy Review **Action**
7. Statistical Reports
 A. October Usage
 B. October Financials
8. Friends of the Library Report
9. Public Comment
10. Next Regular Meeting: December 21
11. Adjourn

**Fargo Public Library Board of Directors
Minutes for Tuesday, October 19, 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, Kristen Schipper, Jenna Reno

Board Members Absent: Carrie Peterson

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.

Whitney Oxendahl departed from the Library Board and her spot will be filled by Amy Ouren who will join us in November.

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 September 21, 2021 Regular Meeting

Kristen Schipper made a motion to approve the minutes of the September 21, 2021 meeting. Carlos Hawley Jr. seconded the motion; motion carried.

Staff Report

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

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.
- Spooky Science, October 22, Main Library.
 - 11:00 am – Grades 1-3
 - 1:00 pm – Grades 4-6
- Libraries Dance: Spooky Ballet, October 26, 6:30pm.

- Pumpkin Decorating.
 - October 20, 6pm – Dr. James Carlson Library
 - October 21, 4pm – Main Library

Teens

- Teen Time.
 - 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.
- eBook Help Session, November 4, 6:30pm, Main Library.
- Beaded Rope Necklace Class, November 6, 1pm, Main Library.
- Silent Reading Party @ Drekker Brewing Company, November 7, 2pm.
- Classic Gangster Film Series, Main Library.
 - 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. 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.
 - November 18, 7pm – Main Library
 - November 20, 7pm – Dr. James Carlson Library
- Friday Movie at Carlson.

Exhibit

- ARTtober Gallery, November 15-December 31.

Director's Report

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

Unfinished Business

No unfinished business.

New Business

Staff Identification Policy Review

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

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

Travel and Continuing Education Policy Review

Director Tim Dirks referred the Board to the Travel and Continuing Education Policy in the Board Packet. No changes were recommended for this review.

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

Meeting Room Policy Draft

Director Tim Dirks referred the Board to the Meeting Room Policy draft in the Board Packet. Many changes were recommended to this policy. Notable changes include reducing the booking period to six months in advance, removing fee's for all non-profit groups for all rooms, adding a rule stipulating two or more no show's may result in suspension of use, and standardizing the technology fee to \$20 per booking at all locations.

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

Statistical Reports

Usage

The Library had 29,441 registered patrons for the month of September. Program attendance was 903. Circulation was up 4.38% compared to September of the previous year. Overall circulation year to date is 640,300.

An additional comparison 2021 to 2019 was presented for both usage and circulation. Director Dirks referred the Board to the comparison in the Board Packet. Year to date 2021 total circulation was 20% less than year to date 2019.

Financials

There was \$1,330 of incoming donations. There was \$1,628 expenditures of donations. The year is 75% lapsed while the budget is 72.11% expended. Revenue is at \$13,428.64 year to date.

Friends of the Library Report

No Friends report.

Public Comment

No public comment.

Next Board Meeting

The next regular Board Meeting is scheduled for Tuesday, November 16, 2021 at 4 p.m.

The meeting adjourned at 4:26 p.m.

Respectfully submitted,
Betsy Dauer

Staff Report

November 2021 Library Board Meeting

Staffing Update:

- Abigail Keys is our new LA1 in Tech Services. Her first day was November 8.

Community Engagement Events:

- The Chamber of Commerce has resumed their in-person Business After Hours Networking Event. Lori West and Tim Dirks will be attending their next meeting on December 2.

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

- **Catch a Train at the Library, November 20, 10:00am – 5:00pm, November 21, 1:00-4:00pm, Main Library.** Members of the Red River Modules Model Railroad Club will display and demonstrate model trains in the Downtown Community Room. Kids are invited to make a train craft throughout the day. All ages are welcome!
- **Libraries Dance: Tutu Ballet, Main Library.** In collaboration with FM Ballet and Gaspers school of Dance we will gather for a storytime followed by a ballet lesson or dance session.
 - **November 23 – Tutu Ballet**
 - **December 14 – Nutcracker Preview**
- **Gingerbread House Decorating.** Help decorate a house for a gingerbread man. All materials are provided and best suited for children 5 and up.
 - **December 1, 6:00pm, Northport**
 - **December 2, 4:00pm, Carlson**
- **Christmas Tree Ornament Workshop, December 11, 2:00pm, Main Library.** Kids in grades 1-6 are invited to make family keepsakes at this holiday event.

Teens

- **Teen Time, December 7 & 14 at 3:30 pm, Carlson Library.** Each week will have a new activity or project to work on. Teens can work independently, with a group or just hang out. December 7: STEM activity, December 14: Arts & Crafts. No registration required.
- **Gnome Ornaments, December 18 at 11:00am, Main Library.** Teens can make a cute gnome ornament to decorate their home or give as a gift. This event is geared towards kids in grades 6-12. All materials will be provided. Registration opens November 29.

Adults

- **Gingerbread Houses, December 4, 2:00pm.** Are you tired of watching kids have all the fun making gingerbread creations? We'll have everything you need to try your hand at making your own work of art! All materials will be provided. Registration opens November 20.
- **Holiday Cookie Club, December 6-12.** We want to know what your favorite cookie recipes are and challenge you to try a new recipe. We'll share our cookie adventures with each other through photos, recipes, reviews and baking experiences and then assemble the recipes into a mini cookbook. Registration opens November 22.

- **Crafts to Go: Snowflake Wreath, December 6-10.** Make a lovely winter decoration with clothes hangers. All materials will be provided. Participants register online and then stop by one of the library locations Monday-Friday to pick up a craft packet to bring home.
- **Book Clubs**
 - History Book Club, November 30 – *Encounters at the Heart of the World: A History of the Mandan People* By Elizabeth A Fenn
 - Sense of Place, December 2 – *Our Riches* by Kaouther Adimi
 - Diverse Perspectives, December 9 – *They Called Us Enemy* by George Takei
 - Tea Time Book Club, December 13 – *Dutch House* by Ann Patchett
 - Senior Book Club, December 14 – *The Immortalists* by Chloe Benjamin

Multigenerational

- **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 December is the 2019 version of *Little Women* (PG).

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 was created during October 21, which coincided with the library's ARTtober Digital Showcase.

FPL DIRECTOR'S REPORT

November 16, 2021

Director's Activities:

11.3.21 Provided orientation for new Library Board Member

Goal 1 Professional & Organizational:

10.22.21 Moderated COVID 19 After Action Report Staff Discussion.

10.26.21 Attended Staffing Review Meeting with Human Resources and library Admin Team

11.2.21 Moderated Library Dept. Heads Meeting

11.2.21 Moderated COVID 19 After Action Report Staff Discussion

11.4.21 Moderated COVID 19 After Action Report Staff Discussion

Goal 4 Partnering:

10.21.21 Attended Red River Zoo Executive Committee Meeting

10.26.21 Attended Red River Zoo Board Meeting

11.2.21 Attended Friends Board Meeting

11.8.21 Attended North Dakota Library Coordinating Council Meeting in Bismarck

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

What:

Review of the Unattended Children Policy and Volunteer Program 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 Unattended Children Policy and the Volunteer Program Policy. No specific changes have been indentified in regards to the policies.

Director recommendation:

Review and approve the Unattended Children Policy and Volunteer Program 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
**Unattended
Children**

The Fargo Public Library welcomes families and children of all ages. Library staff strive to provide a safe and appropriate environment for all library users. Library staff are committed to helping children find materials, planning programs that inform and entertain, and providing an environment that encourages study and exploration. Sharing this environment with other people requires that everyone abide by the Rules of Conduct established by the Library Board of Directors. Our libraries are public buildings. Any public place may be unsafe for a child who is left unattended even for brief periods of time. In addition, library facilities are neither designed nor licensed to provide childcare and should not be used for this purpose. A child left alone at the library without a responsible caregiver may become bored, fatigued, or frightened, and this may lead to behavior that disrupts library services provided to them and/or others. It is not the library's intention to seek out unattended children or to inhibit children's independence, but rather to have a guideline in place when a problem presents itself. The library encourages parents to consider the safety and well-being of their children as well as the needs of other library users of all ages.

Parents and other caregivers are solely responsible for the welfare and the behavior of children using the library. Library staff cannot assume responsibility for children's safety and comfort when they use the library unattended.

Age Guidelines for Supervision:

(The library acknowledges that the maturity of children at different ages varies. These rules are subject to the discretion of library staff who may apply them to children other than the ages stated below if they deem necessary.)

- Children age five and younger must be in close proximity and within sight and conversation distance of the adult responsible for their safety. Parents using computers are still responsible for the behavior of their children and should remain conscious of where their children are and what they are doing.
- Children age of nine and younger must be supervised by a responsible caregiver age fourteen or older in the same service area at all times while they are in the library unless

they are participating in a library program (see below). Caregivers (age fourteen and older) must be able to effectively supervise young children and be willing and able to provide contact information for a parent or guardian upon request.

- Children age ten and older are free to use the library's resources unattended provided that their behavior is not disruptive to other patrons and they are mature enough to follow library rules and observe proper conduct; otherwise they should be adequately supervised by a parent or responsible caregiver. Parents are still responsible for the actions and the well-being of their children. Children using inappropriate behavior may be asked to leave the library. If a child in this age group is not able to leave the library unaccompanied by an adult, he/she should not be in the library alone.
- Children of any age with mental, physical or emotional disabilities which affect decision-making skills or render supervision necessary must be accompanied by a parent or caregiver at all times.

If a child age nine or younger is found to be unattended in any area of the Library (or an unattended child ten or older is found frightened, crying, or otherwise in distress), staff will attempt to locate the child's caregiver. If library staff cannot find the child's parent or caregiver, the Fargo Police Department will be notified and asked to assume care of the child. All children should carry with them the phone number of a parent or caregiver who can be contacted in case of an emergency.

- Programs – a child may attend a program in the Community Room (or Children's Area) by him/herself; however, the caregiver must be ready to meet that child promptly when the program ends or have made clearly communicated arrangements with the child regarding leaving the library on his/her own or with a designated caregiver. Staff does not monitor the arrival or departure of any child from a program or the building.
 - During toddler storytime sessions, parents/guardians are required to sit with their children in the storytime area.
 - During the preschool storytime sessions, parents/guardians are required to remain in the library building. Parents are not required to sit with their children the entire time and may browse the collection if the children are comfortable with the parent doing so. However, parents are encouraged to participate in the stories and activities with their child(ren) during story time.

- Closing Time – When library staff observes unattended children on library premises at closing time, the staff member will ask the child if prior arrangements have been made with a parent or caregiver. If the caregiver has not arrived at closing, the Fargo Police Department will be called and asked to assume care of the child. Library staff will remain with the child until the police officer arrives.

Approved 06-21-2011

Revised 07-15-2014

Revised 08-21-2018

Service Policy **Volunteers**

I. Purpose of Volunteer Program and Scope of Policy

The Fargo Public Library volunteer program is designed to expand and enhance public service to the community. Volunteers generally provide support services to regular library staff, work on special projects, or deliver library materials to the offsite locations. Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons. This policy covers volunteers for the Fargo Public Library exclusively and does not include volunteers of auxiliary or affiliated organizations.

II. Historical Benefit of Volunteer Program

The Fargo Public Library itself was started by the effort of volunteers working together to establish and provide library service to the citizens of Fargo. Over the past century, volunteers have provided countless hours of service which has allowed the library to go beyond core services in its efforts to serve the community. The volunteer program was formalized and authorized by the Library Board of Directors in 1995.

III. The Volunteer's Role

The role of volunteers is to supplement paid staff in order to provide additional services. Volunteers are not to be used as substitutes for paid staff and are not to be solely responsible for core library functions. Volunteers do not have the authority to make decisions that are properly the responsibility of professional librarians. Volunteers will fulfill some basic clerical roles, but not those tasks involving confidential patron information.

IV. Management of Volunteers

The volunteer coordinator is responsible for the recruitment, orientation, and placement of volunteers. Volunteers will be trained and supervised by the library staff member(s) of the particular department in which the volunteer is placed. The hours worked by volunteers are to be determined by the departmental supervisors. Volunteers will follow the standards of conduct expected of library employees as outlined in the City of Fargo Personnel Policy.

V. Length of Volunteer Placement

The duration of the volunteer commitment can be either short-term for specific projects or programs, or long-term. If a volunteer does not contribute four hours of work for a three-month period, that volunteer will be considered to have resigned from the volunteer program and the placement can be transferred to another volunteer. While the volunteer relationship can be terminated at any time by either party, some volunteer positions require a minimum length of service commitment.

VI. Volunteer Security Issues

Persons applying for the volunteer library program may be asked to provide references and/or provide information so that a background check can be performed. In the event a background check is performed, acceptance into the volunteer program is contingent upon library staff receiving a satisfactory report on a background check. With respect to volunteers assigned to a specific library facility, those volunteers may only perform volunteer duties when supervisory library staff members are present in the department. Access to City of Fargo networks and computers will be subject to the security policies of the City's Information Technology department. Upon resignation, volunteers must return any city property issued to them including badges and fobs.

VII. Requisite Skills and Abilities of Volunteers

Positions where volunteers can be of use to the library will have position descriptions including the required knowledge, skills and abilities. Potential volunteers will be evaluated for acceptance into the volunteer program based on their abilities to fulfill the needed requirements in the volunteer position descriptions.

VIII. Coordination with External Agencies

The library cannot accept the services of individuals ordered by the courts to perform community service. Other volunteer placement program applicants will be evaluated on a case by case basis by the volunteer coordinator in conjunction with library administration.

Appendix

Library/Volunteer Agreement Form

Approved 08-21-2007
Revised 09-17-2013

Library Use 2021

New Registrations: 530
 Approx. Registered Patrons: 29,034

ATTENDANCE	October 2021	October 2020	% CHANGE	2021 YTD	2020 YTD	Diff.	% CHANGE
Door Count Main	13,883	14,069	-1%	115,324	98,048	17,277	18%
Door Count Carlson	9,904	8,653	14%	83,735	64,888	18,847	29%
Door Count Northport	4,446	4,067	9%	38,197	28,320	9,877	35%
Outreach	359	60	498%	2,349	1,288	1,061	82%
Total	28,592	26,849	6%	239,605	192,544	47,062	24%

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance					
Adult Programs Main	15	1,047	128	718%	3,582	1,184	2,398	203%
Adult Programs Carlson	9	106	88	20%	1,212	678	534	79%
Adult Programs Northport	3	44	51	-14%	478	139	339	244%
Teen Programs Main	-	-	32	-100%	250	238	12	5%
Teen Programs Carlson	-	-	65	-100%	400	636	(236)	-37%
Teen Programs Northport	-	-	30	-100%	180	206	(26)	-13%
Childrens Programs Main	12	395	358	10%	4,842	4,936	(94)	-2%
Childrens Programs Carlson	5	278	230	21%	1,899	2,148	(249)	-12%
Childrens Programs Northport	4	205	116	77%	970	1,259	(289)	-23%
Community Engagement	7	530	-		5,033	498	4,535	911%
Outreach Department	1	38	20	90%	544	432	112	26%
Virtual Adult	4	412	144	186%	1,616	2,511	(895)	-36%
Virtual Teen	-	-	2	-100%	74	4	70	1750%
Virtual Childrens	21	150	70	114%	1,098	5,059	(3,961)	-78%
Total	81	3,205	1,334	140%	22,178	19,928	2,250	11%

VOLUNTEER HOURS							
Main	62	-	#DIV/0!	247	233	14	6%
Carlson	42	-	#DIV/0!	145	90	55	61%
Outreach	87	-	#DIV/0!	287	208	79	38%
Northport	-	-	#DIV/0!	-	-	-	-
Total	191	-	#DIV/0!	679	531	148	28%

INTERNET SIGNUP							
Main	2,360	2,927	-19%	16,625	17,912	(1,287)	-7%
Carlson	1,528	1,629	-6%	11,929	11,562	367	3%
Northport	445	375	19%	3,459	2,496	963	39%
Total	4,333	4,931	-12%	32,013	31,970	43	0%

ELECTRONIC ACTIVITY							
Web page hits	16,999	17,174	-1%	168,356	173,534	(5,178)	-3%

2021 Circulation

	October 2021	October 2020	Increase/ Decrease	% CHANGE	2021 YTD	2020 YTD	Increase/ Decrease	% Change YTD
PRINT								
MAIN								
Adult Nonfiction	2,536	2,222	314	14.13%	24,491	20,526	3,965	19.32%
Youth Nonfiction	1,613	1,483	130	8.77%	15,894	11,987	3,907	32.59%
Adult Fiction	5,262	3,730	1,532	41.07%	45,678	32,760	12,918	39.43%
Youth Fiction	3,437	3,417	20	0.59%	37,244	26,964	10,280	38.12%
Youth Reader	1,320	1,141	179	15.69%	11,483	8,617	2,866	33.26%
Youth Picture Books	3,411	2,551	860	33.71%	31,859	20,046	11,813	58.93%
Adult Magazines	125	158	(33)	-20.89%	1,167	1,196	(29)	-2.42%
Youth Magazines	24	3	21	700.00%	143	72	71	98.61%
Subtotal	17,728	14,705	3,023	20.56%	167,959	122,168	45,791	37.48%
OUTREACH								
Deposit	925	235	690	293.62%	7,182	3,452	3,730	108.05%
CARLSON								
Adult Nonfiction	775	771	4	0.52%	8,103	6,652	1,451	21.81%
Youth Nonfiction	1,030	1,054	(24)	-2.28%	10,691	7,964	2,727	34.24%
Adult Fiction	2,869	2,963	(94)	-3.17%	28,761	22,110	6,651	30.08%
Youth Fiction	2,350	2,566	(216)	-8.42%	25,252	18,418	6,834	37.11%
Youth Readers	1,386	1,286	100	7.78%	14,242	7,866	6,376	81.06%
Youth Picture Books	3,024	2,810	214	7.62%	30,534	18,121	12,413	68.50%
Adult Magazines	79	92	(13)	-14.13%	747	813	(66)	-8.12%
Youth Magazines	30	2	28	1400.00%	108	49	59	120.41%
Subtotal	11,543	11,544	(1)	-0.01%	118,438	81,993	36,445	44.45%
NORTHPORT								
Adult Nonfiction	295	313	(18)	-5.75%	2,822	2,437	385	15.80%
Youth Nonfiction	286	315	(29)	-9.21%	3,005	2,035	970	47.67%
Adult Fiction	905	961	(56)	-5.83%	9,252	7,108	2,144	30.16%
Youth Fiction	406	573	(167)	-29.14%	4,928	3,691	1,237	33.51%
Youth Readers	280	338	(58)	-17.16%	3,099	2,777	322	11.60%
Youth Picture Books	629	626	3	0.48%	5,585	4,253	1,332	31.32%
Adult Magazines	24	34	(10)	-29.41%	252	283	(31)	-10.95%
Youth Magazines	-	7	(7)	-100.00%	10	43	(33)	-76.74%
Subtotal	2,825	3,167	(342)	-10.80%	28,953	22,627	6,326	27.96%
TOTAL PRINT	33,021	29,651	3,370	11.37%	322,532	230,240	92,292	40.09%

2021 Circulation

NONPRINT

OverDrive	14,884	13,306	1,578	11.86%	149,426	135,580	13,846	10.21%
Zinio		1,231	(1,231)	-100.00%	2,813	9,340	(6,527)	-69.88%
Childrens Devices	15	11	4	36.36%	100	66	34	51.52%
Hoopla	2,043	1,819	224	12.31%	21,651	21,642	9	0.04%
RB Digital		169	(169)	-100.00%	-	4,111	(4,111)	-100.00%
Subtotal	16,942	16,536	406	2.46%	173,990	170,739	3,251	1.90%

MAIN

Adult DVD's	2,780	3,505	(725)	-20.68%	27,214	28,441	(1,227)	-4.31%
Youth DVD's	321	397	(76)	-19.14%	3,219	3,553	(334)	-9.40%
Video Games	216	196	20	10.20%	1,928	1,582	346	21.87%
Adult CD's	652	626	26	4.15%	4,837	4,139	698	16.86%
Youth CD's	57	66	(9)	-13.64%	646	453	193	42.60%
Adult Books on CD	241	274	(33)	-12.04%	2,112	2,249	(137)	-6.09%
Youth Books on CD	197	149	48	32.21%	1,640	1,572	68	4.33%
Kits	124	101	23	22.77%	931	819	112	13.68%
Subtotal	4,588	5,314	(726)	-13.66%	42,527	42,808	(281)	-0.66%

CARLSON

Adult DVD's	1,515	1,677	(162)	-9.66%	14,689	15,597	(908)	-5.82%
Youth DVD's	521	517	4	0.77%	5,032	3,427	1,605	46.83%
Video Games	236	142	94	66.20%	1,965	1,441	524	36.36%
Adult CD's	258	233	25	10.73%	2,730	2,144	586	27.33%
Youth CD's	61	59	2	3.39%	721	477	244	51.15%
Adult Books on CD	178	157	21	13.38%	1,473	1,433	40	2.79%
Youth Books on CD	181	229	(48)	-20.96%	1,765	1,615	150	9.29%
Kits	110	36	74	205.56%	990	425	565	132.94%
Subtotal	3,060	3,050	10	0.33%	29,365	26,559	2,806	10.57%

NORTHPORT

Adult DVD's	1,005	851	154	18.10%	7,936	7,783	153	1.97%
Youth DVD's	88	171	(83)	-48.54%	1,078	1,053	25	2.37%
Video Games	57	48	9	18.75%	489	417	72	17.27%
Adult CD's	155	176	(21)	-11.93%	1,316	1,224	92	7.52%
Youth CD's	17	18	(1)	-5.56%	117	117	-	0.00%
Adult Books on CD	37	36	1	2.78%	372	380	(8)	-2.11%
Youth Books on CD	55	26	29	111.54%	513	487	26	5.34%
Kits	30	3	27	900.00%	250	56	194	346.43%
Subtotal	1,444	1,329	115	8.65%	12,071	11,517	554	4.81%

TOTAL NONPRINT

TOTAL NONPRINT	26,034	26,229	(195)	-0.74%	257,953	251,623	6,330	2.52%
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INTERLIBRARY LOAN

Borrowed	178	120	58	48.33%	1,750	1,112	638	57.37%
Loaned	325	241	84	34.85%	3,186	2,116	1,070	50.57%
Subtotal	503	361	142	39.34%	4,936	3,228	1,708	52.91%

RENEWALS

RENEWALS	13,732	14,427	(695)	-4.82%	128,169	105,071	23,098	21.98%
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TOTAL CIRCULATION

TOTAL CIRCULATION	73,290	70,668	2,622	3.71%	713,590	590,162	123,428	20.91%
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Fargo Public Library 2021 Total Expenses
83% 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	\$ 1,667,684	\$ -	\$ 1,667,684	\$ 2,085,578	79.96%	\$ (417,893.72)
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	\$ 369,628	\$ -	\$ 369,628	\$ 453,334	81.54%	\$ (83,706.34)
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	\$ 39,321	\$ -	\$ 39,321	\$ 40,000	98.30%	\$ (679.48)
Health Insurance	20-01	\$ 241,406	\$ -	\$ 241,406	\$ 282,117	85.57%	\$ (40,710.86)
Dental Insurance	20-03	\$ 15,790	\$ -	\$ 15,790	\$ 20,678	76.36%	\$ (4,888.02)
Long Term Disability	20-04	\$ 4,324	\$ -	\$ 4,324	\$ 5,375	80.44%	\$ (1,051.28)
Auto Allowance	20-05	\$ 717	\$ -	\$ 717	\$ 900	79.68%	\$ (182.87)
FICA 6.2%	21-01	\$ 121,021	\$ -	\$ 121,021	\$ 151,204	80.04%	\$ (30,182.62)
Medicare 1.45%	21-02	\$ 28,303	\$ -	\$ 28,303	\$ 35,489	79.75%	\$ (7,185.90)
City Pension	22-01	\$ 33,420	\$ -	\$ 33,420	\$ 41,975	79.62%	\$ (8,554.64)
NDPERS Pension	22-04	\$ 132,438	\$ -	\$ 132,438	\$ 164,789	80.37%	\$ (32,350.76)
NDPERS & City Pension	22-05	\$ 4,667	\$ -	\$ 4,667	\$ 5,857	79.68%	\$ (1,190.22)
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	\$ 82,061	\$ -	\$ 82,061	\$ 130,229	63.01%	\$ (48,167.77)
Other Services	38-99	\$ 12,494	\$ 3,158	\$ 15,652	\$ 16,500	94.86%	\$ (847.80)
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	\$ 20,910	\$ -	\$ 20,910	\$ 31,766	65.83%	\$ (10,855.60)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 51,751	\$ 7,390	\$ 59,141	\$ 40,100	147.48%	\$ 19,040.99
Land and building rent	44-10	\$ 63,052	\$ 4,556	\$ 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	\$ 3,576	\$ -	\$ 3,576	\$ 4,300	83.16%	\$ (724.21)
Other communications	53-60	\$ 1,793	\$ -	\$ 1,793	\$ 1,000	179.35%	\$ 793.46
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	\$ 17,671	\$ -	\$ 17,671	\$ 27,000	65.45%	\$ (9,328.94)
In state travel	56-60	\$ 1,765	\$ -	\$ 1,765	\$ 3,500	50.44%	\$ (1,734.53)
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	\$ 2,075	\$ -	\$ 2,075	\$ 1,500	138.33%	\$ 575.00
Seminar & conf in state	59-20	\$ 2,170	\$ -	\$ 2,170	\$ 2,500	86.81%	\$ (329.85)
Seminar & conf out state	59-21	\$ 169	\$ -	\$ 169	\$ 2,500	6.76%	\$ (2,331.00)
Office supplies	61-10	\$ 19,271	\$ -	\$ 19,271	\$ 30,000	64.24%	\$ (10,729.02)
Medical supplies	61-20	\$ 33	\$ -	\$ 33	\$ 600	5.45%	\$ (567.31)
General supplies	61-40	\$ 22,995	\$ -	\$ 22,995	\$ 13,500	170.33%	\$ 9,494.54
Program materials	61-43	\$ 24,972	\$ 320	\$ 25,292	\$ 36,000	70.26%	\$ (10,708.17)
Materials Processing	61-44	\$ 47,484	\$ -	\$ 47,484	\$ 64,569	73.54%	\$ (17,084.55)
Postage	61-50	\$ 157	\$ -	\$ 157	\$ 12,300	1.28%	\$ (12,143.00)
Books & periodicals	61-70	\$ 558,374	\$ 1,948	\$ 560,321	\$ 724,454	77.34%	\$ (164,132.55)
Gasoline		\$ 274	\$ -	\$ 274	\$ 439	62.42%	\$ (164.99)
Natural gas	62-50	\$ 28,540	\$ -	\$ 28,540	\$ 40,900	69.78%	\$ (12,360.01)
Electricity	62-51	\$ 98,587	\$ -	\$ 98,587	\$ 128,325	76.83%	\$ (29,737.56)
Miscellaneous	68-10	\$ 1,444	\$ -	\$ 1,444	\$ 2,000	72.21%	\$ (555.87)
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ 100	0.00%	\$ (100.00)
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 3,894,906	\$ 17,523	\$ 3,912,429	\$ 4,908,159	79.71%	\$ (995,730)

Fargo Public Library 2021 Total Expenses

83% OF YEAR LAPSED

EXPENSE VS. BUDGET

2021

MAIN

Account	Budget Line	August	September	October	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 126,513	\$ 127,509	\$ 127,897	\$ 1,312,133		\$ 1,665,812	79%
Full time overtime	11-01	\$ 32	\$ (25)		\$ 123			
Full Time banked sick	11-02				\$ -		\$ 12,000	0%
Part time w/benefits	13-00	\$ 25,921	\$ 23,677	\$ 23,652	\$ 251,512		\$ 301,693	83%
Part time w/benefits overtime			\$ 9		\$ 18			
Part Time Banked Sick	13-02				\$ -		\$ 1,000	0%
Part time seasonal no benefits	14-00	\$ 2,721	\$ 2,676	\$ 2,877	\$ 31,411		\$ 30,800	102%
Health insurance	20-01	\$ 17,670	\$ 17,622	\$ 17,647	\$ 168,649		\$ 187,851	90%
Dental insurance	20-03	\$ 1,221	\$ 1,218	\$ 1,220	\$ 11,850		\$ 15,243	78%
Long Term Disability	20-04	\$ 326	\$ 334	\$ 352	\$ 3,375		\$ 4,162	81%
Auto Allowance	20-05	\$ 69	\$ 69	\$ 69	\$ 717		\$ 900	80%
FICA 6.2%	21-01	\$ 9,031	\$ 8,953	\$ 8,988	\$ 93,295		\$ 117,699	79%
Medicare 1.45%	21-02	\$ 2,112	\$ 2,094	\$ 2,102	\$ 21,819		\$ 27,653	79%
City Pension	22-01	\$ 2,000	\$ 2,000	\$ 2,001	\$ 20,711		\$ 25,990	80%
NDPERS Pension	22-04	\$ 10,384	\$ 10,271	\$ 10,322	\$ 106,401		\$ 134,095	79%
NDPERS & City Pension	22-05	\$ 451	\$ 451	\$ 451	\$ 4,667		\$ 5,857	80%
Actuarial Contributions	22-06	\$ 69,960			\$ 69,960		\$ 69,960	100%
Workers Comp	25-00				\$ -			
Life insurance	26-00	\$ 154	\$ 80		\$ 773	\$ 151	\$ 800	116%
Interpreters/ADA Compliance	33-29				\$ -		\$ 500	0%
Security Services	38-61		\$ 13,686	\$ 8,295	\$ 63,234		\$ 94,429	67%
Other Services	38-99	\$ 882	\$ 936	\$ 1,498	\$ 11,191	\$ 3,158	\$ 15,000	96%
Water Sewer	41-05				\$ -			
General equip repair	43-20				\$ (1)		\$ 3,000	0%
General equip repair (computer)	43-21	\$ 4,449	\$ 810	\$ 383	\$ 20,342		\$ 25,766	79%
General equip repair (vehicle)	43-22				\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 1,211	\$ 1,884	\$ 1,257	\$ 46,986	\$ 3,958	\$ 35,000	146%
Land and building rent	44-10				\$ -			
Property insurance	52-10	\$ 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	\$ 360	\$ 360	\$ 718	\$ 3,576		\$ 4,300	83%
Other communications	53-60	\$ 231	\$ 200	\$ 401	\$ 1,793		\$ 1,000	179%
ILS Development	53-61				\$ 17,500		\$ 46,150	38%
Minix/OCLC	53-62		\$ 776		\$ 19,484		\$ 19,000	103%
Marketing	54-11	\$ 3,676	\$ 2,096	\$ 2,860	\$ 17,671		\$ 27,000	65%
In state travel	56-60	\$ 174	\$ 156	\$ 615	\$ 1,765		\$ 3,500	50%
Out of state travel	57-60				\$ -		\$ 5,000	0%
Due & membership in state	59-10		\$ 330		\$ 1,636		\$ 1,700	96%
Dues/membership out state	59-11		\$ 228	\$ 228	\$ 2,075		\$ 1,500	138%
Seminar & conf in state	59-20	\$ 200	\$ 280	\$ 160	\$ 2,170		\$ 2,500	87%
Seminar & conf out state	59-21				\$ 169		\$ 2,500	7%
Office supplies	61-10	\$ 1,715	\$ 1,198	\$ 542	\$ 12,875		\$ 20,000	64%
Medical supplies	61-20				\$ 33		\$ 600	5%
General supplies	61-40	\$ 746	\$ 608	\$ 10,264	\$ 15,657		\$ 7,500	209%
Program materials	61-43	\$ 932	\$ 949	\$ 2,993	\$ 24,972	\$ 320	\$ 36,000	70%
Materials Processing	61-44	\$ 3,431	\$ 3,597	\$ 6,608	\$ 47,484		\$ 64,569	74%
Postage	61-50		\$ 24	\$ 21	\$ 157		\$ 10,000	2%
Books & periodicals	61-70	\$ 43,543	\$ 31,907	\$ 40,134	\$ 418,612	\$ 993	\$ 526,939	80%
Gasoline	62-10	\$ 38	\$ 30	\$ 32	\$ 274		\$ 439	62%
Natural gas	62-50	\$ 3,714	\$ 1,697	\$ 2,047	\$ 15,993		\$ 24,000	67%
Electricity	62-51	\$ 23,379	\$ 8,603	\$ 8,370	\$ 59,772		\$ 90,000	66%
Miscellaneous	68-10	\$ 22	\$ 4	\$ (3)	\$ 1,444		\$ 2,000	72%
Safety compliance	68-50				\$ -		\$ 100	0%
Bad Debt					\$ -			
Capital Outlay - Machinery & Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 367,192	\$ 269,810	\$ 285,000	\$ 2,924,088	\$ 8,581	\$ 3,691,007	79.45%

Fargo Public Library 2021 Total Expenses

83% OF YEAR LAPSED

EXPENSE VS. BUDGET

2021

CARLSON

Account	Budget Line	August	September	October	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 27,572	\$ 27,226	\$ 27,109	\$ 272,218		\$ 312,605	87%
Full time overtime	11-01				\$ -			
full Time Banked Sick	11-02				\$ -		\$ 3,000	0%
Part time w/benefits	13-00	\$ 6,421	\$ 7,219	\$ 6,082	\$ 71,665		\$ 118,755	60%
Part time w/benefits overtime					\$ -			
Part Time Banked Sick	13-02				\$ -			
Part time seasonal no benefits	14-00	\$ 405	\$ 831	\$ 879	\$ 7,909		\$ 9,200	86%
Health insurance	20-01	\$ 5,674	\$ 5,574	\$ 5,579	\$ 52,753		\$ 70,375	75%
Dental insurance	20-03	\$ 315	\$ 310	\$ 310	\$ 2,884		\$ 4,109	70%
Long Term Disability	20-04	\$ 70	\$ 71	\$ 68	\$ 694		\$ 919	75%
Auto Allowance	20-05				\$ -			
FICA 6.2%	21-01	\$ 1,968	\$ 2,024	\$ 1,948	\$ 20,227		\$ 25,455	79%
Medicare 1.45%	21-02	\$ 460	\$ 473	\$ 456	\$ 4,730		\$ 5,953	79%
City Pension	22-01	\$ 1,229	\$ 1,229	\$ 1,231	\$ 12,710		\$ 15,985	80%
NDPERS Pension	22-04	\$ 1,539	\$ 1,564	\$ 1,470	\$ 15,296		\$ 19,126	80%
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		\$ 4,348	\$ 3,070	\$ 18,827		\$ 35,800	53%
Other Services	38-99		\$ 24	\$ 349	\$ 943		\$ 1,000	94%
Water Sewer	41-05				\$ -		\$ 3,000	0%
General equip repair	43-20				\$ -			
General equip repair (computer)	43-21				\$ 568		\$ 6,000	9%
General equip repair (vehicle)	43-22				\$ -			
Maintenance service	43-50	\$ 417	\$ 377	\$ 411	\$ 3,085	\$ 2,870	\$ 3,000	199%
Land and building rent	44-10				\$ -			
Property insurance	52-10		\$ 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	\$ 477	\$ 178	\$ 441	\$ 4,433		\$ 7,000	63%
Medical supplies	61-20				\$ -			
General supplies	61-40	\$ 2,265	\$ 420	\$ 108	\$ 3,955		\$ 2,500	158%
Program materials	61-43				\$ -			
Materials Processing	61-44				\$ -			
Postage	61-50				\$ -		\$ 2,300	0%
Books & periodicals	61-70	\$ 8,450	\$ 9,957	\$ 10,030	\$ 94,354		\$ 132,890	71%
Gasoline					\$ -			
Natural gas	62-50	\$ 1,587	\$ 1,897	\$ 1,489	\$ 11,502		\$ 15,000	77%
Electricity	62-51	\$ 4,950	\$ 5,056	\$ 3,524	\$ 32,215		\$ 30,450	106%
Miscellaneous	68-10				\$ -			
Safety compliance	68-50				\$ -			
Bad Debt					\$ -			
Capital Outlay - Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 106,414	\$ 69,827	\$ 64,554	\$ 675,926	\$ 2,870	\$ 870,243	78.0%

Fargo Public Library 2021 Total Expenses

83% OF YEAR LAPSED

EXPENSE VS. BUDGET

2021

NORTHPORT

Account	Budget Line	August	September	October	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 7,516	\$ 7,959	\$ 8,143	\$ 83,333		\$ 107,161	78%
Full time overtime	11-01				\$ -			
Full time banked sick	11-02							
Part time w/benefits	13-00	\$ 5,124	\$ 4,792	\$ 4,984	\$ 46,450		\$ 32,886	141%
Part time w/benefits overtime					\$ -			
Part time banked sick					\$ -			
Part time seasonal no benefits	14-00				\$ -			
Health insurance	20-01	\$ 1,911	\$ 2,059	\$ 2,029	\$ 20,004		\$ 23,891	84%
Dental insurance	20-03	\$ 101	\$ 109	\$ 107	\$ 1,056		\$ 1,326	80%
Long Term Disability	20-04	\$ 25	\$ 25	\$ 26	\$ 255		\$ 294	87%
Auto Allowance	20-05				\$ -			
FICA 6.2%	21-01	\$ 731	\$ 732	\$ 758	\$ 7,500		\$ 8,050	93%
Medicare 1.45%	21-02	\$ 171	\$ 171	\$ 177	\$ 1,754		\$ 1,883	93%
City Pension	22-01				\$ -			
NDPERS Pension	22-04	\$ 1,044	\$ 1,053	\$ 1,084	\$ 10,741		\$ 11,568	93%
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		\$ 288	\$ 360		\$ 500	72%
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	\$ 1,680	\$ 561	\$ 2,100	107%
Land and building rent	44-10	\$ 5,634	\$ 5,634	\$ 5,716	\$ 63,052	\$ 4,556	\$ 74,000	91%
Property insurance	52-10		\$ 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	\$ 227	\$ 215	\$ 431	\$ 1,963		\$ 3,000	65%
Medical supplies	61-20				\$ -			
General supplies	61-40	\$ 3	\$ 103	\$ 32	\$ 664		\$ 3,500	19%
Program materials	61-43				\$ -			
Materials Processing	61-44				\$ -			
Postage	61-50				\$ -			
Books & periodicals	61-70	\$ 3,434	\$ 4,073	\$ 5,496	\$ 45,408	\$ 954	\$ 64,625	72%
Gasoline					\$ -			
Natural gas	62-50	\$ 95	\$ 31	\$ 31	\$ 1,044		\$ 1,900	55%
Electricity	62-51	\$ 854	\$ 702	\$ 634	\$ 6,600		\$ 7,875	84%
Miscellaneous	68-10				\$ -			
Safety compliance	68-50				\$ -			
Bad Debt					\$ -			
Capital Outlay - Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 27,079	\$ 27,985	\$ 30,123	\$ 292,173	\$ 6,072	\$ 346,909	85.97%

Fargo Public Library 2021 Total Expenses

83% OF YEAR LAPSED

EXPENSE VS. BUDGET

2021

GRANT

Account	Budget Line	August	September	October	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			\$ 130	\$ 2,718		\$ -	
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				\$ -		\$ -	
		\$ -	\$ -	\$ 130	\$ 2,718	\$ -	\$ -	

